How to get started as a user

Kunnskap for en bedre verden

Labstyringsprosjektet (Anne M. Vik), høst 2020 - CoMed

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NB! Most of the equipments requires a **project** when booking. You can check yourself whether you are added to a project in Bookitlab (see how later in this guide). If you're not added, contact your project financial officer or project leader.

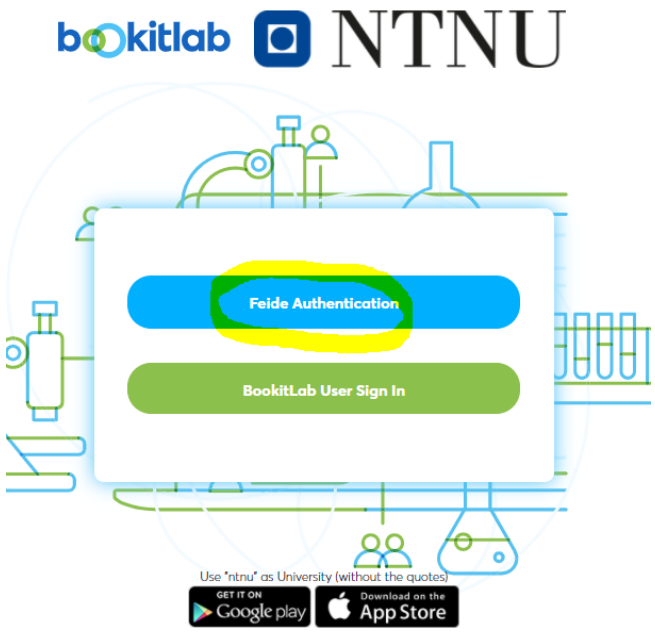
Why require a project number?

A lot of the equipment charge per use. A project number is therefore required for the cost to be charged correctly.

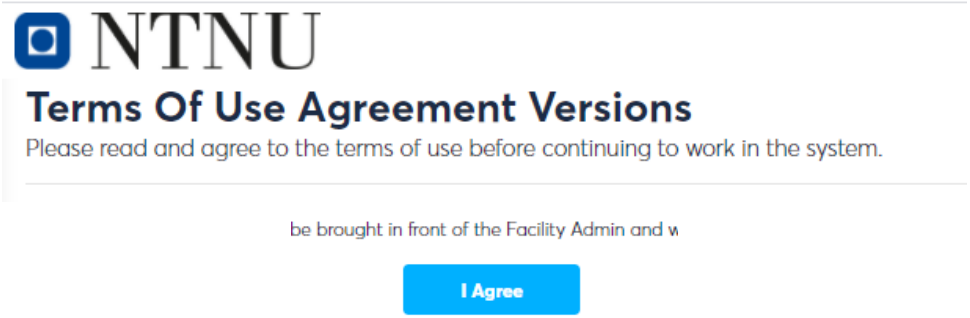
This guideline shows just a limited amount of all the functionality available for users in Bookitlab.

Login

Go to https://core.bookitlab.com/ntnu

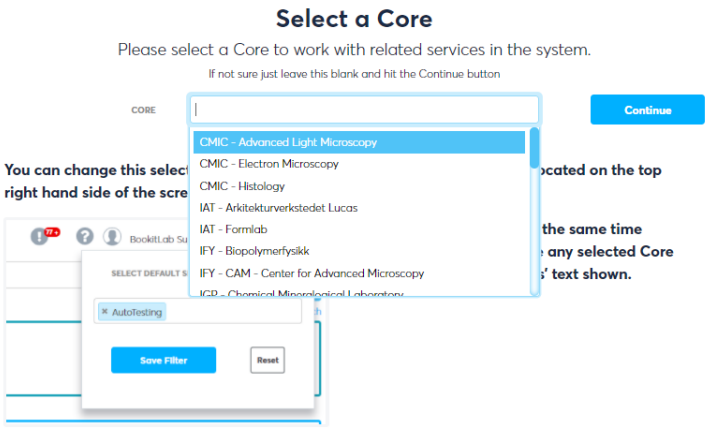


- Choose «Feide Authentication»
- Choose «NTNU» if asked for «Affiliation»
- You're asked to accept the «Terms of Agreement"



Login

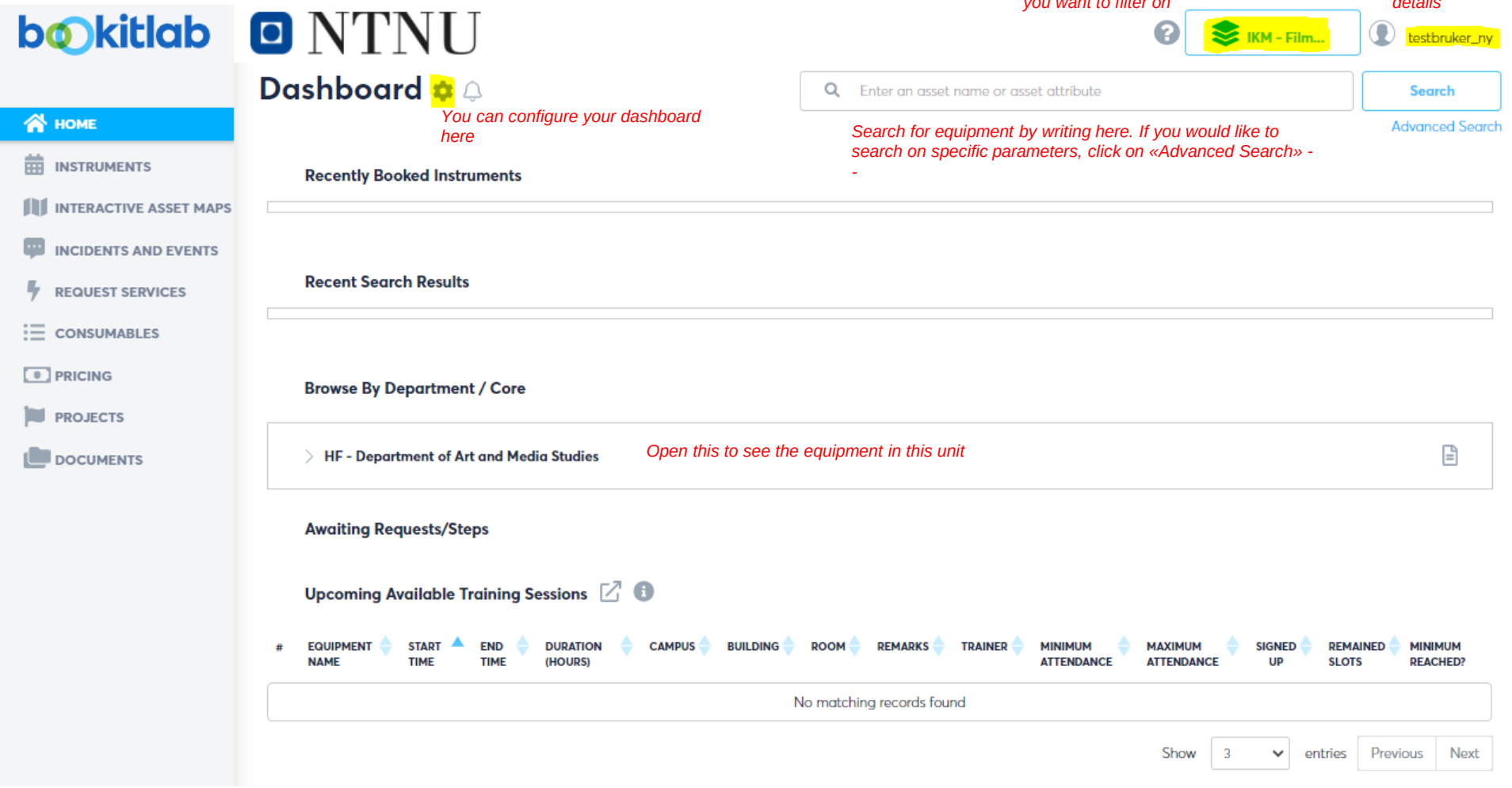
You're now asked to choose core*:



Search for the core which is most relevant for you.

This is just a filter and can be changed after login.

Login

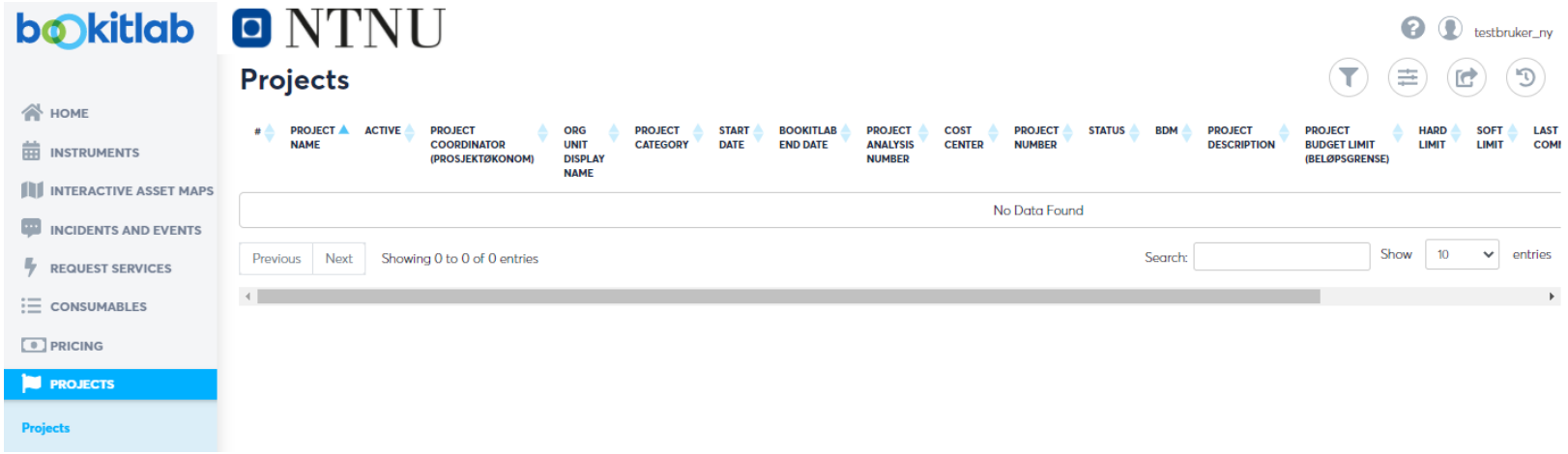

bookitlab
NTNU
Here you can change what core you want to filter on
IKM - Film...
Click here to see your user details
testbruker_ny
Dashboard
You can configure your dashboard here
Enter an asset name or asset attribute
Search
Advanced Search
Search for equipment by writing here. If you would like to search on specific parameters, click on «Advanced Search» - -
HOME
INSTRUMENTS
INTERACTIVE ASSET MAPS
INCIDENTS AND EVENTS
REQUEST SERVICES
CONSUMABLES
PRICING
PROJECTS
DOCUMENTS
Recently Booked Instruments
Recent Search Results
Browse By Department / Core
HF - Department of Art and Media Studies
Open this to see the equipment in this unit
Awaiting Requests/Steps
Upcoming Available Training Sessions
EQUIPMENT NAME START TIME END TIME DURATION (HOURS) CAMPUS BUILDING ROOM REMARKS TRAINER MINIMUM ATTENDANCE MAXIMUM ATTENDANCE SIGNED UP REMAINED SLOTS MINIMUM REACHED?
No matching records found
Show 3 entries Previous Next

Lab training

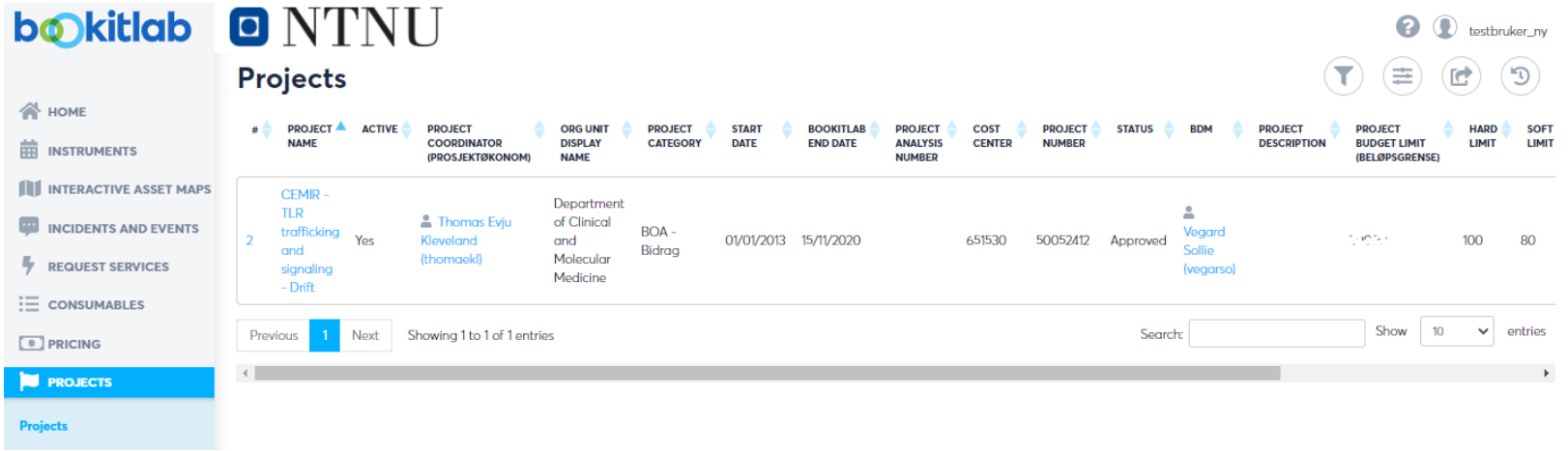
- A local introduction and practical training is mandatory before you can start working at CoMed
- Follow these instructions to book your initial training session:
  1. «Instruments»
  2. «Trainings»
  3. «Training session 1»
  4. Read the file attached to the website and make the necessary preparations
  5. Press the blue box by the training session you would like to attend
  6. Create the reservation
- You can register for training without a project number

Am I added to a project?

Click on «Projects» in the left menu. If I'm not added to any projects, my screen is empty. Then I need to contact my project financial controller or project leader. Only the project fincancial controller can add me to a project.

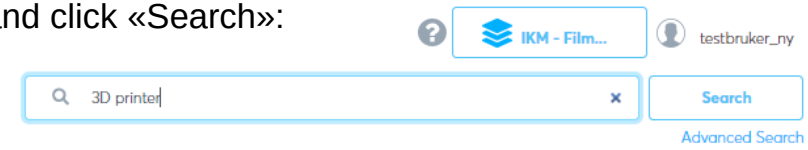


If I'm added to a project, I will find it here. Not the correct one? Contact your project financial controller.

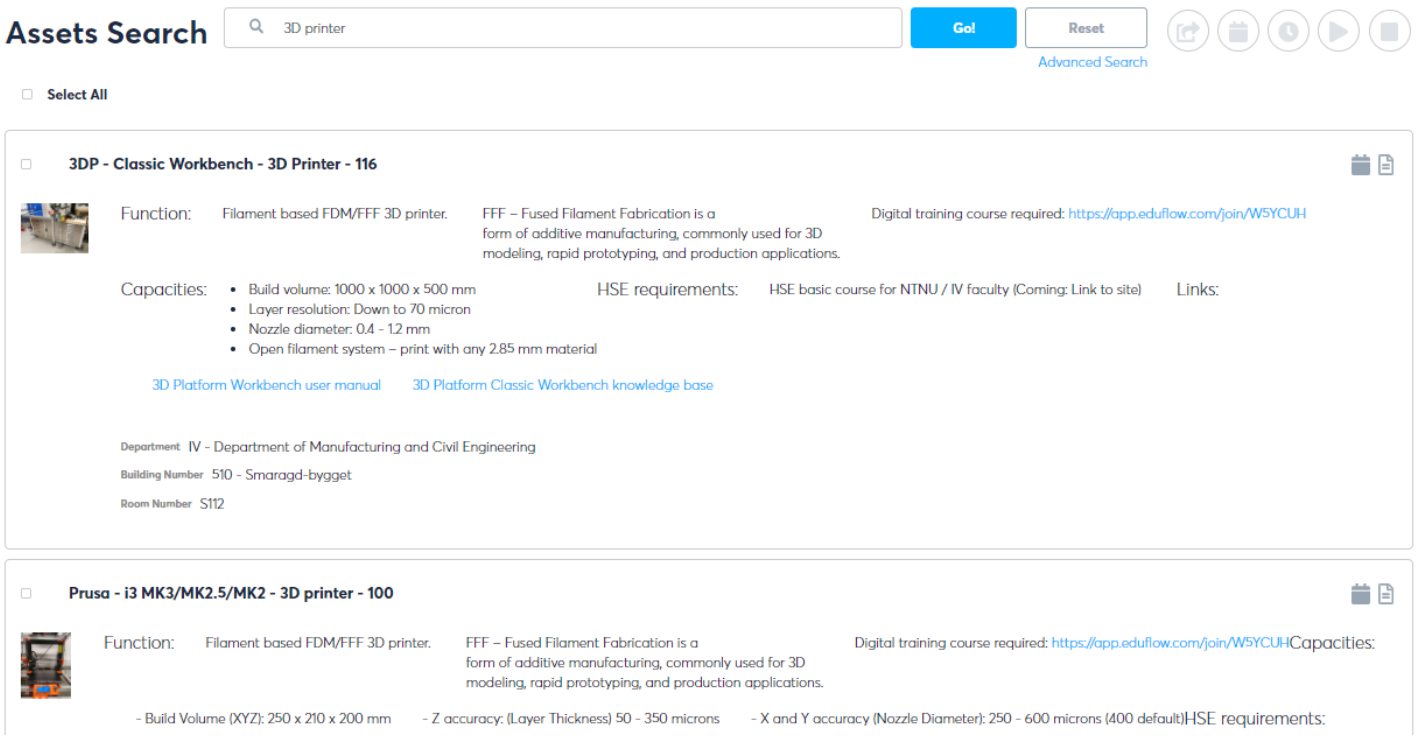


Search - general

Search by entering the word in the search field and click «Search»:



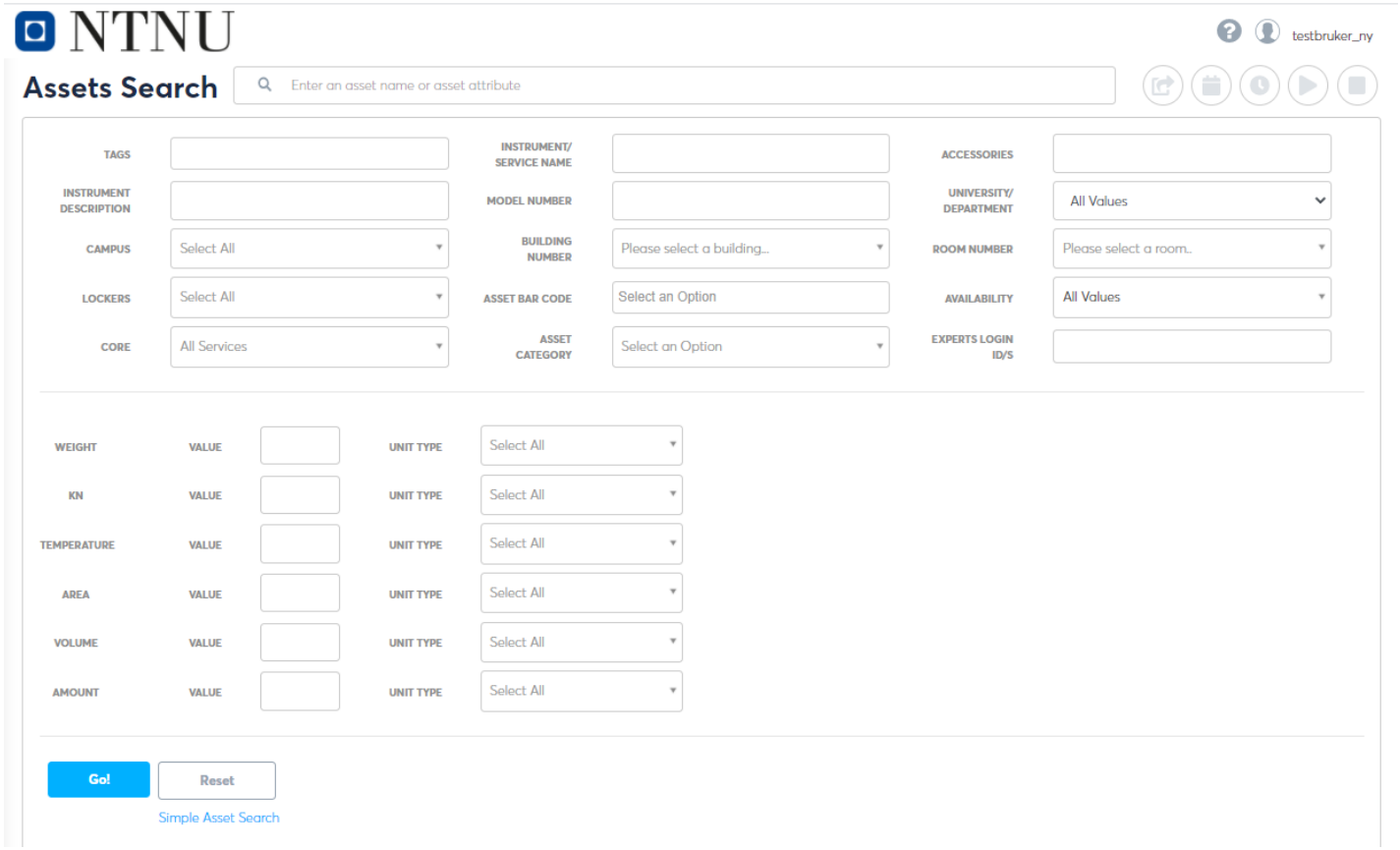
You'll get a list of results:



Click on the title or on the icons to the right to move further.

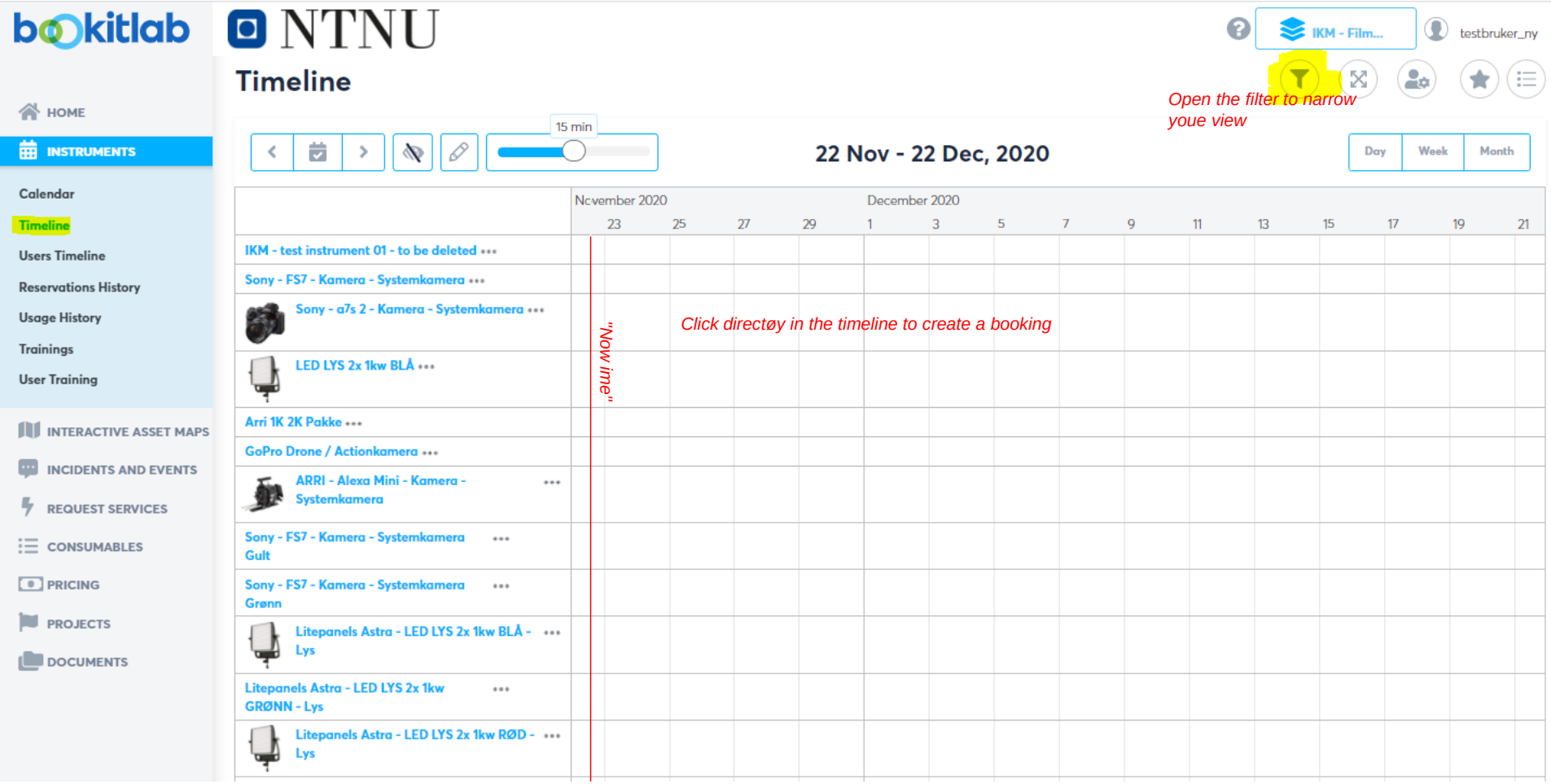
Search – advanced search

Click on «Advanced Search» at the top right on the front page. You'll get to this screen:



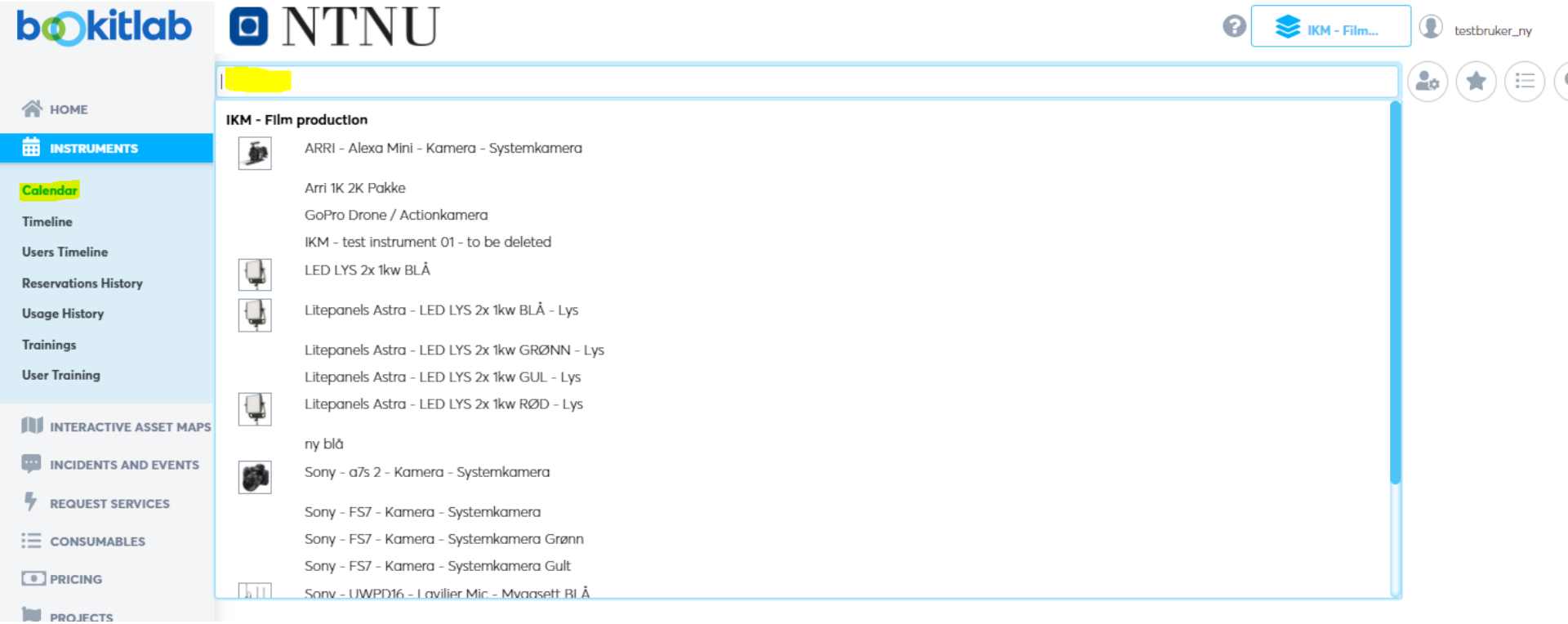
Search – timeline

Click on «Instruments» in the left meny to get to the timeline. What you see here is decided by the top filter «IKM – Film production». This can be changed.



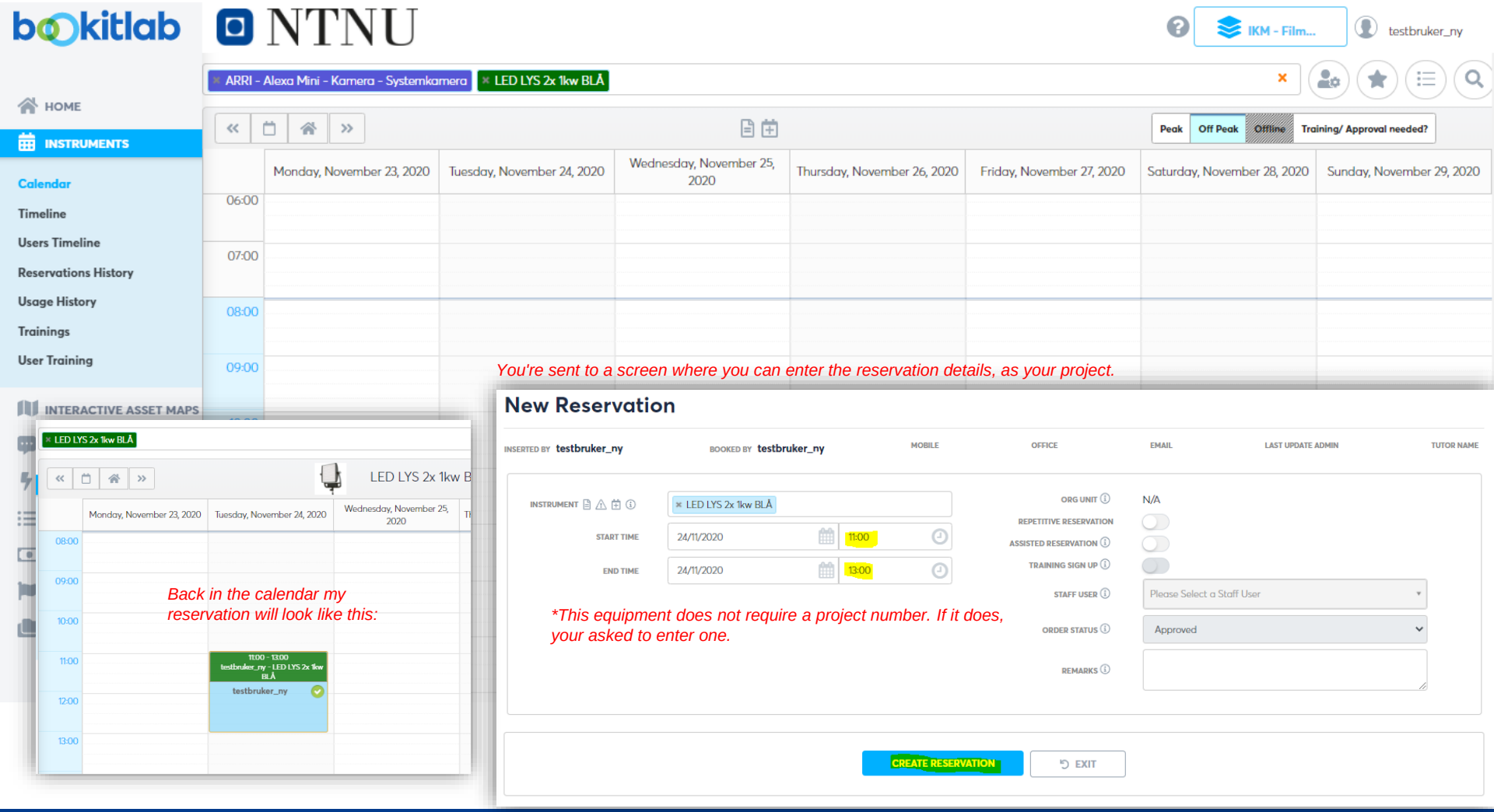
Search - calendar

To get to the calendar, click on the "Calendar" in the left meny. Here you can view the weekly schedule of any instrument as per your top right filter.



Booking from calendar

Choose the equipment you want to book and create a booking by marking the relevant timeframe. You can book several instruments at the same time, combining their calendars.

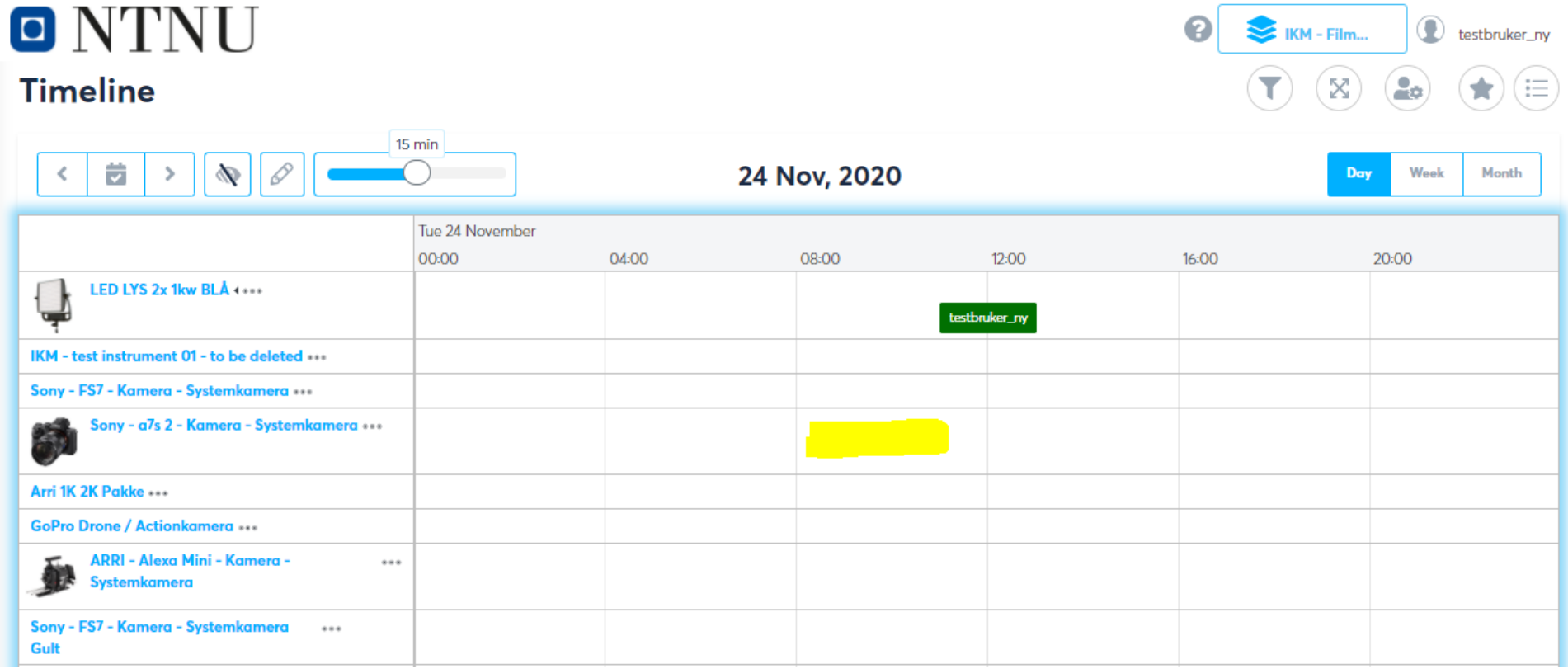


NTNU

Booking – from timeline

Booking can be made in the timeline as well. Click on the frame so that it gets a blue lining, and then click on the time and instrument where you want to create a booking.

You can drag the reservation to move it.



Booking

- If you get the message «You don't have sufficient permissions to book this equipment» - contact core staff.

- For questions regarding booking and equipment, contact core staff.
- For questions regarding projects, contact your project financial controller.

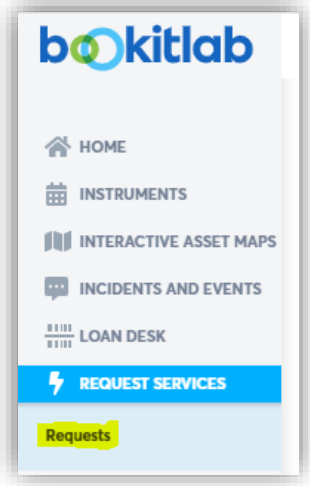
Requests

- In addition to making reservations, users can make service requests

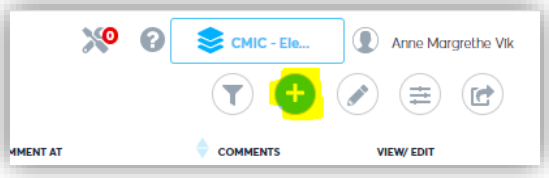
- At CoMed, you can request techicial assistance and consumables from the Request services module.

Submitting a request

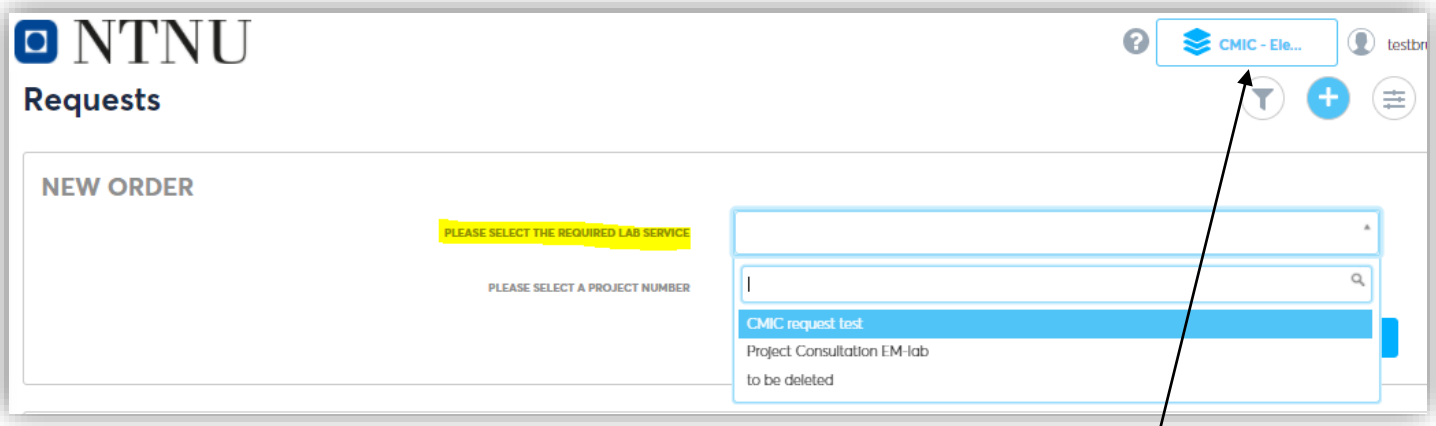
1) Click on the left menu item «Request»:



2) Click on the plus icon to start a new request:



3) Select the request form from the dropdown according to your needs, in addition to you project:

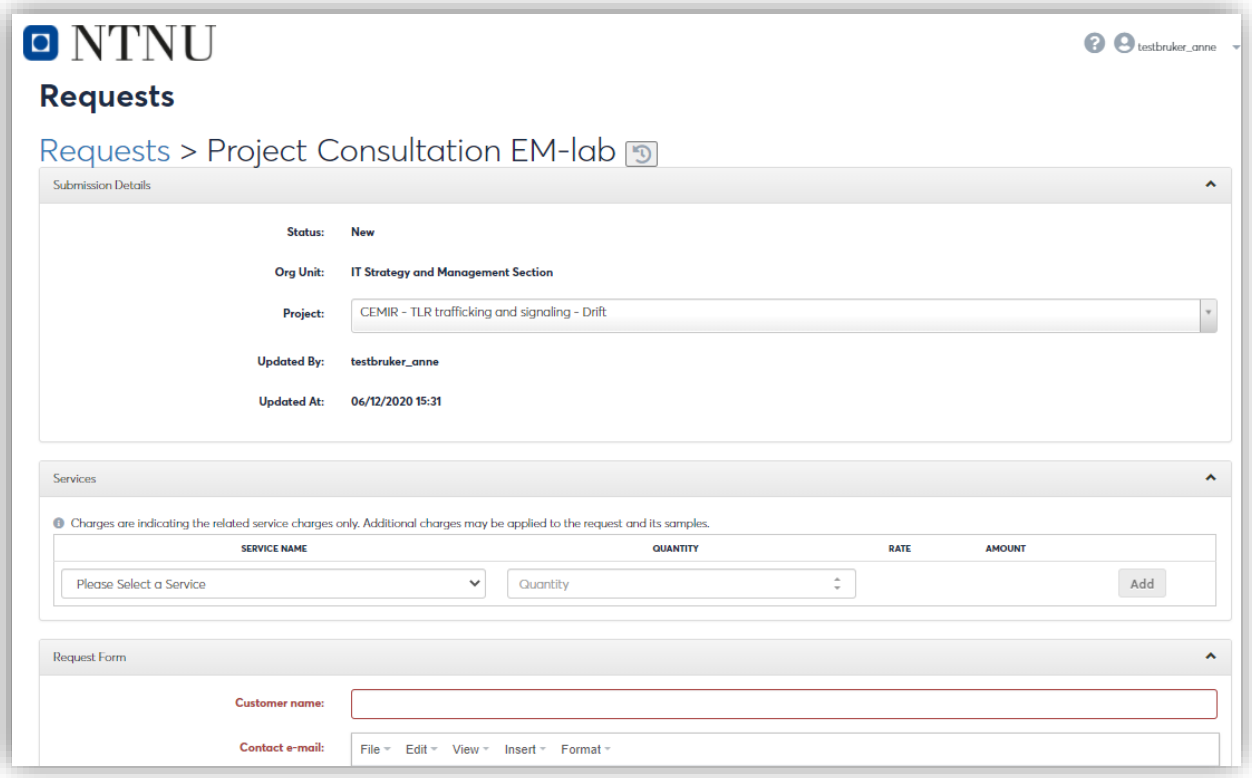


(The top right filter decides what you see in this list. If no filter on, then you will see all available forms at NTNU)

Submitting a request

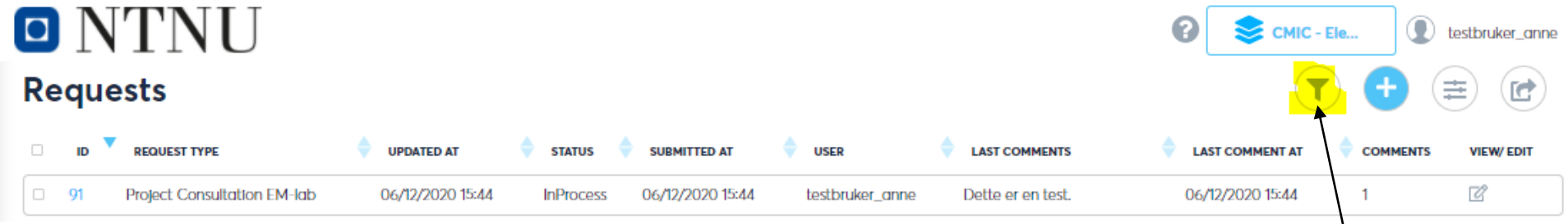
Fill inn the form accordingly and click «Submit» at the bottom. Core staff will be notified, and you will get an email as confirmation.

Form example:



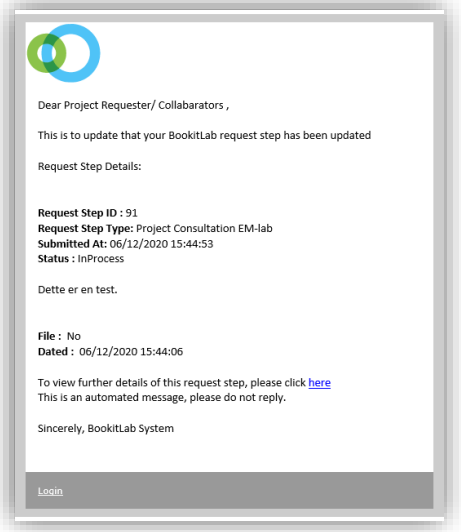
Submitting a request

After submitting the request, it will get status as «In Process». You can see all your requests in the request list.



Open filters if you wish to filter your view

Email confirmation:



Dear Project Requester/ Collabarators ,

This is to update that your BookitLab request step has been updated

Request Step Details:

Request Step ID : 91
Request Step Type: Project Consultation EM-lab
Submitted At: 06/12/2020 15:44:53
Status : InProcess

Dette er en test.

File : No
Dated : 06/12/2020 15:44:06

To view further details of this request step, please click here
This is an automated message, please do not reply.

Sincerely, BookitLab System

Login