

How to get started as a user



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

Content

- 1) Login
- 2) Lab training
- 3) Search
- 4) Booking
- 5) Service requests

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.

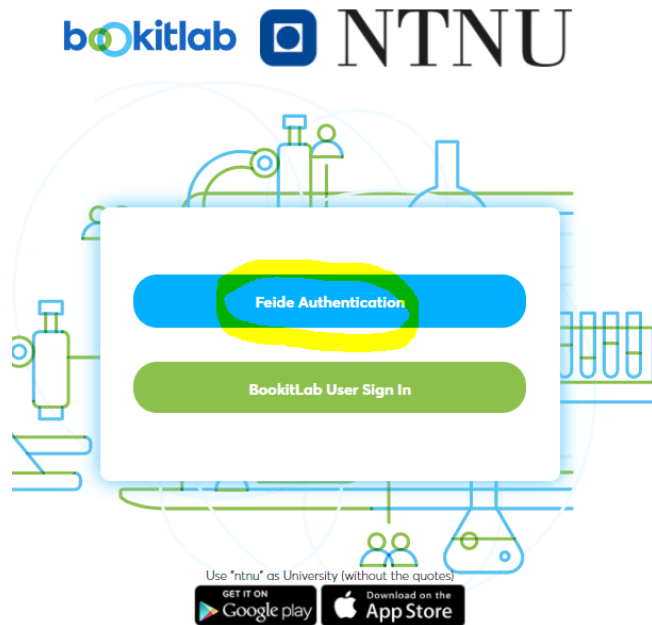
Why require a project number?

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»



Terms Of Use Agreement Versions

Please read and agree to the terms of use before continuing to work in the system.

be brought in front of the Facility Admin and w

I Agree

Login

You're now asked to choose core*:



Search for the core which is most relevant for you.

Select a Core

Please select a Core to work with related services in the system.
If not sure just leave this blank and hit the Continue button



CORE

You can change this selection on the right hand side of the screen

CMIC - Advanced Light Microscopy
CMIC - Electron Microscopy
CMIC - Histology
IAT - Arkitekturverkstedet Lucas
IAT - Formlab
IFY - Biopolymerfysikk
IFY - CAM - Center for Advanced Microscopy
IGD - Chemical Mineralogical Laboratory

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

Login



HOME

INSTRUMENTS

INTERACTIVE ASSET MAPS

INCIDENTS AND EVENTS

REQUEST SERVICES



CONSUMABLES

PRICING

PROJECTS



DOCUMENTS


Dashboard



You can configure your dashboard here

Here you can change what core you want to filter on





testbruker_ny

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» -


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 financial controller can add me to a project.

The screenshot shows the NTNU Bookitlab interface. The left sidebar contains a menu with options: HOME, INSTRUMENTS, INTERACTIVE ASSET MAPS, INCIDENTS AND EVENTS, REQUEST SERVICES, CONSUMABLES, PRICING, and PROJECTS (highlighted). The main content area is titled 'Projects' and displays a table with columns: PROJECT NAME, ACTIVE, PROJECT COORDINATOR (PROSJEKTØKONOM), ORG UNIT DISPLAY NAME, PROJECT CATEGORY, START DATE, BOOKITLAB END DATE, PROJECT ANALYSIS NUMBER, COST CENTER, PROJECT NUMBER, STATUS, BDM, PROJECT DESCRIPTION, PROJECT BUDGET LIMIT (BELØPSGRENSE), HARD LIMIT, and SOFT LIMIT. The table is empty, and a message 'No Data Found' is displayed. Below the table, there are pagination controls showing 'Showing 0 to 0 of 0 entries' and a search bar.

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




The screenshot shows the NTNU Bookitlab interface with the 'Projects' page. The left sidebar is the same as in the previous screenshot. The main content area displays a table with one project entry. The table columns are the same as in the previous screenshot. The project entry is as follows:



#	PROJECT NAME	ACTIVE	PROJECT COORDINATOR (PROSJEKTØKONOM)	ORG UNIT DISPLAY NAME	PROJECT CATEGORY	START DATE	BOOKITLAB END DATE	PROJECT ANALYSIS NUMBER	COST CENTER	PROJECT NUMBER	STATUS	BDM	PROJECT DESCRIPTION	PROJECT BUDGET LIMIT (BELØPSGRENSE)	HARD LIMIT	SOFT LIMIT
2	CEMIR - TLR trafficking and signaling - Drift	Yes	Thomas Evju Kleiveland (thomaekl)	Department of Clinical and Molecular Medicine	BOA - Bidrag	01/01/2013	15/11/2020		651530	50052412	Approved	Vegard Sollie (vegarso)		100	80	

Below the table, there are pagination controls showing 'Showing 1 to 1 of 1 entries' and a search bar.

Search - general








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

   testbruker_ny



[Advanced Search](#)


You'll get a list of results:

Assets Search       

[Advanced Search](#)

☐ **Select All**

☐ **3DP - Classic Workbench - 3D Printer - 116**  



Function: Filament based FDM/FFF 3D printer. FFF – Fused Filament Fabrication is a form of additive manufacturing, commonly used for 3D modeling, rapid prototyping, and production applications. Digital training course required: <https://app.eduflow.com/join/WSYCUH>



Capacities:


- Build volume: 1000 x 1000 x 500 mm
- Layer resolution: Down to 70 micron
- Nozzle diameter: 0.4 - 12 mm
- Open filament system – print with any 2.85 mm material

HSE requirements: HSE basic course for NTNU / IV faculty (Coming: Link to site) **Links:**

[3D Platform Workbench user manual](#) [3D Platform Classic Workbench knowledge base](#)

Department IV - Department of Manufacturing and Civil Engineering
Building Number 510 - Smaragd-bygget
Room Number S112

☐ **Prusa - i3 MK3/MK2.5/MK2 - 3D printer - 100**  



Function: Filament based FDM/FFF 3D printer. FFF – Fused Filament Fabrication is a form of additive manufacturing, commonly used for 3D modeling, rapid prototyping, and production applications. Digital training course required: <https://app.eduflow.com/join/WSYCUH>

Capacities:

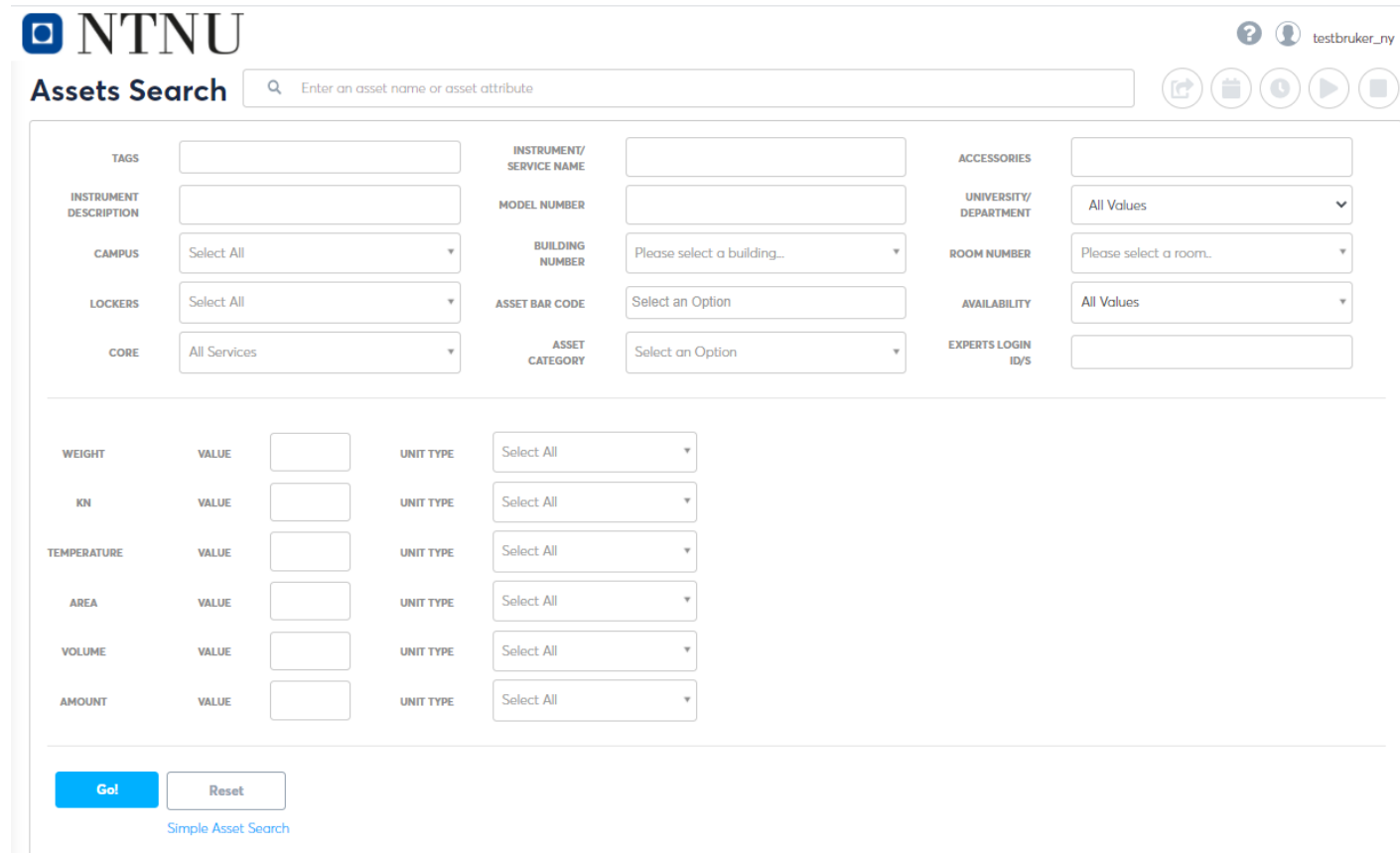
- Build Volume (XYZ): 250 x 210 x 200 mm
- Z accuracy: (Layer Thickness) 50 - 350 microns
- X and Y accuracy (Nozzle Diameter): 250 - 600 microns (400 default)

HSE requirements:

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:



The screenshot displays the NTNU Assets Search interface. At the top left is the NTNU logo. To its right is a search bar with the placeholder text "Enter an asset name or asset attribute". Further right are icons for help, user profile (testbruker_ny), and other navigation options. Below the search bar, the page is divided into several sections of filters:

- TAGS**: A text input field.
- INSTRUMENT DESCRIPTION**: A text input field.
- CAMPUS**: A dropdown menu with "Select All" as the current selection.
- LOCKERS**: A dropdown menu with "Select All" as the current selection.
- CORE**: A dropdown menu with "All Services" as the current selection.
- INSTRUMENT/SERVICE NAME**: A text input field.
- MODEL NUMBER**: A text input field.
- BUILDING NUMBER**: A dropdown menu with "Please select a building..." as the current selection.
- ASSET BAR CODE**: A dropdown menu with "Select an Option" as the current selection.
- ASSET CATEGORY**: A dropdown menu with "Select an Option" as the current selection.
- ACCESSORIES**: A text input field.
- UNIVERSITY/DEPARTMENT**: A dropdown menu with "All Values" as the current selection.
- ROOM NUMBER**: A dropdown menu with "Please select a room..." as the current selection.
- AVAILABILITY**: A dropdown menu with "All Values" as the current selection.
- EXPERTS LOGIN ID/S**: A text input field.



Below these filters, there is a section for physical attributes, each with a "VALUE" input field and a "UNIT TYPE" dropdown menu:

- WEIGHT**: VALUE input, UNIT TYPE dropdown (Select All).
- KN**: VALUE input, UNIT TYPE dropdown (Select All).
- TEMPERATURE**: VALUE input, UNIT TYPE dropdown (Select All).
- AREA**: VALUE input, UNIT TYPE dropdown (Select All).
- VOLUME**: VALUE input, UNIT TYPE dropdown (Select All).
- AMOUNT**: VALUE input, UNIT TYPE dropdown (Select All).

At the bottom left, there are two buttons: "Go!" (in blue) and "Reset". Below these buttons is a link labeled "Simple Asset Search".

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.



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IKM - Film...

testbruker_ny



HOME

INSTRUMENTS

Calendar

Timeline

Users Timeline

Reservations History

Usage History

Trainings

User Training

INTERACTIVE ASSET MAPS

INCIDENTS AND EVENTS

REQUEST SERVICES


CONSUMABLES

PRICING


PROJECTS


DOCUMENTS

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15 min

22 Nov - 22 Dec, 2020

Day

Week

Month

	November 2020				December 2020											
	23	25	27	29	1	3	5	7	9	11	13	15	17	19	21	
IKM - test instrument 01 - to be deleted ***																
Sony - FS7 - Kamera - Systemkamera ***																
 Sony - a7s 2 - Kamera - Systemkamera ***																
 LED LYS 2x 1kw BLÅ ***																
Arri 1K 2K Pakke ***																
GoPro Drone / Actionkamera ***																
 ARRI - Alexa Mini - Kamera - Systemkamera ***																
Sony - FS7 - Kamera - Systemkamera *** Gult																
Sony - FS7 - Kamera - Systemkamera *** Grønn																
 Litepanels Astra - LED LYS 2x 1kw BLÅ - Lys ***																
Litepanels Astra - LED LYS 2x 1kw GRØNN - Lys ***																
 Litepanels Astra - LED LYS 2x 1kw RØD - Lys ***																

Now time

Click directly in the timeline to create a booking

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.

The screenshot shows the bookitlab NTNU web application. The left sidebar contains a menu with the following items: HOME, INSTRUMENTS (highlighted), Calendar (highlighted), Timeline, Users Timeline, Reservations History, Usage History, Trainings, User Training, INTERACTIVE ASSET MAPS, INCIDENTS AND EVENTS, REQUEST SERVICES, CONSUMABLES, PRICING, and PROJECTS. The main content area displays a list of instruments under the heading "IKM - Film production". The list includes:

- ARRI - Alexa Mini - Kamera - Systemkamera
- Arri 1K 2K Pakke
- GoPro Drone / Actionkamera
- IKM - test instrument 01 - to be deleted
- LED LYS 2x 1kw BLÅ
- Litepanels Astra - LED LYS 2x 1kw BLÅ - Lys
- Litepanels Astra - LED LYS 2x 1kw GRØNN - Lys
- Litepanels Astra - LED LYS 2x 1kw GUL - Lys
- Litepanels Astra - LED LYS 2x 1kw RØD - Lys
- ny blå
- Sony - a7s 2 - Kamera - Systemkamera
- Sony - FS7 - Kamera - Systemkamera
- Sony - FS7 - Kamera - Systemkamera Grønn
- Sony - FS7 - Kamera - Systemkamera Gult
- Sony - UWPD16 - Lavalier Mic - Mvaasett BLÅ

The top right of the interface shows a search bar with "IKM - Film...", a user profile icon for "testbruker_ny", and several utility icons (help, settings, star, list, etc.).

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.

bookitlab **NTNU** IKM - Film... testbruker_ny

ARRI - Alexa Mini - Kamera - Systemkamera **LED LYS 2x 1kw BLÅ**

HOME INSTRUMENTS Calendar Timeline Users Timeline Reservations History Usage History Trainings User Training

INTERACTIVE ASSET MAPS

Monday, November 23, 2020 Tuesday, November 24, 2020 Wednesday, November 25, 2020 Thursday, November 26, 2020 Friday, November 27, 2020 Saturday, November 28, 2020 Sunday, November 29, 2020

06:00 07:00 08:00 09:00

You're sent to a screen where you can enter the reservation details, as your project.

New Reservation

INSERTED BY testbruker_ny BOOKED BY testbruker_ny MOBILE OFFICE EMAIL LAST UPDATE ADMIN TUTOR NAME

INSTRUMENT **LED LYS 2x 1kw BLÅ** ORG UNIT **N/A**

START TIME 24/11/2020 11:00 REPETITIVE RESERVATION ☐

END TIME 24/11/2020 13:00 ASSISTED RESERVATION ☐

TRAINING SIGN UP ☐

STAFF USER

ORDER STATUS

REMARKS

CREATE RESERVATION EXIT

Back in the calendar my reservation will look like this:

Monday, November 23, 2020 Tuesday, November 24, 2020 Wednesday, November 25, 2020

08:00 09:00 10:00 11:00 12:00 13:00


11:00 - 13:00
testbruker_ny - LED LYS 2x 1kw BLÅ
testbruker_ny ✓

**This equipment does not require a project number. If it does, your asked to enter one.*


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.




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15 min


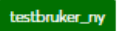





24 Nov, 2020

Day

Week

Month

	Tue 24 November					
	00:00	04:00	08:00	12:00	16:00	20:00
 LED LYS 2x 1kw BLÅ ***						
IKM - test instrument 01 - to be deleted ***						
Sony - FS7 - Kamera - Systemkamera ***						
 Sony - a7s 2 - Kamera - Systemkamera ***						
Arri 1K 2K Pakke ***						
GoPro Drone / Actionkamera ***						
 ARRI - Alexa Mini - Kamera - Systemkamera ***						
Sony - FS7 - Kamera - Systemkamera *** Gult						

Booking

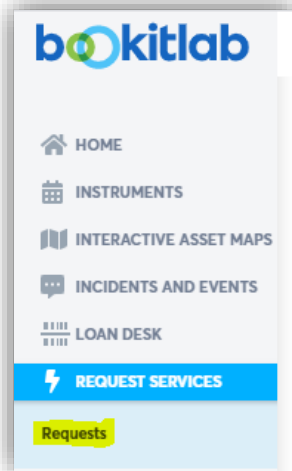
- If you get the message «You don't have sufficient permissions to book this equipment» - contact core staff.
- For questions regarding booking and equipment, contact core staff.
- For questions regarding projects, contact your project financial controller.

Requests

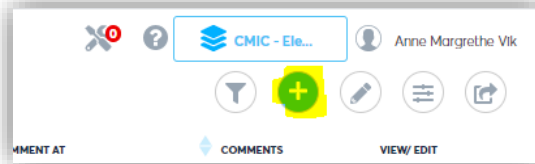
- In addition to making reservations, users can make service requests
- At CoMed, you can request technical assistance and consumables from the Request services module.

Submitting a request

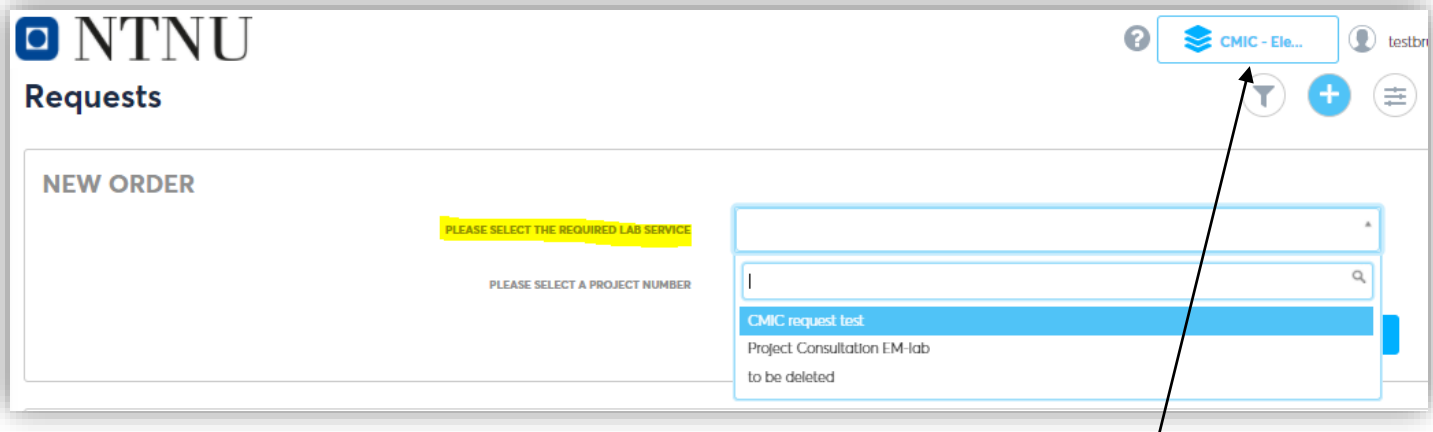
1) Click on the left menu item «Request»:



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:

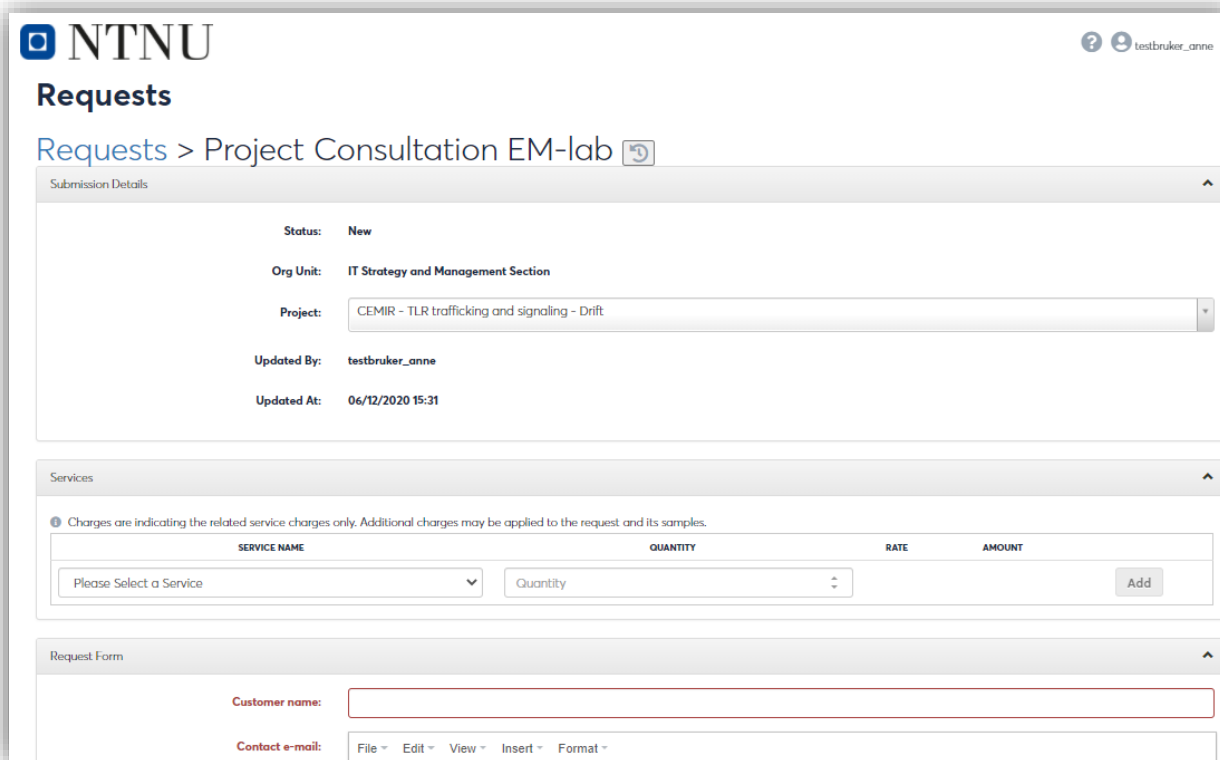


(The top right filter decides what you see in this list. If no filter on, then you will see all available forms at NTNU)

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:



The screenshot shows the NTNU Requests web interface. At the top, the NTNU logo is on the left, and a user profile icon with the name 'testbruker_anne' is on the right. Below the logo, the page title 'Requests' is displayed. A breadcrumb trail reads 'Requests > Project Consultation EM-lab' with a back button. The main content area is divided into three sections: 'Submission Details', 'Services', and 'Request Form'. The 'Submission Details' section shows 'Status: New', 'Org Unit: IT Strategy and Management Section', 'Project: CEMIR - TLR trafficking and signaling - Drift' (in a dropdown menu), 'Updated By: testbruker_anne', and 'Updated At: 06/12/2020 15:31'. The 'Services' section includes a note about charges and a table with columns for 'SERVICE NAME', 'QUANTITY', 'RATE', and 'AMOUNT'. Below the table is a dropdown menu for 'Please Select a Service', a 'Quantity' input field, and an 'Add' button. The 'Request Form' section at the bottom has a 'Customer name' text input field and a 'Contact e-mail' field with a menu bar (File, Edit, View, Insert, Format) above it.

NTNU

Requests

Requests > Project Consultation EM-lab

Submission Details

Status: New

Org Unit: IT Strategy and Management Section

Project: CEMIR - TLR trafficking and signaling - Drift

Updated By: testbruker_anne

Updated At: 06/12/2020 15:31

Services

Charges are indicating the related service charges only. Additional charges may be applied to the request and its samples.

SERVICE NAME	QUANTITY	RATE	AMOUNT
Please Select a Service	Quantity		

Add

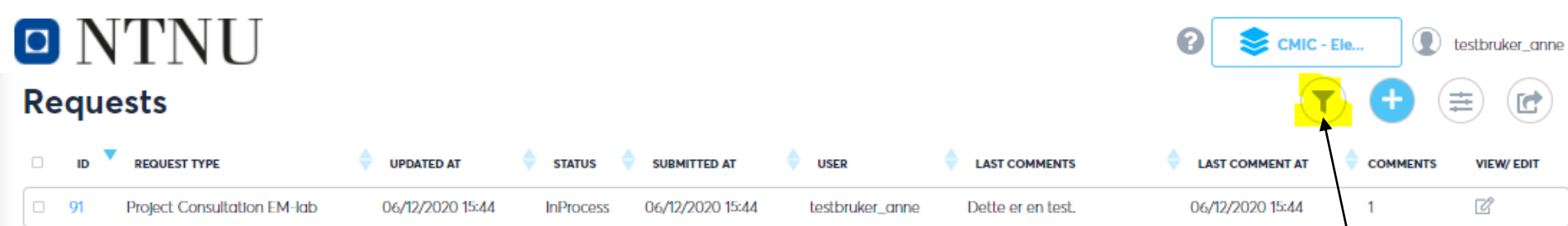
Request Form

Customer name:

Contact e-mail: File Edit View Insert Format

Submitting a request

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



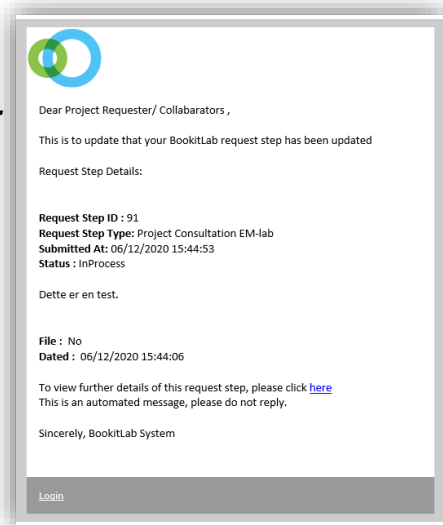
NTNU

Requests

CMIC - Ele... testbruker_anne

ID	REQUEST TYPE	UPDATED AT	STATUS	SUBMITTED AT	USER	LAST COMMENTS	LAST COMMENT AT	COMMENTS	VIEW/EDIT
91	Project Consultation EM-lab	06/12/2020 15:44	InProcess	06/12/2020 15:44	testbruker_anne	Dette er en test.	06/12/2020 15:44	1	

Email confirmation:



Open filters if you wish to filter your view