

How to get started as a user



Labstyringsprosjektet (Anne M. Vik), høst 2020

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- 1) Login
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- 3) Booking

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.

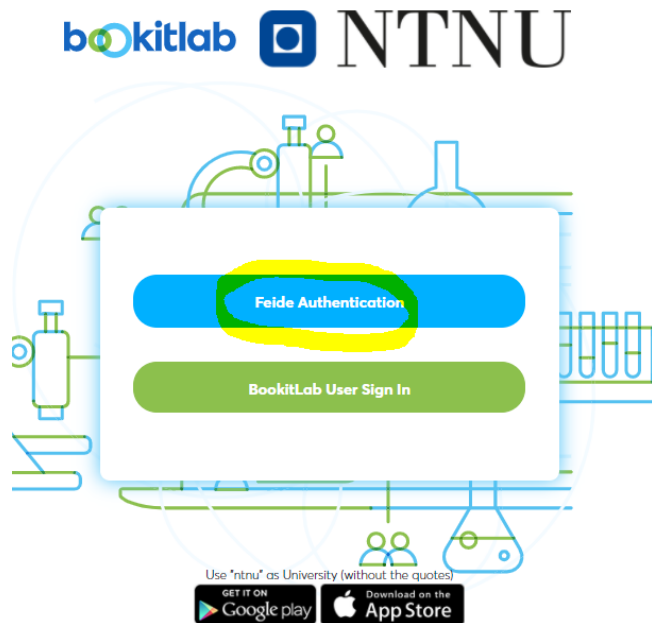
Why require a project number?

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

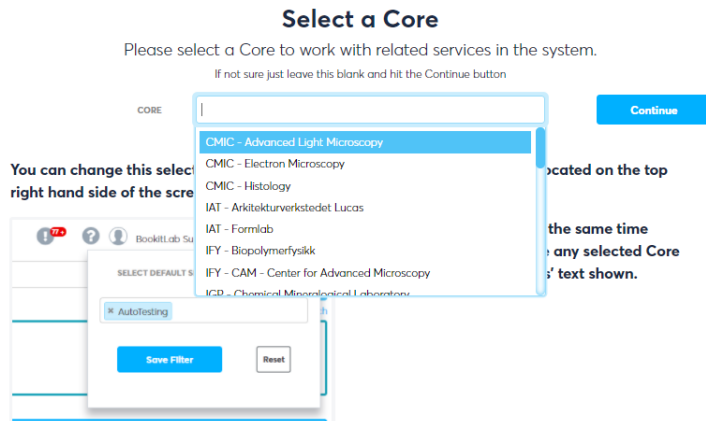
I Agree

Login

You're now asked to choose core*:





Search for the core which is most relevant for you.



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

Login



HOME

INSTRUMENTS

INTERACTIVE ASSET MAPS

INCIDENTS AND EVENTS

REQUEST SERVICES



CONSUMABLES

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Dashboard



You can configure your dashboard here


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

Here you can change what core you want to filter on



 IKM - Film...

Click here to see your user details

 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» -

-

Nå er det bare å sette i gang! På de neste sidene finner du noen tips.

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 has the same columns as in the previous screenshot. The entry is for a project named 'CEMIR - TLR trafficking and signaling - Drift' with an 'ACTIVE' status of 'Yes'. The project is coordinated by 'Thomas Evju Kleveland (thomaekl)' and is part of the 'Department of Clinical and Molecular Medicine'. The project category is 'BOA - Bidrag'. The start date is '01/01/2013' and the end date is '15/11/2020'. The cost center is '651530' and the project number is '50052412'. The status is 'Approved' and the BDM is 'Vegard Sollie (vegarso)'. The project budget limit is '100' and the hard limit is '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 functions. Below the search bar is the "Assets Search" title. The main search area is divided into several sections:

- 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 text input field 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 sections is a table of physical attributes:

	VALUE	UNIT TYPE
WEIGHT	<input type="text"/>	Select All
KN	<input type="text"/>	Select All
TEMPERATURE	<input type="text"/>	Select All
AREA	<input type="text"/>	Select All
VOLUME	<input type="text"/>	Select All
AMOUNT	<input type="text"/>	Select All

At the bottom left, there are two buttons: "Go!" (blue) and "Reset" (white). Below the "Go!" button 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.



?

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 ***																

Open the filter to narrow your view

Click directly in the timeline to create a booking

"Now time"

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.

bookitlab NTNU

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IKM - Film production

- 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

testbruker_ny

Booking from calendar

Choose the equipment you want to book and create a booking by marking the relevant timeframe.

The screenshot displays the bookitlab interface for NTNU. The top navigation bar includes the bookitlab logo, NTNU logo, a help icon, a user profile icon for 'testbruker_ny', and a search icon. The left sidebar contains a 'HOME' button and a list of navigation items: 'INSTRUMENTS', 'Calendar', 'Timeline', 'Users Timeline', 'Reservations History', 'Usage History', 'Trainings', and 'User Training'. The main area shows a calendar for November 23-29, 2020, with time slots from 06:00 to 09:00. A red text overlay states: "You're sent to a screen where you can enter the reservation details, as your project." Below the calendar, a smaller inset shows a reservation for 'LED LYS 2x 1kw BLÅ' from 11:00 to 13:00 on November 24, 2020, with a red text overlay: "Back in the calendar my reservation will look like this:". The 'New Reservation' form is also visible, showing fields for 'INSTRUMENT' (LED LYS 2x 1kw BLÅ), 'START TIME' (24/11/2020 11:00), 'END TIME' (24/11/2020 13:00), 'ORG UNIT' (N/A), 'REPETITIVE RESERVATION' (OFF), 'ASSISTED RESERVATION' (OFF), 'TRAINING SIGN UP' (OFF), 'STAFF USER' (Please Select a Staff User), 'ORDER STATUS' (Approved), and 'REMARKS'. A red text overlay at the bottom of the form states: "*This equipment does not require a project number. If it does, your asked to enter one." The form has a 'CREATE RESERVATION' button and an 'EXIT' button.

bookitlab NTNU

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

START TIME 24/11/2020 11:00

END TIME 24/11/2020 13:00

ORG UNIT N/A

REPETITIVE RESERVATION

ASSISTED RESERVATION

TRAINING SIGN UP

STAFF USER Please Select a Staff User

ORDER STATUS Approved

REMARKS

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

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 Thursday, November 26, 2020 Friday, November 27, 2020 Saturday, November 28, 2020 Sunday, November 29, 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


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.




?

 IKM - Film...



 testbruker_ny



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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 ***				<div>testbruker_ny</div>		
IKM - test instrument 01 - to be deleted ***						
Sony - FS7 - Kamera - Systemkamera ***						
 Sony - a7s 2 - Kamera - Systemkamera ***			<div></div>			
Arri 1K 2K Pakke ***						
GoPro Drone / Actionkamera ***						
 ARRI - Alexa Mini - Kamera - Systemkamera ***						
Sony - FS7 - Kamera - Systemkamera *** Gult						

So far, so good!

- Some equipment requires training. You will either be asked to join a training session, or your reservation will have status as "pending". Core staff will be notified.
- Booking says "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.