How to get started as a user

Labstyringsprosjektet (Anne M. Vik), høst 2020

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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.
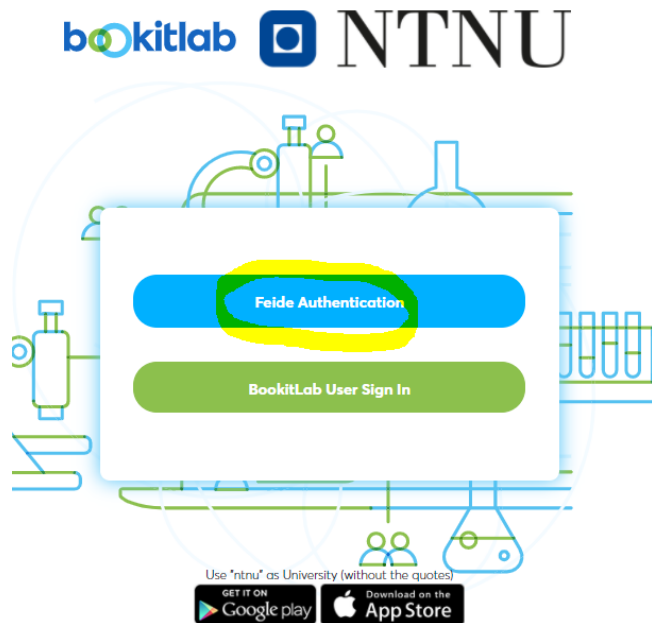
Why require a project number?

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.

NTNU

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"
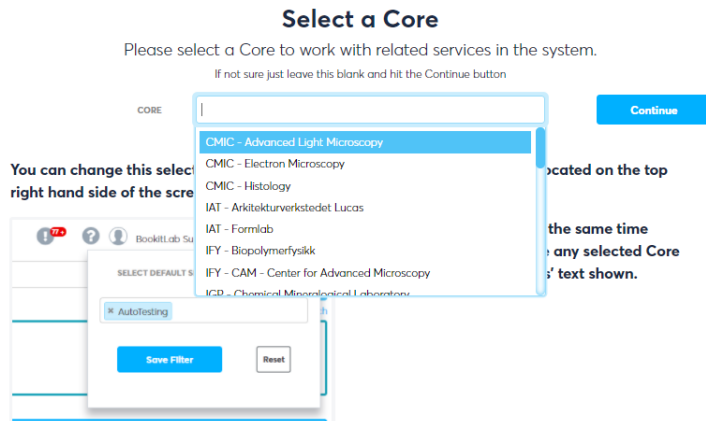
Login

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

Here you can change what core you want to filter on

Click here to see your user details

bookitlab · **NTNU**

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

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

Back in the calendar my reservation will look like this:

*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.

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.

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