How to get started as a user

Labstyringsprosjektet (Anne M. Vik), høst 2020

NTNU

Content

1) Login
2) Search
3) 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.
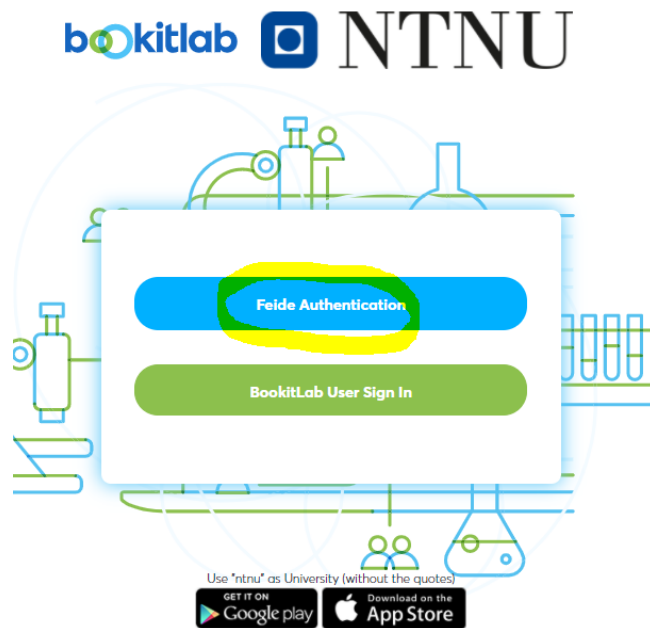
Why require a project number?

Request are charged 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»
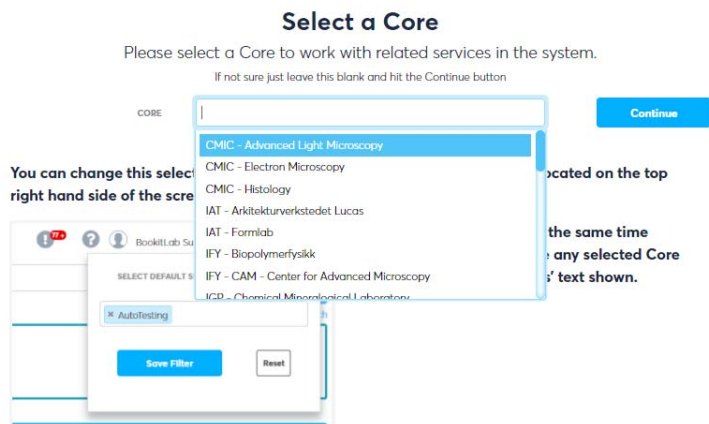- You're asked to accept the «Terms of Agreement"

Login

You're now asked to choose core*:

Search for the core which is most relevant for you.

NV - MSLAB Mass ...

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

Login

Click here to see your user details

You can configure your dashboard here

Here it should be IKJ/IBT-MSLAB mass spectrometry

Elemenatl composition anayisis can be found in request !

NB! To be able to make a request , you need to be added to a project (SEE NEXT SLIDE)

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 Susana Villa Gonzalez.

If I'm added to a project, I will find it here. Not the correct one? Contact Susana Villa Gonzalez

Submitting a request

1) Click on the left menu item
«*Requests*»:

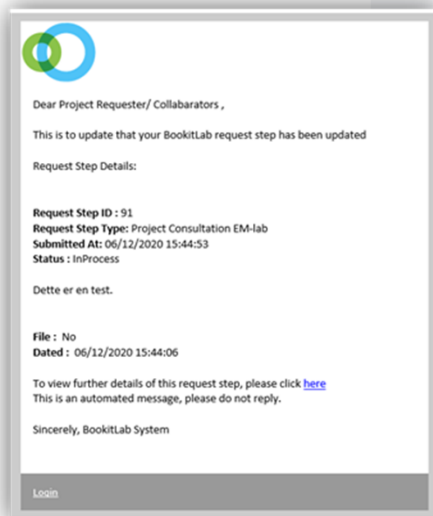2) Click on the plus icon to start a new request:

3) Select the request form from the dropdown according to your needs, in addition to your project, and click «*select*»

Submitting a request

Fill inn the form(Red sections are obligatory) accordingly and click «Submit» at the bottom.

Core staff will be notified, and you will get an email as confirmation.

Example of Email confirmation:

Submitting a request

After submitting the request, it will get status as «In Process». You can see all your requests by clicking *«requests»* on the left menu under request services.

Open filters if you wish to filter your view

Results

When the request is finished, it will get status as «Completed» and you will get an email.

You can see all your requests by clicking *«requests»* on the left menu under request services.

To se the results click on the ID number:

The request form will open and at the bottom of the page you will find the files with the results (see next slide)

Results

The request form will open and at the bottom of the page you will find the files with the results
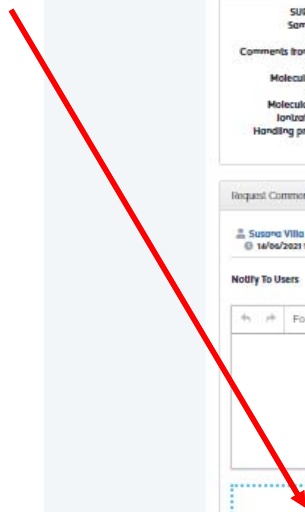
Comments from the engineer can be found here