

# How to get started as a user



*Labstyringsprosjektet (Anne M. Vik), høst 2020*

# 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.

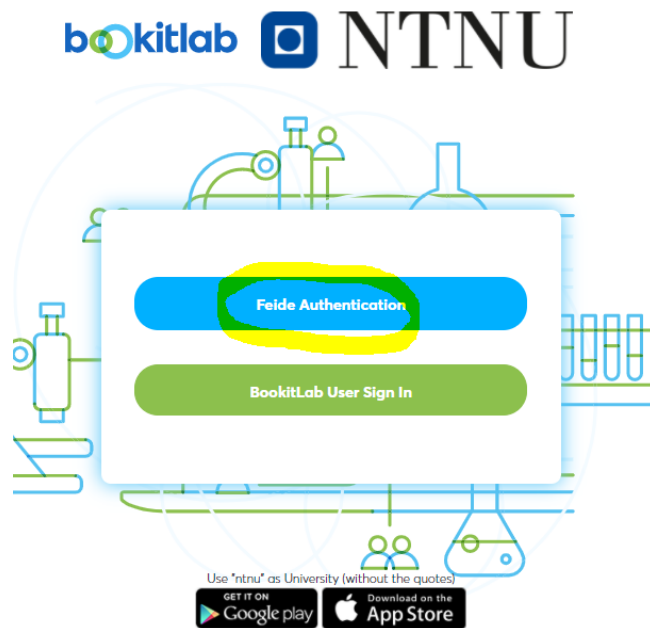
## Why require a project number?

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.

# 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

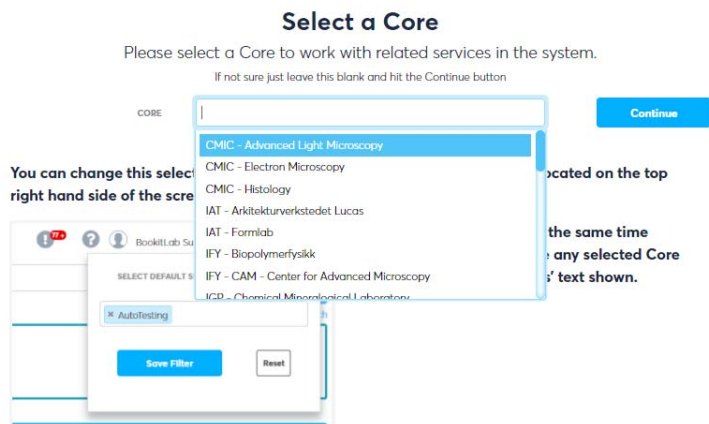
I Agree

# Login

You're now asked to choose core\*:



Search for the core which is most relevant for you.



*NV - MSLAB Mass ...*

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

# Login

*Click here to see your user details*

The screenshot shows the NTNU bookitlab dashboard. The left sidebar contains navigation options: HOME, CORES, INSTRUMENTS, INTERACTIVE ASSET MAPS, INCIDENTS AND EVENTS, REQUEST SERVICES (highlighted), Requests (highlighted), Service Request Audit Trail, CONSUMABLES SERVICES, PROJECTS, DOCUMENTS, and BILLING. The main content area includes a search bar, a user profile for Jon Erik Aaseng, and several data panels: 'Recently Booked Instruments' (listing Waters\_Synapt G2-S (QTOF)), 'Recent Search Results', 'Timeline' (showing no upcoming reservations), and 'Browse By Department / Core' (listing NV - Department of Chemistry). Annotations include: a gear icon next to 'Dashboard' with the text 'You can configure your dashboard here'; a red note 'Elemental composition analysis can be found in request!' pointing to the 'Requests' link; and a red note 'Here it should be IKJ/IBT-MSLAB mass spectrometry' pointing to the user profile.

*You can configure your dashboard here*

*Elemental composition analysis can be found in request !*

*Here it should be IKJ/IBT-MSLAB mass spectrometry*

***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](#).

The screenshot shows the Bookitlab NTNU interface. The left sidebar contains a menu with 'PROJECTS' highlighted. The main content area is titled 'Projects' and displays a table with the following 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, SOFT LIMIT, and LAST COM. The table is currently empty, with the text 'No Data Found' centered below the header. Below the table, there are navigation controls: 'Previous', 'Next', 'Showing 0 to 0 of 0 entries', a search box, and a 'Show 10 entries' dropdown.

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

The screenshot shows the Bookitlab NTNU interface with a single project entry in the table. The project details are 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	LAST COM
2	CEMIR - TLR trafficking and signaling - Drift	Yes	Thomas Evju Kleveland (thomaekl)	Department of Clinical and Molecular Medicine	BOA - Bidrag	01/01/2013	15/11/2020				Approved	Vegard Sollie (vegarso)		100	80		

Below the table, there are navigation controls: 'Previous', '1', 'Next', 'Showing 1 to 1 of 1 entries', a search box, and a 'Show 10 entries' dropdown.

# Submitting a request

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

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

bookitab NTNU

Enter an asset name or asset attribute

IKJ/IBT - ... Jon Erik Aaseng

## Requests

NEW ORDER

PLEASE SELECT THE REQUIRED LAB SERVICE: Singel Molecule analysis- elemental composition

PLEASE SELECT A PROJECT NUMBER: Please Select a Project Number

Select

ID	REQUEST TYPE	UPDATED AT	STATUS	SUBMITTED AT	USER	LAST COMMENTS	LAST COMMENT AT	COMMENTS	BUDGETID	PROJECT NAME	VIEW/EDIT
No Data Found											

Showing 0 to 0 of 0 entries

Search: [ ] Show 10 entries

HOME  
CORES  
INSTRUMENTS  
INTERACTIVE ASSET MAPS  
INCIDENTS AND EVENTS  
**REQUEST SERVICES**  
Requests  
Service Request Audit Trail  
CONSUMABLES SERVICES  
PROJECTS  
DOCUMENTS  
BILLING

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

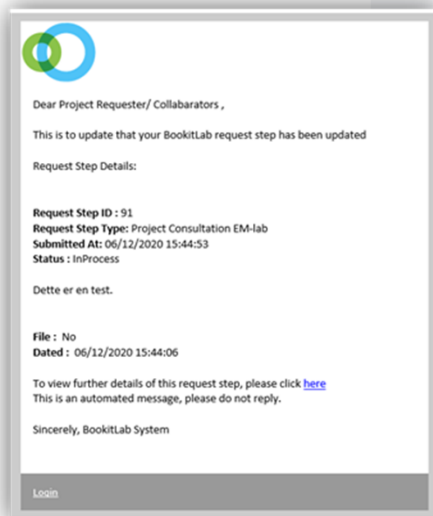
3) Select the request form from the dropdown according to your needs, in addition to your project, and click «select»

# Submitting a request

Fill in 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:



The screenshot shows the NTNU BookitLab Requests interface. The page title is "Requests" and the breadcrumb is "Requests > Singel Molecule analysis- elemental composition". The user is identified as Jon Erik Aaseng.

The form is divided into several sections:

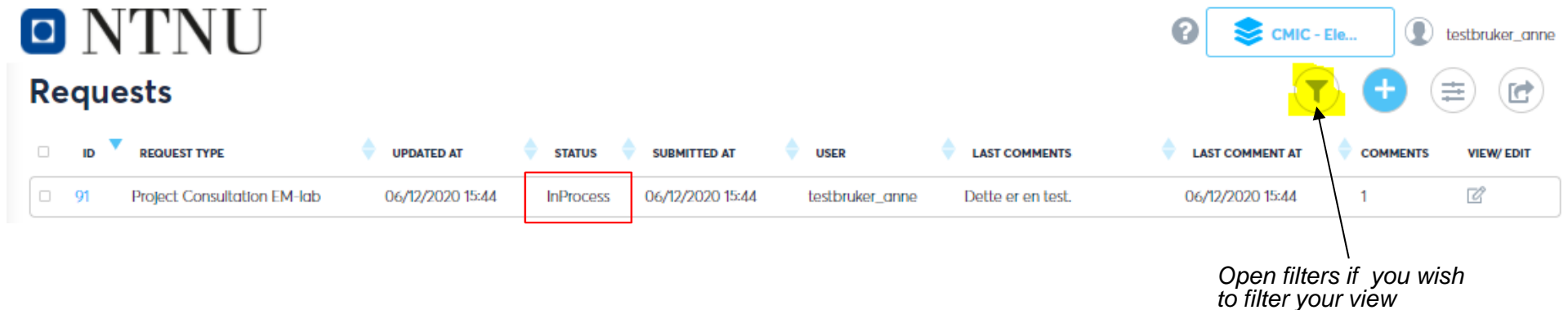
- Submission Details:** Status: Draft; Org Unit: Department of Chemistry; Project: MS-konsortium kostnader; Updated By: Jon Erik Aaseng (jonaa); Updated At: 14/06/2021 14:11.
- Contact Details:** (Collapsed)
- Request Form:** Contains fields for SUPERVISOR (Please Select a User), Sample name (Your own sample identification), Comments from the user (If you would like to provide us with extra information about your sample, write it here), Soluble in (Select file format...), Molecular Weight (Molecular weight or expected mass), Structure (Choose File), Molecular formula, Ionization mode (If you do not know which, dont choose any), and Handling precautions (Any precaution on temperature, light ...etc).
- Request Comments/Files:** (Collapsed)

At the bottom, there is a "Notify" section with a dropdown menu and a "Notify" button.




# 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.



The screenshot shows the NTNU Requests interface. At the top left is the NTNU logo. Below it, the word "Requests" is displayed. On the right side, there is a user profile for "testbruker\_anne" and a search bar containing "CMIC - Ele...". Below the search bar are several icons: a yellow funnel icon (highlighted with a yellow square and an arrow), a blue plus icon, a blue menu icon, and a blue share icon. Below these icons is a table of requests. The table has columns for ID, REQUEST TYPE, UPDATED AT, STATUS, SUBMITTED AT, USER, LAST COMMENTS, LAST COMMENT AT, COMMENTS, and VIEW/EDIT. The first row of the table is highlighted, and the "STATUS" column for this row is "InProcess", which is enclosed in a red box. An arrow points from the yellow funnel icon to the text "Open filters if you wish to filter your view".

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	

# 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 see the results click on the ID number:

bookitlab NTNU

Enter an asset name or asset attribute

Jon Erik Aaseng

## Requests

ID	REQUEST TYPE	UPDATED AT	STATUS	SUBMITTED AT	USER	LAST COMMENTS	LAST COMMENT AT	COMMENTS	BUDGETID	PROJECT NAME	VIEW/EDIT
485	Singel Molecule analysis- elemental composition	16/06/2021 14:50	Draft		Jon Erik Aaseng ( jonaa )			0	998	MS-konsortium kostnader	
485	Singel Molecule analysis- elemental composition	15/06/2021 10:31	Completed	15/06/2021 10:26	Jon Erik Aaseng ( jonaa )	ion observed M+H	15/06/2021 10:30	1	998	MS-konsortium kostnader	
480	Singel Molecule analysis- elemental composition	14/06/2021 14:52	Completed	14/06/2021 14:16	Jon Erik Aaseng ( jonaa )	SAMPLE FINISHED , ION OBS	14/06/2021 14:21	1	998	MS-konsortium kostnader	

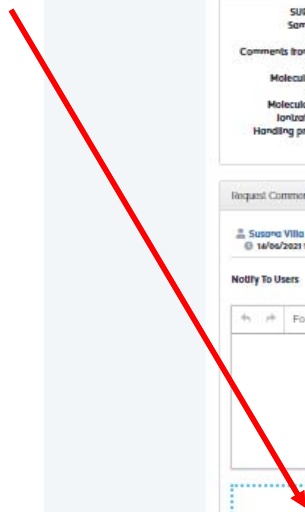
Previous 1 Next Showing 1 to 3 of 3 entries Search: Show 10 entries

HOME  
CORES  
INSTRUMENTS  
INTERACTIVE ASSET MAPS  
INCIDENTS AND EVENTS  
REQUEST SERVICES  
Requests  
Service Request Audit Trail  
CONSUMABLES SERVICES  
PROJECTS  
DOCUMENTS  
BILLING

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



**Submission Details**

Target Request Id	485
Status	Completed
Orig Unit	Department of Chemistry
Project	MS-konsortium kostnader
Submitted By	Jon Erik Aazeng (Jonaa)
Submitted At	14/06/2021 14:16
Updated By	Susana Villa Gonzalez (gonsales)
Updated At	14/06/2021 14:52

**Contact Details**

Contact Name	Jon Erik Aazeng
Contact Email	jon.erik.aazeng@ntnu.no
Contact Phone	+47 2596274
Contact Mobile	+47 91952668
Contact Location	07 D9

**Request Form**

SUPERVISOR	N/A
Sample name	SERID
Unstable	true
Comments from the user	expected to see this and that
Soluble in	N/A
Molecular Weight	485
Structure	/s/MIkt9/394-426/5045/MAnd08da9/
Molecular formula	C4H8F
Ionization mode	ESI+
Handling precautions	MOVIE THIS SECTION UP

**Request Comments/Files**

Susana Villa Gonzalez (gonsales) SAM11 FINISHED, ION CRES IVD M-11  
14/06/2021 14:21

Notify To Users:

← → Formats - B /

How to understand your 1H NMR results.pdf 60.5 KB	2021.380ml (pdf) 12.6 KB
<input type="button" value="Download"/>	<input type="button" value="Download"/>