

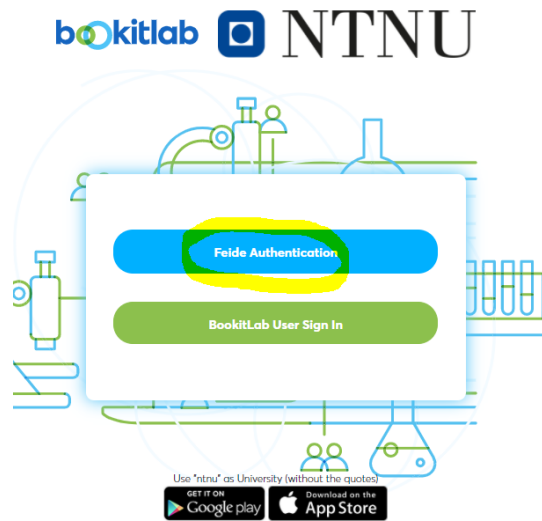
# How to get started as a user



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

# 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»

 NTNU

## Terms Of Use Agreement Versions

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

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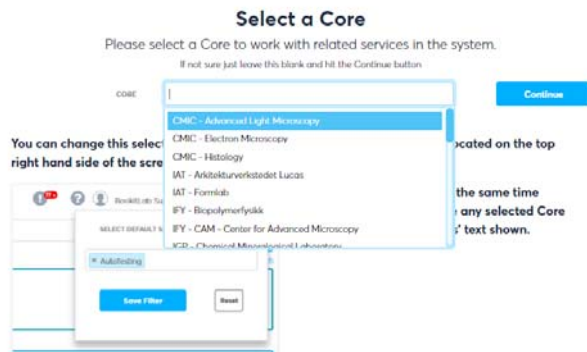
I Agree

# 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

**bookitlab**

- 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



IKM - Film...



testbruker\_py

Click here to see your user details

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

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### Recent Search Results

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### Browse By Department / Core

> HF - Department of Art and Media Studies	Open this to see the equipment in this unit	
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### 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?
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No matching records found

Show 3 entries Previous Next

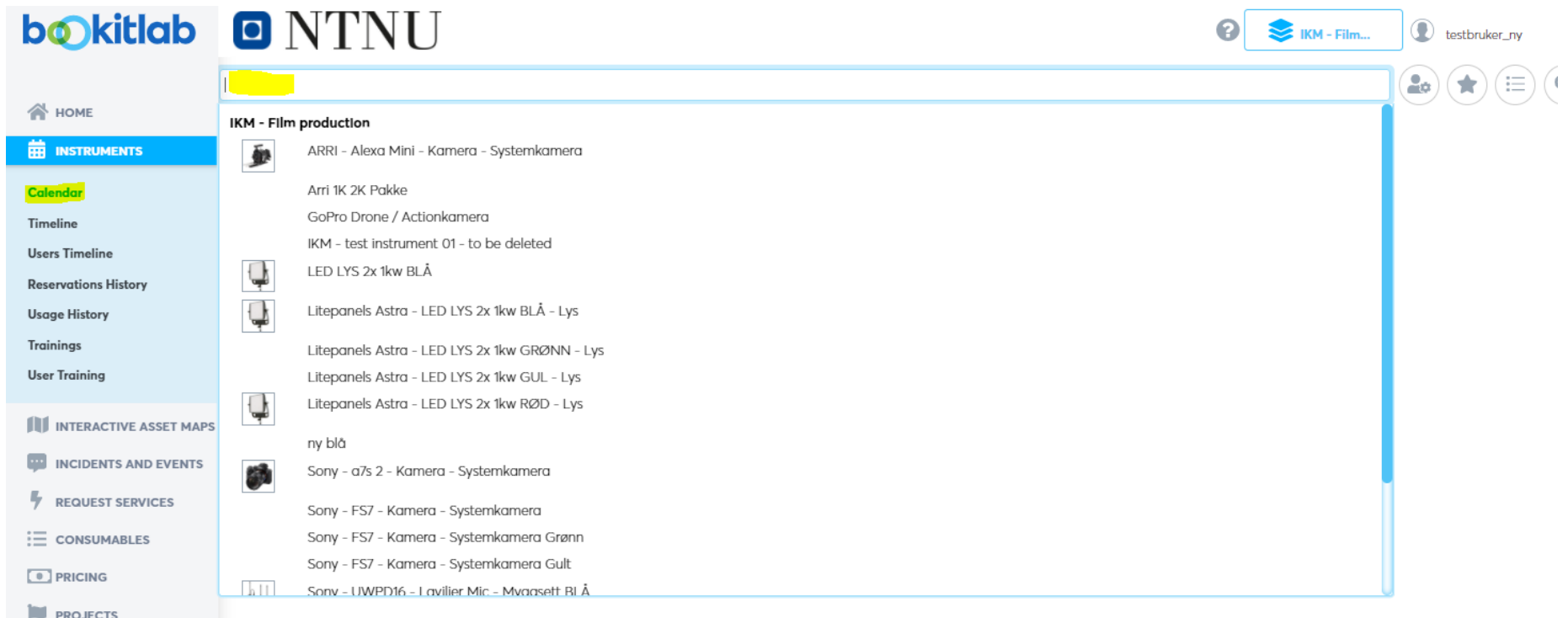
# Search – timeline

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.

The screenshot displays the NTNU Bookitlab interface. The left sidebar menu includes options like HOME, INSTRUMENTS (highlighted), Calendar, Users Timeline, Reservations History, Usage History, Trainings, and User Training. The main area shows a 'Timeline' view for the period '22 Nov - 22 Dec, 2020'. A top filter is set to 'IKM - Film...'. The timeline grid shows various instrument entries such as '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', and 'Litepanels Astra - LED LYS 2x 1kw RØD - Lys'. A red vertical line labeled 'Now' is positioned at the start of November 23rd. Annotations include a yellow arrow pointing to 'INSTRUMENTS' in the sidebar, and red text instructions: 'Open the filter to narrow your view' pointing to the top filter, and 'Click directly in the timeline to create a booking' pointing to a cell in the timeline grid.

# 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.







# So far, so good!



- MS LAB equipment requires training and your reservation will have status as "pending". Core staff will be notified and take the proper action.


- The Reservation Was Created Successfully , Back to the Timeline
- User Was Notified by an Email


In order to use the equipment, your Reservation should be approved by the person in charge


INSTRUMENT  


START TIME    


END TIME    

ORG UNIT  Faculty of Natural Sciences

ASSISTED RESERVATION 

STAFF USER 

ORDER STATUS 

REMARKS 

### CONSUMABLE USAGE

<input type="checkbox"/>	SERVICE TYPE	QUANTITY	UNITS	DATE	REMARKS
No matching records found					

Previous Next Show  entries

# Booking from calendar

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

**bookitlab** NTNU

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

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  
10:00

*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 BLA

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:*

11:00 - 13:00  
testbruker\_ny - LED LYS 2x 1kw BLA  
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.

The screenshot shows the NTNU Timeline interface. At the top left is the NTNU logo. The main title is 'Timeline'. On the right, there is a user profile for 'testbruker\_ny' and a search bar containing 'IKM - Film...'. Below the title, there are navigation icons (back, calendar, forward), a 15-minute duration slider, the date '24 Nov, 2020', and view options for 'Day', 'Week', and 'Month'. The main area is a grid with columns for time slots (00:00, 04:00, 08:00, 12:00, 16:00, 20:00) and rows for different instruments. A green booking for 'LED LYS 2x 1kw BLÅ' is visible in the 12:00 slot. A yellow highlight is present in the 08:00 slot of the 'Sony - a7s 2 - Kamera - Systemkamera' row.



	Tue 24 November					
	00:00	04:00	08:00	12:00	16:00	20:00
LED LYS 2x 1kw BLÅ				testbruker_ny		
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						



# So far, so good!



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INSTRUMENT  


START TIME    


END TIME    

ORG UNIT  Faculty of Natural Sciences

ASSISTED RESERVATION 

STAFF USER 

ORDER STATUS 

REMARKS 

### CONSUMABLE USAGE

<input type="checkbox"/>	SERVICE TYPE	QUANTITY	UNITS	DATE	REMARKS
No matching records found					

Previous Next Show  entries

# So far, so good!

- Booking says "You don't have sufficient permissions to book this equipment"?  
Contact core staff (see info below)
- For questions regarding booking and equipment, contact core staff:



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