



BookitLab

Opplæring:

Hvordan registrere et instrument



Hvordan registrere et instrument?

- Main adm må opprette en core før core adm kan legge inne et instrument.
- Det er kun core adm som kan legge til og endre informasjon på et instrument.
- Et instrument defineres som alt som har en kalender (det kan være hva som helst som trenger en kalender: et rom, utstyr etc)

Hvordan registrere et instrument?

- HOME
- CORES
- INSTRUMENTS
- INTERACTIVE ASSET MAPS
- WORK ORDERS
- REQUEST SERVICES
- CONSUMABLES
- ASSETS
- PROJECTS
- AD HOC REPORTS
- MESSAGES
- DOCUMENTS
- BILLING
- SUBSCRIPTIONS
- ADMIN PANEL**

1

Klikk på

- 1) Admin panel
- 2) Instruments
- 3) Instrument List
- 4) Blå + (oppe i høyre hjørnet)

bookitlab

← HOME

ASSETS

- INSTRUMENTS**
- Instruments List

2

3

Instruments List

Enter an asset name or asset attribute

lindahau_admin

+

<input type="checkbox"/>	NAME	CORE NAME	BUILDING	ROOM	INSTRUMENT PRICE CATEGORY	ASSET CATEGORY GROUP	ASSET CATEGORY	ACTIVE	INVENTORY	REQUIRE APPROVALS	AVAILABILITY TYPE
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4

CREATE AN INSTRUMENT BY CLONING AN EXISTING ONE

Source Instrument: Clone Asset Image

New Instrument Name:

CREATE AN INSTRUMENT FROM TEMPLATE

Instrument Availability: ⓘ

Template Name: ⓘ

CREATE AN INSTRUMENT FROM SCRATCH

Instrument Availability: ⓘ

- Velg mellom de tre alternativene (CREATE AN ...). Hvis det er det første instrumentet du lager, velg «create instrument from scratch».
- Man kan velge mellom ulike «Instrument Availability»

NB! Dette vil ikke automatisk påvirke innstillingene på instrumentet

Step 1: Create a New Freely Bookable Instrument

First Create a New Instrument Using The Following Form. When Done, Hit The "Create New Instrument, and Continue to Asset Page"

Resource Asset

Instrument Settings

NAME i	<input type="text"/>	INSTRUMENT PRICE CATEGORY i	<input type="text" value="Select All"/>
ACTIVE i	<input checked="" type="checkbox"/>	DO NOT ALLOW RESERVATIONS i	<input type="checkbox"/>
CORE i	<input type="text" value="Select All"/>		

[Advanced Settings](#)

- Fyll inn **Name** og velg **core**, klikk deretter «**Submit**»
- Navn skal skrives på formen produsent - modell - funksjon – "benevning"/nummerering
- Navnet må være unikt på tvers av hele UiO

Instrument Settings

Olympus SpinSP SoRa/IBV - Loanable - Freely bookable



- Resource
- Asset
- Files
- Working Hours
- Restrictions
- Covid-19
- Cancellation
- Training Sessions
- Assisted
- Prerequisite trainings
- Notifications
- Access Control
- Accompa

Instrument Settings

NAME *i* Olympus SpinSP SoRa/IBV

ACTIVE *i*

AVAILABILITY *i* Freely bookable

CORE *i* IBV - NorMIC Oslo Imaging Facility

INSTRUMENT PRICE CATEGORY *i* New microscopes_instrument category

DO NOT ALLOW RESERVATIONS *i*

MANDATORY INSTRUMENTS *i* Select All

OPTIONAL INSTRUMENTS *i* Select All

Priskategori: denne må opprettes på forhånd. Se egen veiledning for dette.

[Advanced Settings](#)

Update

Update and Go Back

Cancel

Make this into a template

Instrument Settings Olympus SpinSP SoRa/IBV - Loanable - Freely bookable



NAME ⓘ Olympus SpinSP SoRa/IBV

ACTIVE ⓘ

AVAILABILITY ⓘ Freely bookable

CORE ⓘ IBV - NorMIC Oslo Imaging Facility

Advanced Settings

HIDE TRAINING SESSIONS ⓘ

ALLOW DRAFT RESERVATIONS ⓘ N/A

FORM NAME ⓘ Please Select a Form

Add New

FIRST RESERVATION FORM ⓘ Select All

INTERNAL ID ⓘ

COLOR ⓘ #655f38

DRAFT RESERVATIONS COLOR ⓘ #cccccc

OVERLAPPING RESERVATIONS BYPASS ⓘ Not Allowed

ALLOW ONGOING RESERVATION MODIFICATION ⓘ Not Allowed

ANALYSENUMMER ⓘ

PROJECT NUMBER ⓘ Prosjektnummer til instrument for inntektsføring (hvis relevant)

INSTRUMENT PRICE CATEGORY ⓘ New microscopes_instrument category

Priskategori: denne må opprettes på forhånd. Se egen veiledning for dette.

DO NOT ALLOW RESERVATIONS ⓘ

MANDATORY INSTRUMENTS ⓘ Select All

OPTIONAL INSTRUMENTS ⓘ Select All

RESERVATION RESTRICTIONS ⓘ

DEFAULT RESERVATION DURATION (H) ⓘ 1.00

INVENTORY ⓘ 1

HIDE PROJECTS ⓘ hide projects = skrudd på => instrumentet er gratis å bruke

REQUIRE RESERVATION REMARKS ⓘ

ALLOW RETROACTIVE RESERVATIONS ⓘ

RETROACTIVE RESERVATION (DAYS) 0

FORCE RESTRICTIONS ON LAST DAY RESERVATIONS ⓘ

ALLOW SINGLE ACCESSORY ONLY ⓘ

HIDE INSTRUMENT STATUS ICON ⓘ

CHARGE FOR PARTIAL CANCELLATIONS (SHORTENING) ⓘ

Asset Details

Details Range

ASSET CATEGORY *i* Select an Option

MODEL *i* Olympus Spin SR SoRa

CAMPUS *i* Select All

ROOM *i* Please select a room..

INSTRUMENT CONTACT *i* * lindahau_admin

SHORT DESCRIPTION OF INSTRUMENT *i*

INSTRUMENT BARCODE *i* 25

WEB LINK *i*

TAGS *i*

SUPPLIER *i* Select All

ASSET RECORD DATE 15/06/2021 11:47:47 ASSET LAST UPDATE DATE 15/06/2021 12:09:28 ASSET ID 25

BRAND *i*

MODEL NUMBER *i*

BUILDING *i* Please select a building..

INSTRUMENT EXPERT/S *i*

Formats **B** *I* [List Icons]

DESCRIPTION OF INSTRUMENT *i*

OPEN TO PUBLIC *i* No [Review](#)

UNDER ORIGINAL WARRANTY *i*

WARRANTY END DATE *i* [Calendar Icon]

SERVICE CONTRACT *i*

WORK CENTER *i*

Instrument Settings

Olympus SpinSP SoRa/IBV - Loanable - Freely bookable



Resource

Asset

Files

Working
Hours

Restrictions

Covid-
19

Cancellation

Training
Sessions

Assisted

Prerequisite
trainings

Notifications

Access
Control

Accompanied

Her kan man legge inn de dokumentene man ønsker, feks:

- Rutiner
- HMS
- Garantier
- Alt av dokumenter

Kan velge om brukerne skal se denne/hvilke deler av denne infoen.

RESTRICT
RESERVATIONS TO TIME
SLOTS 

THIS TAB RELATES TO OPERATION HOURS FOR THIS RESOURCE. IF THIS RESOURCE CAN ONLY BE BOOKED FOR TRAINING PURPOSES, THEN PLEASE MAKE SURE TO SET IT TO NOT ALLOW USER RESERVATIONS.

Reservation Working Hours



WEEK DAY	FROM TIME	TO TIME	TIME SLOT TYPE	
Monday	08:00	18:00	Peak	 
Monday	18:00	08:00	Off Peak	 
Tuesday	08:00	18:00	Peak	 
Tuesday	18:00	08:00	Off Peak	 
Wednesday	08:00	18:00	Peak	 
Wednesday	18:00	08:00	Off Peak	 
Thursday	08:00	18:00	Peak	 

Update

Update and Go Back

Cancel

Make this into a template

Spesialtilfelle 1:

- Restrict reservation to time slots = alle reserveringer benytter hele time slots
 - kan f. eks. benyttes til å ha "timepris" for peak og fast pris for off peak time slot types
 - "timepris"/pris per påbegynt timeslot: time slot = f. eks. 1 time for mange tidsperioder med peak (fee type = reservation (h) med timepris x)
 - fast pris: time slot = f. eks. 8 timer for én tidsperiode med off peak => bestemt pris for hele perioden (fee type = reservation (h) med timepris y = fastpris/8)

RESTRICT
RESERVATIONS TO TIME
SLOTS 

THIS TAB RELATES TO OPERATION HOURS FOR THIS RESOURCE. IF THIS RESOURCE CAN ONLY BE BOOKED FOR TRAINING PURPOSES, THEN PLEASE MAKE SURE TO SET IT TO NOT ALLOW USER RESERVATIONS.

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Tuesday	18:00	08:00	Off Peak	 
Wednesday	08:00	18:00	Peak	 
Wednesday	18:00	08:00	Off Peak	 
Thursday	08:00	18:00	Peak	 

Update

Update and Go Back

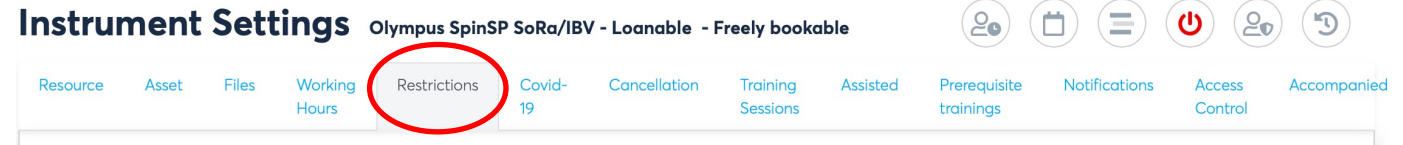
Cancel

Make this into a template

Spesialtilfelle 2:

- lage en "blokk" der det ikke går an å reserve tid
 - ikke lag time slots der "blokken" skal være => at tidsintervallet med "blokk" skraveres grått i kalenderen
 - det er ikke mulig å reservere tidsintervallet som er "blokkert"
 - det er ikke mulig å reservere et tidsintervall som inneholder "blokken"

Restrictions




Det er tre nivåer for booking regler:

- For utvalgte brukere
- For et bestemt instrument
- For en bestemt core/fasilitet

↑
prioritet

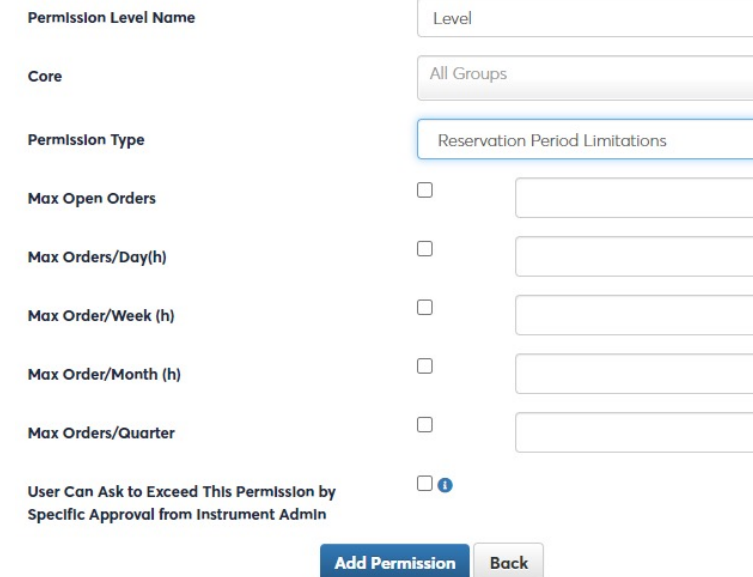
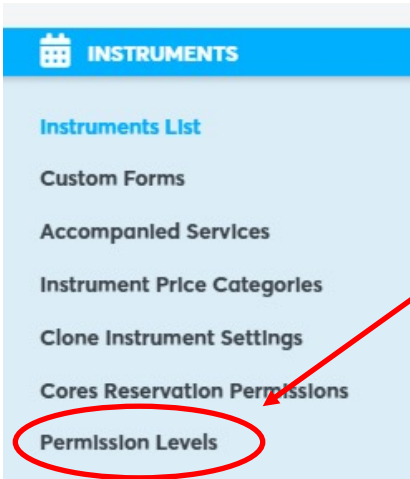
Regler for booking (2)

Regler for "brukere»:

- defineres under instruments - permission levels - trykk på  for å lage nye regler

Kan velge mellom:

- enten antall timer per dag/uke/måned og antall åpne bookinger

A screenshot of a form titled 'Add Permission'. The form contains several fields and checkboxes. On the right side, there are three input fields under the heading 'Reservation Period Limitations'. A red arrow points from the text 'antall åpne bookinger' in the list above to the 'Max Order/Week (h)' checkbox and its corresponding input field. At the bottom of the form, there are two buttons: 'Add Permission' and 'Back'.

Permission Level Name	<input type="text" value="Level"/>
Core	<input type="text" value="All Groups"/>
Permission Type	<input type="text" value="Reservation Period Limitations"/>
Max Open Orders	<input type="checkbox"/>
Max Orders/Day(h)	<input type="checkbox"/>
Max Order/Week (h)	<input type="checkbox"/>
Max Order/Month (h)	<input type="checkbox"/>
Max Orders/Quarter	<input type="checkbox"/>
User Can Ask to Exceed This Permission by Specific Approval from Instrument Admin	<input type="checkbox"/>

Regler for booking (3)

- eller start/slutt for bookingvindu og maks tid i forkant av forsøket det er lov å booke




Permission Level Name	<input type="text" value="Level"/>
Core	<input type="text" value="All Groups"/>
Permission Type	<input type="text" value="Booking Window Limitations"/>
Booking Window Start	<input type="checkbox"/> <input type="text"/>
Booking Window End	<input type="checkbox"/> <input type="text"/>
Max Time Ahead	<input type="checkbox"/> <input type="radio" value="Fixed Date (Inclusive)"/> Fixed Date (Inclusive) ? <input type="text"/> <input type="radio" value="Allowed Days Ahead"/> Allowed Days Ahead ? <input type="text" value="10"/>
User Can Ask to Exceed This Permission by Specific Approval from Instrument Admin	<input type="checkbox"/> ?

Regler for booking (4)

Reglene/permission levels for brukere legges inn under:

- instruments settings – restrictions – user permission

User Permissions ⓘ   

#	UNIVERSITY	FACULTY	ORG UNIT	USER NAME	TIME SLOT TYPE	TRAINING LEVEL	PERMISSION LEVEL	
18	N/A	N/A	All Groups	 All Users	Peak	N/A	PhD students	 

Previous **1** Next Showing 1 to 1 of 1 entries Search: Show entries

Regler for booking (5)

Regler for et instrument

- defineres under instrument settings – restrictions – reservation restrictions

Reservation Restrictions

MINIMUM RESERVATION DURATION
(H) ⓘ

3.00

MAXIMUM RESERVATION DURATION
(H) ⓘ

3.00

OVERALL MINIMUM RESERVATION
GAP (H) ⓘ

1.00

MINIMUM TIME AHEAD

BEFORE

ON THE SAME DAY

USER RESERVATION GAP (H) ⓘ

0.00

ORG UNIT RESERVATION GAP (D) ⓘ

0

UNIVERSITY RESERVATION GAP (D) ⓘ

0

kan velge mellom

- lengde på booking – min/max
- tid mellom bookinger for brukere/org. unit/universitet
- antall timer/dager eller klokkeslett samme dag det må bookes før instrumentet skal brukes

Covid-19 Restrictions

Physical Distancing restrictions

PROXIMITY UNDER 2M WITH ⓘ

OTHER USER GROUPS ARE NOT ALLOWED TO OVERLAP WITH ⓘ

PARTIAL ATTENDANCE: START DURATION(M) ⓘ

PARTIAL ATTENDANCE: END DURATION (M) ⓘ

Update

Update and Go Back

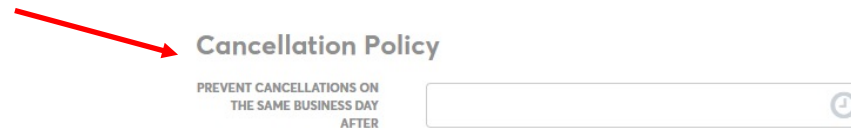
Cancel

Make this into a template

Regler for cancellation

Defineres under instrument settings - cancellation

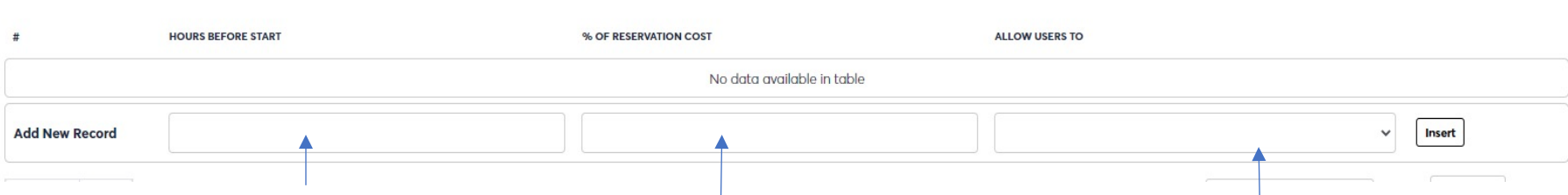
- forhindre kansellering samme dag etter bestemt klokkeslett
 - angi klokkeslett her:



Cancellation Policy

PREVENT CANCELLATIONS ON THE SAME BUSINESS DAY AFTER

- andre regler kan defineres her:



HOURS BEFORE START % OF RESERVATION COST ALLOW USERS TO

No data available in table

Add New Record [input] [input] [dropdown] Insert

angi antall timer før start
(av forsøket)
regelen gjelder for

angi prosent av
kostnad som skal
belastes

ulike regler/betingelser

- no changes allowed
- allow to modify
- allow to cancel


- ved valg av flere regler er det den som er "sist passert på tidslinjen" (fram mot start av forsøket) som gjelder

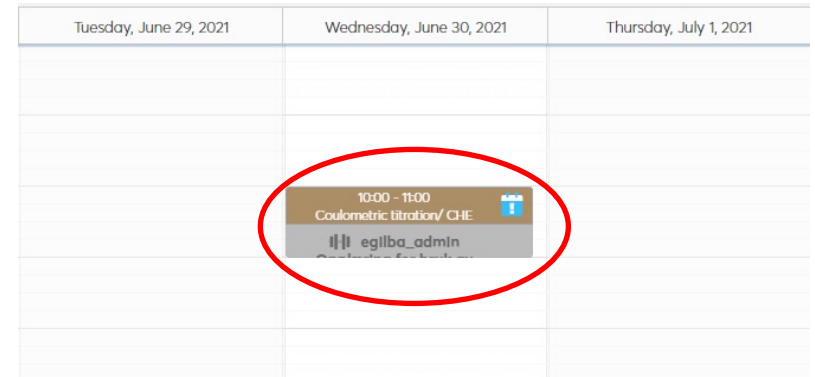
Training Session

Instrument Settings Coulometric titration/ CHE - Loanable - Approval required



Resource Asset Files Working Hours Restrictions Covid-19 Cancellation **Training Sessions** Assisted Prerequisite trainings Notifications Access Control Accompanied

1. velg instrument og fanen "training sessions"
2. klikk på  øverst til høyre for å legge til en ny treningsøkt
3. treningsøktene blir synlige i kalenderen
 - a. brukere kan booke seg inn selv
 - b. admin kan legge til brukere
4. admin
 - a. angir minimum og maksimum antall deltager
 - b. godkjenner brukere etter at de har booket trening
 - c. angir om det er tidsfrist for å oppnå minimum antall deltagere



Tuesday, June 29, 2021	Wednesday, June 30, 2021	Thursday, July 1, 2021
	10:00 - 11:00 Coulometric titration/ CHE egilba_admin	

CREATE TRAINING SIGN UPS AS APPROVED PENDING DRAFT

DEADLINE FOR REACHING MINIMUM ATTENDANCE (H)

Assistanse

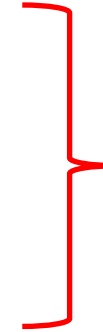
1. velg instrument og fanen "assisted"

2. velg om assistansen skal være

- valgfri = slå på øverste knapp (eventuell assistanse må godkjennes)
- obligatorisk = slå på de to øverste knappene
 - assistanse er obligatorisk for første reservasjon
 - admin kan velge om assistanse er obligatorisk etter første reservasjon = admin godkjenner (den første og også framtidige reservasjoner (se neste lysark)
 - hvis bruker likevel ber om assistanse etter første reservasjon må den godkjennes

c. tilgjengelig KUN for bestemte tidsintervaller (vises i kalenderen) = slå på de tre øvertse knappene

- enten "assisted reservations weekly repetitive hours"
- eller "assisted reservations specific hours"



Reservations Approval Policy

- TRAINING/APPROVAL POSSIBLE
- REQUIRE APPROVALS
- ASSISTED RESERVATIONS ARE ALLOWED ONLY DURING ASSISTED HOURS
- AUTO APPROVE TRAINING (APPROVED ONCE)

Assisted Reservation Weekly Repetitive Hours

WEEK DAY	START TIME	END TIME	ADMINISTRATOR	REMARKS
No Recurrent Assisted Reservation Hours are defined for this resource.				
Add New Assisted Reservation Weekly Repetitive Hours				
Please select a Week Day	<input type="text"/>	<input type="text"/>	Please Select a Trainer	<input type="text"/>

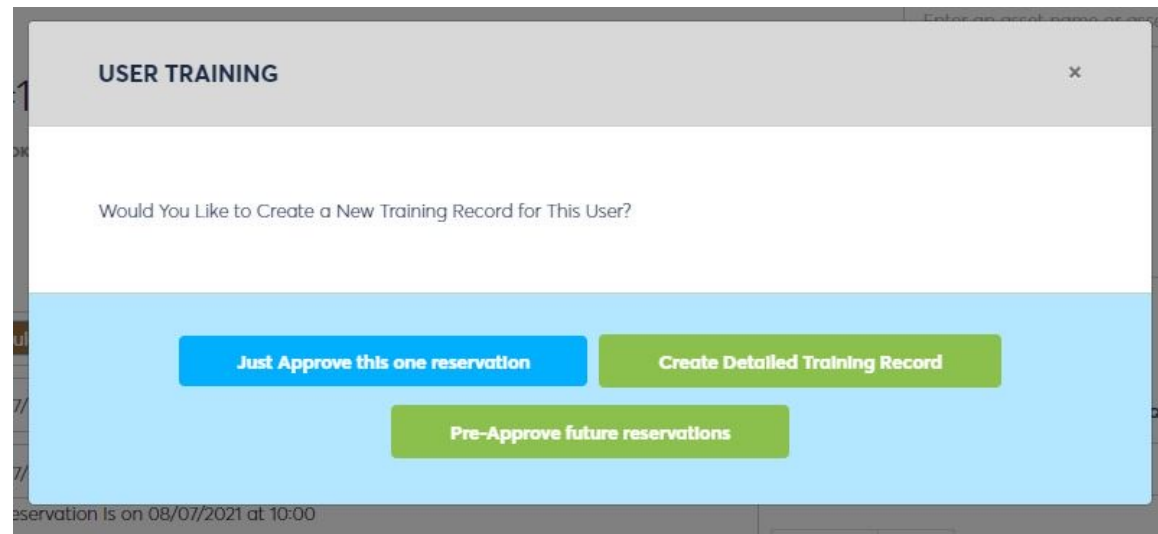
Assisted Reservations Specific Hours

START TIME	END TIME	ADMINISTRATOR	REMARKS
No Single Tutoring Hours are defined for this resource.			
Add New Single Tutoring Hours			
<input type="text"/>	<input type="text"/>	Please Select a Trainer	<input type="text"/>



Assistanse

3. ved admin godkjenning av assistert reservasjon kan det velges om:
 - a. det kun er den aktuelle reservasjonen som godkjennes
 - b. framtidige reservasjoner også skal godkjennes => automatisk opprettelse av en "user training"
 - c. det skal registreres en ny "user training" => ikke automatisk godkjenning av framtidige reservasjoner



Instrument Settings

Olympus SpinSP SoRa/IBV - Loanable - Freely bookable



Resource

Asset

Files

Working
Hours

Restrictions

Covid-
19

Cancellation

Training
Sessions

Assisted

Prerequisite
trainings

Notifications

Access
Control

Accompanied

Resource

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Notifications

Access Control

Accompanied

Prerequisite trainings

SET AS A PREREQUISITE TO OTHER
RESOURCES RESERVATIONS 

RESERVING THIS INSTRUMENT
REQUIRES A VALID TRAINING ON 

ADDITIONAL PREREQUISITES 

- No
- To all instruments in my core
- To all instruments within the Asset Group within the core
- To all instruments within Asset Sub Group within the core
- Specific Instruments in the core
- Specific Instruments from various cores

Update

Update and Go Back

Cancel

Make this into a template

Notifications

Add New Instrument Notification

INSTRUMENT NOTIFICATION TYPE 

Please Select Instrument Notification Type

WHICH ROLES TO NOTIFY 

Please Select Roles to notify

ADDITIONAL EMAILS 

Add Notification

INSTRUMENT NOTIFICATION TYPE

WHICH ROLES TO NOTIFY

ADDITIONAL SETTINGS

ADDITIONAL EMAILS

Approval Required Reservations

Core Emails

Edit

Delete

Previous 1 Next

Showing 1 to 1 of 1 entries

Search:

Show

10

entries

Update

Update and Go Back

Cancel

Make this into a template

Resource

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Accompanied

Access Control/ Usage Settings

USE ACCESS CONTROL ON THIS INSTRUMENT ⓘ



OPERATION TYPE ⓘ

Usage Form

LOANABLE ⓘ

Self Service

MANDATORY OFFLINE SERVICES ENTRY
FOR USAGE END ⓘ

"Please Select anConcumat

Update

Update and Go Back

Cancel

Make this into a template

Assign existing Accompanied Services to this instrument.

Accompanied Services are an additional selection required upon making a Reservation/Usage.

You can use this to force your users to select an additional service out of a list of services that can be committed on this instrument, or for any other selection that you want them to make upon using this instrument. Accompanied Services are shared by default across all the instruments that they are defined at.

In this sense, if you have a limited resources of Unaccompanied Services, you can make sure that the system automatically prevents users from overbooking them for the same time slot.

Examples:

- Reserving time of a specific staff person that can be reserved across multiple instruments
- Reserving a specific rotor for a centrifuge when this rotor can be used on other centrifuges.

Default Accompanied service

Name	Internal ID	Staff Only	Override Trainings	Custom Form	Active	Inventory	App Prevention Mode	Path	Process Name	Instrument Price Category	Min Reservation Duration	Maximum Reservation Duration (h)	Overall Minimum Reservation Gap (H)	
No Data Found														
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	N/A			<input type="checkbox"/>			Select All				<input checked="" type="checkbox"/>