

UNIVERSITY OF OSLO

BookitLab
set up a request



set up a new custom form

- click on "request types" and "custom form" (1) and add a new custom form (2)

Custom Forms

Core: Show Not Active:

Show Results Per Page

<input type="checkbox"/>	ID	Form Name	Active	Created at	Created By	Updated At	Updated By	<input type="button" value="Edit"/>
<input type="checkbox"/>	6	Coulometric titration form	True	30/06/2021 08:03:21	egilba_admin	05/08/2021 13:42:01	egilba_admin	<input type="button" value="Edit"/>
<input type="checkbox"/>	10	MS test form	True	13/10/2021 14:15:07	egilba_admin	13/10/2021 14:48:18	egilba_admin	<input type="button" value="Edit"/>
<input type="checkbox"/>	2	P4B_CustomForm	True	04/05/2021 12:35:21	BookitLab Support	04/05/2021 12:35:45	BookitLab Support	<input type="button" value="Edit"/>
<input type="checkbox"/>	1	P4B_Request_CustomForm	True	04/05/2021 12:32:26	BookitLab Support	04/05/2021 12:33:42	BookitLab Support	<input type="button" value="Edit"/>
<input type="checkbox"/>	7	Sample preparation for CT	True	30/06/2021 10:10:25	egilba_admin	30/06/2021 10:13:01	egilba_admin	<input type="button" value="Edit"/>

Showing 1 to 5 of 5 Entries

2

set up a new custom form

add a name for the new form (1) and click on continue (2)

Add New

Form Name


1

Continue

Cancel

2

set up a new custom form

Request Custom Forms > form name 

Custom Form Details

1 Active:

2 Cores:

Links to Users

Show Hidden Fields

Fields

Add a New Field

3

Columns

Dynamic Columns Visible to Admin Only

Add a New Column

4 Create a New Item

5

Core Status Columns

Row Status Setting

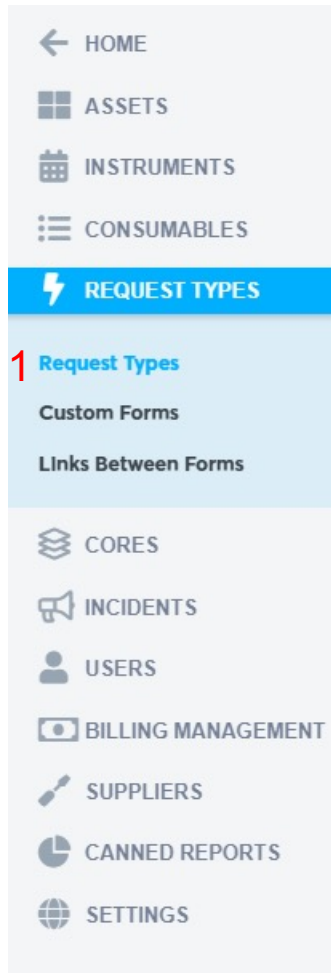
Row Status Visibility:

Row Status Editability:

- select active (1)
- select core(s) for this custom form (2)
- add text fields (3)
- add headings for new columns:
 - select create a new item (4) and add column heading
 - click next (5)
 - select create a new item (4) again and add another column heading

create a new request type

- click on request type (1)
- click on create new request – related asset (2)



2

Create New Request - related asset

create a new request type

Add New

Instrument Settings

Asset Details

1

2

3

REQUEST TYPE NAME

LABEL NAME

CORE

INSTRUMENT PRICE CATEGORY

FORM NAME

MILESTONES / ADDON CHARGES

UNITS

INTERNAL ID

ANALYSENUMMER

PROJECT NUMBER

REMARKS

ACTIVE

USERS CAN ADD COMMENTS ONLY WHEN REQUEST IS EDITABLE

THIS REQUEST CAN ONLY BE SUBMITTED AS A NEXT STEP REQUEST (FORM LINK)

REQUEST CONTACT DETAILS

SEND EMAIL TO USER

SEND EMAIL TO ADMIN

ALLOW USERS TO UPLOAD FILES

SUBMISSION APPROVAL REQUIRED

EXCLUDE FROM PRICING LIST

SHOW ORDER NUMBER

SHOW INVOICE NUMBER

SHOW FINAL PRICE ON REQUESTED SERVICES LIST

USERS ARE NOT ALLOWED TO EXPORT REQUEST LINES

Insert

Cancel

Fill in relevant information in the template

- to invoice according to price sheet an instrument price category should be added (1)
- to invoice according to milestones (2), the instrument price category should be blank/not filled in
- click insert when template has been completed (3)