

BOOKITLAB EQUIPMENT MANAGEMENT SYSTEM

BookItLab is an online Lab Management Software that has been acquired by the Materials Characterization, Analysis and Fabrication Core(MCAF) for instrument scheduling and management.

Major Aspects of This System:

- | | |
|--|--|
| (1) Equipment Reservations | Replaces the Outlook Calendar that has been used previously. |
| (2) Logging Instrument Use Time | This will be done electronically in the BookItLab app. Replaces the paper log sheets that have been used previously. |
| (3) Incidents/Events | A user can submit information or a question about events that occurred during the reservation. This automatically notifies the MCAF staff. |
| (4) Billing | <p>As before, prior to using equipment a billing authorization form will be filled out and provided to recharge center staff. This information will be entered into BookItLab.</p> <p>Billing will occur monthly through Peoplesoft. For NDSU users, the billing information will be an export from BookItLab that is submitted to NDSU accounting. For external users, the billing will be an e-mail invoice.</p> <p>Detailed information about the monthly billing will be provided to PIs, though the format may be a bit different than previously.</p> |

BOOKITLAB EQUIPMENT MANAGEMENT SYSTEM

Training Topics

Account Login	Page 3
Web-based BookItLab App	Page 4
Making a reservation	Page 5
Using an instrument	Page 8
Events/Alerts	Page 11
Other Features	Page 12
Mobile App Version	Page 13
Making a reservation	Page 15
Using an instrument	Page 18
Other Features	Page 21
Non-Standard Use Cases	Page 22

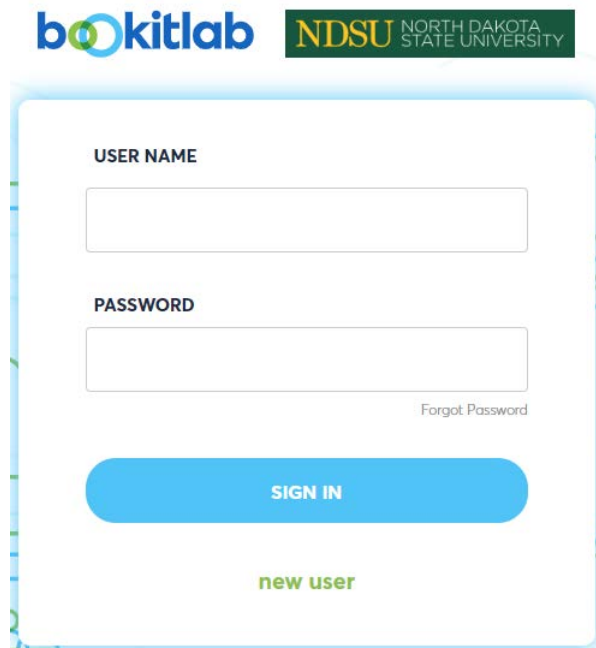
BOOKITLAB ACCOUNT SETUP / LOGIN

A username and a default password will be assigned and provided to you by e-mail.

During your initial login you will be required to set a new password.

Desktop

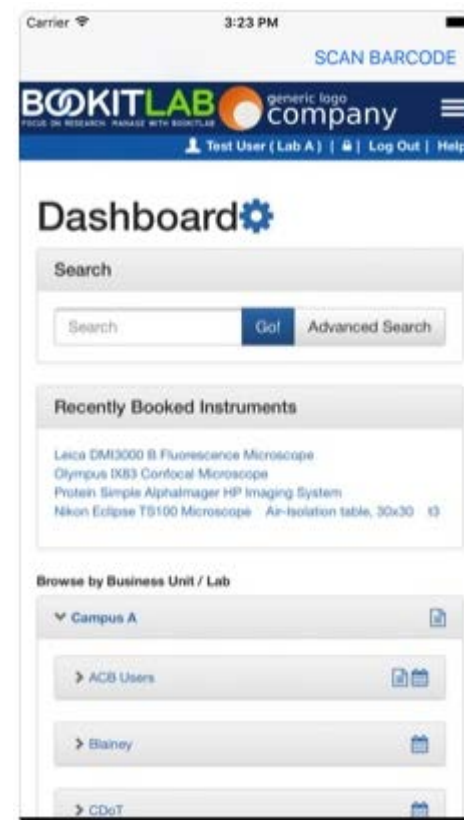
<https://core.bookitlab.com/ndsu>



The desktop login page features the BookItLab logo and the NDSU North Dakota State University logo at the top. Below the logos, there are two input fields: 'USER NAME' and 'PASSWORD'. A 'Forgot Password' link is located to the right of the password field. A large blue 'SIGN IN' button is positioned below the input fields. At the bottom, there is a green link for 'new user'.

Mobile App

Available in the Google Play Store and the Apple Store.



USING THE WEB-BASED APP ON A PC

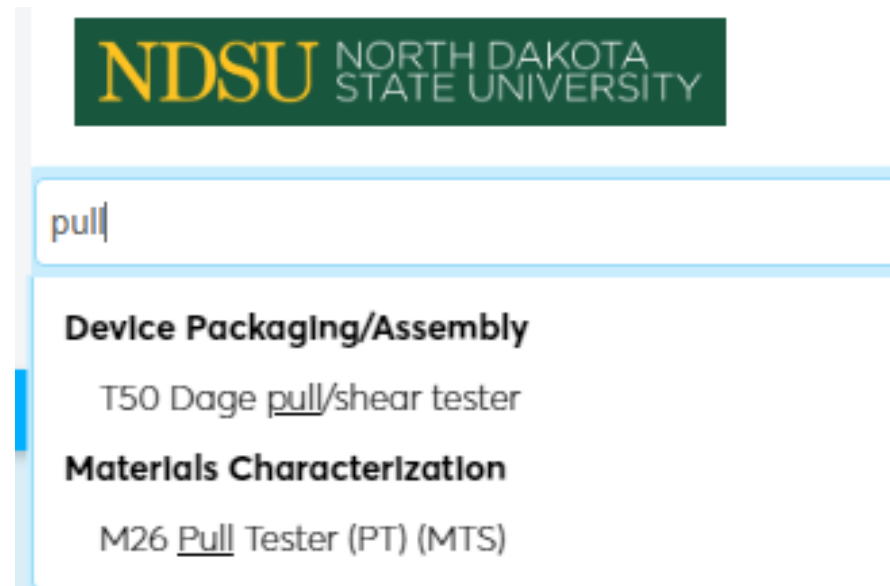
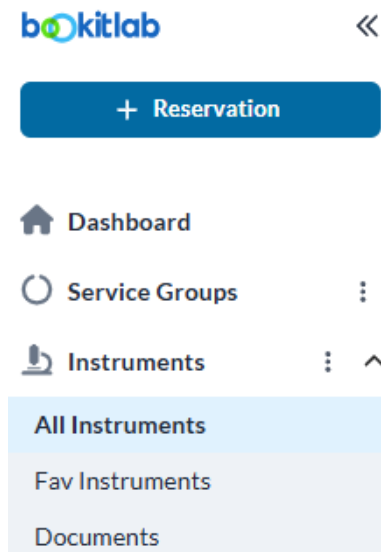
<https://core.bookitlab.com/ndsu>

MAKING AN EQUIPMENT RESERVATION

There are numerous ways to find an instrument to make a reservation. These instructions describe one of these ways.

Select **Reservation**

Begin typing name of an instrument and options will pop-up.
Select the instrument.



MAKING AN EQUIPMENT RESERVATION

ONLINE SERVICE   

* M26 Pull Tester (PT) (MTS)

START TIME

10/03/2019



03:00 PM



END TIME

10/03/2019



04:00 PM



(2) Select Budget Code From Pull-Down List.
(this will be the same 3 letter code as we've been using)

(3) Remarks (Optional): Type In Any Information
That Is Relevant To The Reservation

(4) Click on Save

(1) Select Date/Time For Reservation

Note: The reservation request must be made reasonably far in advance of the start time if it requires approval by the staff.

Add Reservation  

Log as Reservation

Report Downtime

Reservation details

Online Service

C06 Paint Booth 

Please Select Services

☐ Full Days 

From

11/07/2024



11:08 AM



To

11/07/2024



12:08 PM



User Group

BookItLab Administrators

User

Angie Evans (angie.evans)



Billing Code

Account 1



☐ Assisted Reservation 

Repetitive Reservation

Do Not Repeat



Reservation Consumables

Add Consumable



 Save

More



MAKING AN EQUIPMENT RESERVATION

Notes About Reservation Approvals:

- **If you have not been trained on an instrument, then a training time will need to be coordinated with the appropriate Research Ops staff.**
- **If you are trained on an instrument, but it is in a lab that you don't have card access, then a staff member will need to approve the reservation to confirm they're available to let you in.**
- **If you are trained on an instrument and you have access to the lab, then the reservation should be approved automatically.**

CARD ACCESS (UNIVERSITY REGULAR HOURS) PROVIDED TO:

Trained Users Who Will Be Using Equipment Longer Term

Lab 1132 – MCAL (DSC, DMA, TGA, TMA, HPLC, GCMS, BET, Pycnometer)

Lab 1124 – MCAL (NI, CSAM, Optical Profiler, UV, Corrosion)

Lab 112 – Reliability (Temp Chambers, Electronics Testing, Cross-section equipment)

Lab 116 - MCAL (Tensile tester, SEM, Contact Profiler)

USING AN INSTRUMENT (After Reservation Is Approved)

FROM THE HOME / DASHBOARD

Dashboard  

Reservation Started!

Your reservation 21 for T61 Battery Tester has started. To modify this ongoing reservation before its original end time, please [click here](#).

Your reservation time for T61 Battery Tester has arrived. [Start Usage](#)

1) Click

Once the reservation start time has arrived and the reservation is approved, this block should be displayed in the dashboard.

This screen
will appear

Usage Screen

Online Service: T61 Battery Tester

Budget Number: Account 1

Reservation: 10/31/2019 9:00:00 AM - 10/31/2019 9:30:00 AM

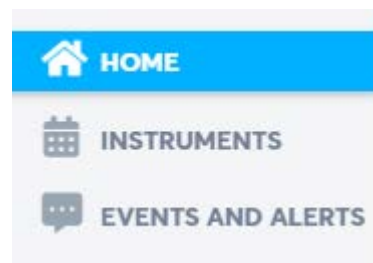
[Start Usage](#)

2) Click.

Make sure a message similar to this appears.

T61 Battery Tester - Instrument activated successfully. You can now start using it.

3) Click Home to get
back to the Dashboard
view



IMPORTANT: When using an instrument you must log in to BookItLab and click “Start Usage”, then Start Usage again on the screen that pops up.

The time log created is what is used for billing. This replaces the paper log sheets that have been used previously. If usage time is not logged, then the full reservation time will be billed.

Note: The equipment usage logging is critically important. It is anticipated that many people will do this through their smartphone, but as necessary we will place some kiosk iPads in the labs to log into BookItLab for this purpose.

USING AN INSTRUMENT (After Reservation Is Approved)

FROM THE HOME / DASHBOARD VIEW


Dashboard  

 Enter an asset name or asset attribute

Reservation Started!

Your reservation [34](#) for [T29 LPKF Circuit Board Milling Machine](#), [T61 Battery Tester](#) has started. To modify this ongoing reservation before its original end time, please [click here](#).

Your reservation time for [T29 LPKF Circuit Board Milling Machine](#) has arrived. [Start Usage](#)

Currently Active Usages  [More Details](#)

USER	ONLINE SERVICE	DURATION (HRS)	PLANNED TIME OUT		START
NDSU test user	T61 Battery Tester	0.00	10/31/2019 9:30:00 AM	Log Off	10/31/2019 9:06 AM

This block will appear on the dashboard after you “start usage”.

IMPORTANT: When done using an instrument you must “Log Off” in BookItLab. This establishes the end time for the billing.

USING AN INSTRUMENT **(After Reservation Is Approved)**

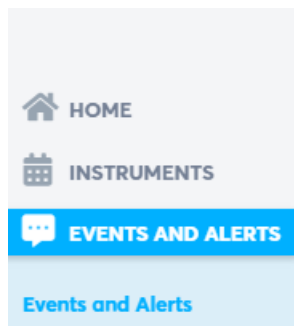
Notes About Logging Instrument Time:

- **If there are any issues with the logged time that need to be corrected, please discuss with MCAF staff or use the Incidents/Events feature to describe the issue. We can manually correct these after the fact if required.**

EVENTS/ALERTS

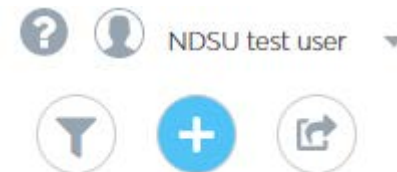
The Events/Alerts feature can be used to report observations of equipment issues, out of consumable supplies, or other relevant information to recharge center staff.

FROM THE HOME / DASHBOARD



Events and Alerts

EVENT START REPORTED BY ASSET SERVICE GROUP



Click the + to “add new” event.

EVENT DETAILS

ASSET	<input type="text" value="Please select an asset"/>	
EVENT TYPE	<input type="text" value="Please select on EventType"/>	
EVENT TYPE STATUS	<input type="text" value="Please select on Event Type Status"/>	
EVENT START	<input type="text" value="10/24/2019"/>	<input type="text" value="09:10 AM"/>
ALERT START	<input type="text"/>	<input type="text"/>

RECURRING EVENTS ☐

SUBJECT

Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, and unlink.

DESCRIPTION

Rich text editor area for the event description.

EVENT COMMENTS

NEW COMMENT

Rich text editor toolbar and area for adding new comments.

ATTACHMENT

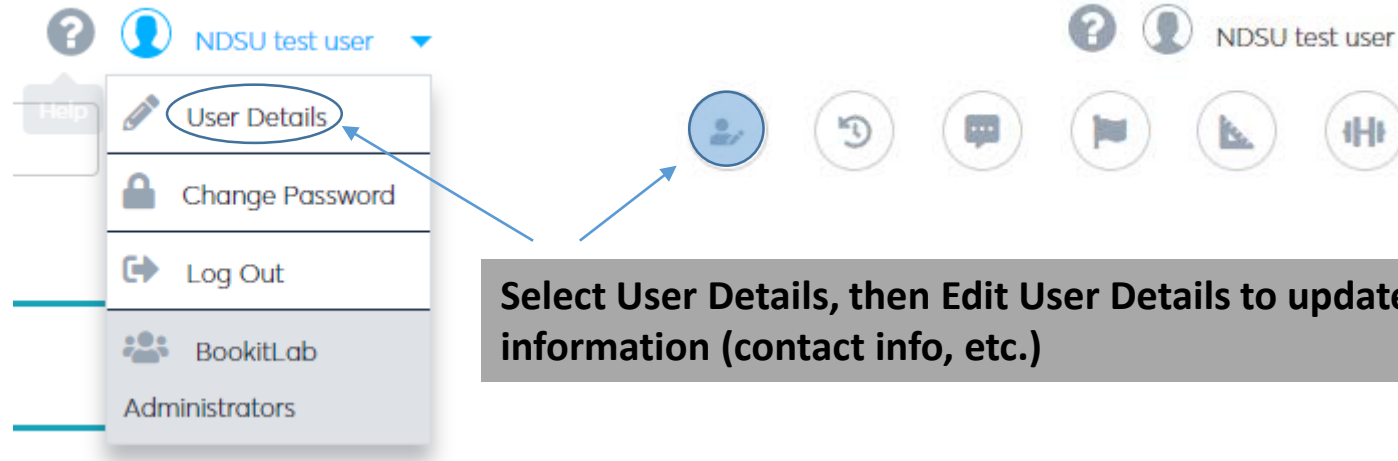
File upload area with a 'Choose File' button and 'No file chosen' text.

Enter Info About the Event.

Then click “SAVE”.

OTHER FEATURES

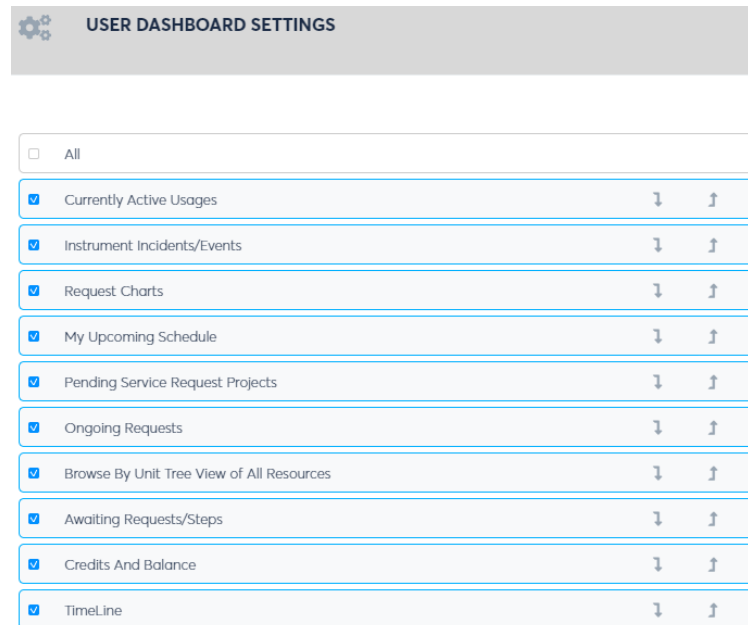
Update User Info – upper right corner



Select User Details, then Edit User Details to update user information (contact info, etc.)

Dashboard  

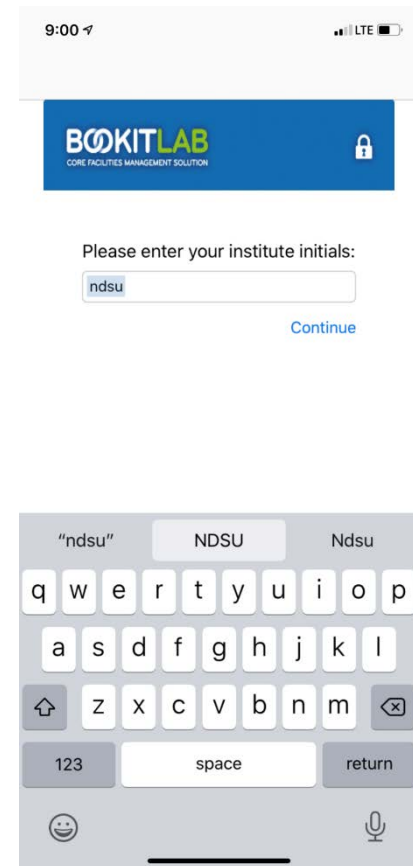
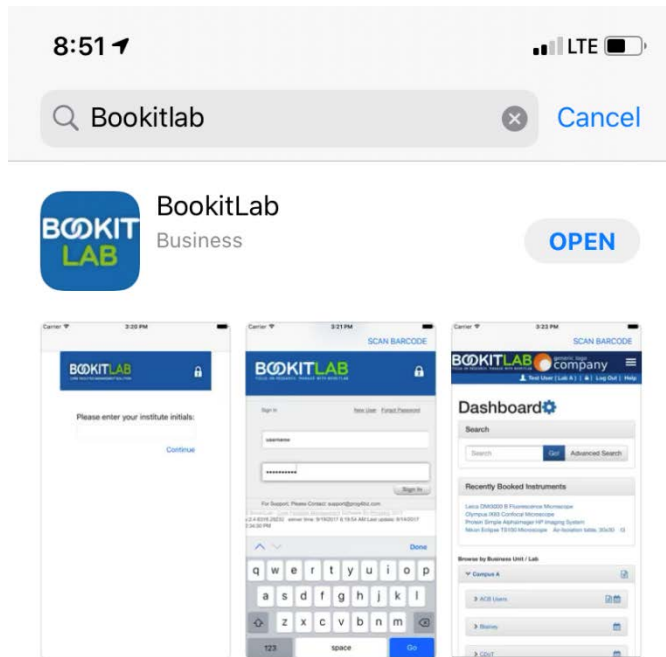
You can customize the dashboard view a bit by activating/deactivating particular items and moving them up/down in the order they are displayed.



USING THE MOBILE DEVICE APP

MOBILE APP INSTRUCTIONS

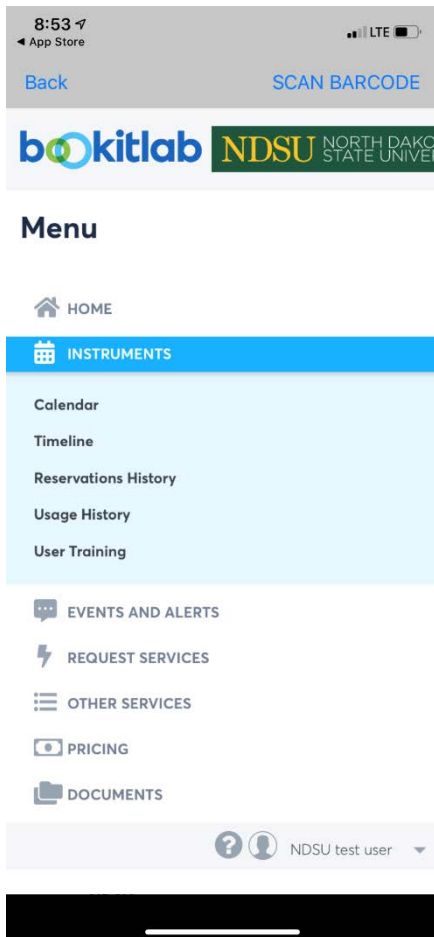
- (1) Search on BookItLab in Apple store or Google Play store
- (2) After loading the app and opening, type “ndsu” when it prompts for institution initials.



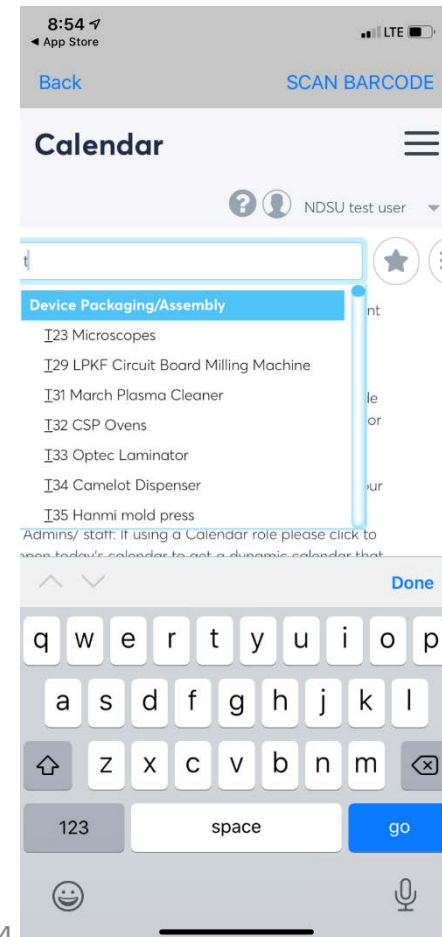
MAKING AN EQUIPMENT RESERVATION

There are numerous ways to find an instrument to make a reservation. These instructions describe one of these ways.

Select Reservation and Search



Begin typing name of an instrument and options will pop-up. Select the instrument.



MAKING AN EQUIPMENT RESERVATION

10:47 100% LTE

Back SCAN BARCODE

New Reservation

? NDSU test user

ONLINE SERVICE

T61 Battery Tester

START TIME

Feb 18, 2020 2:00 PM

END TIME

Feb 18, 2020 3:00 PM

USER GROUP

N/A

BUDGET NUMBER

select an item

REPETITIVE RESERVATION ☐

I NEED TUTORING FOR THIS RESERVATION ☒

ORDER STATUS

Pending

REMARKS

(1) Select Date/Time For Reservation

(2) Select Budget Code From Pull-Down List

(3) Remarks (Optional): Type In Any Information That Is Relevant To The Reservation

(4) Scroll down and click on Create Reservation

MAKING AN EQUIPMENT RESERVATION

Notes About Reservation Approvals:

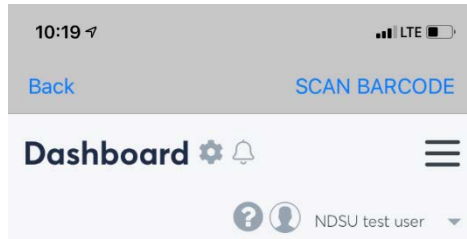
- **If you have not been trained on an instrument, then a training time will need to be coordinated with the appropriate MCAF staff.**
- **If you are trained on an instrument, but it is in a lab that you don't have access, then a staff member will need to approve the reservation to confirm they're available to let you in.**
- **If you are trained on an instrument and you have access to the lab, then the reservation should be approved automatically.**

USING AN INSTRUMENT (After Reservation Is Approved)

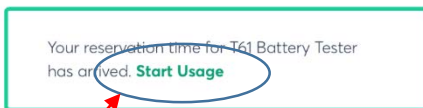
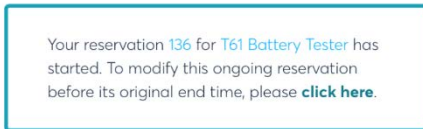
FROM THE HOME / DASHBOARD VIEW

IMPORTANT: When using an instrument you must log in to BookItLab and click “Start Usage”, then Start Usage again on the screen that pops up.

The time log created is what is used for billing. This replaces the paper log sheets that have been used previously. If usage time is not logged, then the full reservation time will be billed.



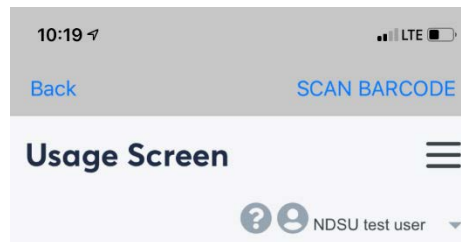
Reservation Started!



1) Click

Once the reservation start time has arrived and the reservation is approved, this block should be displayed in the dashboard.

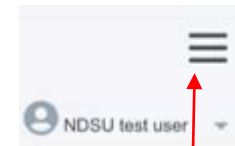
This screen will appear



2) Click.

Make sure a message like this pops up.

T61 Battery Tester - Instrument activated successfully. You can now start using it.



3) Click. Then select Home to get back to the main Dashboard view.

USING AN INSTRUMENT (After Reservation Is Approved)

FROM THE HOME / DASHBOARD

This block will appear on the dashboard after you “start usage”.

The screenshot shows the BookItLab Dashboard interface. At the top, there are links for 'Back' and 'SCAN BARCODE'. The main header includes the word 'Dashboard' with a settings gear icon and a notification bell icon. Below this is a section titled 'Currently Active Usages' with a refresh icon and an upward arrow. A table lists active instrument usages with columns: USER, ONLINE SERVICE, DURATION (HRS), PLANNED TIME OUT, and START. One entry is visible: NDSU test user, T61 Battery Tester, 0.03, 02/04/2020 11:15:00 AM, and 2/4/2020 10:19 AM. A red circle highlights the 'Log Off' button next to the 'PLANNED TIME OUT' column. Below the table, there is a 'Show' dropdown set to '3' entries, with 'Previous' and 'Next' navigation buttons. The footer contains copyright information for BookItLab - Core Facilities Management Software By, version v:9.0.7201.27117, server time, and a link to 'Terms Of Use'.

USER	ONLINE SERVICE	DURATION (HRS)	PLANNED TIME OUT	START
NDSU test user	T61 Battery Tester	0.03	02/04/2020 11:15:00 AM	2/4/2020 10:19 AM

IMPORTANT: When done using an instrument you must “Log Off” in BookItLab. This establishes the end time for the billing.

USING AN INSTRUMENT **(After Reservation Is Approved)**

Notes About Logging Instrument Time:

- **If there are any issues with the logged time that need to be corrected, please discuss with MCAF staff or use the Incidents/Events feature to describe the issue. We can manually correct these after the fact if required.**

OTHER FEATURES

Other Features of the App – similar to instructions for web-based PC app.

- **Events/Alerts**
- **Other Features**

NON-STANDARD USE CASES

Equipment with Per Experiment Rates:

Follow the standard procedure for making a reservation and logging use time.

In addition, within the reservation (after it is approved) there will be an “Offline Services” box. Either the User or the Service Center Staff can enter the number of samples that will be processed. The billing will be based on the number of samples rather than the amount of time the equipment is used.

OFFLINE SERVICES

SERVICE TYPE	QUANTITY	UNITS	DATE	REMARKS
No matching records found				

Previous Next Show 10 entries

Add New

1) Click

2) Select the appropriate sample type (e.g. BET Samples)

3) Enter the number of samples

4) Click Submit button

Add New Offline Service

SERVICE TYPE BET Samples

SERVICE DATE 03/03/2020 03:00 PM

USER GROUP BookItLab Administrators

USER Aaron Reinholz

BILLING CODE NUMBER B1

QUANTITY 10

DISCOUNT FACTOR 1

REMARKS Reference reservation 157 on instrument C49
BET Surface Area Measurement

NON-STANDARD USE CASES

Equipment that you start running during business hours and let run automatically after-hours:

Follow the standard procedure for making a reservation. If you know the time duration in advance that is to be run, enter it in the remarks.

Start using equipment during business hours and initiate the log using the “Start Usage” process. Do not “Log Off”.

The next day service center staff will log off and adjust the end time to the appropriate time.

NON-STANDARD USE CASES

Equipment With Per Day Rates:

Follow the standard procedure for making a reservation. The reservation will automatically be made for an 8 hour period.

Follow the standard procedure to “Start Usage” and “Log Off”.

The fixed daily charge will be applied.

If you are using the instrument for multiple days, this process will need to be followed for each day individually.

NON-STANDARD USE CASES

Sputterer Charges for Deposition Material:

Follow the standard procedure for making a reservation and logging use time.

In addition, within the reservation (after it is approved) there will be an “Offline Services” box. Either the User or the Service Center Staff can select gold target or platinum target. In the Quantity box indicate the thickness of the deposition in 1000 angstrom units. For example if the deposition is 1000 angstroms enter 1. The billing will be a combination of the time the sputterer was used plus the gold or platinum material charge.

OFFLINE SERVICES

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

Previous Next Show 10 entries

Add New

1) Click

2) Select Gold Target or Platinum Target

3) Enter the deposition thickness for quantity (1 = 1000 angstroms)

4) Click Submit button

Add New Offline Service

SERVICE TYPE	Gold Target	QUANTITY	1
SERVICE DATE	03/04/2020 04:15 PM	DISCOUNT FACTOR	1
USER GROUP	BookItLab Administrators	REMARKS	Reference reservation 162 on instrument T04 Kurt Lesker CMS-18 Sputterer (PVD1)
USER	Aaron Reinholz		
BILLING CODE NUMBER	B1		