

Initiate Usage (Cryostat/Microtome /NMR)

- [Initiate Usage](#)

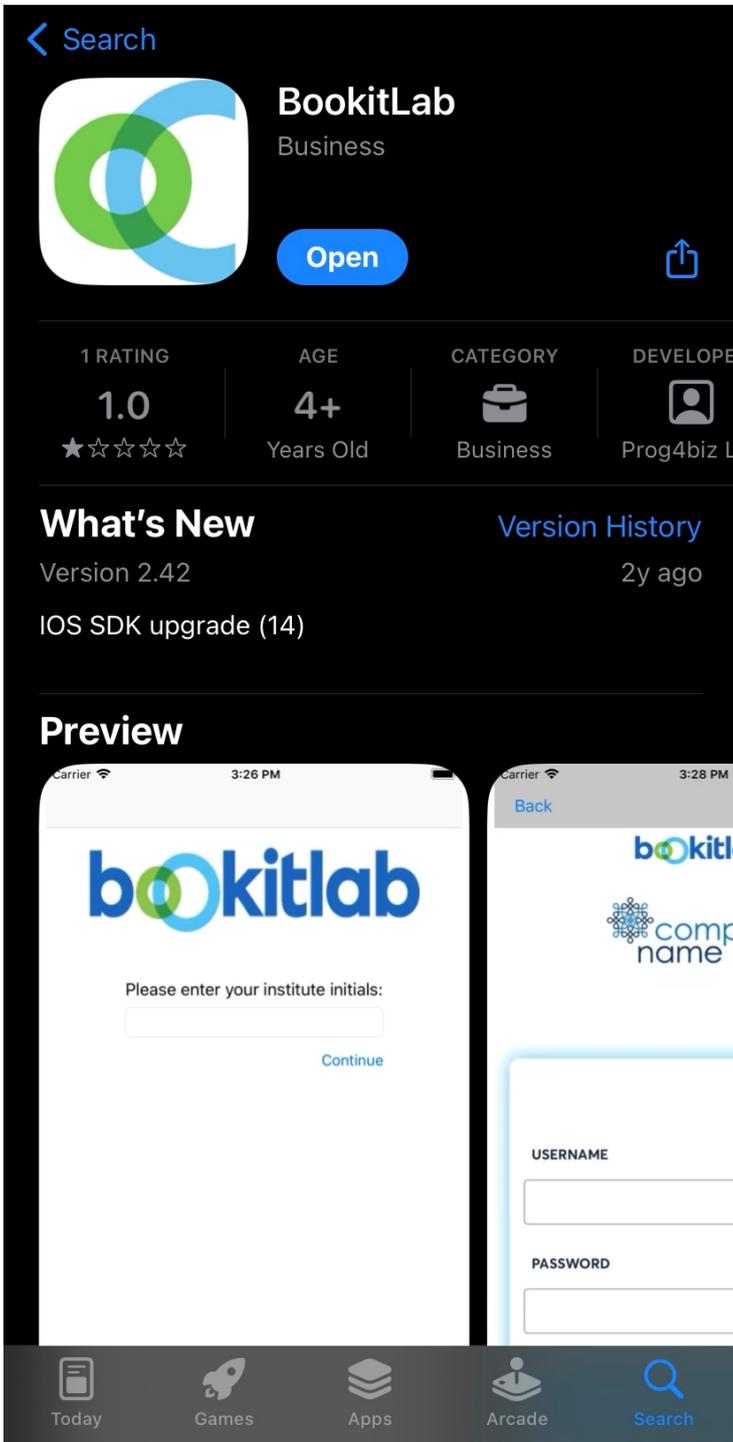
Initiate Usage

If an instrument does not have a computer to log into, or has a Linux operating system, you will need to initiate tracking manually. There are two ways to do this - via computer or the bookitlab app. The instructions are essentially the same, but below are screenshots to guide you through each.

The app is the preferred method.

Via the app:

Download BookitLab from the AppStore. When launched, if asked to enter your institute initials, type IGB. Log in via SSO.



On the main dashboard, you should see the Usages Widget. Click "Start Usage".

Switch to

Users View 

Quick Actions

78 Upcoming reservations

Place a reservation or view schedule

 Reservation

 Usages

Start a real time usage of an instrument

 Start Usage

Consumable

Report the use of consumable/s (self serve)

Log Consumable/s



Choose the equipment that you have already reserved. In this example, we are choosing the cryostat. Click continue.

Home Back SCAN BARCODE

Switch to Users View

My Instruments/ Assets

Search

- Cryostat**
 - # 41
 - Status Up
 - Building IGB
- Cypher-AFM**
 - # 42
 - Status Up
 - Building IGB
- Embedding Station**
 - # 43
 - Status Up
 - Building IGB

1 of 31 Items Cryo... X Continue

On the Usage Screen, your user group and user name should be accurate. Under projects, choose the CFOP that the usage will bill to. Click "Start Usage".



Usage Screen



RESOURCE

Cryostat

USER GROUP

Core Staff



USER

Miranda C O'Dell



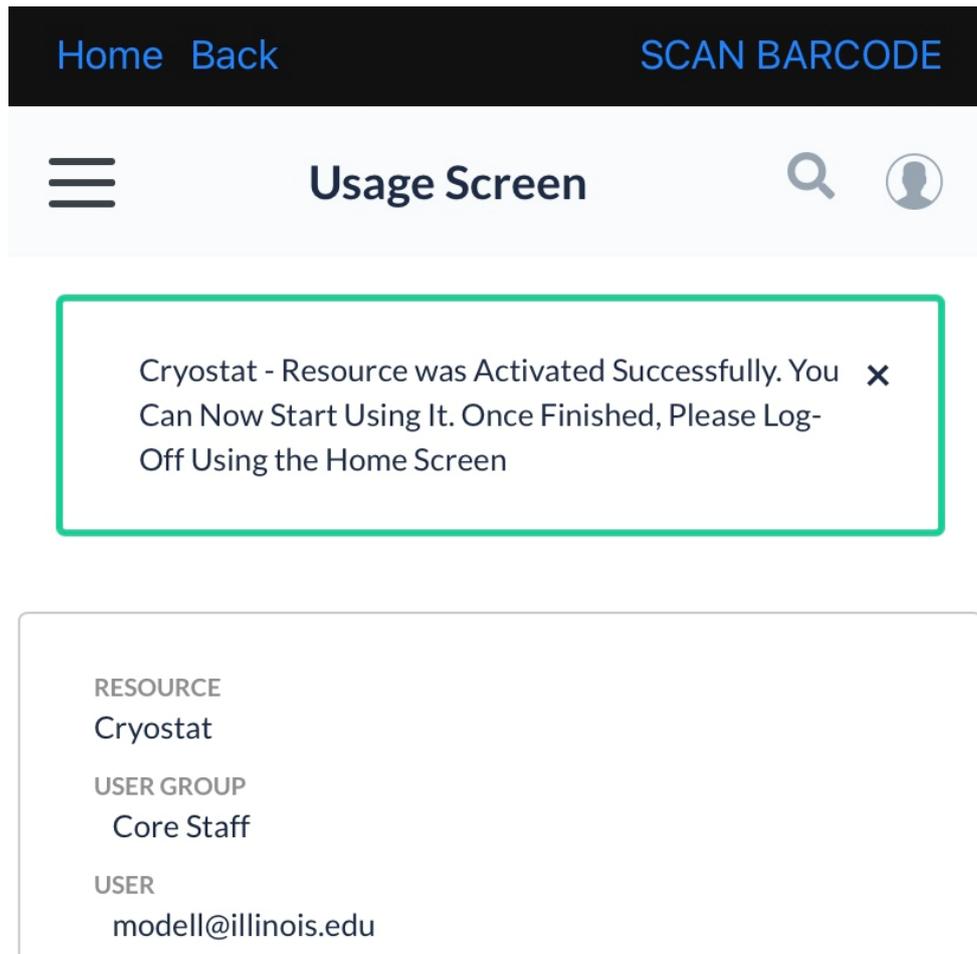
PROJECT NAME

test



Start Usage

You will receive a confirmation screen to let you know this was successful, and also indicating how to stop your usage.



To end your usage, go back to the main dashboard and scroll down toward your active usage widget. Click "Log off".

 Switch to

Users View 

 IGB

Core Details

modell@illinois.edu

- Online Servi... Cryostat
- Core IGB
- Usage Durat... 00:01:02

Log Off

5 

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Schedule Awaiting Approval 



Via computer: You can start this by going to the Usages Widget on the Main Dashboard. Choose Start Usage.

bookitlab

Enter an asset name or asset attribute

IGB

Austin Joseph Cyphersmith

You are currently viewing the users board for this core. You can switch to core staff board/s, or add a new board:

Users View

IGB

Core Details Edit Core Customize

Quick Actions

75 Upcoming reservations
Place a reservation or view schedule
[+ Reservation](#)

Usages
Start a real time usage of an instrument
[▶ Start Usage](#)

Consumable
Report the use of consumable/s (self serve)
[Log Consumable/s](#) [Renew Stock](#)

Work Orders
Report an instrument related Issue / Work Order
[+ Work Order](#) [List](#)

Timeline

May 26 - Jun 01

Sun, 26 May Mon, 27 May Tue, 28 May Wed, 29 May Thu, 30 May Fri, 31 May Sat, 1 Jun

600MHzNMR
AFM-Raman
Axio Scan.Z1
AXIO Zoom V16

[+ Add Reservation](#)

Timeline by Week

Choose the relevant instrument by scrolling or searching for the name. Select the instrument.

Start Usage

← My Instruments/ Assets

Search Filters

Active Assets: Yes Availability Type: Bookable Equipment

Recent Assets

Cryostat

LSM 700

600MHzNMR
2
Status Up
Building IGB

AFM-Raman
3
Status Up
Building IGB

Axio Scan.Z1
39
Status Up
Building IGB

AXIO Zoom V16
40
Status Up
Building IGB

Cryostat
41
Status Up
Building IGB

Cypher-AFM

Embedding Station

Formlabs Form 2 - 3D Print...

Image Analysis Bryce (Imar...

Image Analysis Grand Canyo...

Rows per Page 10

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Use checkbox for multi selection. When done selecting click on Continue at the bottom floating panel or select a bulk operation where applicable

Choose the User Group (PI), User, and Project Name (CFOP). Click on Start Usage.

The screenshot shows the 'Usage Screen' in the BookitLab interface. The left sidebar contains navigation options: DASHBOARD, CORES, INSTRUMENTS, RESERVATIONS (highlighted), TRAINING, INTERACTIVE ASSET MAPS, WORK ORDERS, CONSUMABLES, REPORTS, MESSAGES, BILLING, USERS, and ADMIN PANEL. The main content area displays reservation details for 'Cryostat' with the following fields: RESOURCE (Cryostat), USER GROUP (Core Staff), USER (Austin Joseph Cyphersmith), and PROJECT NAME (test). A 'Start Usage' button is located below these fields. The top navigation bar includes the BookitLab logo, a search bar, and the user's name 'Austin Joseph Cyphersmith'. The footer contains copyright information, version details, system time, and a link to 'Terms Of Use'.

A confirmation screen will let you know this was successful.

This screenshot shows the 'Usage Screen' after a successful reservation. A green-bordered confirmation message is displayed at the top: 'Cryostat - Resource was Activated Successfully. You Can Now Start Using It. Once Finished, Please Log-Off Using the Home Screen'. Below the message, the reservation details are shown: RESOURCE (Cryostat), USER GROUP (Core Staff), USER (ajcypher@illinois.edu), and PROJECT NAME (test). The interface elements, including the sidebar and top navigation bar, are consistent with the previous screenshot.

To end usage, go back to the Main Dashboard and scroll down to the "Currently Active Usages" item. Choose Log Off.

DASHBOARD

Main Dashboard

- CORES
- INSTRUMENTS
- RESERVATIONS
- TRAINING
- INTERACTIVE ASSET MAPS
- WORK ORDERS
- CONSUMABLES
- REPORTS
- MESSAGES
- BILLING
- USERS
- ADMIN PANEL



Currently Active Usages

End Usage	User Name	Online Service	Core	Usage Duration (HH:MM:SS)	Usage Start	Usage End	RunningStatus
Log Off	ajcypher@illinois.edu	Cryostat	IGB	00:00:26	05/26/2024 2:22 PM	05/26/2024 2:22 PM	Running

5

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Schedule Awaiting Approval

Nothing to show in this table

We could not find any matching records. Please consider changing the core filter/ table filters if applicable