

Purchase a Consumable

- [Purchase a Consumable](#)

Purchase a Consumable

To add a consumable choose the "Consumables" menu item on the side bar on the left.

The screenshot shows the BookItLab dashboard. The left sidebar has the 'CONSUMABLES' menu item highlighted. The main content area displays the 'IGB' core details page. At the top, there's a search bar and user information. Below that, a blue banner indicates the current view is for the 'IGB' core. The page features a 'Quick Actions' section with four cards: 'Upcoming reservations' (74), 'Usages', 'Consumable' (Log Consumable/s, Renew Stock), and 'Work Orders'. Below this is a 'Timeline' view showing a calendar from May 26 to June 1, with reservations for '600MHzNMR', 'AFM-Raman', 'Axio Scan.Z1', and 'AXIO Zoom V16'.

Choose from the list of items. In this case, click "Embedding Station Block"

The screenshot shows the 'Consumable Types' page in BookItLab. The page has a search bar, filters, and a table of consumable types. The table has columns for ID, Active status, Core Name, Units, Name, Remarks, Show on 'Other Services', In Stock, and Action. There is one row with ID 1, Active status Yes, Core Name IGB, Units Sample, Name Embedding Station Block, Remarks, Show on 'Other Services' Yes, In Stock, and Action N/A. The page also includes a 'Renew Stock' button and an 'Add Consumable Type' button.

ID	Active	Core Name	Units	Name	Remarks	Show on "Other Services" and Allow Users to Document Using This Service	In Stock	Action
1	Yes	IGB	Sample	Embedding Station Block		Yes		N/A

A menu on the right will appear. Click "+ Log Consumables"

Consumable Types

Renew Stock + Add Consumable Type

Search [] Filters [] Columns Export Import

Active Assets: Yes [x]

ID	Active	Core Name	Units	Name	Remarks	Show on "Other Services" and Allow Users to Document Using This Service	In Stock	Action
1	Yes	IGB	Sample	Embedding Station Block		Yes		N/A

Rows per Page 10 1-1 of 1

Show asset details (side panel)

Embedding Station B...

+ Log Consumable/s Settings []

Core IGB

Institute/Department IGBCORE

Availability Service - related

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Choose the quantity of the consumable. Also, choose the User Group (PI), User, Billing Type (usually Internal), and Project Name (CFOP). Then click save.

Consumables

Log Consumable/s

Reported Consumables

Embedding Station Block [] 1 [] >

+ Add Consumable

Main Info

Log Date 05/26/2024 [] Log Time 11:45 AM []

User Group Core Staff [] User Austin Joseph Cyphersmith []

Billing Type Internal [] Project Name test []

Save [] Close []

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