

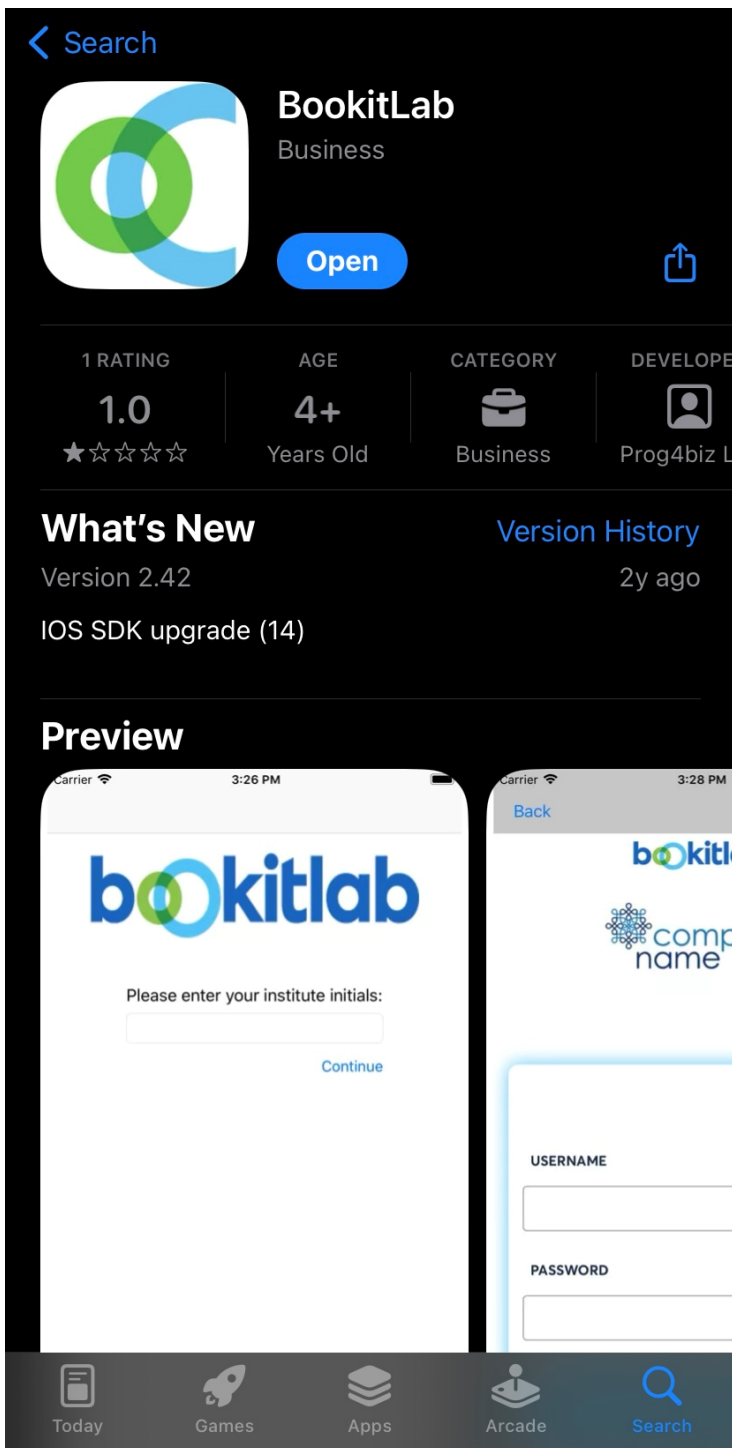
# Initiate Usage

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".

Home Back

SCAN BARCODE

 Switch to

Users View 

 IGB


Core Details

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... 

[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



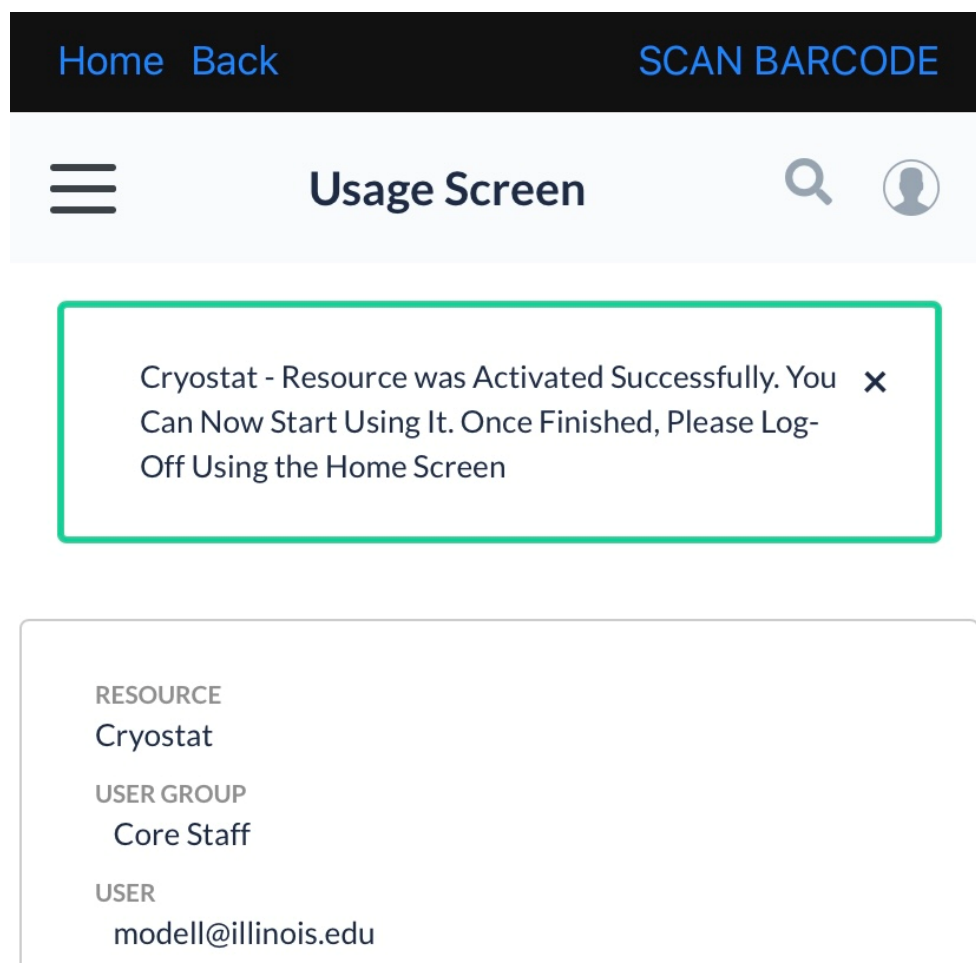
PROJECT NAME

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".

Home Back

SCAN BARCODE

 Switch to

Users View 






 IGB


Core Details


modell@illinois.edu

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

Log Off

5  1-3 of 3    

Schedule Awaiting Approval 



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

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Core Management System

Enter an asset name or asset attribute

Q

IGB

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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

DASHBOARD

Main Dashboard

CORES

INSTRUMENTS

RESERVATIONS

TRAINING

INTERACTIVE ASSET MAPS

WORK ORDERS

CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

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

Timeline by Week

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

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

AFM-Raman

Axio Scan.Z1

AXIO Zoom V16

Cryostat

Cypher-AFM

Embedding Station

Formlabs Form 2 - 3D Print...

Image Analysis Bryce (Imar...

Image Analysis Grand Canyo...

Rows per Page 10

1-10 of 31

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.



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DASHBOARD

CORES

INSTRUMENTS

RESERVATIONS

Schedule

Users Timeline

Reservations History

Usage History

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ADMIN PANEL

https://core.bookitlab.com/illinois\_igb/Usage.aspx?id=5

Enter an asset name or asset attribute

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### Usage Screen

RESOURCE

Cryostat

USER GROUP

Core Staff

USER

Austin Joseph Cyphersmith

PROJECT NAME

test

Start Usage

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v:39.13.8881.27249 system time: 05/26/2024 2:21:37 PM Last update: 05/26/2024 8:00:00 AM

Terms Of Use

A confirmation screen will let you know this was successful.

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https://core.bookitlab.com/illinois\_igb/Usage.aspx?id=5

Enter an asset name or asset attribute

Austin Joseph Cyphersmith

### Usage Screen

Cryostat - Resource was Activated Successfully. You Can Now Start Using It. Once Finished, Please Log-Off Using the Home Screen

RESOURCE

Cryostat

USER GROUP

Core Staff

USER

ajcypher@illinois.edu

PROJECT NAME

test

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v:39.13.8881.27249 system time: 05/26/2024 2:22:02 PM Last update: 05/26/2024 8:00:00 AM

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

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DASHBOARD

Main Dashboard

CORES

INSTRUMENTS

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INTERACTIVE ASSET MAPS

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MESSAGES

BILLING

USERS

ADMIN PANEL

Enter an asset name or asset attribute

IGB

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AFM-Raman

Axio Scan.Z1

AXIO Zoom V16

Cryostat

Cypher-AFM

Embedding Station

D

2

1

5

Currently Active Usages

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

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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

Revision #4  
Created 26 May 2024 20:53:50 by Austin Cyphersmith  
Updated 24 July 2024 13:29:30 by Miranda O'Dell