

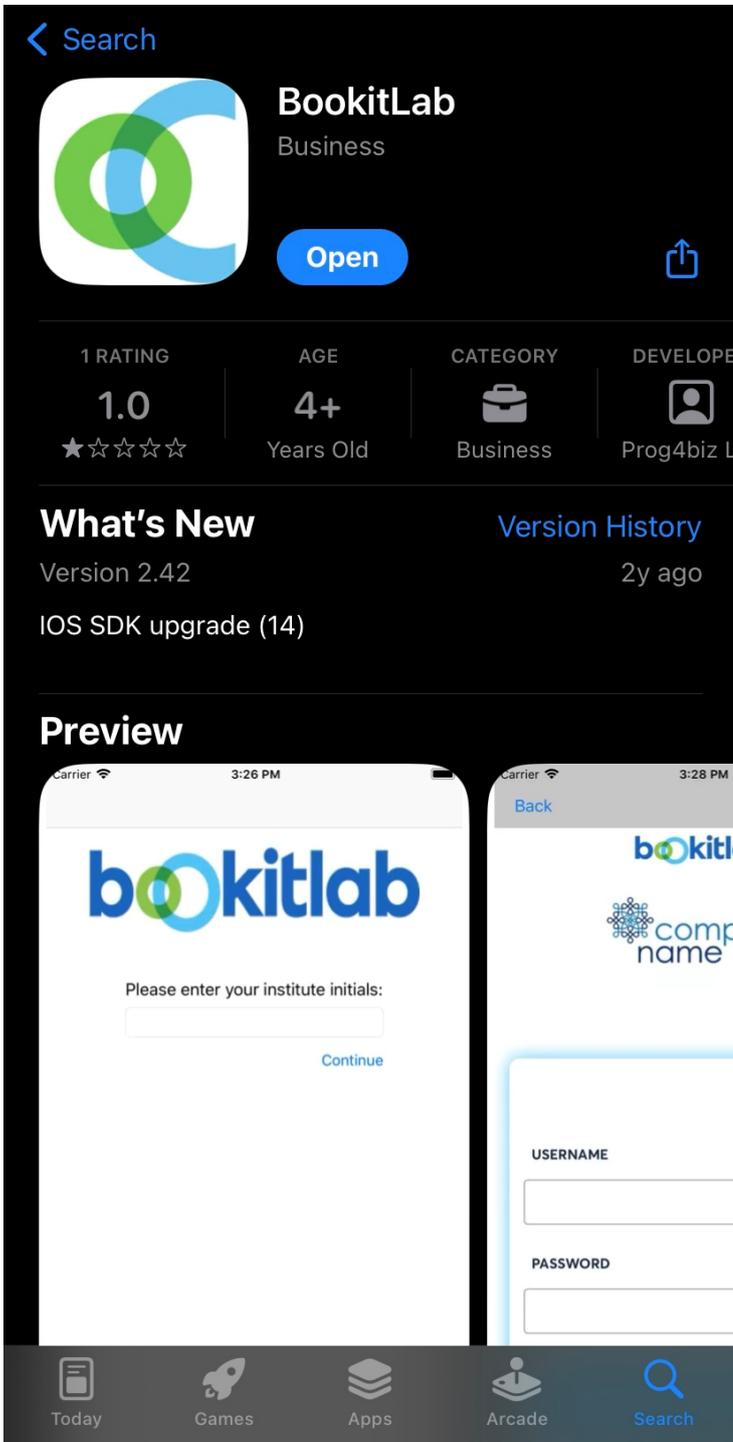
# Initiate Usage

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

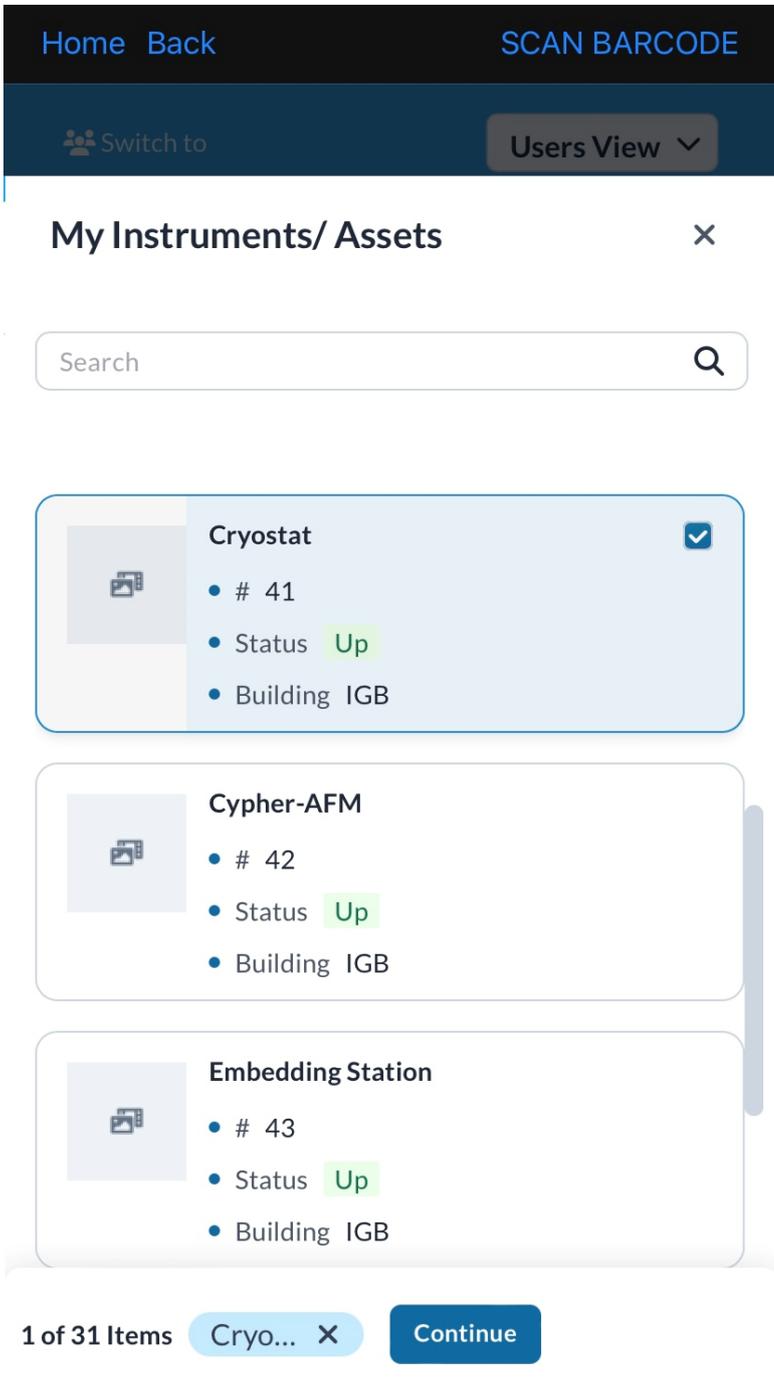
Consumable

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.



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



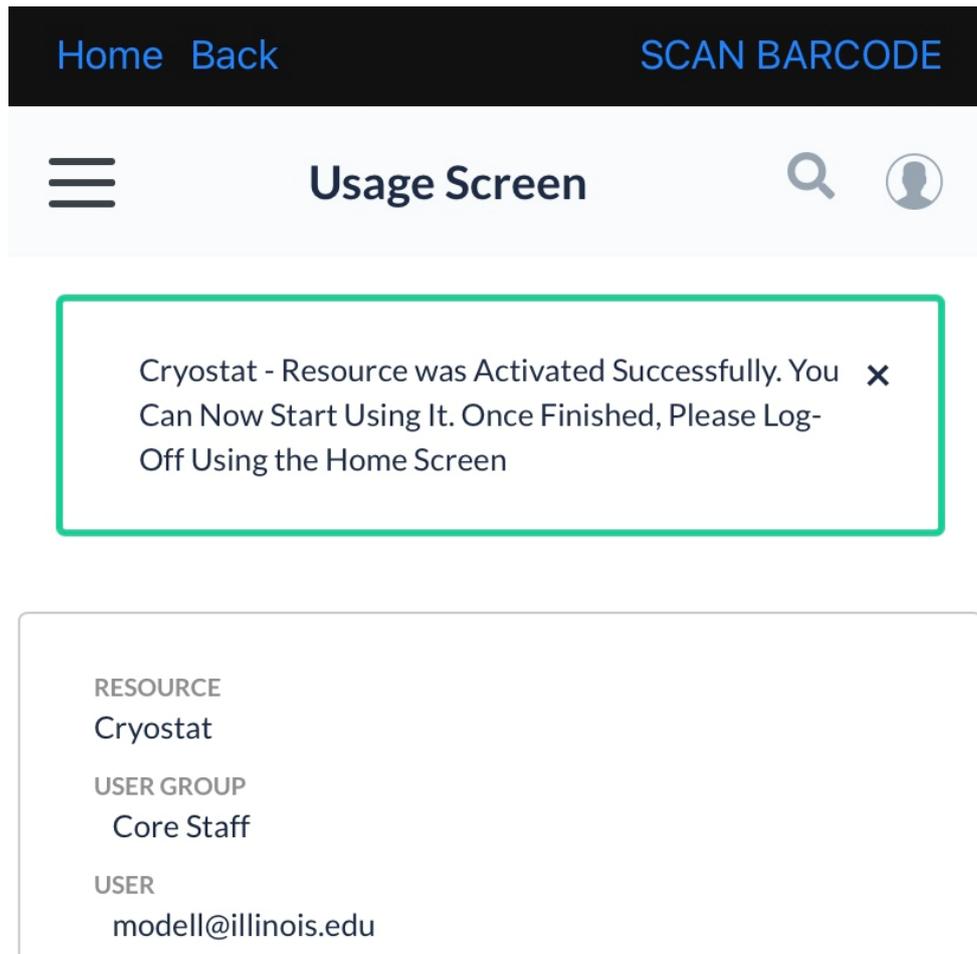
PROJECT NAME

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

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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.

The screenshot shows the IGB (Instrument Gateway Browser) dashboard. On the left is a navigation menu with options: DASHBOARD, Main Dashboard, CORES, INSTRUMENTS, RESERVATIONS, TRAINING, INTERACTIVE ASSET MAPS, WORK ORDERS, CONSUMABLES, REPORTS, MESSAGES, BILLING, USERS, and ADMIN PANEL. The main header includes the bookitlab logo, a search bar for asset names, and the user's name, Austin Joseph Cyphersmith. A blue banner at the top states: "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".

The main content area is titled "IGB" and includes "Quick Actions" with four cards:
 

- Upcoming reservations** (75): Place a reservation or view schedule. Button: + Reservation
- Usages**: Start a real time usage of an instrument. Button: Start Usage
- Consumable**: Report the use of consumable/s (self serve). Buttons: Log Consumable/s, Renew Stock
- Work Orders**: Report an instrument related Issue / Work Order. Buttons: + Work Order, List

Below the quick actions is a "Timeline" view for the period "May 26 - Jun 01". It shows a grid with columns for each day from Sun, 26 May to Sat, 1 Jun. Instruments listed on the left include 600MHzNMR, AFM-Raman, Axio Scan.Z1, and AXIO Zoom V16. A tooltip on the timeline indicates a reservation for the 600MHzNMR instrument on Monday, May 27th.

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

The screenshot shows the "Start Usage" interface. At the top, it says "Start Usage" and "My Instruments/ Assets". There is a search bar and filter options: "Active Assets: Yes" and "Availability Type: Bookable Equipment". The view is set to "Cards".

Under "Recent Assets", there are two cards for "Cryostat" and "LSM 700". Below these is a grid of instrument cards. Each card displays:
 

- Instrument name and icon
- Count (e.g., # 2, # 3, # 39, # 40, # 41)
- Status (Up or Down)
- Building (IGB)

The instruments shown in the grid are: 600MHzNMR, AFM-Raman, Axio Scan.Z1, AXIO Zoom V16, Cryostat, Cypher-AFM, Embedding Station, Formlabs Form 2 - 3D Print..., Image Analysis Bryce (Imar..., and Image Analysis Grand Canyo... A tooltip on the Cryostat card reads: "Use checkbox for multi selection. When done selecting click on Continue at the bottom floating panel or select a bulk operation where applicable".

At the bottom, it shows "Rows per Page 10" and "1-10 of 31" with navigation arrows.

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

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

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Enter an asset name or asset attribute

Austin Joseph Cyphersmith

### Usage Screen

RESOURCE	Cryostat
USER GROUP	Core Staff
USER	Austin Joseph Cyphersmith
PROJECT NAME	test

Start Usage

© BookitLab - Core Facilities Management Software By Prog4biz 2024 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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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

© BookitLab - Core Facilities Management Software By Prog4biz 2024 v:39.13.8881.27249 system time: 05/26/2024 2:22:02 PM Last update: 05/26/2024 8:00:00 AM Terms Of Use

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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IGB
Austin Joseph Cyphersmith

- [DASHBOARD](#)
- Main Dashboard**
- [CORES](#)
- [INSTRUMENTS](#)
- [RESERVATIONS](#)
- [TRAINING](#)
- [INTERACTIVE ASSET MAPS](#)
- [WORK ORDERS](#)
- [CONSUMABLES](#)
- [REPORTS](#)
- [MESSAGES](#)
- [BILLING](#)
- [USERS](#)
- [ADMIN PANEL](#)

- [AFM-Raman](#)
- [Axio Scan.Z1](#)
- [AXIO Zoom V16](#)
- [Cryostat](#)
- [Cypher-AFM](#)
- [Embedding Station](#)

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**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