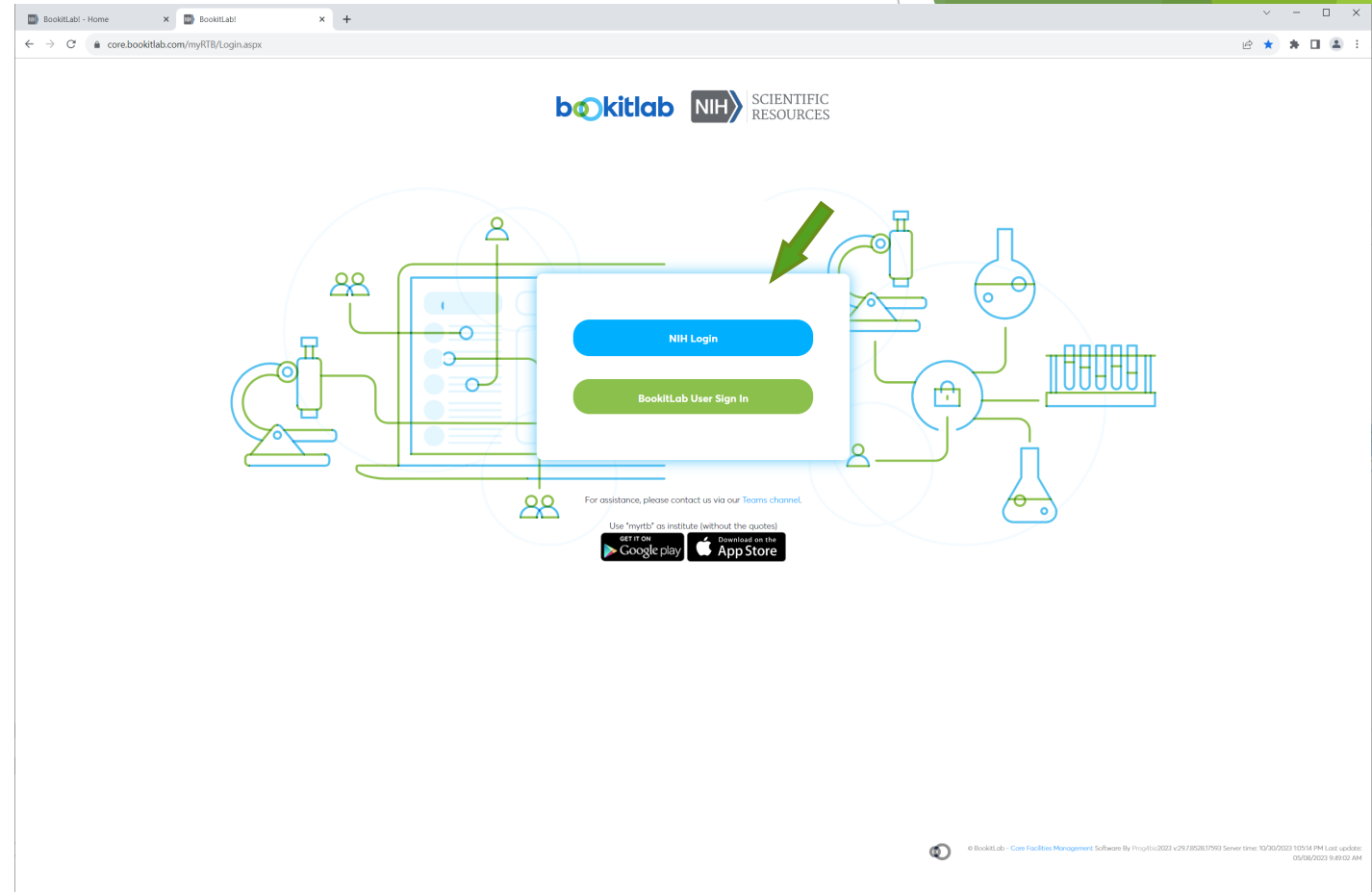


Using BookIt software to reserve microscopes in the LCBG Microscopy Core

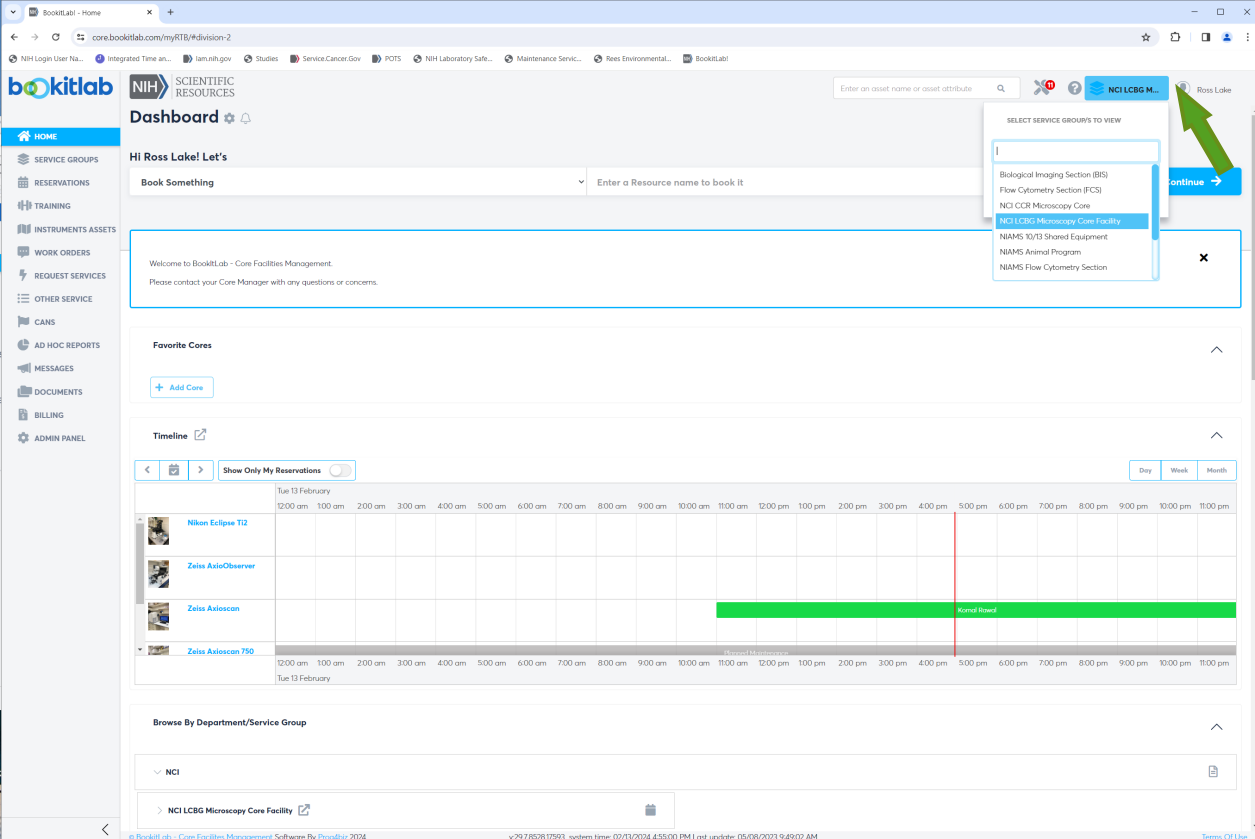
Use this link to access the BookIt software.
Click on the NIH Login to sign in using your NIH PIV ID card

<https://core.bookitlab.com/myRTB/Login.aspx>



Your initial Homepage or Dashboard may look like this

You can filter to only view the LCBG Core Instruments by selecting “NCI LCBG Microscopy Core Facility” as your Service Group by clicking on the icon to the immediate left of your name.



The screenshot displays the BookItLab dashboard interface. At the top right, the user's name "Ross Lake" is visible next to a profile icon. A dropdown menu is open, showing a list of service groups to view. A green arrow points to the "NCI LCBG Microscopy Core Facility" option in the dropdown. The dashboard includes a navigation sidebar on the left with categories like HOME, SERVICE GROUPS, RESERVATIONS, TRAINING, INSTRUMENTS ASSETS, WORK ORDERS, REQUEST SERVICES, OTHER SERVICE, CANS, AD HOC REPORTS, MESSAGES, DOCUMENTS, BILLING, and ADMIN PANEL. The main content area features a "Hi Ross Lake! Let's Book Something" section, a "Welcome to BookItLab - Core Facilities Management" message, a "Favorite Cores" section with an "Add Core" button, and a "Timeline" section showing a reservation for "Zeiss AxioScan 750" on Tuesday, February 13th, from 11:00 am to 1:00 pm. The "Browse By Department/Service Group" section at the bottom shows a tree view with "NCI" expanded to "NCI LCBG Microscopy Core Facility".

Adding the LCBG Microscopy Core Service Group

If you don't initially see the LCBG Core:
Click on Service Groups link on the left side column to access the Service Groups List, and request access to the "NCI LCBG Microscopy Core Facility"

The screenshot shows the BookItLab web application interface. The left sidebar contains a navigation menu with the following items: HOME, SERVICE GROUPS (highlighted in blue), RESERVATIONS, TRAINING, INSTRUMENTS ASSETS, WORK ORDERS, REQUEST SERVICES, MESSAGES, and DOCUMENTS. A green arrow points to the 'SERVICE GROUPS' link. The main content area displays the 'Service Groups List' page. At the top, there is a search bar and a 'Columns' button. Below is a table with three columns: Name, Description, and Action. The table contains three rows of data:

| Name | Description | Action |
|-----------------------------------|-------------|--------------------------------|
| NCI CCR Microscopy Core | | |
| NCI LCBG Microscopy Core Facility | | Request Access |
| SARS-CoV-2 Virology Core | | Request Access |

A second green arrow points to the 'Request Access' link in the 'Action' column for the 'NCI LCBG Microscopy Core Facility' row. Below the table, there is a pagination control showing 'Rows per page: 10' and '1-3 of 3'. The footer of the page contains copyright information: '© BookItLab - Core Facilities Management Software By Prog4biz 2024.' and system information: 'v29.7.8528.17595; System Time: Feb 20, 2024 2:17:47 PM; Last Update: Jul 26, 2023 2:53:02 AM; Terms Of U'.

Your initial Homepage or Dashboard may look like this

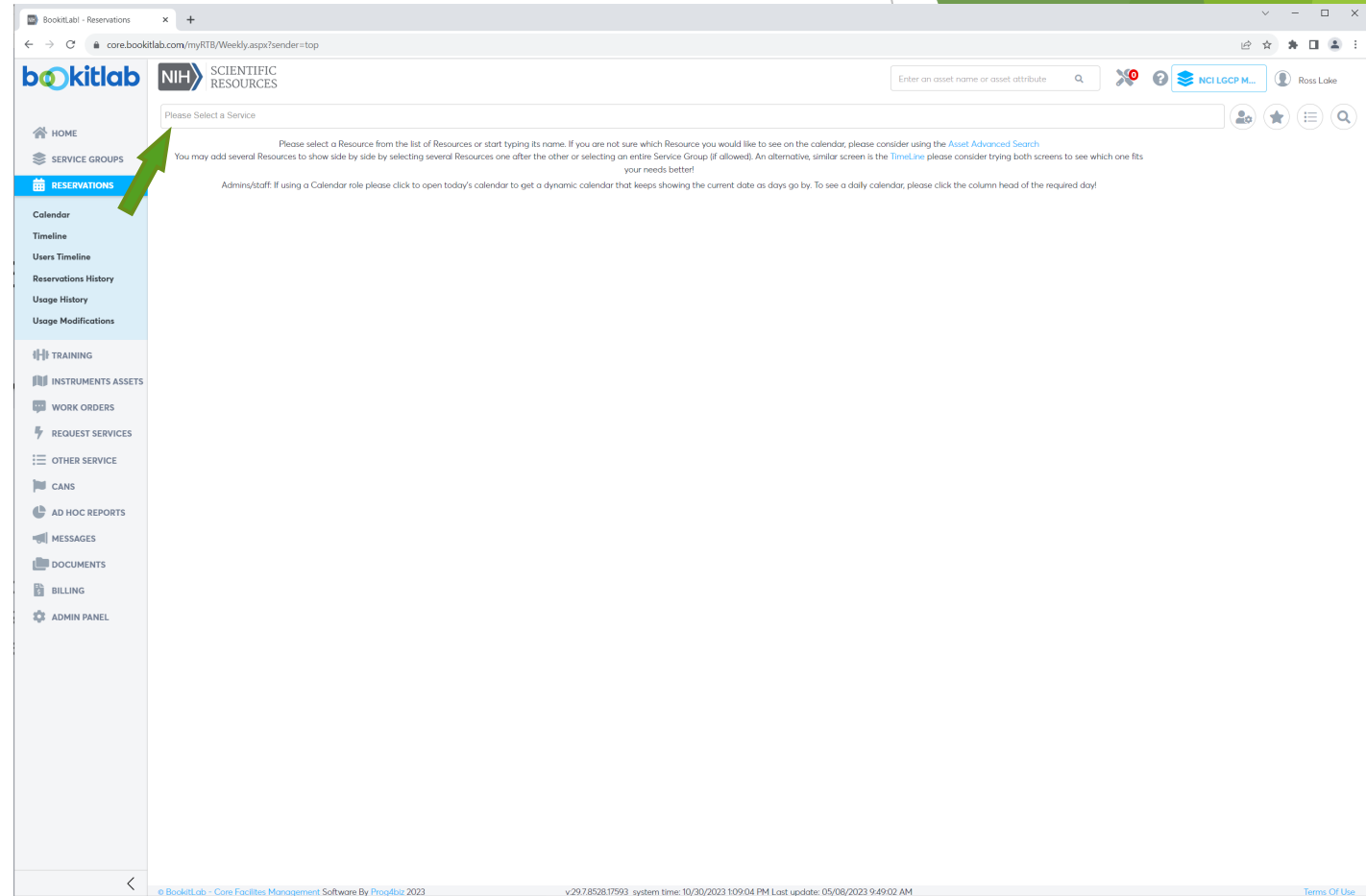
Click on Reservations link on the left side column to access the microscope reservation calendar

Note: The view of your Dashboard or Homepage in BookIt can be customized by clicking on the “cog” icon immediately to the right of the word Dashboard

The screenshot shows the BookItlab Dashboard for a user named Ross Lake. The interface includes a navigation sidebar on the left with links for HOME, SERVICE GROUPS, RESERVATIONS, TRAINING, INSTRUMENTS ASSETS, WORK ORDERS, REQUEST SERVICES, OTHER SERVICE, CANS, AD HOC REPORTS, MESSAGES, DOCUMENTS, BILLING, and ADMIN PANEL. The main content area features a 'Hi Ross Lake! Let's' greeting, a search bar for 'Book Something', and a 'Continue' button. Below this is a 'Favorite Cores' section with an 'Add Core' button. The central 'Timeline' section displays a reservation calendar for Monday, October 30, with a 'Show Only My Reservations' toggle and view options for Day, Week, and Month. The calendar shows reservations for Nikon Eclipse T12, Zeiss AsioObserver, Zeiss Axioscan, and Zeiss Axioscan 750. The bottom section, 'Browse By Department/Service Group', lists NCI and NCI LGCP Microscopy Core Facility. The footer contains technical details: 'https://core.bookitlab.com/myRTB/Divisions.aspx Lab - Core Facilities Management Software By Prop4biz 2023 v29.7852817593 system time: 10/30/2023 10:47 PM Last update: 05/08/2023 9:49:02 AM Terms Of Use'.

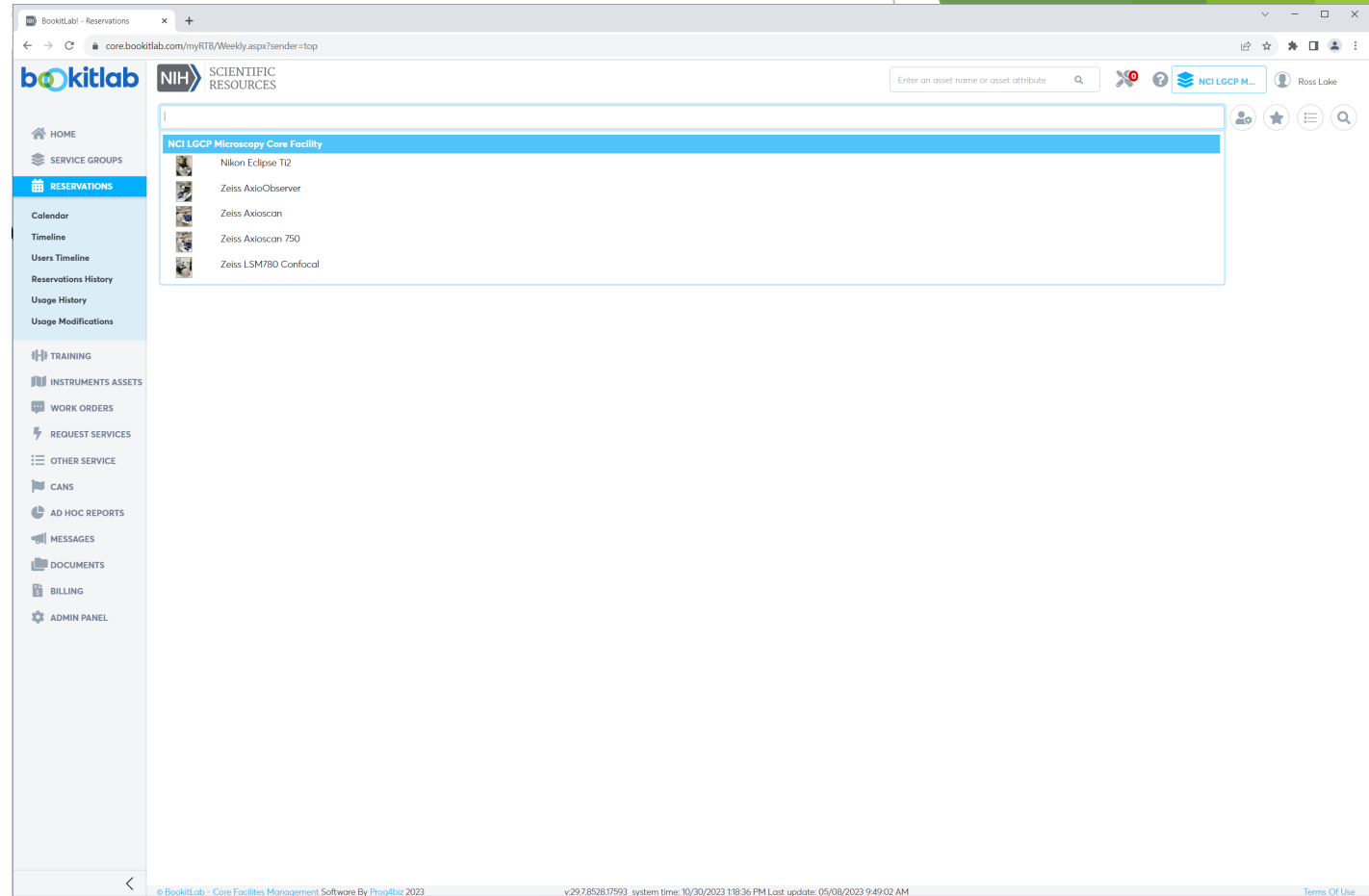
Your initial Reservations page may look like this - without any microscopes in the list

Click on prompt window to add microscopes and workstations that you commonly use so they can be added to your calendar view, see next powerpoint slide



Add Instruments to your reservation calendar list

Choose the microscopes that you
commonly use.



The screenshot displays the BookItLab Reservations web application. The interface includes a top navigation bar with the BookItLab logo, NIH Scientific Resources, and a search bar. A left sidebar contains a navigation menu with categories like HOME, SERVICE GROUPS, RESERVATIONS, TRAINING, INSTRUMENTS ASSETS, WORK ORDERS, REQUEST SERVICES, OTHER SERVICE, CANS, AD HOC REPORTS, MESSAGES, DOCUMENTS, BILLING, and ADMIN PANEL. The main content area shows a search results list for 'NCI LGCP Microscopy Core Facility' with the following items:

| Instrument Name |
|-----------------------|
| Nikon Eclipse T2 |
| Zeiss AxioObserver |
| Zeiss Axioscan |
| Zeiss Axioscan 750 |
| Zeiss LSM780 Confocal |

At the bottom of the page, there is a footer with copyright information: © BookItLab - Core Facilities Management Software By Prooftip, 2023, and system information: v297.8528.1793, system time: 10/30/2023 11:36 PM, Last update: 05/08/2023 9:49:02 AM. A 'Terms Of Use' link is also present in the bottom right corner.

Once the microscopes have been added they will show up in your reservation calendar view

Since this list is customized for you, the microscopes in the list can be changed anytime to suite your needs

The screenshot displays the BookItLab reservation calendar interface. The browser address bar shows the URL: `core.bookitlab.com/myRTB/weekly.aspx?id=0s219%2Cos218%2Cos220&Start=2023-10-30T13%3A24%3A24&openToBook=true&start=2023-10-31T13%3A00%3A00`. The page header includes the BookItLab logo, NIH Scientific Resources, and a search bar. The left sidebar contains navigation options: HOME, SERVICE GROUPS, RESERVATIONS (selected), TRAINING, INSTRUMENTS ASSETS, WORK ORDERS, REQUEST SERVICES, OTHER SERVICE, CANS, AD HOC REPORTS, MESSAGES, DOCUMENTS, BILLING, and ADMIN PANEL. The main calendar area shows a weekly view from Monday, 10/30/2023, to Sunday, 11/05/2023. The time slots range from 6AM to 11PM. Reservations are shown as colored blocks: a blue block for 'Zeiss Axiovert 750' on Monday from 12:00 PM to 1:00 AM, a green block for 'Zeiss Axiovert 750' on Tuesday from 9:45 AM to 4:00 PM, and a purple block for 'Zeiss LSM780 Confocal' on Tuesday from 1:00 PM to 4:15 PM. The footer contains version information: '© BookItLab - Core Facilities Management Software By Proadbiz 2023' and 'v.207.8528.12592 system time: 10/30/2023 124:27 PM Last update: 05/08/2023 9:49:02 AM'.

The Instrument List can be named and saved by clicking on the “star” icon to the right of the list

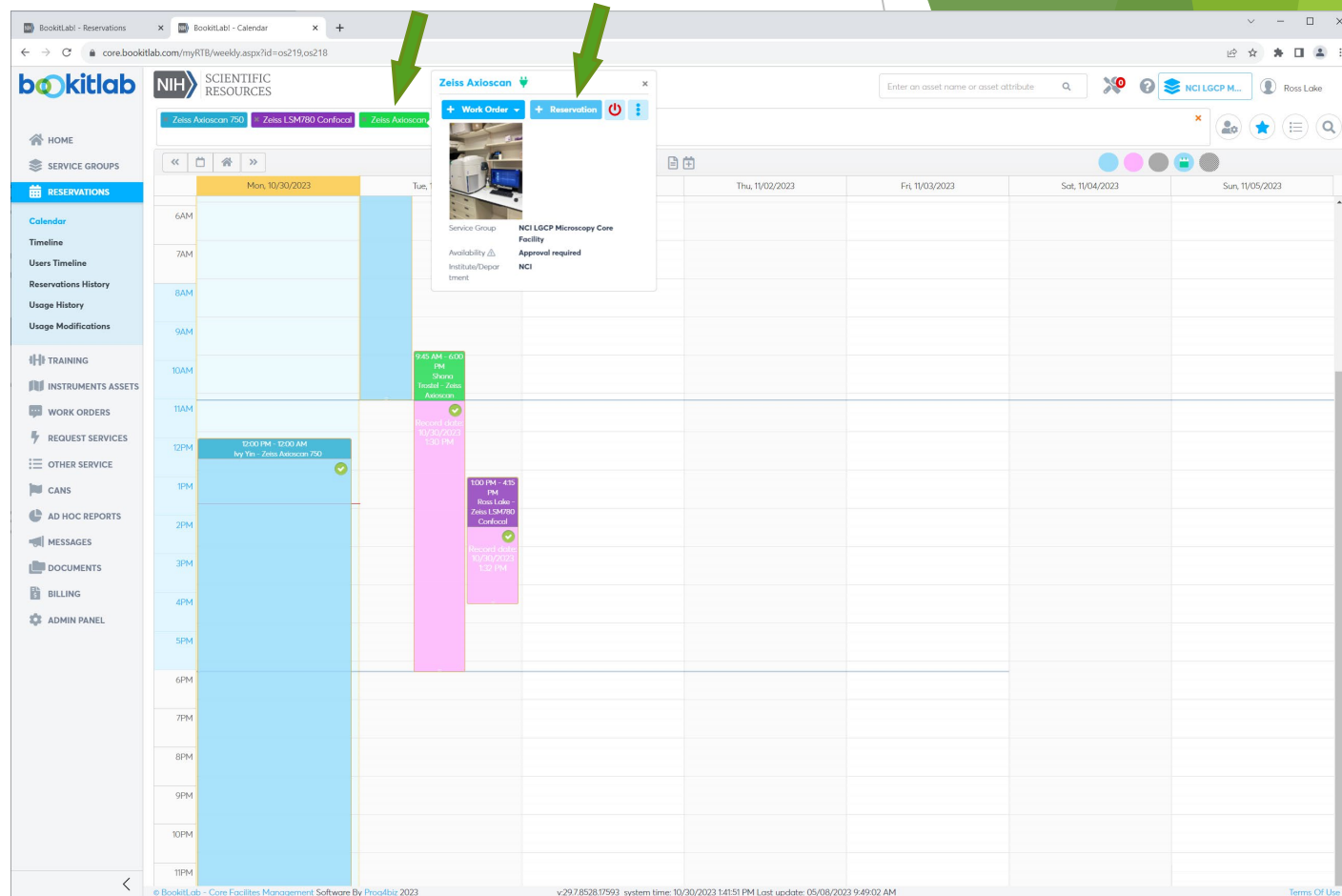
Note: Multiple lists can be created and saved. For example, to declutter the calendar view separate lists can be created for each microscope

The screenshot displays the BookItLab Reservations interface. The browser address bar shows the URL: core.bookitlab.com/myRTB/weekly.aspx?id=0s219,0s218. The page title is "Create/Edit/Delete this Instrument list". The interface includes a sidebar with navigation options: HOME, SERVICE GROUPS, RESERVATIONS (selected), Calendar, Timeline, Users Timeline, Reservations History, Usage History, Usage Modifications, TRAINING, INSTRUMENTS ASSETS, WORK ORDERS, REQUEST SERVICES, OTHER SERVICE, CANS, AD HOC REPORTS, MESSAGES, DOCUMENTS, BILLING, and ADMIN PANEL. The main content area shows a calendar grid for the week of Monday, 10/30/2023 to Sunday, 11/05/2023. The time slots range from 6AM to 10PM. A reservation is visible on Tuesday, 10/31/2023, from 9:45 AM to 6:00 PM, labeled "Share Trainid - Zeiss AvioScan". Another reservation is visible on Monday, 10/30/2023, from 12:00 PM to 1:00 AM, labeled "My 791 - Zeiss AvioScan 700". The top right of the interface features a search bar, a user profile icon for "Ross Lake", and a star icon highlighted by a green arrow. Below the star icon are buttons for "Save Selection", "Delete Selection", and "Save As New".

The Instrument Lists that you have created can be accessed by clicking on the list icon to the right of the star icon

The screenshot displays the BookItLab Scientific Resources interface. The main area is a calendar view for the week of October 30, 2023, to November 5, 2023. The calendar shows reservations for two instruments: Zeiss Astroscan 750 and Zeiss Astroscan. A reservation for the Zeiss Astroscan 750 is scheduled for Monday, October 30, 2023, from 12:00 PM to 12:00 AM. Another reservation is scheduled for Tuesday, October 31, 2023, from 9:45 AM to 6:00 PM. The interface includes a sidebar with navigation options such as HOME, SERVICE GROUPS, RESERVATIONS, TRAINING, INSTRUMENTS ASSETS, WORK ORDERS, REQUEST SERVICES, OTHER SERVICE, CANS, AD HOC REPORTS, MESSAGES, DOCUMENTS, BILLING, and ADMIN PANEL. A dropdown menu titled 'Select Instrument Lists' is open on the right side, showing a search bar and a list of instrument types: Scanners, Confocal, and Scanners. A green arrow points to the list icon in the top right corner of the interface.

To reserve a microscope, or workstation, click on the instrument name in the prompt bar. Choose “+ Reservation”



Fill in the reservation details in the window on the right side and click on “Create”

Note: Use the double arrow buttons on the top left of the calendar to scroll through the calendar to find an available date and time.

The screenshot displays the BookItLab reservation system interface. The main window shows a calendar for the week of Monday, 10/30/2023, to Sunday, 11/05/2023. The calendar is for the resource 'Zeiss Axioscan'. A reservation is shown for Tuesday, 11/01/2023, from 9:45 AM to 6:00 PM. A 'New Event' button is visible on the calendar. On the right side, the 'Create Reservation' form is open, showing fields for 'RESOURCE' (Zeiss Axioscan), 'START TIME' (11/01/2023 10:00 AM), 'END TIME' (11/01/2023 06:00 PM), 'USER GROUP' (LGCP), and 'USER' (Ross Lake). A green arrow points to the 'CREATE' button at the bottom of the form. The footer of the interface includes the text '© BookItLab - Core Facilities Management Software By Proq4biz 2023' and 'v.297852817593 system time: 10/30/2023 2:07:50 PM Last update: 05/08/2023 9:49:02 AM'.

Please let me know if you have any issues accessing the BookIt website or reserving a microscope

Ross Lake
LCBG Microscopy Core Head
Building 37 Room 1066
Phone : 240-760-6824

The screenshot displays the BookItLab Reservations website interface. The browser address bar shows the URL: core.bookitlab.com/myRTB/weekly.aspx?id=oe219&start=2023-10-30T14%3A29%3A04&openToBook=true&start=2023-11-01T1%3A00%3A00. The page header includes the BookItLab logo, NIH Scientific Resources, and a search bar. A navigation menu on the left lists various services like HOME, SERVICE GROUPS, RESERVATIONS, TRAINING, etc. The main content area features a calendar for the week of October 30 to November 5, 2023. A sidebar on the right allows for adding new selection names and booking multiple resources. The calendar grid shows time slots from 7 AM to 11 PM. Reservations are represented by colored blocks: blue for 'Zeiss AxioObserver 750', pink for 'Zeiss LSM780 Confocal', and purple for 'Nikon Eclipse T2'. Some reservations include a 'Record date' and a checkmark. The footer contains copyright information for BookItLab and system details.