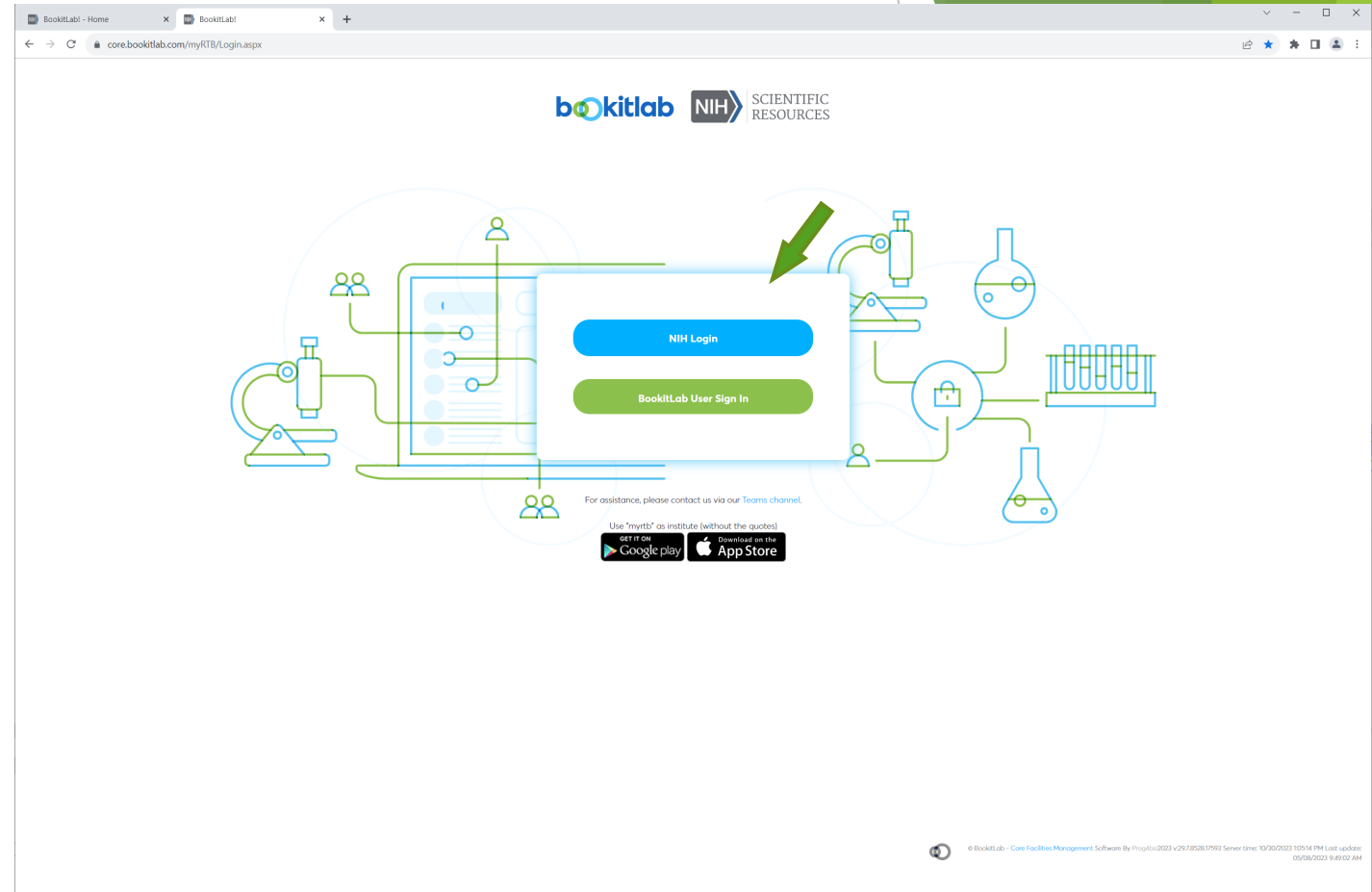


Using BookIt software to reserve microscopes in the LCBG Microscopy Facility

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 Facility 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 for a user named Ross Lake. The dashboard includes a navigation sidebar on the left with options 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 with a search bar for resources. Below this is a 'Welcome to BookItLab - Core Facilities Management' message. The 'Favorite Cores' section has an 'Add Core' button. The 'Timeline' section shows a reservation for 'Zeiss AxioScan 750' on Tuesday, February 13th, from 11:00 am to 1:00 pm. A dropdown menu is open next to the user's name, showing a list of service groups: Biological Imaging Section (BIS), Flow Cytometry Section (FCS), NCI CCR Microscopy Core, NCI LCBG Microscopy Core Facility (highlighted), NIAMS Yu/13 Shared Equipment, NIAMS Animal Program, and NIAMS Flow Cytometry Section. A green arrow points to the 'NCI LCBG M...' service group in the dropdown.

Adding the LCBG Microscopy Facility 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 interface for the Service Groups List. The left sidebar contains navigation links: HOME, SERVICE GROUPS (highlighted), RESERVATIONS, TRAINING, INSTRUMENTS ASSETS, WORK ORDERS, REQUEST SERVICES, MESSAGES, and DOCUMENTS. The main content area displays a table with columns for Name, Description, and Action. The table lists three service groups: NCI CCR Microscopy Core, NCI LCBG Microscopy Core Facility, and SARS-CoV-2 Virology Core. The 'Action' column for the NCI LCBG Microscopy Core Facility row contains a 'Request Access' link, which is highlighted by a green arrow. The interface also includes a search bar, 'Columns' and 'Export' buttons, and pagination controls.

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

Your initial Homepage or Dashboard may look like this

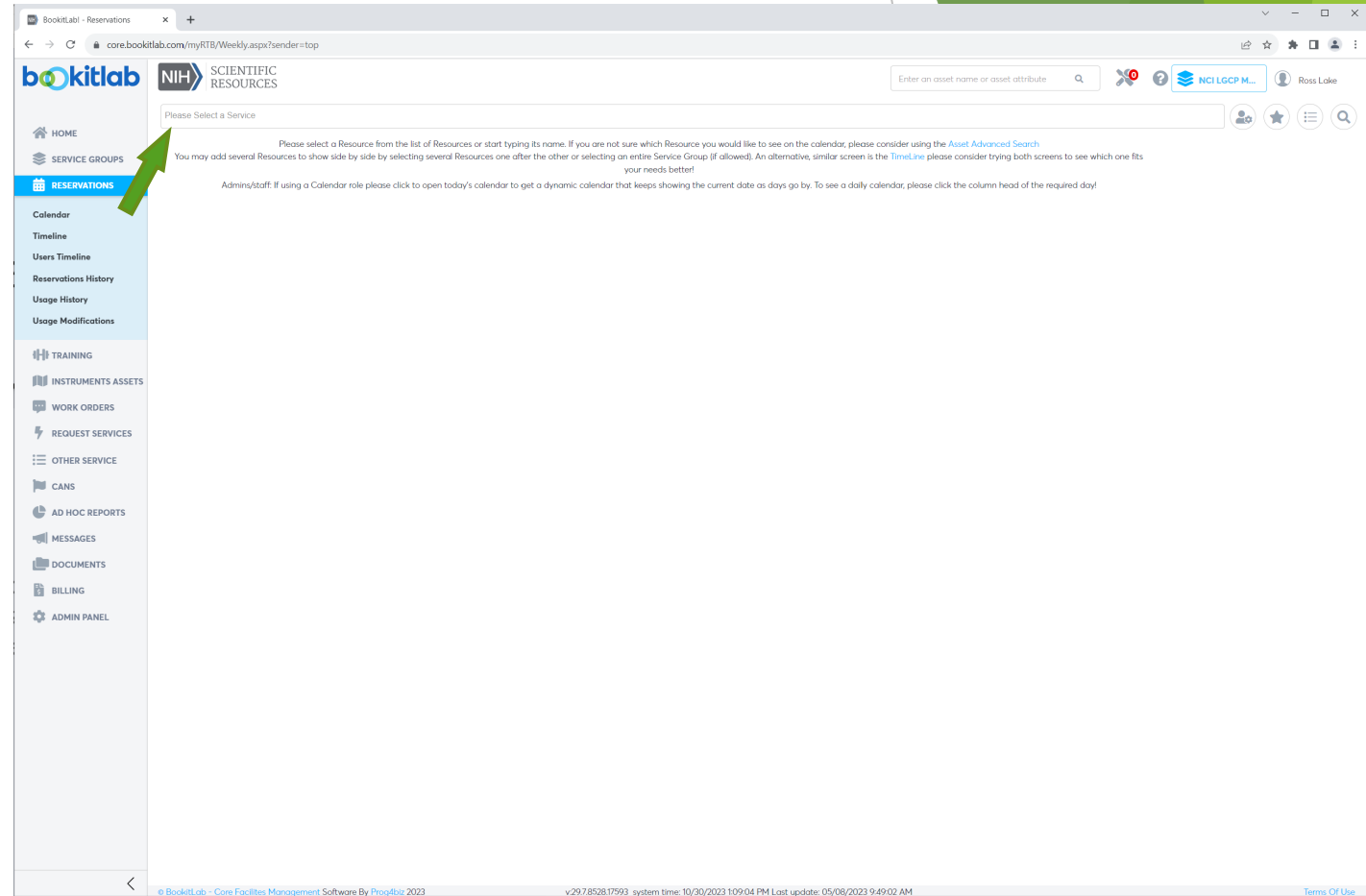
Click on Reservations link on the left side column to access the microscope reservation calendar

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 displays the BookItlab Dashboard for a user named Ross Lake. The interface includes a top navigation bar with the BookItlab logo, NIH Scientific Resources, and a search bar. A left sidebar contains a menu with options 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' greeting, a 'Book Something' search bar, and a 'Continue' button. Below this is a 'Favorite Cores' section with an 'Add Core' button. The central part of the dashboard is a 'Timeline' reservation calendar for Monday, 30 October, showing a grid of time slots from 12:00 am to 11:00 pm. A red vertical line indicates a reservation for 'Zeiss AxioScan 750' at 1:00 pm. Other instruments listed include Nikon Eclipse T12, Zeiss AxioObserver, and Zeiss AxioScan. At the bottom, there is a 'Browse By Department/Service Group' section with a dropdown menu showing 'NCI' and 'NCI LGCP Microscopy Core Facility'. The footer contains technical information and a 'Terms Of Use' link.

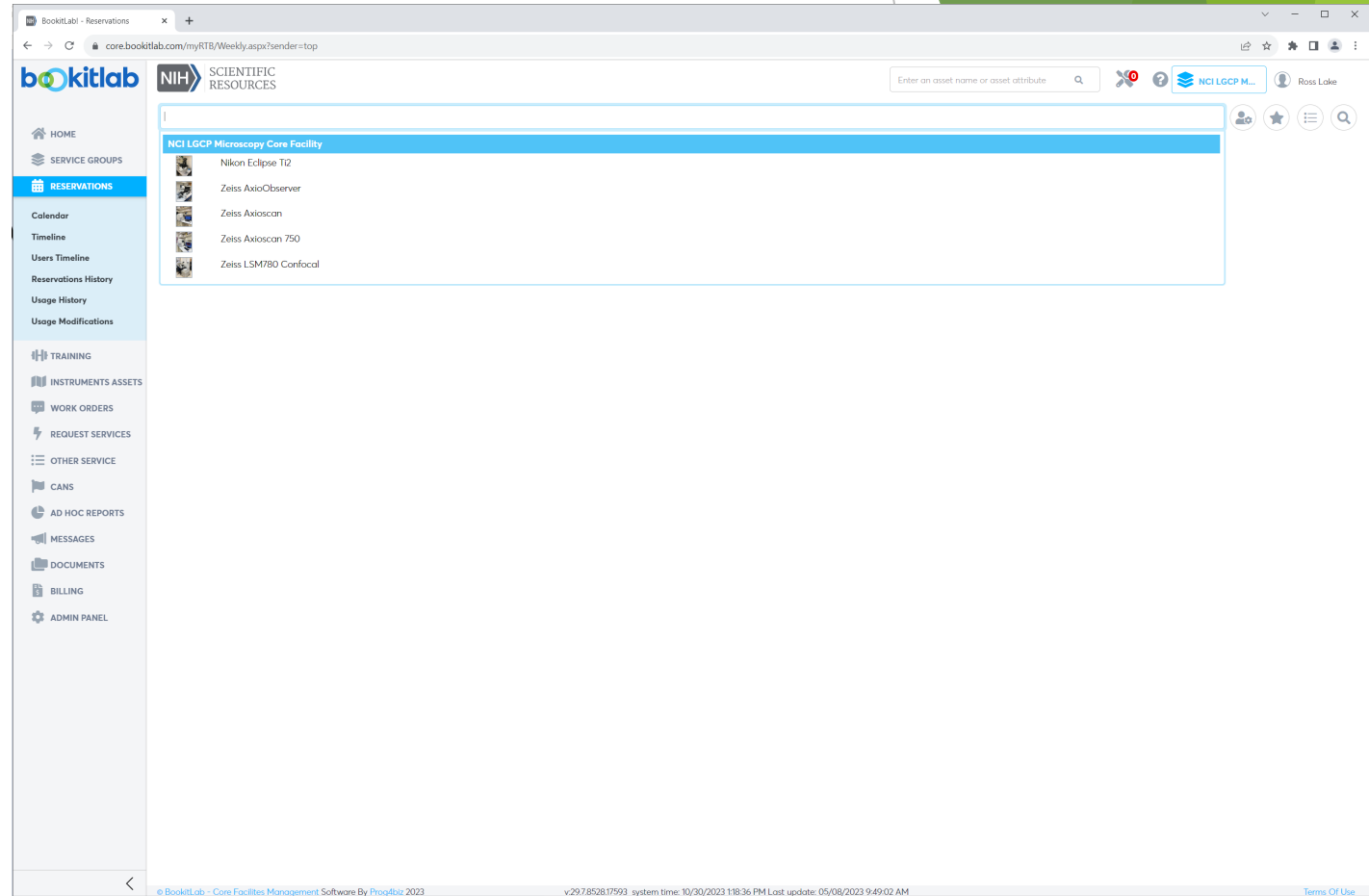
Your initial Reservations page may look like this - without any microscopes in the list

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 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. 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 the following text: © BookItLab - Core Facilities Management Software By Prooftip, 2023 v297.8528.1793, system time: 10/30/2023 11:36 PM Last update: 05/08/2023 9:49:02 AM Terms Of Use

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 (highlighted), 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, and a pink block for 'Zeiss LSM780 Confocal' on Tuesday from 9:45 AM to 4:00 PM. A status bar at the bottom indicates the system version and last update: '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 green bar is visible on Monday, 10/30/2023, from 12:00 PM to 1:00 AM, labeled "My '98 - Zeiss Axiovert 700". A pink bar is visible on Tuesday, 10/31/2023, from 9:45 AM to 6:00 PM, labeled "Share Trained - Zeiss Axiovert". A green star icon is highlighted in the top right corner of the interface, next to the user profile and search icons. A green arrow points to this star icon. The footer of the page contains the text: "© BookItLab - Core Facilities Management Software By Prologize 2023" and "v297.852817593 - system time: 10/30/2023 1:38:39 PM Last update: 05/08/2023 9:49:07 AM".

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

BookItLab - Reservations | BookItLab - Calendar

core.bookitlab.com/myRTB/weekly.aspx?id=os219,os218

bookitlab NIH SCIENTIFIC RESOURCES

Enter an asset name or asset attribute

Zeiss Astroscan 750 Zeiss Astroscan

Mon, 10/30/2023 Tue, 10/31/2023 Wed, 11/01/2023 Thu, 11/02/2023 Fri, 11/03/2023

6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM

12:00 PM - 12:00 AM
My Tel - Zeiss Astroscan 750

9:45 AM - 6:00 PM
Shona Trivedi - Zeiss Astroscan

Select Instrument Lists

Scanners

Confocal

Scanners

© BookItLab - Core Facilities Management Software By Proadvis 2023 v207.8528.17593 system time: 10/30/2023 1:41:51 PM Last update: 05/08/2023 9:49:02 AM Terms Of Use

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

The screenshot displays the BookItLab Scientific Resources interface. The main view is a calendar for Monday, 10/30/2023, showing a reservation from 12:00 PM to 1:00 AM for a Zeiss Axioscan 750. A modal window is open, showing details for the Zeiss Axioscan 750 instrument, including the service group (NCI LGCP Microscopy Core Facility), availability, and a requirement for approval. Two green arrows point to the instrument name in the prompt bar and the '+ Reservation' button in the modal window.

BookItLab - Reservations | BookItLab - Calendar
core.bookitlab.com/myRTB/weekly.aspx?id=os219.os218

NIH SCIENTIFIC RESOURCES

Zeiss Axioscan 750 | Zeiss LSM780 Confocal | Zeiss Axioscan

+ Work Order | + Reservation

Service Group: NCI LGCP Microscopy Core Facility
Availability: Approval required
Institute/Department: NCI

Mon, 10/30/2023 | Tue, 10/31/2023

6AM | 7AM | 8AM | 9AM | 10AM | 11AM | 12PM | 1PM | 2PM | 3PM | 4PM | 5PM | 6PM | 7PM | 8PM | 9PM | 10PM | 11PM

12:00 PM - 1:00 AM
by YH - Zeiss Axioscan 750

9:45 AM - 6:00 PM
Sherry
Hospital - Zeiss Axioscan

10:00 PM - 4:15 PM
Ross Lake
Zeiss LSM780 Confocal

Thu, 11/02/2023 | Fri, 11/03/2023 | Sat, 11/04/2023 | Sun, 11/05/2023

© BookItLab - Core Facilities Management Software By Proadvis 2023 | v:297.8528.17592 | system time: 10/30/2023 1:41:51 PM | Last update: 05/08/2023 9:49:02 AM | Terms Of Use

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 resource "Zeiss Axioscan" for the week of Monday, 10/30/2023, to Sunday, 11/05/2023. The calendar grid shows time slots from 6 AM to 11 PM. A pink reservation is visible on Tuesday, 11/01/2023, from 9:45 AM to 1:30 PM. A "New Event" button is visible at 2:00 PM on Monday, 10/30/2023. 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 Facility Head
Building 37 Room 1066
Phone : 240-760-6824

The screenshot displays the BookItLab Reservations website interface. The top navigation bar includes the BookItLab logo, NIH Scientific Resources, and a search bar. A sidebar on the left lists various service categories such as 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 calendar view for the week of October 30, 2023, to November 5, 2023. The calendar shows a grid of time slots from 7 AM to 11 PM. Reservations are represented by colored blocks: blue for Zeiss Axiovert 750, pink for Nikon Eclipse T2, and purple for Zeiss LSM780 Confocal. A 'Book Multiple Resources?' toggle is visible at the top right. The bottom of the page contains copyright information for BookItLab - Core Facilities Management Software by Pro4biz 2023.