

# Starting with **bookitlab**

# Starting with **bookitlab** includes:

- Sign in with a new user
- Book instrument
- Order Sanger Sequencing
- Additional assistance information

# Sign in with a new user



**USER NAME**

**PASSWORD**

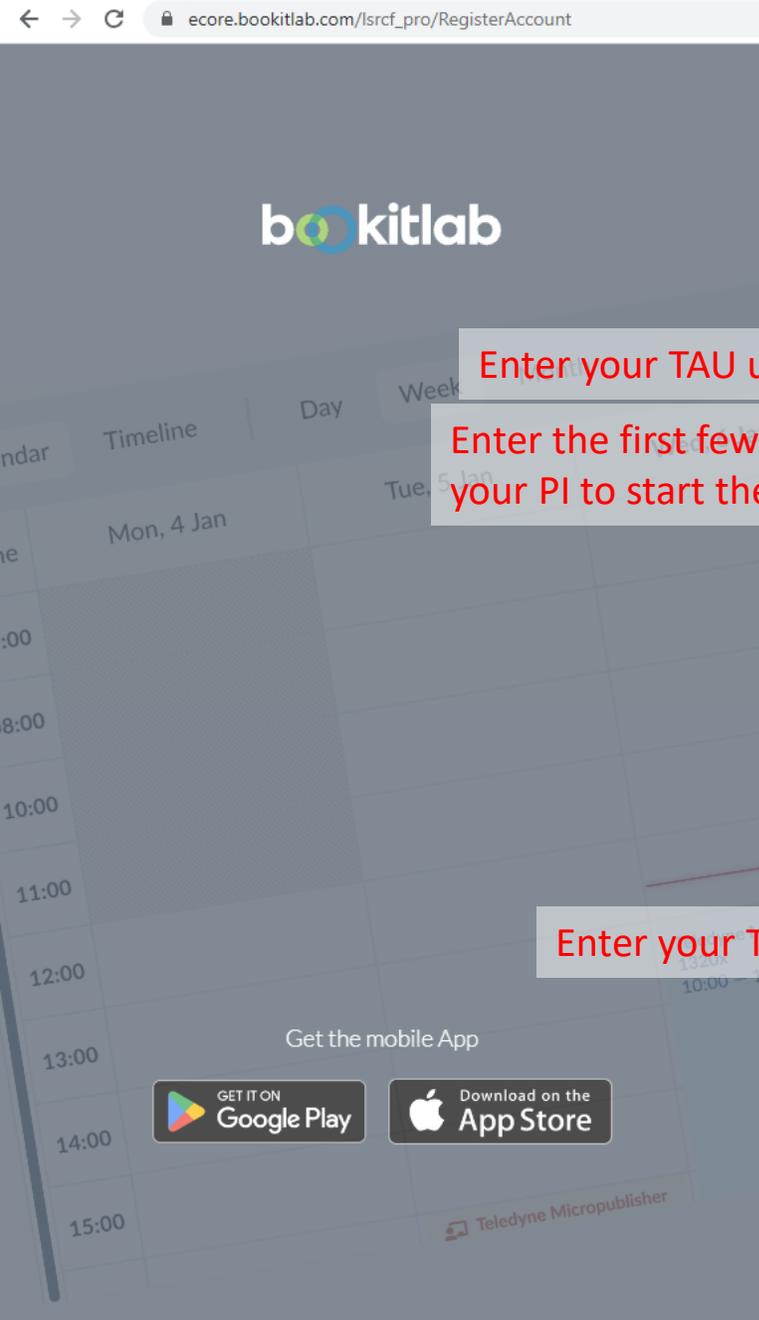
Remember Me [Forgot Password](#)

**SIGN IN**

[New User](#)

Only Main Admin may contact support@prog4biz.com (except for a major system failure). Please note, the password is case-sensitive. If you forgot your password / need to reset your password, please contact the Main Admin.





bookitlab

Enter your TAU user name

Enter the first few letters of your PI to start the search

Enter your TAU email

Fill all required fields then press



## New User

Fill in your details to complete registration and get your user approved.

User Name

Username Is Required

User Group

"User Group Field Is Mandatory"

First Name

First Name Is Required

Last Name

Last Name Is Required

Mobile

Office/Core Phone:

Email

Email Field Is Mandatory

Password

Password Must Not Be Empty

Password Confirmation

Password Confirmation Is Mandatory

Advisor

Core

"Service Group Field Is Mandatory"

I am not registering to any specific cores

Faculty

Core Location (Building/Room No.)

License No.

I'm not a robot



Please fill in captcha (I am not a robot)

Sign Up



- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING
- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

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- 5.4 Upon accepting these terms of use you agree to have no claim directly against Prog4biz. Any claim that you may have shall be brought in front of the Facility Admin and will be handled under the license agreement between the facility and Prog4biz.

Scroll down and press I Agree

I Agree



## Select a Core

Please select a Core to work with related services in the system.

If not sure just leave this blank and hit the Continue button

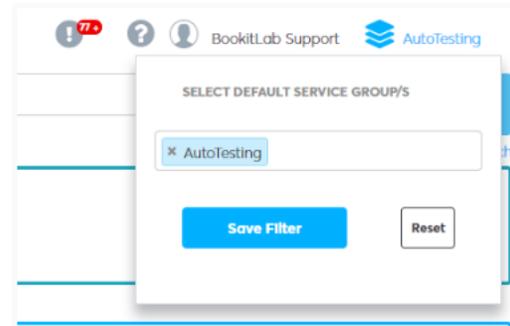
CORE

- LSRCF (ZABAM)

Select Core – LSRCF (ZABAM) and Continue



You can change this selection at any time using the Core top filter located on the top right hand side of the screen.



To see all Cores at the same time simply use the X to remove any selected Core and so to see the 'All Cores' text shown.



# Book Instrument



# Dashboard

Hi hila koko! Let's

Book Something

Enter a Resource name to book it

Continue

Option 1: Search by instrument name

Option 2: Search instrument by name, category or other parameters

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING
- CONSUMABLES
- MESS AGES
- DOCUMENTS
- PUBLICATIONS

Option 5:  
Search here

# Find instrument



Option 3: Scroll down to find instrument in calendar

## Browse By Department/Core

TAU - Faculty of life sciences

LSRCF (ZABAM)

Biophysics

Option 4: Search by category

# Select instrument

Enter an asset name or asset attribute

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING
- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

Hi hila koko! Let's

Book Something



Continue →

Timeline

Show Only My Reservations

July 2023	
11	
	3D Scanner C500
	AUC
	Axio Zoom16 Binocular
	Bioruptor Pico
11	
July 2023	

Step 1: Press instrument name

Book Something

Step 2: Select reservation

Bioruptor Pico

- + Work Order
- + Reservation
- Use



Core: LSRCF (ZABAM)  
 Availability: Bookable Equipment  
 Training Is Mandatory for All Users: Approval Required  
 Minimum Reservation Duration (H): 1  
 Reservation minimum gap: 0.5000  
 Institute/Department: TAU - Faculty of life sciences

# Make a reservation

Enter an asset name or asset attribute

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS**
  - Calendar
  - Timeline
  - Reservations History
  - Usage History
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING
- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

	Sunday, July 9, 2023	Monday, July 10, 2023	Tuesday, July 11, 2023	Wednesday, July 12, 2023	Thursday, July 13, 2023	Friday, July 14, 2023	Saturday, July 15, 2023
08:00							
09:00							
10:00							
11:00			11:15 - 14:15 undefined New Event				
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							

Option 1: Schedule reservation in calendar



Select consumable if needed



Select calculate to see final cost



Option 2: Schedule/adjust reservation here



Press create to reserve

More Options

**CREATE** SAVE FOR LATER

CALCULATE

# Make a reservation

Enter an asset name or asset attribute

Bioruptor Pico

<< >>

Bioruptor Pico

- Reservation created successfully, #46
- User was notified with an email.

- In order to use the Resource, your Reservation should be approved by the person in charge

Reservations marked with  are pending approval by the ZABAM scientific staff  
 After approval you will receive a notification mail and the reservation will be marked with 

11:15 - 14:15  
 hila koko - Bioruptor Pico  
 Record date: 11/07/2023 18:14:00



Make sure to read comments

Initially, all orders will be manually approved by our staff

Trained/independent users will be defined as such in a later step and then their reservations will no longer require approval

# Order Sanger Sequencing



# Dashboard

Hi hila koko! Let's

Book Something  Continue

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING**
- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

## Timeline

Navigation: < [Calendar Icon] >  Show Only My Reservations

View: Day | Week | Month

	July 2023							August 2023								
	11	13	15	17	19	21	23	25	27	29	31	1	3	5	7	9
3D Scanner C500																
AUC																
Axio Zoom16 Binocular																
Bioruptor Pico																

## Browse By Department/Core

# Dashboard

Hi hila koko! Let's

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING**
- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

**Orders**    
 Service Request Audit Trail

## Timeline

	July 2023							August 2023								
	11	13	15	17	19	21	23	25	27	29	31	1	3	5	7	9
<b>3D Scanner C500</b>																
<b>AUC</b>																
<b>Axio Zoom16 Binocular</b>																
<b>Bioruptor Pico</b>																
	11	13	15	17	19	21	23	25	27	29	31	1	3	5	7	9
	July 2023							August 2023								

## Browse By Department/Core

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING**

- Orders
- Service Request Audit Trail

- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

# Requests

FiltersActive: Yes

Create new order

+ New OrderColumns Export

Old/pending orders will appear here



Nothing to show in this table

We could not find any matching records. Please consider changing the core filter/ table filters if applicable

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING**
- Orders
- Service Request Audit Trail
- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

# Requests

Search

Filters

Active: Yes

Columns Export

+ New Order

**Step 1: Select Sanger Sequencing form**

**Step 2: Select lab project**

**Step 3: Confirm**

### New Order

Please Select The Required Core Service  
Sanger Sequencing form

Please Select a User  
hila koko

Please Select a Project Number

Confirm Cancel

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING**
- Orders
- Service Request Audit Trail
- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

# Orders

## Requests > Sanger Sequencing form

### Submission Details

**Status:** Draft

**User Group:** LSRCF (ZABAM)

**Created For:** hila koko

**Project:** LSRCF (ZABAM) project

**Updated By:** hila koko

**Updated At:** 11/07/2023 18:54

### Request Lines

10 records per page

ID	STATUS	INDEX	SAMPLE NAME	PRIMER	TM PRIMER	TYPE OF DNA	LENGTH OF INSERT/PCR	METHOD OF PURIFICATION	SPECIAL REQUIREMENTS
+ Add sample									

Showing 0 to 0 of 0 Entries

First Previous Next Last

Import Template Export File Choose File No file chosen

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING**
- Orders
- Service Request Audit Trail
- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

# Orders

## Requests > Sanger Sequencing form

Submission Details

Status: Draft

User Group: LSRCF (ZABAM)

Created For: hila koko

Project: LSRCF (ZABAM) project

Updated By: hila koko

Updated At: 11/07/2023 18:54

Request Lines

10 records per page

Fill all required fields

	ID		STATUS	INDEX	SAMPLE NAME	PRIMER	TM PRIMER	TYPE OF DNA	LENGTH OF INSERT/PCR	METHOD OF PURIFICATION	SPECIAL REQUIREMENTS
<input type="checkbox"/>	112		New	1	This Field is Required						
<input type="checkbox"/>											

+ Add new empty row

Scroll right

Showing 1 to 1 of 1 Entries

First ← Previous 1 Next → Last

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING**
- Orders
- Service Request Audit Trail
- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

# Orders

## Requests > Sanger Sequencing form

Submission Details

**Status:** Draft

**User Group:** LSRCF (ZABAM)

**Created For:** hila koko

**Project:** LSRCF (ZABAM) project

**Updated By:** hila koko

**Updated At:** 11/07/2023 18:54

Request Lines

10 records per page

STATUS	INDEX	SAMPLE NAME	PRIMER	TM PRIMER	TYPE OF DNA	LENGTH OF INSERT/PCR	METHOD OF PURIFICATION	SPECIAL REQUIREMENTS	
New	1	This Field is Required		↓ (0) (0)  					

Showing 1 to 1 of 1 Entries

First ← Previous 1 Next → Last

When finished adding all samples SCROLL DOWN ↓

Delete row

Duplicate row



Import Template Export File Choose File No file chosen

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING**
- Orders
- Service Request Audit Trail
- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

Request Comments/Files

Notify To Users Please Select a User Notify

Rich text editor with undo, redo, bold, italic, bulleted list, numbered list, link, unlink, and text color options.

Drop files to upload (or click)

All Changes Are Automatically Saved

Submit

Submit / Process

Copy Request Back to Requests List Print Pdf

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING**
- Orders
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- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

# Orders

## Requests > Sanger Sequencing form

### Submission Details

**Status:** Pending

**User Group:** LSRCF (ZABAM)

**Created For:** hila koko

**Project:** LSRCF (ZABAM) project

**Submitted By:** hila koko

**Submitted At:** 11/07/2023 19:02

**Updated By:** hila koko

**Updated At:** 11/07/2023 19:02

After submission you can view your form here and receive a confirmation mail.

All forms will remain pending until sequencing will be done.

**Results will be sent by mail as usual.**

### Request Lines

10 records per page

ID	STATUS	INDEX	SAMPLE NAME	PRIMER	TM PRIMER	TYPE OF DNA	LENGTH OF INSERT/PCR	METHOD OF PURIFICATION	SPECIAL REQUIREMENTS
112	New	1	dd	Other	56	PCR	1000	Other Kit	

Showing 1 to 1 of 1 Entries

First ← Previous 1 Next → Last

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING**
- Service Request Audit Trail
- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

# Requests

+ New Order

Search  Filters

Active: Yes

<input type="checkbox"/>	ID ^	Request Type	Project Name	Status	Project ID	Updated At	Submitted At	Created By	Last Comments	Last Comment by
<input type="checkbox"/>	31	Sanger Sequencing form	LSRCF (ZABAM) project	Pending	229	11/07/2023 19:02	11/07/2023 19:02	hila koko		

Rows per page: 10  1-1 of 1

Old/pending form can be viewed here.

To duplicate a form: press form number, scroll down and press **Copy Request**

# Order Sanger Sequencing

## import data from file

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING**

- Orders
- Service Request Audit Trail

- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

# Requests

Filters ⓘ

Active: Yes ✕

Create new order



**+ New Order**

Columns Export

Old/pending orders will appear here



Nothing to show in this table

We could not find any matching records. Please consider changing the core filter/ table filters if applicable



- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
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- MESSAGES
- DOCUMENTS
- PUBLICATIONS

# Orders

## Requests > Sanger Sequencing form

### Submission Details

**Status:** Draft

**User Group:** LSRCF (ZABAM)

**Created For:** hila koko

**Project:** LSRCF (ZABAM) project

**Updated By:** hila koko

**Updated At:** 17/07/2023 11:30

SCROLL DOWN

### Request Lines

10 records per page

ID	STATUS	INDEX	SAMPLE NAME	PRIMER	TM PRIMER	TYPE OF DNA	LENGTH OF INSERT/PCR	METHOD OF PURIFICATION	SPECIAL REQUIREMENTS
+									

Showing 0 to 0 of 0 Entries

First Previous Next Last



- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
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- Service Request Audit Trail
- CONSUMABLES
- MESSAGES
- DOCUMENTS
- PUBLICATIONS

Request Lines

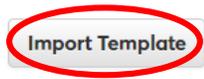
10 records per page

ID	STATUS	INDEX	SAMPLE NAME	PRIMER	TM PRIMER	TYPE OF DNA	LENGTH OF INSERT/PCR	METHOD OF PURIFICATION	SPECIAL REQUIREMENTS
Showing 0 to 0 of 0 Entries									

First ← Previous Next → Last

File  No file chosen

Import Template



Request Comments/Files

Notify To Users

Please Select a User

Formats **B** *I* [List of icons]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Index	Sample Name	Primer	Tm Primer	Type of DNA	Length of Insert/PCR	Method of Purification	Special Requirements																	
2																									
3																									
4																									
5																									
6																									
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39																									
40																									

Open template, fill marked cells and save file while keeping file format

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
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- PUBLICATIONS

Request Lines

10 records per page

ID	STATUS	INDEX	SAMPLE NAME	PRIMER	TM PRIMER	TYPE OF DNA	LENGTH OF INSERT/PCR	METHOD OF PURIFICATION	SPECIAL REQUIREMENTS
Showing 0 to 0 of 0 Entries									

First ← Previous Next → Last

Import Template Export **Choose File** No file chosen

To import the file you prepared – Choose File



Request Comments/Files

Notify To: Please Select a User [Notify]

Formats [B I] [List icons]

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING**
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- Service Request Audit Trail
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- PUBLICATIONS

Request Lines

10 records per page

Correct Invalid Values

ID	STATUS	INDEX	SAMPLE NAME	PRIMER	TM PRIMER	TYPE OF DNA	LENGTH OF INSERT/PCR	METHOD OF PURIFICATION
113	New		dd1	Other	56	PCR	500	Other Kit
114	New		dd2	Other	56	PCR	500	Other Kit
115	New		dd3	Other	56	PCR	500	other Invalid Value
116	New		dd4	Other	56	PCR	500	other Invalid Value
117	New		dd5	Other	56	PCR	500	other Invalid Value
118	New		dd6	Other	56	PCR	500	other Invalid Value
119	New		dd7	Other	56	PCR	500	other Invalid Value
120	New		dd8	Other	56	PCR	500	other Invalid Value

When finished all corrections SCROLL DOWN

Showing 1 to 8 of 8 Entries

First ← Previous 1 Next → Last

Import Template Export File Choose File No file chosen

- DASHBOARD
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
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- DOCUMENTS
- PUBLICATIONS

Request Comments/Files

Notify To Users Please Select a User Notify

Rich text editor toolbar with undo, redo, bold, italic, bulleted list, numbered list, link, unlink icons

Large empty text area for entering request comments or files

Drop files to upload (or click) area with a dashed blue border

All Changes Are Automatically Saved

Submit (with red arrow pointing to the button)

Submit / Process Copy Request Back to Requests List Print Pdf

# Additional assistance

- DASHBOARD**
- CORES
- ALL INSTRUMENTS/ ASSETS
- RESERVATIONS
- TRAINING
- INSTRUMENTS/ ASSETS
- WORK ORDERS
- ORDER SEQUENCING
- CONSUMABLES
- MESSAGES
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- PUBLICATIONS

# Help

## BookitLab Core Facility Management Software User Manual

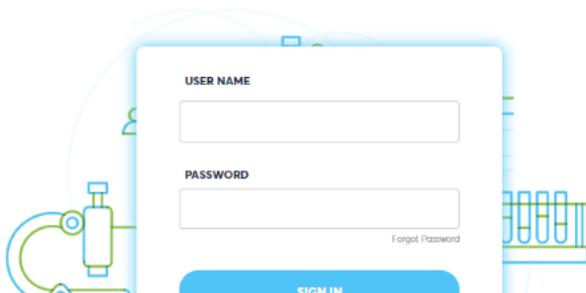
Search:  [down] [up] [?]

- Login
- New User Registration
- Dashboard
- Asset Search
- Instrument
- Work Orders
- Service Request
- Other Services
- Mobile Application
- Instrument Local Application and Usages
- FAQ

# User Help

## Login

To login please use the credentials provided to you by the system administrator (Active Directory/SSO users – can login with Windows credentials).



For additional questions please contact us:  
[hilakobo@tauex.tau.ac.il](mailto:hilakobo@tauex.tau.ac.il)