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
Fill all required fields then press Enter the first few letters of your PI to start the search. Enter your TAU user name. Enter your TAU email. Fill all required fields then press.
3.6. While we take reasonable efforts to guard your Personal Information, no security system is impenetrable and due to the inherent nature of the Internet as an open global communications vehicle, we cannot guarantee that information, during transmission through the Internet or while stored on our systems or otherwise in our care, will be absolutely safe from intrusion by others, such as hackers. In addition, we cannot guarantee that any incidentally collected Personal Information you choose to store are maintained at levels of protection to meet specific needs or obligations you may have relating to that information.

4. Intellectual property rights and License:

4.1. The Licensed Software, Bookitlab, is the property of Prog4Biz Ltd and Prog4Biz Software Inc, and is protected by intellectual property laws and international treaties.

4.2. The user is granted no title or ownership rights in or to the Licensed Software or any copies thereof, in whole or in part, and the user acknowledges that title to the Licensed Software, and any copies thereof and to all copyrights, patents, trade secrets and other intellectual property rights to and in the Licensed Software and associated documentation, are and shall remain the property of PROG4BIZ and/or PROG4BIZ’s suppliers.

4.3. The Licensed Software contains “trade secrets” of PROG4BIZ and/or its suppliers. Such trade secrets include, without limitation, the specific design, structure and logic of individual Licensed Software programs, their interactions with other portions of the Licensed Software, both internal and external, and the programming techniques employed.

4.4. The user’s obligations to hold the Licensed Software in confidence and to otherwise protect PROG4BIZ’s trade secrets and other proprietary rights of the Licensed Software, as provided in this License, shall survive the termination of the Licensed Software use.

4.5. All grants of rights to intellectual property intended to be accomplished by this License are explicitly stated. No other grants of rights shall be inferred or shall arise by implication.

4.6. User shall not reverse engineer, decompile, reverse translate, disassemble, or in any other manner decode the Licensed Software in order to derive the source code form or for any other reason.

4.7. Reproduction, or any unauthorized use of this Licensed Software, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

5. LIMITED LIABILITY:

5.1. The total liability for all damages, losses, and causes of action (whether in contract, tort, including negligence, or otherwise, and whether direct or indirect) shall be limited to the express warranties set forth above and in the applicable EULA. This limitation of liability shall apply even if the express warranties set forth above fail in their essential purpose.

5.2. Under no circumstances shall Prog4Biz, its contractors, providers, officers, agents, or anyone else involved in creating, producing, or distributing Licensed Software be liable for any direct, indirect, incidental, special, or consequential damages that result from the use of or inability to use the Licensed Software; or that results from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in performance, or transmission or any failure of performance, whether or not limited to acts of God, communication failure, theft, destruction or unauthorized access to facilities or Bookitlab’s records, programs or services.

5.3. Prog4Biz makes no warranty of any kind, whether express or implied, with regard to any third party products, third party content or any software, equipment, or hardware obtained from third parties.

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**
Select Core – LSRCF (ZABAM) and Continue
Book Instrument
Option 1: Search by instrument name

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

Find instrument

Option 3: Scroll down to find instrument in calendar

Option 4: Search by category

Option 5: Search here
Step 1: Press instrument name

Step 2: Select reservation
**Make a reservation**

<table>
<thead>
<tr>
<th>Time</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, Jul 9, 2023</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Option 1:** Schedule reservation in calendar

**Option 2:** Schedule/adjust reservation here

- Select consumable if needed
- Select calculate to see final cost
- Press create to reserve
Make a reservation

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 ✔️.

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.

Make sure to read comments.
Order Sanger Sequencing
Create new order

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.
Step 1: Select Sanger Sequencing form

Step 2: Select lab project

Step 3: Confirm
Add sample
## Fill all required fields

- **Status:** Draft
- **User Group:** LSRCF (ZABAM)
- **Created For:** Hila Koko
- **Project:** LSRCF (ZABAM) project
- **Updated By:** Hila Koko
- **Updated At:** 15/07/2023 18:54

### Request Lines

- **ID:** 112
- **Status:** Now
- **Index:** 1
- **Sample Name:** This Field Is Required
- **Primer:** This Field Is Required
- **TM Primer:** This Field Is Required
- **Type of DNA:** This Field Is Required
- **Length of Insert/PCR:** This Field Is Required
- **Method of Purification:** This Field Is Required
- **Special Requirements:** This Field Is Required

- **Add new empty row**

- **Scroll right**
## 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

<table>
<thead>
<tr>
<th>STATUS</th>
<th>INDEX</th>
<th>SAMPLE NAME</th>
<th>PRIMER</th>
<th>TM PRIMER</th>
<th>TYPE OF DNA</th>
<th>LENGTH OF INSERT/PCR</th>
<th>METHOD OF PURIFICATION</th>
<th>SPECIAL REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>1</td>
<td>This Field is Required</td>
<td>This Field is Required</td>
<td>This Field is Required</td>
<td>This Field is Required</td>
<td>This Field is Required</td>
<td>This Field is Required</td>
<td>This Field is Required</td>
</tr>
</tbody>
</table>

When finished adding all samples, scroll down.

- **Delete row**
- **Duplicate row**
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.
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
Nothing to show in this table

We could not find any matching records. Please consider changing the core filter/table filters if applicable
<table>
<thead>
<tr>
<th>ID</th>
<th>STATUS</th>
<th>SAMPLE NAME</th>
<th>PRIMER</th>
<th>TM PRIMER</th>
<th>TYPE OF DNA</th>
<th>LENGTH OF INSERT/PCR</th>
<th>METHOD OF PURIFICATION</th>
<th>SPECIAL REQUIREMENTS</th>
</tr>
</thead>
</table>

**Import Template**
Open template, fill marked cells and save file while keeping file format.
To import the file you prepared – Choose File
Correct Invalid Values

When finished all corrections SCROLL DOWN
Additional assistance
BookitLab Core Facility Management Software User Manual

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