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User Manual - Researches Bookit - ABBM

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יוצר המסמך: יוסי בן גיגי – מערכות מידע

עורכת: דבורה סעדון – הרשות למודלים ביולוגיים וקדם קלינים

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1 - Authentication

The system provides two ways to authenticate;

- **HUJI University Login:** This authentication method is for university employees. It includes a number of authentication options (ID number and personal code, Savion address and password for example) in accordance and with the options provided by the Computing Division. Support for usernames and passwords will be provided by the University Support Center.

- **Bookitlab Credentials Sign In:** This authentication method is for users outside the university. Usernames and passwords will be managed by the system admins (dvorasa@savion.huji.ac.il)
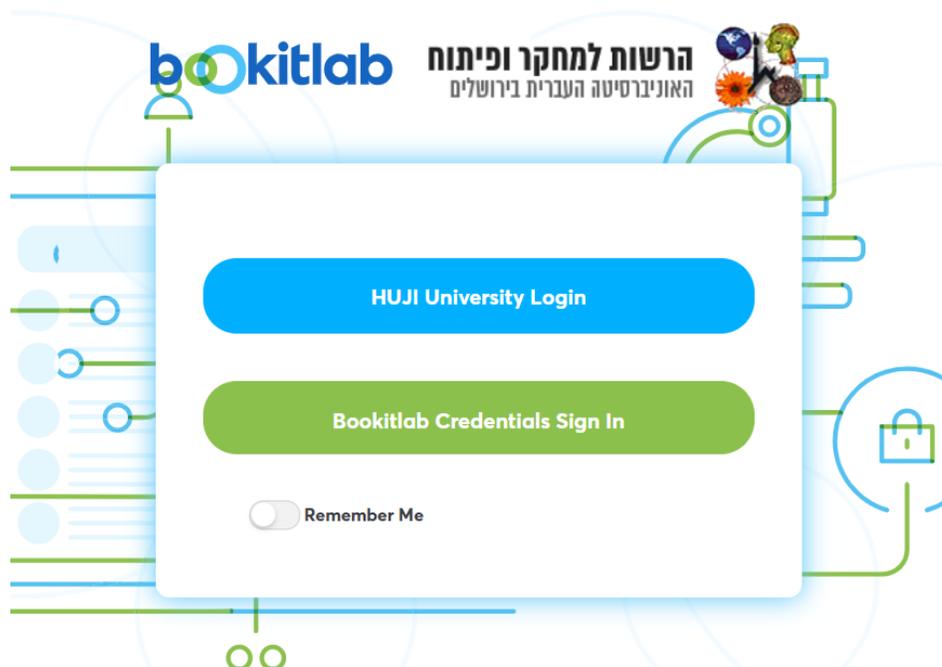
University Authentication Screen:
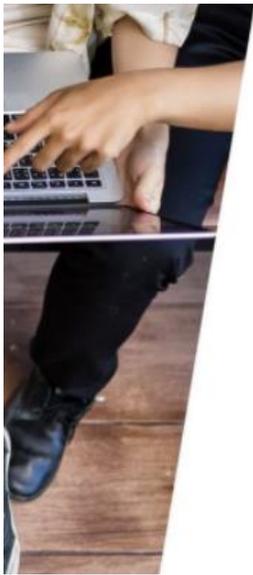
Authentication Screen for non-University Staff:
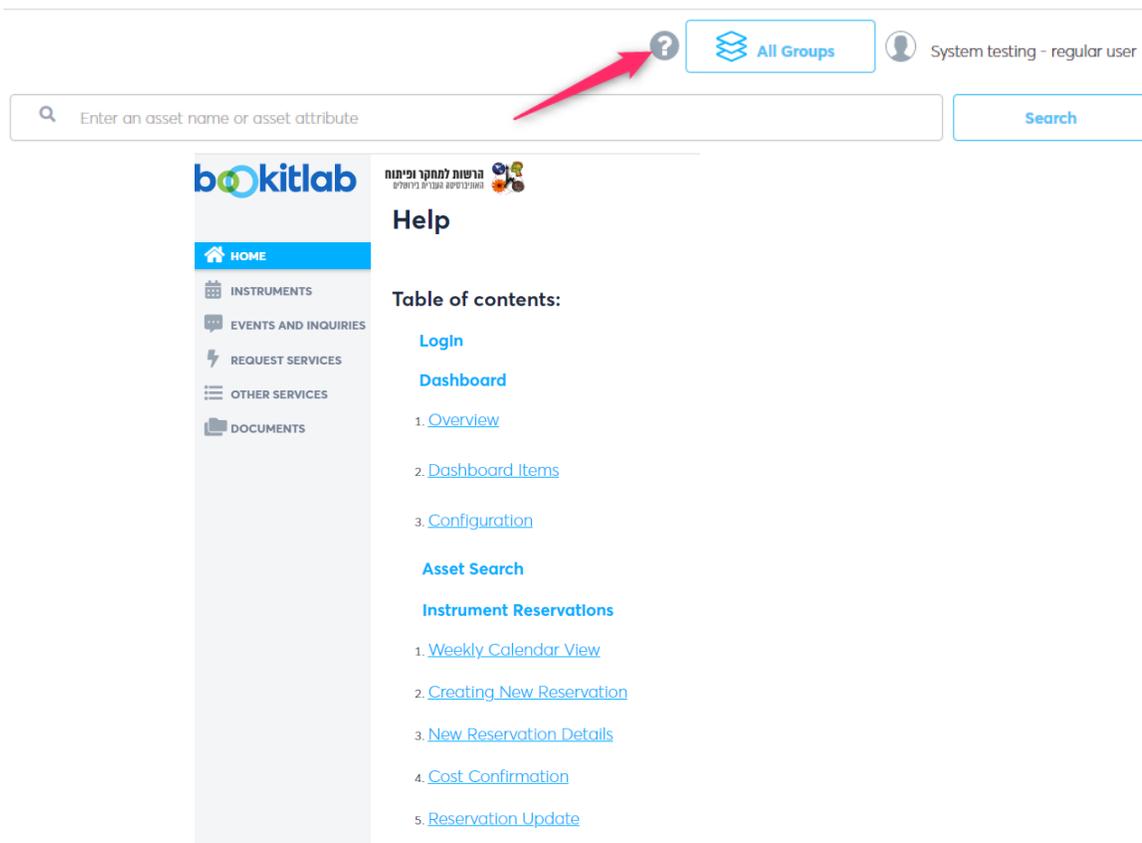

User name is: FirstName_LastName

Initial password is: ABC123a!   - Please change it on your first login.

If your user name is not defined yet, please send an email with the following details: Full name in English, email, cell phone, PI name to dvorasa@savion.huji.ac.il .

2 – Main Help Screen

The system includes built-in help screens on a wide range of topics. You can access the list of topics by clicking on the controller marked at the top of the page. This will cause a topic page to be displayed.

(This document briefly lists only a few issues, for an initial acquaintance with the system).

3 – Entering the System: Selecting a Research User Group

When entering the system users will be asked to select the research group with whom they wish to work. The researcher leading the group will receive an email requesting confirmation of the additional user to the group.

Users, working under more than one user group, will need to request the Tzabam admin to associate their names with additional research groups.

Services Overview:!

In order to create equipment reservations and use equipments you will need to register your User Group.

Please select your User Group: | All User Groups ▼ |

| Submit Your Join Request | | Continue Without Joining a User Group |

The head of the researcher group will receive mail in the following format. They will be asked to approve or reject the request.

Join request from yossibe

D   do-not-reply@bookittest.cc.huji.ac.il
    To   Yossi Ben Gigi

(i) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

User Group Join Request - BookItLab!

The following user group join request has been submitted:

User Name: **yossibe**
User Group: **YossiBenGigi_grp**

Click here to Approve

Click here to Reject

4 – Entering the System: Selecting a Service Group

This system serves as a tool for several service groups. For your convenience you can choose to display instruments for a specific service group. If you do not choose a specific service group you will be presented with all the available instruments. You can also control the filtering of the service groups after entering the system.

In our case, choose: **Huji - Authority For Biological and Biomedical Models**
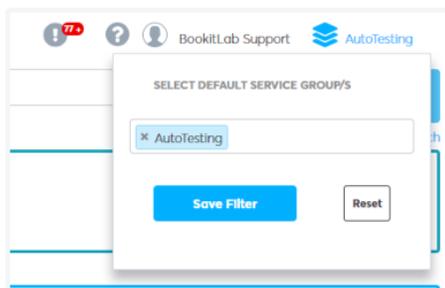
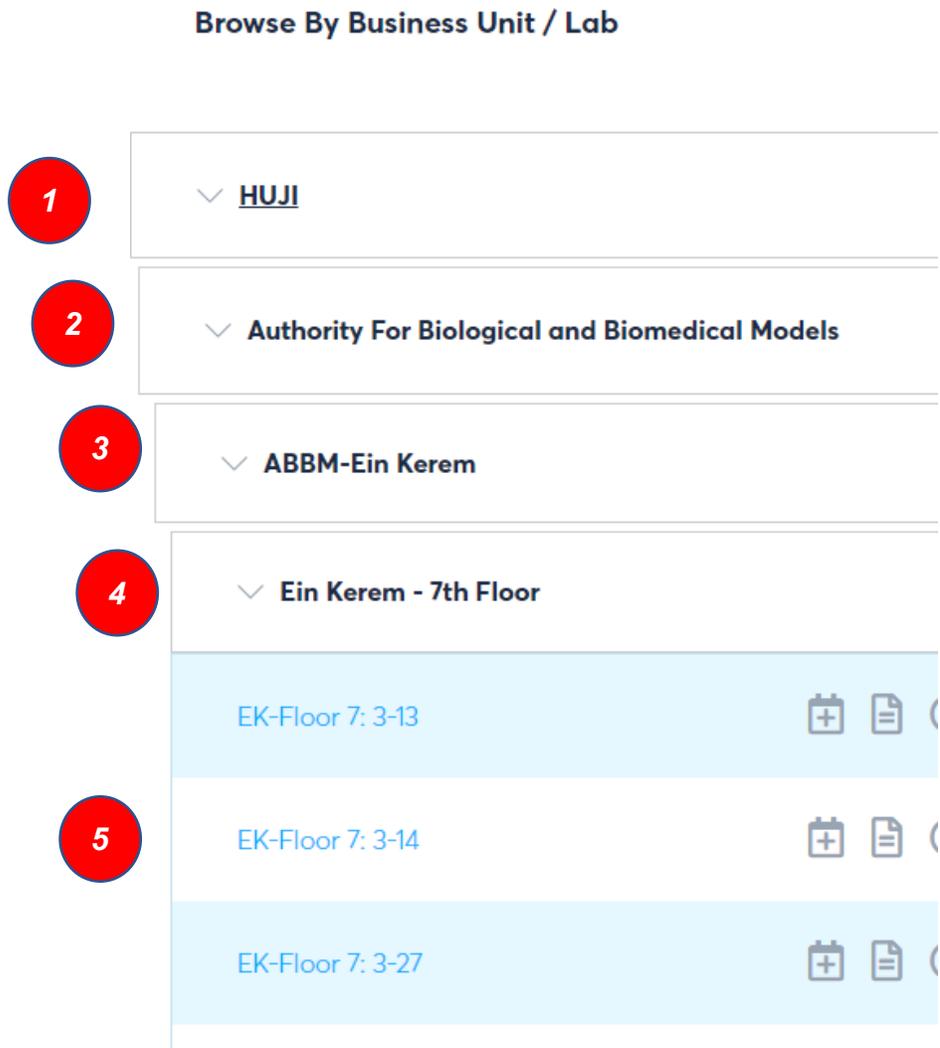After entering the system, it is possible to change the filter of the displayed Serivce Groups by pressing this icon.
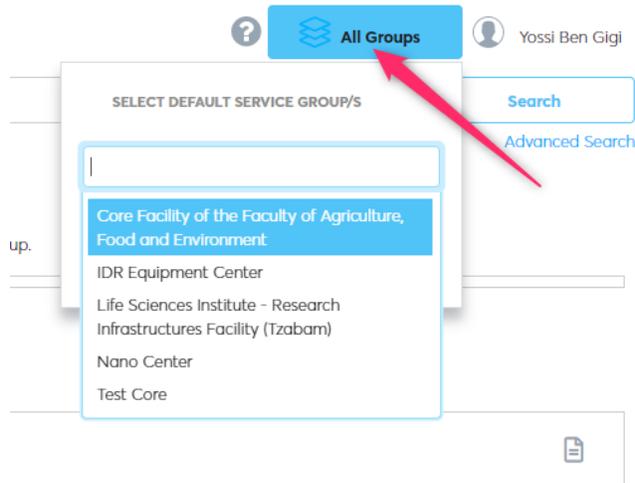
5 – Service Groups Tree

The illustration below shows the tree like organization of service groups according to a selected filter (Authority for Biological and Biomedical Models).

1. HUJI - This is the top level of the tree - below it will appear all relevant service groups.
2. Authority for Biological and Biomedical Models - This is a specific service group - below it will appear the campuses.
3. This is the campuses level of the service group - under it will appear the Animal Facilities.
4. This is the Animal Facilities level - Under this level will appear the rooms found within the Animal Facility.
5. This level lists the rooms found in the Animal Facility.

Browse By Business Unit / Lab

(1) ∨ **HUJI**

(2) ∨ **Authority For Biological and Biomedical Models**

(3) ∨ **ABBM-Ein Kerem**

(4) ∨ **Ein Kerem - 7th Floor**

EK-Floor 7: 3-13

(5) EK-Floor 7: 3-14

EK-Floor 7: 3-27

6 -Reserving a Room

You can reserve a room by locating it in the service group tree. Click on the control as shown below. A calendar will open for you to reserve a desired time.
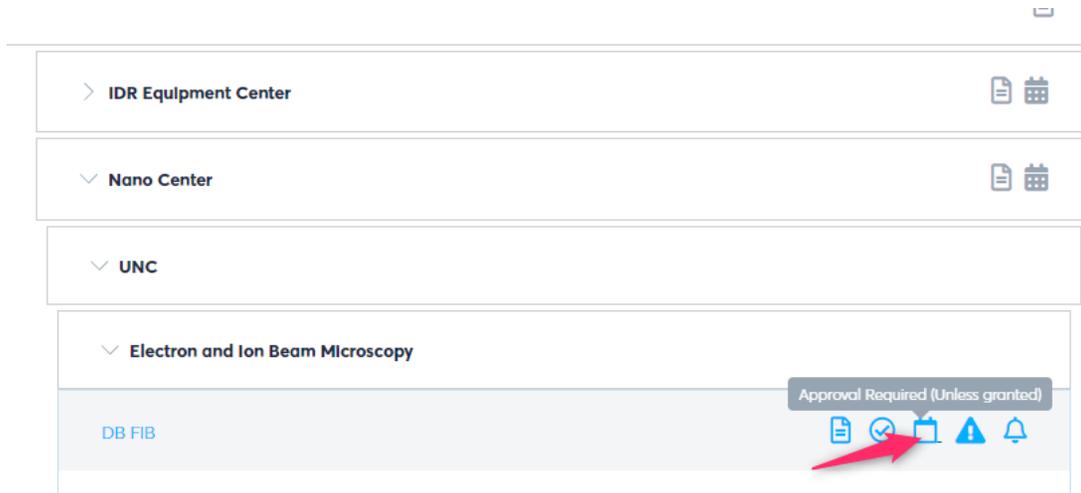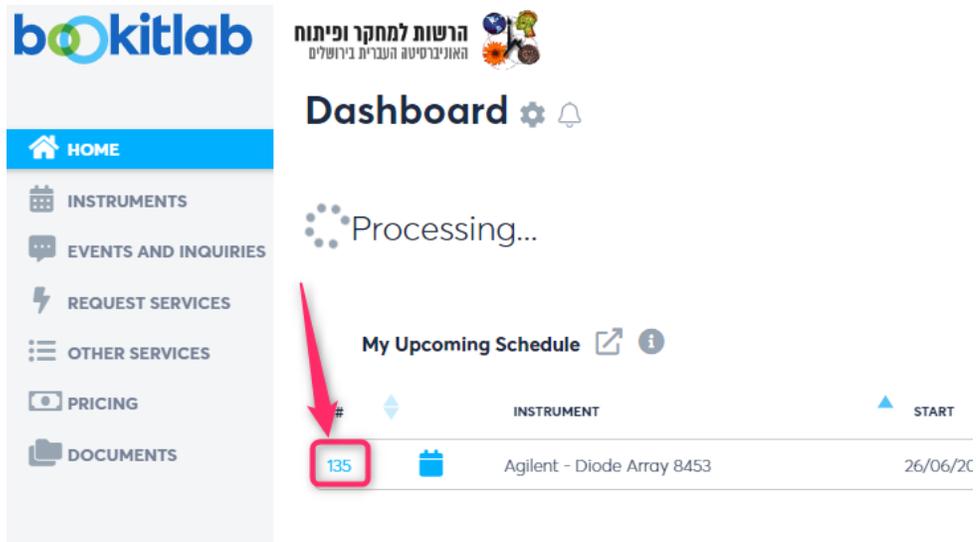

In addition, if you know the room name, you can access its calendar by typing the instrument name in the search bar. The control will display all rooms that match the text entered. Selecting the room from the list will open its calendar.
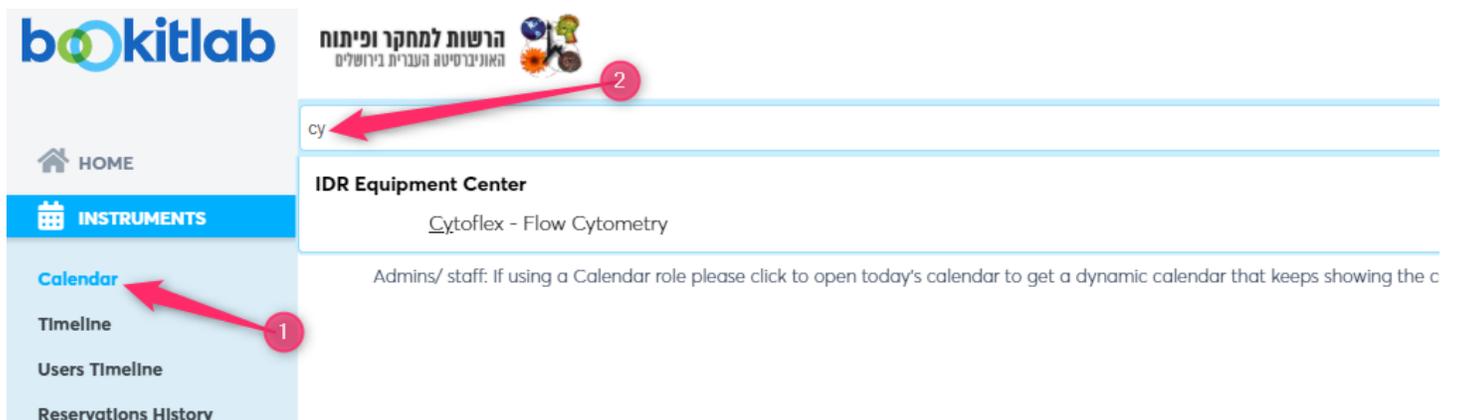
Important: It is mandatory to choose a budget when reserving a room. Since there is no fee for reserving a room, a fictitious budget called FictitiousBudget-Name of Group, must be chosen from the list.
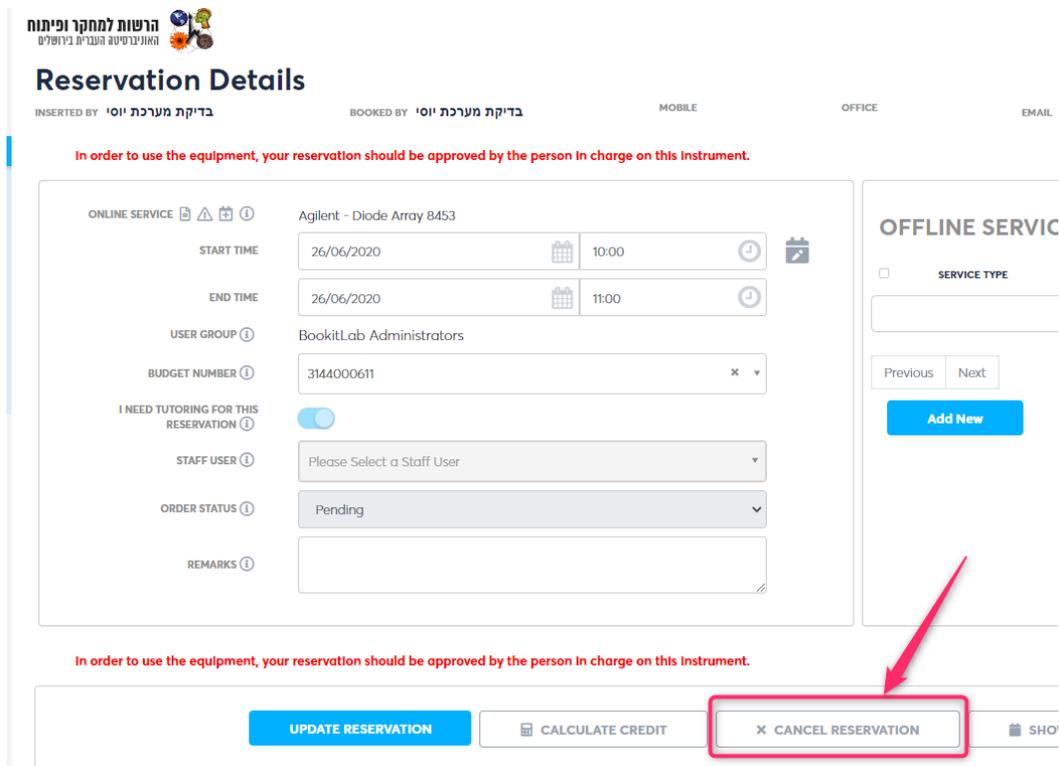
7 – Cancelling a Reservation

Future reservations are displayed on the main log on screen. If you wish to cancel a particular reservation click on it and you will be given an option to cancel it.

8 – Logging out of the System

It is very important to log out of the system in an orderly manner, so that the next user after you will be directed to the authentication screen and will not automatically log into your account. (SSO mechanism is used and therefore an orderly exit is of paramount importance).

In addition, on computers that are used by multiple users (such as computers within a service group), it is important not to save passwords in the browser.

Choose the username in the upper right corner and then select "Log Out"
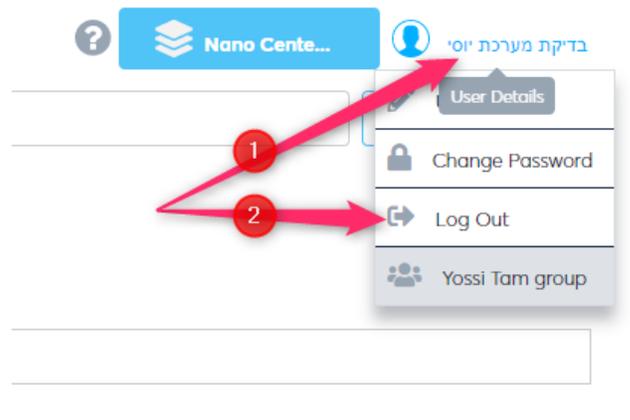
9 – The Bookit Lab Application

Through the appstore an app called bookitLab can be downloaded. The app is primarily intended for making reservations. After downloading the app, access to the system will be possible by entering the value, **huji.**