



אגף המחשוב

הרשות למחקר ופיתוח  
האוניברסיטה העברית בירושלים



# User Manual - Researches Bookit - ABBM

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יוצר המסמך: יוסי בן גיגי – מערכות מידע  
עורכת: דבורה סעדון – הרשות למודלים ביולוגיים וקדם קלינים

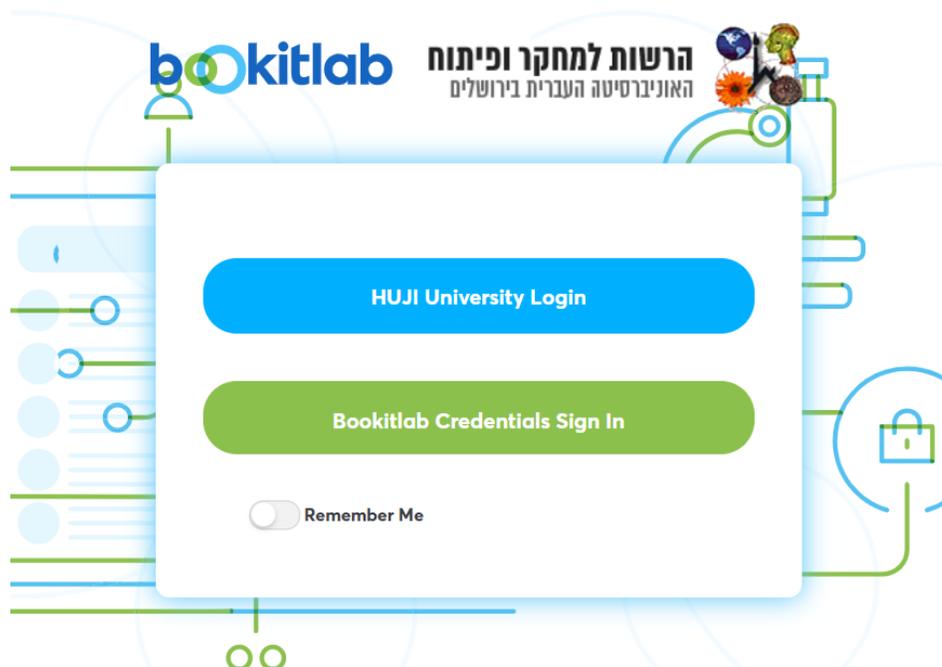
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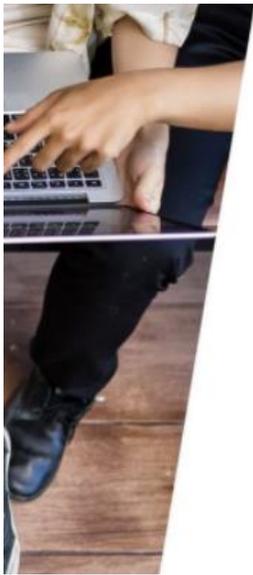
# 1 - Authentication

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:



### התחבר ל-HUJI BookIt Prod

עם קוד אישי    עם סיסמת דוא"ל    עם SMS

מספר ת.ז. (9 ספרות)

12345678

קוד אישי/סיסמת OTP

.....

כניסה

שכחתי סיסמה

## Authentication Screen for non-University Staff:

**bookitlab** הרשות למחקר ופיתוח האוניברסיטה העברית בירושלים

USER NAME

TestUser|

PASSWORD

.....

SIGN IN

User name is: FirstName\_LastName

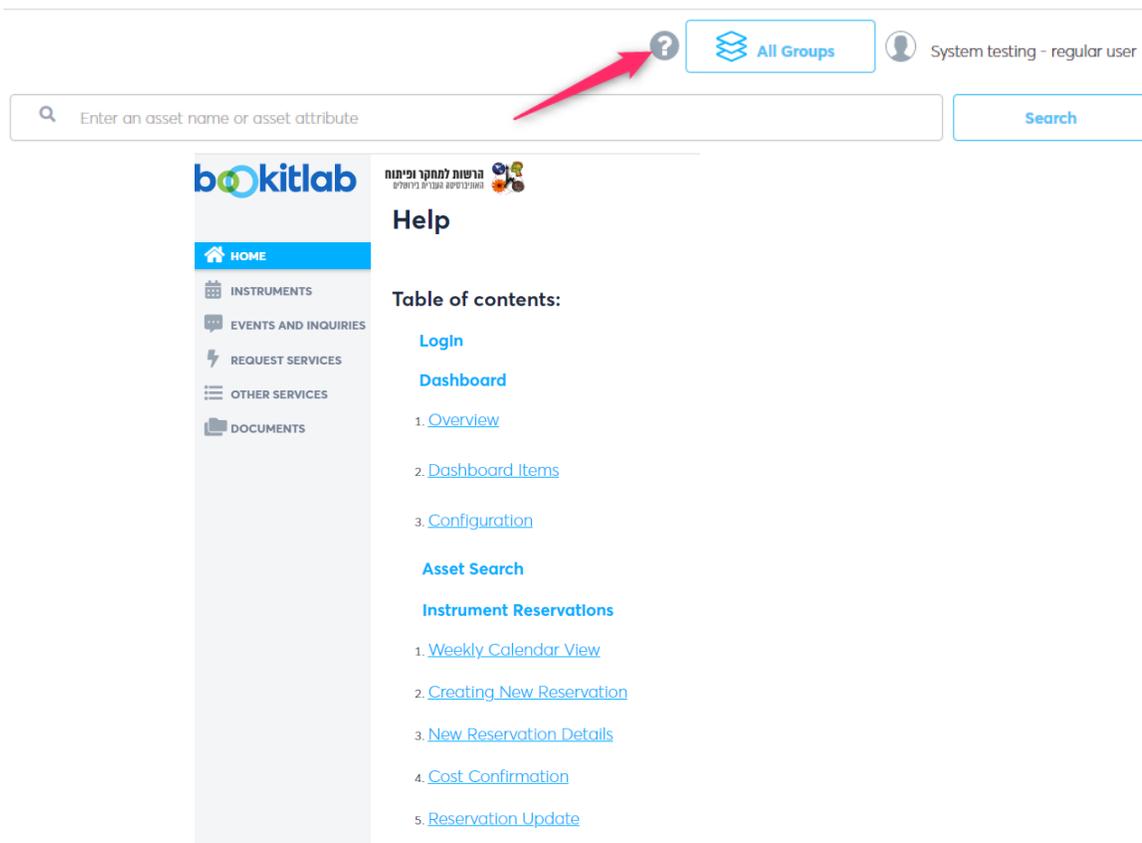
Initial password is: ABC123a! - Please change it on your first login.

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](mailto: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).



The screenshot shows the top navigation bar of the bookitlab system. A red arrow points to a question mark icon in the top right corner. To the right of the question mark is a button labeled "All Groups" and a user profile icon labeled "System testing - regular user". Below the navigation bar is a search bar with the text "Enter an asset name or asset attribute" and a "Search" button. The main content area is titled "Help" and contains a "Table of contents" with the following links:

- [Login](#)
- [Dashboard](#)
- 1. [Overview](#)
- 2. [Dashboard Items](#)
- 3. [Configuration](#)
- [Asset Search](#)
- [Instrument Reservations](#)
- 1. [Weekly Calendar View](#)
- 2. [Creating New Reservation](#)
- 3. [New Reservation Details](#)
- 4. [Cost Confirmation](#)
- 5. [Reservation Update](#)

### 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



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

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**

### Select a Service Group

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

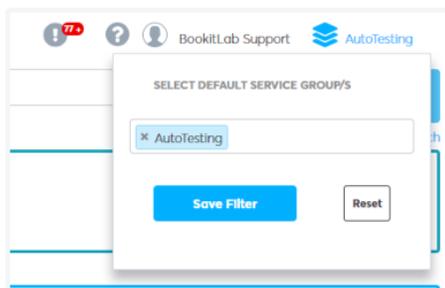
If not sure just leave this blank and hit the Continue button

SERVICE GROUP

All service groups

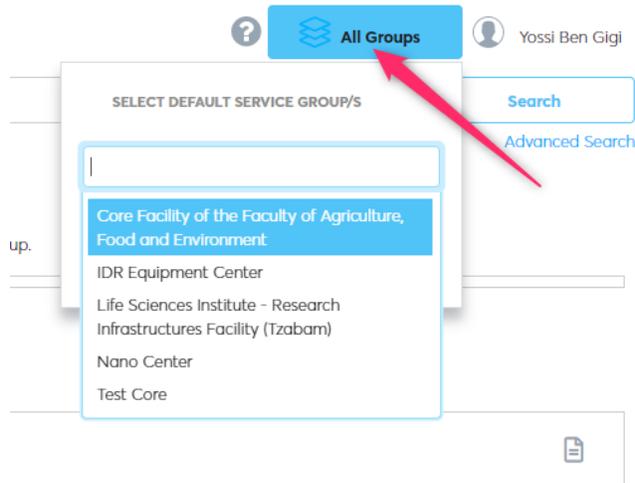
Continue

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



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

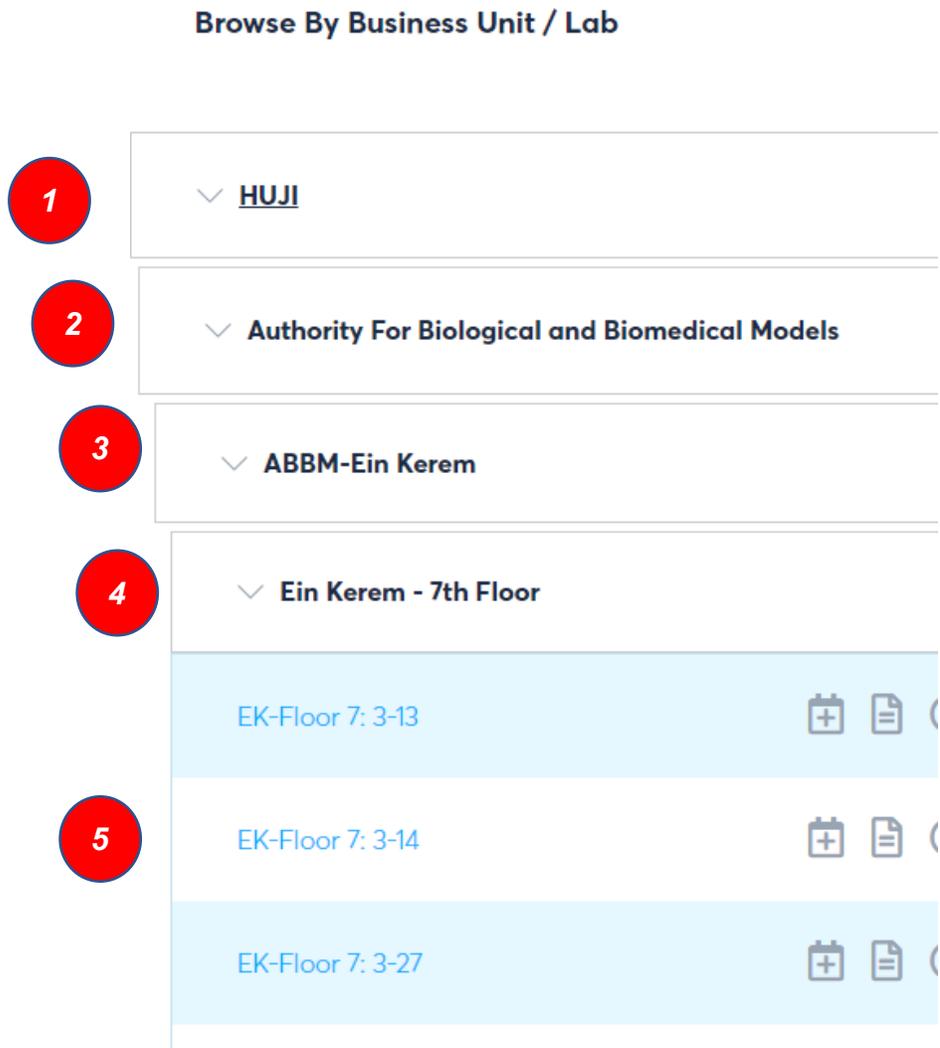
After entering the system, it is possible to change the filter of the displayed Service Groups by pressing this icon.



## 5 – Service Groups Tree

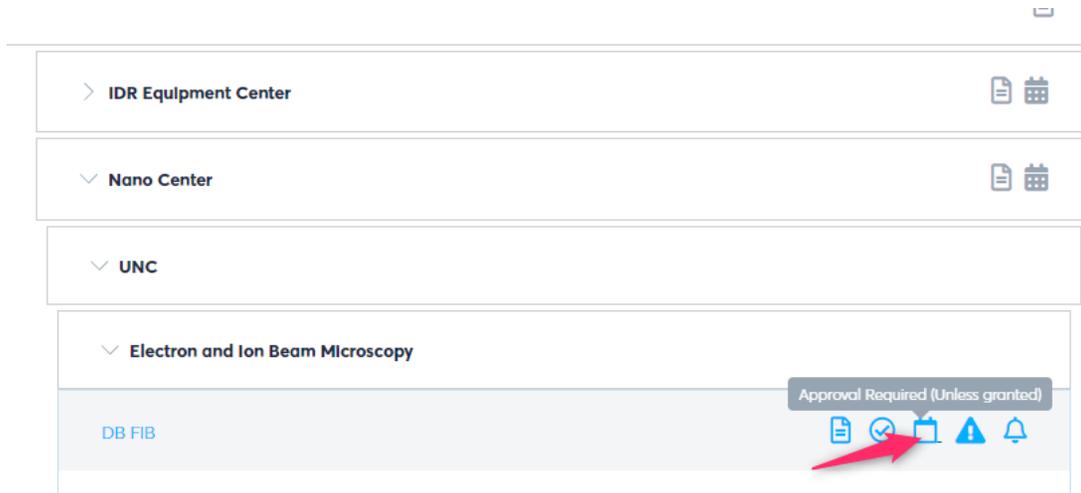
The illustration below shows the tree like organization of service groups according to a selected filter (Authority for Biological and Biomedical Models).

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.

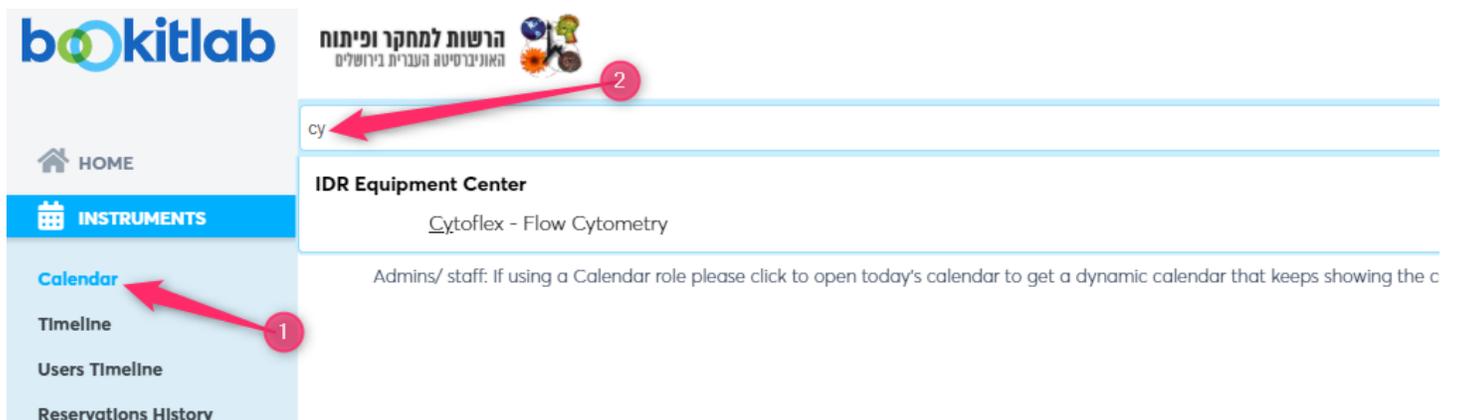


## 6 -Reserving a Room

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.



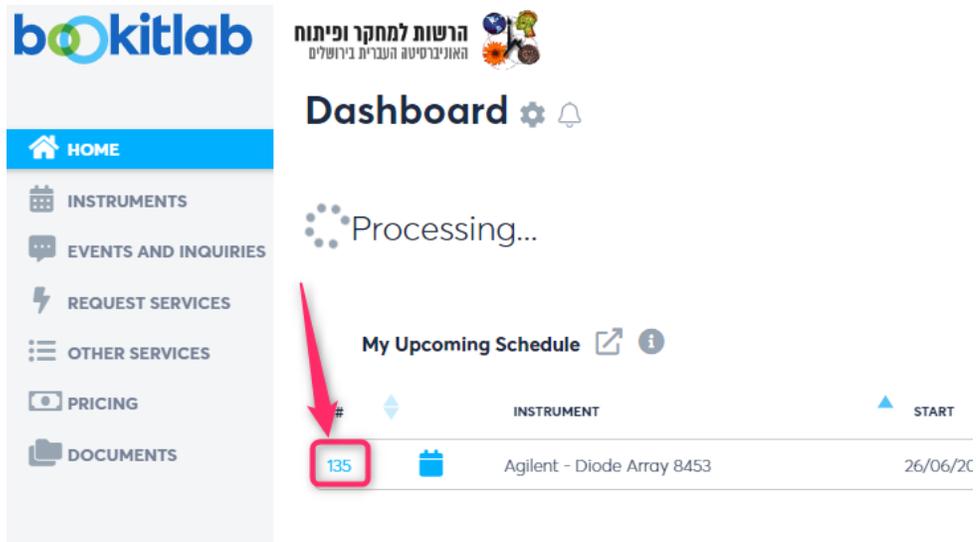
In addition, if you know the room name, you can access its calendar by typing the instrument name in the search bar. The control will display all rooms that match the text entered. Selecting the room from the list will open its calendar.



**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

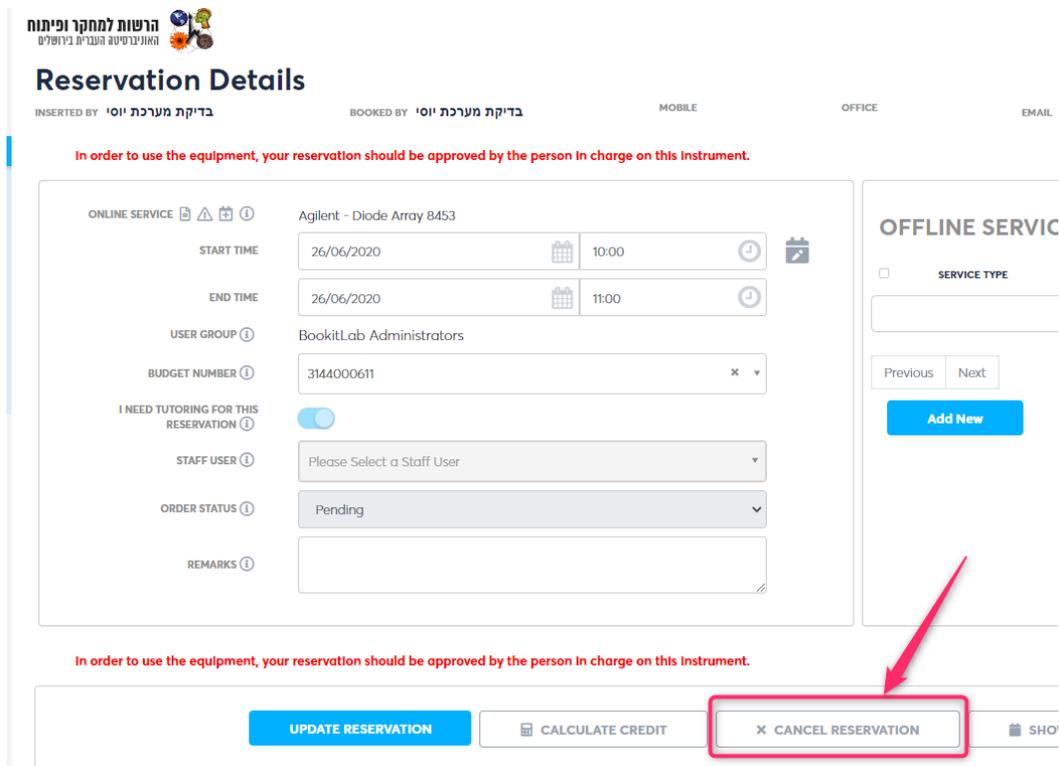
Future reservations are displayed on the main log on screen. If you wish to cancel a particular reservation click on it and you will be given an option to cancel it.



The screenshot shows the BookitLab dashboard. On the left is a navigation menu with options: HOME, INSTRUMENTS, EVENTS AND INQUIRIES, REQUEST SERVICES, OTHER SERVICES, PRICING, and DOCUMENTS. The main content area displays the dashboard header with the logo and the text "הרשות למחקר ופיתוח האוניברסיטה העברית בירושלים". Below this is a "Dashboard" title with settings and notification icons. A "Processing..." indicator is shown. The "My Upcoming Schedule" section contains a table with the following data:

#	INSTRUMENT	START
135	Agilent - Diode Array 8453	26/06/2020

A red arrow points to the reservation number "135" in the table, which is also enclosed in a red box.



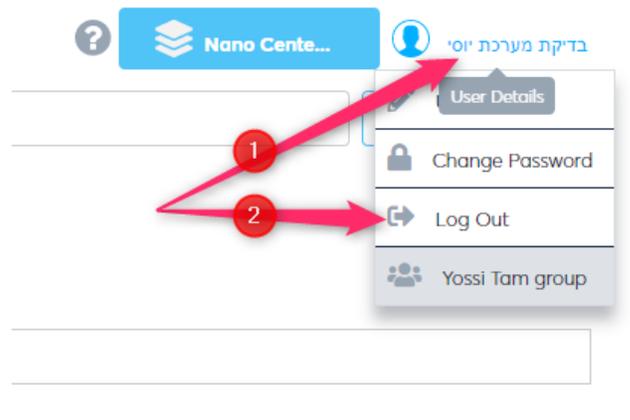
The screenshot shows the "Reservation Details" page for reservation 135. The reservation is for "Agilent - Diode Array 8453" on "26/06/2020" from "10:00" to "11:00". The user group is "BookitLab Administrators" and the budget number is "3144000611". The order status is "Pending". A red message states: "In order to use the equipment, your reservation should be approved by the person in charge on this Instrument." At the bottom of the page, there are three buttons: "UPDATE RESERVATION", "CALCULATE CREDIT", and "CANCEL RESERVATION". A red arrow points to the "CANCEL RESERVATION" button, which is also enclosed in a red box.

## 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**.

