



Quick guide to MICs new booking system



<http://elabexperts.com/bergen/Facilities/micfacility>

The screenshot shows the MIC booking system interface. On the left, there is a sidebar with the MIC logo. The main content area includes a header with contact information (EMAIL US AT, CALL US AT 18774927015, support@elabexperts.com) and the LabExperts logo. Below the header, the page title is "Molecular Imaging Center" with the address "Inst. for biomedisin, University of Bergen, Bergen, 5009". The main content area is divided into three sections: "LOGIN", "Message board", and "Documents". The "LOGIN" section has fields for "Login", "Email:", and "Password:", a "Log In" button, and a "Register" link. The "Message board" section displays a message: "Welcome MIC users! It's now possible to register..." published on 9/6/2010 at 8:38:40 AM. The "Documents" section has a link for "Booking rules".

! The first time you use the booking system – register a new user account.

Important messages and documents will show up here.

Footer: About Us | Services | Privacy Policy | Terms & Conditions | Contact Us
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Filling out the registration form

Select your institute and group leader/advisor from the drop down list. If you can not find something that corresponds, please choose "other" and MIC will contact you for more information.

Choose the correct type of invoicing

Details for invoicing

Sted code*	<input type="text"/>
Project number	<input type="text"/>
Analyze number	<input type="text"/>
Pa Activity	<input type="text"/>
Economical Contact person*	<input type="text"/>
Economical contact person Email*	<input type="text"/>

Fill in your email address. This will be your "username" when you login

For UiB users, please fill out a project number or an analyse number or both.

Choose the instruments that you want to use and click "Register"

Select instruments

- Leica SP2 AOBS
- Leica SP5 AOBS
- Zeiss LSM 510 META
- Leica SP5 MP
- Nikon TE 2000
- Jeol JEM-1230
- Jeol JSM-7400F
- MRI

You can only register one account per username. If you need multiple accounts, please contact MIC.

Note: * denotes mandatory fields

HOME

INSTRUMENTS

MY ACTION ITEMS

RESERVATION RULES

USAGE REPORT

SEARCH

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SUBMITTED ORDERS

Hi Anne

Your Profile | Logout |
ChangePassword



USER HOME

Refresh



Once you have registered, the MIC administrator will have to approve you before you can start booking.

The next time you login, you must use your e-mail address as your id (username) and the password that you have registered.

In the "Home" menu you will now see the instruments that you have been approved for booking. You can see the day, week, month, and timeline for the instruments. The arrows to the left and right of "today" will allow you to change days, and to move along the timeline.



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Hi xx

[Your Profile](#) | [Logout](#) | [ChangePassword](#)

If you want to get an email every time you book or cancel, then check this off here. You can also be notified by email if an instrument you have waitlisted becomes available.

Notification settings

- Email my booking and cancellation confirmations.
- Notify if my waitlisted instruments become available.

Register for instrument

<input type="checkbox"/>	eXploreOptix 470nm	▲
<input type="checkbox"/>	eXploreOptix 670nm	▲
<input type="checkbox"/>	eXploreOptix 650-670nm	▲
<input type="checkbox"/>	FACS Aria	▲

Save Cancel

Later, when you want access to another instrument, you simply open “Your Profile” and register for another instrument in the instrument list. Remember to save.

The administrator will be notified of your request. When it has been approved, another instrument will show up in your “Home” menu.

Remember to book a training session with the responsible personnel.

Booking

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USER HOME
Refresh

today TUESDAY, AUGUST 10, 2010

08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00

Reserved: xx zz

Create appointment

Subject: Reserved: xx zz

Start time: 12:00 PM

End time: 1:00 PM

End on another day 8/9/2010

Mark as: Regular

Save Cancel

There are three different booking options:

- **Regular**
- **Supervised** (The MIC personnel assists, or does all the imaging for you)
- **Training** (with the help of MIC personnel)

In order to book, you simply need to double click on the start time point. You can also expand a session by drag and drop.

If for some reason you are not going to be present on the instrument during your booked session, please indicate this in the subject box.

Add to waitlist

today ▾ FRIDAY, SEPTEMBER 10, 2010 Day Week Month **Timeline**

08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00

Reserved: xx zzzz

Leica SP2 A0BS

Zeiss LSM 510 META

Leica SP5 A0BS

Reserved: zz xx

Reserved: zz xx

Add to waitlist

Reservation details

Add to waitlist

Subject: Reserved: xx zzzz

Start time: 13:00

End time: 17:00

Save Cancel

Right mouse click and choose "add to waitlist" if you want to automatically book the session if the previous user cancels. You can choose different start and end times.

Under "your profile", you can choose to be notified by email if the instrument becomes available.

Notification settings

- Email my booking and cancellation confirmations.
- Notify if my waitlisted instruments become available.

Add-on instruments

today WEDNESDAY, SEPTEMBER 08, 2010

08:00 09:00 10:00 11:00 12:00 13:00

Leica SP2 A089

Zeiss LSM 510 META

Leica SP5 A089

Reserved: xx zzzz

Reserved: zz xx

Add-On instruments

Special instructions

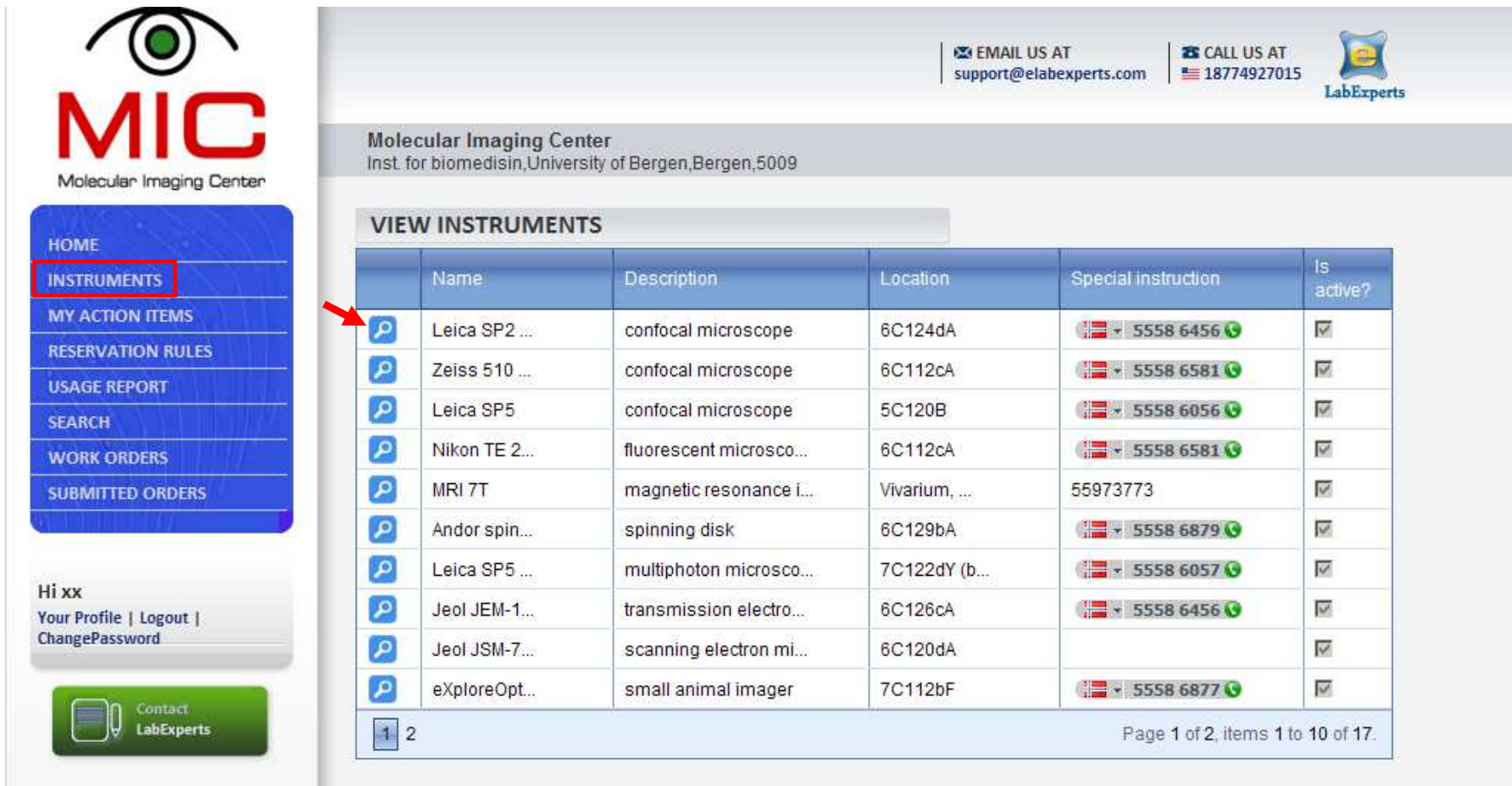
Reservation details

SaveCancel

Instrument	37 degrees incubator	20x 0.7 NA imm objective	63x 1.2 water objective	63x 1.3 glycerol objective
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Right mouse click on your reservation and select "Add-On instruments". A list with special requirements will show up. Check the one you need.

View instrument information



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EMAIL US AT
support@elabexperts.com

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LabExperts

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Contact LabExperts

VIEW INSTRUMENTS

	Name	Description	Location	Special instruction	Is active?
	Leica SP2 ...	confocal microscope	6C124dA	 5558 6456 	<input checked="" type="checkbox"/>
	Zeiss 510 ...	confocal microscope	6C112cA	 5558 6581 	<input checked="" type="checkbox"/>
	Leica SP5	confocal microscope	5C120B	 5558 6056 	<input checked="" type="checkbox"/>
	Nikon TE 2...	fluorescent microsc...	6C112cA	 5558 6581 	<input checked="" type="checkbox"/>
	MRI 7T	magnetic resonance i...	Vivarium, ...	55973773	<input checked="" type="checkbox"/>
	Andor spin...	spinning disk	6C129bA	 5558 6879 	<input checked="" type="checkbox"/>
	Leica SP5 ...	multiphoton microsc...	7C122dY (b...	 5558 6057 	<input checked="" type="checkbox"/>
	Jeol JEM-1...	transmission electro...	6C126cA	 5558 6456 	<input checked="" type="checkbox"/>
	Jeol JSM-7...	scanning electron mi...	6C120dA		<input checked="" type="checkbox"/>
	eXploreOpt...	small animal imager	7C112bF	 5558 6877 	<input checked="" type="checkbox"/>

Page 1 of 2, items 1 to 10 of 17.

Under "Instruments" you will see a list of instruments available at the facility.

If you want to see more details of each instrument, click onto the magnifying respective glass.

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INSTRUMENT HOME

confocal microscope



Leica SP2 AOB5

Reserve

More details

Issues	Contacts	Questions	Comments	Instrument FAQ
+ Add new issue		Refresh		
User	Logged date	Priority	Issue	Status
xx zz	8/9/2010 4:44:55 AM	HIGH	The mercury lamp has been running for 470 hours.	RESOLVED

Instrument Message board

The 594 laser is not working any more. It will be ...
Published -8/3/2010 3:54:49 AM

Reference links

- Invitrogen Spectraviewer
- Nikon microscopy
- Molecular probes-the handbook

Documents

- How to get started

In order to view more information about an instrument, click on the instrument picture in the “Home” menu or the magnifying glass under “Instrument”. On the top right side you will find an instrument message board showing important messages about the status of the instrument. On the bottom right you will find useful links and documents that you can download.

There are 5 more flags under “More details”.

More details

Issues Contacts Questions Comments Instrument FAQ

+ Add new issue Refresh

User	Logged date	Priority	Issue	Status
		PRIORITY: HIGH	Issue: bla bla bla	Status: PENDING
▶ xx.zz	8/9/2010 4:44:55 AM	HIGH	The mercury lamp has been running for 470 hours.	RESOLVED

To create an issue, simply click onto “Add new issue” and explain the problem. Choose the degree of priority and click “Insert”. The administrator will be notified of the problem, and when resolved, this will be indicated in the far right column.

More details

Issues Contacts Questions Comments Instrument FAQ

Name	Designation	Phone	EmailId
Ulf Schwarz	Application specialist - Leica Germany	0049 621 70	ulf.schwarz@leica-microsystems.com
Bård Pedersen	Service man at OrtoMedic	91583688	bard.pedersen@orto
Endy Spriet	Equipment responsible at MIC	45279377	endy.spriet@biomec

Contact information is available under “Contacts”.

More details

Issues Contacts Questions Comments Instrument FAQ

Questions

▶ What's the difference between the 63x lambda objective and the classical 63x objective?

▶ If I want to do live cell imaging, at what time should I turn on the 37degres?

Answers

For optimal conditions you should turn on the temperature controller the night before imaging.

Ask expert

Questions about the instrument use and imaging in general can be asked under “Questions”. Click on the arrow to see the answer.

More details

Issues Contacts Questions **Comments** Instrument FAQ

+ Add new comment Refresh

User	Logged date	Priority	Issue	Status
xx zz	8/9/2010 4:44:55 AM	LOW	When I came to work on saturday, the door was unlo...	ASSIGNED

General comments can be added under “Comments”.

More details

Issues Contacts Questions **Comments** Instrument FAQ

Questions

▼ What's the difference between the 63x lambda objec...

Answers

The lbd blue objective offer exceptional color correction in the blue-green emission range compared to classical plan-apochromat objectives. Therefore, if you're imaging in the blue and green range, use the lambda blue objective.

Some of your questions will be transferred to “Instrument FAQ”. Click on the arrow to see the answer.



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MY ACTION ITEMS

My waitlist | My reservations | My technical issues | My tasks | My todos | My questions

My comments

From date 8/8/2010 7:52 AM To date 8/16/2010 7:52 AM Go

Title	Instrument	Start date	End date	Action
No records to display				

The user has access to the following items:

My waitlist: sessions you have placed a waitlist on.

My reservations: all reservations done by the user in the future.

My technical issues: technical questions you have asked.

My tasks: you can assign some information/task to yourself or another user.

My todos: notes for what you need to do.

My questions: questions you have asked in the past.

My comments: comments you have made in the past.

Creating a usage report

The screenshot shows the 'INSTRUMENT USAGE REPORT' interface. On the left is a navigation menu with 'USAGE REPORT' highlighted. The main area contains a 'Select instruments' list with checkboxes for Leica SP2 AOBS, Zeiss 510 META, Leica SP5, Nikon TE 2000, MRI 7T, and Andor spinning disk. Below this is a 'Report Information' section with a text box for 'Report name' (containing 'Report July-August 2010') and date pickers for 'Date from' (7/1/2010) and 'Date to' (8/31/2010). A 'Display usage' button is located below the report information. The main content is a table with columns: Instrument, Group, User, Hourly fee (kr), After-hour fee (kr), Weekend fee(kr), Usage time (min), Total amount (kr), Start time, and End time. The table contains five rows of booking data. At the bottom, there is a pagination bar showing 'Page 1 of 2, Items 1 to 5 of 10.' and an 'Export to' section with icons for Word, Excel, and PDF. 'Save' and 'Clear' buttons are at the very bottom.

Instrument	Group	User	Hourly fee (kr)	After-hour fee (kr)	Weekend fee(kr)	Usage time (min)	Total amount (kr)	Start time	End time
Zeiss 510 META	MIC	xx zz	150	50	50	59	0	7/30/2010 11:00:00 PM	7/30/2010 11:59:59 PM
Zeiss 510 META	MIC	xx zz	550	550	550	60	550.00	8/2/2010 3:00:00 PM	8/2/2010 4:00:00 PM
Leica SP5	MIC	xx zz	0			960	0	8/2/2010 4:00:00 PM	8/3/2010 8:00:00 AM
Leica SP2 AOBS	MIC	xx zz	150	50	50	60	150.00	8/3/2010 10:00:00 AM	8/3/2010 11:00:00 AM
Zeiss 510 META	MIC	xx zz	150	150	150	60	150.00	8/3/2010 11:00:00 AM	8/3/2010 12:00:00 PM

Check the instruments of which you want to see a report.

Indicate a "Report name", choose your "Date from" and "Date to", and click "Display usage".

A long list with all your bookings will appear. You can export your report to a MS Word document, an Excel spreadsheet or a PDF document.



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SEARCH

Search by
 Search instruments by name Search Vacant time for an instrument

Search
From date: 8/8/2010 To date: 8/11/2010 Instrument: Laica SP2 AOBBS Search

Date	Available Times
08/08/2010	08:00:00 - 20:00:00
08/09/2010	08:00:00 - 16:00:00
08/09/2010	18:00:00 - 22:00:00
08/09/2010	08:00:00 - 20:00:00
08/10/2010	08:00:00 - 11:00:00
08/10/2010	19:00:00 - 20:00:00
08/11/2010	08:00:00 - 10:00:00
08/11/2010	17:00:00 - 20:00:00
08/11/2010	10:00:00 - 20:00:00

The search function allows you to search for vacant time of an instrument.

Double click the date, and you will be directed to the booking page for that instrument.

“Work orders” and “Submitted orders” are unavailable functions at MIC.

Did you forget your password?

If you cannot remember your password, you must click “password help”. You will then be asked to fill in your email id. Then you will be asked your security question and you need to answer correctly.

You will within five minutes receive a temporary password which looks a bit strange. Copy and paste this password to login your profile. Once you have managed to open your profile, remember to change your password.

Your new password

support@elabexperts.com

Til: Endy Spriet

Please return to the site and log in using the following information. User Name: endy.spriet@biomed.uib.no Password: **Y;x{8xlvx3}cS**

Hi zz

[Your Profile](#) | [Logout](#) |

[ChangePassword](#)

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LOGIN

Login: _____
Email: _____
Password: _____

Log In

Register
Password help

Message board
No records to display

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PASSWORD RECOVERY

Password recovery

Forgot Your Password?
Enter your email id to receive your password.

Submit

Return to Login page

CHANGE PASSWORD

Change Your Password

Password: _____
New Password: _____
Confirm New Password: _____

Change Password Cancel