# Quick guide
# to MICs
# new booking system

## http://elabexperts.com/bergen/Facilities/micfacility



**!**

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

Important messages and documents will show up here.

# Filling out the registration form

**CONFIRM USER**

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.

**Basic details**
First name*          Last name*
Address              City

Zip
Country    Select country    Phone#

**Other details**
Institute*    Select institute    Registration date*    ⊞
Group*    Select group

**Group leader / Supervisor**
First name          Last name

**Invoice options**
Invoicing type*    Select Invoicing

**For guidance on entering invoicing information, see next slide. This is very important!**

**Login details**
Email id*
Password*          Confirm p
Security question*    Security a

Fill in your email address. This will be your "username" when you login. Choose wisely (something simple!) for you security question.

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, you will have to register twice and with a different email account.

Register    Clear    Close

Note: * denotes mandatory fields

# Filling out the registration form, Invoicing information

**Invoice options**

Invoicing type* [Select Invoicing ▼]

- Select Invoicing
- University of Bergen
- Other university and college sectors
- Commercial

**Login details**

Email id* [ ]

Password* [ ] Confirm password* [ ]

Security question* [ ] Security answer* [ ]

You can select between three options. **__Important here is where the money is placed__**, NOT your affiliation.

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**Invoice options**

Invoicing type* [University of Bergen ▼]

**Details for invoicing**

Sted code* [ ]

Project number [ ]

Analyze number [ ]

Pa Activity [ ]

Economical Contact person* [ ]

Economical contact person Email* [ ]

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**If your money is placed at the UiB,**
you should contact your *rekvirent* or economy person. They will give you one of the four combinations for you to enter in the seemingly non-obligatory fields.
-an analyze number
-a project number NOT starting with 80
-a project number NOT starting with 80 AND an analyze number
-a project number starting with 80 AND a PA-activity number

To put in one of the above combinations is obligatory

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**Invoice options**

Invoicing type* [Other university and college sectors ▼]

**Details for invoicing**

Order number [ ]

Address [ ]

Contact person [ ]

Economical contact person* [ ]

Economical contact person Email* [ ]

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**If your money is placed outside the UiB system,**
at non-commercial institutions like Universities, Research Institutes, Uni Research, Innovest or a health enterprise (e.g. Helse Vest), you choose "Other university and college sectors". If you money is placed at a commercial company, you choose "Commercial"

In both cases you have to enter an invoice address. Clarify with your economy contact person if the institution/company demands an order number or not.

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. You will notice a bug in the system in the week view when we go from one month to another (the first days of the month show up as blank…but they might not be). Use the day or timeline view to book in this occation.

MIC
Molecular Imaging Center

HOME
INSTRUMENTS
MY ACTION ITEMS
RESERVATION RULES
USAGE REPORT
SEARCH
WORK ORDERS
SUBMITTED ORDERS

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

Instrument name
☐ eXploreOptix 470nm
☐ eXploreOptix 670nm
☐ eXploreOptix 650-670nm
☐ 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 check once a day for new instrument request. When it has been approved, another instrument will show up in your "Home" menu once you login again.

Remember to book a training session with the responsible personnel.

5

# Booking



There are three different booking options:

- **Regular**
- **Supervised** (MIC personnel assists, or does all the imaging for you, with or without you present)
- **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 (this to prevent us from looking for the wrong person).

# Add to waitlist



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.

# View instrument information



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 respective magnifying glass.
You will find a responsible personnel for each instrument.

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".

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.)

…..the last two are not being used.

# Creating a usage report



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.

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

# How to remember login credentials in Firefox
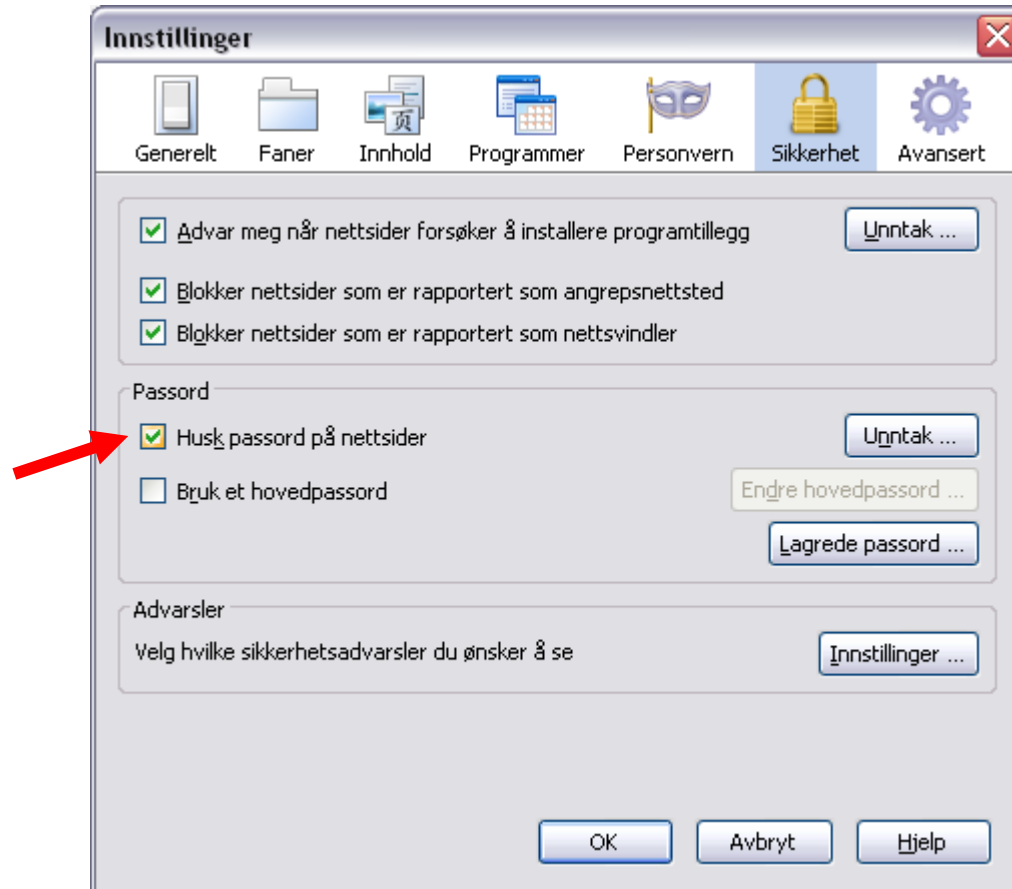
# How to remember login credentials in Explorer8



**Internet Options** — Content tab

Content Advisor
Ratings help you control the Internet content that can be viewed on this computer.
[ Enable... ] [ Settings ]

Certificates
Use certificates for encrypted connections and identification.
[ Clear SSL state ] [ Certificates ] [ Publishers ]

AutoComplete
AutoComplete stores previous entries on webpages and suggests matches for you.
[ **Settings** ]

Feeds and Web Slices
Feeds and Web Slices provide updated content from websites that can be read in Internet Explorer and other programs.
[ Settings ]

[ OK ] [ Cancel ] [ Apply ]

**About Internet Explorer** — Windows Internet Explorer 8

Version: 8.0.6001.18702
Cipher Strength: 128-bit
Product ID: 01398-640-3697505-23379
Update Versions: 0

Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, 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.

[ OK ]

©2009 Microsoft Corporation   [ System Info... ]

**AutoComplete Settings**

AutoComplete lists possible matches from entries you've typed or visited before.

Use AutoComplete for
- ☑ Address bar
  - ☑ Browsing history
  - ☑ Favorites
  - ☐ Feeds
  - ☐ Use Windows Search for better results
- ☑ Forms
- ☑ User names and passwords on forms
  - ☑ Ask me before saving passwords

[ Delete AutoComplete history... ]

[ OK ] [ Cancel ]

# How to remember login credentials in Safari