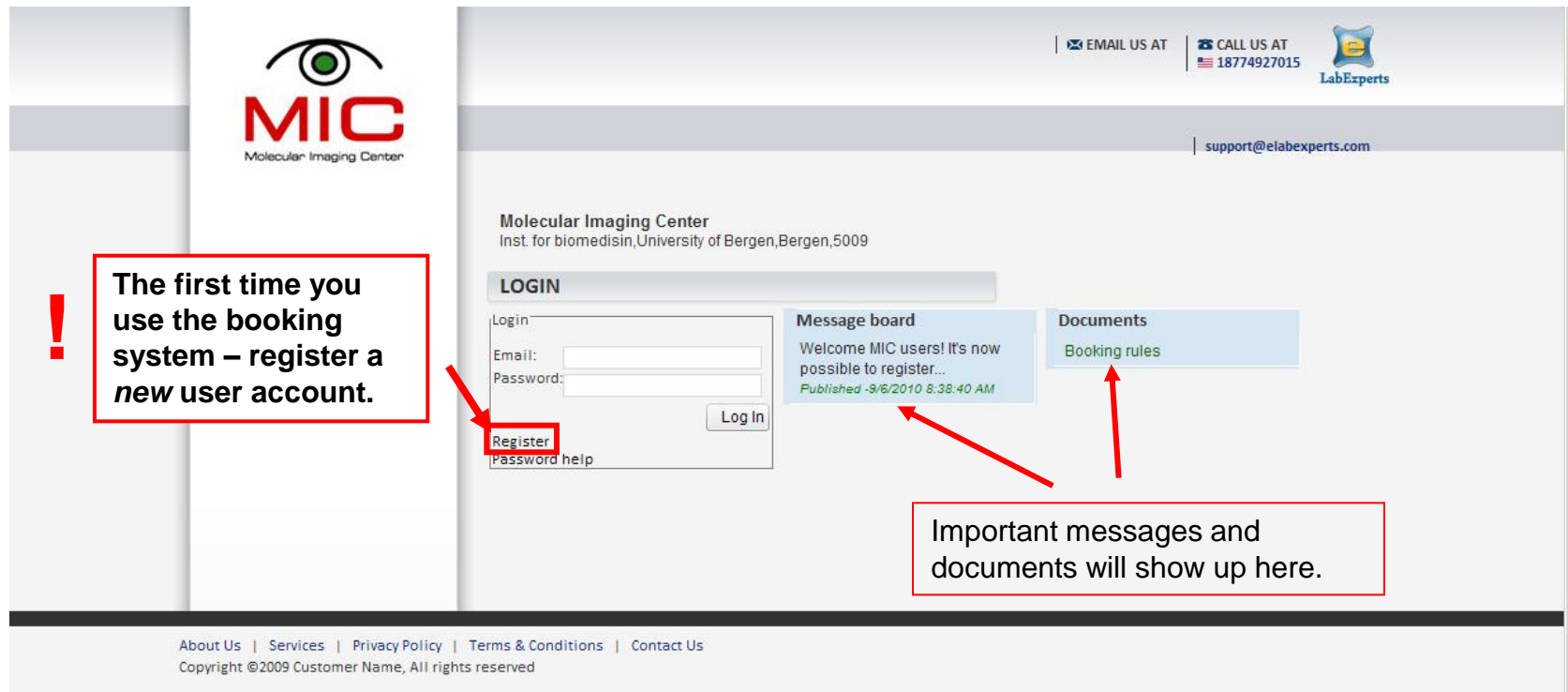


# Quick guide to MICs new booking system

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



The screenshot shows the MIC booking system interface. On the left, there is a vertical sidebar with the MIC logo. The main content area features a header with contact information (EMAIL US AT, CALL US AT 18774927015) 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 "LOGIN" section contains a form with fields for "Email:" and "Password:", a "Log In" button, and a "Register" button. A red box highlights the "Register" button. To the right of the login form, there are two sections: "Message board" and "Documents". The "Message board" section displays a welcome message: "Welcome MIC users! It's now possible to register..." with a timestamp "Published -9/6/2010 8:38:40 AM". The "Documents" section lists "Booking rules". Red arrows point from the "Register" button to the "Message board" and "Documents" sections. A red box with an exclamation mark contains the text: "The first time you use the booking system – register a new user account." Another red box at the bottom right contains the text: "Important messages and documents will show up here." The footer of the page includes links for "About Us", "Services", "Privacy Policy", "Terms & Conditions", and "Contact Us", along with a copyright notice: "Copyright ©2009 Customer Name, All rights reserved".

**!** 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  
Copyright ©2009 Customer Name, All rights reserved

# 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.

**CONFIRM USER**

Basic details

First name\*  Last name\*

Address  City

Zip

Country  Phone#

Other details

Institute\*  Registration date\*

Group\*

Group leader / Supervisor

First name  Last name

Invoice options

Invoicing type\*

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

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.

Note: \* denotes mandatory fields

# Filling out the registration form, Invoicing information

Invoice options  
Invoicing type\* **Select Invoicing**

University of Bergen  
Other university and college sectors  
Commercial

Login details  
Email id\*  
Password\*  
Security question\*  
Confirm password\*  
Security answer\*

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

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\*

## 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

Invoice options  
Invoicing type\* **Other university and college sectors**

Details for invoicing  
Order number  
Address  
Contact person  
Economical contact person\*  
Economical contact person Email\*

## 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.

- HOME
- INSTRUMENTS
- MY ACTION ITEMS
- RESERVATION RULES
- USAGE REPORT
- SEARCH
- WORK ORDERS
- 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. 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 occasion.



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

Hi xx

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

Instrument name

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.

# 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** (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

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 AOB5

Zeiss LSM 510 META

Leica SP5 AOB5

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.

# View instrument information



Molecular Imaging Center

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



























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Your Profile | Logout | ChangePassword

Contact LabExperts

EMAIL US AT support@elabexperts.com | CALL US AT 18774927015 | LabExperts

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### 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"/> |

1 2 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 respective magnifying glass. You will find a responsible personnel for each instrument.



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

Hi xx  
Your Profile | Logout |  
ChangePassword



### INSTRUMENT HOME

confocal microscope



Leica SP2 AOB5

Reserve

#### Instrument Message board

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

[More details](#)

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

#### 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”.



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

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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.)

.....the last two are not being used.

# Creating a usage report

**INSTRUMENT USAGE REPORT**

Select Instruments

- Leica SP2 AOBs
- Zeiss 510 META
- Leica SP5
- Nikon TE 2000
- MRI 7T
- Andor spinning disk

Report Information

Report name: Report July-August 2010

Date from: 7/1/2010

Date to: 8/31/2010

Actual usage tracker

Display usage

| 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   | xxzz | 150             | 50                  | 50              | 59               | 0                 | 7/30/2010 11:00:00 PM | 7/30/2010 11:59:59 PM |
| Zeiss 510 META | MIC   | xxzz | 550             | 550                 | 550             | 60               | 550.00            | 8/2/2010 3:00:00 PM   | 8/2/2010 4:00:00 PM   |
| Leica SP5      | MIC   | xxzz | 0               |                     |                 | 960              | 0                 | 8/2/2010 4:00:00 PM   | 8/3/2010 8:00:00 AM   |
| Leica SP2 AOBs | MIC   | xxzz | 150             | 50                  | 50              | 60               | 150.00            | 8/3/2010 10:00:00 AM  | 8/3/2010 11:00:00 AM  |
| Zeiss 510 META | MIC   | xxzz | 150             | 150                 | 150             | 60               | 150.00            | 8/2/2010 11:00:00 AM  | 8/3/2010 12:00:00 PM  |

2 Page 1 of 2, items 1 to 5 of 10.

Export to:

Save Clear

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.



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

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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: Leica SP2 AOBs 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.

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**LOGIN**

Login:  
Email:   
Password:

Log In

Register  
Password help

Message board  
No records to display

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.

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**PASSWORD RECOVERY**

Password recovery

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

Submit

Return to Login page

## 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

**CHANGE PASSWORD**

Change Your Password

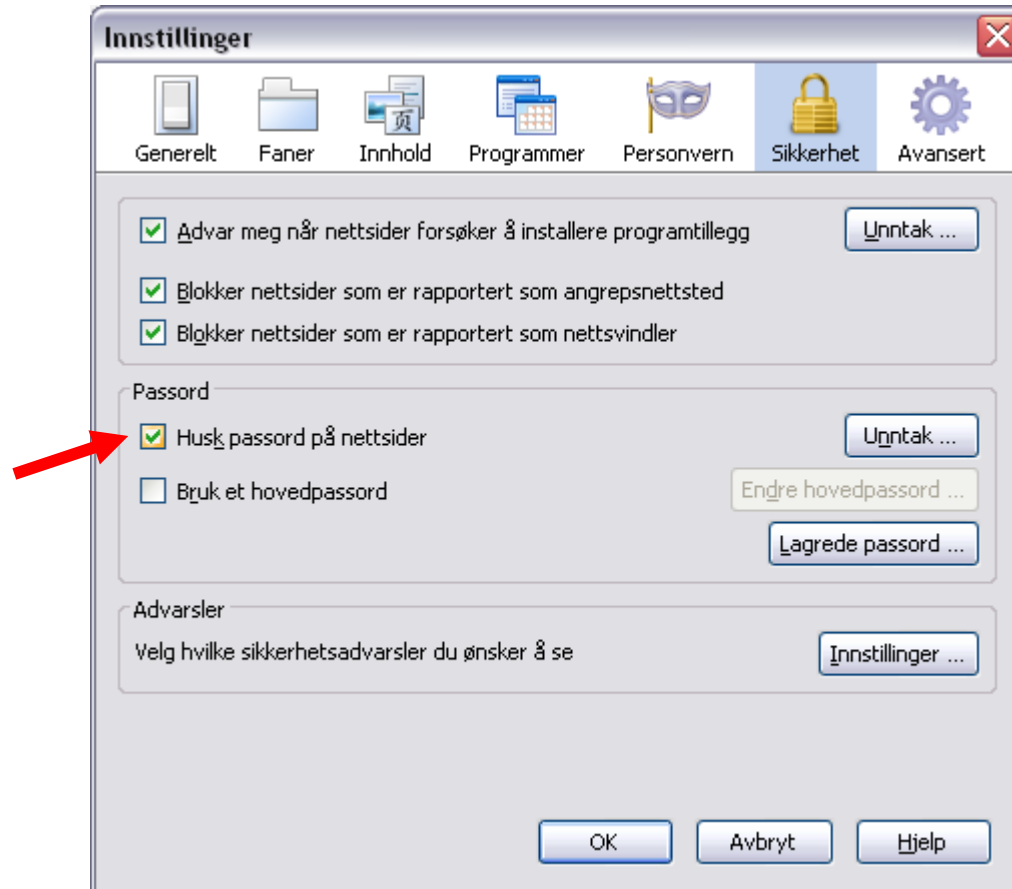
Password:

New Password:

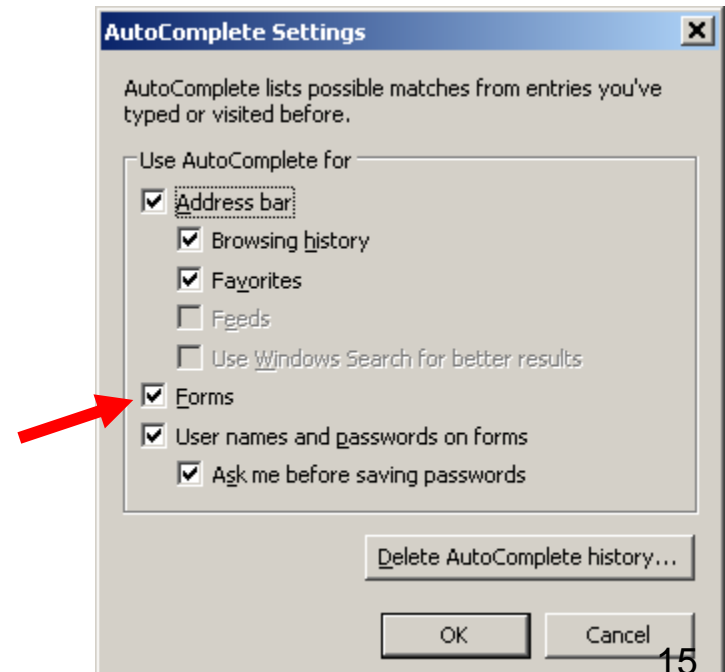
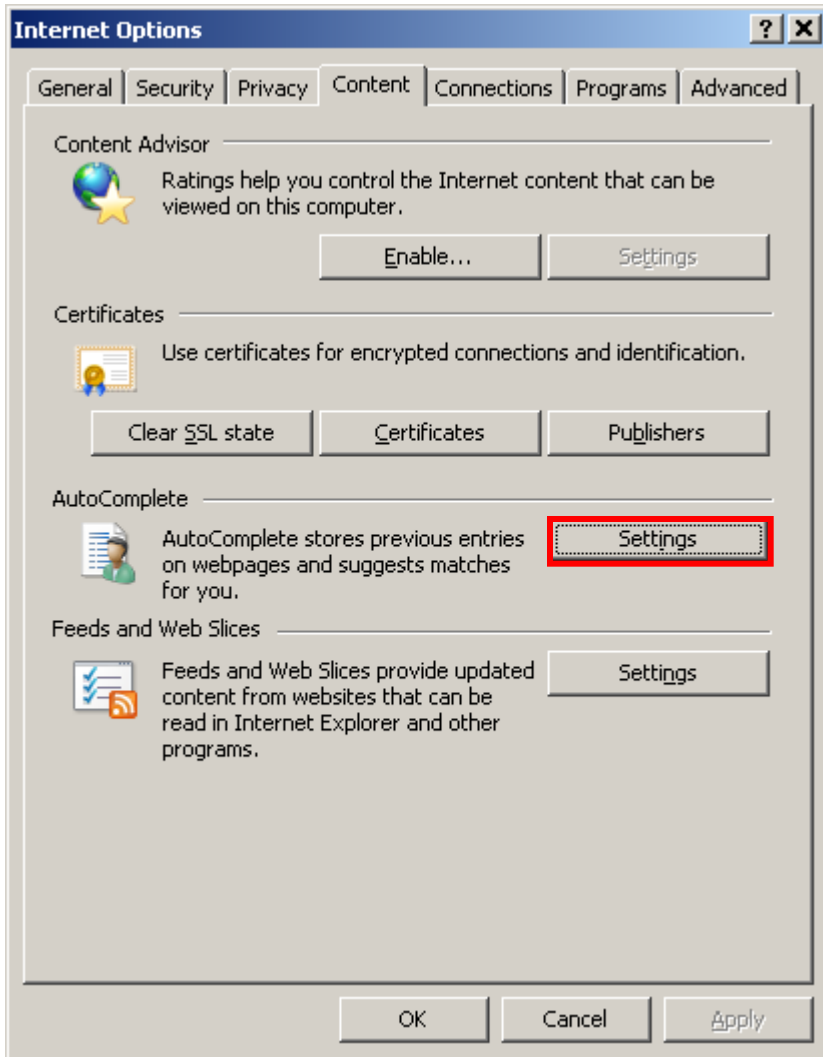
Confirm New Password:

Change Password Cancel

# How to remember login credentials in Firefox



# How to remember login credentials in Explorer8



# How to remember login credentials in Safari

