

BookitLab v.39

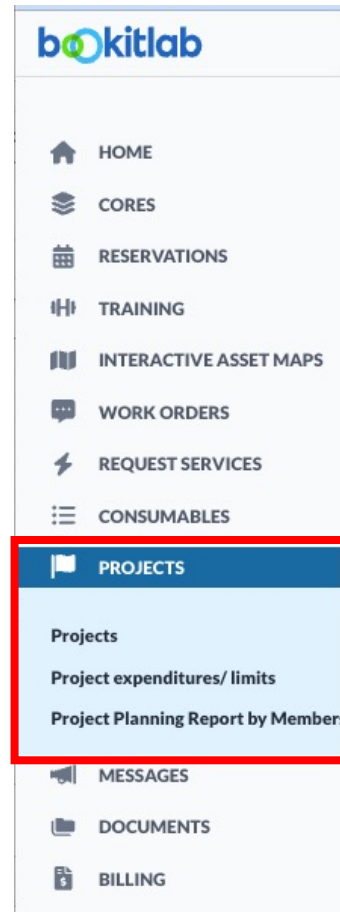
Quick walkthrough of changes

IT-dep, Jarle Ebeling, Naoe Tatara

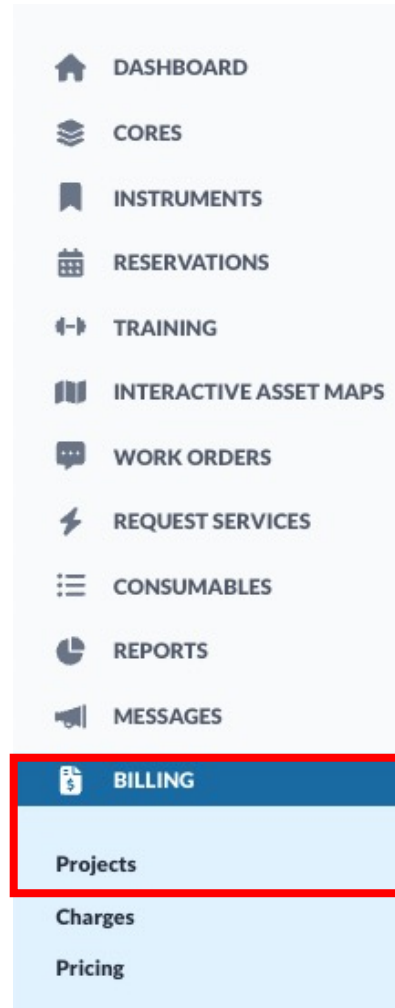
Project admin

Moved main/submenu items: PROJECTS

Current prod



New menu structure



PROJECTS main menu is no longer used. Instead, sub menu items under the current PROJECTS menu are moved to other places:

- Projects
 - under BILLING main menu
- Project expenditures/limits
- Project Planning Report by Members
 - REPORTS, Canned Report (next page)

Project admin

Moved main/submenu items: PROJECTS (cont.)

Current prod

bookitlab

- HOME
- CORES
- RESERVATIONS
- TRAINING
- INTERACTIVE ASSET MAPS
- WORK ORDERS
- REQUEST SERVICES
- CONSUMABLES
- PROJECTS**
- Projects
 - Project expenditures/ limits
 - Project Planning Report by Member
- MESSAGES
- DOCUMENTS
- BILLING

New menu structure

bookitlab

- DASHBOARD
- CORES
- INSTRUMENTS
- RESERVATIONS
- TRAINING
- INTERACTIVE ASSET MAPS
- WORK ORDERS
- REQUEST SERVICES
- CONSUMABLES
- REPORTS**
- Canned Reports
- MESSAGES
- BILLING

UiO : Universitetet i Oslo

Enter an asset name or asset attribute

Canned Reports

Search

Category	Link
Projects	Project expenditures/ limits
Projects	Project Planning Report by Members
User Occupancy	Reservation Occupancy Report By Date
User Occupancy	Reservation Occupancy Report By Position
Reservations	Reservation Unique Users Report
User Occupancy	User/Instrument Resevation Occupancy Report
User Occupancy	Users onsite report (by Reservations)


Rows per Page 10

Project admin

Project: End date per user

PROJECT ALLOWED USERS ⓘ

Allow all project user group members to use this project ⓘ Show not active user

<input type="checkbox"/>	USER NAME	STATUS	USER LIMIT ⓘ	WORK PACKAGE ⓘ	COST CENTER ⓘ	END DATE ⓘ	USER	ORG UNIT	EMAIL	MOBILE	FACULTY
<input type="checkbox"/>		Approved ▼							IMBØKSEK@uio.no demo@prog4biz.com		

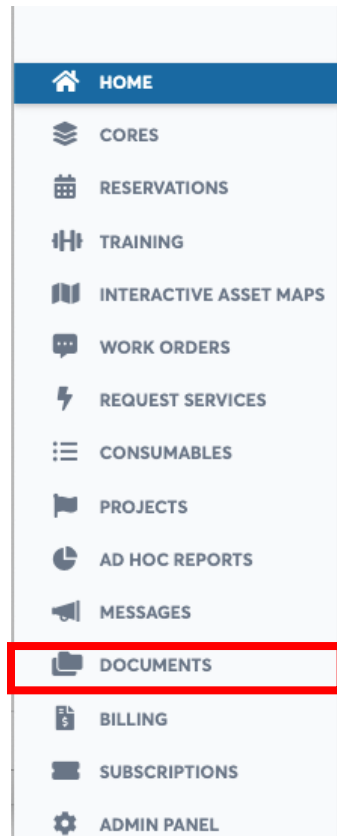
In the project page, end date can be set per user.

When the project's end date is earlier than the user's end date, the project's end date takes effect.

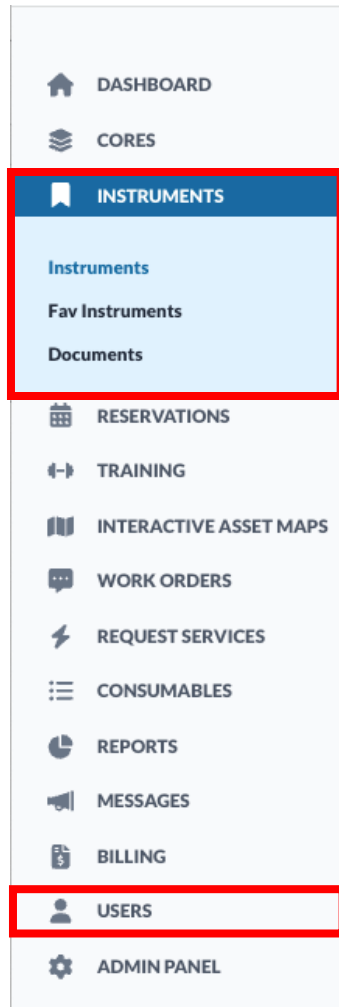
Core admin: Moved main/sub menu items

INSTRUMENTS, DOCUMENTS, USERS

Current prod



New menu structure

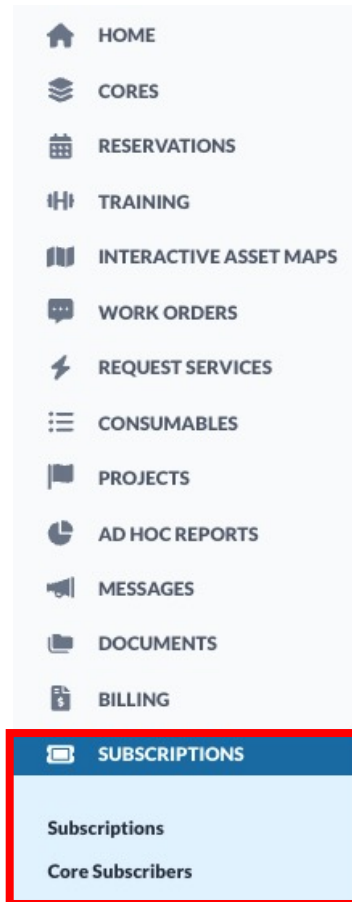


- INSTRUMENTS and USERS menu are available from home (no need to go to ADMIN PANEL)
- DOCUMENTS is moved under the All Instruments/ Assets (so it will be under Fav Instruments).

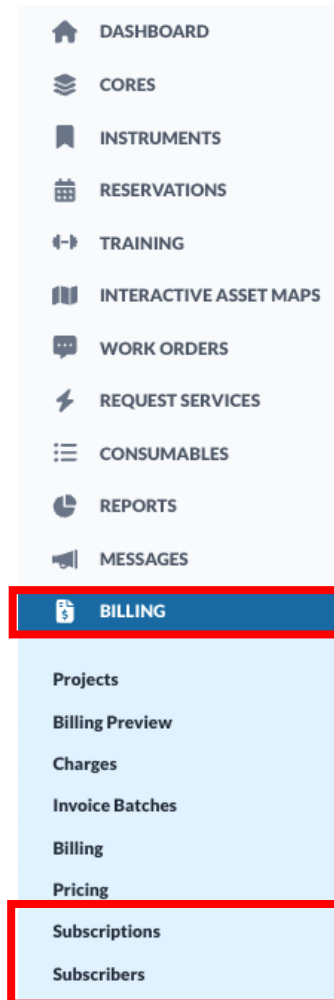
Core admin: Moved main/sub menu items

SUBSCRIPTIONS

Current prod



New menu structure

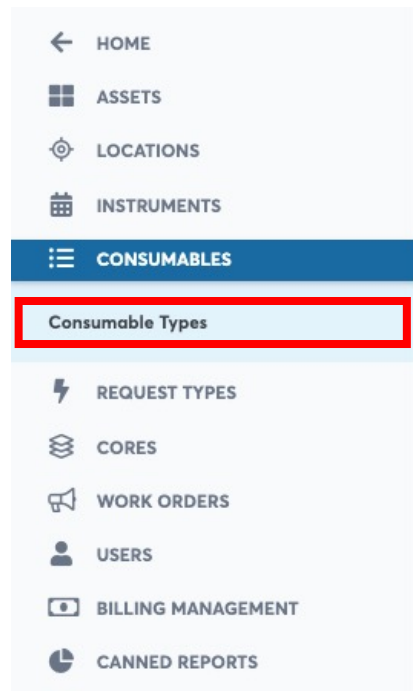


- Sub-menus under SUBSCRIPTIONS are moved under BILLING
- «Core Subscribers» got a new name «Subscribers»

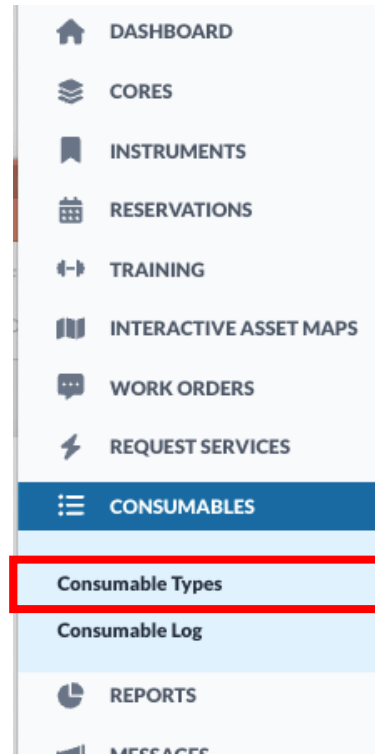
Core admin: Moved main/sub menu items

CONSUMABLES

Current prod
(ADMIN PANEL)



New menu structure
(HOME)

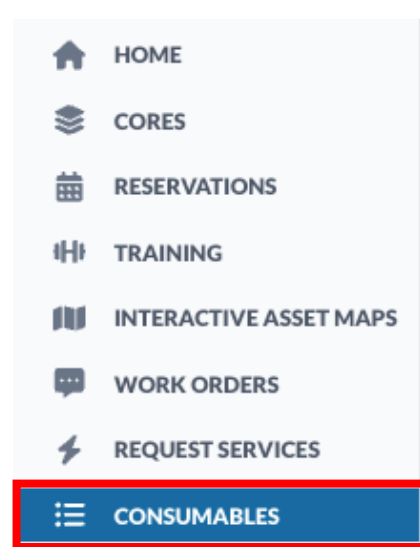


- «Consumable Types» submenu under «CONSUMABLES» on Admin Panel is moved to «CONSUMABLES» main manu on HOME (no need to go to Admin Panel)

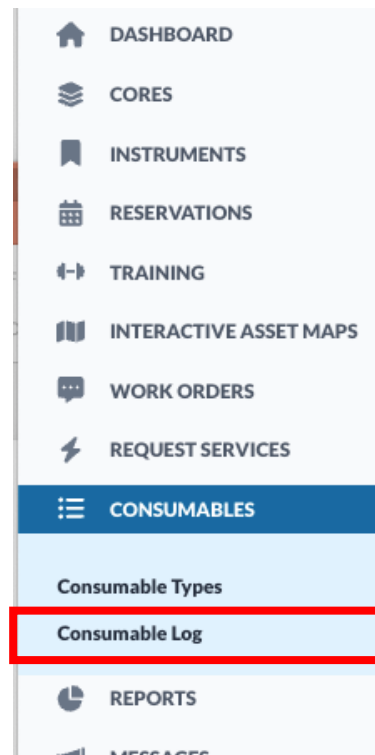
Core admin

Add New Offline Service -> Log Consumable/s

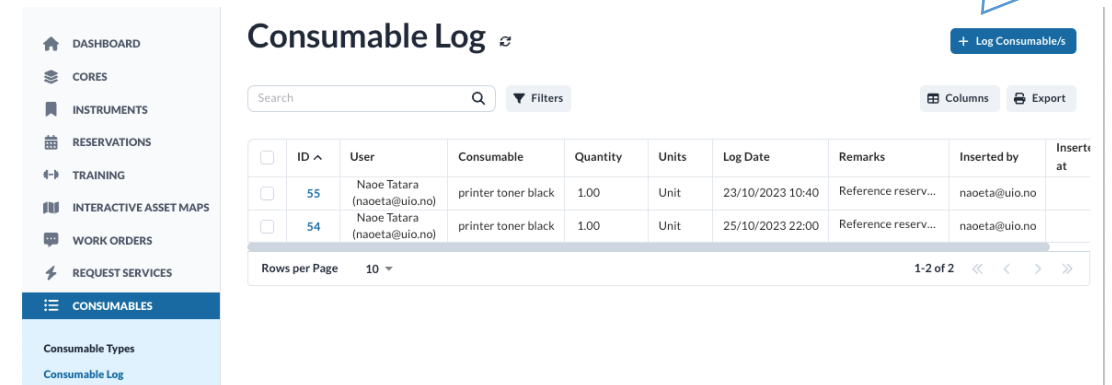
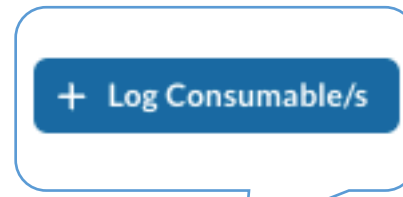
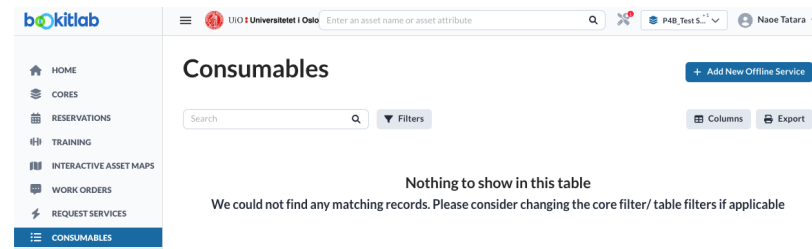
Current prod
(ADMIN PANEL)



New menu structure
(HOME)

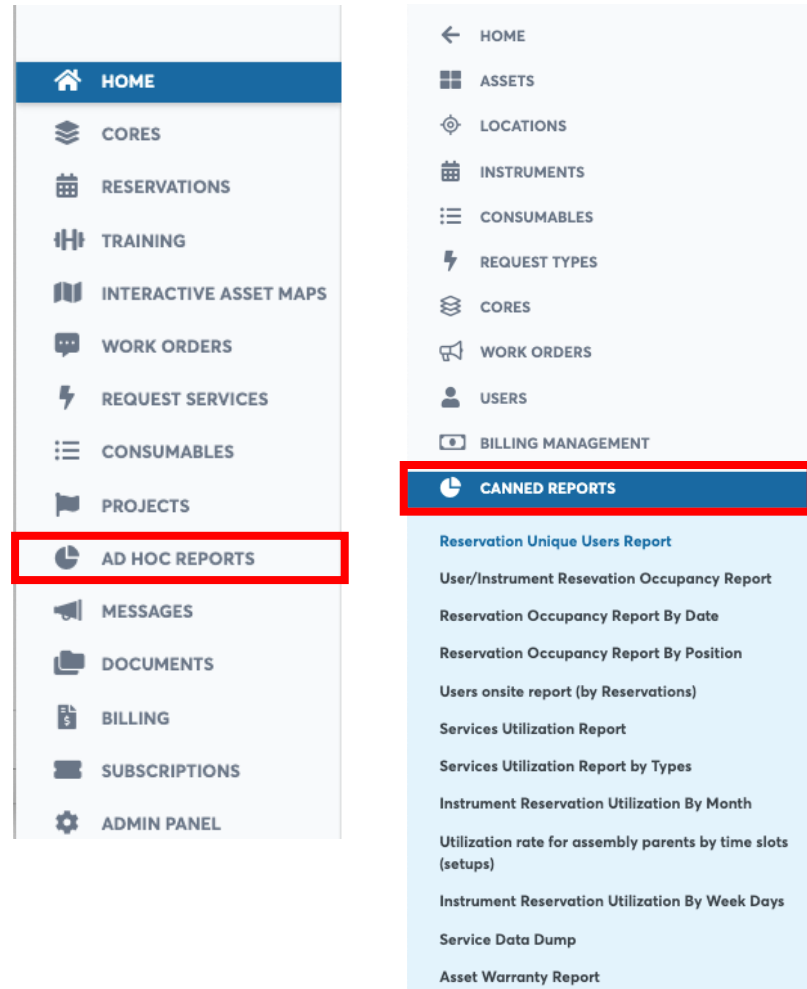


- «Consumable Types» submenu under «CONSUMABLES» on Admin Panel is moved to «CONSUMABLES» main manu on HOME (no need to go to Admin Panel)

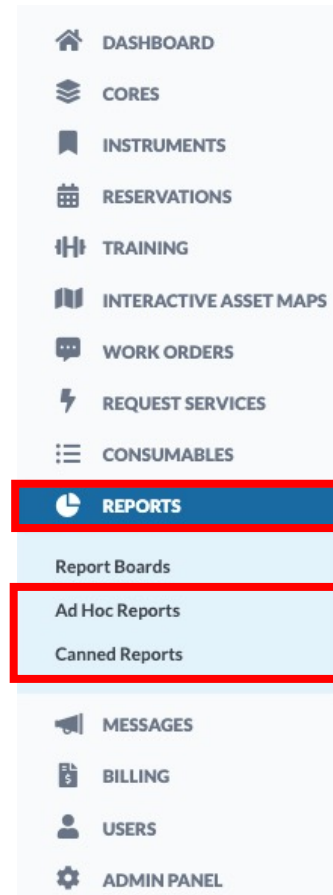


Core admin: Moved main/sub menu items AD HOC REPORTS, CANNED REPORTS

Current prod (home and admin panel)



New menu structure

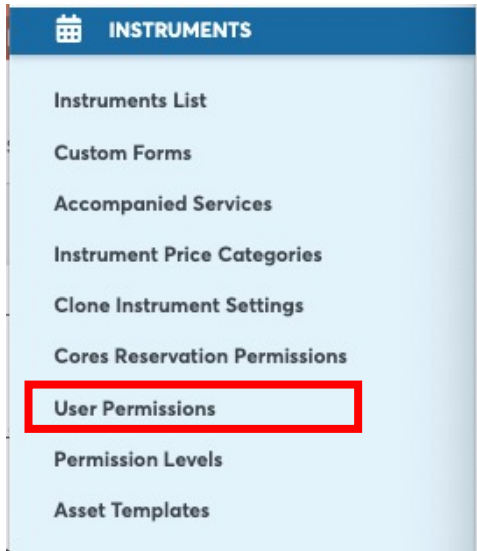


- AD HOC REPORTS and CANNED REPORTS (on ADMIN PALEL) were moved under REPORTS
- Reort Boards submenu is to be explained later in the presentation.

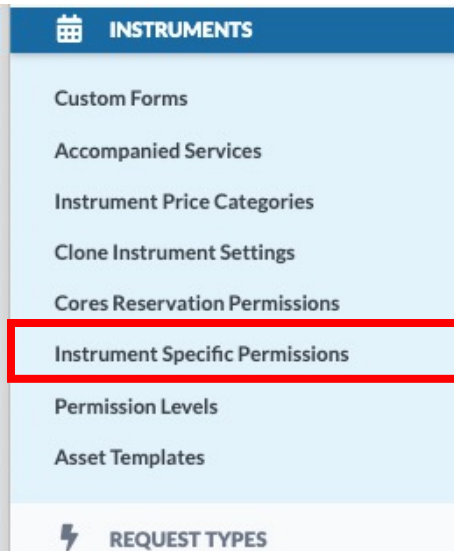
Core admin

INSTRUMENTS menu on ADMIN PANEL

Current prod



New menu structure



- «User Permissions» got a new name «Instrument Specific Permissions»

Core admin

Dashboard: System Main Dashboard

The screenshot shows the Bookitlab System Main Dashboard. At the top, the user is logged in as 'core admin' and the selected core is 'P4B_Test S...'. The dashboard is divided into several sections:

- Quick Actions:** Contains five cards for 'Upcoming reservations', 'Usage Records', 'Sample Requests', 'Consumable', and 'Work Orders', each with a primary action button.
- Timeline:** A calendar view for 'Nov 07, 2023' showing a grid of time slots from 00:00 to 09:00. Resources listed include 'Crushing room', 'FFU staff A', and two GC units.
- Announcement:** A modal box titled 'Welcome to the Dashboard Announcement' with a close button.

- When you select multiple cores, System Main Dashboard is shown.
- This applies no matter if you are a core admin of any or all of the selected cores or not.

Core admin

Dashboard: Core dashboard (of your core)

The screenshot shows the Bookitlab Core Admin Dashboard for the 'P4B_Test Service Group'. The interface includes a top navigation bar with the Bookitlab logo, the user's name 'core admin', and a search bar. A blue banner at the top indicates the user is viewing the 'Users View' for this core, with a dropdown menu for 'Users View' highlighted in red. The main content area features a 'Quick Actions' section with four cards: 'Book A reservation!', 'Usage Records', 'Consumable', and 'Work Orders'. Below this is a 'Timeline' section showing a grid of instrument usage for 'Microscope A', 'Microscope B', 'qaID_Additional_Instrument', and 'qaID_Main_Instrument' from 00:00 to 12:00 on Nov 09, 2023. A 'Welcome to the Dashboard Announcement' pop-up is visible in the bottom right corner.

- When you select a core that you are a core admin of, it shows core dashboard with customization possibility.
- You can customize «Users View» and staff view.

Core admin

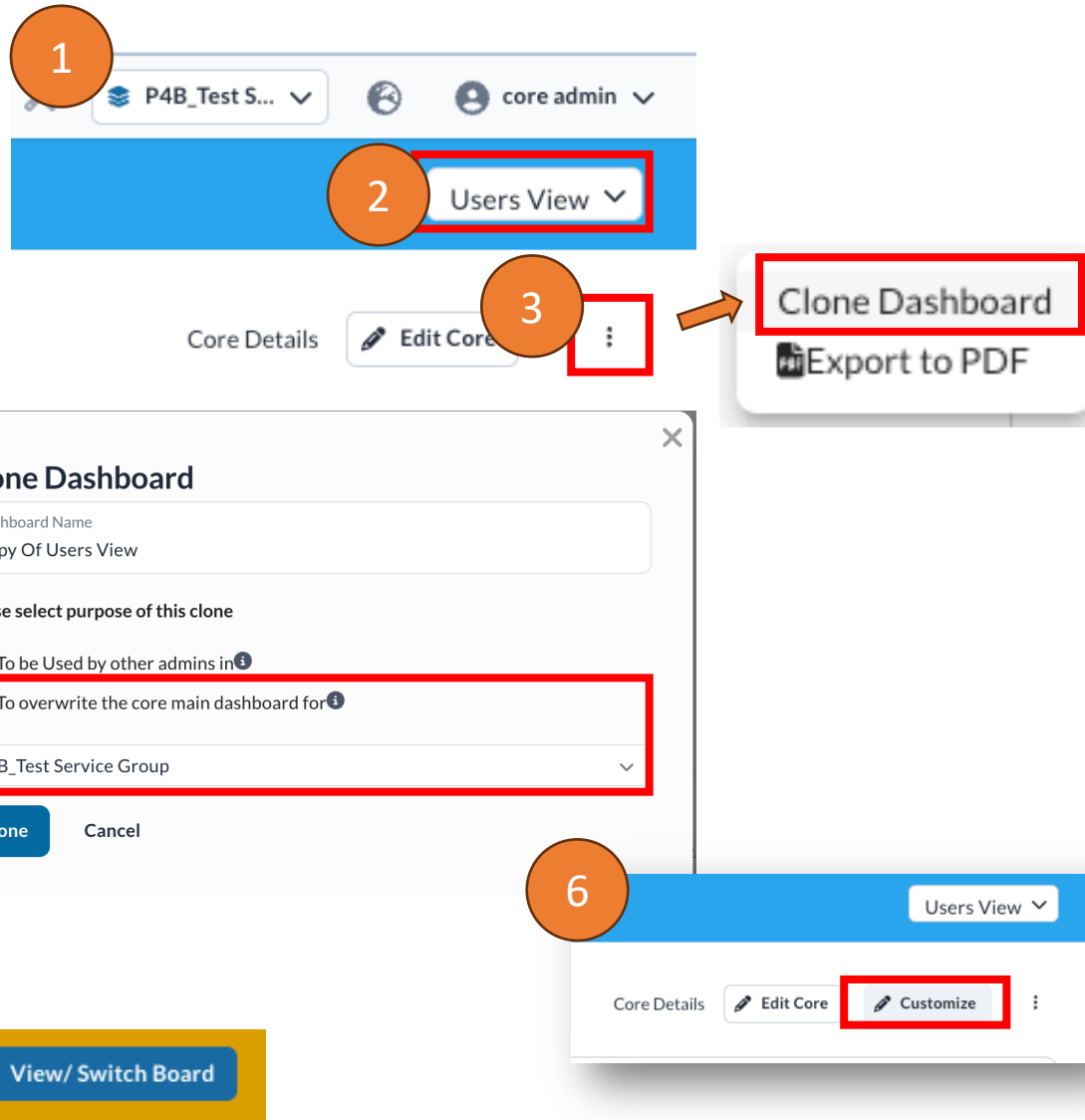
Dashboard: Core dashboard (user view)

The screenshot displays the Bookitlab dashboard for a user viewing a core. The top navigation bar includes the Bookitlab logo, the user's institution (UiO - Universitetet i Oslo), a search bar, and a dropdown menu for the selected core, 'IBV - Oslo', which is highlighted with a red box. The user's name, 'core admin', is also visible. The main content area is titled 'IBV - Oslo NorMic Imaging Platform' and features a 'Quick Actions' section with three cards: 'Book A reservation!', 'Usage Records', and 'Work Orders'. Below this is a 'Timeline' section showing a grid of reservations for various instruments, including Andor Dragonfly Spinning Di..., Andor Revolution Spinning D..., Leica TIRF Microscope, Olympus FV1000 confocal m..., Olympus FV1000 Upright co..., Olympus SpinSR SoRa Spinni..., and Workstation 1 - 3604. A 'Welcome to the Dashboard Announcement' pop-up is visible in the bottom right corner.

- When you select a core that you are NOT a core admin of, then you will see «User View» of the board.

Core admin

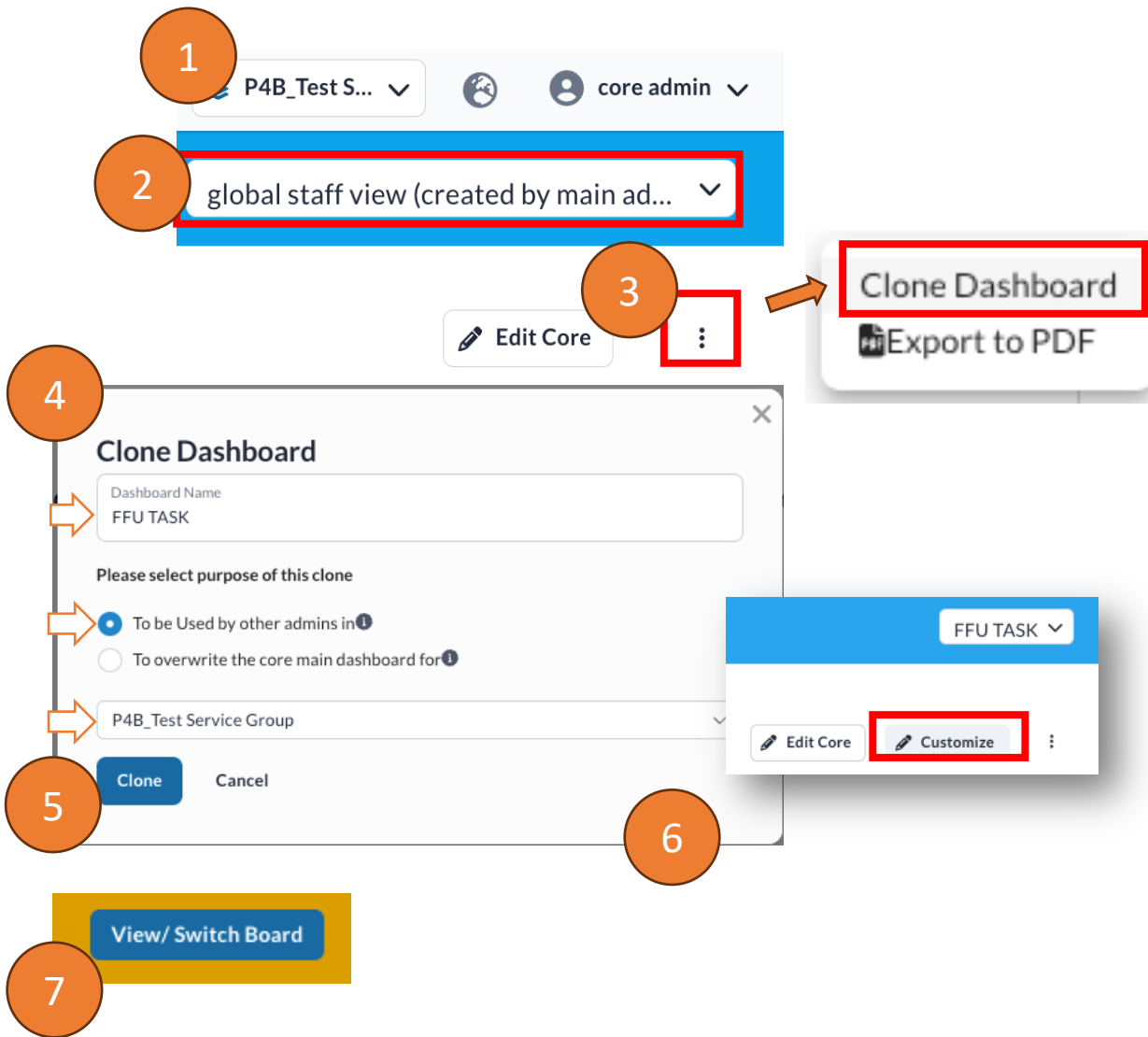
Core main dashboard; end users view



1. Select one core that you are a core admin of.
2. Choose «Users View».
3. Click three-dots icon and «Clone Dashboard».
4. On the pop-up window,
 - i. Select «To overwrite the core main dashboard for», and
 - ii. the core this new dashboard would be used for.
 - «Dashboard Name» can be left as is
5. Click «Clone».
6. Open «Users View» dropdown and choose one that shows «Customize» button, and click it for editing.
7. When editing is done, click «View/Switch Board».
8. After this, you will see only one «Users View».

Core admin

Core staff dashboard; core staff view



1. Select one core that you are a core admin of.
2. Choose «global staff view».
3. Click three-dots icon and «Clone Dashboard».
4. On the pop-up window,
 - i. Fill in a new dashboard name,
 - ii. select «To be Used by other admins in» and
 - iii. Choose the core this new dashboard would be used for.
5. Click «Clone».
6. Open the newly made dashboard, and click «Customize» for editing.
7. When editing is done, click «View/Switch Board».
8. After this, core admin can choose this dashboard and also can add another board.

Core admin

Common dashboards are under optimization

Main administrator team at UiO in collaboration with the service provider (Prog4Biz) are still working on optimizing Common dashboards (System Main Dashboard, Global Staff View).

Please mind that these common dashboards will be updated within the next few weeks.

It is totally up to you to create your core's own boards for both user view and staff view before the common dashboards are updated.

Core admin Report Boards

The screenshot shows the bokitlab core admin interface. The top navigation bar includes the bokitlab logo, the UiO logo, a search bar, and a dropdown menu for "FFU - Data...". A red box highlights the "Invoices/Charges Dashboard" dropdown menu. The main content area displays the "Invoices/Charges Dashboard" with a table of invoices by month. Below the table are sections for "Invoice query budget" and "invoice query", both showing "Loading Failed" messages. A blue rounded rectangle highlights a list of available report boards:

- Reservation Query Dashboard
- Asset Dashboard
- Utilization Dashboard
- Usages Dashboard
- Reporting
- Invoices/Charges Dashboard
- + Add Board

- Reort Boards is a dashboard of diverse types of data (e.g. Reservation query, invoices/charges)
- As a core admin, you can customize/add boards and widgets.

Core admin

How to customize reports board



1. Choose a board
2. Click «Customize»
3. Click icon on the right-shoulder of a widget and click «Settings»

Questions, issues, problems?

Send feedback/questions to bookitlab-hjelp@usit.uio.no