

The Chaoul Center for Nanoscale Systems
Tel Aviv University Center for NanoScience
and Nanotechnology

BookitLab – Scheduler and Log-in System

In case something is
wrong. Email to
nporecki@tauex.tau.ac.il

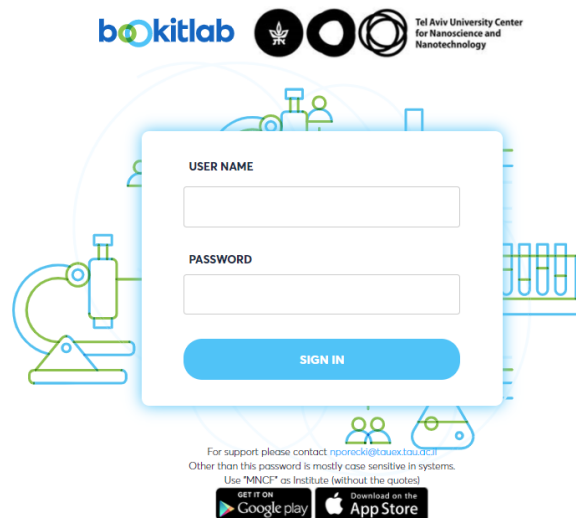
Updated: 19/12/22

New user registration

- Send Email to Noa Shafir ortalta@tauex.tau.ac.il with the information below:
 1. First Name + Last Name
 2. User Group - the name of your supervisor.
 3. Email
 4. Phone number
 5. 1-2 slide about your resersh and tool needed in the center
- Ortal will set up 15min time to review and create new user with an initial password, you will have to change it after your first entry.

Before the first Log in

- In order to access Bookitlab any time you are not connected to [TAU.ac.il](https://tau.ac.il) wired network, you need to connect Virtual Private Network (VPN).
- Please follow the instructions in the link to install it: <https://computing.tau.ac.il/helpdesk/remote-access/communication/vpn>
- External users should contact Noa Shafir (noashafir@tauex.tau.ac.il) for VPN access.



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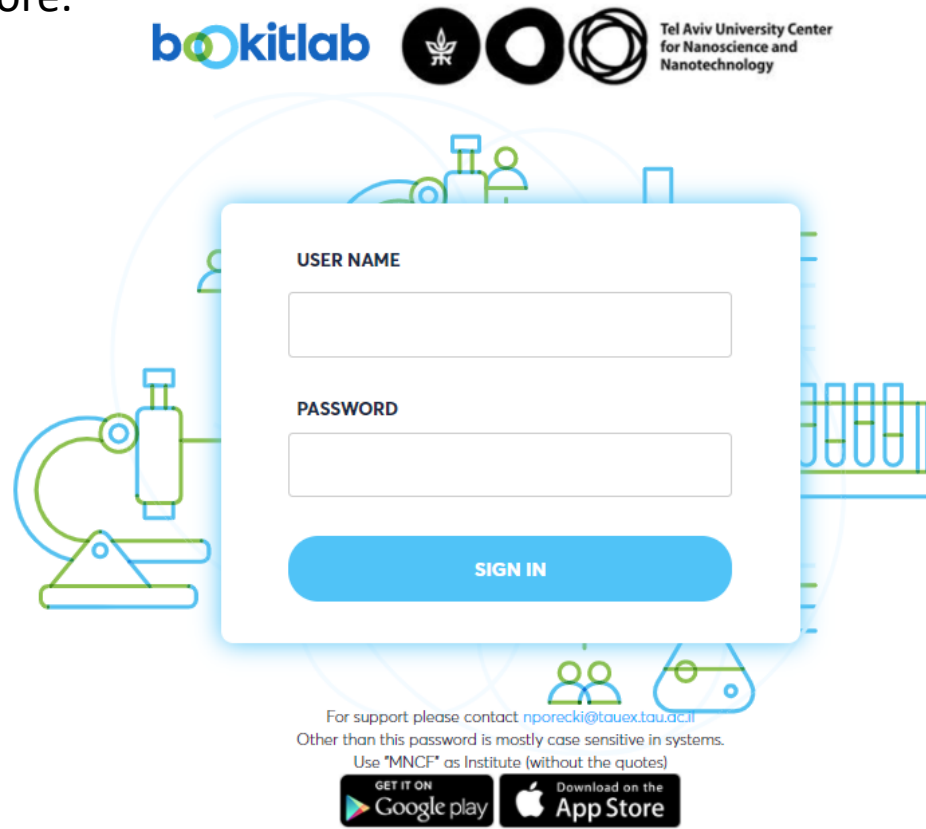
First Log in

Go to <https://mncf.tau.ac.il>

You can also use a mobile app. Just look for “Bookit-lab” in play/app store.

Our institute is **MNCF**.

The app is easy to use.



The login interface features a central white box with a blue border. Inside, there are two input fields: 'USER NAME' and 'PASSWORD'. Below these fields is a prominent blue button labeled 'SIGN IN'. The background is decorated with various scientific icons in blue and green, including a microscope, test tubes, and a person. At the top, the 'bookitlab' logo is displayed in blue, followed by three circular icons: a leaf, a circle with a dot, and a circle with a ring. To the right of these icons is the text 'Tel Aviv University Center for Nanoscience and Nanotechnology'. At the bottom of the login box, there is a line of text: 'For support please contact nporecki@tauex.tau.ac.il. Other than this password is mostly case sensitive in systems. Use "MNCF" as Institute (without the quotes)'. Below this text are two buttons: 'GET IT ON Google play' and 'Download on the App Store'.

USER NAME

PASSWORD

SIGN IN

For support please contact nporecki@tauex.tau.ac.il.
Other than this password is mostly case sensitive in systems.
Use "MNCF" as Institute (without the quotes)

GET IT ON Google play

Download on the App Store

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Password Change

Press on the Lock Icon to change your password

The screenshot shows the BookitLab dashboard interface. On the left is a sidebar with navigation links: HOME, INSTRUMENTS, MAINTENANCE, and OTHER SERVICES. The main content area has a header with the BookitLab logo and navigation icons. Below the header is a search bar and a user profile dropdown menu. The user menu is open, showing options: User Details, Change Password (highlighted with a red box), Log Out, and test to delete. A notification banner at the top of the main content area states: "A new version of Bookitlab was released on Nov 04, 2019! If you encounter any issues, you are requested to perform Cache clean. (Open browser -> Ctrl+Shift+Del -> clear) and then login to Bookitlab." Below this is a list of updates: Versaline - problem with RF Generator, Penta Sputter Targets installed: ITO, SiO2, Cr, Au, VST GB Evaporator materials installed: Au, Ti, Cr, Ag, Ni, and VST Clean room Evaporator materials installed: Au, Ti, Cr, Ag, Pd, Ni. Further down is a section for 'Recently Booked Instruments' with a list containing 'Ion Beam Sputter (IBS)'. At the bottom, there is a 'Browse By Business Unit / Lab' section with a dropdown menu showing 'Admin'. The footer contains copyright information, version details, server and system times, and a link to the Terms of Use.

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Dashboard

Enter an asset name or asset attribute

test new

User Details

Change Password

Log Out

test to delete

A new version of Bookitlab was released on Nov 04, 2019!
If you encounter any issues, you are requested to perform Cache clean. (Open browser -> Ctrl+Shift+Del -> clear) and then login to Bookitlab.

- Versaline - problem with RF Generator
- Penta Sputter Targets installed: ITO, SiO₂, Cr, Au
- VST GB Evaporator materials installed: Au, Ti, Cr, Ag, Ni
- VST Clean room Evaporator materials installed: Au, Ti, Cr, Ag, Pd, Ni

Recently Booked Instruments

- If you are familiar with the instruments that you would like to book, please re-select it from the recently booked instruments, or browse for the requested instruments by its business unit and group.

Ion Beam Sputter (IBS)

Browse By Business Unit / Lab

> Admin

© BookitLab - Core Facilities Management Software By Prog4biz 2020 v:9.2.7283.18302 server time: 06/02/2020 10:20:36 +02:00 system time: 06/02/2020 10:20:36 Last update: 15/01/2020 09:42:08 Terms Of Use

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Home Page

The screenshot shows the Bookitlab Dashboard. On the left is a sidebar with the Bookitlab logo and navigation links: HOME, INSTRUMENTS, MAINTENANCE, and OTHER SERVICES. The main header includes the dashboard title, a search bar, and a user profile 'test new'. Three notification boxes are present: a new version release (Nov 04, 2019), a list of recent updates (Versaline, Penta Sputter, VST GB and Clean room evaporators), and a reservation status for 12702. Below these is a 'Currently Active Usages' section with a table and a 'Log Off' button. The table has columns for USER, ONLINE SERVICE, DURATION, PLANNED TIME OUT, START, and END. The current user 'test new' is using 'AJA Miller' for 0.00 hours, with a planned time out of 06/02/2020 12:00:00. The table shows 3 entries, with the first one selected.

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test new

Dashboard

Enter an asset name or asset attribute

SEARCH

Advanced Search

A new version of Bookitlab was released on Nov 04, 2019!
If you encounter any issues, you are requested to perform Cache clean. (Open browser -> Ctrl+Shift+Del -> clear) and then login to Bookitlab.

- Versaline – problem with RF Generator
- Penta Sputter Targets installed: ITO, SiO₂, Cr, Au
- VST GB Evaporator materials installed: Au, Ti, Cr, Ag, Ni
- VST Clean room Evaporator materials installed: Au, Ti, Cr, Ag, Pd, Ni

Your reservation 12702 for [AJA Miller](#) has started. To end the reservation before its original end time, please [click here](#).

Currently Active Usages [More Details](#)

USER	ONLINE SERVICE	DURATION	PLANNED TIME OUT		START	END
test new	AJA Miller	0.00	06/02/2020 12:00:00	Log Off	06/02/2020 11:01	06/02/2020 11:01



Show 3 entries Previous 1 Next

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Instrument permission

Under Instruments → User training, you will see the machines/instruments you are allowed to use. If something is missing contact the email below.



The Chaoul Center for Nanoscale Systems
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test new

HOME

INSTRUMENTS

Calendar

Timeline

Reservations History




Usage History

User Training

MAINTENANCE

OTHER SERVICES

User Training

USER	SERVICE GROUP	INSTRUMENT	COURSE	DATE OF TRAINING	TRAINER NAME	LEVEL ACHIEVED	RESERVATION	REQUIRES ADMIN APPROVAL ON NEXT RESERVATION	TRAINING EXPIRES	REMARKS
 test new	Film deposition-nano	Ion Beam Sputter (IBS)		03/04/2019		Trained User		False	01/02/2024	
 test new	Litho-nano	MJB3		03/04/2019	Nirit Porecki Shamay	Trained User		False	01/02/2024	
 test new	Etcher-eng	AJA Miller		05/02/2020		Trained User		False		

Previous 1 Next Showing 1 to 3 of 3 entries

Search: Show 10 entries

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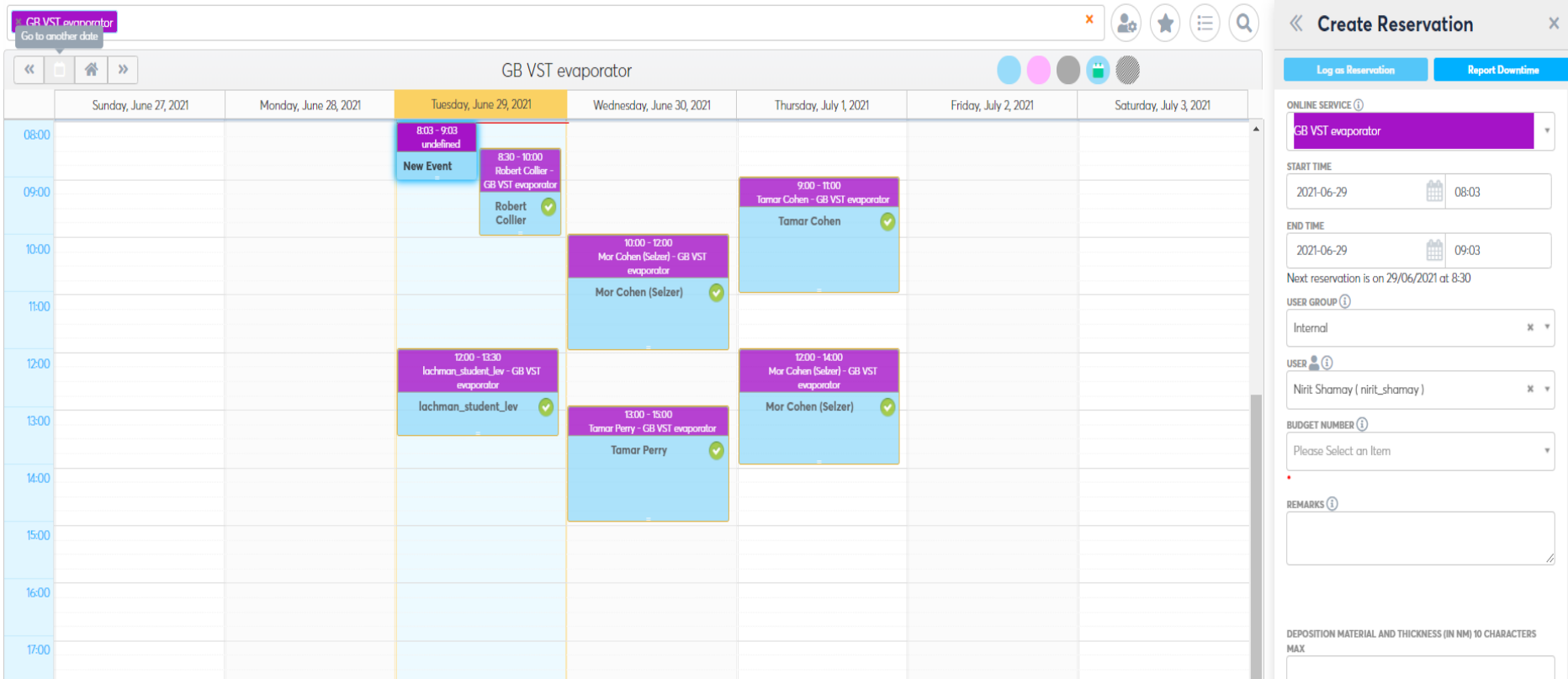
Make reservations

Hi Nirit Shamay! Let's book something.

 Enter a resource name to book it

In Home page –
there is a **shortcut** to
go to the calendar of
a specific
equipment.

The reservation
page opens
automatically
near the
calendar



GB VST evaporator

Go to another date

« »

Sunday, June 27, 2021 Monday, June 28, 2021 Tuesday, June 29, 2021 Wednesday, June 30, 2021 Thursday, July 1, 2021 Friday, July 2, 2021 Saturday, July 3, 2021

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

8:03 - 9:03 undefined
New Event

8:30 - 10:00 Robert Collier - GB VST evaporator
Robert Collier ✓

10:00 - 12:00 Mor Cohen (Selzer) - GB VST evaporator
Mor Cohen (Selzer) ✓

12:00 - 13:30 Iachman_student_lev - GB VST evaporator
Iachman_student_lev ✓

13:00 - 15:00 Tamar Perry - GB VST evaporator
Tamar Perry ✓

9:00 - 11:00 Tamar Cohen - GB VST evaporator
Tamar Cohen ✓

12:00 - 14:00 Mor Cohen (Selzer) - GB VST evaporator
Mor Cohen (Selzer) ✓

Create Reservation

Log as Reservation Report Downtime

ONLINE SERVICE ⓘ
GB VST evaporator

START TIME
2021-06-29 08:03

END TIME
2021-06-29 09:03

Next reservation is on 29/06/2021 at 8:30

USER GROUP ⓘ
Internal

USER ⓘ
Nirit Shamay (nirit_shamay)

BUDGET NUMBER ⓘ
Please Select an Item

REMARKS ⓘ

DEPOSITION MATERIAL AND THICKNESS (IN NM) 10 CHARACTERS MAX

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Make reservations - Scheduler

In order to reserve an instrument, go to Instruments→ Calendar.

Search for the instrument. Press on a time in the calendar and fill out the reservation window on the right and save.

The screenshot displays the 'bookitlab' scheduler interface. The top navigation bar includes the 'bookitlab' logo, the 'The Chaoil Center for Nanoscale Systems' and 'Tel Aviv University Center for Nanoscience and Nanotechnology' logos, and a user profile section with a question mark, a person icon, and the text 'test new'. Below the navigation bar is a search bar containing 'ajal'. The left sidebar shows a 'HOME' button and a list of instruments: 'Etcher-eng' and 'AIA Miller'. The main area shows a calendar for the 'GB VST evaporator' instrument. The calendar is a grid with days of the week as columns and time slots as rows. Reservations are shown as colored blocks with details like time, name, and a green checkmark. A 'Create Reservation' form is open on the right, with fields for 'ONLINE SERVICE', 'START TIME', 'END TIME', 'USER GROUP', 'USER', 'BUDGET NUMBER', and 'REMARKS'. The form is titled 'Create Reservation' and has a 'Log as Reservation' button and a 'Report Downtime' button.

bookitlab

The Chaoil Center for Nanoscale Systems
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HOME

INSTRUMENTS

Calendar

Timeline

ajal

Etcher-eng

AIA Miller

please consider trying both screens to see which one fits your needs better!

Admins/ staff: If using a Calendar role please click to open today's calendar to get a dynamic calendar that keeps showing the current date as days go by. To see a daily calendar, please click the column head of the required day!

GB VST evaporator

Go to another date

GB VST evaporator

Sunday, June 27, 2021

Monday, June 28, 2021

Tuesday, June 29, 2021

Wednesday, June 30, 2021

Thursday, July 1, 2021

Friday, July 2, 2021

Saturday, July 3, 2021

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

8:03 - 9:03 undefined

New Event

8:30 - 10:00 Robert Collier - GB VST evaporator Robert Collier

10:00 - 12:00 Mor Cohen (Selzer) - GB VST evaporator Mor Cohen (Selzer)

12:00 - 13:30 lachman_student_lev - GB VST evaporator lachman_student_lev

13:00 - 15:00 Tamar Perry - GB VST evaporator Tamar Perry

9:00 - 11:00 Tamar Cohen - GB VST evaporator Tamar Cohen

12:00 - 14:00 Mor Cohen (Selzer) - GB VST evaporator Mor Cohen (Selzer)

Create Reservation

Log as Reservation

Report Downtime

ONLINE SERVICE (1)

GB VST evaporator

START TIME

2021-06-29 08:03

END TIME

2021-06-29 09:03

Next reservation is on 29/06/2021 at 8:30

USER GROUP (1)

Internal

USER (1)

Nirit Shamay (nirit_shamay)

BUDGET NUMBER (1)

Please Select an Item

REMARKS (1)

DEPOSITION MATERIAL AND THICKNESS (IN NM) 10 CHARACTERS MAX

Make reservations - Scheduler

The screenshot displays a web-based reservation scheduler interface. The top navigation bar includes a search bar with 'AJA Miller' entered, a star icon, and a menu icon. Below the navigation bar, the interface is divided into a sidebar and a main calendar area. The sidebar on the left contains links for HOME, INSTRUMENTS, MAINTENANCE, OTHER SERVICES, MESSAGES, and ADMIN PANEL. The main calendar area shows a grid of days from Sunday, February 2, 2020, to Saturday, February 8, 2020. The time slots range from 08:00 to 19:00. A reservation for 'Hagar Halevi - AJA Miller' is shown on Sunday, February 2, 2020, from 08:45 to 11:30. Another reservation for 'Nirit Shamay - AJA Miller' is shown on Thursday, February 6, 2020, from 13:00 to 14:00. A red arrow points to this reservation with the text 'Your Reservation'.

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Make reservations - Scheduler

>> Reservation #27093

ONLINE SERVICE ⓘ

MA6

START TIME

2022-01-10 14:00

END TIME

2022-01-10 15:00

USER GROUP ⓘ

Internal

USER ⓘ

Nirit Shamay

BUDGET NUMBER ⓘ

1

ASSISTED RESERVATION ⓘ

☐

STAFF USER ⓘ

Nirit Shamay (nirit_shamay)

ORDER STATUS ⓘ

Approved

REMARKS ⓘ

IF YOU ARE WORKING AFTER HOURS (BEFORE 8:00, AFTER 18:00 AND ON WEEKENDS) PLEASE ENTER YOUR BUDDY CONTACT INFORMATION, IF NOT PLEASE WRITE N/A

na

OFFLINE SERVICES

[Less Options](#)

UPDATE RESERVATION

CALCULATE CREDIT

CANCEL RESERVATION

- You can Cancel your reservation (if you are not coming) – Make sure to read and understand cancelation policy

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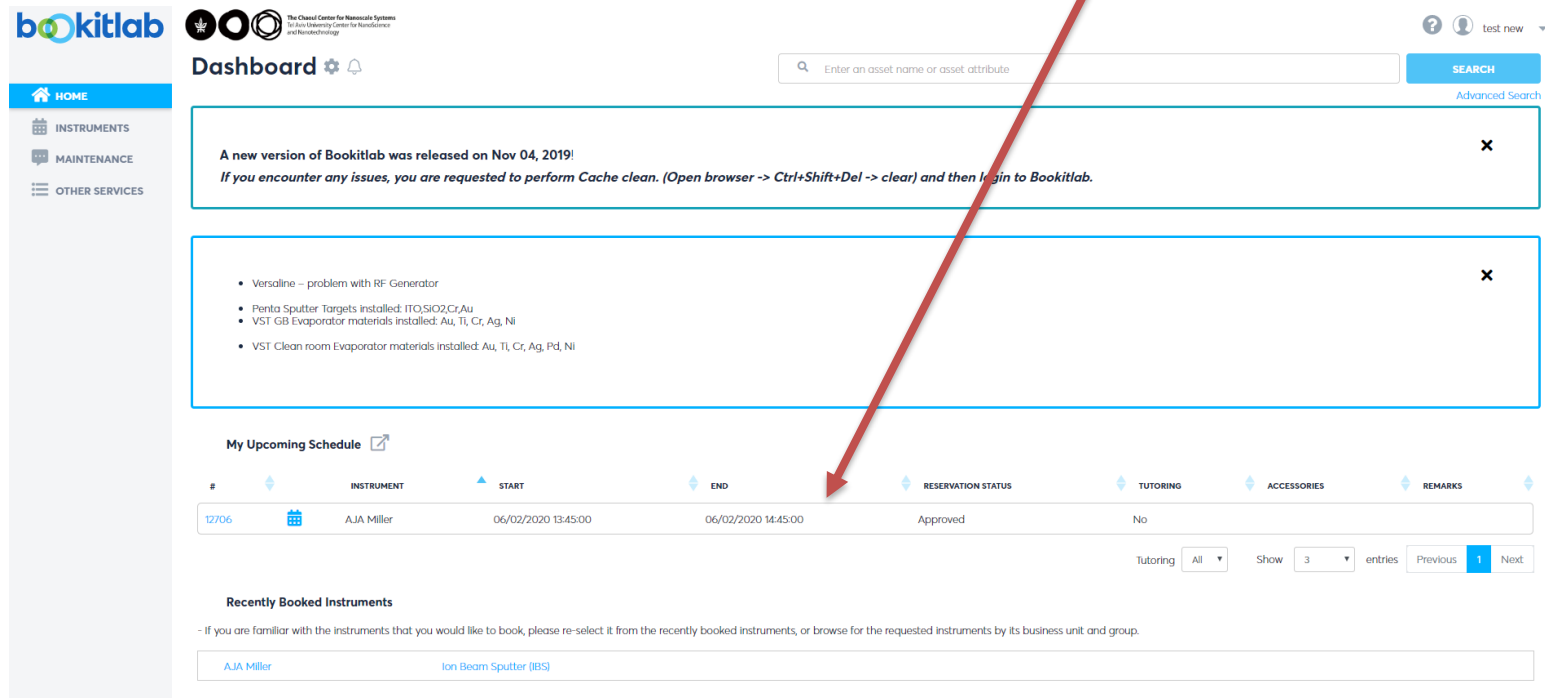
Cancellation Policy

- 1.If you reserve an equipment and didn't use it – you will pay for the reservation period (The price is the same as an hr of use).
- 2.If you had a reservation longer than the actual use – you will pay for usage and the extra reserved time (**).
- 3.Cancellation policy:
 1. If you cancel your reservation $\text{hrs} \geq 72$ of the reservation there will be no charges.
 2. If you cancel your reservation $72 > \text{hrs} \geq 48$ of the reservation – you will pay 20% of the reservation cost.
 3. If you cancel your reservation $48 > \text{hrs} \geq 24$ of the reservation – you will pay 50% of the reservation cost.
 4. If you cancel your reservation $\text{hrs} < 24$ of the reservation you will pay 100% of your reservation.

***There is a grace period of $\frac{1}{2}$ hr Late time and $\frac{1}{2}$ early leave time. Which means for example if you had a reservation of 4 hrs and you used the equipment for 2hrs you will pay only for the extra 1hr ($4 - 2 + 1(\text{grace period}) = 1\text{hr}$ extra for the reservation).

Reservation notification

In case you made reservation you will see a notice on your upcoming usage in the Home screen



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Dashboard

Enter an asset name or asset attribute SEARCH

Advanced Search

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- Versaline – problem with RF Generator
- Penta Sputter Targets installed: ITO, SiO₂, Cr, Au
- VST GB Evaporator materials installed: Au, Ti, Cr, Ag, Ni
- VST Clean room Evaporator materials installed: Au, Ti, Cr, Ag, Pd, Ni

My Upcoming Schedule

#	INSTRUMENT	START	END	RESERVATION STATUS	TUTORING	ACCESSORIES	REMARKS
12706	AJA Miller	06/02/2020 13:45:00	06/02/2020 14:45:00	Approved	No		

Tutoring All Show 3 entries Previous 1 Next

Recently Booked Instruments

- If you are familiar with the instruments that you would like to book, please re-select it from the recently booked instruments, or browse for the requested instruments by its business unit and group.

AJA Miller Ion Beam Sputter (IBS)

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Start the usage

Go to Instrument → calendar and type the instrument you reserved/want to use. You will see your reservation. You can start the usage by clicking on the equipment name, and then a pop up window will appear with a play button. ▶

Most of the equipment require reservation in order to use it.

Tel Aviv University Center for Nanoscience and Nanotechnology

Evaporator VST Nano

Click to see Asset Details

Evaporator VST Nano

10:00 - 12:00
Ilor korobeynikov - Evaporator VST Nano
Ilor korobeynikov

Evaporator VST Nano

+ Work Order + Reservation ▶ Use

Service Group Film deposition
Availability Approval required
Institute/ Business Eng
Unit
Asset Category BookitLab Category

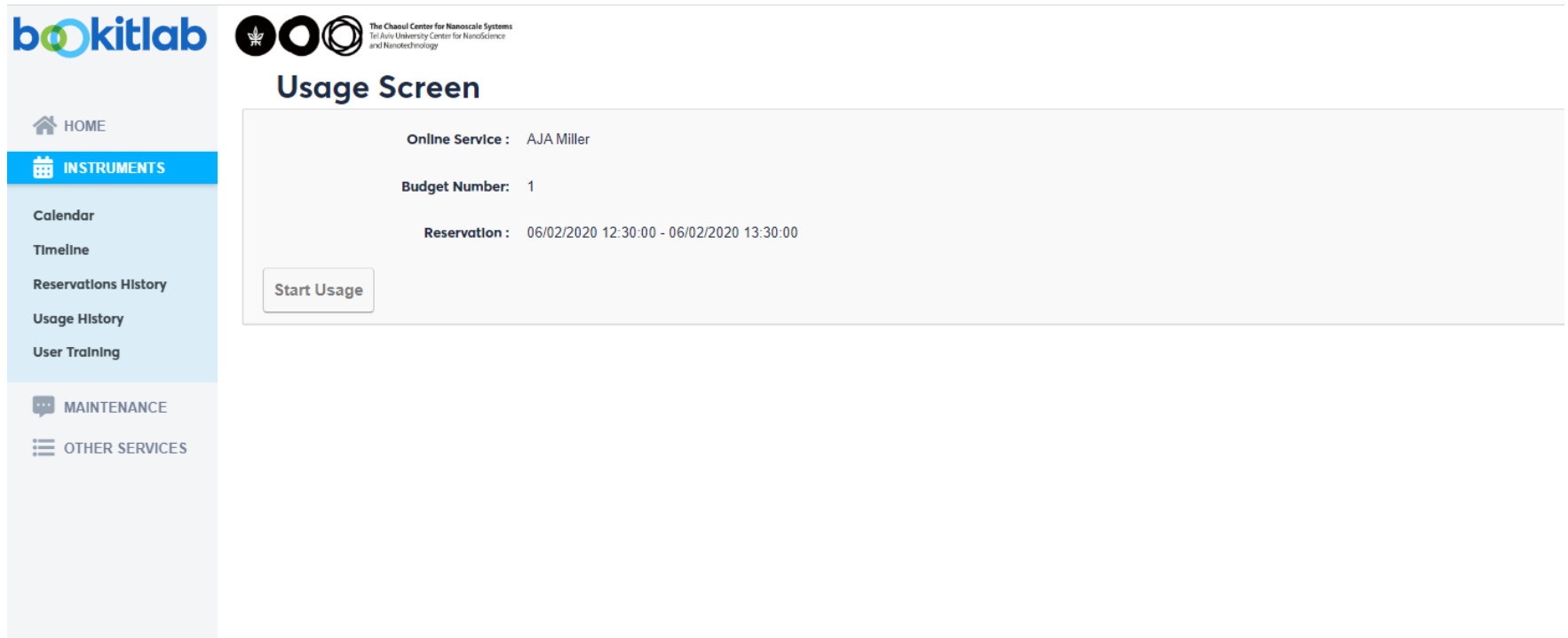
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Starting Usage

After clicking the “play” button you will need to approve by clicking “start usage”. You need to choose a Budget number.



The screenshot shows the 'bookitlab' web interface. The left sidebar contains navigation links: HOME, INSTRUMENTS (highlighted), Calendar, Timeline, Reservations History, Usage History, User Training, MAINTENANCE, and OTHER SERVICES. The main content area is titled 'Usage Screen' and displays the following information:

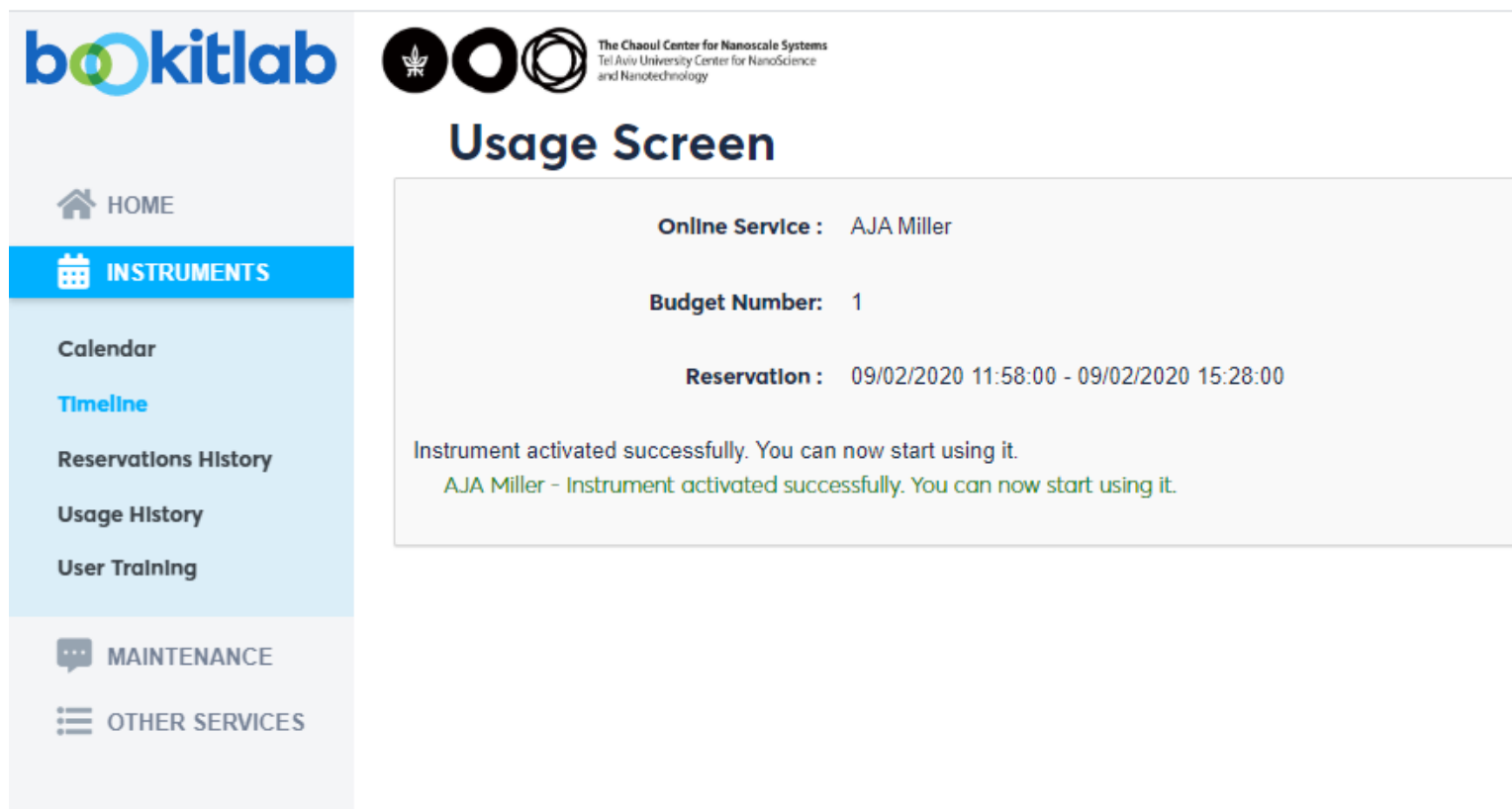
- Online Service : AJA Miller
- Budget Number: 1
- Reservation : 06/02/2020 12:30:00 - 06/02/2020 13:30:00

A 'Start Usage' button is visible at the bottom left of the main content area.

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Usage started successfully



The screenshot shows the 'bookitlab' web interface. On the left is a sidebar with navigation links: HOME, INSTRUMENTS (highlighted in blue), Calendar, Timeline, Reservations History, Usage History, User Training, MAINTENANCE, and OTHER SERVICES. The main content area is titled 'Usage Screen' and displays the following information:

- Online Service :** AJA Miller
- Budget Number:** 1
- Reservation :** 09/02/2020 11:58:00 - 09/02/2020 15:28:00

Below this information, a message states: 'Instrument activated successfully. You can now start using it.' followed by 'AJA Miller - Instrument activated successfully. You can now start using it.'

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Log –Off from Instrument

The screenshot shows the Bookitlab dashboard interface. On the left, a sidebar contains navigation links: HOME, SERVICE GROUPS, INSTRUMENTS, WORK ORDERS, OTHER SERVICES, LAB MANAGEMENT, MESSAGES, and ADMIN PANEL. The 'HOME' link is highlighted with a red box. The main dashboard area has a header with the Tel Aviv University Center for Nanoscience and Nanotechnology logo, a search bar, and a notification icon. Below the header, a message states: 'If you encounter any issues, you are requested to perform Cache clean. (Open browser -> Ctrl+Shift+Del -> clear) and then login to Bookitlab.' A greeting message says 'Hi Nirit Shamay! Let's book something.' followed by a search bar for resource names. The 'Currently Active Usages' section displays a table with columns: USER, ONLINE SERVICE, DURATION (HRS), PLANNED TIME OUT, START, and END. Each row has a 'Log Off' button highlighted with a red box. The table contains 9 rows of active usage data.

USER	ONLINE SERVICE	DURATION (HRS)	PLANNED TIME OUT	START	END
Edo Kon	DLS (Zeta size/potential)	23.13	N/A	28/06/2021 13:03	29/06/2021 12:10
Nimrod Harpak	Raith 150	2.43	N/A	29/06/2021 9:45	29/06/2021 12:10
Ananya Patra	Raith 150-2	0.85	29/06/2021 13:00:00	29/06/2021 11:19	29/06/2021 12:10
Jonathan Gershuni	Vinci sputter	0.73	29/06/2021 14:59:00	29/06/2021 11:27	29/06/2021 12:10
Jonathan Gershuni	Staff Time Nofar	0.72	N/A	29/06/2021 11:27	29/06/2021 12:10
Karen Shushan	Zeiss HRSEM	0.66	29/06/2021 12:15:00	29/06/2021 11:31	29/06/2021 12:10
Stanislav Stepanov	RIE Oerlicon	0.21	29/06/2021 15:00:00	29/06/2021 11:58	29/06/2021 12:10
slava_knylov_student_Neta	Door Eng CR	-0.02	N/A	29/06/2021 12:12	29/06/2021 12:10
Iachman_student_lev	GB VST evaporator	0.12	29/06/2021 13:30:00	29/06/2021 12:03	29/06/2021 12:10

Go to Home → press Log Off to stop your Usage.

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You can monitor your usages

- Under Instruments-> Usage History, you can see your usages. If you need to change something or you forgot to log-out , please send a detailed email with all the information and we will fix it.

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Usage History

HOME INSTRUMENTS Calendar Timeline Reservations History **Usage History** User Training MAINTENANCE OTHER SERVICES

#	USER NAME	TUTORING	OPERATOR	UPDATED BY	USER GROUP	SERVICE GROUP	ONLINE SERVICE	BUDGET NUMBER	LOGIN TIME	LOGOFF TIME	USAGE DURATION	STATUS	START TIME	END TIME	RESERVATION DURATION	LAST UPDATE ADMIN	LAST UPDATE DATE	LATE TIME (M)	EARLY LEAVE TIME (M)	DELTA	DETAILS
12702	test new	No	nirit_shamay	test to delete	Etcher-eng	AJA Miller	1	06/02/2020 11:01:33	06/02/2020 12:24:59	01:23:26	1	06/02/2020 11:00:00	06/02/2020 12:00:00	01:00:00	06/02/2020 10:58:17	0.00	0.00	0.02			

Previous 1 Next Search: Show 10 entries

In case something is
wrong. Email to
nporecki@tauex.tau.ac.il

קריית האוניברסיטה, רמת אביב, תל אביב,
6997801, ת"ד 39040 טלפון: 03-6405613
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Deposition equipment notification

- You **must** document the material and thickness **every** deposition you make. This helps us keep track of materials usage and you will be charged per deposition for some materials.
- Every use of deposition machine, must be accompanied with “Other Services” notification. NO EXCEPTIONS!

Deposition equipment notification

When you schedule a reservation for deposition equipment, you will be required to add “deposition material and thickness (in nm)” and acknowledge that you need to fill the “Other Services” as well.

The screenshot shows the 'New Reservation' form in the bookitlab system. The left sidebar contains navigation links: HOME, INSTRUMENTS (with sub-links: Calendar, Timeline, Reservations History, Usage History, User Training), MAINTENANCE, and OTHER SERVICES. The main form area is titled 'New Reservation' and includes the following fields and options:

- ONLINE SERVICE:** A dropdown menu with 'Vinci evaporator' selected.
- START TIME:** A date and time selector showing '10/02/2020' at '09:00'.
- END TIME:** A date and time selector showing '10/02/2020' at '10:00'.
- USER GROUP:** A dropdown menu with 'N/A' selected.
- BUDGET NUMBER:** A dropdown menu with 'select an item' selected.
- REPETITIVE RESERVATION:** A toggle switch currently turned off.
- I NEED TUTORING FOR THIS RESERVATION:** A toggle switch currently turned on.
- ORDER STATUS:** A dropdown menu with 'Pending' selected.
- REMARKS:** A text area for additional notes.

On the right side of the form, there are two text input fields:

- DEPOSITION MATERIAL AND THICKNESS (IN NM) 10 CHARACTERS MAX:** A single-line text input.
- YOU NEED TO FILL IN THE "OTHER SERVICES" AS WELL. OK?:** A single-line text input.

At the bottom of the form, there are two buttons: 'CREATE RESERVATION' (in blue) and 'EXIT' (with a back arrow icon).

Dashboard

- HOME
- SERVICE GROUPS
- INSTRUMENTS
- WORK ORDERS
- OTHER SERVICES
- LAB MANAGEMENT
- MESSAGES
- ADMIN PANEL

If you encounter any issues, you are requested to perform Cache clean. (Open browser -> Ctrl+Shift+Del -> clear) and then login to Bookitlab.

Hi Nirit Shamay! Let's book something.

Enter a resource name to book it

Currently Active Usages

USER	ONLINE SERVICE	DURATION (HRS)	PLANNED TIME OUT	START	END
Log Off Nirit Shamay	Evaporator VST Nano	0.00	N/A	29/06/2021 8:48	29/06/2021 8:49

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PLEASE CONFIRM END USAGE!

This instrument requires that you enter materials used during this session. Please select from one of the materials/ services shown below in order to end the usage

Mandatory Offline Services Entry for usage end

Au deposition (in nanometers)

x

100

Add

Reason/ Remarks

Test evap

Confirm

Cancel

Press Log off to finish your usage.

Important: You have to press Add in order to add the material

When you work on deposition tools (VST, Vinci, Penta, MRC) , you have to put the thickness of your deposition. With the new update you can't log out without document your deposition material and amount in **nm**.

Don't forget to Log out from
BookitLab!
And keep your password private!

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wrong. Email to
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