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 research 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 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.

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Password Change
Press on the Lock Icon to change your password

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Home Page

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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.

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Make reservations

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

The reservation page opens automatically near the calendar.
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.
Make reservations - Scheduler

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Make reservations - Scheduler

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

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Cancelation 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. Cancelation policy:
   1. If you cancel your reservation hrs>=72 of the reservation there will be no charges.
   2. If you cancel your reservation 72>hrs>=48 of the reservation – you will pay 20% of the reservation cost.
   3. If you cancel your reservation 48>hrs>=24 of the reservation – you will pay 50% of the reservation cost.
   4. If you cancel your reservation hrs<24 of the reservation you will pay 100% of your reservation.

***There is a grace period of ½ hr Late time and ½ 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(grace period))=1hr 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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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.

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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.

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Usage started successfully

In case something is wrong. Email to nporecki@tauex.tau.ac.il
Log –Off from Instrument

Go to Home ➔ press Log Off to stop your Usage.
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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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.
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 documenting your deposition material and amount in nm.  

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

Press Log off to finish your usage.
Don’t forget to Log out from BookitLab!
And keep your password private!

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