BookitLab – Scheduler and Log-in System

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

Updated: 06/02/20
RFID tag

- After presenting in the Process Forum you will get your RFID tag.
- In case you didn’t get it during your session in the Process Forum, please schedule a meeting with Nirit Porecki Shamay or Stas Stepanov to get your RFID tag.
New user registration

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

Press “new user”

In case something is wrong. Email to nporecki@tauex.tau.ac.il
Fill in your details

User Group is the name of your supervisor. Start typing his/her first name and choose from the list. If your supervisor is not on the list, send an email to nporecki@tauex.tau.ac.il
First Log in

Go to [https://mncf.tau.ac.il](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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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 - Scheduler

In order to reserve an instrument, go to Instruments→ Calendar. Search for the instrument. Select time in the calendar fill out the reservation and save.

- For Process forum schedule – search for “Process forum” as equipment.

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Make reservations - Scheduler

Click “show on Calendar” to see your reservation on the Calendar
Make reservations - Scheduler

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Make reservations - Scheduler

- In case something is wrong. Email to nporecki@tauex.tau.ac.il
- You can Cancel your reservation (if you are not coming)
- You can Terminate your reservation in case you finished earlier than expected
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 the 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.

In case something is wrong. Email to nporecki@tauex.tau.ac.il
Usage started successfully
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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Asking for instrument training

In order to reserve an instrument training, go to Instruments → New reservation. Choose “Budget number”. Reserve the time you would like to have the instrument training. In the remarks line you can add remarks that will be displayed. You will note that the order status says “pending”. A staff member that does the training for this instrument will then adjust the time/date (in case the time you set is not good) and change the status to “approved” (or he/she will add more info in the “remarks” line).

In case you're not getting reply within 2 days, please send an email.

“I need tutoring” check box should be selected
Deposition equipment notification

• You **must** notify us on **every** deposition you make. This helps us keep track of materials usage and you will be charged per deposition for some materials.
• You notify when you make reservation (next slides).
• You notify when deposition is finished under “Other Services”.
• 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.
Deposition equipment notification

After or during the deposition you MUST fill in the “Other Services” notification. EVERY deposition MUST be accompanied with this notification. Service Type – choose the material you deposited. Quantity – the thickness in nanometers. Service Date – must be during your deposition run (don’t leave time 00:00). Remarks – Must include the name of the machine and the material in case you choose “other deposition” under Service Type. EXAMPLE ON NEXT SLIDE.
Deposition equipment notification

An example of deposition of 100 nm Au film on Penta on 09/02/2020 at 13:36.
Don’t forget to Log out from BookitLab!
And keep your password private!

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