MicFac-BookitLab Quickstart

- 1. Go to https://core.bookitlab.com/microscopy-jhmi/
- 2. Use JHU SSO Login button and log in with your Johns Hopkins JHED@jh.edu and Password
- 3. Confirm your User Profile, particularly email address.

a) Go to top-right corner and click on your name. b) From the menu, select User Details.	MF Novice User A D User Details G Google Calendar	
c) Review your your Full Name (Display Name) and your Email .	ver Profile Edit Your User D user ID CARD User ID CARD 2 B usede	
d) To Edit, click on 😂 icon.	TITLE DISFLAY NAME EMAIL dummy2@hmi.edu DISCIPLINE	Previous Next

4. Make/See Reservations:

	Quick Actions
From the Dashboard /Homepage - click the Reservation button under "Upcoming reservations"	1 Upcoming reservations Usage Place a reservation or view schedule Start a rea Reservation Start
In the Create Reservation window click on the instrument you want to reserve.	Create Reservation × Contract ▼ Filters Active Assets: Ver Availability Type: Bookable Equipment, Train. P Revent Assets Filter Instrument) List P Revent Assets Recently Used Instrument) Instrument) List(Card) view) Bitspinning Dide Confrocal Nikon SDC/TIRF (ISTORM)
	• 13 • • 25 • • 53 • • 51 • Status Upi • • 83 • • 83 • • 83 • • 93 • Dating Physiology • Bating Physiology • Bating Wood Basic Sci (WBS) • Bating Wood Basic Sci (WBS) • Bating Wood Basic Sci (WBS) Zeits LSM 700 Confocal Zeits LSM 700 FCS Zeits LSM 600 GAAP Zeits LSM 600 Airycean FA.
The Calendar Scheduler window opens with the reservation side panel.	urbute Q 💥 🕑 MF Novice User V Create Reserva i 🛛 X Reservation Ref Sido Paped
 Option 1: Drag a square in the calendar area to "draw" the reservation time 	✓
 Option 2: Enter the start and end times in the reservation side panel 	MF Newlee Uter Microscope Facility Uter Uter Uter Uter Uter Uter Uter Uter
** you must specify your lab's budget number when making a reservation	Graphical Interface ((drag., reshape)) Do Not Repeat
 Save to make the reservation or Close to cancel 	M. yowedbug-AM/the/Start-2022-07-06115/200008/sef-2022-07-06115/200008/sef-2022-07-06115/200008/sef-2022-07-06115/200008/sef-2022-07-06115/200008/sef-2022-07-06115/200008/sef-2022-07-06115/20008/sef-2020-00000000000000000000000000000000