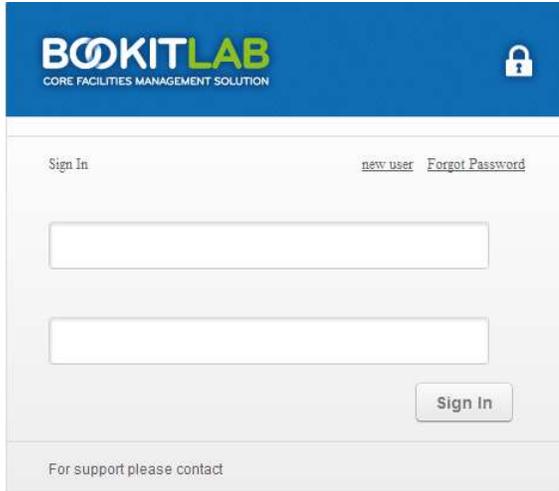


## Signing up to use BookitLab Scheduling Software

Equipment and some lab scheduling is done through Bookitlab software. You will have to register for this. You will receive an email with the following link: <https://core.bookitlab.com/gatewayurp> and the name of your user group.

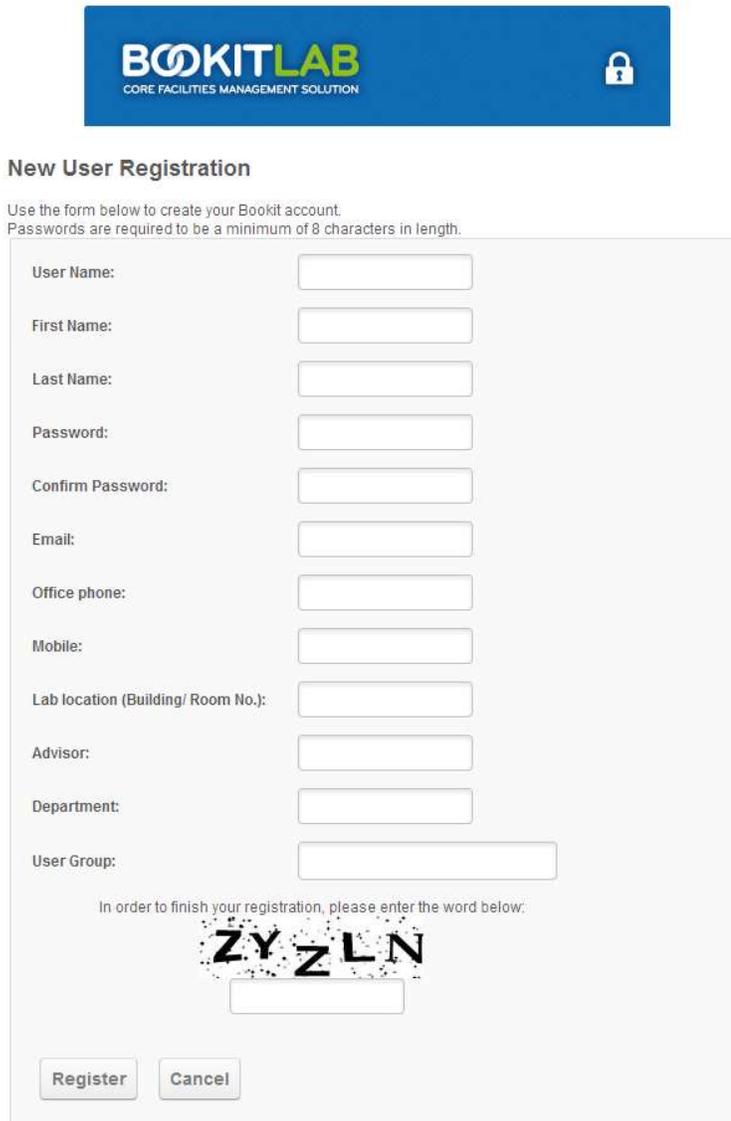
1. Clicking the link will bring you to the following:



The screenshot shows the BookitLab login interface. At the top, there is a blue header with the BookitLab logo and the text 'CORE FACILITIES MANAGEMENT SOLUTION' and a lock icon. Below the header, there is a 'Sign In' section. On the left, it says 'Sign In'. On the right, there are two links: 'new user' and 'Forgot Password'. Below these links are two input fields for username and password. At the bottom right of the input fields is a 'Sign In' button. At the bottom of the page, there is a link for support: 'For support please contact'.

2. Click **new user** at the top of the dialog box.

3. This will bring up the New User Registration form:



**BOOKITLAB**  
CORE FACILITIES MANAGEMENT SOLUTION

**New User Registration**

Use the form below to create your Bookit account.  
Passwords are required to be a minimum of 8 characters in length.

User Name:

First Name:

Last Name:

Password:

Confirm Password:

Email:

Office phone:

Mobile:

Lab location (Building/ Room No.):

Advisor:

Department:

User Group:

In order to finish your registration, please enter the word below:

**ZY Z LN**

4. Fill out this page as follows:
- Choose a **Username** which you should try to limit to about 7 characters all lower case. We suggest your first name and last initial, or last name and first initial or a nickname, but this will be how you appear on the calendar, so it would be helpful to make it something others will recognize.
  - Enter the following required fields
    - Lastname
    - Firstname
    - Password (must be at least 8 characters)
    - Email

- v. Office phone
  - vi. Mobile phone
  - vii. **No one needs to enter anything for lab location**
  - viii. **STUDENTS ONLY** enter Advisor and Department
  - ix. User Group will be your company name which must match exactly what I have entered in the database, so this will be sent to you in the email with the link to the sign in page. Cut and paste it into the field or be sure to type it exactly as it is shown.
  - x. Fill in the word/letters shown – not case sensitive
- c. Click **Register**.
  - d. Once you have successfully completed this registration, it will be sent to the administrator for approval and once approved you will receive an email notifying you.
  - e. You are now registered to use the system.
  - f. Common registration errors...
    - i. Missed spaces or extra spaces in the user group.
    - ii. Password not 8 characters
    - iii. Email or phone numbers missing
5. Administrator approval of your registration will be required before you can schedule.
  6. Before anyone can use a piece of equipment, you must have training (called tutoring in the system). The training is free.
  7. To schedule time:
    - a. login to Bookitlab.
    - b. On the Home screen select the building and then the lab that the equipment is in.
    - c. Click on the equipment to display the calendar. Click on the time you are interested in and the Reservation Detail page will come up

BookitLab - Reservation

Secure https://core.bookitlab.com/gatewayurp/Reservation.aspx?id=36&Start=2017-03-22T09:00:00&End=2017-03-22T09:30:00

**BOOKITLAB** FOCUS ON RESEARCH MANAGE WITH BOOKITLAB  
 A GATEWAY UNIVERSITY RESEARCH PARK

Home Instruments Lab Management Admin Panel

Calendar New Reservation Reservations History

### Reservation Details

Booked By: Ryan, Karen    Mobile: (336) 217-5146    Office: 2500-103    Email: karenr@gatewayurp.com    Tutor Name:

Online Service : Zeiss Auriga FIB/FESEM

User Group: Gateway Employee

User: Ryan, Karen

Area of Study (required): select an item

Start Time: 3/22/2017 9:00 AM

End Time: 3/22/2017 10:00 AM    Next reservation is on 3/22/2017 at 1:00 PM

Weekly Reservation (Repetitive):

I need tutoring for this reservation:

Order Status: Approved

Remarks:

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- d. Area of Study is a required field, so select an area in the dropdown box
  - e. Select your start and end time.
  - f. Click Create Reservation
8. The first time you attempt to schedule time on any piece of equipment will require administrator approval to be sure that you have been trained on that equipment. Once approved for a piece of equipment, you will be able to schedule it without approval. IF MORE THAN A 6 MONTH LAPSE occurs in your use, for certain equipment you may need to retrain.
  9. Click on **Help** in the upper right hand corner for some general information on scheduling.
  10. Questions or problems?

Contact Karen Ryan:  
office: 336-217-5146  
cell or text: 336-479-2488  
email: karenr@gatewayurp.com