Instruction - Instrument booking

https://humle.h.uib.no/Web/index.php?redirect

Log in:
UiB employees: Log in using UiB username and password.
External users: Press “Create an Account”

Email preferences:
Go to “My Account” menu and select “Notification Preferences” to change the email preferences.
**Booking of instrument:**

Go to “Schedule” menu and select “Bookings”. The booking calendar for the “Biogeokjemi lab” appears as default. In order to book instruments in other laboratories, you press the blue arrow (to the right of “Biogeokjemi lab”) and select the desired laboratory.

Once the desired laboratory has been selected, you can move the cursor to the day/time and instrument you would like to book. Use left mouse button to click in one box to select one time period or press the left mouse button and drag the cursor over several boxes to select several time periods.

Fill in the needed information (marked with red arrow), and select your affiliation (blue arrow). You can also change the date and time of your reservation. Press “Create”.

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In most cases the booking must be approved by the person responsible for the instrument.

**Instrument details (location, contact person etc.):**
You can find information about instrument details by holding the cursor over the instrument name.

![Instrument Booking Interface](image)

**Contact information:**
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