

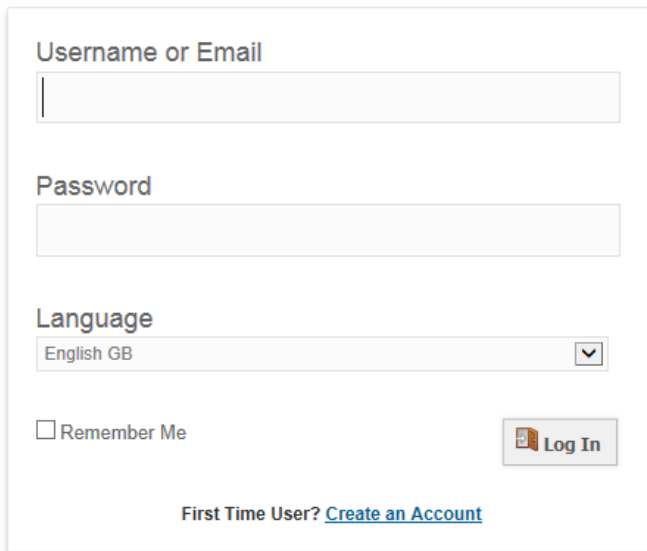
Instruction - Instrument booking

<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"

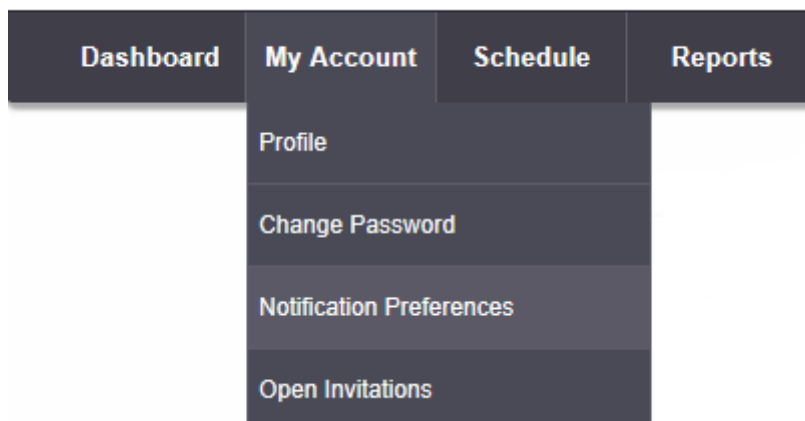


A screenshot of a login form. It features four input fields: 'Username or Email', 'Password', and 'Language' (a dropdown menu currently showing 'English GB'). Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a 'Log In' button with a small icon. At the bottom of the form, there is a link: 'First Time User? [Create an Account](#)'.

[View Schedule](#) | [Forgot My Password](#)

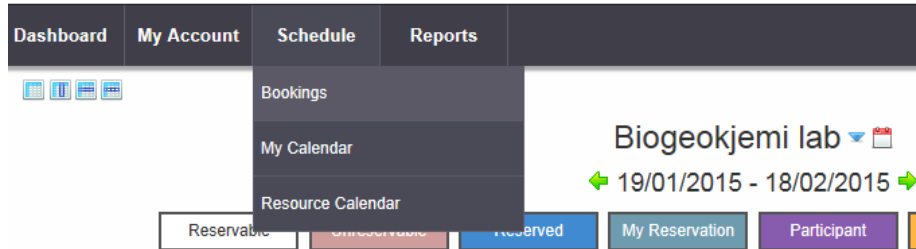
Email preferences:

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.

Monday, 19/01/2015	00:00	08:00	12:00	16:00
Analytik Jena EA4000CS				
Ionekromatograf				
Quattro				
Tuesday, 20/01/2015	00:00	08:00	12:00	16:00
Analytik Jena EA4000CS				
Ionekromatograf				
Quattro				
Wednesday, 21/01/2015	00:00	08:00	12:00	16:00
Analytik Jena EA4000CS				
Ionekromatograf				
Quattro				

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”.

Create a new reservation

Lars Gjermund Evje (lars.evje@uib.no) [Change](#)

Resources to be reserved: [Ionekromatograf](#) [More Resources](#)

Accessories [Add](#)

Begin: 12/06/2015 08:00

End: 12/06/2015 14:00

Reservation Length: 0 days, 6 hours

Repeat: Does Not Repeat

Title of reservation:

Description of reservation:

Participant List

Add or

Invitees

Add or

Send Reminder 15 minutes before the start time 15 minutes before the end time

Additional Attributes

Kostnadssted/Project number: User from: Department of Geoscience UoB

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.

Biogeokjemi lab

02/03/2015 - 01/04/2015

Reservable Unreservable Reserved My Reservation Participant Pending Past Restricted

Resource Filter

Clear Filter

- All -

All

BioGeoKjemi

Crushing room

ICP-MS

Miljømagnetisme

Advanced Filter

Minimum Capacity

Resource Type

- All -

Monday, 02/03/2015

Analytik Jena EA4000CS (Karbonanalysator)

lonekromatograf

Quattro

Tuesday, 03/03/2015

Analytik Jena EA4000CS (Karbonanalysator)

lonekromatograf

Quattro

18:00 19:00

18:00 19:00

Analytik Jena EA4000CS (Karbonanalysator)

Description (no description)

Notes (no notes)

Contact

Location

Resource Type (no resource type set)

- There is no minimum reservation duration
- There is no maximum reservation duration
- Reservations must be approved
- Reservations can be made up until the current time
- Reservations can end at any point in the future
- Reservations can be made across days
- This resource has unlimited capacity

Contact information:

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