Welcome to



## The Strauss Computational Neuroimaging Center at Tel Aviv University (SCAN@TAU)







### Comment:

• Reservation of scanning time slots is available after placing a payment through our local shop within ERP

### Reservation of scanning time slots is done by







### Sign Up and Create New User:

- Enter Book-It-Lab system: <u>https://ecore.bookitlab.com/taumri/Login.aspx?ReturnUrl=%2ftaumri%2fDivisions.aspx</u>
- Press "new user"

BOKITLAB CORE FACILITIES MANAGEMENT SOLUTION	£
Sign In	new user Forgot Password
For support please contact support@	Sign In







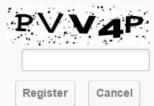
#### **New User Registration**

Use the form below to create your Bookit account.

### **Defining New User:**

- Fill Username (can not be changed)
- Fill Full Name (first and last name)
- User Group: Select your group name by typing your Instrument (7T)
   For instance, "7T\_GroupName"
- Fill a valid e-mail address for receiving updates / reminders related to your personal time scans
- Fill your personal cellular phone for contact (experimenters only)

Username:		*
First Name:		*
Last Name:		*
User Group:		Start typing your User Group name and select from suggested values
Mobile:		*
Office phone:		*
Email:		*
Password:		*
Confirm New Password:		Minimum password length is * 8 characters
Lab location (Building/ Room No.):		
Advisor:		]
Department:		]
Please enter the cha	racters below (not case sensit	ive):
(D))	1.	







### Placing a reservation for scan time slots:

- Log in using your Book-It-Lab ID and password
- Enter "Animal MRI" and then Press "Bruker 7T" or the calendar icon

new user Forgot Passwor
Sign In

Home		
Over	rview	
Browse	e by Business unit / lab:	
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	BRUKER 7T	e 🗎
+	Human MRI 🜐	

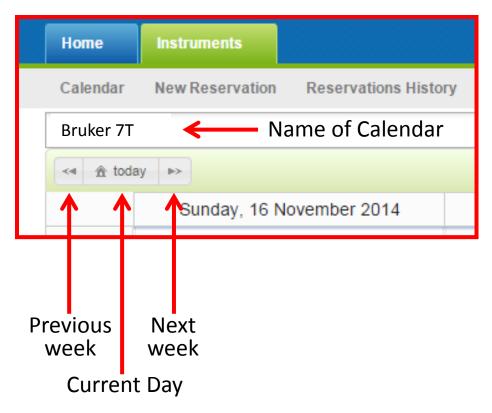




## Placing a reservation for scan time slots:

- Mark the desired time slots
- Note that selecting multiple calendars enforces a daily view (instead of a weekly view)

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nendar	New Deservation Res-	ervation					
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± 100	ay an		BRUK	ER 7T		Peak	Off Peak Offline Training
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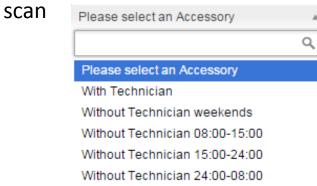






### **Reservation Details:**

- The logged on user personal details appear at the top of the reservation
- Verify that the Instrument ("Bruker 7T")
  Date and Time slots are correct
- Accessory allows selecting the type of



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Home	Instruments				
Calendar	New Reservat	ion Reservations H	listory		
Reserv	ation De	etails			
Booked By:	Mobile	: Lab/Office	phone:	Email:	Tutor Name: test001
	Instrument :	Bruker 7T		Ŧ	
	Accessory:	Please select an Acce	essory	Ŧ	
	Start Time:	◀ 19/11/2014 ►	<ul><li>12:00</li></ul>	•	
	End Time:	◀ 19/11/2014 ►	◀ 14:00	•	
Weekly	Reservation (Re	epetitive):			
Request ap	proval from inst	rument admin: 🛛 🖉			
Reser	vation Status:	Pending		Ŧ	
	Remarks:				
•	Create Reservation	on 🕞	Exit		

DOOVIT

### • <u>Note:</u>

The status of every reservation is automatically set to "**Pending**" until technician approval (done by admin)





### Ordering Time slots at ERP interface

<u>ן תצורות מחשבים מוצעות</u>	<u>ביצוע) חיפוש מתקדם</u>	MRI%	MRI ת סריקות:	א בחנות הזמנ	חיפוש
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				רת תמונות)	הסתר

#### <u>(תעריף שעתי) דע"ח - סריקה עם טכנאי (תעריף שעתי) T7</u>

:פריט יצק	קטגוריה: שירותי מעבדה - רכישת שירותי מעבדה מגורמי פנים - MRI בע"ח
פריט ספק:	URL של נספח:
:CAS No	מס' פריט פנימי: 10009782
רמת ניקיון:	כמות מידה:
יח': <b>שעת עבודה</b>	מחיר: ILS 250
	כמות 1 הוסף לעגלה)

### Scan time slots with Technician For Sunday-Thursday, 08:00-15:00

Place reservation for Half shift (3.5 hours) or Full Shift (7 hours). After 15:00, single hours are optional as well.



### Scan time slots without technician







#### <u>ד בע"ח - סריקה ללא טכנאי בין השעות 8:00-16:00 בימים א'-ה' (תעריף שעתי) T7</u>



<u>(תעריף שעתי) - סריקה ללא טכנאי בין השעות 16:00-24:00 בימים א'-ה' (תעריף שעתי) T7</u>

פריט יצרן:	קטגוריה: שירותי מעבדה - רכישת שירותי מעבדה מגורמי פנים - MRI בע"ח
פריט ספק:	URL של נספח:
:CAS No	מס' פריט פנימי: 10010940
רמת ניקיון:	כמות מידה:
Each :'n'	מחיר: <b>ILS 50</b>
	כמות 1 הוסף לעגלה





### Finally...

- An automatic reminder will be sent 72 hours prior to the scan to the supplied e-mail address
- Additionally, notifications related to the scanner condition and periodic treatments done by Bruker will be delivered by admin



# Good Luck!

# The Strauss MRI imaging Center Tel Aviv University (SCAN@TAU)



We are available at: 7T Control Room: 03-6407802 Yael Office: 03-6405345

