

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

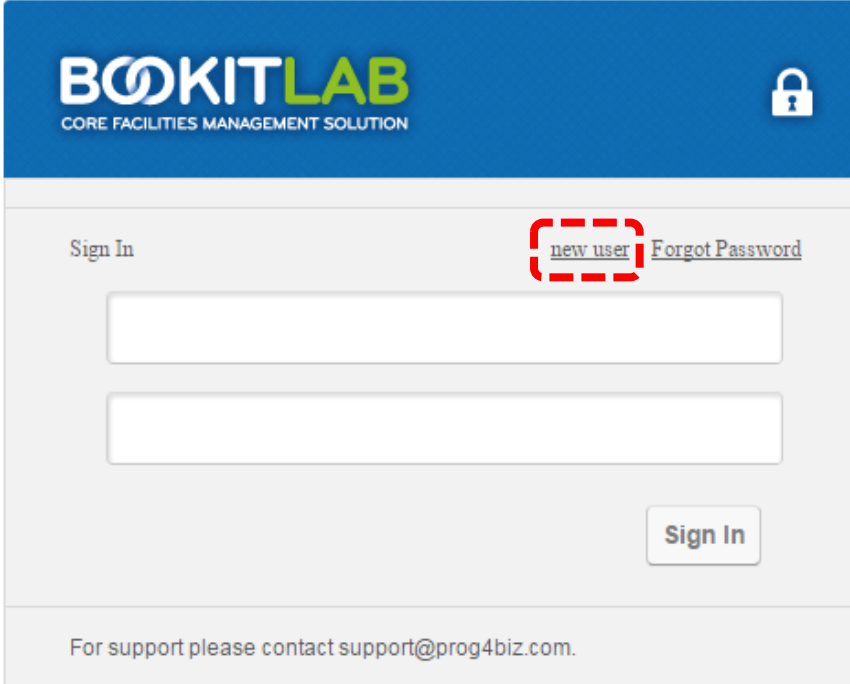
Reservation of scanning time slots is done by





## Sign Up and Create New User:

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



**BOOKITLAB**  
CORE FACILITIES MANAGEMENT SOLUTION

Sign In [new user](#) [Forgot Password](#)

Sign In

For support please contact [support@prog4biz.com](mailto:support@prog4biz.com).



## 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 (either 3T or 7T)  
For instance, “3T\_Group\_Name”
- 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)

### New User Registration

Use the form below to create your Bookit account.

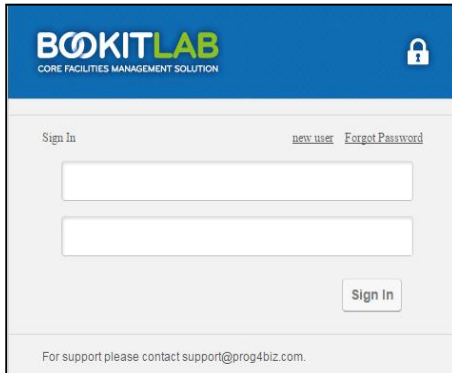
Username:	<input type="text"/>	*
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
User Group:	<input type="text"/>	* Start typing your User Group name and select from suggested values
Mobile:	<input type="text"/>	*
Office phone:	<input type="text"/>	*
Email:	<input type="text"/>	*
Password:	<input type="password"/>	*
Confirm New Password:	<input type="password"/>	* Minimum password length is 8 characters
Lab location (Building/ Room No.):	<input type="text"/>	
Advisor:	<input type="text"/>	
Department:	<input type="text"/>	

Please enter the characters below (not case sensitive):

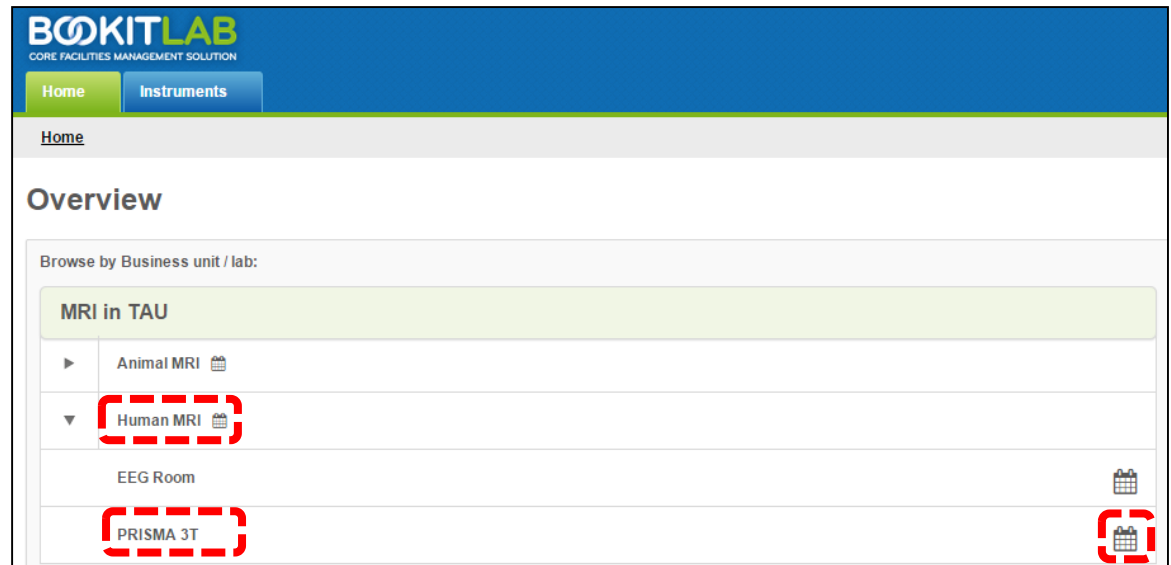
**PVV4P**



## Placing a reservation for scan time slots:



Log in using your Book-  
It-Lab ID and password



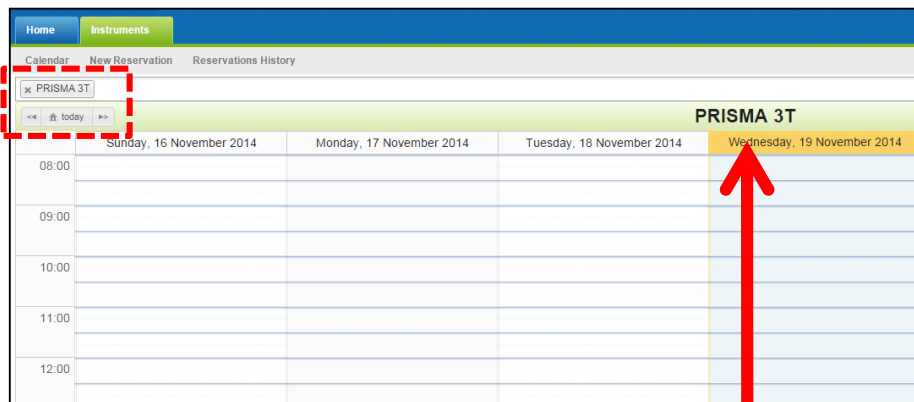
1. Enter "Human MRI"
2. Press "PRISMA 3T" or the calendar icon



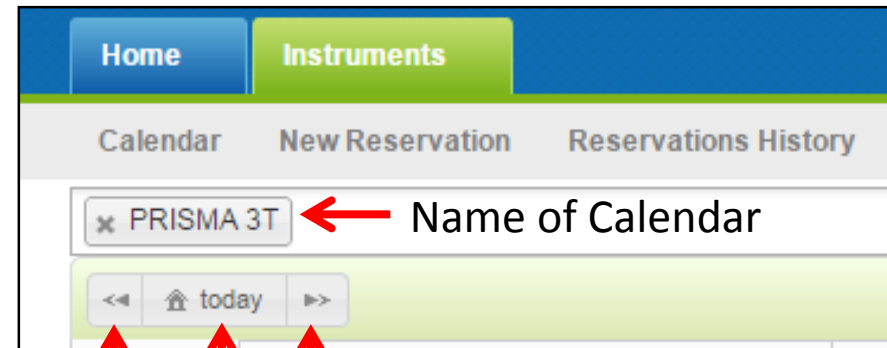
## Placing a reservation for scan time slots:

1. Verify name of instrument (PRISMA 3T)
2. Mark the desired time slots

Note that selecting multiple calendars enforces a daily view rather than a weekly view



Name of Instrument



Previous week

Current Day

Next week

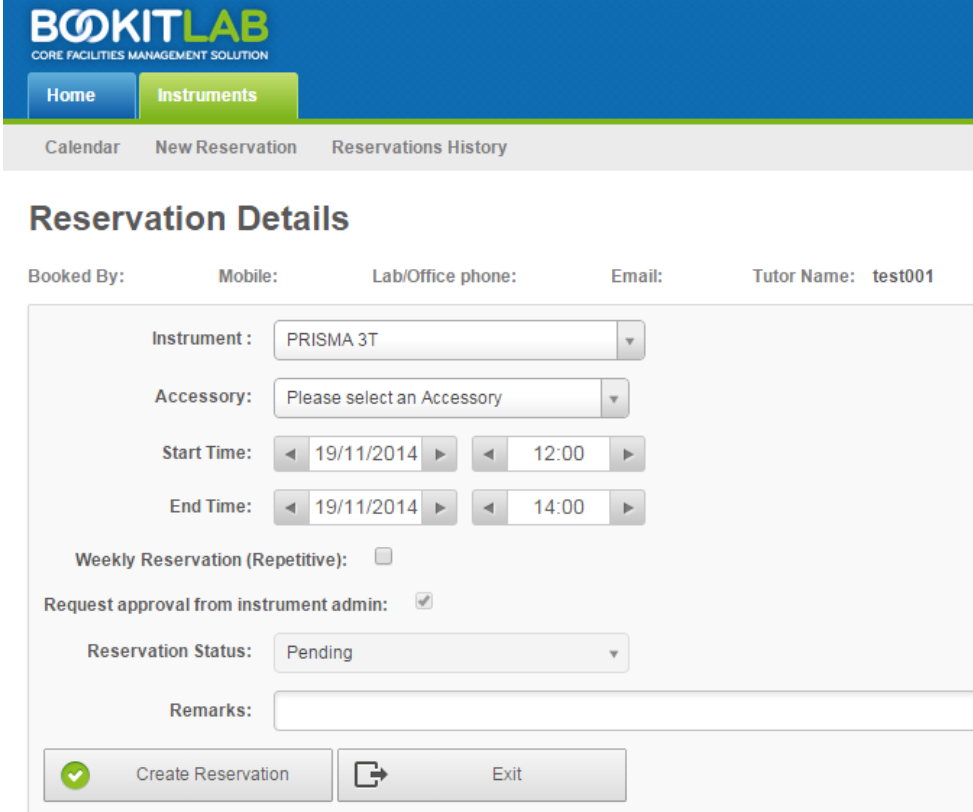


## Reservation Details:

- The logged on user personal details appear at the top of the reservation
- Verify that the **Instrument** (“PRISMA 3T”) **Date** and **Time slots** are correct
- **Accessory** allows selecting the type of scan (with/without technician)
- **Remarks**: make sure to indicate if an **authorized signatory** is needed or not

### Note:

- 1) The status of every reservation is automatically set to “**Pending**” until technician approval (done by admin)
- 2) Any scan, including Pilot scan, is considered as “with technician”



**BOOKITLAB**  
CORE FACILITIES MANAGEMENT SOLUTION

Home Instruments

Calendar New Reservation Reservations History

### Reservation Details

Booked By: Mobile: Lab/Office phone: Email: Tutor Name: test001

Instrument: PRISMA 3T

Accessory: Please select an Accessory

Start Time: 19/11/2014 12:00

End Time: 19/11/2014 14:00

Weekly Reservation (Repetitive):

Request approval from instrument admin:

Reservation Status: Pending

Remarks:

Create Reservation Exit



## Final Words..

- 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 SIEMENS will be delivered by admin



- For further information about Book-IT-Lab system, or any inquiry regard your scanning orders, please contact us at:

[TAU.MRI.AM@gmail.com](mailto:TAU.MRI.AM@gmail.com)



Good Luck!



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