

Clustermarket – Bookkit – UCD Imaging-Conway Core

To get an access to our online booking system you need make sure the user access form has been filled in by your PI/budget holder.

<https://docs.google.com/forms/d/e/1FAIpQLSeQ7uskmuVachaOTkFotZcO5NcclgTnMOKfB1Rr4A2KTmug7w/viewform>

Once we have received the form you will be invited to join **Clustermarket** labs.

Sign up:

Follow the unique access link and sign up:

Sign Up

Already have an account? [Log in here](#) to respond to the invitation.

First Name	Last Name
<input type="text" value="Imaging"/>	<input type="text" value="Test"/>

Email

Phone

Password

Sector

I agree to the [Terms of Use](#) and [Privacy Policy](#).

Note! Your name, email address and phone number will be visible to all UCD Imaging-Conway users. Please use a UCD phone number or leave the field empty.

To book:

Log into Bookkit <https://app.clustermarket.com/login>

From the Lab Dashboard you can find all the equipment you can book.

If you are missing any of the microscopes you've been trained on, please contact UCD Imaging-Conway Core staff.

Click the equipment to select. You will see equipment details and booking calendar. You can book by selecting the date and time on calendar, click on the start time and drag down to the desired end time and click **Continue**.

The screenshot displays the 'Equipment - Details' page in the clustermarket application. On the left, there is a navigation menu with options like 'My Dashboard', 'My Bookings', 'My Orders', 'My Projects', 'My Reviews', 'Create a lab', 'Lab Dashboard', 'Equipment', 'Services', 'Users', and 'Refer a Lab'. The main content area shows the details for a 'Leica UC7 Ultramicrotome' located at 'UCD Imaging - Conway Core Technologies | University College Dublin (UCD)'. The price is listed as '15.0 EUR per hour' (excluding VAT). The room is 'B059' and the location is 'Dublin IE'. The contact person is 'Dimitri Scholz'. A 'Book equipment' calendar is shown on the right, with a booking for '10:00 - 11:00 Equipment Booking' on Wednesday, Feb 23, 2022.

Click **More options** and you can add a note, Optional Add-ons and Project (research account)
To finalize the booking click **Confirm**.

Funding codes are mandatory for booking equipment. If you need to add another project code your PI needs to grant you access before Core staff can add it to your account.

All your bookings can be reviewed, edited or cancelled under My Bookings.

Edit/cancel:

You can edit/cancel your booking 24h before your booking starts. Go My Bookings, select the booking you want to edit/cancel, under Summary you will find buttons to do this.

[Edit booking](#)

[Cancel booking](#)

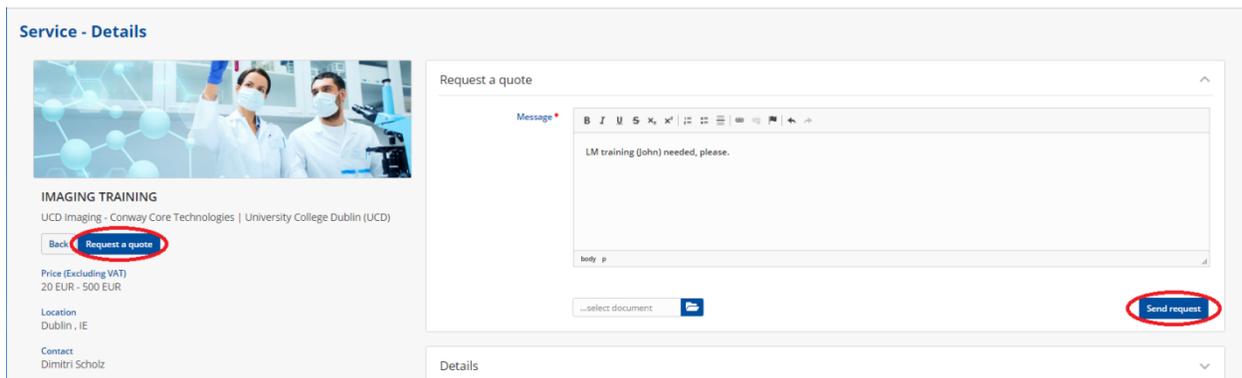
To Edit, just select your booking on the calendar and drag the booking slot over to a different time/date and click

[Update booking](#)

To cancel, just simply click cancel booking button.

To book services/training:

Go to Services and select the service/training that you need from the list. Then click [Request a quote](#), type a message and [Send request](#).



The screenshot shows a web interface for 'Service - Details'. On the left, there is a section for 'IMAGING TRAINING' with a 'Request a quote' button circled in red. The main area is a 'Request a quote' form with a message field containing 'LM training (John) needed, please.' and a 'Send request' button circled in red. The form also includes a 'Back' button, a price of '20 EUR - 500 EUR', and contact information for Dimitri Scholz.

UCD Imaging-Conway Core staff will send you a quote. When you receive this quote go to My Orders, select Service, go to the details page and confirm the order by clicking [Order](#) at the bottom of the screen.

Once the training/service has been done you need to accept that it has been completed.