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:

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.

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.
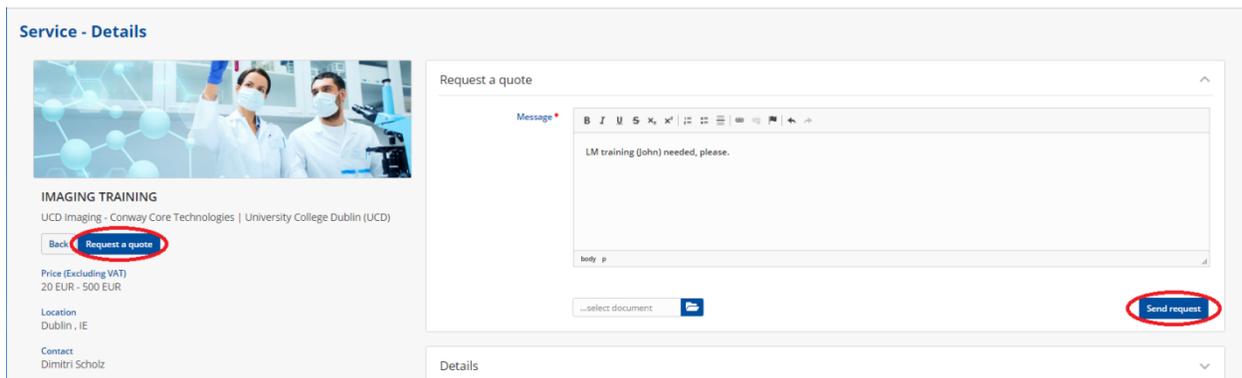
UCD Imaging-Conway Core staff will send you a quote. When you receive this quote go to My Orders, select Service, go to the details page and confirm the order by clicking   Order   at the bottom of the screen.
Once the training/service has been done you need to accept that it has been completed.