



**BOOKING  
BTF USER MANUAL  
V. 1.2/2023**



# BTF BOOKING PROCEDURE

# BTF CALL FOR USERS

To get informed about BTF experimental call opening, please check:

- [BTF site](#)

and/or

- [Subscribe to BTF Newsletter](#)

If you need more information or help, please contact [btflists@lists.infn.it](mailto:btflists@lists.infn.it)

# OVERVIEW

**IT IS MANDATORY TO HAVE AN INFN ACCOUNT WITH:**

- **ENABLED IT RESOURCES**
- **IT SECURITY COURSES PERFORMED**

**to get access to BTF areas and use BTF booking software.**

Create or update your own INFN USER account (see [INFN User Portal guide](#))

# PROCEDURE OVERVIEW

Once the BTF call is open, till the last submission day, the Team Leader can ask for a BTF beam time.

## **The Team Leader has to execute the following steps:**

1. Create or update her/his INFN USER account(see [INFN User Portal guide](#))
2. Submit a new BTF booking request (this guide)
3. Compile the BTF Proposal Questionnaire
4. Waiting for a positive BTF Management Approval
5. Create BTF Team (see [Booking guide for Team Leader](#))

Once **Team Leader** has created the BTF team, then each **Team Member** has to:

1. Submit the Team Access questionnaire (see [Booking guide for Team Members](#))
2. Waiting For Acc. Div. and Personnel secretariat approval

**Each step is limited in time: if not completed by the deadline, it will result in exclusion (team or member) from beamtime.**

After the positive team member approval by LNF secretariats, admitted people can enter 24/7 in BTF Experimental Area and Control Room, for the booked period.

# USEFUL LINKS

## [BTF site](https://btf.lnf.infn.it/schedule-beam-request/)

<https://btf.lnf.infn.it/schedule-beam-request/>

## [BTF booking software](https://booking.dsi.infn.it/)

<https://booking.dsi.infn.it/>

## [INFN User Portal guide](http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Instruction_INFN_USER_Portal.pdf)

[http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Instruction\\_INFN\\_USER\\_Portal.pdf](http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Instruction_INFN_USER_Portal.pdf)

## [Booking guide for Team Leader](http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Booking_guide_team_LEADER.pdf)


[http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Booking\\_guide\\_team\\_LEADER.pdf](http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Booking_guide_team_LEADER.pdf)

## [Booking guide for Team Members \(this guide\)](http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Booking_guide_team_MEMBER.pdf)

[http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Booking\\_guide\\_team\\_MEMBER.pdf](http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Booking_guide_team_MEMBER.pdf)




# CREATE NEW BOOKING



A new booking request (i.e. apply for beam time) involves the following steps:

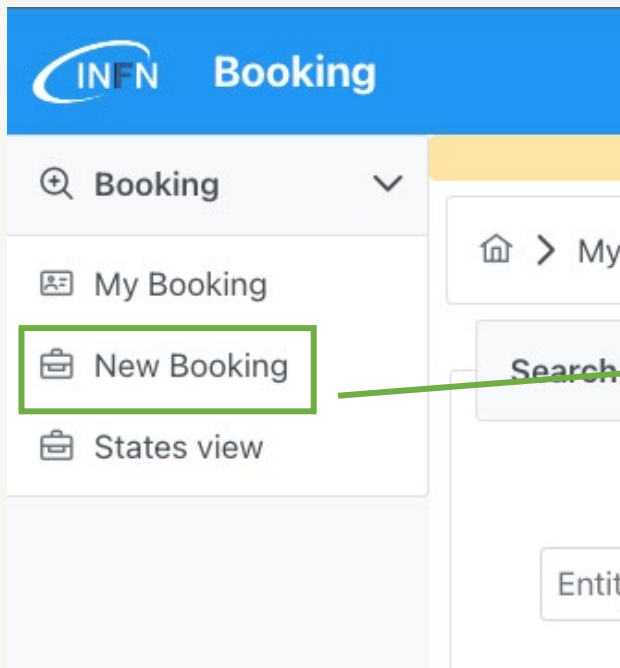
1. Select the entity to book
2. Select the associated entity resources
3. Select start/end date
4. Validate entered data

For BTF applications, the beam time is weekly slotted.





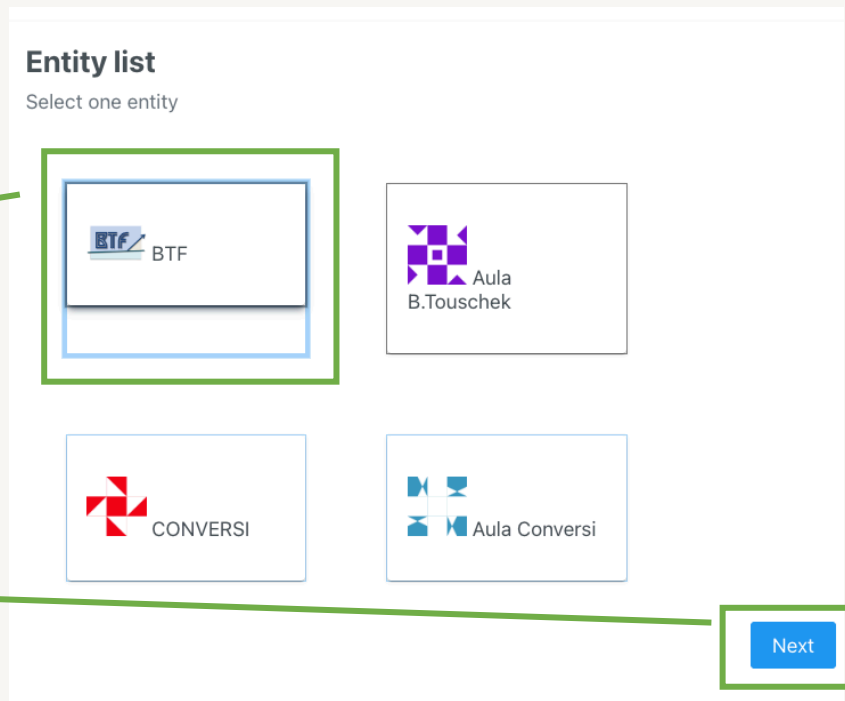
# ENTITY SELECTION



Click on the side menu item 'New Booking'

Select the entity you want to book

Press the next button



# RESOURCE SELECTION

**Resources**

Select resources of booking request. Use left double click mouse or drag and drop on resource name to move resource to one box to another

**Available**

Search by name

Line1

**Selected**

Search by name

Line2

> >> < <<

Prev Next

Select the resource (one at time) you want to book using one of the following methods:

- Double click on an item in the «Available» panel
- Dragging a menu item from the "Available" panel to the "Selected" panel
- By clicking on an item from «Available» panel and pressing the '>' button

Press the «Next» button to continue.

# DATE SELECTION

The screenshot displays a calendar interface for April 2023. At the top, there are navigation arrows, the text "April 2023", and a "today" button. The calendar grid shows days from 27th to 7th. Days 3-16 and 24-30 are green, indicating they are bookable. Days 1-2, 27-30, and 1-2 are greyed out, indicating they are not bookable. An orange bar labeled "12a Maintenance" covers days 17-23. Below the calendar, there are two buttons: "Bookable" (highlighted in green) and "No configuration" (greyed out). At the bottom, there are two input fields labeled "From" and "To" for selecting a date range.

The empty **green boxes** in the calendar are the periods in which the selected resource **can be** booked within the BTF call.

The calendar shows also reservations where it is not possible to book the resource (i.e. reserved periods or resource maintenance periods).

The reservations submitted by users, within the BTF call, are highlighted **in yellow horizontal bars**.

The **greyed** days out of the call period, are not bookable.

# DATE SELECTION

April 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
Temporary						
10	11	12	13	14	15	16
17	18	19	20	21	22	23
12a Maintenance						
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Bookable No configuration

From 03/04/2023 To 09/04/2023

✓ This period is bookable

The date selection can be made in two ways:

- By clicking on the calendar cell and dragging the mouse to the cell that coincides with the end of the reservation.
- By entering the *start* and *end* dates in the «From» and «To» boxes.

**REMEMBER: BTF allows only a full week booking.**

For BTF booking the start date must be a **MONDAY** and the end date must be a **SUNDAY**. Selecting other weekdays will lead to a message error.

# DATE SELECTION

< >

April 2023

today

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
Temporary						
10	11	12	13	14	15	16
17	18	19	20	21	22	23
12a Maintenance						
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Bookable No configuration

From 03/04/2023 To 09/04/2023

✓ This period is bookable

At the end of the selection, an event called "Temporary" will appear on the calendar as a **grey horizontal bar**.

**To cancel the entry of the start/end date**, simply click on another day on which you want to start the booking or insert a new date into the «From» and «To» boxes.

No configuration

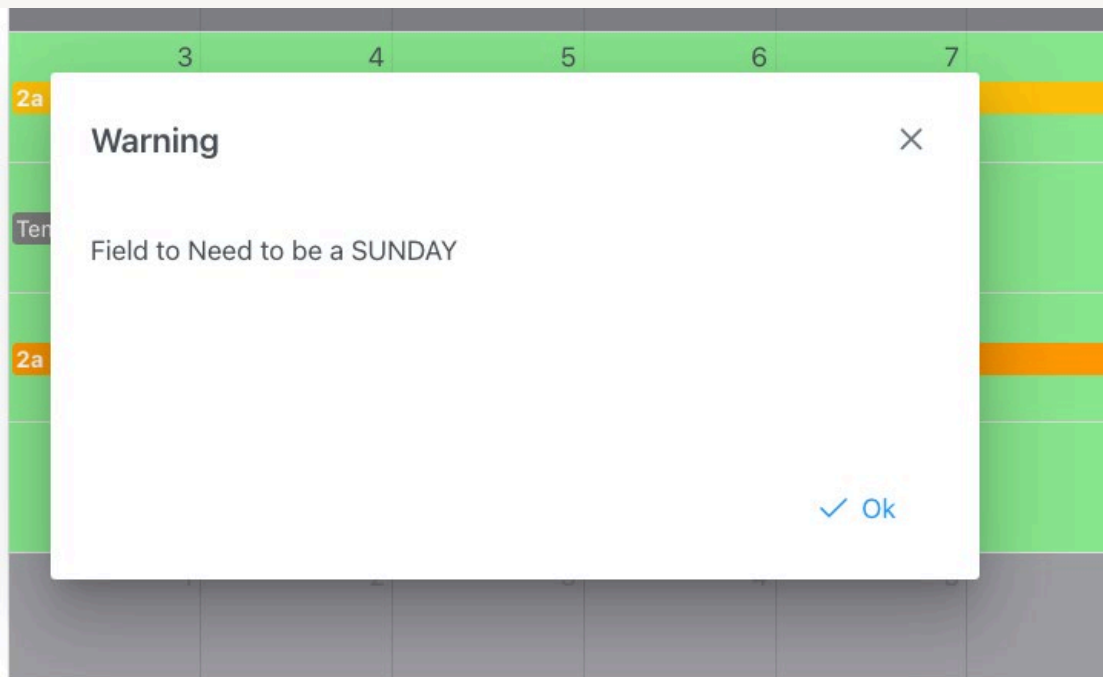
From 10/04/2023 To 14/04/2023

✓ This period is bookable

Prev Next

Once the dates have been chosen, press the «Next» button


**Note:** For BTF booking the start date must be a **MONDAY** and the end date must be a **SUNDAY**. Selecting other week days will lead to a message error:



You will need to change the start and end date before proceeding.

# SUMMARY

Before submitting the request, a summary of the data entered will be shown

 **Summary of request**

**Entity:**  
BTF

**Selected period:**  
10/04/2023 - 16/04/2023

**Resources**

- Line2

Prev Submit

If the data is correct, it is necessary to press the «**Submit**» button to submit the request. **This action is undoable.**

If not, press “**Prev.**” to return back.



# COMPILE BOOKING QUESTIONNAIRE



# COMPILE BTF QUESTIONNAIRE

Once you have submit the BTF Booking request the sytem will show you the first step of the procedure.

← [Home](#) > Player of request

Period: 2023-04-03 / 2023-04-09 [Info](#)

Submitter: Giovanni Lorenzo Napoleoni  
BTF ( Line2 )

Booking Request Questionnaire  
Waiting

Management Request Approval  
Next Step

Team Creation  
Next Step

Waiting Team Members  
Next Step

Request Completed  
Next Step

Selected State

**BTF**

Experiment Proposal name \*

Involved Institutions/Industries/Countries \*

Experiment motivation related to requested beam time, scientific discipline, research area and purposes \*

Proposal category (mark the right one): \*

New - If you are submitting this experiment plan for the first time ▾

Team Leader Telephone Number \*\*

Device under test description (please describe possible hazards) \*

Owned setup to be put in experimental hall. brief description (please describe possible hazards related to)

In this step you must provide all requested information before to go ahead.

# COMPILE BTF QUESTIONNAIRE

**REMEMBER:** It is possible to save a draft for edit the questionnaire before submission.

BTF needed setup, hardware, software and LNF facilities (after handshake with BTF staff) \*

Time needed for experiment [contiguous days] \*

Time needed for experiment roll in [hour] \*

Time needed for experiment roll out [hour] \*

① Measure Description - Download file (link below) and compile it then upload it

Measure Description file link  
[Measure Description File](#)  
Measure description file \*

+ Choose

Saved files

① \* mandatory fields

① \*\*I hereby authorize the use of my personal data in accordance to the GDPR 679/16 - "European regulation on the protection of personal data" and to the INFN Privacy Policy.

Save draft Complete

If all the information is correct, it is possible to click on the «Complete» button in order to go ahead.

**This action is undoable.**

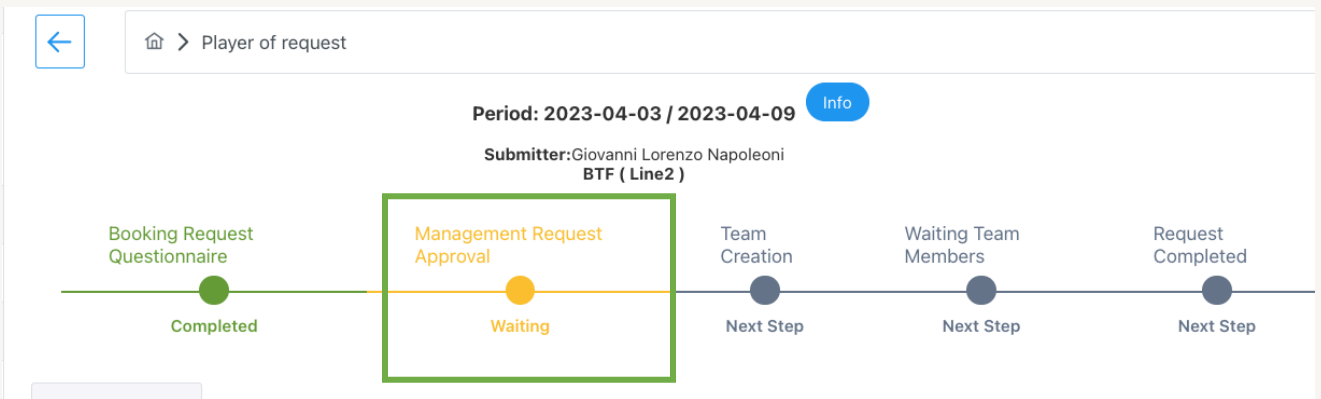
In case you need to remove your booking, please do it asap.



# WAITING FOR MANAGEMENT APPROVAL

# BTF MANAGEMENT APPROVAL PHASE

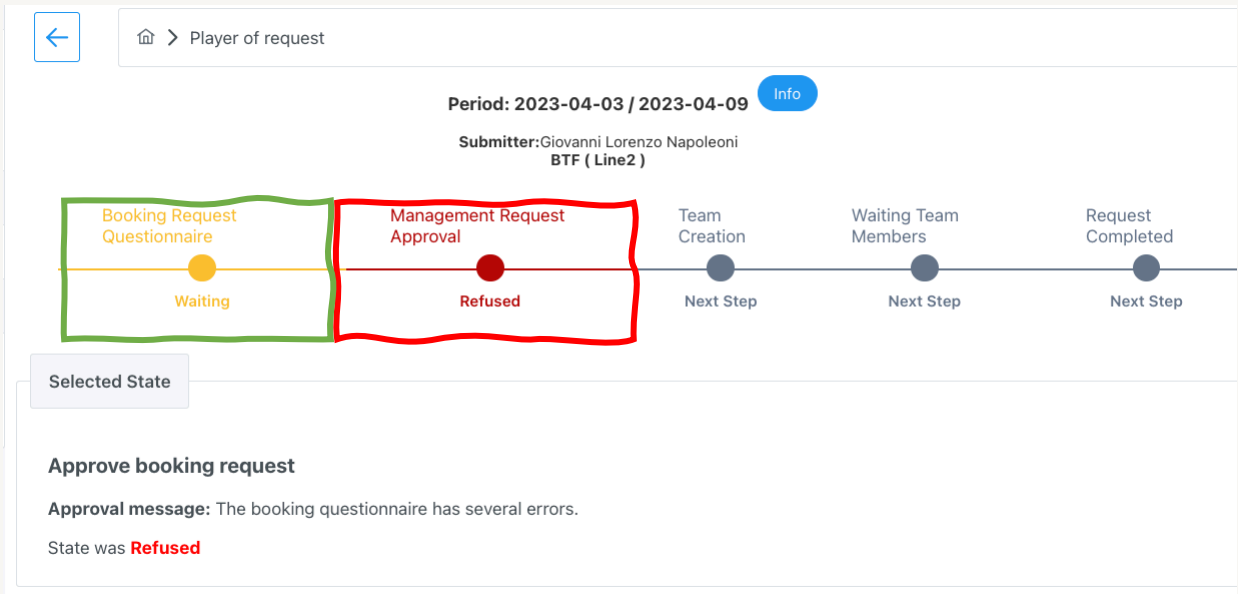
Once you have submitted your BTF Booking questionnaire, the team leader's request hangs till the BTF management approves or rejects the booking.



# BOOKING NO-GO CASE

BTF Management can refuse the questionnaire. In this scenario, an email will be sent to the team leader with the refusal explanation.

The booking timeline bar will be changed in (red frame):



Team Leader can also view the BTF refusal explanation in the «Selected State» panel.

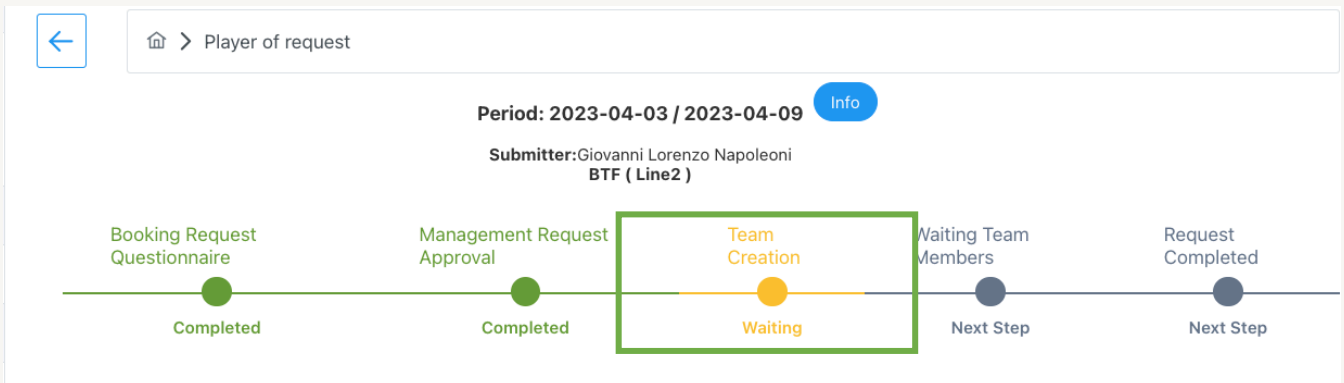
In case BTF Management asks the Team Leader for a resubmission, by clicking on the «Booking Request Questionnaire» state (green frame), it is possible to compile and submit the questionnaire again.

After the new submission, the request will be again in «Management Waiting Approval» state.

# BOOKING APPROVED CASE

When BTF Management approves the booking questionnaire, an email will be sent in order to inform the team leader that its submission has been accepted. Now the request is on the state «Team» Creation.

**Team Leader has to build the team using the same interface, within the specified time in the email.**



**The Team Leader now should follow the instruction on the received email and follow this guide:**

**[Booking Guide for Team Leader](#)**