BTF BOOKING
TEAM MEMBER GUIDE
V. 1.2/2023

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)

OVERVIEW

This guide refers to:
1. Team Member actions **after the Team Leader team creation**
2. How to get BTF experimental area access for beam-time.

Team Leader has just built the team, so you by:
- clicking the email link received after team creation, or
- Connecting on https://booking.dsi.infn.it/

You have to:
- download, fill, signup (you and your boss) and upload the BTF access questionnaire to inform LNF administration of your data

Then you can get the approval for entering the BTF areas and control room.

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

If you don't have a valid booking approval or you want to submit a booking request for a BTF beam time, please refer to this guide: BTF Call Guide

USEFUL LINKS

BTF site

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

BTF booking software

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

Booking guide for Team Leader

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

TEAM MEMBERS PROCEDURE

TEAM MEMBER PROCEDURE

Once the team leader has completed the team creation, for each team member (including the team leader) a separate and private access procedure will be created.

The booking system will send an email (for each team member) with a link for getting the possibility to submit the BTF access questionnaire (Step 1).

A reminder will be sent until the timer for submitting the team is expired. The timer deadline date is reported in the email.

If the user does not send the questionnaire before the timer expires, she/he will be deleted from the team and an email will be sent.

So, each team member's procedure is a two-step procedure:

1. Submit the team access questionnaire
2. Waiting for the secretariat and personnel approval

At the end of step two, the team member will be authorized to enter the BTF Facility.

TEAM MEMBERS PROCEDURE

By clicking the team member email link, you will redirect to BTF Booking software. The «States view» page will be displayed.

To complete the step, the team member has to:
1. download the questionnaire (link «Download File» below the text «Team questionnaire»)
2. fill out the questionnaire in all the provided fields, signed by you and your boss (Person in charge or their Deputy) in the respective ones
3. upload the questionnaire

When the file is uploaded, it is possible to complete the procedure by clicking on the «Complete» button or saving a draft.

The booking software states a panel where it is possible to show the team member procedure status.

The action specified on column has been completed with success

The action specified on column is waiting for user action

The action specified on column has been completed with refuse

In this example, the first team member has submitted the team questionnaire and the Acceleration Division secretariat approved it, while the Personnel administration approval is still waiting.

The second team member has submitted the team questionnaire but it has been refused by the AD secretariat. In this case, the user must resubmit a corrected questionnaire (the state is in waiting).

After the team questionnaire submission is complete by pressing the "Complete" button, the team member will have to wait until the secretariats examine the questionnaire.

Secretariats **accept** a compliant questionnaire: the team member will receive an email with the exit status of the procedure, allowing the member to BTF areas.

Booking software will display:

Name	Submitted Questionnaire	Secretariat Approval	Personnel Approval
Giovanni Lorenzo Napoleoni	✓	✓	✓

Secretariats refuse a non-compliant questionnaire: an email will be sent to a team member, reporting that the questionnaire is not compliant with the hint of the problem (from the «Completed States» panel).

The team member could resubmit the correct questionnaire using the same procedure (as described in the previous section), until the deadline reported on the first email.

TEAM MEMBERS PROCEDURE

When the procedure for all team members is completed, an email will be sent to each member reporting that they are allowed to access to BTF Facility.

The team member can view anytime the status by clicking on «My Booking Section».