



**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/)

<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)



# 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.

The screenshot displays the 'Current State' view in the BTF Booking software. On the left, a sidebar shows the 'State' information: 'BTF ( Line2 ) 03/04/2023-09/04/2023', 'Test Exprimnt', 'Team Creation Questionnaire', and the user 'Napoleoni Giovanni Lorenzo' with a 'Waiting' status. The main content area is titled 'Current State' and contains a 'Booking Request Questionnaire for Ramon Orru'. The primary section is the 'Team Creation Questionnaire', which includes a blue instruction bar: 'Download file (link below) and compile it then upload it'. Below this, there is a 'Team questionnaire' section with a 'Download file' link and an 'Upload Team questionnaire \*' section featuring a '+ Choose' button. A 'Saved files' list is present below the upload section. At the bottom right, there are two buttons: 'Save draft' and 'Complete'.







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.

# MEMBER STATUS OVERVIEW

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

Selected State			
List of selected identities			
Name	Submitted Questionnaire	Secretariat Approval	Personnel Approval
Giovanni Lorenzo Napoleoni			
Michele Antonio Tota			



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).






# TEAM MEMBERS GO CASE

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			

# TEAM MEMBERS NO-GO CASE

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.**

The screenshot displays a web application interface for managing questionnaires. On the left, a sidebar shows the 'State' section with a 'Team Creation Questionnaire' entry for 'Napoli Giovanni Lorenzo', which is marked as 'Refused' in a red box. The main content area, titled 'Current State', shows the 'Booking Request Questionnaire for Michele Antonio Tota'. Below this, the 'Team Creation Questionnaire' form is visible, including a 'Download file' link and an 'Upload Team questionnaire' section with a '+ Choose' button. At the bottom right of the form are 'Save draft' and 'Complete' buttons. Below the form, a 'Completed States' panel is shown, containing a 'Secretariat Request Approval' entry for 'Michele Antonio Tota'. The approval message states: 'Questionnaire is not compliant' and 'State was Refused'. The 'Refused' status is highlighted in a red box.

# 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».

The screenshot displays a 'Results' section with two entries. The first entry is for 'BTF( Line1 , Line2 )' with a 'Maintenance' status, submitted by Giovanni Lorenzo Napoleoni, with a last update of 2023-03-06. The second entry is for 'BTF( Line2 )' with an 'Info' status, also submitted by Giovanni Lorenzo Napoleoni, with a last update of 2023-03-08. This second entry is highlighted with a green border and contains two blue notification boxes: 'User Giovanni Lorenzo Napoleoni approved as team member' and 'User Michele Antonio Tota approved as team member'. A 'Request Completed' label is positioned above these boxes, and a 'Details' link is located below them. At the bottom of the interface, there is a pagination control showing page 1 of 5.

Results

**BTF( Line1 , Line2 )** Maintenance  
Submitter: Giovanni Lorenzo Napoleoni  
From: 2023-04-17 To: 2023-04-23  
Created at: 2023-03-06 14:33  
Last Update at: 2023-03-06

**BTF( Line2 )** Info  
Submitter: Giovanni Lorenzo Napoleoni  
From: 2023-04-03 To: 2023-04-09  
Created at: 2023-03-08 09:53  
Last Update at: 2023-03-08

Request Completed

User Giovanni Lorenzo Napoleoni approved as team member User Michele Antonio Tota approved as team member

Details

<< < 1 > >> 5 ▾