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**How to reserve an equipment in *BookitLab!*
system (For External Users)**

**如何在 *Bookitlab!*系统上预约仪器
(适用于校外用户)**

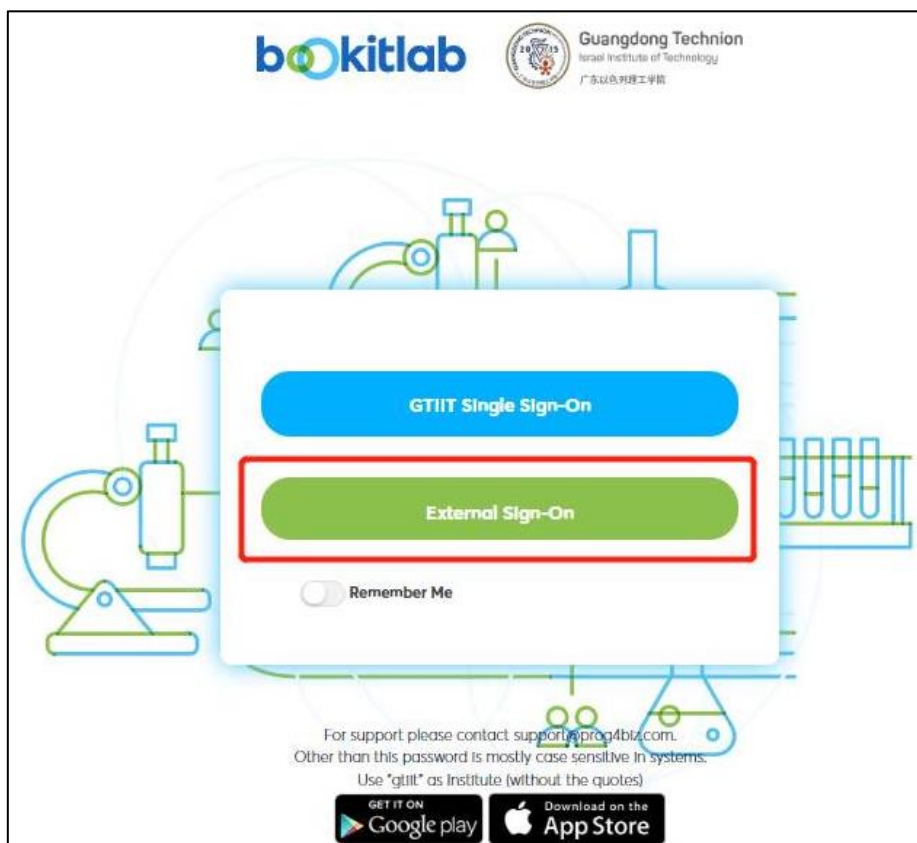
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1 Register and Login to the *BookitLab!* system 注册及登录 *BookitLab!*预约系统

- 1) Go to <https://core.bookitlab.com/gtiit>, and click "External Sign-On".

校外用户请前往 <https://core.bookitlab.com/gtiit>, 并点击“External Sign-On”登录。



- 2) Click "new user". Fill in the information. You will be asked to select your user group, please search your Principal Investigator's name as your user group name, for example, Cambridge-Jack, please select "Jack-Cambridge", and then click "Register". (If there's no suitable user group name for your team, please click [here](#) to reach Chemical & Environmental Engineering Central Lab to create a new user group and wait for a reply. After creating a new user group, please perform this step again to "Register".)

新用户请点击“new user”填写注册信息。请填写必选项信息，其中 user group 请搜索你的课题组负责人姓名，例如：“剑桥杰克”请填写“Jack-Cambridge”，然后点击 Register。（若 user group 中不存在课题组负责人姓名，请单击[这里](#)联系化工与环境中心实验室以创建新的用户组并等待回复，收到回复后，请再执行该步骤进行注册。）

- 3) When your registration is approved, you can log in normally with your username and password. After logging in, please set the "Service Group" as "ChE and EnvE Central Lab" and click "Continue".

注册审批通过后，即可凭用户名和密码正常登录。登录后请在“Service Group”的选项中选择“ChE and EnvE Central Lab”并点击“continue”。

- 4) Please fill in your personal information and click "Save Changes". Click "OK".
请填写你的个人资料，并点击“Save Changes”。然后点击“OK”。
- 5) You will be waiting for ChE and EnvE Central Lab to approve your registration request. Once approved, you will be notified by email to access the *Bookitlab!* system. After receiving the email, please click "Back" on the following page to log in to the system.

当化工与环境中心实验室审批了你的注册申请，你将会收到邮件。收到邮件后请点击以下页面的“Back”登录系统。

Thank you for your registration to BookitLab System.
Your account is temporarily unavailable, your account status is Not Defined, please contact the administrator to gain access to your account.
Once approved, you will be notified by Email.
[BACK](#)

2 To reserve an equipment (BET as an example) 预约仪器 (以 BET 为例)

- 1) Initially, each account may not have the access to reserve all equipment. If you find that you are not able to make a reservation, it is likely because you have not received the required training, or you need to take a new training after a period of time. Please click [here](#) to submit your training requirements.

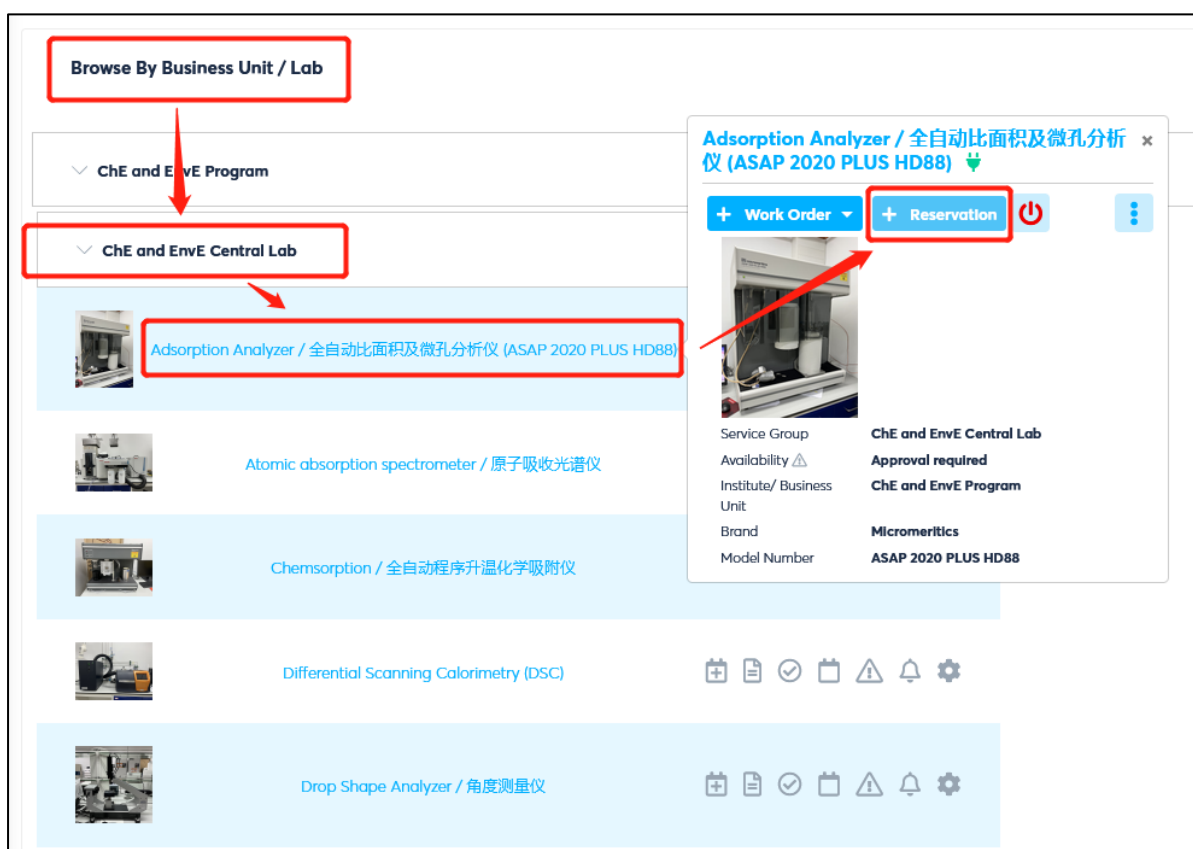
每个账户初始状态下无法预订所有设备。如果您发现自己无法进行预约，很可能是因为没有接受过所需的培训，或者您需要在一段时间后接受新的培训。请单击[这里](#)提交您的培训要求。

- 2) After login into the system, please find "ChE and EnvE Central Lab" and click it.

登陆系统，找到“ChE and EnvE Central Lab”并单击进入。

- 3) Choose an equipment (for example, an adsorption analyzer) and make a reservation.

选择仪器（例如全自动比表面积及微孔分析仪），并预约。

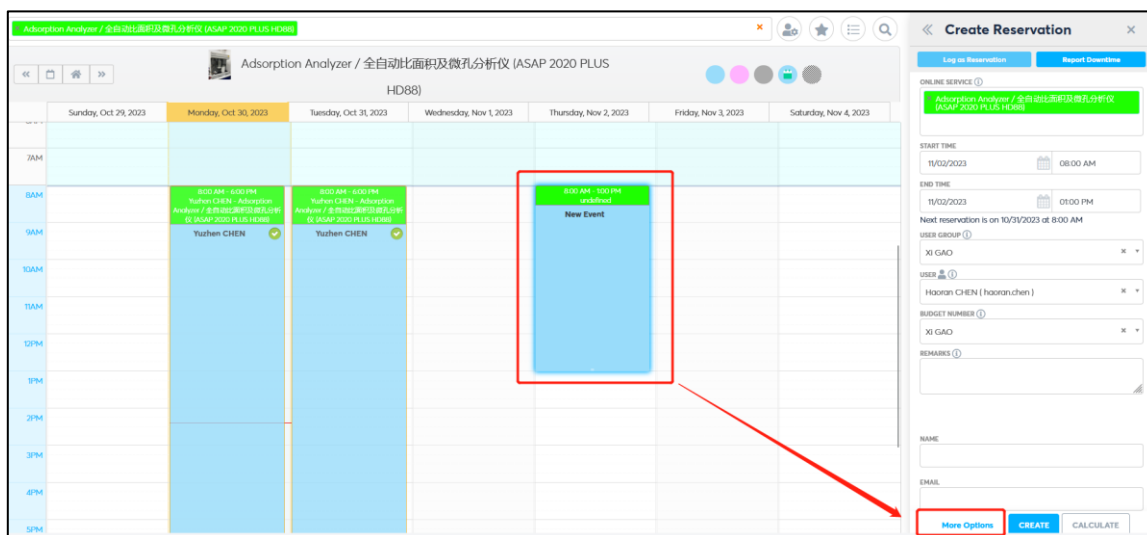


- 4) Choose a preferred session.

选择合适的时间。

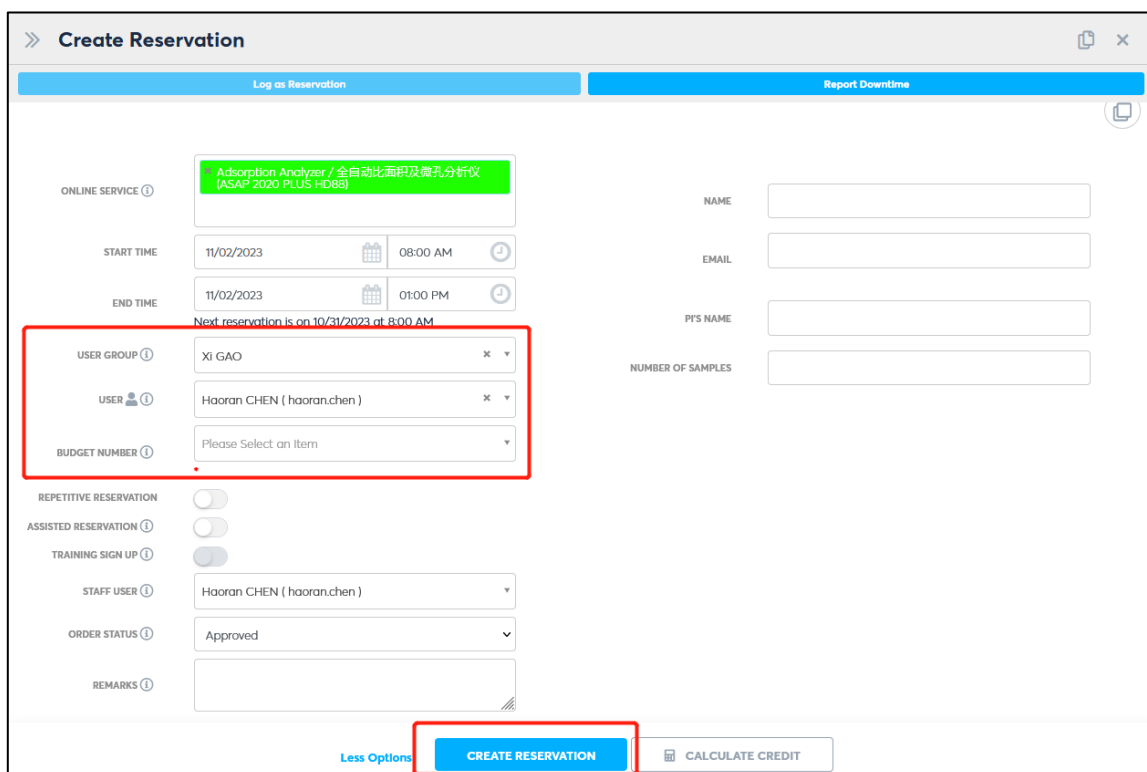
5) Click "More Option" and fill in the information as required.

点击“More Option”并按照要求填写信息。



6) Click "Create Reservation" and wait for the approval. (Once approved, you will be notified by email.)

单击“Create Reservation”创建预约，等待审批。（审批通过，你会收到邮件。）



3 To cancel a reservation 取消预约

Enter the reservation interface again, click on the time slot of your reservation, then click "Cancel Reservation".

重新进入预约的界面，点击已经预约的时间段，点击页面右下角的“Cancel Reservation”进行取消。

The End of the Document 文档结束