



Guangdong Technion

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Chemical Engineering & Environmental Engineering Central Lab

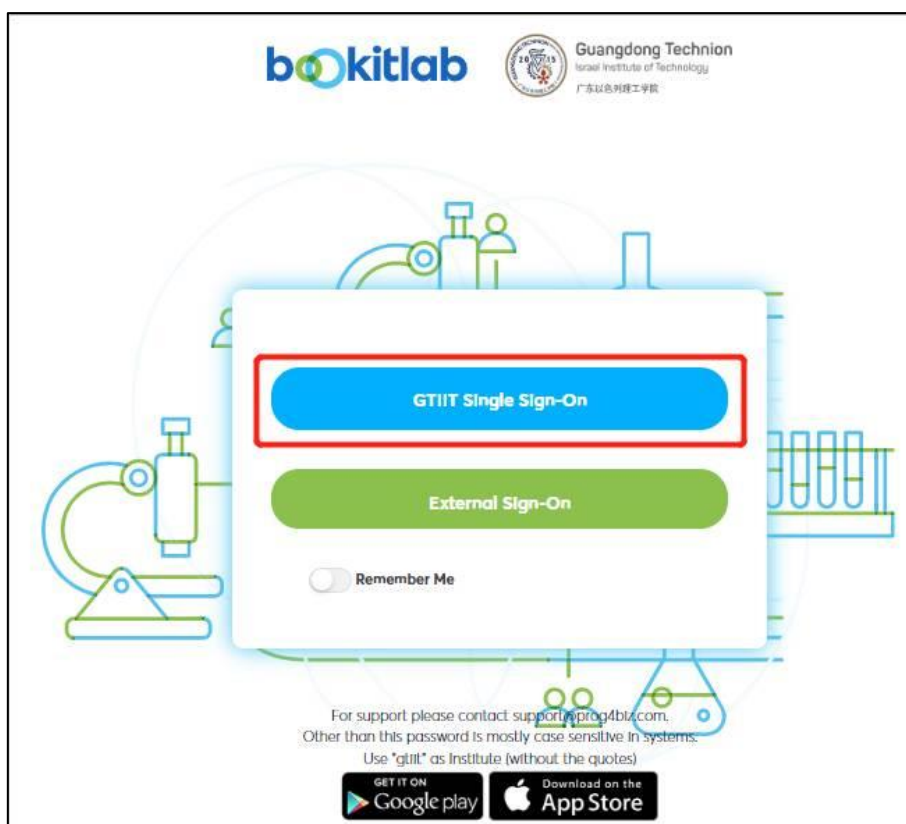
How to reserve an equipment in *BookitLab!* system (For GTIIT Users)

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1 Register and Login to the *BookitLab!* system

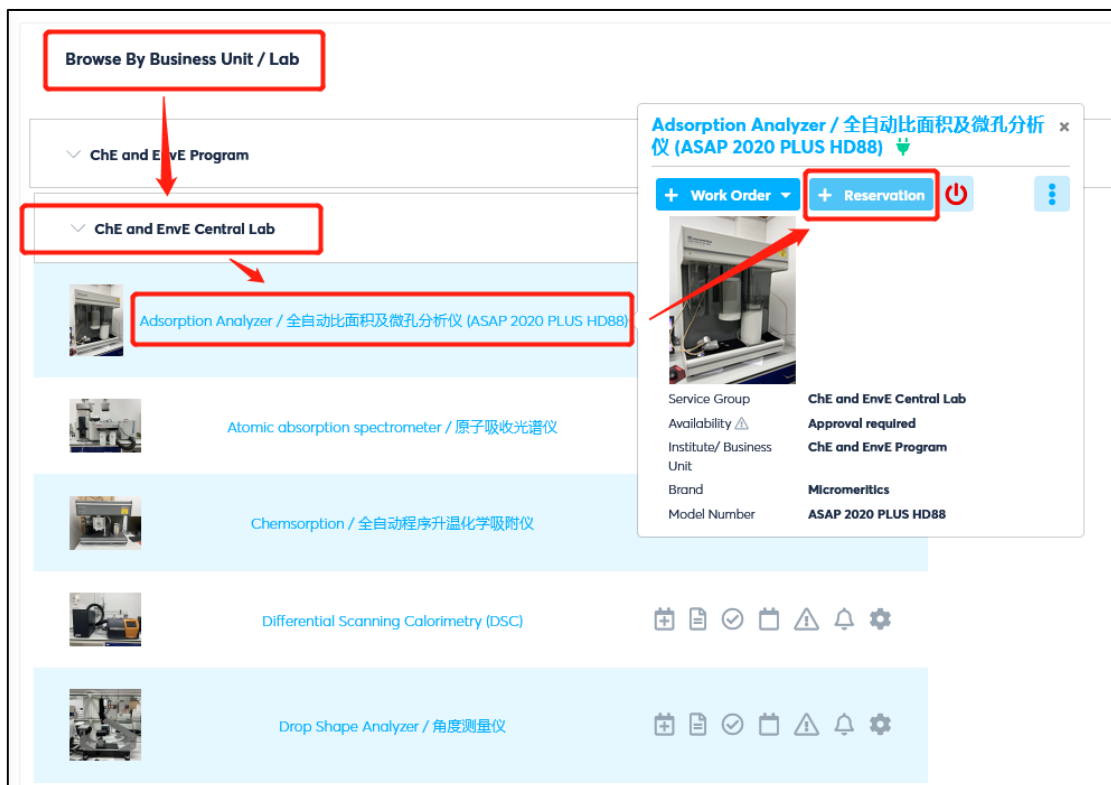
- 1) Go to <https://core.bookitlab.com/gtiit>, and click "GTIIT Single Sign-On".



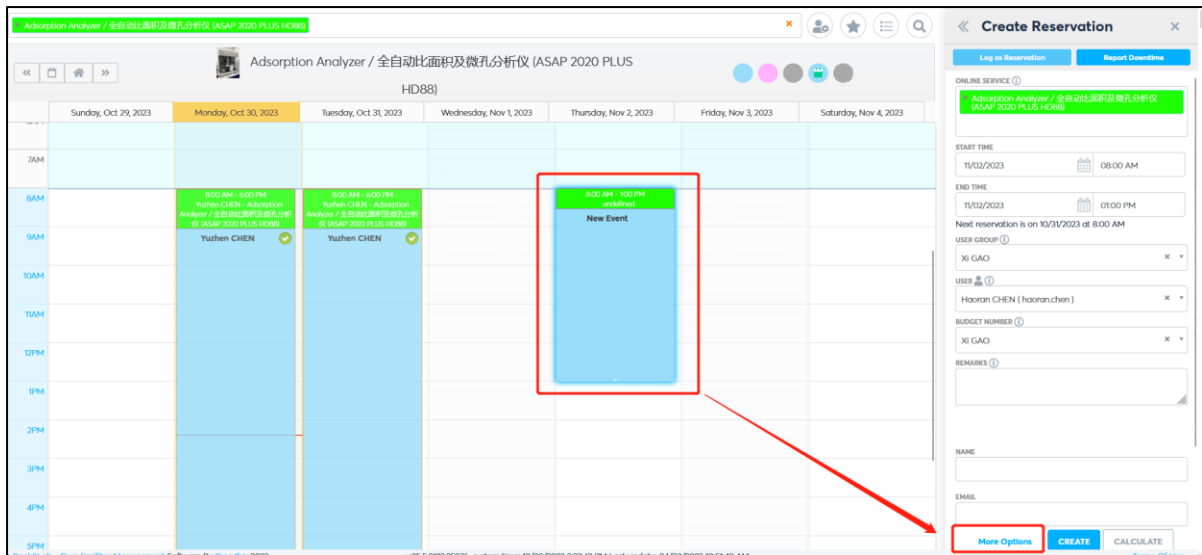
- 2) Fill in your GTIIT email address and password to sign in.
- 3) You will be asked to select your USER GROUP, please select the Principal Investigator's name as your USER GROUP name, and click "Submit Your Join Request".
(If there's no suitable user group name for your team, please click [here](#) to reach ChE and EnvE Central Lab to create a new user group and wait for a reply. After creating a new user group, please perform this step again.)
- 4) Then "Click here to continue", fill in your personal information, and click "Save Changes". After that, Click "OK".
- 5) You will be asked to select a Service Group, please select "ChE and EnvE Central Lab" as your service group. Then click "Continue".
- 6) You will be waiting for the ChE and EnvE Central Lab administrators to approve your registration request. (Once approved, you will be notified by email.)

2 To reserve an equipment (BET as an example)

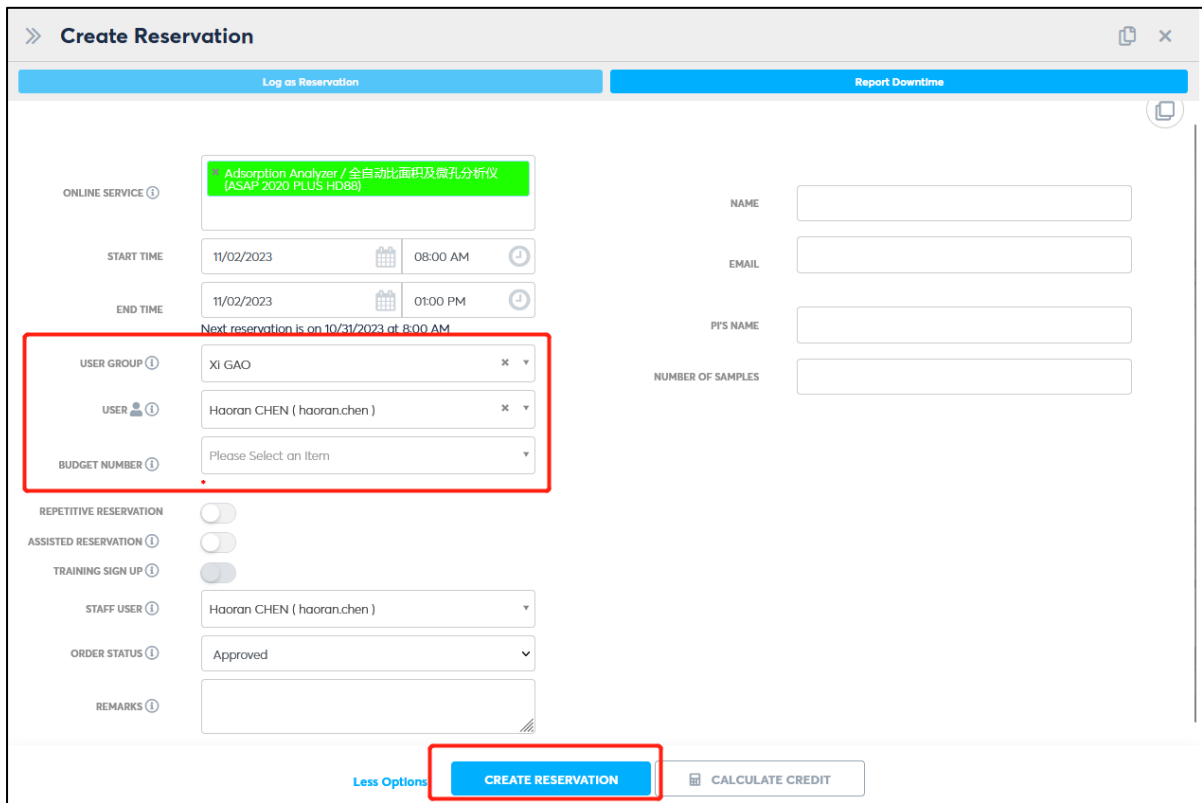
- 1) Initially, each account may not have the access to reserve all equipment. If you find that you are not able to make a reservation, it is likely because you have not received the required training, or you need to take a new training after a period of time. Please click [here](#) to submit your training requirements.
- 2) After login into the system, please find "ChE and EnvE Central Lab" and click it.
- 3) Choose an equipment (for example, an adsorption analyzer) and make a reservation.



- 4) Choose a preferred session.
- 5) Click "More Option" and fill in the information as required.



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



3 To cancel a reservation

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

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