

How to reserve an Electron Microscope in Bookitlab system (For external Users)
如何在 Bookitlab 系统上预约 (适用于校外用户)

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- Register and Login into Bookitlab system 注册及登录 Bookitlab 预约系统
1. Go to register and log in page via the link "<https://core.bookitlab.com/gtiit>", and then click the button "External Sign-On".
校外用户请通过该链接“<https://core.bookitlab.com/gtiit>”前往校外用户的登录和注册界面，点击“External Sign-On”按钮。



2. If you have an account already, please input the "USER NAME" and "PASSWORD", and then click the button "SIGN IN" to log in the system. You can skip the next below steps and follow the guideline to reserve the instruments.
如果你已经拥有了账号，请输入“用户名”和“密码”，然后点击按钮“SIGN IN”来登录进系统。你可以直接跳过该模块的其他步骤，直接跟着“预约一个设备”的指引来预约仪器。

If you don't have an account, please click the button “new user”.
如果你还没有账号，请直接点击“new user”来填写注册信息。

The image shows a login interface for 'bookitlab' at Guangdong Technion Israel Institute of Technology. At the top left is the 'bookitlab' logo. To its right is the institution's name in English: 'Guangdong Technion Israel Institute of Technology' and in Chinese: '广东以色列理工学院'. A circular seal is also present. The main form area contains a 'USER NAME' label above a text input field, a 'PASSWORD' label above another text input field, and a 'Remember Me' toggle switch. Below these is a large blue 'SIGN IN' button. At the bottom center, there is a red-bordered button labeled 'new user'.

3. Fill in some mandatory information. You will be asked to select your user group, please search your Principal Investigator's name as your user group name, for example: 汕大张三, please select "San ZHANG-STU", no need to fill in "License No", and then click "Register".

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：“汕大张三”请填写“San ZHANG-STU”，“License No”不需要填写，然后点击“ Register”。


If you could not find the corresponding user group in the list, please email to itsupport@gtit.edu.cn, they will create a new user group for you within 2 working days.. When the new user group is created, please repeat this step.

如果你在列表中找不到你的课题组负责人姓名，[请写信给 itsupport@gtit.edu.cn](mailto:itsupport@gtit.edu.cn)，并提供你的账户名和课题组导师名字，管理员会在两个工作日内为你们课题组创建新的用户组。当用户组被创建成功后，请重复执行该步骤。

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New User

Use the form below to create your Bookit account

USER NAME	<input type="text" value="User Name"/>	PASSWORD	<input type="password" value="Password"/>
FIRST NAME	<input type="text" value="First Name"/>	PASSWORD CONFIRMATION	<input type="password" value="Password Confirmation"/>
LAST NAME	<input type="text" value="Last Name"/>	LICENSE NO	<input type="text" value="License No"/>
USER GROUP	<input type="text" value="User Group"/>	<input type="checkbox"/> 进行人机身份验证  reCAPTCHA 隐私权 - 使用条款	
MOBILE	<input type="text" value="Mobile"/>	<input type="button" value="Register"/> <input type="button" value="Cancel"/>	
OFFICE/LAB PHONE:	<input type="text" value="Office/Lab phone"/>	UserName is required	
EMAIL	<input type="text" value="Email"/>	First Name is required	
		Last Name is required	
		User group field is mandatory	
		Mobile Field Mandatory	
		Office/Lab phone is Mandatory	
		Email field is mandatory	
		Password is mandatory	
		Password Confirmation is mandatory	

4. After you click the button "Register", system will pop out a message as the below screenshot.

当你点击了上一步的“Register”按钮后，系统会弹出如下图所示的信息。



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**Thank you for your registration to BookitLab System.
Your registration is now pending approval from the Administrator.
Once approved, you will be notified by Email.**

GO

5. Once your registration is approved, you will receive a message from the system.
当你的注册申请被通过了之后，系统会发送一个消息通知你。

Please go to register and log in page via the link "<https://core.bookitlab.com/gtiit>", click the button "External Sign-On". And then input your user name and password. Click the button "SIGN IN" to log in the system.

请通过链接 "<https://core.bookitlab.com/gtiit>"进入系统的登录与注册界面，点击按钮“ External Sign-On”。填入你的用户名和密码后，点击按钮“SIGN IN”来登录进系统。

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USER NAME

demo_student

PASSWORD

.....

Remember Me

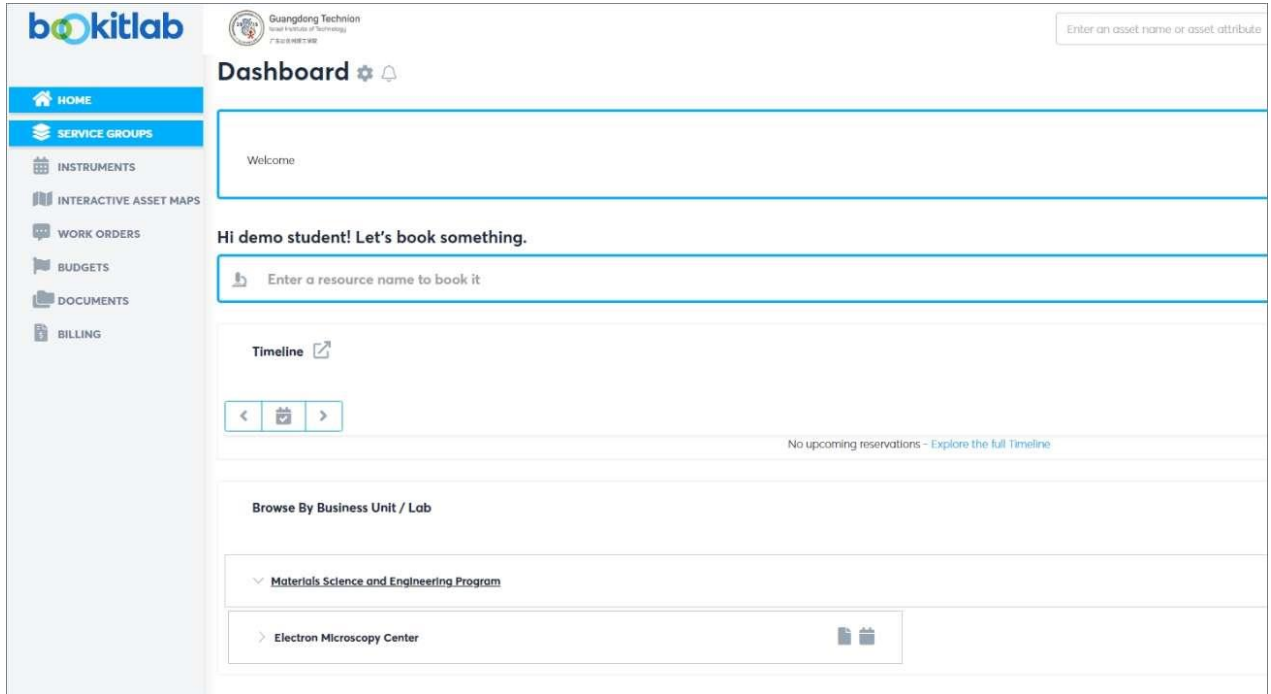
SIGN IN

[new user](#)

6. The system will ask you to select the "General" as you are the first time to log in the system. In this case, select "Flow Cytometers" as your service group. Then click "Continue".

在你第一次登录系统时，系统会让你选择加入某一个“Service Group”。在这个示例中，选择“General”作为服务组。之后，点击按钮“Continue”进入下一步。

- The system will automatically redirect you to the homepage.
系统会自动跳转到首页。



- To reserve an instrument 预约设备
 - To reserve an instrument of Core Facility
- After you log in the system, on the top search bar, input the instrument name you are booking accordingly. There are three main groups under Core Facility of Biotechnology and Food engineering program for now, instruments list as below,

Flow cytometers	FACS Aria III Cell Sorter
	LSRFortessa
General	3D Printer
	Lyophilizer
	Plate Reader
	Critical Point Dryer
	DSC
	FTIR is50
	HPLC-DAD
	Mastersizer
	Intelligent Ultracentrifuge

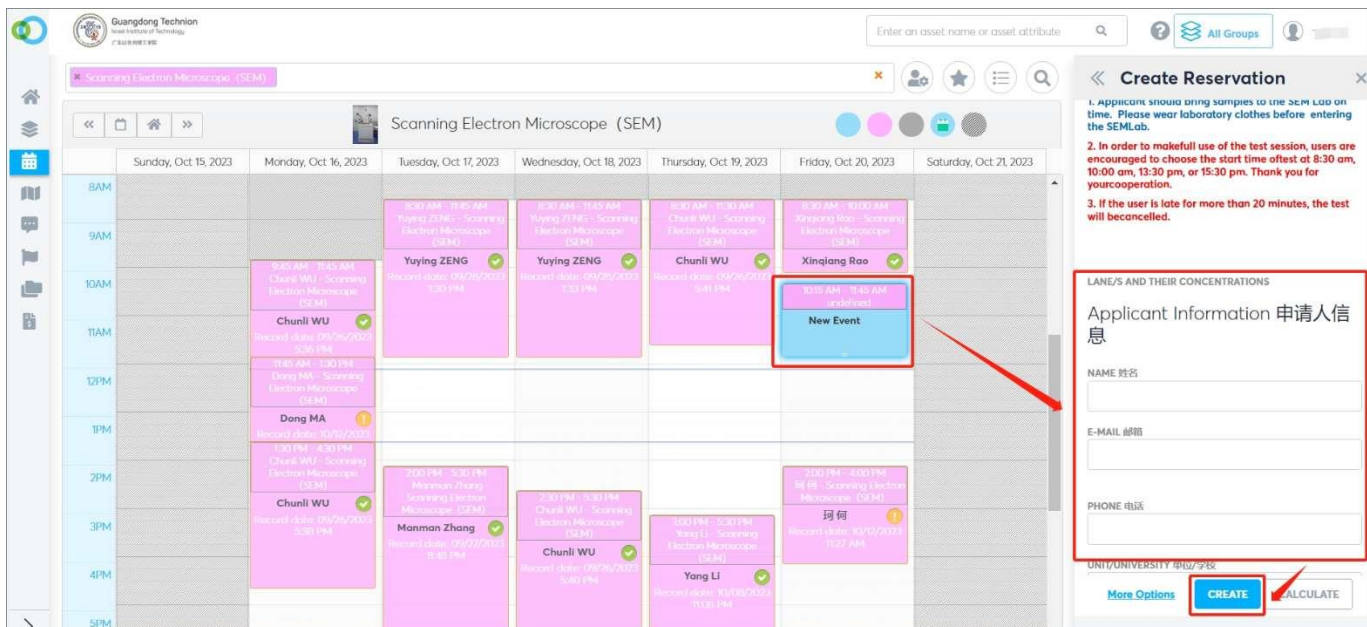
	Gel Imaging
	RT-PCR
Microscope Unit	Zeiss Axio Scope5
	Zeiss Axio Observer 7
	Zeiss AxioScan.Z1
	Zeiss Confocal LSM 980

And then click the button 

2. Select a suitable time period from the calendar on the left side of the page, and then fill in the trial application form on the right side of the page. You can use the button "More Options" to enlarge the display area of the form. After you fill in all the information as request, click the button "CREATE" to submit this application.

在页面左侧的日历中，选择你想要预约的时间段。之后在页面的右侧找到试验申请表单，并按要求进行填写。你可以通过点击按钮“More Options”来放大表单的展示区域，以方便你的填写。

当选择好时间段和填写好申请表后，点击按钮“CREATE”来提交此次申请。



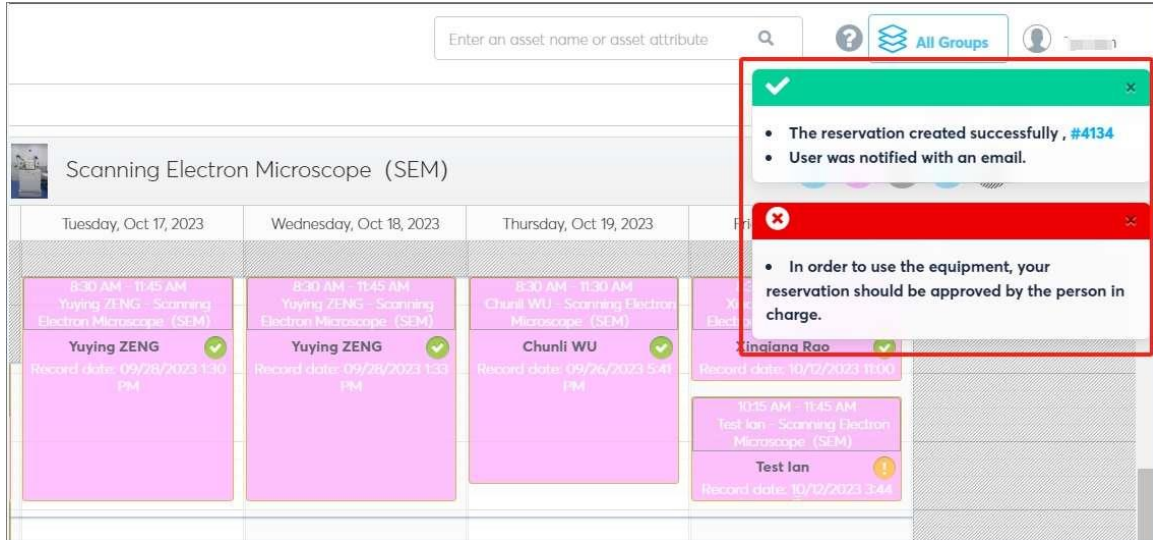
The screenshot shows the SEM reservation interface. The calendar on the left displays a weekly view from Sunday, Oct 15, 2023, to Saturday, Oct 21, 2023. A 'New Event' button is highlighted in a red box on Friday, Oct 20, 2023, at 10:30 AM. To the right, the 'Create Reservation' form is visible, with a red box around the 'Applicant Information' section and a red arrow pointing to the 'CREATE' button at the bottom.

- The system will pop out the message as the below screenshot, please wait for the administrators to approve your reservation application.

系统会弹出如下图所示的消息。之后请耐心等待管理员审批你此次的预约申请

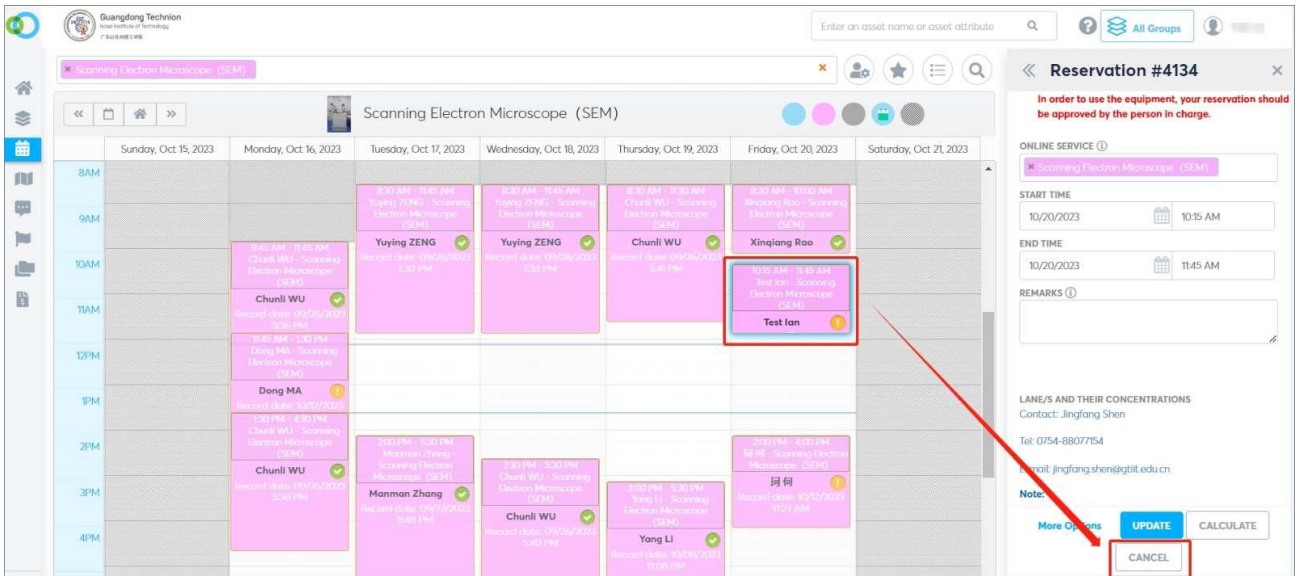
Once approved, you will be notified by Email.

当你的预约申请被通过后，你会收到系统发出的提醒邮件



- To cancel a reservation
- Enter the reservation calendar page, and click the time slot which you want to cancel.
Click the button "CANCEL".

当你想取消预约时，重新进入预约日历的界面，并点击你想要取消的时间段。之后点击右侧的按钮“CANCEL”。



2. The system will pop out a message as the below screenshot.

系统会弹出如下图所示的消息，说明你的预约已经被成功取消。

