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)

Table of Content 目录

- Register and Login into Bookitlab system 注册及登录 Bookitlab 预约系统
- To reserve an instrument 预约设备
- To cancel a reservation 取消预约
- Register and Login into Bookitlab system 注册及登录 Bookitlab 预约系统
- Go to register and log in page via the link "<u>https://core.bookitlab.com/gtiit</u>", and then click the button "External Sign-On". 校外用户请通过该链接"<u>https://core.bookitlab.com/gtiit</u>"前往校外用户的登录和注册 界面,点击"External Sign-On"按钮。

bøkitlab	Compared Compared State Compared S
	6
GTIIT S	Single Sign-On
Exter	mal Sign-On
Remember Me	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。

b	1
USER NAME	
PASSWORD	
Remember Me	
SIGN IN	2
	Construction Cons

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@gtiit.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@gtiit.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。

	Use the	New User				
	I hair Norro		Prisward			
USER NAME		PASSWORD	Password must be at lea	st 8 characters long. *		
FIRST NAME	First Name	PASSWORD	Password Confirmat	ion		
LAST NAME	Last Name	LICENSE NO	License No			
USER GROUP	User Group		进行人机身份	验证 CAPTCHA		
MOBILE	Mobile		Register	降私权 - 使用条款 Cancel		
OFFICE/LAB PHONE:	Office/Lab phone:	UserName Is re First Name Is re	quired quired			
	Email	Last Name Is re User group field	Last Name Is required User group field 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。



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 "<u>https://core.bookitlab.com/gtiit</u>", 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 "<u>https://core.bookitlab.com/gtiit</u>"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。

demo student	
PASSWORD	
Remember Me	_

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。

7. The system will automatically redirect you to the homepage.

系统会自动跳转到首页。

bøkitlab	Canadaca Technian Enter an asset name or asset attribute
	Dashboard 🏚 🛆
😭 номе	
SERVICE GROUPS	
	Welcome
INTERACTIVE ASSET MAPS	
	Hi demo student! Let's book something.
	b Enter a resource name to book it
BILLING	Timeline 🖉
	No upcoming reservations - explore the full interime
	Browse By Business Unit / Lab
	V Materials Science and Engineering Program
	> Electron Microscopy Center

- To reserve an instrument 预约设备
- To reserve an instrument of Core Facility
- 1. 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	FACS Aria III Cell Sorter
cytometers	LSRFortessa
	3D Printer
	Lyophilizer
	Plate Reader
	Critical Point Dryer
General	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

+ Reservation

 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。

3. 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

		Enter an asset name or asset attrib	oute	۹	Ø	All Groups) () · · · · · · · · · · · · · · · · · ·
Scanning Electror	n Microscope (SEM))		• The • Use	e reservat er was no	tion created succ tified with an em	essfully , #4134 aail.
Tuesday, Oct 17, 2023	Wednesday, Oct 18, 2023	Thursday, Oct 19, 2023	F	d 🙁			×
830 AM TD45 AM Yuying ZENG Scanning Electron Microscope (SEM)	8:30 AM - 1045 AM Yuying ZENG - Sconning Electron Microscope (SEM)	ESU AM TLSU AM Chunil WU - Sconning Floctron Microscope (SEM)	X	• In a reservence	order to u ation sho e.	se the equipmen ould be approved	t, your by the person in
Yuying ZENG 🧿	Yuying ZENG Second data 09/28/2023 133	Chunli WU O	Record	lingiang R d date: 10/1 1 dan - Scan dicroscope	ao 2/2023 M 145 AM ning Bechn (SEM)		

- 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"。

0	Gu na	angdong Technion I wettus of Technology us wett vet					Enter o	in asset name or asset attribute	Q 🚱 😫 All Groups
	× Sconth	g Electrori Microscope (S	EM)				*	₽ (=) (Q)	« Reservation #4134 ×
*	< C) 😤 »	ai	Scanning Electro	n Microscope (SEM	1)			In order to use the equipment, your reservation should be approved by the person in charge.
苗		Sunday, Oct 15, 2023	Monday, Oct 16, 2023	Tuesday, Oct 17, 2023	Wednesday, Oct 18, 2023	Thursday, Oct 19, 2023	Friday, Oct 20, 2023	Saturday, Oct 21, 2023	ONLINE SERVICE ①
dbd	8AM							•	Scenning Electron Microscope (SEM)
_				Ball AM 1145 AM	Bat AM - 1245 AM	E30 AM - 1130 AM			START TIME
-	9AM			Dectron Microscope (SDM)	Electron Microscope (SEM)	Endron Microscope (SEM)			10/20/2023 10:15 AM
			9:45 AM - 11:45 AM	Yuying ZENG 📀	Yuying ZENG	Chunli WU 📀	Xinqiang Rao 📀		END TIME
	10AM		Chunii WU - Scorning Electron Microscope		Recent data 09/28/2023 133 PM	Second eleter 04/26/2023 Solt Phi	1015 AM - 1145 AM	1	10/20/2023 11:45 AM
Eù	TIAM		Chunli WU 🥝				Test Ion - Sconning Electron Microscope (SEM) Test Ian		REMARKS ①
	12PM		11.45 AM - 1.30 PM Dong MA - Scanning Electron Microscope (SEM)						le le
	1PM		Dong MA						LANE/S AND THEIR CONCENTRATIONS Contact: Jingfang Shen
	2PM		Churd WU Scotting Bochun Hicroscope (1934)	200 PM - S30 PM Manman Zhang - Scanning Dictron	230 PM - 500 PM		200 PM - 400 PM R III - Scarving Electron Microscope (SEM)		Tel: 0754-88077154
	ЗРМ		Hecord date 09/26/2023	Manman Zhang 🧿	Charle WU - Sconning Electron Microscope (SEM)	3.00 PM - 5:30 PM Yong 11 - Scanning Bedron Microscope	月何 00 Record - com 10/12/2022		Note:
	4PM			Edd PM	Chunii WU 🥑 Record dolor: 09/26/2023 5:40 /M	(SSM) Yang Li 📀 Rescent date: 10/08/2020 TUDo PM			More Options UPDATE CALCULATE

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。

	Enter an asset name or asset attribu	ite Q 🕜 🗧	All Groups
Microscope (SEM)		Succes User w Reserv	× ss - Reservation updated. , #4134 vas notified with an email. vation Cancelled.
Wednesday, Oct 18, 2023	Thursday, Oct 19, 2023	Friday, Oct 20, 2023	Saturaay, Oct 21, 2023
SCO AM - 1245 AM Yuying ZENG - Scorring Electron Microscope (SEM) Yuying ZENG Record date: 09/28/2023 133 PM	850 AM - 1130 AM Chunit WU - Sconning Electron Microscope (SEM) Chunit WU @ Record Joine: 09/25/2023 541 PM	830 AM - 1000 AM Xinglang Rao - Scanning Electron Microscope: (SEM) Xinglang Rao	