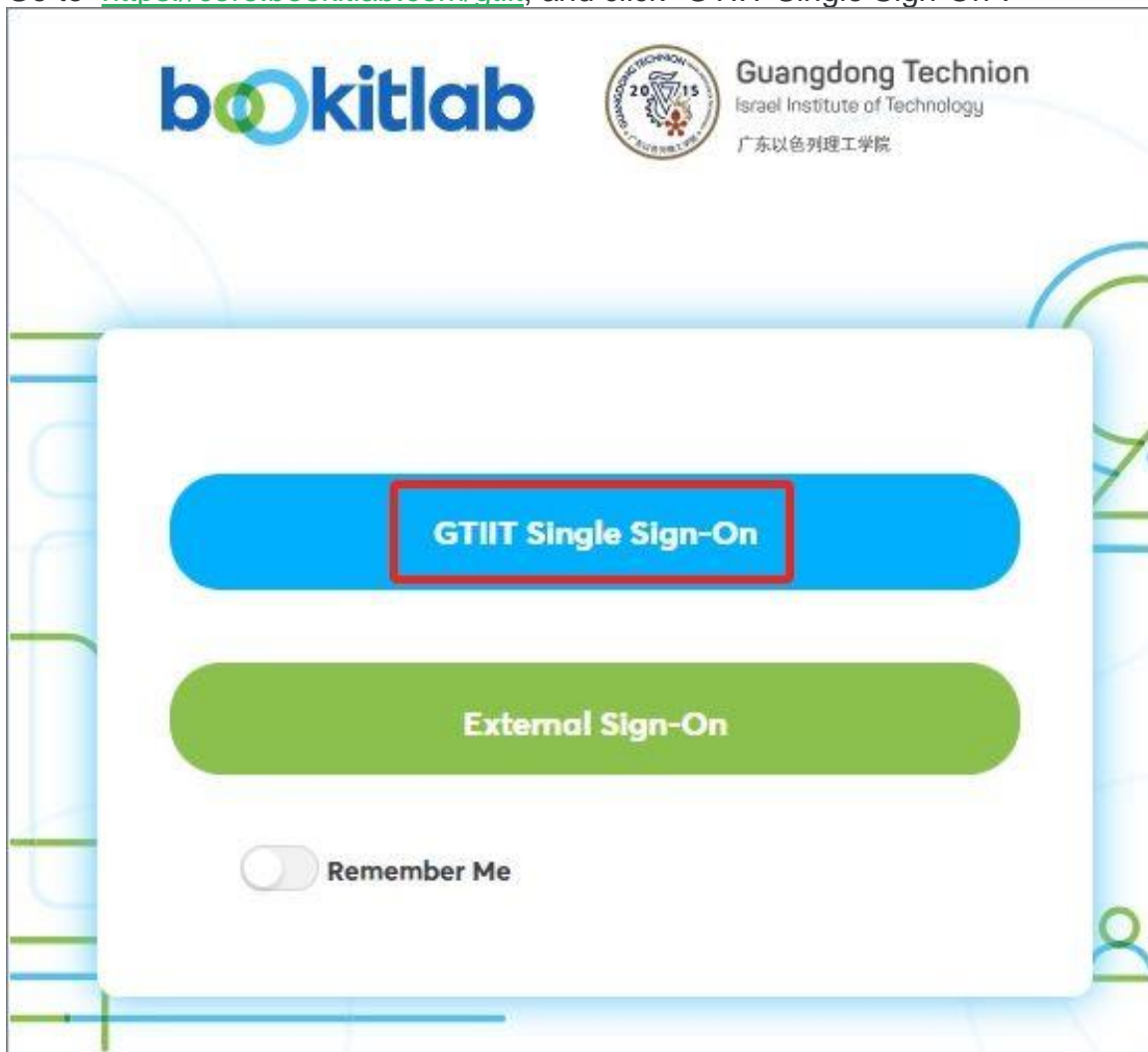# How to reserve an equipment of Core facility at BFE in Bookitlab system (For GTIIT Users)

Table of Content

- Register and log in to the Bookitlab system via your GT email address

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

2. Fill in your GTIIT email address and password to log in the system.

3. If you are not the first time to log in the system, you could skip the next below steps and follow the guideline 'To reserve an equipment ".
4. If you are the first time to log in the system, you should select your user group as the below screenshot. Select the Principal Investigator's name as your user group name, and click "Submit Your Join Request" to submit the application.
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.

Guangdong Technion
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广东以色列理工学院

Services Overview:!

In order to create equipment reservations and use equipments you will need to register your User Group.

Please select your User Group:

Submit Your Join Request
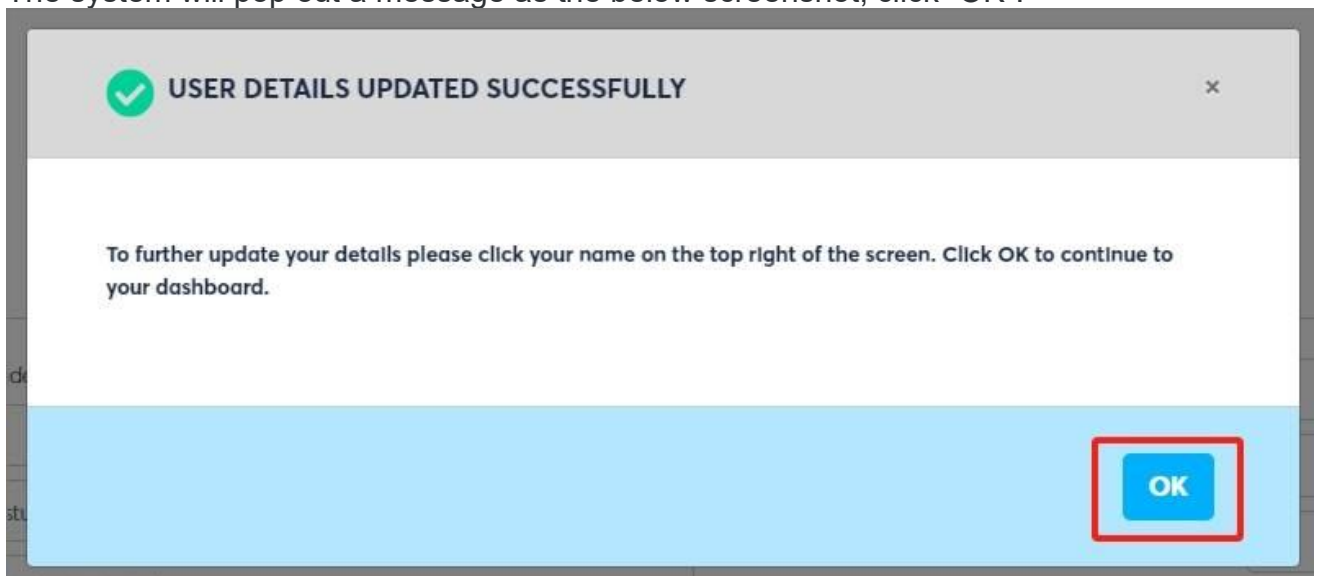
All User Groups

Aleksandra Baron-Wiechec
Amitesh Paul
Antti Hermanni Rasila
Baobo zhang - STU
BFECorefacility-STU
Bingan Lu-HNU
Bo KONG
Bo Zhou - CCELAB
BookitLab Administrators
BoWang-STU

5. Fill in your personal information in the 'User Details' page, and then click the "Save Changes" to save the information.

6. The system will pop out a message as the below screenshot, click "OK".

7. The system will ask you to select the "Service Group" as you are the first time to log in the system. In this case, select "General" as your service group. Then click "Continue"。

8. The system will pop out a message as the below screenshot. Please wait for the IT administrators to approve your registration application. Once approved, you will be notified by Email to access the bookitlab system.

- ## 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, 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.
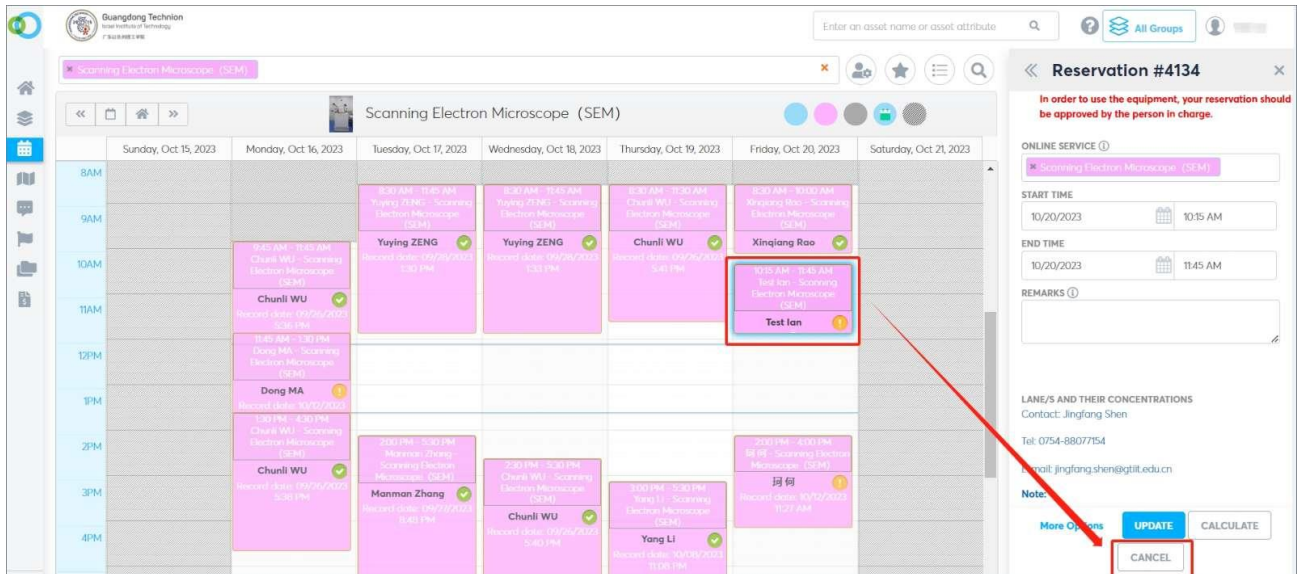   After you fill in all the information as request, click the button "CREATE" to submit this application.

3. The system will pop out the message as the below screenshot, please wait for the administrators to approve your reservation application.
   Once approved, you will be notified by Email.

- ## To cancel a reservation

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

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