

HKU

Department of Chemistry

Equipment Booking System

User Manual

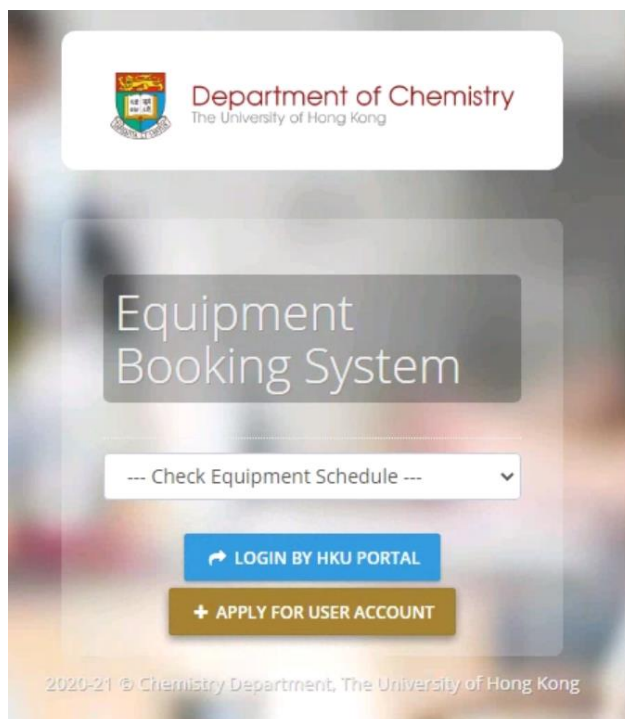
Manual Version 1.0

rev. date : 2021-03-31

1. HKU Student or HKU Staff

1.1 Register for User Account

- Go to <https://booking.chemistry.hku.hk> (For HKU Campus Network Only), Click “Apply for User Account” Button



- Please Fill-in Register Form (For HKU member only)

Registratrion for use of Major Equipment Facilities Online Booking

Name *		Department *
<input type="text"/>		<input type="text"/>
Email *	Reconfirm Email *	Phone *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>For HKU Student, please use @connect.hku.hk email</small>		
Institution / Company Name *	Supervisor Name *	Supervisor Email*
<input type="text" value="HKU"/>	<input type="text"/>	<input type="text"/>
Apply For Which Equipment(s) *		
<input type="text" value="Bruker UltrafleXtreme MALDI TOF MS[G06, CYM(C)]"/>		
<input type="text" value="Bruker MaXis II QTOF MS[G06, CYM(C)]"/>		
<input type="text" value="High Brilliance X-ray Diffractometer with Liquid Metal Anode (Metal Jet), Bruker D8 Venture"/>		
<small>Ctrl-Click to select multiple equipment</small>		
<input type="button" value="CANCEL"/>	<input type="button" value="REGISTER"/>	

After Fill-in Register Form and click “register” button. The system will send email to your supervisor and System Account Manager for approval your registration.

- After your registration is approved, you will receive an email for notice.



Login Information for Equipment Booking System

Hi [Name],

Your account for Equipment Booking System is ready. You may login to the system by your HKU Portal Account using the link below:

<https://booking.chemistry.hku.hk>

Equipment Booking System
Chemistry Department,
The University of Hong Kong

- After that, you could to <https://booking.chemistry.hku.hk> (For HKU Campus Network Only), Click "Login by HKU Portal" Button for login Equipment Booking System through HKU portal account.



- Login Using HKU Portal



- After login, you could go into Equipment Booking System. After Equipment Manager provide Training or approve, you could make booking on equipment.

1.2 Book Equipment

- After login to Equipment Booking System, you see the following screen.

Department of Chemistry

Equipment Booking

My Booking

My Booking My Booking

Booking Equipment

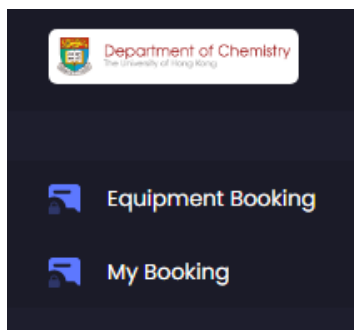
Show 10 entries Search:

#	Equipment	Location	Title	Start Time	End Time	Cost	Comment
80	Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]	CYM LG216		2021-04-05 07:30:00	2021-04-05 08:30:00	0.0000	
56	ZetaView Nanoparticle Tracking Analyzer (NTA)[408, CYM (C)]	CYM 408	testing	2021-03-20 06:00:00	2021-03-20 07:15:00	0.0000	
55	Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]	CYM LG216	Testing	2021-03-20 00:00:00	2021-03-20 01:30:00	135.0000	

Showing 1 to 3 of 3 entries

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- Click "Equipment Booking"



-Select the "Equipment" for make booking.

Equipment Booking Equipment List

Show 12 entries Search:

Bruker UltrafleXtreme
MALDI TOF MS[G06,
CYM(C)]
CYM G06

Bruker MaXis II QTOF
MS[G06, CYM(C)]
CYM G06

High Brilliance X-ray
Diffractometer with Liquid
Metal Anode (Metal Jet),
Bruker D8 Venture
CYM LG212

Confocal Imaging Sys,
Leica TCS SP8 [LG216,
CYM(C)]
CYM LG216

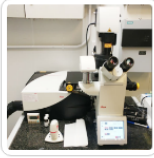
ZetaView Nanoparticle
Tracking Analyzer (NTA)
[408, CYM (C)]
CYM 408

MAIA3 SEM [LG216, CYM
(C)]
CYM LG216

After Select the “Equipment”, you see the following screen. In default, booking timetable show as week view. In this example, we select “Confocal Imaging Sys, Leica TCS SP8”.

Equipment Booking [Home](#) · [Equipment Booking](#) · [Equipment List](#) · [Confocal Imaging Sys, Leica TCS SP8 \[LG216, CYM\(C\)\]](#) Book+

Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]



Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]
CYM LG216

with Microscope Stand, Anti-vibration Table, Scan Head, Laser UV-VIS Please contact Ms. Crystal CHEUNG (3917 6019) for enquiries.

Rate: \$0/15min
Max. Daily Booking Hour: 6 hr

< > today
Mar 31 – Apr 3, 2021
month week day

				Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3
7:30am							
8am							
8:30am							
9am							
9:30am							
10am							
10:30am							
11am							
11:30am							
12pm							
12:30pm							
1pm							
1:30pm							
2pm							
2:30pm							

On Left hand side:
Basic information of equipment
Confocal Imaging Sys, Leica TCS SP8 [LG

On Right hand side:
booking timetable of equipment (In week view)



Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]
CYM LG216

with Microscope Stand, Anti-vibration Table, Scan Head, Laser UV-VIS Please contact Ms. Crystal CHEUNG (3917 6019) for enquiries.

Rate: \$0/15min
Max. Daily Booking Hour: 6 hr

< > today
Mar 31 – Apr 3, 2021
month week day

				Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3
7:30am							
8am							
8:30am							
9am							
9:30am							
10am							
10:30am							
11am							
11:30am							
12pm							
12:30pm							
1pm							
1:30pm							
2pm							
2:30pm							

<	>	today	Mar 31 – Apr 3, 2021				month	week	day
				Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3		
7:30am									
9am									

On the right, there is a scrollbar to move across time slots. In this example, Today is Wednesday Mar 31, 2021 and It is highlighted as above.

At the top, there is a navigation bar.

<	>	today	Mar 31 – Apr 3, 2021				month	week	day
---	---	-------	----------------------	--	--	--	-------	------	-----

On the left of navigation bar, there is View control

month	week	day
-------	------	-----

User could use View control to switch month/week/day View of booking timetable.

Month View:

<	>	today	March 2021				month	week	day
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
			31	1	2	3			
4	5	6							
	<ul style="list-style-type: none"> 7:30a Booked by mys... 9a Testing out of 30 D 								

Week View:

< > today Mar 31 – Apr 3, 2021 month week day

				Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3
7:30am							
8am							

Day View:

< > today March 31, 2021 month week day

	Wednesday
6am	
6:30am	

On the left of navigation bar, you can use those arrows to switch between different months/weeks/days.

Right arrow goes to month/week/day.

< > today Apr 4 – 6, 2021 month week day

	Sun 4/4	Mon 4/5	Tue 4/6				
6am							
6:30am							
7am							
7:30am		7:30 - 8:30 Booked by myself					
8am							
8:30am							
9am		9:00 - 9:15 - Testing out of					

Left arrow goes to last month/week/day.

< > today Mar 31 – Apr 3, 2021 month week day

				Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3
6am							
6:30am							
7am							
7:30am							

No matter where you go, "today" button will always bring you to the current day.

- Pick the date and period for booking

After you have located your equipment, you can add a new booking by simply clicking on the calendar. Here is our example below: Equipment Name= Confocal Imaging Sys, Leica TCS SP8; Today=31th Mar 2021 as below:

				Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3
10am							
10:30am							
11am							
11:30am							
12pm							
12:30pm							
1pm							
1:30pm							
2pm							
2:30pm							
3pm							

You see a blank at 2:30pm on Saturday Apr 03, 2021. You can click on it to add a new booking as shown below:

Book Equipment

Equipment
Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]

Location
CYM LG216

Title

Start Time *

End Time *

As long as you have NOT click “Confirm” button, you can always cancel the booking by click “cancel” button.

You can always adjust the Start Time, End Time and enter a title of the booking session as below:

Book Equipment

Equipment
Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]

Location
CYM LG216

Title

Start Time *
03/04/2021 02:30 pm

End Time *
03/04/2021 03:30 pm

Cancel

April 2021

Su	Mo	Tu	We	Th	Fr	Sa	02	29	pm
28	29	30	31	1	2	3	03	30	am
4	5	6	7	8	9	10	04	31	
11	12	13	14	15	16	17	05	32	
18	19	20	21	22	23	24	06	33	
25	26	27	28	29	30	1	07	34	
2	3	4	5	6	7	8	08	35	

Today

After you have confirmed the start time, end time and title, click “confirm” button. You can see the charge in the confirmation dialog:

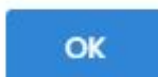


Book Equipment

Booking has been submitted successfully.

The booking fee is \$ 0.

Please note that you cannot cancel the booking 24 hour prior to the booking slot.



After confirm the booking, user will receive email for notice and re-view booking on timetable as below:



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Equipment Booking Request Received

The equipment below has been reserved by listed user.

Booking ID	61
Equipment	Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]
Title	Testing
Time	2021-04-03 14:30 - 15:30
Charge	\$0

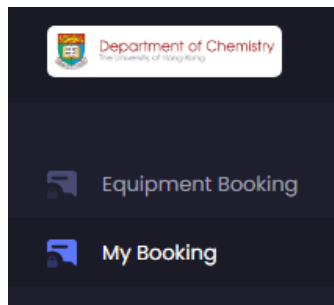
Equipment Booking System
Chemistry Department,
The University of Hong Kong

< > today Mar 31 – Apr 3, 2021 month week day

				Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3
2pm							
2:30pm							2:30 - 3:30 Testing
3pm							
3:30pm							

1.3 View Booked record or Cancel Booking

- User could view their booking record or cancel their booking by select “My Booking” after login the system.



In this example, we want to view detail of booking record and cancel the booking of ID 61 (Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)], start time 2021-04-03 14:30:00...) by Select booking record.

My Booking [My Booking](#) Boo

Show 10 entries Search:

#	Equipment	Location	Title	Start Time	End Time	Cost
61	Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]	CYM LG216	Testing	2021-04-03 14:30:00	2021-04-03 15:30:00	0.0000
56	ZetaView Nanoparticle Tracking Analyzer (NTA)[408, CYM (C)]	CYM 408	testing	2021-03-20 06:00:00	2021-03-20 07:15:00	0.0000
55	Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]	CYM LG216	Testing	2021-03-20 00:00:00	2021-03-20 01:30:00	135.0000

Showing 1 to 3 of 3 entries

After that, user could view the detail of detail of booking record and click “Cancel Booking” to cancel the booking.

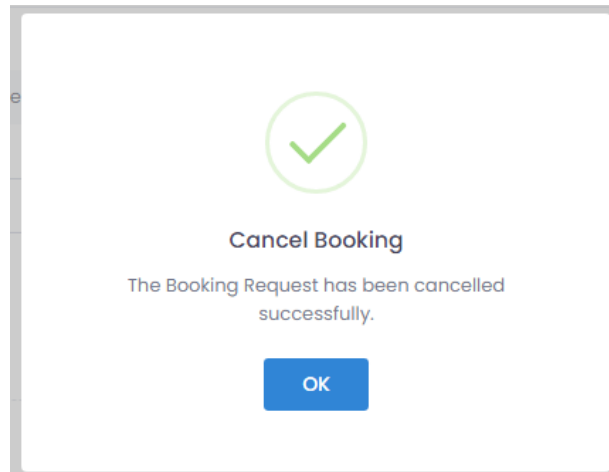
61 (Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)])

ID	Equipment	Title	After-use Comment			
61	Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]	Testing	<div style="border: 1px solid #ccc; height: 100px;"></div>			
Start Time	End Time	Hour				
2021-04-03 14:30:00	2021-04-03 15:30:00	1.0000	0.0000			

Submit Time: 2021-03-31 15:59:55 ()

[Cancel Booking](#) [Back](#)

After click "Cancel Booking", the confirmation dialog will show as below for confirm the booking is cancel:



By default, User is not allowed to cancel within 24 hours of booking time. If user request to cancel booking within 24 hours of booking time, please contact equipment manager of this equipment for help.

1.4 Change Booking Timeslot

- User is not allowed to change booking timeslot once it is submitted. However, you can cancel the booking and apply a new booking again

1.5 Apply for booking Permission for another equipment

- Login to the System
- Go to Equipment List, select the Equipment
- Click the "Request permission" button



- After that, Equipment Manager will receive you request. Equipment Manager may provide Training to user or process your request. After Equipment Manager approve your request, you could make booking on equipment.

1.6 After-Use Comment

- You may input comment after using the equipment to give feedback about the equipment
- Login to the System
- Go to My Booking List, pick the Booking
- Input the Comment and click “ Submit Comment”.

Chem Student 1 (600MHz Digital NMR Spectrometer, Bruker Avance Neo)

ID	Equipment	Title		After-use Comment	
20	600MHz Digital NMR Spectrometer, Bruker Avance Neo			comment	
Start Time	End Time	Hour	Cost		
2021-01-27 09:00:00	2021-01-27 09:15:00	0.2500	18.0000		

Submit Time

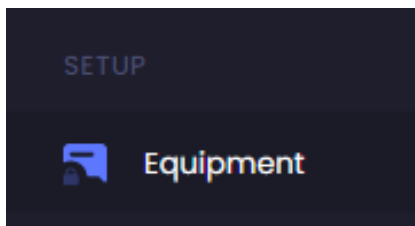
2021-01-21 16:21:24 ()

Back [Submit Comment ✓](#)

2. Equipment Manager

2.1 Booking Setup for Equipment

- Login to the System
- Click "Equipment" on SETUP



After that, equipment manager could select equipment and view equipment list which is management by your account as below:

Equipment Setup - Equipment Add Equipment

Show 10 entries Search:

Seq	Name	Equipment Manager	Location	Allow To Book	Status
5	Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]		CYM LG216	Y	Normal
7	MAIA3 SEM [LG216, CYM (C)]		CYM LG216	Y	Normal
6	ZetaView Nanoparticle Tracking Analyzer (NTA) [408, CYM (C)]		CYM 408	Y	Normal

Showing 1 to 3 of 3 entries (filtered from 9 total entries)

In this example, We select "Confocal Imaging Sys, Leica TCS SP8" by click edit button.

Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]

ID: 2 Name: Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)] Location: CYM LG216 Sequence: 5 Image: /images/2-LeicaTCS SP8.jpg

Status: ON Allow To Book: ON

Description: with Microscope Stand, Anti-vibration Table, Scan Head, Laser UV-VIS
Please contact Ms. Crystal CHEUNG (3917 6019) for enquiries.

Remark:

Users: Cost Timeslot User Type User Group Setting

User Group	User (User Type)
<input checked="" type="checkbox"/> [Normal] Confocal Imaging Sys, Leica TCS SP8	1. 2020-10-29 00:59:24 (Equipment Manager) 2. 2020-10-29 00:59:24 (Chem Dept - User) 3. 2020-10-29 00:59:24 (Chem Dept - User)
<input checked="" type="checkbox"/> [VIP] Confocal Imaging Sys, Leica TCS SP8	1. 2020-10-29 00:59:24 (Equipment Manager)
<input checked="" type="checkbox"/> [Owner] Confocal Imaging Sys, Leica TCS SP8	1. 2020-10-29 00:59:24 (Admin)

Create Time: 2020-10-29 00:59:24 (Don) Update Time: 2021-02-23 16:52:14 (Mr. Vincent K.W. YEUNG)

Delete Cancel Apply Save as New Save

- Equipment manager could setup basic setting:

Status (ON/OFF) – Display Equipment on Equipment list for user to view or select when it turns to ON.

Allow To Book (ON/OFF) – For disable allow any users to book when it turn to OFF.

Name – Equipment Display Name

Location – location of Equipment

Description – For basic information or description of Equipment

Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]

ID	Name	Location
<input type="text" value="2"/>	<input type="text" value="Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]"/>	<input type="text" value="CYM LG216"/>
Status	Description	
<input checked="checked" type="checkbox" value="ON"/>	<input type="text" value="with Microscope Stand, Anti-vibration Table, Scan Head, Laser UV-VIS
Please contact Ms. Crystal CHEUNG (3917 6019) for enquiries."/>	
Allow To Book		
<input checked="checked" type="checkbox" value="ON"/>		

- Equipment manager could configure some adv. Setting:

For available time span and 24/7 available or available start and end time for equipment booking on Timeslot Field.

Users Cost **Timeslot** User Type User Group Setting

Is 24/7 Available?	Min. Time Span (hr)	Min. Charge (hr)
<input checked="checked" type="checkbox" value="ON"/>	<input type="text" value="0.2500"/>	<input type="text" value="0.2500"/>

Or

Users Cost **Timeslot** User Type User Group Setting

Is 24/7 Available?	Available Start Time	Available End Time	Min. Time Span (hr)
<input type="checkbox" value="OFF"/>	<input type="text" value="09:00 am"/>	<input type="text" value="05:00 pm"/>	<input type="text" value="0.2500"/>

-For At least In-Adv. Day and available booking number of Day After Today and the maximum booking hour per day for each User Group.

Users Cost Timeslot User Type User Group Setting

User Group	Booking At Least In-Advance Day	Booking No. of Day After Today	Max Daily Hour
[Normal] Confocal Imaging Sys, Leica TCS SP8	0	7	6.0000
[VIP] Confocal Imaging Sys, Leica TCS SP8	0	7	6.0000
[Owner] Confocal Imaging Sys, Leica TCS SP8	0	365	24.0000

2.2 Equipment Permission Approval

- You will receive an acknowledgement email when user apply for booking permission to your equipment

Equipment Access Permission Request




The access permission to equipment below has been requested by listed user.

Equipment	Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]
Name	--
Department	Chemistry
Organization	HKU
Email	--
Phone	28598930
Supervisor	

Equipment Booking System
Chemistry Department,
The University of Hong Kong

- You can contact the user to conduct equipment operation training
- Once training is completed, you can assign user to Equipment User Group and apply user a booking permission.

In this example, we want to add a user to “[Normal] Confocal Imaging Sys, Leica TCS SP8” user group and apply user a booking permission for Confocal Imaging Sys, Leica TCS SP8. You could assign user to Equipment User Group by login to the System, and click “User in User Group” on MANGE.

	#	↑↓	Name
	2		[Normal] Confocal Imaging Sys, Leica TCS SP8
	18		[Owner] Confocal Imaging Sys, Leica TCS SP8
	10		[VIP] Confocal Imaging Sys, Leica TCS SP8

[Owner] Confocal Imaging Sys, Leica TCS SP8 -[Owner] group include equipment manager permission of equipment.

[VIP] Confocal Imaging Sys, Leica TCS SP8 - [VIP] group include special users which have different of “At Least In-Advance Day”, “No. of Day After Today” and “Max Daily Hour” from Normal User.

[Normal] Confocal Imaging Sys, Leica TCS SP8 - [Normal] group include users have standard setting of “At Least In-Advance Day”, “No. of Day After Today” and “Max Daily Hour”.

Click the edit button of “[Normal] Confocal Imaging Sys, Leica TCS SP8” and show

Name
[Normal] Confocal Imaging Sys, Leica TCS SP8

User in User Group

Available

Type to search...

- [1] Don (Admin)
- [2] Mr. Vincent K.W. YEUNG (Admin)
- [3] NMR Equipment Manager (Equipment Manager)
- [4] ICPMS Equipment Manager (Equipment Manager)
- [5] User Account Manager (Account Manager)

↔

Selected

Type to search...

- [12] (Equipment Manager)
- [15] (Chem Dept - User)
- [19] (Chem Dept - User)

Remark

Update Time

2021-01-20 17:36:08 (Don)

Cancel

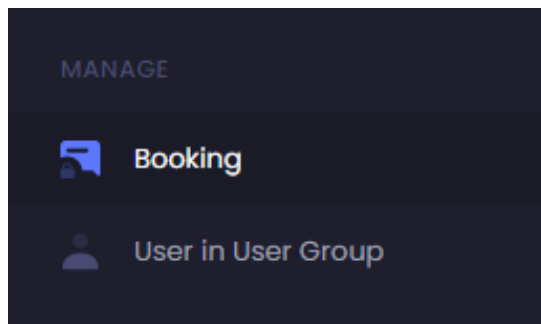
Apply

Save ✓

By Click the user from Available list and add into Selected list, after click save button. The user will apply booking permission to book “Confocal Imaging Sys, Leica TCS SP8”.

2.3 Manage Booking of equipment

- Login to the System and click Booking on MANAGE



- The full booking list for your equipment are listed in “Booking” as below

#	User	Dept	Organization	Equipment	Title	Start Time	End Time
54		Chemistry	HKU	Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]	Testing out of 30 Day	2021-04-05 09:00:00	2021-04-05 09:15:00
61		Chemistry	HKU	Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]	Testing	2021-04-03 14:30:00	2021-04-03 15:30:00
50		Chemistry	HKU	Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)]		2021-03-27 07:00:00	2021-03-27 07:15:00

- You can edit or delete booking record by Click edit button and show as below:

(Confocal Imaging Sys, Leica TCS SP8 [LG216, CYM(C)])

ID	54	User		Supervisor		Remark	
Status	ON	Equipment	Confocal Imaging Sys, Leica TC	Title	Testing out of 30 Day		
Start Time	2021-04-05 09:00:00	End Time	2021-04-05 09:15:00	Hour	0.2500	Cost	22.5000
After Use Comment							
Create Time	2021-03-02 11:39:47 ()		Update Time		2021-03-02 11:39:47 ()		
Delete		Cancel		Apply	Save as New	Save ✓	

2.4 Blocking Period

- To block a period from booking by user, you can book the equipment yourself to hold out the period
- Login to the System
- Go to Equipment List and pick the Equipment
- Select the blocking period in the calendar