HKU
Department of Chemistry
Equipment Booking System
User Manual

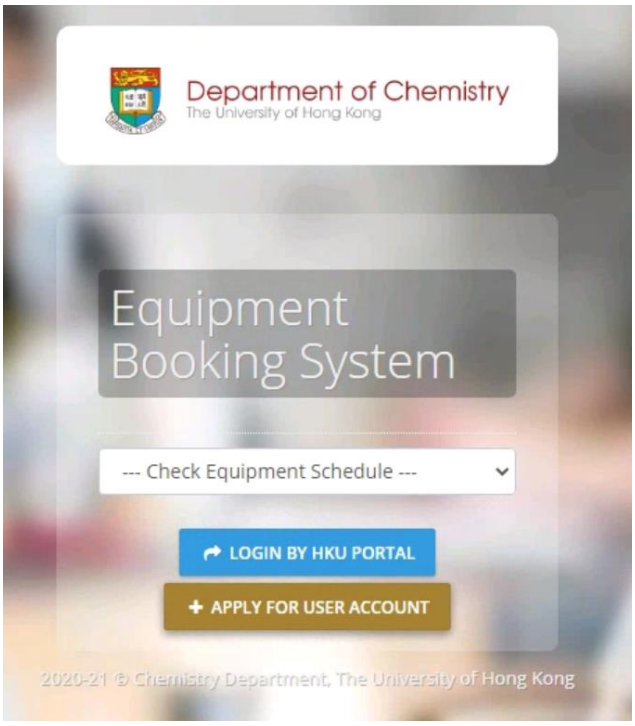
Manual Version 1.0

rev. date : 2021-03-31

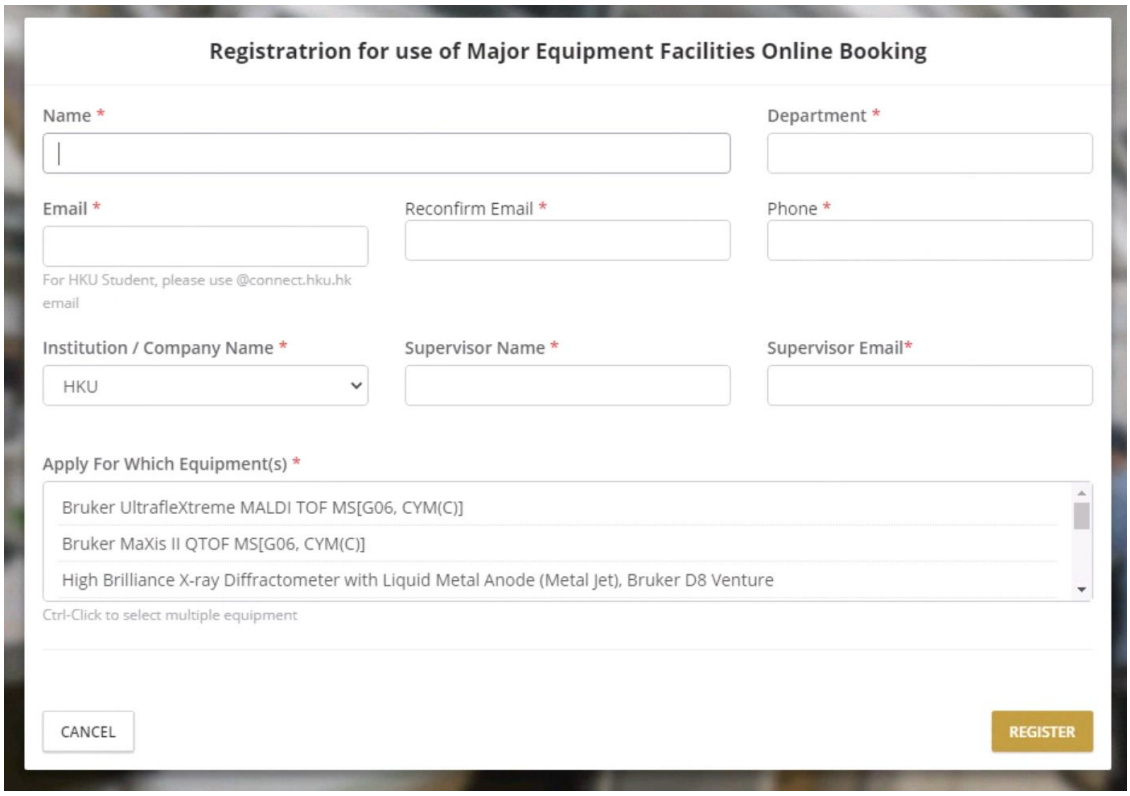
1. HKU Student or HKU Staff

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)



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.

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Login Information for Equipment Booking System

Hi ...,

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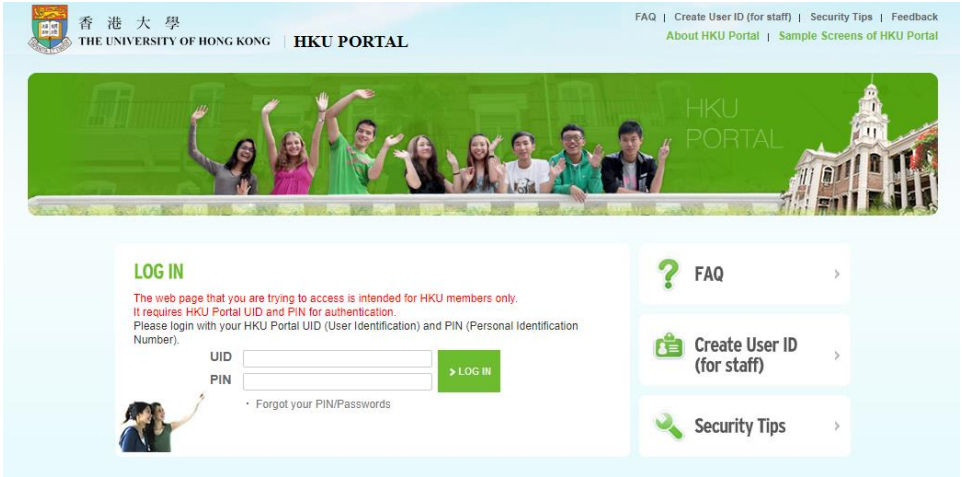
- After that, you could to https://booking.chemistry.hku.hk (For HKU Campus Network Only), Click "Login by HKU Portal" Button for login Equipment Booking System through HKU portal account.

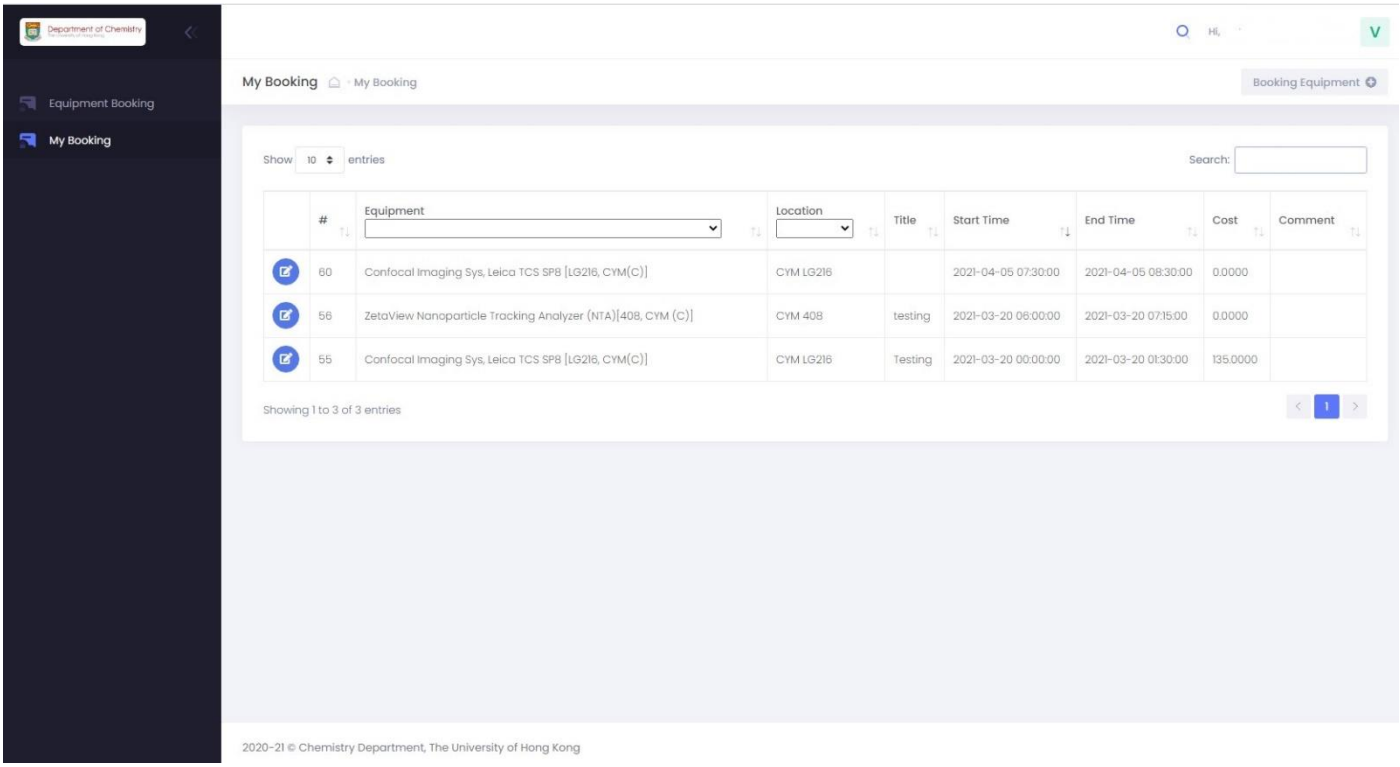
- Login Using HKU Portal



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

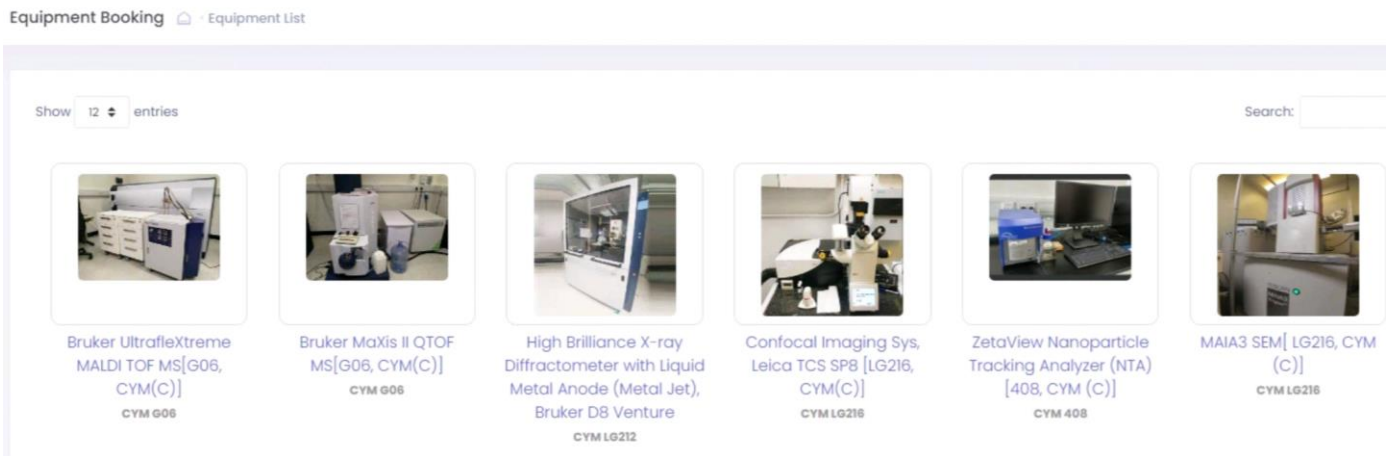
1.2 Book Equipment

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

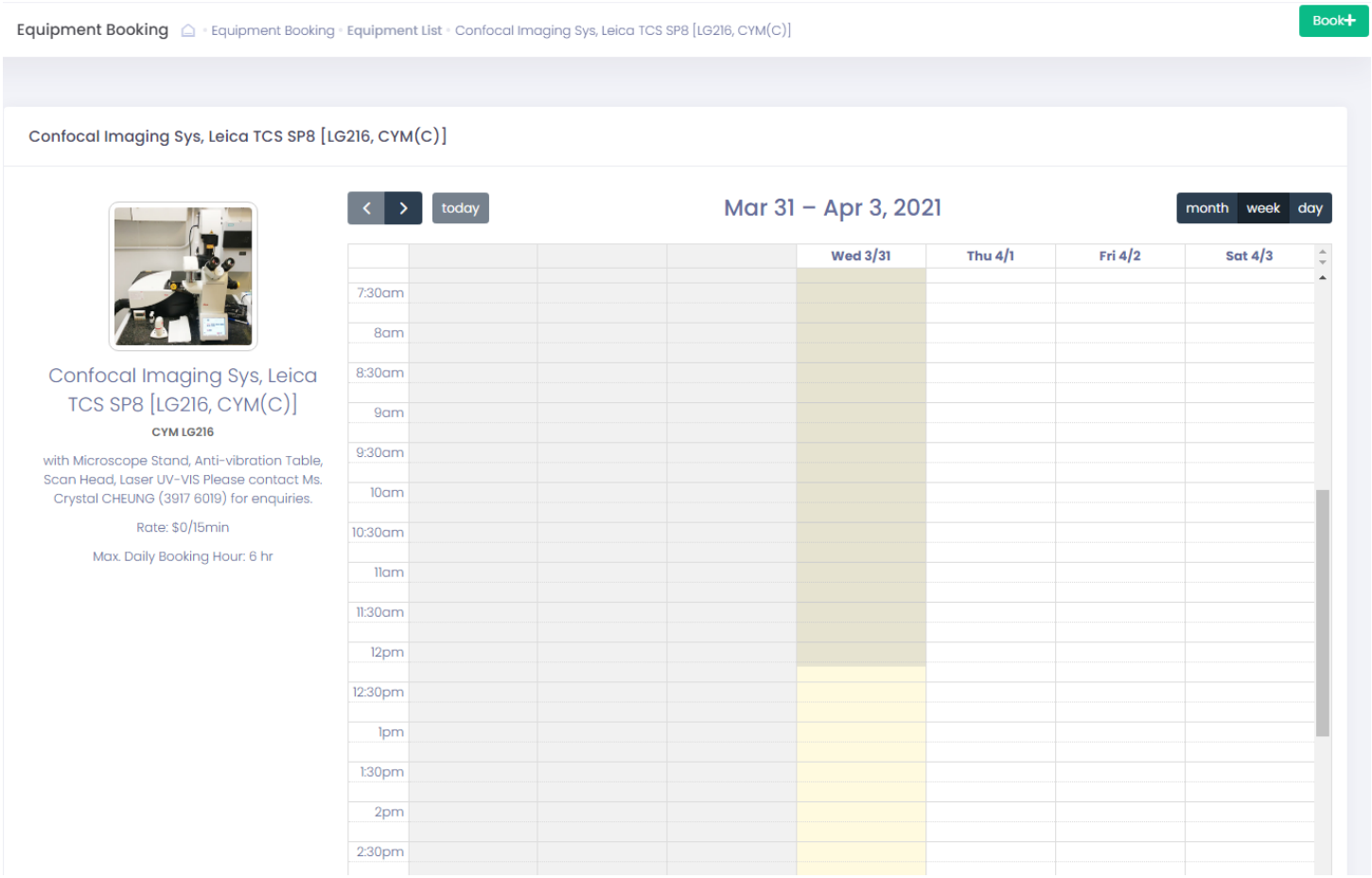


- Click “Equipment Booking”

-Select the “Equipment” for make booking.

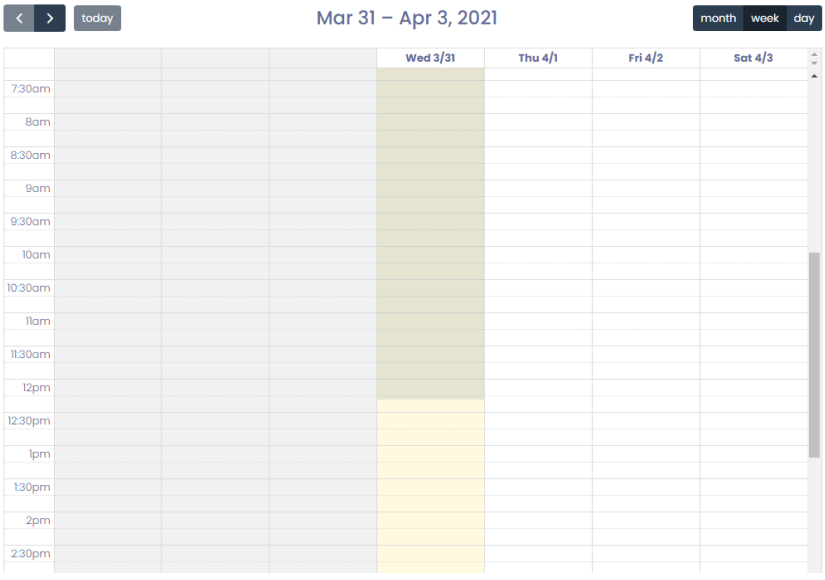


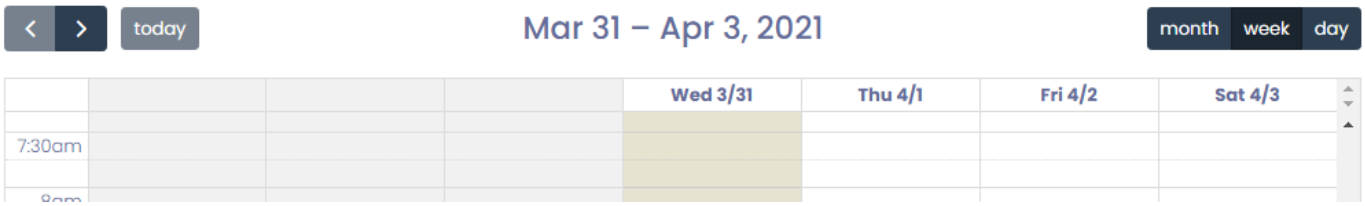
After Select the “Equipment”, you see the following screen. In default, booking timetable show as week view. In this example, we select “Confocal Imaging Sys, Leica TCS SP8”.



On Left hand side:
Basic information of equipment

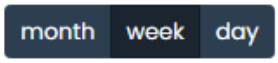
On Right hand side:
booking timetable of equipment (In week view)





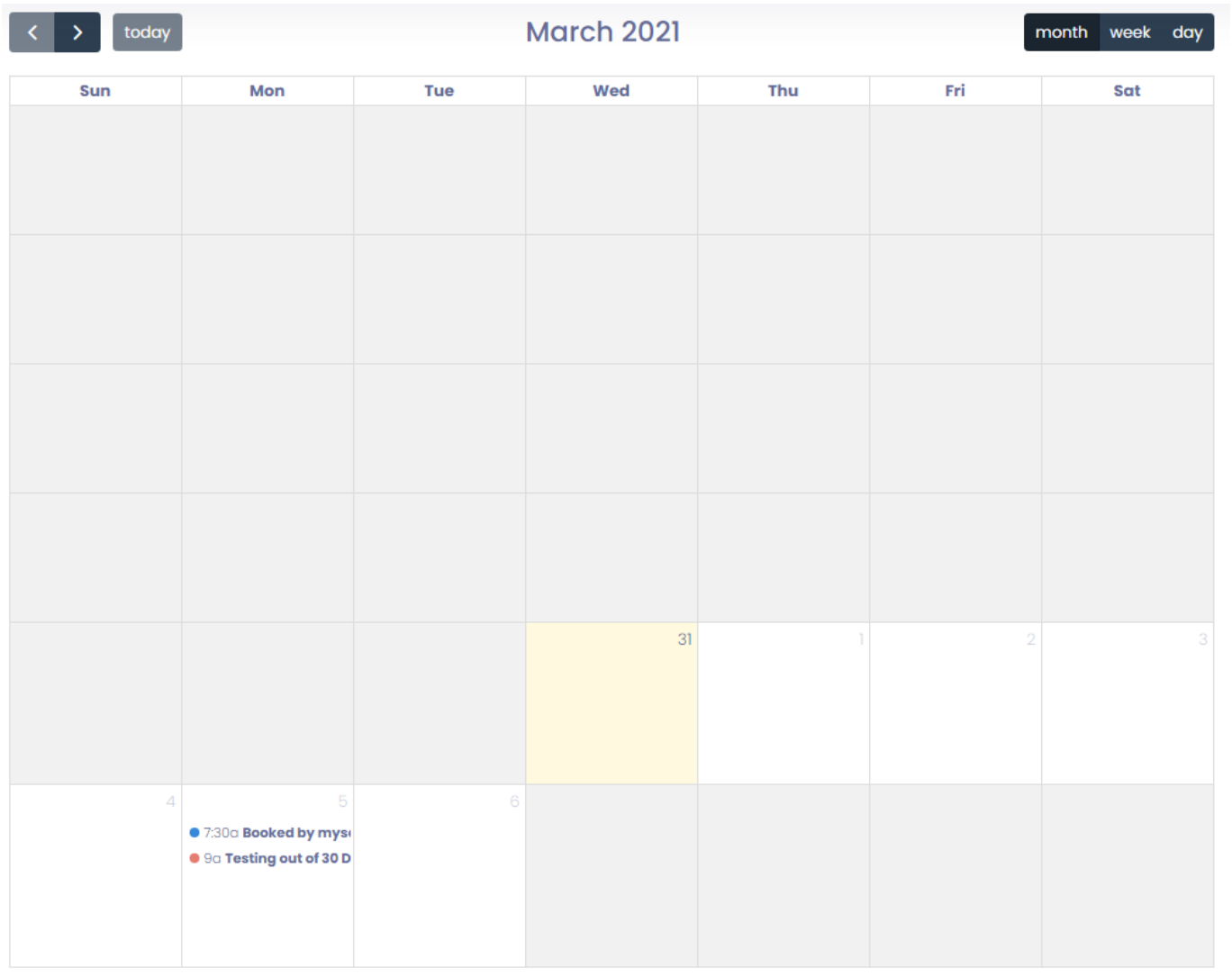
On the right, there is a scrollbar to move across time slots. In this example, Today is Wednesday Mar 31, 2021 and It is highlighted as above.

At the top, there is a navigation bar.

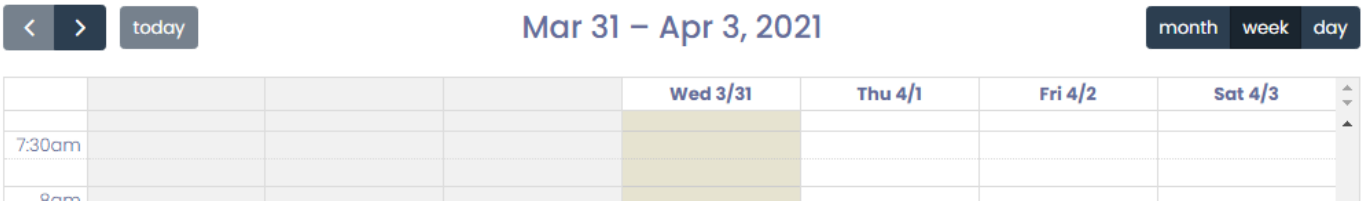
On the left of navigation bar, there is View control 

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

Month View:



Week View:



Day View:

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

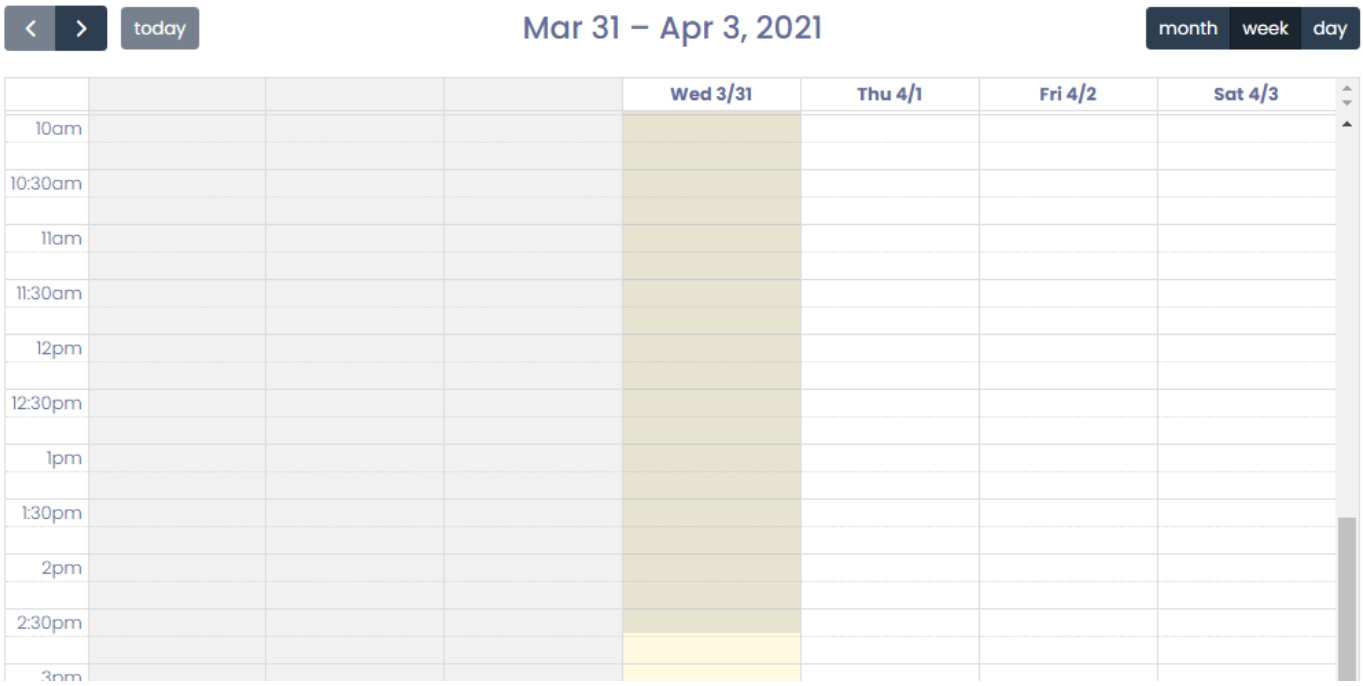
Right arrow goes to month/week/day.

Left arrow goes to last month/week/day.

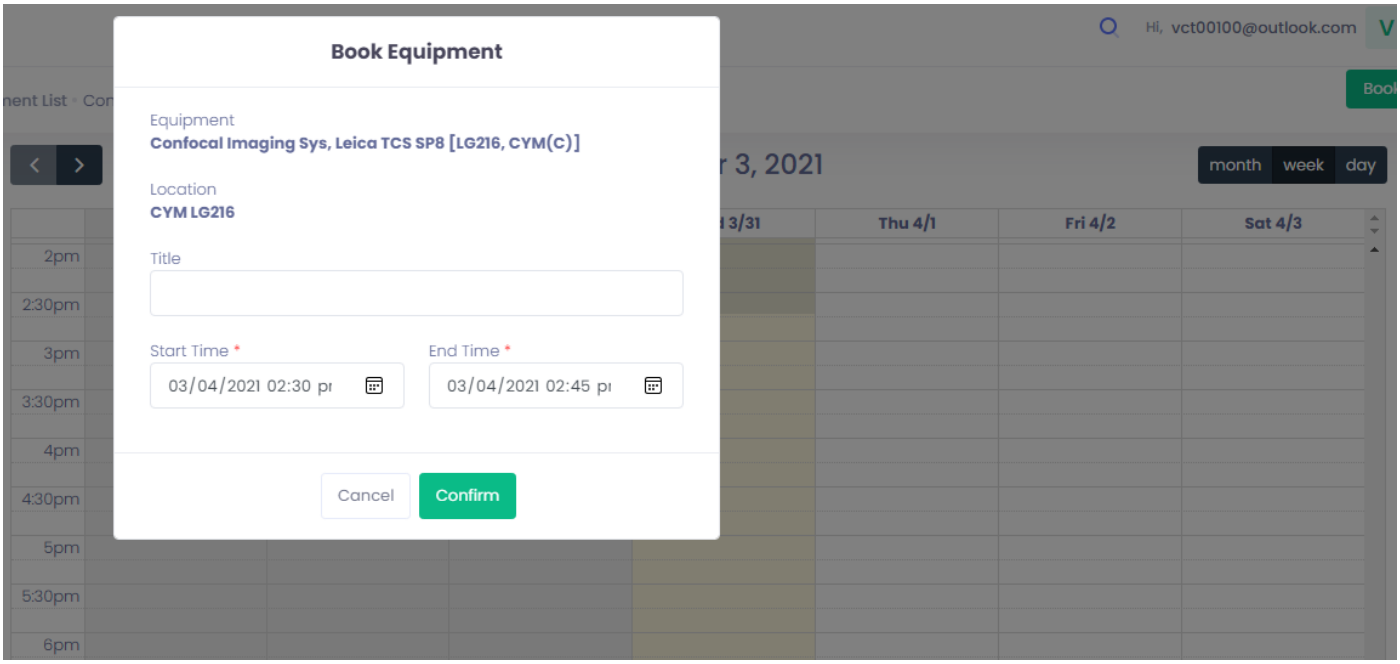
No matter where you go, “today” button will always bring you to the current day.

- 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:

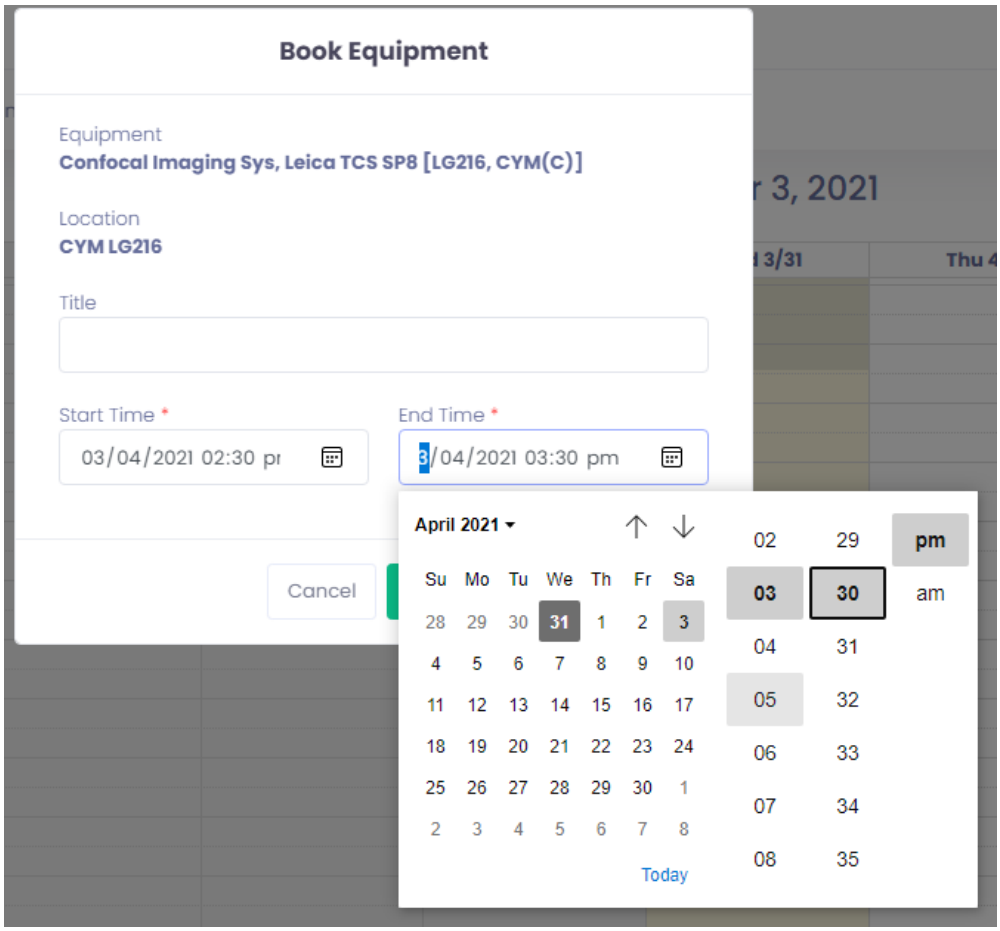


You see a blank at 2:30pm on Saturday Apr 03, 2021. You can click on it to add a new booking as shown below:

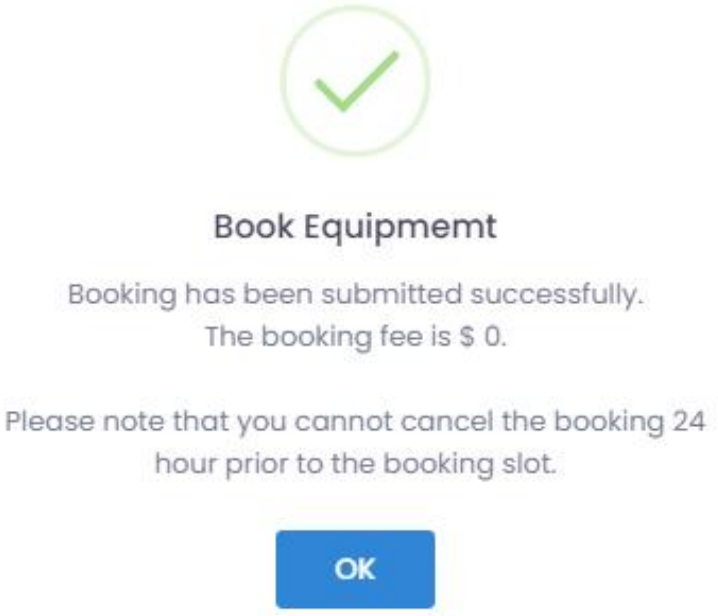


As long as you have NOT click “Confirm” button, you can always cancel the booking by click “cancel” button.

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



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



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

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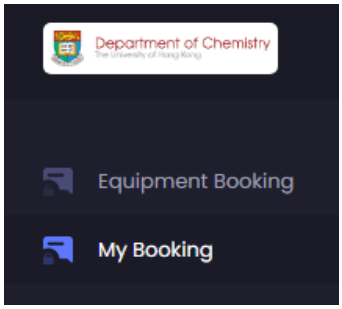
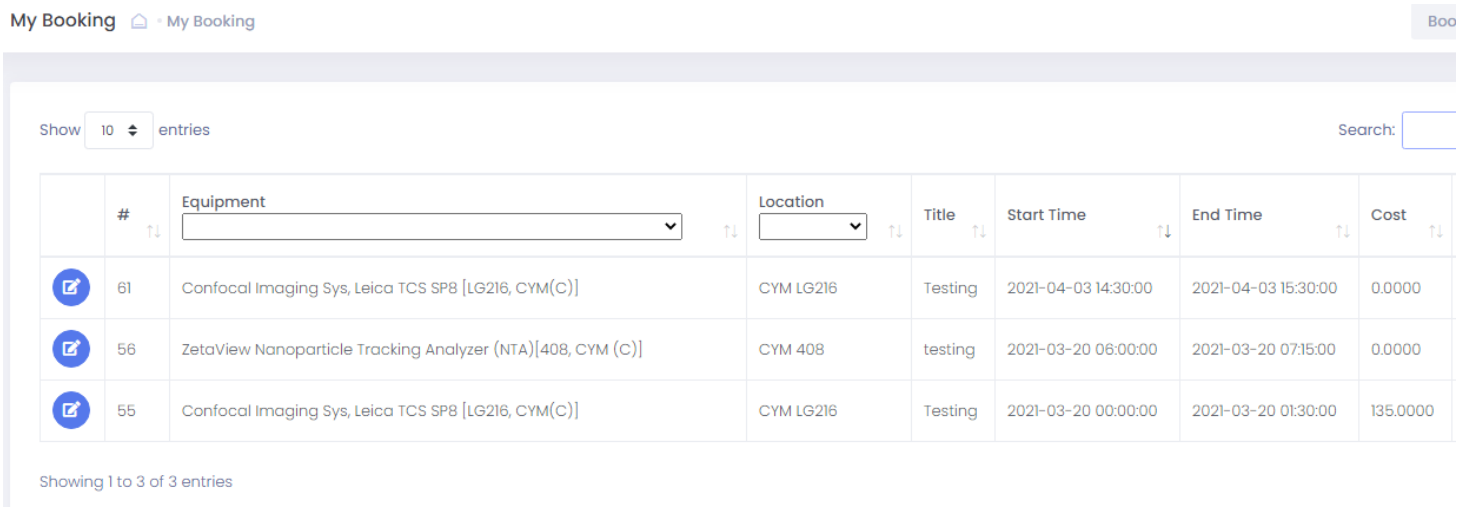
1.3 View Booked record or Cancel Booking

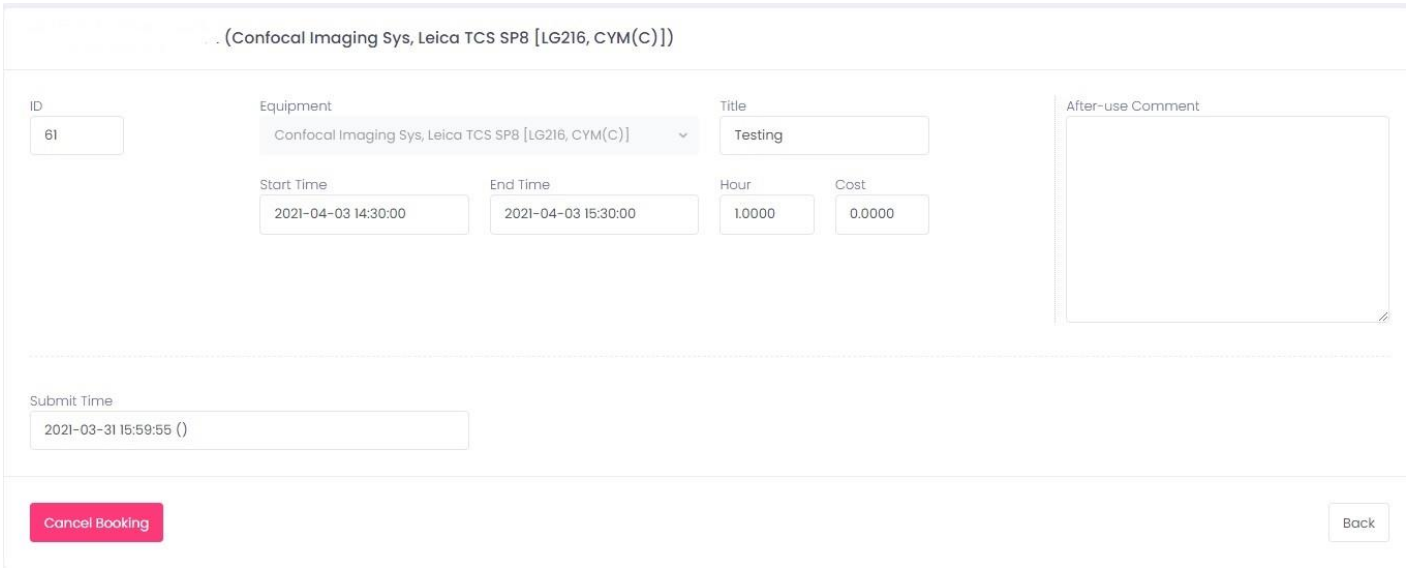
- User could view their booking record or cancel their booking by select “My Booking” after login the system.



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.



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



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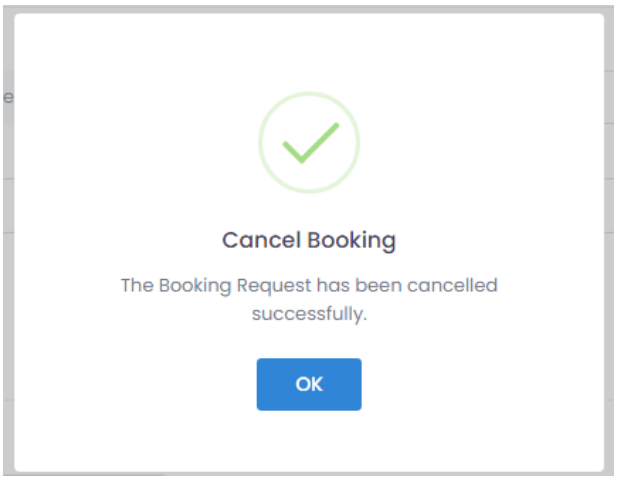
After click “Cancel Booking”, the confirmation dialog will show as below for confirm the booking is cancel:



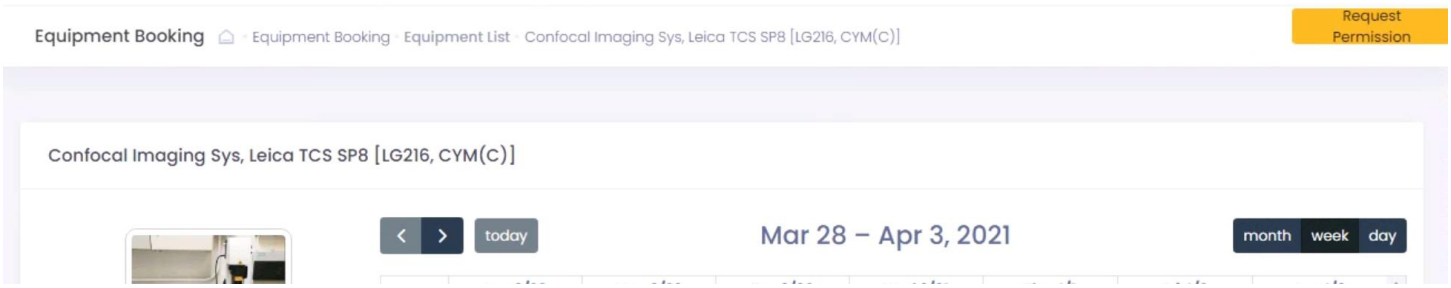
By default, User is not allowed to cancel within 24 hours of booking time. If user request to cancel booking within 24 hours of booking time, please contact equipment manager of this equipment for help.

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

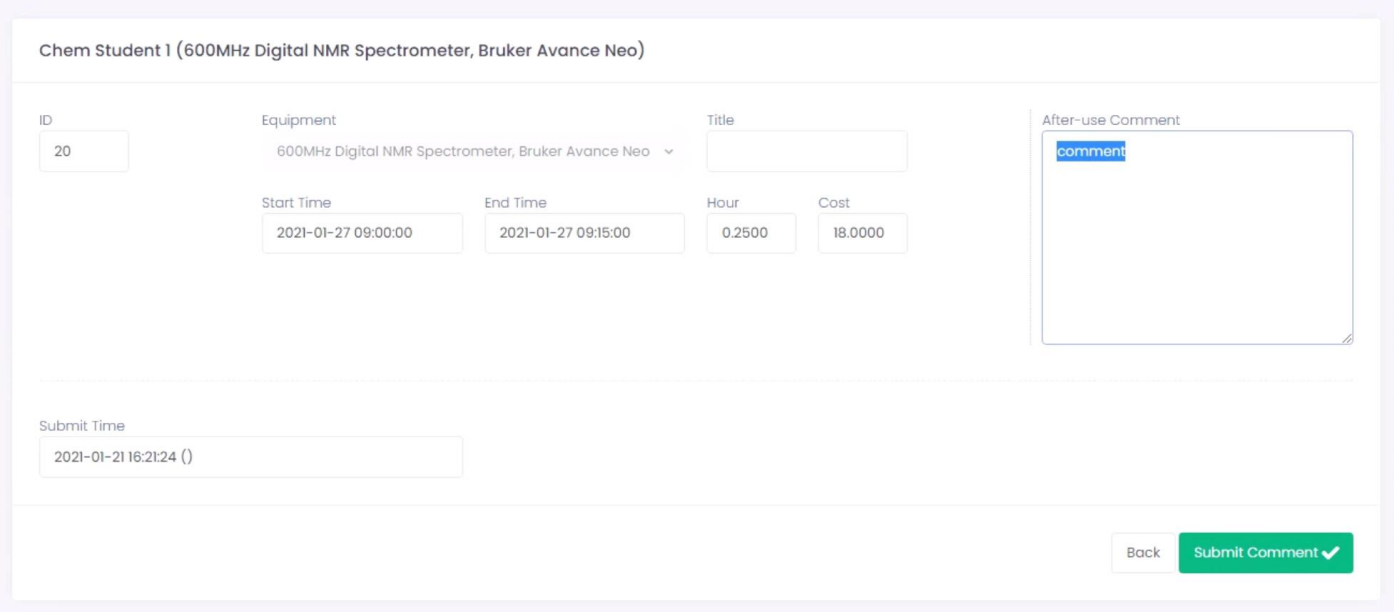
- Login to the System
- Go to Equipment List, select the Equipment
- Click the “Request permission” button



- 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

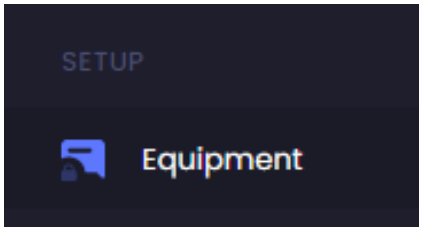
- You may input comment after using the equipment to give feedback about the equipment
- Login to the System
- Go to My Booking List, pick the Booking
- Input the Comment and click " Submit Comment".



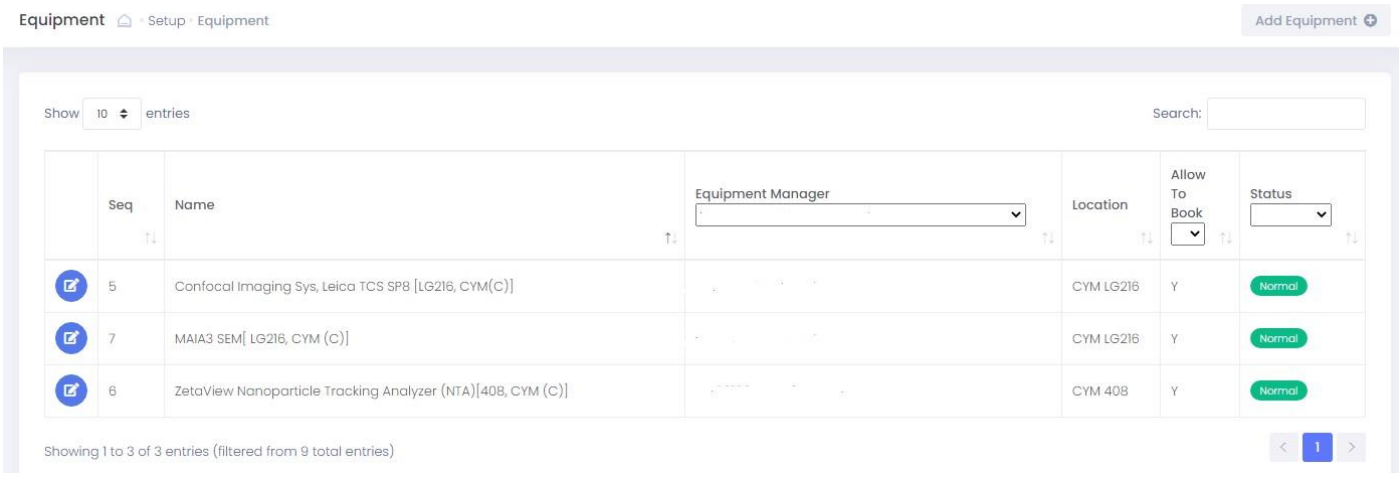
2. Equipment Manager

2.1 Booking Setup for Equipment

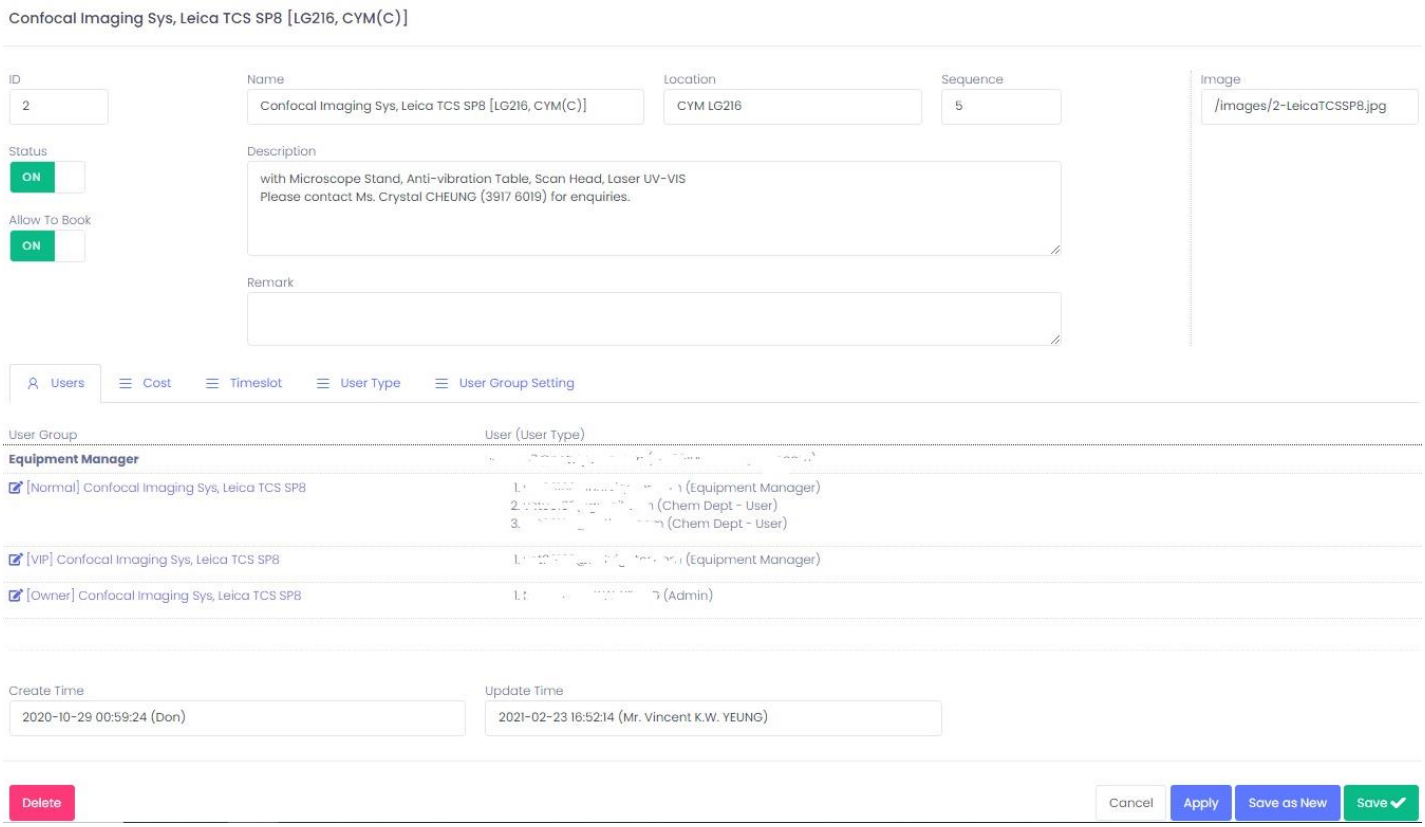
- Login to the System
- Click “Equipment” on SETUP



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



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

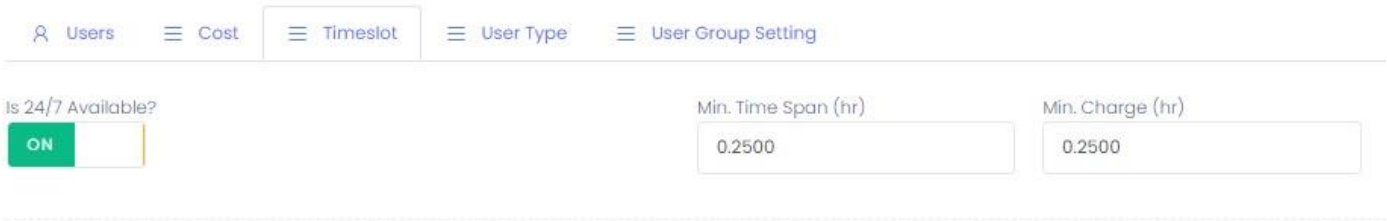


- Equipment manager could setup basic setting:

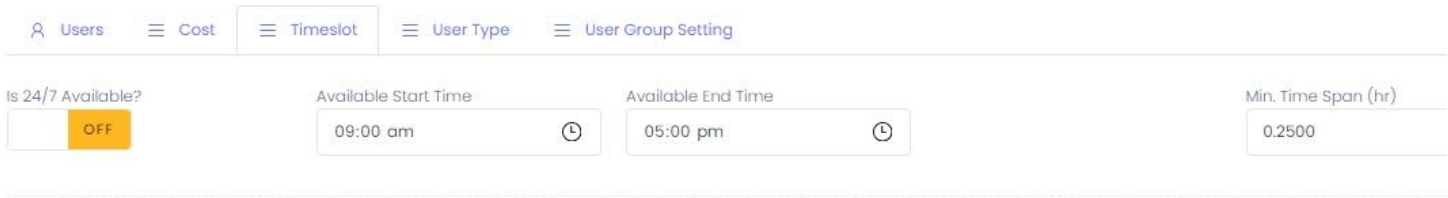
Status (ON/OFF) – Display Equipment on Equipment list for user to view or select when it turns to ON.
Allow To Book (ON/OFF) – For disable allow any users to book when it turn to OFF.
Name – Equipment Display Name
Location – location of Equipment
Description – For basic information or description of Equipment

- 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.



Or



-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	

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- 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.

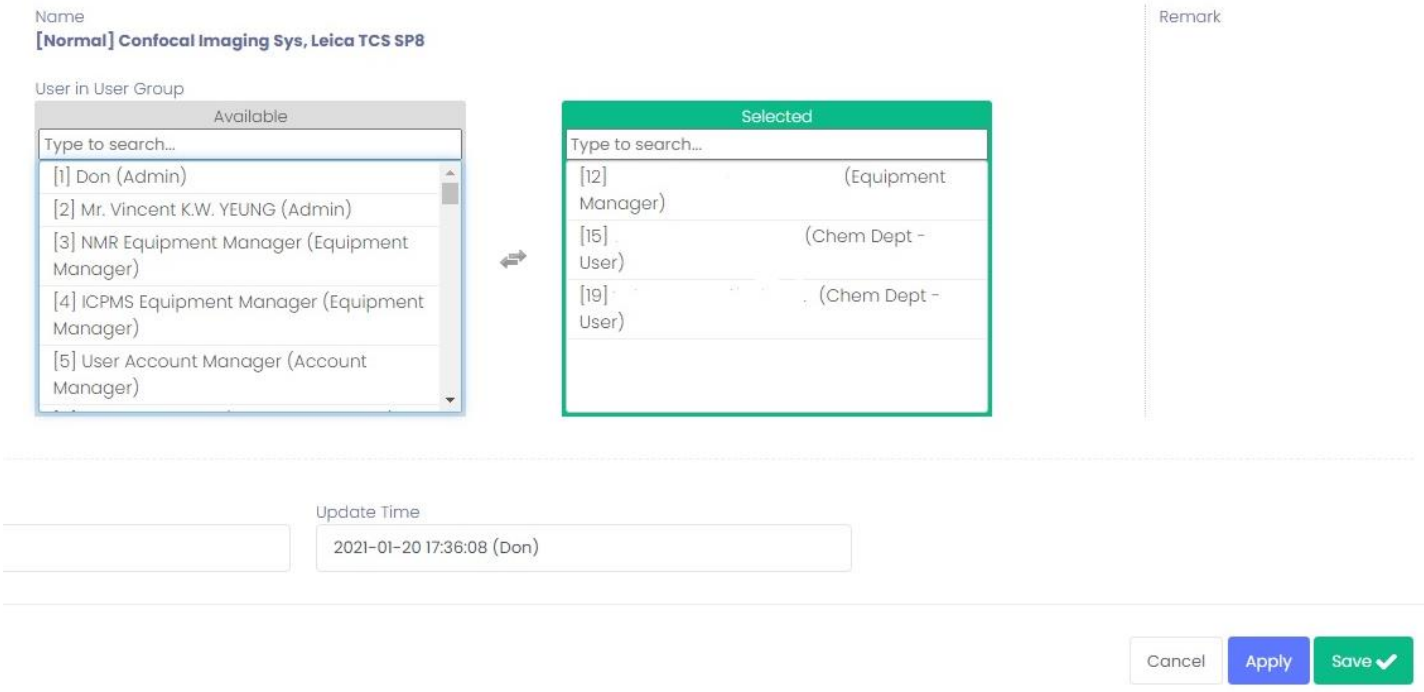
	# ↑↓	Name
	2	[Normal] Confocal Imaging Sys, Leica TCS SP8
	18	[Owner] Confocal Imaging Sys, Leica TCS SP8
	10	[VIP] Confocal Imaging Sys, Leica TCS SP8

[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”.

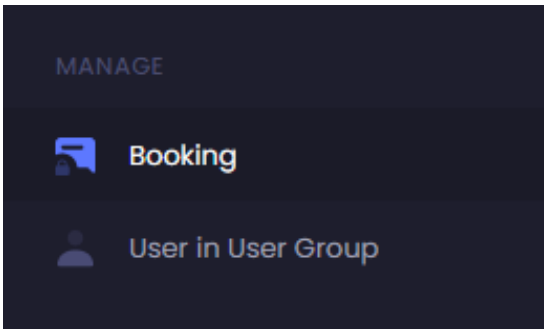
Click the edit button of “[Normal] Confocal Imaging Sys, Leica TCS SP8” and show



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”.

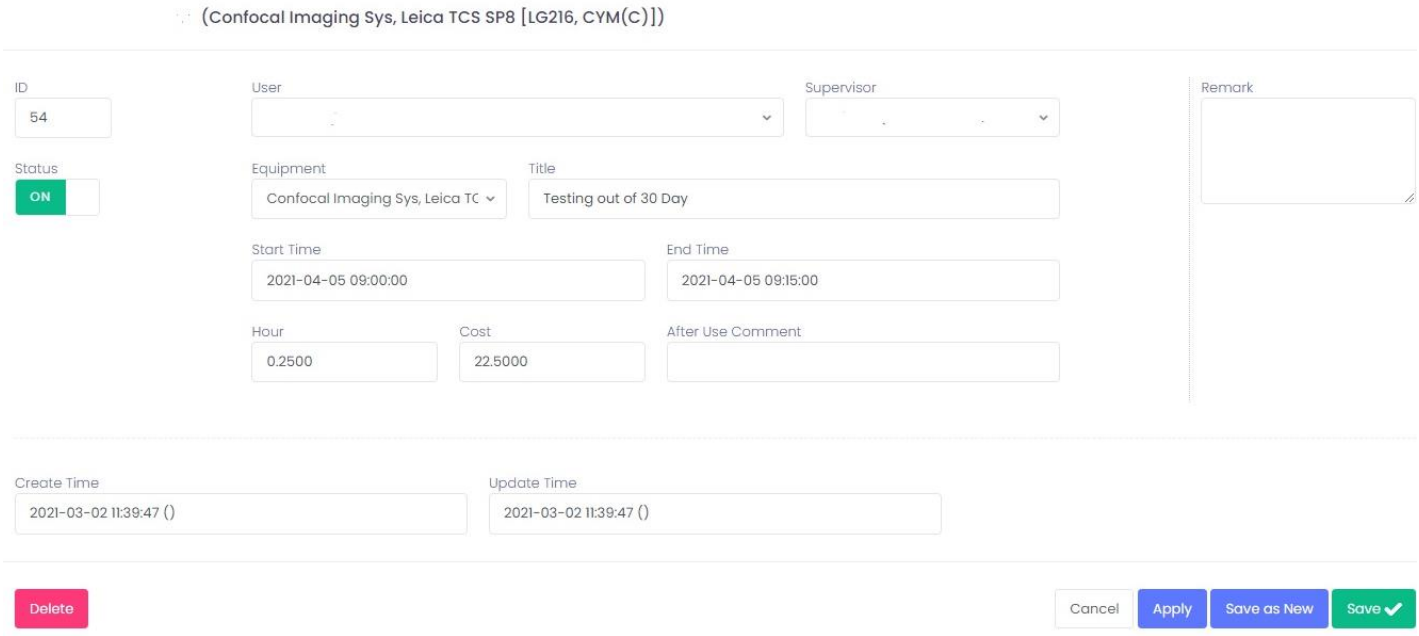
2.3 Manage Booking of equipment

- Login to the System and click Booking on MANAGE



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

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



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