



School of Biological Sciences Web Booking System
The University of Hong Kong

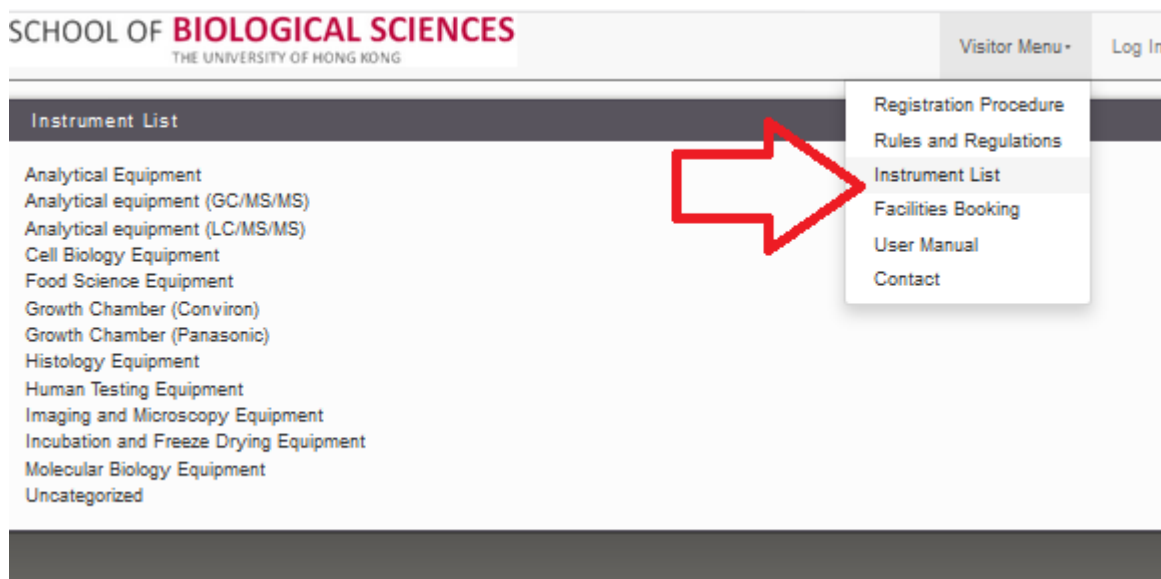
User manual

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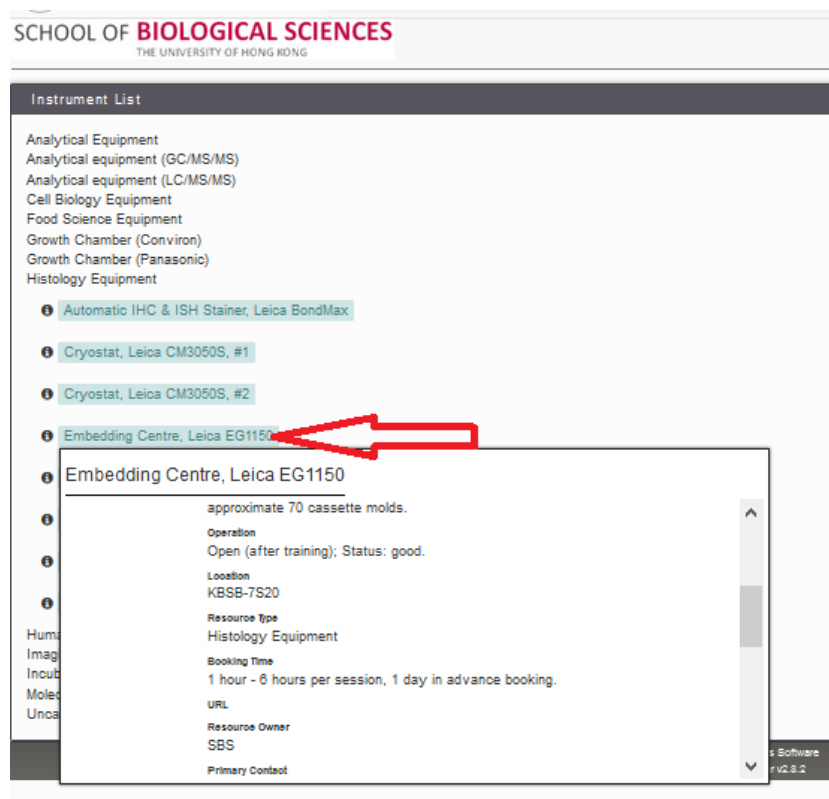
1. Training and Assessment (for new user)

Users of any instrument must first be assessed by the respective Technician-in-charge, to ensure he/she is technically competent as a “qualified user” before he/she will be allowed to operate the equipment. Qualified user will be provided with an account for booking of the concerned instrument via our web-booking system.

Go to VISTOR menu side bar and click the Instrument list to view.



Find your instrument category and define well your interested equipment from the list.



Locate the Primary contact for the technician-in-charge with telephone number, email address and Office location.

SCHOOL OF **BIOLOGICAL SCIENCES**
THE UNIVERSITY OF HONG KONG

Inst Embedding Centre, Leica EG1150 [Close](#)

Resource Owner
SBS

Primary Contact
Rachel Wong

Primary Contact Email
rppwong@hku.hk

Primary Contact Phone
22990625

Primary Contact Location
KBSB-3S04

Secondary Contact
Yvonne Chung

Secondary Contact Email

[Embedding Centre, Leica EG1150](#)

[Microtome, Leica RM2135](#)

[Microtome, Leica RM2265 \(fully automatic\)](#)

[Slide Stainer, Leica ST5020](#)

[Tissue Processor, Leica ASP300S](#)

Human Testing Equipment
Imaging and Microscopy Equipment

The charging rate is also listed when scrolling down the screen as follows.

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Inst Embedding Centre, Leica EG1150 [Close](#)

Primary Contact Location
KBSB-3S04

Secondary Contact
Yvonne Chung

Secondary Contact Email
yyychung@hku.hk

Secondary Contact Phone
22990834

Secondary Contact Location
KBSB-5S12

Rate
HK\$30/hour (SBS users) / HK\$60/hour (HKU users); (effective on : 1-11-2020)

[Embedding Centre, Leica EG1150](#)

[Microtome, Leica RM2135](#)

[Microtome, Leica RM2265 \(fully automatic\)](#)

[Slide Stainer, Leica ST5020](#)

[Tissue Processor, Leica ASP300S](#)

Human Testing Equipment
Imaging and Microscopy Equipment

2. Apply for a login account (for new user)

For registration as a qualify user, please register online or download the application form and return the completed form to the system administrator at equobook@hku.hk For more details, please refer to the [Registration Procedure] on the left menu.

Please refer to the Registration Procedure as the link
<https://www.biosch.hku.hk/equbook/booked/Web/sbs/registration-procedure.php>



Registration Procedures

Welcome to the registration page of our web booking system for use of Central Facilities supported by the School of Biological Sciences, the University of Hong Kong.

Users of any instrument must first be assessed by the respective Technician-in-charge, to ensure he/she is technically competent as a “qualified user” before he/she will be allowed to operate the equipment. Qualified user will be provided with an account for booking of the designated instrument via our web booking system.

For registration as a qualified user, please click [here](#) to fill in personal particulars and download the [Application form](#) (updated on Mar 1, 2020) with applicant's supervisor endorsement. The completed application form should be returned to TIC or system administrator at equobook@hku.hk. [The data collected will not be used for other purposes in accordance with Hong Kong's Personal Data (Privacy) Ordinance.]

Booking of instrument can be made via this link <http://www.biosch.hku.hk/equbook>. Upon successful registration, the qualified user is agreed to abide the Rules and Regulations as determined by the School of Biological Sciences from time to time.

For more information, please contact the system administrator at equobook@hku.hk

Last update: June 9, 2023.

Also, please refer to the Rule and Regulation page for details.

<https://www.biosch.hku.hk/equbook/Web/sbs/rules-and-regulations.php>



Rules and Regulations

- General**
 - The Central Facilities is supported by School of Biological Sciences for provision of equipment, technical and/or software support in teaching and research.
 - Users must keep the premises tidy and take great care when using the equipments.
 - Users have to report any abnormality or damage of equipments as soon as possible.
- Opening hours**
 - Office hours with technical staff on request: Monday to Friday 09:00 - 13:00 hrs & 14:00 - 17:45 hrs.
 - Office hours without technical staff on request: Monday to Friday 13:00 - 14:00 hrs. & 17:45 - 09:00 hrs. (next morning); Saturday, Sunday, University Holidays & Public Holidays.
- Users**
 - New users are required to be assessed by respective Primary Technician-in-charge of the instrument to ensure the instrument is operated in accordance with our standard operation procedures.
 - Once the new users have been assessed as qualified users, he/she will be provided with an account for booking of the concerned instrument via our web booking system.
 - No instruments should be left unattended during a confirmed booking.
- Booking**
 - Booking of instrument in advance can be made via the web booking system at the following URL
<http://www.biosch.hku.hk/equbook>
 - All qualified users must register before they can use the web booking system.
 - Qualified users must provide information of their PI/supervisor during registration.
 - Bookings will be counted on PI/supervisor basis

Go to SBS Web Booking System, <http://www.biosch.hku.hk/equbook/Web/>

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Username or Email

Password

Log In

Remember Me

First Time User? [Register](#)

[I Forgot My Password](#)

If you have forgotten your password, please [contact system administrator](#) for a password reset.

Click on the REGISTER button to go to the link
<https://www.biosch.hku.hk/equbook/Web/register.php>

SCHOOL OF **BIOLOGICAL SCIENCES**
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Username or Email

Password

Log In

Remember Me

First Time User? [Register](#)

[I Forgot My Password](#)

If you have forgotten your password, please contact system administrator for a password reset.

Fill in the Registration page with your details.
Select your concerned instruments by pull-down menu at INTERSTED equipment list

SCHOOL OF **BIOLOGICAL SCIENCES**
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Register a New Account

Username (Login)(recommend to use your email prefix) *

Password *

First Name *

Phone

Organization / Department

Supervisor name *

Intended equipment *

Charging account 1 (e.g. 000200000.000000.2500.100.01)

Charging account 2

Charging account 3

Email *

Confirm Password *

Last Name *

Account type *

Position

Supervisor email *

Account expiry date 1 (DD-MM-YYYY)

Account expiry date 2

Account expiry date 3

Intended equipment

Charging account 1

Account expiry date

Charging account 2

Account expiry date 2

Charging account 3

Intended equipment dropdown menu:

- Analytical Equipment
- Analytical equipment (GC/MS/MS)
- Analytical equipment (LC/MS/MS)
- Cell Biology Equipment
- Food Science Equipment
- Growth Chamber (Conviron)
- Growth Chamber (Panasonic)
- Histology Equipment**
- Human Testing Equipment
- Imaging and Microscopy Equipment
- Incubation and Freeze Drying Equipment
- Molecular Biology Equipment
- Uncategorized

Position

Supervisor name

Supervisor email

Intended equipment

Intended equipment dropdown menu:

- Histology Equipment
- Automatic IHC & ISH Stainer, Leica BondMax
- Cryostat, Leica CM3050S, #1
- Cryostat, Leica CM3050S, #2
- Embedding Centre, Leica EG1150
- Microtome, Leica RM2135
- Microtome, Leica RM2265 (fully automatic)
- Slide Stainer, Leica ST5020
- Tissue Processor, Leica ASP300S

SCHOOL OF BIOLOGICAL SCIENCES
THE UNIVERSITY OF HONG KONG

Register a New Account

Username (Login)(recommended to use your email prefix) *

Email *

Password *

Confirm Password *

First Name *

Last Name *

Phone

Account type *

Organization / Department

Position

Supervisor name *

Supervisor email *

Intended equipment *

Charging account 1 (e.g. 000200000.000000.2600.100.01)

Account expiry date 1 (DD-MM-YYYY)

Charging account 2

Account expiry date 2

Charging account 3

Account expiry date 3

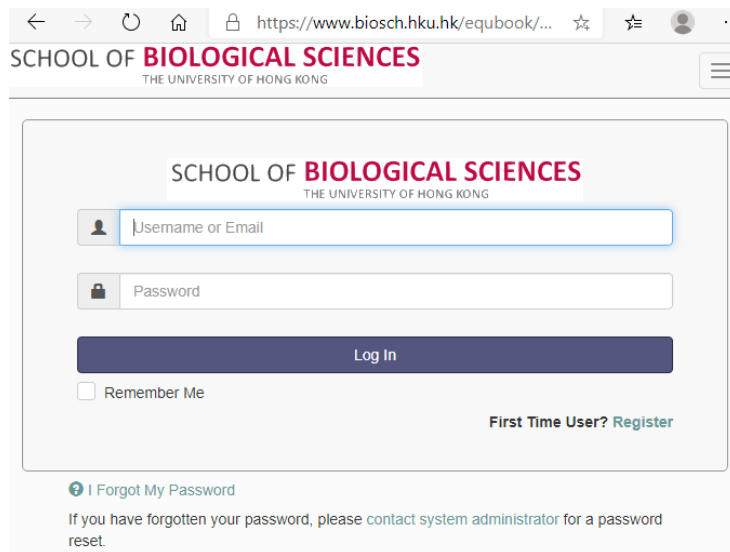
Register

Please click REGISTER to submit your ONLINE registration.

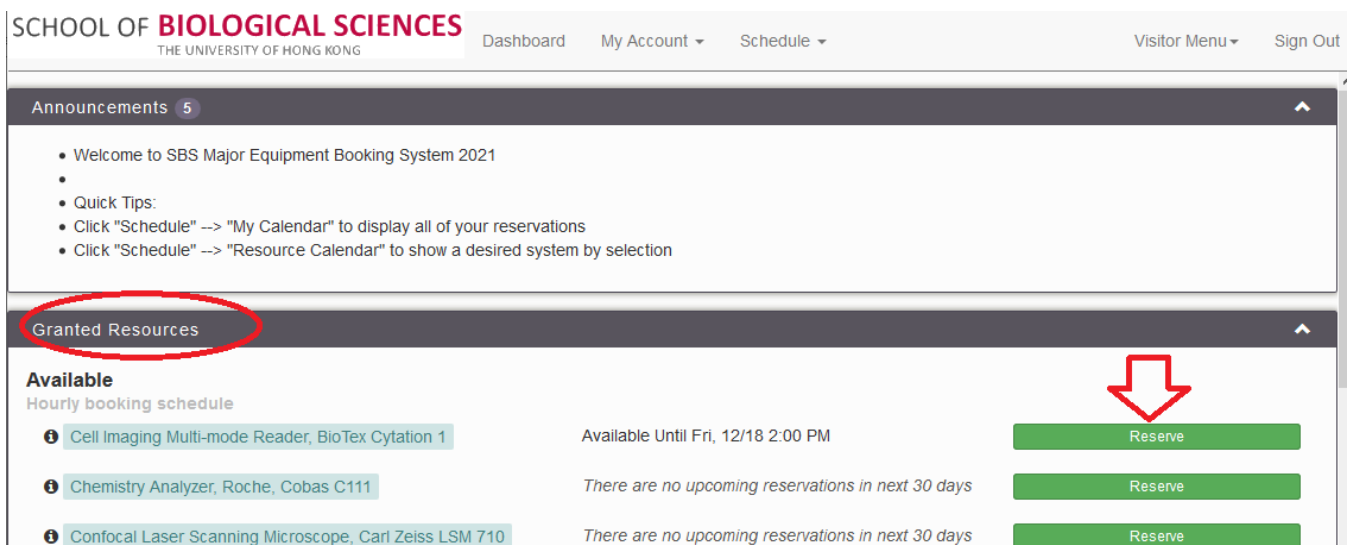
Also please PRINT out the REGISTRATION form
<https://www.biosch.hku.hk/equbook/booked/Web/sbs/pages/files/SBS-equbook-v1.pdf> for
 your department's approval signature and return to the School General Office by
 internal mail by email to equbook@hku.hk

3. Start Booking

Please logon to the Main page of our web booking system for use of Central Facilities supported by the School of Biological Sciences, The University of Hong Kong.



From the GRANTED RESOURCES list, PLEASE click **RESERVE** to start your booking for your selected equipment.



Fill in the **BEGIN and END (date and time) details, Title of Reservation and Description** in the boxes.

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Dashboard

New Reservation

Ustest (email address HERE)

Begin 12/09/2020 10:00 AM

0 days 1

Resources Atomic A DE 3300

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Description

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Dashboard My Account Schedule Visitor Menu Sign Out

New Reservation

Ustest Ng (lilymayfly@gmail.com)

Begin 12/18/2020 3:00 PM **End** 12/18/2020 4:00 PM

0 days 1 hours 0 minutes

Resources [Change](#) Confocal Laser Scanning Microscope, Carl Zeiss LSM 710

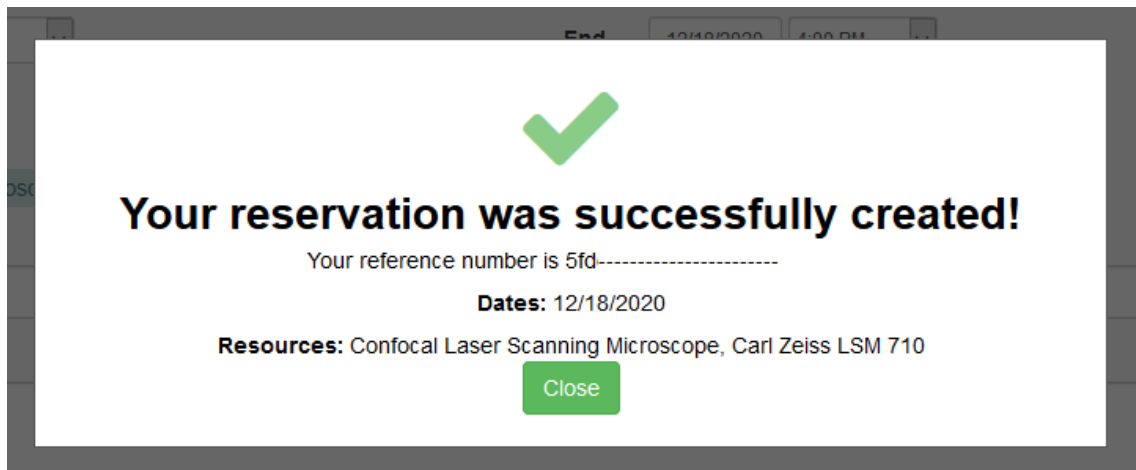
Title of reservation

Description of reservation

Cancel **Create**

Finalize your booking to **CLICK Create** button.

A confirmation page will be created.



Review your booking in SCHEDULE tab, BOOKING section and your reservation is **HIGHLIGHTED**.

SCHOOL OF BIOLOGICAL SCIENCES THE UNIVERSITY OF HONG KONG		Dashboard My Account Schedule																	
Resource Filter ✕ <input type="button" value="Filter"/> All Resource Type	Cell Imaging Multi-mode Reader, BioTex Cytation 1																		Private
	Friday, 12/18/20	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	
	Confocal Laser Scanning Microscope, Carl Zeiss LSM 710																	User	
	Cryostat, Leica CM3050S, #2																		

Roll over your reservation cell to show your booking in detailed.

SCHOOL OF BIOLOGICAL SCIENCES THE UNIVERSITY OF HONG KONG		Dashboard My Account Schedule																
Resource Filter ✕ <input type="button" value="Filter"/> All Resource Type - All - Equipment Code Resource Owner Primary Contact	Cell Imaging Multi-mode Reader, BioTex Cytation 1																	Private
	Friday, 12/18/20	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM
	Confocal Laser Scanning Microscope, Carl Zeiss LSM 710																	User
	Cryostat, Leica CM3050S, #2																	

Usertest

Email address
 Fri, 12/18 3:00 PM - 4:00 PM
 1 hours
 (no title)
 Resources (1): Confocal Laser Scanning Microscope, Carl Zeiss LSM 710
 Participants (0):
 Accessories (0):
 (no description)

A successful booking can be viewed in RESOURCE CALENDER page/

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Dashboard My Account Schedule Visitor Menu Sign Out

Hide from public Subscribe to this Calendar

URL: <https://www.biosch.hku.hk/equbook/booked/Web/export/cal-subscribe.php?uid=bd0ebb69328da81882c6&sid=&rid=&icskey=ee408308cd60c26ced56>

Today December 2020 Month Week Day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

7:00p Flow Injection Analyzer, Lachat Quikchem 8500

9:00a LCMSMS, AB SCIEX X500R QTOF test

9:00a Microwave Digester, Milestone Ethos One seed sample

10:00a LCMSMS, AB SCIEX X500R QTOF LC-15 column

4. Modification / Cancellation

ANY cancellation of bookings must be made via the Technician-in-charge at least 1 working day in advance of the scheduled booking.

For any enquiries and comments, please e-mail to the administrator at equbook@hku.hk.

- END