



Chemistry Online Instrument Booking System

User Manual

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I. Apply a login account (new user)

Go to Online Instrument Booking System, <http://chemibs.hkbu.edu.hk/>

Click [Application form] on the left menu.

The screenshot shows the homepage of the Hong Kong Baptist University Chemistry Online Instrument Booking System. The header includes the university logo and the system name. A left-hand navigation menu lists several options, with 'Application form' circled in red. The main content area is titled 'Instrument Booking System' and features a 'Login required' message. Below this message are input fields for 'Username:' and 'Password:', followed by a 'login' button. At the bottom of the page, there is a footer with site administrator information and copyright details.

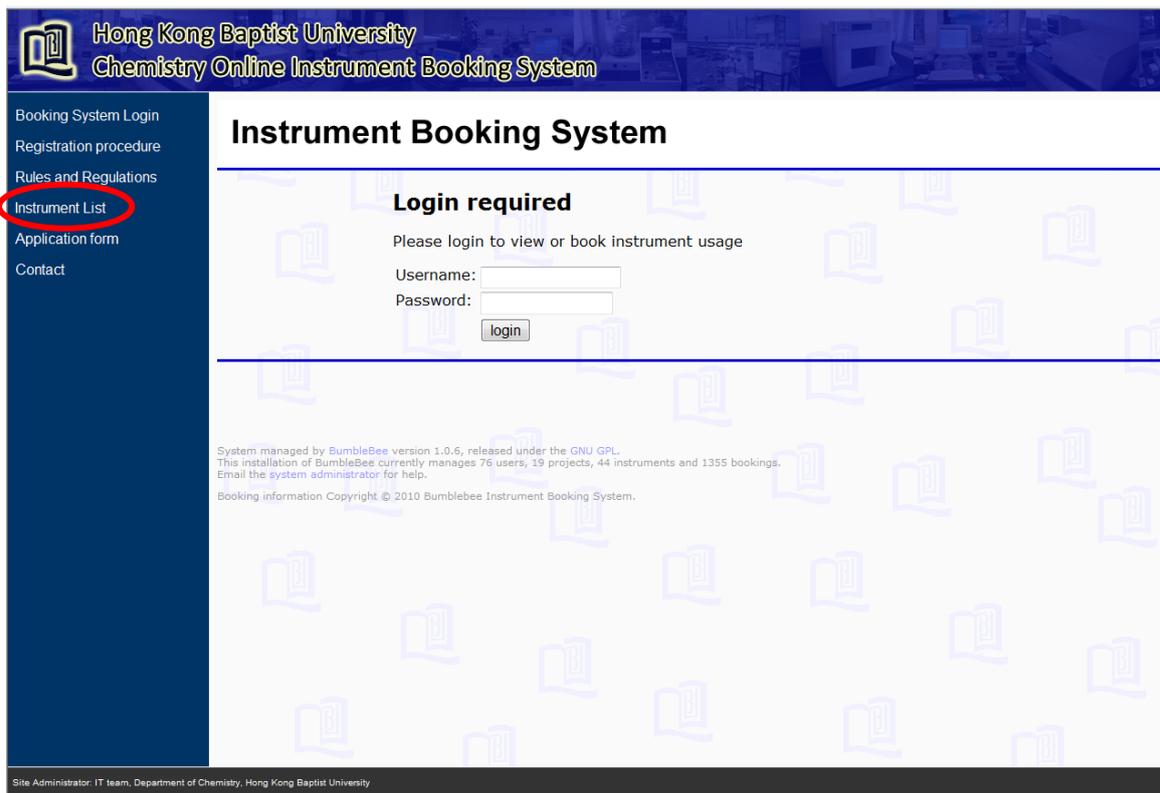
Click [Application for system login]. Fill the form and hand-in to Mr. Tommy Poon or Mr. H.P. Yeung in W1201A, OEN West building, Ho Sin Hang Campus. E-mail is also accepted if scan of staff/student ID card attached.

This screenshot shows the 'Download Area' of the same website. The left-hand navigation menu is updated to include 'Application form' and 'Application form' (circled in red). The main content area is titled 'Download Area' and contains a link for 'Application for system login(New User ONLY)', which is also circled in red. The footer information remains the same as in the previous screenshot.

II. Adding a new instrument to your booking list

Go to Online Instrument Booking System, <http://chemibs.hkbu.edu.hk/>

Click on [Instrument List] on the left menu.



Hong Kong Baptist University
Chemistry Online Instrument Booking System

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Instrument Booking System

Login required
Please login to view or book instrument usage

Username:
Password:

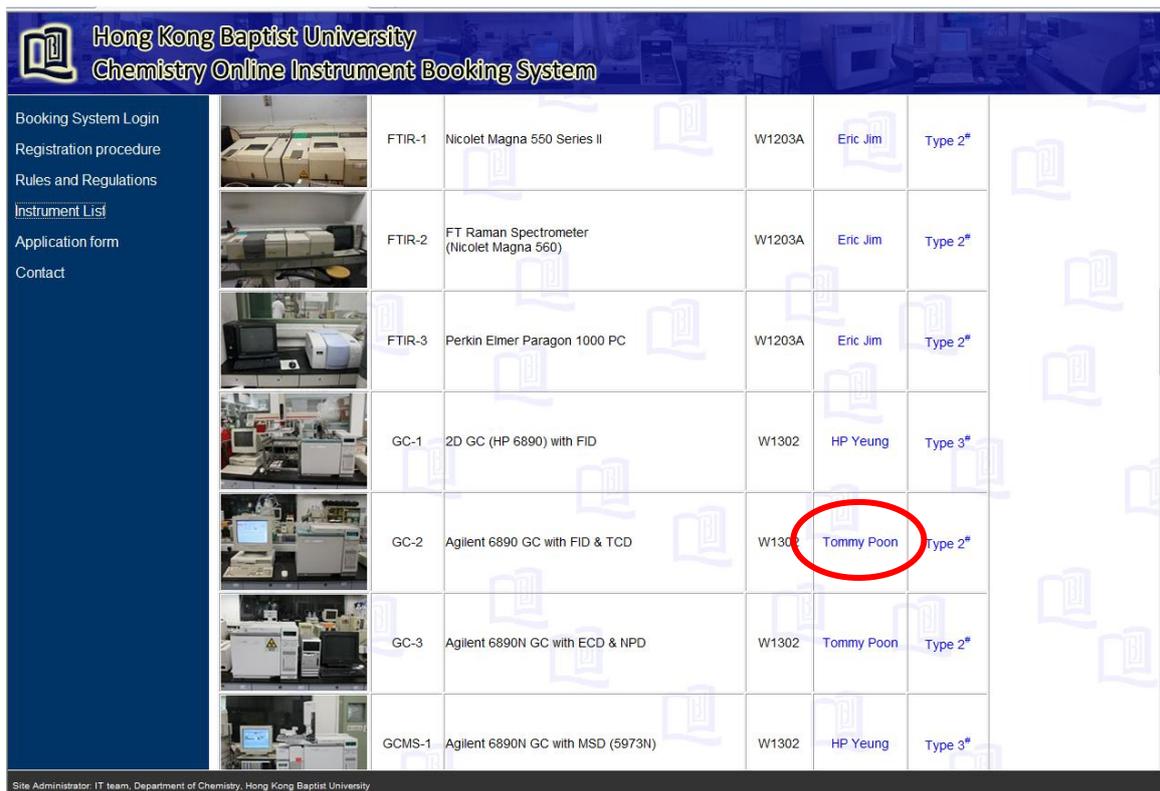
System managed by BumbleBee version 1.0.6, released under the GNU GPL.
This installation of BumbleBee currently manages 76 users, 19 projects, 44 instruments and 1355 bookings.
Email the [system administrator](#) for help.
Booking information Copyright © 2010 BumbleBee Instrument Booking System.

Site Administrator: IT team, Department of Chemistry, Hong Kong Baptist University

Search a instrument, e.g. GC-2

Contact the in-charge scientific officer and arrange training, e.g. Tommy Poon.

The authorization of booking this instrument will be added after the training is completed.



Hong Kong Baptist University
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	FTIR-1	Nicolet Magna 550 Series II	W1203A	Eric Jim	Type 2*
	FTIR-2	FT Raman Spectrometer (Nicolet Magna 560)	W1203A	Eric Jim	Type 2*
	FTIR-3	Perkin Elmer Paragon 1000 PC	W1203A	Eric Jim	Type 2*
	GC-1	2D GC (HP 6890) with FID	W1302	HP Yeung	Type 3*
	GC-2	Agilent 6890 GC with FID & TCD	W1302	Tommy Poon	Type 2*
	GC-3	Agilent 6890N GC with ECD & NPD	W1302	Tommy Poon	Type 2*
	GCMS-1	Agilent 6890N GC with MSD (5973N)	W1302	HP Yeung	Type 3*

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III. Make booking

Go to Online Instrument Booking System

<http://chemibs.hkbu.edu.hk/>

Input username and password.

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Chemistry Online Instrument Booking System

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Instrument Booking System

Login required
Please login to view or book instrument usage

Username: test3
Password: [masked]

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You can see the authorized instrument list. Select a instrument.

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Instrument Booking System

Main Menu
[Main](#)
[Change password](#)
[Logout](#)
[Help](#)

CE-4	Crystal CE-310 with UV-Vis	W1203
GC-2	Agilent 6890 with FID & TCD	W1302
HPLC-2	Waters 2695 with DAD & FLD	W1302
NMR-1	Bruker NMR 400MHz	T1312

Authorized Instrument list

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Select start time, e.g. 2010-1-8, 10:00a.m., click on the clock.

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Instrument Booking System

Crystal CE-310 with UV-Vis

W1203

« earlier | today | later »

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
09:00	4 January	5 January	6 January	7 January	8 January	9 January	10 January
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							

Instrument supervisors

- [Agatha Siu](#)

[Return to instrument list](#)

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Check the start time. Change duration if necessary.

Click [Make booking] if confirmed.

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Instrument Booking System

Crystal CE-310 with UV-Vis

W1203

Instrument	38 (CE-4)
Start	2010-01-08 10:00
Duration	01:00
Project	
Comment to show on calendar	
Logbook Entry	
User	
Recorded by	(3)
Computer IP	.19.174

Make booking

Instrument supervisors

- [Agatha Siu](#)

[Return to calendar view](#)

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Booking made! Click [Return to Calendar view] to view your booking.

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Crystal CE-310 with UV-Vis

W1203

Booking made

Booking ID	1398
Instrument	38 (CE-4)
Start	2010-01-08 10:00
Duration	01:00
Project	Department (Departmental Staff)
Comment to show on calendar	
Logbook Entry	
User	68 (test3)
Recorded by	68 (test3)
Computer IP	158.182.19.174

Update booking Delete booking

Instrument supervisors

- Agatha Siu

[Return to calendar view](#) ← **Click here to view your booking in calendar**

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You can see your booking now.

You can go back to instrument list for another booking or logout the booking system.

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Crystal CE-310 with UV-Vis

W1203

← earlier | today | later →

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
4 January							
5 January							
6 January							
7 January							
8 January					test3		
9 January							
10 January							
11 January							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							

Instrument supervisors

- Agatha Siu

[Return to instrument list](#) ← **Go back to instrument list**

Site Administrator: IT team, Department of Chemistry, Hong Kong Baptist University

IV. Delete booking

Go to Online Instrument Booking System

<http://chemibs.hkbu.edu.hk/>

Input username and password.

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Instrument Booking System

Login required

Please login to view or book instrument usage

Username: test3
Password: [masked]

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Select a instrument, e.g. CE-4.

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GC-2	Agilent 6890 with FID & TCD	W1302
HPLC-2	Waters 2695 with DAD & FLD	W1302
NMR-1	Bruker NMR 400MHz	T1312

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Click on the red pen to edit your booking.

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Crystal CE-310 with UV-Vis

W1203

[« earlier](#) | [today](#) | [later »](#)

	Mon 4 January	Tue 5 January	Wed 6 January	Thu 7 January	Fri 8 January	Sat 9 January	Sun 10 January
09:00							
10:00					test3		
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							

Instrument supervisors

- Agatha Siu

[Return to instrument list](#)

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Click [Edit booking]

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W1203

Booking ID	1399
Start	2010-01-08 10:00:00
Stop	2010-01-08 13:00:00
Duration	03:00
User	test3 (test3)
Comments	
Log	
Project	Department

[Edit booking](#)

[Return to calendar view](#)

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Click [Delete booking]

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W1203

Booking ID	1399
Instrument	38 (CE-4)
Start	2010-01-08 10:00
Duration	03:00
Project	Department (Departmental Staff)
Comment to show on calendar	
Logbook Entry	
User	68 (test3)
Recorded by	68 (test3)
Computer IP	158.182.19.174

Instrument supervisors

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[Return to calendar view](#)

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Booking deleted!

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Booking deleted

[Return to calendar view](#)

Return to calendar view

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Your booking deleted.

**Hong Kong Baptist University**
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Crystal CE-310 with UV-Vis

W1203

[« earlier](#) | [today](#) | [later »](#)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	4 January	5 January	6 January	7 January	8 January	9 January	10 January
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							

Instrument supervisors

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[Return to instrument list](#)

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