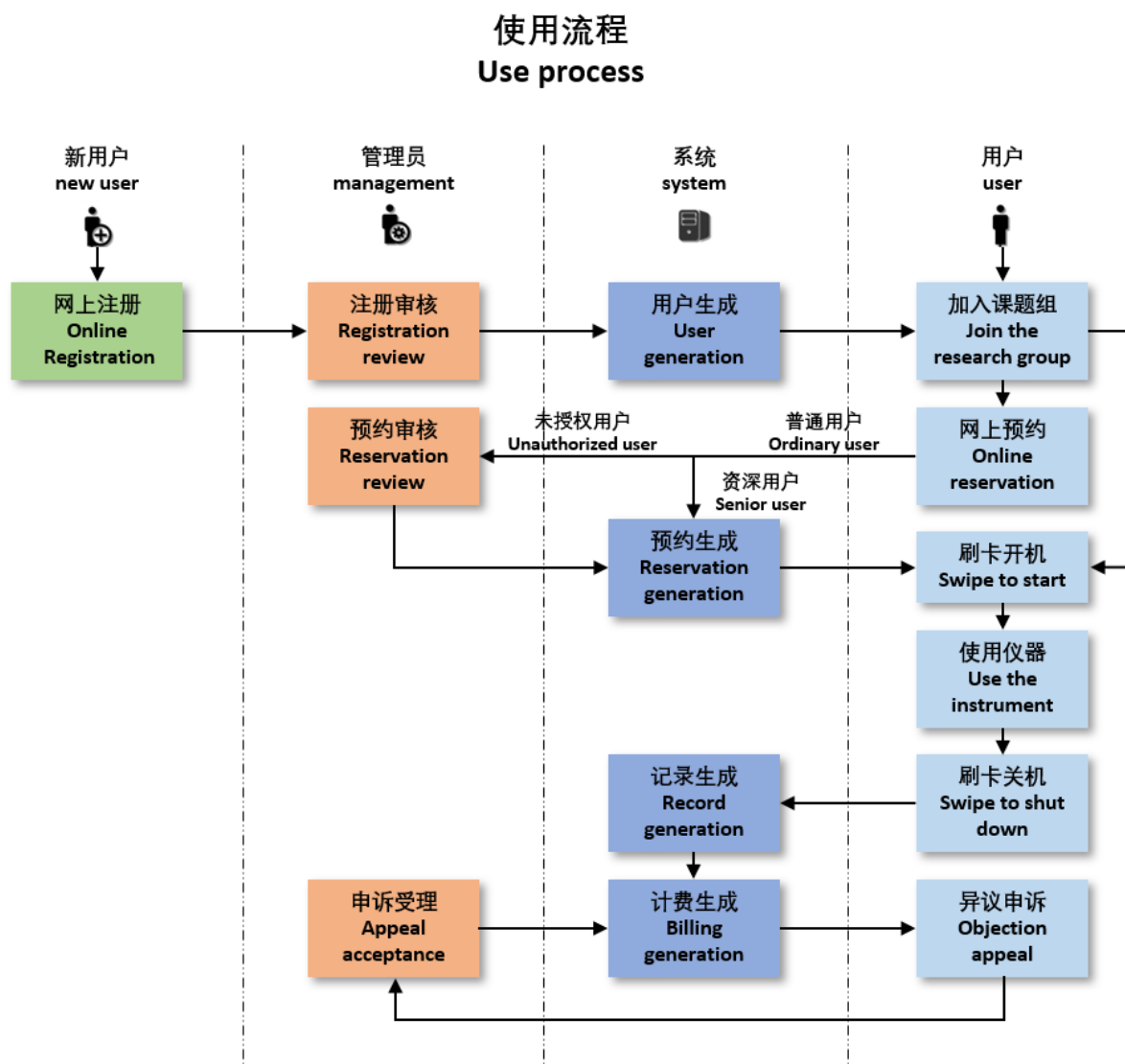


ZJE 公共技术平台仪器预约使用说明

Instructions for Reservation and Use of ZJE Core Facility

系统用户使用流程图 System User Flow Chart



1 用户注册 Registration

1.1 用户进入网站（<http://10.105.5.68/>）后，可点击网页左上角【注册】进入注册页面；

1.1 After entering the ZJE Core Facility website (<http://10.105.5.68/>), the user can click [Register] in the upper left corner of the page to enter the registration page. This website supports both Chinese and English.



1.2 按照系统要求进行用户信息填写，填写完成点击【立即注册】；

1.2 Fill in the information and click [Register now] to complete the registration.

User registration

Login name:

Password:

Confirm password:

Surname:

First name:

Email address:

Mobile:

User identity:

Affiliated unit:

1.3 网上注册账户完成后，找平台管理员审核，进行用户卡关联并将用户添加至课题组中拥有付款账户使用权限后，用户即可预约并刷卡上下机。

1.3 After completing the account registration, the user can find the platform administrator to review, bind the account to the campus card and add the user to the research group. After having the payment account permission, the user can make an appointment and swipe the card to start and turn off the instrument.

1.4 新用户激活默认付款帐户之后成为系统的正式用户，当前对于任何仪器的使用权限级别均为未授权用户，仪器管理员可根据用户对仪器的熟悉程度或培训次数等相关信息进行单台仪器的资格授权操作，可授予普通用户、资深用户两种级别的权限。

1.4 The new user becomes the official user after activating the default payment account. The current level of authority to use any instrument is an unauthorized user. The instrument administrator can perform the qualification authorization operation of a single instrument according to the user's familiarity with the instrument or the number of trainings and other relevant information. The administrator can grant two levels of authority: ordinary users and senior users.

未授权用户权限说明 Unauthorized user

- 未参加过上机培训的用户
Users who have not participated in the instrument training.
- 仅能预约正常上班时间(周一至周五，9:00-12:00,13:00-17:00)
Only regular working hours can be reserved (Monday to Friday, 9:00-12:00, 13:00-17:00)
- 预约需要仪器管理员审核通过才能使用
The reservation needs to be approved by the instrument administrator.

普通用户权限说明 Ordinary users

- 参加过上机培训，但未取得独立操作资格的用户

Users who have participated in training but have not obtained independent operation qualifications.

- 仅能预约正常上班时间(周一至周五, 9:00-12:00,13:00-17:00)

Only regular working hours can be reserved (Monday to Friday, 9:00-12:00, 13:00-17:00)

- 预约自动通过, 无须审核

The reservation is automatically passed without review。

资深用户权限说明 **Senior users**

- 参加过上机培训且取得独立操作资格证的用戶

Users who have participated in the instrument training and obtained independent operation qualification certificates.

- 7*24 小时开放

Senior users can reserve any time of the week (7 x 24 hours).

- 预约自动生效, 无须仪器管理员审核。

The reservation is automatically passed without review from instrument administrator.

2 用户实验预约 **Reservation**

2.1 登录 **Login**

点击网页右上角“登录”, 输入登录名及密码登录。如忘记密码可至 A125 或联系管理员修改密码。

On the ZJE Core Facility website, click [**Login**] on the upper left corner and enter your username and password. If you forget the password, you can go to room A125 or contact the administrator to change the password.

2.2 查找仪器 **Find the instrument.**

点击左上角【个人中心】进入系统后台界面;

Click **[Personal Center]** in the upper left corner to enter the system background interface.



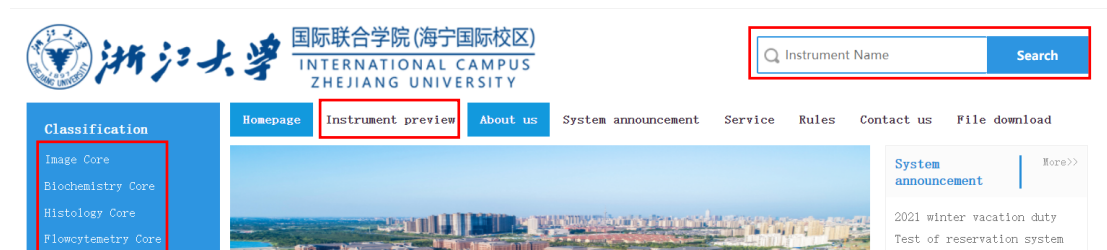
点击**【仪器预约】**，查找需要预约的仪器；

Click **[Instrument Reservation]** to find the instrument that needs to be reserved.



在首页有三个途径可预览仪器：

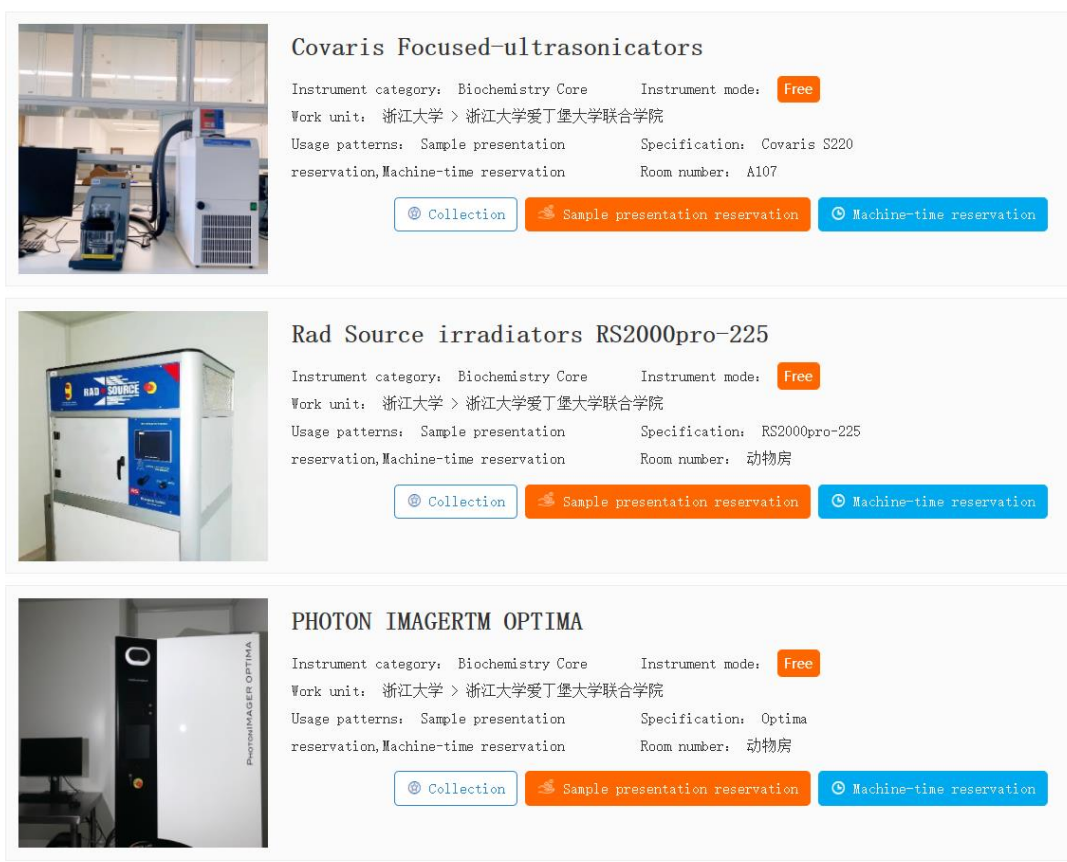
There are also three ways to preview the instrument on the homepage:



点击**【仪器预览】**可预览所有仪器；点击右侧**【全部仪器分类】**下的某一分类可预览该分类中的仪器；在右上角搜索栏输入关键词可预览仪器名称中包含该关键词的所有仪器。

Click **[Instrument Preview]** to preview all instruments; click on a category under **[Classification]** on the right to preview the instruments in this category; enter the

keywords in the search bar at the upper right corner to preview all the instruments included in the instrument name instrument.



The screenshot displays three instrument reservation cards. Each card includes an image of the instrument, its name, category, mode, work unit, usage patterns, specification, and room number, along with reservation buttons.

- Covaris Focused-ultrasonicators**
 - Instrument category: Biochemistry Core
 - Instrument mode: Free
 - Work unit: 浙江大学 > 浙江大学爱丁堡大学联合学院
 - Usage patterns: Sample presentation reservation, Machine-time reservation
 - Specification: Covaris S220
 - Room number: A107
- Rad Source irradiators RS2000pro-225**
 - Instrument category: Biochemistry Core
 - Instrument mode: Free
 - Work unit: 浙江大学 > 浙江大学爱丁堡大学联合学院
 - Usage patterns: Sample presentation reservation, Machine-time reservation
 - Specification: RS2000pro-225
 - Room number: 动物房
- PHOTON IMAGER™ OPTIMA**
 - Instrument category: Biochemistry Core
 - Instrument mode: Free
 - Work unit: 浙江大学 > 浙江大学爱丁堡大学联合学院
 - Usage patterns: Sample presentation reservation, Machine-time reservation
 - Specification: Optima
 - Room number: 动物房

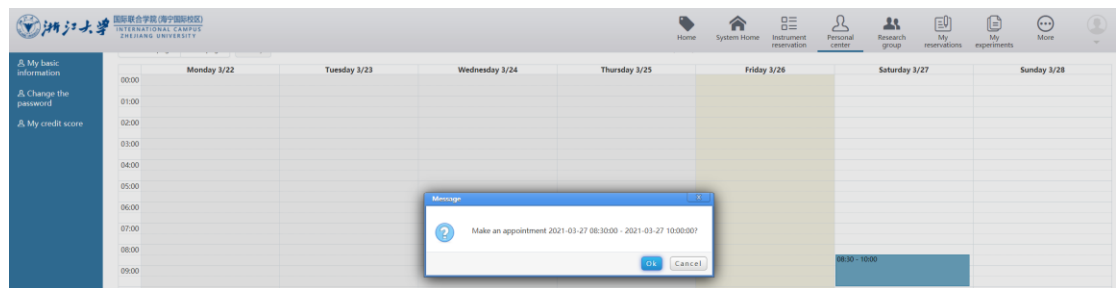
仪器预约的方式分两种类型：机时预约和送样预约。机时预约指的是用户按照自己个人需要进行仪器时间预约，到点准时使用仪器做实验的模式；送样预约指的是用户填写预约单送样品交由管理员代为完成实验，由管理员反馈实验结果给用户的使用模式。

There are two types of instrument appointment methods: machine-time reservation and sample presentation reservation. **Machine-time reservation** refers to the mode in which users make reservation according to their own personal needs and use the instrument to do experiments on time. **Sample presentation reservation** refers to the mode in which the user fills in the reservation form and sends samples to the administrator to complete the experiment, and the administrator feedbacks the experimental results to the user.

2.3 按时预约 Machine-time reservation

点击【机时预约】（或个人中心->仪器预约中绿色【预约】）按钮，系统会跳转至预约日历界面，在界面中拖动时间块，选择要预约的时间，会弹出时间信息确认界面；

Click [**Machine-time reservation**] (or Personal Center -> Green [**Reservation**] in Instrument reservation) button, the system will go to the reservation calendar interface, drag the time block in the interface, select the time to make a reservation, and the time information confirmation will pop up.



点击界面中的【确定】按钮会跳转至预约单编辑界面，用户可以根据情况进行编辑预约表单；

Click the [**OK**] button in the interface to go to the reservation list editing interface, and the user can edit the reservation form accordingly;

New Timely Reservation

Instrument Name: 高性能磁谱仪 [浙江大学 - ZJU-UoE Institute]

Research group: 测试组 [院内]

Booking person qualification: Ordinary

The start time: 2021-03-27 08:30:00 - 2021-03-27 11:00:00 select

Charging rules: 按时预约 [Version1]

Charging details: One use charge of 0.00 yuan (discount for participation)
 Discount includes discount of using payment account, discount of reservation qualification and subject group discount
 Payment account Discount: 院内 100%, 院外 100%, 100% 100%
 Qualification discount: Senior qualification discount rate: 100%, General qualification discount rate: 100%, Discount rate of unauthorized qualification: 100%
 Subject group discount: effective in real time, details to be set by the administrator
 If the final billing amount is more than 0.00 yuan, it will be charged at 0.00 yuan; if it is less than 0.00 yuan, it will be charged at 0.00 yuan
 In the case of an appointment, if the applicant fails to start the experiment on time, resulting in a breach of contract, RMB 0.00 will be deducted from the breach of contract fee, which is not limited to RMB 0.00 - 0.00

The sample name:

The sample quantity:

Sample presenter: 测试组

Sample presentation time:

Pretreatment or not:

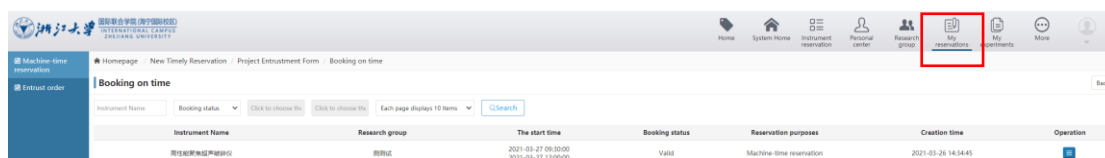
The sample description:

Reservation remarks:

Save

编辑完成之后点击【保存】，系统会提示预约成功；用户可在【我的预约】中查看自己的预约状态；

After editing, click [Save], the system will prompt that the appointment is successful; users can check their reservation status in [My reservation] section.



2.4 委托预约 Sample presentation reservation

点击【机时预约】（或个人中心->仪器预约中绿色【预约】）按钮，系统会跳转至项目委托单，填写之后点击【保存】；

Click the [Sample presentation reservation] button (or personal center -> the green [Reservation] button in the instrument reservation), the system will go to the project order form. Please fill in the form and click [Save].

New Project Entrustment Form

Instrument Name 徕卡倒置荧光显微镜 (Leica Inverted Fluorescence Microscope)

Charging rules* 委托预约 [Version1] ▼

Charging details

The unit price of each sample is 0.00 yuan according to the number of samples (discount for participation)

Discount includes discount of using payment account, discount of reservation qualification and subject group discount

Payment account Discount:校内 100%, 院内 100%, 校外 100%

Qualification discount:Senior qualification discount rate:100%, General qualification discount rate:100%, Discount rate of unauthorized qualification:100%

Subject group discount: effective in real time, details to be set by the administrator

If the final billing amount is more than 0.00 yuan, it will be charged at 0.00 yuan; if it is less than 0.00 yuan, it will be charged at 0.00 yuan

The project name* The project name

Remark

Remark

Sample presenter 测试师

Sample presentation time* Sample presentation time

The sample name* The sample name

The sample quantity* 1

Pretreatment or not No ▼

The sample description

The sample description

Save Back

2.5 用户实验预约取消 cancel Reservation

当用户要对已提交的预约进行取消时，可登陆系统点击【个人中心】后，在左上方功能菜单中点击【我的预约】，选择需要取消的订单，点击右侧【操作】进行【取消】；

To cancel a submitted appointment, users can log in to the system and click **[Personal Center]**, click **[My reservation]** in the upper left function menu. Select the appointment that needs to be cancelled and click the button under the **[Operation]** column on the right and choose **[Cancel]** to cancel the appointment.

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Home System Home Instrument reservation Personal center Research group My reservations My experiments More

Homepage / Instrument quick view / New Project Entrustment Form / Details of project order / Project Entrustment Form / Booking on time

Booking on time

Instrument Name Booking status Click to choose the Click to choose the Each page displays 10 items Search

Instrument Name	Research group	The start time	Booking status	Reservation purposes	Creation time	Operation
高性能激光共聚焦显微镜	测试师	2021-03-27 09:30:00 2021-03-27 12:00:00	Valid	Machine-time reservation	2021-03-26 14:34:45	Details Cancel

3 使用仪器 Use of instrument

每台仪器旁都配备有刷卡机，在预约时间刷卡开机。

Each instrument is equipped with a controller. Users can unlock it with the campus card during the reservation time.



预约保护时间为 15 分钟，即只能在预约时间开始前后 15min 开机，超过预约开始时间 15 分钟后将被认定为失约。

The **reservation protection time is 15 minutes**, which means it can only be turned in 15 minutes before and after the start of the reservation time. After 15 minutes of the reservation start time, it will be regarded as breach of reservation.

仪器使用完后，按时刷卡下机。

After using the instrument, swipe the card on time and turn off the machine.