

ZJE 公共技术平台关于财务关账期间仪器预约的临时调整安排

ZJECF Temporary Adjustment Arrangement for Instrument Reservation during Financial Closing Period

2025 年 12 月 26 日至 2026 年 1 月 7 日财务系统关账期间，因系统对接暂停，仪器共享预约平台将暂停线上预约、账单确认（含手动确认及系统自动确认）等功能。从 2025 年 12 月 26 日 0 点开始，一律以新的临时预约方式为准；若已提前在网站完成预约，需及时登记至指定预约表中。各分平台具体预约规则详见后续通知，请严格按照预约要求登记使用。**若出现未预约使用、或未按预约时间使用的情况，将依据平台规章制度予以处罚。**

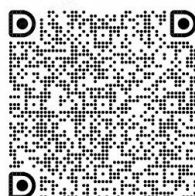
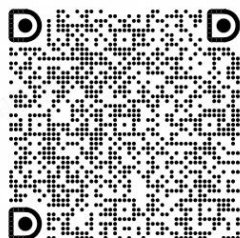
During the financial system closing period from December 26, 2025 to January 7, 2026, due to the suspension of system docking, the Instrument Sharing Reservation Platform will suspend functions such as online reservation and bill confirmation (including manual confirmation and automatic system confirmation). **Starting from 00:00 on December 26, 2025, the new temporary reservation method shall prevail in all cases; those who have already made reservations on the website in advance must register in the designated reservation form in a timely manner.** Specific reservation rules for each sub-platform are detailed in the follow-up notice. All users must register and use the platform in strict accordance with reservation requirements. **Any unauthorized use (without reservation) or use beyond the reserved time will be penalized in accordance with the platform's rules and regulations.**

一、成像平台（Image Core）

1. 转盘及 SIM 设备需通过各自钉钉群共享文档预约使用，使用完毕后请及时在群内反馈告知；图像工作站请直接通过钉钉联系管理员（朱乐）申请。
The SD Microscope and SIM Microscope must be reserved via the shared document in the DingTalk group. Please provide a prompt update in the group upon completion of use. For the Image Workstation, directly contact the administrator through DingTalk to make a request.



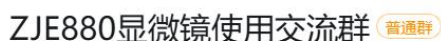
该群属于“浙江大学”内部群，仅组织内部成员可以加入，如果组织外部人员收到此分享，需要先申请加入该组织。



2. 880、高内涵、尼康正置显微镜、徕卡倒置显微镜

880、尼康正置显微镜、徕卡倒置荧光显微镜需通过各自钉钉群共享文档预约使用，使用完毕后请及时在群内反馈告知；高内涵成像系统请直接通过钉钉联系管理员（刘娣）申请。

The 880 confocal Microscope, Nikon upright Microscope and Leica inverted Microscope must be reserved via the shared document in the DingTalk group. Please provide a prompt update in the group upon completion of use. For high-content imaging system, directly contact the administrator through DingTalk to make a request.



扫码加入“浙江大学的合作伙伴”的外部群，加群后将同步加入“浙江大学的合作伙伴”，群内成员身份实名，沟通安全有保障



二、流式平台 FACS Core、生化平台 Biochemistry Core

为保障用户正常使用，流式平台和生化平台届时启用临时共享登记表预约模式见 ZJE Core Facility 钉钉群内置顶的《流式平台预约登记表》、《生化平台预约登记表》，具体流程如下：

- 使用前：在共享登记表填写预约使用时段；
- 使用后：在登记表补充确认实际使用时间，完成全流程登记。

请各位用户遵照执行，由此带来的不便，敬请谅解，如有问题，请联系管理员（李媛、王依依、蔡政）。

To ensure the normal use of the platforms by users, the Flow Cytometry Platform and the Biochemistry Platform will adopt the temporary shared registration form reservation mode during this period. Please refer to the FACS Core Reservation Registration Form and the Biochemistry Core Reservation Registration Form in the ZJE Core Facility DingTalk group. The specific procedures are as follows:

- Before use: Fill in the reserved usage time slot in the shared registration form;
- After use: Supplement and confirm the actual usage time in the registration form to complete the registration.

All users are requested to comply with these regulations. For any questions, please contact the administrators, Li Yuan, Wang Yiyi and Cai Zheng.

三、组织平台 Histology Core

组织学分平台将通过在线预约表格进行预约。

【腾讯文档】组织学分平台预约-表格 2026

<https://docs.qq.com/sheet/DWXVkt0JNcFpzaVB6?electronTabTitle=%E7%BB%84%E7%BB%87%E5%AD%A6%E5%88%86%E5%B9%B3%E5%8F%B0%E9%A2%84%E7%BA%A6-%E8%A1%A8%E6%A0%BC+2026>

- 1.请大家在线预约后在群里同步预约时间，并在实验结束后引用预约时间同步实际使用时间，如“预约 2025.12.26 10:00-10:30 ”引用后回复 “使用 2025.12.26 10:00-10:20”；
- 2.扫片机请所有用户请同步私信切片照片给管理员（金梦迪），其他规则不变；
- 3.脱水机仍然周二开机，除使用在线表格预约外，其他规则不变。

Histology Core will make reservations through an online reservation form.

【 Tencent Document 】 Organize Credit Platform Appointment - Form 2026

<https://docs.qq.com/sheet/DWXVkt0JNcFpzaVB6?electronTabTitle=%E7%BB%84%E7%BB%87%E5%AD%A6%E5%88%86%E5%B9%B3%E5%8F%B0%E9%A2%84%E7%BA%A6-%E8%A1%A8%E6%A0%BC+2026>

1. Please make an online appointment and synchronize the appointment time in the group chat. After the experiment is over, please use the appointment time to synchronize the actual usage time, such as "Appointment on December 26, 2025 10:00-10:30" and reply

with "Use on December 26, 2025 10:00-10:20";

2. Scan machine, all users please synchronize private message slicing photos to Jin Mengdi, other rules remain unchanged;

3. The dehydrator will still start on Tuesdays, with no changes to other rules except for using an online reservation form.