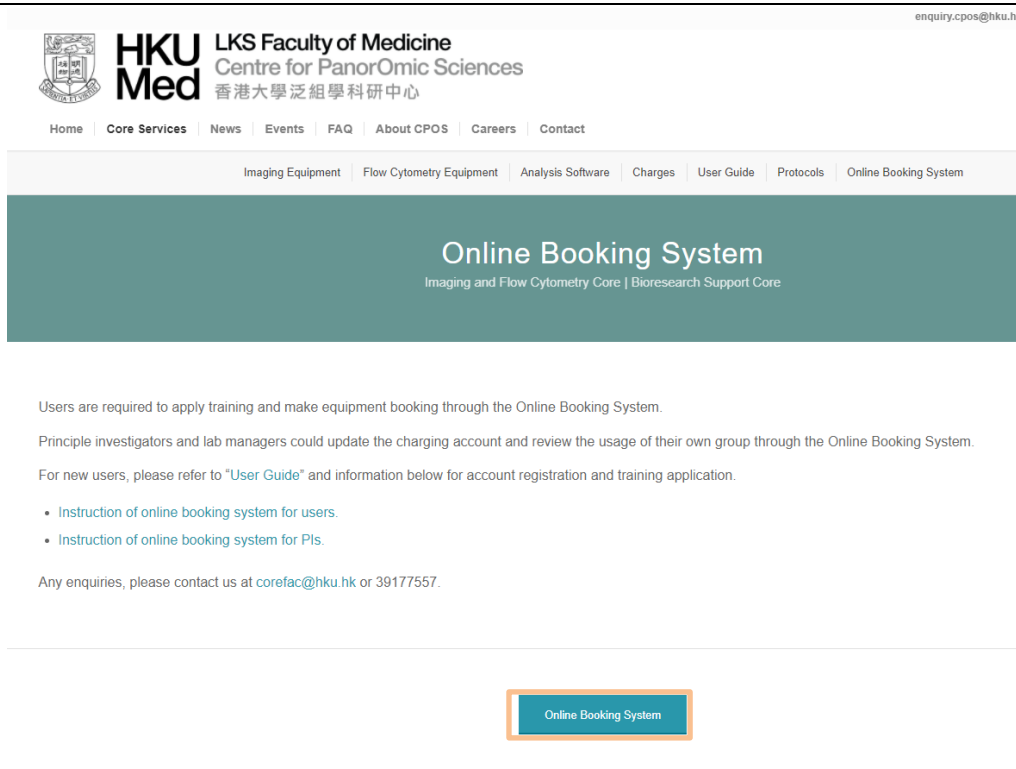


Guide for Supervisor

For new PIs who would like to set up a group in new online booking system, please contact corefac@hku.hk or 3917 7557

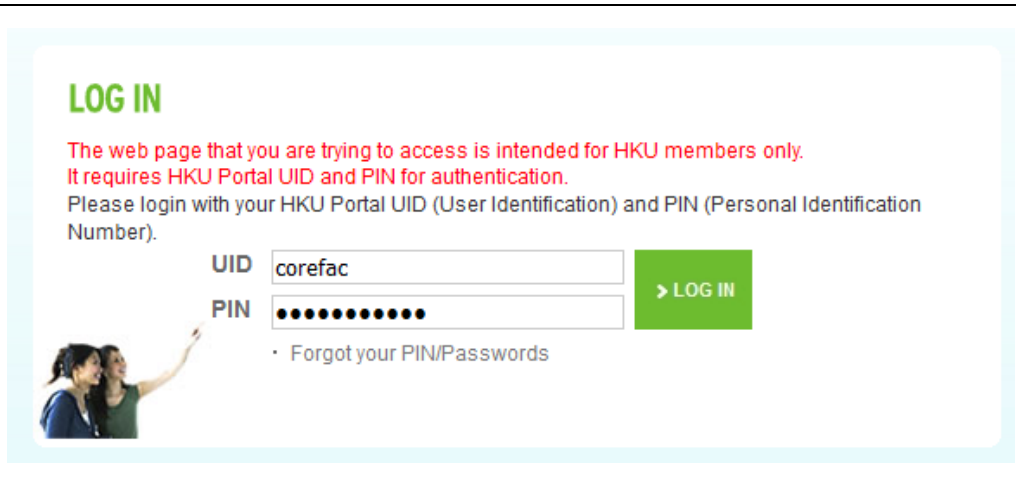
Account Management



The screenshot shows the HKU Med website header with navigation links: Home, Core Services, News, Events, FAQ, About CPOS, Careers, Contact. Below the header is a menu with links: Imaging Equipment, Flow Cytometry Equipment, Analysis Software, Charges, User Guide, Protocols, Online Booking System. The main content area features a green banner with the text "Online Booking System" and "Imaging and Flow Cytometry Core | Bioresarch Support Core". Below the banner, there is a paragraph of text: "Users are required to apply training and make equipment booking through the Online Booking System. Principle investigators and lab managers could update the charging account and review the usage of their own group through the Online Booking System. For new users, please refer to "User Guide" and information below for account registration and training application." followed by a bulleted list: "Instruction of online booking system for users." and "Instruction of online booking system for PIs." and a note: "Any enquiries, please contact us at corefac@hku.hk or 39177557." At the bottom, there is a blue button labeled "Online Booking System" with a red border.

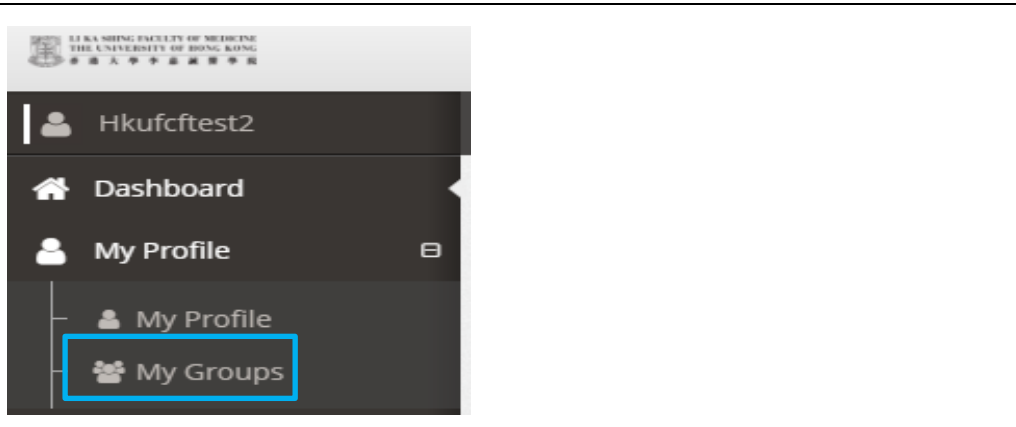
<https://cpos.hku.hk/imaging-and-flow-cytometry-core/online-booking-system/>

Please go to our website and check “Online booking system”



The screenshot shows the HKU Portal login page. It has a green "LOG IN" header. Below it, a red message states: "The web page that you are trying to access is intended for HKU members only. It requires HKU Portal UID and PIN for authentication." Below this, it says: "Please login with your HKU Portal UID (User Identification) and PIN (Personal Identification Number)." There are two input fields: "UID" with the value "corefac" and "PIN" with a masked value of "●●●●●●●●". A green button with a white arrow and the text "> LOG IN" is to the right of the PIN field. Below the PIN field, there is a link: "Forgot your PIN/Passwords".

Login with HKU Portal ID and password



The screenshot shows the HKU Med website header with the text "LI KA SHING FACULTY OF MEDICINE THE UNIVERSITY OF HONG KONG 香港大學醫學院". Below the header is a dark grey sidebar menu with the following items: "Hkufcftest2" (with a user icon), "Dashboard" (with a house icon), "My Profile" (with a person icon and a close icon), and "My Groups" (with a group icon). The "My Groups" item is highlighted with a red rectangular box.

Click on “My group” to manage your Group setting.

Should you have any inquiry, please contact corefac@hku.hk or 3917 7557.

Home > MyGroups

Group FCFTEST2b **Supervisor Test**

Group Users **Accounts** Bookings Orders

Click the button labeled with “Supervisor”

Then click “Accounts” to manage your charging account.

Add Account

Name/Project

HKU Account Code

Expiry Date

Add Account

Manage Accounts

Accounts

Name/Project	Account	Expiry	Action
Test	11111-222222222-333333-44444-555-66	2018-03-31	Edit Remove

1) Adding new account

Type in all the required information and click “Add Account”

HKU Account Code:
 Seg 1: 10117
 Seg 2-5: Please input the project account code relevant to the use of FCF equipment. Please refer to the HKU portal’s FEO pages for exact coding.
 Seg 6: for non-HMRF account, input “01”. For HMRF account, please input the departmental reference code (e.g.D1, D2.....)

The newly added account will appear at the “Manage Accounts” section.

Manage Accounts

Accounts

Name/Project	Account	Expiry	Action
Test	11111-222222222-333333-44444-555-66	2018-03-31	Edit Remove

2. Updating the current account

At the “Manage Accounts” section, click the “Edit” button under the “Action” column.

Add Account

Name/Project

HKU Account Code

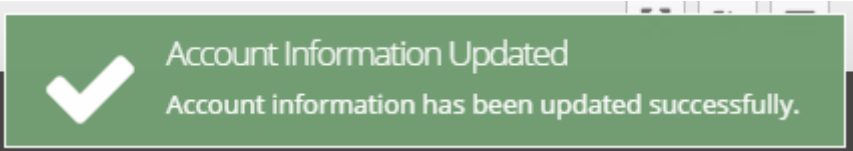
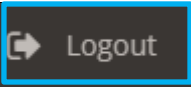
Expiry Date

Cancel **Update Account**

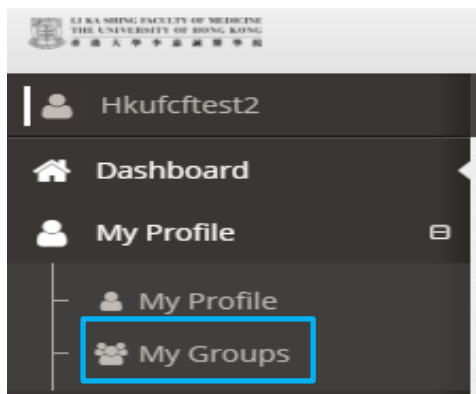
The account information will be shown at the “Add Account” section.

You may input new account information

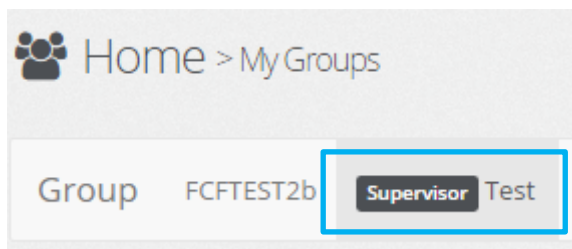
Click “Update Account” after editing the account information.

	A notification message will pop up after saving.
	Logout by the button on bottom left

Review group booking record

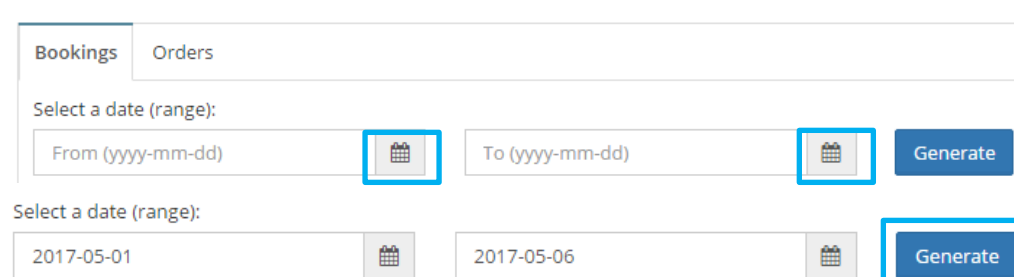
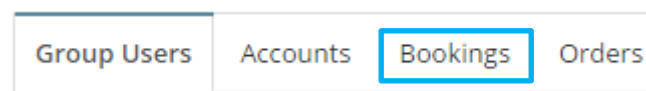


Click on “My group”



Click the button labeled with “Supervisor”

Then click “Bookings” to view your group members booking record.



Select the period you would like check by clicking the calendar button OR by typing in the date.

Then click “Generate”

ID	Category	Equipment	Mode	User	Grade	Start	End	Duration	Cost	Account	Booking Date	Status	Status Date
11550	Flow Cytometer - Analyzer	BD FACSCanto II		corefac		2017-05-01 09:30	2017-05-01 09:30	360	0	11111-22222222-33333-44444-555-66	2017-04-10 11:20	Confirmed	2017-04-10 11:20
11551	Flow Cytometer - Analyzer	BD FACSCanto II		corefac		2017-05-02 01:00	2017-05-02 04:00	180	0	11111-22222222-33333-44444-555-66	2017-04-10 11:20	Confirmed	2017-04-10 11:20
11553	Flow Cytometer - Analyzer	BD LSR Fortessa	Tube mode	corefac		2017-05-04 07:30	2017-05-04 10:00	150	0	11111-22222222-33333-44444-555-66	2017-04-10 11:20	Confirmed	2017-04-10 11:20

The booking summary of the selected period will be displayed



You may download or print the booking summary with different format by clicking these icons. i.e. CSV file, Excel file, PDF



Logout by the button on bottom left