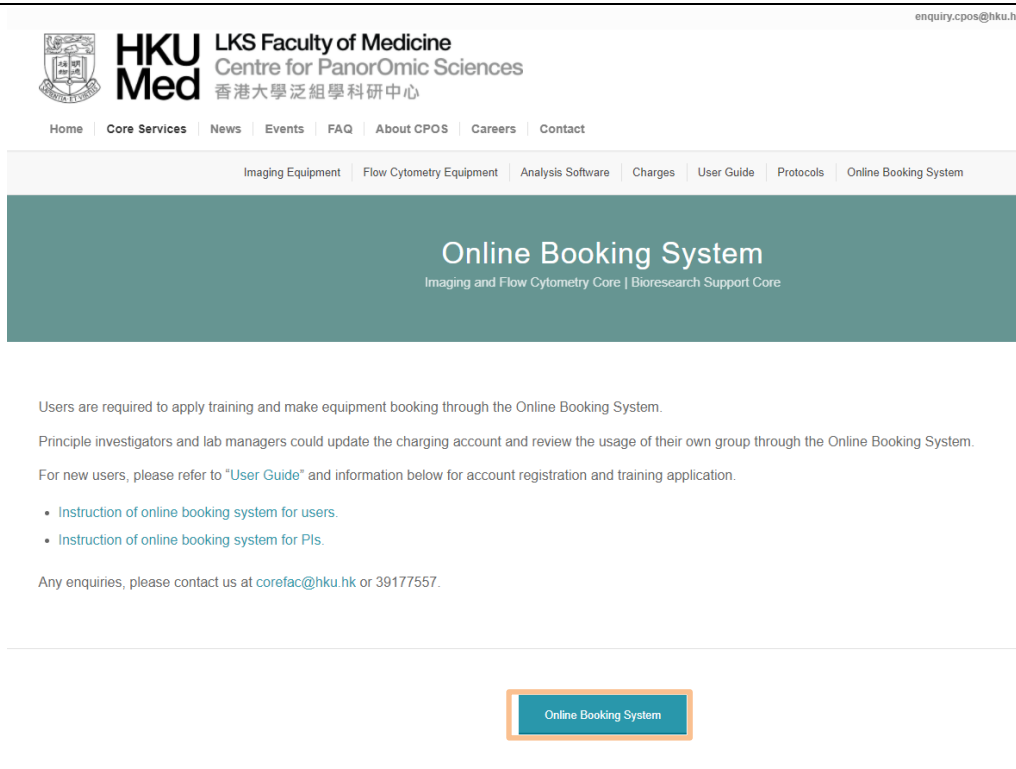


# Guide for Supervisor

**For new PIs who would like to set up a group in new online booking system, please contact [fmcores.cpos@hku.hk](mailto:fmcores.cpos@hku.hk) or 3917 7557**

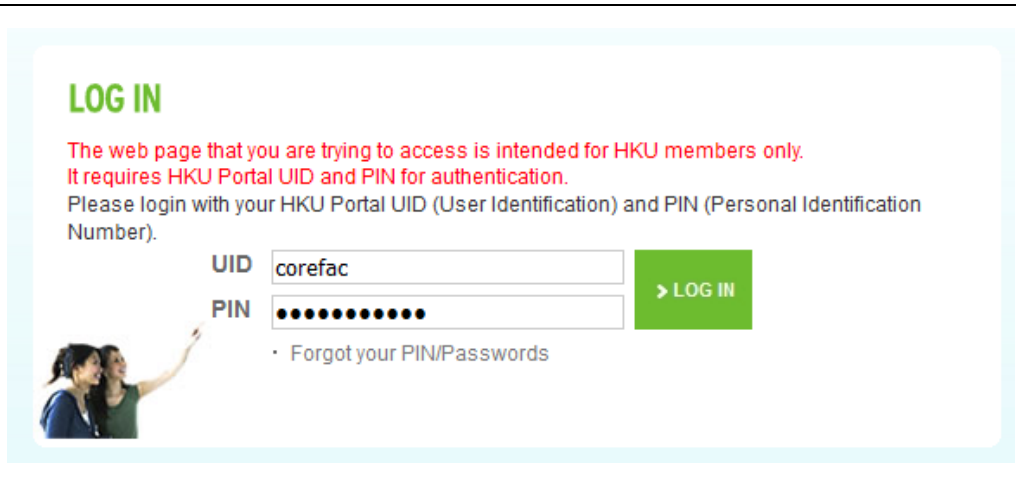
## Account Management



The screenshot shows the website for the LKS Faculty of Medicine, Centre for PanorOmic Sciences. The page is titled "Online Booking System" and includes a navigation menu with options like "Imaging Equipment", "Flow Cytometry Equipment", "Analysis Software", "Charges", "User Guide", "Protocols", and "Online Booking System". The main content area contains text explaining that users need training and can update their charging accounts through the system. It also provides links for "Instruction of online booking system for users" and "Instruction of online booking system for PIs". A button labeled "Online Booking System" is highlighted with a red box.

<https://cpo.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 features a "LOG IN" heading and a message stating that the page is for HKU members only and requires a Portal UID and PIN. Below this, there are input fields for "UID" (containing "corefac") and "PIN" (represented by dots). A green "LOG IN" button is positioned to the right of the PIN field. A link for "Forgot your PIN/Passwords" is located below the PIN field. A small image of two people is visible in the bottom left corner.

Login with HKU Portal ID and password



The screenshot shows a user profile menu on the HKU Med website. The menu is dark-themed and includes options for "Hkufctest2", "Dashboard", "My Profile", and "My Groups". The "My Groups" option is highlighted with a red box.

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

Should you have any inquiry, please contact [fmcores.cpos@hku.hk](mailto:fmcores.cpos@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	<a href="#">Edit</a> <a href="#">Remove</a>

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 CPOS 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	<a href="#">Edit</a> <a href="#">Remove</a>

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

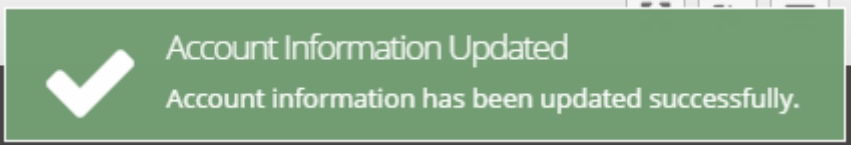
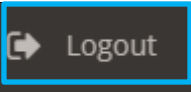
Expiry Date

[Cancel](#) **Update Account**

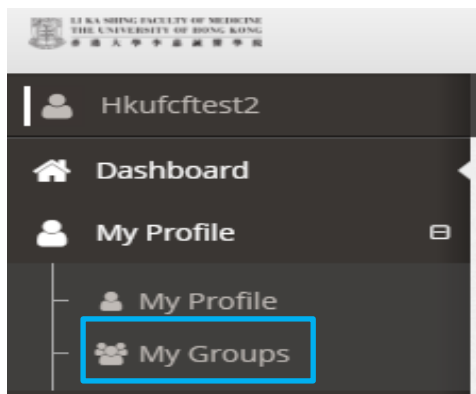
The account information will be shown at the “Add Account” section.

You may input new account information

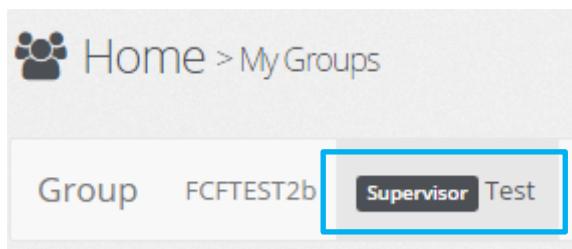
Click “Update Account” after editing the account information.

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

# Review group booking record

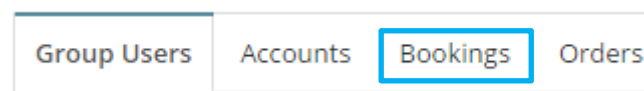


Click on “My group”



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