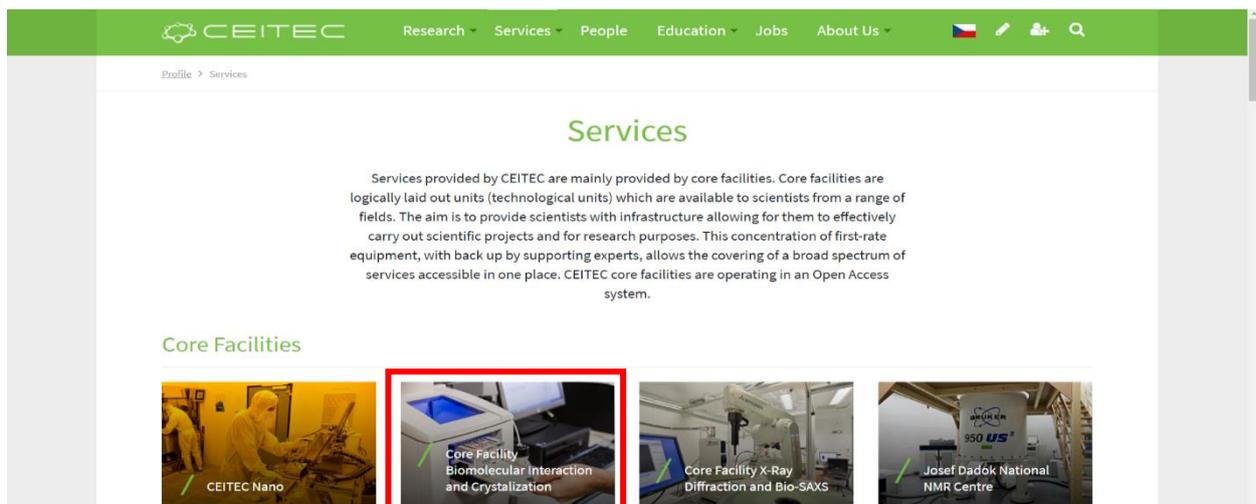
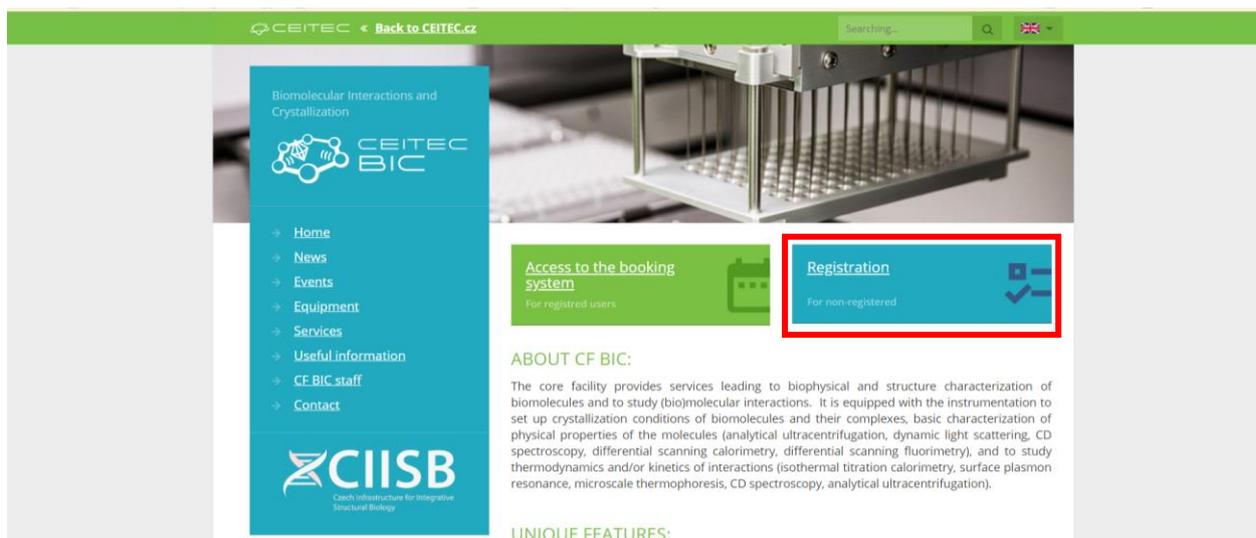


QUICK GUIDE THROUGH INTRANET BOOKING

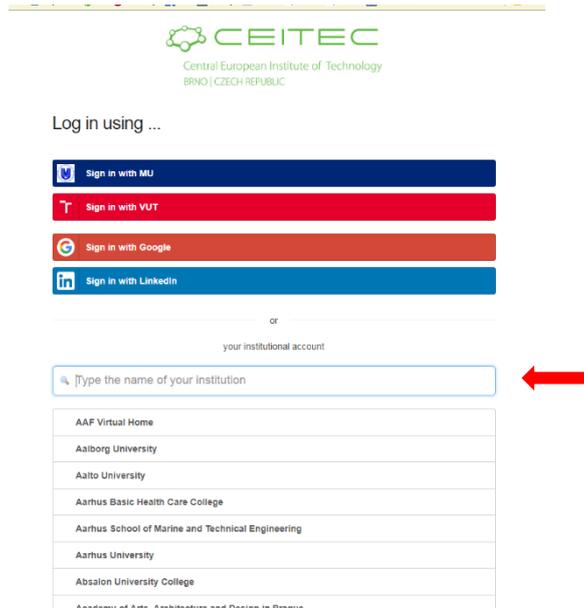
- Go to CEITEC web pages – www.ceitec.cz (www.ceitec.eu). Under label “Services” you will find “Biomolecular Interactions and Crystallization” facility



- Pages of BIC Facility will show up. You can find here **information about instruments** and provided **services**. There is also a **link to our booking system**. For the first time you have to fill **registration form**.

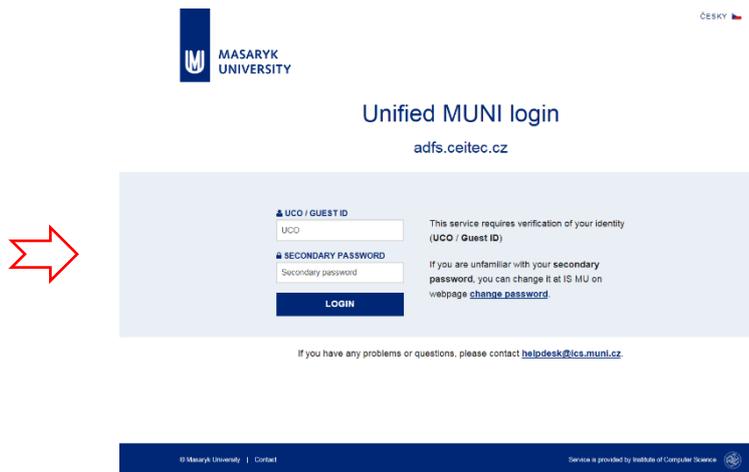


3. List of numerous institution will show up – it is easier to start typing name of your institution than try to find it manually. If your institution is not on the list, there is a possibility to use **Google** or **LinkedIn** account. For students and employees of Masaryk University – just look up Masaryk University



The screenshot shows the CEITEC login interface. At the top, the CEITEC logo and name are displayed. Below the logo, there is a section titled "Log in using ..." with four buttons: "Sign in with MU", "Sign in with VUT", "Sign in with Google", and "Sign in with LinkedIn". Below these buttons, there is a text input field labeled "your institutional account" with a search icon and the placeholder text "[Type the name of your institution]". A red arrow points to this input field. Below the input field, a list of institutions is shown, including "AAF Virtual Home", "Aalborg University", "Aalto University", "Aarhus Basic Health Care College", "Aarhus School of Marine and Technical Engineering", "Aarhus University", "Absalon University College", and "Academy of Education and Social Sciences".

4. Students and employees of Masaryk University will see a familiar **login page**.



The screenshot shows the Masaryk University login page. At the top left is the Masaryk University logo. At the top right is the text "ČESKY" with a small flag icon. Below the logo, the text "Unified MUNI login" and "ads.ceitec.cz" is displayed. The main content area is a light blue box containing two input fields: "UCO / GUEST ID" and "SECONDARY PASSWORD". Below the "UCO / GUEST ID" field, there is a "LOGIN" button. To the right of the input fields, there is text: "This service requires verification of your identity (UCO / Guest ID). If you are unfamiliar with your secondary password, you can change it at IS MU on webpage [change password](#)." A red arrow points to the "UCO / GUEST ID" input field. Below the login box, there is a link: "If you have any problems or questions, please contact helpdesk@ics.muni.cz". At the bottom of the page, there is a dark blue footer with the text "© Masaryk University | Contact" and "Service is provided by Institute of Computer Science".

5. After filling the columns with your **UCO** and **secondary password** you will see the last page of registration. Your name and surname should be automatically filled without a possibility to change it. E-mail and Institution should be also filled according to previously filled data.

Registration to group of Biomolecular Interactions and Crystallization

Name and surname*

E-mail

Organization*

Detail info about your institution

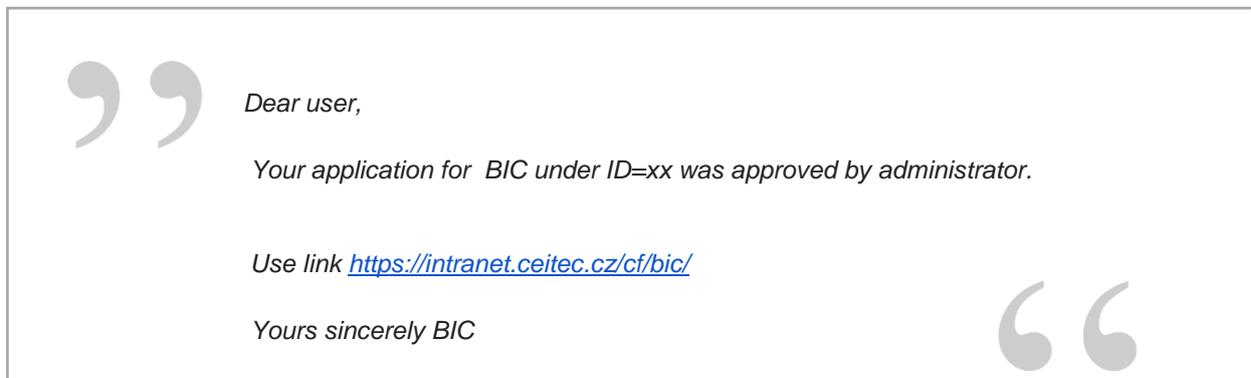
Student Yes No

Groupleader*

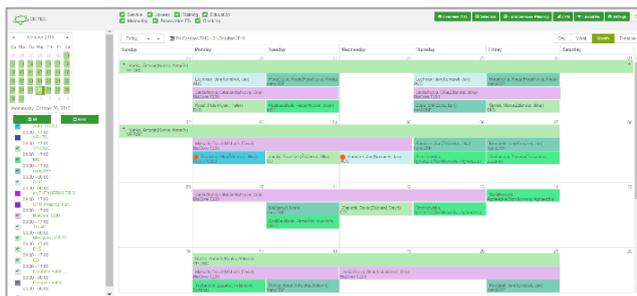
Research group*

If you selected value "External users" in item organization please fill in the information about your institution.

6. At this point your registration is complete and is waiting for approval from head of CF BIC. You will receive an e-mail about your authorization.



After your registration is confirmed you can login to Core Facility booking system: directly to <https://booking.ceitec.cz/> or <https://intranet.ceitec.cz/cf/bic/>.



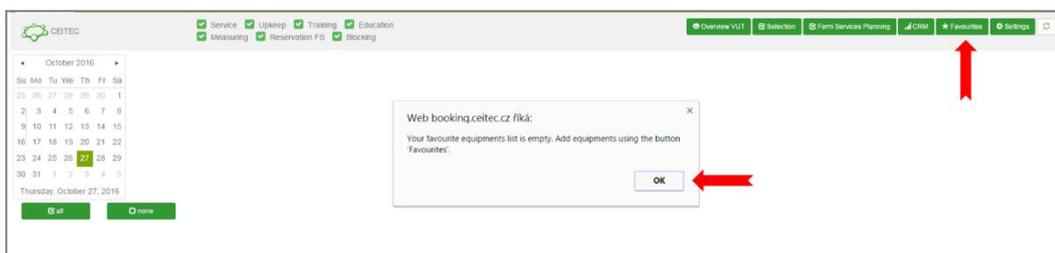
All instruments in user mode are bookable using planning board on <https://booking.ceitec.cz/>. In case you want to make a request for a service (AUC, ITC and Crystallization services) you need to use <https://intranet.ceitec.cz/cf/bic/> - **Services button**.



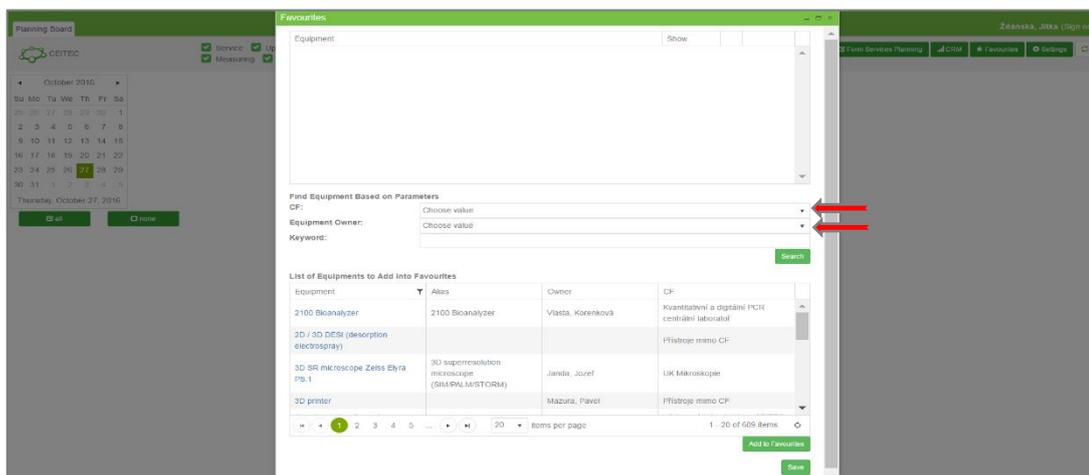
You can also click on **Planning board button** and you will be redirect to <https://booking.ceitec.cz/>. At this point you will automatically see all CF BIC equipment on Planning board.

A) Planning board - <https://booking.ceitec.cz/>:

In case you will take the direct approach to booking.ceitec.cz your Favourite equipment will be empty for the **first time**. You need to add desired equipment to your list of favourites (**★ Favourites**) so you can see those instruments on planning board.



After clicking on the **★ Favourites** button new pop-up window will appear. On the bottom you can see all bookable equipment which is on CEITEC. It's really uncomfortable trying to find the desired equipment this way. You are recommended to use filter above this list. You can either use filter according to Core Facility or according to Equipment Owner (person responsible for the instrument) and hit **Search** button.

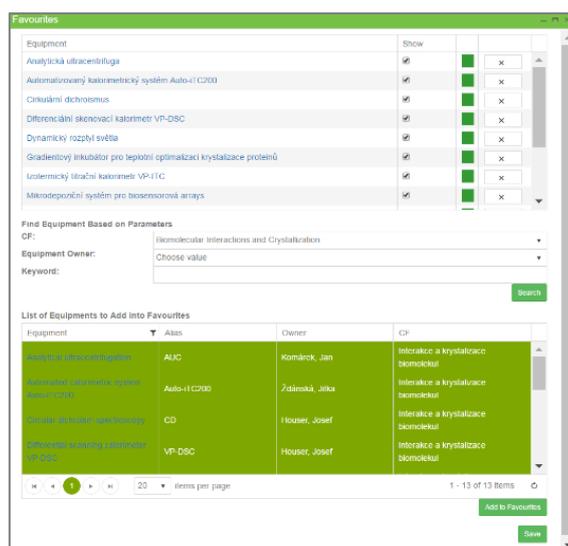


After choosing the desired facilities (for example Biomolecular Interactions and Crystallization) and click on Search button () you will see all bookable equipment in the list below the filter.

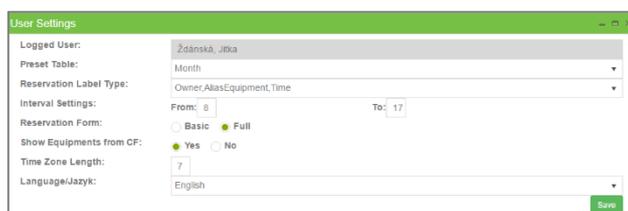


You can choose multiple instruments by holding **Ctrl +** clicking on **ALIAS** of the equipment. It is really important to click on **Alias** and not on the whole name. After choosing all of the instruments you want to see in planning board you have to click on **Add to Favourites** button (). You can also choose only one instrument at the time and each of them add separately by clicking on **Add to favourites**. While you are adding the chosen instruments they will appear in the chart above.

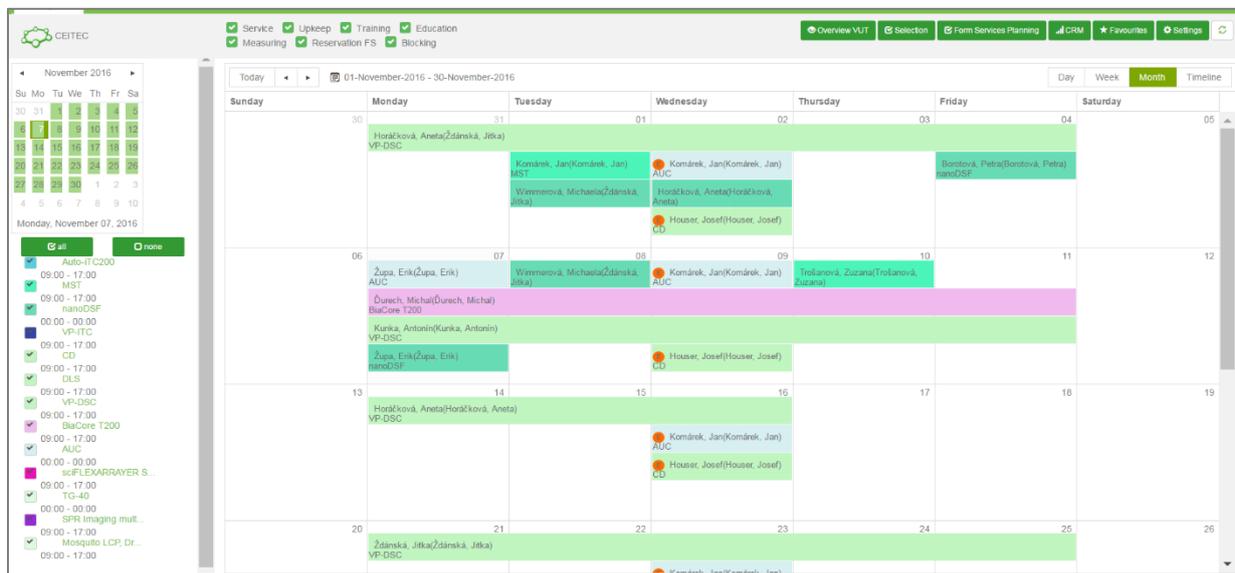
In the chart above you can also change color of individual instruments (to get more arranged planning board) by clicking twice on the green square  . After all of these adjustment please click on Save button 



One more adjustment is needed: In the **Setting** you can change the **language** and how the planning board should look like every time you will login in here - the **calendar layout** – month, week, day. For general overview monthly setting will be the best for you.

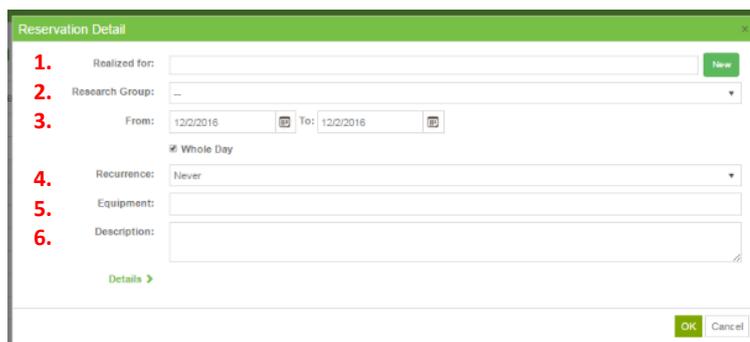


After all this you will see the planning board with all reservations on your displayed instruments which are already made and confirmed. You can proceed to the booking of an instrument.

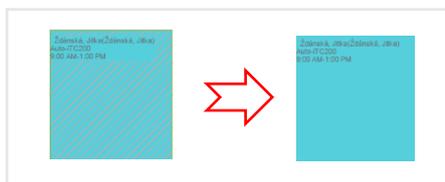


On the left you see your chosen instruments that you wanted to see on the planning board. On the right there is the actual planning board. Next steps for booking an instrument:

- Choose the date
- Double click on that date
- Pop-up window will appear. Please fill as many information as you can.
 1. Your **name** should be already filled
 2. Please choose your **research group**
 3. Check the **date!** In monthly layout the default time setting is on whole day – so if you don't want to measure all day long, please **un-check** the „**Whole day**“ option and specify when do you want to start and end. **Double check both dates again.**
 4. Check the **equipment** which you want to book. Default setting fills the first equipment on the list. So just fill the right equipment (you can easily delete the one you don't want).
 5. In field „**Description**“ please fill some info about sample/experiment you will perform or if you require some assistance
 6. Click „**OK**“.

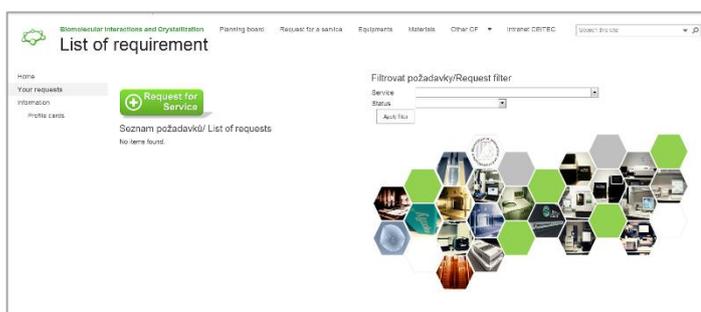
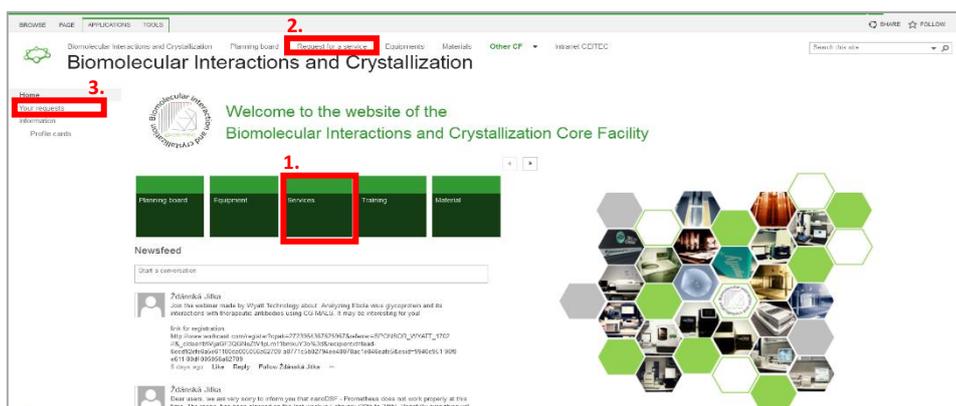


Your reservations should appear on the planning board. At first the reservation will be hatched. After **confirmation** of reservation by person responsible for the specific machine you will **receive an email** and the reservation on planning board will be without lines.



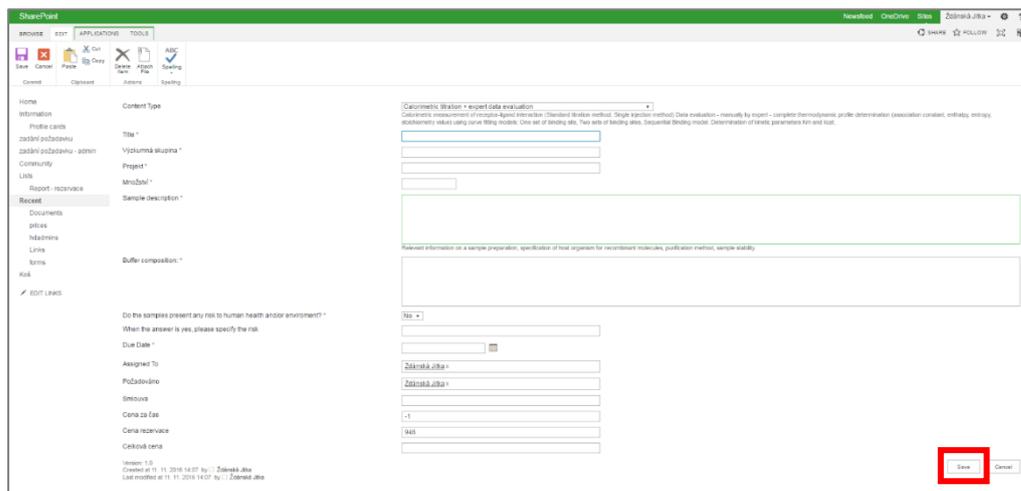
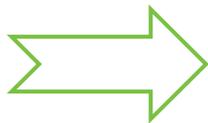
B) Request for a service - <https://intranet.ceitec.cz/cf/bic>

There are multiple ways to request for services from CF BIC intranet home page. You can use the green **Service button (1)**  or **Request for a service (2)**. You can also use label **“Your requests” (3)** where you will find all your previous requests and you can also make a new one. After that you will be redirected to list of services offered by CF BIC. By clicking on desired services form with specific questions will appear.



Advanced crystallization techniques	Optimization of crystallization process. From a given dissolved starting material, crystallization is always a very complex task. Service user is advised to provide detailed information on the process for better results. Contact the responsible person for details.
Calorimetric titration + automated software data evaluation	Calorimetric titration is a powerful tool for the determination of thermodynamic parameters. Single injection method (DSC evaluation) for accurate software data evaluation. Software for researchers profile data transfer (data import), calibration, software, online data transfer, online data evaluation.
Calorimetric titration + expert data evaluation	Calorimetric titration is a powerful tool for the determination of thermodynamic parameters. Single injection method (DSC evaluation) for accurate software data evaluation. Software for researchers profile data transfer (data import), calibration, software, online data transfer, online data evaluation.
Calorimetric titration + expert data evaluation + data evaluation using InsoftTC200	Calorimetric titration is a powerful tool for the determination of thermodynamic parameters. Single injection method (DSC evaluation) for accurate software data evaluation. Software for researchers profile data transfer (data import), calibration, software, online data transfer, online data evaluation.
Crystallization screen set-up	Crystallization screen set-up is a powerful tool for the determination of thermodynamic parameters. Single injection method (DSC evaluation) for accurate software data evaluation. Software for researchers profile data transfer (data import), calibration, software, online data transfer, online data evaluation.
Optimization of crystallization. Plate storage and inspection	Optimization of crystallization. Plate storage and inspection is a powerful tool for the determination of thermodynamic parameters. Single injection method (DSC evaluation) for accurate software data evaluation. Software for researchers profile data transfer (data import), calibration, software, online data transfer, online data evaluation.
Crystallization Screen Set-up. Plate Storage and Inspection	Crystallization Screen Set-up. Plate Storage and Inspection is a powerful tool for the determination of thermodynamic parameters. Single injection method (DSC evaluation) for accurate software data evaluation. Software for researchers profile data transfer (data import), calibration, software, online data transfer, online data evaluation.
Initial training for instruments in user mode (operated by users themselves)	Initial training for instruments in user mode (operated by users themselves) is a powerful tool for the determination of thermodynamic parameters. Single injection method (DSC evaluation) for accurate software data evaluation. Software for researchers profile data transfer (data import), calibration, software, online data transfer, online data evaluation.
Microfluidic platform for biosensor arrays - advanced optimization service	Microfluidic platform for biosensor arrays - advanced optimization service is a powerful tool for the determination of thermodynamic parameters. Single injection method (DSC evaluation) for accurate software data evaluation. Software for researchers profile data transfer (data import), calibration, software, online data transfer, online data evaluation.
Consulting - assistance	Consulting - assistance is a powerful tool for the determination of thermodynamic parameters. Single injection method (DSC evaluation) for accurate software data evaluation. Software for researchers profile data transfer (data import), calibration, software, online data transfer, online data evaluation.
Sedimentation equilibrium	Sedimentation equilibrium is a powerful tool for the determination of thermodynamic parameters. Single injection method (DSC evaluation) for accurate software data evaluation. Software for researchers profile data transfer (data import), calibration, software, online data transfer, online data evaluation.
Sedimentation velocity	Sedimentation velocity is a powerful tool for the determination of thermodynamic parameters. Single injection method (DSC evaluation) for accurate software data evaluation. Software for researchers profile data transfer (data import), calibration, software, online data transfer, online data evaluation.
Microfluidic platform for biosensor arrays - standard service	Microfluidic platform for biosensor arrays - standard service is a powerful tool for the determination of thermodynamic parameters. Single injection method (DSC evaluation) for accurate software data evaluation. Software for researchers profile data transfer (data import), calibration, software, online data transfer, online data evaluation.

Those with star mark (*) are obligatory. After filling the form you have to click on **Save** button at the end of a page. This request needs to be approved by person responsible for the service. Your request will be scheduled **according to availability of both machine and person responsible for the measurement**. You will receive an e-mail with details of scheduling your request.



The screenshot shows a SharePoint form titled "Calorimetry: Bratkovice - sample data evaluation". The form includes a left-hand navigation pane with options like Home, Information, Profile cards, and Lists. The main content area contains several sections: "Content type" with a description, "Title", "Project", "Method", "Sample description", "Buffer composition", and a risk assessment section. The "Save" button is highlighted with a red box in the bottom right corner.

In case of any troubles or other questions do not hesitate to ask either directly CF BIC staff or by e-mail: bic@ceitec.cz.

HAVE A NICE BOOKING!!! 😊