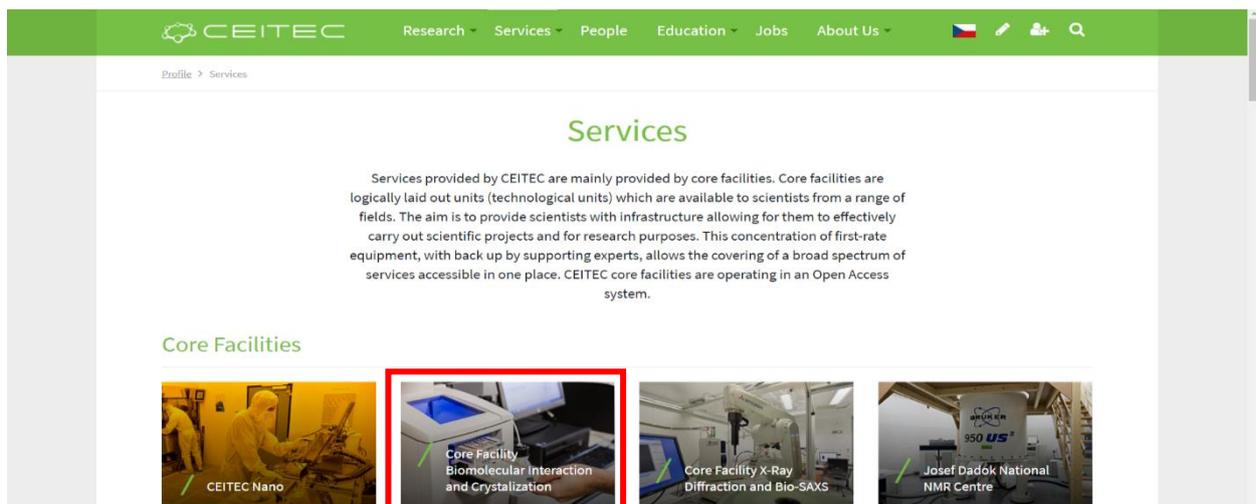


## QUICK GUIDE THROUGH INTRANET BOOKING

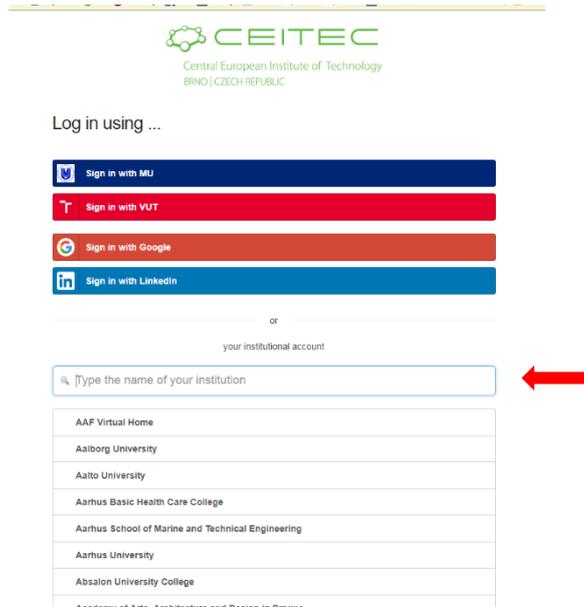
- Go to CEITEC web pages – [www.ceitec.cz](http://www.ceitec.cz) ([www.ceitec.eu](http://www.ceitec.eu)). Under label “Services” you will find “Biomolecular Interactions and Crystallization” facility



- 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**.

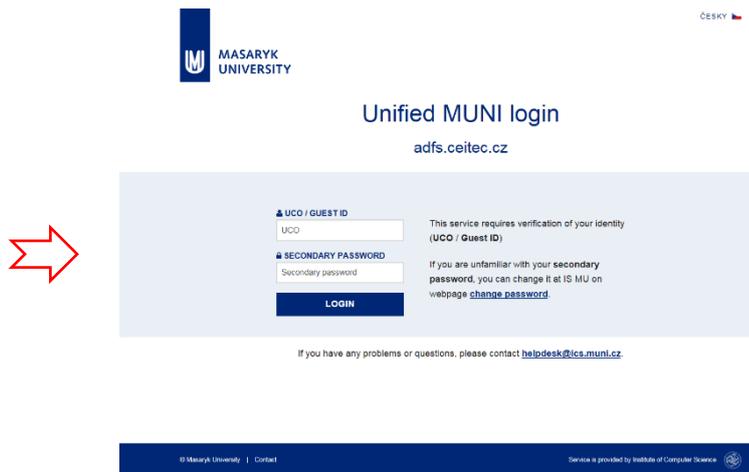


3. List of numerous institution will show up – it is easier to start typing name of your institution than try to find it manually. If your institution is not on the list, there is a possibility to use **Google** or **LinkedIn** account. For students and employees of Masaryk University – just look up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



The screenshot shows the CEITEC login interface. At the top, the CEITEC logo and name are displayed. Below the logo, there are four social login options: "Sign in with MU", "Sign in with VUT", "Sign in with Google", and "Sign in with LinkedIn". Below these options, there is a section for "your institutional account" with a search input field containing 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 Science in Brno".

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 language selector "ČESKY". The main heading is "Unified MUNI login" with the URL "ads.ceitec.cz" below it. The login form has two input fields: "UCO / GUEST ID" and "SECONDARY PASSWORD". A red arrow points to the "SECONDARY PASSWORD" field. Below the input fields is a "LOGIN" button. To the right of the input fields, there is a note: "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](#)." At the bottom of the form, there is a link: "If you have any problems or questions, please contact [helpdesk@ics.muni.cz](mailto:helpdesk@ics.muni.cz)". At the bottom of the page, there is a footer with "© 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

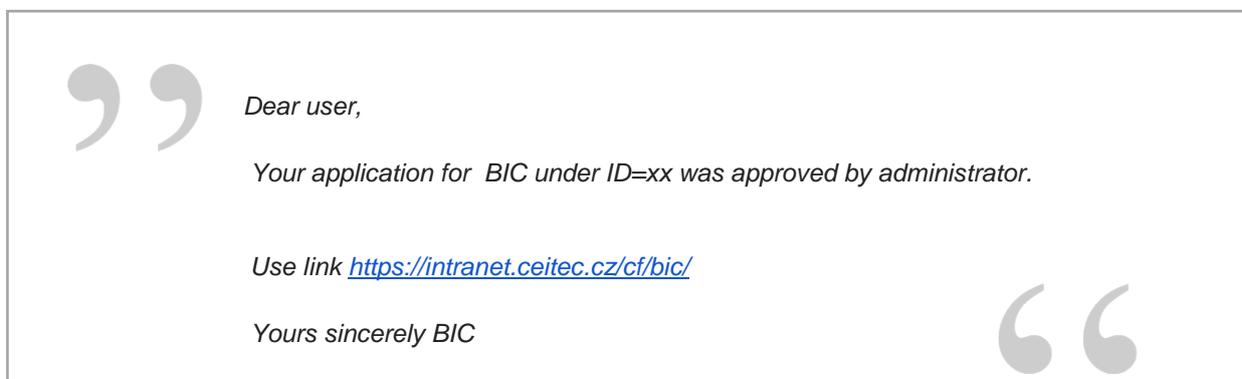
Student  Yes  No

Groupleader\*

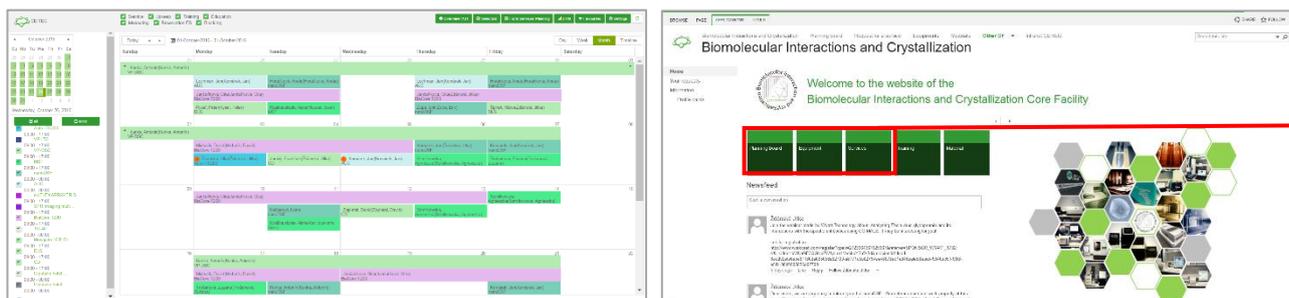
Research group\*

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/>.



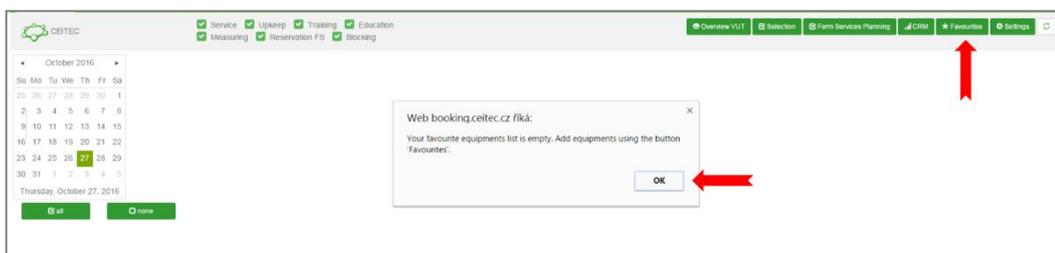
All instruments in user mode are bookable using planning board on <https://booking.ceitec.cz/>. In case you want to make a request for a service (AUC, ITC and Crystallization services) you need to use <https://intranet.ceitec.cz/cf/bic/> - **Services button**.



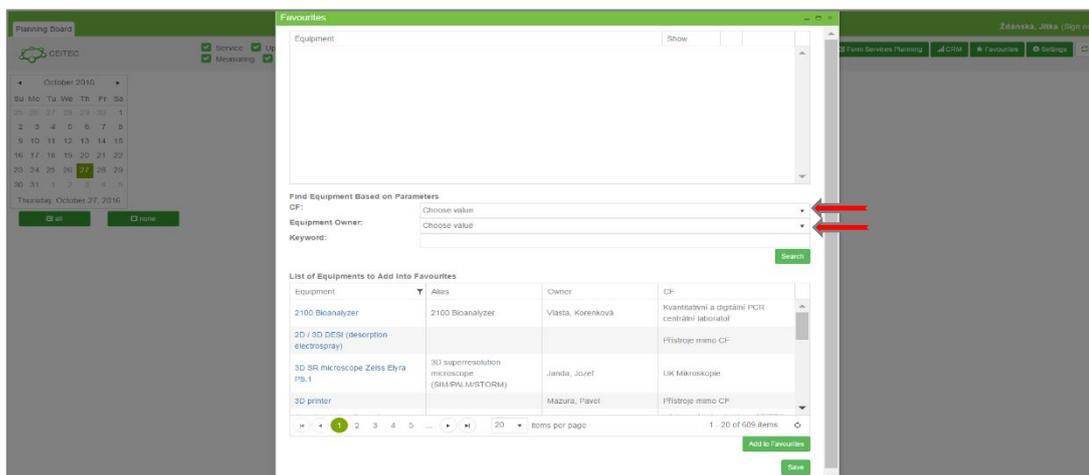
You can also click on **Planning board button** and you will be redirect to <https://booking.ceitec.cz/>. At this point you will automatically see all CF BIC equipment on Planning board.

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

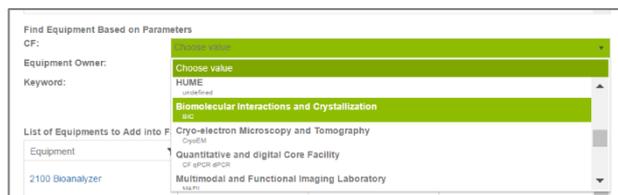
In case you will take the direct approach to booking.ceitec.cz your Favourite equipment will be empty for the **first time**. You need to add desired equipment to your list of favourites ( **★ Favourites** ) so you can see those instruments on planning board.



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.

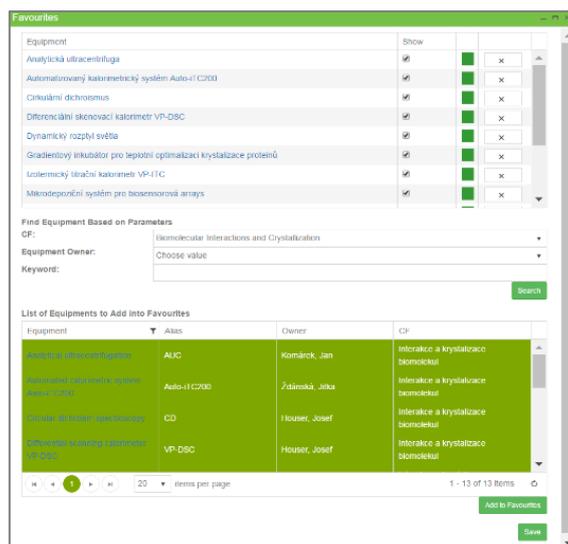


After choosing the desired facilities (for example Biomolecular Interactions and Crystallization) and click on Search button (  ) you will see all bookable equipment in the list below the filter.



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.

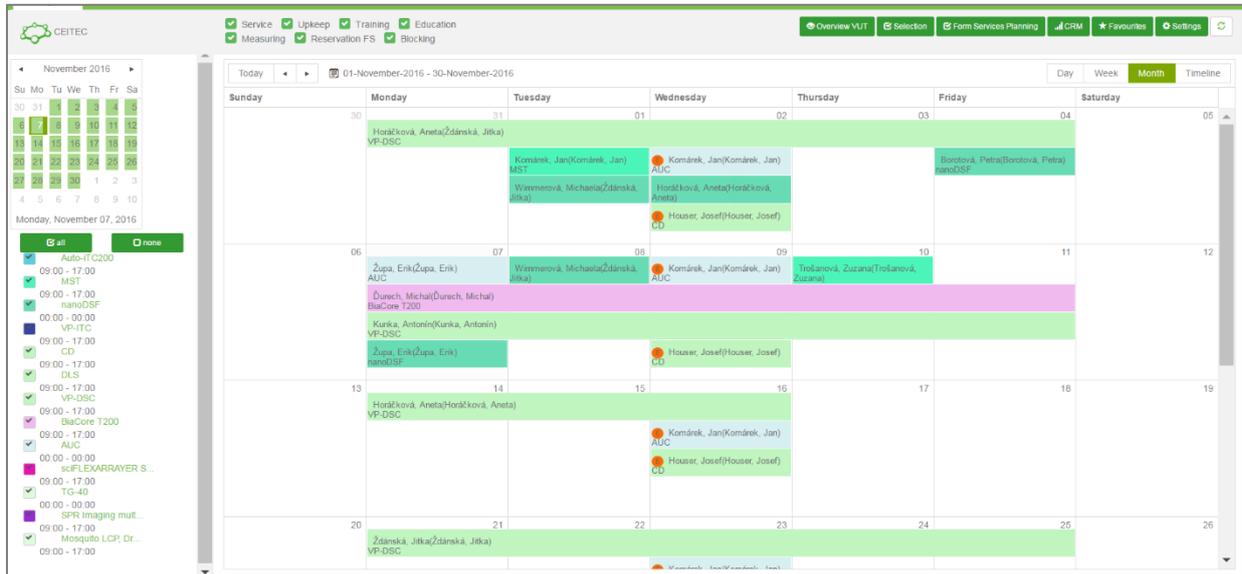
In the chart above you can also change color of individual instruments (to get more arranged planning board) by clicking twice on the green square  . After all of these adjustment please click on Save button 



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**“.

