

QUICK GUIDE THROUGH INTRANET BOOKING

1. Go to CEITEC web pages – <u>www.ceitec.cz</u> (<u>www.ceitec.eu</u>). Under label "Services" you will find "Biomolecular Interactions and Crystallization" facility





2. 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

Central European Institute of Technology BRNO (CZECH REPUBLIC	
og in using	
Sign in with MU	
Sign in with VUT	
G Sign in with Google	
N Sign in with Linkedin	
or	
your institutional account	
Type the name of your institution	•
AAF Virtual Home	
Aalborg University	
Aalto University	
Aarhus Basic Health Care College	
Aarhus School of Marine and Technical Engineering	
Aarhus University	
Absalon University College	
Anndows of Arts. Arabitantura and Pasion in Brassa	

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

	MASARYK UNIVERSITY	ČESKY 🖿
	Unified MUNI login adfs.ceitec.cz	
Σ	LCO / GUESTID UCO This service requires verification of your identity (UCO / Guest ID) Secondary password If you are unfamiliar with your secondary password, you can change it at IS MU on weldpage <u>change password</u> .	
	If you have any problems or questions, please contact <u>helpdesk@lcs.muni.cz</u> .	ngunan Science - 🛞

5. After filling the colums with your UCO and secondary password you will see the last page of registration. Your name and surname should be automaticaly 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*	Externals users	
Detail info about your		If you selected value "External users" in item organization please fil in the informati
institution		your institution.
Student	Yes	
	No	
Groupleader*		

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.

"	Dear user, Your application for BIC under ID=xx was approved by adminis	trator.
	Use link <u>https://intranet.ceitec.cz/cf/bic/</u> Yours sincerely BIC	66

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

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





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

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

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.

CEITEC	Service Upkeep Training Education Measuring Reservation FS Blocking		Overview VUT & Selection & Form Services Planning all CRM ★ Favourities © Sellings
Cottober 2016 Solution Cottober 2016 Solution To View The TP F 6a Solution Solut		Web booking.ceitec.cz /ikia: Your favourite equipments list is empty. Add equipments using the button Tavourites:	×

After clicking on the **Fevouries** button new pop-up window will apear. 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 recomended 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 such button.

		Favourites				= = ×	Zdánska, Jilka (Sign out)
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Threaday, October 27, 2016		Find Equipment Based on Parame CF: Equipment Owner: Keyword:	ters Choose value Choose value			Search	=
		Equipment	Altas	Owner	CF		
		2100 Bloanalyzer	2100 Bioanalyzer	Vlasta, Korenková	Kvantitativní a digitální PCR centrální laboratoř	*	
		2D / 3D DESI (desorption electrospray)			Pfistroje mimo CF		
		3D SR microscope Zelss Elyra P8.1	3D superresolution microscope (SIM/PALM/STORM)	Janda, Jozef	UK Mikroskopie		
		3D printer		Mazura, Pavel	Pfistroje mimo CP	-	
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					Add to Fa	Save	



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

i na Equipinent Davea en l'atan		
CF:	Choose value	
Equipment Owner:	Choose value	
Keyword:	HUME undefined	
	Biomolecular Interactions and Crystallization	
List of Equipments to Add into I	Cryo-electron Microscopy and Tomography	
Equipment	Quantitative and digital Core Facility	
2100 Bioanalyzer	Multimodal and Functional Imaging Laboratory	

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 (Add to Favourites). You can also choose only one instrument at the time and each of them add separetly by clicking on **Add to favourites**. While you are you adding the chosen instruments they will apear 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 **I**. After all of these adjustment please click on Save button Save

vourites					-
Equipment			Show		
Analytická ultracentrifuga	2	×	-		
Automatizovaný kalorimetrický sy	stêm Auto-iTC200		8	×	
Cirkulární dichroismus			×.	×	
Diferenciální skenovací kalorime	tr VP-DSC		2	×	
Dynamický rozptyl světla			2	×	
Gradientový inkubátor pro teploti	ni optimalizaci krystalizace	proteinů	2	×	
Izolermický tilrační kalorimetr VP	чтс		2	×	
Mikrodepoziční systém pro biose	nsorová arrays		8	×	-
equipment Gwner: Seyword: List of Equipments to Add into	Choose value	Over	cr.		• Search
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H • 1 + H 20	 items per page 		1-1	13 of 13 Items	¢

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 genereral overview monthly setting will be the best for you.

ser Settings		
Logged User:	Ždánská, Jitka	
Preset Table:	Month	•
Reservation Label Type:	Owner, Alias Equipment, Time	*
Interval Settings:	From: 8 To: 17	
Reservation Form:	Basic 💿 Full	
Show Equipments from CF:	• Yes 🗌 No	
Time Zone Length:	7	
Language/Jazyk:	English	•
		Savo



After all this you will see the planning board with all reservations on your displayed instruments which are already made and confirmed. You can procede 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 actuall planning board. Next steps for booking an instrument:

- Choose the date
- Double click on that date
- > Pop-up window will apear. 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 requiere some assistance
 - 6. Click "OK".

1.	Realized for:		New
2.	Research Group:		
3.	From:	12/2/2016 🗊 To: 12/2/2016 🗊	
		🗷 Whole Day	
4.	Recurrence:	Never	
5.	Equipment:		
6.	Description:		
	Details >		



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 - <u>https://intranet.ceitec.cz/cf/bic</u>

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.



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.



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

HAVE A NICE BOOKING!!! ③