Tutorial for Core Facility Booking system
Booking system function ability

- **User (P.I. account Login)**
  - Booking
  - Querying
  - Checking
  - Canceling

- **Admin (P.I. & facilities staffs)**
  - Check booking status and *Monitor the equipment*
  - *Statistics for usage and Charge*

- *Reminder ➔ Core Mailing list & Active mail to User/PI/Staff for booking status*

- *Security ➔ Backup routine! System is only used and connected inside ICOB institute network!!!
Link to ...

English website ➔ administration system ➔
Facility ➔
IP Address ➔ 140.109.49.9 (institute inside only)
User: Core Facility Booking system main page
User: Check Available time interval
Before logging in
User: Start to Booking

→ P.I. Account logging ~

Drop menu choose!
Password for PI account set

Required for "Reminder mail "!
User: Booking interface

Calendar/time interval & function row (after login)

Booking Steps 1 to 6 (*3,5 required for reminder & information security policy)
User: Booking successful
Reminder for booking events

All reminders are sent by mailing list. We suggest you fill the real email!

Reminder for your booking time before 12 hours
User: Query the booking records

ICOB Core Facility Booking system
User: PI list for usage
User: Check-in your booking
In Checking (login & query the booking time row to check)

Click the link to check-in!

The records will be show in your booking time
Check-in
Optional function for facilities error or checking fail
Then Check-out

ICOB_Core Facility Booking system
After check-out:
ensure you have checked -- usage list
User: Cancel your booking (some reason If any !)
For facilities staff only
(system administrator login page)
Admin : Daily booking records list

The image shows a screenshot of the ICOB Core Facility Booking system, displaying a table with daily booking records. The table includes columns for the core facility name, user name, date, start time, end time, and comments. The system appears to be used for managing and tracking bookings for various facilities, ensuring efficient resource allocation and usage. The interface is user-friendly, allowing for easy navigation and data entry.
Admin: Query Booking list and checking status by time interval
Admin: P.I. account management
Admin: P.I. account quota (extend function)

<table>
<thead>
<tr>
<th>PI 帳號維護</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI 帳戶: 16028</td>
</tr>
<tr>
<td>PI 姓名: Dr. Han-Chung Wu</td>
</tr>
<tr>
<td>PI 手機: 9054558</td>
</tr>
<tr>
<td>PI e-mail: <a href="mailto:16028@ucsc.edu.hk">16028@ucsc.edu.hk</a></td>
</tr>
<tr>
<td>PI 単位: R1</td>
</tr>
</tbody>
</table>

Quota for check-in in time and usage
Admin: Gather comment records
Admin: Charge function (by time/count)
Admin: Charge function (fee setting)
Admin: Statistic function (usage and charge list)
Thanks for your attention and please tell us your problem or suggestion if any

- Core Facility /
  - About booking system – Core-PC admin shinbo@gate.sinica.edu.tw