Registration	
	https://cpos.hku.hk/imaging-and-flow-cytometry-core/online-booking-system/ Please go to our website and check "Online booking system"
	Login with HKU Portal ID and password

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Registration Corefac corefac@hku.hk Biomedical Sciences Not Applicable Position/Rank 39177557 Lab Phone Number ☑ I agree with the Terms and Conditions Register	Fill in the required information, and click "Register"

After completing information registration, you may request to join your PI's group by

sending email to <u>fmbcores.cpos@hku.hk</u> and <mark>cc your PI</mark>.

Our staff will add you into the group manually.
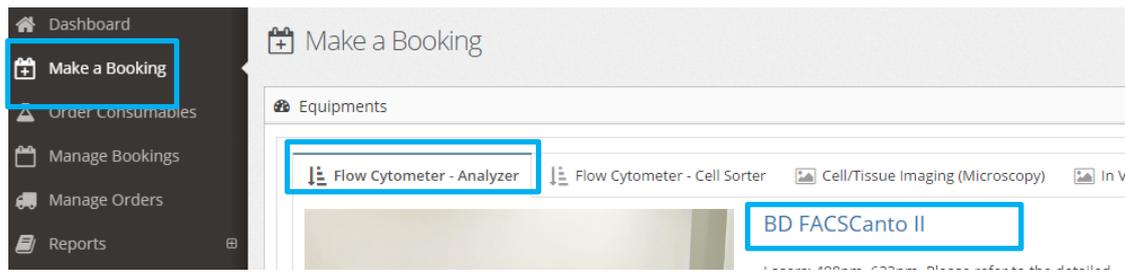
Make a Booking	
	Click on "Make a Booking" and select Equipment Category and Equipment
	Fill in the questionnaire according to your sample details. Reuse the template if the sample is similar to previous one.
	Select the sessions to be booked by dragging with **Mouse** on the timetable **OR** input the start time and end time. Select appropriate charging account if necessary
	Submit the booking request. Booking Completed.
Order consumables (if necessary)	Consumables (if necessary) should be ordered through the online system.
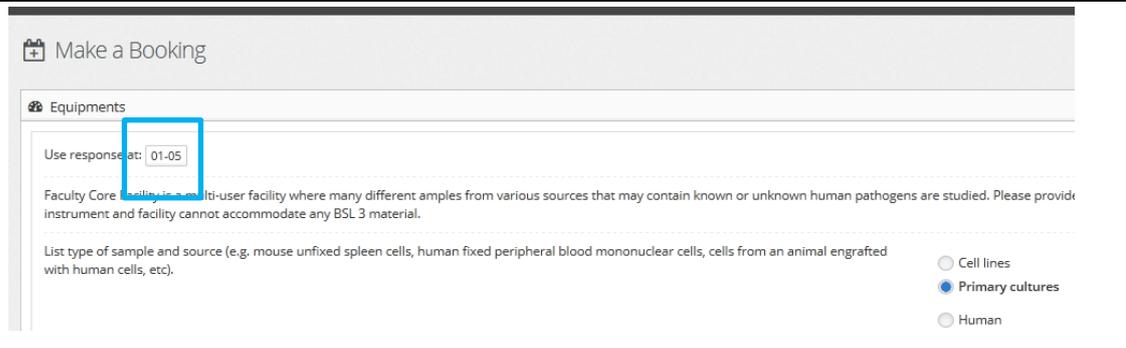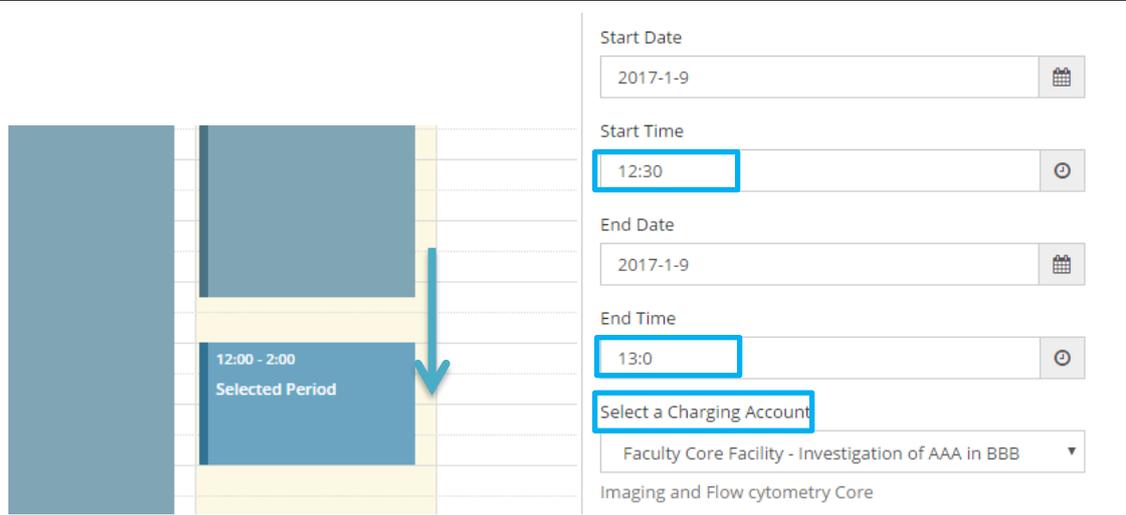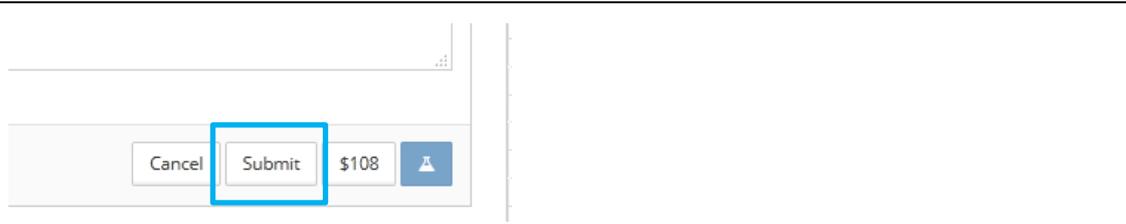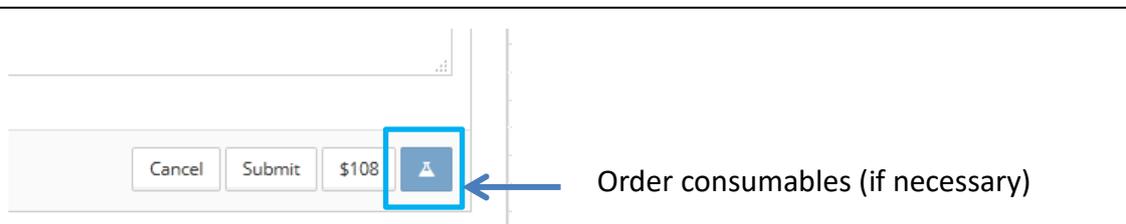
Imaging Dishes / Chambers　　△ Flow tubes and strainer 	ID	Name	Cost		
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1	**Mattak Confocal Dish 14mm** 14mm Imaging Windows, 10 pcs / pk	$ 200 per pack	− 1 + pack	Add to Cart
2	**Mattak Confocal Dish 20mm** 20mm Imaging Windows, 10 pcs / pk	$ 250 per pack	− 1 + pack	Add to Cart
6	ibidi chamber slide 4 wells	$ 100 per pack	− 1 + pack	Add to Cart
7	ibidi chamber slide 8 wells	$ 100 per pack	− 1 + pack	Add to Cart		Select the item and number of pack to order, then "Add to cart"
Charging Account: Test - Test　▼ test **Remarks:** Remarks Place Order	Select the "charging account" if necessary. Then click "Place Order"
⮐ Logout	Logout by the button on bottom left

Cancellation of Booking	
	Login with HKU Portal ID and password
	Click "Booking Calendar" in "Dashboard", look up the booking session(s) you would like to cancel on the calendar
	Click the booking session you would like to cancel, the selected booking is highlighted in orange. Then click "Cancel Selected Booking"
	A message will pop up at the top right corner, click "Yes" to confirm
	Please be noted that the cancelled timeslot will not be disappeared. It will be highlighted in red.

Apply for training	
	Login with HKU Portal ID and password
	Click "Trainings" in Dashboard
	Available training sessions are shown. Click "Join" to register for your preferable training
	A message will pop up at the top right corner, click "Yes" to confirm A confirmation message will pop up for successful registration.

Should you have any inquiry, please contact fmbcores.cpos@hku.hk or 3917 7557.