

# SRM Chemistry Department User Manual

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# How does it work?

The portal's sole purpose is to allow users to book a slot and use the listed instruments and facilities provided by the Chemistry Department of SRMIST.

The steps which will be followed while booking a slot are:


1. A user must need to register himself/herself.
2. Registration must be verified by the Administrator.
3. Only after the user confirms the email ID provided and is verified by the Administrator, slots can be booked.
4. User can book a slot available on a given day, but it should be verified by the admin. Only after verification it's notified to the user that Admin has approved his slot.
5. E-mail is sent to the user after every crucial step.
6. A user can also request his slot cancellation which can be verified by the administrators.
7. A user can usually book upto 2 slots in a span of 14 days. The number of slots available vary for each instrument.
8. Passwords can be reset from the forgot password section in the Log In tab.

# Registration

Registrations of any new user can be done via the Registration page displayed on the website. After registration, a mail is sent to the user for email verification. Only after email verification, and admin approval a user can login from the login page.

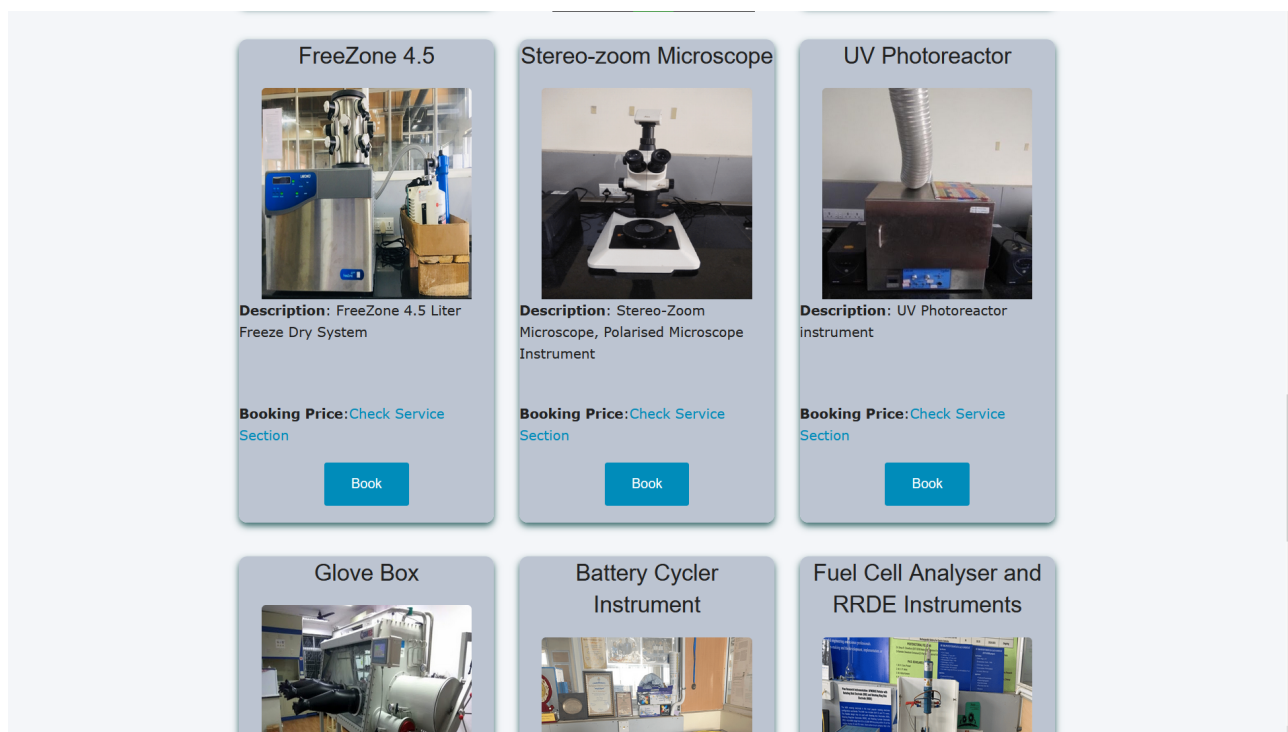
**Please Note:**  
All the users are requested to use their official/institute/company email id for registration.  
All internal users (Only Faculty/Research supervisors in SRM group of Institutions) must book through SRM EMAIL ID ONLY. Otherwise external charges will be applied. Please re-register immediately with your srmist email id if not done.

### Register

I'm not a robot  reCAPTCHA  
Privacy - Terms

# Booking

Slot bookings for listed Instruments can be done via the **Instruments** section of the website. A user is only allowed booking once he's logged in. Instruments can't be booked if a user has not logged in the website.




The screenshot displays a grid of six instrument cards, each with a title, a photograph, a description, a booking price instruction, and a 'Book' button.

- FreeZone 4.5**  
Description: FreeZone 4.5 Liter Freeze Dry System  
Booking Price: [Check Service Section](#)  
Book
- Stereo-zoom Microscope**  
Description: Stereo-Zoom Microscope, Polarised Microscope Instrument  
Booking Price: [Check Service Section](#)  
Book
- UV Photoreactor**  
Description: UV Photoreactor instrument  
Booking Price: [Check Service Section](#)  
Book
- Glove Box**  
Description: (Image only)  
Booking Price: (Image only)  
Book
- Battery Cycler Instrument**  
Description: (Image only)  
Booking Price: (Image only)  
Book
- Fuel Cell Analyser and RRDE Instruments**  
Description: (Image only)  
Booking Price: (Image only)  
Book

# Request Cancellation

A user can request a slot cancellation which he has booked by providing a legitimate reason for cancelling. It can be requested via My Bookings section after the user has logged in and made a booking.



[Facilities](#) [Services](#) [Instruments](#) [My Bookings](#) [Contact](#) [My Account](#) [Log Out](#) [User Manual](#)

## My Bookings

[Print this page](#)

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Booking ID ->1001

Select file to upload for payment information:

*Booking won't be accepted unless proper payment information is provided.*

Fill the Booking Information:

No file selected.

Time of Booking	Product Name	Date of the Order	Slot Time	Nature of Sample	Porous Details	Analysis Type	Degassing Temperature	Degassing Conditions	Additional Details	Status
2021-04-24 16:30:24	Autosorb IQ-C-AG/MP/XR	2021-05-04	11:00 AM - 1:00 PM	Granules	Meso	PSD	55	8 hrs	NA	Pending Admin Approval

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