

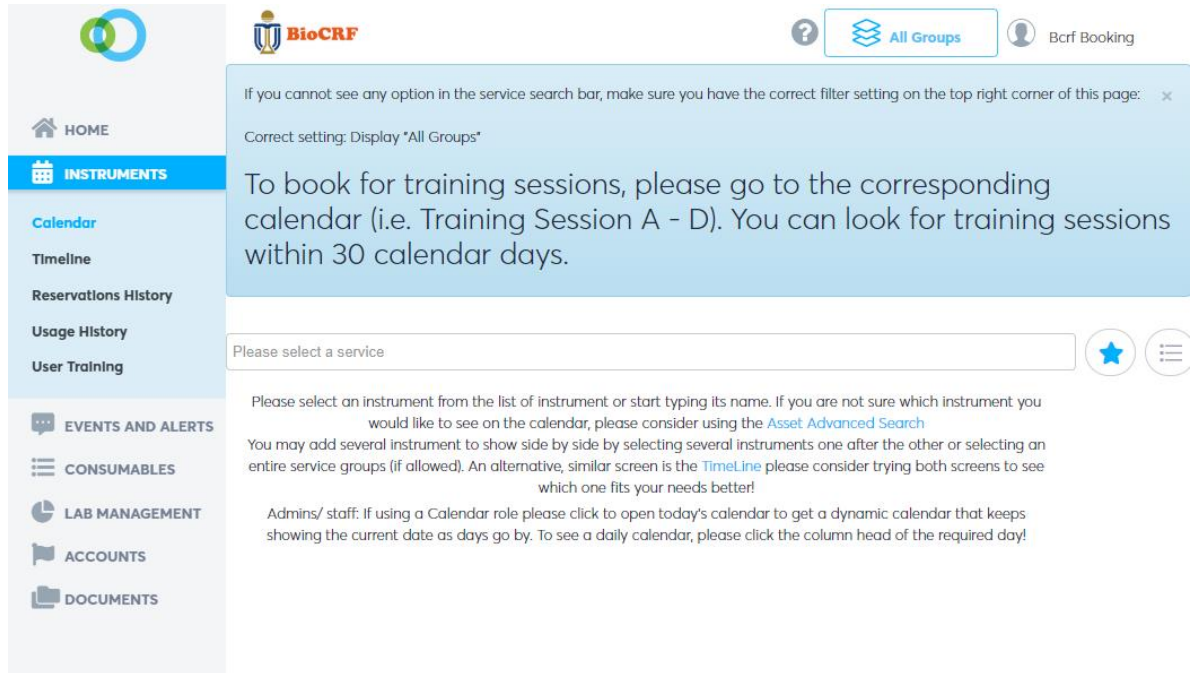
BioCRF - Revos Tissue Processor

Service Reservation Guide

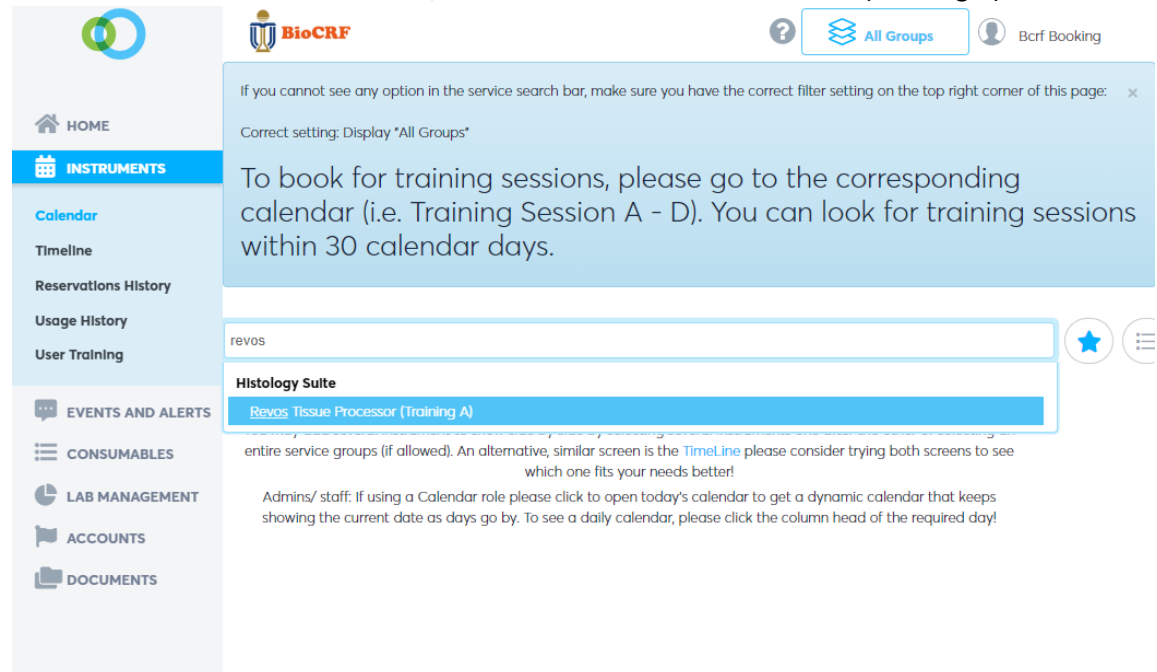
This guide contains two parts: [A. Creating Reservations](#) and [B. Downloading program template and default program details](#).

A. Creating Reservations

1. Go to **Instruments > Calendar**.



2. On the “Please select a service” bar, search for “Revos Tissue Processor (Training A)” and click.



BioCRF - Revos Tissue Processor Service Reservation Guide

- You should see empty time slots on Tuesdays only. Click on the empty time slot on the preferred week.

The screenshot shows the BioCRF web interface. On the left is a sidebar with navigation links: HOME, INSTRUMENTS, Calendar, Timeline, Reservations History, Usage History, User Training, EVENTS AND ALERTS, CONSUMABLES, LAB MANAGEMENT, ACCOUNTS, and DOCUMENTS. The main area displays a calendar for the week of December 8-14, 2019. A search bar at the top shows 'Revos Tissue Processor (Training A)'. The calendar grid highlights Tuesday, Dec 10, 2019, with a red box around the 17:00-18:00 time slot. A blue banner at the top right provides instructions: 'To book for training sessions, please go to the corresponding calendar (i.e. Training Session A - D). You can look for training sessions within 30 calendar days.'

- Fill in the reservation form as follow:

For the top of the page

- Set START TIME and END TIME to 17:00 and 18:00 respectively
- Select ACCOUNT NUMBER

The screenshot shows the 'New Reservation' form. At the top, it says 'TOP of page' in red. The form includes fields for ONLINE SERVICE (Revos Tissue Processor (Training A)), START TIME (10/12/2019, 17:00), END TIME (10/12/2019, 18:00), USER GROUP (N/A), ACCOUNT NUMBER (00000), REPETITIVE RESERVATION (toggle), I NEED TUTORING FOR THIS RESERVATION (toggle), ORDER STATUS (Approved), and REMARKS. A red box highlights the ACCOUNT NUMBER field. Another red box highlights the START TIME and END TIME fields, with a red annotation 'choose 5-6pm only' pointing to the 17:00 and 18:00 time slots.

BioCRF - Revos Tissue Processor Service Reservation Guide

For the bottom of the page

- Fill up all items according to the instructions on the page

The screenshot shows the BioCRF reservation form. The left sidebar contains navigation links: HOME, INSTRUMENTS (selected), Calendar, Timeline, Reservations History, Usage History, User Training, EVENTS AND ALERTS, CONSUMABLES, LAB MANAGEMENT, ACCOUNTS, and DOCUMENTS. The main form area has the following fields:

- SAMPLE TYPE:** Please state (1) organism e.g. mouse/ human & (2) tissue type e.g. liver. Input: mouse liver
- NUMBER OF SAMPLES (PCS):** Type in number of sample cassettes e.g. 2. Input: 3
- SAMPLE SIZE IN MM (LENGTH, WIDTH, HEIGHT):** Type "N/A" if information not available. Input: N/A
- PREFERRED PROGRAM:** Click to show drop down list. Selection: * Custom Program
- CUSTOM PROGRAM UPLOAD:** .doc files only. Please list all steps in chronological order. Remember to include the duration and temperature required in each step. Input: No file chosen

A red annotation "BOTTOM of page" is written across the top right of the form area. Below the form, there are three buttons: CREATE RESERVATION, CALCULATE CREDIT, and EXIT.

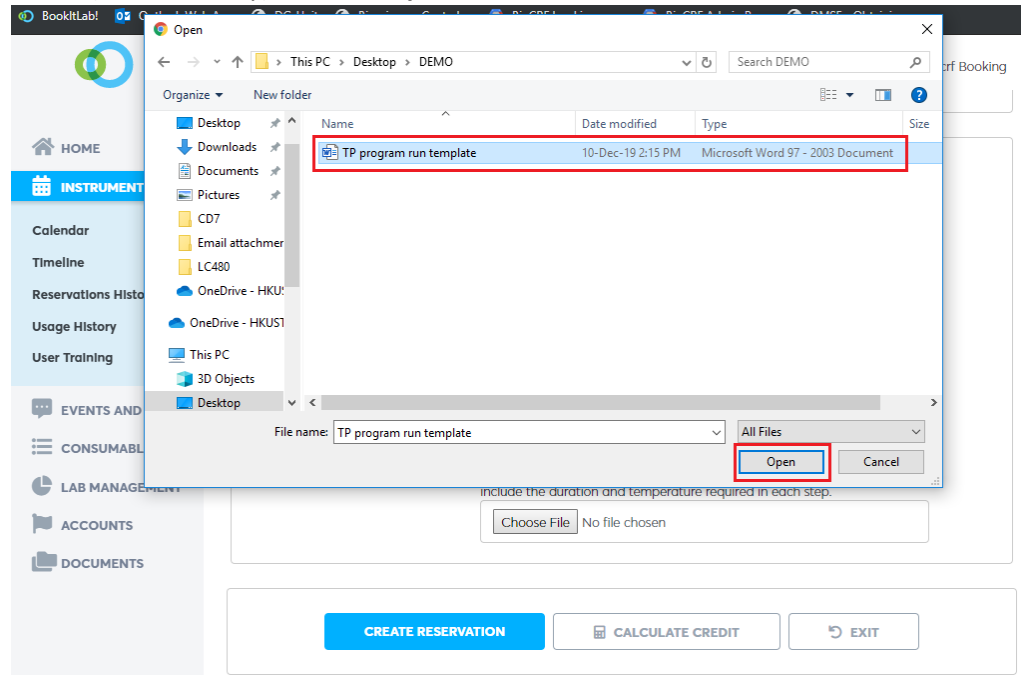
If Custom Program has been chosen as the preferred program, you can download our program template ([click here to see how](#)), modify accordingly and upload it during your reservation creation, as follow:

- (1) Click **Choose File**

This screenshot is identical to the one above, but the "Choose File" button in the CUSTOM PROGRAM UPLOAD section is highlighted with a red rectangular box, indicating the next step in the process.

BioCRF - Revos Tissue Processor Service Reservation Guide

(2) Select file (.doc files only) and click **Open**



(3) When upload is successful, the file name will be shown next to the “Choose File” button

CUSTOM PROGRAM UPLOAD

.doc files only. Please list all steps in chronological order. Remember to include the duration and temperature required in each step.

Choose File TP program run template.doc

5. After filling in the reservation form, click **CREATE RESERVATION**.

A screenshot of the BioCRF reservation form. The sidebar on the left is the same as in the previous images. The main form area contains several input fields: 'SAMPLE TYPE' with a text input containing 'mouse liver'; 'NUMBER OF SAMPLES (PCS)' with a text input containing '3'; 'SAMPLE SIZE IN MM (LENGTH, WIDTH, HEIGHT)' with a text input containing 'N/A'; 'PREFERRED PROGRAM' with a dropdown menu showing 'Custom Program'; and 'CUSTOM PROGRAM UPLOAD' with a 'Choose File' button and the text 'TP program run template.doc'. At the bottom of the form, there are three buttons: 'CREATE RESERVATION' (highlighted with a red rectangle), 'CALCULATE CREDIT', and 'EXIT'.

BioCRF - Revos Tissue Processor Service Reservation Guide

6. Upon successful reservation, you should receive an email notification (reservation approved) from the booking system.

The screenshot shows the BioCRF Reservation Details page on the left and an email notification on the right.

Reservation Details Page:

- Reservation Details:**
 - The reservation created successfully
 - User was notified with an email.
- Online Service:** Revos Tissue Processor (Training A)
- Start Time:** 17/12/2019
- End Time:** 17/12/2019
- User Group:** BioCRF
- Account Number:** 00000
- I need tutoring for this reservation:** ☐
- Order Status:** Approved

Email Notification:

BookItLab! Reservation - Revos Tissue Processor (Training A) - Approved

newsletter@p4b-web.com on behalf of noreply-book
To: Angelie Callejo SHUI

30be4b28-4eff-4e3f-99cc-cb5e6a220496.ics
632 bytes

Reservation details:

User Name: Angelie Callejo SHUI (shuiangelie)
Equipment: Revos Tissue Processor (Training A)
Booked on: Tuesday, December 10, 2019
Start Time: Tuesday, December 10, 2019 5:00 PM
End Time: Tuesday, December 10, 2019 6:00 PM
Status: Approved
Last Update Admin: Angelie Callejo SHUI (shuiangelie)

Remarks:

General Reservation Customer Note

[View full reservation details here](#)

7. If you go back to **Calendar** and move the mouse over your reservation, you should see your reservation details.

The screenshot shows the BioCRF Calendar interface. A tooltip is displayed over a reservation on the calendar, showing the following details:

- Time:** 17:00 - 18:00
- Online Service:** Revos Tissue Processor (Training A)
- Status:** Approved
- Bcrf Booking:**
 - Office extension (required): 1
 - Email: bcrfbooking@ust.hk
 - Remarks:
 - Last Updated At: 11/12/2019 09:55:45
 - Last Updated By: Bcrf Booking
- Revos Tissue Processor - Sample Submission:**
 - Sample Type: mouse liver
 - Number of Samples (pcs): 3
 - Sample Size in mm (length, width, height): N/A
 - Preferred Program: Custom Program
 - Custom Program Upload: TP program run
- template.doc**

BioCRF - Revos Tissue Processor Service Reservation Guide

B. Downloading program template and default program details

1. Click **Documents**.

- Download template by clicking “TPprogramruntemplate.doc”
- Download default program details by clicking “TPprograms.pdf”

FILE NAME	TITLE	DESCRIPTION	DOCUMENT TYPE	FILE TYPE	ASSET
HANDBOOK.pdf	Troubleshooting handbook	troubleshoot	Operation Manual	Attachment	FACS Aria Illu (Training A)
test_word(2).docx	documentation	document for usage	Operation Manual	Attachment	ztest-001
TPprogramruntemplate.doc	Revos Tissue Processor run template		Document	Attachment	Revos Tissue Processor (Training A)
TPprograms.pdf	Revos Tissue Processor available programs		Document	Attachment	Revos Tissue Processor (Training A)

Program Run Template:

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

Please pay attention to these rules

Note:

- Change time or temperature only.
- Duration of each step shall be selectable from 1 min to 99hr 59 min.
- To skip certain steps, highlight the row and ~~strike through~~.

Step	Reagent	Time (hrs)	Temperature (Celsius)	Remarks on temperature setup:
1	70% alcohol	0:16	Ambient	Adjustable from ambient to 55C
2	75% Alcohol	0:19	35	Adjustable from ambient to 35C
3	90% Alcohol	0:19	35	Adjustable from ambient to 35C
4	95% Alcohol	0:26	35	Adjustable from ambient to 35C
5	100% Alcohol	0:19	35	Adjustable from ambient to 35C
6	100% Alcohol	0:19	35	Adjustable from ambient to 35C
7	100% Alcohol	0:28	35	Adjustable from ambient to 35C
8	Xylene	0:21	35	Adjustable from ambient to 35C
9	Xylene	0:21	35	Adjustable from ambient to 35C
10	Xylene	0:21	35	Adjustable from ambient to 35C
11	Wax	0:21	62	Adjustable from 40 to 65°C
12	Wax	0:21	62	Adjustable from 40 to 65°C
13	Wax	0:28	62	Adjustable from 40 to 65°C

BioCRF - Revos Tissue Processor

Service Reservation Guide

Default Program Details:

HomeToolsTP programs.pdf x

1 / 3

95.2%

Thermo Fisher Scientific Revos Tissue Processor – Available Programs

BioCRF

1. Routine Surgical

Total run time (hrs)5

Tissue thickness (mm)3

Step	Reagent	Time (hrs)	Temperature (Celsius)
1	70% alcohol	0:16	Ambient
2	75% Alcohol	0:19	35
3	90% Alcohol	0:19	35
4	95% Alcohol	0:26	35
5	100% Alcohol	0:19	35
6	100% Alcohol	0:19	35
7	100% Alcohol	0:28	35
8	Xylene	0:21	35
9	Xylene	0:21	35
10	Xylene	0:21	35
11	Wax	0:21	62
12	Wax	0:21	62
13	Wax	0:28	62

2. Rapid Biopsy

Total run time (hrs)2

Tissue thickness (mm)1-3