# CECloud
## 华晟云联教育

# Cloud-based laboratory reservation system

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# Product description

### 1.1/ Overviews

Cloud-based laboratory reservation system" is used for laboratory center management, including course management, classroom management, teacher management, course scheduling, Laboratory Resource Reservation Management, query and statistics, laboratory Equipment Monitoring (SIS based security monitoring system needs to be configured) laboratory remote control (experimental resources online distribution system needs to be configured) and other functions in one management platform.

As you can see, this is a Shandong Institute of Business and Technology Cloud based lab reservation system. Our V2 system simplifies a few things. The appointment system, which is mainly used for teachers, is modified to be a system for teachers to make appointments for classes and students to make appointments for opening hours and facilities.



### 1.2/Initial functional modules

#### Login procedure

To use the management system, you need to log in first. Login account number and password are uniformly assigned by the administrator.

**1** Visit the home page

Enter the URL in the browser address bar, visit the Shandong Industrial and Commercial Laboratory Center Management System Home Page, enter the interface shown in figure 1-1 below.

Note, in the case of external access to the VPN please first login, specific reference to the laboratory of the use of VPN guide, here omitted.

**2** Log In

Enter the login account and password in the area indicated by the Red Arrow, Click login and go to the background management page.
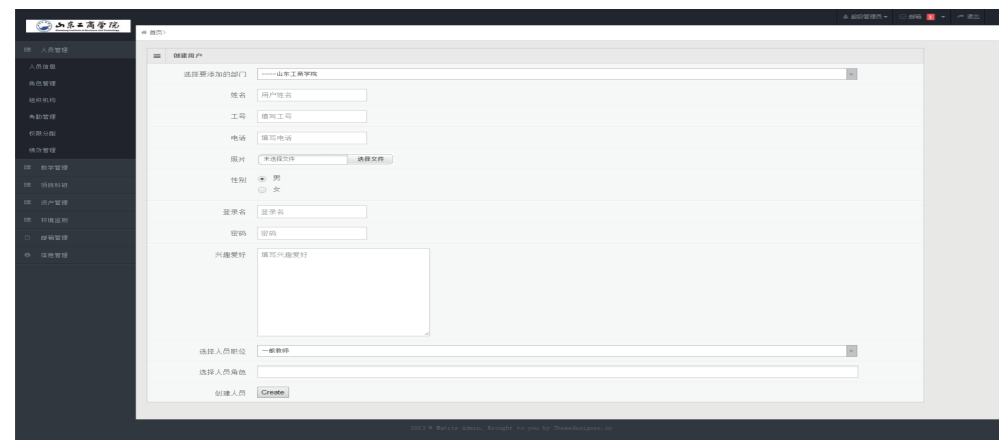
LOGIN system, the upper right corner will show the current user and the number of unread station information, and can log out of the system.
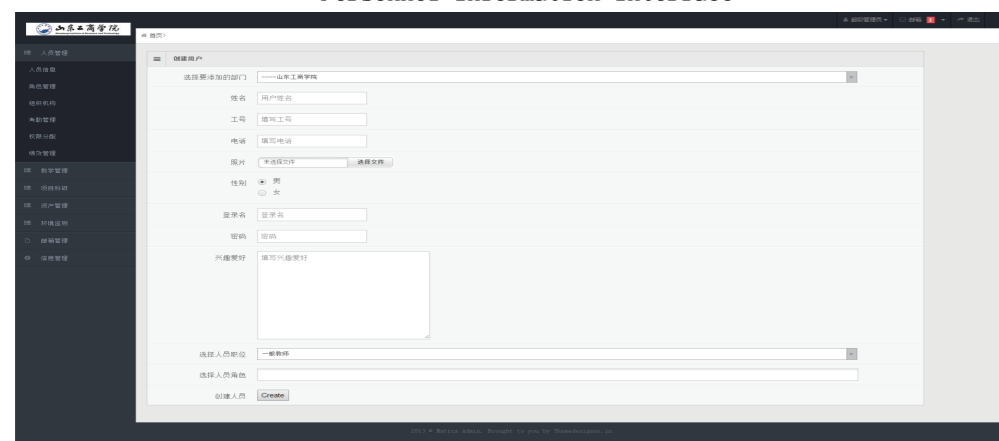


## People Management Module

After an administrator logs on to the system, one of the important steps of initializing the system is to manage the personnel information.
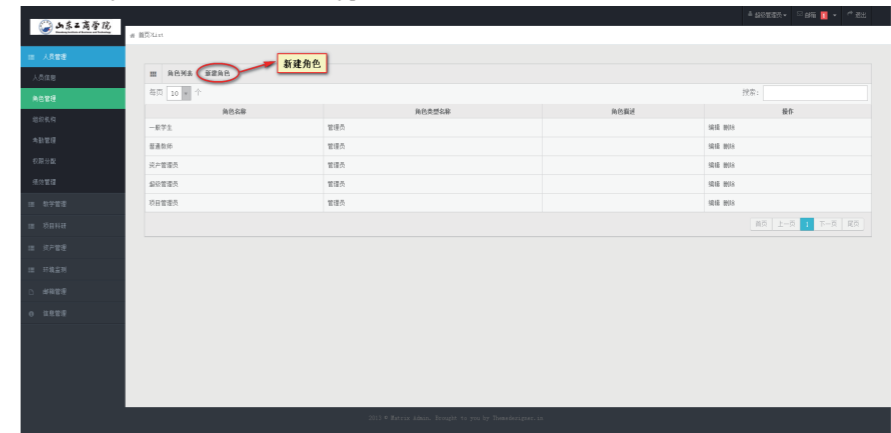
**1** Personnel Information



Personnel Information Interface



Create a new user interface

**2** Role Management

Role Management is very important because roles are a collection of the same type of authority people in the system. Administrators should properly create and maintain the role and role type, do not arbitrarily delete any role and role type.



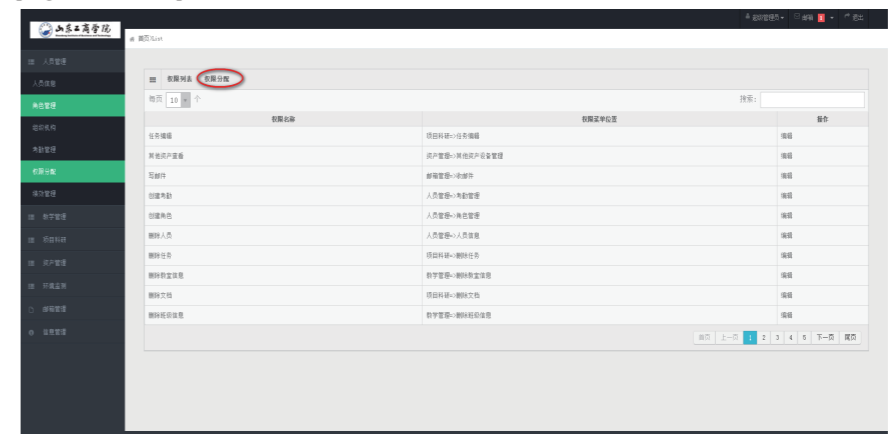Role Management Interface

**3** Organization

The system has built in a top-level organization, the top-level Organization can not be deleted and other operations.
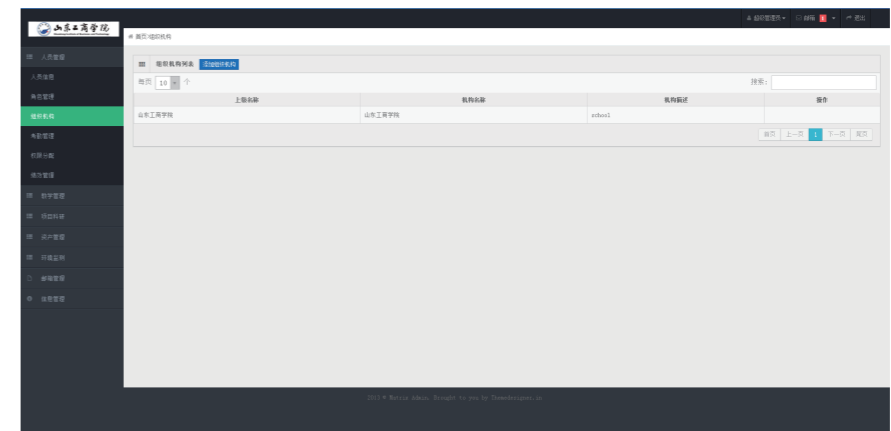


Organizational management interface

**4** Access control

Permissions are the functions of a specific page, and assigning permissions is the ability to operate on a specific page for a specific role.



Access control interface

# 1.3/ Make an appointment for an experiment

## Reservation initialization

Appointment is based on the classroom, curriculum, teacher appointment request factors such as to generate a schedule. The main principle is that the administrator sets the rules first; then the person who participates in the appointment can make an appointment application to make an appointment.

The appointment application is processed on a first-come-first-served basis. Of course, the administrator can delete the appointment application to make adjustments.

First Super Administrator to set up classroom management, class management, curriculum management. System parameter setting (mainly setting the term time, booking the valid application time and so on). Make an appointment, and then make an appointment.

**1** Classroom management
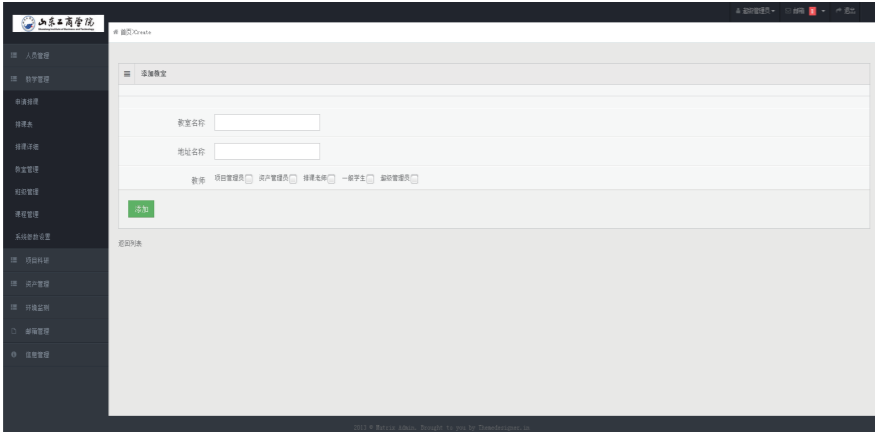


Add a classroom

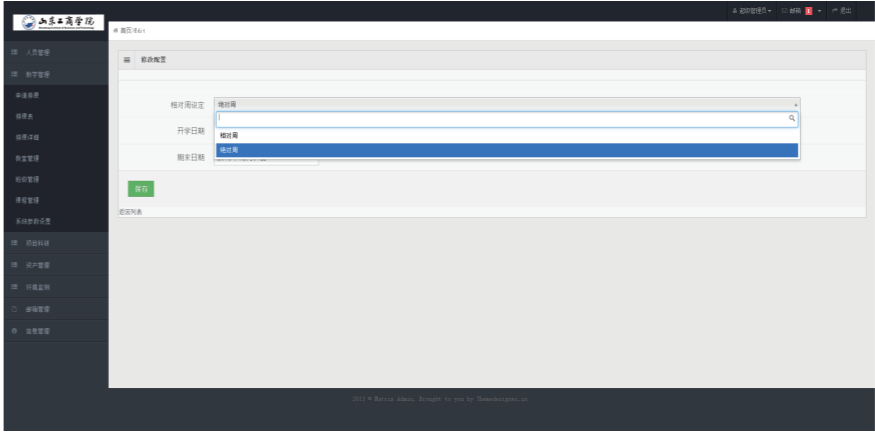**2** Class and curriculum management
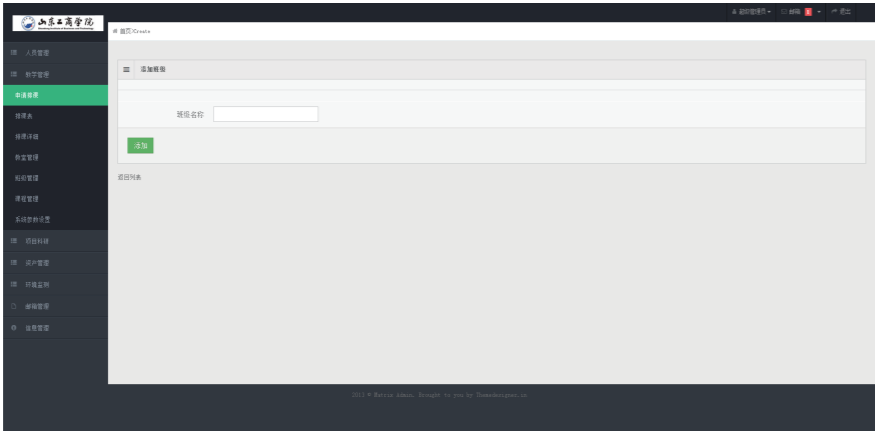


Add classes
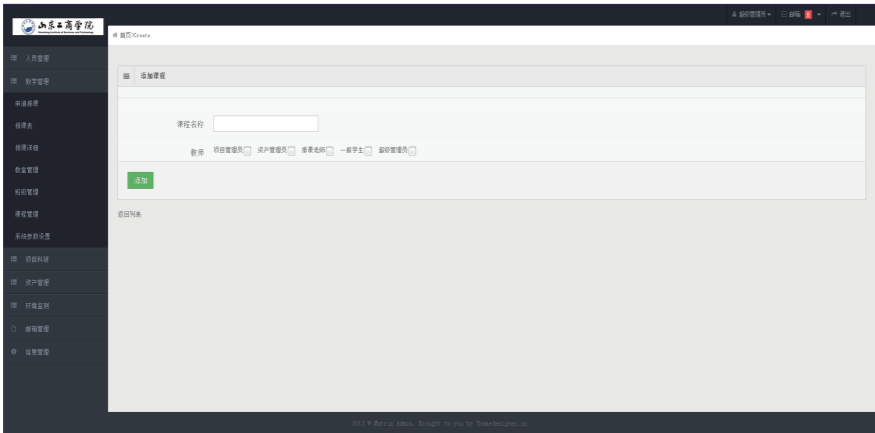


Add courses

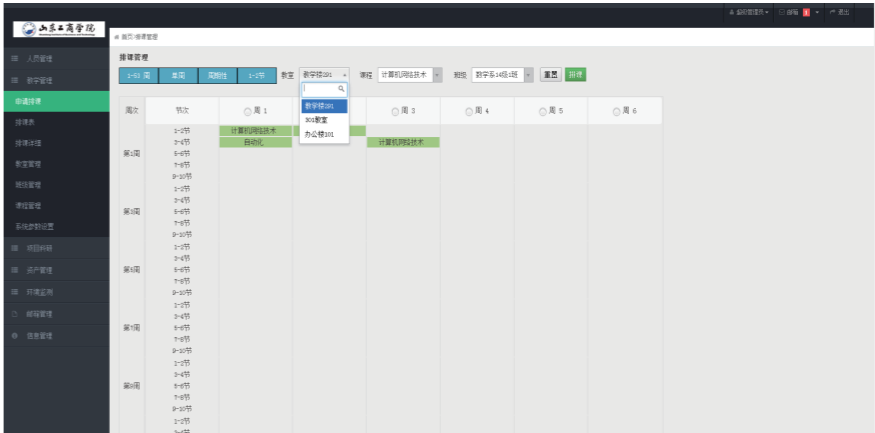**3** Set the system-related reservation parameters
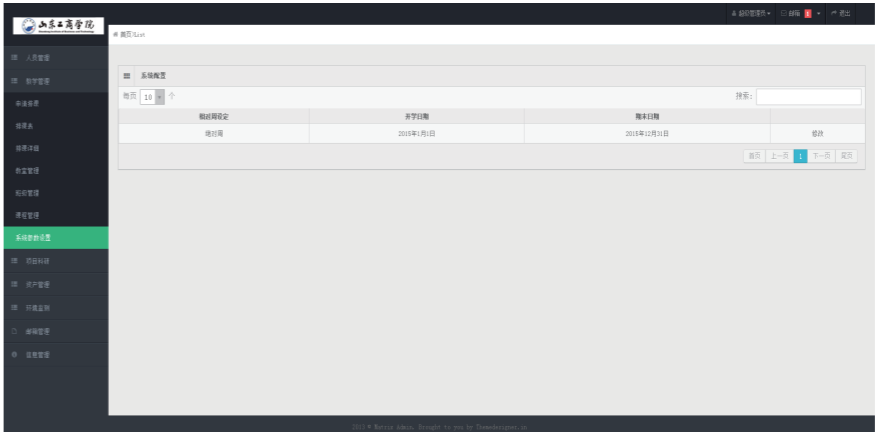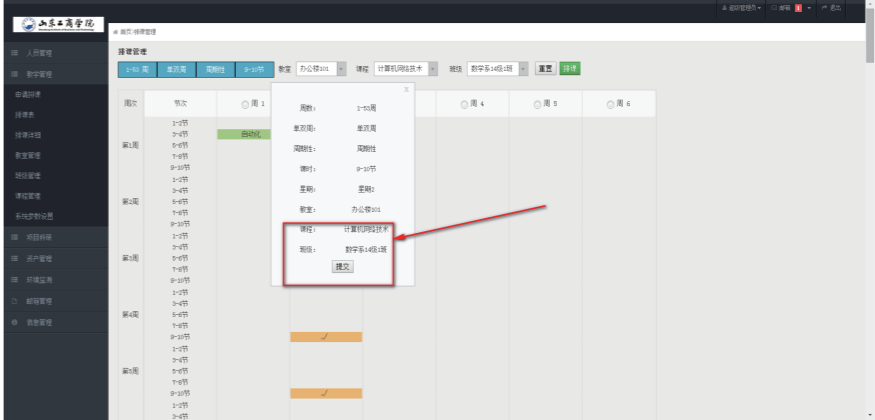


System parameter setting



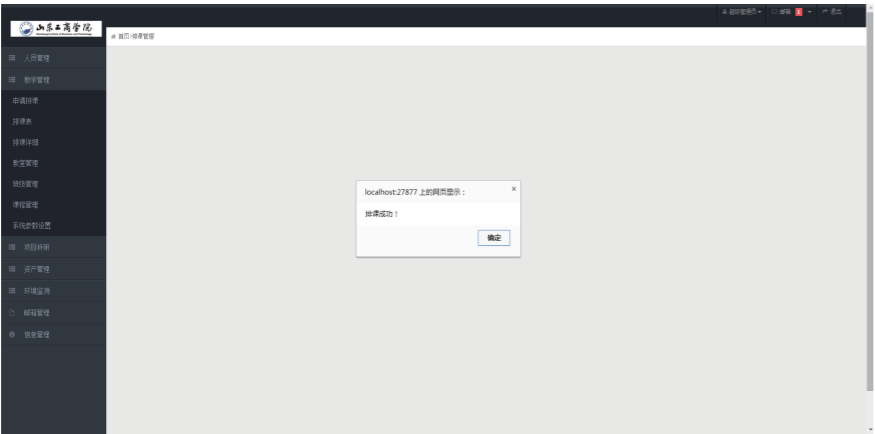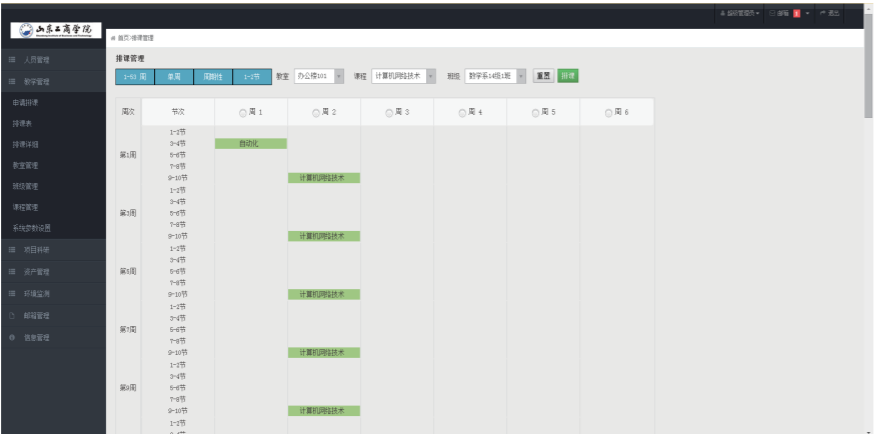System parameter setting modification

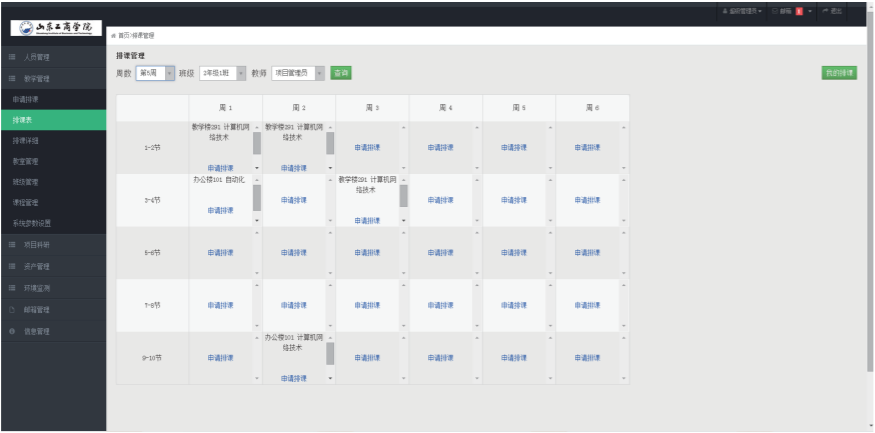## Appointment booking



Application booking page



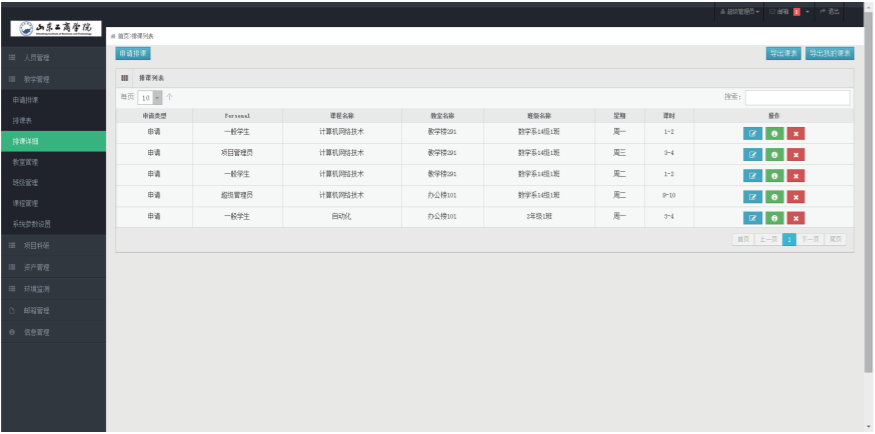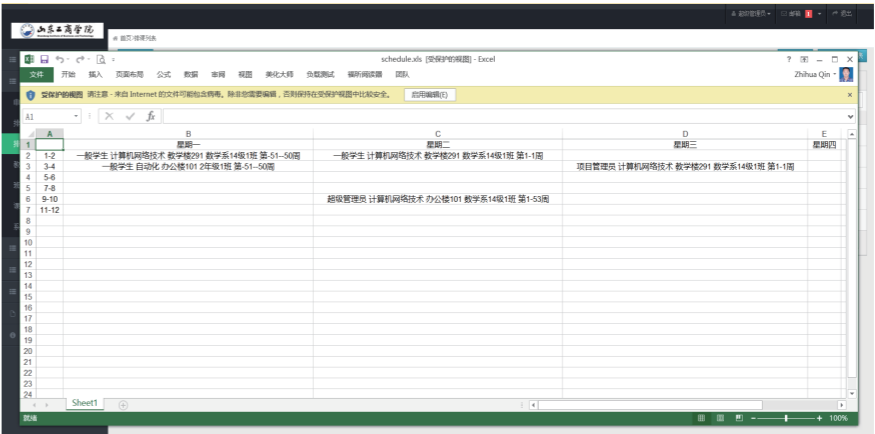Submission of appointment booking

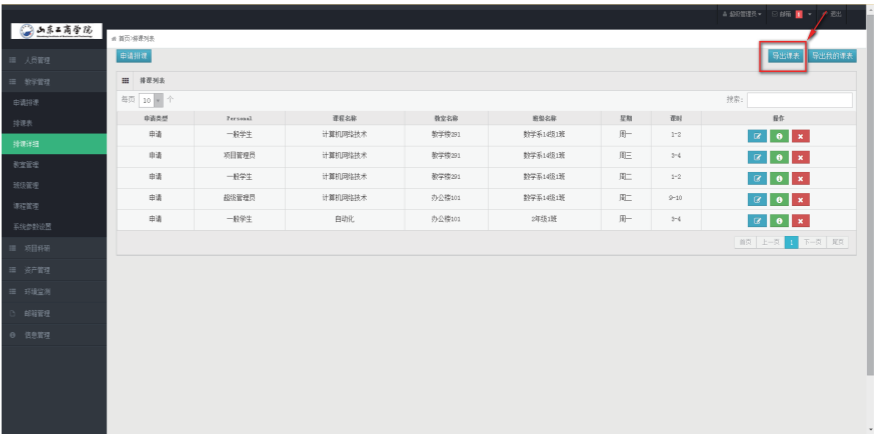You have a reservation



Appointment form



Appointment Form Enquiry



Appointment details



Check the appointment

## Asset Management Module

The asset management module includes valuable assets and other assets management. Respectively used for higher value of assets and supplies, as well as all kinds of other assets and equipment management, equipment scrap and so on.

1  Management of valuable assets

Click the menu to go to the page shown in figure 5-1 below. Asset registration, editing, borrowing management, scrap operations are completed in this page.
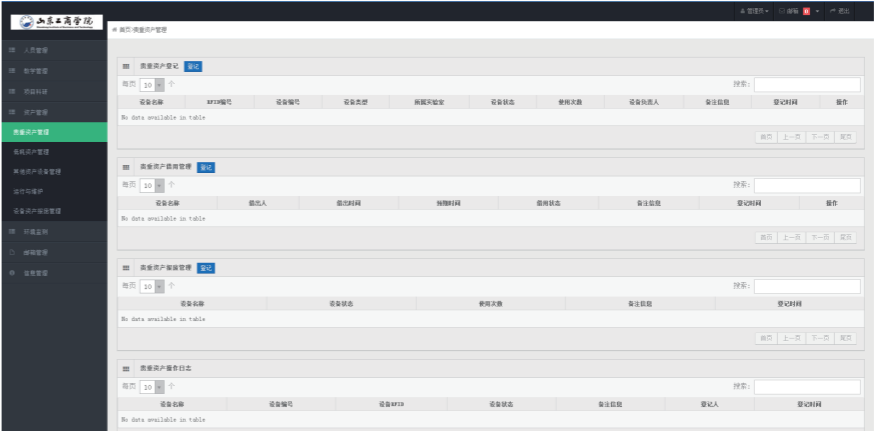


Valuable asset management interface

HOW IT WORKS:

Valuable assets registration, as shown in figure 5-1-1: Fill in the relevant asset information, select the asset classification for valuable assets, designated equipment responsible person, click the save button to complete information registration.
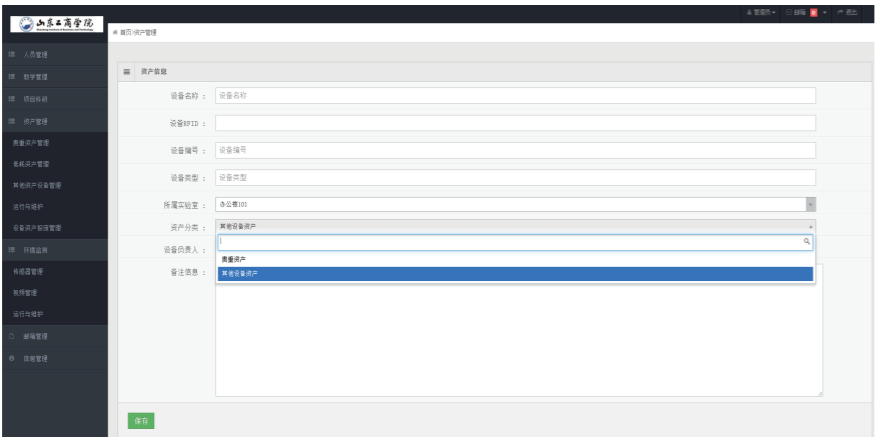
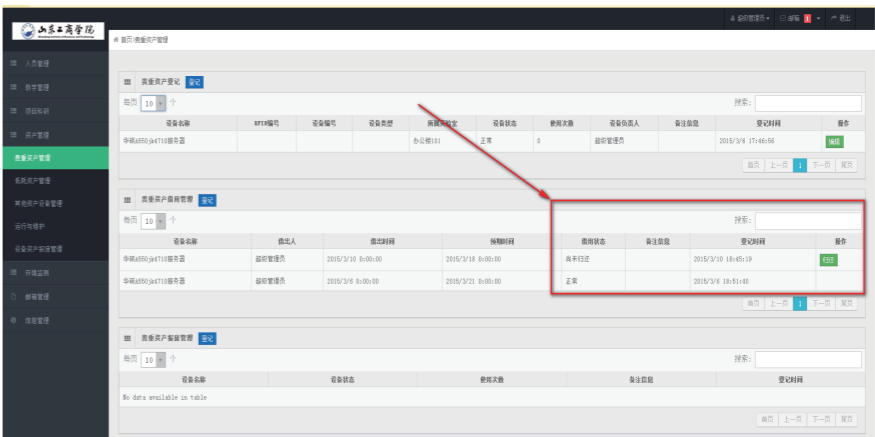Valuable Assets Information registration interface

## Loan Return of valuable assets.

First carry out borrowing registration, as shown in figure 5-1-2 below: Click the registration button, enter the page shown in figure 5-1-3 below.

Secondly, the loan information is registered, the expected time is the expected return time, logically impossible earlier than the loan time.

The list of borrowings shows a record of a valuable asset. When the status of the asset shows "not yet returned", as shown in figure 5-1-4 below, you can click the "return" button to "return the asset", go to the interface shown in figure 5-1-5.
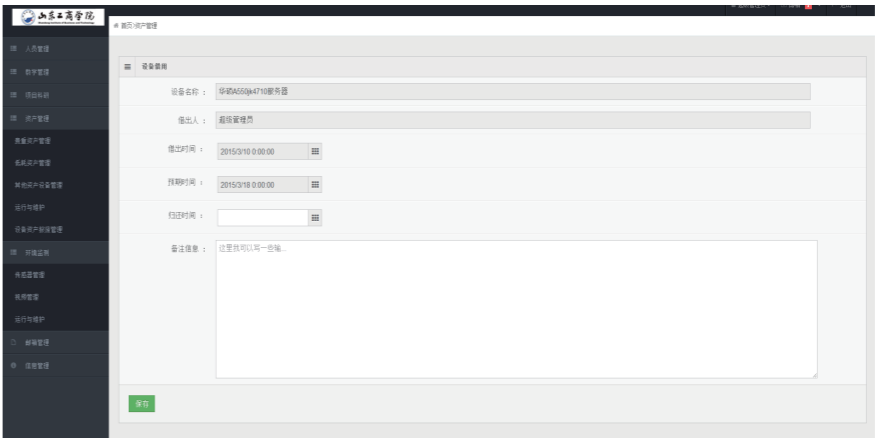
Equipment Return Registration, return time beyond the expected time, after registration will show "overdue"; return time in the expected time shows normal. As shown in figure 5-1-6.
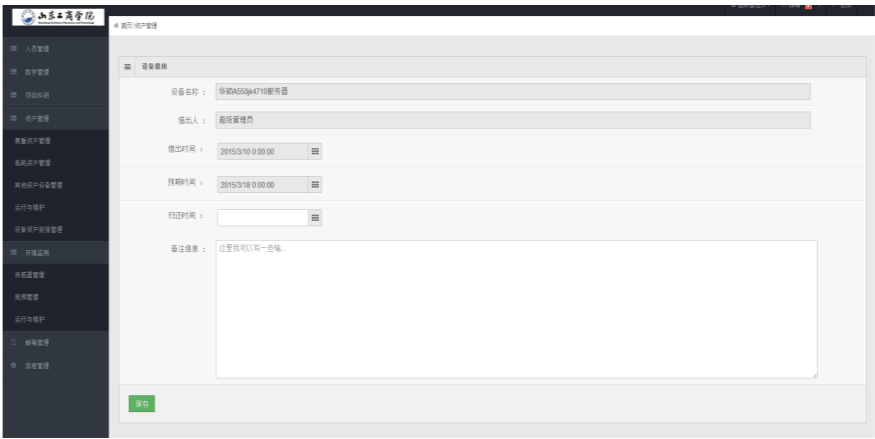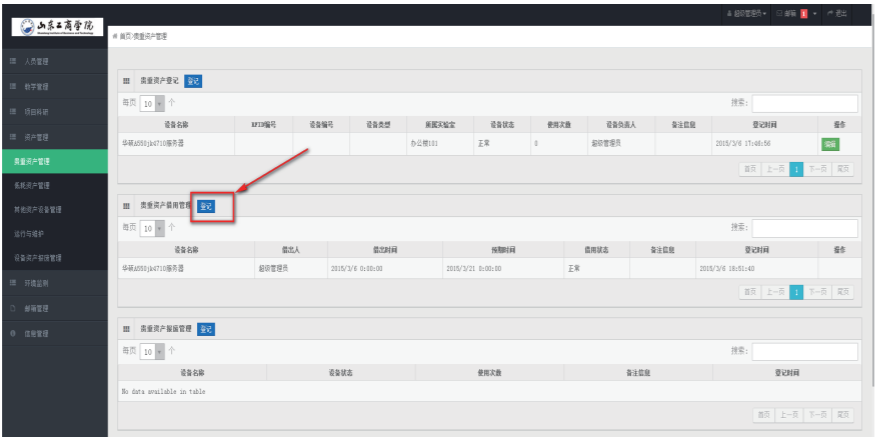
5
1
2



5
1
3


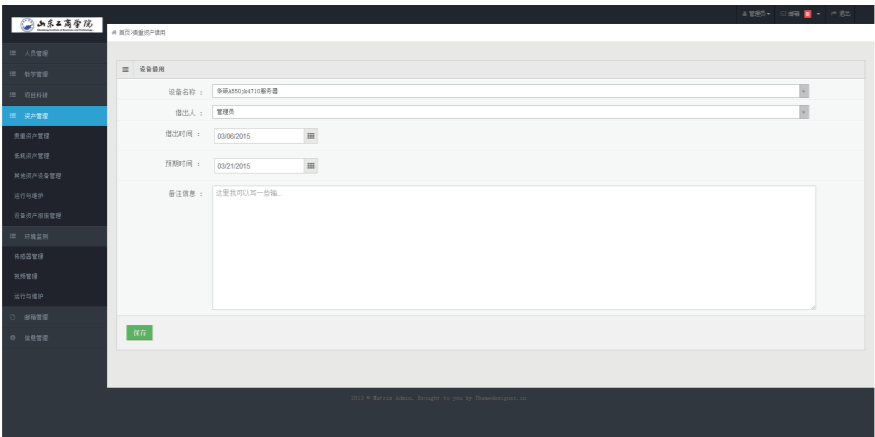
5
1
3



5
1
4



5
1
5



5
1
6
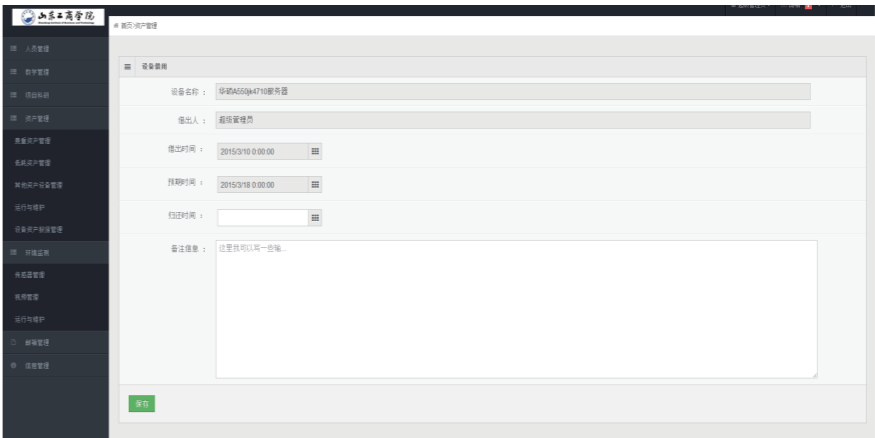
## Scrap Management of valuable assets

In the valuable assets management page into the scrap registration page as shown in figure 5-1-4 below, select the assets to apply for scrap, to ensure that the information is correct, click the lower left-hand corner of the "scrap" button. The assets into the "scrap" state, waiting for the approval of the school, a system administrator in the "management of Equipment Assets Scrap" page for complete scrap operations.
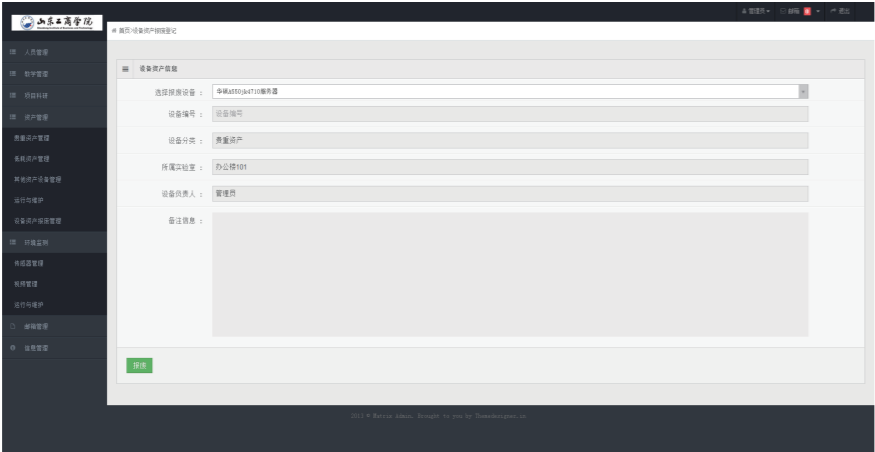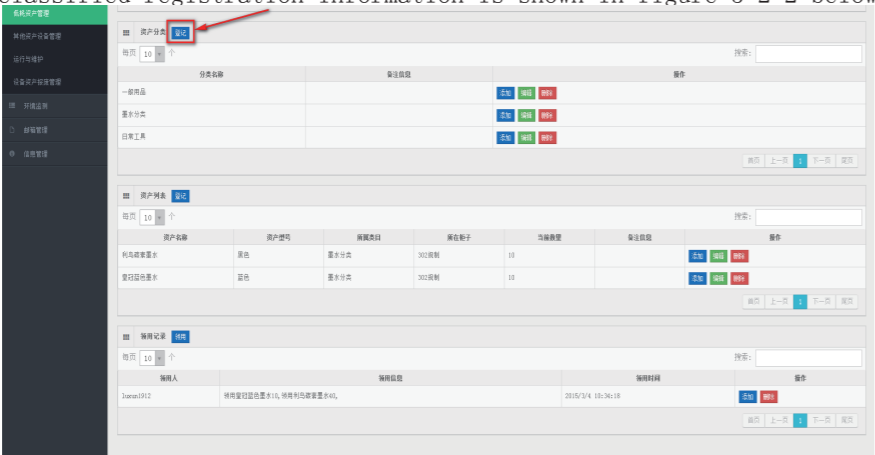


Valuable asset scrapping registration interface
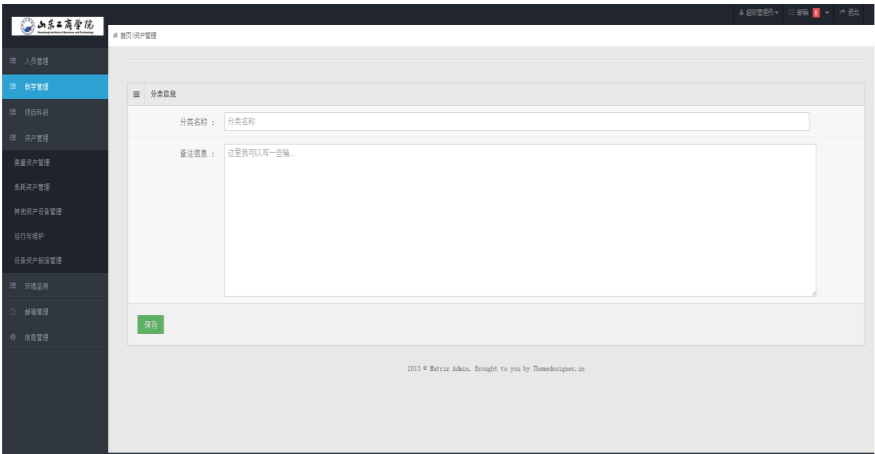
## Low-cost asset management

HOW IT WORKS:

☒Adding asset classes
On the low-cost Asset Management Page, click the button shown in figure 5-2-1 below to register by category. The classified registration information is shown in figure 5-2-2 below.
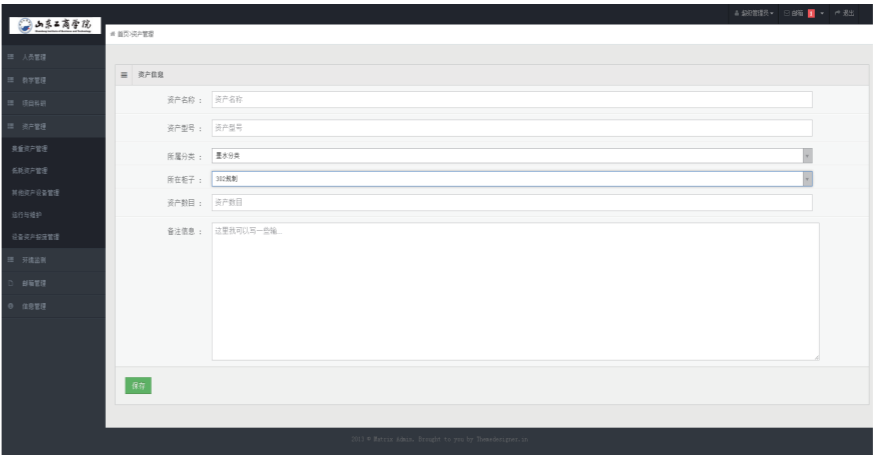


5-2-1Low-cost asset management



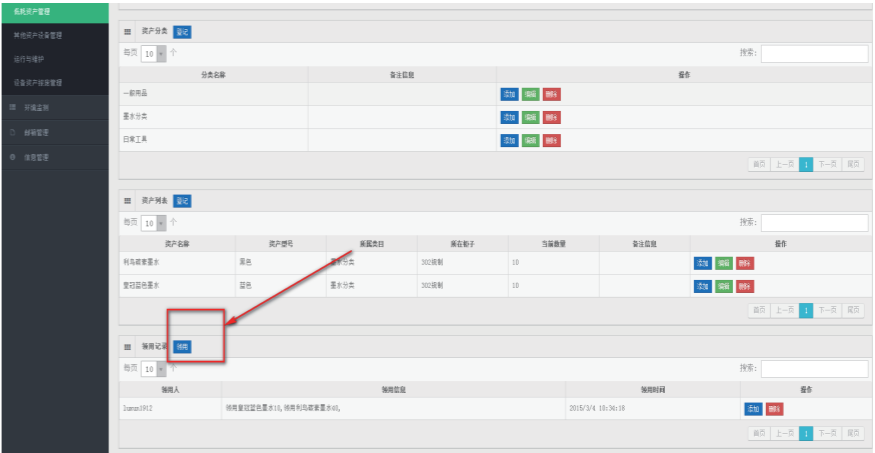5-2-2 Classification and registration of low-cost assets
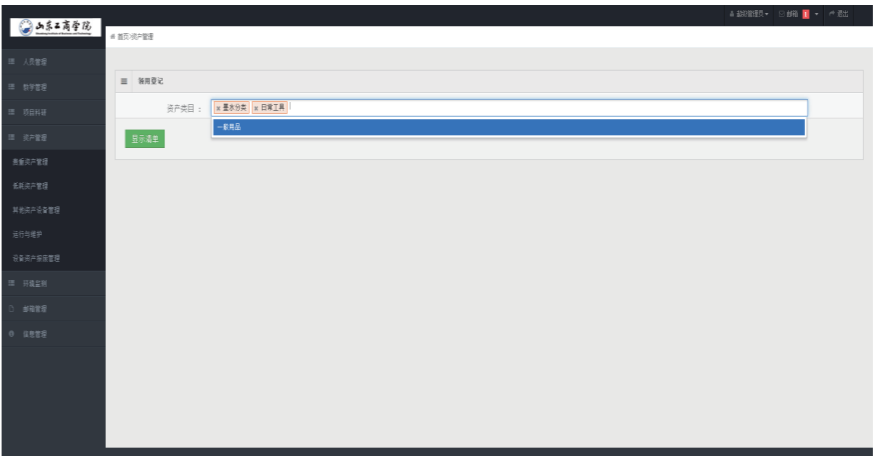
## Registration of low-cost assets



Information Registration of low-cost assets
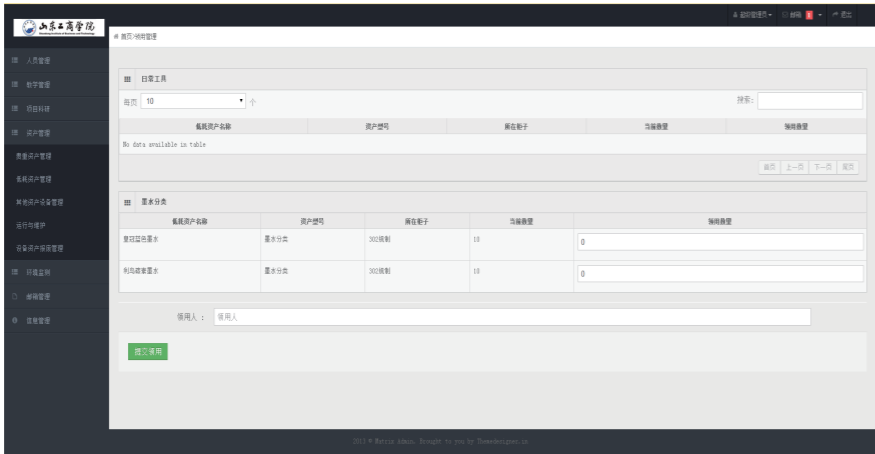
## Use of low-cost assets

In figure 5-2-7 below, select the assets and quantity you want to use, fill in the relevant information, complete the use of registration, and at the same time open the use of low-cost assets in the lockers.
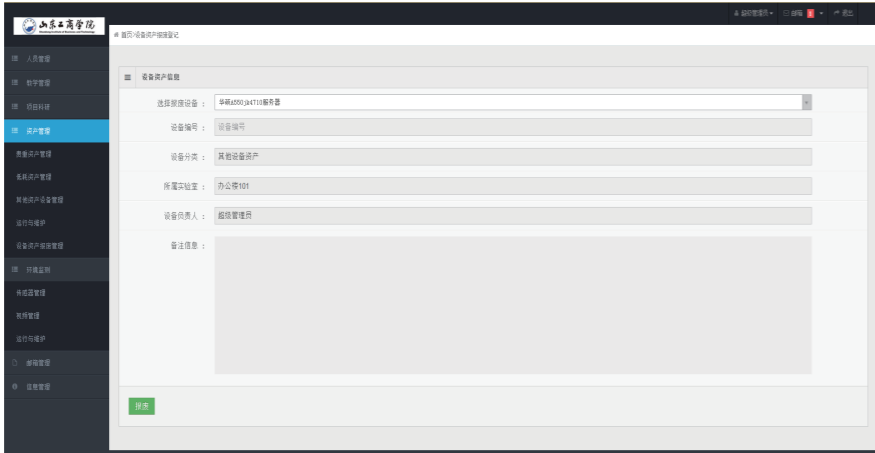


5-2-6 Application Registration



5-2-7 Categories of low-cost assets to be used

5-2-7 Low-cost asset distribution information to be used

## Management of other assets and equipment

Similar to the operation mode of the management of valuable assets, the management of other assets and equipment only has the functions of information registration and Maintenance and application for scrap of equipment.
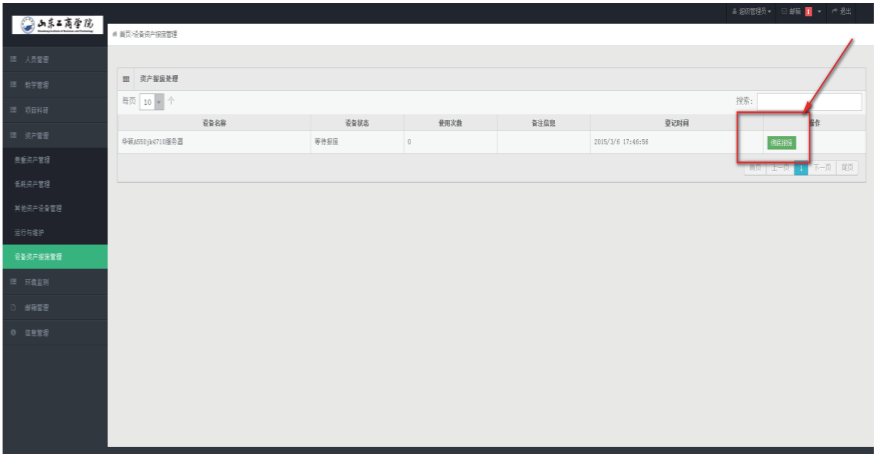


5-3-1 Other assets and equipment information registration
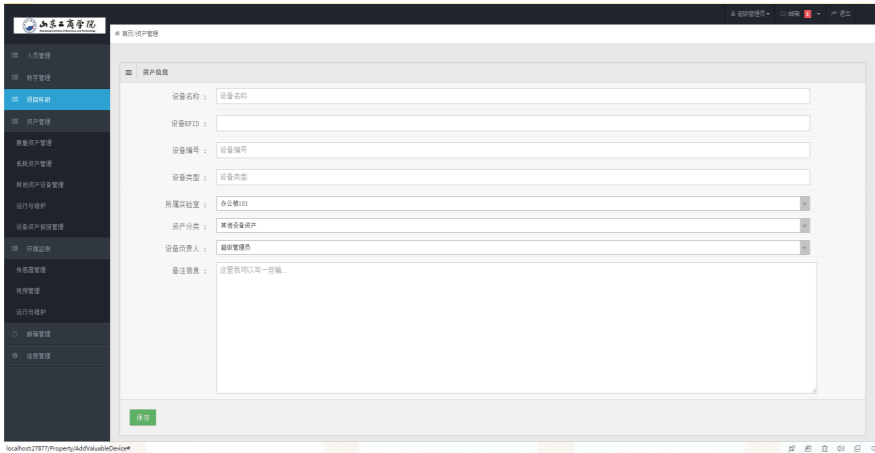


5-3-2 Application for obsolescence registration of other assets and equipment

## Scrap Management of equipment assets

Asset managers submitted to the valuable assets, other equipment assets scrap application, will be processed here, eventually completely scrap.



5-4-5 Scrapping operation

# 1.4/ Other functions

## Email management module

Campus Management System built-in mail module. At present, the mail system can only be used in the system internal information exchange, not open external mail function. This module is mainly used for sending and receiving messages, News Bulletin Push, Task Reminder, report submission and so on.

Station notification, mission notification, report
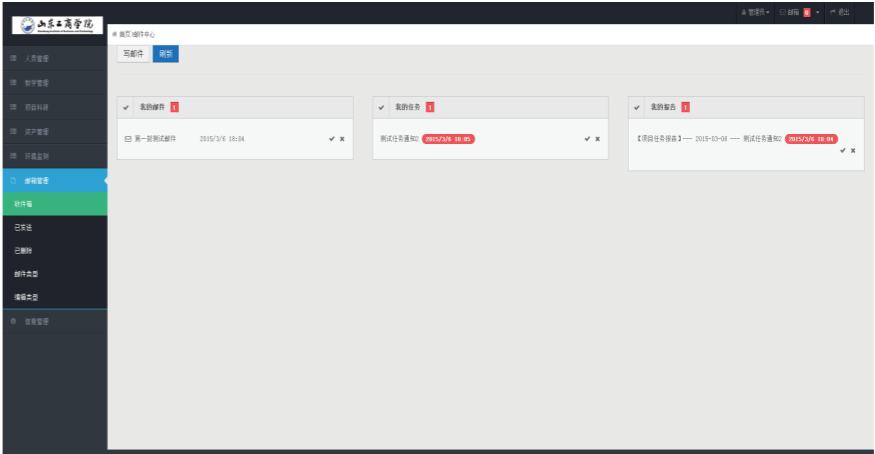


7-1 Inbox interface

You can send an email to a single person, or you can CC.
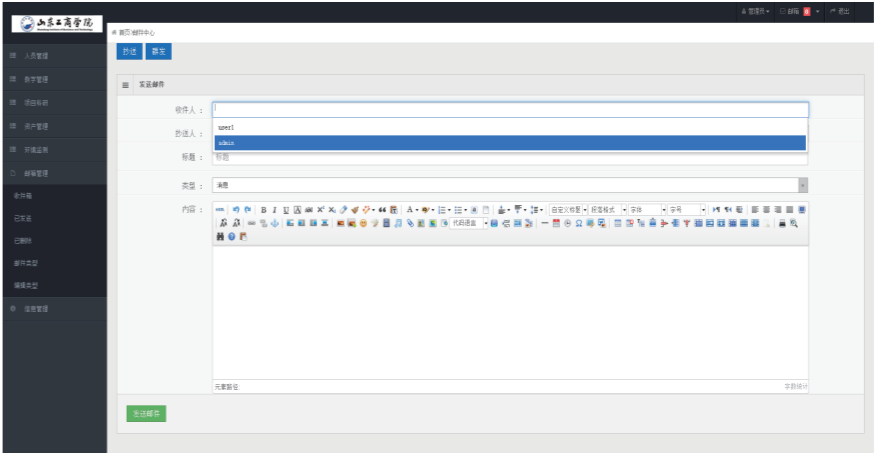


7-2 Write an email

Message Type: the administrator is responsible for adding or deleting the message.

BUILT-IN TYPE: There are messages, tasks and reports, the three must not be deleted, otherwise affect the normal use.

## Information Release Module

Administrators can publish information through the announcement module, news and other broadcast information published, published content will appear on the home page.
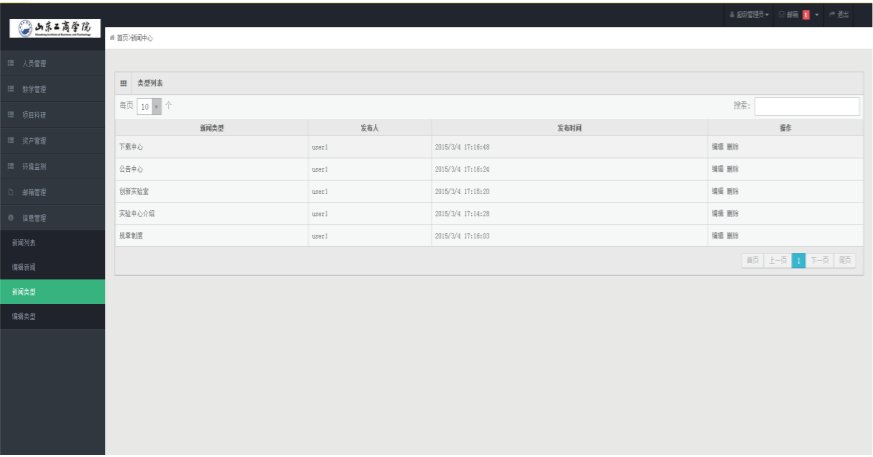
At the same time, you can also publish the content, type of management.
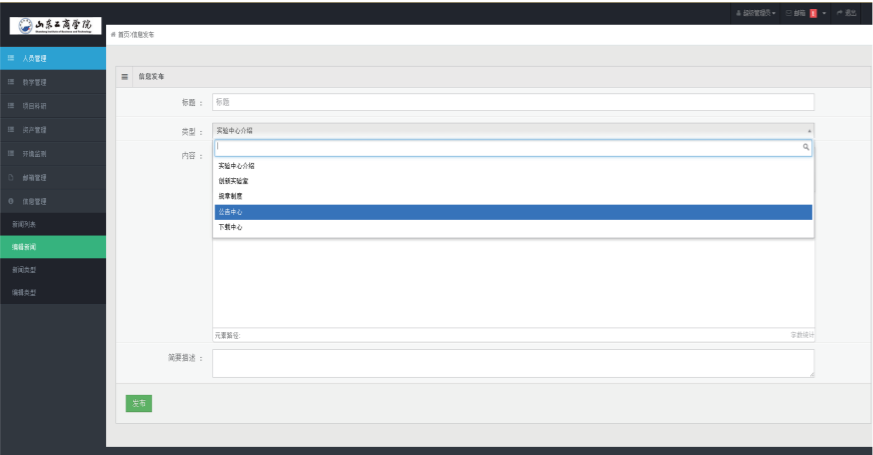
Release press releases and announcements
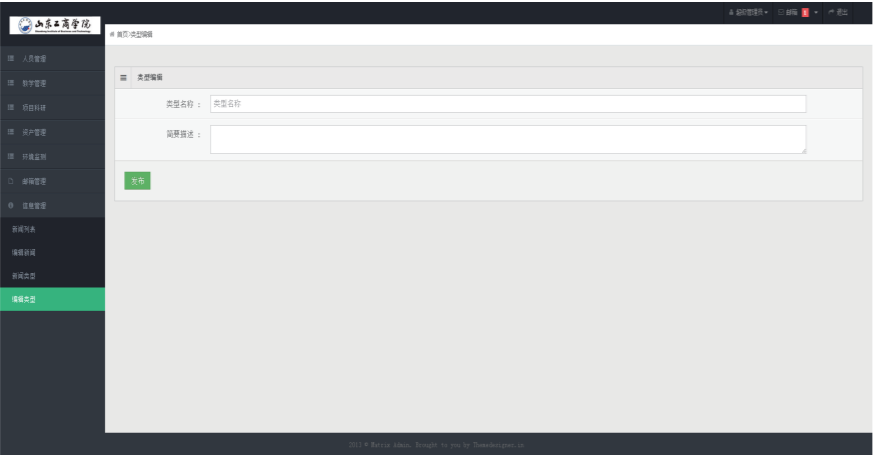


8-1 Type editor

Type Editing



8-2 List of built-in news types



8-3 News editor page