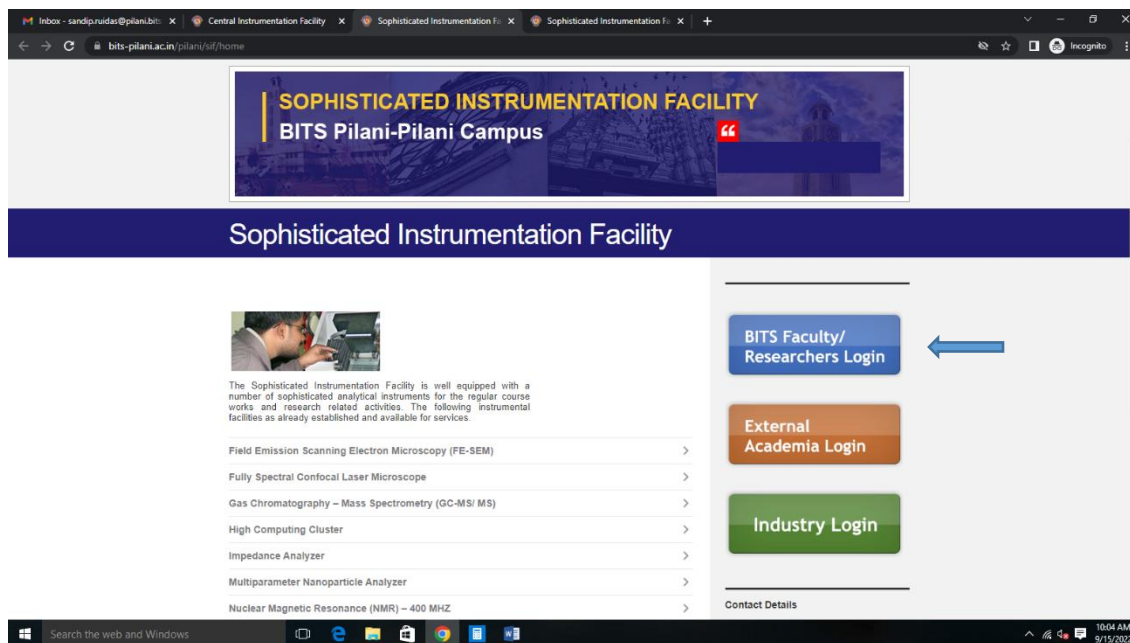


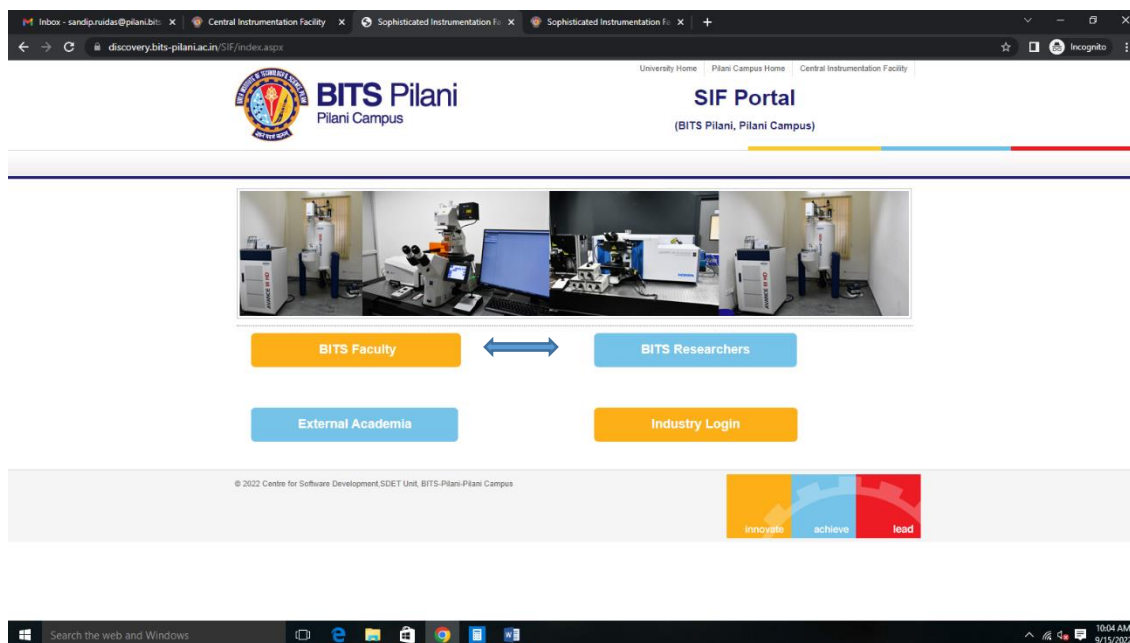
## Steps to book a slot for BITS Users:

**Step 1: Visit the Sophisticated Instrumentation Facility website on <https://www.bits-pilani.ac.in/pilani/sif/home>**

**Step 2: Click on ‘BITS Faculty/Researchers login’ box.**



**Step 3: Click on ‘BITS Faculty’ or ‘BITS Researchers’ box**



## Step 4: Login with BITS mail id and Password

The screenshot shows a web browser window with the URL `discovery.bits-pilani.ac.in/SIF/Faculty-Login/SignIn-BITS.aspx`. The page header includes the BITS Pilani logo and navigation links for University Home, Pilani Campus Home, and Central Instrumentation Facility. The main heading is "Sophisticated Instrumentation Facility (SIF) Portal (BITS Pilani, Pilani Campus)".

The central content area is titled "BITS Pilani- Faculty Login" and contains the instruction: "Log in using your BITS Pilani, Email Account". Below this, an example email address is provided: "Example : xyz@pilani.bits-pilani.ac.in".

At the bottom of the page, there is a footer with the text "© 2022 Centre for Software Development, SDET Unit, BITS Pilani Pilani Campus" and three colored icons labeled "innovate", "achieve", and "lead". The Windows taskbar at the bottom shows the time as 10:04 AM on 9/15/2022.

## Step 5: View details of the instrument services you want to avail by clicking on the view details tab.

The screenshot shows the dashboard of the SIF Portal. The URL is `discovery.bits-pilani.ac.in/SIF/Faculty-Login/dashboard.aspx`. The page header is identical to the previous screenshot. Below the header, a "DashBoard" tab is selected.

The dashboard content includes a welcome message: "Welcome Sandip Ruidas : IP Address: 172.20.24.33" and the date "Thursday, September 15, 2022 | [Logout]".

The main area displays a grid of instrument service cards, each with a photograph of the instrument, a title, and a "VIEW DETAILS" button:

- Field Emission Scanning Electron Microscopy (FE-SEM)
- Fully Spectral Confocal Laser Microscope
- Gas Chromatography – Mass Spectrometry (GC-MS/ MS)
- High Computing Cluster
- Impedance Analyzer
- Multiparameter Nanoparticle Analyzer
- Nuclear Magnetic Resonance (NMR) – 400 MHZ
- Raman Spectrometer with Atomic Force Microscope

The Windows taskbar at the bottom shows the time as 10:04 AM on 9/15/2022.

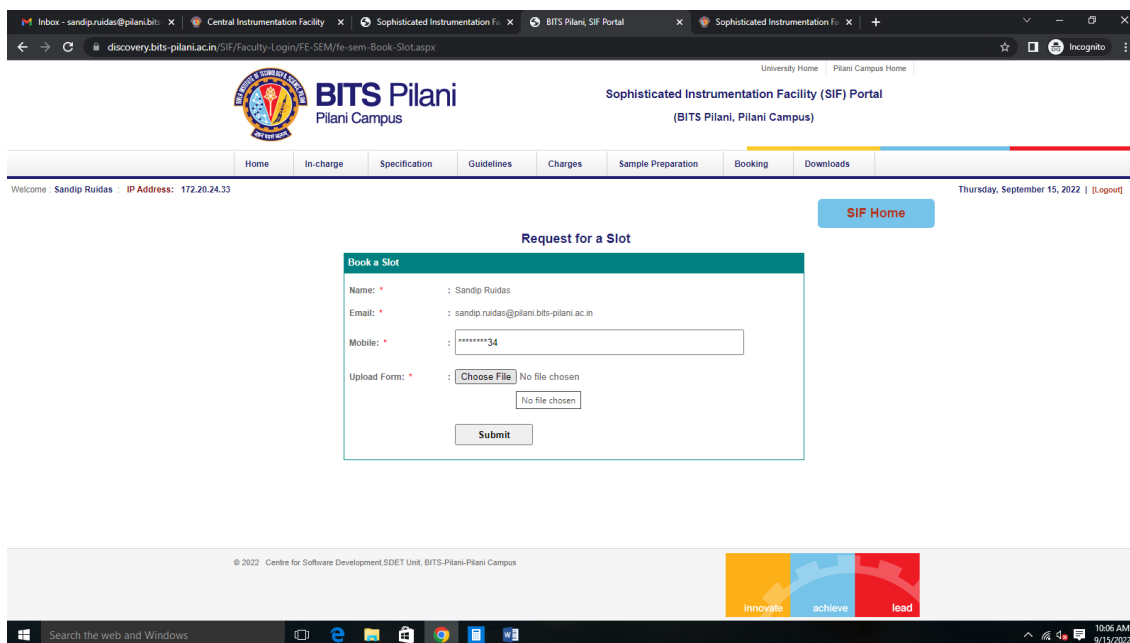
## Step 6: Check the specification, guidelines, charges, sample preparation method.

The screenshot shows the BITS Pilani SIF Portal. The browser address bar displays `discovery.bits-pilani.ac.in/SIF/Faculty-Login/FE-SEM/fe-sem-dashboard.aspx`. The page header includes the BITS Pilani logo and the text "Sophisticated Instrumentation Facility (SIF) Portal (BITS Pilani, Pilani Campus)". A navigation menu contains links for Home, In-charge, Specification, Guidelines, Charges, Sample Preparation, Booking, and Downloads. The "Specification" link is highlighted. Below the menu, a "SIF Home" button is visible. The main content area is titled "FIELD EMISSION SCANNING ELECTRON MICROSCOPY (FE-SEM)" and provides technical details: "Make: FEI", "Model: Apreo LoVac", "Installation Date: 23.02.2018", and "Room No. 3181". A descriptive paragraph states: "FE-SEM is used to obtain topographical morphology and elemental information at magnifications of 10x to 300,000x, with virtually unlimited depth of field. The instrument has a high resolution of 1.5 to 2 nm. The specifications allow one to image non-conducting samples as well, when imaged under inverse bias mode." An image of the FE-SEM instrument is shown below the text. The footer contains the copyright notice "© 2022 Centre for Software Development, SDET Unit, BITS-Pilani-Pilani Campus" and the motto "innovate achieve lead". The Windows taskbar at the bottom shows the date as Thursday, September 15, 2022, and the time as 10:05 AM.

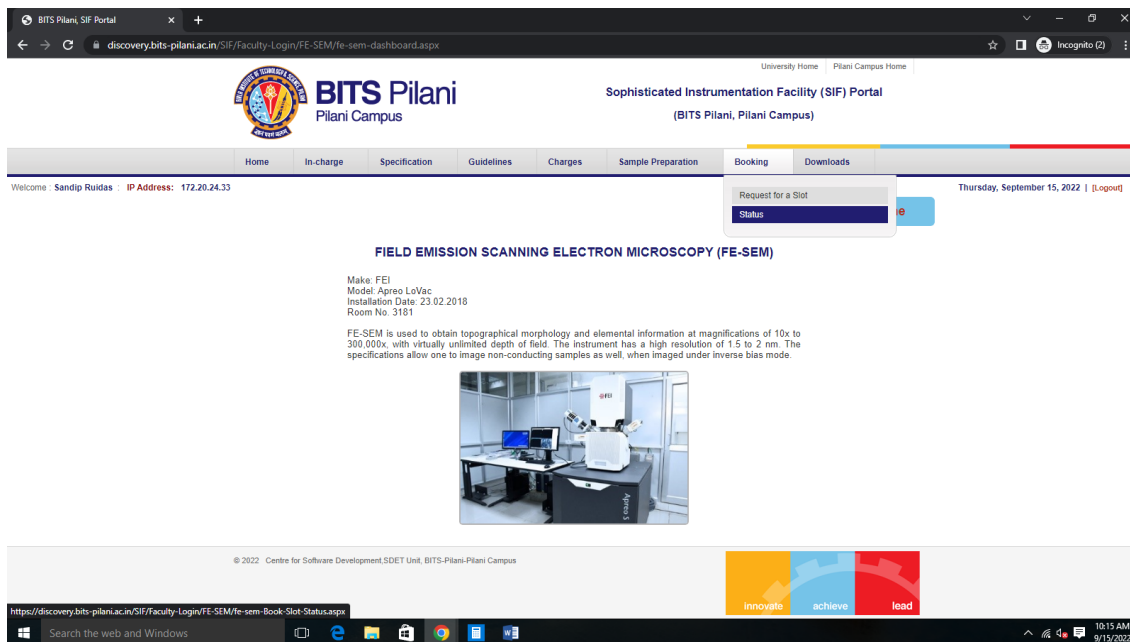
## Step 7: Proceed by clicking on the 'Request for a slot' under the Booking tab.

This screenshot shows the same BITS Pilani SIF Portal, but with the "Booking" tab selected in the navigation menu. A dropdown menu is open under "Booking", showing the options "Request for a Slot" and "Status". The "Request for a Slot" option is highlighted. The rest of the page content, including the FE-SEM specifications and the instrument image, remains the same as in the previous screenshot. The browser address bar now shows `https://discovery.bits-pilani.ac.in/SIF/Faculty-Login/FE-SEM/fe-sem-Book_Slot.aspx`. The Windows taskbar at the bottom shows the date as Thursday, September 15, 2022, and the time as 10:05 AM.

**Step 8: Provide the details as required and upload the duly filled requisition form (you can download the *requisition form* from the ‘downloads’ tab), submit it, and wait for 1-2 working days to get the same approved by the administrator.**



**Step 9: Check the status of your booking in 1-2 working days by clicking on the ‘Status’ tab under the ‘Booking’ Tab. Once cleared by the administrator, you will find a link for making a payment.**



**Step 10: Once the payment link appears under ‘Make Payment/View Slip’ column, click the same to process for payment.**

Request Status

S#	Name #	Email	Mobile	User Type	Uploaded Form	Request Date	Amount	Payment Status	Make Payment/View Slip	Paid Amount	Payment Date	View/Book Slot	Booking Status
1	Sandip Ruidas	sandip.ruidas@pilani.bits-pilani.ac.in	7384477834	Faculty	View Uploaded File	03-Jun-2022 04:35 PM	1	Completed	<a href="#">Click here</a>	1.00	03-Jun-2022 04:39 PM	<a href="#">Click here</a>	Completed
2	Sandip Ruidas	sandip.ruidas@pilani.bits-pilani.ac.in	7384477834	Faculty	View Uploaded File	15-Sep-2022 10:08 AM	1	Pending	<a href="#">Click here</a>				Pending
3	Sandip Ruidas	sandip.ruidas@pilani.bits-pilani.ac.in	7384477834	Faculty	View Uploaded File	15-Sep-2022 10:09 AM	1	Pending	<a href="#">Click here</a>				Pending

**Step 11: Verify the amount approved by the administrator and click on ‘Make Payment’ tab to pay the requisite amount.**

Payment Details

Payment Details

Name : Sandip Ruidas

Amount : 1

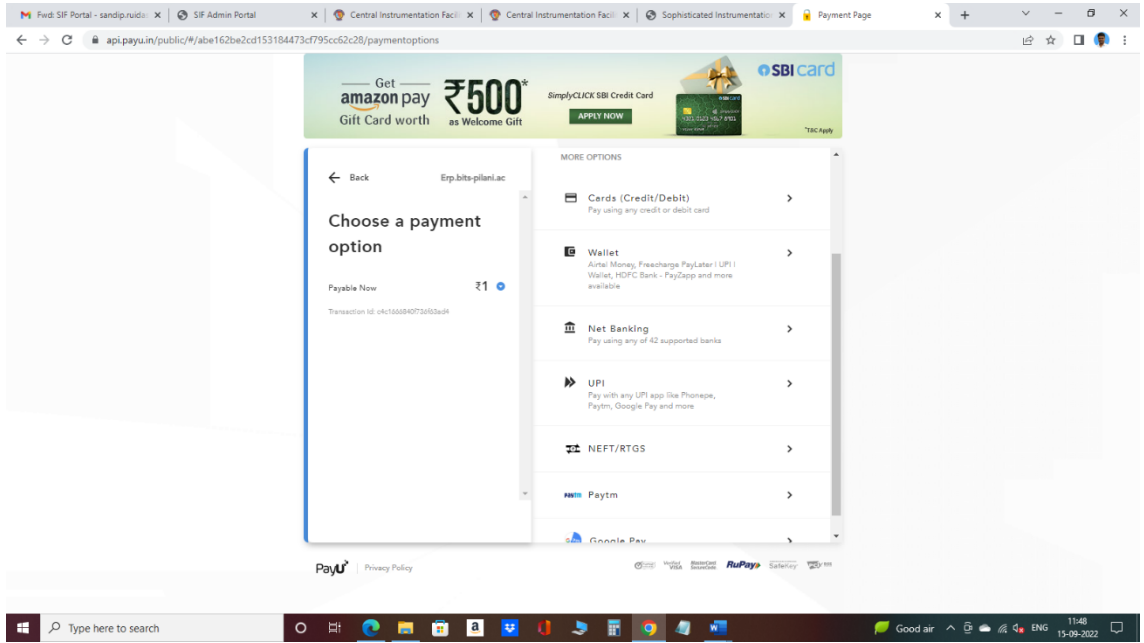
Email : sandip.ruidas@pilani.bits-pilani.ac.in

Mobile : 7384477834

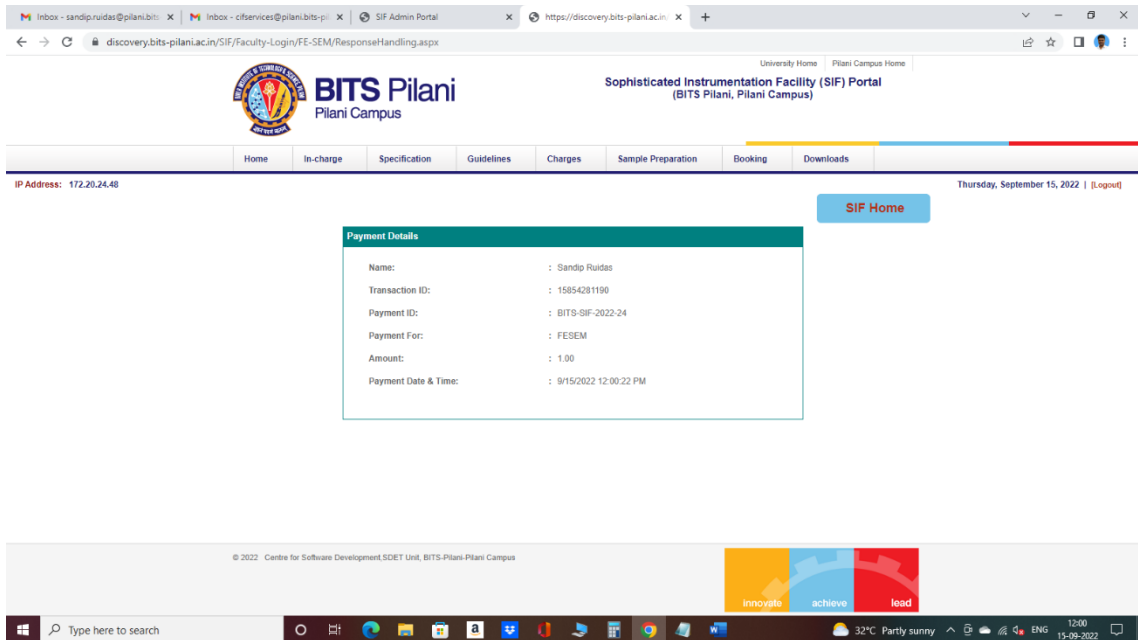
Product Info : FESEM

[Make Payment](#)

**Step 12: You can make payment using Credit card/Debit card, Wallets, Net Banking, UPI, NEFT/RTGC, Paytm etc. as acceptable by the website.**



**Step 13: After successful payment, the below page will appear and a confirmation mail for payment made will be sent to you on your registered mail id.**



**Step 14: Go to the Status tab under 'Booking, tab, Click on 'View/Book Slot'.**

Request Status

S#	Name #	Email	Mobile	User Type	Uploaded Form	Request Date	Amount	Payment Status	Make Payment/View Slip	Paid Amount	Payment Date	View/Book Slot	Booking Status
1	Sandip Ruidas	sandip.ruidas@pilani.bits-pilani.ac.in	7384477834	Faculty	<a href="#">View Uploaded File</a>	03-Jun-2022 04:35 PM	1	Completed	<a href="#">Click here</a>	1.00	03-Jun-2022 04:39 PM	<a href="#">Click here</a>	Completed
2	Sandip Ruidas	sandip.ruidas@pilani.bits-pilani.ac.in	7384477834	Faculty	<a href="#">View Uploaded File</a>	15-Sep-2022 10:08 AM	1	Pending	<a href="#">Click here</a>				Pending
3	Sandip Ruidas	sandip.ruidas@pilani.bits-pilani.ac.in	7384477834	Faculty	<a href="#">View Uploaded File</a>	15-Sep-2022 10:09 AM	1	Pending	<a href="#">Click here</a>				Pending
4	Sandip Ruidas	sandip.ruidas@pilani.bits-pilani.ac.in	7384477834	Faculty	<a href="#">View Uploaded File</a>	15-Sep-2022 11:38 AM	1	Completed	<a href="#">Click here</a>	1.00	15-Sep-2022 12:00 PM	<a href="#">Click here</a>	Pending

**Step 15: Select date and time to get the availability of the slot (from those available) and click on preview.**

Request for a Slot

Book a Slot

Select Date:  [Get Availability](#)

Book a Slot

Free Slots (Green) | Booked slots (Red)

Pressing CTRL and clicking the mouse selects or deselects an item in the list.

Select Slot Time (IST) - Each Slot is 1 hour only

10:00  12:00  14:00  16:00

Time	FESEM
10:00-11:00	Free Slot
12:00-13:00	Free Slot
14:00-15:00	Free Slot
16:00-17:00	Free Slot

[Preview >>](#)

**Step 16: View the instrument, date, and time you booked, give your remark (if any) in the remark field and submit the request.**

The screenshot shows the 'Book a Slot' form on the SIF Portal. The form fields are as follows:

Date :	Friday, September 16, 2022
Time :	10:00 - 11:00
Equipment :	FESEM
Remark :	For FESEM Testing

Buttons: Back, Submit

**Step 17: Your slot for the requisite date and time will be confirmed. You can check your slot details by clicking on 'Status bar' under 'Booking Tab'. Contact the appropriate instrument operator with samples at least 10 min before the slot time. Data will be provided after completion of analysis.**

The screenshot shows the 'Booked Slot' confirmation page with the following details:

Request No. :	BITS.SIF-2022-24
Name :	Sandip Ruidas
Email :	sandip.ruidas@pilani.bits-pilani.ac.in
Equipment :	FESEM
User Type :	Faculty
Booking Date :	Friday, September 16, 2022
Booking Time :	10:00-11:00
Remark :	For FESEM Testing
Submitted On :	Thursday, September 15, 2022



**NOTE:** For cancellation of booked slot, inform the office on [ic.sif@pilani.bits-pilani.ac.in](mailto:ic.sif@pilani.bits-pilani.ac.in) latest by 1 PM of the day before the booked slot. In case of cancellation without prior notice (as mentioned above), only 50% of the charges will be taken forwarded/adjusted against next request within same financial year. There is no provision of a refund at present.