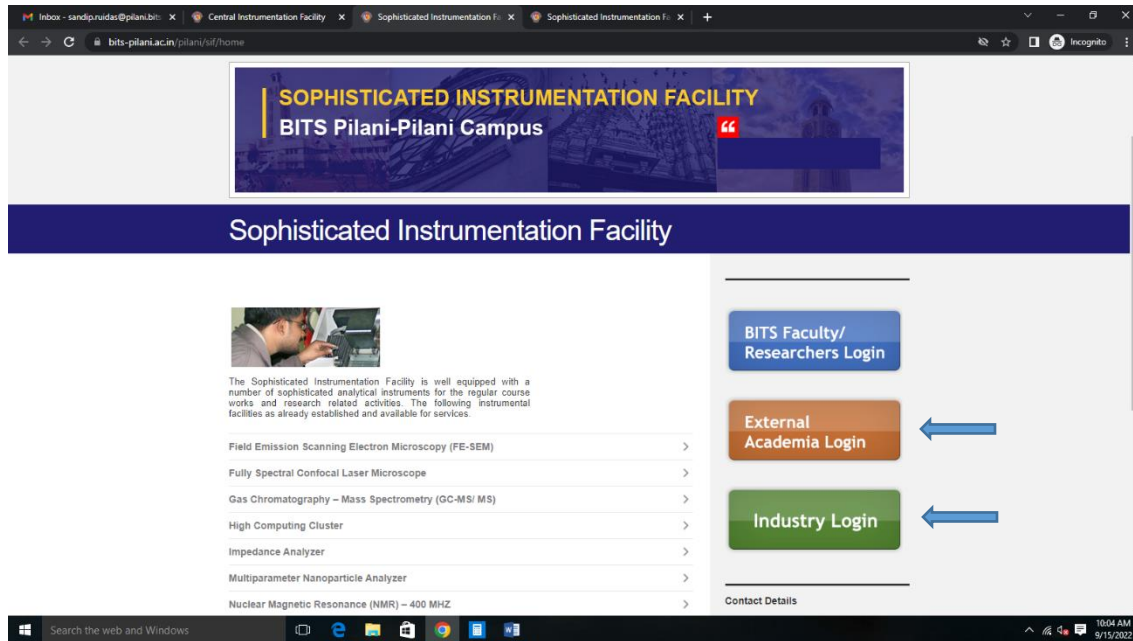


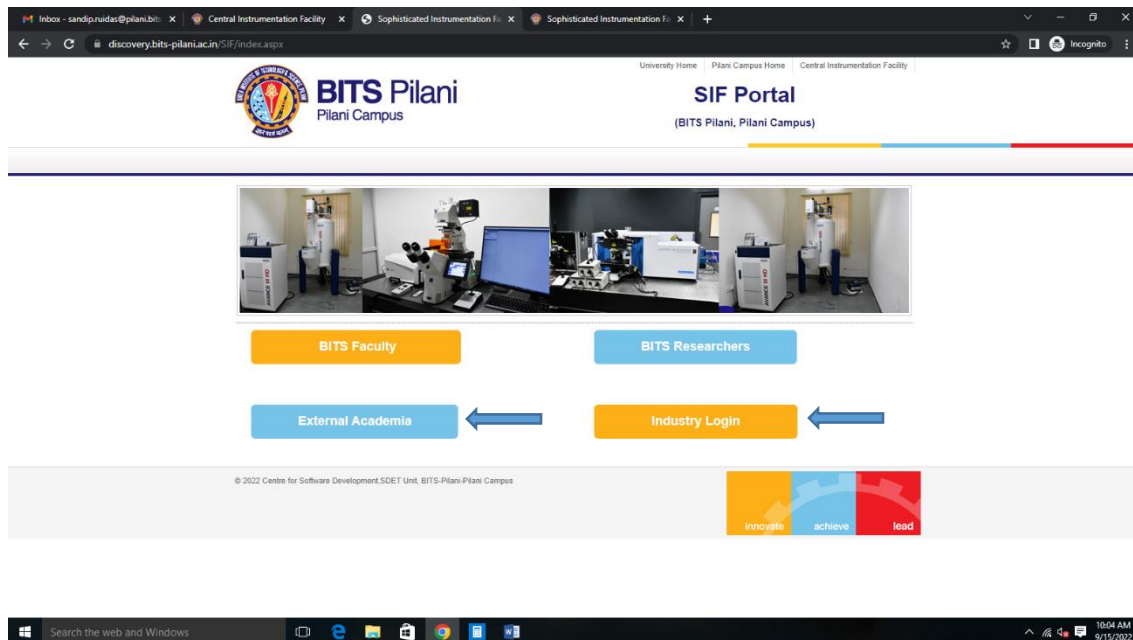
Steps to book a slot for Outside users (Academy and Industry):

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

Step 2: Click on ‘External Academia or Industry login’ box.



Step 3: Click on ‘External Academia or ‘Industry’ box



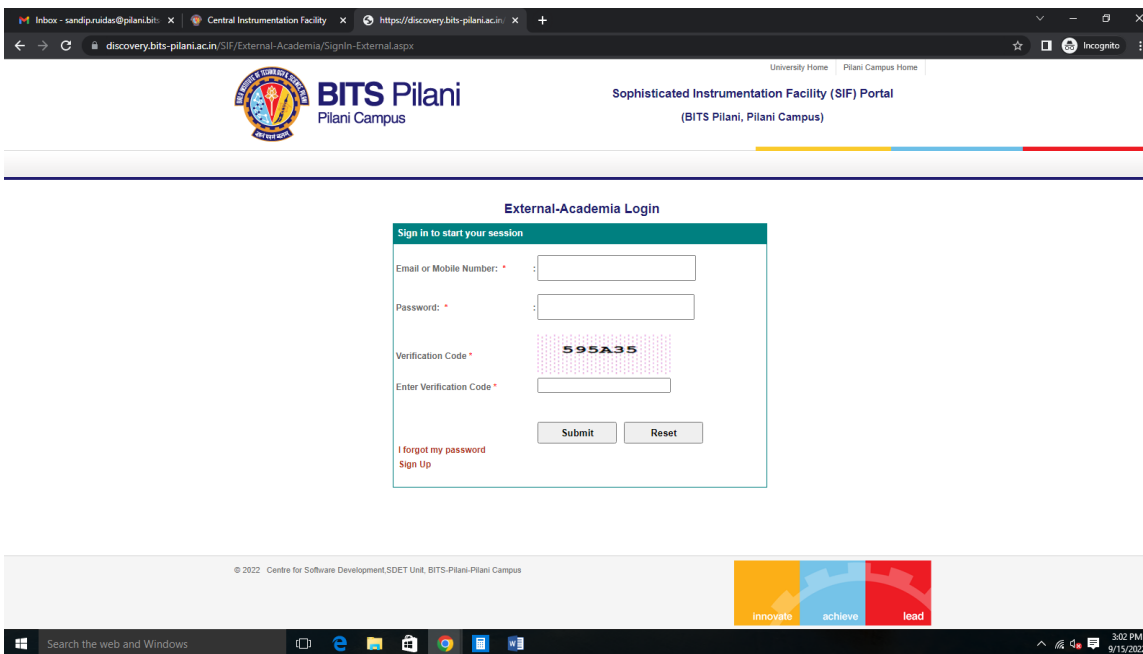
Step 4: Login credentials window appeared. Sign Up if you are a new user else login if you are existing user.

The screenshot shows a web browser window displaying the 'External-Academia Login' page. The page header includes the BITS Pilani logo and the text 'Sophisticated Instrumentation Facility (SIF) Portal (BITS Pilani, Pilani Campus)'. The main content area is titled 'External-Academia Login' and contains a 'Sign in to start your session' form. The form has the following fields: 'Email or Mobile Number', 'Password', 'Verification Code' (displaying '595A35'), and 'Enter Verification Code'. There are 'Submit' and 'Reset' buttons, and a link for 'I forgot my password Sign Up'. The footer of the page includes the copyright notice '© 2022 Centre for Software Development, SDET Unit, BITS-Pilani-Pilani Campus' and a navigation bar with 'innovate', 'achieve', and 'lead' buttons. The Windows taskbar at the bottom shows the time as 3:02 PM on 9/15/2022.

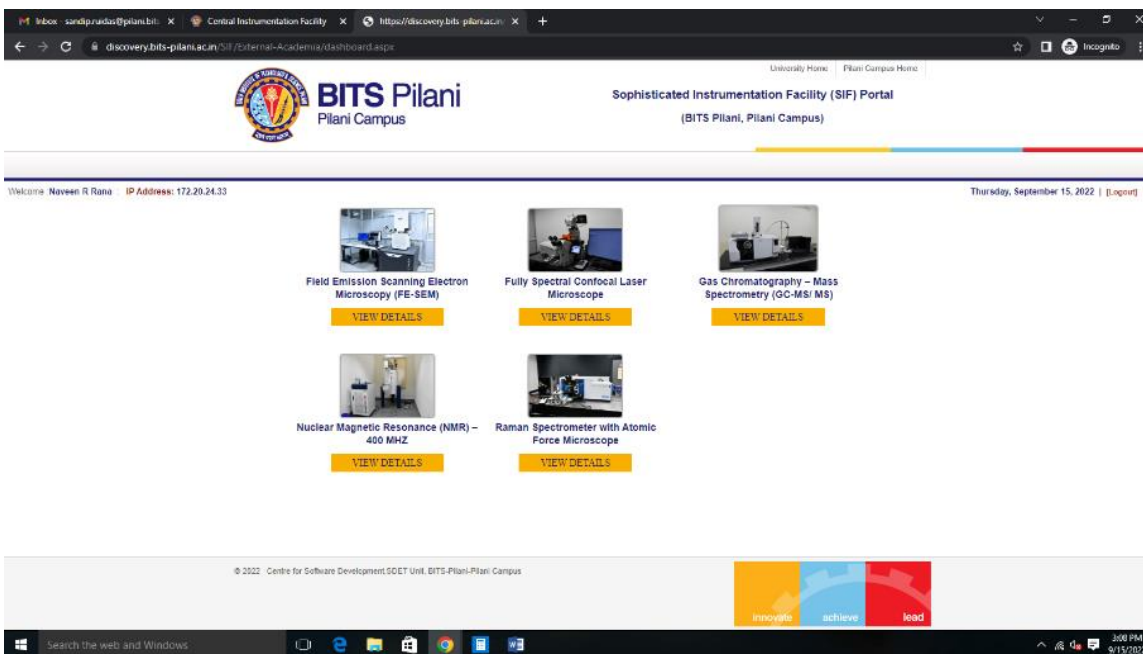
Step 5: Sign Up with the details as asked. Please note that the Email ID and Contact number you are giving, will be used as reference for all future contact with SIF.

The screenshot shows a web browser window displaying the 'Sign Up for New User' page. The page has a title 'Sign Up for New User' and is divided into two main sections: 'Personal Information' and 'User Login Credentials'. The 'Personal Information' section includes fields for 'First Name', 'Last Name', 'Institute Name', 'Department', 'Designation', 'Mail ID', and 'Mobile'. The 'User Login Credentials' section includes fields for 'Login ID' (with a note 'Email id or mobile number'), 'Security Question' (with a dropdown menu), 'Answer', 'Password', 'Confirm Password', and 'Verification Code' (displaying '51685D'). There are 'Submit', 'Reset', and 'Cancel' buttons at the bottom of the form. The Windows taskbar at the bottom shows the time as 3:03 PM on 9/15/2022.

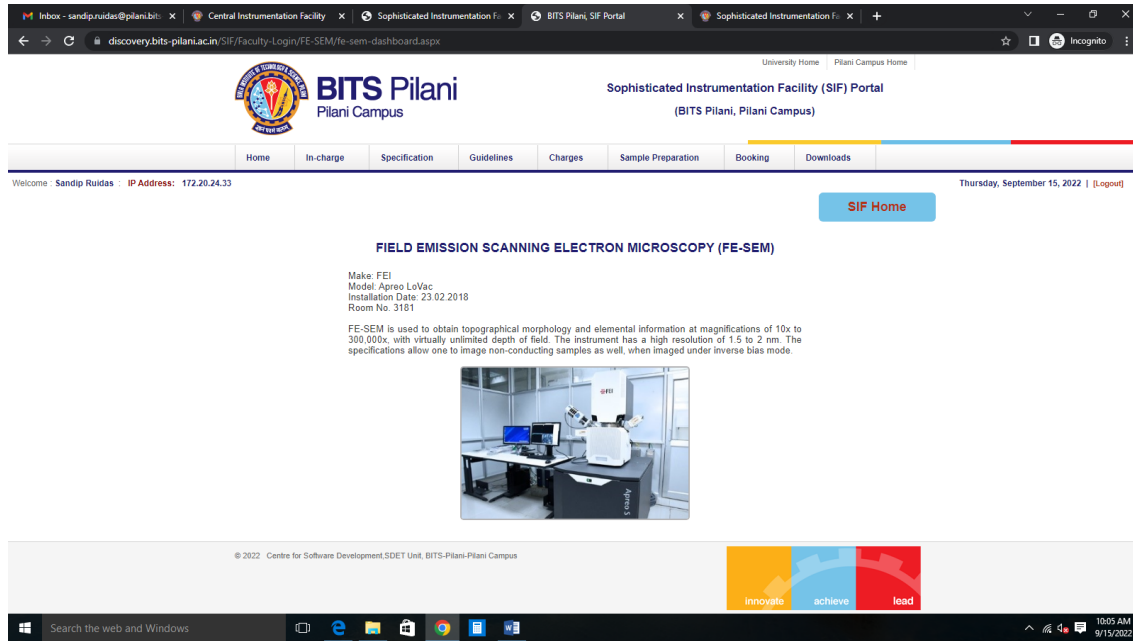
Step 6: After successful sign up, login in to get the details regarding instrument specifications, guidelines, charges, sample preparation, booking etc.



Step 7: View details of the instrument services you want to avail by clicking on the view details tab.



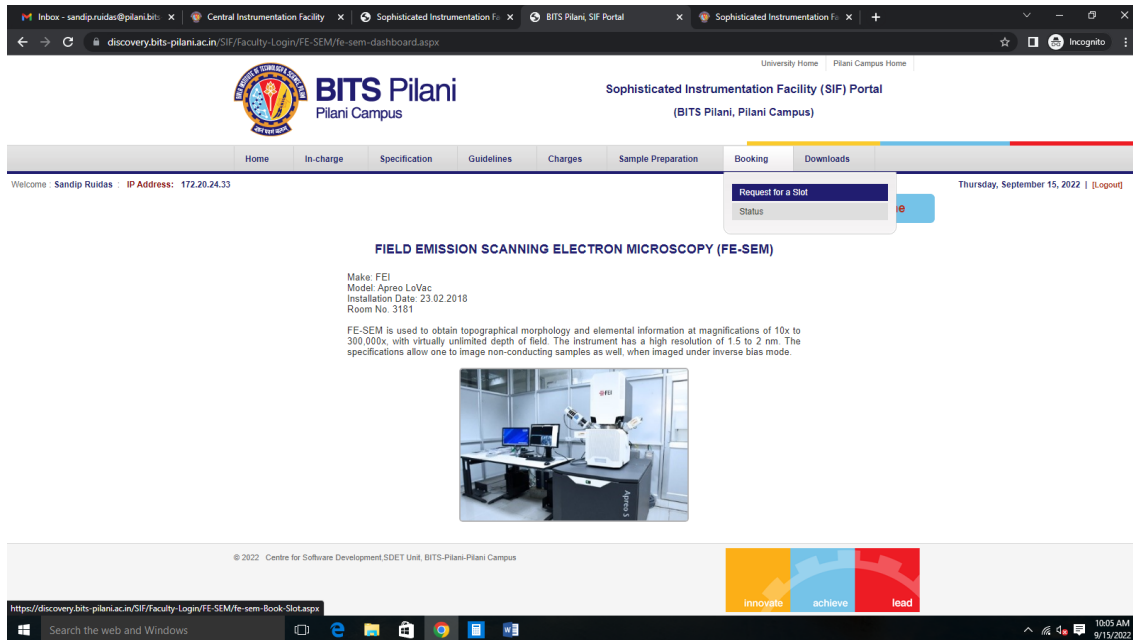
Step 8: Check the specification, guidelines, charges, sample preparation method.



The screenshot shows the BITS Pilani Sophisticated Instrumentation Facility (SIF) Portal. The browser address bar displays the URL: `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" tab is active. The page content includes:

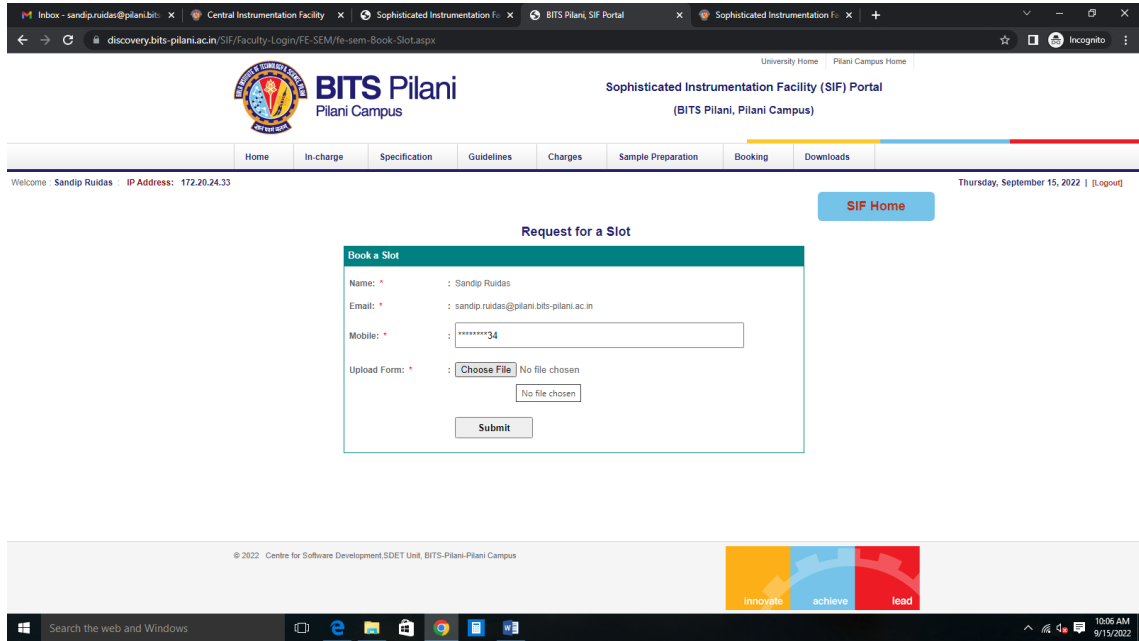
- Field Emission Scanning Electron Microscopy (FE-SEM) section.
- Technical details: Make: FEI, Model: Apreo LoVac, Installation Date: 23.02.2018, Room No. 3181.
- Description: FE-SEM is used to obtain topographical morphology and elemental information at magnifications of 10x to 300,000x, with virtually 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.
- Footer: © 2022 Centre for Software Development, SDET Unit, BITS-Pilani-Pilani Campus. Slogan: Innovate, achieve, lead.

Step 9: Proceed by clicking on the 'Request for a slot' under the Booking tab.



The screenshot shows the same BITS Pilani SIF Portal, but with the "Booking" tab selected in the navigation menu. A dropdown menu is open under the "Booking" tab, showing the option "Request for a Slot" (highlighted in blue) and "Status". The "Request for a Slot" button is visible on the right side of the page. The rest of the page content, including the FE-SEM description and image, remains the same as in the previous screenshot.

Step 10: 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 11: 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 12: 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	Click here	1.00	03-Jun-2022 04:39 PM	Click here	Completed
2	Sandip Ruidas	sandip.ruidas@pilani.bits-pilani.ac.in	7384477834	Faculty	View Uploaded File	15-Sep-2022 10:08 AM	1	Pending	Click here				Pending
3	Sandip Ruidas	sandip.ruidas@pilani.bits-pilani.ac.in	7384477834	Faculty	View Uploaded File	15-Sep-2022 10:09 AM	1	Pending	Click here				Pending

Step 13: Verify the amount approved by the administrator and click on ‘Make Payment’ tab to pay the requisite amount.

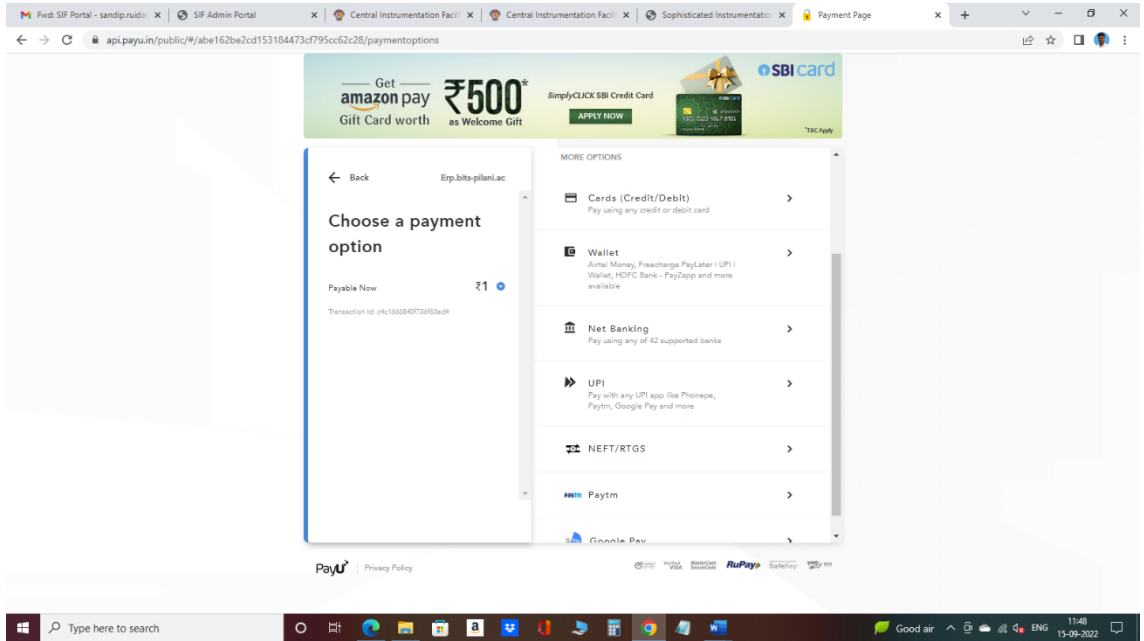
Payment Details

Payment Details

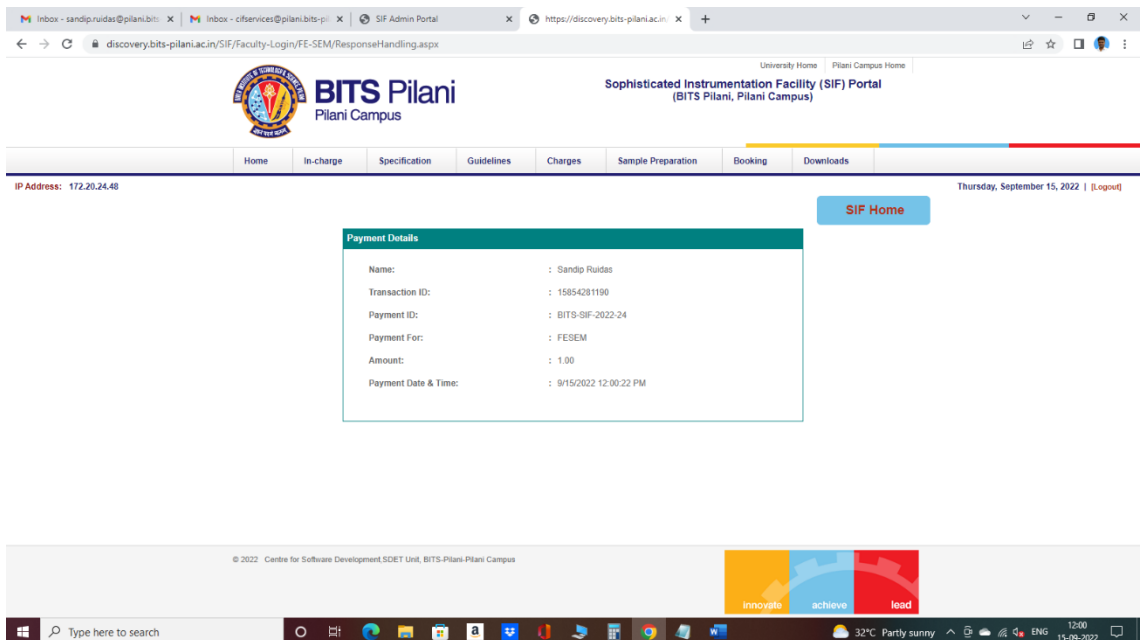
Name: Sandip Ruidas
 Amount: 1
 Email: sandip.ruidas@pilani.bits-pilani.ac.in
 Mobile: 7384477834
 Product Info: FESEM

Make Payment

Step 14: You can make payment using Credit card/Debit card, Wallets, Net Banking, UPI, NEFT/RTGC, Paytm etc. as acceptable by the website.



Step 15: 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 16: 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	View Uploaded File	03-Jun-2022 04:35 PM	1	Completed	Click here	1.00	03-Jun-2022 04:39 PM	Click here	Completed
2	Sandip Ruidas	sandip.ruidas@pilani.bits-pilani.ac.in	7384477834	Faculty	View Uploaded File	15-Sep-2022 10:08 AM	1	Pending	Click here				Pending
3	Sandip Ruidas	sandip.ruidas@pilani.bits-pilani.ac.in	7384477834	Faculty	View Uploaded File	15-Sep-2022 10:09 AM	1	Pending	Click here				Pending
4	Sandip Ruidas	sandip.ruidas@pilani.bits-pilani.ac.in	7384477834	Faculty	View Uploaded File	15-Sep-2022 11:38 AM	1	Completed	Click here	1.00	15-Sep-2022 12:00 PM	Click here	Pending

Step 17: 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 18: 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 19: 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. The details are as follows:

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 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.