

Registering for the GTP Booking System (ACLS)

Bookings for instruments in the GTP labs are made through the GTP Booking System - ACLS.

[GTP Booking System \(ACLS\)](#)

If you would like to book equipment and you aren't yet registered in ACLS, please register first - but be aware that the registration process can take a few days.

1. Go to <http://gtp-bookings.deakin.edu.au> and click the link "To register"
2. **Make sure the image you upload of yourself is a clear head-shot no larger than 200px * 200px** – if the image is too big or your face can't be seen clearly, your registration will be rejected and you will have to do it again as these images are used for identification in the labs.
3. **You will be asked to create a password but this will only be used for external users.** Deakin users will use their Deakin username and password to login once registered.
4. **To complete your registration, please send one or more appropriate account codes to [John George](#)** – this account code will be used if you book equipment which is chargeable. Your supervisor should be able to provide this to you. **You will not be able to book anything until you have an account code in the system.**
5. **To book a particular facility, you will need to be trained or approved by the lab trainer.** The lab trainer will then add a training certificate for that facility to your ACLS profile. To find the trainers, once registered, log into ACLS and click the link "Search Training Records", then "Find Trainer". You can also find trainers in Facility Status

USING ACLS

Please note: Lab equipment (or any individual item which can be booked) in ACLS is referred to as a "Facility".

You should never book equipment for someone else. The person who is using the equipment **MUST** make the booking themselves. If you are unable to make a booking, either contact the appropriate trainer or email ifm-it@deakin.edu.au

When you log into ACLS you will have access to:

My Dashboard

- View your own bookings
- View service bookings for facilities you have access to book. The facility is unavailable during a service booking.
- View your own training certificates. If a facility requires training before use, and you have completed that training, the lab technician will add a certificate to your ACLS profile. You won't be able to book that facility without the appropriate certificate. Different certificates determine when you can make bookings, for how long and when cancellations can be made. If you can't book a facility, please contact the relevant technician (click on Training Records => Find Trainer).
- View your own finance accounts. To make bookings in ACLS, you will need at least one account code. If you only have one account, all bookings you make will be associated to that account. If you have more than one account in your name in ACLS, you will need to choose the appropriate account from a drop-down list each time you make a booking.
- Access forms and documents. We will add forms and documents to the system in the future.

Booking Calendar

- To make a booking:
 1. Go to Booking Calendar => Facility booking, choose the facility group and then the facility and the month. Click Continue.
 2. Click on the date you wish to book from and enter the start time and end date and time and a brief note on your experiment. Note - if you are in Month View (not recommended) and making a booking for the current day, you need click on the number (date) to open the day to make the booking.
 3. **Click "OK" at the bottom of the calendar and then click "Save Changes" above the calendar. If you don't click both "OK" and "Save Changes", your booking will not be saved.**
- To cancel/change a booking:
 1. In Booking calendar => Facility booking, go through the steps above to find the booking
 2. If the booking time has not yet elapsed, your booking should display green which means you can edit/change it.

- Selected Facility Booking View - allows you to select your favourite facilities and save them as a favourite view to go to quickly.
- Calendar settings – select whether to always see the side menu and other options for the calendar. **It is highly recommended that you change your preferred view here to "Week view" and your Calendar Screen to "Menu Size". This makes the calendar load faster.**

Facility Status

- See the Current Booked Status and details of all facilities at a glance.

Report Manager

- Select a month and a year to view a report of your bookings for that time. Supervisors can see a report here of the bookings of the people they supervise.

User Profile – User Profile Manager

- View your own profile in the system and update certain information.

If you view ACLS on a mobile device, you will see an easy-to-use mobile version.