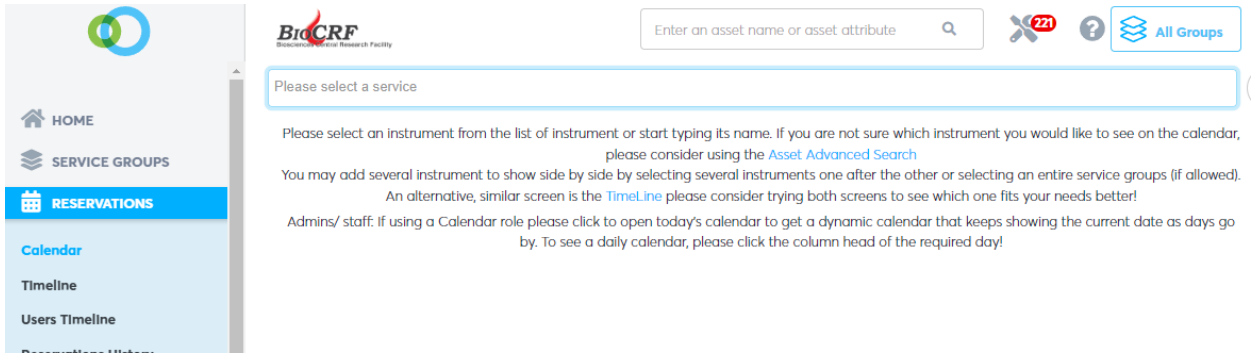


BioCRF - Revos Tissue Processor Service Reservation Guide

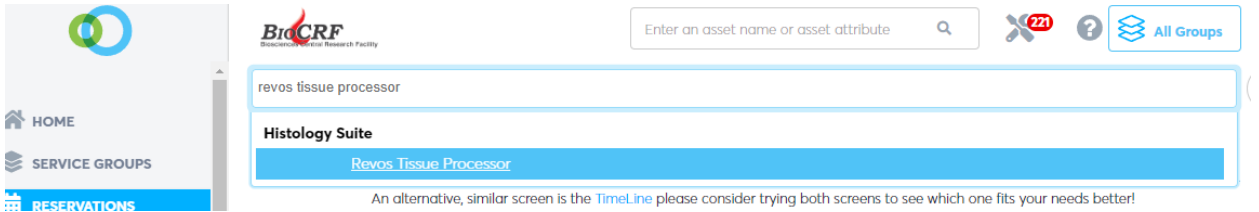
This guide contains two parts: [A. Creating Reservations](#) and [B. Downloading program template and default program details](#).

A. Creating Reservations

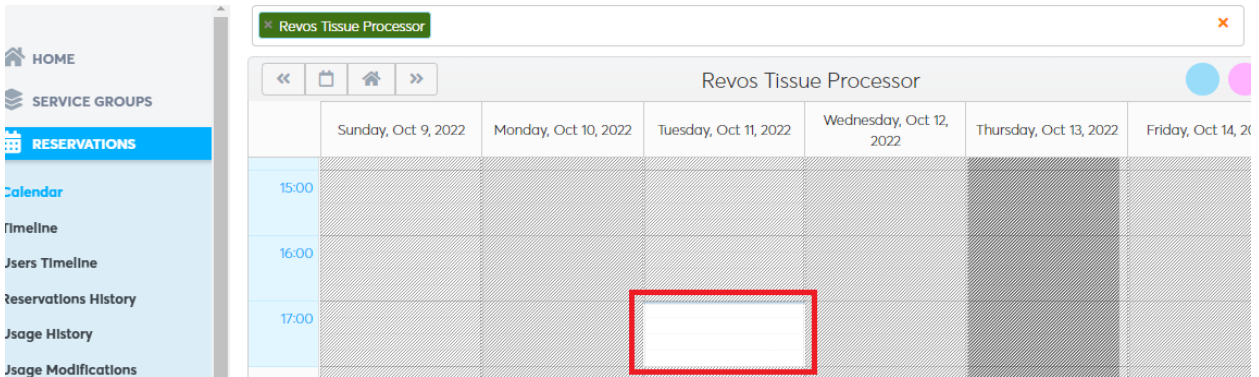
1. Go to **Reservations > Calendar**.



2. Search for and select "Revos Tissue Processor".



3. You should see bookable time slots on Tuesdays only. Click on the bookable time slot on the preferred week.



BioCRF - Revos Tissue Processor
Service Reservation Guide

4. 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 a valid ACCOUNT NUMBER

For the bottom of the page

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

TOP of page

BOTTOM of page

Upload a file only if "Custom Program" is selected as the preferred program

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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**

PREFERRED PROGRAM
Click to show drop down list

✕ 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.

Choose File No file chosen

More Options CREATE CALCULATE

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

The screenshot shows a file explorer window titled 'Open' with the path 'This PC > Desktop > Histology > Revos Tissue Processor > DEMO'. The file 'TP program run template' (Microsoft Word 9..., 38 KB) is selected. The 'Open' button is highlighted with a red box. In the background, the 'Create Reservation' form is visible, showing fields for 'SAMPLE TYPE' (mouse liver), 'NUMBER OF SAMPLES (PCS)' (3), and 'SAMPLE SIZE IN MM (LENGTH, WIDTH)' (N/A).

(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

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

PREFERRED PROGRAM
Click to show drop down list

✕ 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.

Choose File TP program run template.doc

More Options **CREATE** CALCULATE

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

The screenshot shows an Outlook calendar for 'Revos Tissue Processor' with a reservation for Friday, Oct 14, 2022, from 17:00 to 18:00. The reservation is for 'Angelie Callejo SHUI - Revos Tissue Processor'. An email notification is open, titled 'BookItLab! Reservation - Revos Tissue Processor - Approved'. The email content includes reservation details:

BookItLab! Reservation - Revos Tissue Processor - Approved

Reservation details:

- User Name: Angelie Callejo SHUI (shuiangelie)
- Equipment: Revos Tissue Processor
- Booked on: 03 October 2022
- Start Time: 11 October 2022 17:00
- End Time: 11 October 2022 18:00
- Status: Approved
- Last Update Admin:

Remarks:

General Reservation Customer Note

[View full reservation details here](#)

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

The screenshot displays the BioCRF online service reservation interface. At the top left is the BioCRF logo (Bioscience Central Research Facility). A search bar contains the text "Enter an". Below it, a green button labeled "Revos Tissue Processor" is visible. The main area is a calendar grid for the week of Sunday, Oct 9, 2022, to Tuesday, Oct 11, 2022. The time slots are 14:00, 15:00, 16:00, and 17:00. A reservation is shown on Tuesday, Oct 11, 2022, at 17:00, with the name "Angelic C" and "Revos Tissue Processor".

The reservation details pop-up on the right includes the following information:

- Online Service**
 - Revos Tissue Processor
- Status** Approved
- Account Number** P0333
- Angelie Callejo SHUI**
 - Office extension (required)** 6911
 - Email** shutangelle@ust.hk
 - Last Updated By** Angelie Callejo SHUI
- 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

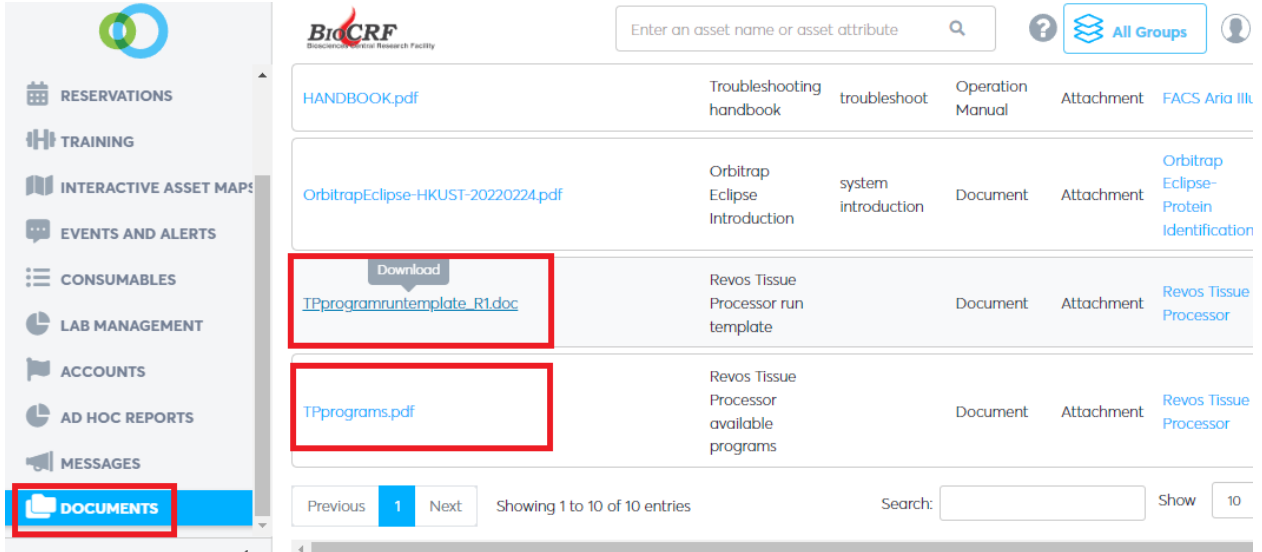
At the bottom of the pop-up, there is a small thumbnail showing a document titled "template.doc" with the name "Angelic C" and "Revos Tissue Processor".

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Service Reservation Guide

B. Downloading program template and default program details

1. Click **Documents**.

- Download template by clicking “TPprogramruntemplate_R1.doc”
- Download default program details by clicking “TPprograms.pdf”



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~~. Note that, steps 2-7 are a bundle, if you remove one of the steps, all will be gone. This applies to steps 8-10 and 11-13 as well.

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

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Default Program Details:

Home Tools TP 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