Q1. What are the procedures for applying for facility services via the DAAIS Reservation System?

A1. Steps overview shown as below.

1	2		3 DA4	AIS Reserv	vation Sv		5	6	7	8	9
ACCT Register	EQUIP Choose	Usage Authority Apply			Case Apply		Facility Manage	Time or Charge Confirm	Case Complete (Case Closure)	Payment Notice (monthly)	Рау
User & User PI	Vitrobot	SUBM	APV	APV			APV &	Facility CONF	Close by Facility	Email to Pl	AS budgets: Facility charges via AS Intramural Budget
	CEM2	by User	by Pl	by Facility	SUBM	APV			Facility CONF		
	CEM1 CEM3 CEM4	N/A Skip STEP 3			by User	by PI	ARNG by Facility	& User CONF	& User Close Case (OR Forced Close by Facility)	by Facility	System Non-AS budgets: cash or tele- transfer by PI

Notes:

- STEP 1 Account Registration will be reviewed by DAAIS. Both User and User PI/Supervisor need to register.
- STEP 7 is expected to be completed by User. When User fails to close the case due to various reasons such as resignation, the facility will force the case to be closed to facilitate the follow-up process.
- **STEP 9** When paying with AS budgets, facility will directly charge the fee via AS Intramural Budget System. When paying with non-AS budgets, including NSTC projects, PI can pay by cash at DAAIS (a receipt will be issued on site) or by telegraphic/ATM transfer to DAAIS.