

Booking system for D8-Focus

How to use the booking system ("Booked") for D8-Focus

Example:

Creating a booking on the D8-Focus on Monday 25th April, from 10-12. Current time is Wednesday 20th April.

NTNU
Kanskap for en bedre verden
System for Booking av Leiested

Dashboard My Account Schedule

XRAY Diffraction
25/04/2016 - 01/05/2016

Reservable Unreservable Reserved My Reservation Participant Pending Past Restricted

Monday, 25/04/2016 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00

A-unit Diffractometer
D8 Focus Diffractometer
Da Vinci 2 Diffractometer

Tuesday, 26/04/2016 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00

A-unit Diffractometer
D8 Focus Diffractometer
Da Vinci 2 Diffractometer

Wednesday, 27/04/2016 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00

A-unit Diffractometer
D8 Focus Diffractometer
Da Vinci 2 Diffractometer

Thursday, 28/04/2016 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00

Resource Filter
Clear Filter
- All -
All
Battery K2
Furnaces AGV
Furnaces K2(125,119,103)
Advanced Filter
Minimum Capacity
Resource Type
- All -
Sample Position:
Filter

- Log in to the [booking system](#), and finding the relevant calendar and date, and click-and-drag on the slot starting at 10:00 such that the indicated time stretches from 10:00 to 12:00
- Edit relevant fields in the reservation:

Create a new reservation

[Billy Bragg](#) [\(billy.bragg@ntnu.no\)](#)

Resources to be reserved
[D8 Focus Diffractometer](#) [More Resources](#)

Begin 25/04/2016 10:00

End 25/04/2016 12:00

Reservation Length 0 days, 2 hours

Repeat Does Not Repeat

Title of reservation
XRD-experiment

Description of reservation
testing

Particip Add

Invitees Add

Allow

Additional Attributes
Project number: 12345678 Invoice: Regular projects (Bidrag) Organisation: NTNU Department: NT-IMT

- Check that the time and date is correct
- Choose repetition of the reservation if relevant
- Write a title for your reservation (optional)
- Write a description of your experiment (optional)
- Write your project number (mandatory)
- Invoice: Choose "Regular projects (Bidrag)" or "Commissioned projects (Oppdrag)"
- Choose your organisation (NTNU, Sintef, other)

- Choose your department. If your department does not appear in the list, please tick “other (please specify in the neighbouring field)”, and type your department name in the box labelled “Department, other”

Participant List

Add OR

Invitees

Add OR

Allow Participants To Join

ighbouring field) Department, other:: Sample information (e.g. content):
 Instrument details (e.g. slit size for XRD): Sample position (for XRD):

- If you want to use the instrument together with your colleague, you can add him/her as a participant or invitee (optional).
- Write information about your sample (optional, but recommended)
- Leave the “Instrument details” and “sample position” blank for now, since you don’t yet know these details at the time you first make the reservation. These fields can be filled in (recommended!) at the time you come to start your experiments (just be careful to do it before your booked time starts, otherwise you will not be able to edit your reservation any longer).
- Click “create”

The reservation is now made:

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Dashboard My Account Schedule

XRAY Diffraction 📅

📅 25/04/2016 - 01/05/2016 📅

Reservable Unreservable Reserved My Reservation Participant Pending Past Restricted

	Monday, 25/04/2016	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00
Resource Filter	A-unt Diffractometer																	
	DB Focus Diffractometer																	
	Da Vinci 2 Diffractometer																	
	Tuesday, 26/04/2016																	
	A-unt Diffractometer																	

If you click on this reservation, you can edit it until the start of the reserved time.

Useful tip

You can add the reservation to your calendar: Click on your reservation and choose “Add to calendar”

Editing Reservation

[Billy Bragg](#) ([billy.bragg@ntnu.no](#))

Resources to be reserved

[D8 Focus Diffractometer](#) [More Resources](#) 

Begin 

End 

Reservation Length **0 days, 2 hours**

Repeat 


Title of reservation

Description of reservation

Additional Attributes

Project number:

Invoice: 

Organisation: 

Department:

 [Delete](#)

 [Add to Calendar](#)