

# 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 25<sup>th</sup> April, from 10-12. Current time is Wednesday 20<sup>th</sup> April.

The screenshot shows the NTNU booking system interface. At the top, there's a navigation bar with 'Dashboard', 'My Account', and 'Schedule'. Below that, the main content area is titled 'XRAY Diffraction' and shows a calendar for the period '25/04/2016 - 01/05/2016'. The calendar is divided into columns for each day and rows for different resource types: 'A-unit Diffractometer', 'D8 Focus Diffractometer', and 'Da Vinci 2 Diffractometer'. A red arrow points to a slot on Monday, 25/04/2016, from 10:00 to 12:00, which is currently unreserved. To the left of the calendar is a 'Resource Filter' panel with various options like 'All', 'Battery K2', 'Furnaces AGv', etc.

- 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** [\[Profile\]](#)

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

Participant Add

Invitee 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:

**NTNU**  
Kunnskap for en bedre verden  
System for Booking av Leiested

Dashboard	My Account	Schedule																	
XRAY Diffraction <input type="button" value="Calendar"/>																			
25/04/2016 - 01/05/2016																			
	Reservable	Unreservable	Reserved	My Reservation	Participant	Pending	Past	Restricted											
<b>Resource Filter</b>	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	
<input type="button" value="Clear Filter"/>	A-unt Diffractometer																		
<input type="button" value="All"/>	D8 Focus Diffractometer																		
<input type="button" value="Battery K2"/>	De Vinci 2 Diffractometer																		
<input type="button" value="Furnaces AGv"/>	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	
<input type="button" value="Furnaces"/>	A-unt Diffractometer																		
<input type="button" value="K2(125, 119, 103)"/>																			
<input type="button" value="Advanced Filter"/>																			
<input type="button" value="Minimum Capacity"/>																			

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](#) <sup>Ⓞ</sup>

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](#)