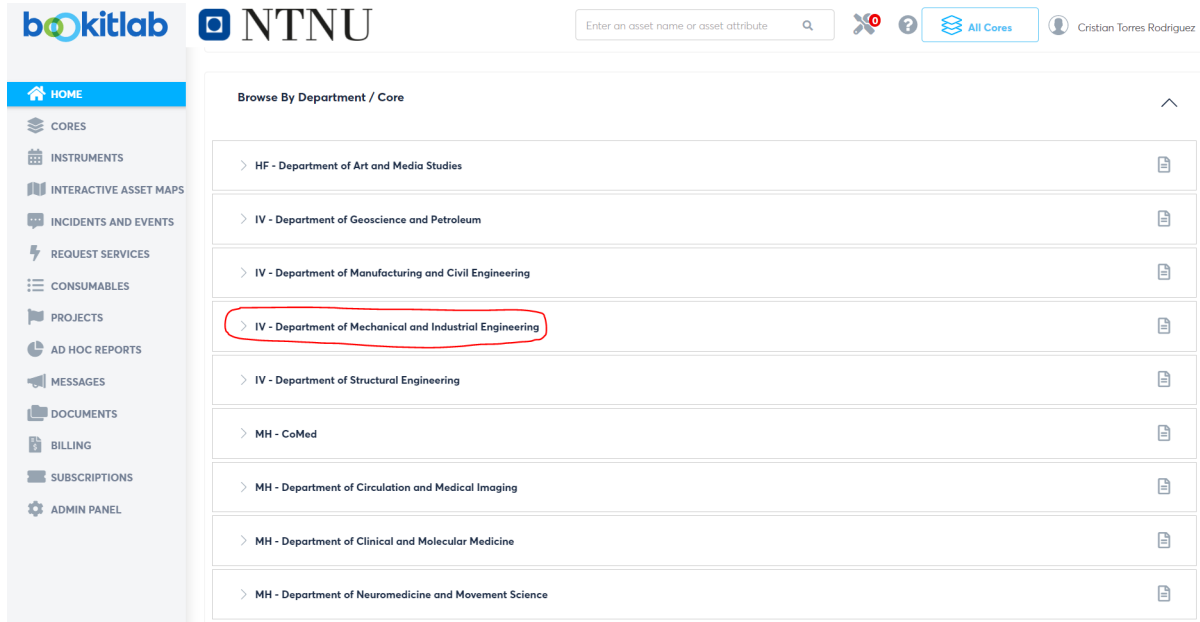


Follow the steps described in this guide to create a reservation in Bookitlab:

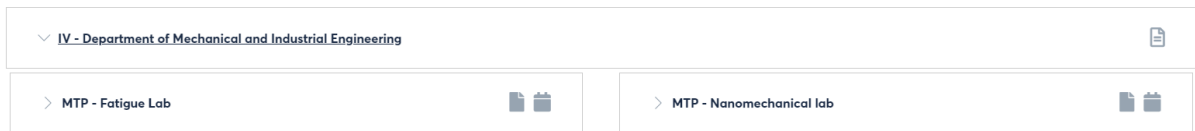
1) Enter Bookitlab with your Feide account:

<https://core.bookitlab.com/ntnu/Login.aspx?ReturnUrl=%2fntnu>

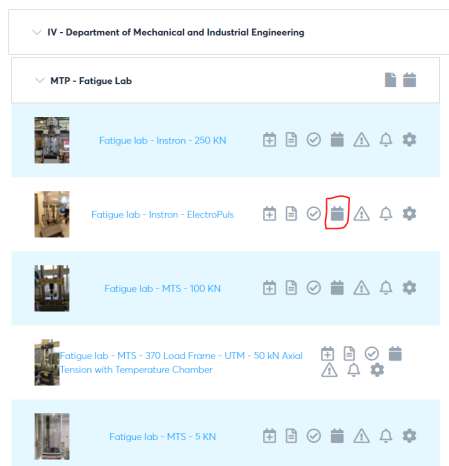
2) Look for and select “IV-Department of Mechanical and Industrial Engineering” :



3) Select “MTP - Fatigue lab”:



4) Book the desired instrument by selecting the corresponding calendar. For example, for the Instron ElectroPuls:



- 5) The booking calendar for the selected instrument will open. Select the desired day and time of the booking (as a trial, just select a random one):

	Monday, Apr 5, 2021	Tuesday, Apr 6, 2021	Wednesday, Apr 7, 2021	Thursday, Apr 8, 2021	Friday, Apr 9, 2021	Saturday, Apr 10, 2021	Sunday, Apr 11, 2021
08:00							
09:00							
10:00							
11:00		Booked					
12:00							
13:00							
14:00							
15:00							
16:00							

- 6) Fill up the reservation information:

1. Check that your project appears in the field “project name”. If not, send me an e-mail with your project name and number so that I can ask NTNU to introduce it in the system. Without project number, it is not possible to make a reservation.

### New Reservation

**INSTRUMENT** Fatigue lab - Instron - ElectroPuls

**START TIME** 09/04/2021 11:45

**END TIME** 09/04/2021 14:45

**ORG UNIT** N/A

**USER** Cristian Torres Rodriguez ( chritorr )

**PROJECT NAME** Please Select an Item

**REPETITIVE RESERVATION**

**ASSISTED RESERVATION**

**TRAINING SIGN UP**

**STAFF USER**

**ORDER STATUS**

**REMARKS**

Adaptiv Control of Aluminium Manufacturing  
C-PIMS  
Discovery 2019-2021  
Driftsmidler Post- Doc. Jun Ma  
GreenCOAT  
Lab bachelor-/masterstuderenter, Nuria Espallargas  
Lab bachelor-/masterstuderenter, Roy Johnsen  
Postdok 2019. Jøræen Blindheim

2. Try to complete the reservation by clicking “create reservation”. Let me know if the reservation was successful. If an error message appeared, take a screenshot and send it to me so that I can try to solve the issue.