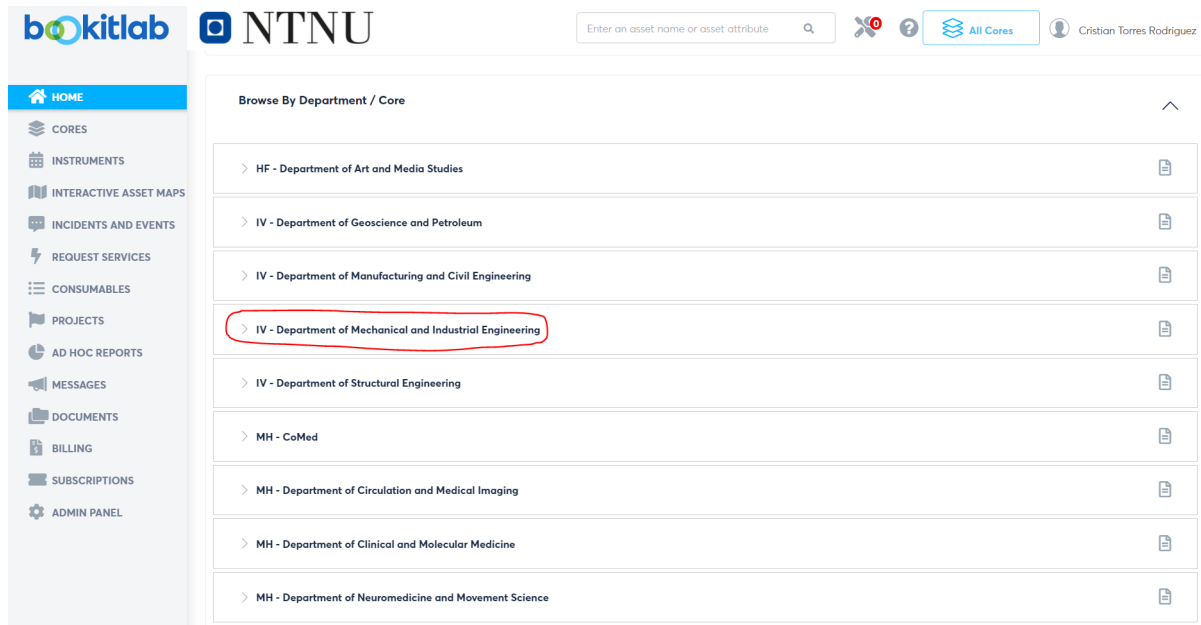


Follow the steps described in this guide to create a reservation in Bookitlab:

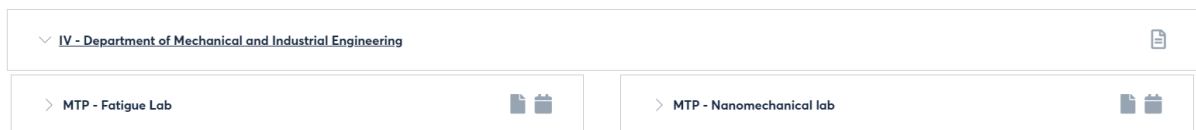
1) Enter Bookitlab with your Feide account:

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

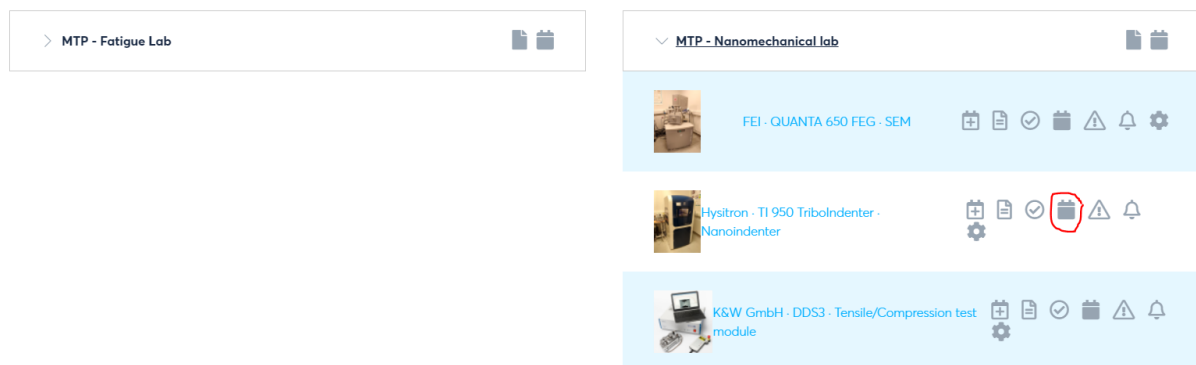
2) Look for and select “IV-Department of Mechanical and Industrial Engineering” :



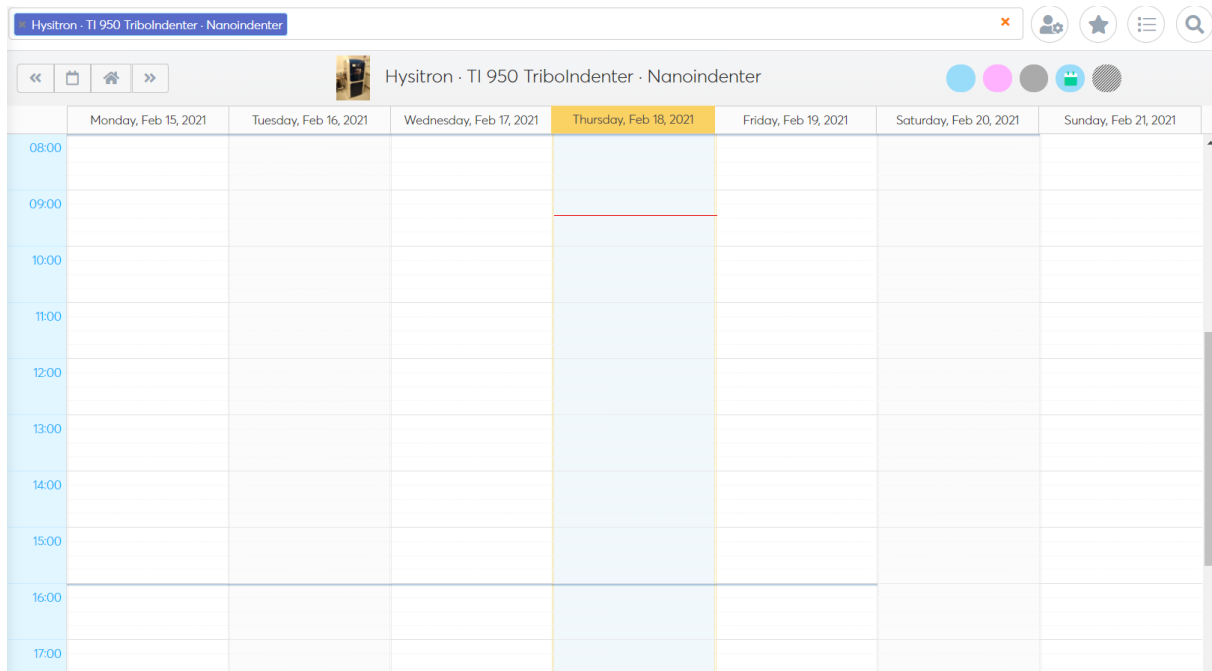
3) Select “MTP-Nanomechanical lab”:



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



- 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):



- Fill up the reservation information:

- 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

- 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.