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" :

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A your									
CORES	Browse By Department / Core		^						
	INSTRUMENTS > HF - Department of Art and Media Studies								
INCIDENTS AND EVENTS	=								
REQUEST SERVICES := CONSUMABLES V - Department of Manufacturing and Civil Engineering									
	> IV - Department of Mechanical and Industrial Engineering		=						
MESSAGES	> IV - Department of Structural Engineering		=						
	> MH - CoMed		=						
	> MH - Department of Circulation and Medical Imaging		=						
M ADMIN PANEL	> MH - Department of Clinical and Molecular Medicine		Ē						
	> MH - Department of Neuromedicine and Movement Science		=						

3) Select "MTP-Nanomechanical lab":



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



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):

K Hysitro	Hysitron - TI 950 Tribolndenter - Nanoindenter 🗶 🏠 🌪 📖 🔍									
< 🖻 🕷 » Hysitron · TI 950 Tribolndenter · Nanoindenter										
	Monday, Feb 15, 2021	Tuesday, Feb 16, 2021	Wednesday, Feb 17, 2021	Thursday, Feb 18, 2021	Friday, Feb 19, 2021	Saturday, Feb 20, 2021	Sunday, Feb 21, 2021			
08:00										
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17:00										

- 6) Fill up the reservation information:
 - 1. Check that your project appears in the field "project name". If not, send me an email 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.

v Reservat	ion							
INSTRUMENT 🖹 🛆 🛈	* Hysitron - TI 950 Tribolndenter - Nanoindenter				ORG UNIT	N/A		
START TIME	18/02/2021	Ê	10:00	2	USER 🚨 🗓	Cristian Torres Rodriguez (chritorr)	٣	
END TIME	18/02/2021	#	11:00	9	PROJECT NAME	Please Select an Item	*	
		I			REPETITIVE RESERVATION	٩	ł	
					ASSISTED RESERVATION	Adaptiv Control of Aluminium Manufacturing		
					TRAINING SIGN UP	C-PIMS		
					0	Discovery 2019-2021		
					STAFF USER 🗓	Driftsmidler Post-Doc. Jun Ma		
						GreenCOAT		
					ORDER STATUS	Postdok 2019 Jørgen Blindheim		
						SFI OM WP2		
					REMARKS (1)	Stipendiat 2018 Taekwana Ha		

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.