

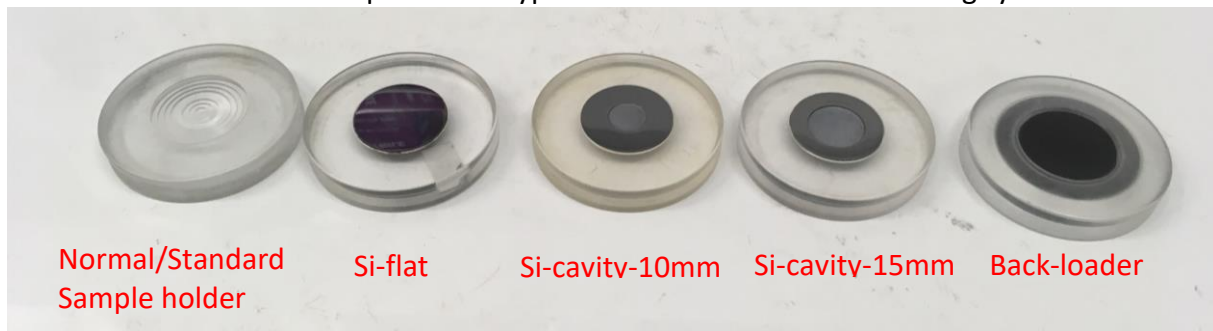
New routine regarding sample holders in the XRD-lab

All special sample holders are now marked with a number. When you book time in the booking system, you have to include the sample holder type you are using. In the description field, write the numbers marked on the sample holder(s) you are using.

If you use more than one type of sample holders, select the majority type and write the different types and numbers in the description field. You don't need to make several bookings for each sample type.

If you are using only "standard/normal sample holders" you don't need to write the numbers in the description field.

Picture of the different sample holder types and their name in the booking system.



New Reservation Cancel Create

Silje Marie Dale (silje.m.dale@ntnu.no) [Change](#)

Resources [Change](#) **Accessories** [Add](#)

Da Vinci 1 Diffractometer

Begin: 28/01/2019 20:45 End: 28/01/2019 21:00

Reservation Length 0 days 0 hours 15 minutes

Repeat: Does Not Repeat

Title of reservation:

Description of reservation:

Additional Attributes

Project number: <input type="text"/>	Invoice: <input type="text"/>	Invoice option: <input type="text"/>
Organisation: <input type="text"/>	Department: <input type="text"/>	Department (if not listed): <input type="text"/>
Sample position (for XRD): <input type="text"/>	Sintef employee number: <input type="text"/>	Sample holder type: <input type="text"/>

Sample holder type dropdown menu:

- ✓ Normal
- Si-flat
- Si-cavity-10mm
- Si-cavity-15mm
- Back-loader
- Kapton-holder

Create

NTNU
System for Booking av Leiested

Dashboard My Account Schedule Responsibilities Reports Help Sign Out

New Reservation

Resources **Da Vinci 1 Diffractometer** Accessories Add

Begin 29/11/2018 18:45 End 29/11/2018 20:15
Reservation Length 0 days 1 hours 30 minutes
Repeat Does Not Repeat

Title of reservation
Title

Description of reservation
Sample holder number(s): 10-15

Additional Attributes
Project number 12345678
Organisation NTNU
Sample position (for XRD) A15-A10

Invoice
Non economic activity (bidragsprosjekt)
Department NV-IMA
Sintef employee number

Invoice option
Pay by use
Department (if not listed):
Sample holder type Si-cavity-10mm

Participant List
Add name or email Users Groups

Invitees
Add name or email Users Groups

Allow Participants To Join

Cancel Create

The number marked on the sample holder(s)