## HOW TO BOOK DEVICES AT GENERAL INSTRUMENTATION?

## First time registration

- 1. Type <a href="https://bookings.science.ru.nl/">https://bookings.science.ru.nl/</a> in your favorite browser or iphone and click on the button <a href="Equipment">Equipment and booking page</a>
- 2. In the PORTAL page, click on **Login** (upper right corner). A new window opens. Under LOGIN, fill in your Radboud University user number (**u** number for employees of the science faculty, **z** for employees of the medical faculty, **s** for students and **e** for external guests) with the corresponding password, and click on the login button.
  - Working off campus? Fill in an additional login first (spam prevention). User name: home; password: work Temporary external users, like users of spinoff companies, should first contact the appropriate assistant for a login. Students should work under supervision
- 3. A form appears. Fill in your First name, Last name, Department, Room number and if known Charge account (= kostenplaats;default charge account of the own department or special projects).
- 4. Logout
- 5. Send a short message to the GI technician in charge and ask him/her to complete the registration

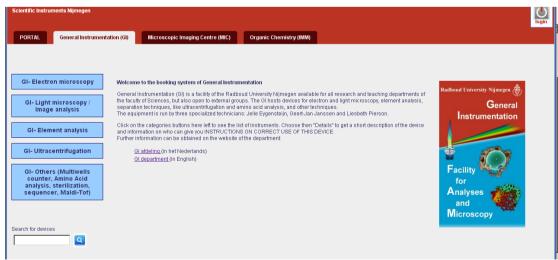
## How to request access to booking of devices?

6. Once you have enough expertise to work independently on a certain device, you can ask the responsible assistant to provide you access for that device/technique.

Email address assistant	Responsible for
j.eygensteyn@science.ru.nl	Element and amino acid analysis
gja.janssen@science.ru.nl	Electron microscopy
e.pierson@science.ru.nl	Light microscopy, ultracentrifugation
j.fransen@ncmls.ru.nl	Microscopy MIC

## How can authorized users for certain devices book time to work?

- 7. Go to https://bookings.science.ru.nl/public/portal/
- 8. Login (with your u, z, s or e number or personal temporary login)
- 9. Choose a Domain (General Instrumentation GI, Microscopic Imaging Centre MIC, Organic Chemistry IMM) from the upper horizontal tab menu.



10. Choose a category (e.g. GI electron microscopy) in the left column.

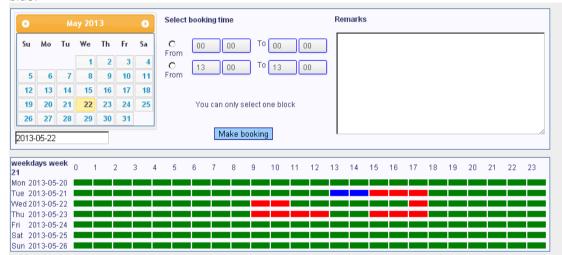
11. Choose the device of interest (e.g. JEOL 1010 electron microscope)



The green dot indicates that the device functions normally. A yellow color tells that there is a problem, and red means not open for booking (for example because "out of order").

Note: Clicking on [details] opens additional information on the device (description, location, contact/assistance, webpage, additional documents like manuals/procedures in pdf, and message about problems)

- 12. Click on Bookings for making a reservation. A new window opens with the week planning for that particular device: green bars mean free for booking, red bars indicate already booked time, blue your own bookings.
- 13. Click on the desired date and enter the beginning and end of the reservation. Note that some devices have a limited time slot (only one morning or one afternoon), while other can accept multiple bookings. Your own bookings in the planning appear in blue.



- 14. Overview of the bookings for a particular day are listed below the planning (tip: it may be useful to mail next user if you are ready earlier than planned). Some devices accept deletion of a booking, other not, but cancelation of bookings planned in less than 24 hrs can only be done by an assistant.
- 15. The tab (sub-top tab menu) My info shows the list of devices which you are allowed to book
- 16. My bookings (sub top tab menu) allows one to get an overview of the own booking for a time lapse (enter beginning date on the left calendar and end date on the right calendar end press "Generate Report")