

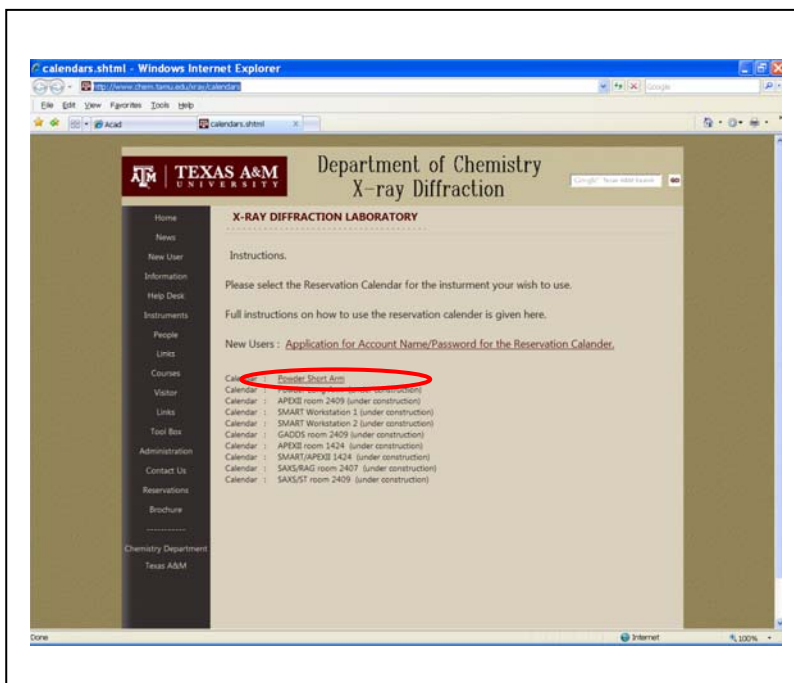
After several requests (and protests, and frustrations) from users, we have decided to upgrade our Powder X-ray Diffraction (Short Arm Instrument) reservation from paper (on-site) to online (from anywhere) system. We will be doing this on a trial basis, and if it works out successfully, we are hoping to extend this to other instruments as well.

Most of the rules will remain:

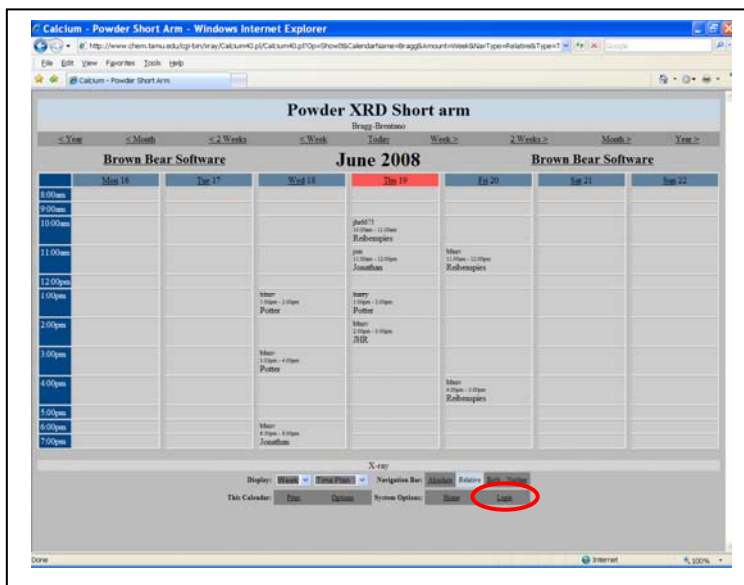
1. Any user can reserve the instrument for only two hours per day
  - a. In an event the instrument is not taken by any other users – you can reserve for more time. This should be done only on hourly basis.
2. The calendar will not allow users to reserve 4 days ahead of time.
3. The time slot 7:00 p.m. to 8:00 p.m. will be considered as an overnight (7:00 p.m. to 8:00 a.m.) slot.
4. Each hour block will be charged: \$ 5.00 for the departmental users and \$ 10.00 for non-chemistry-consortium members of TAMU.
5. These rules will be modified or further rules will be added at administrator's discretion.
6. Administrators have the final rights to change/edit/delete any reservation as they find necessary.

Short Arm Reservation (Tutorial):

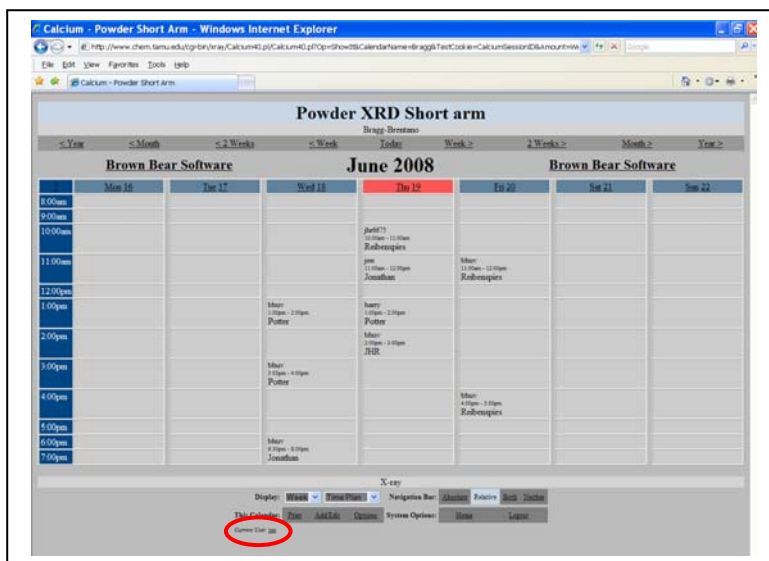
1. Open a web browser (Internet Explorer or like) and go to <http://www.chem.tamu.edu/xray/calendars> webpage. Click on [Powder Short Arm](#).



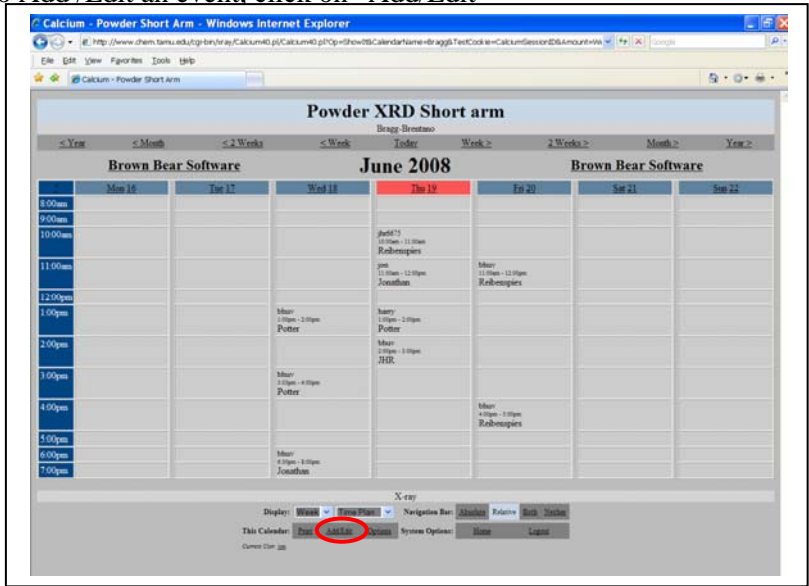
- You will be taken to the “Powder XRD Short Arm” Calendar. You can view the calendar. Everyone has permission to view the calendar.



- To add / edit reservations, you will have to login (case sensitive). We have created the login name for specific users. New users, please refer back to <http://www.chem.tamu.edu/xray/calendars> for account names and passwords. Once you login your login name will be seen at the bottom line.

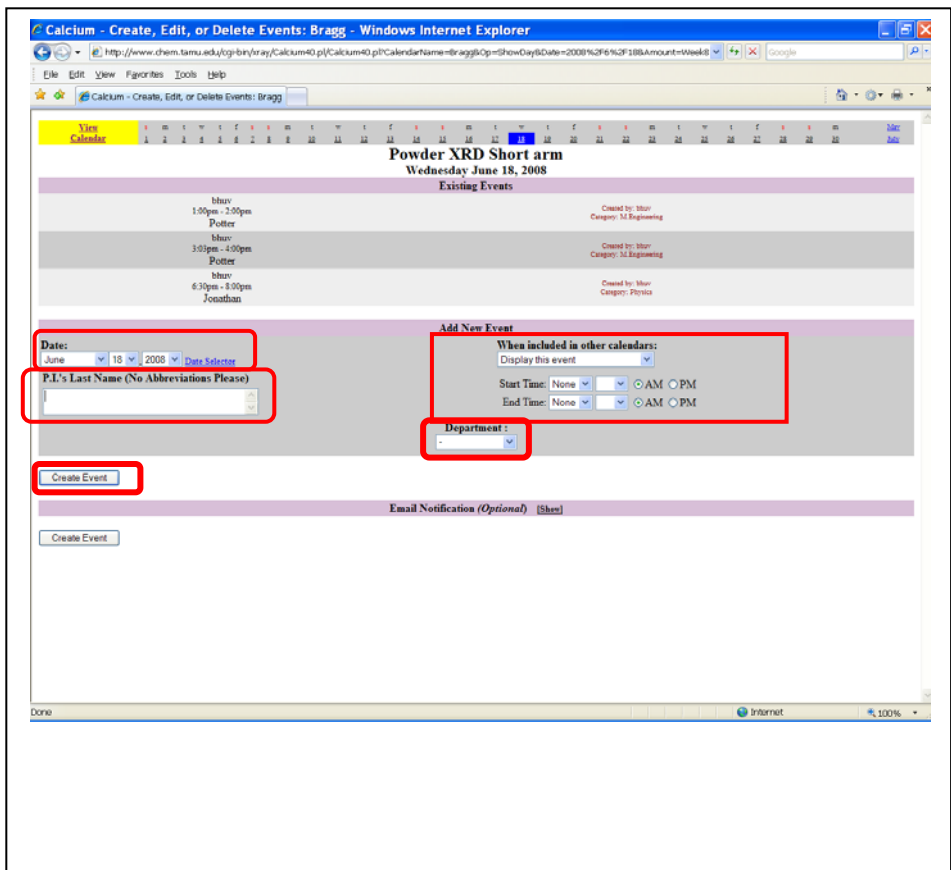


4. To Add/Edit an event, click on “Add/Edit”



5. In the following window, you have:

- Select a date (Should be less than 3 days from today’s date).
- Add start time and end time (Note that you can create events in ONE hour increments at a time; you can reserve a maximum of 2 hours / day. Verify a.m. and p.m.!)
  - Then Fill Out “P.I.’s Last Name” (No abbreviations please!).
  - You MUST Select a Department (category) from the pull-down menu
  - Then finally click on “Create Event” button. (If you choose a non-plausible date a warning window will be shown. Change / Modify the event to correct the error)



6. You are done with the reservation. You can click on “View Calendar” at the top-left-corner to verify if your “event” (reservation) is created.
7. To edit an existing event, login in to your account (if not already logged in; see step 3), then click on “Add/Edit” (see step 4). You will see the list of events already existing, select “edit” or “delete”. If you choose “edit”, when necessary modifications are done, you can choose to “replace event” or “copy event”.
8. Remember to “logout” of the “calendar”! To logout you have to be in the “Calendar View”.

Please let us know:

1. If you have problems with the reservations,
2. If you notice any conflicts that we may have overlooked.

Have Fun,

X-ray Diffraction Lab Administrators