Welcome to PHYSICS Common Facilities Online Booking System. Please note that you are only allowed to book the equipment unless you have been trained and given access to besides Computer Labs. Kindly approach respective in-charge for your training and refer to the following quick guide to book for the equipment. Approval of booking will be carried out by respective staff-in-charge of equipment; you will be notified through email once the booking is approved.


2. Please contact respective staff in-charge or PHYSICS Booking Admin (phylimhn@nus.edu.sg) should you encounter any problems.

<table>
<thead>
<tr>
<th>Category</th>
<th>Resource Available</th>
<th>Staff-in-charge</th>
<th>Email Address</th>
<th>Contact No.</th>
</tr>
</thead>
</table>
| Computer Lab | Computer Lab 1  
Computer Lab 2                                       | Tay Bee Hwee   | phygohbh@nus.edu.sg         | 65162824    |
| GROWTH    | Tube Furnace  CVD System  
Discovery®18 Sputtering Machine  
AMCO® RIE-10N Reactive Ion Etching System | Chen Gin Seng | phycgs@nus.edu.sg           | 65162627    |
| SEM       | JSM5600  
JSM-6700F                                           | Ho Kok Wen     | phyhokw@nus.edu.sg          | 65164454    |
| SPEC      | FM Spectroscopy  
Raman Spectroscopy                                      | Lu Junpeng     | phyljp@nus.edu.sg           | 65162636    |
| SPM       | Bruker Dimension® 3100  
Bruker Dimension® Icon™                                   | Ng Soo Ngo     | phyngsn@nus.edu.sg          | 65162823    |
| SSL       | ESCA System  
SIMS-Cameca IMS 6f                                      | Wong How Kwong | phywhk@nus.edu.sg           | 65162999    |
| XRD       | XRD Empyrean  
XRD-X’Pert                                            | Tan Teng Jar   | phytantj@nus.edu.sg         | 65162630    |
Key in your user name and password in the respective fields, with domain if you are NUS staff.

Click “Dashboard”

“Dashboard” shows you any announcements from on-line booking system, your reservations and equipment that you have access to.
a) Mouse over “Schedule” and click on “Bookings” to proceed the booking of equipment

b) Select one of category from “blue arrow” follow by the name of equipment appeared at left column

c) Equipment Name
You can change the layout of this page by selecting one of the small “blue icons”

Click “star icon” to save your default schedule

Click “calendar icon” to view previous, current and following month calendar
a) If the equipment you intend to book is not shown, mouse over the “blue arrow” to select other category of resource available.

b) To book, just click on a reservable slot (white in color).
a) Check whether this is the timeslot you desire

b) Click “Create” to reserve the timeslot

You will be prompted with message. Acknowledge it and wait for the approval from respective in-charge before usage. This reservation will be pending until it is approved.
a) This is the timeslot you have reserved and approved by the respective in-charge when you check from the booking system again after approval. Alternatively, you can check notification of approval through email.

b) You can delete or change the timeslot before approval or after approved by respective in-charge, click on the timeslot you want and amend accordingly.

c) Click “Delete” to cancel the booking.

d) Click “Update” to modify for timeslot you have changed.
You will be prompted with message after you have clicked either “Delete” or “Update”.

Mouse over “My Account/Profile” to change your profile, password etc
a) Set your default preferred home page under “My Account/Profile”

b) You can set notification preferences under “My Account/Notification Preferences” with “Send me an email” for reservation, update and delete reservation and pending reservation is approved

c) Click Update to confirm setting
Following Materials Are for Resources Staff-in-Charge

a) Staff-in-charge of resources, you will be notified for Reservation Requires Your Approval through your email

b) To approve, just click on a pending slot (amber in color)
a) Click “Delete” to cancel the booking

b) Reservation was removed by resource staff –in-charge

c) Reservation was removed email will be sent to user who booked the equipment.
Pending timeslot from user waiting for approval

Click “Approve” for pending timeslot

Your Reservation Has Been Approved email will be sent to user who booked the equipment.