How to Add Charges for a Sample on iLab – MSE Resources

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1. Create a reservation
2. Within the reservation, look for the large red lettering “HOW TO RECORD USE” and follow the instructions in red letters
3. The first step will be the click on the “Add additional service charge” button:

1. Next Click on the link with the equipment name beside the arrow

1. Input the number of samples into the “Quantity” field.

For mounting, polishing an etching, each sample is one sample.

For sputter coating, each time you run the machine it is a charge.

For the saws, each cut is a charge.

For the 3D Printer, you have to record 1 sign-in charge and also input the # of meters of material used.

1. After you enter the number, click on the “+ $” button.

