

	WorkFlow	Code	Date	Rev.	Owner
	<i>Access workflow for instrument booking</i>	FP-FM-008	20.07.2021	00	<i>Head of Core Technologies Programme</i>
	Control Rev.: 00> New creation;				Pages: 1 of 1

WORKFLOW

1. Prospective users should contact the head of the unit to receive access and instructions on how to use the facility.
2. User creates an account on Agendo following the instructions on <https://my.agendo.science/files/userguide.pdf>, and requests access or training, if required within Agendo.
3. The head of the unit will decide if a project discussion is required prior to access (for microscopy access at ALMU training is mandatory).
4. Users will be granted access to the instrument (following a successful training in the case of ALMU).
5. Users who had been granted access may book and use the instrument independently.
6. If assistance is required, including for data analysis, the user should arrange for assistance with the unit staff giving enough notice.
7. Users acquire data and must transfer the data via Nextcloud (<https://nextcloud.crg.eu><<https://nextcloud.crg.eu/>>) or other means specified by the unit.
8. The Financial Department will send the invoice on a monthly basis. Note that the monthly invoicing period runs from the 25th of the previous month to the 24th of the running month.