

# Rules for User

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1. Booking via <http://www.labagenda.com/> at least one day in advance. User will be informed by officer in-charge if rejected, else, it is consider as approved.

Authorized users can book 4 hours maximum per week. For booking > 4 hrs, users need to ask approval from officer in-charge ([liuzhijia@ntu.edu.sg](mailto:liuzhijia@ntu.edu.sg)) before booking.

2. Booking cannot be shared, booker = user, booker shall accompany the team member if the new user is not certified by officer in-charge yet.

3. Sample stage cabinet key can be withdraw from Wang Yu's table and need to be returned after using ASAP

4. Write down usage details on logbook after used

5. If User facing operations that not familiar with, ask your group's rep or senior user who has done the same operation before.

6. Once the SEM shows anything abnormal, valve error , vacuum error, Stop using or recording, take picture and send to in-charge, Zhi Hua/ CK immediately.

7. Above rules are for SEM certified user, users who violated will be blocked for one month.

8. Users who have done any kinds of damage or things heavily affect the operation of SEM equipment need to be retrained.

## Tool In Charge

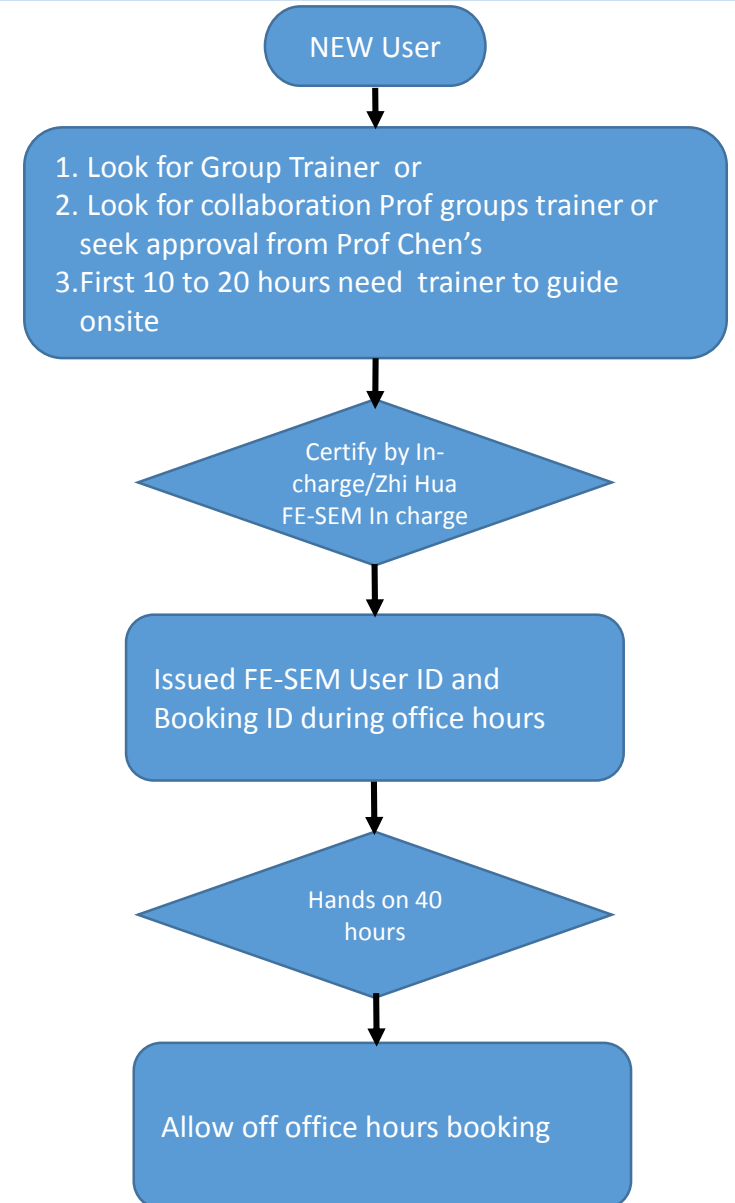
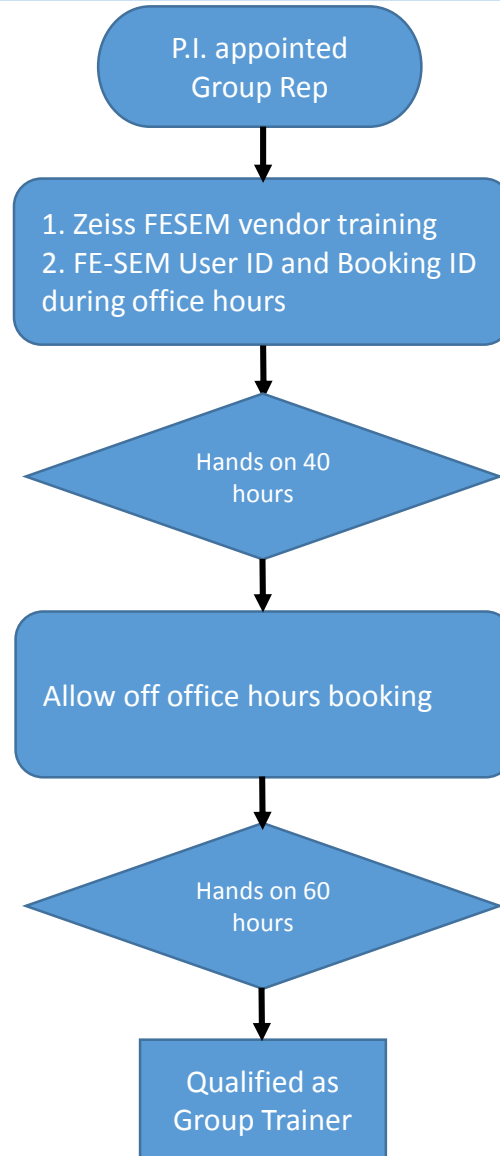
Name : Liu Zhi Hua

[liuzhihua@ntu.edu.sg](mailto:liuzhihua@ntu.edu.sg)

Professor : Chen Xiao Dong

[chenxd@ntu.edu.sg](mailto:chenxd@ntu.edu.sg)

- After hands on > 40 hours, then you are allow to use off office hours, > 60hrs than can be a group trainer (with Zeiss Vendor training certificate).
- When train new member, trainer has to accompany with the new member for beginning 10 hours or more until he/she is competent to use,
- Send request to Wang Yu/Zhi Hua, for certification.
- The FE-SEM new User ID can be issue to the new member after certification.



# Certified User and Group Representative

Certified User				
LabAgenda booking				
S/N	Name	PI/Supervisor	Email Address	SEM Log in name
1	CaiPingQiang	Prof Chen Xiao Dong	pqcai@ntu.edu.sg	caipq
2	HuPeng	Christian Kloc	<a href="mailto:PHU003@E.NTU.EDU.SG">PHU003@E.NTU.EDU.SG</a>	hupeng
3	HuBenHui	Prof Chen XiaoDong	<a href="mailto:BHU1@E.NTU.EDU.SG">BHU1@E.NTU.EDU.SG</a>	hubh
4	KangWenBin	Pro Lee Pooi See	wbkang@ntu.edu.sg	kangwb
6	WangYu	Prof Chen XiaoDong	<a href="mailto:WANG0760@E.NTU.EDU.SG">WANG0760@E.NTU.EDU.SG</a>	wangyu
7	XuCai	Prof Chen XiaoDong	CXU007@e.ntu.edu.sg	xucai
8	YangJian	Prof Zhang Hua	JYANG012@e.ntu.edu.sg	yangjian
9	Wang Ning	Prof Long Yi	WangNing@ntu.edu.sg	long Yi



ZEISS Vendor Training				
S/N	Name	Email Address	Training Date	PI/Supervisor
1	LiuZhiHua	<a href="mailto:liuzhijhua@ntu.edu.sg">liuzhijhua@ntu.edu.sg</a>	22-Jul	Prof Chen XiaoDong
2	Alvin Tan	<a href="mailto:AlvinTan@ntu.edu.sg">AlvinTan@ntu.edu.sg</a>	22-Jul	Prof Lee Pooi See
	Alice EH	<a href="mailto:aliceeh@ntu.edu.sg">aliceeh@ntu.edu.sg</a>	22-Jul	Prof Lee Pooi See
3	Joel	<a href="mailto:joel.mrtan@ntu.edu.sg">joel.mrtan@ntu.edu.sg</a>	22-Jul	Prof Sholomo/ Lydia
	Liu Guo Wei	<a href="mailto:#LIU GUOWEI#&lt;GLIU003@e.ntu.edu.sg&gt;">#LIU GUOWEI#&lt;GLIU003@e.ntu.edu.sg&gt;</a>	22-Jul	Prof Sholomo/ Lydia
5	Ye Kehan	<a href="mailto:YEKE0002@E.NTU.EDU.SG">YEKE0002@E.NTU.EDU.SG</a>	22-Jul	Prof Alfred
	NAM GWANG-HYEON	<a href="mailto:NAMG0001@e.ntu.edu.sg">NAMG0001@e.ntu.edu.sg</a>	22-Jul	Zhang Hua
7	SHARMA VINAY KUMAR	<a href="mailto:VINAYKUM002@e.ntu.edu.sg">VINAYKUM002@e.ntu.edu.sg</a>	22-Jul	Raju

# Certified User and Group Representative

S/N	Name	Email Address	Labagenda	Training Date	PI/Supervisor
1	Zhang Xiao Qian	<a href="mailto:XZHANG022@e.ntu.edu.sg">XZHANG022@e.ntu.edu.sg</a>	ZhangXiaoqian	20-Sep	Prof. Chen XiaoDong
2	Li Wenjie	<a href="mailto:liwenjie@ntu.edu.sg">liwenjie@ntu.edu.sg</a>	liwenjie	20-Sep	Prof. Lydia
8	Zhou Yang	<a href="mailto:zhouyang@ntu.edu.sg">zhouyang@ntu.edu.sg</a>	zhouyang		
4	Dorin	<a href="mailto:DORIN001@e.ntu.edu.sg">DORIN001@e.ntu.edu.sg</a>	dorin	20-Sep	Prof. Alfred
5	Yang Nailiang	<a href="mailto:nlyang@ntu.edu.sg">nlyang@ntu.edu.sg</a>	yangnl	20-Sep	Prof. Zhang Hua
6	DUAN YAN	<a href="mailto:#DUAN YAN# &lt;YDUAN002@e.ntu.edu.sg">#DUAN YAN# &lt;YDUAN002@e.ntu.edu.sg&gt;</a>	duanyan	20-Sep	Prof Jason Xu
7	Li Zhu Yun	<a href="mailto:#LI ZHUYUN# &lt;LI0011UN@e.ntu.edu.sg">#LI ZHUYUN# &lt;LI0011UN@e.ntu.edu.sg&gt;</a>	lizhuyun	20-Sep	Prof Chen XiaoDong



# Booking Record

Jul Booking - Excel

FILE HOME INSERT object PAGE LAYOUT FORMULAS DATA REVIEW VIEW Sign in

15

User	Total time	User	Total
Yu Wang	11 hours (11h)	Yu Wang	4
Cai Xu	8 hours (8h)	GuoWei Liu Guo Wei	2
Nicolas Bucher	3 hours (3h)	Cai Xu	2
Joel Tan	3 hours (3h)	CheeKuang Teh	1
GuoWei Liu Guo Wei	3 hours (3h)	Alice EH	1
CheeKuang Teh	2 hours (2h)	Nicolas Bucher	1
Alice EH	1 hours (1h)	Joel Tan	1

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### Create New Report

Select:  List  Total Time  Count

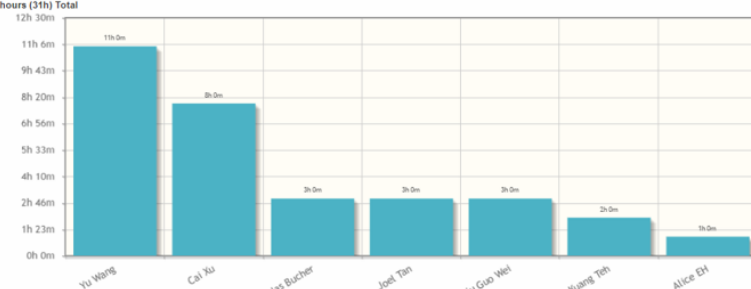
Aggregate By:  None  Resource  Schedule  User  Group

Range:  All Time  Current Month  Current Week  Today  Between

Filter By: FESEM

Get Report  Include Deleted

7 Rows | 1 days 7 hours (31h) Total



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report (1)

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