

Committee on Scientific Instrumentation at Aristotle University of Thessaloniki (AUTH)

Guide for Booking Usage Time of Large and Interdepartmental Equipment of AUTH (<https://booking-emde.auth.gr>)

Information – Contact:

Dimitrios Karfaridis, Administrator of the EMDE Digital Booking Platform.

Tel.: +30 2310 998151, dkarfari@physics.auth.gr.

Alternatively, you can submit your inquiry through the "Help" section in the platform's top-right menu. Select the "Contact" form within the platform to send your message.

1. Homepage

To make a reservation for the Interdepartmental Equipment of AUTH, please visit:

<https://booking-emde.auth.gr>



Μεγάλος και Διατμηματικός
Εξοπλισμός ΑΠΘ

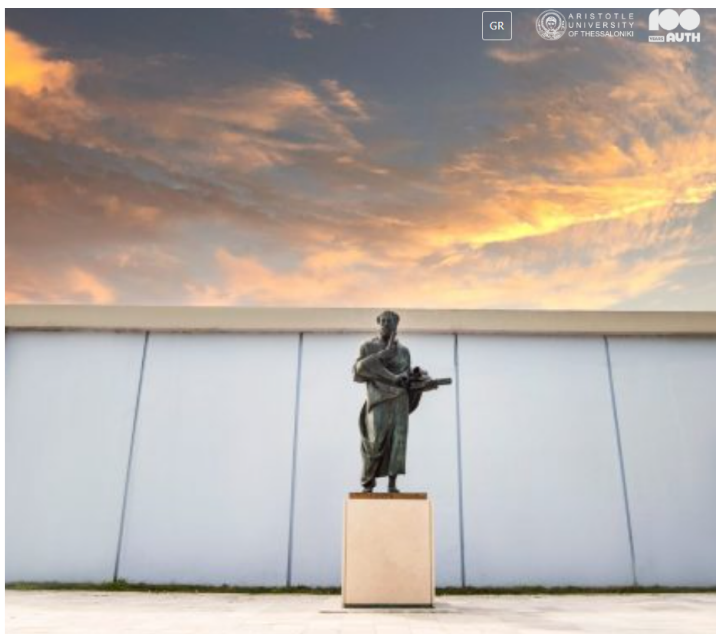
Connect to the EMDE AUTH booking platform for equipment use using one of the following available methods:

Login with an AUTH institutional account

Login for users outside AUTH (If you have created an account)

Alternatively you can create a new account

Create an account



At this point, you will need to register in the system or log in if you already have an account.

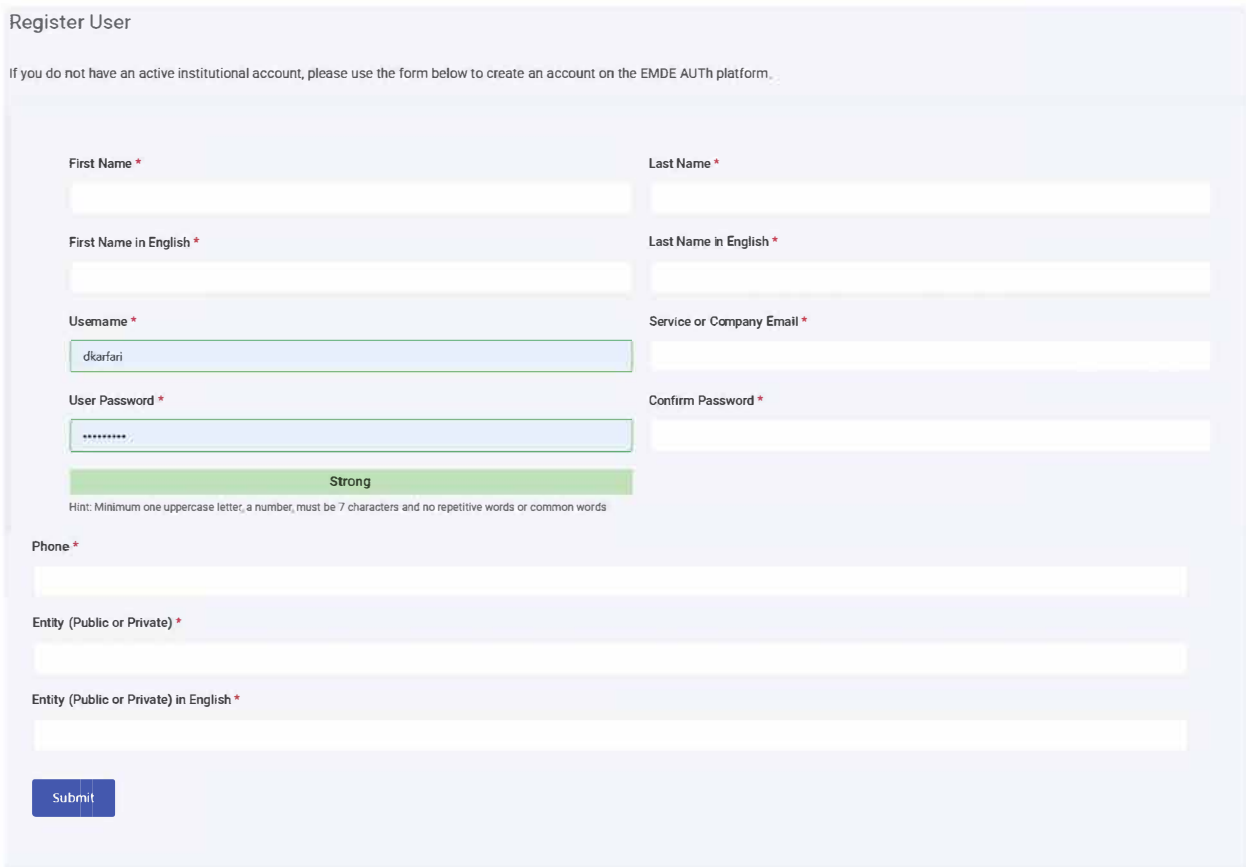
- If you are a member of the academic community of AUTH, you can log in directly using your academic account by selecting "Login with AUTH institutional account."
- If you do not have an institutional account, you must first select "Create Account" the first time. For subsequent logins, you can use the "Login for non-AUTH users" option.

Both AUTH and non-AUTH users can browse the platform for Interdepartmental Equipment and make reservations for the available instruments listed.

1.1 Account Creation for Non-AUTH Users

After selecting "Create Account" from the homepage, you will be directed to the following form, where all required fields (marked with an asterisk) must be completed. You will also need to set a username and a strong password.

**A strong password must contain at least one uppercase letter, one number, and be at least 7 characters long without repetitions.*



The form is titled "Register User" and includes a sub-header: "If you do not have an active institutional account, please use the form below to create an account on the EMDE AUTH platform." The form contains several input fields, each with a red asterisk indicating it is required. The fields are arranged in two columns. The first column includes "First Name", "First Name in English", "Username" (containing "dkarlani"), "User Password" (containing "*****"), and "Phone". The second column includes "Last Name", "Last Name in English", "Service or Company Email", "Confirm Password", and "Entity (Public or Private)". Below the password field, there is a green bar labeled "Strong" and a hint: "Hint: Minimum one uppercase letter, a number, must be 7 characters and no repetitive words or common words". At the bottom left, there is a blue "Submit" button.

Register User

If you do not have an active institutional account, please use the form below to create an account on the EMDE AUTH platform.

First Name *

Last Name *

First Name in English *

Last Name in English *

Username *

Service or Company Email *

User Password *

Confirm Password *

Strong

Hint: Minimum one uppercase letter, a number, must be 7 characters and no repetitive words or common words

Phone *

Entity (Public or Private) *

Entity (Public or Private) in English *

Submit

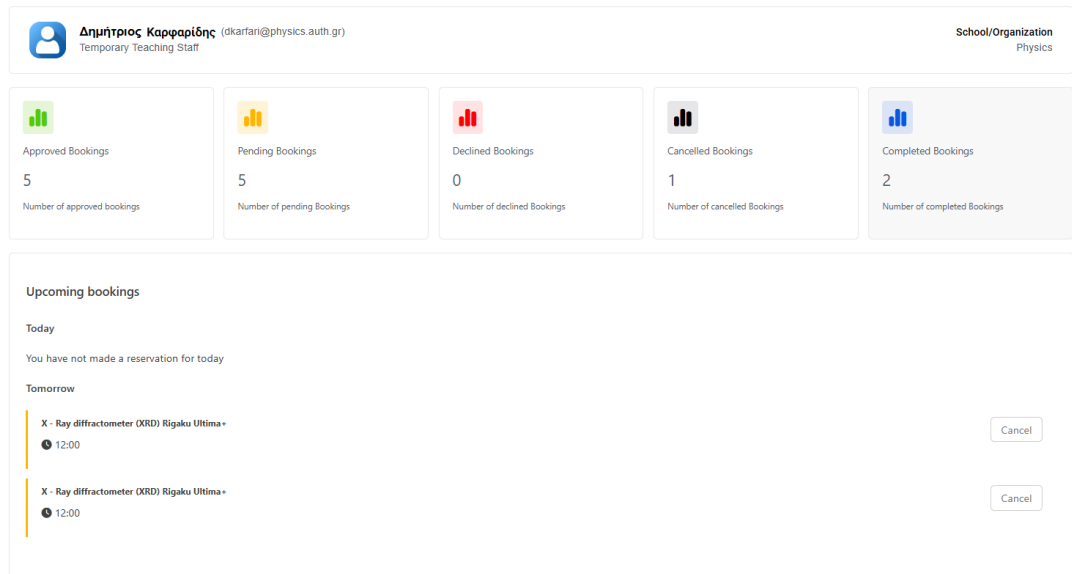
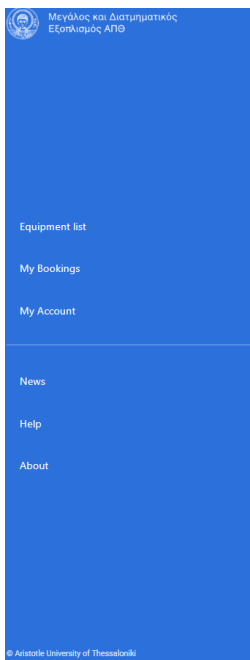
In the "Entity" field, you must enter the name of your university, company, or business to which you belong..

2. Making a Reservation

To make a reservation, you will need to log in to the platform with the username and password you have set if you are a non-AUTH user, or with your institutional account, as you do for all AUTH services.

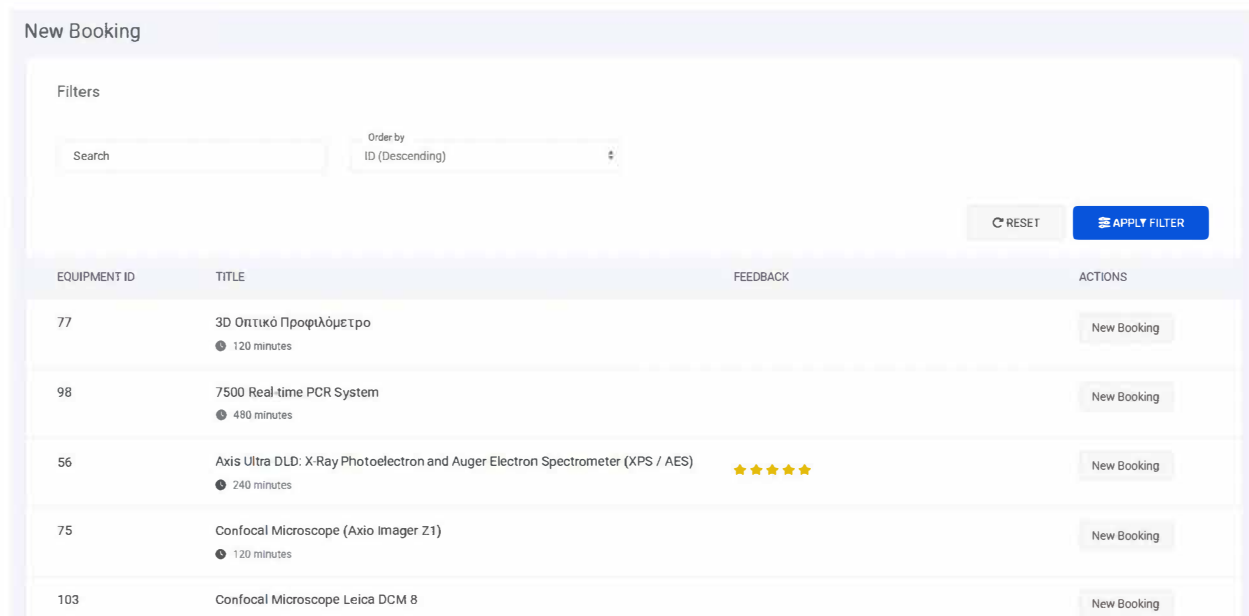
Once logged in, the page that appears, a preview of your account is shown. In this field, you can view information about your bookings, including the total number of reservations you've made, how many have been approved, how many are pending, how many were rejected by the responsible scientific supervisor for the respective equipment, and how many you have canceled.

Additionally, on the lower side of the page, there is a planner showing upcoming sessions scheduled for the current, next, and following days as a reminder:



At the left of the page, there is a vertical menu. If you select "Equipment List," you can view the list of available equipment at AUTH and choose one to make a reservation.

You can find the equipment you are interested in by browsing the list, or you can use the "Filters" field to search with keywords. For example, you can type "XRD" and select "Apply Filter" or press "Enter" on your keyboard, and the list will be narrowed down to the relevant instruments:



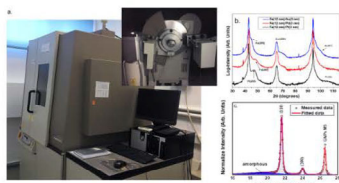
Once you locate the equipment you are interested in, you can select the "New Booking" option.

The page that appears will include information about the equipment you selected, such as the instrument model, session duration, the department and building where the equipment is installed, and the contact details of the scientific supervisor for the instrument. You will also see a brief description of the method, its fields of application, as well as the service charges:

Book Equipment

Selected equipment

X - Ray diffractometer (XRD) Rigaku Ultima+



Session Duration: 60 minutes

School: Physics

Building: School of Sciences

Floor: Basement

Visit website

Regulation

Contact Details (Scientific responsible)

Georgios Vourlias

gvourlia@auth.gr

AUTH Professor

[Short description](#) / [Details](#) / [Keywords](#)

The Rigaku X-ray Diffractometer (XRD), model Ultima+, is suitable for the analysis of powder and bulk solid samples, providing qualitative and quantitative analysis, as well as stoichiometry. The unit is used to provide information related to material identification, phase and compound recognition, and the quantitative composition within samples, with a wide range of applications.

The X-ray Diffractometer (XRD) is available to internal, external, and industrial researchers, offering analytical services to support laboratories through the provision of analytical services.

Application Fields

Charges

Select assistant:

Dimitrios Karfaridis

dkarfari@physics.auth.gr

2310998151

In the same section, there are also important documents related to the operating regulations of the instrument or the laboratory that manages the respective equipment. Finally, an active link may direct you to the instrument's website for further information..

1. In the section where you wish to proceed with the reservation, you will need to select an assistant from the available ones, if there is more than one, or the instrument operator, so that the availability of the days for which you can make a reservation will appear:



Μεγάλος και Διατηρητέος
Εξοπλισμός ΑΠΘ

[New Booking](#)

[My Bookings](#)

[My Account](#)

[Help](#)

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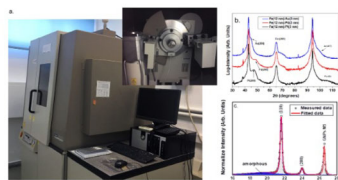


ARISTOTLE
UNIVERSITY
OF THESSALONIKI

Book Equipment

Selected equipment

X - Ray diffractometer (XRD) Rigaku Ultima+



Session Duration: 60 minutes

School: Physics

Building: School of Sciences

Select assistant:

Dimitrios Karfaridis

dkarfari@physics.auth.gr

2310998151

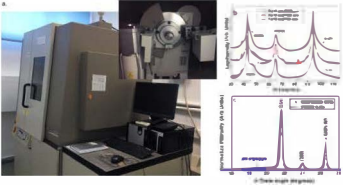
Select day:

March 2025						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

2. Select the date from the available ones, so that the available hours will also be displayed. After selecting the date, you can choose the **preferred time or times** if you wish to **make multiple reservations (e.g., if you have multiple time slots to analyze)**.

Selected equipment

X - Ray diffractometer (XRD) Rigaku Ultima+



- Session Duration: 60 minutes
- School: Physics
- Building: School of Sciences
- Floor: Basement
- [Visit website](#)
- [Regulation](#)

Select assistant:

Dimitrios Karfaridis

dkarfar@physics.auth.gr

2310998151

Select day:

March 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Select time:

07:00

08:00

09:00

10:00

11:00

12:00

14:00

15:00

16:00

17:00

18:00

3. After selecting the **hours** for the session, you will need to complete the fields that correspond to your details, all of which are required unless otherwise specified. The system may also retrieve some information from your profile during registration. Optionally, you can add any comments in the corresponding field.:

Building: School of Sciences

Floor: Basement

[Visit website](#)

[Regulation](#)

Contact Details (Scientific responsible)

Georgios Vourlias

gvourlia@auth.gr

AUTH Professor

Short Description / Details / Keywords

The Rigaku X-ray Diffractometer (XRD), model Ultima+, is suitable for the analysis of powder and bulk solid samples, providing qualitative and quantitative analysis, as well as stoichiometry. The unit is used to provide information related to material identification, phase and compound recognition, and the quantitative composition within samples, with a wide range of applications.

The X-ray Diffractometer (XRD) is available to internal, external, and industrial researchers, offering analytical services to support laboratories through the provision of analytical services.

Application Fields +

Charges +

16:00

17:00

18:00

Στοιχεία κράτησης

First Name *

Last Name *

Email *

Phone Number *

School *

Laboratory *

Comments

Book Now

4. To complete your reservation, you will need to select the "Book Now" field.

At this stage, your reservation is pending approval by the instrument operator or the scientific supervisor. You will have received an email with your reservation details. A similar email has also been sent to the operator and the scientific supervisor to notify them:

"A new reservation has been created with the following details:

The reservation is currently under review and must be approved before the scheduled day and time.

Reservation Details (ID: #369)

Equipment: X-ray Diffractometer (XRD) Rigaku Ultima+

Date & Time: March 19, 2025, at 16:00

Selected Personnel:

Dimitrios Karfaridis

Email: dkarfari@physics.auth.gr

Phone: 2310998151

User Details:

Name: Test Dimi

Email: dkarfari@gmail.com


Phone: 2310310310"

On the homepage of the platform, you can check the status of your reservations. As long as they are pending approval, they will be marked in orange.:

Once your reservation has been processed by the operator or the scientific supervisor, you will receive a new confirmation email. Your reservation on the homepage will appear in green once it is approved. Even if your reservation has been approved, you can cancel it at any time if necessary by selecting the "Cancel" field":

[Equipment list](#)[My Bookings](#)[My Account](#)[News](#)[Help](#)[About](#)


My Bookings



Approved Bookings

5


Number of approved bookings



Pending Bookings

5


Number of pending Bookings



Declined Bookings

0


Number of declined Bookings



Cancelled Bookings

1

Number of cancelled Bookings



Completed Bookings

2

Number of completed Bookings

Filters

Service
Επιλέξετε

Period

Status
Select

Order by
ID (Descending)

RESET

APPLY FILTER

ID	TITLE	DATE	STATUS	ACTIONS
373	X - Ray diffractometer (XRD) Rigaku Ultima+	07 May 2025 12:00	Pending	✕
372	X - Ray diffractometer (XRD) Rigaku Ultima+	07 May 2025 12:00	Pending	✕
371	X - Ray diffractometer (XRD) Rigaku Ultima+	08 May 2025 15:11	Cancelled	
365	X - Ray diffractometer (XRD) Rigaku Ultima+	28 February 2025 15:11	Approved	

2.1. Finalize and Complete the Session

The day after the session you have conducted, you will receive an email for evaluation and confirmation of the session's completion. **Confirming the completion of the session is mandatory, as failure to confirm the completion of five sessions will result in your account being locked**, and you will not be able to make further reservations until the process is completed!

To complete the session, you must:

1. Log in to your account.
2. From the "My Account" menu, select "My Feedbacks".

My Bookings

Approved Bookings: 5
Pending Bookings: 5
Declined Bookings: 0
Cancelled Bookings: 1
Completed Bookings: 2

Filters: Service (Επιλέξτε), Period, Status (Select), Order by (ID (Descending))

RESET APPLY FILTER

ID	TITLE	DATE	STATUS	ACTIONS
373	X - Ray diffractometer (XRD) Rigaku Ultima+	07 May 2025 12:00	Pending	✕
372	X - Ray diffractometer (XRD) Rigaku Ultima+	07 May 2025 12:00	Pending	✕
371	X - Ray diffractometer (XRD) Rigaku Ultima+	08 May 2025 15:11	Cancelled	

3. On the page you access, you will need to scroll down to find the reservation you have made, which has been approved, and then select the checkbox:

Filters: Επιλέξτε, Grade (Select), mm/dd/yyyy, Order by (ID (Descending))

RESET APPLY FILTER

ID	BOOKING ID	EQUIPMENT	GRADE	STATUS	ACTIONS
40	32	Axis Ultra DLD: Φασματόμετρο Φωτοηλεκτρονίων Ακτίνων - X και Ηλεκτρονίων Auger (XPS / AES)	★★★★☆	Pending	
39	33	Axis Ultra DLD: Φασματόμετρο Φωτοηλεκτρονίων Ακτίνων - X και Ηλεκτρονίων Auger (XPS / AES)	★★★★★		

4. On the page you will enter, select "Yes" in the field "Did you complete the session?" if you have completed it, or "No" if not.

5. Optionally, you can add a rating with stars, where 5 stars correspond to the best rating.

6. Optionally, you can comment on your experience.

7. **SUBMIT** to finalize your changes.

Basic information about the feedback.

Full Name: Δημήτριος Καρφαρίδης (dkarfari)

Equipment Name: Axis Ultra DLD: Φασματόμετρο Φωτοηλεκτρονίων Ακτίνων - X και Ηλεκτρονίων Auger (XPS / AES)

Booking: 14 January 2025, 12:00 (ID: 32)

Completed Session: No

Status
Inactive

Your grade



Comment



SAVE