How do I find/obtain submitted instrument request?

Your Question:
How do I find/obtain an already- submitted instrument request?
Category:
Experiment Schedule
Author(s):
dthomas [1]

A full description of how PI's can track their experiments on the PASSCAL website, including making new requests, or asking for modifications to existing requests, can be found here:

Scheduling Database User's Manual for PIs [3].

Briefly, the steps are:

- PI Logs in to PASSCAL account (if you forgot your password/username, email Dave Thomas [4]).
- PI visits their PI Home Page [5], selects the desired experiment from the dropdown lists, and Reviews that experiment.
- Alternatively, PI can Search for Experiments [6]; just enter the project Number, or part of the Name, or the PI's last name, and search for the given Project.
- The PI can ask to update an existing Experiment Request; that will bring up a new Instrument Request form, populated with the older project's information. This should be done only if requesting minor changes to a scheduled project. For a new project, the PI should submit a new Instrument Request [7].

Further questions? email Dave Thomas [4].

Source URL: https://www.passcal.nmt.edu/node/1671

Links:
[1] https://www.passcal.nmt.edu/users/dthomas
[4] mailto:dthomas@passcal.nmt.edu
[5] https://www.passcal.nmt.edu/sdb_pi_home