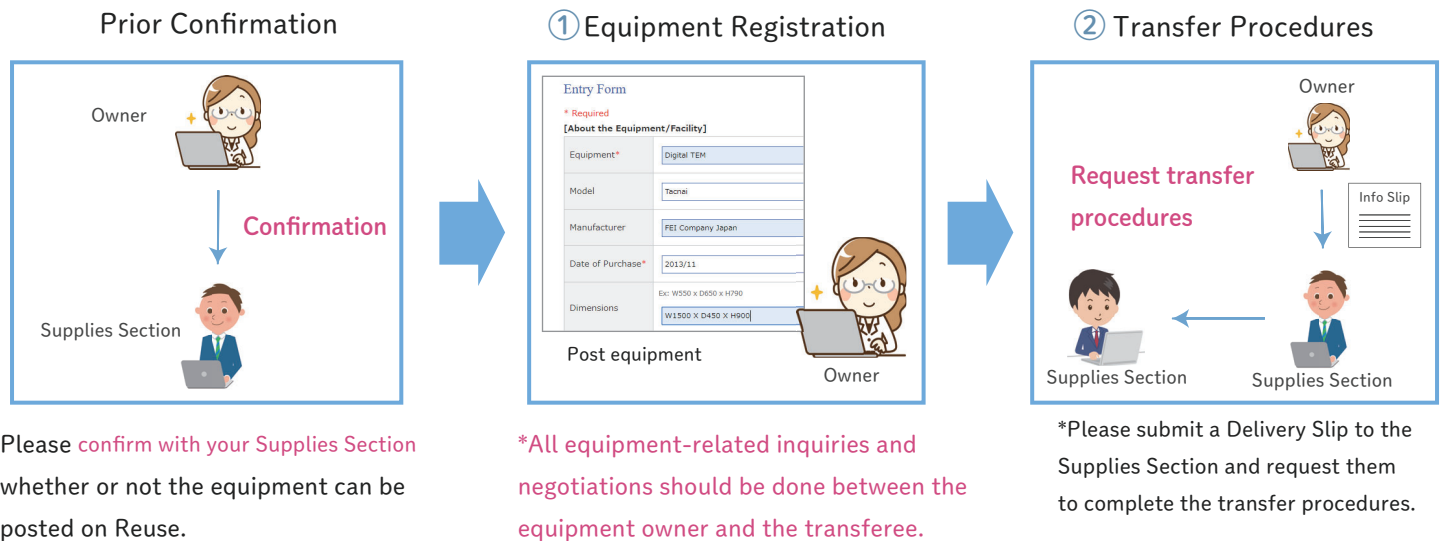


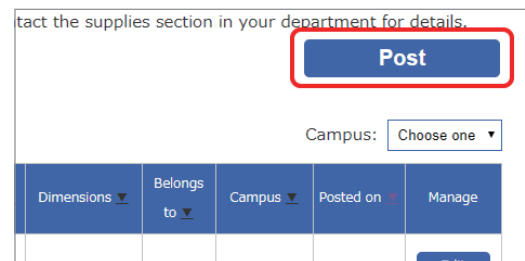
# Reuse Quick Manual -- Transfer of Equipment

## Equipment Registration and Transfer Process



## ① Equipment Registration

1. Click the [Entry Form] button to open the Entry form.



2. Fill out all required fields and set a password to post your equipment.

\*You will use this password to edit your entry and for transfer confirmation procedures.

Entry Form

\* Required

[About the Equipment/Facility]

Equipment*	Digital TEM
Model	Tecnai
Manufacturer	FEI Company Japan
Date of Purchase*	2013/11
Dimensions	Ex: W550 x D650 x H790 W1500 x D450 x H900

word\*

A password is needed

## ② Transfer Confirmation

1. To confirm a transfer, click the [Conclude] button on the Equipment Information page.

\*Enter the password you set when posting the equipment.

Password:	.....
<b>Conclude</b>	Edit

2. Enter the transferee's information and click the [Preview] button,

Recipient (Transferee):	Kyudai Kuro
Belongs to:	Faculty of Sciences
Email:	kkurou@kyushu-u.ac.jp
Extension:	9960
Date of Transfer:	2020/03/24
<b>Preview</b>	

3. Double check all information on the confirmation page and click the [Conclude] button.

Recipient (Transferee):	Kyudai Kuro
Belongs to:	Faculty of Sciences
Email:	kkurou@kyushu-u.ac.jp
Extension:	9960
Date of Transfer:	Mar/24/2020
<b>Conclude</b> <b>Back</b>	

4. Click [Print Information Slip] to create a PDF file ("Information Slip").

Please submit this Information Slip (PDF file or printed copy) to your Supplies Section.

<b>Completed</b>	
Recipient (Transferee):	Kyudai Kuro
Belongs to:	Faculty of Sciences
Email:	kkurou@kyushu-u.ac.jp
Extension:	9960
Date of Transfer:	Mar/24/2020
<b>Print Information Slip</b>	