Procedure to register for a FDXM slot for *Internal Users*

1. Visit the FDXM website (link) or DRONA/Central facility- Four Dimensional X-ray Microscopy (link).
2. Login through your LDAP ID and click on 'Submit New Request'
3. Fill in the sample specifications in the "Sample Requisition form" and Submit.
4. The requisition form will be mailed to the respective Principal Investigator (PI) for approval.
5. Once approved, the requisition form will be shown on FDXM DRONA page.
6. The FDXM technical staff will approve/ reject the sample request based on the sample specifications. The amount for the scan is based on the number of hours required to run the sample, which is further dependent on the size, material and the desired resolution of the sample.
7. A mail will again be sent to the PI for the approval of charges for the scan.
8. If approved by PI for the mentioned amount and day of slot, the date and time slot for the sample will be assigned. The end user will get a mail regarding this.
9. On the date of slot, the sample has to be provided on time. The sample is scanned and the raw data is obtained
10. One can collect the data in a hard drive in different formats: tiff, hdr, raw, dicom
11. The technical staff will then close the slot by clicking on "Job complete" on DRONA.