





## How to make a new MM Request

In order to make a new MM request, please follow the next steps:

1. Follow the corresponding link below:
  - For Normal-Conducting/Permanent magnets:  
<https://cmmsx.cern.ch/SSO/eamlight/workorder.xhtml?&standardwo=MM-REQ-NCM01&screen=WSJB29&statuscode=RDT>.
  - For Superconducting magnets:  
<https://cmmsx.cern.ch/SSO/eamlight/workorder.xhtml?&standardwo=MM-REQ-SCM01&screen=WSJB29&statuscode=RDT>.
2. If required, sign in with your CERN account.
3. In the “Equipment” field, type the ID Code of the magnet (if it doesn’t exist, please contact the [MM Support Team](#)).  
*Optional: after typing in the ID Code, you can access the magnet’s technical characteristics by right-clicking on the button  (next to the Magnet’s ID Code) & selecting the “Open in a new tab” option or by pressing Ctrl & the button .*
4. In the “Scheduling” tab, fill in the “Req. Start Date” (i.e. the date when the magnet will be available), the “Req. End Date” (i.e. the date when the MM should be finished) and the “Reported By” field (i.e. the link person in your team to be contacted in any matter related to this magnetic measurement request).
5. Check that the data entered are correct and press the “Save” button.
6. Fill in the information about the MM request in the tab “Checklists”. Your input is saved automatically.
7. *Optional: upload/link documents related to the request, using the “EDMS Documents” tab.*
8. *Optional: provide additional information (name of external institute/lab etc.), using the “Comments” tab.*

If you encounter any problems, don’t hesitate to contact the [MM Support Team](#) to provide you with the relevant support.