I would like to create a record for:

Substrate(s) purchased from a vendor

from Mark optics

- Reserve a new “C” document
- Fill it out using the template C1601232
- Pick the next available (zero revisions) serial numbers within the range “S1600432”-“S1610430”
- Create a v1 for each substrate
- Fill it out using the template S1608888-v1

from a different vendor

- Reserve a new “C” document
- Fill it out using the template C1601232
- Pick the next available (with no revisions) serial numbers within the range “S18XX200”-”S18XX500”
- Create a v1 for each substrate
- Fill it out using the template S1608888-v1

Annealing

- Reserve a new “T” document
- Fill it out using template T1800156
- Create the next revision for each “S1XXXXXX” from the batch
- Fill out all fields using template S1608888-v2

Q measurement

- Create the next revision of the “S1XXXXXX”
- Add “zipped” results
- Fill out all fields using template S1608888-v3

Inspection/Cleaning

- Reserve a new “T” document
- Fill it out using template T1800157, add photos into this document
- Create the next revision for each “S1XXXXXX” from the batch
- Fill out all fields using template S1608888-v4

Shipment from CIT

- Reserve a new “T” document
- Fill it out using template T1800158 add photos into this document
- Create the next revision for each “S1XXXXXX” from the batch
- Fill out all fields using template S1608888-v5

Weight measurement

- Create the next revision of the “S1XXXXXX”
- Fill out all fields using template S1608888-v7

Substrate(s)/sample(s) received at CIT not from a vendor

It already has an “S1XXXXXX” number and came from a:

Q measurement

Annealing

a coating run

- Reserve a new “T” document
- Fill it out using the template T1800155
- Create a new revision for each “S1XXXXXX” in the batch using as a template S1608888-v6

Other measurements, like XRD etc

- Follow the same logic as for a coating run reference.
- Created a new grouping document if it is a new kind of measurement, for example T1800153
- Create a new revision for each “S1XXXXXX” number in the batch

Sample returned to CIT. No information to be recorded

- Reserve a new “T” document
- Fill it out using the template T1800154 Create a new revision for each “S1XXXXXX” in the batch using as a template S1608888-v8

It does not have an “S1XXXXXX” number

- Reserve a new “C” document
- Fill it out using the template C1601232
- Pick the next available (with no revisions) serial number within the range “S18XX014”-”S18XX100”
- Fill it out using the template S1608888-v1
- Any previous history of the items received can be added into the abstract in an arbitrary form

Key links:

T1600486 - The Coating RIng-down MEasurement system (CRiMe) Document Tree