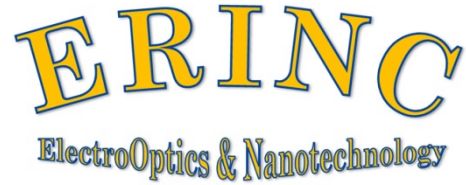


FOM PROCEDURE SOP

January 2015

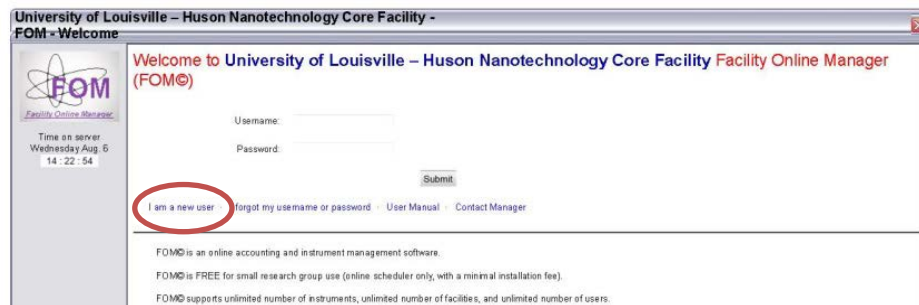


Overview

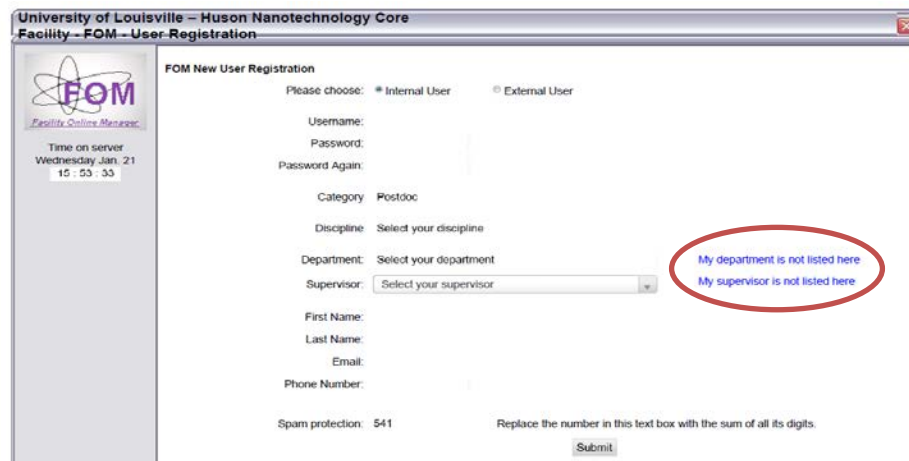
FOM™ is an online accounting and instrument management software. It uses a simple online scheduler for all facilities inside the Huson Nanotechnology Core Facility (HNCf).

I. User Registration

1. Click "**I am a new user**" to register new user name. If you have registered but forgot your username or password, click the link "**I forgot my username or password**". Your username and password will be sent to you by email.



2. Fill out the form. **(FOR INTERNAL USER ONLY)** If you cannot find your department or supervisor in the list, click on the corresponding link to send email(s) to facility manager. Come back to register again when you get email back saying your department/supervisor is added.



II. Add Account Number

1. After registration you will see this warning window. You must add one account number to continue.



2. This account number is typically your University internal financial account number, and may be validated with the rules set by facility manager. If you have questions regarding this account number, please contact the facility manager.

The screenshot shows a web form titled "Update User Accounts". At the top is a table with columns: "#", "Project Name", "Account number / Project number / Financial code", "Is Active?", and "Set as default". Below the table is a section "Add a new account" with a red warning: "Internal users must provide valid active financial account." The form includes the following fields:

- Research Description name: (You should type something like "Study of Bees" or XYZ facility Material Analysis)
- Account number:
- Category: Choose one
- Description:

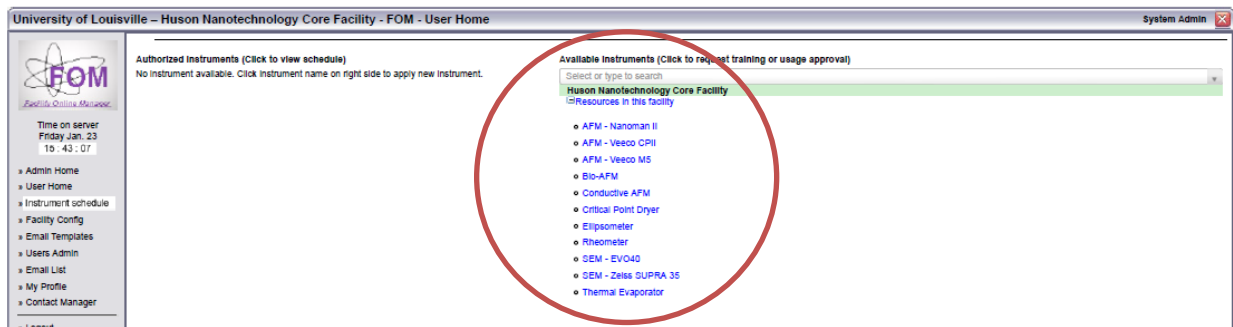
At the bottom of the form is a button labeled "Add this account" and a link "Click here to go back to User Home".

3. Go back to user home after adding a valid account number.

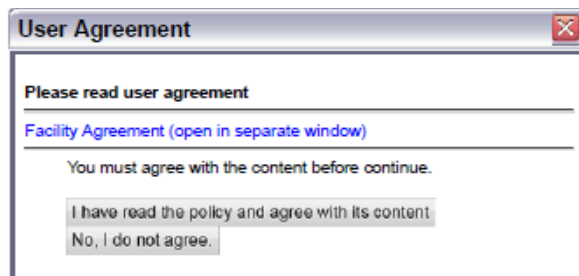
4. Close the window and logout. Then log in again.

III. Apply to Use Instrument

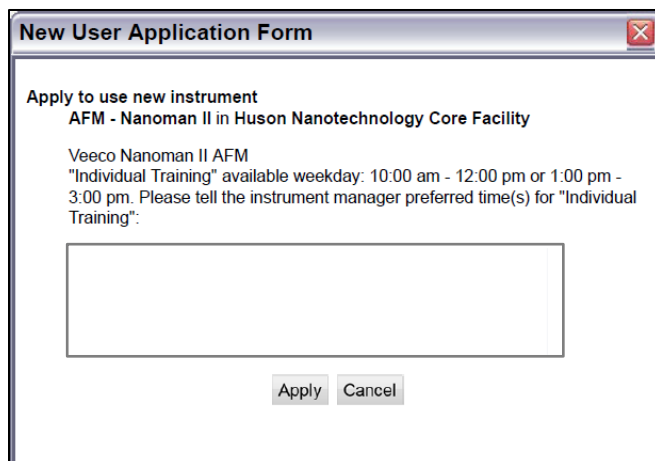
1. In user home page, click on the instrument name listed on right side to apply for this instrument.



2. Please open, read, fill out and sign the facility agreement.



3. Input your preferred time for training in the text box. This message will be sent to the instrument manager. You will be contacted shortly regarding the training.



4. After training, your account will be activated and you will see the instrument name listed on the left side of the user home page.

IV. Instrument Reservation, Cancellation, Logon and Logoff

1. In user home page, click the instrument name that you want to use. You will see the schedule of this instrument, as shown below:

Current time is shown in **RED** with **YELLOW** background.

Reserved time is shown in **BLACK** with **GREEN** background.

Available time is shown in **BLACK**.

Passed time is shown in **GREY**.

Mon 01/19	Tue 01/20	Wed 01/21	Thu 01/22	Fri 01/23
Click to show sessions from midnight to 08:00				
08:00 - 08:30	08:00 - 08:30	08:00 - 08:30	08:00 - 08:30	08:00 - 08:30
08:30 - 09:00	08:30 - 09:00	08:30 - 09:00	08:30 - 09:00	08:30 - 09:00
09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30
09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00
10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30
10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00
11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30
11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00
12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30
12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00
13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30
13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00
14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30
14:30 - 15:00	14:30 - 15:00	Brigitte Fasciotto, 14:30-14:40	14:30 - 15:00	14:30 - 15:00
15:00 - 15:30	15:00 - 15:30	Brigitte Fasciotto, 15:00-16:00	15:00 - 15:30	15:00 - 15:30
15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00
16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30
16:30 - 17:00	16:30 - 17:00	Click to log on	16:30 - 17:00	16:30 - 17:00
17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30
17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00
18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30
18:30 - 19:00	18:30 - 19:00	Brigitte Fasciotto, 18:30-20:00	18:30 - 19:00	18:30 - 19:00
19:00 - 19:30	19:00 - 19:30		19:00 - 19:30	19:00 - 19:30
19:30 - 20:00	19:30 - 20:00		19:30 - 20:00	19:30 - 20:00
20:00 - 20:30	20:00 - 20:30		20:00 - 20:30	20:00 - 20:30
20:30 - 21:00	20:30 - 21:00		20:30 - 21:00	20:30 - 21:00

2. To **RESERVE** a session, click on the time you want to start with. Then you will see the window like the one below. Choose an ending time to make the reservation.

Instrument Reservation

Select the Account Number you want to use for this session:

Internal

Start time: 2015-01-22 09:30:00

End time: 2015-01-22 10:00:00

Estimated cost: 0

Comment:

Today Jan 21, 2015

Thu 01/22	F
to show sessions from midnight to 08:00	
08:00 - 08:30	0
08:30 - 09:00	0
09:00 - 09:30	0
09:30 - 10:00	0
10:00 - 10:30	1
10:30 - 11:00	1
11:00 - 11:30	1
11:30 - 12:00	1
12:00 - 12:30	1
12:30 - 13:00	1
13:00 - 13:30	1
13:30 - 14:00	1

3. To **CANCEL** or **MODIFY** a reserved session, click on the reserved time that is shown in black with green background.

4. To **LOGON** a reserved session or do an express logon, click on the current time shown in red with yellow background.

5. When you are using the instrument your time slot is shown in red with green background, and on top of the window the instrument is shown as "**BEING USED**".

6. After finishing your experiment, you **MUST** log into FOM again to **LOGOFF** the instrument. Click on the red time slot showing you are using the instrument.

7. Choose "**SOMETHING WRONG**" if you want to report problem of the instrument. Fill in comment, select account number to use, then click logoff.

V. Forgot Logoff Sessions

If you forgot logoff your session, you will receive email reminder after one hour of reserved ending time. Also the next immediate user who reserved the instrument can log you off. You will receive email if another forced you off an instrument.

NOTE: In user home page you can

- Download report of your usage in the facility with given start time and end time, click on "**USAGE REPORT**"
- Update your contact information, including login password, click on "**MY PROFILE**"
- Add or change your account number(s), click on "**MY ACCOUNTS**"
- To send us a message, click on "**CONTACT MANAGER**"