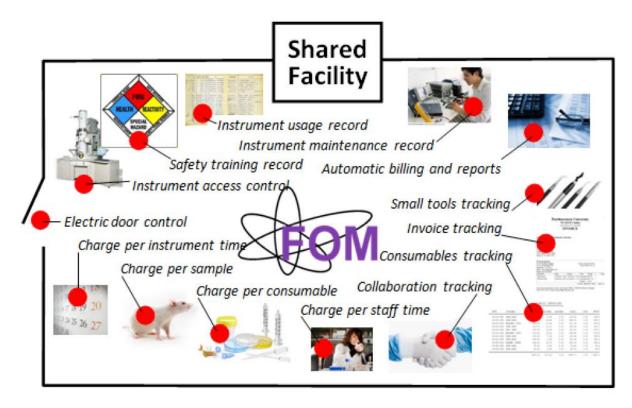


# **FOM® User Manual**



# Scheduling / Billing / Reporting / Compliance "Manage Everything Online, Any Where, Any Time."

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# **1** Introduction

The Facility Online Manager, FOM®, is a professional and customizable online application that provides a complete solution to shared facility management. It incorporates many features that are not seen in other scheduling systems. These unique features make FOM® a highly secure, versatile, reliable, and easy-to-use system for both the users and the facility administrators. FOM Networks works with every customer institution to customize the system. Common customization projects include institution-wide single sign on, special formatting of billing and reporting, or modification of graphical user interface. Any and all aspects of FOM® are customizable, from the color scheme to integration with any software you are currently using, such as PeopleSoft, Workday, Saleforce, etc.

FOM® may be used to track the usage and payments per instrument time, per specimen, per consumable, or per staff time. FOM® is ideal for:

- Small research groups (no billing involved, share among group members only)
- Core facilities (centralized management)
- Recharge centers (configurable billing and invoicing)
- Research service labs (work order and collaboration tracking)
- Central office for research (unified reporting)

If you need more information about the Facility Online Manager system, please contact:

General questions about FOM® system: General FOM Networks, Inc. email info@fomnetworks.com

*FOM® Technical Issues and System Troubleshooting:* Shu-You Li, Ph.D. <u>shuyou@fomnetworks.com</u>

## 2 Who needs this manual?

This manual is for normal users of the FOM system. There is another manual for Managers and Administrators which can be acquired by sending request to <u>info@fomnetworks.com</u>.

# **3 User Roles**

#### 3.1 System Administrator

System Admin is the highest-level administrator in the system. System Admin login is usually generic and not tied to any personal username or email, so that the System Admin login can be easily transferred at any time. Usually there is only one System Admin for a FOM license holder. For Standard and lower license holders System Admin is the same as Facility Admin because these levels of FOM license allow only one Facility in the system. System Admin's task include (1) add new facilities into the system and assign Facility Administrators, and (2) configure system-wide settings.

#### 3.2 Facility Administrator

Facility Admin oversees managing of individual facility. In a FOM system with Enterprise license, there may be many facilities hosted on one server. A Facility Admin cannot see other facility's billing and reporting information. Facility Admin's tasks include (1) configure facility-wide settings, (2) add of new instruments and assign Instrument Managers, (3) define fee structures of an instrument, (4) download billing and reporting files. There are other things that a Facility Admin can do, such as (5) set up facility holiday schedule, (6) set up user survey, (7) manage the list of departments, and (8) manage the list of supervisors. One facility may have multiple Facility Admins.

#### 3.3 Instrument Manager

Instrument Manager is the person who manages instrument use, does service experiments for a user, performs user training and grants user's access to the instrument. Instrument Manager's tasks include (1) configure instrument access rules, (2) modify instrument fee structure, (3) reserve instrument for various purposes, (4) perform training for new users, (5) charge training fee or service/assistance fee, (6) verify user information, (7) grant user's access to the instrument at various levels, and (8) collaborate with users and charge service fee. Other things that an Instrument Manager can do include (9) adjust a user's usage records, and (10) email various groups of users using FOM email list. One instrument may have multiple Instrument Managers.

#### 3.4 User

User is the person who may apply and use any of the resources hosted on the FOM system. After registration in FOM system, User has no access to any resource by default. The User's access must be granted by Instrument Manager. User's tasks in the FOM system include (1) register username in the system, (2) maintain a list of valid financial account numbers, (3) search and apply instrument access, (4) attend training and be granted access by Instrument Manager, (5) reserve instrument ahead of time, (6) logon instrument before usage, (7) logoff instrument after usage, (8) modify or cancel a reservation, (9) request service and collaboration with Instrument Manager, and (10) download usage history report.

## 3.5 Supervisor and Supervisor Assistants

Supervisor Assistant is a great helper in maintaining the group members' information. Any regular user may be assigned as a supervisor assistant to any supervisor in the system. Once granted Supervisor Assistant role, the user will see Supervisor Home page after logging in FOM. Supervisor Assistant's tasks include (1) maintain user's financial account numbers, (2) download group member's usage reports, and (3) report misuse of financial account numbers to Facility Admin or Instrument Manager for corrections.

#### 3.6 Business Manager and Auditor

Business Manager and Auditor can do billing and download facility statistic reports on behalf of Facility Admin without access to other Facility Admin level functions. Facility Admin can define which report the Business Manager can view and download.

# **4 User Registration**

All users, no matter which user role a person holds in the FOM system, needs to register a login username to start. You will be given a URL to access your FOM system. If your FOM system is hosted by FOM Networks, the URL is <u>https://www.instrumentschedule.com/</u>. If you have your own server, please write down your FOM URL below before you distribute this manual to users.

FOM System URL: \_\_\_

 a) Visit FOM system welcome page. The login page may look like one of the following two screenshots, depends on whether your FOM has been configured with institutional single signon.



Facility Online Ma	Facility Online Manager - Welcome 🛛 🛛 🛛					
Facility Online Manager	Welcome to Facility Online Manager (FOM™) User name:					
Saturday Feb. 28 10:49:36	Password: Submit					
	Lam a new user · · · broot my username or password · · User Policy · · User Manual					
	FOM Welcome page without Single Sign On					

**b)** Click "I am a new user", then fill the registration form to register new username.

E Acme Institute - F	OM - User Registration	×
A	FOM New User Registration	
<b>SEGM</b>	User Class:	Internal User     C External User
Facility Online Manager	Login Name:	
Time on server Sunday Oct. 24	Create Password:	
04 : 53 : 04	Password Again:	
	First Name:	
	Last Name:	
	Email:	
	Phone Number:	
	Category:	- Select One -
	Discipline:	- Select One -
	Department:	✓ My department is not listed here
	Supervisor:	✓ My supervisor is not listed here
<	9+5+6>?	Add the three numbers and enter the answer.
		Submit
		Deed and fill the entir CDAM field as
Sidebar Status: Pinned		Facility Online Manager® www.form Read and fill the anti-SPAM field ca

# **5 Add Financial Account Number**

 After registration you will see this warning window. You must add one account number to continue, unless you will become a manager (Facility Admin, Instrument Manager, or Supervisor Assistant).

All non-manager users must have at least one valid financial Account Number before using FOM. Please <u>click here to add a new Account</u> Number.
If you are a manager or supervisor/assistant, please close the window and inform your facility administrator to upgrade your user role.

b) This account number is typically your institution's internal financial account and may be validated with the rules set by the System Administrator. If you have questions regarding what to enter as the account number, please contact the facility manager.

A	Update Account Number			
Facility Online Manager	# Research description n	ame Account Number	Is Active?	Set as default
Time on server Sunday Oct. 24 06 : 49 : 59	Add a new account Internal users must provide valid act	ive financial account.		
# test677 Home	Research description name		hing like "Study of Bees" or X	/Z facility Material
Collaborate & Service		Analysis)		
A Purchase Supplies	Account Number:		]	
A Chemicals		*Internal users must provide valid Account Number.		
Lending Items	Category:	Choose one		
S Documents	Business Purposes/Description:			
User Report				
O Mi Deefle				
A My Profile		Add this account		
My Accounts				

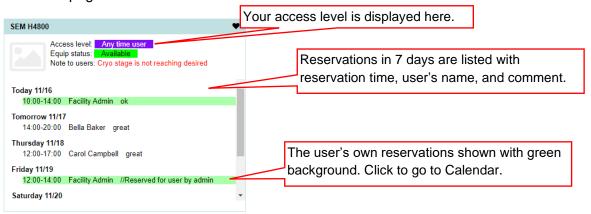
# 6 User Tasks

#### 6.1 User home and apply to use an instrument

a) In user home page, search for the instrument using the upper-right drop-down list to apply



b) After training and your account activated, you will see the instrument card shown in the User Home page.



### 6.2 Sign up to attend a training session

As a to-be-trained user, you can view the instrument calendar. If you see a training session booked by a manager, you can click the time slot to sign up to attend the training.

A	Note from resource Formatted te <sup>x</sup> t	manager						
<b>SHOW</b>	Helios DualBeam FI	3					Available	
Facility Online Manager	Focus Ion Beam							
Time on server	Dec 2020						<u>&lt;</u>	
Thursday, Dec 10 13:03:17	Mon 12/07	Tue 12/08	Wed 12/09	Thu 12/10	Fri 12/11	Sat 12/12	Sun	
	6:00	6:00	6:00	6:00	6:00	6:00	6:00	
Admin Home							6:30	
User Home							0.00	
Equipment 🔹	7:00	7:00	7:00	7:00	7:00	7:00	7:00	
Supervisors	7:30	7:30	7:30	7:30	7:30	7:30	7:30	
Resources Admin	8:00			8:00			8:00	
Maintenance Records	8:30	8:30	8:30	8:30	8:30	8:30	8:30	
Users Admin					_			
Email List			9:00	//For training. Allow up to 3	9.00		9:00	
Collaborate & Service	9:30		9:30	attendees. //Bella Baker	0:00		9:30	
Usage Records	10:00 Future	reservation				×	10:0	
Purchase Supplies	Resou	<b>Irce:</b> Helios DualBe	eam FIB				10.0	
Chemicals		Facility Admin(faca	,				10:3	
Lending Items	11:00	mail: facadmin@a					11:0	
Documents		tment/Company: I					11:3	
User Report	11:30 <b>Reservation:</b> 12/10 10:00 - 12/10 10:30							
My Profile	12:00 //Eor ft		<del>3 attendees, /</del> /Bella Ba	aker			12:0	
My Accounts		p to attend this train					12:3	
Contact Manager	12.00							
Contact Manager	13:00					Close	13:0	
Logout								

#### You may withdraw the signup if necessary.

Future reservation	×
Resource: Helios DualBeam FIB	
User: Facility Admin(facadmin)	
User email: facadmin@acme.edu	
Department/Company: IT Services	
Reservation: 12/11 13:30 - 12/11 16:30	
Comment:	
//For training Allow up to 3 attendees. //Bella Baker//Carol Campbell	
Remove myself from this training session	
Close	

#### 6.3 Safety requirements for instrument use

The required safety certificates are automatically summarized depends on which instruments that the user is to use. If any safety certificates are expired or invalid, the user will see a warning pop-up window as soon as the user logs into FOM system. Safety Certificate URL is presented to users to direct the user how to get the required certificates.

Safety Training Requir	ed	×				
You are required to get the following safety certificates in order to access the corresponding resources. Please click the name of the certificate and take one of the couses there.						
Safety certificate name	Deadline	Related resources				
Laboratory Safety Certification	04/01/2013	SPF UC7/FC7 Ultramicrotome,SPF Critical Point Dryer				
Personal Protective Equipment Certification	03/28/2013	SPF UC7/FC7 Ultramicrotome,SPF Critical Point Dryer,EB53				
X-Ray Safety Certification	04/28/2014	Scintag,2-circle,Dmax-Dewey				

#### 6.4 Reservation, cancellation, logon, and logoff

 a) In user home page, click the instrument name that you want to use, or you may click the dropdown selection of equipment on left side menu to see the calendar of the instrument.
 Screenshot below shows the Classic View of user home.

	MOT	User Shortcuts: • RESERVED: You reserved <u>TEM J2100F</u> from <u>2020-12-11 14:00:00.0</u> to <u>2020-12-11 16:00:00.0</u> -	<u>Click here to go to equipment calendar</u>		
	Facility Online Manager	Authorized Resources (Click to view schedule)	Available Resources (Click to request training or usage approval) <u>Hide this section</u>		
	Time on server Thursday Dec. 10	O Show my favorite resources only  Show all resources <u>Go to My Profile page to set</u> favorite resources	Select or type to search		
	16 : 12 : 17	Select or type to search	*Cleanroom		
		A TEM J2100F Any time user Available			
	Auditor Home	You may put any notice here for users to see on their calendar pages.			
-	Bella Home	= Cleanroom	Mass Spectrometry Lab		
C	Equipment sc •	A Cleanroom 1 1 user	A TSQ 9000 GC-MS		
R.	Conaborate & Service				
<u> </u>	Purchase Supplies	Chemical Stockroom			
즈	Chemicals	8			
	Lending Items	A Room 103 0 user			
1	Documents				
	User Report				

A	Note from resour Formatted te <sup>x</sup> t	rce manager					o,
<b>XEOM</b>	Helios DualBean	n FIB				Availa	ble Day time user
Eacility Online Manager	Focus Ion Beam						
Time on server	Dec 2020						<u><prev nex<="" today="" u=""></prev></u>
Thursday, Dec 10 13:12:06	Mon 12/07	Tue 12/08	Wed 12/09	Thu 12/10	Fri 12/11	Sat 12/12	Sun 12/13
Admin Home	11:30	11:30	11:30	11:30	Facility Admin 11:30 - 13:30	11:30	11:30
User Home	12:00	12:00	12:00	12:00	//Reserve for a user	12:00	12:00
Equipment 🔹	12:30	12:30	12:30	12:30		12:30	12:30
Supervisors	13:00	13:00	13:00	13:00	_	13:00	13:00
Resources Admin Maintenance Records	13:30	13:30	13:30	13:30	13:30	13:30	13:30
Users Admin	14:00	14:00	14:00	14:00	14:00	14:00	14:00
Email List	14:30	14:30	14:30	Carol Campbell 14:30 - 16:30	14:30	14:30	14:30
Collaborate & Service Usage Records	15:00	15:00	15:00		15:00	15:00	15:00
Purchase Supplies	15:30	15:30	15:30		15:30	15:30	15:30
Chemicals	16:00	16:00	16:00		16:00	16:00	16:00
Lending Items	16:30	16:30	16:30	16:30	16:30	16:30	16:30
Documents User Report	17:00	17:00	17:00	17:00	17:00	17:00	17:00

b) To reserve a session, click on the time you want to start with. Then you will see the window like the one below. Choose a proper financial account and the planned start and end time to make the reservation.

New reservation	×
Resource: Helios DualBeam FIB User: Carol Campbell (Day time user)	
Multiple equipments:	
Select to book multiple equipments	
Financial account: Crayons * Reservation: 12/11 13:30 * - 12/11 14:00 * Estimated cost: 0.00 Comment:	
	Reserve Close

c) A reserved time may be canceled if the planned start time is before the Late Cancellation timeout set by the instrument manager. To cancel or modify a reserved session, click on your own reserved time.

Future reservation ×
Resource: Helios DualBeam FIB
User: Carol Campbell (Day time user)
Financial account: Crayons -
Reservation: 12/11 14:30 - 12/11 16:00 -
Estimated cost: 0.00
Comment:
Cancel reserved time Modify Close

d) Many facilities configure their resources so that no cancellation can be done within X hours of the reserved start time. Some facilities also configure to charge cancellation fee for late cancellation. If such timeouts are set and you click on a reservation within this set hours, you may see the following window, with "Too late to modify". Some facilities may configure to disallow cancellation within X hours, then you will see "Too late to Cancel" message.

Future reservation		×
Resource: Helios DualBeam FIB User: Carol Campbell (Day time user) Financial account: Crayons Reservation: 12/10 14:30 - 12/10 16:30 Estimated cost: - Comment:		
	Cancel reserved time	[Too late to modify] Close

e) To logon a reserved session or do an express logon, click on the current time (red line).

A	Note from resou Formatted t <sub>e</sub> <sup>x</sup> t	rce manager					0	¢ 🍂
A BOIN	Helios DualBear	n FIB				Resen	ved Day time u	iser
Facility Online Manager	Focus Ion Beam							
Time on server	Dec 2020						<prev pre="" today<=""></prev>	<u>Next&gt;</u>
	Mon 12/07	Tue 12/08	Wed 12/09	Thu 12/10	Fri 12/11	Sat 12/12	Sun 12/13	
Lite         Helios Dualseam File         Reserved         Day tin           Turus day, Dee 10 14:34:37         Leitos Dualseam File         Server Toda         Server Toda           Admin Home         Dee 100         12:00         12:00         12:00         12:00         12:00         12:00           Legupment •         10:00	12:00							
🏠 Admin Home	12:30	12:30	12:30		12:30		12:30	
🕈 User Home		12.00		12.00	12.50	12.00	12.00	
Equipment 🔹	13:00		13:00		13:00		13:00	
	13:30	13:30	13:30	13:30	13:30 - 16:30		13:30	
Resources Admin	14:00	14:00	14:00	14:00	up to 3 attendees	<b>5.</b> 14:00	14:00	
	14:30	14:30	14:30	Carol Campbell 14:30 - 16:30	Campbell	14:30	14:30	
	want reconnetion						1:00	
							*	
_							6:30	
-	•		endees. //Bella Ba	aker			200	
Purchase Supplie								
Chamicala		· · ·	user)				6:30	
FII							2:00	
Re		10 14:30 - 12/10	16:30				.00	
Co	omment:						:30	
- User Report								
My Profile							::00	
My Accounts							:30	
Contact Manager					Logor	Close	00	
U Logout								

f) When you are using the instrument your time slot is shown with pink background. Once you finish using the instrument, you need to click the current time slot to logoff.

A	Note from resou Formatted te <sup>x</sup> t	rce manager					00	1
<b>SEQU</b>	Helios DualBean	n FIB				Bi	usy Day time user	r
Facility Online Manager	Focus Ion Beam							
Time on server	Dec 2020						<u><prev ne<="" today="" u=""></prev></u>	lext
Thursday, Dec 10	Mon 12/07	Tue 12/08	Wed 12/09	Thu 12/10	Fri 12/11	Sat 12/12	Sun 12/13	
14:38:19								
Admin Home	14:30	14:30	14:30	Carol Campbell		14:30	14:30	
🕷 User Home				14:35 - 16:30				
Equipment 🔹								
Supervisors Reso	urce is being u	sed					× 15:30	
Resources Adm Res	ource: Helios I	DualBeam FIB					10.00	
Maintenance Re Use	r: Carol Campl	bell (Day time ι	iser)					
	incial account:	Cravons -					16:00	
		0 14:30 - 12/10 1	6:30					
		10 14:35 - 12/10					16:30	
20	-		Something wrong	(dotaile in comm	(onto)			
	ource status n		Something wrong	(details in comm	ents)		17:00	
Con	iment:						17.00	
Purchase Suppl								
Chemicals							17:30	
Lending Items						1		
Documents					Logoff	Close	18:00	
User Report					Logon	Close		
- oser nepolt	18:30							

g) Fill in consumables if you have used. Choose "Something wrong" if you want to report problem of the instrument. Fill in comment, select account number to use, then click logoff.

#### 6.5 Week view, day view and monthly view of calendars

In the resource calendar page, you may click the gears icon at the top-right corner, and then you can switch from week view to day view, month view, and agenda view of the instrument calendar.

Trial University - FOM	Week View Calendar			Facility dmin X
A	Note from resource manager 🖋			( 📽 ) 🌢
<b>E E O M</b>	3D Printer MJM 📽 🛃	Available	Instrument mana	iger
Facility Online Manager	Oct View Options	×	< <u>Pre</u>	<u>v Today Next&gt;</u>
Time on server	Mon 10/ Select and configure view optins on this dev	ice	Si	un 10/24
Sunday, Oct 24 06:40:26	6:00 Switch to old UI		6:	00
🐔 Admin Home	Week View		-	
🕷 User Home	Rows/increments per view (default 24): 12		7:	
🛗 Equipment 🔹				
\$ Billing	Day View			
LIII Reports	8:00 Select instruments:		UST 8:	
Facility Config	×Automatic cutting machine Accutom-100 ×CD	-2 × Cluster2 Clogix		
<ul> <li>Safety Certificates</li> </ul>	9:00 Cool Instrument CT Scan 1 CT Scan 2	DMA 850 × Drill Press × JEOL 600II	9:	
The Holidays	×Nova 600 ×Philips XL-30 ×TestCytometer1	×TestEqp1 ×TestEqp1		
Survey	× Thetaprobe × Titan I × Vevo2100 × Wet ben	ch 3	UST 10	
Departments	Hours per view (default 24): 24		:00	
O Supervisors	Number of days per view (default 1): 1			
🗱 Resources Admin	User1 K. 11:00 - 1		11	
Maintenance Records	somethin the instr			
🔚 Users Admin	Agenda View			acility Admin
Email List			//F	00 - 14:00 or paid service
Collaborate & Service	General Configurations		re	search
O Usage Records	<sup>13:00</sup> Font size (default 14): 14			
A Purchase Supplies	Refresh rate (in minutes, at least 2, default 5):	5		
A Chemicals	14:00		- 14	4:00
Lending Items	Updat	e & Switch View Close		

#### 6.6 Forgot logoff sessions

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

#### 6.7 Download instrument operation manual

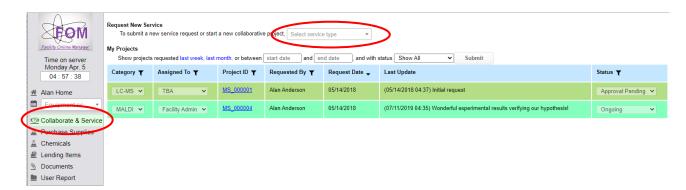
Click on "Documents" link on the left side to download instrument documents.

#### 6.8 User report

Click on "User Report" link to download report of your usage in the facility with given start time and end time.

#### 6.9 Submit service request form

A user may submit a service request form if the service is provided by the facility lab staff. Click "Collaborate & Service" on the left side menu, then click the service link.



Once a service request is submitted, the project will be listed in this page and the corresponding manager will follow up with you about the progress of the collaborative project.

Click the Project ID link you will see the details of the collaboration history. You may share files, and comments in this page with all the involved collaborators.

#### MS\_000004 Project Details

Comment	Document	Comment By	Comment Date	Status
Initial request	Initial Request HTML	Alan Anderson	05/14/2018 05:43	Initial Request
A recent paper published in Microscopy Today	Uploaded File	Alan Anderson	07/11/2019 04:33	Initial Request
Wonderful experimental results verifying our hypothesis!	Uploaded File	Facility Admin	07/11/2019 04:35	Initial Request
Current Collaborators: Security Admin, Alan Anderson				
Add Comment:				
Attachment: 🗖				
Send Email to all collaborators:				
Update Project Status To: Ongoing				
		Submit		

#### 6.10 Purchase supplies

If a laboratory provides consumables for sale, you may click the Purchase Supplies link on the left side menu to check out the consumables.

MOT	Purchase Consumables Electron Microscopy Lab 🗸			Search/Filter:	
Facility Online Manager	Consumable Name	Unit	Price	Amount in stock	Quantity
Time on server	LN2	litres	1.5	9999	
Thursday Dec. 10	Stainless Steel Tweezer	pairs	100	20	
15 : 14 : 33	TEM Grid Au 300Mesh	pieces	10	500	
<ul> <li>Bella Home</li> <li>Equipment sc •</li> </ul>				Bees and Ants 🗸	Submit
Collaborate & Service					
A Purchase Supplies					
A Chemicals					
Lending Items					
0 D					

#### 6.11 Borrow items from the lab

If a laboratory has set up small devices or tools for rent, you may click the Lending Items link on the left side menu to check out and return the items you are borrowing from the lab.

-0	Select Facili	ty: Chemi	cal Stockroom 🗸					
<b>EOM</b>							Search/Filter:	
ty Online Manager	Name	User	Default location	Actions	Borrowed at	Planned return	Condition	Comment
Time on server	Multimeter	Available	Room 101, Left Cabinet	€			Broken/Missing par	ts
ursday, Dec 10 15:17:53	Oscilloscope	Bella Bake	r Room 101, Left Cabinet	•	12/3/2020 9:43	12/10/2020 12:00	) OK	
Home	Portable GPS	S Available	Room 101, Right Cabinet	•			ОК	
ipment 🔹								
orate & Service								
hase Supplies								
nicals								
ling Items								
uments								
r Report								

#### 6.12 Keep track of chemicals in the lab

Click the Chemicals link on the left side menu to find whether a chemical is available in the facility, where it is located, and the current amount in stock.

	Select Facility: Chemica	al Stockroom 🗸			
EOM			Search/Filter: Chemical name	e Location	
Facility Online Manager	Chemical Name	Default location	Sublocation	Amount Unit	
Time on server	Perchloric Acid	101	Left Cabinet, Top shelf	1000 ml	•••
Thursday, Dec 10 15:23:00	Potassium Hydroxide	102	Right cabinet, bottom shelf	2000 ml	•••
希 Bella Home					
Equipment 🔹	-				
Collaborate & Service					
Purchase Supplies					
A Chemicals					
Lending Items					

### 6.13 User Preferences and Email opt-outs

Click on "My Profile" link to update your contact information and other user preference items.

		·
	And	Update User Preferences
		User Class: Internal User
	Facility Online Manager	Login Name: facadmin
	Time on server Thursday Dec. 10	Password:
	17:42:51	Password Again:
*	Admin Home	First Name: Facility
*	User Home	Last Name: Admin
m	Equipment sc •	Email: facadmin@acme.edu
\$	Billing	Phone Number: 224-225-9168
ht	Reports	Category:
	Facility Config	Discipline: Other research
٠	Safety Certificates	Department: IT Services
∱	Holidays	Supervisor: Adam Butler
Ø	User Survey	Submit
*	Departments	User Preferences: (No need to submit. It is updated as soon as you click!)
0	Supervisors	Auto Logon
Q0	Resources Admin	Log me on automatically on this computer until I manually logout
	Maintenance Records	Enter device name Generate Authentication Code
	Users Admin	Show Handy Links
	Email List	Show handy links. (Note: If you clicked an advertisement link more than 5 times, it will automatically turn into non-flashy text link.)
S	Collaborate & Service	Show FOM reservations in your Outlook or Google calendar (Google Calendar synchronize every 24 hours, Outlook synchronize every time you Send/Receive email
0	Usage Records	http://localhost:8080/fomv2/sch.ics?p=5D5luNYKTf00132
A	Purchase Supplies	Email when a reservation is cancelled within pre-defined time (typically 24 hrs)
즈	Chemicals	
	Lending Items	Email when equipment status is changed (except you have reservation in two days)
	Documents	K Helios DualBeam FIB) K SEM H4800 K TEM J2100F) K TSQ 9000 GC-MS
	User Report	
8	My Profile	Email several days before your session starts so you can add to your personal calendar
	My Accounts	
@	Contact Manager	Email after your reserved session ends and you are still logged on (means you may have forgotten to logoff)
	Logout	
		My favorite resources:
		SEM H4800)  ≤ TEM J2100F)  ≤ TSQ 9000 GC-MS
		Stop Using this FOM System
		I am not using this FOM system any more. Deactivate my username so I will not log into FOM nor get email from FOM.

## 6.14 Link FOM reservations with your Outlook or Google

#### Calendar

In "My Profile" page, you can find a URL to "Show FOM reservations in your Outlook or Google calendar".

users Admin	
Email List	User Preferences: (No need to submit. It is updated as soon as you click!)
Collaborate & Service	Auto Logon
O Usage Records	Log me on automatically on this computer until I manually logout
A Purchase Supplies	Enter device name Generate Authentication Code
A Chemicals	Show FOM reservations in your Outlook or Google calendar (Google Calendar synchronize every 24 hours, Outlook synchronize every time you Send/Receive email)
Lending Items	http://localhost.8080/fomv2/sch.ics?p=RSDJOvI5Lc01045
⊗ Documents	Email when a reservation is cancelled within pre-defined time (typically 24 hrs)
User Report	
8 My Profile	Email when equipment status is changed (except you have reservation in two days)
My Accounts	

In Google Calendar, Click the "Add" link at the lower left corner, then select "Add by URL".

My calendars	-	
Shu-You Li	- Sam	n
Tasks Add Settings	9am	n
Other calendars	= 10am	n
Add a friend's calendar		
Browse Interesting Calend Add a friend's calendar	dars 11am	n
Add by URL	12pm	n
Import calendar	_	

Paste the URL you have got from Step #1 in the URL field and click "Add Calendar".

Add by	y URL	×
URL:	http://www.fom.northwestern.edu/fom/sch.ics?p=xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
	If you know the address to a calendar (in iCal format), you can type in the address here.	
	Make the calendar publicly accessible?	
	Add Calendar Cancel	

In Outlook, go to Calendar view, click Open Calendar, and then select "From Internet".

🧕 🕼 📑 🤊 🗙 Find a Co	ntact 🔻   🖛	r - Personal Folders - Microsoft Outlook	
File Home Send /	Receive Folder View		
III 🔣 🖬			Tind a Contact v
New New New Appointment Meeting Items * New	Today Next 7 Day Work W Days Go To 5 Arra	reek Month Schedule Oper View Calendar nge Fa Manage Ca	Erom Address Book
▲ May 2011 5 Su Mo Tu We Th Fr Sa ▲ ► May 02 - 06, 2011			From <u>R</u> oom List
24       25       26       27       28       29       30         1       2       3       4       5       6       7         8       9       10       11       12       13       14	Calendar ×     Monday	FOM instrument reservations     J Tuesday	From Internet
15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4			Create New <u>B</u> lank Calendar
			 Open Shared Calendar

Paste the URL that you have got from Step #1. If your FOM schedule URL starts with http://, change your link to start with webcal://; If your FOM schedule URL starts with https://, change your link to start with webcals://.

#### 6.15 Update account number

Click on "My Accounts" to add your account number(s). For auditing purposes, you cannot modify an account number once it has been validated and added to the system, but you can make it inactive if you don't use an account number anymore.

	A	Update WBS Number						
	<b>AFOW</b>	# Research name	WBS Number		Is Active	? Set as default		
	Facility Online Manager	1 Admin_Use	0000		V	0		
	Time on server	2 Crayons	650-4735000-600120	01	2	0		
	Thursday Dec. 10	3 Graphene	650-4735000-600120	02	✓	0		
	14 : 50 : 03							
		■Set default WBS Number for each e	equipment					
	Admin Home							
*	User Home							
m	Equipment sc •	Add a new account						
0	Supervisors							
	Resources Admin	Research name		(Format: Research Na	me - Account owner; eg: XYZ Mat	terial Analysis - James		
	Maintenance Records		Wong)					
	Maintenance Records	WBS Number:						
	Users Admin	GL Code:						
	Email List	Category:	Choose one					
S	Collaborate & Service	Description:						
0	Usage Records							
∡	Purchase Supplies							
∡	Chemicals			Add this account				
	Lending Items							
1	Documents							
	User Report							
8	My Profile	Click here to go back to User Home						
	My Accounts							
@	Contact Manager							
Ċ	Logout							

#### 6.16 Contact managers

Click on "Contact Manager" to write message to instrument manager(s).

Excitive Colores Measure. Time on server Thursday Dec. 10 17:46:55	Select the person(s) you want to contact with Chemical Stockroom Facility Admin Cleanroom Facility Admin Carol Campbell ECE Electronics Services Shop Facility Admin	h and fill in the message at bottom. Electron Microscopy Lab ☐ Facility Admin Genomics Facility ☐ Facility Admin ☐ Carol Campbell High Throughput Analysis Core ☐ Facility Admin	Machine Shop ☐ Facility Admin Mass Spectrometry Lab ☐ Facility Admin NMR facility ☐ Facility Admin
<ul> <li>Bella Home</li> <li>Equipment sc.,</li> <li>Collaborate &amp; Service</li> <li>Purchase Supplies</li> <li>Chemicals</li> <li>Lending Items</li> <li>Documents</li> <li>User Report</li> <li>My Profile</li> <li>My Accounts</li> <li>Contact Manager</li> <li>Logout</li> </ul>		the three numbers and enter the answer. Send Reset	

# Appendix. Contact information and problem reports

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