

Instructions for requesting equipment/training on FOM

-Upon logging in, your homepage should look similar to this:

The screenshot shows the 'WWU - FOM - User Home' interface. On the left is a navigation menu with items like 'Test - Home', 'Equipment sched.', 'Collaborate & Service', 'Purchase Supplies', 'Documents', 'User Report', 'My Profile', 'My Accounts', 'Contact Manager', and 'Logout'. The main content area is divided into two sections: 'Authorized Equipments' and 'Available Equipments'. The 'Authorized Equipments' section lists resources like 'Autoclave', 'Blow Molder', 'Newberry Injection Molder', and 'Toshiba Injection Molder', each with a status of 'Available'. The 'Available Equipments' section has a search bar and a list of facilities including 'AMSEC', 'Chemistry', 'Engineering and Design', and 'SciTech Instrument Center'. The 'AMSEC' facility is expanded to show a list of equipment and training options such as 'Access Requirements', 'AMSEC Lab Safety Training', 'Compressed/Liquid Gas Safety', 'X-Ray Radiation Safety', 'AFM', 'DMA', 'DSC', 'ES128 AMSEC Lab Access', 'ES129 AMSEC Lab Access', 'HP-DSC', 'ICP-MS', 'Optical Microscope', 'Rheometer', 'TGA', 'TGA-FTIR', 'Thermal Evaporator', 'XPS', and 'XRD'. Red arrows point from text annotations to the 'AMSEC' facility and its expanded list. A red box highlights the expanded list.

Equipment you have access to shows up here

You can request equipment here

Simply click the expand button for the facility you are interested in and click on the item you want to request

Some facilities require confirmation prior to accessing their facility. You will get an email when you have been confirmed

The 'User Agreement' dialog box contains the following text:

User Confirmation Needed

The facility you are applying to use requires confirmation from the facility managers.

An email has been sent to the corresponding facility administrators.

Please come back and apply again after you receive an email of confirmation from the facility managers.

-When you click on an item to request access they may require a user agreement, you must read and accept. This will be followed by the application window.

The 'User Agreement' dialog box contains the following text:

Please read user agreement

Equipment Agreement (open in separate window)

You must agree with the content before continue.

I have read the policy and agree with its content

No, I do not agree.

The 'New User Application Form' dialog box contains the following text:

Apply to use new equipment
AMSEC Lab Safety Training in AMSEC

This training is required to access the AMSEC lab and is only available from the AMSEC lab manager.
Please let the manager know your available times for training and your intentions for lab access.

Select one that best describes you:

Please read the following documents/manuals that are related to this equipment (open in separate window). You may also visit documents link on left menu to access these documents.

- AMSEC Lab Safety Training
- AMSEC PPE Selection Tool
- AMSEC Chemical Hygiene Plan
- AMSEC Instrument Access Policy

Red arrows point from text annotations to the 'Apply to use new equipment' section and the 'Select one that best describes you' dropdown menu. A red box highlights the dropdown menu.

Input your availability for training for the next two weeks. Your availability has to align with that of the instrument manager as well as the instrument so more time is better.

You can expand the input box by dragging this corner

Also, include a short description of what you want to use the equipment for so the instrument manager can allocate enough training time.

-You will receive an email from the instrument manager with a time a place for meeting for training.

-Once you have applied for access, you can view the instrument calendar by clicking on the module on the left. This does not apply for safety training.

Instructions for making reservations on FOM

-Select an equipment module from the user home, or the dropdown directly under the user home on the left. This takes you to the equipment calendar.

Notes from equipment manager

Equipment Schedule: AFM Agenda View Day View Month View

- The AFM is primarily used for nanoscale imaging of a wide range of sample types. Information can be obtained such as: topographical images, modulus mapping, adhesion properties, magnetic force, etc.
- AFM is now Available
- Reservation Limits: Max time per session 12 hours 0 minutes; Max time per day 12 hours 0 minutes; ← **Restrictions**
- Your user level on this equipment is: Any Time Access.

Navigate by week

Today Jan 30, 2018 ← **Return to this week**

Mon 01/29	Tue 01/30	Wed 01/31	Thu 02/01	Fri 02/02	Sat 02/03	Sun 02/04
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-Above the calendar are your access restrictions. These are for every user of the equipment.

-If a timeslot is blocked out, you may not reserve it.

-If enabled, you may click the "Click to log on" line and make a reservation that starts immediately. Otherwise, click the timeslot you would like to start a reservation.

Equipment Reservation

Equipment Reservation

Select the purpose of this reservation:
 ← **You must select the purpose of the reservation.**

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

Start time:
 End time: ← **Change the start and end times accordingly.**

Estimated cost: 0.00

Select accessory to use on this equipment:
 Fluorescence Imaging Only
 Fluorescence Imaging w/ AFM Imaging ← **Choose any accessories to be used, if applicable.**

Comment:
 ← **Add comments as necessary. This box must contain either the word "Research" or "Class". If it is for class usage, you must include the course number as well. i.e. "Chem 436"**

Check if you need assistance with instrument setup or usage.
 Availability of help is variable. Email Kyle to set this up beforehand.

↑
Click Reserve

-Once a reservation has been made, you may cancel it by selecting it. This may be overridden by the instrument manager if deemed appropriate (i.e. the SEM, you may not cancel within 24 hours).