

Instructions for requesting equipment/training on FOM

-Upon logging in, your homepage should look like this:

The screenshot shows the 'FOM - User Home' interface. On the left is a sidebar with navigation options like 'test Home', 'Equipment sc...', 'Collaborate & Service', etc. The main content area is divided into 'Authorized Resources' and 'Available Resources'. The 'Available Resources' section has a search bar and a list of resources including AMSEC, Chemistry, Engineering and Design, and SciTech Instrument Center. A red box highlights the AMSEC resource, and a red arrow points to its expand button. Another red arrow points to the AMSEC resource list. Red text annotations are overlaid on the screenshot:

- Equipment you have access to shows up here** (pointing to the Authorized Resources section)
- You can request equipment here** (pointing to the Available Resources section)
- Simply click the expand button for the facility you are interested in and click on the item you want to request** (pointing to the AMSEC expand button)

-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.

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

Apply to use new equipment
AMSEC Lab Safety Training
This training is required to access the AMSEC lab and is only available from the AMSEC lab manager.

Please tell the equipment manager your preferred time(s) for training and your intentions for use of the lab:
Select the option that best describes you:

Message to instrument managers:

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](#)
- [Instructions on Using FOM](#)
- [Instructions on Using FOM Hardlocked Equipment](#)

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.

ICP-MS Busy Any time user

Sep 2021

<Prev Today Next>

Mon 9/20 Tue 9/21 Wed 9/22 Thu 9/23 Fri 9/24 Sat 9/25 Sun 9/26

8:00 8:00 8:00 8:00 8:00 8:00 8:00

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12:00 12:00 12:00 12:00 12:00 12:00 12:00

Shannon Healy 8:07 - 10:00 //Research //Manager assistance requested.

Cristina La 8:00 - 14:00 //Research

Navigate by week

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

-If enabled, you may click the red line indicating the current time and make a reservation that starts immediately.

Otherwise, click the timeslot you would like to start a reservation.

New reservation ✕

Resource: DSC

Reservation purpose: ← You must select the purpose of the reservation.

User: test user (Any time user)

Financial account:

Reservation: - ← Change the start and end times accordingly.

Estimated cost: 0.00

Usage Comment: Choose any accessories to be used, if applicable.

//Research

← 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"

Manager assistance: Manager assistance requested.

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).