

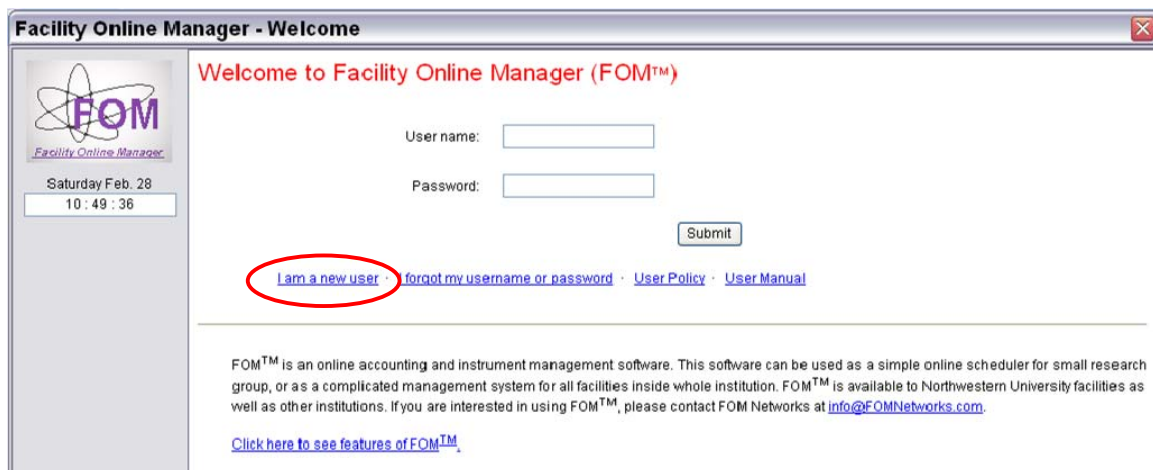
Facility Online Manager

– Instruction for users –

FOM™ is an online accounting and instrument management software. This software can be used as a simple online scheduler for small research group, or as a complicated management system for all facilities inside whole institution. If you are interested in using FOM™, please contact FOM Networks at info@FOMNetworks.com.

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.



Facility Online Manager - Welcome

Welcome to Facility Online Manager (FOM™)

User name:

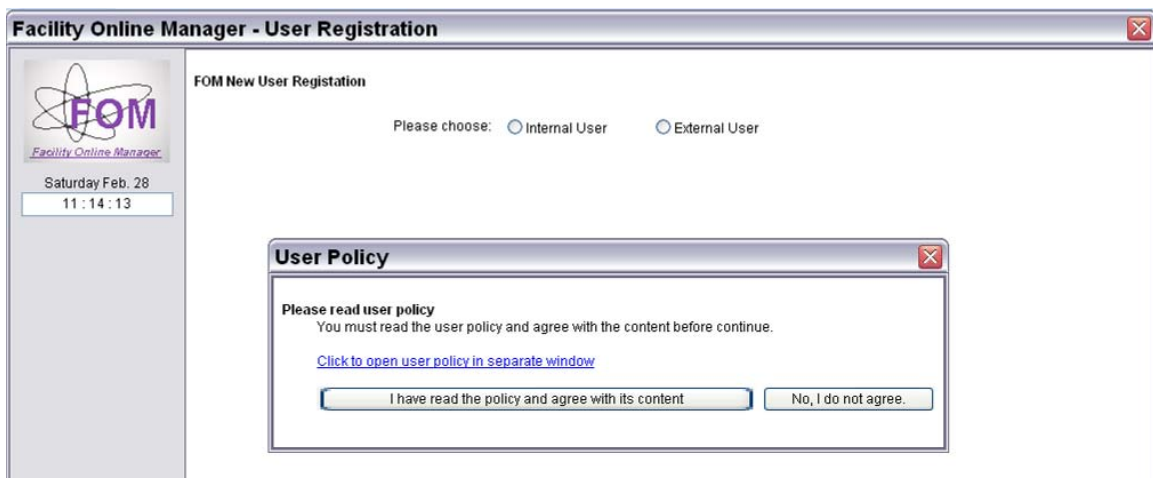
Password:

[I am a new user](#) · [forgot my username or password](#) · [User Policy](#) · [User Manual](#)

FOM™ is an online accounting and instrument management software. This software can be used as a simple online scheduler for small research group, or as a complicated management system for all facilities inside whole institution. FOM™ is available to Northwestern University facilities as well as other institutions. If you are interested in using FOM™, please contact FOM Networks at info@FOMNetworks.com.

[Click here to see features of FOM™](#)

2. After clicking "I am a new user", you will see this window. You may not see the "User Policy" window if the facility manager optioned not to show this. If you see the pop-up window, click and read the policy, then click the button below.



Facility Online Manager - User Registration

FOM New User Registration

Please choose: ☐ Internal User ☐ External User

User Policy

Please read user policy
You must read the user policy and agree with the content before continue.

[Click to open user policy in separate window](#)

3. 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.

Facility Online Manager - User Registration

FOM New User Registration

Please choose: ☒ Internal User ☐ External User

UserID:

Password:

Password Again:

Discipline:

Department: [My department is not listed here](#)

Supervisor: [My supervisor is not listed here](#)

First Name:

Last Name:

Email:

Phone Number:

Expiration Date:

II. Add account number


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

Facility Online Manager - Error

WARNING: You currently do not have a valid account number in the system. [Click here to add one](#)

2. This account number is typically your institution's 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.

Facility Online Manager - My Accounts


 Facility Online Manager
 Saturday Feb. 28
 11 : 29 : 04

» User Home
 » Operation Manuals
 » Usage Report
 » My Profile
 » My Accounts
 » Contact a Manager
 » Logout
 » User Forum

Update User Accounts
 (You may use any easy-to-remember project name. Internal users must provide valid active financial account. External users may use [external] (remove the bracket) as account number.)

#	Project Name	Account Number	Is Active?
1			<input checked="" type="checkbox"/>

Add a new account

☐

Add this account


[Click here to go back to User Home](#)

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

III. Apply to use instrument

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

Facility Online Manager - User Home


 Facility Online Manager
 Saturday Feb. 28
 11 : 32 : 24

» User Home
 » Operation Manuals
 » Usage Report
 » My Profile

Authorized Instruments (Click to view schedule)
 Filter:

Available Instruments (Click to apply)
 Filter:
 • [Equip1](#)

2. You may see a user agreement message. Click and read the agreement and then click a button below.

User Agreement

Please read user policy
 You must read the user policy and agree with the content before continue.

[Click to open user policy in separate window](#)

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



New User Application Form

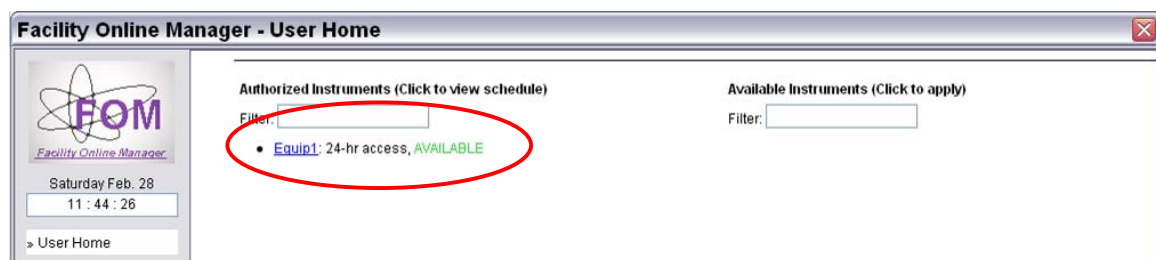
Apply to use new instrument

Please tell the instrument manager your preferred time(s) for training.

I am available at the following time slot(s):

Apply Cancel

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



Facility Online Manager - User Home

Authorized Instruments (Click to view schedule)

Filter:

- Equip1: 24-hr access, AVAILABLE

Available Instruments (Click to apply)

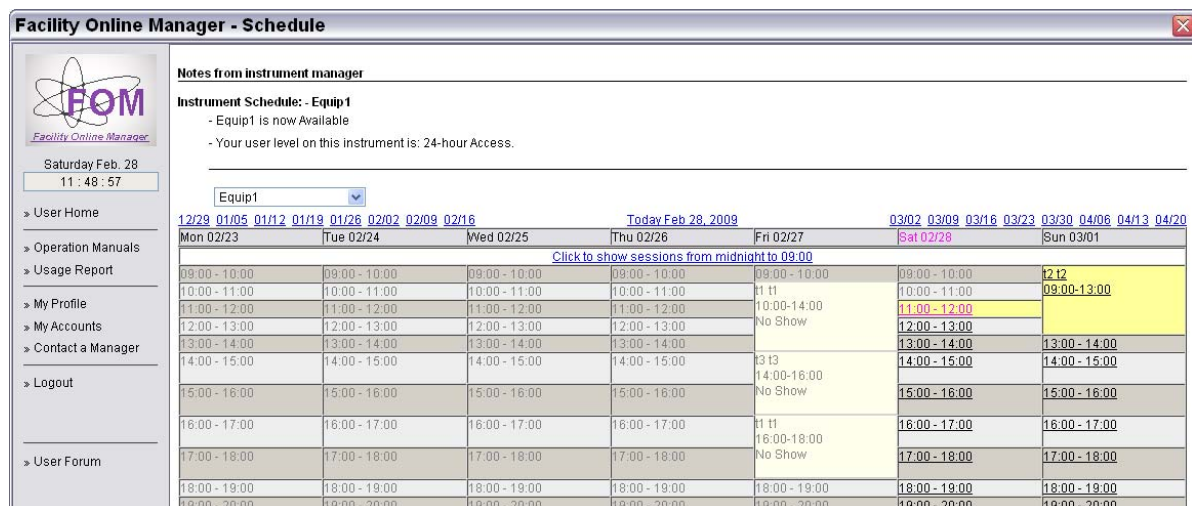
Filter:

Saturday Feb. 28
11:44:26

User Home

IV. Instrument reservation, cancellation, logon and logoff

- 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 pink with yellow background. Reserved time is shown in black with yellow background. Available time is shown in black. Passed time is shown in grey.



Facility Online Manager - Schedule

Notes from instrument manager

Instrument Schedule: - Equip1

- Equip1 is now Available
- Your user level on this instrument is: 24-hour Access.

Equip1

Today Feb 28, 2009

Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01
09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00
10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00
11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00
12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00
13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00
14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00
15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00
16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00
17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00
18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00
19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00

- 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.

The screenshot shows the 'Facility Online Manager - Schedule' window. On the left is a sidebar with navigation links: User Home, Operation Manuals, Usage Report, My Profile, My Accounts, Contact a Manager, Logout, and User Forum. The main area displays 'Notes from instrument manager' and 'Instrument Schedule: - Equip1'. A calendar view shows dates from 12/29 to 04/13. A modal dialog titled 'Instrument Reservation' is open, prompting the user to 'Select the account number you want to use for this session:' with a radio button selected for 't2'. It also shows 'Start time: 2009-03-01 14:00:00' and 'End time: 2009-03-01 15:00:00' with 'Reserve' and 'Cancel' buttons. In the background, a grid of time slots is visible, with the 13:00-14:00 slot on 03/01 circled in red.

- To cancel or modify a reserved session, click on the reserved time that is shown in black with yellow background.

The screenshot shows the 'Facility Online Manager - Schedule' window with the same sidebar and main area as the previous image. A modal dialog titled 'Modify Reservation' is open, prompting the user to 'Select what you want to do with this reservation:' with three buttons: 'Cancel reservation', 'Modify reservation', and 'Close window'. In the background, the same calendar grid is shown, but now the 14:00-15:00 slot on 03/01 is highlighted in black with a yellow background and circled in red.

- To logon a reserved session or do an express logon, click on the current time shown in pink with yellow background.

Facility Online Manager - Schedule

Notes from instrument manager

Instrument Schedule: - Equip1

- Equip1 is now Available
- Your user level on this instrument is: 24-hour Access.

Saturday Feb. 28
12:19:13

» User Home
» Operation Manuals
» Usage Report
» My Profile
» My Accounts
» Contact a Manager
» Logout
» User Forum

Instrument Reservation

Express Logon

Select the account number you want to use for this session:
t2

Start time: 2009-02-28 12:00:00
End time: 2009-02-28 13:00:00

Express Logon Cancel

12/29	01/05	01/12	01/19	01/26	02/02	02/09	02/16	Today Feb 28, 2009	03/02	03/09	03/16	03/23	03/30	04/06	04/13
Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01									
09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	12:12									
10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	09:00-13:00									
11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00										
12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00										
13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00										
14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	12:12									
15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	14:00-16:00									
16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00										
17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00										
18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00										
19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00										
20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00										
21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00										
22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00										
23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00										

- When you are using the instrument the your time slot in shown in red with yellow background, and on top of the window the instrument is shown as "Being used".

Facility Online Manager - Schedule

Notes from instrument manager

Instrument Schedule: - Equip1

- Equip1 is now Being used
- Your user level on this instrument is: 24-hour Access.

Equip1

Saturday Feb. 28
12:21:13

» User Home
» Operation Manuals
» Usage Report
» My Profile
» My Accounts
» Contact a Manager
» Logout
» User Forum


Click to show sessions from midnight to 09:00

12/29	01/05	01/12	01/19	01/26	02/02	02/09	02/16	Today Feb 28, 2009	03/02	03/09	03/16	03/23	03/30	04/06	04/13
Mon 02/23	Tue 02/24	Wed 02/25	Thu 02/26	Fri 02/27	Sat 02/28	Sun 03/01									
09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	12:12									
10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	09:00-13:00									
11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00										
12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00										
13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00										
14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	12:12									
15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	14:00-16:00									
16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00										
17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00										
18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00										
19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00										
20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00										
21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00										
22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00										
23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00										

-
- The screenshot displays the "Facility Online Manager - Schedule" application window. On the left is a sidebar menu with options like "User Home", "Operation Manuals", "Usage Report", "My Profile", "My Accounts", "Contact a Manager", "Logout", and "User Forum". The main area shows a calendar for February 28, 2009, with time slots from 09:00 to 23:00. A modal dialog titled "Equip1 - Logoff" is open in the foreground. This dialog contains fields for "Liquid nitrogen:" (with a unit of "Liters"), "Instrument Status Report:" (with radio buttons for "OK" and "Something wrong"), a "Comment:" text area, and a selection prompt "Select the account number you want to use for this session:" followed by a radio button selected next to "t2". At the bottom of the dialog are "Logoff" and "Cancel" buttons.

- ## V. Forgot logoff sessions

VI. Download instrument operation manual



Facility Online Manager

Saturday Feb. 28
19:30:39

> User Home

> Operation Manuals

> Usage Report

> My Profile

> My Accounts

Facility Online Manager - Operation Manuals

This page provides a list of instrument manuals and documents. Most of them are in Microsoft Word® or Adobe Acrobat PDF® format. You may need special software to open these documents.

- WU STL
 - Equip1
 - **Operation Manual:** www.FOMNetworks.com/downloads/sop.pdf
 - **Reference paper:** www.FOMNetworks.com/downloads/ref.pdf

VII. Usage report

In user home page, click on "Usage Report" link to download report of your usage in the facility with given start time and end time.

The screenshot shows the 'Facility Online Manager - Usage Report' window. On the left is a sidebar with the FOM logo, a date/time display (Saturday Feb. 28, 19:36:17), and a menu with links: User Home, Operation Manuals, Usage Report (highlighted), My Profile, My Accounts, Contact a Manager, and Logout. The main content area has the title 'Facility Online Manager - Usage Report' and a subtitle 'Choose a facility, set the start and end date, and click submit to get your detailed usage report'. Below this, there is a form with 'Choose a facility' (a dropdown menu showing 'WUUSTL'), 'Start' (a date field with '1/1/2009'), and 'End' (a date field with '2/1/2009'). A 'Submit' button is located to the right of the 'End' field.

VIII. Update user profile

In user home page, click on "My Profile" link to update your contact information, including login password.

The screenshot shows the 'Facility Online Manager - My Profile' window. The sidebar is identical to the previous screenshot, but the 'My Profile' link is highlighted in the menu. The main content area has the title 'Facility Online Manager - My Profile' and a subtitle 'Update User Profile'. It contains a form with the following fields: 'UserID:' (text field with 't2'), 'Password:' (password field with 6 dots), 'Password Again:' (password field with 6 dots), 'Department:' (dropdown menu with 'MSE' and a link 'My department is not listed here'), 'Supervisor:' (dropdown menu with 'Shuyou Li' and a link 'My supervisor is not listed here'), 'First Name:' (text field with 'Shuyou'), 'Last Name:' (text field with 'Li'), 'Phone Number:' (text field with '847-491-6723'), 'Email:' (text field with 'info@FOMNetworks.com'), and 'Expiration Date:' (text field with '02/02/2014'). Below the form is a checkbox labeled 'Log me on automatically on this computer until I manually logout' and a 'Submit' button. At the bottom, there is a link: 'I am not using this system any more. Please deactivate my account so I will not get emails from facility managers.'

IX. Update account number

In user home page, click on "My Accounts" to add or change your account number(s).

Facility Online Manager - My Accounts

Update User Accounts
(You may use any easy-to-remember project name. Internal users must provide valid active financial account. External users may use [external] (remove the bracket) as account number.)

#	Project Name	Account Number	Is Active?
1	Great Project 1	12345-678-901	<input checked="" type="checkbox"/> Active

Add a new account

2			<input checked="" type="checkbox"/>
---	--	--	-------------------------------------

[Click here to go back to User Home](#)

Left Sidebar:

- > User Home
- > Operation Manuals
- > Usage Report
- > My Profile
- > **My Accounts**
- > Contact a Manager
- > Logout
- > User Forum

X. Contact managers

In user home page, click on "Contact a Manager" to write message or send technical service request to instrument manager(s).

Facility Online Manager - Contact a Manager

Select the person(s) you want to contact with and fill in the message at bottom.

☒ e1 e1 ☐ s s

FOM: Technical Assistance Request

Your Email:

Subject:

Message:
Please help me observe my sample. We will publish our results in Nature Materials.
Thanks,
Shuyou Li
847-491-6723

Left Sidebar:

- > User Home
- > Operation Manuals
- > Usage Report
- > My Profile
- > My Accounts
- > **Contact a Manager**
- > Logout
- > User Forum

XI. Online discussion board

In user home page, click "User Forum" to join our online discussion board, where you may discuss your research work, report bugs of FOM, or simply meet your peer scientists virtually.

The screenshot shows the FOM Networks online discussion board interface. The browser window title is "FOM Networks • Index page - Maxthon 2.0.8". The address bar shows "http://www.FOMNetworks.com/bbs/index.php". The page has a blue header with "FOM Networks" and "Online Community of FOM Users". A search bar is located in the top right. Below the header is a "Board index" section with links to "FAQ" and "Login". The main content area displays two tables: "INSTRUMENT AND TECHNOLOGY" and "THIS FORUM".

It is currently Sat Feb 28, 2009 8:48 pm

View unanswered posts • View active topics

	TOPICS	POSTS	LAST POST
SPM Scanning probe microscopy. Including AFM, STM, MFM ...	0	0	No posts
SEM Scanning Electron Microscopy. Including SEM sample preparation techniques, SEM-EDS, EBSD, Ebeam lithography	0	0	No posts
TEM Transmission Electron Microscopy. Including TEM sample preparation techniques, TEM-EDS, TEM-EELS, STEM, 3D Tomography, Holography	0	0	No posts
OM, Confocal Optical Microscopy. Including OM sample preparation techniques, staining techniques	0	0	No posts
Spectroscopy Absorption, Fluorescence, X-ray, Flame, Visible, Ultraviolet, Infrared, Raman, NMR, Photoemission, Mossbauer	0	0	No posts
Laboratory Management Topics related to lab management, data storage, policies and standards	0	0	No posts

	TOPICS	POSTS	LAST POST
FOM Software FOM bug report, feature request, and related	2	3	by Shuyou Q on Thu Nov 06, 2008 1:39 pm
Forum Management Apply for moderators, suggest new subforums, complaints	0	0	No posts

LOGIN

Username: Password: | Log me on automatically each visit ☐