

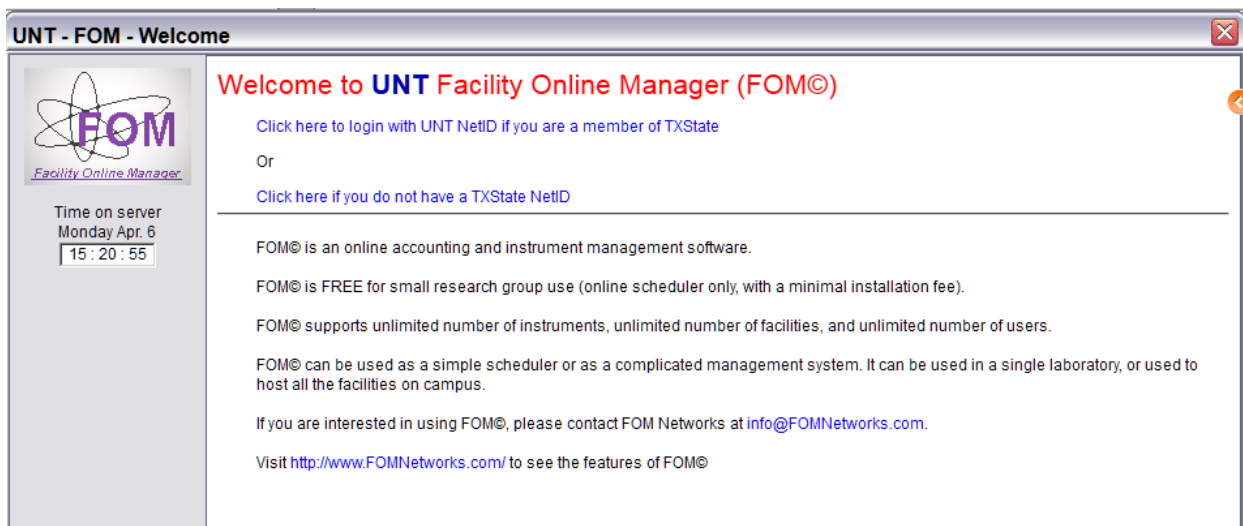
# Facility Online Manager

## – Instructions for internal users –

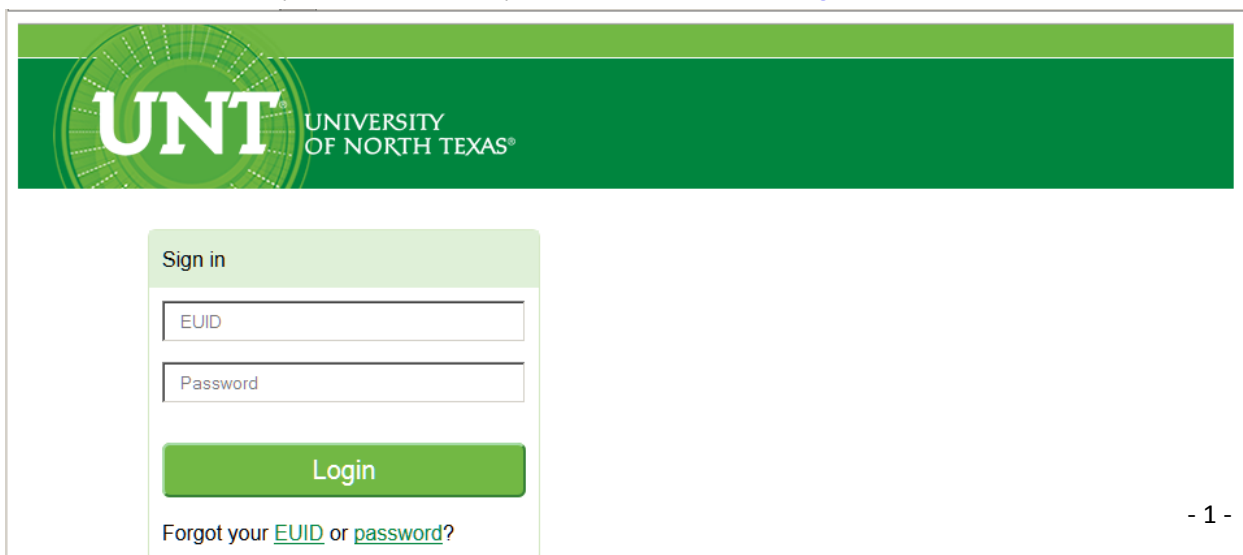
FOM™ is an online accounting and instrument management software. This software can be used as a simple online scheduler for small research group, or as a complicated management system for all facilities inside whole institution. If you are interested in using FOM™, please contact FOM Networks at [info@FOMNetworks.com](mailto:info@FOMNetworks.com).

### I. New User registration

1. Go to <https://fom.unt.edu/> and click "[Click here to login with UNT NetID if you are a member of TXState](#)" to login or register as a new user.



2. After clicking "[Click here to login with UNT NetID if you are a member of TXState](#)", 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. Enter your UNT EUID and password and then click "Login"



3. If after clicking “Login” you see the following new user registration form please fill it out.  
(For internal users 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 an email back informing you that 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:

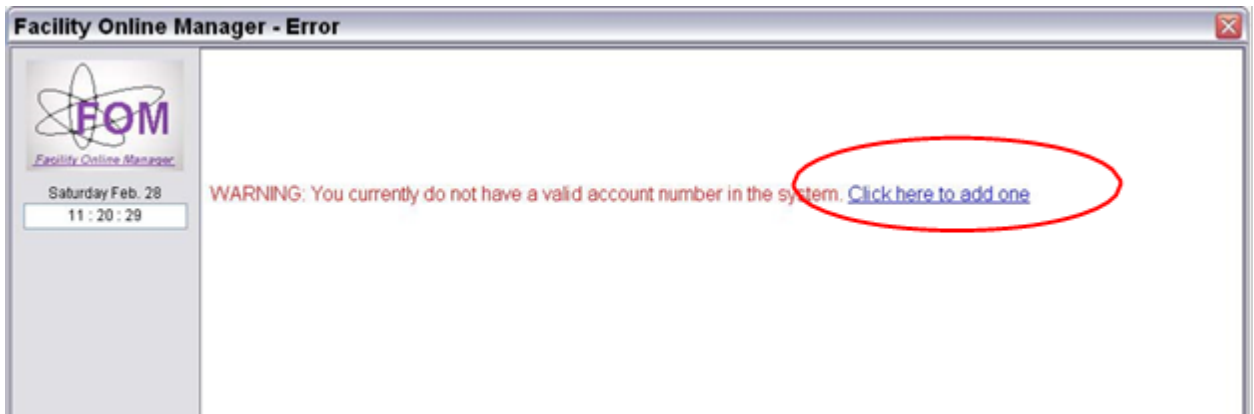
Email:

Phone Number:

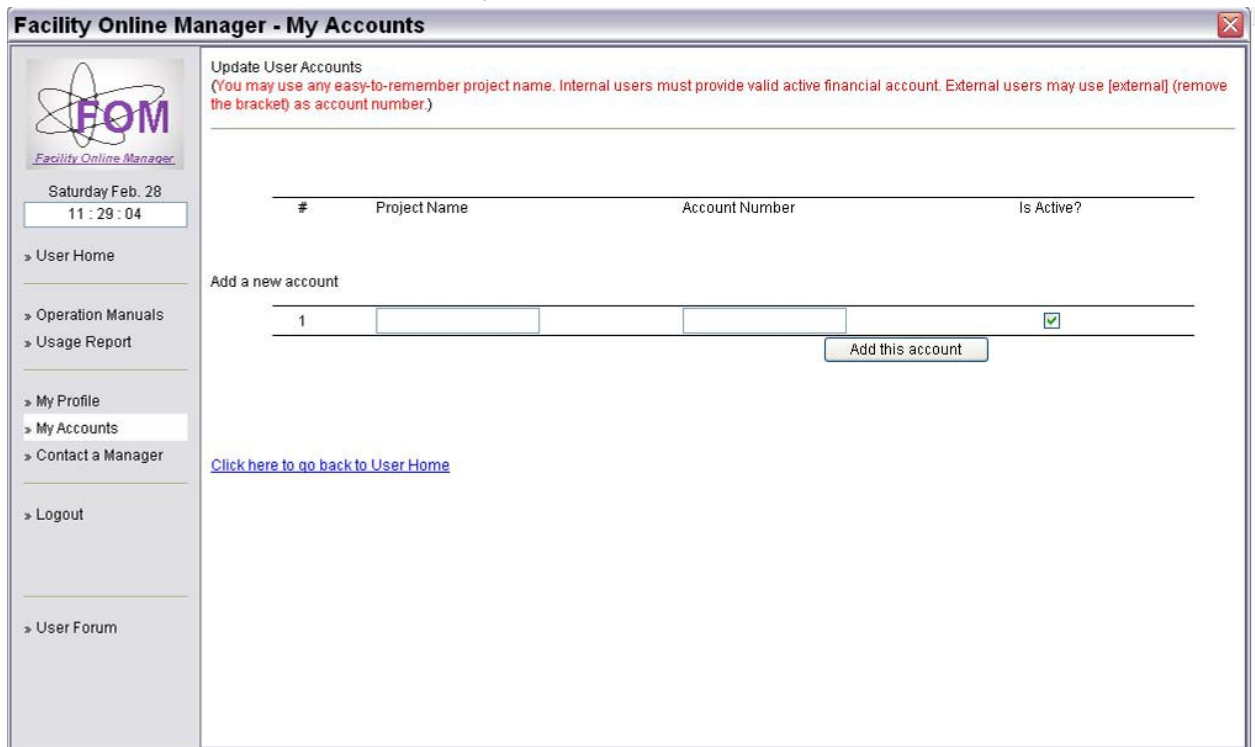
Expiration Date:

## II. Add account number

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



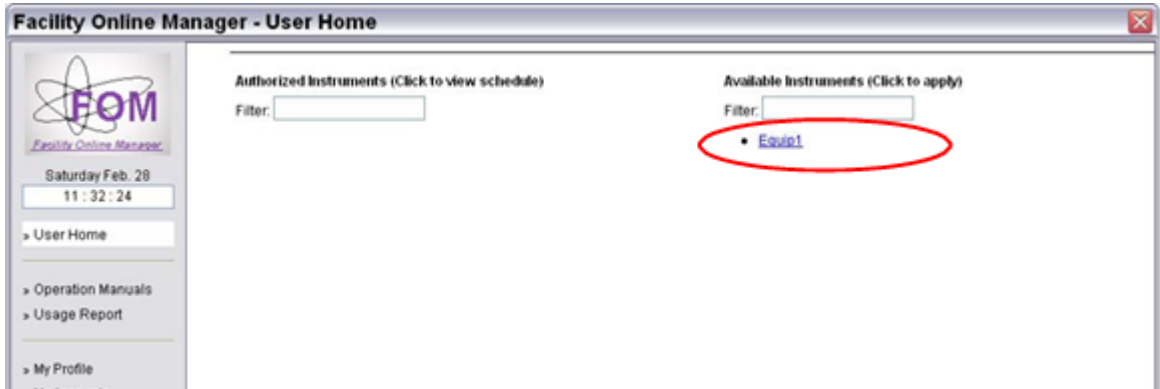
2. This account number is typically your institution's internal financial account number, and may be validated with the rules set by facility manager. If you have questions regarding this account number, please contact your advisor or the facility manager. Please enter **XX00** if you do not know this account number at this point.



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

### III. Apply to use an instrument

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



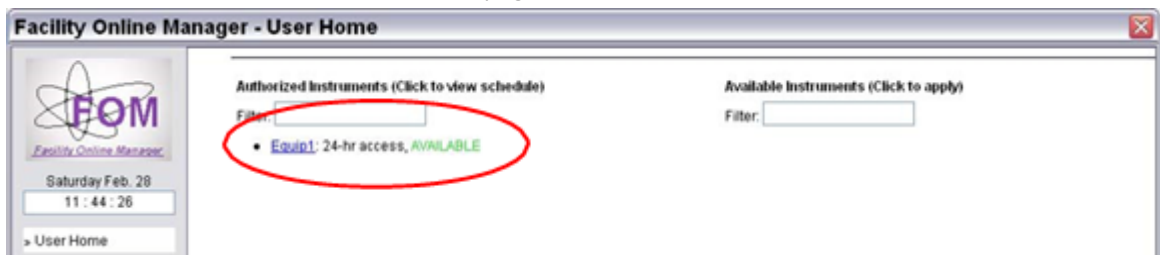
2. You may see a user agreement message. Click and read the agreement and then click a button below.



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



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



#### IV. Instrument reservation, cancellation, logon and logoff

- From the the 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 a yellow background. Reserved time is shown in black with a 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

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	04/20
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			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
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			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
11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00				10:00-14:00	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
12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00				No Show	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
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
14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00				13:13	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
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	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				11:11	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
17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00				16:00-18:00	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
18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00				No Show	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
19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00				18:00 - 19:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00
									19:00 - 20:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00
									19:00 - 20:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00
									19:00 - 20:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00

- 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.

**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.

Instrument Reservation

Select the account number you want to use for this session:  
 12

Start time: 2009-03-01 14:00:00  
 End time: 2009-03-01 15:00:00

Reserve Cancel

The background schedule grid is the same as in the previous screenshot, but with a red circle highlighting the 13:00-14:00 slot on Saturday, 03/01.

- 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. A 'Modify Reservation' dialog box is open, asking the user to 'Select what you want to do with this reservation:' with options for 'Cancel reservation', 'Modify reservation', and 'Close window'. The background shows a reservation grid for 'Equip1' with a yellow background for the selected reservation time slot (12:00-13:00) and a red circle around it.

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

The screenshot shows the 'Facility Online Manager - Schedule' window. An 'Express Logon' dialog box is open, asking the user to 'Select the account number you want to use for this session:' with a radio button selected for 't2'. The dialog also shows 'Start time: 2009-02-28 12:00:00' and 'End time: 2009-02-28 13:00:00' with 'Express Logon' and 'Cancel' buttons. The background shows a reservation grid for 'Equip1' with a yellow background for the selected reservation time slot (12:00-13:00) and a red circle around it.

- When you are using the instrument your time slot is shown in red with a 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

12/28 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 04/20

Mon 02/23 Tue 02/24 Wed 02/25 Thu 02/26 Fri 02/27 Sat 02/28 Sun 03/01

Click to show sessions from midnight to 09:00

09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	12:12
10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	11:11	10:00 - 11:00	09:00-13:00
11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	10:00-14:00		
12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00		12:12	
13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00		12:00-14:00	12:00 - 14:00
14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	13:13	14:00 - 15:00	12:12
15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	14:00-16:00	15:00 - 16:00	14:00-16:00
16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	11:11	16:00 - 17:00	16:00 - 17:00
17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	16:00-18:00	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
20:00 - 21:00	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	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	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	23:00 - 24:00

- After finishing your experiment, you must log into FOM again to logoff the instrument. Click on the red link showing you are using the instrument.

**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  
13:00:08

12/28 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 04/20

Mon 02/23 Tue 02/24 Wed 02/25 Thu 02/26 Fri 02/27 Sat 02/28 Sun 03/01

Click to show sessions from midnight to 09:00

09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	12:12
10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	11:11	10:00 - 11:00	09:00-13:00
11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	10:00-14:00		
12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00		12:12	
13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00		12:00-14:00	13:00 - 14:00
14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	13:13	14:00 - 15:00	12:12
15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	14:00-16:00	15:00 - 16:00	14:00-16:00
16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	11:11	16:00 - 17:00	16:00 - 17:00
17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	16:00-18:00	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
20:00 - 21:00	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	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	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	23:00 - 24:00

**Equip1 - Logoff**

Liquid nitrogen:  Liters

Instrument Status Report:  OK  Something wrong

Comment:

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

t2

Logoff Cancel

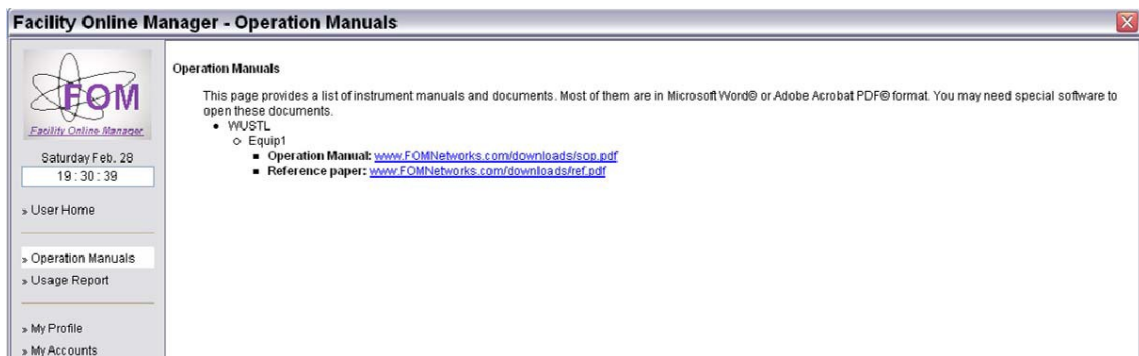
- Fill in the consumables if you have used them.
- Choose "Something wrong" if you want to report a problem with the instrument.
- Report the specifics of problems and/or concerns with the instrument in the comment section.
- Select an account number to use, then click logoff.

## V. Forgot logoff sessions

If you forgot to logoff your session, you will receive an 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 an email if another user forced you off an instrument.

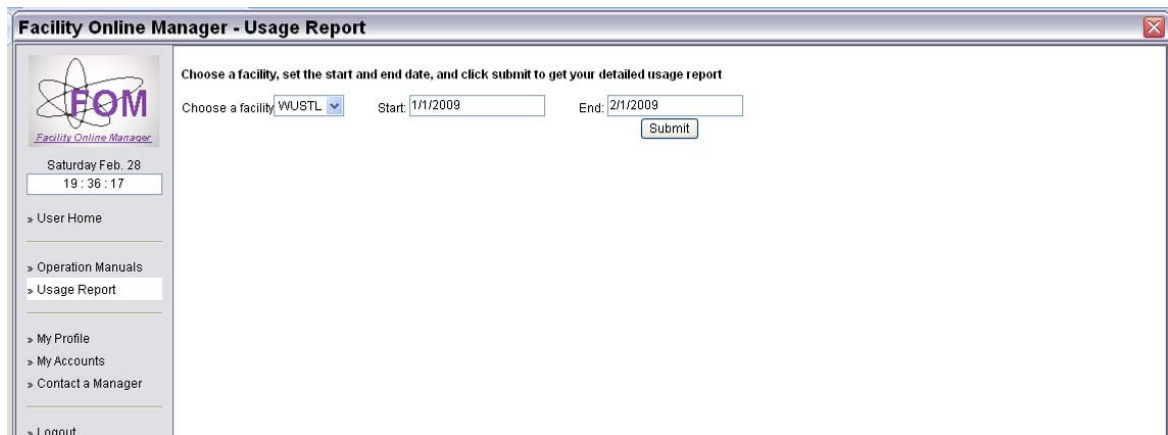
## VI. Download instrument operation manual

From the user home page, click on "Operation Manuals" link on left side to download instrument documents.



## VII. Usage report

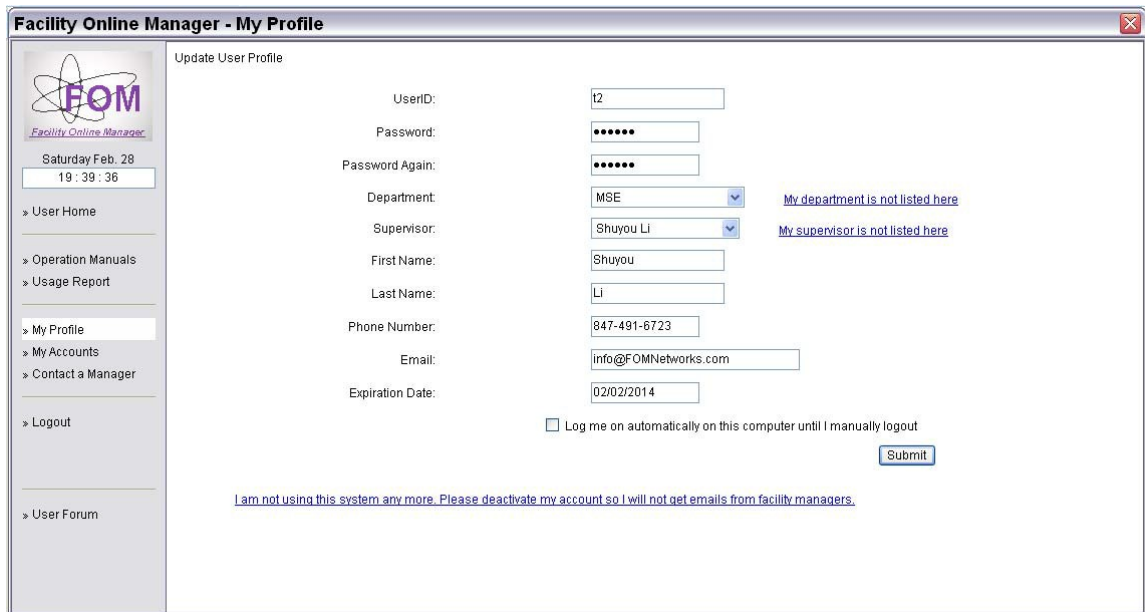
From the user home page, click on "Usage Report" link to download report of your usage in the facility with given start time and end time.





### VIII. Update user profile

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



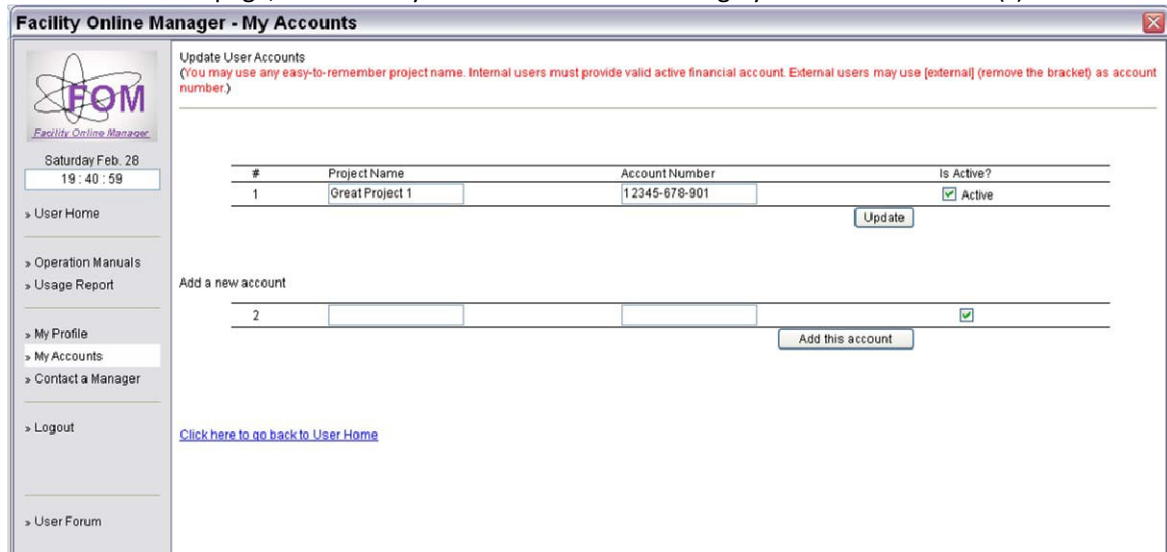
The screenshot shows the "Facility Online Manager - My Profile" window. On the left is a navigation menu with links: User Home, Operation Manuals, Usage Report, My Profile (selected), My Accounts, Contact a Manager, Logout, and User Forum. The main content area is titled "Update User Profile" and contains the following fields:

- UserID: t2
- Password: [masked]
- Password Again: [masked]
- Department: MSE (dropdown menu)
- Supervisor: Shuyou Li (dropdown menu)
- First Name: Shuyou
- Last Name: Li
- Phone Number: 847-491-6723
- Email: info@FOMNetworks.com
- Expiration Date: 02/02/2014

There are two blue links: "My department is not listed here" and "My supervisor is not listed here". A checkbox "Log me on automatically on this computer until I manually logout" is unchecked. A "Submit" button is at the bottom right. A red text warning at the bottom reads: "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

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



The screenshot shows the "Facility Online Manager - My Accounts" window. The left navigation menu is the same as in the previous screenshot, with "My Accounts" selected. The main content area is titled "Update User Accounts" and includes a red text warning: "(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

An "Update" button is located below the table. Below the table is a section "Add a new account" with a form containing:

2			<input checked="" type="checkbox"/>
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An "Add this account" button is located below the form. A blue link "Click here to go back to User Home" is at the bottom left.

## X. Contact managers

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

The screenshot shows a web browser window titled "Facility Online Manager - Contact a Manager". On the left is a navigation menu with options like "User Home", "Operation Manuals", "Usage Report", "My Profile", "My Accounts", "Contact a Manager", "Logout", and "User Forum". The main content area has a header "Select the person(s) you want to contact with and fill in the message at bottom." Below this are checkboxes for "e1 e1" (checked) and "s s". A dropdown menu is set to "FOM: Technical Assistance Request". The "Your Email" field contains "info@FOMNetworks.com" and the "Subject" field contains "FOM: Technical Assistance Request". The "Message" field contains the text: "Please help me observe my sample. We will publish our results in Nature Materials. Thanks, Shuyou Li 847-491-6723". At the bottom right are "Send" and "Reset" buttons.

## XI. Online discussion board

From the 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 a web browser window displaying the "FOM Networks" online community page. The page has a blue header with the site name and a search bar. Below the header is a "Board index" section with links for "FAQ" and "Login". The main content area is titled "View unanswered posts • View active topics" and contains a table of forum topics. The table is organized into two sections: "INSTRUMENT AND TECHNOLOGY" and "THIS FORUM".

	TOPICS	POSTS	LAST POST
<b>SPM</b> Scanning probe microscopy. Including AFM, STM, MFM ...	0	0	No posts
<b>SEM</b> Scanning Electron Microscopy. Including SEM sample preparation techniques, SEM-EDS, EBSD, Ebeam lithography	0	0	No posts
<b>TEM</b> Transmission Electron Microscopy. Including TEM sample preparation techniques, TEM-EDS, TEM-EELS, STEM, 3D Tomography, Holography	0	0	No posts
<b>OM, Confocal</b> Optical Microscopy. Including OM sample preparation techniques, staining techniques	0	0	No posts
<b>Spectroscopy</b> Absorption, Fluorescence, X-ray, Flame, Visible, Ultraviolet, Infrared, Raman, NMR, Photoemission, Mossbauer	0	0	No posts
<b>Laboratory Management</b> Topics related to lab management, data storage, policies and standards	0	0	No posts
<b>THIS FORUM</b>			
<b>FOM Software</b> FOM bug report, feature request, and related	2	3	by Shuyou ☒ on Thu Nov 06, 2008 1:39 pm
<b>Forum Management</b> Apply for moderators, suggest new subforums, complaints	0	0	No posts

At the bottom of the page is a "LOGIN" section with fields for "Username:" and "Password:" and a "Login" button. The browser's status bar at the very bottom shows "Done" and "Zoom:100%".