



FOM User Manual

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1. Accessing the Facilities Online Manager (FOM) System

1.1 Use the following link: <https://uafom.uakron.edu/>

2. Setting Up Your Account for the First Time

2.1 On the initial login page, click [Click here to login with UAnet ID](#).

2.2 Login using your UAnet ID credentials. You should then see a screen similar to Figure 2-1.

UAKron - FOM - User Registration

FOM New User Registration

Please choose: Internal User External User

Username:

Password:

Password Again:

Category: Graduate

Discipline: Materials (research)

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

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

First Name:

Last Name:

Email:

Phone Number:

Spam protection: 241 Replace the number in this text box with the sum of all its digits.

Figure 2-1. User registration screen

2.3 Select your Status as **Internal User** at the top of the screen.

2.4 Select your Category (ex: **Graduate**) from the drop down menu.

2.5 Select your Department and Supervisor (advisor) from the drop down menus.

2.5.1 If your department is not in the list please click [My department is not listed here](#) and in the next window send an email with the name of the Department.

- 2.5.2 If your advisor is not in the list please click [My supervisor is not listed here](#) and in the next window send an email with the name of your advisor.
- 2.6 Fill in a phone number at which you can be reached. Your name and email address should already be auto-populated.
- 2.6.1 It is important to use your University of Akron email address during setup. Accounts will be screened for validity by checking for a UA email address. If you use another email address during setup, your account may be terminated.
- 2.7 A spam protection box is at the bottom of the page. This must be correctly filled in before you can submit. The instructions should ask you to sum the digits of the number in the text box (ex: If 241 is the number in the box, you would replace it with 7.)
- 2.8 Once you submit, you will receive a warning window indicating you must add an account number. Click the [Click here to add account number](#) link.
- 2.9 The next page is an Update Financial Accounts window (Figure 2-2).

Add a new account
Internal users must provide valid active financial account.

Research Description name: (You should type something like "Study of Bees" or XYZ facility Material Analysis)

Account number:
*External users may use Purchase Order number here.

Category: Choose one

Business Purposes/Description:

Figure 2-2. Add financial account screen

- 2.10 Fill in a **Research Description** name and a valid 6-digit **Account number** and click the [Add this Account](#) button. You should not need to enter a Category or Business Purpose.
- 2.10.1 Your advisor should be able to provide you with an account number to start. This account will be your default account number. It is possible to add an additional account number if you are working on multiple projects. To add a new account or change your existing account, click [My Accounts](#) from the side menu on the main screen. The CPSPE Finance office may also assist in cases where a different account needs to be charged.
- 2.11 You may now go to the home window ([User – Home](#)) using the navigation on the left hand side of the screen. From here you can begin requesting access to instruments.

3. Requesting Access to an Instrument for the First Time

3.1 Your home window will look similar to the one below, though the initial Authorized Instruments list will be different.

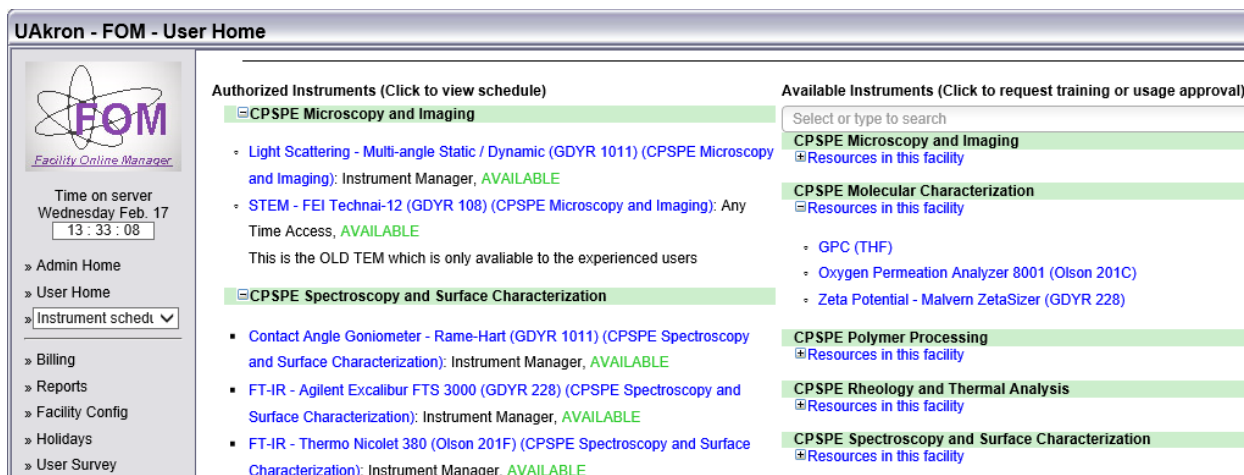


Figure 3-1. User home screen

3.2 From the Available Instruments section, choose a core facility (ex: CPSPE Molecular Characterization) and select the [Resources in this Facility](#) link. This will expand the list of instruments in that core facility.

3.3 Click on the instrument you wish to apply to use (ex: [Zeta Potential – Malvern Zetasizer](#)). A New User Application form window opens like the one below.

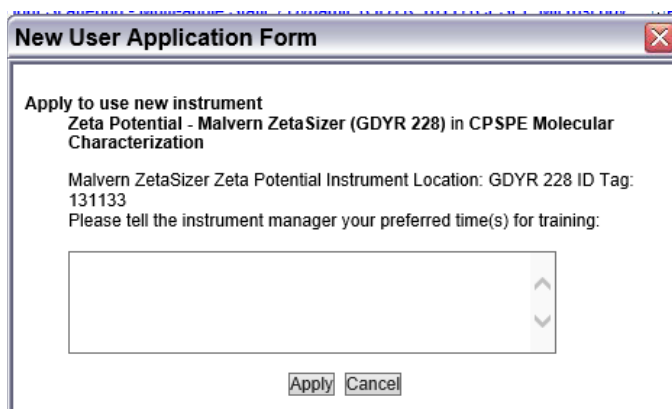


Figure 3-2. New user application window

- 3.4 Fill in the preferred times you are available for training/assistance and click [Apply](#). Your application is emailed to the manager(s) of the instrument.
- 3.5 You will receive a confirmation by email from the respective instrument manager that you are a confirmed user and your status is to be trained. When training is completed, the manager of the instrument will approve you in the system, and the instrument will show up in your Authorized Instrument list on your home page.

4. Reservations and Cancellations

4.1 Your home window will look similar to Figure 4-1.

UAkron - FOM - User Home

Authorized Instruments (Click to view schedule)

- CPSPE Microscopy and Imaging**
 - Light Scattering - Multi-angle Static / Dynamic (GDYR 1011) (CPSPE Microscopy and Imaging): Instrument Manager, **AVAILABLE**
 - STEM - FEI Technai-12 (GDYR 108) (CPSPE Microscopy and Imaging): Any Time Access, **AVAILABLE**
This is the OLD TEM which is only available to the experienced users
- CPSPE Spectroscopy and Surface Characterization**
 - Contact Angle Goniometer - Rame-Hart (GDYR 1011) (CPSPE Spectroscopy and Surface Characterization): Instrument Manager, **AVAILABLE**
 - FT-IR - Agilent Excalibur FTS 3000 (GDYR 228) (CPSPE Spectroscopy and Surface Characterization): Instrument Manager, **AVAILABLE**
 - FT-IR - Thermo Nicolet 380 (Olson 201F) (CPSPE Spectroscopy and Surface Characterization): Instrument Manager, **AVAILABLE**

Available Instruments (Click to request training or usage approval)


Select or type to search

- CPSPE Microscopy and Imaging**
Resources in this facility
- CPSPE Molecular Characterization**
Resources in this facility
 - GPC (THF)
 - Oxygen Permeation Analyzer 8001 (Olson 201C)
 - Zeta Potential - Malvern ZetaSizer (GDYR 228)
- CPSPE Polymer Processing**
Resources in this facility
- CPSPE Rheology and Thermal Analysis**
Resources in this facility
- CPSPE Spectroscopy and Surface Characterization**
Resources in this facility

Figure 4-1. User Home screen.

4.2 From your Authorized Instruments list on the left hand side, click the instrument you wish to schedule time for. The instrument schedule will appear (Figure 4-2). The current time will be shown in red and highlighted yellow. Any reservations you have will be shown in green highlight. Reservations from others will be shown in black with yellow highlight. Available time is shown in black, and past sessions are shown in grey.

UAkron - FOM - Schedule Jason Randall



Time on server
Wednesday Feb. 17
15:02:25

- » Admin Home
- » User Home
- » STEM - FEI Techni
- » Billing
- » Reports
- » Facility Config
- » Holidays
- » User Survey
- » Departments
- » Supervisors
- » Resources Admin
- » Maint. Records
- » Users Admin
- » Email List
- » Collaborate & Service
- » Usage Records
- » Purchase Supplies
- » Documents
- » User Report

Notes from instrument manager
This is the OLD TEM which is only available to the experienced users

Instrument Schedule: STEM - FEI Technai-12 (GDYR 108) Day View Month View

- FEI Technai-12 Scanning Transmission Electron Microscope Location: GDYR 108 ID Tag: 127722
- STEM - FEI Technai-12 (GDYR 108) is now Available
- Reservation Limits: Max time per session 2 hours 0 minutes; Max time per day 4 hours 0 minutes;
- Your user level on this instrument is: Any Time Access.

12/21 12/28 01/04 01/11 01/18 01/25 02/01 02/08 Today Feb 17, 2016 02/22 02/29 03/07 03/14 03/21 03/28 04/04 04/11

Mon 02/15	Tue 02/16	Wed 02/17	Thu 02/18	Fri 02/19	Sat 02/20	Sun 02/21
Click to show sessions from midnight to 09:00						
09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30
09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00
10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30
10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00
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11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00
12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30
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13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00
14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30
14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00
15:00 - 15:30	15:00 - 15:30	Click to log on	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30
15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00
16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30
16:30 - 17:00	16:30 - 17:00	16:30 - 17:00	16:30 - 17:00	16:30 - 17:00	16:30 - 17:00	16:30 - 17:00
17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30
17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00
18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30
18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00

Figure 4-2. Instrument schedule screen

4.3 To reserve a session, click on the start time you want. A window will appear similar to Figure 4-3. Select the desired end time. Based on the amount of time you select, the estimated cost will be provided. Click the Reserve button when you are finished.

Instrument Reservation

Instrument Reservation

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

Internal

Start time: 2016-02-17 15:00:00 ▼

End time: 2016-02-17 16:00:00 ▼

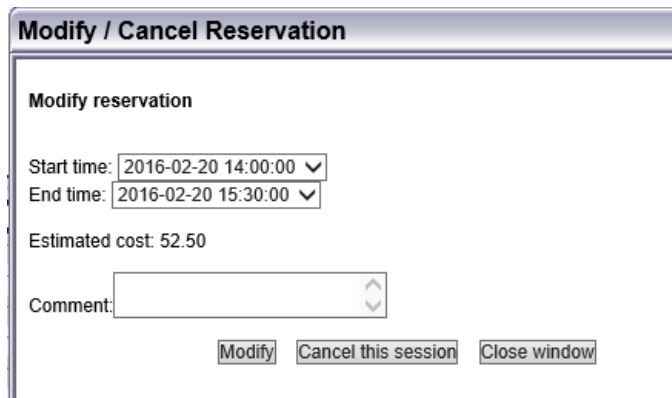
Estimated cost: 35.00

Comment:

Figure 4-3. Instrument reservation window

4.4 To modify or cancel a session, start by going to the instrument schedule, then click on the session you wish to change. A window will appear similar to Figure 4-4. Edit the reservation time and click [Modify](#), or cancel the reservation by clicking [Cancel this session](#).

4.4.1 Note that if you cancel your reservation with less than 24 hours advanced warning, your account will be charged for the reserved time.



Modify / Cancel Reservation

Modify reservation

Start time: 2016-02-20 14:00:00 ▼

End time: 2016-02-20 15:30:00 ▼

Estimated cost: 52.50

Comment:

Figure 4-4. Modify or cancel reservation window

5. Logging In and Out of a Session

5.1 When it comes time for your session to begin, you must login. From the user home screen, enter the instrument schedule (Figure 5-1).

UAkron - FOM - Schedule Jason Randall

Notes from instrument manager
This is the OLD TEM which is only available to the experienced users

Instrument Schedule: STEM - FEI Technai-12 (GDYR 108) [Day View](#) [Month View](#)

- FEI Technai-12 Scanning Transmission Electron Microscope Location: GDYR 108 ID Tag: 127722
- STEM - FEI Technai-12 (GDYR 108) is now Available
- Reservation Limits: Max time per session 2 hours 0 minutes; Max time per day 4 hours 0 minutes;
- Your user level on this instrument is: Any Time Access.

Time on server
Wednesday Feb. 17
15:02:25

» Admin Home
» User Home
» STEM - FEI Technai-12

» Billing
» Reports
» Facility Config
» Holidays
» User Survey

» Departments
» Supervisors
» Resources Admin
» Maint. Records
» Users Admin
» Email List

12/21 12/28 01/04 01/11 01/18 01/25 02/01 02/08 Today Feb 17, 2016 02/22 02/29 03/07 03/14 03/21 03/28 04/04 04/11

Mon 02/15	Tue 02/16	Wed 02/17	Thu 02/18	Fri 02/19	Sat 02/20	Sun 02/21
Click to show sessions from midnight to 09:00						
09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30
09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00
10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30
10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00
11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30
11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00
12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30
12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00
13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30
13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	System Admin, 13:30-17:30 //For training	13:30 - 14:00	13:30 - 14:00
14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30		Jason Randall, 14:00-15:30	14:00 - 14:30
14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00			14:30 - 15:00
15:00 - 15:30	15:00 - 15:30	Click to log on	15:00 - 15:30			15:00 - 15:30

Figure 5-1. Instrument schedule screen

5.2 Click on your reserved session to begin using the instrument. If you have not reserved a timeslot and the instrument is configured for walk-up use, you may perform an express logon.

5.2.1 To perform an express logon, click on the current timeslot that says **Click to log on** in red. A window will appear similar to Figure 5-2. Select your estimated end time and click the Express Logon button to begin using the instrument.

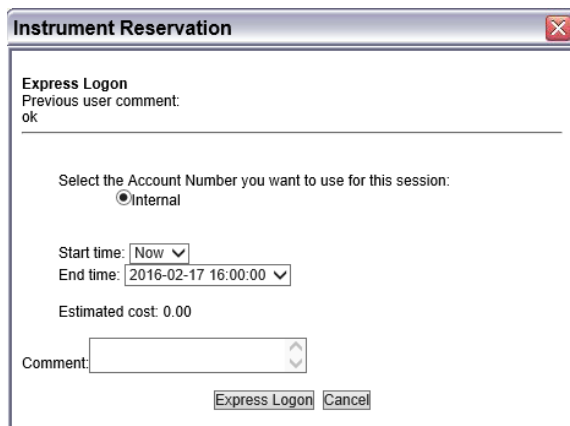


Figure 5-2. Express logon window.

5.3 When you are finished using the instrument, go to the instrument schedule screen (Figure 5-1) and click on your session. The logoff window will appear (Figure 5-3). If there was a problem with the instrument, select the Something Wrong option and enter a description in the Comment box. Click the [Logoff](#) button to end the session.

5.3.1 Note that if you do not logoff, you will continue to be charged for usage. You will receive an email reminder after the reserved time expires. It is important that you complete the logoff process so the charged time is accurate.

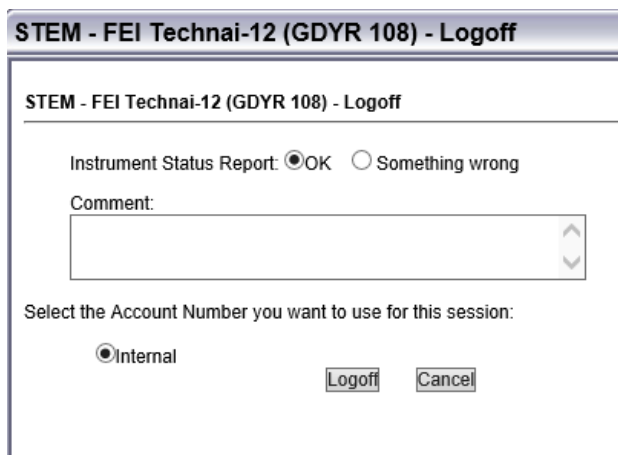


Figure 5-3. Logoff window.