FOM User Manual

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Rev. 1.0
2/22/16

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.

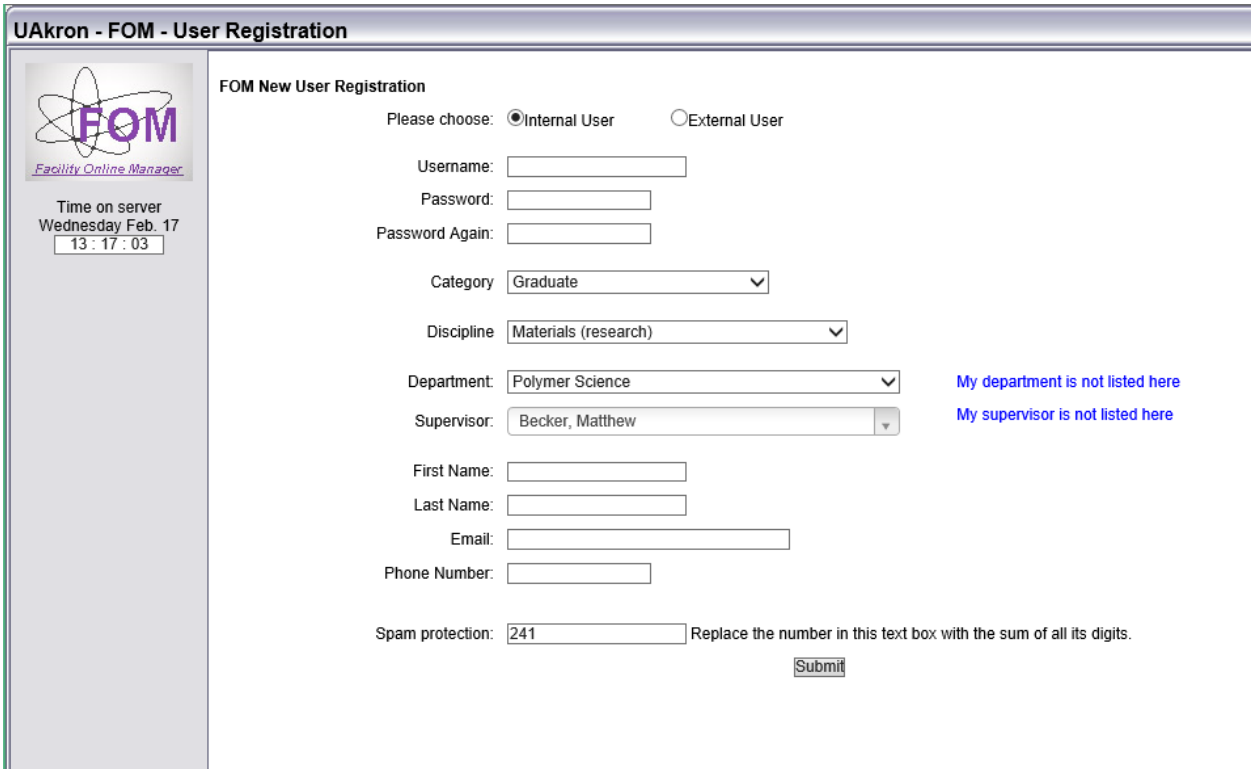

Figure 2-1. User registration screen

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).

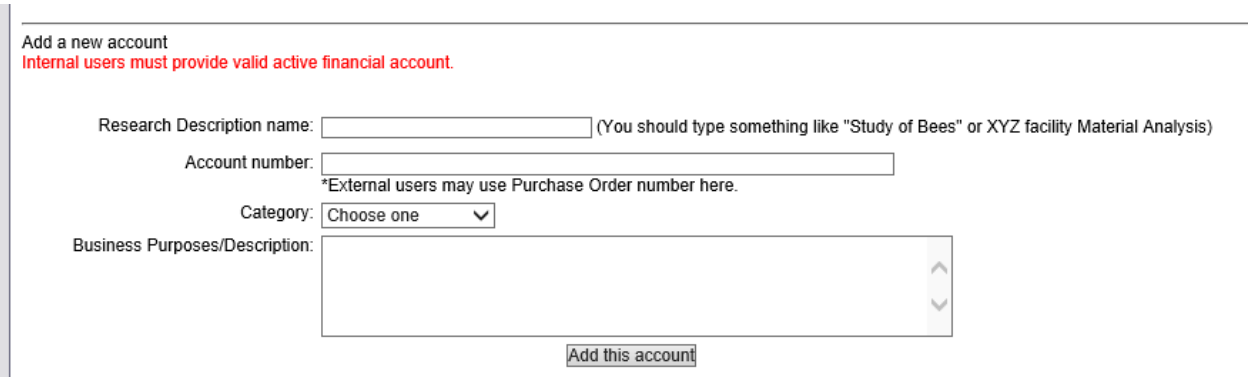

Figure 2-2. Add financial account screen

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.

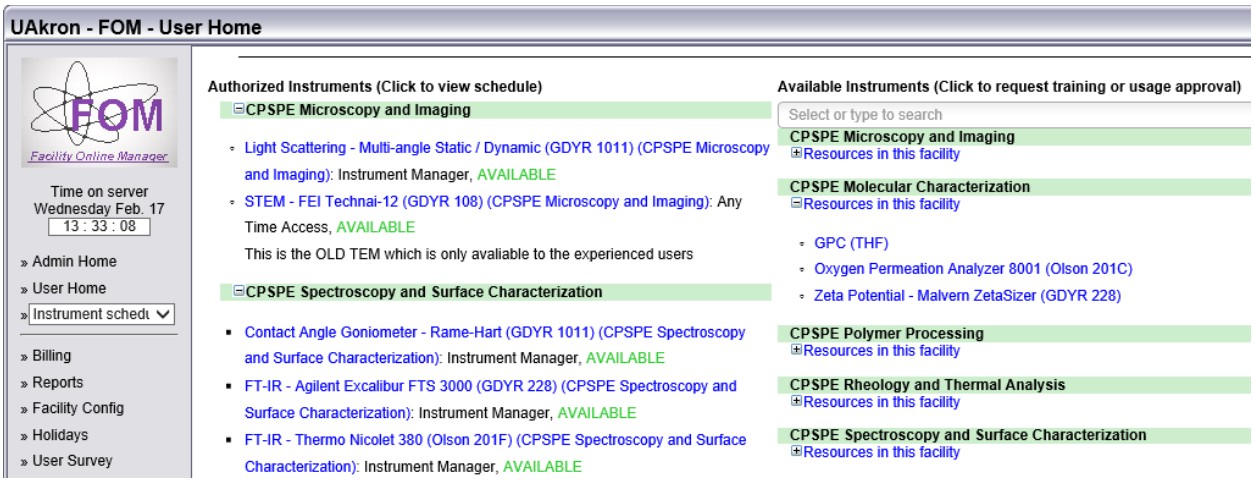

Figure 3-1. User home screen

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.

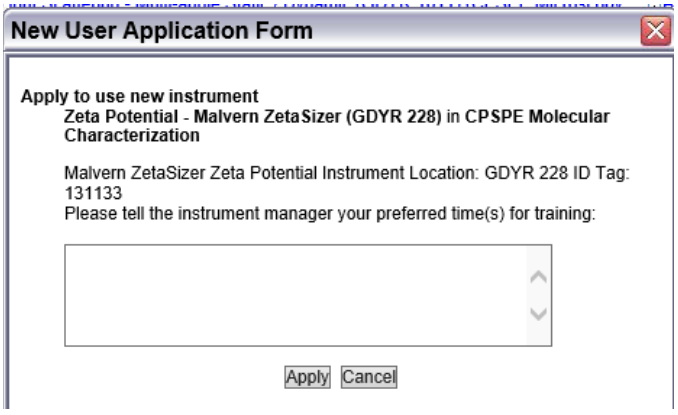

Figure 3-2. New user application window

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.

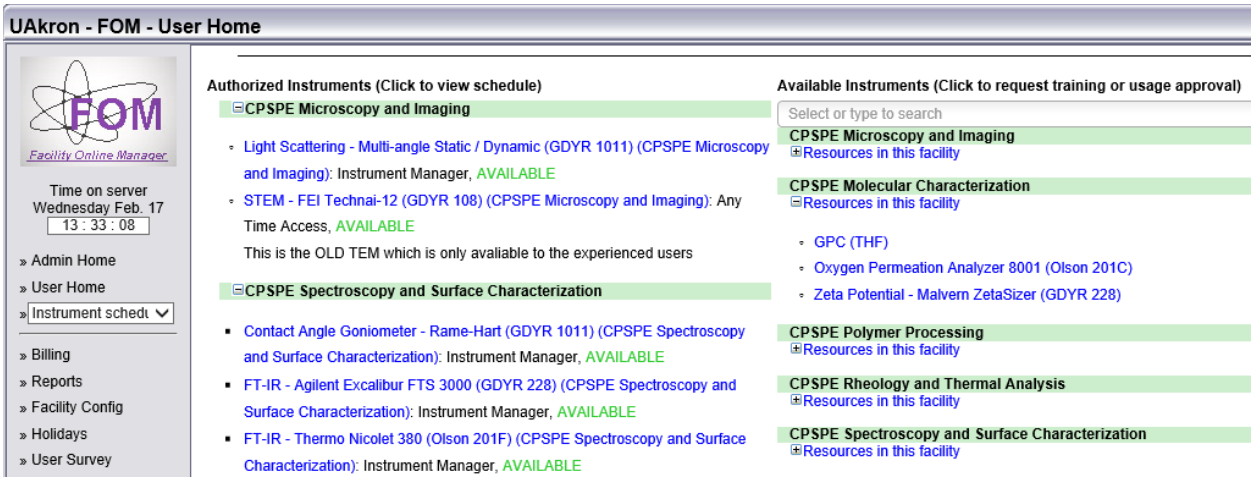

Figure 4-1. User Home screen.

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.

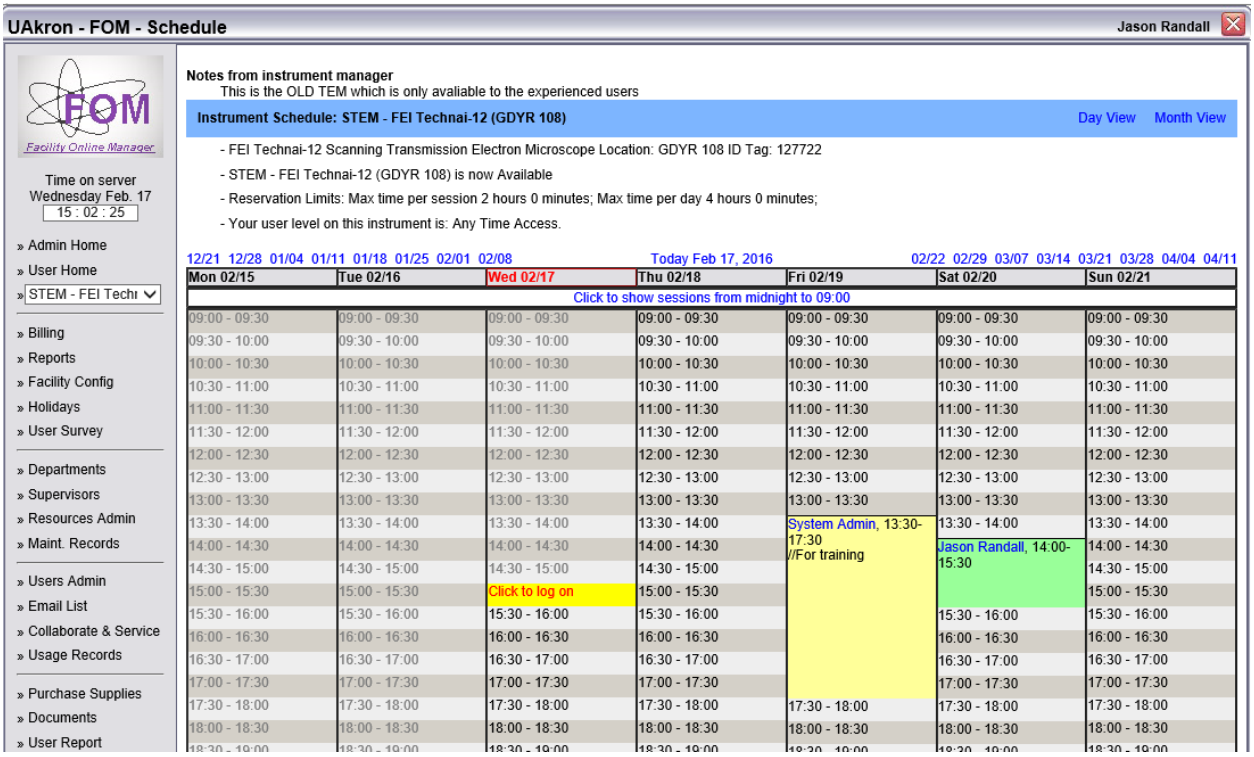

Figure 4-2. Instrument schedule screen

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.

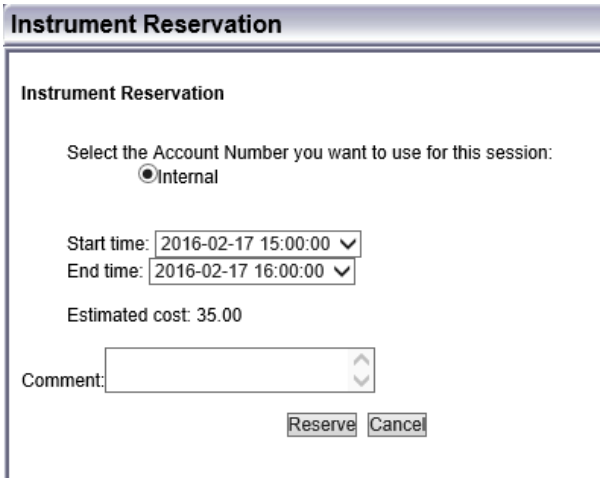

Figure 4-3. Instrument reservation window

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.

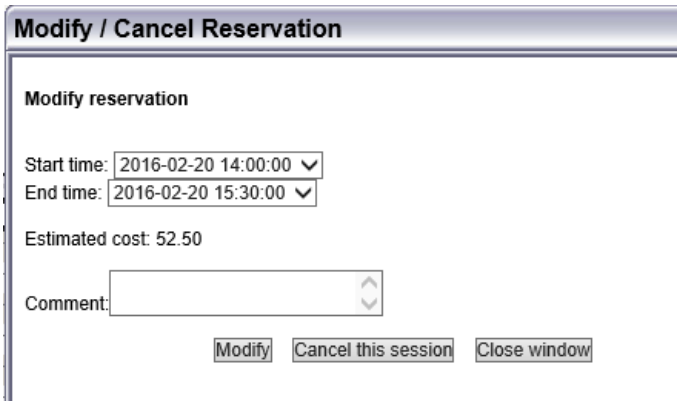

Figure 4-4. Modify or cancel reservation window

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).

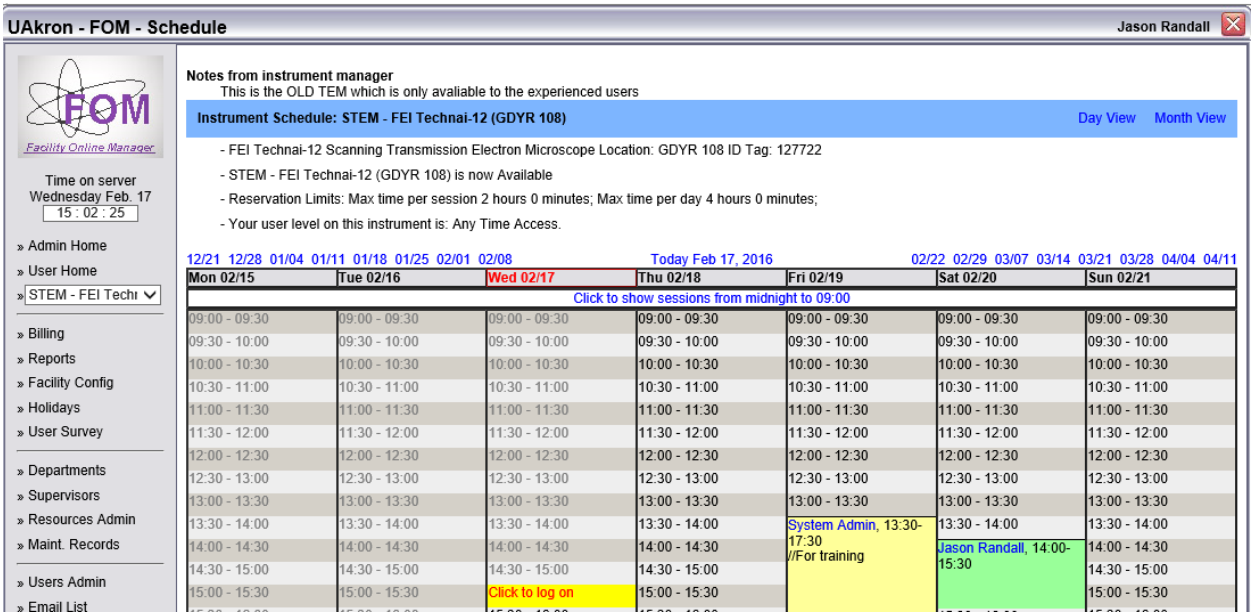

Figure 5-1. Instrument schedule screen

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.

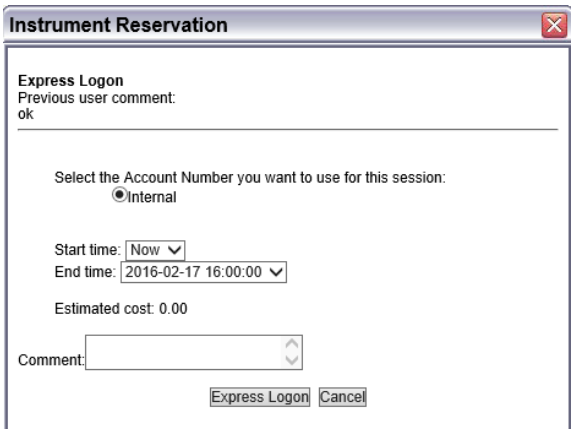

Figure 5-2. Express logon window.

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.

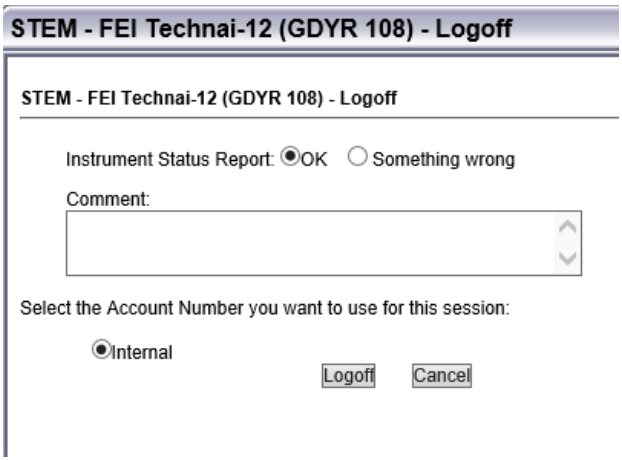

Figure 5-3. Logoff window.