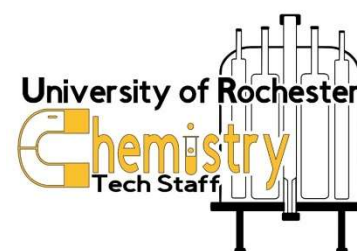


University of Rochester

Chemistry Department

Core Lab User Operation Training SOP



Instrument: NA

Software: FOM Reservation System

Location: NA

Approximate Time Needed for Completion: 30 min.

Purpose: User training is designed to provide a basic understanding of the operation of the software. At the completion of training the user will be capable of reserving instrument time and logging in and out of instrument use. This SOP is designed to be both a training tool as well as a future reference as needed.

Training Outline:

1. Facility Online Manger (FOM)
2. Creation of an Account
3. Requesting Training
4. Reserving an Instrument
5. Instrument Activation
6. Instrument Deactivation
7. Additional Notes
8. Data Retention Policy

1. Facility Online Manager (FOM)

- 1.1. Facility Online Manager (**FOM**) is the software that the Chemistry Department uses to manage the online reservation of instrument time, instrument access and to reconcile billing for instrument time used.
- 1.2. It is the only way to reserve instrument time and activate instrumentation and is a required to be used.
- 1.3. It can be accessed at <https://fom.chem.rochester.edu>. You must be on campus or connected to VPN to access FOM. Note that wireless connection to the **UR Guest Network will not allow access**.
- 1.4. FOM is useable on mobile.
- 1.5. There are also PC's in B54 and B18 specifically for FOM access.

2. Creation of an Account

- 2.1. Navigate to the above website and click on the "I am a new user" link.
- 2.2. You will be asked to provide your email address and complete an anti-spam challenge. Click submit.
- 2.3. Check your email for a link to the new user registration page and fill out the information.
 - 2.3.1. Be sure to select the **internal** radio button. External is for non-UR affiliated users.

- 2.3.2. Your login name will be prepopulated with your email. We suggest shortening it.
- 2.3.3. **If your department or supervisor is not listed you cannot complete registration, skip to section 2.3.9.**
- 2.3.4. Make sure your supervisor (PI) is correct as it determines which accounts you have access to.
- 2.3.5. Submit your registration. See example below.

UofR Chemistry Instrument - FOM - User Registration

FOM New User Registration

User Class: ☒ Internal User ☐ External User

Login Name:

Create Password:

Password Again:

First Name:

Last Name:

Email:

Phone Number:

Category:

Discipline:

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

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

 Add the three numbers and enter the answer.

- 2.3.6. After submission your account will be immediately active.
- 2.3.7. **You are responsible for determining which of your PI's accounts you should be using for instrument time. The Core Facility is not responsible if you choose the wrong account at the time of use.**
- 2.3.8. You can set a default account from the "My Accounts" section. This will be the account that shows up first in the drop down menu. See highlighted section below.

UofR Chemistry Instrument - FOM - My Accounts Jason Holt ✕

Update Account Number

#	Research description name	Account Number	Is Active?	Set as default
19	2. Dep [REDACTED]	[REDACTED]	active	☒
41	Test	TEst	active	☐

The list of user account numbers is maintained by facility administrators. Please [contact one of the facility managers](#) if you have questions.

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

Time on server
Tuesday Jun. 10
12:00:55

jholt Home

Equipment sc...

Multi-view Calendar

Collaborate & Service

Purchase Supplies

Chemicals

Lending Items

Documents

User Report

My Profile

My Accounts

Contact Manager

Software Feedback

Logout

- 2.3.9. If your department or supervisor is not listed, click the link **“My supervisor is not listed here”** and request it be added.

If you are a faculty member or an independent researcher, you may fill your own information below to make yourself as a supervisor

Your Email:

Email of a manager: *Any manager of the resources that you plan to use after the registration.*

Supervisor Title: *Fill Prof./Dr./MR./Mrs./ etc, limited to 20 chars.*

Supervisor First Name:

Supervisor Last Name:

Supervisor Phone:

Supervisor Email:

Building:

Office Room Number:

Email message to the manager:

Dear FOM manager,

I am registering a new account in FOM, but my supervisor is not listed. Please add the submitted supervisor to the FOM system so I can continue my FOM registration.

- 2.3.9.1. Fill out the form. Be sure to only put chemfom-mgr@LISTS.ROCHESTER.EDU in the **Email of Manager** field.
- 2.3.9.2. After filling out the fields click send request.
- 2.3.10. **You will need to wait for confirmation from the Chem Department that your supervisor has been added before you can continue with registration (refer back to section 2.1).**

3. Requesting Training

- 3.1. In order to reserve and use an instrument, you must be trained by tech staff first. Training from another user is not sufficient.
- 3.2. To request training on an instrument login to FOM with your credentials.
- 3.3. On the right side of your home page will be the “Available Resources” section.
- 3.4. Expand the tree by clicking the plus icon.
- 3.5. Select the instrument you wish to request training for.
- 3.6. See example below.

Available Resources (Click to request training or usage approval) [Hide this section](#)

Select or type to search

Chemistry Instruments

- Advion LCMS
- Bruker 300
- Bruker 400-1
- Bruker 400-2
- Bruker 500
- EPR
- PE 2400 Series II
- PE FTIR
- Raman
- Shimadzu AA
- Shimadzu GC 2010 Plus
- Shimadzu MALDI
- Shimadzu QP2010-1
- Shimadzu QP2010-2
- Thermo LTQ Velos

3.7. In the dialog box that results select internal in the drop down (unless you are not affiliated with UR) and specify preferred training windows.

3.8. Click “**Apply**” to send the request. Tech staff will reach out to schedule training.

3.9. Please request training 1-2 weeks prior to the expected need. This will allow time for scheduling as well as ensure the training is fresh in your mind when you used the instrument.

4. Reserving and Instrument

4.1. Once you have been trained and given access to the instrument it will show up on your home page on the left.

Authorized Resources (Click to view schedule)

☐ Show my favorite resources only [Switch to Dashboard view to set favorite resources](#)

Select or type to search

Chemistry Instruments

● PE FTIR Any time user **Available**
New FTIR please request training through FOM.

4.2. To make a reservation select the instrument.

4.3. You will be brought to a calendar view showing the current week. The red line indicates the current time.

PE FTIR Hide description Available Any time user						
Perkin Elmer Spectrum 3 FTIR with Diamond/ZnSe UATR, B18 Hutchison						
Aug 2023 <Prev Today Next>						
Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Sat 8/26	Sun 8/27
9:00	9:00	9:00	9:00	9:00	9:00	9:00
9:10	9:10	9:10	9:10	9:10	9:10	9:10
9:20	9:20	9:20	9:20	9:20	9:20	9:20
9:30	9:30	9:30	9:30	9:30	9:30	9:30
9:40	Medina Afandiyeva 9:42 - 9:58	9:40	9:40	9:40	9:40	9:40
9:50		9:50	9:50	9:50	9:50	9:50

4.4. Click on the time you would like the reservation to start.

4.5. A dialog box will open. Specify the account to use (consult your supervisor/PI for the correct acct) and the end time. Usage comment is optional.

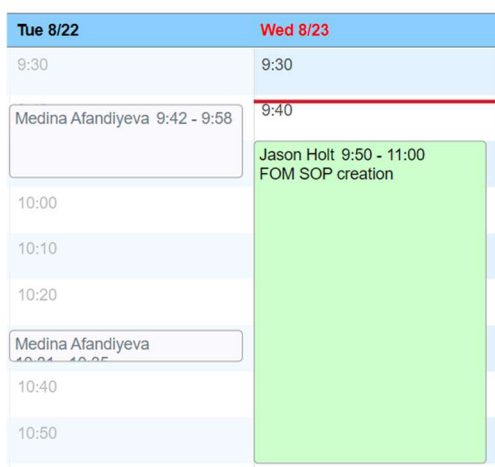
New reservation x

Resource: PE FTIR
User: Jason Holt, jholt@ur.rochester.edu
Fee structure: Internal
Access Level: Any time user
Financial account: 2. Dept 2-11033 ▾
Reservation: 8/23 9:40 ▾ - 8/23 10:00 ▾
Estimated cost: 17
Usage Comment:

Reserve
Close

4.6. Click “Reserve” to make the reservation.

4.7. The reservation will be displayed on the calendar view in green. (See below) you can modify a reservation if needed as long as it is not active.



4.8. Note: if the starting time window you selected contains the red line and you are reserving the instrument immediately prior to using it the “Reserve” button will be preplaced with an “Express Logon” button and the start time will be “Now”. You can skip section 5 “Instrument Activation” if this is the case as the express logon will activate the instrument and your reservation will display in red as active.

Express logon x

Comment by previous user:
 OK

Resource: PE FTIR
User: Jason Holt, jholt@ur.rochester.edu
Fee structure: Internal
Access Level: Any time user
Financial account: 2. Dept 2-11033 ▾
Reservation: Now ▾ - 8/23 10:00 ▾
Estimated cost: 18.7
Usage Comment:

Express Logon
Close

- 4.9. You can extend a reservation by clicking on it in FOM and changing the end time, then clicking the extend button at the bottom right. This is only possible during your reservation and up to 10 minutes after the original reservation end time. After 10 minutes you will be auto logged off the instrument and will need to create a new reservation.

Resource is being used
x

Resource: Advion LCMS
User: Jason Holt, jholt@ur.rochester.edu
Fee structure: Internal
Access Level: Any time user
Financial account: 2. Dept 2-11033 ▾
Reservation: 6/10 11:37 - 6/10 11:40 ▾ (Select a later time to extend your session)
Actual usage: 6/10 11:37 - 6/10 11:44
Resource status report: ☒ OK ☐ Something wrong (details in comments)
Usage Comment:

Record ID 261818 created at 6/10 11:37, last updated at 6/10 11:37

Logoff
Extend
Close

5. Instrument Activation

- 5.1. The reservation of an instrument needs to be active for the instrument to operate.
- 5.2. When your reservation time begins login to FOM.
- 5.3. Navigate to the instrument to be used.
- 5.4. Click on your green reservation.
- 5.5. The resulting dialog box will display the reservation information. At the bottom click the “Logon” button to activate your reservation and the instrument.

Current reservation
x

Comment by previous user:
OK
Resource: PE FTIR
User: Jason Holt, jholt@ur.rochester.edu
Fee structure: Internal
Access Level: Any time user
Financial account: 2. Dept 2-11033 ▾
Reservation: 8/23 9:50 - 8/23 11:00
Usage Comment:

FOM SOP creation

Logon
Close

- 5.6. Your reservation will turn red and the instrument will be usable.

Medina Afandiyeva 9:42 - 9:58	9:40
	9:50
10:00	10:00
10:10	10:10
10:20	Jason Holt 10:17 - 11:00 FOM SOP creation
Medina Afandiyeva 10:31 - 10:35	
10:40	
10:50	
11:00	

6. Instrument Deactivation

- 6.1. When you are finished with the instrument the reservation needs to be deactivated in FOM.
- 6.2. Login to FOM and navigate to your reservation.
- 6.3. Click on the red reservation and select the “Logoff” button.
- 6.4. If you had an issue with the instrument that you would like to relay to tech staff please select the radio button “Something wrong” and provide some details of the issue in the comments section.

Resource is being used ×

Resource: PE FTIR
User: Jason Holt, jholt@ur.rochester.edu
Fee structure: Internal
Access Level: Any time user
Financial account: 2. Dept 2-11033 ▾
Reservation: 8/23 9:50 - 8/23 11:00
Actual usage: 8/23 10:17 - 8/23 10:20
Resource status report: ☒ OK ☐ Something wrong (details in comments)
Usage Comment:
 FOM SOP creation

Logoff
Close

7. Additional Notes

- 7.1. If you fail to logoff of the instrument when you are done using it your use time will continue after your reservation. The amount of extended time is 10 minutes. When that time is up you will be auto logged off and sent an email indicating such. Your account will be charged for that additional time, no changes will be made to billed instrument time for forgetting to log off.
- 7.2. If you determine that you do not need a reservation, please cancel it so that others may use the instrument. You may be charged for instrument time for multiple “No Show” instances.

8. Data Retention Policy

- 8.1. The Core lab does not guarantee data retention and the data is not backed up. It is your responsibility to back up your data if needed. At any point hardware failure may result in unrecoverable data loss.
- 8.2. Please discuss group data retention policies with your advisor.

Please email chemtechstaff@lists.rochester.edu with any questions about this document.

