

# 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](mailto: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](mailto: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:

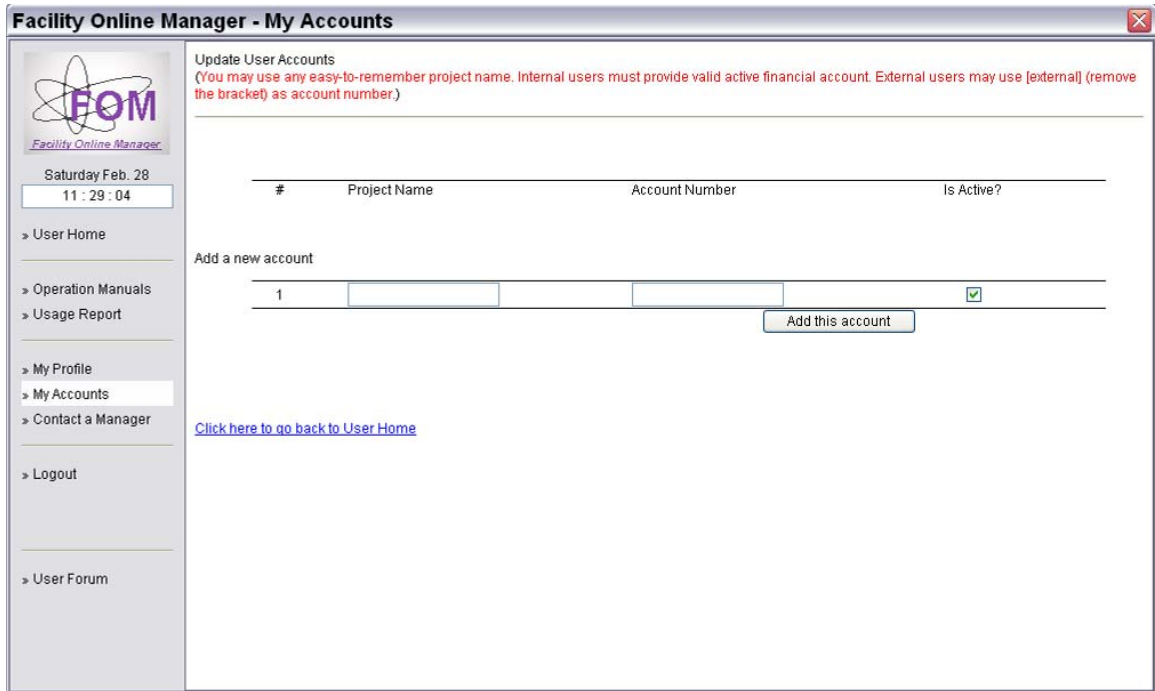
## II. Add account number

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](#)

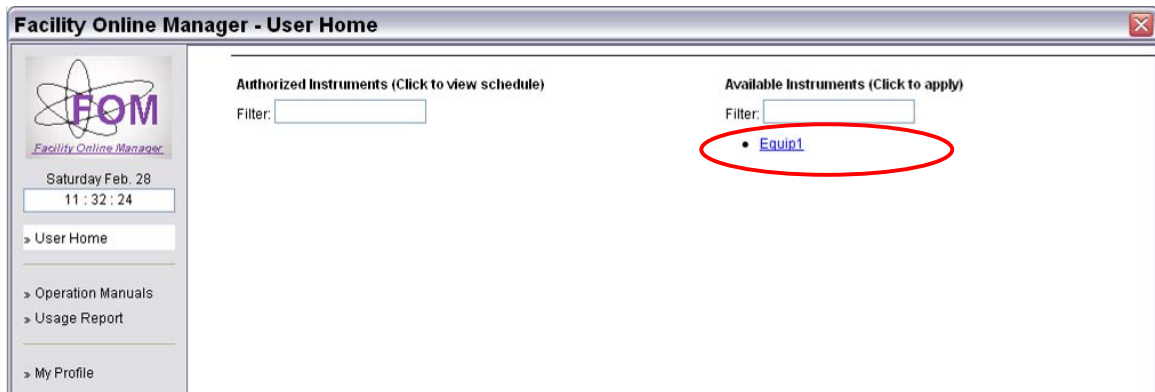
2. This account number is typically your institution's internal financial account number, and may be validated with the rules set by facility manager. If you have questions regarding this account number, please contact the facility manager.



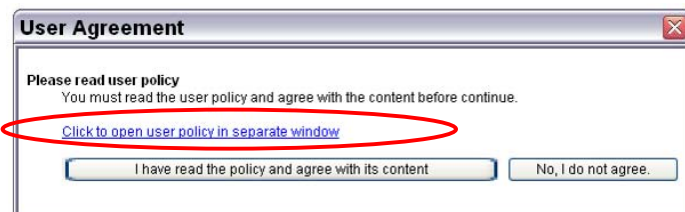
3. Go back to user home after adding a valid account number.

### III. Apply to use instrument

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



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



- 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: - Equip 1**

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

Equip1

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												
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	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	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	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
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	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	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
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	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	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	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
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	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	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
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	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	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

- 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.

Saturday Feb. 28  
 11:56:13

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

**Instrument Reservation**

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

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

Reserve Cancel

12/29	01/05	009	03/02	03/09	03/16	03/23	03/30	04/06	04/13
Mon 02/23			Fri 02/27	Sat 02/28	Sun 03/01				
			midnight to 09:00						
09:00 - 10:00			09:00 - 10:00	09:00 - 10:00	12:12				
10:00 - 11:00		t1 t1	10:00 - 11:00	10:00 - 11:00	09:00-13:00				
11:00 - 12:00			10:00-14:00	11:00 - 12:00					
12:00 - 13:00				12:00 - 13:00					
13:00 - 14:00				13:00 - 14:00					
14:00 - 15:00			t3 t3	14:00 - 15:00	13:00 - 14:00				
15:00 - 16:00			14:00-16:00	15:00 - 16:00	14:00 - 15:00				
16:00 - 17:00		t1 t1		16:00 - 17:00	15:00 - 16:00				
17:00 - 18:00			16:00-18:00	17:00 - 18:00	16:00 - 17:00				
18:00 - 19:00			18:00 - 19:00	18:00 - 19:00	17:00 - 18:00				
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	18:00 - 19:00				
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	20:00 - 21:00				
23:00 - 24:00			23:00 - 24:00	23:00 - 24:00	21:00 - 22:00				
					22:00 - 23:00				
					23:00 - 24:00				

- To cancel or modify a reserved session, click on the reserved time that is shown in black 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  
 12:16:27

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

Equip1

**Modify Reservation**

Select what you want to do with this reservation:

Cancel reservation Modify reservation  
 Close window

12/29	01/05	009	03/02	03/09	03/16	03/23	03/30	04/06	04/13
Mon 02/23			Fri 02/27	Sat 02/28	Sun 03/01				
			midnight to 09:00						
09:00 - 10:00			09:00 - 10:00	09:00 - 10:00	12:12				
10:00 - 11:00		t1 t1	10:00 - 11:00	10:00 - 11:00	09:00-13:00				
11:00 - 12:00			10:00-14:00	11:00 - 12:00					
12:00 - 13:00				12:00 - 13:00					
13:00 - 14:00				13:00 - 14:00					
14:00 - 15:00			t3 t3	14:00 - 15:00	13:00 - 14:00				
15:00 - 16:00			14:00-16:00	15:00 - 16:00	12:12				
16:00 - 17:00		t1 t1		16:00 - 17:00	14:00-16:00				
17:00 - 18:00			16:00-18:00	17:00 - 18:00	16:00 - 17:00				
18:00 - 19:00			18:00 - 19:00	18:00 - 19:00	17:00 - 18:00				
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	18:00 - 19:00				
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	20:00 - 21:00				
23:00 - 24:00			23:00 - 24:00	23:00 - 24:00	21:00 - 22:00				
					22:00 - 23:00				
					23:00 - 24:00				



- 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. 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 area displays 'Notes from instrument manager' and 'Instrument Schedule: - Equip1' with status messages: '- Equip1 is now Available' and '- Your user level on this instrument is: 24-hour Access.' Below this is a reservation grid for 'Equip1' from Monday 02/23 to Sunday 03/01. A dialog box titled 'Instrument Reservation' is open, showing an 'Express Logon' form. The form includes a radio button for 't2' selected, a start time of '2009-02-28 12:00:00', and an end time of '2009-02-28 13:00:00'. In the background grid, the 12:00-13:00 slot on Saturday 02/28 is highlighted in pink with a yellow background and circled in red.

- 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".

This screenshot shows the same 'Facility Online Manager - Schedule' window. The 'Notes from instrument manager' section now shows 'Instrument Schedule: - Equip1' with the status '- Equip1 is now Being used' circled in red. The reservation grid for 'Equip1' is visible, and the 12:00-14:00 slot on Saturday 02/28 is highlighted in red with a yellow background and circled in red. The 'Express Logon' dialog box is no longer present.

- 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: - Equip 1**  
 - Equip1 is now Being used  
 - Your user level on this instrument is: 24-hour Access.

Saturday Feb. 28  
13:00:08

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

**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

12/29	01/05	Feb 28, 2009	03/02	03/09	03/16	03/23	03/30	04/06	04/13
Mon 02/23		Fri 02/27	Sat 02/28	Sun 03/01					
09:00 - 10:00		09:00 - 10:00	09:00 - 10:00	12:12					
10:00 - 11:00		11:11	10:00 - 11:00	09:00-13:00					
11:00 - 12:00		10:00-14:00	12:12						
12:00 - 13:00			12:00-14:00	13:00 - 14:00					
13:00 - 14:00			14:00-16:00	14:00-16:00					
14:00 - 15:00		13:13	14:00-16:00	15:00 - 16:00	12:12				
15:00 - 16:00		14:00-16:00	14:00-16:00	14:00-16:00					
16:00 - 17:00		11:11	16:00 - 17:00	16:00 - 17:00					
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					
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					
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					
23:00 - 24:00		23:00 - 24:00	23:00 - 24:00	23:00 - 24:00					

- Fill in consumables if you have used. Choose "Something wrong" if you want to report problem of the instrument. Fill in comment, select account number to use, then click logoff.

## V. Forgot logoff sessions

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

## VI. Download instrument operation manual

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

**Facility Online Manager - Operation Manuals**

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.

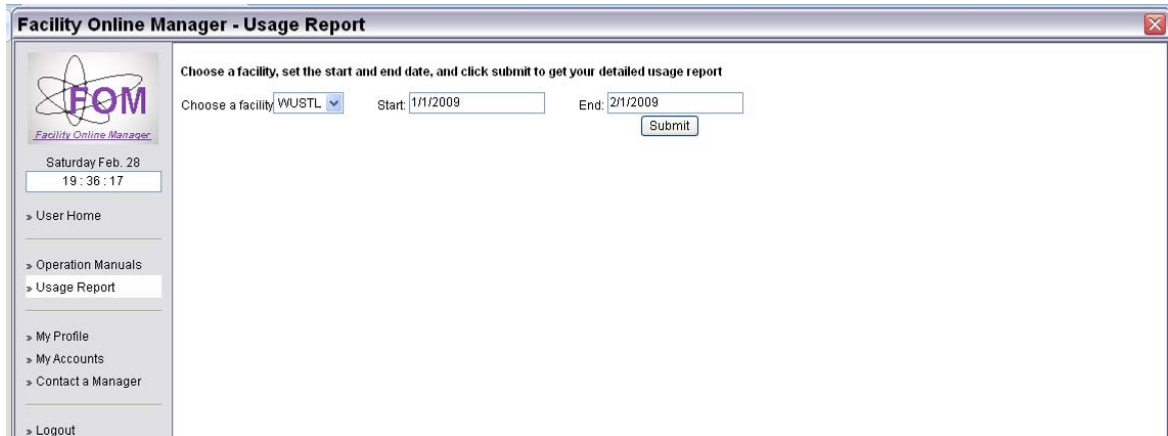
- WU STL
  - Equip1
    - Operation Manual: [www.FOMNetworks.com/downloads/sop.pdf](http://www.FOMNetworks.com/downloads/sop.pdf)
    - Reference paper: [www.FOMNetworks.com/downloads/ref.pdf](http://www.FOMNetworks.com/downloads/ref.pdf)

Saturday Feb. 28  
19:30:39

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

## VII. Usage report

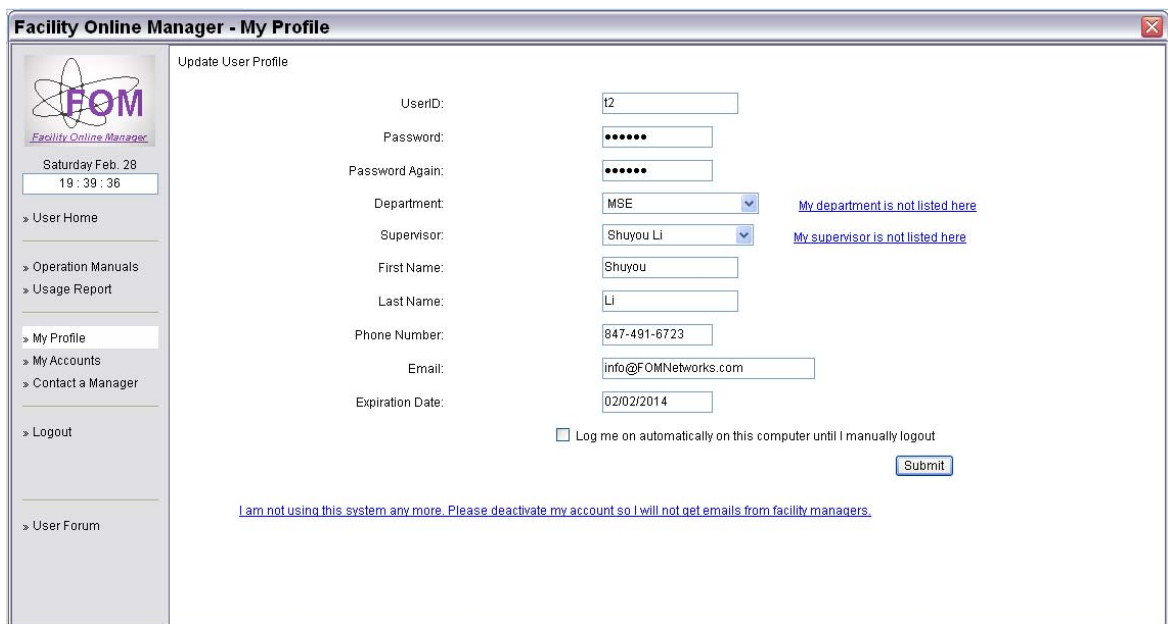
In user home page, click on "Usage Report" link to download report of your usage in the facility with given start time and end time.



The screenshot shows the "Facility Online Manager - Usage Report" window. On the left is a navigation menu with links: User Home, Operation Manuals, Usage Report (highlighted), My Profile, My Accounts, Contact a Manager, and Logout. The main content area has a header "Choose a facility, set the start and end date, and click submit to get your detailed usage report". Below this is a form with a dropdown menu for "Choose a facility" (set to WU STL), "Start" date (1/1/2009), "End" date (2/1/2009), and a "Submit" button. A sidebar on the left shows the date "Saturday Feb. 28" and time "19:36:17".

## VIII. Update user profile

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

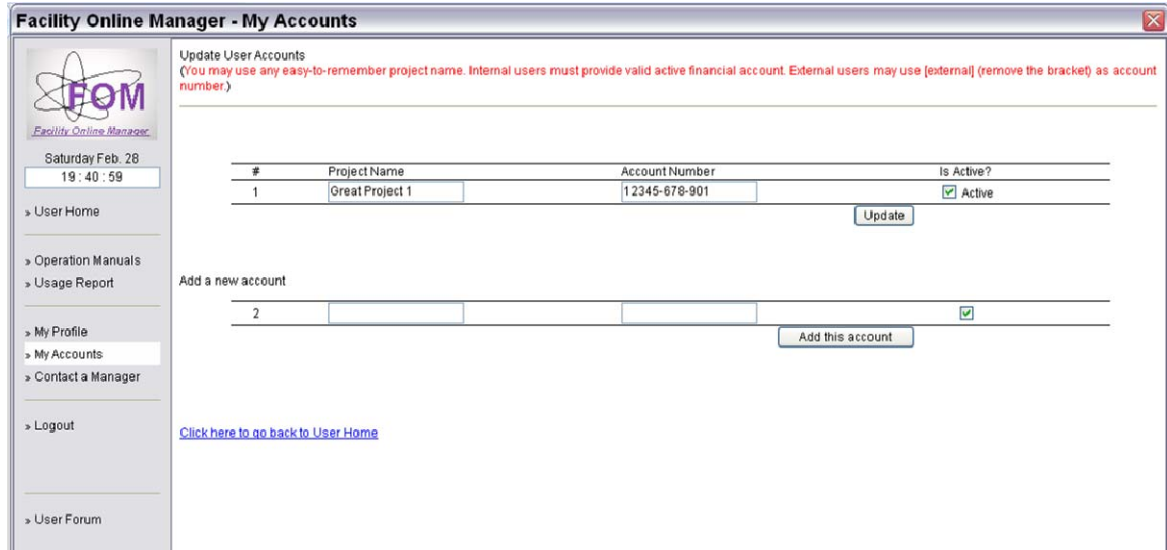


The screenshot shows the "Facility Online Manager - My Profile" window. The left navigation menu is similar to the previous page, with "My Profile" highlighted. The main content area is titled "Update User Profile" and contains a form with the following fields: UserID (t2), Password (masked with dots), Password Again (masked with dots), Department (MSE), Supervisor (Shuyou Li), First Name (Shuyou), Last Name (Li), Phone Number (847-491-6723), Email (info@FOMNetworks.com), and 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 for "Log me on automatically on this computer until I manually logout" is present and unchecked. A "Submit" button is at the bottom right. A blue link 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

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



The screenshot shows the "Facility Online Manager - My Accounts" interface. On the left is a navigation menu with options: User Home, Operation Manuals, Usage Report, My Profile, My Accounts (highlighted), Contact a Manager, Logout, and User Forum. The main content area is titled "Update User Accounts" and includes a red 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.)". Below this is a table with columns: #, Project Name, Account Number, and Is Active?. The first row shows #1, Project Name "Great Project 1", Account Number "12345-678-901", and Is Active? checked. An "Update" button is positioned below the first row. Below the table is a section "Add a new account" with a second row showing #2, empty Project Name and Account Number fields, and Is Active? checked. An "Add this account" button is below the second row. A blue link "Click here to go back to User Home" is at the bottom left of the main area.

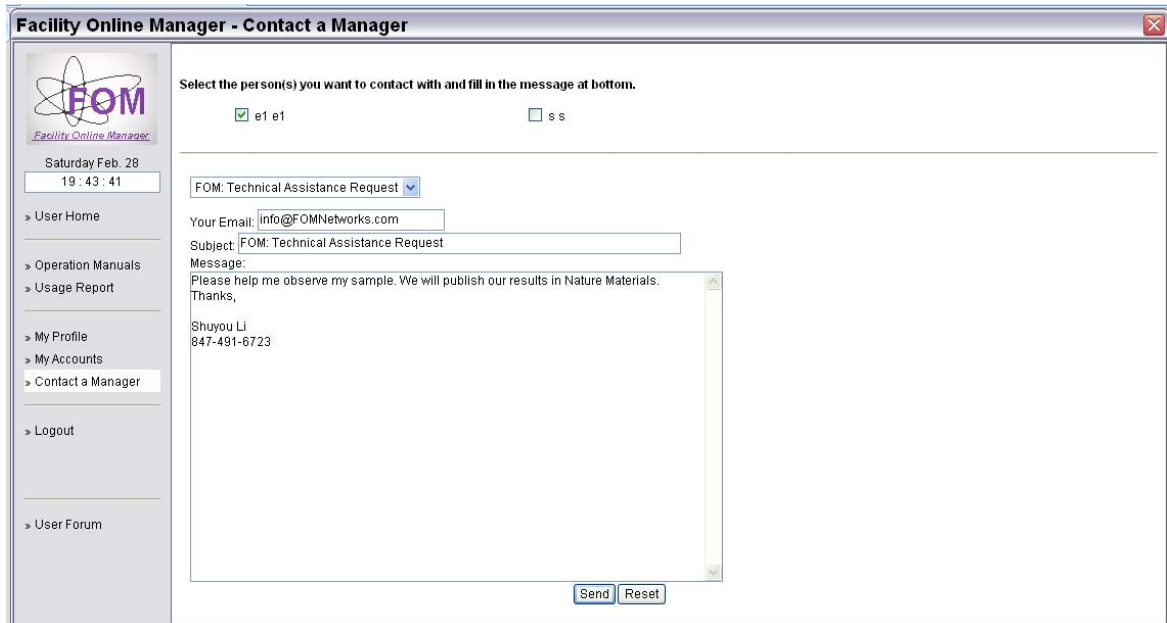
#	Project Name	Account Number	Is Active?
1	Great Project 1	12345-678-901	<input checked="" type="checkbox"/> Active

Add a new account

2			<input checked="" type="checkbox"/>
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## X. Contact managers

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



The screenshot shows the "Facility Online Manager - Contact a Manager" interface. The left navigation menu is the same as in the previous screenshot, with "Contact a Manager" highlighted. The main content area is titled "Select the person(s) you want to contact with and fill in the message at bottom." It features two checkboxes: "e1 e1" (checked) and "s s" (unchecked). Below is a dropdown menu set to "FOM: Technical Assistance Request". The "Your Email:" field contains "info@FOMNetworks.com". 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". "Send" and "Reset" buttons are at the bottom right.

## 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.

**FOM Networks**  
— Online Community of FOM Users

Board index    Search...    Search    Advanced search

FAQ    Login

It is currently Sat Feb 20, 2009 8:48 pm

View unanswered posts    View active topics

INSTRUMENT AND TECHNOLOGY		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

THIS FORUM		TOPICS	POSTS	LAST POST
	<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

**LOGIN**

Username:  Password:  | Log me on automatically each visit