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.

2. In the next page, fill in your information, however, the following fields should be filled as:
   Department: Nano
   Point of Contact: (Choose your CFN Point of Contact, not the instrument manager).
   If you cannot find your Point of Contact in the list, click on the corresponding link to send email to the facility manager. Come back to register again when you get an email back saying your department/supervisor has been added.
3. Hit "Submit".

II. Apply to use instrument
1. In user home page, click on the instrument name listed on right side to apply for this instrument. This will automatically alert the instrument manager, who will reply with an email (within a day or two) stating your status on the instrument.
2. After being trained, you will receive an email from your the instrument manager stating your the status on the instrument. You will see the instrument name listed on the left side of the user home page.

III. Instrument reservation, cancellation and modification

1. In 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 red with yellow background. Time reserved by you (others) is shown in black with green (yellow) background. Available time is shown in black. Passed time is shown in grey.
2. 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.

3. To cancel or modify a reserved session, click on the reserved time that is shown in black with green background.
IV. At-the-instrument logon and logoff

1) To start your session, sign in to https://fom.bnl.gov from the log on computer at the instrument. In the calendar, your reserved session will show in red with green background. Click on it to logon your session and click "Yes" in the pop up window.

2) You may also choose to do an express logon, which allows to start a session without having a previous reservation. For this, click on "Click to logon" (red with yellow background) and then fill in the information required by the pop up window.
3) After finishing your session, you must log into FOM again to logoff the instrument. Click on the time slot showing you are using the instrument (red on green background) and leave a comment (optional) to alert the next user or the instrument manager.

**IMPORTANT:** Some instruments have a piece of hardware controlled by FOM. For example, for the SEMs in 1L32 it is the SEM computer monitor. The monitor turns on when a session starts (logon) and turns off when a session ends (logoff). If you cannot access an instrument after logging in, please STOP YOUR WORK AND CONTACT A STAFF MEMBER. Never modify any physical connections or push any system buttons. Doing so is unsafe for you or the instrument. Any transgression of this rule will automatically ban you from using the instrument.

V. Forgot logoff sessions
If you forget 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 related documents
In the user home page, click on the "Documents" link on left side to download instrument related documents.
VII. Usage report
In the user home page, click on the "User Report" link to download a report of your usage in the facility with a given start time and end time.

VIII. Contact managers
In the user home page, click on "Contact Manager" to write a message or send a technical service request to the instrument managers of the instruments you are authorized to use.

IX. Forgot password procedure
1) Hit "I forgot my username or password" in FOM page.

2) Retrieve your temporary password from the email account you entered in the FOM system.
3) After logging on with your newly reset password, click on the "My Profile" link. In this page you can update your password and other information.
FOM Tips for Instrument Managers

(FOM website: https://fom.bnl.gov)

I) FOM SOFTWARE INFORMATION

- How to stay logged on to your FOM account
  Normally, FOM account times out after a few minutes of inactivity. When you are and Instrument or Facility manager, you may want to have FOM always “on” on your browser, so you don’t have to enter your credentials frequently. To keep FOM active, go to “My Profile” and check the box under “Auto Logon”.

II) USER RELATED INFORMATION

The two most important pieces of information for a FOM user account are the Proposal number and the User type.

- How to update user proposal information (proposal title, number and expiration date)
  1) Look for the User information page searching the user in the “Users Admin” page. The bottom of the User Information page shows the “User Proposals” section. If you see “default” as proposal number, we need to overwrite the proposal fields with the correct information. If you don’t have the proposal information (proposal title, number and expiration date), you can get it from https://intranet.bnl.gov/CFNProposalAdmin/CFNAdmin/default.aspx. Contact Grace if you don’t have access to the proposal system.
  2) It is likely that the proposal is already in the database. Type the proposal number in the respective field and select it if it shows up in the drop down list. If selected, the title and expiration date fields will auto fill. If it is not in the database, please type the number, a short representative title and the expiration date in the respective fields and hit “update” to enter the information in the database. Remember that the expiration date should be 2 years from the first cycle at the CFN. For example, if a proposal starts in cycle 2, 2014 (05/01/2014), then the expiration date should be 05/01/2016.
  3) If the user doesn’t have a proposal (staff or collaborator), please select in the proposal number filed EN staff, ISC staff, EM staff, SBM staff or TC staff depending on the affiliation of the staff/collaborator.
  4) Any user can have more than one proposal active. Proposals will become inactive once they expire or whenever the instrument manager disables the proposal by modifying the Proposal Status field.

- General remark regarding User Type
  FOM helps manage instrument use in several ways, the most important for us is accurate tool usage statistics. FOM achieves this by assigning a User Type to each instrument a user uses. Users can have different User Types for different instruments and facilities, but most commonly, a user is assigned...
the same *User Type* for all instruments. There are instances when the status of a user changes, for example, from being a user (with a CFN proposal) to a collaborator. If we just change the *User Type* of an existing FOM account, then we will modify the previous tool usage history of that user. To avoid this, you must ask the user to create a new FOM account (with a different login name and different email). In this new account, basically a “different user”, the *User Type* can be changed without affecting the previous tool usage history under a different *User Type*.

- **How to update “User Type” and “User Level”**
  1) Below the *User Proposals* section, choose the *User Type* for the instrument(s) that the user will utilize. No one should have the default “Internal”, “External” or “Admin Use” types. Please update the user type field with the proper user type. The best way to figure out the *User Type* is to go to the online proposal system, find the proposal and type on “users” to get a list of the users and their institutions. If the user institution is outside BNL then it is a “NON-BNL User”. If the user belongs to BNL, but not from CFN, then choose “BNL non-CFN User”. In general, the word “user” implies that the user uses an instrument under a regular or rapid access proposal. “Non-user” means there is no proposal. “CFN non-User” corresponds to a CFN staff who is using an instrument that is not administered by his/her CFN group.
  2) Finally, you need to select the “User Level” for each instrument the user has access to. When a user requests an instrument, the “User Level” automatically changes to “To be trained”. After training, change the type to “Day Time Access” or “Any Time Access”, which assumes that a user has afterhours access for the lab/facility hosting the instrument. Use “View Only” for users for which you perform work for (see below for more details about working for others).

- **How to update/enter user information**
  1) When a user requests an instrument, FOM sends two emails, one to you (the Instrument Manager) and another to the Point of Contact (POC). The POC is whoever the user choses as Supervisor when they first registered in FOM.
  2) Log on to FOM and find the user. There are many ways to do this. One way is to select the user from the top of the main page. Another is to search the user in “Users Admin”.
  3) Make any changes you think necessary in the User Information fields. The most common thing is to correct the Supervisor field. This should be the POC and not the Instrument Manager. If the BNL Life # field is missing, you can retrieve within intranet from [https://fsd84.bis.bnl.gov/btms/DeptTrainStatusFrame.asp?mode=NotAll](https://fsd84.bis.bnl.gov/btms/DeptTrainStatusFrame.asp?mode=NotAll).
  4) After making any changes, make sure you hit the “Update” button below the Manager’s notes box. Verify that the changes has been acknowledged by hitting “Refresh page” next to the message “User information updated successfully.”

- **How to add Summer students**
  1) If the student doesn’t have a previous or existing FOM account (with a previously assigned User Type), then just change the *Proposal number* to *Summer YYYY* (for example, *Summer 2014*). The respective year’s proposal account should be in the database. The deadline is September 1st of the current year.
  2) Set the *User Type* to Collaborator.
3) If the user has been or is a current FOM user with an active or expired proposal, then you must ask the student to register in FOM with a different login name and different email. Then, apply to this new registration the instructions in step 1 and 2 above.

III) RESERVATION RELATED INFORMATION

- **How to make a reservation “for training” a user**
  1) Make sure the user has been registered and has requested the tool.
  2) Choose a session in the instrument calendar and select “For training”. You’ll notice that the comments field starts with the words “For training”. Do not modify these words. You can add anything you like AFTER these words (for example “For training John”). FOM looks for this auto-filled phrases (and others like “For maintenance”, “For paid service research”, etc.) in order to construct statistical reports.
  3) At the time of training, login at the tool and perform the training. When you log off, select the user or users you have trained and click “Logoff”. If you don’t see the user, click on “more users”.

- **How to reserve a session for a user**
  1) In the instrument calendar, reserve a session, select “Reserve for a user” and select the user from the “Select user ...” drop down list. This will be equivalent to a user making his/her own registration, with the only difference that the comment field will show “reserved for user by admin”. Of course, the user should have

- **How to best reserve and record tool usage when doing work for a user**
  1) If the user won’t be using the tool at all, make sure the user is registered in FOM. Also, assign the “User Level” as “View Only”. If the user is to be trained or is already a user of the tool, then don’t change the “User Level”.
  2) Make a reservation and select “For paid research”. You could add the name of the user or any other comment AFTER the phrase “For paid research”.
  3) At the time of the session log on in your account by clicking as usual on the reservation.
  4) Once you log off, select “For paid research” and select the user you are doing work for.

IV) INSTRUMENT RELATED INFORMATION

- **How to update instrument information**
  1) Hit “Resources Admin” and then select your instrument. The fields are pretty much self-explanatory. For most instruments, leave everything as default except:

  *Day time start: 08:00*
  *Day time end: 18:00*
  *Reservation no later than: 14*

  2) Hit “Update” and make sure the red message “Equip info updated successfully” appears at the bottom of the page.
• **How to add “Logoff reminders” to an instrument**
  1) Hit “Resources Admin” and then select your instrument. At the bottom of the page, you’ll see the section “Logoff reminders”. Here you can add reminders that the user will see when they log off a session. For example, you could put “Turn off lamp”, etc.

V) **TOOL USAGE STATISTICS**

1) If you are an **Instrument Manager**, go to “Resources Admin” and select an instrument. At the top right of the page you will see two “Submit” buttons corresponding to the available reports. You need to specify the period of time.

2) If you are a **Facility manager**, you can also obtain statistical reports from “Reports” on the left column of the user interface.