

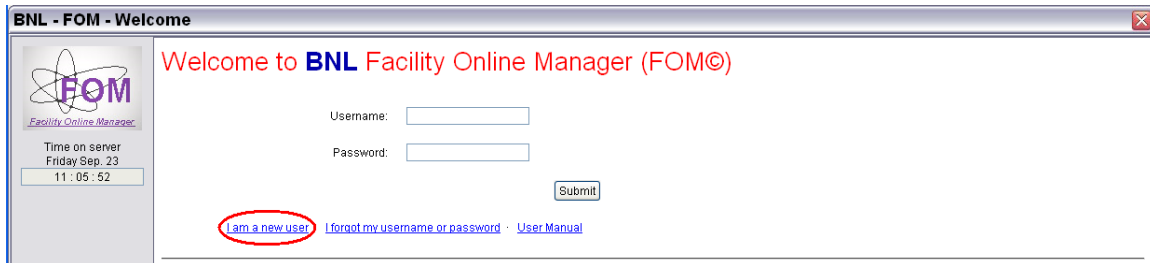
Facility Online Manager (<https://fom.bnl.gov>)

User Office hours: Monday through Friday, 8:30 a.m. to 5 p.m., EST

Email: cfnuser@bnl.gov

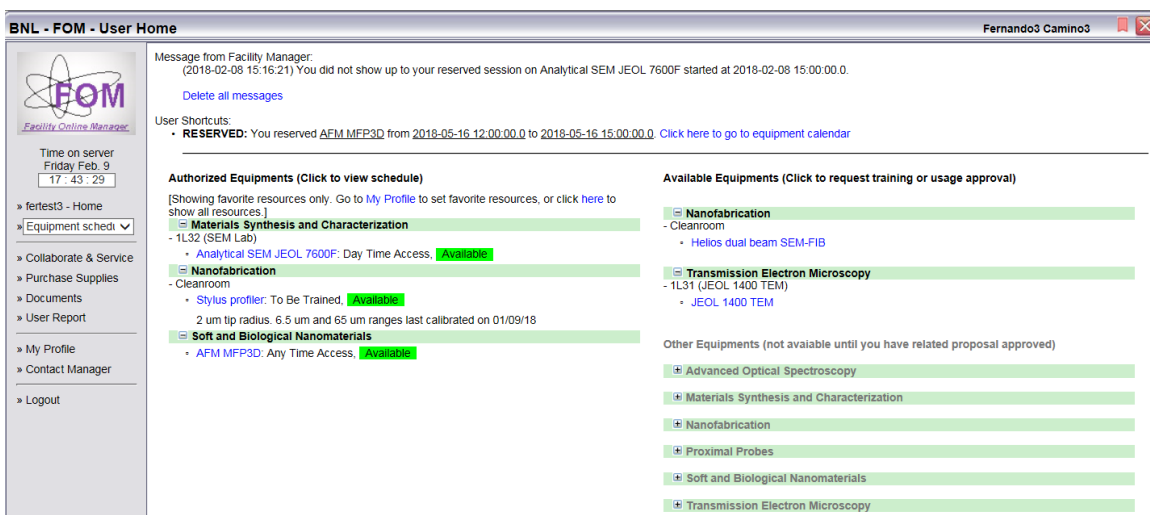
P: 631.344.NANO (x6266 from a BNL phone)

1. User registration



- Click "I am a new user" if you are a new user in FOM, a registration page will appear in which you need to input your information.
- **The email you enter must be listed in a valid proposal.** If you get the message “*Email does not exist in the Proposal System,*” please contact the User Office to solve the issue.
- FOM prefills *First Name* and *Last Name* according to the information entered in the proposal system.
- If you can register, but get the message “*Login denied. No active proposal in Proposal System,*” it means that you are listed in a proposal that is not active. Please contact the User Office to solve the issue.
- If you have already 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. Apply to use an instrument



- On the right section of the Home page, click on the instrument you want to apply for training or want to regain access. A pop up window will appear in which you can write, if

desired, a message for the tool manager. The tool manager will receive an email and will contact you to coordinate training.

- **You will only be able to select instruments that are listed in a valid proposal in which you are a member.** If an instrument that you need is disabled, please contact the User Office and explain the situation. The instrument could be added to an active proposal provided that the User Office gets the OK from the tool manager.
- The left section of the Home page lists the instruments that a) you have requested for training or that you have access (*To Be Trained*, *Day Time Access* or *Any Time Access* shows next to the instrument's name).
(Day Time Access runs Mon-Fri (except holidays) from 8:00 AM to 6:00 PM.)

3. Instrument reservation, cancellation and modification

- In the user home page, click the instrument that you want to use. You will see the schedule for this instrument, as shown below. Sessions reserved by you have green background (sessions reserved by others have yellow background. Available time is shown in black. Past time is shown disabled (grey).

BNL - FOM - Schedule Test User

Notes from instrument manager
 Instrument Schedule: Analytical SEM [Day View](#) [Month View](#)

- Analytical SEM is now Available
- The reservation of this instrument is limited to: No sooner than 0 days; No Later than 14 days. New reservations open hour by hour.
- Your user level on this instrument is: Any time Access.

07/25 08/01 08/08 08/15 08/22 08/29 09/05 08/12 Today Sep 23, 2011 09/26 10/03 10/10 10/17 10/24 10/31 11/07 11/14

Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23	Sat 09/24	Sun 09/25
08:00 - 09:00	08:00 - 09:00	08:00 - 09:00	08:00 - 09:00	08:00 - 09:00	08:00 - 09:00	08:00 - 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
10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:01 - 10:01 Fernando	10:00 - 11:00
11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	10:00 - 12:00 aron	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
13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	12:00 - 16:00 Test
14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	
15:34 - 16:00 Fernando	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 19:00 Fernando	
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
18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	17:00 - 18:00 Test	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
20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	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	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	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00
23:00 - 00:00	23:00 - 00:00	23:00 - 00:00	23:00 - 00:00	23:00 - 00:00	23:00 - 00:00	23:00 - 00:00

- To reserve a session, click on the time you want to start. A pop up window will appear in which you can a) select the proposal that encompasses the work you plan to do, and b) specify the start and end times for your session (within the limits allowed for scheduling on the tool). You will be informed about any scheduling rules during tool training.
- Clicking on an existing reservation allows you to modify or cancel it. Some tools require to cancel a session a certain amount of days before the reservation date. You will be informed about this during tool training.
- **You will not be able to reserve a session in a tool that is not listed in an active proposal in which you are a member.** If you get the message “*You must have a valid account number to reserve time on this equipment,*” it means that the tool is not listed in your valid proposal(s). Please contact the User Office to resolve the issue.
- **Useful hint** (only applicable to FOM logon computers which can only be used by you during the whole session, such as FOM computers in SEMs and TEMs). At the end of your session, to logoff you session in FOM, most likely you will need to log in FOM

again (enter login and password) since you may have been logged out due to time inactivity. If you want to stay logged in FOM until the end of your session, click on *My Profile* on the left menu items and then check *Auto Logon*. (Remember to manually logout of FOM after logging off your session.)

4. At-the-tool logon and logoff

- To start your session, sign in to <https://fom.bnl.gov> from the FOM logon computer next to the instrument. In the tool calendar, the time of your session will show in red with green background, click on it to logon and click *Yes* in the pop up window.

The screenshot shows the 'BNL - FOM - Schedule' interface. On the left is a navigation menu with options like 'testuser - Home', 'Analytical SEM (EI)', and 'Collaborate & Service'. The main area displays 'Notes from instrument manager' for 'Analytical SEM', stating it is reserved and has a 0-14 day reservation limit. Below this is a calendar grid for September 23rd and 24th. A pop-up window titled 'Instrument Logon' is open, showing a 'Previous user comment' of 'Instrument down Instrument down', 'Consumables' information, and a 'Confirm instrument logon' section with 'Yes' and 'Cancel this session' buttons. The calendar grid shows a reservation for 'Test' on Sep 23 from 16:00-18:00, highlighted in red with a green background.

- A second pop up window will appear in which you can select any additional users in your proposal who are accompanying you in the session. If a person is not listed, please contact the User Office to add the user in your proposal.
- Your session starts when you hit *Submit* in the second pop up window. For some instruments, FOM activates/deactivates an essential part of the instrument (or the whole instrument) at logon/logoff. For example, for the SEMs, it is the SEM computer monitor. If you cannot use an instrument after logon, please contact the tool manager. Do not attempt to modify any piece of hardware (even a monitor power cable), in order to be able to use the instrument. This would be considered a serious violation.
- If "*Click to log on*" is available in the calendar, you can click it to perform an express logon to the tool, which allows you to use the tool without previous reservation

- At the end of your session, after setting the instrument for the next user as instructed during training, click on your session to logoff. A first pop up window (see below) will appear in which you can verify or update the proposal under which you performed the work. Also, some tools have one or more reminder items that the tool manager wants you to verify before leaving the tool, please do so (no need to check the checkboxes).

The screenshot displays the FOM Facility Online Manager interface. On the left, there is a navigation menu with options like 'ferfest2 - Home', 'Collaborate & Service', 'Purchase Supplies', 'Documents', 'User Report', 'My Profile', 'Contact Manager', and 'Logout'. The main area shows a calendar for Friday, Feb. 9, 2018, with a time slot from 19:09 to 29:00. A dialog box titled 'Analytical SEM JEOL 7600F - Logoff' is open, containing the following fields and options:

- Reminder items:**
 - Did you unload your sample?
 - Did you start pumping the loadlock?
 - Did you turn off the CCD camera?
- Equipment Status Report:** OK Something wrong
- Comment:** [Text input field]
- Select the proposal number you want to use for this session:**
 - My first proposal for FOM testing - 90036
 - T1 - 90008

Buttons for 'Logoff' and 'Cancel' are at the bottom of the dialog box.

- After clicking *Logoff* in the first window, a second popup window will appear with the list of users you selected at logon. Please update the list if new users joined you and then click *Submit*.

5. No-show time and Forgot to logoff

- Some tool managers set their instruments to allow a user to logon within a certain time (e.g., 15 min) of the start of the session. If no logon happens before this time, your session is erased, so that other users can use the tool. The tool manager can inform you whether this option is active for the tool.
- Also, some managers set instrument to detect if you forgot to logoff a session. If so, FOM automatically logs off your session and notifies you via email. You will also receive an email if the next user logs on his/her session and your session was not logged off. Please try to avoid these instances.

6. Download instrument related documents

Some managers also make available for users useful information about the tool (manuals, booking rules, etc.). You can check this information in *Documents* on the left menu items.