

Facility Online Manager @ OSU

– Instruction for users –

FOM is an online accounting and instrument management software. For questions regarding the instruments or a facilities contact the facility manager via the method in section X (page 12).

I. User registration

1. Go to <https://fom.osu.edu> and you will be prompted for your OSU name.# login and click on login (see below)

The Ohio State University Web Login Service Help Buckeye Link Map Find People Webmail Search Ohio State

You've requested a web page which requires a user login.

Identify Yourself
Enter your Ohio State Username (lastname.#)
Example: doe.1

Password or Passcode
Enter your account password.
BuckeyePass users, enter your Passcode.

Login

Systems Status
Need Help?
[Forgot your username or password?](#)
[Change your password?](#)
[Need to activate your Ohio State Username?](#)
[Need a BuckeyePass Token?](#)
Other questions?
[About Ohio State Usernames](#)
[About OSU Web Login](#)
[Contact IT Service Desk](#)

IMPORTANT
For help with password or login issues, contact the IT Service Desk by dialing 8-HELP (on campus), 614-688-HELP, or 8help@osu.edu.
The Ohio State University will NEVER ask for your password via email, phone, or any other method. If you receive such a message or have replied to one, please report it to report-phish@osu.edu. NEVER reply to any email asking for your account information or other personal details.
To protect your privacy, completely [exit your web browser](#) when finished.
Login will remain in effect until you completely exit your browser or several hours have elapsed.

(Figure 1)

2. You will now see the FOM welcome page, please make sure to select **“Click here to continue”** and NOT the list of facilities listed below. Clicking on these links will take you to each of their respective home pages, NOT a list of their instruments.

OSU - FOM - Welcome

Welcome to OSU Facility Online Manager (FOM®)

Click here to continue

FOM® is an online accounting and instrument management software.
FOM® is FREE for small research group use (online scheduler only, with a minimal installation fee).
FOM® supports unlimited number of instruments, unlimited number of facilities, and unlimited number of users.
FOM® can be used as a simple scheduler or as a complicated management system. It can be used in a single laboratory, or used to host all the facilities on campus.
If you are interested in using FOM®, please contact FOM Networks at info@FOMNetworks.com.
Visit <http://www.FOMNetworks.com/> to see the features of FOM®

The following facilities are currently hosted on this FOM® server.
(Facility names are linked to facility websites. To use the facility, please login first.)

[CCIC - Mass Spec & Proteomics \(MS&P\)](#) Welcome to the CCIC Mass Spectrometry and Proteomics Facility at OSU. We hope you will find that we can meet your research needs as we offer a wide range of services. Please feel free to contact us to discuss the wide range of experiments we can perform.

[CCIC - Nuclear Magnetic Resonance \(NMR\)](#) The CCIC NMR is a state-of-the-art campus-wide core facility that currently houses three high resolution Bruker NMR spectrometers: one 800 and two 600 MHz. The facility and resources are available to all scientists within and outside the OSU.

(Figure 2)

3. You will now see the form below. Your username, e-mail address and name have already been populated. If you do not see your department or supervisor/PI click on the blue links to open a form to notify the FOM manager to add them.

The supervisor/PI is listed alphabetically by last name.

OSU - FOM - User Registration

FOM New User Registration

Username:

Category:

Discipline:

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

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

First Name:

Last Name:

Email:

Phone Number:

(Figure 3)

- a. **If you clicked on “My department is ...” or “My supervisor is ...” and filled out the corresponding form (below) once it has been submitted use your browsers back button to go back to the account registration form to finish.**

» Billing
» Reports
» Facility Config
» Holidays
» User Survey
» Departments
» Supervisors
» Resources Admin
» Maintenance Records
» Users Admin
» Email List
» Collaborate & Service
» Usage Records
» Purchase Supplies
» Documents
» User Report
» My Profile
» My Accounts

Select a subject...

Your Email:

Subject: FOM: New Department To Be Added

Message:

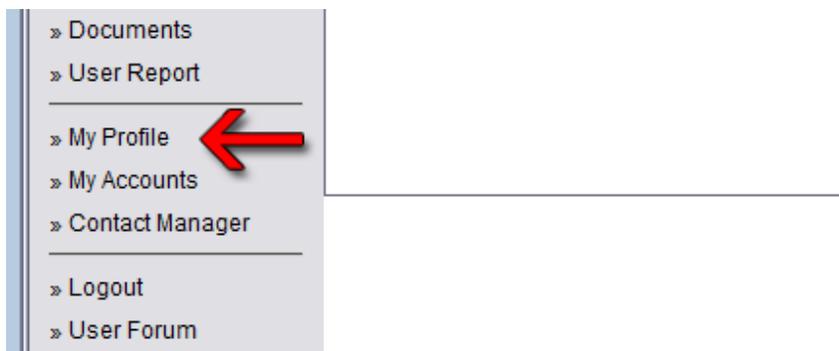
Dear FOM manager,
I am registering a new account in FOM, but my department is not listed. Please add the following department so I can register in FOM.

Department Name:

****Once submitted, use your browsers back button to finish your account registration****

(Figure 4)

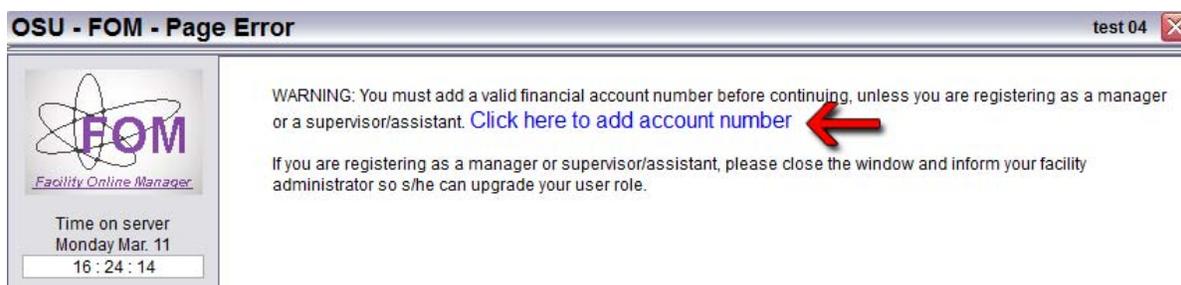
- b. **If you have notified the FOM manager to add your department/supervisor/PI select “To Be Added” for department and for the supervisor field(s) use “n/a, To Be Added”.**
- c. You will be e-mailed once your department/supervisor/PI has been added. You can then change these options by logging into FOM and clicking “My Profile” (figure 5)



(Figure 5)

II. Add account number

1. After registration you will see this warning window. You must add one account number to continue. Click on “Click here to add account number”.



(Figure 6)

2. In order to use FOM you must have an approved valid OSU billing account (for internal). **You must at least input the org, fund and account code.** Project, program-number and user-defined are optional. If you do not know any of these fields, contact your PI or your fiscal officer to obtain them.

The form is titled "Update User Accounts" and includes a table with columns: #, Project Name, Account number / Project number / Financial code, Is Active?, and Set as default. Below the table is a red warning: "Add a new account Internal Users must provide valid active financial account. Please complete the fields below; once you click 'add this account' the account will be emailed to your PI for approval".

Fields include:

- PI(s) who approve this account: [text input] (Multiple PI names are allowed)
- Project name: [text input] (You may use any easy-to-remember project name)
- Chart field: Build chart string
- Org: [dropdown menu]
- Fund (manual input, 6 digits): [text input]
- Account code: [dropdown menu]
- Project: [text input]
- Program-number: [text input] (manual input, numbers, dashes and letters)
- User-def: [text input] (manual input, numbers, dashes and letters)
- Manual input chart string: [text input]
- *ORG FUND ACCOUNT-CODE PROJECT-NUMBER PROGRAM-NUMBER USER-DEF Use space to delimit fields. (Project Number, Program Number and User DEF may consist of numbers only, letters only or combination of both) External users may put the word "external" here.
- Category: [dropdown menu] Choose one
- Description: [text area]
- [Add this account] button

(Figure 7)

- a. You must first select your PI from the drop down list. You may select multiple PI's – these individuals will be the ones who will approve the account. They will receive an email to approve your account and set limits (if any).
 - b. Then you must name account, use something that would relate back to where the funds came from.
 - c. Now you need to enter your organization number. You can search for your group or put if your 5 digit numeric number and this will pull up the name of the org.
 - d. You must now manually enter your FUND number, this is a 6 digit numeric number. Please note this field only accepts valid OSU fund numbers.
 - e. Now you need to choose the account code using the drop down. You have three options, 63606 – Purchase Service Good, 63636 – Purchased Service, and 63619 – Laboratory Services (on campus)
 - f. Project, Program Number and User-defined are optional and can be either alphabetical or numeric.
 - g. Note, Category and Description can be empty as well.
3. Once “Add this Account” is clicked your PI (as defined by you in part a above) will be notified that they need to approve the account you just added. They can choose (not required) a spending limit or expiration date. Once approved, you will receive an e-mail stating you can now schedule. **You will not be schedule until your account has been approved your PI.**

You have now finish the registration process and can now begin to schedule time on the instrument(s).

III. Apply to use instrument

1. In the user home page, click on the instrument name listed on right side to apply. If you do not see the instrument you want click on "... see all the resources" (see image below) which will then open a pop-up window displaying all of the facilities and instruments.

(Figure 8)

2. You may see a user agreement message (figure 9). Click and read the agreement and then click the "I have read ..." button



(Figure 9)

3. Input your preferred time for training in the text box. This message will be sent to instrument manager(s).

You will be contacted shortly regarding training for the instrument. Once trained, you will be able to schedule on your own.

The screenshot shows the 'Facility Online Manager' interface on the left and a 'New User Application Form' dialog box on the right. The dialog box has a title bar with a close button (X). The main content area contains the text 'Apply to use new instrument' and 'Please tell the instrument manager your preferred time(s) for training:' followed by a text input field. Below the input field is an 'Apply' button with a red arrow pointing to it.

(Figure 10)

4. If no training is required you will be allowed to immediately schedule (see below). Click OK and you will be taken back the User homepage (Figure 12).

The screenshot shows the 'Facility Online Manager' interface on the left and a 'User Agreement' dialog box on the right. The dialog box has a title bar with a close button (X). The main content area contains the text 'No training needed', 'There is no training needed for this item.', 'Click the OK button below to activate your account.', and 'If you have questions regarding use of this instrument, please [contact instrument manager](#).' Below the text is an 'OK' button with a red arrow pointing to it.

(Figure 11)

5. After approved for use, you will see the instrument name listed on the left side of the user home page (figure 13). By clicking on the link it will open the calendar for the instrument. Additionally your current access and instruments availability is listed as well.

For example, the current user below (figure 13) has "Any time access" which allows for unrestricted scheduling. The other access level you may see is "Day Time Access" which allows from 9am-5pm scheduling. Please note this time may change depending on the instrumentation

OSU - FOM - User Home 12345 12345 



Time on server
Wednesday Mar. 13
10 : 50 : 08

» test06 - Home

» Instrument sched

» Apply new instrum

» Collaborate & Service

» Purchase Supplies

Authorized Instruments (Click to view schedule)

- [DMX600 \(CCIC - Nuclear Magnetic Resonance \(NMR\)\)](#):
Any time Access, AVAILABLE

Available Instruments (Click to apply)

- [CCIC - Mass Spec & Proteomics \(MS&P\)](#)
- [DSQ-II GC/MS](#)
- [Micromass Q-ToF II \(High-Resolution ESI, micros...\)](#)
- [Trace GC-MS \(Low-resolution EI and ? C...\)](#)
- [CCIC - Nuclear Magnetic Resonance \(NMR\)](#)
- [DRX600 \(DRX 600 MHz located at 137 ...\)](#)
- [DRX800 \(DRX 800 MHz located at 137 ...\)](#)
- [Center for Electron Microscopy and Analysis](#)
- [test-instrument](#)
- [CMIF - Campus Microscopy & Imaging Facility](#)
- [CMIF Workstation \(Infinity 3 /Multiphoton Wor...\)](#)
- [FEI Nova 400 NanoSEM \(Scanning Electron Microscope\)](#)
- [FEI Technai G2 Biotwin TEM \(Transmission Electron](#)

(Figure 12 – USER HOME PAGE)

6. This completes the registration process and shows you how to request access for an instrument.

For more details on how requesting time works, how to login/logoff, cancelling and other tips see sections IV-X

IV. Instrument reservation, cancellation, logon and logoff

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 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: - Equip1

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

Equip1

Today Feb 28, 2009

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										
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
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
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
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
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
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

(Figure 13)

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.

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.

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

(Figure 14)

3. To cancel or modify a reserved session, click on the reserved time that is shown in black 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 a calendar grid for 'Equip1' from Monday, Feb 23 to Sunday, Feb 29. A 'Modify Reservation' dialog box is open, asking the user to 'Select what you want to do with this reservation:' with buttons for 'Cancel reservation', 'Modify reservation', and 'Close window'. The background calendar shows a reservation for 't2' on Saturday, Feb 28, from 12:00 to 13:00, highlighted in yellow.

(Figure 15)

4. To logon to a reserved session that you made or do an express logon (logging in and reserving at the same time), click on the current time shown in pink with the yellow background.

The screenshot shows the 'Facility Online Manager - Schedule' window. The navigation menu and calendar grid are the same as in Figure 15. An 'Instrument Reservation' dialog box is open, titled 'Express Logon'. It asks the user to 'Select the account number you want to use for this session:' with a radio button selected for 't2'. Below this, it shows 'Start time: 2009-02-28 12:00:00' and 'End time: 2009-02-28 13:00:00' with a dropdown arrow. There are 'Express Logon' and 'Cancel' buttons. The background calendar shows the same reservation for 't2' on Saturday, Feb 28, from 12:00 to 13:00, highlighted in yellow.

(Figure 16)

- When you are using the instrument your time slot is shown in red with yellow background and on top of the window the instrument is shown as "Being used".

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' with the message: 'Instrument Schedule: - Equip1 - Equip1 is now Being used - Your user level on this instrument is: 24-hour Access.' Below this is a calendar grid for 'Today Feb 28, 2009'. The grid shows time slots from 09:00-10:00 to 23:00-24:00. The 12:00-13:00 slot is highlighted in red with a yellow background, indicating it is being used. A dropdown menu shows 'Equip1' selected.

(Figure 17)

- 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.

This screenshot shows the same 'Facility Online Manager - Schedule' window as Figure 17, but with an 'Equip1 - Logoff' dialog box open in the foreground. The dialog box contains the following fields: 'Liquid nitrogen: [] Liters', 'Instrument Status Report: OK Something wrong', and a 'Comment:' text area. At the bottom, it says 'Select the account number you want to use for this session:' with a radio button selected for 't2'. There are 'Logoff' and 'Cancel' buttons at the bottom of the dialog. The background schedule grid is partially visible, showing the 12:00-13:00 slot still highlighted in red.

(Figure 18)

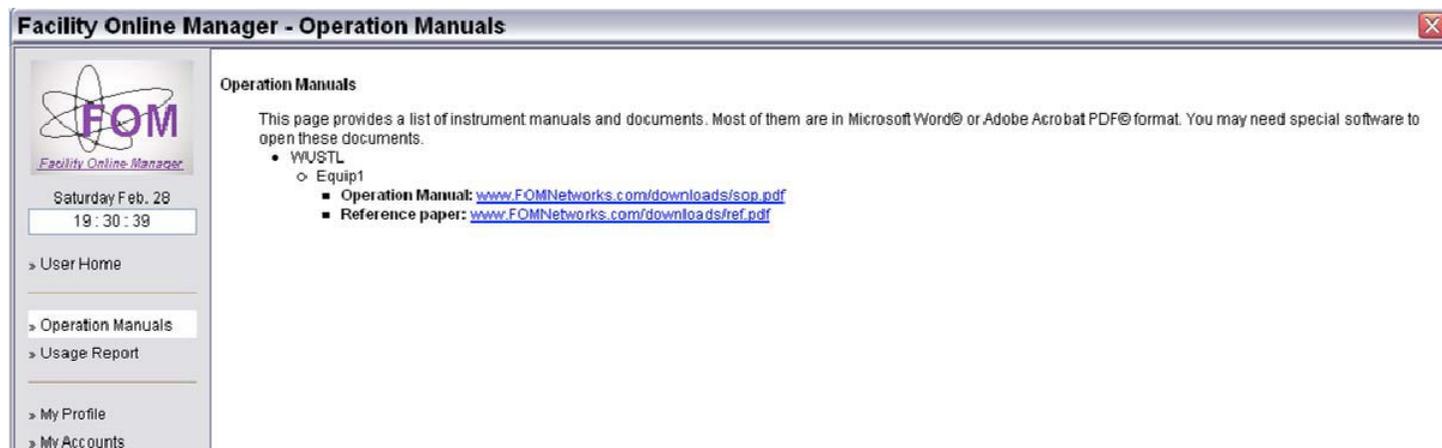
7. Fill in consumables if you have used. Choose "Something wrong" if you want to report problem of the instrument. Fill in comment, select account number to use, then click logoff.

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

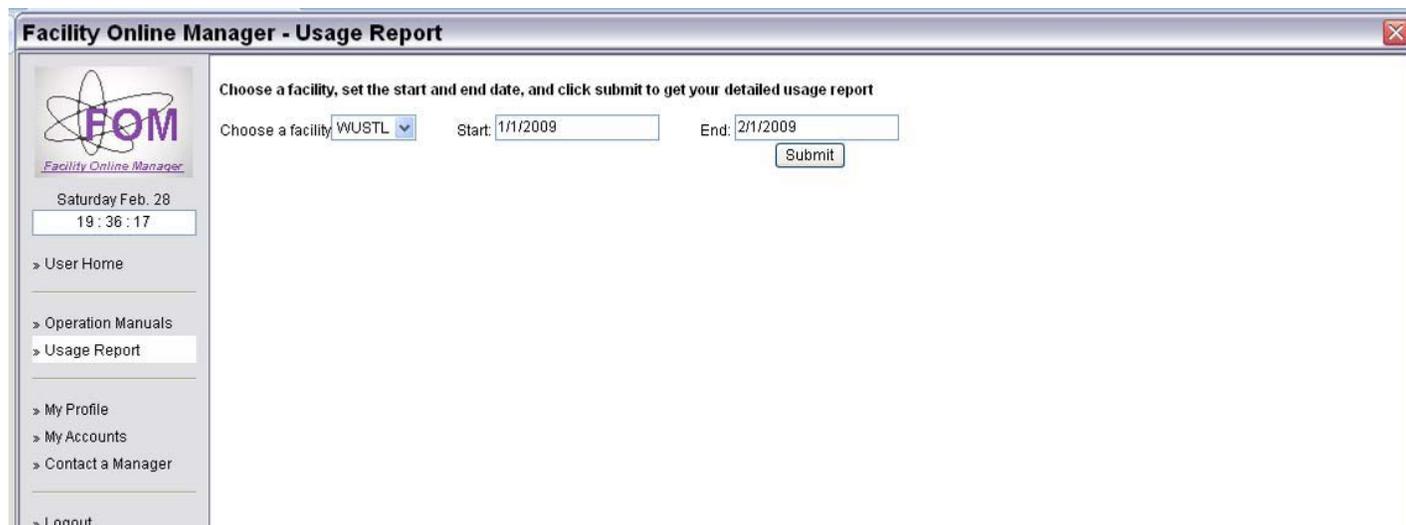
In the user home page, click on "Operation Manuals" link on left side to download instrument documents (below). Not all manuals are available for every instrument.



(Figure 19)

VII. Usage report

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



(Figure 20)

VIII. Update user profile

In the user the home page, click on "My Profile" link to update your contact information. Do not change your username, password or e-mail address. These are all being pulled in from the OSU login page. Doing so could render your account inoperable.

The screenshot shows the 'Facility Online Manager - My Profile' 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 is titled 'Update User Profile' and contains the following form fields:

- UserID:
- Password:
- Password Again:
- Department: [My department is not listed here](#)
- Supervisor: [My supervisor is not listed here](#)
- First Name:
- Last Name:
- Phone Number:
- Email:
- Expiration Date:

Below the form is a checkbox: Log me on automatically on this computer until I manually logout. A 'Submit' button is located to the right of this checkbox. At the bottom of the form area, there is a link: [I am not using this system any more. Please deactivate my account so I will not get emails from facility managers.](#)

(Figure 20)

IX. Update account number

In user the home page, click on "My Accounts" to add or change your account number(s). If FOM does not allow you to modify your existing account number notify your manager using the method in section X (next section).

X. Contact managers

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

All managers using FOM will be displayed. Find and check the box for the manager of the facility you would like to contact.

The screenshot shows the 'OSU - FOM - Contact a Manager' window. The page title is 'OSU - FOM - Contact a Manager' and the user ID is '12345 12345'. The main content area is titled 'Select the person(s) you want to contact with and fill in the message at bottom.' Below this are three columns of checkboxes for selecting managers:

- CCIC - Mass Spec & Proteomics (MS&P)**
 - Mark Apsaga
 - Andrew Hall
 - Alexandra Popova-Butler
- CCIC - Nuclear Magnetic Resonance (NMR)**
 - Andrew Hall
 - Tapas Mal
 - Chunhua Yuan
- Center for Electron Microscopy and Analysis**
 - Andrew Hall
- CMIF - Campus Microscopy & Imaging Facility**
 - Richard Montione

Below the checkboxes is a dropdown menu for 'Select a subject ...'. Below that is a text field for 'Your Email: 12345@12345@osu.edu'. Below that is a text field for 'Subject:'. Below that is a text area for 'Message:'. There is also a 'test06 - Home' link in the left sidebar.

(Figure 21)