

PLEASE READ BEFORE USE

Dear Users,

Scheduling for this instrument will now be done online via Facility Online Manager (FOM). Some of you are already familiar with this online manager as you have used it in areas such as the clean room or using the microscopy lab. The Chemical and Biomolecular Engineering Department now has its own server on FOM called "CBE Tulane".

The link for the scheduler can be found at <https://www.instrumentschedule.com/fom/>. Please use your phone or computer to go to the link and once there, look for "CBE Tulane" from the list of facilities available. Please then register as a new user and then pick this instrument (HP-TGA or TGA). It may ask you to use an account number. If it does, just put any random number as this version of FOM we are using doesn't support accounting via FOM. After, send me an email saying you have registered. This way, I can update your account for you to start using the scheduler (if you are a new user, you will need training before instrument use). To book time, simply log in, click on the instrument of choice, and select the time you want to start. A box will then open to specify the details of your reservation. Fill in the details and click on reserve.

Whenever you are finished, please be sure to log off on FOM to mark your reservation as complete. When using the scheduler, please be aware of the following rules.

- 1) New users will require two separate training sessions (2 HR) before using FOM to schedule their time. Please email me to schedule training times.
- 2) Equipment scheduling time will be from 8 AM to 5 PM. Any time before or after these hours are considered nighttime use.
- 3) Please be sure to LOG OFF when you are done from FOM to avoid extra time usage. To log off, just click on the time you reserved when you are done and click "log off".
- 4) If you have not scheduled a time in advance, you can book a time for immediate use if no one has a time booked already.
- 5) Users can book 5 HRS per session on the instrument. There is no time max time limit so if the user wants more than 5 HRS, schedule another session for more 5 HRS if necessary. Please keep in mind that other users may want to use the instrument as well or have it booked already. **PLEASE SPECIFY THE NUMBER OF SAMPLES IN THE COMMENT SECTION WHEN SIGNING UP.**
- 6) You are allowed to cancel your reservation 10 minutes before your time starts. Anything after this will count as usage time on the instrument for 1 HR (1 sample).
- 7) If you forget to show up for your reservation, you will be a "No-Show" and charged for the full time reserved (based on operator time).
- 8) If you forget to log out, you will be logged out after 10 minutes and incur an additional 1 HR charge (1 sample). Doing this more than once can lead to a strike against the rules. Please do not forget to log off.
- 9) Email me if any problems should come up with scheduling. ablanco1@tulane.edu

Please be sure to follow these rules to avoid any banned usages. Banned users will be determined based on a three-strike system of breaking the rule. Strikes are considered the breaking of these rules but are subjected to my (or the instruments manager) discretion.

Dr. Alexis Blanco, Instrument Manager