# Facility Online Management Training

## **FOM** - New Equipment Scheduling and Log System

- View user applications
- Arrange training sessions
- Activate user accounts
- Manage instrument schedule
- Communicate with users and supervisors
- Generate financial and usage reports

## FOM Family

UNIVERSITY OF OREGON











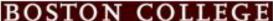
























University of Puerto Rico **Rio Piedras Campus** 









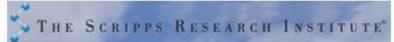




Northeastern University











**NC STATE UNIVERSITY** 

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON DC





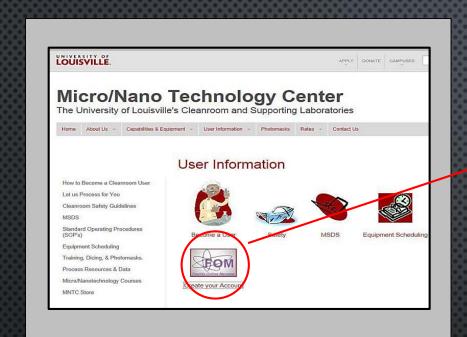








Boyce Thompson Institute for Plant Research





To help us better implement this new system, please create your account today. Go to:

www.louisville.edu/micronano/users

## **User Registration**

#### University of Louisville - FOM - Welcome Welcome to University of Louisville Facility Online Manager (FOM©) Username: Password: Time on server Friday Sep. 20 15:16:34 Submit Lam a new I forgot my username or password . User Manual 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. University of Louisville - FOM - User Registration Visit http://www.FOMNetworks.com/ to see the features of FOM® FOM New User Registation Please choose: Internal User OExternal User Username: Time on server Password: Friday Sep. 20 15:23:12 Password Again: V Category Postdoc Select your discipline ¥ Discipline Select your department My department is not listed here Department: Supervisor: Select your supervisor My supervisor is not listed here First Name: Last Name: Email: Phone Number:

Submit

## Add Account Number

#### University of Louisville - FOM - Message

Time on server

Friday Sep. 20 15:34:24

WARNING: You must add a valid financial account number before continuing, unless you are registering as a manager or a supervisor/assistant. Click here to add account number

If you are registering as a manager or supervisor/assistant, please close the window and inform your facility administrator so s/he can upgrade your user role.

**User's name** 

- Go back to User Home
- Close the window and logout
- Log in again

You can add another account!

# Project Name Account number / Project number / Financial code Is Active? Set as default  # Project Name Account number / Project number / Financial code  # Add a new account Internal users must provide valid active financial account.    Add a new account Internal users must provide valid active financial account.    Research Description name:
Friday Sep. 20 15:40:21  » Zhenya - Home » Instrument schec  » Collaborate & Service  Collaborate & Service  Purchase Over live  * External users may use Purchase Order number here.  Add a new account Internal users must provide valid active financial account.  (You should type something like "Study of Bees" or XYZ facility Material Analysis)  * External users may use Purchase Order number here.
» Instrument schec   » Collaborate & Service  *External users may use Purchase Order number here.  (You should type something like "Study of Bees" or XYZ facility Material Analysis)  *External users may use Purchase Order number here.
External users may use ruiturase order number nere.
» Purchase Supplies Category: Choose one
» Documents  » User Report  » My Profits  » My Accounts
» Contact Manager
» Logout » User Forum  Click here to go back to User Home

## Apply to Use Instrument

Raith SEM (Raith SEM)

· RTP (Rapid Thermal Processing)

Suss Mask Aligner (Suss Mask Aligner MA6/MA8)

YES Image Reversal Oven (YES Image Reversal Oven)
 YES Polyimide Oven (Polyimide Bake Processing S...)

· Suss Bonder (Suss Bonder)

<u>Trion</u> (Trion Metal Etcher)
 <u>Xactix</u> (Xactix XeF2 Etching System)

#### University of Louisville - FOM - User Home Zhenya M 🔀 Message from Facility Manager: (2014-02-06 17:01:07) You did not show up your reserved session on Sputterer started at 2014-02-06 16:50:00.0. (2014-02-06 16:01:07) You did not show up your reserved session on Sputterer started at 2014-02-06 15:50:00.0. (2013-09-26 01:01:30) You did not show up your reserved session on Sputterer started at 2013-09-26 00:50:00.0. (2013-09-24 10:41:29) You did not show up your reserved session on Sputterer started at 2013-09-24 10:30:00.0. Delete all messages Time on server Friday Mar. 21 12:12:37 Authorized Instruments (Click to view schedule) Available Instruments (Click to request training or usage approval) Select or type to search » Zhenya - Home · ALD (UofL MNTC): To Be Trained, AVAILABLE UofL MNTC Instrument sched ▼ ■Resources in this facility PVD 75 (UofL\_MNTC): Any time Access, AVAILABLE · ABM Aligner (ABM Mask Aligner) · Technics Sputterer (UofL\_MNTC): Any time Access, AVAILABLE » Collaborate & Service · Critical Point Dryer » Purchase Supplies Denton Evaporator (Denton Evaporator) » Documents DRIE (DRIE) » User Report E-beam Evaporator (Ebeam Evaporator - Kurt J. ...) » My Profile Flip Chip Bonder (Flip Chip Bonder FINEPLACER) » My Accounts LEO 1430 (LEO 1430 SEM) » Contact Manager · March RIE (March RIE system) PECVD (Oxford PECVD)

**Authorized Tools** 

» Logout

» User Forum

**Available Tools** 

ABM Aligner
ALD
Critical Point Dryer
Denton Evaporator
DRIE
E-beam Evaporator
Flip Chip Bonder

LEO 1430 (SEM)
March RIE
PECVD

**PVD 75** 

Raith SEM
RTP
Suss Bonder
Suss Mask Aligner
Technics Sputterer
Trion Metal Etcher
Xactix XeF2
YES Image Reversal Oven

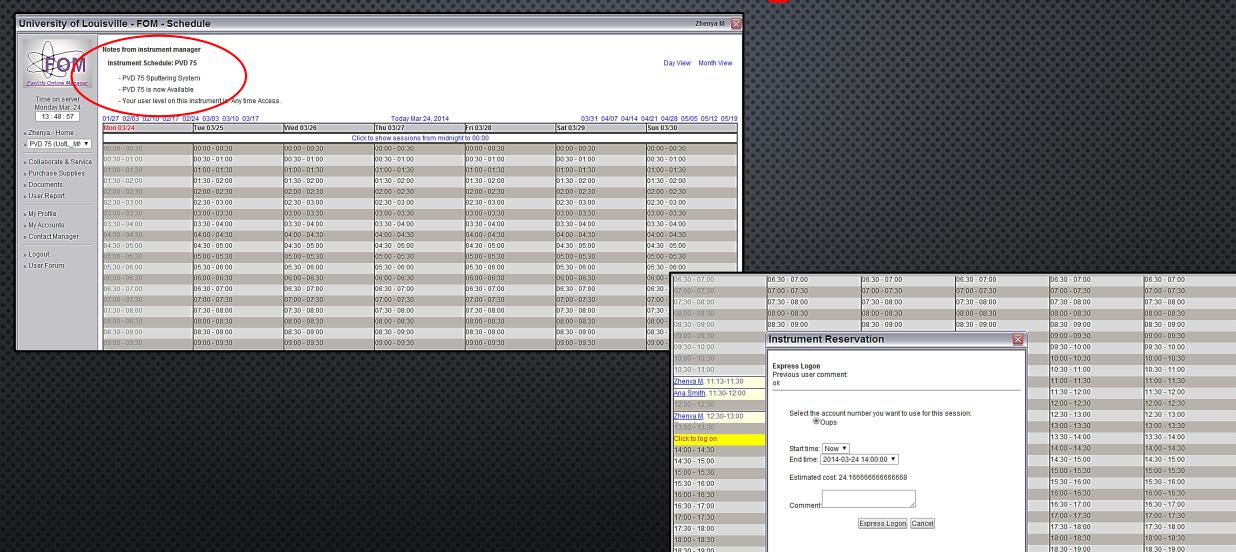
Yes Polyimide Oven

## Instrument Reservation

	04:00 - 04:30	04:00 - 04:30	104:00 - 04:30	104:00 - 04:30	104:00 - 04:30	104:00 - 04:30	104:00 - 04:30
» Contact Manager							
» Logout	04:30 - 05:00	04:30 - 05:00	04:30 - 05:00	04:30 - 05:00	04:30 - 05:00	04:30 - 05:00	04:30 - 05:00
» User Forum	05:00 - 05:30	05:00 - 05:30	05:00 - 05:30	05:00 - 05:30	05:00 - 05:30	05:00 - 05:30	05:00 - 05:30
» Oser Foldin	05:30 - 06:00	05:30 - 06:00	05:30 - 06:00	05:30 - 06:00	05:30 - 06:00	05:30 - 06:00	05:30 - 06:00
	06:00 - 06:30	06:00 - 06:30	06:00 - 06:30	06:00 - 06:30	06:00 - 06:30	06:00 - 06:30	06:00 - 06:30
	06:30 - 07:00	06:30 - 07:00	06:30 - 07:00	06:30 - 07:00	06:30 - 07:00	06:30 - 07:00	06:30 - 07:00
	07:00 - 07:30	07:00 - 07:30	07:00 - 07:30	07:00 - 07:30	07:00 - 07:30	07:00 - 07:30	07:00 - 07:30
	07:30 - 08:00	07:30 - 08:00	07:30 - 08:00	07:30 - 08:00	07:30 - 08:00	07:30 - 08:00	07:30 - 08:00
	08:00 - 08:30	08:00 - 08:30	08:00 - 08:30	08:00 - 08:30	08:00 - 08:30	08:00 - 08:30	08:00 - 08:30
	08:30 - 09:00	08:30 - 09:00	08:30 - 09:00	08:30 - 09:00	08:30 - 09:00	08:30 - 09:00	08:30 - 09:00
	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30
	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00
	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30
	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00
	Zhenya M, 11:13-11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30
	Ana Smith, 11:30-12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00
	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30
	Click to log on	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00
	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30
	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00
	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30
	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00
	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30
	Zhenya M, 15:30-16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00
	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30
	16:30 - 17:00	16:30 - 17:00	16:30 - 17:00	16:30 - 17:00	16:30 - 17:00	16:30 - 17:00	16:30 - 17:00
	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30
	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00
	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30
	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00
	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30
	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00

Current time is shown in Red font with Yellow background Reserved time is shown in Black font with Green background Available time is shown in Black font Passed time is shown in Grey font

## Instrument Logon



8:30 - 19:00

19:00 - 19:30

19:30 - 20:00

20:00 - 20:30

**Express Logon - Logon without reservation** 

19:00 - 19:30

19:30 - 20:00

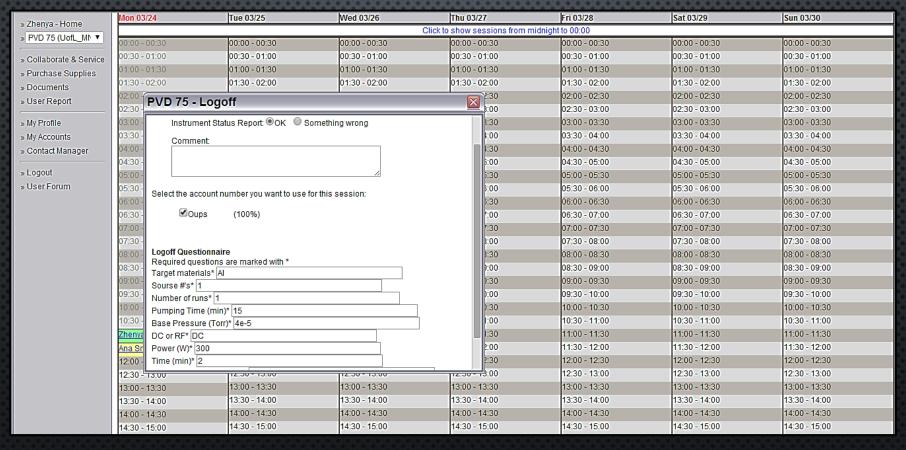
19:00 - 19:30

19:30 - 20:00

20:00 - 20:30

## Instrument Logoff

## Don't forget to Logoff when you are done!!!



Logoff Questionnaire - Logoff Book

# Instrument Logoff

10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30
10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00
Zhenya M, 11:13-11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30
Ana Smith, 11:30-12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00
12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30
Zhenya M, 12:30-13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00
13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30
Click to log on	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00
14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30
14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00
15:00 - 15:30	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30
15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00
16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30
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17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30
17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00
18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30
18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00
19:00 - 19:30	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30
19:30 - 20:00	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00
20:00 - 20:30	20:00 - 20:30	20:00 - 20:30	20:00 - 20:30	20:00 - 20:30	20:00 - 20:30	20:00 - 20:30
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21:30 - 22:00	21:30 - 22:00	21:30 - 22:00	21:30 - 22:00	21:30 - 22:00	21:30 - 22:00	21:30 - 22:00
22:00 - 22:30	22:00 - 22:30	22:00 - 22:30	22:00 - 22:30	22:00 - 22:30	22:00 - 22:30	22:00 - 22:30
22:30 - 23:00	22:30 - 23:00	22:30 - 23:00	22:30 - 23:00	22:30 - 23:00	22:30 - 23:00	22:30 - 23:00
23:00 - 23:30	23:00 - 23:30	23:00 - 23:30	23:00 - 23:30	23:00 - 23:30	23:00 - 23:30	23:00 - 23:30
23:30 - 00:00	23:30 - 00:00	23:30 - 00:00	23:30 - 00:00	23:30 - 00:00	23:30 - 00:00	23:30 - 00:00

#### Ana Kieswetter, 03/17 15:26

Q: Target Material

A: Si

Q: No. of Runs

Q: Pump Time (Min)

A: 30

Q: DC/ RF?

Q: Base Pressure (mTorr)

A: 10e-2

Q: Power (W)

A: 300 Q: Time (Min)

A: 2

Q: Pressure (mTorr)

Q: Targeted film thickness (nm)

Q: Comments A: ffff

Eva M, 03/17 15:19

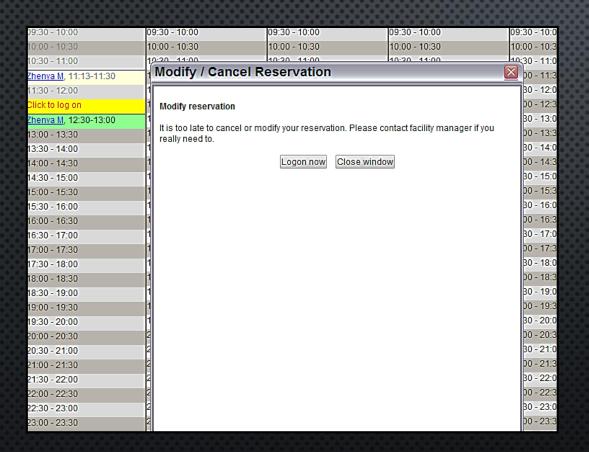
Q: Target Material

Q: No. of Runs

A: 1 Q: Pump Time (Min)

## Instrument Cancellation

### **Late Cancellation**

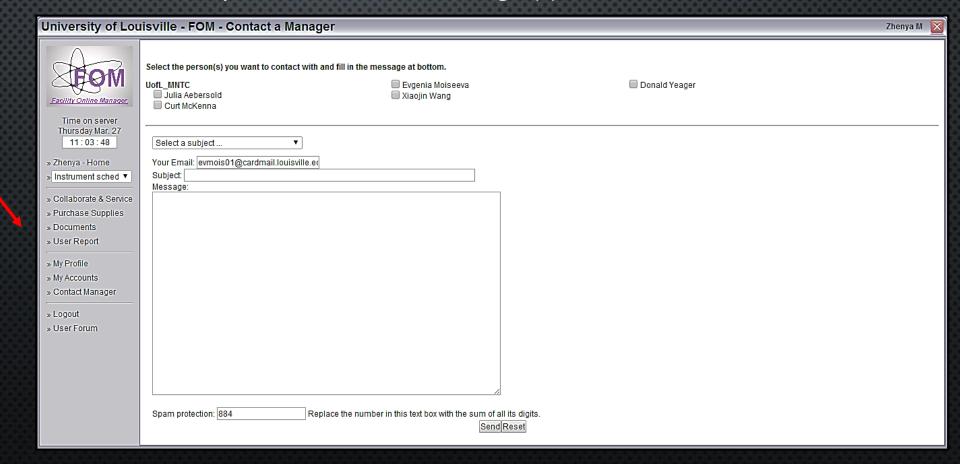


### **Ahead Cancellation**

05:30 - 06:00	05:30 - 06:00	05:30 - 06:00	05:30 - 06:00	05:30 - 06:00
06:00 - 06:30	06:00 - 06:30	06:00 - 06:30	06:00 - 06:30	06:00 - 06:30
06:30 - 07:00	06:30 - 07:00	06:30 - 07:00		06:30 - 07:00
07:00 - 07:30	Modify / Cancel Re	servation	X	:00 - 07:30
07:30 - 08:00	,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		:30 - 08:00
08:00 - 08:30				:00 - 08:30
08:30 - 09:00	Modify reservation			:30 - 09:00
09:00 - 09:30	It is too late to modify your re	servation. Please contact facilit	y manager if you really need to.	:00 - 09:30
09:30 - 10:00				:30 - 10:00
10:00 - 10:30		Cancel this session Close wind	dow	:00 - 10:30
10:30 - 11:00				:30 - 11:00
Zhenya M, 11:13-11:30				:00 - 11:30
Ana Smith, 11:30-12:00				:30 - 12:00
12:00 - 12:30				:00 - 12:30
Click to log on				:30 - 13:00
13:00 - 13:30				:00 - 13:30
13:30 - 14:00				:30 - 14:00
14:00 - 14:30				:00 - 14:30
14:30 - 15:00				:30 - 15:00
15:00 - 15:30				:00 - 15:30
Zhenya M, 15:30-16:00				:30 - 16:00
16:00 - 16:30				:00 - 16:30
16:30 - 17:00				:30 - 17:00
17:00 - 17:30				:00 - 17:30
17:30 - 18:00				:30 - 18:00
18:00 - 18:30				:00 - 18:30
18:30 - 19:00				:30 - 19:00
19:00 - 19:30				:00 - 19:30
19:30 - 20:00				:30 - 20:00

## **User Home Page**

- Download report of your usage in the facility with given start time and end time, click on USAGE REPORT
- Make a purchase of cleanroom consumables (wafers, tweezers, notebook, etc.), click on PURCHASE SUPPLIES
- Update your contact information, including login password, click on UPDATE USER PROFILE
- Add or change your account number(s), click on UPDATE ACCOUNT NUMBER
- Write message or send technical service request to instrument manager(s), click on CONTACT MANAGERS



## Questions

### Training/Equipment Issues

Evgeniya Moiseeva

(W) 502-852-0613

(C) 502-592-4801

evmois01@louisville.edu

### **Account/Software Issues**

Ana Sanchez

(W) 502-852-1568

(C) 502-855-2557

ana.sanchez@louisville.edu

**SRB RM 231**