

# FOM PROCEDURE SOP

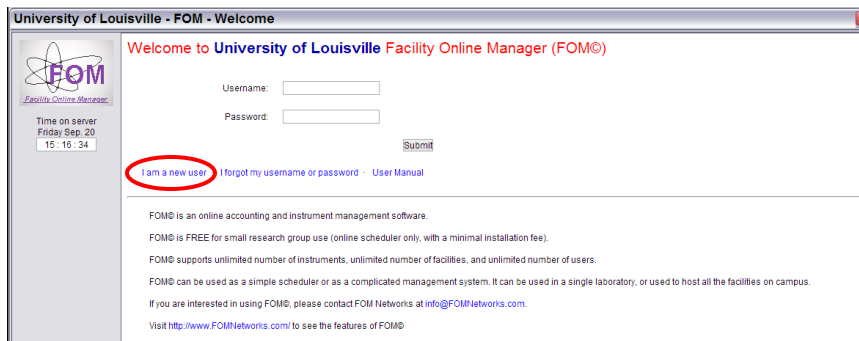
Revised April 2020

## Overview

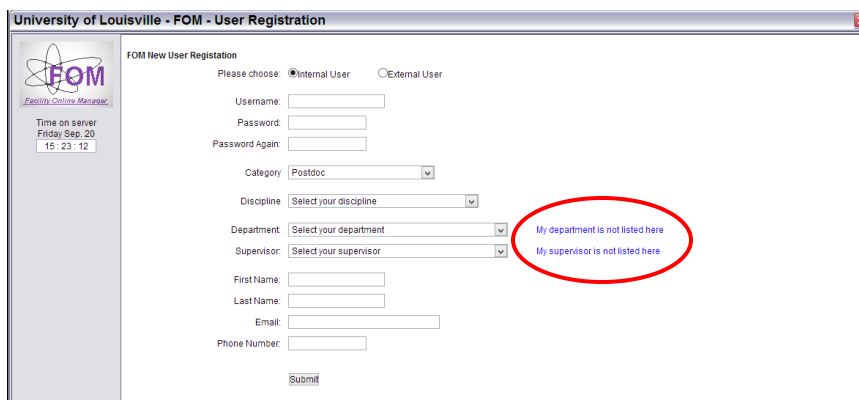
FOM™ is an online accounting and instrument management software. This software is used as a simple online scheduler for all facilities inside of cleanroom.

## 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.

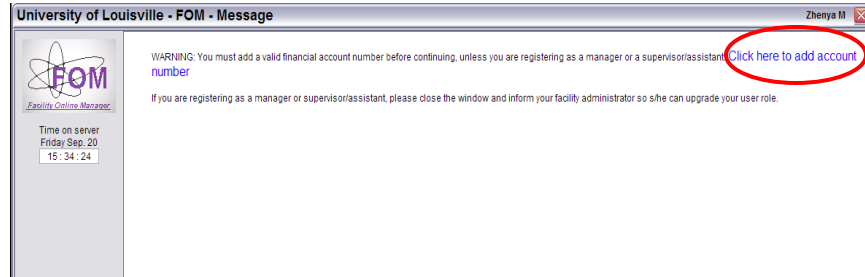


2. Fill out the form. (**FOR INTERNAL USER ONLY**) If you cannot find your department or supervisor in the list, click on the corresponding link to send email(s) to facility manager. Come back to register again when you get email back saying your department/supervisor is added.

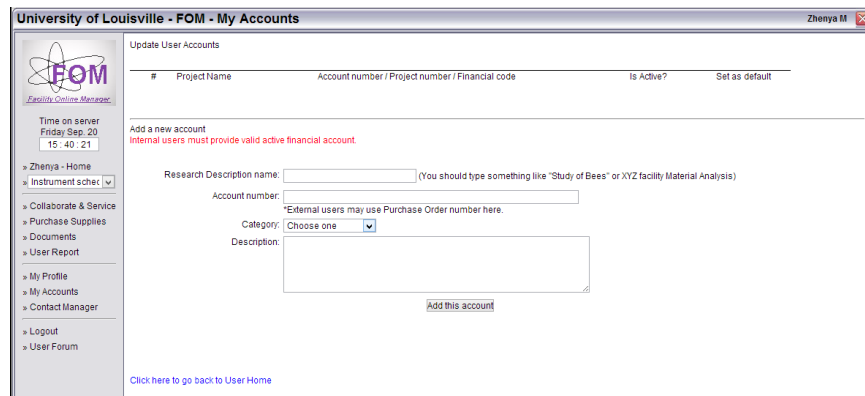


## Add Account Number

1. After registration you will see this warning window. You must add one account number to continue.



2. This account number is typically your University internal financial account number, and may be validated with the rules set by facility manager. If you have questions regarding this account number, please contact the MNTC staff.

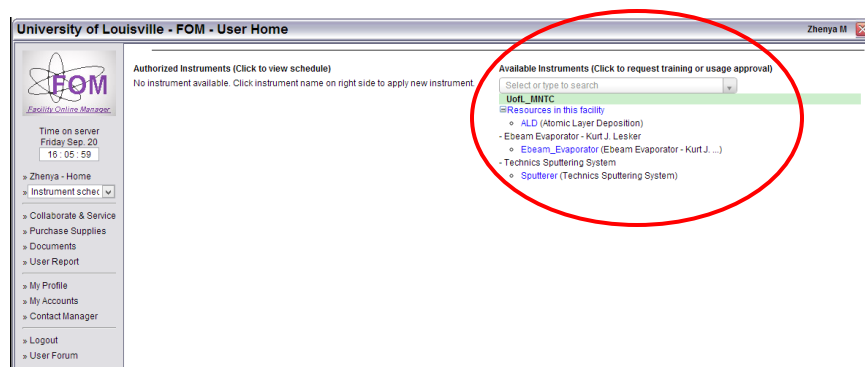


3. Go back to user home after adding a valid account number.

4. Close the window and logout. Then log in again.

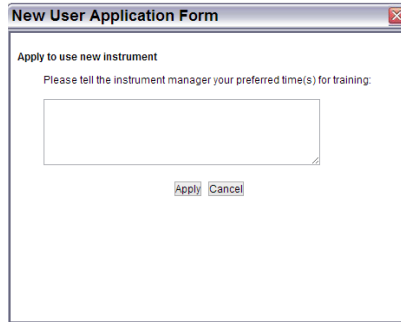
## Apply to Use Instrument

1. In user home page, click on the instrument name listed on right side to apply for this instrument.

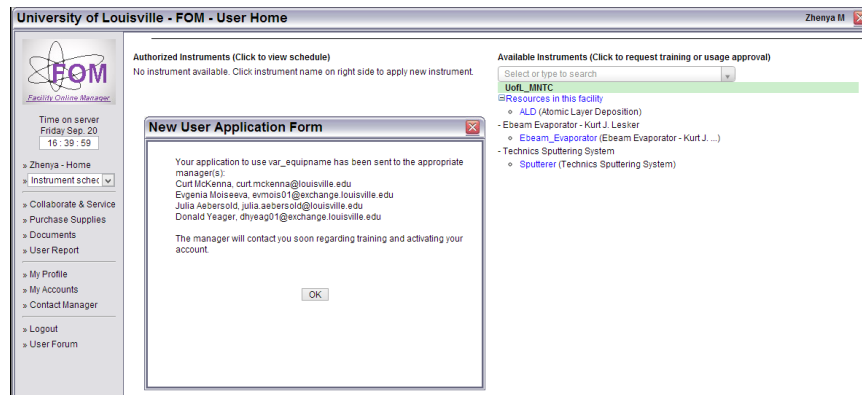


**NOTE:** Technics Sputtering System only

2. Input your preferred time for training in the text box. This message will be sent to cleanroom staff. You will be contacted shortly regarding the training.

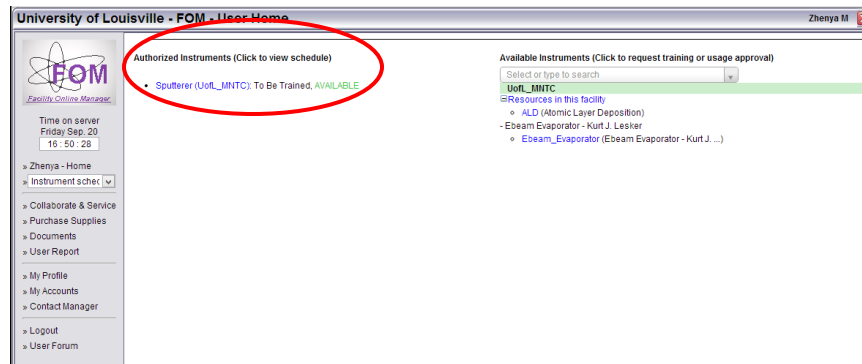


The dialog box is titled "New User Application Form". It contains the text "Apply to use new instrument" and "Please tell the instrument manager your preferred time(s) for training:". Below this text is a large empty text input field. At the bottom of the dialog are two buttons: "Apply" and "Cancel".



The screenshot shows the "University of Louisville - FOM - User Home" page. A "New User Application Form" dialog box is open in the center, displaying a confirmation message: "Your application to use var\_equipname has been sent to the appropriate manager(s): Curt McKenna, curt.mckenna@louisville.edu; Eugenia Moiseva, emois01@exchange.louisville.edu; Julia Aebersold, julia.aebersold@louisville.edu; Donald Yeager, dnyea01@exchange.louisville.edu. The manager will contact you soon regarding training and activating your account." An "OK" button is at the bottom of the dialog. The background page shows sections for "Authorized Instruments" (currently empty) and "Available Instruments" (listing Uoof\_MNTC, ALD, Ebeam Evaporator, and Sputterer).

3. After training and your account activated, you will see the instrument name listed on the left side of the user home page.



The screenshot shows the "University of Louisville - FOM - User Home" page after training. The "Authorized Instruments" section now lists "Sputterer (Uoof\_MNTC): To Be Trained, AVAILABLE". This entry is circled in red. The "Available Instruments" section remains the same as in the previous screenshot.

### Instrument Reservation, Cancellation, Logon and Logoff

1. In 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**.

13:40 - 13:50	13:40 - 13:50	13:40 - 13:50	13:40 - 13:50	13:40 - 13:50	13:40 - 13:50
13:50 - 14:00	13:50 - 14:00	Ana Kiswetter, 13.53-14.04	13:50 - 14:00	13:50 - 14:00	13:50 - 14:00
14:00 - 14:10	14:00 - 14:10	Eva M, 14.04-14.15	14:00 - 14:10	14:00 - 14:10	14:00 - 14:10
14:10 - 14:20	14:10 - 14:20		14:10 - 14:20	14:10 - 14:20	14:10 - 14:20
14:20 - 14:30	14:20 - 14:30	Eva M, 14.16-14.31	14:20 - 14:30	14:20 - 14:30	14:20 - 14:30
14:30 - 14:40	14:30 - 14:40	Ana Kiswetter, 14.31-15.45	14:30 - 14:40	14:30 - 14:40	14:30 - 14:40
14:40 - 14:50	14:40 - 14:50	Logout off by equipment manager	14:40 - 14:50	14:40 - 14:50	14:40 - 14:50
14:50 - 15:00	14:50 - 15:00		14:50 - 15:00	14:50 - 15:00	14:50 - 15:00
15:00 - 15:10	15:00 - 15:10		15:00 - 15:10	15:00 - 15:10	15:00 - 15:10
15:10 - 15:20	15:10 - 15:20		15:10 - 15:20	15:10 - 15:20	15:10 - 15:20
15:20 - 15:30	15:20 - 15:30		15:20 - 15:30	15:20 - 15:30	15:20 - 15:30
15:30 - 15:40	15:30 - 15:40		15:30 - 15:40	15:30 - 15:40	15:30 - 15:40
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17:00 - 17:10	17:00 - 17:10	17:00 - 17:10	17:00 - 17:10	17:00 - 17:10	17:00 - 17:10
17:10 - 17:20	17:10 - 17:20	17:10 - 17:20	17:10 - 17:20	Zhenya M, 17.17-17.30	17:10 - 17:20
17:20 - 17:30	17:20 - 17:30	17:20 - 17:30	17:20 - 17:30		17:20 - 17:30
17:30 - 17:40	17:30 - 17:40	17:30 - 17:40	17:30 - 17:40	Eva M, 17.30-18.00	17:30 - 17:40
17:40 - 17:50	17:40 - 17:50	17:40 - 17:50	17:40 - 17:50		17:40 - 17:50
17:50 - 18:00	17:50 - 18:00	17:50 - 18:00	17:50 - 18:00		17:50 - 18:00
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18:40 - 18:50	18:40 - 18:50	18:40 - 18:50	18:40 - 18:50	18:40 - 18:50	18:40 - 18:50
18:50 - 19:00	18:50 - 19:00	18:50 - 19:00	18:50 - 19:00	18:50 - 19:00	18:50 - 19:00
19:00 - 19:10	19:00 - 19:10	19:00 - 19:10	19:00 - 19:10	19:00 - 19:10	19:00 - 19:10

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.

University of Louisville - FOM - Schedule

Notes from instrument manager  
Instrument Schedule: Sputterer  
- Sputterer is now Available  
- Your user level on this instrument is: Any time Access.

Time on server: Tuesday Sep 24 10:12:01

07:29 08:05 08:12 08:19 08:26 09:02 09:09 09:16 Today Sep 24 2013 09:30 10:07 10:14 10:21 10:28 11:04 11:11 11:18

Mon 09-23 Tue 09-24 Wed 09-25 Thu 09-26 Fri 09-27 Sat 09-28 Sun 09-29

Instrument Reservation

Select the account number you want to use for this session:  
Oups

Start time: 2013-09-26 00:50:00  
End time: 2013-09-26 01:00:00  
Estimated cost: 0

Comment:

Reserve Cancel

3. To **CANCEL** or **MODIFY** a reserved session, click on the reserved time that is shown in black with yellow background.

University of Louisville - FOM - Schedule

Notes from instrument manager  
Instrument Schedule: Sputterer  
- Sputterer is now Available  
- Your user level on this instrument is: Any time Access.

Time on server: Tuesday Sep 24 10:38:45

07:29 08:05 08:12 08:19 08:26 09:02 09:09 09:16 Today Sep 24 2013 09:30 10:07 10:14 10:21 10:28 11:04 11:11 11:18

Mon 09-23 Tue 09-24 Wed 09-25 Thu 09-26 Fri 09-27 Sat 09-28 Sun 09-29

Modify / Cancel Reservation

Start time: 2013-09-26 00:50:00  
End time: 2013-09-26 01:00:00  
Estimated cost: 0

Comment:

Modify Cancel this session Close window

4. To **LOGON** a reserved session or do an express logon, click on the current time shown in pink with yellow background.

**Instrument Reservation**

Express Logon  
Previous user comment: ok

Select the account number you want to use for this session:  
 Oops

Start time:  | End time:

Estimated cost: 0

Comment:

5. When you are using the instrument your time slot in shown in red with yellow background, and on top of the window the instrument is shown as "BEING USED".

**University of Louisville - FOM - Schedule**

Notes from instrument manager  
 Instrument Schedule: Sputterer  
 - Sputterer **now being used**  
 - Your user level on this instrument is: Any time Access.

Time on server: Tuesday Sep. 24 10:55:39

Today: Sep 24, 2013

07:00 08:05 08:12 08:19 08:26 08:32 08:39 08:45 08:52 09:00 09:09 09:15

Mon 09-23 Tue 09-24 Wed 09-25 Thu 09-26 Fri 09-27 Sat 09-28 Sun 09-29

Click to show sessions from midnight to 02:30

09:00-09:10 09:10-09:20 09:20-09:30 09:30-09:40 09:40-09:50 09:50-10:00 10:00-10:10 10:10-10:20 10:20-10:30 10:30-10:40 10:40-10:50 10:50-11:00 11:00-11:10 11:10-11:20 11:20-11:30 11:30-11:40 11:40-11:50 11:50-12:00 12:00-12:10 12:10-12:20 12:20-12:30 12:30-12:40 12:40-12:50 12:50-13:00 13:00-13:10 13:10-13:20 13:20-13:30 13:30-13:40 13:40-13:50 13:50-14:00 14:00-14:10

6. 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.

**Sputterer - Logoff**

Sputterer - Logoff

Instrument Status Report:  OK  Something wrong

Comment:

Select the account number you want to use for this session:  
 Oops (100%)

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.

### **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.

**NOTE:** In user home page you can

- Download instrument operation manual, click on "**OPERATION MANUALS**"
- Download report of your usage in the facility with given start time and end time, click on "**USAGE REPORT**"
- 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**"