



AC Lab System

Complete Guide 2018

Never Stand Still

Division of Research

Mark Wainwright Analytical Centre



Preface

It is with great pleasure that I welcome you to the latest edition manual for the Analytical Centre Laboratory System (ACLS). This document provides key information how to harness the latest updates in ACLS for effective instrument management in multiuser environments.

Central to the effective management of a laboratory is a booking system that is reliable, user friendly and maximizes access to a diverse range of research equipment and it is here that Dong Zheng's ACLS is unrivalled. A 21st century solution that is employed by a multitude of institutes and universities across Australia and beyond, it offers an excellent platform for the user, support staff and the manager. Whether it's, maintaining training certificates, converting usage into cost recovery or an app for a smart phone for easy access to an instrument, ACLS has it all.

Importantly, the interface is adaptable and can be tailored for an individual laboratory's needs. It is a credit to the dedication of Dong Zheng's that his continual development of the tool and consultation of stakeholders drives the quality and effectiveness of the tool ever upward. Should you have any questions or feedback for further improvements Dong is always enthusiastic about his creation so I encourage you to contact him directly.

Dr Renee M Whan
Head of Biomedical Imaging Facility
Mark Wainwright Analytical Centre, UNSW Australia

Acknowledgements

The 2018 edition will be the tenth edition of the “ACLS Complete Guide”. AC Lab System has evolved over the last 10 years, and the ACLS guide has evolved alongside it. In 2016/2017, we enhanced and overhauled ACLS entirely to deliver unparalleled UX with a web and mobile browser portal, AAF integration and Android app.

I would like to thank Dr Renee Whan who graciously wrote the preface of this edition. My thanks also goes to Dr Carl Power (Acting Director of MWAC) who has continued to support the ACLS. ACLS’ existence and success relies upon the entire MWAC staff vision, feedback, support, and encouragement. Furthermore, I’d like to give my thanks to John Zhu at MCN, Sandy Benness at Deakin, Sharyn Wragg at ANU and Katie Levick at UNSW, specially, Benice Tan at MWAC who helps for reading proof to the guide.

In the coming year, more features and capabilities will be implemented with the cooperation of various parties. Working with Stats Central UNSW, we aim to arm ACLS with adaptive learning capabilities. Collaborating with external companies, we will develop centralized reporting SaaS, a smart data agent for metadata collection and categorization, and enterprise solutions for catalogue, schedule and share the research equipment and resources.

It has been an amazing journey. I look forward to continue working with all of you to improve the ACLS.

Dong Zheng

ACLS Architect and Designer



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1 Introduction

Mark Wainwright Analytical Centre proudly presents the AC Lab System (ACLS): an online laboratory booking system (Booking capabilities include operation, user, training, commercial and service bookings), sample tracking, training certification, incident reporting, support ticketing, induction program processing, survey creator, Core analytics and information management system. ACLS is modular in design, making it flexible and customisable. Users have the ability to access a range of facility and instrument information, enabling them to use the tools to make informed laboratory decisions. ACLS access can be authenticated either through a local authentication mechanism, or through an active directory (LDAP), or through AAF. As a user of ACLS you will be able to achieve:

- Online registration and activation
- Online registration pathway
- Project-based, account-based or facility-based billing scheme
- Option to collect either booking data or usage data through ACLS tracker for data processing and management
- Multiple event booking tools and multiple account/project options
- Booking confirmation and reminder produced with each booking, through iCAL, the booking calendar can be exported to local calendar programs, such as Outlook, Thunderbird, and MAC mail
- Multiple group sample tracking and reporting
- Email message broadcasts to user groups, staff groups, certificate groups and all supervisors
- Data reports and invoices
- Incident report and tracking
- Training and support ticketing system
- Survey creator
- Publication analyser
- ACLS iPhone and Android app
- Facility catalogue
- Laboratory doc access and administration
- Special plug-ins for:
 - bDRT: batch data report tool, an efficient tool to compile full data reports
 - bIST: batch invoice statement tool, an efficient tool to compile invoice statements
 - eDM: Excel data manager, to export user and system data information in excel files
 - iCAL: calendar sharing and export through iCAL protocol
 - iSurvey: survey creator, survey result analyser
 - iPublication: collect publications and analyse the collections
 - IDAP: active directory authentication integration through LDAP
 - MobileLight: web version for mobile phones
 - tEB: training event booking tool
 - uEB: user event booking tool



1.1 Version Series

The latest web version is SQL 2.16.x

1.2 Internet Browsers

ACLS is tested and certified with the following major Internet browsers:



For IE, please ensure that compatibility mode is disabled.

1.3 Customer Support

Should you have any feedback or require any support or assistance in running and operating the ACLS, please contact us at acls.analytical@unsw.edu.au or dm.zheng@unsw.edu.au.

1.4 News Channel

News channel is available for ACLS at <http://news.acls.analytical.unsw.edu.au/>. The channel provides the latest updates of the ACLS development, features and announcements.



2 System Installation

ACLS offers multiple applications:

- Web portal and application (mobile browser friendly), comprised of HTML codes, java scripts and PHP scripts for the web application, executive programs
- Server/client application - ACLS tracker
- Smart Phone applications: iPhone and Android app

2.1 System Requirements

2.1.1 Server Hardware

The **minimum** hardware requirements are:

CPU:	<ul style="list-style-type: none">• Physical server: Intel i7 or above• VM: 4 cores/CPU, 2 CPU
Memory:	<ul style="list-style-type: none">• Min. 8GB

2.1.2 Server Software

The software requirements are:

Operating System	<ul style="list-style-type: none">• Windows Server 2012 standard/enterprise (64 bit)
-------------------------	--



2.2 System Installation

The order of installation for ACLS is:

- Web server
- PHP engine
- PostgreSQL engine
- System server

2.2.1 Web Engine

ACLS web portal certifies the Abyss Web Server for web service, and IIS for the smartphone app.

To install and configure ACLS, please refer to [ACLS Installation Guides](#) (provided on request).

2.2.2 Database Engine

ACLS runs on PostgreSQL 9.4. To install and configure the SQL engine, please refer to ACLS site at <http://www.analytical.unsw.edu.au/for-users/ac-lab-system>.

2.2.3 Logon Server

ACLS Logon Server fulfils the following major functions:

- Communicates with [ACLS Tracker](#) to register the user login/logout details, user information, facility information, project and account information, booking information and live notification.
- Based on the system configuration settings:
 - verifies invalid user folders
 - verifies user photo availability.
- Ports **1024** and **35120** are reserved for network communication with ACLS logon client.
- Generates log files, which record all the tasks undertaken.
- The Logon Server refreshes the parameter [Tracing_Data_Date](#) in the system configuration settings each day or within 5 minutes after execution. If this does not occur, the ACLS System Administrator will be prompted with an error message each time he/she logs onto the system through the web interface. However, you can disable the logon server check through the parameter [LogonServerCheck](#) on Configure System.

2.2.4 Email Server

ACLS Email Server performs the following tasks:

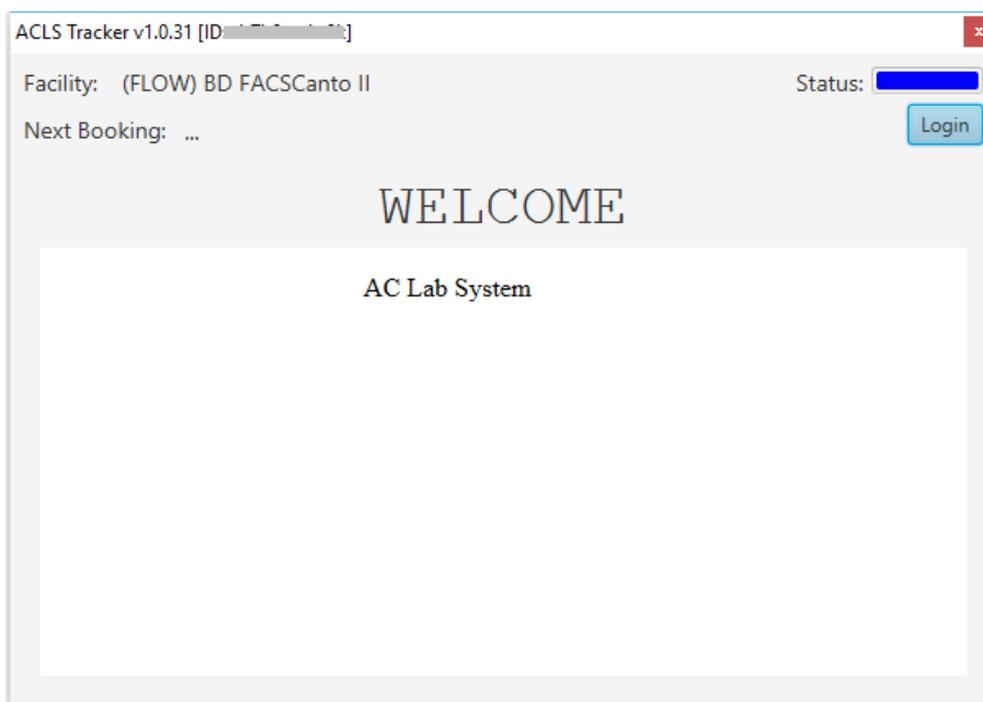
- Transmits broadcasting messages and notices.
- Sends out booking reminders and notifications.
- Executes **bDRT** and **bDIS** operation upon activation.



- The Email Server refreshes the parameter **Email_Data_Date** in the system configuration settings each day or within 5 minutes after execution. If this does not occur, the ACLS System Administrator will be prompted with an error message each time he/she logs onto the system through the web interface.

2.3 ACLS Tracker

ACLS Tracker is installed on facility computers to work with the ACLS Logon Server. If your lab opts for ACLS Tracker configuration, the provided installer of ACLS Tracker makes the installation straightforward. The tracker is written in JAVA and the JAVA JRE is bundled with the tracker installer.



The tracker supports Windows, Mac and Linux OS. To set up the server and tracker, complete the following:

2.3.1 Server Settings

- Logon to ACLS through the web browser
- Add the facility or instrument through **Facility Wizard**, or
- Add the facility through **Facility Manager** and logon control through **Facility Console Manager**
- Verify the server firewall configuration to ensure the logon port **1024** and **35120** is **On** for the range of facility networks, for example, 10.1.1.0/24

2.3.2 Tracker Settings

- Edit the **settings.conf** to replace the default server IP with your ACLS server IP



Following successful connection between the server and the tracker, the facility name will display on the tracker window.

If you are unable to view the correct facility name, please verify the facility settings through the web interface.



Refer to online documentation about the operation of ACLS Tracker at <http://www.analytical.unsw.edu.au/for-users/ac-lab-system/acls-tracker-download>

2.4 Data Backup

ACLS system data should be backed up daily by the stacking option. We recommend an easy-to-use and efficient backup software named “Argentuma Backup” at <http://www.argentuma.com/backup.html>.



3 Getting Started

Before you start running ACLS, it is important to understand each of the functions and features, and what information you need prior to setting them up.

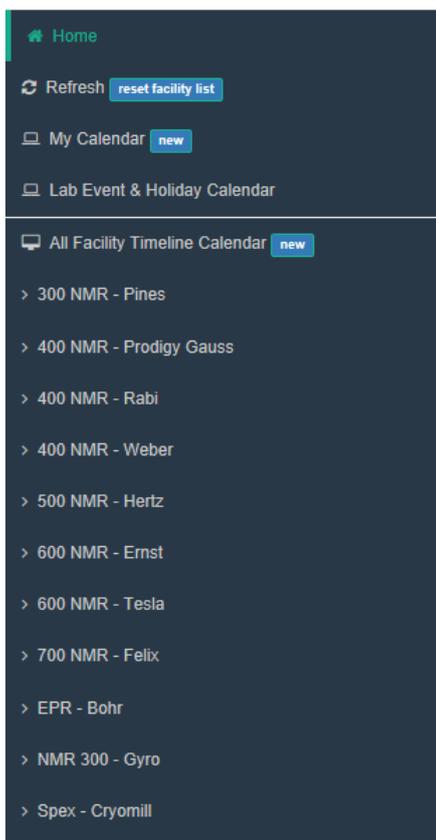
3.1 Navigating ACLS

You are able to navigate ACLS easily through two interactive menus: horizontal menu for major function access depending on access group, and vertical menu for individual function access on the left of the screen, click-expand and click-hide for sub-menus. The following snapshot is for admin view.

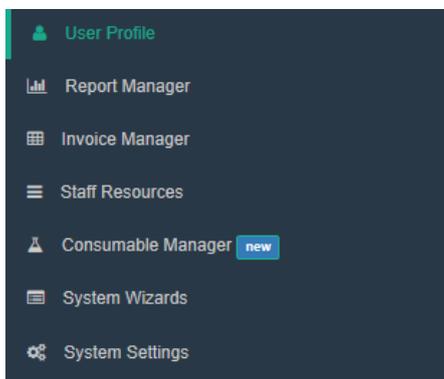
The screenshot displays the ACLS admin dashboard. At the top, a horizontal navigation menu includes: Dashboard, Booking, Support, Publication, Sample, Survey, Excel, and Staff. Below this, the dashboard is organized into a grid of widgets:

- My Home:** My calendar, Access documents, Access forms, Access data.
- My Attention (Reg: 7):** User reg pending approval, Active users without accounts/projects.
- My Profile:** Update contacts, Change passwords.
- My Publications (0):** Register publications.
- My Pinboard (0):** Leave a note for yourself or the others.
- My Usage:** Usage details and charts.
- Facility Status:** Show current booking status.
- Facility Catalogue (12):** Research equipment catalogue, Loan item catalogue, Other catalogue.
- Approve Bookings:** Approve or decline bookings.
- Corea Analytics:** Most popular facilities, Most trained facilities, Most outage facilities.

Below the dashboard, the 'Booking' section features a virtual assistant 'Corea' with the prompt 'May I help you?' and a button to 'Find Out Top 10 Most Popular Facilities, Read More'. It also shows the 'Last accessed facility' as '400 NMR - Weber' with a 'Book' button. A 'Facility Catalogue' card displays '12 Facilities' with a microscope icon. To the right, a 'Frequent Access Links' section provides quick access to various management tools like 'My Profile', 'My Usage', 'User Profile Manager', 'Account Manager', 'Facility Manager', and 'Data Logbook Manager'. A '400 NMR - Weber' facility is also listed as a favourite with a 'Clear Favourite Facility' option.



- Staff



3.2 Selecting the Business Model

Prior to commencing using ACLS, you must consider which business model you will use to establish your laboratory. The business model determines how the rates will be applied to users' bookings or usages, in other words, how to establish the cost centre for cost recovery of facility usages. Select one of the following business models:

3.2.1 *Project-Based (Medical Labs)*

The project-based model establishes the relationship between users and billing projects. The relationship includes supervisors, researchers, accounts, account contribution rate, charging



rates and contents. The final billing process is tied to the user accounts. For further information, refer to the [Operating ACLS](#) chapter.

Project Manager is only available to the system configuration using ACLS Logon Console to form a closed-loop user log.

3.2.2 Account-Based (commonly used)

The account-based model calculates the rates according to the user accounts. The final billing is tied to the individual user accounts which include the account name, account type (internal or external) and the charging rate (if account-based policy is adopted). For further information, refer to the [Operating ACLS](#) chapter.

3.2.3 Facility (Instrument)-Based (commonly used)

The facility (instrument)-based model ties the actual billing to the facility (including instruments) charging rate rather than the account rate or project rate.

The billing is tied to individual user accounts. For further information, refer to the [Operating ACLS](#) chapter.

You can only select one business model per ACLS instance. Please refer to the [Configuring ACLS](#) chapter for further information.

3.2.4 Facility vs User Category-Based (ANFF MCN Customization)

This is a special modification for ANFF MCN. Please refer to [Appendix A](#) for details.

3.2.5 Membership vs Project-Based (ANFF QLD Node Customization)

This is a special modification for ANFF QLD Node. Please refer to [Appendix A](#) for details.

3.3 Authentication Access

There is a pre-defined accessing policy for each function as follows:

Authentication Groups	My Dashboard
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Full Access
General Staff	Full Access
User Supervisors	Limited Access
Standard users	Limited Access



Authentication Groups	Booking Calendar
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Full Access
General Staff	Full Access
User Supervisors	Facility Booking Only
Standard users	Facility Booking Only

Authentication Groups	Facility Status
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Full Access
General Staff	Full Access
User Supervisors	Full Access
Standard users	Full Access

Authentication Groups	Report Manager
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Full Access except for batch data report and sample tracking report
General Staff	Full Access except for batch data report and sample tracking report
User Supervisors	Access to supervised booking and log data
Standard users	Access to user's own booking and log data

Authentication Groups	Invoice Manager
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	No Access
General Staff	No Access
User Supervisors	No Access
Standard users	No Access



Authentication Groups	User Profile
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Full Access except have no power to approve a new registration
General Staff	Full Access except have no power to approve a new registration
User Supervisors	Access to own profile and search by supervisor
Standard users	Access to own profile

Authentication Groups	Track Samples
System Administrators	Full Access
Administration Staff	Password required
Management Staff	Password required
Equipment Supervisor	Password required
General Staff	Password required
User Supervisors	No Access
Standard users	No Access

Authentication Groups	Staff Resources
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Full Access, Information Only
General Staff	Full Access, Information Only
User Supervisors	No Access
Standard users	No Access

Authentication Groups	Survey Creator
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Limited Access to Survey Results
General Staff	Limited Access to Survey Results
User Supervisors	No Access
Standard users	No Access



Authentication Groups	Facility Wizard
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	No Access
Equipment Supervisor	No Access
General Staff	No Access
User Supervisors	No Access
Standard users	No Access

Authentication Groups	System Settings
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	No Access
General Staff	No Access
User Supervisors	No Access
Standard users	No Access



4 Registration

4.1 Select Login Name

ACLS provides three (4) options to set up a login name:

- The user's email address, e.g. xx@unsw.edu.au
- A short login name, e.g. abcd
- University-wide or organization-wide login ID upon enabling LDAP
- AAF via ACLS SSI (Refer to [Appendix K](#))

The ACLS System Administrator has the power to configure the options of the login name types through [Configure System](#).

4.2 Register Users Manually

User registration information can be entered manually or completed through online registration.

- For manual registration, only the system administrator and administrative staff can set up the registration information through [User Profile Manager](#).

User Profile Manager

User Registration Process Online Registration LDAP User Status Full Search

User Name Any set of letters which may exist in user name or surname

Search By user name login name user code alias

Search Range Active Users (284) Inactive Users (950) All Users (1234)

Search

A user can be granted access to ACLS by the following:

- **Activate User Entry**: check this box to grant the user full permission to access the system. All staff members are empowered to use this.

Once all user registration details have been completed, click **Accept** to save the user information.



User Profile Manager

Register new user

[Add School/Org](#)

Register User:

Title	Mr.	
User Name		(Format: GivenName FamilyName)
Login Name		(a..z,0..9)
School/Organization	Choose school/organization from the list	
Access Group	Choose group from the list	
Work Phone		
Mobile Phone		
Work Fax		
Email Address		
Work Address		
Indicative Project Title		
Notes		
Activate User Entry	<input checked="" type="checkbox"/>	

[Accept](#) [Reset](#)

Following user registration or user reactivation, select the **Send Confirmation Email** option if you require a registration confirmation email notice or reactivation email notice to be sent to the user.

User Profile Manager

[Thumbnail Photo](#) [Add Account](#) [Add School/Org](#) [Add Supervisor](#)

[Set New Password](#) [Send Confirmation Notice To User](#)

Dong Zheng

Profile Pinboard Supervisor Form Publication Account Certificate

User Photo 

Title	Mr.
User Name	Dong Zheng
Student/Staff No.	(if applicable)

Only administrative staff or system administrators can register new users. User photos are optional and can be uploaded to ACLS. A user's access to ACLS may be deactivated due to the unavailability of a photo, depending on the configuration settings at **Configure System**. For further information on uploading a photo, refer to the [FAQ](#) chapter.

However, even if user access to ACLS is activated by following the above steps, you still need to complete the next step to permit a user access to ACLS:

4.2.1 Project-Based

Following the registration of a user, switch to **Project Manager** to add the user to one of the active projects. Users are unable to make any bookings or access the ACLS logon console on facility computers without being assigned to a project.



4.2.2 Account/Facility-Based

The account /facility-based registration option is similar to the project-based user registration. The difference is that you are required to establish a link to one or more accounts on the registration page.

Following the completion of user registration, go to **Account** tab, **Edit User Accounts** to make the account selection.

Dong Zheng

Profile Pinboard Supervisor Form Publication **Account** Certificate Trainer Usage (Booking) Invoice

Account(s) ■ NMR #1 - expiring on 01/01/2035

[Edit User Accounts](#)

When you select **Edit User Accounts** you will be prompted to make a selection of valid accounts.

If you select the **Suspended** option the user account will be disabled. If you select the **Delete** option the user account may be removed, depending on whether the user ever uses the account for bookings or logs.

Account	Account Code	Note	Suspended
NMR #1	1	Internal Account	<input type="checkbox"/>

Choose account from the list if you wish to add new account

[Accept Changes](#)

4.3 Register Users Online

ACLS controls the online registration by a process divided into the following stages:

- User data entry



[> Registration](#)
 [> Terms & Conditions](#)
 [> School/Org](#)
 [> Supervisor](#)
 [> Account](#)
 [> Facility](#)
 [> Submission](#)

NEW USER REGISTRATION

Title	Mr. <input type="text"/>
Given Name*	<input type="text"/>
Family Name*	<input type="text"/>
Student/Staff No.	<input type="text"/> (000 for visitors only)
Email*	<input type="text"/>
Retype Email*	admin <input type="text"/>
Login Password*	<input type="password"/>
Retype Login Password*	<input type="password"/>
Type of Researcher	Undergra. Student <input type="text"/>
Work Phone*	<input type="text"/> (Digits Only)
Mobile Phone	<input type="text"/>
Work Fax	<input type="text"/>
Work Address	<input type="text"/>
Project(s)*	<input type="text"/> Briefly describe the project(s) you want to undertake at the BMIF

*: Indicating the compulsory data fields

[Continue](#)

[Login Page >>](#)

- **Terms and Conditions Compliance**

[> Registration](#)
 [> Terms & Conditions](#)
 [> School/Org](#)
 [> Supervisor](#)
 [> Account](#)
 [> Facility](#)
 [> Submission](#)

NEW USER REGISTRATION

Terms & Conditions	<p>Terms and Conditions</p> <p>While working in the Biomedical Imaging Facility (BMIF), all users are required to comply with the occupational health and safety (OHS) procedures as specified in the OHS pages of the UNSW, Analytical Centre and BMIF web sites. Users are required to advise BMIF staff as soon as possible or at least 24 hours prior to a booking that they wish to cancel. Failure to do this may result in the booked time being charged to the Users supervisor's account. Users can only book time on BMIF instruments with the approval of their supervisor(s) and access fees will be charged for all booked instrument time. Only PC1 work is allowed in the BMIF microscopy and tissue culture laboratories (rooms LG22, LG23 and LG24). In addition, hazardous chemicals, excluding ethanol, are not permitted in the microscopy rooms. Users must not interfere with any of the BMIF instruments if they have not booked the time or are not certified to use the instrument by BMIF staff. Users must also agree not to provide access to the BMIF laboratories to unregistered users without the specific permission of the BMIF staff. Users are not allowed to train other users, whether they are registered or not, unless permitted to do so by BMIF staff. Users are not permitted to undertake any work that is not directly related to their project. Users agree to accurately complete all record keeping required by the BMIF to monitor the use of instruments e.g. log books and booking systems. Users agree to report all faults or irregularities in the BMIF instruments to a BMIF staff member immediately they are known. Samples are the responsibility of the user and BMIF does not accept any responsibility for loss or damage of samples left in the facility. Data is the responsibility of the user and BMIF does not accept responsibility for loss or damage of data that has not been removed/copied/archived. Any work that is published or publicly presented, where all or a part of the work was undertaken in BMIF, should acknowledge the role of UNSW BMIF in providing access or contributing to or assisting in the work. Failure to comply may result in the loss of access to the BMIF laboratories.</p> <p><input type="checkbox"/> I hereby accept the terms & conditions</p>
--------------------	---

[Continue](#)

[Login Page >>](#)

- **School/Org selection/entry**

You can either select or enter a school or organization name.



> Registration > Terms & Conditions > School/Org > Supervisor > Account > Facility > Submission

NEW USER REGISTRATION

School/Organization*
 Or Enter school/organization name

*: Indicating the compulsory data fields

[Login Page >>](#)

- Supervisor selection/entry

You can either select or enter the supervisor's name.

> Registration > Terms & Conditions > School/Org > Supervisor > Account > Facility > Submission

NEW USER REGISTRATION

Supervisor*
 Or Enter supervisor name

*: Indicating the compulsory data fields

[Login Page >>](#)

- User photo (optional)

> Registration > Terms & Conditions > School/Org > Supervisor > Photo > Account > Facility > Submission

NEW USER REGISTRATION

User Photo Upload*

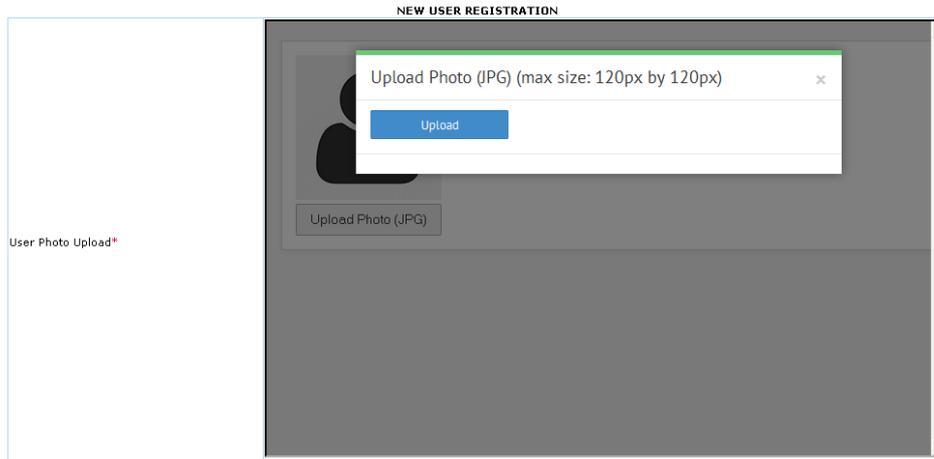


Upload Photo (JPG)

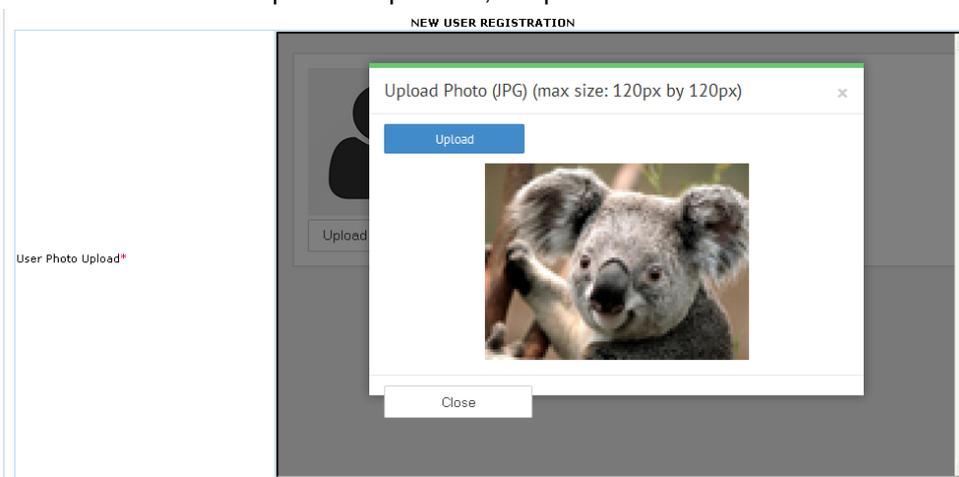
*: Indicating the compulsory data fields

[Login Page >>](#)

- Upon clicking on “Upload Photo (JPG)” button, a popup window appears to upload the user photo.



- Once the photo is uploaded, the photo is shown for confirmation.



- Account (optional)

Depending on the selection, if it is internal, then 4 fields are required to be entered. If it is external, then no further details need to be provided at this stage.



NEW USER REGISTRATION		
Account Type*	<input checked="" type="radio"/> UNSW Account <input type="radio"/> Subscription <input type="radio"/> External Invoice	
Account*	Please provide the account details	
	Business Unit:	UNSWA
	Organization:	<input type="text"/>
	Fund:	<input type="text"/>
	Project Number:	<input type="text"/>

*: Indicating the compulsory data fields

[Continue](#)

[Login Page >>](#)

- Facility of interest (optional)

Depending on the online facility registration setting in **Facility Manager**, users can select the facility of interest.



NEW USER REGISTRATION	
Facilities of Interest	
BMIF	<input checked="" type="checkbox"/> AFM_Catalyst (Lowy) (click to see more about ...)
BMIF	<input checked="" type="checkbox"/> AFM_MMS (F10) (click to see more about ...)
BMIF	<input type="checkbox"/> Bioforce Nanoenabler (click to see more about ...)
BMIF	<input type="checkbox"/> Biostation (click to see more about ...)
BMIF	<input type="checkbox"/> Data Analysis Computer (click to see more about ...)
BMIF	<input type="checkbox"/> Eclipse Ti-E (click to see more about ...)
BMIF	<input type="checkbox"/> FluoroMax - 4 (click to see more about ...)
BMIF	<input type="checkbox"/> Fume Hood (click to see more about ...)
BMIF	<input type="checkbox"/> IncuCyte (click to see more about ...)

- Confirmation and submission

The user is asked to confirm the registration details before making the final submission.

> Registration > Terms & Conditions > School/Org > Supervisor > Account > Facility > Submission

NEW USER REGISTRATION - FINAL CONFIRMATION	
Title	Mr.
Given Name	James
Family Name	Bond
Student/Staff No.	
Email	james@
Type of Researcher	Undergra. Student
School/Organization	BEES - School of Biological, Earth and E
Work Phone	123456
Mobile Phone	
Work Fax	
Work Address	
Supervisor	Peter Banks
Project(s)	test
Account Type	External Invoice
Facility of Interest	AFM_Catalyst (Lowy) (Group: BMIF) AFM_MMS (F10) (Group: BMIF)

[Submit](#)

[Login Page >>](#)

Once the user clicks on **Submit**, the registration application process is completed. The user and relevant staff members will receive registration notices. Each registration comes with a unique reference number for future reference.

Completion of Access Registration Submission

Your request for registration with Mark Wainwright Analytical Centre: Biomedical Imaging Facility, was successfully submitted to us on 05/08/2015 13:18. Please allow 2-3 working days for processing of this request. Confirmation of your registration will be sent to the email address that you supplied. Thank you.

Your registration ref: Ref-QuIvKgAy9NIW-755k3X.

[Print Registration](#)

[Login Page >>](#)

- Approve online registration



Admin staff process the online registration through **User Profile Manager**. Click **Online Registration**. Click **Approve** to continue to the user registration page as stated in **Register Users Manually**, or **Delete** to cancel the registration.

4.4 Register Supervisors

A supervisor can be registered through **Supervisor Manager**.

Supervisor Manager
 196 supervisors

Search Supervisor

School/Organization: Choose school/organization from the list

Sel	Supervisor	School/Organization	Work Phone	Work Fax	Mobile	Email
[Edit]						

[Delete] [Add]

4.5 Login to ACLS

Enter your login email and password and click on **Login**.

SCHOOL OF PETROLEUM - Sign-In Portal

User ID: UNSW staff and students use zID/Pass to login

Password:

Sign In

To View Bookings
 To Register
 Access Denied?

Download iPhone App AC Lab System
 Download Android App AC Lab System

Upon login, you will see the **Booking Tab** page.

search facilities

- Home
- Refresh [reset facility list](#)
- My Calendar [view](#)
- Lab Event & Holiday Calendar
- All Facility Timeline Calendar [view](#)
 - 300 NMR - Pines
 - 400 NMR - Prodigy Gauss
 - 400 NMR - Rabi
 - 400 NMR - Weber
 - 500 NMR - Hertz
 - 600 NMR - Ernst
 - 600 NMR - Tesla
 - 700 NMR - Felix
 - EPR - Bohr
 - NMR 300 - Gyro
 - Spek - Cryomill

May I help you?
 Corea is a virtual assistant equipped with the adaptive learning algorithms.
[Find Out Top 10 Most Popular Facilities, Read More](#)

Last accessed facility

400 NMR - Rabi [Book](#)

Facility Catalogue
 12 Facilities

Frequent Access Links
 Built-in frequent access links for quick access.
 Create favourite facilities by searching facility on the left side.

- My Profile
- My Usage
- User Profile Manager
- Account Manager
- Facility Manager
- Data Logbook Manager

400 NMR - Weber
 Clear Favourite Facility



5 Configuring ACLS

5.1 Configure System

When you commence using the system, you **must** verify the parameters defined in the system configuration panel to ensure they are set out as required for your operations. Normally, ACLS is compiled and delivered in the configuration of your choice.

When ACLS is installed, the system configuration is set to default values. Go to **System Settings** and Select **Configure System** to make the following changes:

- CGI Directory: Directory for ACLS web access to retrieve the CGI files, including book.dll
- Data Directory: Physical directory location for all the system data files
- Server Name: The server IP or domain name (www.xxx.xxx.xxx)
- SMTP Server Name: The local SMTP server domain name
- Title To Show: The logon page title
- Title Beg & Title End: The web page title with format Title To Show.Title Beg.Title End

Parameter	Description	Remarks
AccessPortalURL	Single Sign-In Portal	Refer to Appendix K
CGI Directory	Directory for ACLS web access to retrieve the CGI files, including book.dll.	For example: if hyperlink is http://localhost/cgi/book.dll, CGIDirectory should be "cgi".
Data Directory	Physical directory location for all the system data files.	For example, if the actual directory pointing to the physical system data directory is "d:\emudata", DataDirectory should be "d:\emudata".
Doc Directory Name	Doc directory name for storing all the printable html files.	For example, if the actual directory pointing to the physical system data directory is "d:\emudata\doc", Doc Directory Name should be "doc".
Doc Web Directory Name	Doc directory name defined in web server configuration.	For example, if web server alias sets the virtual path "/doc" to link to "d:\emudata\doc", Doc Web Directory Name should be "doc".
Pictures Directory Name	Picture directory name for storing all the users' photos.	For example, if the actual directory pointing to the physical user picture directory is "d:\emudata\pictures", Pictures Directory Name should be "pictures".
Pictures Web Directory Name	Picture directory name defined in web server configuration.	For example, if web server alias sets the virtual path "/pictures" to link to "d:\emudata\pictures", Pictures Web Directory Name should be "pictures".
Users Directory	Directory for logon server program to search for inactive or illegal folder in the user's folder.	Only applied to ACLS configuration with ACLS logon console, and subject to "Data Storage Ctrl" settings. If "Data Storage Ctrl" is set to "Yes", then it takes effect.
Email Data Date	For information only.	Email server program updates the date to current date on daily basis; if not, ACLS may have a corrupted database.



System Pass Date		<i>No longer in use</i>
Tracing Data Date	For information only.	Logon server program updates the date to current date on a daily basis; if not, ACLS may have a corrupted database.
Active Users For Training Booking	User selection list for training bookings.	: Show all users in selection list for training bookings : Show active users only in selection list for training bookings
Booking Calendar Staff Only	Enable/Disable booking calendar to users.	: Enable booking calendar to all (users and staff) : Enable booking calendar to staff only. This is the default.
Booking Display All	Show all facilities or per facility group.	: Show facility selection list per facility group : Show all facilities in one selection list
Booking Only	Switch ACLS reporting between usage data collected through ACLS console and booking data.	: Usage data through logon console : Booking only
Calendar Multiple Days	Show multiple day event on calendar.	: Show multiple day events through the separate top row of the calendar : Show multiple day events through the time continuously. This is the default.
Clear Browser Cache	Add the html page header to stop browser cache.	: Does nothing on cache : Add special cache header to stop browser cache. This is the default.
Console Next Booking Update		<i>No longer in use</i>
Console Notification		<i>No longer in use</i>
Data Storage Ctrl	Enable/disable creating user folder and checking user folder. ONLY effective to server programs.	: Disable : Enable
Enable Active Users for Job Reg	If enabled, user selection for sample job reg shows active users. If disabled, user selection for sample job reg shows all users.	: Disable : Enable
Enable Android App	Show Android app information link on login page if enabled.	: Disable : Enable
Enable Banner for Login	Enable/disable banner image	: Disable



	on login page. By default, system uses the built-in header.	: Enable
Enable Consumable Module	Enable/disable consumable module used for managing consumable store and ordering consumables	: Disable : Enable
Enable Current Hour Booking Change	Enable/disable event change permission in the current hour.	: Disable the change permission : Enable the change permission. For example, it is 12:20pm now, if it is enabled, users and staff can change the events starting from 12pm instead of 12:20pm.
Enable Default Account	Enable default account for the tracker login	: Disable : Enable
Enable Facility Status	Enable/disable facility status page. Only applies when setting "Booking Only" to ON.	: Disable facility status page : Enable facility status page
Enable Facility Status Privacy	Enable/disable user photo on status page.	: Disable user photo display when users access the facility status page. Only staff can view photos. : Enable user photos display.
Enable Help Link		No longer in use
Enable iPhone App	Enable/disable iPhone app indication icon on login page.	: Disable : Enable
Enable Online Reg Project	Enable/disable project field in online reg form.	: Disable : Enable
Enable Order Consumable Login	Enable/disable consumable order logo on login page	: Disable : Enable
Enable Privacy Calendar	Enable/disable the booking details on the public access calendar	: Disable : Enable
Enable Public Calendar	Enable/disable the public access calendar without the need of login	: Disable : Enable
Enable Q&A Search		No longer in use
Enable Reactivation Page	Enable/disable the reactivation link on login page	: Disable : Enable



Enable Reg Pathway	Enable/disable the pathway for online reg process	: Disable : Enable
Enable Repeat Booking	Enable/disable repeat booking feature for Facility Booking Tool	: Disable : Enable
Enable Session Hour Check	Enable/disable min booking unit check for each event.	: Disable min booking unit check against each event. : Enable min booking unit validation for each event. If the booked hours are less than the min booking unit, the event is not saved.
Enable Single Sign-In	Enable/disable Single Sign-In mode. If enabled, users can only access ACLS via SSI	: Disable : Enable
Enable Survey	Enable/disable survey module.	: Disable : Enable
Enable Term Condition	Enable/disable term and conditions display at footer and on dashboard menu	: Disable : Enable
Enable Track Sample	Enable/disable Track Sample module	: Disable : Enable
Enable User Portrait Photo	Enable/disable user portrait photo in user profile. This does not refer to thumbnail user photo.	: Disable : Enable
EXCEL Password Protection	Enable/disable password protection of the exported EXCEL data files.	: Disable : Enable
Facility Charging	Enable/disable facility charging policy in Facility Manager.	: Disable : Enable
Facility Status Display All	If enabled, facility status shows all the facility status regardless of the other restrictions. It means that any users can see the full list of facility status.	: Disable, this is the default : Enable
Https Enable	Enable/Disable https access depending on the web server settings.	: Disable https access. This is the default. If selected, web access is standard http : Enable https access
Invoice Accessible By Supervisor	Enable/disable supervisor access to the invoice statements.	: Disable : Enable
LDAP Pre-Configure	Auto-run tool to configure the	: OFF



	user access through LDAP.	: ON
Logbook Manager To Staff	Enable/disable general staff access to data logbook manager function.	: Disable : Enable
Login Using Email	Enable/disable email as login name.	: Disable : Enable
Logon Server Check	Enable/disable logon server daily synchronization check. If not running ACLS logon server, this should be switched off.	: Disable, this is the default : Enable
Logon Timer Ctrl	Enable/disable timer for ACLS Logon Client program.	: Disable : Enable
Multiple Click Prevention	Enable/disable multiple form submission through "Accept" button.	: Disable, this is the default. : Enable.
Online Reg Ctrl	Enable/disable online registration.	: Disable : Enable
Online Reg Visitor ID Compulsory	Set Student/Staff ID as compulsory entry field in registration form.	: Not compulsory : Compulsory
Project Manager	Enable/disable "Project Manager".	: Project manager is OFF : Project manager is ON
Report By Any Period	Providing an option to generate a report by a period between any two months, or a period between any two dates.	: Set period between any two months : Set period between any two dates
Restrict Bookings To General Staff	If enabled, general staff are treated like a user, requiring a training certificate before any bookings can be made.	: No restrictions to staff with respect to making bookings : Staff can only make bookings if they are qualified as a trainer or being trained
Show Logon Client Password		<i>No longer in use</i>
Training Support Request	Switching on/off the function on My Dashboard	: OFF : ON
User Account For Reg	Enable/disable account entry in the online registration process.	: Account entry not required : Account entry required
User All Account Search	Enable/disable the account search range in user profile manager	: Disable : Enable



User Photo Availability Check	Enable/disable user photo availability check.	: No cross check on user photo availability. This is the default. : Checking against user photo availability. The system runs a regular check for user photo availability against the parameter "DeactivateIfNoPicturePeriod". If the photo is not available as set out, the system deactivates the user access automatically.
User Photo For Reg	Enable/disable user photo upload in the online registration process.	: User photo not required : User photo must be provided
Valid Email Login	Enable/disable login name validation check.	: Validation not required : Login name has to be numbers and letters
Web Access Validation	Enable/disable user certificate validation. If enabled, using web access records to validate.	: Disable : Enable
LDAP Compulsory Check Text	Set the default text string for LDAP compulsory control	If set to 'unsw', the system checks user email contains 'unsw' to automatically switch on LDAP access control
LDAP Text on Login Page	Show a special text on login page to remind users using the organization-wide ID to access ACLS.	For example, "UNSW staff and students use zID/zPass to login"
Login Name Tip	Set the tip text for the login name field on login page	Default, welcome
Online Reg Visitor ID	Set as default external visitor ID	e.g. 000
Server Name	Should be web server IP address or domain name	e.g. www.xxx.xxx.xxx
SMTP Server Name	The local SMTP server domain name of the organization	e.g. smtp.unsw.edu.au
Title Beg	System web page title	
Title End	System web page title	
Title To Show	System title on logon page	
Commercial User Code	Used for commercial booking	
Facility Status Image Height	Set the facility image height	Height of facility image shown in facility info page is defined here
Facility Status Image Width	Set the facility image width	Width of facility image shown in facility info page is defined here
Service User Code	Used for logbook manager to catch the wrong login/logout, and also for service booking	



Version Control	This is for building ACLS used by ACLS developer	Information only
FTP Host Name	Data access through FTP	e.g. ftp.unsw.edu.au
FTP Login	FTP access user name	
FTP Password	FTP access password	
Home Page Link	Set home page URL at footer	If this is blank, home link is not available at footer
Privacy Statement Link	Set privacy statement link at footer	If this is blank, privacy statement link is not available at footer
Contact Us Email	Used for "contact us" in the footer section	Should be a general email address for the lab
Reg Account Field 1	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
Reg Account Field 2	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
Reg Account Field 3	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
Reg Account Field 4	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
Adv Booking Reminder Day	Days for sending booking reminder out prior to the booked session time	Default: 2 days
Deactivate If No Access Period	Days for deactivating users if they have not used any facilities	Default: 120 days
Deactivate If No Picture Period	Criteria to convert the active user to inactive if their photo is not available for a specified period	Default: 120 days
Min Unlogged Time	Minimum time (in minutes) to accept the operational or usage time after login to instrument computer	Default: 5 minutes
Report Depth	Range of years for generating reports	Default: 1 year
Server Calendar Date Format	The format should tally with the server time format in regional setting	Default: mm/dd/yyyy (US format)
User Access Expiry Alert	Set the user access expiry advance alert days.	For example, if it is set to 0, the alert is OFF. If set to 30, it means system sends out an alert 30 days in advance of the expiry date. The access expiry date is set for each user profile.



5.2 Configure Facility

Facility in ACLS refers to instrument, equipment, tool, device, or anything you wish to book. Before starting to set up facilities, you need to work out the facility grouping strategy. In other words, you need to set up groups for similar kinds or capabilities of facilities.

Facility Wizard:

This guides you through a ‘one-stop’ process to set up facilities, taking 4 steps to complete. Simply follow the process step by step to set up a new facility or change facility settings.

Set Up Facility Group Ownership:

You should use this only if you have multiple units at your organization. By setting this up, each unit owner(s) or staff-in-charge can administrate their own facilities, trainers and certificates.

Go to **Staff Resources -> Facility Manager -> Facility Group.**

Facility Group	Booking Facility	Non-Booking Facility	Research Equipment Catalogue	Facility Group Name	Training Certificate	Facility Group Ownership	Note	Facility Group Code
				FACILITY GROUP #2	Disabled		1/2 hourly booking	2
				NMR	Disabled			1

Click on button “Update Ownership” to add or update the ownership. Owners of the facility can be chosen from or above the equipment supervisor category only. Now the owners can manage their own facilities, trainers and certificates.



Facility Manager:

An experienced administrator can jump to **Facility Manager** and **Facility Tracker Manager** to make changes. Facility manager indicates the certificate titles and trainers to each facility upon selection.

Booking Facility

300 NMR - Pines

Certificate details ...

- SOLID STATE BEGINNER
- SOLID STATE FULL LICENCE
- SOLID STATE INTERMEDIATE

[Go to Training Manager to update certificates ...](#)

Trainer details ...

- Adelle Amoore
- Aditya Rawal
- Donald Thomas
- Douglas Lawes
- Jim Hook

[Go to Training Manager to update trainers ...](#)

Charge/Hour (\$) (UNSW Account)	7.15
Charge/Hour (\$) (External Invoice)	0.00
Facility Group	NMR

The facility information is described as follows:

Field	Definition
Facility Name	Full name of facility
Facility Group	Facility group name
Facility Image	Facility image, one per facility
Facility Description	Facility description for facility background information
Facility Location	Facility location, for example, room number, building name
Facility Type	<p>Following types are selectable. In the future, each type of facility has its own booking event template.</p> <ul style="list-style-type: none"> Research Equipment Loan Item Service Meeting Room Vehicle Others
Catalogue Access	<p>Catalogue access defines the access level by the following definitions.</p> <ul style="list-style-type: none"> Local Organisation Universe Disable <p>Local access: users who sign in to ACLS can access Organisation access: users who can sign in SSI can access Universe access: users who can sign in AAF can access Disable access: facility is not shown on catalogue</p>
Min Hour Per Session	<p>Set the number of hours for each booking session.</p> <p>The system checks the booking event duration against the min hour per session. If less, the event is rejected.</p>



Min Booking Unit	Calendar hour scale can be 15 minutes or 1 hour
Compulsory Booking Confirmation	If this setting is enabled, booking confirmation becomes compulsory for each booking made; if disabled, users are able to decide whether they want to have a booking confirmation for each booking made.
Booking Alert	Trainers receive the booking notice upon users make bookings if enabled
Training Certificate	Indicates whether the facility booking requires a user training certificate. For example, some facilities do not require training to operate.
Pre-Approval Booking	If set this ON, facility bookings made by users are regarded as unapproved bookings subject to trainer/manager approval.
Booking Enable	Enable or disable facility availability for booking
Operation Status	Active or inactive. For active facilities, training certificates and trainers can be set up.
Last Update	Records last staff name and time to change facility properties
Facility Code	Facility ID for each facility identification
Recorded Created	Original date of facility creation

Booking facilities and non-booking facilities are processed separately. If the Facility Charging Scheme is selected in the system configuration, you will be prompted to enter the charge rate for both internal and external accounts.

In the example below, the internal accounts are UNSW accounts.

CHARGE RATE

Charge/Hour (\$) (UNSW Account)	6.05
Charge/Hour (\$) (External Invoice)	0

Accept
Reset

A chart of booking and non-booking facilities is available to give you a complete view of each facility setting.

Facility Group	Facility	Training Certificate	Trainer	Charge/Hour (\$) (UNSW Account)	Charge/Hour (\$) (External Invoice)	Location	Min Hour per Session	Min Booking Unit	Compulsory Booking Confirmation	Booking Alert	Training Certificate	Pre-Approval Booking	Operation Status	...
NMR	300 NMR - Gyro		<ul style="list-style-type: none"> ▲ Adelle Amoore ▲ Donald Thomas ▲ Douglas Lawes 	6.05	0.00	Building F10 room B41	0.25	15 minutes	Yes	No	Required	Not Required	Active	Edit
NMR	300 NMR - Pines	<ul style="list-style-type: none"> ■ SOLID STATE BEGINNER LICENCE ■ SOLID STATE FULL LICENCE ■ SOLID STATE INTERMEDIATE 	<ul style="list-style-type: none"> ▲ Adelle Amoore ▲ Aditya Ravi ▲ Donald Thomas ▲ Douglas Lawes ▲ Jim Haak 	7.15	0.00	Building F10 room B41	0.25	15 minutes	Yes	No	Required	Not Required	Active	Edit
NMR	400 NMR - Prodigy Gauss	<ul style="list-style-type: none"> ■ PRODIGY GAUSS BEGINNER ■ PRODIGY GAUSS FULL LICENCE ■ PRODIGY GAUSS INTERMEDIATE 	<ul style="list-style-type: none"> ▲ Adelle Amoore ▲ Donald Thomas ▲ Douglas Lawes 	7.70	0.00	Building F10 room B41	0.25	15 minutes	Yes	No	Required	Not Required	Active	Edit
NMR	400 NMR - Rabi		<ul style="list-style-type: none"> ▲ Adelle Amoore ▲ Donald Thomas ▲ Douglas Lawes 	6.50	0.00	Building F10 room B41	0.25	15 minutes	Yes	No	Required	Not Required	Active	Edit
NMR	400 NMR - Weber	<ul style="list-style-type: none"> ■ WEBER BEGINNER ■ WEBER FULL LICENCE ■ WEBER INTERMEDIATE 	<ul style="list-style-type: none"> ▲ Adelle Amoore ▲ Donald Thomas ▲ Douglas Lawes 	5.50	0.00	Building F10 room B41	0.25	15 minutes	Yes	No	Required	Not Required	Active	Edit



Booking Form:

Booking form might be used to record metadata of booking sessions while users make bookings. You are able to set up a default booking form with the following entries.

Register Booking Form

Form refers to word doc or PDF.
 Online form can be Google Form or the other online form.

Enable Booking Form

Booking Form Title

Booking Form URL

Enable Upload Form Button on Booking Lighthbox Window

Accept

Tracker Configuration:

Set up the console controls using the *Facility Tracker Manager*.

Facility Tracker Manager

Facility tracker configuration

Del	Facility	Facility Group	IP Address	Host ID	ID Type	Connection Allowed
<input type="radio"/>	600 NMR - Ernst	NMR	10.1.1.16	pe6327umutb	IP Address	No
<input type="radio"/>	400 NMR - Rabi	NMR	10.1.1.19	rveg2kss7h5s	IP Address	No
<input type="radio"/>	300 NMR - Gyro	NMR	129.94.164.90	gyro	IP Address	No
<input type="radio"/>	400 NMR - Weber	NMR	129.94.165.60	av400w7	IP Address	No
<input type="radio"/>	700 NMR - Felix	NMR	129.94.165.91	felix	IP Address	No
<input type="radio"/>	EPR - Bohr	NMR	129.94.165.92	bohr	IP Address	No
<input type="radio"/>	300 NMR - Flip	NMR	129.94.165.94	flip	IP Address	No
<input type="radio"/>	400 NMR - Gauss	NMR	129.94.165.96	gauss	IP Address	No
<input type="radio"/>	500 NMR - Hertz	NMR	129.94.165.97	hertz	IP Address	No
<input type="radio"/>	600 NMR - Tesla	NMR	129.94.165.99	tesla	IP Address	No
<input type="radio"/>	300 NMR - Pines	NMR	129.94.165.99	pines	IP Address	No

Edit **Delete** **Add** **Reset**

There are two ways to set up a facility ID to connect to the ACLS Logon Server: by its network IP address, or its Host ID generated by the console. The following parameters are required for setting up the console control:

Field	Description
Facility	Facility installed with console
IP Address:	TCP IP addresses for the instrument login computer; You can set a pseudo one if you decide to use booking data for reporting only.
Host ID:	Host ID shows at each console upon installation. System generates a random one the very first time.
ID Type:	Either IP as facility ID or Host ID as facility ID.
Connection Allowed:	ON/OFF.
Note	Notes relating to the console settings.



5.3 Access Group Definition

The **Access Group Manager** defines the level of access. There are 7 *generic* groups pre-defined in the system:

- System Administrator Group
- Administrative Staff Group
- Manager Group
- Equipment Supervisor
- General Staff Group
- Supervisor Group
- User Group

Access Group Manager

16 Access groups.

Access groups set up access permissions.

Access groups set up booking restrictions for facilities that are not required training and for staff who do not require certificates.

Group Name	System Administrator
Max. Hours/Day	24
Max. Days/Period	90
Max. Hours/Period	1344
Booking Start Time	0:00
Booking End Time	16:00
Booking End Time Offset	3
Booking Cancellation	Booking can be cancelled anytime
Weekend Booking	Yes
Group Code	6
Group of Privilege	System Administrator Group

Each *generic* group can be used to create many sub-groups for different booking settings. Each group has the following attributes:

- Group name
- Maximum hours per day
- Maximum days per period (calendar days)
- Maximum hours per period
- Booking start time for each day
- Booking end time for each day
- Booking end time offset for each day. If set to zero, ACLS will set one check box on the booking calendar to represent the offset period on the booking end time
- Booking cancellation: Whether the bookings are allowed (one day in advance) to be cancelled
- Weekend booking: whether weekend booking is permitted
- Group code: unique group ID
- Group of Privilege: access authentication

5.4 Upload System Files

Through this file uploading function, you are able to upload all the following files:

- Banner image



- Logo image for invoice statement
- Terms & Conditions text file
- Terms & Conditions PDF file
- Customized user title text file
- Customized type of researcher text file

System Files

-  Upload Banner Image
-  Upload Invoice Logo Image
-  Upload T&C Text File
-  Upload T&C PDF File
-  Upload User Title File
-  Delete User Title File
-  Upload Researcher Type File
-  Delete Researcher Type File

For example, a user position text file should look like this:

- Undergrad. Student
- Hons Student
- Visiting Researcher
- Masters Student
- PhD Student
- Postdoc
- Research Assistant
- Professional Officer
- Academic
- Others

5.5 Email Receiver Manager

You can customize the email notice receivers for an online registration request, budget manager, access denied and training & support. By default, an online registration notice, access denied notice and training & support notice all go to both the user who submits it and the email address set out in **Contact Us** shown in the footer.

Email Receivers

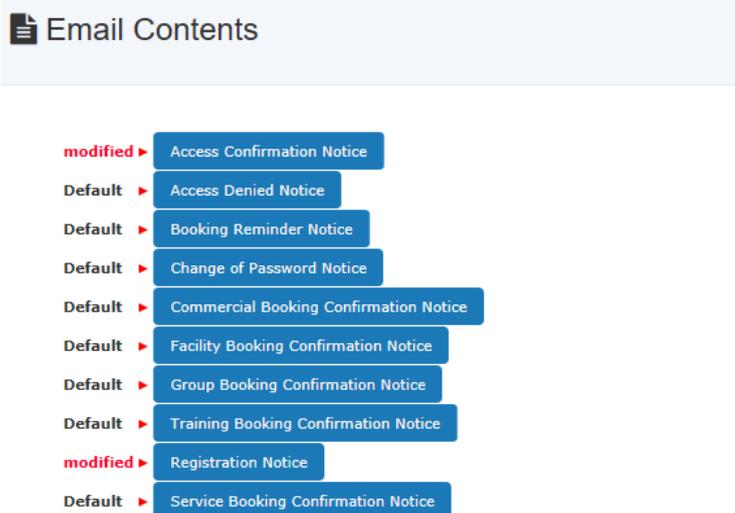
[Budget Manager Alert](#) [Registration Notice](#) [Access Denied Notice](#) [Training & Support Notice](#)





5.6 Email Content Manager

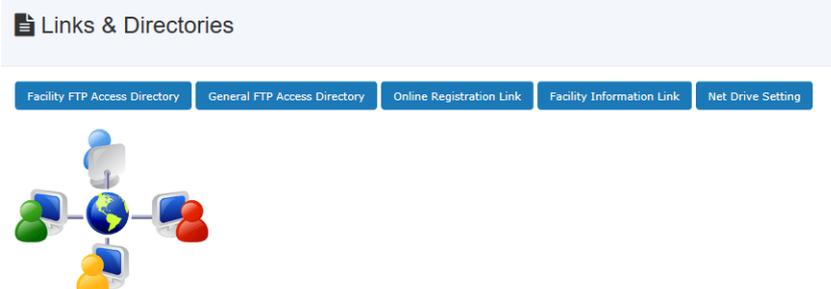
You can customize all email notice content to suit your lab environment. If you don't set your own content, the system uses the built-in default content.



Modified content is clearly identified, the rest are labelled as default. The system provides **Preview** and **Default** buttons to enable you to see the difference. If you erase the modified contents, then the default settings will turn on automatically.

5.7 Link and Directory Manager

The objective of this function is to implement the future experiment data secured access and sharing. There are 5 functions as follows:



- Facility FTP Access Directory:
 - In the current design, FTP access is a one-access account only to all registered users. The future plan is to achieve FTP service per user account. Through this function, you need to set up data access for each facility experiment data.
 - On **My Dashboard**, the user can submit a request to acquire the FTP access information, or use the provided FTP link to access data through Internet browsers.
- General FTP Access Directory:



- Through this function, you can set up data access to non-facility FTP services. For example, if you have common shared data folders (such as archive and public) with all the registered users, then you can set this up as in the screenshot below.

Del	FTP Directory	Link Description	Last Archive Date
<input type="radio"/>	emaarchive	Archive	12/06/2017

- Facility Information Link:

- Labs may provide additional information about any facility, status, maintenance plan and more on separate websites. You can make these available to users at every booking page and facility status page.

- Setting up is straightforward:

Del	Facility	URL
<input type="radio"/>	300 NMR - Gyro	http://129.94.165.95/facilitylinks/gyro-history.html
<input type="radio"/>	400 NMR - Rabi	http://129.94.165.95/facilitylinks/rabi-history.html

- The external facility information is shown on the facility information page at Facility Status.

- Net Drive Setting:

- This needs to work with the ACLS logon console program, which is installed on the facility computers. If you set this up, then when the user logs on to the facility, the console dynamically maps the network drive as pre-defined so that users can save the results to the network data storage devices.
- You need to define the following parameters for the console to connect with the network drive as follows:
 - Drive: telling console what drive label is used for connection, don't use C to G as most Windows computers use these for local drives
 - Folder: as a protocol of network drive mapping, you should set out the full path as standard
 - User Name: authentication of connection
 - Password: authentication of connection
 - Per Facility: this is optional. You can set up an individual folder connection for each individual equipment or facility listed in **Facility FTP Access Directory**.



Links & Directories

Net drive settings.

Drive (example: M, N)	<input type="text"/>
Folder (example: \\server\share)	<input type="text"/>
User Name	<input type="text"/>
Password	<input type="password"/>
Per Facility	<input type="checkbox"/> (if checked, net drive is per facility; if unchecked, net drive is one for all facilities)

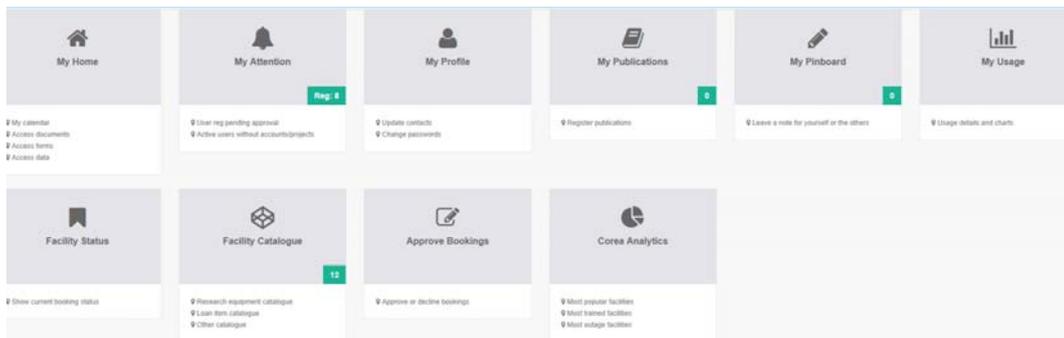
- For further information on net drive configurations, please refer to [*Appendix H.*](#)



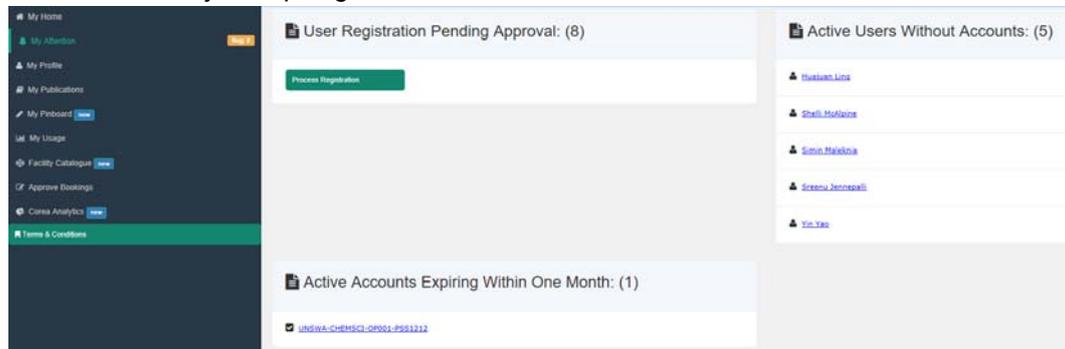
6 Operating ACLS

6.1 Dashboard

Depending on your access group defined in your profile, **Dashboard** offers a wide range of information about your work and your profile in ACLS, and quick access to facility status and the other functions:



- My Attention (Admin Only):
 - User registration pending approval
 - Active user without account
 - Active account expiring within one month
 - Project expiring within one month



- My Home:
 - Lab Event Calendar: shows the events in the current month, you can click on month link to view monthly events
 - Access Documents: Access to general documents (policy, meeting minutes, etc.), and facility related documents (training materials, etc.)
 - Access Forms: Access to user's form, such as induction form, OHS form, etc.
 - Access Experiment Data: Depending on ACLS configuration, you may be able to access the experiment data through the FTP service through the links
 - Access Invoices
 - Access Sample Job Reports
 - Access Sample Job Summary



My Home

Lab Calendar | Access Documents | Access Forms | Access Data | Access Invoices | Access Sample Reports | Access Sample Job Summary

Lab Calendar - 2017

January
 Australian Day (Public Holiday)
 Thu 26/01/2017 to Thu 26/01/2017

February

March

April

May

June
 N2 FILL
 Wed 07/06/2017 08:00 to Wed 07/06/2017 11:00

N2 FILL
 Wed 14/06/2017 08:00 to Wed 14/06/2017 11:00

N2 FILL
 Wed 21/06/2017 08:00 to Wed 21/06/2017 11:00

N2 FILL
 Wed 28/06/2017 08:00 to Wed 28/06/2017 11:00

- My Profile:

My profile shows the full details of the login user profile. User can change password and update contacts. There are two ways to access **My Profile**, via **Dashboard**, or via user photo next to Logout.

My Profile

User Name: Mr. Dong Zheng

Student/Staff No:

Type of Researcher: Undergrad. Student

Login Name: admin

Alias: yel0p1

School/Organization: Analytical Centre

Access Group: System Administrator (Access Group Category: System Administrator Group)

Supervisor: Graine Moran

Work Phone: 9385 6680

Mobile Phone: 0410 724 858

Email: dm.zheng@unsw.edu.au

Work Address:

Indicative Project Title:

Account: NMR #1 - expiring on 01/01/2025

Certificate: No certificates

Trainers: 500 NMR - Hertz

Signed Form:

Update Contacts

Work Phone: 9385 6680

Mobile Phone: 0410 724 858

Email: dm.zheng@unsw.edu.au

Submit

Change Password

New Password:

Retype New Password:

Submit

- My Publication:



For each lab, unit, facility and institute, publications are critical elements to support grant applications and to provide evidence of the excellence of the service.

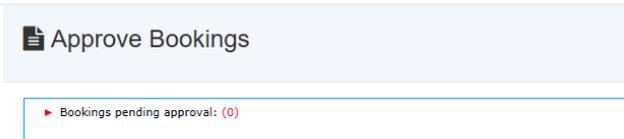
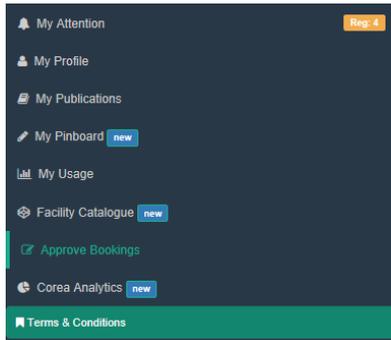
An example of the publication data is shown on the registration form as below.

- Publication ID
- Journal Title
- Author List
- Year
- Month
- Details

Staff can register publications for any users.

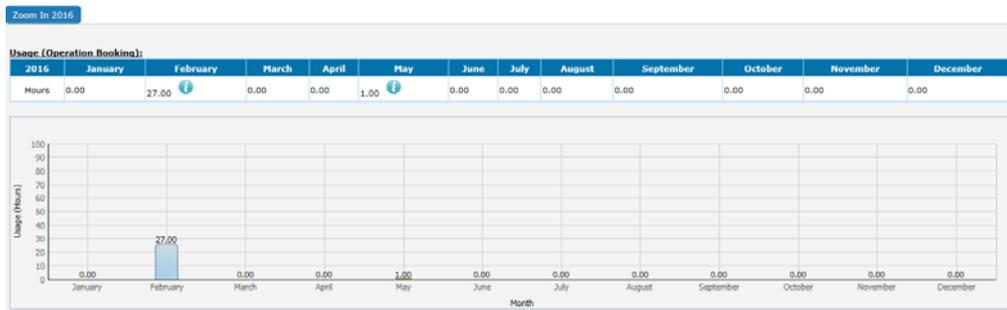
- When done, you can see all your registered publications upon clicking on **Publication**.

- Approve Bookings:
 - Bookings pending approval provided that you enable the pre-approval booking setting
 - Available to trainer only



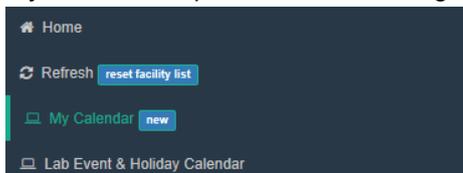
- My Usage:

User can zoom in to the usage: booking and tracking. ACLS provides both tabled usage and bar chart usage summary.



6.2 My Calendar

My Calendar captures all the bookings of “mine” onto one calendar.





My Calendar

- 🔔 My calendar is for info only and does not accept any bookings.
- 📍 Select the facility on the left hand side menu to book.
- 📅 Switch to day/week view by clicking on DATE as link

- 📅 My Calendar
- 📅 All Staff Calendar
- 📅 All Service Calendar

Day Week Month List

June 2017

Today

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 08:00 - 05:00 Operation Event: 100 APH_Catalyst (Low); Notes: test	30	31	01	02 08:00 - 03:30 Operation Event: 100 APH_Catalyst (Low)	03 08:00 - 03:30 Operation Event: 100 APH_Catalyst (Low)	04 08:00 - 04:30 Operation Event: 100 APH_Catalyst (Low)
05	06 00:00 - 02:45 Operation Event: 100 APH_Catalyst (Low)	07 00:00 - 02:45 Operation Event: 100 APH_Catalyst (Low)	08 02:30 - 04:45 Operation Event: 100 APH_Catalyst (Low)	09 00:00 - 02:15 Operation Event: 100 APH_Catalyst (Low) 02:30 - 05:00 Operation Event: 100 APH_Catalyst (Low)	10	11
12 00:00 - 02:15 Operation Event: 100 APH_Catalyst (Low) 02:30 - 05:00 Operation Event: 100 APH_Catalyst (Low) 14:00 - 18:00 Operation Event: APH_MRB (F10) 16:30 - 17:15 Operation Event: 100 APH_Catalyst (Low) 14:45 - 17:00 Operation Event: APH_MRB (F10)	13 00:00 - 02:15 Operation Event: 100 APH_Catalyst (Low) 02:30 - 05:00 Operation Event: 100 APH_Catalyst (Low)	14 00:00 - 02:15 Operation Event: 100 APH_Catalyst (Low) 00:00 - 00:15 Operation Event: APH_MRB (F10) 00:00 - 00:45 Operation Event: APH_MRB (F10) 00:00 - 01:15 Operation Event: APH_MRB (F10) 02:30 - 05:00 Operation Event: 100 APH_Catalyst (Low)	15 00:00 - 02:15 Operation Event: 100 APH_Catalyst (Low) 02:30 - 05:00 Operation Event: 100 APH_Catalyst (Low)	16 00:00 - 02:15 Operation Event: 100 APH_Catalyst (Low) 02:30 - 05:00 Operation Event: 100 APH_Catalyst (Low)	17	18
19 00:00 - 02:15 Operation Event: 100 APH_Catalyst (Low) 02:30 - 05:00 Operation Event: 100 APH_Catalyst (Low)	20 00:00 - 02:15 Operation Event: 100 APH_Catalyst (Low) 02:30 - 05:00 Operation Event: 100 APH_Catalyst (Low)	21 00:00 - 02:15 Operation Event: 100 APH_Catalyst (Low) 02:30 - 05:00 Operation Event: 100 APH_Catalyst (Low)	22 00:00 - 02:15 Operation Event: 100 APH_Catalyst (Low) 02:30 - 05:00 Operation Event: 100 APH_Catalyst (Low)	23 00:00 - 02:15 Operation Event: 100 APH_Catalyst (Low) 02:30 - 05:00 Operation Event: 100 APH_Catalyst (Low)	24	25

Staff members can view any user and staff booking calendar. **All Staff Calendar** shows all the staff bookings on one calendar, and for example, it can assist staff and managers to quickly identify free time for staff meetings.

All Staff Calendar

- 🔔 Staff calendar is for info only and does not accept any bookings.
- 📍 Select the facility on the left hand side menu to book.
- 📅 Switch to day/week view by clicking on DATE as link

- 📅 My Calendar
- 📅 All Staff Calendar
- 📅 All Service Calendar

Day Week Month List

June 2017

Today

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	01 12:00 - 16:00 Donald Thomas: 600 NMR - Ernst 15:45 - 16:00 Aditya Rawal: 700 NMR - Felix; Notes: F Or Mahadi James Christian. Previously paid for the time - changed by staff; Aditya Rawal	02 10:00 - 12:00 Donald Thomas: 600 NMR - Ernst 15:15 - 11:00 Jim Hook: 300 NMR - Pines; Notes: 13C NMR 600CN 16:15 - 09:00 Aditya Rawal: 700 NMR - Felix; Notes: 29S1 NMR of Mahd. Previously paid, bu error in running	03	04
05 15:15 - 11:00 Jim Hook: 300 NMR - Pines; Notes: 13C NMR 600CN 16:15 - 09:00 Aditya Rawal: 700 NMR - Felix; Notes: 29S1 NMR of	06 14:45 - 08:00 Aditya Rawal: 700 NMR - Felix; Notes: For Geopolymers 09:00 - 09:15 Jim Hook: 700 NMR - Felix	07 14:30 - 14:45 Douglas Lewis: 400 NMR - Prody; Guss 17:15 - 17:30 Douglas Lewis: 400 NMR - Prody; Guss 18:00 - 19:15 Douglas Lewis: 400 NMR - Prody; Guss	08 12:00 - 16:00 Donald Thomas: 600 NMR - Ernst 16:45 - 11:00 Aditya Rawal: 700 NMR - Felix; Notes: 29S1 - changed by staff; Aditya Rawal	09 14:15 - 09:00 Jim Hook: 300 NMR - Pines; Notes: 13C NMR CN-4	10	11 23:15 - 09:00 Aditya Rawal: 700 NMR - Felix; Notes: Additional measurement
12 14:15 - 09:00 Jim Hook: 300 NMR - Pines; Notes: 13C NMR CN-4 23:15 - 09:00 Aditya Rawal: 700 NMR - Felix; Notes: Additional measurement	13 16:45 - 08:00 Jim Hook: 700 NMR - Felix	14	15 13:15 - 13:30 Aditya Rawal: 300 NMR - Pines; Notes: 13C for rotor insert background	16	17	18 09:00 - 09:15 Aditya Rawal: 700 NMR - Felix; Notes: Additional 29S1 15:15 - 15:30 Aditya Rawal: 300 NMR - Pines; Notes: Additional 13C
19	20	21	22	23	24	25

All Service Calendar provides all the service bookings across all the facilities on one calendar. You can also view single facility service bookings by selecting the facility from the dropdown list.



All Service Calendar

- Service calendar is for info only and does not accept any bookings.
- Select the facility on the lefthand side menu to book.
- Switch to day/week view by clicking on DATE as link.

My Calendar
All Staff Calendar
All Service Calendar

Day Week Month List June 2017 Today

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 09:00 - 14:00 Service Event: 500 NMR - Hertz	30	31 08:00 - 11:00 Service Event: 500 NMR - Hertz 08:00 - 11:00 Service Event: 400 NMR - Prodigy Gauss 08:00 - 11:00 Service Event: 300 NMR - Pines 08:00 - 11:00 Service Event: 400 NMR - Weber 08:00 - 11:00 Service Event: 600 NMR - Ernst 08:00 - 11:00 Service Event: 600 NMR - Tesla 08:00 - 11:00 Service Event: 700 NMR - Felix 09:00 - 14:00 Service Event: 400 NMR - Tesla	01	02 09:15 - 12:00 Service Event: 500 NMR - Hertz 12:00 - 14:00 Service Event: 500 NMR - Hertz	03	04
05	06 17:00 - 18:00 Service Event: 600 NMR - Tesla	07 08:00 - 11:00 Service Event: 400 NMR - Prodigy Gauss 08:00 - 11:00 Service Event: 300 NMR - Hertz 08:00 - 11:15 Service Event: 600 NMR - Tesla 11:15 - 11:45 Service Event: 600 NMR - Tesla 11:45 - 14:30 Service Event: 600 NMR - Tesla	08	09	10	11 08:00 - 08:15 Service Event: 400 NMR - Prodigy Gauss
12	13	14 08:00 - 11:00 Service Event: 400 NMR - Prodigy Gauss 08:00 - 11:00 Service Event: 500 NMR - Hertz	15	16 11:15 - 12:00 Service Event: 600 NMR - Tesla	17	18

6.3 Make Bookings

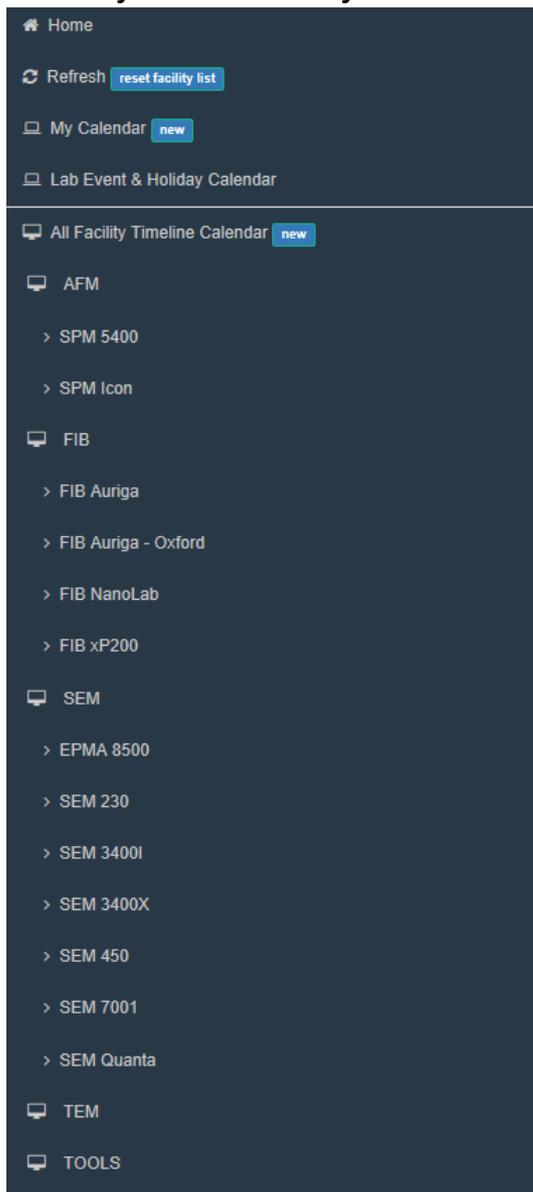
Click on **Booking Tab** from the ACLS navigation menu, and the facility list shows up selections depending on your certification status. For general users, you see the facilities that you are certified to access.

Sorted by facility group:

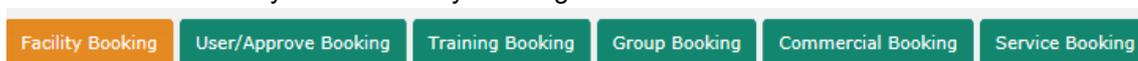
- Home
- Refresh [reset facility list](#)
- My Calendar [new](#)
- Lab Event & Holiday Calendar
- All Facility Timeline Calendar [new](#)
- > 300 NMR - Gyro
- > 300 NMR - Pines
- > 400 NMR - Prodigy Gauss
- > 400 NMR - Rabi
- > 400 NMR - Weber
- > 500 NMR - Hertz
- > 600 NMR - Ernst
- > 600 NMR - Tesla
- > 700 NMR - Felix
- > EPR - Bohr
- > Spex - Cryomill



Sorted by individual facility:



On the Booking Calendar, there are 6 bookings tool tabs available for staff members. General users can only access Facility Booking tool and book for themselves.



6.3.1 Facility Booking

Facility Booking is used to book events for yourself. The color scheme gives you a quick presentation about the different types of bookings. The system blocks past dates in blue, as you are not permitted to book these. Clicking on the **Blocked Dates** won't have any effect. You can easily navigate the calendar to day and week view by clicking on **Date** serving as the active link. **List** view shows you a summary of bookings made in the selected month.



Day	Week	Month	List	
Today ◀ ▶ 📄				
Date	Description			
5 Jun 2017 – 10:00 – 13:00	Amir AsadpoorDarvish (Training Event by Yin Yao)			
7 Jun 2017 – 12:00 – 15:00	Amir AsadpoorDarvish (Training Event by Yin Yao)			
13 Jun 2017 – 11:00 – 12:00	Chang Yan Eric (Training Event by Yin Yao)			
14 Jun 2017 – 11:00 – 13:00	Chang Yan Eric (Training Event by Yin Yao)			
19 Jun 2017 – 10:00 – 13:00	Yongyoon CHO (User Event by Yin Yao)			
20 Jun 2017 – 11:00 – 13:00	Yongyoon CHO (User Event by Yin Yao)			
22 Jun 2017 – 10:00 – 12:00	Xiang Ding (Training Event by Yin Yao)			
22 Jun 2017 – 16:00 – 18:00	Yongyoon CHO (User Event by Yin Yao)			
28 Jun 2017 – 14:00 – 16:00	Richard Webster (Training Event by Yin Yao)			
28 Jun 2017 – 17:00 – 18:00	Xiang Ding (Training Event by Yin Yao)			
29 Jun 2017 – 16:00 – 18:00	Xiang Ding (Training Event by Yin Yao)			
30 Jun 2017 – 10:00 – 13:00	Chang Yan Eric (Training Event by Yin Yao)			

You are able to print the calendar in PDF in any view by clicking on the **PDF** button. Go to **Filter By** to view individual user bookings if there are too many bookings on the calendar page.

- Add bookings:
 - Double click or single click on the selected date on the calendar to add bookings.

Facility: FIB NanoLab

Description

Notes

Repeat event Disabled

Full day 00:00 15 August 2015 - 01:00 15 August 2015

Reminder

- Click on 'OK to save the bookings instantly.
- Each booking tool comes with its own template but the method of creating, editing and saving bookings is the same.
- Business hour indication:

If the permitted booking time is not set to 24 hours, then business hour indication shows up on the event booking page.



Facility: AFM_MM8 (F10) (Business Hours: 8:30 - 18:00)

Description: Dong Zheng

Notes

Repeat event: Disabled

Time period: 12:45 6 August 2014 - 13:00 6 August 2014

Reminder:

Ok Cancel Delete

6.3.2 User/Approve Booking

This booking tool is only available for staff to book for any users excluding staff members, or to approve any pending bookings. When you click **Save**, the system sends the booking confirmation notice to the booked user and the staff member who has made the booking.

6.3.3 Training Booking

This booking tool enables staff to book a training session for users. The difference between user booking and individual training booking is that a user booking is regarded as a normal operation booking (similar to Facility Booking), and a training booking shows as training in the report.

When you click **Ok**, the system sends the booking confirmation notice to the booked user and the staff member who has made the booking.

6.3.4 Group Booking

This booking tool allows staff to book events or sessions for multiple users at one time. When you click **Ok**, the system sends the booking confirmation notice to the booked users and the staff member who has made the booking.



Facility: 300 NMR - Pines

Description: New event

User:

- Abbas Darestani Farahani
- Adam Martin
- Adelle Amooore**
- Aditi Taunk
- Aditya Rawal
- Adnan Mohommed
- Adrian Pietkiewicz**
- AGGIE LAWER

Selected Users: Adelle Amooore; Adrian Pietkiewicz

Clear Users

Notes

Full day 03:00 13 August 2015 - 03:15 13 August 2015

Ok Cancel Delete

Note: Press **Ctrl** key on Windows PC or **Command** key on MAC when selecting the users.

6.3.5 Commercial Booking

Commercial booking is only available to staff members and is used to book a facility for special commercial operations.

6.3.6 Service Booking

Service booking is only available to staff members, allowing them to book facilities if they require maintenance or service. The service bookings will overwrite any users' bookings, and email notifications will be automatically sent to the users of any bookings cancelled due to facility servicing.

To overwrite current bookings, you need to create a new service booking to take the same time as the current bookings, then click on **Ok** to save the service booking and the system automatically removes any conflicted current bookings.

Service Booking is used to book service events. Simply drag the booking box to the time you wish to make the service booking and the system will replace those earlier bookings when you click on **Ok** button.

The service booking tool is further refined to include two common types of service:

- Scheduled: used for planned or scheduled maintenance, service, etc
- Unscheduled: used for unexpected and sudden facility breakdown service



Facility: AFM_MM8 (F10) (Business Hours: 8:30 - 18:00)

Description

Service Type Scheduled Unscheduled

Notes

Time period -

6.3.7 About Offset Setting behaviour in Calendar

The offset time concept rises from the need to book a block of time after normal business hours. For example, business hours are from 9am to 5pm: if you set offset time as 3 hours, it means the time from 5pm to 8pm must be booked in a block. Offset time mechanism applies to a special situation as stated in the case study. Overnight booking is one of the situations you need to set this up for. In most cases, you don't need to use it.

Facility: 400 NMR - Gauss (Business Hours: 0:00 - 17:00)

Description

Notes

Repeat event

Time period -

Block Time: 17:00 - 20:00

Reminder



By checking the block time box, you can book from 18:00 to 21:00 in one go. Offset time works well for overnight booking events.

Case 1:

Booking start time	8am
Booking end time	6pm
Offset	4 hours
Description	The above setting is the same as below: Booking start time: 8am Booking end time: 10pm

Case 2:

Booking start time	8am
Booking end time	6pm
Offset	10 hours
Description	The above setting is the same as below: Booking start time: 8am Booking end time: 4am (next day) You cannot book multiple day events, as each day you are only permitted to book from 8am to 4am (next day)

Case 3:

Booking start time	8am
Booking end time	6pm
Offset	14 hours
Description	The above setting is the same as below: Booking start time: 8am Booking end time: 8am (next day) You can book a multiple day event. However, the booking start time can only be 8am

6.3.8 Repeat Booking

Depend on the permissions, you may see the following options for a repeat booking:

- Daily: this is default option



Facility: AFM_MM8 (F10) (Business Hours: 8:30 - 18:00)

Description:

Notes:

Repeat event: Daily
 Weekly
 Monthly

Every day
 Every workday

End by:

Time period: 00:00 13 August 2014 - 01:00 13 August 2014

Block Time: 18:00 - 21:00

Reminder:

- Week: you see this option only if you are permitted to book longer than 2 weeks in advance

Facility: AFM_MM8 (F10) (Business Hours: 8:30 - 18:00)

Description:

Notes:

Repeat event: Daily
 Weekly
 Monthly

Repeat every week next days:
 Monday Tuesday Wednesday Sunday
 Thursday Friday Saturday

End by:

Time period: 00:00 13 August 2014 - 01:00 13 August 2014

Block Time: 18:00 - 21:00

Reminder:

- Month: you see this option only if you are permitted to book longer than 2 months in advance



Facility: AFM_MM8 (F10) (Business Hours: 8:30 - 18:00)

Description: Dong Zheng

Notes

Repeat event:

 Daily

 Weekly

 Monthly

 Repeat: 13 day every 1 month

 On 1 Monday every 1 month

 Enabled

 End by: 10/11/2014

Time period: 00:00 13 August 2014 - 01:00 13 August 2014

Block Time: 18:00 - 21:00

Reminder:

Ok Cancel Delete

The definitions of repeat booking per day, per week or per month is the same as Outlook.

“End By” date is set by the system according to max days/period set out in your certificate or access group. However, you can bring it forward to an earlier date.

6.4 Booking with Form

In certain situations, you might need users to submit the form while booking the facility. The form might be used for capturing metadata of the sessions. You can design the form using PDF, word document or the online form builder. After you set up the booking form in **Facility Manager**, the form button appears in the facility calendar page so users and staff can access the original form to fill in.



Bruker APEXII

- 📍 Accept future bookings only
- 📍 Switch to day/week view by clicking on DATE as link
- 📄 Account for Booking: X-RAY #1

Single Crystal Form

Attach Form:

Booking lightbox window asks user to tick the box for ‘Fill up or upload the form’ when they save the booking. If it is online form, then lab admin needs to reference the form to each booking session manually. For docx or pdf form, users can upload the form.



Facility: Bruker APEXII (Business Hours: 0:00 - 24:00)

Description: Dong Zheng

Notes

Repeat event Disabled

Time period: 00:00 - 29 June 2017 - 00:00 - 29 June 2017

Reminder

Have you completed or uploaded the form?

Click on **Upload Safety Form** to upload the form.

Upload Single Crystal Form

After uploading, close the browser window
Reference ID: 1498089980

Upload Single Crystal Form (pdf,doc,docx only) ...

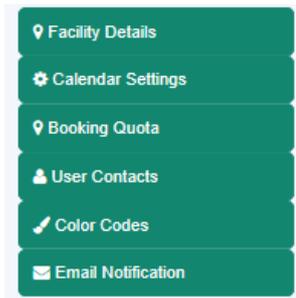
Access Uploaded Forms:

Staff can access all the uploaded forms, and users can only access their own submitted forms. The access button is positioned on the right-hand side of the calendar.

- Facility Details
- Calendar Settings
- Booking Quota
- User Contacts
- Color Codes
- Email Notification
- Uploaded Booking Forms**
- All Staff Calendar
- All Service Calendar



6.5 Calendar Settings



ACLS provides a way to customize your calendar. There are 2 settings related to the calendar that you are able to control:

- Calendar View: default calendar view upon the first access, week view only or month view
- Calendar Popup: single mouse click or double click to open the booking event window

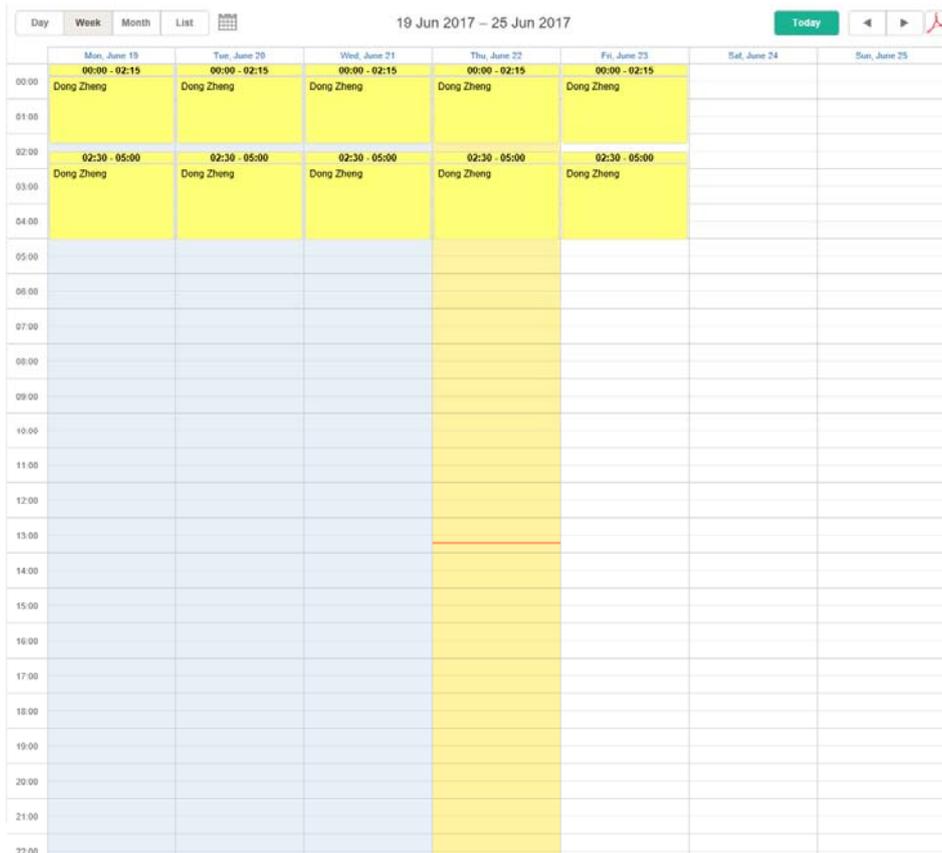


Calendar Settings

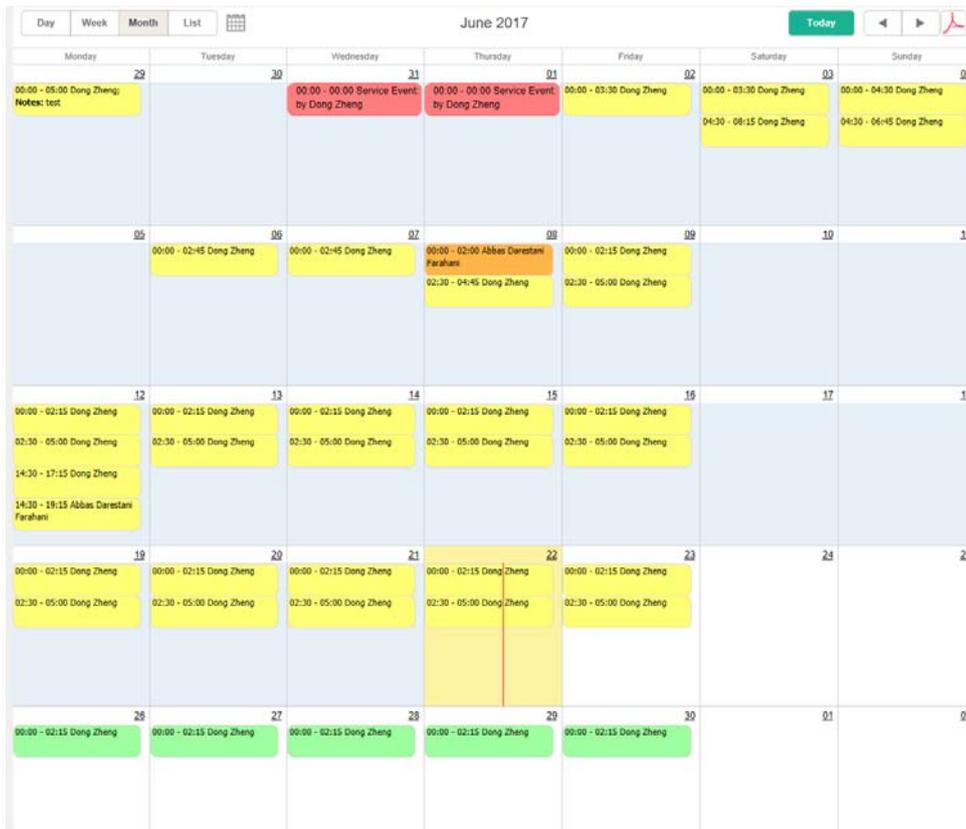
Calendar View	<input type="radio"/> Week <input checked="" type="radio"/> Month
Define the calendar view when accessing the calendar, either week or month view.	
Calendar Popup	<input checked="" type="radio"/> Single Click <input type="radio"/> Double Clicks
Define how calendar window is popped up, by single click or double clicks on the calendar cell.	
<input type="button" value="Submit"/>	

Week View vs Month View:

- Choosing week view: means when you access the booking calendar, the calendar view is week view



- Choosing month view: means when you access the booking calendar, the calendar view is month view

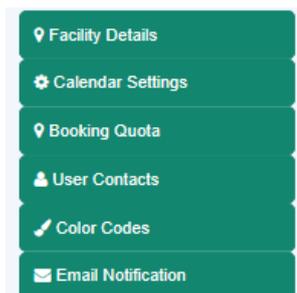




Single Click vs Double Click:

- Choosing single click: means when you click on the booking calendar cell to make bookings, you just need to do a single click
- Choosing double click: means when you click on the booking calendar cell to make bookings, you need to double click

6.6 Facility Details



You are able to view facility information by clicking on [Facility Details](#).



Bruker APEXII

Facility Group: XRD LAB

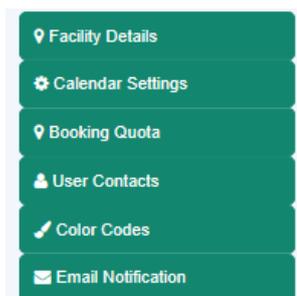
Description: The Bruker Kappa Apex is fitted with a molybdenum sealed X-ray source and graphite monochromator to determine the molecular and crystal structure of materials from a single crystal.

Location: Office M67 - access via Lab G65, Chemical Sciences Bldg F10

Trainers: [Chris Marjo](#); [Mohan Bhadbhade](#); [Dong Zheng](#);

Close

6.7 Booking Quota





You are able to view booking quota by clicking on [Booking Quota](#). Booking quota defines all the booking permissions and quota.



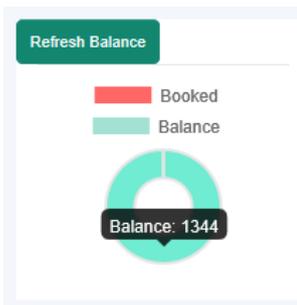
Booking Quota

👤 Dong Zheng

Max Allowed Booking Hours/Day: 24
Max Allowed Booking Hours/Period: 1344
Allowed Booking Period: 22/06/2017 to 20/09/2017
Booking Start Time on Day: 0:00
Booking End Time on Day: 24:59
Booking on Weekend: Allowed
Min Hour per Session: 1

Close

In addition to booking quota, you can check your booking balance by clicking on [Refresh](#) to the balance chart. Moving the mouse over the chart, the balance hours shows up.



6.8 Color Codes

- 📍 Facility Details
- ⚙️ Calendar Settings
- 📍 Booking Quota
- 👤 User Contacts
- 🎨 Color Codes
- ✉️ Email Notification

Different types of bookings use colors for easy differentiation. You are able to view color codes quota by clicking on [Color Codes](#).



Booking Color Codes

Allowed edit/change/delete:	
Facility/User bookings:	
Commercial bookings:	
Service bookings:	
Training/group bookings:	
Lab event bookings:	

[Close](#)

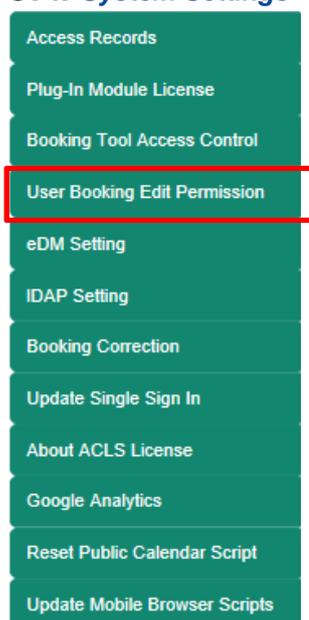
6.9 Change Others Future Bookings

This is available to staff only. The nominated staff group can change anyone's bookings through [User/Approve Booking](#). By default, this capability is disabled.

Please keep in mind that any future bookings can only be changed by the person who made the booking, or cancelled through service booking. If you enable this booking edit capability, you risk changing the bookings of others without their permission or by mistake. So it is highly suggested that you should not enable this (unless you are so determined and ready for PR (public relation) issues if any).

Enabling Edit Booking: (Admin Only):

Go to [System Settings](#) -> [Configure System](#), click on [User Booking Edit Permission](#).





Tick the radio button to select the staff group you want to have the capability to edit other bookings.

Configure System
 User booking tool edit permission

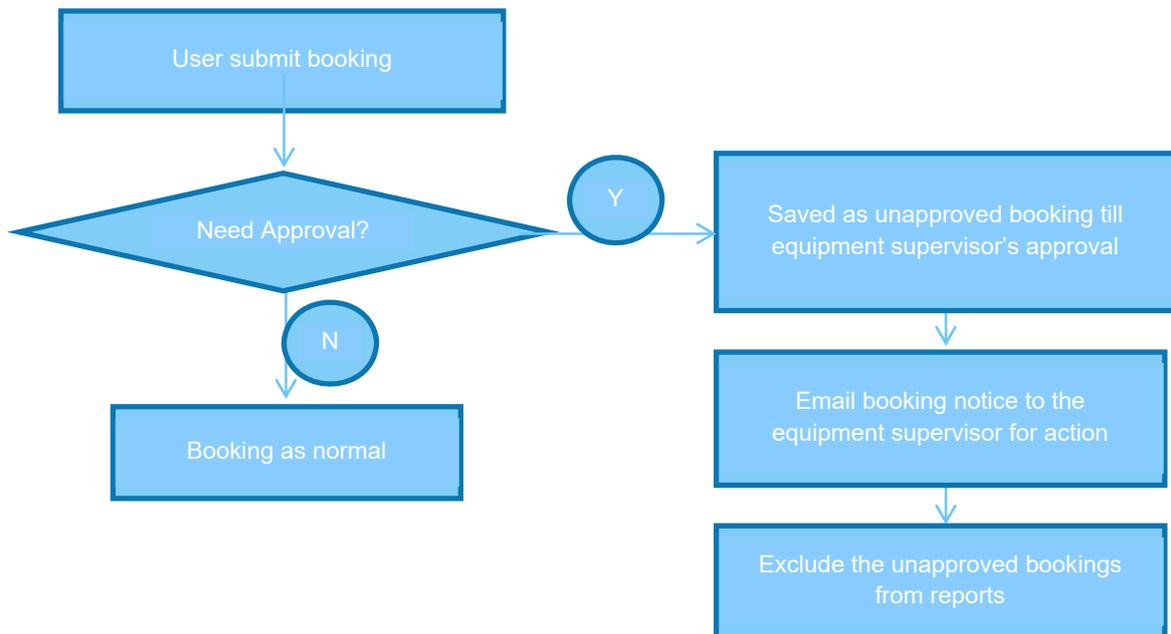
Edit Permission Group

Note	<input checked="" type="radio"/>
General Staff Group	<input type="radio"/>
Equipment Supervisor	<input type="radio"/>
Manager Group	<input type="radio"/>
Administrative Staff Group	<input type="radio"/>
System Administrator Group	<input type="radio"/>

Accept

6.10 Pre-Approval Bookings

The implementation of pre-approval of a booking is illustrated below:



If the facility is defined such that all the bookings made by users are subject to approval by the trainers, then any bookings made by users are treated as “unapproved” booking events.



03	04	05
10	11 09:00 - 10:45 Unapproved Event: Dave Mullins	12
17	18	19
24	25	26

When bookings are made, all the trainers receive an email notice and any of the trainers can approve or decline the “unapproved” bookings.

Approve Bookings:

Only trainers can approve “unapproved” bookings through [User/Approve Booking](#).

Clicking on the “unapproved” event, opens booking template form:

Facility: 134-1.073 Li-Cor 6400 (1)

Description: Unapproved Event: Dave Mullins

User: Dave Mullins

Account: IT ACCOUNT

Notes:

Full day 09:00 - 11 August 2015 - 10:45 - 11 August 2015

Decision: Approved

You need to select the “Approved” radio button and click on “Ok”, then save changes to give approval. Users will get notified automatically for the approval.

Decline Bookings:

Simply delete the “unapproved” booking to decline it.



Direct Access To Unapproved Bookings on Dashboard:

If you are the listed trainer, there is a quick way you can approve or decline unapproved bookings at [My Dashboard](#) -> [Approve Bookings](#) without going through the calendar.

► Bookings pending approval: (4)

[To Approve Now ...](#)

The indicator shows that there is one outstanding unapproved booking for action. Click on the dashboard link, you can zoom in on the details.

APPROVAL OF UNAPPROVED BOOKING EVENT	
Facility	134-1.073 Li-Cor 6400 (1)
Start Time	11/08/2015 09:00
End Time	11/08/2015 10:45
Booked Time	10/08/2015 11:18
Notes	
Booked By	Dave Mullins
Approve/Decline Notes	<input type="text"/>
	Click to contact user...
	<input type="button" value="Approve"/> <input type="button" value="Decline"/>

If you need to contact users for any issues, please click on [Click to contact user](#).

Direct Links To Approve/Decline Unapproved Bookings:

In addition to the quick access through My Dashboard, the email notice to trainers contains a direct link to process any unapproved bookings. Simply click on the link in the email notice to proceed.

Booking Reports and Invoices

None of the “unapproved” bookings are included as “valid” bookings in reports and invoices.

Mobile browser version

The mobile browser version is being replaced by the smartphone app. You are encouraged to install the iPhone app or the Android app which gives you better UI and bulletin features.

The following snapshot explains how it works.

- If you are the trainer, you are able to approve or decline an “unapproved” booking event.
- You are able to cancel any “unapproved” booking event made by yourself.



- If you are a user, the system indicates that: The event you are going to book, is subject to approval.

6.11 Set Min Booking Unit 15m vs 1h

ACLS used to set the minimum time interval for booking calendar as either 15 minutes for all facilities or 1 hour for all facilities. Now you are able to set a minimum booking unit for each facility individually. In other words, some can be 15 minutes, some can be 1 hour.

Go to [Staff Resources](#) -> [Facility Manager](#), pick the Min Booking Unit that suits your needs.



Booking Facility	400 NMR - Gauss
Charge/Hour (\$) (UNSW Account)	5.35
Charge/Hour (\$) (External Invoice)	0.00
Facility Group	NMR
Facility Image	
Description	<p>Bruker Avance III 400 with Sample Changer</p> <p>Used largely for:</p> <ul style="list-style-type: none"> -1D and 2D structural studies of organometallic complexes -Multinuclear measurements for studying kinetics reaction -Multiple sample acquisition
Location	Building F10 room B41
Min Hour per Session	0.25
Min Booking Unit	15 minutes
Compulsory Booking Confirmation	Yes
Training Certificate	Required
Pre-Approval Booking	Not Required
Booking Enable	Yes
Operation Status	Active
Facility Code	8
Record Created	30/05/2008

- If set to 15 minutes

Time interval on booking calendar is set to 15 minutes as shown below.

- If set to 1 hour

Time interval on booking calendar is set to 1 hour as shown below.



6.12 About Min Hour Per Session

Min Hour Per Session day prevents under-booking issues being faced by labs. The default setting of a session time is 15m or 1 hour depending on the choice set in Facility Manager. For example, if TEM 200 experiment needs min 2 hours per session, the system checks each booking session time to ensure the min 2 hours are booked, otherwise the booking is blocked and cannot be saved.

Admin/manager can go to [Staff Resources -> Facility Manager](#), pick a facility and edit, then change the field "Min Hour per Session" to the min hours required. Simple and straightforward!

ACLS reviews each booking event session time to check if it is less than the min hour per session. If less, the booking is blocked and cannot be saved. An alert indicator is shown at the top right-hand corner.

Go to [Staff Resources -> Facility Manager](#), select the min booking unit that suits your needs.

6.13 Set Up Public Access Calendar

ACLS allows you to set up a Public Access Calendar without needing to login. The booking details can be hidden depending on your settings. The advantage of setting up the Public Access Calendar is to provide a quick way of accessing booking information.



User ID: Welcome

Password:

[Sign In](#)

[To View Bookings](#)

[To Register](#)

[Access Denied?](#)

Upon clicking on To View Bookings, the calendar shows the bookings for the next 7 days.

Booking Timeline Calendar

View bookings only

Sign in to make bookings [Sign In](#)

Facility Group: CELL IMAGING FACILITY

Day Week Timeline 22 Jun 2017 Today

Time	22 Jun	23 Jun	24 Jun	25 Jun	26 Jun	27 Jun	28 Jun
08:00	Cell Imaging Facility						
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							
23:00							

To View Bookings on Mobile Browser Version:

Refresh Facility List

100 AFM_Catalyst (Lowy)

AFM_MM8 (F10)

Amira

Aperio FL Slide Scanner

Aperio XT Slide Scanner

Biostation

BMSF HPC 1

Chemicon Advanced Tissue Arrayer

View Booking Calendar

Facility Group: AFM

To Book

Day Today

20 May 2017

00:00	
01:00	
02:00	
03:00	
04:00	



6.14 Check Current Facility Status

Click on [Dashboard](#) -> [Facility Status](#) to view the status of the facility. The status covers the current booking status and tracking status (if tracker is installed).

Facility Status

Select Facility Group:

TEM 1400 (Group: TEM)

Current Booking: --

Current Tracking: --

Current Status: **Available**

[About TEM 1400:](#)

TEM CM200 (Group: TEM)

Current Booking: 2016-08-01 07:00:00 -- 2016-08-01 12:00:00

Current Tracking: 2016-08-01 09:27:45 -- [Sean Rezal Lim](#)

Current Status: **Busy**

[About TEM CM200:](#)

TEM Tecnai (Group: TEM)

Current Booking: --

Current Tracking: --

Current Status: **Available**

[About TEM Tecnai:](#)

Clicking on [About](#), facility information is shown up.

TEM CM200 (Group: TEM)

Current Booking: 2016-08-01 07:00:00 -- 2016-08-01 12:00:00

Current Tracking: 2016-08-01 09:27:45 -- [Sean Rezal Lim](#)

Current Status: **Busy**

[About TEM CM200:](#)



Description:
 The Philips CM200 field emission transmission electron microscope allows very high resolution images to be obtained from thin (electron transparent) materials. In a field emission gun a very strong electric field is used to extract electrons from a metal filament. This results in an electron beam which is very bright. Ultimately, this microscope allows individual atoms to be imaged. The CM200 TEM allows structural, crystallographic and elemental studies of materials. This microscope has a Bruker QUANTAX energy dispersive x-ray spectroscopy system interfaced to it, which can allow elemental analysis from regions as small as 10 nm in diameter to be obtained. In addition, it has a GATAN ORIUS camera for direct recording of digital images.

Location:

Information URL:

Trainers:
 Quadir Md. Zakaria; Sean Rezal Lim; Chun Hua Kong, Charlie; Rhiannon Philippa Kuchel; Cietta Penn; Mel McGuirk; Katie Leveck;

6.15 Set Up Accounts

There are two ways to set up accounts: through [User Registration](#), or through [Account Manager](#).



Account Manager
 317 active accounts 311 active internal accounts 6 active external accounts

[Search Account](#)

Active Accounts | Expired Accounts

Active Account

Account Type: UNSW Account

Note:

Expiry Date:

Account Code: 0

Record Created:

Last Update: on 22/06/2017 00:00

[Edit](#) [Delete](#) [Add](#) [Clone](#)

[Active Accounts List](#) [Active Accounts Analytics](#)

The Account Manager screen requires the following information.

Parameter	Description
Account	Account numbers or names provided by users upon registration
Account Type	Internal or external
Charge/Hour	Charge rates (depending on business model, for facility charge scheme, you don't need to set this field up)
Note	Remarks for accounts
Expiry Date	Expiry date of account
Account code	Used for system administration purposes
Recorded Created	Original date of account creation
Last Update	Staff who made last change and change time

6.16 Manage Account Budget

Through **Budget Manager**, you can track each account balance, received payment, operation cost and the finance report. Budget management uses the budget envelop mechanism. Each budget envelop is set up for only one account, and only one account can be assigned to any one budget envelop at a time.

Four major functions are available in **Budget Manager**:

- [Budget Envelop](#)
- [Received Payment & Operation Cost](#)
- [Budget Rollover](#)
- [Budget Details & Summary](#)





- Budget Envelop:
 - Create budget envelopes
 - Edit budget envelopes

 **Budget Envelop**

Active Budget Envelop	PO12345
Account	INDUSTRIAL INTERN R*D
Discount To Booking Charges (%)	0.00
Start Date	08/02/2015
Expiry Date	21/04/2020
Note	PO12345
Rollover Enable	Yes
Rollover Schedule Enable	Yes
Rollover Scheduled Date of Month	1
Email Alert Enable	Yes
Alert Threshold of Budget Balance (\$)	500.00
Days to Deactivate Account	0
Budget Envelop Code	41
Record Created	09/01/2015

- Parameter descriptions:
 - Budget name: by default, it is the same as the account name to make it easy to identify. However, you can change this to any name.
 - Account: account for the budget envelop.
 - Start date: it is recommended that the budget envelop start date is the first date of the first month of the financial year.
 - Expiry date: the system assigns the expiry date of an account as default. It is recommended to take the last date of the last month of the financial year.
 - Note: for any special notes.
 - Rollover enable: If enabled, you can do a rollover. If not, then this budget envelop is disabled and you can use this budget envelop for bookkeeping only.
 - Rollover schedule enable: not in use.
 - Rollover scheduled date of month: not in use.
 - Email alert enable: If enabled, the system runs an auto-check against the **Alert Threshold of Budget Balance**. If the balance is below the minimum, the



system sends out an alert to the affected users and the staff members activated through **Email Alert Configure**. If not, the system will not run any checks against the minimum balance.

- Days to deactivate account: If set to 0 (zero), it means that the system will not run a check against the minimum balance for account deactivation. If set to one or more days, the system will run a check against the minimum balance, and deactivate the account after the number of days set in this option when the budget balance is below the minimum. So once the account is deactivated, user access to ACLS may be stopped, depending on the number of active accounts they hold.

- Received Payment & Operation Cost:

Received Payment & Operation Cost

PAYMENT & COST UPDATE

Active Budget Envelop: Choose budget envelop from the list

Received Payment Operation Cost

- Bookkeeping for received payment:

Received Payment & Operation Cost

PAYMENT UPDATE

Budget Envelop Name	ALISON FUNSTON - MONASH
Received From	Choose supervisor from the list <input type="text"/>
For	<input type="text"/>
Amount (\$)	<input type="text"/>
Purchase Order Ref	<input type="text"/>
Invoice Ref	<input type="text"/>
Received Date	10/08/2015 <input type="text"/>
Note	<input type="text"/>

You can view the history of Received Payment & Operation Cost entry at any time.

Received Payment & Operation Cost

PAYMENT & COST HISTORY FOR BUDGET ENVELOP: ALISON FUNSTON - MONASH

From	For	Received Amount (\$)	Operation Cost (\$)	Purchase Order Ref	Invoice Ref	Note	Received Date	Recorded By	Status
Alison Funston	Initial payment for \$2,000 prepaid account	2000.00					23/02/2012	Dwayne Kirk	Locked on 07/03/2012



- Bookkeeping for operation cost, such as material cost, labour cost, etc. However, this does not refer to facility booking or usage charge, or sample service charge.

Received Payment & Operation Cost

OPERATION COST UPDATE

Budget Envelop Name	ALISON FUNSTON - MONASH
For	<input type="text"/>
Amount (\$)	<input type="text"/>
Purchase Order Ref	<input type="text"/>
Invoice Ref	<input type="text"/>
Received Date	10/08/2015
Note	<input type="text"/>

Note: Before budget rollover, you can cancel the payment if there are errors. Once the budget is rolled over, all the affected payments and cost entries are locked to prevent further changes.

- Budget Rollover:

Budget rollover is used to finalize all the payments, cost entries, charges and balances to the budget envelop for each month. It does a monthly rollover, for example, in Feb 2010, you can do the rollover for Jan 2010.

To make work flexible, you have the option to choose the start month of the rollover, then the system automatically chooses the subsequent rollover month. For example, if you start the rollover in Jan 2010, then the system asks you to run it again in Feb, March, and so on. You are not able to skip a month, that is, you can't run the rollover in March without having done it in Feb.

Budget Rollover

BUDGET ROLLOVER

Active Budget Envelop:

Logically, you should start the rollover from the first month of your financial year, and close the budget envelop in the last month of the financial year. For the next year, you will need to create a new budget envelop.

Once the rollover is done, you can write notes for this rollover and click confirm to proceed.



ROLLOVER SUMMARY OF BUDGET ENVELOP FOR JANUARY 2010

Budget Envelop	Account	Monthly Received Payment (\$)	Last Balance (\$)	Booking Charge (\$)	Sample Service Charge (\$)	Current Balance (\$)
NMR #1	NMR #1	0.00	0.00	-305.10	0.00	-305.10

Rollover Notes:

This is test

As good practice, you should view the rollover summary for each budget before running the rollover.

ROLLOVER HISTORY
Budget Envelop: NMR #1 with Account: NMR #1

Month	Year	Monthly Received Payment (\$)	Last Balance (\$)	Booking Charge (\$)	Sample Service Charge (\$)	Current Balance (\$)	Note	Rollover Date	Recorded By
January	2010	0.00	0.00	-305.10	0.00	-305.10	This is test	28/04/2010	Dong Zheng

- Budget Details & Summary:

Budget Details & Summary

- [Full Details of Active Budget](#)
- [Full Details of Expired Budget](#)
- [Full Details of Payment & Cost of Active Budget](#)
- [Full Details of Payment & Cost of Expired Budget](#)
- [Full Details of Active Budget Rollover Summary](#)
- [Full Details of Expired Budget Rollover Summary](#)

ACTIVE BUDGET INFORMATION

Budget Envelop	Account	Account Expiry Date	Start Date	Expiry Date	Note	Rollover Enable	Rollover Scheduled Enable	Rollover Scheduled Date of Month	Email Alert Enable	Alert Balance (\$)	Last Updated By	Last Updated Date	Created By	Created Date
NMR #1	NMR #1	20/11/2012	01/01/2010	20/11/2012		Yes	No	1	No	0.00	Dong Zheng	22/04/2010	Dong Zheng	22/04/2010
UNSWA-CHEMSCI-OP001-PSS1212	UNSWA-CHEMSCI-OP001-PSS1212	09/07/2014	01/01/2010	09/07/2014		Yes	No	1	No	0.00	Dong Zheng	23/04/2010	Dong Zheng	23/04/2010

[Back](#)

6.17 Register a Project

If ACLS has been configured to be project-based, you are required to register a project to enable users to access the system.

To register a project, the following information must be entered.

- Project short title
- Project full (long) title
- Project supervisor (contact point of project)



- Project accounts
- Cost contributions from each account in the project
- Project researchers
- Charge rate for each researcher
- Project validation

For example, researcher #1 is charged \$50 per hour for using any instruments. If the project has two accounts #A and #B, and #A contributes 80% of the cost and #B contributes 20%, it means that \$40 is billed to account #A and \$10 to account #B.

Following registration of a project, ACLS will generate printable project information. This information can be used for future reference.

The screenshot shows the 'Project Manager' interface. At the top, it displays '266 active projects' and '266 expired projects'. Below this is a search bar with a 'Search Project' button and a 'Sort Projects By Supervisor' button. The main content area is divided into 'Active Projects' and 'Expired Projects' tabs. The 'Active Projects' tab is selected, showing a list of projects. The first project is expanded, displaying the following details:

Active Project Short Title	Choose project from the list
Project Full Title	
Supervisor	
Other Researchers	no researchers
Available Accounts	no accounts
Project Description	
Valid From Date	22/06/2017
Project Due Date	10/02/2027
Project Code	0
Record Created	

At the bottom of the project details, there are four buttons: 'Edit', 'Delete', 'Add', and 'Clone'.

For example, type in 'mole' to search any projects related to molecules. To edit the project, click on **Edit** button to continue.

Project Form:

You can upload any related project forms: ethic form, animal form, project funding form, project OHS form, etc.

Click on **Add/Delete Form** to start.



Project Manager

[Edit/Add project](#)

[Return](#)

Project Short Title	#SYSTEM MAINTENANCE
Project Full Title	#System Maintenance
Supervisor	71:Mark Raftery - BMSF
Other Researchers	Mark Raftery; Vojtech Tambor; Mark O'Brien; Russell Pickford; Mark Raftery; Chowdhury Sarowar; Leanne Stephens; Bustamante; Anne Poljak; Mark Raftery;
Available Accounts	GI123-BMSF-PS12762 2008-100%;
Project Description	System is out of service and undergoing maintenance.
	5000 (max char 5000)
Project Form	 <p>acischange_log_5.pdf Added: Dong Zheng on 1/24/2017 11:20:13 PM</p>
Active From Date	<input type="text"/>
Project Due Date	30/12/2020
Make Project Expiry Now	<input type="checkbox"/>

[Edit Researchers](#)
[Edit Accounts](#)
[Add/Delete Form](#)
[Accept](#)
[Reset](#)



Project Manager

📍 Add project forms.

[Return](#)

Upon upload, you MUST click on Button [Save Form to Project] to add form:

Documents Upload (pdf,doc only) ...

[Save Form to Project](#)

Note: Form Name MUST NOT contain any single quote character!!

[Delete](#)

[acischangeelog_5.pdf](#)
 Added: Dong Zheng on
 1/24/2017 11:20:13 PM

6.18 Search Users

There are a few ways to search for a user, as follows:

- User Profile Manager
- Find User Training Records
- Find User By Supervisor
- Newly Reg User Summary

The level of access control is detailed in the table below:

Level of Access	
User Profile Manager	<ul style="list-style-type: none"> ▪ User and Supervisor group can only edit their own profile ▪ Staff group and lab manager group can search and view user profiles, and issue training certificates ▪ Admin group can search, edit, add user profiles, edit user accounts
Find User Training Records	<ul style="list-style-type: none"> ▪ Explore user training records



	<ul style="list-style-type: none"> Staff group and above can access this function
Find By Supervisor	<ul style="list-style-type: none"> Supervisor group can view a user's profile under their supervision Staff group and above can access this function
Newly Reg User Summary	<ul style="list-style-type: none"> Staff group and above can access this function

6.18.1 User Profile Manager

ACLS provides a quick search and a full search capability. The default is quick search. However, as staff, you are able to run a full search with many options by school or organization, account or project, group, training certificates and phone number.

There are two options to display the search results: Short Form and Full Form.

6.18.2 Find User Training Records

Staff and admin can search and find any user training records.

Facility	Certificate	Details	Onsite Supervision	Valid Period (Month)	Issued Time	Trainer
FluoroMax - 4	FLUOROMAX - 4 - GENERAL	This certificate is to be issued to users of the FluoroMax - 4 who have been trained. Prior to issue of this certificate, the registered trainer must be satisfied that the user can use the microscope without supervision. Users with this I	No	12	11/07/2016 13:04	Alex Macmillan

6.18.3 Newly Reg User Summary

This function displays the number of new users registered in a specific period by selecting the period.



Newly Reg User Summary

From: June 2017

To: June 2017

[Accept](#)

6.19 Export User Data

Through **eDM**, you are able to export user data to an Excel file that is protected by a strong random password. Go to **User profile**, and click on **Export To Excel** to continue.

Export User Data To EXCEL

Note: Be patient while exporting data taking a few minutes to complete!

[Define Excel Template](#)[Export User Data in Excel](#)

CURRENT EXCEL TEMPLATE

User Name	Type of Researcher	School/Organization	Account	Supervisor Name	User Status
-----------	--------------------	---------------------	---------	-----------------	-------------

User EXCEL Files

UserData-04-07-2016.xlsx Created: Khorshed Jahan Chinu on 7/4/2016 3:58:31 PM	UserData-01-06-2015.xlsx Created: Luciana Nadalin on 6/1/2015	UserData-06-05-2015.xlsx Created: Dong Zheng on 5/6/2015	UserData-04-11-2014.xlsx Created: Dong Zheng on 11/4/2014	UserData-10-01-2014.xlsx Pass: j0y9IVCNvs Created: Khorshed Jahan Chinu on 1/10/2014	UserData-02-10-2012.xlsx Pass: gJhea84LKJ Created: Benice Tan on 10/2/2012

First, you need to define your Excel template. Simply select the data field of your choice, and save. A template is specific to a staff member. In other words, if Jane and Mary want to export user data, then they need to set up individual templates. You can change the template each time before exporting the data to suit your needs.



EXCEL TEMPLATE - FIELD SELECTION

User Title	<input type="checkbox"/>
User Name	Included
Student/Staff No.	<input type="checkbox"/>
Type of Researcher	<input checked="" type="checkbox"/>
Login Name	<input type="checkbox"/>
School/Organization	<input checked="" type="checkbox"/>
User Group	<input type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Work Phone	<input type="checkbox"/>
Mobile Phone	<input type="checkbox"/>
Email	<input type="checkbox"/>
Publication	<input type="checkbox"/>
Indicative Project Title	<input type="checkbox"/>
Supervisor Title	<input type="checkbox"/>
Supervisor Name	<input checked="" type="checkbox"/>
Supervisor Email	<input type="checkbox"/>
Exclude From Broadcast	<input type="checkbox"/>
Year of Registration	<input checked="" type="checkbox"/>
User Status	<input checked="" type="checkbox"/>
Active User Only	<input type="checkbox"/>

Save

Generating Excel data may take a while depending on the volume of user data. ACLS sets up each Excel file with strong password protection, and you can download them at any time.

Password protection of the exported Excel file is optional. By default, the system enables password protection.

6.20 Broadcast Email Notices

To broadcast an email notice to a group of users, click on **Broadcast Messages**. Select the user group or training certificate group, enter the message title and content of the message.

Click **Send Message** to complete the broadcast.



Broadcast Messages

⚙ Set up my signature for outgoing mails.
 ⚙ Set up my mailing user list.

Type of Group: Generic Group Single Certificate Group (including trainers)

Group: Choose group from the list ▼

Subject:

Message Body:

Dong Zheng
 Systems Manager
 Mark Wainwright Analytical Centre
 UNSW

You can also generate a full list of email addresses for the selected group. This function enables you to use any local email client program to send emails with attachments.

- Check the box **Generate Email List**
- Click on **Send Message** to compile the list

The signature is similar to the signature in the email client programs, such as MS Outlook. Once set up, the system attaches it to each message as a signature.

- My Mailing List

You can set up your own favorite mailing list. Choose **My Mailing List** in Type of Group, you can show the list details and you can broadcast or get the email list for My Mailing List.

- Generate Email List

Generate Email List is provided if you wish to retrieve the mail list for the local email client, such as Outlook, etc. In particular, when you need to broadcast messages with an attachment, you'd like to get the list as the current ACLS does not support emails with attachments yet.

6.21 Edit Booking Data and Usage Log Data

6.21.1 Booking Data

Staff can edit, delete and add bookings for the past two months. For example, if a user falls sick on the day of bookings, staff can correct this by deleting their bookings.



Booking Logbooks

Pick Date:

Pick Facility:

6.21.2 Usage Log Data (collected by tracker)

Staff can update incorrect login and logout times, and add new logs. There is a built-in feature to auto-detect an incorrect time log, such as a missing logout time. Incorrect log data is highlighted in red to assist correction.

Facility [FOCUS DSQ GC-MS (L)]: July 2015

Sel	Login Date	Login Time	Project	Logout Date	Logout Time	Project	Usage Hours	Login User	Logout User	Notes
<input type="radio"/>	02/07/2015	11:39:07 AM	#STAFF PROJECT	02/07/2015	11:39:18 AM	#STAFF PROJECT	0.0	Dong Zheng	Dong Zheng	
<input checked="" type="radio"/>	08/07/2015	3:56:09 PM	#STAFF PROJECT	08/07/2015	3:56:56 PM	#STAFF PROJECT	0.0	Dong Zheng	Dong Zheng	
<input type="radio"/>	09/07/2015	11:04:34 AM	#STAFF PROJECT	09/07/2015	11:04:51 AM	#STAFF PROJECT	0.0	Dong Zheng	Dong Zheng	
<input type="radio"/>	09/07/2015	11:20:42 AM	#STAFF PROJECT	09/07/2015	11:21:10 AM	#STAFF PROJECT	0.0	Dong Zheng	Dong Zheng	
<input type="radio"/>	09/07/2015	4:10:51 PM	#DATA ANALYSIS	09/07/2015	4:11:41 PM	#DATA ANALYSIS	0.0	Dong Zheng	Dong Zheng	
<input checked="" type="radio"/>	13/07/2015	2:56:57 PM	#STAFF PROJECT	13/07/2015	3:10:56 PM	#STAFF PROJECT	0.2	Dong Zheng	Dong Zheng	
<input type="radio"/>	24/07/2015	1:50:03 PM	#SYSTEM MAINTENANCE	28/07/2015	6:04:50 PM	#SYSTEM MAINTENANCE	100.2	Lewis Adler	Lewis Adler	

The system displays the entire log data for a selected date, and this assists you to enter the correct time and avoid any conflicts.

However, as you may be aware, tracker may not record the logout time due to the following operations:

- Without clicking on logout button on tracker, the user logs off the computer
- Without clicking on logout button on tracker, the user may reboot computer
- Due to network breakdown, the system fails to record the logout time.
- Due to server breakdown, the system fails to record the logout time.

As we know, the world is not perfect, so admin/staff have to correct error usage logs if you want to produce correct usage reports and invoices. The correction should be carried out in the first week of each month to fix the error logs of the last month.

A smart feature is implemented to highlight the error logs for correction. Follow the steps below to fix error logs.

- **Fix Error Logs**

If there are errors, you can see a short list of error logs. If not, the table will appear blank.



- No error logs:

Facility [QSTAR Elite (U)]: October 2015

ERROR LOGS TABLE

Login Date	Login Time	Login Project	Logout Date	Logout Time	Logout Project	Usage Hours	Login User	Logout User	Notes
------------	------------	---------------	-------------	-------------	----------------	-------------	------------	-------------	-------

- Have error logs:

Facility [TSQ Quantum Access (L)]: October 2015

ERROR LOGS TABLE

Click to Fix	Login Date	Login Time	Login Project	Logout Date/Logout Time	Logout Project	Usage Hours	Login User	Logout User	Notes
Click to Fix	21/10/2015	12:00:00 AM	METABOLOMIC MODELLING IN GLOBLASTOMA	21/10/2015	9:34:16 AM	METABOLOMIC MODELLING IN GLOBLASTOMA	0.6	SHI IN Use	Amelie Lim

Simply click on Click to Fix. Click to fix defaults to add a logout time for 0.1h usage time. 0.1h usage time is just a default value for the missing logout time. To estimate the correct usage time, you may take the following recommended steps:

- Contact user who was involved in the missing logout time
- Check against the local tracker log file on the instrument computer
- Check against the booking hours made by the user

You may also apply a best estimate of usage time based on lab policy and your experience.

It is good practice to print out the error logs in case you wish to compare the results after fixing them.

The system highlights any usage hours at 0.1h for your attention to adjust to the correct usage time. You may see a few 0 hour logs which do not mean errors. Users may login and logout quickly on instrument computers for simple tasks of less than 0.1h (or 6 minutes).

Facility [Lift-Out Leica]: May 2016

Sel	Login Date	Login Time	Login Account	Logout Date	Logout Time	Logout Account	Usage Hours	Login User	Logout User
<input type="radio"/>	02/05/2016	9:55:27 AM	UNSWA-MATSC+EN-RF112-PS39473	03/05/2016	10:22:14 AM	UNSWA-MATSC+EN-RF112-PS39473	24.4	Esmail Adabifroozjaji	Esmail Adabifroozjaji
<input type="radio"/>	03/05/2016	10:23:08 AM	UNSWA-ELECMICR-BA101-PSW1733	03/05/2016	10:57:42 AM	UNSWA-ELECMICR-BA101-PSW1733	0.6	Chun Hua Kong, Charlie	Chun Hua Kong, Charlie
<input type="radio"/>	03/05/2016	11:36:42 AM	UNSWA-MATSC+EN-OP001-PS33515	03/05/2016	12:34:03 PM	UNSWA-MATSC+EN-OP001-PS33515	1.0	Fuyang Cao	Fuyang Cao
<input type="radio"/>	04/05/2016	10:29:42 AM	UNSWA-ELECMICR-BA101-PSW1733	04/05/2016	10:59:16 AM	UNSWA-ELECMICR-BA101-PSW1733	0.5	Chun Hua Kong, Charlie	Chun Hua Kong, Charlie
<input type="radio"/>	04/05/2016	11:00:53 AM	UNSWA-ELECMICR-BA101-PSW1733	04/05/2016	2:04:04 PM	UNSWA-ELECMICR-BA101-PSW1733	3.1	Yin Yao	Yin Yao
<input type="radio"/>	04/05/2016	2:04:54 PM	UNSWA-MATSC+EN-OP001-PS33515	04/05/2016	2:46:01 PM	UNSWA-MATSC+EN-OP001-PS33515	0.7	Arslan Khalid	Arslan Khalid
<input type="radio"/>	05/05/2016	9:05:15 AM	UNSWA-MATSC+EN-RE118-RM10037	05/05/2016	9:28:30 AM	UNSWA-MATSC+EN-RE118-RM10037	0.4	Thuan Dinh Nguyen	Thuan Dinh Nguyen
<input type="radio"/>	05/05/2016	10:56:29 AM	UNSWA-MATSC+EN-RE191-RG124091	05/05/2016	11:17:14 AM	UNSWA-MATSC+EN-RE191-RG124091	0.3	Jian Yang	Jian Yang
<input type="radio"/>	05/05/2016	4:04:29 PM	UNSWA-CPVE-RE685-RM09984	05/05/2016	4:34:04 PM	UNSWA-CPVE-RE685-RM09984	0.5	Yuanxun Liao	Yuanxun Liao
<input type="radio"/>	05/05/2016	5:57:13 PM	UNSWA-CPVE-RE120-RM09537	06/05/2016	4:09:30 PM	UNSWA-CPVE-RE120-RM09537	22.2	Jialiang Huang	Jialiang Huang
<input type="radio"/>	07/05/2016	10:55:31 AM	UNSWA-MATSC+EN-OP001-PS33515	07/05/2016	11:29:45 AM	UNSWA-MATSC+EN-OP001-PS33515	0.6	Mohammad Sharear Kabir	Mohammad Sharear Kabir
<input type="radio"/>	07/05/2016	11:40:38 AM	UNSWA-MATSC+EN-OP001-PS33515	07/05/2016	12:43:40 PM	UNSWA-MATSC+EN-OP001-PS33515	1.1	Mohammad Sharear Kabir	Mohammad Sharear Kabir
<input type="radio"/>	08/05/2016	11:39:58 AM	UNSWA-MATSC+EN-OP001-PS33515	08/05/2016	11:40:39 AM	UNSWA-MATSC+EN-OP001-PS33515	0.0	Mohammad Sharear Kabir	Mohammad Sharear Kabir
<input type="radio"/>	09/05/2016	10:29:57 AM	UNSWA-ELECMICR-BA101-PSW1733	09/05/2016	10:53:03 AM	UNSWA-ELECMICR-BA101-PSW1733	0.4	Chun Hua Kong, Charlie	Chun Hua Kong, Charlie
<input type="radio"/>	09/05/2016	1:05:45 PM	UNSWA-MATSC+EN-RF112-PS39473	09/05/2016	1:24:39 PM	UNSWA-MATSC+EN-RF112-PS39473	0.3	Esmail Adabifroozjaji	Esmail Adabifroozjaji
<input type="radio"/>	10/05/2016	2:55:38 PM	UNSWA-MATSC+EN-OP001-PS33515	10/05/2016	4:34:36 PM	UNSWA-MATSC+EN-OP001-PS33515	1.6	Arslan Khalid	Arslan Khalid
<input type="radio"/>	11/05/2016	9:40:03 AM	UNSWA-MATSC+EN-RE118-RM10037	11/05/2016	10:05:13 AM	UNSWA-MATSC+EN-RE118-RM10037	0.4	Thuan Dinh Nguyen	Thuan Dinh Nguyen
<input type="radio"/>	11/05/2016	10:25:59 AM	UNSWA-CPVE-RE783-RM10003	11/05/2016	11:06:38 AM	UNSWA-CPVE-RE783-RM10003	0.7	Ziheng Liu	Ziheng Liu
<input type="radio"/>	11/05/2016	2:49:19 PM	UNSWA-MATSC+EN-RE118-RG132848	11/05/2016	3:35:46 PM	UNSWA-MATSC+EN-RE118-RG132848	0.8	Chun Hung Samuel Ho	Chun Hung Samuel Ho
<input type="radio"/>	11/05/2016	4:24:29 PM	UNSWA-CMBB-RE120-RG114797	11/05/2016	4:51:44 PM	UNSWA-CMBB-RE120-RG114797	0.5	Benjamin Pace	Benjamin Pace
<input type="radio"/>	11/05/2016	5:31:14 PM	UNSWA-MATSC+EN-OP001-PS33515	11/05/2016	5:45:15 PM	UNSWA-MATSC+EN-OP001-PS33515	0.2	Arslan Khalid	Arslan Khalid

- Important Notes



Fixing error tool is not guaranteed to fix all kinds of errors. If the tool does not fix the error, you have the option to delete the error logs and add a new one. However, only the system administrator is given the power to delete logs as this is a non-recoverable action.

6.22 Generate Data Reports

Click on **Report Manager** to see all the reporting options. Reporting options are dependent on system configuration, be booking data, be usage (log) data.

The level of access control is detailed in the table below:

Level of Access	
User Data Report	<ul style="list-style-type: none"> ▪ User group can access their own booking data or usage data ▪ Supervisor group can access their own and their supervised group's booking data and usage data ▪ Staff group can access all booking data and usage data, plus sum data by facility ▪ Lab Manager group can access all booking data and usage data, plus sum data by facility, and sum data by univ, school and org ▪ Admin group can access all booking data and usage data, plus sum data by facility, and sum data by univ, school and org, and generate invoice statements per supervisor
Sample Job Report	<ul style="list-style-type: none"> ▪ Lab Manager group can access all sample job reports ▪ Admin group can access all sample job reports, and generate invoice statements

An automated data reporting tool is available through **Batch Report (bDRT)**. **bDRT** serves as a plug-in module to ACLS. It runs monthly reports, and you have the option to run the reports overnight or instantly.

Alternatively, manual reporting for an individual user; facility; school/org are available in **Report Manager**. Additional reporting tools available:

- Sample report
- Training certificate report
- Commercial booking report
- Group booking report

6.22.1 bDRT

Through **bDRT**, you are able to run monthly reports overnight or instantly.

- Step 1:

Select **Month** and **Year**, then choose if running report Overnight or Now, and click on **Accept**.



Batch Report
 Batch report feature offers full booking and usage reports

[Access Monthly Data Reports](#)
[Access Period Usage Data Reports](#)

Month of Report:

Year of Report:

[Run Report Now](#)

- Step 2:

If the system detects that a previous report exists, it alerts you for confirmation. If this is the first report, you will see the following page:

Batch Report
 Batch report feature offers full booking and usage reports

Month	Year	Last Run Date	Last Run By	Access Booking Data Report	Access Usage Data Report
February	2017	02/03/2017	Luciana Nadalin	Booking Data Report	Usage Data Report

Report was built previously. If you choose to continue, Last built report will be overwritten and updated!

[Continue](#)

That is all you need to do.

Click on [Access Batch Data Reports](#) button to access. The system sorts out the reports by year index.

Batch Report
 Select year to list all batch monthly reports

Year:

Month	Year	Last Run Date	Last Run By	Access Booking Data Report	Access Usage Data Report
January	2017	10/02/2017	Luciana Nadalin	Booking Data Report	Usage Data Report
February	2017	02/03/2017	Luciana Nadalin	Booking Data Report	Usage Data Report
March	2017	07/04/2017	Luciana Nadalin	Booking Data Report	Usage Data Report
April	2017	09/05/2017	Luciana Nadalin	Booking Data Report	Usage Data Report
May	2017	08/06/2017	Luciana Nadalin	Booking Data Report	Usage Data Report

Furthermore, the system provides you with sorting options to assist with your reporting needs.



6.22.2 User Report Snapshot

Facility: Zeiss LSM 780			
Booked Event Start Time	Booked Event End Time	Booked Hours	Account
15/06/2017 10:45	15/06/2017 11:45	1.00	2017 USER SUB \$2500 TO 31 DEC
16/06/2017 11:00	16/06/2017 13:00	2.00	2017 USER SUB \$2500 TO 31 DEC
22/06/2017 11:00	22/06/2017 13:00	2.00	2017 USER SUB \$2500 TO 31 DEC
Booked Hours	Account		
5.00	2017 USER SUB \$2500 TO 31 DEC		

Facility: Olympus FV1200			
Booked Event Start Time	Booked Event End Time	Booked Hours	Account
01/06/2017 13:00	01/06/2017 14:00	1.00	2017 USER SUB \$2500 TO 31 DEC
15/06/2017 08:00	15/06/2017 10:00	2.00	2017 USER SUB \$2500 TO 31 DEC
20/06/2017 18:00	20/06/2017 21:00	3.00	2017 USER SUB \$2500 TO 31 DEC
Booked Hours	Account		
6.00	2017 USER SUB \$2500 TO 31 DEC		

Facility: Orac (Data Analysis Machine 1)			
Booked Event Start Time	Booked Event End Time	Booked Hours	Account
08/06/2017 17:00	08/06/2017 18:00	1.00	2017 USER SUB \$2500 TO 31 DEC
Booked Hours	Account		
1.00	2017 USER SUB \$2500 TO 31 DEC		

6.22.3 Facility Report Snapshot

Booking Report - Facility
 Report for June 2017
 AFM_Catalyst (Lowy)

Show 500 entries Search: Copy CSV Export PDF

Showing 1 to 5 of 5 entries

User Name	School/Organization	Supervisor	Account	Facility Charge/Hour	Booked Hours	Charges
SERVICE	BMP - Biomedical Imaging Facility				3.50	
Total (Service Booking Hours)					3.50	
Total (Operation Booking Hours)					0.00	
Total					3.50	\$0.00

Previous 1 Next



6.22.4 School Report Snapshot

Booking Report - School/Organization
 Report for June 2017
 BAGS - Biotechnology and Biomolecular Sciences

Show 500 entries Search: Copy CSV Excel PDF

Showing 1 to 21 of 21 entries

User Name	Supervisor	Account	Facility	Facility Charge/Hour	Booked Hours	Charges
Christopher Hewson	Noel Whitaker	LINGVA-PAED-FC101-PS4242	IncuCyte	\$25.00	53.00	\$1325.00
Sub-Total					53.00	\$1325.00
Robin Du	Robert Yang	2017 USER SUB \$1500 TO 31 DEC	Leica SPS WLL gSTED	\$40.00	4.00	\$160.00
Sub-Total					4.00	\$160.00
Yanqing Xu	Robert Yang	2017 USER SUB \$1500 TO 31 DEC	Leica SP8 DLS	\$50.00	11.50	\$575.00
Hoi Yin Tracy Mak	Robert Yang	2017 USER SUB \$1500 TO 31 DEC	Leica SP8 DLS	\$40.00	8.00	\$320.00
Robin Du	Robert Yang	2017 USER SUB \$1500 TO 31 DEC	Leica SP8 DLS	\$50.00	7.50	\$375.00
Sub-Total					27.00	\$1350.00
Qianli Ma	Robert Yang	2017 USER SUB \$1500 TO 31 DEC	Olympus FV1200	\$40.00	34.50	\$1380.00
Robin Du	Robert Yang	2017 USER SUB \$1500 TO 31 DEC	Olympus FV1200	\$40.00	22.00	\$880.00
Hoi Yin Tracy Mak	Robert Yang	2017 USER SUB \$1500 TO 31 DEC	Olympus FV1200	\$40.00	28.25	\$1130.00
Yanqing Xu	Robert Yang	2017 USER SUB \$1500 TO 31 DEC	Olympus FV1200	\$40.00	40.00	\$1600.00
Sub-Total					124.75	\$4990.00
Robin Du	Robert Yang	2017 USER SUB \$1500 TO 31 DEC	Zeiss PALM	\$50.00	3.00	\$150.00
Sub-Total					3.00	\$150.00
Total					211.75	\$7975.00

Previous Next

6.23 Export Data Report

Through **bdRT**, you can run monthly data reports with a few clicks. Now you are able to export onscreen reports to password protected Excel files through **eDM**.

Simply click on **Export to Excel File** to start the exporting process or export as onscreen EXCEL. After running, you are prompted to access the file.

Sorted By: Facility [Export to Excel File](#)

Show 500 entries Search: Copy CSV Excel PDF

Showing 1 to 219 of 219 entries

Facility	User Name	Supervisor	School/Org	Account	Facility Charge/Hour (\$)	Booked Hours	Charges (\$)
Leica SP8 2P STED	Weijian Chen	Gavin Conbeer	PV - School of Photovoltaic and Renewable Energy Engineering	RENEE_LIN TO ACTION	40.00	3.00	120.00
Leica SP8 2P STED	Tangping Wang	Anemiek Berendse	SOM5 - School of Medical Sciences	2017 USER HOR \$1000 TO 31 DEC	40.00	3.00	120.00
Leica SP8 2P STED	Natasha Kanishk	Jeremie Rossy	CVR - Centre for Vascular Research	2017 USER SUB \$1500 TO 31 DEC	40.00	9.50	380.00
Leica SP8 2P STED	Goldina Kuanbou	Patrick Spicer	CSE - Chemical Sciences and Engineering	2017 USER SUB \$1500 TO 31 DEC	40.00	3.00	120.00
Leica SP8 2P STED	Kajal Chaudhry	Robert Norton	GBIOM - Graduate School of Biomedical Engineering	2017 USER SUB \$1500 TO 31 DEC	40.00	3.00	120.00
Leica SP8 2P STED	Duyen Ngyyen	Justie Godding	CBEM - School of Chemistry	RENEE_LIN TO ACTION	40.00	10.00	400.00
Leica SP8 2P STED	Yuanqing Ma	Katharina Gaus	CVR - Centre for Vascular Research	RENEE_LIN TO ACTION	40.00	42.50	1700.00
Total						74.00	2960.00
Picoquant Microtime 200	Alistair Lion	Pall Thordarson	CHEM - School of Chemistry	RENEE_LIN TO ACTION	30.00	8.00	240.00
Picoquant Microtime 200	Leslie Fraser	Tim Schmidt	CHEM - School of Chemistry	RENEE_LIN TO ACTION	30.00	4.00	120.00
Picoquant Microtime 200	Gera Hlizerat	Katharina Gaus	CVR - Centre for Vascular Research	RENEE_LIN TO ACTION	30.00	2.00	60.00
Picoquant Microtime 200	Sheng Chen	Shujuan Huang	PV - School of Photovoltaic and Renewable Energy Engineering	2017 USER SUB \$1500 TO 31 DEC	50.00	14.00	420.00
Picoquant Microtime 200	Yuanqing Ma	Katharina Gaus	CVR - Centre for Vascular Research	RENEE_LIN TO ACTION	30.00	23.50	705.00
Picoquant Microtime 200	Alexi Macdonald	Ranee Wilton	BMIF - Biomedical Imaging Facility	BMIF STAFF	30.00	3.50	105.00
Picoquant Microtime 200	Weijian Chen	Gavin Conbeer	PV - School of Photovoltaic and Renewable Energy Engineering	RENEE_LIN TO ACTION	30.00	10.00	300.00
Picoquant Microtime 200	Kaituen Sun	Martin Green	PV - School of Photovoltaic and Renewable Energy Engineering	RENEE_LIN TO ACTION	30.00	15.50	465.00
Total						80.50	2415.00

6.24 Generate Invoice Statement

Click on **Invoice Manager** to see all the invoicing options, depending on system configuration, be booking data, be usage (log) data. Each invoice statement is set up per supervisor.



In general, there are two options to run invoicing statements:

- Manual: you can manually generate invoice statements related to booking data or usage log data, as well as sample jobs.
- Batch: through **bDIS**, which is similar to using **bDRT** for reporting, you are able to complete an invoicing job with a few clicks.

Supervisors can access their own invoice statements when they logon to ACLS. Upon supervisor logon, the system does a cross-check against that supervisor to list all the invoices related to Booking Invoice Statement/Usage Invoice Statement, and Sample Service Invoice Statement (if any).

 Find Invoices

[Cancel Sample Job Invoice](#)

Selection of Booking Invoice:

Selection of Sample Job Invoice:

Selection of Cancelled Sample Job Invoice:

Key Words to Search Booking Data Invoices: (any part of supervisor name, or of invoice number)

[Search](#)

6.24.1 Supervisor Invoice Snapshot: Booking Data

Click on **Individual Booking Invoicing** to commence. The Supervisor Invoice for booking details each booking or usage session time and generates the total.

 Individual Invoicing

Month:

Year:

[Accept](#)

A printable copy can be obtained by clicking  .



STATEMENT

May 2009

TO: Barbara Messerle

TEL: 93854653

FAX:

EMAIL: b.messerle@unsw.edu.au

DATE: June 19, 2009

DETAILS:

This Statement covers the work by your groups in May 2009.

Details of Bookings:

User Name	Facility	Date	Booking Start Time	Booking End Time	Hours Booked
Bradley Yat Wah Man	Flip 300 NMR	01/05/2009	8:00:00 AM	11:00:00 AM	3.00
Bradley Yat Wah Man	Hertz 500 NMR	03/05/2009	8:00:00 AM	12:00:00 AM	16.00
Bradley Yat Wah Man	Hertz 500 NMR	04/05/2009	12:00:00 AM	8:00:00 AM	8.00
Bradley Yat Wah Man	Hertz 500 NMR	15/05/2009	8:00:00 AM	6:00:00 PM	10.00
Bradley Yat Wah Man	Hertz 500 NMR	18/05/2009	8:00:00 AM	12:00:00 AM	16.00
Bradley Yat Wah Man	Hertz 500 NMR	19/05/2009	12:00:00 AM	8:00:00 AM	8.00
Bradley Yat Wah Man	Hertz 500 NMR	22/05/2009	8:00:00 AM	12:00:00 AM	16.00
Bradley Yat Wah Man	Hertz 500 NMR	23/05/2009	12:00:00 AM	8:00:00 AM	8.00
Bradley Yat Wah Man	Gauss 400 NMR	04/05/2009	8:00:00 AM	12:00:00 AM	16.00
Bradley Yat Wah Man	Gauss 400 NMR	05/05/2009	12:00:00 AM	12:00:00 AM	24.00
Bradley Yat Wah Man	Gauss 400 NMR	06/05/2009	12:00:00 AM	8:00:00 AM	8.00
Bradley Yat Wah Man	Gauss 400 NMR	07/05/2009	8:00:00 AM	12:00:00 AM	16.00
Bradley Yat Wah Man	Gauss 400 NMR	08/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	11/05/2009	4:00:00 PM	12:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	12/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	12/05/2009	5:00:00 PM	12:00:00 AM	7.00
Hui Hui Joanne Ho	Flip 300 NMR	13/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	13/05/2009	4:00:00 PM	12:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	14/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	15/05/2009	4:00:00 PM	12:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	16/05/2009	12:00:00 AM	4:00:00 PM	16.00
Hui Hui Joanne Ho	Flip 300 NMR	18/05/2009	4:00:00 PM	12:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	19/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Hertz 500 NMR	11/05/2009	11:00:00 AM	12:00:00 AM	13.00
Hui Hui Joanne Ho	Hertz 500 NMR	12/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Hertz 500 NMR	14/05/2009	11:00:00 AM	12:00:00 AM	13.00
Hui Hui Joanne Ho	Hertz 500 NMR	15/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Hertz 500 NMR	15/05/2009	6:00:00 PM	12:00:00 AM	6.00
Hui Hui Joanne Ho	Hertz 500 NMR	16/05/2009	12:00:00 AM	4:00:00 PM	16.00
Hui Hui Joanne Ho	Hertz 500 NMR	20/05/2009	11:00:00 AM	12:00:00 AM	13.00
Hui Hui Joanne Ho	Hertz 500 NMR	21/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Tesla 600 NMR	11/05/2009	10:00:00 AM	12:00:00 AM	14.00
Hui Hui Joanne Ho	Tesla 600 NMR	12/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Tesla 600 NMR	15/05/2009	11:00:00 AM	12:00:00 AM	13.00
Hui Hui Joanne Ho	Tesla 600 NMR	16/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Tesla 600 NMR	18/05/2009	10:00:00 AM	12:00:00 AM	14.00
Hui Hui Joanne Ho	Tesla 600 NMR	19/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Tesla 600 NMR	25/05/2009	10:00:00 AM	12:00:00 AM	14.00
Hui Hui Joanne Ho	Tesla 600 NMR	26/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Gauss 400 NMR	11/05/2009	10:00:00 AM	6:00:00 PM	8.00
Hui Hui Joanne Ho	Gauss 400 NMR	21/05/2009	10:00:00 AM	6:00:00 PM	8.00



Thi Oanh Nguyen	Flip 300 NMR	04/05/2009 6:00:00 PM	12:00:00 AM	6.00
Thi Oanh Nguyen	Flip 300 NMR	05/05/2009 12:00:00 AM	11:00:00 AM	11.00
Thi Oanh Nguyen	Flip 300 NMR	07/05/2009 6:00:00 PM	12:00:00 AM	6.00
Thi Oanh Nguyen	Flip 300 NMR	08/05/2009 12:00:00 AM	10:00:00 AM	10.00

Summary of Bookings:

Facility	User Name	Accounts	Account Charge/Hour	Booked Hours	Charges
Flip 300 NMR	Bradley Yat Wah Man	UNSWA-CHEMSCI-OP001-PSS1212	\$25.00	3	75.00
Flip 300 NMR	Thi Oanh Nguyen	UNSWA-CHEMSCI-OP001-PSS1212	\$25.00	33	825.00
Flip 300 NMR	Hui Hui Joanne Ho	UNSWA-CHEMSCI-OP001-PSS1212	\$25.00	87	2175.00
Sub-Total				123	\$3075.00
Hertz 500 NMR	Bradley Yat Wah Man	UNSWA-CHEMSCI-OP001-PSS1212	\$25.00	82	2050.00
Hertz 500 NMR	Hui Hui Joanne Ho	UNSWA-CHEMSCI-OP001-PSS1212	\$25.00	85	2125.00
Sub-Total				167	\$4175.00
Tesla 600 NMR	Hui Hui Joanne Ho	UNSWA-CHEMSCI-OP001-PSS1212	\$25.00	87	2175.00
Sub-Total				87	\$2175.00
Gauss 400 NMR	Bradley Yat Wah Man	UNSWA-CHEMSCI-OP001-PSS1212	\$25.00	72	1800.00
Gauss 400 NMR	Hui Hui Joanne Ho	UNSWA-CHEMSCI-OP001-PSS1212	\$25.00	16	400.00
Sub-Total				88	\$2200.00
TOTAL				465	\$11625.00

An internal transfer from the fund details you have provided will be organized. Details are as follows:

Account	Charges
UNSWA-CHEMSCI-OP001-PSS1212	\$11625.00

Invoice No: 00000001



6.24.2 Supervisor Invoice Snapshot: Sample Jobs

Click on [Sample Job Invoicing](#) to commence.

Sample Invoicing

Sample Job Invoicing:

Supervisor: 1: Grainne Moran - BMIF - Biomedical Imaging Facility

[Continue](#)

Select a supervisor and a list of all the completed jobs under this selected supervisor is displayed for further action. The “click-show” information box provides the information for each job.

Sample Invoicing

Select Sample Job for Invoicing:

BSP-SAMPLE-2016-32

[Continue](#)



Now you can select multiple jobs for the same invoice, simply tick the required checkbox(es) and click on **Continue**.

Here is an example of the invoice statement:

Sample Invoicing

SAMPLE JOBS STATEMENT

TO: Graline Moran

TEL: 9385 4642
FAX:
EMAIL: g.moran@unsw.edu.au
DATE: June 22, 2017

DETAILS:

This Statement covers the sample Jobs completed for your groups.

Details of Jobs:

Job No	Customer/User	School/Organization	Account	Sample Quantity	Sample Type	Method	Charge Rate/Sample	Charge
BSP-SAMPLE-2016-32	Alexandra Stacy	BMIF - Biomedical Imaging Facility	BRIL P523971 0P001	4	Paraffin Slides(Animal Tissue)	Slide Scanning (Aperio XT)	\$10.00	\$40.00
								\$40.00

Invoice No: ST00000004

Kind Regards,
 Dong Zheng
 Phone: to be defined
 Email: dm.zheng@unsw.edu.au

[Email To Supervisor](#)

6.24.3 Batch Data Invoice Statement (bDIS)

bDIS operates in a similar way to **bDRT**, as illustrated below:

Batch Invoicing

Access Monthly Invoice Statements

Month of Invoicing: May v

Year of Invoicing: 2017 v

Tick to Run Batch Invoicing: Overnight Now

Accept

You have the option to run **bDIS** Now or Overnight. Upon completion of running **bDIS**, you receive an email notice. On the right-hand side of the display, there is a short help information box to guide you through.

You can access the invoices through **Access Month Invoice Statements**.



Batch Invoicing

Year: 2017

Month	Year	Last Run Date	Last Run By	Access Invoice Statements
January	2017	23/02/2017	Adelle Amoore	Invoice Statements
February	2017	09/02/2017	Adelle Amoore	Invoice Statements
March	2017	13/04/2017	Adelle Amoore	Invoice Statements
April	2017	05/05/2017	Adelle Amoore	Invoice Statements
May	2017	02/06/2017	Adelle Amoore	Invoice Statements

Click on “Invoice Statements” to access the month of interest:

Batch Invoicing

Month	Year	Supervisor	School/Organization	Invoice Link	Run By	Email Statement To Supervisor
January	2017	Barbara Messerle	Macquarie University	00001375	Vicki Rorris	<input type="checkbox"/>
January	2017	Cyrille Boyer	CAMD	00001376	Vicki Rorris	<input type="checkbox"/>
January	2017	Eric Kennedy	Uni of Newcastle	00001377	Vicki Rorris	<input type="checkbox"/>
January	2017	Jason Harper	Chemistry	00001378	Vicki Rorris	<input type="checkbox"/>
January	2017	Jayashree Arcot	Faculty of Engineering	00001379	Vicki Rorris	<input type="checkbox"/>
January	2017	Jiabao Yi	Material Sci and Eng	00001380	Vicki Rorris	<input type="checkbox"/>
January	2017	Jim Hook	Analytical Centre	00001381	Vicki Rorris	<input type="checkbox"/>
January	2017	Jon Beves	Chemistry	00001382	Vicki Rorris	<input type="checkbox"/>
January	2017	Jonathan Morris	Chemistry	00001383	Vicki Rorris	<input type="checkbox"/>
January	2017	Kondo-Francois Aguey-Zinsou	ChemEng and IndChem	00001384	Vicki Rorris	<input type="checkbox"/>
January	2017	Les Field	Chemistry	00001385	Vicki Rorris	<input type="checkbox"/>
January	2017	Luke Hunter	Chemistry	00001386	Vicki Rorris	<input type="checkbox"/>
January	2017	Marcus Cole	Chemistry	00001387	Vicki Rorris	<input type="checkbox"/>
January	2017	Naresh Kumar	Chemistry	00001388	Vicki Rorris	<input type="checkbox"/>
January	2017	Paul Munroe	Material Sci and Eng	00001389	Vicki Rorris	<input type="checkbox"/>
January	2017	Robert Chapman	Chemistry	00001390	Vicki Rorris	<input type="checkbox"/>
January	2017	Rose Amal	ChemEng and IndChem	00001391	Vicki Rorris	<input type="checkbox"/>
January	2017	Shelli McAlpine	Chemistry	00001392	Vicki Rorris	<input type="checkbox"/>
January	2017	Sophia Gu	Faculty of Engineering	00001393	Vicki Rorris	<input type="checkbox"/>
January	2017	Stephen Colbran	Chemistry	00001394	Vicki Rorris	<input type="checkbox"/>
January	2017	Veena Sahajwalla	Material Sci and Eng	00001395	Vicki Rorris	<input type="checkbox"/>
January	2017	William A Donald	Chemistry	00001396	Vicki Rorris	<input type="checkbox"/>

Tick to send a copy to self as record

[Email To Selected Supervisors](#) [Email To All](#)

You are able to email the invoice statements to the selected supervisors or to all on the list. You can also set it to have a copy sent to yourself.

6.25 Set Up Trainers and Certificates

There are two ways to set up trainers and certificates: go to **Staff Resources -> Training Manager**, or go to **User Profile Manager**.



Training Manager

- Register single facility training certificate.
- Register single facility group training certificate.

Facility Certificate & Trainer

Facility:

There are two kinds of certificates:

- Certificates per facility
- Certificates per facility group

There are two kinds of trainers:

- Trainers per facility
- Trainers per facility group

Select the **Facility/Facility Group** from the drop down list. **List All** gives an overview of all trainers and certificates.

Group certificates supersede the single facility certificates. The same rules apply to trainers.

6.25.1 Trainer Registration

A trainer can be removed, or be temporarily suspended. Through **Training Manager**, multiple staff can be set as one facility trainer at one go.

Training Manager

Register single facility trainers

Facility: Bruker APEXII

Trainer Name	Facility Name	Suspended	Delete
Chris Marjo	Bruker APEXII	<input type="checkbox"/>	<input type="checkbox"/>
Mohan Bhadphade	Bruker APEXII	<input type="checkbox"/>	<input type="checkbox"/>
Dong Zheng	Bruker APEXII	<input type="checkbox"/>	<input type="checkbox"/>

Choose staff from the list

Go to **User Profile Manager**, edit the staff profile, go to **Trainer** tab, simply check or uncheck facility to add/remove trainer status to the staff. Through profile, multiple facility trainer status can be updated to the staff.



Edit Trainer: Sean Rezal Lim

AFM FIB SEM TEM TOOLS XRAY

Facility Group: AFM

Facility	Trainer by Ticking
SPM 5400	<input checked="" type="checkbox"/>
SPM Icon	<input checked="" type="checkbox"/>
SPM MMode	<input checked="" type="checkbox"/>

Accept

6.25.2 Certificate Registration

It is good practice to think over the certificate structure before commencing certificate registration. ACLS requires the following certificate parameters to be established.

Parameter	Description
Certificate Title	Add the facility name as part of each certificate title for easy recognition.
Content/Details	Details of certificate
Max Hours/Day	Max permitted booking hours per day
Max Days/Period	Max permitted days from now
Max Hours/Period	Max permitted hours within Max Days/Period
Booking Start Time	Allowed start time on the day
Booking End Time	Allowed end time on the day
Booking End Time Offset	Refer to offset section
Booking Cancellation	If unchecked, booking can be cancelled anytime. If checked, bookings can be cancelled 24 hours before the start of the session
Weekend Booking	If checked, weekend can be booked; if unchecked, weekend cannot be booked
Expiring Period	Counted in months from last user login to the system.
Onsite Supervision	Only works with ACLS Console
Certificate Invalid	The date of certificate deactivation.
Last Update	Staff who made last change and change time

Training Manager

Select to edit certificate

Return

Facility: XRD-Empyrean II

Id	Code	Certificate Title	Details	Booking Settings	Tracker Onsite Supervision	Booking Alert	Valid Period (Month)	Status	Last Update	Record Created
15	9	EMPYREAN II TRAINING CERTIFICATE	I hereby certify that this user has completed training of the radiation safety and operating procedures for Panalytical Empyrean system. He has an understanding of OHS and instrument operation, and is qualified to operate the instrument independently.	9	No	No	36	Enabled	on 25/01/2017 15:14	05/05/2014

Edit Delete Add Close

Maximum Booking Hours/Day: 24
Maximum Booking Period (Day): 24
Maximum Booking Hours/Period: 50
Booking Start Time: 8:00
Booking End Time: 23:00
Booking Cancellation: Booking can be cancelled anytime
Weekend Booking: Permitted



Alternatively, it is much easier to set up certificates through **Certificate/Group Certificate Wizard** which is a one-stop process.

6.25.3 Certificate Report

Admin staff may be interested in getting the number of users who are issued training certificates over a period of time. Training Certificate Report provides the statistic data for that.

Training Certificate Report
Certificate Report By Month: May 2017

Export to EXCEL

Show: 500 entries Search: [] Copy CSV Excel PDF

Showing 1 to 43 of 43 entries

Facility	Facility Group	User Name	Certificate	Issued Time	Trainer
XRD-Empyrean	XRD LAB	Xiaoheng Jin	EMPYREAN TRAINING CERTIFICATE	19/05/2017 09:07	Yu Wang
XRD-Empyrean	XRD LAB	Xinyue Wen	EMPYREAN TRAINING CERTIFICATE	25/05/2017 08:47	Yu Wang
XRD-Empyrean	XRD LAB	Xihua Chen	EMPYREAN TRAINING CERTIFICATE	04/05/2017 13:21	Yu Wang
XRD-Empyrean	XRD LAB	Christie Wing Lan Lau	EMPYREAN TRAINING CERTIFICATE	04/05/2017 13:13	Yu Wang
XRD-Empyrean	XRD LAB	Yucheng Wang	EMPYREAN TRAINING CERTIFICATE	30/05/2017 15:57	Yu Wang
XRD-Empyrean	XRD LAB	Jeremy Bogovac	EMPYREAN TRAINING CERTIFICATE	19/05/2017 00:51	Yu Wang
XRD-Empyrean	XRD LAB	Biaoqun Zhang	EMPYREAN TRAINING CERTIFICATE	19/05/2017 08:55	Yu Wang
XRD-Empyrean	XRD LAB	Vicki Zhong	EMPYREAN TRAINING CERTIFICATE	04/05/2017 13:17	Yu Wang
XRD-Empyrean	XRD LAB	Max Summers	EMPYREAN TRAINING CERTIFICATE	25/05/2017 11:25	Yu Wang
XRD-Empyrean	XRD LAB	George Tsoutsias	EMPYREAN TRAINING CERTIFICATE	05/05/2017 09:45	Yu Wang
XRD-Empyrean	XRD LAB	Zhenyu Wang	EMPYREAN TRAINING CERTIFICATE	19/05/2017 08:59	Yu Wang
XRD-Empyrean II	XRD LAB	Hamid Zeki	EMPYREAN II TRAINING CERTIFICATE	10/05/2017 09:05	Yu Wang
XRD-Empyrean III	XRD LAB	Alexander Crize	EMPYREAN III TRAINING CERTIFICATE	04/05/2017 15:30	Yu Wang

6.26 Record User Forms

There are two ways to do so.

Through **User Profile Manager**, add form to the user.

Profile Pinboard Supervisor **Form** Publication Account Certificate Usage (Booking) Invoice

Induction Form-2846-28-09-2016-1115.pdf
Added: Michael Zhi on 9/29/2016 10:48:34 AM

Induction Form-2846-29-05-2015-708.pdf
Added: Mel McGuirk on 5/29/2015

Upload Form:

Type of Form: Induction Form

Upon upload, you MUST click on button [Save To Form Registry] to complete form registration:

Form in PDF

Induction Form Upload (pdf only) ...

Note

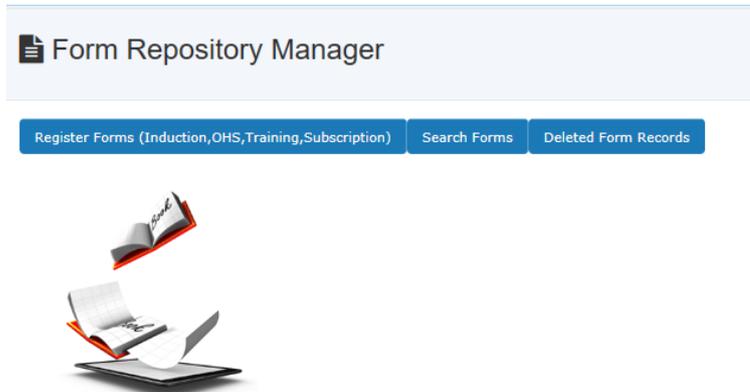
Save To Form Registry

Through **Form Repository Manager**, you are able to register the forms. This can centralize the storage of signed procedures, forms and papers electronically to cover:



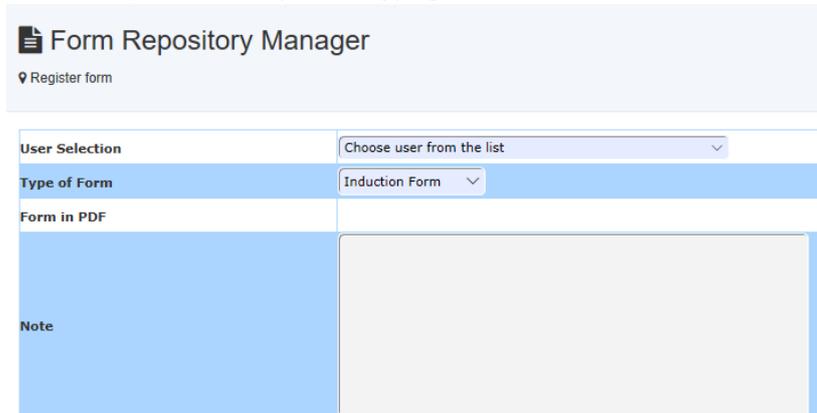
- Induction
- OHS
- Access
- Subscription

With **Form Repository Manager**, users and staff can easily track and access the form records generated over years.



- Register Forms:

You can upload forms (PDF only) against an individual user, and there are no limits for this.



Furthermore, staff can access forms on the Dashboard, and each user can access their own induction documents when they logon to ACLS. In addition, you can search forms by users.

The system provides a means to remove unwanted forms, and restore them if needed.

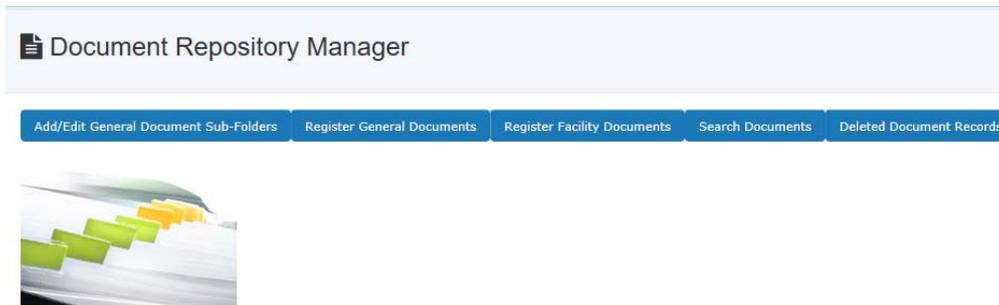
6.27 Store and Share Documents

ACLS provides a solution to store and catalogue documents for secured access and sharing. Through **Document Repository Manager**, you are able to register general documents and facility documents. You can perform the following tasks:

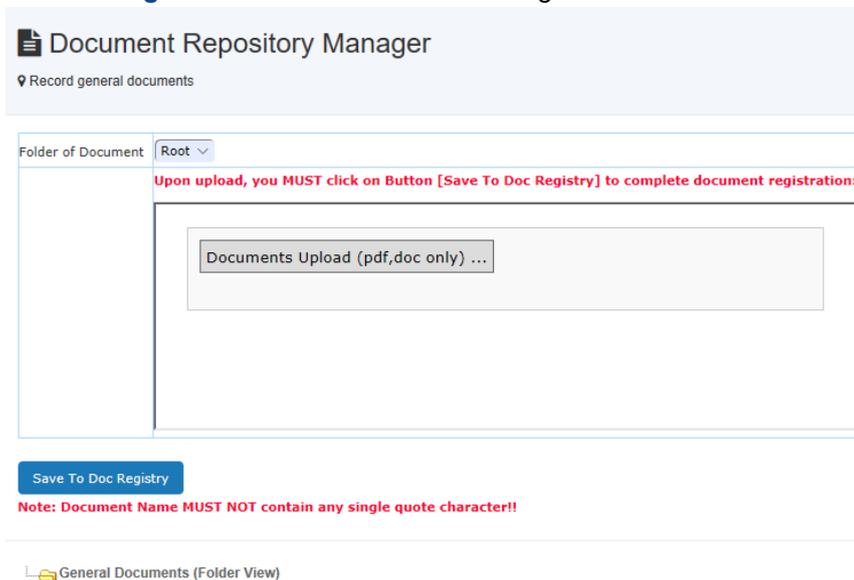
- Add/Edit General Document Sub-Folders



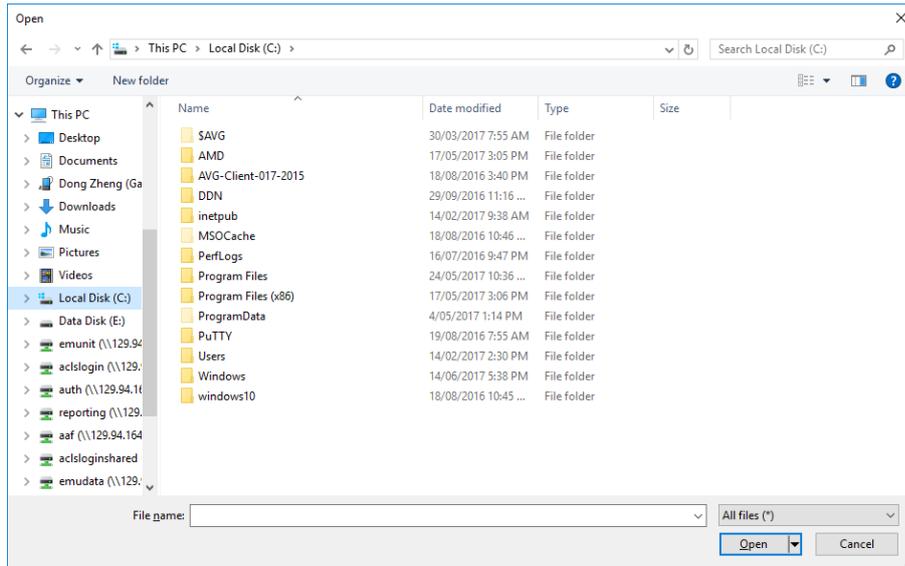
- Register General Documents
- Register Facility Documents
- Search Documents
- Deleted Document Records



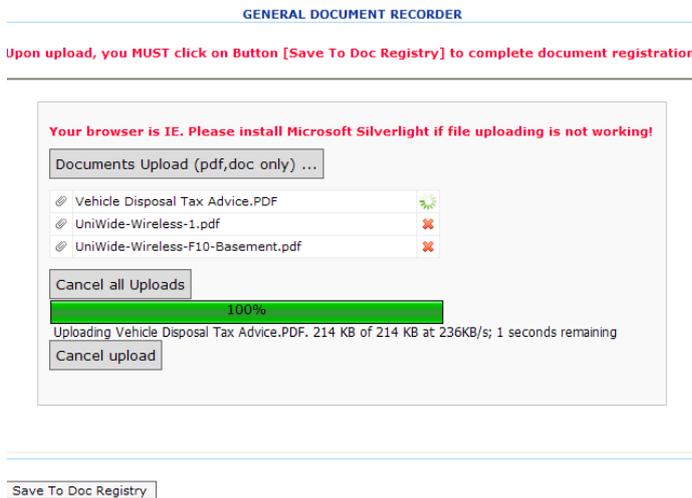
Click on **Register General Documents** to register:



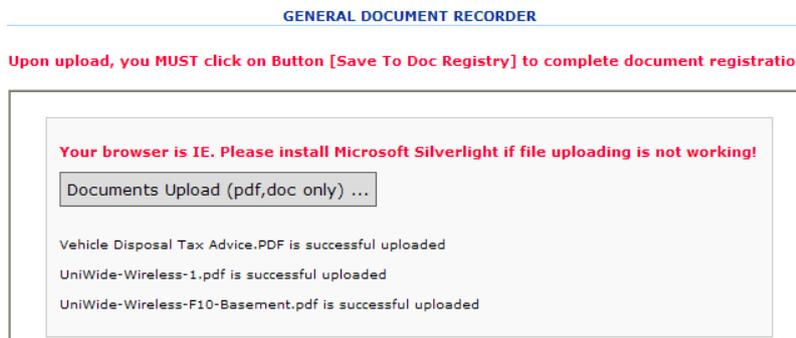
- Step 1: select the folder where the document is located, you can upload documents singly or in multiples
 - Select the documents, click on **Open** to upload.



- You are shown the uploading progress:



- When Upload is completed, you can see the all uploaded file names as below:

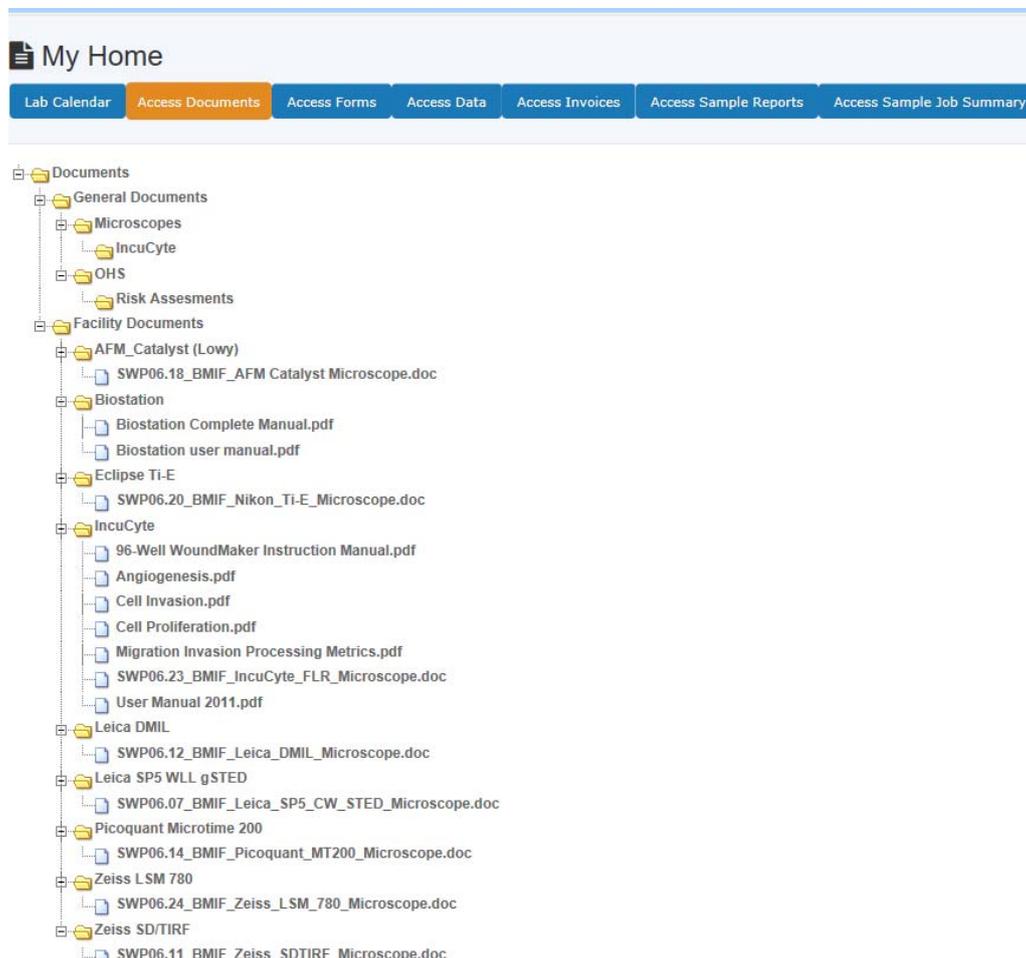


- Step 2: Save to registry
 - You must click on **Save To Doc Registry** to register the documents to the system. If you don't do this, then the documents are not considered as **Registered**.



The system returns to the home page of *Document Repository Manager* and shows you the documents you just uploaded.

If you go to **My Dashboard** -> **My Home** -> **Access Documents**, you can see the results as illustrated:



Register Facility Document is similar to the process shown above. The only difference is that you must pick a facility first.

The difference between general documents and facility documents is illustrated below.

	Registered Users	Registered Staff
General Documents	All can access	All can access
Facility Documents	Users who have a facility training certificate, can access. Those who don't, cannot access	All can access

To search the documents, simply type in a few letters of the document name or facility name, and you can get results such as below:



Key Words: (document name, facility name)

<p>SWP06_18_BMIF_AFM Catalyst Microscope.doc Type: Facility Document Facility: AFM_Catalyst (Lowy) Added: Michael Carnell on 1/16/2013</p>	<p>Biosation Complete Manual.pdf Type: Facility Document Facility: Biosation Added: Michael Carnell on 1/4/2013</p>	<p>Biosation user manual.pdf Type: Facility Document Facility: Biosation Added: Michael Carnell on 1/4/2013</p>	<p>SWP06_20_BMIF_Nikon_TI-E_M... Type: Facility Document Facility: Eclipse TI-E Added: Michael Carnell on 1/16/2013</p>	<p>96-Well WoundMaker Instruction Manual.pdf Type: Facility Document Facility: IncoCyle Added: Michael Carnell on 1/4/2013</p>	<p>Cell Proliferation.pdf Type: Facility Document Facility: IncoCyle Added: Michael Carnell on 1/4/2013</p>
<p>Migration Invasion Processing Metrics.pdf Type: Facility Document Facility: IncoCyle Added: Michael Carnell on 1/4/2013</p>					

If you wish to delete any unwanted files, click on button **Delete Unwanted Documents** to continue. Then take action to delete the documents.

6.28 Track Samples

Track Samples provides the following options:

- Enclosed lab work: Customers/Users submit their samples for analysis and processing
- Commercial Work: you may deal with a submitted sample for test and analysis

Utilizing Track Samples enables you to record the process systematically, archive and retrieve the results, and generate billing reports.

Track Samples records information for multiple groups. For example, the laboratory may have a few units or groups completing sample test and analyses. The Track Samples module can deal with the same sample jobs for different groups.

Dashboard | Booking | Support | Publication | **Sample** | Survey | Excel | Staff

Track Samples

Select Operation Group: Password:

- Create the groups (System Administrator only).



Define Operation Group

Operation Group Name	Choose operation group from the list
Password	
Operation Group Code	0
Note	
Record Created	30/12/1899

Each group is required to have a password to prevent other personnel from accessing unauthorized group work.

- Create the sample type.

Define Methods

Operation Group: ICP

Method Title	50ml tube sales
Charge per Sample (\$)	12
Facility by Method	To be defined
Method Code	240
Note	
Status	On
Record Created	25/09/2012

- Create the method of analysis.

Define Sample Types

Operation Group: ICP

Type Title	Air born particulate
Type Code	32
Note	
Status	On
Record Created	12/10/2009

- Each method of analysis is linked to an instrument or a facility and is allocated a charge per sample.
- The status shows whether the sample type or method is in use. The defined sample types or methods cannot be deleted once they have been created.
- You can create new sample types or methods at any stage. Once a sample type or method has been created, you are then able to check the samples and monitor their progress.



6.29 Check-in Samples

When samples are checked in, ACLS generates a unique job number to track the checked in samples. The format of the job number is: Group Name + Current Year + Sequential Order No (ICP-2009-7), as shown below.

Check In
Operation Group: ICP

New Job

Job No	ICP-2017-362
Customer/User	Choose user from the list
Account	Please choose the correct account for booking
Sample Quantity	1
Discount By (%)	0
Sample Type	Choose sample type from the list
Date In	23/06/2017
Scheduled Completion Date	30/06/2017
Receiver	Choose staff from the list
Job Notes	

[Accept](#)

Select **Accept** to check in the sample. Once you have registered a new job, you will need to allocate each job with a method of analysis. Click **Edit** to add/edit methods, or update the job details.

Check In
Operation Group: ICP

JOB DETAILS:

Job No	ICP-2017-349
Customer/User	James Sun
School/Organization	Redflow Australia
Account	ICP-TAX INVOICE-1
Sample Quantity	31
Sample Type	Solution
Method	Methods to be defined
Date In	16/06/2017
Scheduled Completion Date	23/06/2017
Receiver	Rabeya Akter
Job Notes	
Job Status	Checked-In
Last Update Time	16/06/2017 13:38
Updated By	Rabeya Akter

EDIT SAMPLE METHOD:

Method	Method Code	Status	Delete	Last Update Time	Updated By
Choose method from the list <small>if you wish to add new method</small>					

[Accept Changes](#)

[Edit Job](#)

A job can have multiple methods but only one sample type. You can set up a discount if needed.



6.30 Process Sample Jobs

Without a processing update, samples or jobs cannot be checked out. ACLS will record the last update time and the staff members who complete the update.

A job must be checked in order to make changes and updates. To process the job, run one method at a time by selecting and updating.

Update Jobs
Operation Group: ICP

JOB DETAILS:

Job No	ICP-2017-285
Customer/User	Nikan Noorbeheht
School/Organization	University of Sydney
Account	ICP-TAX INVOICE-1
Sample Quantity	1
Sample Type	Graphite
Method	I - LAICPMS SemiQuant Setup-Checked-In; I - LAICPMS-SemiQuant-Checked-In;
Date In	15/05/2017
Scheduled Completion Date	22/05/2017
Receiver	Rabeya Akter
Job Notes	LA-ICPMS
Job Status	Overdue
Last Update Time	15/05/2017 19:03
Updated By	Rabeya Akter

UPDATE METHOD:

Sel	Method	Sample Quantity	Charge (\$)	Notes	Status	Last Update Time	Updated By
<input type="radio"/>	I - LAICPMS-SemiQuant	1			Checked-In	29/05/2017 13:48	Rabeya Akter
<input checked="" type="radio"/>	I - LAICPMS SemiQuant Setup	1			Checked-In	29/05/2017 13:48	Rabeya Akter

Processing

By default, ACLS includes the full quantity when processing. However, you are able to select a smaller number of samples. When processing, ACLS updates the charge per method based on the settings in methods.

Update Jobs
Operation Group: ICP

Processing Method for Job No. ICP-2017-285

Method	I - LAICPMS-SemiQuant
Sample Quantity	1
Note	2000 (max char 2000)

Confirm

Select the **Confirm** button and ACLS updates the job. The status of the selected method is marked as **Processing**.



6.31 Check-out Samples

A job can only be checked out when all the related methods are processed or updated. If not, ACLS rejects the check-out request.

After processing the samples, you can check-out the job:

Check Out
Operation Group: ICP

JOB DETAILS:

Job No	ICP-2017-349
Customer/User	James Sun
School/Organization	Redflow Australia
Account	ICP-TAX INVOICE-1
Sample Quantity	31
Sample Type	Solution
Method	Methods to be defined
Date In	16/06/2017
Scheduled Completion Date	23/06/2017
Receiver	Rabeya Akter
Job Notes	
Job Status	Checked-In
Last Update Time	16/06/2017 13:38
Updated By	Rabeya Akter

METHOD PROCESS DETAILS:

Method	Sample Quantity	Charge (\$)	Notes	Status	Last Update Time	Updated By
Total Charge: \$0.00						

Note: At least one of Methods or Analysis have not been processed and No Check-Out!

Select the **Check-out** button. ACLS proceeds to final check-out and no additional updates can be made to the checked out job.

6.32 Upload Sample Analysis Results

ACLS has the capability to upload and archive reports or documents. All the documents can be archived, stored and backed up on the central server.



Upload Job Results	
Operation Group: ICP	
JOB DETAILS:	
Job No	ICP-2017-100
Customer/User	Chang Yan
School/Organization	Photovoltaic and Renewable Energy Eng
Account	CPVE-RE685-RG123391
Sample Quantity	4
Sample Type	Film
Method	U - OES-10-Checked-Out; U - Digestion Open-Checked-Out;
Date In	27/02/2017
Scheduled Completion Date	06/03/2017
Date Out	06/03/2017
Receiver	Dorothy Yu
Job Notes	Open Digestion and ICPOES
Job Status	Checked-Out
Last Update Time	01/03/2017 12:28
Updated By	Dorothy Yu



Doc-ICP-2017-100.xlsx
 Description: Report-ICP-2017-100
 Job No.: ICP-2017-100
 Updated: 01/03/2017 12:29
 By: Dorothy Yu

ACLS has a limitation for uploading and archiving reports or documents. Only one document type per job can be uploaded. For example, Job #1 can have Doc_ICP_2009_1.doc, and Doc_ICP_2009_1.xls, and Doc_ICP_2009_1.pdf, and Doc_ICP_2009_1.zip, but not **two .doc** type documents.

- Select the **Document Type** using the drop-down list.
- Enter the Download Link Description.

Upload Job Results	
Operation Group: ICP	
Update Document	
Document Type	doc
Document Name	Doc-ICP-2017-299
Download Link Description	
<input type="button" value="Continue"/>	

The Download Link Description is shown as a hyperlink with more descriptions, so that the actual file name is hidden in the link.

- Select **Browse** to locate the report on your local computer.
- Select **Upload** to complete the upload. To verify the upload was successful, select the **HTTP link** in the column Download Link Description.



6.33 Access Experiment Data

Provided that you run an FTP service for registered users to access experiment data, you can set up this FTP in ACLS so that users can retrieve FTP access information and download data through the browser.

Through **Configure System**, you can easily update FTP information as follows:

FTPHostName	ftp.analytical.unsw.edu.au
FTPLogin	xxxx
FTPPassword	yyyy

- Facility FTP Access Directory
- General FTP Access Directory:

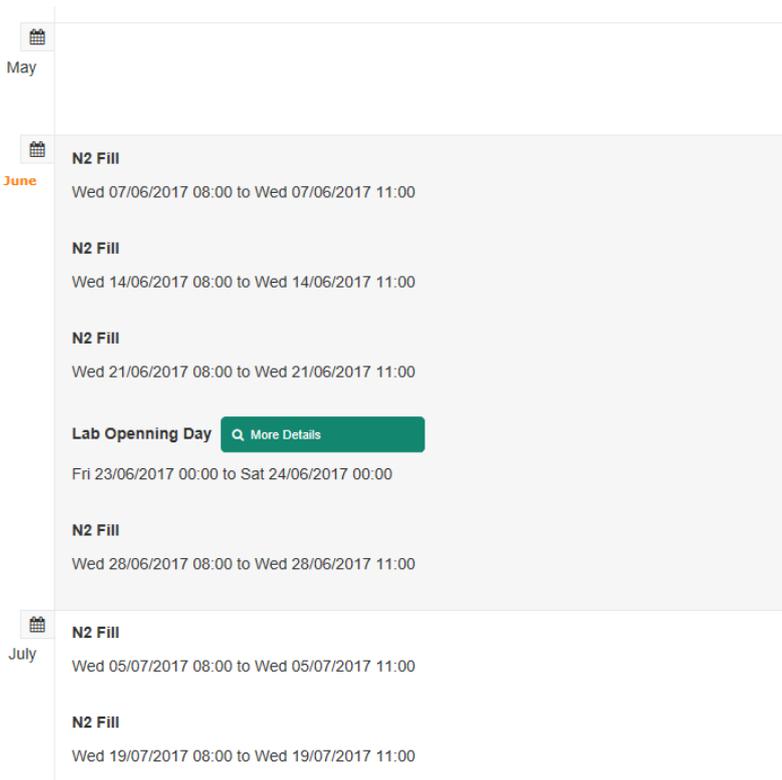
Click on **Access Data** on **My Home** to access experimental data.

6.34 Set Up Event & Holiday Calendar

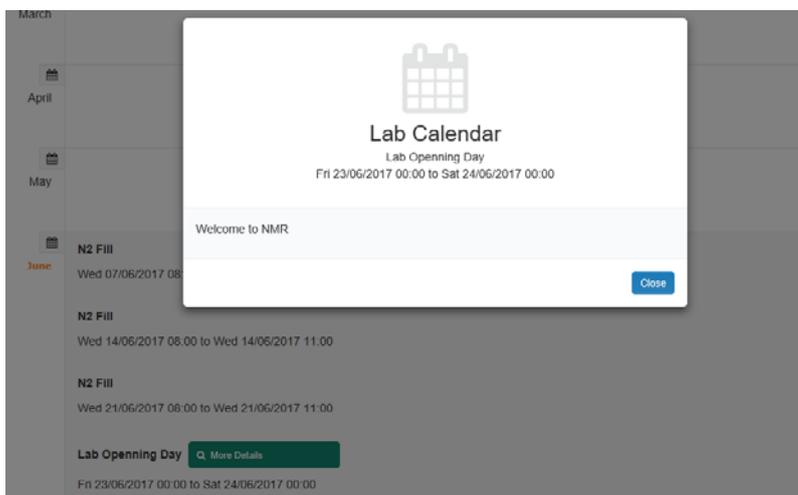
Lab calendar is a handy tool to indicate public holidays and special lab events. The public holidays can be shown on the calendar and lab events can be shown through **Dashboard**.

Go to **Booking Tab -> Lab Event & Holiday Calendar** to set up event calendar. You can set up events and holidays for the current year, last year and next year.

Users can also access the Lab Event Calendar on **My Home**. If the calendar is set up with more contents, click on 'details ...' to see the popup screen like a feature page.



Click on More Details to see the fly-in modal information window.



Furthermore, you are able to enable or disable any facility booking for a defined period of time. For example, if you need to shut down any facility due to special events or holidays, you can set this up through Lab Event Calendar.

The system displays the status of action, close all facilities for booking, or just close for the selected.

In the following example, only one facility is selected to be closed for booking.



[SET UP CALENDAR: 2015]

Summary	<input type="text"/>
Description	<input type="text"/>
Public Holiday	<input type="checkbox"/> (if checked, event is regarded as public holiday. Holiday water mark is marked on calendar)
Start Time	0:00
Start Date	11/08/2015
End Time	0:00
End Date	11/08/2015
Action	All Facilities <input type="radio"/> Close for booking <input type="radio"/> Reset to open for booking
	Bruker APEXII <input type="radio"/> Close for booking
	ESCALAB250i-XL <input type="radio"/> Close for booking
	LC-OCD-Dual <input type="radio"/> Close for booking
	LC-OCD-Single <input type="radio"/> Close for booking
	Stylus Profiler <input type="radio"/> Close for booking
	XRD-Bruker-D8-TXS <input type="radio"/> Close for booking
	XRD-Empyrean <input type="radio"/> Close for booking
	XRD-Empyrean II <input type="radio"/> Close for booking
	XRD-MPD-Scherrer <input type="radio"/> Close for booking
	XRD-MRD-Debey <input type="radio"/> Close for booking
	XRD-PW1830 <input type="radio"/> Close for booking

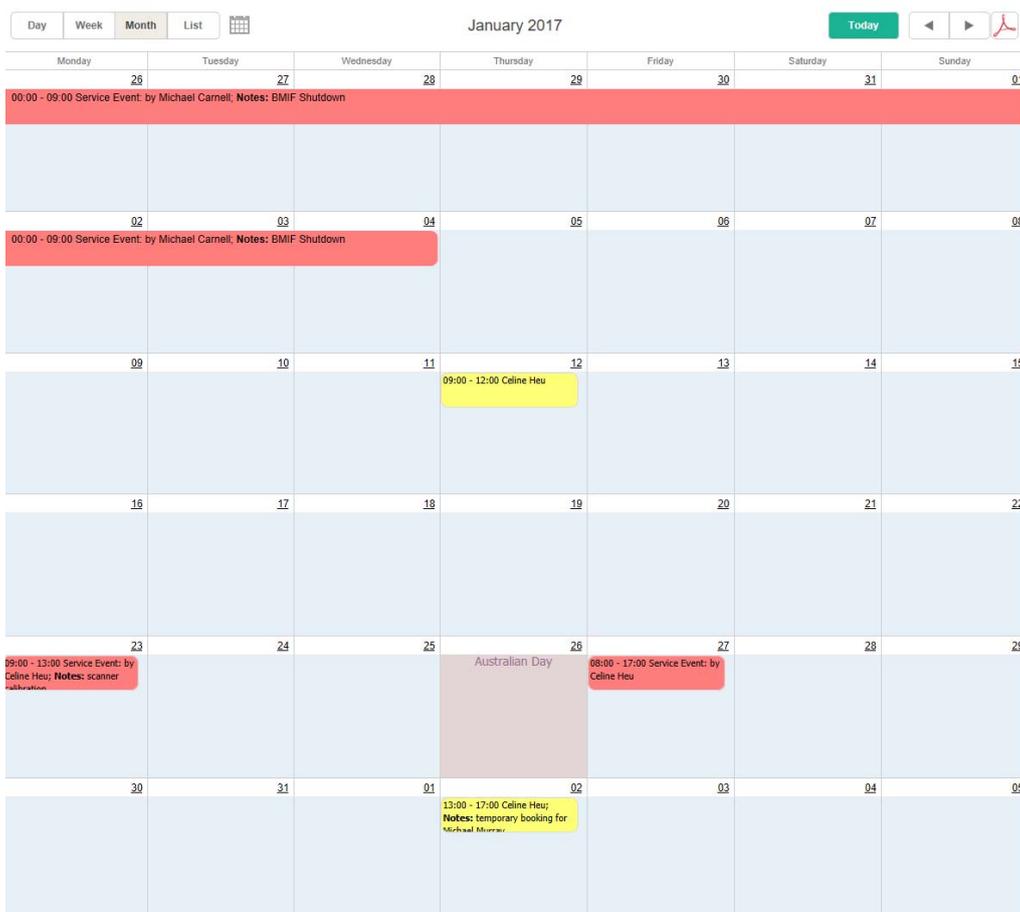
Set up public holiday:

ACLS can watermark public holidays on the calendar. This is handy to indicate to users the dates of public holidays.

You must tick the checkbox in the column of the public holiday when setting up a public holiday.

Being marked a public holiday does not prevent users booking events on the day. You must take action to close bookings for chosen facilities.

Once a public holiday is set, go to [booking calendar](#), and you can see the watermarked public holiday on the calendar, for example, Australian Day as illustrated.



6.35 Training & Support

Users are able to submit training & support requests, track down the status of those requests, and the responses made by staff. This is a support ticketing module in ACLS.

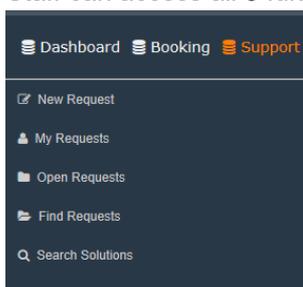
Open Requests

Subject	Status	Request Date	Last Action
• Zeiss PALM	Open	22/06/2017	22/06/2017
• data access	Open	25/05/2017	25/05/2017
• Training for the Zeiss LSM 780 confocal microscope...	Open	22/02/2017	22/02/2017

There are 5 functions to process these requests. Users can only access 3 out of 5 as follows:

- New Request
- My Requests
- Search Solutions

Staff can access all 5 functions.





[New Request:](#)

Two types of requests can be selected by users: Training Request and Support Request. In the current version, there is no difference in the handling of the different types of requests. However, in future versions, we'll improve this feature, including analysis reports to improve the quality of service by your organization.

New Requests

Type: Training Request Support Request

Subject: *

Message Body:

[Submit](#)

[My Requests:](#)

The system shows you open requests vs total requests. For example, 2 requests are still open of 3 requests submitted in total.

Similar to the webmail design, the system provides an HTTP kind of link to each request for further actions.

Clicking on the link directs you to the next reply page:

Request Details

Click on Reply Request to respond or close.

Request Ticket Number: 33 (Support Request)

Reply Request

22/06/2017 13:18

James Halstead

Subject: Zeiss PALM

Hi,

I have been experiencing some problems with Zeiss PALM.

There is a background interference pattern obstructing the imaging. I see it across different filters (imaging 405, 488 or 670) when imaging with 100X or 63X. The pattern looks like a finger print. It is quite obvious in epifluorescent mode and really affects the imaging. It is not a problem in TIRF.

On an unrelated note I was not able to get the Zeiss PALM to enter TIRF mode this morning.

Many thanks and best,

James Halstead

Different colours apply to differentiate the users' requests and staff responses. Yellow refers to users' requests, and blue to staff responses.

[Open Requests:](#)

This staff-only function allows staff to respond to user requests.

[Search Requests:](#)



This staff-only function allows staff to search for any requests made by users.

Search Solutions

Key Words: (subject, message body)

Subject	Status	Request Date	Last Action
---------	--------	--------------	-------------

Search Solutions:

This offers a platform for users to search the previous responses and solutions provided by staff. Over a period of time, everyone can benefit from the accumulation of solutions and knowledge.

6.36 Conduct Survey

iSurvey (plug-in module) covers 3 processes to build, publish and analyse a multiple choice survey with any content and at any time.

6.36.1 Build Survey

Click on **Build Survey** under the menu of **Survey Creator** to create or edit a survey.

Build Survey

Create/Edit Survey Form
Choose Targeted Users
Upload Survey Questions
Fine-Tune Survey Questions
Upload Survey Multiple Choices
Preview Survey Form

Step 1: Create/Edit Survey

Step 2: Choose Targeted Users

Step 3: Upload Survey Questions

Step 4: Fine-Tune Survey Questions

Step 5: Upload Survey Multiple Choices

Step 6: Preview Survey Form

- Create new survey:

Similar to account and facility setup, there are two operations available: edit the existing, or add a new survey.



Step 1: Create/Edit Survey

[\[EDIT/ADD SURVEY\]](#)

Survey Title	BMIF 2015
Survey Body	<div style="border: 1px solid #ccc; height: 80px;"></div>
Start of Survey	10/08/2015
End of Survey	09/09/2015
Survey Type	<input checked="" type="radio"/> Anonymous <input type="radio"/> Compulsory (Only effective upon login to ACLS)
Access Survey	<input checked="" type="radio"/> On Login Page <input type="radio"/> On My Dashboard Page

[Accept](#)

Survey parameters are described in the table below:

Parameter	Description
Survey Title	Title is used as the survey access link, it is good practice to keep it short and easy to understand.
Survey Body	Body is used as the first paragraph of the survey. Normally, the body should describe the purpose or objectives of survey, and other survey information.
Start of Survey	Start date of survey available to users. System automatically activates the survey on the start date.
End of Survey	End date of survey available to users. System automatically ends the survey on the end date.
Survey Type	Anonymous or compulsory. If set to compulsory, user must complete the survey upon login before accessing any other functions of ACLS.
Access Survey	There are two choices: either run the survey on the ACLS Login Page; or run it on Dashboard upon user login

- Choose targeted users:
Only compulsory surveys can have this option. Two compulsory methods are available: upon login or on My Dashboard page. The system disables the survey to any user who has done the survey.

Step 2: Choose Targeted Users

Active Surveys	BMIF 2015
Compulsory Type	<input type="radio"/> Upon Login <input checked="" type="radio"/> On My Dashboard Page
Targeted Users	<input checked="" type="radio"/> All

[Accept](#)

- Upload survey questions:



Survey questions can only be added to the system through uploading a text file. By doing so, you only need to maintain one copy of the question file. You are able to update the questions at any time until the questions are published. It is good practice not to add new questions to the survey after publishing it to the users.

- Upload survey multiple choices:

Similarly, survey answer choices can only be added to the system through uploading a text file. You are able to run the survey with the same multiple choice answers for each question, or separate answers for each question.

The contents of the multiple choice file should follow the template as given below.

```
q1
answer 11
answer 12
answer 13
answer 14

q2
answer 21
answer 22
answer 23
answer 24
answer 25

q3
answer 31
answer 32

q4
answer 41
```

q1 refers to 'question 1' in the survey, q2 to 'question 2' etc. The system detects 'q1' as a keyword for the multiple choice answers of question 1, it scans and saves the multiple choice answers for question 1 in the survey form.

Survey creator is capable of providing radio/ option button selection, allowing for one selection from multiple answer choices. As well as checkbox options, where users can choose multiple answers.



Welcome to ACLS

Survey Questions:

1. I'm satisfied with staff support?

Strongly agree
 Agree
 Indifferent
 Disagree
 Strongly Disagree

2. I've used the AMMRF facilities for the first time within the last 12 months?

Yes
 No

If others, please specify here

3. I'm satisfied with laboratory facilities?

Strongly agree
 Agree
 Indifferent
 Disagree
 Strongly Disagree

4. I learned about AMMRF and it's microscopy services from?

The Internet
 My academic supervisor
 A colleague or friend
 Seminar
 AMMRF showcase, presentation or publication
 Staff at AMMRF
 Other

Survey Comments:

- Preview survey:

You are able to preview the survey any time to confirm it is correct before publishing.



Step 4: Preview Survey Form

Survey Selection: TEM SURVEY 2012

TEM SURVEY 2012

Simply put, text files contain readable ASCII characters. We can think of working with text file in Delphi as analogous to playing or recording information on a VCR tape. Although it is possible to make changes within text file, jump around when processing information or add some data to the file other than at the end, it is advisable to use a text file only when we know that we are working with ordinary text and no such operations are necessary. Text files are considered to represent a sequence of characters formatted into lines, where each line is terminated by an end-of-line marker (a CR/LF combination).

Survey Questions:

1. Text files provide a simple, convenient way of storing textual data. They do provide mechanisms for reading and writing numerical data stored as text (see Write), but it is safer and wiser to use structured records when storing anything other than plain text strings.

Strongly Agree
 Agree
 Disagree

2. test2

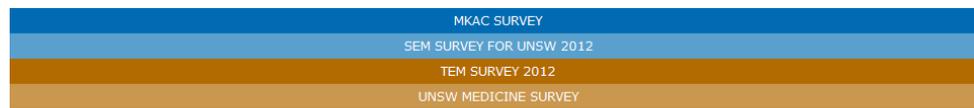
Strongly Agree
 Agree
 Disagree

Survey Comments:

Congratulations, the survey is ready for publishing!

6.36.2 Publish Survey (Accessible to Admin Only)

To make the survey available to users, you must publish it. The system permits a maximum of 4 surveys to be published concurrently.



Note: Have reached max 4 surveys being published concurrently!

6.36.3 Analyse Survey

There are 3 options to conduct survey analysis:

- Survey Analysis (Accessible to staff and admin)
- Search/Compare Survey (Accessible to admin only)
- Compare Response Rate (Accessible to admin only)

Survey Analysis does individual survey analysis, and presents the survey results in a graphic chart, or tablet format. The default is Bar Chart.



Bar chart:

Total Responses: 6

Survey Analysis:

Questions

1. Text files provide a simple, convenient way of storing textual data. They do provide mechanisms for reading and writing numerical data stored as text (see Write), but it is safer and wiser to use structured records when storing anything other than plain text strings.



A0: Strongly Agree
A1: Agree
A2: Disagree

2. test2



A0: Strongly Agree
A1: Agree
A2: Disagree

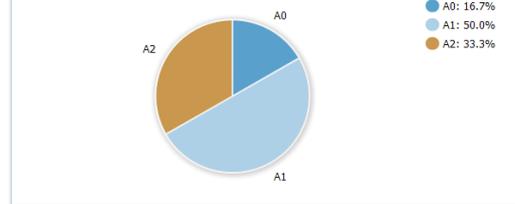
Pie chart:

Total Responses: 6

Survey Analysis:

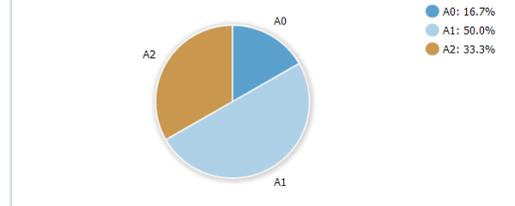
Questions

1. Text files provide a simple, convenient way of storing textual data. They do provide mechanisms for reading and writing numerical data stored as text (see Write), but it is safer and wiser to use structured records when storing anything other than plain text strings.



A0: Strongly Agree
A1: Agree
A2: Disagree

2. test2



A0: Strongly Agree
A1: Agree
A2: Disagree



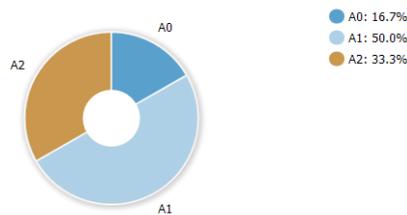
Donut chart:

Total Responses: 6

Survey Analysis:

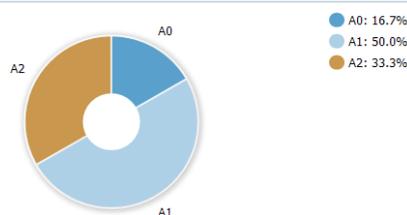
Questions

1. Text files provide a simple, convenient way of storing textual data. They do provide mechanisms for reading and writing numerical data stored as text (see Write), but it is safer and wiser to use structured records when storing anything other than plain text strings.



A0: Strongly Agree
A1: Agree
A2: Disagree

2. test2



A0: Strongly Agree
A1: Agree
A2: Disagree

Table chart:

Total Responses: 6

Survey Analysis:

A0: Strongly Agree
A1: Agree
A2: Disagree

Questions	A0	A1	A2
1. Text files provide a simple, convenient way of storing textual data. They do provide mechanisms for reading and writing numerical data stored as text (see Write), but it is safer and wiser to use structured records when storing anything other than plain text strings.	16.7%	50.0%	33.3%
2. test2	16.7%	50.0%	33.3%

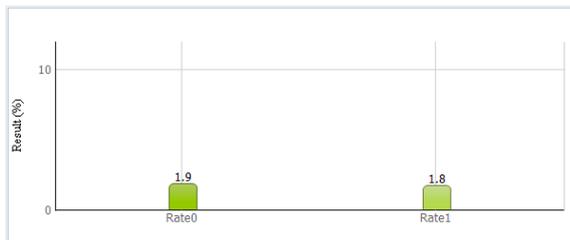
It is useful to know what the response rate is to the survey. The system compares the response of the active registered users.

Survey Title: TEM SURVEY 2012

Survey Body: Simply put, text files contain readable ASCII characters. We can think of working with text file in Delphi as analogous to playing or recording information on a VCR tape. Although it is possible to make changes within text file, jump around when processing information or add some data to the file other than at the end, it is advisable to use a text file only when we know that we are working with ordinary text and no such operations are necessary. Text files are considered to represent a sequence of characters formatted into lines, where each line is terminated by an end-of-line marker (a CR/LF combination).

Total Responses: 6

Survey Response Rate:



Rate0: Survey Response vs Active Users
Rate1: Survey Response vs Active Staff & Users
Total Locked Active Users: 318
Total Locked Active Staff & Users: 334

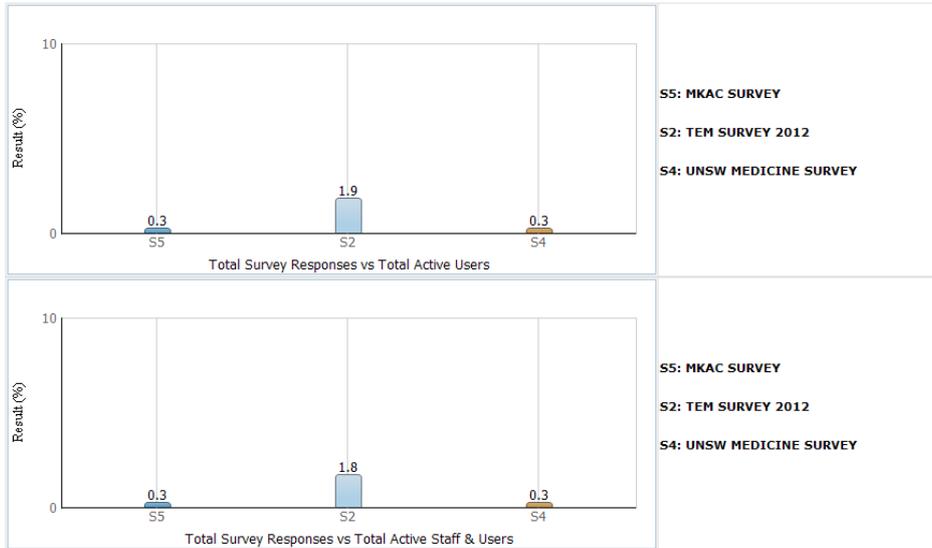
Note: Participation rate was saved, you can reset it if you wish to update!

- Compare Response Rate (Accessible to admin only)



As long as the survey response rate is saved or locked, you can select it from the survey matrix and compare.

It is very useful to compare the response rate across different surveys.



- Search/Compare Survey (Accessible to admin only)

Sometimes, you may wish to compare the questions from different surveys. The system provides a search and compare tool for this. It can be interesting to compare the same question in separate surveys. For example, you conduct a survey this year of this year's users, and then may conduct the same survey the next year for that year's users.

Comparing the results, you can easily identify if there are any variations for decision making and other purposes.

Key Words: (question contents)

Questions	Survey
<p>1. Text files provide a simple, convenient way of storing textual data. They do provide mechanisms for reading and writing numerical data stored as text (see Write), but it is safer and wiser to use structured records when storing anything other than plain text strings.</p>	<p>TEM SURVEY 2012 (6)</p>
	<p>A0: Strongly Agree A1: Agree A2: Disagree</p>
<p>1. Text files provide a simple, convenient way of storing textual data. They do provide mechanisms for reading and writing numerical data stored as text (see Write), but it is safer and wiser to use structured records when storing anything other than plain text strings.</p>	<p>UNSW MEDICINE SURVEY (1)</p>
	<p>A0: Strongly Agree A1: Agree A2: Disagree</p>



6.37 Analyse Publications

ACLS provides the following ways to run the analysis:

Dashboard
Booking
Publication

Search
Bar Chart
Pie Chart

- Search publications:

You can type in any search texts to start search and export to EXCEL.

Search Publications

Key Words: (part of author name, or journal name, or details, or year)

 Search

Sorted By: ID Export to Excel File Access to Excel Files

Publication ID	Journal Name	Author List	Year Month	Details
http://dx.doi.org/10.1016/j.ijhydene.2016.08.115	International Journal of Hydrogen Energy	Wen-Fan Chen, Pramod Koshy, Ying Huang, Esmael J. Fabrizio, Yin Yao, Charles Christopher Sorrell	2016 September	Effects of precipitation, liquid formation, and intercalation charge transfer on the properties and photocatalytic performance of cobalt- or vanadium-doped TiO2 thin films. International Journal of Hydrogen Energy, 41 (42), 19025-19056
https://doi.org/10.1021/ja502704n J. Am. Chem. Soc. 2014, 136,	Single-Particle Study of Pt-Modified Au Nanorods for Plasmon-Enhanced Hydrogen Generation in Visible	Zhaokai Zheng, Takashi Tachikawa,*, P and Tetsuro Majima	2014 May	Zhaokai Zheng, Takashi Tachikawa and Tetsuro Majima, #Single-Particle Study of Pt-Modified Au Nanorods for Plasmon-Enhanced Hydrogen Generation in Visible to Near-Infrared Region#. J. Am. Chem. Soc. 2014, 136, 5870-5873.
DOI: 10.1021/ja511719g	Plasmon-Enhanced Formic Acid Dehydrogenation using Anisotropic Pd-Au Nanorods Studied at Single-Part	Zhaokai Zheng, Takashi Tachikawa and Tetsuro Majima	2015 January	Zhaokai Zheng, Takashi Tachikawa and Tetsuro Majima, #Plasmon-Enhanced Formic Acid Dehydrogenation using Anisotropic Pd-Au Nanorods Studied at Single-Particle Level#. J. Am. Chem. Soc. 2015, 137, 948#957.
	Gondwana Research	Wacey, David; Saunders, Martin; Kong, Charlie; Brasser, Alexander; Brasser, Martin	2016 January	Wacey, David; Saunders, Martin; Kong, Charlie; Brasser, Alexander; Brasser, Martin, "3.46 Ga Apex chert 'microfossils' reinterpreted as mineral artefacts produced during phyllosilicate exfoliation", Gondwana Research, V.36, pp296-313, 2016

- Bar charts:

Through bar charts, you can easily zoom into publication statistics by journal or by school/organization.

Publication Report - Bar Charts

By Journal Name By School/Organization

By Journal Name

All Years:

- A0: Advanced Materials Interfaces
- A1: Applied Physics Letters
- A2: Case Studies in Nondestructive Testing and Evaluation
- A3: Complete surface coverage of ZnO nanorod arrays by pulsed electrodeposited CuInS2 for visible light
- A4: Fabrication of a CuInS2 photoelectrode using a single-step electrodeposition with controlled calcine
- A5: Geology
- A6: Gondwana Research
- A7: International Journal of Coal Geology
- A8: International Journal of Hydrogen Energy
- A9: Investigating the preparation parameters during the synthesis of CuInS2 thin film photoelectrodes
- A10: Journal of Alloys and Compounds
- A11: Journal of Hydrology
- A12: Materials Science and Engineering A
- A13: Metall. Mater. Trans. A
- A14: Plasmon-Enhanced Formic Acid Dehydrogenation using Anisotropic Pd-Au Nanorods Studied at Single-Par
- A15: plos one
- A16: Scientific Reports
- A17: Scientific reports
- A18: Scripta Materialia
- A19: Sedimentary Geology
- A20: Single-Particle Study of Pt-Modified Au Nanorods for Plasmon-Enhanced Hydrogen Generation in Visible
- A21: Wear

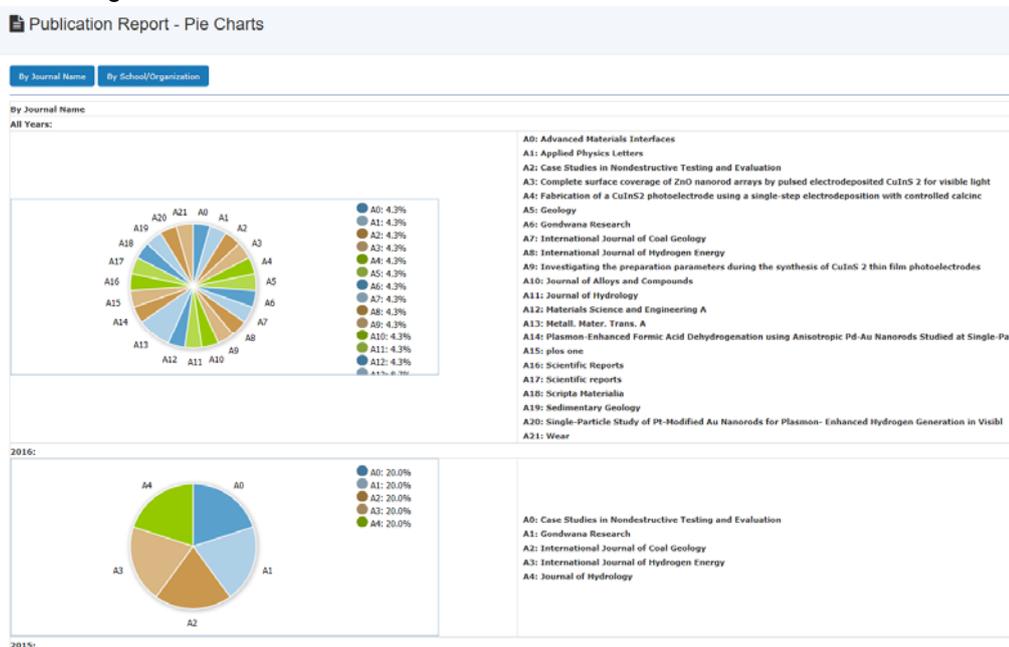
2016:

- A0: Case Studies in Nondestructive Testing and Evaluation
- A1: Gondwana Research
- A2: International Journal of Coal Geology
- A3: International Journal of Hydrogen Energy
- A4: Journal of Hydrology



- Pie charts:

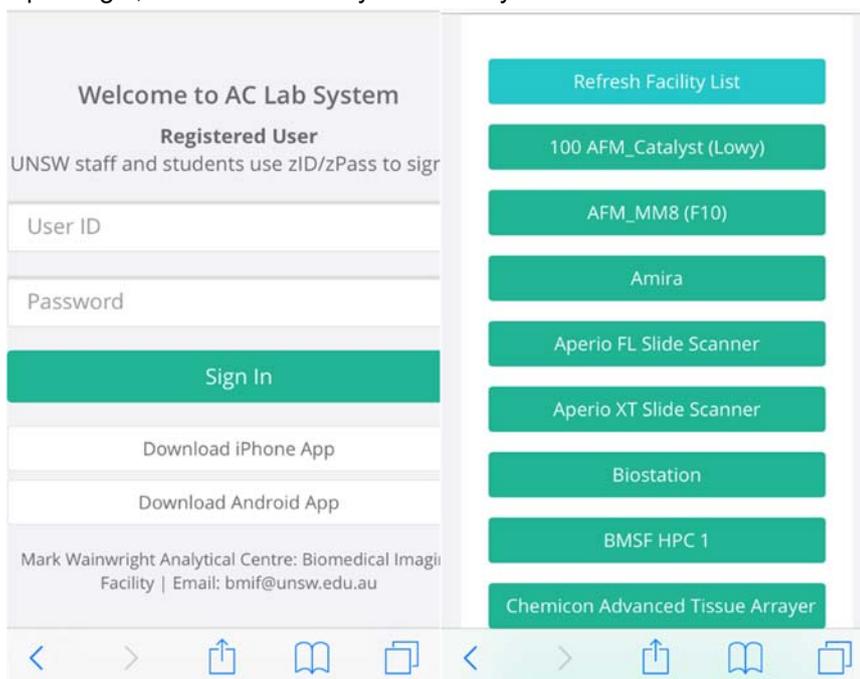
Through pie charts, you can easily zoom into publication statistics in % by journal or by school/organization.



6.38 Mobile Browser Version

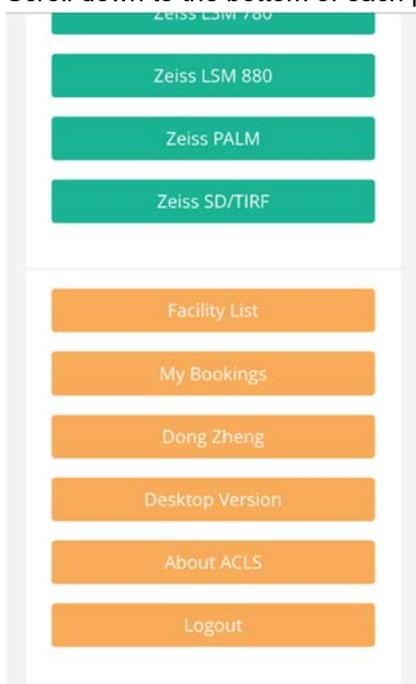
Through the browser on the mobile, type in the URL of the ACLS you wish to access. The first page is the login page.

Upon login, the certified facility list is ready for selection.





Scroll down to the bottom of each page, a function menu is shown for selection.



My Bookings: showing your own bookings from now into the future.



User Profile: click on the name link to see your own profile.



Dong Zheng

Student/Staff No.: Nil
 Type of Researcher: Others
 User ID: admin
 School/Organization: BMIF - Biomedical Imaging Facility
 Access Group: System Administrator

Account(s):
 4MTH SUBSCR TO 31 DEC 2012 - expired on 31/12/2012
 Internal Account - expiring on 30/11/2022

< > [Share] [Bookmarks] [Tabs]

Desktop Version: click on the link to switch you to the desktop version (full ACLS version).

About ACLS: shows ACLS version.

Make Bookings: click on the facility you want to make and view bookings.

Bookings on 25/05/2017 Thu:

Event: Booked from 25/05/2017 03:45 to 25/05/2017 07:15 By Mr. Dong Zheng

To Cancel

To Book

Bookings on 26/05/2017 Fri:

Available

To Book

Allowed Booking Hours per Day: 8

Allowed Booking Hours Balance: 1339.75

Make Booking Now:

Account: Internal Account

Start Time: Start Time

End Time: End Time

Reminder:

Note:

Submit

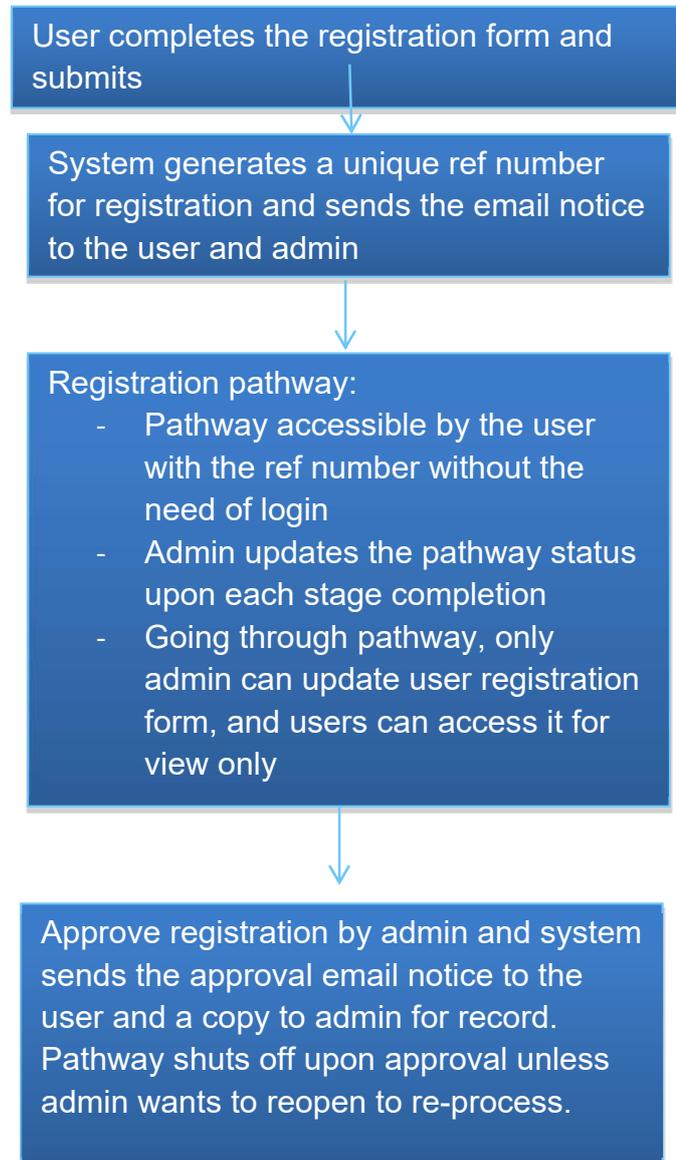
6.39 Registration Pathway

The default online registration process is a single step process. Users fill in the form and submit. The staff-in-charge either approves or rejects the registration.



However, certain labs wish to run a multiple registration process due to their lab OHS requirements. Hence, the registration pathway is designed to monitor and manage the registration process. Through Pathway, users and staff can zoom in to the process to improve the registration process transparency.

- Flow Chart of User Registration Process:





- Enable pathway:

By default, ACLS disables the pathway. If you wish to run the pathway to manage the registration process, you have to enable it first through “System Settings” -> “Configure System”.

- Set up pathway:

Registration Pathway is a process of approving a user registration request. By default, the system has the first built-in step **Received registration**. Admin staff can amend and add the registration process steps to suit their labs.

Go to **System Settings -> Registration Pathway**.

CMCA Registration Pathway	Pathway Step	Task Code	Record Created
Choose CMCA registration pathway from the list	0	0	30/12/1899

You are able to define a step number for each pathway step. ACLS shows the step order in the pathway.

Pathway Chart

- Step 1 (1): Electronic application submitted and being processed
- Step 2 (2): Academic in charge scheduling the New User Meeting
- Step 3 (3): Training and access is confirmed through NUM
- Step 4 (4): Waiting for the signed form to be submitted by the User
- Step 5 (5): Signed form received
- Step 6 (6): ACLS activated / re-activated and user notified



- To add a new step:

You can have up to 20 steps in the registration pathway.

- Pathway on Registration Page

After you set up the pathway, the pathway link is shown on the registration page so that users can check their multiple-steps registration status.

The registration ref number can be used to check the registration pathway status.

A copy of the registration notice is sent to the contact us email defined in **Configure System**. If you wish to add more staff to receive the new user registration request email, you can go to **System Settings -> Email Receiver** to set them up.

- Approve Registration

Due to the introduction of Registration Pathway, to approve the user registration, you need to go to **User Profile -> Registration Pathway Manager**, and select the user to continue.



Registration Pathway Manager

- Update registration pathway.
- Approve/Decline registration.
- Pathway Chart

Unapproved User Registration:

On the next page, you are able to see the status of each Registration Pathway. You are able to approve user registrations until the status is closed.

Registration Pathway Manager

- Update registration pathway.
- Approve/Decline registration
- Pathway Chart
- Contact User
- Registration Form

Registration Pathway

Pathway	User	Registration Ref	Note	Status
<input type="radio"/> Electronic application submitted and being processed	Bowdin, Lisa	Ref-2WNGUJEuqDyR-EN920r		Close
<input checked="" type="radio"/> Academic in charge scheduling the New User Meeting	Bowdin, Lisa	Ref-2WNGUJEuqDyR-EN920r	Dentistry Student will do bulk new user meeting Feb 2017 Martin Alexandra Jeremy	In progress
<input type="radio"/> Training and access is confirmed through NUM	Bowdin, Lisa	Ref-2WNGUJEuqDyR-EN920r	sent email to Alexandra Martin and Jeremy to confirm what we are doing!!!! 2/2/2017	In progress
<input checked="" type="radio"/> Waiting for the signed form to be submitted by the User	Bowdin, Lisa	Ref-2WNGUJEuqDyR-EN920r	ROS#22 K Shearston	Close
<input type="radio"/> Signed form received	Bowdin, Lisa	Ref-2WNGUJEuqDyR-EN920r		Close
<input checked="" type="radio"/> ACLS activated / re-activated and user notified	Bowdin, Lisa	Ref-2WNGUJEuqDyR-EN920r		Open

Update Pathway

Should you need to contact the user, simply go to Contact User.



Contact User

Subject:

Message Body:

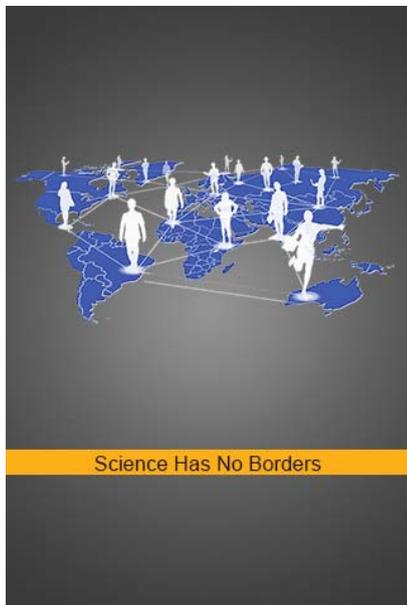
Should you need to access user registration form details, go to “Click to access registration form”. For admin, you are able to update the form details; for staff, you can view form only.



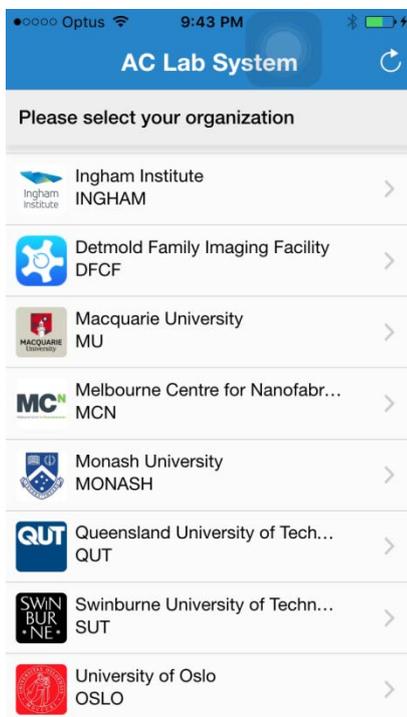
6.40 iPhone App

iPhone app aims to replace the current mobile browser version and serves as a single gateway to access all ACLS nodes, and bridges the research community.

- Welcome Splash

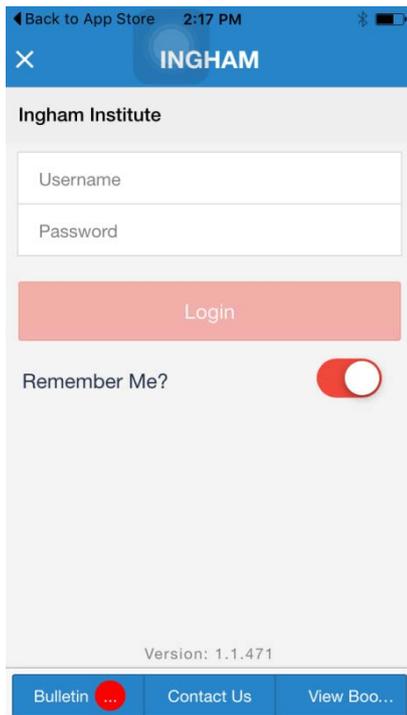


- Org Page



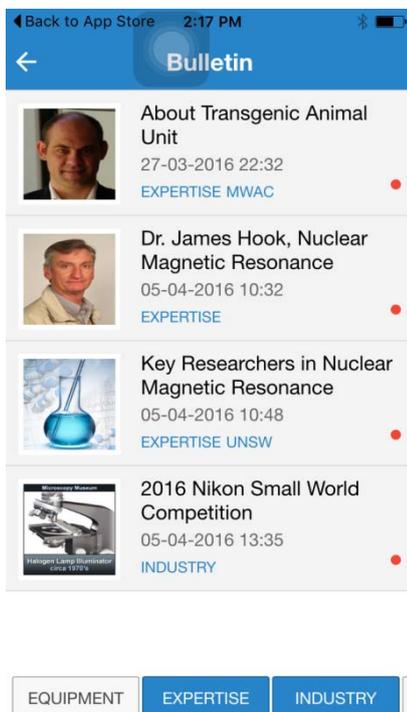


- Login Page



- Bulletin Page

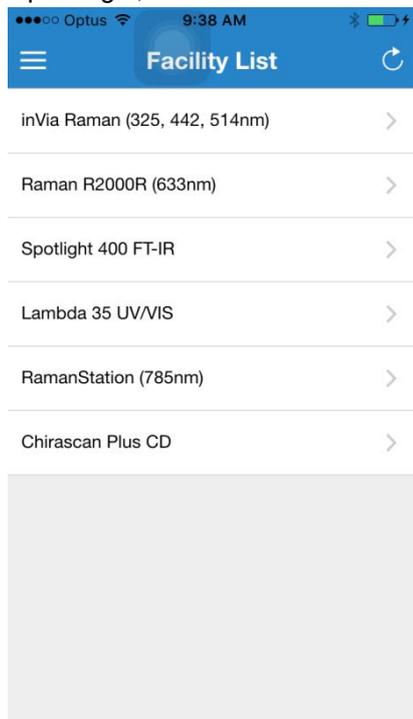
App bulletin feature gives you the power to outreach your research, activities, news and updates on your campus and beyond your campus. Bulletin can categorize the list and make the search quick and easy for app users.



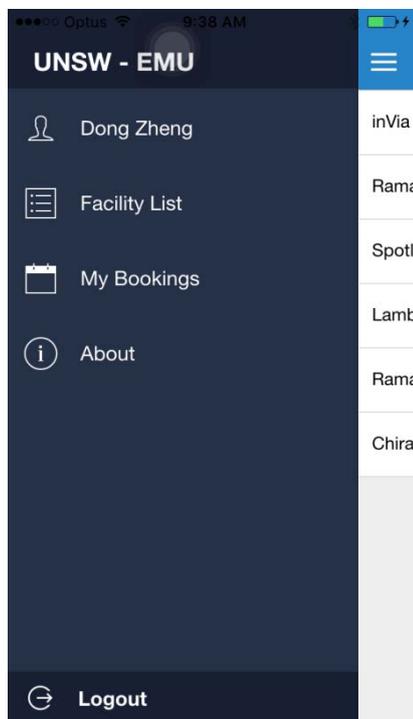


- Facility Page

Upon login, facilities are listed to book.



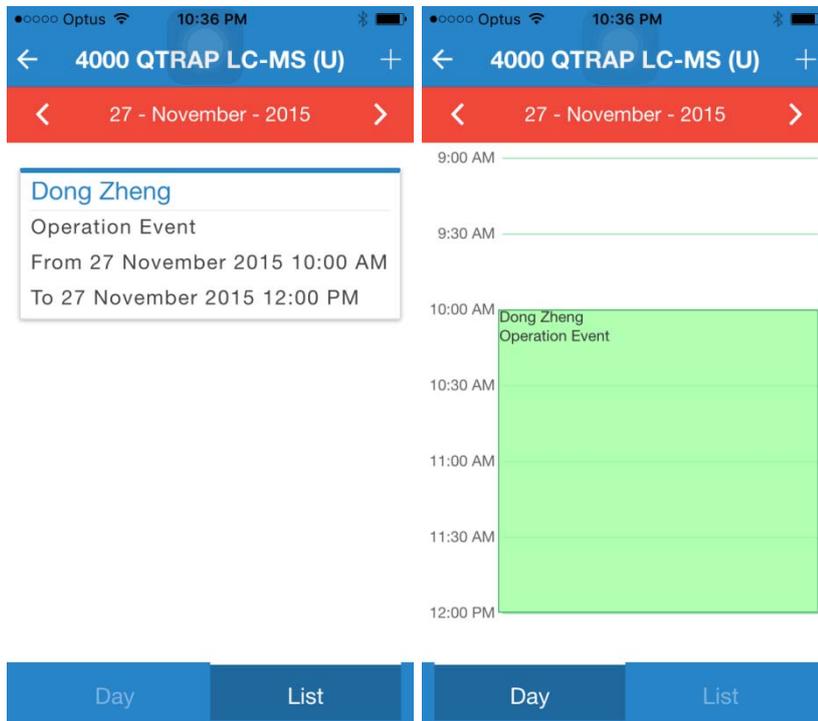
- Setting Page



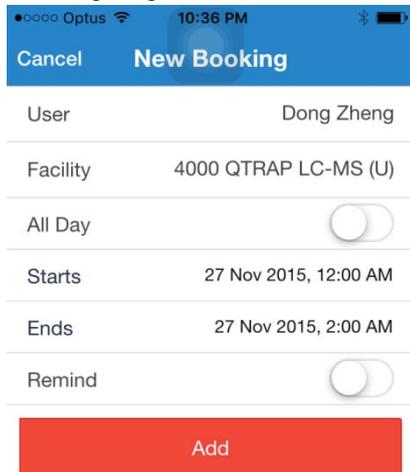


- Calendar Page

Two views are available: list view and day view. List view is the default.



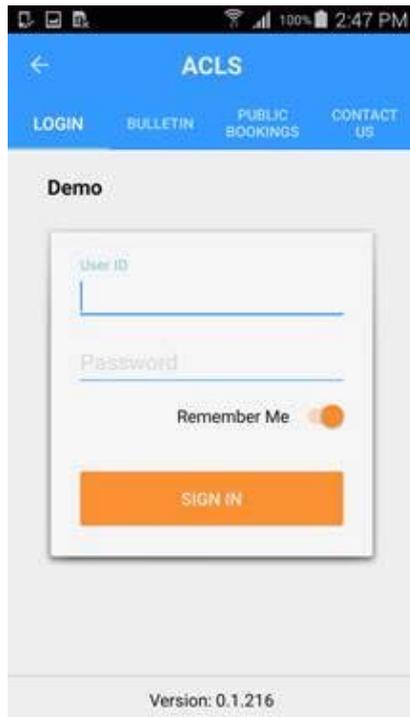
- Booking Page



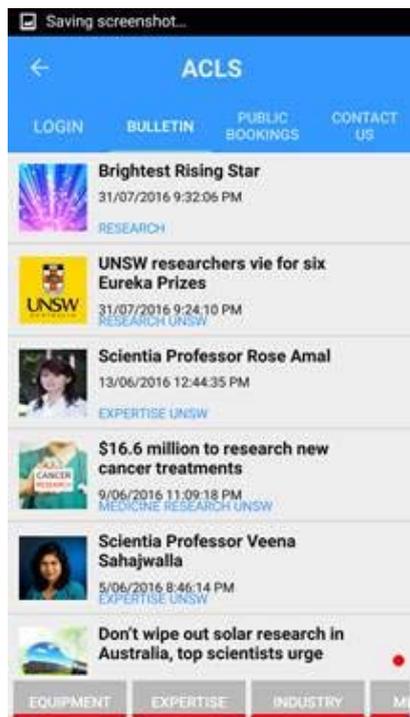
6.41 Android App

Android app aims to replace the current mobile browser version and serves as a single gateway to access all ACLS nodes, and bridges the research community. In addition, special feature to access UNSW Research catalogue is implemented for UNSW students and staff to sign in with UNSW zID and zPass.

- Login page



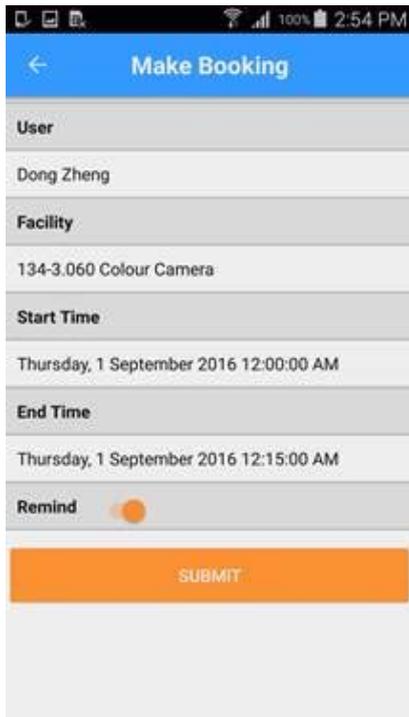
- Bulletin Page



- Calendar Page



- Booking Page



- Profile Page



6.42 Google Analytics

Google Analytics is a freemium web analytics service offered by Google that tracks and reports website traffic. Google launched the service in November 2005 after acquiring Urchin. Google Analytics is now the most widely used web analytics service on the Internet.

ACLS can insert Google Analytics script through **System Settings** -> **Configure System** -> **Google Analytics**. You can join our centralised Google Analytics account or your own lab account.

First, create a text file and copy Google Analytics script to the text file and save it. Then upload the text file to ACLS and click on Submit. That is it.



Configure System

Upload Google analytics script

Google Analytics Script

```
<script>
(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){
(i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o),
m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m)
})(window,document,'script','https://www.google-analytics.com/analytics.js','ga');

ga('create', 'UA-72166116-5', 'auto');
ga('send', 'pageview');

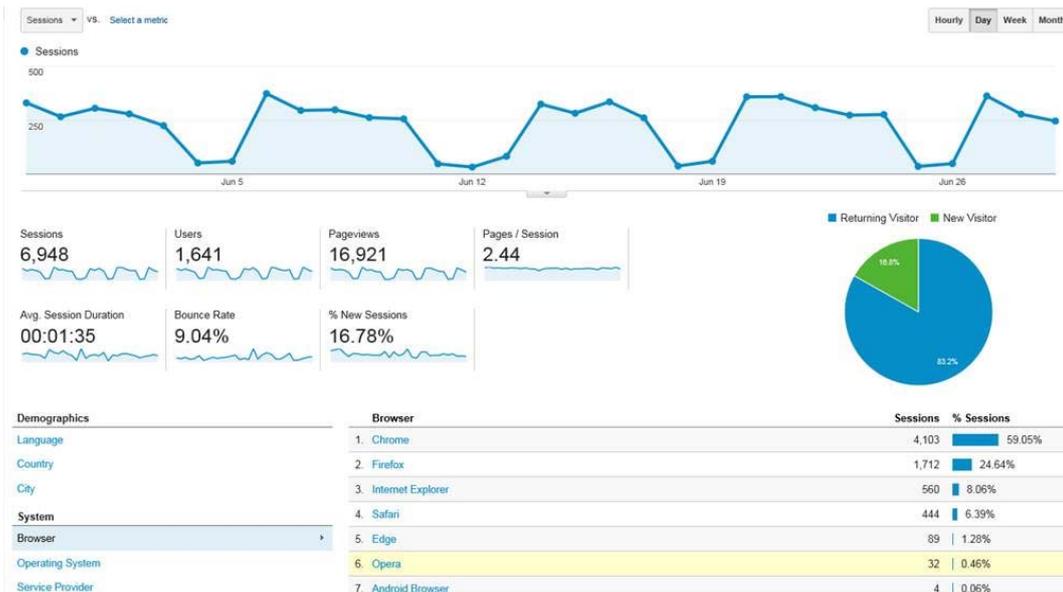
</script>
```

Upon upload, you MUST click on Button [Submit] to complete update:

Google Script Upload (txt only) ...

Submit

Here is an example of Google Analytics for UNSW ACLS SSI.



6.43 Catalogue Facilities

Labs can catalogue the research equipment and other items. By default, ACLS catalogues all active facilities. Users and staff are able to access facility information and to book. The total facility number is indicated on the catalogue tab.



May I help you?

Corea is a virtual assistant equipped with the adaptive learning algorithms.

[Find Out Top 10 Most Popular Facilities, Read More](#)

Last accessed facility

AFM_Catalyst (Lowy) [Book](#)

Facility Catalogue

44 Facilities

Further breakdown of catalogues is in line with the facility groups as shown here.

Facility Catalogue

<p>AFM</p> <p style="background-color: green; color: white; padding: 2px;">2</p> <p style="background-color: green; color: white; padding: 2px;">Access</p>	<p>BMIF</p> <p style="background-color: green; color: white; padding: 2px;">19</p> <p style="background-color: green; color: white; padding: 2px;">Access</p>	<p>BSP</p> <p style="background-color: green; color: white; padding: 2px;">12</p> <p style="background-color: green; color: white; padding: 2px;">Access</p>	<p>DATA ANALYSIS</p> <p style="background-color: green; color: white; padding: 2px;">5</p> <p style="background-color: green; color: white; padding: 2px;">Access</p>
<p>INTRAVITAL</p> <p style="background-color: green; color: white; padding: 2px;">6</p> <p style="background-color: green; color: white; padding: 2px;">Access</p>			

[Close](#)

Go to each facility group to explore individual facility details.

Facility Catalogue

[Sort By Facility Type](#) [Return](#)

Biostation (Type: Research Equipment)

[Edit](#) [Book](#)

Location:

Description:
Nikon Biostation is an inverted life cell imaging microscope enclosed in an incubator. The stage and objective are fully enclosed in temperature modulated box resulting in no focus drift during imagin

Trainers:

- Alex Macmillan alex.macmillan@unsw.edu.au
- Alexandra Stacy a.stacy@unsw.edu.au
- Florence Tomaseti f.tomaseti@unsw.edu.au
- Iveta Slapetova i.slapetova@unsw.edu.au
- Katerina Bendova k.bendova@unsw.edu.au
- Michael Carmel m.carmel@unsw.edu.au
- Renee Whan r.whan@unsw.edu.au
- Sandra Fok sandra.fok@unsw.edu.au

Data Analysis Computer (Type: Research Equipment)

[Edit](#) [Book](#)

Location:

Description:

Trainers:

- Florence Tomaseti f.tomaseti@unsw.edu.au



On catalogue pages, you are able to find facility description, location and trainers. Subject to the edit and booking permissions, system provides the edit access and book access.

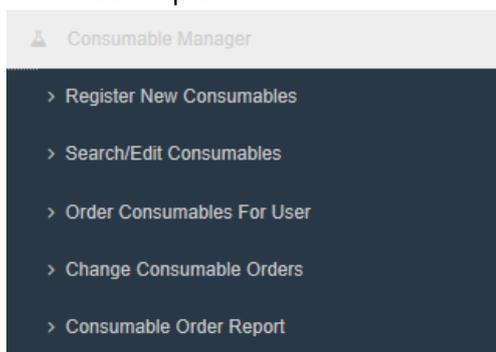
Facility catalogue provides a book-kind approach to access all active facility information. Upon login, the facility catalogue cover page with the indication of total active facilities is displayed.

6.44 Manage Consumables

Labs may provide the consumables to users for preparing and running experiments. ACLS provides the feature to manage consumable stock, track down the orders in the same concept as online shopping cart.

Register consumables:

Registering new consumables are the first part of data entry. Go to Staff -> Consumable Resources to proceed.



Register New Consumables

Consumable Code	<input style="width: 95%;" type="text"/>
Description	<input style="width: 95%;" type="text"/>
Unit	<input style="width: 95%;" type="text"/> (unit refers to minimum user order quantity)
Price per Unit (\$)	<input style="width: 95%;" type="text"/>
Stock Quantity	<input style="width: 95%;" type="text"/>
Reorder Quantity	<input style="width: 95%;" type="text"/>
Admin Only	<input type="checkbox"/>

Consumable parameters are explained below.

Parameter	Description
Consumable Code	Short code or barcode for the consumable, for example, AT2070
Description	A short description for consumables, for example, ATnLOF2070 100ml
Unit	A min order quantity as unit, for example, 100ml



Price per Unit	Price per unit
Stock Quantity	Good practice to set up and monitor the stocks. So lab can place the orders when the stock goes low
Re-Order Quantity	Re-order quantity is the min stock level you wish to maintain.
Admin Only	If it is enabled, the consumable can be ordered by lab admin only. It means that the consumable is Not available for users

Search/Edit consumables:

3 searching ranges are provided.

Search/Edit Consumables

Key Words: (consumable code, description)

To see all consumables for the selected range, leave search field blank and hit [Search]

Search By: Active (3) Inactive (0) All (3)

You are able to edit the consumable profile through the search results. The consumables with low stocks will be flagged for attention.

Search/Edit Consumables

Key Words: (consumable code, description)

To see all consumables for the selected range, leave search field blank and hit [Search]

Search By: Active (3) Inactive (0) All (3)

Consumable Code	Description	Unit	Price per Unit (\$)	Stock Quantity	Reorder Quantity	Admin Only	Status	Low Stock Flag	...
N123448	Acid	ml	100.00	0	1	-	Active	*	Edit
N123445	dish wash detergent	litre	5.00	110	10	-	Active		Edit
N823626	Toilet paper	roll	2.00	95	0	Yes	Active		Edit

Click on **Edit**, you are able to update consumable profile and upload the images.



Register New Consumables

Update consumables.

Top Up Stock Quantity
Price Change Logs

EDIT CONSUMABLE

Consumable Code	N123448	
Description	Acid	
Consumable Image	Upload Consumable Image	
Unit	ml	<small>(unit refers to minimum user order quantity)</small>
Price per Unit (\$)	100.00	
Stock Quantity	0	
Reorder Quantity	1	
Admin Only	<input type="checkbox"/>	
Active Status	<input checked="" type="checkbox"/> <small>(Tick to be active)</small>	

Accept
Reset

You can top up the stock quantity if it goes below the re-order quantity. System also tracks the changes of the price per unit.

Recommended image size is 200px by 200px.



N823626
Toilet paper

Top Up Stock Quantity: Confirm

Top Up Stock Quantity	Date	By

Close

Price change logs are shown via flying-in modal window.



N823626
Toilet paper

Consumable Code	Proce per Unit (\$)	Valid From	Valid To	Changed By
N823626	2.00	23/12/2016	Now	Dong Zheng

Close

Users to order consumables:

There are 3 ways to place order for consumables.

- Through frequent access links on Booking tab

Frequent Access Links

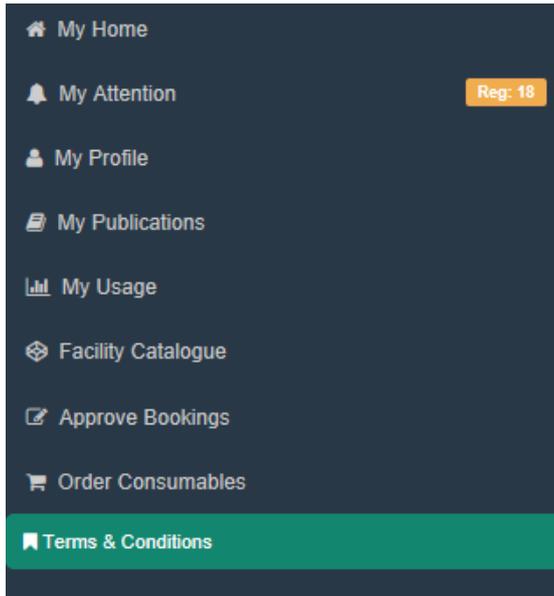
 Built-in frequent access links for quick access.

 Create favourite facilities by searching facility on the left side.

-  My Profile
-  My Usage
-  User Profile Manager
-  Registration Pathway Manager
-  Account Manager
-  Facility Manager
-  Data Logbook Manager
-  Order Consumables

 Clear Favourite Facility

- Through Dashboard



- Through Login page

User ID: UNSW staff and students use zID/zPass to sign in

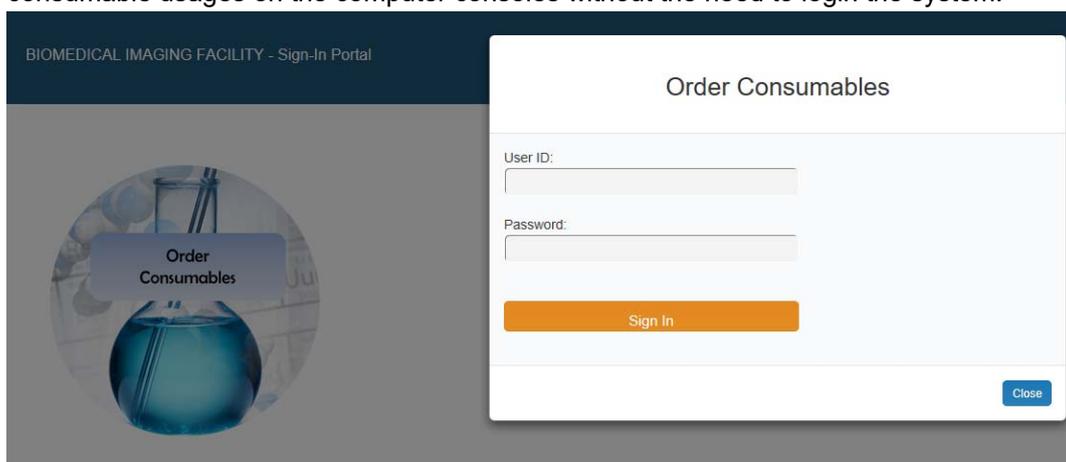
Password:

[Sign In](#)

[To Register](#)
[Registration Pathway](#)
[Access Denied?](#)



Consumable direct access page is implemented for wet lab situation so users can record the consumable usages on the computer consoles without the need to login the system.



The way to order consumables is the same as that of the online shopping shop. System provides the live search and the catalogues to put the ordered items to the cart.



Order Consumables

Add consumables to cart.

Step 1: Add items to cart | Step 2: Update quantity | Step 3: Select Account | Step 4: Submit order

My Orders | My Cart

search consumables



\$100

N123448
Acid

Add to Cart

Stock Quantity: 0



\$5

N123445
dish wash detergent

Add to Cart

Stock Quantity: 110



\$2

N823626
Toilet paper

Add to Cart

Stock Quantity: 95

Continue

Users are able to check his order records via My Order, and check the cart status via My Cart.

My Orders

All orders details

Order Consumables | My Cart

Order Number	Year	User Name	Account	Consumable Code	Description	Unit	Price per Unit	Order Quantity	Total	Order Date
8	2016	Dong Zheng	BABS-RE109 RM07514	N123445	dish wash detergent	litre	\$5.00	1	\$5.00	24/12/2016 14:59
8	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:59
7	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:57
7	2016	Dong Zheng	BABS-RE109 RM07514	N123445	dish wash detergent	litre	\$5.00	1	\$5.00	24/12/2016 14:57
6	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:55
5	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 02:50
4	2016	Dong Zheng	BABS-RE109 RM07514	N123445	dish wash detergent	litre	\$5.00	5	\$25.00	24/12/2016 02:47
4	2016	Dong Zheng	BABS-RE109 RM07514	N123448	Acid	ml	\$100.00	1	\$100.00	24/12/2016 02:47
2	2016	Dong Zheng	BABS-RE109 RM07514	N123445	dish wash detergent	litre	\$5.00	1	\$5.00	22/12/2016 15:09
2	2016	Dong Zheng	BABS-RE109 RM07514	N123448	Acid	ml	\$100.00	5	\$500.00	22/12/2016 15:09
1	2016	Dong Zheng	BABS-RE109 RM07514	N123448	Acid	ml	\$100.00	1	\$100.00	21/12/2016 22:56
Total									\$748.00	

My Cart shows the selected consumables, and users can update the order quantity or remove the items.

My Cart

Update order quantity.

Step 1: Add items to cart | Step 2: Update quantity | Step 3: Select Account | Step 4: Submit order

Continue Shopping

Consumable Code	Description	Unit	Price per Unit	Order Quantity	Total	...
N823626	Toilet paper	roll	\$2.00	1	\$2.00	Remove
Total					\$2.00	

Back | Continue

3 steps are required to confirm the order after adding items to cart.



My Cart

Select account for billing.

Step 1: Add items to cart Step 2: Update quantity **Step 3: Select Account** Step 4: Submit order

[Continue Shopping](#)

Consumable Code	Description	Unit	Price per Unit	Order Quantity	Total
N823626	Toilet paper	roll	\$2.00	1	\$2.00
Total					\$2.00

Account for Billing: [Submit Order](#)

[Back](#)

Step 3 is to select the account and submit order. Upon placing the order, system sends the notification to the user on the order details.

Order Consumables

Placed order details.

Step 1: Add items to cart Step 2: Update quantity Step 3: Select Account **Step 4: Submit order**

[Continue Shopping](#)

Order Number	User Name	Account	Consumable Code	Description	Unit	Price per Unit	Order Quantity	Total
14	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00
Total								\$2.00

Users are able to continue shopping or logout to consumable login page.

Lab admin to order consumables for users:

Lab admin can order consumables for any users if needed. Go to Consumable Manager -> Order Consumables for User.

Consumable Manager

- > Register New Consumables
- > Search/Edit Consumables
- > Order Consumables For User
- > Change Consumable Orders
- > Consumable Order Report

The way to order consumables is the same as that for users described in the above section except of Step 3. In addition, lab admin is able to see any users' orders and user cart instead of my cart.



Order Consumables For User

Add consumables to cart.

Step 1: Add items to cart | Step 2: Update quantity | Step 3: Select Account | Step 4: Submit order

User Orders | User Cart

search consumables



\$100

N123448
Acid

Add to Cart

Stock Quantity: 0



\$5

N123445
dish wash detergent

Add to Cart

Stock Quantity: 110



\$2

N823626
Toilet paper

Add to Cart

Stock Quantity: 94

Continue

Lab admin can check any users' order via User Orders.

User Orders

Select user to access his/her orders.

Continue Shopping | User Cart

User: Choose user from the list
Abbas Barfidokht
Abhirup Das
Dong Zheng

3 steps are required to confirm the order after adding items to cart.

User Cart

Update order quantity.

Step 1: Add items to cart | Step 2: Update quantity | Step 3: Select Account | Step 4: Submit order

Continue Shopping

Consumable Code	Description	Unit	Price per Unit	Order Quantity	Total	...
N123448	Acid	ml	\$100.00	1	\$100.00	Remove
Total					\$100.00	

Back | Continue

Step 3 is to select the user and his accounts, and submit order.



User Cart

Select user account for billing.

1. First Step: Add items to cart
2. Second Step: Update quantity
3. Third Step: Select Account
4. Submit order

Continue Shopping

Consumable Code	Description	Unit	Price per Unit	Order Quantity	Total
N123448	Acid	ml	\$100.00	1	\$100.00
Total					\$100.00

User for Billing: BMIF Teaching Account for Billing: BMIF STAFF Submit Order

Back

Upon placing the order, system sends the notification to the user and lab admin on the order details.

Update consumable orders:

Lab admins are able to change the any order details. Go to **Staff -> Consumable Resources -> Change Consumable Orders.**

Update Consumable Orders

Update orders for 2016.

Year: 2016

Order Number	Year	User Name	Account	Consumable Code	Description	Unit	Price per Unit	Order Quantity	Total	Order Date	...
10	2016	Dong Zheng	APPP-OP001-PS41500	N123445	dish wash detergent	litre	\$5.00	1	\$5.00	29/12/2016 10:42	Update
9	2016	Abhirup Das	2016 USER SUB \$2200 TO 31 DEC	N123448	Acid	ml	\$90.00	4	\$360.00	25/12/2016 08:40	Update
8	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:59	Update
8	2016	Dong Zheng	BABS-RE109 RM07514	N123445	dish wash detergent	litre	\$5.00	1	\$5.00	24/12/2016 14:59	Update
7	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:57	Update
7	2016	Dong Zheng	BABS-RE109 RM07514	N123445	dish wash detergent	litre	\$5.00	1	\$5.00	24/12/2016 14:57	Update
6	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:55	Update
5	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 02:50	Update
4	2016	Dong Zheng	BABS-RE109 RM07514	N123448	Acid	ml	\$100.00	1	\$100.00	24/12/2016 02:47	Update
4	2016	Dong Zheng	BABS-RE109 RM07514	N123445	dish wash detergent	litre	\$5.00	5	\$25.00	24/12/2016 02:47	Update
3	2016	Abbas Barfidokht	RENEE_LIN TO ACTION	N823626	Toilet paper	roll	\$2.00	1	\$2.00	23/12/2016 02:37	Update
3	2016	Abbas Barfidokht	RENEE_LIN TO ACTION	N123448	Acid	ml	\$100.00	1	\$100.00	23/12/2016 02:37	Update
2	2016	Dong Zheng	BABS-RE109 RM07514	N123445	dish wash detergent	litre	\$5.00	1	\$5.00	22/12/2016 15:09	Update
2	2016	Dong Zheng	BABS-RE109 RM07514	N123448	Acid	ml	\$100.00	5	\$500.00	22/12/2016 15:09	Update
1	2016	Dong Zheng	BABS-RE109 RM07514	N123448	Acid	ml	\$100.00	1	\$100.00	21/12/2016 22:56	Update

Click on Update to edit the order.



Update Order #9

User: Abhirup Das
Account: 2016 USER SUB \$2200 TO 31 DEC
Unit price (\$):
Order quantity:

To cancel the order, simply change the order quantity to zero.

Delivery status of consumable orders:

Labs require to record the delivery status of each consumable orders. Go to **Staff -> Consumable Resources -> Change Consumable Order**, system shows the delivery status as **Open** or **Closed**.

Update Consumable Orders

Year:

Consumable Orders - To Be Delivered

Order Number	Year	User Name	Account	Consumable Code	Description	Unit	Price per Unit	Order Quantity	Total	Order Date	Delivery Status	...
2	2017	Alex Macmillan	BMIF STAFF	A101	Water Chemical	10ml	\$20.00	1	\$20.00	12/07/2017 23:25	Closed	<input type="button" value="Update"/>
1	2017	Alex Macmillan	BMIF STAFF	A101	Water Chemical	10ml	\$20.00	2	\$40.00	12/07/2017 22:27	Open	<input type="button" value="Update"/>

Records Found: 2

For the closed orders, you can see the staff who records delivery and recording date.



Update Order #2

User: Alex Macmillan
Account: BMIF STAFF
Unit price (\$):
Order quantity:
Delivery Status:
Updated By: Dong Zheng
Updated Date: 12/07/2017 23:25



For the open orders, you can record the delivery by ticking the checkbox of delivery status.



Update Order #1

User: Alex Macmillan
Account: BMIF STAFF
Unit price (\$):
Order quantity:
Delivery Status: (tick to close delivery)

Consumable order report:

Lab admin can access all the consumable orders with the sorting features. Go to [Staff -> Consumable Resources -> Consumable Order Report](#).

Consumable Order Report

- Report sorted by year.
- Report sorted by consumables.
- Report sorted by users.
- Report sorted by accounts.

Year:

Consumable:

User:

Account:

Consumable Code	Description	Current Stock Quantity	Re-Order Quantity	Low Stock Flag
N123448	Acid	0	1	■
N123445	dish wash detergent	110	10	
N823626	Toilet paper	94	0	

Consumable details including the stock quantity and low stock flag are provided.

Consumable Code	Description	Current Stock Quantity	Re-Order Quantity	Low Stock Flag
N123448	Acid	0	1	■
N123445	dish wash detergent	110	10	
N823626	Toilet paper	94	0	

Graphic presentation is available for the reports.

Sort by User:



Consumable Order Report

Report for Dong Zheng.

User: Dong Zheng

Student/Staff No.

School/Organization BMIF - Biomedical Imaging Facility

Supervisor Grainne Moran

Work Phone to be defined

Mobile Phone

Email dm.zheng@unsw.edu.au

Order Number	Year	User Name	Account	Consumable Code	Description	Unit	Price per Unit	Order Quantity	Total	Order Date
14	2017	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	22/01/2017 10:59
13	2017	Dong Zheng	BABS-RE109 RM07514	N123448	Acid	ml	\$100.00	1	\$100.00	22/01/2017 00:26
12	2017	Dong Zheng	BABS-RE109 RM07514	N123448	Acid	ml	\$100.00	2	\$200.00	21/01/2017 23:46
11	2017	Dong Zheng	BABS-RE109 RM07514	N123445	dish wash detergent	litre	\$5.00	1	\$5.00	12/01/2017 12:50
11	2017	Dong Zheng	BABS-RE109 RM07514	N123448	Acid	ml	\$100.00	1	\$100.00	12/01/2017 12:50
10	2016	Dong Zheng	APPP-OP001-PS41500	N123445	dish wash detergent	litre	\$5.00	1	\$5.00	29/12/2016 10:42
8	2016	Dong Zheng	APPP-OP001-PS41500	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:59
8	2016	Dong Zheng	BABS-RE109 RM07514	N123445	dish wash detergent	litre	\$5.00	1	\$5.00	24/12/2016 14:59
7	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:57
7	2016	Dong Zheng	BABS-RE109 RM07514	N123445	dish wash detergent	litre	\$5.00	1	\$5.00	24/12/2016 14:57
6	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:55

N123445 dish wash detergent



N123448 Acid



Sort by Consumable:



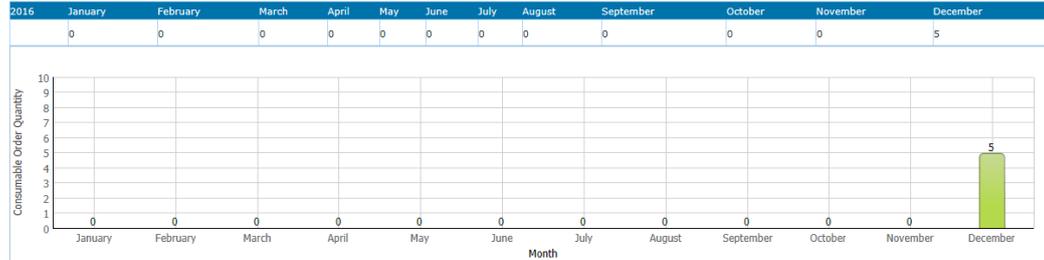
Consumable Order Report

Report for Toilet paper.

Consumable: Toilet paper

Order Number	Year	User Name	Account	Consumable Code	Description	Unit	Price per Unit	Order Quantity	Total	Order Date
8	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:59
7	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:57
6	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:55
5	2016	Dong Zheng	BABS-RE109 RM07514	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 02:50
3	2016	Abbas Barfidokht	RENEE_LIN TO ACTION	N823626	Toilet paper	roll	\$2.00	1	\$2.00	23/12/2016 02:37

N823626 Toilet paper



Sort by Account:

Consumable Order Report

Report for APPP-OP001-PS41500.

Account: APPP-OP001-PS41500

Account Type: UNSW Account

Account Expiry Date: 30/10/2021

Order Number	Year	User Name	Account	Consumable Code	Description	Unit	Price per Unit	Order Quantity	Total	Order Date
10	2016	Dong Zheng	APPP-OP001-PS41500	N123445	dish wash detergent	litre	\$5.00	1	\$5.00	29/12/2016 10:42
8	2016	Dong Zheng	APPP-OP001-PS41500	N823626	Toilet paper	roll	\$2.00	1	\$2.00	24/12/2016 14:59

N123445 dish wash detergent



Consumable stock check:

System sends out a daily email to the lab admin on the consumable stock quantity.



Hi Admin,

System runs daily stock check. The current consumable stock quantities are detailed here.

- Consumable: CBL4009 4 inch chrome mask (soda lime) with holder, @stock quantity: 100
- Consumable: DISH06 Crystallising dish for 6, @stock quantity: 200

Kind regards,

ACLS Demo

THIS IS SYSTEM GENERATED RESPONSE. PLEASE DO NOT REPLY.

6.45 Staff Comments on Users

Staff may want to comments on some users regarding his performance, behaviours, and others. With the sticky notes on pinboard, you can go to user [Profile -> Pinboard](#) to add your sticky notes

Only lab admin can delete the messages for the staff comments. The sticky notes commenting users can only accessible by all the staff on individual user profile, they are not shown on public pinboard.

Profile Pinboard Supervisor Form Publication Account Certificate Usage (Booking) Invoice

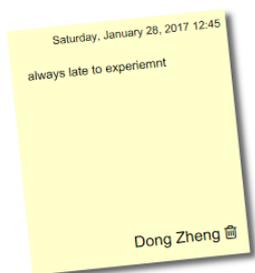
Add Pinboard Message

Message Title

Message Body (compulsory)

200 (max char 200)

Submit





6.46 My Pinboard

My pinboard is like to message wall or cupboard in a lab room so users can leave sticky notes for anything. There are two types of sticky note.

- Personal: only accessible by user himself/herself.
- Public: can be viewed by any registered user and staff. The public sticky notes will be deleted from the pinboard in 7 days or can be deleted by lab admin staff.

Upon login, you can see a pinboard indicator on the top bar to tell you if any sticky notes are left on pinboard.



Click on the green pinboard icon, a fly-in modal window shows up the sticky notes on the pinboard, including your own sticky notes and other people's sticky notes which allows public view.



Go to **My Pinboard** to manage your sticky notes. For those unwanted, simply click on Rubbish Bin to delete.

Lab admin can delete any public sticky notes on his/her pinboard.



Add Pinboard Message

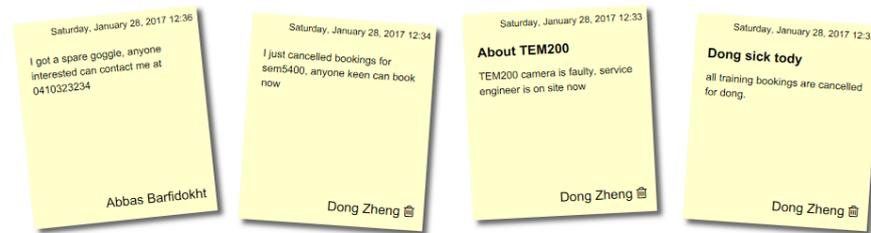
Message Title

Message Body (compulsory)

200 (max char 200)

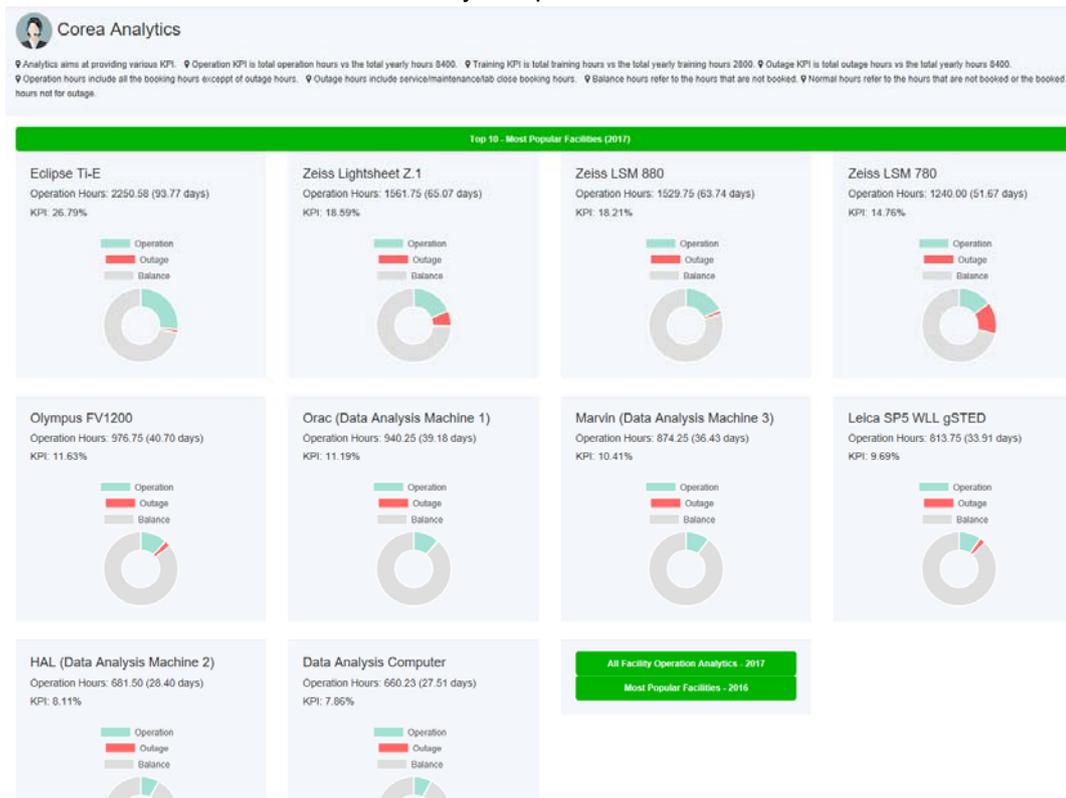
Personal (If unchecked, message is open to all users and staff on the pinboard for next 7 days.)

Submit



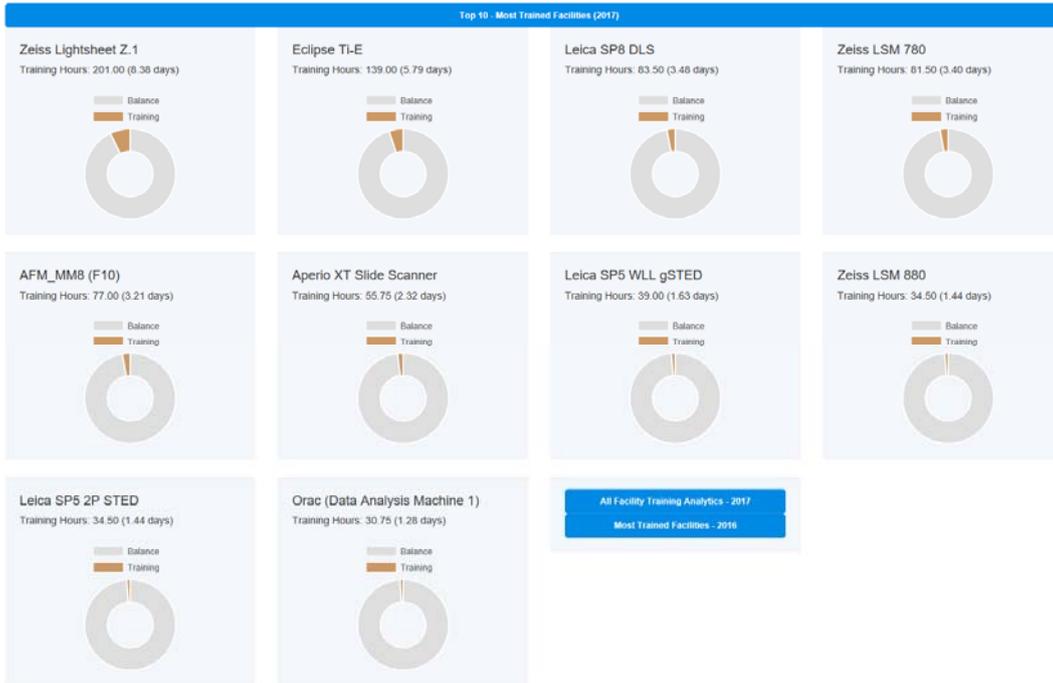
6.47 Most Popular Facilities

Core Analytics is the latest collection of ACLS. Users and staff are able to look at the most bookable facilities and its trend over a year span.



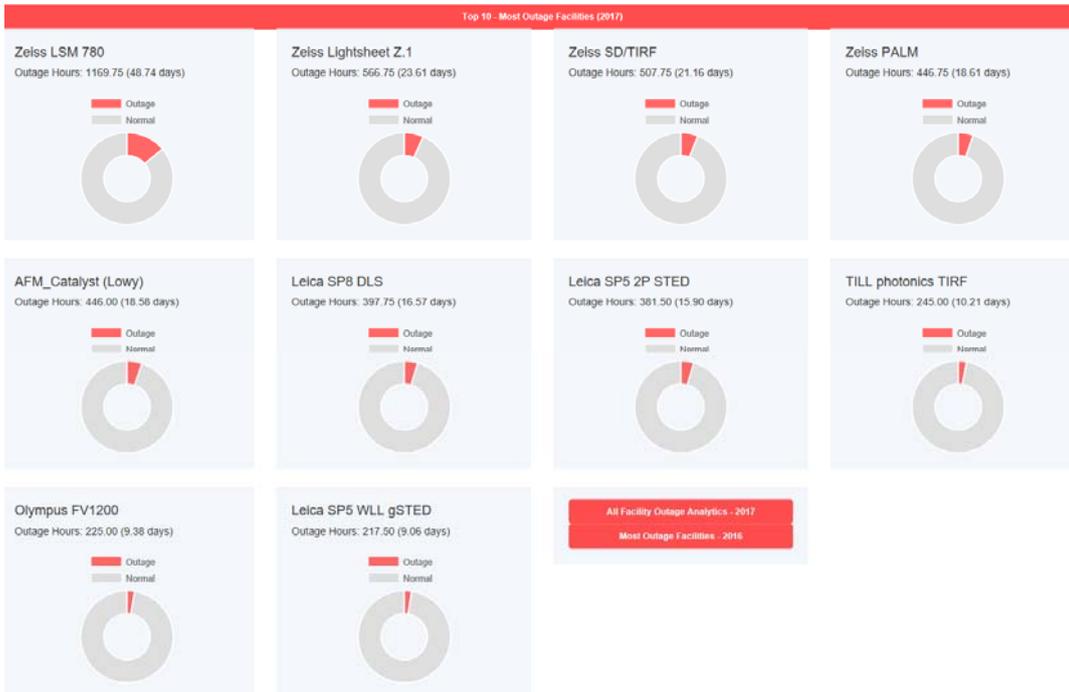
6.48 Most Training Facilities

Core Analytics is the latest collection of ACLS. Staff are able to access the most training facilities and its trend over a year span.



6.49 Most Outage Facilities

Core Analytics is the latest collection of ACLS. Staff are able to access the most outage facilities and its trend over a year span.





7 Frequently Asked Questions

7.1 Login and Logout

1. I tried to login but was not successful, what should I do?

Your login was unsuccessful for one of the following reasons:

- Incorrect login name
- Incorrect password

You can submit a reactivation request by clicking on **Access Denied** on Login Page.

Complete the reactivation form and select **Submit** to send the request.

Access Denied: Request for Access

If you ever registered with Mark Wainwright Analytical Centre: Nuclear Magnetic Resonance Facility and operated our instruments, please type in your login name, password and email address below:

Full Name:

Login Name:

Password:

Email:

[Login Page >>](#)

2. How can I exit the system?

Simply close the Internet browser windows, or click on the **Logout** button as shown below.



7.2 Online Registration

3. I submitted an online registration application but it got lost. What should I do?

Always print a hardcopy of your online registration for future reference. Contact the staff member.

4. What happens when I have completed my online registration?

Once your online registration application has been submitted, print a hardcopy for your reference. You will receive a system registration notice to your email account. The nominated staff members receive the online registration and will contact you to make an appointment to discuss your needs and training requirements.

5. Which email address is used to notify staff about an online registration submission?

ACLS uses the **Contact Us** address. The **Contact Us** email is located in the footer of the page. However, ACLS also allows the online registration request to be received by multiple receivers. The multiple receivers can be set up through **System Settings -> Email Receivers**.



6. How do we set up a facility of interest in the online registration process?

You set up a facility list for online registration through **Facility Manager**. This information helps the staff receiving the registration requests in their decision making.



As long as the system detects you have set up a facility list for online registration, it automatically adds a facility page to the registration process.

7. Is it possible to include an Ethics Number Entry in online registration?

An Ethics Number is required for certain medical and medicine labs. Should you wish to set this up, please contact us for further assistance.

8. How can we set up an account entry field in online registration?

Four fields are available at **Configure System**, so you can set up a maximum of 4 account fields.

For example, if you set "RegAccountField1" as "Ledger Codes", and leave the other 3 blank, then the user only sees the one field of "Ledger Codes" in the account information entry form at registration.

9. How can we set up user photo upload in online registration?

The control parameter is at **Configure System**, tick the checkbox of **User Photo For Reg** to enable the user photo upload in online registration.

10. How can we register to ACLS nodes on ACLS SSI?

As SSI centralises the access to multiple ACLS nodes, for new users, click [Here](#) to go to ACLS node list for reg.



Welcome to AC Lab System

To register, select a node below

- Biomedical Imaging Facility
- Bioanalytical Mass Spectrometry Facility
- Biological Resources Imaging Laboratory
- Electron Microscope Unit
- Flow Cytometry Core Facility
- Nuclear Magnetic Resonance Facility
- Spectroscopy Laboratory
- Solid State & Elemental Analysis Unit
- School of Chemistry
- School of Biotechnology & Biomolecular Sciences
- Biological Resources Centre
- Molecular Surface Interaction Network Laboratory

Sign In

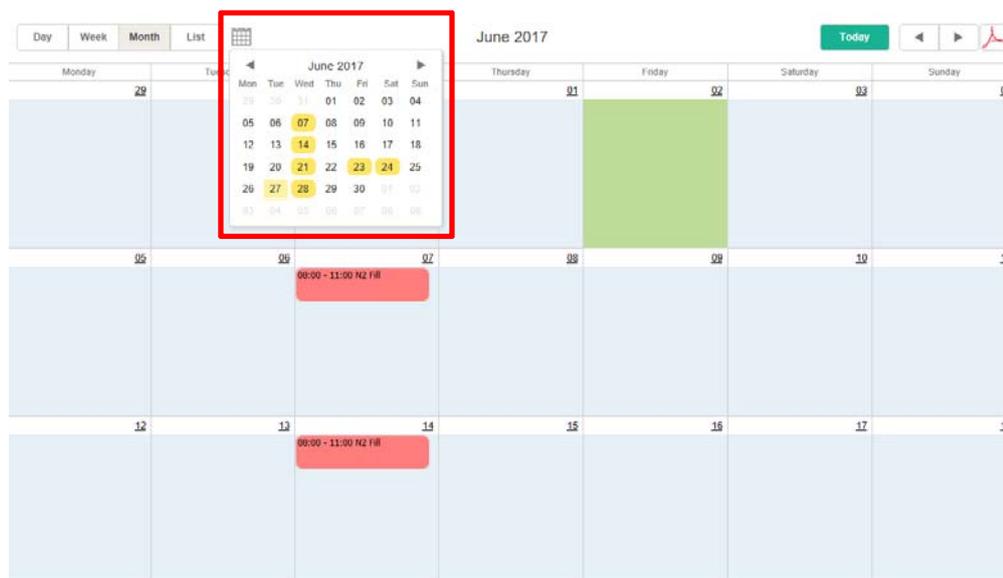
7.3 Booking

11. I have tried to cancel my bookings but was unsuccessful. What should I do?

You do not have permission to cancel bookings one day in advance. Contact staff members for assistance in cancelling such bookings.

12. How can I move to different days quickly other than clicking on prev/next button?

Add-on calendar is implemented to calendar page as shown below.



13. I am unable to make bookings as I wish. What are my booking limitations?

You are able to see your own booking quota through the booking calendar page.



📍 Facility Details

⚙️ Calendar Settings

📍 Booking Quota

👤 User Contacts

🎨 Color Codes

✉️ Email Notification

All Staff Calendar

All Service Calendar

Refresh Balance

Booked

Balance

Booking Quota

👤 Dong Zheng

Max Allowed Booking Hours/Day: 24

Max Allowed Booking Hours/Period: 1344

Allowed Booking Period: 27/06/2017 to 25/09/2017

Booking Start Time on Day: 0:00

Booking End Time on Day: 24:59

Booking on Weekend: Allowed

Min Hour per Session: 0.25

Close

14. Can I book a facility for a service and make it known to users?

Service Booking tool is only available to staff members. After a service booking is made, ACLS automatically generates a notice to the relevant users informing them that their bookings are cancelled due to service of the facility.



15. I need to cancel a booking and make it available, as the user who booked the session cannot attend. What should I do?

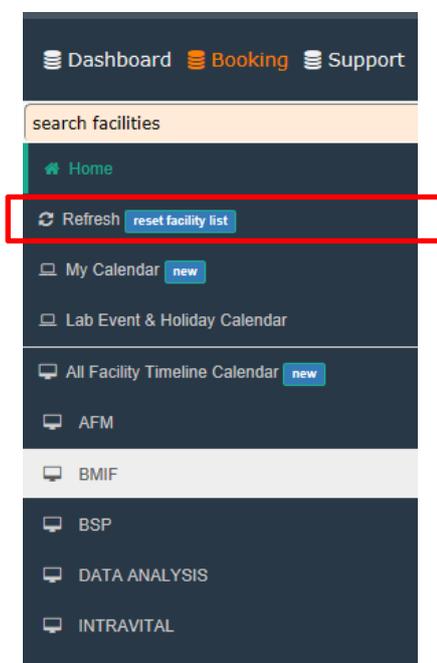
First step: cancel the user booking through service booking;

Second step: cancel the just-made service booking so the time becomes available for booking again.

16. Why can't I find a facility in the drop-down list to make bookings?

*You need a training certificate to be able to make bookings with a facility. By go to **Dashboard** -> **My Training Records**, you can check your records and also find the trainers for the particular facility.*

*If you do have a training certificate, then click on **Refresh** on **Booking Tab** to clear the system cache and reset the booking facility list.*



17. Why can users make bookings for a facility even without training certificates?

*Verify the settings in **Facility Manager** and ensure that **Training Certificate** is set to **Required**.*

18. How does the booking reminder work?

*Simply tick the **Reminder** box, and ACLS automatically sends out an email reminder to users two (2) days prior to the booked sessions.*

19. I want to change the reminder to be sent one day prior to the booked session. Can the reminder days be changed?

*Yes, go to **System Setting** -> **Configure System**, change the parameter **AdvBookingReminderDay** value from 2 to 1, or any number you wish.*



20. How does the booking confirmation notice work?

Simply tick the **Booking Confirmation** box, and ACLS automatically sends out an email notice to users immediately after bookings are made. If you don't see the box, then the system sends you the confirmation by default.

21. Why do I receive a booking confirmation without my consent?

By default, the system generates a compulsory booking confirmation. So you receive confirmation emails by default. Please contact staff members if you wish to disable this.

22. Why can't I cancel training bookings made for me?

Only the staff member making the training bookings has the authority to cancel the booked sessions.

23. If a user make bookings in error, is there a way to correct this for past bookings?

Go to **Data Logbook Manager** to edit or delete existing bookings, and to add new bookings for the user (available to staff members only).

24. How can I print the booking calendar in a printable format?

Depending on which view you choose, list, day, week or month view, click on **PDF Icon** button to generate a PDF format of the calendar.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	01	02	03	04
05	06	07	08	09	10	11

25. If we have many facilities for booking, can we display them in their facility groups?

Yes, you can. First, make sure that you set up facility groups through **Facility Manager**, then you just need to uncheck the box for the parameter **Booking Display All** in **Configure System**.

26. How can we restrict general staff from accessing all the booking functions before they are trained?

What you need to do is to turn on **Restrict Bookings To General Staff** through **Configure System**.

This only applies to the General Staff group. Any staff belonging to a Manager or Admin group won't be subject to this rule.

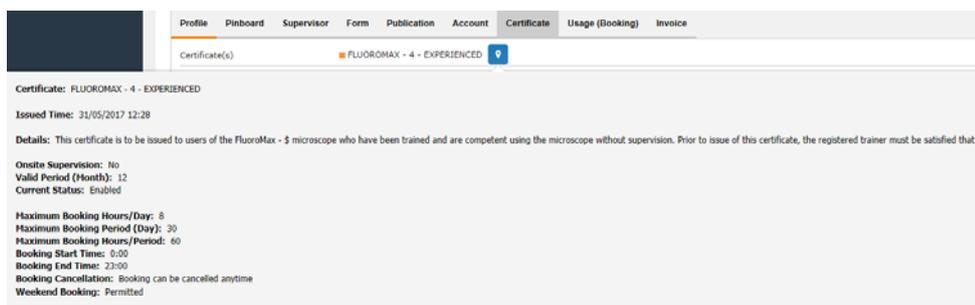
Generally speaking, if your lab is relatively large and comprised of multiple units, then it is recommended that you should turn this ON, so that only the staff in each unit can



book their local facilities. In this case, staff in other units are treated as normal users and will have to undertake a kind of user induction and training program before they are allowed to book facilities outside their own unit.

- 27. Some users are given a calendar that only shows 10 days in advance. Other users get 7 months, for example. How do I control this?**

All booking controls are defined in the training certificates. There are two ways to check certificate settings, via [User Profile Manager](#), or via [Training Manager](#).



- 28. The day and week view of the calendar for one instrument starts at 10:00. The calendars for two other instruments start at 00:00. How do I control this?**

The control is in training certificates, and nothing to do with each facility.

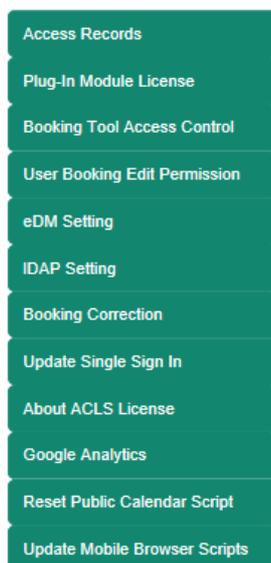
For example, if you set James as beginner on equipment #1, and if that certificate setting is from 9am to 5pm, then James can only book equipment #1 from 9am to 5pm.

- 29. Being a staff member, can I book for other users?**

Yes, you can do this through [User Booking](#) tool.

- 30. Can I disable some booking functions as they are not relevant to us?**

Yes, you can. Go to [System Settings -> Configure System](#), then click on [Booking Tool Access Control](#).





Check the functions you wish to make available to staff and users.

Configure System

Booking tool access control

Parameter	
CommercialBookingToStaff	<input type="checkbox"/>
FacilityGroupBookingView	<input checked="" type="checkbox"/>
GroupTrainingBookingToStaff	<input checked="" type="checkbox"/>
RefreshAllJobMethodCharges	<input type="checkbox"/>
ServiceBookingToStaff	<input checked="" type="checkbox"/>
SingleTrainingBookingToStaff	<input checked="" type="checkbox"/>
UserBookingToStaff	<input checked="" type="checkbox"/>

Accept

31. What is the week repeat booking?

The week repeat allows you to repeat the booking on the same day of each week. For example, if you book 2pm to 3pm on Monday, then the system books the same time on all the following Mondays for you.

32. What is the month repeat booking?

The month repeat allows you to repeat the booking on the same date each month. For example, if you book 2pm to 3pm on 22/8 and 23/8, then the system books the same time on the 22 and 23 each month.

33. Is there a time limit for the repeat bookings?

Yes. This depends on your booking permission: if you can book up to 60 days/period, then the system repeats the bookings over the next 60 days.

34. What is iCal?

iCalendar (iCal) is a computer file format that allows Internet users to send meeting requests and tasks to other Internet users, via email, or sharing files with an extension of .ics.

iCalendar is used and supported by a large number of products, including Google Calendar, Apple iCal, GoDaddy Online Group Calendar, IBM Lotus Notes, Yahoo! Calendar, Evolution (software), Lightning extension for Mozilla Thunderbird and SeaMonkey, and partially by Microsoft Outlook.

35. How do I turn off the compulsory booking confirmation for a facility?

By default, the system switches on booking confirmation to all facilities, so that users and staff receive a booking confirmation with the attached iCal files.

*However, you can switch off the compulsory booking confirmation. Go to **Facility Manager** and simply uncheck the box **Compulsory Booking Confirmation**.*

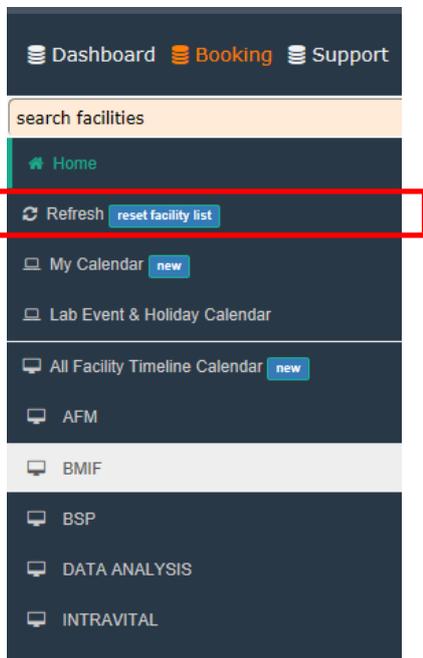
36. I can open and save the iCal files to Outlook, but how can I share this with a web calendar such as Gmail?

You have to import the iCal file to the web calendar.



37. I cannot see the Facility on the calendar menu even though I have the training certificate for the facility, why?

As ACLS caches the list for quick system access, so users need to click on **Refresh** to reset the cache if they cannot see the facility in the list.



38. Can I set week view as my default calendar view instead of month view?

Yes, go to **Calendar Settings** to make the change.

39. The system sets the time interval to 15m, why can't I book from 4:30pm to 5pm today if the current time is just past 4pm, for example, 4:10pm?

The calendar sets the blocks in one hour units. In this case, the current time is 4:10pm, so the calendar is blocked until 5pm. However, you can allow current hour booking permission by changing the parameter **Enable Current Hour Booking Change** through **System Settings** -> **Configure System**.

40. Can I set different booking time intervals for different facilities, for example, instrument A for one hour, instrument B for 15 minutes?

Yes, through **Facility Manager**, you can set a minimum booking unit for each facility.



Edit/Add Booking Facility

[Return](#)

Facility Name	AFM_Catalyst (Lowy)
Facility Group	AFM
Facility Image	 Upload Facility Image
Description	<p>The Bruker BioScope Catalyst™ Atomic Force Microscope (AFM) system can provide high resolution (nm) topographical data of biological systems such as living cells. The instrument works in tandem with an inverted optical microscope, which is also capable of fluorescence microscopy and has a heated stage for live cell imaging.</p> <p>The optical microscope allows for the quick location of regions of interest on a sample which can then be imaged at higher resolution with the scanning probe microscope. The AFM creates high-resolution images of a sample's surface by scanning a sharp tip over the sample and measuring the changes in the tip via</p>
Location	
Facility Type	Research Equipment
Catalogue Access	Local
Min Hour per Session	0.25
Min Booking Unit	<input checked="" type="radio"/> 15 Minutes <input type="radio"/> 1 Hour
Multiple Bookings At Same Time	<input type="radio"/> Permitted <input checked="" type="radio"/> Not Permitted
Compulsory Booking Confirmation	<input checked="" type="checkbox"/> (Tick to make email booking confirmation compulsory)
Booking Alert	<input type="checkbox"/> (Tick to enable booking alert for trainers)
Training Certificate	<input checked="" type="checkbox"/>
Pre-Approval Booking	<input type="checkbox"/>
Booking Enable	<input checked="" type="checkbox"/>
Operation Status	<input checked="" type="checkbox"/> (Tick to be operational)
CHARGE RATE	
Charge/Hour (\$) (UNSW Account)	40
Charge/Hour (\$) (External Invoice)	40

41. What is the difference between Booking Calendar and Data Logbook Manager?

Booking Calendar is used to make bookings in the future, while *Data Logbook Manager* handles bookings in the past.

42. For User Booking tool, it seems that the maximum hours booked for a user can exceed their group time allocation?

There is no control over user booking limit. Therefore, staff can increase user bookings if there is a need. You can switch this off if you don't want it open to staff.

43. How can I make a service booking in a past time?

*You need to go to **Data Logbook Manager**, choose **service booking** from the drop down list under **User**. However, you cannot use this service booking to overwrite other bookings that were implemented in **Booking Calendar**.*



Facility: AFM_MM8 (F10) (Business Hours: 0:00 - 17:00)

Description: User Event

User: **Scheduled Service Booking**

Account: --

Notes:

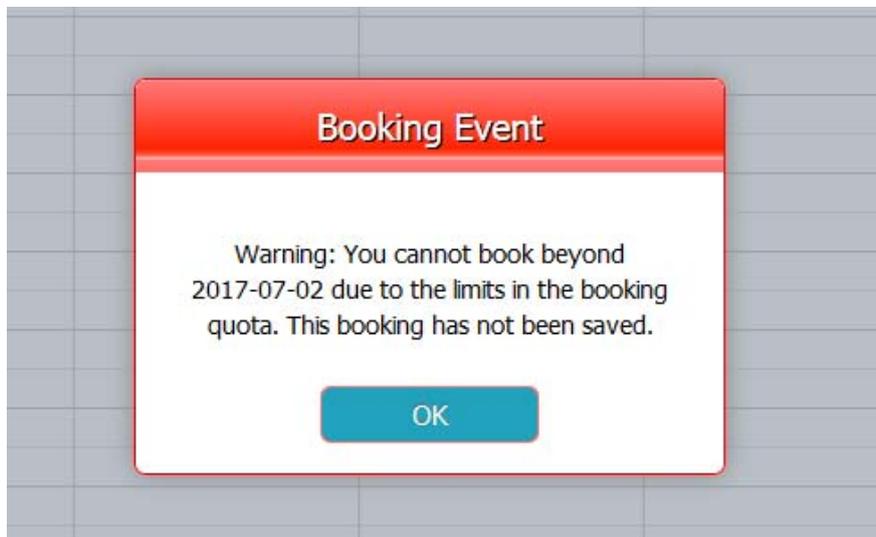
Time period: 00:00 | 14 | May | 2015 - 00:15 | 14 | May | 2015

Buttons: Ok, Cancel, Delete

44. Can I change an “approved” booking to “unapproved”?

No.

45. What does system tell me if I see the following booking error message?



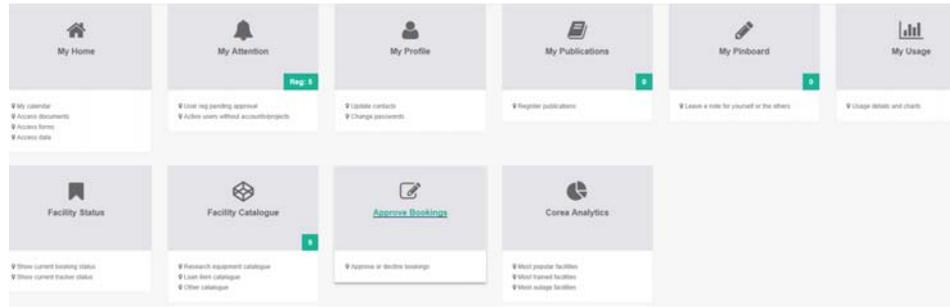
The message means that users certificate only allows them to book no more than 2 days in advance. For example,

Id	Code	Certificate Title	Details	Booking Settings	Tracker Double Supervision	Booking Alert	Valid Period (Month)	Status	Last Update	Record Created
818	AFM_MM8	HT77004 - B-S		Maximum Booking Hours (Day): 4 Maximum Booking Period (Day): 2 Booking Start Time: 8:00 Booking End Time: 17:00 Booking Cancellations: Booking can be cancelled anytime Weekend Booking: Permitted	Yes	No	12	Enabled	on 07/02/2017 10:23	04/01/2017
819	AFM_MM8	HT77004 - A-HRS			No	No	12	Enabled	on 07/02/2017 10:23	04/01/2017

46. How can I approve bookings?

There are 3 ways to get an unapproved booking.

- Direct approval link in the email
- Approve the bookings on Calendar page
- Approve the bookings on Dashboard



47. What if I decline the wrong bookings but wish to restore?

The only way to resolve this is to make a new booking for the same user.

48. Is there any way of changing the settings so that future bookings can be made more than 3 months in advance?

Yes, you need to change the settings of training certificates to extend the max days/period to more than 90 days.

49. Can I book multiple facilities on the same calendar page?

Yes. The timeline lays the foundation to the future one calendar for all facilities, that is the ultimate goal to have the best scheduling and appointment calendar in the world, and we are getting very close to that.

People often ask how they are able to see more facilities on a single calendar, so they can book a few at one place. The most important is that in some cases, they need to book two or more at the same time due to the instrument coupling mechanism. With the new timeline, yes, that is possible now.

What is next move? Auto-queuing booking, form builder and booking with the built form are on the way. Auto-queuing booking is part of AI process, so you can tell system to submit booking ticket, then system handles the rest for you, similar to queue for dinner seats at restaurant. I'd like to keep the details from you till it is ready online.

As usual, we'll start local trial and deliver this version to all labs in May.



50. We run a few hundreds of facilities. When I book a lab event, I close all facilities for bookings for the lab event time. However, I want to open a few facilities for bookings, how can I do so?

Only system administrator can do so. Go to System Settings -> Configure System -> Booking Correction to cancel the lab event bookings.



Configure System

Restore and cancel bookings

You are able to cancel faulty bookings if you suspect the event booking confliction not working properly.

Month: July

Year: 2017

Facility: Choose facility from the list

Cancel/Restore Faulty Bookings

Configure System

Restore and cancel bookings

Faulty Bookings Cancellation - July 2017

Event Code	Type	Facility	User	Start Time	End Time	Repeat	Note	Status	Booked Time	Last Change Time	Staff
<input type="radio"/> 31732	Service Event	APM_Catalyst (Lowy)	Service Booking User	04/07/2017 14:00	04/07/2017 17:00			Active	04/07/2017 09:48	04/07/2017 09:48	Celine Heu
<input checked="" type="radio"/> 31871	Service Event	APM_Catalyst (Lowy)	Service Booking User	10/07/2017 08:00	10/07/2017 10:00			Active	07/07/2017 15:35	07/07/2017 15:35	Celine Heu
<input type="radio"/> 31937	Service Event	APM_Catalyst (Lowy)	Service Booking User	13/07/2017 10:00	13/07/2017 17:00		Stephen Holley	Active	10/07/2017 16:32	10/07/2017 16:32	Celine Heu
<input checked="" type="radio"/> 31977	User Event	APM_Catalyst (Lowy)	Salah Mansour	14/07/2017 10:00	14/07/2017 13:00			Active	11/07/2017 11:23	11/07/2017 11:23	Celine Heu
<input type="radio"/> 31981	Training Event	APM_Catalyst (Lowy)	Daniel Neves	12/07/2017 13:00	12/07/2017 15:00			Active	11/07/2017 14:49	11/07/2017 14:49	Celine Heu

Cancel Restore Clear Notes

7.4 Group Booking

51. Is an email notice automatically sent to the users who are booked for?

Yes.

52. Can Group Bookings be cancelled?

Yes, however, you can only cancel a group training booking made by yourself. If you want to cancel a group training booking made by other staff, please do so through Service Booking.

53. Are Group Bookings included in reports?

No. A separate group booking report function is added. Hence, group training bookings won't be part of reports or invoices. In the current design, group training bookings are treated as special bookings. You have to manually integrate group booking data into a report if needed.

7.5 Update User Information

54. How can I change my login name and password?

You cannot change your login name once your registration is complete. However, you are able to update your password at [My Profile](#).



*If you are the administrator of the system, then you are able to reset any user's password at **User Profile Manager**. The new password is sent to the user by the system after each change.*

55. How can I update my information, such as change of contact details?

*Login and click **My Profile** to update your profile information.*

56. I cannot find a particular user using the search function. Why?

Users are separated into two categories: active and inactive.

*When searching, you have to select the search range. The default is the range of **active** users.*



User Profile Manager

User Registration Process Online Registration LDAP User Status Full Search

User Name Any set of letters which may exist in user name or surname

Search By user name login name user code

Search Range Active Users (348) Inactive Users (458) All Users (806)

57. Why is user access disabled on the day following reactivation?

*This happens if **User Photo Availability Check** is turned on. The system applies a daily check against active user photo availability. If the photo 'non-existing period' is longer than the days set out in **Configure System** parameter **Deactivate If No Picture Period** settings, then that user's access to the system is deactivated automatically. However, this does not apply to System Administrators.*

58. Is it possible to restrict certain user access?

*Yes, uncheck the box **activate user entry** through **User Profile Manager**.*

59. Why can't we see 'Export To Excel' in the dropdown menu of User Profile?

*ACLs checks against the signature excel file before giving you permission. Simply, run eDM test to resolve this. Please refer to **Appendix I** for detailed information on how to create an Excel signature file.*

60. Can all staff access 'Export To Excel'?

No, this is only available to admin staff.

61. Which MS Office versions are certified with eDM?

eDM only works with MS Office 2007 or MS Office 2010. Earlier versions are NOT supported.

62. What would be implications for double profiles to the same user?

Sometimes, the same user registers twice over a long period of time, and admin does not check against record properly. System does auto-check against email address to prevent double profiles, however, the user may use the different email address to skip the auto-check. When staff select the user from dropdown list for different jobs, system may pick one out of two profiles, for example, when you set up a certificate to a user, staff may select the wrong profile. As the result, the user cannot book the facility.

7.6 Update User Supervisors

63. How can I set up supervisors for a user?

*Go to **User Profile Manager**, find the user and then go to **Supervisor** tab to **Edit User Supervisor**.*



Profile: Abhirup Das

Profile Supervisor Form Publication Account Certificate Usage (Booking) Invoice

Supervisor ■ Lindsay Wu

[Edit User Supervisors](#)

Click on the button and you can add multiple supervisors, but you can only set one of them as the 'default for invoicing' supervisor.

EDIT USER SUPERVISORS:

Supervisor	Supervisor Code	School/Organization	Default for Invoicing	Suspended	Delete
Lindsay Wu	133	SOMS - School of Medical Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Choose supervisor from the list if you wish to add new supervisor

[Accept Changes](#) [Reset](#)

64. What do you mean 'default for invoicing'?

You are able to compile invoice statements through ACLS. Each invoice statement is raised against a supervisor who is the 'default for invoicing' supervisor.

65. How can I delete a supervisor set as 'default for invoicing'?

You cannot delete or suspend a supervisor set as the 'default for invoicing'. You need to set another supervisor as the default, or add a new supervisor as default. Each user must have at least one default supervisor.

66. Can I set more than one supervisor as 'default for invoicing'?

No. In most cases, you can only bill one. If you need to have multiple supervisors for invoicing, please contact us to discuss further.

67. I have a situation where I need to bill multiple supervisors for one user's sample job, how can I do this as the system only permits one default supervisor for billing or invoicing?

Unfortunately, you can only nominate one supervisor for billing. You will need to change the default supervisor through user profile manager before raising the invoice each time.

68. Can I set supervisor as inactive since the supervisor leaves the organisation?

Yes. You can set to active or inactive by ticking the checkbox of **Status**.



Supervisor Manager

[Edit/Add supervisors](#)

Search Supervisor

Title	Dr. ▼
Supervisor Name	Carola Holstrom
School/Organization	CMB ▼
Work Phone	<input style="width: 100%;" type="text"/>
Work Fax	<input style="width: 100%;" type="text"/>
Mobile Phone	<input style="width: 100%;" type="text"/>
Email	<input style="width: 100%;" type="text"/>
Work Address	<input style="width: 100%;" type="text"/>
Status	<input checked="" type="checkbox"/>

Accept
Reset

7.7 Data Report and Invoice

69. How can I generate a billing invoice?

There are two ways to generate invoice statements, through **Batch Invoicing**, or click on **Booking Invoicing** to produce a printable invoice for each charge to a supervisor according to the booking data or usage log data.

Click on **Sample Invoicing** to produce a printable invoice for each charge to a supervisor according to the completed sample jobs.

70. What if I make a mistake when creating a sample job invoice?

Go to **Find Invoices** and then click on **Cancel Sample Jobs Invoice** to be able to edit a job.

71. What happens after sample jobs are taken for invoicing?

Those jobs are considered to be invoiced and closed. They are not available for further editing.

72. Can we disable invoice statement access to supervisors?

Yes, you can. You just need to uncheck the box for the parameter **Invoice Accessible By Supervisor** in **Configure System**.

73. We deploy ACLS tracker to track the true usage of research equipment. Can we see the booked hours and tracker hours on the report?

Yes. Go to Report -> Booking Report -> Facility Booking Report to see both hours.



Booking Report - Facility
 Report for June 2017
 EPMA 8500

Show 500 entries Search Copy CSV Excel PDF

Showing 1 to 7 of 7 entries

User Name	School/Organization	Supervisor	Account	Account Charge/Hour	Booked Hours	Tracker Hours	Charges
Karen Prival	Electron Microscope Unit	Richard Tilley	UNSWA-ELECMICR-BA101-PSW1733	\$0.00	10.00	22.47	\$0.00
Markus Gogouvilis	BEEES	Marin Kramendonk	UNSWA-ACA-RES80-RG142035	\$35.00	6.00	5.50	\$210.00
Lila W. Gurba	BEEES	Lila Wanda Gurba	UNSWA-BEES-RE349-RM10319	\$35.00	21.00	24.76	\$735.00
Total (Service Booking Hours)					0.00		
Total (Operation Booking Hours)					37.00		
Total					37.00		\$945.00

Previous 1 Next

7.8 Batch Data Report

74. What are the benefits of using bDRT?

bDRT runs all booking reports and usage reports at the one time. Without bDRT, you would need to run reports one by one for each facility, or each school or organization. bDRT improves reporting productivity by at least a factor of 10.

Furthermore, bDRT runs report-like transactions. In other words, through bDRT, you store the entire report as one transaction record. Any changes to your pricing policy won't have any effect on the prepared report unless you run the bDRT again with the new pricing settings.

In future ACLS versions, reports through bDRT can be polled by HQ (Headquarters) Report Polling, and this will bring the ACLS reporting level up to an enterprise system.

75. What are the differences between bDRT and Booking/Usage Data Report function?

As explained above, bDRT runs all booking reports and usage reports at the one time, and bDRT runs report-like transactions.

Booking/Usage Data Report is a manual process that doesn't store results but shows a report at the time you run it.

Over years, bDRT will provide you with an entire history of all a facility's running reports.

76. Why are there two kinds of data reports: Booking Reports and Usage Reports?

Regardless of your system configuration, Booking Report uses the booking data for reporting and billing, Usage Report uses the console logs for reporting and billing. bDRT produces two kinds of reports so that you can compare them against each other: booking vs usage.

77. How can we access the generated reports?

Go to [Report Manager -> Batch Report](#), click on the [Access Batch Data Reports](#) button to access. The system sorts the reports by year index.

Furthermore, the system provides different options for sorting to assist you with your reporting needs.



78. What do we need to prepare before running bDRT?

*It is good practice to check booking and usage data integrity before running **bDRT** each month, to make sure the booking data and usage logs are correct. In particular, you should go to **Data Logbook Manager** to check the usage logs and correct those picked up by the system. The wrong logs are highlighted in red.*

If there are any errors, you can re-run the reports anytime.

79. How can we export the reports?

*You can easily export a report to an external Excel file. First, you need to go to **Batch Report**, continue as detailed at **Chapter 6.22**.*

80. What happens when the system is running bDRT in the background?

*During the short period of time that **bDRT** is running, the system shuts down the reporting and invoicing modules so no others can run the reports and invoices at the same time.*

When the process is complete, the system resumes reporting and invoicing modules.

81. How can I access the EXCEL files generated previously?

*Click on **Excel Tab** to access, then click each link to expand for details.*

The screenshot displays the 'Access Excel Files' page. At the top, there is a navigation bar with tabs for Dashboard, Booking, Support, Publication, Sample, Survey, Excel (selected), and Staff. Below this, the page title is 'Access Excel Files' with a sub-link 'Click tabs to access'. A secondary navigation bar includes 'Batch Report', 'Facility', 'Publication', 'Training Report', 'Training Record', and 'User Profile'. The main content area is divided into sections: 'Monthly Booking Reports' (expanded), 'Monthly Usage Reports', 'Period Booking Reports', and 'Facility Booking Type Period Booking Reports'. The 'Monthly Booking Reports' section contains six report cards, each with a bar chart icon and text indicating the report name (e.g., 'BookingReport-January-2016-18-08-2016.xlsx'), creation date, and creator.

82. What if I export the data report more than once on the same day?

If you export the same monthly report on the same day, then the previous report will be overwritten. However, if you do so on a different day, then you will have multiple copies of the same monthly report. This can be used to track the changes of data in some cases.

83. Can I export in my template?

You are not able to do this yet. If you wish to, please contact us to discuss further.

84. Can the invoice statements be PDF instead of HTM?

Not yet. A PDF converter will be introduced to ACLS in the future.

**85. How can I search for the invoice statements I want?**

A new search tool is provided through **Invoice Manager -> Find Invoice**. Simply enter part of a supervisor's name or invoice number, and the system shows the search results for you.

Find Invoices

Cancel Sample Job Invoice

Selection of Booking Invoice:

Choose invoice from the list ▼

Selection of Sample Job Invoice:

Choose invoice from the list ▼

Selection of Cancelled Sample Job Invoice:

Choose cancelled invoice from the list ▼

Key Words to Search Booking Data Invoices: (any part of supervisor name, or of invoice number)

Search

86. What if I change the data and need to redo the invoices?

You just need to re-run **bDIS**. The system only keeps one valid invoice statement for each supervisor per month.

87. What if I want to change the format of an invoice statement?

Please contact us to discuss this further.

7.9 Manage Account Budget**88. How does Budget Manager deal with tax?**

ACLS is not a certified finance system, so no tax is dealt with. If necessary, you will need to enter payments and costs after tax. For example, if you receive \$200 + tax, what you need to do is to register this payment as \$200.

89. What if I correct errors in the booking or usage data after doing a rollover?

Once you have done a rollover, the system has no way to roll back. To fix this, you need to create either a payment or a cost to offset the error in the balance.

90. What happens to the budget envelop after rollover?

Once you have finished a rollover, you can only make minor changes to the budget, such as expiry date, rollover enable, email alert enable and days to deactivate account.



91. What is the implication of payment or cost entry date?

The system runs a rollover each month, so the payment or cost entry date is used to decide whether the payment or cost entry will be taken for rollover. For example, if you set the entry date to Feb 2010, then this payment only takes effect for the Feb rollover.

92. Can all budget rollovers be done at the one time?

The current version only offers manual rollovers.

93. Do we have to use the budget manager? Why budget manager?

Budget Manager is designed to assist you in managing account cash flow and balance. You don't have to use this option.

The benefits of budget manager are obvious even if you don't want to do a rollover each month.

- Case #1:

You can use budget manager to do bookkeeping only, recording all the payments and costs.

- Case #2:

If you want to know what total charges over a year or a period of time relate to a chosen account, or to a particular user group; even if you don't want to trigger the user to make an advance payment to top up the account balance.

94. Can an expired budget envelop be reactivated?

Yes, you can reactivate budget envelops that have expired within the last 3 months.

7.10 User Training & Certification

95. How do I register user training certificates?

*All listed trainers (staff members ONLY) can issue certificates of training to users. Click on **User Profile Manager** and open the user profile page. Go to **Certificate** tab, **Edit User Certificates**.*

A trainer can only issue a certificate for the facility for which he/she is certified as a trainer.

Profile: Abhirup Das

Profile	Supervisor	Form	Publication	Account	Certificate	Usage (Booking)	Invoice
Certificate(s)			<ul style="list-style-type: none"> ■ ECLIPSE TI-E EXPERIENCED ■ INTRAVITAL NIKON A1 - GENERAL 				
<p>Edit User Certificates</p> <p>History of Training Records</p>							



96. Why can't I find the trainer from the drop-down list in Training Manager?

Only staff members (minimum level of general staff group) can be granted trainer access.

97. Who has authority to set up trainers and certificates?

The System Administrator, administrative staff and lab managers can edit and add trainers and certificates.

98. How do I know I am a trainer for certain facilities?

There are two places you can check for this:

- **Dashboard -> My Training Records**
- Go to your profile through **User Profile Manager**, the system shows you what facilities you are listed as trainer.

99. How do I see who has been issued with training certificates in a particular period?

*Go to **Report Manager -> Training Certificate Report**, you can compile a summary over a month or a period of time.*

Training Certificate Report
9 Certificate Report By Month: June 2017

Export to EXCEL

Show: 500 entries Search: Copy CSV Excel PDF

Showing 1 to 26 of 26 entries

Facility	Facility Group	User Name	Certificate	Issued Time	Trainer
AFM_MMS (F16)	AFM	ZHENGYI WEI	AFM MMS - GENERAL	03/06/2017 16:18	Celine Heu
FluorMax - 4	BMPF	David Chang	FLUOROMAX - 4 - GENERAL	23/06/2017 09:05	Alex Macmillan
HAL (Data Analysis Machine 2)	DATA ANALYSIS	Litmal Alapathi	HAL (IMAGE ANALYSIS WORKSTATION)	06/06/2017 12:58	Michael Camell
HAL (Data Analysis Machine 2)	DATA ANALYSIS	Fan Chen	HAL (IMAGE ANALYSIS WORKSTATION)	23/06/2017 12:27	Sandra Fok
Leica SP8 DLS	BMPF	Young Chan Kang	LEICA SP8 DLS - GENERAL	01/06/2017 12:27	Alex Macmillan
Leica SP8 DLS	BMPF	Hahri Gandhi	LEICA SP8 DLS - GENERAL	20/06/2017 11:28	Celine Heu
Leica SP8 DLS	BMPF	Narges Bayal	LEICA SP8 - EXPERIENCED	05/06/2017 23:58	Iveta Slapelova
Nikon A1 Spectral Confocal Microscope	BMPF	Nichole Giles	NIKON A1 SPECTRAL - GENERAL	23/06/2017 14:58	Michael Camell
Olympus FV1200	BMPF	Liyuan Wang	OLYMPUS FV1200 - GENERAL	21/06/2017 18:33	Sandra Fok
Olympus FV1200	BMPF	Alexander Dupuy	OLYMPUS FV1200 - GENERAL	26/06/2017 09:59	Michael Camell
Olympus FV1200	BMPF	Aaron Gilmore	OLYMPUS FV1200 - EXPERIENCED	13/06/2017 17:38	Sandra Fok
Orac (Data Analysis Machine 1)	DATA ANALYSIS	Litmal Alapathi	ORAC (IMAGE ANALYSIS MACHINE)	09/06/2017 14:33	Michael Camell
Orac (Data Analysis Machine 1)	DATA ANALYSIS	Mijong Park	ORAC (IMAGE ANALYSIS MACHINE)	22/06/2017 12:28	Sandra Fok
Orac (Data Analysis Machine 1)	DATA ANALYSIS	Mil Patel	ORAC (IMAGE ANALYSIS MACHINE)	07/06/2017 13:53	Sandra Fok
Orac (Data Analysis Machine 1)	DATA ANALYSIS	Fan Chen	ORAC (IMAGE ANALYSIS MACHINE)	23/06/2017 12:28	Sandra Fok

100. In Training Manager, the drop-down list only shows about 6 instruments and we have quite a few more than this. What have we done wrong?

*Please check the operation status. Only **Active** instruments can be set up for trainers and certificates. Go to **Facility Manager -> Booking Facility Chart**.*



101. I want to give a facility training certificate to a user, however it does not appear on his list of certificates when clicking on Edit User Certificate, what do I need to do about this?

The reason for this is you are not listed as a trainer for the facility. Go to [Staff Resources](#) -> [Training Manager](#) to set up a trainer.

102. The staff is set as the equipment trainer. When he goes to user profile, why can he not see the certificate in Edit User Certificate as show below?

The possible cause is that either you haven't set up the training certificate, or the certificate is disable.

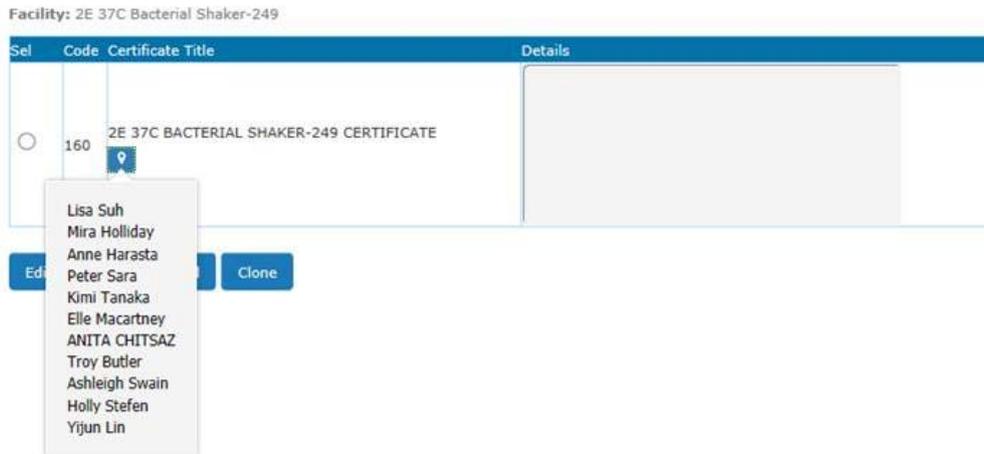
103. I'm trying to find out how to get a list of certificate holders for a particular piece of equipment so I know who has booking rights and who doesn't. Where can I find this?

There are two ways to get this information.

Go to user profile manager, click on full search button to open the full search panel, then select the certificate of that instrument to find all holders

Or,

Go to staff resources -> training manager, select the facility and click on 'certificate registration' to see the certificate details, click on the marker to see the holder details.



7.11 Register Forms and Documents

104. What is Form Repository Manager?

This provides a form repository registry to the labs. It can centralize the storage of the signed induction/ safety/ OHS/ access/ subscription procedures, forms and papers electronically. We recognize the need to record and archive those documents over years, so with Form Repository Manager, users and staff can easily track and access the form records.

105. How does Form Repository work?

The operation is easy to understand and straightforward. You can upload any number of documents (PDF only) to an individual user.

Furthermore, staff can access the recorded forms on [Dashboard](#), and each user can access their own forms and documents when they logon to ACLS.



Form Repository Manager

Register form

User Selection: Aaron Gilmour

Type of Form: Induction Form

Form in PDF: Induction Form Upload (pdf only) ...

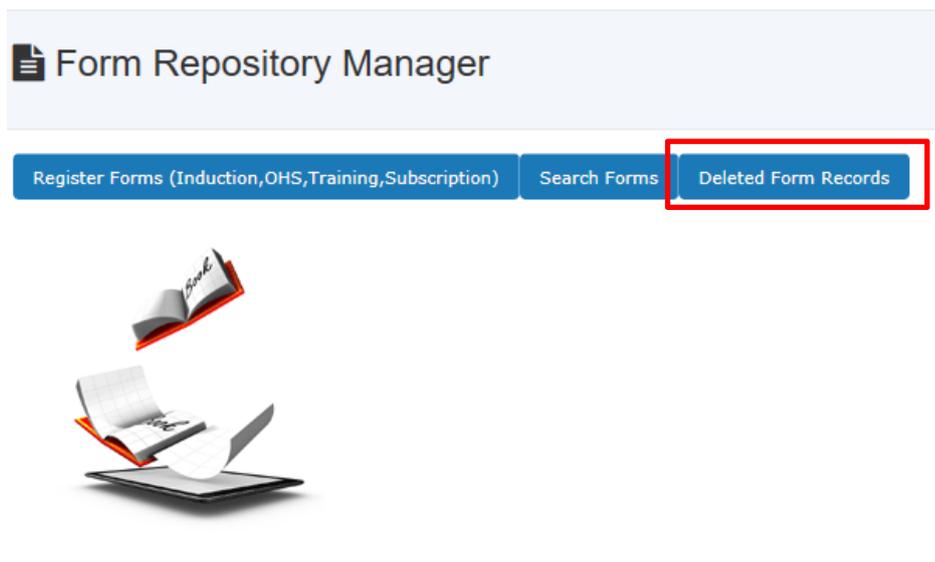
Note: [Empty text area]

Save To Form Registry

<p>Delete</p> <p>Induction Form-378-16-08-2013-329.pdf User: Aaron Gilmour Added: Lev Lewis on 8/16/2013</p>	<p>Delete</p> <p>OHS Form-378-19-11-2013-398.pdf User: Aaron Gilmour Added: Lev Lewis on 11/19/2013</p>	<p>Delete</p> <p>OHS Form-378-20-11-2013-404.pdf User: Aaron Gilmour Added: Lev Lewis on 11/20/2013</p>
--	---	---

106. What if I want to restore removed forms?

Click on **Deleted Form Records** to restore. However, you can only restore the forms that have been removed within the last year.





107. How can I set up multiple sub-folders for general documents?

You can add, edit or delete sub-folders up to 3 levels after the root directory. Click on 'Add/Edit General Document Sub-Folder' button to commence. The system clearly shows the already-created folder hierarchy.

The screenshot shows the 'Document Repository Manager' interface. At the top, there is a header with a document icon and the title 'Document Repository Manager'. Below the header is a sub-header 'Edit/Add folders'. The main area contains a form with the following fields:

- Folder Name:** IncuCyte (with a dropdown arrow)
- Parent Folder:** Microscopes
- Status:** Active
- Folder Code:** 5
- Record Updated:** 04/01/2013

Below the form are four buttons: 'Edit', 'Delete', 'Add', and 'Reset'. Underneath the form is a folder hierarchy tree titled 'General Documents (Folder View)'. The tree structure is as follows:

- General Documents (Folder View)
 - Microscopes
 - IncuCyte
 - OHS
 - Risk Assesments

The system supports 3 operations: add new folder, edit the existing folder, and delete the unwanted folder if there are no files in the folder.

The screenshot shows the 'Document Repository Manager' interface. At the top, there is a header with a document icon and the title 'Document Repository Manager'. Below the header is a sub-header 'Edit/Add folders'. The main area contains a form with the following fields:

- Folder Name:** (empty text box with a note: '(single quotation mark " shall not be used!)
- Note:** Max levels of sub-folders are up to 3 after root directory.
- Parent Folder:** Root (with a dropdown arrow)
- Status:**

Below the form is an 'Accept' button. Underneath the form is a folder hierarchy tree titled 'General Documents (Folder View)'. The tree structure is as follows:

- General Documents (Folder View)
 - Microscopes
 - IncuCyte
 - OHS
 - Risk Assesments

108. What documents should I upload as general documents?

Examples of documents for general access are lab operation policy, safety work requirements, induction procedures, etc.

109. What should I upload as facility documents?

Facility documents are categorized per facility. Examples of documents for facility access are instrument operation guide, tutorial materials, etc.

110. Should I upload facility maintenance contracts, or service agreements as facility documents?

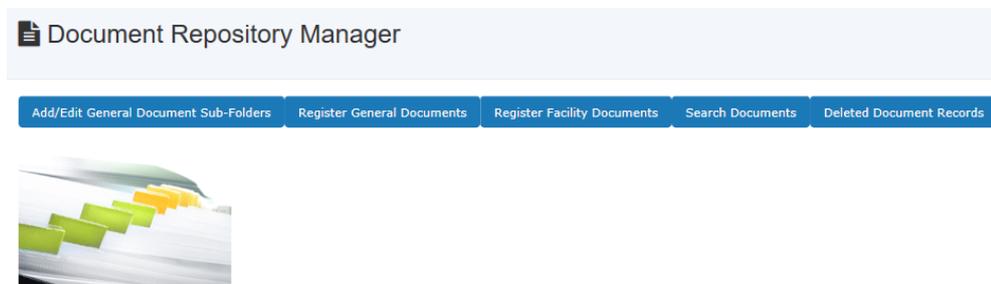
No, you should not. **Facility Contract Depository** will be provided in the future.

**111. What is the maximum file size for upload?**

The maximum size is 20MB per file.

112. How can I view the history of deleted files?

You can view the records by clicking on [Deleted Document Records](#).



Even if you can see the history, you won't be able to recover the deleted documents.

113. What is the difference between documents and forms?

There are two categories of documents: general and facility. But the forms are registered to each user.

7.12 Track Training & Support Requests

114. What if the request is closed by staff?

The system does not allow any further responses to closed requests. If you wish to re-open any request tickets, please contact the system administrator.

115. What happens after the system receives a request submitted by a user?

The system sends an email notice to the 'Contact Us Email' defined in the system settings. If you wish to have more staff receiving the notices, please go to [Email Receiver](#) to set this up. When staff respond to the request, the system also sends a short notice to the user who submitted the request.

7.13 Track Samples

116. What if I have added the wrong method to the sample job?

You are able to delete the method from the job as long as the method is not checked-in.

117. How do I collect all the job data for reporting?

ACLS provides a tool to facilitate the handling of work. Select the month, year and the sort option.



Job Reports

📍 Operation Group: ICP

Month: June ▼

Year: 2017 ▼

- Tick for Completion Report by Job
- Tick for Completion Report by Customer/User
- Tick for Completion Report by School/Organization
- Tick for Completion Report by Account
- Tick for Completion Report by Sample Type
- Tick for Completion Report by Method

Accept

118. What is the size limit for file uploading?

It is 10MB. For larger files, the use of FTP is recommended. Contact the ACLS System Administrator.

119. What kind of files can I upload?

ACLS supports the following file formats when uploading:

- Xls/xlsx
- doc/docx
- pdf
- zip

120. How do I edit jobs with the same job number?

*ACLS comes with an **Auto-Correct Job No** tool. By running this tool, all the incorrect jobs are restored with their correct job number.*

Configuration

📍 Operation Group: ICP

Define Methods
Define Sample Types
Auto-Correct Job No

Refresh Job Cost
Reopen Job To Edit

121. How do I edit a finished job?

If the job is invoiced, you must cancel the invoice first to release the job.

*If the invoice for the job is not completed, you can **Reopen Job To Edit**.*

However, this is only available to the ACLS System Administrator.



122. How can a customer or user download results through the system?

Click **Access Sample Reports** on **Dashboard** to go to the download page. ACLS verifies the user details and displays the records and the download links according to the year index.

The screenshot shows a user interface titled 'My Home'. At the top, there is a navigation bar with several buttons: 'Lab Calendar', 'Access Documents', 'Access Forms', 'Access Data', 'Access Invoices', 'Access Sample Reports' (highlighted in orange), and 'Access Sample Job Summary'. Below the navigation bar, there is a 'User:' dropdown menu showing 'Adam Hartland'. Underneath, there is a section titled 'Sample Reports' containing a list of report entries. Each entry includes a report ID, job number, and dates for input and output.

Report ID	Job No.	Date In	Date Out
Report ICP-2011-652	ICP-2011-652	24/10/2011	26/10/2011
Report ICP-2011-746	ICP-2011-746	05/12/2011	05/12/2011
Report ICP-2012-59	ICP-2012-59	31/01/2012	02/02/2012
Report ICP-2012-67	ICP-2012-67	06/02/2012	21/02/2012
Report ICP-2012-237	ICP-2012-237	18/04/2012	24/04/2012
Report ICP-2012-344	ICP-2012-344	04/06/2012	08/06/2012
Report ICP-2012-364	ICP-2012-364	13/06/2012	14/06/2012
Report ICP-2012-468	ICP-2012-468	30/07/2012	03/08/2012
Report ICP-2012-555	ICP-2012-555	31/08/2012	06/09/2012
Report ICP-2012-619	ICP-2012-619	21/09/2012	21/09/2012

7.14 ACLS Tracker

123. What if there is no communication between the tracker and the ACLS server?

A loss of communication between the tracker and the ACLS server could be caused by a number of reasons:

- Loss of network
- ACLS server down
- ACLS server rejecting tracker request due to the incorrect server IP configuration
- Network Firewall
- Wrong server IP setting in tracker configuration file

The tracker has a built-in feature that detects connection with the ACLS server at all times.

124. Why does the tracker open the 'Staff Authentication Page' on user login?

If you set the training certificate of the facility to require onsite assistance, the server asks the staff on login to ensure the user is under supervision. This applies to those users under training certificates, as they won't be able or allowed to perform the experiment alone.

125. Are there any local log files for the console so that we are able to track the operation in case of network loss?

Yes, you can go to **c:\program files\acls lab system\acls tracker\logs** to retrieve the logs. A log is created each day and updated every 5 minutes. For example, a user logs in and fails to logout properly due to network loss, then the log file provides the user login/logout information as backup.



- 126. Why does the tracker show 'Invalid certificates' when the user does have the certificate of the instrument?**

This is caused by the reserved characters used in user's password. The following characters are reserved for the tracker:

!
/
:
&

To login through the tracker, a user password cannot contain those characters.

7.15 Access Experiment Data

- 127. How can we integrate our FTP service with ACLS?**

Data storage and access is a complex subject. Please contact us for more details.

- 128. How can users access data through ACLS?**

Through [Access Data](#) on [My Home](#), users can retrieve FTP access information, or use the provided FTP link to access data through Internet browsers.

- 129. Is FTP secure?**

FTP is a kind of non-encrypted data service, so it is not secure. However, FTP offers a handy tool to users to access non-classified experiment data and reports. Secure FTP (ftps) will be integrated into ACLS in the future.

7.16 LDAP

- 130. Where can I find LDAP implementation information?**

Please refer to [Appendix I](#) for detailed information regarding LDAP implementation.

- 131. What if LDAP stops working?**

The System Administrator should maintain a local access login so that they can logon to ACLS when LDAP is not working, for example, if the LDAP server is down, or the network is not working, etc. Then, when LDAP is not working, they can logon to ACLS and run an LDAP connection test to confirm.

- 132. What if I run the pre-configured LDAP to turn LDAP on to everyone?**

The system turns on LDAP to all users and staff except for admin staff and the System Administrator. If you wish to turn this on to admin staff and the administrator, then you have to edit individual profiles to do so. However, we strongly recommended that you



DO NOT turn LDAP on to the System Administrator. Then the System Administrator can respond to the system in case of LDAP failure.

7.17 Conduct Surveys

133. What is the difference between running a survey at Login Page and at Dashboard Page?

- If you choose to run a survey at Login Page, firstly, the same users could submit multiple times to the survey. Secondly, the system generates an external link access to the survey, and you can broadcast this link to all users to participate in the survey.
- If you choose to run at Dashboard Page, firstly, it means that users can respond to the survey only upon login to the system. Each user can only respond to the survey once, as the system automatically switches off the survey to each user when they have responded. Secondly, there is no external link access to the survey.

134. How can I set up a survey to targeted users?

You need to set two parameters as following:

- Set **Access Survey** to Login Page
- Set **Access Survey** upon login

Then you simply broadcast the access link shown at the publishing survey page to the targeted users.

135. After creating a survey, is it automatically available to users to respond?

No, you need to publish the survey. However, without setting up questions and multiple answer choices, you are not able to publish.

136. What is the question format for the question text file?

When you set up a text file for questions, every question needs to stay on the same line. A separate paragraph of a question is treated as a separate question. When you upload and scan to the survey form, the system shows you how the question will look. If the questions are not scanned in properly, you can edit the text file and re-load and re-scan.

137. What is the external access link to a survey?

You can email the link to all the users to notify them to respond the survey. Users can just click on the link to continue.

138. What does it look like when the survey is published to the Login Page?

Depending on the number of surveys, the snapshot below shows one survey at Login Page.



TEM SURVEY 2012

139. What is the total locked active users?

You can review a survey before it has finished but first you must save the response rate to lock the current status of the survey because the user numbers are growing all the time. Without locking, you cannot compare the response rate with that of other surveys. Reset to unlock.

7.18 General

140. What could be the cause if I cannot see the web page properly?

Most likely, this is caused by the history, temp files and cache stored in the browser. You can take the following actions to reload the page:

- Press 'ctrl' key plus the refresh button of the browser to force reloading of the page
- Delete all history and temp files

141. How do I send short notices to all supervisors?

*Go to **Broadcast Messages**, select all supervisors from the drop-down list. After typing in the subject and message content, click on **Send Message** to complete.*

142. Can I set up a facility group without assigning any facilities?

Yes, you can. ACLS checks the availability of facilities in each facility group when listing the available facility groups for action.

143. Can I delete a facility group?

No. You need to un-link the facility from the facility group, in other words, set it as non-bookable.

144. What if I cannot find the staff to nominate the ownership of a facility group to?

Staff who are granted equipment supervisor category or above can be nominated as owners.

145. What is the difference between facility group owners and trainers?

Owners can set up trainers. To issue training certificates to users, the staff must be listed as the trainer. Owners cannot issue training certificates to users unless they are listed as a trainer.

146. Can the owner set himself as the trainer?

Yes.

**147. What if my facility log time is incorrect?**

Please contact the relevant ACLS support staff member for further action. Please refer to [Chapter 6.21 Edit Booking Data and Usage Log Data](#).

148. What happens if I set the facility to 'inactive' through 'Facility Manager'?

Only active facilities can have training requirements regardless of whether they are booking enabled or disabled. Furthermore, in the coming [Incident Reporting](#), users can report incidents to active facilities.

149. What is the explanation for Bookable and Operation Status listed in facility configuration?

[Bookable](#) and [Operation Status](#) are independent of each other.

Here is an explanation:

- If bookable, then it is open for booking and shows up when making bookings and viewing bookings; if not bookable, then it does not appear on the booking charts.
- If 'status' is set to active, it is available for setting up training certificates and trainer, and is also listed in the sample tracking module. If 'status' is set to inactive, bookable is turned off at the same time.

150. How can I set up 3 parameters for each user group in Group Manager, Max hours/day, Max Days/period and Max hours/period?

An explanation and examples are as follows:

- Max hours/day: 3, means users that belong to this group through their training certificate, can only book a maximum of 3 hours per day
- Max Days/period: 7, means this user can only book from now up to 7 days ahead. No bookings can be made beyond 7 days from now
- Max hours/period: 6, means this user can only book 6 hours in total from now up to 7 days ahead. This applies from the current day up to the end of the next 7 days. So if a user booked 3 hours yesterday and left 3 hours for an additional booking, then these 3 hours are considered as a past booking from today, and he can book a maximum 6 hours again.

Furthermore, the relationship of the 3 parameters is explained below:

- Max hours/day: independent
- Max days/period: independent
- Max hours/period: you need to consider the two parameters above logically, in the above example, Max hours/period shall not exceed 21 hours, ie. 3 hours x 7 hours.

151. What if my user code or account code is duplicated?

Please contact the ACLS System Administrator immediately for technical assistance as this is most likely to have been caused by a corrupted data index in the database.



152. I cannot find users in the drop-down list, why?

*If a user has not accessed ACLS for a period of time, ACLS deactivates the user based on the settings in **Configure System**. Please search for the user to check their access status.*

153. How can I replace the system banner, invoice logo, and terms and conditions for online registration?

*Please refer to **Chapter 5.4 Upload System Files** for details.*

154. How do I check ACLS web logon access information?

*Go to **Configure System**, click on **Access Records** button to check the last 40 access records.*

155. How does the announcement scrolling text work?

*Go to **System Settings -> Announcement - Scrolling Text**, enter the message. Please note that messages must be completed within one paragraph and a single quote is not accepted. Remember to select the **Enable Scroller** option before saving.*

 Scroller Announcement Setting

Announcement Contents

Non ambient expt.

300

(max char 300 and single paragraph only)

Enable Scroller

Accept

When it is set up correctly, a scrolling message bar shows up as below:

UNSW staff and students: please update your staff/student number in user profile manager before June 30, 2012.

156. How does the announcement popup work?

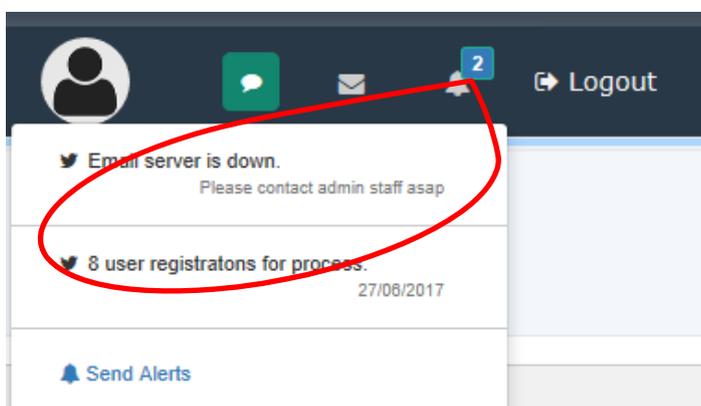
Like the scrolling text setup, when it is set up correctly, an announcement popup message window displays when a user logs in.



157. What should I do if I see the following error message on the screen when I login to ACLS via the web?

This is an alert message to the System Administrator only. ACLS is comprised of two individual auxiliary programs: logonserver and emailserver. They are designed to synchronize with the ACLS web system all the time. So the error message alerts you to check whether the two programs are running normally on the ACLS server.

The synchronization happens every 5 minutes. However, if the problem persists, please contact us for advice.



**158. What are the general steps required to set up ACLS for the very first time?**

The system is delivered with one default setting for each function. You need to perform the following tasks to set up the system:

- Account Manager: Only one default account
- Facility Manager: Only one default facility
- Group Manager: Only four default groups
- School/Org Manager: Only one default school
- Facility Login: Only one default for example

159. We have ACLS configured for booking only. Why do we need tracker installed over the facilities or instruments?

The ACLS tracker provides you a further safeguard for the operation of instruments. For example, without training certificates, users cannot access the instrument.

160. Why do we need to set up different receivers?

This is useful if the staff member in charge is away for a period of time, then you can easily allocate other staff members to take over the work. Again, you are also able to set up multiple receivers instead of a single one.

Go to [System Setting](#) -> [Email Receiver](#) to set up.

161. How can we correct incorrect usage logs?

This handy tool in [Data Logbook Manager](#) makes the usage log data correction much easier for staff members. This tool only applies when you run ACLS Client Logon Program on facility computers. If there is incorrect log data, either missing login or missing logout for each log, the system can pick this up and run the error fixing function for you automatically. The system calculates the longest period of time (on the same day) between the last session and next session depending on the nature of the error and then adds the missing login or logout to generate a complete usage log.

162. How can we set up a home page link in the system footer so users can go back to the organization page anytime?

Go to [System Setting](#) -> [Configure System](#), change the parameter [Home Page Link](#) to point to your home page.

HomePageLink

Home page link is particularly helpful to users if you have multiple ACLS operations in your organization, then clicking on "Home" can direct users back to the gateway easily.

[Home](#) | [Contact Us](#) | AC Lab System - 2016 SQL-2.2.5.1 (STANDARD) | Sign-In Computer IP: 58.172.19.13 |
ACLS Demo |

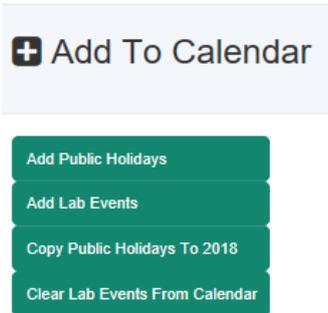
163. Can we check the sent email message records?

Yes, go to [System Setting](#) -> [Email Logs](#). You can search emails by any keywords that are part of the receivers' name and email address, senders' name and email address, subject and facility.



164. Do I have to manually type holidays into the calendar each year?

Not necessary. You can click on [Copy Public Calendar to 2018](#) button to transfer everything from this year to next year. However, you may have to tidy up the calendar to remove those that don't repeat.



165. Currently the query emails come through my email address, but I am leaving the organization soon. Is it possible to change this?

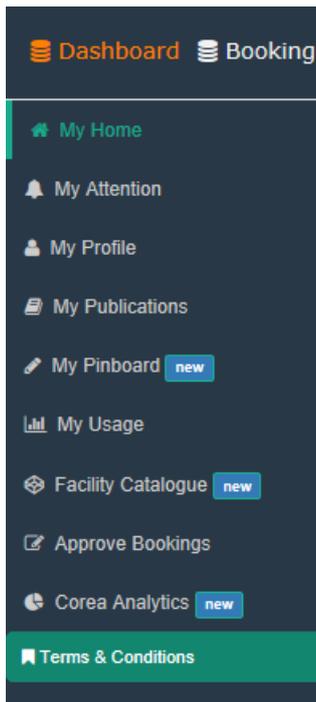
Yes, go to [System Settings -> Configure System](#), change the parameter [ContactUsEmail](#) to the new email address.

166. What is the difference between General Staff and Equipment Supervisor?

Equipment Supervisor is treated like general staff, with accessing power a level below lab manager. However, the equipment supervisor can (staff CAN NOT) set up a training certificate and trainer to the facility he is listed as trainer for. In other words, the equipment supervisors can manage their own facilities training set up without the need to contact admin.

167. Where can we find the Terms & Conditions?

On Dashboard, you can access Terms & Conditions. The details of Terms & Conditions can be seen on the fly modal window.



Terms & Conditions

While working in the Biological Resources Animal Holding and Imaging Facility, all users are required to comply with the University's occupational health and safety (OHS) procedures. Users are required to advise staff as soon as possible, or at least 24 hours prior to a booking if they wish to cancel. Failure to do this may result in the booked time being charged to the project. Users may only log time on equipment with the approval of their supervisor(s) and access fees will be charged for all logged instrument time (unless otherwise specified). Failure to appear on time (within 20 minutes) for a booking will forfeit the booked sessions unless staff are notified that you will be late.

All individuals must receive an induction to the facility from the animal technician in charge of the area where your animals are housed prior to entering the facility for the first time. All users of imaging equipment must receive appropriate training and approval to use the instruments from Carl Power or Alan Kwek.

Users agree not to provide access for unregistered users without the specific written permission from Carl Power in relation to the Animal Imaging Facility or the senior animal technician in relation to Animal Holding rooms and related equipment.

Users are not allowed to train other users, whether they are registered or not, unless written permission to do so has been granted for specified instruments by Carl Power. Users are not permitted to undertake any work that is not directly related to a project that (i) has been approved by the Animal Ethics Committee and (ii) specifies the user as a researcher on that project.

Users agree to accurately complete all record keeping required by the facility to monitor the use of instruments including electronic or paper log books and booking systems. Users agree to report all faults or irregularities in equipment to a staff member of the facility. Samples are the responsibility of the user and the facility does not accept any responsibility for loss or damage of materials etc., left in the facility. Data is the responsibility of the user and the facility does not accept responsibility for loss or damage of data that has not been removed/copied/archived. Any work that is published or publicly presented, including theses, where all or a part of the work was undertaken in the facility, should acknowledge the role of the facility in providing access or assisting in the work.

Close



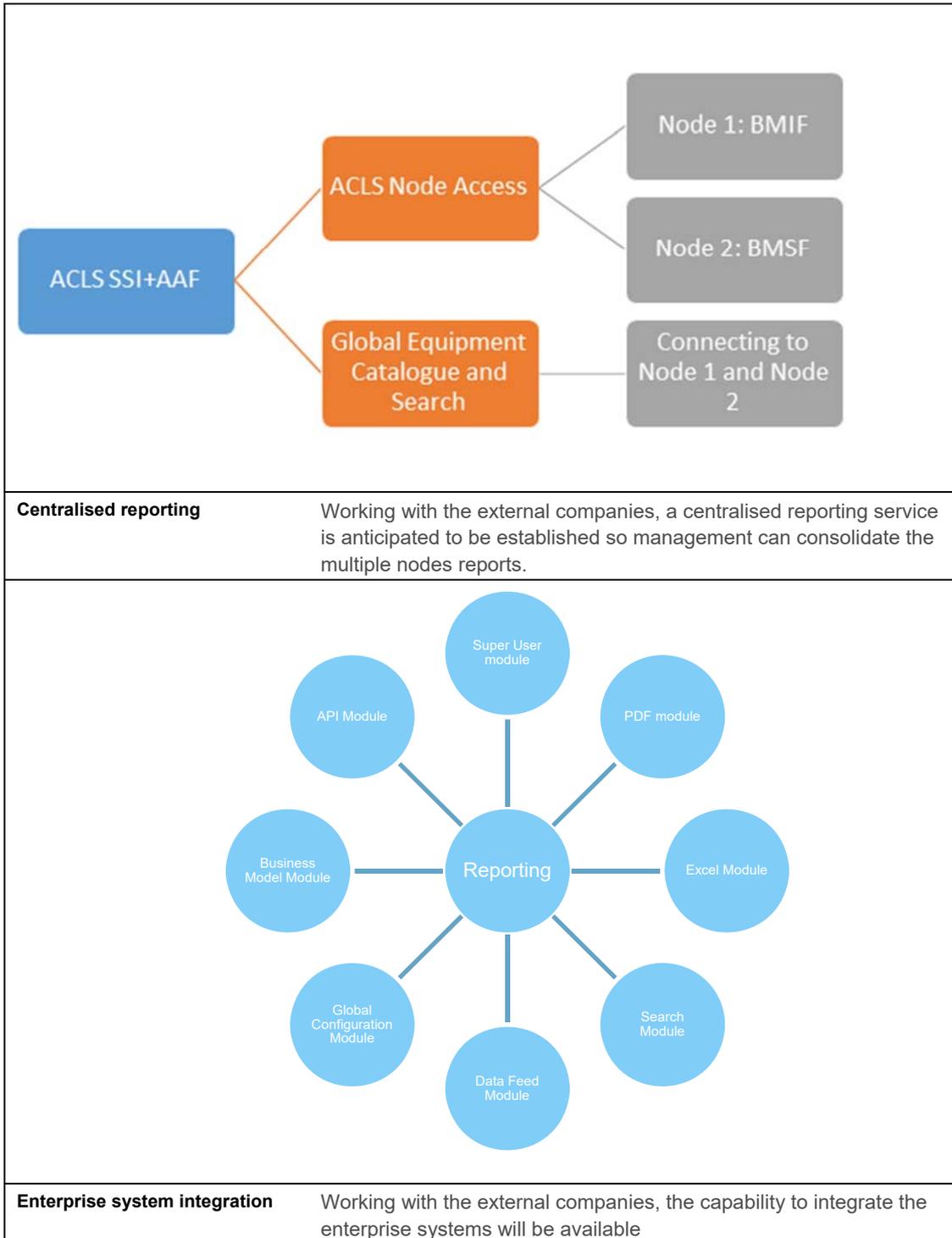
8 Future Development

8.1 Standard Packages

The following are some of the new features planned for future implementation. The priority and contents of such implementations are subject to change and depend on demand and available resources. The ultimate objective is to connect the ACLS nodes to form a virtual facility hub for:

- Sharing: facility, knowledge, expertise, solutions, reports and data
- Connection: secured access, live connection with individuals or groups

New Features	Description
System configuration wizard	In addition to Facility Wizard and Training Certification Wizard, we will implement System Configuration Wizard .
Subscription manager	Providing the required functionality for membership business model.
Usage tracking with web portal (design is illustrated below) 	ACLS provides a client version of tracker to be installed onto the equipment. However, this requires additional efforts to the lab infrastructure and complexity of the system deployment. A web tracking UI will be implemented to track the usage. A similar design will be done for the smartphone app. So users can click start button when they start to run the experiment and click end to stop. This UI can be set up at the entrance of the web lab or clean room to track the usages and to make the next users aware of the situation in the lab.
	
Tracking samples	Mainly: <ul style="list-style-type: none"> • Quotation set up • Periodic reporting • Invoicing for selected open sample job • Job search with invoicing details Facility session data integration.
Machine learning	Major enhancement working with the specialist group at UNSW, further details will be provided in due time
Booking calendar template	As we set up different facility types, separate booking templates are expected to be implemented to suit different facility types
Catalogue facilities	Catalogue access can be categorised and new catalogue for SSI+AAF will be designed



Centralised reporting

Working with the external companies, a centralised reporting service is anticipated to be established so management can consolidate the multiple nodes reports.



Enterprise system integration

Working with the external companies, the capability to integrate the enterprise systems will be available

8.2 Plug-In Modules

Plug-in modules form critical parts of ACLS. Some have been implemented and more effort will be made to improve and develop new modules in future ACLS:



Plug-In Module	Description	Status
Batch Data Report Tool	<i>bDRT</i> enables ACLS to produce reports in bulk mode. Further integration with <i>eDM</i> is required.	<i>Implemented</i>
Batch Invoice Statement Tool	<i>bIST</i> enables ACLS to generate invoice statements in bulk.	<i>Implemented</i>
Excel Data Manager	<i>eDM</i> offers an Excel data export tool, which can be used to export user data, booking data and usage data via Excel files.	<i>Implemented</i>
Hub Trust Node	<i>hTrustNode</i> is a utility for a corporate level of data sharing. Through it, ACLS can establish a direct link with each individual node for data sharing of current facility status and other information.	<i>Implemented</i>
iCal Protocol	<i>iCAL</i> enables the export and sharing of the booking calendar with local calendar applications, such as Outlook, Thunderbird, Macmail.	<i>Implemented</i>
Incident Report Ticket Monitor	<i>iRTM</i> provides a platform between users and staff to report and respond to incidents at different levels.	<i>To be implemented</i>
Mobile Access	<i>MobileLight</i> is a smart mobile application for iPhone, Android and Windows mobiles.	<i>Implemented</i>
Survey Creator	<i>iSurvey</i> allows you to conduct surveys, to create, publish, and analyse the results.	<i>Implemented</i>
Publication Analyser	<i>iPublication</i> allows you to collect the publication information and to analyse.	<i>Implemented</i>
LDAP	<i>IDAP</i> enables ACLS to integrate with the organization-wide active directory authentication scheme to realize single web access authentication.	<i>Implemented</i>
Training Event Booking Tool	<i>tEB</i> is the training booking tool	<i>Implemented</i>
User Event Booking Tool	<i>uEB</i> is the user booking tool	<i>Implemented</i>

8.3 Research Equipment Management System (REMS)

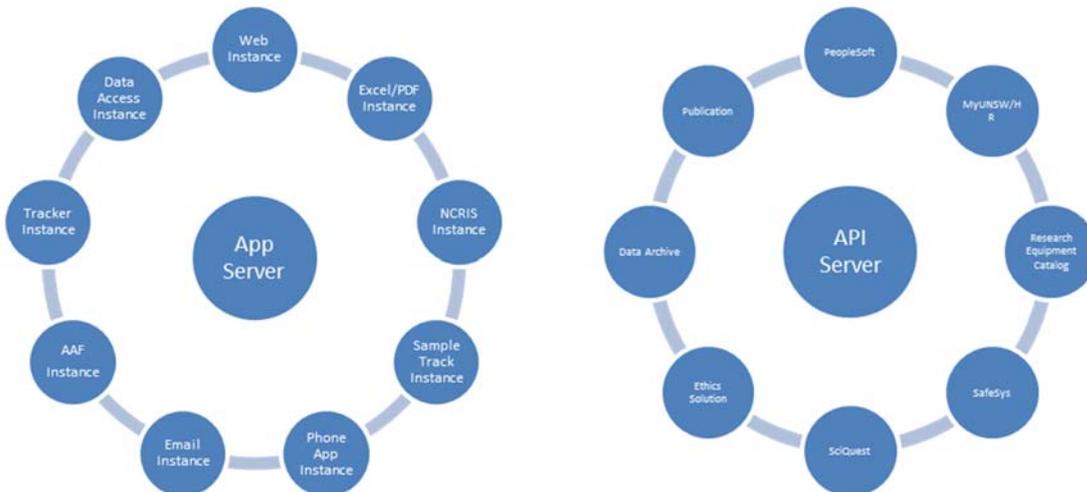
ACLS has been designed and run as a single node and enclosed system. The demand to run an university-wide REMS is growing. The new ACLS Enterprise Solution, namely REMS, will produce a world-first university-wide REMS with the flexibility to maintain customized control to meet the individual lab demands due to the differences in the nature of research and science.



The following diagram shows the hosting conceptual design (indication only).



App server runs with multiple instances to provide the full capability of backend server. The following diagram indicates the full service instances of the app server. More instances can be added to expand REMS capabilities.





9 Appendix A – Modification for ANFF

ANFF stands for Australian National Fabrication Facility. Customization has been done since 2010 according to the requirements provided by the Melbourne Centre for Nanofabrication (MCN) and ANFF Queensland Node.

This appendix intends to provide an operational guide to the customized ACLS for ANFF.

9.1 Modification for MCN

9.1.1 Background

The modification has been developed for the cost centre or business model running at MCN.

A provisional pricing schedule for MCN, in accordance with ANFF documentation, is indicated below in Table 1.

Table 1: Pricing regimes for basic access to MCN

The key for the pricing schedule is listed below and correlates with the user category

Support Provided	PhD Student	University/ PF Researcher	Industry User
Unassisted	A	B	C
Assisted	D	E	F

Basic consumables are included in the cost price, however, specialized consumables (e.g. substrate materials) or retooling will be charged to the user at cost. Cost for access to flagship instruments is indicated in the top scale of the pricing structure with general lab access and non-flagship instruments (micron scale fabrication) being indicated by the lower end of the scale.

Heavily subsidized access to the Facility is available for new device/materials research which requires “proof of principle” in order to secure grant funding. This is strongly encouraged and will be judged on merit by the access committee.

Pricing for public sector researchers is based on marginal costs only. The above charges are subject to review and may be changed without notice.

It is noted that to gain unassisted status, researchers must complete application specific and assessed training provided by MCN in addition to all other induction, occupational health and safety and training requirements.

Note that pricing and access for in-kind equipment and facilities at MCN participant organization’s laboratories will be determined by the facility managers at those laboratories.



Table 2: Charges Relating to Access of MCN Facility and Equipment

Equipment	Booking	A	B	C	D	E	F
Cleanroom	Hourly	\$ 50	\$ 50	\$100	\$ 75	\$100	\$150
Bio Lab	Hourly	\$ 40	\$ 40	\$100	\$ 50	\$ 50	\$150
EBL	3-7 hrs				\$200	\$250	\$400
DRIE (per system)	3-7 hrs	\$100	\$150	\$200	\$150	\$200	\$300
PECVD	3-7 hrs	\$100	\$150	\$200	\$150	\$200	\$300
FIB	3-7 hrs	\$ 75	\$100	\$150	\$100	\$150	\$200
SEM	Hourly	\$ 75	\$100	\$150	\$100	\$150	\$200
PVD (EBEAM)	3-7hrs	\$ 75	\$100	\$150	\$100	\$150	\$200
PVD (SPUTTER)	3-7hrs	\$ 75	\$100	\$150	\$100	\$150	\$200
POLYMER SYSTEM	3-7 hrs	\$ 75	\$100	\$150	\$100	\$150	\$200
NIL/EMBOSSING	3 hrs	\$ 75	\$100	\$150	\$100	\$150	\$200
AFM	Hourly	\$ 75	\$100	\$150	\$100	\$150	\$200
CONFOCAL	Hourly	\$ 75	\$100	\$150	\$100	\$150	\$200

The following sections guide you step-by-step to set up the system.

9.1.2 Set Up Charge Category

Go to [Staff Resources](#) -> [Charge Category Manager](#), where you need to set up your charge category. There is no limit to the number of categories, however, it is highly recommended not to exceed 20 or you may get confused.

Click on [Full View of Charge Categories](#) to access information panel of charge categories:



Charge Category Manager

List all charge categories.

[Return](#)

Charge Category	Note
Industry (AUS)	users from Industries and commercial companies inside Australia
Industry (non-AUS)	Users from overseas industry and commercial companies
Industry/ Commercial User Assisted	
Industry/ Commercial User Unassisted	
Public Funded Researcher (CSIRO, ANSTO... non Universities)	For Public funded research scientists from such as CSIRO, ANSTO, non university institutes
Student Assisted	
Student Unassisted	
University (Aus)	For users from Australian Universities including students and staffs
University (non-AUS)	For users from overseas Universities including students and staffs
University/ Private Funded Researcher Assisted	
University/Private Funded Researcher Unassisted	

9.1.3 Set Charge Category vs Facility

Each facility must set up charge categories before staff can assign the charge category to each user. If the user is not assigned a facility vs charge category, they are not able to make any bookings.

- Go to **Facility Manager** to set up charge category for each facility:

User Category	Charge/Hour (\$)
Industry (AUS)	225.00
Industry (non-AUS)	225.00
Industry/ Commercial User Assisted	225.00
Industry/ Commercial User Unassisted	225.00
Public Funded Researcher (CSIRO, ANSTO... non Universities)	90.00
Student Assisted	90.00
Student Unassisted	90.00
University (Aus)	90.00
University (non-AUS)	225.00
University/ Private Funded Researcher Assisted	90.00
University/Private Funded Researcher Unassisted	90.00

[Edit](#) [Delete](#) [Add](#) [Reset](#)

9.1.4 Set Up Charge Category to Users

- Charge category does not apply to staff. In other words, staff are free of charge for bookings
- Each user must be given a charge category before they can make any bookings
- Each staff has the power to set up user charge categories

Please note that each charge category is facility vs charge category, which forms a charge category matrix as per MCN price policy.



Go to **User Profile -> User Profile Manager**, then find the user for whom you want to set up the charge category, continue to the page of editing user profile, then click on **Edit User Charge Category** button as in the snapshot below.

Profile FOB Pinboard Supervisor Form Publication Account Certificate **Charge Category** Usage (Booking) Invoice

- [AC/DC Sputtering] » [University (Aus)]
- [ALD - Fiji F200] » [University (Aus)]
- [Artec 3D Spider] » [University (Aus)]
- [Bio AFM/TIRF] » [University (Aus)]
- [Bose Electroforce 3200] » [University (Aus)]
- [Bruker Contour GT-1] » [University (Aus)]
- [Cleanroom AFM] » [University (Aus)]
- [Client shipping (substitute)] » [University (Aus)]
- [Client Time: Abu Sadek] » [University (Aus)]
- [Client Time: Bernie Orelup] » [University (Aus)]
- [Client Time: Dan Smith] » [University (Aus)]
- [Client Time: Dan Smith-Uni of Melb Client] » [University (Aus)]
- [Client Time: Fatima Eftekhari] » [University (Aus)]
- [Client Time: Gediminas G.] » [University (Aus)]
- [Client Time: Guangyuan Si] » [University (Aus)]
- [Client Time: Hemayet Uddin] » [University (Aus)]
- [Client Time: John Zhu] » [University (Aus)]
- [Client Time: Lachlan Hyde] » [University (Aus)]
- [Client Time: Paul Spizzirri] » [University (Aus)]
- [Client Time: Ricky Tjeung] » [University (Aus)]
- [Client Time: Sean Langelier] » [University (Aus)]
- [Client Time: Yang Lim] » [University (Aus)]
- [Client Time: Zoran Vasic] » [University (Aus)]
- [Confocal] » [University (Aus)]
- [Contact Angle Measurement Instrument] » [University (Aus)]
- [CytoViva Hyperspectral] » [University (Aus)]
- [Design House-PC1] » [University (Aus)]
- [Design House-PC2] » [University (Aus)]
- [Diamond Dep-1 (BDD)] » [University (Aus)]
- [Diamond Dep-2 (NV)] » [University (Aus)]
- [Disco DAD321 Dicing Saw] » [University (Aus)]
- [DRIE 1-Si only] » [University (Aus)]
- [DRIE 2-Multi-purpose] » [University (Aus)]
- [Dynatex Dicer/Scriber] » [University (Aus)]

Then follow the charge category setup page as below:

User Profile Manager
 Edit user charge category
 Click to access Table of Facility vs Charge Category

Facility	Industry (Aus)	Industry (non-AUS)	Public Funded Researcher (CSIRO, ANSTO... non Universities)	University (Aus)	University (non-AUS)
AC/DC Sputtering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
ALD - Fiji F200	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Artec 3D Spider	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Bio AFM/TIRF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Bose Electroforce 3200	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Bruker Contour GT-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cleanroom AFM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Client shipping (substitute)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Client Time: Abu Sadek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Client Time: Bernie Orelup	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Client Time: Dan Smith	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Client Time: Dan Smith-Uni of Melb Client	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Client Time: Fatima Eftekhari	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Client Time: Gediminas G.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Client Time: Guangyuan Si	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Client Time: Hemayet Uddin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Client Time: John Zhu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Select the facility, and choose the category by clicking on the radio button to complete. You are able to find the charge category list for each user in the field of **Charge Category** on the user's profile page.



9.1.5 Automatic Charge Category for new users

Through **Charge Category Manager**, you are able to map the relationship by clicking on **Charge Category vs Type of Researcher** as below.

Then map the relationship.

Type of Researcher	Industry (Aus)	Industry (non-AUS)	Public Funded Researcher (CSIRO, ANSTO... non Universities)	University (Aus)	University (non-AUS)
Industry (Aus)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industry (non-AUS)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Funded Researcher (CSIRO, ANSTO... non Universities)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
University (Aus)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
University (non-AUS)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Following approval of online registration, the system automatically sets up a user charge category for each facility accordingly. However, if there is no relationship established between the type of researcher and the charge category, no actions are taken for auto-rollover.

9.1.6 Automatic Charge Category for new Facility

You can apply the default charge category for all the users who have no charge category assigned for a particular facility. The default charge category is “assisted”.

In **Facility Manager**, click on **Set Default Charge Category To All Users** button.



Upon completion, the system shows up the number of users who have been assigned the default charge category through this action.

LIST OF USERS WHOSE CHARGE CATEGORIES ARE SET TO DEFAULT

User Name	Facility	Charge Category
Dong Zheng	AC/DC Sputtering	University/ Private Funded Researcher Assisted
jack test	AC/DC Sputtering	University/ Private Funded Researcher Assisted
test ok	AC/DC Sputtering	PhD Student Assisted
trish test	AC/DC Sputtering	PhD Student Assisted

Total: 4

This tool only sets the default charge category to those users who have not been assigned a charge category for a facility.

9.1.7 Facility vs Charge Category

Upon clicking on **Facilities vs Charge Category Chart**, a page with detailed information is shown for easy reference.

Facility Group **Booking Facility** Non-Booking Facility

[Set Up Online Registration Facility List](#)
 [Booking Facility Chart](#)
 [Set Default Charge Category to All Users](#)
 [Facilities vs Charge Category Chart](#)

[Search Facility](#)

CHART OF FACILITY VS CHARGE CATEGORY

Facility	Facility Group	Industry (A05)	Industry (non-A05)	Public Funded Researcher (CSRD, ANSTO... non Universities)	University (A04)	University (non-A04)
AC/DC Sputtering	CLEANROOM FLAGSHIP FACILITIES	\$225.00	\$225.00	\$90.00	\$90.00	\$225.00
ALD - Fiji F200	CLEANROOM FACILITY	\$225.00	\$225.00	\$90.00	\$90.00	\$225.00
Artec 3D Spider	OTHER FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bio AFM/TIRF	MICROSCOPY FACILITIES	\$225.00	\$225.00	\$90.00	\$90.00	\$225.00
Bose Electroforce 3200	BIO-CHEM LAB FACILITIES	\$100.00	\$100.00	\$40.00	\$40.00	\$100.00
Brüker Contour GT-1	CLEANROOM FACILITY	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Cleanroom AFM	CLEANROOM FACILITY	\$225.00	\$225.00	\$90.00	\$90.00	\$225.00
Client shipping (Substitute)	OTHER FACILITIES	\$0.00	\$0.00	\$10.00	\$10.00	\$0.00
Client Time: Abu Sadek	MCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: Bernie Orelup	MCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: Dan Smith	MCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: Dan Smith- Uni of Melbourne Client	MCN STAFF TIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Time: Fatima ElBekhari	MCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: Gediminas G.	MCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: Guangyuan Si	MCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: Hemayet Uddin	MCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: John Zhu	MCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00

9.1.8 Reports and Invoice Statements

The system calculates the charges and generates the reports with the charge category.



☰ To Register

> Registration
> Terms & Conditions
> School/Org

Title

Given Name*

Family Name*

Student/Staff No. (000 for visitors only)

Email*

Retype Email*

Login Password*

Retype Login Password*

Type of Researcher

Work Phone* (Digits Only)

Work Address

Address 1

Address 2

Suburb

State

Postal Code

Select one staff at least:

Abu Sadek

Bernie Orelup

Dan Smith

Fatima Eftekhari

Gediminas Gervinskas

Guangyuan Si

Hemayet Uddin

John Zhu

Lachlan Hyde

Paul Spizzirri

Ricky Theodore Tjeung

Sean Langelier

Taryn Guinan

Yang Choon Lim

Local Contact*

*: Indicating the compulsory data fields

- Supervisor page

With respect to the standard, split address fields, given name, family name, work phone and email have been added to the new supervisor registration.



Supervisor Manager
 Edit/Add supervisors

Title: Mr.

Supervisor Name:

School/Organization:

Work Phone:

Mobile Phone:

Email:

Address 1:

Address 2:

Suburb:

State:

Postal Code:

Postal Address:

Status:

- Facility page

With respect to the standard, “Do you want this to be performed by MCN staff?” has been added. The Facility of Interest list can be set up through Facility Manager.

CLEANROOM FLAGSHIP FACILITIES	<input type="checkbox"/>	EBL (click to see more about ...)
CLEANROOM FLAGSHIP FACILITIES	<input type="checkbox"/>	FEG-SEM (click to see more about ...)
CLEANROOM FLAGSHIP FACILITIES	<input type="checkbox"/>	Hot Embosser (click to see more about ...)
CLEANROOM FLAGSHIP FACILITIES	<input type="checkbox"/>	Mask Aligner/NIL (click to see more about ...)
GENERAL FLAGSHIP FACILITIES	<input type="checkbox"/>	FIB-SEM (click to see more about ...)
MCN STAFF TIME	<input type="checkbox"/>	Client Time: John Zhu (click to see more about ...)
MICROSCOPY FACILITIES	<input type="checkbox"/>	Bio AFM/TIRF (click to see more about ...)
MICROSCOPY FACILITIES	<input type="checkbox"/>	Confocal (click to see more about ...)
MICROSCOPY FACILITIES	<input type="checkbox"/>	Light Field Microspectroscopy (click to see more about ...)
MICROSCOPY FACILITIES	<input type="checkbox"/>	neaSNOM (click to see more about ...)
OTHER FACILITIES	<input type="checkbox"/>	Design House-PC1 (click to see more about ...)
OTHER FACILITIES	<input type="checkbox"/>	Design House-PC2 (click to see more about ...)

Do you want this to be performed by MCN Staff?

- Submission page

With respect to the standard, a confirmation checkbox has been added on the final confirmation page of the registration form. Users must check the box to accept the agreement before completing the registration.



To Register

Registration > Terms & Conditions > School/Org > Supervisor > Facility > Submission

FINAL CONFIRMATION

Title	Mr.
Given Name	Ding
Family Name	Test
Student/Staff No.	
Email	ding@
Type of Researcher	Industry (Aus)
School/Organization	ANSTO
Work Phone	123456
Work Address	
	Address 1
	Address 2
	Suburb
	State/Australian Capital Territory
	Postal Code
Local Contact	Fatima Erakhan
Selected Supervisor	Daniel Riley
Facility of Interest	

I agree to acknowledge MCN facilities and services in any publications/presentations that may result from work done at the MCN as per the MCN User Agreement

Submit

When you click on the **Submit** button, ACLS will send an email notice to the following parties:

- User who made the registration
- User’s supervisor
- Staff nominated

9.1.10 Set Up Local Contacts

Go to **Staff Resources -> Local Contact Manager**, admin staff can easily set up the list of local contacts as illustrated below:

Local Contact Manager

Set up for online registration form.

Staff	
Abu Sadek	<input checked="" type="checkbox"/>
alan alan	<input type="checkbox"/>
Allison van de Meene	<input type="checkbox"/>
Bernie Orelup	<input checked="" type="checkbox"/>
Dan Smith	<input checked="" type="checkbox"/>
Dong Zheng	<input type="checkbox"/>
Fatima Erakhan	<input checked="" type="checkbox"/>
Gareth Moorhead	<input type="checkbox"/>
Gediminas Gervinskaskas	<input checked="" type="checkbox"/>
Guangyuan Si	<input checked="" type="checkbox"/>
Hemayet Uddin	<input checked="" type="checkbox"/>
John Zhu	<input checked="" type="checkbox"/>
Kahan Sarook	<input type="checkbox"/>
Lachlan Hyde	<input checked="" type="checkbox"/>
Lauren Hyde	<input type="checkbox"/>
Maree Richardson	<input type="checkbox"/>
Mathew Sze Ming Lui	<input type="checkbox"/>
MCN Leadership Group	<input type="checkbox"/>
Meegan Waugh	<input type="checkbox"/>
Paul Spizziri	<input checked="" type="checkbox"/>
Penelope Gear	<input type="checkbox"/>
Ricky Theodore Tjeung	<input checked="" type="checkbox"/>
Sean Langelier	<input checked="" type="checkbox"/>
Shan Don	<input type="checkbox"/>
Stuart Lucas	<input type="checkbox"/>
Taryn Gunan	<input checked="" type="checkbox"/>
Tom Eddershaw	<input type="checkbox"/>
udo.bach@monash.edu	<input type="checkbox"/>
Yang Choon Lim	<input checked="" type="checkbox"/>

Accept



9.1.11 Register Supervisors

Supervisor details can be added or edited in the following format:

Supervisor Manager
 Edit/Add supervisors

Search Supervisor

Title: Mr.

Supervisor Name: [Text Field]

School/Organization: Choose school/organization from the list

Work Phone: [Text Field]

Mobile Phone: [Text Field]

Email: [Text Field]

Address 1: [Text Field]

Address 2: [Text Field]

Suburb: [Text Field]

State: Australian Capital Territory

Postal Code: [Text Field]

Postal Address: [Text Field]

Status:

Accept Reset

The supervisor address format on the invoice statement is the same.

9.1.12 Discount Field for Budget Envelop Manager

A discount field has been added to the budget to deal with discounted charges to the bookings upon monthly rollover. In Budget Manager, you can set up a discount with up to two decimal points.

Budget Envelop

Active Budget Envelop: AQUA DIAGNOSTICS STIUP ACCOUNT

Account: AQUA DIAGNOSTICS STIUP ACCOUNT

Discount To Booking Charges (%): 0.00

Start Date: 01/10/2011

Expiry Date: 31/12/2012

Note: To accrue charges against Aqua Diagnostics STIUP account only.

Rollover Enable: Yes

Rollover Schedule Enable: No

Rollover Scheduled Date of Month: 1

Email Alert Enable: No

Alert Threshold of Budget Balance (\$): 0.00

Days to Deactivate Account: 0

Budget Envelop Code: 26

Record Created: 17/11/2011

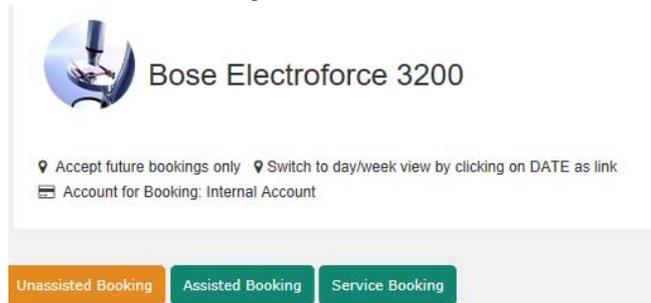
Once you have done the rollover, the discount field is locked to prevent any further changes. So the discount can apply consistently to each rollover.



9.1.13 *Unassisted and Assisted Bookings*

The following booking functions are done for MCN to replace the standard Facility Booking, User Booking and Training Booking.

- Unassisted Booking
- Assisted Booking



Regardless of the booking tool, a question field is added to the booking event page, and the user must answer either Yes or No.

Question? Does the work you will be carrying out with this booking support an existing relationship with an industry partner (e.g.linkage grant, contract)?
Please note this information is for reporting purposes only and will not alter your charge category.

Must Choose YES or NO Yes No

Unassisted Booking:

Unassisted booking originated from facility booking tool. The booking mechanism is the same.

Assisted Booking:

Assisted booking originated from user booking tool. The booking mechanism is similar. Training booking is incorporated into the assisted booking now.

A new booking template is shown below.



Facility: AC/DC Sputtering

Description:

User:

Account:

Question? Does the work you will be carrying out with this booking support an existing relationship with an industry partner (e.g.linkage grant, contract)?
Please note this information is for reporting purposes only and will not alter your charge category.

Must Choose Yes No

YES or NO

Staff Time Facility:

Staff Time Account:

Staff Time Hours:

Booking for Training

Notes:

Full day -

A few new concepts are introduced to this template:

- Staff Time Facility: you need to set up the staff time facility through facility manager.
- Staff Time Hours: if you choose the staff time facility for the booking event, you should select the duration accordingly. The default value is 1 hour.
- Booking for Training: if this event session is for user training, please check the box.

Furthermore, the booking report shows bookings for work for an industry partner separately.

Facility Booking Report for June 2011

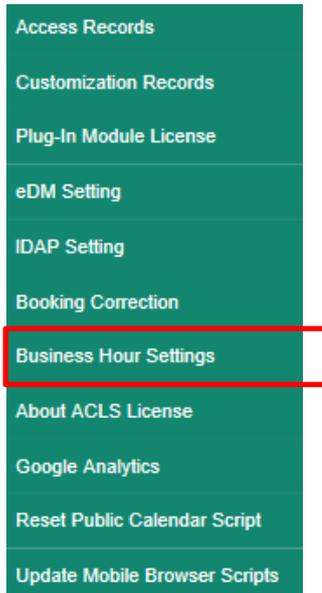
Facility [AC/DC Sputtering]

User Name	School/Org	Supervisor	Account	Charge Category	Facility Charge/Hour	Booked Hours	Charges
Operation Bookings:							
Dong Zheng	Melbourne Centre for Nanofabrication	test	Internal Account	University/ Private Funded Researcher Assisted	\$50.00	48	\$2400.00
			Internal Account	University/ Private Funded Researcher Assisted	\$50.00	1	\$50.00
Sasikaran Kandasamy	Melbourne Centre for Nanofabrication	Dwayne Kirk	MCN STAFF		\$0.00	5	\$0.00
Sub-Total						54	\$2450.00
Bookings for Industry Partner:							
Dong Zheng	Melbourne Centre for Nanofabrication	test	Internal Account	University/ Private Funded Researcher Assisted	\$50.00	5	\$250.00
Chathurika Abeyrathne	University of Melbourne	Stan Skafidas	STAN SKAFIDAS	PhD Student Assisted	\$33.00	1	\$33.00
Sub-Total						6	\$283.00
Total Service Booking Hours						0	
Total Operation Booking Hours						60	
Total						60	\$2733.00



9.1.14 Define Business Hours for Reports

Go to **System Settings** -> **Configure System**, click on **Business Hour Settings** to set up.



The Business Hour Settings will be used at the next stage for reporting.

9.1.15 Stop Booking Confirmation

For assisted bookings, the system won't send out a booking confirmation if the **Exclude from Broadcast** setting in the user profile is checked.

9.1.16 Booking Confirmation for Black Listed Users

For unassisted bookings, the system will send out a copy of the booking confirmation to the trainers of that facility if the "Black Listed" setting in the user profile is checked.

Access Expiry	<input type="checkbox"/>	(if checked, user access expiry setting is ON)	Expiry Date: 05/19/2014
Activate User Entry	<input type="checkbox"/>		
Exclude from Broadcast	<input type="checkbox"/>	(if checked, user excluding from the list of broadcast messages)	
Black Listed	<input type="checkbox"/>	(if checked, all trainers receiving booking confirmation whenever the user makes bookings)	
Lock User Entry Permanently	<input type="checkbox"/>	(Once locked, users can not be reactivated through the system auto-reactivation)	
Online Registration			
			

9.1.17 Account Discount

MCN introduces a discount concept to the account setting. Initially, all the discounts are set to zero.



Account Manager
 241 active accounts 61 active internal accounts 180 active external accounts

Search Account

Active Accounts Expired Accounts

Active Account Choose account from the list

Account Type Internal Account

Job Type Client Job

Discount (%) 0.00

Note

Expiry Date

Account Code 0

Record Created

Last Update on 28/06/2017 00:00

Edit Delete Add Clone

Active Accounts List Active Accounts Analytics

If you wish to change the discount, edit the account.

Account Manager
 Edit/Add account.

Search Account

Return

[Click to view account discount log ...](#)

[Click to edit account discount log ...](#)

Account Name ALAN COWMAN (WEHI) (*& shall not be used!)

Account Type Internal Account External Invoice

Job Type Client Job Non Client Job

Discount (%) 0.00

Note

Expiry Date 28/04/2018

Make Account Expired Now

Accept Reset

On the account edit page, you are provided with discount change logs and are able to make changes to the latest discount log in case of mistakes.

Each discount change is recorded at the date of the first day of the month. For example, if you change the discount from zero to 2.00 (2%) on 11/10/2013, then the system records the change effective date as 1/10/2013. By doing so, each discount is taken into the monthly usage calculation as a monthly discount.

9.1.18 Reports and Invoices

All the reports and invoices are integrated with the account discount.



Monthly Booking Data Report by Facility: October 2013									
Facility	User Name	Supervisor Name	School/Organization	Account	Account Discount (%)	Charge Category	Facility Charge/Hour (\$)	Booked Hours	Charges (\$)
Operation Bookings:									
Total (Operation Bookings)								0.0	0.00
Bookings for Industry Partners:									
AC/DC Sputtering	Dong Zheng	Dwayne Kirk	Melbourne Centre for Nanofabrication	Internal Account			0.00	12.0	0.00
AC/DC Sputtering	Abdullah Al Amin	William Shieh	University of Melbourne	WILLIAM SHIEH (UNIMELB)			0.00	7.0	0.00
AC/DC Sputtering	Aditya Vashi	Jerome Werkmeister	CSIRO	CSIRO CRSE ACCOUNT		University/ Private Funded Researcher Assisted	150.00	7.0	1050.00
Total								26.0	1050.00
Cleanroom AFM	Dong Zheng	Dwayne Kirk	Melbourne Centre for Nanofabrication	Internal Account			0.00	552.0	0.00
Cleanroom AFM	Abhishek Tiwari	Raman Singh	Monash University	RAMAN SINGH (MONASH)		Student Unassisted	90.00	48.0	4320.00
Cleanroom AFM	Abdullah Al Amin	William Shieh	University of Melbourne	WILLIAM SHIEH (UNIMELB)		University/ Private Funded Researcher Assisted	150.00	1.0	150.00
Cleanroom AFM	Abdullah Al Amin	William Shieh	University of Melbourne	ALAN COWMAN (WEI)	2.00	University/ Private Funded Researcher Assisted	150.00	4.0	588.00
Total								605.0	5058.00
Confocal/Bio AFM	Dong Zheng	Dwayne Kirk	Melbourne Centre for Nanofabrication	Internal Account			0.00	72.0	0.00
Confocal/Bio AFM	Dong Zheng	Dwayne Kirk	Melbourne Centre for Nanofabrication	ALAN COWMAN (WEI)	2.00		0.00	24.0	0.00
Total								96.0	0.00
ALD - Fiji F200	Dong Zheng	Dwayne Kirk	Melbourne Centre for Nanofabrication	Internal Account			0.00	32.0	0.00
Total								32.0	0.00
Client Time: Allison v.d Heene	Abdullah Al Amin	William Shieh	University of Melbourne	WILLIAM SHIEH (UNIMELB)			0.00	3.0	0.00
Total								3.0	0.00
Client Time: Dan Smith	Aditya Vashi	Jerome Werkmeister	CSIRO	CSIRO CRSE ACCOUNT			0.00	3.0	0.00
Total								3.0	0.00

9.1.19 Track User Category Change

A tracker has been implemented to track any changes in user category so the system can accurately report the charges and billings. For example, user James books SEM230 on 1 July with user category “A”, then his category is changed on 2 July to category “B” and he makes bookings on 5 July. When the system runs the report and invoicing, it uses category “A” rate to calculate the charge for the bookings on 1 July, and category “B” rate for the bookings on 5 July, respectively.

You can check user category change records through [Charge Category Change Log](#).



9.1.20 Broadcast Messages To Newly Trained Users

Broadcast Messages

[Set up my signature for outgoing mails.](#)
[Set up my mailing user list.](#)

To Newly Trained Users
 My Signature
 My Mailing List

Type of Group: My Mailing List
 Generic Group
 Single Certificate Group (including trainers)

Group: Choose group from the list

Subject:

Message Body:
 Cheers.
 Dong Zheng

'To Newly Trained Users' is added. Click on 'To Newly Trained Users' to access. As usual, type in subject and message body, select a period from last month to last 12 months, then click on 'Send Message'. The system sends the message to all the newly trained users for the selected period of time.

Broadcast Messages

To Newly Trained Users

Last Period in Month:

Subject:

Message Body:
 Cheers.
 Dong Zheng

For example, if you choose 2 for Last Period in Month, the message is sent to the users who received training in the last two months.



9.1.21 Client Job and Non-Client Job Accounts

Client Job and Non-Client Job concept is added to account settings. By default, all accounts are client job account type. This setting is for reporting.

[Click to view account discount list ...](#)

Account	Discount (%)	Valid From	Valid To	Changed By
ADRIAN NEILD	0.00	01/02/2004	Now	Dong Zheng

[Click to edit account discount list ...](#)

Account	Discount (%)	Valid From	Valid To	Changed By
ADRIAN NEILD	0.00	01/02/2004	Now	Dong Zheng

[EDIT/ADD ACCOUNT]

Account Name: ("%" shall not be used!)

Account Type: Internal Account External Invoice

Job Type: Client Job Non-Client Job

Discount (%):

Note:

Expiry Date:

Make Account Expired Now:

9.1.22 MCN Instruments – Hours of Usage

Hours of Usage summarises the usage each month in the format of MCN requirements. Two options are available: Single facility hours of usage and Multiple facility hours of usage:

MCN Instruments-Hours of Usage

[▶ Hours of Usage for multiple facilities ...](#)

[▶ Hours of Usage for individual facility ...](#)

Facility:

From:

To:

The process between single facility and multiple facility is the same. Choose the facility, select start month and end month, then click on 'Continue' button.

In the example below, two facilities are selected:



Facility: AC/DC Sputtering					
Hours of Usage	August-2013	September-2013	October-2013	November-2013	December-2013
Assisted	0.00	0.00	0.00	0.00	1.00
Unassisted	27.00	18.00	36.00	0.00	2.00
Staff Bookings/Development	0.00	0.00	0.00	0.00	0.00
Unscheduled Service	0.00	0.00	0.00	0.00	1.00
Scheduled Service	0.00	16.00	20.00	112.00	64.00
Available	133.00	126.00	104.00	48.00	92.00
Assisted - Out of Hours	0.00	0.00	0.00	0.00	0.00
Unassisted - Out of Hours	4.00	0.00	26.00	0.00	2.00
No. of New Trained Users	1	1	1	0	0

Facility: ALD - Fiji F200					
Hours of Usage	August-2013	September-2013	October-2013	November-2013	December-2013
Assisted	0.00	0.00	0.00	0.00	0.00
Unassisted	34.00	26.00	62.00	28.00	2.00
Staff Bookings/Development	0.00	0.00	0.00	0.00	0.00
Unscheduled Service	0.00	0.00	0.00	0.00	0.00
Scheduled Service	6.00	31.00	8.00	0.00	109.00
Available	120.00	103.00	90.00	132.00	49.00
Assisted - Out of Hours	0.00	0.00	0.00	2.00	0.00
Unassisted - Out of Hours	43.00	7.00	24.00	37.00	0.00
No. of New Trained Users	1	1	1	1	0

Assisted:	All assisted bookings including training bookings, with the selection of staff time facility, during business hours (Monday to Friday);
Unassisted:	All unassisted bookings by users, including the assisted bookings without staff time facility, excluding non-client job account related bookings, during business hours (Monday to Friday);
Staff Bookings/Development:	All unassisted bookings for non-client job account related bookings, during business hours (Monday to Friday);
Unscheduled:	All service bookings categorised as unscheduled due to unplanned breakdown during business hours (Monday to Friday);
Scheduled:	All service bookings categorised as scheduled (maintenance) during business hours (Monday to Friday);
Available:	=(8x20)-Assisted-Unassisted-(Staff Bookings)-Unscheduled-Scheduled;
Assisted Out Of Hours:	All out of hour Assisted bookings, with the selection of staff time facility, for client-job account.
Unassisted Out Of Hours:	All Out of Hour unassisted booking by all users, excluding non-client job account related bookings;
No. of New Training Users:	Number of users who receives the certificates issued for the month.

Export to Excel:

You are able to export the hours of usage to Excel anytime. Two file naming protocols are defined as follows:

- Single facility: The format of the file name is 'facility name-startmonthyear-endmonthyear-dateofcreation'
- Multiple facilities: The format of the file name is 'multiplefacility-startmonthyear-endmonthyear-dateofcreation'

9.1.23 FOB for User Profile

FOB tab is added to each user profile, only admin can change FOB properties:

- FOB title
- FOB type
- FOB reg date
- FOB expiry date

All users and staff FOB require expiry date.



alan alan

Profile **FOB** Pinboard Supervisor Form Publication Account Certificate Trainer Charge Category Usage (Booking) Invoice

FOB

Type of FOB

FOB Expiry Date 31/03/2018

FOB Reg Date 29/06/2017

Submit

Staff and users can view FOB information through My Profile.

Dashboard Booking Support Publication Sample Survey Excel Staff

Dong Zheng
System Administrator Group
My Profile

My Home My Attention **Reg: 0** My Publications **0** My Pinboard **0** My U

- My calendar
- Access documents
- Access forms
- Access data

- User reg pending approval
- Active users without accounts/projects

- Update contacts
- Change passwords

- Register publications

- Leave a note for yourself or the others
- Usage details an

Facility Status Facility Catalogue **112** Order Consumables **New** Core Analytics

- Show current booking status
- Research equipment catalogue
- Loan item catalogue
- Other catalogue

- Place consumable orders
- Access consumable orders

- Most popular facilities
- Most trained facilities
- Most outage facilities

9.1.24 Set Up Multiple Booking Permission

Go to Facility Manager to set up multiple booking at the same time, once the checkbox is ticked, the selected facility can be booked multiple sessions at the same time.



Booking Facility	ALD - Fiji F200
Facility Group	CLEANROOM FACILITY
Staff Time Facility Type	Physical Facility
Facility Image	
Description	
Location	Clayton, VIC, Australia
Facility Type	Research Equipment
Catalogue Access	Local
Min Hour per Session	1
Min Booking Unit	1 hour
Compulsory Booking Confirmation	No
Multiple Bookings At Same Time	Permitted
Booking Alert	No

Facility Name	ALD - Fiji F200
Facility Group	CLEANROOM FACILITY
Staff Time Facility Type	<input type="checkbox"/> (Staff time facility if checked)
Facility Image	Upload Facility Image
Description	
Location	Clayton, VIC, Australia
Facility Type	Research Equipment
Catalogue Access	Local
Min Hour per Session	1
Min Booking Unit	<input type="radio"/> 15 Minutes <input checked="" type="radio"/> 1 Hour
Multiple Bookings At Same Time	<input checked="" type="radio"/> Permitted <input type="radio"/> Not Permitted
Compulsory Booking Confirmation	<input type="checkbox"/> (Tick to make email booking confirmation compulsory)
Booking Alert	<input type="checkbox"/> (Tick to enable booking alert for trainers)



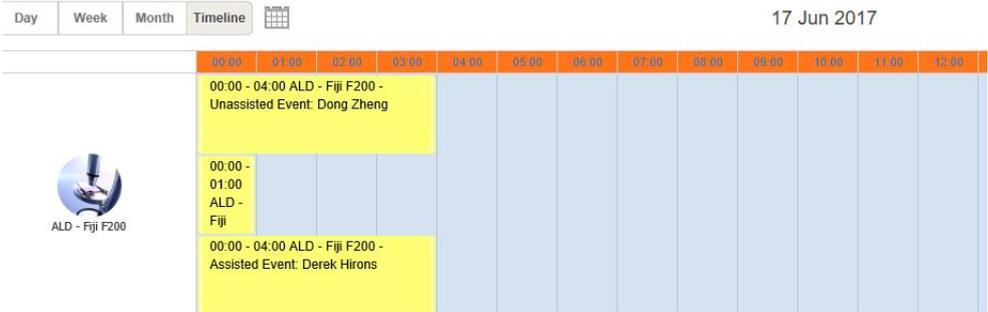
9.1.25 Multiple Booking on Calendar

Timeline calendar:

All Facility Timeline Calendar

Accept future bookings only
 Account for Booking: ALEXANDER HEGER (MONASH MATH)

Select Facility Group: CLEANROOM FACILITY Access Individual Booking Calendar



Unassisted calendar:



Accept future bookings only Switch to day/week view by clicking on DATE as link
 Account for Booking: ALEXANDER HEGER (MONASH MATH)

Unassisted Booking Assisted Booking Service Booking



Assisted calendar:



ALD - Fiji F200

- 📍 **SOP** Accept future bookings only
- 📍 Switch to day/week view by clicking on DATE as link

Unassisted Booking **Assisted Booking** Service Booking

Day Week Month List 19 Jun 2017 – 25 Jun 2017

	Mon, June 19		Tue, June 20		Wed, June 21		Thu, June 22		Fri, June 23	
00:00	00:00 - Dong	00:00 - Dong Zheng	00:00 - Dong	00:00 - Dong Zheng	00:00 - Dong	00:00 - Dong Zheng	00:00 - Dong	00:00 - Dong Zheng	00:00 - Dong	00:00 - Dong Zheng
01:00										
02:00										
03:00										
04:00										

Edit booking calendar in logbook manager:



ALD - Fiji F200

- 📍 Open past calendar to edit bookings
- 📍 Switch to day/week view by clicking on DATE as link

Day Week Month List 12 Jun 2017 – 18 Jun 2017

	Mon, June 12	Tue, June 13		Wed, June 14		Thu, June 15		Fri, June 16
00:00		00:00 - 02:00 Dong Zheng	00:00 - 07:00 Dong Zheng	00:00 - 01:00 Dong Zheng	00:00 - 04:00 Dong Zheng	00:00 - 01:00 Dong Zheng	00:00 - 04:00 Dong Zheng	00:00 - 01:00 Dong Zheng
01:00								
02:00								
03:00								
04:00								
05:00								
06:00								
07:00								



9.2 Modification for ANFF QLD Node

9.2.1 Background

ANFF QLD Node requested to modify the ACLS (MCN) version to meet its own operational requirements. The business process has been overhauled in ACLS to deal with the business model integrating with projects and memberships.

This guide intends to cover information about the changes to many aspects of ACLS. In short, they are:

- Online registration submission
- Online registration approval
- Manual user registration by admin staff
- Project membership registration
- Project top up hours tracking
- Project daily updating to remaining hours
- Facility registration
- User booking tool with booking reminder
- Booking data report: All the data reports are set up for the project membership rate accordingly
- Booking data invoicing: All the invoice statements are set up for the project membership rate accordingly. The system needs to be able to generate monthly invoice statements per supervisor
- Consumable ordering and resources
 - Order consumables by users
 - Register and edit consumables by admin staff
 - Top up consumables by admin staff
 - Consumable reports

9.2.2 Register Project

Through **Staff Resources -> Project Manager**, you can set up project memberships. As the charge rate is defined by charge tier and charge category (or so called charge group), you must set up **Charge Tier** and **Charge Category** before clicking **Project Manager**. The Charge Category term is used to be consistent with the MCN version.

- Step 1: Set Up Charge Category

Through **Charge Category Manager**, you can set up a list of categories as illustrated below.



Charge Category Manager

List all charge categories.

[Return](#)

Charge Category	Note
Australian industry	Australian Industry Funded Contract Research
Australian publicly funded research agency	e.g. CSIRO or the Australian Synchrotron
External university	Publicly funded research for non-Host universities
Host university	e.g. NHMRC Projects, ARC Discovery, State Grants...
Industry linkage (university)	e.g. ARC Linkage Grants, NHMRC Development Grants...
International industry	International industry funded research
International other	Research for international clients who are not industry funded
Other	anything that does not fall into one of the listed categories

- Step 2: Set Up Charge Tier

Through **Charge Tier Manager**, you can set up charge tiers.

Charge Tier Manager

List all charge tiers.

[Return](#)

Charge Tier	Note	Status
CONTRACT AUS (ASSISTED)	161 or 282	Active
CONTRACT AUS (UNASSISTED)	61 or 182	Active
CONTRACT INTERNATIONAL (ASSISTED)	282 or 403	Active
CONTRACT INTERNATIONAL (UNASSISTED)	182 or 303	Active
CONTRACT RESEARCH UQ (ASSISTED)	116.00	Active
CONTRACT RESEARCH UQ (UNASSISTED)	55.00	Active
CONTRACT SERVICE AUS (ASSISTED)	282.00	Inactive
CONTRACT SERVICE AUS (UNASSISTED)	182.00	Inactive
CONTRACT SERVICE INTERNATIONAL (ASSISTED)	403.00	Inactive
CONTRACT SERVICE INTERNATIONAL (UNASSISTED)	303.00	Inactive
MEMBERSHIP ACCESS RATE 100HR		Active
MEMBERSHIP ACCESS RATE 100HR TOPUP1		Active
MEMBERSHIP ACCESS RATE 100HR TOPUP2		Active
MEMBERSHIP ACCESS RATE 50HR		Active
MEMBERSHIP ACCESS RATE 50HR TOPUP		Active
PF W/ I STANDARD ANFF ACCESS RATE	55.00	Inactive
STANDARD ANFF ACCESS RATE	55.00	Active

- Step 3: Set Up Rate

When you click on **Rate Settings of Charge Tier vs Charge Category**, you can see a rate matrix table as shown below.



Project Manager
 268 active projects.
 72 expired projects.

Active Projects **Expired Projects**

Rate Settings of Charge Tier vs Charge Category **Active Project List** **Sort Projects By Supervisor**

Active Projects

Charge Category

Charge Tier

Charge Rate/Hour

Membership

Supervisor

Email

Project Status

Project Code

Record Created

Edit **Add** **Reset**

Project Manager
 Set up rates with charge tiers vs charge categories.
[Return](#)

Charge Tier	Australian industry	Australian publicly funded research agency	External university	Host university	Industry linkage (university)	International industry	International other	Other
CONTRACT AUS (ASSISTED)	\$161.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$282.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit
CONTRACT AUS (UNASSISTED)	\$61.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$182.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit
CONTRACT INTERNATIONAL (ASSISTED)	\$282.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$403.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit
CONTRACT INTERNATIONAL (UNASSISTED)	\$182.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$303.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit
CONTRACT RESEARCH UQ (ASSISTED)	\$116.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit
CONTRACT RESEARCH UQ (UNASSISTED)	\$55.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit
MEMBERSHIP ACCESS RATE 100HR	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$33.00 <input type="checkbox"/> Trick to Edit	\$33.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit
MEMBERSHIP ACCESS RATE 100HR TOPUP1	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$22.00 <input type="checkbox"/> Trick to Edit	\$22.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit
MEMBERSHIP ACCESS RATE 100HR TOPUP2	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$16.50 <input type="checkbox"/> Trick to Edit	\$16.50 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit
MEMBERSHIP ACCESS RATE 50HR	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$38.50 <input type="checkbox"/> Trick to Edit	\$38.50 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit
MEMBERSHIP ACCESS RATE 50HR TOPUP	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$33.00 <input type="checkbox"/> Trick to Edit	\$33.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit
STANDARD ANFF ACCESS RATE	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$55.00 <input type="checkbox"/> Trick to Edit	\$55.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit	\$0.00 <input type="checkbox"/> Trick to Edit

Click on checkbox next to **Edit** to change the rate.

Project Manager
 Edit rates.
[Return](#)

Charge Tier

Accept **Return**

RATE CHART OF CHARGE TIER VS CHARGE CATEGORY

Charge Tier	Australian industry	Australian publicly funded research agency	External university	Host university	Industry linkage (university)	International industry	International other	Other
CONTRACT AUS (ASSISTED)	\$161.00	\$0.00	\$0.00	\$0.00	\$0.00	\$282.00	\$0.00	\$0.00
CONTRACT AUS (UNASSISTED)	\$61.00	\$0.00	\$0.00	\$0.00	\$0.00	\$182.00	\$0.00	\$0.00
CONTRACT INTERNATIONAL (ASSISTED)	\$282.00	\$0.00	\$0.00	\$0.00	\$0.00	\$403.00	\$0.00	\$0.00
CONTRACT INTERNATIONAL (UNASSISTED)	\$182.00	\$0.00	\$0.00	\$0.00	\$0.00	\$303.00	\$0.00	\$0.00
CONTRACT RESEARCH UQ (ASSISTED)	\$116.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONTRACT RESEARCH UQ (UNASSISTED)	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MEMBERSHIP ACCESS RATE 100HR	\$0.00	\$0.00	\$0.00	\$33.00	\$33.00	\$0.00	\$0.00	\$0.00
MEMBERSHIP ACCESS RATE 100HR TOPUP1	\$0.00	\$0.00	\$0.00	\$22.00	\$22.00	\$0.00	\$0.00	\$0.00
MEMBERSHIP ACCESS RATE 100HR TOPUP2	\$0.00	\$0.00	\$0.00	\$16.50	\$16.50	\$0.00	\$0.00	\$0.00
MEMBERSHIP ACCESS RATE 50HR	\$0.00	\$0.00	\$0.00	\$38.50	\$38.50	\$0.00	\$0.00	\$0.00
MEMBERSHIP ACCESS RATE 50HR TOPUP	\$0.00	\$0.00	\$0.00	\$33.00	\$33.00	\$0.00	\$0.00	\$0.00
STANDARD ANFF ACCESS RATE	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00	\$0.00	\$0.00	\$0.00

Click on **Accept** to save the rate.

- Step 4: Register Project



Through **Project Manager**, you can define which supervisor has membership of the project.

Project Manager

[Edit/Add project.](#)

[Return](#)

Project Name

Charge Category

Charge Tier

Charge Rate/Hour \$0.00

Membership (Tick to be inclusive)

Supervisor

Project Status (Tick to be active)

[Accept](#)

You can add a new project, or edit the existing project, but you cannot delete the project. To edit the project, select the project from the dropdown list, click on Edit.

Description of project parameters:

Parameter	Description
Project Name	Project name, should be verified by the staff
Charge Category	Charge category, set up through charge category manager
Charge Tier	Charge tier, set up through charge tier manager
Charge Rate/Hour	Auto-loads after the selection of charge category and charge tier
Membership	Check the box to allocate the project to membership of a supervisor. In other words, the system tracks the project booking hours daily if inclusive.
Supervisor	Supervisor who oversees the project
Project Status	Project is considered 'active' even if the membership is expired. You have to manually set it as 'inactive' to switch it off and prevent it being used by users to book facilities.

9.2.3 Register Membership

Through **Staff Resources -> Supervisor Manager**, you can set up memberships.



Supervisor Manager

215 supervisors

Search Supervisor

School/Organization: ANFF-Optofab

Sd	Supervisor	School/Organization	Work Phone	Mobile	Email	Membership	Code	Record Created
	Mr. David O'Connor	ANFF-Optofab	+ 61 2 8374 5308	11111	d.oconnor@bwfoundry.com	Start: 25/06/2015 End: 25/06/2016 Remaining Hours: 0.0 Alert Threshold: 0	154	26/06/2015

Edit Delete Add Reset

Each supervisor can have charge of only one membership, but each membership can connect to multiple projects through the project settings explained above.

Supervisor Manager

Edit/Add supervisors

Search Supervisor

Title: Mr.

Supervisor Name: David O'Connor

School/Organization: ANFF-Optofab

Work Phone: + 61 2 8374 5308

Mobile Phone: 11111

Email: d.oconnor@bwfoundry.com

Address 1: Bandwidth Foundry International Pty Ltd, Suite 3 Biomedical Building

Address 2: 1 Central Avenue, Australian Technology Park Sydney

Suburb: Eveleigh

State: New South Wales

Postal Code: 2015

Postal Address: Bandwidth Foundry International Pty Ltd, Suite 3 Biomedical Building, 1 Central Avenue, Australian Technology Park Sydney, Eveleigh, New South Wales

Membership Settings

Start of Membership: [Date Picker]

End of Membership: [Date Picker]

Topup Hours: 0.0

click to view top up logs:

Remaining Hours: 0.0 (Last Update Date: 28/06/2017)

Alert Threshold Hours: 0

Accept Reset

9.2.4 Register Facility

Use the same method as described in the standard ACLS manual, go to **Facility Manager** to set up facilities.

Three additional fields have been set up for each facility:

- Description
- Location
- Levy/Hour



Booking Facility	3D printer - Form 2 (SLA)
	Certificate details ... 3D PRINTER - FORM 2 (SLA) Go to Training Manager to update certificates ...
	Trainer details ... ANFF Administration Douglas Mair Elliot Cheng Zahra Faraji Rad Go to Training Manager to update trainers ...
Facility Group	LITHOGRAPHY
Facility Image	
Description	
Location	UQ
Levy/Hour (\$)	0.00
Min Hour per Session	0.50
Min Booking Unit	15 minutes
Compulsory Booking Confirmation	No
Booking Alert	No
Training Certificate	Required
Pre-Approval Booking	Not Required
Booking Enable	Yes
Operation Status	Active
Facility Code	102
Record Created	20/08/2016

The levy is used for additional charges to bookings. For example, if the charge rate is \$20/hour, and levy setting is \$10/hour, then the final charge rate is \$30/hour.

9.2.5 Online Registration

The three steps to complete online registration are coded according to ANFF QLD requirements.



[> Registration](#) [> Terms & Conditions](#) [> Submission](#)

NEW USER REGISTRATION

Title	<input type="text"/>
Given Name*	<input type="text"/>
Family Name*	<input type="text"/>
Preferred Name	<input type="text"/>
Student/Staff No.	<input type="text"/> (000 for visitors only)
Email*	<input type="text"/>
Retype Email*	<input type="text"/>
Login Password*	<input type="password"/>
Retype Login Password*	<input type="password"/>
Type of Researcher	<input type="text" value="Undergra. Student"/>
Contact Number*	<input type="text"/> (Digits Only)
Supervisor*	<input type="text"/>
Project*	<input type="text" value="Choose project from the list"/>

Please contact staff member if you cannot find the projects!

*: Indicating the compulsory data fields

[Login Page >>](#)

The supervisor list is compiled through the active project profiles. Upon submission of the project, the system sends a notice to users and staff members.

9.2.6 Update Project to User Profile

All the functions in User Profile are revised for this project.

Profile Form Publication Project Certificate Usage (Booking)

Project(s) ■ FERRO

[Edit User Projects](#)

You are able to add projects to the user through Edit User Projects.

User Profile Manager

[Edit user projects](#)

Project	Project Code	Suspended	Delete
FERRO	229	<input type="checkbox"/>	<input type="checkbox"/>

if you wish to add new project

[Accept Changes](#)

The information icon contains detailed project information, simply click on icon to view.



User Profile Manager
 9 Edit user projects

Project	Project Code	Suspended	Delete
FERRO	229	<input type="checkbox"/>	<input type="checkbox"/>

Charge Category: Host university
 Charge Tier: STANDARD ANFF ACCESS RATE
 Charge Rate/Hour: \$55.00
 Membership: Inclusive
 Supervisor: Vito Ferro
 Start of Membership: 28/07/2015
 End of Membership: 27/07/2016
 Remaining Hours: 0

9.2.7 Newly Reg User Summary

Search New User result is modified to the requested format as below.

Newly Reg User Summary
[Details in Full Form](#)

Period: June 2017 to June 2017 Records Found: 13

User Name	Login Name	School/Organization	Supervisor	Project	Charge Category	Date Registered	Status
Mr Alireza Hosseinmardi	a.hosseinmardi@uq.edu.au	UQ	Darren Martin	MARTIN - MARTIN	Host university	26/06/2017	Active
Assoc. Professor Antonio Tricoli	antonio.tricoli@anu.edu.au	Australian National University	Antonio Tricoli	TRICOLI	External university	13/06/2017	Active
Dr Cesar Morena	c.morena@uq.edu.au	UQ	Ernst Wolvetang	WOLVETANG	Host university	28/06/2017	Active
Mr Darrell Edwards	d.edwards@qut.edu.au	QUT	Darrell Edwards	EDWARDS-FORGETSPECS.COM	External university	16/06/2017	Active
Dr Dongdong Qu	d.qq1@uq.edu.au	UQ	Kazuhiro Nogita	NOGITA	Industry linkage (university)	01/06/2017	Active
Ms Donya Ramimoghdam	donya.ramimoghdam@griffithun.edu.au	Griffith University	Colin Jim Webb	WEBB	External university	06/06/2017	Active
Professor Gregg Suaning	gregg.suaning@sydney.edu.au	University of Sydney	Gregg Suaning	SUANING	External university	01/06/2017	Active
Mao Junrong Li	junrong.li@uq.net.au	UQ	Matt Trau	TRAU	Host university	21/06/2017	Active
Mr Lukas Michalek	lukas.michalek@qut.edu.au	QUT	Leonie Barner	BARNER	External university	01/06/2017	Active
Mr Lukas Michalek	lukas.michalek@qut.edu.au	QUT	Leonie Barner	BARNER	External university	01/06/2017	Active
Mr Michael Postan	michael.postan@uqconnect.edu.au	UQ	Justin Cooper-White	COOPER-WHITE - GENERAL	Host university	21/06/2017	Active
Mr Paul Fisher	paul.fisher@griffithun.edu.au	Griffith University	Mirko Lobino	LOBINO	External university	08/06/2017	Active
Dr Rebecca Griffiths	rebecca.griffiths@uq.edu.au	UQ	Bit Winnen	STEMCARE	Host university	21/06/2017	Active
Dr Xiao Sun	xiao.sun@uwa.edu.au	University of Western Australia	Adrian Keating	KEATING	External university	21/06/2017	Active

9.2.8 Consumable Resources

Consumable Resources is new in response to ANFF QLD Node requirements. Staff can register, edit, order, track and manage the consumables through this feature. Users can only place an order for the consumables.

In **Consumable Resources**, there are a number of tools as shown below.

- Consumable Resources
 - > Register Consumables
 - > Search Consumables
 - > Change Consumable Orders
 - > Order Report By Consumable
 - > Order Report By Supervisor
 - > Stocktake Active Consumables
 - > Stocktake Inactive Consumables



9.2.9 Register Consumables

You can register new consumables, and search and edit existing consumables.

Register Consumables

[To top up stock ...](#)

[To view consumable price change log ...](#)

[To edit last consumable price change log ...](#)

EDIT CONSUMABLE

Consumable Code	Arrow
Description	Arrow
Unit	1 item
Price per Unit (\$)	27.50
Stock Quantity	-14
	click to view top up logs:
Reorder Quantity	0
Admin Only	<input type="checkbox"/>
Active Status	<input checked="" type="checkbox"/> (Tick to be active)

Accept Reset

The consumable parameters are explained in the table below:

Parameter	Description
Consumable Code	A short code to represent the consumable
Description	Description of the consumable
Unit	Individually defined
Price per Unit (\$)	For example, \$55 per 100pc
Stock Quantity	The current stock quantity, this value is constantly updated against the consumable orders once a week. You can check the top up records.
Reorder Quantity	This is used as a threshold to trigger an alert to staff if the stock quantity is less than the reorder quantity. The system runs an order update at 12am each Saturday, then sends out any necessary alerts.
Active Status	If inactive, the consumable is taken off the order list.

9.2.10 Search Consumables

This function is open to all staff in case they need to check consumable information or stock quantity.



9.2.11 Consumable Reports

There are two reporting tools available:

- Report by Consumables

- Step 1: Select the time period for report:

Order Report By Consumable

From:

To:

Continue

- Step 2: Select the consumable from the dropdown list:

Order Report By Consumable

Report Period: 24/06/2017 To 30/06/2017

Select Consumable:

- BG41100
- GPCF
- GPCV
- PDMS05
- ST6101
- ST611
- Tap 300

Continue

- Step 3: Compile the report:

Order Report By Consumable

Report Period: 24/06/2017 To 30/06/2017

Consumable: BG41100

User	Project	Price per Unit	Ordered Time	Quantity	Total
Alain Wuestrich	TRAU	\$32.00	28/06/2017, 10:52	10	\$320.00
Total					\$320.00

Summary by Users:

User	Total
Alain Wuestrich	\$320.00

Summary by Projects:

Project	Total
TRAU	\$320.00

- Report by Supervisors

- Step 1: Select the time period for report:
- Step 2: Select the supervisor from the dropdown list:

Order Report By Supervisor

Report Period: 24/06/2017 To 30/06/2017

Select Supervisor:

Continue



- Step 3: Compile the report:

An efficient way to check if the report is correct is by comparing the reports run against consumables and those run against supervisors.

9.2.12 Stocktake Consumables

The consumable store is like a warehouse. Stocktaking is an effective way to ensure the stock quantity is correct and updated properly.

You are able to do this for 'active' consumables and 'inactive' consumables respectively.

Stocktake Active Consumables

Consumable Code	Description	Stock Quantity	Stocktake	Order Chart
Arrow	Arrow	-14	Stocktake Records: Arrow	Order Bar Chart: Arrow
AZ1518-4	AZ1518 per 4" layer	0	Stocktake Records: AZ1518-4	Order Bar Chart: AZ1518-4
AZ1518-6	AZ1518 per 6" layer	0	Stocktake Records: AZ1518-6	Order Bar Chart: AZ1518-6
AZ2070-4	AZnLQF2070 per 4" layer	-6	Stocktake Records: AZ2070-4	Order Bar Chart: AZ2070-4
AZ2070-6	AZnLQF2070 per 6" layer	-2	Stocktake Records: AZ2070-6	Order Bar Chart: AZ2070-6
AZ40XT	AZ40XT 100ml	-2	Stocktake Records: AZ40XT	Order Bar Chart: AZ40XT
AZ6615	AZ6615 100ml	4	Stocktake Records: AZ6615	Order Bar Chart: AZ6615
AZ701	AZ HDR 701 100ml	3	Stocktake Records: AZ701	Order Bar Chart: AZ701
AZ9260	AZ9260 100ml	4	Stocktake Records: AZ9260	Order Bar Chart: AZ9260
AZ9260-4	AZ9260 per 4" layer	0	Stocktake Records: AZ9260-4	Order Bar Chart: AZ9260-4
AZ9260-6	AZ9260 per 6" layer	-8	Stocktake Records: AZ9260-6	Order Bar Chart: AZ9260-6
B13	Etalon tips	-13	Stocktake Records: B13	Order Bar Chart: B13
BG41100	4 inch borofloat 33 glass wafers 1100 um thick	35	Stocktake Records: BG41100	Order Bar Chart: BG41100

Click on the 'Stocktake Records' button to continue. In this example, you are provided all the details for orders and top ups.

Stocktake Active Consumables

[Order Bar Chart: Arrow](#)

Consumable Code	Description	Stock Quantity
Arrow	Arrow	-14

► **Stocktake Records: 2017**

Stock Quantity Before	Order Quantity	Topup Quantity	Stock Quantity After

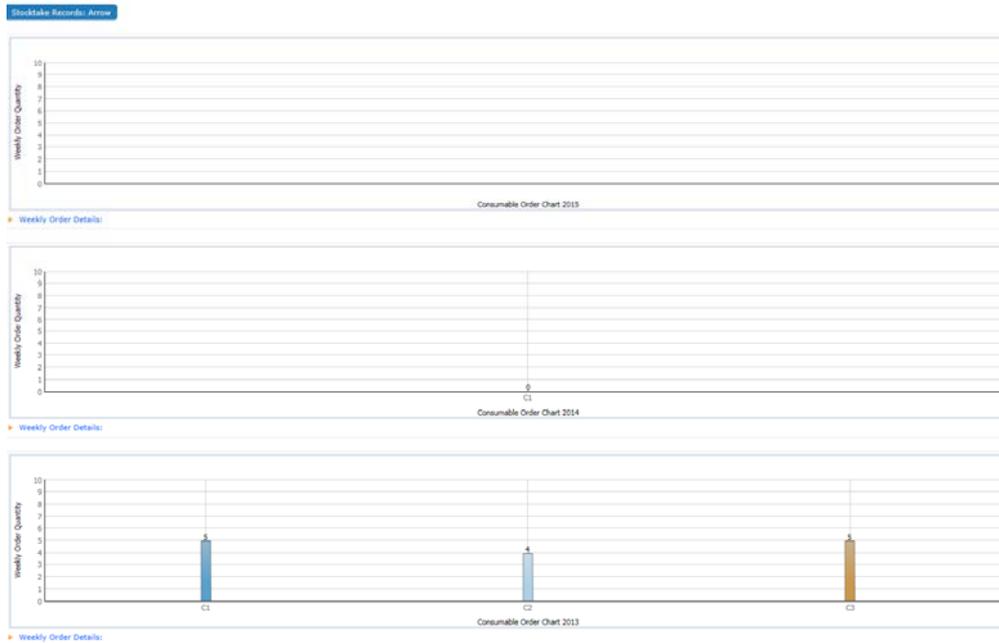
► **Stocktake Records: 2016**

► **Stocktake Records: 2015**

► **Stocktake Records: 2014**

► **Stocktake Records: 2013**

To further assist you in monitoring the consumable order trend, a bar chart is available:



9.2.13 Order Consumables

Any user can order consumables through My Dashboard.

- Step 1: Select the project:

Select User:

Select Project:

Consumable Code	Description	Unit	Price per Unit	Quantity
Arrow	Arrow	1 item	\$27.50	<input type="text" value="0"/>
AZ1518	AZ1518 100ml	100ml	\$309.00	<input type="text" value="0"/>
AZ2070	AZnLOF2070 100ml	100ml	\$349.50	<input type="text" value="0"/>
AZ9260	AZ9260 100ml	100ml	\$336.50	<input type="text" value="0"/>
Biolever	Biolever	1 item	\$38.50	<input type="text" value="0"/>
Conductive NSG03/Pt	Conductive NSG03/Pt	1 item	\$44.00	<input type="text" value="0"/>
D47050	4" Dry film PerMX 7050	each	\$27.50	<input type="text" value="0"/>
D67050	6" Dry film PerMX 7050	each	\$38.50	<input type="text" value="0"/>
DB3A21	Dicing blade - Nickel	each	\$93.50	<input type="text" value="0"/>
DBRZ01	Dicing blade - Resin	each	\$41.40	<input type="text" value="0"/>
Delivery Fee	Parcel bags for sending masks away	each	\$22.00	<input type="text" value="0"/>
Diced Si Wafer 1x1 cm	Diced Si Wafer 1x1 cm	1 item	\$1.10	<input type="text" value="0"/>
DPT101	Titanium/Au deposition	per nm	\$1.00	<input type="text" value="0"/>
Electricont	Electricont	1 item	\$33.00	<input type="text" value="0"/>
Etalon	Etalon	1 item	\$38.50	<input type="text" value="0"/>
FM0501	5" Film mask	each	\$6.60	<input type="text" value="0"/>
FM0701	7" Film mask	each	\$6.60	<input type="text" value="0"/>
GCS100	Cover slips 24x50 mm	Box of 100 pcs	\$8.00	<input type="text" value="0"/>
GPP004	4" HRP-SN-2 photoplates	each	\$16.50	<input type="text" value="0"/>
GPP005	5" HRP-SN-2 photoplates	each	\$16.50	<input type="text" value="0"/>
GPP007	7" HRP-SN-2 photoplates	each	\$85.00	<input type="text" value="0"/>
GSL050	Microscope slides - Large 100x76x1 mm	Box of 50 pcs	\$60.50	<input type="text" value="0"/>
GSM100	Microscope slides - Medium 76x51x1 mm	Box of 100 pcs	\$65.00	<input type="text" value="0"/>
GSS050	Box of microscope slides - Small	Box of 50 pcs	\$9.90	<input type="text" value="0"/>

- Step 2: Enter the order quantity:



SPS:THF	Solvent Purification System: Tetrahydrofuran 100ml	100ml	\$5.50	0	
SPS:10l	Solvent Purification System: Toluene 100ml	100ml	\$2.30	0	
ST4101	4" 1mm Si Test grade - P (100)	each	\$15.00	0	
ST4501	4" 500um Si Test grade - P (100)	each	\$25.00	0	
ST6701	6" 700mm Si Test grade - P (100)	each	\$25.00	0	
SU2005	SU-B 2005 100ml	100ml	\$236.70	0	
SU2005-500	SU-B 2005 500ml	500ml	\$1075.00	0	
SU2010	SU-B 2010 100ml	100ml	\$236.70	0	
SU2010-500	SU-B 2010 500ml	500ml	\$1075.80	0	
SU2025	SU-B 2025 100ml	100ml	\$207.65	0	
SU2025-500	SU-B 2025 500ml	500ml	\$943.00	0	
SU2050	SU-B 2050 100ml	100ml	\$236.45	0	
SU2050-500	SU-B 2050 500ml	500ml	\$1074.70	0	
SU2100	SU-B 2100 100ml	100ml	\$235.95	0	
SU2100-500	SU-B 2100 500ml	500ml	\$1072.50	0	
SU2150	SU-B 2150 100ml	100ml	\$235.95	0	
SU2150-500	SU-B 2150 500ml	500ml	\$1072.50	0	
Tap 300 GD	Tap 300 GD	1 item	\$35.00	0	
Tap 75	Tap 75	1 item	\$30.00	0	
WC0401	4" single wafer carrier	each	\$11.00	0	
WC0601	6" single wafer carrier	each	\$22.00	0	

Place Order

Currently Ordered For This Week	Project	Ordered Time	Quantity
Update			

Click on **Place Order** to complete. The system updates the **Currently Ordered for This Week** table automatically.

The above snapshots are for administrators. General users just need to select projects to place consumable orders.

The system runs a weekly update for consumable orders, at 12am each Saturday. The week definition is Saturday to Friday.

9.2.14 FAQ

1. How can I find projects under a particular supervisor?

Click on **Sort Projects by Supervisor**.

Project Manager

268 active projects.
72 expired projects.

Active Projects Expired Projects

Rate Settings of Charge Tier vs Charge Category
Active Project List
Sort Projects By Supervisor

Active Projects Choose project from the list

Charge Category	
Charge Tier	
Charge Rate/Hour	\$0.00
Membership	Inclusive
Supervisor	
Email	
Project Status	Active
Project Code	0
Record Created	

Edit Add Reset

2. What is the relationship between project and membership?

Each project has a cost centre in relation to membership, which is allocated to each supervisor through Supervisor Manager. However, if you choose to exclude a project from membership, then the system won't track the booking hours for that



project in relation to the membership. For example, supervisor David Hoffman has multiple projects, one of them is project 'UNSW', if you set this project exclusive of David Hoffman's membership, then none of the bookings under the project 'UNSW' will be included in the cost calculation of the remaining hours of Hoffman's membership.

3. What do you mean the system tracks the top up records?

On the supervisor table (as shown below), you can click to view the history of top up hours.

Supervisor Manager
 Edit/Add supervisors

Title	A/Prof. ▾
Supervisor Name	Antonio Tricoli
School/Organization	Australian National University ▾
Work Phone	04032772569
Mobile Phone	
Email	antonio.tricoli@anu.edu.au
Address 1	Building 31, Ian Ross Building, Research School of Engineering
Address 2	Australian National University
Suburb	Canberra
State	Australian Capital Territory ▾
Postal Code	2601
Postal Address	Building 31, Ian Ross Building, Research School of Engineering Australian National University Canberra Australian Capital Territory 2601
Membership Settings	
Start of Membership	20/06/2017 <input type="button" value="Calendar"/>
End of Membership	20/06/2018 <input type="button" value="Calendar"/>
Topup Hours	0.0
<input type="button" value="click to view top up logs:"/>	
Top Up Hours	
Remaining Hours	0.0 (Last Update Date: 28/06/2017)
Alert Threshold Hours	0

4. How does the system update remaining hours automatically?

ACLS email server runs a remaining hours check against the previous day bookings every midnight. If the remaining hours are less than the pre-set alert threshold, the system sends an alert message to the generic 'Contact Us Email' in the system settings.

5. If I add or cancel past booked sessions through the Data Logbook Manager, can the system automatically update the remaining hours?

No. You have to update it manually. Do this through project top up.

6. Can I top up membership from Dashboard?

Yes. Click on **Top Up Membership** block ... Enter the top up figures ...



7. Can I top up the consumable stock anytime?

Yes. On the consumable edit page, simply click on 'to top up stock'

8. Can any staff register and edit consumables?

No, only admin staff can do this.

9. What if the stock quantity is wrong after a stocktake?

You will need to look into the possible causes, and use the top up tool to adjust the stock quantity in ACLS.

10. What is the 'Update' Button for on the Consumable Order page?

Users can amend an ordered quantity within the current week before 11:59pm Friday. When an order quantity is changed, you need to click on 'Update' to confirm.

11. What if I didn't choose the staff time facility and save the booking?

The system treats this booking as a booking for the user.

12. What if I choose the staff time facility and save the booking?

The system saves the booking to this facility in the name of the selected user, and also saves the booking to the staff time facility at the same time. If the staff time facility is not available for booking, then this booking is declined.

13. Why can't I find the staff time facility in the dropdown list?

You haven't set it up yet through [Facility Manager](#).



10 Appendix B – Modification for IHMRI

IHMRI stands for ILLAWARRA HEALTH AND MEDICAL RESEARCH INSTITUTE. Customization has been done since 2011 according to requirements provided by IHMRI.

This appendix provides an operational guide to the customized ACLS for IHMRI.

10.1 Background

Equipment Maintenance Management functions

Users and managers need to know when equipment is not available due to being faulty or damaged, or for a scheduled maintenance/service. In addition, a fault notification system needs to be included to allow users to notify the system and therefore management if and when any equipment is faulty, a brief description of the incident or fault, the extent of the damage, and urgency of response needed.

Category	Description
Green light	Equipment all ok
Amber light	Needs maintenance but can continue working handle broken but still operating
Red light	Needs maintenance, equipment inoperable microscope faulty Incident, other equipment damaged chemical leak, storage cupboard damaged

In the latter situation the whole room would be shut. In this case all related equipment housed in the same room would need to be marked as “red light” so all users can see they can’t access it. Any user who has booked the equipment in the next X period (day? week?) should be emailed that an incident has occurred that might limit their access to the booked equipment, and to see lab staff regarding maintenance timeframes.

IHMRI requires that lab staff can schedule regular periods when equipment will be out of service (ie un-bookable) for maintenance. This is best done as they add each new piece of equipment to the facility group. At this time, the periodic maintenance requirements and costs, and contractor/maintenance supplier contact details should be added, as well as the cost of the item purchased, and when it is due to be replaced. The dates of each of these events could then be used to provide enhanced ability to pro-actively manage the equipment via the Dashboard, see below.

Other functions required include:

- Repair/maintenance schedules, that show up on the Dashboard as a reminder to organize them
- Records of all repairs/maintenance and costs, who performed them, what the problem was, etc
- Records of whether works were scheduled or unscheduled
- A place to record:
 - Original cost of item
 - Depreciation
 - Details of service contracts – cost, and what it covers
 - Lifespan of item



- End of Life calculation, that warns on the Dashboard when it's drawing close (more notice for more expensive items)
- Asset numbers
- Suppliers and supplier details
- Details of required software
- Whether it is networked or not
- Plus an extra notes section for recording things such as computer passwords and anything else we've forgotten.

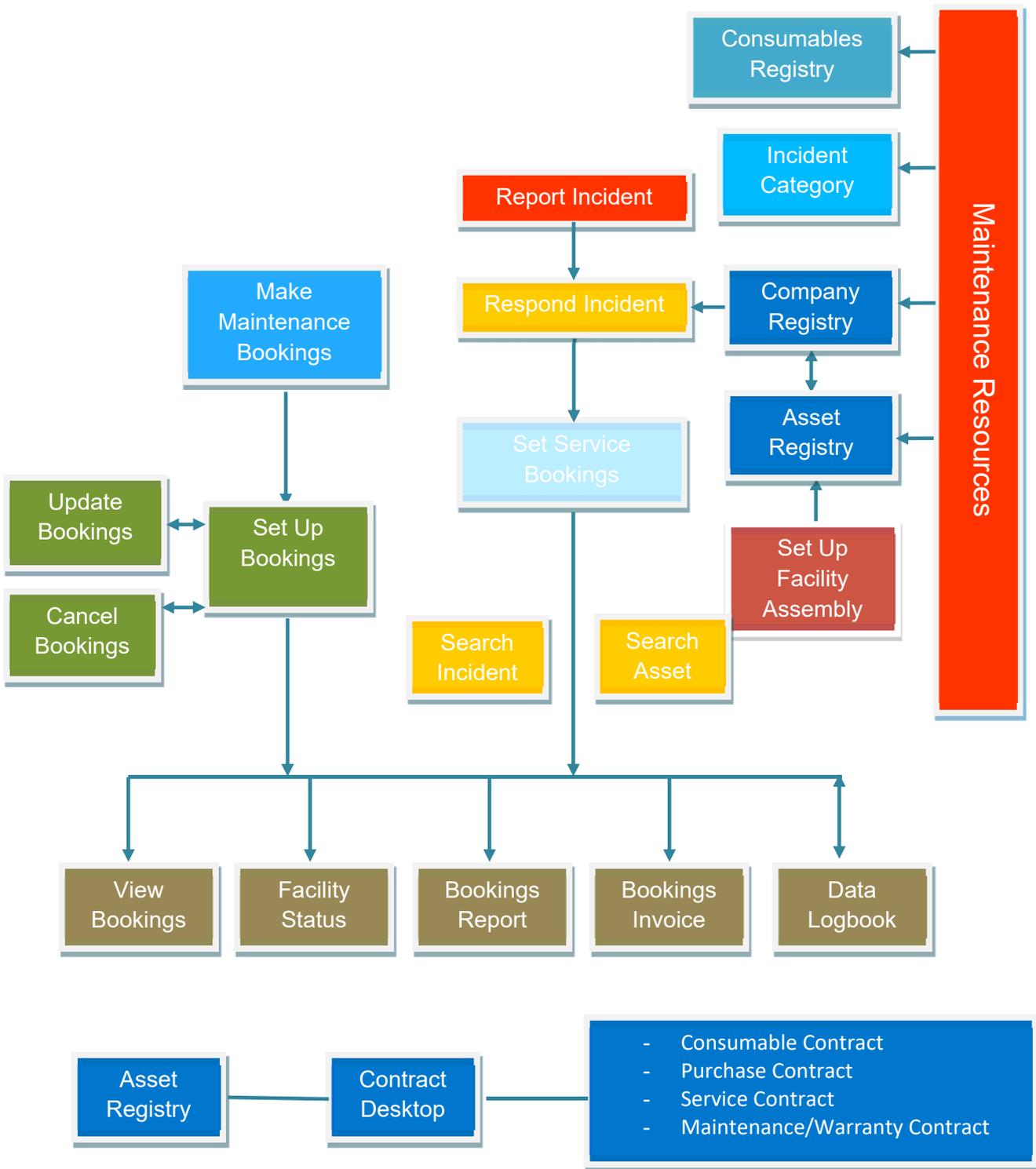
Terminology

Before continuing to the new features implemented for IHMRI, it is worthwhile to address the terms used throughout the system and this document.

- Service: refers to "unscheduled service"
- Maintenance: refers to "scheduled maintenance"
 - Internal maintenance: performed by local staff
 - External maintenance: performed by external company
- Incident: refers to anything users wish to report to staff about a facility according to the pre-set incident category
- Asset: refers to "any facility" to be registered as an "asset". So an asset must be a facility, but not vice versa
- Material: refers to any materialized items, be they hard material, software, or an application
- Labour: refers to any work involved
- Facility Assembly: refers to assembly parts or components of a facility



Flow Chart of Process

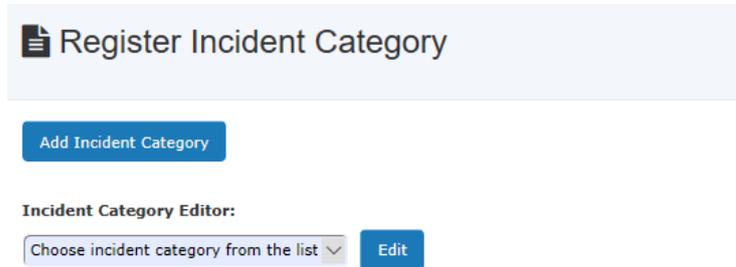




The following chapters relate directly to the process set out in the flow chart.

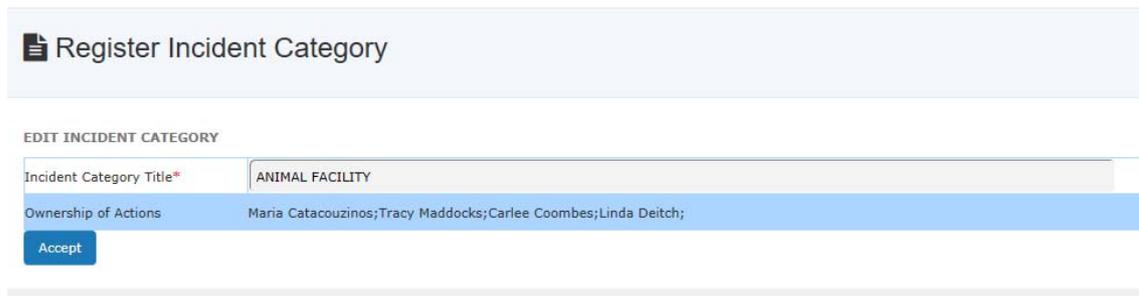
10.2 How to Set Up Incident Category

First of all, you need to set up the Incident Category so that users can lodge the incident properly. Go to [Maintenance Resources](#) to click on [Register Incident Category](#).



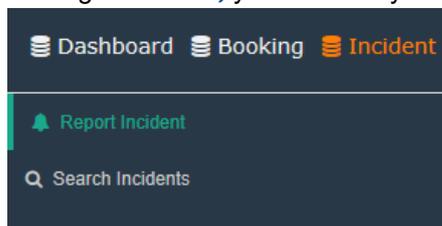
The parameters of the settings are described in detail as follows:

- Incident Category Title: the name of the category
- Ownership of Actions: staff listed as owner of the category will receive the incident notification



10.3 How to Report an Incident

Through [Incident](#), you can easily browse the incident menu as illustrated below.





Functions	Access Control
Report Incident	All users can access to lodge an incident.
Search Incident	Users can only search those incidents they submitted. Open to all staff.

Click on **Report Incident** to lodge an incident:

 **Report Incident**

Submission of Incident

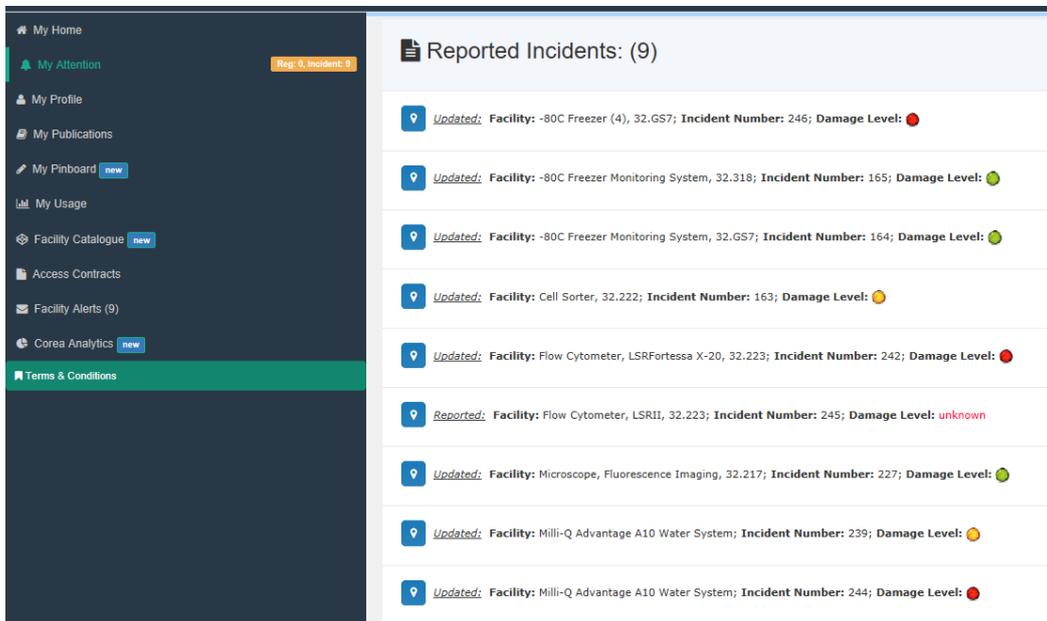
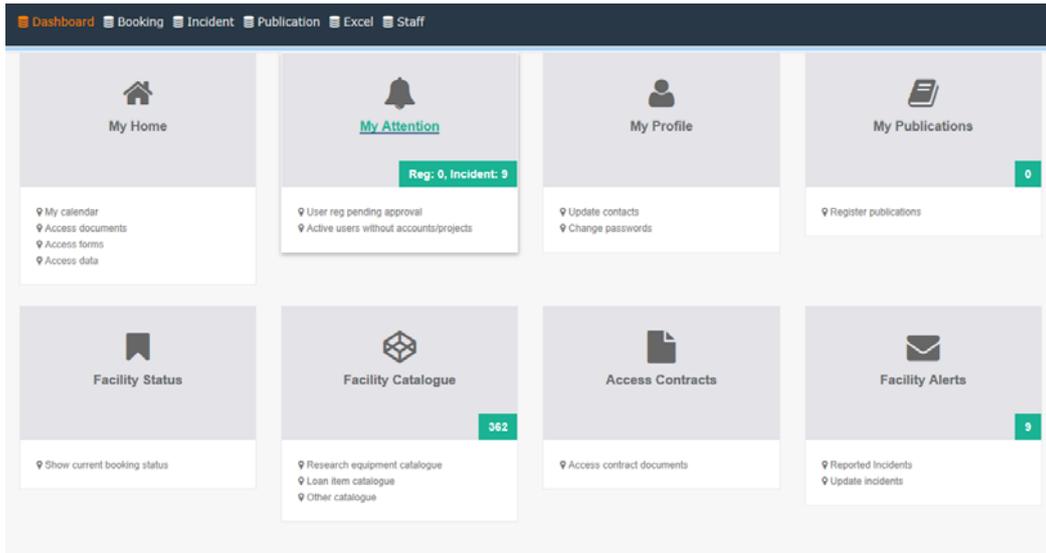
Facility Group	Choose facility group from the list <input type="text"/>
Facility	Choose facility from the list <input type="text"/>
Unit Responsible	
Incident Category	Choose incident category from the list <input type="text"/>
Incident Description	<input style="width: 100%; height: 80px;" type="text"/>

- Select Facility Group
- Select Facility
- Select Incident Category
- Enter description of fault / incident

Then Submit. Upon submission, the system sends an email notification to the staff-in-charge, the owner(s) of the incident category.

10.4 How to Respond to an Incident

The system shows the reported incidents on My Attention, simply click on **To Update** or **To Respond** next to each incident to start your action.



The “i” information box shows up the incident report and last responding information, including action note for reference.

Incident Number: 246
Facility: Incident Category: LAB
Description:
 High temperature alarm received at 1:45 am.
Reported By:
 Clare Atkinson on 29/06/2017

Action Note:
 29/06/2017 * Greg from Sci-Tek responded to alarm at 6 am. Found circuit board controlling second compressor not working. Freezer switched off and ThermoFisher to be contacted regarding spare parts.
Last Responded By:
 Clare Atkinson on 29/06/2017

On this page, you are shown full information about the incident and need to fill out the processing details to complete the action:

- Processing status: open or closed
- Incident description: able to be edited by staff to update the original description submitted
- Light indicator:



- Green to represent normal
- Amber to represent minor faults
- Red to represent medium faults
- Flash Red to represent severe faults

Category	Description
Green light	Equipment all ok
Amber light	Needs maintenance but can continue working handle broken but still operating
Red light	Needs maintenance, equipment inoperable microscope faulty
Flash Red Light	Incident, other equipment damaged chemical leak, storage cupboard damaged

- Level of Actions: as stated above, 4 to choose from
- Company: select service company from the list
- Action Note: for action messages
- **Unscheduled Service Bookings:**
 - If you enable a service booking, then you need to select start time and end time

The history of response is shown at the bottom of the page. Simply click on **and more ...** to view details.

When you click on **Continue** button, the system shows you the final page to confirm and complete:



If you want to make changes before the final completion, click on **Edit** to go back to the previous data entry page. Or click on **Complete** to submit the response.

Respond To Incident

Incident Number (1) is responded, but not closed yet!

Processing Details: responded by: Dong Zheng on 26/07/2013, and more ...

Processing Details: responded by: Clare Atkinson on 09/01/2013, and more ...

Processing Details: responded by: Clare Atkinson on 08/01/2013, and more ...

10.5 How to Search for an Incident

Multiple searching tools are provided to find incidents: by status, by facility and by incident category. They are only accessible to staff members.

My Reported Incidents offers users a tool to check their reported incident details.

Search Incident

Choose incident status from the list

Choose facility from the list

Choose incident category from the list

Enable Time Search Range:

From: June 2017

To: June 2017

See example below, searching all open incidents:

Search Incident

Reported Incident Search By Status

Incident Number	Facility	Unit Responsible	Incident Category	Incident Description	Submitted By	Submitted Date	Status	Closed By
153 <input type="button" value="Processing Details"/>	Cell Sorter, 32.222	LAB	LAB	1. High event rate during QC. 2. Droplets appearing on outside of left sorting tube	Clare Atkinson	30/06/2016	Open	
164 <input type="button" value="Processing Details"/>	-80C Freezer Monitoring System, 32.GS7	LAB	LAB	Base stations are only 2G compatible. The 2G network will be switched off by Telstra in December 2016. Testo is trying to upgrade	Clare Atkinson	04/07/2016	Open	
165 <input type="button" value="Processing Details"/>	-80C Freezer Monitoring System, 32.318	LAB	LAB	Base stations are only 2G compatible. The 2G network will be switched off by Telstra in December 2016. Testo is trying to upgrade	Clare Atkinson	04/07/2016	Open	
227 <input type="button" value="Processing Details"/>	Microscope, Fluorescence Imaging, 32.217	LAB	LAB	Heating plate damaged it was bend and condenser appears to be misaligned	Nadia Suarez-Bosche	24/03/2017	Open	
239 <input type="button" value="Processing Details"/>	Mili-Q Advantage A10 Water System	LAB	LAB	Water leaking from within unit in lab 218	Poppy Dobozy	13/06/2017	Open	
242 <input type="button" value="Processing Details"/>	Flow Cytometer, LSRFortessa X-20, 32.223	LAB	LAB	No aspiration from a sample tube again. The run button is orange.	Tanya Levchenko	23/06/2017	Open	
244 <input type="button" value="Processing Details"/>	Mili-Q Advantage A10 Water System	LAB	LAB	Water leaking from within the A10 unit in 32.210 appears to have caused the display on the Q-Pod to go blank.	Poppy Dobozy	23/06/2017	Open	
245 <input type="button" value="Processing Details"/>	Flow Cytometer, LSRII, 32.223	LAB	LAB	When running the samples including control, the threshold rate was too low around 4-40events. This phenomenon seems quite abnormal.	NAI-SHENG HSU	25/06/2017	Open	
246 <input type="button" value="Processing Details"/>	-80C Freezer (4), 32.GS7	LAB	LAB	High temperature alarm received at 1:45 am.	Clare Atkinson	29/06/2017	Open	



Clicking on **Processing Details** to explore all processing records. You may choose not to close the incident ticket each time you process it, so you can check the historical records for multiple responses to the incident ticket.

Search Incident

▼ Incident details for processing.

Incident Processing Details

Incident Details	Incident Number: 163 Incident Category: LAB Facility: Cell Sorter, 32.222 Unit Responsible: LAB Description: 1. High event rate during QC. 2. Droplets appearing on outside of left sorting tube Reported By: Clare Atkinson on 30/06/2016
Asset Details	Asset Number: 20013078
Status	Open

Processing Details: responded by: Clare Atkinson on 30/06/2016, [and more ...](#)

Processing Details: responded by: Clare Atkinson on 30/06/2016, [and more ...](#)

10.6 How to Make Scheduled Maintenance & Unscheduled Service Bookings

By default, all unscheduled service bookings can only be made through the incident response process.

Before going into this subject further, let's look at how to set up a few things first:

- Register Company:

Go to **Maintenance Resources -> Register Company**.

Register Company

[Add Company](#)

Company Editor:

Choose company from the list [Edit](#)

You are able to add and edit companies as required. Here is the template to enter the relevant data:



Register Company

Given Name	Family Name	Position
Individual Contact Registry		

EDIT COMPANY

Company Name*	3M
Nature of Business*	<input checked="" type="checkbox"/> Manufacturer <input type="checkbox"/> Service Provider <input type="checkbox"/> Distributor
ACN	118 135 283
ABN	61 118 135 283
Phone*	136 136
Mobile	-
Fax	-
Email	-
Website	http://solutions.3m.com.au
Address	Building A / 1 Rivett Road Nrth Rudy NSW 2113
Note	-
Operation Status	<input checked="" type="checkbox"/> (Tick to be operational)

Accept
Reset

Up to three contacts can be added for the same company. To remove a company from the active list, simply uncheck the box of “Enabled”.

- Register Facility Profile:

Following a request made by IHMRI, we introduced the new concept of Facility Assembly to manage the asset by both Facility and Assembly (one level down).

You can set the facility assembly through **Facility Manager**.

Facility Manager

📍 179 bookable facilities 📍 362 operational facilities

Any letters about facility group, facility name and description
Search Facility

Facility Group
Booking Facility
Non-Booking Facility
Research Equipment Catalogue

Set Up Online Registration Facility List
Booking Facility Chart & Export to EXCEL
Set Up Facility Assembly
View Facility Assembly Chart

Here is an example of the facility assembly chart:



Facility Manager
View facility assembly charts.

Set Up Facility Assembly

Facility	Facility Assembly	Operation Status
-SDC Freezer (7), 32.057	GLOVES - CRYOGENIC	Active
-SDC Freezer Monitoring System, 32.318	RADIO PROBE	Active
-SDC Freezer Monitoring System, 32.318	SOFTWARE	Active
-SDC Freezer Monitoring System, 32.057	BASE STATION (1) - DISPOSED	Active
-SDC Freezer Monitoring System, 32.057	BASE STATION (2)	Active
-SDC Freezer Monitoring System, 32.057	PROBE CABLE	Active
-SDC Freezer Monitoring System, 32.057	RADIO PROBE (1) - DISPOSED	Active
-SDC Freezer Monitoring System, 32.057	RADIO PROBE (2)	Active
-SDC Freezer Monitoring System, 32.057	RADIO PROBE (2)	Active
-SDC Freezer Monitoring System, 32.057	RADIO PROBE (4)	Active
-SDC Freezer Monitoring System, 32.057	RADIO PROBE (5) - DISPOSED	Active
-SDC Freezer Monitoring System, 32.057	RADIO PROBE (6) - DISPOSED	Inactive
-SDC Freezer Monitoring System, 32.057	RADIO PROBE (7)	Active
-SDC Freezer Monitoring System, 32.057	RADIO PROBE (8)	Active
-SDC Freezer Monitoring System, 32.057	RADIO PROBE (9)	Active
-SDC Freezer Monitoring System, 32.057	SOFTWARE	Active

We need to define the term asset: In the system, an asset must be a facility or facility assembly, but a facility or facility assembly does not have to be an asset. Before you are able to register a facility assembly as an asset, you must register its facility as a facility profile first.

Register Facility Profile

Add Facility As Facility Profile

Add Facility Assembly As Facility Profile

Facility Profile Editor:

Choose asset from the list

Edit

Asset data fields are defined as following:

Purchase Date	15.7.10
Original cost of item	\$155,000
Depreciation	5%pa
Details of service contracts – cost, and what it covers	Cost: \$15,000 per year Covers: 2 x scheduled maintenance per year, parts for scheduled maintenance, travel time. Does not cover services for breakdowns
Lifespan of item	7 yrs
End of Life calculation, that warns on the Dashboard when it's drawing close (more notice for more expensive items)	15.7.17
Asset numbers	12 588746 48976 (the number will come off a barcode issued by the university)
Location	Bldg 32.115
Suppliers & supplier details	KI Scientific 41564 Smith Street Sydney Ph 6351 6112 Fax 4543 1454 Contact Peter Jones Email pjones@ki.com.au
Details of required software	Software is called 'flowjoe'. Needs to work from Mac with



	OS10.4 or higher.
Whether it is networked or not	Yes, data point number A-226
Extra notes section to record eg computer passwords and any extra information	Password for software is: ihmri446

Here is the template to enter the asset data (facility as asset):

Register Facility Profile

EDIT FACILITY PROFILE

Facility	-80C Freezer (1), 32.GS7
Manufacturer	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD
Distributor	Choose distributor from the list
Asset Number	20004351
Purchase Order Number	OF-00036032
Model Number/Name	FORMA 900 SERIES
Serial Number	8203033170
Location	32.GS7
Original Cost	\$ 13000
Purchase Date	07/05/2010
Depreciation/Year	8.30 %
Lifespan	12 years
End Date of Life Calculation	04/05/2022
Current Value After Depreciation	\$5284.411
Facility Networked	<input checked="" type="checkbox"/> (Tick if networked and untick if not networked)
Software Details	-
Passwords	-
Note	-
Operation Status	<input checked="" type="checkbox"/> (Tick to be operational)

[Accept](#)

[Contract Record Desk](#)



Data entry is explained as below:

Parameter	Description
Facility	Not editable
Manufacturer	By selection
Asset Number	As per your local requirement
Purchase Order Number	As per your local requirement
Model Number/Name	As per your local requirement
Serial Number	As per your local requirement
Location	Where it is located
Original Cost	Purchase price of the facility
Purchase Date	Date of procurement
Depreciation/Year	Percentage
Lifespan	Number of Years
End of Life calculation	Date of selection
Current Value After Depreciation	Calculated by the system automatically
Facility Networked	Yes/No
Software Details	Detailed description of software
Passwords	Password for applications
Notes	For anything you wish to record

To record the contract, click on **Contract Record Desk** at the bottom of the page.

Register Facility Profile

Contract record desk.

CONTRACT RECORD DESK

Facility: -80C Freezer (1), 32.GS7

Asset Number: 20004351

- [Contract \(Consumables\), and details ...](#)
- [Contract \(Maintenance\), and details ...](#)
- [Contract \(Other\), and details ...](#)
- [Contract \(Breakdown\), and details ...](#)
- [Contract \(Warranty\), and details ...](#)

Facility: -80C Freezer (1), 32.GS7
Manufacturer: THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD
Purchase Order Number: OF-00036032
Model Number/Name: FORMA 900 SERIES
Serial Number: 8203033170
Location: 32.GS7
Original Cost: \$13000.00
Purchase Date: 07/05/2010
Depreciation/Year: 8.30%
Lifespan: 12years
End Date of Life Calculation: 04/05/2022

There are 4 types of contracts defined as follows:



- Consumables:

Purchase Date	Description	Quantity	Total Cost	Notes
Calendar selection	Drop down list of active consumables from registry		\$ = Automatically calculated based on quantity entered and total cost in registry	
01/01/12	Formalin, 5 L bottle	2	\$24	

- Warranty / Maintenance:

Purchase Date	Manufacturer / Service Provider	Valid From	Valid To	Total Cost	Status	Years	Cost per calendar year*	Contract pdf	Notes
Calendar selection	Drop down list	Calendar selection	Calendar selection	\$	Automatically calculated based on valid until date < current date		\$ = Calculated from total cost, number of years, and valid to /from dates		
13/12/08	Thermo	01/01/10	31/12/11	\$1500	Inactive	2	\$750		
10/12/11	Thermo	01/01/12	31/12/14	\$2000	Active	2	\$1000		

- Service:

Service Date	Incident Number	Manufacturer / Service Provider	Total Cost	Contract pdf	Notes
Calendar selection					
05/03/10	4	Thermo	\$1000		
16/09/10	12	Thermo	\$500		
01/3/11	35	Thermo	\$650		

- Purchase:

Contract pdf	Notes

You can add as many contracts per asset as you wish.
Types of contract are predefined in the system:

- Consumables
- Maintenance
- Service
- Purchase
- Warranty



Register Facility Profile

Contract record desk

CONTRACT RECORD DESK
Facility: -80C Freezer (1), 32-GS7
Asset Number: 20004351

Contract (Consumables), and details ...

Contract (Maintenance)	Id	Purchase Date	Company	Valid From	Valid To	Reminder Date	Sub-Type	Maintenance Agreement	Number	Purchase Order Number	Total Amount Spent (\$)	Status	Years	Total Cost Per Year (\$)	Contract in PDF	Note	Last Update
		13/05/2016	SCI-TEK SYSTEMS	13/05/2016	13/05/2016	13/04/2017	Agreement				330	Inactive	1.0	330	-80C Freezer - (1) - 8203033170 - Maintenance - Vn8 - 2016_05_13.pdf	Annual Service. Battery replaced.	Clare Atkinson on 20/04/2017
		19/05/2015	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	01/05/2015	01/05/2015	01/08/2016					0	Inactive	1.0	0	-80C Freezer - (1) - 8203033170 - Maintenance - Vn8 - 2015_05_01.pdf	Purchase Order Number: OF-00086747 Contract Number: KISC 033 2015	Clare Atkinson on 31/03/2016
		19/05/2015	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	01/07/2015	30/06/2016	12/05/2016					330	Inactive	1.0	330	Thermo Maintenance Contract KISC 033.pdf	Maintenance Contract KISC 033 2015 OF-00086747	Linda Deitch on 12/06/2015
		27/06/2014	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	27/06/2014	27/07/2014						89	Inactive	1.0	0	Maintenance Parts June 2014.pdf	New battery installed	Linda Deitch on 27/06/2014
		25/06/2014	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	25/06/2014	24/06/2015						0	Inactive	1.0	0	-80 Freezer Maintenance Report 820202-3170 June 2014.pdf	Maintenance Report	Linda Deitch on 25/06/2014
		25/06/2014	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	25/06/2014	27/07/2014						0	Inactive	1.0	0	Service Report PM June 2014.pdf	PM Service Report	Clare Atkinson on 28/10/2014
		01/07/2013	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	01/07/2013	30/06/2014						394.16	Inactive	1.0	394.16	Centrifuges - 80 freezers and nanodrop_2013-2014.pdf	Total cost of the Service Contract for 12 x units (Nanodrop, 5 x -80C Freezers and 6 x Centrifuges) is	Katie Cicero on 27/08/2013
		07/05/2010	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	07/05/2010	07/05/2013						0	Inactive	3.0	0	8145970.AJ09 IHMRI - Formal Freezers 2010.pdf	3 year service agreement with purchase	Linda Deitch on 28/02/2013
		07/05/2010	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	28/06/2011	28/06/2011						0	Inactive	0.0	0	-80C Freezers - Contract (Maintenance) - 2011 June.pdf	Service Report - Scheduled Service (Contract Number: KISC-003)	Katie Cicero on 29/08/2013
		07/05/2010	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	24/05/2012	24/05/2012						0	Inactive	0.0	0	-80C Freezers - Contract (Maintenance) - 2012 May.pdf	Service Report - Scheduled Service (Contract Number: KISC-003)	Katie Cicero on 29/08/2013

Edn Delete Add

Click on **and details** to see each contract under contract type. Through this option you are able to register contracts by different types.

- Register Consumables:

You are able to register new consumables, and edit those with active status.

Register Consumable

Register Consumables

Key Words: (description, supplier, catalogue number, notes)

Search

Search By: Active (66) Inactive (32) All (98)

To find the registered consumables, simply type keywords to find them. If keywords are not entered, search for all.



Description	Unit Cost (\$)	Supplier	Catalogue Number	Valid From	Valid To	Status	Notes	Action
BATTERY - STORAGE - EACH - TESTO	67	TESTO PTY LTD	05150021	30/05/2014	01/01/2019	Active	Credit Card For Testo Freezer Monitoring System (Base Station) Battery = \$32.00 (ex-GST)	Edit
BIOLOGICAL INDICATORS - PACK OF 25	122.3	DVM MEDICAL SUPPLIES PTY LTD	TM1262	04/02/2016	31/12/2019	Active	Cost = \$123.30 (pack of 25) Freight = \$0 (if over \$250) Order Number: OF-00093126 Brand: 3M	Edit
BLADES - FEATHERS - PACK OF 50	126.9	ARTHUR BAILEY SURGICO PTY LTD	SMICBLDS35	01/01/2015	01/01/2019	Active	OF-00066440 Box (pack of 50) = \$134.50 Freight = \$2.00/5 boxes = \$2.40	Edit
BOXES - CRYOGENIC (LARGE) - EACH	5.87	DKSH AUSTRALIA PTY LTD	LS011016 (110434393)	15/04/2015	01/01/2019	Active	Purchase Order Number: OF-00085840 Pack Size: 24 boxes in case = \$135.00 per case	Edit
BOXES - CRYOGENIC (SMALL) - EACH	13.45	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	CH49719629	01/01/2015	01/01/2019	Active	OF-00087489 Number Ordered: 168 Freight: = \$0	Edit
BRUSH WITH MAGNET - LEICA	25.14	LEICA MIKUSTYSYSTEMS PTY LTD	14018340426	23/04/2017	01/01/2019	Active	POA1702669 For microscope and crosshairs	Edit
CALIBRATION BEADS - UNIVERSAL - PROLINE -15 ML	585	BIO-RAD LABORATORIES PTY LTD	1451086	27/07/2015	01/01/2019	Active	OF-00089332 Received instead of discontinued product 1451081.	Edit
CALIBRATION KIT	921.33	ARACUS ALS PTY LTD	MP40275	25/03/2015	01/01/2019	Active	OF-00084613 Kit: \$902 Freight: \$58/3 items = \$19.33 25 Doses.	Edit
CHEMICAL - ALCONOX	89.6	VWR INTERNATIONAL PTY LTD	ALCO1104	14/01/2015	01/01/2019	Active	No freight for orders over \$500	Edit
CHEMICAL - CITROLENE - 2.5 L	24	POINT OF CARE DIAGNOSTICS AUSTRALIA PTY LTD	CITRO2.5	01/01/2014	01/01/2019	Active	No freight for orders over \$500	Edit
CHEMICAL - DEVELOPER G153 - 12 x 2.5L	91.54	IMAGING SOLUTIONS PTY LTD	AG1-HTS36	01/02/2017	01/01/2019	Active	Purchase Order Number: POA1600236 Kit: \$902 Pack Size: Box (12 x 2.5 L) = \$81.00	Edit
CHEMICAL - ETHANOL ABSOLUTE 100% - 5L	14.55	POINT OF CARE DIAGNOSTICS AUSTRALIA PTY LTD	ETHA855	01/01/2014	01/01/2019	Active	No freight for orders over \$500	Edit

For consumables with inactive status, you can only edit those that have expired less than 30 days. Here are the details of consumable parameters:

Description	Cost	Supplier	Catalogue Number	Valid From	Valid Until	Status	Notes
Text box (at least 75 characters)	\$	Drop down list of manufacturers from company registry		Calendar selection	Calendar selection	Automatically calculated based on valid until date < current date	
Nitrogen Gas, G-size cylinder	\$12	BOC	123	01/01/10		Active	

Reporting and tracking consumables will be implemented in the next stage.

- Scheduled Maintenance Bookings:

You have the option to choose the booking type: internal or external. The difference between the two is that you don't need to select the company for internal maintenance bookings.



Facility: Balance, Analytical, XS105DU, 32.316

Description

Company

Booking Type Internal Maintenance
 External Maintenance

Material Cost(\$)

Labor Cost (\$)

Notes

Repeat event Disabled

Full day 00:00 13 August 2015 - 00:15 13 August 2015

Confirmation

10.7 Contract Reminder Alert

The contract reminder alert applies to maintenance and warranty contracts. Upon activating the alert, an email alert will be sent out to the staff (set up through email receivers).

Register Facility Profile

Contract record desk.

CONTRACT RECORD DESK

Facility: -80C Freezer (1), 32.GS7

Asset Number:

Contract Type	Maintenance
Purchase Date	13/05/2016
Company	SCI-TEK SYSTEMS
Valid From	13/05/2016
Valid To	13/05/2016
Reminder Date	<input type="checkbox"/> 13/04/2017
Sub-Type	Agreement
Maintenance Agreement Number	
Purchase Order Number	
Total Amount Spent (\$)	330
Years	1.0
Total Cost Per Year (\$)	330
Notes	Annual Service. Battery replaced.
<input type="button" value="Delete"/> -80C Freezer - (1) - 8203033170 - Maintenance - Visit - 2016_05_13.pdf Upon upload, you MUST click on Button [Accept] to complete contract registration:	
Contract in PDF	<input type="text" value="Contracts Upload (pdf only) ..."/>
<input type="button" value="Accept"/>	

Go to [Email Receiver](#) to set up the proper receivers for the contract expiry alerts.



10.8 Search Contract

Searching contract page is modified to suit IHMRI needs.

Search Contract

Key Words

Key words can be any part of facility name, company name, incident number, and notes

Facility Group

Facility

Facility Assembly

Company

Type All Consumable Breakdown Maintenance Other Warranty

Start Date

End Date

Facility	Search Criteria (optional)
Facility Group	Search Criteria (optional)
Facility Assembly	Search Criteria (optional)
Company	Search Criteria (optional)
Type	Tick boxes for: All, Consumable, Breakdown, Maintenance, Purchase, Warranty
Dates	Search Criteria – start date and end date (optional)

10.9 Access to Facility Lifespan

Through [Report Manager -> Facility Lifespan Summary](#), you are able to see the lifespan summary as below:

Facility Lifespan Summary

Key Words: (facility, asset number)

If you don't enter any keywords to search, the system will show all facilities.



Facility Lifespan Summary

Key Words: (facility, asset number)

Sorted By:

Facility Lifespan Information

Facility	Facility Group	Facility Assembly	Facility Category	Asset Number	Manufacturer	Model	Serial Number	Original Cost	Purchase Date	Depreciation/Year/After Depreciation	Current Value	Lifespan (Years)	End Date of Life Calculation	Days Left to End of Lifespan	Operation Status
-80C Freezer (1), 32.G57	LAB - 80C FREEZERS		LAB - NON-CORE	20004351	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	FORMA 900 SERIES	8203033170	\$13000	07/05/2010	8.30%	\$5284.411	12	04/05/2022	1614	Active
-80C Freezer (2), 32.G57	LAB - 80C FREEZERS		LAB - NON-CORE	20004349	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	FORMA 900 SERIES	8203033178	\$13000	07/05/2010	8.30%	\$5284.411	12	04/05/2022	1614	Active
-80C Freezer (3), 32.G57	LAB - 80C FREEZERS		LAB - NON-CORE	20004348	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	FORMA 900 SERIES	8203033166	\$13000	07/05/2010	8.30%	\$5284.411	12	04/05/2022	1614	Active
-80C Freezer (4), 32.G57	LAB - 80C FREEZERS		LAB - NON-CORE	20004350	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	FORMA 900 SERIES	8203033176	\$13000	07/05/2010	8.30%	\$5284.411	12	04/05/2022	1614	Active
-80C Freezer (5), 32.G58	LAB - 80C FREEZERS		LAB - NON-CORE	20004314	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	FORMA 900 SERIES	8228903769	\$12750	27/03/2011	8.30%	\$8122.1658	12	24/03/2023	1938	Active
-80C Freezer (6), 32.G57	LAB - 80C FREEZERS		LAB - NON-CORE	20009253	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	950TSR600V	82917041	\$13990	15/12/2011	8.30%	\$7554.255	12	12/12/2023	2201	Active
-80C Freezer (7), 32.G57	LAB - 80C FREEZERS		LAB - NON-CORE	20008649	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	TSU700 -80C UPRIGHT FREEZER (TSU700V4E3)	0132339901130812619050	\$13229.2386	22/10/2013	8.30%	\$13229.2386	12	19/10/2025	2878	Active
-80C Freezer (7), 32.G57	LAB - 80C FREEZERS	GLOVES - CRYOGENIC	LAB - NON-CORE	N/A	EDWARDS INSTRUMENT COMPANY	GLOVES - CRYOGENIC WATER PROOF ELBOW LENGTH LARGE	N/A	\$540	31/10/2013	10.00%	\$342.1973	10	29/10/2023	2183	Active
-80C Freezer (8), 32.G58	LAB - 80C FREEZERS		LAB - NON-CORE	20015860	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	FORMA 88700 ULT	0148413201160111821020	\$19611.9479	26/02/2016	5.00%	\$19611.9479	20	21/02/2036	6551	Active

10.10 Finance Report

The objective of the finance report is to provide an overview of cost factors of asset contracts. Three report types are given for selection:

- Summary by facility
- Summary by contract type
- Itemised report

Through the option table as below, you can sort the report by a number of options.

Finance Report

Report Type: Summary By Facility Summary By Contract Type Itemised Report

Facility Group:

Facility:

Facility Assembly:

Company:

Type: All Consumable Maintenance Breakdown

Start Date:

End Date:

Report Type	Radio buttons: Summary by Facility (default), Summary by Contract Type, Itemised Report
Facility	Search Criteria (optional)
Facility Group	Search Criteria (optional)
Facility Assembly	Search Criteria (optional)
Company	Search Criteria (optional)



Type	Tick boxes for All, maintenance, service, consumable or asset
Date	Search Criteria – start date and end date (optional) Maintenance – use Valid To date Service – use Service Date Consumables – use Start Date Asset – use Purchase Date

Through the facility group, facility and facility assembly are linked for selection. The report depends on the selections as described below:

- If a facility group is selected ONLY, then the report runs against the selected facility group
- If a facility is selected ONLY, then the report runs against the selected facility
- If facility assembly is selected ONLY, then the report runs against the selected facility assembly
- If no facility group is selected, then the report runs against all the facilities

Summary by Facility:

The screenshot below is a summary by facility for the facility group ‘LAB – CENTRIFUGES’.

Summary Cost Report (Facility)				
Facility	Facility Group	Contract Type	Total Cost Per Year	Total Amount Spent
Centrifuge, Biofuge Primo, 32.315	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, Biofuge Primo, 32.315			\$394.16	\$394.16
Centrifuge, MTX150, 32.311	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, MTX150, 32.311			\$394.16	\$394.16
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES	Maintenance	\$1594.16	\$406.16
Total Centrifuge, RC6, 32.209			\$1594.16	\$406.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES	Asset	\$3910.00	\$3910.00
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES	Service	\$808.20	\$808.20
Total Centrifuge, RC6, 32.311			\$5112.36	\$5112.36
Centrifuge, X3R, 32.209	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.209			\$394.16	\$394.16
Centrifuge, X3R, 32.321	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.321			\$394.16	\$394.16
Total			\$8283.16	\$7095.16

Company Selection: Any
Date: 01/01/2013 to 31/12/2014

Summary by Contract Type:

The screenshot below is a summary by contract type for the facility group ‘LAB – CENTRIFUGES’.



Summary Cost Report (Contract Type)				
Facility	Facility Group	Contract Type	Total Cost Per Year	Total Amount Spent
Centrifuge, Biofuge Primo, 32.315	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, Biofuge Primo, 32.315			\$394.16	\$394.16
Centrifuge, MTX150, 32.311	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, MTX150, 32.311			\$394.16	\$394.16
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES	Maintenance	\$1594.16	\$406.16
Total Centrifuge, RC6, 32.209			\$1594.16	\$406.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES	Asset	\$3910.00	\$3910.00
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES	Service	\$808.20	\$808.20
Total Centrifuge, RC6, 32.311			\$5112.36	\$5112.36
Centrifuge, X3R, 32.209	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.209			\$394.16	\$394.16
Centrifuge, X3R, 32.321	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.321			\$394.16	\$394.16
Total			\$8283.16	\$7095.16

Company Selection: Any
Date: 01/01/2013 to 31/12/2014

Itemised Report:

The screenshot below is an itemised report for the facility group ‘LAB – CENTRIFUGES’.

Itemised Cost Report						
Facility	Facility Group	Facility Assembly	Company	Contract Type	Total Cost Per Year	Total Amount Spent
Centrifuge, Biofuge Primo, 32.315	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, Biofuge Primo, 32.315					\$394.16	\$394.16
Centrifuge, MTX150, 32.311	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, MTX150, 32.311					\$394.16	\$394.16
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES	ROTOR - #105-6X500Y	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$1200.00	\$12.00
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, RC6, 32.209					\$1594.16	\$406.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Service	\$808.20	\$808.20
Total Centrifuge, RC6, 32.311					\$1202.36	\$1202.36
Centrifuge, X3R, 32.209	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.209					\$394.16	\$394.16
Centrifuge, X3R, 32.321	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.321					\$394.16	\$394.16
Total					\$4373.16	\$3185.16

Company Selection: Any
Date: 01/01/2013 to 31/12/2014

The itemised report does not include assets as the contract type is not available for assets. Assets can have a few contract types, but assets are not contract types.

Note: The finance report can be exported to EXCEL. This capability is not available yet.

10.11 Booking Report

Booking Report is modified to provide an option table, so you can generate the following report types.

- Summary by facility
- Summary by booking type



- Summary by supervisor
- Itemised report

Booking Report

📍 Report by month

Month: June ▼

Year: 2017 ▼

Summary Report (Facility)
 Summary Report (Booking Type)
 Summary Report (Supervisor)
 Itemised Report

Accept

In this modification, the concept of 'Report – Hours per Day' is introduced. To make it work, you need to go to **Facility Manager** to set this up for each facility. The default is zero.

Facility Image	
Description	<div style="background-color: #eee; height: 50px;"></div>
Location	
Facility Type	Research Equipment
Catalogue Access	Local
Min Hour per Session	1
Min Booking Unit	1 hour
Report - Hours per Day	0.00
Multiple Bookings At Same Time	Not Permitted
Compulsory Booking Confirmation	No
Booking Alert	No
Training Certificate	Required
Pre-Approval Booking	Not Required
Booking Enable	Yes
Operation Status	Active
Last Update	on 30/12/1899 00:00
Facility Code	0



Summary by facility:

Summary Usage Report (Facility) (December 2013)				
Facility	Facility Group		Booked Hours	% Usage Rate
Total ARF Procedures Room 1 (R)	ARF - ROOMS		4.50	2.07%
Total ARF Procedures Room 2 (M)	ARF - ROOMS		9.00	0.00%
Total BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS		34.75	0.00%
Total BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS		1.50	0.00%
Total BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS		10.75	0.00%
Total BSC 3 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS		0.50	0.00%
Total BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS		16.75	0.00%
Total BSC 4 Bacterial Culture, 32.315D	LAB - BIOLOGICAL SAFETY CABINETS		0.50	0.00%
Total BSC Cytotoxic, 32.214	LAB - BIOLOGICAL SAFETY CABINETS		18.25	0.00%
Total BSC Human Tissue, 32.320	LAB - BIOLOGICAL SAFETY CABINETS		3.00	0.00%
Total BSC Quarantine Room, 32.319	LAB - BIOLOGICAL SAFETY CABINETS		13.50	0.00%
Total Centrifuge, MX150, 32.311	LAB - CENTRIFUGES		777.25	0.00%
Total Centrifuge, X3R, 32.209	LAB - CENTRIFUGES		19.75	0.00%
Total Centrifuge, X3R, 32.321	LAB - CENTRIFUGES		5.00	0.00%
Total Constant Temperature Room, 32.219	LAB - ROOMS		72.00	0.00%
Total Constant Temperature Room, 32.315A	LAB - ROOMS		20.75	0.00%
Total Cryostat, Leica, 32.321	LAB - OTHER EQUIPMENT		7.75	0.00%
Total Darkroom, 32.221	LAB - ROOMS		7.00	0.00%
Total Darkroom, 32.314	LAB - ROOMS		2.00	0.00%
Total Flow Cytometer, LSRII, 32.223	LAB - OTHER EQUIPMENT		23.25	0.00%
Total FPLC (1), 32.222 (Window)	LAB - CHROMATOGRAPHY		118.75	0.00%
Total FPLC (2), 32.222	LAB - CHROMATOGRAPHY		0.50	0.00%

Summary by booking type:

Summary Usage Report (Booking Type) (December 2013)					
Facility	Facility Group	Booking Type	Booked Hours	% Usage Rate	
ARF Procedures Room 1 (R)	ARF - ROOMS	User	4.50	2.07%	
Total ARF Procedures Room 1 (R)			4.50	2.07%	
ARF Procedures Room 2 (M)	ARF - ROOMS	User	9.00	0.00%	
Total ARF Procedures Room 2 (M)			9.00	0.00%	
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	User	34.25	0.00%	
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%	
Total BSC 1 Primary Tissue Culture, 32.211			34.75	0.00%	
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	User	1.00	0.00%	
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%	
Total BSC 2 Bacterial Culture, 32.315			1.50	0.00%	
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	User	10.25	0.00%	
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%	
Total BSC 2 Established Tissue Culture, 32.214			10.75	0.00%	
BSC 3 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%	
Total BSC 3 Bacterial Culture, 32.315			0.50	0.00%	
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	User	16.25	0.00%	
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%	
Total BSC 3 Established Tissue Culture, 32.214			16.75	0.00%	



Summary by supervisor:

Summary Usage Report (Supervisor) (December 2013)					
Facility	Facility Group	Supervisor	Booked Hours	% Usage Rate	
ARF Procedures Room 1 (R)	ARF - ROOMS	Xu-Feng Huang	4.50	2.07%	
Total ARF Procedures Room 1 (R)			4.50	2.07%	
ARF Procedures Room 2 (M)	ARF - ROOMS	Brett Garner	9.00	0.00%	
Total ARF Procedures Room 2 (M)			9.00	0.00%	
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Kylie Mansfield	3.00	0.00%	
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Xu-Feng Huang	31.25	0.00%	
Total BSC 1 Primary Tissue Culture, 32.211			34.25	0.00%	
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Heath Ecroyd	1.00	0.00%	
Total BSC 2 Bacterial Culture, 32.315			1.00	0.00%	
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Danielle Skropeta	5.00	0.00%	
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Justin Yerbury	1.50	0.00%	
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Mark Wilson	2.75	0.00%	
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Moeava Tehei	1.00	0.00%	
Total BSC 2 Established Tissue Culture, 32.214			10.25	0.00%	
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Heath Ecroyd	6.50	0.00%	
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Mark Wilson	9.00	0.00%	
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Sue Baker-Finch	0.75	0.00%	
Total BSC 3 Established Tissue Culture, 32.214			16.25	0.00%	
BSC Cytotoxic, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Marie Ranson	5.50	0.00%	
BSC Cytotoxic, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Moeava Tehei	5.25	0.00%	
BSC Cytotoxic, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Sue Baker-Finch	7.00	0.00%	
Total BSC Cytotoxic, 32.214			17.75	0.00%	

Itemised Report:

Itemised Usage Report (December 2013)										
Facility	Facility Group	User	Supervisor	School/Organization	Account	Account Charge/Hour	Booked Hours	Charges	% Usage Rate	Booking Type
ARF Procedures Room 1 (R)	ARF - ROOMS	Zhixiang Wu	Xu-Feng Huang	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	4.50	\$0.00	2.07%	User
Total AllARF Procedures Room 1 (R)							4.50		2.07%	
ARF Procedures Room 2 (M)	ARF - ROOMS	Kalani Ruberu	Brett Garner	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	9.00	\$0.00	0.00%	User
Total AllARF Procedures Room 2 (M)							9.00		0.00%	
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Jessica Hughes	Kylie Mansfield	Graduate School of Medicine	LABORATORY	\$0.00	3.00	\$0.00	0.00%	User
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Maomiao Ying	Xu-Feng Huang	School of Health Sciences	LABORATORY	\$0.00	19.25	\$0.00	0.00%	User
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Zhixiang Wu	Xu-Feng Huang	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	12.00	\$0.00	0.00%	User
Total AllBSC 1 Primary Tissue Culture, 32.211							34.25		0.00%	
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Tracey Derg	Heath Ecroyd	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	1.00	\$0.00	0.00%	User
Total AllBSC 2 Bacterial Culture, 32.315							1.00		0.00%	
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Callum Stewart	Moeava Tehei	School of Chemistry	LABORATORY	\$0.00	1.00	\$0.00	0.00%	User
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Natalie Farrowell	Mark Wilson	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	2.25	\$0.00	0.00%	User
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Patrick Constantinescu	Mark Wilson	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	0.50	\$0.00	0.00%	User
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Rafaa Zeineddine	Justin Yerbury	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	1.50	\$0.00	0.00%	User
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Remi Szabo	Danielle Skropeta	School of Chemistry	LABORATORY	\$0.00	5.00	\$0.00	0.00%	User
Total AllBSC 2 Established Tissue Culture, 32.214							10.25		0.00%	

10.12 Facility Category

Facility category is added to the facility profile for reporting purpose.



Edit/Add Booking Facility

[Return](#)

Facility Name: ADMIN (single quotation mark ' shall not be used!)

Facility Group:

Facility Category:

- ADMIN
- ASU
- CRTU
- LAB - CORE
- LAB - NON-CORE

Facility Image:  [Upload Facility Image](#)

Description: Perkin Elmer - Tri-Carb 2010TR.

Location: 32.321

Facility Type: Research Equipment

Catalogue Access: Local

Min Hour per Session: 0.25

Min Booking Unit: 15 Minutes 1 Hour

Report - Hours per Day: 7.00

Multiple Bookings At Same Time: Permitted Not Permitted

Compulsory Booking Confirmation: (Tick to make email booking confirmation compulsory)

Booking Alert: (Tick to enable booking alert for trainers)

10.13 Set Up Unit Responsible

Unit Responsible is required to manage each facility group in IHMRI to own the following services.

- Who responds to *Training and Support Requests*
- Who responds to *Incidents*
- Who issues *Training Certificates*

Go to **Staff -> Unit Responsible Manager** to set up.

Unit Responsible Manager

Set up unit responsible

Unit Responsible: ADMIN

Unit Staff: Emma Hawsworth;Janine Tehovnik;Clare Atkinson;Katie Cicero;

Task Code: 1

Record Created: 09/08/2016

[Edit](#) [Delete](#) [Add](#) [Reset](#)

Go to Facility Manager, Unit Responsible is assigned to each facility group.



Facility Manager

179 bookable facilities 362 operational facilities

Any letters about facility group, facility name and description

Facility Group **Booking Facility** Non-Booking Facility Research Equipment Catalogue

Facility Group Name	Training Certificate	Unit Responsible	Note	Facility Group Code	Record Created
ADMIN - EQUIPMENT	Disabled	ADMIN		6	14/07/2010 07:12
ADMIN - HOT DESKS	Disabled	ADMIN		5	23/06/2010 15:36
ADMIN - MEETING ROOMS	Disabled	ADMIN		1	26/10/2009 09:35
ARF - ROOMS	Disabled	ARF		9	21/05/2012 09:43
CRTU - ANTHROPOMETRY EQUIPMENT	Disabled	CRTU		18	07/01/2013 12:36
CRTU - BLOOD LABORATORY	Disabled	ARF		28	08/10/2015 09:25
CRTU - KITCHEN	Disabled	CRTU		27	08/10/2015 09:25
CRTU - OTHER	Disabled	CRTU		29	08/10/2015 09:26
CRTU - VITAL SIGNS	Disabled	CRTU		20	22/08/2013 11:01
CRTU - YYYY	Disabled	CRTU		12	16/08/2012 14:46

10.14 Set Up User Theme

User Theme comes with the three choices at this stage would be 'Chronic Conditions and Lifestyle', 'Diagnostics and Therapeutics' and 'Mental Health and the Ageing Brain'.

Go to [System Settings -> User Theme](#) to set up.

User Theme

User Theme

Task Code 0

Record Created 30/12/1899

10.15 FAQ

1. What happens after an incident submission by users?

Staff-in-charge will receive an email notice. If staff do not respond to the incident, nothing is alerted through View Bookings and Facility Status.

2. Why does the damage level indication show “unknown” on My Dashboard?

It means that this request has not been responded to yet, so damage indication is unknown.

3. Why are there two buttons for lodged incidents: “To Update” and “To Respond”?

If the incident has been responded to by staff but is not closed yet, then the system shows “Update”, waiting for further action. If there has been no response by staff yet, then the system shows “Respond”.



4. Can we edit the response if we make mistakes?

No, the system needs to record each response on the original form regardless. You can update later to correct mistakes.

5. Can we edit the original incident description written by users?

Yes, you can.

6. What happens after staff respond to an incident?

After responding to a reported incident, the system carries out the following actions:

- *The system sends an email notification to the reporting user to inform them that the incident has been responded to. However, this occurs for the initial response only.*
- *Shows the operation status on [Facility Status](#) page.*

7. How do we get an explanation of an incident light indicator?

Move the mouse over the light indicator and a text box appears with an explanation.

8. Can we edit and cancel scheduled maintenance and unscheduled service bookings?

Yes. For scheduled maintenance bookings, you can do this through [Booking Calendar](#) page. Alternatively, you can edit or cancel both types through [Data Logbook Manager](#).

9. Do we have to set up asset to facility before making maintenance and service bookings?

This is not necessary.

10. Can we search facility profiles by keywords?

Yes, you can search easily using keywords as illustrated below.

Search Facility Profile

Key Words: (facility, assembly, manufacturer, asset number, notes, PO number, model and serial number)

Search

Search Range: Active (612) Inactive (75) All (687)

11. Can we search contracts by keywords?

Yes, you can.



12. What are the criteria to set up consumables?

You can only have one valid consumable with the same name at any one time. So when you register a consumables contract, you can pick the correct one with the selected date.

13. Can we upload more than more documents per contract?

Yes.

Register Facility Profile

Contract record desk.

CONTRACT RECORD DESK
Facility: -80C Freezer (8), 32.GS8
Asset Number:

Contract Type	Breakdown
Purchase Order Number	<input type="text" value="14123"/>
Breakdown Date	<input type="text" value="20/03/2017"/>
Incident Number	<input type="text" value="226"/>
Company	SCI-TEK SYSTEMS
Total Amount Spent (\$)	<input type="text" value="250"/>
Notes	<p>Summary: After Hours high temperature alarm was responded to by Sci-Tek. Freezer OK. Door was</p> <p>Delete -80C Freezer - (8) - 0148413201160111 - Breakdown - 2017_03_21.pdf</p> <p>Upon upload, you MUST click on Button [Accept] to complete contract registration:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Contracts Upload (pdf only) ...</p> </div>

Contract in PDF

14. Can we issue training certificate to the user to record trainer and training date?

Yes. Go to user profile to edit user certificate.

User Profile Manager

Edit user certificates

Certificate Title	Code	Suspended	Training Date	Trainer
INCUCYTE, TRAY A (FRONT), LEFT, 32.214	162	<input type="checkbox"/>	02/08/2016	Katie Cicero

if you wish to add new certificate

Select training date

Select trainer

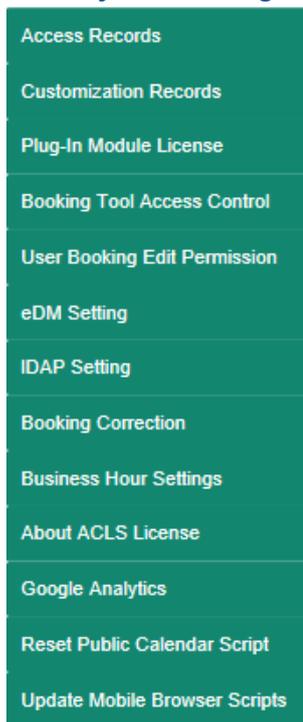


11 Appendix C – Modification for IFM

IFM stands for INSTITUTE FOR FRONTIER MATERIALS, GTP RESEARCH, DEAKIN UNIVERSITY. Customization has been done according to the requirements provided by IFM.

11.1 Define Business Hours

Go to [System Settings](#) -> [Configure System](#) -> [Business Hour Settings](#) to set up.



Business hour settings will be used to identify 'Out-Of-Hour' bookings.

11.2 Set Up Technical Manager Group and Security Officer Group

Two new generic groups are added to ACLS: Technical Manager and Security Officer. You need to go to [Access Group Manager](#) to set up the appropriate groups against the generic group settings. Then you can set the access group for the users who are security officers or technical managers.

For security officer group, booking settings are irrelevant as they are not allowed to book.

11.3 Set Certificate Expiry Control

A new expiry date control is introduced to the certificate expiry mechanism. If "valid to expiry date" control is set, then the user certificate expires upon the expiry date. Go to [Training Manager](#), pick a facility and click on [Certificate Registration](#).



Training Manager

Select to edit certificate

Return

Facility: ARES-G2 Rheometer

Del	Code	Certificate Title	Details	Booking Settings	Tracker Onsite Supervision	Booking Alert	Valid Period (Month)	Valid to Expiry Date	Status	Last Update	Record Created
<input type="checkbox"/>	291	ARES-G2 RHEOMETER (BASIC)	This basic certificate is issued to users who have been trained in basic use of the ARES-G2 Rheometer. Holders of this certificate can book the instrument Monday to Friday 8am to 6 pm. Training topics include instrument booking, sample preparation, use of instrument and limited method development. This certificate is only available to experienced users of the Discovery Rheometer	<input checked="" type="checkbox"/>	Yes	No	12	Disabled	Enabled on 17/03/2017 21:57	15/03/2017	

There are two options for certificate expiry mechanism:

- Valid Period: user certificates expire after the valid period following the last access to ACLS.
- Valid to Expiring Date: Once you set this to ON, the certificate expires on the expiry date regardless of the access to ACLS of the users holding the certificates.

Training Manager

Edit/Add certificate

Return

Facility: ARES-G2 Rheometer

Certificate Title: ARES-G2 RHEOMETER (BASIC)

Details: This basic certificate is issued to users who have been trained in basic use of the ARES-G2 Rheometer. Holders of this certificate can book the instrument Monday to Friday 8am to 6 pm. Training topics include instrument booking, sample preparation, use of instrument and limited method development. This certificate is only available to experienced users of the Discovery Rheometer

5000 (max char 5000)

Max Hours/Day: 8

Max Days/Period: 4

Max Hours/Period: 16

Booking Start Time: 8:00

Booking End Time: 18:00

Booking End Time Offset: 0

Booking Cancellation: untick to allow booking cancellation anytime

Weekend Booking:

Valid Period (Month): 12 (Zero means certificate never expires)

Valid to Expiring Date: (if checked, user certificate is expired from the issued date to the last date of valid period); if not, user ce

Tracker Onsite Supervision:

Booking Alert:

Certificate Invalid:



11.4 Booking Summary View

Booking Summary View is implemented according to IFM requirements. There are two views available:

- Lab trainer view
- Security view

Lab Trainer View:

Technical managers and lab trainers can approve 'unapproved' bookings from this view. This view is grouped and sorted by the facility groups. You are able to toggle the booking status view of each facility group by clicking on the links.

Technical managers can access both lab trainer view and security view. The summary provides the following booking status:

- Last 6 hours
- Current
- Next 6 hours

Booking Summary - Lab Trainer View

Select facility group to access booking summary

Switch To Security View

CAD/CAE LAB

Facility Group	Facility	Location	Last 6 Hours Status	Next 6 Hours Status
CAD/CAE LAB	CAD Big MAC	na1.210	- Busy: Booked from 30/06/2017 09:00 to 30/06/2017 13:00 By Mr. sphane <input type="button" value="v"/> - Group Certificate: CAD/CAE ACCESS CERTIFICATE <input type="button" value="v"/>	- Busy: Service Event booked from 30/06/2017 16:00 to 03/07/2017 00:00 By Mr. John Rubin <input type="button" value="v"/>
CAD/CAE LAB	CAD C30-1	na1.210		
CAD/CAE LAB	CAD C30-2	na1.210		
CAD/CAE LAB	CAD C30-3	na1.210	- Busy: Booked from 30/06/2017 09:00 to 30/06/2017 15:00 By Miss Huan Wang <input type="button" value="v"/> - Group Certificate: CAD/CAE ACCESS CERTIFICATE <input type="button" value="v"/>	
CAD/CAE LAB	CAD C30-4	na1.210		
CAD/CAE LAB	CAD C30-5	na1.210		
CAD/CAE LAB	CAD C30-6	na1.210		
CAD/CAE LAB	CAD E30-1	na1.210		
CAD/CAE LAB	CAD E30-2	na1.210		
CAD/CAE LAB	CAD E30-3	na1.210		
CAD/CAE LAB	CAD E30-4	na1.210		
CAD/CAE LAB	CAD E30-5	na1.210		
CAD/CAE LAB	CAD E30-6	na1.210		

Security View:

Security view is the security officer's view of bookings. This view is grouped and sorted by facility locations.



Booking Summary - Security View

Selected facility location to access booking summary views

Switch To Lab Trainer View

gto Subma

Location	Facility	Last 6 Hours Status	Next 6 Hours Status
	ARES-02 Rheometer		
	Autogrid - Strain measurement system		
	Brüker Multimode II AFM		
	CE5 Selector 1		
	Critical Point Drier CPD300		
	EH Membership		Available
	Gas Bottle, LN2 & Low O2		
	GTP Laboratories		Available
	Instron 30 - don't use		Available
	Mettler STA 449F3		
	PIPS Gatan		
	Porometer 3G2H Quantachrome		
	SEM Jeol Neoscope		
	SEM Zeiss Leo 1530	- Busy: Booked from 28/06/2017 18:00 to 30/06/2017 17:00 By Mr. SEYED HADI MOHAMADI AZGHANDI - Certificate: ZEISS LEO 1530 ADVANCED	
	TA - DSC		Available
	TA Q200 DSC	- Busy: Booked from 30/06/2017 09:00 to 30/06/2017 18:00 By Mr. Sobhan Fakhroozani - Certificate: TA Q200 DSC 2016	
	TEM Accutem 50		
	TEM FEI JEOL 2100F	- Busy: Service Event booked from 30/06/2017 09:00 to 30/06/2017 13:30 By Ms. Rosey van Driel	- Busy: Service Event booked from 30/06/2017 13:30 to 30/06/2017 23:45 By Ms. Rosey van Driel
	Test facility 2		
	Ultramicrotome UC-6		

11.5 Approve Out-of-Hours Bookings on My Attention

On 'Approve Bookings' and 'Approve Out-of-Hours Bookings', you are able to see the latest user training record and contact users by email if needed.

11.6 FAQ

1. How does the "Valid to Expiring Date" work?

When a trainer issues a certificate to a user, the system sets the expiry date from the date of issue to the last day of the valid period. For example, if the certificate valid period is set to 12 months, and the certificate is issued on 1 Jan 2014, then the expiry date is 1 Jan 2015. The certificate expires on 1 Jan 2015 regardless of user access to the system.

2. Are there any changes to the way certificates are issued?

No. However, if you wish to extend the certificate with a new expiry date, you need to cancel the current certificate, and re-issue it. The system cannot change the expiry date automatically.

3. What are the major differences between lab trainer view and security view?

On lab trainer view you can approve 'unapproved' bookings' but this cannot be done on security view.

4. What is the view upon security officer login?

Upon login, security officer can only access the security view, through computer or mobile.



12 Appendix D - Modification for CSIRO

This appendix intends to cover the information about charge changes to the standard ACLS for CSIRO.

We have decided that we need the Category Manager module, as mentioned in [Appendix A – Modification for ANFF](#), as we would like to have more than the current 2 default options of Internal or External.

12.1 Step 1: Set up Charge Category

Go to [Staff Resources -> Charge Category Manager](#), set up the charge category.

12.2 Step 2: Set up Charge Category vs Type of Researcher

Click on 'Charge Category vs Type of Researcher' button on Charge Category Manager page. The purpose of setting this up is to set up the initial charge category upon approving a new user registration.

12.3 Step 3: Set up Charge Category for each facility

Go to [Staff Resources -> Facility Manager](#). Depending on the number of charge categories, you can set up the charge rate per category against each facility. This charge rate will be used for cost calculation in reports and invoices.

12.4 Step 4: Set up Charge Category vs Facility for each user

Go to [User Profile -> User Profile Manager](#), find the user and edit their profile. The charge category settings are shown in the screenshot below.

To change or set up Charge Category, click on [Edit User Charge Category](#). Then the system shows the charge category vs facility page for selection.

EDIT USER CHARGE CATEGORY:			
Facility	Category #1	Category #2	
CT-Medical Siemens AS64 (NGL)	<input type="radio"/>	<input checked="" type="radio"/>	
CT-Versa X-Ray Microscope	<input checked="" type="radio"/>	<input type="radio"/>	
FTIR Bruker Vertex 80v (NGL)	<input checked="" type="radio"/>	<input type="radio"/>	
Raman Microscope (NGL/CSIRO)	<input checked="" type="radio"/>	<input type="radio"/>	
SEM - Tescan MIRA/TIMA	<input type="radio"/>	<input checked="" type="radio"/>	
SEM - Zeiss UltraPlus	<input checked="" type="radio"/>	<input type="radio"/>	
SEM Philips XL40CP (MR)	<input checked="" type="radio"/>	<input type="radio"/>	
XRD - Bruker D4	<input checked="" type="radio"/>	<input type="radio"/>	
XRF Delta	<input checked="" type="radio"/>	<input type="radio"/>	
XRF X-5000	<input checked="" type="radio"/>	<input type="radio"/>	
XRF-Bruker Tornado	<input type="radio"/>	<input checked="" type="radio"/>	

Accept Changes

Reset To Default Charge Category

In the above example, if you book SEM - Tescan MIRA/TIMA, then you are charged the category #2 charge rate defined in Facility Manager.



The system tracks the change of user category in day unit. In other words, if you have checked “Category #1” for facility “SEM - Tescan MIRA/TIMA” from 20/7 to 25/7, and checked a new charge category “Category #2” from 26/7 to the future, the booking cost calculation is based on the different rates for the booking times accordingly.

You must set up the charge category per user for all users. If the system cannot locate the charge category for a user, the booking cost to the user is zero.



13 Appendix E – Modification for OSLO

This appendix intends to cover the information about changes for Oslo University to many aspects of ACLS. In short, they are:

Change to standard version:

- System settings:
 - Add microscopy type settings
- Staff resources;
 - Add charge category settings
- Facility manager:
 - Add charge rate matrix for facility vs charge category
 - Add charge rate change tracking
- Online registration
 - Add microscopy type selection
 - Add charge category selection
- User profile
 - Add microscopy type selection
 - Add charge category selection
- Booking calendar
 - Replace all the tools with 'Unassisted', 'Assisted' and 'Service' booking tool
 - Unassisted booking:
 - Set 13:00 as breakline for the general user, only applies to weekdays
 - Add "Assistance Required" checkbox to the event window
 - Assisted Booking
 - Add "Assistance Required" checkbox to the event window
- Apply charge rate according to the charge table below
- Report manager
 - Apply charge rate according to the charge table below to booking report and batch report
- Invoice manager
 - Apply charge rate according to the charge table below to booking report and batch report

	Department of Biosciences		University Of Oslo		Other Academic		Industry	
Assistance	+	-	+	-	+	-	+	-
Hourly booking fee	A	B	C	D	E	F	G	H

- The letters stand for different prices.
- Assistance means that the lab staff is doing the work for or is actively helping the user. This will be more expensive, hence a different price. If "assistance required" box is checked, then apply the assistance rate with "+"; if not, apply "-".



13.1 To Set Up Microscopy Type

Go to **System Settings** -> **Microscopy Type** to continue.

Microscopy Type

Microscopy Type	Andor Spinning Disk
Task Code	1
Record Created	17/02/2015

Edit Delete Add Reset

13.2 To Set Up Charge Category

Charge Category is required to apply the proper rate to the bookings for reporting and billing.

Go to **Staff Resources** -> **Charge Category Manager** to continue.

Charge Category Manager

Set up charge categories.

Charge Category	Choose user category from the list
Note	
Status	Active
Charge Category Code	0
Record Created	30/12/1899

Edit Delete Add Reset

13.3 Online Registration and User Profile

'Microscopy Type' and 'Charge Category' are added to both. In particular, the Charge Category is required to define the charge rate vs facility over time.

The other fields remain unchanged for online registration and user profile.

To Register

> Registration
> Terms & Conditions
> School/Org
> Supervisor
> Submission

Title	<input type="text" value="Mr."/>
Given Name*	<input type="text"/>
Family Name*	<input type="text"/>
Student/Staff No.	<input type="text" value="0000 for visitors only"/>
Email*	<input type="text"/>
Retype Email*	<input type="text"/>
Login Password*	<input type="password"/>
Retype Login Password*	<input type="password"/>
Type of Researcher	Industry (AUS)
Work Phone*	<input type="text" value="(Digits Only)"/>
Mobile Phone	<input type="text"/>
Work Fax	<input type="text"/>
Work Address	<input type="text"/>
Microscopy Type	Choose microscopy type from the list
Charge Category	Choose charge category from the list
Project(s)*	<input type="text" value="Briefly describe the project(s) you want to undertake at the BRIS"/>

*) **Indicating the compulsory data fields**

Continue



13.4 Booking Calendar

According to the modification requirements, the booking calendar is re-designed to provide the following 3 booking tools:

- Unassisted: available to users and staff, users can choose 'assistance required' if needed
- Assisted: available to staff only, staff can use this tool to book for users, if 'assistance required' is checked, then the booking session is under assistance
- Service: same as the standard version

Leica UCS

Accept future bookings only | Switch to day/week view by clicking on DATE as link
Account for Booking: 152930-000000-103997

Unassisted Booking | Assisted Booking | Service Booking

Day | Week | Month | List | June 2017 | Today

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18

- To set the booking event as an assistance session, you must check the box 'Assistance Required', so the assistance charge rate applies.

Facility: Leica UCS (Business Hours: 08:00 - 17:00)

Description: Antje Hoenen

Notes

Repeat event Disabled

Time period: 08:00 - 1 July 2017 - 08:15 - 1 July 2017

Block Time: 17:00 - 20:00

Reminder

Assistance Required?

Ok Cancel Delete



- For general users, 13:00 time breakline is validated to ensure they can only book either before 13:00 or after 13:00. A warning sign shows up if that occurs.
- No booking session can cross 13:00. This rule applies to weekdays only.

Event session time can not cross 13:00!

13.5 To Set Up Charge Rate

Through **Staff Resources -> Facility Manager**, you are able to set up the proper charge rate.

User Category	+/-Charge/Hour (\$)	
Confocal Mandatory training package (3h)+	750.00	
Confocal Mandatory training package (3h)-	750.00	
Hour based	+	0.00
Hour based	-	220.00
IBV user	+	220.00
IBV user	-	0.00
IBV user with assistance	+	620.00
IBV user with assistance	-	620.00
Industry user	+	700.00
Industry user	-	700.00
Industry user with assistance	+	1150.00
Industry user with assistance	-	1150.00
Other Academic user	+	0.00
Other Academic user	-	0.00
Other Academic user with assistance	+	0.00
Other Academic user with assistance	-	0.00
Platform staff	+	0.00
Platform staff	-	0.00
Super-user	+	0.00
Super-user	-	0.00
UiO user	+	0.00
UiO user	-	0.00
UiO user with assistance	+	0.00
UiO user with assistance	-	0.00

The system shows the change tracking over month. In other words, each change applies per month. For example, if you change the rate on Jan 8, the changes take effect from Jan 1.

Please note that changes are recorded in pairs, +/- or assistance/non-assistance.



13.6 Report

All the reports are compiled using the charge rate that is valid during the month. For example, it is March 2015 now, if you run the report for Jan 2015, the charge rate applied is the one valid in Jan 2015.

In the screenshot below, + means booking hours with assistance, - means booking hours without assistance.

Facility Booking Report for February 2015

Facility [Andor Spinning Disk]

User Name	School/Organization	Supervisor	Account	Facility Charge/Hour +/-	Booked Hours	Charges
Antje Hoenen	Electron Microscopical Unit	Antje Hoenen	Internal Account	\$2.00 -	1.00	\$2.00
		Antje Hoenen	Internal Account	\$11.00 +	0.50	\$5.50
Total (Service Booking Hours)					0.00	
Total (Operation Booking Hours)					1.50	
Total					1.50	\$7.50

13.7 Invoice

All the invoices are compiled using the charge rate that is valid during the month. For example, it is March 2015 now, if you run the report for Jan 2015, the charge rate applied is the one valid in Jan 2015.

In the screenshot below, + means booking hours with assistance, - means booking hours without assistance.

STATEMENT February 2015

TO: Antje Hoenen
U135

TEL: 22856190

FAX:

EMAIL: antje.hofgaard@bv.uio.no

DATE: March 6, 2015

DETAILS:

This Statement covers the work by your groups in February 2015.

Details of Bookings:

User Name	Facility	Booking Start Time	Booking End Time	Account	Booked Hours
Antje Hoenen	Andor Spinning Disk	12/02/2015 08:30	12/02/2015 09:00	Internal Account	0.50
Antje Hoenen	Andor Spinning Disk	12/02/2015 08:00	12/02/2015 08:30	Internal Account	0.50
Antje Hoenen	Andor Spinning Disk	13/02/2015 08:00	13/02/2015 08:30	Internal Account	0.50

Summary of Bookings:

Facility	User Name	Account	Facility Charge/Hour	+/-	Booked Hours	Charges
Andor Spinning Disk	Antje Hoenen	Internal Account	\$2.00	-	1.00	\$2.00
		Internal Account	\$11.00	+	0.50	\$5.50
Sub-Total					1.50	\$7.50
TOTAL					1.50	\$7.50

An internal transfer from the fund details you have provided will be organized. Details are as follows:

Account	Charges
Internal Account	\$7.50

Invoice No: 00000002



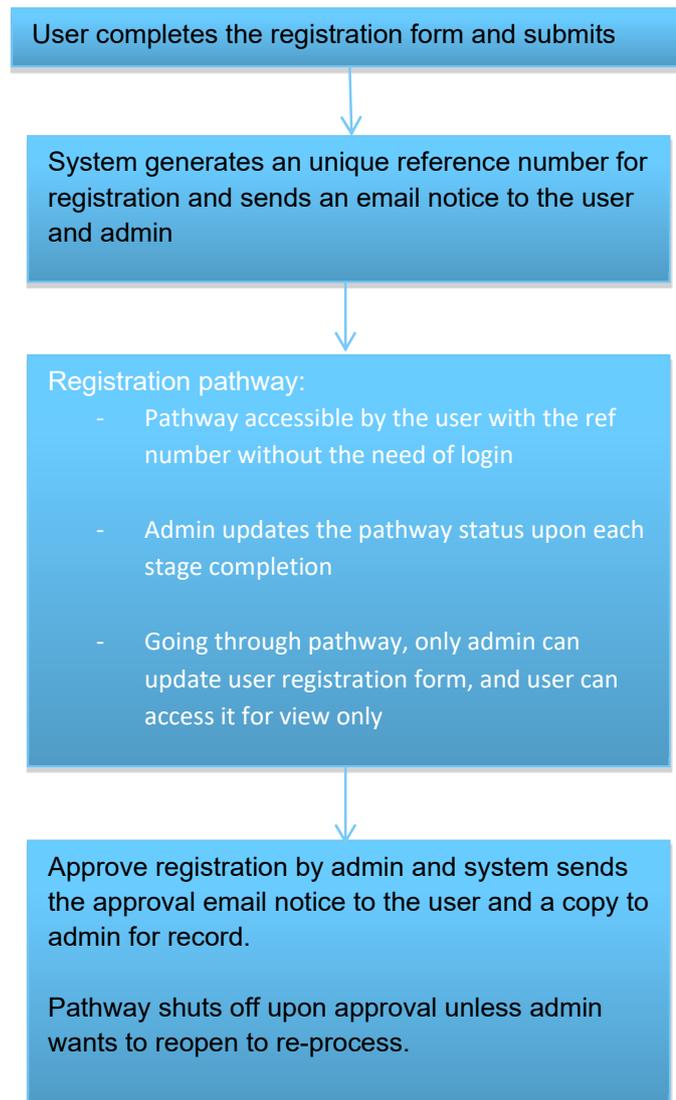
14 Appendix F – Modification for CMCA

This appendix intends to cover the information about changes for CMCA, University of Western Australia to ACLS. In short, they are:

- CMCA Online registration form: 4 pages to complete the registration form
- Registration pathway:
 - Create pathway
 - Users and staff are able to see the pathway status
 - Upon the completion of pathway, admin staff can approve the registration
- User access expiry date alert and action:
 - When user's access expiry date is approaching in less than two weeks, the system shows an alert on the booking page to remind the user to update the registration. Upon update, admin staff receives a notification for further action to extend the access expiry date.
 - If user access date is expired, user access to ACLS is disabled.
- Account selection for bookings
 - If the user holds more than one account, the user must choose the proper account from the dropdown list to continue. So add "Please choose the correct account for booking" to the dropdown list.
- Active users only for booking:
 - We want to set the active users for selection to all the booking tools instead of all users to the current ACLS.
- Search active users by bookings:
 - We want to be able to find out the users who booked a facility during the chosen period of time.
- Apply a special multiplexer to the standard charging rate for the off-business time
 - "We'd like to automatically apply a ¼ billing multiplier to the hours booked from the hours of 5pm to 9am next day, from the current rate applies to the bookings from 9am to 5pm"
 - "We'd like to automatically apply a ¼ billing multiplier to the hours booked, for the following hours:
 - 17.00 Monday until 9.00 Tuesday
 - 17.00 Tuesday until 9.00 Wednesday
 - 17.00 Wednesday until 9.00 Thursday
 - 17.00 Thursday until 9.00 Friday
 - And 17.00 Friday until 9.00 Monday
 - Leaving the full rate at other times, Monday to Friday 9.00 until 17.00
- Build all the reports to display usage hours and charges in terms of business time and off business time



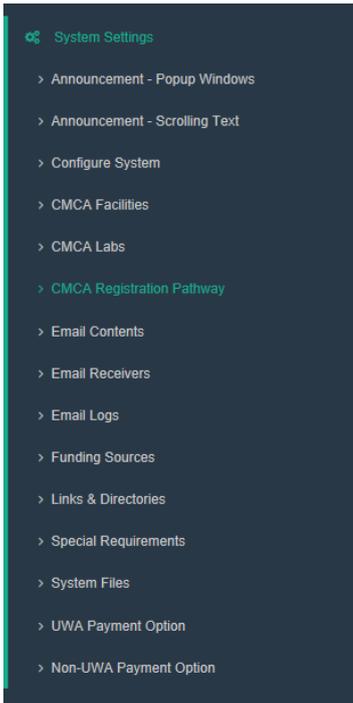
- Flow Chart of User Registration Process:



14.1 To Set Up Registration Pathway

Registration pathway is a process of approving the user registration request. By default, the system has the first built-in step "Received registration". Admin staff can amend and add the registration process steps to suit your labs.

Go to **System Settings -> CMCA Registration Pathway**.



You are able to define the step number for each step. ACLS shows the step order in the pathway.



Pathway Chart

- Step 1 (1): Electronic application submitted and being processed
- Step 2 (2): Academic in charge scheduling the New User Meeting
- Step 3 (3): Training and access is confirmed through NUM
- Step 4 (4): Waiting for the signed form to be submitted by the User
- Step 5 (5): Signed form received
- Step 6 (6): ACLS activated / re-activated and user notified

Close

To add a new step:

CMCA Registration Pathway

Edit/Add pathway

Pathway Chart

CMCA Registration Pathway

Pathway Step 1

Accept Reset

You can have up to 20 steps in the registration pathway.



14.2 To Register

According to the requirements, 4 pages of the form are defined and implemented. Users must fill the entire form to register.

Page 1:

Registration	
Title	Mr. <input type="text"/>
Given name*	<input type="text"/>
Family name*	<input type="text"/>
Student/staff no.	<input type="text"/> (000 for visitors only)
Email*	<input type="text"/>
Retype email*	<input type="text"/>
Login password*	<input type="password"/>
Retype login password*	<input type="password"/>
Type of researcher	Student <input type="text"/>
School/organization*	Choose school/organization from the list <input type="text"/>
Special requirement*	Choose special requirement from the list <input type="text"/>
Work phone*	<input type="text"/> (Digits Only)
Mobile phone	<input type="text"/>
Work fax	<input type="text"/>
Work address	<input type="text"/>

*: Indicating the compulsory data fields

[login Page >> Page 1 of 4](#)

Page 2:

Please provide for someone we can contact in the event of an emergency	
Name of emergency contact person*	<input type="text"/>
Phone number*	<input type="text"/>
Their relationship to you*	<input type="text"/>

Risk assessment for sample/reagents that will be brought into the Centre	
General sample description*	<input type="text"/>
Where will the samples be prepared?*	<input type="text"/>
Is this a PC2/PC3 laboratory?*	No <input type="text"/>
If yes, the Office of Gene Technology Regulator (OGTR) number must be provided*	<input type="text"/>
Sample Form*	Solid <input type="text"/>
Sample concentration (if applicable)*	<input type="text"/>
Are the samples hazardous?*	Yes <input type="text"/>
If yes, provide details*	<input type="text"/>
Are the samples classified as dangerous goods?*	Yes <input type="text"/>
If yes, provide details*	<input type="text"/>
Are the samples registered as part of a GMD project?*	Yes <input type="text"/>
If yes, provide dealing type and registration number*	<input type="text"/>



Will the samples be treated/infected with a hazardous agent?*
Includes viral infection of animals and transformation of culture
 Yes ▾

If yes, provide details*

Will the samples be fixed/preserved?*
 Yes ▾

If yes, provide fixative details*

Does this research require Institutional Biosafety Committee approval?*
 No ▾

If yes, provide approval number*

Provide a risk assessment for your project samples by selecting one of the following*
Select the most accurate assessment

Significant and needs improved controls
 Significant but controlled
 Uncertain about risks
 Not significant

Terms & Conditions

udhhdjd

I hereby accept the terms & conditions

*: Indicating the compulsory data fields

[Continue](#)

[Login Page >> Page 2 of 4](#)

Page 3:

Funding

Are you or do you intend to use another AMMRF node/facility?*
 Yes ▾

If yes, please specify (ARC Linkage)*

If no, please specify*
 Choose funding source from the list ▾

Principal supervisor details (students and visitors only)

Title
 Mr. ▾

Given name*

Family name*

Email Address*

Which CMCA laboratory will you mainly use?

Select all that apply*

Bayliss School of Chemistry and Biochemistry
 Murdoch University
 Physics Crawley campus
 Queen Elizabeth II Medical Centre

Which Centre facilities do you expect to use during your project?

Select all that apply*

You must complete the appropriate training courses before you can use the instruments

Confocal laser scanning microscopy (CLSM)
 EDS/SEM X-ray microanalysis
 WDS/EPMA X-ray microanalysis

*: Indicating the compulsory data fields

[Continue](#)

[Login Page >> Page 3 of 4](#)

Page 4:



Payment details (for UWA users)	
Options select appropriate*	<input type="radio"/> Honours students \$150 <input type="radio"/> Postgraduate students \$500 <input type="radio"/> Research subscription \$2000
Business unit (BU)*	<input type="text"/>
Project grant (PG)*	<input type="text"/>
Admin officer for internal E T form*	<input type="text"/>

Payment details (for non-UWA users)	
Options* select appropriate	<input type="radio"/> AMMRF access <input type="radio"/> Curtin University subscription (\$) <input type="radio"/> NCC research <input type="radio"/> NCC student
Invoice to the attention of*	<input type="text"/>
Address*	<input type="text"/>

Submit

[Login Page >> Page 4 of 4](#)

Upon final submission, users can see the final page.

Completion of Registration Submission
<p>Your registration was successfully submitted to us on 15/06/2014 15:00. Please allow 2-3 working days for processing of this request. Confirmation of your registration will be sent to the email address that you supplied. Thank you.</p> <p>Your registration ref: Ref-V3Hic0enQqa1-inb4DW.</p> <p>You are able to track your registration progress by clicking on "Registration Pathway" on Login Page.</p> <p style="text-align: center;">Print Registration</p>

[Login Page >>](#)

A short printable registration copy is available as a hard record. If a user signature is required, then it can be printed. Also the registration reference number is shown on the screen and an email notice is sent to the user for their records.



Title	Mr.
Given Name	James
Family Name	Bond
Student/Staff No.	
Email	j.bond@hotmail.com
Work Phone	123456
Mobile Phone	
Work Fax	
Work Address	
Type of Researcher	Student
Funding Source	uwa funding
Special Requirement	special
School/Organization	ARTS - Social & Cultural Studies
Supervisor Title	Prof.
Supervisor Given Name	Paul
Supervisor Family Name	Newman
Supervisor Email	paul@
Payment details (for UWA users)	Postgraduate students \$500
Business Unit	bu
Project Grant	pg
Admin officer for internal E T form	andrew
Registration submission Time	15/06/2014 14:43
Signature	

Print

The registration reference number can be used to check the registration pathway status.

A copy of the registration notice is sent to the contact us email defined in “Configure System”. If you wish to add more staff to receive the new user registration request email, you can go to “System Settings” -> “Email Receiver” to set them up.

14.3 Approve Registration

Due to the introduction of registration pathway, to approve the user registration, you need to go to **User Profile -> Registration Pathway Manager**, and select the user to continue.



On the next page, you are able to see the status of each registration pathway. Until all the pathway is closed, you are able to approve the user registration.

Registration Pathway Manager

Update registration pathway
Approve/Decline registration

Pathway Chart | Contact User | Registration Form

Registration Pathway

Pathway	User	Registration Ref	Note	Status
Electronic application submitted and being processed	Butland, Caroline	Ref-un01f3ba485-Tgr5u		Close
Academic in charge scheduling the New User Meeting	Butland, Caroline	Ref-un01f3ba485-Tgr5u		Close
Training and access is confirmed through NRM	Butland, Caroline	Ref-un01f3ba485-Tgr5u		Close
Waiting for the signed form to be submitted by the User	Butland, Caroline	Ref-un01f3ba485-Tgr5u		Close
Signed form received	Butland, Caroline	Ref-un01f3ba485-Tgr5u		Open
ACLS activated / re-activated and user notified	Butland, Caroline	Ref-un01f3ba485-Tgr5u		Open

Update Pathway

Delete

Should you need to contact the user, simply click **Contact User**.


Contact User

Subject:

Message Body:

Submit

Close

Should you need to access user registration form details, go to “Click to access registration form”. For admin, you are able to update the form details; for staff, you can view form only.

14.4 Set Up Business Time and Multiplexer

Go to **Staff -> System Settings -> Configure System -> Business Hour Settings**.

Configure System

Business hours

Business Open Time (Monday to Friday) 9:00

Business Close Time (Monday to Friday) 17:00

Charge Rate Multiplexer (Out of Business Time) 0.50

Save

Weekends are considered as off business time.



14.5 Usage Reports

According to the proposal (ACLS Change of Order (201606-CMCA) – Final.pdf), booking reports and batch reports are modified to include the calculation for business hours and off business hours separately.

Booking Report

Report by month

Period Booking Report

Month: February

Year: 2017

Booking Report by Individual User

Booking Report by Facility

Booking Report by School/Organization

Facility Booking Report

User Booking Report

Training Booking Report

Group Booking Report

Commercial Booking Report

Service Booking Report

Accept

A new reporting platform is implemented so you can easily search (or shortlist), export/print to CSV, EXCEL and PDF. This new technique has been applied to all the report tables.

In addition, as the multiplexer is newly added to ACLS, so if you go back to the previous report in batch report mode, then all the business time and off business time calculations are set to 0 as no data are available unless you re-run the batch reports.

Snapshot of booking reports by facility:

Booking Report - Facility

Report for February 2015

BAY NMR Varian 400 BT: Business Time

Off BT Multiplexer: 0.50

Show 500 entries

Showing 1 to 26 of 26 entries

User Name	School/Organization	Supervisor	Account	Account Charge/Hour (BT)	Account Charge/Hour (Off BT)	Booked Hours (BT)	Booked Hours (Off BT)	Booked Hours	Charges
SERVICE	CMCA - CMCA					0.00	162.00	162.00	
Chao, Guangchen	F05 - Chemistry and Biochemistry	Reto Dorta	439 - BPT131065	\$0.00	\$0.00	2.75	2.50	5.25	\$0.00
Newson, Harriet	F05 - Chemistry and Biochemistry	Piggott, Matthew	439 - UWASS750	\$0.00	\$0.00	12.25	0.00	12.25	\$0.00
Ou, Arnold	F05 - Chemistry and Biochemistry	Reto Dorta	BAYLISS SUBSCRIPTION	\$0.00	\$0.00	2.00	1.00	3.00	\$0.00
Sakragda Paul	F05 - Chemistry and Biochemistry	Stewart, Scott	439 - BUT15515	\$0.00	\$0.00	12.50	19.50	32.00	\$0.00
Sipos, Gábor	F05 - Chemistry and Biochemistry	Reto Dorta	BAYLISS SUBSCRIPTION	\$0.00	\$0.00	2.50	0.50	3.00	\$0.00
Pullella, Glenn	F05 - Chemistry and Biochemistry	Piggott, Matthew	439 - BUT15515	\$0.00	\$0.00	10.25	3.00	13.25	\$0.00
NMR Cryo Fill	CMCA - CMCA	Byrne Lindsay	CMCA ADMINISTRATION	\$0.00	\$0.00	1.00	2.00	3.00	\$0.00
Magred, Ahmed Hassoon	F05 - Chemistry and Biochemistry	Baker, Murray	439 - BPT131065	\$0.00	\$0.00	7.50	17.00	24.50	\$0.00
Stubbs, Keith	F05 - Chemistry and Biochemistry	None	439 - UWAS2500	\$0.00	\$0.00	0.00	4.00	4.00	\$0.00
De Nardi, Crista*	F05 - Chemistry and Biochemistry	Stubbs, Keith	434 - HUWAS50	\$50.00	\$25.00	1.25	0.00	1.25	\$62.50
Duczynski, Jeremy	F05 - Chemistry and Biochemistry	Stewart, Scott	439 - UWASS750	\$0.00	\$0.00	6.00	0.00	6.00	\$0.00
Algreth, Azzah	F05 - Chemistry and Biochemistry	Flemall, Gavin	439 - BPT131065	\$0.00	\$0.00	3.75	0.00	3.75	\$0.00
Wah, Siohan	F05 - Chemistry and Biochemistry	Stubbs, Keith	BAYLISS SUBSCRIPTION	\$0.00	\$0.00	0.00	0.50	0.50	\$0.00
Qureshi, Sana	F05 - Chemistry and Biochemistry	Piggott, Matthew	439 - UWASS750	\$0.00	\$0.00	3.50	0.00	3.50	\$0.00



Snapshot of batch reports:

Batch Report
 Provide options for data sorting
 Monthly Booking Data Report: February 2015
 BT: Business Time
 Off BT Multiplier: 0.50
 Export to EXCEL

Sorted By: Facility [Export to Excel File](#)

Show: 500 entries Search: Copy CSV Excel PDF

Showing 1 to 303 of 303 entries

Facility	User Name	Supervisor	School/Org	Account	Account Charge/Hour (\$)	Booked Hours (BT)	Booked Hours (Off BT)	Charges (\$) (BT)	Charges (\$) (Off BT)	Booked Hours	Charges (\$)
Crawley SEM Zeiss 55	Zeiss SEM Cryo	Peta Clode	CMCA - CMCA	UWA INTERNAL LOW RATE	0.00	0.00	0.00	0.00	0.00	100.00	0.00
Crawley SEM Zeiss 55	Lightfoot, Stephen	John Walling	Fo5 - Forensic Science, Ctr	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	3.00	0.00
Crawley SEM Zeiss 55	Promotional Activities	None	CMCA - Operations	CMCA ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	3.00	0.00
Crawley SEM Zeiss 55	Sultana Rumana	Xiao Zhi Hu	FECM - Mechanical Eng	UWA SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00	3.00	0.00
Crawley SEM Zeiss 55	Li, Yujin	Martin Barbetti	Fo5 - Plant Biology	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	11.00	0.00
Crawley SEM Zeiss 55	Cooper Crystal	Peta Clode	CMCA - CMCA	UWA SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00	10.00	0.00
Crawley SEM Zeiss 55	Barnett Nalaska	Anthony Kemp	Fo5 - Earth * Environment	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	2.00	0.00
Crawley SEM Zeiss 55	Banak, Paponi	Martin Barbetti	Fo5 - Plant Biology	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	11.00	0.00
Crawley SEM Zeiss 55	Poolley Gregory	None	CMCA - Consulting	CMCA CONSULTING	0.00	0.00	0.00	0.00	0.00	47.00	0.00
Crawley SEM Zeiss 55	Poolley Gregory*	Parry, Steve	Instrument Hire	INSTRUMENT HIRE	165.00	0.00	0.00	0.00	0.00	2.00	330.00
Crawley SEM Zeiss 55	WIEERAPPERUMA KANKANA, Rasika Niroshini Gun	Martin Barbetti	Fo5 - Plant Biology	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	5.00	0.00
Crawley SEM Zeiss 55	Li Binlin	Iyer Swaminathan	Fo5 - Chemistry and Biochemistry	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	2.00	0.00
Crawley SEM Zeiss 55	Stehlow Brian	Gary Kendrick	Fo5 - Plant Biology	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	3.00	0.00
Total										202.00	330.00

14.6 User Registration Form

User registration forms are accessible via each user profile. The new meta data form design is implemented for a polished finish.

User Profile Manager

[Thumbnail Photo](#) [Add Account](#) [Add School/Org](#) [Add Supervisor](#)

Access



Approved Registration Form
 Updated: 12/08/2014 11:26
 Submitted: 06/08/2014 09:48

[Set New Password](#) [Send Confirmation Notice To User](#)

Diana, Jacobs

[Profile](#) [Pinboard](#) [Supervisor](#) [Form](#) [Publication](#) [Account](#) [Certificate](#) [Usage \(Booking\)](#) [Invoice](#)

User Photo





14.7 FAQ

1. **How can I set up “Funding Source”?**

This is available to admin only. Go to [System Settings -> Funding Sources](#).

2. **How can I set up “Special Requirements”?**

This is available to admin only. Go to [System Settings -> Special Requirements](#).

3. **How can I set up “CMCA Facilities”?**

This is available to admin only. Go to [System Settings -> CMCA Facilities](#).

4. **How can I set up “CMCA Labs”?**

This is available to admin only. Go to [System Settings -> CMCA Labs](#).

5. **How can I set up “UWA Payment Option”?**

This is available to admin only. Go to [System Settings -> UWA Payment Option](#).

6. **How can I set up “Non-UWA Payment Option”?**

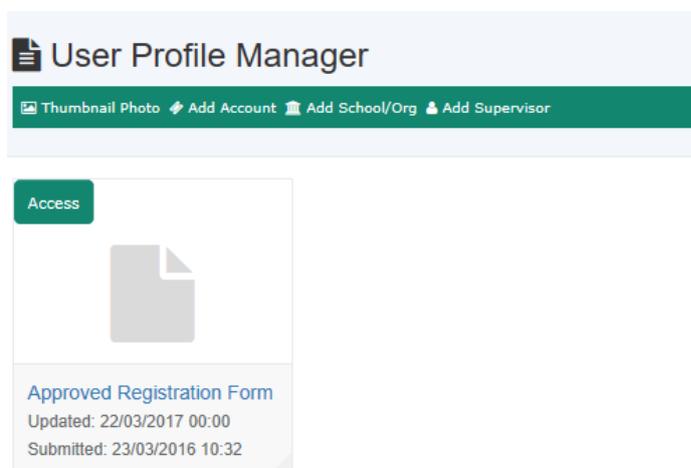
This is available to admin only. Go to [System Settings -> Non-UWA Payment Option](#).

7. **Why can't I approve the registration?**

The pathway needs to be closed before you can give an approval.

8. **Upon approval, can the user access the form?**

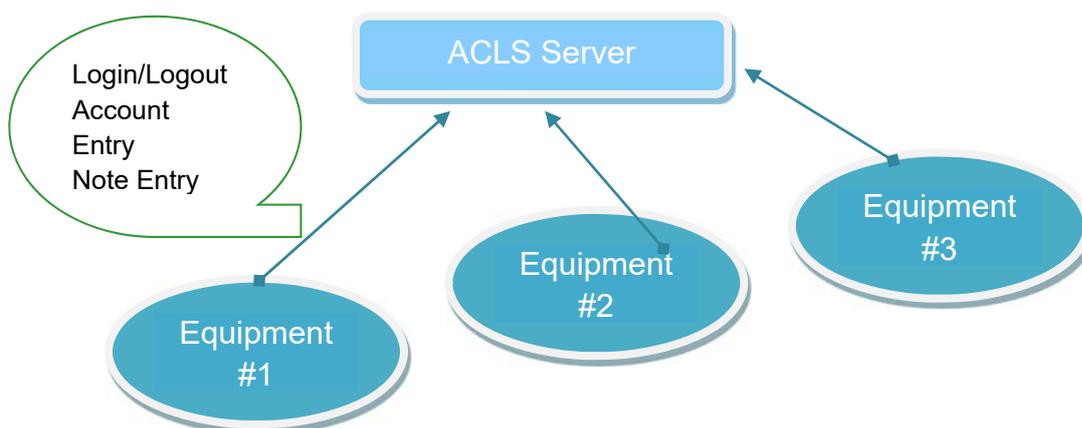
Yes. He can go to [User Profile Manager](#) to access his profile, and also his registration form. However, he cannot change the form details.





15 Appendix G – ACLS Tracker with ACLS Server

ACLS Tracker aims to provide a client/server solution to record the actual facility/instrument/equipment operation time by users. Through the ACLS Tracker, you can implement more secure access to facility/instrument/equipment by the “No Login, No Operation” policy.



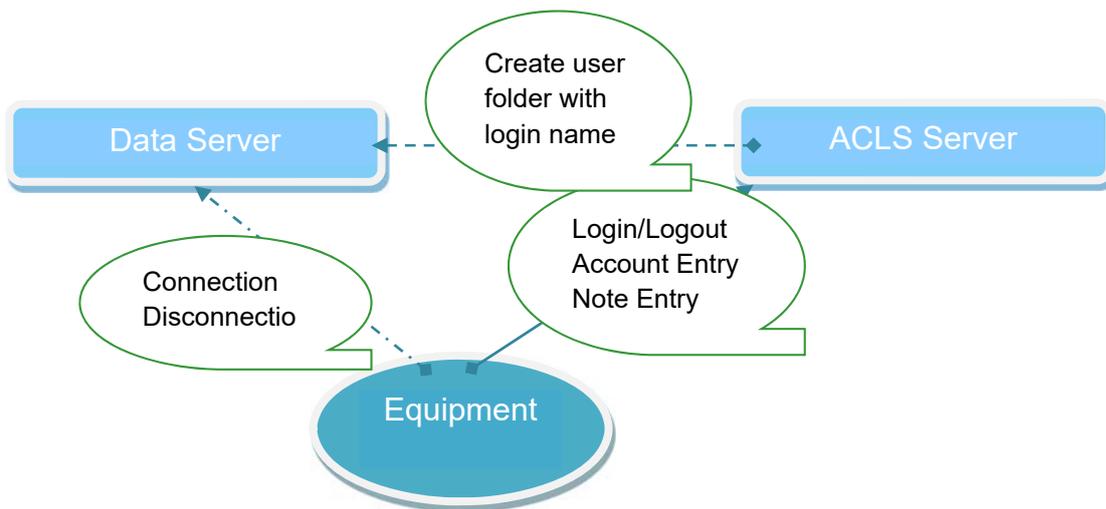
When a user comes to use equipment, they need to login at the equipment computer through the ACLS Tracker. Tracker checks if the user has a valid account, if the user has a valid certificate to operate the equipment, and checks against bookings (optional). During the period of operation or experiment, a user can submit experimental notes, or send in an Incident Alert (future version).

Tracker operation guide can be found at <http://www.analytical.unsw.edu.au/for-users/ac-lab-system/acsl-tracker-download>



16 Appendix H – Data Drive Connection through ACLS Tracker

To establish a dynamic network data drive connection, you need to set up a Data Server to store and share experiment data with users. A single Windows share folder set up is sufficient on the data server. When a user logs in, the tracker communicates with the ACLS server to obtain full authentication information to make the network data connection; and when they logout, it disconnects the network drive.



This enables you to reset the network drive connection password regularly for security reasons.

- Process of network drive connection:
 - Tracker login
 - Tracker requests network drive settings
 - Tracker connects to network drive according to the settings in ACLS system, for example, drive “M”, IP of the data server, etc.
 - When successfully connected, the Tracker renames the map drive using the name defined in the settings in the ACLS system
 - Tracker logout
 - Tracker disconnects the network drive
- Case #1: Set up network shared folder in Data Server

Assuming that you have a Windows data server or computer with IP address “10.1.1.1”, two local drives are available, C and D. On D Drive, create a folder named “results” and then set up sharing to this folder over the network. You then add password protection to this shared folder “results”, for example, abcdefg, and user name as “mydata”.

When you connect or map to this shared folder on other computers, you need the following information:

- Folder destination: \\10.1.1.1\results
- User name: mydata
- Password: abcdefg



- Case #2: Set up network shared folder

Using the information from Case #1, you now need to configure ACLS to the network drive through the web interface.

The following checks and set up are required when you logon to ACLS web interface:

- “**System Settings**” -> “**Configure System**”: To turn on “DataStorageCtrl” parameter



- “**System Settings**” -> “**Link & Directory Manager**”:
- Net Drive Settings: You need to define the following parameters for the console to connect to the network drive as follows:

Links & Directories

Net drive settings.

Drive (example: M, N)	M
Folder (example: \\server\share)	\\129.94.164.178\images
User Name	tfb
Password	sfsv44
Per Facility	<input type="checkbox"/> (if checked, net drive is per facility; if unchecked, net drive is one for all facilities)

[Accept](#)

- Drive: tells the console what drive label is used for connection, don't use C to G as most Windows computers take them for local drives
 - Folder: as a protocol of network drive mapping, you should set out the full path as standard
 - User Name: authentication of connection
 - Password: authentication of connection
 - Per Facility: this is optional, you can set up an individual folder connection for each individual equipment or facility listed in **Facility FTP Access Directory**.
- Case #3: Set up individual network shared folder for each facility

Continuing with Case #2, go to **Facility FTP Access Directory Settings** to set up individual facility folder connection. The individual facility folder setup is optional depending on your preferences.

For example, instead of saving data to the root directory, such as \\129.94.150.15\emunit, you can go further and set up each individual facility folder to make future data sharing and archiving clear and easy, such as \\129.94.150.15\images\lafm.



Here is an example of this setup:

FACILITY FTP ACCESS DIRECTORY SETTINGS						
Sel	Facility	Physical Directory	FTP Directory	Link Description	Last Archive Date	Note
<input type="radio"/>	ESEM Quanta 200	p:\emuimages\esem	emuimages/esem	ESEM Quanta 200	30/09/2004	
<input type="radio"/>	JEOL1400 TEM	p:\emuimages\jeol1400	emuimages/jeol1400	JEOL1400 TEM	30/09/2004	
<input type="radio"/>	SEM Hitachi S900	p:\emuimages\s900	emuimages/s900	SEM Hitachi S900	30/09/2004	
<input type="radio"/>	JEOL 8500F Hyperprobe	p:\emuimages\jeol8500f	emuimages/jeol8500f	JEOL 8500F Hyperprobe	10/06/2008	
<input type="radio"/>	SEM Hitachi S4500	p:\emuimages\s4500	emuimages/s4500	SEM Hitachi S4500	30/09/2004	
<input type="radio"/>	Atomic Force Microscope	p:\emuimages\afm	emuimages/afm	Atomic Force Microscope	30/09/2004	
<input type="radio"/>	Focused Ion Mill	p:\emuimages\fib	emuimages/fib	Focused Ion Mill	30/09/2004	
<input type="radio"/>	TEM Philips CM200	p:\emuimages\cm200	emuimages/cm200	TEM Philips CM200	30/09/2004	
<input type="radio"/>	Multimode AFM	p:\emuimages\mmafm	emuimages/mmafm	Multimode AFM	30/09/2004	
<input type="radio"/>	SEM Hitachi S3400-I	p:\emuimages\s3400-i	emuimages/s3400-I	SEM Hitachi S3400-I	29/10/2007	
<input type="radio"/>	Dual Beam FIB	p:\emuimages\dualbeamfib	emuimages/dualbeamfib	Dual Beam FIB	30/09/2004	
<input type="radio"/>	Lift-Out Microscope	p:\emuimages\liftoutscope	emuimages/liftoutscope	Lift-Out Microscope	08/10/2005	
<input type="radio"/>	SEM Hitachi S3400-X	p:\emuimages\s3400-x	emuimages/s3400-X	SEM Hitachi S3400-X	30/09/2004	
<input type="radio"/>	JEOL 7001F SEM	p:\emuimages\jeol7001f	emuimages/jeol7001f	JEOL 7001F SEM	21/07/2008	
<input type="radio"/>	JEOL S400-II SPM	p:\emuimages\jeol5400	emuimages/jeol5400	JEOL S400-II SPM	23/07/2010	
<input type="radio"/>	Fei Nova NanoSEM 230	p:\emuimages\sem230	emuimages/sem230	Fei Nova NanoSEM 230	24/08/2010	
<input type="radio"/>	Fei Tecnai G2 TEM	p:\emuimages\tecnai	emuimages/tecnai	Fei Tecnai G2 TEM	06/12/2010	

ACLS takes “Physical Directory” setting and keeps “afm” for example to conjunct with \\129.94.150.15\emunit set out in ‘Net Drive Settings’.

- Case #4: Set up individual user folder in the network shared folder

Continuing with Case #2, through ACLS, you can set up an auto-added user folder feature so that you can save results or datasets to their own data folder on the connected network drive.

To achieve this, you need to map the same drive to the ACLS server, and establish the same settings as for the ‘Physical Directory’ in Case #3. When receiving the request from the console, the ACLS server adds a user folder with their login name. When the user logs out at the console, the server also checks if the folder is empty. If so, then the folder is removed.

The obvious benefit is that you can easily archive the data in those inactive user folders and just keep the active user folders, reducing storage space. Please contact us if you wish to do this.



17 Appendix I – About LDAP Implementation

The Lightweight Directory Access Protocol (LDAP) is an application protocol for accessing and maintaining distributed directory information services over an Internet Protocol (IP) network.

What is the implication of LDAP implementation?



It means that you can achieve a single authentication access for ACLS in your organization. For example, we run 11 copies of ACLS at UNSW, with LDAP a researcher can simply use one university-wide login ID and Password to access ACLS regardless of which ACLS copy they intend to access.

The benefits of ACLS LDAP:

- Single logon on if you run multiple ACLS to different labs on the same campus
- Authentication control is managed at university level instead of at local ACLS
- Org file system access: researchers can access their home drive through ACLS LDAP (not part of LDAP module)

To establish LDAP, you must run a connection test between ACLS and LDAP service at your organization.

Go to **System Setting -> Configure System**, then scroll down to the bottom of the page and click on **LDAP Setting** button.



- Access Records
- Plug-In Module License
- Booking Tool Access Control
- User Booking Edit Permission
- eDM Setting
- IDAP Setting**
- Booking Correction
- Update Single Sign In
- About ACLS License
- Google Analytics
- Reset Public Calendar Script
- Update Mobile Browser Scripts

To make LDAP work, you need to seek help from your local IT service to set up the following LDAP parameters:

LDAP Settings

Parameter	Value
ActiveDirectoryDomainName	ad.unsw.edu.au
LDAPEnable	<input checked="" type="checkbox"/> (Please do the LDAP connection test before switching on LDAP!)
LDAPLoginPrefix	adunsw

[Accept](#)

- Active Directory Domain Name: the domain name for LDAP server, or IP address
- LDAP Enable: check the box to turn on LDAP in ACLS
- LDAP Login Prefix: depends on your local LDAP configuration, for example, some may need a prefix to form the login format as adunsw\z0000000. So your entry is adunsw in this example

Before turning on LDAP in ACLS, please click on “LDAP Connection Test” to confirm LDAP is working.

If LDAP connection is successful, then you can see a return message “SUCCESS”.

You can easily check the LDAP status of each user and staff by clicking on [LDAP User Status](#). A full status information table shows up as below.



User Profile Manager

LDAP user table

User Name	School/Organization	Login Name	LDAP Status
Aaron Yi Jun Goh	Prince of Wales Clinical School	z3427936	ON Active
Abhijith Prakash	School of Medical Sciences	z5076823	ON Active
Abu Rifat Ullah	Physics	z2209896	OFF Active
Abu Sadat Md. Sayem Rahman	Chemistry	z5038806	ON Active
Adam Coorey	Material Sciences	z3459729	ON Active
Adam Shaw	Material Sciences	z5130035	ON Active
Adam Younis	Material Sciences	z3388051	ON Active

To migrate ACLS from non-LDAP to LDAP, you need to pre-configure the user LDAP setting by clicking on **LDAP Pre-Configure**.

In addition, through a keyword check mechanism, you can lock local staff and users to access ACLS through LDAP only. In other words, once you switch on LDAP to those who are local staff and users, their access to ACLS is subject **ONLY** to the organization ID system check.

For example, at UNSW, local staff and students must use their zID/zPass to access ACLS. zID/zPass is an universal authentication ID system at UNSW.

To make this work, you need to provide the keywords to ACLS through **Configure System**:

LDAPCompulsoryCheckText

Once the system detects this setting, then it locks up any users' access whose email address contains this key text string. For example, in the above example, "unsw" is the keyword to search for lock up and any users who have the email address **xxx@unsw.edu.au** are subject to this lock up. In other words, they must access ACLS through the UNSW ID system.



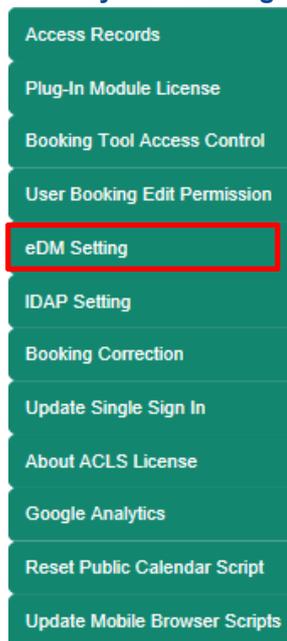
18 Appendix J – About Excel Data Manager (eDM)

eDM offers a wide range of data exporting services within ACLS. Through **eDM**, you are able to export all kinds of data directly in Excel files, instead of using copy and paste of the screen data to your local Excel.

To set up **eDM**, you must install Microsoft Office 2007 or 2010 to your ACLS server, as ACLS **eDM** works with MS Office to generate Excel files.

- Set Up **eDM**:

Go to **System Setting -> Configure System**, click on **eDM Setting** button.



You then click on **eDM Test** to continue if MS Office is installed.



If **eDM** runs successfully, the system generates a signature Excel file for confirmation.

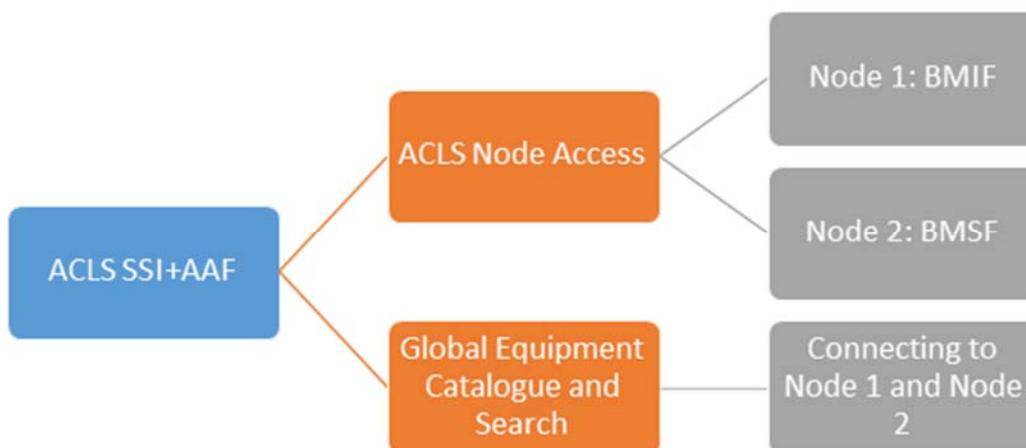
You must click on the following url to confirm eDM working before switching on eDM.

[eDM Excel Test Sheet](#)



19 Appendix K – Single Sign-In Portal (SSI)

SSI aims at achieving a single access point to the trusted ACLS nodes. SSI is useful for multiple ACLS nodes access at university or organization level to replace multiple individual ACLS access. The diagram below demonstrates the concepts of SSI:



SSI supports the following authentications:

- ACLS local authentication
- LDAP authentication
- AAF authentication

AAF stands for Australian Access Federation which provides a single access authentication process for all Australian universities and government bodies. The advantage of AAF is that users can access ACLS with its own organization Uni-Key and Uni-Pass as long as they are registered in ACLS.

ACLS and AAF working mechanism is illustrated here.



The institutes/units/centres/labs which need to provide multiple-universities service can benefit from the AAF integration, no additional costs to implement ACLS and AAF integration as long as you are ACLS customers.



Login to Federated Services [Why am I here?](#)

The service you are trying to access is connected to the Australian Access Federation. Select your organisation below to log in.

- AAF Virtual Home
- AARNet
- AIMS
- ANSTO
- Australian Catholic University
- Australian National University

Continue to your organisation

Remember this selection permanently

AUSTRALIAN ACCESS FEDERATION Federation Status

CSIRO AAF Identity Provider

LOGIN

Welcome to the CSIRO AAF Identity Provider Service, where your Nexus credentials provide access to AAF enabled services hosted by external organisations.

Authentication is provided securely via the Australian Access Federation while preserving privacy. Federated access accommodates active collaboration and resource sharing amongst Federation members.

[CSIRO AAF FAQ](#)
[AAF Website](#)

Enter your Nexus credentials

Username:

Password:

Reset shared attributes

LOGIN

Trouble logging in? Email the CSIRO Service Desk.

19.1 SSI Prerequisites

The following steps are recommended to set up SSI:

- Install and configure 64 bits server (VM or physical) to host SSI on Windows OS 2012
- Install IIS
- Install PHP engine to IIS
- Install PostgreSQL ODBC driver
- Configure Windows ODBC connection to ACLS SQL server

19.2 Deploy SSI

As SSI is written and run on PHP scripts, we provide the service to customize the scripts to meet your needs. Please contact us for assistance.



19.3 SSI Working Examples

The screenshot shows the login interface for the AC Lab System. At the top, the UNSW+ logo is displayed. Below it, the text reads "Welcome to AC Lab System". There are two main sections: "New User - please register [HERE](#)" and "Registered User". Under the "Registered User" section, it says "UNSW staff and students use zID/zPass to sign in". There are two input fields: "User ID" and "Password". A green "Sign In" button is positioned below the password field. Below the button, there is a link: "To view bookings, please go to [View Bookings Page](#)". There are two more buttons: "Download iPhone App" and "Download Android App". At the bottom, contact information is provided: "Mark Wainwright Analytical Centre, UNSW, Sydney, NSW, 2052, Australia | Email: analytical@unsw.edu.au | Last Update: 21 May 2017 15:34:44".

The screenshot shows the dashboard of the AC Lab System. On the left, there is a dark blue sidebar with a green gear icon and the text "AC Lab System". On the right, there is a white main content area with a green menu icon at the top. The main content area is titled "Access Nodes:" and contains a list of links to various facilities, each preceded by a green gear icon:

- [Biomedical Imaging Facility](#)
- [Bioanalytical Mass Spectrometry Facility](#)
- [Biological Resources Imaging Laboratory](#)
- [Electron Microscope Unit](#)
- [Flow Cytometry Core Facility](#)
- [Nuclear Magnetic Resonance Facility](#)
- [Spectroscopy Laboratory](#)
- [Solid State & Elemental Analysis Unit](#)
- [Biological Resources Centre](#)
- [Molecular Surface Interaction Network Laboratory](#)

**Dong Zheng**

User ID: admin

Login Time: 03 July 2017 08:30:54 am (Australia/Sydney)

19.4 Enable SSI for ACLS Node

It is easy to configure ACLS node for SSI deployment. Go to Configure System page and set up the following parameters **Access Portal URL**.

Parameter	Value
AccessPortalURL	<input type="text" value="https://acls.analytical.unsw.edu.au/"/>

Next, you check the box to the parameter **Enable Single Sign In**.

EnableSingleSignIn	<input checked="" type="checkbox"/>
--------------------	-------------------------------------

Upon enabling SSI, the ACLS own login page is switched off as users must sign-in via SSI.



19.5 Catalogue Facilities

In the previous chapters, 4 access controls are described to manage the facility catalogue access.

- Local
- Organisation
- Universe
- Disable

SSI+AAF facility catalogue will be implemented in 2017/2018 with the advance search capability.



AC Lab System

Deliver Quality Research Service



UNSW
AUSTRALIA

Mark Wainwright Analytical Centre
G61, Chemical Science Building
The University of New South Wales
Kensington, NSW 2052
Australia
Internet: www.analytical.unsw.edu.au
Email: analytical@unsw.edu.au