



# AC Lab System

## Complete Guide 2017

Never Stand Still

Division of Research

Mark Wainwright Analytical Centre



## **Preface**

Welcome to the ninth edition of the Analytical Centre Laboratory System (ACLS) guidebook, which is at once a detailed and comprehensive overview of a most excellent means for managing and accessing scientific equipment.

It is now ten years since the first instruments were moved into the purpose-built Analytical Centre at the University of NSW, a move that immediately required such a system. Fortunately, Dong Zheng was on staff with the prototype of the ACLS he had developed previously for the Electron Microscope Unit at UNSW. With tremendous verve and skill, he set about adapting and expanding it to suit the particular needs of the NMR Facility at UNSW, along with the four other units, which then comprised the Analytical Centre. To his credit, it has worked exceptionally well, enabling us to reliably track new registrations, instrument bookings, user hours, training certificates and billing, amongst other things detailed herein.

Today, there are nine units in the Analytical Centre, named after its initiator, Mark Wainwright, seven of which rely completely on the ACLS for managing hundreds of new users every year requiring access to major equipment that underpins their research at UNSW. So successful has it been that Dong Zheng has now generously made it available as a customized package to eighteen other universities and institutes nationwide, over the course of this past decade. In keeping with the times, it is now available as a Smartphone App.

The growth of the ACLS to its current standing has relied firstly on Dong Zheng's zeal for service with this package that is both reliable and flexible, and secondly, on the users feedback to incorporate new elements in the overall function and design. I am sure that through the interplay of these two, the ACLS will continue to be an important system for accessing and managing scientific equipment.

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***Manager***  
***NMR Facility and Spectroscopy Lab***  
***Mark Wainwright Analytical Centre,***  
***University of NSW***

## **Acknowledgements**

This is the ninth edition of the “ACLS Complete Guide”. The evolution of the ACLS guides over the last decade is simultaneous with the evolution of the system itself. After we successfully completed the SQL migration, an iPhone application, and a new cross platform tracker in 2015, we achieved many performance enhancements, such as instant booking save/edit/delete, quick page loading and cache design this year.

Taking this opportunity, I'd like to thank Prof. Grainne Moran for her long term support and guidance to ACLS success. Congratulations to Grainne who was promoted to Pro-Vice-Chancellor (Research Infrastructure) and I wish her the best in her new position.

Dr. James Hook graciously accepted our invitation to write the preface of this edition. I would like to thank him on behalf of the ACLS community for his exceptional support over the years.

Furthermore, I'd like to give my thanks to the entire MWAC staff; ACLS existence and success relies upon their vision, feedback, support, and encouragement.

2016 is deemed to be remembered for ACLS progressing into REMS (Research Equipment Management System), and the potential spin-off ACLS to be backed up by a corporate. Through ACLS updates, many of you are fully aware of ACLS new changes, features and future. I am grateful many of you respond to the updates and send us your comments and feedback.

The REMS is addressed in this edition. I am confident that with all your support and cooperation, we can achieve even more in the coming years. I look forward to continually working with all of you to make more improvements to ACLS and its future REMS.

***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 facility event booking (operation booking, user booking, training booking, commercial booking and service booking), sample tracking, training certification, incident reporting, support ticketing, induction program processing, survey creator, and information management system. By modular design, ACLS is flexible and can be customized. 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) facility (including instrument) bookings, sample tracking and laboratory management system information, covering both time-based operations and sample-based operations. As a user of ACLS you will be able to achieve the following:

- 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
- 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 2.5.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](mailto:acls.analytical@unsw.edu.au) or [dm.zheng@unsw.edu.au](mailto:dm.zheng@unsw.edu.au).



## 2 System Installation

ACLS offers multiple applications:

- Web portal and application, 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:

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

#### 2.1.2 Server Software

The software requirements are:

<b>Operating System</b>	<ul style="list-style-type: none"><li>• Windows Server 2008 standard/enterprise (32 bit)</li><li>• Windows Server 2012 standard/enterprise (64 bit)</li></ul>
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## 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:

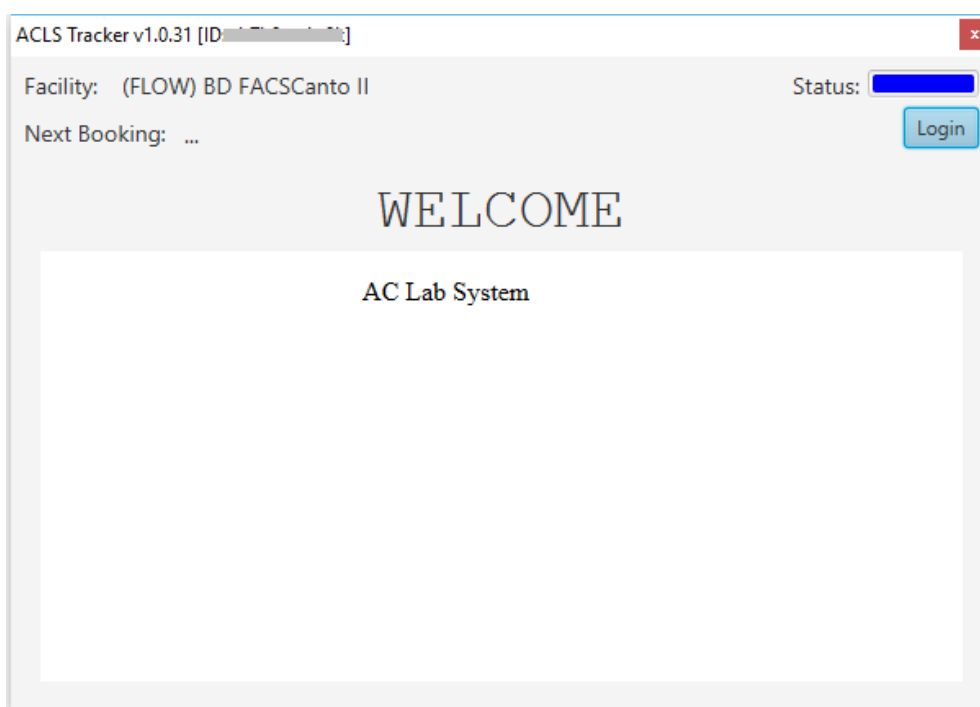
- Transmits broadcasting messages and notices.
- Sends out booking reminders and notifications.
- Executes **bDRT** and **bDIS** operation upon activation.



- 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 Usage 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>.

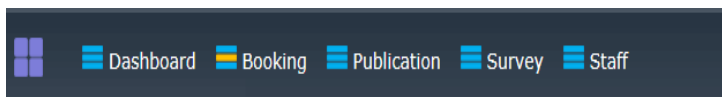


### 3 Getting Started

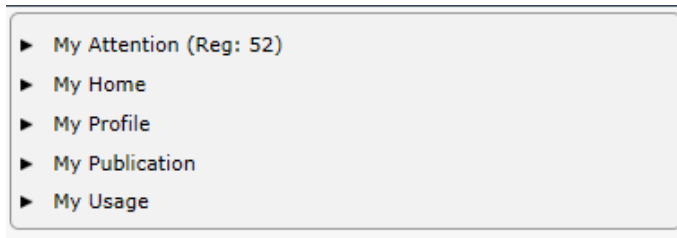
Before you start running ACLS, it is important to understand each of the functions and what information you need prior to setting them up.

#### 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.



- Dashboard



- Booking



- 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 (3) 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

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](#).

The screenshot shows a search interface with the following elements:

- Navigation tabs: User Registration (selected), Process Online Registration, LDAP User Status, Full Search.
- User Name input field: Any set of letters which may exist in user name or surname.
- Search By options:  user name,  login name,  user code.
- Search Range options:  Active Users (724),  Inactive Users (2359),  All Users (3083).
- A Search button.

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

The screenshot shows the 'Register User' form with the following fields and options:

- Add School/Org** button.
- Register User:**
  - Title: Mr. (dropdown)
  - User Name: (text input) (Format: GivenName FamilyName)
  - Login Name: (text input) (a..z,0..9)
  - School/Organization: Choose school/organization from the list (dropdown)
  - Access Group: Choose group from the list (dropdown)
  - Work Phone: (text input)
  - Mobile Phone: (text input)
  - Work Fax: (text input)
  - Email Address: (text input)
  - Work Address: (text input)
  - Indicative Project Title: (text input)
  - Notes: (text input)
  - Activate User Entry**
- Accept** and **Reset** buttons.



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.

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.

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.





**EDIT USER ACCOUNTS:**

Account	Account Code	Note	Suspended	Delete	Expiry Date
#EXTERNAL	52	External users' account	<input type="checkbox"/>	<input type="checkbox"/>	01/01/2020
UNSWA-ELECMICR-RE123-RM00651	369		<input checked="" type="checkbox"/>	<input type="checkbox"/>	29/01/2020

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

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

### 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="text"/>
Retype Login Password*	<input type="text"/>
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><b>Terms and Conditions</b></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 &amp; 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*	<p>Choose school/organization from the list <input type="text"/></p> <p>Or Enter school/organization name <input type="text"/></p>
----------------------	------------------------------------------------------------------------------------------------------------------------------------

\*: Indicating the compulsory data fields

[Continue](#)  
[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*	<p>Choose supervisor from the list <input type="text"/></p> <p>Or Enter supervisor name <input type="text"/></p>
-------------	------------------------------------------------------------------------------------------------------------------

\*: Indicating the compulsory data fields

[Continue](#)  
[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

Continue

[Login Page >>](#)

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

**NEW USER REGISTRATION**

User Photo Upload\*

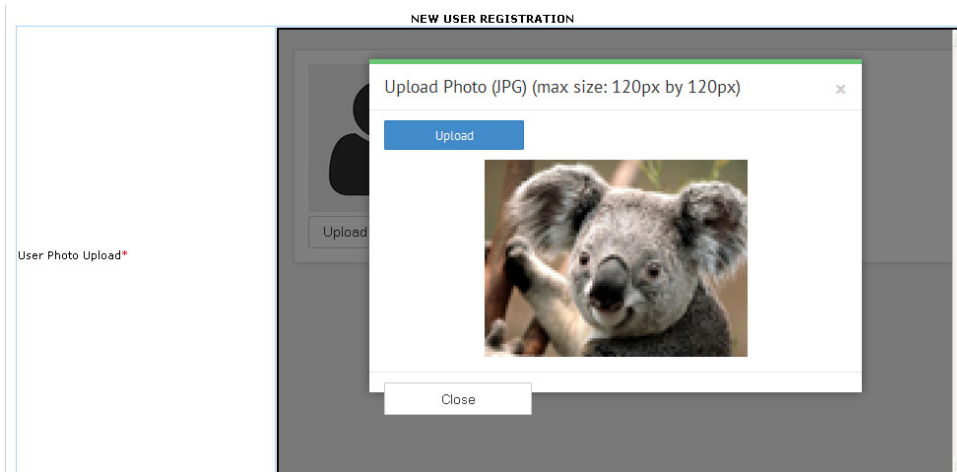
Upload Photo (JPG) (max size: 120px by 120px)

Upload

Upload Photo (JPG)



- 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) <a href="#">(click to see more about ...)</a>
BMIF	<input checked="" type="checkbox"/> AFM_MMS (F10) <a href="#">(click to see more about ...)</a>
BMIF	<input type="checkbox"/> Bioforce Nanoenabler <a href="#">(click to see more about ...)</a>
BMIF	<input type="checkbox"/> Biostation <a href="#">(click to see more about ...)</a>
BMIF	<input type="checkbox"/> Data Analysis Computer <a href="#">(click to see more about ...)</a>
BMIF	<input type="checkbox"/> Eclipse Ti-E <a href="#">(click to see more about ...)</a>
BMIF	<input type="checkbox"/> FluoroMax - 4 <a href="#">(click to see more about ...)</a>
BMIF	<input type="checkbox"/> Fume Hood <a href="#">(click to see more about ...)</a>
BMIF	<input type="checkbox"/> IncuCyte <a href="#">(click to see more about ...)</a>



- 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-7S5kKJX.

[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*.

> Click to search supervisors ...

---

School/Organization:

Sel	Supervisor	School/Organization	Work Phone	Work Fax	Mobile	Email	Code	Record Created	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Add"/>	<input type="button" value="Reset"/>						

### 4.5 Login to ACLS

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

ACLS INSTRUMENT BOOKING DEMO - Sign-In Portal

ACLS INSTRUMENT BOOKING DEMO

User ID:


Welcome

Password:

[To View Bookings](#)

[To Register](#)

[Access Denied?](#)



Upon login, you will see the *My Calendar* page, which is the ACLS home page.

Dashboard Booking Publication Survey Staff

My Calendar

- ▶ All Facility Booking
  - ▶ AFM
  - ▶ FIB
  - ▶ SEM
  - ▶ TEM
  - ▶ TOOLS
  - ▶ XRAY
- ▶ Calendar Settings
- ▶ Refresh Facility List & Cache

Month:  Year:

Show User Calendar:

Monday	Tuesday	Wednesday
01	02	03
08	09	10
15	16	17



## 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
<b>AccessPortalURL</b>	Single Sign-In Portal	Refer to Appendix H
<b>CGI Directory</b>	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".
<b>Data Directory</b>	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".
<b>Doc Directory Name</b>	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".
<b>Doc Web Directory Name</b>	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".
<b>Pictures Directory Name</b>	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".
<b>Pictures Web Directory Name</b>	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".
<b>Users Directory</b>	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.
<b>Email Data Date</b>	For information only.	Email server program updates the date to current date on daily basis; if not, ACLS may have a corrupted database.



<b>System Pass Date</b>		<i>No longer in use</i>
<b>Tracing Data Date</b>	For information only.	Logon server program updates the date to current date on a daily basis; if not, ACLS may have a corrupted database.
<b>Active Users For Training Booking</b>	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
<b>Booking Calendar Staff Only</b>	Enable/Disable booking calendar to users.	: Enable booking calendar to all (users and staff) : Enable booking calendar to staff only. This is the default.
<b>Booking Display All</b>	Show all facilities or per facility group.	: Show facility selection list per facility group : Show all facilities in one selection list
<b>Booking Only</b>	Switch ACLS reporting between usage data collected through ACLS console and booking data.	: Usage data through logon console : Booking only
<b>Calendar Multiple Days</b>	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.
<b>Clear Browser Cache</b>	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.
<b>Console Next Booking Update</b>		<i>No longer in use</i>
<b>Console Notification</b>		<i>No longer in use</i>
<b>Daily Booking All Per Group</b>	Show all facilities or per facility group as a function of Daily Booking, All Facility.	: Show facility list per facility group selection list : Show all facilities in one selection list
<b>Data Storage Ctrl</b>	Enable/disable creating user folder and checking user folder. ONLY effective to server programs.	: Disable : Enable
<b>Enable Banner for Login</b>	Enable/disable banner image on login page. By default, system uses the built-in header.	: Disable : Enable





<b>Enable Current Hour Booking Change</b>	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.
<b>Enable Default Account</b>	Enable default account for the tracker login	: Disable : Enable
<b>Enable Facility Status</b>	Enable/disable facility status page. Only applies when setting "Booking Only" to ON.	: Disable facility status page : Enable facility status page
<b>Enable Facility Status Privacy</b>	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.
<b>Enable Help Link</b>		<i>No longer in use</i>
<b>Enable iPhone App</b>	Enable/disable iPhone app indication icon on login page.	: Disable : Enable
<b>Enable Online Reg Project</b>	Enable/disable project field in online reg form.	: Disable : Enable
<b>Enable Privacy Calendar</b>	Enable/disable the booking details on the public access calendar	: Disable : Enable
<b>Enable Public Calendar</b>	Enable/disable the public access calendar without the need of login	: Disable : Enable
<b>Enable Q&amp;A Search</b>		<i>No longer in use</i>
<b>Enable Reactivation Page</b>	Enable/disable the reactivation link on login page	: Disable : Enable
<b>Enable Reg Pathway</b>	Enable/disable the pathway for online reg process	: Disable : Enable
<b>Enable Repeat Booking</b>	Enable/disable repeat booking feature for Facility Booking Tool	: Disable : Enable
<b>Enable Publication</b>	Enable/disable publication module.	: Disable : Enable
<b>Enable Session Hour Check</b>	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.
<b>Enable Single Sign-In</b>	Enable/disable Single Sign-In mode. If enabled, users can only access ACLS via SSI	: Disable : Enable
<b>Enable Survey</b>	Enable/disable survey module.	: Disable : Enable
<b>Enable Track Sample</b>	Enable/disable Track Sample module	: Disable : Enable
<b>Enable User Portrait Photo</b>	Enable/disable user portrait photo in user profile. This does not refer to thumbnail user photo.	: Disable : Enable
<b>EXCEL Password Protection</b>	Enable/disable password protection of the exported EXCEL data files.	: Disable : Enable
<b>Facility Charging</b>	Enable/disable facility charging policy in Facility Manager.	: Disable : Enable
<b>Facility Status Display All</b>	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
<b>Https Enable</b>	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
<b>Invoice Accessible By Supervisor</b>	Enable/disable supervisor access to the invoice statements.	: Disable : Enable
<b>LDAP Pre-Configure</b>	Auto-run tool to configure the user access through LDAP.	: OFF : ON
<b>Logbook Manager To Staff</b>	Enable/disable general staff access to data logbook manager function.	: Disable : Enable
<b>Login Using Email</b>	Enable/disable email as login name.	: Disable : Enable
<b>Logon Server Check</b>	Enable/disable logon server daily synchronization check. If not running ACLS logon server, this should be switched off.	: Disable, this is the default : Enable



<b>Logon Timer Ctrl</b>	Enable/disable timer for ACLS Logon Client program.	: Disable : Enable
<b>Multiple Click Prevention</b>	Enable/disable multiple form submission through "Accept" button.	: Disable, this is the default. : Enable.
<b>Online Reg Ctrl</b>	Enable/disable online registration.	: Disable : Enable
<b>Online Reg Visitor ID Compulsory</b>	Set Student/Staff ID as compulsory entry field in registration form.	: Not compulsory : Compulsory
<b>Project Manager</b>	Enable/disable "Project Manager".	: Project manager is OFF : Project manager is ON
<b>Report By Any Period</b>	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
<b>Restrict Bookings To General Staff</b>	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
<b>Show Facility Info as Hyperlink</b>	Show the toggle link that is used to display the facility information including image, location, description and trainers' contacts.	: OFF : ON
<b>Show Logon Client Password</b>		<i>No longer in use</i>
<b>Training Support Request</b>	Switching on/off the function on My Dashboard	: OFF : ON
<b>User Account For Reg</b>	Enable/disable account entry in the online registration process.	: Account entry not required : Account entry required
<b>User All Account Search</b>	Enable/disable the account search range in user profile manager	: Disable : Enable
<b>User Photo Availability Check</b>	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.
<b>User Photo For Reg</b>	Enable/disable user photo upload in the online registration process.	: User photo not required : User photo must be provided
<b>Valid Email Login</b>	Enable/disable login name validation check.	: Validation not required : Login name has to be numbers and letters
<b>Web Access Validation</b>	Enable/disable user certificate validation. If enabled, using web access records to validate.	: Disable : Enable
<b>LDAP Compulsory Check Text</b>	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
<b>LDAP Text on Login Page</b>	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"
<b>Login Name Tip</b>	Set the tip text for the login name field on login page	Default, welcome
<b>Online Reg Visitor ID</b>	Set as default external visitor ID	e.g. 000
<b>Server Name</b>	Should be web server IP address or domain name	e.g. www.xxx.xxx.xxx
<b>SMTP Server Name</b>	The local SMTP server domain name of the organization	e.g. smtp.unsw.edu.au
<b>Title Beg</b>	System web page title	
<b>Title End</b>	System web page title	
<b>Title To Show</b>	System title on logon page	
<b>Commercial User Code</b>	Used for commercial booking	
<b>Facility Status Image Height</b>	Set the facility image height	Height of facility image shown in facility info page is defined here
<b>Facility Status Image Width</b>	Set the facility image width	Width of facility image shown in facility info page is defined here
<b>Service User Code</b>	Used for logbook manager to catch the wrong login/logout, and also for service booking	
<b>Version Control</b>	This is for building ACLS used by ACLS developer	Information only
<b>FTP Host Name</b>	Data access through FTP	e.g. ftp.unsw.edu.au
<b>FTP Login</b>	FTP access user name	
<b>FTP Password</b>	FTP access password	



<b>Home Page Link</b>	Set home page URL at footer	If this is blank, home link is not available at footer
<b>Privacy Statement Link</b>	Set privacy statement link at footer	If this is blank, privacy statement link is not available at footer
<b>Contact Us Email</b>	Used for "contact us" in the footer section	Should be a general email address for the lab
<b>Reg Account Field 1</b>	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
<b>Reg Account Field 2</b>	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
<b>Reg Account Field 3</b>	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
<b>Reg Account Field 4</b>	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
<b>Adv Booking Reminder Day</b>	Days for sending booking reminder out prior to the booked session time	Default: 2 days
<b>Deactivate If No Access Period</b>	Days for deactivating users if they have not used any facilities	Default: 120 days
<b>Deactivate If No Picture Period</b>	Criteria to convert the active user to inactive if their photo is not available for a specified period	Default: 120 days
<b>Min Unlogged Time</b>	Minimum time (in minutes) to accept the operational or usage time after login to instrument computer	Default: 5 minutes
<b>Report Depth</b>	Range of years for generating reports	Default: 1 year
<b>Server Calendar Date Format</b>	The format should tally with the server time format in regional setting	Default: mm/dd/yyyy (US format)
<b>User Access Expiry Alert</b>	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 5 steps to complete. Simply follow the process step by step to set up a new facility or change facility settings. Facility Wizard comes with assistance notes to explain each stage of the process, in the blue block below.

**Step 1 - Start of Facility Wizard:**

Facility Selection:

Or

Facility Entry:

Facility Wizard guides you through the process of setting up a new facility or changing the current facility settings. For experienced users, you can also go to Facility Manager to manage facilities. In wizard, you won't be able to change facility name, and this has to be done through Facility Manager.

Step 1: Select from the current facility or add a new facility. In facility list, two divisions are separated by a dash line: Booking enabled (Active) and booking disabled (Inactive).

## 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](#), click on button “Set Up Facility Groups”.

**[EDIT/ADD FACILITY GROUP]**

Facility Group Name:

Group Training Certificate Status:  (If checked, group training certificate is enabled and the individual facility training certificated is disabled; if unchecked, individual facility training certificate is enabled.)

Facility Group Ownership:

Note:

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 Console Manager](#) to make changes.

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



<b>Facility Location</b>	Facility location, for example, room number, building name
<b>Min Hour Per Session</b>	Set the number of hours for each booking session. The system checks the booking event duration against the min hour per session. If less, the event is rejected.
<b>Min Booking Unit</b>	Calendar hour scale can be 15 minutes or 1 hour
<b>Compulsory Booking Confirmation</b>	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.
<b>Training Certificate</b>	Indicates whether the facility booking requires a user training certificate. For example, some facilities do not require training to operate.
<b>Pre-Approval Booking</b>	If set this ON, facility bookings made by users are regarded as unapproved bookings subject to trainer/manager approval.
<b>Booking Enable</b>	Enable or disable facility availability for booking
<b>Operation Status</b>	Active or inactive. For active facilities, training certificates and trainers can be set up.
<b>Facility Code</b>	Facility ID for each facility identification
<b>Recorded Created</b>	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)	30.00
Charge/Hour (\$) (External Invoice)	30.00

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

Total: 34

**BOOKING FACILITY CHART**

Facility Group	Facility	Min Hour per Session	Min Booking Unit	Compulsory Booking Confirmation	Training Certificate	Pre-Approval Booking	Operation Status	
BMSF FACILITY AT WALLACE WURTH BUILDING	4000 QTRAP LC-MS (U)	2	1 hour	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT WALLACE WURTH BUILDING	5600 TripleTOF LC-MS/MS (U)	1	1 hour	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT WALLACE WURTH BUILDING	5973A GC-MS (U)	1	1 hour	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT WALLACE WURTH BUILDING	5973B GC-MS (U)	1	1 hour	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT CHEMICAL SCIENCE BUILDING	7890A AGILENT GC (L)	1	1 hour	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT WALLACE WURTH BUILDING	DSC (U)	1	1 hour	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT CHEMICAL SCIENCE BUILDING	FOCUS DSQ GC-MS (L)	1.00	15 minutes	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT CHEMICAL SCIENCE BUILDING	GCT GC-TOFMS (L)	1	1 hour	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT CHEMICAL SCIENCE BUILDING	GE AKTA LC (L)	1	1 hour	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT WALLACE WURTH BUILDING	Infinity 1290 UHPLC (U)	1	1 hour	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT WALLACE WURTH BUILDING	ITC (U)	1	1 hour	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT CHEMICAL SCIENCE BUILDING	LCQ DECA LC-MS (L)	1	1 hour	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT WALLACE WURTH BUILDING	LTQ FT LC-MS/MS (U)	1	1 hour	Yes	Required	Not Required	Active	Edit
BMSF FACILITY AT CHEMICAL SCIENCE BUILDING	LTQ Orbitrap LC-MS (L)	1.00	15 minutes	Yes	Required	Not Required	Active	Edit



## Tracker Configuration:

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

Facility Console Configuration							
Sel	Facility	Facility Group	IP Address	Host ID	ID Type	Connection Allowed	Note
<input type="radio"/>	Fume Hood	BMIF	10.1.1.11	01dc3t7vo681	IP Address	Yes	
<input type="radio"/>	Olympus FV10i	BMIF	10.1.1.13	scf2nwpgcdbf	IP Address	Yes	
<input type="radio"/>	Data Analysis Computer	BMIF	10.1.1.14	hwswdzrq925c	IP Address	Yes	
<input type="radio"/>	Lavision Intravital	BMIF	10.1.1.21	8fmgap423tw	IP Address	Yes	
<input type="radio"/>	IncuCyte	BMIF	10.1.1.22	dyojs8eh9ot1	IP Address	Yes	
<input type="radio"/>	Zeiss LSM 780	BMIF	10.1.1.23	fiqdswwbcqjd	IP Address	Yes	
<input type="radio"/>	TILL photonics TIRF	BMIF	10.1.1.24	2uxgtxprd5mu	IP Address	Yes	
<input type="radio"/>	Intravital 3i VIVO	BMIF	10.1.1.25	k09m7lkdhew	IP Address	Yes	
<input type="radio"/>	Intravital Nikon A1	BMIF	10.1.1.26	8bpcbnehfk1p	IP Address	Yes	
<input type="radio"/>	FluoroMax - 4	BMIF	10.1.1.27	p34r362gs510	IP Address	Yes	
<input type="radio"/>	Intravital Surgery ScanOptics	BMIF	10.1.1.28	jjlm7ltzplk4	IP Address	Yes	
<input type="radio"/>	Picoquant Microtime 200	BMIF	10.1.1.3	6nx2svuk2gtw	IP Address	Yes	
<input type="radio"/>	Optical tweezers	BMIF	10.1.1.30	cok7r8a563fr	IP Address	No	
<input type="radio"/>	Bioforce Nanoenabler	BMIF	10.1.1.4	04s6lfoub5ex	IP Address	Yes	
<input type="radio"/>	Zeiss PALM	BMIF	10.1.1.6	st1l7c0eqfnn	IP Address	Yes	
<input type="radio"/>	Eclipse Ti-E	BMIF	129.94.164.124		IP Address	Yes	
<input type="radio"/>	Leica SP5 WLL gSTED	BMIF	129.94.165.67		IP Address	Yes	
<input type="radio"/>	AFM_Catalyst (Lowy)	BMIF	129.94.165.68		IP Address	Yes	
<input type="radio"/>	Zeiss SD/TIRF	BMIF	129.94.165.69		IP Address	Yes	
<input type="radio"/>	Leica SP5 2P STED	BMIF	129.94.165.70		IP Address	Yes	
<input type="radio"/>	Zeiss Axio Examiner	BMIF	129.94.165.72		IP Address	Yes	

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

Group Name	General User Group
Max. Hours/Day	4
Max. Days/Period	21
Max. Hours/Period	24
Booking Start Time	8:00
Booking End Time	17:00
Booking End Time Offset	0
Booking Cancellation	Booking can be cancelled anytime
Weekend Booking	No
Group Code	5
Group of Privilege	User 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



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.

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.



- Default ▶ Access Confirmation Notice
- Default ▶ Access Denied Notice
- Default ▶ Booking Reminder Notice
- Default ▶ Change of Password Notice
- Default ▶ Commercial Booking Confirmation Notice
- Default ▶ Facility Booking Confirmation Notice
- Default ▶ Group Training Booking Confirmation Notice
- Default ▶ Individual Training Booking Confirmation Notice
- Default ▶ Registration Notice
- Default ▶ Service Booking Confirmation Notice

You can see clearly which content has been modified and which goes with the default settings. 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    General FTP Access Directory    Online Registration Link    Facility Information Link    Net Drive Setting



- 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.



GENERAL FTP ACCESS DIRECTORY SETTINGS			
Sel	FTP Directory	Link Description	Note
<input type="radio"/>	bmifarchive	ARCHIVE	archive Folder
<input type="radio"/>	bmifpublic	PUBLIC	public folder


Edit Delete Add Reset

- 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:

FACILITY INFORMATION LINK SETTINGS			
Sel	Facility	URL	Note
<input type="radio"/>	300 NMR - Flip	<a href="http://129.94.164.7/facilitylinks/flip_inmr_history.html">http://129.94.164.7/facilitylinks/flip_inmr_history.html</a>	
<input type="radio"/>	300 NMR - Auto Gyro	<a href="http://129.94.164.7/facilitylinks/gyro_inmr_history.html">http://129.94.164.7/facilitylinks/gyro_inmr_history.html</a>	

Edit Delete Add Reset

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



**Facility Information Link:** [http://129.94.164.7/facilitylinks/gyro\\_inmr\\_history.html](http://129.94.164.7/facilitylinks/gyro_inmr_history.html)

**Facility Group:** NMR

**Description:** Bruker Avance III 300 MHz NMR (Gyro)

Used largely for:

- As a high through-put instrument for obtaining routine 1H, 13C, 31P and 19F spectra of synthetic materials.
- Automated acquisition of 2D experiments with pulsed field gradients allows a high turnover of 2D experiments on the listed nuclei.

It is also equipped with:

- A 60 bay sample changer (SampleXpress)
- BBFO z-gradient probe

**Location:** Building F10 room B41

**Trainers:** Adelle Amoree; Douglas Lawes; Donald Thomas;

- 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**.

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="text"/>
Per Facility	<input type="checkbox"/> (if checked, net drive is per facility; if unchecked, net drive is one for all facilities)

Accept

- For further information on net drive configurations, please refer to **Appendix H**.



## 6 Operating ACLS

### 6.1 My Dashboard

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

The screenshot shows the ACLS My Dashboard interface. At the top, there are navigation tabs for Dashboard, Booking, Publication, Survey, and Staff. On the left, a sidebar menu includes links for My Attention (Reg: 52), My Home, My Profile, My Publication, and My Usage. The main content area is titled 'Facility Status' and features a dropdown menu to 'Select Facility Group' (currently set to TEM) with a 'Submit' button. Below this, three facility cards are displayed:

- TEM 1400 (Group: TEM)**: Current Booking: --, Current Tracking: --, Current Status: Available. Link: About TEM 1400.
- TEM CM200 (Group: TEM)**: Current Booking: 2016-08-01 07:00:00 -- 2016-08-01 12:00:00 (Service), Current Tracking: 2016-08-01 09:27:45 -- (Sean Rezal Lim), Current Status: Busy. Link: About TEM CM200.
- TEM Tecnaï (Group: TEM)**: Current Booking: --, Current Tracking: --, Current Status: Available. Link: About TEM Tecnaï.

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

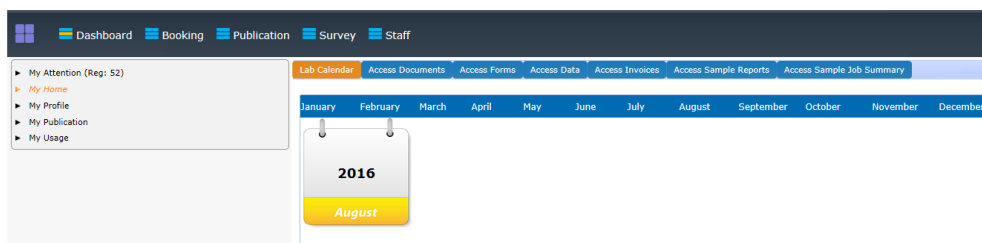
The screenshot shows the 'Attention' section of the ACLS dashboard. It contains the following items:

- ▶ User registration pending approval: (11)
  - [To process registration now ...](#)
- ▶ Active user without account: (91) [details ...](#)
- ▶ Active account expiring within one month time: (2) [details ...](#)

- 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 Profile:

My profile shows the full details of the login user profile. User can change password and update contacts.

Change Password		Update Contacts	
<b>User Name:</b>	Mr. Dong Ming Zheng		
<b>Student/Staff No:</b>			
<b>Type of Researcher:</b>	Others		
<b>Login Name:</b>	admin		
<b>School/Organization:</b>	Analytical Center		
<b>Access Group:</b>	EMU System Administrators (Access Group Category: System Administrator Group)		
<b>Supervisor:</b>	Richard Tilley		
<b>Work Phone:</b>	9385 6680		
<b>Mobile Phone:</b>	0410 724 858		
<b>Email:</b>	dm.zheng@unsw.edu.au		
<b>Work Address:</b>	N/A		
<b>Funding Source:</b>			
<b>Indicative Project Title:</b>			
<b>Account:</b>	<ul style="list-style-type: none"> <li>#EXTERNAL - expiring on 01/01/2020</li> <li>UNSWA-ELECMICR-RE123-RMO0651 - suspended</li> </ul>		
<b>Certificate:</b>	No certificates		
<b>Trainer:</b>	<ul style="list-style-type: none"> <li>Avizo 1</li> <li>FIB xP200</li> <li>SPM 5400</li> </ul>		
<b>Signed Form:</b>			

- 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

Your publications are important to us to understand how you use our facility, to plan for new state-of-the-art equipment, and as a source of reference for new users of the facility. We appreciate your time registering your research publications - thank you for your support.

**Register Publication**

**Publication Details**

Publication ID (if known)

Journal Title\*   
*For Example: Materials Characterization*

Author List\*   
*For Example: Nagasekhar, A. V., Cáceres, C. H., & Kong, C.*

Year

Month

Details\*   
*For Example:*  
*Nagasekhar, A. V., Cáceres, C. H., & Kong, C. (2010).D characterization of intermetallics in a high pressure die cast Mg alloy using focused ion beam tomography. Materials Characterization, 61(11), 1035-1042. doi:10.1016/j.matchar.2010.06.007*

Register for

[Access the submitted publications ...](#)

Staff can register publications for any users.

When done, you can see all your registered publications upon clicking on 'Access the submitted publications':

[Access the submitted publications ...](#)

Publication ID	Journal Name	Author List	Year	Month	Details
	In Proceedings of Corrosion & Prevention 2013	Xiang, Z., Zhang, J., Kong, C., Peng, X., & Young, D.	1989	September	Xiang, Z., Zhang, J., Kong, C., Peng, X., & Young, D. (2013). METAL DUSTING OF SPATTERED NiCr NANOCRYSTALLINE COATING IN CO-H2-H2O GAS. In Proceedings of Corrosion & Prevention 2013 (pp. 1-9). Brisbane: Australasian Corrosion Association.
	Materials Characterization	Nagasekhar, A. V., Cáceres, C. H., & Kong, C.	2015	July	Nagasekhar, A. V., Cáceres, C. H., & Kong, C. (2010).D characterization of intermetallics in a high pressure die cast Mg alloy using focused ion beam tomography. Materials Characterization, 61(11), 1035-1042. doi:10.1016/j.matchar.2010.06.007

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



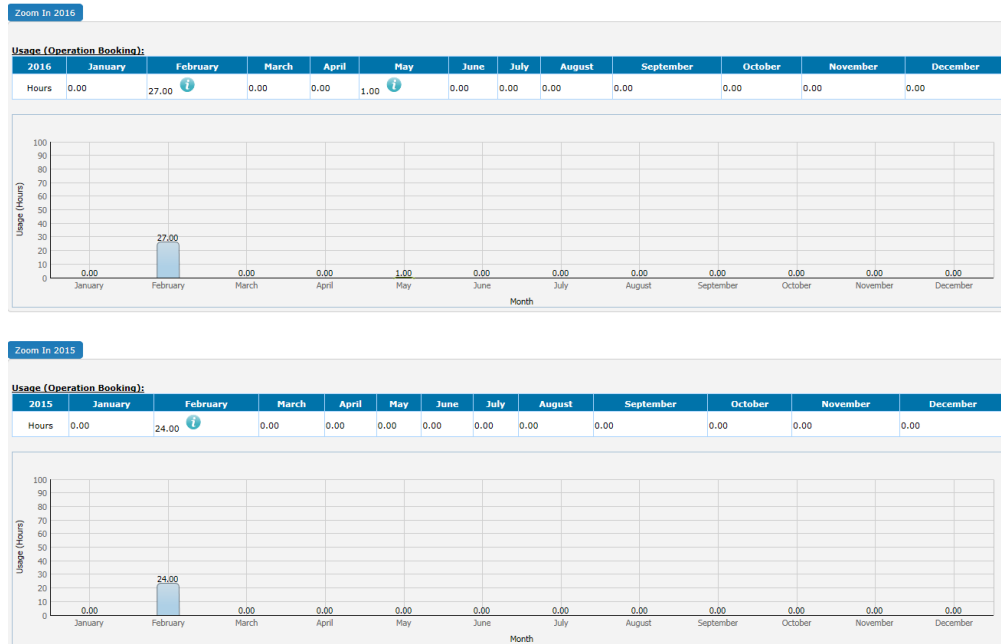


► Bookings pending approval: (4)

To Approve Now ...

- 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”. Upon user login, My Calendar shows up first to provide a full picture of my bookings across all the facilities.



My Calendar													
Day	Week	Month	List	August 2014									
Monday	28	Tuesday	29	Wednesday	30	Thursday	31	Friday	01	Saturday	02	Sunday	03
	04		05		06		07		08		09		10
	11		12		13		14		15		16		17
	18		19		20		21		22		23		24
	25		26		27		28		29		30		31

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													
Day	Week	Month	List	August 2015									
Monday	27	Tuesday	28	Wednesday	29	Thursday	30	Friday	31	Saturday	01	Sunday	02
	03		04		05		06		07		08		09
	10		11		12		13		14		15		16

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.



Service Calendar							
Show Facility Service Calendar: <input type="text" value="Choose facility from the list"/>							
Day	Week	Month	List	August 2015			Prev << >> Next Print
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
27	28	29	30	31	01	02	
00:00 - 00:00 Service Event : Leica SP5 2P STED (by Renee Whan); Notes: The system is due for repair the first week of august. Unusable until this time.							
14:00 - 15:30 Service Event : Zeiss LSM 780 (by Alex Macmillan)	09:00 - 18:00 Service Event : Zeiss Laser Microdissection (by Michael Carnell)	15:00 - 17:00 Service Event : Leica SP5 WLL gSTED (by Ales Benda); Notes: Laser beam	13:00 - 16:00 Service Event : Leica SP5 WLL gSTED (by Alex Macmillan)	09:00 - 10:00 Service Event : Leica SP5 WLL gSTED (by Ales Benda); Notes: MTH350 test		00:00 - 00:00 Service Event : Leica SP5 2P STED (by Renee Whan)	
	13:00 - 15:30 Service Event : Eclipse Ti-E (by Michael Carnell)	20:00 - 09:00 Service Event : Intravital Nikon A1 (by Richard Francis); Notes: Wallace Wurth Power shut down		09:00 - 11:00 Service Event : Picoquant Microtime 200 (by Ales Benda); Notes: PH200 low	14:30 - 17:00 Service Event : Zeiss LSM 780 (by BMIF Teaching); Notes: PATH0208-	17:00 - 10:00 Service Event : Lavisoin Intravital (by Ales Benda); Notes: Power shutdown	
03	04	05	06	07	08	09	
17:00 - 10:00 Service Event : Lavisoin Intravital (by Ales Whan)	10:00 - 13:00 Service Event : Picoquant Microtime 200 (by Renee Whan); Notes: changing detectors pos 3 and 4.	09:30 - 14:00 Service Event : TILL photonics TRF (by Ales Benda); Notes: Software update	18:00 - 09:00 Service Event : Intravital Nikon A1 (by Richard Francis); Notes: Wallace Wurth Power shut down	09:15 - 11:00 Service Event : Picoquant Microtime 200 (by Ales Benda); Notes: PIE-FRET test			
	18:00 - 09:00 Service Event : Intravital Nikon A1 (by Richard Francis); Notes: Wallace Wurth Power shut down		18:00 - 09:00 Service Event : Intravital Nikon A1 (by Richard Francis); Notes: Wallace Wurth Power shut down				
10	11	12	13	14	15	16	
09:00 - 18:00 Service Event : Zeiss LSM 780 (by Michael Carnell)	09:00 - 18:00 Service Event : Zeiss LSM 780 (by Michael Carnell)			14:30 - 17:00 Service Event : Leica SP5 2P STED (by BMIF Teaching); Notes: PATH0208-			

### 6.3 Make Bookings

Click on **Booking Calendar** 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.

▶ **Booking Calendar**

- ▶ My Calendar
- ▶ **All Facility Booking**
- ▶ **Refresh Booking Facility List**
- ▶ (FLOW) BD FACSaria III
- ▶ (FLOW) BD FACSanto II
- ▶ (FLOW) BD FACSjazz
- ▶ (FLOW) BD FACSVerse
- ▶ (FLOW) BD Influx
- ▶ (FLOW) BD LSRFortessa
- ▶ (FLOW) BD LSRFortessa X20
- ▶ (FLOW) DLS Zetasizer ZS
- ▶ (FLOW) NanoSight NS300
- ▶ Calendar Settings
- ▶ Support Request

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

Facility Booking

User/Approve Booking

Training Booking

Group Booking

Commercial Booking

Service Booking

#### 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
<a href="#">Prev &lt;&lt;</a> <a href="#">&gt;&gt; Next</a> <a href="#">Print</a>			
Date	Description		
30 May 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
30 May 2016 – 13:00 – 15:00	Approved Event: Beekie Wienert; <b>Notes:</b> 96-well plates.		
30 May 2016 – 15:00 – 16:00	Approved Event: Jinfen Yi; <b>Notes:</b> 96-well plates		
31 May 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
31 May 2016 – 12:00 – 16:00	Approved Event: Jorge Luis Galeano Ni-o		
1 Jun 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
1 Jun 2016 – 12:00 – 14:00	Approved Event: Lu Yang; <b>Notes:</b> Sort for GFP positive cells		
1 Jun 2016 – 14:00 – 17:00	Approved Event: Emanuele Valli; <b>Notes:</b> Neuroblastoma RFP (561 – 585/610/670) sorting - changed by staff: Christopher Brownlee		
2 Jun 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
2 Jun 2016 – 13:00 – 18:00	Approved Event: Elizabeth Keozhkerian		
3 Jun 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
3 Jun 2016 – 12:00 – 16:00	User Event: Nicole Bryce (by Christopher Brownlee); <b>Notes:</b> 2 samples, 4 million per ml, 5 ml collection tubes, sterile.		
6 Jun 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
7 Jun 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
7 Jun 2016 – 13:00 – 16:00	Approved Event: Gabriela Segal; <b>Notes:</b> Cell sorting mouse splenocytes BV421, BV510, Pecy7, 7AAD (561 670) 70um - changed by staff: Christopher Brownlee		
8 Jun 2016 – 00:00 – 9 Jun 2016 – 00:00	User Event: Flow Cytometry (by Emma Johansson Beves); <b>Notes:</b> - changed by staff: Christopher Brownlee - changed by staff: Emma Johansson Beves		
9 Jun 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
9 Jun 2016 – 12:00 – 13:45	Emma Johansson Beves		
9 Jun 2016 – 14:00 – 15:00	Approved Event: Lu Yang; <b>Notes:</b> Sort GFP positive cells into 96 well plate		
9 Jun 2016 – 15:00 – 17:00	Emma Johansson Beves; <b>Notes:</b> - changed by staff: Emma Johansson Beves		
10 Jun 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
10 Jun 2016 – 12:00 – 16:00	Emma Johansson Beves; <b>Notes:</b> Sort for Sieu		
10 Jun 2016 – 16:00 – 18:00	Approved Event: Beekie Wienert		
13 Jun 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
14 Jun 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
14 Jun 2016 – 12:00 – 15:00	Approved Event: Jorge Luis Galeano Ni-o		
14 Jun 2016 – 15:00 – 16:00	Approved Event: Beekie Wienert		
15 Jun 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
15 Jun 2016 – 12:00 – 17:00	Approved Event: Sam Duffy; <b>Notes:</b> Liz has swapped with Sam - changed by staff: Emma Johansson Beves		
16 Jun 2016 – 00:00 – 12:00	User Event: Flow Cytometry (by Christopher Brownlee)		
16 Jun 2016 – 12:00 – 13:00	Unapproved Event: Lu Yang; <b>Notes:</b> Book for Cath. Sort Live/dead cell into falcon		

You are able to print the calendar in PDF in any view by clicking on the **Print** 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     -

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 **Save**, 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 **Save**, 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 Amoore**
- Aditi Taunk
- Aditya Rawal
- Adnan Mohommed
- Adrian Pietkiewicz**
- AGGIE LAWER

Selected Users: Adelle Amoore; 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 **Save** 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 **Save** 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 00:00 13 August 2014 01:00 13 August 2014

### 6.3.7 Booking for Today

A special approach is required to book events or sessions for TODAY. Due to the time blocking on TODAY, clicking on month view may not work, so you need to switch to Day/Week view by clicking on **Date** link.

Date text serves as the active link between month view and week view, and between week view and day view.

### 6.3.8 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 04:00 14 August 2015 - 04:15 14 August 2015

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 with for overnight booking situations.

**Case 1:**

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

**Case 2:**

<b>Booking start time</b>	8am
<b>Booking end time</b>	6pm
<b>Offset</b>	10 hours
<b>Description</b>	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:**

<b>Booking start time</b>	8am
<b>Booking end time</b>	6pm
<b>Offset</b>	14 hours
<b>Description</b>	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

### 6.3.9 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: Dong Zheng

Notes

Repeat event:
  Daily
  Weekly
  Monthly
  Every 1 day
  Every workday
  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

- 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: Dong Zheng

Notes

Repeat event:
  Daily
  Weekly
  Monthly
 Repeat every 1 week next days:
  Monday  Tuesday  Wednesday  Sunday
  Thursday  Friday  Saturday
  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

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



Facility: AFM\_MM6 (F10) (Business Hours: 8:30 - 18:00)

Description: Dong Zheng

Notes

Repeat event:
   
 Daily
   
 Weekly
   
 Monthly

Repeat:  Repeat 13 day every 1 month
   
 On 1 Monday every 1 month

End by: 10/11/2014

Enabled

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 Calendar Settings

ACLS provides a way to customize your calendar. There are 4 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
- Selected Facility Calendar View: view your favourite facility calendar on one page
- Facility Group Calendar View: view facility bookings per facility group

> [To access booking calendar preferences ...](#)

Calendar View	<input checked="" type="radio"/> Week <input 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.
Selected Facility Calendar View	<input type="radio"/> Enable <input checked="" type="radio"/> Disable Selected Facility Calendar View is a calendar to view the selected facility calendar on one page.
Facility Group Calendar View	<input type="radio"/> Enable <input checked="" type="radio"/> Disable Facility Group Calendar View is a calendar to view each facility calendar per facility group on one page.

Submit

#### Week View vs Month View:



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

	Mon, August 10	Tue, August 11	Wed, August 12	Thu, August 13	Fri, August 14	Sat, August 15	Sun, August 16
00:00	00:00 - 08:00 Training Event: Stephen Joseph (by Aditya Rawal); Notes: Biochar 600C						
01:00							
02:00							
03:00							
04:00							
05:00							
06:00							
07:00							
08:00			08:00 - 11:00 Service Event: (by Christopher Pracey)				
09:00							
10:00							
11:00							
12:00	12:00 - 14:00 Training Event: Aditya Rawal (by Aditya Rawal); Notes: MATS3004 demonstration						
13:00							
14:00							
15:00							
16:00							

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	01	02
22:45 - 10:00 Training Event: Stephen Joseph (by Aditya Rawal)		08:00 - 11:00 Service Event: (by Aditya Rawal)		13:30 - 20:00 Training Event: Leigh Aldous (by Aditya Rawal); Notes: Shikmic Acid		
12:00 - 07:45 Training Event: Jim Hook (by Jim Hook); Notes: Hugh Harris & Harley Belts		11:00 - 15:00 Service Event: (by Aditya Rawal)		20:00 - 09:00 Training Event: Stephen Joseph (by Aditya Rawal); Notes: 13C NMR of Enhanced Biochar at 600C		
		15:15 - 09:00 User Event: Jim Hook (by Aditya Rawal); Notes: Jim Hook, (Huge Harris & Harley Belts)				
03	04	05	06	07	08	09
20:00 - 09:00 Training Event: Stephen Joseph (by Aditya Rawal)	09:00 - 08:00 Training Event: Aditya Rawal (by Aditya Rawal); Notes: Time for Marion Gabreau	08:00 - 11:00 Service Event: (by Christopher Pracey)		20:45 - 06:00 Training Event: Stephen Joseph (by Aditya Rawal); Notes: Biochar 600C		
		11:00 - 14:00 Training Event: Junbao Deng (by Aditya Rawal); Notes: Training on Pines, Graphene oxide				
10	11	12	13	14	15	16
20:45 - 08:00 Training Event: Stephen Joseph (by Aditya Rawal)		08:00 - 11:00 Service Event: (by Christopher Pracey)				
12:00 - 14:00 Training Event: Aditya Rawal (by Aditya Rawal); Notes: MATS3004 demonstration						
17	18	19	20	21	22	23
		08:00 - 11:00 Service Event: (by Christopher Pracey)				
24	25	26	27	28	29	30
12:00 - 14:00 Training Event: Aditya Rawal (by Aditya Rawal); Notes: MATS3004 demonstration		08:00 - 11:00 Service Event: (by Christopher Pracey)				
31	01	02	03	04	05	06
12:15 - 14:00 Training Event: Aditya Rawal (by Aditya Rawal); Notes: MATS3004 demonstration		08:00 - 11:00 Service Event: (by Christopher Pracey)				



### 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

## 6.5 Facility Group Calendar View

You are able to view multiple facility calendars on one page. There are two kinds of facility group calendar view:

- Selected Facility Calendar View: available to all
- Facility Group Calendar View: available to staff only

The screenshot shows a web interface for selecting a facility. At the top, there are two dropdown menus: 'Month: August' and 'Year: 2015'. Below these is the heading 'Select Facility:' followed by a list of facilities, each with an unchecked checkbox:

- 300 NMR - Pines
- 400 NMR - Gauss
- 400 NMR - Weber
- 500 NMR - Hertz
- 600 NMR - Ernst
- 600 NMR - Tesla
- 700 NMR - Felix
- EPR - Bohr
- Spex - Cryomill

Below the list is another checkbox labeled 'Save As Favorite'. At the bottom of the form is a blue 'Continue' button.

If you save the selected view as Favorite, then next time you can click on **My Favorite** to view the bookings.

## 6.6 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 **Future Booking Edit Permission**.



---

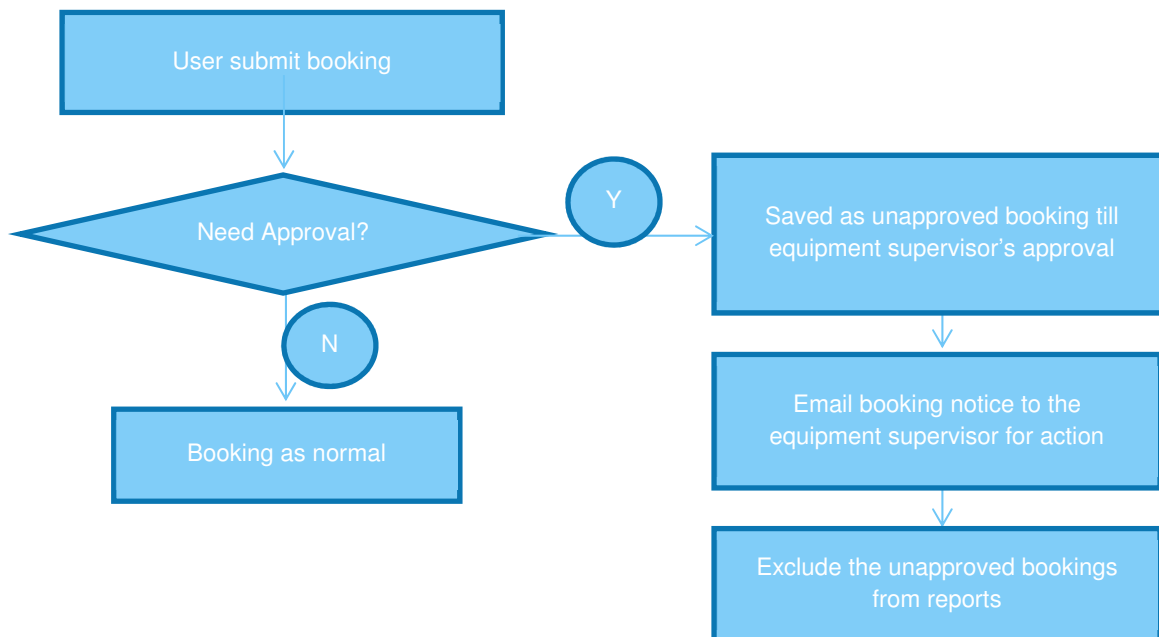
Tick the radio button to select the staff group with the power to change bookings at their will.

**Future Booking Edit Permission**

Edit Permission Group	
None	<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"/>

### 6.7 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	12
17	18	19
24	25	26

A calendar grid showing dates from 03 to 26. A yellow vertical bar highlights the date 10. A green event box is positioned over the date 11, containing the text "09:00 - 10:45 Unapproved Event: Dave Mullins".

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, a booking template shows up as below:

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

Ok Cancel Delete

You need to select the “Approved” radio button and click on “Ok”, then save changes to give 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	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
	<a href="#">Click to contact user ...</a>
	<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.



Bookings on 17/11/2013 Sun:

**Available**

[To Book](#)

Bookings on 18/11/2013 Mon:

**Event: Unapproved session from 18/11/2013 10:45 to 18/11/2013 11:00 By Mr. Abbas Barfidokht**

[To Approve](#)

[To Decline](#)

[To Book](#)

Bookings on 19/11/2013 Tue:

**Available**

[To Book](#)

Bookings on 20/11/2013 Wed:

**Available**

- You are able to cancel any “unapproved” booking event made by yourself.

Today Bookings:

**Available**

Bookings on 17/11/2013 Sun:

**Available**

Bookings on 18/11/2013 Mon:

**Event: Unapproved session from 18/11/2013 10:45 to 18/11/2013 11:00 By Mr. Abbas Barfidokht**

[To Cancel](#)

[To Book](#)

Bookings on 19/11/2013 Tue:

**Available**

[To Book](#)

Bookings on 20/11/2013 Wed:

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





Date: 18/11/2013 Mon

**Event:** Unapproved session from 18/11/2013 10:45 to 18/11/2013 11:00 By Mr. Abbas Barfidokht

**Allowed Booking Hours per Day:** 4

**Allowed Booking Hours Balance:** 23.75

**Note:** The event you are going to book, is subject to approval by the staff-in-charge!

**Make Bookings:**

**Account:**  
2013 12-MTH USER SUBSCRIPTION

**Start Time:** Start Time

**End Time:** End Time

**Reminder:**


**Note:**

Save

### 6.8 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.

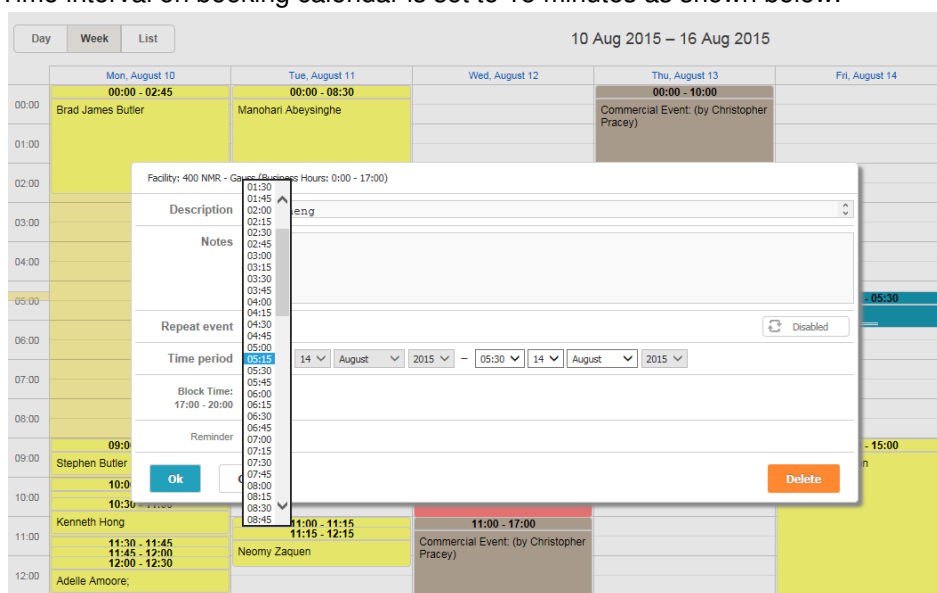
Booking Facility	400 NMR - Gauss
Charge/Hour (\$) (UNSW Account)	5.35
Charge/Hour (\$) (External Invoice)	0.00
Facility Group	NMR
Facility Image	
Description	<p>Bruker Avance III 400 with Sample Changer</p> <p>Used largely for:</p> <ul style="list-style-type: none"> <li>-1D and 2D structural studies of organometallic complexes</li> <li>-Multinuclear measurements for studying kinetics reaction</li> <li>-Multiple sample acquisition</li> </ul>
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

Edit Delete Add Reset

- If set to 15 minutes

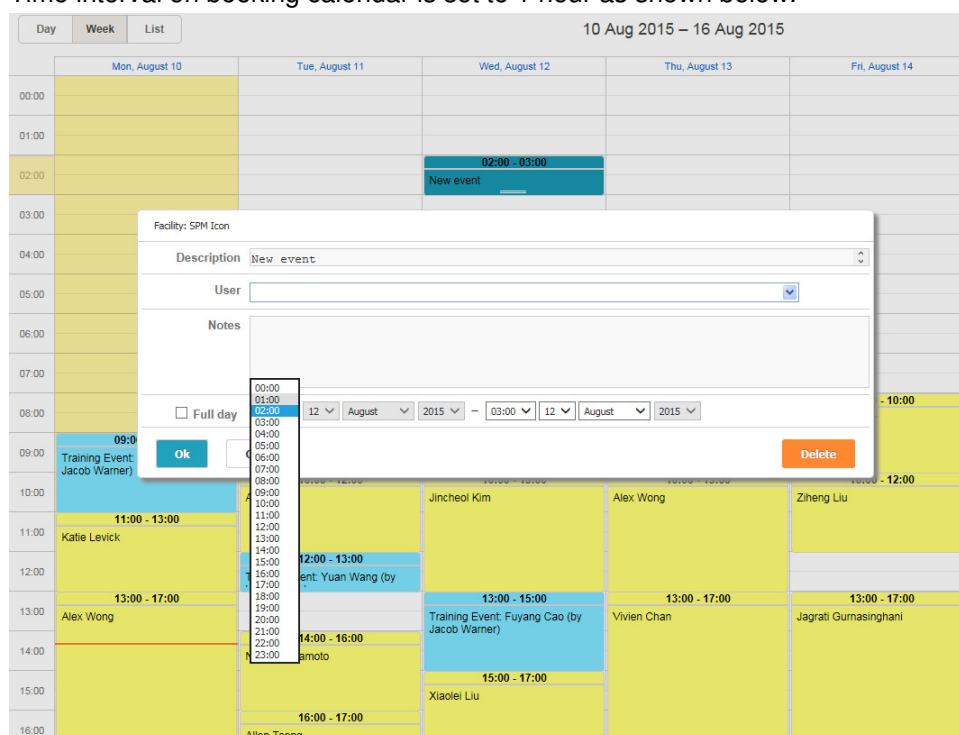


Time interval on booking calendar is set to 15 minutes as shown below.



- If set to 1 hour

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



## 6.9 About Min Hour Per Session

Min Hour Per Session 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!

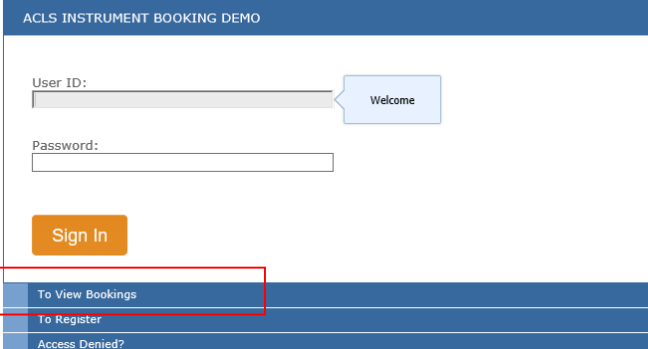
ACLS reviews each booking event session time to check if it is less than the min hour per session. If less, the booking is blocked and cannot be saved. An alert indicator is shown at the top right-hand corner.

Go to **Staff Resources -> Facility Manager**, select the min booking unit that suits your need.

## 6.10 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.

ACLS INSTRUMENT BOOKING DEMO - Sign-In Portal



ACLS INSTRUMENT BOOKING DEMO

User ID:  Welcome

Password:

Sign In

To View Bookings

To Register

Access Denied?

Download iPhone App AC Lab System

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

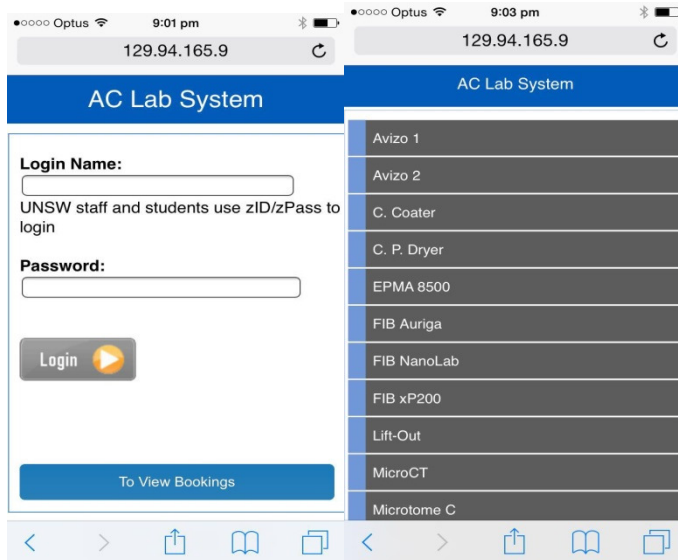


11 Aug 2015

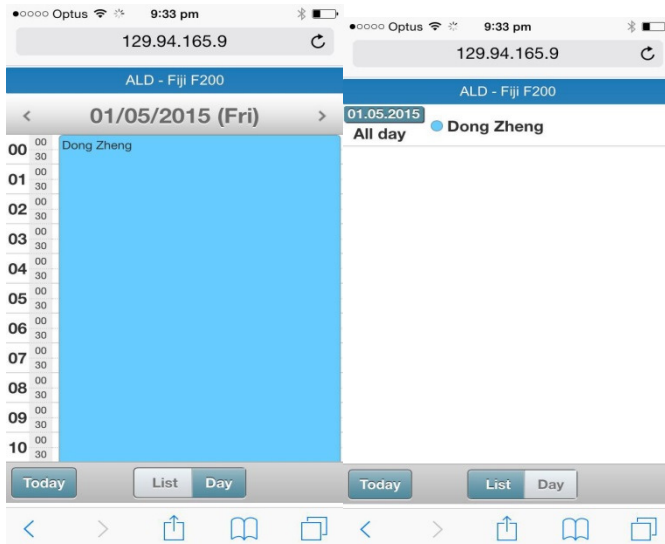
	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00		
Boyet 1																		
Boyet 2																		
Lesia M20/Endoscope Bench																		
X-ray220																		

12:30 - 13:30 Booked

**To View Bookings on Mobile Browser Version:**

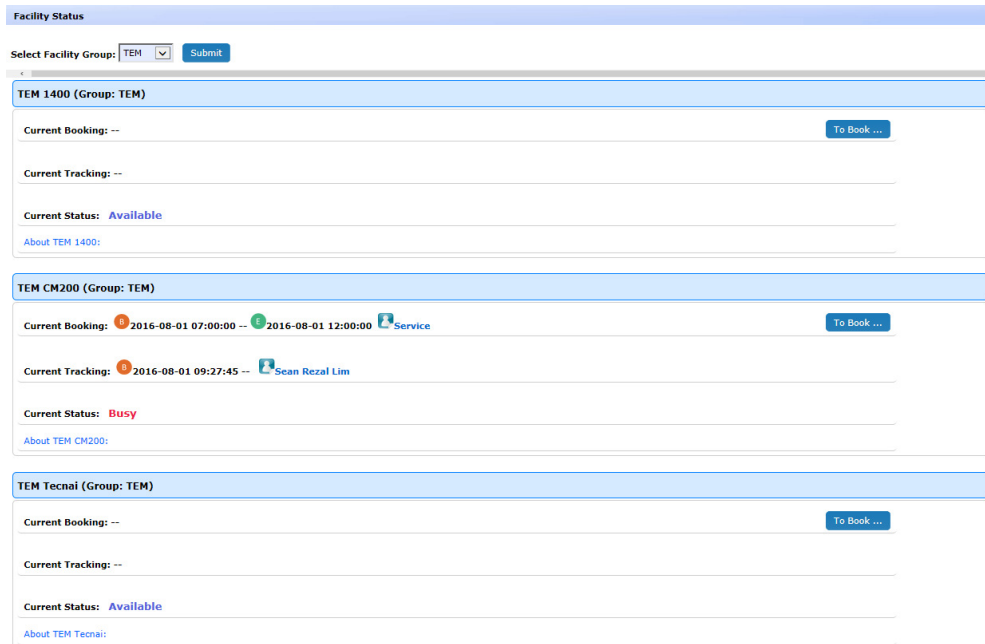


Upon touching on To View Bookings, the facility list is displayed. Click on 'Facility' to access the next 7 days bookings. The default view is Day View.



### 6.11 Check Current Facility Status

Click on **Dashboard** to view the status of the facility. The status covers the current booking status and tracking status (if tracker is installed).



Clicking on **About**, facility information is shown up.




**TEM CM200 (Group: TEM)**

Current Booking: B 2016-08-01 07:00:00 -- E 2016-08-01 12:00:00 Service

Current Tracking: B 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 Levick;

## 6.12 Set Up Accounts

There are two ways to set up accounts: through *User Registration*, or through *Account Manager*.

Full View of Active Accounts

Active Account

Account Type UNSW Account

Note

Expiry Date

Account Code 0

Record Created

Edit Delete Add Reset

Expired Accounts

The Account Manager screen requires the following information.

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



### 6.13 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 envelops
  - Edit budget envelops

+
Budget Envelop


---

Active Budget Envelop	PO12345 <span style="float: right;">▼</span>
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


Edit
Add
Reset

Reactivate Recent Expired Budget Envelops



- 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:**

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
For	
Amount (\$)	
Purchase Order Ref	
Invoice Ref	
Received Date	10/08/2015
Note	

Accept    Reset

Payment & Cost History

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

Back

- 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	
Amount (\$)	
Purchase Order Ref	
Invoice Ref	
Received Date	10/08/2015
Note	

Accept    Reset

Payment & Cost History

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:**

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	<input type="text" value="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](#)

## 6.14 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.


Click the link [Click to search projects ...](#) at the top of the page to start searching.



> Click to search projects ...

---

Sort Projects By Supervisor

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	10/08/2015
Project Due Date	30/03/2025
Project Code	0
Record Created	

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

### 6.15 Search Users

There are 3 ways to search for a user, as follows:

- User Profile Manager
- Search User By Supervisor
- Search New User

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

Level of Access	
<b>User Profile Manager</b>	<ul style="list-style-type: none"> <li>▪ User and Supervisor group can only edit their own profile</li> <li>▪ Staff group and lab manager group can search and view user profiles, and issue training certificates</li> <li>▪ Admin group can search, edit, add user profiles, edit user accounts</li> </ul>
<b>Search By Supervisor</b>	<ul style="list-style-type: none"> <li>▪ Supervisor group can view a user's profile under their supervision</li> <li>▪ Staff group and above can access this function</li> </ul>
<b>Search New User</b>	<ul style="list-style-type: none"> <li>▪ Staff group and above can access this function</li> </ul>



### 6.15.1 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.

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

Search By  user name  login name  user code

School/Organization Name  Choose school/organization from the list  Otherwise search among all schools/orgs

Account Name  Choose account from the list  Otherwise search among all accounts

Group Name  Choose group from the list  Otherwise search among all groups

Training Certificate  Choose certificate from the list  Otherwise search among all certificates

Search Range  Active Users (724)  Inactive Users (2359)  All Users (3083)

There are two options to display the search results: Short Form (as shown below) and Full Form.

User Name	Login Name	Type of Researcher	School/Organization	Supervisor	Work Phone	Mobile Phone	Email	LDAP Access	Last Access	Status
Mr. Dong Zheng	admin	Others	Analytical Centre - non BMSF	Grainne Moran	9385 6680	0410 724 858	dm.zheng@unsw.edu.au	OFF	10/08/2015 14:30	Active

### 6.15.2 Search New User

This function displays the number of new users registered in a specific period. Select the **From** and **To** period using the drop-down list.

**From:**      
**To:**

### 6.16 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.

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 type="checkbox"/>
Funding Source	<input 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 type="checkbox"/>
Exclude From Broadcast	<input type="checkbox"/>
Year of Registration	<input checked="" type="checkbox"/>
User Status	<input checked="" 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.

Then you are able to access the generated Excel files through:

**EXCEL USER DATA DOWNLOAD**

URL	PASS	CREATED BY
UserData-27-09-2012.xlsx	lrEfiE0RXD	Lydia Morris on 27/09/2012
UserData-04-11-2014.xlsx		Dong Zheng on 04/11/2014
UserData-30-03-2015.xlsx		Jennifer Tran on 30/03/2015

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

### 6.17 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.



My Signature My Mailing List

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

Group Choose group from the list ▼

Subject

Message Body

Cheers.  
Dong Zheng  
Mark Wainwright Analytical Centre  
Systems Managers

Send Message

Generate Email List

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.

## 6.18 Edit Booking Data and Usage Log Data

### 6.18.1 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:

**6.18.2 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 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 logoff 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.

The world is not perfect as we know, 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. Here are the steps taken.

- **Fix Error Logs**

If there are errors, you can see a short list of error logs. If not, you see nothing.





- 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

	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	8:34:15 AM	METABOLOMIC MODELLING IN GLOBLASTOMA	0.6	Still In Use	Arelaine Lim	

Simply click on Click to Fix. Click to fix is trying to add logout time for 0.1 hour usage time. 0.1h usage time is just an initial 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
	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 Adabifroozjazi	Esmail Adabifroozjazi
	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
	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
	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
	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
	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
	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
	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
	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
	05/05/2016	5:57:13 PM	UNSWA-CPVE-RE120-RM09537	06/05/2016	4:09:30 PM	UNSWA-CPVE-RE120-RM09537	22.2	Jialiing Huang	Jialiing Huang
	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 Kabi
	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 Kabi
	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 Kabi
	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
	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 Adabifroozjazi	Esmail Adabifroozjazi
	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
	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
	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
	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
	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
	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 carry out the deletion as this is a non-recovery action.

### 6.19 Generate Data Reports

Click on **Report Manager** to see all the reporting options. These 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"> <li>▪ User group can access their own booking data or usage data</li> <li>▪ Supervisor group can access their own and their supervised group's booking data and usage data</li> <li>▪ Staff group can access all booking data and usage data, plus sum data by facility</li> <li>▪ Lab Manager group can access all booking data and usage data, plus sum data by facility, and sum data by univ, school and org</li> <li>▪ 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</li> </ul>
Sample Job Report	<ul style="list-style-type: none"> <li>▪ Lab Manager group can access all sample job reports</li> <li>▪ Admin group can access all sample job reports, and generate invoice statements</li> </ul>

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 individual user, individual facility, individual school/org are available in **Report Manager**. There are more reporting tools available:

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

#### 6.19.1 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**.



Access Monthly Data Reports | Access Period Usage Data Reports

Month of Report:

Year of Report:

Tick to Run Batch Report:  Overnight  Now

Batch data report provides a productive and efficient reporting tool to compile monthly report for access data reports by booking data and usage data.

Simply select month, year and option to run the report overnight or immediately. When system starts running reports, it shuts down the web service for access, and also provides a realtime status update of running progress.

Click on "Access Monthly Date Report" button to access all monthly reports.

Furthermore, you can also compile reports by a period of time.

- 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:

Month of Report:

Year of Report:

Run Batch Report: **Scheduled to run report in less than 5 minutes!**

If system detects you ever run the report for the selected month, it prompts so. Once you decide to proceed, the last report will be overwritten.

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.

Year:

Month	Year	Last Run Date	Last Run By	Access Booking Data Report	Access Usage Data Report
January	2015	03/02/2015	Jennifer Tran	<input type="button" value="Booking Data Report"/>	<input type="button" value="Usage Data Report"/>
February	2015	05/03/2015	Jennifer Tran	<input type="button" value="Booking Data Report"/>	<input type="button" value="Usage Data Report"/>
March	2015	02/04/2015	Jennifer Tran	<input type="button" value="Booking Data Report"/>	<input type="button" value="Usage Data Report"/>
April	2015	05/05/2015	Jennifer Tran	<input type="button" value="Booking Data Report"/>	<input type="button" value="Usage Data Report"/>
May	2015	03/06/2015	Jennifer Tran	<input type="button" value="Booking Data Report"/>	<input type="button" value="Usage Data Report"/>
June	2015	03/07/2015	Jennifer Tran	<input type="button" value="Booking Data Report"/>	<input type="button" value="Usage Data Report"/>
July	2015	04/08/2015	Jennifer Tran	<input type="button" value="Booking Data Report"/>	<input type="button" value="Usage Data Report"/>

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

## 6.19.2 User Report Snapshot

Usage Report for June 2014  
(Adnan Younis - School/Organization: Material Sciences)

Facility [TEM CM200]					
Date	Login Time	Logout Time	Usage Hours	Account	Notes
04/06/2014	3:05:02 PM	4:01:58 PM	0.95	UNSWA-MATSC+EN-RE949-RG124577	
				Account	Usage Hours
				UNSWA-MATSC+EN-RE949-RG124577	0.95

Facility [SEN 230]					
Date	Login Time	Logout Time	Usage Hours	Account	Notes
11/06/2014	10:06:35 AM	10:40:03 AM	0.56	UNSWA-MATSC+EN-RE949-RG124577	
16/06/2014	10:15:31 AM	11:00:34 AM	0.75	UNSWA-MATSC+EN-RE949-RG124577	
18/06/2014	10:06:09 AM	10:57:00 AM	0.85	UNSWA-MATSC+EN-RE949-RG124577	
				Account	Usage Hours
				UNSWA-MATSC+EN-RE949-RG124577	2.16



### 6.19.3 Facility Report Snapshot

Facility Usage Report for July 2014  
Facility [SEM Quanta]

User Name	School/Organization	Supervisor	Account	Account Charge/Hour	Booked Hours	Usage Hours	Charges
Jenny Norman	Electron Microscope Unit	Paul Munroe	UNSWA-ELECMICR-BA101-PSW1733	\$0.00	4.0	2.39	\$0.00
<b>Total</b>						2.39	\$0.00

### 6.19.4 School Report Snapshot

Usage Report for June 2014  
School/Organization [BEES]

User Name	Supervisor	Account	Facility	Account Charge/Hour	Usage Hours	Charges	
Emma Cohen	David Cohen	UNSWA-BEES-OP001-PSB1386	EPMA 8500	\$35.00	12.69	\$444.18	
Oliver Delves	David Cohen		EPMA 8500	\$25.00	12.70	\$317.50	
<b>Sub-Total</b>						25.39	\$761.68
Paul Wiggers De Vries	Martin Kranendonk	UNSWA-ACA-FC101-PS33163	SEM 34001	\$35.00	1.41	\$49.38	
<b>Sub-Total</b>						1.41	\$49.38
<b>TOTAL</b>						26.80	\$811.06

## 6.20 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” button to start the exporting process.

Sorted By: Facility

Monthly Booking Data Report By Facility: January 2015

Facility	User Name	Supervisor Name	School/Organization	Booked Hours
TSQ Quantum Access (L)	Ameline Lim	Anthony Don	POW Clinical School	93.0
TSQ Quantum Access (L)	Russell Pickford	Mark Raftery	BMSF	173.0
TSQ Quantum Access (L)	Tina Feess	George Szrednicki	CEIC	18.0
TSQ Quantum Access (L)	Harris Jamaluddin	Pall Thordarson	School of Chemistry	27.0
<b>Total</b>				311.0
GE AKTA LC (L)	Robert Healey	Pall Thordarson	School of Chemistry	9.0
<b>Total</b>				9.0
LTQ FT LC-MS/MS (U)	Mark Raftery	N/A	BMSF	286.0
<b>Total</b>				286.0

After running, you are prompted to access the file.

## 6.21 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, and also to 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).

Search results:

SEARCH RESULTS					
Search Key Words: <b>te</b>					
Month	Year	Supervisor	School/Org	Invoice Link	Run By
March	2011	Jim Patel	CSIRO	<a href="#">0000069</a>	Steven Walker
April	2011	Steven Prawer	University of Melbourne	<a href="#">0000076</a>	Steven Walker
April	2011	Jim Patel	CSIRO	<a href="#">0000081</a>	Steven Walker
May	2011	Jim Patel	CSIRO	<a href="#">0000104</a>	Steven Walker
June	2011	Steven Prawer	University of Melbourne	<a href="#">0000113</a>	Dong Zheng
June	2011	test	Melbourne Centre for Nanofabrication	<a href="#">0000134</a>	Dong Zheng

### 6.21.1 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.

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
<b>Sub-Total</b>				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
<b>Sub-Total</b>				167	\$4175.00
Tesla 600 NMR	Hui Hui Joanne Ho	UNSWA-CHEMSCI-OP001-PSS1212	\$25.00	87	2175.00
<b>Sub-Total</b>				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
<b>Sub-Total</b>				88	\$2200.00
<b>TOTAL</b>				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



**6.21.2 Supervisor Invoice Snapshot: Sample Jobs**

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

**Sample Job Invoicing:**

**Supervisor:** 10:Grainne Moran - Analytical Centre - non BMSF ▼

[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.



**Select Sample Job for Invoicing:**

BMSF-2011-10

BMSF-2013-15

BMSF-2013-18

BMSF-2013-93

BMSF-2013-124

**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 JOBS STATEMENT**

**TO:**

**TEL:**

**FAX:**

**EMAIL:**

**DATE:** October 28, 2009

**DETAILS:**

This Statement covers the sample jobs completed for your groups.

**Details of Jobs:**

Job No	Customer/User	School/Org	Account	Sample Quantity	Sample Type	Method	Charge
NMR-2009-1	Maude Le Hellaye	EXTERNAL	UNSWA-CEIC-OP001-PS08455	2	ELS	Endoluminal Sciences	\$240
							\$240
NMR-2009-3	Stephen Davies	EXTERNAL	ALL116882	4	NMI	QNMR 1H NMI	\$83.2
NMR-2009-3	Stephen Davies	EXTERNAL	ALL116882	4	NMI	1H NMI	\$83.2
NMR-2009-3	Stephen Davies	EXTERNAL	ALL116882	4	NMI	13C short (10- 60 mins)	\$83.2
							\$249.6
NMR-2009-4	Maude Le Hellaye	EXTERNAL	ALL120178	4	ELS	Endoluminal Sciences	\$480
							\$480

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

Account	Charges
ALL120178	\$480.00
ALL116882	\$249.60
UNSWA-CEIC-OP001-PS08455	\$240.00

**Invoice No:** ST00000004







### 6.21.3 Batch Data Invoice Statement (bDIS)

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

**Access Monthly Invoice Statements**

---

Month of Invoicing:

Year of Invoicing:

Tick to Run Batch Invoicing:  Overnight  Now

---

Batch invoicing provides a productive and efficient tool to build monthly invoice statements for access data reports by booking data and usage data.

Simply select month, year and option to build the invoice statements overnight or immediately. When system starts running, it shuts down the web service for access, and also provides a realtime status update of running progress.

Click on "Access Monthly Invoice Statements" button to access the statements. You are able to email the statement to the selected supervisors.

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 Invoice Statements".

Year:

Month	Year	Last Run Date	Last Run By	Access Invoice Statements
January	2015	24/02/2015	Adelle Amoore	<input type="button" value="Invoice Statements"/>
February	2015	06/03/2015	Adelle Amoore	<input type="button" value="Invoice Statements"/>
April	2015	12/05/2015	Vicki Rorris	<input type="button" value="Invoice Statements"/>
June	2015	02/07/2015	Adelle Amoore	<input type="button" value="Invoice Statements"/>
July	2015	05/08/2015	Adelle Amoore	<input type="button" value="Invoice Statements"/>

Click on "Invoice Statements" to access the month of interest:



Month	Year	Supervisor	School/Organization	Invoice Link	Run By	Email Statement To Supervisor
February	2015	Barbara Messerle	Macquarie University	00000811	Adelle Amoore	<input type="checkbox"/>
February	2015	Brett Neilan	BABS	00000812	Adelle Amoore	<input type="checkbox"/>
February	2015	Cyrille Boyer	CAMD	00000813	Adelle Amoore	<input type="checkbox"/>
February	2015	Jason Harper	Chemistry	00000814	Adelle Amoore	<input type="checkbox"/>
February	2015	Jayashree Arcot	Faculty of Engineering	00000815	Adelle Amoore	<input type="checkbox"/>
February	2015	Jim Hook	Analytical Centre	00000816	Adelle Amoore	<input type="checkbox"/>
February	2015	Jon Beves	Chemistry	00000817	Adelle Amoore	<input type="checkbox"/>
February	2015	Jonathan Morris	Chemistry	00000818	Adelle Amoore	<input type="checkbox"/>
February	2015	Leigh Aldous	Chemistry	00000819	Adelle Amoore	<input type="checkbox"/>
February	2015	Les Field	Chemistry	00000820	Adelle Amoore	<input type="checkbox"/>
February	2015	Lindy Rae	Medical Sciences	00000821	Adelle Amoore	<input type="checkbox"/>
February	2015	Louise Brown	Macquarie University	00000822	Adelle Amoore	<input type="checkbox"/>
February	2015	Luke Hunter	Chemistry	00000823	Adelle Amoore	<input type="checkbox"/>
February	2015	Marcus Cole	Chemistry	00000824	Adelle Amoore	<input type="checkbox"/>
February	2015	Martina Stenzel	Chemistry	00000825	Adelle Amoore	<input type="checkbox"/>
February	2015	Matthias Klugmann	Medical Sciences	00000826	Adelle Amoore	<input type="checkbox"/>
February	2015	Naresh Kumar	Chemistry	00000827	Adelle Amoore	<input type="checkbox"/>
February	2015	Pall Thordarson	Chemistry	00000828	Adelle Amoore	<input type="checkbox"/>
February	2015	Per Zetterlund	CAMD	00000829	Adelle Amoore	<input type="checkbox"/>
February	2015	Perminder Singh Sachdev	Faculty of Medicine	00000830	Adelle Amoore	<input type="checkbox"/>
February	2015	Peter Roth	CAMD	00000831	Adelle Amoore	<input type="checkbox"/>
February	2015	Shane Thomas	Medical Sciences	00000832	Adelle Amoore	<input type="checkbox"/>
February	2015	Shelli McAlpine	Chemistry	00000833	Adelle Amoore	<input type="checkbox"/>
February	2015	Simon (Chun Kit) Lo	Brien Holden Vision Institute	00000834	Adelle Amoore	<input type="checkbox"/>
February	2015	Stephen Colbran	Chemistry	00000835	Adelle Amoore	<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.

The system will show you the status of the email on the next page:

EMAIL STATUS OF INVOICE STATEMENT						
Month	Year	Supervisor	School/Org	Supervisor Email	Invoice Link	Sent Email Status
June	2011	Min Gu	Swinburne University of Technology	zhengdm@hotmail.com	<a href="#">00000111</a>	

## 6.22 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**.



**Facility Training Certificate**

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.

### 6.22.1 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.

Facility: SEM 230

Trainer Name	Facility Name	Suspended	Delete
Jenny Norman	SEM 230	<input type="checkbox"/>	<input type="checkbox"/>
Marion Stevens-Kalceff	SEM 230	<input type="checkbox"/>	<input type="checkbox"/>
Karen Privat	SEM 230	<input type="checkbox"/>	<input type="checkbox"/>
Rhiannon Philippa Kuchel	SEM 230	<input type="checkbox"/>	<input type="checkbox"/>
Yin Yao	SEM 230	<input type="checkbox"/>	<input type="checkbox"/>
Simon Hager	SEM 230	<input type="checkbox"/>	<input type="checkbox"/>

if you wish to add new trainers



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

### 6.22.2 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
<b>Certificate Title</b>	Add the facility name as part of each certificate title for easy recognition.
<b>Content/Details</b>	Details of certificate
<b>Group</b>	Each certificate is linked to the individual group settings to set the booking controls.
<b>Expiring Period</b>	Counted in months from last user login to the system.
<b>Onsite Supervision</b>	Only works with ACLS Console
<b>Certificate Invalid</b>	The date of certificate deactivation.

Facility: 300 NMR - Flip

Seq	Code	Certificate Title	Details	Group	Onsite Supervision	Valid Period (Month)	Status	Record Created
<input type="radio"/>	1	FLIP BEGINNER	Beginner must be supervised by NMR staff. Only allowed to book between 10am-4pm, max. 2 hours per day, between M-F.	NMR BEGINNER	Yes	1	Disabled	14/07/2008
<input type="radio"/>	2	FLIP INTERMEDIATE	Only allowed to book between 10am-4pm, max. 6 hours per day, 7 days a week.	NMR INTERMEDIATE	No	60	Disabled	14/07/2008
<input type="radio"/>	3	FLIP FULL LICENCE	Unrestricted booking access available.	NMR FULL LICENCE	No	60	Disabled	14/07/2008
<input type="radio"/>	4	FLIP AUTO-SAMPLER		NMR AUTO-SAMPLER	No	0	Disabled	14/07/2008

Edit Delete Add Reset

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



▶ **System Wizards**

- ▶ Facility Wizard
- ▶ Certificate Wizard
- ▶ Group Certificate Wizard

### 6.22.3 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.

Facility Certificate Report: March 2016

Facility	Facility Group	User Name	Certificate	Issued Time	Trainer
Intravital Nikon A1	INTRAVITAL	ANITA CHITSAZ	INTRAVITAL NIKON A1 - GENERAL	15/03/2016 13:26	Richard Francis
Intravital Nikon A1	INTRAVITAL	Mira Holliday	INTRAVITAL NIKON A1 - GENERAL	15/03/2016 13:27	Richard Francis
Leica SPS 2P STED	BMIF	Jieqiong Iou	LEICA SPS 2P STED - GENERAL	14/03/2016 09:11	Michael Carnell
Leica SPS 2P STED	BMIF	Gavin Ferguson	LEICA SPS 2P STED - GENERAL	01/03/2016 14:46	Michael Carnell
Leica SPS 2P STED	BMIF	GUSTAVO ANDRES ESPINOZA VERGARA	LEICA SPS 2P STED - GENERAL	16/03/2016 16:49	Michael Carnell
Leica SPS 2P STED	BMIF	Weijian Chen	LEICA SPS 2P STED - GENERAL	15/03/2016 16:54	Alex Macmillan
Leica SPS WLL gSTED	BMIF	Gavin Ferguson	LEICA SPS WLL GSTED - GENERAL	01/03/2016 14:46	Michael Carnell
Leica SPS WLL gSTED	BMIF	Hernan Carol	LEICA SPS WLL GSTED - GENERAL	16/03/2016 09:32	Michael Carnell
Leica SPS WLL gSTED	BMIF	GUSTAVO ANDRES ESPINOZA VERGARA	LEICA SPS WLL GSTED - GENERAL	16/03/2016 16:46	Michael Carnell
Olympus FV1200	BMIF	Stelina Drimousis	OLYMPUS FV1200 - GENERAL	18/03/2016 14:08	Michael Carnell
Olympus FV1200	BMIF	Erica Diezmos	OLYMPUS FV1200 - GENERAL	04/03/2016 14:20	Michael Carnell
Picoquant Microtime 200	BMIF	Fan Chen	PICOQUANT MICROTIME - GENERAL	30/03/2016 15:30	Alex Macmillan
Picoquant Microtime 200	BMIF	Manuela Callani	PICOQUANT MICROTIME - GENERAL	17/03/2016 11:23	Alex Macmillan
Picoquant Microtime 200	BMIF	Sook Wern Chua	PICOQUANT MICROTIME - EXPERIENCED	02/03/2016 15:20	Alex Macmillan
Zeiss LSM 780	BMIF	Susan Ireland	ZEISS LSM 780 GENERAL	17/03/2016 14:17	Iveta Slapetova

### 6.23 Record User Forms

There are two ways to do so.

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



Profile: Andre Abilio

Profile Supervisor Form Publication Account Certificate Usage (Booking) Invoice

Form

- Induction Form-2680-25-08-2014-537.pdf
- Induction Form-2680-25-08-2014-538.pdf

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 \(Induction,OHS,Training,Subscription\)](#)
[Search Forms](#)
[Deleted Form Records](#)



- Register Forms:

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



**REGISTER FORM**

<b>User Selection</b>	Abdoreza Salek	
<b>Type of Form</b>	Induction Form	
Upon upload, you MUST click on Button [Save To Form Registry] to complete form registration:		
<b>Form in PDF</b>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">             Induction Form Upload (pdf only) ...         </div>	
<b>Note</b>		

[Save To Form Registry](#)

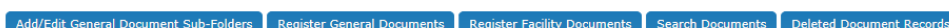
Furthermore, staff can access forms on the Dashboard, and each user can access their own induction documents when they logon to ACLS. In addition, you can search forms by users.

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

### 6.24 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:



**GENERAL DOCUMENT RECORDER**

Folder of Document: Root ▾

Upon upload, you **MUST** click on Button [Save To Doc Registry] to complete document registration:

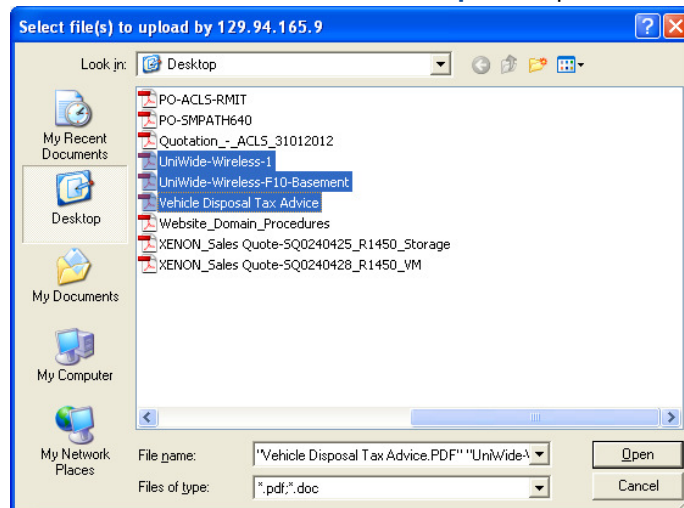
Documents Upload (pdf,doc only) ...

**Save To Doc Registry**

Note: Document Name **MUST NOT** contain any single quote character!!

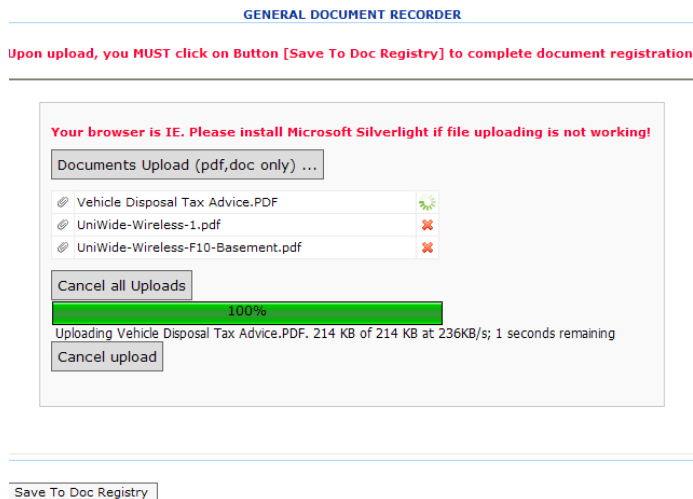
General Documents (Folder View)

- 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.

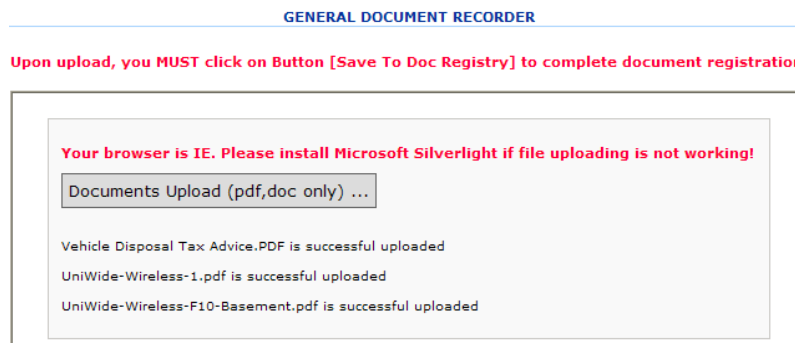


- You are shown the uploading progress:

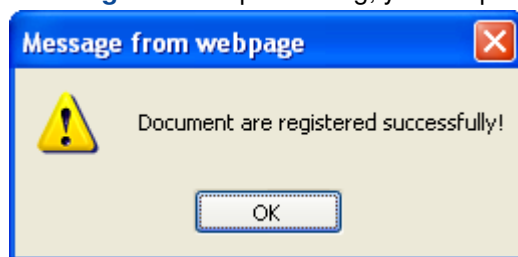




- When Upload is completed, you can see the all uploaded file names as below:



- 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**. Upon saving, you are prompted and need to click OK:



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:



- [Lab Event Calendar](#)
- [Access Documents](#) ▶
- [Access Forms](#)
- [Access Experiment Data](#)
- [Access Invoices](#)
- [Access Sample Reports](#)
- [Access Sample Job Summary](#)

Documents

- General Documents
  - Microscopes
  - OHS
- Facility Documents
  - AFM\_Catalyst (Lowy)
  - Biostation
  - Eclipse Ti-E
  - IncuCyte
  - Leica DMIL
  - Leica SP5 WLL gSTED
  - Picoquant Microtime 200
  - Zeiss LSM 780
  - Zeiss SD/TIRF

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
<b>General Documents</b>	All can access	All can access
<b>Facility Documents</b>	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)**

Documents

- General Documents
  - Microscopes
    - IncuCyte
  - OHS
    - Risk Assesments
- Facility Documents

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



## 6.25 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.

The screenshot shows a web interface with a dark navigation bar containing icons and labels for Dashboard, Booking, Support, Publication, Sample, Survey, and Staff. Below this is a light blue header for 'Track Samples'. The main content area features a form with a 'Select Operation Group:' label, a dropdown menu with the text 'Choose operation group from the list', a 'Password:' label, an empty text input field, and a 'Continue' button. A 'Define Operation Groups' button is located below the form.

- 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

Edit Delete Add Reset

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

- Create the sample type.

**Define Sample Type**

Type Title	W-Alloy ▼
Type Code	2
Note	
Status	On
Record Created	11/02/2009

- Create the method of analysis.



Method Title	IC
Charge per Sample (\$)	4.22
Facility by Method	To be defined
Method Code	1
Note	
Status	On
Record Created	11/02/2009

- 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.

### 6.26 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 Jobs** [Edit Job](#)

Job No	ICP-2012-442
Customer/User	Neamul Hayet Khansur
Account	MATSC*EN-RE118-RM10074
Sample Quantity	4
Discount By (%)	0.0
Sample Type	ceramic substrate
Method	U-LA-ICPMS-Checked-In;
Date In	17/07/2012
Scheduled Completion Date	24/07/2012
Receiver	Helen Rutledge
Job Notes	Bi, Na, Ba & Ti analysis by LA-ICPMS
Job Status	Overdue
Last Update Time	17/07/2012 15:28
Updated By	Helen Rutledge

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 Jobs**

**JOB DETAILS:**

Job No	ICP-2012-442
Customer/User	Neamul Hayet Khansur
School/Org	Materials Science and Engineering
Account	MATSC*EN-RE118-RM10074
Sample Quantity	4
Sample Type	ceramic substrate
Method	U-LA-ICPMS-Checked-In;
Date In	17/07/2012
Scheduled Completion Date	24/07/2012
Receiver	Helen Rutlidge
Job Notes	Bi, Na, Ba & Ti analysis by LA-ICPMS
Job Status	Overdue
Last Update Time	17/07/2012 15:28
Updated By	Helen Rutlidge

**EDIT SAMPLE METHOD:**

Method	Method Code	Status	Delete	Last Update Time	Updated By
U-LA-ICPMS	229	Checked-In	<input type="checkbox"/>	17/07/2012 15:30	Helen Rutlidge

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

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

### 6.27 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**

**JOB DETAILS:**

Job No	ICP-2012-410
Customer/User	Rakesh Kumar
School/Org	School of Medical Science
Account	APPP-RE109-RM07511
Sample Quantity	1
Sample Type	Filter
Method	U-LA-ICPMS SemiQuant-Processing;
Date In	25/06/2012
Scheduled Completion Date	02/07/2012
Receiver	Helen Rutlidge
Job Notes	
Job Status	Processing
Last Update Time	03/08/2012 13:38
Updated By	Rabeya Akter

**UPDATE METHOD:**

Sel	Method	Sample Quantity	Charge (\$)	Notes	Status	Last Update Time	Updated By
<input type="radio"/>	U-LA-ICPMS SemiQuant	1	40		Processing	03/08/2012 13:42	Rabeya Akter

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**

**Processing Method for Job No. ICP-2012-442**

Method	U-LA-ICPMS
Sample Quantity	1
Note	
	2000 (max char 2000)

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

### 6.28 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 Jobs**

**JOB DETAILS:**

Job No	ICP-2012-410
Customer/User	Rakesh Kumar
School/Org	School of Medical Science
Account	APPP-RE109-RM07511
Sample Quantity	1
Sample Type	Filter
Method	U-LA-ICPMS SemiQuant-Processing;
Date In	25/06/2012
Scheduled Completion Date	02/07/2012
Receiver	Helen Rutledge
Job Notes	
Job Status	Processing
Last Update Time	03/08/2012 13:38
Updated By	Rabeya Akter

**METHOD PROCESS DETAILS:**

Method	Sample Quantity	Charge (\$)	Notes	Status	Last Update Time	Updated By
U-LA-ICPMS SemiQuant 1		40		Processing	03/08/2012 13:42	Rabeya Akter

**Total Charge:** \$40.00  
**Note:** No further changes can be accepted if Job checked out!

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

## 6.29 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**

**JOB DETAILS:**

Job No	ICP-2012-6
Customer/User	Justin Morris
School/Org	Yates Australia
Account	TAX INVOICE
Sample Quantity	3
Sample Type	Manure
Method	C-Leco-CN-Checked-Out; C-P-forms-Checked-Out; C - MS-10-Checked-Out; C - OES-10-Checked-Out; C - Digestion MW-Checked-Out; C - Grinding-Checked-Out;
Date In	01/09/2012
Scheduled Completion Date	09/01/2012
Date Out	09/01/2012
Receiver	Rabeya Akter
Job Notes	
Job Status	Checked-Out
Last Update Time	17/01/2012 14:19
Updated By	Rabeya Akter

**DOCUMENT DETAILS:**

Document Type	Document Name	Download Link Description	Last Uploaded Time	Uploaded By
xls	Doc-ICP-2012-6	I:\staff\rabeya\JOB-Report\Job-Commercial-2010\Yates\Justin Morris	17/01/2012 15:01	Rabeya Akter

**Job was checked out 3 months ago and no further upload is permitted!**

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

Document Information of Job No ICP-2012-480

Document Type	Document Name	Download Link Description	Last Uploaded Time	Uploaded By
Upload Document				
Document Type	doc			
Document Name	Doc-ICP-2012-480			
Download Link Description				

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

Upload Job Results

Document Information of Job No ICP-2013-481

Document Type	Document Name	Download Link Description	Last Uploaded Time	Uploaded By
xls	Doc-ICP-2013-481	<a href="#">I:\staff\rabeya\JOB-Report\Job-Internal\Winsu Jung</a>	24/07/2013 15:01	Dong Zheng

You MUST click on Button [Job Document Upload ...] to complete Doc-ICP-2013-481.xls upload!

Your browser is IE. Please install Microsoft Silverlight if file uploading is not working!

Job Document Upload ...

- 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.

### 6.30 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.test.com
FTPLogin	guest
FTPPassword	image

- Facility FTP Access Directory
- General FTP Access Directory:

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





### 6.31 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 **My Dashboard**.

Go to **System Settings**, click **Event & Holiday Calendar** to set up event calendar. You can set up events and holidays for the current year, last year and next year.

Sel	Start Date	End Date	Summary	Description	Action	Updated By
<input type="radio"/>	03/04/2015 00:00	06/04/2015 00:00	Easter holidays (Public Holiday)		Open for facility booking	Iveta Slapetova on 30/03/2015
<input type="radio"/>	08/06/2015 00:00	08/06/2015 00:00	Queens Birthday (Public Holiday)	Public Holiday	Open for facility booking	Iveta Slapetova on 03/06/2015

Users can 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.

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 facilities due to special events or holidays, you can set this up through Lab Event Calendar.



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

In the following example, only one facility is selected to be shut off from 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 mask is marked on calendar)
Start Time	0:00
Start Date	11/08/2015
End Time	0:00
End Date	11/08/2015
Action	<b>All Facilities</b> <input type="radio"/> Close for booking <input type="radio"/> Reset to open for booking
	<b>Bruker APEXII</b> <input type="radio"/> Close for booking
	<b>ESCALAB250i-XL</b> <input type="radio"/> Close for booking
	<b>LC-OCD-Dual</b> <input type="radio"/> Close for booking
	<b>LC-OCD-Single</b> <input type="radio"/> Close for booking
	<b>Stylus Profiler</b> <input type="radio"/> Close for booking
	<b>XRD-Bruker-D8-TXS</b> <input type="radio"/> Close for booking
	<b>XRD-Empyrean</b> <input type="radio"/> Close for booking
	<b>XRD-Empyrean II</b> <input type="radio"/> Close for booking
	<b>XRD-MPD-Scherrer</b> <input type="radio"/> Close for booking
	<b>XRD-MRD-Debey</b> <input type="radio"/> Close for booking
	<b>XRD-PW1830</b> <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, Christmas Day.



Day	Week	Month	List	June 2015						
				Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				01	02	03	04	05	06	07
				12:30 - 15:30 Jonathan Berengut	12:30 - 16:30 Jonathan Berengut	08:00 - 12:30 Celine Heu	10:00 - 17:00 Celine Heu	09:00 - 14:00 Celine Heu		
				08	09	10	11	12	13	14
				Queens Birthday					11:00 - 16:00 Celine Heu; Notes: Sean Blamires	
				15	16	17	18	19	20	21
					14:00 - 17:00 Celine Heu	10:30 - 18:00 Celine Heu; Notes: Pradeep	08:00 - 14:30 Celine Heu	09:30 - 12:30 Celine Heu; Notes: Melanie Chabaud, Gauri Group		
				22	23	24	25	26	27	28
				08:00 - 10:45 Celine Heu	09:00 - 12:00 Celine Heu	08:00 - 18:00 Celine Heu	12:30 - 16:30 Jonathan Berengut	10:00 - 12:00 Celine Heu; Notes: Melanie Chabaud		
				29	30	01	02	03	04	05
				14:00 - 18:00 Celine Heu	08:00 - 17:00 Celine Heu; Notes: clare Verrin	13:15 - 16:30 Training Event: Jelena Rogel-Kovacic (By Celine Heu)	08:00 - 18:00 Celine Heu; Notes: Clara Verrin	08:00 - 19:00 Celine Heu; Notes: Pradeep		

## 6.32 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.

Subject	Status	Request Date	Last Action
no accounts to make bookings	Open	27/06/2016	27/06/2016
No available accounts to make bookings	Open	27/01/2016	27/01/2016
Cannot book microscopes	Open	06/01/2016	06/01/2016
Request for technical support for for the Leica SP...	Open	21/09/2015	21/09/2015
Leica SP8	Open	21/08/2015	21/08/2015
FPZ	Open	24/08/2015	24/08/2015
Fluoroxes 4	Open	10/07/2015	10/07/2015
FV1200 access has disappeared	Open	09/07/2015	09/07/2015
Can't see any bookings	Open	07/04/2015	07/04/2015
Outcomes FV1200	Open	06/01/2015	06/01/2015
bookings calendar trouble	Open	31/12/2014	31/12/2014
fb	Open	24/10/2014	24/10/2014
Outcomes FV1200 software	Open	23/07/2014	23/07/2014

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 Request**

Type:  Training Request  Support Request

Subject: \*

Message Body:

## My Requests:

The system shows you open requests vs total requests. For example as below, 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:

**Process Request**

**Request Ticket Number: 27 (Support Request)**

[Reply Request](#)

27/06/2016 13:24  
David Van Ly

**Subject:** no accounts to make booking

Hi just wrapping up some data for publication, just wondering why I can not make a booking, is there anything i need to do to be able to book again.  
Dave

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 Requests**

Key Words: (user name, staff name, 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.

**6.33 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.

**6.33.1 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
<b>Survey Title</b>	Title is used as the survey access link, it is good practice to keep it short and easy to understand.
<b>Survey Body</b>	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.
<b>Start of Survey</b>	Start date of survey available to users. System automatically activates the survey on the start date.
<b>End of Survey</b>	End date of survey available to users. System automatically ends the survey on the end date.
<b>Survey Type</b>	Anonymous or compulsory. If set to compulsory, user must complete the survey upon login before accessing any other functions of ACLS.
<b>Access Survey</b>	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

- 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 shall 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', and 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 can deal with the radio option for the multiple answer choices. In other words, users can only pick one out of many. However, from this release, you are able to set up a checkbox option, in other words, users can choose many answers out of many.



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!

### 6.33.2 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.

MKAC SURVEY
SEM SURVEY FOR UNSW 2012
TEM SURVEY 2012
UNSW MEDICINE SURVEY

Note: Have reached max 4 surveys being published concurrently!

### 6.33.3 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.



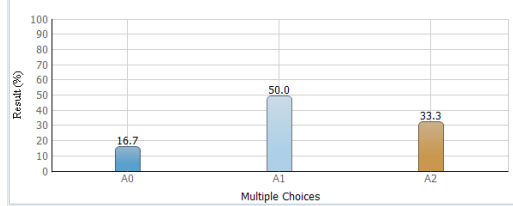
**Bar chart:**

Total Responses: 6

Survey Analysis:

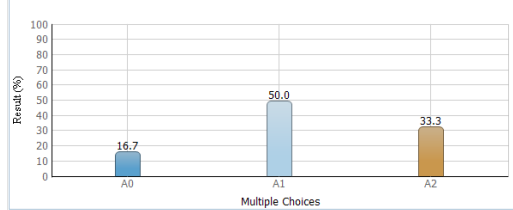
Questions

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

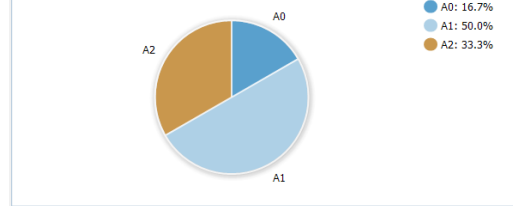
**Pie chart:**

Total Responses: 6

Survey Analysis:

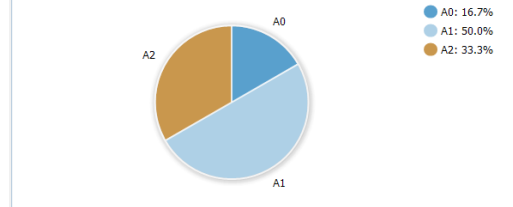
Questions

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



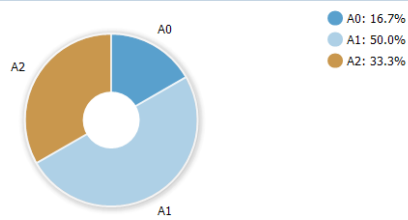
Donut chart:

Total Responses: 6

Survey Analysis:

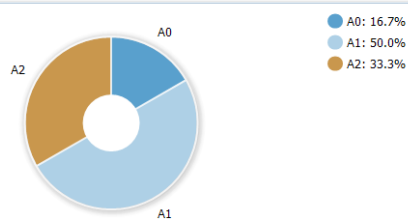
Questions

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%

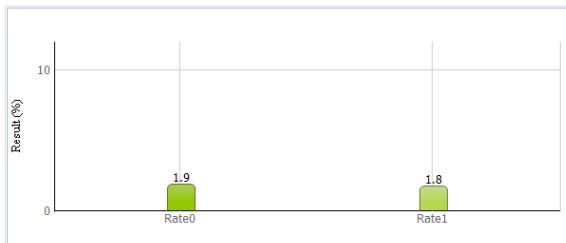
It is useful to know what the response rate is to the survey. The system compares the response of the active registered users.

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

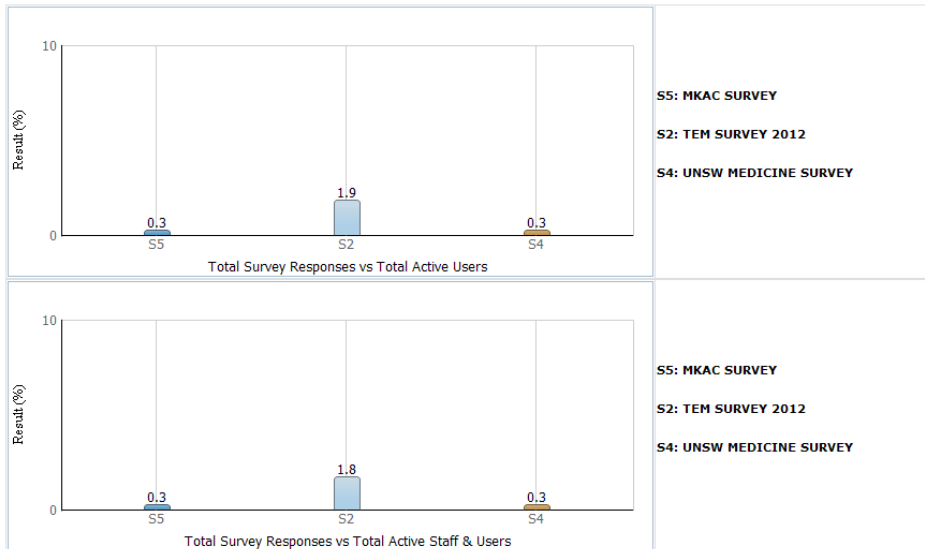
Note: Participation rate was saved, you can reset it if you wish to update!

- 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><b>TEM SURVEY 2012 (6)</b></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><b>UNSW MEDICINE SURVEY (1)</b></p>
	<p>A0: Strongly Agree A1: Agree A2: Disagree</p>



## 6.34 Analyse Publications

ACLS provides the following ways to run the analysis:

▷ **Publication Analyser**

- ▶ Search
- ▶ Bar Chart
- ▶ Pie Chart

- Search publications:

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

**Search Publication**

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

---

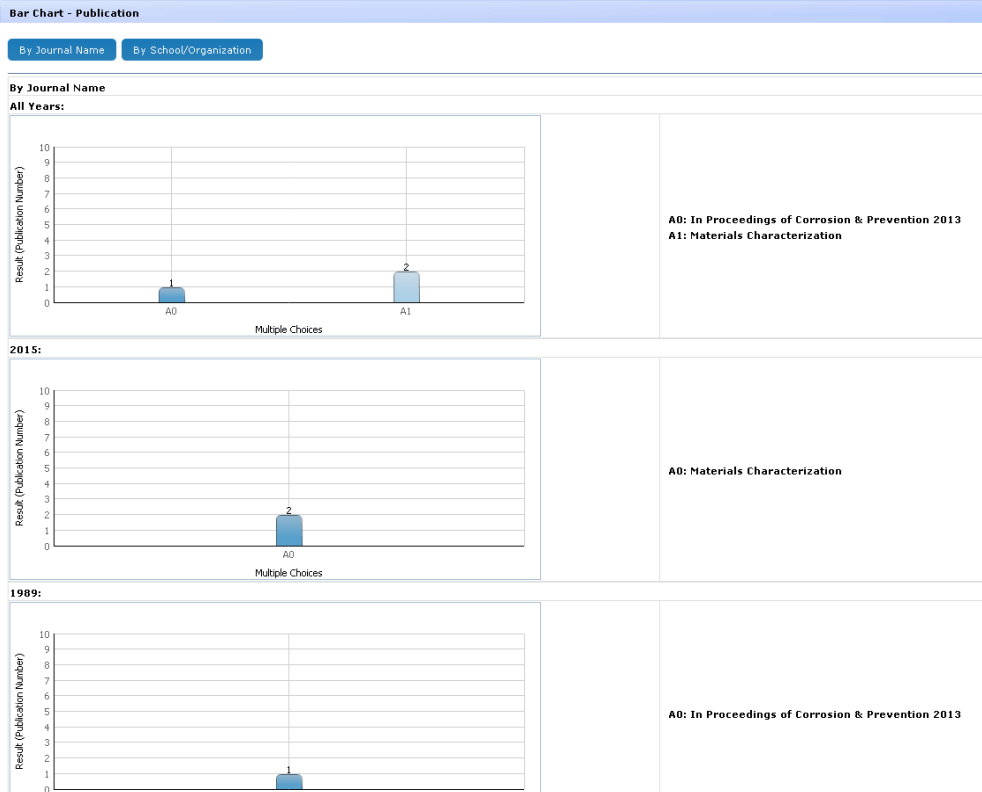
**Search Results:**

Sorted By: ID

Publication ID	Journal Name	Author List	Year	Month	Details	
	Materials Characterization	Nagasekhar, A. V., Cáceres, C. H., & Kong, C.	2015	March	Nagasekhar, A. V., Cáceres, C. H., & Kong, C. (2015). D characterization of intermetallics in a high pressure die cast Mg alloy using focused ion beam tomography. <i>Materials Characterization</i> , 61(11), 1035-1042. doi:10.1016/j.matchar.2015.05.007	<input type="button" value="Edit"/>
	Materials Characterization	Nagasekhar, A. V., Cáceres, C. H., & Kong, C.	2015	July	Nagasekhar, A. V., Cáceres, C. H., & Kong, C. (2015). D characterization of intermetallics in a high pressure die cast Mg alloy using focused ion beam tomography. <i>Materials Characterization</i> , 61(11), 1035-1042. doi:10.1016/j.matchar.2015.05.007	<input type="button" value="Edit"/>

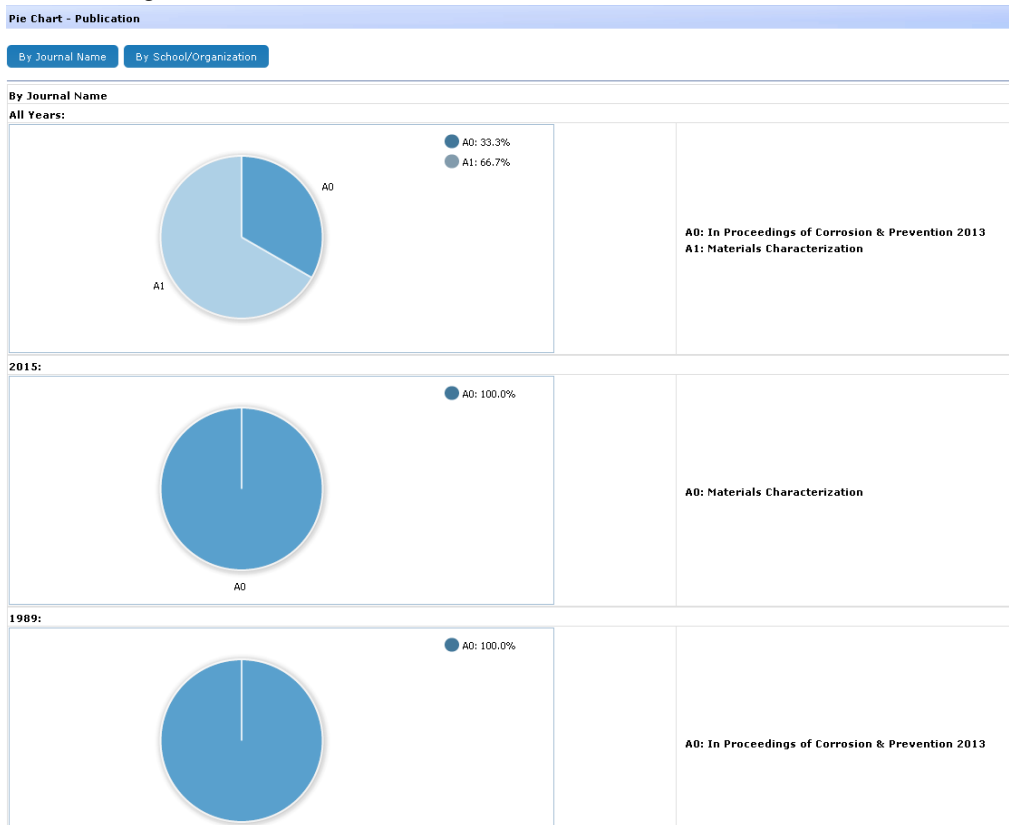
- Bar charts:

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



- Pie charts:

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





### 6.35 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.



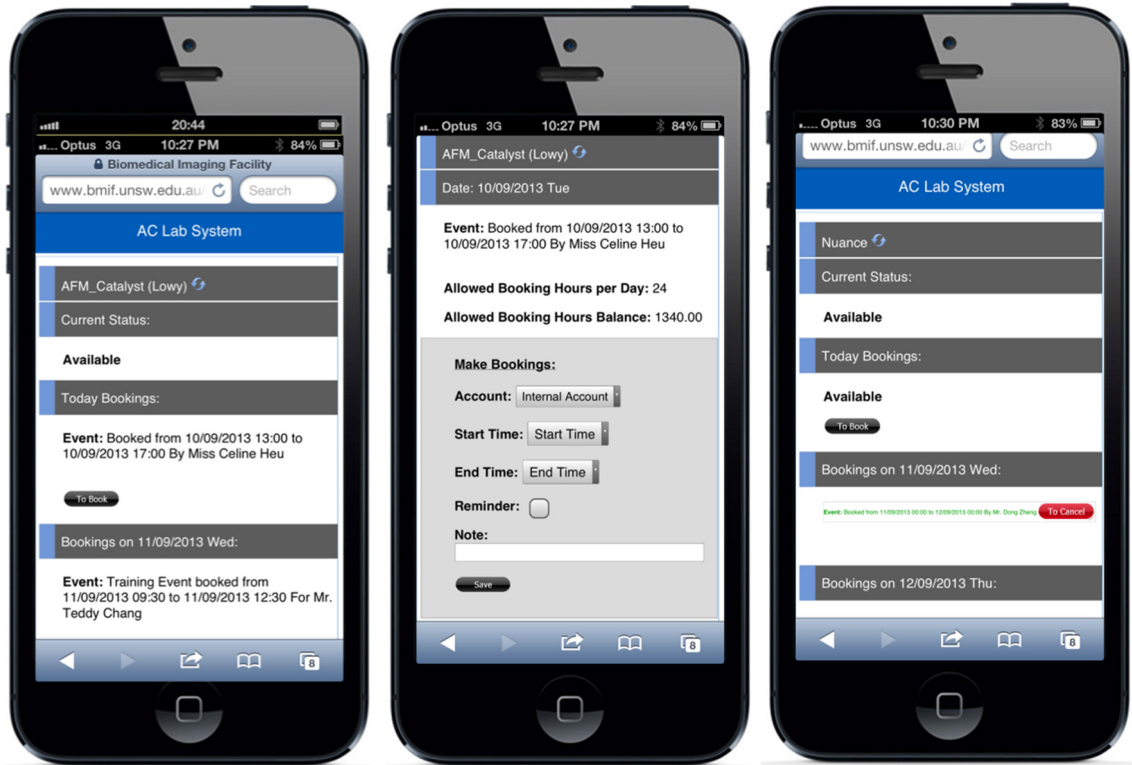
**User Profile**: click on the name link to see your own profile.



**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.



### 6.36 Registration Pathway

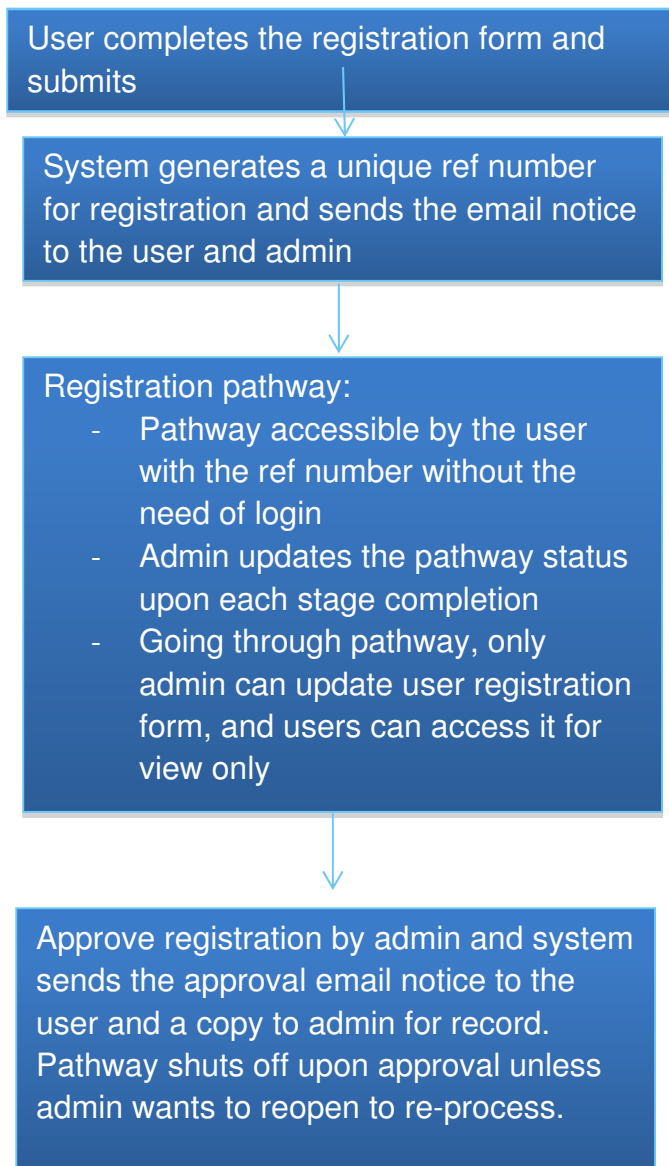
The default online registration process is a single step process. Users fill in the form and submit. The staff-in-charge either approves or rejects the registration.

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:





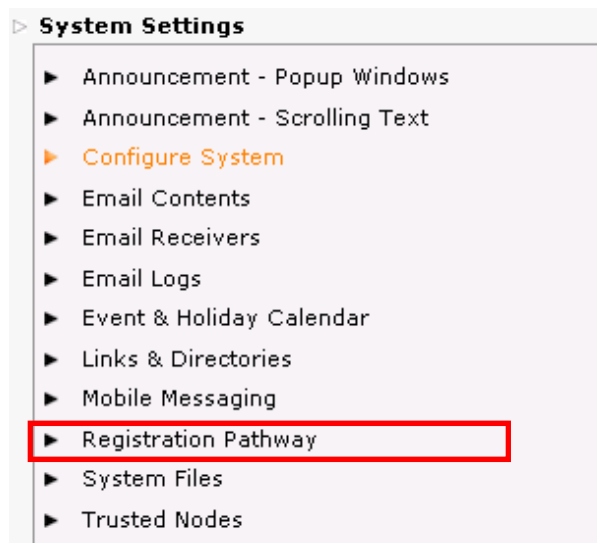
- Enable pathway:

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**.



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

[Click to view pathway chart..](#)

Step 1 (1): Receive registration

Step 2 (2): Training Meeting

Step 3 (3): Hands

Step 4 (5): Seeing Parents



- To add a new step:

> [Click to view pathway chart...](#)

**[EDIT/ADD CMCA REGISTRATION PATHWAY]**

CMCA Registration Pathway	<input type="text"/>
Pathway Step	1 <input type="button" value="v"/>
Note	<input type="text"/>
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18
	19
	20

Accept    Reset

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.

Login Name:

Password:

[To Register  
Registration Pathway](#)

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.



> [Click to view pathway chart...](#)

**Unapproved User Registration:**

Choose user from the list

Choose user from the list

jack, zheng

James, Bond

james,bond

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

- > [Click to view pathway chart...](#)
- > [Click to access registration form...](#)
- > [Click to contact user ...](#)

Registration Pathway Editor					
	Pathway	User	Registration Ref	Note	Status
<input type="radio"/>	Receive registration	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open
<input type="radio"/>	Training Meeting	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open
<input type="radio"/>	Hands	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open
<input type="radio"/>	Seeing Parents	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open

Should you need to contact the user, simply go to “Click to contact user”.

> [Click to access registration form...](#)

> [Click to contact user ...](#)

**Subject:**

**Message Body:**

Registration Pathway Editor					
	Pathway	User	Registration Ref	Note	Status
<input type="radio"/>	Receive registration	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open
<input type="radio"/>	Training Meeting	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open
<input type="radio"/>	Hands	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open
<input type="radio"/>	Seeing Parents	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open

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.



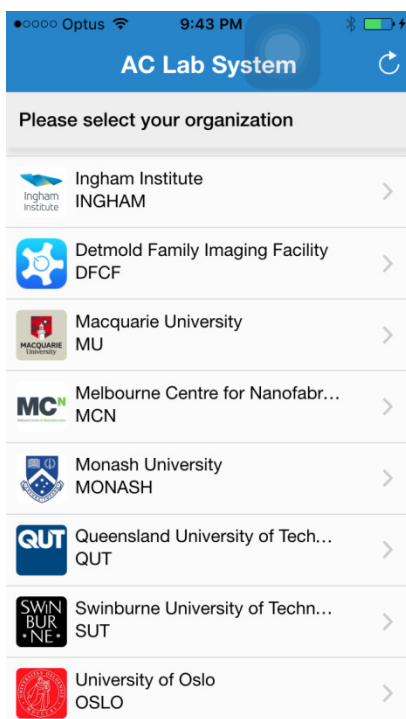
### 6.37 iPhone App

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

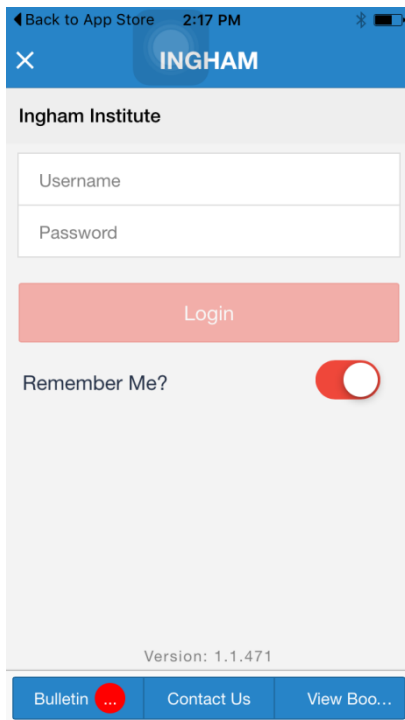


- Org Page



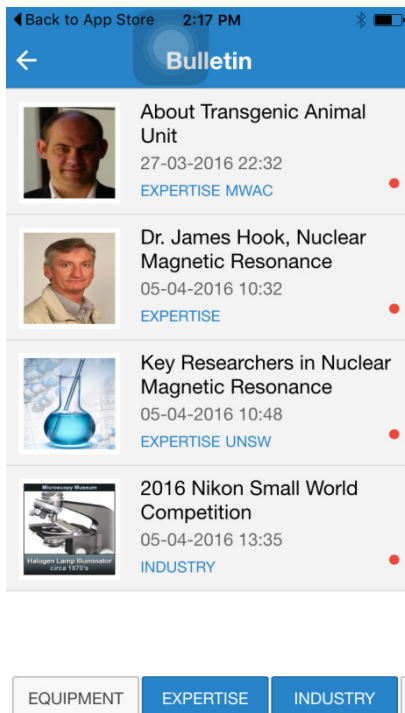


- Login Page



- Bulletin Page

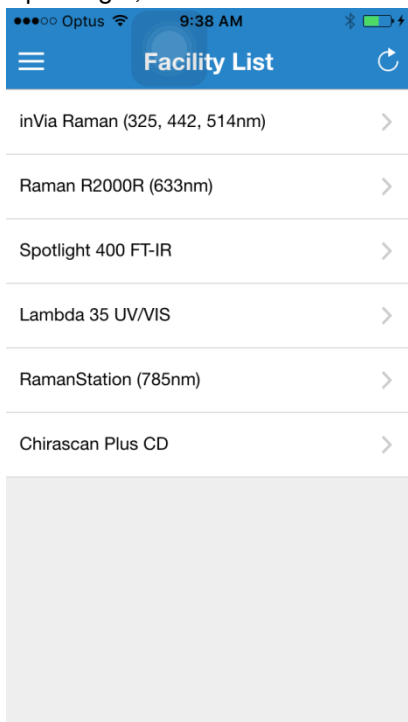
App bulletin feature gives you the power to outreach your research, activities, news and updates on your campus and beyond your campus. Bulletin can categorize the list and make the search quick and easy for app users.



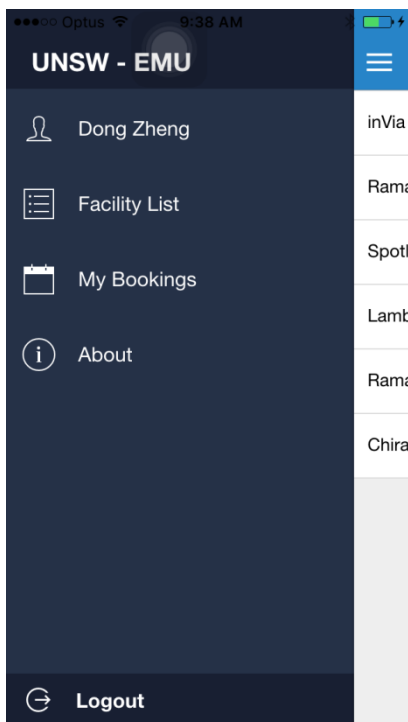


- Facility Page

Upon login, facilities are listed to book.



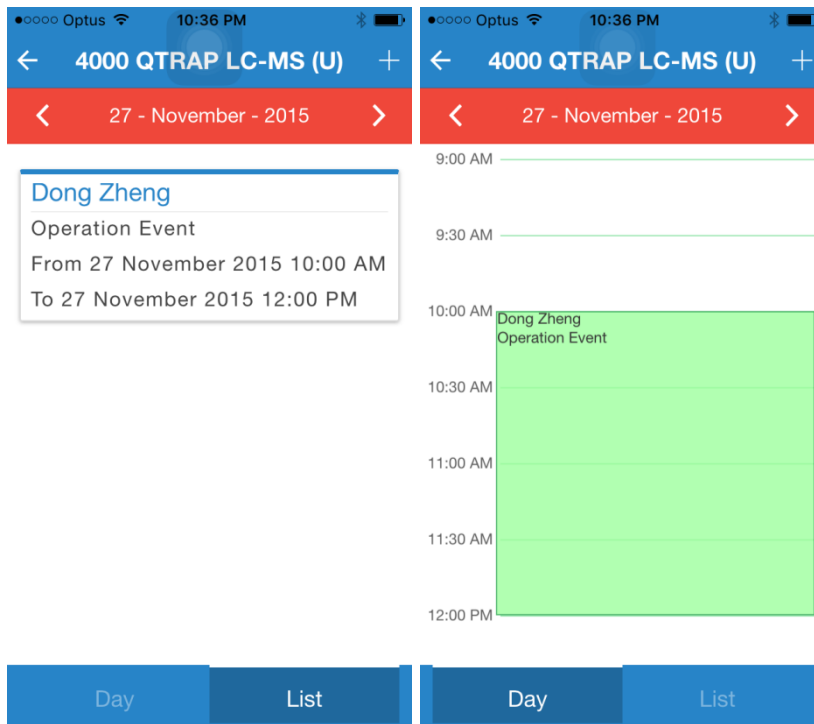
- Setting Page



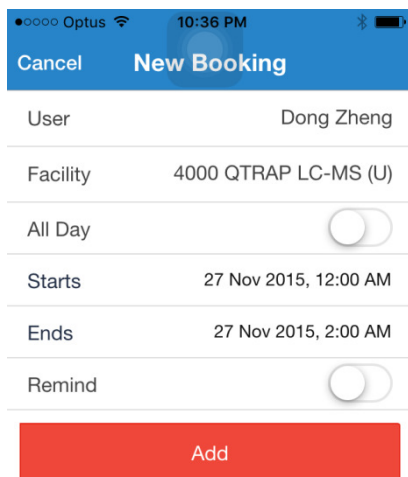


- Calendar Page

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



- Booking Page







### 6.38 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.

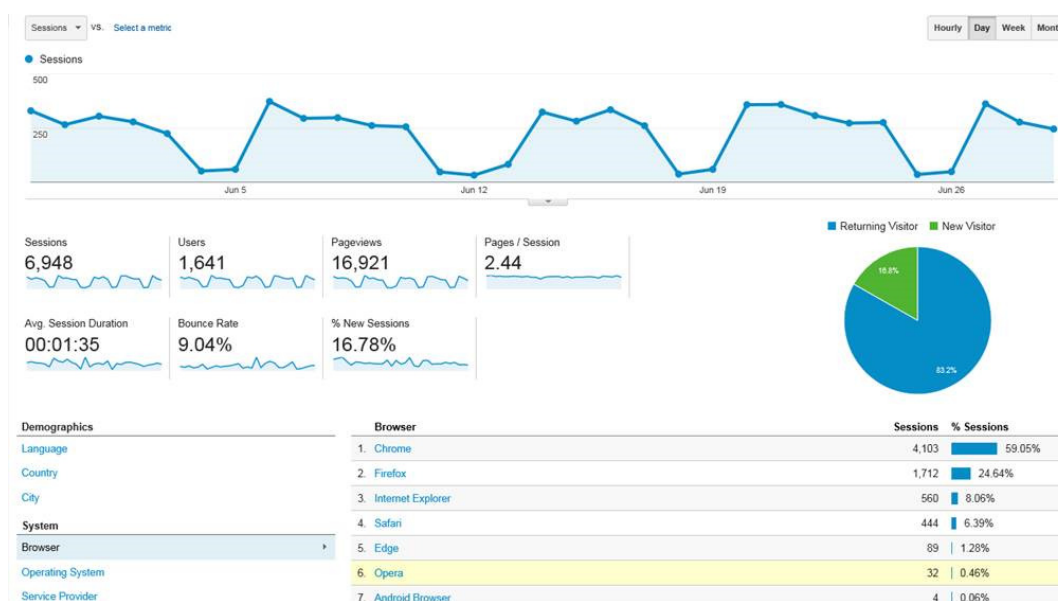
First, create a text file and copy Google Analytics script to the text file and save it. Then upload the text file to ACLS and click on Submit. That is it.

**Google Analytics Script Upload**

Google Analytics Script	<pre>&lt;script&gt; (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'); &lt;/script&gt;</pre>
Upload Script	<p style="color: red; font-weight: bold;">Upon upload, you <b>MUST</b> click on Button [Submit] to complete update:</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px auto;"> <input type="text" value="Google Script Upload (txt only) ..."/> </div>

**Submit**

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





## 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:

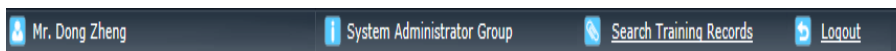
Password:

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.

Set Up Facility Groups

Set Up Online Registration Facility List

Booking Facility Chart

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.


**7.3 Book Facilities****9. 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.

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

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

 [Click to view the booking restrictions ...](#)

 [Click to view user contacts ...](#)

 [Click to view the booking restrictions ...](#)

**Max Allowed Booking Hours/Day:** 24  
**Max Allowed Booking Hours/Period:** 1344  
**Allowed Booking Period:** 21/07/2014 to 19/10/2014  
**Booking Start Time on Day:** 0:00  
**Booking End Time on Day:** 23:59  
**Booking on Weekend:** Allowed  
**Min Hour per Session:** 0.25

**11. 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.



12. **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.*

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

*You need to have been issued with 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.*

14. **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](#).*

15. **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.*

16. **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.*

17. **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.*

18. **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.*

19. **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.*

20. **If a user made 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).*

21. **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 [Print](#) button to generate a PDF format of the calendar.*



June 2016

Prev << >> Next Print

Wednesday	Thursday	Friday	Saturday	Sunday
01	02	03	04	05
08	09	10	11	12
15	16	17	18	19

22. 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](#).

23. 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.

24. 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 in [Group Manager](#). This depends on which user group you set for each user, as each group links to the training certificates.

For example, if you issue a beginner certificate for equipment #1 to James, this certificate connects James to the beginner group for equipment #1.

If the advance days/period for booking equipment #1 is set at 10 days, then James can see the advance booking calendar for the next 10 days.

25. 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 [Group Manager](#), and nothing to do with each facility.

For example, if you set James as beginner on equipment #1, and if that group setting is from 9am to 5pm, then James can only book equipment #1 from 9am to 5pm.

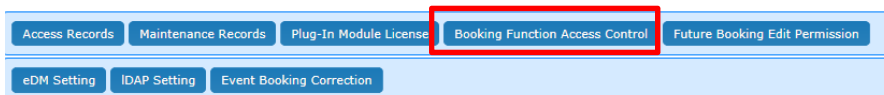


**26. Being a staff member, can I book for other users?**

Yes, you can do this through **User Booking** tool.

**27. 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 Function Access Control**.



Check the functions you wish to make available to staff and users.

Booking Function Access Control	
Parameter	
CommercialBookingToStaff	<input type="checkbox"/>
DailyAllBookingToStaff	<input checked="" type="checkbox"/>
DailyAllBookingToUser	<input checked="" 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"/>

**28. 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.

**29. 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.

**30. 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.

**31. 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.*

**32. 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**.*

**[EDIT/ADD FACILITY]**

Facility Name	<input type="text" value="300 NMR - Auto Gyro"/> (single quotation mark ' shall not be used!)
Facility Group	FACILITY GROUP #1
Facility Image	 <a href="#">Upload Facility Image</a>
Description	<div style="border: 1px solid #ccc; height: 60px;"></div>
Location	<input type="text"/>
Min Hour per Session	0.25
Min Booking Unit	<input checked="" type="radio"/> 15 Minutes <input type="radio"/> 1 Hour
Compulsory Booking Confirmation	<input checked="" type="checkbox"/> (Tick to make email booking confirmation compulsory)
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]**

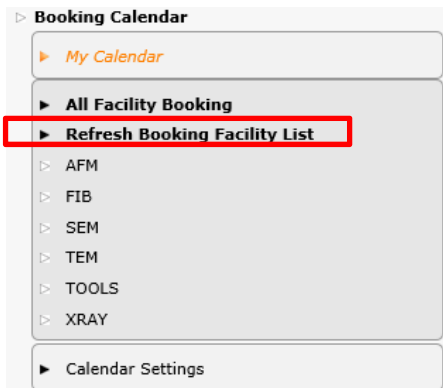
Charge/Hour (\$) (UNSW Account)	4.50
Charge/Hour (\$) (External Invoice)	0.00

**33. 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.*

**34. 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 Booking Facility List** to reset the cache if they cannot see the facility in the list.*



**35. Why are standard users not able to select dates in the popup booking page?**

*Due to the booking period restriction, users cannot book any days into the future. However, a user can create a multiple day booking event on the calendar by holding the mouse key and dragging across to create a multiple day booking event.*

**36. Can I set week view as my default calendar view instead of month view?**

*Yes, go to [Calendar Settings](#) to make the change.*

**37. 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](#).*


**38. 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 FACILITY]**

Facility Name	300 NMR - Auto Gyro <small>(single quotation mark ' shall not be used!)</small>
Facility Group	FACILITY GROUP #1
Facility Image	 <a href="#">Upload Facility Image</a>
Description	<div style="border: 1px solid #ccc; height: 40px;"></div>
Location	<input type="text"/>
Min Hour per Session	0.25
Min Booking Unit	<input checked="" type="radio"/> 15 Minutes <input type="radio"/> 1 Hour
Compulsory Booking Confirmation	<input checked="" type="checkbox"/> <small>(Tick to make email booking confirmation compulsory)</small>
Training Certificate	<input checked="" type="checkbox"/>
Pre-Approval Booking	<input type="checkbox"/>
Booking Enable	<input checked="" type="checkbox"/>
Operation Status	<input checked="" type="checkbox"/> <small>(Tick to be operational)</small>

**[CHARGE RATE]**

Charge/Hour (\$) (UNSW Account)	4.50
Charge/Hour (\$) (External Invoice)	0.00

**39. 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.

**40. 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.*

**41. 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	<div style="border: 1px solid #ccc; height: 20px;"></div>
Time period	00:00 14 May 2015 - 00:15 14 May 2015



**42. Can I change an “approved” booking to “unapproved”?**

*No.*

**43. 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.*

**44. 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.*

## 7.4 Group Booking

**45. Is an email notice automatically sent to the users who are booked for?**

*Yes.*

**46. 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.*

**47. 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

**48. 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. When you login, click [User Profile -> User Profile Manager](#) and click [Set New Password](#) to continue.*

SET USER PASSWORD:

Password	<input type="password"/>
Retype Password	<input type="password"/>
<input type="button" value="Accept"/> <input type="button" value="Reset"/>	

*If you are the administrator of the system, then you are able to reset any user's password. The new password is sent to the user by the system after each change.*

*Click on [Set New Password](#), and the system will automatically generate a random password for the user. However, if LDAP is ON for that user, then password setting*



through ACLS is turned off automatically. In other words, the local password for a user is no longer in use when LDAP is effective.

**49. How can I update my information, such as change of contact details?**

Login and click [User Profile Manager](#) to update your profile information.

**50. 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.

The screenshot shows a search interface with the following elements:

- Navigation tabs: User Registration, Process Online Registration, LDAP User Status, Full Search.
- Section: SEARCH USER
- User Name input field with placeholder text: "Any set of letters which may exist in user name or surname".
- Search By options:  user name,  login name,  user code.
- Search Range options (highlighted with a red box):  Active Users (720),  Inactive Users (2339),  All Users (3059).
- Buttons: Search, Reset.

**51. 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.

**52. Is it possible to restrict certain user access?**

Yes, uncheck the box [activate user entry](#) through [User Profile Manager](#).

**53. 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.

**54. Can all staff access 'Export To Excel'?**

No, this is only available to admin staff.

**55. Which MS Office versions are certified with eDM?**

eDM only works with MS Office 2007 or MS Office 2010. Earlier versions are NOT supported.

## 7.6 Update User Supervisors

**56. 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	<b>Supervisor</b>	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="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

**57. 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.

**58. 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.

**59. 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.

**60. 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.

**7.7 Data Report and Invoice**

**61. 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.

**62. 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.



**63. 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.*

**64. 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**.*

## 7.8 Batch Data Report

**65. 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.*

**66. 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.*

**67. 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.*

**68. 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.*

**69. 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.

**70. 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 6.16 and Chapter 6.20**.

**71. 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.

**72. How can I access the EXCEL files generated previously?**

Click on **Report Manager -> Excel Reports** to access, then click each link to expand for details.

[Monthly Booking Report in EXCEL...](#)

[Monthly Usage Report in EXCEL...](#)

[Period Booking Report in EXCEL...](#)

**73. 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.

**74. Can I export in my template?**

You are not able to do this yet. If you wish to, please contact us to discuss further.

**75. Can the invoice statements be PDF instead of HTM?**

Not yet. A PDF converter will be introduced to ACLS in the future.

**76. 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.

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



**77. 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.*

**78. What if I want to change the format of an invoice statement?**

*Please contact us to discuss this further.*

## **7.9 Manage Account Budget**

**79. 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.*

**80. 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.*

**81. 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.*

**82. 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.*

**83. Can all budget rollovers be done at the one time?**

*The current version only offers manual rollovers.*

**84. 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.*

**85. Can an expired budget envelop be reactivated?**

*Yes, you can reactivate budget envelopes that have expired within the last 3 months.*

## 7.10 User Training & Certification

**86. 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)							
			■ ECLIPSE TI-E EXPERIENCED				
			■ INTRAVITAL NIKON A1 - GENERAL				

Edit User Certificates

History of Training Records

**87. 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.*

**88. Who has authority to set up trainers and certificates?**

*The System Administrator, administrative staff and lab managers can edit and add trainers and certificates.*

**89. How do I know I am a trainer for certain facilities?**

*There are two places you can check for this:*

- **My Dashboard**
- Go to your profile through **User Profile Manager**, the system shows you what facilities you are listed as trainer.

**90. 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.*





Certificate Report: July 2011				
Facility	User Name	Certificate	Issued Time	Trainer
Cleanroom AFM	Jing Fu	C-AFM LIMITED LICENSE	20/07/2011 16:05	Manoj Sridhar
Cleanroom AFM	Serge Zhuiykov	C-AFM LIMITED LICENSE	20/07/2011 16:05	Manoj Sridhar
DRIE 1-Si only	Richard Shilton	DRIE-SI STANDARD LICENSE	22/07/2011 12:31	Sasikaran Kandasamy
DRIE 2-Multi-purpose	Qiming Zhang	DRIE-MP STANDARD LICENSE	04/07/2011 08:37	Sasikaran Kandasamy
EG-SEM	George Lee	SEM STANDARD LICENSE	01/07/2011 09:10	Matteo Altissimo
FIB-SEM	Derrek Lobo	FIB-STANDARD LICENSE	18/07/2011 13:36	Manoj Sridhar
FIB-SEM	Jing Fu	FIB-OUT OF HOURS LICENSE	05/07/2011 14:55	Manoj Sridhar
FIB-SEM	Eugeniu Balaur	FIB-OUT OF HOURS LICENSE	05/07/2011 14:54	Manoj Sridhar
FIB-SEM	Sakandar Rauf	FIB-OUT OF HOURS LICENSE	05/07/2011 14:56	Manoj Sridhar
FIB-SEM	alan alan	FIB-OUT OF HOURS LICENSE	18/07/2011 11:30	Manoj Sridhar
FIB-SEM	Alison Funston	FIB-STANDARD LICENSE	20/07/2011 09:19	Manoj Sridhar
PDMS Lab	Sean Langelier	PDMS-STANDARD LICENSE	07/07/2011 11:03	Manoj Sridhar
PECVD	Narges Fahim	PECVD STANDARD LICENSE	04/07/2011 08:35	Sasikaran Kandasamy
PECVD	Yinan Zhang	PECVD STANDARD LICENSE	22/07/2011 12:36	Sasikaran Kandasamy
PECVD	Zi Ouyang	PECVD STANDARD LICENSE	22/07/2011 12:37	Sasikaran Kandasamy
TIRF	Christina Cortez-Jugo	TIRF STANDARD LICENSE	15/07/2011 13:24	Douglas Mair

Total: 16

91. 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**.

92. 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.

## 7.11 Register Forms and Documents

93. 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.

94. 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.

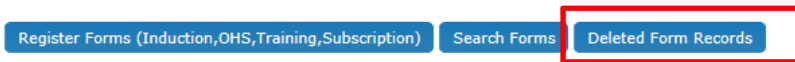
Furthermore, staff can access the recorded forms on **My Dashboard**, and each user can access their own forms and documents when they logon to ACLS.



REGISTER FORM	
User Selection	Aaron Nuefeld
Type of Form	Induction Form
Form in PDF	<p>Upon upload, you MUST click on Button [Save To Form Registry] to complete form registration:</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Your browser is IE. Please install Microsoft Silverlight if file uploading is not working!</p> <p>Induction Form Upload (pdf only) ...</p> </div>
Note	

**95. 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.*

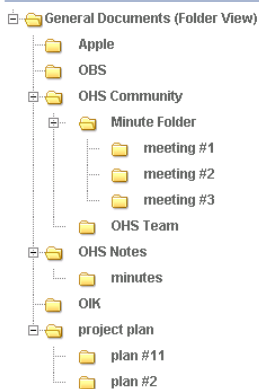


**96. How can I set up multiple sub-folders for general documents?**

*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.*



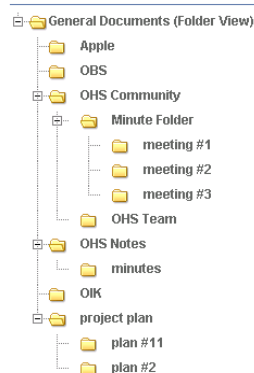
Folder Name	Choose folder from the list
Parent Folder	
Status	Inactive
Folder Code	0
Record Updated	



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.

[ADD/EDIT FOLDER]

Folder Name	<input type="text"/>	(single quotation mark " shall not be used!)
Note: Max levels of sub-folders are up to 3 after root directory.		
Parent Folder	Root	
Status	<input checked="" type="checkbox"/>	



**97. What documents should I upload as general documents?**

*Examples of documents for general access are lab operation policy, safety work requirements, induction procedures, etc.*

**98. 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.*



99. **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.*

100. **What is the maximum file size for upload?**

*The maximum size is 20MB per file.*

101. **How can I view the history of deleted files?**

*You can view the records by clicking on 'Deleted Document Records'.*

[Add/Edit General Document Sub-Folders](#) [Register General Documents](#) [Register Facility Documents](#) [Search Documents](#) [Deleted Document Records](#)

*Even if you can see the history, you won't be able to recover the deleted documents.*

102. **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

103. **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.*

104. **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 Manager](#) 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

105. **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 checked-in.*

106. **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.*



Month:

Year:

- Tick for Completion Report by Job
- Tick for Completion Report by Customer/User
- Tick for Completion Report by School/Org
- Tick for Completion Report by Account
- Tick for Completion Report by Sample Type
- Tick for Completion Report by Method

**107. What is the size limit for uploading?**

*It is 10MB. For larger files, the use of FTP is recommended. Contact the ACLS System Administrator.*


**108. What kind of files can I upload?**

*ACLS supports the following file formats when uploading:*

- Xls/xlsx
- doc/docx
- pdf
- zip

**109. 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

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**110. 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.*



### 111. How can a customer or user download results through the system?

Click **Access Invoices** on **My 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.

Year: 2009 ▼

Sample Job Document Download

Job No	Sample Quantity	Sample Type	Method	Date In	Date Out	Download Link Description
ICP-2009-1	10	W-Alloy	ICP-OES; IC;	12/02/2009	17/02/2009	<a href="#">test ok</a>
ICP-2009-1	10	W-Alloy	ICP-OES; IC;	12/02/2009	17/02/2009	<a href="#">xls ok</a>
ICP-2009-1	10	W-Alloy	ICP-OES; IC;	12/02/2009	17/02/2009	<a href="#">zip file</a>
ICP-2009-1	10	W-Alloy	ICP-OES; IC;	12/02/2009	17/02/2009	<a href="#">pdf ok</a>

## 7.14 ACLS Tracker

### 112. 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.

### 113. 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.

### 114. 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\acis lab system\acis 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.



- 115. 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

- 116. How can we integrate our FTP service with ACLS?**

*Data storage and access is a complex subject. Please contact us for more details.*

- 117. 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.*

- 118. 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

- 119. Where can I find LDAP implementation information?**

*Please refer to [Appendix H](#) for detailed information regarding LDAP implementation.*

- 120. 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.*

- 121. 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

### 122. 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.

### 123. 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.*

### 124. 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.*

### 125. 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.*

### 126. 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.*

### 127. 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

**128. 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

**129. 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

**130. 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.*

**131. 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.*

**132. 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.*

**133. 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.*

**134. 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.*

**135. Can the owner set himself as the trainer?**

*Yes.*

**136. What if my facility log time is incorrect?**

*Please contact the relevant ACLS support staff member for further action. Please refer to [Chapter 6.18 Edit Booking Data and Usage Log Data](#).*

**137. 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.*

**138. 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.

**139. 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.

**140. 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.*



**141. 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.*

**142. 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.*

**143. 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.*

**144. 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 SETUP	
Announcement Contents	SSEAU Booking System is ready for mobile. Please use your mobile internet browser to start booking at <a href="https://www.sseau.unsw.edu.au/">https://www.sseau.unsw.edu.au/</a> .
Enable Scroller	300 (max char 300 and single paragraph only) <input type="checkbox"/>

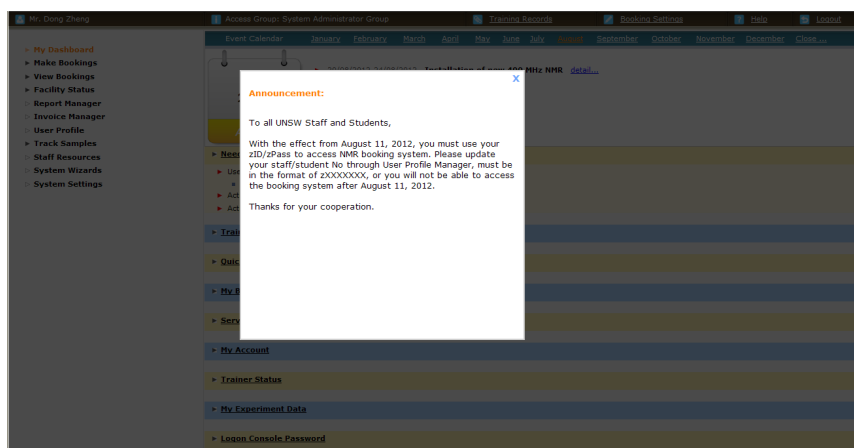
Accept

*When it is set up correctly, a scrolling message bar shows up as below:*



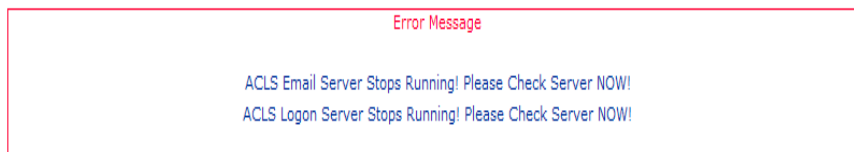
**145. How does the announcement popup work?**

*Like the scrolling text setup, when it is set up correctly, an announcement popup message window displays when a user logs in.*





146. 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.*

147. 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

148. 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.*

149. 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.*

150. 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.*



151. 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 **HomePageLink** 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 |

152. 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.

153. Do I have to manually type events and holidays into the calendar each year?

Not necessary. You can click on **Copy All to Next Year** 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.

154. What are the differences between **Copy All to Next Year** button and **Copy All Public Holiday Days to Next Year**?

**Copy All to Next Year** only copies the non-public holiday events to next year. **Copy All Public Holiday Days to Next Year** copies all public holidays to next year. By doing so, it saves time by not having to re-create public holidays year after year, simply copy them over.

155. 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.

156. 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.



## 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
<b>Graphic and responsive report tools</b>	A wide range of reporting tools will be provided to replace the current fix-format report manager.
<b>Polished new user interface</b>	A brand new UI offers easier access to all the features and functions, replacing the current UI design based on function access mechanism.
<b>New training certification</b>	Current certificate design is confusing many people as access group is not designed for certification. The changes are to move all the booking controls from group to certificate itself, layout #4 is for indication only. Each certificate sets its own settings for the booking controls. Access group is purely for access control.
<b>Multiple Facility Calendars</b>	Multiple calendars can be set up side by side for coupling bookings.
<b>System configuration wizard</b>	In addition to Facility Wizard and Training Certification Wizard, we will implement System Configuration Wizard .
<b>Subscription manager</b>	Providing the required functionality for membership business model.
<b>Usage tracking with web portal (design is illustrated below)</b>	<p>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.</p>
<b>Tracking samples</b>	<p>Mainly:</p> <ul style="list-style-type: none"> <li>• Quotation set up</li> <li>• Periodic reporting</li> <li>• Invoicing for selected open sample job</li> <li>• Job search with invoicing details</li> </ul> <p>Facility session data integration.</p>



## 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:

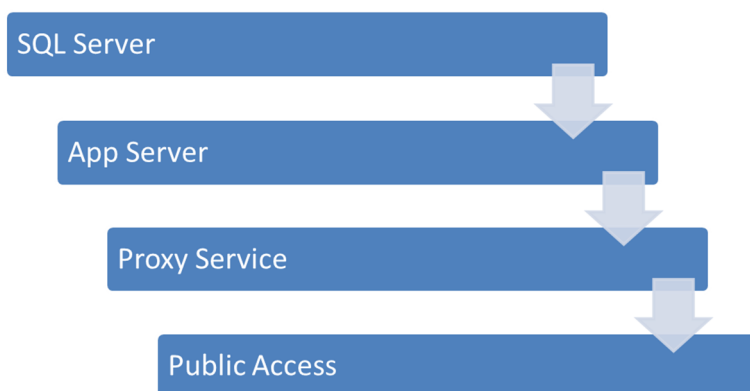
Plug-In Module	Description	Status
Batch Data Report Tool	<i><b>BDRT</b></i> enables ACLS to produce reports in bulk mode. Further integration with <i><b>EDM</b></i> is required.	<i><b>Implemented</b></i>
Batch Invoice Statement Tool	<i><b>bIST</b></i> enables ACLS to generate invoice statements in bulk.	<i><b>Implemented</b></i>
Excel Data Manager	<i><b>EDM</b></i> offers an Excel data export tool, which can be used to export user data, booking data and usage data via Excel files.	<i><b>Implemented</b></i>
Hub Trust Node	<i><b>hTrustNode</b></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><b>Implemented</b></i>
iCal Protocol	<i><b>iCAL</b></i> enables the export and sharing of the booking calendar with local calendar applications, such as Outlook, Thunderbird, Macmail.	<i><b>Implemented</b></i>
Incident Report Ticket Monitor	<i><b>IRTM</b></i> provides a platform between users and staff to report and respond to incidents at different levels.	<i><b>To be implemented</b></i>
Mobile Access	<i><b>MobileLight</b></i> is a smart mobile application for iPhone, Android and Windows mobiles.	<i><b>Implemented</b></i>
Survey Creator	<i><b>iSurvey</b></i> allows you to conduct surveys, to create, publish, and analyse the results.	<i><b>Implemented</b></i>
Publication Analyser	<i><b>iPublication</b></i> allows you to collect the publication information and to analyse.	<i><b>Implemented</b></i>
LDAP	<i><b>IDAP</b></i> enables ACLS to integrate with the organization-wide active directory authentication scheme to realize single web access authentication.	<i><b>Implemented</b></i>
Training Event Booking Tool	<i><b>tEB</b></i> is the training booking tool	<i><b>Implemented</b></i>
User Event Booking Tool	<i><b>uEB</b></i> is the user booking tool	<i><b>Implemented</b></i>



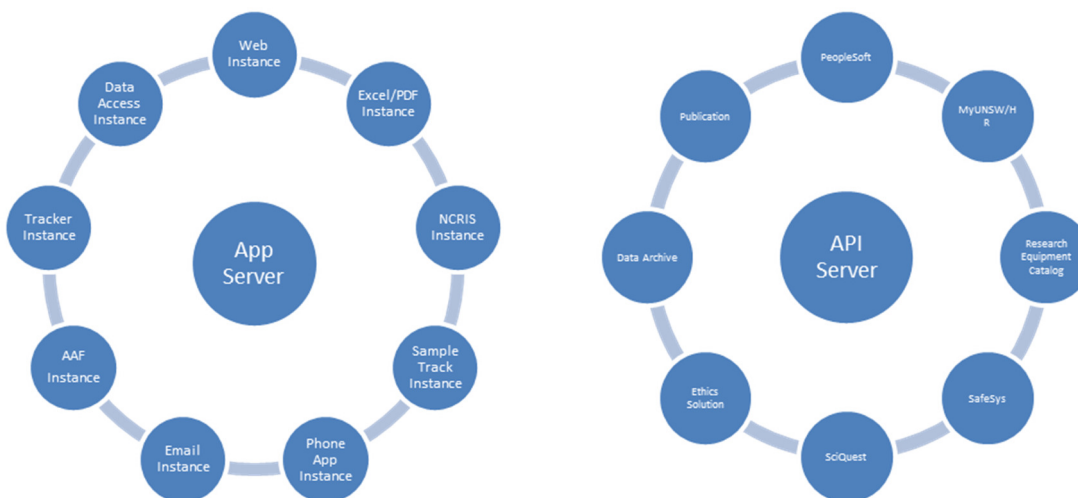
### 8.3 Research Equipment Management System (REMS)

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.

**Charge Category Manager**

[Full View of Charge Categories](#)
[Charge Category vs Type of Researcher](#)

Charge Category	Choose user category from the list
Note	
Status	Active
Charge Category Code	0
Record Created	30/12/1899

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

Click on **Full View of Charge Categories** to access information panel of charge categories:

CHARGE CATEGORY TABLE		
Charge Category	Note	Status
Industry/ Commercial User Assisted		Active
Industry/ Commercial User Unassisted		Active
Student Assisted		Active
Student Unassisted		Active
University/ Private Funded Researcher Assisted		Active
University/Private Funded Researcher Unassisted		Active



### 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:

Booking Facility	AC/DC Sputtering
Facility Group	CLEANROOM FLAGSHIP FACILITIES
Facility Type	Physical Facility
Facility Image	
Description	
Location	Clayton, VIC, Australia
Min Hour per Session	1
Min Booking Unit	1 hour
Compulsory Booking Confirmation	Yes
Training Certificate	Required
Booking Enable	Yes
Operation Status	Active
Facility Code	9
Record Created	29/09/2009

User Category	Charge/Hour (\$)
Industry/ Commercial User Assisted	300.00
Industry/ Commercial User Unassisted	180.00
Student Assisted	150.00
Student Unassisted	90.00
University/ Private Funded Researcher Assisted	150.00
University/Private Funded Researcher Unassisted	90.00

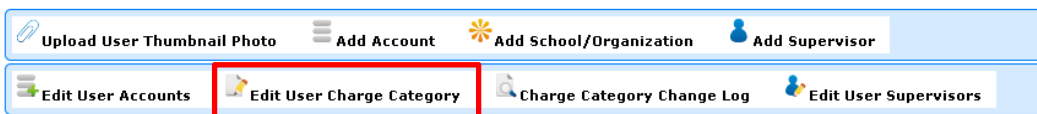
### 9.1.4 Set Up Charge Category to Users

- 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.



Then follow the charge category setup page as below:

EDIT USER CHARGE CATEGORY:

Facility	Industry/ Commercial User Assisted	Industry/ Commercial User Unassisted	Student Assisted	Student Unassisted	University/ Private Funded Researcher Assisted	University/Private Funded Researcher Unassisted
AC/DC Sputtering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ALD - Fiji F200	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleanroom AFM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Client Time: Doug Mair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client Time: Sean Langelier	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confocal/Bio AFM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disco DAD321 Dicing Saw	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DRIE 1-Si only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DRIE 2-Multi-purpose	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-beam evaporator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EBL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EBL data preparation PC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
FEI-SEM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
FIB-SEM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HF etch station	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hitech Furnace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hot Embosser	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IMP SF-100 WRITER (HI-RES)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IMP SF-100 WRITER (LOW-RES)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Malvern Nanosizer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mask Aligner/NIL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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.



**Charge Category Manager**

Full View of Charge Categories **Charge Category vs Type of Researcher**

Charge Category: Choose user category from the list

Note

Status: Active

Charge Category Code 0

Record Created: 30/12/1899

Edit Delete Add Reset

Then map the relationship.

SET UP TYPE OF RESEARCHER VS CHARGE CATEGORY:

Type of Researcher	Industry/ Commercial User Assisted	Industry/ Commercial User Unassisted	Student Assisted	Student Unassisted	University/ Private Funded Researcher Assisted	University/Private Funded Researcher Unassisted
Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Publicly funded researcher	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Industry	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Accept Changes Reset All

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.

Set Up Facility Groups Set Up Online Registration Facility List **Set Default Charge Category to All Users**

Booking Facility Chart Non-Booking Facility Chart Facilities vs Charge Category Chart

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.

[Set Up Facility Groups](#)
[Set Up Online Registration Facility List](#)
[Set Default Charge Category to All Users](#)

[Booking Facility Chart](#)
[Non-Booking Facility Chart](#)
[Facilities vs Charge Category Chart](#)

CHART OF FACILITY VS CHARGE CATEGORY

Facility	Facility Group	Industry/ Commercial User Assisted	Industry/ Commercial User Unassisted	Student Assisted	Student Unassisted	University/ Private Funded Researcher Assisted	University/Private Funded Researcher Unassisted
AC/DC Sputtering	CLEANROOM FLAGSHIP FACILITIES	\$300.00	\$180.00	\$150.00	\$90.00	\$150.00	\$90.00
ALD - Fiji F200	CLEANROOM FACILITY	\$300.00	\$180.00	\$150.00	\$90.00	\$150.00	\$90.00
Bio AFM/TIRF	MICROSCOPY LABORATORY	\$300.00	\$180.00	\$150.00	\$90.00	\$150.00	\$90.00
Cleanroom AFM	CLEANROOM FACILITY	\$300.00	\$180.00	\$150.00	\$90.00	\$150.00	\$90.00
Client shipping (substitute)	CLEANROOM FACILITY	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Client Time: Bernie Orelup	MCN STAFF TIME	\$120.00	\$120.00	\$60.00	\$60.00	\$60.00	\$60.00
Client Time: Dan Smith	MCN STAFF TIME	\$120.00	\$120.00	\$60.00	\$60.00	\$60.00	\$60.00
Client Time: Eugeniu Balaur	MCN STAFF TIME	\$120.00	\$120.00	\$60.00	\$60.00	\$60.00	\$60.00

### 9.1.8 Reports and Invoice Statements

The system calculates the charges and generates the reports with the charge category.



Monthly Booking Data Report By Facility: January 2012

Facility	User Name	Supervisor Name	School/Org	Account	Charge Category	Facility Charge/Hour (\$)	Booked Hours	Charges (\$)
<b>Operation Bookings:</b>								
Polymer solar cell - ALD	SERVICE						24.0	
Polymer solar cell - ALD	SERVICE						23.0	
<b>Total</b>							47.0	0.00
EBL	Timothy James	Tim Davis	University of Melbourne	TECH FELLOW ACCT - DAVIS	University/Private Funded Researcher Unassisted	200.00	21.0	4200.00
EBL	Timothy James	Tim Davis	University of Melbourne	TECH FELLOW ACCT - DAVIS	University/Private Funded Researcher Unassisted	200.00	7.0	1400.00
EBL	Fatima Eftekhari	Tim Davis	CSIRO	TECH FELLOW ACCT - DAVIS	University/Private Funded Researcher Unassisted	200.00	3.0	600.00
EBL	Fatima Eftekhari	Tim Davis	CSIRO	TECH FELLOW ACCT - DAVIS	University/Private Funded Researcher Unassisted	200.00	3.0	600.00
EBL	Matteo Altissimo	Dwayne Kirk	Melbourne Centre for Nanofabrication	MCN STAFF		0.00	9.0	0.00
EBL	Qiming Zhang	Min Gu	Swinburne University of Technology	MIN GU/SAHA	University/Private Funded Researcher Unassisted	200.00	2.0	400.00
EBL	Qiming Zhang	Min Gu	Swinburne University of Technology	MIN GU/SAHA	University/Private Funded Researcher Unassisted	200.00	1.0	200.00

### 9.1.9 Online Registration

- Registration page

With respect to the standard, split address fields have been added and the **Local Contact** field requires users to select at least one of the nominated local staff.

**NEW USER REGISTRATION**

Title	Mr. <input type="button" value="v"/>
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="text"/>
Retype Login Password*	<input type="text"/>
Type of Researcher	Student <input type="button" value="v"/>
Work Phone*	<input type="text"/> (Digits Only)
Work Address	
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Suburb	<input type="text"/>
State	Australian Capital Territory <input type="button" value="v"/>
Postal Code	<input type="text"/>
Local Contact*	<p><b>Select one staff at least:</b></p> <input type="checkbox"/> Douglas Mair <input type="checkbox"/> Manoj Sridhar <input type="checkbox"/> Matteo Altissimo <input type="checkbox"/> Sasikaran Kandasamy <input type="checkbox"/> Sean Langelier <input type="checkbox"/> Varsha Lal <input type="checkbox"/> Zoran Vasic

\*: 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.

NEW USER REGISTRATION	
Supervisor*	Choose supervisor from the list ▼
<b>Or Enter supervisor details:</b>	
Title	Prof. ▼
Given Name*	James
Family Name*	Mcgraph
Work Phone*	334455
Email*	james@unsw.edu.au
<b>Work Address</b>	
Address 1	DVC Office
Address 2	UNSW
Suburb	Sydney
State	New South Wales ▼
Postal Code	2052

\*: Indicating the compulsory data fields

- 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.

NEW USER REGISTRATION	
Facilities of Interest	<input checked="" type="checkbox"/> Cleanroom AFM (Group: CLEANROOM FACILITY)

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.





NEW USER REGISTRATION - FINAL CONFIRMATION	
Title	Mr.
Given Name	dong
Family Name	zheng
Student/Staff No.	
Email	zheng@hotmail.com
Type of Researcher	Research Assistant
School/Org	CSIRO
Work Phone	123456
Work Address	
	Address 1 Chemical Science Building
	Address 2 UNSW
	Suburb Sydney
	State New South Wales
	Postal Code 2052
MCN Local Contact	
	Manoj Sridhar
Supervisor Details	
	Title Prof.
	Given Name James
	Family Name Mcgraph
	Work Phone 334455
	Email james@unsw.edu.au
	Work Address
	Address 1 DVC Office
	Address 2 UNSW
	Suburb Sydney
	State New South Wales
	Postal Code 2052
Facility of Interest	Cleanroom AFM (Group: CLEANROOM FACILITY)
Do you want this to be performed by MCN Staff?	NO

- 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

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:



ONLINE REGISTRATION: MCN LOCAL CONTACTS		
Staff	Status as Facility Trainer	Selection
Allison van de Meene	<ul style="list-style-type: none"> <li>▶ FIB-SEM</li> <li>▶ FEG-SEM</li> <li>▶ Confocal/Bio AFM</li> </ul>	<input type="checkbox"/>
Brett Sexton	▶ Not listed as trainer to any facilities	<input type="checkbox"/>
Dong Zheng	▶ Not listed as trainer to any facilities	<input type="checkbox"/>
Douglas Mair	<ul style="list-style-type: none"> <li>▶ Polymer solar cell - ALD</li> <li>▶ EBL</li> <li>▶ FIB-SEM</li> <li>▶ FEG-SEM</li> <li>▶ DRIE 1-Si only</li> <li>▶ Mask Aligner/NIL</li> <li>▶ DRIE 2-Multi-purpose</li> <li>▶ PECVD</li> <li>▶ HF etch station</li> <li>▶ PDMS Lab</li> <li>▶ Nanoparticle Lab</li> <li>▶ Confocal/Bio AFM</li> <li>▶ Biological AFM</li> <li>▶ PC2 Lab</li> <li>▶ Image Processing Workstation 1</li> <li>▶ Bio-chem lab</li> <li>▶ Autoclave</li> <li>▶ Image Processing Workstation 2</li> <li>▶ Image Processing Workstation 3</li> <li>▶ EBL data preparation PC</li> <li>▶ Objet 3D Printer</li> <li>▶ TIRF</li> <li>▶ Zeta Potential Analyzer</li> <li>▶ ALD - Fiji F200</li> <li>▶ UV Flood Light Source</li> </ul>	<input checked="" type="checkbox"/>
Dwayne Kirk	▶ Not listed as trainer to any facilities	<input type="checkbox"/>
Gareth Moorhead	▶ Not listed as trainer to any facilities	<input type="checkbox"/>
Hayley Rafati	▶ Not listed as trainer to any facilities	<input type="checkbox"/>

### 9.1.11 Register Supervisors

Supervisor details can be added or edited in the following format:

**[EDIT/ADD SUPERVISOR]**

Title	Mr. <input type="text"/>
Supervisor Name	<input type="text" value="test ok"/>
School/Org	<input type="text" value="CSIRO"/>
Work Phone	<input type="text" value="445566"/>
Mobile Phone	<input type="text"/>
Email	<input type="text" value="test@hotmail.com"/>
Address 1	<input type="text" value="M65"/>
Address 2	<input type="text" value="UNSW"/>
Suburb	<input type="text"/>
State	<input type="text" value="New South Wales"/>
Postal Code	<input type="text" value="2228"/>
Postal Address	<input type="text" value="M65"/> <input type="text" value="UNSW"/> <input type="text" value="New South Wales"/> <input type="text" value="2228"/>

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

▶ My Dashboard
▶ Booking Calendar
▶ Unassisted Booking
▶ Assisted Booking
▶ Service Booking
▶ Selected Facility Booking View
▶ Facility Group Booking View
▶ Calendar Settings
▶ Facility Status
▶ Report Manager
▶ Invoice Manager
▶ User Profile
▶ Track Samples
▶ Staff Resources
▶ Survey Creator
▶ System Wizards
▶ System Settings

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: New event

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 00:00 13 August 2015 - 01:00 13 August 2015

Ok Cancel Delete

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.

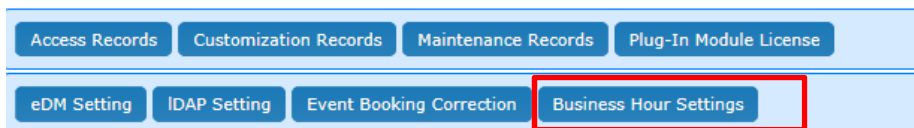


**Facility Booking Report for June 2011**  
**Facility [AC/DC Sputtering]**

User Name	School/Org	Supervisor	Account	Charge Category	Facility Charge/Hour	Booked Hours	Charges
<b>Operation Bookings:</b>							
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
<b>Bookings for Industry Partner:</b>							
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	
<b>Total</b>						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.



<b>Activate User Entry</b>	<input checked="" type="checkbox"/>
Exclude from Broadcast	<input type="checkbox"/> (if checked, user excluding from the list of broadcast messages)
Black Listed	<input checked="" 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**

Full View of Active 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	

Edit Delete Add Reset

Expired Accounts

If you wish to change the discount, edit the account.

[Click to view account discount log ...](#)

Account	Discount (%)	Valid From	Valid To	Changed By
ADRIAN NEILD	0.00	01/02/2004	Now	Dong Zheng

[Click to edit account discount log ...](#)

Account	Discount (%)	Valid From	Valid To	Changed By
ADRIAN NEILD	0.00	01/02/2004	Now	Dong Zheng

[EDIT/ADD ACCOUNT]

Account Name	ADRIAN NEILD (*% shall not be used!)
Account Type	<input type="radio"/> Internal Account <input checked="" type="radio"/> External Invoice
Job Type	<input checked="" type="radio"/> Client Job <input type="radio"/> Non Client Job
Discount (%)	0.00
Note	
Expiry Date	31/08/2016
Make Account Expired Now	<input type="checkbox"/>

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.

Internet Explorer

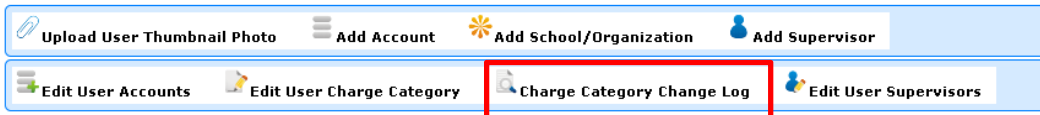
Monthly Booking Data Report

Facility	User Name	Supervisor Name	School/Organization	Account	Account Discount (%)	Charge Category	Facility Charge/Hour (\$)	Booked Hours	Charges (\$)	
<b>Operation Bookings:</b>										
Total (Operation Bookings)									0.0	0.00
<b>Bookings for Industry Partners:</b>										
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 CMSE 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. Meene	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 CMSE 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 charge records through [Charge Category Change Log](#).



### 9.1.20 Broadcast Messages To Newly Trained Users

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

Send Message

Generate Email List

'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.

To Newly Trained Users

Last Period in Month 4 ▼

Subject

Message Body

Cheers.  
Dong Zheng

Send Message Reset

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 log ...](#)

Account	Discount (%)	Valid From	Valid To	Changed By
ADRIAN NEILD	0.00	01/02/2004	Now	Dong Zheng

[Click to edit account discount log ...](#)

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:

Dashboard
Booking
Support
Publication
Sample
Survey
Staff

- ▶ User Profile
- ▶ Report Manager
  - ▶ Booking Report
  - ▶ Batch Report
  - ▶ MCN Instruments-Hours of Usage
  - ▶ Sample Report
  - ▶ Training Certificate Report
  - ▶ EXCEL Reports
- ▶ Invoice Manager
- ▶ Staff Resources
- ▶ System Wizards
- ▶ System Settings

▶ [Hours of Usage for multiple facilities ...](#)

▶ [Hours of Usage for individual facility ...](#)

Facility:

From:

To:

#### Multiple facility hours of usage:



Dashboard Booking Support Publication Sample Survey Staff

▶ User Profile

▶ Report Manager

- ▶ Booking Report
- ▶ Batch Report
- ▶ **MCN Instruments-Hours of Usage**
- ▶ Sample Report
- ▶ Training Certificate Report
- ▶ EXCEL Reports

▶ Invoice Manager

▶ Staff Resources

▶ System Wizards

▶ System Settings

▶ [Hours of Usage for multiple facilities ...](#)

**Facility:**

- Abu Sadek-Deakin Client
- AC/DC Sputtering
- ALD - Fiji F200
- Artec 3D Spider
- Bio AFM/TIRF
- Bose Electroforce 3200
- Bruker Contour GT-1
- Cleanroom AFM
- Client shipping (substitute)
- Client Time: Abu Sadek
- Client Time: Bernie Orelup
- Client Time: Dan Smith
- Client Time: Fatima Eftekhari
- Client Time: Gediminas Gerv.
- Client Time: Hemayet Uddin
- Client Time: John Zhu
- Client Time: Lachlan Hyde
- Client Time: Paul Spizzirri
- Client Time: Ricky Tjeung
- Client Time: Sean Langelier
- Client Time: Stuart Earl
- Client Time: Yang Lim
- Client Time: Zoran Vasic
- CNC 3 Axis Milling Machine
- Confocal
- CytoViva Hyperspectral
- Dan Smith-Uni of Melb Client
- Design House-PC1
- Design House-PC2

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
<b>Available</b>	<b>133.00</b>	<b>126.00</b>	<b>104.00</b>	<b>48.00</b>	<b>92.00</b>
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
<b>No. of New Trained Users</b>	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
<b>Available</b>	<b>120.00</b>	<b>103.00</b>	<b>90.00</b>	<b>132.00</b>	<b>49.00</b>
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
<b>No. of New Trained Users</b>	1	1	1	1	0

<b>Assisted:</b>	All assisted bookings including training bookings, with the selection of staff time facility, during business hours (Monday to Friday);
<b>Unassisted:</b>	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);
<b>Staff Bookings/Development:</b>	All unassisted bookings for non-client job account related bookings, during business hours (Monday to Friday);
<b>Unscheduled:</b>	All service bookings categorised as unscheduled due to unplanned breakdown during business hours (Monday to Friday);
<b>Scheduled:</b>	All service bookings categorised as scheduled (maintenance) during business hours (Monday to Friday);
<b>Available:</b>	=(8x20)-Assisted-Unassisted-(Staff Bookings)-Unscheduled-Scheduled;
<b>Assisted Out Of Hours:</b>	All out of hour Assisted bookings, with the selection of staff time facility, for client-job account.
<b>Unassisted Out Of Hours:</b>	All Out of Hour unassisted booking by all users, excluding non-client job account related bookings;
<b>No. of New Training Users:</b>	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'



## 9.2 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 TABLE		
Charge Category	Note	Status
Postgraduate Students	For Masters/PhD Students	Active
Professional Researchers	For Postdoctoral Researchers/Group Leaders/Research Assistants	Active
Undergraduate Students	For Honours/Summer Internship/Undergraduate Research Students	Active



- Step 2: Set Up Charge Tier

Through **Charge Tier Manager**, you can set up charge tiers.

Charge Tier	Note	Status
A1		Active
A2		Active
B1		Active
B2		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

Charge Tier	Postgraduate Students	Professional Researchers	Undergraduate Students
A1	\$0.00 <input type="checkbox"/> Edit	\$0.00 <input type="checkbox"/> Edit	\$0.00 <input type="checkbox"/> Edit
A2	\$20.00 <input type="checkbox"/> Edit	\$0.00 <input type="checkbox"/> Edit	\$0.00 <input type="checkbox"/> Edit
B1	\$0.00 <input type="checkbox"/> Edit	\$30.00 <input type="checkbox"/> Edit	\$0.00 <input type="checkbox"/> Edit
B2	\$0.00 <input type="checkbox"/> Edit	\$0.00 <input type="checkbox"/> Edit	\$0.00 <input type="checkbox"/> Edit

Click on checkbox next to **Edit** to change the rate.

Charge Tier	Postgraduate Students	Last Update
A1	\$30 <input type="text"/>	

Charge Tier	Postgraduate Students	Professional Researchers	Undergraduate Students
A1	\$0.00	\$0.00	\$0.00
A2	\$20.00	\$0.00	\$0.00
B1	\$0.00	\$30.00	\$0.00
B2	\$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**

Rate Settings of Charge Tier vs Charge Category | **Active Project Chart** | Expired Project Chart | Sort Projects By Supervisor

---

Active Projects ANFF-Q PROFESSIONAL DEVELOPMENT

Charge Category	Publicly Funded Research
Charge Tier	STANDARD ANFF ACCESS RATE
Charge Rate/Hour	\$55.00
Membership	Inclusive
Supervisor	Derek Hirons
Email	chdhiron@uq.edu.au
Project Status	Active
Project Code	79
Record Created	19/03/2013

[Edit](#) [Add](#) [Reset](#)

**Expired Projects**

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
<b>Project Name</b>	Project name, should be verified by the staff
<b>Charge Category</b>	Charge category, set up through charge category manager
<b>Charge Tier</b>	Charge tier, set up through charge tier manager
<b>Charge Rate/Hour</b>	Auto-loads after the selection of charge category and charge tier
<b>Membership</b>	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.
<b>Supervisor</b>	Supervisor who oversees the project
<b>Project Status</b>	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.



Sel	Supervisor	School/Organization	Work Phone	Mobile	Email	Membership	Code	Record Created
<input type="radio"/>	Mr. Derek Hirons	ANFF Node (QLD)	123456		dm.zheng@unsw.edu.au	▶ Start: 20/11/2012 ▶ End: 20/11/2013 ▶ Remaining Hours: 1002.0 ▶ Alert Threshold: 20	1	23/11/2012
<input type="radio"/>	Dr. Khalid Muhieddine	ANFF Node (QLD)	(07) 3346 4104	0402 934 874	k.muhieddine@uq.edu.au	▶ Start: 20/11/2012 ▶ End: 20/11/2013 ▶ Remaining Hours: 2097.0 ▶ Alert Threshold: 0	2	15/03/2012

Each supervisor can have charge of only one membership, but each membership can connect to multiple projects through the project settings explained above.

**[EDIT/ADD SUPERVISOR]**

Title	Mr.
Supervisor Name	Derek Hirons
School/Organization	ANFF Node (QLD)
Work Phone	123456
Mobile Phone	
Email	dm.zheng@unsw.edu.au
Address 1	
Address 2	
Suburb	
State	Australian Capital Territory
Postal Code	
Postal Address	
<b>Membership Settings</b>	
Start of Membership	20/11/2012
End of Membership	20/11/2013
Topup Hours	0
	▶ <a href="#">click to view top up logs:</a>
<b>Top Up Hours</b>	<b>Date</b>
10	22/11/2012
1000	20/11/2012
<b>By</b>	
Derek Hirons	Derek Hirons
Remaining Hours	1002.0 (Last Update Date: 24/11/2012)
Alert Threshold Hours	20

### 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	Plasma Cleaner (Soft Lith.)
Facility Group	FACILITY GROUP #1
Description	
Location	C25
Levy/Hour (\$)	20.00
Booking Enable	Yes
Hour per Session	1
Compulsory Booking Confirmation	Yes
Training Certificate	Required
Operation Status	Active
Facility Code	1
Record Created	22/09/2008

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="text"/>
Retype Login Password*	<input type="text"/>
Type of Researcher	Undergra. Student
Contact Number*	<input type="text"/> (Digits Only)
Supervisor*	<input type="text"/>
Project*	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.

When you sign in to ACLS, you can see the number of new registrations pending approval.





**My Dashboard**

- ▶ My Attention (3,72)
- ▶ My Home
- ▶ My Profile
- ▶ My Publication
- ▶ Order Consumables
- ▶ Top Up Membership

The approval process is the same as for the standard ACLS.

### 9.2.6 Update Project to User Profile

All the functions in User Profile are revised for this project.

[Upload User Thumbnail Photo](#)
[Upload User Portrait Photo](#)
[Edit User Projects](#)
[Edit User Certificates](#)

**EDIT USER**

**User Photo**

**Title**

**User Name**  (Format: GivenName FamilyName) (User Code: 9)

**Student/Staff No.**  (if applicable)

**Type of Researcher**

**Login Email**

**School/Organization**

**Group**

**Project(s)**

**Certificate(s)** No certificates

**Signed Forms**

**Contact Number**

**Notes**

**Supervisor Position**

**Activate User Entry**

**Broadcast Exclusive To User**  (if checked, user excluding from the list of broadcast messages)

**Lock User Entry Permanently**  (Once locked, users can not be reactivated through the system auto-reactivation)

**Online Registration**

You are able to add projects to the user through Edit User Projects.

**EDIT USER PROJECTS:**

Project	Project Code	Suspended	Delete
AB TEST	1	<input type="checkbox"/>	<input type="checkbox"/>
UNSW	2	<input type="checkbox"/>	<input type="checkbox"/>

if you wish to add new project



The information icon contains detailed project information, simply click on icon to view.

**EDIT USER PROJECTS:**

Project	Project Code	Suspended	Delete
AB TEST	1	<input type="checkbox"/>	<input type="checkbox"/>

**Project Details:** Close

Charge Category: Professional Researchers

Charge Tier: B1

Charge Rate/Hour: \$30.00

Membership: Inclusive

Supervisor: Khalid Muhieddine

Start of Membership: 20/11/2012

End of Membership: 20/11/2013

Remaining Hours: 2097

...ing ming (Code: 9 Created: 30/08/2012 15:21 Modified: 30/08/2012 15:21 Last Access: 30/08/2012 15:21)

### 9.2.7 Search New User

Search New User result is modified to the requested format as below.

User Name	Login Name	School/Organization	Project	Date Registered	Status
Abdul Wahab	m.wahab@uq.edu.au	UQ	Supervisor: Ajayan Vinu; Project: VINU - SOLAR; Charge Category: Publicly Funded Research; Charge Tier: MEMBERSHIP ACCESS RATE 100HR; Charge Rate/Hour: \$33.00; Membership: Inclusive	19/03/2013	Inactive
Adam Gaudry	adam.gaudry@utas.edu.au	University of Tasmania	Supervisor: Michael Breadmore; Project: BREADMORE - UTAS; Charge Category: Publicly Funded Research; Charge Tier: STANDARD ANFF ACCESS RATE; Charge Rate/Hour: \$55.00; Membership: Inclusive	05/03/2013	Inactive
Mr Aditya Ardana	aditya.ardana@uqconnect.edu.au	UQ	Supervisor: Andrew Whittaker; Project: WHITTAKER - MRI AGENTS; Charge Category: Publicly Funded Research; Charge Tier: MEMBERSHIP ACCESS RATE 100HR TOPUP2; Charge Rate/Hour: \$16.50; Membership: Inclusive	01/03/2013	Inactive
Dr Ajay Pandey	a.pandey@uq.edu.au	UQ	Supervisor: Paul Burn; Project: COPE; Charge Category: Publicly Funded Research; Charge Tier: MEMBERSHIP ACCESS RATE 100HR TOPUP2; Charge Rate/Hour: \$16.50; Membership: Inclusive	05/03/2013	Inactive
Alejandro Hidalgo Gonzalez	a.hidalgogonzalez1@uq.edu.au	UQ	Supervisor: Justin Cooper-White; Project: COOPER-WHITE - SCA; Charge Category: Publicly Funded Research; Charge Tier: MEMBERSHIP ACCESS RATE 100HR TOPUP2; Charge Rate/Hour: \$16.50; Membership: Inclusive	01/03/2013	Inactive
Alex Szorkovszky	alex@physics.uq.edu.au	UQ	Supervisor: Warwick Bowen; Project: BOWEN; Charge Category: Publicly Funded Research; Charge Tier: MEMBERSHIP ACCESS RATE 100HR; Charge Rate/Hour: \$33.00; Membership: Inclusive	05/03/2013	Inactive

### 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
- ▶ Order Report By Consumable
- ▶ Order Report By User
- ▶ 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	<input type="text" value="Arrow"/>
Description	<input type="text" value="Arrow"/>
Unit	<input type="text" value="1 item"/>
Price per Unit (\$)	<input type="text" value="27.50"/>
Stock Quantity	-14
	<a href="#">▶ click to view top up logs:</a>
Reorder Quantity	<input type="text" value="0"/>
Admin Only	<input type="checkbox"/>
Active Status	<input checked="" type="checkbox"/> (Tick to be active)

The consumable parameters are explained in the table below:

Parameter	Description
<b>Consumable Code</b>	A short code to represent the consumable
<b>Description</b>	Description of the consumable
<b>Unit</b>	Individually defined
<b>Price per Unit (\$)</b>	For example, \$55 per 100pc
<b>Stock Quantity</b>	The current stock quantity, this value is constantly updated against the consumable orders once a week. You can check the top up records.
<b>Reorder Quantity</b>	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.
<b>Active Status</b>	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.

Key Words: (consumable code, description)

a

Search By:  Active (129)  Inactive (23)  All (152)


CONSUMABLES									
Consumable Code	Description	Unit	Price per Unit (\$)	Stock Quantity	Reorder Quantity	Admin Only	Status	Action	
Arrow	Arrow	1 item	27.50	-14	0	-	Active	<a href="#">Edit</a>	
AZ1518	AZ1518 100ml	100ml	309.00	37	10	-	Active	<a href="#">Edit</a>	
AZ1518-4	AZ1518 per 4" layer	each	16.00	0	0	Yes	Active	<a href="#">Edit</a>	
AZ1518-6	AZ1518 per 6" layer	each	31.00	0	0	Yes	Active	<a href="#">Edit</a>	
AZ2070	AZnLOF2070 100ml	100ml	349.50	1	5	-	Active	<a href="#">Edit</a>	
AZ2070-4	AZnLOF2070 per 4" layer	each	18.00	-4	0	Yes	Active	<a href="#">Edit</a>	
AZ2070-6	AZnLOF2070 per 6" layer	each	35.00	0	0	Yes	Active	<a href="#">Edit</a>	
AZ9260	AZ9260 100ml	100ml	336.50	4	5	-	Active	<a href="#">Edit</a>	
AZ9260-4	AZ9260 per 4" layer	each	17.00	0	0	Yes	Active	<a href="#">Edit</a>	
AZ9260-6	AZ9260 per 6" layer	each	34.00	-3	0	Yes	Active	<a href="#">Edit</a>	
BD Falcon Petri Dishes	BD Falcon Petri Dishes	1	10.00	0	0	Yes	Active	<a href="#">Edit</a>	
CBL5009	5 inch chrome mask (soda lime) with holder	1	67.00	30	45	-	Active	<a href="#">Edit</a>	
CBL7009	7 inch chrome mask (soda lime) with holder	1	175.00	31	30	-	Active	<a href="#">Edit</a>	
CBLC 5009	5 inch chrome-Quartz AZ1500 mask with holder	unit	76.00	30	10	Yes	Active	<a href="#">Edit</a>	


### 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:  

- Step 2: Select the consumable from the dropdown list:



**Order Report By Consumable**

Report Period: 01/07/2015 To 14/08/2015

Select Consumable: Choose consumable from the list

Continue

- AZ9260-6
- CBL5009
- CBL7009
- CM4/5 - 5µm
- CM7 - 2µm
- CM7 - 5µm
- Delivery Fee
- E-Beam1
- E-Beam4
- Etalon
- GPCV
- GSL050
- IDT2ASA
- ITOG25x25
- MD700
- MH004C
- MH005C
- MH007R
- Multi 75
- PDL001
- PDMS - per gram
- PDMS05
- PDS001
- PM6201
- SF13mm
- SL4100
- SPS:DCM
- SPS:DEE
- SPS:DMF

- Step 3: Compile the report:

Report Period: 01/07/2015 To 14/08/2015  
Consumable: CBL5009

User	Project	Price per Unit	Ordered Time	Quantity	Total
Elliot Cheng	QUOTE - MAJD WARKJANI	\$67.00	06/07/2015, 13:29	1	\$67.00
Douglas Meir	GOODING_NONCHAREAGBLE	\$67.00	02/07/2015, 13:04	1	\$67.00
Yanfeng Wu	GOODING	\$67.00	09/07/2015, 08:38	1	\$67.00
Douglas Meir	QUOTE 20140518HG_CMP	\$67.00	17/07/2015, 09:34	1	\$67.00
Douglas Meir	GAN - DO NOT CHARGE	\$67.00	04/08/2015, 11:55	1	\$67.00
Douglas Meir	VAXXAS - CMP	\$67.00	10/08/2015, 10:03	1	\$67.00
Elliot Cheng	ANFF-Q PROCESS DEVELOPMENT	\$67.00	03/07/2015, 09:17	2	\$134.00
Douglas Meir	VAXXAS - CMP	\$67.00	04/08/2015, 11:47	1	\$67.00
Douglas Meir	ANFF-Q PROCESS DEVELOPMENT	\$67.00	13/07/2015, 09:55	1	\$67.00
Douglas Meir	ANFF-Q PROCESS DEVELOPMENT	\$67.00	09/07/2015, 10:11	1	\$67.00
Douglas Meir	QUOTE 20140518HG_CMP	\$67.00	17/07/2015, 09:36	1	\$67.00
<b>Total</b>					<b>\$804.00</b>

**Summary by Users:**

User	Total
Douglas Meir	\$536.00
Elliot Cheng	\$201.00
Yanfeng Wu	\$67.00

**Summary by Projects**

Project	Total
ANFF-Q PROCESS DEVELOPMENT	\$268.00
GAN - DO NOT CHARGE	\$67.00
GOODING	\$67.00
GOODING_NONCHAREAGBLE	\$67.00
QUOTE - MAJD WARKJANI	\$67.00
QUOTE 20140518HG_CMP	\$134.00
VAXXAS - CMP	\$134.00



- Report by Supervisors
  - Step 1: Select the time period for report:

**Order Report By Supervisor**

---

From:

To:

- Step 2: Select the supervisor from the dropdown list:

**Order Report By Supervisor**

---

Report Period: 06/07/2015 To 14/08/2015

---

Select Supervisor: Choose supervisor from the list

Andrew Whittaker

Angus Forster

Bo Feng

Chunxia Zhao

Derek Chung

Derek Hirons

Jason Stokes

Justin Cooper-White

Justin Gooding

Lianzhou Wang

Majid Ebrahimi Warkiani

Mark Kendall

Matt Trau

Michael Monteiro

Michael Withford

Mirko Lobino

Murat Gel

Paul Burn

Robert McLaughlin

Simon Biggs

Steven Pratt

Warwick Bowen

Yixiang Gan

- Step 3: Compile the report:

**Order Report By Supervisor**

---

Report Period: 06/07/2015 To 14/08/2015

Supervisor: Bo Feng

User Name	Project	Consumable Code	Description	Price per Unit	Ordered Time	Quantity	Total
Bo Feng	FENG	Etaion	Etaion	\$38.50	16/07/2015, 16:30	1	\$38.50
Bo Feng	FENG	Etaion	Etaion	\$38.50	13/07/2015, 11:14	1	\$38.50
<b>Total</b>							\$77.00

Summary by Consumables:

Consumable Code	Description	Quantity
Etaion	Etaion	2

Summary by Projects

Project	Total
FENG	\$77.00

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	<a href="#">Stocktake Records: Arrow</a>	<a href="#">Order Bar Chart: Arrow</a>
AZ1518	AZ1518 100ml	37	<a href="#">Stocktake Records: AZ1518</a>	<a href="#">Order Bar Chart: AZ1518</a>
AZ1518-4	AZ1518 per 4" layer	0	<a href="#">Stocktake Records: AZ1518-4</a>	<a href="#">Order Bar Chart: AZ1518-4</a>
AZ1518-6	AZ1518 per 6" layer	0	<a href="#">Stocktake Records: AZ1518-6</a>	<a href="#">Order Bar Chart: AZ1518-6</a>
AZ2070	AZnLOF2070 100ml	1	<a href="#">Stocktake Records: AZ2070</a>	<a href="#">Order Bar Chart: AZ2070</a>
AZ2070-4	AZnLOF2070 per 4" layer	-4	<a href="#">Stocktake Records: AZ2070-4</a>	<a href="#">Order Bar Chart: AZ2070-4</a>
AZ2070-6	AZnLOF2070 per 6" layer	0	<a href="#">Stocktake Records: AZ2070-6</a>	<a href="#">Order Bar Chart: AZ2070-6</a>
AZ9260	AZ9260 100ml	4	<a href="#">Stocktake Records: AZ9260</a>	<a href="#">Order Bar Chart: AZ9260</a>
AZ9260-4	AZ9260 per 4" layer	0	<a href="#">Stocktake Records: AZ9260-4</a>	<a href="#">Order Bar Chart: AZ9260-4</a>
AZ9260-6	AZ9260 per 6" layer	-3	<a href="#">Stocktake Records: AZ9260-6</a>	<a href="#">Order Bar Chart: AZ9260-6</a>
BD Falcon Petri Dishes	BD Falcon Petri Dishes	0	<a href="#">Stocktake Records: BD Falcon Petri Dishes</a>	<a href="#">Order Bar Chart: BD Falcon Petri Dishes</a>
Biolever	Biolever	-8	<a href="#">Stocktake Records: Biolever</a>	<a href="#">Order Bar Chart: Biolever</a>
BL Mini	BioLever Mini	35	<a href="#">Stocktake Records: BL Mini</a>	<a href="#">Order Bar Chart: BL Mini</a>

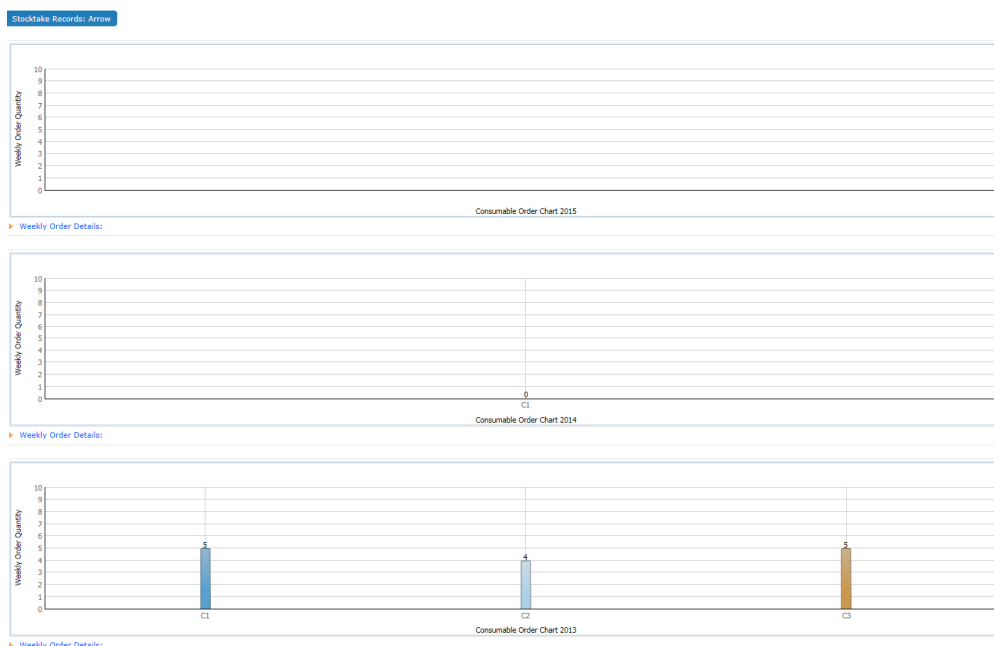
Click on the 'Stocktake Records' button to continue. In this example, you are provided all the details for orders and top ups.

Stocktake Active Consumables				
<a href="#">Order Bar Chart: Arrow</a>				
Consumable Code	Description	Stock Quantity		
Arrow	Arrow	-14		

Stocktake Records: 2015						
Stock Quantity Before	Order Quantity	Topup Quantity	Stock Quantity After	Date	By	
<ul style="list-style-type: none"> <li>Stocktake Records: 2014</li> <li>Stocktake Records: 2013</li> </ul>						

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	<input type="text" value="0"/>
SPS:Tol	Solvent Purification System: Toluene 100ml	100ml	\$3.30	<input type="text" value="0"/>
ST4101	4" 1mm Si Test grade - P (100)	each	\$15.00	<input type="text" value="0"/>
ST4501	4" 500um Si Test grade - P (100)	each	\$25.00	<input type="text" value="0"/>
ST6701	6" 700mm Si Test grade - P (100)	each	\$25.00	<input type="text" value="0"/>
SU2005	SU-8 2005 100ml	100ml	\$236.70	<input type="text" value="0"/>
SU2005-500	SU-8 2005 500ml	500ml	\$1075.80	<input type="text" value="0"/>
SU2010	SU-8 2010 100ml	100ml	\$236.70	<input type="text" value="0"/>
SU2010-500	SU-8 2010 500ml	500ml	\$1075.80	<input type="text" value="0"/>
SU2025	SU-8 2025 100ml	100ml	\$207.65	<input type="text" value="0"/>
SU2025-500	SU-8 2025 500ml	500ml	\$943.80	<input type="text" value="0"/>
SU2050	SU-8 2050 100ml	100ml	\$236.45	<input type="text" value="0"/>
SU2050-500	SU-8 2050 500ml	500ml	\$1074.70	<input type="text" value="0"/>
SU2100	SU-8 2100 100ml	100ml	\$235.95	<input type="text" value="0"/>
SU2100-500	SU-8 2100 500ml	500ml	\$1072.50	<input type="text" value="0"/>
SU2150	SU-8 2150 100ml	100ml	\$235.95	<input type="text" value="0"/>
SU2150-500	SU-8 2150 500ml	500ml	\$1072.50	<input type="text" value="0"/>
Tap 300 GD	Tap 300 GD	1 item	\$35.00	<input type="text" value="0"/>
Tap 75	Tap 75	1 item	\$30.00	<input type="text" value="0"/>
WCD041	4" single wafer carrier	each	\$11.00	<input type="text" value="0"/>
WCD061	6" single wafer carrier	each	\$22.00	<input type="text" value="0"/>

Currently Ordered For This Week	Project	Ordered Time	Quantity
<input type="button" value="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

- How can I find projects under a particular supervisor?

Click on 'Sort Projects by Supervisor'.





**Project Manager**

**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.

[EDIT/ADD SUPERVISOR]

Title	Mr.
Supervisor Name	Derek Hirons
School/Organization	ANFF Node (QLD)
Work Phone	123456
Mobile Phone	
Email	dm.zheng@unsw.edu.au
Address 1	
Address 2	
Suburb	
State	Australian Capital Territory
Postal Code	
Postal Address	
<b>Membership Settings</b>	
Start of Membership	20/11/2012
End of Membership	20/11/2013
Topup Hours	0
	<a href="#">click to view top up logs:</a>
<b>Top Up Hours</b>	<b>Date</b>
10	22/11/2012
1000	20/11/2012
	<b>By</b>
	Derek Hirons
	Derek Hirons
Remaining Hours	1002.0 (Last Update Date: 24/11/2012)
Alert Threshold Hours	20

**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 ...*

TOP UP MEMBERSHIP										
Supervisor Selection:	Derek Hirons									
Start of Membership	20/11/2012									
End of Membership	20/11/2013									
Topup Hours	0									
	<a href="#">click to view top up logs</a>									
	<table border="1"> <thead> <tr> <th>Top Up Hours</th> <th>Date</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>22/11/2012</td> <td>Derek Hirons</td> </tr> <tr> <td>1000</td> <td>20/11/2012</td> <td>Derek Hirons</td> </tr> </tbody> </table>	Top Up Hours	Date	By	10	22/11/2012	Derek Hirons	1000	20/11/2012	Derek Hirons
Top Up Hours	Date	By								
10	22/11/2012	Derek Hirons								
1000	20/11/2012	Derek Hirons								
Remaining Hours	1002.0 (Last Update Date: 24/11/2012)									
Alert Threshold Hours	20									

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.

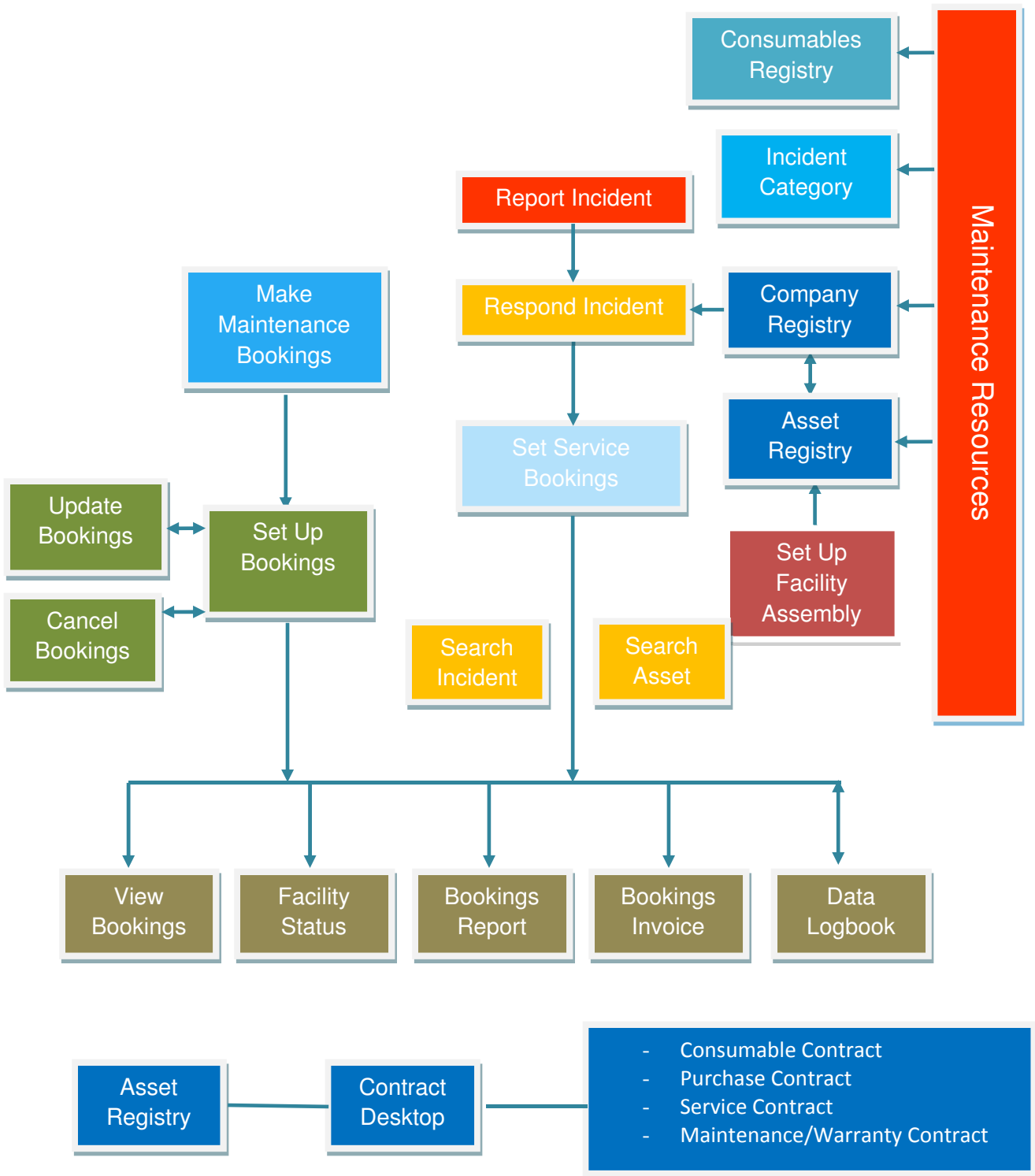
### **Terminology**

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](#).

**Register Incident Category**

Add Incident Category

**Incident Category Editor:**

Choose incident category from the list

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

**Register Incident Category**

EDIT INCIDENT CATEGORY

Incident Category Title\* CRTU

Ownership of Actions Patricia Bate-Charlton;Bethany Pye-Respondek;

## 10.3 How to Report an Incident

Through [My Dashboard](#), you can easily browse the incident menu as illustrated below.

▾ My Dashboard


- ▶ My Attention (2,3)
- ▶ My Home
- ▶ My Profile
- ▶ My Publication
- ▶ Access Contract
- ▶ Facility Alert (3)
- ▶ Report Incident



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](#) [Search Incident](#)

 **Report Incident**

**Submission of Incident**

<b>Facility Group</b>	Choose facility group from the list <input type="text"/>
<b>Facility</b>	Choose facility from the list <input type="text"/>
<b>Incident Category</b>	Choose incident category from the list <input type="text"/>
<b>Incident Description</b>	<input style="width: 100%; height: 100%;" 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.

**My Dashboard**

- ▶ [My Attention \(2,3\)](#)
- ▶ My Home
- ▶ My Profile
- ▶ My Publication
- ▶ Access Contract
- ▶ Facility Alert (3)
- ▶ Report Incident

**Booking Calendar**

- ▶ My Calendar

**My Attention**

**Attention**

- ▶ Reported incident for action: (3)
  - **Updated:** Facility: -80C Freezer (3), 32.GS7; Incident Number: 97; Damage Level: ●
  - **Updated:** Facility: Autoclave, 32.216; Incident Number: 106; Damage Level: ●
  - **Updated:** Facility: Microscope, Inverted, 32.217; Incident Number: 99; Damage Level: ●
- ▶ User registration pending approval: (2)
  - [To process registration now ...](#)
- ▶ Active user without account: (0)
- ▶ Active account expiring within one month time: (0)



The “i” information box shows up the incident report and last responding information, including action note for reference.

**Incident Info:** Close

**Incident Number:** 97

**Facility:** -80C Freezer (3), 32.GS7

**Incident Category:** LAB

**Description:**  
Alarm - Door Open alarm won't stop alarming even though the door is properly closed.

**Reported By:**  
Clare Atkinson on 16/06/2015

**Action Note:**  
05/08/2015 \* Annual defrost to occur in August. \* Thermo contacted about installing this. Waiting to confirm the date.

**Last Responded By:**  
Clare Atkinson on 06/08/2015

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
<b>Green light</b>	Equipment all ok
<b>Amber light</b>	Needs maintenance but can continue working   handle broken but still operating
<b>Red light</b>	Needs maintenance, equipment inoperable   microscope faulty
<b>Flash Red Light</b>	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





**Respond To Incident**

**Processing Reported Incident**

<b>Incident Details</b>	<b>Incident Number:</b> 1 <b>Incident Category:</b> LAB - ALERT <b>Facility:</b> Laminar Flow, 32.213 <b>Reported By:</b> Clare Atkinson on 08/01/2013
<b>Equipment Details</b>	<b>Asset Number:</b> 20004487 <b>Contract Details:</b>
<b>Processing Status</b>	Open
<b>Processing Details</b>	Incident Description: System Test Light Indicator: Green Light (Normal) Level of Actions: Need maintenance but can continue working Company: BIOLINE (AUST) PTY LTD Action Note:
<b>Unscheduled Service Bookings</b>	<input type="checkbox"/> make a service booking

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:

**Respond To Incident**

**Processing Reported Incident - Final Confirmation**

<b>Incident Details</b>	<b>Incident Number:</b> 1 <b>Incident Category:</b> LAB - ALERT <b>Facility:</b> Laminar Flow, 32.213 <b>Description:</b> System Test <b>Reported By:</b> Clare Atkinson on 08/01/2013
<b>Equipment Details</b>	<b>Asset Number:</b> 20004487
<b>Processing Status</b>	Open
<b>Processing Details</b>	Light Indicator: Green Light Level of Actions: Need maintenance but can continue working Company: BIOLINE (AUST) PTY LTD Action Note: test

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.



Report Incident Search Incident

**Search Incident**

**Reported Incident Search**

Choose incident status from the list

Choose facility from the list

Choose incident category from the list

See example below, searching all open incidents:

**Reported Incident Search By Facility**

Incident Number	Facility	Incident Category	Incident Description	Submitted By	Submitted Date	Status	Closed By	Closed Date
<a href="#">Processing Details</a> 1	Laminar Flow, 32.213	CRU	System Test	Clare Atkinson	08/01/2013	Close	Clare Atkinson	06/01/2014
<a href="#">Processing Details</a> 2	Autoclave, 32.216	CRU	System Test	Clare Atkinson	16/01/2013	Close	Clare Atkinson	06/01/2014
<a href="#">Processing Details</a> 3	Freeze Dryer, 32.222	LAB	Vacuum pump problem: - Oil fuming out of exhaust vent. - Pump oil only half full. - Oil in vacuum line.	Clare Atkinson	06/01/2014	Close	Clare Atkinson	24/03/2014
<a href="#">Processing Details</a> 4	Centrifuge, MTX150, 32.311	LAB	User forgot to place lid on centrifuge rotor before pressing start. Suspect between 1 - 5 mL protein and buffer sucked	Clare Atkinson	06/01/2014	Close	Katie Cicero	29/01/2014
<a href="#">Processing Details</a> 5	Autoclave, 32.216	LAB	When the autoclave was turned on a 'Steam Generator' alarm activated and the red 'Process Failure' light was on.	Clare Atkinson	07/01/2014	Close	Clare Atkinson	09/01/2014
<a href="#">Processing Details</a> 6	Incubator, CO2 (2), 32.211	LAB	16/01/14 CO2 sensor alarm on CO2 incubator (2) - bottom. Alarm display - 99.9 with CO2 reading of 27%.	Clare Atkinson	17/01/2014	Close	Tanya Levchenko	19/02/2014
<a href="#">Processing Details</a> 7	-80C Freezer (7), 32.657	LAB	Side panel damaged on receipt of freezer.	Katie Cicero	23/01/2014	Close	Katie Cicero	25/03/2014
<a href="#">Processing Details</a> 8	Centrifuge, MTX150, 32.311	LAB	On performing a preventative maintenance, service technician Ryan Gamble, discovered that the internal structure of the	Katie Cicero	30/01/2014	Close	Katie Cicero	19/02/2014

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.

**Incident Processing Details**

<b>Incident Details</b>	<b>Incident Number:</b> 9 <b>Incident Category:</b> NEED TO REPAIR <b>Facility:</b> Animal Surgery, 32.213 <b>Description:</b> test123-7126 <b>Reported By:</b> Dong Zheng on 30/11/2011
<b>Asset Details</b>	<b>Asset Number:</b> EWWRQ
<b>Status</b>	Open

- Processing Details:** responded by: Dong Zheng on 19/04/2012, [and more ...](#)
- Processing Details:** responded by: Dong Zheng on 18/04/2012, [and more ...](#)
- Processing Details:** responded by: Dong Zheng on 18/04/2012, [and more ...](#)
- Processing Details:** responded by: Dong Zheng on 18/04/2012, [and more ...](#)
- Processing Details:** responded by: Dong Zheng on 18/04/2012, [and more ...](#)
- Processing Details:** responded by: Dong Zheng on 17/04/2012, [and more ...](#)
- Processing Details:** responded by: Dong Zheng on 17/04/2012, [and more ...](#)
- Processing Details:** responded by: Dong Zheng on 17/04/2012, [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	Phone	Mobile	Email
Individual Contact Registry					
EDIT COMPANY					
Company Name*	A.M.P.I				
Nature of Business*	<input checked="" type="checkbox"/> Manufacturer <input type="checkbox"/> Service Provider <input type="checkbox"/> Distributor				
ACN	N/A				
ABN	N/A				
Phone*	+972 2 643 9338				
Mobile	N/A				
Fax	+972 2 643 1833				
Email	info@ampi.co.il				
Website	http://www.ampi.co.il/				
Address	123 Uziel St. P.O.B. 16477, Jerusalem 91160 , Israel				
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 Asset:

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

Set Up Facility Groups

Set Up Online Registration Facility List

Booking Facility Chart

Non-Booking Facility Chart

Set Up Facility Sub-Assembly

View Facility Sub-Assembly Chart

Here is an example of the facility assembly chart:



FACILITY ASSEMBLY CHART

Facility	Facility Assembly
Centrifuge, RC6, 32.209	ROTOR #1
Centrifuge, RC6, 32.209	ROTOR #2
Darkroom, 32.314	LASER #1
Darkroom, 32.314	XAYM #1
Darkroom, 32.314	XAYT #1
Darkroom, 32.314	XRAY #1
Darkroom, 32.314	XRAY #2

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 an asset first.

### Register Asset

Add Facility As Asset

Add Facility Assembly As Asset

#### Asset Editor:









Edit

Asset data fields are defined as following:

<b>Purchase Date</b>	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 Asset	
<b>EDIT ASSET</b>	
Facility	-80C Freezer (3), 32.GS7
Manufacturer	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD 
Asset Number	20004348
Purchase Order Number	OF-00036032
Model Number/Name	FORMA 900 SERIES
Serial Number	8203033166
Location	32.GS7
Original Cost	\$ 13000.00
Purchase Date	07/05/2010 
Depreciation/Year	8.30 %
Lifespan	12 years
<b>End Date of Life Calculation</b>	04/05/2022
<b>Current Value After Depreciation</b>	\$7318.25
Facility Networked	<input checked="" type="checkbox"/> (Tick if networked and untick if not networked)
Software Details	-  
Passwords	-  
Note	-  

Accept

Contract Record Desk



Data entry is explained as below:

Parameter	Description
Facility	<b>Not editable</b>
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 Asset

CONTRACT RECORD DESK  
Facility: -80C Freezer (3), 32.GS7  
Asset Number: 20004346

[Contract \(Consumables\), and details ...](#)  
[Contract \(Maintenance\), and details ...](#)  
[Contract \(Purchase\), and details ...](#)  
[Contract \(Breakdown\), and details ...](#)  
[Contract \(Warranty\), and details ...](#)

---

Contract: -80C Freezer (3), 32.GS7

There are 4 types of contracts defined as follows:

- Consumables:



Purchase Date	Description	Quantity	Total Cost	Notes
<b>Calendar selection</b>	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
<b>Calendar selection</b>	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
<b>Calendar selection</b>					
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



CONTRACT RECORD DESK  
 Facility: -80 Freezer (5), 32.G57  
 Asset Number: 20004514

[Contract \(Consumables\), and details ...](#)

[Contract \(Maintenance\),](#)

Set	Purchase Date	Manufacturer/Service Provider	Valid From	Valid To	Total Cost (\$)	Status	Years	Cost Per Calendar Year (\$)	Contract in PDF	Note	Last Update
<input type="radio"/>	03/11/2011	SCI-TEK SYSTEMS	01/11/2011	31/10/2012	500.00	Inactive	1.0	500.00	<a href="#">Maintenance Contract - SciTek - -80C Freezers (ThermoFisher) - 2011_11_01-2012_10_31.pdf</a>		Linda Deitch on 28/02/2013
<input type="radio"/>	01/11/2012	SCI-TEK SYSTEMS	01/11/2012	31/10/2013	550.00	Active	1.0	550.00	<a href="#">Maintenance Contract - SciTek - -80C Freezers (ThermoFisher) - 2012_11_01-2013_10_31.pdf</a>		Linda Deitch on 26/02/2013

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

[close ...](#)

[Contract \(Purchase\), and details ...](#)

[Contract \(Service\), and details ...](#)

[Contract \(Warranty\), and details ...](#)

Contract: -80 Freezer (5), 32.G57

- Maintenance
  - [Maintenance Contract - SciTek - -80C Freezers \(ThermoFisher\) - 2011\\_11\\_01-2012\\_10\\_31.pdf](#)
  - [Maintenance Contract - SciTek - -80C Freezers \(ThermoFisher\) - 2012\\_11\\_01-2013\\_10\\_31.pdf](#)
- Purchase
- Service
- Warranty
- [B163718 Uni of Wollongong IHMRI - FOM007 Freezer Quote.pdf](#)

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 By:  Active (52)  Inactive (15)  All (67)

To find the registered consumables, simply type keywords to find them.

CONSUMABLES										
Description	Unit Cost (\$)	Supplier	Catalogue Number	Valid From	Valid To	Status	Notes			Action
CALIBRATION BEADS (UNIVERSAL) - PROLINE -15 ML	585.00	BIO-RAD LABORATORIES PTY LTD	1451086	27/07/2015	01/01/2019	Active	OP-00088332 Received instead of discontinued product 1451081.			<a href="#">Edit</a>
CALIBRATION KIT	921.33	ABACUS ALS PTY LTD	MP40275	25/03/2015	01/01/2019	Active	OP-00084613 KIT: \$902 Freight: \$58/3 items = \$19.33			<a href="#">Edit</a>
CHEMICAL - ETHANOL ABSOLUTE 100% - 5L	14.55	POINT OF CARE DIAGNOSTICS AUSTRALIA PTY LTD	ETH4855	01/01/2014	01/01/2019	Active	No freight for orders over \$500			<a href="#">Edit</a>
LABEL - THERMAL TRANSFER ROLL - 38MM X 13MM	119.00	ASTRAL SCIENTIFIC PTY LTD	CRTH-3000	10/06/2014	01/01/2019	Active	2000 Labels / Roll For storage conditions: -196c to 80C OP-00077291			<a href="#">Edit</a>
LABEL - THERMAL TRANSFER ROLL - 40MM X 28MM	29.50	CAF COMPUTERS (AUSTRALIA) PTY LTD	UNKNOWN	01/01/2014	01/01/2019	Active	1500 Labels / Roll Carton of 10: \$295 OP-00056283			<a href="#">Edit</a>
LABEL - THERMAL TRANSFER ROLL - 50MM X 38MM	33.00	CAF COMPUTERS (AUSTRALIA) PTY LTD	UNKNOWN	01/01/2014	01/01/2019	Active	1500 Labels / Roll Carton of 10: \$330 OP-00053623			<a href="#">Edit</a>
PERFORMANCE KIT	1057.33	ABACUS ALS PTY LTD	MP40276	25/03/2015	01/01/2019	Active	OP-00084613 KIT: \$1038 Freight: \$58/3 items = \$19.33			<a href="#">Edit</a>
SHEATH FLUID CONCENTRATE - 1 LITRE	268.33	ABACUS ALS PTY LTD	LU4875680	25/03/2015	01/01/2019	Active	OP-00084613 Fluid: \$249 Freight: \$58/3 items = \$19.33			<a href="#">Edit</a>





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
<b>Text box (at least 75 characters)</b>	\$	Drop down list of manufacturers from company registry		Calendar selection	Calendar selection	Automatically calculated based on valid until date < current date	
<b>Nitrogen Gas, G-size cylinder</b>	\$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 Expiry Alert

The contract expiry 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).



CONTRACT RECORD DESK  
 Facility: Centrifuge, RC6, 32.209  
 Facility Assembly: ROTOR - F109-6X500Y  
 Asset Number:

Contract Type	Maintenance
Purchase Date	18/12/2013
Company	ALLRAD IMAGING SOLUTIONS PTY LTD
Valid From	18/12/2013
Valid To	17/01/2014
Contract Expiry Reminder	<input type="checkbox"/> 23/12/2013
Total Amount Spent (\$)	1200.00
Years	10.0
Total Cost Per Year (\$)	12.00

[FWA-Notice.pdf](#)

Upon upload, you MUST click on Button [Accept] to complete contract registration:

Contract in PDF

Your browser is IE. Please install Microsoft Silverlight if file uploading is not working!

Contracts Upload (pdf only) ...

Notes

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  Purchase  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)



Search results are shown as below.

Sorted By: Creation Order

Contract (Maintenance)

Facility	Facility Group	Facility Assembly	Purchase Date	Company	Valid From	Valid To	Reminder Date	Total Amount Spent (\$)	Status	Years	Total Cost Per Year (\$)	Contract in PDF	Note	Last Update	Action
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES		18/12/2013	ALLRAD IMAGING SOLUTIONS PTY LTD	18/12/2013	17/01/2014		1200.00	Active	10	12.00	<a href="#">FWA-Notice.pdf</a>		Dong Zheng on 23/12/2013	<a href="#">Edit</a>
Centrifuge, MTX150, 32.311	LAB - CENTRIFUGES		13/05/2010	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	28/05/2013	28/05/2013		0.00	Inactive	0	0.00	<a href="#">Centrifuge - MTX-150 - Contract (Maintenance) - 2013_05_28.pdf</a>	Service Report - Scheduled Service (Contract Number: KISC 003)	Katie Cicero on 12/11/2013	<a href="#">Edit</a>
Centrifuge, Biofuge Primo, 32.315	LAB - CENTRIFUGES		24/06/2013	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	01/07/2013	30/06/2014		394.16	Active	1	394.16	<a href="#">Centrifuges - Contract (Maintenance) - 2013_May.pdf</a>	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	<a href="#">Edit</a>
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES		24/06/2013	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	01/07/2013	30/06/2014		394.16	Active	1	394.16	<a href="#">Centrifuges - Contract (Maintenance) - 2013_May.pdf</a>	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	<a href="#">Edit</a>
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES		24/06/2013	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	01/07/2013	30/06/2014		394.16	Active	1	394.16	<a href="#">Centrifuges - Contract (Maintenance) - 2013_May.pdf</a>	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	<a href="#">Edit</a>
Centrifuge, MTX150, 32.311	LAB - CENTRIFUGES		24/06/2013	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	01/07/2013	30/06/2014		394.16	Active	1	394.16	<a href="#">Centrifuges - Contract (Maintenance) - 2013_May.pdf</a>	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	<a href="#">Edit</a>
Centrifuge, X3R, 32.209	LAB - CENTRIFUGES		24/06/2013	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	01/07/2013	30/06/2014		394.16	Active	1	394.16	<a href="#">Centrifuges - Contract (Maintenance) - 2013_May.pdf</a>	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	<a href="#">Edit</a>
Centrifuge, X3R, 32.321	LAB - CENTRIFUGES		24/06/2013	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	01/07/2013	30/06/2014		394.16	Active	1	394.16	<a href="#">Centrifuges - Contract (Maintenance) - 2013_May.pdf</a>	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	<a href="#">Edit</a>

Contract (Service)

Facility	Facility Group	Facility Assembly	Service Date	Incident Number	Company	Total Amount Spent (\$)	Contract in PDF	Note	Last Update	Action
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES		19/07/2013	0	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	0.00	<a href="#">Centrifuge - RC6 - 42981- Contract (Service) 2013 July.pdf</a>	Inspection of door latch, A researcher had reported a "door open" alarm whilst the centrifuge was in operation.	Katie Cicero on 28/08/2013	<a href="#">Edit</a>
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES		30/04/2013	0	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	808.20	<a href="#">Centrifuge - RC6 - 42986 - Contract (Service) 2013 April.pdf</a>	Damaged rotor beyond repair. Purchase Order Number: ON-00242427 SafetyNet Number: HTR-13-	Katie Cicero on 16/10/2013	<a href="#">Edit</a>

### 10.9 Data Report and Invoice Statement

In data reports, manual polling, and through bDRT (Batch Data Report Tool), service bookings and maintenance bookings are treated as different bookings.

Here is a snapshot of a sample report:

Facility Booking Report for June 2011

Facility [Centrifuge, RC6, 32.209]

User Name	School/Org	Supervisor	Account	Account Charge/Hour	Booked Hours	Charges
SERVICE	Illawarra Health and Medical Research Institute				264.0	
Kellie Ridges	Illawarra Health and Medical Research Institute	Kellie Ridges	Internal Account	\$25.00	1.0	\$25.00
MAINTENANCE	Illawarra Health and Medical Research Institute				144.0	
Total					1.0	\$25.00

In the invoicing statement, as usual, both bookings are filtered out.

### 10.10 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.

Sorted By:

Facility Lifespan Information									
Facility	Facility Assembly	Asset Number	Original Cost	Purchase Date	Depreciation/Year	Current Value After Depreciation	Lifespan (Years)	End Date of Life Calculation	Days Left to End of Lifespan
-80 Freezer (1), 32.GS7		20004351	\$13000.00	07/05/2010	8.30%	\$9523.55	12	04/05/2022	3048
-80 Freezer (2), 32.GS7		20004349	\$13000.00	07/05/2010	8.30%	\$9523.55	12	04/05/2022	3048
-80 Freezer (3), 32.GS7		20004348	\$13000.00	07/05/2010	8.30%	\$9523.55	12	04/05/2022	3048
-80 Freezer (4), 32.GS7		20004350	\$0.00	07/05/2010	8.30%	\$0.00	3	06/05/2013	0
-80 Freezer (5), 32.GS7		20004514	\$12750.00	27/03/2011	8.30%	\$10279.78	12	24/03/2023	3372
-80 Freezer (6), 32.GS7		20009252	\$13990.00	15/12/2011	8.30%	\$12116.22	12	12/12/2023	3635
Animal Surgery, 32.213		N/A	\$0.00	01/07/2010	0.00%	\$0.00	0	01/07/2010	0
Autoclave, 32.216		20004333	\$82220.00	20/01/2010	5.00%	\$67769.55	20	15/01/2030	5757
Autoclave, 32.216	TRANSFER TROLLEY		\$3192.50	20/01/2010	2.00%	\$2968.06	50	08/01/2060	16317
Autoclave, 32.315D			\$0.00	06/03/2010	5.00%	\$0.00	20	01/03/2030	5802
Autoclave, 32.315D	TRANSFER TROLLEY		\$0.00	06/03/2010	5.00%	\$0.00	50	22/02/2060	16362
Autoclave, 32.317		20004334	\$82220.00	20/01/2010	5.00%	\$67769.55	20	15/01/2030	5757
Autoclave, 32.317	TRANSFER TROLLEY		\$3192.50	20/01/2010	2.00%	\$2968.06	50	08/01/2060	16317
Balance, ML2001, 32.315		20004477	\$1533.00	19/10/2010	10.00%	\$1108.38	10	16/10/2020	2509
Balance, ML204, 32.313		20004478	\$2657.00	23/08/2010	10.00%	\$1879.55	10	20/08/2020	2452
Balance, ML4001, 32.313		20004499	\$1548.00	21/02/2011	10.00%	\$1172.24	10	18/02/2021	2634
Bioanalyzer, 32.222		20004500	\$22232.20	07/11/2011	10.00%	\$18404.85	10	04/11/2021	2893
Bioanalyzer, 32.222	VORTEX		\$0.00	07/11/2011	5.00%	\$0.00	20	02/11/2031	6413
BSC 1 Bacterial Culture, 32.315		41439	\$8250.00	01/11/1990	5.00%	\$-1133.53	20	27/10/2010	0
BSC 1 Established Tissue Culture, 32.214			\$0.00	01/01/2000	5.00%	\$0.00	20	27/12/2019	2085
BSC 2 Bacterial Culture, 32.315		1021391	\$10500.00	22/10/2003	5.00%	\$5372.26	20	17/10/2023	3475
BSC 2 Established Tissue Culture, 32.214			\$0.00	01/01/2000	5.00%	\$0.00	20	27/12/2019	2085

### 10.11 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	<input checked="" type="radio"/> Summary By Facility <input type="radio"/> Summary By Contract Type <input type="radio"/> Itemised Report
Facility Group	<input type="text" value="Choose facility group from the list"/>
Facility	<input type="text" value="Choose facility from the list"/>
Facility Assembly	<input type="text" value="Choose facility assembly from the list"/>
Company	<input type="text" value="Choose company from the list"/>
Type	<input checked="" type="radio"/> All <input type="radio"/> Asset <input type="radio"/> Consumable <input type="radio"/> Maintenance <input type="radio"/> Service
Start Date	<input type="text" value="01/01/2014"/> <input type="button" value="Calendar"/>
End Date	<input type="text" value="31/12/2014"/> <input type="button" value="Calendar"/>



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
<b>Total Centrifuge, Biofuge Primo, 32.315</b>			<b>\$394.16</b>	<b>\$394.16</b>
Centrifuge, MTX150, 32.311	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
<b>Total Centrifuge, MTX150, 32.311</b>			<b>\$394.16</b>	<b>\$394.16</b>
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES	Maintenance	\$1594.16	\$406.16
<b>Total Centrifuge, RC6, 32.209</b>			<b>\$1594.16</b>	<b>\$406.16</b>
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
<b>Total Centrifuge, RC6, 32.311</b>			<b>\$5112.36</b>	<b>\$5112.36</b>
Centrifuge, X3R, 32.209	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
<b>Total Centrifuge, X3R, 32.209</b>			<b>\$394.16</b>	<b>\$394.16</b>
Centrifuge, X3R, 32.321	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
<b>Total Centrifuge, X3R, 32.321</b>			<b>\$394.16</b>	<b>\$394.16</b>
<b>Total</b>			<b>\$8283.16</b>	<b>\$7095.16</b>

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	
<b>Total Centrifuge, Biofuge Primo, 32.315</b>			<b>\$394.16</b>	<b>\$394.16</b>	
Centrifuge, MTX150, 32.311	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16	
<b>Total Centrifuge, MTX150, 32.311</b>			<b>\$394.16</b>	<b>\$394.16</b>	
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES	Maintenance	\$1594.16	\$406.16	
<b>Total Centrifuge, RC6, 32.209</b>			<b>\$1594.16</b>	<b>\$406.16</b>	
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	
<b>Total Centrifuge, RC6, 32.311</b>			<b>\$5112.36</b>	<b>\$5112.36</b>	
Centrifuge, X3R, 32.209	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16	
<b>Total Centrifuge, X3R, 32.209</b>			<b>\$394.16</b>	<b>\$394.16</b>	
Centrifuge, X3R, 32.321	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16	
<b>Total Centrifuge, X3R, 32.321</b>			<b>\$394.16</b>	<b>\$394.16</b>	
<b>Total</b>			<b>\$8283.16</b>	<b>\$7095.16</b>	

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
<b>Total Centrifuge, Biofuge Primo, 32.315</b>					<b>\$394.16</b>	<b>\$394.16</b>
Centrifuge, MTX150, 32.311	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
<b>Total Centrifuge, MTX150, 32.311</b>					<b>\$394.16</b>	<b>\$394.16</b>
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES	ROTOR - F10S-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
<b>Total Centrifuge, RC6, 32.209</b>					<b>\$1594.16</b>	<b>\$406.16</b>
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
<b>Total Centrifuge, RC6, 32.311</b>					<b>\$1202.36</b>	<b>\$1202.36</b>
Centrifuge, X3R, 32.209	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
<b>Total Centrifuge, X3R, 32.209</b>					<b>\$394.16</b>	<b>\$394.16</b>
Centrifuge, X3R, 32.321	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
<b>Total Centrifuge, X3R, 32.321</b>					<b>\$394.16</b>	<b>\$394.16</b>
<b>Total</b>					<b>\$4373.16</b>	<b>\$3185.16</b>

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.**



## 10.12 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**


Month:

Year:

Summary Report (Facility)  
 Summary Report (Booking Type)  
 Summary Report (Supervisor)  
 Itemised Report

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.

[EDIT/ADD FACILITY]

Facility Name	<input type="text" value="Animal Surgery, 32.213"/> (single quotation mark ' shall not be used!)
Facility Group	<input type="text" value="LAB - ROOMS"/>
Facility Image	 <p>Upload Facility Image (JPG) (Rec. Size: 120px by 200px)</p>
Description	<input type="text"/>
Location	<input type="text"/>
Hour per Session	<input type="text" value="0.5"/>
Report - Hours per Day	<input type="text" value="2.00"/>
Compulsory Booking Confirmation	<input type="checkbox"/> (Tick to make email booking confirmation compulsory)
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)



**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		10.25	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, MTX150, 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%	
<b>Total ARF Procedures Room 1 (R)</b>			<b>4.50</b>	<b>2.07%</b>	
ARF Procedures Room 2 (M)	ARF - ROOMS	User	9.00	0.00%	
<b>Total ARF Procedures Room 2 (M)</b>			<b>9.00</b>	<b>0.00%</b>	
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%	
<b>Total BSC 1 Primary Tissue Culture, 32.211</b>			<b>34.75</b>	<b>0.00%</b>	
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%	
<b>Total BSC 2 Bacterial Culture, 32.315</b>			<b>1.50</b>	<b>0.00%</b>	
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%	
<b>Total BSC 2 Established Tissue Culture, 32.214</b>			<b>10.75</b>	<b>0.00%</b>	
BSC 3 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%	
<b>Total BSC 3 Bacterial Culture, 32.315</b>			<b>0.50</b>	<b>0.00%</b>	
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%	
<b>Total BSC 3 Established Tissue Culture, 32.214</b>			<b>16.75</b>	<b>0.00%</b>	





**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%	
<b>Total ARF Procedures Room 1 (R)</b>			4.50	2.07%	
ARF Procedures Room 2 (M)	ARF - ROOMS	Brett Garner	9.00	0.00%	
<b>Total ARF Procedures Room 2 (M)</b>			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%	
<b>Total BSC 1 Primary Tissue Culture, 32.211</b>			34.25	0.00%	
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Heath Ecroyd	1.00	0.00%	
<b>Total BSC 2 Bacterial Culture, 32.315</b>			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%	
<b>Total BSC 2 Established Tissue Culture, 32.214</b>			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	Justin Yerbury	9.00	0.00%	
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Sue Baker-Finch	0.75	0.00%	
<b>Total BSC 3 Established Tissue Culture, 32.214</b>			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%	
<b>Total BSC Cytotoxic, 32.214</b>			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
<b>Total AllARF Procedures Room 1 (R)</b>							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
<b>Total AllARF Procedures Room 2 (M)</b>							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	Miaomiao 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
<b>Total AllBSC 1 Primary Tissue Culture, 32.211</b>							34.25		0.00%	
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Tracey Berg	Heath Ecroyd	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	1.00	\$0.00	0.00%	User
<b>Total AllBSC 2 Bacterial Culture, 32.315</b>							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 Farrawell	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
<b>Total AllBSC 2 Established Tissue Culture, 32.214</b>							10.25		0.00%	



## 10.13 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.

Facility	Current Booked Status	Operation Status
Animal Surgery, 32.213	Under UNSCHEDULED SERVICE-8 Booking from 21/09/2011 00:00	 
BSC 2 Bacter. Culture, 32.315	Free	
Centrifuge, RC6, 32.209	Free	
IHMRI Car	Free	
Laptop 2	Free	
Nanodrop, 32.321	Free	
Plate Reader, Spectra, 32.222	Free	

### 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.



Facility	Current Booked Status	Operation Status
Animal Surgery, 32.213	Free	
BSC 2 Bacter. Culture, 32.315	Free	
Centrifuge, RC6, 32.209	Free	
IHMRI Car	Free	minor
Laptop 2	Free	
Nanodrop, 32.321	Free	
Plate Reader, Spectra, 32.222	Free	

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 assets by keywords?

Yes, you can search easily using keywords as illustrated below.

**Search Asset**

---

Key Words: (facility, assembly, manufacturer, asset number, notes, PO number, model and serial number)

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.



CONTRACT RECORD DESK  
 Facility: Animal Surgery, 32.213  
 Asset Number:

Contract Type	Consumable
Start Date	18/06/2012
	<input type="button" value="Click to refresh"/> (if you change date, you must click to refresh for correct consumables selection)
Description	Choose consumables from the list  (Start Date: 18/06/2012)
Unit Cost (\$)	0.00
Quantity	<input type="text"/>
Total Cost (\$)	Calculation based on Unit Cost and Quantity upon click on Accept button
Notes	<input type="text"/>

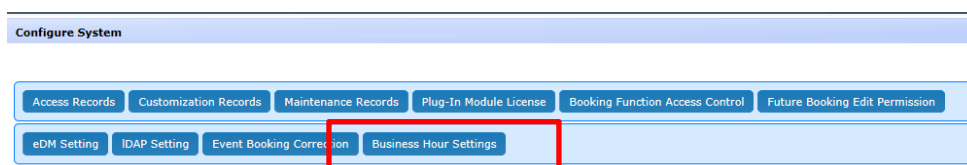


## 11 Appendix C – Modification for IFM

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](#), click on “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:

Group Name	Security Group
Max. Hours/Day	4
Max. Days/Period	2
Max. Hours/Period	12
Booking Start Time	0:00
Booking End Time	23:00
Booking End Time Offset	0
Booking Cancellation	Booking can be cancelled one day in advance
Weekend Booking	Yes
Group Code	132
Group of Privilege	Security Officer Group

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](#).



Facility: GTP Laboratories

Seq	Code	Certificate Title	Details	Group	Onsite Supervision	Valid Period (Month)	Expiring Date	Status	Record Created
29		LEVEL 1 INDUCTION	GTP Level 1 Safety Induction This induction allows you to: Enter the na, nd and ni buildings Work in the labs under supervision This induction DOES NOT allow you to: Work alone in lab.	General User Group	<input checked="" type="checkbox"/> Yes	12	-	Enabled	17/12/2012

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.

[EDIT/ADD CERTIFICATE]

Facility	Zeiss Supra 55VP
Certificate Title	ZEISS SUPRA 55VP ADVANCED
Details	24 hour access on all days of the week, provided the instrument is in service. User has completed the following: FEG SEM Basic Operator Certificate Minimum of nine (9) hours solo operation, accompanied by a minimum of 1 hour supervision by an accredited trainer. Advanced users are considered responsible for the safety and security of the lab and instrument at all hours when they are booked to operate. This includes notifying the laboratory manager of the following: 1. SEM faults and performance problems. 2. Laboratory faults (air conditioning, power supply, lighting, ancillary PCs).
Group	Zeiss Supra 55VP Advanced
Valid Period (Month)	12 (Zero means certificate never expires)
Valid to Expiring Date	<input checked="" type="checkbox"/> (if checked, user certificate is expired from the issued date to the last date of valid period); if not, user certificate is expired in valid period from the last date of system access.
Onsite Supervision	<input type="checkbox"/>
Certificate Invalid	<input type="checkbox"/>

### 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



Dashboard Booking Publication Sample Survey Staff

Switch To Security View

Select Facility Group: CAD/CAE LAB

Facility Group	Facility	Location	Last 6 Hours Status
CAD/CAE LAB	CAD Rig MAC	na1.210	
CAD/CAE LAB	CAD C30-1	na1.210	
CAD/CAE LAB	CAD C30-2	na1.210	- Busy: Booked from 01/08/2016 08:45 to 01/08/2016 09:00 By Mr. Buddhika Abeyrathne
CAD/CAE LAB	CAD C30-3	na1.210	
CAD/CAE LAB	CAD C30-4	na1.210	
CAD/CAE LAB	CAD C30-5	na1.210	- Busy: Booked from 01/08/2016 11:30 to 01/08/2016 13:00 By Mr. Erwan CASTANET
CAD/CAE LAB	CAD C30-6	na1.210	- Busy: Booked from 01/08/2016 00:00 to 31/08/2016 00:00 By Mr. Ahmad Erfan Moghadam
CAD/CAE LAB	CAD D20-1	na1.210	
CAD/CAE LAB	CAD D20-2	na1.210	
CAD/CAE LAB	CAD D20-3	na1.210	
CAD/CAE LAB	CAD D20-4	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	- Busy: Booked from 01/08/2016 00:30 to 14/08/2016 00:45 By Mr. Amir Abdollahpoor
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.

Dashboard Booking Publication Sample Survey Staff

Switch To Lab Trainer View

Select Location: ka3.503

Location	Facility	Last 6 Hours Status
	Autogrid - Strain measurement system	
	Bruker Multimode 8 AFM	
	EM Membership	
	Gas Bottle, LIQ & Low O2	
	GTP Laboratories	
	Instron 30 - don't use	
	Netzsch STA 449F3	
	Porometer 3GZH Quantachrome	
	SEM Jeol Nesscope	
	SEM Zeiss Leo 1530	- Busy: Booked from 01/08/2016 00:30 to 02/08/2016 09:00 By Mrs. Shiramani Gangada Liesinghe - Certificate: ZEISS LEO 1530 ADVANCED
	TA - DSC	
	TA Q200 DSC	
	TEM Accutom 50	
	TEM FEG JEOL 2100F	- Busy: Booked from 01/08/2016 10:00 to 01/08/2016 23:00 By Dr. Pavel Cizek
	Test facility 2	
	Ultramicrotome UC-6	

## 11.5 Approve Out-of-Hours Bookings on My Attention

Approve Bookings

**Approve Out-of-Hours Bookings**

▶ Bookings pending approval: (3)

---

**Approve Bookings:**

▶ Bookings pending approval: (8)



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.

My Dashboard

APPROVAL OF UNAPPROVED BOOKING EVENT	
Facility	Zeiss Supra 55VP
Start Time	10/04/2014 11:00
End Time	10/04/2014 11:45
Booked Time	17/03/2014 03:39
Notes	Abbas Amini, <a href="#">Click to view training records ...</a>
Booked By	<ul style="list-style-type: none"> <li>- Facility: Zeiss Supra 55VP</li> <li>- Certificate: ZEISS SUPRA 55VP BASIC</li> <li>- Onsite Supervision: No</li> <li>- Valid Period (Month): 6</li> <li>- Issued Time: 17/01/2013 12:59</li> <li>- Trainer: Andrew Sullivan</li> </ul>
	<a href="#">Click to contact user ...</a> Subject: <input type="text"/> Message Body: <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>
	<input type="button" value="Submit"/>
<input type="button" value="Approve"/> <input type="button" value="Decline"/>	

APPROVAL OF UNAPPROVED BOOKING EVENT	
Facility	Zeiss Supra 55VP
Start Time	04/04/2014 13:45
End Time	04/04/2014 15:00
Booked Time	17/03/2014 03:20
Notes	
Booked By	Abbas Amini, <a href="#">Click to view training records ...</a>
	<a href="#">Click to contact user ...</a>
<input type="button" value="Approve"/> <input type="button" value="Decline"/>	

## 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.

Charge Category Manager

Full View of Charge Categories    Charge Category vs Type of Researcher

Charge Category	Choose user category from the list
Note	
Status	Active
Charge Category Code 0	
Record Created	30/12/1899

Edit    Delete    Add    Reset

### 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.



Booking Facility	SEM - Tescan MIRA/TIMA
Facility Group	SEM
Facility Type	Physical Facility
Facility Image	
Description	
Location	
Min Hour per Session	2.00
Min Booking Unit	15 minutes
Compulsory Booking Confirmation	No
Training Certificate	Not Required
Pre-Approval Booking	Required
Booking Enable	Yes
Operation Status	Active
Facility Code	11
Record Created	09/06/2014

User Category	Charge/Hour (\$)
Category #1	80.00
Category #2	100.00

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.

Access Group	Lab Advanced User
Charge Category	[CT-Medical Siemens AS64 (NGL)] » [Category #2] [CT-Versa X-Ray Microscope] » [Category #1] [FTIR Bruker Vertex 80v (NGL)] » [Category #1] [Raman Microscope (NGL/CSIRO)] » [Category #1] [SEM - Tescan MIRA/TIMA] » [Category #2] [SEM - Zeiss UltraPlus] » [Category #1] [SEM Philips XL40CP (MR)] » [Category #1] [XRD - Bruker D4] » [Category #1] [XRF Delta] » [Category #1] [XRF X-5000] » [Category #1] [XRF-Bruker Tornado] » [Category #2]
Account(s)	WALID SALAMA
Certificate(s)	BRUKER XRF MAPPER - GENERAL USER PHILIPS XL40CP SEM - GENERAL USER ZEISS ULTRAPLUS FESEM - GENERAL USER

To change or set up Charge Category, click on 'Edit User Charge Category' button.

Upload User Thumbnail Photo	Add Account	Add School/Organization	Add Supervisor
Edit User Accounts	<b>Edit User Charge Category</b>	Charge Category Change Log	Edit User Supervisors
		Edit User Certificates	



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"/>

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	
<b>Assistance</b>	+	-	+	-	+	-	+	-
<b>Hourly booking fee</b>	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	Both Light and Electron Microscopy ▼
Task Code	3
Record Created	16/08/2014

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	Academic ▼
Note	
Status	Active
Charge Category Code	4
Record Created	03/03/2015

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.



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

**NEW USER REGISTRATION**

Title	Mr. <input type="button" value="v"/>
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="text"/>
Retype Login Password*	<input type="text"/>
Type of Researcher	Student <input type="button" value="v"/>
Work Phone*	<input type="text"/> (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 <input type="button" value="v"/>
Charge Category	Choose charge category from the list <input type="button" value="v"/>
Project(s)*	<input type="text"/> Briefly describe the project(s) you want to undertake at the BMSF

\*: Indicating the compulsory data fields

[Login Page >>](#)

### 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

<input type="button" value="Unassisted Booking"/>		<input type="button" value="Assisted Booking"/>		<input type="button" value="Service Booking"/>	
Account for Booking: Internal Account					
Facility: Andor Spinning Disk <input type="button" value="i"/> <input type="button" value="Back to Month View Calendar"/> <input type="button" value="To receive an email notification if a booking is cancelled"/>					
Day		Week		List	
13 Jun 2016 – 19 Jun 2016 <span style="float: right;"><input type="button" value="Prev &lt;&lt;"/> <input type="button" value="Next &gt;&gt;"/> <input type="button" value="Print"/></span>					
Mon, June 13	Tue, June 14	Wed, June 15	Thu, June 16	Fri, June 17	Sat, June 18
			08:00 - 12:00 Marita Borg Distefano		
	13:00 - 17:00 Cinzia Progidis				
08:00					
09:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					



- To set the booking event as an assistance session, you must check the box 'Assistance Required', so the assistance charge rate applies.

Facility: Andor Spinning Disk (Business Hours: 8:00 - 17:00)

Description:

Notes:

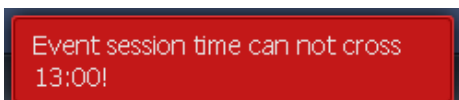
Repeat event:

Time period: 08:00 4 February 2015 - 08:15 4 February 2015

Reminder:

**Assistance Required?**

- 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.



### 13.5 To Set Up Charge Rate

Through Staff Resources -> Facility Manager, you are able to set up the proper charge rate.

[Click to view charge rate log ...](#)

User Category	+ / -	Charge / Hour (\$)
Academic	+	11.00
Academic	-	2.00
Industry	+	3.00
Industry	-	4.00
Other University	+	5.00
Other University	-	6.00
Our Institute	+	7.00
Our Institute	-	8.00



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.

[Click to view charge rate log...](#)

Facility	User Category	+/-	Charge/Hour (\$)	Valid From	Valid To	Changed By
Andor Spinning Disk	Academic	-	2.00	01/01/2015	Now	Antje Hoenen
Andor Spinning Disk	Academic	+	11.00	01/01/2015	Now	Antje Hoenen
Andor Spinning Disk	Academic	-	2.00	01/11/2014	01/01/2015	Antje Hoenen
Andor Spinning Disk	Academic	+	1.00	01/11/2014	01/01/2015	Antje Hoenen
Andor Spinning Disk	Industry	-	4.00	01/11/2014	Now	Antje Hoenen
Andor Spinning Disk	Industry	+	3.00	01/11/2014	Now	Antje Hoenen
Andor Spinning Disk	Other University	-	6.00	01/11/2014	Now	Antje Hoenen
Andor Spinning Disk	Other University	+	5.00	01/11/2014	Now	Antje Hoenen
Andor Spinning Disk	Our Institute	-	8.00	01/11/2014	Now	Antje Hoenen
Andor Spinning Disk	Our Institute	+	7.00	01/11/2014	Now	Antje Hoenen

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	
<b>Total</b>						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
<b>Sub-Total</b>					1.50	\$7.50
<b>TOTAL</b>					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



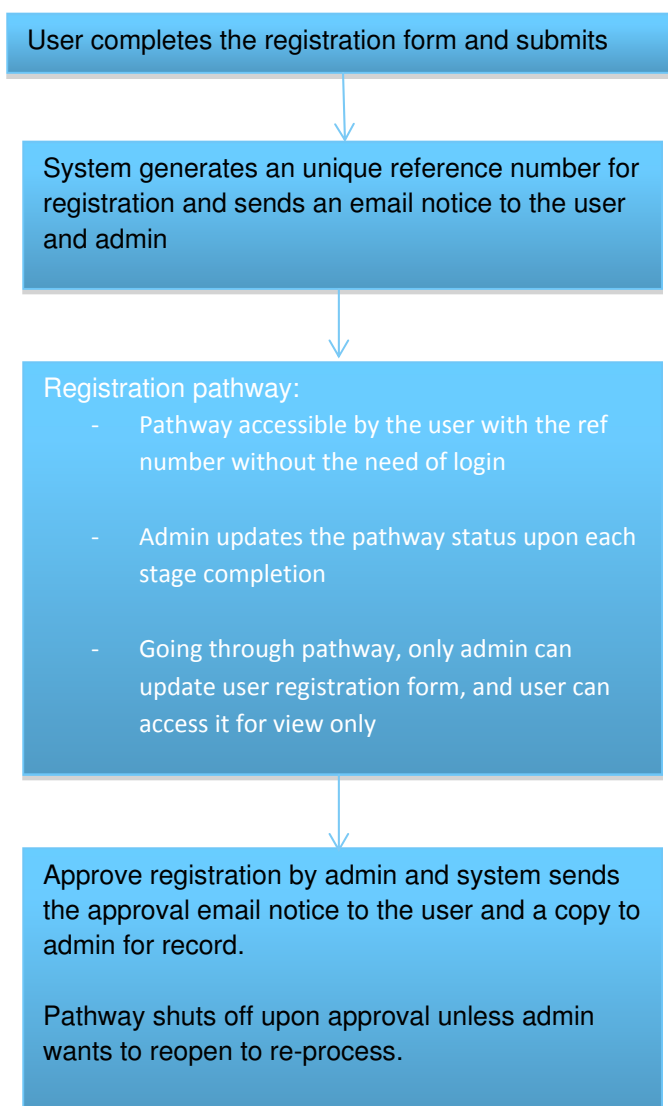
## 14 Appendix F – Modification for CMCA

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.



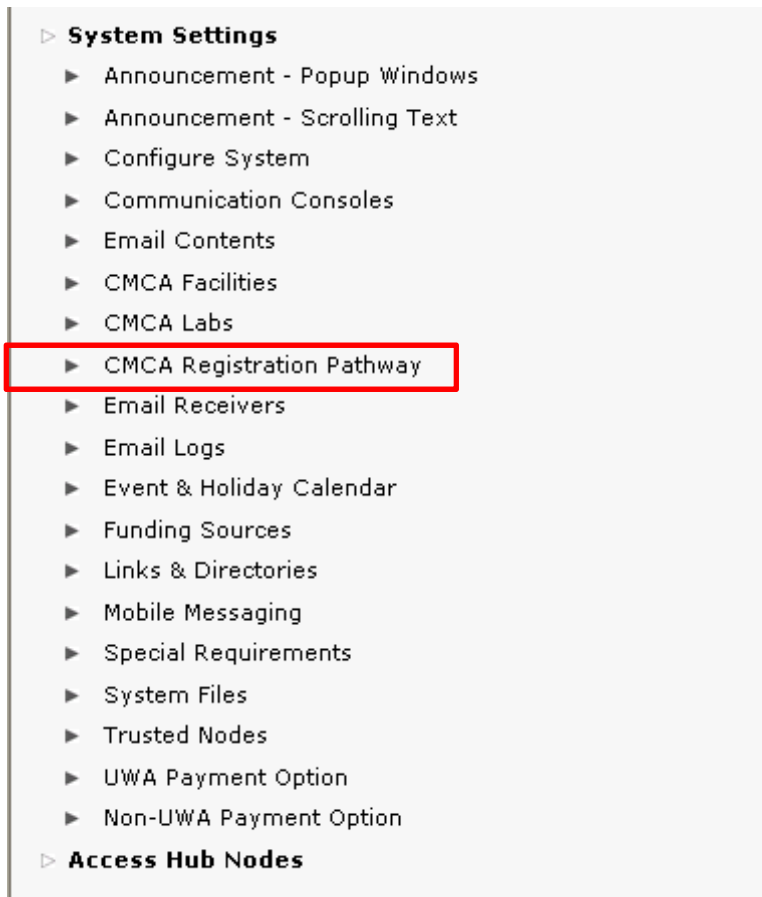
- Flow Chart of User Registration Process:



### 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.

[▶ Click to view pathway chart...](#)

- Step 1 (1): Receive registration
- Step 2 (2): Training Meeting
- Step 3 (3): Hands
- Step 4 (5): Seeing Parents

To add a new step:

[▶ Click to view pathway chart...](#)

[\[EDIT/ADD CMCA REGISTRATION PATHWAY\]](#)

CMCA Registration Pathway	<input type="text"/>
Pathway Step	1
Note	<input type="text"/>

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

Given name\*

Family name\*

Student/staff no.  (000 for visitors only)

Email\*

Retype email\*

Login password\*

Retype login password\*

Type of researcher

School/organization\*

Special requirement\*

Work phone\*  (Digits Only)

Mobile phone

Work fax

Work address

\*: Indicating the compulsory data fields

[Join Page >> Page 1 of 4](#)



Page 2:

Please provide for someone we can contact in the event of an emergency

<b>Name of emergency contact person*</b>	<input type="text"/>
<b>Phone number*</b>	<input type="text"/>
<b>Their relationship to you*</b>	<input type="text"/>

Risk assessment for sample/reagents that will be brought into the Centre

<b>General sample description*</b>	<input style="width: 95%;" type="text"/>
<b>Where will the samples be prepared?*</b>	<input type="text"/>
<b>Is this a PC2/PC3 laboratory?*</b>	<input type="text" value="No"/>
<b>If yes, the Office of Gene Technology Regulator (OGTR) number must be provided*</b>	<input type="text"/>
<b>Sample Form*</b>	<input type="text" value="Solid"/>
<b>Sample concentration (if applicable)*</b>	<input type="text"/>
<b>Are the samples hazardous?*</b>	<input type="text" value="Yes"/>
<b>If yes, provide details*</b>	<input style="width: 95%;" type="text"/>
<b>Are the samples classified as dangerous goods?*</b>	<input type="text" value="Yes"/>
<b>If yes, provide details*</b>	<input style="width: 95%;" type="text"/>
<b>Are the samples registered as part of a GMD project?*</b>	<input type="text" value="Yes"/>
<b>If yes, provide dealing type and registration number*</b>	<input style="width: 95%;" type="text"/>
<b>Will the samples be treated/infected with a hazardous agent?*</b> <small>Includes viral infection of animals and transformation of culture</small>	<input type="text" value="Yes"/>
<b>If yes, provide details*</b>	<input style="width: 95%;" type="text"/>
<b>Will the samples be fixed/preserved?*</b>	<input type="text" value="Yes"/>
<b>If yes, provide fixative details*</b>	<input style="width: 95%;" type="text"/>
<b>Does this research require Institutional Biosafety Committee approval?*</b>	<input type="text" value="No"/>
<b>If yes, provide approval number*</b>	<input type="text"/>
<b>Provide a risk assessment for your project samples by selecting one of the following*</b> <small>Select the most accurate assessment</small>	<input type="radio"/> Significant and needs improved controls <input type="radio"/> Significant but controlled <input type="radio"/> Uncertain about risks <input type="radio"/> Not significant

Terms & Conditions

udhhjd

I hereby accept the terms & conditions

\*: Indicating the compulsory data fields

[\\* Login Page >> Page 2 of 4](#)



## Page 3:

Funding	
Are you or do you intend to use another AMMRF node/facility*	Yes <input type="button" value="v"/>
If yes, please specify (ARC Linkage)*	<input type="text"/>
If no, please specify*	Choose funding source from the list <input type="button" value="v"/>

Principal supervisor details (students and visitors only)	
Title	Mr. <input type="button" value="v"/>
Given name*	<input type="text"/>
Family name*	<input type="text"/>
Email Address*	<input type="text"/>

Which CMCA laboratory will you mainly use?	
Select all that apply*	<input type="checkbox"/> Bayliss School of Chemistry and Biochemistry <input type="checkbox"/> Murdoch University <input type="checkbox"/> Physics Crawley campus <input type="checkbox"/> Queen Elizabeth II Medical Centre

Which Centre facilities do you expect to use during your project?	
Select all that apply*	<input type="checkbox"/> Confocal laser scanning microscopy (CLSM) <input type="checkbox"/> EDS/SEM X-ray microanalysis <input type="checkbox"/> WDS/EPMA X-ray microanalysis

\*: Indicating the compulsory data fields

[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"/>

[Login Page >> Page 4 of 4](#)

Upon final submission, users can see the final page.

Completion of Registration Submission
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.
Your registration ref: Ref-V3Hic0enQqa1-inb4DW.
You are able to track your registration progress by clicking on "Registration Pathway" on Login Page.
<input type="button" value="Print Registration"/>

[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.

<b>Title</b>	Mr.
<b>Given Name</b>	James
<b>Family Name</b>	Bond
<b>Student/Staff No.</b>	
<b>Email</b>	j.bond@hotmail.com
<b>Work Phone</b>	123456
<b>Mobile Phone</b>	
<b>Work Fax</b>	
<b>Work Address</b>	
<b>Type of Researcher</b>	Student
<b>Funding Source</b>	uwa funding
<b>Special Requirement</b>	special
<b>School/Organization</b>	ARTS - Social & Cultural Studies
<b>Supervisor Title</b>	Prof.
<b>Supervisor Given Name</b>	Paul
<b>Supervisor Family Name</b>	Newman
<b>Supervisor Email</b>	paul@
<b>Payment details (for UWA users)</b>	Postgraduate students \$500
<b>Business Unit</b>	bu
<b>Project Grant</b>	pg
<b>Admin officer for internal E T form</b>	andrew
<b>Registration submission Time</b>	15/06/2014 14:43
<b>Signature</b>	

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.





- ▶ My Dashboard
- ▶ Booking Calendar
- ▶ Facility Status
- ▶ Report Manager
- ▶ Invoice Manager
- ▶ User Profile
  - ▶ User Profile Manager
  - ▶ Registration Pathway Manager
  - ▶ Search Users By Bookings
  - ▶ Search User By Supervisor
  - ▶ Search New User
  - ▶ Export To EXCEL

Registration Pathway Manager

> [Click to view pathway chart...](#)

**Unapproved User Registration:** Choose user from the list Continue

Choose user from the list  
 jack, zheng  
 James, Bond  
 james,bond

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

> [Click to view pathway chart...](#)

> [Click to access registration form...](#)

> [Click to contact user ...](#)

Registration Pathway Editor					
	Pathway	User	Registration Ref	Note	Status
<input type="radio"/>	Receive registration	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open
<input type="radio"/>	Training Meeting	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open
<input type="radio"/>	Hands	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open
<input type="radio"/>	Seeing Parents	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open

Edit

Should you need to contact the user, simply go to “Click to contact user”.

> [Click to access registration form...](#)

> [Click to contact user ...](#)

**Subject:**

**Message Body:**

Submit

Registration Pathway Editor					
	Pathway	User	Registration Ref	Note	Status
<input type="radio"/>	Receive registration	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open
<input type="radio"/>	Training Meeting	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open
<input type="radio"/>	Hands	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open
<input type="radio"/>	Seeing Parents	James, Bond	Ref-V3Hic0enQqa1-inb4DW		Open

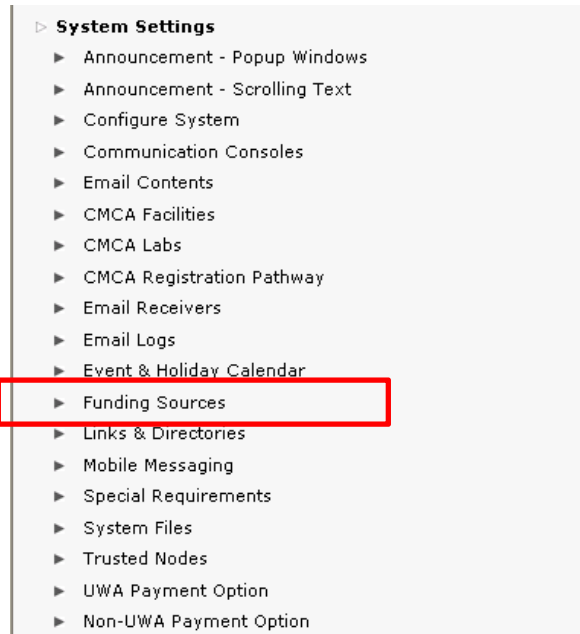
Should you need to access user registration form details, go to “Click to access registration form”. For admin, you are able to update the form details; for staff, you can view form only.



## 14.4 FAQ

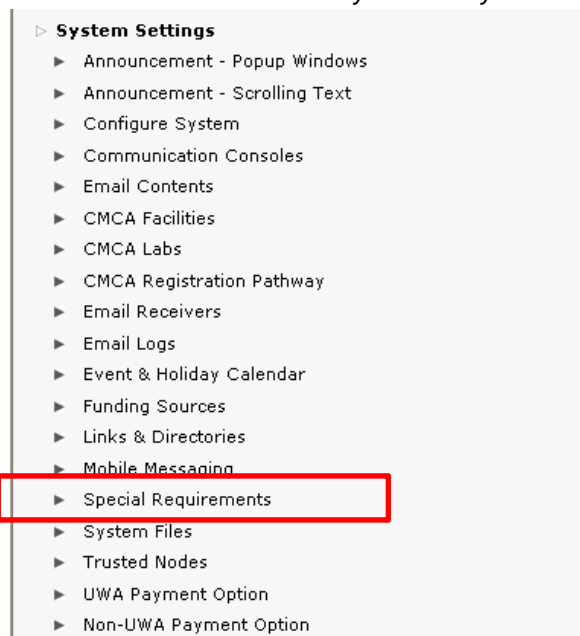
### 1. How can I set up “Funding Source”?

*This is available to admin only. Go to “System Settings” -> “Funding Sources”.*



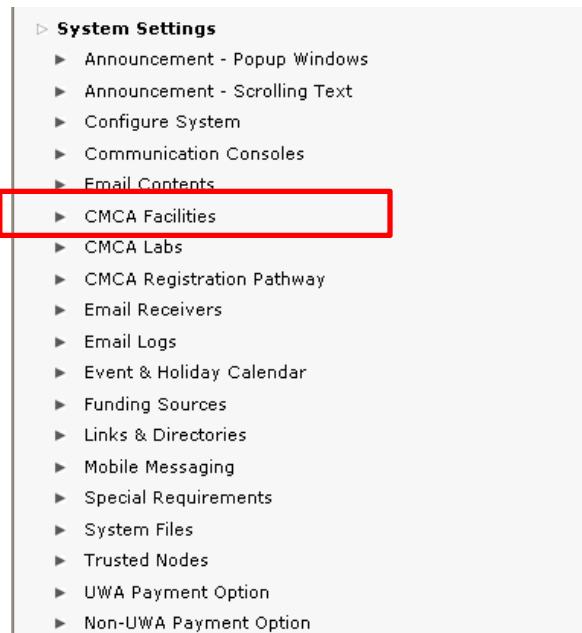
### 2. How can I set up “Special Requirements”?

*This is available to admin only. Go to “System Settings” -> “Special Requirements”.*



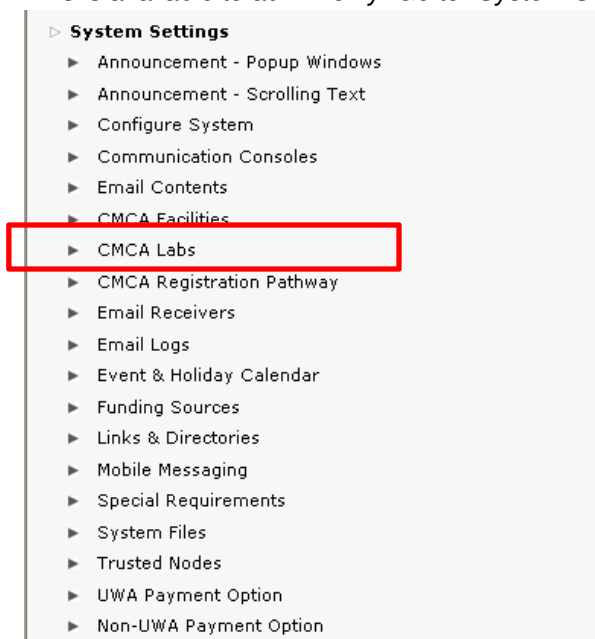
### 3. How can I set up “CMCA Facilities”?

*This is available to admin only. Go to “System Settings” -> “CMCA Facilities”.*



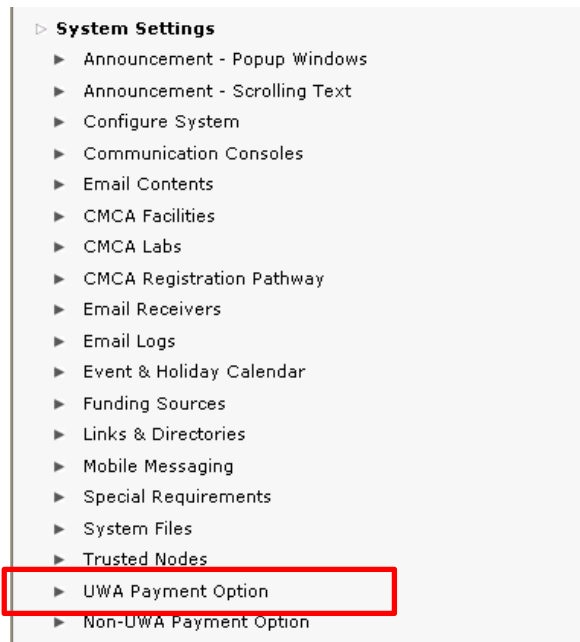
#### 4. How can I set up “CMCA Labs”?

*This is available to admin only. Go to “System Settings” -> “CMCA Labs”.*



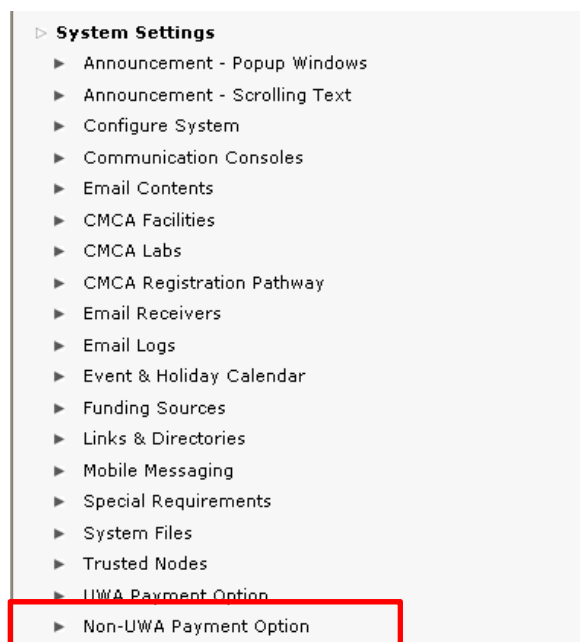
#### 5. How can I set up “UWA Payment Option”?

*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”.*

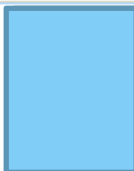


#### 7. Why can't I approve the registration?

*The pathway needs to be closed before you can give an approval.*

**8. Upon approval, can the user access the form?**

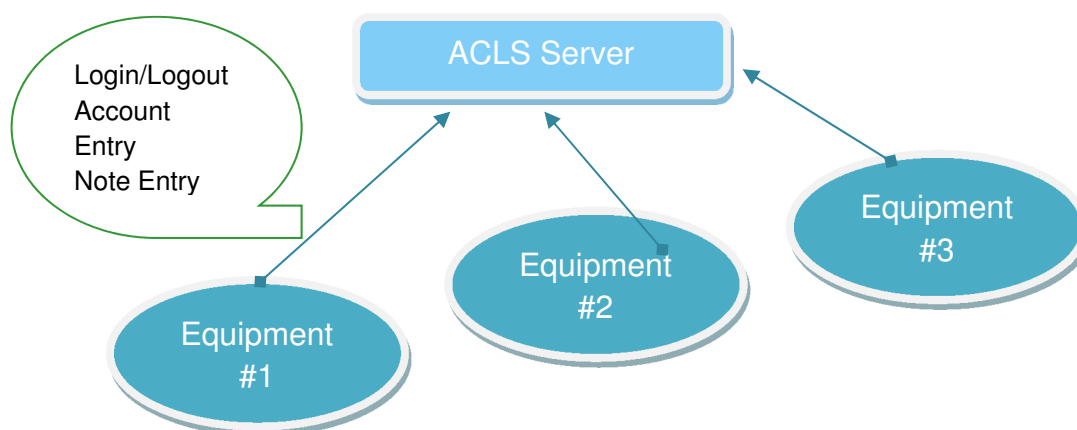
Yes. He can go to “User Profile Manger” to access his profile, and also his registration form. However, he cannot change the form details.

<a href="#">&gt; Approved Registration Form</a>	
User Photo	
Title	Mr. <input type="button" value="v"/>
User Name	hello, zheng
Student/Staff No.	<input type="text"/> (if applicable)
Type of Researcher	Student
Login Name	ok@
School/Organization	Curtin - Agriculture & Environment
Access Group	
Account(s)	No accounts



## 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.



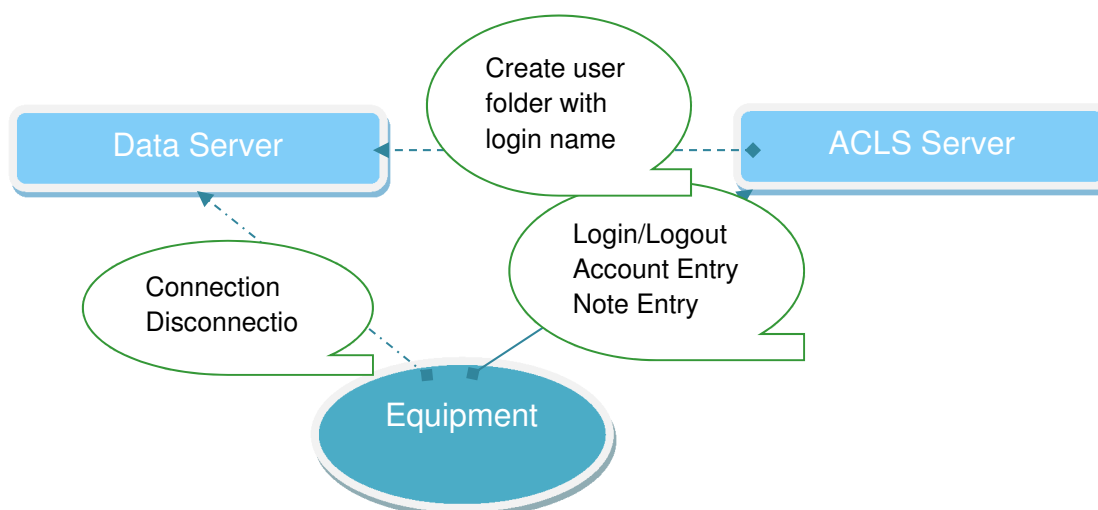
When a user comes to use equipment, they need to login at the equipment computer through the ACLS Tracker. Tracker checks if the user has a valid account, if the user has a valid certificate to operate the equipment, and checks against bookings (optional). During the period of operation or experiment, 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/acls-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

DataStorageCtrl	<input checked="" type="checkbox"/>
-----------------	-------------------------------------

- “**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:
  - 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’.

NET DRIVE SETTINGS	
Drive (example: M, N)	<input type="text" value="M"/>
Folder (example: \\server\share)	<input type="text" value="\\129.94.150.15\emunit"/>
User Name	<input type="text" value="afm"/>
Password	<input type="text" value="xxxxxxxx"/>
Per Facility	<input type="checkbox"/> (if checked, net drive is per facility; if unchecked, net drive is one for all facilities)

- 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\afm.

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 5400-II SPM	p:\emuimages\jeol5400	emuimages/jeol5400	JEOL 5400-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:

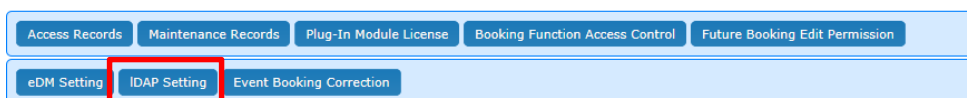
- Single logon on if you run multiple ACLS to different labs on the same campus
- Authentication control is managed at university level instead of at local ACLS
- Org file system access: researchers can access their home drive through ACLS LDAP (not part of LDAP module)

To set up LDAP in ACLS, please take the following steps:

- Step 1: LDAP Test

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 **IDAP Setting** button.



To make LDAP work, you need to seek help from your local IT service to set up the following LDAP parameters:



LDAP Connection Test

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”.

- Step 2: LDAP to ALL

In ACLS, you are able to control LDAP access to each individual user and staff. This means you are in a position to turn on LDAP to local users and staff, but turn off LDAP to external users.

Please check the parameter **Login Using Email** in **Configure System**, and switch it off so that you can replace email as login name with the ID.

Go to **User Profile Manager**, and you can decide how to turn on LDAP for each user and staff. There are two options:

- Manual: you can turn it on by going through each user or staff one by one. This is time consuming but you are able to ensure there are no mistakes when replacing login name with the proper ID, then tick the box of **LDAP Access Enabled**.
- Batch: the system provides you with a tool to switch on LDAP to all users at once. The only risk with this is that the system replaces the login name of everyone with a student/staff number. If the student/staff number is not available, then it skips. Then, you need to go through the external users to reverse the process.

You have options to turn On or Off LDAP control to all users. This shall be performed very cautiously as it impacts to user access authentication!

Turn On LDAP:  (If ON, access authentication of every user and staff changes to central AD server access control, and student/staff ID set as login name)

Turn Off LDAP:  (If OFF, access authentication of every user and staff changes to ACLS local access control, and local login name used as login name)

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.



**LDAP User Table**

User Name	School/Org	Login Name	LDAP	Status
Aaron Dodd	Electron Microscope Unit	adodd	ON	Active
Adeline Sugianto	Photovoltaics Special Research Center	begabegu	ON	Inactive

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.



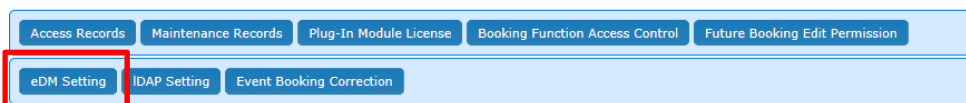
## 18 Appendix J – About Excel Data Manager (eDM)

**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.

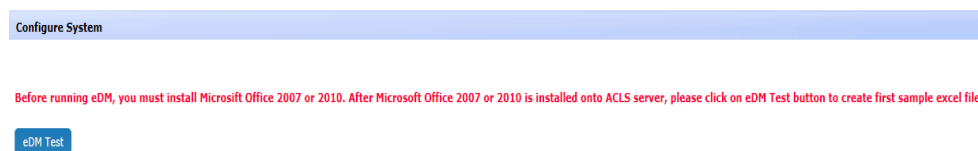
To set up **eDM**, you must install Microsoft Office 2007 or 2010 to your ACLS server, as ACLS **eDM** works with MS Office to generate Excel files.

- 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.

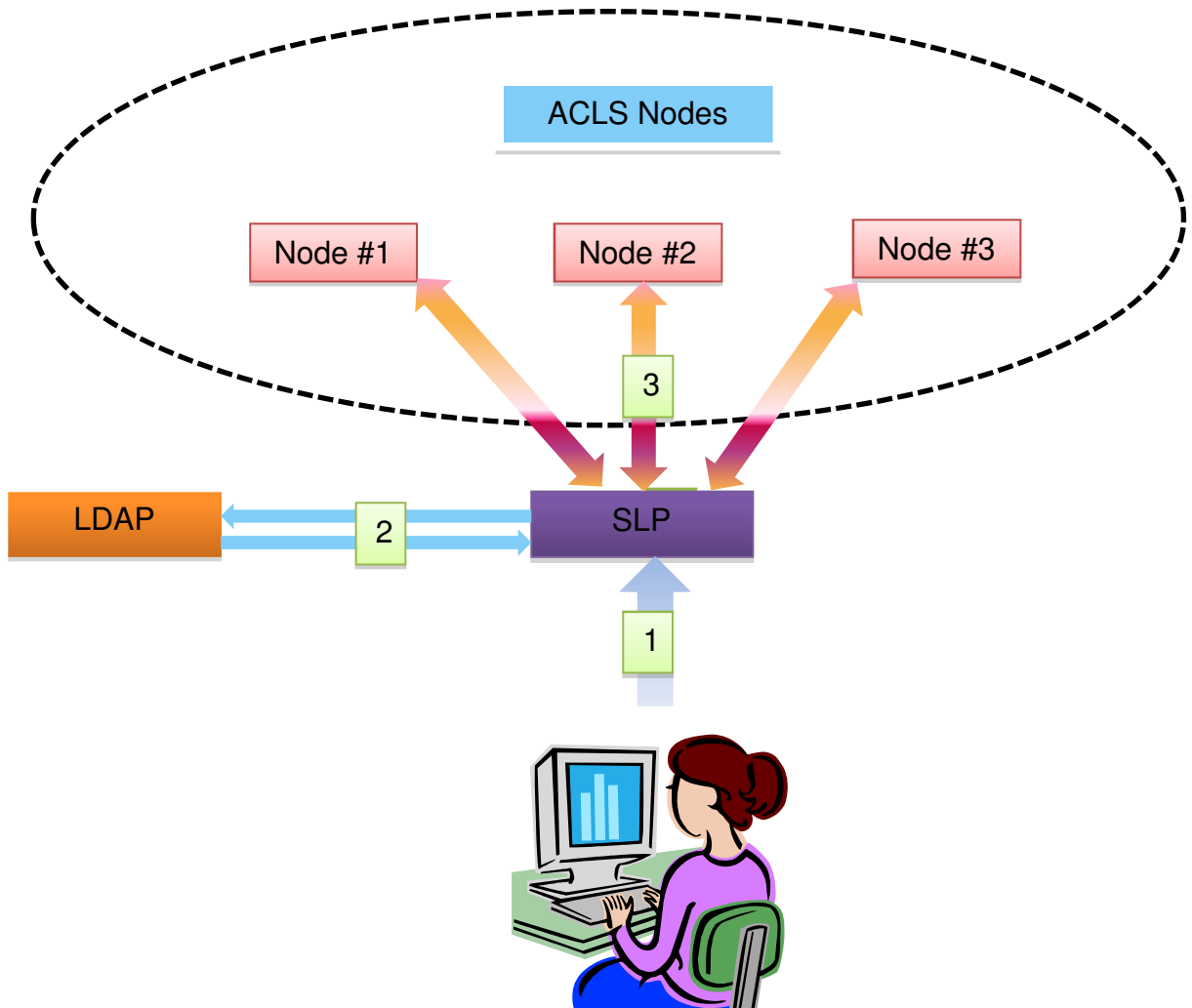
**You must click on the following url to confirm eDM working before switching on eDM.**

[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:





Annotations:

1

: User signs in to SSI

2

: SSI communicates with LDAP server to confirm if ID and Pass are matched or not. If not, go back to the SSI portal and indicate ID and Pass unmatched result, go to 3. If correct and indicate the ID and Pass matched result, go to 3.

3

: working with ACLS nodes.

If ID and Pass are matched: Portal scans each node authentication list to match the login name. Portal shows the list of ACLS access points depending on the matching result. If matched, then include node into the list. If none, go back to login portal and shows error messages.

If ID and Pass are not matched: Portal scans each node authentication list to match the login name and local password Portal shows the list of ACLS access points depending on the matching result. If matched, then include node into the list. If none, go back to login portal and shows error messages.

## 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.

### AC Lab System - Single Sign In Portal

User ID:

Password:

UNSW staff and students use zID/zPass to login

[Sign In](#)

if this is your first time to access, please go to [Registration Page](#).

if you wish to view bookings, please go to [View Bookings Page](#).





AC Lab System - Single Sign In Portal

**To Access:**

- 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

User Name: Dong Zheng  
 User ID: admin  
 Login Time: 14 June 2016 03:53:11 pm (Australia/Sydney)

Logout

### 19.3 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://acis.analytical.unsw.edu.au/"/>

Next, you check the box to the parameter **Enable Single Sign In**.

EnableSingleSignIn

Upon enabling SSI, the ACLS own login page is switched off as users must sign-in via SSI.

BIOMEDICAL IMAGING FACILITY - Sign-In Portal

Your session is logout!

Please access system at [Sign-In Portal](#).





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