



AC Lab System

Complete Guide 2019

Never Stand Still

Division of Research

Mark Wainwright Analytical Centre

Preface

Welcome to the latest edition of the Analytical Centre Laboratory System (ACLS) Guidebook.

The ACLS is now over 10 years old and is now firmly established as one of the leading advanced resource management tools available and it is now used in laboratories across Australia and the world. ALCS is constantly being developed and improved to meet the ever changing needs of research facilities whilst still offering unparalleled support as a management tool for large multi-user research facilities.

The latest developments in this latest version of ACLS include, a new user-friendly and intuitive booking calendar, the live calendar broadcasting through the 'lab cast service'. Important for the managers is the new consumable tracking and the ability to validate and generate information for financial reporting. It is now possible with the latest version of ACLS to interact with videos for outreach and training.

UNSW gratefully recognises the achievements of the ACSL development team at UNSW, especially the leading role of Dong Zheng, in continually developing ACLS. The feedback provided by the many users of ACLS has been the vital to its ongoing improvement and we would encourage all users to continue to provide feedback. ACLS is recognised as a reliability and user-friendliness of the system and this has been recognised by the incredible list of major facilities that have adopted it all over the world. The user-friendly nature of ACLS has been especially appreciated in our electron microscopy unit in enabling a maximized use of expensive infrastructure and the ease of use from a student perspective.

Professor Richard Tilley
Director of the Electron Microscope Unit,
The University of New South Wales

Acknowledgements

The 2019 edition marks the eleventh edition of the “ACLS Complete Guide” which started in 2008. AC Lab System has evolved over the last 10 years, and the ACLS guide has evolved alongside it. In 2017/2018, we are continuing to enhance ACLS to deliver the new calendars, data integration with myTardis, XNAT and Nextcloud service, finance system integration and Labcast service integration.

I would like to thank Prof Richard Tilley who graciously wrote the preface of this edition. My thanks also go to Dr Carl Power (Acting Director of MWAC) and A/Prof Grainne Moran (Pro-Vice-Chancellor (Research Infrastructure), Division of Research) who have continued to support the ACLS. ACLS' existence and success relies upon the entire MWAC staff vision, feedback, support, and encouragement. Furthermore, I'd like to give my thanks to John Zhu at MCN, Sandy Benness at Deakin, Sharyn Wragg at ANU and Katie Levick at UNSW, certainly, the entire ACLS community.

The most remarkable thing worthy of mentioning is that we started to work with UniLab Pty Ltd – a spin-off company which aims at delivering solutions to the digital campus strategy in Australia. Labcast is the first collaborated service that might shake and change the way we work at research labs.

Labcast

Display anything you want on any screen, from anywhere, anytime.



In the coming year, more features and capabilities will be implemented with the cooperation with UniLab. We will develop centralized reporting SaaS, a smart data agent for metadata collection and categorization, and enterprise solutions for catalogue, schedule and share the research equipment and resources.

I look forward to continue working with all of you to improve the ACLS.

Dong Zheng
ACLS Architect and Designer

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1 Introduction

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

- Online registration and activation
- Online registration pathway
- Project-based, account-based or resource-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
- Resource catalogue
- Laboratory doc access and administration
- Video access and administration
- Labcast (powered by UniLab) integration to cast the live calendar to the indoor or outdoor screens.
- 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



- iConsumable: consumable tracking module



1.1 Version Series

The latest web version is SQL 2.25.x

1.2 Internet Browsers

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



For IE, please ensure that compatibility mode is disabled.

1.3 Customer Support

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

1.4 News Channel

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



1.5 Terminology

Over years, facility is used to define the equipment, items. From 2018, resource is used to replace facility in the ACLS. Through the guide, both facility and resource are equivalent in use.



2 System Installation

ACLS offers multiple applications:

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

2.1 System Requirements

2.1.1 Server Hardware

The **minimum** hardware requirements are:

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

2.1.2 Server Software

The software requirements are:

Operating System	<ul style="list-style-type: none">• Windows Server 2012 standard/enterprise (64 bit)• Windows Server 2016 standard/enterprise (64 bit)
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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 or the latest. 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, resource 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:

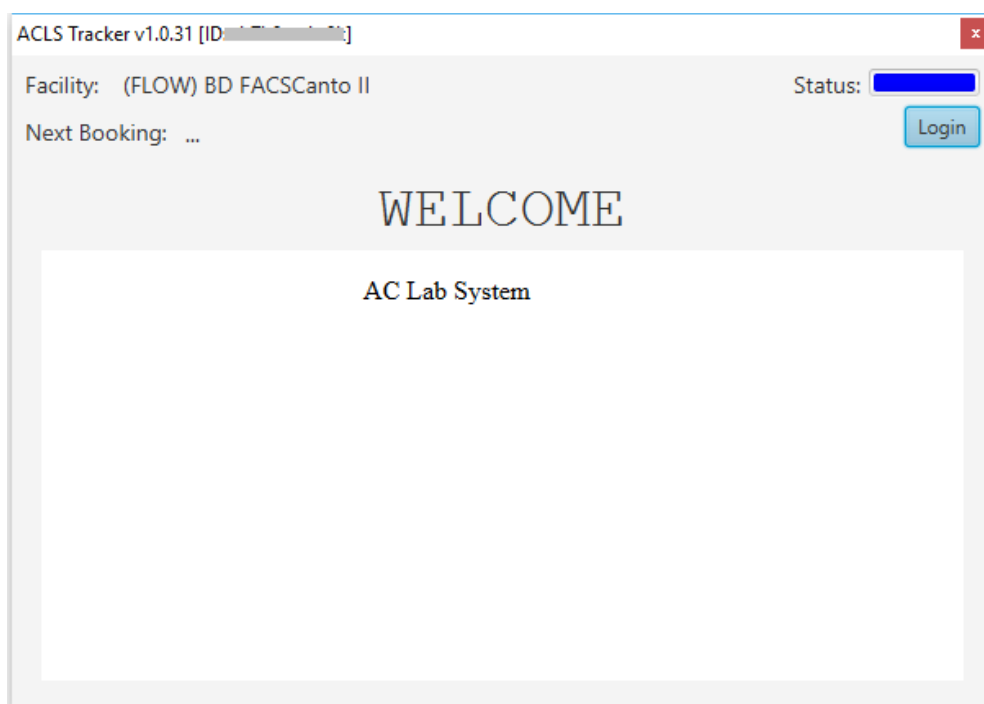
- Transmits broadcasting messages and notices.
- Sends out booking reminders and notifications.
- Executes **bDRT** and **bDIS** operation upon activation.
-



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

2.3 ACLS Tracker

ACLS Tracker is installed on resource 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 resource or instrument through **Resource Wizard**, or
- Add the resource through **Resource Manager** and logon control through **Resource Console Manager**
- Verify the server firewall configuration to ensure the logon port **1024** and **35120** is **On** for the range of resource networks, for example, 10.1.1.0/24

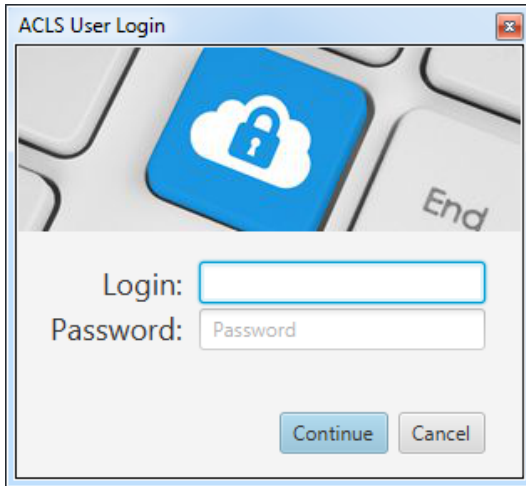
2.3.2 Tracker Settings

- 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 resource name will display on the tracker window.

If you are unable to view the correct resource name, please verify the resource 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>

ACLS Tracker will be replaced by LabSensing App powered by UniLab Pty Ltd in 2019.



2.4 Data Backup

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

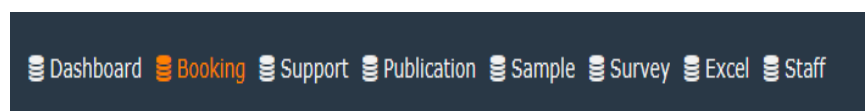


3 Getting Started

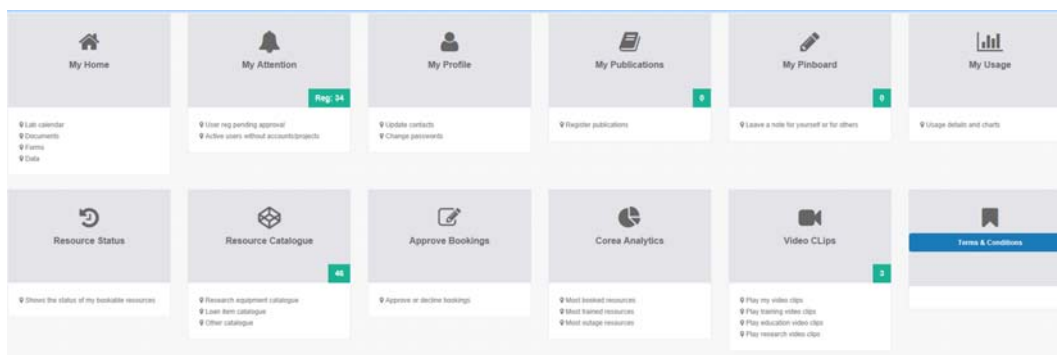
Before you start running ACLS, it is important to understand each of the functions and features, and what information you need prior to setting them up.

3.1 Navigating ACLS

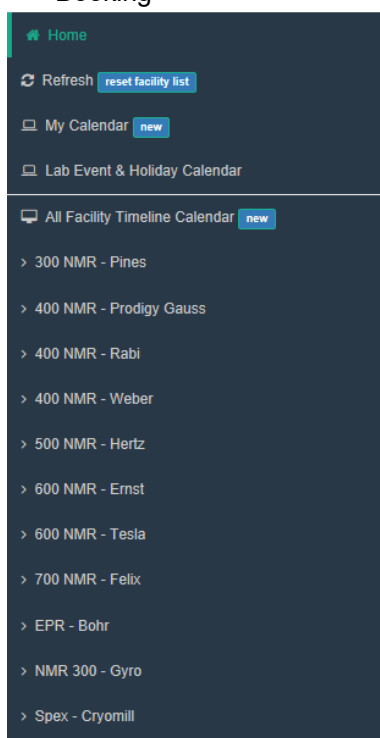
You are able to navigate ACLS easily through two interactive menus: horizontal menu for major function access depending on access group, and vertical menu for individual function access on the left of the screen, click-expand and click-hide for sub-menus. The following snapshot is for admin view.



- Dashboard



- Booking





Type resource name, select to book OR [Search](#)

Documents: 16

- General documents
- Resource documents

[Browse Documents](#)

[Register Documents](#)

Labcasts: 2

Labcast is a unique feature to all staff members. It provides a live calendar cast of the interested resources to a display screen, be a desktop, a laptops, a tablet, or a standalone screen via a cloud service.

[My Labcasts](#)

[Play Labcasts](#)

Favorite Resources

Last accessed resource

[Intravital 3i VIVO](#) [Book](#)

[Leica AF32](#)

[Zeiss LightSheet Z.1](#)

[Clear Favourite Resources](#)

Calendars

[Refresh resource list](#)

[Access my calendar \(export to outlook\)](#)

[Lab and holiday calendar](#)

Resource Catalogue

[Core Analytics: Top 10 most booked resources](#)

[Export resource calendars to Outlook](#)

Resource Catalogue

46 Resources

Today

[My Appointments & Bookings](#)

Quick access

[Resource Status](#)

Staff

- [User Profile](#)
- [Report Manager](#)
- [Invoice Manager](#)
- [Staff Resources](#)
- [Consumable Manager](#) **new**
- [System Wizards](#)
- [System Settings](#)

<p>Users</p> <p>Active users: 413</p> <ul style="list-style-type: none"> Administrate user profile Process user registration Find user training records Find users with supervisor records Access newly registered user summary Export user profile to EXCEL 	<p>Reports</p> <p>Batch Reports: 101</p> <ul style="list-style-type: none"> Build resource booking reports Build resource batch reports Build sample job reports Access user training and certificate reports 	<p>Invoices</p> <p>Invoices: 236</p> <ul style="list-style-type: none"> Generate resource booking invoices Generate resource batch invoices Generate sample invoices Find invoices 	<p>Consumables</p> <p>Consumable orders: 0</p> <ul style="list-style-type: none"> Administrate consumables Change consumable orders Build consumable order reports
<p>Utilities</p> <p>Accounts: 117</p> <ul style="list-style-type: none"> Administrate screen groups Administrate accounts Administrate resources Administrate resource trackers Broadcast messages to users and staff Manage budget envelope Update retrospective bookings Clean up broken records Manage general and resource documents Manage user terms Administrate resource trainers and certificates Administrate schools and organizations Administrate supervisors Manage video clips 	<p>Wizards</p> <ul style="list-style-type: none"> Run wizard to set up resources Run wizard to set up resource certificates 	<p>System Settings</p> <ul style="list-style-type: none"> Configure popup announcements Configure recording messages Configure popup registration Configure systems Email logs Configure email receivers Configure email response contents Configure data links Upload system files 	



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 resource 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 *Resource (Instrument)-Based (commonly used)*

The resource (instrument)-based model ties the actual billing to the resource (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 *Resource 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	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
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Full Access
General Staff	Full Access
User Supervisors	Resource Booking Only
Standard users	Resource Booking Only

Authentication Groups	Resource 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	No access except of My 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
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
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	Resource 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

Authentication Groups	Consumables
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Limited Access
General Staff	Limited Access
User Supervisors	Shopping only
Standard users	Shopping only



4 Registration

4.1 Select Login Name

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

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

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

4.2 Register Users Manually

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

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

The screenshot shows the 'User Profile Manager' interface. It has a header with a document icon and the title 'User Profile Manager'. Below the header is a navigation bar with four tabs: 'User Registration', 'Process Online Registration', 'LDAP User Status', and 'Full Search'. The 'User Registration' tab is selected. Below the tabs is a search form. It has a 'User Name' field with a placeholder text 'Any set of letters which may exist in user name or surname'. Below this is a 'Search By' section with three radio buttons: 'user name' (selected), 'login name', and 'user code'. Below that is a 'Search Range' section with three radio buttons: 'Active Users (413)' (selected), 'Inactive Users (591)', and 'All Users (914)'. At the bottom of the form is a blue '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 'User Profile Manager' interface with the 'Register new user' form. The form has a header with a document icon and the title 'User Profile Manager'. Below the header is a button labeled 'Add School/Org'. Below that is a section titled 'Register Users:'. The form contains several fields: 'Title' (dropdown menu with 'Mr.' selected), 'User Name' (text field with placeholder '(Format: GivenName FamilyName)'), 'Login Name' (text field with placeholder '(a..z,0..9)'), 'School/Organization' (dropdown menu with 'Choose school/organization from the list'), 'Access Group' (dropdown menu with 'Choose group from the list'), 'Work Phone' (text field), 'Mobile Phone' (text field), 'Work Fax' (text field), 'Email Address' (text field), 'Work Address' (text field), 'Indicative Project Title' (text field), 'Notes' (text area), and 'Activate User Entry' (checkbox, which is checked). At the bottom of the form is a blue 'Accept' button.



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 resource computers without being assigned to a project.

4.2.2 Account/Resource-Based

The account /resource-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.



Account	Account Code	Note	Suspended	Delete	Expiry Date
Internal Account			<input type="checkbox"/>	<input type="checkbox"/>	30/11/2022
4MTH SUBSCR TO 31 DEC 2012	129	4 months subscription to 31/12/12 (\$600)	<input type="checkbox"/>	<input type="checkbox"/>	31/12/2012

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

Accept Changes

4.3 Register Users Online

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

- User data entry

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

Title Mr.

Given Name*

Family Name*

Student/Staff No. (000 for visitors only)

Email*

Confirm Email*

Login Password*

Confirm Login Password*

Type of Researcher Undergr. Student

Work Phone* (Digits Only)

Mobile Phone

Mobile Fax

Work Address

Projects* Briefly describe the project(s) you want to undertake at the BMFL

** required fields

Continue

Sign In

- Terms and Conditions Compliance

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

Terms & Conditions

While working in the Biomedical Imaging Facility (BMFL), all users are required to comply with the occupational health and safety (OHS) procedures as specified in the OHS pages of the UNICAT Analytical Centre and BMFL web sites. Users are required to advise BMFL 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 superordinate account. Users can only book time on BMFL 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 BMFL microscopy and tissue culture laboratories (rooms L022, L023 and L024). In addition, hazardous chemicals, including ethanol, are not permitted in the microscopy rooms. Users must not interfere with any of the BMFL instruments if they have not booked the time or are not certified to use the instrument by BMFL staff. Users must also agree not to provide access to the BMFL laboratories to unregistered users without the specific permission of the BMFL staff. Users are not allowed to train other users, whether they are registered or not, unless permitted to do so by BMFL 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 BMFL to monitor the use of instruments e.g. log books and booking systems. Users agree to report all faults or irregularities in the BMFL instruments to a BMFL staff member immediately they are known. Samples are the responsibility of the user and BMFL does not accept any responsibility for loss or damage of samples left in the facility. Cuts in the responsibility of the user and BMFL does not accept responsibility for loss or damage of data that has not been removed/destroyed. Any work that is published or publicly presented, where all or a part of the work was undertaken in BMFL, should acknowledge the role of UNICAT BMFL in providing access or contributing to or assisting in the work. Failure to comply may result in the loss of access to the BMFL laboratories.

☐ I hereby accept the terms & conditions

Continue

Sign In

- School/Org selection/entry

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

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

School/Organization* Choose school/organization from the list

Or Enter school/organization name

** required fields

Continue

Sign In

- Supervisor selection/entry

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



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

Supervisor*

Choose supervisor from the list

Or Enter supervisor name

*: required fields

Continue

Sign In

- 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

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

Upload

Upload Photo (JPG)

User Photo Upload*

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



NEW USER REGISTRATION

User Photo Upload*

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

Upload

Close

- Account (optional)

Depending on the selection, if it is internal, then 3-4 char fields are required to be entered. If it is external, then no further details need to be provided at this stage.

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

Account Type*

☒ UNSW Account
☐ External Invoice

Please provide the account details

Business Unit: UNSWA

Organisation:

Fund:

Project Number:

* required fields

Continue

Sign In

- Resource of interest (optional)

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

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

Resources of Interest

AFM	<input type="checkbox"/> AFM_Catalyst (Smy) (click to see more about...)
AFM	<input type="checkbox"/> AFM_MMS (F14) (click to see more about...)
BIOSCIENCES	<input type="checkbox"/> Laminex Interact (click to see more about...)
BIOSCIENCES	<input type="checkbox"/> Olympus FV1200 (click to see more about...)
BIOSCIENCES	<input type="checkbox"/> Zeiss LSM 780 (click to see more about...)
BIOSCIENCES	<input type="checkbox"/> Zeiss SMTW (click to see more about...)
LOWY	<input type="checkbox"/> Data Analysis Computer (click to see more about...)
LOWY	<input type="checkbox"/> Edge 71-E (click to see more about...)
LOWY	<input type="checkbox"/> Fluorobio-A (click to see more about...)
LOWY	<input type="checkbox"/> IncuCyte (click to see more about...)
LOWY	<input type="checkbox"/> Leica DMN (click to see more about...)
LOWY	<input type="checkbox"/> Leica SP5 2P STED (click to see more about...)
LOWY	<input type="checkbox"/> Leica SP5 WLL STED (click to see more about...)
LOWY	<input type="checkbox"/> Picoplant Microline 200 (click to see more about...)
LOWY	<input type="checkbox"/> TEL photobio TRP (click to see more about...)
LOWY	<input type="checkbox"/> Zeiss Laser Microdissection (click to see more about...)
LOWY	<input type="checkbox"/> Zeiss PALM (click to see more about...)
WALLACE WURTH	<input type="checkbox"/> BioStation (click to see more about...)
WALLACE WURTH	<input type="checkbox"/> Interact 3 VIVO (click to see more about...)
WALLACE WURTH	<input type="checkbox"/> Interact Vision A1 (click to see more about...)
WALLACE WURTH	<input type="checkbox"/> Interact Surgery ScanOptix (click to see more about...)

Continue

Sign In



- 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
FINAL CONFIRMATION							
Title	Mr						
Given Name	Dong						
Family Name	Zhang						
Student/Staff No.							
Email	dong.zhang@unsw.edu.au						
Type of Researcher	Undergraduate Student						
School/Organization	BSMF - Biomedical Imaging Facility						
Work Phone	123456						
Mobile Phone							
Work Fax							
Work Address							
Supervisor	Gordon Moore						
Project ID	1234						
Account Type	External Invoice						
Facility of Interest	AFM_Catalyst (User) (Group: AFM) AFM_MIRIS (User) (Group: AFM)						
Submit							
Sign In							

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
<p>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.</p> <p>Your registration ref: Ref-QuIvKgAy9NIW-755k3X.</p> <p style="text-align: right;"> </p> <p>Login Page >></p>

- 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.

- Auto-approve online registration

Some labs prefer having an auto-approving mechanism to ease the pain of user waiting for approval and reduce the admin work load. In response to the needs, ACLS has built an auto-approving mechanism which applies to the local organization users only. For example, for ACLS deployed at UNSW, UNSW user registration feeds through the auto-approving process; for non-UNSW users, the registration process remains unchanged so lab admin needs to manually approve the non-UNSW user registration.

The auto-approving user registration only works when it meets the following conditions.

- Enable auto-approving function through system settings by system administrator
- ACLS connected to organization ID system via LDAP



The auto-approving process is illustrated as below. The current registration form wizard will stay unchanged except for the last step when users submit the form. Taking UNSW for an example.



For system administrator, 2 global parameters are required to set up for auto-approving.

Parameter	Description
EnableRegAutoApproval	If enabled, auto-approving process is ON.
OrgRegName	Organisation name for registration form, for example, UNSW

On the current page 1 of registration form, a selection panel is added to ask users if he is local org user or if he is not.

To Register

> Registration

> Terms & Conditions

> School/Org

☒ I am a UNSW user
 ☐ I am not a UNSW user

Title

Mr. ▼

Given Name*

Family Name*

UNSW User ID*

Confirm UNSW User ID*

Email*

At the end of registration, if the user is UNSW staff or student (for example), ACLS pops up the sign in for credential confirmation before granting the access to the system.



> Registration		> Terms & Conditions		> School/Org		> Supervisor	
				FINAL CONFIRMATION			
				I am a UNSW user			
Title				Mr.			
Given Name				hello			
Family Name				kitty			
UNSW User ID				z123456			
Email				kitt@			
Type of Researcher				Industry (AUS)			
School/Organization				BABS - Biotechnology and Biomolecular Sciences			
Work Phone				0293856680			
Mobile Phone							
Work Fax							
Work Address				M66 Chemical Science building			
Supervisor				Andrew Brown			
Project(s)				test			
Account Type				External Invoice			
Facility of Interest							
<div>Submit</div>							

> Registration		> Terms & Conditions	
		FINAL CONFIRMATION	
		I am a UNSW user	
Title			Mr.
Given Name			hello
Family Name			kitty
UNSW User ID			z123456
Email			kitt@
Type of Researcher			Industry (AUS)
School/Organization			BABS - Biotechnology and Biomolecular Sciences
Work Phone			0293856680
Mobile Phone			
Work Fax			
Work Address			M66 Chemical Science building
Supervisor			Andrew Brown
Project(s)			test
Account Type			External Invoice
Facility of Interest			
<div>Submit</div>			

To Complete Registration, Please Sign In
User ID: z123456

Password:

Sign In

Close

4.4 Register Supervisors

A supervisor can be registered through [Supervisor Manager](#).



Supervisor Manager

196 supervisors

Search Supervisor

School/Organization: Choose school/organization from the list

Sel	Supervisor	School/Organization	Work Phone	Work Fax	Mobile	Email
Edit	Delete	Add				

4.5 Login to ACLS

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



UNSW
SYDNEY

ACLS DEMO

Welcome

Sign In

To View Bookings

To Register

Access Denied?

To Order Consumables

To Download iPhone App

To Download Android App

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



OR

Documents: 16

- General documents
- Resource documents

Browse Documents
Register Documents

IMC19 from Annex Pty Ltd on Vimeo.

Uploaded on May 14, 2018.

IMC19 Sydney 9 - 14 September 2018.

More Video Clips

Labcasts: 2

Labcast is a unique feature to all staff members. It provides a live calendar cast of the interested resources to a display screen, be a desktop, a laptops, a tablet, or a standalone screen via a cloud service.

My Labcasts
Play Labcasts

Favorite Resources

Last accessed resource

Intravital 3i VIVO
Book

Leica AF32
Zeiss LightSheet Z.1
Clear Favourite Resources

Calendars

Refresh resource list
Access my calendar (export to outlook)
Lab and holiday calendar

Resource Catalogue

Core Analytics: Top 10 most booked resources
Export resource calendars to Outlook

Resource Catalogue
46 Resources

Today

My Appointments & Bookings

Quick access

Resource Status



5 Configuring ACLS

5.1 Configure System

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

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

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

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



System Pass Date		<i>No longer in use</i>
Tracing Data Date	For information only.	Logon server program updates the date to current date on a daily basis; if not, ACLS may have a corrupted database.
Active Users For Training Booking	User selection list for training bookings.	: Show all users in selection list for training bookings : Show active users only in selection list for training bookings
Booking Calendar Staff Only	Enable/Disable booking calendar to users.	: Enable booking calendar to all (users and staff) : Enable booking calendar to staff only. This is the default.
Booking Display All	Show all resources or per resource group.	: Show resource selection list per resource group : Show all resources in one selection list
Booking Only	Switch ACLS reporting between usage data collected through ACLS console and booking data.	: Usage data through logon console : Booking only
Calendar Multiple Days	Show multiple day event on calendar.	: Show multiple day events through the separate top row of the calendar : Show multiple day events through the time continuously. This is the default.
Clear Browser Cache	Add the html page header to stop browser cache.	: Does nothing on cache : Add special cache header to stop browser cache. This is the default.
Console Next Booking Update		<i>No longer in use</i>
Console Notification		<i>No longer in use</i>
Data Storage Ctrl	Enable/disable creating user folder and checking user folder. ONLY effective to server programs.	: Disable : Enable
Enable AAF Sign In	Enable/disable AAF sign in through ACLS Single sign in which connects to AAF (Australia Access Federation)	: Disable : Enable
Enable Account Exception Alert	Enable/disable organisation GLC or account exception alerts if organisation account feature is enabled. This works	: Disable : Enable



	only when SSI is enabled for organisation GLC or account feature is enabled	
Enable Active Users for Job Reg	If enabled, user selection for sample job reg shows active users. If disabled, user selection for sample job reg shows all users.	: Disable : Enable
Enable Admin Timeline Calendar	Enable/disable timeline calendar for admin to change any bookings on resource timeline calendar	: Disable : Enable
Enable Android App	Show Android app information link on login page if enabled.	: Disable : Enable
Enable Banner for Login	Enable/disable banner image on login page. By default, system uses the built-in header.	: Disable : Enable
Enable Consumable Module	Enable/disable consumable module used for managing consumable store and ordering consumables	: Disable : Enable
Enable Corea Analytics	Enable/disable Corea analytics feature	: Disable : Enable
Enable Current Hour Booking Change	Enable/disable event change permission in the current hour.	: Disable the change permission : Enable the change permission. For example, it is 12:20pm now, if it is enabled, users and staff can change the events starting from 12pm instead of 12:20pm.
Enable Default Account	Enable/disable default account for the tracker login	: Disable : Enable
Enable Email Server Alert	Enable/disable pop up alert message upon system administrator login	: Disable : Enable
Enable Resource Catalogue	Enable/disable resource catalogue feature	: Disable : Enable
Enable Resource Status	Enable/disable resource status page. Only applies when setting "Booking Only" to ON.	: Disable resource status page : Enable resource status page
Enable Resource Status Privacy	Enable/disable user photo on status page.	: Disable user photo display when users



		access the resource status page. Only staff can view photos. : Enable user photos display.
Enable Help Link		No longer in use
Enable iPhone App	Enable/disable iPhone app indication icon on login page	: Disable : Enable
Enable Labcast	Enable/disable labcast feature in ACLS to cast live calendar via labcast service powered by UniLab	: Disable : Enable
Enable Mail To User For User Booking	Enable/disable mail to user checkbox for user booking calendar. If enabled, upon saving the bookings, system sends the email notifications to the booked users	: Disable : Enable
Enable Material Calendar Theme	Enable/disable new material calendar theme or style. By default, the calendar style is material theme	: Disable : Enable
Enable My Data	Enable/disable data cluster connection to nextcloud service or FTP service (UNSW only)	: Disable : Enable
Enable Nextcloud	Enable/disable the feature to access data clusters onnextcloud service (UNSW only)	: Disable : Enable
Enable Online Reg Project	Enable/disable project field in online reg form.	: Disable : Enable
Enable Order Consumable Login	Enable/disable consumable order logo on login page	: Disable : Enable
Enable Org Master Account	Enable/disable the organisation GLC or account validation feature	: Disable : Enable
Enable Outlook Calendar Export	Enable/disable outlook calendar export for My Calendar data, or selected resource calendar data (staff only) to ics URL. So users and staff can add the ACLS calendars to Outlook calendar	: Disable : Enable
Enable Privacy Calendar	Enable/disable the booking details on the public access	: Disable



	calendar	: Enable
Enable Public Calendar	Enable/disable the public access calendar without the need of login	: Disable : Enable
Enable Q&A Search		No longer in use
Enable Reactivation Page	Enable/disable the reactivation link on login page	: Disable : Enable
Enable Reg Auto Approval	Enable/disable auto approval for local organisation user reg application provided that LDAP is enabled to validate the user ID and pass against the organisation ID service	: Disable : Enable
Enable Reg Pathway	Enable/disable the pathway for online reg process	: Disable : Enable
Enable Reg Project Compulsory	Enable/disable the project field in the reg form as compulsory entry or not	: Disable : Enable
Enable Repeat Booking	Enable/disable repeat booking feature for Facility Booking Tool	: Disable : Enable
Enable Resource Data	Enable/disable resource tile in My Data	: Disable : Enable
Enable Sample Details In Report	Enable/disable sample details in the sample report	: Disable : Enable
Enable Sample Job Alert	Enable/disable sample job overdue alert. System does checks once a day	: Disable : Enable
Enable Session Hour Check	Enable/disable min booking unit check for each event.	: Disable min booking unit check against each event. : Enable min booking unit validation for each event. If the booked hours are less than the min booking unit, the event is not saved.
Enable Single Sign-In	Enable/disable Single Sign-In mode. If enabled, users can only access ACLS via SSI	: Disable : Enable
Enable Staff Calendar	Enable/disable staff calendar. By default, it is disabled	: Disable : Enable
Enable Survey	Enable/disable survey module.	: Disable



		: Enable
Enable Term Condition	Enable/disable term and conditions display at footer and on dashboard menu	: Disable : Enable
Enable Title For Login	Enable/disable Title bar on login page	: Disable : Enable
Enable Track Sample	Enable/disable Track Sample module	: Disable : Enable
Enable User Booking Confirmation	Enable/disable booking confirmation alerts to users a few days before the booking time. Users can confirm the booking or cancel the booking	: Disable : Enable
Enable User Portrait Photo	Enable/disable user portrait photo in user profile. This does not refer to thumbnail user photo.	: Disable : Enable
Enable User Privacy Calendar	Enable/disable booking details on calendar for privacy. Users can only see his own booking details, for the others, just marked as busy	: Disable : Enable
EXCEL Password Protection	Enable/disable password protection of the exported EXCEL data files.	: Disable : Enable
Resource Charging	Enable/disable resource charging policy in Resource Manager.	: Disable : Enable
Resource Status Display All	If enabled, resource status shows all the resource status regardless of the other restrictions. It means that any users can see the full list of resource status.	: Disable, this is the default : Enable
Https Enable	Enable/Disable https access depending on the web server settings.	: Disable https access. This is the default. If selected, web access is standard http : Enable https access
Invoice Accessible By Supervisor	Enable/disable supervisor access to the invoice statements.	: Disable : Enable
LDAP Pre-Configure	Auto-run tool to configure the user access through LDAP.	: OFF : ON



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



	availability check.	<p>This is the default.</p> <p> : 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.</p>
User Photo For Reg	Enable/disable user photo upload in the online registration process.	<p> : User photo not required</p> <p> : User photo must be provided</p>
Valid Email Login	Enable/disable login name validation check.	<p> : Validation not required</p> <p> : Login name has to be numbers and letters</p>
Web Access Validation	Enable/disable user certificate validation. If enabled, using web access records to validate.	<p> : Disable</p> <p> : Enable</p>
LDAP Compulsory Check Text	Set the default text string for LDAP compulsory control	If set to 'unsw', the system checks user email contains 'unsw' to automatically switch on LDAP access control
LDAP Text on Login Page	Show a special text on login page to remind users using the organization-wide ID to access ACLS.	For example, "UNSW staff and students use zID/zPass to login"
Login Name Tip	Set the tip text for the login name field on login page	Default, welcome
Online Reg Visitor ID	Set as default external visitor ID	e.g. 000
Server Name	Should be web server IP address or domain name	e.g. www.xxx.xxx.xxx
SMTP Server Name	The local SMTP server domain name of the organization	e.g. smtp.unsw.edu.au
Title Beg	System web page title	
Title End	System web page title	
Title To Resource Catalogue	Add additional title in the front of Resource Catalogue on booking landing page. For example, UNSW Resource Catalogue	
Title To Show	System title on logon page	
Commercial User Code	Used for commercial booking	
Resource Status Image Height	Set the resource image height	Height of resource image shown in resource info page is defined here
Resource Status Image Width	Set the resource image width	Width of resource image shown in resource info



		page is defined here
Service User Code	Used for logbook manager to catch the wrong login/logout, and also for service booking	
Version Control	This is for building ACLS used by ACLS developer	Information only
FTP Host Name	Data access through FTP	e.g. ftp.unsw.edu.au
FTP Login	FTP access user name	
FTP Password	FTP access password	
Home Page Link	Set home page URL at footer	If this is blank, home link is not available at footer
Privacy Statement Link	Set privacy statement link at footer	If this is blank, privacy statement link is not available at footer
Contact Us Email	Used for "contact us" in the footer section	Should be a general email address for the lab
Org Reg Name	Used for the button in Account Manager if organisation GLC or account validation feature is enabled	Default sets to UNSW
Reg Account Field 1	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
Reg Account Field 2	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
Reg Account Field 3	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
Reg Account Field 4	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
Adv Booking Reminder Day	Days for sending booking reminder out prior to the booked session time	Default: 2 days
Data LogBook Back Days	Max back days for data logbook calendar	Default: 360 days
Deactivate If No Access Period	Days for deactivating users if they have not used any resources	Default: 120 days
Deactivate If No Picture Period	Criteria to convert the active user to inactive if their photo is not available for a specified period	Default: 120 days
Min Unlogged Time	Minimum time (in minutes) to accept the operational or usage	Default: 5 minutes



	time after login to instrument computer	
Reg Copy Delete Days	After users save a temporary copy of the reg form, the form will be deleted in the days defined here (UWA modification only)	Default: 14 days
Report Depth	Range of years for generating reports	Default: 1 year
Server Calendar Date Format	The format should tally with the server time format in regional setting	Default: mm/dd/yyyy (US format)
User Access Expiry Alert	Set the user access expiry advance alert days.	For example, if it is set to 0, the alert is OFF. If set to 30, it means system sends out an alert 30 days in advance of the expiry date. The access expiry date is set for each user profile.

5.2 Configure Resources

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

Resource Wizard:

This guides you through a 'one-stop' process to set up resources, taking 4 steps to complete. Simply follow the process step by step to set up a new resource or change resource settings.

Resource Wizard

1. First Step 2. Second Step 3. Third Step 4. Finish

Resource Selection: Choose resource from the list ▼

Or

Resource Entry:

[Continue](#)

Set Up Resource 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 resources, trainers and certificates.

Go to [Utilities -> Resource Manager -> Resource Group](#).



Resource Manager

44 bookable resources
0 pre-approval bookable resources
45 operational resources

Any letters about resource group, resource name and description

Search Resource

Resource Group

Booking Resource

Non-Booking Resource

Archived Resource

Resource groups are used to group resources in similar types, or capabilities, or locations, or research methods.

Resource Group	Training Certificate	Ownership	Note	Resource Group Code	Record Created	...
AFM	Disabled			2	04/01/2016 12:45	Edit
BIOSCIENCES	Disabled			6	09/03/2016 10:56	Edit
BMF	Disabled			1	26/10/2009 09:35	Edit
BSP	Disabled			3	04/01/2016 12:47	Edit
DATA ANALYSIS	Disabled			5	15/11/2016 12:37	Edit
LOWY	Disabled			7	09/03/2016 10:57	Edit
WALLACE WURTH	Disabled			4	04/01/2016 13:14	Edit

Add

Edit/Add Resource Group

Return

Resource Name

AFM

Training Certificate

☐

If checked, resource group training certificate is enabled and the individual resource training certificate is disabled; if unchecked, individual resource training certificate is enabled.

Ownership

Update Ownership

Note

Accept

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

Resource Manager:


An experienced administrator can jump to [Resource Manager](#) and [Resource Tracker Manager](#) to make changes. Resource manager indicates the certificate titles and trainers to each resource upon selection.



Booking resource refer to operational and active resources that open to accept bookings.

Set Up Registration Resource List

Booking Resource Chart

Booking Resource	Choose resource from the list ▼
Charge/Hour (\$) (UNSW Account)	0.00
Charge/Hour (\$) (External Invoice)	0.00
Resource Group	
Resource Image	
Resource Type	Research Equipment
Catalogue Access	Local
Item Number	
Description	
Location	
Custodian	
Min Hour per Session	1
Min Booking Unit	1 hour
Multiple Bookings At Same Time	Not Permitted
Compulsory Booking Confirmation	No
Booking Alert	No
Training Certificate	Required
Pre-Approval Booking	Not Required
Booking Enable	Yes
Operation Status	Active
Last Update	on 30/12/1899 00:00
Resource Code	0
Record Created	

Edit

Delete

Add

Clone

The resource information is described as follows:

Field	Definition
Resource Name	Full name of resource
Resource Group	Resource group name
Resource Image	Resource image, one per resource
Resource Type	<p>Following types are selectable. In the future, each type of resource has its own booking event template.</p> <div> <div>Research Equipment</div> <div>Loan Item</div> <div>Service</div> <div>Meeting Room</div> <div>Vehicle</div> <div>Others</div> </div>
Catalogue Access	Catalogue access defines the access level by the following definitions.



	<div> Local Organisation Universe Disable </div> <p>Local access: users who sign in to ACLS can access</p> <p>Organisation access: users who can sign in SSI can access</p> <p>Universe access: users who can sign in AAF can access</p> <p>Disable access: resource is not shown on catalogue</p>
Item Number	Resource asset item number in the university asset system
Description	Resource description
Location	Resource location, for example, room number, building name
Custodian	Resource custodian
Min Hours Per Session	Define the min time for each booking session. For example, if this is set to 2 hours, users have to book the session more than 2 hours or otherwise, system declines
Min Booking Unit	There are two options for calendar time scale unit, 15 minutes or 1 hour
Multiple Bookings At Same Time	If enabled, users can make bookings to the same time. This is useful for the special space booking.
Compulsory Booking Confirmation	If this setting is enabled, booking confirmation becomes compulsory for each booking made; if disabled, users are able to decide whether they want to have a booking confirmation for each booking made.
Booking Alert	Trainers receive the booking notice upon users make bookings if enabled
Training Certificate	Indicates whether the resource booking requires a user training certificate. For example, some resources do not require training to operate.
Pre-Approval Booking	If set this ON, resource bookings made by users are regarded as unapproved bookings subject to trainer/manager approval.
Booking Enable	Enable or disable resource availability for booking
Operation Status	Active or inactive. For active resources, training certificates and trainers can be set up.
Last Update	Records last staff name and time to change resource properties
Resource Code	Resource ID for each resource identification (system administrator only)
Recorded Created	Original date of resource creation (system administrator only)



Booking resources and non-booking resources are processed separately. If the Resource 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.

Booking resource refer to operational and active resources that open to accept bookings.

Set Up Registration Resource List Booking Resource Chart	
Booking Resource	AFM_MM8 (F10) ▼
	Certificate details ... AFM MM8 - AFTERHOURS AFM MM8 - GENERAL AFM MM8 - PALL GROUP (E) Go to Training Manager to update certificates ...
	Trainer details ... Alex Macmillan Celine Heu Florence Tomasetig Renee Whan Go to Training Manager to update trainers ...
Charge/Hour (\$) (UNSW Account)	40.00
Charge/Hour (\$) (External Invoice)	40.00



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

Showing 1 to 64 of 64 entries

Search:

Copy CSV Excel PDF

	Resource Group	Resource	Training Certificate Details	Trainer	Charge/Hour (\$) (UNSW Account)	Charge/Hour (\$) (External Invoice)	Location	Min Hour per Session	Min Booking Unit	Compulsory Booking Confirmation	Booking Alert	Training Certificate	Pre-Approval Booking	Operation Status
Edit	AFM	AFM_Catalyst (Low)	AFM CATALYST - AFTERHOURS AFM CATALYST - GENERAL	Alex Macmillan Celine Heu Florence Tomaselli Vetta Stapefova Michael Cornish Renee Vihari	40.00	40.00		0.25	15 minutes	Yes	No	Required	Not Required	Active
Edit	AFM	AFM_MM3 (F10)	AFM MM3 - AFTERHOURS AFM MM3 - GENERAL AFM MM3 - FALL GROUP (E)	Alex Macmillan Celine Heu Florence Tomaselli Renee Vihari	40.00	40.00		0.25	15 minutes	Yes	No	Required	Not Required	Active
Edit	DATA ANALYSIS	Amira		Florence Tomaselli	0.00	0.00		0.25	15 minutes	No	No	Not Required	Not Required	Active

Booking Form:

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

Register Booking Form

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

Enable Booking Form	<input checked="" type="checkbox"/>
Booking Form Title	Single crystal form
Booking Form URL	http://www.analytical.unsw.edu.au/sites/default/files/laboratory_related_files/ssau_crystallography_form.docx
Enable Upload Form Button on Booking Lightbox Window	<input checked="" type="checkbox"/>

[Accept](#)

Tracker Configuration:

Set up the console controls using the [Resource Tracker Manager](#).

Resource Tracker Manager

Resource tracker configuration

Col	Resource	Resource Group	IP Address	Host ID	ID Type	Connection Allowed
<input type="radio"/>	BHSP HPC 1	DATA ANALYSIS	129.94.164.109	8876y8vqf7	IP Address	Yes

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

There are two ways to set up a resource 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
Resource	Resource installed with console
IP Address:	TCP IP addresses for the instrument login computer; You can set a pseudo one if you decide to use booking data for reporting only.
Host ID:	Host ID shows at each console upon installation. System generates a random one the very first time.
ID Type:	Either IP as resource ID or Host ID as resource ID.



Connection Allowed:	ON/OFF.
Note	Notes relating to the console settings.

5.3 Access Group Definition

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

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

Access Group Manager

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

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

Edit
 Delete
 Add
 Reset

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
- Customized form type text file (CMCA only)

System Files

 Upload Banner Image


 Upload Invoice Logo Image


 Upload T&C Text File

 Upload T&C PDF File

 Upload User Title File

 Delete User Title File

 Upload Researcher Type File

 Delete Researcher Type File

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

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

5.5 Configure Email Receivers

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.



Configure Email Receivers

Budget Manager Alert

Registration Notice

Access Denied Notice

Training & Support Notice



5.6 Configure Email Response Contents

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

Email Contents






modified ▶	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 Booking Confirmation Notice
Default ▶	Training Booking Confirmation Notice
modified ▶	Registration Notice
Default ▶	Service Booking Confirmation Notice

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

5.7 Configure Data Links (UNSW Only)

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

Configure Data Links

 Access Resource Data	 Access General Data	 Registration Link	 Resource Link	 Net Drive
---	--	--	--	--

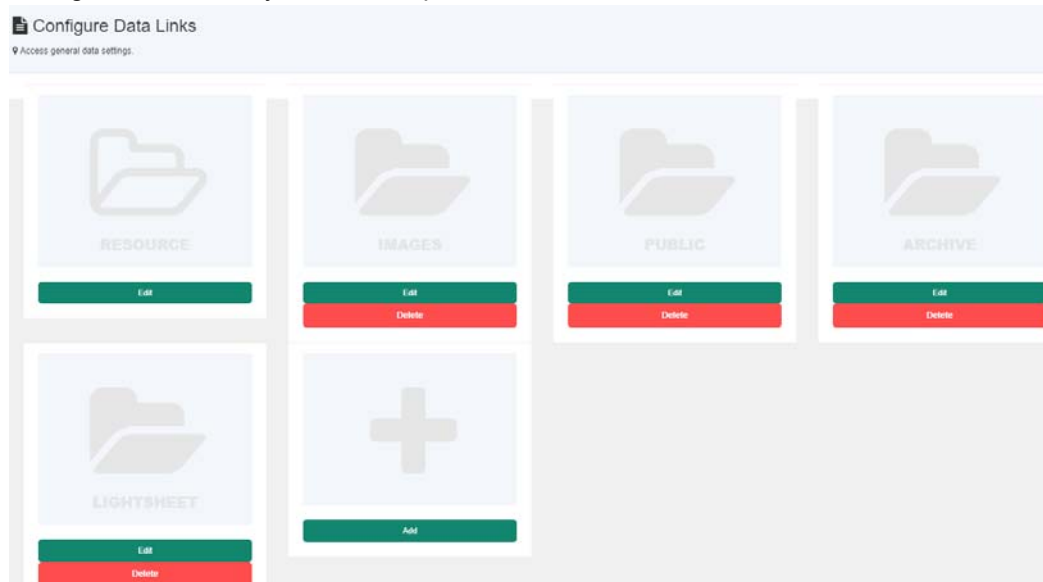
- Access resource data:



This is designed for FTP research data access. With the new version, FTP is no longer supported

- Access general data:

Through this function, you can set up data access with nextcloud service



- Registration Link:

Labs might go with the PDF forms for online registration instead of the built-in ACLS reg forms. In this case, you can set up the external URL to point the registration to your own web page.

Configure Data Links
Online registration HTTP link.

URL

- Resource Link:

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

- Setting up is straightforward:

Configure Data Links
Edit/Add Resource information link.

Resource

URL

Note



- The external resource information is shown on Resource Status page.
- Net Drive:
 - This needs to work with the ACLS logon console program, which is installed on the resource (research equipment) computers. If you set this up, then when the user logs on to the resource computer, 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 Resource: No longer in use.

Links & Directories

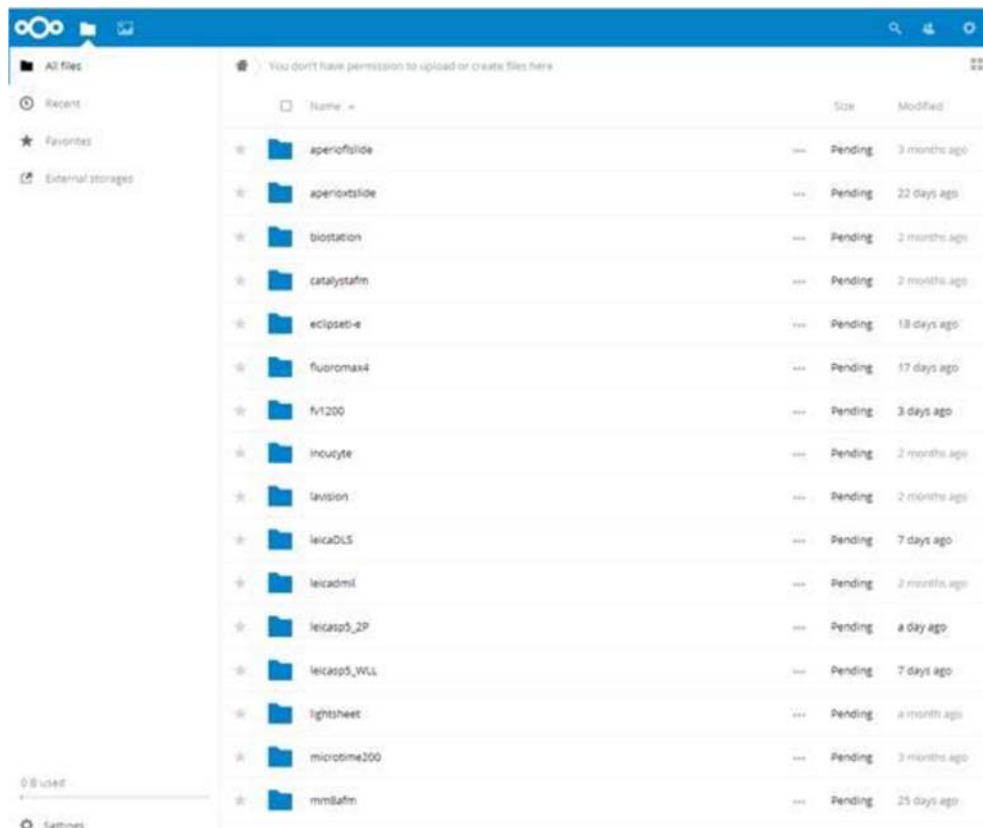
Net drive settings.

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

Accept

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

Nextcloud is a renowned cloud data storage platform. ACLS takes the first step to work with ACLS to achieve the single sign in via ACLS to access the research data on Nextcloud so you don't have to build each user profile of ACLS onto Nextcloud.

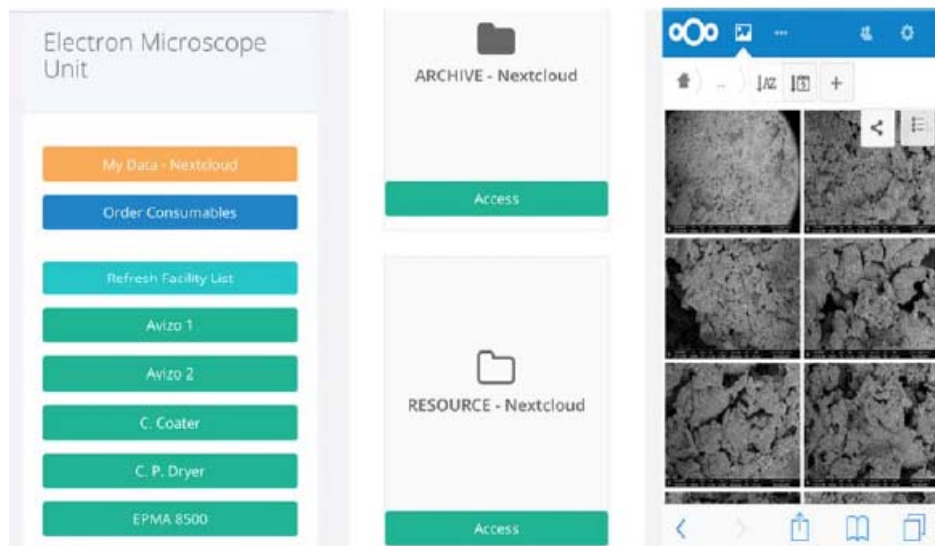


Key features are worthy of mentioning about Nextcloud:

- Powerful searching to find files in a few seconds among millions
- File preview: File previews of typical file formats (maybe not of much use yet for our standard microscopy file formats – but possibilities for the future).
- Download multiple files/Folders at the same time [simply tick the checkbox near the file icon and after selecting all desire files click download at the top of the file list]



ACLS + Nextcloud is mobile browser ready.

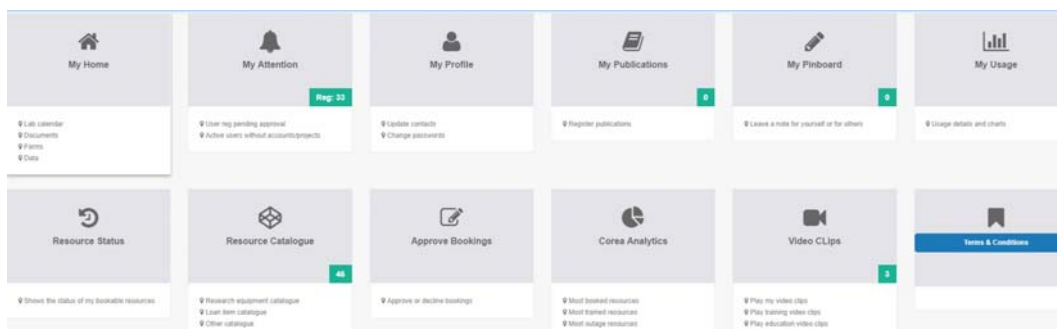




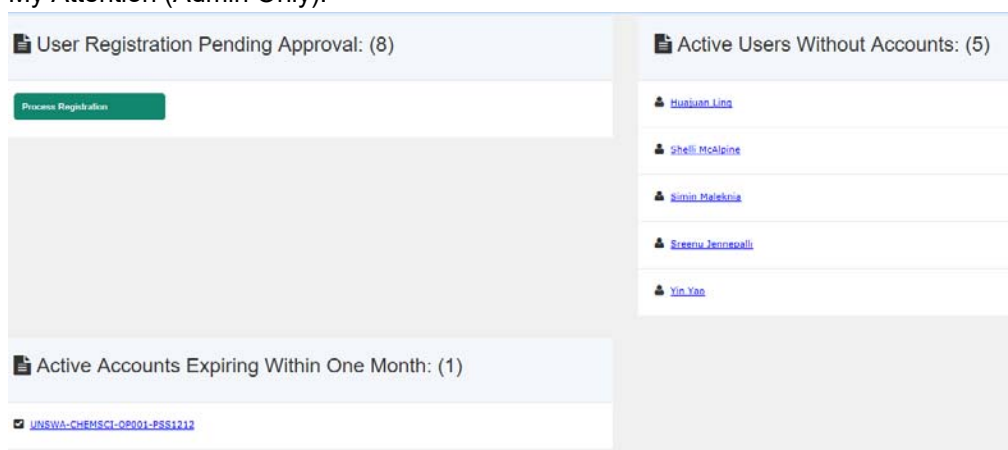
6 Operating ACLS

6.1 Dashboard

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



- **My Attention (Admin Only):**



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

- **My Home:**



Lab Calendar - 2018

January

February

March

April

May

- Lab Events: 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 resource 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. There are two ways to access [My Profile](#), via [Dashboard](#), or via user photo next to Logout.

Update Contacts

Work Phone: to be defined

Mobile Phone:

Email: dm.zheng@unsw.edu.au

Submit

Change Password

New Password:

Retype New Password:

Submit



My Profile

User Name:	Mr. Dong Zheng
Student/Staff No:	
Type of Researcher:	Others
Login Name:	admin

School/Organization:	BMIF - Biomedical Imaging Facility
Access Group:	System Administrator (Access Group Category: System Administrator Group)
Supervisor:	Grainne Moran

Work Phone:	to be defined
Mobile Phone:	
Email:	dm.zheng@unsw.edu.au
Work Address:	
Indicative Project Title:	

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

Certificate:	No certificates
Trainer:	AFM

Signed Form:	
--------------	--

- 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



My Publications

☺ 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., Cioresci, C. H., & Kong, C.

Year

Month

Details*
For Example: Nagasekhar, A. V., Cioresci, 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

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

Staff can register publications for any users.

Search Publications

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

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

- Approve Bookings:

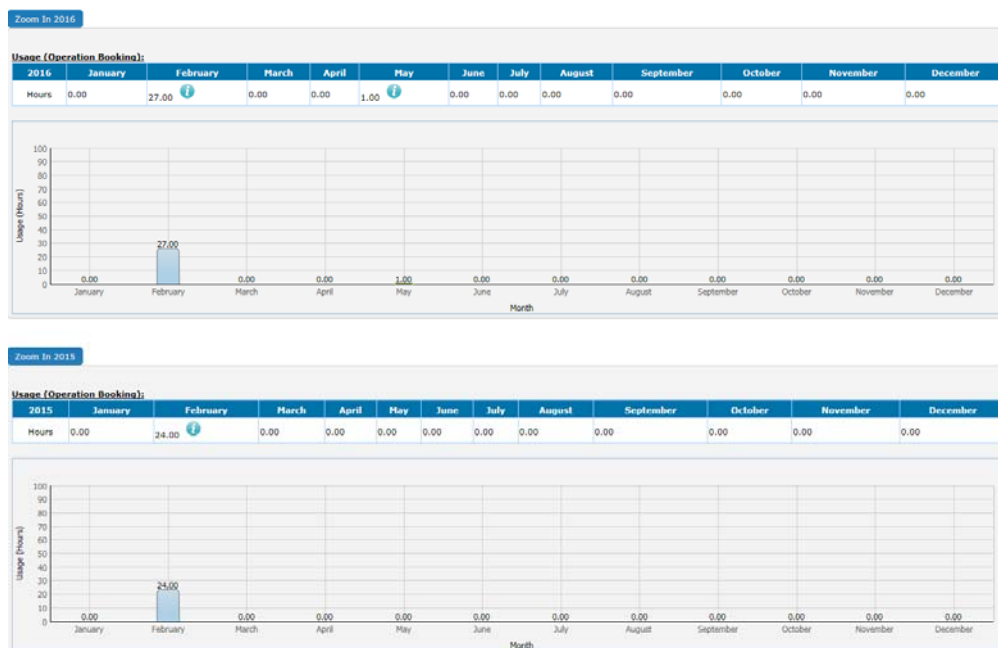
Approve Bookings

▶ Bookings pending approval: (0)

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

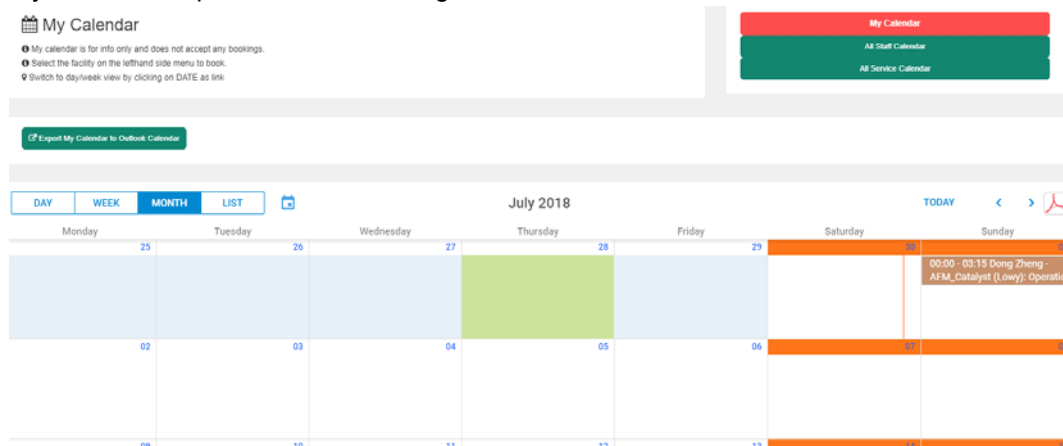
- My Usage:

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



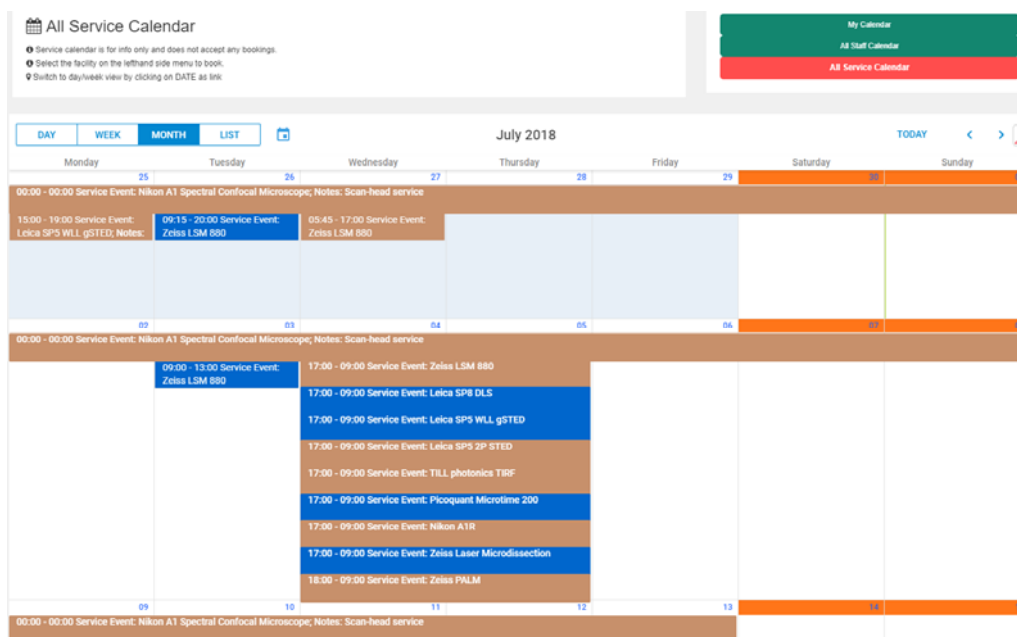
6.2 My Calendar

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



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.

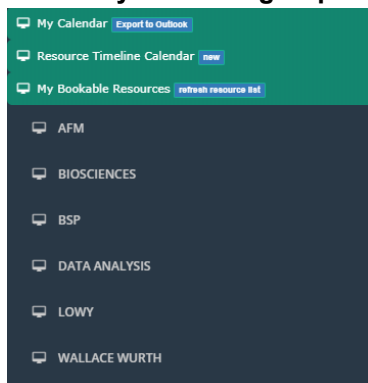
All Service Calendar provides all the service bookings across all the resources on one calendar. You can also view single resource service bookings by selecting the resource from the dropdown list.



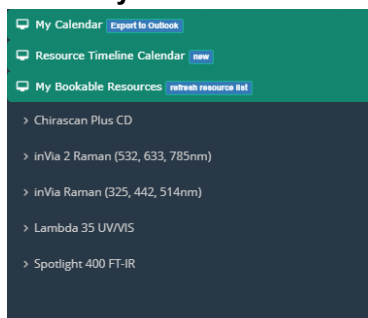
6.3 Make Bookings

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

Sorted by resource group:



Sorted by individual resource:



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



Facility Booking

User/Approve Booking

Training Booking

Group 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 the past. You can easily navigate the calendar to day and week view by clicking on **Date** serving as the active link. **List** view shows you a summary of bookings made in the selected month.

DAY	WEEK	MONTH	LIST		TODAY	<	>	
Date		Description						
1 Jun 2018 - 09:30 - 14:00		📅 Celine Heu, Notes: Kate Pool Collaboration						
4 Jun 2018 - 14:00 - 16:30		📅 Lakmali Atapattu (Training Event by Celine Heu), Notes: - changed by staff: Celine Heu						
14 Jun 2018 - 14:00 - 17:00		📅 Celine Heu, Notes: Collaboration George Sharbeen - changed by staff: Celine Heu - changed by staff: Celine Heu						
15 Jun 2018 - 09:00 - 19:00		📅 Celine Heu, Notes: Collaboration George Sharbeen - changed by staff: Celine Heu						
22 Jun 2018 - 10:30 - 14:00		📅 Lakmali Atapattu (Training Event by Celine Heu)						
29 Jun 2018 - 13:30 - 16:30		📅 Lakmali Atapattu (User Event by Celine Heu)						

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

- Add bookings:

- Click on orange round + button to add



- Alternatively, double click or single click on the selected date on the calendar to add bookings.



AFM_CATALYST (LOWY)

Description:

Notes:

Repeat event:

☐ Full day


Time slots:

<input type="text" value="00:00"/>	<input type="text" value="30"/>	<input type="text" value="June"/>	<input type="text" value="2018"/>
<input type="text" value="00:15"/>	<input type="text" value="30"/>	<input type="text" value="June"/>	<input type="text" value="2018"/>


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:

Click on Booking Quota button to view the details with the fly-in slide.



Booking Quota

 Dong Zheng

Max Allowed Booking Hours/Day: 10
 Max Allowed Booking Hours/Period: 1344
 Allowed Booking Period: 30/06/2018 to 28/09/2018
 Booking Start Time on Day: 8:00
 Booking End Time on Day: 18:59
 Booking on Weekend: Allowed
 Min Hour per Session:

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 Resource Booking), and a training booking shows as training in the report.



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

6.3.4 Group Booking

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

The screenshot shows a web form titled "AFM_CATALYST (LOWY)". It contains the following fields and controls:

- Description:** A text input field containing "Group Event".
- User:** A dropdown menu showing a list of names: Aaron Gilmour, Abbas Darestani Farahani, Abhijith Prakash, Abhirup Das, Abigail Keogan, Adam Martin, and Alessia Cullen.
- Selected Users:** A section below the user list, currently empty.
- Clear:** A button to clear the selected users.
- Notes:** A large text area for additional information.
- Time period:** Two rows of time selection controls. Each row includes a clock icon, a time dropdown (08:00 and 08:15), a duration dropdown (30), a month dropdown (June), and a year dropdown (2018).
- DELETE:** A red button.
- CANCEL:** A blue button.
- OK:** A blue button.

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 resource for special commercial operations.

6.3.6 Service Booking

Service booking is only available to staff members, allowing them to book resources 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 resource servicing.

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



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

The service booking tool includes two types of services:

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

AFM_CATALYST (LOWY)

Description

Service Type ☒ Scheduled ☐ Unscheduled

Notes

Time period

🕒 08:00 ▾

16 ▾

June ▾

2018 ▾

🕒 08:15 ▾

16 ▾

June ▾

2018 ▾

DELETE
CANCEL
OK

6.3.7 About Offset Setting behaviour in Calendar

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

300 NMR - GYRO

Description

Notes

Repeat event DISABLED

Time period

🕒 00:00 ▾

30 ▾

June ▾

2018 ▾

🕒 00:15 ▾

30 ▾

June ▾

2018 ▾

Block Time: ☐

17:00 - 20:00

Reminder ☐

DELETE
CANCEL
OK



By checking the block time box, you can book from 17:00 to 20:00 in one go. Offset time works well for overnight booking events.

Case 1:

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

Case 2:

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

Case 3:

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

6.3.8 Repeat Booking

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

- Daily: this is default option



AFM_CATALYST (LOWY)

Description

Notes

Repeat event ENABLED

☒ Daily
 ☐ Weekly
 ☐ Monthly

☐ Every day
 ☒ Every workday

End by

Time period

Reminder ☐

DELETE
CANCEL
OK

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

AFM_CATALYST (LOWY)

Description

Notes

Repeat event ENABLED

☐ Daily
 ☒ Weekly
 ☐ Monthly

Repeat every week next days:

☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Sunday
 ☐ Thursday
 ☐ Friday
 ☒ Saturday

End by

Time period

Reminder ☐

DELETE
CANCEL
OK

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



AFM_CATALYST (LOWY)

Description

Notes

Repeat event ENABLED

☐ Daily
 ☐ Weekly
 ☒ Monthly

☒ Repeat day every month

End by

Time period

Reminder ☐

DELETE
CANCEL
OK

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

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

6.4 Booking with Form

In certain situations, you might need users to submit the form while booking the resource. The form might be used for capturing metadata of the sessions. You can design the form using PDF, word document or the online form builder. After you set up the booking form in [Resource Manager](#), the form button appears in the calendar pages so users and staff can access the original form to fill in.



Bruker APEXII

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

Single Crystal Form

To Attach Form:



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

AFM_CATALYST (LOWY)

Description:

Notes:

Repeat event:

☐ Full day:

Reminder: ☐

Have you completed or uploaded the form?: ☐

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

Upload Single Crystal Form

After uploading, close the browser window
Reference ID: 1498089980

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

Access Uploaded Forms:

Staff can access all the uploaded forms, and users can only access their own submitted forms. The access button is positioned on top of the calendar page.

AFM_Catalyst (Lowy)

Accept future bookings only. Switch to day/week view by clicking on DATE as link.
Permitted Hours: 00:00 - 24:00
Account for Booking: Internal Account

Homecare Details
Calendar Settings
Booking Queue
User Contacts
Color Codes
Email Notifications

All Staff Calendar
All Service Calendar

Refresh Balance

Booked
Balance



6.5 Ongoing Booking Confirmation

Users make the future or advance bookings and they can cancel the bookings one day before or anytime depends on the system settings. However, we do know that some users forget to turn up for the booked sessions due to various reasons so the booked resource time is unused and that costing the opportunity for other users who can take over the session time. Thanks to QUT, we introduce a new way to manage the situation. In short, system sends a booking confirmation reminder 3 days (for example) to the user with an embedded confirmation URL, if the user clicks the URL, system confirms the booking as valid, if the user does not click the URL within the date of reminder, the booking is cancelled by the system automatically at 12am on the following day. This feature is optional but does provide more engagement with the users to manage resource sharing efficiently.

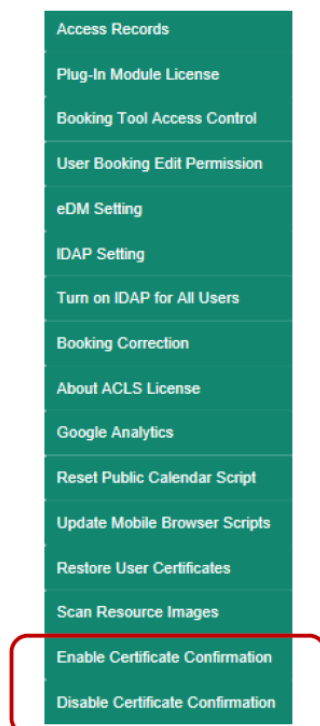
- Enable user booking confirmation

Before you can use this feature, you need to turn it on as system disables it by default. Go to System Settings -> Configure System to enable the parameter.

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

- Set up user confirmation to all training certificate

A quick and bulk way is provided to enable or disable user confirmation to all the certificates. Go to System Settings -> Configure System, click on 'Enable Certificate Confirmation' to enable user confirmation to all the certificates; or click on 'Disable Certificate Confirmation' to disable user confirmation to all the certificates.





- Set up user confirmation to each training certificate

In addition to the above bulk functions, you can set it up to the individual certificate. The user booking confirmation is tied with each training certificate. By doing so, you can have an individual control to execute this feature to each resource or each certificate of the very resource. So users who have the very training certificate are receiving the booking confirmation reminders. Go to Resource Manager, select a resource to edit.

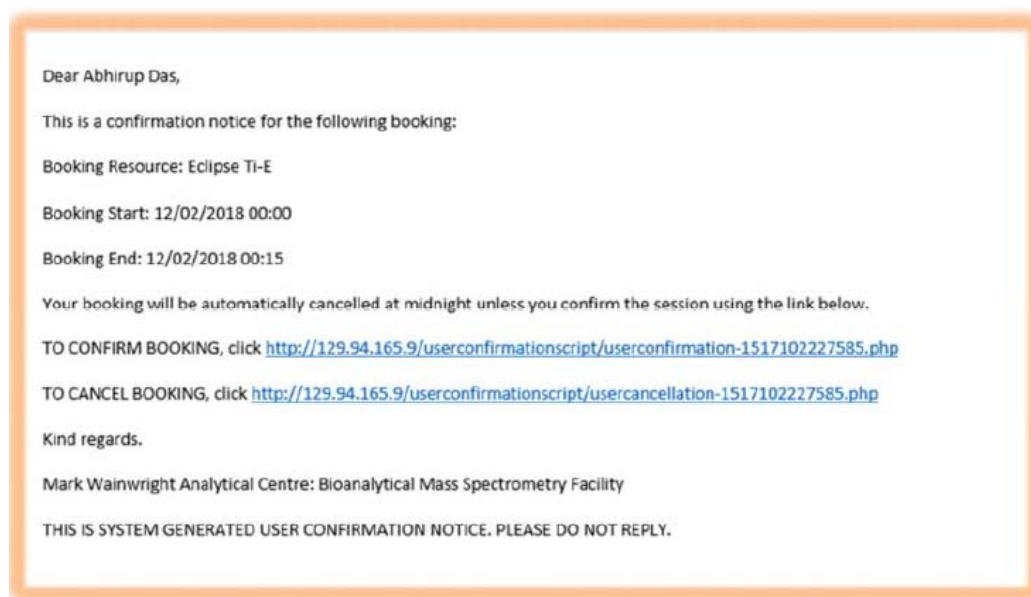
Resource	AFM_Catalyst (Lowy)
Certificate Title	AFM CATALYST - EXPERIENCED
Details	<p>This certificate is to be issued to users of the AFM Catalyst (in Lowy) who have been trained and are competent using the microscope without supervision. Prior to issue of this certificate, the registered trainer must be satisfied that the</p> <p>5000 (max char 5000)</p>
Max Hours/Day	8
Max Days/Period	30
Max Hours/Period	60
Booking Start Time	0:00
Booking End Time	23:00
Booking End Time Offset	0
Booking Cancellation	<input type="checkbox"/> untick to allow booking cancellation anytime
Weekend Booking	<input checked="" type="checkbox"/>
User Booking Confirmation	<input type="checkbox"/> (tick to enable advance user booking confirmation)
User Booking Confirmation Days	3 (default is 3 days)
Valid Period (Month)	12 (Zero means certificate never expires)
Tracker Onsite Supervision	<input type="checkbox"/>
Booking Alert	<input type="checkbox"/>
Certificate Invalid	<input type="checkbox"/>
<input type="button" value="Accept"/> <input type="button" value="Reset"/>	

Explanation of two new parameters:

- User Booking Confirmation: to enable or disable the confirmation reminder to the certificate
- User Booking Confirmation Days: If the above parameter is checked or enabled, system sends the confirmation reminder to the user who makes the bookings, an embedded URL is included in the reminder notice. By default, it is set to 3 days, which means system sends the reminder 3 days before the booking start date.
- Confirmation Reminder



System sends out the reminder in the following context as example. The user can cancel or confirm the booking.



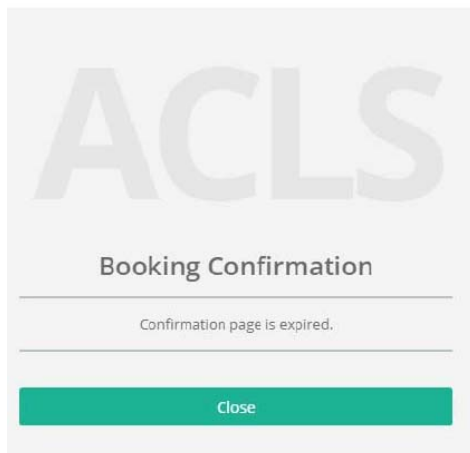
Click on the embedded URL to confirm the booking by itself.



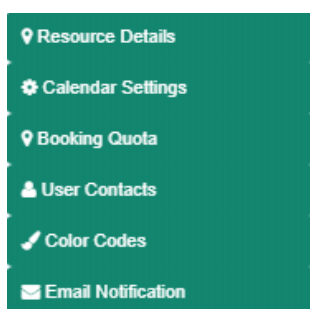
Click on the embedded URL to cancel the booking by itself.



System scans the user confirmation response once a day at 12am, after scanning, systems turn off the reminder control to the responded bookings, and also cancel the bookings which the user does not respond on the same day. For the cancelled bookings, system sends the cancellation emails to the users. On the following day, the embedded URL page is deemed to expire either due to the cancellation or the completion of user confirmation activation.



6.6 Calendar Settings





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

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



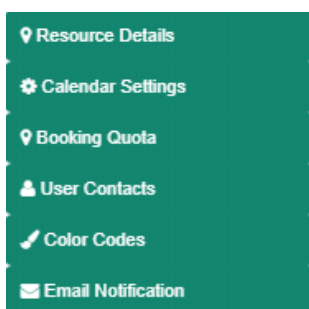
Calendar Settings

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

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

6.7 Resource Details



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



Bruker APEXII

Facility Group: XRD LAB

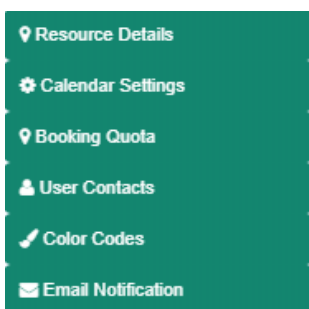
Description: The Bruker Kappa Apex is fitted with a molybdenum sealed X-ray source and graphite monochromator to determine the molecular and crystal structure of materials from a single crystal.

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

Trainers: Chris Marjo; Mohan Bhadbhade; Dong Zheng;

Close

6.8 Booking Quota



You are able to view booking quota by clicking on **Booking Quota**. Booking quota defines all the booking permissions and quota.



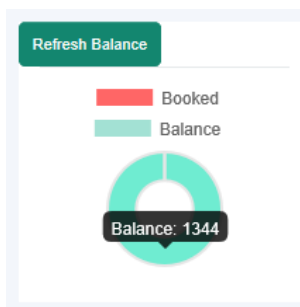
Booking Quota

👤 Dong Zheng

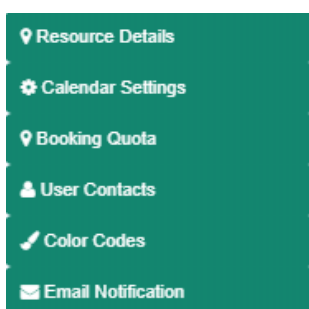
Max Allowed Booking Hours/Day: 24
 Max Allowed Booking Hours/Period: 1344
 Allowed Booking Period: 22/06/2017 to 20/09/2017
 Booking Start Time on Day: 0:00
 Booking End Time on Day: 24:59
 Booking on Weekend: Allowed
 Min Hour per Session: 1

Close

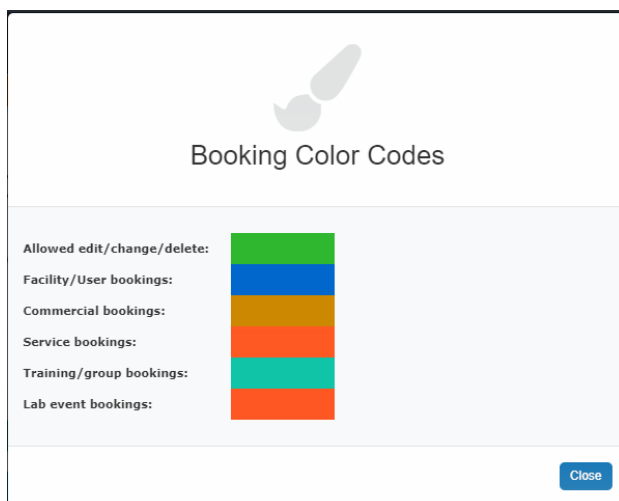
In addition to booking quota, you can check your booking balance by clicking on **Refresh** to the balance chart. Moving the mouse over the chart, the balance hours shows up.



6.9 Color Codes



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



6.10 Change Others Future Bookings

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

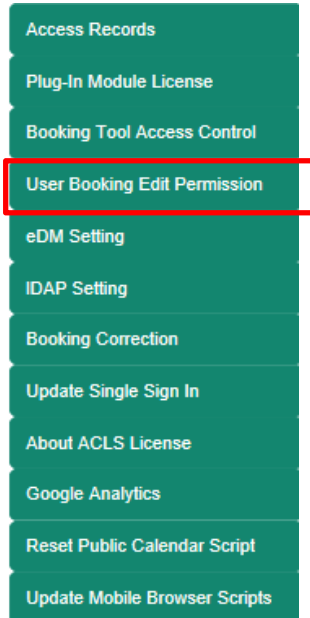
Please keep in mind that any future bookings can only be changed by the person who made the booking, or cancelled through service booking. If you enable this booking edit capability, you risk changing the bookings of others without their permission or by mistake. So it is



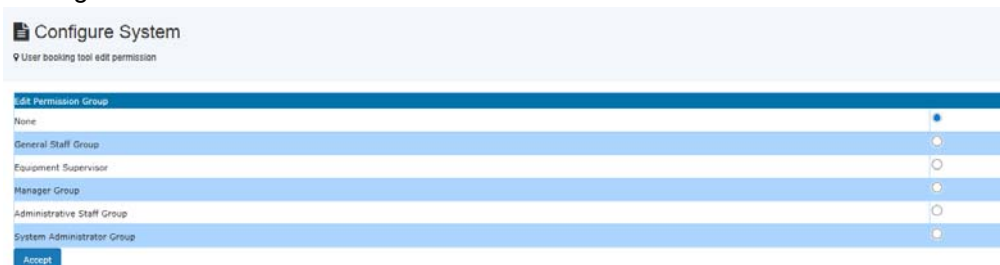
highly suggested that you should not enable this (unless you are so determined and ready for PR (public relation) issues if any).

Enabling Edit Booking: (Admin Only):

Go to **System Settings** -> **Configure System**, click on **User Booking Edit Permission**.

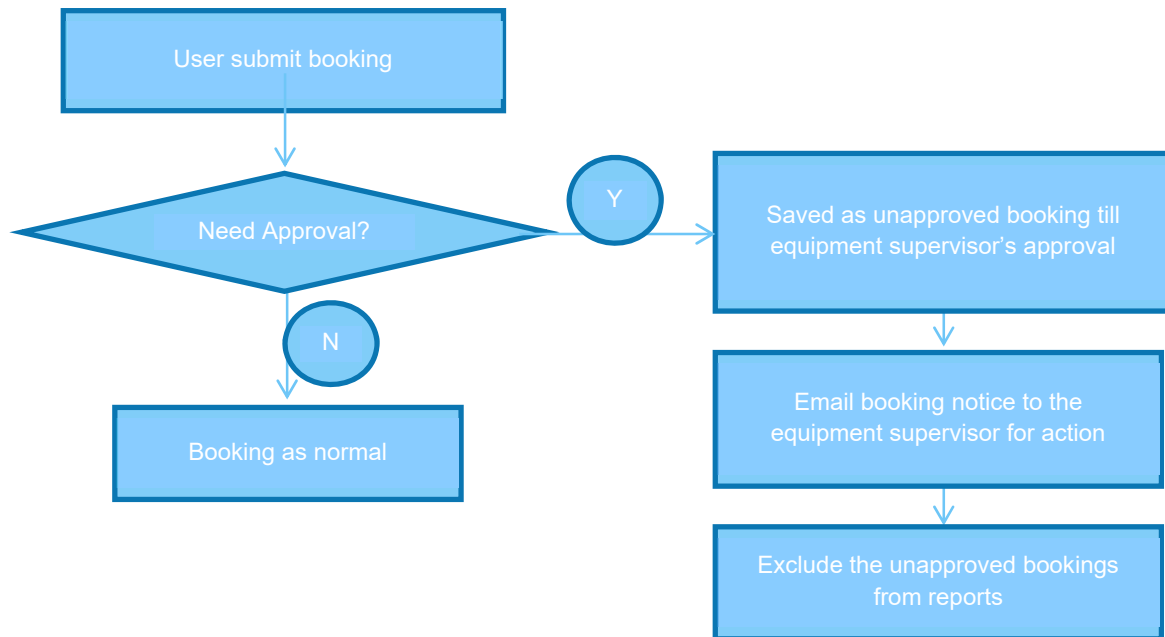


Tick the radio button to select the staff group you want to have the capability to edit other bookings.



6.11 Pre-Approval Bookings

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



If the resource 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.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
13:00 - 14:00 Alberto Ospina Stella: Approved Event, Notes: 14:00 - 17:00 Yanran Zhao: Approved Event	13:00 - 17:00 Emma Johansson Beves (User Event by Emma)	13:00 - 17:00 Julie Thomas: Approved Event, Notes: cd34	14:00 - 18:00 Curtis Cai: Approved Event, Notes: PBMC	10:00 - 12:00 Matthew Graus: Approved Event, Notes: Cell line 12:00 - 13:00 Alexander Knights: Approved Event, Notes: 13:00 - 14:00 Elizabeth Stout: Approved Event, Notes: Plate 14:00 - 17:00 Yanran Zhao: Approved Event		
04	05	06	07	08	09	10
10:00 - 14:00 Lachlan Vaughan: Approved Event, Notes: cd34 14:00 - 17:00 Yanran Zhao: Approved Event 17:00 - 19:00 Alexander Knights: Approved Event, Notes:	11:00 - 13:00 Hannah McCalmont: Approved Event 13:00 - 14:00 Kap-Hyun Ko: Approved Event, Notes: 4 way 14:00 - 17:00 Curtis Cai: Approved Event, Notes: One 17:00 - 19:00 Lana Ly: Approved Event, Notes: sort KO pos info	09:00 - 10:00 Sean Tay: Approved Event 10:00 - 15:00 Andrew Teo: Approved Event, Notes: Sorting 15:00 - 17:00 Jacqueline Loren Tea: Approved Event, Notes:	09:00 - 11:00 Matthew Graus: Approved Event, Notes: Cell line 11:00 - 16:00 Andrew Teo: Approved Event, Notes: sorting 16:00 - 19:00 Julie Thomas: Approved Event, Notes: CD34	10:00 - 14:00 Shuchi Trivedi: Approved Event, Notes: U87, 14:00 - 17:00 Yanran Zhao: Approved Event		
11	12	13	14	15	16	17
08:00 - 18:00 Christopher Brownlee: Notes: Public Holiday	09:00 - 11:00 Sean Tay: Approved Event 11:00 - 13:00 Isabella Martin: Approved Event, Notes: Plate 13:00 - 17:00 Kelly Clemens: Approved Event, Notes:	09:00 - 12:00 Ashwin Unnikrishnan: Approved Event 12:00 - 14:00 Kap-Hyun Ko: Approved Event, Notes: away 14:00 - 15:00 Emma Johansson Beves: 15:00 - 18:00 Julie Thomas: Approved Event	09:00 - 12:00 Lana Ly: Approved Event, Notes: sort KO pos info 12:00 - 14:00 Emma Johansson Beves (User Event by Emma) 14:00 - 17:00 Yanran Zhao: Approved Event	09:00 - 14:00 BDSservice (User Event by Emma Johansson) Approved Event, Notes: CD34		
18	19	20	21	22	23	24
09:00 - 12:00 Emma Johansson Beves, Notes: Maintenance 12:00 - 14:00 Lana Ly: Approved Event, Notes: sort KO pos info 14:00 - 17:00 Yanran Zhao: Approved Event	10:00 - 14:00 Shuchi Trivedi: Approved Event, Notes: 9 x U87	14:00 - 15:00 Feyza Colakoglu: Approved Event, Notes: Sort	12:00 - 14:00 Basil Salik: Approved Event 14:00 - 18:00 Julie Thomas: Approved Event, Notes: CD34	10:00 - 12:00 Claire Henry: Approved Event, Notes: 12:00 - 14:00 Sean Tay: Approved Event 14:00 - 17:00 Yanran Zhao: Approved Event		
25	26	27	28	29	30	01
10:00 - 13:00 Shuchi Trivedi: Approved Event, Notes: SX GFP 13:00 - 18:00 Elizabeth Stout: Approved Event, Notes: 4 x GFP 15:00 - 17:00 Lana Ly: Approved Event, Notes: sort KO & GFP	12:00 - 16:00 Julie Thomas: Approved Event, Notes: CD34 16:00 - 19:00 Jackie Vishou Huang: Approved Event	10:00 - 15:00 Lachlan Vaughan: Approved Event, Notes: CD34 15:00 - 17:00 Feyza Colakoglu: Approved Event, Notes: Sort	12:00 - 14:00 Alexander Knights: Approved Event, Notes: 14:00 - 18:00 Julie Thomas: Approved Event, Notes: CD34	11:00 - 12:00 Elizabeth Stout: Unapproved Event, Notes: 9 12:00 - 14:00 Lana Ly: Approved Event, Notes: sort KO pos info 14:00 - 17:00 Kelly Mai: Approved Event, Notes: cell		

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

Approve Bookings:

Only trainers can approve “unapproved” bookings through **User/Approve Booking**.

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



(FLOW) BD FACSARIA III

Description: Matthew Graus: Unapproved Event

User: Matthew Graus

Notes: Sort by Alexa Flour 647 as many as possible

☐ Full day

10:00 6 July 2018

14:00 6 July 2018

Decision: ☒ Approved

DELETE CANCEL OK

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

Decline Bookings:

Simply delete the “unapproved” booking to decline it.

Direct Access To Unapproved Bookings on Dashboard:

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

► Bookings pending approval: (4)

To Approve Now ...

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

APPROVAL OF UNAPPROVED BOOKING EVENT	
Facility	124-1.073 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	
Click to contact user...	
<input type="button" value="Approve"/> <input type="button" value="Decline"/>	

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

Direct Links To Approve/Decline Unapproved Bookings:



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

Booking Reports and Invoices

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

Mobile browser version

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

The following snapshot explains how it works.

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



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

6.12 Set Min Booking Unit 15m vs 1h

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

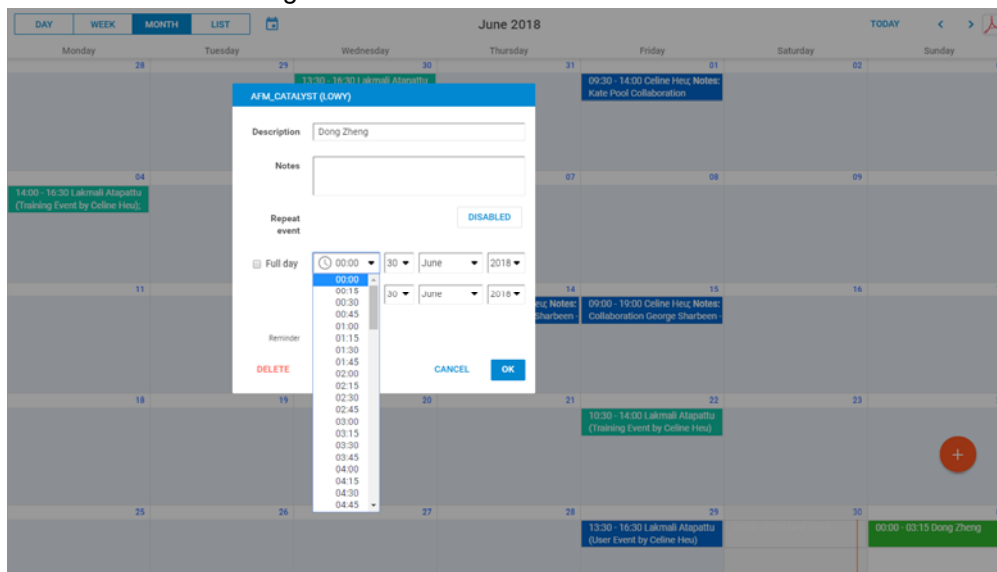
Go to [Utilities](#) -> [Resource Manager](#), pick the Min Booking Unit that suits your needs.



Booking Profile	
Min Hour per Session	0.25
Min Booking Unit	<input checked="" type="radio"/> 15 Minutes <input type="radio"/> 1 Hour
Multiple Bookings At Same Time	<input type="radio"/> Permitted <input checked="" type="radio"/> Not Permitted
Compulsory Booking Confirmation	<input checked="" type="checkbox"/> (Tick to make email booking confirmation compulsory)
Booking Alert	<input type="checkbox"/> (Tick to enable booking alert for trainers)
Pre-Approval Booking	<input type="checkbox"/>
Training Certificate	<input checked="" type="checkbox"/>
Booking Enable	<input checked="" type="checkbox"/>

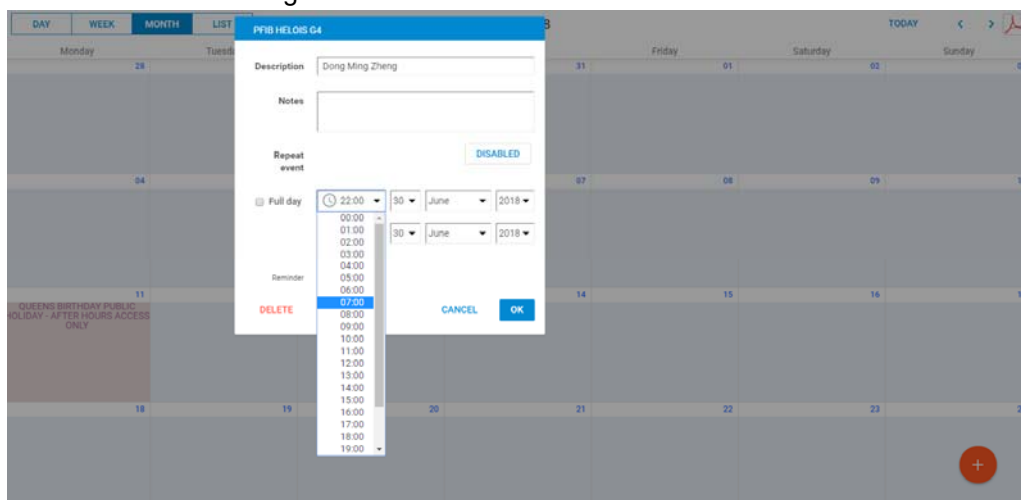
- If set to 15 minutes

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.





6.13 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 [Resource 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 [Utilities -> Resource Manager](#), pick a resource 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.

6.14 Set Up Public Access Calendar

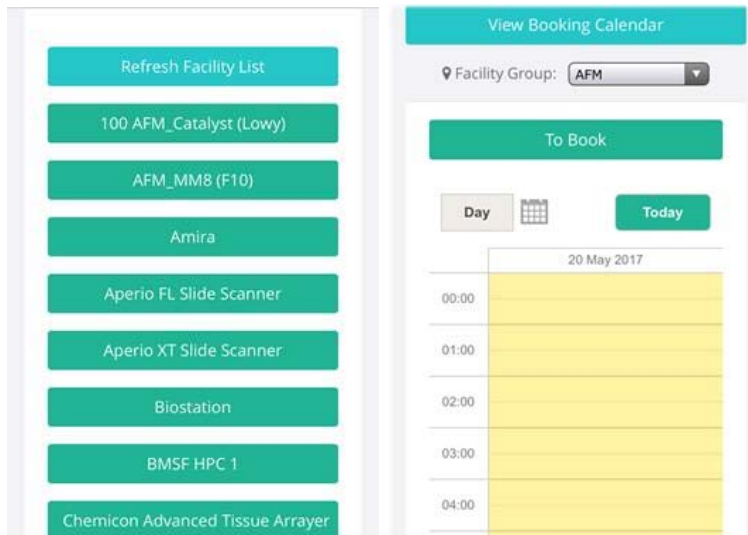
ACLS allows you to set up a Public Access Calendar without needing to login. The booking details can be hidden depending on your settings. The advantage of setting up the Public Access Calendar is to provide a quick way of accessing booking information.



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

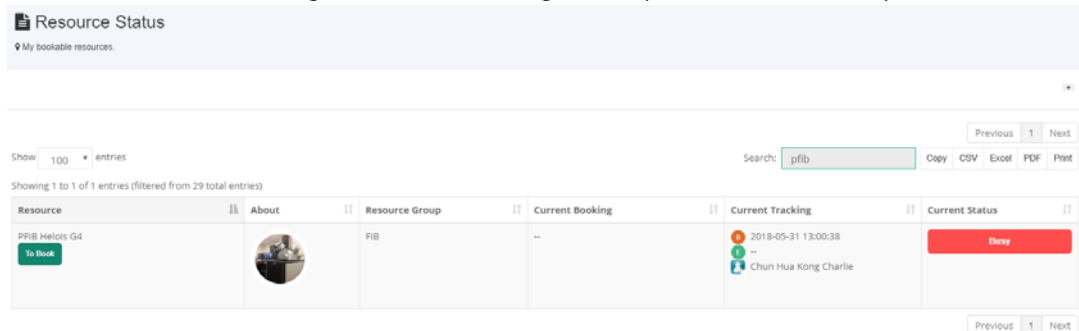


To View Bookings on Mobile Browser Version:



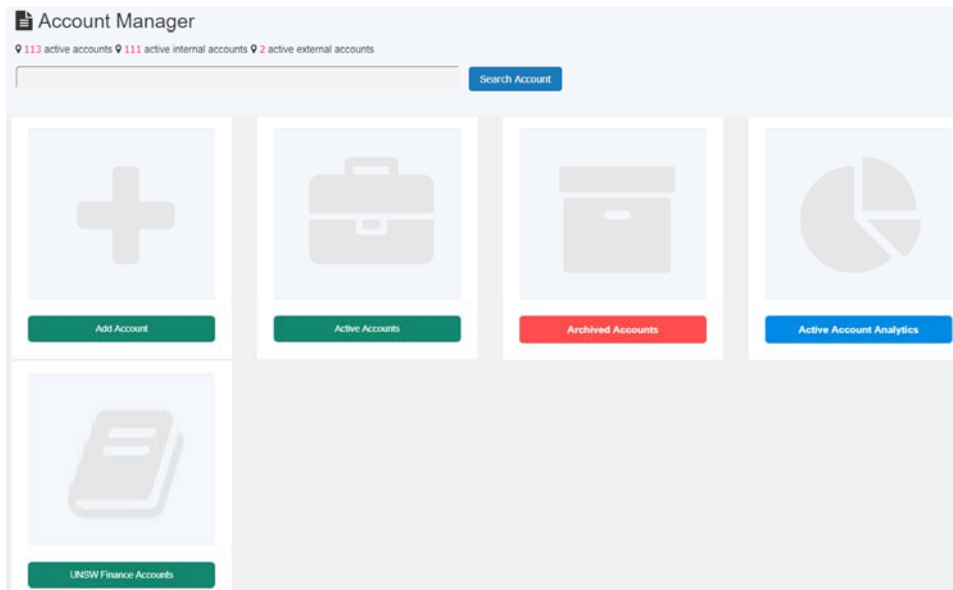
6.15 Check Resource Status

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



6.16 Set Up Accounts

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



The Account Manager screen requires the following information.

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

6.17 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
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	<input type="text" value="Choose supervisor from the list"/>
For	<input type="text"/>
Amount (\$)	<input type="text"/>
Purchase Order Ref	<input type="text"/>
Invoice Ref	<input type="text"/>
Received Date	<input type="text" value="10/08/2015"/>
Note	<input type="text"/>

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

Received Payment & Operation Cost

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

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



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

Received Payment & Operation Cost

OPERATION COST UPDATE

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

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

- Budget Rollover:

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

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

Budget Rollover

BUDGET ROLLOVER

Active Budget Envelop:

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

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



ROLLOVER SUMMARY OF BUDGET ENVELOP FOR JANUARY 2010

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

Rollover Notes:	This is test
-----------------	--------------

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

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

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

- Budget Details & Summary:



Budget Details & Summary

- Full Details of Active Budget
- Full Details of Expired Budget
- Full Details of Payment & Cost of Active Budget
- Full Details of Payment & Cost of Expired Budget
- Full Details of Active Budget Rollover Summary
- Full Details of Expired Budget Rollover Summary

ACTIVE BUDGET INFORMATION

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

6.18 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.

Project Manager

266 active projects.
266 expired projects.

Search Project

Sort Projects By Supervisor

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

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

Project Form:

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


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



Project Manager

Edit/Add project.

Return

Project Short Title	#SYSTEM MAINTENANCE
Project Full Title	#System Maintenance
Supervisor	71:Mark Raftery - BMSF
Other Researchers	Mark Raftery; Vojtech Tambor; Mark O'Brien; Russell Pickford; Mark Raftery; Chowdhury Sarowar; Leanne Stephens; Bustamante; Anne Poljak; Mark Raftery;
Available Accounts	GI123-BMSF-PS12762 2008-100%;
Project Description	<div>System is out of service and undergoing maintenance.</div> <div>5000 (max char 5000)</div>
Project Form	<div> acschangelog_5.pdf Added: Dong Zheng on 1/24/2017 11:20:13 PM</div>
Active From Date	<input type="text"/>
Project Due Date	30/12/2020
Make Project Expiry Now	<input type="checkbox"/>
<div>Edit ResearchersEdit AccountsAdd/Delete FormAcceptReset</div>	



Project Manager

Add project forms.

[Return](#)

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

Documents Upload (pdf,doc only) ...

[Save Form to Project](#)

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

[Delete](#)

acischangelog_5.pdf

Added: Dong Zheng on 1/24/2017 11:20:13 PM

6.19 Search Users

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

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

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

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



	<ul style="list-style-type: none"> Staff group and above can access this function
Newly Reg User Summary	<ul style="list-style-type: none"> Staff group and above can access this function

6.19.1 User Profile Manager

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

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

6.19.2 Find User Training Records

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

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

6.19.3 Newly Reg User Summary

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

6.20 Export User Data

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



Export User Data To EXCEL

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

Define Excel Template Export User Data in Excel

CURRENT EXCEL TEMPLATE

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

User EXCEL Files

 UserData-04-07-2016.xlsx Created: Khorsheed Jahan Chinu on 7/4/2016 3:58:31 PM	 UserData-01-06-2015.xlsx Created: Luciana Nadalin on 6/1/2015	 UserData-06-05-2015.xlsx Created: Dong Zheng on 5/6/2015	 UserData-04-11-2014.xlsx Created: Dong Zheng on 11/4/2014	 UserData-10-01-2014.xlsx Pass: jOy8VCNvs Created: Khorsheed Jahan Chinu on 1/10/2014	 UserData-02-10-2012.xlsx Pass: gJhea84LKJ Created: Denice Tan on 10/2/2012
---	--	---	--	--	--

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

EXCEL TEMPLATE - FIELD SELECTION

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

Save

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

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



6.21 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.

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.

6.22 Edit Booking Data and Usage Log Data

6.22.1 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.



Data Logbook Manager

[Booking Logbooks](#)

[Usage Logbooks](#)

Booking Logbooks

Pick Resource:

[Edit Bookings](#)

[Edit Group Bookings](#)

6.22.2 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.

Usage Logbooks - Account

[Edit usage logs recorded by the tracker](#) [Usage Logbooks](#)

[ADD RECORD]

Year: 2018
Month: June
Resource: SEN 230

User:

Login Date:

[Accept](#)

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

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

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

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

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

- **Fix Error Logs**

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

- No error logs:



Facility [QSTAR Elite (U)]: October 2015

ERROR LOGS TABLE

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

- Have error logs:

Facility [TSQ Quantum Access (L3)]: 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	23/10/2015 12:09:00 AM	METABOLIC MODELLING IN GLOBLASTOMA	23/10/2015	8:34:16 AM	METABOLIC MODELLING IN GLOBLASTOMA	8.6	Shil In Use	Jamaine Lim	

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

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

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

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

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

Facility [Lift-Out Leica]: May 2016

Sel	Login Date	Login Time	Login Account	Logout Date	Logout Time	Logout Account	Usage Hours	Login User	Logout User
	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 Adabifiroozjari	Esmail Adabifiroozjari
	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	Jialiang Huang	Jialiang 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 Kabir
	07/05/2016	11:40:38 AM	UNSWA-MATSC+EN-OP001-PS33515	07/05/2016	12:43:40 PM	UNSWA-MATSC+EN-OP001-PS33515	1.1	Mohammad Sharear Kabir	Mohammad Sharear Kabir
	08/05/2016	11:39:58 AM	UNSWA-MATSC+EN-OP001-PS33515	08/05/2016	11:40:39 AM	UNSWA-MATSC+EN-OP001-PS33515	0.0	Mohammad Sharear Kabir	Mohammad Sharear Kabir
	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 Adabifiroozjari	Esmail Adabifiroozjari
	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 delete logs as this is a non-recoverable action.

6.23 Generate Data Reports

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

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

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

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

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

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

6.23.1 bDRT

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

- Step 1:

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



Batch Report

Batch report feature offers full booking and usage reports

Access Monthly Data Reports

Access Period Usage Data Reports

Month of Report: May

Year of Report: 2017

Run Report Now

- Step 2:

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

Batch Report

Batch report feature offers full booking and usage reports

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

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

Continue

That is all you need to do.

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

Batch Report

Select year to list all batch monthly reports

Year: 2017

Month	Year	Last Run Date	Last Run By	Access Booking Data Report	Access Usage Data Report
January	2017	30/03/2017	Luciana Nadalin	Booking Data Report	Usage Data Report
February	2017	02/03/2017	Luciana Nadalin	Booking Data Report	Usage Data Report
March	2017	07/04/2017	Luciana Nadalin	Booking Data Report	Usage Data Report
April	2017	09/05/2017	Luciana Nadalin	Booking Data Report	Usage Data Report
May	2017	08/06/2017	Luciana Nadalin	Booking Data Report	Usage Data Report

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

6.23.2 User Report Snapshot

Booking Report - User

Report for June 2018

ABDULAZIZ ALAZMAN - School/Organization: Petroleum Engineering

Resource: SEM 3400X

Booked Event Start Time	Booked Event End Time	Booked Hours	Account
28/06/2018 11:00	29/06/2018 13:00	2.00	#TRAINING \$300(including 6 hours+\$60 training fee)

Booked Hours	Account
2.00	#TRAINING \$300(including 6 hours+\$60 training fee)



6.23.3 Resource Report Snapshot

Booking Report - Resource
 Report for June 2018
 SEM 230

Show 500 entries

Showing 1 to 73 of 73 entries

User Name	School/Organization	Supervisor	Account	Account Charge/Hour	Booked Hours	Tracker Hours	Charges
Ying Zhu	Medicine	Yong Li	UNSW-STOGL-RE399-RG161896	\$40.00	3.00	2.11	\$120.00
Carolin Roemer	School of Photovoltaic and Renewable Energy Engineering	Aileen Lennon	UNSW-CPVE-RE994-RG172431	\$40.00	6.00	3.80	\$240.00
Yikan Sun	Medicine	Vedran Lovric	UNSW-POWORTH-RE550-RG131885	\$35.00	4.00	3.99	\$140.00
Jueming Bing	Centre for Photovoltaic Engineering	Anda Ho-Badie	UNSW-USAAPV-RE685-RG13662-M	\$35.00	2.00	1.75	\$70.00
Tao Yang	Chemical Engineering	Rana Chandrasekhar	UNSW-CEIC-R001-PS48126	\$40.00	10.00	9.58	\$400.00
Yicong Hu	Photovoltaic Special Research Center	Shiqian Huang	UNSW-CPVE-RE118-RG132555	\$35.00	3.00	8.34	\$105.00
Ju Sun	Chemical Engineering	Da-wei Wang	UNSW-RESLAES-OP001-PS35618	\$35.00	2.00	1.58	\$70.00
Ying Pan	Material Sciences	Deven Chu	UNSW-MATSC-EN-RE784-RG152838	\$40.00	7.00	4.77	\$280.00

6.23.4 School Report Snapshot

Booking Report - School/Organization
 Report for June 2018
 Biomedical Eng.

Show 500 entries

Showing 1 to 7 of 7 entries

User Name	Supervisor	Account	Resource	Account Charge/Hour	Booked Hours	Charges
Anton Nathanson	Melissa Knofke Tale	UNSW-GBIOM-RE142-RG160126	SEM 230	\$40.00	2.00	\$80.00
Sub-Total					2.00	\$80.00
Marissa Eapala	Jelena Rnjak-Kovicina	UNSW-GBIOM-RE118-RG141881	SEM 3400X	\$40.00	3.00	\$80.00
Sub-Total					3.00	\$80.00
Total					4.00	\$160.00

6.24 Export Data Report

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

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

Batch Report
 Provide options for data sorting
 Monthly Booking Data Report: April 2019
 Export to EXCEL

Sorted By: Resource **Export to Excel File**

Show 500 entries

Showing 1 to 436 of 436 entries

Resource	User Name	Supervisor	School/Org	Account	Account Charge/Hour (\$)	Booked Hours	Charges (\$)
C. P. Dryer	Xingdi (Cindy) Wang	Vedran Lovric	Medicine	UNSW-POWORTH-RE550-RG131885	35.00	2.00	70.00
C. P. Dryer	Yikan Sun	Vedran Lovric	Medicine	UNSW-POWORTH-RE550-RG131885	35.00	2.00	70.00
Total						4.00	140.00
Microtome C	Nicholas Ariotti	Richard Tiley	Electron Microscope Unit	#EXTERNAL	0.00	3.00	0.00
Microtome G	Isabel Morrow	Nicholas Ariotti	Electron Microscope Unit	UNSW-ELECMICR-BA101-PS11733	0.00	3.00	0.00
Total						6.00	0.00



6.25 Generate Invoice Statement

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

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

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

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

Find Invoices

Cancel Sample Job Invoice

Selection of Booking Invoice:

Selection of Sample Job Invoice:

Selection of Cancelled Sample Job Invoice:

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

6.25.1 Supervisor Invoice Snapshot: Booking Data

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

Individual Invoicing

Month:

Year:

Accept

A printable copy can be obtained by clicking .



STATEMENT

May 2009

TO: Barbara Messerle

TEL: 93854653

FAX:

EMAIL: b.messerle@unsw.edu.au

DATE: June 19, 2009

DETAILS:

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

Details of Bookings:

User Name	Facility	Date	Booking Start Time	Booking End Time	Hours Booked
Bradley Yat Wah Man	Flip 300 NMR	01/05/2009	8:00:00 AM	11:00:00 AM	3.00
Bradley Yat Wah Man	Hertz 500 NMR	03/05/2009	8:00:00 AM	12:00:00 AM	16.00
Bradley Yat Wah Man	Hertz 500 NMR	04/05/2009	12:00:00 AM	8:00:00 AM	8.00
Bradley Yat Wah Man	Hertz 500 NMR	15/05/2009	8:00:00 AM	6:00:00 PM	10.00
Bradley Yat Wah Man	Hertz 500 NMR	18/05/2009	8:00:00 AM	12:00:00 AM	16.00
Bradley Yat Wah Man	Hertz 500 NMR	19/05/2009	12:00:00 AM	8:00:00 AM	8.00
Bradley Yat Wah Man	Hertz 500 NMR	22/05/2009	8:00:00 AM	12:00:00 AM	16.00
Bradley Yat Wah Man	Hertz 500 NMR	23/05/2009	12:00:00 AM	8:00:00 AM	8.00
Bradley Yat Wah Man	Gauss 400 NMR	04/05/2009	8:00:00 AM	12:00:00 AM	16.00
Bradley Yat Wah Man	Gauss 400 NMR	05/05/2009	12:00:00 AM	12:00:00 AM	24.00
Bradley Yat Wah Man	Gauss 400 NMR	06/05/2009	12:00:00 AM	8:00:00 AM	8.00
Bradley Yat Wah Man	Gauss 400 NMR	07/05/2009	8:00:00 AM	12:00:00 AM	16.00
Bradley Yat Wah Man	Gauss 400 NMR	08/05/2009	12:00:00 AM	8:00:00 AM	8.00

Hui Hui Joanne Ho	Flip 300 NMR	11/05/2009	4:00:00 PM	12:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	12/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	12/05/2009	5:00:00 PM	12:00:00 AM	7.00
Hui Hui Joanne Ho	Flip 300 NMR	13/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	13/05/2009	4:00:00 PM	12:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	14/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	15/05/2009	4:00:00 PM	12:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	16/05/2009	12:00:00 AM	4:00:00 PM	16.00
Hui Hui Joanne Ho	Flip 300 NMR	18/05/2009	4:00:00 PM	12:00:00 AM	8.00
Hui Hui Joanne Ho	Flip 300 NMR	19/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Hertz 500 NMR	11/05/2009	11:00:00 AM	12:00:00 AM	13.00
Hui Hui Joanne Ho	Hertz 500 NMR	12/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Hertz 500 NMR	14/05/2009	11:00:00 AM	12:00:00 AM	13.00
Hui Hui Joanne Ho	Hertz 500 NMR	15/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Hertz 500 NMR	15/05/2009	6:00:00 PM	12:00:00 AM	6.00
Hui Hui Joanne Ho	Hertz 500 NMR	16/05/2009	12:00:00 AM	4:00:00 PM	16.00
Hui Hui Joanne Ho	Hertz 500 NMR	20/05/2009	11:00:00 AM	12:00:00 AM	13.00
Hui Hui Joanne Ho	Hertz 500 NMR	21/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Tesla 600 NMR	11/05/2009	10:00:00 AM	12:00:00 AM	14.00
Hui Hui Joanne Ho	Tesla 600 NMR	12/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Tesla 600 NMR	15/05/2009	11:00:00 AM	12:00:00 AM	13.00
Hui Hui Joanne Ho	Tesla 600 NMR	16/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Tesla 600 NMR	18/05/2009	10:00:00 AM	12:00:00 AM	14.00
Hui Hui Joanne Ho	Tesla 600 NMR	19/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Tesla 600 NMR	25/05/2009	10:00:00 AM	12:00:00 AM	14.00
Hui Hui Joanne Ho	Tesla 600 NMR	26/05/2009	12:00:00 AM	8:00:00 AM	8.00
Hui Hui Joanne Ho	Gauss 400 NMR	11/05/2009	10:00:00 AM	6:00:00 PM	8.00
Hui Hui Joanne Ho	Gauss 400 NMR	21/05/2009	10:00:00 AM	6:00:00 PM	8.00



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

Summary of Bookings:

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

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

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

Invoice No: 00000001



6.25.2 Supervisor Invoice Snapshot: Sample Jobs

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

Sample Invoicing

Sample Job Invoicing:

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

[Continue](#)

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

Sample Invoicing

Select Sample Job for Invoicing:

☐ BSP-SAMPLE-2016-32

[Continue](#)



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

Here is an example of the invoice statement:

Sample Invoicing

SAMPLE JOBS STATEMENT

TO: Graline Moran

TEL: 9385 4642

FAX:

EMAIL: g.moran@unsw.edu.au

DATE: June 22, 2017

DETAILS:

This Statement covers the sample jobs completed for your groups.

Details of Jobs:

Job No	Customer/User	School/Organization	Account	Sample Quantity	Sample Type	Method	Charge Rate/Sample	Charge
BSP-SAMPLE-2016-32	Alexandra Stacy	BHIF - Biomedical Imaging Facility	BRIL P523971 OP001	4	Paraffin Slides(Animal Tissue)	Slide Scanning (Aperio XT)	\$10.00	\$40.00
								\$40.00

Invoice No: ST00000004

Kind Regards,
Dong Zheng

Phone: to be defined

Email: dm.zheng@unsw.edu.au

Email To Supervisor

6.25.3 Batch Data Invoice Statement (bDIS)

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

Batch Invoicing

Access Monthly Invoice Statements

Month of Invoicing: May

Year of Invoicing: 2017

Tick to Run Batch Invoicing: ☐ Overnight ☐ Now

Accept

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

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



Batch Invoicing

Year: 2017

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

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

Batch Invoicing

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

☐ Tick to send a copy to self as record

Email To Selected Supervisors Email To All

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

6.26 Set Up Trainers and Certificates

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



Training Manager

Register single resource training certificate.
Register single resource group training certificate.

Search Certificate

Resource Certificate & Trainer

Resource: Choose resource from the list

Register Certificates List All Certificates Register Trainers List All Trainers

Certificate Analytics

There are two kinds of certificates:

- Certificates per resource
- Certificates per resource group

There are two kinds of trainers:

- Trainers per resource
- Trainers per resource group

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

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

6.26.1 Trainer Registration

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

Training Manager

Register single resource trainers

Resource: EPHA 8500

Trainer	Resource	Suspended	Delete
Karen Privat	EPHA 8500	<input type="checkbox"/>	<input type="checkbox"/>
Simon Hager	EPHA 8500	<input type="checkbox"/>	<input type="checkbox"/>
Michael Zhi	EPHA 8500	<input type="checkbox"/>	<input type="checkbox"/>

Choose staff from the list if you wish to add new trainers

Accept Changes

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



6.26.2 Certificate Registration

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

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

Training Manager
 Select to edit certificate
 Return

Facility: XRD-Empyrean II

Set	Code	Certificate Title	Details	Booking Settings	Tracker Onsite Supervision	Booking Alert	Valid Period (Months)	Status	Last Update	Record Created
19		EMPYREAN II TRAINING CERTIFICATE	I hereby certify that this user has completed training of the radiation safety and operating procedures for Panalytical Empyrean system. He has an understanding of OHS and instrument operation, and is qualified to operate the instrument independently.	0	No	No	36	Enabled	on 25/01/2017 15:14	05/05/2014

Maximum Booking Hours/Day: 24
 Maximum Booking Period (Days): 24
 Maximum Booking Hours/Period: 50
 Booking Start Time: 0:00
 Booking End Time: 23:00
 Booking Cancellation: Booking can be cancelled anytime
 Weekend Booking: Permitted

Alternatively, it is much easier to set up certificates through [Certificate/Group Certificate Wizard](#) which is a one-stop process.

6.26.3 Live User Certificate List

The live search user certificate does help the trainers to find the very certificate quickly when there are a large number of resources and certificates set up in the system.



Go to **Edit User Certificate** page, a live search box is provided to quickly find the right the certificate to add to the user training profile. Simply type in any part of certificate name to add.

User Profile Manager

Edit user certificates

Certificate Title	Code	Suspended	Issued Time
AFM CATALYST - GENERAL	23	<input type="checkbox"/>	09/02/2018, 13:27:07

Choose certificate from the list ▼ if you wish to add new certificate

Accept Changes

AFM CATALYST - EXPERIENCED
 AFM CATALYST - GENERAL

6.26.4 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 statistical data for that.

Training Certificate Report

Certificate Report By Month: May 2017

Export to EXCEL

Show 500 ▼ entries
 Search: Copy CSV Excel PDF

Showing 1 to 43 of 43 entries

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

6.27 Record User Forms

There are two ways to do so.

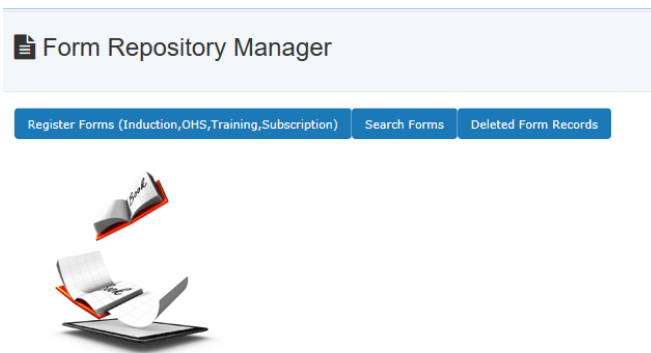
Through **User Profile Manager**, add form to the user.



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

- Induction
- OHS
- Access
- Subscription

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



- Register Forms:

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



Form Repository Manager

Register form

User Selection	Choose user from the list
Type of Form	Induction Form
Form in PDF	
Note	

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.

Form Repository Manager

Search forms

Key Words: (user name)

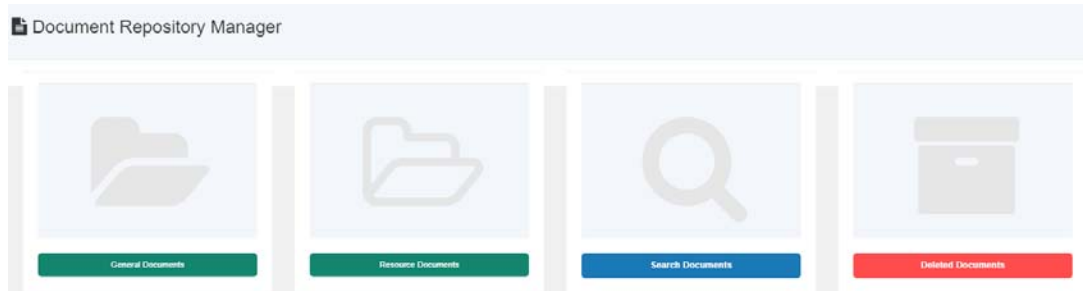
ab

User Name	Forms
ABDULAZIZ ALAZMAN	<div>Delete</div> <div> <p>Induction Form-3513-20-06-2018-1670.pdf User: ABDULAZIZ ALAZMAN Added: Michael Zhi on 6/20/2018 2:07:36 PM</p> </div>
Abhijith Prakash	<div>Delete</div> <div> <p>Induction Form-3245-19-04-2017-1285.pdf User: Abhijith Prakash Added: Michael Zhi on 4/19/2017 5:15:20 PM</p> </div>

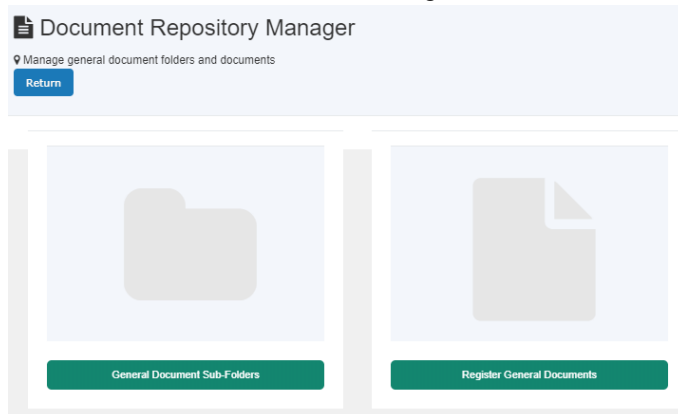
6.28 Store and Share Documents

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 resource documents. You can perform the following tasks:

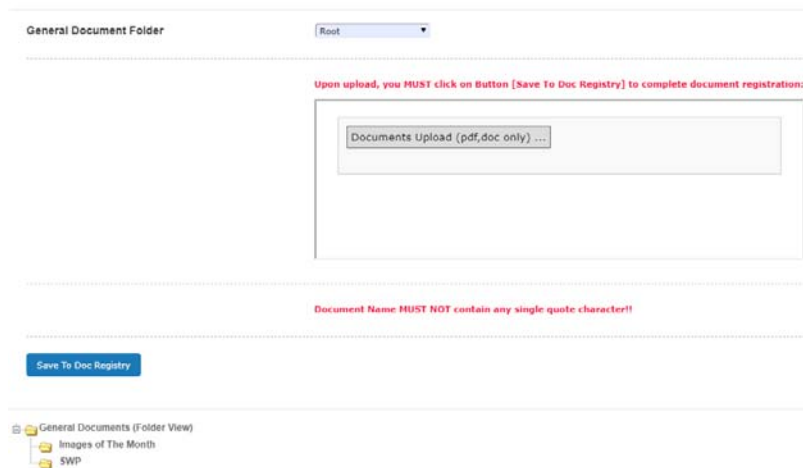
- Add/Edit General Document Sub-Folders
- Register General Documents
- Register Resource Documents
- Search Documents
- Deleted Document Records



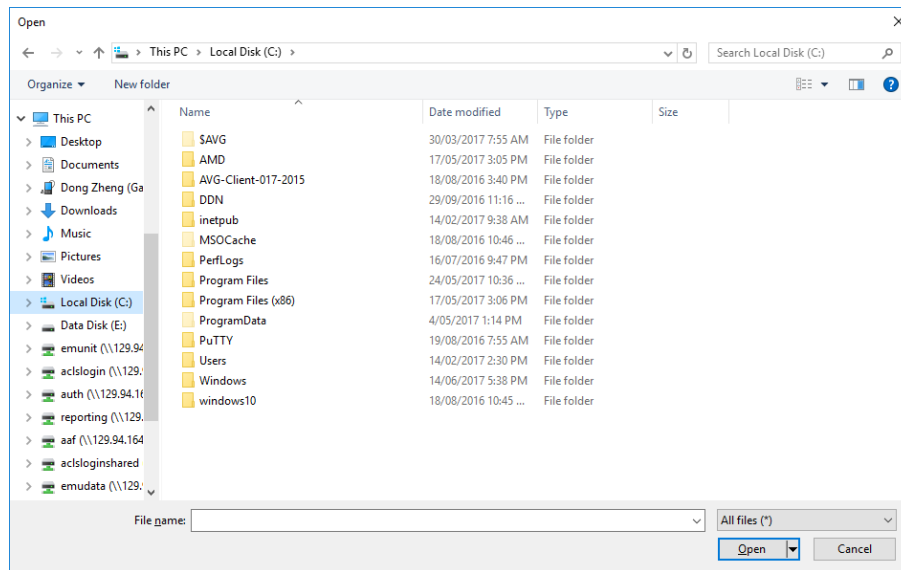
Click on **General Documents** to register:



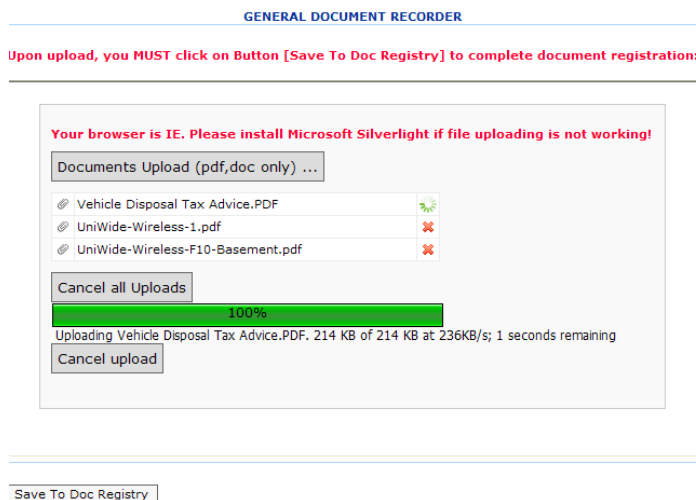
- Add/Edit General Document Sub-Folders
- Register General Documents



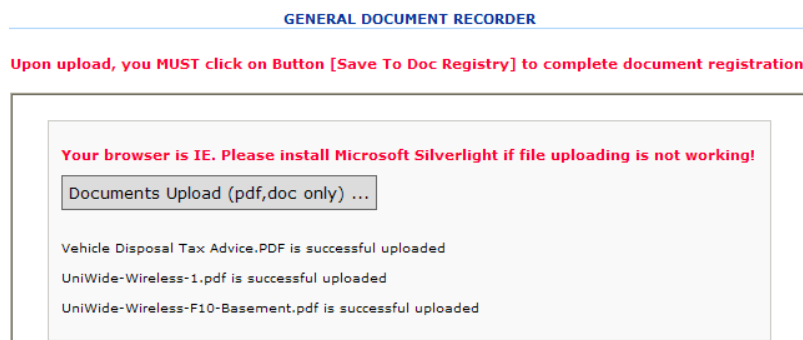
- Step 1: select the folder where the document is located, you can upload documents singly or in multiples
 - Select the documents, click on **Open** to upload.



- You are shown the uploading progress:



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

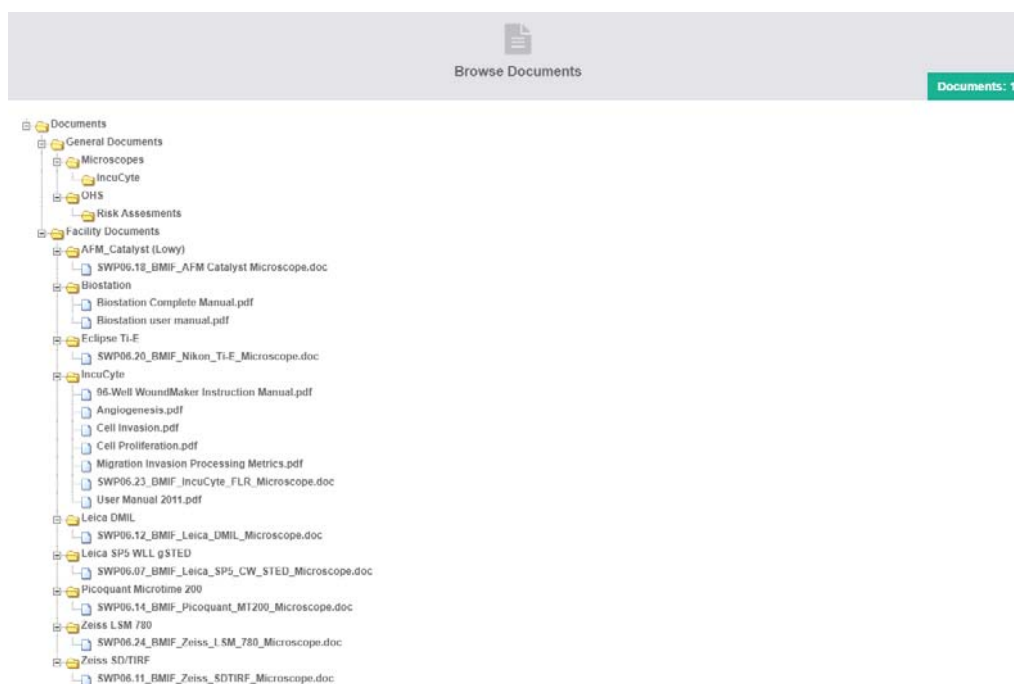


- Step 2: Save to registry
 - You must click on **Save To Doc Registry** to register the documents to the system. If you don't do this, then the documents are not considered as **Registered**.



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

If you go to **Booking tab -> Documents tile**, you can see the results as illustrated:

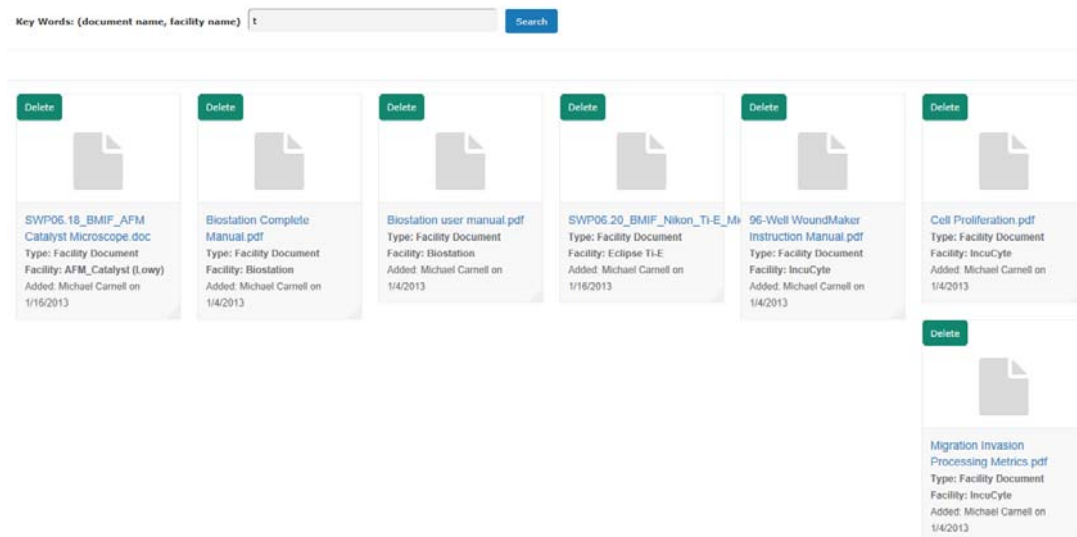


Register Resource Document is similar to the process shown above. The only difference is that you must pick a resource first.

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

	Registered Users	Registered Staff
General Documents	All can access	All can access
Resource Documents	Users who have a resource 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 resource name, and you can get results such as below:



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

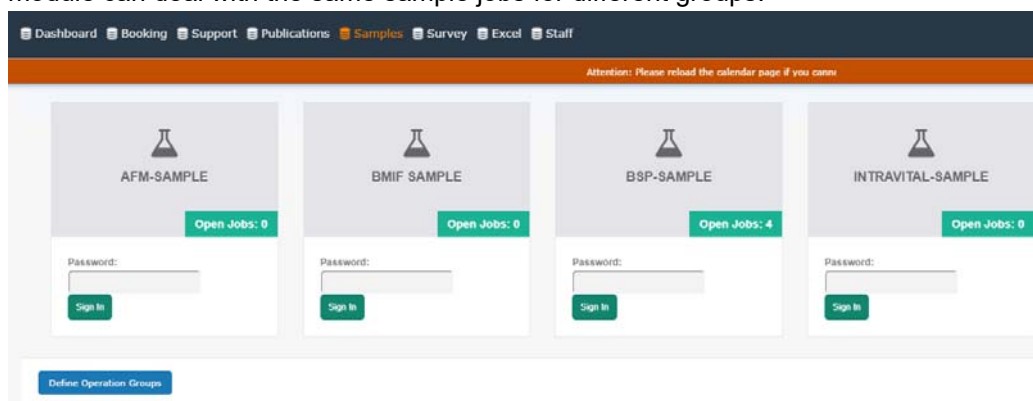
6.29 Track Samples

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.



- 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 Methods

Operation Group: ICP

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

Edit
Add
Reset

- Create the method of analysis.

Define Sample Types

Operation Group: ICP

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

Edit
Add
Reset

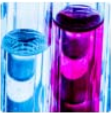
- Each method of analysis is linked to a resource and is allocated a charge per sample.
- The status shows whether the sample type or method is in use. The defined sample types or methods cannot be deleted once they have been created.
- You can create new sample types or methods at any stage. Once a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

6.30 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-2018-19), as shown below.



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 Sample Methods** to add/edit methods, or update the job details.

Job No	ICP-2018-19
Customer/User	Song Yan Yin
Account	SMART-RE183-RG140852
Sample Photo	 Upload Sample Photo
Sample Quantity	4
Sample Name	
Sample Lab ID	
Sample Location	
Quotation No	
	Upload Sample Quotation
Discount By (%)	0.0
Sample Type	E-wastes
Method	U-LA-disco-prep-Checked-In; U-LA-ICPMS SemiQuant Setup-Checked-In; U-LA-ICPMS SemiQuant-Checked-In;
Date In	22/01/2018
Scheduled Completion Date	29/01/2018
Receiver	Rabeya Akter
Job Notes	LA-ICPMS-semiQ
Job Status	Overdue
Last Update Time	22/01/2018 12:25
Updated By	Rabeya Akter

[Edit Sample Methods](#)
[Accept](#)

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

6.31 Process Sample Jobs

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

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



Update Jobs
Operation Group: ICP

Col	Method	Sample Quantity	Charge (\$)	Notes	Status	Last Update Time	Updated By
<input type="radio"/>	U-LA-ICPMS SemiQuant	4			Checked-In	22/01/2018 12:26	Rabeeya Akter
<input checked="" type="radio"/>	U-LA-ICPMS SemiQuant Setup	4			Checked-In	22/01/2018 12:26	Rabeeya Akter
<input type="radio"/>	U-LA-discprep	4			Checked-In	22/01/2018 12:27	Rabeeya Akter

Processing

Job No	ICP-2018-19
Customer/User	Bond Yan Yin
School/Organization	Materials Science and Engineering
Account	SMART-REG102-RO140552
Sample Quantity	4
Sample Name	
Sample Lab ID	
Sample Location	
Quotation No	
Sample Type	E-wastes
Method	U-LA-discprep-Checked-In; U-LA-ICPMS SemiQuant Setup-Checked-In; U-LA-ICPMS SemiQuant-Checked-In
Date In	22/01/2018
Scheduled Completion Date	26/01/2018
Receiver	Rabeeya Akter
Job Notes	U-LA-ICPMS-semQ
Job Status	Overdue
Last Update Time	22/01/2018 12:25
Updated By	Rabeeya 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
Operation Group: ICP

Processing Method for Job No. ICP-2018-19

Method	U-LA ICPMS SemiQuant Setup
Sample Quantity	1 ▼
Note	<div></div> 2000 (max char 2000)
Confirm	

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

6.32 Check-out Samples

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

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



Check Out

Operation Group: ICP

METHOD PROCESS DETAILS:						
Method	Sample Quantity	Charge (\$)	Notes	Status	Last Update Time	Updated By
1 - Digestion MW	0	0		Checked-In	04/07/2018 11:13	Rabeys Akter
1 - MS-10	0	0		Checked-In	04/07/2018 11:13	Rabeys Akter

Total Charge: \$0.00

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

Job No	ICP-2018-414
Customer/User	Jing He
School/Organization	Macquarie University
Account	ICP-TAX INVOICE-1
Sample Quantity	22
Sample Name	
Sample Lab ID	
Sample Location	
Quotation No	
Sample Type	BioChar
Method	1 - MS-10-Checked-In; 1 - Digestion MW-Checked-In;
Date In	04/07/2018
Scheduled Completion Date	11/07/2018
Receiver	Rabeys Akter
Job Notes	
Job Status	Checked-In
Last Update Time	04/07/2018 09:57
Updated By	Rabeys Akter

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

6.33 Upload Sample Analysis Results

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



Upload Job Results

Operation Group: ICP

JOB DETAILS:

Job No	ICP-2018-10
Customer/User	Terry Flynn
School/Organization	Analytical Centre
Account	CCL-ACCOUNT-2014
Sample Quantity	50
Sample Name	
Sample Lab ID	
Sample Location	
Quotation No	
Sample Type	Swab
Method	TF-IC-Checked-Out; TF-IC-set up-Checked-Out; TF-OES-Checked-Out;
Date In	10/01/2018
Scheduled Completion Date	17/01/2018
Date Out	17/01/2018
Receiver	Dorothy Yu
Job Notes	Swab
Job Status	Checked-Out
Last Update Time	11/01/2018 12:09
Updated By	Dorothy Yu



[Doc-ICP-2018-10.xlsx](#)

Description: Report-ICP-2018-10

Job No.: ICP-2018-10

Updated: 11/01/2018 12:09

By: Dorothy Yu

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

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



Upload Job Results

Operation Group: ICP

Update Document

Document Type	doc ▾
Document Name	Doc-ICP-2017-299
Download Link Description	

Continue

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

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

6.34 Access Experiment Data (UNSW Only)

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

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

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

Or refer to **Chapter 5.7** to set up Nextcloud for data access.

Click on **My Home -> Data** to access experimental data.

6.35 Set Up Event & Holiday Calendar

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

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



Lab Event & Holiday Calendar

Calendar 2016 **Calendar 2017** Calendar 2018

Calendar 2017

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

February

March

April

May

June

July

August

+ Add To Calendar

- Add Public Holidays
- Add Lab Events
- Copy Public Holidays To 2018
- Clear Lab Events From Calendar

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

May

June

N2 Fill
Wed 07/06/2017 08:00 to Wed 07/06/2017 11:00

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

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

Lab Opening Day More Details
Fri 23/06/2017 00:00 to Sat 24/06/2017 00:00

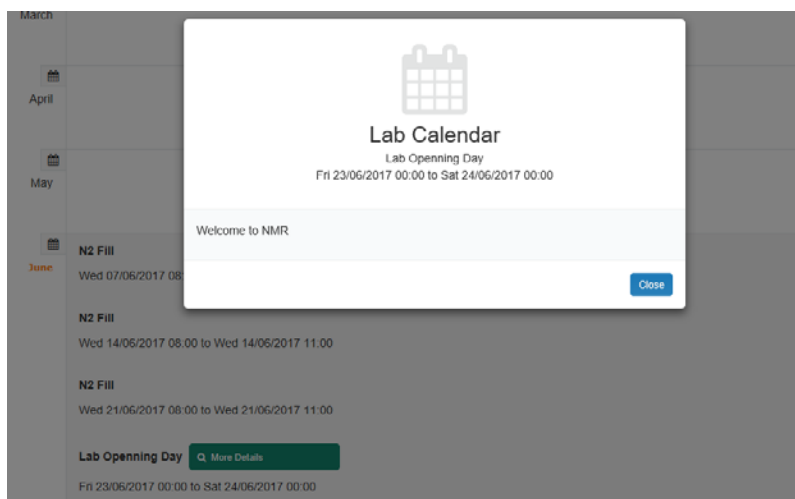
N2 Fill
Wed 28/06/2017 08:00 to Wed 28/06/2017 11:00

July

N2 Fill
Wed 05/07/2017 08:00 to Wed 05/07/2017 11:00

N2 Fill
Wed 19/07/2017 08:00 to Wed 19/07/2017 11:00

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



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

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

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

[SET UP CALENDAR: 2015]

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

Set up public holiday:

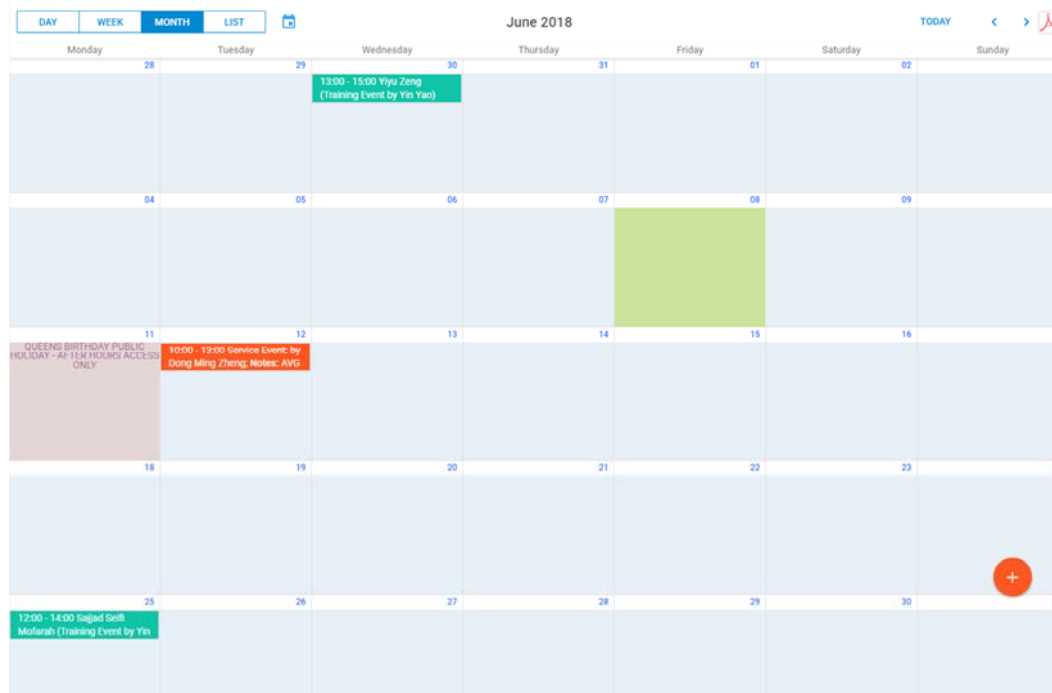
ACLS can watermark public holidays on the calendar. This is handy to indicate to users the dates of public holidays.



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 resources.

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



6.36 Training & Support

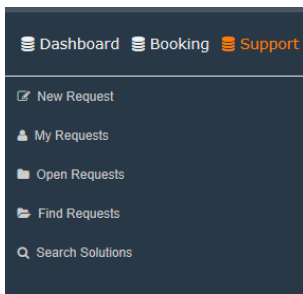
Users are able to submit training & support requests, track down the status of those requests, and the responses made by staff. This is a support ticketing module in ACLS.

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

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

- New Request
- My Requests
- Search Solutions

Staff can access all 5 functions.



New Request:

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

New Requests

Type: ☒ Training Request ☐ Support Request

Subject: *

Message Body:

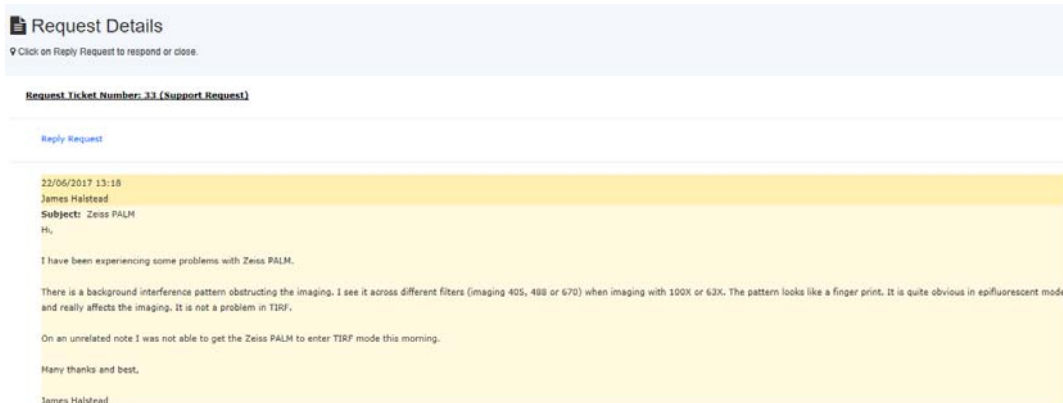
Submit

My Requests:

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

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

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





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

[Open Requests:](#)

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

[Search Requests:](#)

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

Search Solutions

Key Words: (subject, message body)

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

[Search Solutions:](#)

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

6.37 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.

6.37.1 Build Survey

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

Build Survey

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 resource 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			
Start of Survey	10/08/2015		
End of Survey	09/09/2015		
Survey Type	<input checked="" type="radio"/> Anonymous <input type="radio"/> Compulsory (Only effective upon login to ACLS)		
Access Survey	<input checked="" type="radio"/> On Login Page <input type="radio"/> On My Dashboard Page		

[Accept](#)

Survey parameters are described in the table below:

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

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

Step 2: Choose Targeted Users

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

[Accept](#)

- Upload survey questions:



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

- Upload survey multiple choices:

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

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

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

```
q2
answer 21
answer 22
answer 23
answer 24
answer 25
```

```
q3
answer 31
answer 32
```

```
q4
answer 41
```

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

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



Welcome to ACLS

Survey Questions:

1. I'm satisfied with staff support?

- ☐ Strongly agree
- ☐ Agree
- ☐ Indifferent
- ☐ Disagree
- ☐ Strongly Disagree

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

- ☐ Yes
- ☐ No

If others, please specify here

3. I'm satisfied with laboratory facilities?

- ☐ Strongly agree
- ☐ Agree
- ☐ Indifferent
- ☐ Disagree
- ☐ Strongly Disagree

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

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

Survey Comments:

- Preview survey:

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

**Step 4: Preview Survey Form**Survey Selection: **TEM SURVEY 2012****TEM SURVEY 2012**

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

Survey Questions:

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

- ☐ Strongly Agree
☐ Agree
☐ Disagree

2. test2

- ☐ Strongly Agree
☐ Agree
☐ Disagree

Survey Comments:

Congratulations, the survey is ready for publishing!

6.37.2 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!

6.37.3 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.



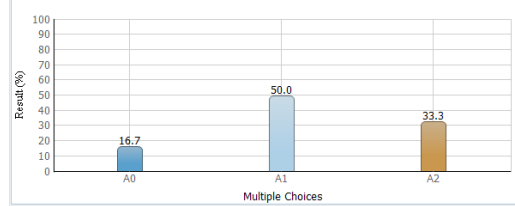
Bar chart:

Total Responses: 6

Survey Analysis:

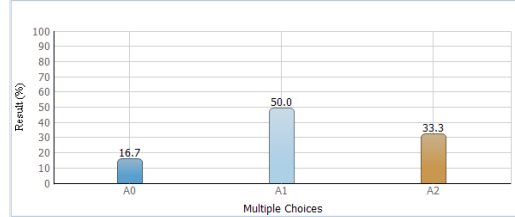
Questions

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

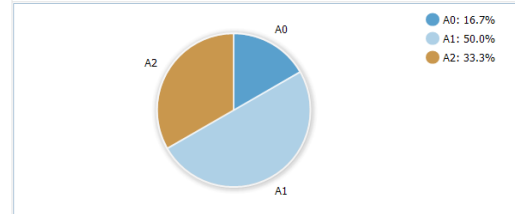
Pie chart:

Total Responses: 6

Survey Analysis:

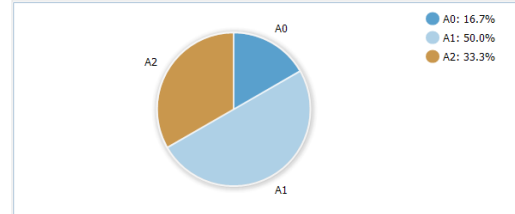
Questions

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



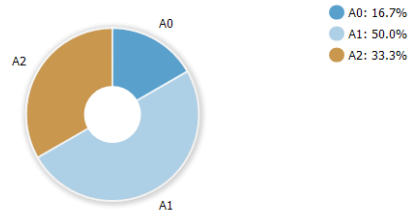
Donut chart:

Total Responses: 6

Survey Analysis:

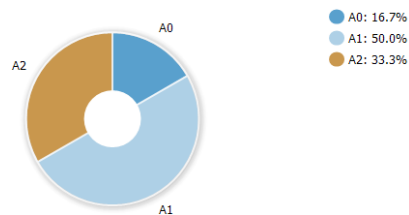
Questions

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

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%

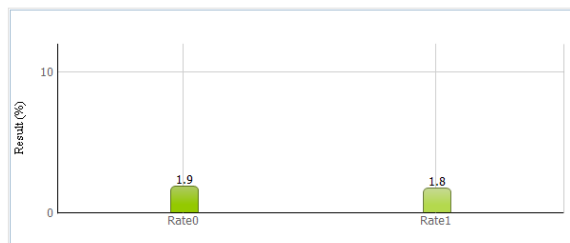
It is useful to know what the response rate is to the survey. The system compares the response of the active registered users.

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

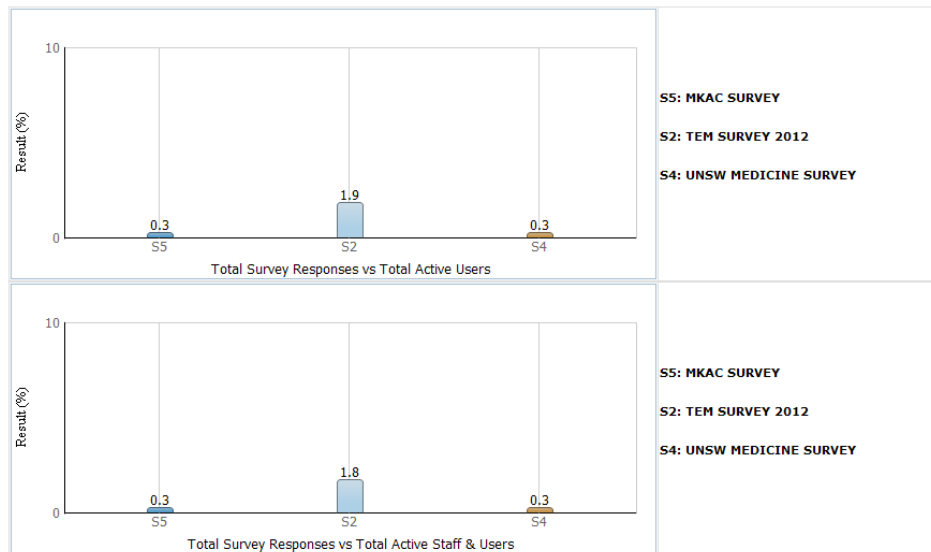
Note: Participation rate was saved, you can reset it if you wish to update!

- 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.

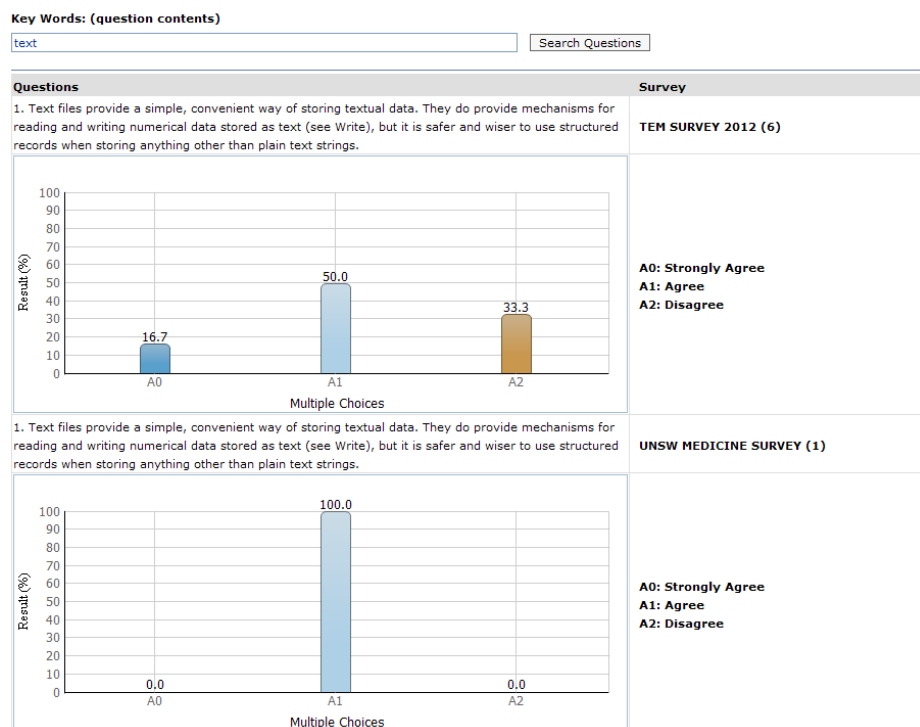
It is very useful to compare the response rate across different surveys.



- 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.

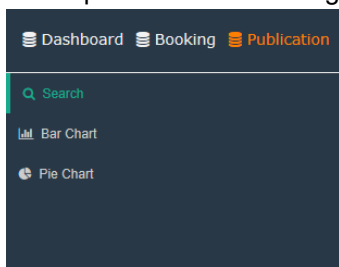
Comparing the results, you can easily identify if there are any variations for decision making and other purposes.





6.38 Analyse Publications

ACLS provides the following ways to run the analysis:



- Search publications:

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

Search Publications

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

Sorted By:

Publication ID	Journal Name	Author List	Year Month	Details
http://dx.doi.org/10.1016/j.ijhydene.2016.08.115	International Journal of Hydrogen Energy	Wen-Fan Chen, Pramod Kishy, Ying Huang, Esmail Adabifiroozjari, Yin Yao, Charles Christopher Sorrell	2016/September	Effects of precipitation, liquid formation, and intercalation charge transfer on the properties and photocatalytic performance of cobalt- or vanadium-doped TiO ₂ thin films. International Journal of Hydrogen Energy, 41 (42), 19025-19056 http://dx.doi.org/10.1016/j.ijhydene.2016.08.115
https://doi.org/10.1021/ja502704n J. Am. Chem. Soc. 2014, 136,	Single-Particle Study of Pt-Modified Au Nanorods for Plasmon-Enhanced Hydrogen Generation in Visible	Zhaokai Zheng, Takashi Tachikawa,*, P and Tetsuro Majima	2014/May	Zhaokai Zheng, Takashi Tachikawa and Tetsuro Majima, #Single-Particle Study of Pt-Modified Au Nanorods for Plasmon-Enhanced Hydrogen Generation in Visible to Near-Infrared Region# J. Am. Chem. Soc. 2014, 136, 5870-5873.
DOI: 10.1021/ja511719g	Plasmon-Enhanced Formic Acid Dehydrogenation using Anisotropic Pd-Au Nanorods Studied at Single-Particle Level	Zhaokai Zheng, Takashi Tachikawa and Tetsuro Majima	2015/January	Zhaokai Zheng, Takashi Tachikawa and Tetsuro Majima, #Plasmon-Enhanced Formic Acid Dehydrogenation using Anisotropic Pd-Au Nanorods Studied at Single-Particle Level# J. Am. Chem. Soc. 2015, 137, 9484-957.
	Gondwana Research	Wacey, David; Saunders, Martin; Kong, Charlie; Braser, Alexander; Braser, Martin	2016/January	Wacey, David; Saunders, Martin; Kong, Charlie; Braser, Alexander; Braser, Martin, "3.46 Ga Apex chert 'microfossils' reinterpreted as mineral warts produced during phyllosilicate exfoliation", Gondwana Research, V.36, pp296-313, 2016

- Bar charts:

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

Publication Report - Bar Charts

By Journal Name

All Years:

Multiple Choices

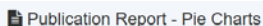
2016:

Multiple Choices

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

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

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



6.39 Mobile Browser Version

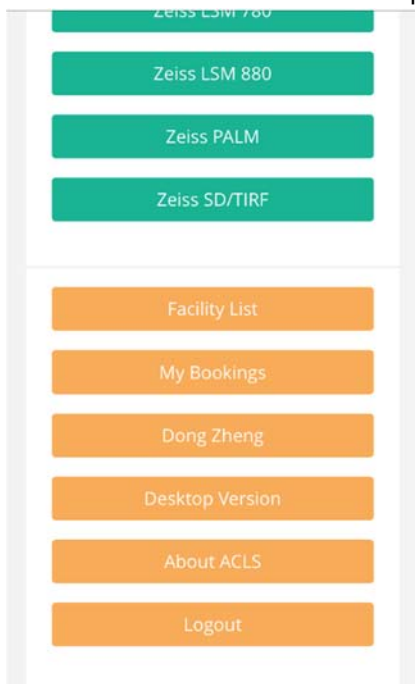
Through the browser on the mobile, type in the URL of the ACLS you wish to access. The first page is the login page.

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

The screenshot displays the AC Lab System interface. On the left, a login section titled "Welcome to AC Lab System" for a "Registered User" prompts for a "User ID" and "Password" with a "Sign In" button. Below this are links to "Download iPhone App" and "Download Android App", and contact information for the Mark Wainwright Analytical Centre. On the right, a vertical list of facilities is shown, each in a red button: "Refresh Facility List", "100 AFM_Catalyst (Lowy)", "AFM_MM8 (F10)", "Amira", "Aperio FL Slide Scanner", "Aperio XT Slide Scanner", "Biostation", "BMSF HPC 1", and "Chemicon Advanced Tissue Arrayer". A bottom navigation bar contains icons for back, forward, home, and other functions.



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



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



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



Dong Zheng

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

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

Navigation icons: back, forward, share, book, tabs

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

About ACLS: shows ACLS version.

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

Bookings on 25/05/2017 Thu:

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

[To Cancel](#)

[To Book](#)

Bookings on 26/05/2017 Fri:

Available

[To Book](#)

Allowed Booking Hours per Day: 8

Allowed Booking Hours Balance: 1339.75

Make Booking Now:

Account: Internal Account

Start Time:

End Time:

Reminder: ☐

Note:

[Submit](#)

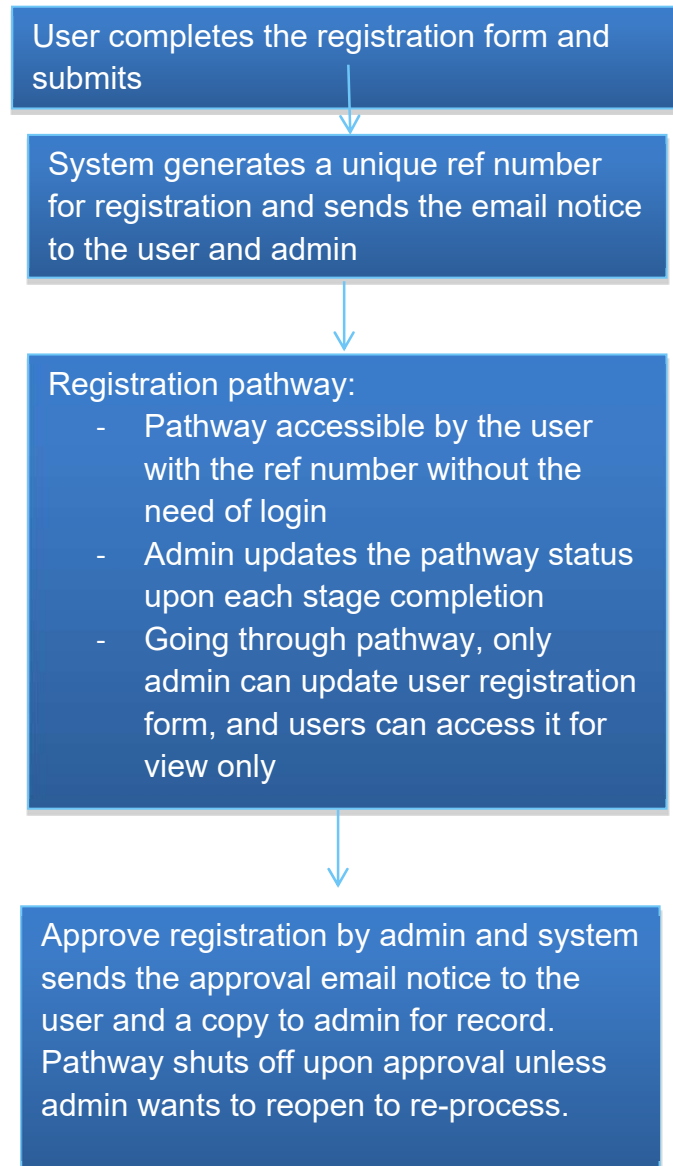
6.40 Registration Pathway

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**.

Registration Pathway

Pathway Chart

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

Edit

Delete

Add

Reset

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

Pathway Chart

Step 1 (1): Electronic application submitted and being processed

Step 2 (2): Academic in charge scheduling the New User Meeting

Step 3 (3): Training and access is confirmed through NUM

Step 4 (4): Waiting for the signed form to be submitted by the User

Step 5 (5): Signed form received

Step 6 (6): ACLS activated / re-activated and user notified

Close



- To add a new step:

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

- Pathway on Registration Page

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

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

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

- Approve Registration

Due to the introduction of Registration Pathway, to approve the user registration, you need to go to [User Profile -> Registration Pathway Manager](#), and select the user to continue.



Registration Pathway Manager

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

Unapproved User Registration:

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

Registration Pathway Manager

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

Registration Pathway

Pathway	User	Registration Ref	Note	Status
Electronic application submitted and being processed	Bowdin, Lisa	Ref-2WN6UJEuqyR-EN920r		Close
Academic in charge scheduling the New User Meeting	Bowdin, Lisa	Ref-2WN6UJEuqyR-EN920r	Dentistry Student will do bulk new user meeting Feb 2017 Martin Alexandra Jeremy	In progress
Training and access is confirmed through NLM	Bowdin, Lisa	Ref-2WN6UJEuqyR-EN920r	sent email to Alexandra martin and Jeremy to confirm what we are doing!!!! 2/2/2017	In progress
Waiting for the signed form to be submitted by the User	Bowdin, Lisa	Ref-2WN6UJEuqyR-EN920r	ROS422 K Shearston	Close
Signed form received	Bowdin, Lisa	Ref-2WN6UJEuqyR-EN920r		Close
ACLS activated / re-activated and user notified	Bowdin, Lisa	Ref-2WN6UJEuqyR-EN920r		Open

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



Contact User

Subject:

Message Body:

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



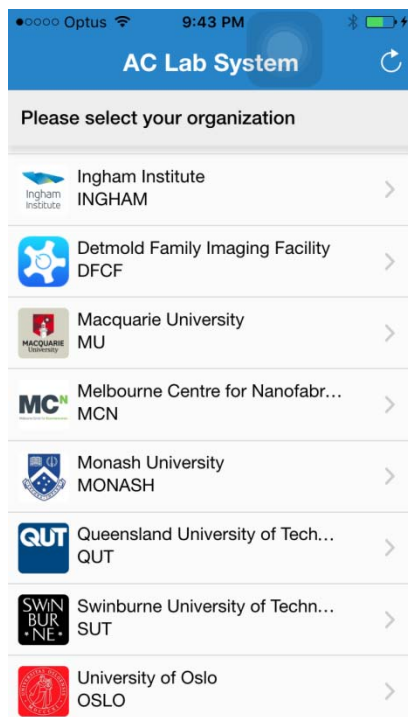
6.41 iPhone App

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

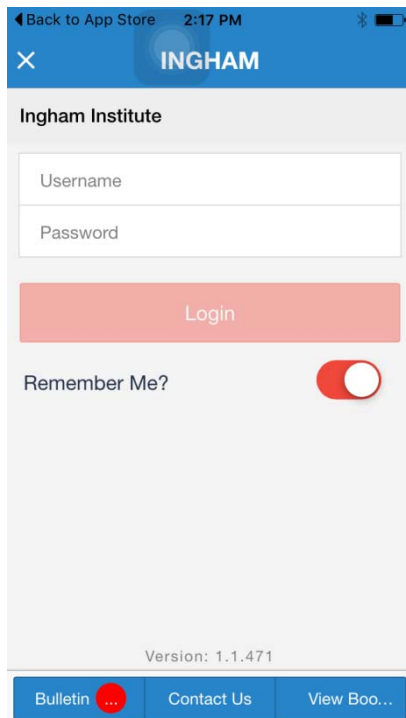


- Org Page



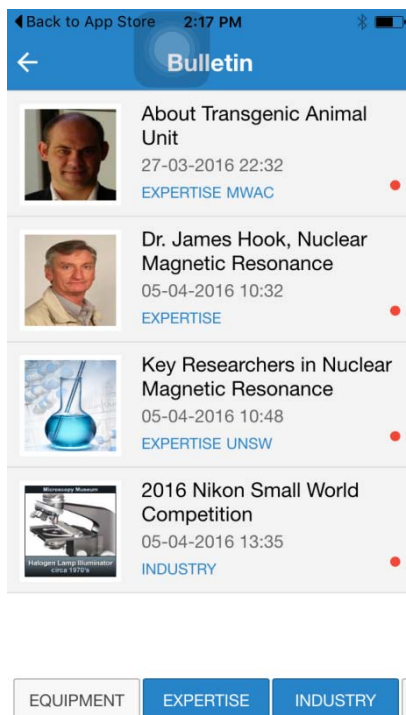


- Login Page



- Bulletin Page

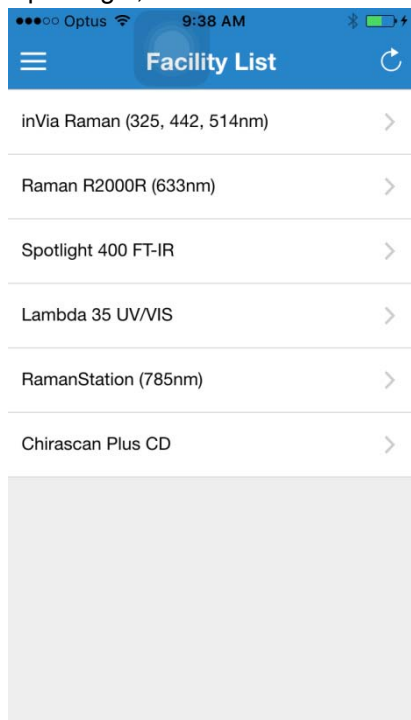
App bulletin feature gives you the power to outreach your research, activities, news and updates on your campus and beyond your campus. Bulletin can categorize the list and make the search quick and easy for app users.



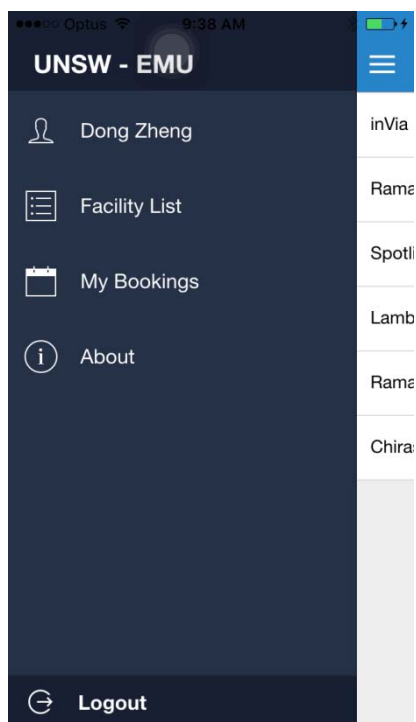


- Resource Page

Upon login, facilities are listed to book.



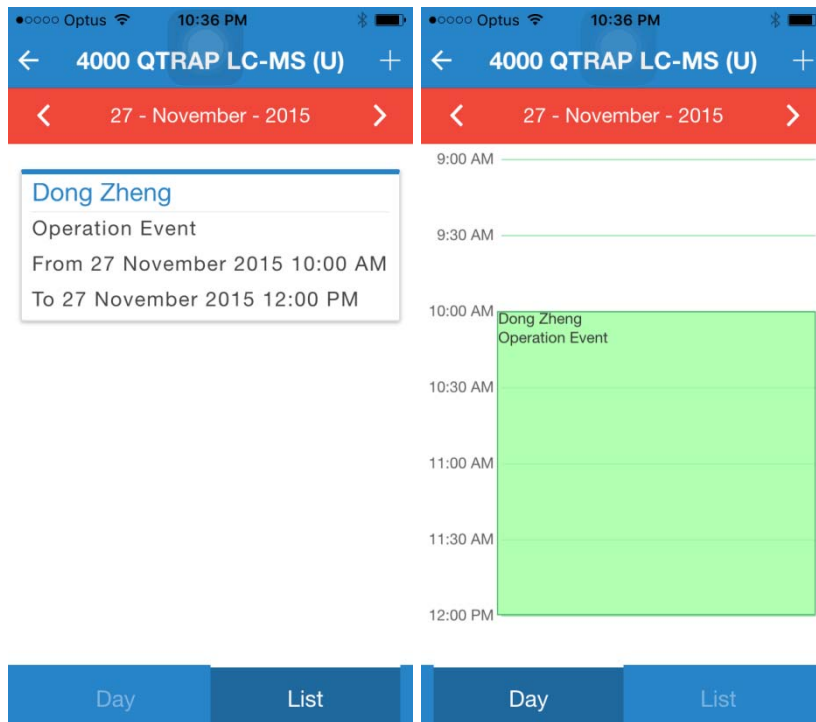
- Setting Page





- Calendar Page

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

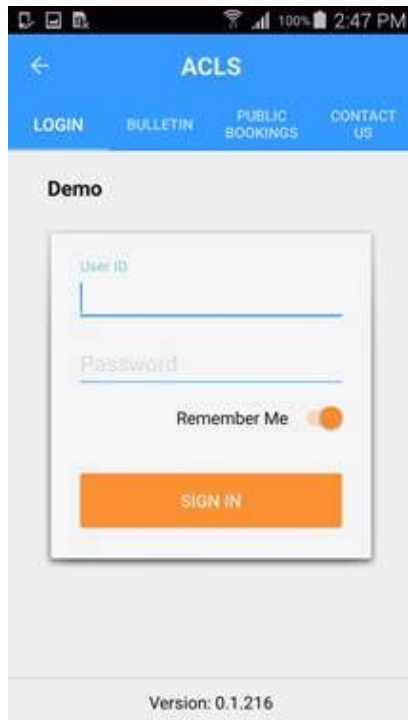


- Booking Page

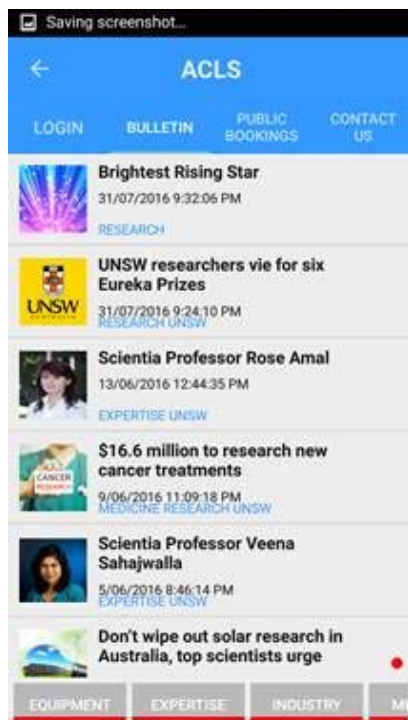
6.42 Android App

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

- Login page



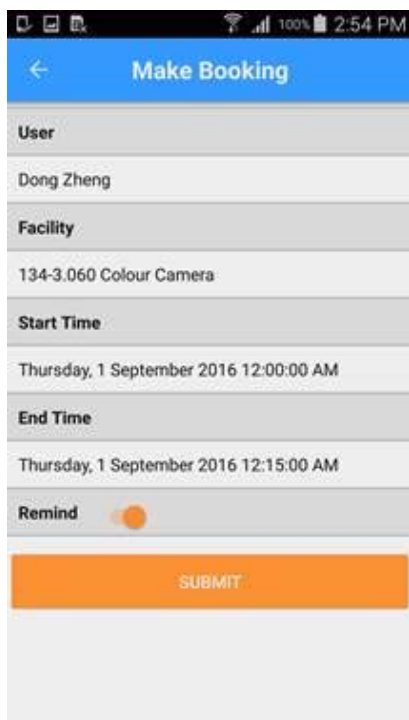
- Bulletin Page



- Calendar Page



- Booking Page



- Profile Page



My Profile

Supervisor(s)
Dong Zheng
Access Group
System Administrator
Certificate(s)
N/A
Account(s)
Internal Account
Trainer For
Biaxial Instron 134-1.073 Li-Cor 6400 (1) Confocal Microscope
Type of Researcher
Others

6.43 Google Analytics

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

ACLS can insert Google Analytics script through [System Settings](#) -> [Configure System](#) -> [Google Analytics](#). You can join our centralised Google Analytics account or your own lab account.

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

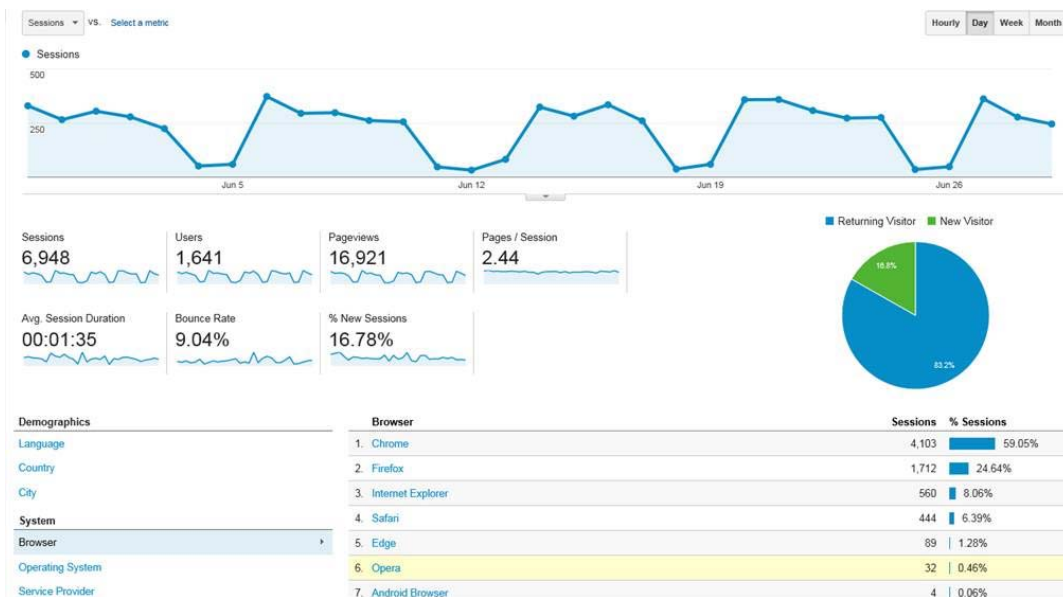


Configure System

Upload Google analytics script

Google Analytics Script	<pre><script> (function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r] function(){ (i[r].q=i[r].q []).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','https://www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-72166116-5', 'auto'); ga('send', 'pageview'); </script></pre>
Upload Script	<p>Upon upload, you MUST click on Button [Submit] to complete update:</p> <div>Google Script Upload (txt only) ...</div>
<div>Submit</div>	

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



6.44 Catalogue Resources

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



Resource Catalogue

Corea Analytics: Top 10 most booked resources
 Export resource calendars to Outlook

Resource Catalogue
 32 Resources

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

Facility Catalogue

AFM 2 Access

BMIF 19 Access

BSP 12 Access

DATA ANALYSIS 5 Access

INTRAVITAL 6 Access

Close

Go to each resource group to explore individual resource details.

Resource Catalogue

Sort By Resource Type Return

Show 500 entries Search: Copy CSV Excel PDF

Showing 1 to 15 of 15 entries

Resource	Current Status	Resource Group	Resource Type	Booking Form	Item Number	Description	Specification	Location	Website	Upgrades	Custodian	Trainers
Auto 1 To Edit To Book To View		TOOLS	Research Equipment			Auto 3D image analysis workstation		Basement Chemical Sciences Building (F10)				▲ Chun Hua Kong Charlie c.kong@unsw.edu.au ▲ Dong Ming Zheng dm.zheng@unsw.edu.au
Auto 2 To Edit To Book To View		TOOLS	Research Equipment			Auto 3D image analysis workstation		Basement Chemical Sciences Building (F10)				▲ Chun Hua Kong Charlie c.kong@unsw.edu.au
C. Cooler To Edit To Book To View		TOOLS	Research Equipment					Basement Chemical Sciences Building (F10)				
C. P. Dryer To Edit To Book To View		TOOLS	Research Equipment					Basement Chemical Sciences Building (F10)				▲ Isabel Morrow i.morrow@unsw.edu.au ▲ Nicholas Jurek n.jurek@unsw.edu.au ▲ Rhannon Philippa Kuchel r.kuchel@unsw.edu.au



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

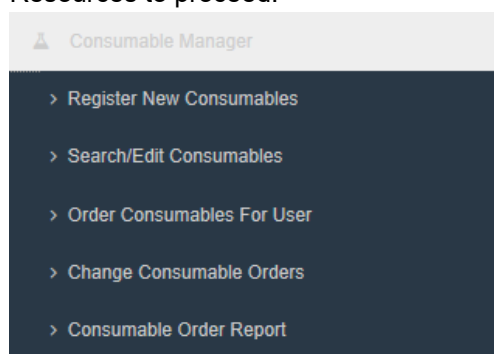
Resource catalogue provides a table form to access all active resource information. Upon login, the resource catalogue cover page with the indication of total active resources is displayed.

6.45 Manage Consumables

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

Register consumables:

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



Register New Consumables

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

Accept

Consumable parameters are explained below.

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



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

Search/Edit consumables:

3 searching ranges are provided.

Search/Edit Consumables

Key Words: (consumable code, description)

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

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

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

Search/Edit Consumables

Key Words: (consumable code, description)

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

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

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

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




Register New Consumables

Update consumables.

[Top Up Stock Quantity](#) [Price Change Logs](#)

EDIT CONSUMABLE

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

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

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

Recommended image size is 200px by 200px.



N823626
Toilet paper

Top Up Stock Quantity:	<input type="text"/>	Confirm
Top Up Stock Quantity	Date	By

[Close](#)

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



N823626
Toilet paper

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

Close

Users to order consumables:

There are 3 ways to place order for consumables.

- Through frequent access links on Booking tab

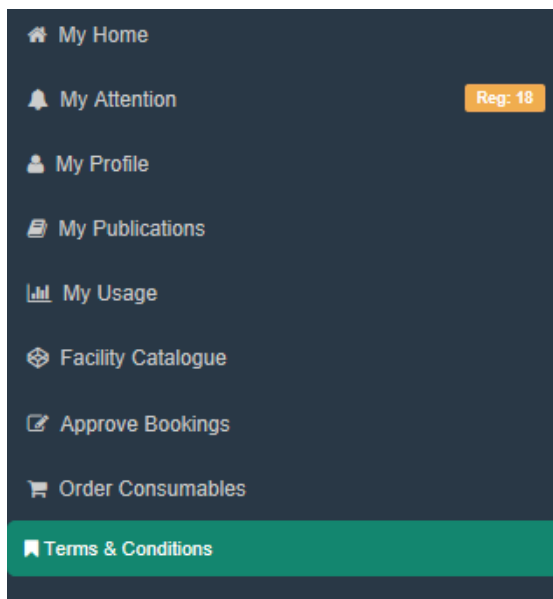
Frequent Access Links

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

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

Clear Favourite Facility

- Through Dashboard



- Through Login page

User ID:

UNSW staff and students use rID/sPass to sign in

Password:

[Sign In](#)

[To Register](#)

[Registration Pathway](#)

[Access Denied?](#)



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

BIOMEDICAL IMAGING FACILITY - Sign-In Portal

[Order Consumables](#)

User ID:

Password:

[Sign In](#)

[Close](#)

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



Order Consumables

Add consumables to cart.

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

My Orders
My Cart

N123448
Acid
☐ Add to Cart
Stock Quantity: 0

\$100

N123445
dish wash detergent
☐ Add to Cart
Stock Quantity: 110

\$5

N823626
Toilet paper
☐ Add to Cart
Stock Quantity: 95

\$2

Continue

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

My Orders

All orders details.

Order Consumables
My Cart

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

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

My Cart

Update order quantity.

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

Continue Shopping

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

Save Changes After Changing Quantity

Back
Continue

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



My Cart

Select account for billing.

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

[Continue Shopping](#)

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

Account for Billing: [Submit Order](#)

[Back](#)

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

Order Consumables

Placed order details.

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

[Continue Shopping](#)

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

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

Lab admin to order consumables for users:

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

Consumable Manager

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

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



Order Consumables For User

Add consumables to cart.

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

User Orders
User Cart

N123448
Acid
☐ Add to Cart
Stock Quantity: 0

N123445
dish wash detergent
☐ Add to Cart
Stock Quantity: 110

N823626
Toilet paper
☐ Add to Cart
Stock Quantity: 94

Continue

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

User Orders

Select user to access his/her orders.

Continue Shopping
User Cart

User:

Choose user from the list
Abbas Barfidokht
Abhirup Das
Dong Zheng

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

User Cart

Update order quantity.

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

Continue Shopping

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

Back
Continue

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



User Cart

Select user account for billing.

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

Continue Shopping

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

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

Back

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

Update consumable orders:

Lab admins are able to change the any order details. Go to [Staff -> Consumable Resources -> Change Consumable Orders](#).

Update Consumable Orders

Update orders for 2016.

Year: 2016

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

Click on Update to edit the order.



Update Order #9

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

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

Delivery status of consumable orders:

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

Update Consumable Orders

Update orders for 2017.
 Update order delivery status.

Year:

Consumable Orders - To Be Delivered

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

Records Found: 2

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



Update Order #2

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



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



Update Order #1

User:

Alex Macmillan

Account:

BMIF STAFF

Unit price (\$):

20

Order quantity:

2

Delivery Status:

☐ (tick to close delivery)

Submit

Close

Consumable order report:

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

Consumable Order Report

Report sorted by year.

Report sorted by consumables.

Report sorted by users.

Report sorted by accounts.

Year:

Choose year from the list

Consumable:

Choose consumable from the list

User:

Choose user from the list

Account:

Choose account from the list

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

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

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

Graphic presentation is available for the reports.

Sort by User:



Consumable Order Report

Report for Dong Zheng.

User: Dong Zheng

Student/Staff No.

School/Organization BMIF - Biomedical Imaging Facility

Supervisor Grainne Moran

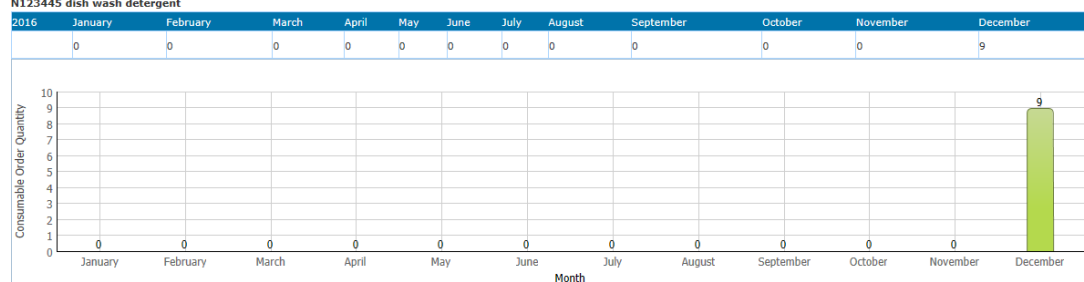
Work Phone to be defined

Mobile Phone

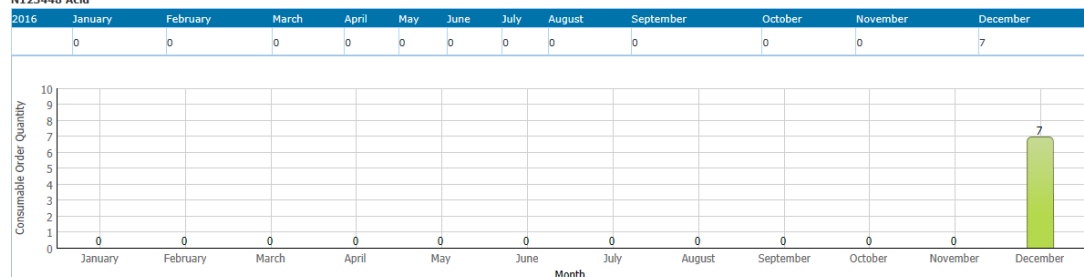
Email dm.zheng@unsw.edu.au

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

N123445 dish wash detergent



N123448 Acid



Sort by Consumable:



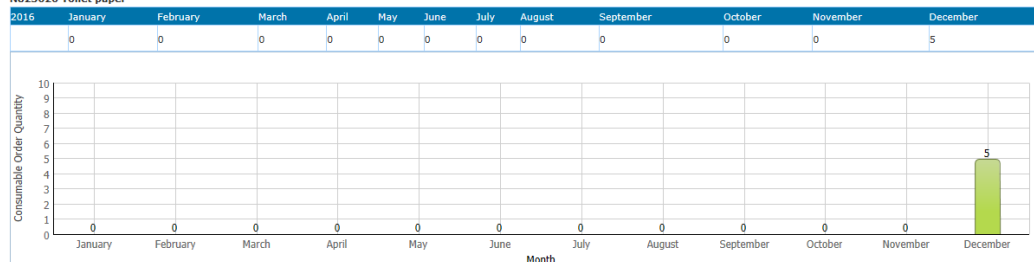
Consumable Order Report

Report for Toilet paper.

Consumable: Toilet paper

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

N823626 Toilet paper



Sort by Account:

Consumable Order Report

Report for APPP-OP001-PS41500.

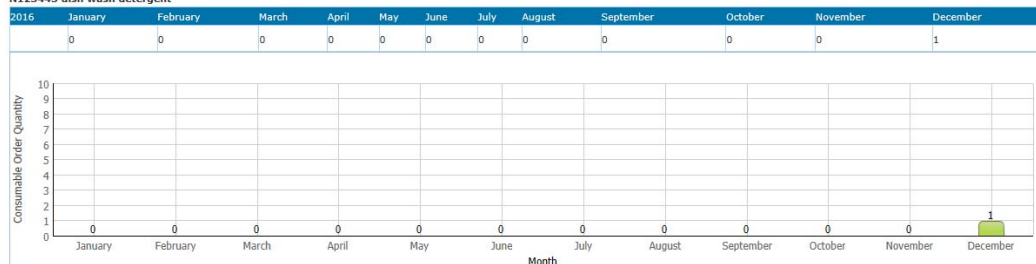
Account: APPP-OP001-PS41500

Account Type: UNSW Account

Account Expiry Date: 30/10/2021

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

N123445 dish wash detergent



Consumable stock check:

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



Hi Admin,

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

- Consumable: CBL4009 4 inch chrome mask (soda lime) with holder, @stock quantity: 100

- Consumable: DISH06 Crystallising dish for 6, @stock quantity: 200

Kind regards,

ACLS Demo

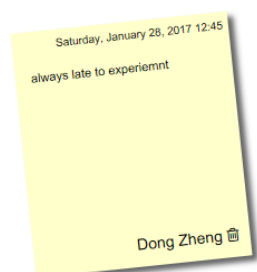
THIS IS SYSTEM GENERATED RESPONSE. PLEASE DO NOT REPLY.

6.46 Staff Comments on Users

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

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

Profile	Pinboard	Supervisor	Form	Publication	Account	Certificate	Usage (Booking)	Invoice
Add Pinboard Message								
Message Title								
Message Body (compulsory)								
		200		(max char 200)				
Submit								



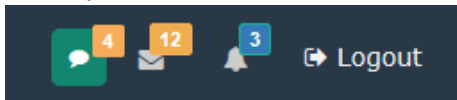


6.47 My Pin board

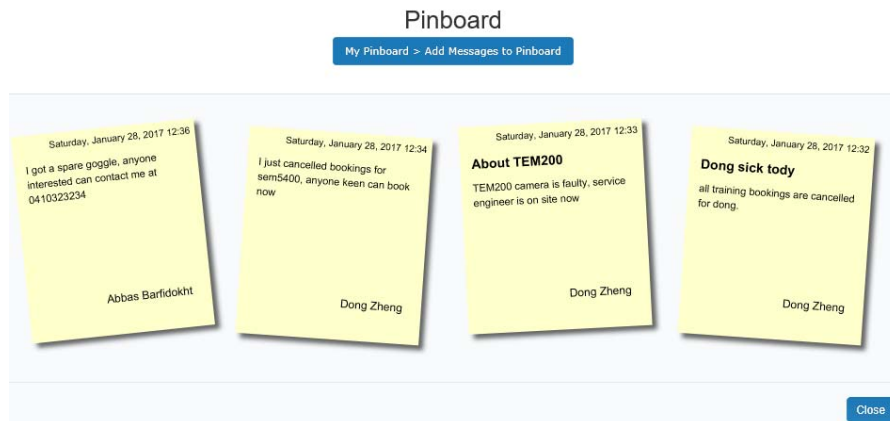
My pin board is like a message wall or cupboard in a lab room so users can leave sticky notes for anything. There are two types of sticky note.

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

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



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



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

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



Add Pinboard Message

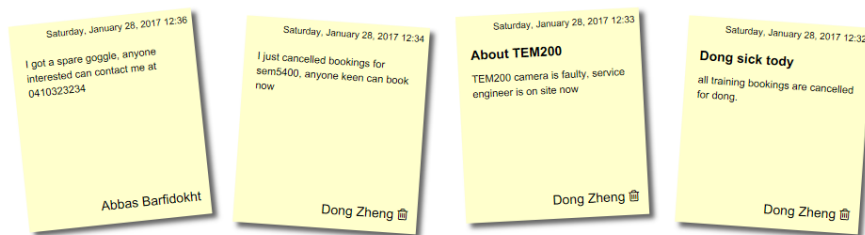
Message Title

Message Body (compulsory)

200 (max char 200)

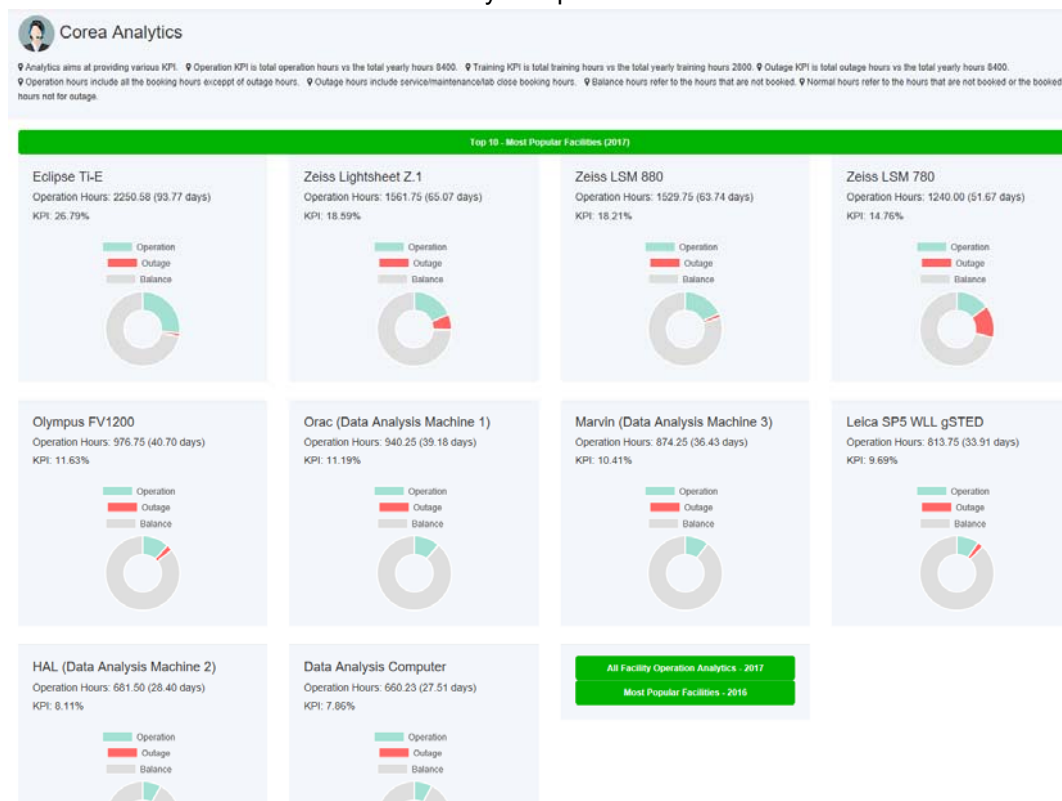
Personal ☒ (If unchecked, message is open to all users and staff on the pinboard for next 7 days.)

Submit



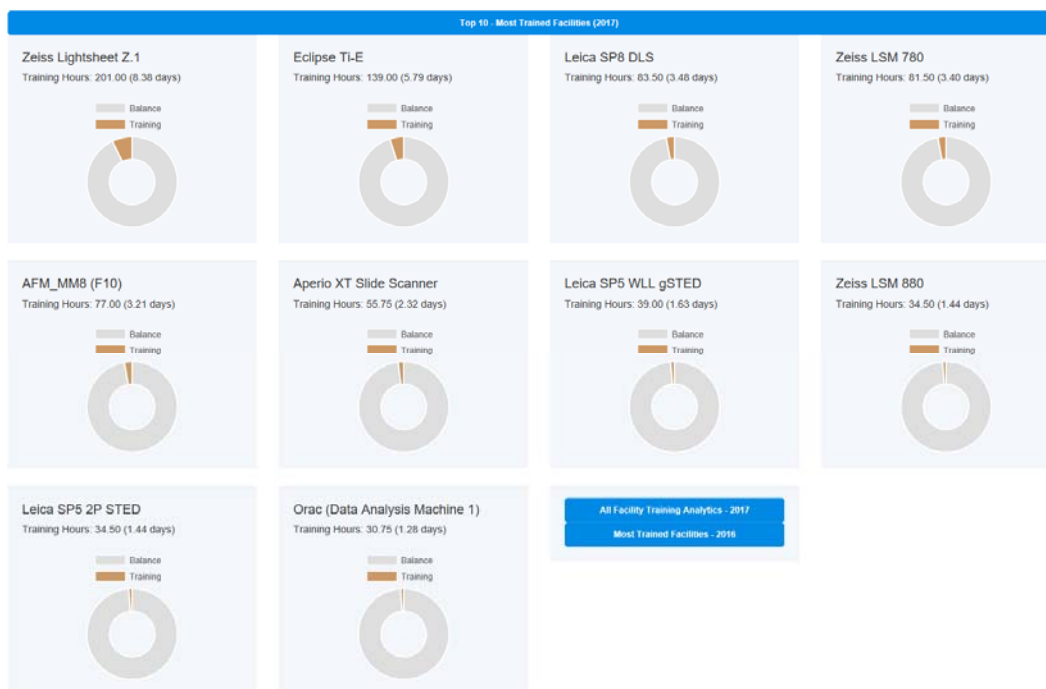
6.48 Most Popular Resources

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



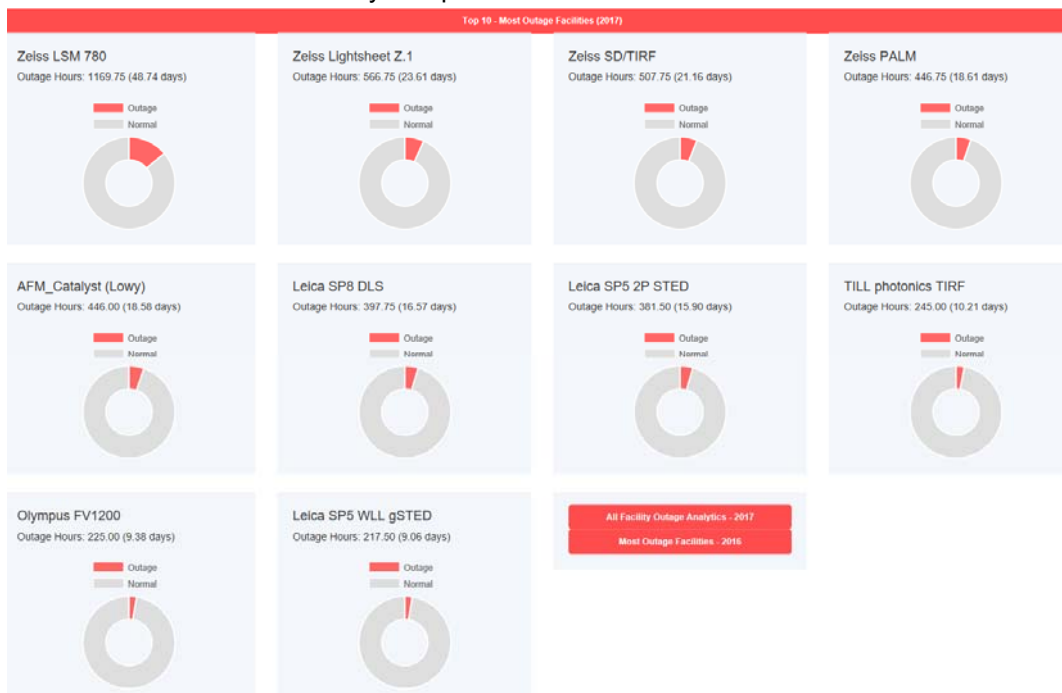
6.49 Most Training Resources

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



6.50 Most Outage Resources

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

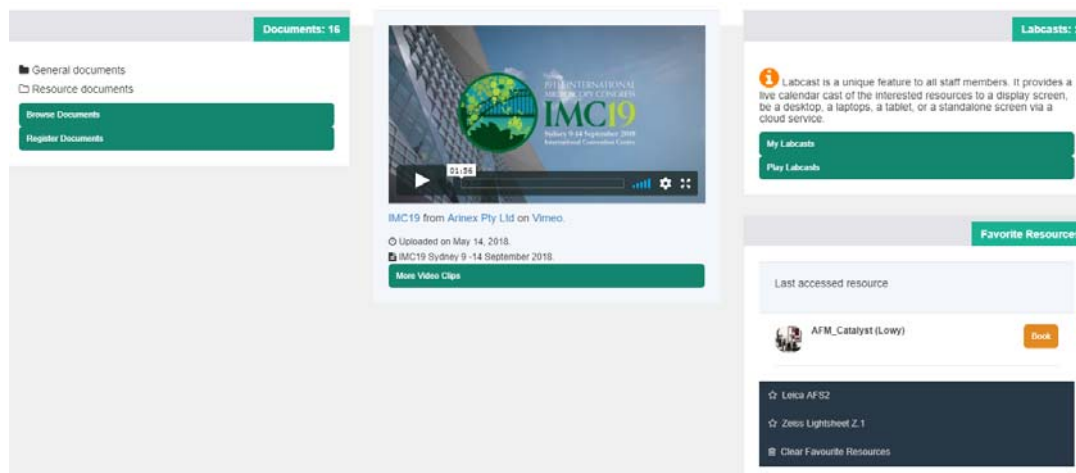




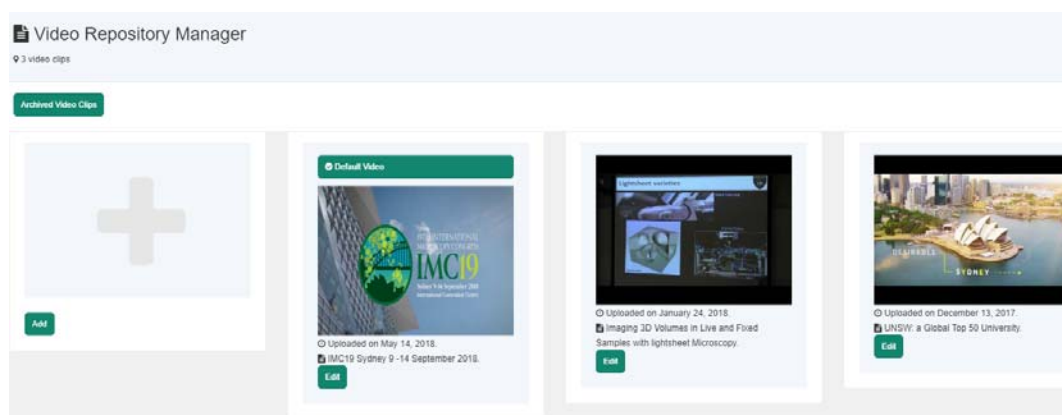
6.51 Video Player

This feature helps to promote training courses, organization events, and so on. When a user clicks on the more video clips, he/she will be taken to the video clip page.

Provided that you already set one video clip up, system shows it on the landing page upon sign in.



Admin staff can access Video Repository Manager to register or change video clips. Admin is able to add or edit the video clips provided the video clips can be accessed on Youtube or other video platforms.





Video Clip	
Title*	<input type="text"/>
Description	<input type="text"/>
Video Type*	Choose video type from the list ▼
Video Source	<input type="radio"/> Non-Youtube <input checked="" type="radio"/> Youtube
Embed URL*	<input type="text"/> <small>*Change the following dimensions in the script: width="100%" height="400"</small>
Resource (if video type is resource)	Choose facility from the list ▼
Set as Default*	<input type="checkbox"/> (Tick to be default)
Status*	<input checked="" type="checkbox"/> (Tick to be active)

Accept

Explanation of the form:

- Title: video clip title which can be copied from Youtube, for example
- Description: video description which can be copied from Youtube, for example
- Video type: select the appropriate from the list, system provides the sorting feature in the future
- Video source: either Youtube or the other platform. The difference is that system gets the default thumbnail image of the video clip from Youtube automatically, or you can upload the thumbnail image if you get video from other video sources.
- Embed URL: The direct video URL won't work here, You must get the embed URL from Youtube or other video sources. For example, on Youtube, right click on the video to see the dropdown list, then go to 'Copy embed code'.



Year 12 Medicine Information Evening 2017

8,316 views

45 0 SHARE ...



AboutUNSW

Published on Mar 27, 2017

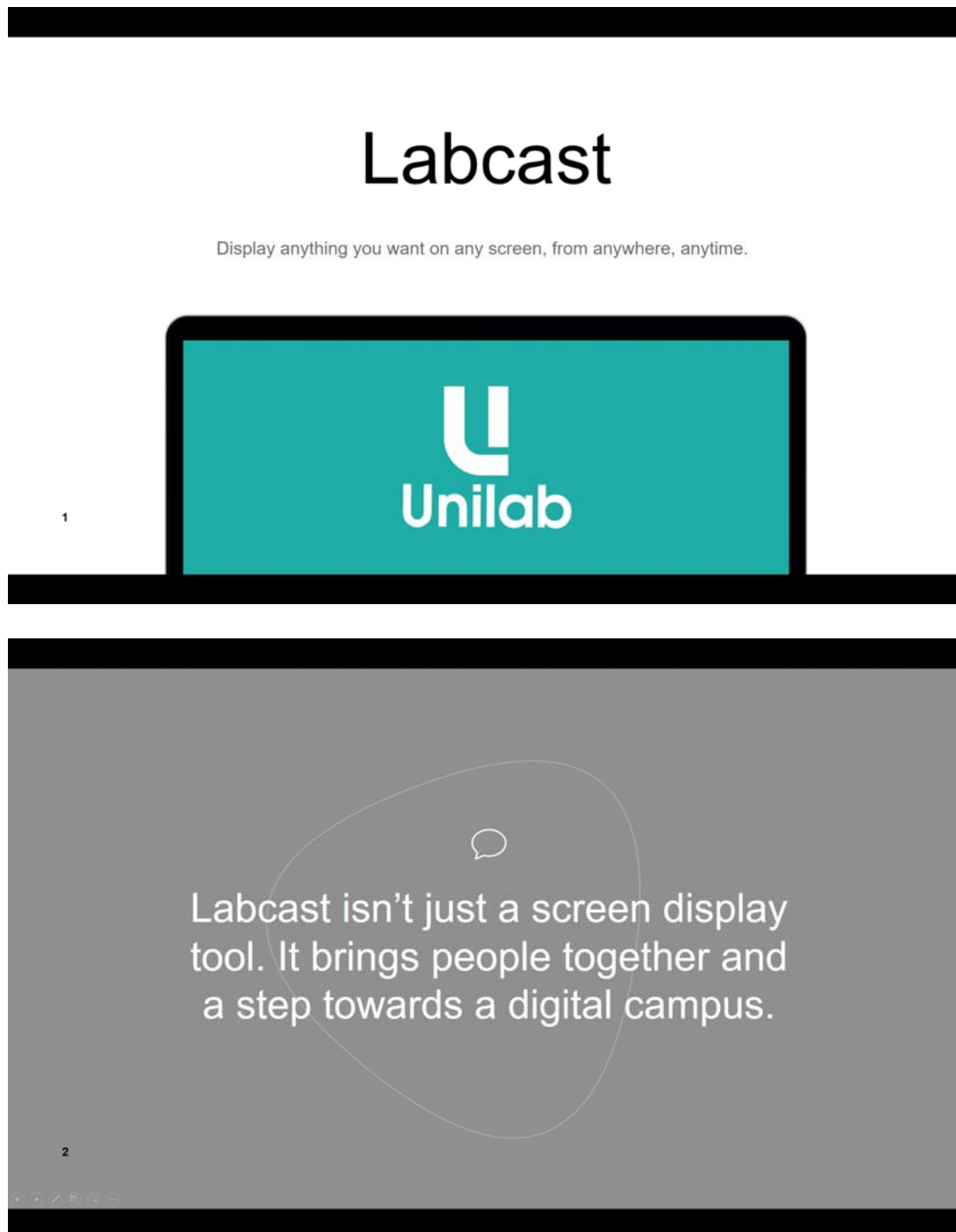
SUBSCRIBE 7.3K

In this video prospective students are given an overview of the undergraduate medicine program, application process and helpful myth busting



- Resource: you can register the clip under a resource name, system can sort the clips in the future to the resources
- Set as default: system always keep one clip as default. The default will be shown on the lading page upon login.
- Status: ticked the checkbox to enable video clip. If the clip is disabled, then it won't be displayed in the video page.

6.52 Labcast (Powered By UniLab)

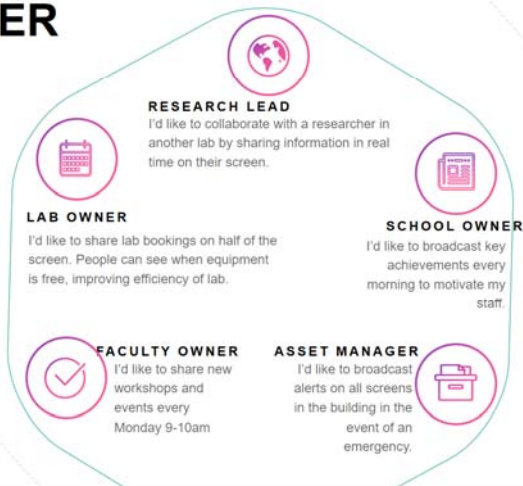




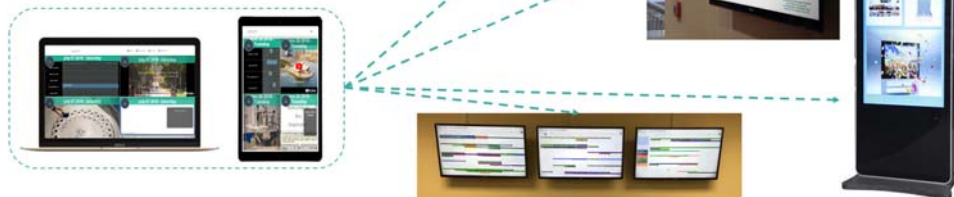
IT'S A COLLABORATION ENABLER

THESE FIVE PEOPLE CAN BE ANYWHERE IN THE WORLD AND STAY CONNECTED WITH THEIR WHOLE TEAM.

3



DISPLAY WHAT MATTERS



4





BENEFITS



What can this bring at the end of the day?



6





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.

Request for Access

If you ever registered with Mark Wainwright Analytical Centre: Bioanalytical Mass Spectrometry Facility and operated our instruments, please type in your login name, password and email address below.

Full Name:

Login Name:

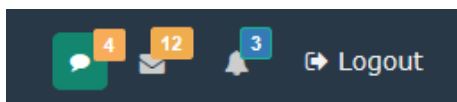
Password:

Email:

Submit

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 resource of interest in the online registration process?

You set up a resource list for online registration through [Resource Manager](#). This information helps the staff receiving the registration requests in their decision making.

Resource Manager

29 bookable resources 32 operational resources

Any letters about resource group, resource name and description Search Resource

Resource Group **Booking Resource** Non-Booking Resource Archived Resource

Booking resource refer to operational and active resources that open to accept bookings.

Set Up Registration Resource List **Booking Resource Chart**

Booking Resource Choose resource from the list ▼

Resource Group

Resource Image

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

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

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

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

Four fields are available at [Configure System](#), so you can set up a maximum of 4 account fields.

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

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

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

10. Are there any photo sized restrictions?

No, users can upload any sizes of the photos and system re-sizes automatically.

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

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



Welcome to AC Lab System

To register, select a node below

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

Sign In

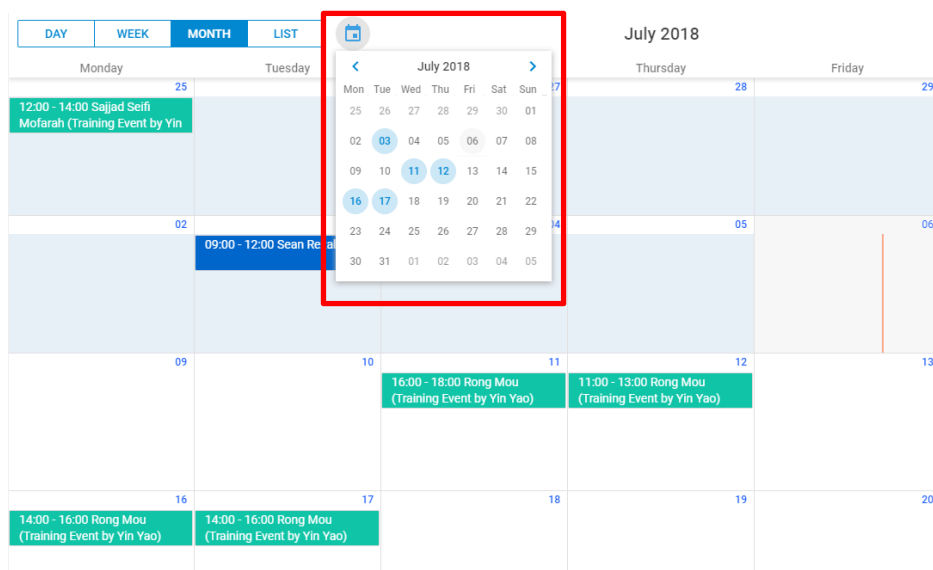
7.3 Booking

12. 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.

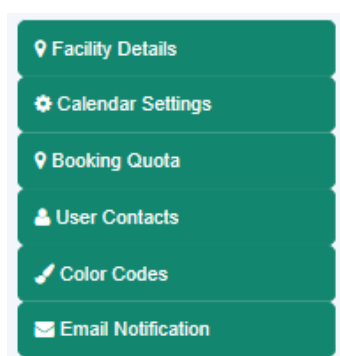
13. How can I move to different days quickly other than clicking on prev/next button?

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



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

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



Booking Quota

👤 Dong Zheng

Max Allowed Booking Hours/Day: 24
 Max Allowed Booking Hours/Period: 1344
 Allowed Booking Period: 27/06/2017 to 25/09/2017
 Booking Start Time on Day: 0:00
 Booking End Time on Day: 24:59
 Booking on Weekend: Allowed
 Min Hour per Session: 0.25

Close

15. Can I book a resource 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 resource.*

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

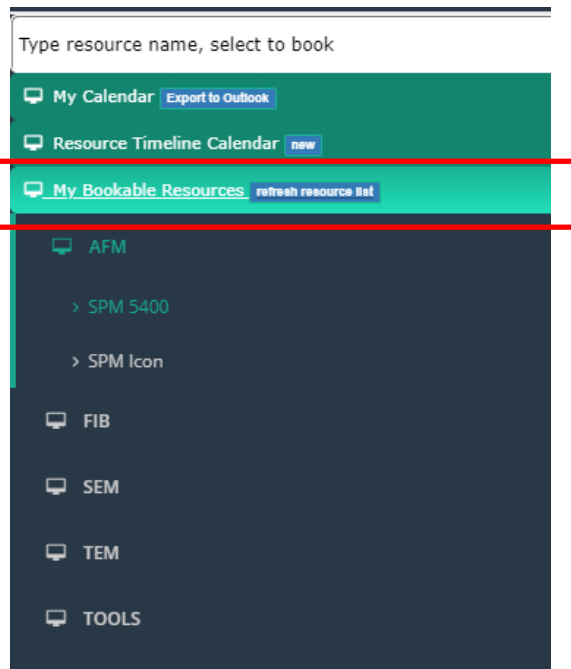
First step: cancel the user booking through service booking;

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

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

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

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



18. Why can users make bookings for a resource even without training certificates?

Verify the settings in [Resource Manager](#) and ensure that [Training Certificate](#) is set to [Required](#).

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.



24. If a user make bookings in error, is there a way to correct this for past bookings?

Go to [Data Logbook Manager](#) to edit or delete existing bookings, and to add new bookings for the user (available to staff members only).

25. How can I print the booking calendar in a printable format?

Depending on which view you choose, list, day, week or month view, click on [PDF Icon](#) button to generate a PDF format of the calendar.

26. If we have many resources for booking, can we display them in the order of resource groups?

Yes, you can. First, make sure that you set up resource groups through [Resource Manager](#), then you just need to uncheck the box for the parameter [Booking Display All](#) in [Configure System](#).

27. 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 resources. 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 resources outside their own unit.

28. Some users are given a calendar that only shows 10 days in advance. Other users get 7 months, for example. How do I control this?

All booking controls are defined in the training certificates. There are two ways to check certificate settings, via [User Profile Manager](#), or via [Training Manager](#).

The screenshot shows the 'Certificate' tab in the 'User Profile Manager'. The user is 'FLUOROMAX - 4 - EXPERIENCED'. The certificate details are as follows:

- Certificate:** FLUOROMAX - 4 - EXPERIENCED
- Issued Time:** 31/05/2017 12:28
- Details:** This certificate is to be issued to users of the FluoroMax - 4 microscope who have been trained and are competent using the microscope without supervision. Prior to issue of this certificate, the registered trainer must be satisfied that t
- Onsite Supervision:** No
- Valid Period (Month):** 12
- Current Status:** Enabled
- Maximum Booking Hours/Day:** 8
- Maximum Booking Period (Day):** 30
- Maximum Booking Hours/Period:** 60
- Booking Start Times:** 0:00
- Booking End Times:** 23:00
- Booking Cancellations:** Booking can be cancelled anytime
- Weekend Booking:** Permitted

29. The day and week view of the calendar for one instrument starts at 10:00. The calendars for two other instruments start at 00:00. How do I control this?

The control is in training certificates, and nothing to do with the resources.

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

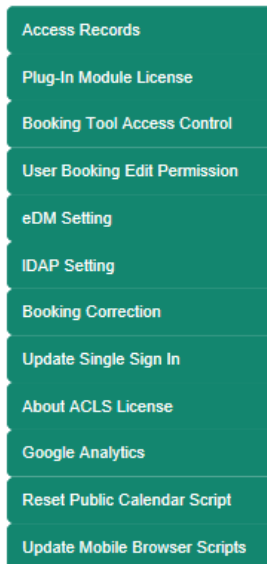


30. Being a staff member, can I book for other users?

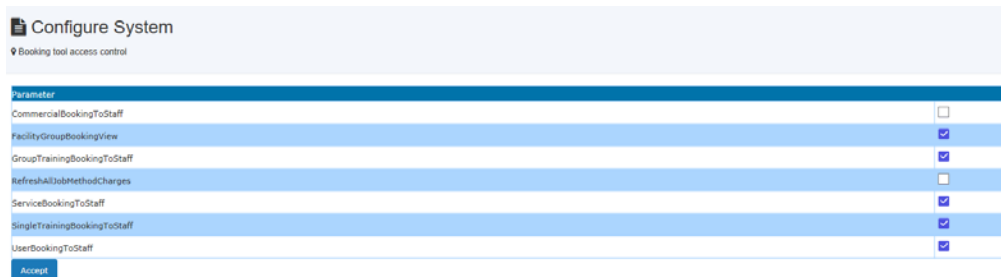
Yes, you can do this through [User Booking](#) tool.

31. Can I disable some booking functions as they are not relevant to us?

Yes, you can. Go to [System Settings -> Configure System](#), then click on [Booking Tool Access Control](#).



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



32. 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.

33. 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.

34. 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.



35. 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.

36. How do I turn off the compulsory booking confirmation for a resource?

By default, the system switches on booking confirmation to all resources, 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 [Resource Manager](#) and simply uncheck the box [Compulsory Booking Confirmation](#).

37. 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.

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

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

39. The system sets the time interval to 15m, why can't I book from 4:30pm to 5pm today if the current time is just past 4pm, for example, 4:10pm?

The calendar sets the blocks in one hour units. In this case, the current time is 4:10pm, so the calendar is blocked until 5pm. However, you can allow current hour booking permission by changing the parameter [Enable Current Hour Booking Change](#) through [System Settings](#) -> [Configure System](#).

40. Can I set different booking time intervals for different resources, for example, instrument A for one hour, instrument B for 15 minutes?

Yes, through [Resource Manager](#), you can set a minimum booking unit for each resource.

Booking Profile	
Min Hour per Session	1
Min Booking Unit	<input type="radio"/> 15 Minutes <input checked="" type="radio"/> 1 Hour
Multiple Bookings At Same Time	<input type="radio"/> Permitted <input checked="" type="radio"/> Not Permitted
Compulsory Booking Confirmation	<input type="checkbox"/> (Tick to make email booking confirmation compulsory)
Booking Alert	<input type="checkbox"/> (Tick to enable booking alert for trainers)
Pre-Approval Booking	<input type="checkbox"/>
Training Certificate	<input type="checkbox"/>
Booking Enable	<input type="checkbox"/>



41. What is the difference between Booking Calendar and Data Logbook Manager?

***Booking Calendar** is used to make bookings in the future, while **Data Logbook Manager** handles bookings in the past.*

42. For User Booking tool, it seems that the maximum hours booked for a user can exceed their group time allocation?

There is no control over user booking limit. Therefore, staff can increase user bookings if there is a need. You can switch this off if you don't want it open to staff.

43. How can I make a service booking in a past time?

*You need to go to **Data Logbook Manager**, choose **service booking** from the drop down list under User. However, you cannot use this service booking to overwrite other bookings that were implemented in **Booking Calendar**.*

Facility: AFM_MM8 (F10) (Business Hours: 0:00 - 17:00)

Description: User Event

User: **Scheduled Service Booking**

Account: --

Notes:

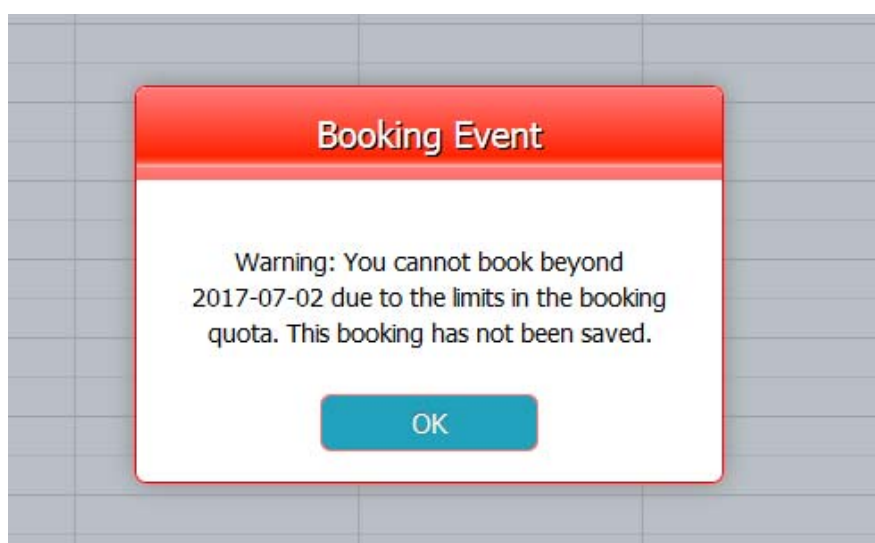
Time period: 00:00 14 May 2015 - 00:15 14 May 2015

Ok Cancel Delete

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

No.

45. What does system tell me if I see the following booking error message?



The message means that users certificate only allows them to book no more than 2 days in advance. For example,

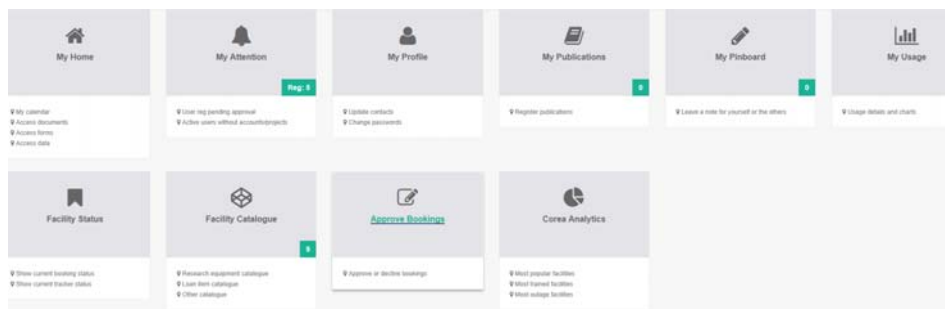


Facility: ADBN TEN HT77004											
Ref	Code	Certificate Title	Details	Booking Settings	Tracker Grade	Supervisor	Booking Start	Valid Period (Month)	Status	Last Update	Record Created
<input type="radio"/>	818	ADBN TEN HT77004 - B-S		<div>Maximum Booking Hours/Day: 4 Maximum Booking Period (Day): 2 Maximum Booking Hours/Period: 12 Booking Start Time: 8:00 Booking End Time: 17:00 Booking Cancellation: Booking can be cancelled anytime Weekend Booking: Permitted</div>	Yes	No	12	Enabled	on 07/02/2017 10:23	04/01/2017	
<input checked="" type="radio"/>	619	ADBN TEN HT77004 - A/HMS			No	No	12	Enabled	on 07/02/2017 10:23	04/01/2017	
<div>EditDetailsAddClose</div>											

46. How can I approve bookings?

There are 3 ways to get an unapproved booking.

- Direct approval link in the email
- Approve the bookings on Calendar page
- Approve the bookings on Dashboard



47. What if I decline the wrong bookings but wish to restore?

The only way to resolve this is to make a new booking for the same user.

48. Is there any way of changing the settings so that future bookings can be made more than 3 months in advance?

Yes, you need to change the settings of training certificates to extend the max days/period to more than 90 days.

49. Can I book multiple resources on the same calendar page?

Yes. Resource timeline calendar offers the solution.





50. We run a few hundreds of resources. When I book a lab event, I close all resources for bookings for the lab event time. However, if I want to open a few resources for bookings, how can I do so?

Only system administrator can do so. Go to **System Settings -> Configure System -> Booking Correction** to cancel the lab event bookings.

Configure System

Restore and cancel bookings

You are able to cancel faulty bookings if you suspect the event booking confliction not working properly.

Month:

Year:

Facility:

Cancel/Restore Faulty Bookings

Configure System

Restore and cancel bookings

Faulty Bookings Cancellation - July 2017

Event Code	Type	Facility	User	Start Time	End Time	Repeat	Note	Status	Booked Time	Last Change Time	Staff
31712	Service Event	APM_Catalyst (Lowy)	Service Booking User	04/07/2017 14:00	04/07/2017 17:00			Active	04/07/2017 09:48	04/07/2017 09:48	Celine Heu
31871	Service Event	APM_Catalyst (Lowy)	Service Booking User	10/07/2017 08:00	10/07/2017 10:00			Active	07/07/2017 15:35	07/07/2017 15:35	Celine Heu
31937	Service Event	APM_Catalyst (Lowy)	Service Booking User	13/07/2017 10:00	13/07/2017 17:00		Stephen Holley	Active	10/07/2017 16:32	10/07/2017 16:32	Celine Heu
31977	User Event	APM_Catalyst (Lowy)	Jaleh Mansouri	14/07/2017 10:00	14/07/2017 13:00			Active	11/07/2017 11:23	11/07/2017 11:23	Celine Heu
31981	Training Event	APM_Catalyst (Lowy)	Daniel Nieves	12/07/2017 13:00	12/07/2017 15:00			Active	11/07/2017 14:49	11/07/2017 14:49	Celine Heu

Cancel Restore Clear Notes

7.4 Group Booking

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

Yes.

52. Can Group Bookings be cancelled?

Yes, however, you can only cancel a group booking made by yourself. If you want to cancel a group booking made by other staff, please do so through Service Booking.

53. Are Group Bookings included in reports?

No. A separate group booking report function is added. Hence, group bookings won't be part of reports or invoices. In the current design, group bookings are treated as special bookings. You have to manually integrate group booking data into a report if needed.



7.5 Update User Information

54. How can I change my login name and password?

You cannot change your login name once your registration is complete. However, you are able to update your contacts and to change password at [My Profile](#).

The screenshot shows the user profile interface. At the top, there is a user profile card for 'Dong Zheng' with the role 'System Administrator Group' and a 'My Profile' link. Below this, there are two forms: 'Update Contacts' and 'Change Password'. The 'Update Contacts' form has fields for 'Work Phone' (9385 5580), 'Mobile Phone' (0410 724 858), and 'Email' (dm.zheng@unsw.edu.au). The 'Change Password' form has fields for 'New Password' and 'Retype New Password', with a 'Submit' button.

If you are the administrator of the system, then you are able to reset any user's password at [User Profile Manager](#). The new password is sent to the user by the system after each change.

55. 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 the 'User Profile Manager' interface. It has tabs for 'User Registration', 'Process Online Registration', 'LDAP User Status', and 'Full Search'. Below the tabs, there is a search form with fields for 'User Name' and 'Search By' (user name, login name, user code). The 'Search Range' dropdown menu is highlighted with a red box, showing options: 'Active Users (542)', 'Inactive Users (2979)', and 'All Users (3521)'. A 'Search' button is at the bottom.

56. 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**, the 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.

57. Is it possible to restrict certain user access?

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



58. 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.

59. Can all staff access 'Export To Excel'?

No, this is only available to admin staff.

60. Which MS Office versions are certified with eDM?

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

61. What would be implications for double profiles to the same user?

Sometimes, the same user registers twice over a long period of time, and admin does not check against record properly. System does auto-check against email address to prevent double profiles, however, the user may use the different email address to skip the auto-check. When staff select the user from dropdown list for different jobs, system may pick one out of two profiles, for example, when you set up a certificate to a user, staff may select the wrong profile. As the result, the user cannot book the resource.

7.6 Update User Supervisors

62. How can I set up supervisors for a user?

Go to [User Profile Manager](#), find the user and then go to [Supervisor](#) tab to [Edit User Supervisor](#).

Profile: Abhirup Das

Profile	Supervisor	Form	Publication	Account	Certificate	Usage (Booking)	Invoice
Supervisor	Lindsay Wu						

[Edit User Supervisors](#)

Click on the button and you can add multiple supervisors, but you can only set one of them as the 'default for invoicing' supervisor.

EDIT USER SUPERVISORS:

Supervisor	Supervisor Code	School/Organization	Default for Invoicing	Suspended	Delete
Lindsay Wu	133	SOMS - School of Medical Sciences	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

63. 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.



64. 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.

65. 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.

66. 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.

67. Can I set supervisor as inactive since the supervisor leaves the organisation?

*Yes. You can set to active or inactive by ticking the checkbox of **Status**.*

Supervisor Manager
Edit/Add supervisors

Search Supervisor

Title	Dr.
Supervisor Name	Carola Holstrom
School/Organization	CMB
Work Phone	
Work Fax	
Mobile Phone	
Email	
Work Address	
Status	<input checked="" type="checkbox"/>

Accept Reset

7.7 Data Report and Invoice

68. 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.*

69. 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.*



70. 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.

71. 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**.*

72. We deploy ACLS tracker to track the true usage of research equipment. Can we see the booked hours and tracker hours on the report?

*Yes. Go to **Report Manager -> Resource Booking Report -> Booking Report By Resources** to see both hours.*

Booking Report - Resource

Report for July 2018
EPMA 0500

Show 500 entries

Showing 1 to 5 of 5 entries

User Name	School/Organization	Supervisor	Account	Account Charge/Hour	Booked Hours	Tracker Hours	Charges
Toney Teddy Fernandez	Macquarie University		EXTERNAL	\$0.00	10.00	\$5.04	\$0.00
Total (Service Booking Hours)					0.00		
Total (Operation Booking Hours)					10.00		
Total					10.00		\$0.00

Previous 1 Next

7.8 Batch Data Report

73. 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 resource, 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.*

74. 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 resource running reports.*

75. 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.

76. How can we access the generated reports?

Go to **Report Manager -> Resource 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.

77. 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.

78. How can we export the reports?

You can easily export a report to an external Excel file. First, you need to go to **Batch Report**, continue as detailed at **Chapter 6.22**.

79. 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.

80. How can I access the EXCEL files generated previously?

Click on **Excel Tab** to access, then click each link to expand for details.

81. 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.

82. Can I export in my template?

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

83. Can the invoice statements be PDF instead of HTM?

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

84. How can I search for the invoice statements I want?

*A new search tool is provided through **Invoice Manager -> Find Invoices**. Simply enter part of a supervisor's name or invoice number, and the system shows the search results for you.*

Find Invoices

Cancel Sample Job Invoice

Selection of Booking Invoice: Choose invoice from the list ▾

Selection of Sample Job Invoice: Choose invoice from the list ▾

Selection of Cancelled Sample Job Invoice: Choose cancelled invoice from the list ▾

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

85. 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.*

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

Please contact us to discuss this further.

7.9 Manage Account Budget

87. 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.

**88. 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.

89. 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.

90. 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.

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

The current version only offers manual rollovers.

92. 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.

93. Can an expired budget envelop be reactivated?

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

7.10 User Training & Certification

94. 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 resource 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](#)

95. 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.

96. Who has authority to set up trainers and certificates?

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

97. How do I know I am a trainer for certain resources?

There are two places you can check for this:

- **Dashboard -> My Training Records**
- Go to your profile through **User Profile Manager**, the system shows you for what resources you are listed as trainer.

98. How do I see who has been issued with training certificates in a particular period?

*Go to **Report Manager -> Training Certificate Report**, you can compile a summary over a month or a period of time.*

Training Certificate Report
Certificate Report By Month: June 2017

[Report to EXCEL](#)

Show 500 entries

Showing 1 to 26 of 26 entries

Facility	Facility Group	User Name	Certificate	Issued Time	Trainer
AFM_MM6 (F16)	AFM	ZENG YI WEI	AFM MM6 - GENERAL	6/6/2017 16:18	Celine Heu
FluorMax - 4	BMF	David Chang	FLUOROMAX - 4 - GENERAL	2/26/2017 09:05	Alex Macmillan
HAL (Data Analysis Machine 2)	DATA ANALYSIS	Lakshmi Alapathi	HAL (IMAGE ANALYSIS WORKSTATION)	9/9/2017 12:58	Michael Camell
HAL (Data Analysis Machine 2)	DATA ANALYSIS	Fan Chen	HAL (IMAGE ANALYSIS WORKSTATION)	2/26/2017 12:27	Sandra Fok
Leica SP8 DLS	BMF	Young Chan Kang	LEICA SP8 DLS - GENERAL	6/16/2017 12:27	Alex Macmillan
Leica SP8 DLS	BMF	Hathi Gaothi	LEICA SP8 DLS - GENERAL	2/26/2017 11:28	Celine Heu
Leica SP8 DLS	BMF	Narges Bayat	LEICA SP8 - EXPERIENCED	8/8/2017 23:58	Iveta Stapelova
Nikon A1 Spectral Confocal Microscope	BMF	Nichole Giles	NIKON A1 SPECTRAL - GENERAL	2/26/2017 14:58	Michael Camell
Olympus FV1200	BMF	Liyuan Wang	OLYMPUS FV1200 - GENERAL	2/16/2017 18:33	Sandra Fok
Olympus FV1200	BMF	Alexander Dupuy	OLYMPUS FV1200 - GENERAL	2/6/2017 09:59	Michael Camell
Olympus FV1200	BMF	Aaron Gilmour	OLYMPUS FV1200 - EXPERIENCED	1/30/2017 17:36	Sandra Fok
ORAC (Data Analysis Machine 1)	DATA ANALYSIS	Lakshmi Alapathi	ORAC (IMAGE ANALYSIS MACHINE)	9/9/2017 14:33	Michael Camell
ORAC (Data Analysis Machine 1)	DATA ANALYSIS	Mijong Park	ORAC (IMAGE ANALYSIS MACHINE)	2/26/2017 12:28	Sandra Fok
ORAC (Data Analysis Machine 1)	DATA ANALYSIS	MS Patel	ORAC (IMAGE ANALYSIS MACHINE)	8/7/2017 13:53	Sandra Fok
ORAC (Data Analysis Machine 1)	DATA ANALYSIS	Fan Chen	ORAC (IMAGE ANALYSIS MACHINE)	2/26/2017 12:28	Sandra Fok



99. 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 **Resource Manager -> Booking Resource Chart**.

100. I want to give a resource 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 resource. Go to **Utilities -> Training Manager** to set up a trainer.

101. The staff is set as the equipment trainer. When he goes to user profile, why can he not see the certificate in Edit User Certificate as show below?

The possible cause is that either you haven't set up the training certificate, or the certificate is disable.

102. I'm trying to find out how to get a list of certificate holders for a particular piece of equipment so I know who has booking rights and who doesn't. Where can I find this?

There are two ways to get this information.

Go to user profile manager, click on full search button to open the full search panel, then select the certificate of that instrument to find all holders

Or,

Go to **utilities -> training manager**, select the resource and click on 'certificate registration' to see the certificate details, click on the marker to see the holder details.



Facility: 2E 37C Bacterial Shaker-249

Sel	Code	Certificate Title	Details
<input type="radio"/>	160	2E 37C BACTERIAL SHAKER-249 CERTIFICATE	

☐ Lisa Suh
☐ Mira Holliday
☐ Anne Harasta
☐ Peter Sara
☐ Kimi Tanaka
☐ Elle Macartney
☐ ANITA CHITSAZ
☐ Troy Butler
☐ Ashleigh Swain
☐ Holly Stefen
☐ Yijun Lin

7.11 Register Forms and Documents

103. 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.

104. How does Form Repository work?

The operation is easy to understand and straightforward. You can upload any number of documents (PDF only) to an individual user.

Furthermore, staff can access the recorded forms on [Dashboard](#), and each user can access their own forms and documents when they logon to ACLS.



Form Repository Manager

Register form

User Selection: Aaron Gilmour

Type of Form: Induction Form

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

Form in PDF: Induction Form Upload (pdf only) ...

Note:

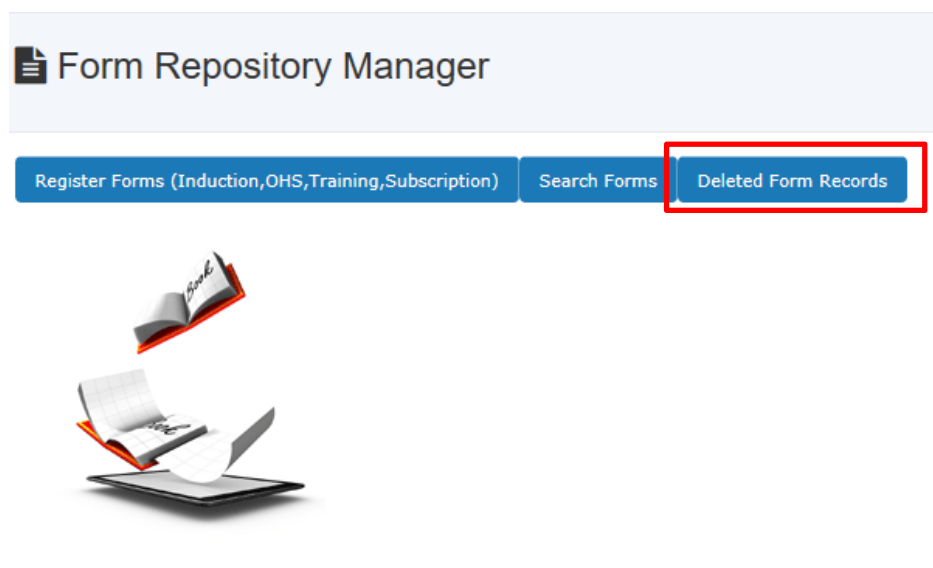
Save To Form Registry

Deleted Form Records:

File Name	User	Added By	Added Date
Induction Form-378-16-08-2013-329.pdf	Aaron Gilmour	Lev Lewis	8/16/2013
OHS Form-378-19-11-2013-398.pdf	Aaron Gilmour	Lev Lewis	11/19/2013
OHS Form-378-20-11-2013-404.pdf	Aaron Gilmour	Lev Lewis	11/20/2013

105. 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.





106. 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.

Document Repository Manager
 Edit/Add folders

Folder Name	IncuCyte
Parent Folder	Microscopes
Status	Active
Folder Code	5
Record Updated	04/01/2013

Edit Delete Add Reset

General Documents (Folder View)

- Microscopes
 - IncuCyte
 - OHS
 - Risk Assessments

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.

Document Repository Manager
 Edit/Add folders

Folder Name (single quotation mark " shall not be used!)

Note: Max levels of sub-folders are up to 3 after root directory.

Parent Folder

Status ☒

Accept

General Documents (Folder View)

- Microscopes
 - IncuCyte
 - OHS
 - Risk Assessments

107. What documents should I upload as general documents?

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

108. What should I upload as resource documents?

Resource documents are grouped per resource. Examples of documents are instrument operation guide, tutorial materials, etc.

109. Should I upload resource maintenance contracts, or service agreements as resource documents?

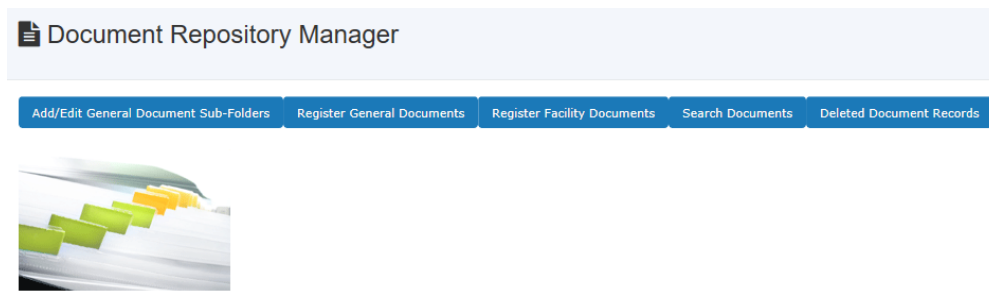
No, you should not. **Resource Contract Depository** will be provided in the future.

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

The maximum size is 20MB per file.

111. How can I view the history of deleted files?

You can view the records by clicking on [Deleted Document Records](#).



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

112. What is the difference between documents and forms?

There are two categories of documents: general and resource. But the forms are linked to users.

7.12 Track Training & Support Requests

113. 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.

114. What happens after the system receives a request submitted by a user?

The system sends an email notice to the 'Contact Us Email' defined in the system settings. If you wish to have more staff receiving the notices, please go to [Email Receiver](#) to set this up. When staff respond to the request, the system also sends a short notice to the user who submitted the request.

7.13 Track Samples

115. What if I have added the wrong method to the sample job?

You are able to delete the method from the job as long as the method is not checked-in.

116. How do I collect all the job data for reporting?

ACLS provides a tool to facilitate the handling of work. Select the month, year and the sort option.



Job Reports

Operation Group: ICP

Month: June ▼

Year: 2017 ▼

☐ Tick for Completion Report by Job

☐ Tick for Completion Report by Customer/User

☐ Tick for Completion Report by School/Organization

☐ Tick for Completion Report by Account

☐ Tick for Completion Report by Sample Type

☐ Tick for Completion Report by Method

Accept

117. What is the size limit for file uploading?

It is 20MB. For larger files, the use of FTP is recommended. Contact the ACLS System Administrator.

118. What kind of files can I upload?

ACLS supports the following file formats when uploading:

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

119. How do I edit jobs with the same job number?

*ACLS comes with an **Auto-Correct Job No** tool. By running this tool, all the incorrect jobs are restored with their correct job number.*

Configuration

Operation Group: ICP

Define Methods Define Sample Types Auto-Correct Job No

Refresh Job Cost Reopen Job To Edit

120. How do I edit a finished job?

If the job is invoiced, you must cancel the invoice first to release the job.

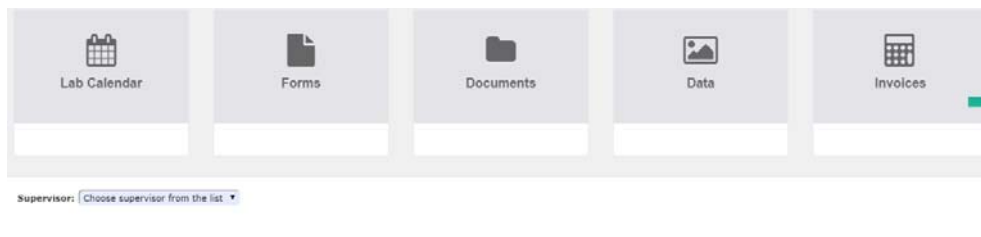
*If the invoice for the job is not completed, you can **Reopen Job To Edit**.*

However, this is only available to the ACLS System Administrator.



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

Click **Access Sample Reports** on **Dashboard** to go to the download page. ACLS verifies the user details and displays the records and the download links according to the year index.



7.14 ACLS Tracker

122. 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.

123. Why does the tracker open the 'Staff Authentication Page' on user login?

If you set the training certificate of the resource 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.

124. 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\acsls lab system\acsls trackerVlogs** 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.

125. 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

126. How can we integrate our FTP service and Nextcloud service with ACLS?

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

127. 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.

128. 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

129. Where can I find LDAP implementation information?

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

130. 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.

131. 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

132. 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.

133. 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.

134. 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.

135. 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.

136. 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.

137. 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.



**138. 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**139. 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

140. 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.*

141. Can I set up a resource group without assigning any resources?

Yes, you can. ACLS checks the availability of resources in each resource group when listing the available resource groups for action.

142. Can I delete a resource group?

No. You need to un-link the resource from the resource group, in other words, set it as non-bookable.

143. What if I cannot find the staff to nominate the ownership of a resource group to?

Staff who are granted equipment supervisor category or above can be nominated as owners.

144. What is the difference between resource 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.

145. Can the owner set himself as the trainer?

Yes.

146. What if my resource log time is incorrect?

*Please contact the relevant ACLS support staff member for further action. Please refer to **Chapter 6.21 Edit Booking Data and Usage Log Data**.*

**147. What happens if I set the resource to 'inactive' through 'Resource Manager'?**

*Only active resources 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 resources.*

148. What is the explanation for Bookable and Operation Status listed in resource configuration?

***Bookable** and **Operation Status** are independent of each other.*

Here is an explanation:

- If bookable, then it is open for booking and shows up when making bookings and viewing bookings; if not bookable, then it does not appear on the booking charts.
- If 'status' is set to active, it is available for setting up training certificates and trainer, and is also listed in the sample tracking module. If 'status' is set to inactive, bookable is turned off at the same time.

149. 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.

150. 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.

151. 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.*



152. 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.

153. How do I check ACLS web logon access information?

Go to [Configure System](#), click on [Access Records](#) button to check the last 100 access records.

154. How does the scrolling text announcement work?

Go to [System Settings -> Announcement - Scrolling Text](#), enter the message. Please note that messages must be completed within one paragraph and a single quote is not accepted. Remember to select the [Enable Scroller](#) option before saving.

Scroller Announcement Setting

Announcement Contents

Non ambient expt.

300 (max char 300 and single paragraph only)

Enable Scroller ☐

Accept

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

UNSW staff and students: please update your staff/student number in user profile manager before June 30, 2012.

155. How does the popup message announcement work?

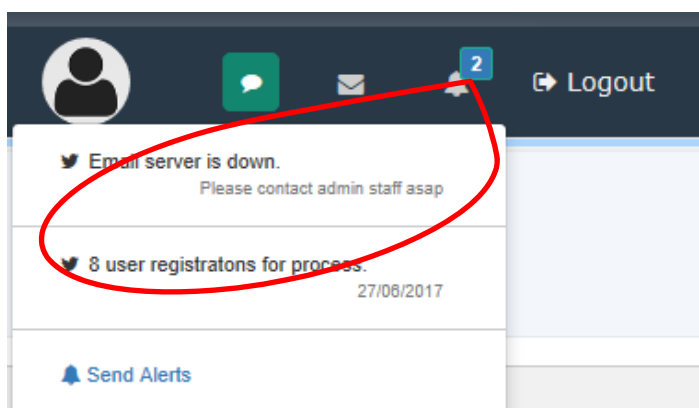
Like the scrolling text setup, when it is set up correctly, an announcement popup message window displays when a user logs in.



156. 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.



**157. 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
- Resource Manager: Only one default resource
- Group Manager: Only four default groups
- School/Org Manager: Only one default school
- Resource Login: Only one default for example

158. We have ACLS configured for booking only. Why do we need tracker installed over the resources such as instruments?

*The ACLS tracker provides you a further safeguard for the operation of instruments.
For example, without training certificates, users cannot access the instrument.*

159. 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.

160. 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 resource 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.*

161. How can we set up a home page link in the system footer so users can go back to the organization page anytime?

Go to **System Setting -> Configure System**, change the parameter **Home Page Link** to point to your home page.

HomePageLink	https://www.nmr.unsw.edu.au
--------------	---

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.

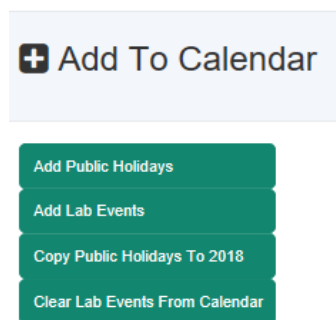
Home | Contact Us |
AC Lab System - 2017 SQL-2.26.1 (IHMRI) |
Sign-In Computer IP: 129.94.164.31 |
Mark Wainwright Analytical Centre: Bioanalytical Mass Spectrometry Facility |

**162. 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 resource.

163. Do I have to manually type holidays into the calendar each year?

Not necessary. You can click on [Copy Public Calendar to 2018](#) button to transfer everything from this year to next year. However, you may have to tidy up the calendar to remove those that don't repeat.

**164. 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.

165. 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 resource he is listed as trainer for. In other words, the equipment supervisors can manage their own resource training set up without the need to contact admin.

166. Where can we find the Terms & Conditions?

On Dashboard, you can access Terms & Conditions. The details of Terms & Conditions can be seen on the fly modal window.



Terms & Conditions

While working in the Biological Resources Animal Holding and Imaging Facility, all users are required to comply with the University's occupational health and safety (OHS) procedures. Users are required to advise staff as soon as possible, or at least 24 hours prior to a booking if they wish to cancel. Failure to do this may result in the booked time being charged to the project. Users may only log time on equipment with the approval of their supervisor(s) and access fees will be charged for all logged instrument time (unless otherwise specified). Failure to appear on time (within 20 minutes) for a booking will forfeit the booked sessions unless staff are notified that you will be late.

All individuals must receive an induction to the facility from the animal technician in charge of the area where your animals are housed prior to entering the facility for the first time. All users of imaging equipment must receive appropriate training and approval to use the instruments from Carl Power or Alan Kwek.

Users agree not to provide access for unregistered users without the specific written permission from Carl Power in relation to the Animal Imaging Facility or the senior animal technician in relation to Animal Holding rooms and related equipment.

Users are not allowed to train other users, whether they are registered or not, unless written permission to do so has been granted for specified instruments by Carl Power. Users are not permitted to undertake any work that is not directly related to a project that (i) has been approved by the Animal Ethics Committee and (ii) specifies the user as a researcher on that project.

Users agree to accurately complete all record keeping required by the facility to monitor the use of instruments including electronic or paper log books and booking systems. Users agree to report all faults or irregularities in equipment to a staff member of the facility. Samples are the responsibility of the user and the facility does not accept any responsibility for loss or damage of materials etc., left in the facility. Data is the responsibility of the user and the facility does not accept responsibility for loss or damage of data that has not been removed/copied/archived. Any work that is published or publicly presented, including theses, where all or a part of the work was undertaken in the facility, should acknowledge the role of the facility in providing access or assisting in the work.

[Close](#)


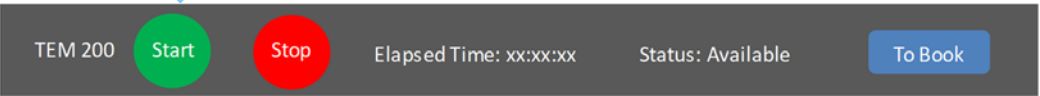


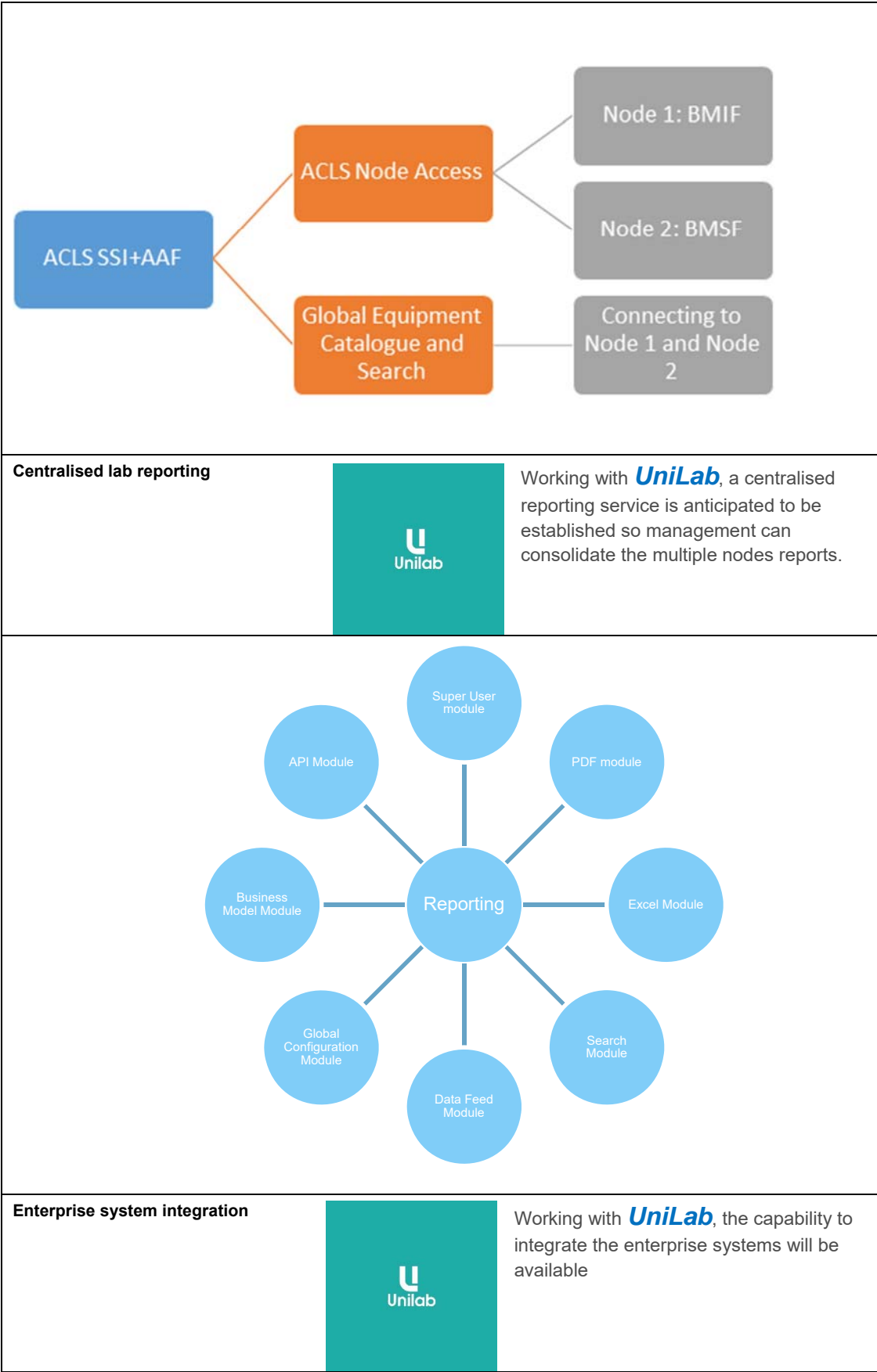
8 Future Development

8.1 Standard Packages

The following are some of the new features planned for future implementation. The priority and contents of such implementations are subject to change and depend on demand and available resources. The ultimate objective is to connect the ACLS nodes to form a virtual facility hub for:

- Sharing: resource, knowledge, expertise, solutions, reports and data
- Connection: secured access, live connection with individuals or groups

New Features	Description
System configuration wizard	In addition to Resource Wizard and Training Certification Wizard, we will implement System Configuration Wizard .
Subscription manager	Providing the required functionality for membership business model.
Usage tracking with web portal (design is illustrated below) 	ACLS provides a client version of tracker to be installed onto the equipment. However, this requires additional efforts to the lab infrastructure and complexity of the system deployment. A web tracking UI will be implemented to track the usage. A similar design will be done for the smartphone app. So users can click start button when they start to run the experiment and click end to stop. This UI can be set up at the entrance of the web lab or clean room to track the usages and to make the next users aware of the situation in the lab.
	
Tracking samples	Mainly: <ul style="list-style-type: none"> • Quotation set up • Periodic reporting • Invoicing for selected open sample job • Job search with invoicing details resource session data integration.
Machine learning	Major enhancement working with the specialist group at UNSW, further details will be provided in due time



**Labsensing**

Working with **UniLab**, Labsensing app replaces the current ACLS tracker to provide secured connection, online chat, and data sensing solutions.

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

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 institutional-wide REMS is growing. The new ACLS Enterprise Solution, namely REMS, will provide an institution-wide REMS with the flexibility to maintain customized

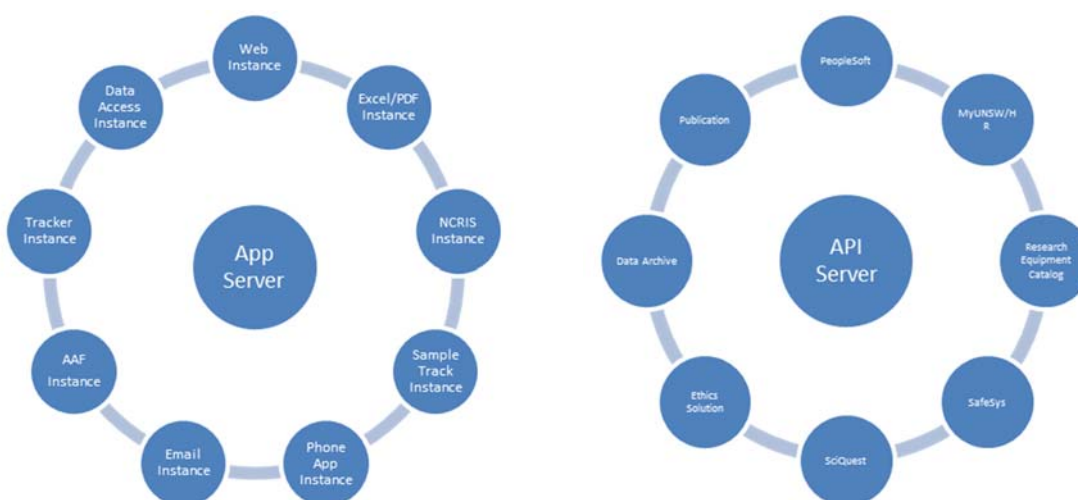


control to meet the individual lab demands due to the differences in the nature of research and science.

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 resource 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 [Utilities -> Charge Category Manager](#), where you need to set up your charge category. There is no limit to the number of categories, however, it is highly recommended not to exceed 20 or you may get confused.

Click on [Full View of Charge Categories](#) to access information panel of charge categories:



Charge Category Manager

List all charge categories.

Charge Category	Note
Industry (AUS)	Users from Industries and commercial companies inside Australia
Industry (non-AUS)	Users from overseas industry and commercial companies
Industry/ Commercial User Assisted	
Industry/ Commercial User Unassisted	
Public Funded Researcher (CSIRO, ANSTO... non Universities)	For Public funded research scientists from such as CSIRO, ANSTO, non university institutes
Student Assisted	
Student Unassisted	
University (Aus)	For users from Australian Universities including students and staffs
University (non-AUS)	For users from overseas Universities including students and staffs
University/ Private Funded Researcher Assisted	
University/Private Funded Researcher Unassisted	

9.1.3 Set Charge Category vs Resource

Each resource must set up charge categories before staff can assign the charge category to each user. If the user is not assigned a resource vs charge category, they are not able to make any bookings.

- Go to **Resource Manager** to set up charge category for each resource:

Charge Rate ↓

User Category	Charge/Hour (\$)
Industry (AUS)	<input type="text" value="100.00"/>
Industry (non-AUS)	<input type="text" value="100.00"/>
Public Funded Researcher (CSIRO, ANSTO... non Universities)	<input type="text" value="40.00"/>
University (Aus)	<input type="text" value="40.00"/>
University (non-AUS)	<input type="text" value="100.00"/>

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 resource vs charge category, which forms a charge category matrix as per MCN price policy.



Go to **User Profile -> User Profile Manager**, then find the user for whom you want to set up the charge category, continue to the page of editing user profile, then click on **Edit User Charge Category** button as in the snapshot below.

Profile	FOB	Pinboard	Supervisor	Form	Publication	Account	Certificate	Charge Category	Usage (Booking)	Invoice
<ul style="list-style-type: none"> ■ [AC/DC Sputtering] » [University (Aus)] ■ [ALD - Fiji F200] » [University (Aus)] ■ [Artec 3D Spider] » [University (Aus)] ■ [Bio AFM/TIRF] » [University (Aus)] ■ [Bose Electroforce 3200] » [University (Aus)] ■ [Bruker Contour GT-1] » [University (Aus)] ■ [Cleanroom AFM] » [University (Aus)] ■ [Client shipping (substitute)] » [University (Aus)] ■ [Client Time: Abu Sadek] » [University (Aus)] ■ [Client Time: Bernie Orelup] » [University (Aus)] ■ [Client Time: Dan Smith] » [University (Aus)] ■ [Client Time: Dan Smith-Uni of Melb Client] » [University (Aus)] ■ [Client Time: Fatima Eftekhari] » [University (Aus)] ■ [Client Time: Gediminas G.] » [University (Aus)] ■ [Client Time: Guangyuan Si] » [University (Aus)] ■ [Client Time: Hemayet Uddin] » [University (Aus)] ■ [Client Time: John Zhu] » [University (Aus)] ■ [Client Time: Lachlan Hyde] » [University (Aus)] ■ [Client Time: Paul Spizzirri] » [University (Aus)] ■ [Client Time: Ricky Tjeung] » [University (Aus)] ■ [Client Time: Sean Langelier] » [University (Aus)] ■ [Client Time: Yang Lim] » [University (Aus)] ■ [Client Time: Zoran Vasic] » [University (Aus)] ■ [Confocal] » [University (Aus)] ■ [Contact Angle Measurement Instrument] » [University (Aus)] ■ [CytoViva Hyperspectral] » [University (Aus)] ■ [Design House-PC1] » [University (Aus)] ■ [Design House-PC2] » [University (Aus)] ■ [Diamond Dep-1 (BDD)] » [University (Aus)] ■ [Diamond Dep-2 (NV)] » [University (Aus)] ■ [Disco DAD321 Dicing Saw] » [University (Aus)] ■ [DRIE 1-Si only] » [University (Aus)] ■ [DRIE 2-Multi-purpose] » [University (Aus)] ■ [Dynatex Dicer/Scriber] » [University (Aus)] 										

Then follow the charge category setup page as below:

User Profile Manager						
Edit user charge category Click to access Table of Facility vs Charge Category						
Facility	Industry (AUS)	Industry (non-AUS)	Public Funded Researcher (CSIRO, ANSTO, non Universities)	University (AUS)	University (non-AUS)	
AC/DC Sputtering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
ALD - Fiji F200	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Artec 3D Spider	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Bio AFM/TIRF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Bose Electroforce 3200	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Bruker Contour GT-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Cleanroom AFM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Client shipping (substitute)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Client Time: Abu Sadek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Client Time: Bernie Orelup	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Client Time: Dan Smith	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Client Time: Dan Smith-Uni of Melb Client	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Client Time: Fatima Eftekhari	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Client Time: Gediminas G.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Client Time: Guangyuan Si	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Client Time: Hemayet Uddin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Client Time: John Zhu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

Select the resource, 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

Set up charge categories.

[Charge Categories List](#) [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.

Type of Researcher vs Charge Category

Type of Researcher	Industry (AUS)	Industry (non-AUS)	Public Funded Researcher (CSIRO, ANSTO... non Universities)	University (AUS)	University (non-AUS)
Industry (AUS)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industry (non-AUS)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Funded Researcher (CSIRO, ANSTO... non Universities)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
University (AUS)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
University (non-AUS)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

[Accept Changes](#)

Following approval of online registration, the system automatically sets up a user charge category for each resource 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 Resource

You can apply the default charge category for all the users who have no charge category assigned for a particular resource. The default charge category is “assisted”.

In **Resource Manager**, click on **Set Default Charge Category To All Users** button.

Facility Group [Booking Facility](#) [Non-Booking Facility](#)

[Set Up Online Registration Facility List](#) [Booking Facility Chart](#) [Set Default Charge Category to All Users](#) [Facilities vs Charge Category Chart](#)

[Search Facility](#)



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 resource.

9.1.7 Resource vs Charge Category

Upon clicking on **Resources vs Charge Category Chart**, a page with detailed information is shown for easy reference.

Facility Group	Booking Facility	Non-Booking Facility
Set Up Online Registration Facility List	Booking Facility Chart	Set Default Charge Category to All Users
		Facilities vs Charge Category Chart
<input type="text"/> <input type="button" value="Search Facility"/>		

CHART OF FACILITY VS CHARGE CATEGORY

Facility	Facility Group	Industry (AUS)	Industry (non-AUS)	Public Funded Researcher (CSIRO, ANSTO..., non Universities)	University (AUS)	University (non-AUS)
AC/DC Sputtering	CLEANROOM FLAGSHIP FACILITIES	\$225.00	\$225.00	\$90.00	\$90.00	\$225.00
ALD - Fgi F200	CLEANROOM FACILITY	\$225.00	\$225.00	\$90.00	\$90.00	\$225.00
Artec 3D Spider	OTHER FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bio APN/TBIF	MICROSCOPY FACILITIES	\$225.00	\$225.00	\$90.00	\$90.00	\$225.00
Bose Electroforce 3200	BIO-CHEM LAB FACILITIES	\$100.00	\$100.00	\$40.00	\$40.00	\$100.00
Bruker Contour GT-1	CLEANROOM FACILITY	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Cleanroom APH	CLEANROOM FACILITY	\$225.00	\$225.00	\$90.00	\$90.00	\$225.00
Client shipping (substitute)	OTHER FACILITIES	\$0.00	\$0.00	\$10.00	\$10.00	\$0.00
Client Time: Abu Sadek	HCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: Bernice Orelup	HCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: Dan Smith	HCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: Dan Smith-Lin of Halls Client	HCN STAFF TIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Time: Fatima Effekhari	HCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: Gediminas G.	HCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: Guangyuan Si	HCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: Hemayet Uddin	HCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00
Client Time: John Zhu	HCN STAFF TIME	\$150.00	\$150.00	\$60.00	\$60.00	\$150.00

9.1.8 Reports and Invoice Statements

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



Facility Booking Report for June 2017

Facility [AC/DC Sputtering]

User Name	School/Organization	Supervisor	Account	Account Discount (%)	Charge Category	Facility Charge/hour	Booked Hours	Charges
Operation Bookings:								
SERVICE Melbourne Centre for Nanofabrication							49.00	
Hashim Alimoud	Monash University	Nico Voelcker	Nicolas Voelcker-Monash Uni		University (Aus)	\$90.00	8.00	\$720.00
Marek Steffanson	HP High Tech Solutions Pty. Ltd.	Marek Steffanson	HP HIGH TECH SOLUTIONS		Industry (AUS)	\$225.00	5.00	\$1125.00
Fiona Glenn	CSIRO	Fiona Glenn	MCN In-kind Tech-Ambassador-Fiona Glenn		University (Aus)	\$90.00	5.00	\$450.00
		Fiona Glenn	CSIRO MANUF. FLAGSHIP		University (Aus)	\$90.00	4.00	\$360.00
		Fiona Glenn	MCN Tech-Ambassador-Fiona Glenn		University (Aus)	\$90.00	5.00	\$450.00
		Fiona Glenn	MCN Tech-Ambassador-Fiona Glenn		Public Funded Researcher (CSIRO, ANSTO... non Universities)	\$90.00	3.00	\$270.00
Huamei Dervisevic	Monash University	Nico Voelcker	Nicolas Voelcker-Monash Uni		University (Aus)	\$90.00	4.00	\$360.00
ZIJUN HE	Monash University	Dan Li	MONASH-MCN PROGRAM 2		University (Aus)	\$90.00	2.00	\$180.00
Andrea Herenda	Deakin University	Jingxue Kong	MCN In-kind Tech-Ambassador-Jingxue Kong		University (Aus)	\$90.00	9.00	\$810.00
		Jingxue Kong	MCN Tech-Ambassador-Jingxue Kong		University (Aus)	\$90.00	1.00	\$90.00
Nguyen Hoa An	Le Monash University	Tuncay Alan	MONASH-MCN PROGRAM 2		University (Aus)	\$90.00	1.00	\$90.00
Sub-Total							100.00	\$5265.00
Bookings for Industry Partners:								
Marek Steffanson	HP High Tech Solutions Pty. Ltd.	Marek Steffanson	HP HIGH TECH SOLUTIONS		Industry (AUS)	\$225.00	5.00	\$1125.00
Steve Beguin	Swinburne University of Technology							
Sub-Total							0.00	\$0.00
Total (Service Booking Hours)							49.00	
Total (Operation Booking Hours)							56.00	
Total							105.00	\$6390.00

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.



To Register

> Registration
 > Terms & Conditions
 > School/Org

Title
 Mr.

Given Name*

Family Name*

Student/Staff No.
 (000 for visitors only)

Email*

Retype Email*

Login Password*

Retype Login Password*

Type of Researcher
 Industry (AUS)

Work Phone*
 (Digits Only)

Work Address
 Address 1
 Address 2
 Suburb
 State
 Australian Capital Territory
 Postal Code

Local Contact*
 Select one staff at least:

☐ Abu Sadek
 ☐ Bernie Orelup
 ☐ Dan Smith
 ☐ Fatima Eftekhari
 ☐ Gediminas Gervinskas
 ☐ Guangyuan Si
 ☐ Hemayet Uddin
 ☐ John Zhu
 ☐ Lachlan Hyde
 ☐ Paul Spizzirri
 ☐ Ricky Theodore Tjeung
 ☐ Sean Langelier
 ☐ Taryn Guinan
 ☐ Yang Choon Lim

*: Indicating the compulsory data fields

Continue

- Supervisor page

With respect to the standard, split address fields, given name, family name, work phone and email have been added to the new supervisor registration.



Supervisor Manager
 Edit/Add supervisors

Search Supervisor

Title **Mr.**

Supervisor Name **Dmitri Gordeev**

School/Organization **Choose school/organization from the list**

Work Phone **0395417913**

Mobile Phone

Email **dmitri.gordeev@au.bosch.com**

Address 1 **1555 Centre Rd**

Address 2

Suburb **Clayton**

State **Victoria**

Postal Code **3168**

Postal Address **1555 Centre Rd
Clayton
Victoria
3168**

Status ☒

Accept **Reset**

- Resource page

With respect to the standard, “Do you want this to be performed by MCN staff?” has been added. The Resource of Interest list can be set up through **Resource Manager**.

CLEANROOM FLAGSHIP FACILITIES	<input type="checkbox"/> EBL (click to see more about...)
CLEANROOM FLAGSHIP FACILITIES	<input type="checkbox"/> FEG-SEM (click to see more about...)
CLEANROOM FLAGSHIP FACILITIES	<input type="checkbox"/> Hot Embosser (click to see more about...)
CLEANROOM FLAGSHIP FACILITIES	<input type="checkbox"/> Mask Aligner/NIL (click to see more about...)
GENERAL FLAGSHIP FACILITIES	<input type="checkbox"/> FIB-SEM (click to see more about...)
MCN STAFF TIME	<input type="checkbox"/> Client Time: John Zhu (click to see more about...)
MICROSCOPY FACILITIES	<input type="checkbox"/> Bio AFM/TIRF (click to see more about...)
MICROSCOPY FACILITIES	<input type="checkbox"/> Confocal (click to see more about...)
MICROSCOPY FACILITIES	<input type="checkbox"/> Light Field Microspectroscope (click to see more about...)
MICROSCOPY FACILITIES	<input type="checkbox"/> neaSNOM (click to see more about...)
OTHER FACILITIES	<input type="checkbox"/> Design House-PC1 (click to see more about...)
OTHER FACILITIES	<input type="checkbox"/> Design House-PC2 (click to see more about...)

☐ **Do you want this to be performed by MCN Staff?**

Continue

- Submission page

With respect to the standard, a confirmation checkbox has been added on the final confirmation page of the registration form. Users must check the box to accept the agreement before completing the registration.



To Register

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

FINAL CONFIRMATION

Title	Mr.
Given Name	Dong
Family Name	Test
Student/Staff No.	
Email	dong@
Type of Researcher	Industry (Aus)
School/Organization	ANSTO
Work Phone	123456
Work Address	
	Address 1
	Address 2
	Suburb
	State/Australian Capital Territory
	Postal Code
Local Contact	Fatima Effekhan
Selected Supervisor	Daniel Riley
Facility of Interest	

☐ I agree to acknowledge MCN facilities and services in any publications/presentations that may result from work done at the MCN as per the MCN User Agreement

Submit

When you click on the **Submit** button, ACLS will send an email notice to the following parties:

- User who made the registration
- User's supervisor
- Staff nominated

9.1.10 Set Up Local Contacts

Go to **Utilities -> Local Contact Manager**, admin staff can easily set up the list of local contacts as illustrated below:

Local Contact Manager

Set up for online registration form.

Staff	
Abu Sadek	<input checked="" type="checkbox"/>
alan alan	<input type="checkbox"/>
Allison van de Meene	<input type="checkbox"/>
Bernie Orelup	<input checked="" type="checkbox"/>
Dan Smith	<input checked="" type="checkbox"/>
Dong Zheng	<input type="checkbox"/>
Fatima Effekhan	<input checked="" type="checkbox"/>
Gareth Moorhead	<input type="checkbox"/>
Gediminas Gervinskas	<input checked="" type="checkbox"/>
Guangyuan Si	<input checked="" type="checkbox"/>
Hemayet Uddin	<input checked="" type="checkbox"/>
Jahn Zhu	<input checked="" type="checkbox"/>
Kishan Sarook	<input type="checkbox"/>
Lachlan Hyde	<input checked="" type="checkbox"/>
Lauren Hyde	<input type="checkbox"/>
Maree Richardson	<input type="checkbox"/>
Mathew Sze Ming Lui	<input type="checkbox"/>
MCN Leadership Group	<input type="checkbox"/>
Meegan Waugh	<input type="checkbox"/>
Paul Spizzini	<input checked="" type="checkbox"/>
Penelope Gear	<input type="checkbox"/>
Ricky Theodore Tjeung	<input checked="" type="checkbox"/>
Sean Langelier	<input checked="" type="checkbox"/>
Shan Don	<input type="checkbox"/>
Stuart Lucas	<input type="checkbox"/>
Taryn Guinan	<input checked="" type="checkbox"/>
Tom Eddershaw	<input type="checkbox"/>
udo.bach@monash.edu	<input type="checkbox"/>
Yang Choon Lim	<input checked="" type="checkbox"/>

Accept



9.1.11 Register Supervisors

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

Supervisor Manager
 Edit/Add supervisors

Title

Supervisor Name

School/Organization

Work Phone

Mobile Phone

Email

Address 1

Address 2

Suburb

State

Postal Code

Postal Address

Status ☐

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	<input type="text" value="AQUA DIAGNOSTICS STIUP ACCOUNT"/> <input type="button" value="v"/>
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 Resource Booking, User Booking and Training Booking.

- Unassisted Booking
- Assisted Booking

Regardless of the booking tool, a question field is added to the booking event page, and the user must answer either Yes or No.



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.

ALD VEECO FIJI

Description

Assisted Event

User

--

Account

--

Question?

IS THIS WORK LINKED TO INDUSTRY?

Is this booking related to a project or activity with an industry partner (e.g. ARC linkage grant, contract, etc.).

NOTE: this is for reporting purposes only. A selection of YES will NOT alter the instrument charge category

Must Choose YES or NO

☐ Yes
 ☐ No

Staff Time Facility

Staff Time Account

--

Staff Time Hours

Notes

Booking for Training

☐

No Mail to User

☐

☐ Full day

12:00

13

July

2018

13:00

13

July

2018

DELETE

CANCEL

OK



A few new concepts are introduced to this template:

- **Staff Time Facility:** you need to set up the staff time facility through resource manager.
- **Staff Time Hours:** if you choose the staff time facility for the booking event, you should select the duration accordingly. The default value is 1 hour.
- **Booking for Training:** if this event session is for user training, please check the box.

Furthermore, the booking report shows bookings for work for an industry partner separately.

Facility Booking Report for June 2011

Facility [AC/DC Sputtering]

User Name	School/Org	Supervisor	Account	Charge Category	Facility Charge/Hour	Booked Hours	Charges
Operation Bookings:							
Dong Zheng	Melbourne Centre for Nanofabrication	test	Internal Account	University/ Private Funded Researcher Assisted	\$50.00	48	\$2400.00
			Internal Account	University/ Private Funded Researcher Assisted	\$50.00	1	\$50.00
Sasikaran Kandasamy	Melbourne Centre for Nanofabrication	Dwayne Kirk	MCN STAFF		\$0.00	5	\$0.00
Sub-Total						54	\$2450.00
Bookings for Industry Partner:							
Dong Zheng	Melbourne Centre for Nanofabrication	test	Internal Account	University/ Private Funded Researcher Assisted	\$50.00	5	\$250.00
Chathurika Abeyrathne	University of Melbourne	Stan Skafidas	STAN SKAFIDAS	PhD Student Assisted	\$33.00	1	\$33.00
Sub-Total						6	\$283.00
Total Service Booking Hours						0	
Total Operation Booking Hours						60	
Total						60	\$2733.00

9.1.14 Define Business Hours for Reports

Go to **System Settings** -> **Configure System**, click on **Business Hour Settings** to set up.

Access Records
Customization Records
Plug-In Module License
eDM Setting
IDAP Setting
Booking Correction
Business Hour Settings
About ACLS License
Google Analytics
Reset Public Calendar Script
Update Mobile Browser Scripts





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 resource if the "Black Listed" setting in the user profile is checked.

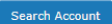
Access Expiry	<input type="checkbox"/> (if checked, user access expiry setting is ON)	Expiry Date: 05/19/2014
Activate User Entry	<input type="checkbox"/>	
Exclude from Broadcast	<input type="checkbox"/> (if checked, user excluding from the list of broadcast messages)	
Black Listed	<input type="checkbox"/> (if checked, all trainers receiving booking confirmation whenever the user makes bookings)	
Lock User Entry Permanently	<input type="checkbox"/> (Once locked, users can not be reactivated through the system auto-reactivation)	
Online Registration		
		







9.1.17 Account Discount

MCN introduces a discount concept to the account setting. Initially, all the discounts are set to zero.


Account Manager

241 active accounts
 61 active internal accounts
 180 active external accounts



Active Accounts	Expired Accounts
Active Account	Choose account from the list
Account Type	Internal Account
Job Type	Client Job
Discount (%)	0.00
Note	
Expiry Date	
Account Code	0
Record Created	
Last Update	on 28/06/2017 00:00
   	
 	

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



Account Manager

Edit/Add account.

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

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

Account Name	ALAN COWMAN (WEHI)	("&" 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	28/04/2018	
Make Account Expired Now	<input type="checkbox"/>	
<input type="button" value="Accept"/> <input type="button" value="Reset"/>		

On the account edit page, you are provided with discount change logs and are able to make changes to the latest discount log in case of mistakes.

Each discount change is recorded at the date of the first day of the month. For example, if you change the discount from zero to 2.00 (2%) on 11/10/2013, then the system records the change effective date as 1/10/2013. By doing so, each discount is taken into the monthly usage calculation as a monthly discount.

9.1.18 Reports and Invoices

All the reports and invoices are integrated with the account discount.

Monthly Booking Data Report Facility: October 2013									
Facility	User Name	Supervisor Name	School/Organization	Account	Account Discount (%)	Charge Category	Facility Charge/Hour (\$)	Booked Hours	Charges (\$)
Operation Bookings:									
Total (Operation Bookings)								0.0	0.00
Bookings for Industry Partners:									
AC/DC Sputtering	Dong Zheng	Dwayne Kirk	Melbourne Centre for Nanofabrication	Internal Account			0.00	12.0	0.00
AC/DC Sputtering	Abdullah Al Amin	William Shieh	University of Melbourne	WILLIAM SHIEH (UNIMELB)			0.00	7.0	0.00
AC/DC Sputtering	Aditya Vashi	Jerome Werkmeister	CSIRO	CSIRO 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	80.00	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 (WEHI)	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 (WEHI)	2.00		0.00	24.0	0.00
Total								96.0	0.00
ALD - Fiji F200	Dong Zheng	Dwayne Kirk	Melbourne Centre for Nanofabrication	Internal Account			0.00	32.0	0.00
Total								32.0	0.00
Client Time: Allison v.d Heene	Abdullah Al Amin	William Shieh	University of Melbourne	WILLIAM SHIEH (UNIMELB)			0.00	3.0	0.00
Total								3.0	0.00
Client Time: Dan Smith	Aditya Vashi	Jerome Werkmeister	CSIRO	CSIRO 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’ is added. Click on [To Newly Trained Users](#) to access. As usual, type in subject and message body, select a period from last month to last 12 months, then click on ‘Send Message’. The system sends the message to all the newly trained users for the selected period of time.



Broadcast Messages

To Newly Trained Users

Last Period in Month: 1

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: ADRIAN NEILD (*"%" shall not be used!)

Account Type: ☐ Internal Account ☒ External Invoice

Job Type: ☒ Client Job ☐ Non-Client Job

Discount (%): 0.00

Note:

Expiry Date: 31/08/2016

Make Account Expired Now: ☐

Accept Reset

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 resource hours of usage and Multiple resource hours of usage:



MCN Instruments-Hours of Usage

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

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

Facility: Choose facility from the list ▼

From: January ▼ 2017 ▼

To: June ▼ 2017 ▼

Continue

The process between single resource and multiple resources is the same. Choose the resource, select start month and end month, then click on **Continue** button.

In the example below, two facilities are selected:

Facility: AC/DC Sputtering						
Hours of Usage	August-2013	September-2013	October-2013	November-2013	December-2013	
Assisted	0.00	0.00	0.00	0.00	1.00	
Unassisted	27.00	18.00	36.00	0.00	2.00	
Staff Bookings/Development	0.00	0.00	0.00	0.00	0.00	
Unscheduled Service	0.00	0.00	0.00	0.00	1.00	
Scheduled Service	0.00	16.00	20.00	112.00	64.00	
Available	133.00	126.00	104.00	48.00	92.00	
Assisted - Out of Hours	0.00	0.00	0.00	0.00	0.00	
Unassisted - Out of Hours	4.00	0.00	26.00	0.00	2.00	
No. of New Trained Users	1	1	1	0	0	

Facility: ALD - Fiji F200						
Hours of Usage	August-2013	September-2013	October-2013	November-2013	December-2013	
Assisted	0.00	0.00	0.00	0.00	0.00	
Unassisted	34.00	26.00	62.00	28.00	2.00	
Staff Bookings/Development	0.00	0.00	0.00	0.00	0.00	
Unscheduled Service	0.00	0.00	0.00	0.00	0.00	
Scheduled Service	6.00	31.00	8.00	0.00	109.00	
Available	120.00	103.00	90.00	132.00	49.00	
Assisted - Out of Hours	0.00	0.00	0.00	2.00	0.00	
Unassisted - Out of Hours	43.00	7.00	24.00	37.00	0.00	
No. of New Trained Users	1	1	1	1	0	

Assisted:	All assisted bookings including training bookings, with the selection of staff time facility, during business hours (Monday to Friday);
Unassisted:	All unassisted bookings by users, including the assisted bookings without staff time facility, excluding non-client job account related bookings, during business hours (Monday to Friday);
Staff Bookings/Development:	All unassisted bookings for non-client job account related bookings, during business hours (Monday to Friday);
Unscheduled:	All service bookings categorised as unscheduled due to unplanned breakdown during business hours (Monday to Friday);
Scheduled:	All service bookings categorised as scheduled (maintenance) during business hours (Monday to Friday);
Available:	=(Bx20)-Assisted-Unassisted-(Staff Bookings)-Unscheduled-Scheduled;
Assisted Out Of Hours:	All out of hour Assisted bookings, with the selection of staff time facility, for client-job account.
Unassisted Out Of Hours:	All Out of Hour unassisted booking by all users, excluding non-client job account related bookings;
No. of New Training Users:	Number of users who receives the certificates issued for the month.

Export to Excel:

You are able to export the hours of usage to Excel anytime. Two file naming protocols are defined as follows:

- Single resource: The format of the file name is 'resource name-startmonthyear-endmonthyear-dateofcreation'



- Multiple resources: The format of the file name is 'multiplefacility-startmonthyear-endmonthyear-dateofcreation'

9.1.23 FOB for User Profile

FOB tab is added to each user profile, only admin can change FOB properties:

- FOB title
- FOB type
- FOB reg date
- FOB expiry date

All users and staff FOB require expiry date.

alan alan

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

FOB

Type of FOB

FOB Expiry Date 31/03/2018

FOB Reg Date 29/06/2017

Submit

Staff and users can view FOB information through My Profile.

Dashboard booking Support Publication Sample Survey Excel Staff

Dong Zheng
System Administrator Group
My Profile

My Home

My Attention **Reg: 0**

My Publications **0**

My Pinboard **0**

Facility Status

Facility Catalogue **112**

Order Consumables **New**

Core Analytics

9.1.24 Set Up Multiple Booking Permission

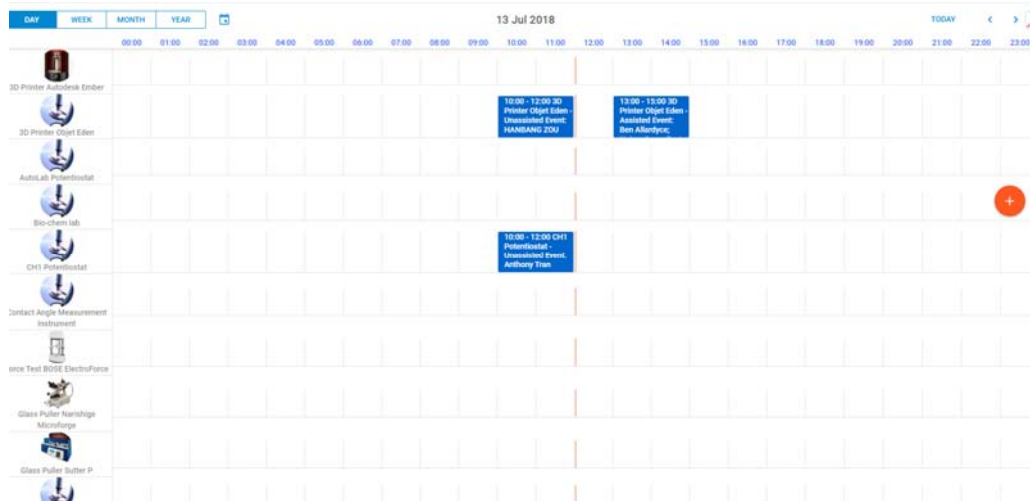
Go to **Resource Manager** to set up multiple booking at the same time, once the checkbox is ticked, the selected resource can be booked multiple sessions at the same time.



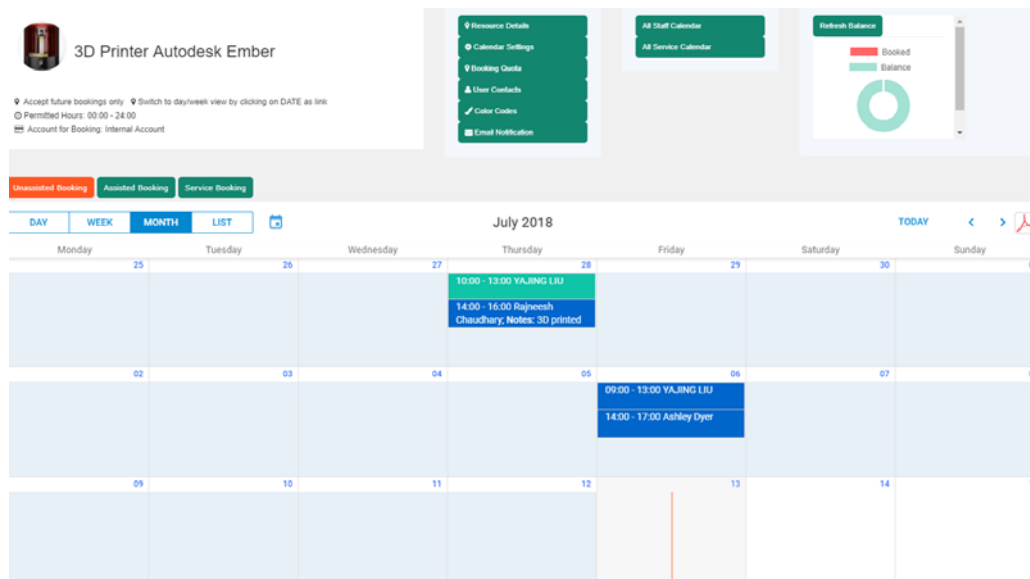
Booking Resource	3D Printer Autodesk Ember
	Certificate details ... EMBER 3D PRINTER STANDARD CERTIFICATE Go to Training Manager to update certificates ...
	Trainer details ... Gediminas Gervinskas John Paul Teodosio Lachlan Hyde Go to Training Manager to update trainers ...
Resource Group	BIO-CHEM LAB FACILITIES
Staff Time Resource Type	Physical Resource
Resource Image	
Resource Type	Research Equipment
Catalogue Access	Local
Item Number	
Description	
Location	
Custodian	
Min Hour per Session	0.25
Min Booking Unit	15 minutes
Multiple Bookings At Same Time	Not Permitted
Compulsory Booking Confirmation	No
Booking Alert	No
Training Certificate	Required
Booking Enable	Yes
Operation Status	Active
Last Update	Lachlan Hyde on 13/02/2017 15:27
Resource Code	137
Record Created	13/02/2017
User Category	Charge/Hour (\$)

9.1.25 Multiple Booking on Calendar

- **Timeline calendar:**



- Unassisted calendar:



- Assisted calendar:



3D Printer Autodesk Ember

Accept future bookings only
 Switch to day/week view by clicking on DATE as link
 Permitted Hours: 00:00 - 24:00

Resource Details
 Calendar Settings
 Booking Quota
 User Contacts
 Color Codes
 Email Notification

All Staff Calendar
 All Service Calendar

Unassisted Booking **Assisted Booking** Service Booking

DAY WEEK MONTH LIST

25 Jun 2018 – 1 Jul 2018

TODAY < >

	Mon, June 25	Tue, June 26	Wed, June 27	Thu, June 28	Fri, June 29	Sat, June 30	Sun, July 1
00:00							
01:00							
02:00							
03:00							
04:00							
05:00							
06:00							
07:00							
08:00							
09:00							
10:00				10:00 - 13:00 YAJING LIU (Training Event by John Paul Teodosio)			
11:00							
12:00							
13:00				14:00 - 16:00 Rajneesh Chaudhary; Notes: 3D printed implants.			
14:00							
15:00							

Edit booking calendar in logbook manager:

ALD - Fiji F200

Open past calendar to edit bookings
 Switch to day/week view by clicking on DATE as link

Day **Week** Month List

12 Jun 2017 – 18 Jun 2017

	Mon, June 12	Tue, June 13	Wed, June 14	Thu, June 15	Fri, June 16
00:00		00:00 - 02:00 Dong Zheng	00:00 - 01:00 Dong Zheng	00:00 - 01:00 Dong Zheng	00:00 - 01:00 Dong Zheng
01:00			00:00 - 04:00 Dong Zheng	00:00 - 04:00 Dong Zheng	
02:00					
03:00					
04:00					
05:00					
06:00					
07:00					



9.2 Modification for ANFF QLD Node

9.2.1 Background

ANFF QLD Node requested to modify the ACLS (MCN) version to meet its own operational requirements. The business process has been overhauled in ACLS to deal with the business model integrating with projects and memberships.

This guide intends to cover information about the changes to many aspects of ACLS. In short, they are:

- Online registration submission
- Online registration approval
- Manual user registration by admin staff
- Project membership registration
- Project top up hours tracking
- Project daily updating to remaining hours
- Resource 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 **Utilities -> Project Manager**, you can set up project memberships. As the charge rate is defined by charge tier and charge category (or so called charge group), you must set up **Charge Tier** and **Charge Category** before clicking **Project Manager**. The Charge Category term is used to be consistent with the MCN version.

- Step 1: Set Up Charge Category

Through **Charge Category Manager**, you can set up a list of categories as illustrated below.



Charge Category Manager

List all charge categories.

[Return](#)

Charge Category	Note
Australian industry	Australian Industry Funded Contract Research
Australian publicly funded research agency	e.g. CSIRO or the Australian Synchrotron
External university	Publicly funded research for non-Host universities
Host university	e.g. NHMRC Projects, ARC Discovery, State Grants...
Industry linkage (university)	e.g. ARC Linkage Grants, NHMRC Development Grants...
International industry	International industry funded research
International other	Research for international clients who are not industry funded
Other	anything that does not fall into one of the listed categories

- Step 2: Set Up Charge Tier

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

Charge Tier Manager

List all charge tiers.

[Return](#)

Charge Tier	Note	Status
CONTRACT AUS (ASSISTED)	161 or 282	Active
CONTRACT AUS (UNASSISTED)	61 or 182	Active
CONTRACT INTERNATIONAL (ASSISTED)	282 or 403	Active
CONTRACT INTERNATIONAL (UNASSISTED)	182 or 303	Active
CONTRACT RESEARCH UQ (ASSISTED)	116.00	Active
CONTRACT RESEARCH UQ (UNASSISTED)	55.00	Active
CONTRACT SERVICE AUS (ASSISTED)	282.00	Inactive
CONTRACT SERVICE AUS (UNASSISTED)	182.00	Inactive
CONTRACT SERVICE INTERNATIONAL (ASSISTED)	403.00	Inactive
CONTRACT SERVICE INTERNATIONAL (UNASSISTED)	303.00	Inactive
MEMBERSHIP ACCESS RATE 100HR		Active
MEMBERSHIP ACCESS RATE 100HR.TOPUP1		Active
MEMBERSHIP ACCESS RATE 100HR.TOPUP2		Active
MEMBERSHIP ACCESS RATE 50HR		Active
MEMBERSHIP ACCESS RATE 50HR.TOPUP		Active
PF W/ 1 STANDARD ANFF ACCESS RATE	55.00	Inactive
STANDARD ANFF ACCESS RATE	55.00	Active

- Step 3: Set Up Rate

When you click on **Rate Settings of Charge Tier vs Charge Category**, you can see a rate matrix table as shown below.



Project Manager

268 active projects.

72 expired projects.

Active Projects Expired Projects

Rate Settings of Charge Tier vs Charge Category

Active Project List

Sort Projects By Supervisor

Active Projects

Choose project from the list

Charge Category

Charge Tier

Charge Rate/Hour

\$0.00

Membership

Inclusive

Supervisor

Email

Project Status

Active

Project Code

0

Record Created

Edit

Add

Reset

Project Manager

Set up rates with charge tiers vs charge categories.

Return

Charge Tier	Australian industry	Australian publicly funded research agency	External university	Host university	Industry linkage (university)	International industry	International other	Other
CONTRACT AUS (ASSISTED)	\$161.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$282.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit
CONTRACT AUS (UNASSISTED)	\$61.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$182.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit
CONTRACT INTERNATIONAL (ASSISTED)	\$282.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$403.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit
CONTRACT INTERNATIONAL (UNASSISTED)	\$182.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$303.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit
CONTRACT RESEARCH UQ (ASSISTED)	\$116.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit
CONTRACT RESEARCH UQ (UNASSISTED)	\$55.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit
MEMBERSHIP ACCESS RATE 100HR	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$33.00 <input type="checkbox"/> Tick to Edit	\$33.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit
MEMBERSHIP ACCESS RATE 100HR TOPUP1	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$22.00 <input type="checkbox"/> Tick to Edit	\$22.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit
MEMBERSHIP ACCESS RATE 100HR TOPUP2	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$16.50 <input type="checkbox"/> Tick to Edit	\$16.50 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit
MEMBERSHIP ACCESS RATE 50HR	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$38.50 <input type="checkbox"/> Tick to Edit	\$38.50 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit
MEMBERSHIP ACCESS RATE 50HR TOPUP	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$33.00 <input type="checkbox"/> Tick to Edit	\$33.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit
STANDARD ANFF ACCESS RATE	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$55.00 <input type="checkbox"/> Tick to Edit	\$55.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit	\$0.00 <input type="checkbox"/> Tick to Edit

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

Project Manager

Edit rates

Return

Charge Tier	Australian publicly funded research agency	Last Update
CONTRACT AUS (ASSISTED)	\$ 0	
Accept	Return	

RATE CHART OF CHARGE TIER VS CHARGE CATEGORY

Charge Tier	Australian industry	Australian publicly funded research agency	External university	Host university	Industry linkage (university)	International industry	International other	Other
CONTRACT AUS (ASSISTED)	\$161.00	\$0.00	\$0.00	\$0.00	\$0.00	\$282.00	\$0.00	\$0.00
CONTRACT AUS (UNASSISTED)	\$61.00	\$0.00	\$0.00	\$0.00	\$0.00	\$182.00	\$0.00	\$0.00
CONTRACT INTERNATIONAL (ASSISTED)	\$282.00	\$0.00	\$0.00	\$0.00	\$0.00	\$403.00	\$0.00	\$0.00
CONTRACT INTERNATIONAL (UNASSISTED)	\$182.00	\$0.00	\$0.00	\$0.00	\$0.00	\$303.00	\$0.00	\$0.00
CONTRACT RESEARCH UQ (ASSISTED)	\$116.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONTRACT RESEARCH UQ (UNASSISTED)	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MEMBERSHIP ACCESS RATE 100HR	\$0.00	\$0.00	\$0.00	\$33.00	\$33.00	\$0.00	\$0.00	\$0.00
MEMBERSHIP ACCESS RATE 100HR TOPUP1	\$0.00	\$0.00	\$0.00	\$22.00	\$22.00	\$0.00	\$0.00	\$0.00
MEMBERSHIP ACCESS RATE 100HR TOPUP2	\$0.00	\$0.00	\$0.00	\$16.50	\$16.50	\$0.00	\$0.00	\$0.00
MEMBERSHIP ACCESS RATE 50HR	\$0.00	\$0.00	\$0.00	\$38.50	\$38.50	\$0.00	\$0.00	\$0.00
MEMBERSHIP ACCESS RATE 50HR TOPUP	\$0.00	\$0.00	\$0.00	\$33.00	\$33.00	\$0.00	\$0.00	\$0.00
STANDARD ANFF ACCESS RATE	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00	\$0.00	\$0.00	\$0.00

Click on **Accept** to save the rate.

- Step 4: Register Project



Through **Project Manager**, you can define which supervisor has membership of the project.

Project Manager

[Edit/Add project.](#)

Project Name	<input type="text"/>
Charge Category	Choose user category from the list <input type="button" value="v"/>
Charge Tier	Choose charge tier from the list <input type="button" value="v"/>
Charge Rate/Hour	\$0.00
Membership	<input checked="" type="checkbox"/> (Tick to be inclusive)
Supervisor	Choose supervisor from the list <input type="button" value="v"/>
Project Status	<input checked="" type="checkbox"/> (Tick to be active)

You can add a new project, or edit the existing project, but you cannot delete the project. To edit the project, select the project from the dropdown list, click on Edit.

Description of project parameters:

Parameter	Description
Project Name	Project name, should be verified by the staff
Charge Category	Charge category, set up through charge category manager
Charge Tier	Charge tier, set up through charge tier manager
Charge Rate/Hour	Auto-loads after the selection of charge category and charge tier
Membership	Check the box to allocate the project to membership of a supervisor. In other words, the system tracks the project booking hours daily if inclusive.
Supervisor	Supervisor who oversees the project
Project Status	Project is considered 'active' even if the membership is expired. You have to manually set it as 'inactive' to switch it off and prevent it being used by users to book facilities.

9.2.3 Register Membership

Through **Utilities -> Supervisor Manager**, you can set up memberships.



Supervisor Manager
9216 supervisors

[Search Supervisor](#)

School/Organization: [ANFF-Optofab](#)

Cal	Supervisor	School/Organization	Work Phone	Mobile	Email	Membership	Code	Record Created
<input type="radio"/>	Mr. David O'Connor	ANFF-Optofab	+ 61 2 8374 5308	11111	d.oconnor@bwfoundry.com	Start: 26/06/2015 End: 25/06/2016 Remaining Hours: 0.0 Alert Threshold: 0	154	26/06/2015

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

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

Supervisor Manager
Edit/Add supervisors

[Search Supervisor](#)

Title: [Mr.](#)

Supervisor Name: [David O'Connor](#)

School/Organization: [ANFF-Optofab](#)

Work Phone: [+ 61 2 8374 5308](#)

Mobile Phone: [11111](#)

Email: [d.oconnor@bwfoundry.com](#)

Address 1: [Bandwidth Foundry International Pty Ltd, Suite 3 Biomedical Building](#)

Address 2: [1 Central Avenue, Australian Technology Park Sydney](#)

Suburb: [Eveleigh](#)

State: [New South Wales](#)

Postal Code: [2015](#)

Postal Address: [Bandwidth Foundry International Pty Ltd, Suite 3 Biomedical Building
1 Central Avenue, Australian Technology Park Sydney
Eveleigh
New South Wales](#)

Membership Settings

Start of Membership:

End of Membership:

Topup Hours: 0.0
▶ click to view top up logs:

Remaining Hours: 0.0 (Last Update Date: 26/06/2017)

Alert Threshold Hours: 0

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

9.2.4 Register Resource

Use the same method as described in the standard ACLS manual, go to [Resource Manager](#) to set up resources.

Three additional fields have been set up for each resource:

- Description
- Location
- Levy/Hour

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

Given Name*

Family Name*

Preferred Name

Student/Staff No.

(000 for visitors only)

Email*

Retype Email*

Login Password*

Retype Login Password*

Type of Researcher

Contact Number*

(Digits Only)

Supervisor*

Project*

Please contact staff member if you cannot find the projects!

The supervisor list is compiled through the active project profiles. Upon submission of the project, the system sends a notice to users and staff members.

9.2.6 Update Project to User Profile

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

Profile Form Publication **Project** Certificate Usage (Booking)

Project(s)

FERRO

Edit User Projects

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

User Profile Manager

Edit user projects

Project	Project Code	Suspended	Delete
FERRO <input type="text"/>	229	<input type="checkbox"/>	<input type="checkbox"/>

Choose project from the list

if you wish to add new project

Accept Changes

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



User Profile Manager
 Edit user projects

Project	Project Code	Suspended	Delete
FERRO	229	<input type="checkbox"/>	<input type="checkbox"/>

Charge Category: Host university
 Charge Tier: STANDARD ANFF ACCESS RATE
 Charge Rate/Hour: \$55.00
 Membership: Inclusive
 Supervisor: Vito Ferro
 Start of Membership: 28/07/2015
 End of Membership: 27/07/2016
 Remaining Hours: 0

[if you wish to add new project](#)

9.2.7 Newly Reg User Summary

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

Newly Reg User Summary
[Details in Full Form](#)

Period: June 2017 to June 2017 Records Found: 13

User Name	Login Name	School/Organization	Supervisor	Project	Charge Category	Date Registered	Status
Mr Alireza Hosseinmardi	a.hosseinmardi@uq.edu.au	UQ	Darren Martin	MARTIN - MARTIN	Host university	26/06/2017	Active
Assoc. Professor Antonio Tricoli	antonio.tricoli@anu.edu.au	Australian National University	Antonio Tricoli	TRICOLI	External university	13/06/2017	Active
Dr Cesar Morena	c.morena@uq.edu.au	UQ	Ernst Wulvetang	WULVETANG	Host university	28/06/2017	Active
Mr Darrell Edwards	d.edwards@qut.edu.au	QUT	Darrell Edwards	EDWARDS-FORGETSPECS.COM	External university	16/06/2017	Active
Dr Dongdong Qu	d.qu@uq.edu.au	UQ	Kazuhiro Nogita	NOGITA	Industry linkage (university)	01/06/2017	Active
Mrs Donya Ramimoghaddam	donya.ramimoghaddam@griffithun.edu.au	Griffith University	Colin Jim Webb	WEBB	External university	06/06/2017	Active
Professor Gregg Suaning	gregg.suaning@sydney.edu.au	University of Sydney	Gregg Suaning	SUANING	External university	01/06/2017	Active
Miao Junrong Li	junrong.li@uq.net.au	UQ	Hatt Trau	TRAU	Host university	21/06/2017	Active
Mr Lukas Michalek	lukas.michalek@qut.edu.au	QUT	Leonie Barner	BARNER	External university	01/06/2017	Active
Mr Lukas Michalek	lukas.michalek@qut.edu.au	QUT	Leonie Barner	BARNER	External university	01/06/2017	Active
Mr Michael Postan	michael.postan@uqconnect.edu.au	UQ	Justin Cooper-White	COOPER-WHITE - GENERAL	Host university	21/06/2017	Active
Mr Paul Fisher	paul.fisher@griffithun.edu.au	Griffith University	Mirko Lobino	LOBINO	External university	08/06/2017	Active
Dr Rebecca Griffiths	rebecca.griffiths@uq.edu.au	UQ	Bvt Winnen	STEMCARE	Host university	21/06/2017	Active
Dr Xiao Sun	xiao.sun@uwa.edu.au	University of Western Australia	Adrian Keating	KEATING	External university	21/06/2017	Active

9.2.8 Consumable Resources

Consumable Resources is specially implemented in response to ANFF QLD Node requirements. Staff can register, edit, order, track and manage the consumables through this feature. Users can only place an order for the consumables.

In **Consumable Resources**, there are a number of tools as shown below.

Consumable Resources

- > Register Consumables
- > Search Consumables
- > Change Consumable Orders
- > Order Report By Consumable
- > Order Report By Supervisor
- > Stocktake Active Consumables
- > Stocktake Inactive Consumables



9.2.9 Register Consumables

You can register new consumables, and search and edit existing consumables.

Register Consumables

To top up stock ...

To view consumable price change log ...

To edit last consumable price change log ...

EDIT CONSUMABLE

Consumable Code	Arrow
Description	Arrow
Unit	1 item
Price per Unit (\$)	27.50
Stock Quantity	-14
click to view top up logs:	
Reorder Quantity	0
Admin Only	<input type="checkbox"/>
Active Status	<input checked="" type="checkbox"/> (Tick to be active)
<input type="button" value="Accept"/> <input type="button" value="Reset"/>	

The consumable parameters are explained in the table below:

Parameter	Description
Consumable Code	A short code to represent the consumable
Description	Description of the consumable
Unit	Individually defined
Price per Unit (\$)	For example, \$55 per 100pc
Stock Quantity	The current stock quantity, this value is constantly updated against the consumable orders once a week. You can check the top up records.
Reorder Quantity	This is used as a threshold to trigger an alert to staff if the stock quantity is less than the reorder quantity. The system runs an order update at 12am each Saturday, then sends out any necessary alerts.
Active Status	If inactive, the consumable is taken off the order list.

9.2.10 Search Consumables

This function is open to all staff in case they need to check consumable information or stock quantity.



9.2.11 Consumable Reports

There are two reporting tools available:

- Report by Consumables

- Step 1: Select the time period for report:

Order Report By Consumable

From:

To:

[Continue](#)

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

Order Report By Consumable

Report Period: 24/06/2017 To 30/06/2017

Select Consumable:

[Continue](#)

- Step 3: Compile the report:

Order Report By Consumable

Report Period: 24/06/2017 To 30/06/2017

Consumable: BG41100

User	Project	Price per Unit	Ordered Time	Quantity	Total
Alan Wuethrich	TRAU	\$32.00	28/06/2017, 10:52	10	\$320.00
Total					\$320.00

Summary by Users:

User	Total
Alan Wuethrich	\$320.00

Summary by Projects:

Project	Total
TRAU	\$320.00

- Report by Supervisors

- Step 1: Select the time period for report:

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

Order Report By Supervisor

Report Period: 24/06/2017 To 30/06/2017

Select Supervisor:

[Continue](#)



- Step 3: Compile the report:

An efficient way to check if the report is correct is by comparing the reports run against consumables and those run against supervisors.

9.2.12 Stocktake Consumables

The consumable store is like a warehouse. Stocktaking is an effective way to ensure the stock quantity is correct and updated properly.

You are able to do this for 'active' consumables and 'inactive' consumables respectively.

Stocktake Active Consumables

Consumable Code	Description	Stock Quantity	Stocktake	Order Chart
Arrow	Arrow	-14	Stocktake Records: Arrow	Order Bar Chart: Arrow
AZ1518-4	AZ1518 per 4" layer	0	Stocktake Records: AZ1518-4	Order Bar Chart: AZ1518-4
AZ1518-6	AZ1518 per 6" layer	0	Stocktake Records: AZ1518-6	Order Bar Chart: AZ1518-6
AZ2070-4	AZnLDF2070 per 4" layer	-6	Stocktake Records: AZ2070-4	Order Bar Chart: AZ2070-4
AZ2070-6	AZnLDF2070 per 6" layer	-2	Stocktake Records: AZ2070-6	Order Bar Chart: AZ2070-6
AZ40XT	AZ40XT 100ml	-2	Stocktake Records: AZ40XT	Order Bar Chart: AZ40XT
AZ6615	AZ6615 100ml	4	Stocktake Records: AZ6615	Order Bar Chart: AZ6615
AZ701	AZ HIR 701 100ml	3	Stocktake Records: AZ701	Order Bar Chart: AZ701
AZ9260	AZ9260 100ml	4	Stocktake Records: AZ9260	Order Bar Chart: AZ9260
AZ9260-4	AZ9260 per 4" layer	0	Stocktake Records: AZ9260-4	Order Bar Chart: AZ9260-4
AZ9260-6	AZ9260 per 6" layer	-8	Stocktake Records: AZ9260-6	Order Bar Chart: AZ9260-6
B13	Etalon tips	-13	Stocktake Records: B13	Order Bar Chart: B13
BG41100	4 inch borofloat 33 glass wafers 1100 um thick	35	Stocktake Records: BG41100	Order Bar Chart: BG41100

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

Stocktake Active Consumables

[Order Bar Chart: Arrow](#)

Consumable Code	Description	Stock Quantity
Arrow	Arrow	-14

► Stocktake Records: 2017

Stock Quantity Before	Order Quantity	Topup Quantity	Stock Quantity After
-----------------------	----------------	----------------	----------------------

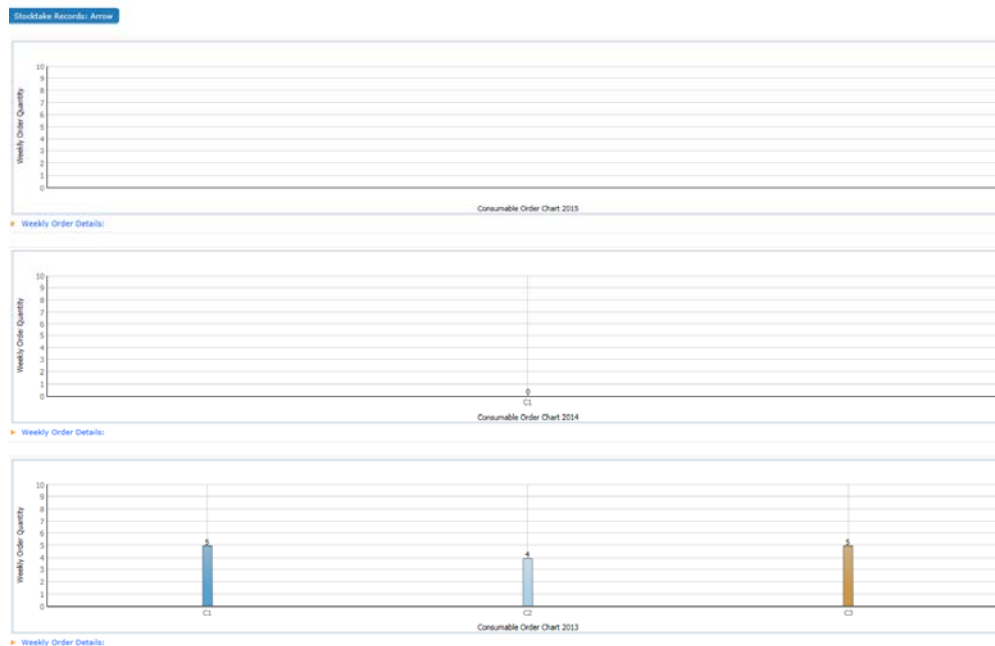
► Stocktake Records: 2016

► Stocktake Records: 2015

► Stocktake Records: 2014

► Stocktake Records: 2013

To further assist you in monitoring the consumable order trend, a bar chart is available:



9.2.13 Order Consumables

Any user can order consumables through My Dashboard.

- Step 1: Select the project:

Select User:

Select Project:

Consumable Code	Description	Unit	Price per Unit	Quantity
Arrow	Arrow	1 item	\$27.50	<input type="text" value="0"/>
AZ1518	AZ1518 100ml	100ml	\$309.00	<input type="text" value="0"/>
AZ2070	AZnLOF2070 100ml	100ml	\$349.50	<input type="text" value="0"/>
AZ9260	AZ9260 100ml	100ml	\$336.50	<input type="text" value="0"/>
Biolever	Biolever	1 item	\$38.50	<input type="text" value="0"/>
Conductive NSG03/Pt	Conductive NSG03/Pt	1 item	\$44.00	<input type="text" value="0"/>
D47050	4" Dry film PerMX 7050	each	\$27.50	<input type="text" value="0"/>
D67050	6" Dry film PerMX 7050	each	\$38.50	<input type="text" value="0"/>
DB3A21	Dicing blade - Nickel	each	\$93.50	<input type="text" value="0"/>
DBRZ01	Dicing blade - Resin	each	\$41.40	<input type="text" value="0"/>
Delivery Fee	Parcel bags for sending masks away	each	\$22.00	<input type="text" value="0"/>
Diced Si Wafer 1x1 cm	Diced Si Wafer 1x1 cm	1 item	\$1.10	<input type="text" value="0"/>
DPT101	Titanium/Au deposition	per nm	\$1.00	<input type="text" value="0"/>
Electricont	Electricont	1 item	\$33.00	<input type="text" value="0"/>
Etalon	Etalon	1 item	\$38.50	<input type="text" value="0"/>
FM0501	5" Film mask	each	\$6.60	<input type="text" value="0"/>
FM0701	7" Film mask	each	\$6.60	<input type="text" value="0"/>
GCS100	Cover slips 24x50 mm	Box of 100 pcs	\$8.00	<input type="text" value="0"/>
GPP004	4" HRP-SN-2 photoplates	each	\$16.50	<input type="text" value="0"/>
GPP005	5" HRP-SN-2 photoplates	each	\$16.50	<input type="text" value="0"/>
GPP007	7" HRP-SN-2 photoplates	each	\$85.00	<input type="text" value="0"/>
GSL050	Microscope slides - Large 100x76x1 mm	Box of 50 pcs	\$60.50	<input type="text" value="0"/>
GSM100	Microscope slides - Medium 76x51x1 mm	Box of 100 pcs	\$65.00	<input type="text" value="0"/>
GSS050	Box of microscope slides - Small	Box of 50 pcs	\$9.90	<input type="text" value="0"/>

- Step 2: Enter the order quantity:



SPS:THF	Solvent Purification System: Tetrahydrofuran 100ml	100ml	\$5.50	0	
SPS:Tol	Solvent Purification System: Toluene 100ml	100ml	\$2.30	0	
ST4101	4" 1mm Si Test grade - P (100)	each	\$15.00	0	
ST4501	4" 500um Si Test grade - P (100)	each	\$25.00	0	
ST6701	6" 700mm Si Test grade - P (100)	each	\$25.00	0	
SU2005	SU-B 2005 100ml	100ml	\$236.70	0	
SU2005-500	SU-B 2005 500ml	500ml	\$1075.00	0	
SU2010	SU-B 2010 100ml	100ml	\$236.70	0	
SU2010-500	SU-B 2010 500ml	500ml	\$1075.80	0	
SU2025	SU-B 2025 100ml	100ml	\$207.65	0	
SU2025-500	SU-B 2025 500ml	500ml	\$943.00	0	
SU2050	SU-B 2050 100ml	100ml	\$236.45	0	
SU2050-500	SU-B 2050 500ml	500ml	\$1074.70	0	
SU2100	SU-B 2100 100ml	100ml	\$235.95	0	
SU2100-500	SU-B 2100 500ml	500ml	\$1072.50	0	
SU2150	SU-B 2150 100ml	100ml	\$235.95	0	
SU2150-500	SU-B 2150 500ml	500ml	\$1072.50	0	
Tap 300 GD	Tap 300 GD	1 item	\$35.00	0	
Tap 75	Tap 75	1 item	\$30.00	0	
WC0401	4" single wafer carrier	each	\$11.00	0	
WC0601	6" single wafer carrier	each	\$22.00	0	

Currently Ordered For This Week: Project Ordered Time Quantity

[Place Order](#) [Update](#)

Click on **Place Order** to complete. The system updates the **Currently Ordered for This Week** table automatically.

The above snapshots are for administrators. General users just need to select projects to place consumable orders.

The system runs a weekly update for consumable orders, at 12am each Saturday. The week definition is Saturday to Friday.

9.2.14 FAQ

1. How can I find projects under a particular supervisor?

Click on **Sort Projects by Supervisor**.

Project Manager

268 active projects.
72 expired projects.

Active Projects Expired Projects

Rate Settings of Charge Tier vs Charge Category Active Project List **Sort Projects By Supervisor**

Active Projects Choose project from the list

Charge Category

Charge Tier

Charge Rate/Hour \$0.00

Membership Inclusive

Supervisor

Email

Project Status Active

Project Code 0

Record Created

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

2. What is the relationship between project and membership?

Each project has a cost centre in relation to membership, which is allocated to each supervisor through Supervisor Manager. However, if you choose to exclude a project from membership, then the system won't track the booking hours for that



project in relation to the membership. For example, supervisor David Hoffman has multiple projects, one of them is project 'UNSW', if you set this project exclusive of David Hoffman's membership, then none of the bookings under the project 'UNSW' will be included in the cost calculation of the remaining hours of Hoffman's membership.

3. What do you mean the system tracks the top up records?

On the supervisor table (as shown below), you can click to view the history of top up hours.

Supervisor Manager
 Edit/Add supervisors

Search Supervisor

Title: A/Prof. ▾

Supervisor Name: Antonio Tricoli

School/Organization: Australian National University ▾

Work Phone: 04032772569

Mobile Phone:

Email: antonio.tricoli@anu.edu.au

Address 1: Building 31, Ian Ross Building, Research School of Engineering

Address 2: Australian National University

Suburb: Canberra

State: Australian Capital Territory ▾

Postal Code: 2601

Postal Address: Building 31, Ian Ross Building, Research School of Engineering
 Australian National University
 Canberra
 Australian Capital Territory
 2601

Membership Settings

Start of Membership: 20/06/2017

End of Membership: 20/06/2018

Topup Hours: 0.0

[Click to view top up logs!](#)

Top Up Hours

Remaining Hours: 0.0 (Last Update Date: 28/06/2017)

Alert Threshold Hours: 0

Accept Reset

4. How does the system update the remaining hours automatically?

ACLS email server runs a remaining hours check against the previous day bookings every midnight. If the remaining hours are less than the pre-set alert threshold, the system sends an alert message to the generic 'Contact Us Email' in the system settings.

5. If I add or cancel past booked sessions through the Data Logbook Manager, can the system automatically update the remaining hours?

No. You have to update it manually. Do this through project top up.

6. Can I top up membership from Dashboard?

Yes. Click on **Top Up Membership** block ... Enter the top up figures ...



7. Can I top up the consumable stock anytime?

Yes. On the consumable edit page, simply click on 'to top up stock'

8. Can any staff register and edit consumables?

No, only admin staff can do this.

9. What if the stock quantity is wrong after a stocktake?

You will need to look into the possible causes, and use the top up tool to adjust the stock quantity in ACLS.

10. What is the 'Update' Button for on the Consumable Order page?

Users can amend an ordered quantity within the current week before 11:59pm Friday. When an order quantity is changed, you need to click on 'Update' to confirm.

11. What if I didn't choose the staff time resource and save the booking?

The system treats this booking as a booking for the user.

12. What if I choose the staff time resource and save the booking?

The system saves the booking to this resource 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 [Resource 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 resource 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 resource according to the pre-set incident category
- Asset: refers to "any resource" to be registered as an "asset". So an asset must be a resource, but not vice versa
- Material: refers to any materialized items, be they hard material, software, or an application
- Labour: refers to any work involved
- Resource Assembly: refers to assembly parts or components of a resource

10.2 2018 Requested Changes

Booking Home Page (General and System Administrators)

- Hide Resource Catalogue

Dashboard (General and System Administrators)

- We want to see the following:
 - My Home (Hide Forms, Resource Catalogue, Corea Analytics)
 - My Profile
 - Training Records
 - Resource Status
 - Resource Alerts

Incidents (General)

- Disable Incident section for non-system administrators

Contract (Funding)

- Purchase Date



- Funding Category (create drop-down list via Register Funding Category)
- Cost Centre Owner (create drop-down list via Register Cost Centre Owner)
- Cost Centre Number (max length 30)
- Amount (\$)
- Notes

Finance Report

- Create a Funding Report (with total amount calculated for each resource):
 - Resource Group
 - Resource Name
 - Resource Assembly
 - Purchase Date
 - Funding Category (create funding drop down list)
 - Owner
 - Cost Centre Number
 - Amount (\$)
 - Notes

Register Funding Category

- Create something similar to Incident Category Editor

Contract Record Desk

- For Contract (Maintenance) and Contract (Warranty) can we please make sure that the Reminder Date remains ticked when editing.

Incident Date

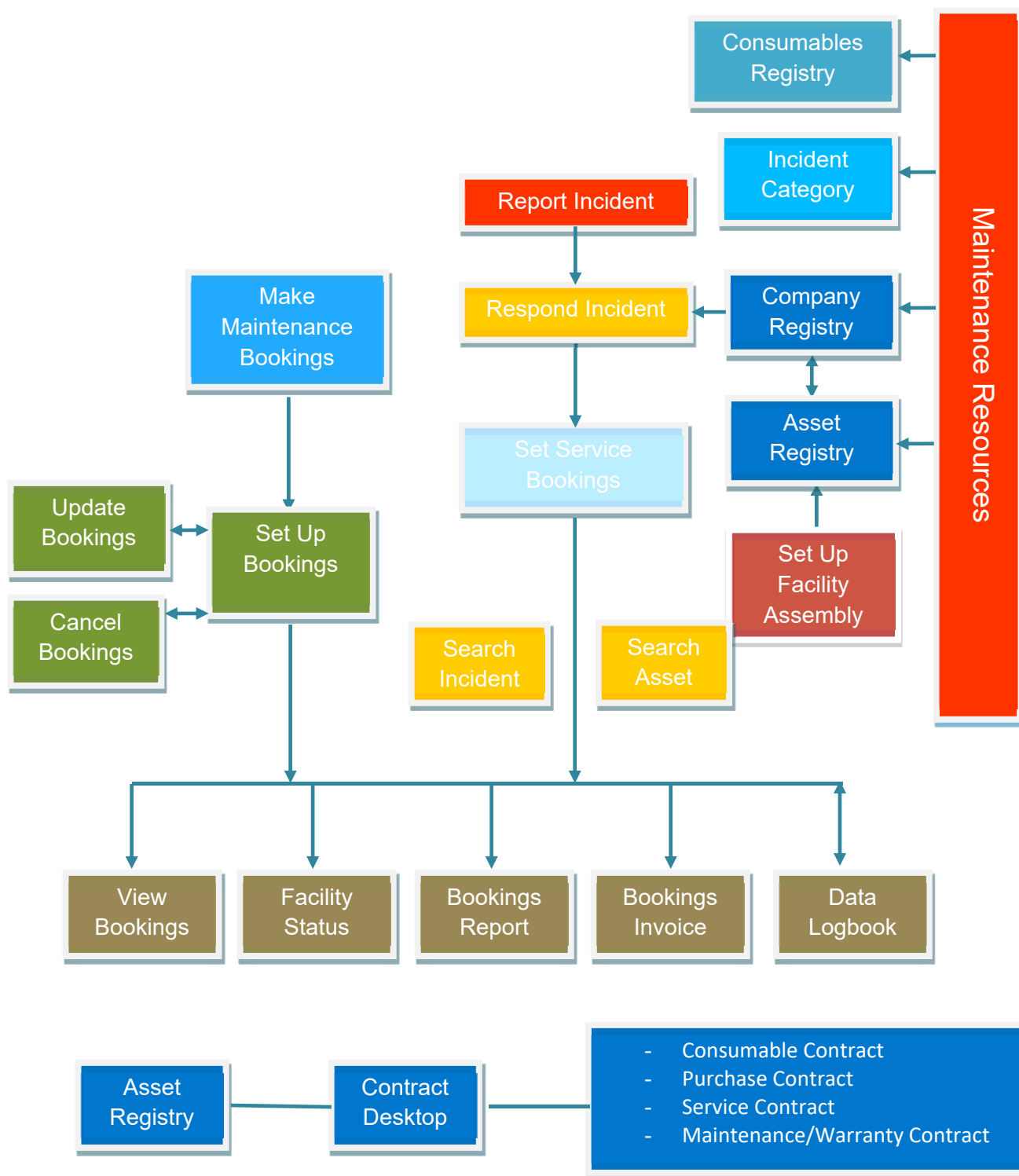
- We want to select the Incident Date instead of it automatically selecting the day it was reported on the Booking System

Search Resource Profile

- Add 'Maintenance Agreement Number' to the search criteria.



Flow Chart of Process





The following chapters relate directly to the process set out in the flow chart.

10.3 How to Set Up Incident Category

First of all, you need to set up the Incident Category so that users can lodge the incident properly. Go to [Maintenance Resources](#) to click on [Register Incident Category](#).

The parameters of the settings are described in detail as follows:

- Incident Category Title: the name of the category
- Ownership of Actions: staff listed as owner of the category will receive the incident notification

10.4 How to Report an Incident (System Administrator Only)

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



Functions	Access Control
Report Incident	All users can access to lodge an incident.
Search Incident	Users can only search those incidents they submitted. Open to all staff.

Click on **Report Incident** to lodge an incident:

Report Incident

Submission of Incident

Resource Group	Choose resource group from the list ▼
Resource	Choose resource from the list ▼
Unit Responsible	
Incident Category	Choose incident category from the list ▼
Incident Description	<div></div>
Incident Date	16/07/2018

Submit

- Select Resource Group
- Select Resource
- Select Incident Category
- Enter description of fault / incident
- Incident date

Then Submit. Upon submission, the system sends an email notification to the staff-in-charge, the owner(s) of the incident category.

10.5 How to Respond to an Incident

The system shows the reported incidents on My Attention, simply click on **To Update** or **To Respond** next to each incident to start your action.

The dashboard displays five main sections:

- My Home:** Includes links to Lab calendar, Documents, Forms, and Data.
- My Attention:** Shows 14 incidents. Includes links for User req pending approval, Active users without accounts/projects, Update contacts, and Change passwords.
- My Profile:** Includes links for Update contacts and Change passwords.
- Resource Status:** Includes a link to Show the status of my bookable resources.
- Resource Alerts:** Shows 14 alerts. Includes links for Reported incidents and Update incidents.



The screenshot shows the IHMRI system interface. On the left is a dark sidebar menu with options: My Home, My Attention (with a badge 'Reg: 0, Incident: 3'), My Profile, My Publications, My Pinboard (with a 'new' badge), My Usage, Facility Catalogue (with a 'new' badge), Access Contracts, Facility Alerts (9), Core Analytics (with a 'new' badge), and Terms & Conditions. The main content area is titled 'Reported Incidents: (9)' and lists nine incidents. Each incident entry includes a location pin icon, a status (Updated or Reported), facility details, incident number, and a damage level indicator (green, amber, red, or flash red).

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

The incident information box displays the following details for Incident Number 246:

- Incident Number:** 246
- Facility:** Incident Category: LAB
- Description:** High temperature alarm received at 1:45 am.
- Reported By:** Clare Atkinson on 29/06/2017
- Action Note:** 29/06/2017 * Greg from Sci-Tek responded to alarm at 6 am. Found circuit board controlling second compressor not working. Freezer switched off and ThermoFisher to be contacted regarding spare parts.
- Last Responded By:** Clare Atkinson on 29/06/2017

On this page, you are shown full information about the incident and need to fill out the processing details to complete the action:

- Processing status: open or closed
- Incident description: able to be edited by staff to update the original description submitted
- Light indicator:
 - Green to represent normal
 - Amber to represent minor faults
 - Red to represent medium faults
 - Flash Red to represent severe faults

Category	Description
Green light	Equipment all ok
Amber light	Needs maintenance but can continue working handle broken but still operating
Red light	Needs maintenance, equipment inoperable microscope faulty
Flash Red Light	Incident, other equipment damaged chemical leak, storage cupboard damaged

- Level of Actions: as stated above, 4 to choose from
- Company: select service company from the list



- Action Note: for action messages
- Unscheduled Service Bookings:
 - If you enable a service booking, then you need to select start time and end time

Respond To Incident Processing Reported Incident

Incident Details	Incident Number: 1 Incident Category: LAB - ALERT Facility: Laminar Flow, 32.213 Reported By: Clare Atkinson on 08/01/2013
Equipment Details	Asset Number: 20004487 Contract Details:
Processing Status	Open
Processing Details	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:
Unscheduled Service Bookings: <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

Incident Details	Incident Number: 1 Incident Category: LAB - ALERT Facility: Laminar Flow, 32.213 Description: System Test Reported By: Clare Atkinson on 08/01/2013
Equipment Details	Asset Number: 20004487
Processing Status	Open
Processing Details	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 ...**

10.6 How to Search for an Incident

Multiple searching tools are provided to find incidents: by status, by resource and by incident category. They are only accessible to staff members.

My Reported Incidents offers users a tool to check their reported incident details.



Search Incident

Enable Time Search Range: ☐

From:

To:

See example below, searching all open incidents:

Search Incident

Reported Incident Search By Status

Incident Number	Facility	Unit Responsible	Incident Category	Incident Description	Submitted By	Submitted Date	Status	Closed By
163 Processing Details	Cell Sorter, 32.222	LAB	LAB	1. High event rate during QC. 2. Onsets appearing on outside of left sorting tube	Clare Atkinson	30/06/2016	Open	
164 Processing Details	-80C Freezer Monitoring System, 32.GS7	LAB	LAB	Base stations are only 2G compatible. The 2G network will be switched off by Telstra in December 2016. Testis is trying to upgrade	Clare Atkinson	04/07/2016	Open	
165 Processing Details	-80C Freezer Monitoring System, 32.318	LAB	LAB	Base stations are only 2G compatible. The 2G network will be switched off by Telstra in December 2016. Testis is trying to upgrade	Clare Atkinson	04/07/2016	Open	
227 Processing Details	Microscope, Fluorescence Imaging, 32.217	LAB	LAB	Heating plate damaged it was bend and condenser appears to be misaligned	Nadia Suarez-Bosche	24/03/2017	Open	
239 Processing Details	Milli-Q Advantage A10 Water System	LAB	LAB	Water leaking from within unit in lab 218	Poppy Dobozy	13/06/2017	Open	
242 Processing Details	Flow Cytometer, LSRFortessa X-20, 32.223	LAB	LAB	No aspiration from a sample tube again. The run button is orange.	Tanya Levchenko	23/06/2017	Open	
244 Processing Details	Milli-Q Advantage A10 Water System	LAB	LAB	Water leaking from within the A10 unit in 32.210 appears to have caused the display on the Q-Pod to go blank.	Poppy Dobozy	23/06/2017	Open	
245 Processing Details	Flow Cytometer, LSRIL, 32.223	LAB	LAB	When running the samples including control, the threshold rate was too low around 4-40evets. This phenomenon seems quite abnormal.	NAI-SHENG HSU	25/06/2017	Open	
246 Processing Details	-80C Freezer (4), 32.GS7	LAB	LAB	High temperature alarm received at 1:45 am.	Clare Atkinson	29/06/2017	Open	

Clicking on [Processing Details](#) to explore all processing records. You may choose not to close the incident ticket each time you process it, so you can check the historical records for multiple responses to the incident ticket.



Search Incident

Incident details for processing.

Incident Processing Details

Incident Details	Incident Number: 163 Incident Category: LAB Facility: Cell Sorter, 32.222 Unit Responsible: LAB Description: 1. High event rate during QC. 2. Droplets appearing on outside of left sorting tube Reported By: Clare Atkinson on 30/06/2016
Asset Details	Asset Number: 20013078
Status	Open

Processing Details: responded by: Clare Atkinson on 30/06/2016, [and more ...](#)

Processing Details: responded by: Clare Atkinson on 30/06/2016, [and more ...](#)

10.7 How to Make Scheduled Maintenance & Unscheduled Service Bookings

By default, all unscheduled service bookings can only be made through the incident response process.

Before going into this subject further, let's look at how to set up a few things first:

- Register Company:

Go to [Maintenance Resources -> Register Company](#).

Register Company

Add Company

Company Editor:

Choose company from the list

Edit

You are able to add and edit companies as required. Here is the template to enter the relevant data:



Register Company

Given Name	Family Name	Position
Individual Contact Registry		

EDIT COMPANY

Company Name*	3M
Nature of Business*	<input checked="" type="checkbox"/> Manufacturer <input type="checkbox"/> Service Provider <input type="checkbox"/> Distributor
ACN	118 135 283
ABN	61 118 135 283
Phone*	136 136
Mobile	-
Fax	-
Email	-
Website	http://solutions.3m.com.au
Address	Building A / 1 Rivett Road Nrth Rudy NSW 2113
Note	-
Operation Status	<input checked="" type="checkbox"/> (Tick to be operational)

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 Resource Profile:

Following a request made by IHMRI, we introduced the new concept of Resource Assembly to manage the asset by both Resource and Assembly (one level down).

You can set the resource assembly through [Resource Manager](#).


Resource Manager

191 bookable resources 413 operational resources

Any letters about resource group, resource name and description

[Resource Group](#)
[Booking Resource](#)
[Non-Booking Resource](#)
[Archived Resource](#)

Booking resource refer to operational and active resources that open to accept bookings.

Booking Resource	Choose resource from the list
Charge/Hour (\$) (Internal Account)	0.00
Charge/Hour (\$) (External Invoice)	0.00
Resource Group	
Facility Category	
Resource Image	
Resource Type	Research Equipment



Here is an example of the resource assembly chart:

Show 500 entries

Showing 1 to 455 of 455 entries

Search: [] Copy CSV Excel PDF

Facility	Facility Assembly	Operation Status
-80C Freezer (1), 32 057	GLOVES - CRYOGENIC	Active
-80C Freezer Monitoring System	BASE STATION (1) - DISPOSED	Active
-80C Freezer Monitoring System	BASE STATION (2) - DISPOSED	Active
-80C Freezer Monitoring System	BASE STATION (3)	Active
-80C Freezer Monitoring System	CONVERTER (1)	Active
-80C Freezer Monitoring System	CONVERTER (2)	Active
-80C Freezer Monitoring System	CONVERTER (3)	Active
-80C Freezer Monitoring System	ETHERNET PROBE (1)	Active
-80C Freezer Monitoring System	ETHERNET PROBE (2)	Active
-80C Freezer Monitoring System	PROBE CABLE	Active
-80C Freezer Monitoring System	RADIO PROBE (1) - DISPOSED	Active
-80C Freezer Monitoring System	RADIO PROBE (10)	Active
-80C Freezer Monitoring System	RADIO PROBE (2)	Active
-80C Freezer Monitoring System	RADIO PROBE (3)	Active
-80C Freezer Monitoring System	RADIO PROBE (4)	Active
-80C Freezer Monitoring System	RADIO PROBE (5) - DISPOSED	Active
-80C Freezer Monitoring System	RADIO PROBE (6) - DISPOSED	Active

We need to define the term asset: In the system, an asset must be a resource or resource assembly, but a resource or resource assembly does not have to be an asset. Before you are able to register a resource assembly as an asset, you must register its resource as a resource profile first.

Register Resource Profile

Add Resource As Resource Profile

Add Resource Assembly As Resource Profile

Resource Profile Editor:

Choose asset from the list

Edit

Asset data fields are defined as following:

Purchase Date	15.7.10
Original cost of item	\$155,000
Depreciation	5%pa
Details of service contracts – cost, and what it covers	Cost: \$15,000 per year Covers: 2 x scheduled maintenance per year, parts for scheduled maintenance, travel time. Does not cover services for breakdowns
Lifespan of item	7 yrs
End of Life calculation, that warns on the Dashboard when it's drawing close (more notice for more expensive items)	15.7.17
Asset numbers	12 588746 48976 (the number will come off a barcode issued by the university)
Location	Bldg 32.115
Suppliers & supplier details	KI Scientific 41564 Smith Street Sydney Ph 6351 6112 Fax 4543 1454 Contact Peter Jones Email pjones@ki.com.au
Details of required software	Software is called 'flowjoe'. Needs to work from Mac with



	OS10.4 or higher.
Whether it is networked or not	Yes, data point number A-226
Extra notes section to record eg computer passwords and any extra information	Password for software is: ihmri446

Here is the template to enter the asset data (resource as asset):

Register Resource Profile

ADD RESOURCE PROFILE

Resource	Choose resource from the list
Resource Assembly	Choose resource assembly from the list
Manufacturer	Choose manufacturer from the list
Distributor	Choose distributor from the list
Asset Number	
Purchase Order Number	
Model Number/Name	
Serial Number	
Location	
Original Cost	
Purchase Date	15/07/2018
Depreciation/Year	%
Lifespan	years
End Date of Life Calculation	To be calculated
Resource Networked	<input checked="" type="checkbox"/> (Tick if networked and untick if not networked)
Software Details	
Passwords	
Note	
Operation Status	<input checked="" type="checkbox"/> (Tick to be operational)

Accept



Data entry is explained as below:

Parameter	Description
Resource	Not editable
Manufacturer	By selection
Asset Number	As per your local requirement
Purchase Order Number	As per your local requirement
Model Number/Name	As per your local requirement
Serial Number	As per your local requirement
Location	Where it is located
Original Cost	Purchase price of the resource
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
Resource 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 Resource Profile

Contract record desk:

CONTRACT RECORD DESK
 Resource: -80C Freezer (5), 32.GS8
 Asset Number: 20004514

Contract (Consumables), and details ...

Contract (Maintenance), and details ...

Contract (Other), and details ...

Contract (Breakdown), and details ...

Contract (Warranty), and details ...

Contract (Funding), and details ...

There are 4 types of contracts defined as follows:

- Consumables:

Purchase Date	Description	Quantity	Total Cost	Notes
Calendar	Drop down list of active		\$ = Automatically calculated based on	



selection	consumables from registry	quantity entered and total cost in registry
01/01/12	Formalin, 5 L bottle	2 \$24

- Warranty / Maintenance:

Purchase Date	Manufacturer / Service Provider	Valid From	Valid To	Total Cost	Status	Years	Cost per calendar year*	Contract pdf	Notes
Calendar selection	Drop down list	Calendar selection	Calendar selection	\$	Automatically calculated based on valid until date < current date		\$ = Calculated from total cost, number of years, and valid to /from dates		
13/12/08	Thermo	01/01/10	31/12/11	\$1500	Inactive	2	\$750		
10/12/11	Thermo	01/01/12	31/12/14	\$2000	Active	2	\$1000		

- Service:

Service Date	Incident Number	Manufacturer / Service Provider	Total Cost	Contract pdf	Notes
Calendar selection					
05/03/10	4	Thermo	\$1000		
16/09/10	12	Thermo	\$500		
01/3/11	35	Thermo	\$650		

- Purchase:

Contract pdf	Notes

You can add as many contracts per asset as you wish.
Types of contract are predefined in the system:

- Consumables
- Maintenance
- Service
- Purchase
- Warranty



Register Facility Profile
Contract record desk.

CONTRACT RECORD DESK
Facility: -80C Freezer (1), 32.GS7
Asset Number: 20004351

Contract (Consumables), and details ...

Contract (Maintenance)	Purchase Date	Company	Valid From	Valid To	Reminder Date	Sub-Type	Maintenance Agreement Number	Purchase Order Number	Total Amount Spent (\$)	Status	Years	Total Cost Per Year (\$)	Contract in PDF	Note	Last Update
<input type="radio"/>	13/05/2016	SCI-TEK SYSTEMS	13/05/2016	13/05/2016	13/04/2017	Agreement			330	Inactive	1.0	330	-80C Freezer - (1) - 8203033170 - Maintenance - Valid - 2016_05_13.pdf	Annual Service. Battery replaced.	Clare Atkinson on 20/04/2017
<input type="radio"/>	19/05/2015	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	01/09/2015	01/09/2015	08/08/2016				0	Inactive	1.0	0	-80C Freezer - (1) - 8203033170 - Maintenance - Valid - 2015_09_01.pdf	Purchase Order Number: OF-00086747 Contract Number: KISC 033 2015	Clare Atkinson on 31/03/2016
<input type="radio"/>	19/05/2015	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	01/07/2015	30/06/2016	13/05/2016				330	Inactive	1.0	330	Thermo Maintenance Contract KISC 033 2015 OF-00086747	Maintenance Contract KISC 033 2015	Linda Deitch on 12/06/2015
<input type="radio"/>	27/06/2014	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	27/06/2014	27/07/2014					89	Inactive	1.0	0	Maintenance Parts June 2014.pdf	New battery installed	Linda Deitch on 27/06/2014
<input type="radio"/>	25/06/2014	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	25/06/2014	24/06/2015					0	Inactive	1.0	0	-80 Freezer Maintenance Report 820202-3170 June 2014.pdf	Maintenance Report	Linda Deitch on 25/06/2014
<input type="radio"/>	25/06/2014	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	25/06/2014	27/07/2014					0	Inactive	1.0	0	Service Report PM June 2014.pdf	PM Service Report	Clare Atkinson on 28/10/2014
<input type="radio"/>	01/07/2013	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	01/07/2013	30/06/2014					394.16	Inactive	1.0	394.16	Centrifuges - 30 Freezers and nanodrop 2013-2014.pdf	Total cost of the Service Contract for 12 x units (Nanodrop, 5 x -80C Freezers and 6 x Centrifuges) is	Katie Cicero on 27/08/2013
<input type="radio"/>	07/05/2010	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	07/05/2010	07/05/2010					0	Inactive	3.0	0	6145970.UOW.IHMRI - Forma Freezers 2010.pdf	3 year service agreement with purchase	Linda Deitch on 28/02/2013
<input type="radio"/>	07/05/2010	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	28/06/2011	28/06/2011					0	Inactive	0.0	0	-80c Freezers - Contract (Maintenance) - 2011 June.pdf	Service Report - Scheduled Service (Contract Number: KISC 003)	Katie Cicero on 29/08/2013
<input type="radio"/>	07/05/2010	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	24/05/2012	24/05/2012					0	Inactive	0.0	0	-80c Freezers - Contract (Maintenance) - 2012 May.pdf	Service Report - Scheduled Service (Contract Number: KISC 003)	Katie Cicero on 29/08/2013

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

Click on **and details** to see each contract under contract type. Through this option you are able to register contracts by different types.

- Fund:

Register Resource Profile
Contract record desk.

CONTRACT RECORD DESK
Resource: -80C Freezer (5), 32.GS8
Asset Number:

Contract Type	Funding
Purchase Date	16/07/2018
Funding Category	Choose funding category from the list ▼
Cost Centre Owner	Choose cost centre owner from the list ▼
Cost Centre Number	<input type="text"/>
Amount (\$)	<input type="text"/>
Notes	<input type="text"/>

[Accept](#)

- Register Consumables:

You are able to register new consumables, and edit those with active status.



Register Consumable

Register Consumables

Key Words: (description, supplier, catalogue number, notes)

Search

Search By: ☒ Active (66) ☐ Inactive (32) ☐ All (98)

To find the registered consumables, simply type keywords to find them. If keywords are not entered, search for all.

Description	Unit Cost (\$)	Supplier	Catalogue Number	Valid From	Valid To	Status	Notes	Action
BATTERY - STORAGE - EACH - TESTO	67	TESTO PTY LTD	05150021	30/05/2014	01/01/2019	Active	Credit Card For Testo Freezer Monitoring System (Base Station) Battery = \$32.00 (ex-GST)	Edit
BIOLOGICAL INDICATORS - PACK OF 25	122.3	QVM MEDICAL SUPPLIES PTY LTD	TM1262	04/02/2016	31/12/2019	Active	Cost = \$122.30 (pack of 25) Freight = \$0 (if over \$250) Order Number: QF-00093126 Brand: 3M	Edit
BLADES - FEATHERS - PACK OF 50	126.9	ARTHUR BAILEY SURGICO PTY LTD	SMICBLDS35	01/01/2015	01/01/2019	Active	QF-00066440 Box (pack of 50) = \$124.50 Freight = \$22.00/5 boxes = \$2.40	Edit
BOXES - CRYOGENIC (LARGE) - EACH	5.87	DKSH AUSTRALIA PTY LTD	LS011016 (110434393)	15/04/2015	01/01/2019	Active	Purchase Order Number: QF-00083640 Pack Size: 24 boxes in case = \$135.00 per case	Edit
BOXES - CRYOGENIC (SMALL) - EACH	13.45	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	CHA9719629	01/01/2015	01/01/2019	Active	QF-00087488 Number Ordered: 168 Freight = \$0	Edit
BRUSH WITH MAGNET - LEJICA	25.14	LEJICA MICROSYSTEMS PTY LTD	14038340426	23/04/2017	01/01/2019	Active	POA1702669 For microtome and cryostats	Edit
CALIBRATION BEADS - UNIVERSAL - PROLINE -15 ML	585	BIO-RAD LABORATORIES PTY LTD	1451086	27/07/2015	01/01/2019	Active	QF-00088332 Received instead of discontinued product 1451081.	Edit
CALIBRATION KIT	921.33	ABACUS ALS PTY LTD	MP40275	25/03/2015	01/01/2019	Active	QF-00084613 KIT: \$902 Freight: \$58/3 items = \$19.33 25 Doses.	Edit
CHEMICAL - ALCONOX	89.6	VWR INTERNATIONAL PTY LTD	ALCO1104	14/01/2015	01/01/2019	Active		Edit
CHEMICAL - CITROLENE - 2.5 L	34	POINT OF CARE DIAGNOSTICS AUSTRALIA PTY LTD	CITRO2.5	01/01/2014	01/01/2019	Active	No freight for orders over \$500	Edit
CHEMICAL - DEVELOPER G153 - 12 x 2.5L	91.54	IMAGING SOLUTIONS PTY LTD	AG1-HYS36	01/02/2017	01/01/2019	Active	Purchase Order Number: POA1600236 Pack Size: Box (12 x 2.5 L) = \$81.00	Edit
CHEMICAL - ETHANOL ABSOLUTE 100% - 5L	14.55	POINT OF CARE DIAGNOSTICS AUSTRALIA PTY LTD	ETHAB55	01/01/2014	01/01/2019	Active	No freight for orders over \$500	Edit

For consumables with inactive status, you can only edit those that have expired less than 30 days. Here are the details of consumable parameters:

Description	Cost	Supplier	Catalogue Number	Valid From	Valid Until	Status	Notes
Text box (at least 75 characters)	\$	Drop down list of manufacturers from company registry		Calendar selection	Calendar selection	Automatically calculated based on valid until date < current date	
Nitrogen Gas, G-size cylinder	\$12	BOC	123	01/01/10		Active	

Reporting and tracking consumables will be implemented in the next stage.

- Scheduled Maintenance Bookings:

You have the option to choose the booking type: internal or external. The difference between the two is that you don't need to select the company for internal maintenance bookings.



Facility: Balance, Analytical, XS105DU, 32.316

Description

Company

Booking Type ☐ Internal Maintenance
☐ External Maintenance

Material Cost(\$)

Labor Cost (\$)

Notes

Repeat event

☐ Full day -

Confirmation ☐

10.8 Contract Reminder Alert

The contract reminder alert applies to maintenance and warranty contracts. Upon activating the alert, an email alert will be sent out to the staff (set up through email receivers).

Go to [Email Receiver](#) to set up the proper receivers for the contract expiry alerts.

10.9 Search Contract

Searching contract page is modified to suit IHMRI needs.

Search Contract

Key Words

Key words can be any part of facility name, company name, incident number, and notes

Facility Group

Facility

Facility Assembly

Company

Type ☒ All ☐ Consumable ☐ Breakdown ☐ Maintenance ☐ Other ☐ Warranty

Start Date

End Date

Resource	Search Criteria (optional)
Resource Group	Search Criteria (optional)
Resource Assembly	Search Criteria (optional)
Company	Search Criteria (optional)
Type	Tick boxes for: All, Consumable, Breakdown, Maintenance, Purchase, Warranty
Dates	Search Criteria – start date and end date (optional)



10.10 Access to Resource Lifespan

Through **Report Manager -> Resource Lifespan Summary**, you are able to see the lifespan summary as below:

Resource Lifespan Summary

Key Words: (resource, asset number)

If you don't enter any keywords to search, the system will show all facilities.

Facility Lifespan Summary

Key Words: (facility, asset number)

Sorted By: Facility

Facility Lifespan Information

Facility	Facility Group	Facility Assembly	Facility Category	Asset Number	Manufacturer	Model	Serial Number	Original Cost	Purchase Date	Depreciation/Year/After	Current Value	Lifespan (Years)	End Date of Life Calculation	Days Left to End of Lifespan	Operation Status
-80C Freezer (1), 32.G57	LAB - -80C FREEZERS		LAB - NON-CORE	20004351	THERMO FISHER	SCIENTIFIC AUSTRALIA FORMA 900 SERIES	8203033170	\$13000	07/05/2010	8.30%	\$5284.411	12	04/05/2022	1614	Active
-80C Freezer (2), 32.G57	LAB - -80C FREEZERS		LAB - NON-CORE	20004349	THERMO FISHER	SCIENTIFIC AUSTRALIA FORMA 900 SERIES	8203033178	\$13000	07/05/2010	8.30%	\$5284.411	12	04/05/2022	1614	Active
-80C Freezer (3), 32.G57	LAB - -80C FREEZERS		LAB - NON-CORE	20004348	THERMO FISHER	SCIENTIFIC AUSTRALIA FORMA 900 SERIES	8203033166	\$13000	07/05/2010	8.30%	\$5284.411	12	04/05/2022	1614	Active
-80C Freezer (4), 32.G57	LAB - -80C FREEZERS		LAB - NON-CORE	20004350	THERMO FISHER	SCIENTIFIC AUSTRALIA FORMA 900 SERIES	8203033176	\$13000	07/05/2010	8.30%	\$5284.411	12	04/05/2022	1614	Active
-80C Freezer (5), 32.G58	LAB - -80C FREEZERS		LAB - NON-CORE	20004314	THERMO FISHER	SCIENTIFIC AUSTRALIA FORMA 900 SERIES	8228903769	\$12750	27/03/2011	8.30%	\$6122.1658	12	24/03/2023	1938	Active
-80C Freezer (6), 32.G57	LAB - -80C FREEZERS		LAB - NON-CORE	20009253	THERMO FISHER	SCIENTIFIC AUSTRALIA 150TSB600V	82917041	\$13990	15/12/2011	8.30%	\$7954.255	12	12/12/2023	2201	Active
-80C Freezer (7), 32.G57	LAB - -80C FREEZERS		LAB - NON-CORE	20008649	THERMO FISHER	TSU700 -80C UPRIGHT FREEZER (TSU700V63)	0132339901130812819050		22/10/2013	8.30%	\$13239.2386	12	19/10/2025	2878	Active
-80C Freezer (7), 32.G57	LAB - -80C FREEZERS	GLOVES - CRYOGENIC	LAB - NON-CORE	N/A	EDWARDS INSTRUMENT COMPANY	GLOVES - CRYOGENIC WATER PROOF ELBOW LENGTH LARGE	N/A	\$540	31/10/2013	10.00%	\$342.1973	10	29/10/2023	2183	Active
-80C Freezer (8), 32.G58	LAB - -80C FREEZERS		LAB - NON-CORE	20015860	THERMO FISHER	SCIENTIFIC AUSTRALIA FORMA 88700 ULT	0148413201160111821020		26/02/2016	5.00%	\$19611.9479	20	21/02/2036	6551	Active

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 resource
- 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 Resource <input type="radio"/> Summary By Contract Type <input type="radio"/> Itemised Report <input type="radio"/> Funding Report
Resource Group	Choose resource group from the list ▼
Resource	Choose resource from the list ▼
Resource Assembly	Choose resource assembly from the list ▼
Company	Choose company from the list ▼
Type	<input checked="" type="radio"/> All <input type="radio"/> Consumable <input type="radio"/> Maintenance <input type="radio"/> Breakdown
Start Date	01/01/2018
End Date	31/12/2018

Continue

Report Type	Radio buttons: Summary by Resource (default), Summary by Contract Type, Itemised Report
Resource	Search Criteria (optional)
Resource Group	Search Criteria (optional)
Resource 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 resource group, resource and resource assembly are linked for selection. The report depends on the selections as described below:

- If a resource group is selected ONLY, then the report runs against the selected resource group
- If a resource is selected ONLY, then the report runs against the selected resource
- If resource assembly is selected ONLY, then the report runs against the selected resource assembly
- If no resource group is selected, then the report runs against all the resources

Summary by Resource:

The screenshot below is a summary by resource for the resource group 'LAB – CENTRIFUGES'.



Summary Cost Report (Facility)				
Facility	Facility Group	Contract Type	Total Cost Per Year	Total Amount Spent
Centrifuge, Biofuge Primo, 32.315	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, Biofuge Primo, 32.315			\$394.16	\$394.16
Centrifuge, MTX150, 32.311	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, MTX150, 32.311			\$394.16	\$394.16
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES	Maintenance	\$1594.16	\$406.16
Total Centrifuge, RC6, 32.209			\$1594.16	\$406.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES	Asset	\$3910.00	\$3910.00
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES	Service	\$808.20	\$808.20
Total Centrifuge, RC6, 32.311			\$5112.36	\$5112.36
Centrifuge, X3R, 32.209	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.209			\$394.16	\$394.16
Centrifuge, X3R, 32.321	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.321			\$394.16	\$394.16
Total			\$8283.16	\$7095.16

Company Selection: Any
Date: 01/01/2013 to 31/12/2014

Summary by Contract Type:

The screenshot below is a summary by contract type for the resource group 'LAB – CENTRIFUGES'.

Summary Cost Report (Contract Type)				
Facility	Facility Group	Contract Type	Total Cost Per Year	Total Amount Spent
Centrifuge, Biofuge Primo, 32.315	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, Biofuge Primo, 32.315			\$394.16	\$394.16
Centrifuge, MTX150, 32.311	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, MTX150, 32.311			\$394.16	\$394.16
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES	Maintenance	\$1594.16	\$406.16
Total Centrifuge, RC6, 32.209			\$1594.16	\$406.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES	Asset	\$3910.00	\$3910.00
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES	Service	\$808.20	\$808.20
Total Centrifuge, RC6, 32.311			\$5112.36	\$5112.36
Centrifuge, X3R, 32.209	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.209			\$394.16	\$394.16
Centrifuge, X3R, 32.321	LAB - CENTRIFUGES	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.321			\$394.16	\$394.16
Total			\$8283.16	\$7095.16

Company Selection: Any
Date: 01/01/2013 to 31/12/2014

Itemised Report:

The screenshot below is an itemised report for the resource group 'LAB – CENTRIFUGES'.



Itemised Cost Report						
Facility	Facility Group	Facility Assembly	Company	Contract Type	Total Cost Per Year	Total Amount Spent
Centrifuge, Biofuge Primo, 32.315	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, Biofuge Primo, 32.315					\$394.16	\$394.16
Centrifuge, MTX150, 32.311	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, MTX150, 32.311					\$394.16	\$394.16
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES	ROTOR - F105-6x50BT	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$1200.00	\$12.00
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, RC6, 32.209					\$1594.16	\$406.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Service	\$808.20	\$808.20
Total Centrifuge, RC6, 32.311					\$1202.36	\$1202.36
Centrifuge, X3R, 32.209	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.209					\$394.16	\$394.16
Centrifuge, X3R, 32.321	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.321					\$394.16	\$394.16
Total					\$4373.16	\$3185.16

Company Selection: Any
Date: 01/01/2013 to 31/12/2014

The itemised report does not include assets as the contract type is not available for assets. Assets can have a few contract types, but assets are not contract types.

Note: The finance report can be exported to EXCEL. This capability is not available yet.

10.12 Booking Report

Booking Report is modified to provide an option table, so you can generate the following report types.

- Summary by resource
- Summary by booking type
- Summary by supervisor
- Itemised report

Booking Report

Report by month

Month: June

Year: 2017

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

Accept

In this modification, the concept of 'Report – Hours per Day' is introduced. To make it work, you need to go to **Resource Manager** to set this up for each resource. The default is zero.



Facility Image	
Description	
Location	
Facility Type	Research Equipment
Catalogue Access	Local
Min Hour per Session	1
Min Booking Unit	1 hour
Report - Hours per Day	0.00
Multiple Bookings At Same Time	Not Permitted
Compulsory Booking Confirmation	No
Booking Alert	No
Training Certificate	Required
Pre-Approval Booking	Not Required
Booking Enable	Yes
Operation Status	Active
Last Update	on 30/12/1899 00:00
Facility Code	0

Summary by resource:

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 (H)	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	110.75	0.00%	
Total FPLC (2), 32.222	LAB - CHROMATOGRAPHY	0.50	0.00%	

Summary by booking type:



Summary Usage Report (Booking Type) (December 2013)				
Facility	Facility Group	Booking Type	Booked Hours	% Usage Rate
ARF Procedures Room 1 (R)	ARF - ROOMS	User	4.50	2.07%
Total ARF Procedures Room 1 (R)			4.50	2.07%
ARF Procedures Room 2 (M)	ARF - ROOMS	User	9.00	0.00%
Total ARF Procedures Room 2 (M)			9.00	0.00%
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	User	34.25	0.00%
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%
Total BSC 1 Primary Tissue Culture, 32.211			34.75	0.00%
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	User	1.00	0.00%
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%
Total BSC 2 Bacterial Culture, 32.315			1.50	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	User	10.25	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%
Total BSC 2 Established Tissue Culture, 32.214			10.75	0.00%
BSC 3 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%
Total BSC 3 Bacterial Culture, 32.315			0.50	0.00%
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	User	16.25	0.00%
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%
Total BSC 3 Established Tissue Culture, 32.214			16.75	0.00%

Summary by supervisor:

Summary Usage Report (Supervisor) (December 2013)				
Facility	Facility Group	Supervisor	Booked Hours	% Usage Rate
ARF Procedures Room 1 (R)	ARF - ROOMS	Xu Feng Huang	4.50	2.07%
Total ARF Procedures Room 1 (R)			4.50	2.07%
ARF Procedures Room 2 (M)	ARF - ROOMS	Brett Garner	9.00	0.00%
Total ARF Procedures Room 2 (M)			9.00	0.00%
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Kylie Mansfield	3.00	0.00%
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Xu Feng Huang	31.25	0.00%
Total BSC 1 Primary Tissue Culture, 32.211			34.25	0.00%
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Heath Ercroft	1.00	0.00%
Total BSC 2 Bacterial Culture, 32.315			1.00	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Danielle Skropeta	5.00	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Justin Yerbury	1.50	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Mark Wilson	2.75	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Moeava Tehei	1.00	0.00%
Total BSC 2 Established Tissue Culture, 32.214			10.25	0.00%
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Heath Ercroft	6.50	0.00%
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Mark Wilson	9.00	0.00%
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Sue Baker-Finch	0.75	0.00%
Total BSC 3 Established Tissue Culture, 32.214			16.25	0.00%
BSC Cytotoxic, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Marie Ranson	5.50	0.00%
BSC Cytotoxic, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Moeava Tehei	5.25	0.00%
BSC Cytotoxic, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Sue Baker-Finch	7.00	0.00%
Total BSC Cytotoxic, 32.214			17.75	0.00%

Itemised Report:



Itemised Usage Report (December 2013)									
Facility	Facility Group	User	Supervisor	School/Organization	Account	Account Charge/Hour	Booked Hours	Charges	% Usage Rate
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%
Total AllARF Procedures Room 1 (R)							4.50		2.07%
ARF Procedures Room 2 (M)	ARF - ROOMS	Kalani Ruberu	Brett Garner	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	9.00	\$0.00	0.00%
Total AllARF Procedures Room 2 (M)							9.00		0.00%
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Jessica Hughes	Kylie Mansfield	Graduate School of Medicine	LABORATORY	\$0.00	3.00	\$0.00	0.00%
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%
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%
Total AllBSC 1 Primary Tissue Culture, 32.211							34.25		0.00%
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Tracey Berg	Heath Crocyd	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	1.00	\$0.00	0.00%
Total AllBSC 2 Bacterial Culture, 32.315							1.00		0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Callum Stewart	Moeava Tehei	School of Chemistry	LABORATORY	\$0.00	1.00	\$0.00	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Natalie Farrowell	Mark Wilson	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	2.25	\$0.00	0.00%
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%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Rafaa Zeineddine	Justin Terbury	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	1.50	\$0.00	0.00%
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%
Total AllBSC 2 Established Tissue Culture, 32.214							10.25		0.00%

10.13 Resource Category

Resource category is added to the resource profile for reporting purpose.


Edit/Add Booking Facility

[Return](#)

Facility Name (single quotation mark ' shall not be used!)

Facility Group

Facility Category

Facility Image  [Upload Facility Image](#)

Description

Location

Facility Type

Catalogue Access

Min Hour per Session

Min Booking Unit

Report - Hours per Day

Multiple Bookings At Same Time

Compulsory Booking Confirmation

Booking Alert

10.14 Set Up Unit Responsible

Unit Responsible is required to manage each resource group in IHMRI to own the following services.

- Who responds to **Training and Support Requests**
- Who responds to **Incidents**
- Who issues **Training Certificates**



Go to **Staff -> Unit Responsible Manager** to set up.

Unit Responsible Manager

Set up unit responsible

Unit Responsible: ADMIN

Unit Staff: Emma Hawksworth; Janine Tehovnik; Clare Atkinson; Katie Cicero;

Task Code: 1

Record Created: 09/08/2016

Edit Delete Add Reset

Go to Resource Manager, Unit Responsible is assigned to each resource group.

Facility Manager

179 bookable facilities

362 operational facilities

Any letters about facility group, facility name and description

Search Facility

Facility Group

Booking Facility

Non-Booking Facility

Research Equipment Catalogue

Facility Group Name	Training Certificate	Unit Responsible	Note	Facility Group Code	Record Created
ADMIN - EQUIPMENT	Disabled	ADMIN		6	14/07/2010 07:12
ADMIN - HOT DESKS	Disabled	ADMIN		5	23/06/2010 15:36
ADMIN - MEETING ROOMS	Disabled	ADMIN		1	26/10/2009 09:35
ARF - ROOMS	Disabled	ARF		9	21/05/2012 09:43
CRTU - ANTHROPOMETRY EQUIPMENT	Disabled	CRTU		18	07/01/2013 12:36
CRTU - BLOOD LABORATORY	Disabled	ARF		28	08/10/2015 09:25
CRTU - KITCHEN	Disabled	CRTU		27	08/10/2015 09:25
CRTU - OTHER	Disabled	CRTU		29	08/10/2015 09:26
CRTU - VITAL SIGNS	Disabled	CRTU		20	22/08/2013 11:01
CRTU - YYYY	Disabled	CRTU		12	16/08/2012 14:46

10.15 Set Up User Theme

User Theme comes with the three choices at this stage would be 'Chronic Conditions and Lifestyle', 'Diagnostics and Therapeutics' and 'Mental Health and the Ageing Brain'.

Go to **System Settings -> User Theme** to set up.

User Theme

User Theme: Choose user theme from the list

Task Code: 0

Record Created: 30/12/1899

Edit Delete Add Reset

10.16 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 Resource 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 **Resource Status** page.*

7. How do we get an explanation of an incident light indicator?

Move the mouse over the light indicator and a text box appears with an explanation.

8. Can we edit and cancel scheduled maintenance and unscheduled service bookings?

*Yes. For scheduled maintenance bookings, you can do this through **Booking Calendar** page. Alternatively, you can edit or cancel both types through **Data Logbook Manager**.*

9. Do we have to set up asset to resource before making maintenance and service bookings?

This is not necessary.

10. Can we search resource profiles by keywords?

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

11. Can we search contracts by keywords?

Yes, you can.



12. What are the criteria to set up consumables?

You can only have one valid consumable with the same name at any one time. So when you register a consumables contract, you can pick the correct one with the selected date.

13. Can we upload more than more documents per contract?

Yes.

14. Can we issue training certificate to the user to record trainer and training date?

Yes. Go to user profile to edit user certificate.

User Profile Manager
 Edit user certificates

Certificate Title	Code	Suspended	Training Date	Trainer
INCUCYTE, TRAY A (FRONT), LEFT, 32.214	162	<input type="checkbox"/>	03/08/2016	Katie Cicero

INCUCYTE, TRAY A (FRONT), LEFT, 32.214 if you wish to add new certificate

29/06/2017 Select training date

Dong Zheng Select trainer

Accept Changes

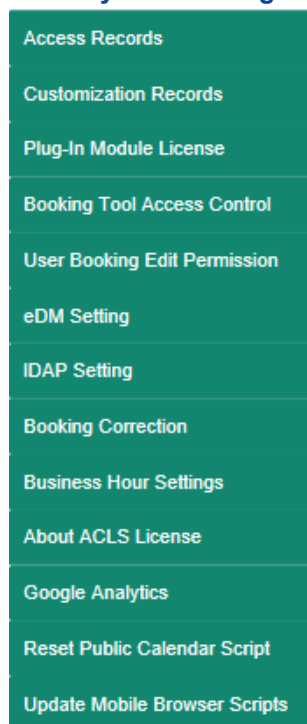


11 Appendix C – Modification for IFM

IFM stands for INSTITUTE FOR FRONTIER MATERIALS, GTP RESEARCH, DEAKIN UNIVERSITY. Customization has been done according to the requirements provided by IFM.

11.1 Define Business Hours

Go to [System Settings](#) -> [Configure System](#) -> [Business Hour Settings](#) to set up.



Business hour settings will be used to identify 'Out-Of-Hour' bookings.

11.2 Set Up Technical Manager Group and Security Officer Group

Two new generic groups are added to ACLS: Technical Manager and Security Officer. You need to go to [Access Group Manager](#) to set up the appropriate groups against the generic group settings. Then you can set the access group for the users who are security officers or technical managers.

For security officer group, booking settings are irrelevant as they are not allowed to book.

11.3 Set Certificate Expiry Control

A new expiry date control is introduced to the certificate expiry mechanism. If “valid to expiry date” control is set, then the user certificate expires upon the expiry date. Go to [Training Manager](#), pick a resource and click on [Certificate Registration](#).



Training Manager

Select to edit certificate

Return

Facility: ARES-G2 Rheometer

Del	Code	Certificate Title	Details	Booking Settings	Tracker Onsite Supervision	Booking Alert	Valid Period (Month)	Valid to Expiry Date	Status	Last Update	Record Created
<div><div></div><div>291</div><div></div></div>	ARES-G2	RHEOMETER (BASIC)	This basic certificate is issued to users who have been trained in basic use of the ARES-G2 Rheometer. Holders of this certificate can book the instrument Monday to Friday 8am to 6 pm. Training topics include instrument booking, sample preparation, use of instrument and limited method development. This certificate is only available to experienced users of the Discovery Rheometer	<div><div></div><div></div></div>	Yes	No	12	Disabled	Enabled on 17/03/2017 21:57	15/03/2017	
<div><div>Edit</div><div>Delete</div><div>Add</div><div>Clone</div></div>											

There are two options for certificate expiry mechanism:

- Valid Period: user certificates expire after the valid period following the last access to ACLS.
- Valid to Expiring Date: Once you set this to ON, the certificate expires on the expiry date regardless of the access to ACLS of the users holding the certificates.

Training Manager
 Edit/Add certificate
 Return

Facility: ARES-G2 Rheometer

Certificate Title: ARES-G2 RHEOMETER (BASIC)

Details: This basic certificate is issued to users who have been trained in basic use of the ARES-G2 Rheometer. Holders of this certificate can book the instrument Monday to Friday 8am to 6 pm. Training topics include instrument booking, sample preparation, use of instrument and limited method development. This certificate is only available to experienced users of the Discovery Rheometer

5000 (max char 5000)

Max Hours/Day: 8

Max Days/Period: 4

Max Hours/Period: 16

Booking Start Time: 8:00

Booking End Time: 18:00

Booking End Time Offset: 0

Booking Cancellation: ☐ untick to allow booking cancellation anytime

Weekend Booking: ☐

Valid Period (Month): 12 (Zero means certificate never expires)

Valid to Expiring Date: ☐ (if checked, user certificate is expired from the issued date to the last date of valid period); if not, user ce

Tracker Onsite Supervision: ☒

Booking Alert: ☐

Certificate Invalid: ☐

Accept Reset



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 resource groups. You are able to toggle the booking status view of each resource group by clicking on the links.

Technical managers can access both lab trainer view and security view. The summary provides the following booking status:

- Last 6 hours
- Current
- Next 6 hours

Booking Summary - Lab Trainer View

▼ Select facility group to access booking summary

[Switch To Security View](#)

CAD/CAE LAB [Submit](#)

Facility Group	Facility	Location	Last 6 Hours Status	Next 6 Hours Status
CAD/CAE LAB	CAD Big MAC	na1.210	- Busy: Booked from 30/06/2017 09:00 to 30/06/2017 13:00 By Mr. sphane ? - Group Certificate: CAD/CAE ACCESS CERTIFICATE ?	- Busy: Service Event booked from 30/06/2017 16:00 to 03/07/2017 00:00 By Mr. John Robin ?
CAD/CAE LAB	CAD C30-1	na1.210		
CAD/CAE LAB	CAD C30-2	na1.210	- Busy: Booked from 30/06/2017 09:00 to 30/06/2017 10:00 By Miss Ryan Wang ? - Group Certificate: CAD/CAE ACCESS CERTIFICATE ?	
CAD/CAE LAB	CAD C30-3	na1.210		
CAD/CAE LAB	CAD C30-4	na1.210		
CAD/CAE LAB	CAD C30-5	na1.210		
CAD/CAE LAB	CAD C30-6	na1.210		
CAD/CAE LAB	CAD E30-1	na1.210		
CAD/CAE LAB	CAD E30-2	na1.210		
CAD/CAE LAB	CAD E30-3	na1.210		
CAD/CAE LAB	CAD E30-4	na1.210		
CAD/CAE LAB	CAD E30-5	na1.210		
CAD/CAE LAB	CAD E30-6	na1.210		

Security View:

Security view is the security officer's view of bookings. This view is grouped and sorted by resource locations.



Booking Summary - Security View
 Select facility location to access booking summary views
[Switch To Lab Trainer View](#)

gtr [Submit](#)

Location	Facility	Last 6 Hours Status	Next 6 Hours Status
	ARES-02 Rheometer		
	Autogrid - Strain measurement system		
	Brüker Multimode 8 AFM		
	CES Selector 1		
	Critical Point Drier CPD300		
	EM Membership		Available
	Geo Bottle, LN2 & Low O2		
	GTP Laboratories		Available
	Instron 30 - don't use		Available
	Netzsch STA 449F3		
	PIPS Gatan		
	Porometer 3G2H Quantachrome		
	SEM Jeol Nioscope		
	SEM Zeiss Leo 1530	- Booked from 28/06/2017 18:00 to 30/06/2017 17:00 By Mr. DEYED HADI MOHAMADI AZGHANDI - Certificate: ZEISS LEO 1530 ADVANCED	
	TA - DSC		Available
	TA Q200 DSC	- Booked from 30/06/2017 09:00 to 30/06/2017 18:00 By Mr. Sohran Fakhrihasani - Certificate: TA Q200 DSC 2016	
	TEM Accutem 50		
	TEM FEG JEOL 2100F	- Booked: Service Event booked from 30/06/2017 09:00 to 30/06/2017 13:30 By Ms. Rosey van Driel - Booked: Service Event booked from 30/06/2017 13:30 to 30/06/2017 23:45 By Ms. Rosey van Driel	
	Test facility 2		
	Ultramicrotome UC-6		

11.5 Approve Out-of-Hours Bookings on My Attention

On 'Approve Bookings' and 'Approve Out-of-Hours Bookings', you are able to see the latest user training record and contact users by email if needed.

11.6 FAQ

1. How does the “Valid to Expiring Date” work?

When a trainer issues a certificate to a user, the system sets the expiry date from the date of issue to the last day of the valid period. For example, if the certificate valid period is set to 12 months, and the certificate is issued on 1 Jan 2014, then the expiry date is 1 Jan 2015. The certificate expires on 1 Jan 2015 regardless of user access to the system.

2. Are there any changes to the way certificates are issued?

No. However, if you wish to extend the certificate with a new expiry date, you need to cancel the current certificate, and re-issue it. The system cannot change the expiry date automatically.

3. What are the major differences between lab trainer view and security view?

On lab trainer view you can approve 'unapproved' bookings' but this cannot be done on security view.

4. What is the view upon security officer login?

Upon login, security officer can only access the security view, through computer or mobile.



12 Appendix D - Modification for CSIRO

This appendix intends to cover the information about charge changes to the standard ACLS for CSIRO.

We have decided that we need the Category Manager module, as mentioned in [Appendix A – Modification for ANFF](#), as we would like to have more than the current 2 default options of Internal or External.

12.1 Step 1: Set up Charge Category

Go to [Utilities -> Charge Category Manager](#), set up the charge category.

12.2 Step 2: Set up Charge Category vs Type of Researcher

Click on [Charge Category vs Type of Researcher](#) button on Charge Category Manager page. The purpose of setting this up is to set up the initial charge category upon approving a new user registration.

12.3 Step 3: Set up Charge Category for each resource

Go to [Utilities -> Resource Manager](#). Depending on the number of charge categories, you can set up the charge rate per category against each resource. This charge rate will be used for cost calculation in reports and invoices.

12.4 Step 4: Set up Charge Category vs Resource for each user

Go to [User Profile -> User Profile Manager](#), find the user and edit their profile. The charge category settings are shown in the screenshot below.

To change or set up Charge Category, click on [Edit User Charge Category](#). Then the system shows the charge category vs resource 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"/>
<input type="button" value="Accept Changes"/> <input type="button" value="Reset To Default Charge Category"/>		

In the above example, if you book SEM - Tescan MIRA/TIMA, then you are charged the category #2 charge rate defined in Resource Manager.



The system tracks the change of user category in day unit. In other words, if you have checked “Category #1” for resource “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
- Resource manager:
 - Add charge rate matrix for resource vs charge category
 - Add charge rate change tracking
- Online registration
 - Add microscopy type selection
 - Add charge category selection
- User profile
 - Add microscopy type selection
 - Add charge category selection
- Booking calendar
 - Replace all the tools with 'Unassisted', 'Assisted' and 'Service' booking tool
 - Unassisted booking:
 - Set 13:00 as breakline for the general user, only applies to weekdays
 - Add "Assistance Required" checkbox to the event window
 - Assisted Booking
 - Add "Assistance Required" checkbox to the event window
- Apply charge rate according to the charge table below
- Report manager
 - Apply charge rate according to the charge table below to booking report and batch report
- Invoice manager
 - Apply charge rate according to the charge table below to booking report and batch report

	Department of Biosciences		University Of Oslo		Other Academic		Industry	
Assistance	+	-	+	-	+	-	+	-
Hourly booking fee	A	B	C	D	E	F	G	H

- The letters stand for different prices.
- Assistance means that the lab staff is doing the work for or is actively helping the user. This will be more expensive, hence a different price. If "assistance required" box is checked, then apply the assistance rate with "+"; if not, apply "-".



13.1 To Set Up Microscopy Type

Go to **System Settings -> Microscopy Type** to continue.

Microscopy Type

Microscopy Type	Andor Spinning Disk
Task Code	1
Record Created	17/02/2015

Edit
Delete
Add
Reset

13.2 To Set Up Charge Category

Charge Category is required to apply the proper rate to the bookings for reporting and billing.

Go to **Utilities -> Charge Category Manager** to continue.

Charge Category Manager

Set up charge categories.

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

Edit
Delete
Add
Reset

13.3 Online Registration and User Profile

Microscopy Type and **Charge Category** are added to both. In particular, the Charge Category is required to define the charge rate vs resource over time.

The other fields remain unchanged for online registration and user profile.

To Register

Registration
Terms & Conditions
School/Org
Supervisor
Submission

Title	Mr.
Given Name*	
Family Name*	
Student/Staff No.	(000 for visitors only)
Email*	
Retype Email*	
Login Password*	
Retype Login Password*	
Type of Researcher	Industry (AUS)
Work Phone*	(Digits Only)
Mobile Phone	
Work Fax	
Work Address	
Microscopy Type	Choose microscopy type from the list
Charge Category	Choose charge category from the list
Project(s)*	Briefly describe the project(s) you want to undertake at the BRISQ

*: Indicating the compulsory data fields

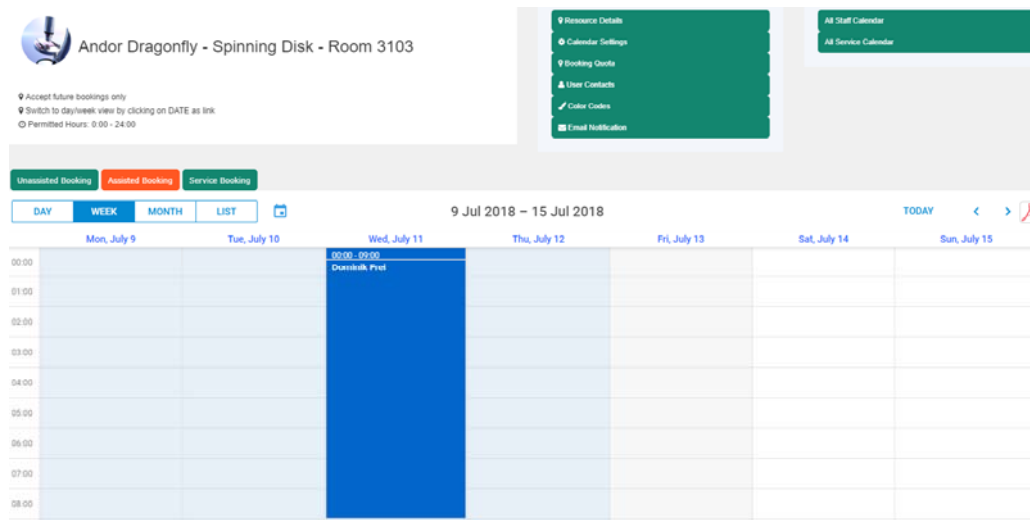
Continue



13.4 Booking Calendar

According to the modification requirements, the booking calendar is re-designed to provide the following 3 booking tools:

- Unassisted: available to users and staff, users can choose 'assistance required' if needed
- Assisted: available to staff only, staff can use this tool to book for users, if 'assistance required' is checked, then the booking session is under assistance
- Service: same as the standard version



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

ANDOR DRAGONFLY - SPINNING DISK - ROOM 3103

Description:

User:

Account:

Notes:

☐ Full day

Assistance Required? ☐

DELETE **CANCEL** **OK**

- For general users, 13:00 time breakline is validated to ensure they can only book either before 13:00 or after 13:00. A warning sign shows up if that occurs.



- No booking session can cross 13:00. This rule applies to weekdays only.

Event session time can not cross
13:00!

13.5 To Set Up Charge Rate

Through *Utilities -> Resource Manager*, you are able to set up the proper charge rate.

Charge Rate ↓

User Category	+/-	Charge/Hour (NOK)
Confocal Mandatory training package (3h)	+	0.00
Confocal Mandatory training package (3h)	-	750.00
Hour based	+	0.00
Hour based	-	400.00
IBV user	+	0.00
IBV user	-	400.00
IBV user with assistance	+	0.00
IBV user with assistance	-	650.00
Industry user	+	0.00
Industry user	-	1150.00
Industry user with assistance	+	0.00
Industry user with assistance	-	1150.00
Other Academic user	+	0.00
Other Academic user	-	400.00
Other Academic user with assistance	+	0.00
Other Academic user with assistance	-	800.00
Platform staff	+	0.00
Platform staff	-	0.00
Superuser Basic	+	0.00
Superuser Basic	-	400.00
Superuser Plus	+	0.00
Superuser Plus	-	0.00
UIO user	+	0.00
UIO user	-	400.00
UIO user with assistance	+	0.00
UIO user with assistance	-	650.00

Accept Reset



The system shows the change tracking over month. In other words, each change applies per month. For example, if you change the rate on Jan 8, the changes take effect from Jan 1.

Please note that changes are recorded in pairs, +/- or assistance/non-assistance.

13.6 Report

All the reports are compiled using the charge rate that is valid during the month. For example, it is March 2015 now, if you run the report for Jan 2015, the charge rate applied is the one valid in Jan 2015.

In the screenshot below, + means booking hours with assistance, - means booking hours without assistance.

Booking Report - Resource
 Report for July 2018
 Andor Dragonfly - Spinning Disk - Room 3103

Show: 500 entries

Search:

Previous 1 Next

Copy CSV Excel PDF

User Name	School/Organization	Supervisor	Account	Resource Charge/Hour	+/-	Booked Hours	Charges
Noemi Antonella Guadagno	Section for Physiology and Cell Biology	Cecilia Progidis	PROGIDA CORR	NOK3 00	-	8.00	NOK3 00
Dominik Frei	Section for Physiology and Cell Biology	Oddmund Bakke	B&K MDL	NOK3 00	-	16.00	NOK3 00
Total (Service Booking Hours)						8.00	
Total (Operation Booking Hours)						24.00	
Total						24.00	NOK3 00

Previous 1 Next

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 Hønen
U135

TEL: 22856190

FAX:

EMAIL: antje.hofgaard@ibv.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 Hønen	Andor Spinning Disk	12/02/2015 08:30	12/02/2015 09:00	Internal Account	0.50
Antje Hønen	Andor Spinning Disk	12/02/2015 08:00	12/02/2015 08:30	Internal Account	0.50
Antje Hønen	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 Hønen	Internal Account	\$2.00	-	1.00	\$2.00
		Internal Account	\$11.00	+	0.50	\$5.50
Sub-Total					1.50	\$7.50
TOTAL					1.50	\$7.50

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

Account	Charges
Internal Account	\$7.50

Invoice No: 00000002



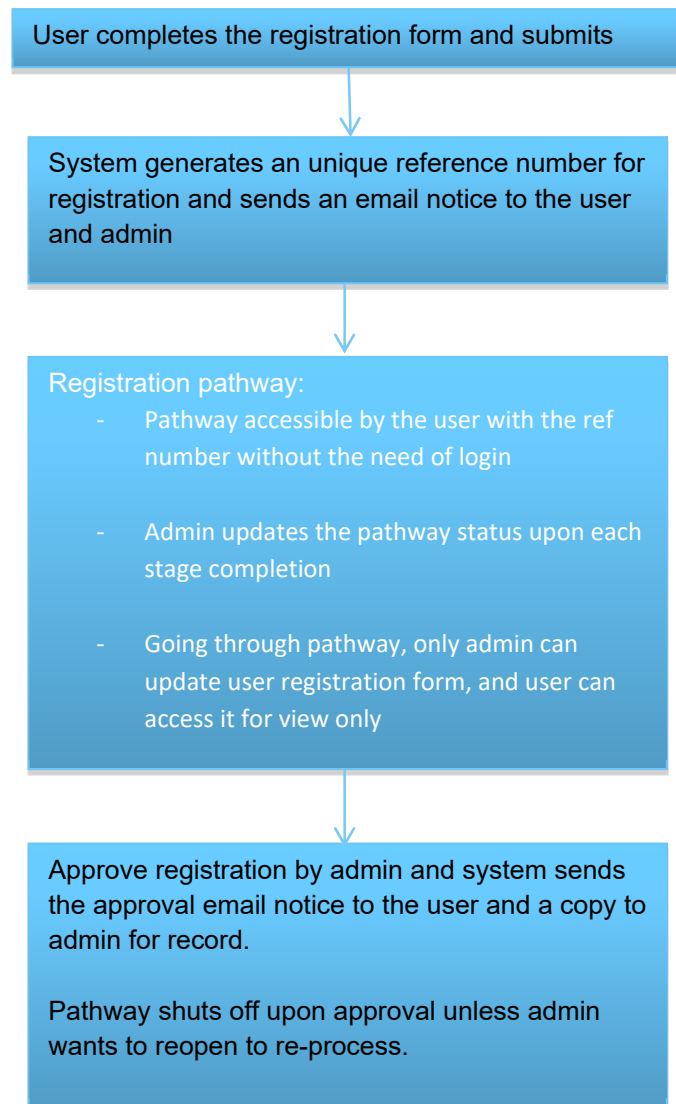
14 Appendix F – Modification for CMCA

This appendix intends to cover the information about changes for CMCA, University of Western Australia to ACLS. In short, they are:

- CMCA Online registration form: 4 pages to complete the registration form
- Registration pathway:
 - Create pathway
 - Users and staff are able to see the pathway status
 - Upon the completion of pathway, admin staff can approve the registration
- User access expiry date alert and action:
 - When user's access expiry date is approaching in less than two weeks, the system shows an alert on the booking page to remind the user to update the registration. Upon update, admin staff receives a notification for further action to extend the access expiry date.
 - If user access date is expired, user access to ACLS is disabled.
- Account selection for bookings
 - If the user holds more than one account, the user must choose the proper account from the dropdown list to continue. So add "Please choose the correct account for booking" to the dropdown list.
- Active users only for booking:
 - We want to set the active users for selection to all the booking tools instead of all users to the current ACLS.
- Search active users by bookings:
 - We want to be able to find out the users who booked a resource during the chosen period of time.
- Apply a special multiplexer to the standard charging rate for the off-business time
 - "We'd like to automatically apply a ¼ billing multiplier to the hours booked from the hours of 5pm to 9am next day, from the current rate applies to the bookings from 9am to 5pm"
 - "We'd like to automatically apply a ¼ billing multiplier to the hours booked, for the following hours:
 - 17.00 Monday until 9.00 Tuesday
 - 17.00 Tuesday until 9.00 Wednesday
 - 17.00 Wednesday until 9.00 Thursday
 - 17.00 Thursday until 9.00 Friday
 - And 17.00 Friday until 9.00 Monday
 - Leaving the full rate at other times, Monday to Friday 9.00 until 17.00
- Build all the reports to display usage hours and charges in terms of business time and off business time



- Flow Chart of User Registration Process:



14.1 2018 Requested Changes

- The addition to the Registration pathway page, so all existing users can have meetings to register for future courses. So there will be a new user meeting section and a existing user meeting section (in the existing user meeting section all CMCA users can be seen on the pull down sections) See NUM-EUM.jpg
- On the current NUM for the current modules will be changes a mock up is on the NUM.jpg. All pull down and tick boxes we can edit / change.
- Note the 1.1 , 1.2 etc. is only to indicate the location on the page and should not be on the form itself.

To stay the same (First section)

Unapproved user
Date of New User meeting



Staff member present (text change)
Staff member present
Staff member present
Staff member present

Training Plan CMCA Courses

- Course Dates. (pull down menu)
- Only the next course date
- One to one training

Technique Group (pull down menu)

- Optical / Confocal
- Cytometry
- XRD
- NMR
- NOTE: We can add/edit this field

Instrument (pull down menu)

- ALL CMCA INSTRUMENTS
- NOTE: We can add/edit this field

Any special arraignments or comments (Single line)

THIS SECTION IS REPEATED 3 TIMES, for different courses.

Training Plan (Electron Microscopy)

Heading: Training Plan for SEM

- Course Dates. (pull down menu)
 - Only the next course date
 - One to 1 training

Instrument (Pull down menu)

- Zeiss
- Verios
- Tescan
- 2.3 Discipline: (Pull down menu)
- Biosciences
- Physical Sciences
- Geosciences

Required modules (tick box, one or more can be ticked)

- Imaging



- Basic EDS
- Advanced EDS

Any special arraignments or comments (Single line)

Heading: Training Plan for TEM

Course Date. (pull down menu)

- Only the next course date
- one to 1 training

Instrument: (pull down menu)

- 2100
- Titan

Discipline: (pull down menu)

- Biosciences
- Physical Sciences
- Geosciences

Any special arraignments or comments (Single line)

CMCA Swipe Card Access

What area(s) are swipe card access required (tick all that apply) (tick box, one or more can be ticked)

- CMCA@Bayliss
- CMCA@Physics
- CMCA@Perkins
- CMCA@IOMRC

Samples (No changes)

- Has sufficient information been provided on the samples to be studied
Yes/No
- Date samples are ready
- What preparation (if any) will be used- Main
 - CMCA-Physics
 - CMCA-Bayliss
 - CMCA-Perkins
 - Sample will be prepared elsewhere
 - NOTE: We can add/edit this field



- Which preparation facilities (if any) will be used –Secondary
 - Physics Chem lab (for SEM prep)
 - Physics Chem lab (for TEM prep)
 - Cryo Prep
 - Vacuum Oven
 - Plasma Cleaner
 - NOTE: We can add/edit this field.
- What additional health and safety related information is required before the project can commence? (Paragraph)
- Additional comments (paragraph)



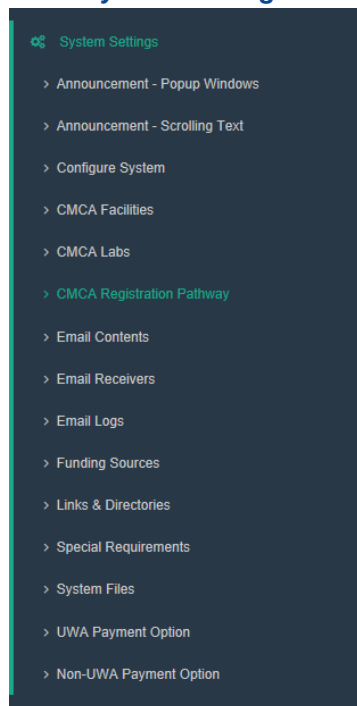
New User Meeting	
Unapproved User	Choose user from the list
Date of New User Meeting	12/12/2017
Staff member present	Choose staff from the list
Staff member present	Choose staff from the list
Staff member present	Choose staff from the list
Staff member present	Choose staff from the list
Training Plan CMCA Courses	
Course dates	Choose CMCA Course date
Technique Group	Choose CMCA Technique group from list
Instrument	Choose CMCA instrument from list
Any special arrangements or comments	
Course dates	Choose CMCA Course date
Technique Group	Choose CMCA Technique group from list
Instrument	Choose CMCA instrument from list
Any special arrangements or comments	
Course dates	Choose CMCA Course date
Technique Group	Choose CMCA Technique group from list
Instrument	Choose CMCA instrument from list
Any special arrangements or comments	
Training Plan (Electron Microscopy)	
Training Plan for SEM	
Course dates	Choose CMCA Course date
Instrument	Choose CMCA instrument from list
Discipline	Choose Discipline from list
Required Modules (Tick) All that apply	<input type="checkbox"/> Imaging <input type="checkbox"/> Basic EDS <input type="checkbox"/> Advanced EDS
Any special arrangements or comments	
Training Plan for TEM	
Course dates	Choose CMCA Course date
Instrument	Choose CMCA instrument from list
Discipline	Choose Discipline from list
Any special arrangements or comments	
CMCA Swipe Card Access	
What area(s) are swipe card access required (tick all that apply)	<input type="checkbox"/> CMCA@ Bayliss <input type="checkbox"/> CMCA@Perkins <input type="checkbox"/> CMCA@Physics <input type="checkbox"/> CMCA@IOMRC
Samples	
Has sufficient information been provided on the samples to be studied	No
Date the samples will be ready for analysis	12/12/2017
Which preparation facilities (if any) will be used -- Main	Choose CMCA Preparation Facility - Main - from the list
Which preparation facilities (if any) will be used -- Secondary resolved?	Choose CMCA Preparation Facility - Secondary - from the list
What additional health and safety related information is required before the project can commence?	
Additional comments	



14.2 To Set Up Registration Pathway

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

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



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



Pathway Chart

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

Close

To add a new step:



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

14.3 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

Users can save a temporary copy for later use. The system keeps the temporary copy for max 14 days.



[Download the saved copy of registration document](#)

Are you currently a registered user of the centre facilities?	<input type="radio"/> I am currently a registered user <input type="radio"/> No, I am a new user of CMCA facilities <input type="radio"/> No, I was registered in the past but am not currently registered
Title	<input type="text"/>
Given name*	<input type="text"/>
Family name*	<input type="text"/>
Student/Staff/Visitors no.	<input type="text"/> (leave blank if visitors card has not been issued)
Email*	<input type="text"/>
Reltype email*	<input type="text"/>
Login password*	<input type="password"/>
Reltype login password*	<input type="password"/>
School/organization*	<input type="text"/> Choose school/organization from the list ▼
Work phone*	<input type="text"/> (digits Only)
Mobile phone	<input type="text"/>
Work address UWA include MSD(*)	<input type="text"/>

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

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

📍 Which CMCA laboratory will you mainly use?

Select all that apply*	<input type="checkbox"/> Harry Perkins Institute of Medical Research <input type="checkbox"/> Indian Oceans Marine Research Centre (IOMRC) <input type="checkbox"/> Physics Building Crawley campus <input type="checkbox"/> School of Molecular Sciences - Baylyss Building
------------------------	---

📍 Which Centre facilities do you expect to use during your project?

Select all that apply* You must complete the appropriate training courses before you can use the instruments	<input type="checkbox"/> AIMS Optical Microscopes <input type="checkbox"/> Automated Slide Scanner <input type="checkbox"/> CMCA Software <input type="checkbox"/> Cytometry <input type="checkbox"/> EDS/SEM X-ray microanalysis <input type="checkbox"/> Ion Probes (only to approved users) <input type="checkbox"/> Magnetic Resonance Imaging (MRI) <input type="checkbox"/> Mass Spectrometry <input type="checkbox"/> Nuclear Magnetic Resonance (NMR) <input type="checkbox"/> Optical / Confocal microscopy <input type="checkbox"/> Raman Imaging and Spectroscopy <input type="checkbox"/> Scanned Probe Microscopy (SPM) <input type="checkbox"/> Scanning Electron Microscopy (SEM) <input type="checkbox"/> Small animal imaging <input type="checkbox"/> Transmission Electron Microscopy (TEM) <input type="checkbox"/> WDS/EDMA X-ray microanalysis <input type="checkbox"/> X-ray Diffraction <input type="checkbox"/> X-ray microscopy (XRM) /microCT
---	---

*: required fields

[Continue](#)

[Save a Copy](#) Will save the incomplete registration document for 14 days to allow further details to be completed after that time it is completely deleted



Project information (Please ensure all applicable fields are filled in)

Type of researcher [*] Required	Academic staff ▼
Expected project completion date [*]	16/07/2018
Project category [*]	Biomedical Sciences ▼
Project title [*]	<input type="text"/>
Project description [*] Required - Enter a description of your project	<div><div></div></div>

Principal supervisor details

Title	<input type="text"/>
Given name	<input type="text"/>
Family name	<input type="text"/>
Email Address	<input type="text"/>

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

General sample description [*]	<div><div></div></div>
Where will the samples be prepared? [*]	<input type="text"/>
Is this a PC2/PC3 laboratory? [*]	No ▼
If yes, the Office of Gene Technology Regulator (OGTR) number must be provided [*]	<input type="text"/>
Sample Form [*]	Solid ▼
Sample concentration [*] (if applicable)	<input type="text"/>
Are the samples hazardous? [*]	No ▼
If yes, provide details [*]	<div><div></div></div>
Are the samples classified as dangerous goods? [*]	No ▼
If yes, provide details [*]	<div><div></div></div>
Are the samples registered as part of a GMO project? [*]	No ▼
If yes, provide dealing type and registration number [*]	<div><div></div></div>



Will the samples be treated/infected with a hazardous agent? [*] <small>Includes viral infection of animals and transformation of culture</small>	No ▾
If yes, provide details [*]	<div></div>
Will the samples be fixed/preserved? [*]	No ▾
If yes, provide fixative details [*]	<div></div>
Does this research require Institutional Biosafety Committee approval? [*]	No ▾
If yes, provide approval number [*]	<div></div>
Provide a risk assessment for your project samples by selecting one of the following [*] <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

^{*}: required fields

Continue

Save a Copy

Will save the incomplete registration document for 14 days to allow further details to be completed after that time it is completely deleted

Page 3: Fund Sources and Payment Details

📍 Fund sources (please ensure all applicable fields are filled in)

Are you or do you intend to use another AMMRF node/facility? [*]	No ▾
If yes, please specify (AMMRF Nodes) [*]	<div></div>
Please specify all sources of funding [*]	<input type="checkbox"/> ----- <input type="checkbox"/> 01-NHMRC: Project Grant <input type="checkbox"/> 02-NHMRC: COE <input type="checkbox"/> 03-NHMRC Development Grant <input type="checkbox"/> 04-NHMRC Program Grant <input type="checkbox"/> 05-NHMRC Fellowship <input type="checkbox"/> 06-Targetted Government Funded Program <input type="checkbox"/> 07-Trust or Scholarships (generic) <input type="checkbox"/> 08-ARC DP <input type="checkbox"/> 09-ARC COE <input type="checkbox"/> 10-ARC LP <input type="checkbox"/> 11-ARC Special Research Initiative <input type="checkbox"/> 12-Internal University Grant (inc UPA) <input type="checkbox"/> 13-Industry Sponsored. Please specify the name of the company <input type="checkbox"/> 14-Australian Postgrad Stipend <input type="checkbox"/> 15-Self-Funded <input type="checkbox"/> 16-Multiple Grants <input type="checkbox"/> 17-Medical Research Institute <input type="checkbox"/> 18-Co-operative Research Centre <input type="checkbox"/> 19-Other. Please specify <input type="checkbox"/> 20-Funding from a external university
Please specify the name of the company <small>If specified 13 or 19</small>	<div></div>



Payment details (for UWA users)

Options* select appropriate	<input type="radio"/> Cell Sorting rate operated by CMCA staff \$135 / hour <input type="radio"/> Hourly rate instrument - user operated \$55 <input type="radio"/> Hourly rate MRI Bioimaging Facility (user operated) \$50 <input type="radio"/> Hourly rate MRI Bioimaging Facility including operator rate \$120 <input type="radio"/> IOMRC - Microscopes Only <input type="radio"/> Ion Probes rate <input type="radio"/> Per-sample rate single crystal X-ray diffraction \$220 <input type="radio"/> Scanscope OS (100x) Per-slide - CMCA operated only \$17 <input type="radio"/> Scanscope XT (20x) Per-slide - CMCA operated \$7 <input type="radio"/> Scanscope XT (20x) Per-slide - user operated \$4 <input type="radio"/> Scanscope XT Block purchase min. 1,000 slide scans - \$2,000 <input type="radio"/> Subscription - Individual HDR student \$1,000 <input type="radio"/> Subscription - Individual researcher \$2,750 <input type="radio"/> Subscription - Individual undergraduate student \$220 <input type="radio"/> Subscription - Research group (100 hrs usage cap) \$3,300 <input type="radio"/> Subscription - Research Group Member
	If you select "Subscription - Research group (100 hrs usage cap) \$3,000" or "Subscription - Research Group User", please enter UWA Research Group Name" here <input type="text"/>
Business unit (BU)*	<input type="text"/>
Project grant (PG)*	<input type="text"/>

Payment details (non-UWA users)

Options* select appropriate	<input type="radio"/> Cell Sorting rate operated by CMCA staff \$275 / hour <input type="radio"/> CSIRO subscription for probe <input type="radio"/> Curtin University Hourly rate payable directly to Curtin University <input type="radio"/> Curtin University Subscription - Individual HDR student \$3,000 <input type="radio"/> Curtin University Subscription - Individual researcher \$8,250 <input type="radio"/> Curtin University Subscription - Individual undergraduate student \$660 <input type="radio"/> Curtin University Subscription - Research group (100 hrs usage cap) \$10,000 <input type="radio"/> Curtin University Subscription - Research Group User <input type="radio"/> ECU / Murdoch University-Subscription - Individual HDR Student \$1,000 <input type="radio"/> ECU / Murdoch University-Subscription - Individual Researcher \$2,750 <input type="radio"/> ECU / Murdoch University-Subscription - Individual undergraduate student \$220 <input type="radio"/> ECU / Murdoch University - Cell sorting operated by CMCA staff \$135 /hour <input type="radio"/> ECU / Murdoch University - Hourly rate instrument-user operator \$55 <input type="radio"/> ECU / Murdoch University - MRI Bioimaging Facility (user operated) \$50 <input type="radio"/> ECU / Murdoch University - MRI Bioimaging Facility including operator rate \$120 <input type="radio"/> ECU / Murdoch University -Subscription - Research Group (100 hours usage cap) \$3,300 <input type="radio"/> ECU / Murdoch University Scanscope OS (100x) Per-slide - CMCA operated only \$17 <input type="radio"/> ECU / Murdoch University Scanscope XT (20x) Per-slide - CMCA operated \$7 <input type="radio"/> ECU / Murdoch University Scanscope XT (20x) Per-slide - user operated \$4 <input type="radio"/> ECU / Murdoch University Scanscope XT Block purchase min. 1,000 slide scans - \$2,000 <input type="radio"/> Hourly rate - Including operator (CMCA Academic Staff) \$330 <input type="radio"/> Hourly rate - Including operator (CMCA Research Officer) \$275 <input type="radio"/> Hourly rate instrument - user operated \$110 <input type="radio"/> Hourly rate MRI Bioimaging Facility (user operated) \$150 <input type="radio"/> Hourly rate MRI Bioimaging Facility including operator rate \$290 <input type="radio"/> IOMRC - Microscopes Only <input type="radio"/> Ion probe rate <input type="radio"/> Per-sample rate single crystal X-ray diffraction \$440 <input type="radio"/> Scanscope OS (100x) Per-slide - CMCA operated \$35 <input type="radio"/> Scanscope XT (20x) Per-slide - CMCA operated \$14 <input type="radio"/> Scanscope XT (20x) Per-slide - user operated \$7 <input type="radio"/> Scanscope XT Block purchase max. 1,000 slide scans - \$3,500 <input type="radio"/> Subscription - Publicly Funded Researchers-Individual HDR student - \$3000.00 <input type="radio"/> Subscription - Publicly Funded Researchers - Individual Researcher - \$8250.00 <input type="radio"/> Subscription - Publicly Funded Researchers - Individual Undergraduate Student - \$660.00 <input type="radio"/> Subscription - Publicly Funded Researchers - Research Group (100 hrs usage cap) - \$10,000.00 <input type="radio"/> Subscription - Publicly Funded Researchers - Researcher Group Member
UWA / Non UWA Research Group Name	<input type="text"/>
Invoice to the attention of*	<input type="text"/>
Address*	<input type="text"/>

*: required fields

Continue



To Register

Registration > Project Description and Risk Assessment > Fund Sources and Payment Details > Terms & Conditions / Submission

Terms & Conditions

"I agree to abide by the rules and regulations of the CMCA, as set down by the University." I understand that there may be prerequisite courses that need to be completed before I am able to access CMCA equipment." I have downloaded the CMCA Safety handbook from the CMCA web site (<http://www.cmca.unwa.edu.au/access>). Copy this link into your browser to access the CMCA documents and download it. I will abide by the safety rules as detailed in the booklet." I have notified the CMCA office in writing of any medical condition of which CMCA staff should be aware." I understand that the internet in CMCA cannot be used for: checking email, web surfing or downloading material of any nature." I understand that I will be responsible for any data collected on any CMCA instruments or stored on any CMCA computer. I understand that the integrity, security and confidentiality of this data is my individual responsibility." I understand that I may be held financially responsible for any damage resulting from my neglect or misuse of equipment in the CMCA. I understand there are rules governing booking instruments, as detailed on the CMCA website, and I agree to abide by these. I will notify CMCA of any changes to my project or to my samples that I will be bringing into CMCA for processing or analysis." I will supply all the biosafety data for my samples including approval numbers from the Office of Gene Technology Regulator (OGTR), the CMCA registration number and the Institutional Biosafety Approval number (if applicable to my samples)." I agree to acknowledge the CMCA on all publications as per the web information. I understand the University has requested that I supply a copy of titles of my most recent publications relating to my use of the CMCA and that I must do this before registration can be activated.

☐ I hereby accept the terms & conditions

Next Will send the document to your supervisor for checking and signing

Upon final submission, users can see the final page.

Completion of Registration Submission

Your registration was successfully submitted to us on 15/07/2018 11:16. 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-VpQVYVYoxqj-Q7xLSR.

You are able to track your registration progress by clicking on "Registration Pathway" on Sign In.

Please Click on the "Print Registration" button. Remember to submit this printed form with all the relevant signatures to CMCA Office to finalise the registration process.

[Print Registration](#)

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.

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.

14.4 Approve Registration

Due to the introduction of registration pathway, to approve the user registration, you need to go to [User Profile -> Registration Pathway Manager](#), and select the user to continue.

Registration Pathway Manager

Update registration pathway.
Approve/Decline registration.
Set up new user meeting.

[Pathway Chart](#) [New User Meeting](#) [Existing User Meeting](#) [User Meeting Records](#)

Unapproved User Registration: [Choose user from the list](#) [Continue](#)

On the next page, you are able to see the status of each registration pathway. Until all the pathway is closed, you are able to approve the user registration.



Registration Pathway Manager

Update registration pathway.
 Approve/Decline registration.

Pathway Chart Contact User Registration Form


Registration Pathway

Pathway	User	Registration Ref	Note	Status
Electronic application submitted and being processed	Butland, Caroline	Ref-un01sfbaLE-Tgr5u		Close
Academic in charge scheduling the New User Meeting	Butland, Caroline	Ref-un01sfbaLE-Tgr5u		Close
Training and access is confirmed through NUM	Butland, Caroline	Ref-un01sfbaLE-Tgr5u		Close
Waiting for the signed form to be submitted by the User	Butland, Caroline	Ref-un01sfbaLE-Tgr5u		Close
Signed form received	Butland, Caroline	Ref-un01sfbaLE-Tgr5u		Open
ACLS activated / re-activated and user notified	Butland, Caroline	Ref-un01sfbaLE-Tgr5u		Open

Update Pathway

Delete

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



Contact User

Subject:

Message Body:

Submit

Close

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

14.5 New User Meeting (NUM)

NUM is accessible via **Registration Pathway Manager**. To set up new meeting, click on **New User Meeting** or **Existing User Meeting**.

Registration Pathway Manager

Update registration pathway.
 Approve/Decline registration.
 Set up new user meeting.

Pathway Chart New User Meeting Existing User Meeting User Meeting Records

Unapproved User Registration:

New user meeting is for the unapproved users. Existing user meeting is for the registered and active users.



New User Meeting

Unapproved User	Choose user from the list ▼
Course Dates	Choose CMCA Course Date from the list ▼
Technical Group	Choose CMCA Technical Group from the list ▼
Instrument	Choose CMCA Instrument from the list ▼
Any special arrangements or comments	

Course Dates	Choose CMCA Course Date from the list ▼
Technical Group	Choose CMCA Technical Group from the list ▼
Instrument	Choose CMCA Instrument from the list ▼
Any special arrangements or comments	

Course Dates	Choose CMCA Course Date from the list ▼
Technical Group	Choose CMCA Technical Group from the list ▼
Instrument	Choose CMCA Instrument from the list ▼
Any special arrangements or comments	

Training Plan (Electron Microscopy)

Training Plan for SEM

Course Dates	Choose CMCA Course Date from the list ▼
Instrument	Choose CMCA Instrument from the list ▼
Discipline	Choose CMCA Discipline from the list ▼
Required Modules, Tick All that apply	<input type="checkbox"/> Basic EDS <input type="checkbox"/> Imaging
Any special arrangements or comments	

Training Plan for TEM

Course Dates	Choose CMCA Course Date from the list ▼
Instrument	Choose CMCA Instrument from the list ▼
Discipline	Choose CMCA Discipline from the list ▼
Any special arrangements or comments	

CMCA Swipe Card Access

What area(s) are swipe card access required (tick all that apply)	<input type="checkbox"/> CMCA@Bayliss <input type="checkbox"/> CMCA@Perkins
---	--



Samples

Has sufficient information been provided on the samples to be studied

Date the samples will be ready for analysis

Which preparation facilities (if any) will be used -- Main

Which preparation facilities (if any) will be used -- Secondary

What additional health and safety related information is required before the project can commence?

Additional comments

Submit

You are able to access each NUM records by click on User Meeting Records button.

User Meeting Records

9 Edit not permitted for meeting records created earlier than 6 months

[Return](#)

Show entries

Showing 1 to 4 of 4 entries

	User Name	Course Date	Technical Group	Instrument	Any special arrangements or comments	SEM Course Date	SEM Instrument	SEM Discipline	SEM Required Modules	SEM - Any special arrangements or comments	TEM Course Date	TEM Instrument	TEM Discipline
Edit	Ab Rahman, Nurhaya (existing)	Training course 1	Optical/Confocal	BAY MS Micromass VG Autospec									
Edit	hong, david (unapproved)	Training course 1	XRD	BAY MS Micromass VG Autospec	we are happy	Training course 1	BAY MS Micromass VG Autospec	Biosciences	Basic EDS	sem			
Edit	Boyd, Alastair (unapproved)	Training course 1	Cytometry	BAY MS Micromass VG Autospec									
Edit	...	Training course 1	XRD	BAY MS Micromass VG Autospec	test								

The NUM form is required to complete for new and existing user meeting. Each NUM form is required to select the user from the dropdown list.

14.6 NUM Settings

All the related dropdown list settings can be configured **System Settings**.

Each list set up is the same way, for example, set up CMCA Swipe Cards.

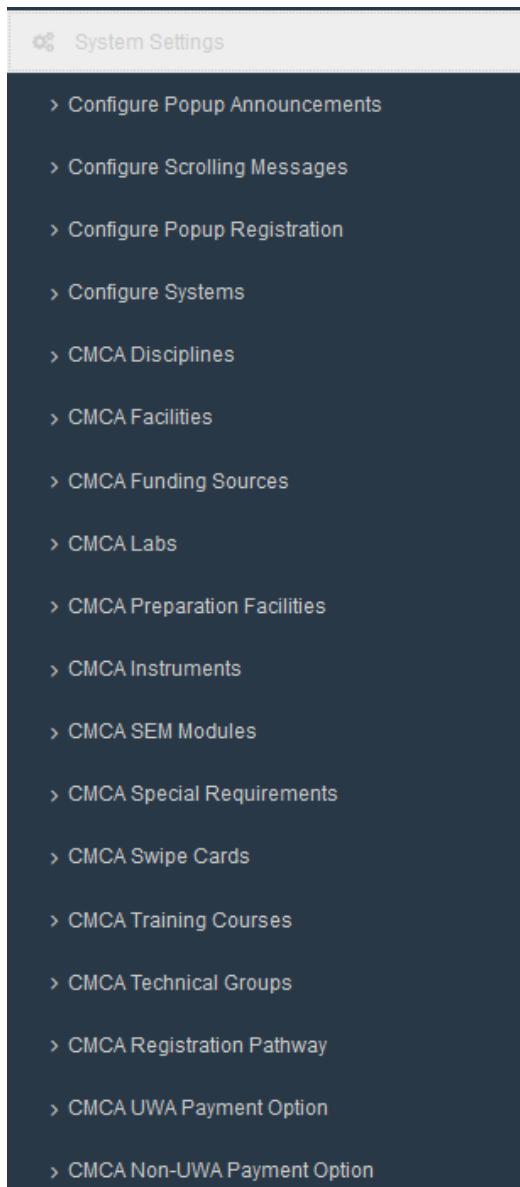
CMCA Swipe Cards

CMCA Swipe Card

Task Code

Record Created

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



14.7 Set Up Business Time and Multiplexer

Go to **Staff -> System Settings -> Configure System -> Business Hour Settings.**

Weekends are considered as off business time.



14.8 Usage Reports

According to the proposal (ACLS Change of Order (201606-CMCA) – Final.pdf), booking reports and batch reports are modified to include the calculation for business hours and off business hours separately.

Booking Report

Report by month

Period Booking Report

Month: February
 Year: 2017

☐ Booking Report by Individual User
☒ Booking Report by Facility
☐ Booking Report by School/Organization

☐ Facility Booking Report
☐ User Booking Report
☐ Training Booking Report
☐ Group Booking Report
☐ Commercial Booking Report
☐ Service Booking Report

Accept

A new reporting platform is implemented so you can easily search (or shortlist), export/print to CSV, EXCEL and PDF. This new technique has been applied to all the report tables.

In addition, as the multiplexer is newly added to ACLS, so if you go back to the previous report in batch report mode, then all the business time and off business time calculations are set to 0 as no data are available unless you re-run the batch reports.

Snapshot of booking reports by resource:

Booking Report - Facility

Report for February 2015
 BAY NMR Varian 400 BT: Business Time
 Off BT Multiplier: 0.50

Show 500 entries

Search:

Copy CSV Excel PDF

Showing 1 to 26 of 26 entries

User Name	School/Organization	Supervisor	Account	Account Charge/Hour (BT)	Account Charge/Hour (Off BT)	Booked Hours (BT)	Booked Hours (Off BT)	Booked Hours	Charges
SERVICE	CMCA - CMCA					0.00	162.00	162.00	
Chao, Guangchen	F05 - Chemistry and Biochemistry	Reto Dorta	439 - BPT131065	\$0.00	\$0.00	2.75	2.50	5.25	\$0.00
Neuson, Harriet	F05 - Chemistry and Biochemistry	Piggott, Matthew	439 - UNWASS750	\$0.00	\$0.00	12.25	0.00	12.25	\$0.00
Ou, Arnold	F05 - Chemistry and Biochemistry	Reto Dorta	BAYLISS SUBSCRIPTION	\$0.00	\$0.00	2.00	1.00	3.00	\$0.00
Sakrjda Paul	F05 - Chemistry and Biochemistry	Stewart, Scott	439 - BUT15515	\$0.00	\$0.00	12.50	19.50	32.00	\$0.00
Sipes, Gabe	F05 - Chemistry and Biochemistry	Reto Dorta	BAYLISS SUBSCRIPTION	\$0.00	\$0.00	2.50	0.50	3.00	\$0.00
Pullella, Glenn	F05 - Chemistry and Biochemistry	Piggott, Matthew	439 - BUT15515	\$0.00	\$0.00	10.25	3.00	13.25	\$0.00
NMR Cryo Fill	CMCA - CMCA	Byrne Lindsay	CMCA ADMINISTRATION	\$0.00	\$0.00	1.00	2.00	3.00	\$0.00
Maged, Ahmed Hassoon	F05 - Chemistry and Biochemistry	Baker, Murray	439 - BPT131065	\$0.00	\$0.00	7.50	17.00	24.50	\$0.00
Stubbs, Keith	F05 - Chemistry and Biochemistry	None	439 - UNWASS750	\$0.00	\$0.00	0.00	4.00	4.00	\$0.00
De Nardi, Crista	F05 - Chemistry and Biochemistry	Stubbs, Keith	434 - HUWASS0	\$50.00	\$25.00	1.25	0.00	1.25	\$62.50
Duczynski, Jeremy	F05 - Chemistry and Biochemistry	Stewart, Scott	439 - UNWASS750	\$0.00	\$0.00	6.00	0.00	6.00	\$0.00
Algreity, Azibah	F05 - Chemistry and Biochemistry	Fleming, Gavin	439 - BPT131065	\$0.00	\$0.00	3.75	0.00	3.75	\$0.00
Wills, Suzanne	F05 - Chemistry and Biochemistry	Stubbs, Keith	BAYLISS SUBSCRIPTION	\$0.00	\$0.00	0.00	0.50	0.50	\$0.00
Qureshi, Sana	F05 - Chemistry and Biochemistry	Piggott, Matthew	439 - UNWASS750	\$0.00	\$0.00	3.50	0.00	3.50	\$0.00



Snapshot of batch reports:

Batch Report

Provide options for data sorting
 Monthly Booking Data Report: February 2015
 ET: Business Time
 Off BT Multiplier: 0.50
 Export to EXCEL

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

Show: 500 entries Search: Copy CSV Excel PDF

Showing 1 to 303 of 303 entries

Facility	User Name	Supervisor	School/Org	Account	Account Charge/Hour (\$)	Booked Hours (BT)	Booked Hours (Off BT)	Charges (\$ (BT))	Charges (\$ (Off BT))	Booked Hours	Charges (\$)
Crawley SEM Zeiss 55	Zeiss SEM Cryo	Peta Clode	CMCA - CMCA	UWA INTERNAL LOW RATE	0.00	0.00	0.00	0.00	0.00	100.00	0.00
Crawley SEM Zeiss 55	Lightfoot, Stephen	John Walling	Fo5 - Forensic Science, Ctr	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	3.00	0.00
Crawley SEM Zeiss 55	Promotional Activities	None	CMCA - Operations	CMCA ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	3.00	0.00
Crawley SEM Zeiss 55	Sultana Rumana	Xiao Zhi Hu	FECM - Mechanical Eng	UWA SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00	3.00	0.00
Crawley SEM Zeiss 55	Li, Yupin	Martin Barbetti	Fo5 - Plant Biology	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	11.00	0.00
Crawley SEM Zeiss 55	Cooper Crystal	Peta Clode	CMCA - CMCA	UWA SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00	10.00	0.00
Crawley SEM Zeiss 55	Barnett Natasha	Anthony Kemp	Fo5 - Earth & Environment	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	2.00	0.00
Crawley SEM Zeiss 55	Naruk, Piponi	Martin Barbetti	Fo5 - Plant Biology	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	11.00	0.00
Crawley SEM Zeiss 55	Poolley Gregory	None	CMCA - Consulting	CMCA CONSULTING	0.00	0.00	0.00	0.00	0.00	47.00	0.00
Crawley SEM Zeiss 55	Poolley Gregory*	Parry, Steve	Instrument Hire	INSTRUMENT HIRE	165.00	0.00	0.00	0.00	0.00	2.00	330.00
Crawley SEM Zeiss 55	WIEERAPPERUMA KANKANA, Rasika Niroshini Gun	Martin Barbetti	Fo5 - Plant Biology	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	5.00	0.00
Crawley SEM Zeiss 55	Li Binlin	Iyer Swaminathan	Fo5 - Chemistry and Biochemistry	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	2.00	0.00
Crawley SEM Zeiss 55	Strehlow Brian	Gary Kendrick	Fo5 - Plant Biology	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	3.00	0.00
Total										202.00	330.00


14.9 User Registration Form

User registration forms are accessible via each user profile. The new meta data form design is implemented for a polished finish.

User Profile Manager

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

Access




Approved Registration Form
Updated: 12/08/2014 11:26
Submitted: 06/08/2014 09:48

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

Diana, Jacobs

[Profile](#) [Pinboard](#) [Supervisor](#) [Form](#) [Publication](#) [Account](#) [Certificate](#) [Usage \(Booking\)](#) [Invoice](#)

User Photo





14.10 FAQ

1. How can I set up “Funding Source”?

This is available to admin only. Go to [System Settings -> Funding Sources](#).

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

This is available to admin only. Go to [System Settings -> Special Requirements](#).

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

This is available to admin only. Go to [System Settings -> CMCA Facilities](#).

4. How can I set up “CMCA Labs”?

This is available to admin only. Go to [System Settings -> CMCA Labs](#).

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

This is available to admin only. Go to [System Settings -> UWA Payment Option](#).

6. How can I set up “Non-UWA Payment Option”?

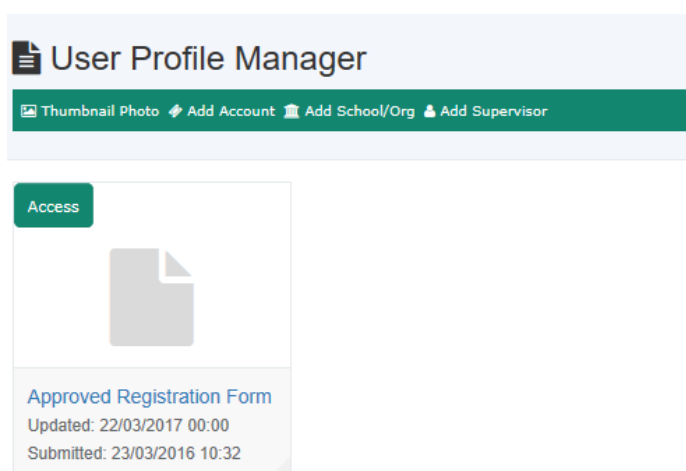
This is available to admin only. Go to [System Settings -> Non-UWA Payment Option](#).

7. Why can't I approve the registration?

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

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

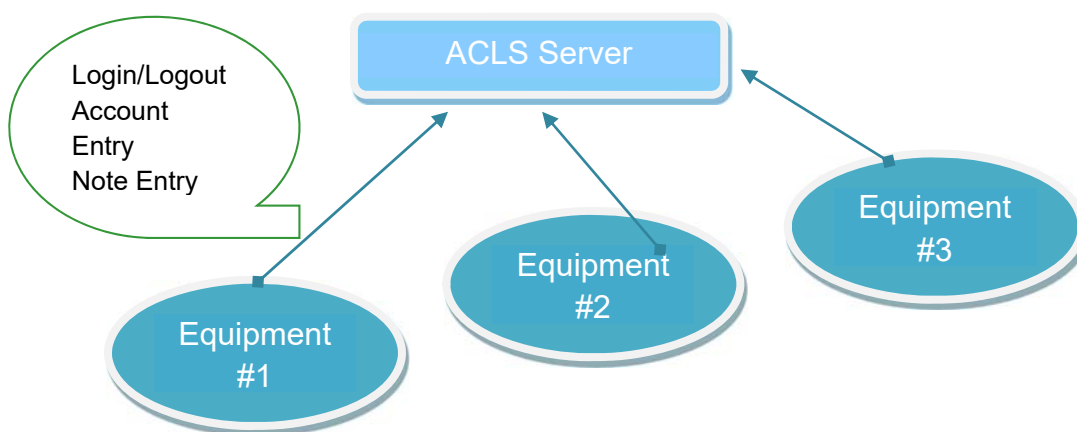
Yes. He can go to [User Profile Manager](#) to access his profile, and also his registration form. However, he cannot change the form details.





15 Appendix G – ACLS Tracker with ACLS Server

ACLS Tracker aims to provide a client/server solution to record the actual resource/instrument/equipment operation time by users. Through the ACLS Tracker, you can implement more secure access to resource/instrument/equipment by the “No Login, No Operation” policy.



When a user comes to use equipment, they need to login at the equipment computer through the ACLS Tracker. Tracker checks if the user has a valid account, if the user has a valid certificate to operate the equipment, and checks against bookings (optional). During the period of operation or experiment, a user can submit experimental notes, or send in an Incident Alert (future version).

Tracker operation guide can be found at <http://www.analytical.unsw.edu.au/for-users/ac-lab-system/acsl-tracker-download>

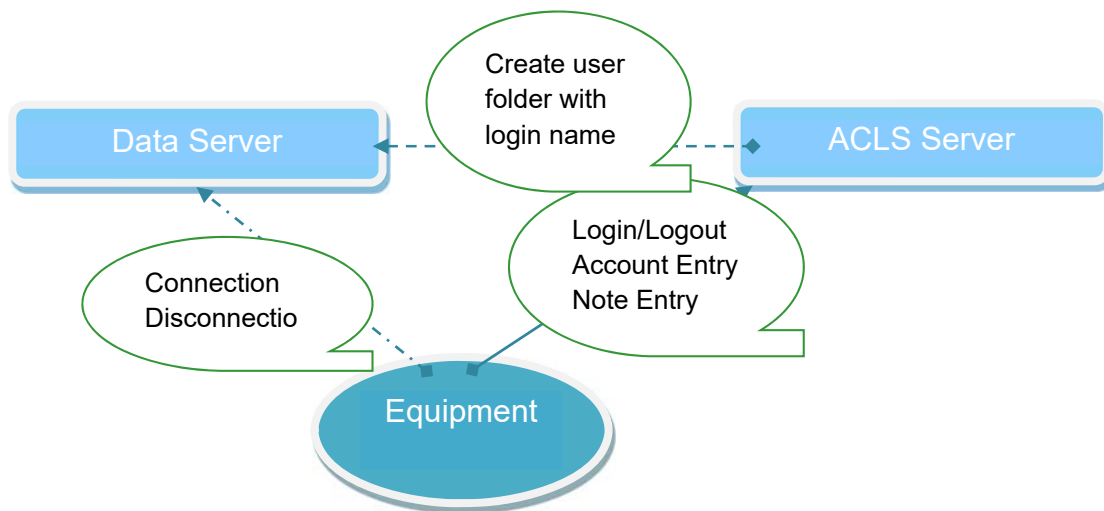
LabSensing app powered by UniLab will replace ACLS tracker in 2019, should you wish to know more about the LabSensing, please contact us for more information.





16 Appendix H – Data Drive Connection through ACLS Tracker (UNSW)

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**” -> “**Configure Data Links**”:
- Net Drive Settings: You need to define the following parameters for the console to connect to the network drive as follows:

Links & Directories

Net drive settings.

Drive (example: M, N)	M
Folder (example: \\server\share)	\\129.94.164.178\images
User Name	tfb
Password	sfsv44
Per Facility	<input type="checkbox"/> (if checked, net drive is per facility; if unchecked, net drive is one for all facilities)
Accept	

- Drive: tells the console what drive label is used for connection, don't use C to G as most Windows computers take them for local drives
 - Folder: as a protocol of network drive mapping, you should set out the full path as standard
 - User Name: authentication of connection
 - Password: authentication of connection
 - Per Resource: this is optional, you can set up an individual folder connection for each individual equipment or resource listed in [Resource FTP Access Directory](#).
- Case #3: Set up individual network shared folder for each resource

Continuing with Case #2, go to [Resource FTP Access Directory Settings](#) to set up individual resource folder connection. The individual resource 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 resource 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:

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?



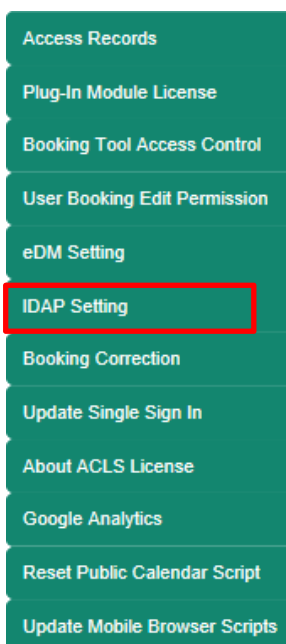
It means that you can achieve a single authentication access for ACLS in your organization. For example, we run 11 copies of ACLS at UNSW, with LDAP a researcher can simply use one university-wide login ID and Password to access ACLS regardless of which ACLS copy they intend to access.

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 establish LDAP, you must run a connection test between ACLS and LDAP service at your organization.

Go to **System Setting -> Configure System**, then scroll down to the bottom of the page and click on **LDAP Setting** button.



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”.

You can easily check the LDAP status of each user and staff by clicking on [LDAP User Status](#). A full status information table shows up as below.



User Profile Manager

LDAP user table

User Name	School/Organization	Login Name	LDAP	Status
Aaron Yi Jun Goh	Prince of Wales Clinical School	z3427936	ON	Active
Abhijith Prakash	School of Medical Sciences	z5076823	ON	Active
Abu Rifat Ullah	Physics	z2209896	OFF	Active
Abu Sedat Md. Sayem Rahman	Chemistry	z5038806	ON	Active
Adam Coorey	Material Sciences	z3459729	ON	Active
Adam Shaw	Material Sciences	z5130035	ON	Active
Adam Younis	Material Sciences	z3388051	ON	Active

To migrate ACLS from non-LDAP to LDAP, you need to pre-configure the user LDAP setting by clicking on **LDAP Pre-Configure**.

In addition, through a keyword check mechanism, you can lock local staff and users to access ACLS through LDAP only. In other words, once you switch on LDAP to those who are local staff and users, their access to ACLS is subject ONLY to the organization ID system check.

For example, at UNSW, local staff and students must use their zID/zPass to access ACLS. zID/zPass is an universal authentication ID system at UNSW.

To make this work, you need to provide the keywords to ACLS through **Configure System**:

LDAPCompulsoryCheckText

Once the system detects this setting, then it locks up any users' access whose email address contains this key text string. For example, in the above example, "unsw" is the keyword to search for lock up and any users who have the email address **xxx@unsw.edu.au** are subject to this lock up. In other words, they must access ACLS through the UNSW ID system.



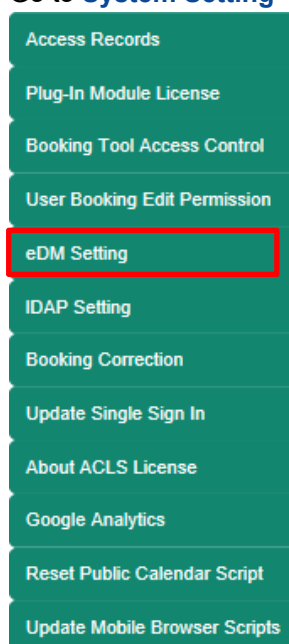
18 Appendix J – About Excel Data Manager (eDM)

eDM offers a wide range of data exporting services within ACLS. Through **eDM**, you are able to export all kinds of data directly in Excel files, instead of using copy and paste of the screen data to your local Excel.

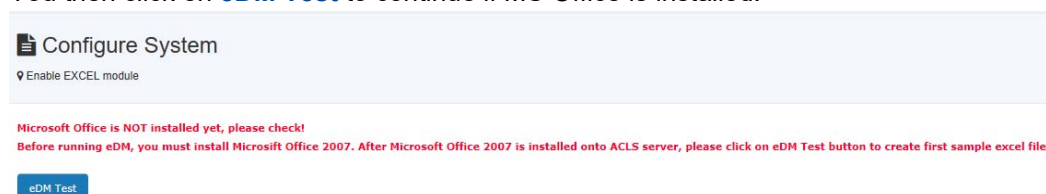
To set up **eDM**, you must install Microsoft Office 2007 or 2010 to your ACLS server, as ACLS **eDM** works with MS Office to generate Excel files.

- Set Up **eDM**:

Go to **System Setting -> Configure System**, click on **eDM Setting** button.



You then click on **eDM Test** to continue if MS Office is installed.



If **eDM** runs successfully, the system generates a signature Excel file for confirmation.

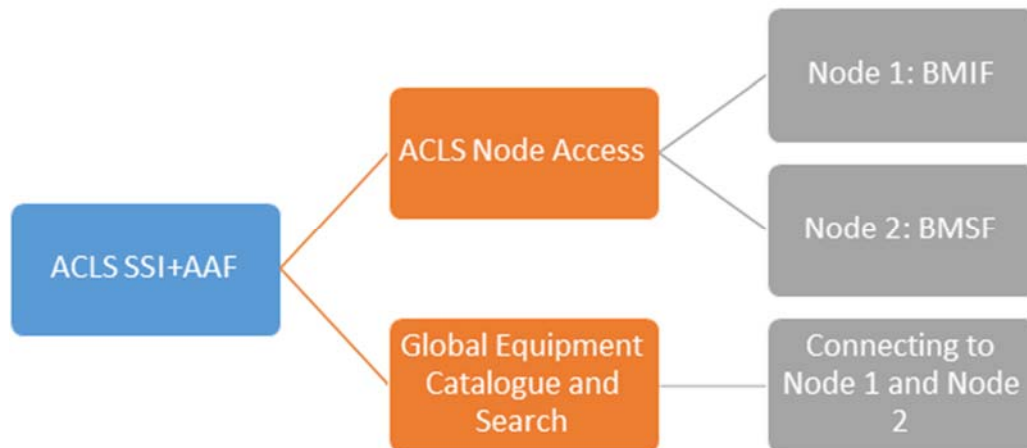
You must click on the following url to confirm eDM working before switching on eDM.

[eDM Excel Test Sheet](#)



19 Appendix K – Single Sign-In Portal (SSI)

SSI aims at achieving a single access point to the trusted ACLS nodes. SSI is useful for multiple ACLS nodes access at university or organization level to replace multiple individual ACLS access. The diagram below demonstrates the concepts of SSI:



SSI supports the following authentications:

- ACLS local authentication
- LDAP authentication
- AAF authentication

AAF stands for Australian Access Federation which provides a single access authentication process for all Australian universities and government bodies. The advantage of AAF is that users can access ACLS with its own organization Uni-Key and Uni-Pass as long as they are registered in ACLS.

ACLS and AAF working mechanism is illustrated here.



The institutes/units/centres/labs which need to provide multiple-universities service can benefit from the AAF integration, no additional costs to implement ACLS and AAF integration as long as you are ACLS customers.



The image shows two screenshots of the Single Sign-In Portal (SSI) interface.

The top screenshot is the "Login to Federated Services" page. It features a search bar for organizations, a list of organizations including AAF Virtual Home, AARNet, AIMS, ANSTO, Australian Catholic University, and Australian National University, and a "Continue to your organisation" button. There is also a checkbox for "Remember this selection permanently" and a link for "Why am I here?".

The bottom screenshot is the "CSIRO AAF Identity Provider" login page. It includes a "LOGIN" section with a welcome message, a "Enter your Nexus credentials" form with fields for Username and Password, a "Reset shared attributes" checkbox, and a "LOGIN" button. There is also a link for "CSIRO AAF FAQ" and a link for "AAF Website".

19.1 SSI Prerequisites

The following steps are recommended to set up SSI:

- Install and configure 64 bits server (VM or physical) to host SSI on Windows OS 2012
- Install IIS
- Install PHP engine to IIS
- Install PostgreSQL ODBC driver
- Configure Windows ODBC connection to ACLS SQL server

19.2 Deploy SSI

As SSI is written and run on PHP scripts, we provide the service to customize the scripts to meet your needs. Please contact us for assistance.



19.3 SSI Working Examples

UNSW+

Welcome to AC Lab System

New User – please register [HERE](#)

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

User ID

Password


Sign In


To view bookings, please go to [View Bookings Page](#)

[Download iPhone App](#)

[Download Android App](#)

Mark Wainwright Analytical Centre, UNSW, Sydney, NSW,
2052, Australia | Email: analytical@unsw.edu.au |
Last Update: 21 May 2017 15:34:44


AC Lab System



Access Nodes:

- [Biomedical Imaging Facility](#)
- [Bioanalytical Mass Spectrometry Facility](#)
- [Biological Resources Imaging Laboratory](#)
- [Electron Microscope Unit](#)
- [Flow Cytometry Core Facility](#)
- [Nuclear Magnetic Resonance Facility](#)
- [Spectroscopy Laboratory](#)
- [Solid State & Elemental Analysis Unit](#)
- [Biological Resources Centre](#)
- [Molecular Surface Interaction Network Laboratory](#)



Dong Zheng

User ID: admin

Login Time: 03 July 2017 08:30:54 am (Australia/Sydney)

19.4 Enable SSI for ACLS Node

It is easy to configure ACLS node for SSI deployment. Go to Configure System page and set up the following parameters **Access Portal URL**.

Parameter	Value
AccessPortalURL	<input type="text" value="https://acls.analytical.unsw.edu.au/"/>

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

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

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

BIOMEDICAL IMAGING FACILITY - Sign-In Portal

Your session is logout!

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

19.5 Catalogue Resources

In the previous chapters, 4 access controls are described to manage the resource catalogue access.

- Local
- Organisation
- Universe
- Disable



20 Appendix L – Central Finance Integration

This feature provides account or general ledger code validation against the organization central finance records. The major drive for this implementation is to reduce the account code errors in ACLS so to reduce the central finance journal errors.

Here are the steps and details to run the weekly central finance record updates and the ACLS validation change process at UNSW.

- UNSW Finance

UNSW finance sends in the finance account records in excel to the designated admin staff once a week as a scheduled task configured in PeopleSoft. The point of contact at finance is Melissa Yau, her email is m.yau@unsw.edu.au.

- Convert EXCEL sheets to CSV format

Lab admin opens the sent-in finance records sheet in MS Excel and save it as CSV (MS-CSV) format, the file name remains unchanged.


- Upload and Publish

Login to ACLS SSI or ACLS Account Manager to upload the finance record csv file and publish to ACLS account book.

My Nodes:

Upload UNSW GLC CSV Files (Max 10M)

Refresh



MY_VALID_PROJECT_COMBO-9412780.csv

Select to Publish

Publish GLC Results

Home / Publish GLC Results

Publish Now

Show10entries

Showing 1 to 10 of 30,932 entries

Search:

CopyCSVExcelPDFPrint

Project	Descr	Dept	Descr	Fund	Descr
ACV2304	UC Civ Eng Bess Tchng-ACV2304	2CEAC	UC Civil Eng Academic Activity	DC001	ADPA Operating
PM00002	H20. Install new Flame Hoods	PM_SIBPRO	SIB Projects	CP001	Capital Projects Fund
PM00005	G17. EELT High Voltage Lab Ref	PM_SIBPRO	SIB Projects	CP001	Capital Projects Fund
PM00007	2013 PUL Res Students Assocn IV	PM_SIBPRO	SIB Projects	CP001	Capital Projects Fund
PM00009	H13. Co-locate Global Educ Off	PM_SIBPRO	SIB Projects	CP001	Capital Projects Fund
PM00010	Cardax Security System Upgrade	PM_SIBPRO	SIB Projects	CP001	Capital Projects Fund
PM00014	Campus Fire Alarm Systems UPG	PM_SIBPRO	SIB Projects	CP001	Capital Projects Fund
PM00015	R9. Fire Alarm Systems Upgrade	PM_SIBPRO	SIB Projects	CP001	Capital Projects Fund
PM00016	MV. Fire Alarm Systems Upgrade	PM_SIBPRO	SIB Projects	CP001	Capital Projects Fund
Project	Descr	Dept	Descr	Fund	Descr

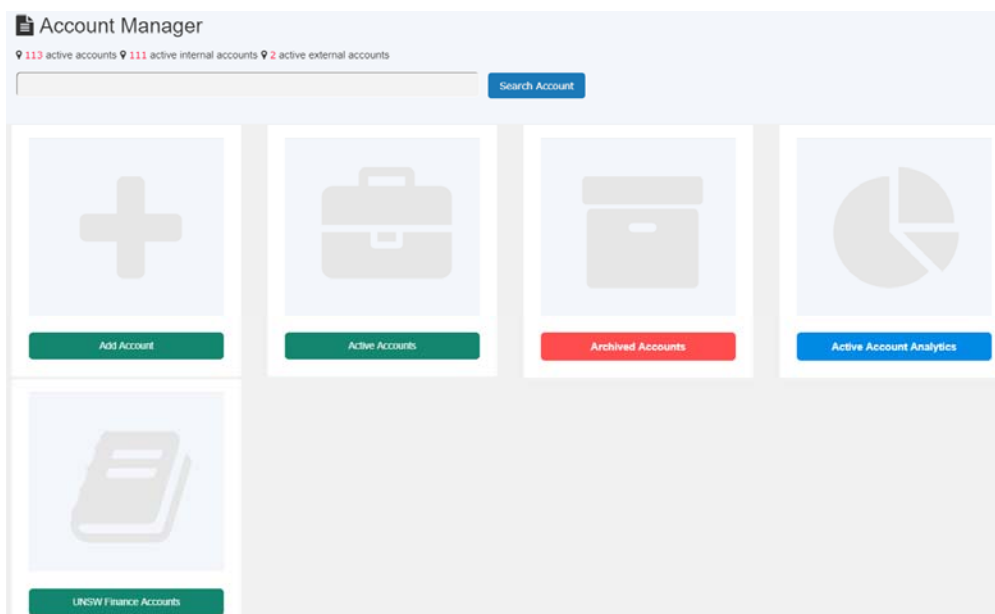
Previous

12345...

2094Next



Go to **Account Manager**, open UNSW Finance Account to access the stored finance account details. The loading of the entire finance records might take a minute, there are over 30,000 active finance ledger codes.



Click on Build Account Correction Table to continue, system auto-picks the suspicious accounts for editing or updating. If there are no matching records found in the finance records, then you edit the account. If there is close-call matching results, you can update the current account name with the correct account name as indicated in the table.

Account Manager

UNSW finance accounts.

[Return](#)

Build Account Correction Table

Project	Project Description	Department	Department Description	Fund	Fund Description
ACIV3504	UC Civ Eng Sess TchngACIV3504	ZCEAC	UC Civil Eng Academic Activity	DQD01	ADFA Operating
FM00002	H20 Install new Funding	FM_SIBPROJ	SIB Projects	CPF01	Capital Projects Fund
FM00005	G17 EE&T High Voltage	FM_SIBPROJ	SIB Projects	CPF01	Capital Projects Fund
FM00007	2013 PG Res Student Accom	FM_SIBPROJ	SIB Projects	CPF01	Capital Projects Fund
FM00009	H13 Colocate Global Citic Uni	FM_SIBPROJ	SIB Projects	CPF01	Capital Projects Fund
FM00010	Cardax Security System Upgrade	FM_SIBPROJ	SIB Projects	CPF01	Capital Projects Fund
FM00014	Campus Fire Alarm Systems U/G	FM_SIBPROJ	SIB Projects	CPF01	Capital Projects Fund

It is admin staff call to edit, update or leave as it is. System checks any new account creation against organization finance account records to minimize the unwanted or human errors so to reduce finance system journal processing loads for using the unidentified or expired accounts.



	Active Account	Finance Account	Project	Project Description	Department	Department Description	Fund	Fund Description
Edit	2018 4-MTH SUB \$1000 TO 24 Aug	No matching records						
Edit	2018 4-MTH SUB \$1000 TO 24 Aug + Clone	No matching records						
Edit	2018 USER HON \$1000 TO 31 DEC	No matching records						
Edit	2018 USER SUB \$1500 TO 31 DEC	No matching records						
Edit	2018 USER SUB \$2200 TO 31 DEC	No matching records						
Edit	2018 USER SUB \$2500 TO 31 DEC	No matching records						
Edit	APPP-IR001-PS17719	No matching records						
Edit	APPP-RE109-RM06375	No matching records						
Update	APPP-RF222-PS18646	Z9251-DCD01-PS18646	PS18646	Running Expenses	Z9251	Ovr Student Recruitment	DCD01	ADFA Operating
Update	APPP/RE109/RG150330	APPP-RE109-RG150330	RG150330	Dynamics of corneal stem cell	APPP	School of Medical Sciences	RE109	NHMRC Projects

Lab admin expects to run the account correction once week against the central finance records.

- User Registration

If you enabled account entry for user registration form, system does the account validation in the registration form before even submitting the form. By doing so, that really free lab admin from the future account validation workload.

To Register

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

Account Type* ☒ UNSW Account

Account* Please provide the account details

Business Unit UNSWA

Department

Fund

Project Number

No matching records in finance account records.
Please get the correct account from your supervisor and submit.

OK

*: required fields

Continue

System is able to prompt the user for the similar account for the minor errors.



To Register

> Registration > Terms & Conditions > School/Org > Supervisor > **Account**

Account Type*	<input checked="" type="radio"/> UNSW Account	
Account*	Please provide the account details	
	Business Unit	UNSWIA
	Department	lab
	Fund	
	Project Number	

Similar account found in finance account records: FM_SIBPROJ-CPF01-FM00002

OK

*: required fields

Continue

- Weekly Exception Alert

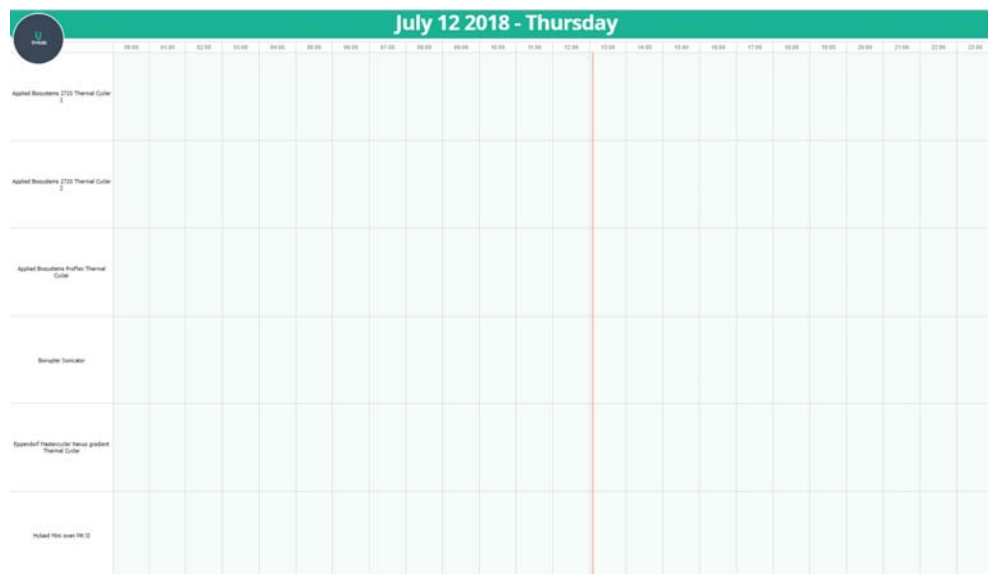
System runs weekly exception checks on each Sunday morning, and send the account exception alerts to the lab admin for the further actions.

Should you wish to implement this feature for your ACLS, please contact us for assistance.

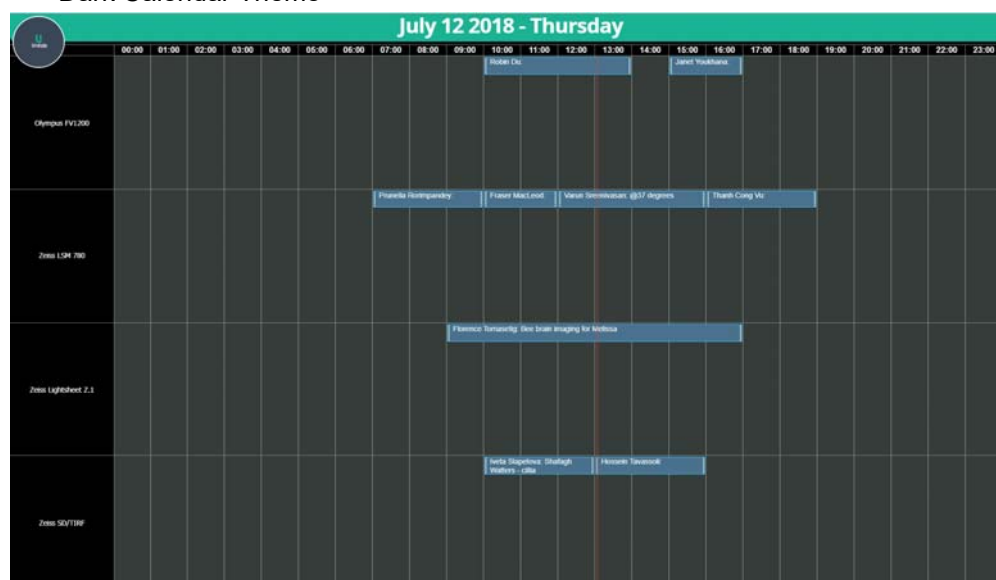
21 Appendix M – Labcast Powered By UniLab Pty Ltd

We work with UniLab to provide **LIVE** booking calendars casting to one or multiple display screens and kiosk console displays. You can set up the screen at the entrance of the lab, PC2/PC3 labs, or clean rooms so users and staff can view the current bookings before entering the lab areas. It works like airport arrival and departure display board. Currently, Labcast provides two calendar theme, standard (white background) and dark (dark background) as shown below.

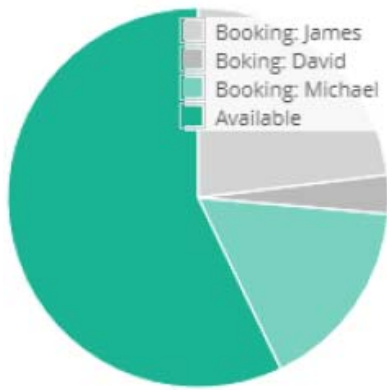
- Standard Calendar theme on Labcast



- Dark Calendar Theme



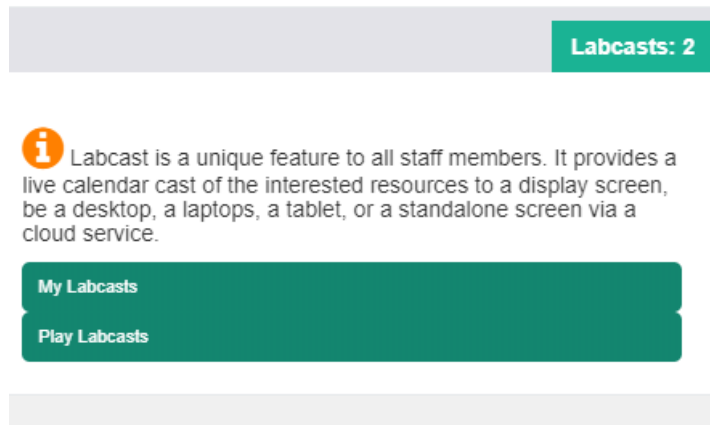
Dark theme suits for darker lab area environment, such as microscopy rooms. New clocking theme is under development by UniLab for more analogue and animation display.



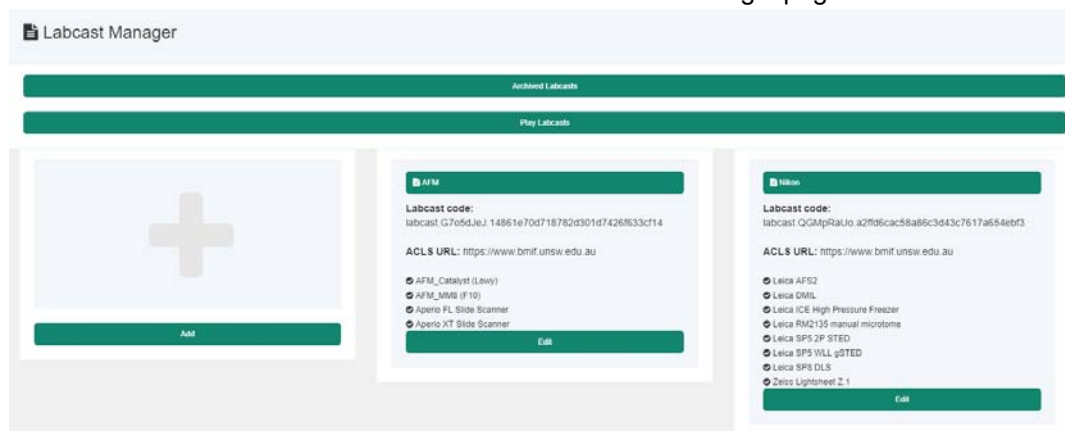
Labcast feature is only available to lab staff. To set up Labcast, you need to configure the Labcast in ACLS and also sign in to Labcast service (free service) provided by UniLab.

- Set up Labcast in ACLS

Upon sign in to ACLS, the landing page shows Labcast feature tile.



Click on **My Labcast** to set up resource casting calendars. You can go with a single resource calendar or group any resources as you wish. Recommend that each cast limits to no more than 15 resources. Labcast service can show any number casts as you wish, so you don't have to cast more than 15 resource calendars onto a single page.

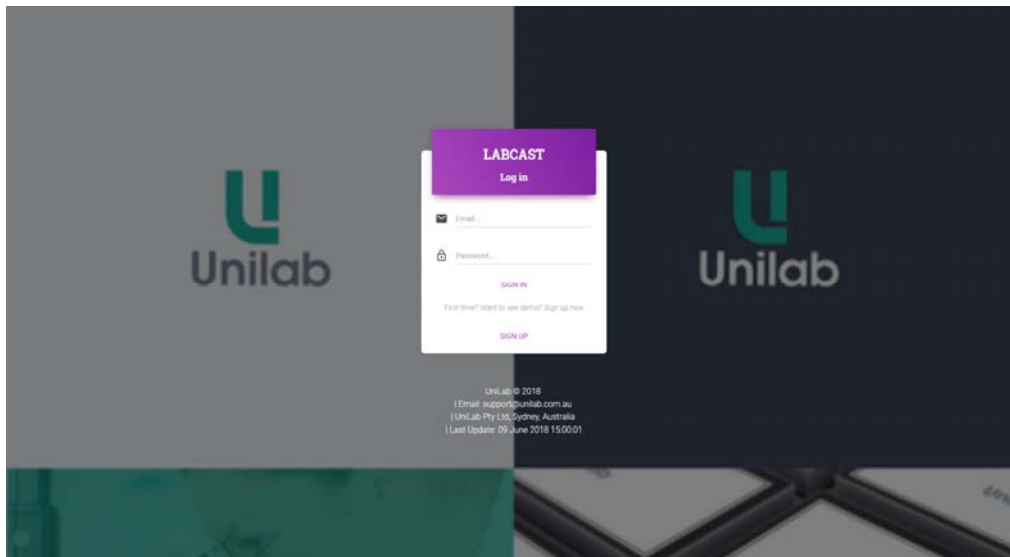


That is all you need to do in ACLS!

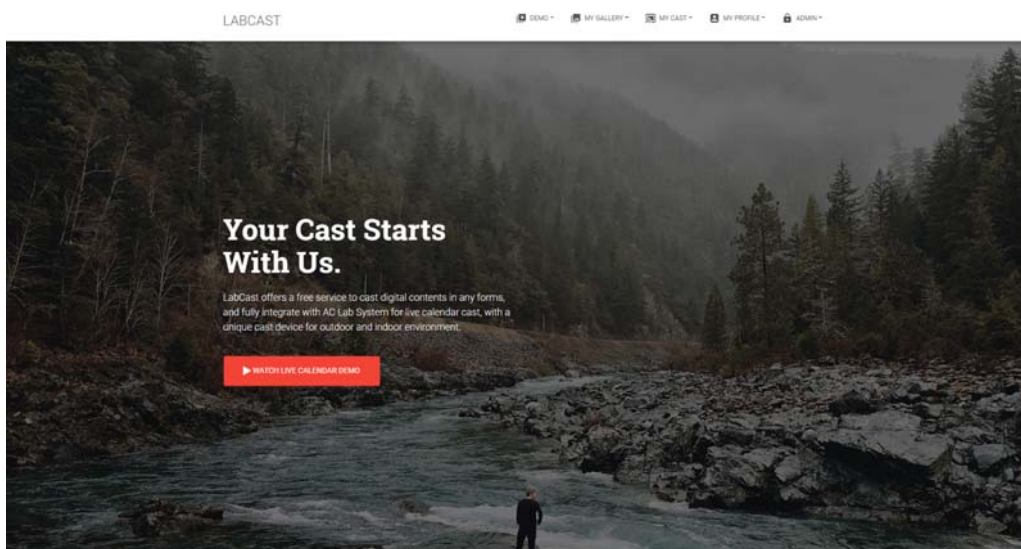


- Set up Labcast in Cloud Labcast Service

A cloud casting service powered by **UniLab** is implemented and available to operation at <https://labcast.unilab.com.au/>.



Currently, Labcast service is still at development stage, more features and capabilities will be provided over time. However, ACLS live calendar casting is completed. If you don't have accounts in Labcast service, just sign up to see the live demo.

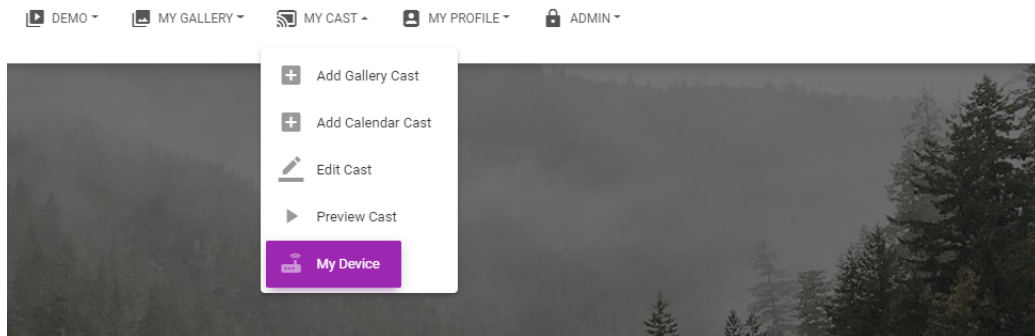


To cast your design to a separate screen (indoor or outdoor), you need to have a cast unit, a name card size box, each device comes with unique ID. The device is powered by a USB connection to the pc or the monitor, or small power adaptor. Connecting HDMI cable to the monitor, and turn the cast unit on, it goes to the selected casts straight. This is the elegant plug and play solution provided by UniLab.

First, contacting UniLab at support@unilab.com.au to request for a cast unit which will be posted to you. Each ACLS installation is entitled a free cast unit.



Provided that you have a cast unit now, go to **My Cast -> My Device** to set up any casts to the device for casting to the screen.





AC Lab System

Deliver Quality Research Service



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