



AC Lab System

Complete Guide 2020

Never Stand Still

Division of Research

Mark Wainwright Analytical Centre



Preface

Welcome to the latest version of The University of New South Wales' Analytical Centre Laboratory Software (ACLS); an indispensable tool for all researchers and users of the Mark Wainwright Analytical Centre. The software allows straight-forward management of more than 250 pieces of equipment with approx. 1000 users within the Analytical Centre at UNSW. The ACLS is feature-rich and has gained an enviable reputation within UNSW for reliability. This flexible software has also been incorporated into the individual environments of other leading Universities within Australia and overseas.

Along with the inevitable minor improvements of the software there have been many new initiatives along with this year's release including the creation of a Mobile App for the Apple iPhone. These new features build on the existing CONSOL, tracker/logger, and reporter/billing components, making one of the most comprehensive solutions for overseeing complex scientific instrumentation available.

These efforts have been only possible through the persistent dedication of the software's chief developer Mr Dong Ming Zheng, who is always happy to receive input on new components, or suggestions on improvements, that may be incorporated into a future release of ACLS. I look forward to future enhancements in the coming years.

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Acknowledgements

The 2020 edition marks the twelfth edition of the “ACLS Complete Guide” which started in 2008. AC Lab System has evolved over the last 11 years, and the ACLS guide has evolved alongside it. In 2018/2019, we are continuing to enhance ACLS to deliver linked resource calendars, consumable order carts, my data access (UNSW only), onscreen excel for reports, 3 tiers school/org, 3 tiers resource groups, user data analysis tools and customised induction process.

I would like to thank A/Prof Mark Raftery who graciously wrote the preface of this edition. My thanks also go to Prof Peter Cumpson (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 Dr John Zhu and Dr Sean M. Langelier at MCN, Sandy Benness at Deakin, Dr Germanas Peleckis at UOW, Dr Michael Carnell and Dr Donald Thomas at UNSW, certainly, the entire ACLS community.

In the coming year, more features and capabilities will be implemented in accordance with the future plan chapter, and we are cooperating with UniLab to deliver digital and smart lab service MoxyCast, MoxyTouch and MoxyViewer.

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

Dong Zheng
ACLS Architect and Designer

Flashback

Over the past 12 years, a series of ACLS complete guide was published to record the growth of ACLS, and the great support of ACLS growing community.



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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 process, survey creator, Corea 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
- Linked resource calendars
- 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
- Customised induction process
- Moxy service (powered by UniLab) integration to cast the live calendar and live dashboard to the indoor or outdoor screens, and also touch screen solutions for labs.
- 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 2.33.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/tool is used to define the equipment, items. From 2018, resource is used to replace facility and tool 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:

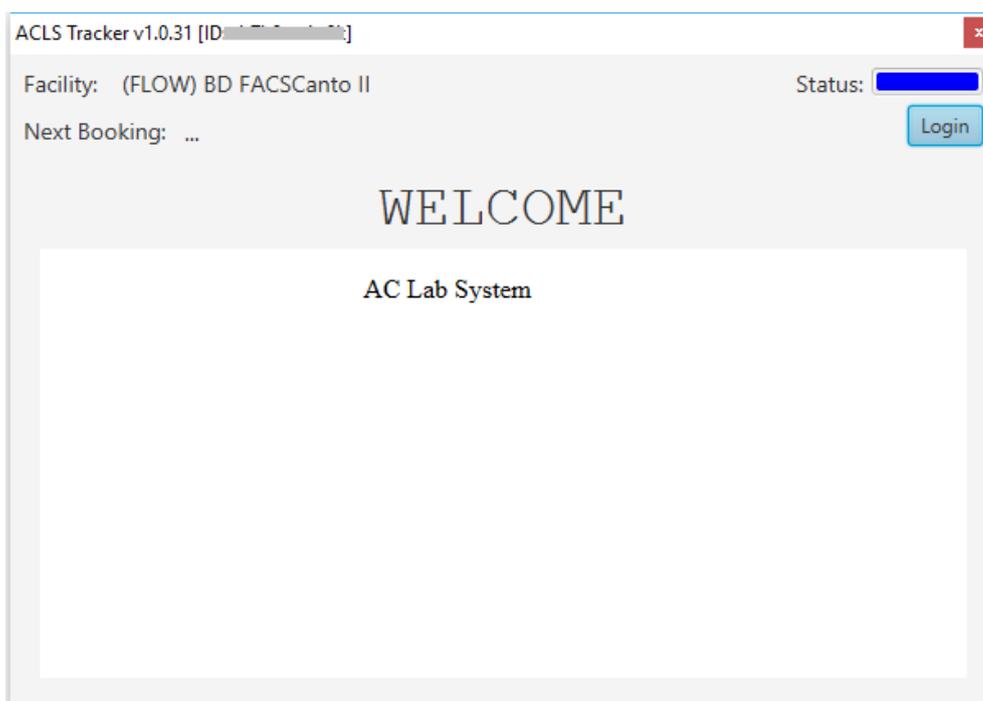
- Transmits broadcasting messages and notices.
- Sends out booking reminders and notifications.
- Executes **bDRT** and **bDIS** operation upon activation.
-



- 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>



3 Getting Started

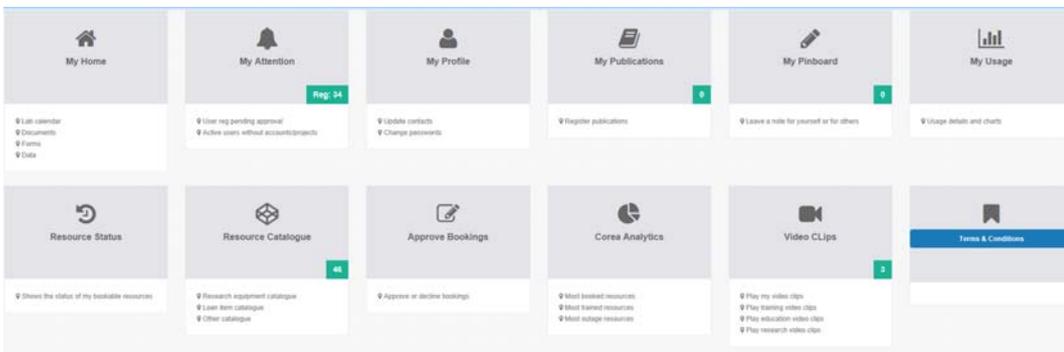
Before you start running ACLS, it is important to understand each of the functions and features, and what information you need prior to setting them up.

3.1 Navigating ACLS

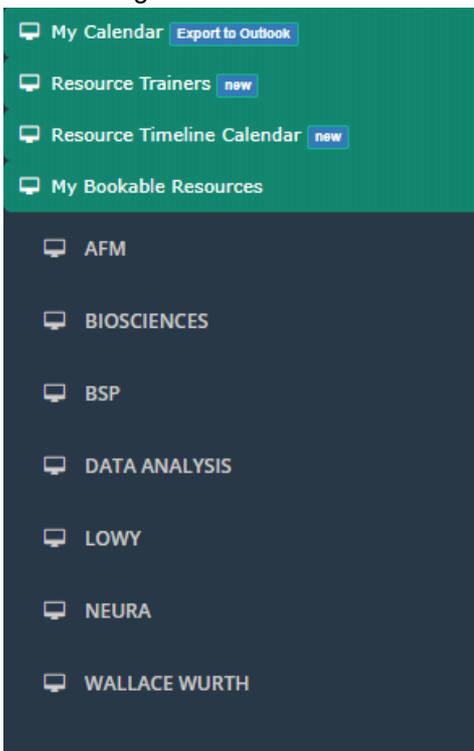
You are able to navigate ACLS easily through two interactive menus: horizontal menu for major function access depending on access group, and vertical menu for individual function access on the left of the screen, click-expand and click-hide for sub-menus. The following snapshot is for admin view.



- Dashboard



- Booking





Type resource name, select to book OR

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 AFS2

Zeiss Lightsheet Z.1

Clear Favourite Resources

Calendars

Refresh resource list

Access my calendar (export to outlook)

Lab and holiday calendar

Resource Catalogue

Corex 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: 161</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: 256</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 access groups Administrate accounts Administrate resources Administrate resource trackers Sendblast messages to users and staff Manage budget envelopes Update retrospective bookings Clear up tracker records Manage general and resource documents Manage user forms Administrate resource banners 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 sending messages Configure paper registration Configure systems Email logs Configure email resources Configure email resource certificates 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.

3.3 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 M](#))

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. At the top, there are tabs for 'User Registration', 'Process Online Registration', 'LDAP User Status', and 'Full Search'. Below the tabs is a search form with a 'User Name' input field (placeholder: 'Any set of letters which may exist in user name or surname'). There are radio buttons for 'Search By' with options: 'user name' (selected), 'login name', and 'user code'. Below that, there are radio buttons for 'Search Range' with options: 'Active Users (413)' (selected), 'Inactive Users (501)', and 'All Users (914)'. A 'Search' button is at the bottom right of the form.

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' registration form. At the top, there is a link to 'Register new user'. Below that is a blue button labeled 'Add School/Org'. The form is titled 'Register Users:' and contains several fields: 'Title' (dropdown menu with 'Mr.' selected), 'User Name' (text input, format: 'GivenName FamilyName'), 'Login Name' (text input, format: '(e..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', 'Mobile Phone', 'Work Fax', 'Email Address', 'Work Address', 'Indicative Project Title', 'Notes', and 'Activate User Entry' (checkbox, which is checked). An 'Accept' button is at the bottom right of the form.



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	1		<input type="checkbox"/>	<input type="checkbox"/>	30/11/2022
SMTH 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: (Nil for visitors only)

Email*:

Confirm Email*:

Login Password*:

Confirm Login Password*:

Type of Researcher: Undergr. Student

Work Phone*: (Digit Only)

Mobile Phone:

Mobile Fax:

Work Address:

Project(s)*: (Briefly describe the project(s) you want to undertake at the BHPF)

*: 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 (BHPF), all users are required to comply with the occupational health and safety (OHS) procedures as specified in the OHS pages of the URSIH Analytical Centre and BHPF web sites. Users are required to advise BHPF staff as soon as possible or at least 24 hours prior to a booking that they wish to cancel. Failure to do this may result in the booked time being charged to the Users supervisor's account. Users can only book time on BHPF 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 BHPF microscopy and tissue culture laboratories (rooms 1022, 1023 and 1024). In addition, hazardous chemicals, including ethanol, are not permitted in the microscopy rooms. Users must not interfere with any of the BHPF instruments if they have not booked the time or are not certified to use the instrument by BHPF staff. Users must also agree not to provide access to the BHPF laboratories to unregistered users without the specific permission of the BHPF staff. Users are not allowed to have other users, whether they are registered or not, unless permitted to do so by BHPF 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 BHPF to monitor the use of instruments e.g. log books and booking systems. Users agree to report all faults or irregularities in the BHPF instruments to a BHPF staff member immediately they are known. Supervisors are the responsibility of the user and BHPF does not accept any responsibility for loss or damage of samples left in the facility. Data is the responsibility of the user and BHPF does not accept responsibility for loss or damage of data that has not been removed/signed/archived. Any work that is published or publicly presented, where all or a part of the work was undertaken in BHPF, should acknowledge the role of URSIH BHPF in providing access or contributing to or assisting in the work. Failure to comply may result in the loss of access to the BHPF 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

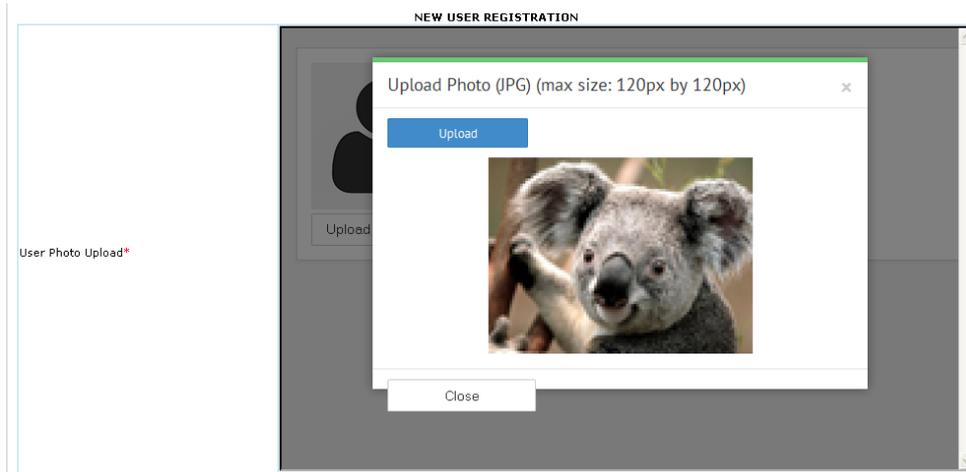
You can either select or enter the supervisor's name.



- **User photo (optional)**

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

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



- Account (optional)

Depending on the selection, if it is internal, then 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*	<input checked="" type="radio"/> UNSW Account <input type="radio"/> External Invoice	
Account*	Please provide the account details	
	Business Unit	UNSWA
	Organization	<input type="text"/>
	Fund	<input type="text"/>
	Project Number	<input type="text"/>

* 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 (Low) (click to see more about...)
AFM	<input type="checkbox"/> AFM_RMS (F10) (click to see more about...)
BIOSCIENCES	<input type="checkbox"/> Lantana Inhibitor (click to see more about...)
BIOSCIENCES	<input type="checkbox"/> Olympus FV109 (click to see more about...)
BIOSCIENCES	<input type="checkbox"/> Zeiss LSM 780 (click to see more about...)
BIOSCIENCES	<input type="checkbox"/> Zeiss SP7SRF (click to see more about...)
LOWV	<input type="checkbox"/> Data Analysis Computer (click to see more about...)
LOWV	<input type="checkbox"/> Edgee T4E (click to see more about...)
LOWV	<input type="checkbox"/> FluoroMax-4 (click to see more about...)
LOWV	<input type="checkbox"/> InoCycle (click to see more about...)
LOWV	<input type="checkbox"/> Leica DMR (click to see more about...)
LOWV	<input type="checkbox"/> Leica SPS DP-STED (click to see more about...)
LOWV	<input type="checkbox"/> Leica SPS VLL-gSTED (click to see more about...)
LOWV	<input type="checkbox"/> Picoplankt Microtome 290 (click to see more about...)
LOWV	<input type="checkbox"/> TEL photonics TRF (click to see more about...)
LOWV	<input type="checkbox"/> Zeiss Laser Microdissection (click to see more about...)
LOWV	<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"/> Invenio 3i VIVO (click to see more about...)
WALLACE WURTH	<input type="checkbox"/> Invenio Nilon A1 (click to see more about...)
WALLACE WURTH	<input type="checkbox"/> Invenio 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	Zheng
Student/Staff No.	
Email	dong_dong@unsw.edu.au
Type of Researcher	Undergrad Student
School/Organization	BMIF - Biomedical Imaging Facility
Work Phone	123456
Mobile Phone	
Work Fax	
Work Address	
Supervisor	Quinn Moran
Project(s)	test
Account Type	External Invoice
Facility of Interest	AFM_Catalyst (Group: AFM) AFM_MRI (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

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

Your registration ref: Ref-QuIvKgAy9NIW-7S5k1X.

[Print Registration](#)

[Login Page >>](#)

- Approve online registration

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

- 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

<input checked="" type="radio"/> I am a UNSW user <input type="radio"/> I am not a UNSW user	
Title	Mr. ▼
Given Name*	<input type="text"/>
Family Name*	<input type="text"/>
UNSW User ID*	<input type="text"/>
Confirm UNSW User ID*	<input type="text"/>
Email*	<input type="text"/>

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	0293856600
Mobile Phone	
Work Fax	
Work Address	M66 Chemical Science building
Supervisor	Andrew Brown
Project(s)	test
Account Type	External Invoice
Facility of Interest	

Submit

> 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	0293856600
Mobile Phone	
Work Fax	
Work Address	M66 Chemical Science building
Supervisor	Andrew Brown
Project(s)	test
Account Type	External Invoice
Facility of Interest	

To Complete Registration, Please Sign In
User ID: z123456

Password:

[Sign In](#)

[Close](#)

Submit

4.4 Register Supervisors

A supervisor can be registered through *Supervisor Manager*.



Supervisor Manager
196 supervisors

School/Organization:

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

4.5 Login to ACLS

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



UNSW
SYDNEY

ACLS DEMO

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



OR
Q Browse

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 AFS2

 Zeiss Lightsheet Z.1

Clear Favourite Resources

Calendars

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

Resource Catalogue

Corex 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, CGI Directory 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", Data Directory 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		No longer in use
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		No longer in use
Console Notification		No longer in use
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 only when SSI is enabled for organisation GLC or account feature is enabled	: Disable : Enable
Enable Account Select For Booking	Enable/disable account selection for operation booking calendar and timeline booking calendar. Default is disabled. If enabled, users must select account even if they have one account.	: Disable : Enable
Enable Active Users for Job Reg	If enabled, user selection for sample job reg shows active users. If disabled, user selection for sample job reg shows all users.	: Disable : Enable
Enable 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 Consumable Order Qty Validation	Enable/disable consumable order quantity validation against stock quantity. If stock quantity is less than the ordered quantity, then order is NOT accepted. The default setting is disabled.	: Disable : Enable
Enable Consumable Stock Email Alert	Enable/disable consumable stock email alert to admin staff once a day. The default setting is enabled.	: Disable : Enable



Enable Consumable Stock Update upon Delivery	Enable/disable consumable stock quantity update upon delivery. If enabled, stock quantity is updated when the delivery is marked as delivered. If disabled, stock quantity is not updated against the consumable order.	: Disable : Enable
Enable Consumable Stock Zero	Enable/disable consumable stock quantity running into the negative value. If enabled, when the stock quantity reaches negative value, the stock quantity stays zero. The default setting is disabled.	: 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 Induction Process	Enable/disable induction process. The default setting is enabled.	: Disable : Enable



Enable Invoice Manager	Enable/disable invoice manager. The default setting is enabled.	: Disable : Enable
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 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 Org Master Account For Reg	Enable/disable the organisation GLC or account validation feature for user reg. The default setting is disabled.	: 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 calendar	: Disable : Enable



Enable Publication	Enable/disable the publication data feature. The default setting is enabled.	: Disable : Enable
Enable Public Calendar	Enable/disable the public access calendar without the need of login	: Disable : Enable
Enable Q&A Search		<i>No longer in use</i>
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 Timeline Calendar	Enable/disable timeline calendar. The default setting is enabled.	: 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
Enable XNAT	UNSW only for M cloud data service connection. Enable/disable m-cloud connection.	: 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
Include Consumable to Usage Invoice	Enable/Disable to include the consumable orders to the invoices. The default setting is enabled.	: Disable : Enable
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	: No restrictions to staff with respect to making bookings



	training certificate before any bookings can be made.	: Staff can only make bookings if they are qualified as a trainer or being trained
Show Logon Client Password		No longer in use
Show Tracker Hours in Report	Display the tracker hours with the booking hours in the reports for comparison.	: OFF : ON
Show Video Clip Booking Tab Home	Display video tile on the booking tab home page	: OFF : ON
Training Support Request	Switching on/off the function on My Dashboard	: OFF : ON
User Account For Reg	Enable/disable account entry in the online registration process.	: Account entry not required : Account entry required
User All Account Search	Enable/disable the account search range in user profile manager	: Disable : Enable
User Photo Availability Check	Enable/disable user photo availability check.	: No cross check on user photo availability. This is the default. : Checking against user photo availability. The system runs a regular check for user photo availability against the parameter "DeactivateIfNoPicturePeriod". If the photo is not available as set out, the system deactivates the user access automatically.
User Photo For Reg	Enable/disable user photo upload in the online registration process.	: User photo not required : User photo must be provided
Valid Email Login	Enable/disable login name validation check.	: Validation not required : Login name has to be numbers and letters
Web Access Validation	Enable/disable user certificate validation. If enabled, using web access records to validate.	: Disable : Enable
LDAP Compulsory Check Text	Set the default text string for LDAP compulsory control	If set to 'unsw', the system checks user email contains 'unsw' to automatically switch on LDAP access control
LDAP Text on Login Page	Show a special text on login page to remind users using	For example, "UNSW staff and students use zID/zPass to login"



	the organization-wide ID to access ACLS.	
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		No longer in use
FTP Login		No longer in use
FTP Password		No longer in use
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
Max Booking Form Number	Limit for resource uploaded booking form	Max is 5
mCloud User Guide URL	UNSW only	
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 time after login to instrument computer	Default: 5 minutes
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:

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 ▼ 46 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
BMIF	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:

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.

Resource Manager

955 bookable resources 0 pre-approval bookable resources

Any letters about resource group, resource name and description

[Search Resource](#)

8

Resource Groups

56

Booking Resources

3

Non-Booking Resources

16

Archived Resources

0

Linked Booking Resources

User Registration Form

Resource List for Registration



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

Booking Resource Chart

Booking Resource	AFM_Catalyst (Lowy) ▼
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
In-Progress Booking Change	Not Permitted
In-Progress Booking Cancel	Not Permitted
Booking Enable	Yes
Operation Status	Active
Last Update	on 30/12/1899 00:00
Resource Code	0
Record Created	

Edit
Archive
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 style="background-color: #f8d7da; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">Research Equipment</p> <p style="margin: 0;">Loan Item</p> <p style="margin: 0;">Service</p> <p style="margin: 0;">Meeting Room</p> <p style="margin: 0;">Vehicle</p> <p style="margin: 0;">Others</p> </div>
Catalogue Access	<p>Catalogue access defines the access level by the following definitions.</p> <div style="background-color: #d4edda; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">Local</p> <p style="margin: 0;">Organisation</p> <p style="margin: 0;">Universe</p> <p style="margin: 0;">Disable</p> </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.
In-Progress Booking Change	If set this ON, users and staff can change the in-progress bookings. For example, the booking is 10am to 2pm, the current time is 12:15pm, then users can reduce the booking time from 10am to 12:15pm.
In-Progress Booking Cancel	If set this ON, users and staff can cancel the in-progress bookings. For example, the booking is 10am to 2pm, the current time is 12:15pm, then users can cancel the booking. This feature might be abused by users to cancel the bookings after they start to operate the tool or resource.
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.

Booking Resource Chart	
Booking Resource	AFM_Catalyst (Lowy) ▼
	<p>Certificate details ...</p> <ul style="list-style-type: none"> AFM CATALYST - AFTERHOURS AFM CATALYST - GENERAL <p>Go to Training Manager to update certificates ...</p>
	<p>Trainer details ...</p> <ul style="list-style-type: none"> Alex Macmillan Celine Heu Florence Tomasetig Iveta Slapetova Michael Carnell Renee Whan <p>Go to Training Manager to update trainers ...</p>
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.

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
AFM	AFM_Catalyst (Lowy)	AFM CATALYST - AFTERHOURS AFM CATALYST - GENERAL	Alex Macmillan Celine Heu Florence Tomasetig Iveta Slapetova Michael Carnell Renee Whan	40.00	40.00		0.25	15 minutes	Yes	No	Required	Not Required	Active
AFM	AFM_MMS (F10)	AFM MMS - AFTERHOURS AFM MMS - GENERAL AFM MMS - FALL GROUP (E)	Alex Macmillan Celine Heu Florence Tomasetig Renee Whan	40.00	40.00		0.25	15 minutes	Yes	No	Required	Not Required	Active
DATA ANALYSIS	Amica		Florence Tomasetig	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 max up to 5 booking forms with the following entries. The forms can be set as optional to be completed and uploaded on the booking calendars.



Register Booking Form

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

Enable Booking Form - 1	<input checked="" type="checkbox"/>
Booking Form Title	RINSW Referral Form
Booking Form URL	https://research.unsw.edu.au/research-imaging-nsw
Enable Upload Form Button on Booking Lighbox Window	<input checked="" type="checkbox"/>
Optional Form Upload	<input type="checkbox"/> (tick to set form upload as optional)
Enable Booking Form - 2	<input checked="" type="checkbox"/>
Booking Form Title	Study Consent Form (optional)
Booking Form URL	n/a
Enable Upload Form Button on Booking Lighbox Window	<input type="checkbox"/>
Optional Form Upload	<input checked="" type="checkbox"/> (tick to set form upload as optional)

For unapproved bookings, staff can validate the uploaded forms before granting the booking or decline.

Approve Bookings

APPROVAL OF UNAPPROVED BOOKING EVENT

Resource	Magnetom VIDA
Start Time	12/08/2019 09:00
End Time	12/08/2019 10:00
Booked Time	09/08/2019 12:48
Notes	
Booked By	E Tan Certificate: MAGNETOM VIDA BOOKING CERTIFICATE
Approve/Decline Notes	<div style="background-color: #ccc; height: 80px; width: 100%;"></div> <p>Click to contact user ...</p>
Uploaded Forms	<div style="text-align: center;"> RINSW Referral Form_v1-1565318906.docx </div>

On the booking calendar page, staff can access the booking forms anytime.



Uploaded Booking Forms

Refresh			
User Name	Start Date	End Date	Uploaded Booking Form
E Tan	2019-07-04 09:00:00	2019-07-04 10:00:00	RINSW Referral Form_v1-1562127120.docx
E Tan	2019-07-10 11:00:00	2019-07-10 12:00:00	RINSW screening form_v1-1562127879.pdf
E Tan	2019-08-21 09:00:00	2019-08-21 10:00:00	Pilot scheme January 2019_website-1564624672.pdf
E Tan	2019-08-21 09:00:00	2019-08-21 10:00:00	Pilot scheme January 2019_website-1564624672.pdf Fee_and_cancellation_policy_website-1564624661.pdf
E Tan	2019-08-21 09:00:00	2019-08-21 10:00:00	Pilot scheme January 2019_website-1564624672.pdf Fee_and_cancellation_policy_website-1564624661.pdf RINSW Referral Form_v1-1564624707.docx
E Tan	2019-08-26 09:00:00	2019-08-26 10:00:00	RINSW accompanying persons screening form_v1-1564624925.pdf
E Tan	2019-09-12 09:00:00	2019-09-12 10:00:00	RINSW screening form_v1-1565141160.pdf
E Tan	2019-09-12 09:00:00	2019-09-12 10:00:00	RINSW screening form_v1-1565141160.pdf RINSW screening form_v1-1565141168.pdf
E Tan	2019-08-12 09:00:00	2019-08-12 10:00:00	RINSW Referral Form_v1-1565318906.docx
E Tan	2019-08-12 09:00:00	2019-08-12 10:00:00	RINSW Referral Form_v1-1565318906.docx

3 tiers resource group structure

3 tier resource group structure is implemented. For example, you can set up School of Biology/Analytical Centre/ICP Lab. The benefits for 3 tier structure are to make the resource administration more structural and easier to set up better structural list for calendars.

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

Add Resource Group									
Resource Group	Resource Group - Level 1	Resource Group - Level 2	Training Certificate	Ownership	Note	Resource Group Code	Record Created	...	
AFM	/	/	Disabled			2	04/01/2018 12:45	Edit	
BIOSCIENCES	/	/	Disabled			6	09/03/2018 10:58	Edit	
BHMF	/	/	Disabled			1	26/10/2009 09:35	Edit	
BSP	/	/	Disabled			3	04/01/2018 12:47	Edit	
DATA ANALYSIS	/	/	Disabled			5	15/11/2018 12:37	Edit	
LOWY	/	/	Disabled			7	09/03/2018 10:57	Edit	
NEURA	/	/	Disabled			8	20/07/2010 12:26	Edit	

Tracker Configuration:

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

Resource Tracker Manager						
Resource tracker configuration						
Id	Resource	Resource Group	IP Address	Host ID	ID Type	Connection Allowed
0	BMSF HPC 1	DATA ANALYSIS	129.94.164.109	8676ytvcqf?	IP Address	Yes
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add"/> <input type="button" value="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

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

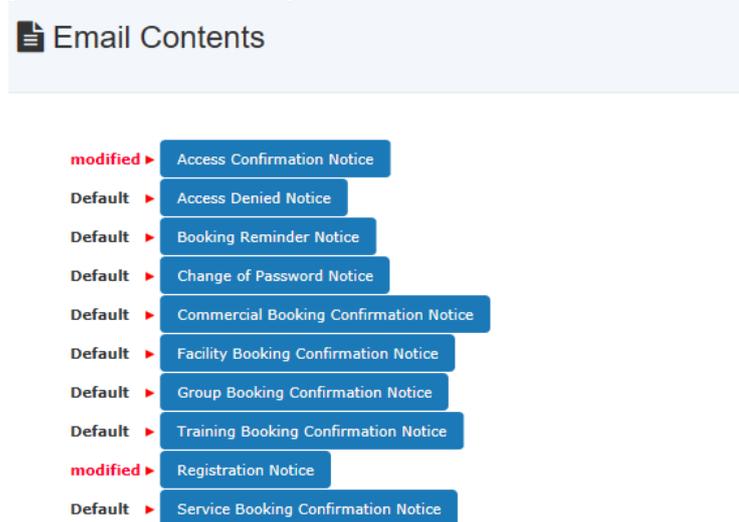
5.5 Configure Email Receivers

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.



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.

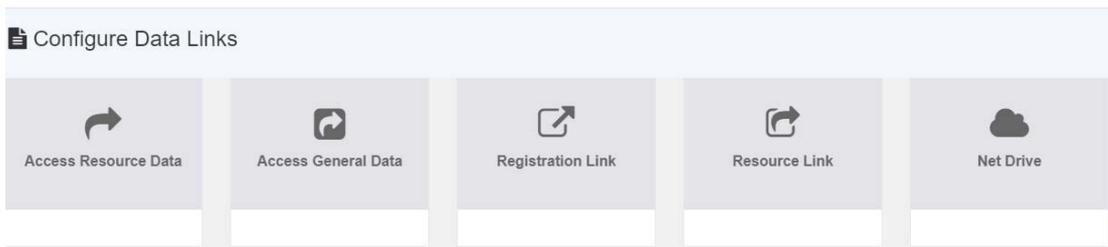


Modified content is clearly identified, the rest are labelled as default. The system provides **Preview** and **Default** buttons to enable you to see the difference. If you erase the modified contents, then the default settings will turn on automatically.



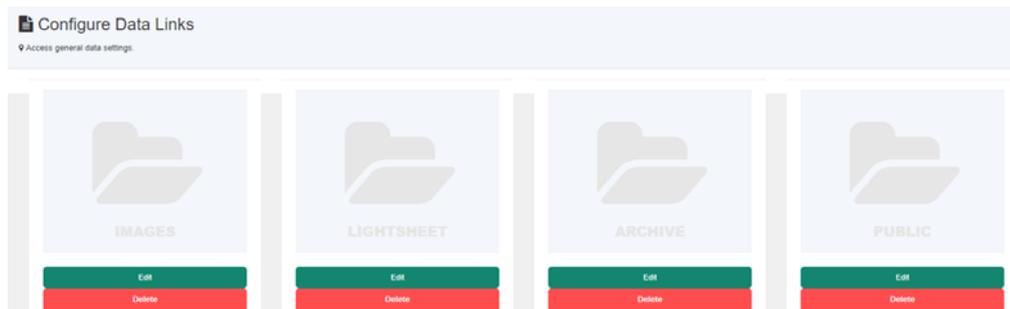
5.7 Configure Data Links (UNSW Only)

The objective of this function is to implement the future experiment data secured access and sharing (FTP is no longer supported). There are 5 functions as follows:

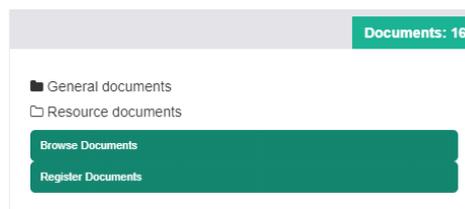


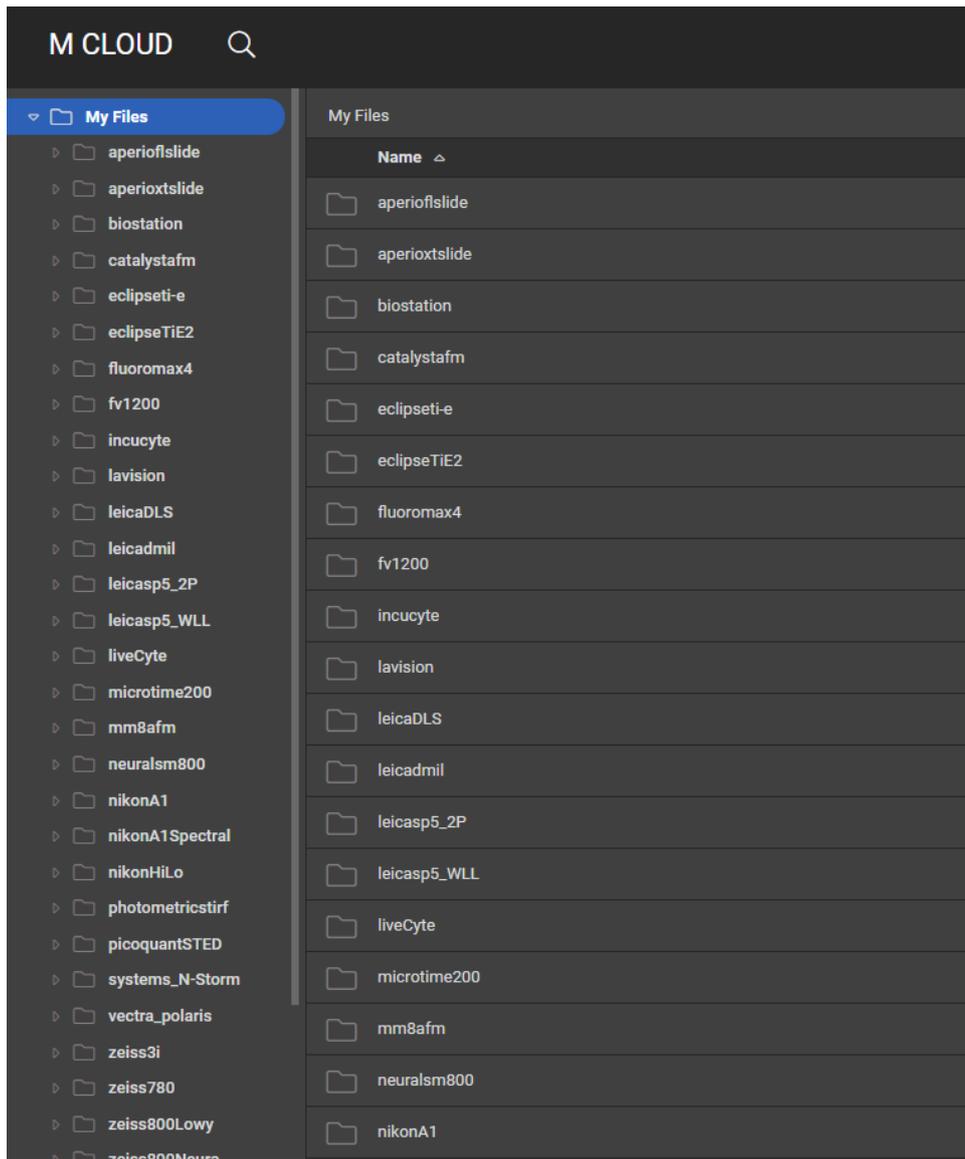
- Set up data access:

Through this function, you can set up data access with mCloud service powered by @FileRun.

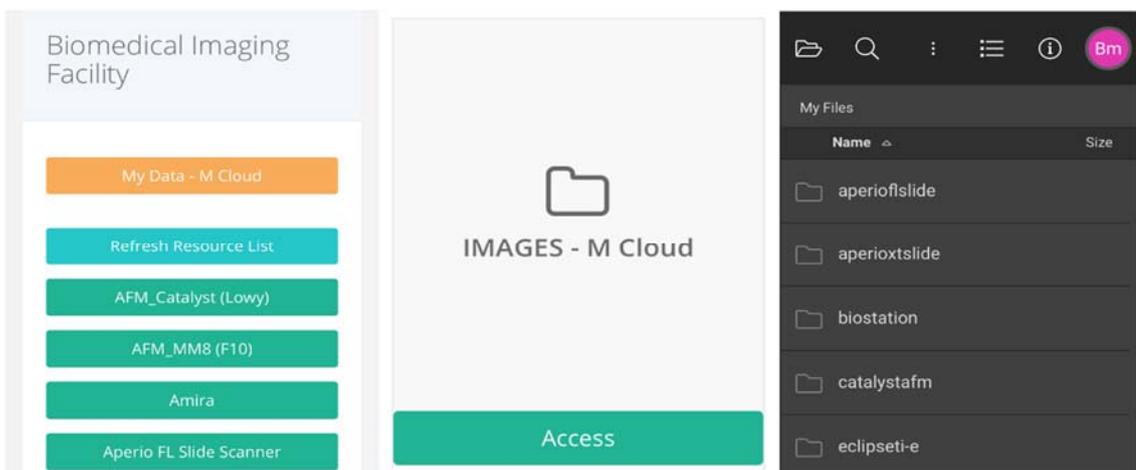


Go to [My Data](#) to access, the snapshots are available here. Please contact us if you wish to know more about this data management service integrated with ACLS.





ACLS + mCloud is mobile browser ready.





- 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

Accept

- 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: Choose resource from the list

URL

Note

Accept Reset

- 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:

The screenshot shows a configuration window titled "Links & Directories" with a sub-section for "Net drive settings". It contains the following fields and options:

- Drive (example: M, N): [Text input field]
- Folder (example: \\server\share): [Text input field]
- User Name: [Text input field]
- Password: [Text input field]
- Per Facility: (if checked, net drive is per facility; if unchecked, net drive is one for all facilities)
- Accept: [Button]

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

5.8 3 tiers school/org structure

3 tier school/org structure is implemented. For example, you can set up DVCR/MWAC/BMIF. By doing so, you are able to move to next step to deploy org structure diagram and analytical tools for user population and distribution.

You set up Univ A/Faculty B/School C, Univ A/Faculty B/School D, now you need to rename Faculty B to Faculty F, this change will apply to all in school manager.

To disable the unwanted school or org, you can click on Archive button any time.



School/Organization Manager
 94 schools/organizations

Archived School/Organization

Add School/Org

Show 500 entries

Search:

Previous 1 Next

Copy CSV Excel PDF

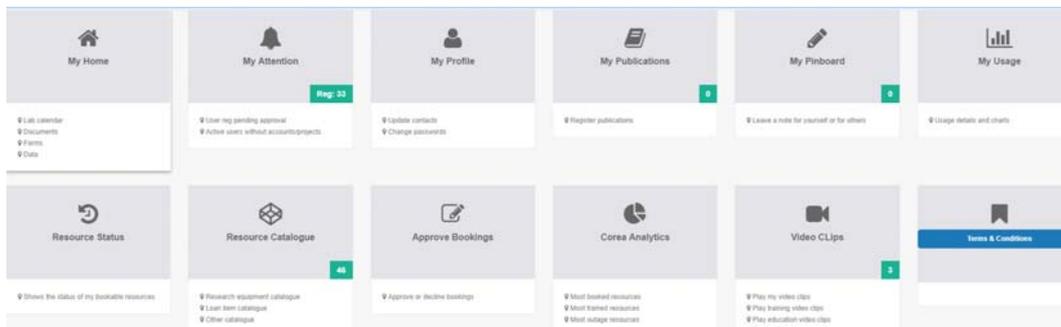
School/Org	School/Org Level 1	School/Org Level 2	School Code		
BABS - Biotechnology and Biomolecular Sciences	/	/	3	Edit	Archive
BEES - School of Biological, Earth and Environmental Science	/	/	11	Edit	Archive
BMF - Biomedical Imaging Facility	/	/	1	Edit	Archive
BMSF	/	/	41	Edit	Archive
BRILMIVAC	/	/	40	Edit	Archive
CCIA	/	/	43	Edit	Archive
CCIA - Children Cancer Institute Australia	/	/	18	Edit	Archive



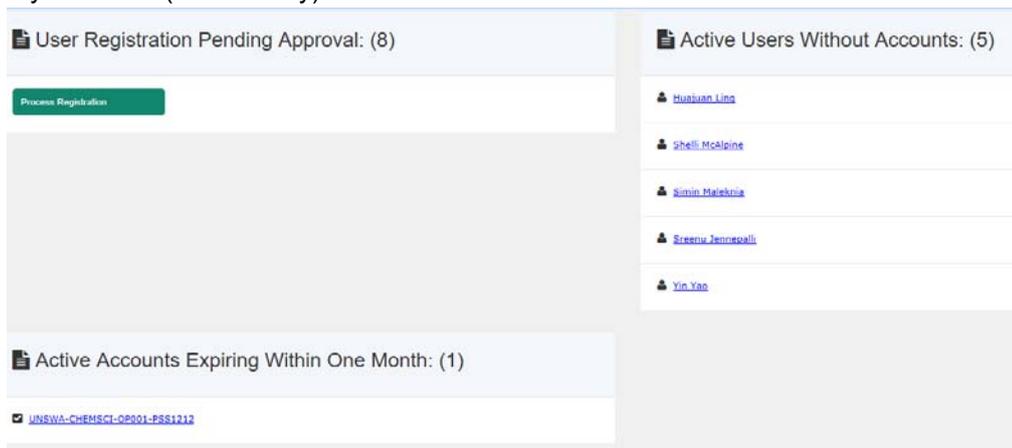
6 Operating ACLS

6.1 Dashboard

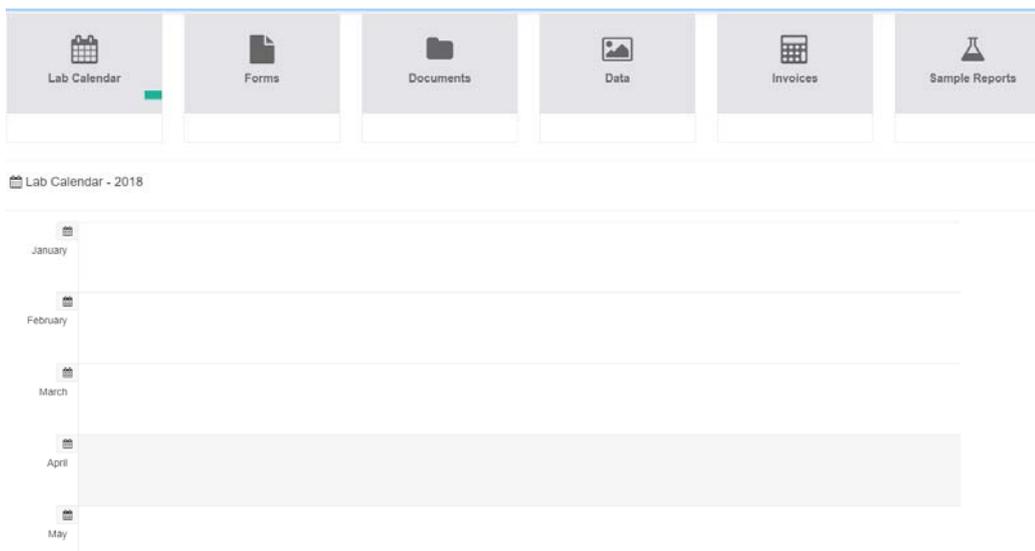
Depending on your access group defined in your profile, **Dashboard** offers a wide range of information about your work and your profile in ACLS, and quick access to resource status and the other functions:



- My Attention (Admin Only):

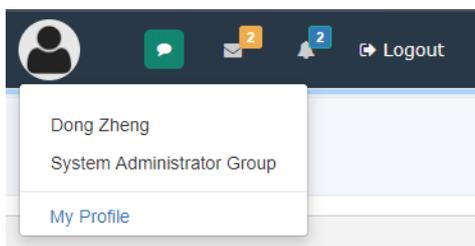


- User registration pending approval
 - Active user without account
 - Active account expiring within one month
 - Project expiring within one month
- My Home:



- Lab 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.





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., Cáceres, C. H., & Kong, C.

Year

Month

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

Register for

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 year)

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

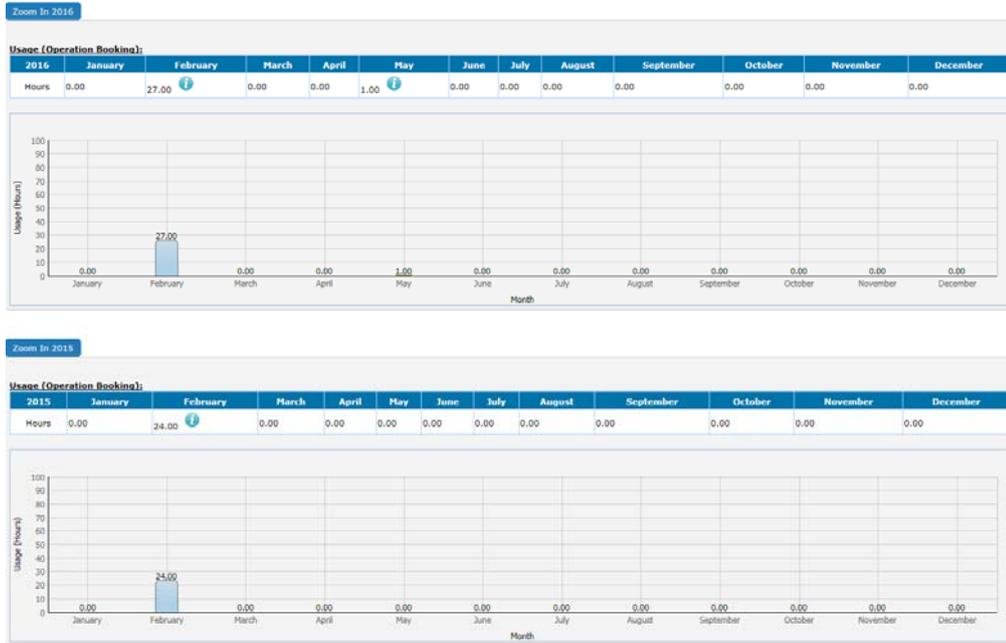
Approve Bookings

Approve Bookings

5

- 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.

My Calendar

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

[Export My Calendar to Outlook Calendar](#)

DAY WEEK MONTH LIST

July 2018

TODAY < > [Print]

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	26	27	28	29	30	31
02	03	04	05	06	07	08
09	10	11	12	13	14	15

00:00 - 03:15 Deng Zheng - AFM_Catalyst (Low); Operation

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.



All Service Calendar

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

My Calendar
All Staff Calendar
All Service Calendar

DAY WEEK MONTH LIST

July 2018

TODAY < >

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	26	27	28	29	30	31
00:00 - 00:00 Service Event: Nikon A1 Spectral Confocal Microscope; Notes: Scan-head service	09:15 - 20:00 Service Event: Zeiss LSM 880	05:45 - 17:00 Service Event: Zeiss LSM 880				
15:00 - 18:00 Service Event: Leica SP5 WLL gSTED; Notes:						
00:00 - 00:00 Service Event: Nikon A1 Spectral Confocal Microscope; Notes: Scan-head service	09:00 - 13:00 Service Event: Zeiss LSM 880	17:00 - 09:00 Service Event: Zeiss LSM 880				
		17:00 - 09:00 Service Event: Leica SP8 DLS				
		17:00 - 09:00 Service Event: Leica SP5 WLL gSTED				
		17:00 - 09:00 Service Event: Leica SP5 2P STED				
		17:00 - 09:00 Service Event: TILL photonics TRF				
		17:00 - 09:00 Service Event: Picoquant Microtime 200				
		17:00 - 09:00 Service Event: Nikon A1R				
		17:00 - 09:00 Service Event: Zeiss Laser Microdissection				
		18:00 - 09:00 Service Event: Zeiss PALM				
00:00 - 00:00 Service Event: Nikon A1 Spectral Confocal Microscope; Notes: Scan-head service						
00:00 - 00:00 Service Event: Nikon A1 Spectral Confocal Microscope; Notes: Scan-head service						

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:

My Calendar [Export to Outlook](#)

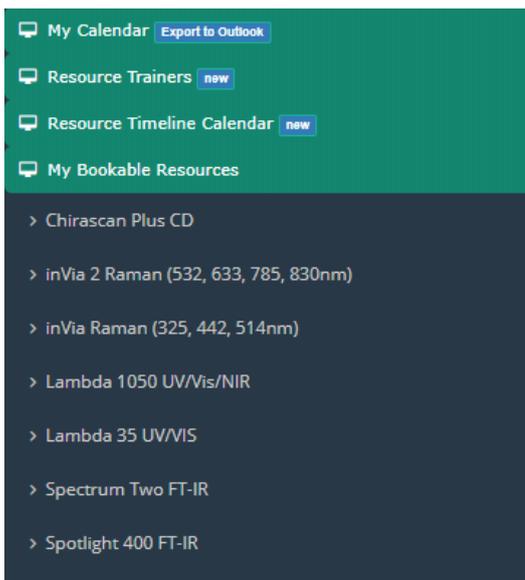
Resource Trainers **new**

Resource Timeline Calendar **new**

My Bookable Resources

- AFM
- BIOSCIENCES
- BSP
- DATA ANALYSIS
- LOWY
- NEURA
- WALLACE WURTH

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.



6.3.1 Operation Booking

Operation 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	<	>	PDF
Date		Description					
1 Jun 2018	09:30 - 14:00	Celine Heu Notes: Kate Pool Collaboration					
4 Jun 2018	14:00 - 16:30	Lakshmi 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	Lakshmi Atapattu (Training Event by Celine Heu)					
29 Jun 2018	13:30 - 16:30	Lakshmi 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

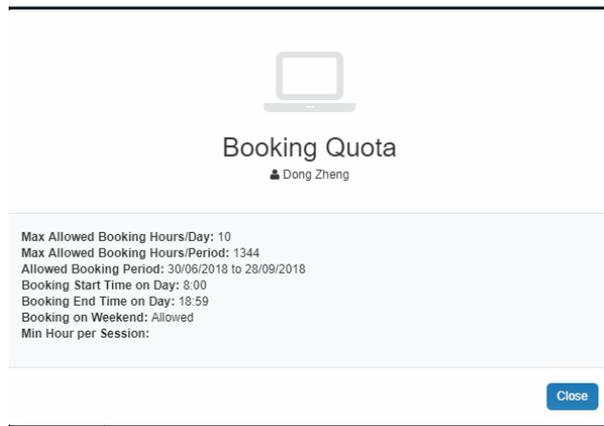
Full day

Reminder

DELETE CANCEL OK

- 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.



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.



AFM_CATALYST (LOWY)

Description

User

Aaron Gilmour
 Abbas Darestani Farahani
 Abhijith Prakash
 Abhirup Das
 Abigail Keogan
 Adam Martin
 Alessia Cullen

Selected Users

Notes

Time period

DELETE
CANCEL
OK

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:

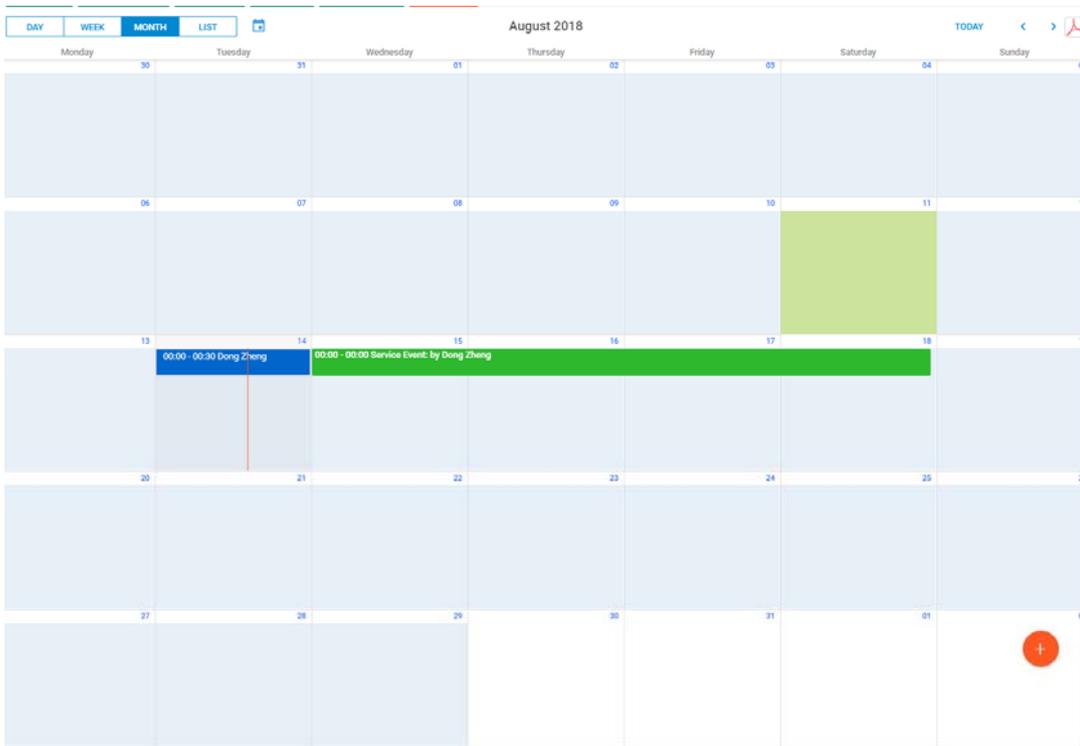
Service Type: Scheduled Unscheduled

Notes:

Time period:

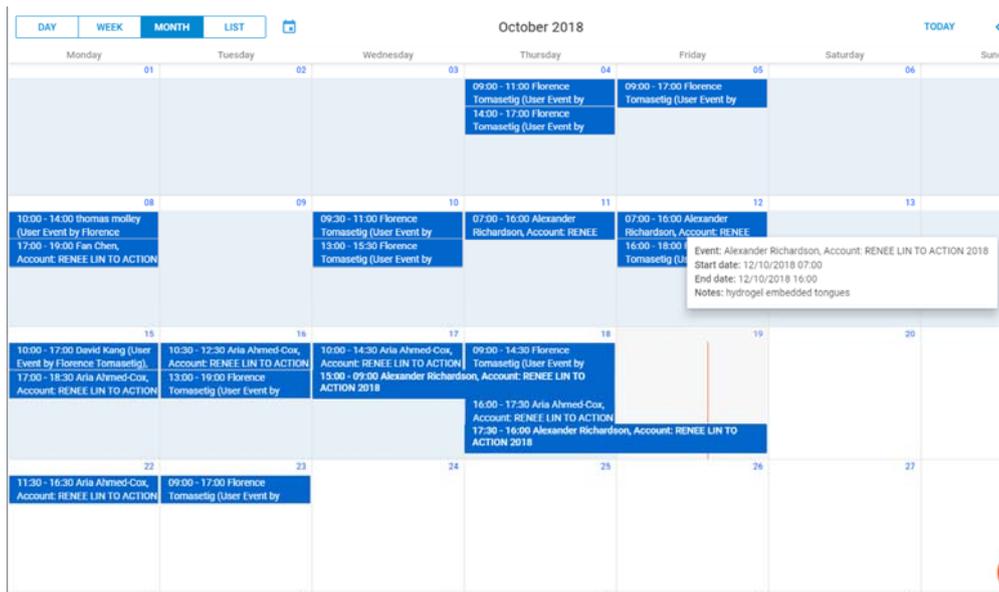
DELETE CANCEL OK

All the service bookings are open for changes, be in the past or to the future. They are coloured green to indicate that you can make changes or delete the service bookings.



6.3.7 Display Account in Booking Body

This selected account to make the bookings are shown in the booking body.



Regardless of the account number, account selection page always pops up to ask user to confirm before proceeding to the calendar page. This is option in System global setting to enable or disable the compulsory account selection.

Accutom10/100

Accept future bookings only

Account for Booking: INTERNAL ACCOUNT Continue

6.3.8 About Offset Setting behaviour in Calendar

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



300 NMR - GYRO

Description

Notes

Repeat event

Time period

Block Time: 17:00 - 20:00

Reminder

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

6.3.9 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

Daily
 Weekly
 Monthly

Every day
 Every workday

End by

Time period

Reminder

- 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 forms while booking the resource. The form might be used for capturing metadata of the sessions, such as referral form, consent form, sample form and safety form. 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.



Magnetom VIDA

📍 Accept future bookings only 📅 Switch to day/week view by clicking on DATE as link
 ⌚ Permitted Hours: 9:00 - 18:00
 📄 Account for Booking: Internal Account

📄 RINSW Referral Form
📄 Study Consent Form (optional)

To Attach Form:

Booking lightbox window shows the form buttons according to the settings in **Resource Manager**.

MAGNETOM VIDA

Description

Notes

Repeat event DISABLED

Time period

	🕒 09:00 ▼	29 ▼	August ▼	2019 ▼
	🕒 09:00 ▼	29 ▼	August ▼	2019 ▼

Uploaded Forms

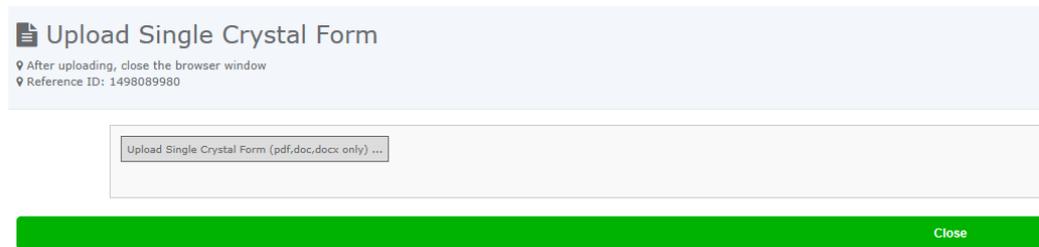
Reminder

UPLOAD RINSW REFERRAL FORM
UPLOAD STUDY CONSENT FORM (OPTIONAL)
OK

CANCEL
DELETE

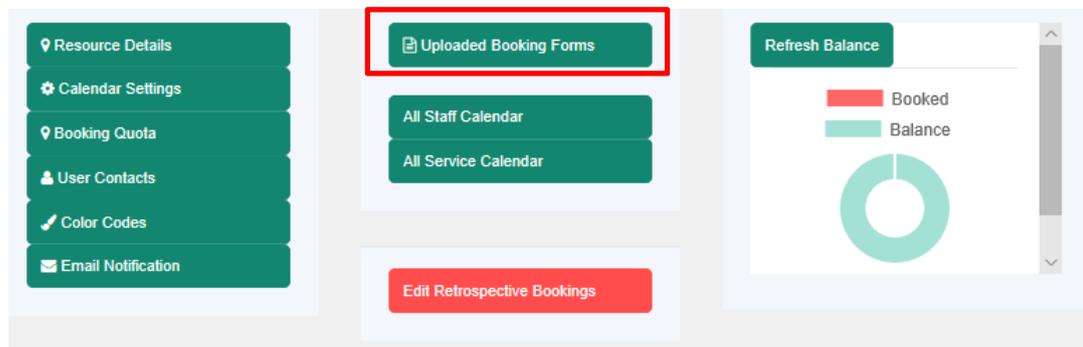


Click on **Upload XXXXX Form** to upload the form.



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.



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

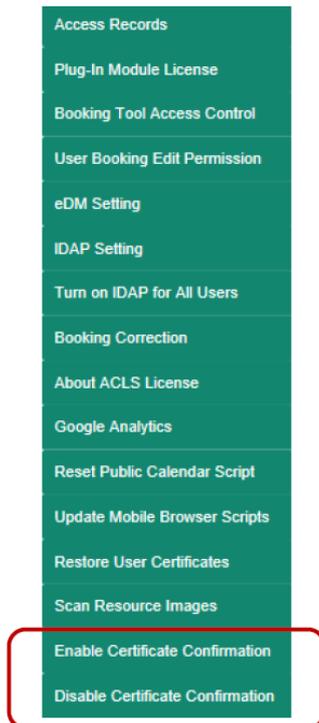
Before you can use this feature, you need to turn it on as system disables it by default. Go to **System Settings** -> **Configure System** to enable the parameter.



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.

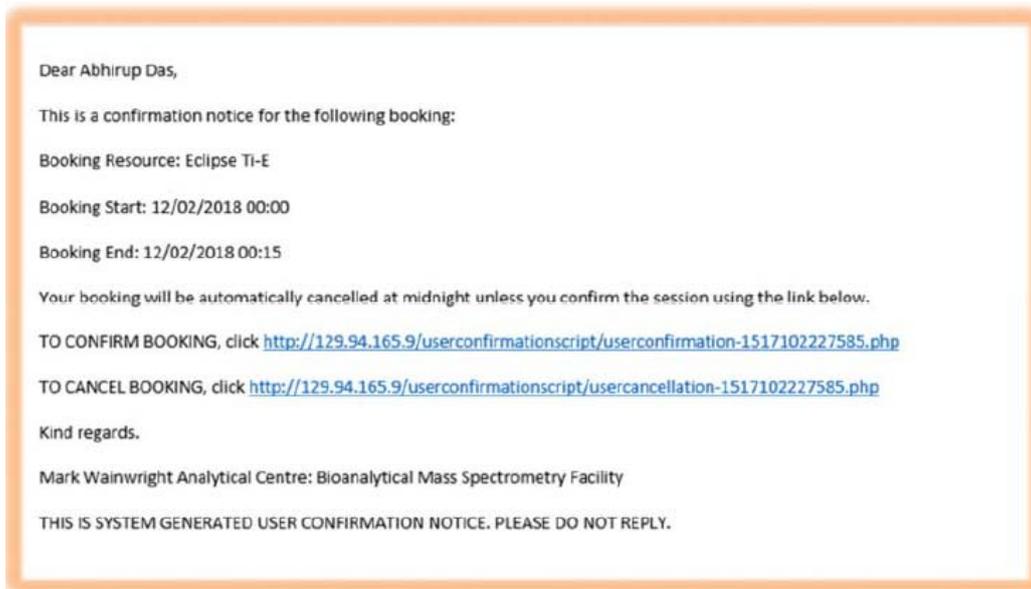


Resource	AFM_Catalyst (Lowy)
Certificate Title	AFM CATALYST - EXPERIENCED
Details	This certificate is to be issued to users of the AFM Catalyst (in Lowy) who have been trained and are competent using the microscope without supervision. Prior to issue of this certificate, the registered trainer must be satisfied that the
	5000 (max char 5000)
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"/>	

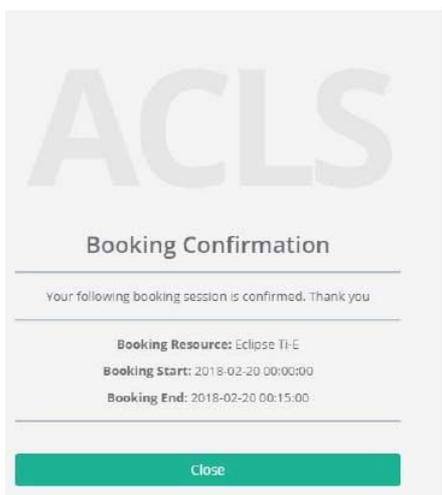
Explanation of two new parameters:

- 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.

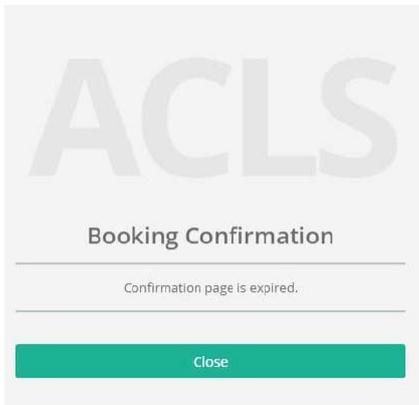


Click on the embedded URL to cancel the booking by itself.

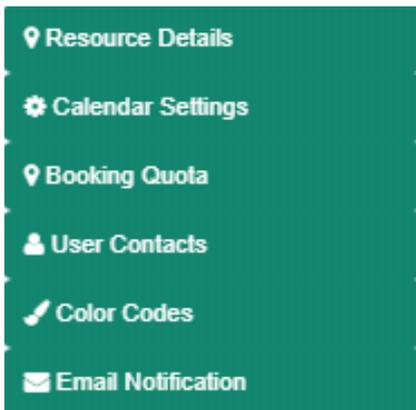




System scans the user confirmation response once a day at 12am, after scanning, systems turn off the reminder control to the responded bookings, and also cancel the bookings which the user does not respond on the same day. For the cancelled bookings, system sends the cancellation emails to the users. 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

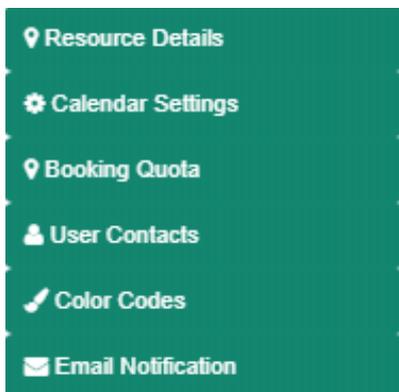


Calendar Settings

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

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

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



Booking Quota

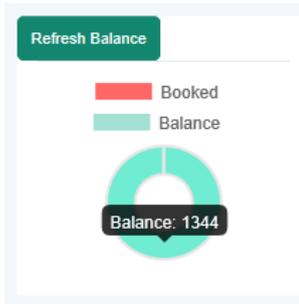
👤 Dong Zheng

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

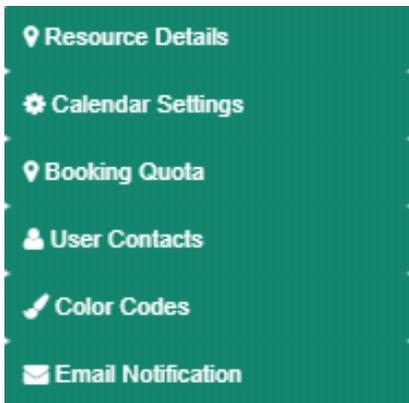
Close



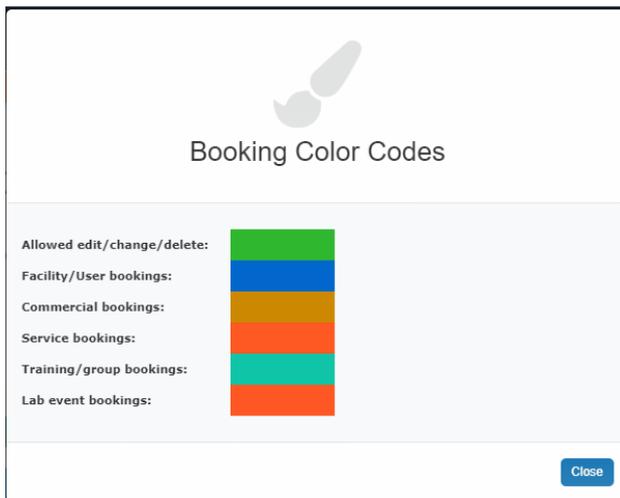
In addition to booking quota, you can check your booking balance by clicking on **Refresh** to the balance chart. Moving the mouse over the chart, the balance hours shows up.



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**.





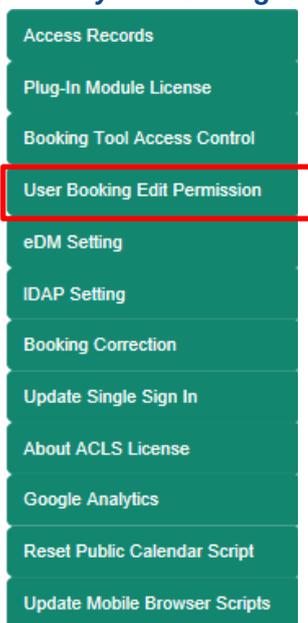
6.10 Change Others Bookings

This is available to staff only. The nominated staff group can change anyone's future bookings through **User/Approve Booking**. By default, this capability is disabled.

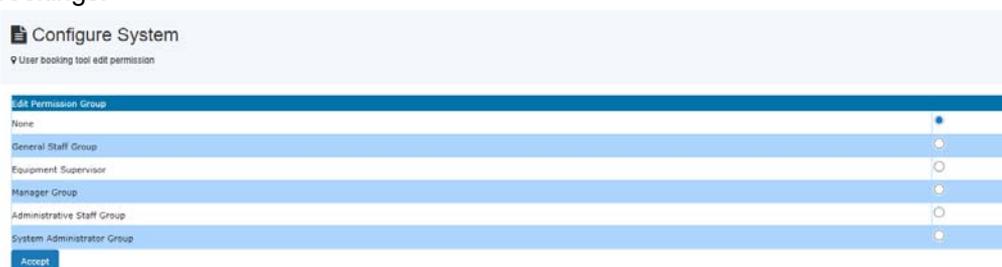
Please keep in mind that any future bookings can only be changed by the person who made the booking, or cancelled through service booking. If you enable this booking edit capability, you risk changing the bookings of others without their permission or by mistake. So it is highly suggested that you should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

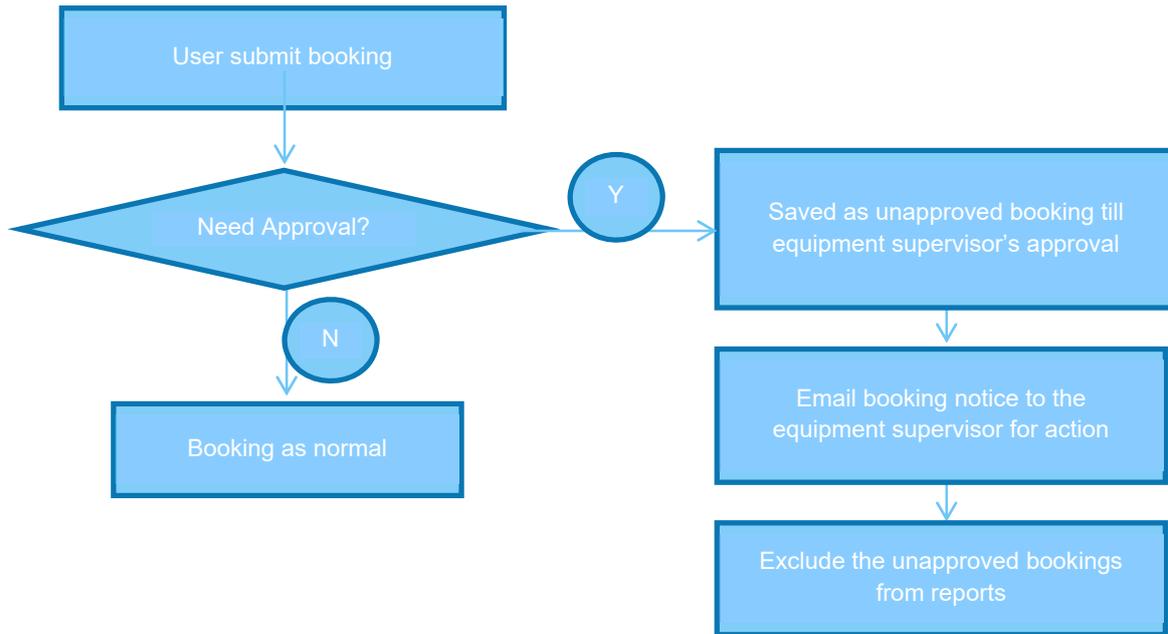


Tick the radio button to select the staff group you want to have the capability to edit other bookings.



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 Osipina 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 Cui: Approved Event, Notes: PRIMC	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: 17:00 - 19:00 Lana Ly: Approved Event, Notes: sort KD pos info	11:00 - 13:00 Hannah McCalmont: Approved Event 13:00 - 14:00 Kap-Hyoun Ko: Approved Event, Notes: 4 way 14:00 - 17:00 Curtis Cui: Approved Event, Notes: One 17:00 - 19:00 Lana Ly: Approved Event, Notes: sort KD pos info	09:00 - 10:00 Suzun Tay: Approved Event 10:00 - 13:00 Andrew Tee: Approved Event, Notes: Sorting 15:00 - 17:00 Jacqueline Loren Teakir: Approved Event, Notes: 16:00 - 19:00 Julie Thomas: Approved Event, Notes: CD34	09:00 - 11:00 Matthew Graus: Approved Event, Notes: Cell line 11:00 - 16:00 Andrew Tee: 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 Browlie: Notes: Public Holiday	09:00 - 11:00 Suzun Tay: Approved Event 11:00 - 13:00 Gabriela Martin: Approved Event, Notes: Plate 13:00 - 17:00 Kelly Clemens: Approved Event, Notes: 13:00 - 17:00 Julie Thomas: Approved Event	09:00 - 12:00 Ashwin Unnikrishnan: Approved Event 12:00 - 14:00 Kap-Hyoun Ko: Approved Event, Notes: 4way 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 KD 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 BService (User Event by Emma Johansson) 14:00 - 17:00 Julie Thomas: 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 KD 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 15:00 - 18:00 Julie Thomas: Approved Event	12:00 - 14:00 Basil Salic: 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 Suzun 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 - 15:00 Elizabeth Stout: Approved Event, Notes: 4 x GFP 15:00 - 17:00 Lana Ly: Approved Event, Notes: sort KD & GFP	12:00 - 16:00 Julie Thomas: Approved Event, Notes: CD34 16:00 - 19:00 Jackie Yishou 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: 3 12:00 - 14:00 Lana Ly: Approved Event, Notes: sort KD 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.

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

APPROVAL OF UNAPPROVED BOOKING EVENT

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

Approve 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.

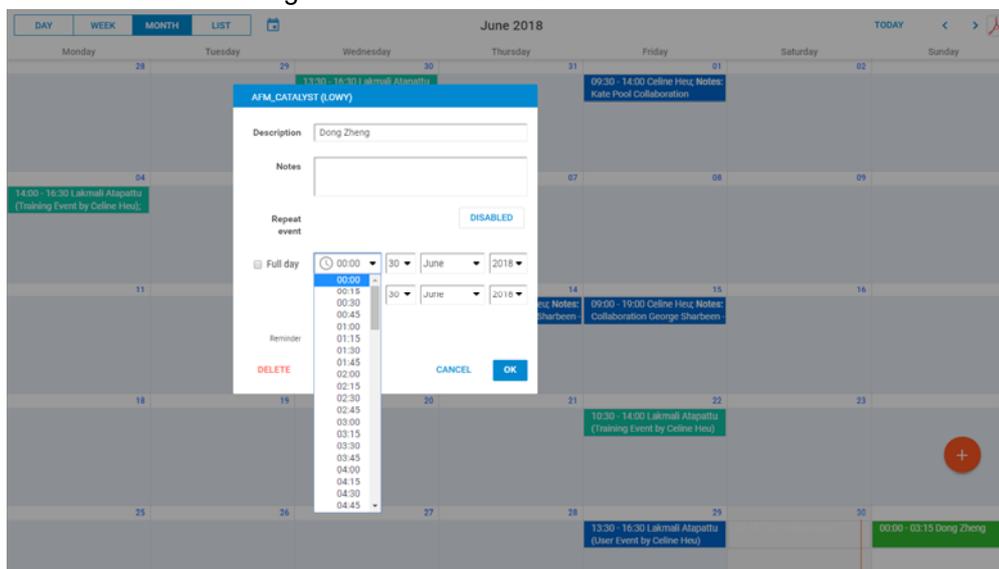
Go to **Utilities** -> **Resource Manager**, pick the Min Booking Unit that suits your needs.

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"/>



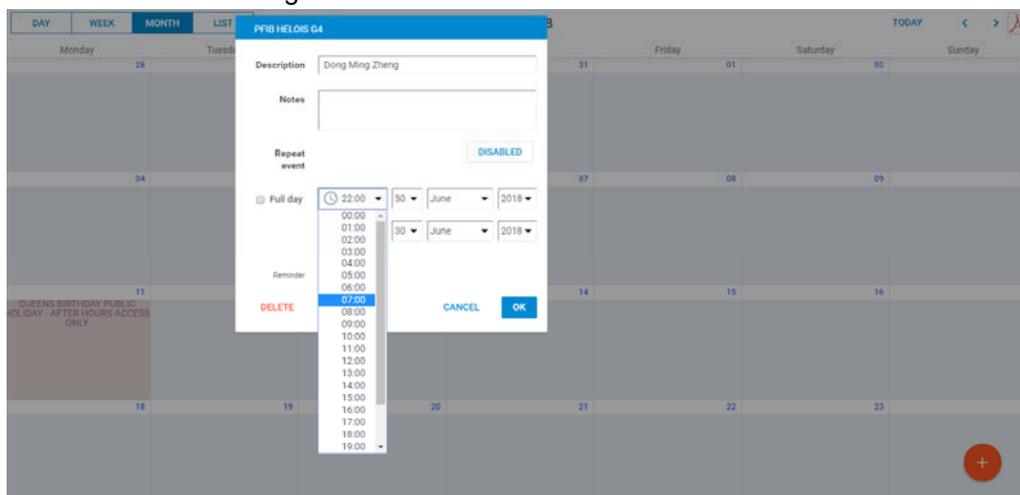
- If set to 15 minutes

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.

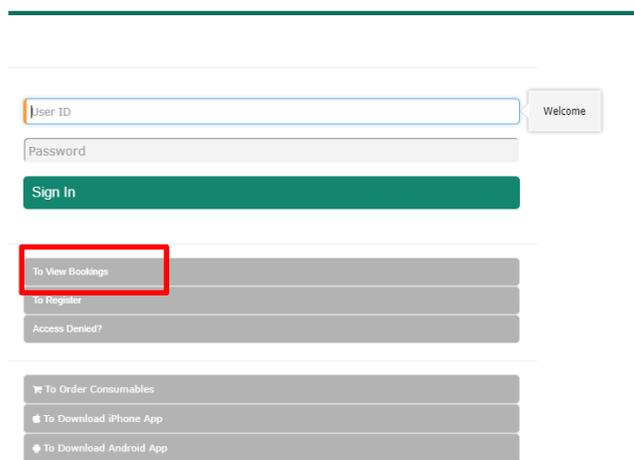
Admin/manager can go to **Utilities -> Resource Manager**, pick a resource and edit, then change the field “Min Hour per Session” to the min hours required. Simple and straightforward!



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

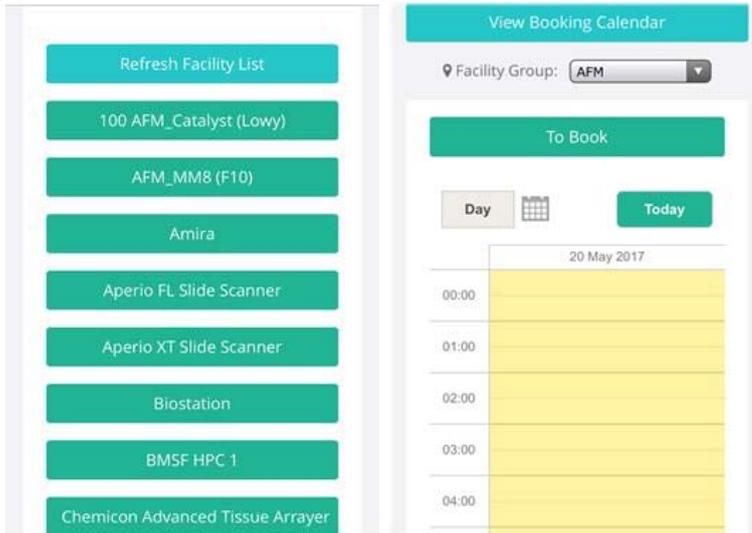
ACLS allows you to set up a Public Access Calendar without needing to login. The booking details can be hidden depending on your settings. The advantage of setting up the Public Access Calendar is to provide a quick way of accessing booking information.



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

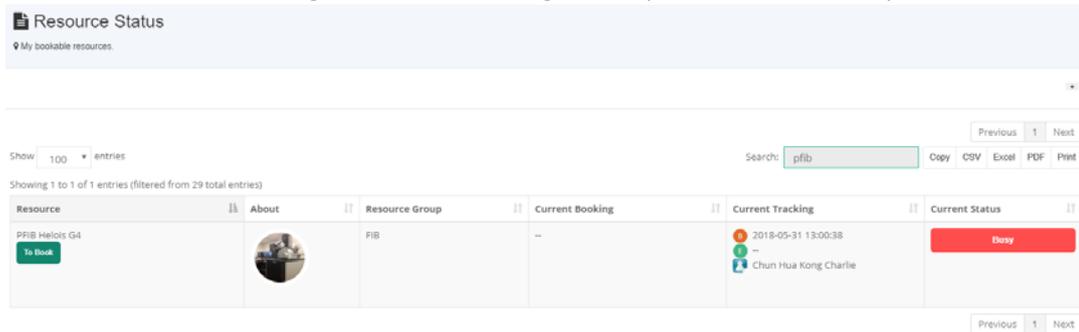


To View Bookings on Mobile Browser Version:



6.15 Check Resource Status

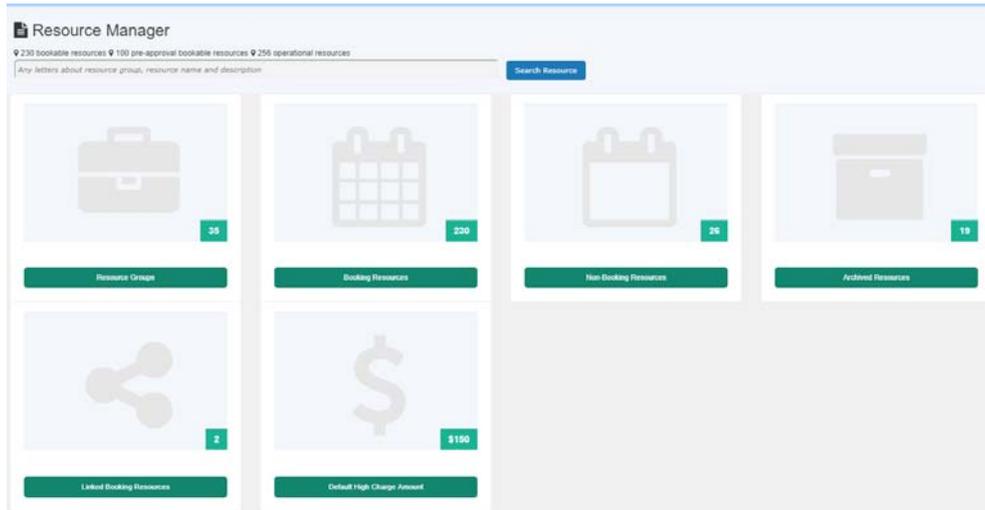
Click on [Dashboard -> Resource Status](#) to view the status of the resource. The status covers the current booking statue and tracking status (if tracker is installed).



6.16 Linked Booking Resources

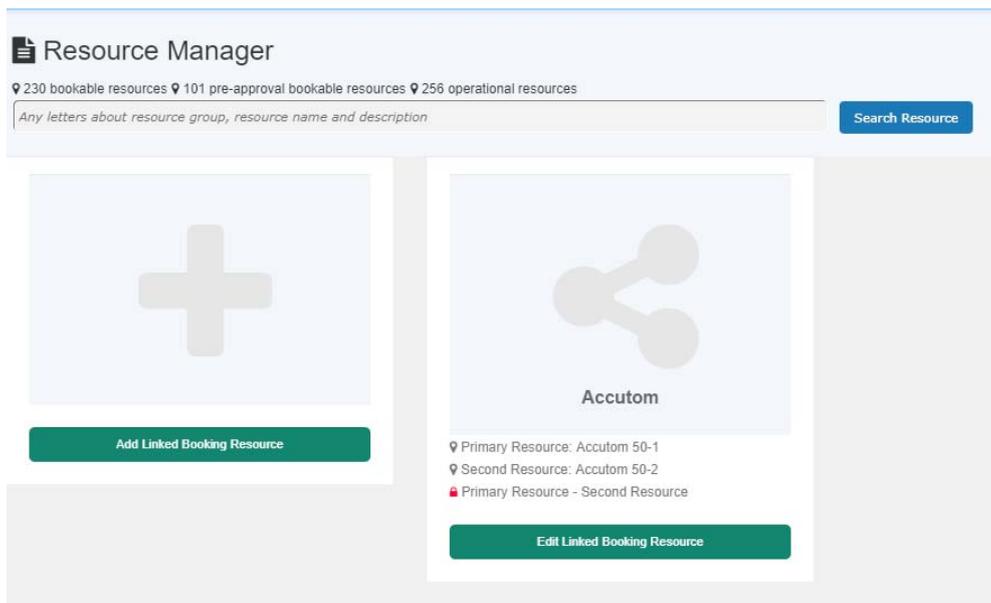
Through the linked resource calendar, user can book resource #1 and at the same time, system automatically book the linked resource #2. System checks availability of resource #2 before accepting the booking to avoid the double bookings.

First, you need to set up the linked booking resources via Resource Manager.



Open the Linked Booking Resources tile, you see the tiles to add new linked resources, and also the available linked resources.

System designs primary resource and second resource, if you get them linked, when user books primary one and system automatically books the second one, but not vice versa. It is one way to sync the booking between the primary and the second resource.



Go to Booking calendar, you can see the linked details if any. The dark grey colored bookings are the linked bookings. For example, you book Accutom 50-1, system automatically books the same time for Accutom 50-2 as they are linked.

Without the locking, the linked resources are disabled.



Edit/Add Linked Booking Resources

[Return](#)

Linked Resource Title:

Primary Linked Resource*:

Second Linked Resource*:

Linked Resource Relationship: Primary Second

Tick checkbox to activate the linked resources.
 Locking Primary+Second up means that if booking primary, second resource will be booked with the same session time automatically. Not vice versa.

Note:

[Submit](#)

Accutom 50-1

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 (Rate/Hour: \$0.00)

[Linked Group Resources](#)
 Primary Resource: Accutom 50-1
 Second Resource: Accutom 50-2

[Facility Booking](#)
[User/Approve Booking](#)
[Training Booking](#)
[Group Booking](#)
[Commercial Booking](#)
[Service Booking](#)

- [Resource Details](#)
- [Calendar Settings](#)
- [Booking Quota](#)
- [User Contacts](#)
- [Color Codes](#)
- [Email Notification](#)

[All Staff Calendar](#)
[All Service Calendar](#)

August 2018

Monday	Tuesday	Wednesday	Thursday	Friday
30	31 15:30 - 15:45 Elizabeth Ankers, Accutom 50-2: Approved Event,	01	02	03
06	07	08	09	10
13 00:00 - 00:15 Dong Zheng, Accutom 50-1, Account: 00:00 - 00:15 Dong Zheng, Accutom 50-2, Account: 00:30 - 00:45 Dong Zheng, Accutom 50-2, Account:	14 00:00 - 02:15 Dong Zheng, Accutom 50-1, Account: 00:00 - 02:15 Dong Zheng, Accutom 50-2, Account:	15 00:00 - 02:15 Dong Zheng, Accutom 50-2, Account: 00:00 - 02:15 Dong Zheng, Accutom 50-1, Account:	16 08:00 - 08:15 Elizabeth Ankers, Accutom 50-1: Approved Event, 08:00 - 08:15 Elizabeth Ankers, Accutom 50-2: Unapproved	17

6.16.1 Make bookings to the linked bookable resources

All the following booking tools are modified to handle the booking for the linked resources. The dark grey is used to indicate the linked second resource bookings.

- Operation booking tool:



03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

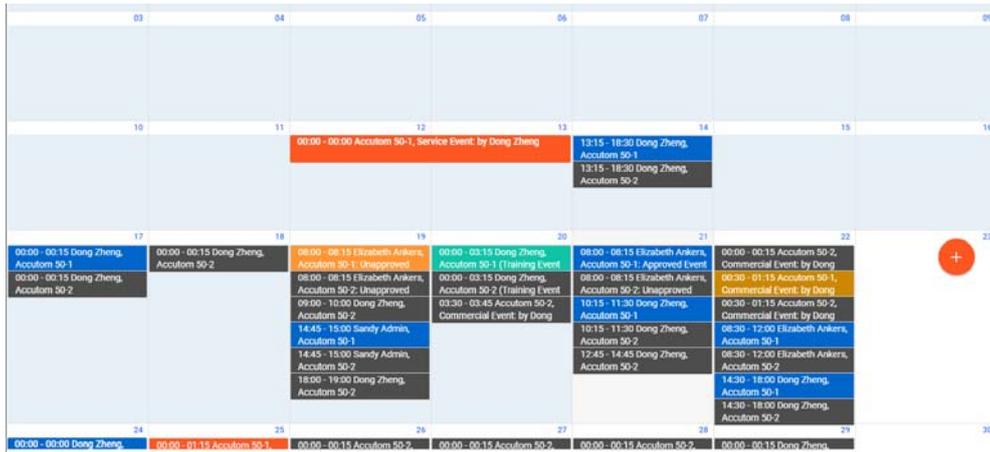
- User booking tool:

03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

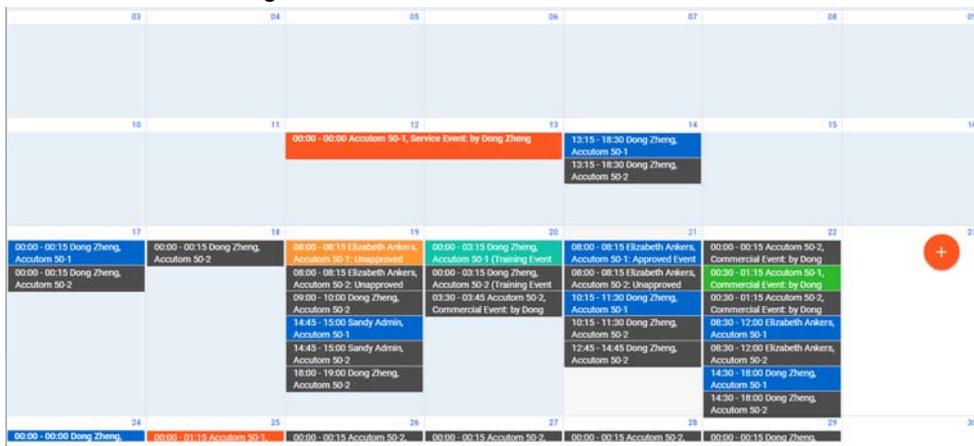
- Training booking tool:

03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

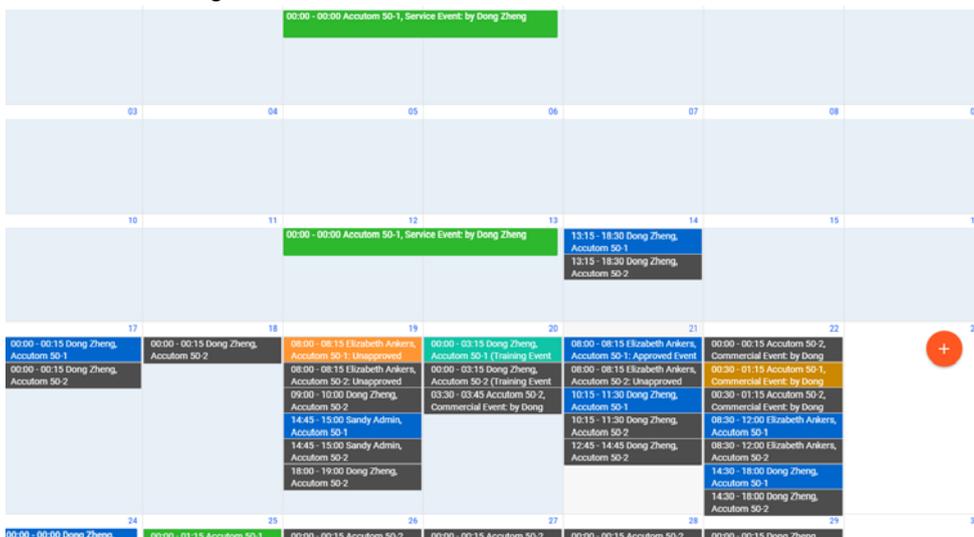
- Group booking tool:



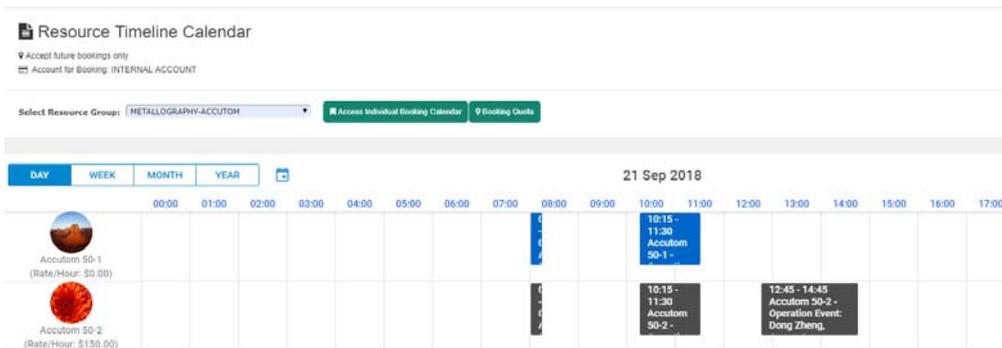
- Commercial booking tool:



- Service booking tool:

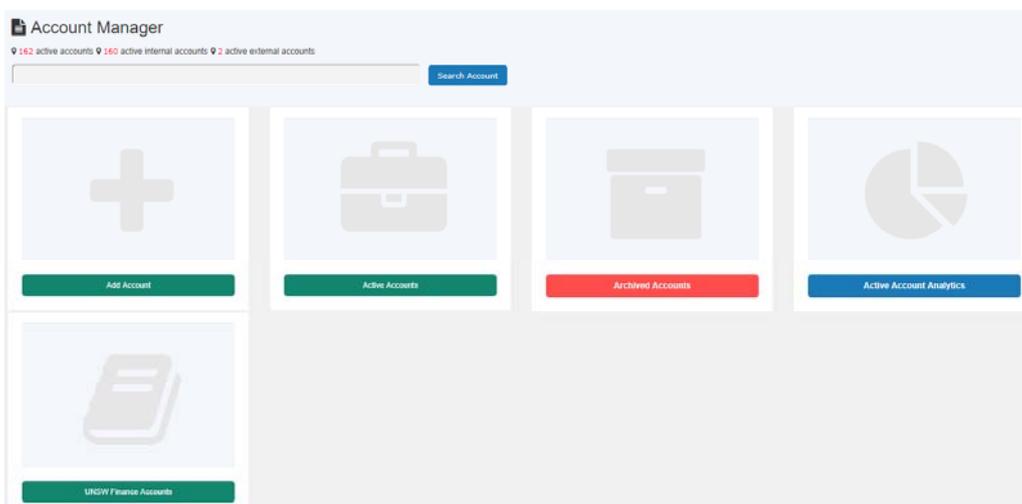


- Timeline booking tool:



6.17 Set Up Accounts

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



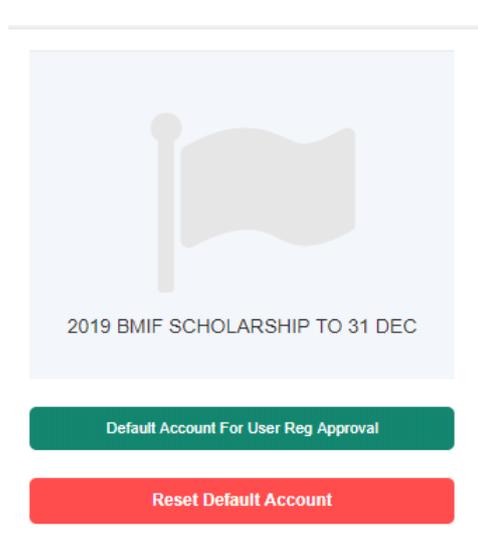
The Account Manager screen requires the following information.

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

6.18 Default User Registration Account



For the labs which do not require to capture the usage for billing, you are able to set up a default account for each registration approval, which means ACLS automatically adds the default account to the new user profile so he can start to book resources. By doing so, you don't need to process account information for each new user.



The default account is displayed if it is selected. Click on reset to clear the default account setting.

To set up default account, click on Default Account for User Reg Approval.



6.19 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:
 - Create budget envelopes
 - Edit budget envelopes

Budget Envelop

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

- Parameter descriptions:
 - Budget name: by default, it is the same as the account name to make it easy to identify. However, you can change this to any name.
 - Account: account for the budget envelop.
 - Start date: it is recommended that the budget envelop start date is the first date of the first month of the financial year.



- Expiry date: the system assigns the expiry date of an account as default. It is recommended to take the last date of the last month of the financial year.
- Note: for any special notes.
- Rollover enable: If enabled, you can do a rollover. If not, then this budget envelop is disabled and you can use this budget envelop for bookkeeping only.
- Rollover schedule enable: not in use.
- Rollover scheduled date of month: not in use.
- Email alert enable: If enabled, the system runs an auto-check against the **Alert Threshold of Budget Balance**. If the balance is below the minimum, the system sends out an alert to the affected users and the staff members activated through **Email Alert Configure**. If not, the system will not run any checks against the minimum balance.
- Days to deactivate account: If set to 0 (zero), it means that the system will not run a check against the minimum balance for account deactivation. If set to one or more days, the system will run a check against the minimum balance, and deactivate the account after the number of days set in this option when the budget balance is below the minimum. So once the account is deactivated, user access to ACLS may be stopped, depending on the number of active accounts they hold.

- Received Payment & Operation Cost:

Received Payment & Operation Cost

PAYMENT & COST UPDATE

Active Budget Envelop:

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

Back

- 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"/>

Accept Reset

Payment & Cost History

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

- Budget Rollover:

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

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

Budget Rollover

BUDGET ROLLOVER

Active Budget Envelop:

Accept



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

6.20 Register a Project

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



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

- Project short title
- Project full (long) title
- Project supervisor (contact point of project)
- Project accounts
- Cost contributions from each account in the project
- Project researchers
- Charge rate for each researcher
- Project validation

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

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

The screenshot displays the 'Project Manager' interface. At the top, it shows '266 active projects' and '266 expired projects'. Below this is a search bar with a 'Search Project' button and a 'Sort Projects By Supervisor' button. The main content area is divided into 'Active Projects' and 'Expired Projects' tabs. The 'Active Projects' tab is selected, showing a form for a project. The form includes fields for 'Active Project Short Title', 'Project Full Title', 'Supervisor', 'Other Researchers' (no researchers), and 'Available Accounts' (no accounts). There is a 'Project Description' field with a globe icon. Below the description are fields for 'Valid From Date' (22/06/2017) and 'Project Due Date' (10/02/2027). The 'Project Code' is 0. At the bottom, there is a 'Record Created' status and buttons for 'Edit', 'Delete', 'Add', and 'Clone'.

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

Project Form:

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

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



Project Manager

Add project forms:

[Return](#)

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

Documents Upload (pdf,doc only) ...

[Save Form to Project](#)

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

[Delete](#)

[acischangeelog_5.pdf](#)

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

6.21 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

6.21.1 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.

6.21.2 Find User Training Records

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

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

6.21.3 Newly Reg User Summary

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

6.22 Export User Data

Through **User Profile Analyser -> Grid Charts**, you are able to export user data to an Excel file using the onscreen excel tool.



First, you need to define user data fields. Simply select the data field of your choice, and submit.

6.23 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



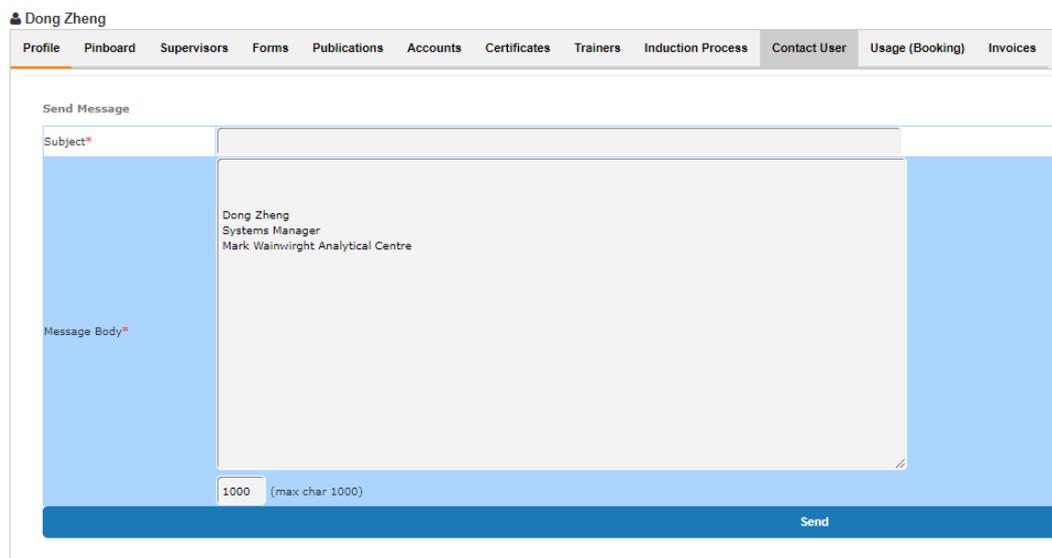
You can set up your own favorite mailing list. Choose **My Mailing List** in Type of Group, you can show the list details and you can broadcast or get the email list for My Mailing List.

- 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.

6.24 Contact User

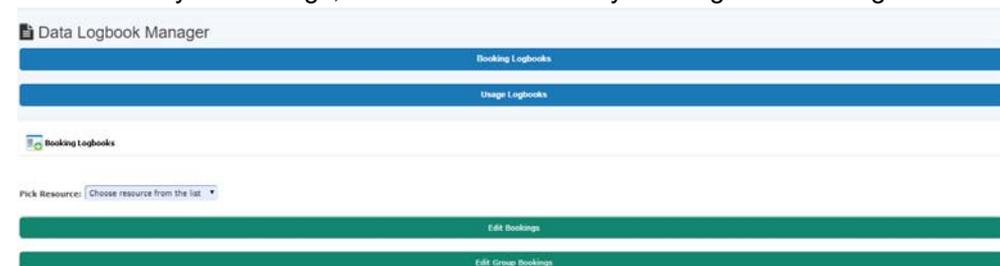
Staff are able to contact each user at the user profile page. This is a handy tool to communicate with the user.



6.25 Edit Booking Data and Usage Log Data

6.25.1 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.





6.25.2 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.



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
(Table is empty)									

- Have error logs:

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

ERROR LOGS TABLE

Login Date	Login Time	Login Project	Logout Date	Logout Time	Logout Project	Usage Hours	Login User	Logout User	Notes
21/10/2015	12:00:00 AM	METABOLOMIC MODELLING IN GLIOBLASTOMA	21/10/2015	8:34:16 AM	METABOLOMIC MODELLING IN GLIOBLASTOMA	8.6	Shil In Use	Amaline 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	Esmaeli Adabifiroozjari	Esmaeli 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 Kabi
	07/05/2016	11:40:38 AM	UNSWA-MATSC+EN-OP001-PS33515	07/05/2016	12:43:40 PM	UNSWA-MATSC+EN-OP001-PS33515	1.1	Mohammad Sharear Kabir	Mohammad Sharear Kabi
	08/05/2016	11:39:58 AM	UNSWA-MATSC+EN-OP001-PS33515	08/05/2016	11:40:39 AM	UNSWA-MATSC+EN-OP001-PS33515	0.0	Mohammad Sharear Kabir	Mohammad Sharear Kabi
	09/05/2016	10:29:57 AM	UNSWA-ELECMICR-BA101-PSW1733	09/05/2016	10:53:03 AM	UNSWA-ELECMICR-BA101-PSW1733	0.4	Chun Hua Kong, Charlie	Chun Hua Kong, Charlie
	09/05/2016	1:05:45 PM	UNSWA-MATSC+EN-RF112-PS39473	09/05/2016	1:24:39 PM	UNSWA-MATSC+EN-RF112-PS39473	0.3	Esmaeli Adabifiroozjari	Esmaeli 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.

6.26 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

6.26.1 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

Month of Report:

Year of Report:

- 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
March	2019	00/04/2019	Renee Whan	<input type="button" value="Booking Data Report"/>

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

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
 Batch report feature offers full booking and usage reports

Month of Report:

Year of Report:

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



Period Booking Report



Month: September ▼
Year: 2018 ▼

User Booking Report



Month: September ▼
Year: 2018 ▼

Resource Booking Report



Month: September ▼
Year: 2018 ▼

School/Org Booking Report



Month: September ▼
Year: 2018 ▼

Operation Booking Report



Month: September ▼
Year: 2018 ▼

User Booking Report



Month: September ▼
Year: 2018 ▼

Training Booking Report



Month: September ▼
Year: 2018 ▼

Group Booking Report



Month: September ▼
Year: 2018 ▼

Commercial Booking Report



Month: September ▼
Year: 2018 ▼

Service Booking Report

6.26.2 User Report Snapshot

Booking Report - User
Report for June 2018

ARDULAZIZ ALAZHAN - School/Organization: Petroleum Engineering

Resource: SEM 3400X

Booked Event Start Time	Booked Event End Time	Booked Hours	Account
26/06/2018 11:00	26/06/2018 13:00	2.00	#TRAINING \$300(including 8 hours+\$60 training fee)
Booked Hours	Account		
2.00	#TRAINING \$300(including 8 hours+\$60 training fee)		

6.26.3 Resource Report Snapshot

Booking Report - Resource
Report for June 2018
SEM 230

Show: 500 ▼ entries Previous 1 Next

Showing 1 to 73 of 73 entries Search: Copy CSV Excel PDF

User Name	School/Organization	Supervisor	Account	Account Charge/Hour	Booked Hours	Tracker Hours	Charges
Ying Zhu	Medicine	Yang Li	UNSWA-STOGL-RE399-RG161896	\$40.00	3.00	2.11	\$128.00
Carolin Roemer	School of Photovoltaic and Renewable Energy Engineering	Alison Lennon	UNSWA-CPVE-RE994-RG172431	\$40.00	8.00	3.80	\$240.00
Yikai Sun	Medicine	Vedran Lovic	UNSWA-POWORTH0-RES05-RG131885	\$35.00	4.00	3.99	\$140.00
Jueming Ring	Centre for Photovoltaic Engineering	Ante Ho-Battle	UNSWA-USAAPV-RE685-RG123622M	\$35.00	2.00	1.75	\$70.00
Tao Yang	Chemical Engineering	Rona Chandrasekhar	UNSWA-CEIC-0001-PS48126	\$40.00	10.00	9.58	\$400.00
Yong Hu	Photovoltaics Special Research Center	Shuyun Huang	UNSWA-CPVE-RE110-RG132555	\$35.00	3.00	0.34	\$105.00
Ju Sun	Chemical Engineering	Da-wei Wang	UNSWA-RESLABS-OP001-PS35618	\$35.00	2.00	1.58	\$70.00
Ying Pan	Material Sciences	Devin Chu	UNSWA-MAT3C-EN-RE784-RG132036	\$40.00	7.00	4.77	\$280.00



6.26.4 School Report Snapshot

Booking Report - School/Organization

Report for June 2018
Biomedical Eng

Show: 500 entries

Search:

Previous 1 Next

Copy CSV Excel PDF

Showing 1 to 7 of 7 entries

User Name	Supervisor	Account	Resource	Account Charge/Hour	Booked Hours	Charges
Anton Nathanson	Melissa Knothe-Tale	UNSWA-QBIOM-RE142-R0160126	SEM 230	\$40.00	2.00	\$80.00
Sub-Total						\$80.00
Manisa Baykafa	Jelena Rijak-Kovacic	UNSWA-QBIOM-RE118-R0141001	SEM 3400K	\$40.00	2.00	\$80.00
Sub-Total						\$80.00
Total					4.00	\$160.00

Previous 1 Next

6.27 Generate Invoice Statement

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

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

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

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

Find Invoices

[Cancel Sample Job Invoice](#)

Selection of Booking Invoice:

Selection of Sample Job Invoice:

Selection of Cancelled Sample Job Invoice:

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

[Search](#)



6.27.1 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: May

Year: 2017

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





6.27.2 Supervisor Invoice Snapshot: Sample Jobs

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

Sample Report



Month:

Year:

Sample Jobs Report

Sample Invoicing

Sample Job Invoicing:

Supervisor:

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

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	BMEF - Biomedical Imaging Facility	BRIL PS23971 0P001	4	Paraffin Slides(Animal Tissue)	Slide Scanning (Aperio XT)	\$10.00	\$40.00
								\$40.00

Invoice No: ST00000004

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



[Email To Supervisor](#)

6.27.3 Batch Data Invoice Statement (bDIS)

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

Resource Booking Invoicing



Month:

Year:

Supervisor Invoicing

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](#).



Resource Batch Invoicing

Month of Invoicing: September

Year of Invoicing: 2018

Run Batch Invoicing: Now Overnight

Submit

2018 Invoices

1

2017 Invoices

2

2016 Invoices

0

2015 Invoices

2

2014 Invoices

0

2013 Invoices

0

2012 Invoices

0

2011 Invoices

116

2010 Invoices

136

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

Batch Invoicing

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

Tick to send a copy to self as record

Email To Selected Supervisors **Email To All**



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

6.28 Invoicing Summary

This feature is to make invoicing job easier for lab managers and admin staff. Admin can easily combine all invoices over a month or over a year. The invoice covers usage charges and consumable charges, and also the original invoices.

Resource Invoicing Summary

Please run booking invoicing or batch invoicing if there are no invoices available.

Showing 1 to 22 of 22 entries

Year	Month	Supervisor Name	School/Org	Account	Consumable Charges (\$)	Charges (\$)	Invoice Link
2018	January	Naresh Kumar	Chemistry	UNSW-CHEMSCLOP001-PSS1200	0	90.56	00001783
2018	January	Lex Field	Chemistry	UNSW-ANALYTASIRTP-P519351	0	248.4	00001699
2018	January	Martina Stenzel	Chemistry	UNSW-CHEMSCI-RE118-RG150043	0	393.36	00001782
2018	January	Jason Hasper	Chemistry	UNSW-CHEMSCI-RE118-RG170733	0	3934.92	00001692
2018	January	Graham Ball	Chemistry	UNSW-CHEMSCI-RE118-RG168727	0	560.85	00001691
2018	January	Stephen Cobran	Chemistry	UNSW-CHEMSCI-RE118-RG150756	0	12.35	00001756
2018	January	Rosa Antal	ChemEng and IndChem	UNSW-CEIC-RE124-RG140248	0	74.55	00001755
2018	January	Paul Munroe	Material Sci and Eng	UNSW-MATSCEN-OP001-P533515	0	23.96	00001754
2018	January	Jonathan Morris	Chemistry	UNSW-CHEMSCI-SPP04-P533029	0	49.99	00001699
2018	January	Ailson Lennon	Photovoltaics	UNSW-CPVE-RE118-RG160444	0	100.1	00001634
2018	January	Caroline Rae (LINDY)	Medical Sciences	UNSW-POWIMRI-RF333-P520033	0	430.9	00001655
2018	January	Shelli McAlpine	Chemistry	UNSW-CHEMSCI-OP001-P521107	0	115.14	00001756
2018	January	Luke Hurter	Chemistry	UNSW-CHEMSCI-OP001-P525841	0	133.26	00001791
2018	January	Chris Sorrell	Material Sci and Eng	UNSW-MATSCEN-RE118-RG160658	0	121.95	00001686
2018	January	Jon Beves	Chemistry	UNSW-CHEMSCI-RE118-RG150099	0	792.72	00001695
2018	January	Louise Brown	Macquarie University	ALL184952	0	53.25	00001700
2018	January	Thanh Vinh Nguyen	Chemistry	UNSW-CHEMSCI-OP001-P5336104	0	69.07	00001709
2018	January	Sophia Gu	Faculty of Engineering	UNSW-CEIC-IR001-P541332	0	10.65	00001737
2018	January	Danyang Wang	Material Sci and Eng	UNSW-MATSCEN-RE118-RG160537	0	274.39	00001689
2018	January	Jiangbo Xu	Faculty of Engineering	UNSW-NANO-RES16-RG161296	0	114.4	00001693
2018	January	Cherilogh Aree	Faculty of Engineering	UNSW-PETRO-RES49-RG133995	0	42.25	00001687
2018	January	Quan Heng Veeh	Faculty of Engineering	UNSW-RES-LABS-OP001-P524755	0	8.2	00001655

Previous 1 Next

6.29 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:

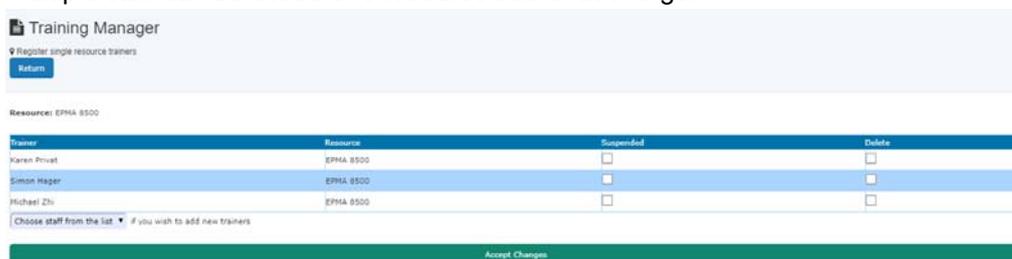
- Trainers per resource
- Trainers per resource group

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

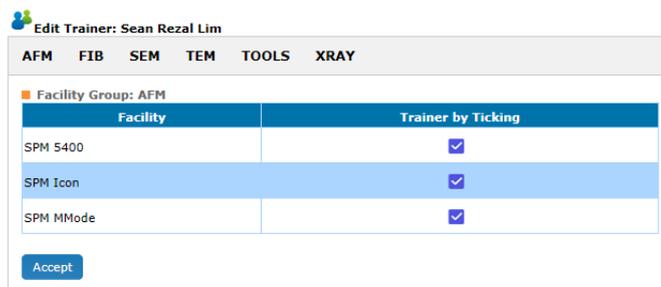
Group certificates supersede the single resource certificates. The same rules apply to trainers.

6.29.1 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.



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.



6.29.2 Set Up Primary Trainer

Primary trainer is the first in the trainer contact list at resource details of the calendar or resource catalogues.



Training Manager
 Register single resource trainers
 Return

Resource: Accutom-50

Trainer	Resource	Primary Trainer	Suspended	Delete
Dong Zheng	Accutom-50	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shokouleh Halekiani	Accutom-50	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andreas Kupke	Accutom-50	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Accept Changes

3D Printer Autodesk Ember

Resource Group: BIO-CHEM LAB FACILITIES

Description:

Location:

Trainers: Lachlan Hyde; Gediminas Gervinskas; John Paul Teodosio;

Close

6.29.3 Find Resource Trainers

To facilitate the finding resource trainers, a new menu and an access button is added to booking tab.

Resource Catalogue

Corea Analytics: Top 10 most booked resources

Resource Trainers can be found here

Resource Catalogue

256 Resources



Dashboard Booking Publications Samples Survey Excel Staff

Type resource name, select to book

- My Calendar
- Booking Summary View
- Resource Trainers new**
- Resource Timeline Calendar new
- My Bookable Resources refresh resource list

BALL MILLS

CAD/CAE LAB

CARBON NEXUS

CHARACTERISATION

COMPOSITES

COMPOSITES FUMEHOODS

CSIRO MICROSCOPY

DEFORMATION ANALYSIS

ELECTRON MICROSCOPY

FACILITY GROUP #1

FURNACES

GENERAL CHEMISTRY LAB SPACE

Resource Trainers

Show 100 entries

Showing 1 to 100 of 963 entries

Resource
Accutom-50
Accutom 50-1
Accutom 50-1
Accutom 50-2
Accutom 50-2
Accutom10/100
Advanced Plasma System (PVD + PECVD)
Advanced Plasma System (PVD + PECVD)
Ahiba IR Pro Dyeing Machine

6.29.4 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
 Selected to edit certificate
 Return

Facility: XSD-Empyrean II

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

edit Delete Add Clone

Maximum Booking Hours/Day: 24
 Maximum Booking Period (Day): 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.

6.29.5 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



6.29.6 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
Report by the selected month or the selected period

October 2018 [Continue](#)

From: 19/09/2018 To: 19/10/2018 [Continue](#)

Training Certificate Report
Certificate Report By Month: May 2017

[Export to EXCEL](#)

Show: 500 entries Search: [Copy](#) [CSV](#) [Excel](#) [PDF](#)

Facility	Facility Group	User Name	Certificate	Issued Time	Trainer
XRD-Empyrean	XRD LAB	Xiaoheng Jin	EMPYREAN TRAINING CERTIFICATE	19/05/2017 09:07	Yu Wang
XRD-Empyrean	XRD LAB	Xinyue Wen	EMPYREAN TRAINING CERTIFICATE	25/05/2017 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	Yueheng Wang	EMPYREAN TRAINING CERTIFICATE	30/05/2017 15:57	Yu Wang
XRD-Empyrean	XRD LAB	Jeremy Bogovac	EMPYREAN TRAINING CERTIFICATE	19/05/2017 08:51	Yu Wang
XRD-Empyrean	XRD LAB	Banyue Zhang	EMPYREAN TRAINING CERTIFICATE	19/05/2017 08:55	Yu Wang
XRD-Empyrean	XRD LAB	Yiwei 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 Tsouhian	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 Zakeri	EMPYREAN II TRAINING CERTIFICATE	18/05/2017 09:05	Yu Wang
XRD-Empyrean III	XRD LAB	Alexander Crute	EMPYREAN III TRAINING CERTIFICATE	04/05/2017 15:30	Yu Wang

6.29.7 User Certification Notes

A note field is available to the user certification process. The trainers can have the options to record the notes for each training records.

The certification notes are served as the part of training records in relation to any signed forms.

User Profile Manager
Edit user certificates

Certificate Title	Code	Suspended	Issued Time	Notes	Trainer
AFM CATALYST - AFTERHOURS	26	<input type="checkbox"/>	20/03/2019, 22:42:29	20/03/2019 (Dong Zheng): user training shows he is still not quite sure about the sample preparation requirements. 20/03/2019 (Dong Zheng): user training shows he is still not quite sure about the sample preparation requirements.	Dong Zheng

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

[Accept Changes](#)

[Add Notes - AFM CATALYST - AFTERHOURS](#)



6.30 Record User Forms

There are two ways to do so.

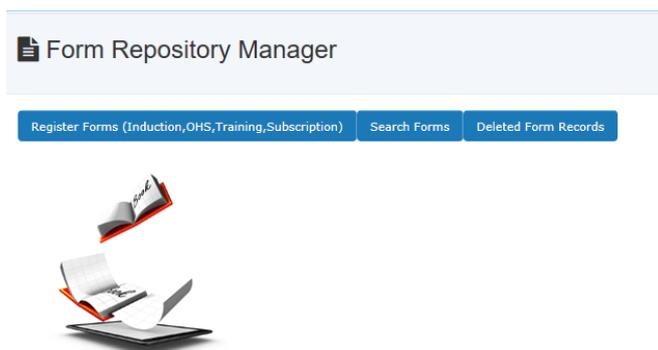
Through **User Profile Manager**, add form to the user.

The screenshot displays the 'Form' tab within a user profile management system. At the top, there are navigation tabs: Profile, Pinboard, Supervisor, Form (selected), Publication, Account, Certificate, Usage (Booking), and Invoice. Below these, two existing forms are listed: 'Induction Form:2846-28-09-2016-1115.pdf' added by Michael Zhi on 9/29/2016, and 'Induction Form:2846-29-05-2015-708.pdf' added by Mel McGuirk on 5/29/2015. The main section is titled 'Upload Form:' and features a 'Type of Form' dropdown menu currently set to 'Induction Form'. A red warning message states: 'Upon upload, you MUST click on Button [Save To Form Registry] to complete form registrations:'. Below this is a file upload field labeled 'Form in PDF' with a button 'Induction Form Upload (pdf only) ...'. A 'Note' field is present but empty. At the bottom left of the form area is a blue button labeled 'Save To Form Registry'.

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

- Induction
- OHS
- Access
- Subscription

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



- Register Forms:

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



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

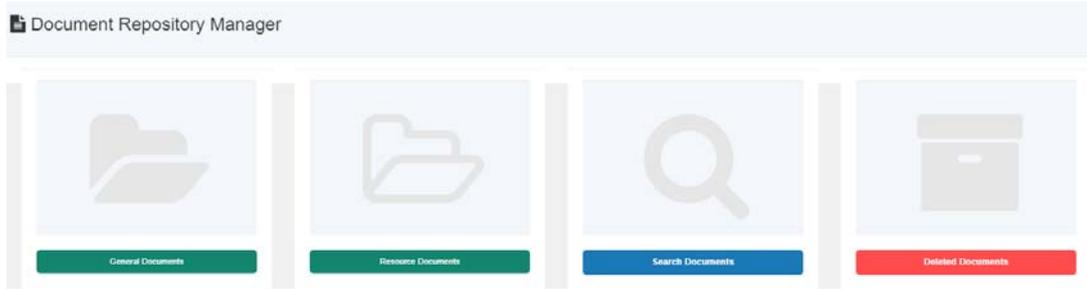
Key Words: (user name)
 ab

User Name	Forms
ABDULAZIZ ALAZMAN	<div style="text-align: right; color: red; font-weight: bold;">Delete</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>
Abhijith Prakash	<div style="text-align: right; color: red; font-weight: bold;">Delete</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>

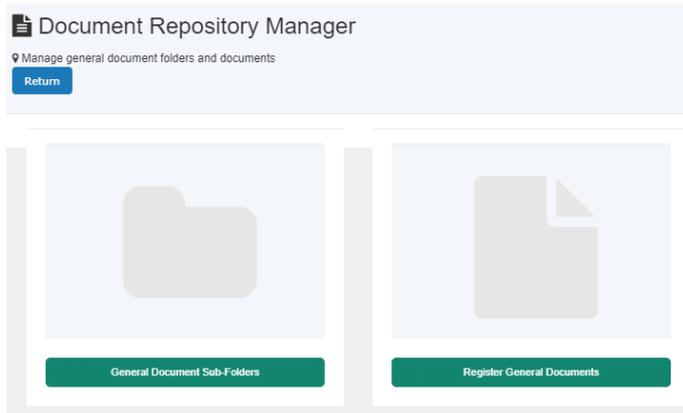
6.31 Store and Share Documents

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:

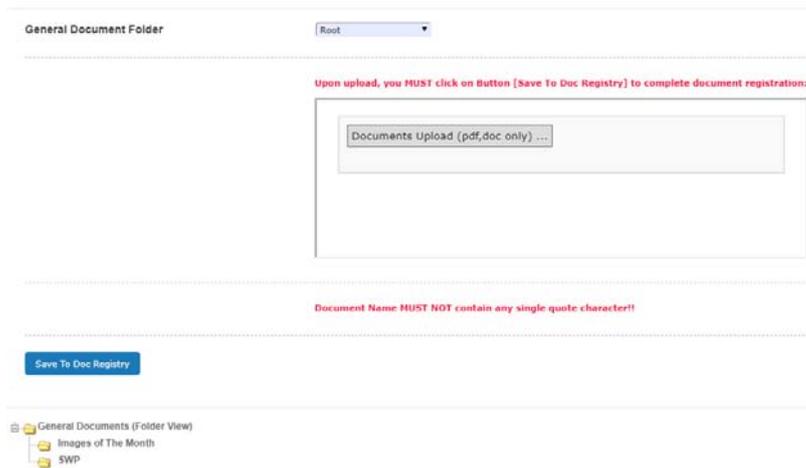
- Add/Edit General Document Sub-Folders
- Register General Documents
- Register Resource Documents
- Search Documents
- Deleted Document Records



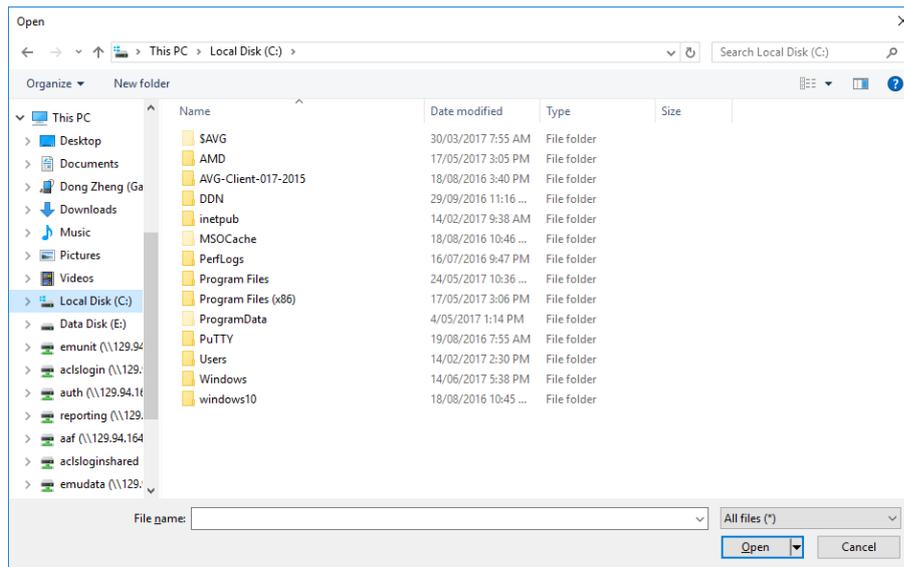
Click on **General Documents** to register:



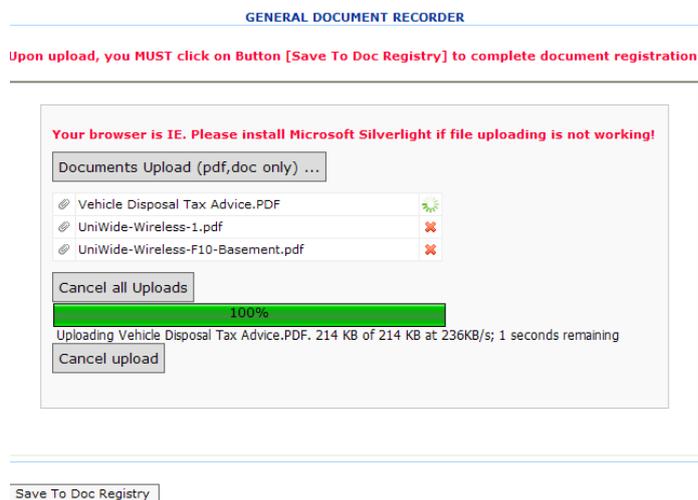
- Add/Edit General Document Sub-Folders
- Register General Documents



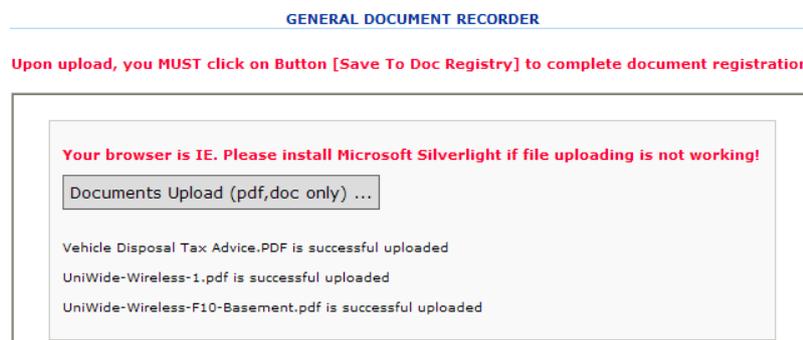
- Step 1: select the folder where the document is located, you can upload documents singly or in multiples
 - Select the documents, click on **Open** to upload.



- You are shown the uploading progress:



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

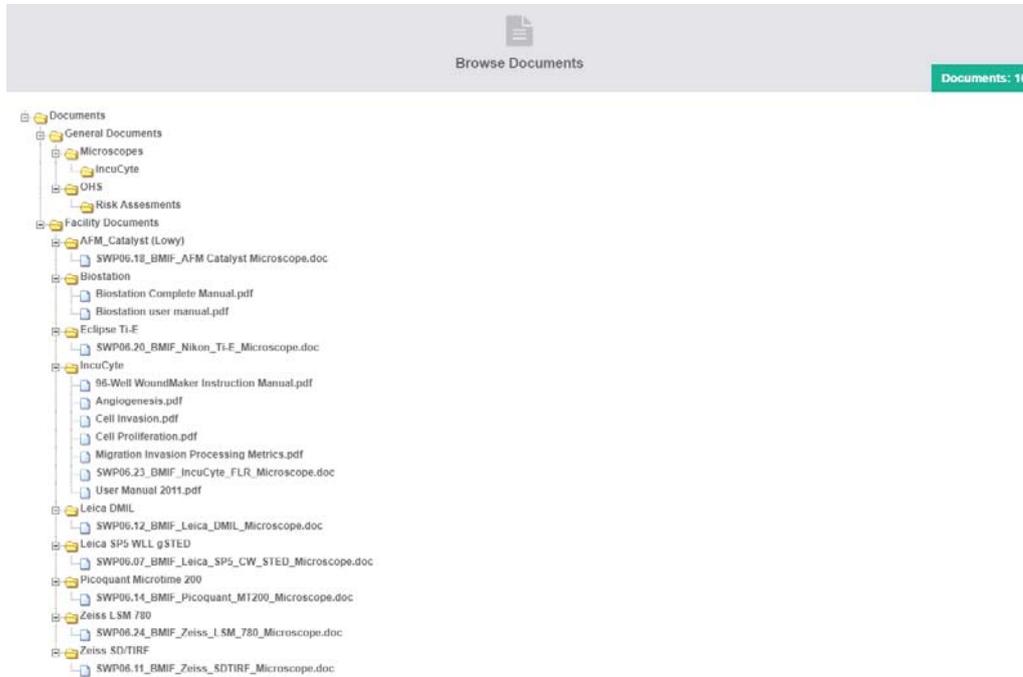


- Step 2: Save to registry
 - You must click on **Save To Doc Registry** to register the documents to the system. If you don't do this, then the documents are not considered as **Registered**.



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:

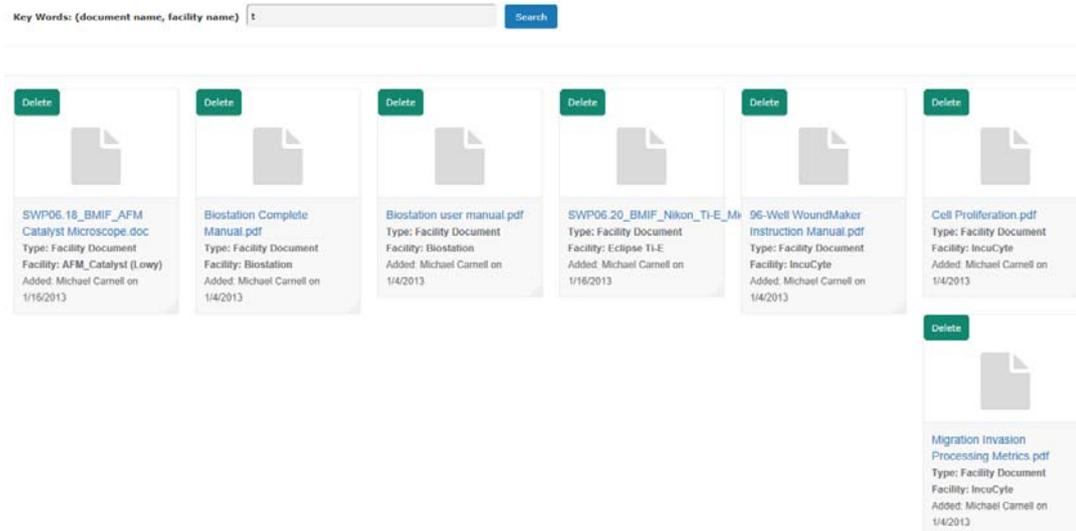


Register Resource Document is similar to the process shown above. The only difference is that you must pick a resource first.

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.

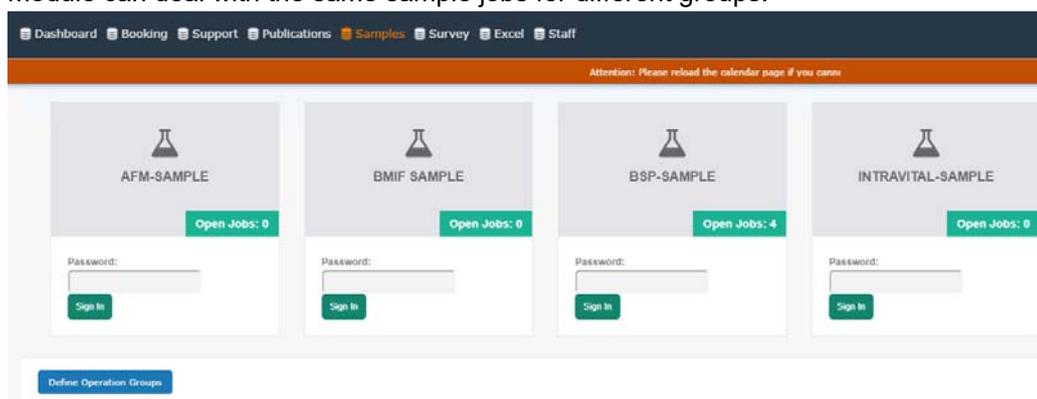
6.32 Track Samples

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

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

- Create the sample type.

Define Methods

Operation Group: ICP

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

- Create the method of analysis.

Define Sample Types

Operation Group: ICP

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

- Each method of analysis is linked to 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.

6.33 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	<input type="text"/>
Sample Lab ID	<input type="text"/>
Sample Location	<input type="text"/>
Quotation No	<input type="text"/>
	Upload Sample Quotation
Discount By (%)	0.0
Sample Type	E-wastes
Method	U-LA-diso-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.

6.34 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

Cell	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	Rabeysa Altar
<input checked="" type="radio"/>	U-LA ICPMS SemiQuant Setup	4			Checked-In	22/01/2018 12:26	Rabeysa Altar
<input type="radio"/>	U-LA-ICPMS	4			Checked-In	22/01/2018 12:27	Rabeysa Altar

Processing

Job No	ICP-2018-19
Customer/User	Bong Yan Yin
School/Organization	Materials Science and Engineering
Account	SMART-RE103-RQ140952
Sample Quantity	4
Sample Name	
Sample Lab ID	
Sample Location	
Quotation No	
Sample Type	E-wastes
Method	U-LA-icpms-Checked-In; U-LA ICPMS SemiQuant Setup-Checked-In; U-LA ICPMS SemiQuant-Checked-In;
Date In	22/01/2018
Scheduled Completion Date	20/01/2018
Receiver	Rabeysa Altar
Job Notes	LA-ICPMS-semQ
Job Status	Overdue
Last Update Time	22/01/2018 12:25
Updated By	Rabeysa Altar

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 style="border: 1px solid #ccc; height: 60px; width: 100%;"></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**.

6.35 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 Alter
1 - MS-10	0	0		Checked-In	04/07/2018 11:13	Rabeys Alter

Total Charges: \$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 Alter
Job Notes	
Job Status	Checked-In
Last Update Time	04/07/2018 09:57
Updated By	Rabeys Alter

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

6.36 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.

6.37 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

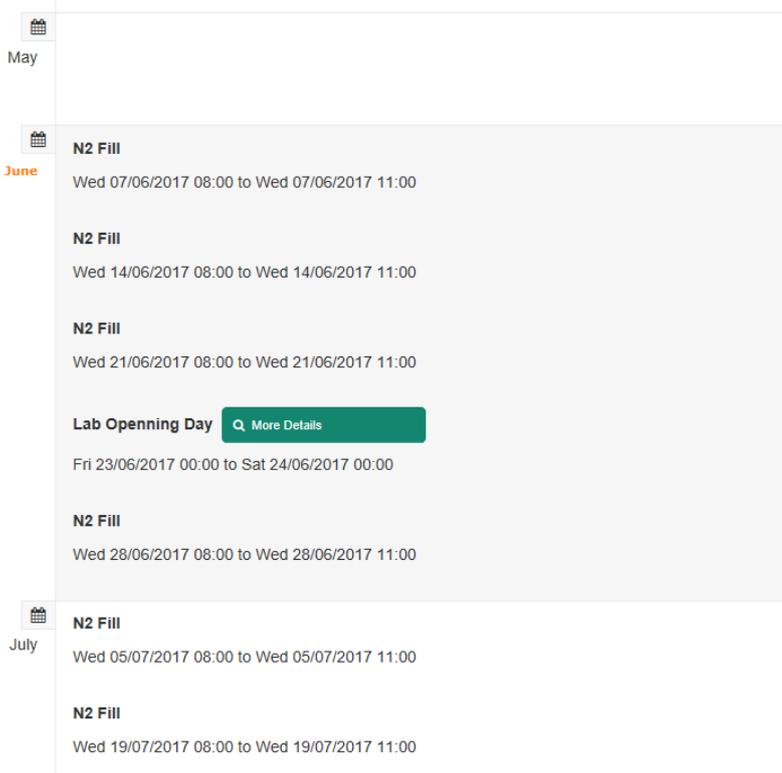
Add Public Holidays

Add Lab Events

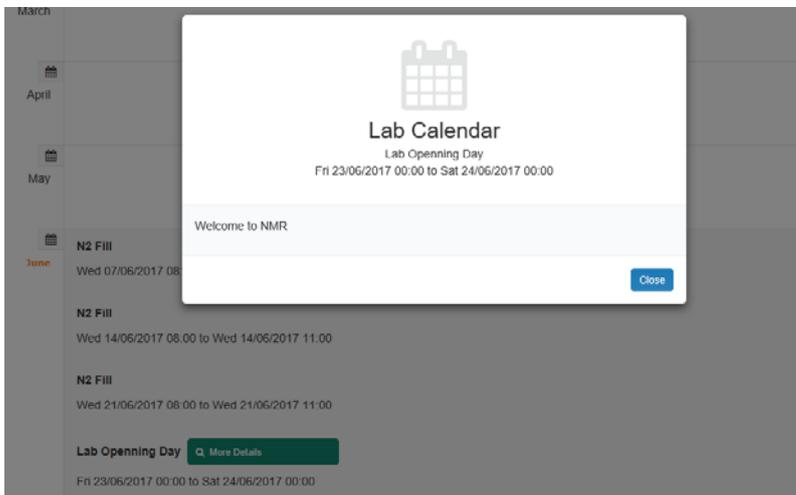
Copy Public Holidays To 2018

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.



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

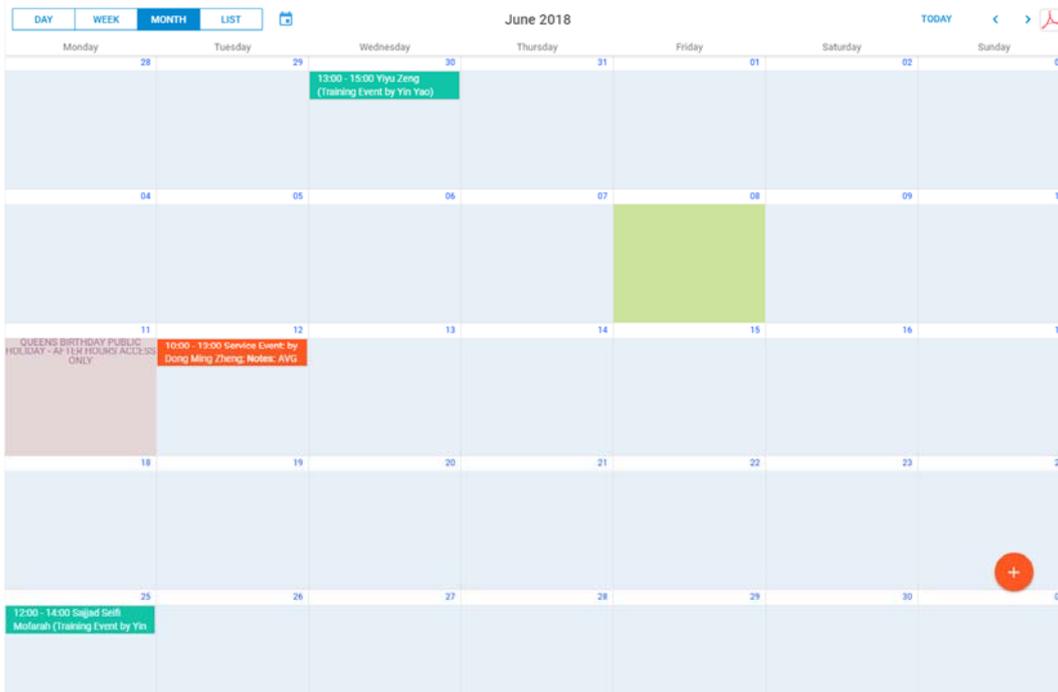
Set up public holiday:

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

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

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



6.38 Training & Support

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

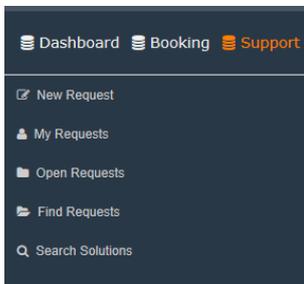
Open Requests

Subject	Status	Request Date	Last Action
Zeiss PALM	Open	22/06/2017	22/06/2017
delta 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:

[My Requests:](#)

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

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

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

 **Request Details**

Click on Reply Request to respond or close.

Request Ticket Number: 33 (Support Request)

Reply Request

22/06/2017 13:18
James Halstead
Subject: Zeiss PALM
Hi,

I have been experiencing some problems with Zeiss PALM.

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

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

Many thanks and best,

James Halstead

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

[Open Requests:](#)

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

[Search Requests:](#)

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



Search Solutions

Key Words: (subject, message body)

Search Solutions

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.

6.39 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.

6.39.1 Build Survey

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

Build Survey

[Create/Edit Survey Form](#)
[Choose Targeted Users](#)
[Upload Survey Questions](#)
[Fine-Tune Survey Questions](#)
[Upload Survey Multiple Choices](#)
[Preview Survey Form](#)

Step 1: Create/Edit Survey
Step 2: Choose Targeted Users
Step 3: Upload Survey Questions
Step 4: Fine-Tune Survey Questions
Step 5: Upload Survey Multiple Choices
Step 6: Preview Survey Form

- Create new survey:

Similar to account and 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	<input type="text" value="BMIF 2015"/>
Survey Body	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Start of Survey	<input type="text" value="10/08/2015"/>
End of Survey	<input type="text" value="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	<input type="text" value="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!

6.39.2 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!

6.39.3 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.



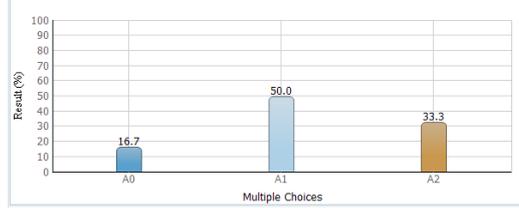
Bar chart:

Total Responses: 6

Survey Analysis:

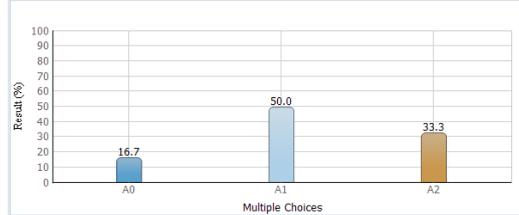
Questions

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

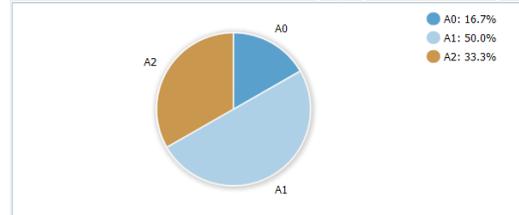
Pie chart:

Total Responses: 6

Survey Analysis:

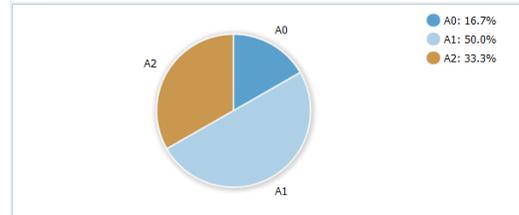
Questions

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



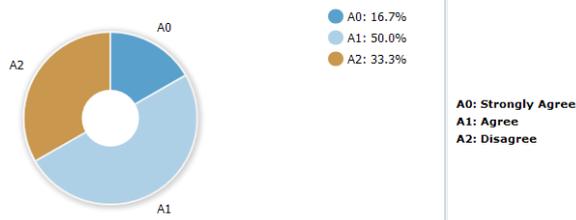
Donut chart:

Total Responses: 6

Survey Analysis:

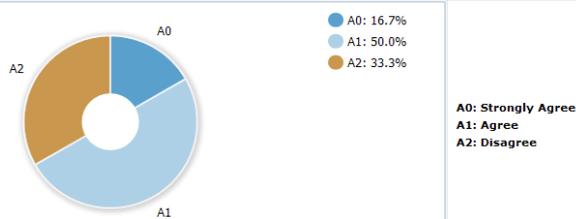
Questions

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%

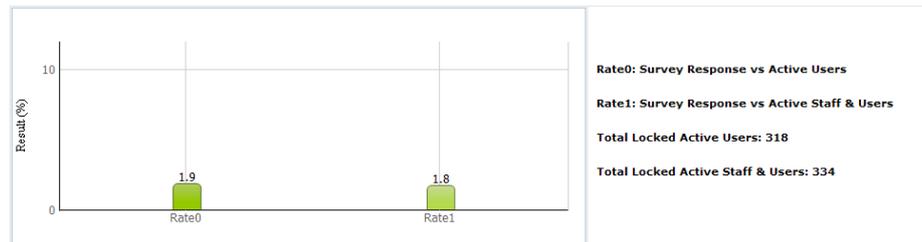
It is useful to know what the response rate is to the survey. The system compares the response of the active registered users.

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!

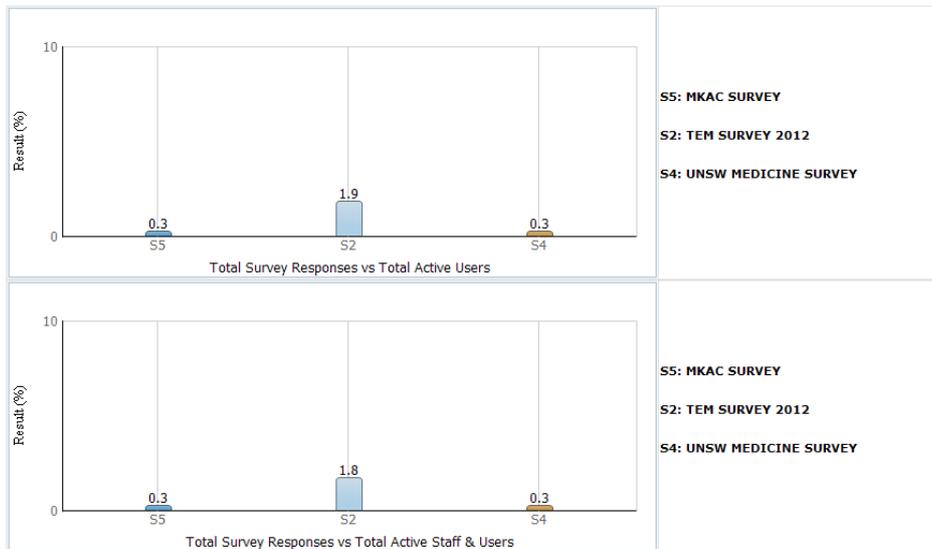
Reset Response Rate

- Compare Response Rate (Accessible to admin only)



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

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



- Search/Compare Survey (Accessible to admin only)

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

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

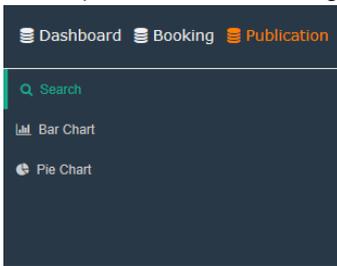
Key Words: (question contents)

Questions	Survey								
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.	TEM SURVEY 2012 (6)								
<table border="1"> <caption>Results for TEM SURVEY 2012 (6)</caption> <thead> <tr> <th>Response</th> <th>Percentage (%)</th> </tr> </thead> <tbody> <tr> <td>A0: Strongly Agree</td> <td>16.7</td> </tr> <tr> <td>A1: Agree</td> <td>50.0</td> </tr> <tr> <td>A2: Disagree</td> <td>33.3</td> </tr> </tbody> </table>	Response	Percentage (%)	A0: Strongly Agree	16.7	A1: Agree	50.0	A2: Disagree	33.3	<p>A0: Strongly Agree A1: Agree A2: Disagree</p>
Response	Percentage (%)								
A0: Strongly Agree	16.7								
A1: Agree	50.0								
A2: Disagree	33.3								
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.	UNSW MEDICINE SURVEY (1)								
<table border="1"> <caption>Results for UNSW MEDICINE SURVEY (1)</caption> <thead> <tr> <th>Response</th> <th>Percentage (%)</th> </tr> </thead> <tbody> <tr> <td>A0: Strongly Agree</td> <td>0.0</td> </tr> <tr> <td>A1: Agree</td> <td>100.0</td> </tr> <tr> <td>A2: Disagree</td> <td>0.0</td> </tr> </tbody> </table>	Response	Percentage (%)	A0: Strongly Agree	0.0	A1: Agree	100.0	A2: Disagree	0.0	<p>A0: Strongly Agree A1: Agree A2: Disagree</p>
Response	Percentage (%)								
A0: Strongly Agree	0.0								
A1: Agree	100.0								
A2: Disagree	0.0								



6.40 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 Adabifiroozaei, Yin Yao, Charles Christopher Somell	2016:September	Effects of precipitation, liquid formation, and intervalence charge transfer on the properties and photocatalytic performance of cobalt- or vanadium-doped TiO2 thin films. International Journal of Hydrogen Energy, 41 (42), 19025-19056
dx.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	http://dx.doi.org/10.1021/ja502704n 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, 6870-6873.
DOI: 10.1021/ja511719g	Plasmon-Enhanced Formic Acid Dehydrogenation using Anisotropic Pd-Au Nanorods Studied at Single-Part	Zhaokai Zheng, Takashi Tachikawa and Tetsuro Majima	2015:January	Zhaokai Zheng, Takashi Tachikawa and Tetsuro Majima. #Plasmon-Enhanced Formic Acid Dehydrogenation using Anisotropic Pd-Au Nanorods Studied at Single-Particle Level J. Am. Chem. Soc. 2015, 137, 9489-957.
	Gondwana Research	Wacey, David; Saunders, Martin; Kong, Charlie; Braiser, Alexander; Braiser, Martin	2016:January	Wacey, David; Saunders, Martin; Kong, Charlie; Braiser, Alexander; Braiser, Martin; "3.46 Ga Apex chert 'microfossils' reinterpreted as mineral artefacts produced during phyllosilicate exfoliation", Gondwana Research, V.36, pp296-313, 2016

- Bar charts:

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

Publication Report - Bar Charts

By Journal Name | By School/Organization

By Journal Name

All Years:

2016:

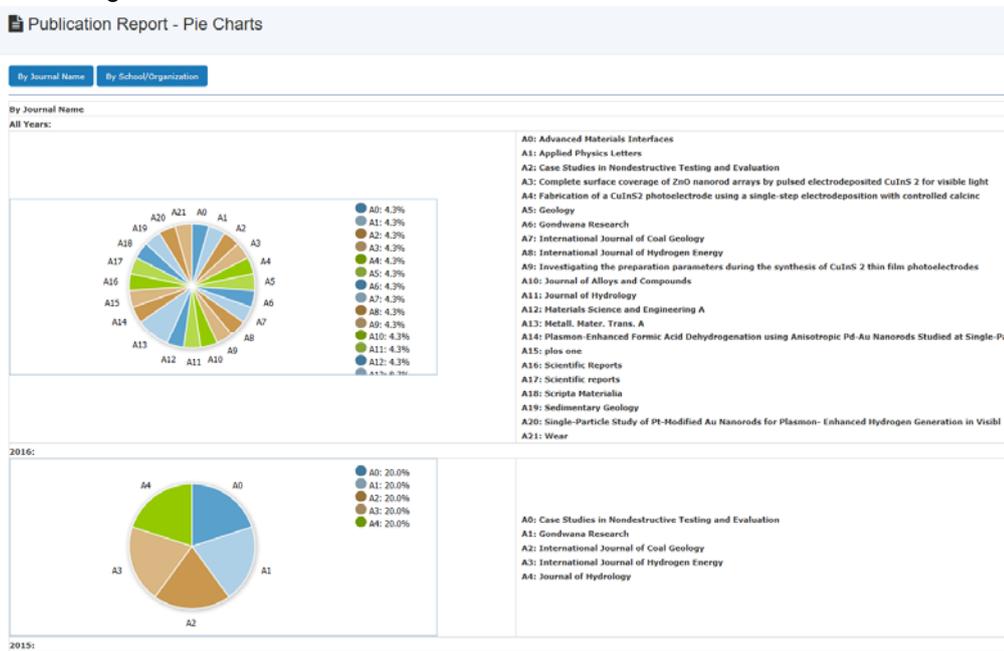
A0: Advanced Materials Interfaces
A1: Applied Physics Letters
A2: Case Studies in Nondestructive Testing and Evaluation
A3: Complete surface coverage of ZnO nanorod arrays by pulsed electrodeposited CuInS2 for visible light
A4: Fabrication of a CuInS2 photoelectrode using a single-step electrodeposition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

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



- Pie charts:

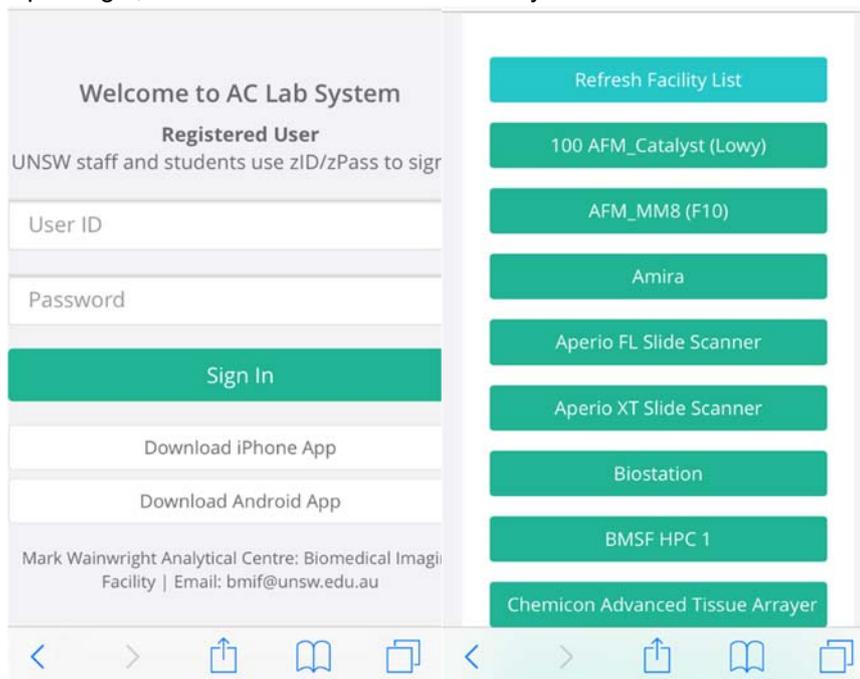
Through pie charts, you can easily zoom into publication statistics in % by journal or by school/organization.



6.41 Mobile Browser Version

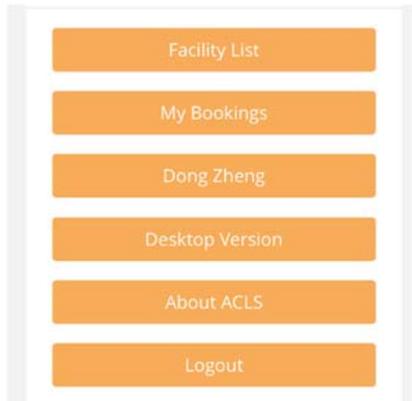
Through the browser on the mobile, type in the URL of the ACLS you wish to access. The first page is the login page.

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





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



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



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



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

About ACLS: shows ACLS version.

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



The screenshot displays the ACLS booking interface. On the left, there are two booking cards. The top card is for 'Bookings on 25/05/2017 Thu:' and shows an event booked from 03:45 to 07:15 by Mr. Dong Zheng. It has a red 'To Cancel' button and a green 'To Book' button. The bottom card is for 'Bookings on 26/05/2017 Fri:' and shows the status 'Available' with a green 'To Book' button. On the right, there is a 'Make Booking Now:' form. It includes a dropdown for 'Account' (set to 'Internal Account'), 'Start Time' and 'End Time' dropdowns, a 'Reminder' checkbox, and a 'Note' text input field. A green 'Submit' button is at the bottom of the form. Above the form, it shows 'Allowed Booking Hours per Day: 8' and 'Allowed Booking Hours Balance: 1339.75'.

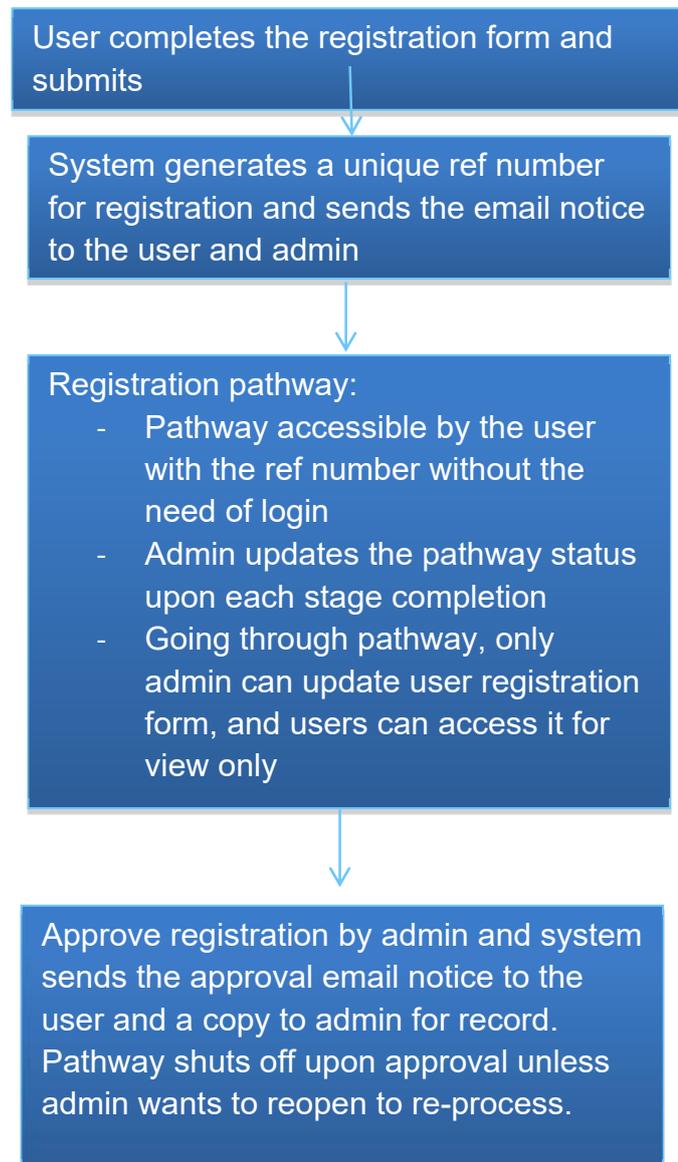
6.42 Registration Pathway

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

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


Pathway Chart

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

- To add a new step:

Registration Pathway

Edit/Add pathway

Pathway Chart

Registration Pathway: Approval by manager

Pathway Step: 3

1-20

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.



User ID

Password

Sign In

To Register

To Access Registration Pathway

Access Denied?

To Download iPhone App

To Download Android App

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-2WNCUJEuqyR-EN920r		Close
Academic in charge scheduling the New User Meeting	Bowdin, Lisa	Ref-2WNCUJEuqyR-EN920r	Dentistry Student will do bulk new user meeting Feb 2017 Martin Alexandra Jeremy	In progress
Training and access is confirmed through NUH	Bowdin, Lisa	Ref-2WNCUJEuqyR-EN920r	Sent email to Alexandra Martin and Jeremy to confirm what we are doing!!!! 27/2/2017	In progress
Waiting for the signed form to be submitted by the user	Bowdin, Lisa	Ref-2WNCUJEuqyR-EN920r	805#22 K Shearston	Close
Signed form received	Bowdin, Lisa	Ref-2WNCUJEuqyR-EN920r		Close
ACLS activated / re-activated and user notified	Bowdin, Lisa	Ref-2WNCUJEuqyR-EN920r		Open

[Update Pathway](#)
[Delete](#)

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



Contact User

Subject:

Message Body:

[Submit](#)

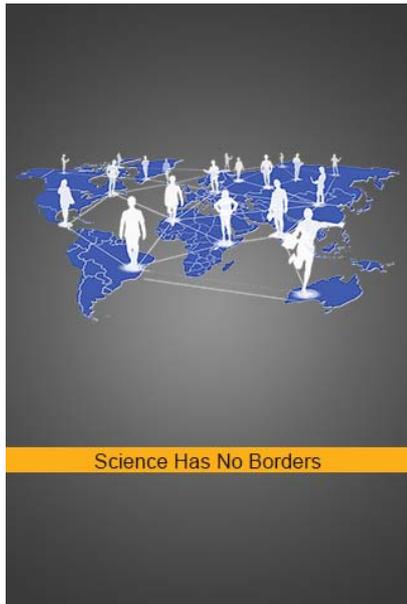
[Close](#)

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.

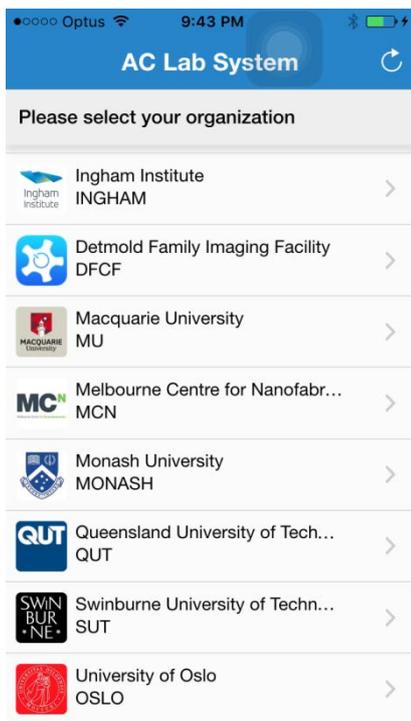
6.43 iPhone App

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

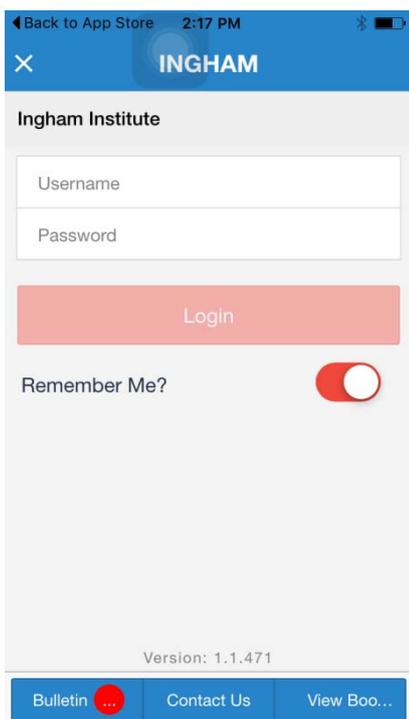


- Org Page



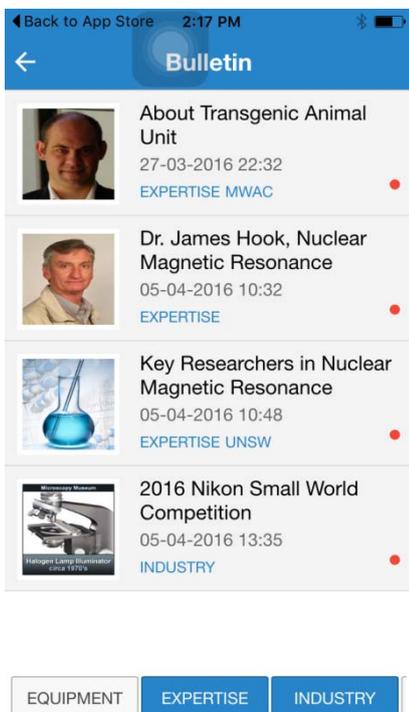


- Login Page



- Bulletin Page

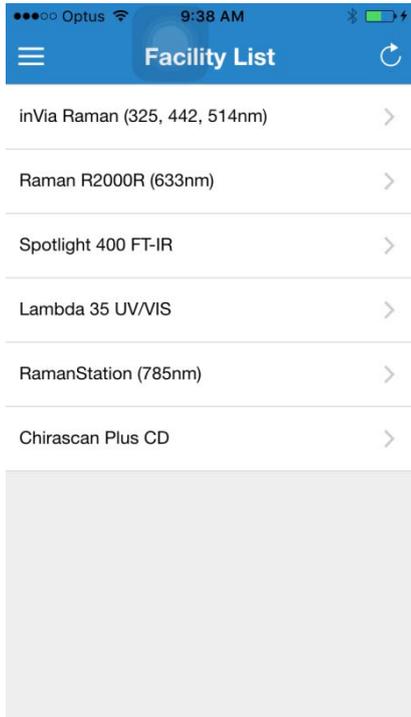
App bulletin feature gives you the power to outreach your research, activities, news and updates on your campus and beyond your campus. Bulletin can categorize the list and make the search quick and easy for app users.



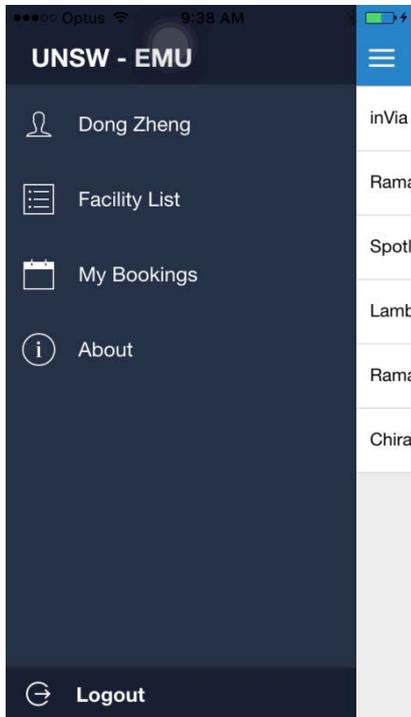


- Resource Page

Upon login, facilities are listed to book.



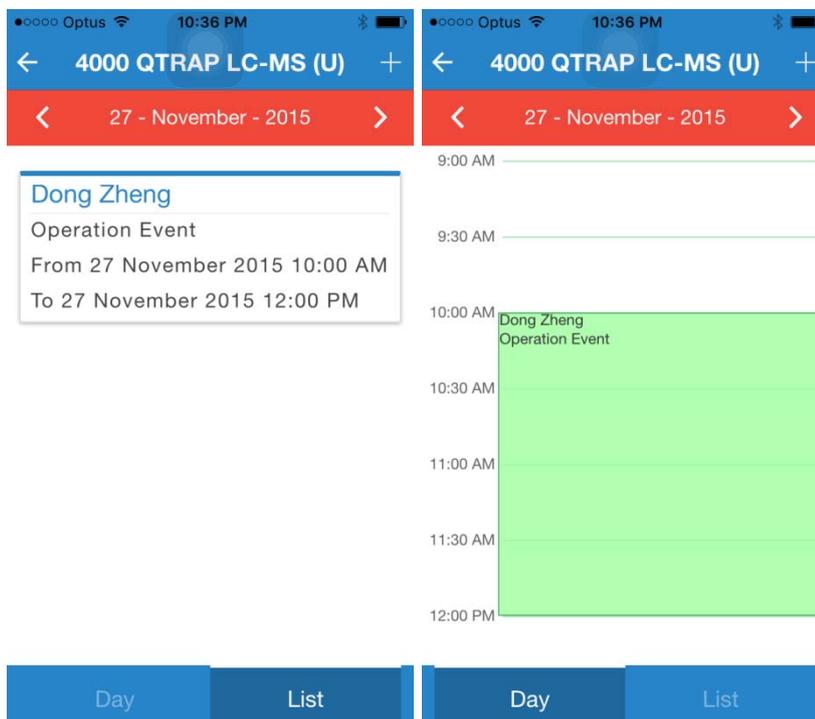
- Setting Page



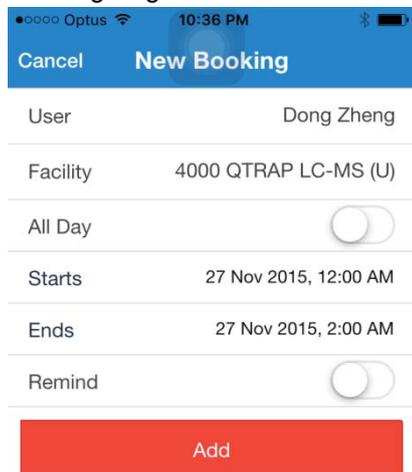


- Calendar Page

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



- Booking Page



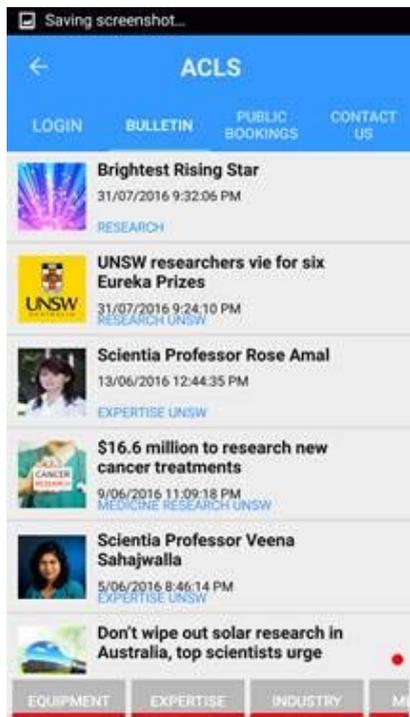
6.44 Android App

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

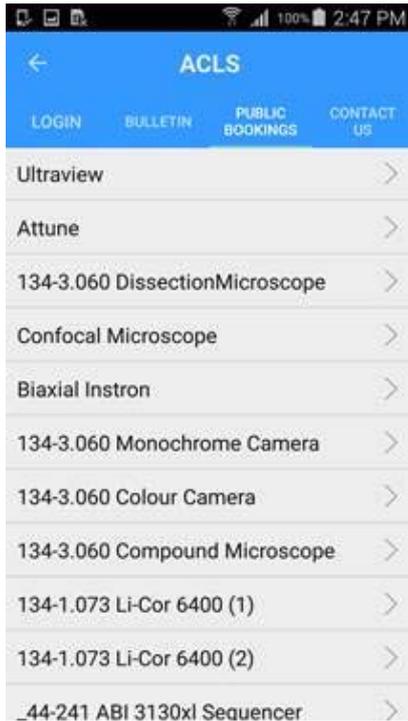
- Login page



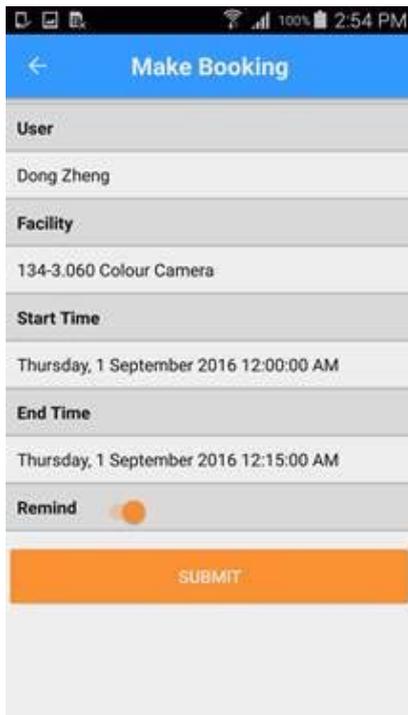
- Bulletin Page



- Calendar Page



- Booking Page



- Profile Page



6.45 Google Analytics

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

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

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



Configure System

Upload Google analytics script

Google Analytics Script

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

ga('create', 'UA-72166116-5', 'auto');
ga('send', 'pageview');
</script>
```

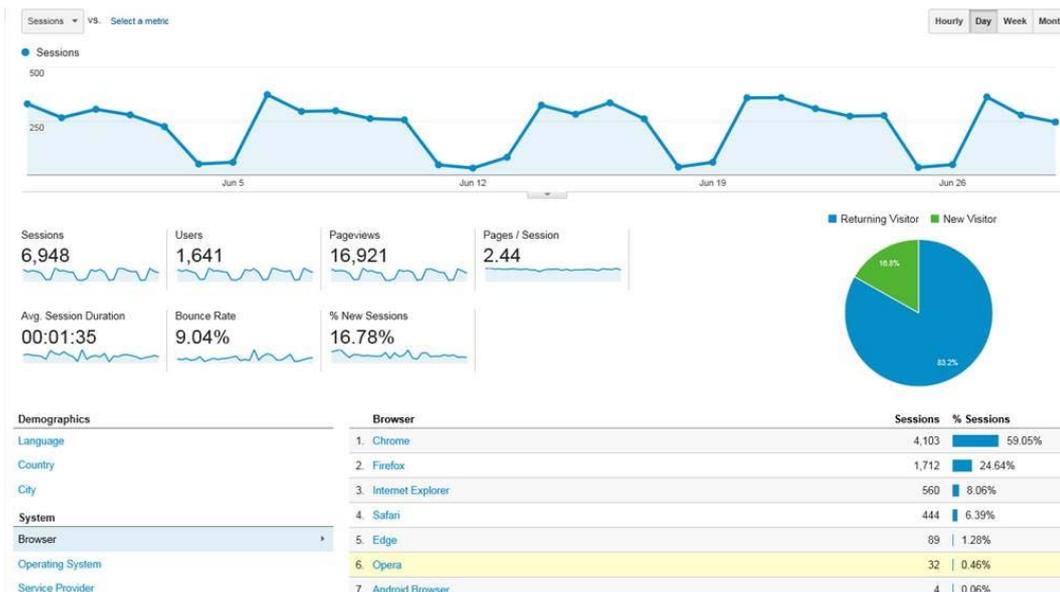
Upon upload, you MUST click on Button [Submit] to complete update:

Upload Script

Google Script Upload (txt only) ...

Submit

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



6.46 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.

Resource Catalogue
Sort By Resource Type

AFM

2

Access

BIOSCIENCES

7

Access

BSP

14

Access

DATA ANALYSIS

7

Access

LOWY

20

Access

NEURA

1

Access

WALLACE WURTH

7

Access

Go to each resource group to explore individual resource details.

Resource Catalogue
Sort By Resource Type
Status

Show: 500 entries

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
Avizo 1 To Edit To Book To View	Available	TOOLS	Research Equipment			Avizo 3D image analysis workstation		Basement Chemical Sciences Building (F10)				<ul style="list-style-type: none"> Chun Hua Kong Charlie c.kong@unsw.edu.au Ding Ming Zheng dm.zheng@unsw.edu.au
Avizo 2 To Edit To Book To View	Available	TOOLS	Research Equipment			Avizo 3D image analysis workstation		Basement Chemical Sciences Building (F10)				<ul style="list-style-type: none"> Chun Hua Kong Charlie c.kong@unsw.edu.au
C. Caster To Edit To Book To View	Available	TOOLS	Research Equipment					Basement Chemical Sciences Building (F10)				
C. P. Dwyer To Edit To Book To View	Available	TOOLS	Research Equipment					Basement Chemical Sciences Building (F10)				<ul style="list-style-type: none"> Isabel Morrow imorrow@unsw.edu.au Nicholas Ansell n.ansell@unsw.edu.au Athanamon Philippe Kuchel 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.



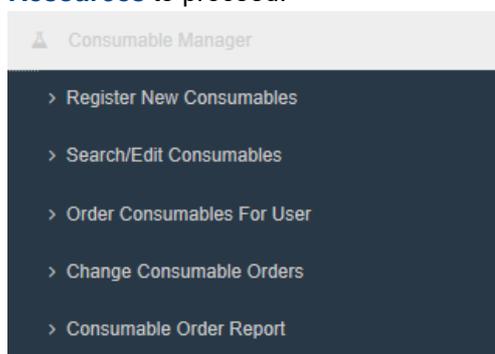
Resource catalogue provides a table form to access all active resource information. Upon login, the resource catalogue cover page with the indication of total active resources is displayed.

6.47 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

Update consumables.

Top Up Stock Quantity
Price Change Logs

Consumable Code	<input type="text" value="AL1234"/>
Description	<input type="text" value="mineral water"/>
Consumable Category	<input type="text" value="mask plates"/>
Consumable Image	 Upload Consumable Image
Unit	<input type="text" value="litre"/> <small>(unit refers to minimum user order quantity)</small>
Price per Unit (\$)	<input type="text" value="100.00"/>
Stock Quantity	<input type="text" value="23"/>
Reorder Quantity	<input type="text" value="1"/>
Hide Stock Qty on Cart	<input checked="" type="checkbox"/>
Admin Only	<input type="checkbox"/>
Status	<input checked="" type="checkbox"/> (Tick to be active)

Submit



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
Description	A short description for consumables, for example, ATnLOF2070 100ml
Unit	Unit type, for example, ml, kg, cm. It can be used as 100ml as unit.
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. Sorting in category is available as well.

📄 Search/Edit Consumables

Key Words: (consumable code, description)

Search

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

Search By: Active (2) Inactive (0) All (2)

1

mask plates

1

wafers

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	■	<input type="button" value="Edit"/>
N123445	dish wash detergent	litre	5.00	110	10	-	Active		<input type="button" value="Edit"/>
N823626	Toilet paper	roll	2.00	95	0	Yes	Active		<input type="button" value="Edit"/>

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

Register New Consumables

Update consumables.

Consumable Code	01843
Description	Carbon 300 mesh coated grids (box of 25)
Consumable Category	Choose consumable category from the list ▼
Consumable Image	 <input type="button" value="Upload Consumable Image"/>
Unit	Each (unit refers to minimum user order quantity)
Price per Unit (\$)	95.00
Stock Quantity	9
Reorder Quantity	3
Hide Stock Qty on Cart	<input type="checkbox"/>
Admin Only	<input checked="" type="checkbox"/>
Status	<input checked="" type="checkbox"/> (Tick to be active)

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

Recommended image size is 200px by 200px.



N823626
Toilet paper

Top Up Stock Quantity: Confirm

Top Up Stock Quantity	Date	By

Close

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



N823626
Toilet paper

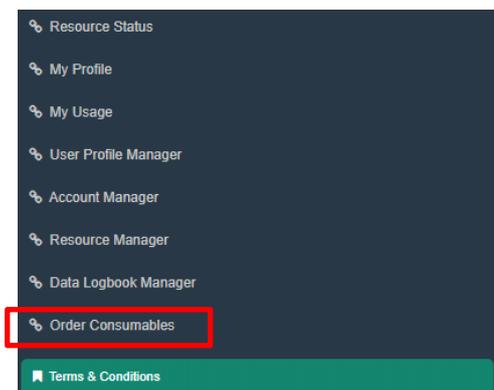
Consumable Code	Proce per Unit (\$)	Valid From	Valid To	Changed By
N823626	2.00	23/12/2016	Now	Dong Zheng

Close

Users to order consumables:

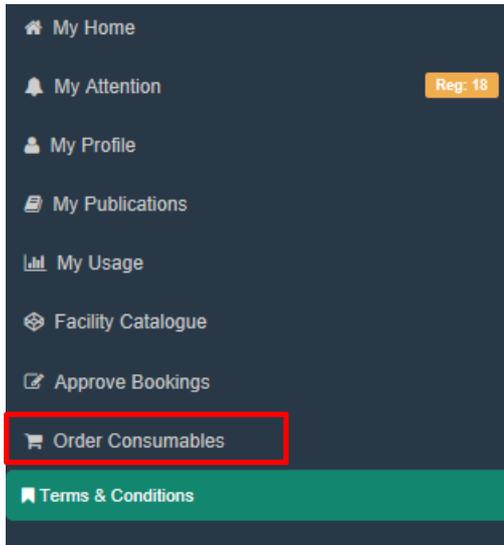
There are 3 ways to place order for consumables.

- Through frequent access links on Booking tab

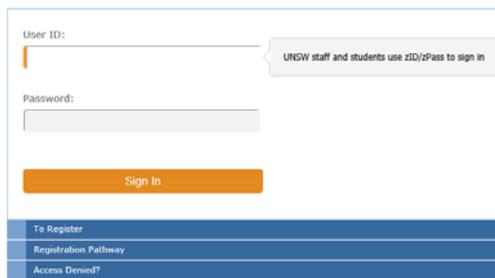




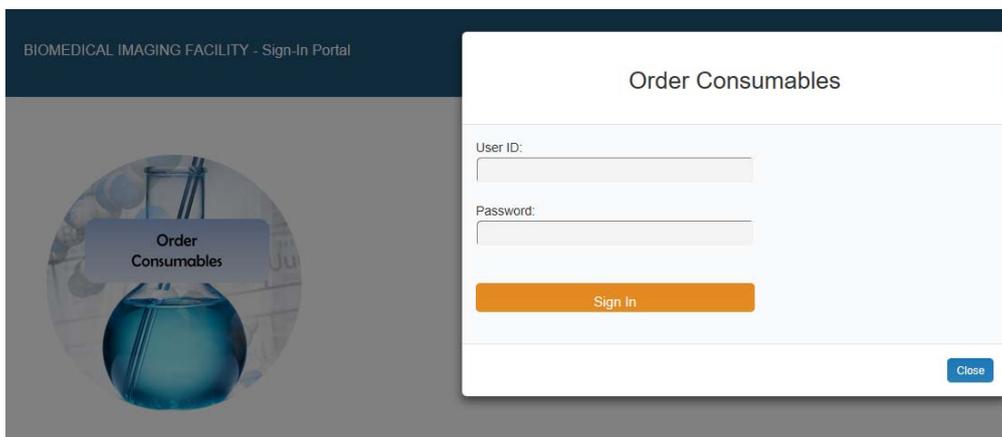
- Through Dashboard



- Through Login page



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



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



Order Consumables

Add consumables to cart.

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

My Orders | My Cart

search consumables



\$100

N123448
Acid

Add to Cart

Stock Quantity: 0



\$5

N123445
dish wash detergent

Add to Cart

Stock Quantity: 110



\$2

N823626
Toilet paper

Add to Cart

Stock Quantity: 95

[Continue](#)

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

My Orders

All orders details.

Order Consumables | My Cart

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

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

My Cart

Update order quantity.

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

Continue Shopping

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

Back | Continue

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



My Cart
Select account for billing.

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

[Continue Shopping](#)

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

Account for Billing: [Submit Order](#)

[Back](#)

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

Order Consumables
Placed order details.

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

[Continue Shopping](#)

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

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

Lab admin to order consumables for users:

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

Consumable Manager

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

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



Order Consumables For User

Add consumables to cart.

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

User Orders | User Cart

search consumables



\$100

N123448
Acid

Add to Cart

Stock Quantity: 0



\$5

N123445
dish wash detergent

Add to Cart

Stock Quantity: 110



\$2

N823626
Toilet paper

Add to Cart

Stock Quantity: 94

Continue

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

User Orders

Select user to access his/her orders.

Continue Shopping | User Cart

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

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

User Cart

Update order quantity.

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

Continue Shopping

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

Back | Continue

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



User Cart

Select user account for billing.

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

Continue Shopping

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

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

Back

For each order, after the order is placed, an email will be sent to the user with the following information.

- Please ask one of the staffs in the cleanroom for delivery.
- Or ask any staff in the office for delivery.

Update consumable orders:

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

Update Consumable Orders

Update orders for 2016

Year: 2016

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

Click on Update to edit the order.



Update Order #9

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

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

Delivery status of consumable orders:

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

Update Consumable Orders

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 (\$):	<input type="text" value="20"/>
Order quantity:	<input type="text" value="2"/>
Delivery Status:	<input type="checkbox"/> (tick to close delivery)
<input type="button" value="Submit"/>	

Cancel order:

Changes are made to keep the order quantity after the order is cancelled. System auto-rolls back the ordered quantity to the stocks if the order is cancelled.



Update Order #2

User:	Dong Zheng
Account:	<input type="text" value="ALEXANDER HEGER (MONASH MATH)"/>
Unit price (\$):	<input type="text" value="100"/>
Order quantity:	<input type="text" value="3"/>
Delivery Status:	<input type="checkbox"/> (tick to close delivery)
<input type="button" value="Submit"/>	

You are able to restore the cancelled order anytime if you wish to.





Update Order #1

User: Dong Zheng
Account: ALEXANDER HEGER (MONASH MATH)
Unit price (\$): 100
Order quantity: 1

Delivery Status:
Updated By: Dong Zheng
Updated Date: 23/09/2018 10:17

Restore Order

Close

On the order report, the cancellation status is displayed accordingly.

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 ▼
Choose year from the list
2018

Consumable: Choose consumable from the list ▼

User: Choose user from the list ▼

Account: Choose account from the list ▼

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



Consumable Order Report
 Report for 2018.
[Return](#)

Show: 500 entries

Search:

Copy CSV Excel PDF

Showing 1 to 2 of 2 entries

Year	Order Number	Ordered By	Account	Consumable Code	Description	Unit	Price per Unit	Order Quantity	Total	Order Date	Order Status	Cancellation Date	Delivered By	Delivered Date
2018	1	Dong Zheng	ALEXANDER HEGER (MONISH MATH)	AL1234	mineral water	litr	\$100.00	1	\$100.00	23/09/2018 09:50	Cancelled	23/09/2018 12:09		
2018	2	Dong Zheng	ALEXANDER HEGER (MONISH MATH)	AL1234	mineral water	litr	\$100.00	3	\$300.00	23/09/2018 12:13	Active			

Graphic presentation is available for the reports.

Sort by User:

Consumable Order Report
 Report for Dong Zheng.

User:

Student/Staff No.

School/Organization BMIF - Biomedical Imaging Facility

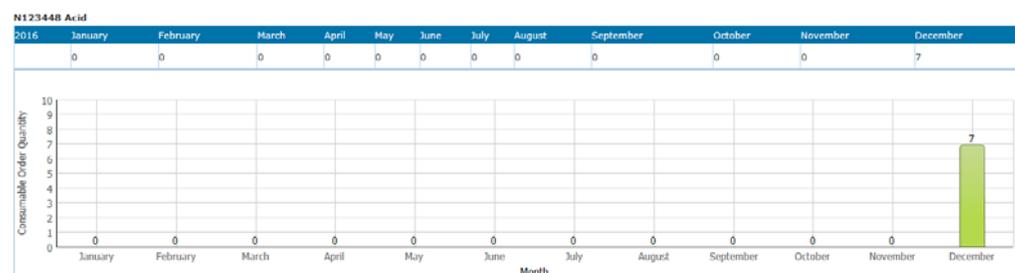
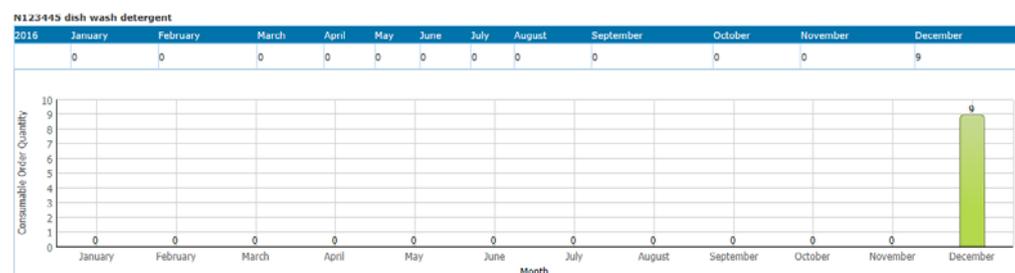
Supervisor Grainne Moran

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



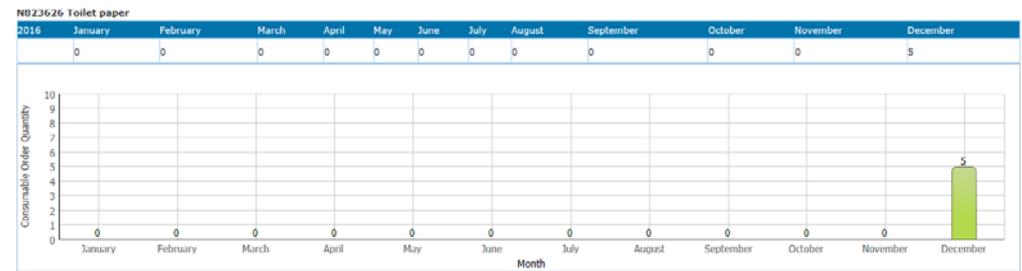
Sort by Consumable:



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



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



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.

Integrate the consumable orders to the monthly invoice:

Consumable orders are consolidated to the monthly invoice for the delivered orders. Here are the samples of the invoice for reference.

SUPERVISOR: Bruce Cowie
 800 Blackburn Road Clayton
 Clayton
 Victoria
 3168

TEL: 85404196
 EMAIL: bruce.cowie@synchrotron.org.au

DATE: October 10, 2018

DETAILS:

This Statement covers the work by your groups in September 2018.

Details of Bookings:

User	Resource	Booking Start Time	Booking End Time	Account	Charge Category	Booked Hours
Dong Zheng	ALD - Fij F200	28/09/2018 00:00	28/09/2018 02:00	ALEXANDER HEGER (MONASH MATH)		2.00

Summary of Bookings:

Resource	User	Account	Account Discount (%)	Charge Category	Resource Charge/Hour	Booked Hours	Charges
ALD - Fij F200	Dong Zheng	ALEXANDER HEGER (MONASH MATH)			\$0.00	2.00	\$0.00
Sub-Total						2.00	\$0.00
TOTAL						2.00	\$0.00

The following statement covers the delivered consumable orders

Order Number	Ordered By	Order Date	Delivery Date	Account	Consumable Code	Unit	Price per Unit	Order Quantity	Total
1	Dong Zheng	23/09/2018	23/09/2018	ALEXANDER HEGER (MONASH MATH)	AL1234	litre	\$100.00	1	\$100.00
2	Dong Zheng	23/09/2018	23/09/2018	ALEXANDER HEGER (MONASH MATH)	AL1234	litre	\$100.00	3	\$300.00

Account	Consumable Charges
ALEXANDER HEGER (MONASH MATH)	\$400.00

Invoice No: 00002910

6.48 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



6.49 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.



Pinboard

My Pinboard > Add Messages to Pinboard



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.

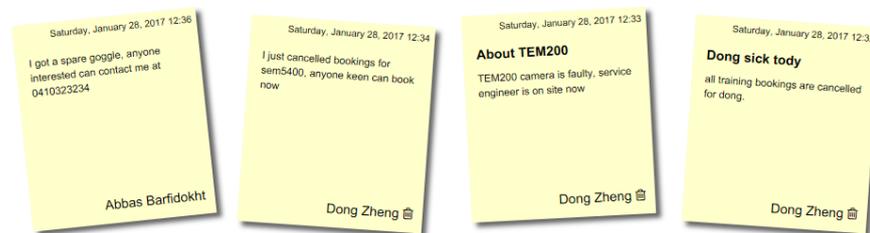
Add Pinboard Message

Message Title

Message Body (compulsory)

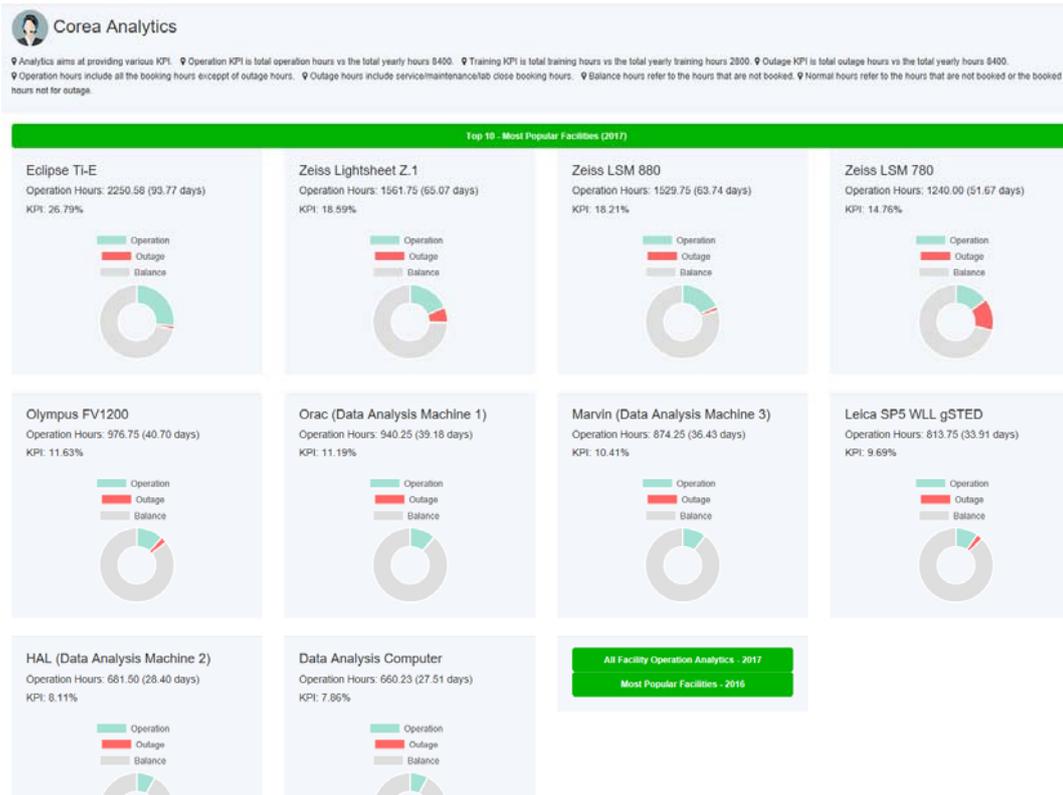
200 (max char 200)

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



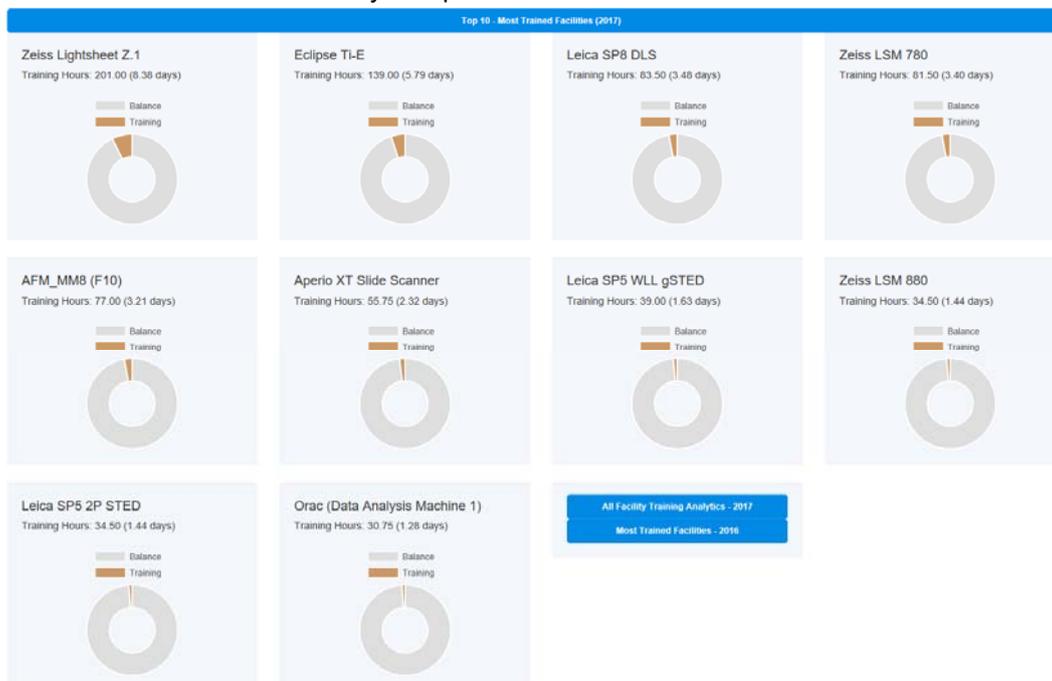
6.50 Most Popular Resources

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.



6.51 Most Training Resources

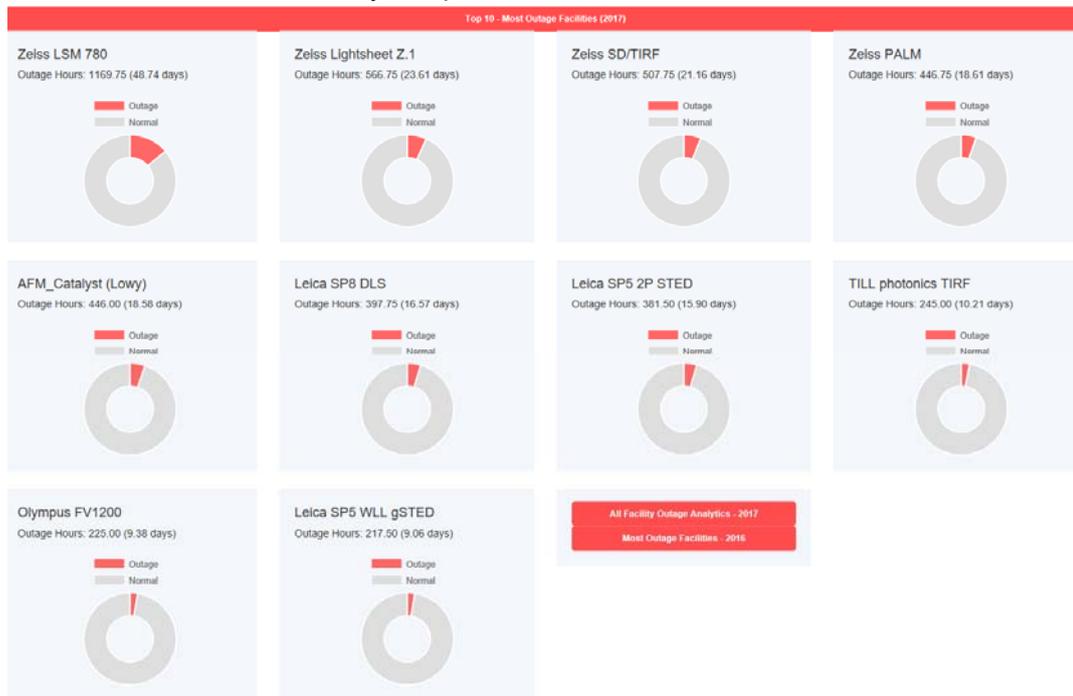
Core Analytics is the latest collection of ACLS. Staff are able to access the most training resources and its trend over a year span.





6.52 Most Outage Resources

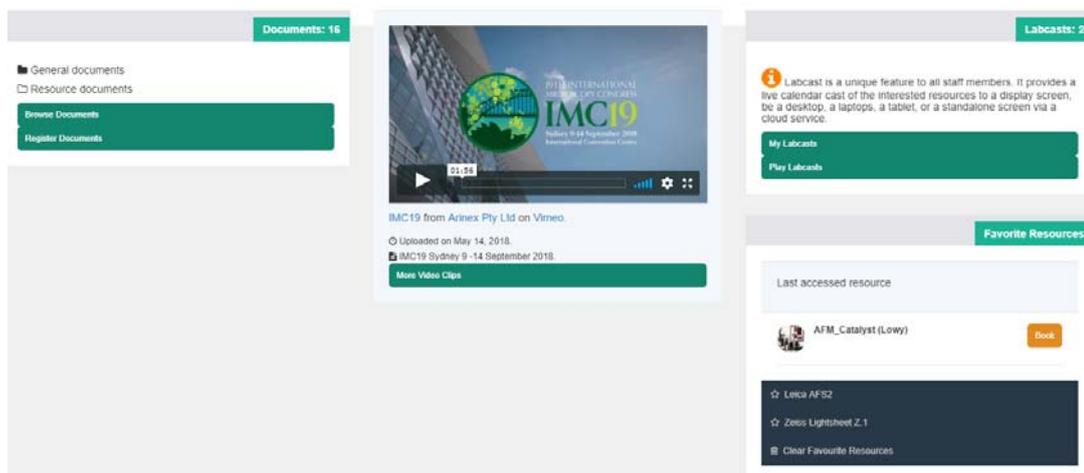
Core Analytics is the latest collection of ACLS. Staff are able to access the most outage resources and its trend over a year span.



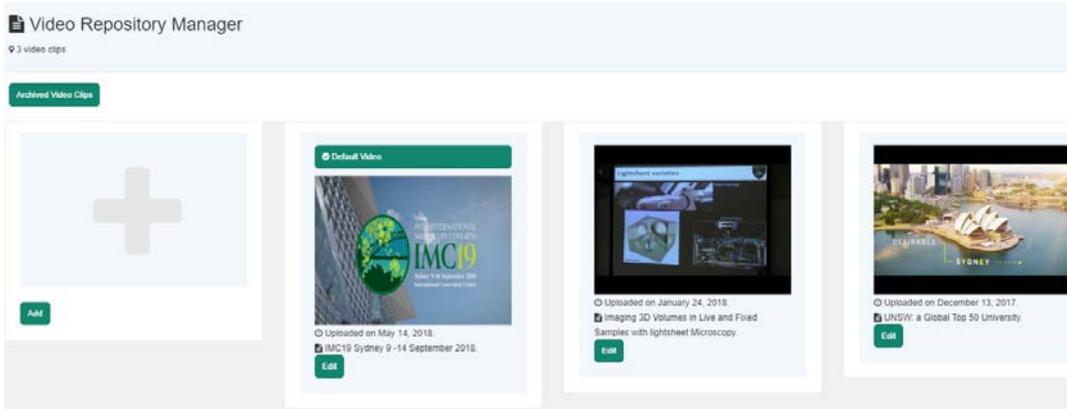
6.53 Video Player

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.



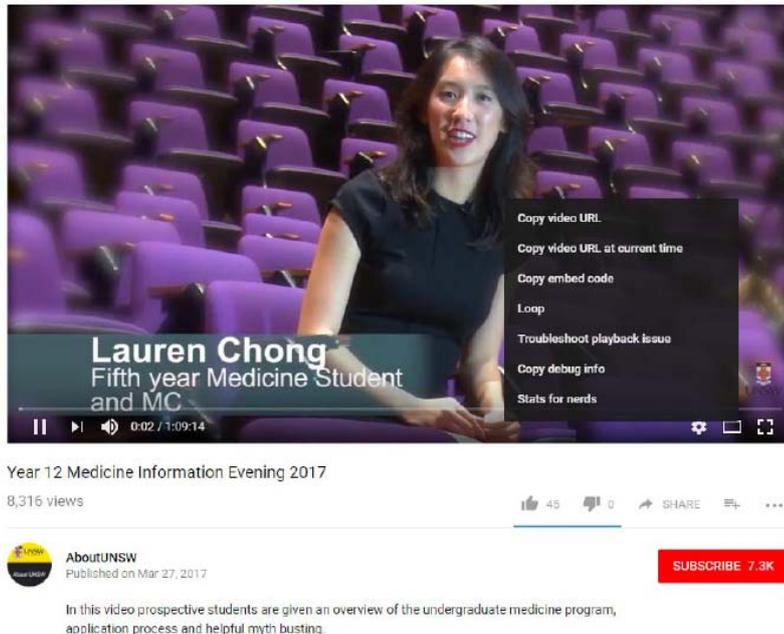
Admin staff can access Video Repository Manager to register or change video clips. Admin is able to add or edit the video clips provided the video clips can be accessed on Youtube or other video platforms.



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"/> <p><small>**Change the following dimensions in the script: width="100%" height="490"</small></p>
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)
<input type="button" value="Accept"/>	

Explanation of the form:

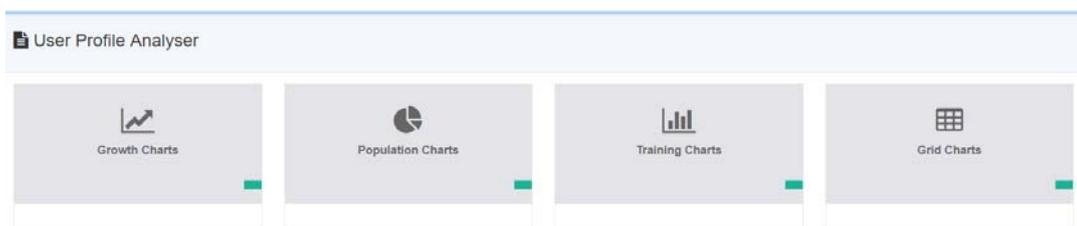
- Title: video clip title which can be copied from Youtube, for example
- Description: video description which can be copied from Youtube, for example
- Video type: select the appropriate from the list, system provides the sorting feature in the future
- Video source: either Youtube or the other platform. 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'.



- 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.

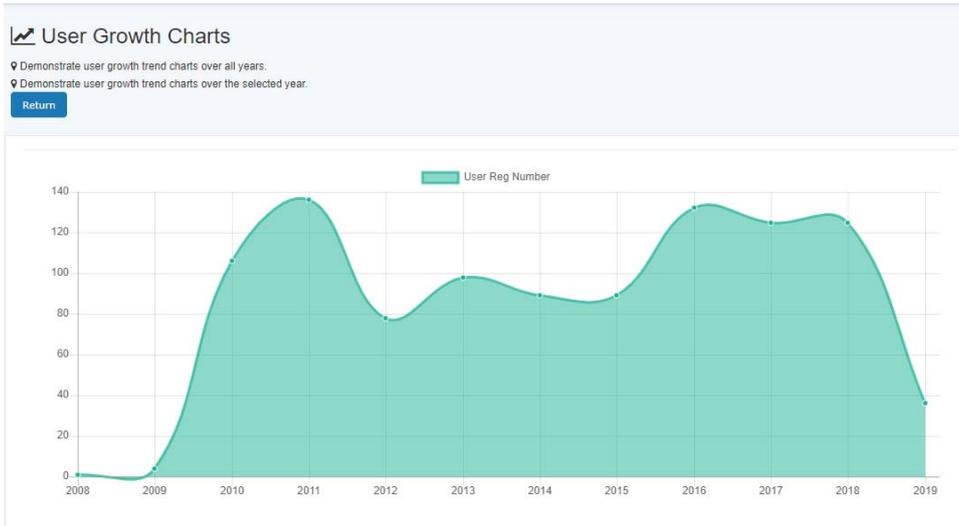
6.54 User Profile Analyser

ACLS starts to equip with the graphic analytical tools to provide user growth charts over years, user population and geographic charts over multiple schools and orgs, and training trend charts.



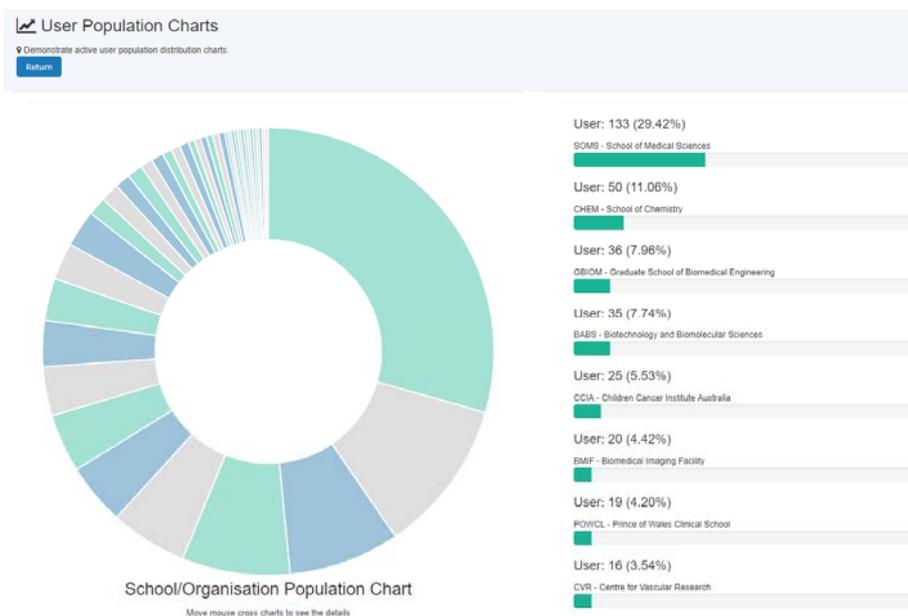
- Growth charts

Growth charts demonstrate the trend of the user growth over years, and over months in the selected year. Using the charts, lab can foresee the future growth potential and provide a better strategy to meet the research demands.



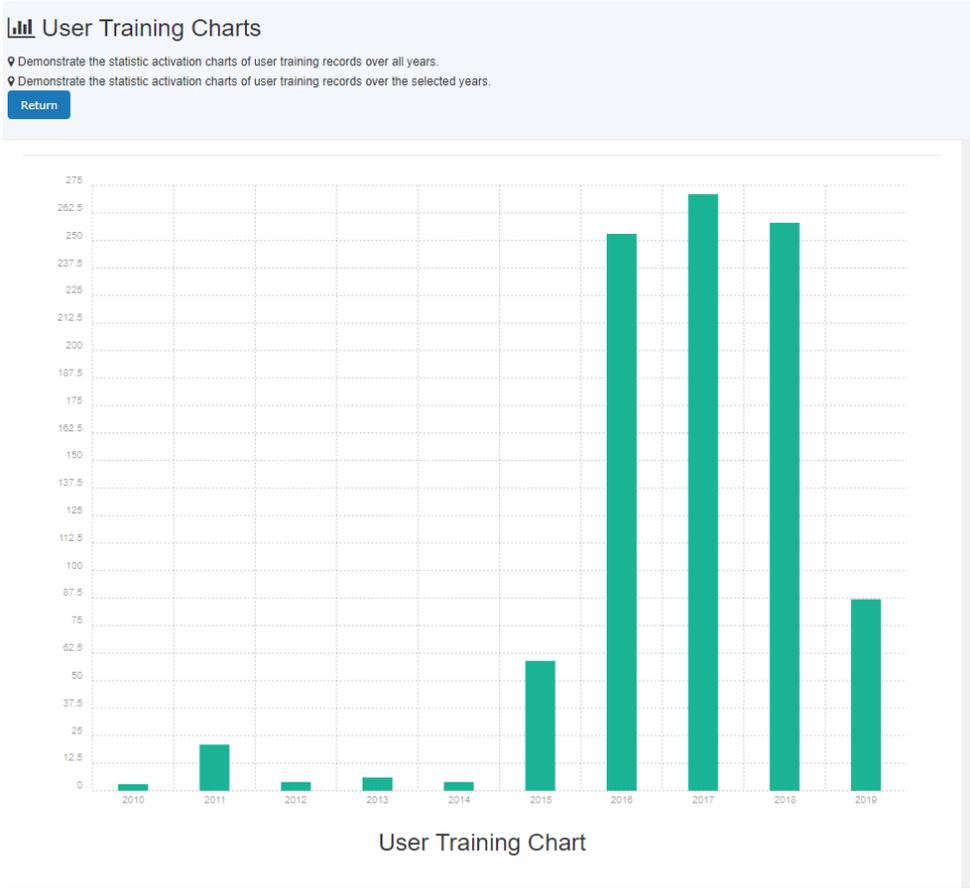
- Population charts

Population and geographic charts indicate the user population distributions. Using the charts, lab can work out a better strategy to meet the research demands of the major research groups.



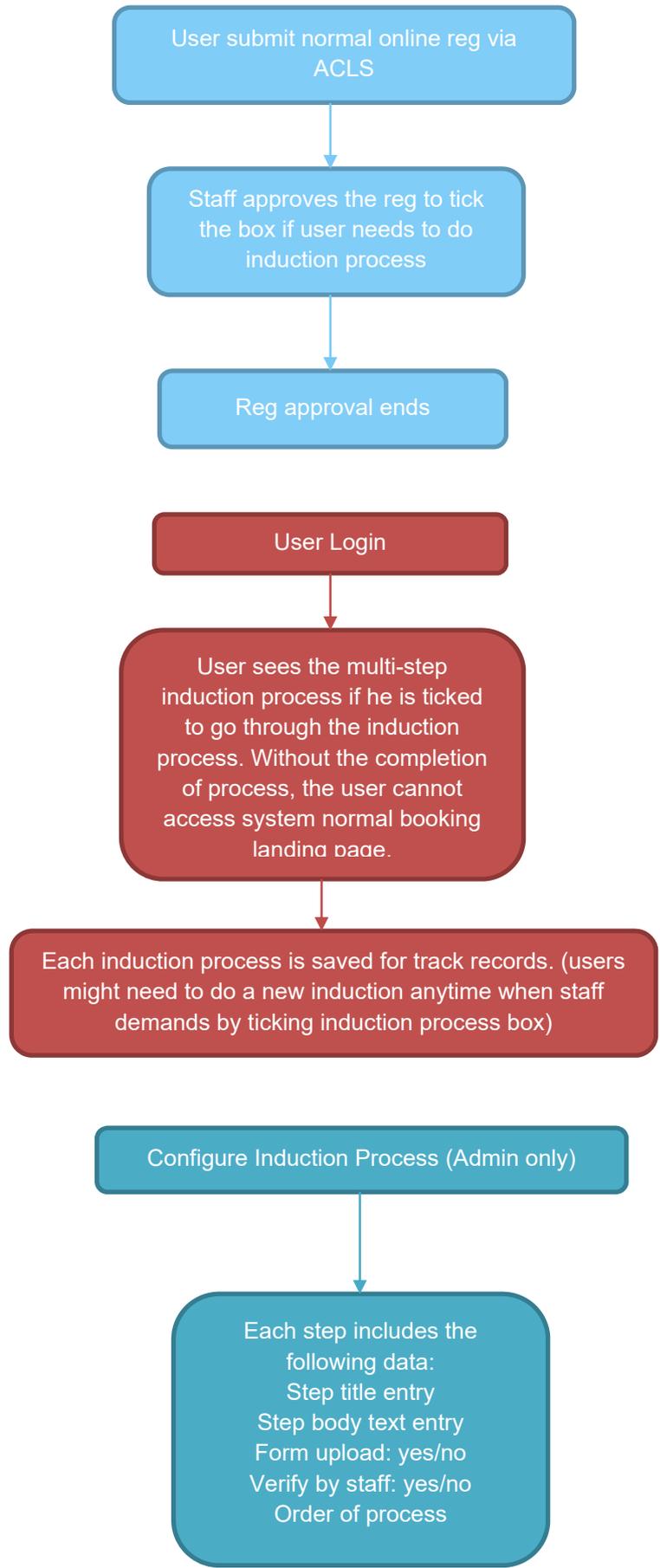
- Training charts

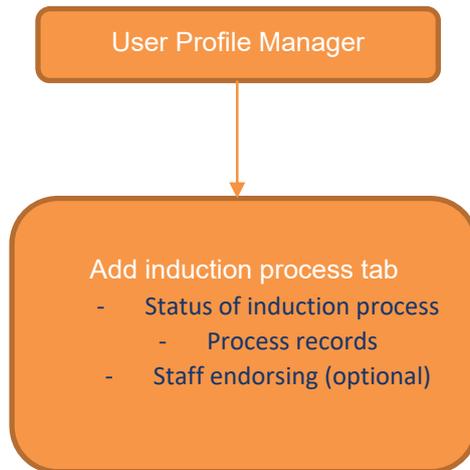
Training charts show the training records over years, and over months in the selected year. Using the charts, lab can foresee the future training demands and work out a better way to meet the training demands.



6.55 Customise Induction Process

A customizable induction process is introduced to give lab power to decide if the users are required to go through a special induction process. The process is required for medical labs, PC2 labs, Ethic labs and so on. Users who needs to go through the process must complete the online process form on booking dashboard, and staff in charge might need to verify the submitted induction process. Furthermore, if the collaboration protocol is established between labs, the user induction process results can be shared between labs, so the same user does not need to re-do the induction process at the collaborated labs, just to provide the induction process reference ID.

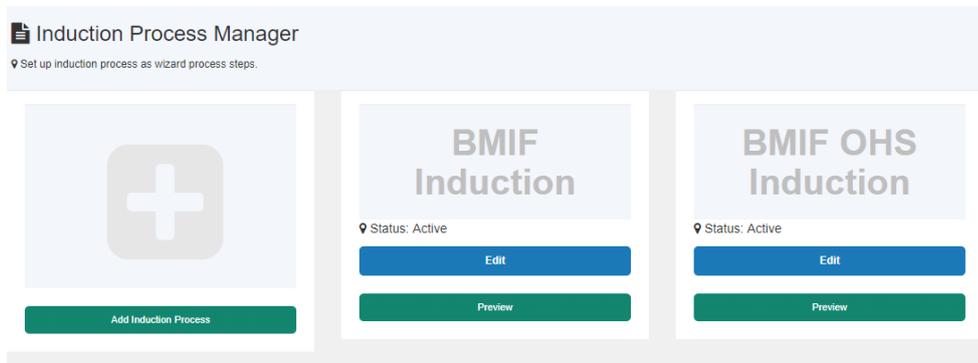




6.55.1 Set Up Induction Process

You are able to set up multiple induction processes subject to the lab operational requirements.

Go to **Staff -> Utility -> Induction Process Manager**.



Each induction process covers the header and body first.



Induction Process Manager
 Add induction process header title and body.

Header Title	BMIF General Induction
Header Body	<p>The Mark Wainwright Analytical Centre (MWAC) is part of the Division of Research. We manage major instrumentation used by researchers for the study of the structure and composition of biological, chemical and physical materials. Our facilities are housed in custom-built laboratories, mainly in the Lowy, Wallace Wurth and Chemical Sciences buildings.</p> <p>The Centre major Research Facilities are accessible to all staff and students of UNSW, as well as to external researchers. Government and industry users are also welcome. Staff of the Centre provide research collaboration, technical support, education and training to researchers accessing the facilities.</p>

Accept

After creating an induction process, more details are required to make it work.

Induction Process Manager
 Set up induction process as wizard process steps.

BMIF Induction

Edit Induction Process

+

Induction Process Step

Person Icon

Induction Process Staff-in-charge

▶

Preview Induction Process

📄

Step 1: Induction around BMIF labs

Form upload

Staff verification

Edit

Delete

📄

Step 2: Upload completed induction form

Form upload

Staff verification

Edit

Delete

Person Icon

Staff-in-charge: Cong Zheng

Staff-in-charge: Florence Tomasello

- Set up each step of the process



Induction Process Manager
 Edit induction process step.

Step Title	Induction around BMIF labs
Step Body	The Centre undertakes industry projects and specialist consulting work for external clients in areas of specialisation. The Chemical Consulting Laboratory within the Centre offers a broad range of consulting and general analytical services.
Require Form Uoload	<input checked="" type="checkbox"/>
Require Staff Verification	<input checked="" type="checkbox"/>
Order of Step	1

Accept

Basically, you need to tick the preset box and define the step order.

- Add staff-in-charge to the process

Upon users complete the induction process, ACLS sends the email notifications to the users and the nominated staff-in-charge.

Induction Process Manager
 Set up staff-in-charge.

<input type="checkbox"/>	Alex Macmillan
<input type="checkbox"/>	BMIF Teaching
<input type="checkbox"/>	Celine Heu
<input checked="" type="checkbox"/>	Dong Zheng
<input type="checkbox"/>	Elvis Pandzic
<input type="checkbox"/>	Ephrem Sitiwin
<input type="checkbox"/>	Fei Shang
<input checked="" type="checkbox"/>	Florence Tomasetig
<input type="checkbox"/>	Grainne Moran
<input type="checkbox"/>	Iveta Slapelova
<input type="checkbox"/>	Lin Chin
<input type="checkbox"/>	Michael Carnell
<input type="checkbox"/>	Nicholas Ariotti
<input type="checkbox"/>	Renee Whan
<input type="checkbox"/>	Richard Francis
<input type="checkbox"/>	Sandra Fok
<input type="checkbox"/>	Simon Harris

Accept



- Preview induction process

Preview is available, it is a good practice to play preview after you complete the induction process setup.

Induction Process Manager
Preview induction process

BMIF Induction

The Mark Wainwright Analytical Centre (MWAC) is part of the Division of Research. We manage major instrumentation used by researchers for the study of the structure and composition of biological, chemical and physical materials. Our facilities are housed in custom-built laboratories, mainly in the Lowy, Wallace Wurth and Chemical Sciences buildings.

Step 1: Induction around BMIF labs
Upload

Step 2: Upload completed induction form
Upload

Select Staff to Submit

<input type="radio"/>	Dong Zheng
<input type="radio"/>	Florence Tomasetig

Submit

6.55.2 Enable Induction Process to Users

There are two ways to enforce users to do the induction process.

- New user

Go to online registration process in User Profile Manager, select the induction process to enable.



User Profile Manager
 Process online user registrations

ONLINE USER REGISTRATION

User Name	Dr. Amy Au
Student/Staff No.	13522250
Login Name	amy.au@unsw.edu.au
Email	amy.au@unsw.edu.au
Type of Researcher	Academic
School/Organization	POWCL - Pri...
Work Phone	93824836
Mobile Phone	
Work Fax	
Work Address	
Supervisor	Prof Zoltan E...
Project(s)	IHC, microsc...
Account Type	UNSW Accou...
Business Unit	UNSWA
Organization	POWCL
Fund	RE889
Project Number	RG134419
Facility of Interest	
Registration Submission Time	09/07/2018 15:31

Select Induction Process

BMIF Induction
 BMIF OHS Induction

[Print Registration](#)

[Approve](#) [Delete](#)

- Registered user

Go to User Profile Manager to edit user profile, go to induction process tab to enable or disable the induction.

Select the induction process and turn on to enable the process to the user.

Profile Pinboard Supervisors Forms Publications Accounts Certificates Trainers **Induction Process** Contact User Usage (Booking) Invoices

Require to take Induction Process

BMIF Induction
 BMIF OHS Induction

Turn On Induction Process

Step 1: Induction around BMIF labs


 InductionForm-BMIF-Ref-M5f-uGWX46YAD-jq2IFW-1-1-1.pdf
Added: Dong Zheng on 22/06/2019 11:50

submitted
verified by Dong Zheng
22/06/2019 11:50

Step 2: Upload completed induction form


 InductionForm-BMIF-Ref-M5f-uGWX46YAD-jq2IFW-1-1-2.pdf
Added: Dong Zheng on 22/06/2019 11:58

submitted
verified by Dong Zheng
22/06/2019 11:58

Ref ID: BMIF-Ref-M5f-uGWX46YAD-jq2IFW-1-1 ✔

Simply click on turn-off button to disable the induction process to the user.



Profile Pinboard Supervisors Forms Publications Accounts Certificates Trainers Induction Process Contact User Usage (Booking) Invoices

Require to take Induction Process BMIF Induction

Turn Off Induction Process

Step 1: Induction around BMIF labs	 InductionForm-BMIF-Ref-MkFvSWX46YAD-jqtIPW-1-1-1.pdf Added: Dong Zheng on 22/06/2019 11:50	submitted verified by Dong Zheng 22/06/2019 11:50
Step 2: Upload completed induction form	 InductionForm-BMIF-Ref-MkFvSWX46YAD-jqtIPW-1-1-2.pdf Added: Dong Zheng on 22/06/2019 11:58	submitted verified by Dong Zheng 22/06/2019 11:58

Ref ID BMIF-Ref-MkFvSWX46YAD-jqtIPW-1-1 ✔

Each induction process record is shown up in user profile, staff can verify the result if needed.

6.55.3 How The User Does An Induction Process?

Upon login to ACLS, users and staff see the induction tile on the booking tab page.

BMIF Induction

Start Now

Click on Start Now to enter the induction process, ACLS automatically generates the reference ID, the ID includes lab short name.



BMIF Induction

The Mark Wainwright Analytical Centre (MWAC) is part of the Division of Research. We manage major instrumentation and custom-built laboratories, mainly in the Lowy, Wallace Wurth and Chemical Sciences buildings.

Reference ID: BMIF-Ref-WnHYD6IIGntd-nZuXda-1-1

Step 1: Induction around BMIF labs

Step 1: Form Upload (pdf only) ...

Submit

Step 2: Upload completed induction form

Step 2: Form Upload (pdf only) ...

Submit

Select Staff to Submit

<input checked="" type="radio"/>	Dong Zheng
<input type="radio"/>	Florence Tomasetig

Submit

The induction process only completes till staff finalise the process verification.



BMIF Induction

The Mark Wainwright Analytical Centre (MWAC) is part of the Division of Research. We manage major instrumentation used by researchers for the stu- custom-built laboratories, mainly in the Lowy, Wallace Wurth and Chemical Sciences buildings.

Reference ID: BMIF-Ref-WnHYD6lIGntd-nZuXda-1-1

Step 1: Induction around BMIF labs

Step 1: Form Upload (pdf only) ...

InductionForm-BMIF-Ref-WnHYD6lIGntd-nZuXda-1-1.pdf
Added: Dong Zheng on 23/06/2019 10:00

Reference: BMIF-Ref-WnHYD6lIGntd-nZuXda-1-1

Last submission: 23/06/2019 10:00

Verification status: open

Update

Step 2: Upload completed induction form

Step 2: Form Upload (pdf only) ...

Submit

On staff ends, system shows full details of each induction process in the user profile.

Step 1: Induction around BMIF labs	<p>InductionForm-BMIF-Ref-WnHYD6lIGntd-nZuXda-1-1.pdf Added: Dong Zheng on 23/06/2019 10:00</p>	<p>submitted not verified 23/06/2019 10:00</p> <p>Confirm Verification</p>
Step 2: Upload completed induction form	<p>not submitted not verified 23/06/2019 09:57</p>	<p>Confirm Verification</p>
Ref ID	BMIF-Ref-WnHYD6lIGntd-nZuXda-1-1	

6.55.4 Original Concept

I'd like to thank Dr Michael Carnell for his contributions to create the induction process feature. Here is the example of the conceptual diagram of the induction process form.



BMIF General Inductions

The BMIF general induction covers health and safety inductions into our labs situated in the Lowy Cancer Research Center (LG20, LG21, LG22, LG23 & LG24) along with labs in Biosciences south (2000, 2013, 2014) are PC2 labs with restricted swipecard access. Prior to being granted swipecard access an induction into the lab and appropriate paper work are required

Step 1: Induction around BMIF lab areas

Inductions are carried out weekly at 10am. Please click this button to register interest in attending the next induction

Register

Step 2: Upload completed induction document

Click here to download the appropriate induction form. Please complete by ticking to acknowledge that each section was covered during the induction and that you understand. After completing please tick to acknowledge you have completed the form, and upload the saved document below

Choose File No file chosen

Upload

Step 3: Upload evidence of required training for entry into our labs

As our lab areas are PC2 rated we require evidence of certain courses to allow you access. Please upload a screenshot of your myUNSW training history. Please

Choose File No file chosen

Upload

Step 4: Read relevant SWPs and risk management forms on SafeSys

Please read BMIF Risk management forms and associated Work Procedures on [UNSW SafeSys website](#) and declare as read. Be patient when opening links below, they tend to take some time to load.

- [BMIF - Confocal and Widefield Microscopy RM form - DVCRES-ANAYT-SWP-931](#)
- [BMIF - Behavioural Requirements for OGTR-certified PC2 Laboratory](#)
- [BMIF - Laser SWP](#)
- [BMIF - Mercury Lamps SWP](#)
- [BMIF - Mercury Spill SWP](#)
- [BMIF - PPE in labs and SWP](#)
- [BMIF - Ergonomics SWP](#)

After reading and clicking "Declare As Read" for all documents please click the validate button below. If possible this site will attempt to contact safesys to verify itself, if not possible it will signal a BMIF staff member to verify

Verify

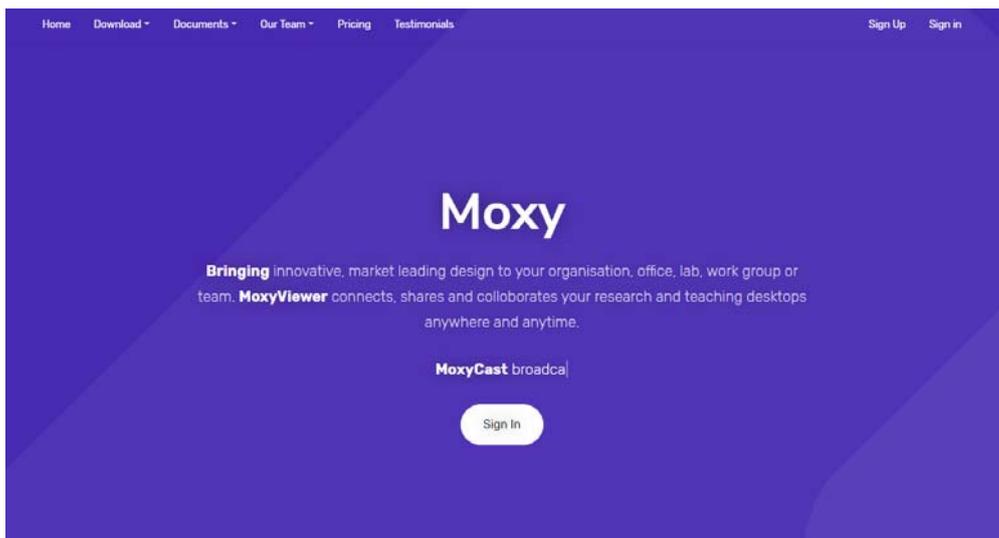
Step 5: Upload your own SWP, or supply link to SafeSys

As our lab areas are PC2 rated we require evidence of certain courses to allow you access. Please upload a screenshot of your myUNSW training history. Please

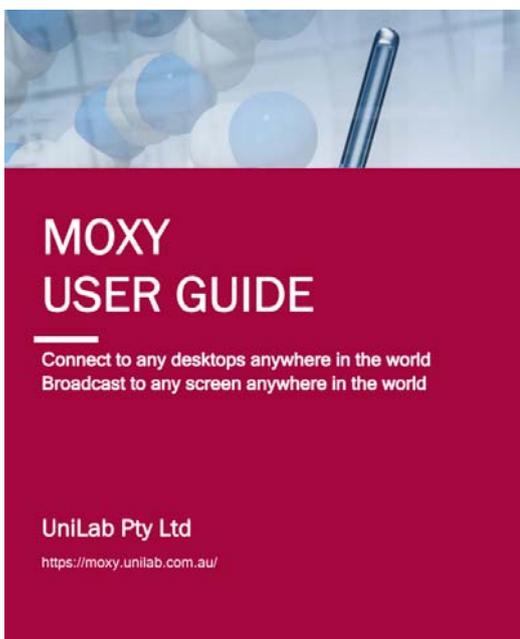
Verify

6.56 Moxy Service (Powered By UniLab)

Moxy is a service that is comprised of MoxyCast and MoxyViewer. It allows users to quickly, easily and securely broadcast digital media, live dashboard data and computer desktops, to any screen in the world.



We collaborate with UniLab to deliver digital and smart lab solutions to research institutes, labs and communities.



ACLS integrates with Moxy service to deliver onscreen live data dashboard. You can go to https://moxy.unilab.com.au/doc/Moxy_User_Guide.pdf to download Moxy user guide for details.

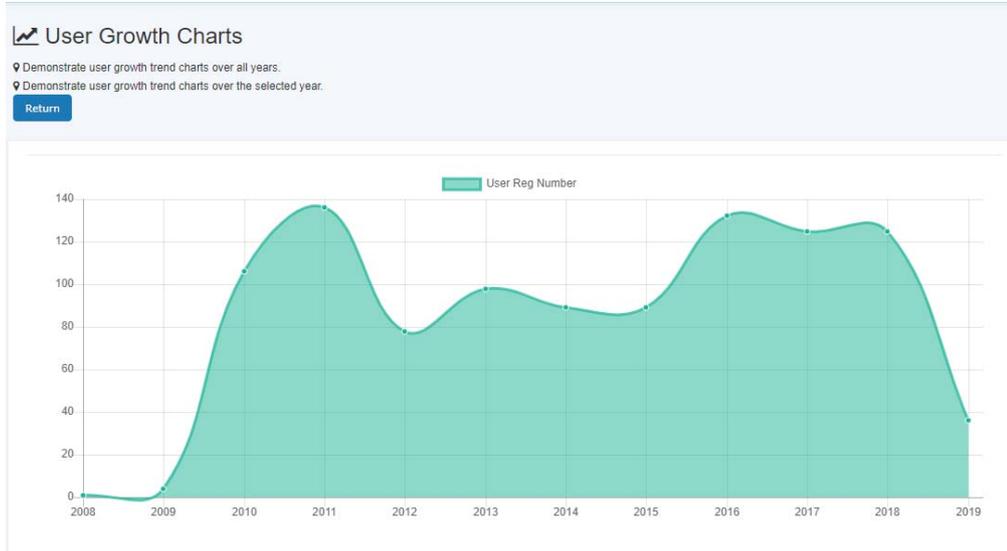
6.57 Live ACLS Charts To Presentation Screens and Touch Screens

In addition to streamline the calendar data to Moxy for onscreen update, you are able to streamline the lab data analytics to Moxy as well.



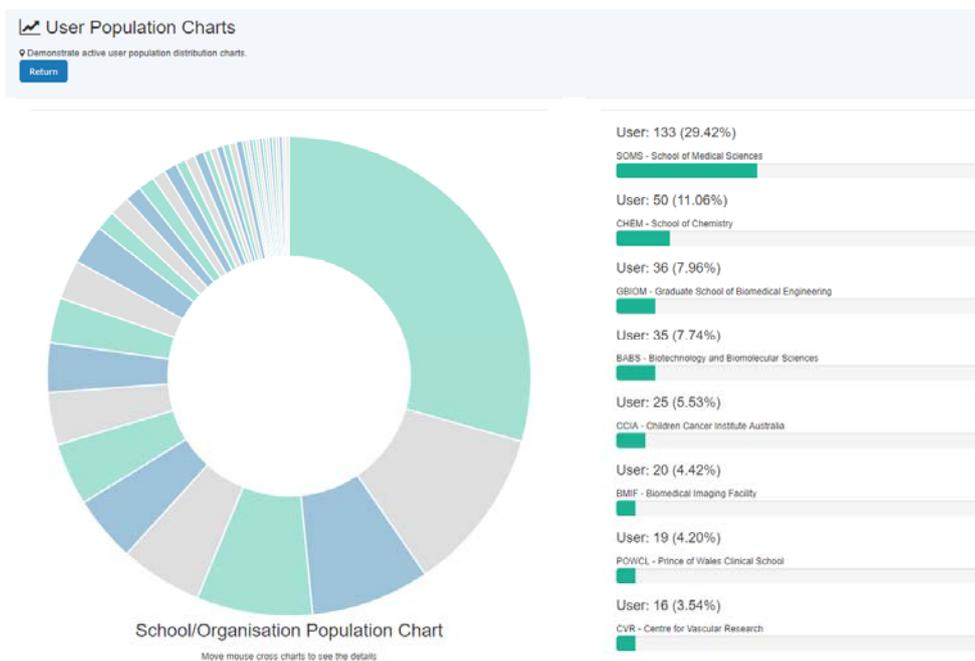
- Growth charts

Growth charts demonstrate the trend of the user growth over years, and over months in the selected year. Using the charts, lab can foresee the future growth potential and provide a better strategy to meet the research demands.



- Population charts

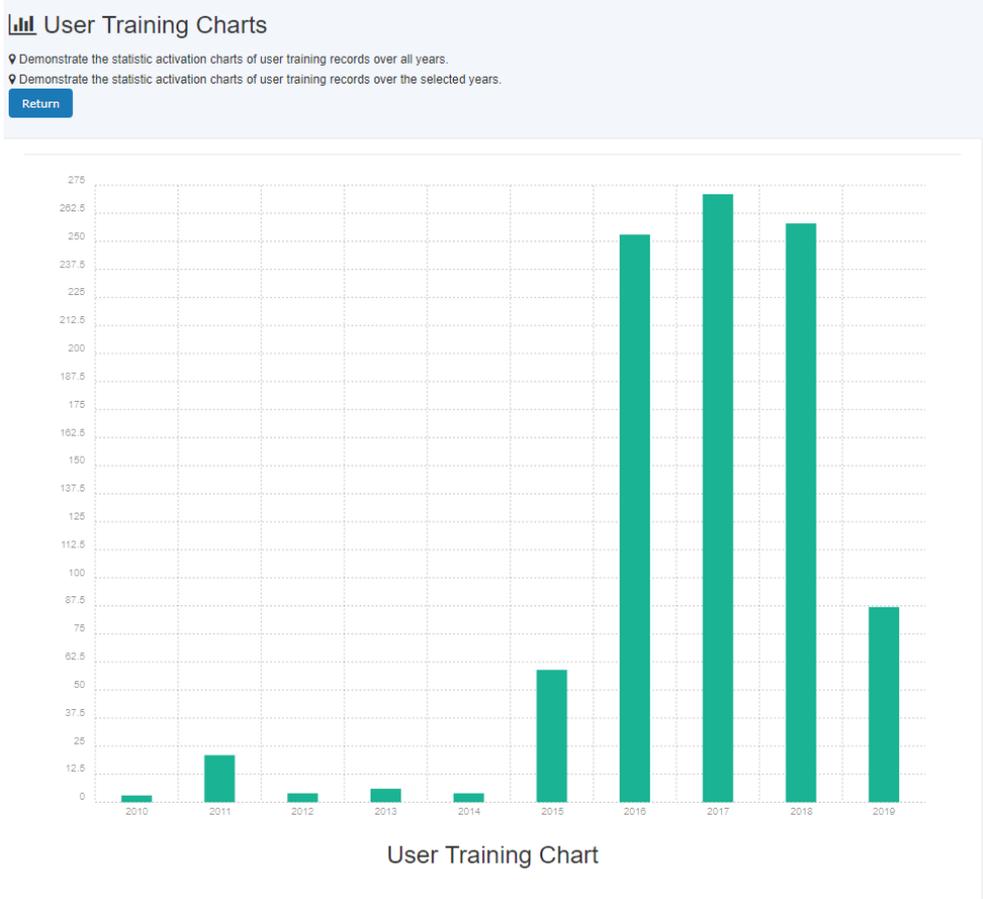
Population and geographic charts indicate the user population distributions. Using the charts, lab can work out a better strategy to meet the research demands of the major research groups.





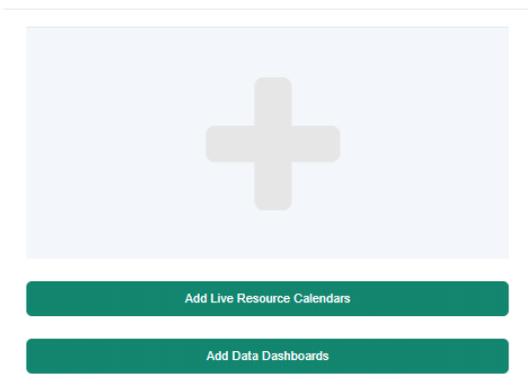
- Training charts

Training charts show the training records over years, and over months in the selected year. Using the charts, lab can foresee the future training demands and work out a better way to meet the training demands.



- How to Set Up Labcast Data Dashboard to Moxy

Upon login to ACLS, go to My Labcast to get started.





BMIF Data Analytics (Data Dashboards)

Labcast code:
labcast.data.sdgj5cKs.056143b7781cbe3e4d07893a6878af14.3

ACLS URL: <https://www.bmif.unsw.edu.au>

- Growth Chart
- Population Chart
- Training Chart

Edit

Simply tick the checkboxes to choose.

Labcast Manager

Add data analytics labcasts

Cast Title*	<input type="text"/>
Description	<div style="border: 1px solid #ccc; height: 60px;"></div>
Cast Data Analytics	<input type="checkbox"/> Growth Chart <input type="checkbox"/> Population Chart <input type="checkbox"/> Training Chart
Status*	<input checked="" type="checkbox"/> (Tick to be active)

Accept

The result of example shows here.

Labcast Manager

Labcast shows the live resource calendars and data dashboard features to Mory service on the big screens powered by UniLab.

Archived Labcasts

+

Add Live Resource Calendars

Add Data Dashboards

BMIF Data Analytics (Data Dashboards)

Labcast code:
labcast.data.sdgj5cKs.056143b7781cbe3e4d07893a6878af14.3

ACLS URL: <https://www.bmif.unsw.edu.au>

- Growth Chart
- Population Chart
- Training Chart

Edit

AFM (Resource Calendars)

Labcast code:
labcast.G7c5dJeJ.14861e70d71878d301d74268533c14

ACLS URL: <https://www.bmif.unsw.edu.au>

- AFM_Catalyst (Lowy)
- AFM_MM8 (F10)
- Aperio FL Slide Scanner
- Aperio XT Slide Scanner

Edit

Nikon (Resource Calendars)

Labcast code:
labcast.QGMpRaUo.a2f9d5cac58a86c3d43c7617a654ebf3

ACLS URL: <https://www.bmif.unsw.edu.au>

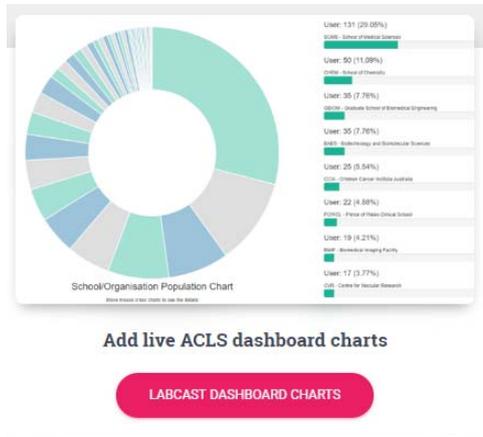
- Leica AFS2
- Leica DML
- Leica ICE High Pressure Freezer
- Leica RM2135 manual microtome
- Leica SP5 2P STED
- Leica SP5 WLL pSTED
- Leica SP8 DLS
- Zeiss LightSheet Z.1

Edit



- How to Set Up Moxy

Go to Dashboard container to set up dashboard.



Only 3 fields are needed to set up onscreen ACLS dashboard data analytics.

Labcast Title...
My Dashboard Cast - 2019-06-16 10:06:32

Labcast Code...

ACLS URL...

SUBMIT

You can preview the live dashboard on your desktop. Please contact ACLS support and UniLab support if you wish to know more.

ADD DASHBOARD

My Dashboard Cast - 2019-05-14 11:05:54

Cast Code:
labcast_data.sdj5cKs.056143b7781
cbe3e4d07893a6878af14.3

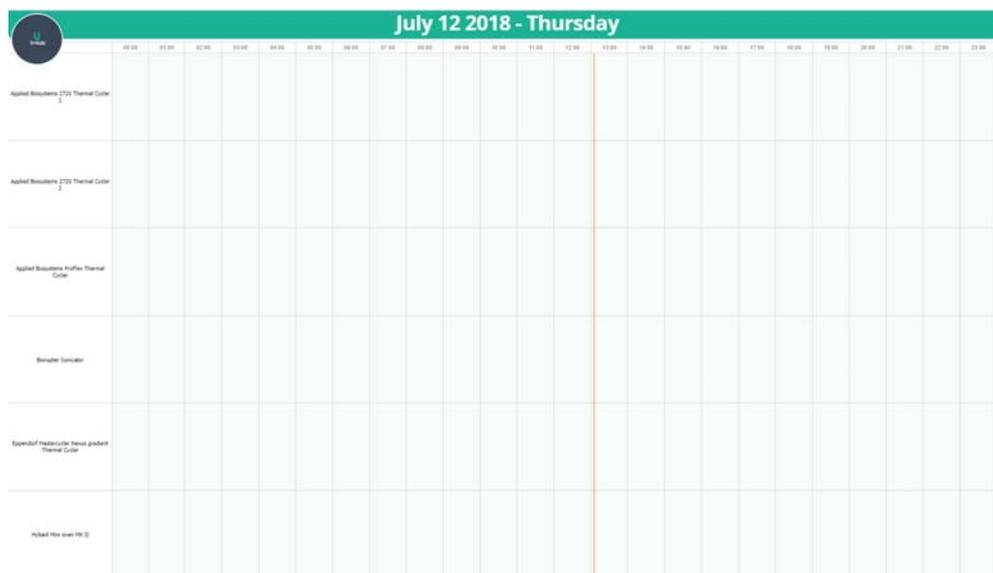
- Casted Screen Details
- Preview Dashboard Cast
- Delete Dashboard Cast



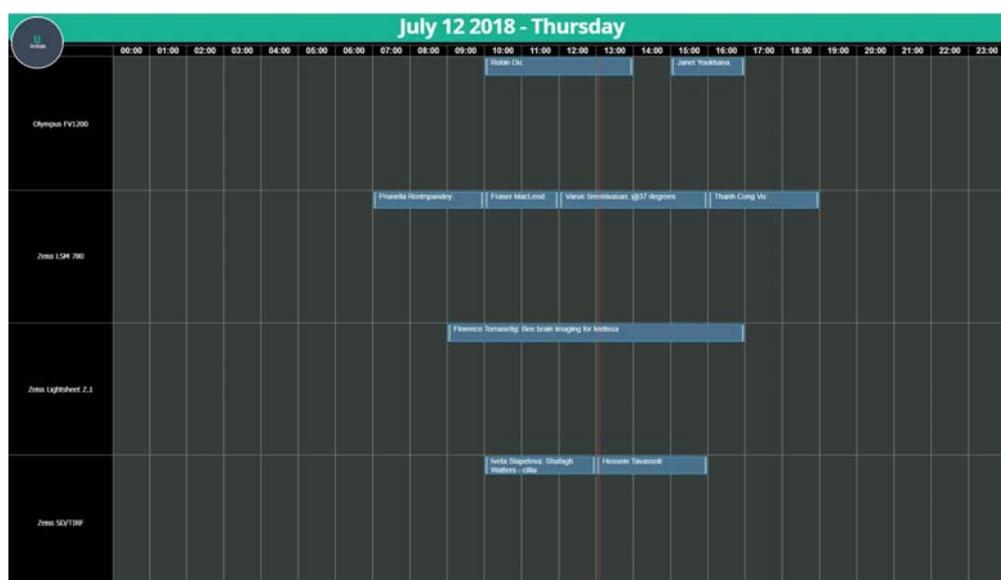
6.58 Live ACLS Calendars to Presentation Screens and Touch Screens

Through Moxy and Labcast, **LIVE** booking calendars can cast to one or multiple display screens and kiosk touch screens. 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



- Dark Calendar Theme



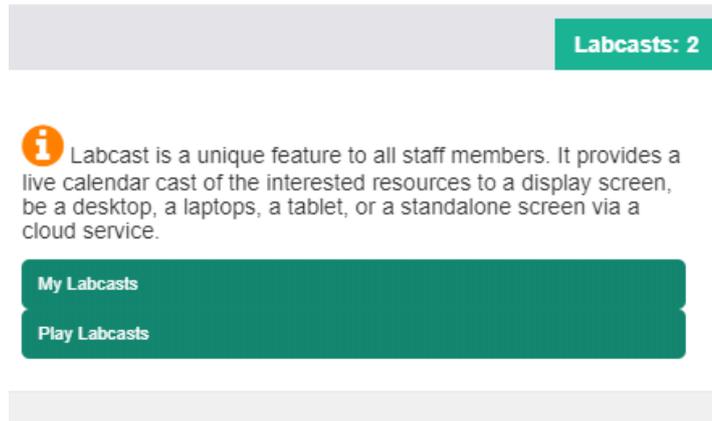
Dark theme suits for darker lab area environment, such as microscopy rooms.

Labcast feature is only available to lab staff. To set up Labcast, you need to configure the Labcast in ACLS and also sign up to MMoxy service.

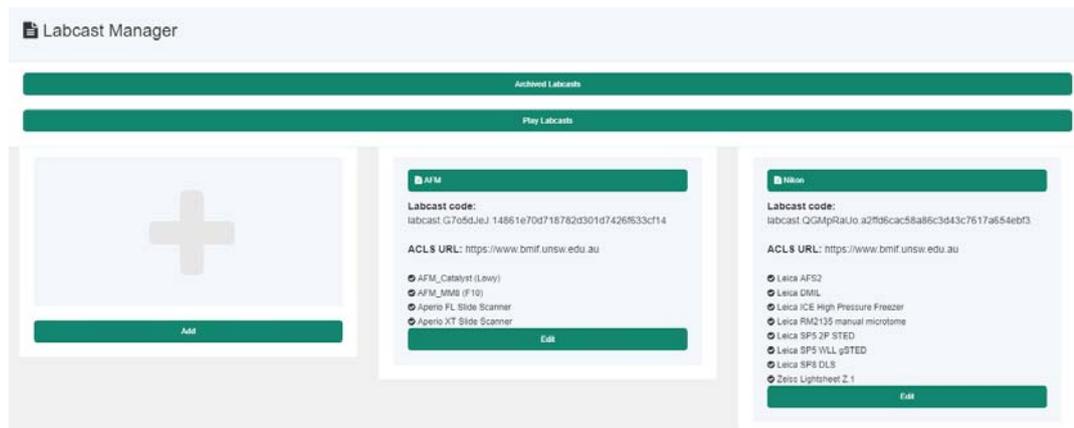


- Set up Labcast in ACLS

Upon sign in to ACLS, the landing page shows Labcast feature tile.



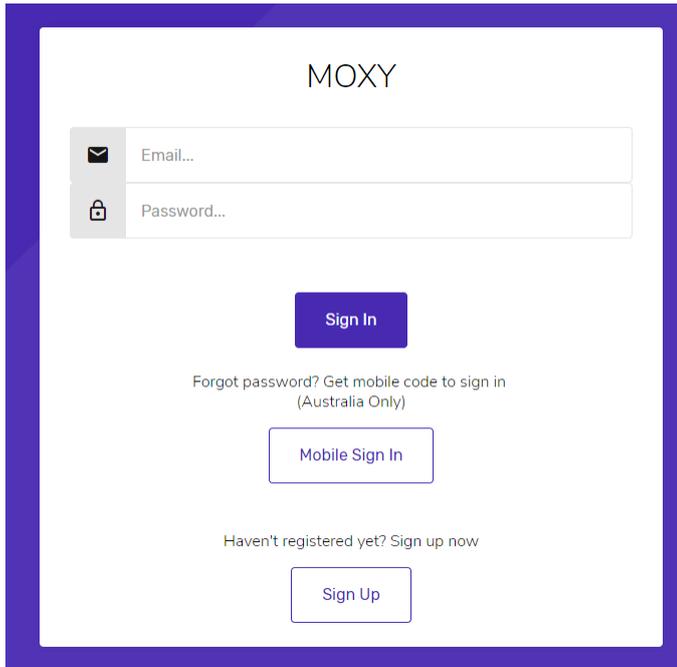
Click on **My Labcast** to set up resource casting calendars. You can go with a single resource calendar or group any resources as you wish. Recommend that each cast limits to no more than 15 resources. Labcast service can show any number casts as you wish, so you don't have to cast more than 15 resource calendars onto a single page.



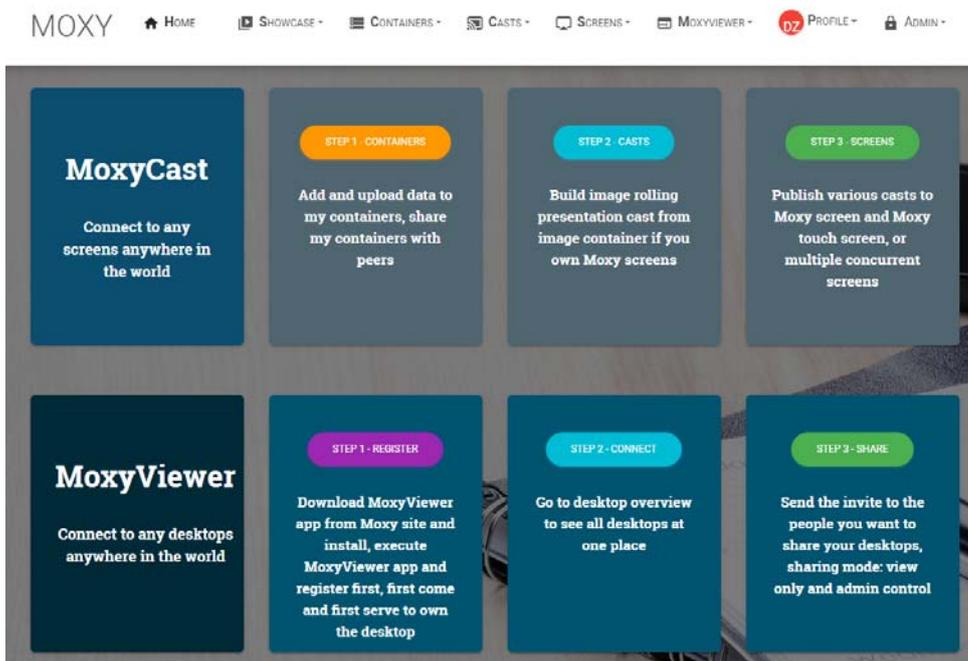
That is all you need to do in ACLS!

- Set up Labcast in Moxy

Moxy service powered by **UniLab** is implemented and available to operation at <https://moxy.unilab.com.au/>.



Upon sign up and sign in, you can access Showcase to see Moxy full capacity demo.



To publish your media containers to screens (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 for 12 month free trial.

- Show Case #1: MoxyViewer, web-based remote desktop access and share, a unique tool to manage desktop fleets



MOXY [HOME](#) [SHOWCASE](#) [CONTAINERS](#) [CASTS](#) [SCREENS](#) [MOXYVIEWER](#) [DZ PROFILE](#) [ADMIN](#)

MoxyCast

Connect to any screens anywhere in the world

- Cast Kiosk Touch Screen
- Cast Live Calendars - Timeline
- Cast Live Calendars - Tile
- Cast Live Dashboards
- Cast Live Weather Forecast
- Cast Rolling Presentation
- Cast Images
- Cast Videos
- Cast PDF
- Cast Word Doc
- Cast Excel Doc
- Cast PPT Doc

STEP 2 - CASTS

Build image rolling presentation cast from image container if you own Moxy screens

STEP 3 - SCREENS

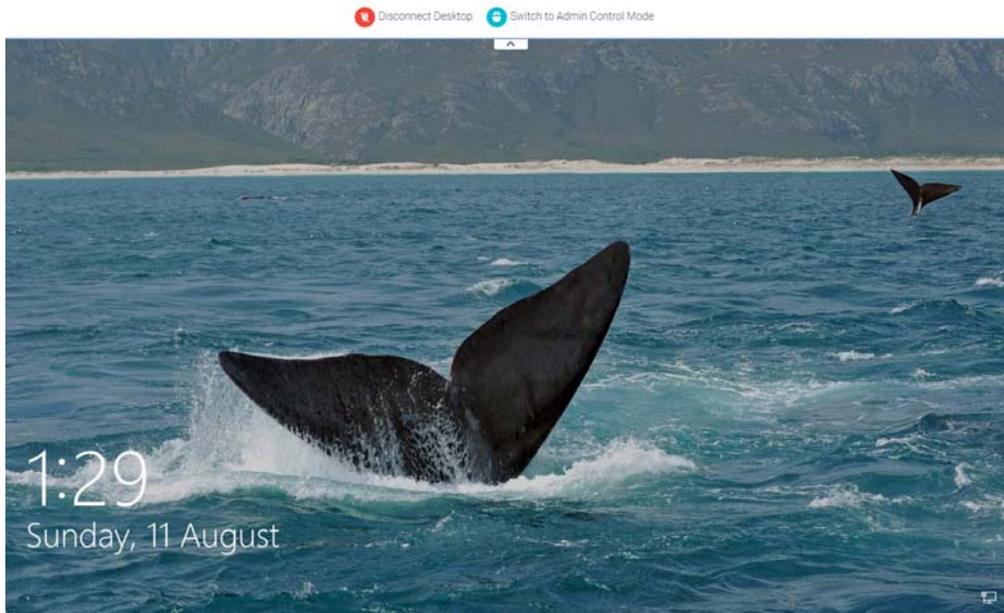
Publish various casts to Moxy screen and Moxy touch screen, or multiple concurrent screens

STEP 2 - CONNECT

Go to desktop overview to see all desktops at one place

STEP 3 - SHARE

Send the invite to the people you want to share your desktops, sharing mode: view only and admin control



- Show Case #2: MoxyTouch, a touch screen service for smart lab operations.



MOXY [HOME](#) [SHOWCASE](#) [CONTAINERS](#) [CASTS](#) [SCREENS](#) [MOXYVIEWER](#) [DZ PROFILE](#) [ADMIN](#)

MoxyCast

Connect to any screens anywhere in the world

- Moxyviewer - Live Computer Desktop
- Cast Kiosk Touch Screen**
- Cast Live Calendars - Timeline
- Cast Live Calendars - Tile
- Cast Live Dashboards
- Cast Live Weather Forecast
- Cast Rolling Presentation
- Cast Images
- Cast Videos
- Cast PDF
- Cast Word Doc
- Cast Excel Doc
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STEP 2 - CASTS

Build image rolling presentation cast from image container if you own Moxy screens

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Go to desktop overview to see all desktops at one place

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Send the invite to the people you want to share your desktops, sharing mode: view only and admin control

Biomedical Imaging Facility, Mark Wainwright Analytical Centre

Booking Calendar

Carl Zeiss AURIGA

Map

MWAC Alert

MyScope Training

Scanning Electron Microscope

UNSW a Global Top 50 Video

Weather Forecast

XRD Calendar



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.

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.

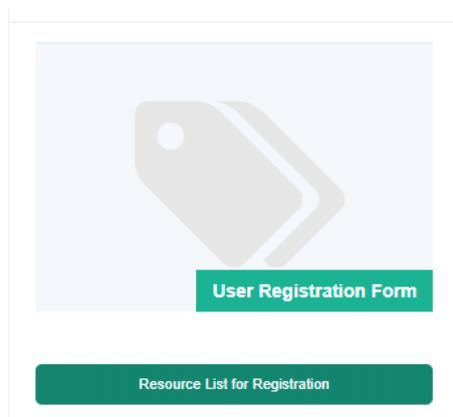
5. Which email address is used to notify staff about an online registration submission?

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.



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

- Mark Wainwright Analytical Centre
 - 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
- Division of Research
 - Biological Resources Centre
 - Molecular Surface Interaction Network Laboratory
 - Research Imaging NSW
- School of Biomedical Engineering
- School of Chemistry
- School of Biotechnology & Biomolecular Sciences
- School of Minerals and Energy Resources Engineering
- School of Photovoltaic & Renewable Energy Engineering
- School of Mechanical & Manufacturing Engineering
- School of Materials Science & Engineering
- School of Psychology
- School of Medical Sciences

7.3 Booking

12. **One of users cannot make bookings, I checked his profile, seems everything is correct, why?**

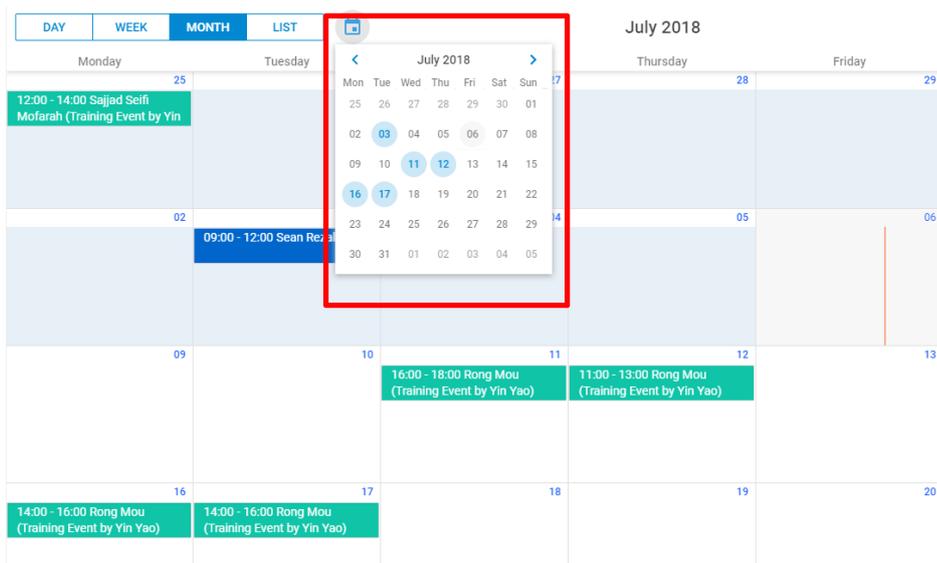
Most likely, the user has not been given an account. System won't grant the users to book unless the billing account (might be a dummy account) is linked to the user profile.

13. **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.

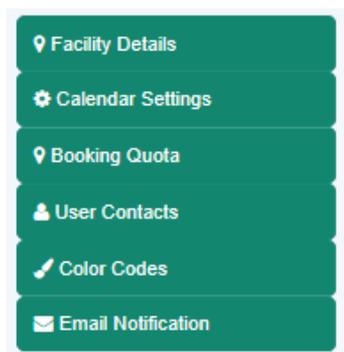
14. **How can I move to different days quickly other than clicking on prev/next button?**

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



15. 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



16. 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.

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

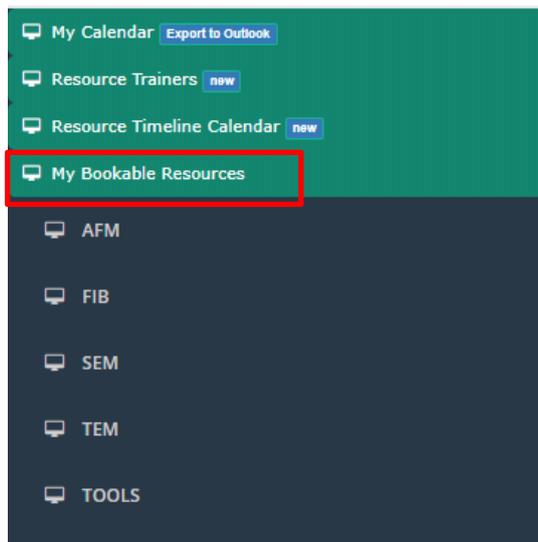
First step: cancel the user booking through service booking;

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

18. 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.



19. 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](#).

20. 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.

21. 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.



22. 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.

23. 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.

24. 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.

25. 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).

26. 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.

27. 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**.

28. How can we restrict general staff from accessing all the booking functions before they are trained?

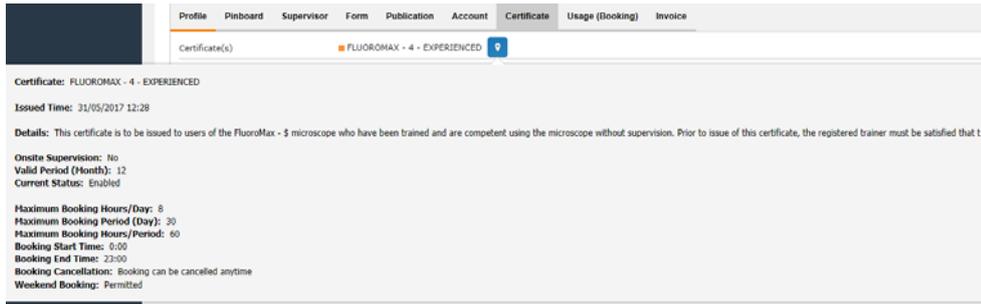
What you need to do is to turn on **Restrict Bookings To General Staff** through **Configure System**.

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.

29. 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**.



30. 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.

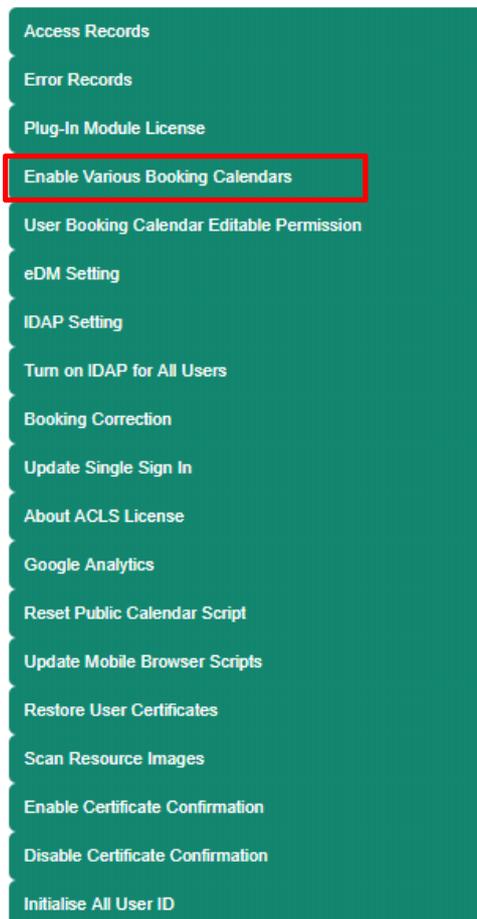
For example, if you set James as beginner on equipment #1, and if that certificate setting is from 9am to 5pm, then James can only book equipment #1 from 9am to 5pm.

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

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

32. 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 [Enable Various Booking Calendars](#).





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

Configure System
Booking tool access control

Parameter	
CommercialBookingToStaff	<input type="checkbox"/>
FacilityGroupBookingView	<input checked="" type="checkbox"/>
GroupTrainingBookingToStaff	<input checked="" type="checkbox"/>
RefreshAllJobMethodCharges	<input type="checkbox"/>
ServiceBookingToStaff	<input checked="" type="checkbox"/>
SingleTrainingBookingToStaff	<input checked="" type="checkbox"/>
UserBookingToStaff	<input checked="" type="checkbox"/>

Accept

33. 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.

34. 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.

35. 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.

36. 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.

37. 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](#).

38. 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.

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

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



40. 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**.

41. 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"/>

42. 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.

43. 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.

44. 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



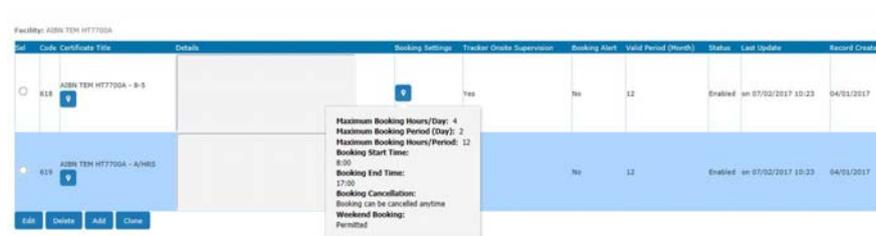
45. Can I change an “approved” booking to “unapproved”?

No.

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



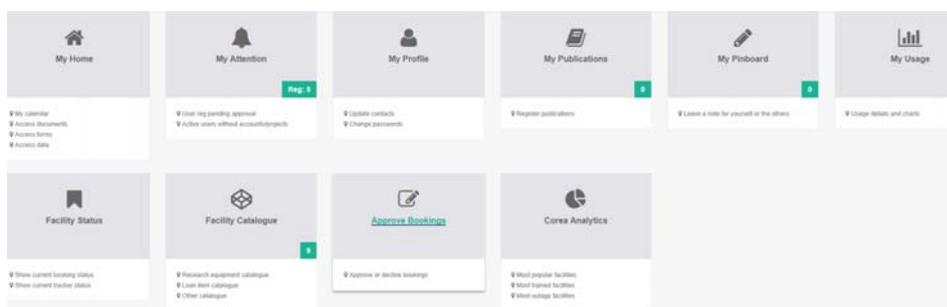
The message means that users certificate only allows them to book no more than 2 days in advance. For example,



47. 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



48. 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.

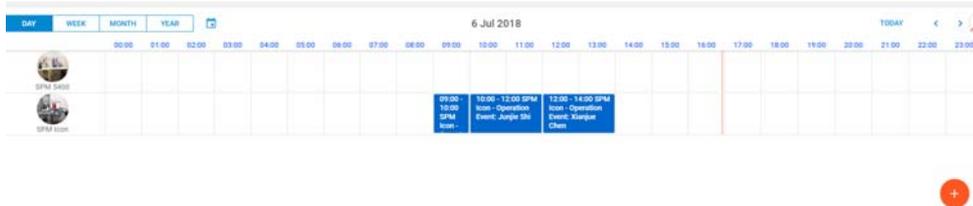


49. Is there any way of changing the settings so that future bookings can be made more than 3 months in advance?

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

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

Yes. Resource timeline calendar offers the solution.



51. 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:

Configure System

Restore and cancel bookings

Faulty Bookings Cancellation - July 2017

Event Code	Type	Facility	User	Start Time	End Time	Repeat	Note	Status	Booked Time	Last Change Time	Staff
<input type="radio"/>	31712	Service Event	AFM_Catalyst (Low)	Service Booking User	04/07/2017 14:00	04/07/2017 17:00		Active	04/07/2017 09:48	04/07/2017 09:48	Celine Heu
<input checked="" type="radio"/>	31871	Service Event	AFM_Catalyst (Low)	Service Booking User	10/07/2017 08:00	10/07/2017 10:00		Active	07/07/2017 15:35	07/07/2017 15:35	Celine Heu
<input type="radio"/>	31937	Service Event	AFM_Catalyst (Low)	Service Booking User	13/07/2017 10:00	13/07/2017 17:00	Stephen Holley	Active	10/07/2017 16:32	10/07/2017 16:32	Celine Heu
<input checked="" type="radio"/>	31977	User Event	AFM_Catalyst (Low)	Isah Mansour	14/07/2017 10:00	14/07/2017 13:00		Active	11/07/2017 11:23	11/07/2017 11:23	Celine Heu
<input type="radio"/>	31981	Training Event	AFM_Catalyst (Low)	Daniel Neves	12/07/2017 13:00	12/07/2017 15:00		Active	11/07/2017 14:49	11/07/2017 14:49	Celine Heu

7.4 Group Booking

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

Yes.



53. 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.

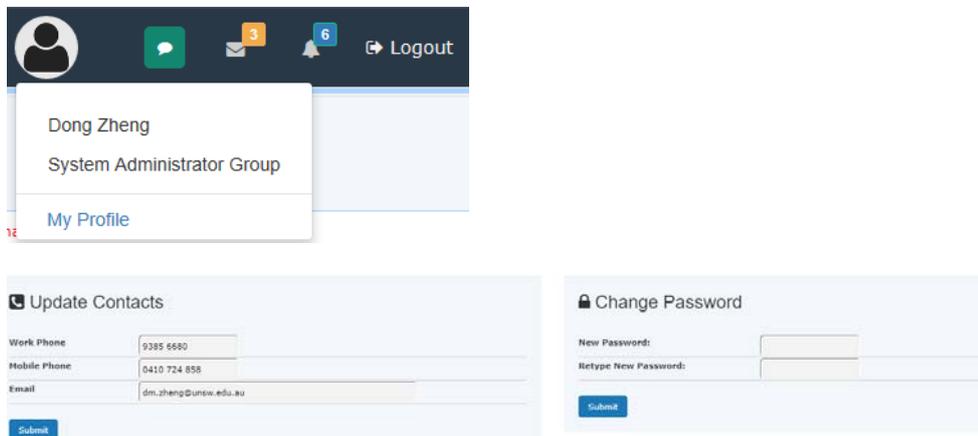
54. Are Group Bookings included in reports?

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

55. 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](#).

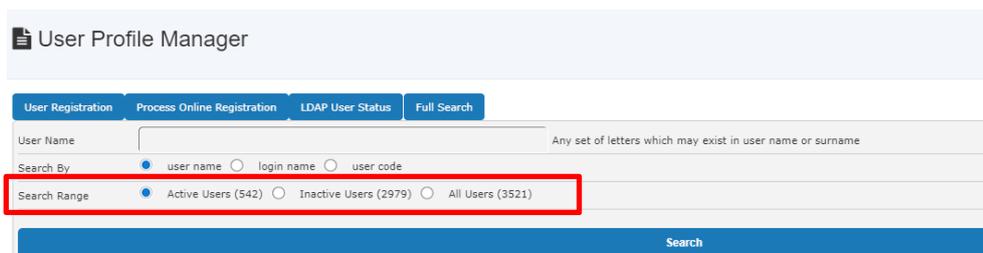


If you are the administrator of the system, then you are able to reset any user's password at [User Profile Manager](#). The new password is sent to the user by the system after each change.

56. I cannot find a particular user using the search function. Why?

Users are separated into two categories: active and inactive.

When searching, you have to select the search range. The default is the range of [active](#) users.





57. Why is user access disabled on the day following reactivation?

*This happens if **User Photo Availability Check** is turned on. The system applies a daily check against active user photo availability. If the photo 'non-existing period' is longer than the days set out in **Configure System**, 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.*

58. Is it possible to restrict certain user access?

*Yes, uncheck the box **activate user entry** through **User Profile Manager**.*

59. 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

60. What should I do if a user has attempted to register an account when she already has one?

The screenshot shows the 'User Profile Manager' interface for a user named Jane Li. The profile details include: Title (Miss), User Name (Jane Li), Student/Staff No. (3251292), Type of Researcher (Research Assistant), Login Name (z3251292), School/Organization (Centre for marine bio-innovation), Access Group (User), Work Phone (0293853916), and Email (z3251292@unsw.edu.au). A modal dialog box is displayed in the center, with the message: 'Confirmation notice of user registration/reactivation CAN NOT be done because Jane Li is deactivated or locked'. The dialog has an 'OK' button.

This user profile is expired In system, simply reactivate her, then delete her reg.

7.6 Update User Supervisors

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

*Go to **User Profile Manager**, find the user and then go to **Supervisor** tab to **Edit User Supervisor**.*



Profile: Abhirup Das

Profile Supervisor Form Publication Account Certificate Usage (Booking) Invoice

Supervisor ■ Lindsay Wu

[Edit User Supervisors](#)

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

EDIT USER SUPERVISORS:

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

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

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

62. 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.

63. 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.

64. 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.

65. 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.

66. 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

Title ▼

Supervisor Name

School/Organization ▼

Work Phone

Work Fax

Mobile Phone

Email

Work Address

Status

7.7 Data Report and Invoice

67. 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.

68. 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.

69. 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.

70. 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**.

71. 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 2500

Show: 500 entries

Search:

Previous 1 Next

Copy CSV Excel PDF

Showing 1 to 5 of 5 entries

User Name	School/Organization	Supervisor	Account	Account Charge/Hour	Booked Hours	Tracker Hours	Charges
Tony Teddy Fernandez	Macquarie University		HEATERIAL	\$0.00	18.00	55.84	\$0.00
Total (Service Booking Hours)					0.00		
Total (Operation Booking Hours)					18.00		
Total					18.00		\$0.00

Previous 1 Next

7.8 Batch Data Report

72. 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.

73. 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.

74. 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.

75. 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.

76. 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.

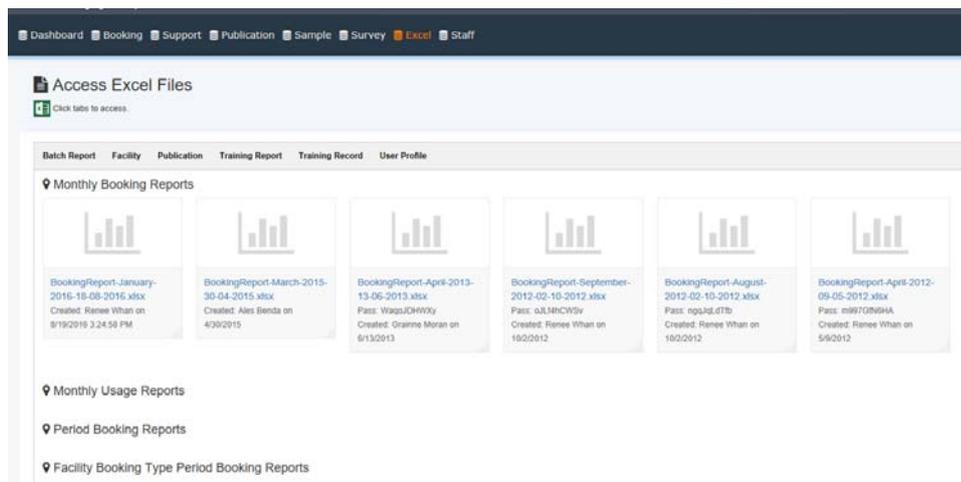
77. What happens when the system is running bDRT in the background?

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.

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

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

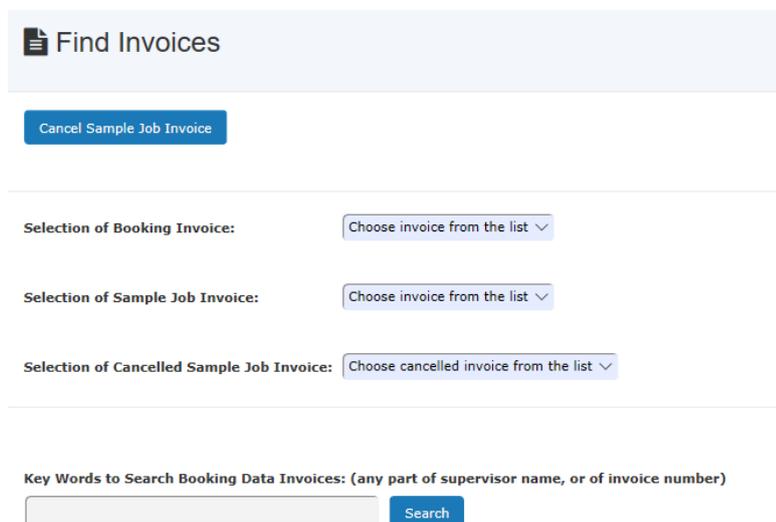


79. Can the invoice statements be PDF instead of HTM?

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

80. 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.



**81. 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.*

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

Please contact us to discuss this further.

7.9 Manage Account Budget**83. 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.

84. 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.

85. 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.

86. 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.

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

The current version only offers manual rollovers.

88. 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.

89. Can an expired budget envelop be reactivated?

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

7.10 User Training & Certification

90. 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)			<ul style="list-style-type: none"> ECLIPSE TI-E EXPERIENCED INTRAVITAL NIKON A1 - GENERAL 				

[Edit User Certificates](#)
[History of Training Records](#)

91. 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.

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

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

93. 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.

94. 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

[Export to EXCEL](#)

Show: 500 entries Search: Copy CSV Excel PDF

Showing 1 to 26 of 26 entries

Facility	Facility Group	User Name	Certificate	Issued Time	Trainer
AFM_MM8 (F16)	AFM	ZENYI WED	AFM MM8 - GENERAL	02/06/2017 16:18	Celine Heu
FluorMax - 4	BMF	David Chang	FLUOROMAX - 4 - GENERAL	22/06/2017 09:05	Alex Macmillan
HAL (Data Analysis Machine 2)	DATA ANALYSIS	Lalmali Alappattu	HAL (IMAGE ANALYSIS WORKSTATION)	06/06/2017 12:59	Michael Camell
HAL (Data Analysis Machine 2)	DATA ANALYSIS	Fan Chen	HAL (IMAGE ANALYSIS WORKSTATION)	22/06/2017 12:27	Sandra Fok
Leica SP8 DLS	BMF	Young Chan Kang	LEICA SP8 DLS - GENERAL	01/06/2017 12:27	Alex Macmillan
Leica SP8 DLS	BMF	Hetri Gandhi	LEICA SP8 DLS - GENERAL	26/06/2017 11:26	Celine Heu
Leica SP8 DLS	BMF	Narges Bayat	LEICA SP8 - EXPERIENCED	05/06/2017 23:56	Iveta Stajkova
Nikon A1 Spectral Confocal Microscope	BMF	Nichole Giles	NIKON A1 SPECTRAL - GENERAL	23/06/2017 14:56	Michael Camell
Olympus FV1200	BMF	Liyuan Wang	OLYMPUS FV1200 - GENERAL	21/06/2017 18:33	Sandra Fok
Olympus FV1200	BMF	Alexander Dupuy	OLYMPUS FV1200 - GENERAL	26/06/2017 09:59	Michael Camell
Olympus FV1200	BMF	Azaro Ghannou	OLYMPUS FV1200 - EXPERIENCED	13/06/2017 17:36	Sandra Fok
Orac (Data Analysis Machine 1)	DATA ANALYSIS	Lalmali Alappattu	ORAC (IMAGE ANALYSIS MACHINE)	09/06/2017 14:33	Michael Camell
Orac (Data Analysis Machine 1)	DATA ANALYSIS	Mijong Park	ORAC (IMAGE ANALYSIS MACHINE)	22/06/2017 12:26	Sandra Fok
Orac (Data Analysis Machine 1)	DATA ANALYSIS	Mu Patel	ORAC (IMAGE ANALYSIS MACHINE)	07/06/2017 13:53	Sandra Fok
Orac (Data Analysis Machine 1)	DATA ANALYSIS	Fan Chen	ORAC (IMAGE ANALYSIS MACHINE)	22/06/2017 12:26	Sandra Fok

95. 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**.

96. 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.

97. 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?

User Profile Manager
Edit user certificates

Certificate Title	Code	Suspended	Issued Time
Choose certificate from the list			if you wish to add new certificate
Choose certificate from the list			
3E EPP MASTERCYCLER GRADIENT-331 CERTIFICATE			
3E RNA BENCH 1 - 343 CERTIFICATE			
3E RNA BENCH 2 - 343 CERTIFICATE			
3E RNA FUME-CUPBOARD 1-343 CERTIFICATE			
3E RNA FUME-CUPBOARD 2 - 343 CERTIFICATE			

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

98. 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.

7.11 Register Forms and Documents

99. 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.

100. How does Form Repository work?

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

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



Form Repository Manager

Register form

User Selection: Aaron Gilmour

Type of Form: Induction Form

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

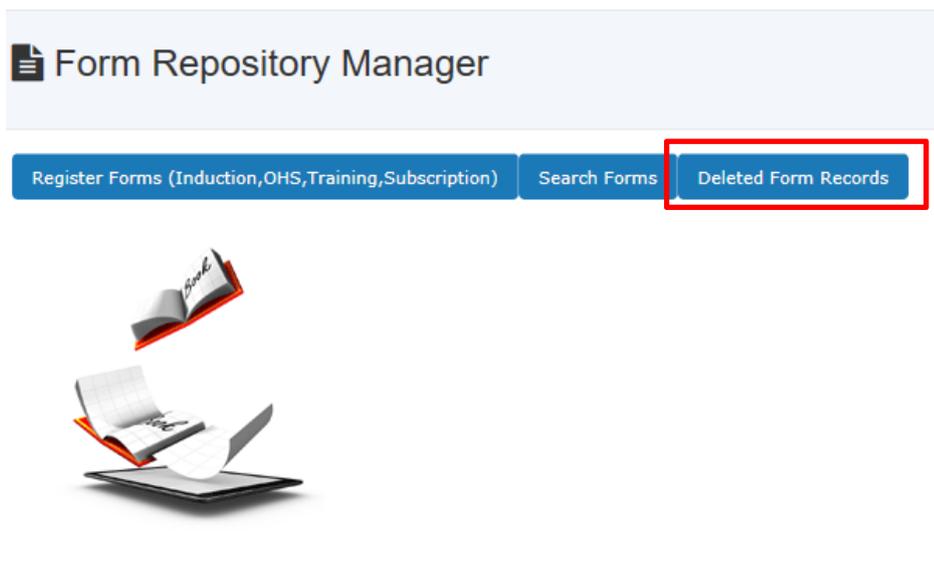
Note: [Empty text area]

Save To Form Registry

<p>Delete</p> <p>Induction Form-378-16-08-2013-329.pdf User: Aaron Gilmour Added: Lev Lewis on 8/16/2013</p>	<p>Delete</p> <p>OHS Form-378-19-11-2013-398.pdf User: Aaron Gilmour Added: Lev Lewis on 11/19/2013</p>	<p>Delete</p> <p>OHS Form-378-20-11-2013-404.pdf User: Aaron Gilmour Added: Lev Lewis on 11/20/2013</p>
--	---	---

101. 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.



**102. 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

103. What documents should I upload as general documents?

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

104. What should I upload as resource documents?

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

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

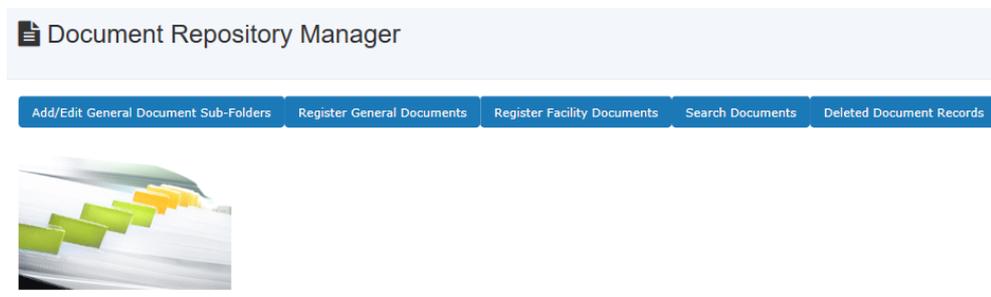
No, you should not. **Resource Contract Depository** will be provided in the future.

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

The maximum size is 20MB per file.

107. 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.

108. 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

109. 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.

110. 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

111. 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.

112. 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

113. 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.

114. What kind of files can I upload?

ACLS supports the following file formats when uploading:

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

115. 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

116. How do I edit a finished job?

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

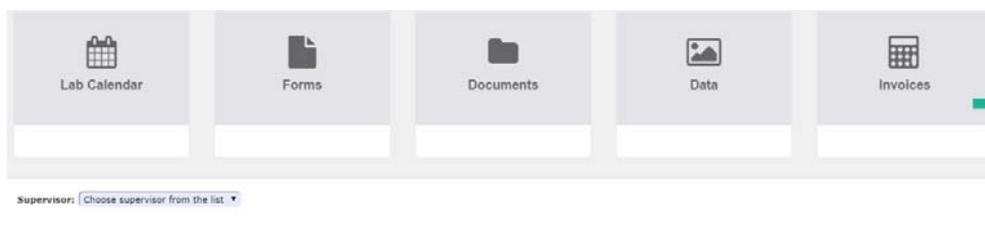
*If the invoice for the job is not completed, you can **Reopen Job To Edit**.*

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



117. 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

118. 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.

119. 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.

120. Are there any local log files for the console so that we are able to track the operation in case of network loss?

Yes, you can go to **c:\program files\acis lab system\acis 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.

121. 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 LDAP

122. Where can I find LDAP implementation information?

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

123. What if LDAP stops working?

The System Administrator should maintain a local access login so that they can login 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 login to ACLS and run an LDAP connection test to confirm.

124. 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.

7.16 Conduct Surveys

125. 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.

126. 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.

**127. 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.

128. 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.

129. 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.

130. 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.

**131. 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.

7.17 General

132. 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

133. 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.*



134. 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.

135. Can I clone a resource or tool?

Yes, go to Resource Manager to clone.

136. 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.

137. 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.

138. 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.

139. Can the owner set himself as the trainer?

Yes.

140. 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](#).

141. 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.

142. 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.



143. 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.

144. 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.

145. 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.*

146. 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.*

147. 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.*

148. 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.

149. 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.



Announcement

The AC Lab System Community

NSW

The University of New South Wales
The University of Wollongong
Illawarra Health and Medical Research Institute
Kolling Institute of Medical Research
The University of Sydney
Macquarie University
The University of Newcastle
The University of Western Sydney
Ingham Institute (Applied Medical Research)

VIC

Deakin University
Swinburne University of Technology
Melbourne Centre for Nanofabrication
Monash University

ACT

Australian National University

QLD

The University of Queensland
Queensland University of Technology

SA

Detmold Family Imaging Facility

WA

The University of Western Australia
Curtin University of Technology
CSIRO - Earth Science and Resource Engineering

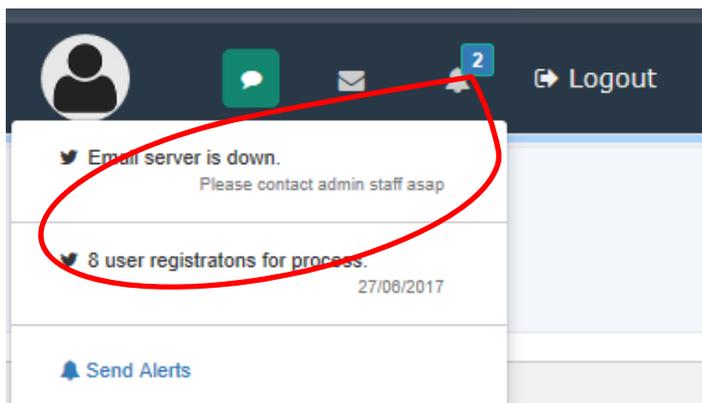
Others

University of Oslo, Norway
Central Washington University, USA
Aarhus University, Denmark

150. 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.



151. 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

152. 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.

153. 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.

154. 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.*

155. 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.

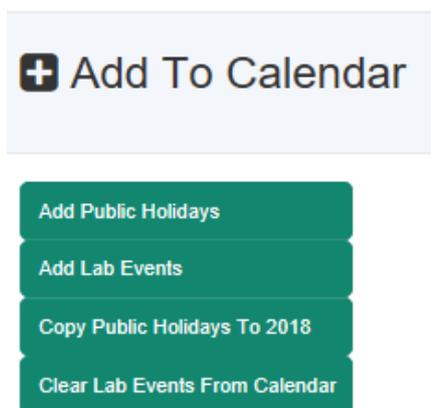
[Home](#) | [Contact Us](#) |
 AC Lab System - 2017 SQL-2.26.1 (IHMRI) |
 Sign-In Computer IP: 129.94.164.31 |
 Mark Wainwright Analytical Centre: Bioanalytical Mass Spectrometry Facility |

156. 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.

157. 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.



158. 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.

159. 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.

160. 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.
Task manager	Providing the tool so lab admin and managers can distribute jobs across the units or institutes.
ROS integration	Integrate with the university research output service so users and staff publications can be automatically updated in the ACLS user profiles
Finance integration	Integrate with the university finance system to do the live account validation upon users making bookings
ACLS tracker upgrade	Integrate with LabArchive for automated data capture
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.

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	IRTM 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



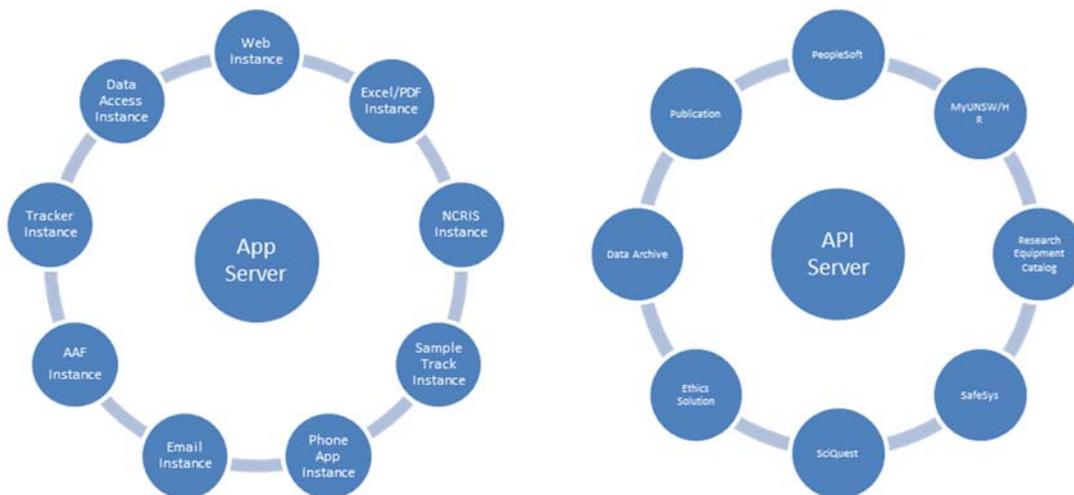
8.3 Research Equipment Management System (REMS)

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.

[Return](#)

Charge Category	Note
Industry (AUS)	users from Industries and commercial companies inside Australia
Industry (non-AUS)	Users from overseas industry and commercial companies
Industry/ Commercial User Assisted	
Industry/ Commercial User Unassisted	
Public Funded Researcher (CSIRO, ANSTO... non Universities)	For Public funded research scientists from such as CSIRO, ANSTO, non university institutes
Student Assisted	
Student Unassisted	
University (Aus)	For users from Australian Universities including students and staffs
University (non-AUS)	For users from overseas Universities including students and staffs
University/ Private Funded Researcher Assisted	
University/Private Funded Researcher Unassisted	

9.1.3 Set Charge Category vs 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"/>

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

9.1.4 Set Up Charge Category to Users

- Charge category does not apply to staff. In other words, staff are free of charge for bookings
- Each user must be given a charge category before they can make any bookings
- Each staff has the power to set up user charge categories

Please note that each charge category is 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

- [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/Sciber] » [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.

Resource Manager

128 bookable resources | 132 operational resources

Any letters about resource group, resource name and description

Search Resource

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

Set Up Online Registration Resource List | Booking Resource Chart | **Set Default Charge Category to All Users** | Resources vs Charge Category Chart



Upon completion, the system shows up the number of users who have been assigned the default charge category through this action.

LIST OF USERS WHOSE CHARGE CATEGORIES ARE SET TO DEFAULT

User Name	Facility	Charge Category
Dong Zheng	AC/DC Sputtering	University/ Private Funded Researcher Assisted
jack test	AC/DC Sputtering	University/ Private Funded Researcher Assisted
test ok	AC/DC Sputtering	PhD Student Assisted
trish test	AC/DC Sputtering	PhD Student Assisted

Total: 4

This tool only sets the default charge category to those users who have not been assigned a charge category for a 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.

Resource vs Charge Category

Return

Show: 500 entries Search: Copy CSV Excel PDF

Showing 1 to 128 of 128 entries

Resource	Resource Group	Industry (AUS)	Industry (non-AUS)	Public Funded Researcher (CSIRO, ANSTO... non Universities)	University (Aus)	University (non-AUS)
3D Printer Autodesk Ember	BIO-CHEM LAB FACILITIES	\$70.00	\$70.00	\$50.00	\$30.00	\$70.00
3D Printer Objet Eden	BIO-CHEM LAB FACILITIES	\$170.00	\$170.00	\$70.00	\$70.00	\$170.00
3D Scanner Artec Spider	OTHER FACILITIES	\$75.00	\$75.00	\$30.00	\$30.00	\$75.00
AFM BioTIRF JPK NanoView/Headline T-U	MICROSCOPY FACILITIES	\$170.00	\$170.00	\$70.00	\$70.00	\$170.00
AFM Bruker Dimension Icon	CLEANROOM FACILITY	\$170.00	\$170.00	\$70.00	\$70.00	\$170.00
AFM IR imaging Headline NeoSpace	MICROSCOPY FACILITIES	\$110.00	\$110.00	\$40.00	\$40.00	\$110.00
ALD CNT Fiji	CLEANROOM FACILITY	\$170.00	\$170.00	\$70.00	\$70.00	\$170.00
Ash-Lab Pfenkostat	BIO-CHEM LAB FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bio-chem lab	BIO-CHEM LAB FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Biosafety Cabinet(NICO)-PC2	PC2 LAB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Biosafety Cabinet(GE)-PC2	PC2 LAB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CM1 Pfenkostat	BIO-CHEM LAB FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cleanroom Storage Space	CLEANROOM FACILITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client shipping (substitute)	OTHER FACILITIES	\$0.00	\$0.00	\$10.00	\$10.00	\$0.00
Client Time Hashan Alhamoud	MCH STAFF TIME	\$120.00	\$120.00	\$40.00	\$40.00	\$120.00
Client Time Abu Sadek	MCH STAFF TIME	\$120.00	\$120.00	\$40.00	\$40.00	\$120.00
Client Time Ash Dyer	MCH STAFF TIME	\$120.00	\$120.00	\$40.00	\$40.00	\$120.00
Client Time Beanie Ovelup	MCH STAFF TIME	\$120.00	\$120.00	\$40.00	\$40.00	\$120.00

9.1.8 Reports and Invoice Statements

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

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*	<input type="text"/>
Family Name*	<input type="text"/>
Student/Staff No.	<input type="text"/> (000 for visitors only)
Email*	<input type="text"/>
Retype Email*	<input type="text"/>
Login Password*	<input type="text"/>
Retype Login Password*	<input type="text"/>
Type of Researcher	Industry (AUS) ▼
Work Phone*	<input type="text"/> (Digits Only)
Work Address	
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Suburb	<input type="text"/>
State	Australian Capital Territory ▼
Postal Code	<input type="text"/>
Local Contact*	<p>Select one staff at least:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Abu Sadek <input type="checkbox"/> Bernie Orelup <input type="checkbox"/> Dan Smith <input type="checkbox"/> Fatima Eftekhari <input type="checkbox"/> Gediminas Gervinskas <input type="checkbox"/> Guangyuan Si <input type="checkbox"/> Hemayet Uddin <input type="checkbox"/> John Zhu <input type="checkbox"/> Lachlan Hyde <input type="checkbox"/> Paul Spizzirri <input type="checkbox"/> Ricky Theodore Tjeung <input type="checkbox"/> Sean Langelier <input type="checkbox"/> Taryn Guinan <input type="checkbox"/> 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:

School/Organization:

Work Phone:

Mobile Phone:

Email:

Address 1:

Address 2:

Suburb:

State:

Postal Code:

Postal Address:

Status:

- 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?

- 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	No.
Given Name	Ding
Family Name	Test
Student/Staff No.	
Email	ding@
Type of Researcher	Industry (AUS)
School/Organization	ANSTO
Work Phone	123456
Work Address	
	Address 1
	Address 2
	Suburb
	State/Australian Capital Territory
	Postal Code
Local Contact	
	Fatima Erakhan
Selected Supervisor	
	Daniel Riley
Facility of Interest	

I agree to acknowledge MCN facilities and services in any publications/presentations that may result from work done at the MCN as per the MCN User Agreement

Submit

When you click on the **Submit** button, ACLS will send an email notice to the following parties:

- User who made the registration
- User’s supervisor
- Staff nominated

9.1.10 Set Up Local Contacts

Go to **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 Sedek	<input checked="" type="checkbox"/>
alan alan	<input type="checkbox"/>
Allison van de Meene	<input type="checkbox"/>
Bernie Orelup	<input checked="" type="checkbox"/>
Dan Smith	<input checked="" type="checkbox"/>
Dong Zheng	<input type="checkbox"/>
Fatima Erakhan	<input checked="" type="checkbox"/>
Gareth Moorhead	<input type="checkbox"/>
Gediminas Gervinskas	<input checked="" type="checkbox"/>
Guangyuan Si	<input checked="" type="checkbox"/>
Hemayet Uddin	<input checked="" type="checkbox"/>
John 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 Theodora Tjeung	<input checked="" type="checkbox"/>
Sean Langelier	<input checked="" type="checkbox"/>
Shan Don	<input type="checkbox"/>
Stuart Lucas	<input type="checkbox"/>
Taryn Gunan	<input checked="" type="checkbox"/>
Tom Eddershaw	<input type="checkbox"/>
info.bach@monash.edu	<input type="checkbox"/>
Yang Choon Lim	<input checked="" type="checkbox"/>

Accept



9.1.11 Register Supervisors

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

Supervisor Manager
 Edit/Add supervisors

Search Supervisor

Title: Mr.

Supervisor Name: [Text Field]

School/Organization: Choose school/organization from the list

Work Phone: [Text Field]

Mobile Phone: [Text Field]

Email: [Text Field]

Address 1: [Text Field]

Address 2: [Text Field]

Suburb: [Text Field]

State: Australian Capital Territory

Postal Code: [Text Field]

Postal Address: [Text Field]

Status:

Accept Reset

The supervisor address format on the invoice statement is the same.

9.1.12 Discount Field for Budget Envelop Manager

A discount field has been added to the budget to deal with discounted charges to the bookings upon monthly rollover. In Budget Manager, you can set up a discount with up to two decimal points.

Budget Envelop

Active Budget Envelop: AQUA DIAGNOSTICS STIUP ACCOUNT

Account: AQUA DIAGNOSTICS STIUP ACCOUNT

Discount To Booking Charges (%): 0.00

Start Date: 01/10/2011

Expiry Date: 31/12/2012

Note: To accrue charges against Aqua Diagnostics STIUP account only.

Rollover Enable: Yes

Rollover Schedule Enable: No

Rollover Scheduled Date of Month: 1

Email Alert Enable: No

Alert Threshold of Budget Balance (\$): 0.00

Days to Deactivate Account: 0

Budget Envelop Code: 26

Record Created: 17/11/2011

Once you have done the rollover, the discount field is locked to prevent any further changes. So the discount can apply consistently to each rollover.



9.1.13 Unassisted and Assisted Bookings

The following booking functions are done for MCN to replace the standard Resource Booking, User Booking and Training Booking.

- Unassisted Booking
- Assisted Booking



ALD Veeco Fiji

SOP Accept future bookings only Switch to day/week view by clicking on DATE as link
 Permitted Hours: 0:00 - 24:00
 Account for Booking: Internal Account

Unassisted Booking Assisted Booking Service 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.

ALD VEECO FIJI

Description

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

Notes

Repeat event DISABLED

Full day

🕒 12:00	13	July	2018
🕒 13:00	13	July	2018

Reminder

DELETE
CANCEL
OK



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

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

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
Error Records
Customization Records
Plug-In Module License
eDM Setting
IDAP Setting
Turn on IDAP for All Users
Booking Correction
Business Hour Settings
About ACLS License
Google Analytics
Reset Public Calendar Script
Update Mobile Browser Scripts
Restore User Certificates



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		
<input type="button" value="Accept"/>		

9.1.17 Account Discount

MCN introduces a discount concept to the account setting. Initially, all the discounts are set to zero.

Account Manager

Active accounts

Show: 100 entries

Showing 1 to 150 of 237 entries

Active Account	Account Type	Discount (%)	Note	Expiry Date	Last Update	Account Code	Record Created
Adelaide-Abel Santos	External Invoice	0.00	Uni of Adelaide	22/10/2024	John Zhu on 24/06/2019 10:32	536	02/05/2019
Amason Engineering	External Invoice	0.00		31/07/2020	Dong Zhong on 26/07/2019 12:32	329	04/05/2018
AMD-Matthew Weyland	External Invoice	0.00		25/12/2023	John Zhu on 04/07/2019 14:28	426	04/07/2018
ANFF staff development	Internal Account	100.00		10/03/2024	Hemayet Uddin on 26/05/2018 16:07	436	26/05/2018
ANU-Lan Fu	External Invoice	0.00		11/01/2024	John Zhu on 26/06/2019 14:53	385	09/11/2017

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



Account Manager

▼ Edit account.

Search Account

Return

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

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

Account Name	Adelaide-Abel Santos
Account Type	<input type="radio"/> Internal Account <input checked="" type="radio"/> External Invoice
Job Type	<input type="radio"/> Client Job <input checked="" type="radio"/> Non Client Job
Discount (%)	0.00
Note	Uni of Adelaide
Expiry Date	22/10/2024
Make Account Expired Now	<input type="checkbox"/>

Accept

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.

Show 100 entries

Showing 1 to 886 of 886 entries

Search: Copy CSV Excel PDF Print

Resource	User	Supervisor	School/Org	Account	Account Discount (%)	Charge Category	Resource Charge/Hour	Booked Hours	Training Booking	Charges (\$)
Operation Bookings										
3D Printer Objet Eden	Wai Hoe Chin	Adrian Heild	Monash University	Adrian Heild	0.00	University (Aus)	70	1.50		105.00
3D Printer Objet Eden	Bryan Gao	Alastair Stewart	University of Melbourne	MCFP	0.00	University (Aus)	70	5.50		385.00
3D Printer Objet Eden	Abbas Eghlimi	Udo Bach	Monash University	MCH Tech-Ambassador-Udo Bach	0.00	University (Aus)	70	74.00		5,180.00
3D Printer Objet Eden	Unscheduled Service	-	-	-	0.00		0	518.25		0.00
3D Printer Objet Eden	James Gardiner	James Gardiner	CSIRO	CSIRO Block Account	0.00	Public Funded Researcher (CSIRO, ANSTO... non Universities)	70	2.00		140.00
Total								601.25		5,810.00
3D Scanner Artec Spider	John Paul Teodosio	Ricky Tjeung	Melbourne Centre for Nanofabrication	MCH STAFF	0.00	Industry (Aus)	75	1.50		112.50
Total								1.5		112.50



9.1.19 Track User Category Change

A tracker has been implemented to track any changes in user category so the system can accurately report the charges and billings. For example, user James books SEM230 on 1 July with user category “A”, then his category is changed on 2 July to category “B” and he makes bookings on 5 July. When the system runs the report and invoicing, it uses category “A” rate to calculate the charge for the bookings on 1 July, and category “B” rate for the bookings on 5 July, respectively.

You can check user category change records through [Charge Category Change Log](#).

9.1.20 Broadcast Messages To Newly Trained Users

Broadcast Messages

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

To Newly Trained Users | My Signature | My Mailing List

Type of Group: My Mailing List Generic Group Single Certificate Group (including trainers)

Group: Choose group from the list

Subject:

Message Body:

Cheers.
Dong Zheng

Send Message | Generate Email List

‘To Newly Trained Users’ is added. Click on [To Newly Trained Users](#) to access. As usual, type in subject and message body, select a period from last month to last 12 months, then click on ‘Send Message’. The system sends the message to all the newly trained users for the selected period of time.



Broadcast Messages

To Newly Trained Users

Last Period in Month: 1

Subject: |

Message Body: Cheers.
Dong Zheng

Buttons: 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:

Buttons: 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:

From:

To:

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 Profile My Publications **0** My Pinboard **0** My U

My calendar
Access documents
Access forms
Access data

User reg pending approval
Active users without accounts/projects

Update contacts
Change passwords

Register publications

Leave a note for yourself or the others
Usage details an

Facility Status Facility Catalogue **112** Order Consumables **New** Core Analytics

Show current booking status
Research equipment catalogue
Loan item catalogue
Other catalogue

Place consumable orders
Access consumable orders

Most popular facilities
Most trained facilities
Most outage facilities

9.1.24 Set Up Multiple Booking Permission

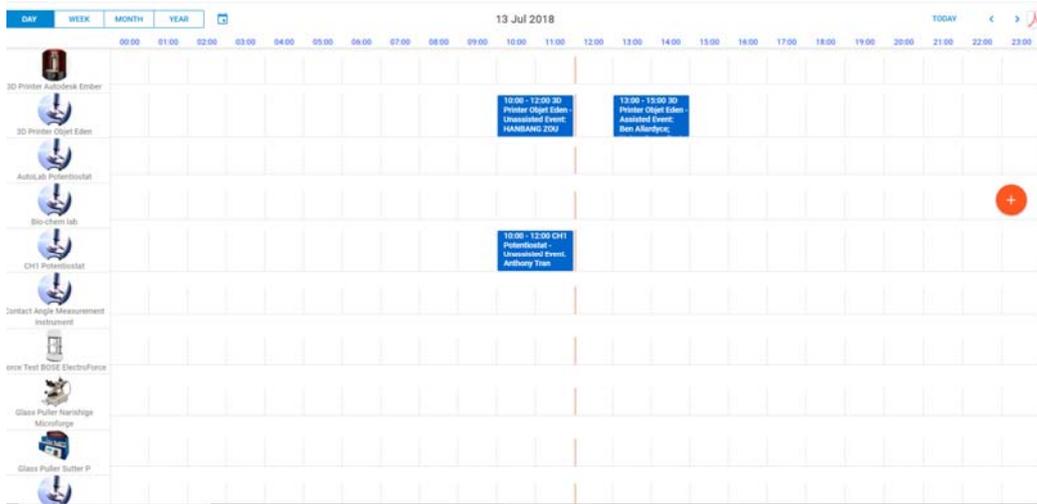
Go to **Resource Manager** to set up multiple booking at the same time, once the checkbox is ticked, the selected resource can be booked multiple sessions at the same time.



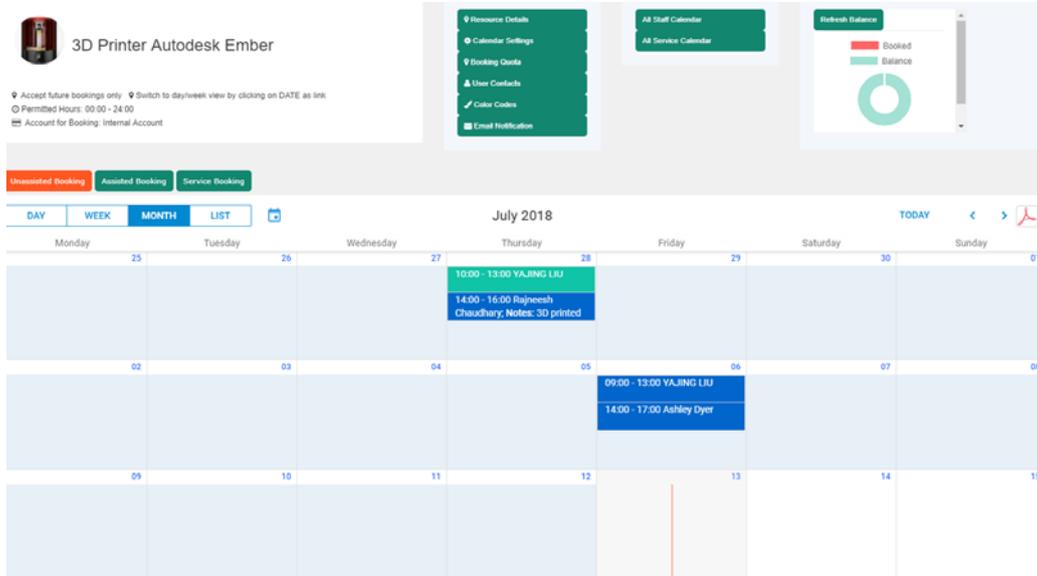
Booking Resource	3D Printer Autodesk Ember
	<p>Certificate details ... EMBER 3D PRINTER STANDARD CERTIFICATE</p> <p>Go to Training Manager to update certificates ...</p>
	<p>Trainer details ... Gediminas Gervinskas John Paul Teodosio Lachlan Hyde</p> <p>Go to Training Manager to update trainers ...</p>
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 < >

Time	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 - 11:00 VAJING LIU (Training Event by John Paul Teodosio)			
11:00							
12:00							
13:00							
14:00				14:00 - 16:00 Rajneesh Chaudhary, Notes: 3D printed implants.			
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

Time	Mon, June 12	Tue, June 13	Wed, June 14	Thu, June 15	Fri, June 16
00:00		00:00 - 02:00 Dong Zheng	00:00 - 07:00 Dong Zheng	00:00 - 01:00 Dong Zheng	00:00 - 04:00 Dong Zheng
01:00				00:00 - 01:00 Dong Zheng	00:00 - 01:00 Dong Zheng
02:00					
03:00					
04:00					
05:00					
06:00					
07:00					

9.2 Modification for ANFF WA Node

9.2.1 Background

The essence of the problem that we have is that we want to book a tool overnight to reserve the time and ensure that no one else books it, but we do not want for the overnight



hours to be counted and reported in the excel usage reports that we generate for reporting of facility usage hours.

We adopt the proposed option “Somewhere in the settings for a tool we tick a box “do not include in excel reporting overnight hours booked between 8pm and 10am.”.

9.2.2 Resource Setting Changes

A special ANFF WA setting is added to the resource profile in Resource Manager to configure the resource for the special reporting hour control.

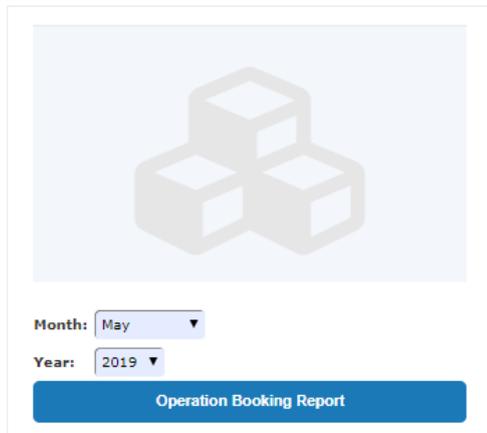
- Report Enabler: tick to enable the special hour control for report. If unchecked, report hours are calculated as usual. If checked, the report start time and end time are used to calculate. For example, the booked hours from 9 to 16, the report start time is 10 and end time is 15, the calculated usage hours are 5 instead of 7.
- Report start time: starting hour to count as reporting usage or booked hours
- Report end time: ending hour to count as reporting usage or booked hours

Booking Resource	4Wave BTIBD sputter
	Certificate details... 4WAVE BTIBD SPITTER - 24/7 USE 4WAVE BTIBD SPITTER - OFFICE HOURS ONLY Go to Training Manager to update certificates ...
	Trainer details... Mariusz Martyniuk Xiao Sun Yongling Ren Go to Training Manager to update trainers ...
Resource Group	CLEANROOM
Resource Image	
Resource Type	Research Equipment
Catalogue Access	Local
Item Number	
Description	
Location	EECE Rm 4.19
Custodian	
Min Hour per Session	1.00
Min Booking Unit	15 minutes
Multiple Bookings At Same Time	Not Permitted
Compulsory Booking Confirmation	Yes
Booking Alert	No
Training Certificate	Required
Pre-Approval Booking	Not Required
In-Progress Booking Change	Permitted
In-Progress Booking Cancel	Permitted
Booking Enable	Yes
Operation Status	Active
Last Update	Dong Zheng on 29/08/2019 08:45
ANFF WA Settings	
Report Enabler	Yes
Report Start Time	10
Report End Time	15
Resource Code	8
Record Created	05/06/2014



9.2.3 Report Manager

Operation and training hour report are implemented with the reporting hour controls.



ANFF WA Hours are added to the report as shown below. Both monthly and period reports are modified. Batch reports applies the same changes as well.

Previous 1 2 3 4 Next

Search:

Copy CSV Excel PDF Print

Start Time	End Time	Booked Hours	ANFF Booked Hours	Booked On	Notes
02/05/2019 10:00	02/05/2019 13:00	3	3	01/05/2019	CoPd deposition
14/05/2019 14:00	14/05/2019 17:00	3	1	14/05/2019	CoPd alloy fabrication
15/05/2019 12:30	15/05/2019 14:30	2	2	15/05/2019	CoPd alloy thin film
17/05/2019 10:30	17/05/2019 13:00	2.5	2.5	17/05/2019	CoPd deposition
17/05/2019 13:00	17/05/2019 17:00	4	2	17/05/2019	Shut-down due to compressed airline works
21/05/2019 12:00	21/05/2019 15:00	3	3	21/05/2019	CoPd deposition
23/05/2019 11:00	23/05/2019 13:30	2.5	2.5	23/05/2019	target changes Fe-larger thanCo Co-larger thanNi add additional Al foil to target shutter and target shield of Pd
24/05/2019 12:45	24/05/2019 15:45	3	2.25	24/05/2019	CoPd thin film deposition
		23	18.25		



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

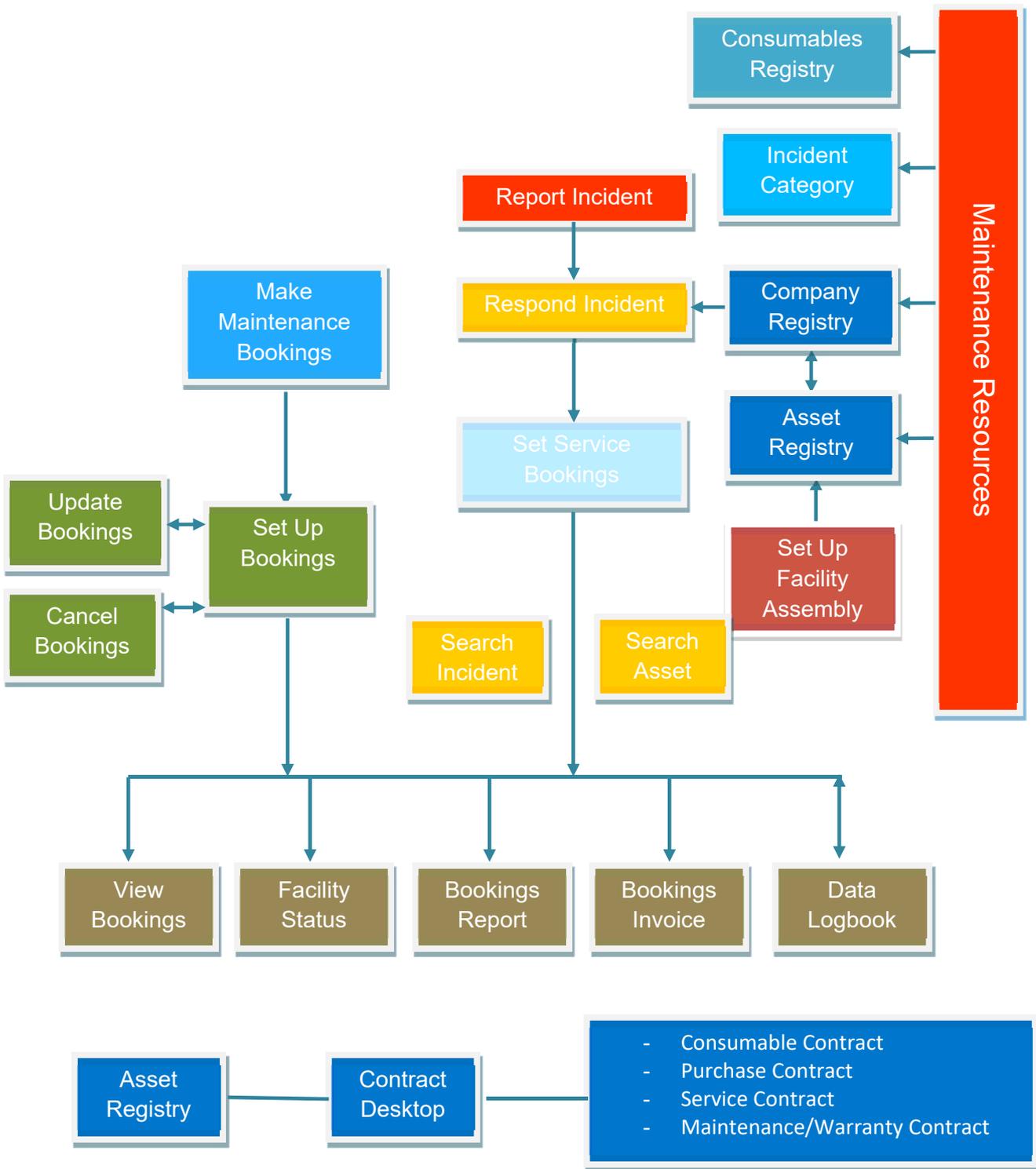
- We want to select the Incident Date instead of it automatically selecting the day it was reported on the Booking System

Search Resource Profile

- Add 'Maintenance Agreement Number' to the search criteria.



Flow Chart of Process

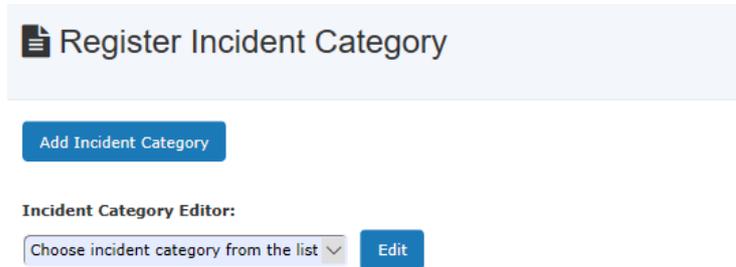




The following chapters relate directly to the process set out in the flow chart.

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](#).



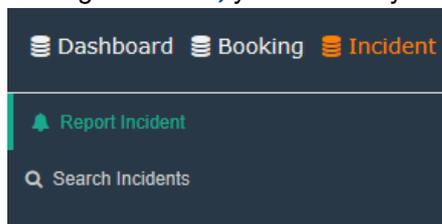
The parameters of the settings are described in detail as follows:

- 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 style="border: 1px solid #ccc; height: 80px;"></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.

My Home

- 📅 Lab calendar
- 📄 Documents
- 📄 Forms
- 📅 Data

My Attention

Reg: 5, Incident: 14

- 👤 User reg pending approval
- 👤 Active users without accounts/projects

My Profile

- 👤 Update contacts
- 👤 Change passwords

Resource Status

- 👤 Shows the status of my bookable resources

Resource Alerts

14

- 👤 Reported incidents
- 👤 Update incidents



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

Incident Number: 246
Facility: Incident Category: LAB
Description:
 High temperature alarm received at 1:45 am.
Reported By:
 Clare Atkinson on 29/06/2017

Action Note:
 29/06/2017 * Greg from Sci-Tek responded to alarm at 6 am. Found circuit board controlling second compressor not working. Freezer switched off and ThermoFisher to be contacted regarding spare parts.
Last Responded By:
 Clare Atkinson on 29/06/2017

On this page, you are shown full information about the incident and need to fill out the processing details to complete the action:

- Processing status: open or closed
- Incident description: able to be edited by staff to update the original description submitted
- Light indicator:
 - Green to represent normal
 - Amber to represent minor faults
 - Red to represent medium faults
 - Flash Red to represent severe faults

Category	Description
Green light	Equipment all ok
Amber light	Needs maintenance but can continue working handle broken but still operating
Red light	Needs maintenance, equipment inoperable microscope faulty
Flash Red Light	Incident, other equipment damaged chemical leak, storage cupboard damaged

- Level of Actions: as stated above, 4 to choose from
- Company: select service company from the list



- Action Note: for action messages
- **Unscheduled Service Bookings:**
 - If you enable a service booking, then you need to select start time and end time

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); Minor; Medium; Severe

Level of Actions: Need maintenance but can continue working

Company: BIOLINE (AUST) PTY LTD

Action Note:

Unscheduled Service Bookings: 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 (Normal); Minor; Medium; Severe

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

Choose incident status from the list Search By Status

Choose facility from the list Search By Facility

Choose incident category from the list Search By Incident Category

Enable Time Search Range:

From: June 2017

To: June 2017

My Reported Incidents Show All Reported Incidents

See example below, searching all open incidents:

Search Incident

Export to EXCEL

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. Droplets 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. Testo 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. Testo 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 bent 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	Flow Cytometer, LSRII, 32.223	LAB	LAB	When running the samples including control, the threshold rate was too low around 4-4events. 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

You are able to add and edit companies as required. Here is the template to enter the relevant data:



Register Company

Given Name Family Name Position

Individual Contact Registry

EDIT COMPANY

Company Name*	3M
Nature of Business*	<input checked="" type="checkbox"/> Manufacturer <input type="checkbox"/> Service Provider <input type="checkbox"/> Distributor
ACN	118 135 283
ABN	61 118 135 283
Phone*	136 136
Mobile	-
Fax	-
Email	-
Website	http://solutions.3m.com.au
Address	Building A / 1 Rivett Road Nrth Rudy NSW 2113
Note	-
Operation Status	<input checked="" type="checkbox"/> (Tick to be operational)

Accept Reset

Up to three contacts can be added for the same company. To remove a company from the active list, simply uncheck the box of “Enabled”.

- Register 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 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 Set Up Facility Assembly View Facility Assembly Chart

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

Facility	Facility Assembly	Operation Status
-80C Freezer (7), 32 QST	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 (1A)	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

Resource Assembly

Manufacturer

Distributor

Asset Number

Purchase Order Number

Model Number/Name

Serial Number

Location

Original Cost

Purchase Date

Depreciation/Year

Lifespan years

End Date of Life Calculation

Resource Networked (Tick if networked and untick if not networked)

Software Details

Passwords

Note

Operation Status (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.G58

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 selection	Drop down list of active consumables from registry		\$ = Automatically calculated based on quantity entered and total cost in registry	
01/01/12	Formalin, 5 L bottle	2	\$24	

- Warranty / Maintenance:

Purchase Date	Manufacturer / Service Provider	Valid From	Valid To	Total Cost	Status	Years	Cost per calendar year*	Contract pdf	Notes
Calendar selection	Drop down list	Calendar selection	Calendar selection	\$	Automatically calculated based on valid until date < current date		\$ = Calculated from total cost, number of years, and valid to /from dates		
13/12/08	Thermo	01/01/10	31/12/11	\$1500	Inactive	2	\$750		
10/12/11	Thermo	01/01/12	31/12/14	\$2000	Active	2	\$1000		

- Service:

Service Date	Incident Number	Manufacturer / Service Provider	Total Cost	Contract pdf	Notes
Calendar selection					
05/03/10	4	Thermo	\$1000		
16/09/10	12	Thermo	\$500		
01/3/11	35	Thermo	\$650		

- Purchase:

Contract pdf	Notes

You can add as many contracts per asset as you wish.

Types of contract are predefined in the system:

- Consumables
- Maintenance
- Service
- Purchase
- Warranty



Register Resource Profile
 Contract record desk.

CONTRACT RECORD DESK
 Resource: -80C Freezer (02), 32.GS8
 Asset Number: 20004349

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

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

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

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

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

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

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: [dropdown]

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	
Amount (\$)	
Notes	

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) Cost = \$123.30 (pack of 25) Freight = \$0 (if over \$350) Order Number: OF-00093126 Brand: 3M	Edit
BIOLOGICAL INDICATORS - PACK OF 25	122.3	DVM MEDICAL SUPPLIES PTY LTD	TM1262	04/02/2016	31/12/2019	Active	OF-00066440 Box (pack of 50) = \$134.50 Freight = \$22.00/5 boxes = \$2.40	Edit
BLADES - FEATHERS - PACK OF 50	126.9	ARTHUR BAILEY SURGICO PTY LTD	SMICBLDS35	01/01/2015	01/01/2019	Active	Purchase Order Number: OF-00085840 Pack Size: 24 boxes in case = \$135.00 per case	Edit
BOXES - CRYOGENIC (LARGE) - EACH	5.87	DKSH AUSTRALIA PTY LTD	LS011016 (110434393)	15/04/2015	01/01/2019	Active	OF-00087488 Number Ordered: 168 Freight: = \$0	Edit
BOXES - CRYOGENIC (SMALL) - EACH	13.45	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	CH49719629	01/01/2015	01/01/2019	Active	POA1702669 For microtome and cryostats	Edit
BRUSH WITH MAGNET - LEISA	25.14	LEICA MILKUSTYSTEMS PTY LTD	14018340426	23/04/2017	01/01/2019	Active	OF-00089332 Received instead of discontinued product 1451081.	Edit
CALIBRATION BEADS - UNIVERSAL - PROLINE -15 ML	585	BIO-RAD LABORATORIES PTY LTD	1451086	27/07/2015	01/01/2019	Active	OF-00084613 Kit: \$902 Freight: \$58/3 items = \$19.33 25 Doses.	Edit
CALIBRATION KIT	921.33	ARACUS ALS PTY LTD	MP40275	25/03/2015	01/01/2019	Active	No freight for orders over \$500	Edit
CHEMICAL - ALCONOX	89.6	VWR INTERNATIONAL PTY LTD	ALCO1104	14/01/2015	01/01/2019	Active	No freight for orders over \$500	Edit
CHEMICAL - CITROLENE - 2.5 L	24	POINT OF CARE DIAGNOSTICS AUSTRALIA PTY LTD	CITRO2.5	01/01/2014	01/01/2019	Active	Purchase Order Number: POA1600236 Kit: \$902 Pack Size: Box (12 x 2.5 L) = \$81.00	Edit
CHEMICAL - DEVELOPER G153 - 12 x 2.5L	91.54	IMAGING SOLUTIONS PTY LTD	AG1-HTS36	01/02/2017	01/01/2019	Active	No freight for orders over \$500	Edit
CHEMICAL - ETHANOL ABSOLUTE 100% - 5L	14.55	POINT OF CARE DIAGNOSTICS AUSTRALIA PTY LTD	ETHA855	01/01/2014	01/01/2019	Active		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 00:00 13 August 2015 - 00:15 13 August 2015

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.

Resource Lifespan Summary

Key Words: (resource, asset number)

Sorted By: Resource

Resource Lifespan Information															
Resource	Resource Group	Resource Assembly	Resource 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
Liquid Handling Workstation, LAB - OTHER Hamilton, 32.222	EQUIPMENT		LAB - CORE	20000877	HAMILTON ROBOTICS INC	MICROLAB STAR LINE	A029	\$3225327	08/2009	5.00%	\$0	7	25/08/2016	0	Active
Liquid Handling Workstation, LAB - OTHER Hamilton, 32.222	EQUIPMENT	COMPUTER	LAB - CORE	TBA	UNIVERSITY OF WOLLONGONG	THERMAL TAKE	TBA	\$0	01/01/2016	33.30%	\$0	3	31/12/2018	0	Active
Liquid Handling Workstation, LAB - OTHER Hamilton, 32.222	EQUIPMENT	COMPUTER (OBSOLETE)	LAB - CORE	TBA	UNIVERSITY OF WOLLONGONG	FORTE 2000	TBA	\$0	01/01/2000	33.30%	\$0	3	31/12/2002	0	Active
Liquid Handling Workstation, LAB - OTHER Hamilton, 32.222	EQUIPMENT	PCI PLATE HEAT SEALER	LAB - CORE	20004094	EFFENDORF SOUTH PACIFIC PTY LTD			\$230	28/06/2010	10.00%	\$200.1297	10	25/06/2020	189	Active
Liquid Handling Workstation, LAB - OTHER Hamilton, 32.222	EQUIPMENT	PLATE DRYER	LAB - CORE		PORVIAK SCIENCES LIMITED	ULTRAVAP RC MICROPLATE EVAPORATOR		\$0	28/09/2010	5.00%	\$0	7	26/09/2017	0	Active
Liquid Handling Workstation, LAB - OTHER Hamilton, 32.222	EQUIPMENT	ROBOTIC ARM AND RAIL SWAP	LAB - CORE	20000949	HAMILTON ROBOTICS INC			\$0	28/09/2010	5.00%	\$0	7	26/09/2017	0	Active
Liquid Handling Workstation, LAB - OTHER Vials Assist, 32.214	EQUIPMENT		LAB - NON-CORE	20019747	INTEGRA	VIAPLO ASSIST		BASE: 15050487	21/03/2018	5.00%	\$9656.7353	7	18/03/2025	1956	Active
Liquid Nitrogen Storage Tank, 32.058	LAB - LIQUID NITROGEN DEWARs		LAB - NON-CORE	20013071	CHART INDUSTRIES	FIL MVE BECO 1542S-195AP-G1	CAB2114520007	\$51941	13/11/2014	5.00%	\$39617.4641	10	10/11/2024	1768	Active
Liquid Nitrogen Storage Tank, 32.058	LAB - LIQUID NITROGEN DEWARs	CRYOVILINDER	LAB - NON-CORE	N/A	CHART INDUSTRIES	CRYO-CYL 230 LP RB	31310778	\$0	13/11/2014	5.00%	\$0	7	11/11/2021	732	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, MTK150, 32.311	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, MTK150, 32.311					\$394.16	\$394.16
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES	ROTOR - F105-6X500Y	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$1200.00	\$12.00
Centrifuge, RC6, 32.209	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, RC6, 32.209					\$1594.16	\$406.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Centrifuge, RC6, 32.311	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Service	\$808.20	\$808.20
Total Centrifuge, RC6, 32.311					\$1202.36	\$1202.36
Centrifuge, X3R, 32.209	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.209					\$394.16	\$394.16
Centrifuge, X3R, 32.321	LAB - CENTRIFUGES		THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	Maintenance	\$394.16	\$394.16
Total Centrifuge, X3R, 32.321					\$394.16	\$394.16
Total					\$4373.16	\$3185.16

Company Selection: Any
Date: 01/01/2013 to 31/12/2014

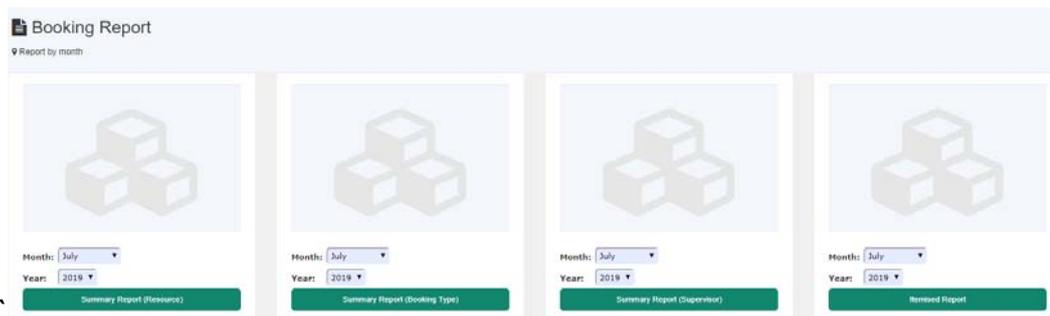
The itemised report does not include assets as the contract type is not available for assets. Assets can have a few contract types, but assets are not contract types.

Note: The finance report can be exported to EXCEL. This capability is not available yet.

10.12 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



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 (M)	ARF - ROOMS	9.00	0.00%	
Total BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	34.75	0.00%	
Total BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	1.50	0.00%	
Total BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	10.75	0.00%	
Total BSC 3 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	0.50	0.00%	
Total BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	16.75	0.00%	
Total BSC 4 Bacterial Culture, 32.315D	LAB - BIOLOGICAL SAFETY CABINETS	0.50	0.00%	
Total BSC Cytotoxic, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	18.25	0.00%	
Total BSC Human Tissue, 32.320	LAB - BIOLOGICAL SAFETY CABINETS	3.00	0.00%	
Total BSC Quarantine Room, 32.319	LAB - BIOLOGICAL SAFETY CABINETS	13.50	0.00%	
Total Centrifuge, MTX150, 32.311	LAB - CENTRIFUGES	777.25	0.00%	
Total Centrifuge, X3R, 32.209	LAB - CENTRIFUGES	19.75	0.00%	
Total Centrifuge, X3R, 32.321	LAB - CENTRIFUGES	5.00	0.00%	
Total Constant Temperature Room, 32.219	LAB - ROOMS	72.00	0.00%	
Total Constant Temperature Room, 32.315A	LAB - ROOMS	20.75	0.00%	
Total Cryostat, Leica, 32.321	LAB - OTHER EQUIPMENT	7.75	0.00%	
Total Darkroom, 32.221	LAB - ROOMS	7.00	0.00%	
Total Darkroom, 32.314	LAB - ROOMS	2.00	0.00%	
Total Flow Cytometer, LSRII, 32.223	LAB - OTHER EQUIPMENT	23.25	0.00%	
Total FPLC (1), 32.222 (Window)	LAB - CHROMATOGRAPHY	118.75	0.00%	
Total FPLC (2), 32.222	LAB - CHROMATOGRAPHY	0.50	0.00%	

Summary by booking type:



Summary Usage Report (Booking Type) (December 2013)

Facility	Facility Group	Booking Type	Booked Hours	% Usage Rate
ARF Procedures Room 1 (R)	ARF - ROOMS	User	4.50	2.07%
Total ARF Procedures Room 1 (R)			4.50	2.07%
ARF Procedures Room 2 (M)	ARF - ROOMS	User	9.00	0.00%
Total ARF Procedures Room 2 (M)			9.00	0.00%
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	User	34.25	0.00%
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%
Total BSC 1 Primary Tissue Culture, 32.211			34.75	0.00%
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	User	1.00	0.00%
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%
Total BSC 2 Bacterial Culture, 32.315			1.50	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	User	10.25	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%
Total BSC 2 Established Tissue Culture, 32.214			10.75	0.00%
BSC 3 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%
Total BSC 3 Bacterial Culture, 32.315			0.50	0.00%
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	User	16.25	0.00%
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Training	0.50	0.00%
Total BSC 3 Established Tissue Culture, 32.214			16.75	0.00%

Summary by supervisor:

Summary Usage Report (Supervisor) (December 2013)

Facility	Facility Group	Supervisor	Booked Hours	% Usage Rate
ARF Procedures Room 1 (R)	ARF - ROOMS	Xu-Feng Huang	4.50	2.07%
Total ARF Procedures Room 1 (R)			4.50	2.07%
ARF Procedures Room 2 (M)	ARF - ROOMS	Brett Garner	9.00	0.00%
Total ARF Procedures Room 2 (M)			9.00	0.00%
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Kylie Mansfield	3.00	0.00%
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Xu-Feng Huang	31.25	0.00%
Total BSC 1 Primary Tissue Culture, 32.211			34.25	0.00%
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Heath Ecroyd	1.00	0.00%
Total BSC 2 Bacterial Culture, 32.315			1.00	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Danielle Skropeta	5.00	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Justin Yerbury	1.50	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Mark Wilson	2.75	0.00%
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Meeava Tehai	1.00	0.00%
Total BSC 2 Established Tissue Culture, 32.214			10.25	0.00%
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Heath Ecroyd	6.50	0.00%
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Mark Wilson	9.00	0.00%
BSC 3 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Sue Baker-Finch	0.75	0.00%
Total BSC 3 Established Tissue Culture, 32.214			16.25	0.00%
BSC Cytotoxic, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Marie Ranson	5.50	0.00%
BSC Cytotoxic, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Meeava Tehai	5.25	0.00%
BSC Cytotoxic, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Sue Baker-Finch	7.00	0.00%
Total BSC Cytotoxic, 32.214			17.75	0.00%

Itemised Report:



Itemised Usage Report (December 2013)

Facility	Facility Group	User	Supervisor	School/Organization	Account	Account Charge/Hour	Booked Hours	Charges	% Usage Rate	Booking Type
ARF Procedures Room 1 (R)	ARF - ROOMS	Zhiqiang Wu	Xu-Feng Huang	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	4.50	\$0.00	2.07%	User
Total AllARF Procedures Room 1 (R)							4.50		2.07%	
ARF Procedures Room 2 (M)	ARF - ROOMS	Kalani Ruberu	Brett Garner	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	9.00	\$0.00	0.00%	User
Total AllARF Procedures Room 2 (M)							9.00		0.00%	
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Jessica Hughes	Kylie Mansfield	Graduate School of Medicine	LABORATORY	\$0.00	3.00	\$0.00	0.00%	User
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Miaomiao Ying	Xu-Feng Huang	School of Health Sciences	LABORATORY	\$0.00	19.25	\$0.00	0.00%	User
BSC 1 Primary Tissue Culture, 32.211	LAB - BIOLOGICAL SAFETY CABINETS	Zhiqiang Wu	Xu-Feng Huang	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	12.00	\$0.00	0.00%	User
Total AllBSC 1 Primary Tissue Culture, 32.211							34.25		0.00%	
BSC 2 Bacterial Culture, 32.315	LAB - BIOLOGICAL SAFETY CABINETS	Tracey Berg	Heath Ecroyd	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	1.00	\$0.00	0.00%	User
Total AllBSC 2 Bacterial Culture, 32.315							1.00		0.00%	
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Callum Stewart	Moeava Tahai	School of Chemistry	LABORATORY	\$0.00	1.00	\$0.00	0.00%	User
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Natalie Farrarwell	Mark Wilson	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	2.25	\$0.00	0.00%	User
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Patrick Constantinescu	Mark Wilson	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	0.50	\$0.00	0.00%	User
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Rafaa Zeineddine	Justin Yerbury	Illawarra Health and Medical Research Institute	LABORATORY	\$0.00	1.50	\$0.00	0.00%	User
BSC 2 Established Tissue Culture, 32.214	LAB - BIOLOGICAL SAFETY CABINETS	Remi Szabo	Danielle Skropeta	School of Chemistry	LABORATORY	\$0.00	5.00	\$0.00	0.00%	User
Total AllBSC 2 Established Tissue Culture, 32.214							10.25		0.00%	

10.13 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

- ADMIN
- ARF
- CRTU
- LAB - CORE
- LAB - NON-CORE

Facility Image  [Upload Facility Image](#)

Description

Location

Facility Type

Catalogue Access

Min Hour per Session

Min Booking Unit 15 Minutes 1 Hour

Report - Hours per Day

Multiple Bookings At Same Time Permitted Not Permitted

Compulsory Booking Confirmation (Tick to make email booking confirmation compulsory)

Booking Alert (Tick to enable booking alert for trainers)

10.14 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 Hawkworth;Janine Tehovnik;Clare Atkinson;Katie Cicero;

Task Code: 1

Record Created: 09/08/2016

Buttons: 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

Buttons: 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.

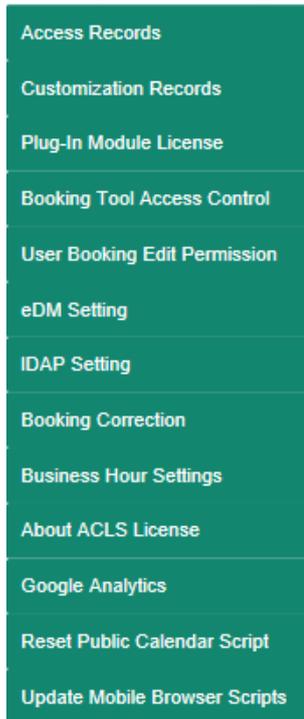


11 Appendix C – Modification for IFM

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

Sel	Code	Certificate Title	Details	Booking Settings	Tracker Onsite Supervision	Booking Alert	Valid Period (Month)	Valid to Expiry Date	Status	Last Update	Record Created
<input type="radio"/>	291	ARES-G2 RHEOMETER (BASIC)	This basic certificate is issued to users who have been trained in basic use of the ARES-G2 Rheometer. Holders of this certificate can book the instrument Monday to Friday 8am to 6 pm. Training topics include instrument booking, sample preparation, use of instrument and limited method development. This certificate is only available to experienced users of the Discovery Rheometer	<input checked="" type="checkbox"/>	Yes	No	12		Disabled	Enabled on 17/03/2017 21:57	15/03/2017

Edit Delete Add Clone

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

Search for Booking View

CAD/CAE LAB

Facility Group	Facility	Location	Last 6 Hours Status	Next 6 Hours Status
CAD/CAE LAB	CAD Big MAC	na1.210	- Busy: Booked from 30/06/2017 09:00 to 30/06/2017 13:00 By Mr. sphane <input type="button" value="v"/> - Group Certificate: CAD/CAE ACCESS CERTIFICATE <input type="button" value="v"/>	- Busy: Service Event booked from 30/06/2017 16:00 to 03/07/2017 00:00 By Mr. John Rubin <input type="button" value="v"/>
CAD/CAE LAB	CAD C30-1	na1.210		
CAD/CAE LAB	CAD C30-2	na1.210		
CAD/CAE LAB	CAD C30-3	na1.210	- Busy: Booked from 30/06/2017 09:00 to 30/06/2017 10:00 By Miss Huan Wang <input type="button" value="v"/> - Group Certificate: CAD/CAE ACCESS CERTIFICATE <input type="button" value="v"/>	
CAD/CAE LAB	CAD C30-4	na1.210		
CAD/CAE LAB	CAD C30-5	na1.210		
CAD/CAE LAB	CAD C30-6	na1.210		
CAD/CAE LAB	CAD E30-1	na1.210		
CAD/CAE LAB	CAD E30-2	na1.210		
CAD/CAE LAB	CAD E30-3	na1.210		
CAD/CAE LAB	CAD E30-4	na1.210		
CAD/CAE LAB	CAD E30-5	na1.210		
CAD/CAE LAB	CAD E30-6	na1.210		

Security View:

Security view is the security officer's view of bookings. This view is grouped and sorted by resource locations.



Booking Summary - Security View
 Select facility location to access booking summary views
[Return To Lab Trainer View](#)

GTP

Location	Facility	Last 6 Hours Status	Next 6 Hours Status
	ARES-G2 Rheometer		
	Autogrid - Strain measurement system		
	Brüker Multimode 8 AFM		
	CES Selector 1		
	Critical Point Drier CPD300		
	EM Membership		Available
	Gas Bottle, LN2 & Low O2		
	GTP Laboratories		Available
	Instron 30 - don't use		Available
	Netzsch STA 449F3		
	PEPS Gatan		
	Porometer 3GZH Quantachrome		
	SEM Jeol Neoscope		
	SEM Zeiss Leo 1530	- Busy: 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	- Busy: Booked from 30/06/2017 09:00 to 30/06/2017 18:00 By Mr. Sobhan Fakhrhosaini - Certificate: TA Q200 DSC 2016	
	TEM Accusom 50		
	TEM FEI JEOL 2100F	- Busy: Service Event booked from 30/06/2017 09:00 to 30/06/2017 12:30 By Ms. Rosey van Driel - Busy: Service Event booked from 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 Account Owners

Account owners are required by IFM so ACLS can generate invoices either account owners or user's supervisor.

Go to [Account Manager](#) to add the account owner and email. By default, all the existing accounts have no account owner and owner email.

Account Manager
 Edit account

Account Name	2102.37307.31.01
Account Type	<input checked="" type="radio"/> UNSW Account <input type="radio"/> External Invoice
Note	HDR
Account Owner	<input type="text"/>
Account Owner Email	<input type="text"/>
Expiry Date	15/09/2018 <input type="button" value="Calendar"/>
Make Account Expired Now	<input type="checkbox"/>

If account owners are not set up, then you won't be able to run account owner invoices.



11.7 Account Owner Invoices

In ACLS, there are two functions to create invoices: Resource Booking Invoicing and Resource Batch Invoicing.

- Resource Booking Invoicing:

You are able to generate single invoices as the function name is stated.

The screenshot shows the 'Resource Booking Invoicing' interface. It features two side-by-side panels. Each panel has a large paperclip icon indicating a file upload area. Below the upload area, there are dropdown menus for 'Month' (set to 'July') and 'Year' (set to '2018'). At the bottom of each panel is a button: a green button labeled 'Supervisor Invoicing' on the left and a blue button labeled 'Account Owner Invoicing' on the right.

Supervisor invoicing is the same function as what you are familiar with. The account owner invoicing is the newly implemented.

This screenshot shows a detailed view of the 'Resource Booking Invoicing' interface. It includes the title 'Resource Booking Invoicing' and a subtitle 'Booking Invoice Statement for July 2018'. Below this, there is a dropdown menu for 'Account Owner' with the value 'dong zheng' selected. At the bottom of the form is a large green button labeled 'Submit'.



Resource Booking Invoicing
 Booking Invoice Statement for July 2018.

STATEMENT
 July 2018

ACCOUNT OWNER: dong zheng
 EMAIL: dm.zheng@unsw.edu.au
 DATE: August 30, 2018

DETAILS:

This Statement covers the work by your groups in July 2018.

Details of Bookings:

User	Resource	Booking Start Time	Booking End Time	Account	Booked Hours
Dong Zheng	Accutom 50-2	20/07/2018 00:00	20/07/2018 03:00	INTERNAL ACCOUNT	3.00
Dong Zheng	Accutom 50-2	21/07/2018 00:00	22/07/2018 00:00	INTERNAL ACCOUNT	24.00
Dong Zheng	Accutom 50-2	28/07/2018 00:00	30/07/2018 00:00	INTERNAL ACCOUNT	24.00

Summary of Bookings:

Resource	User	Account	Resource Charge/Hour	Booked Hours	Charges
Accutom 50-2	Dong Zheng	INTERNAL ACCOUNT	\$150.00	51.00	\$7725.00
Sub-Total				51.00	\$7725.00
TOTAL				51.00	\$7725.00

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

Account	Charges
INTERNAL ACCOUNT	\$7725.00

Invoice No: 00000148

Update Invoice
 Printable Invoice

- Resource Batch Invoicing:

You are able to generate batch invoices as the function name is stated. The entire batch invoicing is re-designed to be consistent with the tile design concepts.

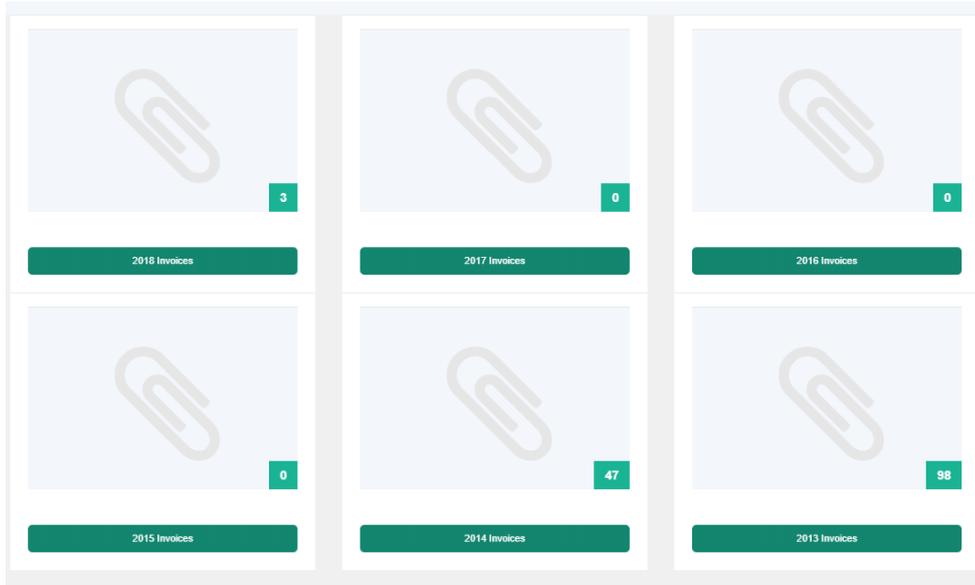
Resource Batch Invoicing

Month of Invoicing: July

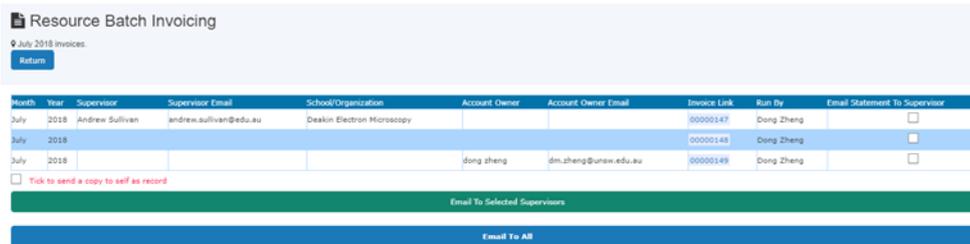
Year of Invoicing: 2018

Run Batch Invoicing: Now Overnight

Submit

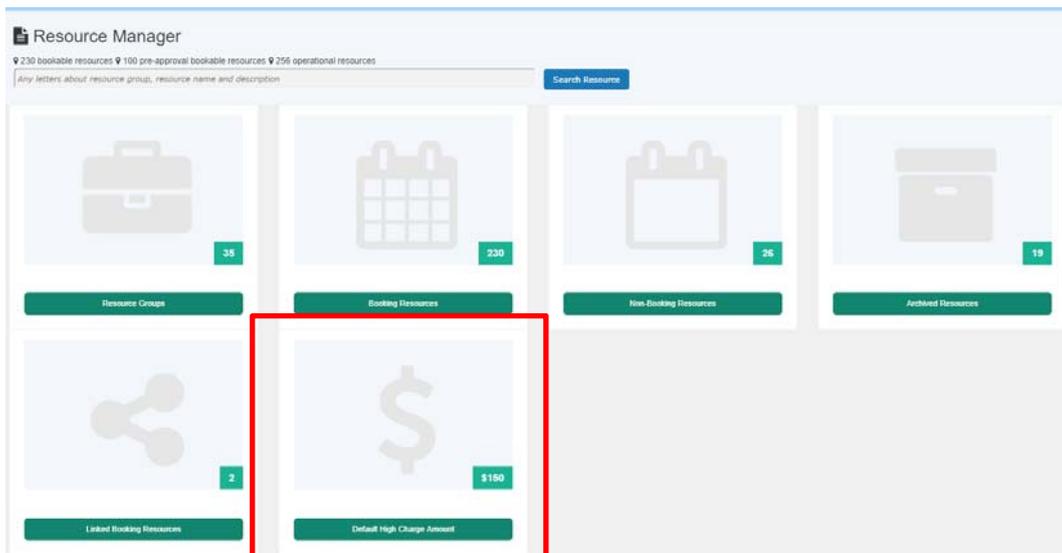


You can email selected invoice to supervisor or account owner, or email to all.



11.8 High charge bookings

First of all, you need to set up default high charge value to the resource via Resource Manager.





- Set up default high charge amount

Resource Manager

[Return](#)

Default High Charge Amount (\$)

[Submit](#)

[Set Default High Charge Amount to All Resources](#)

You can flush all resources high charge amount to the default value anytime.

- Set up resource high charge amount

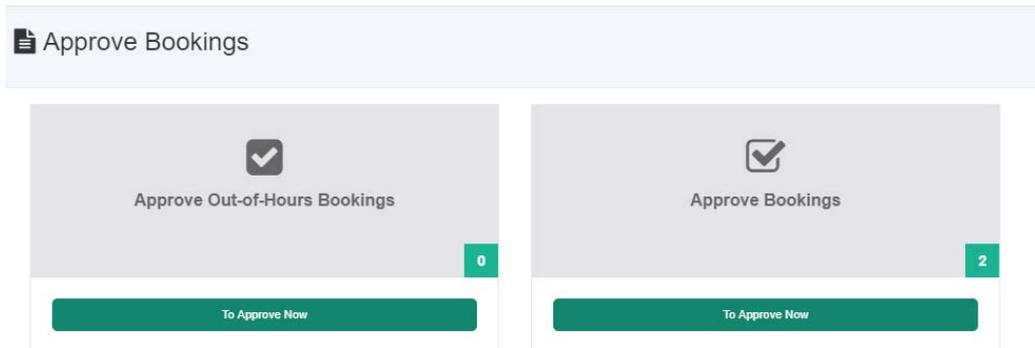
Booking Resource	Accutom 50-1
	Certificate details ...
	Go to Training Manager to update certificates ...
	Trainer details ...
	Go to Training Manager to update trainers ...
Charge/Hour (\$) (UNSW Account)	0.00
Charge/Hour (\$) (External Invoice)	0.00
High Charge Amount (\$) (No effect if set to 0)	0.00
Resource Group	METALLOGRAPHY-ACCUTOM
Resource Image	
Resource Type	Lab Space
Catalogue Access	Local
Item Number	
Description	Precision cut-off machine
Location	na 1.203
Custodian	
Min Hour per Session	0.25
Min Booking Unit	15 minutes

System emails to account owner if the charge is higher than the pre-set high charge value in the resource profile.



11.9 Risk Level

Risk level only applies to the unapproved bookings. As normal, you need to click **Dashboard** -> **Approve Bookings** to approve or decline the unapproved bookings.



Upon opening Approve Booking tile, you see all the unapproved bookings for action. Medium Risk checkbox is added for risk level decision.

Approve Bookings

APPROVAL OF UNAPPROVED BOOKING EVENT

Facility	Accutom 50-1
Start Time	16/08/2018 08:00
End Time	16/08/2018 08:15
Booked Time	14/08/2018 13:52
Notes	
Booked By	<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"> Elizabeth Ankers </div> <div style="font-size: 0.8em; color: #666;"> - Group Certificate: METALLOGRAPHY-ACCUTOM CERTIFICATE </div> </div>
Approve/Decline Notes	<div style="border: 1px solid #ccc; background-color: #f0f0f0; width: 100%; height: 100%;"></div>
	Click to contact user ...
Medium Risk	<input type="checkbox"/>

Approve
Decline

Tick the Medium Risk checkbox to mark up the booking as medium risk level booking.

11.10 Display Booking Risk Level

On all the calendars, all the approved bookings are shown the risk level if the risk level is ticked when approving.



Facility Booking User/Approve Booking Training Booking Group Booking Commercial Booking Service Booking

DAY WEEK MONTH LIST August 2018

Monday	Tuesday	Wednesday	Thursday	Friday
30	31	01	02	
	15:30 - 15:45 Elizabeth Ankers, Accutom 50-2: Approved Event, Medium Risk			
06	07	08	09	
13	14	15	16	
00:00 - 00:15 Dong Zheng, Accutom 50-1, Account: 00:00 - 00:15 Dong Zheng, Accutom 50-2, Account: 00:30 - 00:45 Dong Zheng, Accutom 50-2, Account:	00:00 - 02:15 Dong Zheng, Accutom 50-1, Account: 00:00 - 02:15 Dong Zheng, Accutom 50-2, Account:	00:00 - 02:15 Dong Zheng, Accutom 50-2, Account: 00:00 - 02:15 Dong Zheng, Accutom 50-1, Account:	08:00 - 08:15 Elizabeth Ankers, Accutom 50-1: Unapproved 08:00 - 08:15 Elizabeth Ankers, Accutom 50-2: Unapproved	

Event: Elizabeth Ankers, Accutom 50-2: Approved Event, Account: 2102.37307.31.0
Start date: 31/07/2018 15:30
End date: 31/07/2018 15:45
Notes:

11.11 Display Risk Level in Security View

Medium risk is added to the booking details as shown in the following snapshot

METALLOGRAPHY-ACCUTOM Submit

Facility Group	Facility	Location	Last 6 Hours Status	Next 6 Hours Status
METALLOGRAPHY-ACCUTOM	Accutom 50-1	na 1.203	- Busy: Medium Risk, Booked from 16/08/2018 08:00 to 16/08/2018 08:15 By Dr. Elizabeth Ankers - Group Certificate: METALLOGRAPHY-ACCUTOM CERTIFICATE	Available
METALLOGRAPHY-ACCUTOM	Accutom 50-2	na 1.203	- Unapproved Event: Booked from 16/08/2018 08:00 to 16/08/2018 08:15 By Dr. Elizabeth Ankers - Group Certificate: METALLOGRAPHY-ACCUTOM CERTIFICATE	Available

Approve Decline

This applies to both summary view and security view. If booking note is available, click on Bookmark icon to open the detail console.

na 1.203 Submit

Location	Facility	Last 6 Hours Status	Next 6 Hours Status
na 1.203	Accutom 50-1	- Busy: Medium Risk, Booked from 16/08/2018 08:00 to 16/08/2018 08:15 By Dr. Elizabeth Ankers - Group Certificate: METALLOGRAPHY-ACCUTOM CERTIFICATE	Available
na 1.203	Accutom 50-2	- Unapproved Event: Booked from 16/08/2018 08:00 to 16/08/2018 08:15 By Dr. Elizabeth Ankers - Group Certificate: METALLOGRAPHY-ACCUTOM CERTIFICATE	Available

Approve Decline

School/Org: LES
Work Phone: 52273299
Email: dong.zheng@unitab.com.au



11.12FAQ

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"/>	

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 BMRF

* - Indicating the compulsory data fields

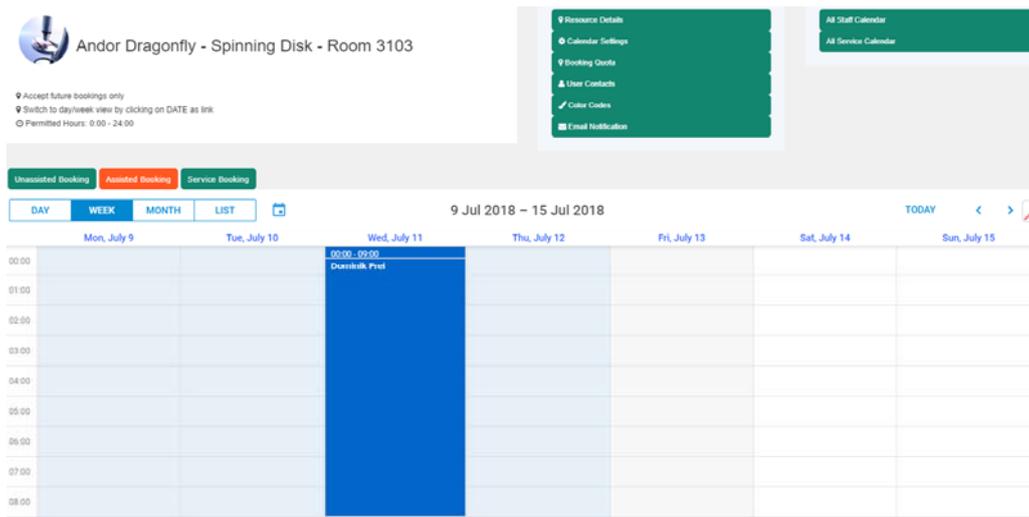
Continue



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.



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
UID user	+	0.00
UID user	-	400.00
UID user with assistance	+	0.00
UID 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: Copy CSV Excel PDF

Showing 1 to 6 of 6 entries

User Name	School/Organization	Supervisor	Account	Resource Charge/Hour	+/-	Booked Hours	Charges
Noemi Antonella Guadagno	Section for Physiology and Cell Biology	Cinzia Progidà	PROGIDA CORR	NOK3 00	-	8.00	NOK3 00
Dominik Frei	Section for Physiology and Cell Biology	Oddmund Bakke	BAK.MIDL	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 Hoenen
U135

TEL: 22956190

FAX:

EMAIL: antje.hofgaard@bv.uio.no

DATE: March 6, 2015

DETAILS:

This Statement covers the work by your groups in February 2015.

Details of Bookings:

User Name	Facility	Booking Start Time	Booking End Time	Account	Booked Hours
Antje Hoenen	Andor Spinning Disk	12/02/2015 08:30	12/02/2015 09:00	Internal Account	0.50
Antje Hoenen	Andor Spinning Disk	12/02/2015 08:00	12/02/2015 08:30	Internal Account	0.50
Antje Hoenen	Andor Spinning Disk	13/02/2015 08:00	13/02/2015 08:30	Internal Account	0.50

Summary of Bookings:

Facility	User Name	Account	Facility Charge/Hour	+/-	Booked Hours	Charges
Andor Spinning Disk	Antje Hoenen	Internal Account	\$2.00	-	1.00	\$2.00
		Internal Account	\$11.00	+	0.50	\$5.50
Sub-Total					1.50	\$7.50
TOTAL					1.50	\$7.50

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

Account	Charges
Internal Account	\$7.50

Invoice No: 00000002



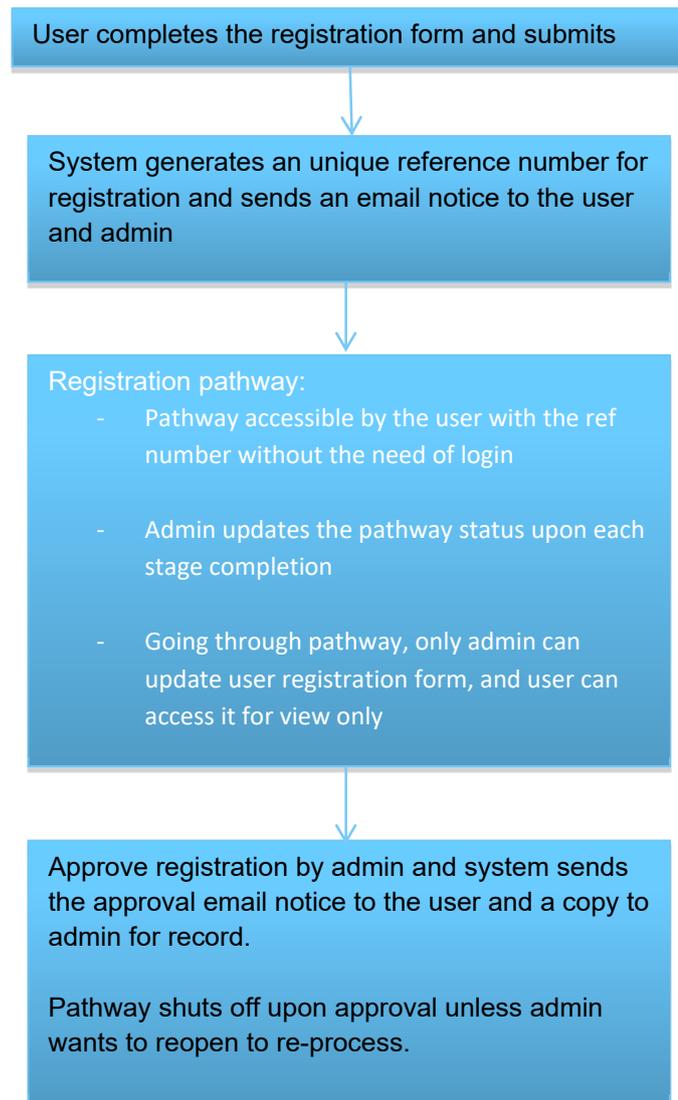
14 Appendix F – Modification for CMCA

This appendix intends to cover the information about changes for CMCA, University of Western Australia to ACLS. In short, they are:

- CMCA Online registration form: 4 pages to complete the registration form
- Registration pathway:
 - Create pathway
 - Users and staff are able to see the pathway status
 - Upon the completion of pathway, admin staff can approve the registration
- User access expiry date alert and action:
 - When user's access expiry date is approaching in less than two weeks, the system shows an alert on the booking page to remind the user to update the registration. Upon update, admin staff receives a notification for further action to extend the access expiry date.
 - If user access date is expired, user access to ACLS is disabled.
- Account selection for bookings
 - If the user holds more than one account, the user must choose the proper account from the dropdown list to continue. So add "Please choose the correct account for booking" to the dropdown list.
- Active users only for booking:
 - We want to set the active users for selection to all the booking tools instead of all users to the current ACLS.
- Search active users by bookings:
 - We want to be able to find out the users who booked a 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

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

- Imaging
- Basic EDS
- 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)

- CMCA@ Bayliss
- CMCA@Perkins
- CMCA@Physics
- CMCA@IOMRC

Samples

Has sufficient information been provided on the samples to be studied: No

Date the sampels 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 heath and safety related information is required before the project can commence?

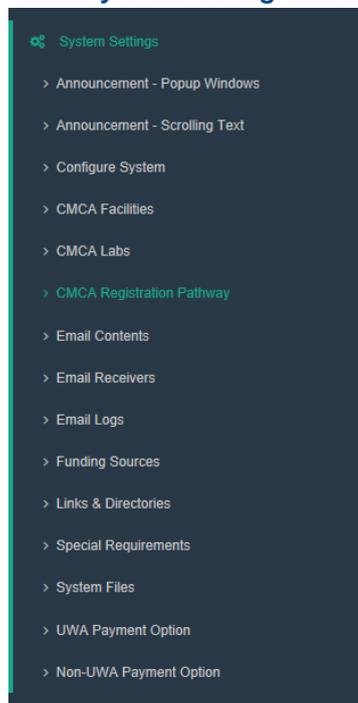
Additional comments



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:



CMCA Registration Pathway

[Edit/Add pathway](#)

[Pathway Chart](#)

CMCA Registration Pathway

Pathway Step 1

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

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

14.3 To Register

According to the requirements, 4 pages of the form are defined and implemented. Users must fill the entire form to register.

To Register

[Registration](#) > [Project Description and Risk Assessment](#) > [Funding Sources and Payment Details](#) > [Terms & Conditions / Submission](#)

Before continuing to the Registration page, ensure you have the following information on hand:

- Contact details
- Your supervisor name and contact details (students and visitors only)
- Emergency contact details
- A short research project outline (to help CMCA understand your microscopy needs)
- A list of the main microscopes/techniques you think you will need to access for your project
- Information about your samples, including all risk assessment details
- Invoice/payment details (Business Unit, Project Grant number - UWA users)

Page 1: Registration

Users can save a temporary copy for later use. The system keeps the temporary copy for max 14 days.



[Withdraw 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"/>
Retype email*	<input type="text"/>
Login password*	<input type="text"/>
Retype login password*	<input type="text"/>
School/organization*	Choose school/organization from the list <input type="text"/>
Work phone*	<input type="text"/> (digit Only)
Mobile phone	<input type="text"/>
Work address UWA include MBDI*	<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 - Bayliss 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 Microscopis <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/EPMA 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 style="border: 1px solid #ccc; height: 100px;"></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 style="border: 1px solid #ccc; height: 40px;"></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 style="border: 1px solid #ccc; height: 40px;"></div>
Are the samples classified as dangerous goods?*	No ▼
If yes, provide details*	<div style="border: 1px solid #ccc; height: 40px;"></div>
Are the samples registered as part of a GMO project?*	No ▼
If yes, provide dealing type and registration number*	<div style="border: 1px solid #ccc; height: 40px;"></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 style="border: 1px solid #ccc; height: 40px;"></div>
Will the samples be fixed/preserved?*	No ▾
If yes, provide fixative details*	<div style="border: 1px solid #ccc; height: 40px;"></div>
Does this research require Institutional Biosafety Committee approval?*	No ▾
If yes, provide approval number*	<input type="text"/>
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 style="border: 1px solid #ccc; height: 40px;"></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>	<input type="text"/>



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



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.uwa.edu.au/access). Copy this link into your browser to access the OHS 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 16/07/2018 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-VpQVYVYoxqmq-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: [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](#)

Pathway	User	Registration Ref	Note	Status
Electronic application submitted and being processed	Butland, Caroline	Ref-un01af3ba181-Tgr5u		Close
Academic in charge scheduling the New User Meeting	Butland, Caroline	Ref-un01af3ba181-Tgr5u		Close
Training and access is confirmed through NUM	Butland, Caroline	Ref-un01af3ba181-Tgr5u		Close
Waiting for the signed form to be submitted by the User	Butland, Caroline	Ref-un01af3ba181-Tgr5u		Close
Signed form received	Butland, Caroline	Ref-un01af3ba181-Tgr5u		Open
ACLS activated / re-activated and user notified	Butland, Caroline	Ref-un01af3ba181-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: [Continue](#)

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 <input type="button" value="v"/>
Course Dates	Choose CMCA Course Date from the list <input type="button" value="v"/>
Technical Group	Choose CMCA Technical Group from the list <input type="button" value="v"/>
Instrument	Choose CMCA Instrument from the list <input type="button" value="v"/>
Any special arrangements or comments	<input type="text"/>
Course Dates	Choose CMCA Course Date from the list <input type="button" value="v"/>
Technical Group	Choose CMCA Technical Group from the list <input type="button" value="v"/>
Instrument	Choose CMCA Instrument from the list <input type="button" value="v"/>
Any special arrangements or comments	<input type="text"/>
Course Dates	Choose CMCA Course Date from the list <input type="button" value="v"/>
Technical Group	Choose CMCA Technical Group from the list <input type="button" value="v"/>
Instrument	Choose CMCA Instrument from the list <input type="button" value="v"/>
Any special arrangements or comments	<input type="text"/>

Training Plan (Electron Microscopy)

Training Plan for SEM

Course Dates	Choose CMCA Course Date from the list <input type="button" value="v"/>
Instrument	Choose CMCA Instrument from the list <input type="button" value="v"/>
Discipline	Choose CMCA Discipline from the list <input type="button" value="v"/>
Required Modules, Tick All that apply	<input type="checkbox"/> Basic EDS <input type="checkbox"/> Imaging
Any special arrangements or comments	<input type="text"/>

Training Plan for TEM

Course Dates	Choose CMCA Course Date from the list <input type="button" value="v"/>
Instrument	Choose CMCA Instrument from the list <input type="button" value="v"/>
Discipline	Choose CMCA Discipline from the list <input type="button" value="v"/>
Any special arrangements or comments	<input type="text"/>

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 sampels 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 heath 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

ⓘ 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, Nurhayu (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									
...	...	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.

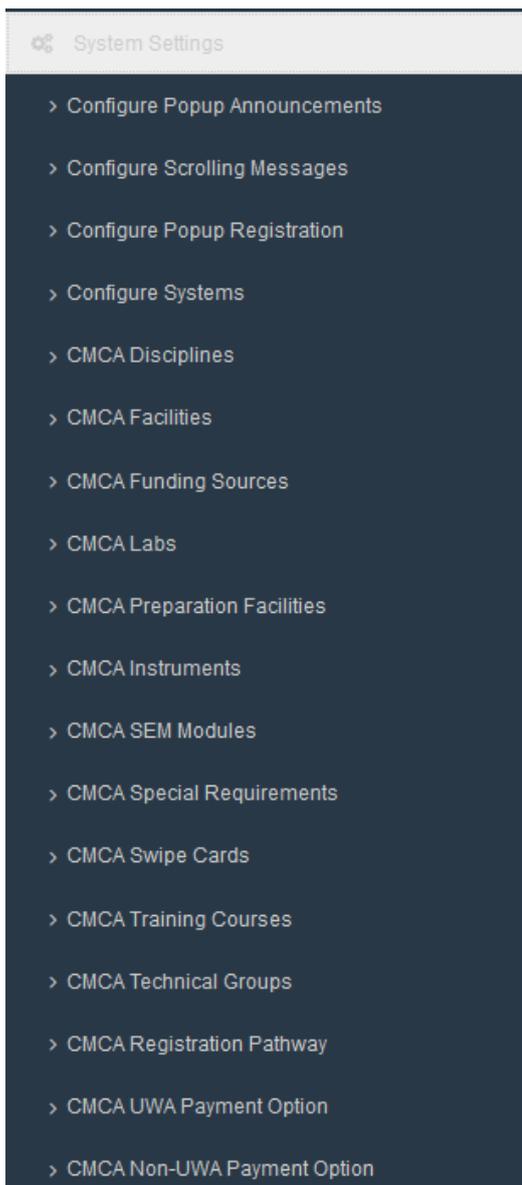
CMCA Swipe Cards

CMCA Swipe Card

Task Code

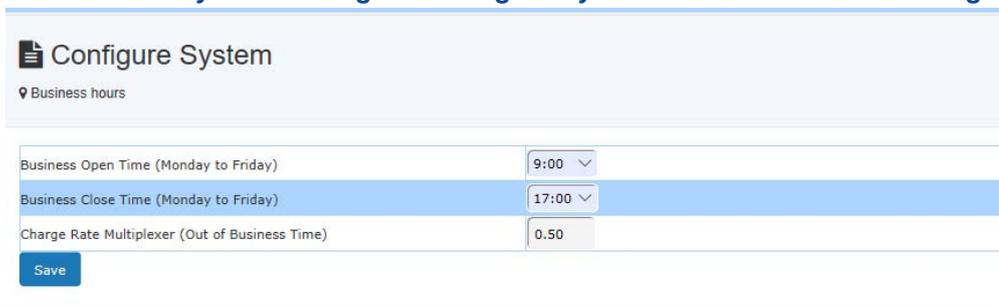
Record Created

[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 Multiplexer: 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	
zhao, guangchen	F05 - Chemistry and Biochemistry	Reto Dorta	439 - BPT131005	\$0.00	\$0.00	2.75	2.50	5.25	\$0.00
Newson, Harriet	F05 - Chemistry and Biochemistry	Piggott, Matthew	439 - UWASS750	\$0.00	\$0.00	12.25	0.00	12.25	\$0.00
Ou, Arnold	F05 - Chemistry and Biochemistry	Reto Dorta	BAYLISS SUBSCRIPTION	\$0.00	\$0.00	2.00	1.00	3.00	\$0.00
Sakragda Paul	F05 - Chemistry and Biochemistry	Stewart, Scott	439 - BUT15515	\$0.00	\$0.00	12.50	19.50	32.00	\$0.00
Sipos, Gábor	F05 - Chemistry and Biochemistry	Reto Dorta	BAYLISS SUBSCRIPTION	\$0.00	\$0.00	2.50	0.50	3.00	\$0.00
Pullella, Glenn	F05 - Chemistry and Biochemistry	Piggott, Matthew	439 - BUT15515	\$0.00	\$0.00	10.25	3.00	13.25	\$0.00
NMR Cryo Fill	CMCA - CMCA	Byrne Lindsay	CMCA ADMINISTRATION	\$0.00	\$0.00	1.00	2.00	3.00	\$0.00
Magred, Ahmed Hassoon	F05 - Chemistry and Biochemistry	Baker, Murray	439 - BPT131005	\$0.00	\$0.00	7.50	17.00	24.50	\$0.00
Stubbs, Keith	F05 - Chemistry and Biochemistry	None	439 - UWAS2500	\$0.00	\$0.00	0.00	4.00	4.00	\$0.00
De Nardi, Crista*	F05 - Chemistry and Biochemistry	Stubbs, Keith	434 - HUWAS50	\$50.00	\$25.00	1.25	0.00	1.25	\$62.50
Duczynski, Jeremy	F05 - Chemistry and Biochemistry	Stewart, Scott	439 - UWASS750	\$0.00	\$0.00	6.00	0.00	6.00	\$0.00
Algreth, Azzah	F05 - Chemistry and Biochemistry	Flemall, Gavin	439 - BPT131005	\$0.00	\$0.00	3.75	0.00	3.75	\$0.00
Wah, Siohan	F05 - Chemistry and Biochemistry	Stubbs, Keith	BAYLISS SUBSCRIPTION	\$0.00	\$0.00	0.00	0.50	0.50	\$0.00
Qureshi, Sana	F05 - Chemistry and Biochemistry	Piggott, Matthew	439 - UWASS750	\$0.00	\$0.00	3.50	0.00	3.50	\$0.00



Snapshot of batch reports:

Batch Report
 Provide options for data sorting
 Monthly Booking Data Report: February 2015
 BT: Business Time
 Off BT Multiplier: 0.50
 Export to EXCEL

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

Show: 500 entries Search: Copy CSV Excel PDF

Showing 1 to 303 of 303 entries

Facility	User Name	Supervisor	School/Org	Account	Account Charge/Hour (\$)	Booked Hours (BT)	Booked Hours (Off BT)	Charges (\$ (BT))	Charges (\$ (Off BT))	Booked Hours	Charges (\$)
Crawley SEM Zeiss 55	Zeiss SEM Cryo	Peta Clode	CMCA - CMCA	UWA INTERNAL LOW RATE	0.00	0.00	0.00	0.00	0.00	100.00	0.00
Crawley SEM Zeiss 55	Lightfoot, Stephen	John Walling	Fo5 - Forensic Science, Ctr	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	3.00	0.00
Crawley SEM Zeiss 55	Promotional Activities	None	CMCA - Operations	CMCA ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	3.00	0.00
Crawley SEM Zeiss 55	Sultana Rumana	Xiao Zhi Hu	FECM - Mechanical Eng	UWA SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00	3.00	0.00
Crawley SEM Zeiss 55	Li, Yujin	Martin Barbetti	Fo5 - Plant Biology	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	11.00	0.00
Crawley SEM Zeiss 55	Cooper Crystal	Peta Clode	CMCA - CMCA	UWA SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00	10.00	0.00
Crawley SEM Zeiss 55	Barnett Nalaska	Anthony Kemp	Fo5 - Earth * Environment	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	2.00	0.00
Crawley SEM Zeiss 55	Banak, Paponi	Martin Barbetti	Fo5 - Plant Biology	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	11.00	0.00
Crawley SEM Zeiss 55	Poolley Gregory	None	CMCA - Consulting	CMCA CONSULTING	0.00	0.00	0.00	0.00	0.00	47.00	0.00
Crawley SEM Zeiss 55	Poolley Gregory*	Parry, Steve	Instrument Hire	INSTRUMENT HIRE	165.00	0.00	0.00	0.00	0.00	2.00	330.00
Crawley SEM Zeiss 55	WIEERAPPERUMA KANKANA, Rasika Hiroshi Gun	Martin Barbetti	Fo5 - Plant Biology	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	5.00	0.00
Crawley SEM Zeiss 55	Li Binlin	Iyer Swaminathan	Fo5 - Chemistry and Biochemistry	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	2.00	0.00
Crawley SEM Zeiss 55	Stehlow Brian	Gary Kendrick	Fo5 - Plant Biology	439 - UWAP5500	0.00	0.00	0.00	0.00	0.00	3.00	0.00
Total										202.00	330.00

14.9 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 Manger](#) to access his profile, and also his registration form. However, he cannot change the form details.

User Profile Manager

Thumbnail Photo Add Account Add School/Org Add Supervisor

Access

Approved Registration Form
Updated: 22/03/2017 00:00
Submitted: 23/03/2016 10:32



15 Appendix G – Modification for UTS

This appendix intends to cover the information about changes for University of Technology Sydney to ACLS.

15.1 User Profile Manager (Item 20)

Sorting after search is arranged by alphabetic order of user name instead of user title.

Show 500 entries

Showing 1 to 5 of 5 entries

Search: Copy CSV Excel PDF

User Name	Title	User Code	Login Name	Type of Researcher	School / Organization	Supervisor	Work Phone	Mobile Phone	Email	Project Title	Status	LDAP Access	Last Access
Abank Barua	Ms	187	abank.barua@student.uts.edu.au	PHD Student	C3		1757	0410073643	abank.barua@student.uts.edu.au	Molecular ecology and diversity of <i>Alexandrium</i> species and toxin related genes in south eastern Australia	Active	OFF	06/05/2018 06:46
Annabelle Doherty	Mrs	289	annabelle.doherty@student.uts.edu.au	Hons Student	C3			+614033145871	annabelle.doherty@student.uts.edu.au	Skeletal Properties of Corals Persisting Under Natural Extreme Reef Habitats	Active	OFF	26/10/2018 08:34
Elizabeth Valentin	Ms	100	elizabeth.valentin@student.uts.edu.au	PHD Student	Faculty of Science, UTS	Dr. Cindy Gunawan	8350		elizabeth.valentin@student.uts.edu.au	Nanobio-resistance in pathogenic bacteria	Active	OFF	26/05/2018 16:27
Mojtaba Arjandi Pour	Mr	291	mojtaba.arjandi.pour@uts.edu.au	Postdoc	FEIT, UTS	Prof. Francesca Iacopi	0404418918		mojtaba.arjandi.pour@uts.edu.au	It is about fabricating supercapacitors using graphene on Si wafers. It would enable six-chip supercapacitor fabrication.	Active	OFF	12/02/2019 09:13
Raffaella Abbiano Eureka	Dr	87	raffaella.abbiano@uts.edu.au	Postdoc	C3		0295145334		raffaella.abbiano@uts.edu.au	Molecular engineering of diatoms	Active	OFF	18/11/2018 16:21

Previous 1 Next

15.2 Customised Resource Fields (Item 3)

A new technique is used to add or remove the new fields for resources by yourself.

Step 1: Add new customised fields

Go to Resource Manager, click on Customised Resource Fields to add new fields.

Resource Manager

207 bookable resources 37 pre-approval bookable resources

Any letters about resource group, resource name and description

Search Resource

40

Resource Groups

207

Bookable Resources

8

Non Bookable Resources

12

Archived Resources

1

Linked Bookable Resources

SQL Fields: 2

Customise Resource Fields

For new fields, you need to enter field name and length of field (max number of characters). Please use letter and digit for field name only.



Add Fields

Field Name	
Max Field Length	

Accept

Close

Upon creating the new fields, you can delete them anytime if they are not in use for any bookings.

Customise Resource Fields

Only user letters for field name, do not use any special characters.

Return

Add Fields

Field Name	Max Field Length	
mobile phone	50	Delete
cost code	10	Delete

Step 2: Add customised fields to Resource

You need to confirm if you want to set up new customized fields to any resources for its booking form or for its report respectively. If you don't tick the relevant boxes, then the new customised fields won't be effect to the resources.

Customised Fields

cost code	<input checked="" type="checkbox"/> (Tick to include info booking form)	<input checked="" type="checkbox"/> (Tick to include info report)
mobile phone	<input checked="" type="checkbox"/> (Tick to include info booking form)	<input type="checkbox"/> (Tick to include info report)

This is all you need to do for adding customised fields.

Step3: Change the customised field order on popup booking window

You are able to change the customised fields order on the form. Click on “Set Field Order on Booking Window” button to make the changes.

Customise Resource Fields

Only user letters for field name, do not use any special characters.

Return

Add Fields

Set Field Order on Booking Window



Customise Resource Fields

▼ Change field order on the booking window.

[Return](#)

Field Name	cost code	Order	2 ▼
Field Name	mileage	Order	1 ▼

Accept

15.3 Customised Resource Fields on Booking Form (Item 3)

The customised fields will show up on the form depending the resource settings. Please note that all the customised fields are compulsory entry. Without the data entry, the bookings won't be accepted.

(L6) DIVING DAN O2 KIT - CLONE

Description

cost code

mobile phone

Notes

Repeat event DISABLED

Full day

Confirmation

Reminder

DELETE
CANCEL
OK

15.4 Customised Resource Fields on Report (Item 4)

Go to Report Manager, a new report tile is added for the resources which have the customised fields enabled. By doing so, the standard reports remain unchanged.

ACLS shortlists the resource groups (that are enabled with the customized fields) for selection.



Customised Booking Report
 Report for April 2019
[Return](#)

Select Resource Groups

(L6) DIVING
 TRAILERS

[Continue](#)

Month: January
 Year: 2019
[Training Booking Report](#)

Month: January
 Year: 2019
[Group Booking Report](#)

Month: January
 Year: 2019
[Commercial Booking Report](#)

Month: January
 Year: 2019
[Service Booking Report](#)

Month: January
 Year: 2019
[Customised Booking Report](#)

The monthly report example is shown here. You can export to EXCEL anytime.

Resource	Resource Group	Booking Type	User	Type of Researcher	Supervisor	Account	School/Org	cost code	mobile phone	Start Time	End Time	Booked Hours	Booked On	Notes
(L6) DIVING DAN O2 Kit - Clone	(L6) DIVING	Operation Event	Dong Zheng	Academic	Philip Lawrence	Internal Account	Faculty of Science, UTS	1234	5678	25/02/2019 00:00	25/02/2019 00:15	0.25	21/02/2019	
(L6) DIVING DAN O2 Kit - Clone	(L6) DIVING	User Event	Abanti Barua	PhD Student		Internal Account	C8	1234	56789	25/02/2019 00:30	25/02/2019 01:15	0.75	23/02/2019	
(L6) DIVING DAN O2 Kit - Clone	(L6) DIVING	User Event	Alisha Deo	Hons Student	Maiken Ueland	Internal Account	Faculty of Science, UTS	1234	5674df	25/02/2019 01:30	25/02/2019 01:45	0.25	24/02/2019	
(L6) DIVING DAN O2 Kit - Clone	(L6) DIVING	Operation Event	Dong Zheng	Academic	Philip Lawrence	Internal Account	Faculty of Science, UTS	1234	5678	26/02/2019 00:00	26/02/2019 00:15	0.25	21/02/2019	
(L6) DIVING DAN O2 Kit - Clone	(L6) DIVING	User Event	Abanti Barua	PhD Student		Internal Account	C8	564	987	26/02/2019 00:30	26/02/2019 01:00	3.5	23/02/2019	
(L6) DIVING DAN O2 Kit - Clone	(L6) DIVING	Operation Event	Dong Zheng	Academic	Philip Lawrence	Internal Account	Faculty of Science, UTS	1234	5678	27/02/2019 00:00	27/02/2019 00:15	0.25	21/02/2019	
(L6) DIVING DAN O2 Kit - Clone	(L6) DIVING	User Event	Alexander Sointsev	Academic	Michael Cortie	Internal Account	MaPS	12	56	27/02/2019 00:30	27/02/2019 00:45	0.25	23/02/2019	- changed by staff: Dong Zheng - changed by staff: Dong Zheng
(L6) DIVING DAN O2 Kit - Clone	(L6) DIVING	User Event	Anh Ly	PhD Student	Miles Toth	Internal Account	MaPS	wer	56734	27/02/2019 01:00	27/02/2019 01:15	0.25	24/02/2019	- changed by staff: Dong Zheng
(L6) DIVING DAN O2 Kit - Clone	(L6) DIVING	Operation Event	Dong Zheng	Academic	Philip Lawrence	Internal Account	Faculty of Science, UTS	1234	567810	28/02/2019 00:00	28/02/2019 00:15	0.25	21/02/2019	
(L6) DIVING DAN O2 Kit - Clone	(L6) DIVING	User Event	Ahmad Yusuf Mohd Yusop	PhD Student		Internal Account	Faculty of Science, UTS	12	3434	28/02/2019 00:30	28/02/2019 02:00	1.5	23/02/2019	- changed by staff: Dong Zheng - changed by staff: Dong Zheng
Total												7.5		

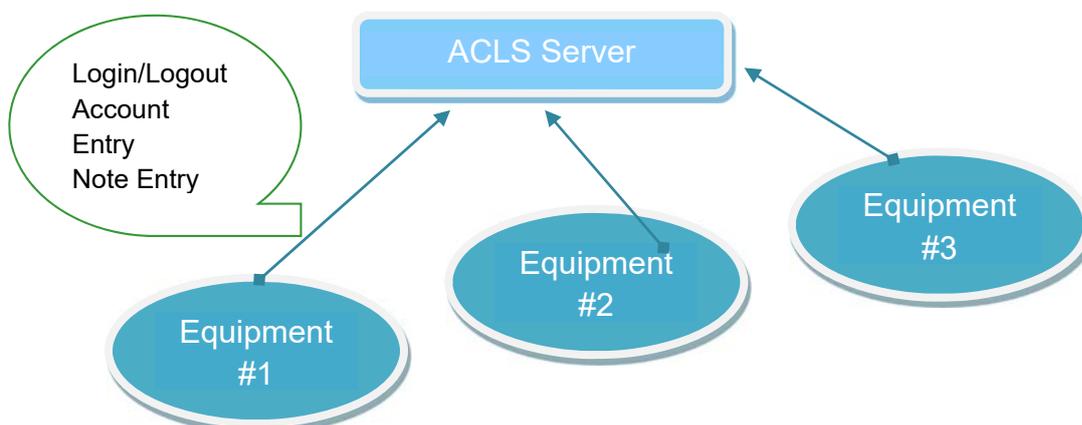
Please note that vehicle charge capping is not implemented. You can export to excel for the further data process.

Reports by any periods are available for the customised field resources and resource groups.



16 Appendix H – 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.



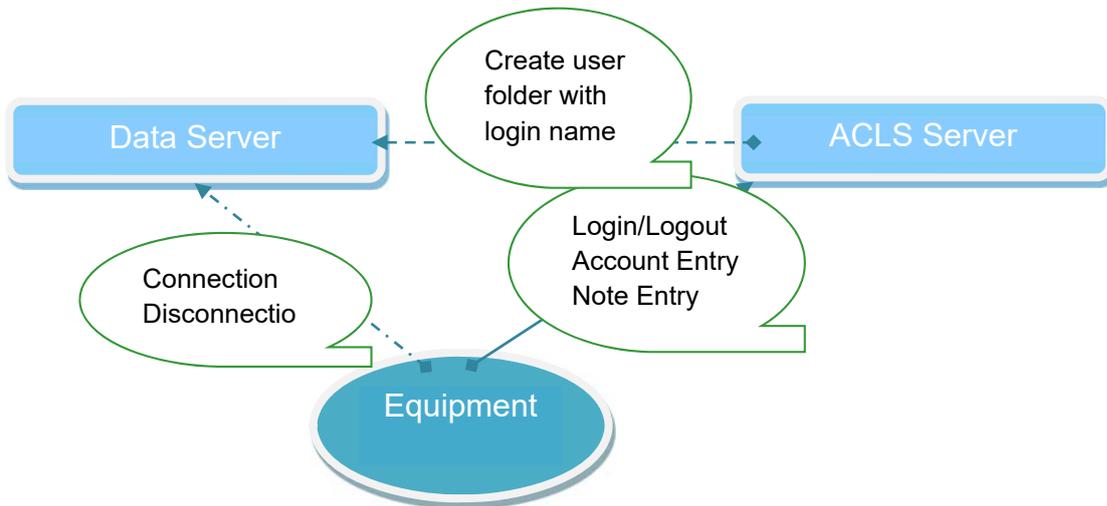
When a user comes to use equipment, they need to login at the equipment computer through the ACLS Tracker. Tracker checks if the user has a valid account, if the user has a valid certificate to operate the equipment, and checks against bookings (optional). During the period of operation or experiment,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



17 Appendix I – 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:

FACILITY FTP ACCESS DIRECTORY SETTINGS						
Sel	Facility	Physical Directory	FTP Directory	Link Description	Last Archive Date	Note
<input type="radio"/>	ESEM Quanta 200	p:\emuimages\esem	emuimages/esem	ESEM Quanta 200	30/09/2004	
<input type="radio"/>	JEOL1400 TEM	p:\emuimages\jeol1400	emuimages/jeol1400	JEOL1400 TEM	30/09/2004	
<input type="radio"/>	SEM Hitachi S900	p:\emuimages\s900	emuimages/s900	SEM Hitachi S900	30/09/2004	
<input type="radio"/>	JEOL 8500F Hyperprobe	p:\emuimages\jeol8500f	emuimages/jeol8500f	JEOL 8500F Hyperprobe	10/06/2008	
<input type="radio"/>	SEM Hitachi S4500	p:\emuimages\s4500	emuimages/s4500	SEM Hitachi S4500	30/09/2004	
<input type="radio"/>	Atomic Force Microscope	p:\emuimages\afm	emuimages/afm	Atomic Force Microscope	30/09/2004	
<input type="radio"/>	Focused Ion Mill	p:\emuimages\fib	emuimages/fib	Focused Ion Mill	30/09/2004	
<input type="radio"/>	TEM Philips CM200	p:\emuimages\cm200	emuimages/cm200	TEM Philips CM200	30/09/2004	
<input type="radio"/>	Multimode AFM	p:\emuimages\mmafm	emuimages/mmafm	Multimode AFM	30/09/2004	
<input type="radio"/>	SEM Hitachi S3400-I	p:\emuimages\s3400-i	emuimages/s3400-I	SEM Hitachi S3400-I	29/10/2007	
<input type="radio"/>	Dual Beam FIB	p:\emuimages\dualbeamfib	emuimages/dualbeamfib	Dual Beam FIB	30/09/2004	
<input type="radio"/>	Lift-Out Microscope	p:\emuimages\liftoutscope	emuimages/liftoutscope	Lift-Out Microscope	08/10/2005	
<input type="radio"/>	SEM Hitachi S3400-X	p:\emuimages\s3400-x	emuimages/s3400-X	SEM Hitachi S3400-X	30/09/2004	
<input type="radio"/>	JEOL 7001F SEM	p:\emuimages\jeol7001f	emuimages/jeol7001f	JEOL 7001F SEM	21/07/2008	
<input type="radio"/>	JEOL 5400-II SPM	p:\emuimages\jeol5400	emuimages/jeol5400	JEOL 5400-II SPM	23/07/2010	
<input type="radio"/>	Fei Nova NanoSEM 230	p:\emuimages\sem230	emuimages/sem230	Fei Nova NanoSEM 230	24/08/2010	
<input type="radio"/>	Fei Tecnai G2 TEM	p:\emuimages\tecnai	emuimages/tecnai	Fei Tecnai G2 TEM	06/12/2010	

ACLS takes “Physical Directory” setting and keeps “afm” for example to conjunct with \\129.94.150.15\emunit set out in ‘Net Drive Settings’.

- Case #4: Set up individual user folder in the network shared folder

Continuing with Case #2, through ACLS, you can set up an auto-added user folder feature so that you can save results or datasets to their own data folder on the connected network drive.

To achieve this, you need to map the same drive to the ACLS server, and establish the same settings as for the ‘Physical Directory’ in Case #3. When receiving the request from the console, the ACLS server adds a user folder with their login name. When the user logs out at the console, the server also checks if the folder is empty. If so, then the folder is removed.

The obvious benefit is that you can easily archive the data in those inactive user folders and just keep the active user folders, reducing storage space. Please contact us if you wish to do this.



18 Appendix J – 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 Sadat Md. Sayem Rahman	Chemistry	z5038806	ON Active
Adam Coorey	Material Sciences	z3459729	ON Active
Adam Shaw	Material Sciences	z5130035	ON Active
Adam Younis	Material Sciences	z3388051	ON Active

To migrate ACLS from non-LDAP to LDAP, you need to pre-configure the user LDAP setting by clicking on **LDAP Pre-Configure**.

In addition, through a keyword check mechanism, you can lock local staff and users to access ACLS through LDAP only. In other words, once you switch on LDAP to those who are local staff and users, their access to ACLS is subject **ONLY** to the organization ID system check.

For example, at UNSW, local staff and students must use their zID/zPass to access ACLS. zID/zPass is an universal authentication ID system at UNSW.

To make this work, you need to provide the keywords to ACLS through **Configure System**:

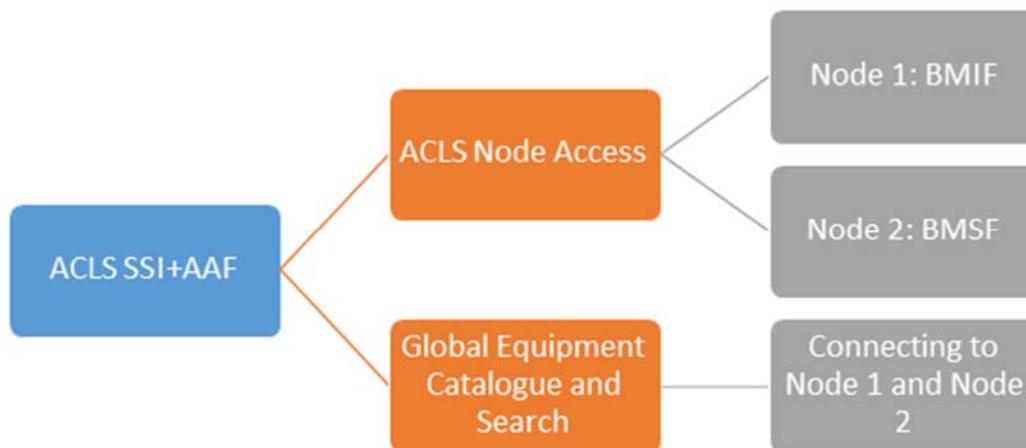
LDAPCompulsoryCheckText

Once the system detects this setting, then it locks up any users' access whose email address contains this key text string. For example, in the above example, "unsw" is the keyword to search for lock up and any users who have the email address **xxx@unsw.edu.au** are subject to this lock up. In other words, they must access ACLS through the UNSW ID system.



19 Appendix K – Single Sign-In Portal (SSI)

SSI aims at achieving a single access point to the trusted ACLS nodes. SSI is useful for multiple ACLS nodes access at university or organization level to replace multiple individual ACLS access. The diagram below demonstrates the concepts of SSI:



SSI supports the following authentications:

- ACLS local authentication
- LDAP authentication
- AAF authentication

AAF stands for Australian Access Federation which provides a single access authentication process for all Australian universities and government bodies. The advantage of AAF is that users can access ACLS with its own organization Uni-Key and Uni-Pass as long as they are registered in ACLS.

ACLS and AAF working mechanism is illustrated here.



The institutes/units/centres/labs which need to provide multiple-universities service can benefit from the AAF integration, no additional costs to implement ACLS and AAF integration as long as you are ACLS customers.



Login to Federated Services [Why am I here?](#)

The service you are trying to access is connected to the Australian Access Federation. Select your organisation below to log in.

- AAAF Virtual Home
- AARNet
- AIMS
- ANSTO
- Australian Catholic University
- Australian National University

Continue to your organisation

Remember this selection permanently

AUSTRALIAN ACCESS FEDERATION Federation Status

CSIRO AAF Identity Provider

LOGIN

Welcome to the CSIRO AAF Identity Provider Service, where your Nexus credentials provide access to AAF enabled services, hosted by external organisations.

Authentication is provided securely via the Australian Access Federation while preserving privacy. Federated access accommodates active collaboration and resource sharing amongst Federation members.

[CSIRO AAF FAQ](#)
[AAF website](#)

Enter your Nexus credentials

Username:

Password:

Reset shared attributes

LOGIN

* Trouble logging in? Email the CSIRO Service Desk.

19.1 SSI Prerequisites

The following steps are recommended to set up SSI:

- Install and configure 64 bits server (VM or physical) to host SSI on Windows OS 2012
- Install IIS
- Install PHP engine to IIS
- Install PostgreSQL ODBC driver
- Configure Windows ODBC connection to ACLS SQL server

19.2 Deploy SSI

As SSI is written and run on PHP scripts, we provide the service to customize the scripts to meet your needs. Please contact us for assistance.



19.3 SSI Working Examples

The screenshot shows the login interface for the AC Lab System. At the top, the UNSW+ logo is displayed. Below it, the text reads "Welcome to AC Lab System". There are two main sections: "New User - please register [HERE](#)" and "Registered User". Under the "Registered User" section, it states "UNSW staff and students use zID/zPass to sign in". There are two input fields: "User ID" and "Password". A prominent green "Sign In" button is located below the password field. Below the button, there is a link: "To view bookings, please go to [View Bookings Page](#)". There are also two buttons for downloading mobile apps: "Download iPhone App" and "Download Android App". At the bottom, contact information is provided: "Mark Wainwright Analytical Centre, UNSW, Sydney, NSW, 2052, Australia | Email: analytical@unsw.edu.au | Last Update: 21 May 2017 15:34:44".

The screenshot shows the "Access Nodes" page. It features a green hamburger menu icon in the top left corner. The main heading is "Access Nodes:". Below this heading is a list of ten facilities, each with a blue external link icon and a horizontal line underneath. The facilities listed are: 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, and 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



View all research nodes, apply to access a node here

Organisation chart for all research nodes

Research Resource Catalogue

20 Research Nodes | 10 Accessible Node(s) | 653 Resources

Research Resource Catalogue

Home / Research Resource Catalogue

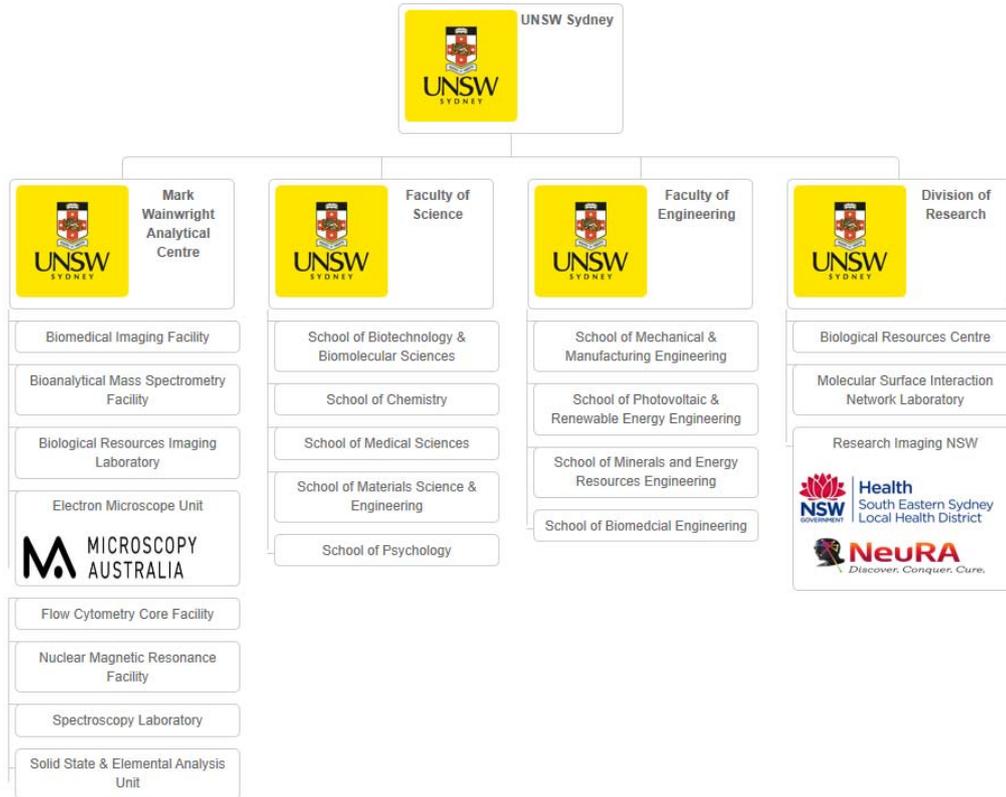
Show 25 entries

Showing 1 to 25 of 653 entries

Research Node	Resource	Image	Item Number	Description	Specification	Location	V
Bioanalytical Mass Spectrometry Facility ✓ Book	4000 QTRAP LC-MS (C27)			AB SCIEX 4000 QTRAP Quadrupole mass filters provide a robust means of sorting ions in a mass spectrometry experiment. When these mass analysers are incorporated in a triple quadrupole (QQQ) setup, which consists of three quadrupole mass filters in series, various specialised forms of quantitative and qualitative mass spectrometry can be conducted. This is achieved via the use of the first and third quadrupoles (Q1 and Q3, respectively) as mass filters, whilst the second quadrupole (Q2) is utilised as a collision cell in which precursor ions undergo collision-induced dissociation to produce fragment ions.		Room 401, C27 (Wallace Wurth Bld)	
Bioanalytical Mass Spectrometry Facility ✓ Book	5600 TripleTOF LC-MS/MS (E26)			AB SCIEX 5600 TripleTOF		L2, BioSciences Building	

19.6 Organisation Charts

Organisation charts are available in SSI as snapshots here.





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

Show 10 entries

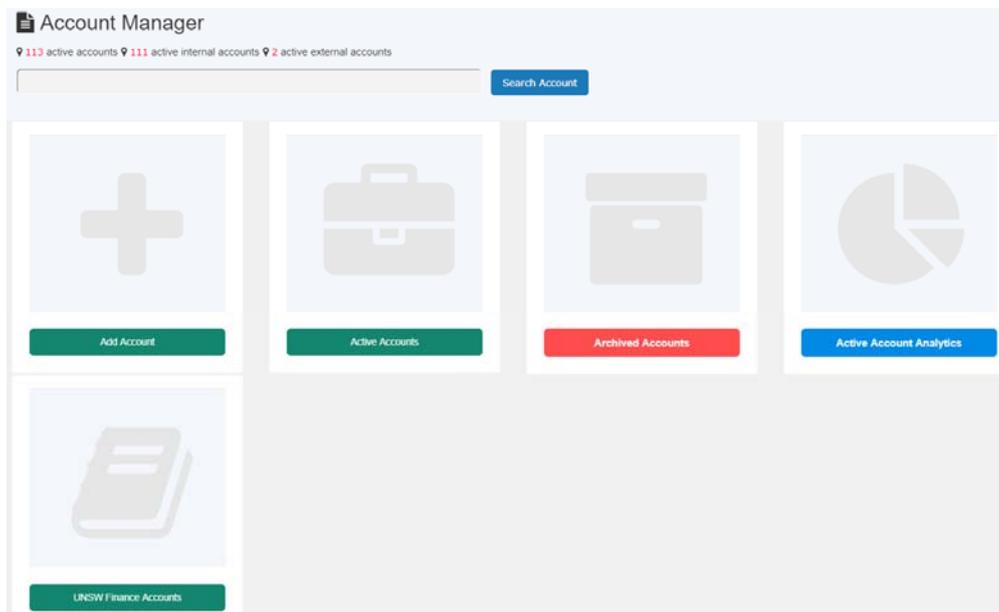
Showing 1 to 10 of 30,032 entries

Project	Dept	Descr	Fund	Descr
ACV2304	UC Civ Eng Bess Tubing-ACV2304	ZCEAC	UC Civil Eng Academic Activity	00001
FM00002	K20, Install new Fume Hoods	FM_SIBPROJ	SIB Projects	CFP01
FM00005	G17, EEAT High Voltage Lab Ref	FM_SIBPROJ	SIB Projects	CFP01
FM00007	2013 PG Res Students Accomod Pr	FM_SIBPROJ	SIB Projects	CFP01
FM00009	H13, Co-locate Global Educ Off	FM_SIBPROJ	SIB Projects	CFP01
FM00010	Cardac Security System Upgrade	FM_SIBPROJ	SIB Projects	CFP01
FM00014	Campus Fire Alarm Systems UPG	FM_SIBPROJ	SIB Projects	CFP01
FM00015	R9, Fire Alarm Systems Upgrade	FM_SIBPROJ	SIB Projects	CFP01
FM00016	MV, Fire Alarm Systems Upgrade	FM_SIBPROJ	SIB Projects	CFP01
Project	Dept	Descr	Fund	Descr

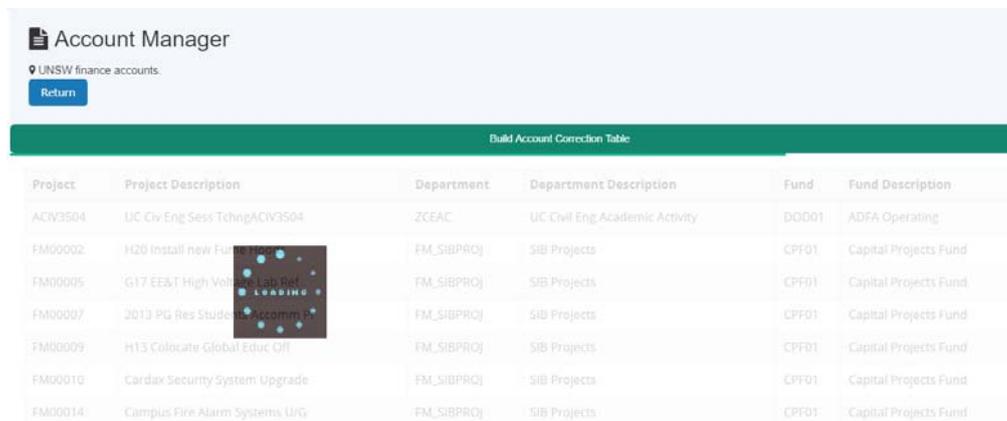
Previous 1 2 3 4 5 ... 3004 Next



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.



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	ARPP-IR001-PS17719	No matching records						
Edit	ARPP-RE109-RM06375	No matching records						
Update	ARPP-RF222-PS18646	Z9251-DCC01-PS18646	PS18646	Running Expenses	Z9251	Ovr Student Recruitment	DCC01	ADFA Operating
Update	ARPP-RE109/RG150330	ARPP-RE109-RG150330	RG150330	Dynamics of corneal stem cell	ARPP	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.

The screenshot shows a registration form titled "To Register" with a breadcrumb trail: Registration > Terms & Conditions > School/Org > Supervisor > Account. The form fields include Account Type (selected as UNSW Account), Account (with a placeholder "Please provide the account details"), Business Unit (UNSWA), Department, Fund, and Project Number. A modal dialog box is displayed over the form with the message: "No matching records in finance account records. Please get the correct account from your supervisor and submit." with an "OK" button. A "Continue" button is visible at the bottom right of the form.

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		UNSWA
Department		
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.