



THE OHIO STATE UNIVERSITY

Facility Online Manager (FOM) Guide



- An Ohio State username and password are needed in order to log in to the Facility Online Manager (FOM) system.
- If you do not have an Ohio State username and password, one will need to be requested for you in the form of a Sponsored Guest Account.
- Please contact ceamas@osu.edu to begin the process. Once you have set up your Sponsored Guest Account, you may proceed with using FOM.



THE OHIO STATE UNIVERSITY

Creating Your User Account



CREATING YOUR USER ACCOUNT

1. Visit <https://fom.osu.edu>
2. Sign in with your Ohio State username and password.
3. Click **“Click here to continue”**.

FOM - Welcome

Welcome to OSU Facility Online Manager (FOM©)

[Click here to continue](#) 

FOM© is an online accounting and instrument management software.

FOM© is FREE for small research group use (online scheduler only, with a minimal installation fee).

FOM© supports unlimited number of instruments, unlimited number of facilities, and unlimited number of users.

FOM© can be used as a simple scheduler or as a complicated management system. It can be used in a single laboratory, or used to host all the facilities on campus.

If you are interested in using FOM©, please contact FOM Networks at info@FOMNetworks.com.

Visit <http://www.FOMNetworks.com/> to see the features of FOM©

The following facilities are currently hosted on this FOM© server:
(Facility names are linked to facility websites. To use the facility, please login first.)

[CBC - Analytical Spectroscopy Laboratory](#) Instrumentation available includes:
=====

Bruker EMXPlus EPR;
Bruker D8 Advance XRay powder diffractometer;
Rigaku Geigerflex XRay powder diffractometer;
Renishaw Raman FTIR microprobe;
Perkin Elmer Spotlight IR Imager;
=====

These are available for hands-on operation by trained users.

[CBC - Biophysical Interaction and Characterization](#) Instrumentation in the facility includes circular dichroism, fluorescence techniques, titration, etc. for the needs of biological researcher.

[CBC - Center for Chemical and Biophysical Dynamics](#) The CCBD has been set up to provide OSU faculty, staff and students as well as external users with access state-of-the art laser spectroscopy instrumentation. The Center is a part of the Department of Chemistry and the Institute for Material Science and includes high quality laser laboratory space, filtered air, temperature control, conditioned power, and closed circuit laser water cooling system. The Center integrates all the equipment necessary to measure transient UV/Vis, fluorescence, infrared, and stimulated Raman spectra on femtosecond time scale.



CREATING YOUR USER ACCOUNT

3. You will be prompted to either select Internal or External user.

Internal: an individual affiliated with Ohio State and has an Ohio State billing account.

External: an individual who is not currently affiliated with Ohio State and does not have an Ohio State billing account.



THE OHIO STATE UNIVERSITY

Creating Your User Account- Internal Users Only

If you are an external user, please proceed to slide 10.



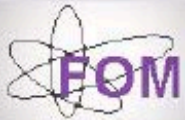
CREATING YOUR USER ACCOUNT: INTERNAL USERS

INTERNAL USERS ONLY

4. Complete the form presented. Some of your information may already be populated.

If your department and/or supervisor is not listed, please click on the blue links to open a form to request they be added.

OSU - FOM - User Registration



Time on server
Monday Mar. 11
15:35:14

FOM New User Registration

Username:

Category:

Discipline:

Department: [My department is not listed here](#)

Supervisor: [My supervisor is not listed here](#)

First Name:

Last Name:

Email:

Phone Number:



**ADDING FUNDING INFORMATION:
INTERNAL USERS**

*Effective January 7, 2021:

In order to set up your funding account for approval to reserve CEMAS instruments, you must first submit a “Requisition” for approval in Workday

- A guide to submit a requisition for FOM can be found here:
go.osu.edu/fomrequisition
- CEMAS is listed as an “Internal Supplier”
- If you do not know your worktags to create a Requisition, please contact your advisor/Principal Investigator (PI) or Fiscal Officer.



5. Add Funding Information

ADDING FUNDING INFORMATION: INTERNAL USERS

- Once you create a Requisition and it is approved in Workday, add a Research description name and Requisition number (example: RQ-100000070) and click “Add this account”

☐ Set default Account Number for each equipment

Add a new account

All Internal users must provide at least one valid Workday requisition, if you plan on using a facility that bills for usage.

Not sure how to create a Workday requisition that will be used in FOM? Please refer to this [step-by-step tutorial](#) for assistance. If you are unsure of what Worktags you need to use, please contact your respective business office.

Please Note - When creating a Workday requisition, the supplier name must match the name of the facility you are planning on using in FOM.

Research description name *An easy-to-remember name of the requisition/project*

Workday Requisition Number *Example: RQ-1000000000*

- You should receive a success message if it was added. If not, an error message will be displayed. If you get an error, it is likely due to the requisition not being fully approved – check in workday for the status.



NEXT STEPS: INTERNAL USERS

- After setting up your FOM user account and adding funding information, you will then be able to request instrument training.
- Once you have been successfully trained, the Instrument Manager will give you scheduling access in FOM.
- Be sure to complete your EHS online trainings in order to receive scheduling access in FOM. More information:
<https://cemas.osu.edu/about/environmental-health-safety>
- Contact cemasadmin@osu.edu or visit the front desk to request a key fob for facility access after you receive instrument authorization in FOM.



THE OHIO STATE UNIVERSITY

Creating Your User Account- External Users Only

If you are an internal user, please proceed to slide 13.



CREATING YOUR USER ACCOUNT: EXTERNAL USERS

EXTERNAL USERS ONLY

4. Complete the form presented. Some of your information may already be populated.

FOM New User Registration

Please choose: ☐ Internal User ☒ External User

Net ID:

Affiliation:

Discipline:

First Name:

Last Name:

Email:

Phone Number:

Invoice cc Email:

Company Name:

Street Name & Number:

City:

State:

Zip:

Expiration Date:

- If you do not plan on using your Ohio State email address, change the *email* field to your personal email address.
- DO NOT change the Net ID field- it must remain as the Ohio State email address that has been assigned to you.



ADDING FUNDING INFORMATION: EXTERNAL USERS

5. Adding funding information

- In the menu on the left-hand side, click **“My Accounts”**.
- Create a billing account that will match your billing information, including information such as purchase order number and description.

Update User Accounts

#	Research description Name	account number	Is Active?	Set as default
1	External	external	☒	☐

Add a new account

It is suggested that external users use Purchase Order number as the account number.

Research Description name: (You should type something like "Study of Bees" or XYZ facility Material Analysis)

Account number:

*External users may use Purchase Order number here.

Category:

Description:

May be used in: (Multiple facility names are allowed)

Add this account



THE OHIO STATE UNIVERSITY

Requesting Instrument Training



REQUESTING INSTRUMENT TRAINING

1. On the left side menu, click **User Home**.
2. Expand the “**Resources in this facility**” and click on the instrument name that you would like to be trained on.

FOM
Facility Online Manager

Time on server
Friday Jun. 21
12 : 02 : 42

» test15 - Home
» Instrument sched v

» Collaborate & Service
» Purchase Supplies
» Documents
» User Report

» My Profile
» My Accounts
» Contact Manager

» Logout
» User Forum

Authorized Instruments (Click to view schedule)
No instrument available. Click instrument name on right side to apply new instrument.

Available Instruments (Click to request training or usage approval)

Select or type to search

- CBC - Analytical Spectroscopy Laboratory
Resources in this facility
- CBC - Biophysical Interaction and Characterization
Resources in this facility
- CBC - Center for Chemical and Biophysical Dynamics
Resources in this facility
- CBC - Mass Spectrometry Laboratory
Resources in this facility
- CBC - NMR Laboratory
Resources in this facility
- CBC - Surface Analysis Laboratory
Resources in this facility
- CCIC - Mass Spec and Proteomics Facility (MSP)
For service request, click [here](#)
Resources in this facility
- CCIC - Nuclear Magnetic Resonance (NMR)
Resources in this facility
- CEMAS - Center for Electron Microscopy and Analysis**
Resources in this facility
- CMIF - Campus Microscopy Imaging Facility
Resources in this facility
- College of Pharmacy
Resources in this facility



REQUESTING INSTRUMENT TRAINING

3. You may see a user agreement message. Click and read the agreement.
4. Click **“I have read the policy and agree with its content”** in order to proceed with requesting instrument training.

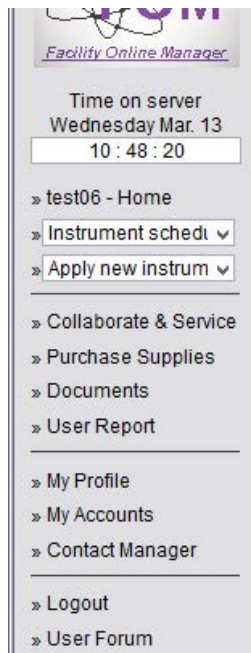




REQUESTING INSTRUMENT TRAINING

5. In the box that appears, answer the question(s) and click **“Apply”**.

6. This message will be sent to the Instrument Manager(s). You will then be contacted to schedule training for the instrument.



New User Application Form

Apply to use new instrument

Please tell the instrument manager your preferred time(s) for training:

[Empty text box for preferred time(s)]

Apply

A red arrow points to the Apply button.



REQUESTING INSTRUMENT TRAINING

- Once you have been fully trained and cleared by the Instrument Manager(s), you will see the instrument name listed on the left side of the User Home page.
- By clicking on the link, it will open the calendar for the instrument.
- Additionally, your current access and instrument availability is listed as well.

User Shortcuts:

- **RESERVED:** You reserved [DRX600](#) from [2013-06-30 10:00:00.0](#) to [2013-06-30 12:00:00.0](#). [Click here to cancel this session](#)

Authorized Instruments (Click to view schedule)



- [DMX600 \(CCIC - Nuclear Magnetic Resonance \(NMR\)\)](#): Any time Access, **DOWN**
Down due to communication issue with the console
- [DRX600 \(CCIC - Nuclear Magnetic Resonance \(NMR\)\)](#): Any time Access, **AVAILABLE**
- [DRX800 \(CCIC - Nuclear Magnetic Resonance \(NMR\)\)](#): Any time Access, **AVAILABLE**
- [Helios 600 \(CEMAS - Center for Electron Microscopy and Analysis\)](#): To Be Trained, **AVAILABLE**
- [FEI Technai G2 Biotwin TEM \(CMIF - Campus Microscopy Imaging Facility\)](#): To Be Trained, **AVAILABLE**

Available Instruments (Click to request training or usage approval)

Select or type to search

[CBC - Analytical Spectroscopy Laboratory](#)

[Resources in this facility](#)

[CBC - Biophysical Interaction and Characterization](#)

[Resources in this facility](#)

[CBC - Center for Chemical and Biophysical Dynamics](#)

[Resources in this facility](#)

[CBC - Mass Spectrometry Laboratory](#)

[Resources in this facility](#)

[CBC - NMR Laboratory](#)

[Resources in this facility](#)

[CBC - Surface Analysis Laboratory](#)

[Resources in this facility](#)

[CCIC - Mass Spec and Proteomics Facility \(MSP\)](#)

◦ For service request, click [here](#)

[Resources in this facility](#)

[CEMAS - Center for Electron Microscopy and Analysis](#)

[Resources in this facility](#)

[CMIF - Campus Microscopy Imaging Facility](#)

[Resources in this facility](#)

[College of Pharmacy](#)

[Resources in this facility](#)



THE OHIO STATE UNIVERSITY

Reserving Instrument Time



RESERVING INSTRUMENT TIME

1. On the left hand menu, click **User Home**.
2. Under **Authorized Instruments**, click on the link of the equipment you would like to reserve.
3. The calendar will appear showing availability. Click on the day and time in which you would like to reserve.

Schedule

Ruth Luketic

Notes from instrument manager

Instrument Schedule: DRX500

Day view

Month view

- DRX500 is now Available

- Reservation Limits: No later than 9999 days; New reservations open hour by hour.

- Your user level on this instrument is: Any time Access.

04/29 05/06 05/13 05/20 05/27 06/03 06/10 06/17

Today Jun 24, 2013

07/01 07/08 07/15 07/22 07/29 08/05 08/12 08/19

Mon 06/24	Tue 06/25	Wed 06/26	Thu 06/27	Fri 06/28	Sat 06/29	Sun 06/30
Click to show sessions from midnight to 09:00						
09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30
09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00	09:30 - 10:00
10:00 - 10:30	Tapas Mal 10:00-12:00	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30
10:30 - 11:00	For maintenance liquid N2 filling	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00
Click to log on		11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30
11:30 - 12:00		11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00
12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30
12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00
13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30
13:30 - 14:00	Shiqiu Chen 13:30-17:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00
14:00 - 14:30		14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30
14:30 - 15:00		14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00
15:00 - 15:30		15:00 - 15:30	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30	15:00 - 15:30
15:30 - 16:00		15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00	15:30 - 16:00
16:00 - 16:30		16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30	16:00 - 16:30
16:30 - 17:00		16:30 - 17:00	16:30 - 17:00	16:30 - 17:00	16:30 - 17:00	16:30 - 17:00
17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30	17:00 - 17:30
17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00	17:30 - 18:00
18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30	18:00 - 18:30
18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00	18:30 - 19:00
19:00 - 19:30	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30	19:00 - 19:30
19:30 - 20:00	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00	19:30 - 20:00
20:00 - 20:30	20:00 - 20:30	20:00 - 20:30	20:00 - 20:30	20:00 - 20:30	20:00 - 20:30	20:00 - 20:30
20:30 - 21:00	20:30 - 21:00	20:30 - 21:00	20:30 - 21:00	20:30 - 21:00	20:30 - 21:00	20:30 - 21:00
21:00 - 21:30	21:00 - 21:30	21:00 - 21:30	21:00 - 21:30	21:00 - 21:30	21:00 - 21:30	21:00 - 21:30
21:30 - 22:00	21:30 - 22:00	21:30 - 22:00	21:30 - 22:00	21:30 - 22:00	21:30 - 22:00	21:30 - 22:00
22:00 - 22:30	22:00 - 22:30	22:00 - 22:30	22:00 - 22:30	22:00 - 22:30	22:00 - 22:30	22:00 - 22:30
22:30 - 23:00	22:30 - 23:00	22:30 - 23:00	22:30 - 23:00	22:30 - 23:00	22:30 - 23:00	22:30 - 23:00
23:00 - 23:30	23:00 - 23:30	23:00 - 23:30	23:00 - 23:30	23:00 - 23:30	23:00 - 23:30	23:00 - 23:30
23:30 - 00:00	23:30 - 00:00	23:30 - 00:00	23:30 - 00:00	23:30 - 00:00	23:30 - 00:00	23:30 - 00:00



RESERVING INSTRUMENT TIME

4. Select the account number you want to use for the session.
5. Select the start time and end time for the reservation.
6. If you will require Instrument Manager assistance, select the **Manager assistance needed box**. If you select this box, please contact the Instrument Manager to ensure he/she is available to assist during that time.
6. Click **Reserve**.

Down due to communication issue with the console

Instrument Schedule: DMX600

Instrument Reservation

Instrument Reservation

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

- ☒ Multi Approval
- ☐ Approval Test
- ☐ 40040 011000 63636
- ☐ 06377 590000 63619 6
- ☐ Vicki Test
- ☐ test project
- ☐ 06377 590000 63606 6
- ☐ 40040 110154 63636
- ☐ NMR Revenue #

Start time: 2013-06-29 10:00:00

End time: 2013-06-29 10:30:00

Estimated cost: -0.5

Select accessory to use on this instrument:

☐ test00

Comment:

☐ Manager assistance needed. Additional charge may apply.

Reserve **Cancel**

Today Jun 25, 2013			Fri 06/28		Sat 06/29	
Click to show sessions from midnight to 09:00						
09:00 - 09:30	09:30 - 10:00	10:00 - 10:30	09:00 - 09:30	09:30 - 10:00	09:00 - 09:30	09:30 - 10:00
10:00 - 10:30	10:30 - 11:00	11:00 - 11:30	10:00 - 10:30	10:30 - 11:00	10:00 - 10:30	10:30 - 11:00
11:00 - 11:30	11:30 - 12:00	12:00 - 12:30	11:00 - 11:30	11:30 - 12:00	11:00 - 11:30	11:30 - 12:00
12:00 - 12:30	12:30 - 13:00	13:00 - 13:30	12:00 - 12:30	12:30 - 13:00	12:00 - 12:30	12:30 - 13:00
13:00 - 13:30	13:30 - 14:00	14:00 - 14:30	13:00 - 13:30	13:30 - 14:00	13:00 - 13:30	13:30 - 14:00
14:00 - 14:30	14:30 - 15:00	15:00 - 15:30	14:00 - 14:30	14:30 - 15:00	14:00 - 14:30	14:30 - 15:00
15:00 - 15:30	15:30 - 16:00	16:00 - 16:30	15:00 - 15:30	15:30 - 16:00	15:00 - 15:30	15:30 - 16:00
16:00 - 16:30	16:30 - 17:00	17:00 - 17:30	16:00 - 16:30	16:30 - 17:00	16:00 - 16:30	16:30 - 17:00
17:00 - 17:30	17:30 - 18:00	18:00 - 18:30	17:00 - 17:30	17:30 - 18:00	17:00 - 17:30	17:30 - 18:00
18:00 - 18:30	18:30 - 19:00	19:00 - 19:30	18:00 - 18:30	18:30 - 19:00	18:00 - 18:30	18:30 - 19:00
19:00 - 19:30	19:30 - 20:00	20:00 - 20:30	19:00 - 19:30	19:30 - 20:00	19:00 - 19:30	19:30 - 20:00
20:00 - 20:30	20:30 - 21:00	21:00 - 21:30	20:00 - 20:30	20:30 - 21:00	20:00 - 20:30	20:30 - 21:00
21:00 - 21:30	21:30 - 22:00	22:00 - 22:30	21:00 - 21:30	21:30 - 22:00	21:00 - 21:30	21:30 - 22:00
22:00 - 22:30	22:30 - 23:00	23:00 - 23:30	22:00 - 22:30	22:30 - 23:00	22:00 - 22:30	22:30 - 23:00
23:00 - 23:30	23:30 - 00:00	00:00 - 01:00	23:00 - 23:30	23:30 - 00:00	23:00 - 23:30	23:30 - 00:00

Note: the Comment box is meant for your notes only. These comments are not reviewed by CEMAS staff.



THE OHIO STATE UNIVERSITY

Modifying / Canceling Your Reservation



MODIFYING/CANCELING YOUR RESERVATION

1. To cancel or modify a reserved session, click on the reserved time.
2. Click **Cancel reservation** or **Modify reservation**.

Facility Online Manager - Schedule

Notes from instrument manager

Instrument Schedule: - Equip1

- Equip1 is now Available
- Your user level on this instrument is: 24-hour Access.

Equip1

Modify Reservation

Select what you want to do with this reservation:

Facility Online Manager

Saturday Feb. 28
12:16:27

- > User Home
- > Operation Manuals
- > Usage Report
- > My Profile
- > My Accounts
- > Contact a Manager
- > Logout
- > User Forum

12/29	01/05	01/12	01/19	01/26	02/02	02/09	02/16	02/23	02/30	03/06	03/13	03/20	03/27	04/03	04/10	04/17	04/24
Mon 02/23					Fri 02/27	Sat 02/28	Sun 03/01										
09:00 - 10:00					midnight to 09:00	09:00 - 10:00	09:00 - 10:00	12:12									
10:00 - 11:00					11:11	10:00 - 11:00	10:00 - 11:00	09:00 - 13:00									
11:00 - 12:00					10:00 - 14:00	11:00 - 12:00	11:00 - 12:00										
12:00 - 13:00						12:00 - 13:00	12:00 - 13:00										
13:00 - 14:00						13:00 - 14:00	13:00 - 14:00	13:00 - 14:00									
14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	13:13	14:00 - 15:00	14:00 - 15:00	12:12									
15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	14:00 - 16:00	15:00 - 16:00	15:00 - 16:00	14:00 - 16:00									
16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	11:11	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00									
17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	16:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00									
18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00									
19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00									
20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00									
21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00									
22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00									
23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00	23:00 - 24:00									



MODIFYING/CANCELING YOUR RESERVATION

- You will receive a reminder e-mail before your session.
- CEMAS allows users to cancel your reservation up to a certain amount of time before the scheduled start time without penalty.
- If you cancel within the set hours preceding your scheduled time, a cancellation fee will be charged.
- Review the Policies and Procedures page for more information: <https://cemas.osu.edu/policies-and-procedures>



THE OHIO STATE UNIVERSITY

Logging In/Out of Your Reservation



Logging In:

- You will be automatically logged in at the start of your scheduled reservation time.
- If you did not have scheduled instrument time and wish to use the instrument, you may express log on by clicking “Click to log on”.

The screenshot displays the Facility Online Manager (FOM) interface. The top section shows a schedule for 'Instrument Schedule: DRX500' with a table of time slots from 09:00 to 23:00. A red arrow points to the 'Click to log on' button in the 11:00-11:30 slot. The bottom section shows the 'Facility Online Manager - Schedule' window with a sidebar menu and a main area displaying a calendar view of reservations. An 'Instrument Reservation' window is open, showing the 'Express Logon' button and a selection of account numbers.

Notes from instrument manager

Instrument Schedule: DRX500

Day view Month view

09:00 - 09:30 09:30 - 10:00 10:00 - 10:30 10:30 - 11:00 11:00 - 11:30 11:30 - 12:00 12:00 - 12:30 12:30 - 13:00 13:00 - 13:30 13:30 - 14:00 14:00 - 14:30 14:30 - 15:00 15:00 - 15:30 15:30 - 16:00 16:00 - 16:30 16:30 - 17:00 17:00 - 17:30 17:30 - 18:00 18:00 - 18:30 18:30 - 19:00 19:00 - 19:30 19:30 - 20:00 20:00 - 20:30 20:30 - 21:00 21:00 - 21:30 21:30 - 22:00 22:00 - 22:30 22:30 - 23:00 23:00 - 00:00

Click to log on

Facility Online Manager - Schedule

Notes from instrument manager

Instrument Schedule: Equip1

- Equip1 is now Available

- Your user level on this instrument is: 24-hour Access.

Instrument Reservation

Express Logon

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

12

Start time: 2009-02-26 12:00:00

End time: 2009-02-28 13:00:00

Express Logon Cancel



Logging Out:

1. Click your current reservation.
2. If you want to report a problem with the instrument, select the **Something Wrong** box and leave a comment. CEMAS staff do not always review these comments. If you believe your billing should be adjusted, e-mail cemasadmin@osu.edu.
3. Select the account number you want to use for the reservation.
4. Click **Logoff** button.

FOM will not automatically log off your reservation at the end of your scheduled time. Your account will be charged until you log off. If you fail to log off, a forget log off fee will be charged. Visit <https://cemas.osu.edu> for more information.

The screenshot displays the FOM (Facility Online Manager) interface. On the left is a navigation menu with options like 'Admin Home', 'User Home', 'Quanta 200 (CEM)', 'Billing', 'Reports', 'Facility Config', 'Holidays', 'User Survey', 'Resources Admin', 'Maint. Records', 'Users Admin', 'Email List', 'Collaborate & Service', 'Usage Records', 'Purchase Supplies', 'Documents', 'User Report', 'My Profile', 'My Accounts', 'Contact Manager', 'Logout', and 'User Forum'. The main area shows the 'Instrument Schedule: Quanta 200' with a calendar view. A modal window titled 'Quanta 200 - Logoff' is open, containing a 'Comment' text area, a radio button selection for 'Instrument Status Report' (with 'OK' selected and 'Something wrong' unselected), and a section for selecting an account number. Under 'Select the account number you want to use for this session:', the 'Test (100%)' option is selected. A red arrow points to the 'Logoff' button at the bottom right of the modal. The background calendar shows reservations for various dates, with some slots highlighted in green.



THE OHIO STATE UNIVERSITY

Downloading Operation Manuals and Reports



DOWNLOADING OPERATION GUIDES

1. On the left side menu, click **User Home** page.
2. Click on **Documents**.
3. Click the link of the manual you would like to view.



DOWNLOADING USAGE REPORT

1. On the left side menu, click **User Home**.
2. Click "**User Report**".
3. Choose the facility.
4. Set the start and end date.
5. Click "**Submit**".



THE OHIO STATE UNIVERSITY

Additional Resources



ADDITIONAL RESOURCES

- CEMAS website: <https://cemas.osu.edu>
- Facility Online Manager (FOM): <https://fom.osu.edu>
- Environmental Health & Safety (EHS): <https://ehs.osu.edu>
- Engineering Technology Services (ETS): <https://ets.osu.edu>
- Policies and Procedures: <https://cemas.osu.edu/policies-and-procedures>
- Frequently Asked Questions: <https://cemas.osu.edu/frequently-asked-questions>
- CEMAS capabilities: <https://cemas.osu.edu/services/capabilities>
- CEMAS rates: <https://cemas.osu.edu/Rates>
- Standard Operating Procedures: <https://cemas.osu.edu/services/standard-operating-procedures-sop>



MEET YOUR DEDICATED TEAM



NURIA BAGUES-SALGUERO

Baguessalguero.2@osu.edu

- Titan



STEPHEN BOONA

Boona.1@osu.edu

- Apreo I
- Apreo II
- Quanta



HENK COLIJN

Colijn.1@osu.edu

- Tecnai 20
- Tecnai 30
- Miniflex
- Smart Lab



BINBIN DENG

Deng.318@osu.edu

- Glacios
- Krios

CARLEY GOODWIN

Goodwin.363@osu.edu

- HeliScan



DANIEL HUBER

Huber.83@osu.edu

- Helios
- Nova



SARAH MIKULA

Mikula.28@osu.edu

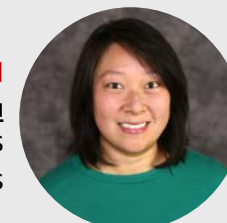
- Laboratory Supervisor
- Safety Officer



YOSHIE NARUI

Narui.2@osu.edu

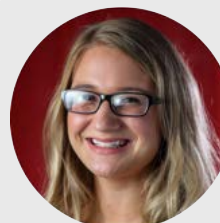
- Glacios
- Krios



AMANDA PONOMARENKO

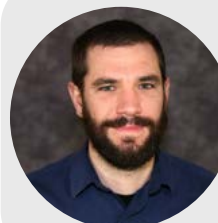
Ponomarenko.1@osu.edu

- Administration



ASHLEY SWARTZ

Swartz.202@osu.edu



DANIEL VEGHTE

Veghte.2@osu.edu

- Apreo I
- Apreo II
- Quattro
- Quanta



ROBERT WILLIAMS

Williams.2156@osu.edu

- Titan
- Themis