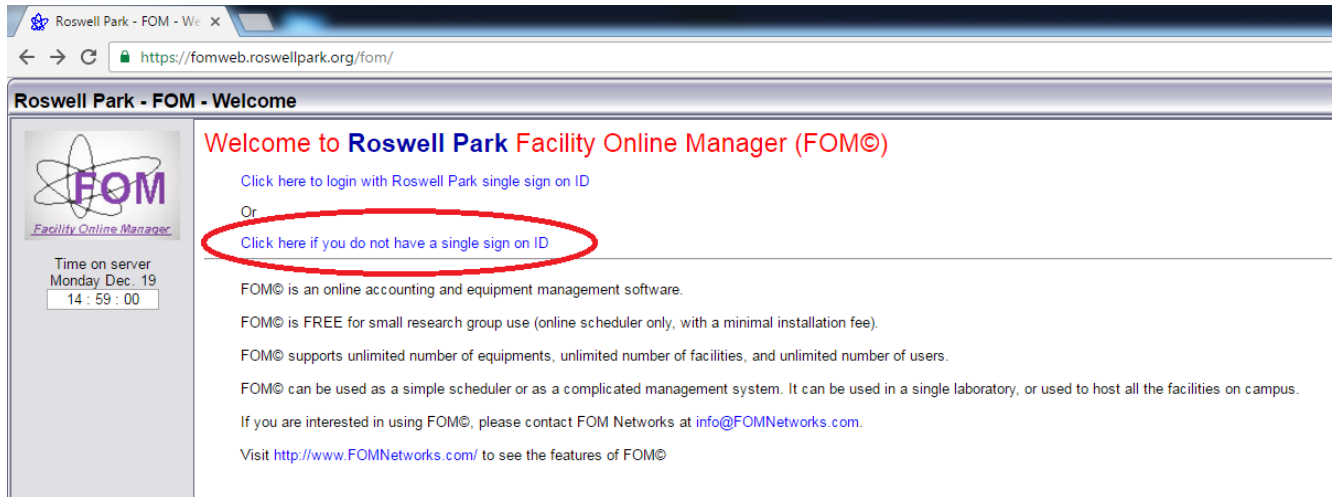**FOM – HELP DOCUMENT**

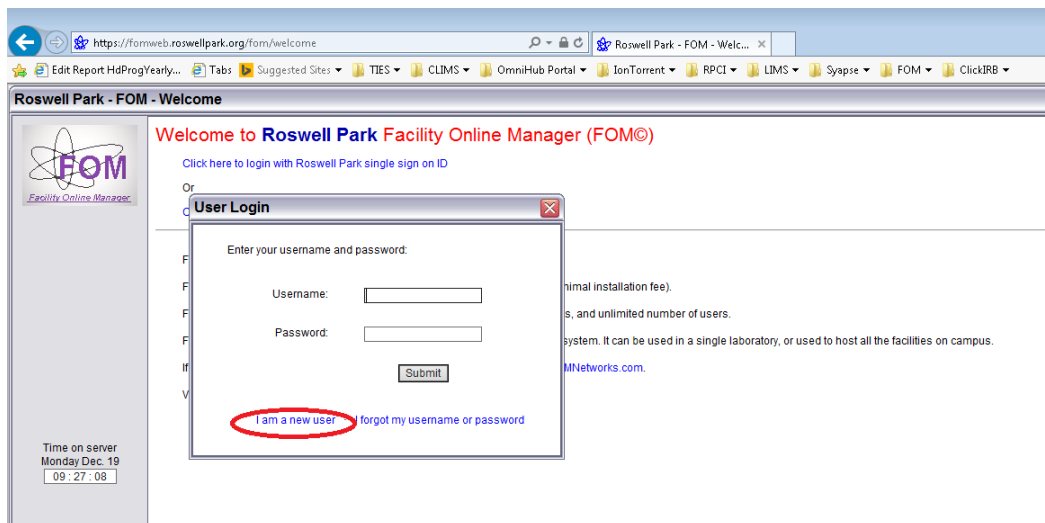**External User Registration**

If you are an External (Non-RPCI) user, please follow the steps below to register on FOM,

1) Go to https://fomweb.roswellpark.org/fom/welcome
2) Click on Click here if you do not have a single sign on ID link. You will **always** click this link, not the top line.

3) In the User Login pop-up, click on 'I am a new user' link.

4) Click on the 'External User' radio button, fill out the registration form and click on the 'Submit' button.

5) Successful registration will take you to the page shown in the screenshot below.

ADDING ACCOUNT NUMBERS

You would need to add at least one Purchase Order Number in order to reserve instruments. Follow the steps below to add an account number.

1) Click on the "Click here to go to My Account Page" link shown in step 5 of the External User Registration or Click on the "My Accounts" menu-item found on the left side of the FOM User Home page.

2) This will take you to the My Accounts page. On this page, enter a Description and Purchase Order Number. From the "Bill to" drop down menu choose your PI or company name (type the name in the search field for quick access) and hit the 'Add this account' button. This will add the selected Purchase Order Number to your profile. You can add multiple Purchase Orders, if necessary.

3) At this point, you should send a PDF copy of your Purchase Order to
FlowInstrumentAdmin@RoswellPark.org

REQUESTING ACCESS TO INSTRUMENTS

1) Navigate back to the user home page by clicking on the User Home link found in the left panel, as shown in the screenshot below,

2) This will take you to the User Home page, where you can see the current list of instruments you have access to under the 'Authorized Equipments' section and the instruments for which you can request access under 'Available Equipments' section.

3) Click on the instrument for which you would like to request access, this will open the application form to request access the instrument, as shown in the screenshot below. Enter a note if necessary and click on the Apply button. **Note**: it is only necessary to request access to one flow cytometry instrument and you will be given access to all you are qualified to use.
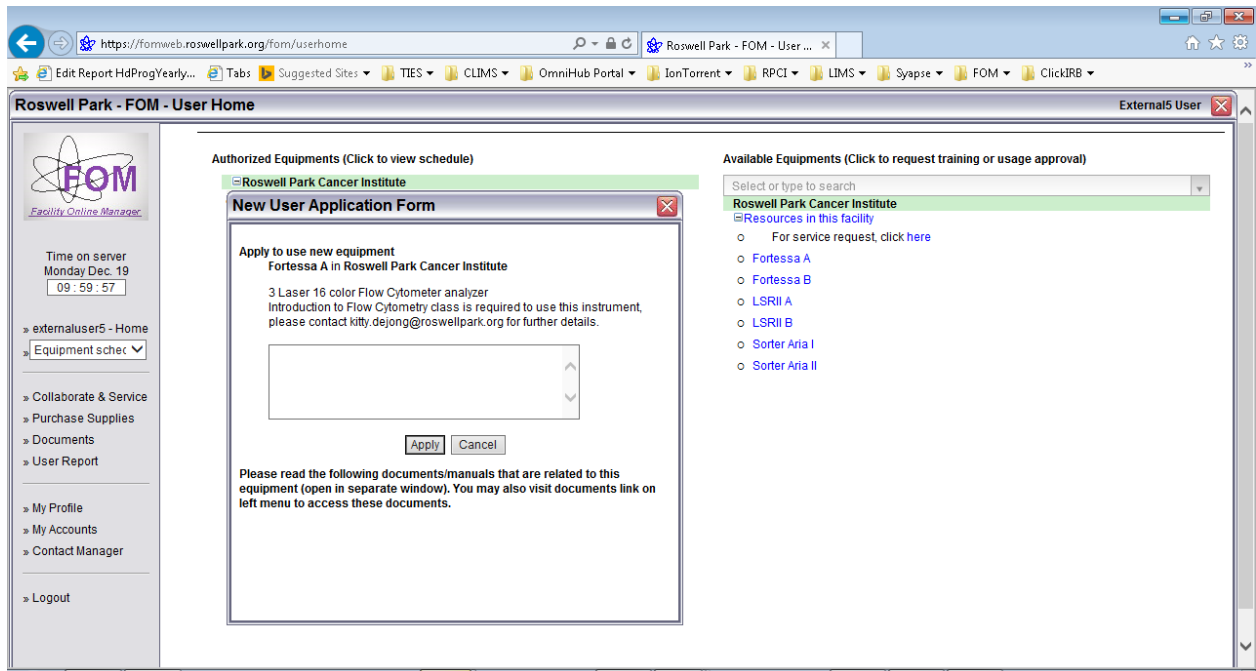
4) This will send an email to the instrument administrators who will take the necessary actions to give you access to the instrument.
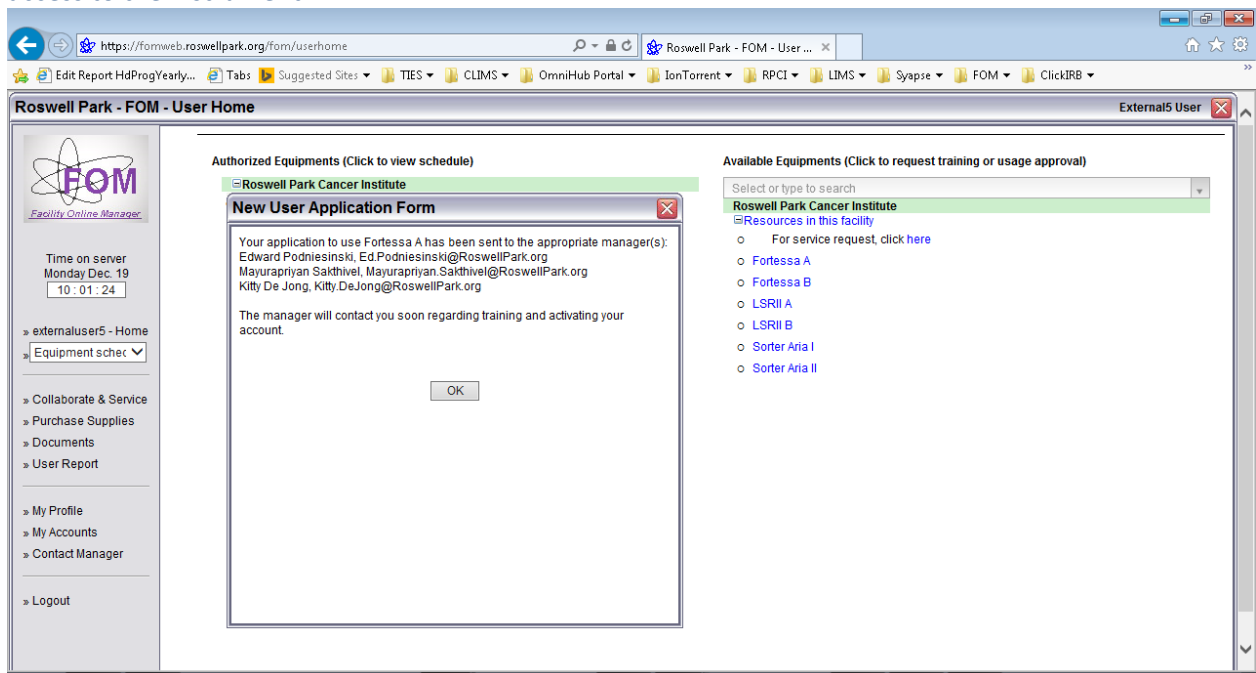
5) It may take a few days to finalize your instrument enrollment.

SCHEDULING TIME ON INSTRUMENTS

1) Log in to FOM again or navigate back to the user home page by clicking on the User Home link found in the left panel.

2) This will take you to the User Home page, where you can see the current list of instruments you have access to under the 'Authorized Equipments' section and the instruments for which you can request access under 'Available Equipments' section.

3) From the Authorized Equipments section, click the instrument name that you want to use. You will see the schedule of this instrument, as shown below. Current time is shown in red with bright yellow background. Your own reservation is shown with green background. Others' reservations are shown in black with yellow background. Available time is shown in black. Past sessions are shown in grey.

4) To reserve a session, click on the time you want to start with. Then you will see the window like the one below. Choose an ending time to make the reservation. You will also see the list of all accounts listed under your My Accounts page.

5) To cancel or modify a reserved session, click on your own reserved time. This will pop up a window as shown below. You will not be able to cancel a reservation if it is within 2 hours of the reserved start time.

AT THE INSTRUMENT

There are now 4 different levels of log-in on the instrument:

1) If the computer is off (not typical), log in as a Flow User on the instrument with password BDIS#1
2) **Log in to FOM** – using your current FOM ID and password (see below)
3) Log in to Diva with your Lab username and password.
    > Note: it is now no longer necessary to create multiple Diva accounts per lab since these accounts are no longer linked to the grant numbers and function only for data organization
4) Log into the Flowcyto/Flowresearch$/PIGuest folder for data transfer.

FOM Log in at the Instrument:
5) The desktop will show the FOM dialog box on the left screen (FOM screen lock) as below:
    (Note: if you are (re)starting the computer, a blank screen may appear for up to 20 seconds while the system is connecting).

6) Select **"Click here if you do not have a NetID"**, and enter your FOM username and password. The FOM screen lock will be unlocked and you can access the desktop.
7) If your reservation is current, the system will log you in and you will notice a FOM dialog box at the top of your desktop screen, as below. This will show you the current session information and allow you to log-off when you have finished using the instrument. **Note that if you do not log-off at the end of your session, FOM will log you off 2 hours after your reserved time ends, so you could be billed for extra time. So, make sure to log-off once finished.**

8) Upon clicking the Logoff button, you will see a dialog box where you can provide feedback on your session. If you select the 'Something wrong' radio button, any comments you enter will be sent to the instrument

managers. If you select the OK button, comments will not be read until the billing report is generated. Comments are not mandatory. Do not use "Delayed logoff". When ready, click Logoff in the box again, this ends your session. You will not need to log out of Windows or turn off the computer. Before logging off, please clear your connections to any external drive (particularly the Z: drive) because otherwise the next user will have access to this and will not be able to connect to their own network folders.
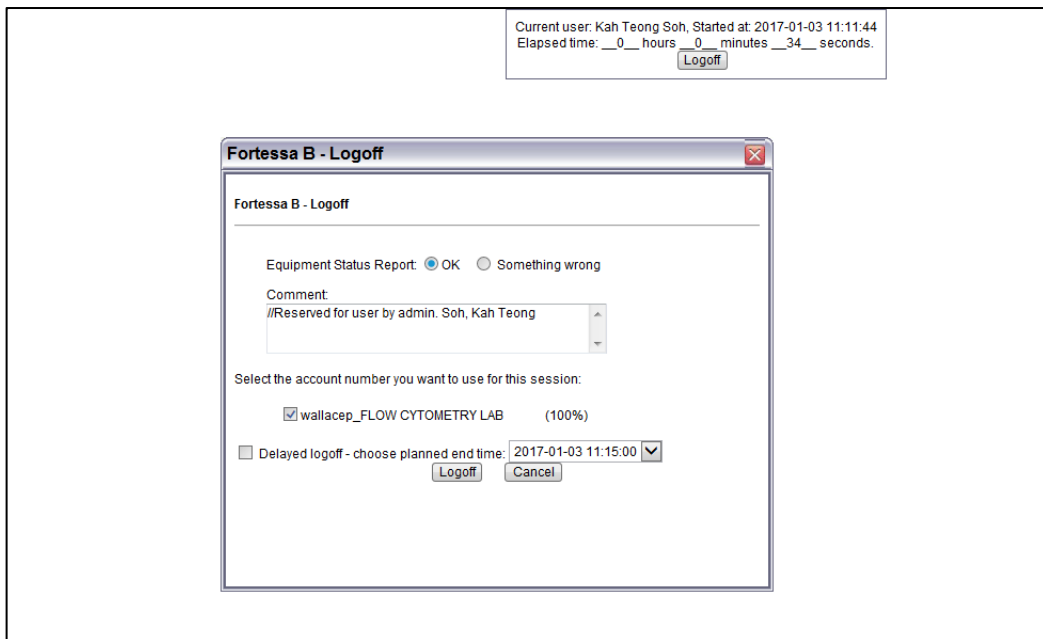
9) If you do not have a reservation and the instrument is available (no current reservation ongoing), you can still log on to the instrument using Express Logon. After logging in to FOM the usual way, you will see the following screen:

Select "click here to do Express Logon". In the dialog box that appears (similar to pt. 5), **select the projected end time** (default is nearest 15 minutes after the start time) for your session, and the billing grant number if needed. After log-in, the same FOM dialog box will show as for reserved time, and logging out also follows the same procedure.
Note: if you are more than 30 minutes late for your appointment, the instrument will be opened up for any user so it will no longer recognize your reservation. If that happens, use Express Logon.

10) **For the FACS Calibur**: to unlock the Calibur computer, go to your reservation on the FOM calendar and click "Logon". A computer is available in the user room to access the calendar for this. Similarly, logging off is done on the calendar as well.