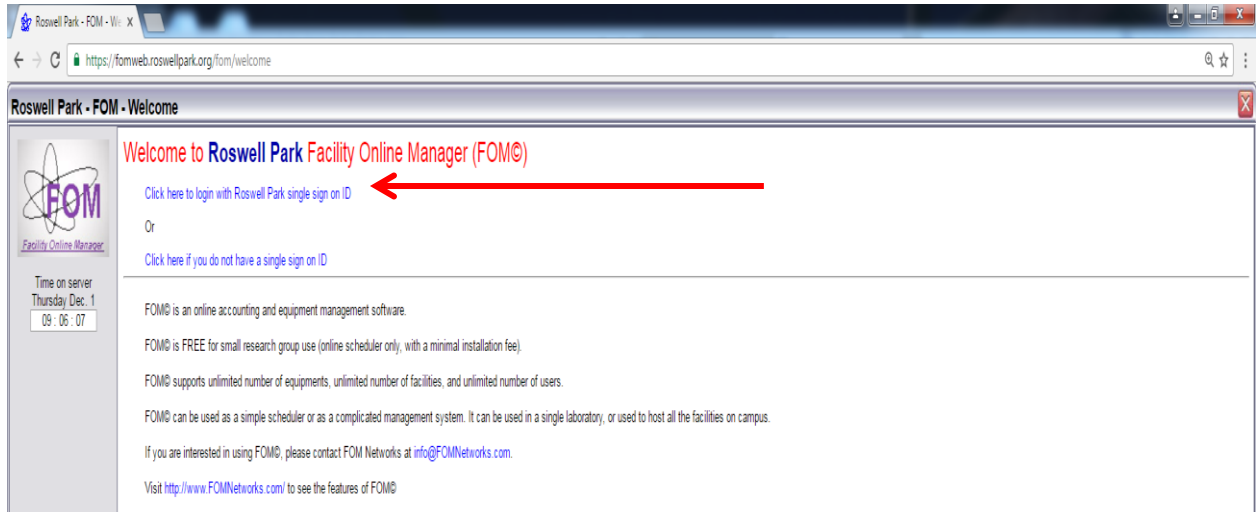# FOM – HELP DOCUMENT
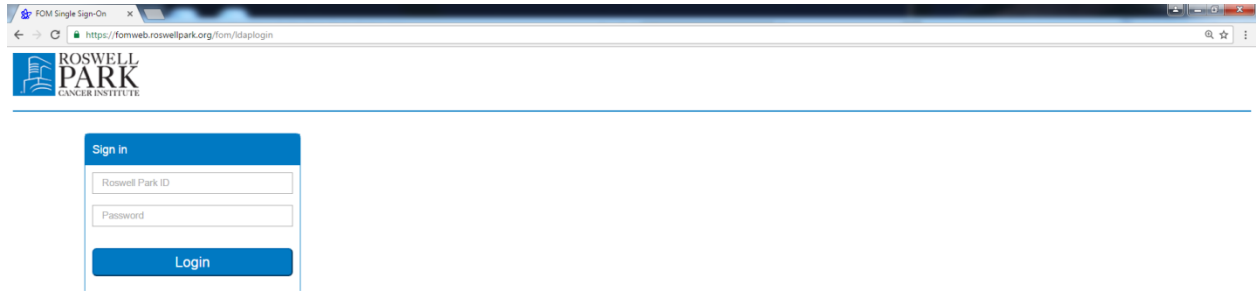
NEW RPCI USER REGISTRATION

If you are an RPCI user, please follow the steps below to register on FOM:
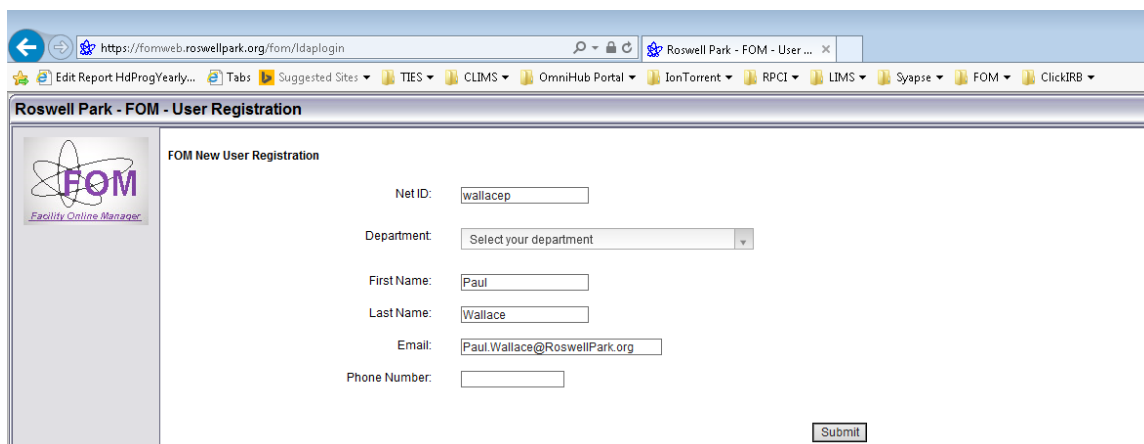
1) Go to https://fomweb.roswellpark.org/fom/welcome
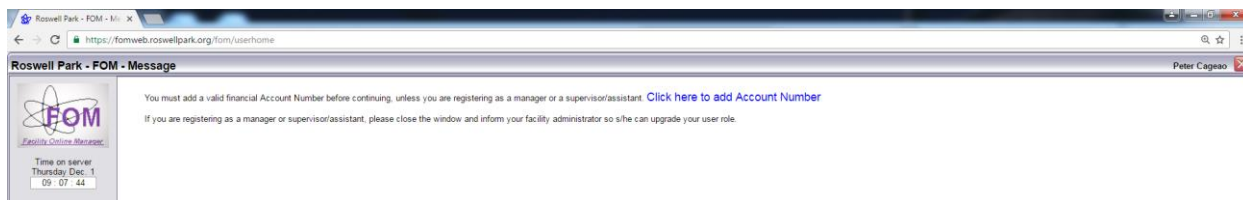2) Click on Click here to login with Roswell Park single sign on ID link

3) Enter your own personal RPCI network credentials

4) 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 will need to add at least one Account Number (a valid Grant Number) in order to reserve instruments. Please note that Account numbers will need to be updated periodically as grants expire, run out of funding, or move into their next year of service and thus change number (i.e. XX XXXX 01 becomes XX XXXX 02). Each individual will need to make these updates to their own FOM login in order to continue uninterrupted access to the flow instruments.

Follow the steps below to add an account number.

1) Click on the "Click here to add Account Number" link shown in step 5 of the RPCI New User Registration or Click on the "My Accounts" menu-item found on the left side of the FOM User Home page.
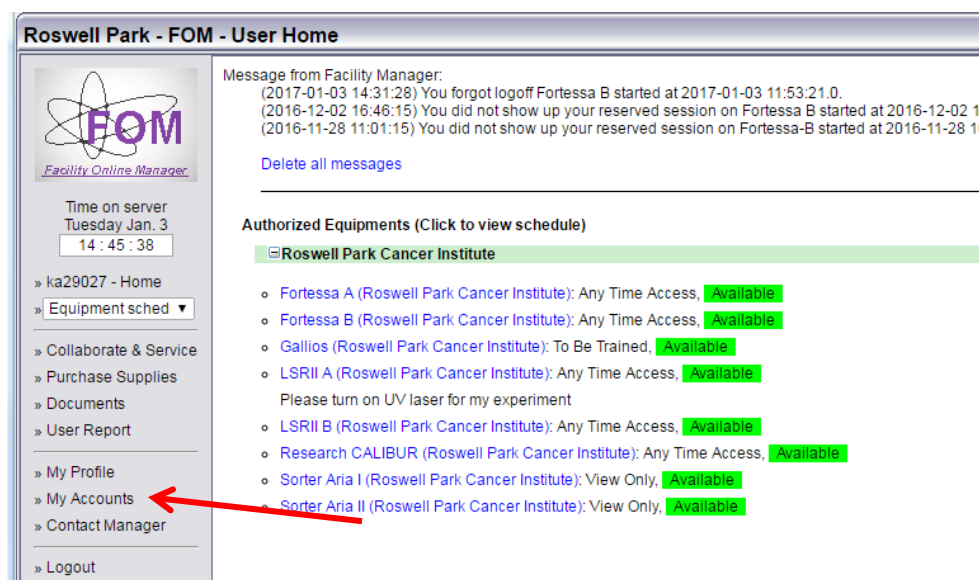
2) This will take you to the My Accounts page.
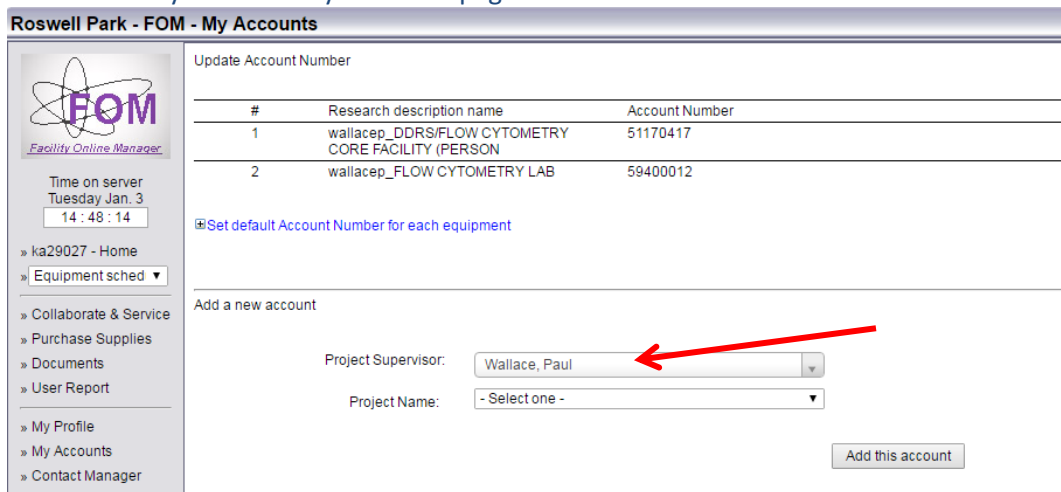
On this page, click "Select Project Supervisor", and either scroll down the drop down menu or start typing the name of the PI to select the PI whose grant you are trying to add. **If you are not able to find the PI you are looking for, please email the FOM administrator (FOMAdmins@RoswellPark.org).**

3) Once you have selected your PI, the system will provide you with a drop down of the valid grant numbers belonging to that PI. *(Note: See pt. 4 if you encounter an error here.)* Once you see the account list, please make sure by consulting with your PI or lab manager which account is okay to use. Then select the Account Number you wish to add and click on the Add this Account button. This will add the selected Account Number to your profile, as seen in the table above the drop-down:

4) **IMPORTANT:** If you receive an error message and cannot add an Account Number under a particular PI, make sure that the PI has added you as an Authorized Requester in the FBS system - http://fbs.roswellpark.org. If you have any questions about this, Kevin McGinley (Kevin.McGinley@RoswellPark.org) can help. If you want to be added as an Authorized Requestor under a particular PI, please have the PI send an email to Kevin McGinley (Kevin.McGinley@RoswellPark.org) with the request to add you as an Authorized Requestor for this PI.
Note: if you can't find the grant number that you are looking for, please make sure that the grant number that you intend to work under is assigned to the PI that you choose. If you have any questions about this, please contact Kevin McGinley as well.
Note: please be advised that Flow Core staff is not able to alter or add account numbers for you. Each individual needs to make sure that their own personal FOM account is up to date with correct grant account numbers, in consultation with their own PI and account management personnel.

REQUESTING ACCESS TO INSTRUMENTS

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

2) This will show you the current list of you 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. **It is only necessary to request access to one instrument** and you will be given access to all instruments that you have been trained to use. Some instruments, such as the sorters, will remain View Only, so that you can consult the calendar but you are not allowed to make reservations.
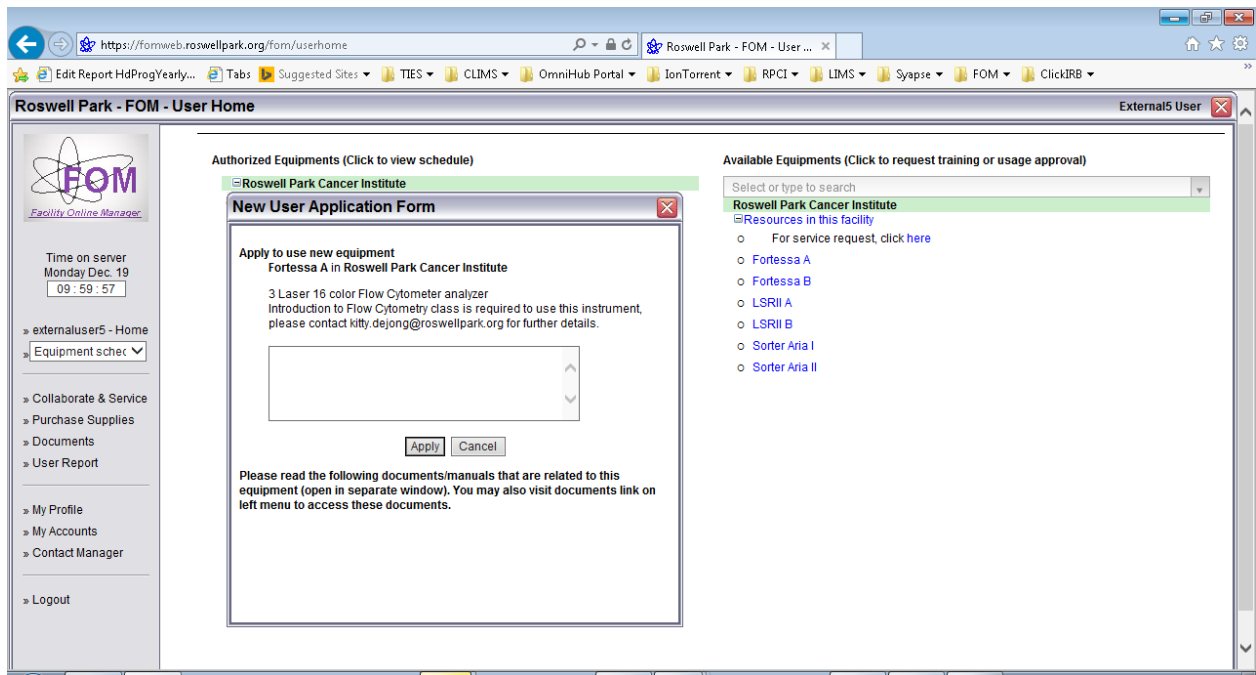
4) This will send an email to the instrument administrators who will take the necessary actions to give you access to the instruments. Click OK.
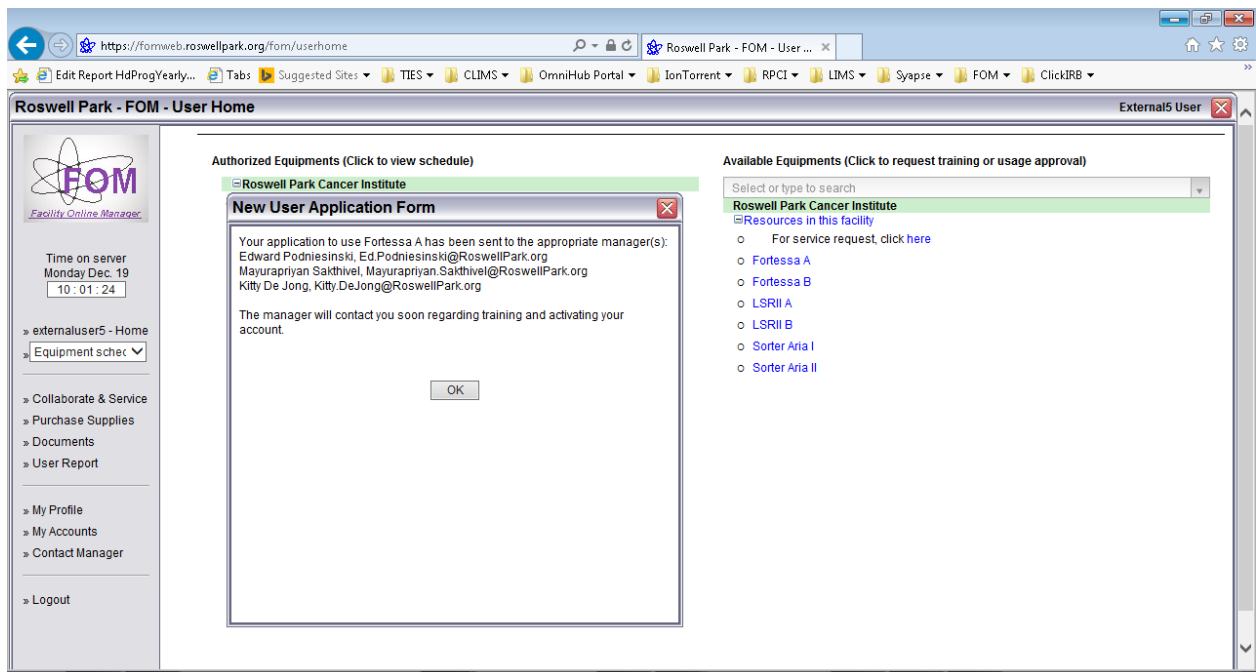
5) It may take a few days to finalize your instrument enrollment.

SCHEDULING TIME ON INSTRUMENTS

1) Once your enrollment has been approved, you will need to log in again to
https://fomweb.roswellpark.org/fom/welcome. This website will now be used as our calendar system, so
please bookmark this page as you will need to access it frequently.

2) Once logged in, your User Home section will show. From here, you can see the updated current list of
instruments you have access to under the 'Authorized Equipments' section and the instruments for which
you can still request access under 'Available Equipments' section. *Note: the first time you log in after your
instrument use has been approved, FOM will want you to update your "favorite" instruments. Click on "My
Profile" in the left column to specify which instruments you would like to view on your User Home. In this
same section you can specify what email reminders you would like to receive.*

3) 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, and you can select the account that you wish to use for your experiment.

5) To cancel or modify a reserved session, click on your own reserved time (in green box). 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 Roswell 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$/PI<your PI> folder with Roswell\your Roswell ID and your password

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 to login with NetID", and enter your Roswell 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.
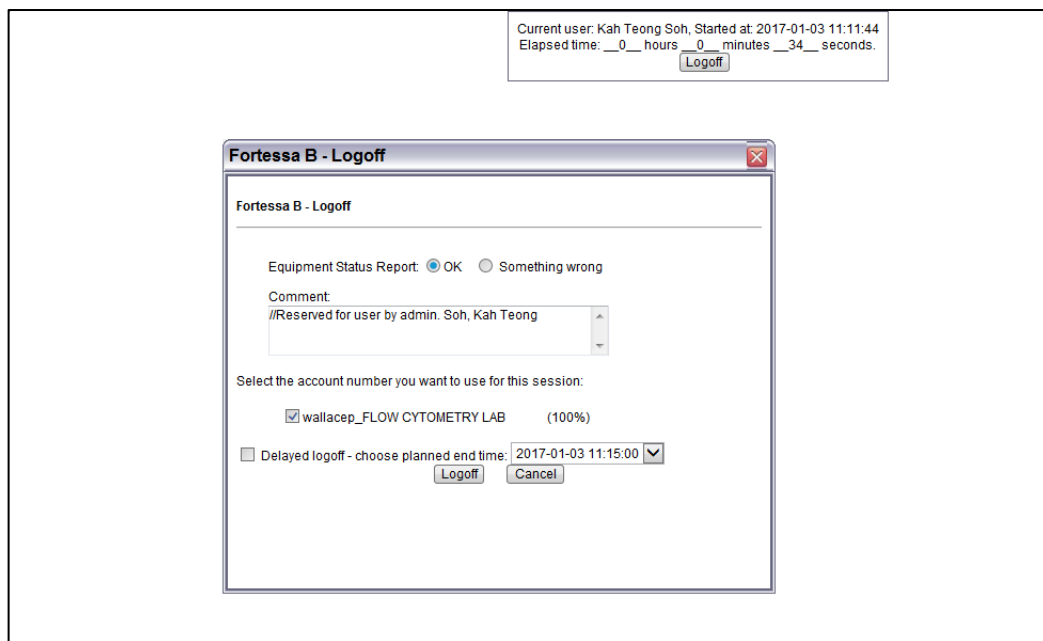
9) If you do not have a reservation and the instrument is available (no current reservation ongoing), you can still log on to the instrument using Express Logon. After logging in to FOM the usual way, you will see the following screen:

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.