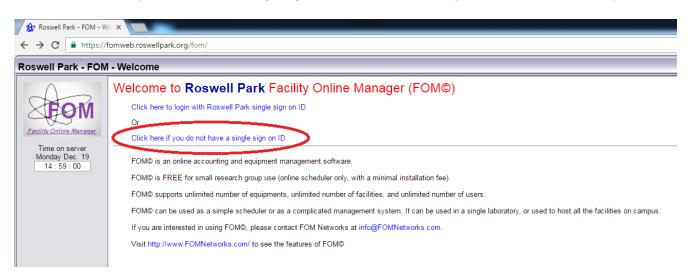
FOM – HELP DOCUMENT

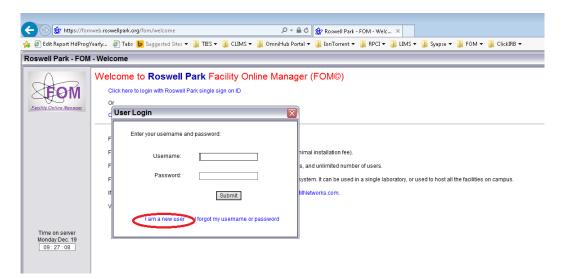
External User Registration

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 <u>Click here if you do not have a single sign on ID</u> link. You will <u>always</u> click this link, not the top line.

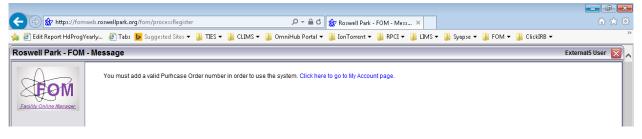


3) In the User Login pop-up, click on 'I am a new user' link.



← ⊕ & https://form	web.roswellpark.org/fom/register	🔎 🛩 🚔 🖒 🁷 Roswell Park - FOM - User 🗙
👍 🥘 Edit Report HdProg	/early 🧃 Tabs 🕨 Suggested Sites 💌 🎉	TIES 💌 🕌 CLIMS 💌 🎉 OmniHub Portal 💌 🕌 IonTorrent 💌 🥌 RPCI 💌 🏭 LIMS 💌 🕌 Syapse 💌 🎉 FOM 💌 🏭 ClickIRB
Roswell Park - FOM	- User Registration	
SEOM	FOM New User Registration Please choose:	O Internal User
Eacility Online Manager	Username: Create Password Password Again:	
	- Affiliation First Name:	Select affiliation
	Last Name: Email:	
Time on server Monday Dec. 19 09 : 30 : 04	Phone Number: Company Name: Street Name & Number:	
	Sireet Name & Number. City: State	
	Zip	

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.

Roswell Park - FOM	I - My Accounts							
A	Update Account Number							
	# Research description	n name	Account Number			Is Active?	Set as default	
-00	1 Admin_Use		0000		E	locked by manager		
Facility Online Manager	2 R1		Testing			v		
Time on server	3 R2		R2			v		
Thursday Jan. 11 14 : 25 : 14	4 Study of Bees		PO123345					
14.25.14	5 Study of Bees 1		PO-123345			v	0	
» externaluser1 - Home	6 TEst		PO1234			v		
» Equipment schedu 🔻	7 Testing External PI r	✓	0					
 Collaborate & Service Purchase Supplies Documents User Report 	Best default Account Number for each equipment							
» My Profile » My Accounts	Add a new account External Users should use Purchase Order	number as the Account Nu	umber.					
» Contact Manager	Research description name		Enter a description	that will make it easy to identify the study	For example, "Study of Bees".	This will appear on your Ir	nvoice.	
» Logout	Account number:	*External users should en	nter a valid Purchase Order numb	er here.				
	Bill To:	Select Customer Code	•	<u> </u>				
				Add this account				

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

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,

	I - My Accounts					
A	Update Account Number					
XEOM	# Research description	n name A	count Number		Is Active?	Set as default
-	1 Admin_Use	00	000		Blocked by manager	
acility Online Manager	2 R1	Te	sting			0
Time on server	3 R2	R	2			0
Thursday Jan. 11	4 Study of Bees	P	D123345			
	5 Study of Bees 1	P	D-123345		V	0
xternaluser1 - Home	6 TEst	P	D1234		V	0
quipment schedt 🔻	7 Testing External PI r	iame Pi	0001100		v	0
ser Report	Add a new account					
ly Profile ly Accounts	External Users should use Purchase Order	number as the Account Number				
ontact Manager	Research description name		Enter a description	that will make it easy to identify the study.	For example, "Study of Bees". This will appear on your Invoid	e.
ogout	Account number:					
		*External users should enter a	valid Purchase Order numbe	here.		
	Bill To:	Select Customer Code	•			

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.

Roswell Park - FOM - U	Jser Home	External5 User 🛛
Eacility Online Manager	Authorized Equipments (Click to view schedule) CRoswell Park Cancer Institute o Gallios (Roswell Park Cancer Institute): To Be Trained, Available Roswell Park Cancer Institute CRESSURCES IN TRAINING OF TRAINI	pproval)
Time on server Monday Dec. 19 09 : 57 : 24	o Fortessa A o Fortessa B o LSRII A	
» externaluser5 - Home » Equipment schec V	o LSRII B o Sorter Aria I o Sorter Aria II	
 Collaborate & Service Purchase Supplies Documents User Report 		

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.

+ ttps://fornweb.ro	swellpark.org/fom/userhome 🔎 🗧 🖒 🎡 R	oswell Park - FOM - User 🗙	ि ☆ ऄ
👍 🧃 Edit Report HdProgYearly	🗿 Tabs 🕨 Suggested Sites 👻 鷆 TIES 👻 🏭 CLIMS 👻 🏭 OmniHub Portal 👻 🏭 Io	nTorrent 👻 🕌 RPCI 🕶 🏭 LIMS 👻 🏭 Syapse 👻 🏭 FOM 👻 🏭 ClickIRB 👻	>>
Roswell Park - FOM - Use	er Home		External5 User 🔯 🗸
Facility Colline Manager Time on server Monday Dec. 19 09: 59: 57 > externaluser5 - Home > Equipment schec ✓ > Collaborate & Service > Purchase Supplies > Documents > User Report > My Profile > My Accounts > Contact Manager > Logout	Authorized Equipments (Click to view schedule) Reswell Park Cancer Institute New User Application Form Apply to use new equipment fortessa A in Roswell Park Cancer Institute Apply to use new equipment Introduction to Flow Cytometer analyzer Introduction to Flow Cytometer datas is required to use this instrument, please contact kith, dejong@roswellpark.org for further details. Apply Cancel Pedoment (open in separate window), You may also visit documents link on left menu to access these documents.	Available Equipments (Click to request training or usage approval) Select or type to search Roswell Park Cancer Institute Growell Park Cancer Institute Office of the search of the sear	

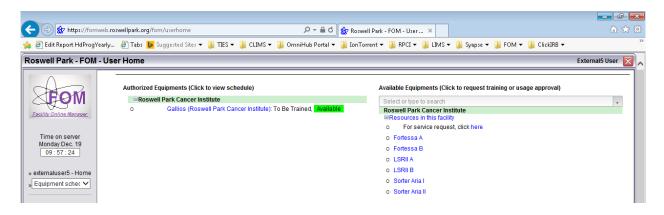
4) This will send an email to the instrument administrators who will take the necessary actions to give you access to the instrument.

🕐 🗇 🁷 https://form.veb.roswellpark.org/form/userhome 🖉 ବ 🖷 🖒 🁷	Roswell Park - FOM - User ×	
swell Park - FOM - User Home		External5 User 👔
Authorized Equipments (Click to view schedule) Imp on sever Monday Dec. 19 10.01.24 externaluser5 - Home Equipment schect Collaborate & Service Purchase Supplies Documents Opcounts Kity Profile My Profile My Profile Logout	Available Equipments (Click to request training or usage approval) Select or type to search Resources in this facility Secources in this facility Fortessa A Fortessa B Schressa	¥

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.

Eaclifty Online Manager Time on server Sunday Jun. 22 10 : 50 : 36	- South Bay - SPF SBT F - Your user I	Plasma Cleaner is no	Cleaner with post-FIB Tr w Available nt is: Any Time Access.	imer Today Jun 22, 2(014 06/23	06/30 07/07 07/14 (Day View Month Vi
test - Home	Mon 06/16	Tue 06/17	Wed 06/18	Thu 06/19	Fri 06/20	Sat 06/21	Sun 06/22
SPF SBT Plasma			Click to sho	w sessions from r	midnight to 09:00	200	
	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
Collaborate & Service	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
urchase Supplies	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30	Lily Mao.	10:00 - 10:30	10:00 - 10:30	10:00 - 10:30
Documents	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	Click to log on
Jser Report	11:00 - 11:30	11:00 - 11:30	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	11:30 - 12:00
ly Profile	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
ly Accounts	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	12:30 - 13:00	Shuyou Li,
Contact Manager	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	13:00 - 13:30	12:30-14:30
	13:30 - 14:00	13:30 - 14:00	Michael Ambrogio,	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	
.ogout	14:00 - 14:30	Xiaobao Li,	13:42-15:21	14:00 - 14:30	14:00 - 14:30	14:00 - 14:30	
Jser Forum	14:30 - 15:00	14:08-15:11	Auto Logoff.	14:30 - 15:00	14:30 - 15:00	14:30 - 15:00	Test User,
	15:00 - 15:30			15:00 - 16:30	15:00 - 15:30	15:00 - 15:30	14:30-16:30
	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	Lily Mao.	16:30 - 17:00	16:30 - 17:00

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.

FOM - Schill X	(
	web.roswellpark.org/fom/scl	neaulerequipid=7					
- FOM - S	schedule						Peter
No	otes from equipment manage	er					
2	Equipment Schedule: Fortes						Agenda View Day View I
VI	- 3 Laser 16 color Flow Cy	tometer analyzer					
1898.	Equipment Rese						
er							
19	0/24 Equipment Reservation	on		Today Dec 19, 20	116		12/26 01/02 01/09 01/16 01/23 01/30 0
				Thu 12/22	Fri 12/23	Sat 12/24	Sun 12/25
		int Number you want to use for this ses	sion:	Click to show sessions from r	nidnight to 08:00		
		cep_FLOW CYTOMETRY LAB	15	08:00 - 08:15	08:00 - 08:15	08:00 - 08:15	08:00 - 08:15
ervice //F		ICEP_MINIMAL RESIDUAL DISEASE T ICEP_SPORE CORE D: IMMUNOMONI		08:15 - 08:30	08:15 - 08:30	08:15 - 08:30	08:15 - 08:30
es	Waita	CORE CORE D: IMMONOMONI	10RING 15	08:30 - 08:45	08:30 - 08:45	08:30 - 08:45	08:30 - 08:45
08:	:45 -		00	08:45 - 09:00	08:45 - 09:00	08:45 - 09:00	08:45 - 09:00
09:		-12-21 09:45:00 *	15	09:00 - 09:15	09:00 - 09:15	09:00 - 09:15	09:00 - 09:15
	End time: 2016-	12-21 10.00:00 *	30	09:15 - 09:30	09:15 - 09:30	09:15 - 09:30	09:15 - 09:30
09:	Estimated cost: (0.00	15	09:30 - 09:45	09:30 - 09:45	09:30 - 09:45	09:30 - 09:45
09.	.45 -		00	09:45 - 10:00	09:45 - 10:00	09:45 - 10:00	09:45 - 10:00
10:			15	10:00 - 10:15	10:00 - 10:15	10:00 - 10:15	10:00 - 10:15
10			30	10:15 - 10:30	10:15 - 10:30	10:15 - 10:30	10:15 - 10:30
Ma			15	10:30 - 10:45	10:30 - 10:45	10:30 - 10:45	10:30 - 10:45
10		Reserve Cancel	10	10:45 - 11:00	10:45 - 11:00	10:45 - 11:00	10:45 - 11:00
11:			5	11:00 - 11:15	11:00 - 11:15	11:00 - 11:15	11:00 - 11:15
11:			10	11:15 - 11:30	11:15 - 11:30	11:15 - 11:30	11:15 - 11:30
11:			-	11:30 - 11:45	11:30 - 11:45	11:30 - 11:45	11:30 - 11:45
11:			10	11:45 - 12:00	11:45 - 12:00	11:45 - 12:00	11:45 - 12:00
12			10	12:00 - 12:15	12:00 - 12:15	12:00 - 12:15	12:00 - 12:15
12			10	12:15 - 12:30	12:15 - 12:30	12:15 - 12:30	12:15 - 12:30
12			50	12:30 - 12:45	12:30 - 12:45	12:30 - 12:45	12:30 - 12:45
12			20	12:45 - 13:00	12:45 - 13:00	12:45 - 13:00	12:45 - 13:00
12			15	13:00 - 13:15	13:00 - 13:15	13:00 - 13:15	13:00 - 13:15
13			10	13:15 - 13:30	13:15 - 13:30	13:15 - 13:30	13:15 - 13:30
			50	13:30 - 13:45	13:30 - 13:45	13:30 - 13:45	13:30 - 13:45
13:			10	13:45 - 14:00	13:45 - 14:00	13:45 - 14:00	13:45 - 14:00
	004		50	13:45 - 14:00	13:45 - 14:00	13:45 - 14:00	14:00 - 14:15
			15	14:10 - 14:15	14:10 - 14:15	14:15 - 14:30	14:00 - 14:15
	15	14:30 - 14:45	14:30 - 14:45	14:15 - 14:30 14:30 - 14:45	14:30 - 14:45	14:30 - 14:45	14:15 - 14:30
	:30 - 14:45	14:30 - 14:45	14:30 - 14:45 14:45 - 15:00				
	:45 - 15:00						
	:00 - 15:15	15:00 - 15:15	15:00 - 15:15	15:00 - 15:15	15:00 - 15:15	15:00 - 15:15	15:00 - 15:15
	ick to log on	15:15 - 15:30	15:15 - 15:30	15:15 - 15:30	15:15 - 15:30	15:15 - 15:30	15:15 - 15:30
	:30 - 15:45	15:30 - 15:45	15:30 - 15:45	15:30 - 15:45	15:30 - 15:45	15:30 - 15:45	15:30 - 15:45
	45 - 16:00	15:45 - 16:00	15:45 - 16:00	15:45 - 16:00	15:45 - 16:00	15:45 - 16:00	15:45 - 16:00
	:00 - 16:15	16:00 - 16:15	16:00 - 16:15	16:00 - 16:15	16:00 - 16:15	16:00 - 16:15	16:00 - 16:15
	:15 - 16:30	16:15 - 16:30	16:15 - 16:30	16:15 - 16:30	16:15 - 16:30	16:15 - 16:30	16:15 - 16:30
	:30 - 16:45	16:30 - 16:45	16:30 - 16:45	16:30 - 16:45	16:30 - 16:45	16:30 - 16:45	16:30 - 16:45
	:45 - 17:00	16:45 - 17:00	16:45 - 17:00	16:45 - 17:00	16:45 - 17:00	16:45 - 17:00	16:45 - 17:00
	:00 - 17:15	17:00 - 17:15	17:00 - 17:15	17:00 - 17:15	17:00 - 17:15	17:00 - 17:15	17:00 - 17:15
	15 - 17:30	17:15 - 17:30	17:15 - 17:30	17:15 - 17:30	17:15 - 17:30	17:15 - 17:30	17:15 - 17:30

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.

FOM - So	chedule							Peter Ca
Not	tes from equipment manager							
	quipment Schedule: Fortessa A							Agenda View Day View Mo
1 E	- 3 Laser 16 color Flow Cytomete	re applicator						
201	Modify / Cancel Rese		X					
	would y Cancer Rese	TVauon	^					
	Modify reservation							
Mo					Today Dec 19, 2016 Thu 12/22	Fri 12/23	Sat 12/24	12/26 01/02 01/09 01/16 01/23 01/30 02/0 Sun 12/25
	Start time: 2016-12-21 09:45	0.0			Click to show sessions from mit		Just 1994	000 1010
Kitt	V C End time: 2016-12-21 10:00:				08:00 - 08:15	08:00 - 08:15	08:00 - 08:15	08:00 - 08:15
ice //Fo					08:15 - 08:30	08:15 - 08:30	08:15 - 08:30	08:15 - 08:30
~ *	Estimated cost: 0.00				08:30 - 08:45	08:30 - 08:45	08:30 - 08:45	08:30 - 08:45
08:4					08:45 - 09:00	08:45 - 09:00	08:45 - 09:00	08:45 - 09:00
09:0	00 Comment	A			09:00 - 09:15	09:00 - 09:15	09:00 - 09:15	09:00 - 09:15
09:1		Cancel this session Close wir	ndow		09:15 - 09:30	09:15 - 09:30	09:15 - 09:30	09:15 - 09:30
09:3	30 -	olose un			09:30 - 09:45	09:30 - 09:45	09:30 - 09:45	09:30 - 09:45
09:4	45 -			-10:00	09:45 - 10:00	09:45 - 10:00	09:45 - 10:00	09:45 - 10:00
10:0	00 -				10:00 - 10:15	10:00 - 10:15	10:00 - 10:15	10:00 - 10:15
					10:15 - 10:30	10:15 - 10:30	10:15 - 10:30	10:15 - 10:30
May					10:30 - 10:45	10:30 - 10:45	10:30 - 10:45	10:30 - 10:45
10:7	45 -				10:45 - 11:00	10:45 - 11:00	10:45 - 11:00	10:45 - 11:00
11:0	00 -				11:00 - 11:15	11:00 - 11:15	11:00 - 11:15	11:00 - 11:15
11:1	15 -				11:15 - 11:30	11:15 - 11:30	11:15 - 11:30	11:15 - 11:30
11:3	30 -				11:30 - 11:45	11:30 - 11:45	11:30 - 11:45	11:30 - 11:45
11:4					11:45 - 12:00	11:45 - 12:00	11:45 - 12:00	11:45 - 12:00
12:0					12:00 - 12:15	12:00 - 12:15	12:00 - 12:15	12:00 - 12:15
12:1	15 -				12:15 - 12:30	12:15 - 12:30	12:15 - 12:30	12:15 - 12:30
12:3					12:30 - 12:45	12:30 - 12:45	12:30 - 12:45	12:30 - 12:45
12:4					12:45 - 13:00	12:45 - 13:00	12:45 - 13:00	12:45 - 13:00
13:0					13:00 - 13:15	13:00 - 13:15	13:00 - 13:15	13:00 - 13:15
	15 - 13:30		13:15 - 13:30		13:15 - 13:30	13:15 - 13:30	13:15 - 13:30	13:15 - 13:30
	30 - 13:45		13:30 - 13:45		13:30 - 13:45	13:30 - 13:45	13:30 - 13:45	13:30 - 13:45
	45 - 14:00		13:45 - 14:00		13:45 - 14:00	13:45 - 14:00	13:45 - 14:00	13:45 - 14:00
	00 - 14:15	14:00 - 14:15	14:00 - 14:15		14:00 - 14:15	14:00 - 14:15	14:00 - 14:15	14:00 - 14:15
	15 - 14:30	14:15 - 14:30	14:15 - 14:30		14:15 - 14:30	14:15 - 14:30	14:15 - 14:30	14:15 - 14:30
	30 - 14:45	14:30 - 14:45	14:30 - 14:45		14:30 - 14:45	14:30 - 14:45	14:30 - 14:45	14:30 - 14:45
	45 - 15:00	14:45 - 15:00	14:45 - 15:00		14:45 - 15:00	14:45 - 15:00	14:45 - 15:00	14:45 - 15:00
	00 - 15:15	15:00 - 15:15	15:00 - 15:15		15:00 - 15:15	15:00 - 15:15	15:00 - 15:15	15:00 - 15:15
	ck to log on	15:15 - 15:30	15:15 - 15:30		15:15 - 15:30	15:15 - 15:30	15:15 - 15:30	15:15 - 15:30
	30 - 15:45	15:30 - 15:45	15:30 - 15:45		15:30 - 15:45	15:30 - 15:45	15:30 - 15:45	15:30 - 15:45
	45 - 16:00	15:45 - 16:00	15:45 - 16:00		15:45 - 16:00	15:45 - 16:00	15:45 - 16:00	15:45 - 16:00
	00 - 16:15	16:00 - 16:15	16:00 - 16:15		16:00 - 16:15	16:00 - 16:15	16:00 - 16:15	16:00 - 16:15
	15 - 16:30	16:15 - 16:30	16:15 - 16:30		16:15 - 16:30	16:15 - 16:30	16:15 - 16:30	16:15 - 16:30
	30 - 16:45	16:30 - 16:45	16:30 - 16:45		16:30 - 16:45	16:30 - 16:45	16:30 - 16:45	16:30 - 16:45
	45 - 17:00	16:45 - 17:00	16:45 - 17:00		16:45 - 17:00	16:45 - 17:00	16:45 - 17:00	16:45 - 17:00
	00 - 17:15	17:00 - 17:15	17:00 - 17:15		17:00 - 17:15 17:15 - 17:30	17:00 - 17:15 17:15 - 17:30	17:00 - 17:15 17:15 - 17:30	17:00 - 17:15 17:15 - 17:30
	15 - 17:30	17:15 - 17:30	17:15 - 17:30					

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).

STOM Screen Lock
Click here to login with NetID
Or
Click here if you do not have a NetID

- 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.

Current user:	Kevin	Click, S	tarte	d at: 2013-	05-07	22:21:33
Elapsed time:	0 1	hours	0	minutes	28	seconds

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.

	Current user: Kah Teong Soh, Started at: 2017-01-03 11:11:44 Elapsed time:0 hours0 minutes34 seconds.	
Fortessa B - Logoff		
Fortessa B - Logoff		
Equipment Status Report OK S Comment //Reserved for user by admin. Soh, Kah T		
Select the account number you want to use for wallacep_FLOW CYTOMETRY LAB Delayed logoff - choose planned end time: Logoff	(100%)	

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:

Streen Lock
The equipment is available now.
me equipment is available now.
click here to do Express Logon
Terminate FOM LOCK program on this machine

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.