



# AC Lab System

## Complete Guide 2022

Never Stand Still

Division of Research

Mark Wainwright Analytical Centre



## Introduction to ACLS Guidebook

Welcome to the latest addition of the Analytical Centre Laboratory System guide. This document is a complete guide to the latest features of the ACLS software for booking and management of scientific resources.

The ACLS system has long since surpassed its original mandate as an instrument booking software utility. Now a complete management system for instrumental labs that includes accounting, billing, sample tracking, health and safety and training documentation and much more.

Working in a heterogeneous environment it is remarkable how stable yet flexible the ACLS has been. Having such a tool within the Mark Wainwright Analytical Centre has been a key factor in the success and growth of MWAC. An excellent example of the flexibility built into the ACLS is the rostering function. During COVID-19 lockdowns restrictions on the number of staff present in facilities and the ability to need to track them became an issue. The new rostering system solved both problems simply and elegantly.

The efforts in developing and implementing the ACLS have not stopped with rolling out a functional booking system. Growth, development and yes bug fixes come out with astonishing speed allowing the ACLS to adapt and grow with the evolving landscape of MWAC and the many other customers not only across Australia but around the world.

As much as the dedication Dong Ming has to the ACLS it does require constant input from its users to push the ACLS on to new frontiers and new functionality. Please send in your input to help make the ACLS even better in the future.

***Dr. Donald Thomas***

***Head NMR, Spectroscopy & Structural Biology Facilities***

***Mark Wainwright Analytical Centre, UNSW, Sydney***

## Acknowledgements

The 2022 edition marks the fourteenth edition of the “ACLS Complete Guide” which started in 2008. AC Lab System has evolved over the past 13 years, and the ACLS guide is the master bible to record the growth and changes over years. In 2021, along with COVID-19 situation, we are facing difficulties with unexpected constraints and lack of resources, however, we are pulling through to fulfill many improvements beyond the expectations.

I would like to thank **Dr Donald Thomas** who accepted my invitation to write the introduction for this edition. My special thanks goes to **Prof Peter Cumpson** (Director of MWAC) and **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 feedback, support and encouragement. Furthermore, I'd like to value and appreciate the support of **Dr John Zhu** and **Dr Sean M. Langelier** at MCN, **Sandy Benness** at Deakin, **Dr Germanas Peleckis** at UOW, **Dr Michael Carnell**, **Dr Chris Marjo**, **Katie Levick** and **Dylan Zhang** at UNSW, **John Murphy** and **A/Prof Martin Saunders** at CMCA UWA, **Yi Ng** at SAHMRI, **Dr Peter Hines** at QUT and **Dr Angela Halfpenny** at Central Washington University, certainly, the entire ACLS community.



MoxyTouch service (powered by UniLab) integration with ACLS to provide the live calendar, live dashboard, Lab sign in and more on the smart touch screens, video presentation is available on YouTube at [https://www.youtube.com/watch?v=3heqT\\_4GwWY](https://www.youtube.com/watch?v=3heqT_4GwWY).

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

**Dong Zheng**  
**ACLS Architect and Designer**

## Flashback

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





## Table of Contents

|          |  |           |
|----------|--|-----------|
| <b>1</b> | <b>Introduction</b>  | <b>9</b>  |
| 1.1      | Version Series   | 10        |
| 1.2      | Internet Browsers  | 10        |
| 1.3      | Customer Support   | 10        |
| 1.4      | Terminology  | 10        |
| <b>2</b> | <b>System Installation</b>   | <b>11</b> |
| 2.1      | System Requirements  | 11        |
| 2.2      | System Installation  | 12        |
| 2.3      | ACLS Tracker   | 13        |
| 2.4      | Cyber security protection - XSS (Cross Site Scripting) vulnerability | 14        |
| <b>3</b> | <b>Getting Started</b>   | <b>15</b> |
| 3.1      | Navigating ACLS  | 15        |
| 3.2      | Selecting the Business Model   | 17        |
| 3.3      | Resource Multi-Dimension Charging Model                              | 17        |
| 3.4      | Authentication Access  | 23        |
| <b>4</b> | <b>Registration</b>  | <b>27</b> |
| 4.1      | Select Login Name  | 27        |
| 4.2      | Register Users Manually  | 27        |
| 4.3      | Register Users Online  | 29        |
| 4.4      | Register Supervisors   | 34        |
| 4.5      | Login to ACLS  | 35        |
| 4.6      | Reset Password   | 35        |
| <b>5</b> | <b>Configuring ACLS</b>  | <b>37</b> |
| 5.1      | Configure System   | 37        |
| 5.2      | Configure Resources  | 48        |
| 5.3      | Customise Resource Fields  | 58        |
| 5.4      | Access Group Definition  | 61        |
| 5.5      | Upload System Files  | 62        |
| 5.6      | Configure Email Receivers  | 63        |
| 5.7      | Configure Email Response Contents                                    | 63        |
| 5.8      | Configure Data Links (UNSW Only)                                     | 64        |
| 5.9      | Configure School/Org Structure                                       | 67        |
| <b>6</b> | <b>Operating ACLS</b>  | <b>68</b> |
| 6.1      | Dashboard  | 68        |
| 6.2      | My Calendar  | 72        |
| 6.3      | Make Bookings  | 73        |
| 6.4      | Booking with Form  | 85        |
| 6.5      | Booking Confirmation   | 86        |
| 6.6      | Change Bookings  | 90        |
| 6.7      | Pre-Approval Bookings  | 91        |
| 6.8      | Set Min Booking Unit 15m vs 1h                                       | 95        |
| 6.9      | About Min Hour Per Session   | 96        |
| 6.10     | Set Up Public Access Calendar  | 97        |
| 6.11     | Check Resource Status  | 98        |

|      |  |     |
|------|--|-----|
| 6.12 | My Bookable Resources .....                          | 99  |
| 6.13 | Linked Booking Resources .....                       | 99  |
| 6.14 | Set Up Accounts.....                                 | 104 |
| 6.15 | Default User Registration Account.....               | 104 |
| 6.16 | Manage Account Budget.....                           | 105 |
| 6.17 | Register a Project.....                              | 109 |
| 6.18 | Search Users.....                                    | 112 |
| 6.19 | Export User Data.....                                | 113 |
| 6.20 | Broadcast Email Notices .....                        | 113 |
| 6.21 | Contact User .....                                   | 115 |
| 6.22 | Edit Booking Data and Usage Log Data .....           | 115 |
| 6.23 | Generate Reports.....                                | 117 |
| 6.24 | Generate Invoice Statement .....                     | 122 |
| 6.25 | Invoicing Summary.....                               | 126 |
| 6.26 | Set Up Trainers and Certificates .....               | 127 |
| 6.27 | Appoint Any Users to Be Resource Trainer .....       | 132 |
| 6.28 | Record User Forms .....                              | 136 |
| 6.29 | Resource Documents.....                              | 137 |
| 6.30 | Store and Share Documents.....                       | 138 |
| 6.31 | Track Samples .....                                  | 142 |
| 6.32 | Check-in Samples .....                               | 144 |
| 6.33 | Process Sample Jobs .....                            | 145 |
| 6.34 | Check-out Samples.....                               | 146 |
| 6.35 | Upload Sample Analysis Results .....                 | 146 |
| 6.36 | Set Up Event & Holiday Calendar .....                | 148 |
| 6.37 | Training & Support .....                             | 153 |
| 6.38 | Conduct Survey.....                                  | 155 |
| 6.39 | Analyse Publications .....                           | 163 |
| 6.40 | Mobile Browser Version .....                         | 164 |
| 6.41 | Registration Pathway .....                           | 167 |
| 6.42 | Mobile App .....                                     | 171 |
| 6.43 | Google Analytics .....                               | 171 |
| 6.44 | Resource Catalogue .....                             | 172 |
| 6.45 | Manage and Track Consumables .....                   | 173 |
| 6.46 | Staff Comments on Users .....                        | 186 |
| 6.47 | My Pin board .....                                   | 187 |
| 6.48 | Most Popular Resources.....                          | 188 |
| 6.49 | Most Training Resources .....                        | 189 |
| 6.50 | Most Outage Resources .....                          | 190 |
| 6.51 | Video Player .....                                   | 190 |
| 6.52 | User Profile Analyser .....                          | 192 |
| 6.53 | Customise Induction Process.....                     | 194 |
| 6.54 | Resource/Consumable QR Codes.....                    | 203 |
| 6.55 | Watch Social Distancing at Lab Space (COVID-19)..... | 211 |
| 6.56 | MoxyTouch Service (Powered by UniLab).....           | 217 |
| 6.57 | Live ACLS Charts to MoxyTouch .....                  | 218 |
| 6.58 | Live ACLS Calendars to MoxyTouch .....               | 222 |
| 6.59 | Consumable and Resource Widgets with MoxyTouch ..... | 224 |
| 6.60 | Staff Roster Calendar with MoxyTouch .....           | 225 |
| 6.61 | User Training Records with MoxyTouch .....           | 228 |
| 6.62 | Plug-In Modules .....                                | 228 |

|           |   |            |
|-----------|---|------------|
| <b>7</b>  | <b>Frequently Asked Questions .....</b>                               | <b>230</b> |
| 7.1       | Login and Logout .....  | 230        |
| 7.2       | Online Registration.....  | 231        |
| 7.3       | Booking .....   | 234        |
| 7.4       | Group Booking .....   | 241        |
| 7.5       | Update User Information .....   | 242        |
| 7.6       | Update User Supervisors .....   | 243        |
| 7.7       | Data Report and Invoice .....   | 245        |
| 7.8       | Batch Data Report.....  | 245        |
| 7.9       | Manage Account Budget.....  | 248        |
| 7.10      | User Training & Certification .....                                   | 249        |
| 7.11      | Register Forms and Documents .....                                    | 251        |
| 7.12      | Track Training & Support Requests .....                               | 254        |
| 7.13      | Track Samples .....   | 254        |
| 7.14      | ACLS Tracker.....   | 256        |
| 7.15      | LDAP .....  | 257        |
| 7.16      | Conduct Surveys .....   | 257        |
| 7.17      | General.....  | 258        |
| <b>8</b>  | <b>Future Development.....</b>  | <b>265</b> |
| 8.1       | Standard Packages .....   | 265        |
| 8.2       | Research Equipment Management System (REMS).....                      | 265        |
| <b>9</b>  | <b>Appendix A – Modification for ANFF .....</b>                       | <b>267</b> |
| 9.1       | Modification for MCN.....   | 267        |
| 9.2       | Modification for ANFF WA Node .....                                   | 301        |
| 9.3       | Modification for ANFF QLD Node .....                                  | 303        |
| <b>10</b> | <b>Appendix B – Modification for IHMRI .....</b>                      | <b>318</b> |
| 10.1      | Background .....  | 318        |
| 10.2      | 2018 Requested Changes .....  | 319        |
| 10.3      | How to Set Up Incident Category.....                                  | 322        |
| 10.4      | How to Report an Incident (System Administrator Only) .....           | 322        |
| 10.5      | How to Respond to an Incident.....                                    | 323        |
| 10.6      | How to Search for an Incident.....                                    | 325        |
| 10.7      | How to Make Scheduled Maintenance & Unscheduled Service Bookings..... | 326        |
| 10.8      | Contract Reminder Alert.....  | 332        |
| 10.9      | Search Contract .....   | 332        |
| 10.10     | Access to Resource Lifespan.....                                      | 333        |
| 10.11     | Finance Report.....   | 334        |
| 10.12     | Booking Report.....   | 335        |
| 10.13     | Set Up Unit Responsible .....   | 336        |
| 10.14     | Set Up User Theme .....   | 336        |
| 10.15     | FAQ .....   | 337        |
| <b>11</b> | <b>Appendix C – Modification for IFM .....</b>                        | <b>339</b> |
| 11.1      | Define Business Hours.....  | 339        |
| 11.2      | Set Up Technical Manager Group and Security Officer Group.....        | 339        |
| 11.3      | Set Certificate Expiry Control .....                                  | 339        |
| 11.4      | Booking Summary View .....  | 340        |
| 11.5      | Approve Out-of-Hours Bookings on My Attention .....                   | 341        |

|           |   |            |
|-----------|---|------------|
| 11.6      | Account Owners .....  | 341        |
| 11.7      | Account Owner Invoices .....  | 342        |
| 11.8      | High charge bookings .....  | 344        |
| 11.9      | Risk Level.....   | 346        |
| 11.10     | Display Booking Risk Level.....   | 346        |
| 11.11     | Display Risk Level in Security View .....                                   | 347        |
| 11.12     | FAQ.....  | 348        |
| <b>12</b> | <b>Appendix D - Modification for CSIRO .....</b>                            | <b>349</b> |
| 12.1      | Step 1: Set up Charge Category .....  | 349        |
| 12.2      | Step 2: Set up Charge Category vs Type of Researcher .....                  | 349        |
| 12.3      | Step 3: Set up Charge Category for each resource .....                      | 349        |
| 12.4      | Step 4: Set up Charge Category vs Resource for each user.....               | 349        |
| <b>13</b> | <b>Appendix E – Modification for OSLO.....</b>                              | <b>351</b> |
| 13.1      | To Set Up Microscopy Type.....  | 352        |
| 13.2      | To Set Up Charge Category.....  | 352        |
| 13.3      | Online Registration and User Profile.....                                   | 352        |
| 13.4      | Booking Calendar.....   | 353        |
| 13.5      | To Set Up Charge Rate.....  | 354        |
| 13.6      | Report.....   | 355        |
| 13.7      | Invoice .....   | 355        |
| <b>14</b> | <b>Appendix F – Modification for CMCA .....</b>                             | <b>357</b> |
| 14.1      | 2018 Requested Changes .....  | 357        |
| 14.2      | 2020 Requested Changes .....  | 375        |
| <b>15</b> | <b>Appendix G – Modification for UTS .....</b>                              | <b>388</b> |
| 15.1      | User Profile Manager .....  | 388        |
| 15.2      | Customised Resource Fields (Item 3).....                                    | 388        |
| 15.3      | Customised Resource Fields on Booking Form (Item 3) .....                   | 390        |
| 15.4      | Customised Resource Fields on Report (Item 4).....                          | 390        |
| <b>16</b> | <b>Appendix H – ACLS Python Tracker.....</b>                                | <b>392</b> |
| 16.1      | Working Mechanism of Tracker with ACLS Server.....                          | 392        |
| 16.2      | Tracker Operation .....   | 392        |
| 16.3      | Tracker Configuration in ACLS Web Portal .....                              | 398        |
| 16.4      | ACLS Tracker Status .....   | 400        |
| 16.5      | ACLS Poster.....  | 400        |
| 16.6      | ACLS Tracker Server .....   | 401        |
| 16.7      | Automatically setting up user folders with ACLS Tracker .....               | 401        |
| 16.8      | ACLS Sensor: keeping track of user folders .....                            | 403        |
| 16.9      | ACLS Tracker Installation: Windows XP/7/8/10.....                           | 405        |
| 16.10     | Disable Task Manager for Windows 7 and Windows 10 .....                     | 407        |
| 16.11     | ACLS Tracker for Linux.....   | 408        |
| 16.12     | Troubleshooting.....  | 409        |
| <b>17</b> | <b>Appendix I – Data Drive Connection through ACLS Tracker (UNSW) .....</b> | <b>410</b> |
| <b>18</b> | <b>Appendix J – About LDAP Implementation .....</b>                         | <b>413</b> |
| <b>19</b> | <b>Appendix K – Single Sign-In Portal (SSI) .....</b>                       | <b>415</b> |



|           |  |            |
|-----------|--|------------|
| 19.1      | SSI Prerequisites .....  | 416        |
| 19.2      | Deploy SSI .....   | 416        |
| 19.3      | SSI Working Examples .....                                     | 417        |
| 19.4      | Enable SSI for ACLS Node .....                                 | 418        |
| 19.5      | Catalogue Resources.....                                       | 418        |
| 19.6      | Organisation Charts .....                                      | 419        |
| <b>20</b> | <b>Appendix L – Central Finance Integration .....</b>          | <b>421</b> |
| <b>21</b> | <b>Appendix M – WHS Document Manager (UNSW Medicine) .....</b> | <b>425</b> |



## 1 Introduction

Mark Wainwright Analytical Centre proudly presents the AC Lab System (ACLS): a 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, data analytical tools, QR codes, 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 wide 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
- Dynamic booking confirmation email with activation URL 24 hours prior to the booking time
- 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 (batch mode and individual-run mode)
- 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
- Consumable library, order and tracking
- QR code implementation so smart phones can be used to scan, access information, login to make bookings and record consumable usages



## 1.1 Version Series

The latest web version is SQL 2.36.x

## 1.2 Internet Browsers

ACLS is tested and certified with the following major Internet browsers:



## 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](mailto:acls.analytical@unsw.edu.au) or [dm.zheng@unsw.edu.au](mailto:dm.zheng@unsw.edu.au).

## 1.4 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
- World first web-based ACLS tracker built with Python
- Smart Phone applications: iPhone and Android app

### 2.1 System Requirements

#### 2.1.1 Server Hardware

The **minimum** hardware requirements are:

|                |   |
|----------------|---|
| <b>CPU:</b>    | <ul style="list-style-type: none"><li>• Physical server: Intel i7 or above</li><li>• VM: 4 cores/CPU, 2 CPU</li></ul> |
| <b>Memory:</b> | <ul style="list-style-type: none"><li>• Min. 8GB</li></ul>  |

#### 2.1.2 Server Software

The software requirements are:

|                         |  |
|-------------------------|--|
| <b>Operating System</b> | <ul style="list-style-type: none"><li>• Windows Server 2012 standard/enterprise (64 bit)</li><li>• Windows Server 2016 standard/enterprise (64 bit)</li><li>• Windows Server 2019 standard/enterprise (64 bit)</li></ul> |
|-------------------------|--|





## 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 X1 for web service, to deploy ACLS tracker app, Abyss Web Server X2 is required.

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 Email Server

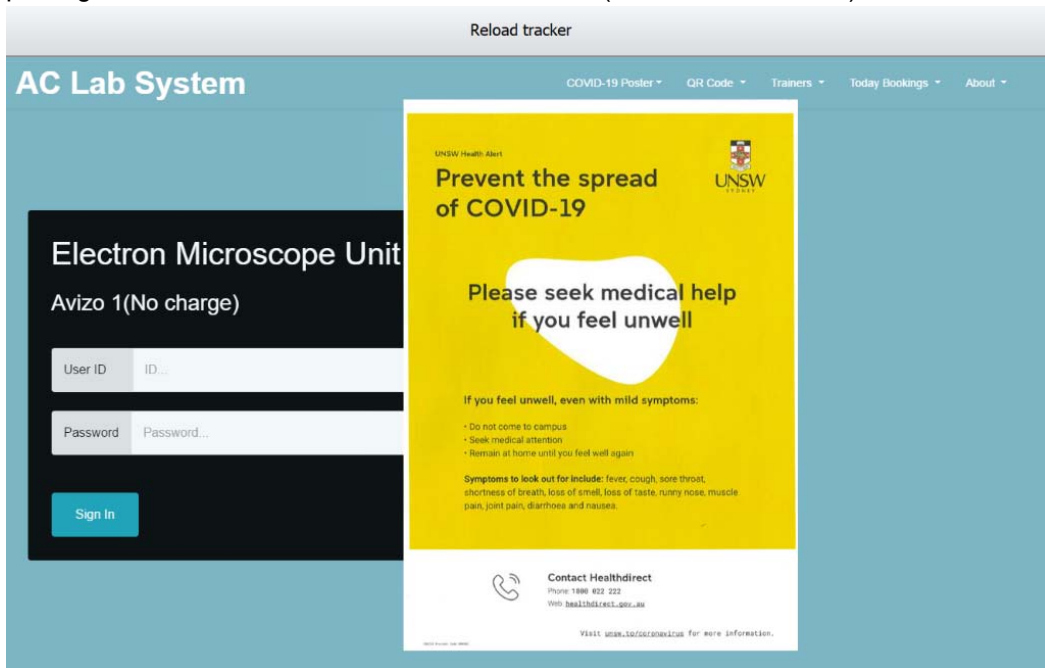
ACLS Email Server performs the following tasks:

- 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.

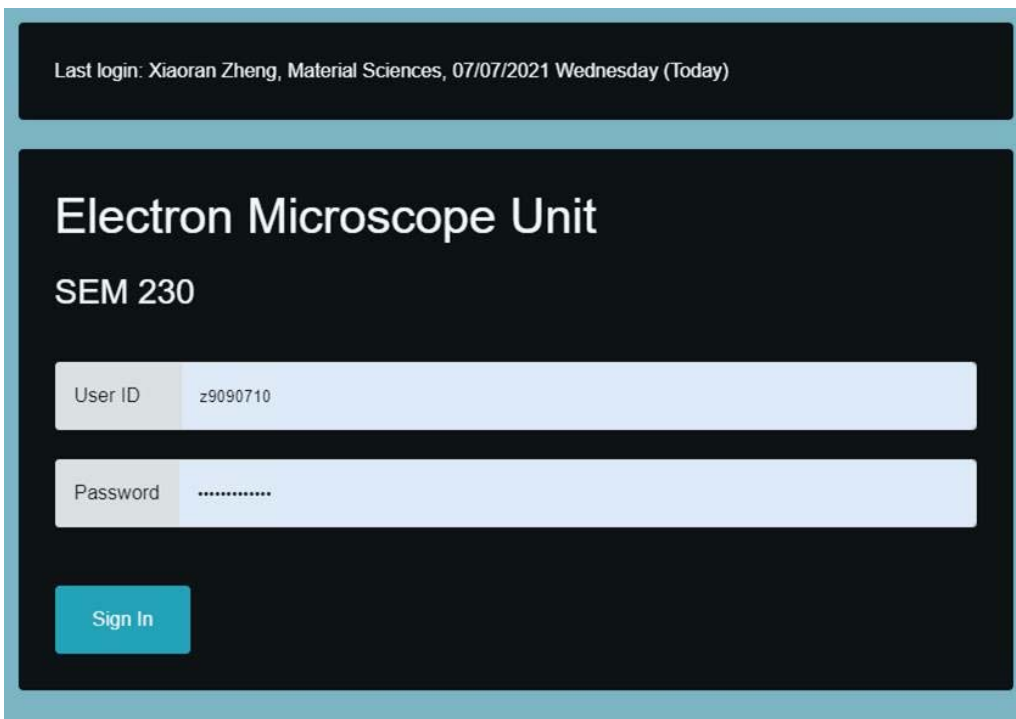


## 2.3 ACLS Tracker

ACLS Tracker app is executed on resource computers. The tracker is written in Python and packaged for Windows OS and Linux distributions (CENTOS, UBUNTU).



Display last login user featured on tracker login page. By default, ACLS enables to show the last login user name, school or organisation, and login day.



The installation and operation of ACLS Tracker refers to [Appendix H – ACLS Python Tracker](#)



## 2.4 Cyber security protection - XSS (Cross Site Scripting) vulnerability

The XSS protection scripts are implemented to protect against XSS attacks on all forms in ACLS.

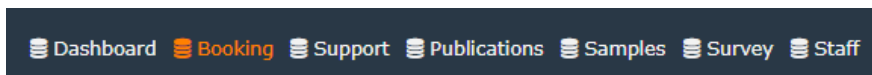


### 3 Getting Started

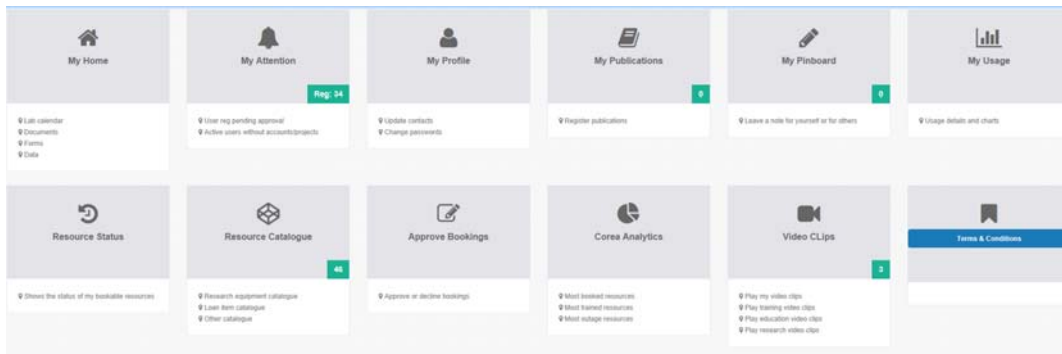
Before you start running ACLS, it is important to understand each of the functions and features, and the information you need prior to setting them up.

#### 3.1 Navigating ACLS

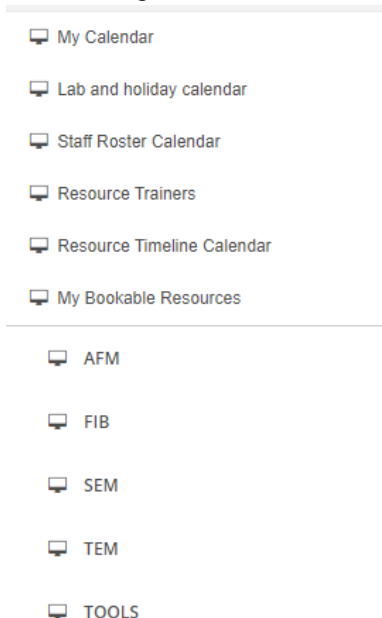
You are able to navigate ACLS easily through two interactive menus: horizontal menu for major function access depending on access group, and vertical menu for individual function access on the left of the screen, click-expand and click-hide for sub-menus. The following snapshot is for admin view.



- Dashboard tab



- Booking tab







**My Data**

Access experimental results.

**Access Data**

**Documents: 4**

General documents

Resource documents

**Browse Documents** **Register Documents**

**Labcasts: 1**

Labcast works with Moxy service powered by UniLab to provide safety digital solutions to lab space and operation.

**SAFETY FIRST**

**My Labcasts** **Play Labcasts**

**G** A 3 minute introduction to CryoEM

Joining in, we can see structural features that tell us how the molecule functions in the cell

Uploaded on January 24, 2018.

A 3 minute introduction to CryoEM.

**More Videos**

- Staff tab

**User Profile**

**Report Manager**

**Invoice Manager**

**Utility Manager**

**Consumable Manager**

**System Wizards**

**System Settings**

**Users**

**Active users: 413**

- 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

**Reports**

**Batch Reports: 161**

- Build resource booking reports
- Build resource batch reports
- Build sample job reports
- Access user training and certificate reports

**Invoices**

**Invoices: 296**

- Generate resource booking invoices
- Generate resource batch invoices
- Generate sample invoices
- Find invoices

**Consumables**

**Consumable orders: 0**

- Administrate consumables
- Change consumable orders
- Build consumable order reports

**Utilities**

**Accounts: 117**

- Administrate access groups
- Administrate accounts
- Administrate resources
- Administrate resource trackers
- Broadcast messages to users and staff
- Manage budget envelopes
- Update retrospective bookings
- Clean up tracker records
- Manage general and resource documents
- Manage user forms
- Administrate resource trainers and certificates
- Administrate schools and organizations
- Administrate supervisors
- Manage video clip

**Wizards**

- Run wizard to set up resources
- Run wizard to set up resource certificates

**System Settings**

- Configure popup announcements
- Configure scrolling messages
- Configure pricing registration
- Configure systems
- Email logs
- Configure email newsletter
- Configure email response cards
- 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 for cost recovery. 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:



You can only select one business model per ACLS instance. Please refer to the [Configuring ACLS](#) chapter for further information.

#### 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.

#### 3.2.2 *Account-Based (commonly used)*

The account-based model calculates the rates according to the 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-based model ties the actual billing to the resource charging rate rather than the account rate or project rate.

For further information, refer to the [Operating ACLS](#) chapter.

### 3.3 Resource Multi-Dimension Charging Model

The implemented multi-dimension usage covers 3 dimensions:

- Resource
- Charge category



- User

Define the charge rate with resource vs charge category

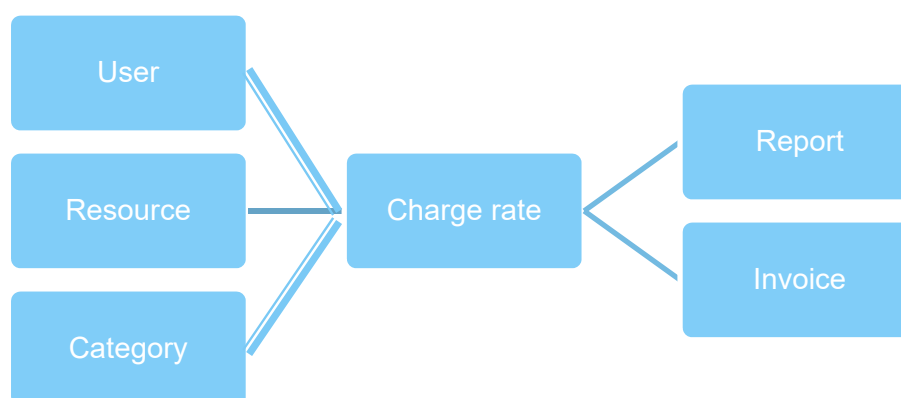
Define the matrix of user vs (resource vs category)

Charge rate table example

| Resource         | Charge Category |           |            |          |
|------------------|-----------------|-----------|------------|----------|
|                  | Student         | Academic  | Commercial | Special  |
| TEM CM200        | \$10/hour       | \$15/hour | \$50/hour  | \$1/hour |
| SEM 450          | \$8/hour        | \$10/hour | \$50/hour  | \$1/hour |
| SEM 230          | \$8/hour        | \$10/hour | \$50/hour  | \$1/hour |
| Zeiss Lightsheet | \$20/hour       | \$30/hour | \$100/hour | \$5/hour |

| User       | Resource         | Charge Category |          |            |          |
|------------|------------------|-----------------|----------|------------|----------|
|            |                  | Student         | Academic | Commercial | Special  |
| David Cook | TEM CM200        | \$10/hour       |          |            |          |
|            | SEM 450          | \$8/hour        |          |            |          |
|            | SEM 230          | \$8/hour        |          |            |          |
|            | Zeiss Lightsheet | \$20/hour       |          |            |          |
| Owen Crowe | TEM CM200        |                 |          | \$50/hour  |          |
|            | SEM 450          |                 |          |            | \$1/hour |
|            | SEM 230          |                 |          | \$50/hour  |          |
|            | Zeiss Lightsheet |                 |          | \$100/hour |          |

### 3.3.1 Indicative diagram for multi-charge rate method



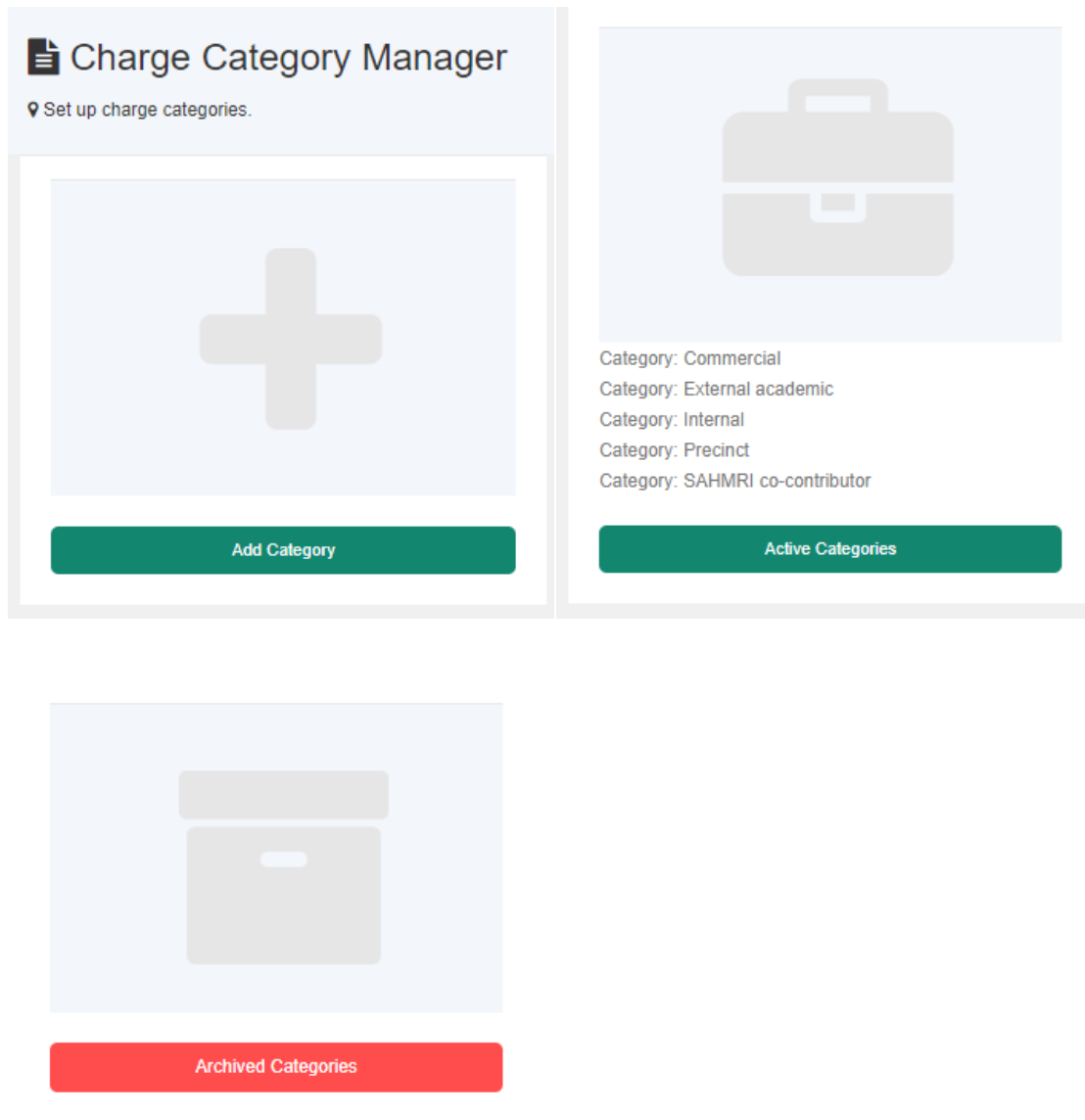
### 3.3.2 How could we enable multi-charge rate method?

Only system administrator can enable this method.

Go to [System Setting -> Configure System -> Parameter -> EnableChargeCategoryManager](#), tick the checkbox and accept.

### 3.3.3 How could we set up charge category?

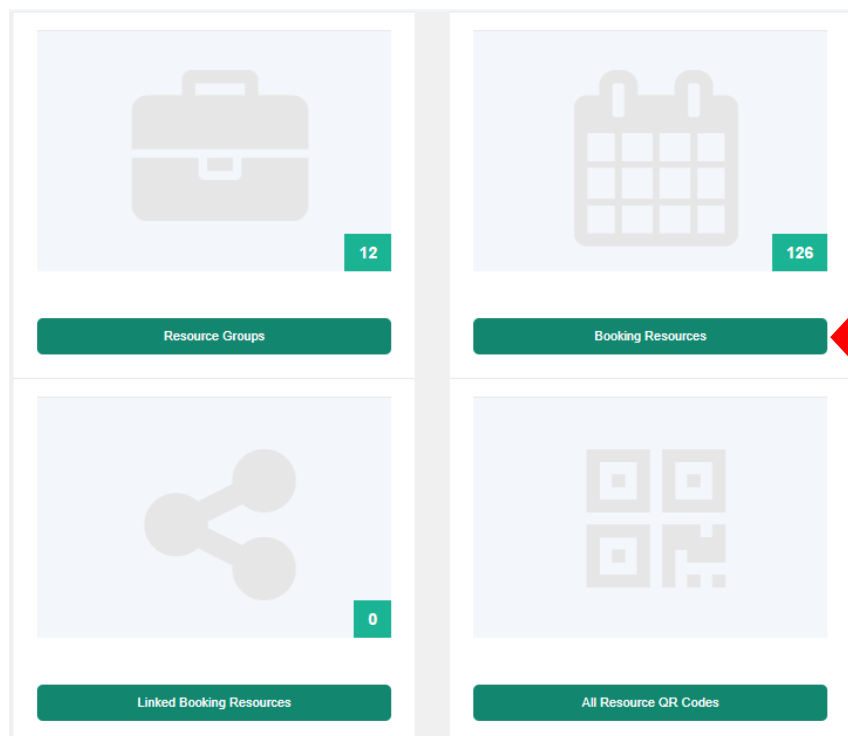
Go to [Staff tab -> Utility -> Charge Category Manager](#) to set up.



### 3.3.4 How could we set up charge rate with resource vs charge category?

Go to [Staff tab -> Utility -> Resource Manager -> Booking Resources](#), edit the resource profile.





On resource profile -> Charge Category, enter the charge rate accordingly.

| General Profile                          | Booking Profile | Catalogue Profile | Charge Rates |
|--|-----------------|-------------------|--------------|
|  |                 |                   |              |
| Charge/Hour (\$) (Commercial)            | 45              |                   |              |
| Charge/Hour (\$) (External academic)     | 0               |                   |              |
| Charge/Hour (\$) (Internal)              | 30              |                   |              |
| Charge/Hour (\$) (Precinct)              | 30              |                   |              |
| Charge/Hour (\$) (SAHMRI co-contributor) | 0               |                   |              |

### 3.3.5 How could we set up charge method to user profile?

Go to **Staff tab -> User Profile -> User Profile Manager**, find and edit **user profile -> charge category** tab.



Profile Access Update Photo Pinboard Supervisor School Form Publication Account Certificate Induction Process Contact User **Charge Category** Usage (Booking) Invoice

Charge Category List

Show 100 entries Search: Copy CSV Excel PDF Print

Showing 1 to 100 of 126 entries

| Resource   | Commercial            | External academic                         | Internal                                  | Precinct                                  | SAHMRI co-contributor |                                     |
|--|-----------------------|---|---|---|-----------------------|-------------------------------------|
| AHMS - BD FACSCanto II - Flow Cytometer (Analyser) | <input type="radio"/> | <input type="radio"/>                     | <input type="radio"/>                     | <input checked="" type="radio"/> selected | <input type="radio"/> | <input type="button" value="Save"/> |
| AHMS - BD FACSFusion                               | <input type="radio"/> | <input type="radio"/>                     | <input checked="" type="radio"/> selected | <input type="radio"/>                     | <input type="radio"/> | <input type="button" value="Save"/> |
| AHMS - BD LSRII Fortessa X20 Analyser              | <input type="radio"/> | <input checked="" type="radio"/> selected | <input type="radio"/>                     | <input type="radio"/>                     | <input type="radio"/> | <input type="button" value="Save"/> |
| Albira PET/SPECT                                   | <input type="radio"/> | <input type="radio"/>                     | <input type="radio"/>                     | <input type="radio"/>                     | <input type="radio"/> | <input type="button" value="Save"/> |
| Anaerobic Chamber                                  | <input type="radio"/> | <input type="radio"/>                     | <input type="radio"/>                     | <input type="radio"/>                     | <input type="radio"/> | <input type="button" value="Save"/> |
| Anaesthesia Machine Mobile Proc 2 #2               | <input type="radio"/> | <input type="radio"/>                     | <input type="radio"/>                     | <input type="radio"/>                     | <input type="radio"/> | <input type="button" value="Save"/> |

Select charge category for the resource and save, this could be a time consuming job for the very first time if you have a large number of resources and users.

| Internal                                  | Precinct                                  | SAHMRI co-contributor | ...                                 |
|---|---|-----------------------|-------------------------------------|
| <input type="radio"/>                     | <input checked="" type="radio"/> selected | <input type="radio"/> | <input type="button" value="Save"/> |
| <input checked="" type="radio"/> selected | <input type="radio"/>                     | <input type="radio"/> | <input type="button" value="Save"/> |
| <input type="radio"/>                     | <input type="radio"/>                     | <input type="radio"/> | <input type="button" value="Save"/> |
| <input type="radio"/>                     | <input type="radio"/>                     | <input type="radio"/> | <input type="button" value="Save"/> |
| <input type="radio"/>                     | <input type="radio"/>                     | <input type="radio"/> | <input type="button" value="Save"/> |
| <input type="radio"/>                     | <input type="radio"/>                     | <input type="radio"/> | <input type="button" value="Save"/> |

There are two functions on this page: list user selected resource/category, and edit/select resource vs category



### Charge Category List

Show  entries

Showing 1 to 100 of 126 entries

| Resource   |
|--|
| AHMS - BD FACSCanto II - Flow Cytometer (Analyser) |
| AHMS - BD FACSFusion                               |
| AHMS - BD LSRFortessa X20 Analyser                 |
| Albira PET/SPECT                                   |
| Anaerobic Chamber                                  |
| Anaesthesia Machine Mobile Proc.2 #2               |

### Edit Charge Category

Show  entries

Showing 1 to 4 of 4 entries

| Resource   | Selected Charge Category |
|--|--------------------------|
| AHMS - BD FACSCanto II - Flow Cytometer (Analyser) | Precinct                 |
| AHMS - BD FACSFusion                               | Internal                 |
| AHMS - BD LSRFortessa X20 Analyser                 | External academic        |
| Zeiss PALM MicroBeam Laser Capture System          | SAHMRI co-contributor    |

### 3.3.6 About multi-dimension charge method for report

ACLS calculates the multi-dimension charges for all reports, including batch report.

### 3.3.7 About multi-dimension charge method for invoice

ACLS calculates the multi-dimension charges for individual invoice and batch report.



# MARK WAINWRIGHT ANALYTICAL CENTRE: BIOANALYTICAL MASS SPECTROMETRY FACILITY

## STATEMENT

March 2020

**SUPERVISOR:** Rebecca Robker

**TEL:**  
**EMAIL:** rebecca.robker@adelaide.edu.au

**DATE:** April 11, 2020

### DETAILS:

This Statement covers the work by your groups in March 2020.

#### Details of Bookings:

| User Name         | Resource   | Booking Start Time | Booking End Time | Account                      | Booked Hours |
|-------------------|--|--------------------|------------------|------------------------------|--------------|
| Macarena Gonzalez | AHMS - BD FACSCanto II - Flow Cytometer (Analyser) | 30/03/2020 10:00   | 30/03/2020 11:00 | 2000003746098_Rebecca Robker | 1.00         |
| Takashi Umehara   | AHMS - BD FACSCanto II - Flow Cytometer (Analyser) | 20/03/2020 13:00   | 20/03/2020 13:45 | 2000003746098_Rebecca Robker | 0.75         |

#### Summary of Bookings:

| Resource   | User Name         | Account                      | Resource Charge/Hour | Booked Hours | Charges |
|--|-------------------|------------------------------|----------------------|--------------|---------|
| AHMS - BD FACSCanto II - Flow Cytometer (Analyser) | Takashi Umehara   | 2000003746098_Rebecca Robker | \$45.00              | 0.75         | \$33.75 |
| AHMS - BD FACSCanto II - Flow Cytometer (Analyser) | Macarena Gonzalez | 2000003746098_Rebecca Robker | \$0.00               | 1.00         | \$0.00  |
| Sub-Total  |                   |                              |                      | 1.75         | \$33.75 |
| <b>TOTAL</b>                                       |                   |                              |                      | 1.75         | \$33.75 |

An official invoice is required for billing. Details are as follows:

| Account                      | Charges |
|------------------------------|---------|
| 2000003746098_Rebecca Robker | \$33.75 |

Invoice No: 00000009

### 3.3.8 Resource vs User Category-Based (ANFF MCN Customization)

Branching the same method, a special modification for ANFF MCN is implemented. Please refer to [Appendix A](#) for details.

## 3.4 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       |



|                         |           |
|-------------------------|-----------|
| <b>User Supervisors</b> | No Access |
| <b>Standard users</b>   | No Access |

| <b>Authentication Groups</b> | <b>User Profile</b>  |
|------------------------------|--|
| <b>System Administrators</b> | Full Access  |
| <b>Administration Staff</b>  | Full Access  |
| <b>Management Staff</b>      | Full Access  |
| <b>Equipment Supervisor</b>  | Full Access except have no power to approve a new registration |
| <b>General Staff</b>         | Full Access except have no power to approve a new registration |
| <b>User Supervisors</b>      | Access to own profile and search by supervisor                 |
| <b>Standard users</b>        | No access except of My Profile                                 |

| <b>Authentication Groups</b> | <b>Track Samples</b> |
|------------------------------|----------------------|
| <b>System Administrators</b> | Full Access          |
| <b>Administration Staff</b>  | Password required    |
| <b>Management Staff</b>      | Password required    |
| <b>Equipment Supervisor</b>  | Password required    |
| <b>General Staff</b>         | Password required    |
| <b>User Supervisors</b>      | No Access            |
| <b>Standard users</b>        | No Access            |

| <b>Authentication Groups</b> | <b>Staff</b>                  |
|------------------------------|-------------------------------|
| <b>System Administrators</b> | Full Access                   |
| <b>Administration Staff</b>  | Full Access                   |
| <b>Management Staff</b>      | Full Access                   |
| <b>Equipment Supervisor</b>  | Full Access, Information Only |
| <b>General Staff</b>         | Full Access, Information Only |
| <b>User Supervisors</b>      | No Access                     |
| <b>Standard users</b>        | No Access                     |

| <b>Authentication Groups</b> | <b>Survey</b>                    |
|------------------------------|----------------------------------|
| <b>System Administrators</b> | Full Access                      |
| <b>Administration Staff</b>  | Full Access                      |
| <b>Management Staff</b>      | Full Access                      |
| <b>Equipment Supervisor</b>  | Limited Access to Survey Results |
| <b>General Staff</b>         | Limited Access to Survey Results |
| <b>User Supervisors</b>      | No Access                        |
| <b>Standard users</b>        | 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. It has a header with a document icon and the title 'User Profile Manager'. Below the header are four tabs: 'User Registration', 'Process Online Registration', 'LDAP User Status', and 'Full Search'. The 'User Registration' tab is active. Below the tabs are three search criteria: 'User Name' (with a placeholder 'Any set of letters which may exist in user name or surname'), 'Search By' (with radio buttons for 'user name', 'login name', and 'user code'), and 'Search Range' (with radio buttons for 'Active Users (413)', 'Inactive Users (501)', and 'All Users (914)'). A 'Search' button is at the bottom right.

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' interface with the 'Register new user' form. The form has a header with a document icon and the title 'User Profile Manager'. Below the header is a link 'Register new user'. Below the link is a button 'Add School/Org'. Below the button is a section 'Register User:' with a form. The form has fields for: Title (dropdown menu with 'Mr.' selected), User Name (text field with format '(Format: GivenName FamilyName)'), Login Name (text field with format '(e..L.O..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 checked). An 'Accept' button is at the bottom right.





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.

The screenshot shows the 'User Profile Manager' interface. At the top, there are links for 'Thumbnail Photo', 'Add Account', 'Add School/Org', and 'Add Supervisor'. Below these are two buttons: 'Set New Password' and 'Send Confirmation Notice To User'. The user's name 'Dong Zheng' is displayed. A tabbed interface shows 'Profile' as the active tab, with other tabs including 'Pinboard', 'Supervisor', 'Form', 'Publication', 'Account', and 'Certificate'. The profile section includes a 'User Photo' placeholder, a 'Title' dropdown menu set to 'Mr.', a 'User Name' field containing 'Dong Zheng', and a 'Student/Staff No.' field with a note '(if applicable)'.

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 Python tracker installed on resource computers without being linked 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.

The screenshot shows the 'Account/Resource-Based' registration interface for user 'Dong Zheng'. The 'Account' tab is active in the top navigation bar, which also includes 'Profile', 'Access', 'Update Photo', 'Pinboard', 'Supervisor', 'School', 'Form', 'Publication', 'Certificate', and 'Trainer'. Below the tabs, there are two main sections: '+ Add Account' and 'Edit Account'. The 'Edit Account' section shows a 'Default Account' and a list of 'Account(s)' with two entries: '4MTH SUBSCR TO 31 DEC 2012 - expired on 31/12/2012' and 'Internal Account - expiring on 30/11/2022'. Each entry has a small blue icon with a question mark.

When you select **Edit 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          | 3            |   | <input type="checkbox"/> | <input type="checkbox"/> | 30/11/2022  |
| INTH SUBCR 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.  (N/A for visitors only)

Email\*

Confirm Email\*

Login Password\*

Confirm Login Password\*

Type of Researcher  Undergr. Student

Work Phone\*  (Digits Only)

Mobile Phone

Mobile Fax

Work Address

Project(s)\*  Briefly describe the project(s) you want to undertake at the BIRF.

\* 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 (BIRF), all users are required to comply with the occupational health and safety (OHS) procedures as specified in the OHS pages of the UHS/IV, Analytical Centre and BIRF web sites. Users are required to advise BIRF 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 BIRF 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 BIRF microscopy and tissue culture laboratories (rooms U202, U203 and U204). In addition, hazardous chemicals, including ethanol, are not permitted in the microscopy rooms. Users must not interfere with any of the BIRF instruments. If they have not booked the time or are not entitled to use the instrument by BIRF staff. Users must also agree not to provide access to the BIRF laboratories to unregistered users without the specific permission of the BIRF staff. Users are not allowed to have other users, whether they are registered or not, unless permitted to do so by BIRF 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 BIRF to monitor the use of instruments e.g. log books and booking systems. Users agree to report all faults or irregularities in the BIRF instruments to a BIRF staff member immediately they are known. Samples are the responsibility of the user and BIRF does not accept any responsibility for loss or damage of samples left in the facility. Data is the responsibility of the user and BIRF does not accept responsibility for loss or damage of data that has not been removed/reconstructed. Any work that is published or publicly presented, where all or a part of the work was undertaken in BIRF, should acknowledge the role of UHS/IV BIRF in providing access or contributing to or assisting in the work. Failure to comply may result in the loss of access to the BIRF 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.

The screenshot shows a registration form with a breadcrumb trail: > Registration > Terms & Conditions > School/Org > Supervisor > Account > Facility > Submission. The 'Supervisor\*' field has two options: 'Choose supervisor from the list...' and 'Or Enter supervisor name...'. A red asterisk indicates a required field. Below the form is a green 'Continue' button and a blue 'Sign In' button.

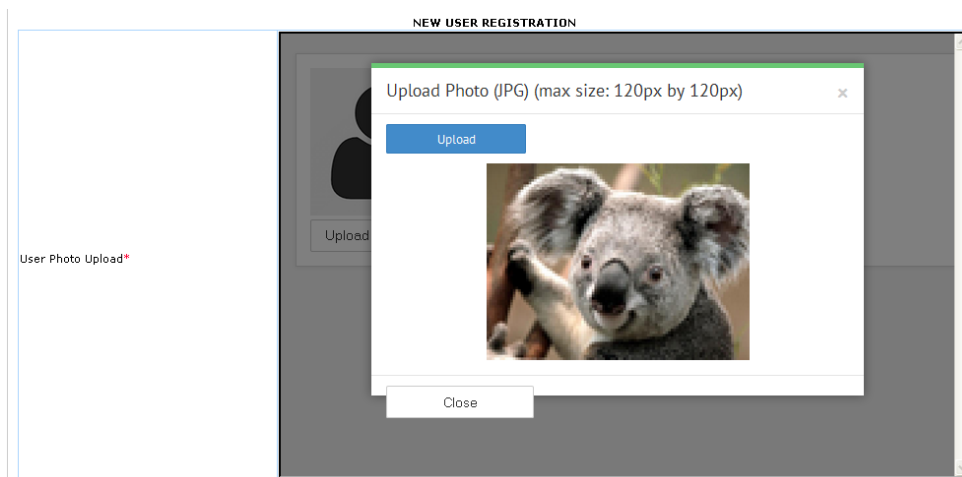
- User photo (optional)

The screenshot shows the 'NEW USER REGISTRATION' form with a breadcrumb trail: > Registration > Terms & Conditions > School/Org > Supervisor > Photo > Account > Facility > Submission. The 'User Photo Upload\*' section includes a placeholder for a photo and an 'Upload Photo (JPG)' button. A red asterisk indicates a compulsory data field. Below the form is a blue 'Continue' button and a link to the 'Login Page >>'. A red note at the bottom states: '\*: Indicating the compulsory data fields'.

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

The screenshot shows the 'NEW USER REGISTRATION' form with a breadcrumb trail: > Registration > Terms & Conditions > School/Org > Supervisor > Photo > Account > Facility > Submission. The 'User Photo Upload\*' section includes a placeholder for a photo and an 'Upload Photo (JPG)' button. A red asterisk indicates a compulsory data field. Below the form is a blue 'Continue' button and a link to the 'Login Page >>'. A red note at the bottom states: '\*: Indicating the compulsory data fields'. A popup window titled 'Upload Photo (JPG) (max size: 120px by 120px)' is displayed over the photo upload section, containing an 'Upload' button.

- 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 |
|---|--------------------|------------|------------|---------|----------|------------|
| <p>Account Type*</p> <p><input checked="" type="radio"/> UNSW Account<br/> <input type="radio"/> External Invoice</p> <p>Please provide the account details</p> <p>Business Unit: UNSWA</p> <p>Organization: <input type="text"/></p> <p>Fund: <input type="text"/></p> <p>Project Number: <input type="text"/></p> |                    |            |            |         |          |            |
| <p>* required fields</p> <p>Continue</p> <p>Sign In</p>   |                    |            |            |         |          |            |

- 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 |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
|--|--|------------|------------|---------|----------|------------|-----|--|-----|---|-------------|---|-------------|---|-------------|---|-------------|--|------|--|------|---|------|---|------|--|------|---|------|---|------|--|------|--|------|--|------|---|------|--|---------------|--|---------------|--|---------------|---|---------------|--|
| <p>Resources of Interest</p> <table> <tr> <td>AFM</td> <td><input type="checkbox"/> AFM_Catalyst (new) <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>AFM</td> <td><input type="checkbox"/> AFM_RMS (F10) <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>BIOSCIENCES</td> <td><input type="checkbox"/> Laserium Interfer <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>BIOSCIENCES</td> <td><input type="checkbox"/> Olympus FV100 <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>BIOSCIENCES</td> <td><input type="checkbox"/> Zeiss LSM 780 <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>BIOSCIENCES</td> <td><input type="checkbox"/> Zeiss SP7 TIRF <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>LDIV</td> <td><input type="checkbox"/> Data Analysis Computer <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>LDIV</td> <td><input type="checkbox"/> Eclipse T1E <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>LDIV</td> <td><input type="checkbox"/> Fluorimeter - 4 <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>LDIV</td> <td><input type="checkbox"/> IncuCyte <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>LDIV</td> <td><input type="checkbox"/> Leica DM6 <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>LDIV</td> <td><input type="checkbox"/> Leica SP5 DP-STED <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>LDIV</td> <td><input type="checkbox"/> Leica SP5 VLL STED <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>LDIV</td> <td><input type="checkbox"/> Picoplankton Microtome 200 <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>LDIV</td> <td><input type="checkbox"/> T1E, photomicro TIRF <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>LDIV</td> <td><input type="checkbox"/> Zeiss Laser Microdissection <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>LDIV</td> <td><input type="checkbox"/> Zeiss PALM <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>WALLACE WURTH</td> <td><input type="checkbox"/> Bioscience <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>WALLACE WURTH</td> <td><input type="checkbox"/> IntraVital 3i VIVO <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>WALLACE WURTH</td> <td><input type="checkbox"/> IntraVital Nikon A1 <a href="#">(click to see more about...)</a></td> </tr> <tr> <td>WALLACE WURTH</td> <td><input type="checkbox"/> IntraVital Surgery ScanOptix <a href="#">(click to see more about...)</a></td> </tr> </table> |  |            |            |         |          |            | AFM | <input type="checkbox"/> AFM_Catalyst (new) <a href="#">(click to see more about...)</a> | AFM | <input type="checkbox"/> AFM_RMS (F10) <a href="#">(click to see more about...)</a> | BIOSCIENCES | <input type="checkbox"/> Laserium Interfer <a href="#">(click to see more about...)</a> | BIOSCIENCES | <input type="checkbox"/> Olympus FV100 <a href="#">(click to see more about...)</a> | BIOSCIENCES | <input type="checkbox"/> Zeiss LSM 780 <a href="#">(click to see more about...)</a> | BIOSCIENCES | <input type="checkbox"/> Zeiss SP7 TIRF <a href="#">(click to see more about...)</a> | LDIV | <input type="checkbox"/> Data Analysis Computer <a href="#">(click to see more about...)</a> | LDIV | <input type="checkbox"/> Eclipse T1E <a href="#">(click to see more about...)</a> | LDIV | <input type="checkbox"/> Fluorimeter - 4 <a href="#">(click to see more about...)</a> | LDIV | <input type="checkbox"/> IncuCyte <a href="#">(click to see more about...)</a> | LDIV | <input type="checkbox"/> Leica DM6 <a href="#">(click to see more about...)</a> | LDIV | <input type="checkbox"/> Leica SP5 DP-STED <a href="#">(click to see more about...)</a> | LDIV | <input type="checkbox"/> Leica SP5 VLL STED <a href="#">(click to see more about...)</a> | LDIV | <input type="checkbox"/> Picoplankton Microtome 200 <a href="#">(click to see more about...)</a> | LDIV | <input type="checkbox"/> T1E, photomicro TIRF <a href="#">(click to see more about...)</a> | LDIV | <input type="checkbox"/> Zeiss Laser Microdissection <a href="#">(click to see more about...)</a> | LDIV | <input type="checkbox"/> Zeiss PALM <a href="#">(click to see more about...)</a> | WALLACE WURTH | <input type="checkbox"/> Bioscience <a href="#">(click to see more about...)</a> | WALLACE WURTH | <input type="checkbox"/> IntraVital 3i VIVO <a href="#">(click to see more about...)</a> | WALLACE WURTH | <input type="checkbox"/> IntraVital Nikon A1 <a href="#">(click to see more about...)</a> | WALLACE WURTH | <input type="checkbox"/> IntraVital Surgery ScanOptix <a href="#">(click to see more about...)</a> |
| AFM  | <input type="checkbox"/> AFM_Catalyst (new) <a href="#">(click to see more about...)</a>           |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| AFM  | <input type="checkbox"/> AFM_RMS (F10) <a href="#">(click to see more about...)</a>                |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| BIOSCIENCES  | <input type="checkbox"/> Laserium Interfer <a href="#">(click to see more about...)</a>            |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| BIOSCIENCES  | <input type="checkbox"/> Olympus FV100 <a href="#">(click to see more about...)</a>                |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| BIOSCIENCES  | <input type="checkbox"/> Zeiss LSM 780 <a href="#">(click to see more about...)</a>                |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| BIOSCIENCES  | <input type="checkbox"/> Zeiss SP7 TIRF <a href="#">(click to see more about...)</a>               |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| LDIV   | <input type="checkbox"/> Data Analysis Computer <a href="#">(click to see more about...)</a>       |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| LDIV   | <input type="checkbox"/> Eclipse T1E <a href="#">(click to see more about...)</a>                  |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| LDIV   | <input type="checkbox"/> Fluorimeter - 4 <a href="#">(click to see more about...)</a>              |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| LDIV   | <input type="checkbox"/> IncuCyte <a href="#">(click to see more about...)</a>                     |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| LDIV   | <input type="checkbox"/> Leica DM6 <a href="#">(click to see more about...)</a>                    |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| LDIV   | <input type="checkbox"/> Leica SP5 DP-STED <a href="#">(click to see more about...)</a>            |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| LDIV   | <input type="checkbox"/> Leica SP5 VLL STED <a href="#">(click to see more about...)</a>           |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| LDIV   | <input type="checkbox"/> Picoplankton Microtome 200 <a href="#">(click to see more about...)</a>   |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| LDIV   | <input type="checkbox"/> T1E, photomicro TIRF <a href="#">(click to see more about...)</a>         |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| LDIV   | <input type="checkbox"/> Zeiss Laser Microdissection <a href="#">(click to see more about...)</a>  |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| LDIV   | <input type="checkbox"/> Zeiss PALM <a href="#">(click to see more about...)</a>                   |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| WALLACE WURTH  | <input type="checkbox"/> Bioscience <a href="#">(click to see more about...)</a>                   |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| WALLACE WURTH  | <input type="checkbox"/> IntraVital 3i VIVO <a href="#">(click to see more about...)</a>           |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| WALLACE WURTH  | <input type="checkbox"/> IntraVital Nikon A1 <a href="#">(click to see more about...)</a>          |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| WALLACE WURTH  | <input type="checkbox"/> IntraVital Surgery ScanOptix <a href="#">(click to see more about...)</a> |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |
| <p>Continue</p> <p>Sign In</p>   |  |            |            |         |          |            |     |  |     |   |             |   |             |   |             |   |             |  |      |  |      |   |      |   |      |  |      |   |      |   |      |  |      |  |      |  |      |   |      |  |               |  |               |  |               |   |               |  |



- 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   | Zhang   |
| Student/Staff No.   |   |
| Email   | dong.dong@unsw.edu.au                             |
| Type of Researcher  | Undergrad. Student                                |
| School/Organization   | BMRF - Biomedical Imaging Facility                |
| Work Phone  | 123456  |
| Mobile Phone  |   |
| Work Fax  |   |
| Work Address  |   |
| Supervisor  | Gratien Moreau                                    |
| Project(s)  | test  |
| Account Type  | External Invite                                   |
| Facility of Interest  | AFM_Catalyst (Group: AFM)<br>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  |
|---|
| <p>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.</p> <p>Your registration ref: Ref-QuIvKgAy9NiW-7S5kIX.</p> <p><a href="#">Print Registration</a></p> <p><a href="#">Login Page &gt;&gt;</a></p> |

- 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.

| User Profile Manager  |
|---|
| Process online user registrations   |
| <p>Online User Registration: Choose user from the list <a href="#">Continue</a></p> <p>Choose user from the list</p> <ul style="list-style-type: none"> <li>Alexander Slade</li> <li>Angelika Bongers</li> <li>Cara Toscan</li> <li>Hiranya Jayakody</li> <li>Joanna Randall</li> <li>Megan Lenardon</li> </ul> |

- 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 provides 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

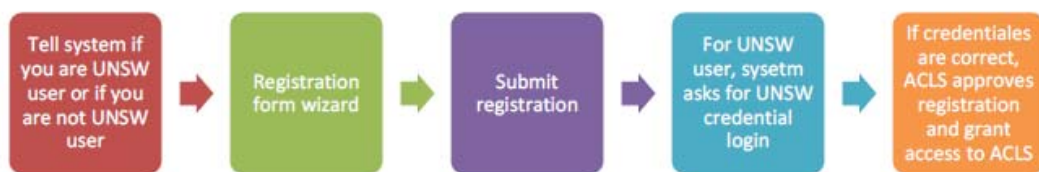


process; for non-UNSW users, the registration process remains unchanged so lab admin needs to manually approve the non-UNSW user registration.

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  |
|------------------------------|--|
| <b>EnableRegAutoApproval</b> | If enabled, auto-approving process is ON.                  |
| <b>OrgRegName</b>            | Organisation name for registration form, for example, UNSW |

On the 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

☒ I am a UNSW user
 ☐ I am not a UNSW user

Title

Mr. ▼

Given Name\*

Family Name\*

UNSW User ID\*

Confirm UNSW User ID\*

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.



| <a href="#">&gt; Registration</a> <a href="#">&gt; Terms &amp; Conditions</a> <a href="#">&gt; School/Org</a> <a href="#">&gt; Supervisor</a> |  |
|---|--|
|   | 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  |  |
| <input type="button" value="Submit"/>   |  |

| <a href="#">&gt; Registration</a> <a href="#">&gt; Terms &amp; Conditions</a> |  |
|---|--|
|   | 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  |  |
| <input type="button" value="Submit"/>   |  |

To Complete Registration, Please Sign In  
User ID: z123456

Password:

#### 4.4 Register Supervisors

A supervisor can be registered through [Supervisor Manager](#).



Supervisor Manager

196 supervisors

Search Supervisor

School/Organization: 

## 4.5 Login to ACLS

Enter your login email and password and click on [Login](#).

Upon login, you will see the [Booking Tab](#) page.

## 4.6 Reset Password

Users are able to reset password at login page. Upon providing the email address, ACLS sends the reset password notice with reset URL.

Forgot Password?

Please enter your email address below to request for password reset.

Email:

[Sign In >>](#)

Upon receiving the password reset email, you can enter the reset code and new password to reset.

Email looks like:

Dear Dong Zheng,





You have asked to reset your password associated with this email address (dm.zheng@unsw.edu.au).

Please enter the reset code directly into the password page:: Reset code : ACLS-SZGJHmHLkCPIUlg0h9KY7qvw3Xdr6jx

Kind regards.

### Forgot Password?

Please enter password reset code (sent to your mailbox within 5 minutes) and new password.

Reset Code:

New Password:

Submit

[Sign In >>](#)



## 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 deployed 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 login page title
- Title Beg & Title End: The web page title with format Title To Show.Title Beg.Title End

| Parameter                          | Description  | Remarks  |
|------------------------------------|--|--|
| <b>AccessPortalURL</b>             | Single Sign-In Portal  | Refer to Appendix K  |
| <b>CGI Directory</b>               | Directory for ACLS web access to retrieve the CGI files, including book.dll. | For example: if hyperlink is http://localhost/cgi/book.dll, CGIDirectory should be "cgi".  |
| <b>Data Directory</b>              | 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", DataDirectory should be "d:\emudata".                   |
| <b>Doc Directory Name</b>          | 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".                 |
| <b>Doc Web Directory Name</b>      | 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".                           |
| <b>Pictures Directory Name</b>     | 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". |
| <b>Pictures Web Directory Name</b> | 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".       |
| <b>Users Directory</b>             |  | <b>No longer in use</b>  |
| <b>Email Data Date</b>             | For information only.  | Email server program updates the date to current date on daily basis; if not, ACLS may have a corrupted database.  |



|  |  |   |
|--|--|---|
| <b>System Pass Date</b>                  |  | <b>No longer in use</b>   |
| <b>Tracing Data Date</b>                 |  | <b>No longer in use</b>   |
| <b>Active Users For Training Booking</b> | User selection list for training bookings.   | : Show all users in selection list for training bookings<br>: Show active users only in selection list for training bookings                              |
| <b>Booking Calendar Staff Only</b>       | Enable/Disable booking calendar to users.  | : Enable booking calendar to all (users and staff)<br>: Enable booking calendar to staff only. This is the default.                                       |
| <b>Booking Display All</b>               | Show all resources or per resource group.  | : Show resource selection list per resource group<br>: Show all resources in one selection list   |
| <b>Booking Only</b>                      | Switch ACLS reporting between usage data collected through ACLS console and booking data.  | : Usage data through logon console<br>: Booking only  |
| <b>Calendar Multiple Days</b>            | Show multiple day event on calendar.   | : Show multiple day events through the separate top row of the calendar<br>: Show multiple day events through the time continuously. This is the default. |
| <b>Clear Browser Cache</b>               | Add the html page header to stop browser cache.  | : Does nothing on cache<br>: Add special cache header to stop browser cache. This is the default.   |
| <b>Console Next Booking Update</b>       |  | <b>No longer in use</b>   |
| <b>Console Notification</b>              |  | <b>No longer in use</b>   |
| <b>Data Storage Ctrl</b>                 |  | <b>No longer in use</b>   |
| <b>Enable AAF Sign In</b>                | Enable/disable AAF sign in through ACLS Single sign in which connects to AAF (Australia Access Federation)   | : Disable<br>: Enable   |
| <b>Enable Account Exception Alert</b>    | 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<br>: Enable   |



|   |  |                       |
|---|--|-----------------------|
| <b>Enable Account Select For Booking</b>      | 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<br>: Enable |
| <b>Enable Active Users for Job Reg</b>        | If enabled, user selection for sample job reg shows active users. If disabled, user selection for sample job reg shows all users.  | : Disable<br>: Enable |
| <b>Enable Admin Timeline Calendar</b>         | Enable/disable timeline calendar for admin to change any bookings on resource timeline calendar  | : Disable<br>: Enable |
| <b>Enable Android App</b>                     | Show Android app information link on login page if enabled.  | : Disable<br>: Enable |
| <b>Enable Banner for Login</b>                | Enable/disable banner image on login page. By default, system uses the built-in header.  | : Disable<br>: Enable |
| <b>Enable Built In Sign In Page</b>           | Enable/disable book.dl sign in or index.php sign in  | : Disable<br>: Enable |
| <b>Enable Charge Category Manager</b>         | Enable/disable resource charge category method, refer to resource charge category chapter for details  | : Disable<br>: Enable |
| <b>Enable Charge Rate On Calendar</b>         | Enable/disable resource charge rate show on calendar pages   | : Disable<br>: Enable |
| <b>Enable Consumable Module</b>               | Enable/disable consumable module used for managing consumable store and ordering consumables   | : Disable<br>: Enable |
| <b>Enable Consumable Order Qty Validation</b> | Enable/disable consumable order quantity validation against stock quantity. If stock quantity is less than the ordered quantity, then order is   | : Disable<br>: Enable |



|   |   |   |
|---|---|---|
|   | NOT accepted. The default setting is disabled.  |   |
| <b>Enable Consumable Stock Email Alert</b>          | Enable/disable consumable stock email alert to admin staff once a day. The default setting is enabled.  | : Disable<br>: Enable   |
| <b>Enable Consumable Stock Update upon Delivery</b> | 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<br>: Enable   |
| <b>Enable Consumable Stock Zero</b>                 | 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<br>: Enable   |
| <b>Enable Corea Analytics</b>                       | Enable/disable Corea analytics feature  | : Disable<br>: Enable   |
| <b>Enable Create User Folder</b>                    | Enable/disable user folder creation with tracker  | : Disable<br>: Enable   |
| <b>Enable Current Hour Booking Change</b>           | Enable/disable event change permission in the current hour.   | : Disable the change permission<br>: 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. |
| <b>Enable Default Account</b>                       | Enable/disable default account for the tracker login  | : Disable<br>: Enable   |
| <b>Enable Email Server Alert</b>                    | Enable/disable pop up alert message upon system administrator login   | : Disable<br>: Enable   |
| <b>Enable Resource Catalogue</b>                    | Enable/disable resource catalogue feature   | : Disable<br>: Enable   |
| <b>Enable Resource Status</b>                       | Enable/disable resource status page. Only applies when setting "Booking Only" to ON.  | : Disable resource status page<br>: Enable resource status page   |



|   |  |   |
|---|--|---|
| <b>Enable Resource Status Privacy</b>       | Enable/disable user photo on status page.  | : Disable user photo display when users access the resource status page. Only staff can view photos.<br>: Enable user photos display. |
| <b>Enable Help Link</b>                     |  | <b>No longer in use</b>   |
| <b>Enable Induction Process</b>             | Enable/disable induction process. The default setting is enabled.  | : Disable<br>: Enable   |
| <b>Enable Invoice Manager</b>               | Enable/disable invoice manager. The default setting is enabled.  | : Disable<br>: Enable   |
| <b>Enable iPhone App</b>                    | Enable/disable iPhone app indication icon on login page  | : Disable<br>: Enable   |
| <b>Enable Labcast</b>                       | Enable/disable labcast feature in ACLS to cast live calendar via labcast service powered by UniLab   | : Disable<br>: Enable   |
| <b>Enable Mail To User For User Booking</b> | 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<br>: Enable   |
| <b>Enable My Data</b>                       | Enable/disable data cluster connection to nextcloud service or FTP service (UNSW only)   | : Disable<br>: Enable   |
| <b>Enable Nextcloud</b>                     |  | <b>No longer in use</b>   |
| <b>Enable Online Reg Project</b>            | Enable/disable project field in online reg form.   | : Disable<br>: Enable   |
| <b>Enable Online User Password Reset</b>    | Enable/disable reset password  | : Disable<br>: Enable   |
| <b>Enable Order Consumable Login</b>        | Enable/disable consumable order logo on login page   | : Disable<br>: Enable   |
| <b>Enable Org Master Account</b>            | Enable/disable the organisation GLC or account validation feature  | : Disable<br>: Enable   |
| <b>Enable Org Master Account For Reg</b>    | Enable/disable the organisation GLC or account validation feature for user reg. The default setting is disabled.   | : Disable<br>: Enable   |



|  |  |                         |
|--|--|-------------------------|
| <b>Enable Outlook Calendar Export</b>      | 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<br>: Enable   |
| <b>Enable Privacy Calendar</b>             | Enable/disable the booking details on the public access calendar   | : Disable<br>: Enable   |
| <b>Enable Publication</b>                  | Enable/disable the publication data feature. The default setting is enabled.   | : Disable<br>: Enable   |
| <b>Enable Public Calendar</b>              | Enable/disable the public access calendar without the need of login  | : Disable<br>: Enable   |
| <b>Enable Q&amp;A Search</b>               |  | <b>No longer in use</b> |
| <b>Enable Reactivation Page</b>            | Enable/disable the reactivation link on login page   | : Disable<br>: Enable   |
| <b>Enable Reg Auto Approval</b>            | 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<br>: Enable   |
| <b>Enable Reg Pathway</b>                  | Enable/disable the pathway for online reg process  | : Disable<br>: Enable   |
| <b>Enable Reg Project Compulsory</b>       | Enable/disable the project field in the reg form as compulsory entry or not  | : Disable<br>: Enable   |
| <b>Enable Repeat Booking</b>               | Enable/disable repeat booking feature for Facility Booking Tool  | : Disable<br>: Enable   |
| <b>Enable Resource Data</b>                | Enable/disable resource tile in My Data  | : Disable<br>: Enable   |
| <b>Enable Resource Field Customisation</b> | Enable/disable resource database field customisation   | : Disable<br>: Enable   |
| <b>Enable Sample Details In Report</b>     | Enable/disable sample details in the sample report   | : Disable<br>: Enable   |



|  |   |  |
|--|---|--|
| Enable <b>Sample Job Alert</b>                     | Enable/disable sample job overdue alert. System does checks once a day  | : Disable<br>: Enable  |
| <b>Enable Scan Certificate Script Notification</b> |   | <b>No longer in use</b>  |
| Enable <b>Session Hour Check</b>                   | Enable/disable min booking unit check for each event.   | : Disable min booking unit check against each event.<br>: 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 <b>Single Sign-In</b>                       | Enable/disable Single Sign-In mode. If enabled, users can only access ACLS via SSI  | : Disable<br>: Enable  |
| Enable <b>Space Booking</b>                        | Enable/disable space booking feature in response to COVID-19  | : Disable<br>: Enable  |
| Enable <b>Staff Calendar</b>                       | Enable/disable staff calendar. By default, it is disabled   | : Disable<br>: Enable  |
| Enable <b>Staff Roster Notification</b>            | Enable/disable staff roster booking change email notification. By default, it is disabled   | : Disable<br>: Enable  |
| Enable <b>Subscription Credits</b>                 | Not implemented yet   |  |
| Enable <b>Survey</b>                               | Enable/disable survey module.   | : Disable<br>: Enable  |
| Enable <b>Term Condition</b>                       | Enable/disable term and conditions display at footer and on dashboard menu  | : Disable<br>: Enable  |
| Enable <b>Timeline Calendar</b>                    | Enable/disable timeline calendar. The default setting is enabled.   | : Disable<br>: Enable  |
| Enable <b>Title For Login</b>                      | Enable/disable Title bar on login page  | : Disable<br>: Enable  |
| Enable <b>Track Samples</b>                        | Enable/disable Track Sample module  | : Disable<br>: Enable  |
| Enable <b>User Booking Confirmation</b>            | Enable/disable booking confirmation alerts to users a few days before the booking time. Users can confirm the booking or cancel the booking | : Disable<br>: Enable  |





|   |   |  |
|---|---|--|
| <b>Enable User Portrait Photo</b>             | Enable/disable user portrait photo in user profile. This does not refer to thumbnail user photo.  | : Disable<br>: Enable  |
| <b>Enable User Privacy Calendar</b>           | Enable/disable booking details on calendar for privacy. Users can only see his own booking details, for the others, just marked as busy                           | : Disable<br>: Enable  |
| <b>Enable WHS Document</b>                    | UNSW only for WHS document feature in conjunction with single sign in portal  | : Disable<br>: Enable  |
| <b>Enable XNAT</b>                            | UNSW only for M cloud data service connection.<br>Enable/disable m-cloud connection.  | : Disable<br>: Enable  |
| <b>Equipment Supervisor Consumable Access</b> | Allow staff in equipment supervisor access category to access consumable library  | : Disable<br>: Enable  |
| <b>EXCEL Password Protection</b>              |   | <b>No longer in use</b>  |
| <b>Resource Charging</b>                      | Enable/disable resource charging policy in Resource Manager.  | : Disable<br>: Enable  |
| <b>Resource Status Display All</b>            | 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<br>: Enable   |
| <b>Https Enable</b>                           | Enable/Disable https access depending on the web server settings.   | : Disable https access. This is the default. If selected, web access is standard http<br>: Enable https access |
| <b>Include Consumable to Usage Invoice</b>    | Enable/Disable to include the consumable orders to the invoices. The default setting is enabled.  | : Disable<br>: Enable  |
| <b>Invoice Accessible By Supervisor</b>       | Enable/disable supervisor access to the invoice statements.   | : Disable<br>: Enable  |
| <b>LDAP Pre-Configure</b>                     | Auto-run tool to configure the user access through LDAP.  | : OFF<br>: ON  |
| <b>Logbook Manager To Staff</b>               | Enable/disable general staff access to data logbook manager function.   | : Disable<br>: Enable  |



|   |  |  |
|---|--|--|
| <b>Login Using Email</b>                  | Enable/disable email as login name.  | : Disable<br>: Enable  |
| <b>Logon Server Check</b>                 |  | <b>No longer in use</b>  |
| <b>Logon Timer Ctrl</b>                   | Enable/disable timer for tracker   | : Disable<br>: Enable  |
| <b>Multiple Click Prevention</b>          | Enable/disable multiple form submission through "Accept" button.   | : Disable, this is the default.<br>: Enable.   |
| <b>Online Reg Ctrl</b>                    | Enable/disable online registration.  | : Disable<br>: Enable  |
| <b>Online Reg Visitor ID Compulsory</b>   | Set Student/Staff ID as compulsory entry field in registration form.   | : Not compulsory<br>: Compulsory   |
| <b>Project Manager</b>                    | Enable/disable "Project Manager".  | : Project manager is OFF<br>: Project manager is ON  |
| <b>Report By Any Period</b>               | 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<br>: Set period between any two dates  |
| <b>Restrict Bookings To General Staff</b> | If enabled, general staff are treated like a user, requiring a training certificate before any bookings can be made. | : No restrictions to staff with respect to making bookings<br>: Staff can only make bookings if they are qualified as a trainer or being trained |
| <b>Show Logon Client Password</b>         |  | <b>No longer in use</b>  |
| <b>Show Tracker Hours in Report</b>       | Display the tracker hours with the booking hours in the reports for comparison.                                      | : OFF<br>: ON  |
| <b>Show Video Clip Booking Tab Home</b>   | Display video tile on the booking tab home page  | : OFF<br>: ON  |
| <b>Training Support Request</b>           | Switching on/off the function on My Dashboard  | : OFF<br>: ON  |
| <b>User Account For Reg</b>               | Enable/disable account entry in the online registration process.   | : Account entry not required<br>: Account entry required   |



|                                      |   |   |
|--------------------------------------|---|---|
| <b>User All Account Search</b>       | Enable/disable the account search range in user profile manager   | : Disable<br>: Enable   |
| <b>User Photo Availability Check</b> | Enable/disable user photo availability check.   | : No cross check on user photo availability. This is the default.<br>: 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. |
| <b>User Photo For Reg</b>            | Enable/disable user photo upload in the online registration process.  | : User photo not required<br>: User photo must be provided  |
| <b>Valid Email Login</b>             | Enable/disable login name validation check.   | : Validation not required<br>: Login name has to be numbers and letters   |
| <b>Web Access Validation</b>         | Enable/disable user certificate validation. If enabled, using web access records to validate.                         | : Disable<br>: Enable   |
| <b>LDAP Compulsory Check Text</b>    | 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   |
| <b>LDAP Text on Login Page</b>       | Show a special text on login page to remind users using the organization-wide ID to access ACLS.                      | For example, "UNSW staff and students use zID/zPass to login"   |
| <b>Login Name Tip</b>                | Set the tip text for the login name field on login page   | Default, welcome  |
| <b>Online Reg Visitor ID</b>         | Set as default external visitor ID  | e.g. 000  |
| <b>Server Name</b>                   | Should be web server IP address or domain name  | e.g. www.xxx.xxx.xxx  |
| <b>SMTP Server Name</b>              | The local SMTP server domain name of the organization   | e.g. smtp.unsw.edu.au   |
| <b>Title Beg</b>                     | System web page title   |   |
| <b>Title End</b>                     | System web page title   |   |
| <b>Title To Resource Catalogue</b>   | Add additional title in the front of Resource Catalogue on booking landing page. For example, UNSW Resource Catalogue |   |



|                                     |   |  |
|-------------------------------------|---|--|
| <b>Title To Show</b>                | System title on logon page  |  |
| <b>Commercial User Code</b>         | Used for commercial booking   |  |
| <b>Resource Status Image Height</b> | Set the resource image height   | Height of resource image shown in resource info page is defined here |
| <b>Resource Status Image Width</b>  | Set the resource image width  | Width of resource image shown in resource info page is defined here  |
| <b>Service User Code</b>            | Used for logbook manager to catch the wrong login/logout, and also for service booking              |  |
| <b>Version Control</b>              | This is for building ACLS used by ACLS developer  | Information only   |
| <b>FTP Host Name</b>                |   | <b>No longer in use</b>  |
| <b>FTP Login</b>                    |   | <i>For record purpose</i>  |
| <b>FTP Password</b>                 |   | <i>For record purpose</i>  |
| <b>Home Page Link</b>               | Set home page URL at footer   | If this is blank, home link is not available at footer               |
| <b>Privacy Statement Link</b>       | Set privacy statement link at footer  | If this is blank, privacy statement link is not available at footer  |
| <b>ACLS Version</b>                 | For information   |  |
| <b>Contact Us Email</b>             | Used for "contact us" in the footer section   | Should be a general email address for the lab                        |
| <b>Max Booking Form Number</b>      | Limit for resource uploaded booking form  | Max is 5   |
| <b>mCloud User Guide URL</b>        | UNSW only   |  |
| <b>Moxy Sign In Token</b>           | Refer to Moxy guide at moxy.unilab.com.au   |  |
| <b>Moxy Sign In URL</b>             | Refer to Moxy guide at moxy.unilab.com.au   | Default sets to UNSW   |
| <b>Org Reg Name</b>                 | Used for the button in Account Manager if organisation GLC or account validation feature is enabled | Default sets to UNSW   |
| <b>Python Tracker Poster Menu</b>   | Refer to ACLS tracker guide   | Information only   |
| <b>Staff Roster URL</b>             | Staff calendar working with MoxyTouch   | Refer to UniLab MoxyTouch user guide, Information only               |
| <b>User Folder Format</b>           | Refer to ACLS tracker guide   | Information only   |
| <b>Reg Account Field 1</b>          | Used as account field for account entry in the online registration process                          | If blank, then this field entry is disabled                          |
| <b>Reg Account Field 2</b>          | Used as account field for account entry in the online registration process                          | If blank, then this field entry is disabled                          |



|  |  |  |
|--|--|--|
| <b>Reg Account Field 3</b>             | Used as account field for account entry in the online registration process   | If blank, then this field entry is disabled  |
| <b>Reg Account Field 4</b>             | Used as account field for account entry in the online registration process   | If blank, then this field entry is disabled  |
| <b>Adv Booking Reminder Day</b>        | Days for sending booking reminder out prior to the booked session time   | Default: 2 days  |
| <b>Data LogBook Back Days</b>          | Max back days for data logbook calendar  | Default: 360 days  |
| <b>Deactivate If No Access Period</b>  | Days for deactivating users if they have not used any resources  | Default: 120 days  |
| <b>Deactivate If No Picture Period</b> | Criteria to convert the active user to inactive if their photo is not available for a specified period                       | Default: 120 days  |
| <b>Min Unlogged Time</b>               | Minimum time (in minutes) to accept the operational or usage time after login to instrument computer                         | Default: 5 minutes   |
| <b>Reg Copy Delete Days</b>            | 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   |
| <b>Default Reg Account</b>             | Default account used for approving user reg  | Upon user reg approval, this account is automatically assigned to the user profile, information only   |
| <b>Report Depth</b>                    | Range of years for generating reports  | Default: 1 year  |
| <b>Server Calendar Date Format</b>     | The format should tally with the server time format in regional setting  | Default: mm/dd/yyyy (US format)<br>Australia: dd/mm/yyyy   |
| <b>User Access Expiry Alert</b>        | 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.



### 5.2.1 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](#)

### 5.2.2 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.

ACLS supports up to 3 levels of resource group structures. Go to [Utilities -> Resource Manager -> Resource Group](#).

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<br><a href="#">Save Change</a>           | /                        | /                        | Disabled             |           |      | 2                   | 04/01/2016 12:45 | <a href="#">Edit</a> |  |
| BIOSCIENCES<br><a href="#">Save Change</a>   | /                        | /                        | Disabled             |           |      | 6                   | 08/03/2018 10:56 | <a href="#">Edit</a> |  |
| BHIF<br><a href="#">Save Change</a>          | /                        | /                        | Disabled             |           |      | 1                   | 26/10/2009 09:35 | <a href="#">Edit</a> |  |
| BSP<br><a href="#">Save Change</a>           | /                        | /                        | Disabled             |           |      | 3                   | 04/01/2016 12:47 | <a href="#">Edit</a> |  |
| DATA ANALYSIS<br><a href="#">Save Change</a> | /                        | /                        | Disabled             |           |      | 6                   | 16/11/2016 17:17 | <a href="#">Edit</a> |  |
| INTRAVITAL<br><a href="#">Save Change</a>    | /                        | /                        | Disabled             |           |      | 12                  | 25/03/2020 13:59 | <a href="#">Edit</a> |  |
| LOWY<br><a href="#">Save Change</a>          | /                        | /                        | Disabled             |           |      | 7                   | 09/03/2018 10:57 | <a href="#">Edit</a> |  |
| NEURA<br><a href="#">Save Change</a>         | /                        | /                        | Disabled             |           |      | 8                   | 20/07/2018 12:28 | <a href="#">Edit</a> |  |
| SEB<br><a href="#">Save Change</a>           | /                        | /                        | Disabled             |           |      | 11                  | 17/01/2020 14:15 | <a href="#">Edit</a> |  |
| WALLACE WURTH<br><a href="#">Save Change</a> | /                        | /                        | Disabled             |           |      | 4                   | 04/01/2016 12:54 | <a href="#">Edit</a> |  |



Edit/Add Resource Group

Return

Resource Group Name
AFM
/
Resource Group Name - Level 1
/
Resource Group Name - Level 2

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

Submit

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.

On booking page, multi-tier tree charts are presented.

AFM

> SPM 5400

> SPM Icon

FIB

> FIB Auriga

> FIB Auriga - Oxford

> FIB NanoLab

> PFIB Helois G4

SEM

> EPMA 8500

> SEM 230

> SEM 3400I

> SEM 3400X

> SEM 450

> SEM 7001

> SEM TM4000Plus(\$20 per hour)

TEM

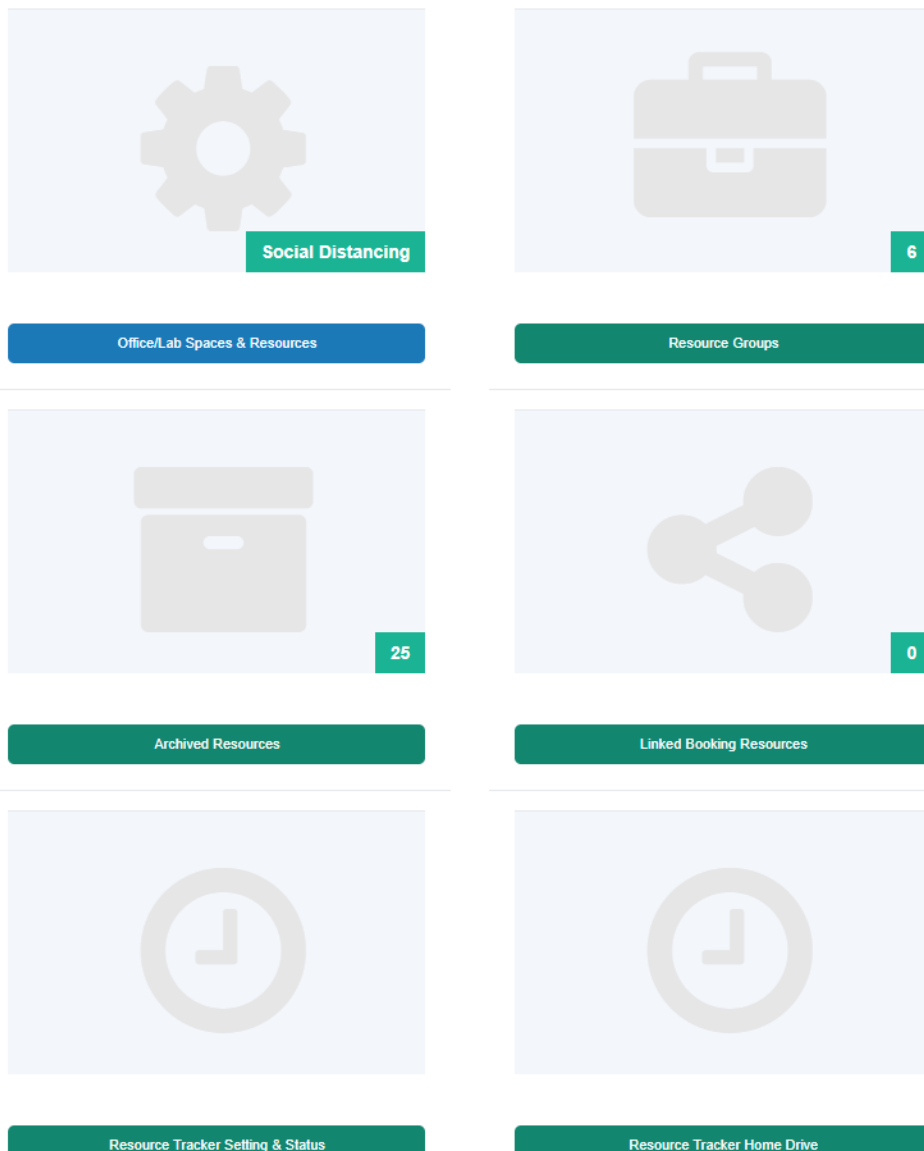
TOOLS



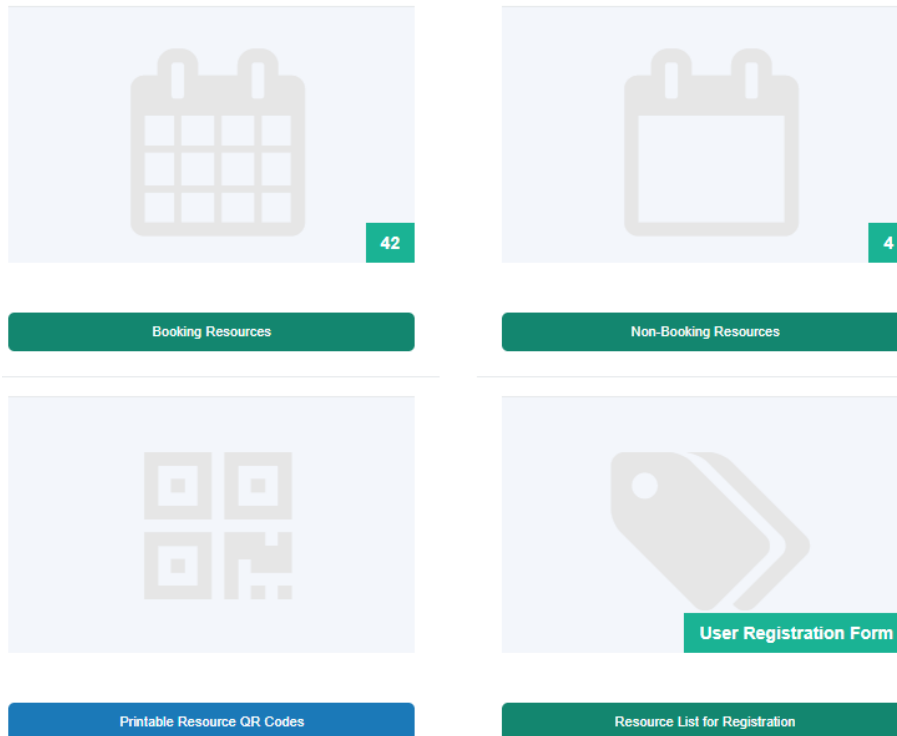
### 5.2.3 Resource Manager

An experienced administrator can jump to [Resource Manager](#) to add/edit/archive a resource.



- Office/Lab Space & Resources
- Resource Groups
- Booking Resources
- Non-booking Resources
- Archived Resources
- Linked Booking Resources
- Printable Resource QR Codes
- Resource List for Registration
- Resource Tracker and Status
- Resource Tracker Home Drive







### Resource Profiles:

| General Profile  | Booking Profile | Lab Space   | Catalogue Profile | Booking Form | Training Certificate | Trainer | Certified Users | Python Tracker |
|------------------|-----------------|---|-------------------|--------------|----------------------|---------|-----------------|----------------|
| Resource Name    |                 | Avizo 1(No charge)  |                   |              |                      |         |                 |                |
| Resource Group   |                 | TOOLS ▼   |                   |              |                      |         |                 |                |
| Resource Image   |                 |  <a href="#">Upload Resource Image</a> |                   |              |                      |         |                 |                |
| Resource QR Code |                 |  <a href="#">Update QR Code</a>        |                   |              |                      |         |                 |                |
| Operation Status |                 | <input checked="" type="checkbox"/> (Tick to be operational)  |                   |              |                      |         |                 |                |

- General profile

The resource settings are described as follows:

| Field            | Definition   |
|------------------|--|
| Resource Name    | Full name of resource  |
| Resource Group   | Resource group name  |
| Resource Image   | Resource image, one per resource                                     |
| Resource QR Code | Resource QR code for smart phone to scan to access and make bookings |



|                         |   |
|-------------------------|---|
|                         |            |
| <b>Operation Status</b> | Active or inactive. For active resources, training certificates and trainers can be set up. |

- Booking profile

The resource settings are described as follows:

| Field                                  | Definition   |
|--|--|
| <b>Min Hours Per Session</b>           | 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   |
| <b>Min Booking Unit</b>                | There are two options for calendar time scale unit, 15 minutes or 1 hour   |
| <b>Multiple Bookings At Same Time</b>  | If enabled, users can make bookings to the same time. This is useful for the special space booking.  |
| <b>Compulsory Booking Confirmation</b> | 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.   |
| <b>Booking Alert</b>                   | Trainers receive the booking notice upon users make bookings if enabled  |
| <b>Training Certificate</b>            | Indicates whether the resource booking requires a user training certificate. For example, some resources do not require training to operate.   |
| <b>Pre-Approval Booking</b>            | If set this ON, resource bookings made by users are regarded as unapproved bookings subject to trainer/manager approval.   |
| <b>In-Progress Booking Change</b>      | 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.  |
| <b>In-Progress Booking Cancel</b>      | 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. |
| <b>Booking Enable</b>                  | Enable or disable resource availability for booking  |

- Lab space profile

Lab space is a new feature to cope with COVID-19 outbreak so to set the limit of concurrent users or researchers in the lab space. You simply select or deselect the resource to the pre-defined lab space.

- Catalogue profile

The resource catalogue settings are described as follows:



| Field                   | Definition   |
|-------------------------|--|
| <b>Resource Type</b>    | <p>Following types are selectable. In the future, each type of resource has its own booking event template.</p> <div> Research Equipment<br/> Loan Item<br/> Service<br/> Meeting Room<br/> Vehicle<br/> Others </div>   |
| <b>Catalogue Access</b> | <p>Catalogue access defines the access level by the following definitions.</p> <div> Local<br/> Organisation<br/> Universe<br/> Disable </div> <p><b>Local access:</b> users who sign in to ACLS can access<br/> <b>Organisation access:</b> users who can sign in SSI can access<br/> <b>Universe access:</b> users who can sign in AAF can access<br/> <b>Disable access:</b> resource is not shown on catalogue</p> |
| <b>Item Number</b>      | Resource asset item number in the university asset system  |
| <b>Description</b>      | Resource description   |
| <b>Location</b>         | Resource location, for example, room number, building name   |
| <b>Custodian</b>        | Resource custodian   |

- Charge rates

This setting is subject to the global setting to enable resource charging method. Please refer to Resource Charging chapter for the further details.

- Booking forms

This setting is subject to the global setting to enable booking forms. Please refer to Resource Booking Form for the further details.

- Training certificates

Please refer to Resource Training Certificate chapter for the further details. You are able to add new training certificates and to edit the current certificates.

[+ Add Certificate](#)

[Certificate: AFM CATALYST - AFTERHOURS](#)

[Certificate: AFM CATALYST - GENERAL](#)



- Trainers

Please refer to Resource Trainer chapter for the further details. You are able to set up trainers here.

User Profile Manager

Set New Password
Send Confirmation Notice To User

Dong Zheng
Profile Access Update Photo Pinboard Supervisor School Form Publication Account Certificate Trainer Induction Process

Edit Trainer

Trainer
AFM
AFM\_Catalyst (Lowy)

- Certified users

Certificated user list is available for reference checks.

AFM\_Catalyst (Lowy)
General Profile Booking Profile Lab Space Catalogue Profile Charge Rates Booking Form Training Certificate Trainer Certified Users Java Tracker Python Tracker

Certificate: AFM CATALYST - AFTERHOURS

User List
Ying Zhu, ying.zhu@unsw.edu.au (Active)

Certificate: AFM CATALYST - GENERAL

- Python tracker

The tab page sets up tracker controls. Please refer to [Appendix H – ACLS Python Tracker](#) for details.

General Profile Booking Profile Lab Space Catalogue Profile Booking Form Training Certificate Trainer Certified Users Python Tracker

|                                  |  |
|----------------------------------|--|
| Resource                         | Avizo 1(No charge)   |
| Host ID                          | da984634   |
| ID Type                          | <input checked="" type="radio"/> Host ID   |
| Block Hot-Keys                   | <input checked="" type="radio"/> Blocked   |
| Block Task Manager               | <input checked="" type="radio"/> Blocked <input type="radio"/> Unblocked   |
| Enable Account/Project Selection | <input checked="" type="checkbox"/> (Enabled, users must select account/project on tracker login)  |
| Enable Locking Screen            | <input checked="" type="checkbox"/> (Enabled, lock screen feature is enabled so users can lock screen after tracker login)                             |
| Enable Show Last Login User      | <input checked="" type="checkbox"/> (Enabled, tracker shows the last login user name)  |
| Enable Auto-Logout               | <input checked="" type="checkbox"/> (Enabled, auto-logout feature is enabled, upon login, tracker logout automatically after pre-defined logout hours) |
| Auto-Logout Hours                | 1  |
| Enable Full-Screen Mode          | <input checked="" type="checkbox"/> (tracker login page is in full screen mode so users must login first to continue)                                  |
| Allow Connection                 | <input checked="" type="checkbox"/>  |
| Note                             |  |
| Tracker Installation Status      | Installed  |
| Tracker Connection Status        | Connected  |



| Field                                   | Description   |
|---|---|
| <b>Resource</b>                         | Resource installed with console   |
| <b>Host ID</b>                          | Host ID shows at each console upon installation. System generates a random one the very first time.   |
| <b>ID Type</b>                          | Host ID as resource ID.   |
| <b>Block hot-keys</b>                   | Tracker blocks all Windows hot keys by default so users cannot bypass tracker with the Windows hot-keys   |
| <b>Block task manager</b>               | Block or unblock the Windows task manager so users cannot kill off tracker instance   |
| <b>Enable account/project selection</b> | Enable/disable account/project selection. If resource is free of charges, you can disable this option for tracker.  |
| <b>Enable locking screen</b>            | Enable/disable locking screen feature. The locking screen is useful for users to tentatively lock up the screen while away for a short break. Staff members can unlock anytime. |
| <b>Enable auto-logout</b>               | Enable/disable auto-logout. This feature is useful to prevent users forgetting logout tracker. When the pre-set time interval is reached, tracker logout automatically.         |
| <b>Connection Allowed</b>               | Enable/disable connection permission. If unchecked, server declines the tracker connection request  |
| <b>Note</b>                             | Notes relating to the console settings.   |

### Resource Booking Forms:

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                                    | <a href="https://research.unsw.edu.au/research-imaging-nsw">https://research.unsw.edu.au/research-imaging-nsw</a> |
| 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<br>Certificate: MAGNETOM VIDA BOOKING CERTIFICATE   |
| Approve/Decline Notes | <div></div> <a href="#">Click to contact user ...</a>     |
| Uploaded Forms        | <div> <br/> RINSW Referral Form_v1-1565318906.docx </div> |

Approve
Decline

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<br>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<br>Fee_and_cancellation_policy_website-1564624661.pdf<br>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<br>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   |

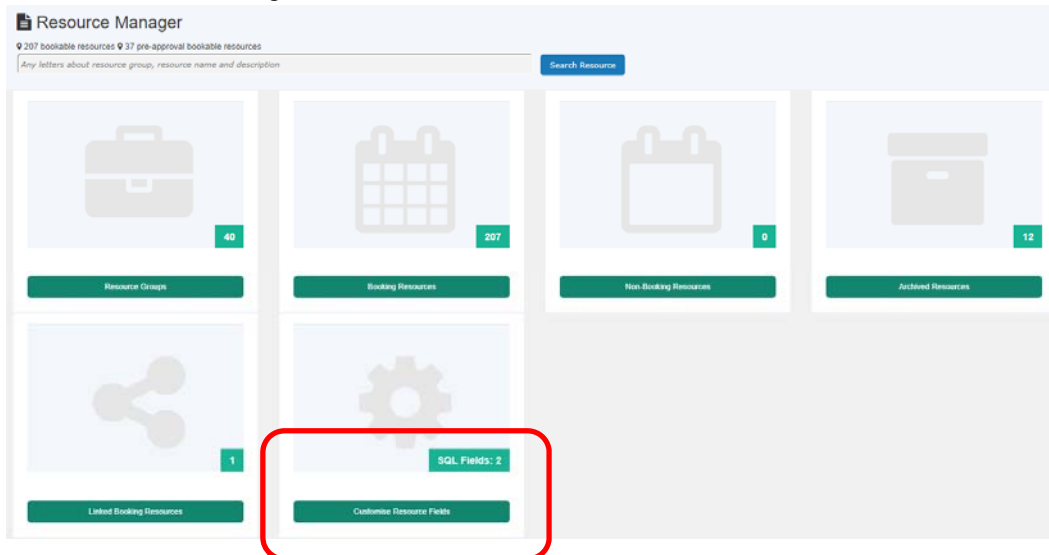


### 5.3 Customise Resource Fields

A new technique is used to add or remove the new fields for resources by yourself, basically, you can add new fields to a resource to suit your needs.

- Step 1: Add new customised fields

Go to Resource Manager, click on Customised Resource Fields to add new 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 into booking form) | <input checked="" type="checkbox"/> (Tick to include into report) |
| mobile phone      | <input checked="" type="checkbox"/> (Tick to include into booking form) | <input type="checkbox"/> (Tick to include into 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

### 5.3.1 Customised Resource Fields on Booking Form

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**

🕒 00:30

2

March

2019

🕒 00:45

2

March

2019

**Confirmation** ☐

**Reminder** ☐

DELETE
CANCEL
OK

### 5.3.2 Customised Resource Fields on Report

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



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      | 5679         | 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 | C3                      | 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       | Mailen Ueland   | Internal Account | Faculty of Science, UTS | 1234      | 56740f       | 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 | C3                      | 564       | 987          | 26/02/2019 00:30 | 26/02/2019 04:00 | 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 Solntsev     | Academic           | Michael Corlie  | 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        | Milos 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 Yusri 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.

## 5.4 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



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

## 5.5 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:

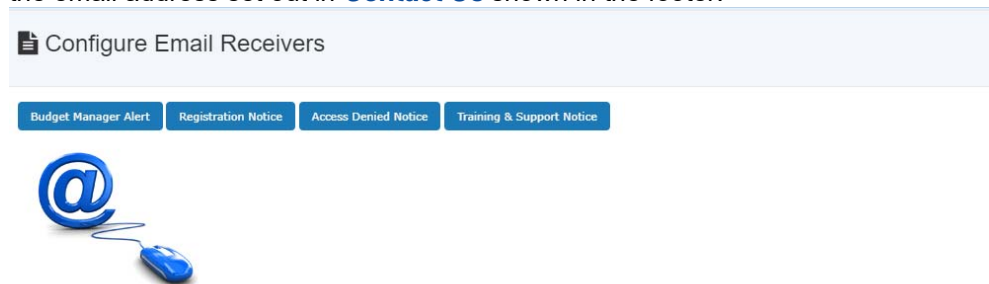
- Undergrad. Student
- Hons Student
- Visiting Researcher



- Masters Student
- PhD Student
- Postdoc
- Research Assistant
- Professional Officer
- Academic
- Others

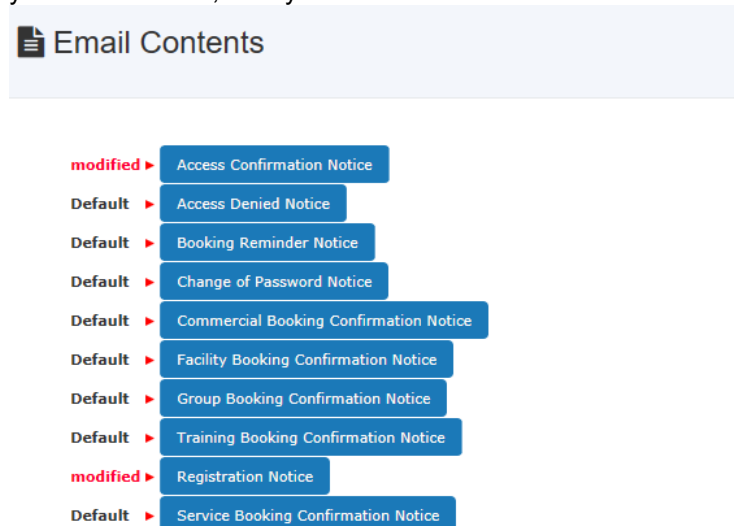
## 5.6 Configure Email Receivers

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.



## 5.7 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.

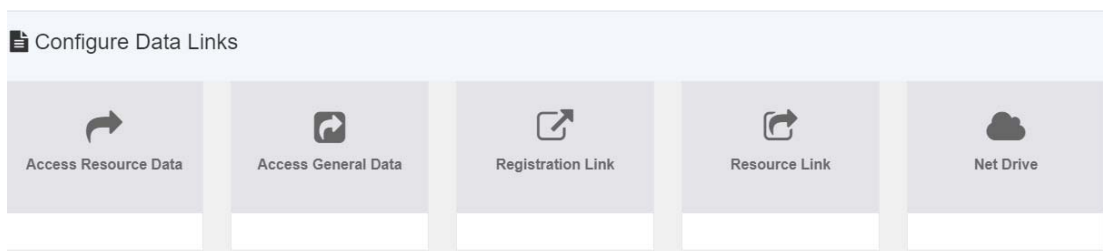


Modified content is clearly identified, the rest are labelled as default. The system provides **Preview** and **Default** buttons to enable you to see the difference. If you erase the modified contents, then the default settings will turn on automatically.



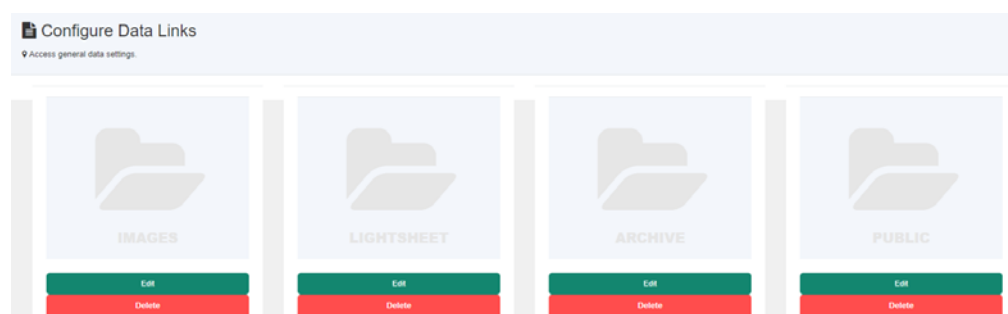
## 5.8 Configure Data Links (UNSW Only)

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:

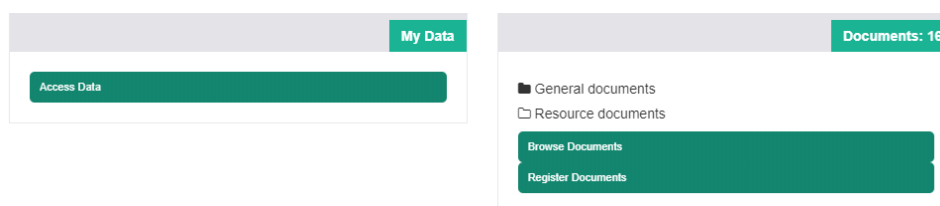


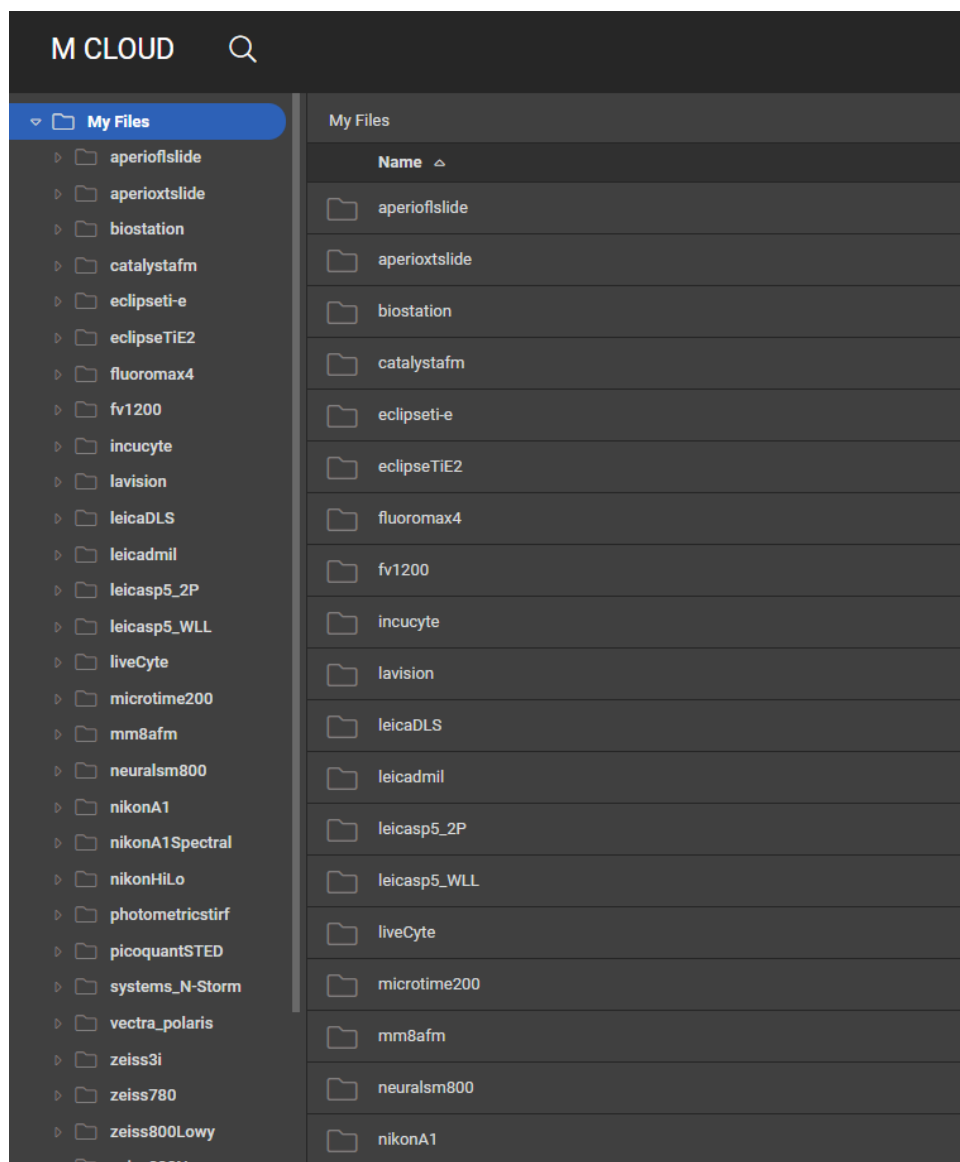
- Set up data access:

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.



- 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:

- 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:

- 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](#).

## 5.9 Configure School/Org Structure

ACLS supports 3 level school/org structure. 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**  
54 schools/organizations

Archived School/Organization

Add School/Org

Show: 500 entries

Search:

Previous 1 Next

Copy CSV Excel PDF

Showing 1 to 54 of 54 entries

| School/Org   |   | School/Org Level 1 |   | School/Org Level 2 |  | School Code |  |  |
|--|---|--------------------|---|--------------------|--|-------------|--|--|
| BABS - Biotechnology and Biomolecular Sciences               | / |                    | / |                    |  | 3           |  | <a href="#">Edit</a> <a href="#">Archive</a> |
| BEES - School of Biological, Earth and Environmental Science | / |                    | / |                    |  | 11          |  | <a href="#">Edit</a> <a href="#">Archive</a> |
| BMIF - Biomedical Imaging Facility                           | / |                    | / |                    |  | 1           |  | <a href="#">Edit</a> <a href="#">Archive</a> |
| BMSF   | / |                    | / |                    |  | 41          |  | <a href="#">Edit</a> <a href="#">Archive</a> |
| BRLMIGAC   | / |                    | / |                    |  | 40          |  | <a href="#">Edit</a> <a href="#">Archive</a> |
| CCIA   | / |                    | / |                    |  | 43          |  | <a href="#">Edit</a> <a href="#">Archive</a> |
| CCIA - Children Cancer Institute Australia                   | / |                    | / |                    |  | 18          |  | <a href="#">Edit</a> <a href="#">Archive</a> |

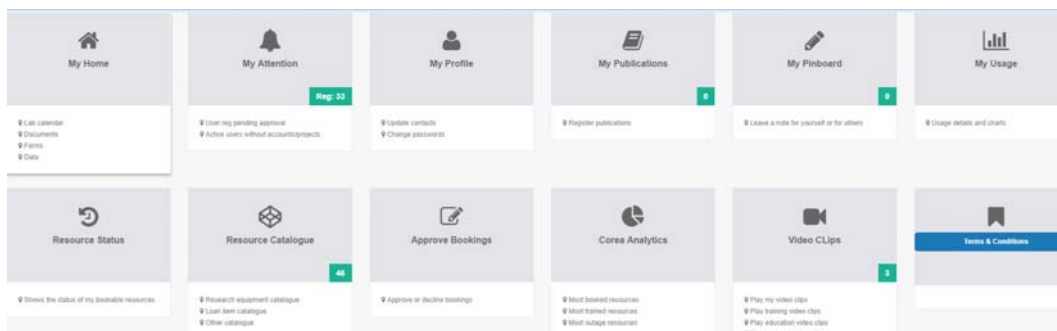




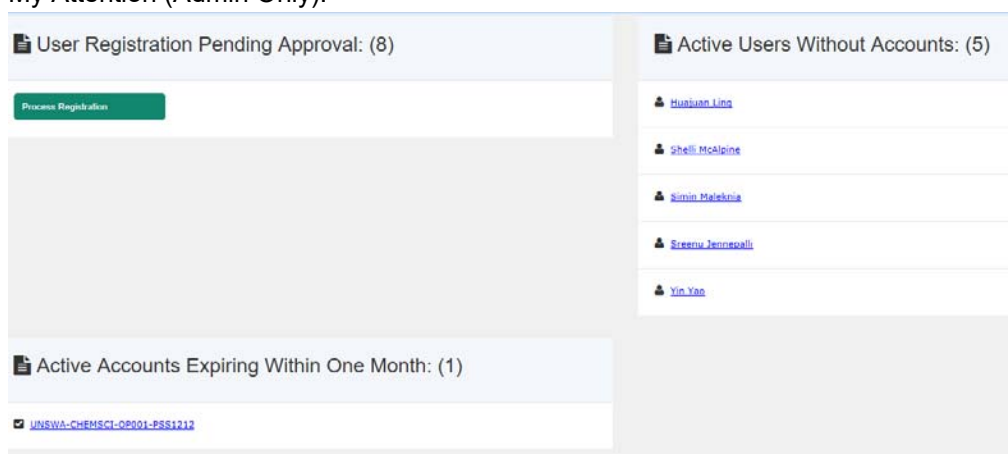
## 6 Operating ACLS

### 6.1 Dashboard

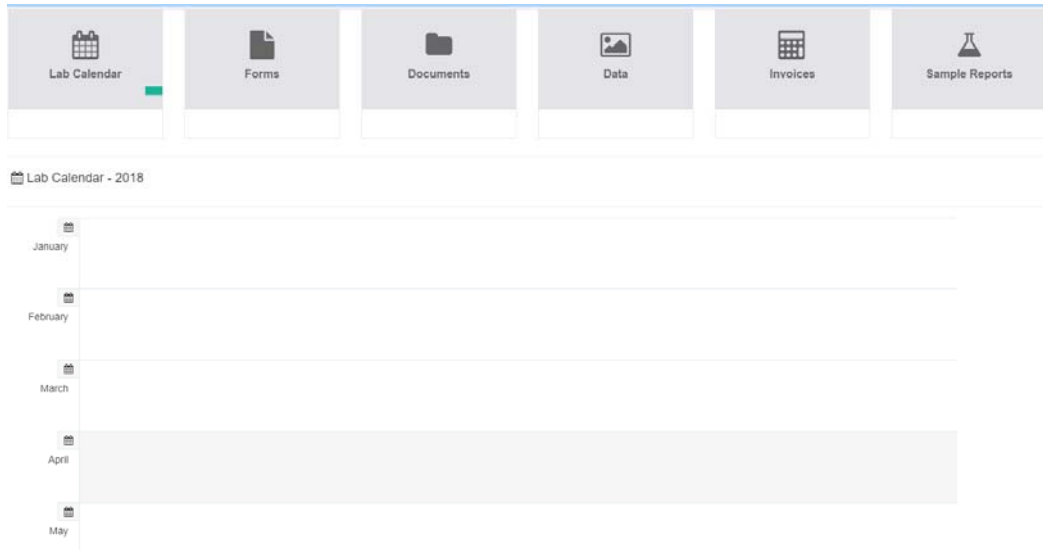
Depending on your access group defined in your profile, **Dashboard** offers a wide range of information about your work and your profile in ACLS, and quick access to resource status and the other functions:



- My Attention (Admin Only):

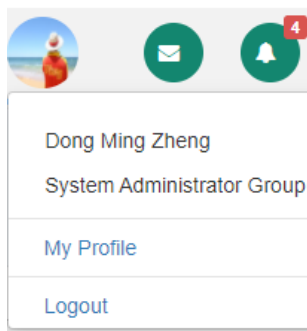


- User registration pending approval
  - Active user without account
  - Active account expiring within one month
  - Project expiring within one month
- My Home:



- 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:                  | <ul style="list-style-type: none"> <li>4MTH SUBSCR TO 31 DEC 2012 - expired on 31/12/2012</li> <li>Internal Account - expiring on 30/11/2022</li> </ul> |
| 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., Ciorescu, C. H., & Kong, C.

Year

Month

Details\*   
For Example:  
Nagasekhar, A. V., Ciorescu, 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. When done, you can see all your registered publications upon clicking on **Publication**.

- Approve Bookings:

**Approve Bookings**

☒

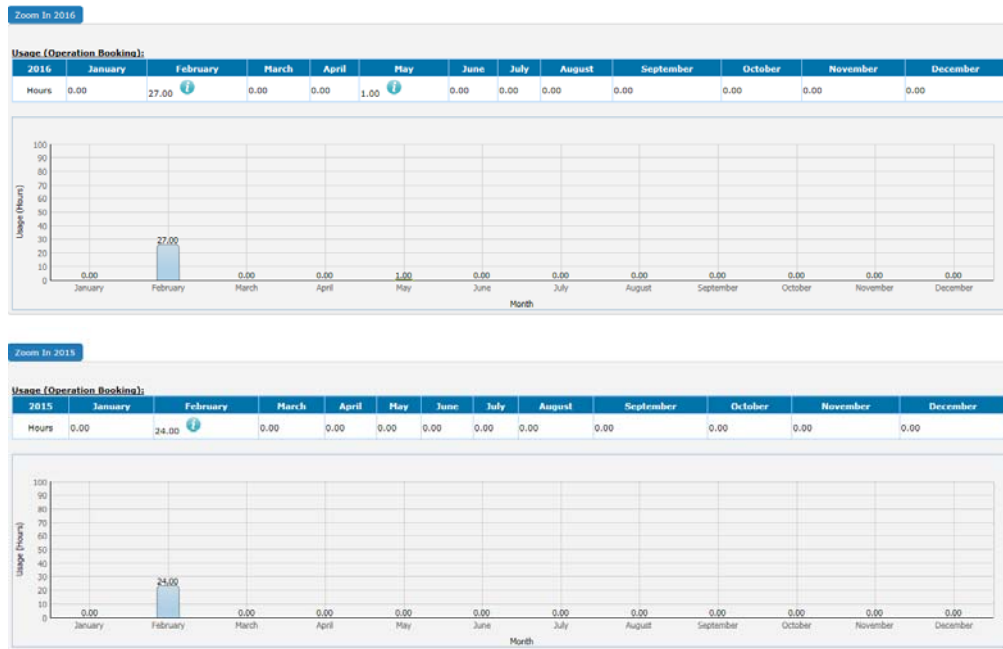
Approve Bookings

5

- Bookings pending approval provided that you enable the pre-approval booking setting
- Available to trainer only

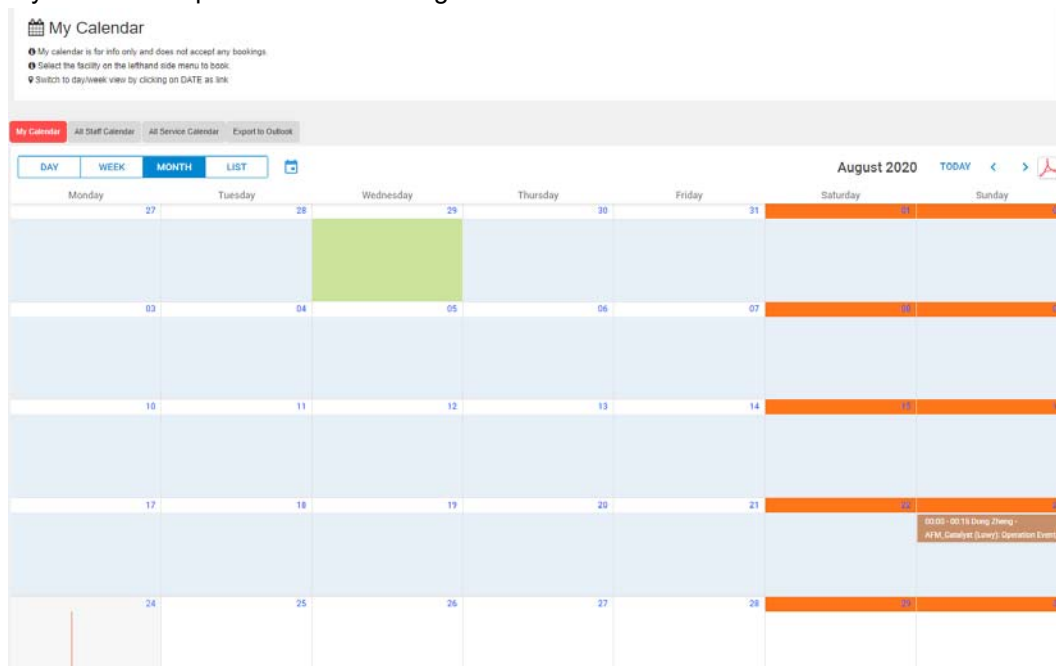
- My Usage:

User can zoom in to the usage: booking and tracking. ACLS provides both usage summary in tables and bar charts.



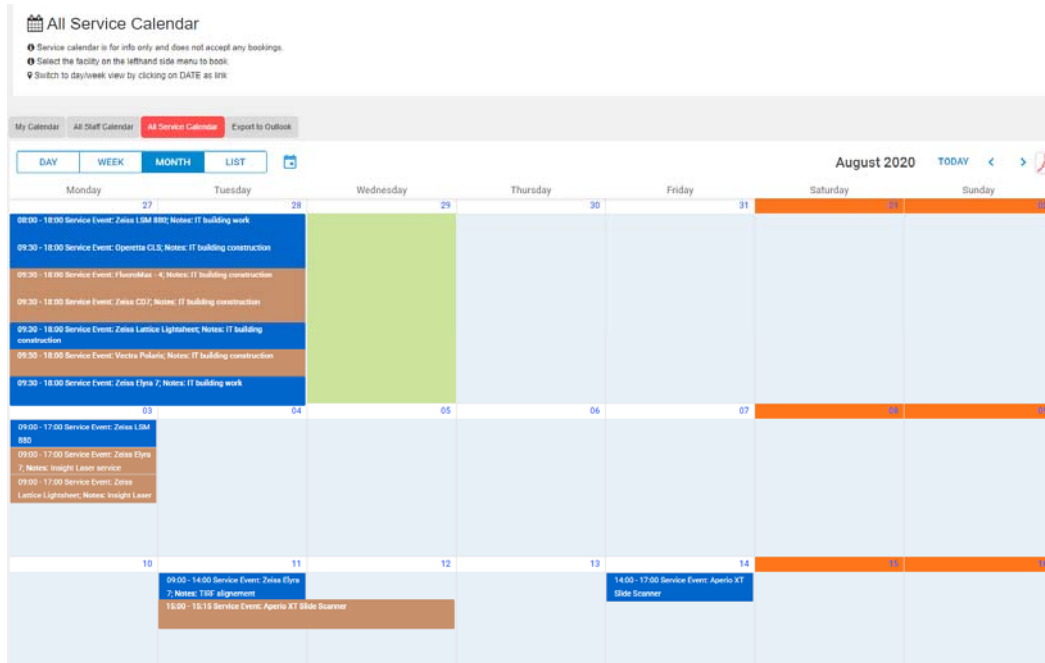
## 6.2 My Calendar

My Calendar captures all the bookings of “mine” onto one calendar.



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.



## 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:

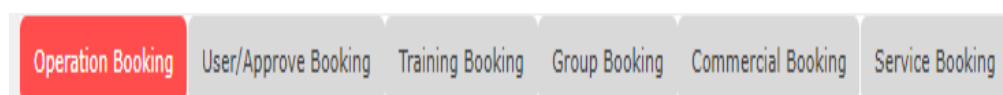
- My Calendar
  - Lab and holiday calendar
  - Staff Roster Calendar
  - Resource Trainers
  - Resource Timeline Calendar
  - My Bookable Resources
- 
- AFM
  - FIB
  - SEM
  - TEM
  - TOOLS

### Sorted by individual resource:



- 📅 My Calendar
  - 📅 Lab and holiday calendar
  - 📅 Staff Roster Calendar
  - 📅 Resource Trainers
  - 📅 Resource Timeline Calendar
  - 📅 My Bookable Resources
- 
- > Analysis Computer 2
  - > Analysis Computer 3
  - > Analysis Computer 4
  - > inVia 2 Raman (532, 633, 785, 830nm)
  - > inVia Raman (325, 442, 514nm)
  - > Lambda 1050 UV/Vis/NIR
  - > Lambda 365 UV/VIS
  - > Spectrum 100 FTIR
  - > Spectrum 3 MIR/FIR
  - > Spectrum Two FTIR

On the Booking Calendar, there are 6 bookings tool tabs available for staff members. General users can only access Operation Booking tool and book for themselves.



### 6.3.1 Operation Booking

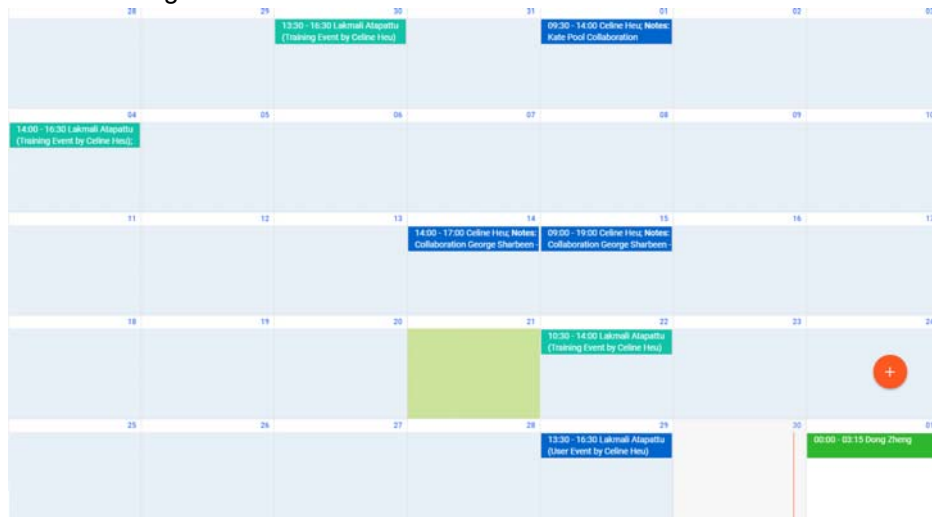
Operation Booking is used to book events for yourself. The color scheme gives you a quick presentation about the different types of bookings. The system blocks past dates in blue, as you are not permitted to book the past. You can easily navigate the calendar to day and week view by clicking on **Date** serving as the active link. **List** view shows you a summary of bookings made in the selected month.



| DAY   | WEEK | MONTH  | LIST |  |
|---|------|--|------|--|
| Date  |      | Description  |      |  |
| Thu, 6 Aug 2020 – 10:00 – 18:00                   |      | James Cremasco, Account: 2020 USER SUB \$1500 TO 31 DEC                              |      |  |
| Thu, 6 Aug 2020 – 20:30 – Fri, 7 Aug 2020 – 18:00 |      | James Cremasco, Account: 2020 USER SUB \$1500 TO 31 DEC                              |      |  |
| Tue, 11 Aug 2020 – 10:00 – 16:00                  |      | James Cremasco, Account: 2020 USER SUB \$1500 TO 31 DEC                              |      |  |
| Tue, 18 Aug 2020 – 10:00 – 18:00                  |      | James Cremasco, Account: 2020 USER SUB \$1500 TO 31 DEC                              |      |  |
| Wed, 19 Aug 2020 – 10:00 – 18:00                  |      | James Cremasco, Account: 2020 USER SUB \$1500 TO 31 DEC                              |      |  |
| Thu, 20 Aug 2020 – 09:30 – 12:00                  |      | James Cremasco, Account: 2020 USER SUB \$1500 TO 31 DEC                              |      |  |
| Thu, 20 Aug 2020 – 13:00 – 15:00                  |      | Feasibility Check (User Event by Elvis Pandzic), Account: BMIF STAFF; Notes: for Pei |      |  |

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

Dong Zheng

Notes

Repeat event

DISABLED

Full day

00:00

30

June

2018

00:15

30

June

2018

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.

### 6.3.2 Information Panel

Information panel provides many tools to tailor calendars and to access various resource and booking information.

Leica SP5 WLL gSTED




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: \$40.00)

SWP06.07\_BMIF\_Leica\_SP5\_CW\_STED\_Microscope.doc

Refresh Balance

Booked Balance



Information Panel

Rolling Message Panel

Edit Retrospective Bookings

- Information Panel – about resource details:



Leica SP5 WLL gSTED

Resource Group: LOWY

Description: The Leica TCS SP5 equipped with a pulsed white light laser (WLL), gated HyD detectors and cw gated STED is an inverted confocal laser scanning microscope. It is designed for high-resolution fluorescen

Specifications:

Location:

Trainers: Alex Macmillan, Renee Whelan, Iveta Stapekova, Jiles Benda, Richard Francis, Michael Carnell, Levi Lewis, Elvis Pandzic, Florence Tomasello, Celine Hsu, Ephrem Sibwe, Sandra Pok, Oliver Looker.

- Information Panel – 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 click or double clicks to open the booking event window

|  |  |
|--|--|
| Calendar Settings  |  |
| Calendar View  | <input type="radio"/> Week<br><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<br><input type="radio"/> Double Clicks |
| Define how calendar booking box is popped up, by single click or double clicks on the calendars. |  |
| Calendar Background  | <input type="radio"/> Dark<br><input checked="" type="radio"/> White                 |
| Define the calendar background colors, dark or white.  |  |

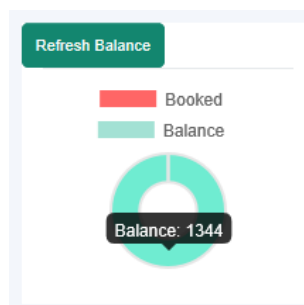
### **Single Click vs Double Click:**

- 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
- Information Panel – booking quota:

Booking quota defines all the booking permissions and quota.

|               |  |
|---------------|--|
| Booking Quota | Max Allowed Booking Hours/Day: 24<br>Max Allowed Booking Hours/Period: 1344<br>Allowed Booking Period: 24/08/2020 to 22/11/2020<br>Booking Start Time on Day: 0:00<br>Booking End Time on Day: 24:59<br>Booking on Weekend: Allowed<br>Min Hour per Session: |
|---------------|--|

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.





- Information Panel – user contacts:

Staff and users can check booking user contacts if they need to contact the users for change of bookings or the other arrangements.

- Information Panel – booking color codes:

Different types of bookings use colors for easy differentiation.

|                     |                             |  |
|---------------------|-----------------------------|--|
| Booking Color Codes | Allowed edit/change/delete: |  |
|                     | Facility/User bookings:     |  |
|                     | Commercial bookings:        |  |
|                     | Service bookings:           |  |
|                     | Training/group bookings:    |  |
|                     | Lab event bookings:         |  |

- Information Panel – email notification:

For popular resources, you are able to set up email notification when the bookings are cancelled.

|   |                                   |   |  |
|---|-----------------------------------|---|--|
| Email Notification<br>Leica SP5 WLL gSTED | Start Date of Notification Period | <input type="text" value="24/08/2020"/> |  |
|   | End Date of Notification Period   | <input type="text" value="31/08/2020"/> |  |

- Information Panel – uploaded booking forms:

This is only available after the resource is enabled the booking form option. 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.

| Uploaded Booking Forms | <a href="#">Refresh</a> |                     |                     |   |
|------------------------|-------------------------|---------------------|---------------------|---|
|                        | User Name               | Start Date          | End Date            | Uploaded Booking Form                                     |
|                        | Dong Zheng              | 2020-09-04 00:00:00 | 2020-09-04 02:15:00 | <a href="#">Click n collect (00000002)-1598848300.pdf</a> |

### 6.3.3 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.



### 6.3.4 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.

### 6.3.5 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

Group Event

User

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

Selected Users

Clear

Notes

Time period

08:00

30

June

2018

08:15

30

June

2018

DELETE

CANCEL

OK

Note: Press **Ctrl** key on Windows PC or **Command** key on MAC when selecting the users.

### 6.3.6 Commercial Booking

Commercial booking is only available to staff members and is used to book a resource for special commercial operations.

### 6.3.7 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 Event

Service Type

☒ Scheduled ☐ Unscheduled

Notes

Time period

🕒 08:00 ▾

16 ▾

June ▾

2018 ▾

🕒 08:15 ▾

16 ▾

June ▾

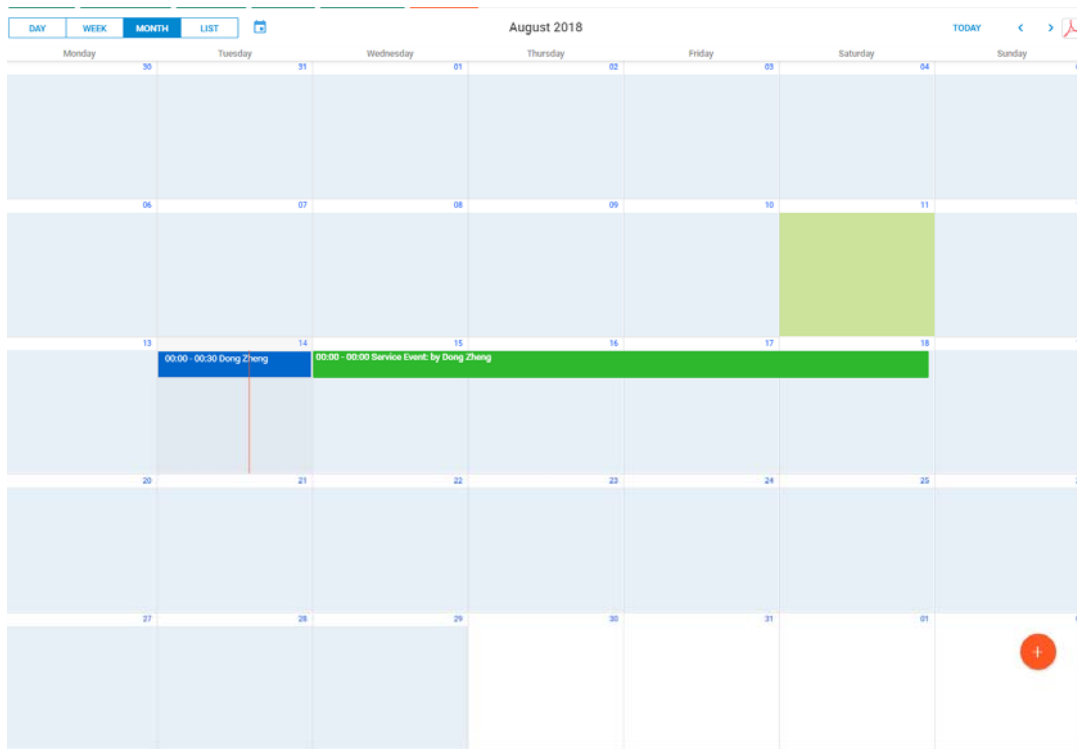
2018 ▾

DELETE

CANCEL

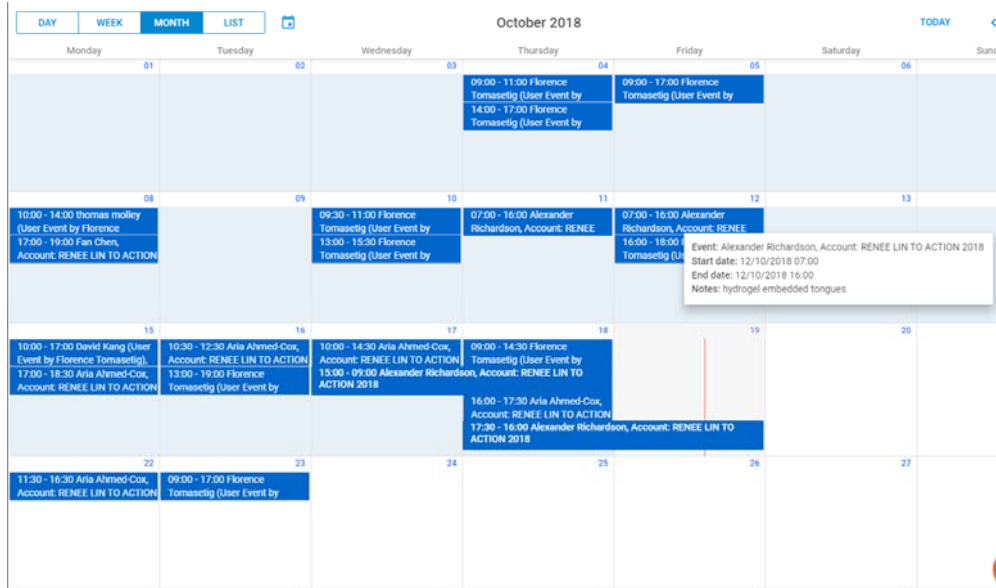
OK

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.



### 6.3.8 Account in Booking Details

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



Regardless of the account number held by the user, 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](#)

### 6.3.9 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
Dong Zheng

Notes

Repeat event
[DISABLED](#)

Time period

00:00
30
June
2018

00:15
30
June
2018

Block Time: ☐ 17:00 - 20:00

Reminder ☐

[DELETE](#)
[CANCEL](#)
[OK](#)

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:<br>Booking start time: 8am<br>Booking end time: 10pm |

#### Case 2:

|                    |     |
|--------------------|-----|
| Booking start time | 8am |
|--------------------|-----|



|                  |   |
|------------------|---|
| Booking end time | 6pm   |
| Offset           | 10 hours  |
| Description      | <p>The above setting is the same as below:</p> <p>Booking start time: 8am</p> <p>Booking end time: 4am (next day)</p> <p>You cannot book multiple day events, as each day you are only permitted to book from 8am to 4am (next day)</p> |

**Case 3:**

|                    |   |
|--------------------|---|
| Booking start time | 8am   |
| Booking end time   | 6pm   |
| Offset             | 14 hours  |
| Description        | <p>The above setting is the same as below:</p> <p>Booking start time: 8am</p> <p>Booking end time: 8am (next day)</p> <p>You can book a multiple day event. However, the booking start time can only be 8am</p> |

**6.3.10 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 ENABLED

☒ Daily
 ☐ Weekly
 ☐ Monthly

☐ Every  day
 ☒ Every workday

End by

Time period

Reminder ☐

DELETE
CANCEL
OK

- 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 \(OPTIONAL\)](#)  
[CANCEL](#)

OK

DELETE

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

📄

### Upload Single Crystal Form

📍 After uploading, close the browser window

📍 Reference ID: 1498089980

Upload Single Crystal Form (pdf,doc,docx only) ...

Close

## 6.5 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

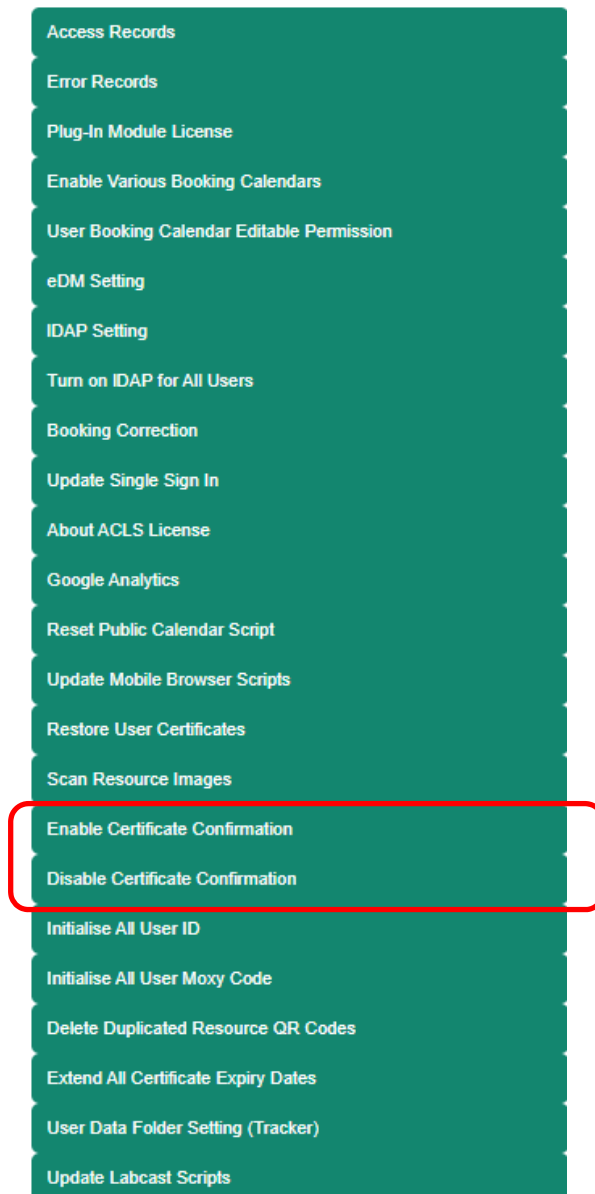


Before you can use this feature, you need to turn it on as system disables it by default. Go to **System Settings** -> **Configure System** to enable the parameter.

|                               |                                     |
|-------------------------------|-------------------------------------|
| 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                   | Chirascan Plus CD  |
| Certificate Title*         | OPERATION OF CHIRASCAN PLUS CD SPECTROMETER  |
| Details                    | <p>I hereby certify that this user has completed training of the spectrometer. He/she has an understanding of OHS and is</p> <p>5000 (max char 5000)</p> |
| Max Hours/Day              | 24   |
| 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"/> (Uncheck to allow booking cancellation anytime)   |
| Weekend Booking            | <input checked="" type="checkbox"/> (Check to enable booking for weekend)  |
| Valid Period (Month)       | 0 ▼ (Zero means certificate never expires)   |
| Tracker Onsite Supervision | <input type="checkbox"/>   |
| Booking Alert              | <input type="checkbox"/>   |
| Disable Certificate        | <input checked="" type="checkbox"/> (Check to disable certificate)   |

Explanation of two new parameters:

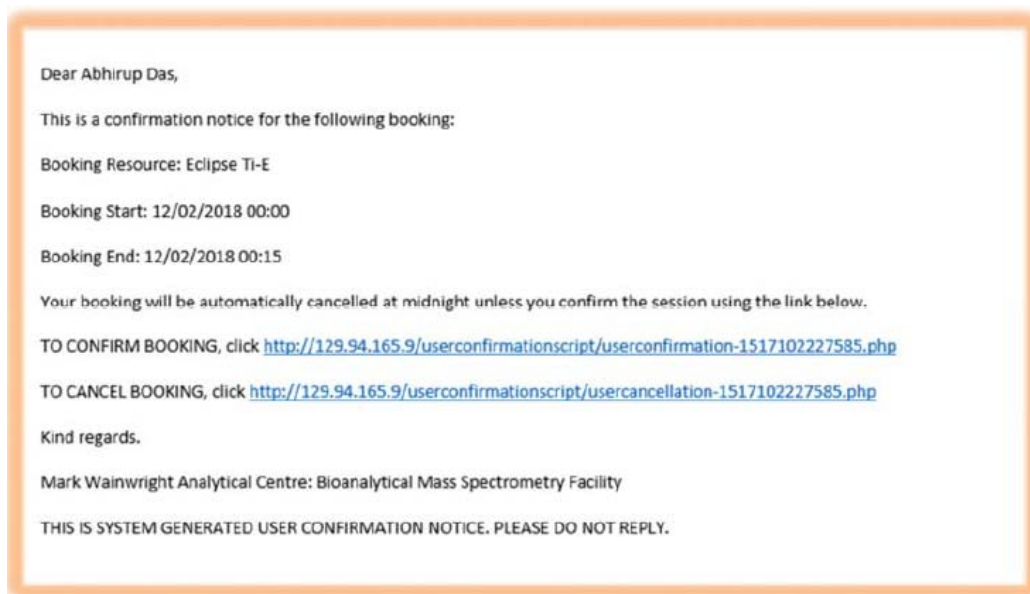
- User Booking Confirmation: to enable or disable the confirmation reminder to the certificate
- User Booking Confirmation Days: If the above parameter is checked or enabled, system sends the confirmation reminder to the user who makes the bookings, an embedded



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.



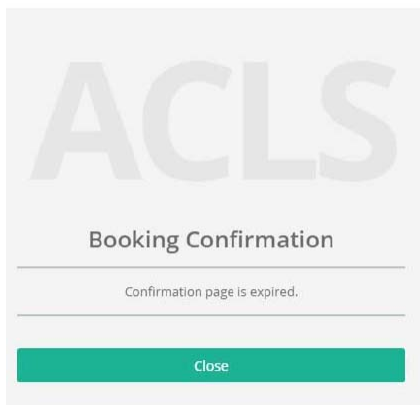
Click on the embedded URL to confirm the booking by itself.



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 Change Bookings

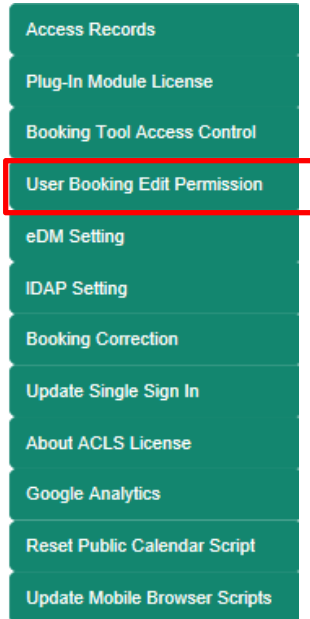
This is available to staff only. The nominated staff group can change anyone's future bookings through [User/Approve Booking](#). By default, this capability is disabled.

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).

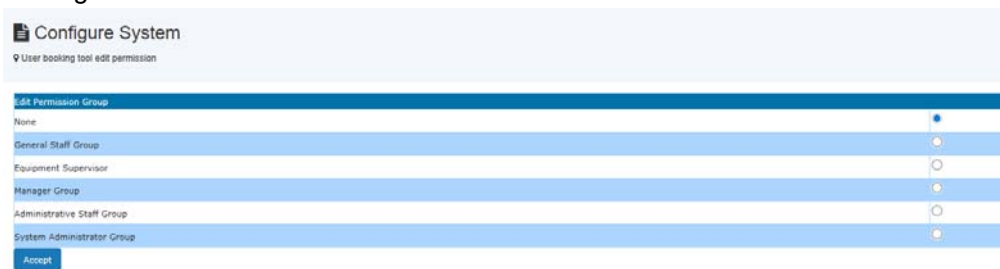
**Enabling Edit Booking: (Admin Only):**



Go to **System Settings** -> **Configure System**, click on **User Booking Edit Permission**.



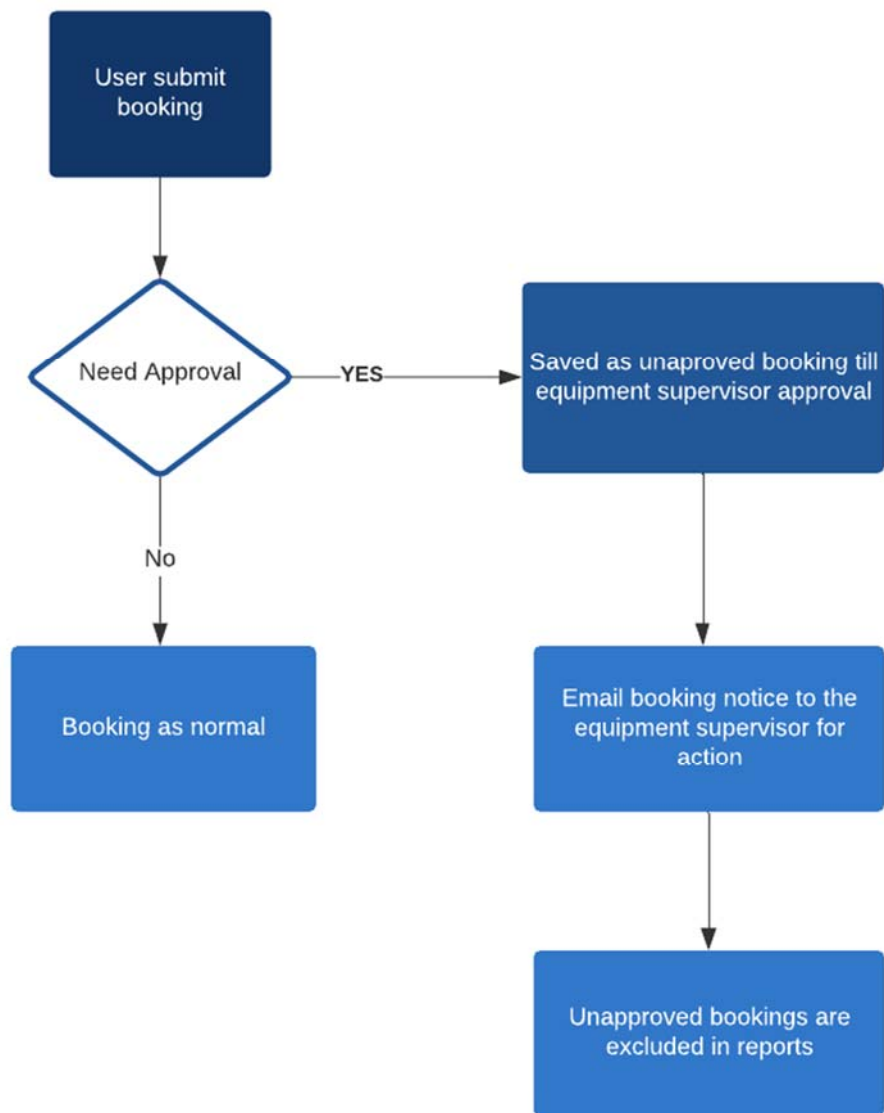
Tick the radio button to select the staff group you want to have the capability to edit other bookings.



## 6.7 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  |
|---|--|---|---|---|
| 13:00 - 14:00 Alberto Ospina 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 Thoms: Approved Event; Notes: cd34  | 14:00 - 18:00 Curtis Cai: Approved Event; Notes: PBMC   | 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  |
| 10:00 - 14:00 Lachlin Vaughan: Approved Event; Notes: cd34 14:00 - 17:00 Yanran Zhao: Approved Event 17:00 - 19:00 Alexander Knights: Approved Event; Notes:                          | 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 Cai: Approved Event; Notes: One 17:00 - 19:00 Lana Ly: Approved Event; Notes: sort KO pos into | 09:00 - 10:00 Szun Tay: Approved Event 10:00 - 15:00 Andrew Tee: Approved Event; Notes: Sorting 15:00 - 17:00 Jacqueline Loren Tearle: Approved Event; Notes:                           | 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 Thoms: 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  |
| 08:00 - 18:00 Christopher Brownlee; Notes: Public Holiday   | 09:00 - 11:00 Szun Tay: Approved Event 11:00 - 13:00 Gabriella Martyn: Approved Event; Notes: Plate 13:00 - 17:00 Kelly Clemens: Approved Event; Notes:  | 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 Thoms: Approved Event | 09:00 - 12:00 Lana Ly: Approved Event; Notes: sort KO pos into 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 Thoms: Approved Event; Notes: CD34   |
| 18  | 19   | 20  | 21  | 22  |
| 09:00 - 12:00 Emma Johansson Beves; Notes: Maintenance 12:00 - 14:00 Lana Ly: Approved Event; Notes: sort KO pos into 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  | 12:00 - 14:00 Basit Salik: Approved Event 14:00 - 18:00 Julie Thoms: Approved Event; Notes: CD34  | 10:00 - 12:00 Claire Henry: Approved Event; Notes: 12:00 - 14:00 Szun Tay: Approved Event 14:00 - 17:00 Yanran Zhao: Approved Event   |
| 25  | 26   | 27  | 28  | 29  |
| 10:00 - 13:00 Shuchi Trivedi: Approved Event; Notes: 5X BFP 13:00 - 15:00 Elizabeth Stout: Approved Event; Notes: 4 x GFP 15:00 - 17:00 Lana Ly: Approved Event; Notes: sort KO & GFP | 12:00 - 16:00 Julie Thoms: Approved Event; Notes: CD34 16:00 - 19:00 Jackie Yizhou Huang: Approved Event   | 10:00 - 15:00 Lachlin 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 Thoms: Approved Event; Notes: CD34  | 11:00 - 12:00 Elizabeth Stout: Unapproved Event; Notes: 3 12:00 - 14:00 Lana Ly: Approved Event; Notes: sort KO pos into 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.

|                                   |   |
|-----------------------------------|---|
| Resource                          | Canon DSLR camera 1                       |
| Start Time                        | 29/07/2021 13:30                          |
| End Time                          | 29/07/2021 17:00                          |
| Booked Time                       | 29/07/2021 02:16                          |
| Notes                             |   |
| Booked By                         | <a href="#">Buddhika Abeyrathna</a>       |
| Approve/Decline Notes             | <div></div>                               |
|                                   | <a href="#">Click to contact user ...</a> |
| Medium Risk                       | <input type="checkbox"/>                  |
| Unattended Experiment After Hours | <input type="checkbox"/>                  |

[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 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.



Bookings on  
25/05/2017  
Thu:

Event: Booked from 25/05/2017 03:45 to 25/05/2017 07:15 By Mr. Dong Zheng

To Cancel

To Book

Bookings on  
26/05/2017 Fri:

Available

To Book

- If you are a user, the system indicates that: The event you are going to book, is subject to approval.

## 6.8 Set Min Booking Unit 15m vs 1h

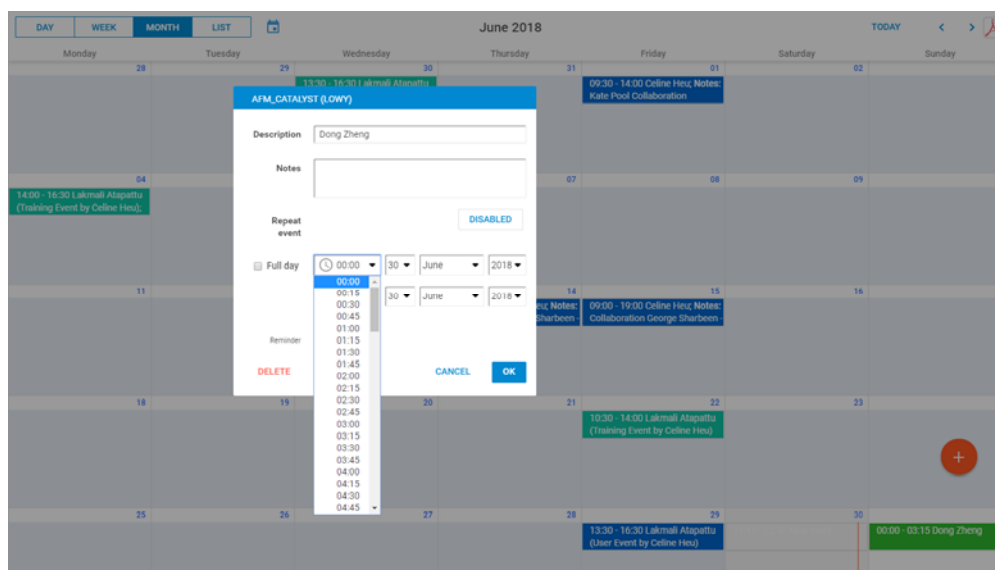
ACLS sets the minimum time interval for booking calendar as either 15 minutes for all resources or 1 hour for all resources. Now you are able to set a minimum booking unit for each resource individually. In other words, some can be 15 minutes, some can be 1 hour.

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"/>  |

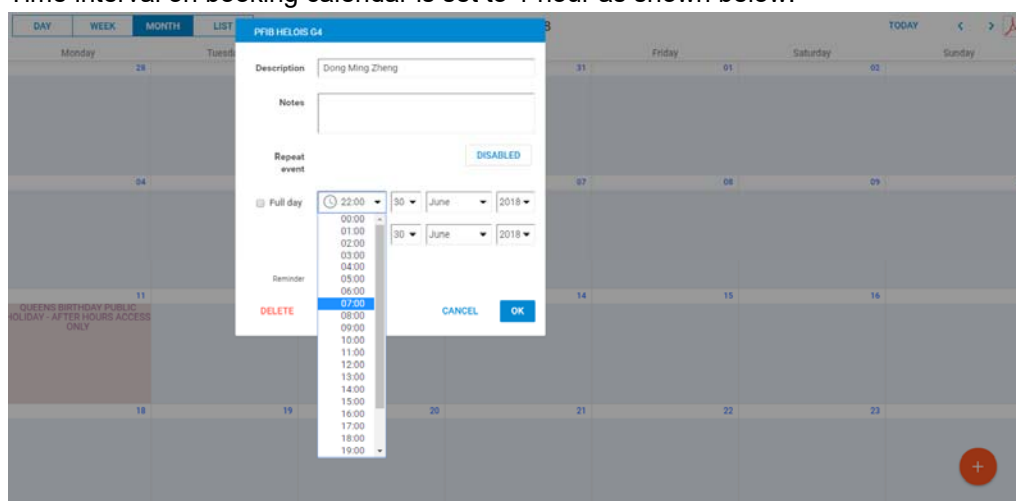
- If set to 15 minutes

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.



## 6.9 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.



## 6.10 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.

The interface shows a login section with a 'User ID' input field, a 'Password' input field, and a 'Sign In' button. A 'Welcome' message is displayed next to the User ID field. Below the login section, there is a red-bordered box containing three links: 'To View Bookings', 'To Register', and 'Access Denied?'. Further down, there are three more links: 'To Order Consumables', 'To Download iPhone App', and 'To Download Android App'.

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

The 'Booking Timeline Calendar' interface displays a calendar for the facility group 'CELL IMAGING FACILITY'. The calendar shows the date '22 Jun 2017' and a 'Today' button. The calendar grid shows the days of the week and the time slots from 11:00 to 23:00. The calendar is currently showing the week starting on 22 Jun 2017.

### To View Bookings on Mobile Browser Version:

The mobile browser version of the booking calendar interface shows a list of facilities on the left and a booking calendar on the right. The facilities list includes: 'Refresh Facility List', '100 AFM\_Catalyst (Lowy)', 'AFM\_MMB (F10)', 'Amira', 'Aperio FL Slide Scanner', 'Aperio XT Slide Scanner', 'Biostation', 'BMSF HPC 1', and 'Chemicon Advanced Tissue Arrayer'. The booking calendar is titled 'View Booking Calendar' and shows the facility group 'AFM'. It includes a 'To Book' button and a 'Day' button. The calendar shows the date '20 May 2017' and the time slots from 00:00 to 04:00.



## 6.11 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).




The screenshot displays the ACLS Resource Status interface. The top section shows a list of resources with details like description, location, and trainers. The bottom section shows a table with columns: Resource Group, Current Booking, Current Tracking, and Current Status. A red circle highlights the 'Current Status' column in the table, and a red arrow points from it to the 'Current Status' column in the table below.

| Resource Group                             | Current Booking | Current Tracking  | Current Status |
|--|-----------------|---|----------------|
| BMSF FACILITY AT WALLACE WURTH BUILDING    | --              | --  | Available      |
| BMSF FACILITY AT BIOSCIENCE SOUTH BUILDING | --              | <div>B</div> 2020-08-13 08:42:12.09<br><div>E</div> --<br><div>U</div> Dong Zheng | Busy           |



## 6.12 My Bookable Resources

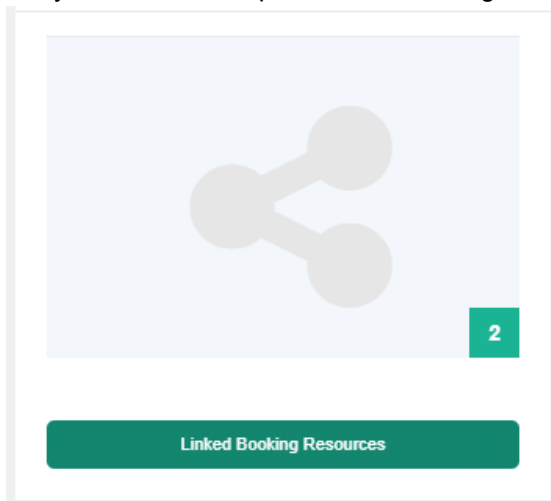
Click on **Booking -> My Bookable Resource** is an alternative way to view the status of the resource which you are certified to book.

| Resource   | About  | Resource Group                            | Current Booking | Current Tracking   | Current Status            |
|--|--|---|-----------------|--|---------------------------|
| 4000 QTRAP LC/MS (C27)<br><a href="#">To Book</a>        |  <p><b>Description:</b><br/>AB SCIEX 4000 QTRAP Quadrupole mass filters provide a robust means of sorting ions in a mass spectrometry experiment. When these mass analyzers 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.</p> <p><b>Locations:</b><br/>Room 4B1, C27 (Wallace Wurth Bld)</p> <p><b>Information URL:</b></p> <p><b>Trainers:</b><br/>Dong Zheng; Mark Rafferty; Sydney Liu Lau; Jennifer Tran; Russell Pickford;</p> | MSF FACILITY AT WALLACE WURTH BUILDING    | --              | --   | <a href="#">Available</a> |
| 5600 TripleTOF LC/MS/MS (B26)<br><a href="#">To Book</a> |  <p><b>Description:</b><br/>AB SCIEX 5600 TripleTOF</p> <p><b>Locations:</b><br/>L2, Biosciences Building</p> <p><b>Information URL:</b></p> <p><b>Trainers:</b><br/>Sydney Liu Lau; Anne Poljak; Mark Rafferty; Jennifer Tran; Russell Pickford;</p>   | MSF FACILITY AT BIOSCIENCE SOUTH BUILDING | --              | <div>2020-08-18 09:42:12.09</div>  Dong Zheng | <a href="#">Busy</a>      |

## 6.13 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.





**Resource Manager**

230 bookable resources
101 pre-approval bookable resources
256 operational resources

Any letters about resource group, resource name and description

Search Resource

Add Linked Booking Resource

**Accutom**

Primary Resource: Accutom 50-1  
Second Resource: Accutom 50-2  
Primary Resource - Second Resource

Edit Linked Booking 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
Accutom

Primary Linked Resource\*
Accutom 50-1

Second Linked Resource\*
Accutom 50-2

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 Account

- Primary Resource: Accutom 50-1
- Second Resource: Accutom 50-2

- Resource Details
- Calendar Settings
- Booking Quota
- User Contacts
- Color Codes
- Email Notification

- All Staff Calendar
- All Service Calendar

- 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<br>15:30 - 15:45 Elizabeth Ankers, Accutom 50-2: Approved Event, | 01        | 02       | 03     |
| 06     | 07  | 08        | 09       | 10     |
| 13     | 14  | 15        | 16       | 17     |

## 6.13.1 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 |
|   |   | 00:00 - 00:00 Accutorm 50-1, Service Event: by Dong Zheng |  | 13:15 - 18:30 Dong Zheng, Accutorm 50-1                      |  |    |
|   |   |   |  | 13:15 - 18:30 Dong Zheng, Accutorm 50-2                      |  |    |
| 17                                      | 18                                      | 19  | 20   | 21   | 22   | 23 |
| 00:00 - 00:15 Dong Zheng, Accutorm 50-1 | 00:00 - 00:15 Dong Zheng, Accutorm 50-2 | 08:00 - 08:15 Elizabeth Ankers, Accutorm 50-1 Unapproved  | 00:00 - 03:15 Dong Zheng, Accutorm 50-1 (Training Event) | 08:00 - 08:15 Elizabeth Ankers, Accutorm 50-1 Approved Event | 00:00 - 00:15 Accutorm 50-2, Commercial Event: by Dong |    |
| 00:00 - 00:15 Dong Zheng, Accutorm 50-2 |   | 08:00 - 08:15 Elizabeth Ankers, Accutorm 50-2 Unapproved  | 00:00 - 03:15 Dong Zheng, Accutorm 50-2 (Training Event) | 08:00 - 08:15 Elizabeth Ankers, Accutorm 50-2 Unapproved     | 00:30 - 01:15 Accutorm 50-1, Commercial Event: by Dong |    |
|   |   | 09:00 - 10:00 Dong Zheng, Accutorm 50-2                   | 03:30 - 03:45 Accutorm 50-2, Commercial Event: by Dong   | 10:15 - 11:30 Dong Zheng, Accutorm 50-1                      | 00:30 - 01:15 Accutorm 50-2, Commercial Event: by Dong |    |
|   |   | 14:45 - 15:00 Sandy Admin, Accutorm 50-1                  |  | 10:15 - 11:30 Dong Zheng, Accutorm 50-2                      | 08:30 - 12:00 Elizabeth Ankers, Accutorm 50-1          |    |
|   |   | 14:45 - 15:00 Sandy Admin, Accutorm 50-2                  |  | 12:45 - 14:45 Dong Zheng, Accutorm 50-2                      | 08:30 - 12:00 Elizabeth Ankers, Accutorm 50-2          |    |
|   |   | 18:00 - 19:00 Dong Zheng, Accutorm 50-2                   |  |  | 14:30 - 18:00 Dong Zheng, Accutorm 50-1                |    |
|   |   |   |  |  | 14:30 - 18:00 Dong Zheng, Accutorm 50-2                |    |
| 24                                      | 25                                      | 26  | 27   | 28   | 29   | 30 |
| 00:00 - 00:00 Dong Zheng                | 00:00 - 01:15 Accutorm 50-1             | 00:00 - 00:15 Accutorm 50-2                               | 00:00 - 00:15 Accutorm 50-2                              | 00:00 - 00:15 Accutorm 50-2                                  | 00:00 - 00:15 Dong Zheng                               |    |

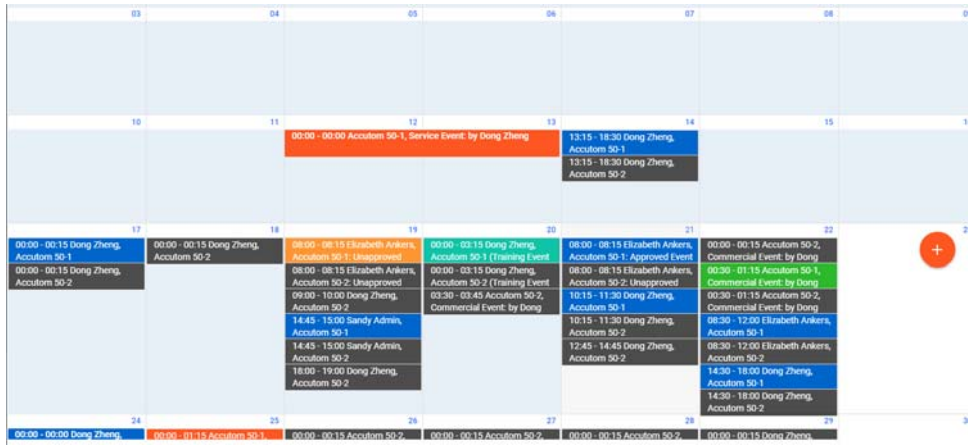
- Training booking tool:

|   |   |   |  |  |   |    |
|---|---|---|--|--|---|----|
| 03  | 04  | 05  | 06   | 07   | 08  | 09 |
|   |   |   |  |  |   |    |
| 10  | 11  | 12  | 13   | 14   | 15  | 16 |
|   |   | 00:00 - 00:00 Accutorm 50-1, Service Event: by Dong Zheng |  | 13:15 - 18:30 Dong Zheng, Accutorm 50-1 Account              |   |    |
|   |   |   |  | 13:15 - 18:30 Dong Zheng, Accutorm 50-2 Account              |   |    |
| 17  | 18  | 19  | 20   | 21   | 22  | 23 |
| 00:00 - 00:15 Dong Zheng, Accutorm 50-1 Account | 00:00 - 00:15 Dong Zheng, Accutorm 50-2 Account | 08:00 - 08:15 Elizabeth Ankers, Accutorm 50-1 Unapproved  | 00:00 - 03:15 Dong Zheng, Accutorm 50-1 (Training Event) | 08:00 - 08:15 Elizabeth Ankers, Accutorm 50-1 Approved Event | 00:00 - 00:15 Accutorm 50-2, Commercial Event: by Dong      |    |
| 00:00 - 00:15 Dong Zheng, Accutorm 50-2 Account |   | 08:00 - 08:15 Elizabeth Ankers, Accutorm 50-2 Unapproved  | 00:00 - 03:15 Dong Zheng, Accutorm 50-2 (Training Event) | 08:00 - 08:15 Elizabeth Ankers, Accutorm 50-2 Unapproved     | 00:30 - 01:15 Accutorm 50-1, Commercial Event: by Dong      |    |
|   |   | 09:00 - 10:00 Dong Zheng, Accutorm 50-2 Account           | 03:30 - 03:45 Accutorm 50-2, Commercial Event: by Dong   | 10:15 - 11:30 Dong Zheng, Accutorm 50-1 Account              | 00:30 - 01:15 Accutorm 50-2, Commercial Event: by Dong      |    |
|   |   | 14:45 - 15:00 Sandy Admin, Accutorm 50-1 Account ADMIN    |  | 10:15 - 11:30 Dong Zheng, Accutorm 50-2 Account              | 08:30 - 12:00 Elizabeth Ankers, Accutorm 50-1 Account ADMIN |    |
|   |   | 14:45 - 15:00 Sandy Admin, Accutorm 50-2 Account ADMIN    |  | 12:45 - 14:45 Dong Zheng, Accutorm 50-2 Account              | 08:30 - 12:00 Elizabeth Ankers, Accutorm 50-2 Account ADMIN |    |
|   |   | 18:00 - 19:00 Dong Zheng, Accutorm 50-2 Account           |  |  | 14:30 - 18:00 Dong Zheng, Accutorm 50-1 Account             |    |
|   |   |   |  |  | 14:30 - 18:00 Dong Zheng, Accutorm 50-2 Account             |    |
| 24  | 25  | 26  | 27   | 28   | 29  | 30 |
| 00:00 - 00:00 Dong Zheng                        | 00:00 - 01:15 Accutorm 50-1                     | 00:00 - 00:15 Accutorm 50-2                               | 00:00 - 00:15 Accutorm 50-2                              | 00:00 - 00:15 Accutorm 50-2                                  | 00:00 - 00:15 Dong Zheng                                    |    |

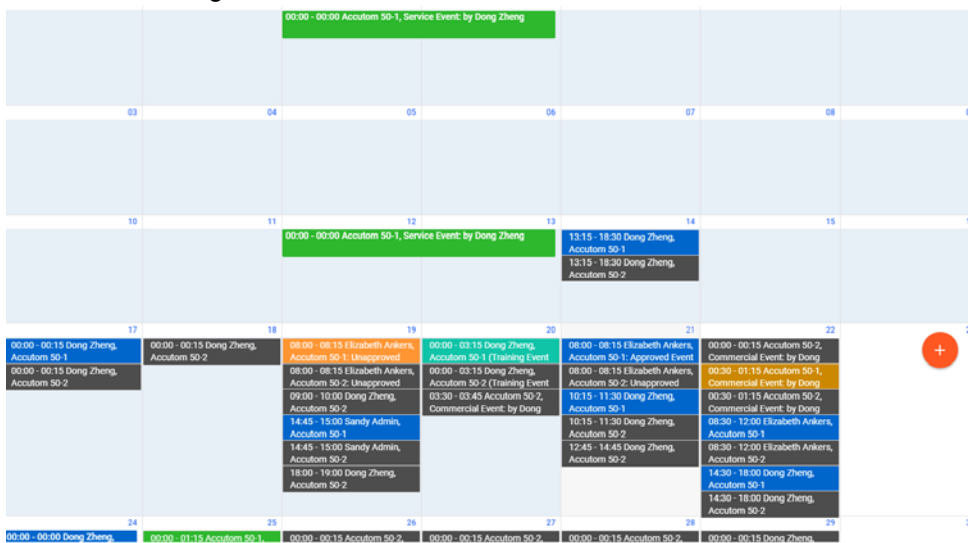
- Group booking tool:

|   |   |   |  |  |  |    |
|---|---|---|--|--|--|----|
| 03                                      | 04                                      | 05  | 06   | 07   | 08   | 09 |
|   |   |   |  |  |  |    |
| 10                                      | 11                                      | 12  | 13   | 14   | 15   | 16 |
|   |   | 00:00 - 00:00 Accutorm 50-1, Service Event: by Dong Zheng |  | 13:15 - 18:30 Dong Zheng, Accutorm 50-1                      |  |    |
|   |   |   |  | 13:15 - 18:30 Dong Zheng, Accutorm 50-2                      |  |    |
| 17                                      | 18                                      | 19  | 20   | 21   | 22   | 23 |
| 00:00 - 00:15 Dong Zheng, Accutorm 50-1 | 00:00 - 00:15 Dong Zheng, Accutorm 50-2 | 08:00 - 08:15 Elizabeth Ankers, Accutorm 50-1 Unapproved  | 00:00 - 03:15 Dong Zheng, Accutorm 50-1 (Training Event) | 08:00 - 08:15 Elizabeth Ankers, Accutorm 50-1 Approved Event | 00:00 - 00:15 Accutorm 50-2, Commercial Event: by Dong |    |
| 00:00 - 00:15 Dong Zheng, Accutorm 50-2 |   | 08:00 - 08:15 Elizabeth Ankers, Accutorm 50-2 Unapproved  | 00:00 - 03:15 Dong Zheng, Accutorm 50-2 (Training Event) | 08:00 - 08:15 Elizabeth Ankers, Accutorm 50-2 Unapproved     | 00:30 - 01:15 Accutorm 50-1, Commercial Event: by Dong |    |
|   |   | 09:00 - 10:00 Dong Zheng, Accutorm 50-2                   | 03:30 - 03:45 Accutorm 50-2, Commercial Event: by Dong   | 10:15 - 11:30 Dong Zheng, Accutorm 50-1                      | 00:30 - 01:15 Accutorm 50-2, Commercial Event: by Dong |    |
|   |   | 14:45 - 15:00 Sandy Admin, Accutorm 50-1                  |  | 10:15 - 11:30 Dong Zheng, Accutorm 50-2                      | 08:30 - 12:00 Elizabeth Ankers, Accutorm 50-1          |    |
|   |   | 14:45 - 15:00 Sandy Admin, Accutorm 50-2                  |  | 12:45 - 14:45 Dong Zheng, Accutorm 50-2                      | 08:30 - 12:00 Elizabeth Ankers, Accutorm 50-2          |    |
|   |   | 18:00 - 19:00 Dong Zheng, Accutorm 50-2                   |  |  | 14:30 - 18:00 Dong Zheng, Accutorm 50-1                |    |
|   |   |   |  |  | 14:30 - 18:00 Dong Zheng, Accutorm 50-2                |    |
| 24                                      | 25                                      | 26  | 27   | 28   | 29   | 30 |
| 00:00 - 00:00 Dong Zheng                | 00:00 - 01:15 Accutorm 50-1             | 00:00 - 00:15 Accutorm 50-2                               | 00:00 - 00:15 Accutorm 50-2                              | 00:00 - 00:15 Accutorm 50-2                                  | 00:00 - 00:15 Dong Zheng                               |    |

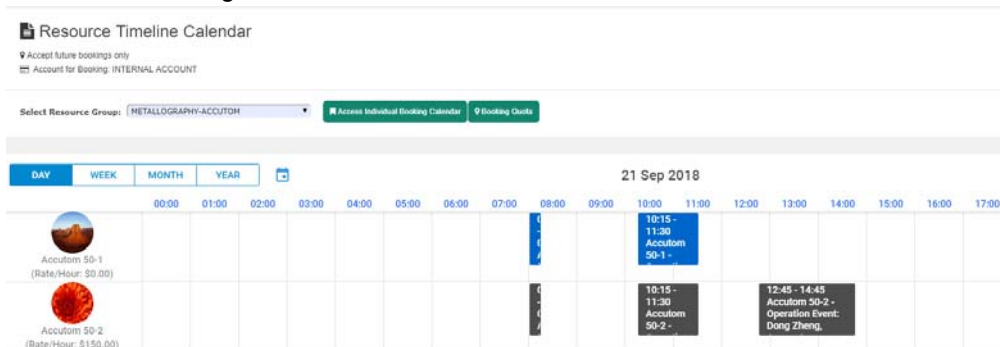
- Commercial booking tool:



- Service booking tool:

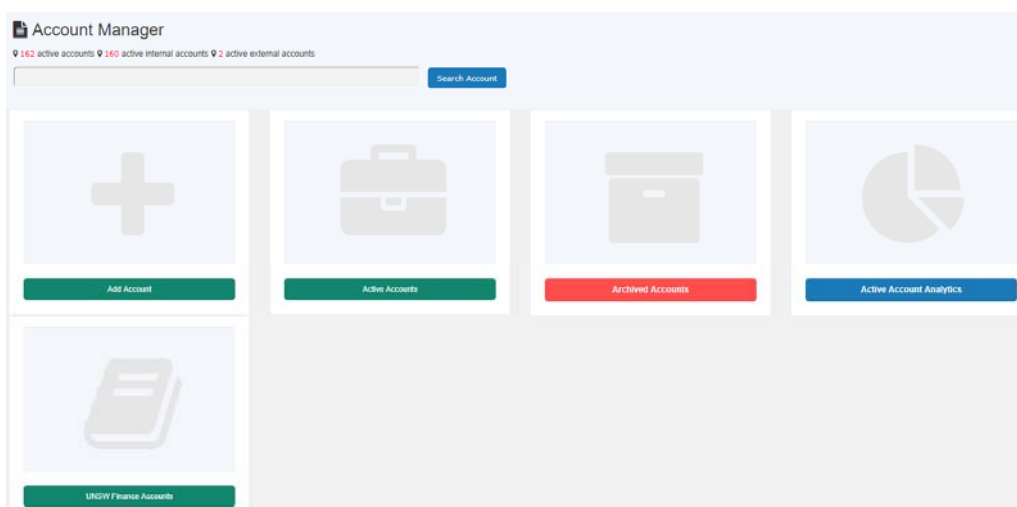


- Timeline booking tool:





## 6.14 Set Up Accounts

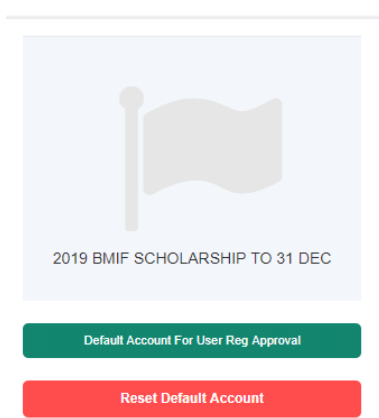


**Account Manager** screen requires the following information.

| Parameter               | Description   |
|-------------------------|---|
| <b>Account</b>          | Account numbers or names provided by users upon registration  |
| <b>Account Type</b>     | Internal or external  |
| <b>Charge/Hour</b>      | Charge rates (depending on business model, for resource charge scheme, you don't need to set this field up) |
| <b>Note</b>             | Remarks for accounts  |
| <b>Expiry Date</b>      | Expiry date of account  |
| <b>Account code</b>     | Used for system administration purposes   |
| <b>Recorded Created</b> | Original date of account creation   |
| <b>Last Update</b>      | Staff who made last change and change time  |

## 6.15 Default User Registration Account

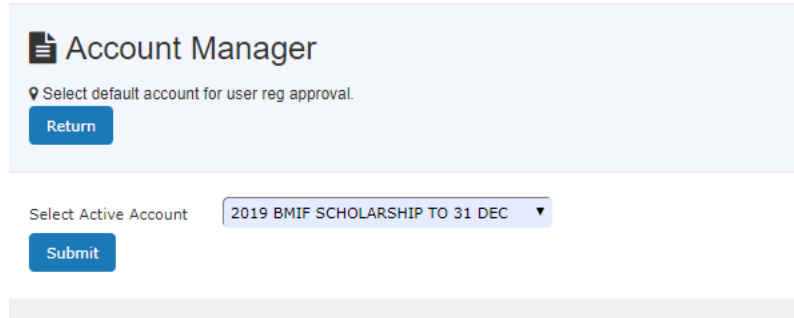
For the labs which do not require to capture the usage for billing, you are able to set up a default account for each registration approval, which means ACLS automatically adds the default account to the new user profile so he can start to book resources. By doing so, you don't need to process account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



## 6.16 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](#)   [Received Payment & Operation Cost](#)   [Budget Rollover](#)   [Budget Details & Summary](#)



- Budget Envelop:
  - Create budget envelops
  - Edit budget envelops



**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            |

[Edit](#)
[Add](#)
[Reset](#)

[Reactivate Recent Expired Budget Envelops](#)

- 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:** Choose budget envelop from the list ▼

☒ Received Payment ☐ Operation Cost

**Accept**

- Bookkeeping for received payment:

Received Payment & Operation Cost

**PAYMENT UPDATE**

**Budget Envelop Name:** ALISON FUNSTON - MONASH

**Received From:** Choose supervisor from the list ▼

**For:**

**Amount (\$):**

**Purchase Order Ref:**

**Invoice Ref:**

**Received Date:** 10/08/2015

**Note:**

**Accept** **Reset**

**Payment & Cost History**

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"/>    |

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:

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   |

## 6.17 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.

**Project Manager**

155 active projects.  
 273 archived projects.

Active Projects

Archived Projects

|                            |                              |
|----------------------------|------------------------------|
| Active Project Short Title | Choose project from the list |
| Project Full Title         |                              |
| Ethics Number              |                              |
| Supervisor                 |                              |
| Other Researchers          | no researchers               |
| Available Accounts         | no accounts                  |
| Project Description        |                              |
| Valid From Date            | 29/07/2021                   |
| Project Due Date           | 19/03/2031                   |
| Project Code               | 0                            |
| Record Created             |                              |

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

📍 Edit/Add project.

[Return](#)

|                     |  |
|---------------------|--|
| Project Short Title | A comprehensive analysis and review of Anurans from the rich Tertiary deposits of Riversleigh, Queen |
| Project Full Title  | A comprehensive analysis & review of Anurans from Tertiary deposits of Riversleigh, QLD AuS          |
| Ethics Number       | NA   |
| Supervisor          | 140:Sue Hand - School of Biological, Earth and Environmental Sciences ▼                              |
| Other Researchers   | Roy Farman;  |
| Available Accounts  | UNSW BEES RE118 RG160644-100%;   |
| Project Description | <div></div> <div>5000 (max char 5000)</div>  |
| Active From Date    | <input type="text"/> 📅   |
| Project Due Date    | 31/12/2021 📅   |
| Archive Project Now | <input type="checkbox"/>   |

[Edit Researchers](#)

[Edit Accounts](#)

[Add/Delete Form](#)

[Accept](#)

## 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

acischangelog\_5.pdf

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



## 6.18 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                   |  |
|-----------------------------------|--|
| <b>User Profile Manager</b>       | <ul style="list-style-type: none"> <li>■ User and Supervisor group can only edit their own profile</li> <li>■ Staff group and lab manager group can search and view user profiles, and issue training certificates</li> <li>■ Admin group can search, edit, add user profiles, edit user accounts</li> </ul> |
| <b>Find User Training Records</b> | <ul style="list-style-type: none"> <li>■ Explore user training records</li> <li>■ Staff group and above can access this function</li> </ul>  |
| <b>Find By Supervisor</b>         | <ul style="list-style-type: none"> <li>■ Supervisor group can view a user's profile under their supervision</li> <li>■ Staff group and above can access this function</li> </ul>   |
| <b>Newly Reg User Summary</b>     | <ul style="list-style-type: none"> <li>■ Staff group and above can access this function</li> </ul>   |

### 6.18.1 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.

### 6.18.2 Find User Training Records

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



**Find User Training Records**

History of Training Records

Export to EXCEL

Current Active Training Records of User: Alexia Cullen

| 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 |

### 6.18.3 Newly Reg User Summary

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

**Newly Reg User Summary**

From: June 2017

To: June 2017

Accept

## 6.19 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.

**User Profile Analyser**

Return

Filter By:

| User Title               | User Name | Student/Staff No.        | Type of Researcher                  | Login Name                          | School/Org               | Access Group                        | Account                  | Work Phone               | Mobile Phone             | Email                    | Publication              |
|--------------------------|-----------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Included  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Project Title            | Supervisor Name          | Supervisor Email         | Exclude From Broadcast   | Year of Registration                | Status                              |
|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Submit

## 6.20 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.



☒ Generic Group
 ☐ Single Certificate (including trainers)
 ☐ Group Certificate (including trainers)

Choose group from the list ▼

Click **Send Message** to complete the broadcast.

### Broadcast Messages

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

[My Signature](#)
[My Mailing List](#)

|               |  |
|---------------|--|
| Type of Group | <input checked="" type="radio"/> Generic Group <input type="radio"/> Single Certificate Group (including trainers) |
| Group         | Choose group from the list ▼   |
| Subject       |  |
| Message Body  | <p>Dong Zheng<br/>Systems Manager<br/>Mark Wainwright Analytical Centre</p>  |

[Send Message](#)
[Generate Email List](#)

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.

## 6.21 Contact User

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

**Dong Zheng**

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

Send Message

Subject\*

Message Body\*

Dong Zheng  
Systems Manager  
Mark Wainwright Analytical Centre

1000 (max char 1000)

Send

## 6.22 Edit Booking Data and Usage Log Data

### 6.22.1 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.

**Data Logbook Manager**

| Booking Logbooks |
|------------------|
|                  |

| Usage Logbooks |
|----------------|
|                |

**Booking Logbooks**

Pick Resource: Choose resource from the list.

Edit Bookings

Edit Group Bookings





### 6.22.2 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 |
|------------|------------|---------------|-------------|-------------|----------------|-------------|------------|-------------|-------|
|------------|------------|---------------|-------------|-------------|----------------|-------------|------------|-------------|-------|

- 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         | Shi In Use | Jamline Lim |       |

[Click to Fix](#)



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).

- **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.

## 6.23 Generate 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"> <li>■ User group can access their own booking data or usage data</li> <li>■ Supervisor group can access their own and their supervised group's booking data and usage data</li> <li>■ Staff group can access all booking data and usage data, plus sum data by resource</li> <li>■ Lab Manager group can access all booking data and usage data, plus sum data by resource, and sum data by univ, school and org</li> <li>■ 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</li> </ul> |
| Sample Job Report | <ul style="list-style-type: none"> <li>■ Lab Manager group can access all sample job reports</li> <li>■ Admin group can access all sample job reports, and generate invoice statements</li> </ul>   |



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:

- Tracker usage report
- Sample report
- Training certificate report
- Commercial booking report
- Group booking report
- Archived Excel files

### 6.23.1 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: September ▼

Year of Report: 2018 ▼

Submit

- 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 | 06/04/2019    | Renee Wilham | <a href="#">Booking Data Report</a> |

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

[Continue](#)

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:

[Submit](#)

[Monthly Data Reports](#)

[Period Data Reports](#)

Furthermore, the system provides you with sorting options to assist with your reporting needs. The following hour calculations are made to provide the detailed booking report against the selected period of time.

- Add session booked hours
- Calculate booked hours with the selected month or selected period



Period Booking Report

|   |  |  |  |
|---|--|--|--|
| <p>Month: <input type="text" value="September"/></p> <p>Year: <input type="text" value="2018"/></p> <p>User Booking Report</p>    | <p>Month: <input type="text" value="September"/></p> <p>Year: <input type="text" value="2018"/></p> <p>Resource Booking Report</p> | <p>Month: <input type="text" value="September"/></p> <p>Year: <input type="text" value="2018"/></p> <p>School/Org Booking Report</p> | <p>Month: <input type="text" value="September"/></p> <p>Year: <input type="text" value="2018"/></p> <p>Operation Booking Report</p>  |
| <p>Month: <input type="text" value="September"/></p> <p>Year: <input type="text" value="2018"/></p> <p>User Booking Report</p>    | <p>Month: <input type="text" value="September"/></p> <p>Year: <input type="text" value="2018"/></p> <p>Training Booking Report</p> | <p>Month: <input type="text" value="September"/></p> <p>Year: <input type="text" value="2018"/></p> <p>Group Booking Report</p>      | <p>Month: <input type="text" value="September"/></p> <p>Year: <input type="text" value="2018"/></p> <p>Commercial Booking Report</p> |
| <p>Month: <input type="text" value="September"/></p> <p>Year: <input type="text" value="2018"/></p> <p>Service Booking Report</p> |  |  |  |

### 6.23.2 User Report Snapshot

Booking Report - User

Report for June 2018

ARDULAZIZ ALAZHAN - School/Organization: Petroleum Engineering

| 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 6 hours+\$60 training fee) |
| Booked Hours            | Account  |              |  |
| 2.00                    | #TRAINING \$300(including 6 hours+\$60 training fee) |              |  |

### 6.23.3 Resource Report Snapshot

Booking Report - Resource

Report for June 2018

BEM 230

Show:  entries

Showing 1 to 73 of 73 entries

Search:

Previous 1 Next

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 Rosemer | School of Photovoltaic and Renewable Energy Engineering | Alison Lennon      | UNSWA-CPVE-RE994-RG172431     | \$40.00             | 6.00         | 3.80          | \$240.00 |
| Yikai Sun       | Medicine  | Veljan Lovic       | UNSWA-POVORTHO-RE585-RG131885 | \$35.00             | 4.00         | 3.89          | \$140.00 |
| Jueming Bing    | Centre for Photovoltaic Engineering                     | Junta Ho-Bailie    | UNSWA-USAAPV-RE685-RG123662 M | \$35.00             | 2.00         | 1.75          | \$70.00  |
| Tao Yang        | Chemical Engineering                                    | Rona Chandrasekhar | UNSWA-CEIC-R0061-PS48126      | \$40.00             | 10.00        | 9.58          | \$400.00 |
| Yiting Hu       | Photovoltaic Special Research Center                    | Shujuan Huang      | UNSWA-CPVE-RE116-RG132555     | \$35.00             | 3.00         | 8.34          | \$105.00 |
| Ju Sun          | Chemical Engineering                                    | Da-wei Wang        | UNSWA-RESLABS-OP061-PS35618   | \$35.00             | 2.00         | 1.58          | \$70.00  |
| Ying Pan        | Material Sciences                                       | David Chu          | UNSWA-MATSC-EN-RET84-RG152036 | \$40.00             | 7.00         | 4.77          | \$280.00 |



### 6.23.4 School Report Snapshot

**Booking Report - School/Organization**  
Report for June 2018  
Biomedical Eng.

Show: 500 entries Search:

Previous 1 Next Copy CSV Excel PDF

| User Name       | Supervisor           | Account                     | Resource  | Account Charge/Hour | Booked Hours | Charges  |
|-----------------|----------------------|-----------------------------|-----------|---------------------|--------------|----------|
| Aaron Nathanson | Melissa Knuthe-Tale  | UNSVIA-GBIOM-RE142-RG160128 | SEM 230   | \$40.00             | 2.00         | \$80.00  |
| Sub-Total       |                      |                             |           |                     | 2.00         | \$80.00  |
| Marissa Baykula | Jelena Rojak-Kivacka | UNSVIA-GBIOM-RE118-RG141081 | SEM 3400K | \$40.00             | 2.00         | \$80.00  |
| Sub-Total       |                      |                             |           |                     | 2.00         | \$80.00  |
| Total           |                      |                             |           |                     | 4.00         | \$160.00 |

Previous 1 Next

### 6.23.5 Featured reports

The previous cost related reports are classified as featured report. The newly complete reports are fully multi-threads finish and improve the response and won't cause system overloading. The new reports focus on the bookings only with the cost calculations. For cost related reports, please enable the featured reports and out of the best, use batch reports.

Month: February  
Year: 2021  
**User Usage Report**

Month: February  
Year: 2021  
**Resource Usage Report**

Month: February  
Year: 2021  
**School/Org Usage Report**

### 6.23.6 Training Certificate Report


A handy report feature is added to ACLS, managers and admin can access the full summary of the training certificate details.

Go to [Report Manager -> Training Certificate report](#), you could filter and export report to suit your needs, such as OHS report and compliances.

### 6.23.7 Tracker Reports


Tracker reports aim to provide a tool to report the actual operation time of each user usage session in addition to the booking reports. There are two types of tracker reports, sorting by resources or by users.





Month: February ▼  
Year: 2021 ▼

Tracker Usage Report By Resource



Month: February ▼  
Year: 2021 ▼

Tracker Usage Report By User

In tracker report by user, it shows the booking hours vs tracker usage hours as an good indication how users book resources and how they physically accessing the resources.

| User                       | Resource       | Resource Group | Account/Project      | Login Time             | Logout Time            | Usage Hours | Booked Hours |
|----------------------------|----------------|----------------|----------------------|------------------------|------------------------|-------------|--------------|
| Abdulmajed Almusairi       | SEM TM4000Plus | SEM            | PETRO-RE784-RG142945 | 17/02/2021 02:10:07 PM | 17/02/2021 04:04:16 PM | 1.9         |              |
| Abdulmajed Almusairi       | SEM TM4000Plus | SEM            | PETRO-RE784-RG142945 | 19/02/2021 11:56:21 AM | 19/02/2021 01:28:36 PM | 1.54        |              |
| Abdulmajed Almusairi       | SEM TM4000Plus | SEM            | PETRO-RE784-RG142945 | 23/02/2021 01:02:14 PM | 23/02/2021 09:01:13 PM | 1.98        |              |
| Abdulmajed Almusairi Total |                |                |                      |                        |                        | 5.42        | 8            |

| Usage Hours | Booked Hours |
|-------------|--------------|
| 1.9         |              |
| 1.54        |              |
| 1.98        |              |
| 5.42        | 8            |

## 6.24 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: Choose invoice from the list ▼

Selection of Sample Job Invoice: Choose invoice from the list ▼

Selection of Cancelled Sample Job Invoice: Choose cancelled invoice from the list ▼

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

### 6.24.1 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 ▼

STATEMENT: July 2020  
 SUPERVISOR: Belinda Ferrari  
  
 TEL: (+61 2) 9385 2032  
 FAX:  
 EMAIL: b.ferrari@unsw.edu.au  
 DATE: August 31, 2020  
 DETAILS:  
 This Statement covers the work by your groups in July 2020.  
 Details of Bookings:
 

| User                      | Resource       | Booking Start Time | Booking End Time | Account                   | Booked Hours |
|---------------------------|----------------|--------------------|------------------|---------------------------|--------------|
| Carolina Gutierrez Chavez | 600 NHR - Emst | 07/07/2020 11:00   | 07/07/2020 14:00 | UNSWA-BABS-RE254-RG162199 | 3.00         |

 Summary of Bookings:
 

| Resource       | User                      | Account                   | Resource Charge/Hour | Booked Hours | Charges |
|----------------|---------------------------|---------------------------|----------------------|--------------|---------|
| 600 NHR - Emst | Carolina Gutierrez Chavez | UNSWA-BABS-RE254-RG162199 | \$16.46              | 3.00         | \$49.38 |
| Sub-Total:     |                           |                           |                      | 3.00         | \$49.38 |
| TOTAL          |                           |                           |                      | 3.00         | \$49.38 |

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

| Account                   | Charges |
|---------------------------|---------|
| UNSWA-BABS-RE254-RG162199 | \$49.38 |


 Invoice No: 00002424






### 6.24.2 Supervisor Invoice Snapshot: Sample Jobs

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

 Sample Report




Month: October ▼

Year: 2018 ▼

☒ Sample Jobs Report

Continue


 Sample Invoicing

Sample Job Invoicing:


Supervisor: 1: Grainne Moran - BMIF - Biomedical Imaging Facility ▼

Continue

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 

Continue

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 P523971 GP001 | 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](#)

### 6.24.3 Batch Data Invoice Statement (bDIS)

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

**Resource Booking Invoicing**



**Month:** September ▼

**Year:** 2018 ▼

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**

1  
2018 Invoices

2  
2017 Invoices

3  
2016 Invoices

2  
2015 Invoices

0  
2014 Invoices

0  
2013 Invoices

0  
2012 Invoices

116  
2011 Invoices

136  
2010 Invoices

Click on “Invoice Statements” to access the month of interest:

| Month    | Year | Supervisor             | Supervisor Email            | School/Org             | Invoice Link | Run By       | Email Statement To Supervisor |
|----------|------|------------------------|-----------------------------|------------------------|--------------|--------------|-------------------------------|
| February | 2021 | Candace Rice (univ)    | c.rice@univ.edu.au          | Medical Sciences       | 00002888     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Chuan Zhai             | chuan.zhai@univ.edu.au      | Chemistry              | 00002886     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Donald Thomas          | donald.thomas@univ.edu.au   | Analysical Centre      | 00002800     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Flower Stoddart        |                             | Chemistry              | 00002801     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Graham Ball            | g.ball@univ.edu.au          | Chemistry              | 00002802     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Jason Happer           | j.happer@univ.edu.au        | Chemistry              | 00002803     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Jan Fan                | jan.fan@univ.edu.au         | Faculty of Engineering | 00002804     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Jiangao Xu             |                             | Faculty of Engineering | 00002805     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Jon Berek              | j.berek@univ.edu.au         | Chemistry              | 00002806     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Jonathan Morris        | jonathan.morris@univ.edu.au | Chemistry              | 00002807     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Houssien Kataran-Zadeh | h.kataran-zadeh@univ.edu.au | Faculty of Engineering | 00002808     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Les Field              |                             | Chemistry              | 00002809     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Luka Humar             | l.humar@univ.edu.au         | Chemistry              | 00002810     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Martin Peiris          | m.peiris@univ.edu.au        | Chemistry              | 00002811     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Martina Stenel         | m.stenel@univ.edu.au        | Chemistry              | 00002812     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Muhammad Taha Ali      |                             | Faculty of Engineering | 00002813     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Naveen Kumar           | n.kumar@univ.edu.au         | Chemistry              | 00002814     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Pai Thondarom          | p.thondarom@univ.edu.au     | Chemistry              | 00002815     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Paul Munroe            |                             | Material Sci and Eng   | 00002816     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Rose Anni              | r.anni@univ.edu.au          | ChemEng and IndChem    | 00002817     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | Vikram Sahajpal        | v.sahajpal@univ.edu.au      | Material Sci and Eng   | 00002818     | Adelle Amore | <input type="checkbox"/>      |
| February | 2021 | William A Donald       | w.donald@univ.edu.au        | Chemistry              | 00002819     | Adelle Amore | <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.

## 6.25 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.

Show 500 entries

Showing 1 to 22 of 22 entries

Search:  Copy CSV Excel PDF

| Year | Month   | Supervisor Name      | School/Org             | Account                     | Consumable Charges (\$) | Charges (\$) | Invoice Link |
|------|---------|----------------------|------------------------|-----------------------------|-------------------------|--------------|--------------|
| 2018 | January | Naveesh Kumar        | Chemistry              | UNSW-CHEMSCL-OP001-P551280  | 0                       | 90.56        | 00001783     |
| 2018 | January | Les Field            | Chemistry              | UNSW-ANALYT-TA-SRT9-P519351 | 0                       | 246.4        | 00001899     |
| 2018 | January | Martina Stenzel      | Chemistry              | UNSW-CHEMSCL-RE118-RG150643 | 0                       | 305.36       | 00001782     |
| 2018 | January | Jason Harper         | Chemistry              | UNSW-CHEMSCL-RE118-RG178733 | 0                       | 3934.62      | 00001682     |
| 2018 | January | Graham Ball          | Chemistry              | UNSW-CHEMSCL-RE118-RG160727 | 0                       | 568.85       | 00001691     |
| 2018 | January | Stephen Colbran      | Chemistry              | UNSW-CHEMSCL-RE118-RG152756 | 0                       | 12.35        | 00001756     |
| 2018 | January | Rose Anai            | ChemEng and IndChem    | UNSW-CEIC-RE124-RG148248    | 0                       | 74.55        | 00001795     |
| 2018 | January | Paul Munroe          | Material Sci and Eng   | UNSW-MATSCEN-OP001-P533515  | 0                       | 23.96        | 00001794     |
| 2018 | January | Jonathan Morris      | Chemistry              | UNSW-CHEMSCL-SPP94-P533629  | 0                       | 49.99        | 00001696     |
| 2018 | January | Aileen Lennon        | Photovoltaics          | UNSW-CPVE-RE118-RG160444    | 0                       | 100.1        | 00001684     |
| 2018 | January | Caroline Rae (Lindy) | Medical Sciences       | UNSW-POWIMRI-RF333-P520033  | 0                       | 420.9        | 00001603     |
| 2018 | January | Shelli McIlpaine     | Chemistry              | UNSW-CHEMSCL-OP001-P521107  | 0                       | 115.14       | 00001796     |
| 2018 | January | Luke Hunter          | Chemistry              | UNSW-CHEMSCL-OP001-P525841  | 0                       | 133.26       | 00001791     |
| 2018 | January | Chris Sorell         | Material Sci and Eng   | UNSW-MATSCEN-RE118-RG160658 | 0                       | 121.95       | 00001686     |
| 2018 | January | Jon Beves            | Chemistry              | UNSW-CHEMSCL-RE118-RG150099 | 0                       | 792.72       | 00001695     |
| 2018 | January | Louise Brown         | Macquarie University   | ALL184952                   | 0                       | 53.25        | 00001700     |
| 2018 | January | Thanh Vinh Nguyen    | Chemistry              | UNSW-CHEMSCL-OP001-P539104  | 0                       | 69.07        | 00001709     |
| 2018 | January | Sophia Gu            | Faculty of Engineering | UNSW-CEIC-RO01-P541332      | 0                       | 16.65        | 00001787     |
| 2018 | January | Danyang Wang         | Material Sci and Eng   | UNSW-MATSCEN-RE118-RG160537 | 0                       | 274.39       | 00001688     |
| 2018 | January | Jiangtao Xu          | Faculty of Engineering | UNSW-NANO-RE676-RG161298    | 0                       | 114.4        | 00001693     |
| 2018 | January | Christoph Aene       | Faculty of Engineering | UNSW-PETRO-RE348-RG133985   | 0                       | 42.25        | 00001687     |
| 2018 | January | Quan Hong Yash       | Faculty of Engineering | UNSW-RESLABS-OP001-P524755  | 0                       | 8.2          | 00001955     |

Previous 1 Next

## 6.26 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.

---

**Resource Certificate & Trainer**

Resource:

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.

When you need to enable the disabled certificates, you can go to **Training Manager -> List All Certificate** to enable.

Showing 1 to 20 of 20 entries (filtered from 95 total entries)

| Resource | Certificate | Details   | Booking Settings   |
|----------|-------------|---|--|
| SPM Icon | D3000 CAT A | User must be supervised by EMU staff.<br>Bookings made by EMU staff           | Maximum Booking Hours/Day: 0<br>Maximum Booking Period (Day): 7<br>Maximum Booking Hours/Period: 0<br>Booking Start Time: 9:00<br>Booking End Time: 17:00<br>Booking Cancellation: Booking can be cancelled one day in advance<br>Weekend Booking: Not Permitted   |
| SPM Icon | D3000 CAT B | Only allowed to book between 8am-6pm, max. 4 hours per day, Monday to Friday. | Maximum Booking Hours/Day: 4<br>Maximum Booking Period (Day): 28<br>Maximum Booking Hours/Period: 32<br>Booking Start Time: 8:00<br>Booking End Time: 16:00<br>Booking Cancellation: Booking can be cancelled one day in advance<br>Weekend Booking: Not Permitted |
| SPM Icon | D3000 CAT C | 24/7 booking access available. Can only book 5 hrs per day.                   | Maximum Booking Hours/Day: 5<br>Maximum Booking Period (Day): 28<br>Maximum Booking Hours/Period: 50<br>Booking Start Time: 0:00<br>Booking End Time: 23:00<br>Booking Cancellation: Booking can be cancelled one day in advance<br>Weekend Booking: Permitted     |

| Tracker Onsite Supervision | Booking Alert | Valid Period (Month) | Status   | ...                     |
|----------------------------|---------------|----------------------|----------|-------------------------|
| Yes                        | No            | 3                    | Disabled | <button>Enable</button> |
| No                         | No            | 3                    | Disabled | <button>Enable</button> |

### 6.26.1 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.



**Edit Trainer: Sean Rezal Lim**

AFM FIB SEM TEM TOOLS XRAY

Facility Group: AFM

| Facility  | Trainer by Ticking                  |
|-----------|-------------------------------------|
| SPM 5400  | <input checked="" type="checkbox"/> |
| SPM Icon  | <input checked="" type="checkbox"/> |
| SPM MMode | <input checked="" type="checkbox"/> |

Accept

### 6.26.2 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"/> |
| Shokoufeh Haeikjani | 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

Samples Survey Excel

3D Printer Autodesk Ember

Accept future bookings only Switch to day

Permitted Hours: 00:00 - 24:00

Account for Booking: Internal Account

Unassisted Booking Assisted Booking

DAY WEEK MONTH

Monday 27 28 29 30

**3D Printer Autodesk Ember**

Resource Group: BIO-CHEM LAB FACILITIES

Description:

Location:

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

Close

### 6.26.3 Find Resource Trainers

Click on [Booking -> Resource Trainers](#) to access.



My Calendar

Lab and holiday calendar

Staff Roster Calendar

Resource Trainers

Resource Timeline Calendar

My Bookable Resources

AFM

FIB

SEM

TEM

TOOLS

#### 6.26.4 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  |
|--------------------------------|--|
| <b>Certificate Title</b>       | Add the resource name as part of each certificate title for easy recognition.  |
| <b>Content/Details</b>         | Details of certificate   |
| <b>Max Hours/Day</b>           | Max permitted booking hours per day  |
| <b>Max Days/Period</b>         | Max permitted days from now  |
| <b>Max Hours/Period</b>        | Max permitted hours within Max Days/Period   |
| <b>Booking Start Time</b>      | Allowed start time on the day  |
| <b>Booking End Time</b>        | Allowed end time on the day  |
| <b>Booking End Time Offset</b> | Refer to offset section  |
| <b>Booking Cancellation</b>    | If unchecked, booking can be cancelled anytime. If checked, bookings can be cancelled 24 hours before the start of the session |
| <b>Weekend Booking</b>         | If checked, weekend can be booked; if unchecked, weekend cannot be booked  |
| <b>Expiring Period</b>         | Counted in months from last user login to the system.  |
| <b>Onsite Supervision</b>      | Only works with ACLS Console   |



|                            |  |
|----------------------------|--|
| <b>Certificate Invalid</b> | The date of certificate deactivation.      |
| <b>Last Update</b>         | Staff who made last change and change time |

Alternatively, it is much easier to set up certificates through [Certificate/Group Certificate Wizard](#) which is a one-stop process.

### 6.26.5 Edit User Certificates

Go to [User Profile -> 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.

### 6.26.6 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**  
Certificate Report By Month: May 2017

[Export to EXCEL](#)

Show: 500 entries

Showing 1 to 43 of 43 entries

| 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        | Christa Wang Lin Lau | EMPYREAN TRAINING CERTIFICATE     | 04/05/2017 13:13 | Yu Wang |
| XRD-Empyrean     | XRD LAB        | Yucheng Wang         | EMPYREAN TRAINING CERTIFICATE     | 30/05/2017 15:57 | Yu Wang |
| XRD-Empyrean     | XRD LAB        | Jeremy Rognevas      | EMPYREAN TRAINING CERTIFICATE     | 19/05/2017 08:51 | Yu Wang |
| XRD-Empyrean     | XRD LAB        | Baiyue Zhang         | EMPYREAN TRAINING CERTIFICATE     | 19/05/2017 08:55 | Yu Wang |
| XRD-Empyrean     | XRD LAB        | Vicki 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 Tsioukian     | EMPYREAN TRAINING CERTIFICATE     | 08/05/2017 09:45 | Yu Wang |
| XRD-Empyrean     | XRD LAB        | Zhenyu Wang          | EMPYREAN TRAINING CERTIFICATE     | 19/05/2017 08:58 | Yu Wang |
| XRD-Empyrean II  | XRD LAB        | Harold Zuker         | EMPYREAN II TRAINING CERTIFICATE  | 18/05/2017 09:05 | Yu Wang |
| XRD-Empyrean III | XRD LAB        | Alexander Crace      | EMPYREAN III TRAINING CERTIFICATE | 04/05/2017 15:30 | Yu Wang |

### 6.26.7 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                       | Certificate            | Code | Issued Time | Notes | Trainer    |                           |                                     |
|----------------------------|------------------------|------|-------------|-------|------------|---------------------------|-------------------------------------|
| Abbas Daneshmandi Farahani | APM CATALYST - GENERAL | 23   | 24/08/2020  |       | Dong Zhang | <a href="#">Add Notes</a> | <a href="#">Suspend Certificate</a> |

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

[Add Notes](#)
[Suspend Certificate](#)

## 6.27 Appoint Any Users to Be Resource Trainer

Many labs request to provide the feature that any users (students or researchers) can be appointed as the resource trainer to provide lab training, induction, teaching work. Please follow the steps to set up users as resource trainers.

### 6.27.1 Set up user as trainer

Step 1: set up user trainer group in Access Group manager. Users can only be set as resource trainers if he is under user trainer group.



|  |  |
|--|--|
| Group Name   | User Trainer Group   |
| Group of Privilege   | User Trainer Group   |
| Max Hours/Day  | 4  |
| Max Days/Period  | 2  |
| Max Hours/Period   | 12   |
| Booking Start Time   | 0:00   |
| Booking End Time   | 23:00  |
| Booking End Time Offset  | 0  |
| Booking Cancellation   | <input checked="" type="checkbox"/> untick to allow booking cancellation anytime |
| Weekend Booking  | <input checked="" type="checkbox"/>  |
| <input type="button" value="Accept"/> <input type="button" value="Reset"/> |  |

Step 2: set up user to the user trainer group in user profile manager

|                          |   |
|--------------------------|---|
| Title                    | Mr.   |
| User Name                | Abbas Darestani Farahani  |
| Student/Staff No.        | z5025115 (if applicable)  |
| Type of Researcher       | Academic staff (Current: Academic staff)  |
| Login Name               | z90   |
| School/Organization      | CHEM - School of Chemistry/CHEM   |
| Access Group             | User Trainer Group  |
| Charge Category          | Internal  |
| Work Phone               | 0426740679  |
| Mobile Phone             | 0426740679  |
| Work Fax                 |   |
| Email                    | a.darestani@gmail.com   |
| Work Address             |   |
| Indicative Project Title |   |
| Notes                    | Self assembled peptide hydrogels for biomedical applications                              |
| Exclude from Broadcast   | <input type="checkbox"/> (if checked, user excluding from the list of broadcast messages) |
| Online Registration      | <input type="button" value="Print Registration"/>   |

Step 3: set up the user as trainers in Training Manager. In the above example, Abbas is set up to the user trainer group, now in Training Manager, he is in the selection list to appoint as the trainer.



**Training Manager**

Register single resource trainers

[Return](#)

**Resource:** Aperio XT Slide Scanner

| Trainer            | Resource                |
|--------------------|-------------------------|
| Richard Francis    | Aperio XT Slide Scanner |
| Fei Shang          | Aperio XT Slide Scanner |
| Florence Tomasetig | Aperio XT Slide Scanner |
| Iveta Slapetova    | Aperio XT Slide Scanner |
| Merryn Brettle     | Aperio XT Slide Scanner |

Choose staff and user trainer from the list ▼ if you wish to add new trainers

Choose staff and user trainer from the list

- Abbas Darestani Farahani
- Alex Macmillan
- BMIF Teaching
- Celine Heu
- Dong Zheng
- Elvis Pandzic
- Ephrem Sitiwin
- Fei Shang
- Florence Tomasetig
- Grainne Moran
- Iveta Slapetova
- Joanna Richmond
- Lin Chin
- Merryn Brettle
- Michael Carnell
- Nicholas Ariotti
- Oliver Looker
- Renee Whan
- Richard Francis

Step 4: As the illustrated example, Abbas is now the trainer for XT Slide.

### 6.27.2 User trainer login

When user login, for example, Abbas login, this is the menu upon his login. User Certificate is available for Abbas to set up training certificates to the other users.

Dashboard Booking Support **User Certificate**

User Certificate

Showing 1 to 100 of 419 entries

| User                     | Supervisor    | School/ing                                       | Certificate   |
|--------------------------|---------------|--|---|
| Aaron Gilmour            | Ryle Green    | GSOM - Graduate School of Biomedical Engineering | - APRIO XT SLIDE SCANNER, issued by Abbas Darestani Farahani<br>- 2015 LAM T20 - AFTERNOON, issued by Aaron Gilmour<br>- 2015 LAM T20 - AFTERNOON, issued by Sandra Pak<br>- LAM T20 - AFTERNOON, issued by Sandra Pak<br>- LAM T20 - AFTERNOON, issued by Sandra Pak |
| Abbas Darestani Farahani | Paul Thompson | CHEM - School of Chemistry                       | - APRIO XT SLIDE SCANNER, issued by Dong Zheng<br>- APRIO XT SLIDE SCANNER, issued by Dong Zheng<br>- APRIO XT SLIDE SCANNER, issued by Dong Zheng  |
| Ashley Day               | Lindsay Wu    | SOM - School of Medical Sciences                 | - APRIO XT SLIDE SCANNER, issued by Iveta Slapetova<br>- APRIO XT SLIDE SCANNER, issued by Iveta Slapetova<br>- APRIO XT SLIDE SCANNER, issued by Iveta Slapetova   |
| Adam Benmiller           | Paul Curmi    | PHYS - School of Physics                         | - APRIO XT SLIDE SCANNER, issued by Fei Shang<br>- APRIO XT SLIDE SCANNER, issued by Fei Shang<br>- APRIO XT SLIDE SCANNER, issued by Fei Shang   |



Dashboard Booking Support **User Certificate**

## User Certificate

Show 100 entries

Showing 1 to 100 of 419 entries

| .. | User          | Supervisor  |
|----|---------------|-------------|
|    | Aaron Gilmour | Rylie Green |

| School/Org  | Certificate   | ...                         |
|---|---|-----------------------------|
| GBIOM - Graduate School of Biomedical Engineering | <ul style="list-style-type: none"> <li>- APERIO FL SLIDE SCANNER, issued by Abbas Darestani Farahani</li> <li>- ZEISS LSM 780 - AFTERHOURS, issued by Lev Lewis</li> <li>- ZEISS LIGHTSHEET Z.1 - AFTERHOURS, issued by Sandra Fok</li> <li>- OLYMPUS FV1200 - AFTERHOURS, issued by Sandra Fok</li> <li>- LEICA SP5 2P STED - GENERAL, issued by Alex Macmillan</li> </ul> | <a href="#">Certificate</a> |

Click on certificate button to continue.

User Certificate

Selected user: Aaron Gilmour

[Return](#)

| User          | Certificate             | Code | Issued Time | Notes | Trainer                  | ...                                |
|---------------|-------------------------|------|-------------|-------|--------------------------|------------------------------------|
| Aaron Gilmour | APERIO FL SLIDE SCANNER | 65   | 28/03/2020  |       | Abbas Darestani Farahani | <a href="#">Cancel Certificate</a> |

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

[Accept Changes](#)

## User Certificate

Selected user: Aaron Gilmour

[Return](#)

| User          | Certificate             | Code | Issued Time |
|---------------|-------------------------|------|-------------|
| Aaron Gilmour | APERIO FL SLIDE SCANNER | 65   | 28/03/2020  |

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

[Accept Changes](#)

| Notes | Trainer                  | ...                                |
|-------|--------------------------|------------------------------------|
|       | Abbas Darestani Farahani | <a href="#">Cancel Certificate</a> |

[Accept Changes](#)



## 6.28 Record User Forms

There are two ways to do so.

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

The screenshot shows the 'Form' tab in the 'User Profile Manager'. At the top, there are tabs for Profile, Pinboard, Supervisor, Form, Publication, Account, Certificate, Usage (Booking), and Invoice. Below these, there are two cards representing uploaded forms:

- Induction Form-2846-28-09-2016-1115.pdf**: Added: Michael Zhi on 9/29/2016 10:48:34 AM
- Induction Form-2846-29-05-2015-708.pdf**: Added: Mel McGuirk on 5/29/2015

Below the cards is the 'Upload Form' section. It includes a dropdown for 'Type of Form' set to 'Induction Form'. A red warning message states: 'Upon upload, you MUST click on Button [Save To Form Registry] to complete form registration:'. There is a text input field for 'Form in PDF' with a file upload button 'Induction Form Upload (pdf only) ...'. At the bottom, there is a 'Save To Form Registry' button.

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.

The screenshot shows the 'Form Repository Manager' interface. It has a title bar with a folder icon and the text 'Form Repository Manager'. Below the title bar are three buttons: 'Register Forms (Induction,OHS,Training,Subscription)', 'Search Forms', and 'Deleted Form Records'.



- 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 Search

| User Name         | Forms   |
|-------------------|---|
| ABDULAZIZ ALAZMAN | <p>Delete</p> <p>Induction Form-3513-20-06-2018-1670.pdf</p> <p>User: ABDULAZIZ ALAZMAN</p> <p>Added: Michael Zhi on 6/20/2018 2:07:36 PM</p> |
| Abhijith Prakash  | <p>Delete</p> <p>Induction Form-3245-19-04-2017-1285.pdf</p> <p>User: Abhijith Prakash</p> <p>Added: Michael Zhi on 4/19/2017 5:15:20 PM</p>  |

## 6.29 Resource Documents

Users are able to access resource documents on Catalogue page and Calendar pages. It would be highly recommended to add resource related documents, such as OHS, training notes, safety notes and operation tips, and more.

Please refer to the next chapter on how to upload the resource documents to ACLS.



## AFM\_Catalyst (Lowy)



📍 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)

📄 SWP06.18\_BMIF\_AFM Catalyst  
 Microscope.doc

Resource document on  
calendar page

Search:

Copy CSV Excel PDF Print

| Resource Documents                          | Specification | Location | Website | Upgrades | Custodian                        |
|---|---------------|----------|---------|----------|----------------------------------|
| 📄 SWP06.18_BMIF_AFM Catalyst Microscope.doc | test          | test     | test    | test     | Renee Whan<br>r.whan@unsw.edu.au |

Resource document on  
catalogue page

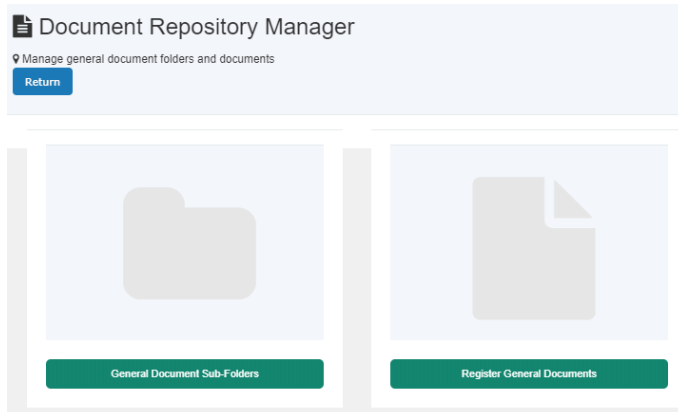
### 6.30 Store and Share Documents

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:

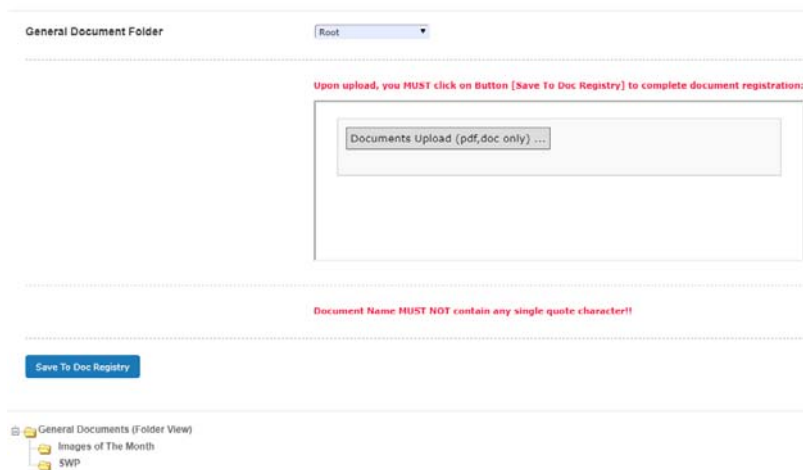
- Add/Edit General Document Sub-Folders
- Register General Documents
- Register Resource Documents
- Search Documents
- Deleted Document Records



Click on **General Documents** to register:

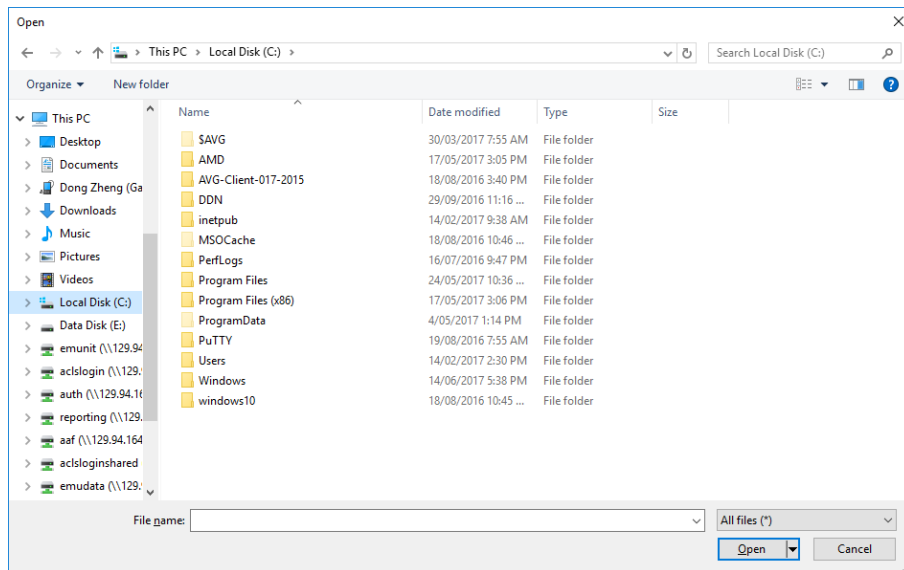


- Add/Edit General Document Sub-Folders
- Register General Documents

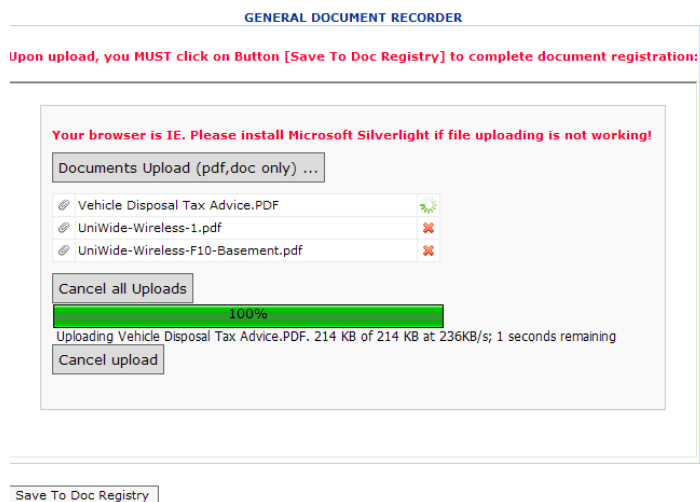


- Step 1: select the folder where the document is located, you can upload documents singly or in multiples
  - Select the documents, click on **Open** to upload.

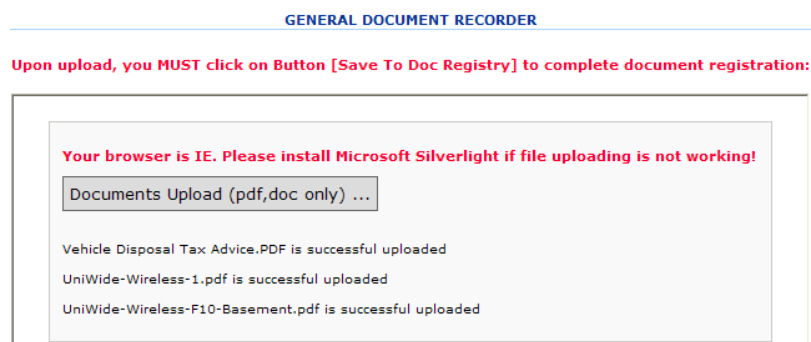




- You are shown the uploading progress:



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

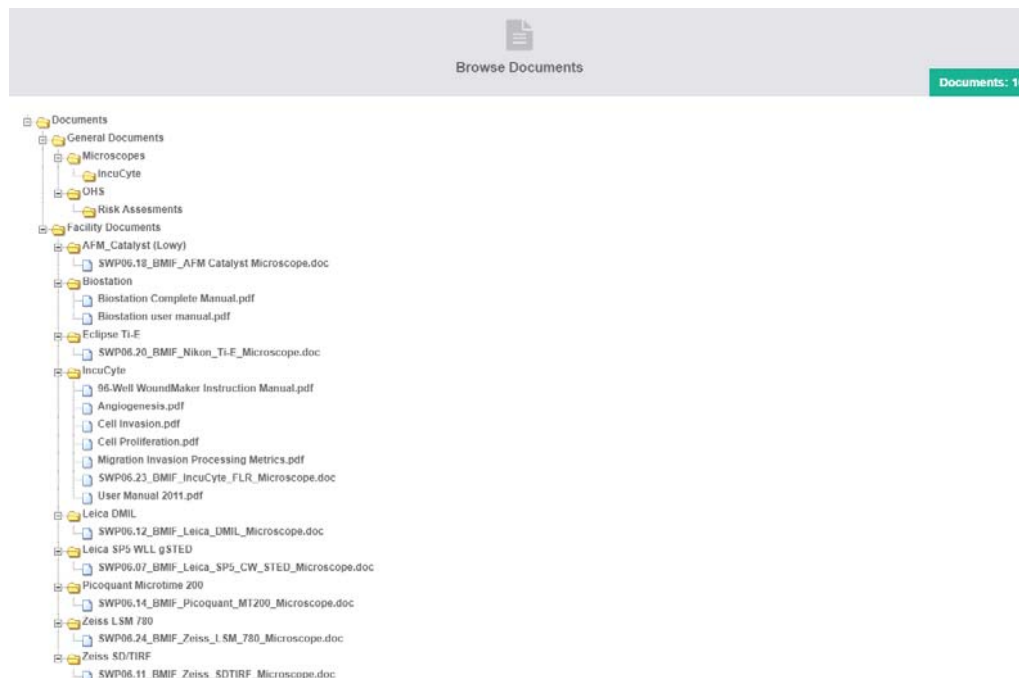


- Step 2: Save to registry
  - You must click on **Save To Doc Registry** to register the documents to the system. If you don't do this, then the documents are not considered as **Registered**.



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:

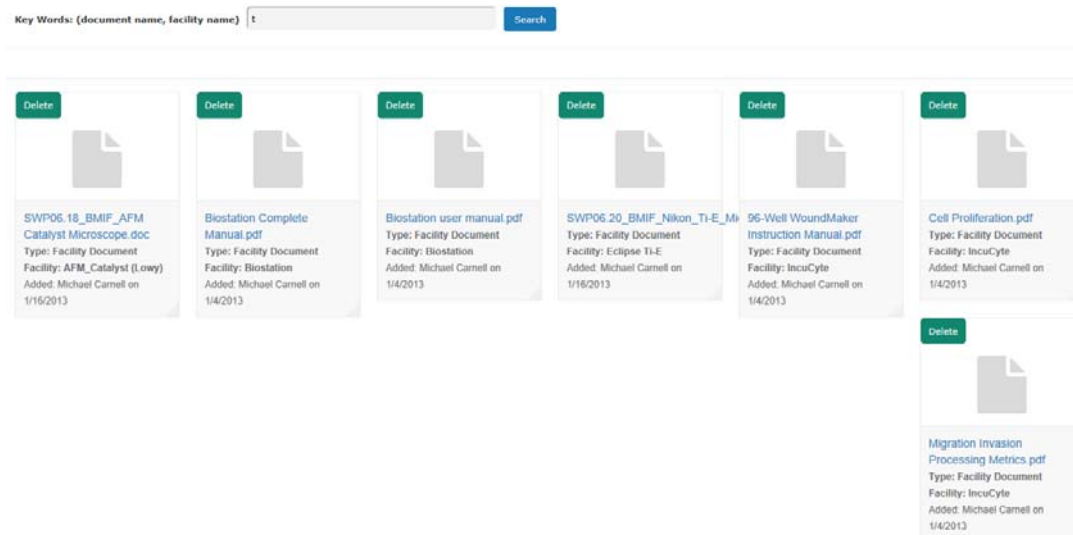


Register Resource Document is similar to the process shown above. The only difference is that you must pick a resource first.

The difference between general documents and resource documents is illustrated below.

|                           | Registered Users  | Registered Staff |
|---------------------------|---|------------------|
| <b>General Documents</b>  | All can access  | All can access   |
| <b>Resource Documents</b> | Users who have a resource training certificate, can access.<br>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.

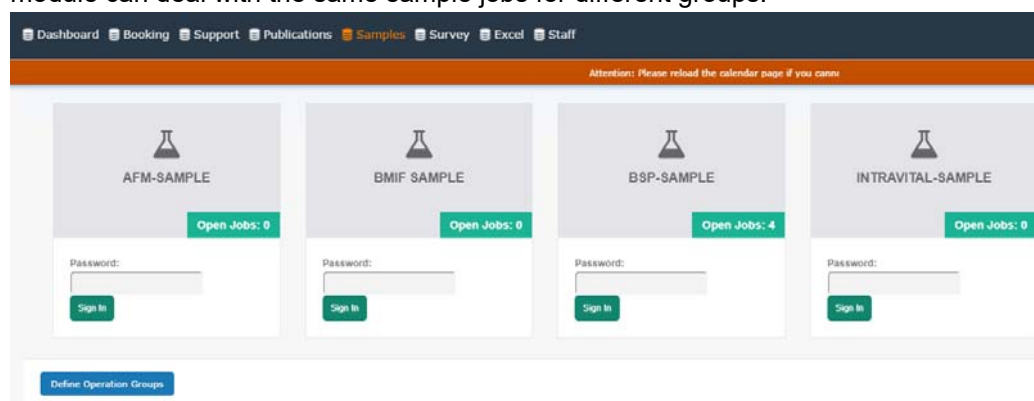
### 6.31 Track Samples

**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                             |

[Edit](#)
[Delete](#)
[Add](#)
[Reset](#)

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

- Create the sample type.

### Define Sample Types

Operation Group: BMIF SAMPLE

|                |                          |
|----------------|--------------------------|
| Type Title     | Tissue Sample (Animal) ▼ |
| Type Code      | 2                        |
| Status         | On                       |
| Record Created | 11/02/2016               |

[Edit](#)
[Add](#)
[Reset](#)

- Create the method of analysis.

### Define Methods

Operation Group: BMIF SAMPLE

|                        |  |
|------------------------|--|
| Method Title           | Paraffin Embedding ▼                     |
| Charge per Sample (\$) | 5  |
| Resource by Method     | Shandon Excelsior ES Tissue Processor    |
| Method Code            | 1  |
| Note                   | Tissue Processing and paraffin embedding |
| Status                 | On                                       |
| Record Created         | 11/02/2016                               |

[Edit](#)
[Add](#)
[Reset](#)

- 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.

## 6.32 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              |  <a href="#">Upload Sample Photo</a> |
| Sample Quantity           | 4   |
| Sample Name               |   |
| Sample Lab ID             |   |
| Sample Location           |   |
| Quotation No              |   |
|                           | <a href="#">Upload Sample Quotation</a>   |
| Discount By (%)           | 0.0   |
| Sample Type               | E-wastes  |
| Method                    | U-LA-disco-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.



### 6.33 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.

| Method           | Method Code | Status     | Delete                   | Last Update Time | Updated By   |
|------------------|-------------|------------|--------------------------|------------------|--------------|
| U20-Digestion-MW | 359         | Checked-In | <input type="checkbox"/> | 17/06/2021 13:06 | Rabeya Akter |
| U20-ICPOES       | 360         | Checked-In | <input type="checkbox"/> | 17/06/2021 13:06 | Rabeya Akter |
| U20-ICPMS        | 363         | Checked-In | <input type="checkbox"/> | 17/06/2021 13:11 | Rabeya Akter |

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

|                           |   |
|---------------------------|---|
| Job No                    | ICP-2021-318  |
| Customer/User             | Thayanne Lima Barros  |
| School/Organization       | Biological Earth and Environmental Sci                                    |
| Account                   | BEE5-RE784-RQ202112   |
| Sample Quantity           | 104   |
| Sample Name               |   |
| Sample Lab ID             |   |
| Sample Location           |   |
| Quotation No              |   |
| Discount By (%)           | 30.0  |
| Sample Type               | Soil  |
| Method                    | U20-Digestion-MW Checked-In: U20-ICPOES Checked-In: U20-ICPMS Checked-In: |
| Date In                   | 17/06/2021  |
| Scheduled Completion Date | 24/06/2021  |
| Receiver                  | Rabeya Akter  |
| Job Notes                 |   |
| Job Status                | Overdue   |
| Last Update Time          | 17/06/2021 13:07  |
| Updated By                | Rabeya Akter  |

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-2021-318**

|                 |   |
|-----------------|---|
| Method          | U20-Digestion-MW                            |
| Sample Quantity | 1 <input type="button" value="v"/>          |
| Note            | <div></div> <div>2000 (max char 2000)</div> |



Select the **Confirm** button and ACLS updates the job. The status of the selected method is marked as **Processing**.

### 6.34 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 |
|------------------|-----------------|-------------|-------|
| U20-Digestion-MW | 0               | 0           |       |
| U20-ICPOES       | 0               | 0           |       |
| U20-ICPMS        | 0               | 0           |       |

Total Charge: \$0.00

Note: At least one of Methods or Analysis have not been processed and No Check-Out!

|                     |  |
|---------------------|--|
| Job No              | ICP-2021-318                           |
| Customer/User       | Thayanne Lima Barros                   |
| School/Organization | Biological Earth and Environmental Sci |
| Account             | BEES-RE784-RG202112                    |
| Sample Quantity     | 104                                    |
| Sample Name         |  |
| Sample Lab ID       |  |
| Sample Location     |  |
| Quotation No        |  |
| Discount By (%)     | 30.0                                   |
| Sample Type         | Soil                                   |

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

### 6.35 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-2021-352 |
| 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.

### 6.36 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.

Dashboard
 **Booking**
 Publications
 Survey
 Staff

---

My Calendar

**Lab and holiday calendar**

Staff Roster Calendar

Resource Trainers

Lab and Holiday Calendar
 

Calendar 2020

Calendar 2021



**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

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.

May

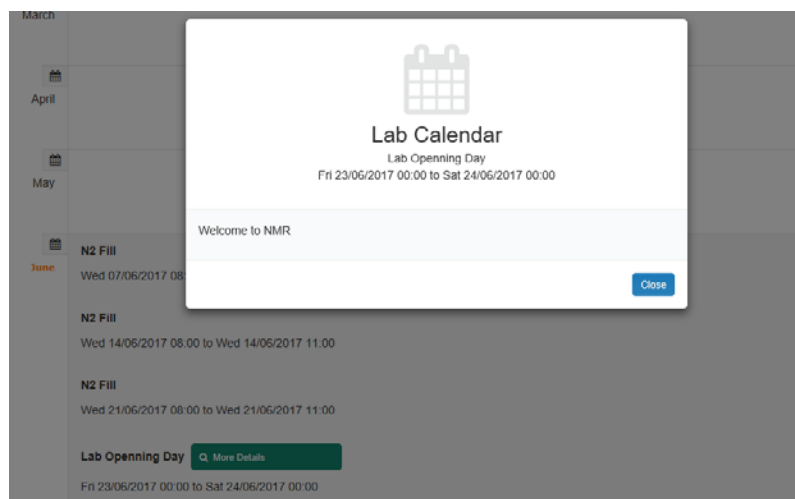
June

**N2 Fill**  
Wed 07/06/2017 08:00 to Wed 07/06/2017 11:00  
  
**N2 Fill**  
Wed 14/06/2017 08:00 to Wed 14/06/2017 11:00  
  
**N2 Fill**  
Wed 21/06/2017 08:00 to Wed 21/06/2017 11:00  
  
**Lab Openning Day** [More Details](#)  
Fri 23/06/2017 00:00 to Sat 24/06/2017 00:00  
  
**N2 Fill**  
Wed 28/06/2017 08:00 to Wed 28/06/2017 11:00

July

**N2 Fill**  
Wed 05/07/2017 08:00 to Wed 05/07/2017 11:00  
  
**N2 Fill**  
Wed 19/07/2017 08:00 to Wed 19/07/2017 11:00

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, select all resources [Select All] to close calendar for booking, or just select the resources to close calendars for the selected.

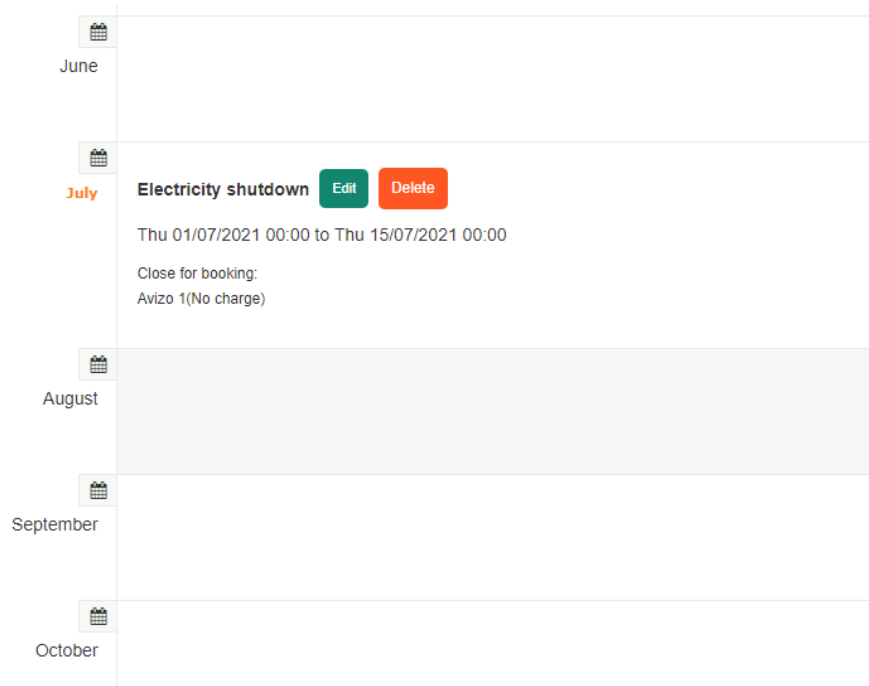
In the following example, all resources are selected to close all calendars not accepting bookings.



Add Lab Event: 2021

|                   |   |  |
|-------------------|---|--|
| Summary           |   |  |
| Description       |   |  |
| Start Time        | 00:00 ▼   |  |
| Start Date        | 08/07/2021  |  |
| End Time          | 00:00 ▼   |  |
| End Date          | 08/07/2021  |  |
| Resource Calendar | <div> <input type="button" value="Select All"/> <input type="button" value="Deselect All"/> </div> <ul style="list-style-type: none"> <li>Avizo 1(No charge) <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>Avizo 2(No charge) <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>Biowave Microwave Processor <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>COATER DCT Carbon Coater <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>COATER Emitech coater (K575x) <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>COATER Leica coater (Leica EM ACE600) <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>COATER Quorum coater (Q300T D) <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>COATER Safematic carbon coater <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>Critical Point Dryer <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>Double-tilt holder(No charge) <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>EPMA 8500 <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>FIB Auriga <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>FIB Auriga - Oxford <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>FIB NanoLab <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>Fischione NanoMill <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>Hitachi IM-4000 Ion Polisher <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>Lattice X Cleaver <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>Leica Grid Plunger <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>Leica Lift-Out <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>Lift-Out Nikon <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>PFIB Helios G4 <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>Precision Ion Polishing System <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>SEM 230 <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>SEM 3400I <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>SEM 3400X <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>SEM 450 <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> <li>SEM 7001 <input checked="" type="checkbox"/> Close calendar (not accepting bookings)</li> </ul> |  |

To re-open the resource calendar, you just need to delete the lab event as shown here.



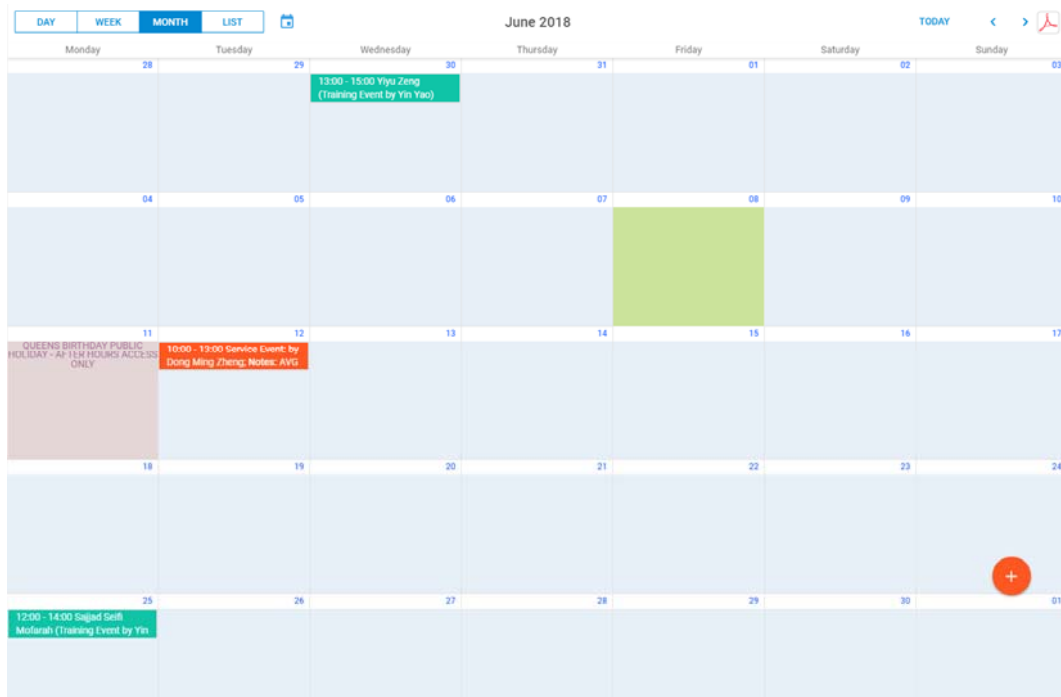
### **Set up public holiday:**

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.



### 6.37 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.

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

My Requests

Open Requests

Find Requests

Search Solutions

#### 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:**

Submit

### [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)

| 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.

## 6.38 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.

### 6.38.1 Build Survey

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

Build Survey

---

**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    | BMIF 2015   |
| Survey Body     | <div style="border: 1px solid #ccc; height: 80px;"></div>   |
| Start of Survey | 10/08/2015  |
| End of Survey   | 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  |
|------------------------|--|
| <b>Survey Title</b>    | Title is used as the survey access link, it is good practice to keep it short and easy to understand.  |
| <b>Survey Body</b>     | 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. |
| <b>Start of Survey</b> | Start date of survey available to users. System automatically activates the survey on the start date.  |
| <b>End of Survey</b>   | End date of survey available to users. System automatically ends the survey on the end date.   |
| <b>Survey Type</b>     | Anonymous or compulsory. If set to compulsory, user must complete the survey upon login before accessing any other functions of ACLS.                    |
| <b>Access Survey</b>   | 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  | 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!**

**6.38.2 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!**

**6.38.3 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.



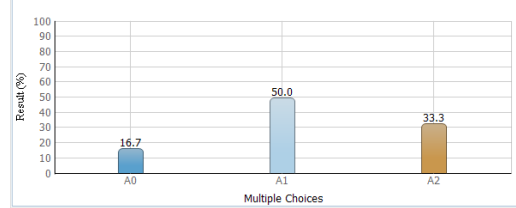
### Bar chart:

Total Responses: 6

#### Survey Analysis:

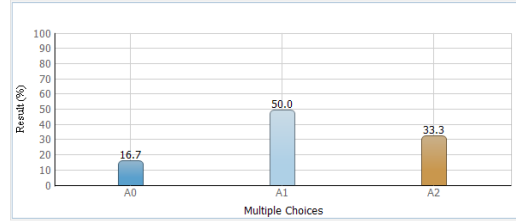
##### Questions

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

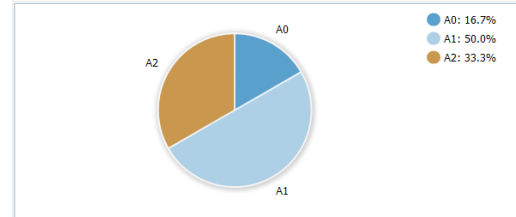
### Pie chart:

Total Responses: 6

#### Survey Analysis:

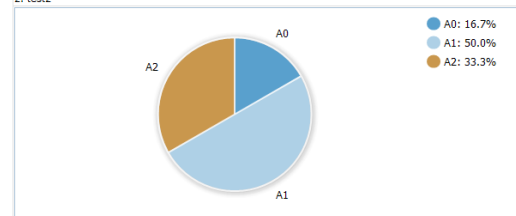
##### Questions

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



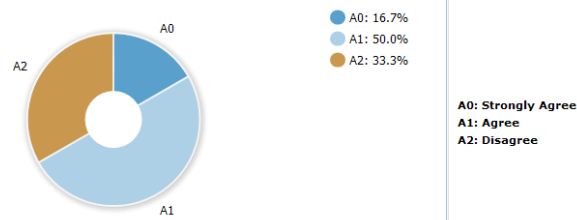
## Donut chart:

Total Responses: 6

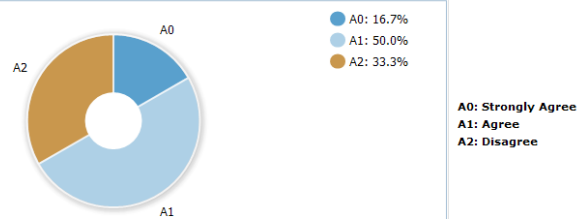
### Survey Analysis:

#### 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.



2. test2



## 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% |

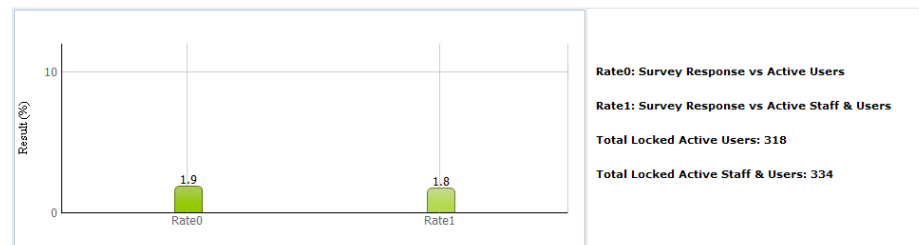
It is useful to know what the response rate is to the survey. The system compares the response of the active registered users.

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:



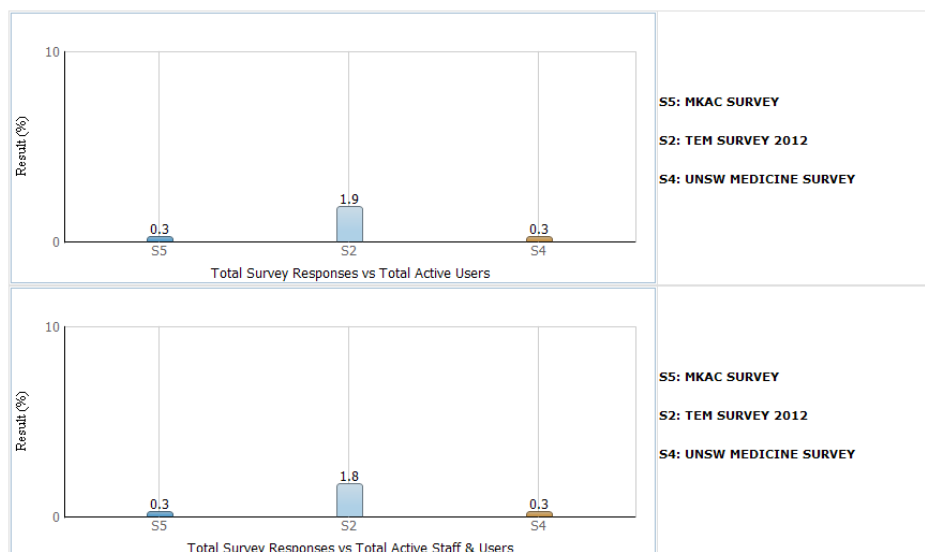
Note: Participation rate was saved, you can reset it if you wish to update!

- 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.

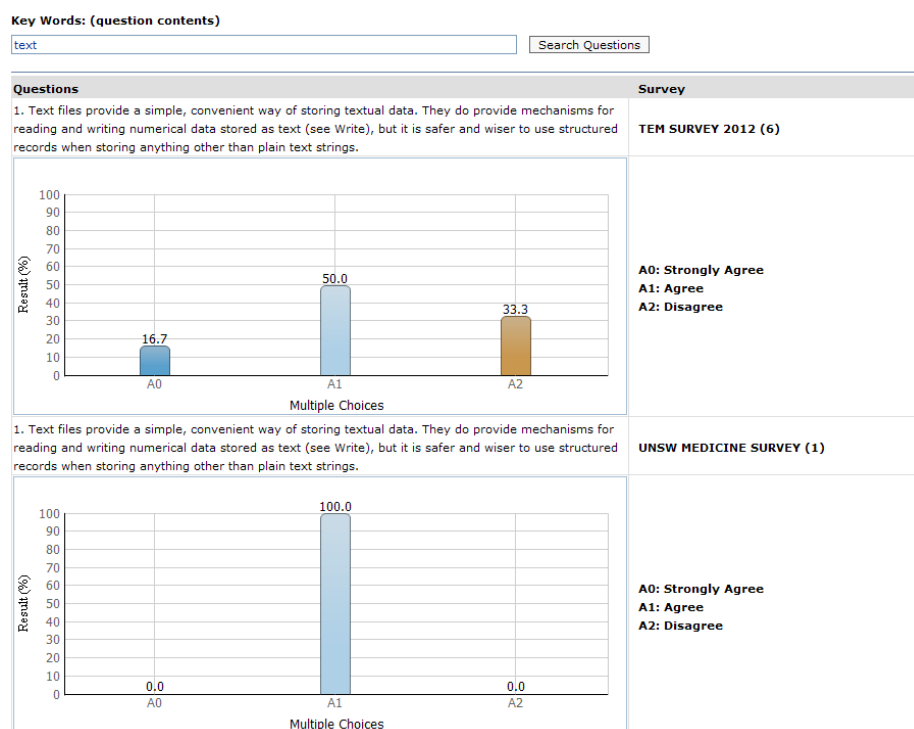
It is very useful to compare the response rate across different surveys.



- 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.





## 6.39 Analyse Publications

ACLS provides the following ways to run the analysis:

Search

Bar Chart

Pie Chart

- Search publications:

You can type in any search texts to start search and export to EXCEL.

Search Publications

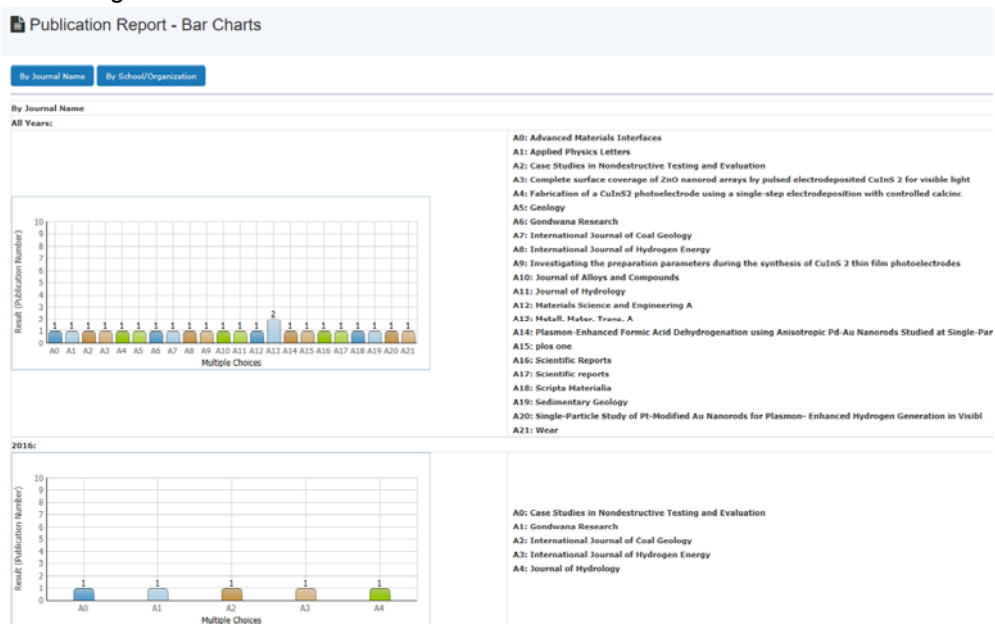
Key Words: (part of author name, or journal name, or details, or year)

Sorted By:

| Publication ID  | Journal Name   | Author List  | Year Month     | Details   |
|---|--|--|----------------|---|
| <a href="http://dx.doi.org/10.1016/j.ijhydene.2016.08.115">http://dx.doi.org/10.1016/j.ijhydene.2016.08.115</a> | International Journal of Hydrogen Energy   | Wen-Fan Chen, Pramod Koshi, Ying Huang, Esmaeil Adabifiroozjani, Yin Yao, Charles Christopher Somell | 2016/September | Effects of precipitation, liquid formation, and intercalation charge transfer on the properties and photocatalytic performance of cobalt- or vanadium-doped TiO <sub>2</sub> thin films.<br>International Journal of Hydrogen Energy, 41 (42), 19025-19056<br><a href="http://dx.doi.org/10.1016/j.ijhydene.2016.08.115">http://dx.doi.org/10.1016/j.ijhydene.2016.08.115</a> |
| <a href="http://dx.doi.org/10.1021/ja502704n">dx.doi.org/10.1021/ja502704n</a> (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, # and Tetsuro Majima   | 2014/May       | 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, 6670-6673.  |
| DOI: 10.1021/ja511719g  | Plasmon-Enhanced Formic Acid Dehydrogenation using Anisotropic Pd-Au Nanorods Studied at Single-Particle | 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, 9484-9507.  |
|   | Gondwana Research  | Wierzy, David; Saunders, Martin; Kong, Charlie; Brasier, Alexander; Brasier, Martin                  | 2016/January   | Wierzy, David; Saunders, Martin; Kong, Charlie; Brasier, Alexander; Brasier, Martin; "3.46 Ga Apex chert 'microfossils' reinterpreted as mineral artefacts produced during phyllosilicate exfoliation", Gondwana Research, V.36, pp2046-212, 2016   |

- Bar charts:

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

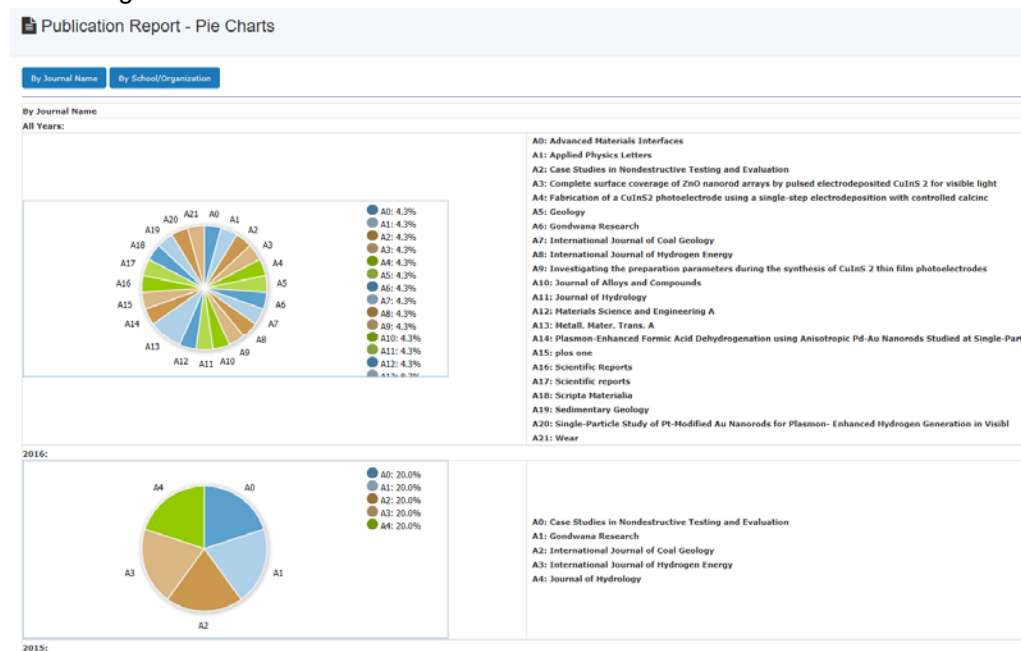






- Pie charts:

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



## 6.40 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.

Moxy Code: 9369

My Bookings

---

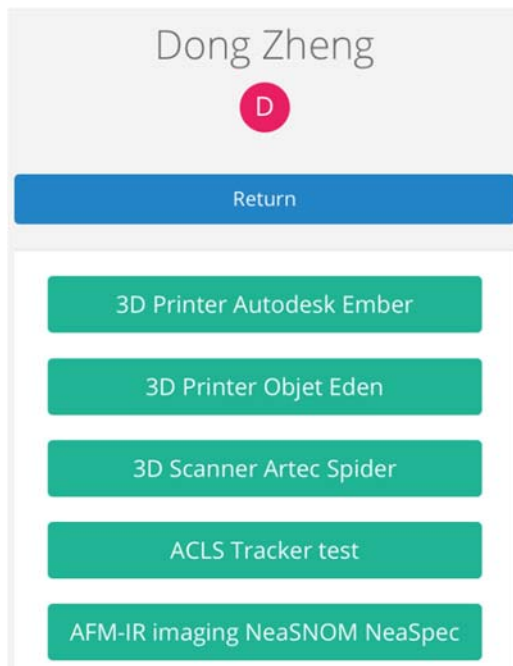
Resource List

Dong Zheng

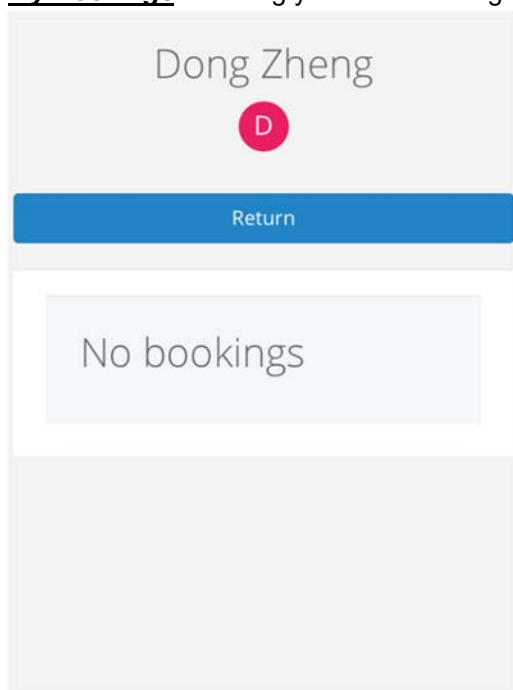
Desktop Version

About ACLS

Logout




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



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





**Dong Zheng**

Student/Staff No.: Nil  
Type of Researcher: Others  
User ID: admin  
School/Organization: BMIF -  
Biomedical Imaging Facility  
Access Group: System  
Administrator

Account(s):  
4MTH SUBSCR TO 31 DEC 2012 -  
expired on 31/12/2012  
Internal Account - expiring on  
30/11/2022

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

**About ACLS**: shows ACLS version.

Moxy Code: 9369

My Bookings

Resource List

Dong Zheng

Desktop Version

About ACLS

 Version: SQL-3.0

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



Dong Zheng

D

Return

Resource

3D Printer Autodesk Ember

Resource Group

BIO-CHEM LAB FACILITIES

Resource Availability

AVAILABLE

Bookings: Monday, Aug 24 2020

Today

Next Day

Book

Resource Trainers

Lachlan Hyde, lachlan.hyde@monash.edu

Gediminas Gervinskas, gediminas.gervinskas@monash.edu

John Paul Teodosio, johnpaul.teodosio@monash.edu

Resource Documents

Item Number

Description

Specification

**Resource QR codes:** mobile browser version only works when resource QR codes are established.

#### 6.41 Registration Pathway

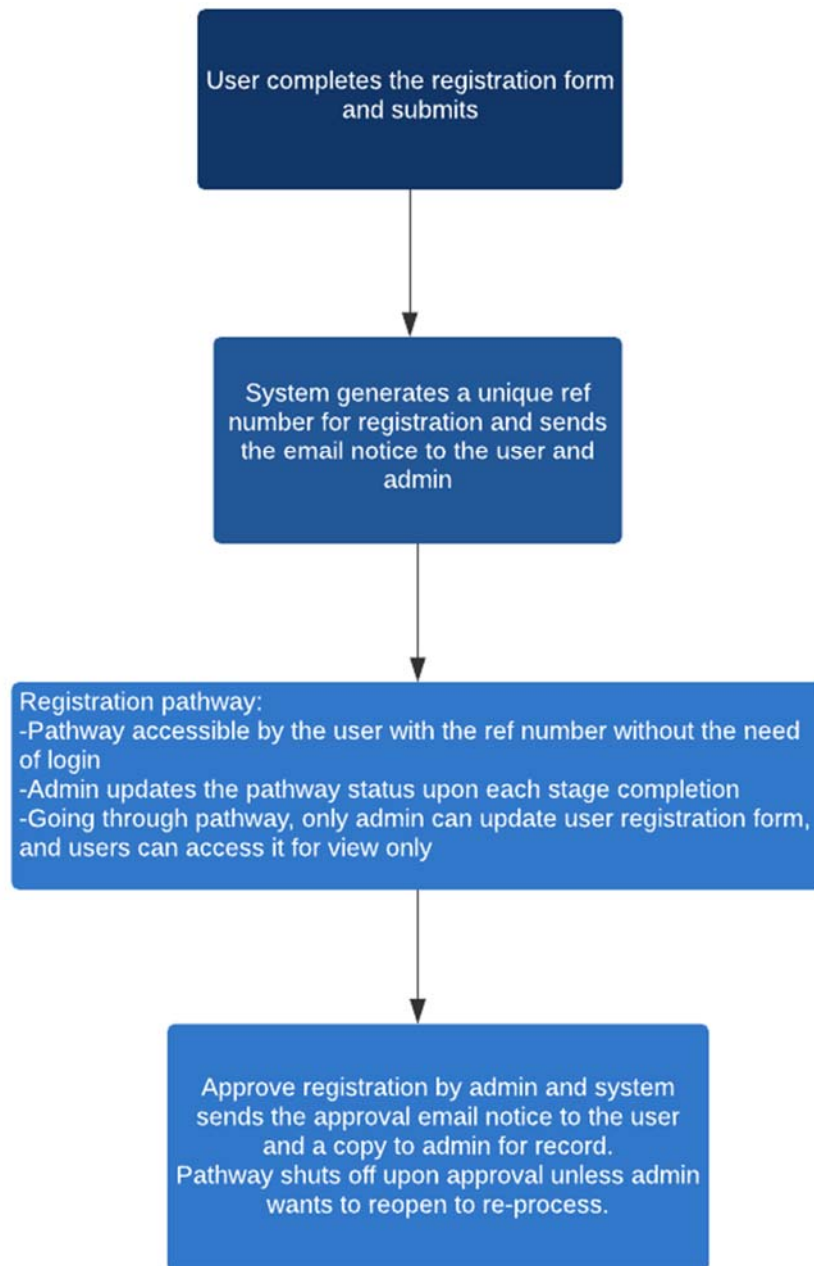
The default online registration process is a single step process. Users fill in the form and submit. The staff-in-charge either approves or rejects the registration.

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                                  |

[Edit](#) [Delete](#) [Add](#) [Reset](#)

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

[Close](#)

- To add a new step:

**Registration Pathway**

Edit/Add pathway

Pathway Chart

|                      |                     |
|----------------------|---------------------|
| Registration Pathway | Approval by manager |
| Pathway Step         | 3 ▼                 |

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
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.

The image shows a registration page with the following elements:

- A "User ID" input field.
- A "Password" input field.
- A green "Sign In" button.
- A horizontal separator line.
- A list of links: "To Register", "To Access Registration Pathway" (highlighted with a red rectangle), and "Access Denied?".
- Another horizontal separator line.
- Two links for app downloads: "To Download iPhone App" and "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.

The image shows the "Registration Pathway Manager" interface with the following elements:

- A header "Registration Pathway Manager" with a document icon.
- Three menu items: "Update registration pathway.", "Approve/Decline registration.", and "Pathway Chart" (highlighted with a green button).
- A section titled "Unapproved User Registration:" with a dropdown menu "Choose user from the list" and a blue "Continue" button.

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

| Pathway   | User         | Registration Ref       | Note   | Status      |
|---|--------------|------------------------|--|-------------|
| Electronic application submitted and being processed    | Bowdin, Lisa | Ref-2WN0UEuqdyR-EN920r |  | Close       |
| Academic in charge scheduling the New User Meeting      | Bowdin, Lisa | Ref-2WN0UEuqdyR-EN920r | Dentistry Student will do bulk new user meeting Feb 2017 Martin Alexandra Jeremy     | In progress |
| Training and access is confirmed through NUM            | Bowdin, Lisa | Ref-2WN0UEuqdyR-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-2WN0UEuqdyR-EN920r | RGS#22 K Shearston   | Close       |
| Signed form received                                    | Bowdin, Lisa | Ref-2WN0UEuqdyR-EN920r |  | Close       |
| ACLS activated / re-activated and user notified         | Bowdin, Lisa | Ref-2WN0UEuqdyR-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.

## 6.42 Mobile App

Mobile app aims to work as a single gateway to access all ACLS nodes, and bridges the research community. The new generation of ACLS mobile app is under development.

## 6.43 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.

## 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>

```

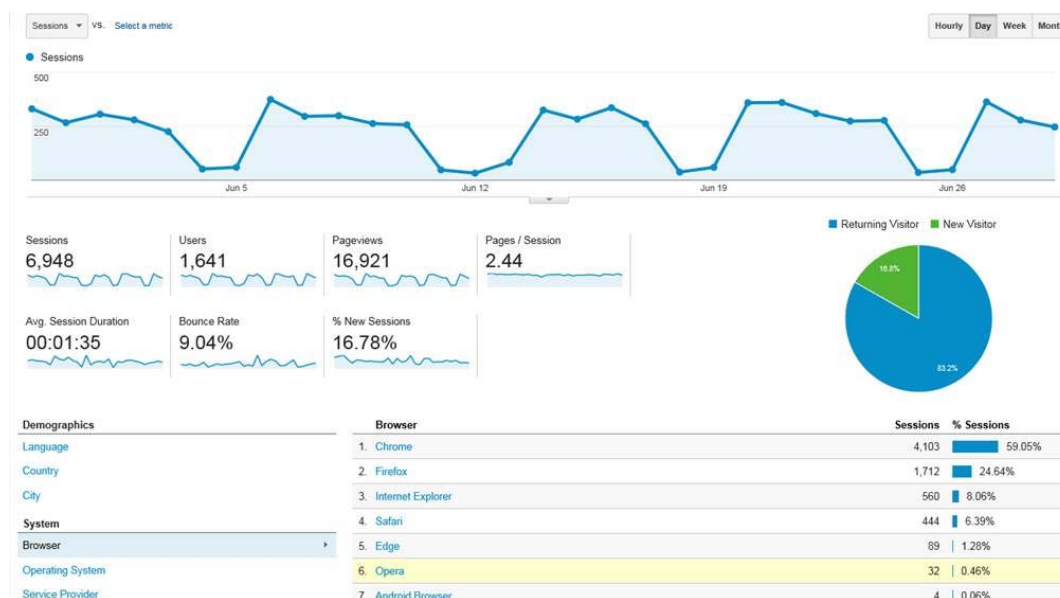
Upload Script

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

Google Script Upload (txt only) ...

Submit

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



## 6.44 Resource Catalogue

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.



On catalogue grid table pages, you are able to access resource description, QR codes and location and trainers.

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.

Resource Catalogue

40 Available Resources    Resource Trainers

Showing 1 to 10 of 10 entries

Search:     Copy    CSV    Excel    PDF    Print

| Resource        | Resource Group | Resource Type      | Resource QR Code | Lab Space | Item Number | Description   | Resource Documents | Specification           | Location              | Website | Upgrades | Condition                           |
|-----------------|----------------|--------------------|------------------|-----------|-------------|---|--------------------|-------------------------|-----------------------|---------|----------|-------------------------------------|
| 300 MHz - Bench | NMR            | Research Equipment |                  |           |             | Bruker Avance Neo 300 MHz Solid State NMR (Prose) - Measurements of materials from biomedical, environmental, and chemical sites. A wide bore magnet. Temperature control: 0.5 mm H <sub>2</sub> O probe, 4 mm H <sub>2</sub> O probe, 7 mm H <sub>2</sub> O probe.   |                    | Solid State 300 MHz NMR | Building F10 Room 040 |         |          | Aditya Patel<br>a.patel@unsw.edu.au |
| 300 MHz - Cryo  | NMR            | Research Equipment |                  |           |             | Bruker Avance Neo 300 MHz NMR (Prose) used originally for a As a high throughput instrument for screening routine 1H, 13C, 31P and 19F spectra of synthetic materials. Automated acquisition of 2D experiments with pulsed field gradients allows a high coverage of 2D experiments on the 1000 MHz. It is also equipped with a BACS40 variable range 1H/2D probe to run heteronuclear 3D/4D experiments from 200K to 373 K and experiments from 220K to 173K with liquid nitrogen autohandler measurements for nuclear magnetic resonance. |                    |                         | Building F10 Room 040 |         |          | Aditya Patel<br>a.patel@unsw.edu.au |

## 6.45 Manage and Track 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.

**Consumable Manager**

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

System Wizards

System Settings



**Edit Consumable**

Update consumable.

Top Up Stock Quantity
Price Change Logs
Stock Quantity Logs
Edit Supplier

|  |   |
|--|---|
| Consumable Code                        | 01843   |
| Description                            | Carbon 300 mesh coated grids (box of 25)  |
| Consumable Category                    | Choose consumable category from the list ▼  |
| Consumable Image                       | <a href="#">Upload Consumable Image</a>   |
| Consumable QR Code                     | <br>  |
| Unit                                   | Each (e.g. nm, mg, ml)  |
| Min Order Quantity (Resource Specific) | 1 (integer)   |
| Price per Unit (\$/Each)               | 95.00   |
| Stock Quantity                         | 8   |
| Reorder Quantity                       | 3   |
| Hide Stock Qty on Cart                 | <input type="checkbox"/>  |
| Quick Close on Order                   | <input checked="" type="checkbox"/> (if checked, consumable order is closed immediately upon the order is placed) |
| Admin Only                             | <input checked="" type="checkbox"/>   |
| Status                                 | <input checked="" type="checkbox"/> (Tick to be active)   |

Consumable parameters are explained below.

| Parameter                     | Description   |
|-------------------------------|---|
| <b>Consumable Code</b>        | Short code or barcode for the consumable, for example, AT2070                                       |
| <b>Description</b>            | A short description for consumables, for example, ATnLOF2070 100ml                                  |
| <b>Consumable Category</b>    | Consumable category to manage the large scale of consumables  |
| <b>Consumable Image</b>       | An image to describe the consumable.  |
| <b>Consumable QR Code</b>     | Use mobile to scan QR code to order consumable at lab   |
| <b>Unit</b>                   | Unit type, for example, ml, kg, cm. It can be used as 100ml as unit.                                |
| <b>Min Order Quantity</b>     | Min order quantity other than 1   |
| <b>Price per Unit</b>         | Price per unit  |
| <b>Stock Quantity</b>         | Good practice to set up and monitor the stocks. So lab can place the orders when the stock goes low |
| <b>Re-Order Quantity</b>      | Re-order quantity is the min stock level you wish to maintain.                                      |
| <b>Hide Stock Qty on Cart</b> | Tick to display the stock quantity on the order cart page   |
| <b>Quick Close on Order</b>   | Order is closed upon placing the order  |

**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)**

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 (103) ☐ Inactive (43) ☐ All (144)

Show 500 entries

Search: 
 1



Showing 1 to 1 of 1 entries

| Consumable Code | Consumable Description              | Consumable QR Code | Consumable Category | Supply Details                                    | Min Order Quantity | Unit | Price per Unit (\$) | Stock Quantity | Reorder Quantity | Admin Only | Status | Low Stock Flag |                                     |
|-----------------|-------------------------------------|--------------------|---------------------|---|--------------------|------|---------------------|----------------|------------------|------------|--------|----------------|-------------------------------------|
| ID:517          | Wafer SiO2 4inch 0.5um Uncoated DSP |                    | Wafers              | Order code:<br>Bosch active (S)<br>9<br>Supplier: | 1                  | 1    | 33.00               | 38             | 25               | --         | Active |                | <input type="button" value="Edit"/> |

1

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



| <a href="#">Top Up Stock Quantity</a> <a href="#">Price Change Logs</a> <a href="#">Stock Quantity Logs</a> <a href="#">Edit Supplier</a> |   |
|---|---|
| Consumable Code   | ID:517  |
| Description   | Wafer SiO2 4inch 0.5mm Uncoated DSP   |
| Consumable Category   | Wafers ▼  |
| Consumable Image  |  <a href="#">Upload Consumable Image</a>       |
| Consumable QR Code  |  <div> <a href="#">Generate QR Code</a> </div> |
| Unit  | 1 (e.g. nm, mg, ml)   |
| Min Order Quantity ((Resource Specific)   | 1 (integer)   |
| Price per Unit (\$)   | 33.00   |
| Stock Quantity  | 38  |
| Reorder Quantity  | 25  |
| Hide Stock Qty on Cart  | <input type="checkbox"/>  |
| Admin Only  | <input 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 | Price per Unit (\$) | Valid From | Valid To | Changed By |
|-----------------|---------------------|------------|----------|------------|
| N823626         | 2.00                | 23/12/2016 | Now      | Dong Zheng |

**Close**

Stock quantity change is logged for accountability and stock quantity audit.

**Consumable Stock Change Logs**

[Return](#)

Showing 1 to 10 of 10 entries

Search:

Copy CSV Excel PDF

| Order Code | Consumable Code | Description                          | Order/Topup Quantity | Stock Quantity | Order Type        | User Name  | Time Stamp       | Booking Reference |
|------------|-----------------|--------------------------------------|----------------------|----------------|-------------------|------------|------------------|-------------------|
| 1825       | ID 517          | Walter S102 4inch 8 5mm Uncoated DSP | 1                    | 38             | Order - Cancelled | Dong Zheng | 26/08/2020 15:53 |                   |
| 1825       | ID 517          | Walter S102 4inch 8 5mm Uncoated DSP | 1                    | 37             | Order - Closed    | Dong Zheng | 26/08/2020 15:53 |                   |
| 1825       | ID 517          | Walter S102 4inch 8 5mm Uncoated DSP | 1                    | 38             | Order - Open      | Dong Zheng | 26/08/2020 15:52 |                   |
| 1824       | ID 517          | Walter S102 4inch 8 5mm Uncoated DSP | 1                    | 0              | Order - Open      | Dong Zheng | 26/08/2020 11:54 |                   |
| 1821       | ID 517          | Walter S102 4inch 8 5mm Uncoated DSP | 1                    | 38             | Order - Cancelled | John Zhu   | 27/08/2020 15:37 |                   |
| 1821       | ID 517          | Walter S102 4inch 8 5mm Uncoated DSP | 1                    | 37             | Order - Closed    | John Zhu   | 27/08/2020 15:26 |                   |
| 1821       | ID 517          | Walter S102 4inch 8 5mm Uncoated DSP | 1                    | 0              | Order - Open      | John Zhu   | 27/08/2020 15:23 |                   |
|            | ID 517          | Walter S102 4inch 8 5mm Uncoated DSP | -1                   | 38             | Top Up            | John Zhu   | 26/08/2020 11:27 |                   |
| 1792       | ID 517          | Walter S102 4inch 8 5mm Uncoated DSP | 2                    | 39             | Order - Closed    | Dandan Wan | 18/05/2020 14:55 |                   |
|            | ID 517          | Walter S102 4inch 8 5mm Uncoated DSP | -3                   | 41             | Top Up            | John Zhu   | 18/05/2020 10:01 |                   |

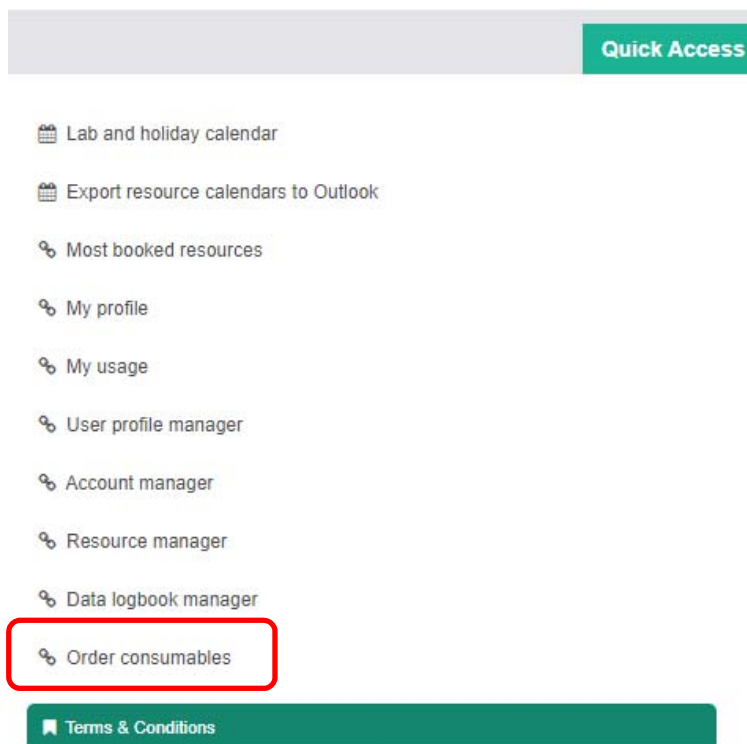
[Previous](#) [1](#) [Next](#)

**Users to order consumables:**

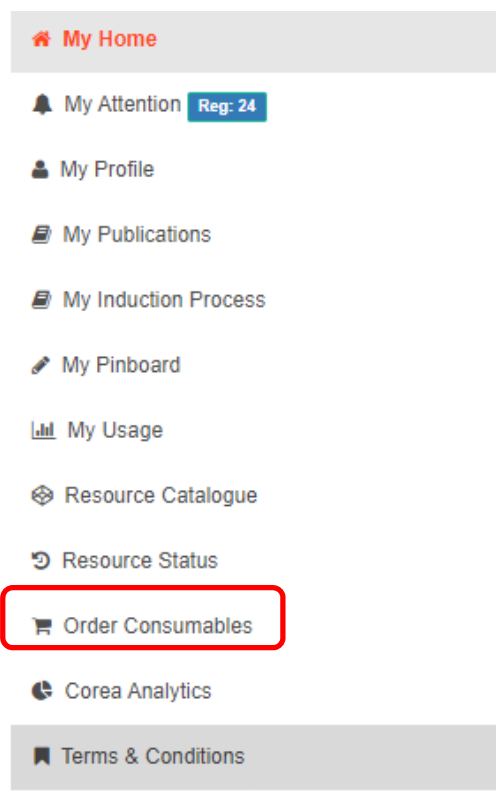


There are two ways to place order for consumables.

- Through frequent access links on Booking tab



- Through Dashboard





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

N123448  
**Acid**  
☐ Add to Cart  
Stock Quantity: 0

N123445  
**dish wash detergent**  
☐ Add to Cart  
Stock Quantity: 110

N823626  
**Toilet paper**  
☐ Add to Cart  
Stock Quantity: 96

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.

Continue Shopping
My Cart

Show 100 entries

Search:
Copy CSV Excel PDF

| Order Number | Year | User       | Account   | Consumable Code                           | Consumable Description   | Unit | Price per Unit | Order Quantity | Total    | Order Date       | Order Status | Cancellation Date | Booking Ref   |
|--------------|------|------------|-----------|---|--|------|----------------|----------------|----------|------------------|--------------|-------------------|---------------|
| 1825         | 2020 | Dong Zheng | MCH STAFF | ID-517                                    | Water SiO2 4inch 0.5mm Uncoated DSP                            | 1    | \$33.00        | 1(1)           | \$33.00  | 28/05/2020 15:52 | Cancelled    | 28/05/2020 15:53  |               |
| 1824         | 2020 | Dong Zheng | MCH STAFF | ID-517                                    | Water SiO2 4inch 0.5mm Uncoated DSP                            | 1    | \$33.00        | 1(1)           | \$33.00  | 28/05/2020 11:54 | Cancelled    | 28/05/2020 15:51  |               |
| 1799         | 2020 | Dong Zheng | MCH STAFF | TSPO-UT6995/TS25                          | Water Si 6inch +100> 0.5mm Uncoated P Type Boron 1-100 Ohm SSP | 1    | \$32.00        | 1(1)           | \$32.00  | 19/05/2020 14:19 | Cancelled    | 19/05/2020 14:21  |               |
| 1798         | 2020 | Dong Zheng | MCH STAFF | TSPO-UT6995/TS25                          | Water Si 6inch +100> 0.5mm Uncoated P Type Boron 1-100 Ohm SSP | 1    | \$32.00        | 1(1)           | \$32.00  | 19/05/2020 14:19 | Cancelled    | 19/05/2020 14:22  |               |
| 1797         | 2020 | Dong Zheng | MCH STAFF | TSPO-UT6995/TS25                          | Water Si 6inch +100> 0.5mm Uncoated P Type Boron 1-100 Ohm SSP | 1    | \$32.00        | 1(1)           | \$32.00  | 19/05/2020 12:33 | Cancelled    | 19/05/2020 14:23  |               |
| 1681         | 2020 | Dong Zheng | MCH STAFF | Precious Metal Pd consumables for sputter | Sputter Metal Pd   | mm   | \$1.00         | 1(mm)          | \$1.00   | 13/07/2020 22:06 | Cancelled    | 13/07/2020 22:06  | 1594541898486 |
| 1524         | 2020 | Dong Zheng | MCH STAFF | E-beam Exp-Ag                             | E-beam Exp-Ag  | mm   | \$0.02         | 1(mm)          | \$0.02   | 01/06/2020 18:42 | Cancelled    | 01/06/2020 11:23  |               |
| 1179         | 2020 | Dong Zheng | MCH STAFF | E-beam Exp-Pt                             | E-beam Exp-Pt  | 1    | \$1.02         | 1(1)           | \$1.02   | 21/02/2020 13:57 | Closed       |                   | 1582263351132 |
| Total        |      |            |           |   |  |      |                |                | \$164.04 |                  |              |                   |               |

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 | <a href="#">Remove</a> |
| 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**
- > Register Consumable Categories
- > **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

N123448  
**Acid**  
☐ Add to Cart  
Stock Quantity: 0

\$100

N123445  
**dish wash detergent**  
☐ Add to Cart  
Stock Quantity: 110

\$5

N823626  
**Toilet paper**  
☐ Add to Cart  
Stock Quantity: 94

\$2

Continue

Lab admin can check any users' order via User Orders. 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 | Consumable Description              | Unit | Price per Unit | Available Quantity | Order Quantity   |
|-----------------|-------------------------------------|------|----------------|--------------------|--|
| ID 517          | Wafer SiO2 4inch 0.5mm Uncoated DSP | 1    | \$33.00        | 37                 | <input type="text" value="1"/> <input type="button" value="Save Changes After Changing Quantity"/> |
|                 |                                     |      |                |                    | Total  |

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 | Consumable Description              | Unit | Price per Unit |
|-----------------|-------------------------------------|------|----------------|
| ID:517          | Wafer SiO2 4inch 0.5mm Uncoated DSP | 1    | \$33.00        |

User for Billing:    Account for Billing:   

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](#).

Showing 1 to 500 of 1,634 entries

Search:

Previous 1 2 3 4 Next

Copy CSV Excel PDF Print

|                        | Order Number | Year | User          | Account                                 | Consumable Code                           | Consumable Description      | Unit | Price per Unit | Order Quantity | Total    | Order Date | Order Status | Place Order By | Cancellation Date | Delivery Date |
|------------------------|--------------|------|---------------|---|---|-----------------------------|------|----------------|----------------|----------|------------|--------------|----------------|-------------------|---------------|
| <a href="#">Update</a> | 1833         | 2020 | QIANYING GUO  | Monash Univ-Udo Bach                    | E-beam Evp-Au                             | E-beam Evp Au               | nm   | \$1.30         | 50             | \$65.00  | 02/09/2020 | Open         | Ashley Dyer    |                   |               |
| <a href="#">Update</a> | 1832         | 2020 | Luke Weston   | Melbourne Univ-MCSP Rajesh Rajasekharan | Precious Metal Au consumables for sputter | Sputter Metal Au            | nm   | \$1.00         | 100            | \$100.00 | 02/09/2020 | Closed       | Luke Weston    |                   | 02/09/2020    |
| <a href="#">Update</a> | 1831         | 2020 | Jack Drummond | Melbourne Univ-MCSP Anthony Burkhart    | Holders Carrier Wafer 4-Lot 8             | Holders Carrier Wafer 4inch | 1    | \$5.60         | 1              | \$5.60   | 02/09/2020 | Cancelled    | Jack Drummond  | 02/09/2020        |               |

Click on Update to edit the order.

### Update Order

|                         |   |
|-------------------------|---|
| Order No:               | 1833  |
| Consumable Code:        | E-beam Evp-Au   |
| Consumable Description: | E-beam Evp Au   |
| User:                   | QIANYING GUO  |
| Account:                | <input checked="" type="radio"/> Monash Univ-Udo Bach |
| Unit                    | nm  |
| Unit price (\$):        | <input type="text" value="1.30"/>                     |
| Order quantity:         | <input type="text" value="50"/>                       |
| Available quantity:     | 6394  |
| Stock quantity:         | 6694  |
| Delivery Status:        | <input type="checkbox"/> (tick to close delivery)     |

### 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**.

For the closed orders, you can see the staff who records delivery and recording date.



Update Order

|                         |   |
|-------------------------|---|
| Order No:               | 1832  |
| Consumable Code:        | Precious Metal Au consumables for sputter                                 |
| Consumable Description: | Sputter Metal Au  |
| Booking Ref:            | 1599027218133   |
| Booking Start Time:     | Wednesday 02/09/2020 17:00  |
| Booking End Time:       | Wednesday 02/09/2020 18:00  |
| Booking Resource:       | Sputter RF/DC Anatech Hummer  |
| User:                   | Luke Weston   |
| Account:                | <input checked="" type="radio"/> Melbourne Univ-MCFP Ranjith Rajasekharan |
| Unit                    | nm  |
| Unit price (\$):        | <input type="text" value="1.00"/>   |
| Order quantity:         | <input type="text" value="100"/>  |
| Available quantity:     | 103293  |
| Stock quantity:         | 103293  |
| Delivery Status:        | <input checked="" type="checkbox"/>                                       |
| Delivery Date:          | 02/09/2020 16:15  |
| Delivered By:           |   |

For the open orders, you can record the delivery by ticking the checkbox of delivery status.

#### 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.

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



### Update Order

|                         |   |
|-------------------------|---|
| Order No:               | 1830  |
| Consumable Code:        | 314433  |
| Consumable Description: | Wafer Quartz 4inch 0.5mm Uncoated DSP             |
| User:                   | John Zhu  |
| Account:                | MCN STAFF   |
| Unit                    | 1   |
| Unit price (\$):        | 50.00   |
| Order quantity:         | 1   |
| Available quantity:     | 8   |
| Stock quantity:         | 18  |
| Delivery Status:        | <input type="checkbox"/> (tick to close delivery) |

[Restore Order](#)

### 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  
2018

Consumable:

User:

Account:

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



**Consumable Order Report**

9 Report for 2016.

[Return](#)

Show 500 entries

Search

Previous 1 Next

Copy CSV Excel PDF

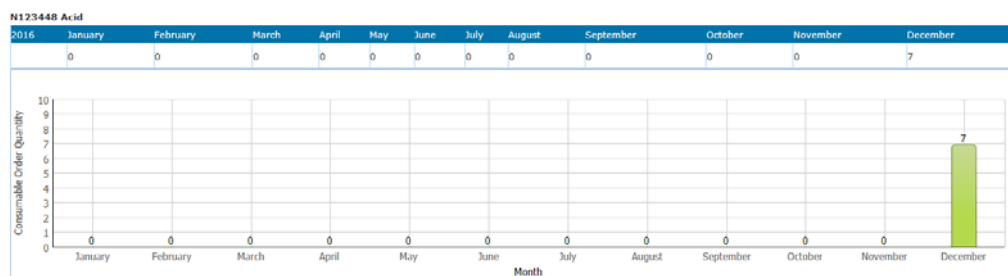
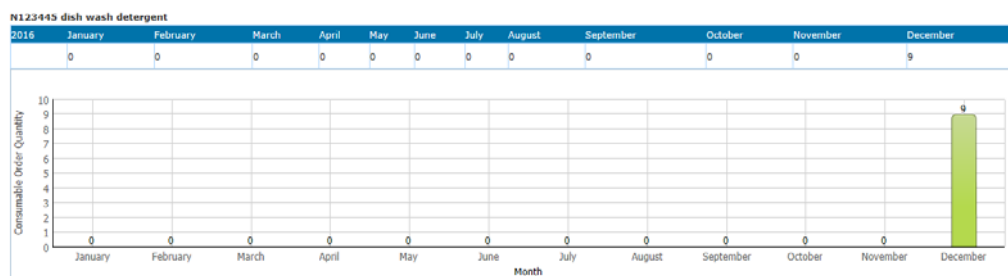
Showing 1 to 2 of 2 entries

| 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 |
|------|--------------|------------|-------------------------------|-----------------|---------------|-------|----------------|----------------|----------|------------------|--------------|-------------------|--------------|----------------|
| 2016 | 1            | Dong Zheng | ALEXANDER HEGER (MONASH MATH) | AL1234          | mineral water | litre | \$100.00       | 1              | \$100.00 | 23/09/2016 00:50 | Cancelled    | 23/09/2016 12:09  |              |                |
| 2016 | 2            | Dong Zheng | ALEXANDER HEGER (MONASH MATH) | AL1234          | mineral water | litre | \$100.00       | 3              | \$300.00 | 23/09/2016 12:13 | Active       |                   |              |                |

Previous 1 Next

Graphic presentation is available for the reports.

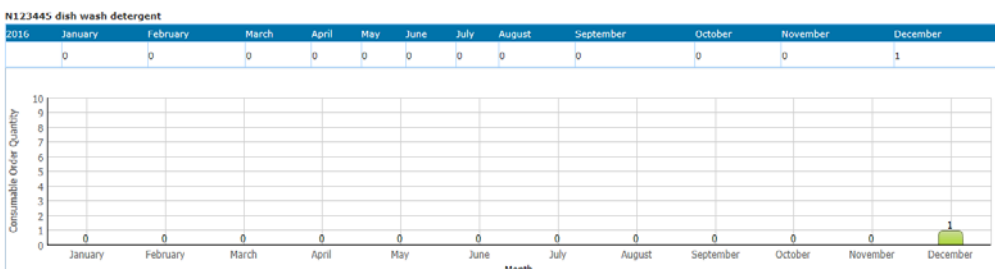
## Sort by User:



## Sort by Consumable:



## Sort by Account:



**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.

**6.46 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

---

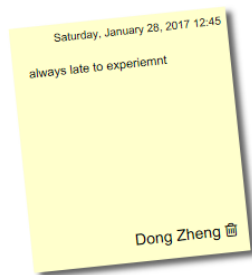
Add Pinboard Message

Message Title

Message Body (compulsory)

200 (max char 200)

Submit



## 6.47 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.

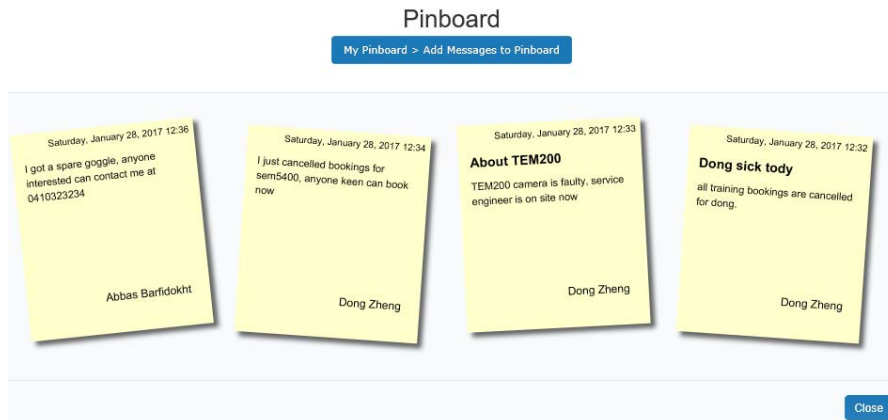
- Personal: only accessible by user himself/herself.
- Public: can be viewed by any registered user and staff. The public sticky notes will be deleted from the pin board in 7 days or can be deleted by lab admin staff.

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.





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

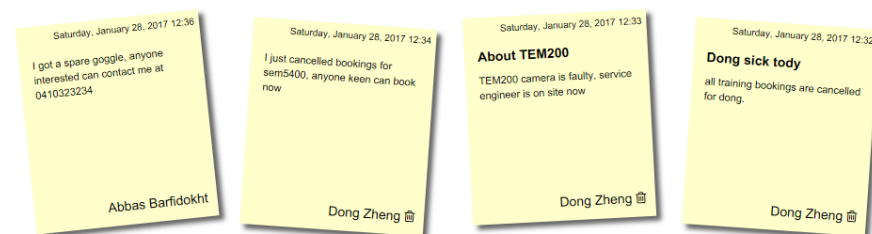
Message Title

Message Body (compulsory)

200 (max char 200)

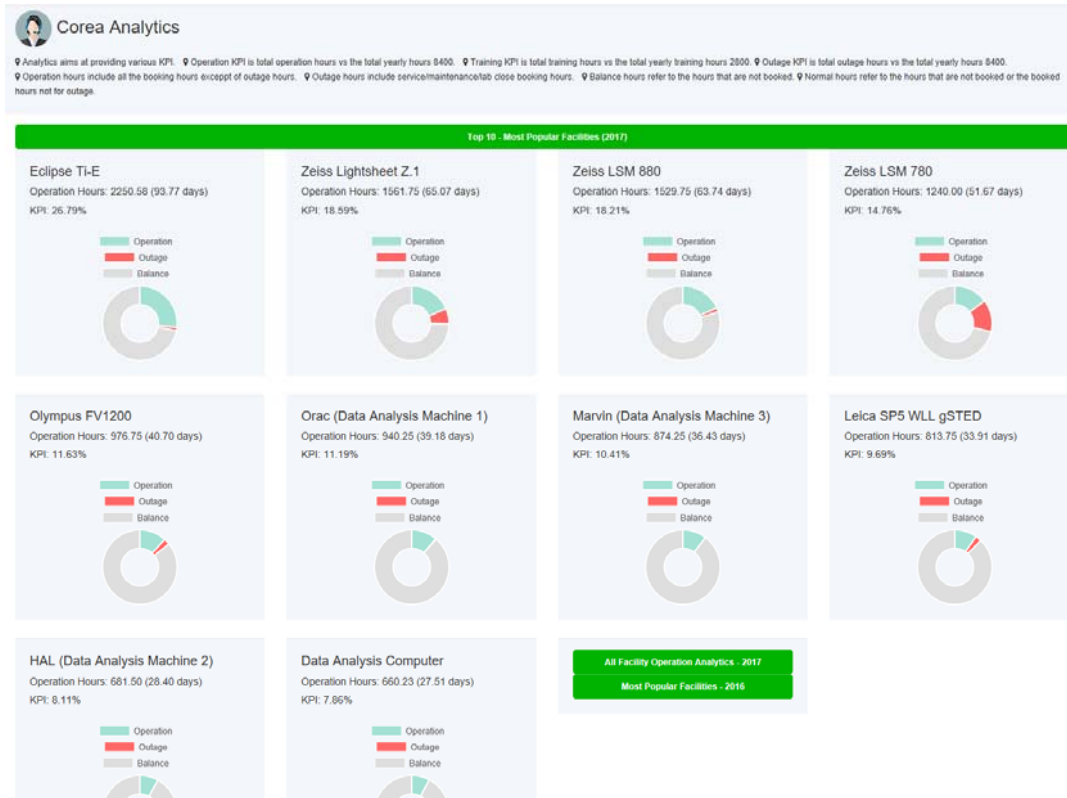
Personal ☒ (If unchecked, message is open to all users and staff on the pinboard for next 7 days.)

Submit



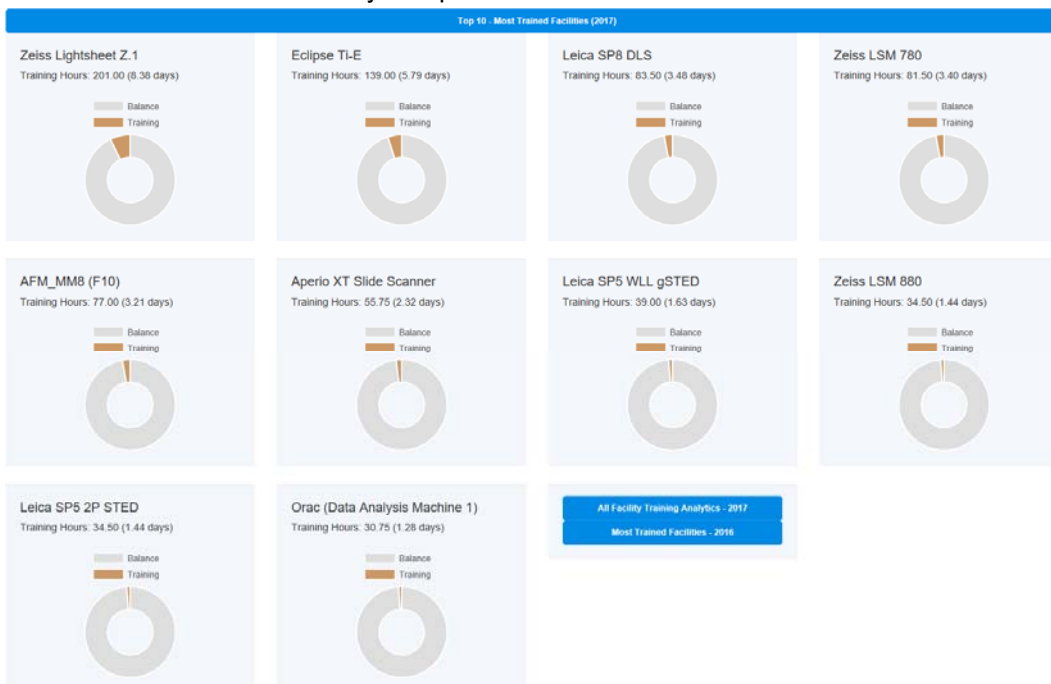
## 6.48 Most Popular Resources

With Corea Analytics, users and staff are able to look at the most bookable resources and its trend over a year span.



## 6.49 Most Training Resources

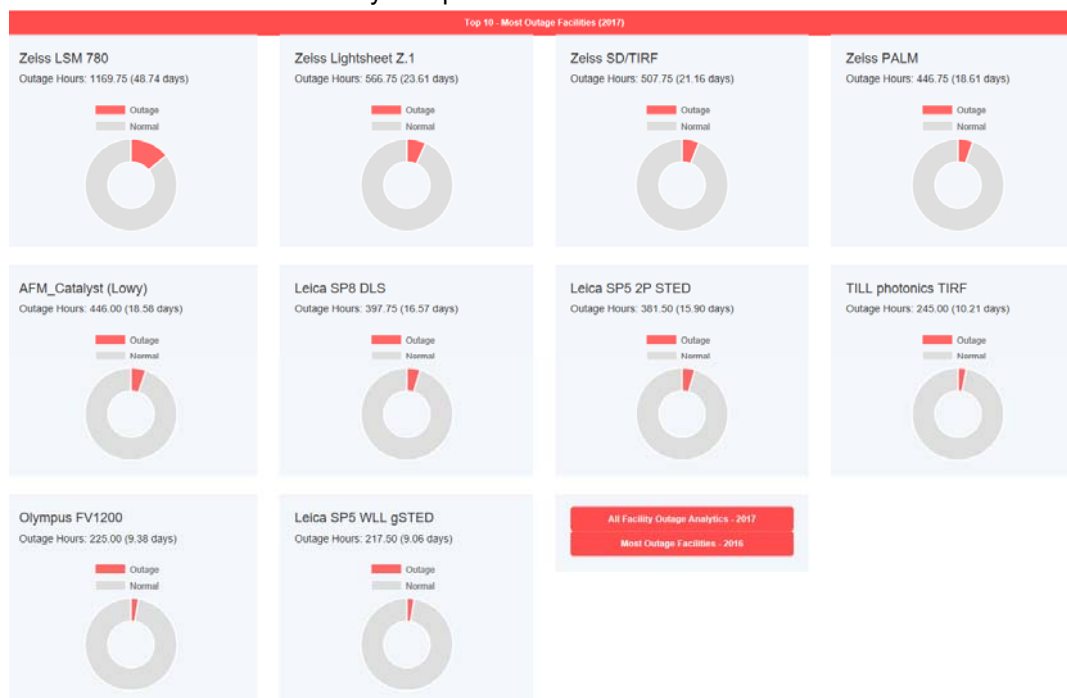
Core Analytics is the latest collection of ACLS. Staff are able to access the most training resources and its trend over a year span.





## 6.50 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.



## 6.51 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.

Documents: 16

- General documents
- Resource documents

Browse Documents

Register Documents

IMC19 from Arinex Pty Ltd on Vimeo.

Uploaded on May 14, 2018.

IMC19 Sydney 9-14 September 2018.

More Video Clips

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 laptop, a tablet, or a standalone screen via a cloud service.

My Labcasts

Play Labcasts

Favorite Resources

Last accessed resource

AFM\_Catalyst (Lowy)

Book

Leica AFS2

Zelss Lightsheet Z.1

Clear Favourite Resources

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 Repository Manager**  
3 video clips

**Archived Video Clips**

Default Video

Uploaded on May 14, 2018.

IMC19 Sydney 9-14 September 2018.

Edit

Uploaded on January 24, 2018.

Imaging 3D Volumes in Live and Fixed Samples with lightsheet Microscopy.

Edit

Uploaded on December 13, 2017.

UNSW a Global Top 50 University.

Edit

|                                       |  |  |
|---------------------------------------|--|--|
| 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:<br/>width="100%"<br/>height="430"</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:

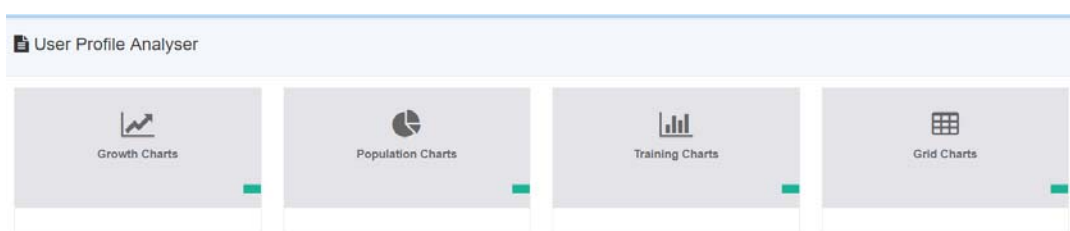
- Title: video clip title which can be copied from Youtube, for example
- Description: video description which can be copied from Youtube, for example
- Video type: select the appropriate from the list, system provides the sorting feature in the future
- Video source: either Youtube or the other platform.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

## 6.52 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

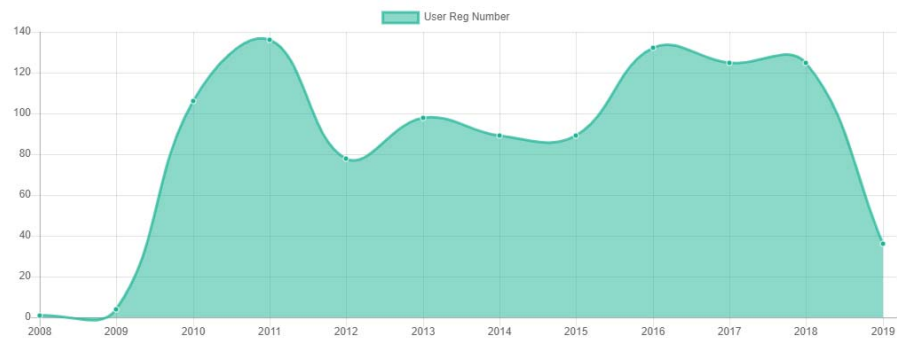
Growth charts demonstrate the trend of the user growth over years, and over months in the selected year. Using the charts, lab can foresee the future growth potential and provide a better strategy to meet the research demands.



### User Growth Charts

▼ Demonstrate user growth trend charts over all years.  
▼ Demonstrate user growth trend charts over the selected year.

[Return](#)



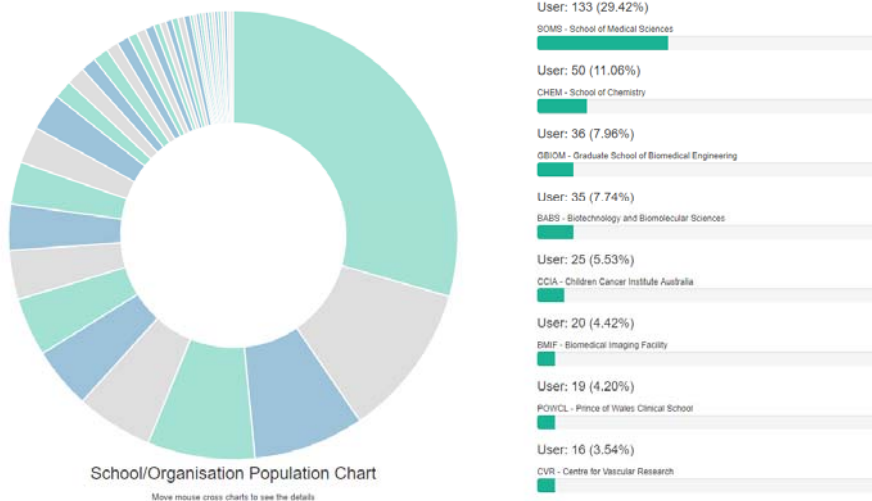
### - Population charts

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.

### User Population Charts

▼ Demonstrate active user population distribution charts.

[Return](#)



### - 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.

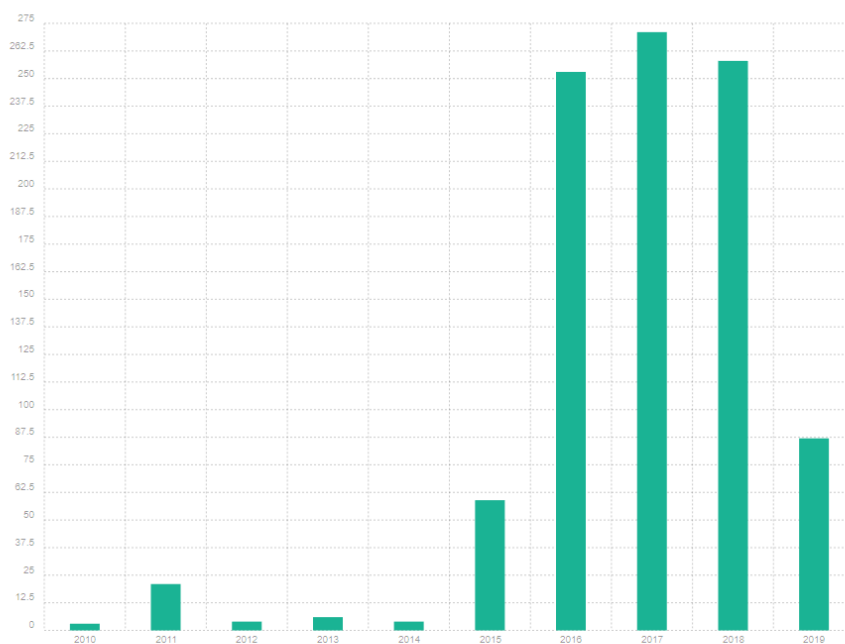


### User Training Charts

📍 Demonstrate the statistic activation charts of user training records over all years.

📍 Demonstrate the statistic activation charts of user training records over the selected years.

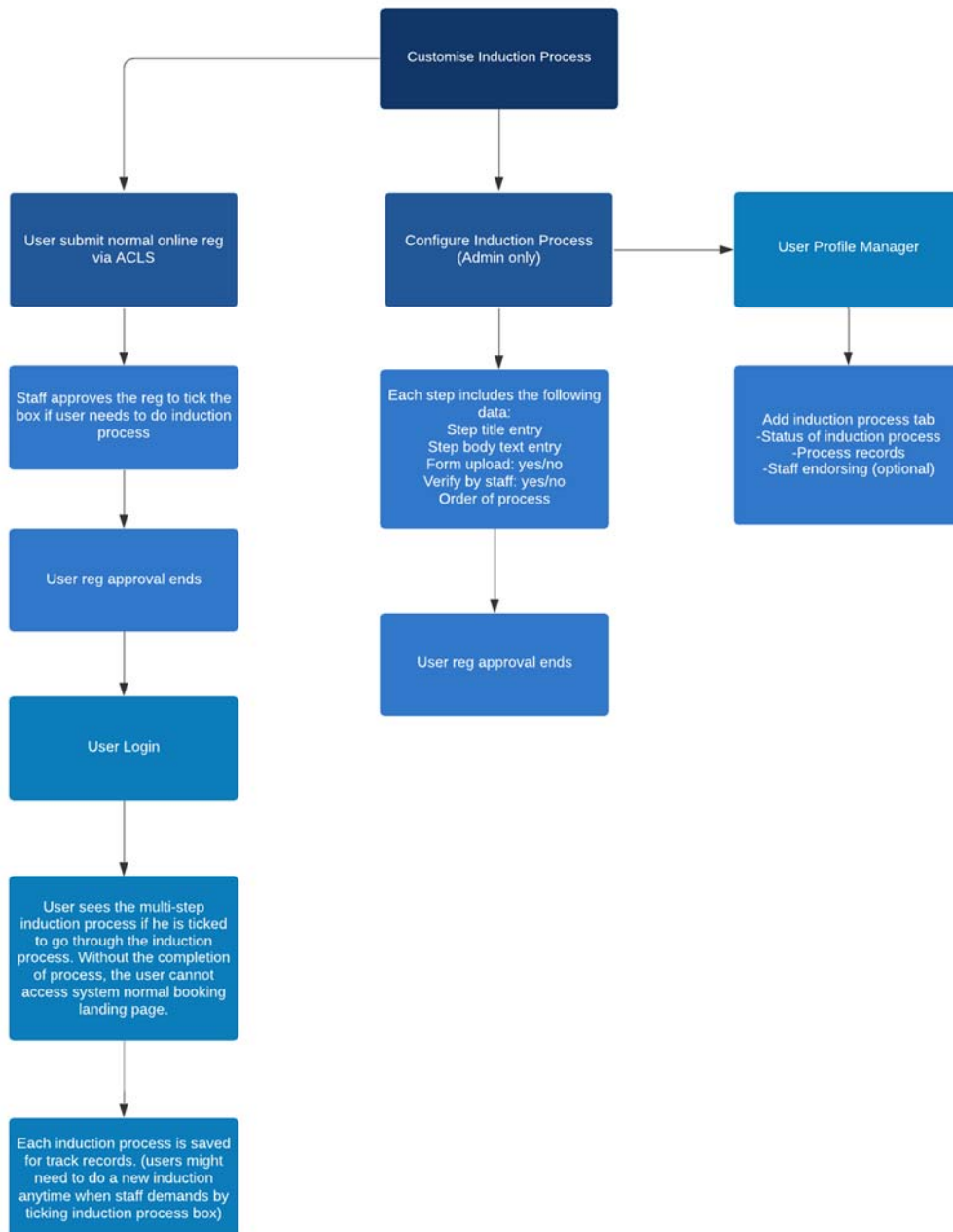
[Return](#)



User Training Chart

## 6.53 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.



### 6.53.1 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**.





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

Add Induction Process

**BMIF Induction**

Status: Active

Edit

Preview

**BMIF OHS Induction**

Status: Active

Edit

Preview

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

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

Staff-in-charge: Dong Zheng

Staff-in-charge: Florence Tomasetti

- 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 Upload        | <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 Tomasietig |
| <input type="checkbox"/>            | Grainne Moran       |
| <input type="checkbox"/>            | Iveta Slapetova     |
| <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 (J/IFAC) 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

☐ Dong Zheng

☐ Florence Tomasetti

[Submit](#)

### 6.53.2 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.  | z3522250         |
| Login Name   | amy.au@uns       |
| Email  | amy.au@uns       |
| 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   | RES89            |
| Project Number   | RG134419         |
| Facility of Interest   |                  |
| Registration Submission Time   | 09/07/2018 15:31 |
| <div>Select Induction Process</div> <div> <input type="radio"/> BMIF Induction                     <input type="radio"/> BMIF OHS Induction                 </div> |                  |
| <div> <div>Approve</div> <div>Delete</div> </div> <div>Free Registration</div>   |                  |

- 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-MdFvGWX46YAD-jq5FW-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-MdFvGWX46YAD-jq5FW-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-MdFvGWX46YAD-jq5FW-1-1

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

AC LAB SYSTEM

199



| Profile  | Pinboard | Supervisors | Forms | Publications   | Accounts | Certificates | Trainers | Induction Process | Contact User | Usage (Booking) | Invoices |
|--|----------|-------------|-------|--|----------|--------------|----------|-------------------|--------------|-----------------|----------|
| Require to take Induction Process <input checked="" type="checkbox"/> BMIF Induction |          |             |       |  |          |              |          |                   |              |                 |          |
| Turn Off Induction Process   |          |             |       |  |          |              |          |                   |              |                 |          |
| Step 1: Induction around BMIF labs   |          |             |       |  <p>submitted<br/>verified by Dong Zheng<br/>22/06/2019 11:50</p> <p>InductionForm-BMIF-Ref-MkFvSWX46YAD-jqtIPW-1-1-1.pdf<br/>Added: Dong Zheng on 22/06/2019 11:50</p> |          |              |          |                   |              |                 |          |
| Step 2: Upload completed induction form  |          |             |       |  <p>submitted<br/>verified by Dong Zheng<br/>22/06/2019 11:58</p> <p>InductionForm-BMIF-Ref-MkFvSWX46YAD-jqtIPW-1-1-2.pdf<br/>Added: Dong Zheng on 22/06/2019 11:58</p> |          |              |          |                   |              |                 |          |
| 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.

### 6.53.3 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-WnHYD6llGNtd-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 student 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) ...



Reference: BMIF-Ref-WnHYD6IIGNtd-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-WnHYD6IIGNtd-nZuXda-1-1-1.pdf<br/>Added: Dong Zheng on 23/06/2019 10:00</p> | <p>submitted<br/>not verified<br/>23/06/2019 10:00</p> <p>Confirm Verification</p> |
| Step 2: Upload completed induction form | <p>not submitted<br/>not verified<br/>23/06/2019 09:57</p> <p>Confirm Verification</p>                |  |
| Ref ID:                                 | BMIF-Ref-WnHYD6IIGNtd-nZuXda-1-1  |  |

### 6.53.4 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 swipe card access. Prior to being granted swipe card 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

## 6.54 Resource/Consumable QR Codes

Upon the implementation of QR codes, ACLS is the second to none on the market to use QR codes for lab management system.





---

*Scan and Go*

---

#### **6.54.1 What is QR Code?**

If you've never heard the term before, you may be scratching your head right now. While the more Internet savvy may already know, for those who don't, here's what a common QR code looks like:



#### **6.54.2 Advantages of the QR Code**

- The QR code can store up to a hundred times more information than barcodes, QR codes can be fixed or dynamic, and QR codes can be scanned from any direction.
- All smartphone camera is installed with QR reader, alternatively, a QR code reader app can be downloaded onto a smartphone by anyone, and they are mostly free of charge. This means that any customer can walk into your business with his or her smartphone, and scan a QR code which you have generated.



- Possible QR Code Applications

Now, let's look at some business-related scenarios where you would use QR codes.

- Use a QR Code to direct a customer to the URL for your website, Facebook, Twitter or other social media page.
- Use it to share a text message (anything from "Happy Holidays!" to "Have you seen what we have upstairs?")
- Use it as a discount code to be taken to the checkout counter for 10 percent off, for example.
- Use it on your business card with your contact details embedded inside the code.
- Use it to link to a Google Maps location for your new store location perhaps.
- Use it to link to a YouTube video or channel perhaps demonstrating new products or funny company videos.
- Use it to link to an app store download (perhaps of your company's latest eCommerce app?)
- Use it to embed pricing for your products as an alternative for more conventional price tags.
- Put it on your website's "contact us" page allowing people scan it and get your contact information direct on their phones.
- Put the code on the tables and walls of your restaurant as an easy way for customers to send off a Foursquare or Facebook status update.
- Put a code on your restaurant's takeout menu allowing customers to scan it with their phones and instantly call to place an order.
- Put a QR code at the end of promotional videos taking viewers to a landing page on your website.

### 6.54.3 ACLS QR Code Applications

ACLS is launching the QR codes for resources and consumables. This provides a creative new way of engaging users and researchers to get their phones out and start scanning to book and access the equipment or instruments, to order consumables, to record consumable usages, and to access lab information.

The current implementation of QR codes is to use smartphone camera, QR reader app to scan and operate.

---

*Using phone to scan and operate, is that simple?*





---




#### 6.54.4 Resource QR Codes

Upon the system upgrade to QR code patches, QR codes are generated for all the registered resources.


The QR codes show up at catalogue pages, calendar pages. QR codes can be added to bookmark or home screen on the smartphone, and works anytime and anywhere.

| Resource   | Resource Group | Resource QR Code  | Item Number | Description                         |
|--|----------------|---|-------------|-------------------------------------|
| Automatic Freeze Substitution (AFS)<br> | TOOLS          |  |             |                                     |
| Avizo 1 (No charge)<br>                 | TOOLS          |  |             | Avizo 3D image analysis workstation |

*You can print QR codes out using label printer or just normal printer to post in the lab space, or use MoxyTouch app or MoxyTouch screen to show them up electronically.*



SPM 5400



📍 Accept future bookings only

📅 Switch to day/week view by clicking on DATE as link

🕒 Permitted Hours: 0:00 - 24:00

📄 Account for Booking: #EXTERNAL

- 📄 Resource Details
- ⚙️ Calendar Settings
- 📅 Booking Quota
- 👤 User Contacts
- 🖌️ Color Codes
- ✉️ Email Notification
- 📅 Retrospective Bookings



*You can add the QR code to the home screen on mobile phone for future use.*

The screenshot displays the ACLS mobile application interface. On the left, a sidebar contains a calendar icon and sections for 'Resource' (AFM\_Catalyst (Lowy)), 'Resource Group' (AFM/GROUP 1), 'Resource Availability' (AVAILABLE), and 'Bookings: Wednesday, Jan 01 2020'. The main area on the right shows a list of bookings for Wednesday, Jan 01 2020, including times and names like 'Dong Zheng, Operation Event' and 'Abbas Darestani Farahani, Unapproved Event'. At the bottom right, there are three buttons: 'Today', 'Next Day', and 'Book'.

| Resource            | Resource Group | Resource Availability |
|---------------------|----------------|-----------------------|
| AFM_Catalyst (Lowy) | AFM/GROUP 1    | AVAILABLE             |

| Bookings: Wednesday, Jan 01 2020  |
|---|
| Wednesday, Jan 01 2020 0:00:00 to Wednesday, Jan 01 2020 0:15:00 (0.25 hours), Dong Zheng, Operation Event                  |
| Wednesday, Jan 01 2020 8:00:00 to Wednesday, Jan 01 2020 8:15:00 (0.25 hours), Abbas Darestani Farahani, Unapproved Event   |
| Wednesday, Jan 01 2020 8:30:00 to Wednesday, Jan 01 2020 9:15:00 (0.75 hours), Abbas Darestani Farahani, Unapproved Event   |
| Wednesday, Jan 01 2020 11:15:00 to Wednesday, Jan 01 2020 12:00:00 (0.75 hours), Abbas Darestani Farahani, Unapproved Event |
| Wednesday, Jan 01 2020 12:00:00 to Wednesday, Jan 01 2020 12:15:00 (0.25 hours), Abbas Darestani Farahani, Unapproved Event |

Today


Next Day

Book

Scan and QR code taking you to the selected resource page on the smartphone.



| Resource Trainers  |
|--|
| Iveta Slapetova, i.slapetova@unsw.edu.au   |
| Renee Whan, r.whan@unsw.edu.au   |
| Michael Carnell, m.carnell@unsw.edu.au   |
| Dong Zheng, dm.zheng@unsw.edu.au   |
| <b>Celine Heu, c.heu@unsw.edu.au (Primary)</b>   |
| Florence Tomasetig, f.tomasetig@unsw.edu.au  |
| Alex Macmillan, alex.macmillan@unsw.edu.au   |
| Item Number  |
| DVCRES-ANALYT-EQUIP-330  |
| Description  |
| The Bruker BioScope Catalyst---Atomic Force Microscope (AFM) system can provide high resolution (nm) topographical data of biological systems such as living cells. The instrument works in tandem with an inverted optical microscope, which is also capable of fluorescence microscopy and has a heated stage for live cell imaging. --- The optical microscope allows for the quick location of regions of interest on a sample which can then be imaged at higher resolution with the scanning probe microscope. The AFM creates high- |



|   |
|---|
| <b>Resource</b>                           |
| AFM_Catalyst (Lowy)                       |
| <b>Resource Group</b>                     |
| AFM/GROUP 1                               |
| <input type="text" value="User ID"/>      |
| <input type="password" value="Password"/> |
| <input type="button" value="Sign In"/>    |

#### 6.54.5 *Printable resource QR code list*

Lab staff ask how we print out all the QR codes for the resources or machines. So they could put up QR code in the lab space or onto machines. Scanning QR codes become part of life due to the COVID-19 outbreak, users and researchers could just scan machine QR code to check bookings, make bookings and access lab information.



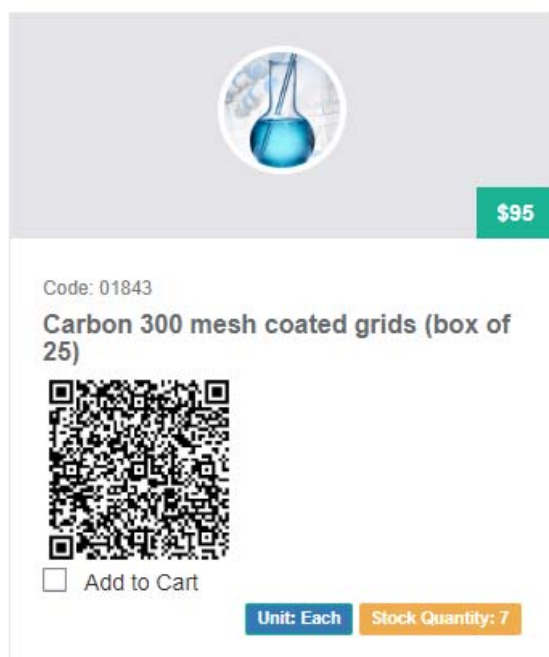
On Resource Manager page, you are able to print all resource QR codes on a single page, print to a printer or PDF is your choice.



Printable Resource QR Codes

#### 6.54.6 Consumable QR Codes

QR codes are extremely effective for consumable order, recording and tracking. Scan and record in the lab during the experiment.





Scan and QR code taking you to the selected consumable page on the smartphone.

#### 6.54.7 Generate QR Codes



After you add a new resource, go to Resource Manager edit page to generate QR codes.



## Avizo 1(No charge)

| General Profile  | Booking Profile   | Catalogue Profile | Booking Form | Training Certificate | Trainer | Certified Users | Tracker Settings |
|------------------|---|-------------------|--------------|----------------------|---------|-----------------|------------------|
| Resource Name    | Avizo 1(No charge)  |                   |              |                      |         |                 |                  |
| Resource Group   | TOOLS ▾   |                   |              |                      |         |                 |                  |
| Resource Image   |  <a href="#">Upload Resource Image</a> |                   |              |                      |         |                 |                  |
| Resource QR Code |  <div>Generate QR Code</div>           |                   |              |                      |         |                 |                  |
| Operation Status | <input checked="" type="checkbox"/> (Tick to be operational)  |                   |              |                      |         |                 |                  |

The same way for new consumables.

|                     |   |  |  |  |  |  |  |
|---------------------|---|--|--|--|--|--|--|
| Consumable Code     | 01843   |  |  |  |  |  |  |
| Description         | Carbon 300 mesh coated grids (box of 25)  |  |  |  |  |  |  |
| Consumable Category | Choose consumable category from the list ▾  |  |  |  |  |  |  |
| Consumable Image    |  <a href="#">Upload Consumable Image</a> |  |  |  |  |  |  |
| Consumable QR Code  |  <div>Generate QR Code</div>             |  |  |  |  |  |  |

#### 6.54.8 Printable consumable QR code list

Similar to the printable resource QR codes, you could do the same to the consumable QR codes on Consumable Search page.



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 (23) ☐ Inactive (6) ☐ All (29)

Printable Consumable QR Codes

## 6.55 Watch Social Distancing at Lab Space (COVID-19)

Space booking with the concurrent user limit at work space would be complying with COVID-19 social distancing regulations. You are able to link any resources to any spaces so to set up the user number control for space booking.



- Case study #1:

A lab space housing 5 tools, only allow 4 users working at lab space concurrently due to the social distancing regulations. 5 tools were listed under different resource groups in ACLS.

Can you set up the space linking to tools in the different resource groups? Yes, you can.

- Case study #2:

A lab space housing a number of tools, for some reasons, you want to stop users making any bookings to the lab space.

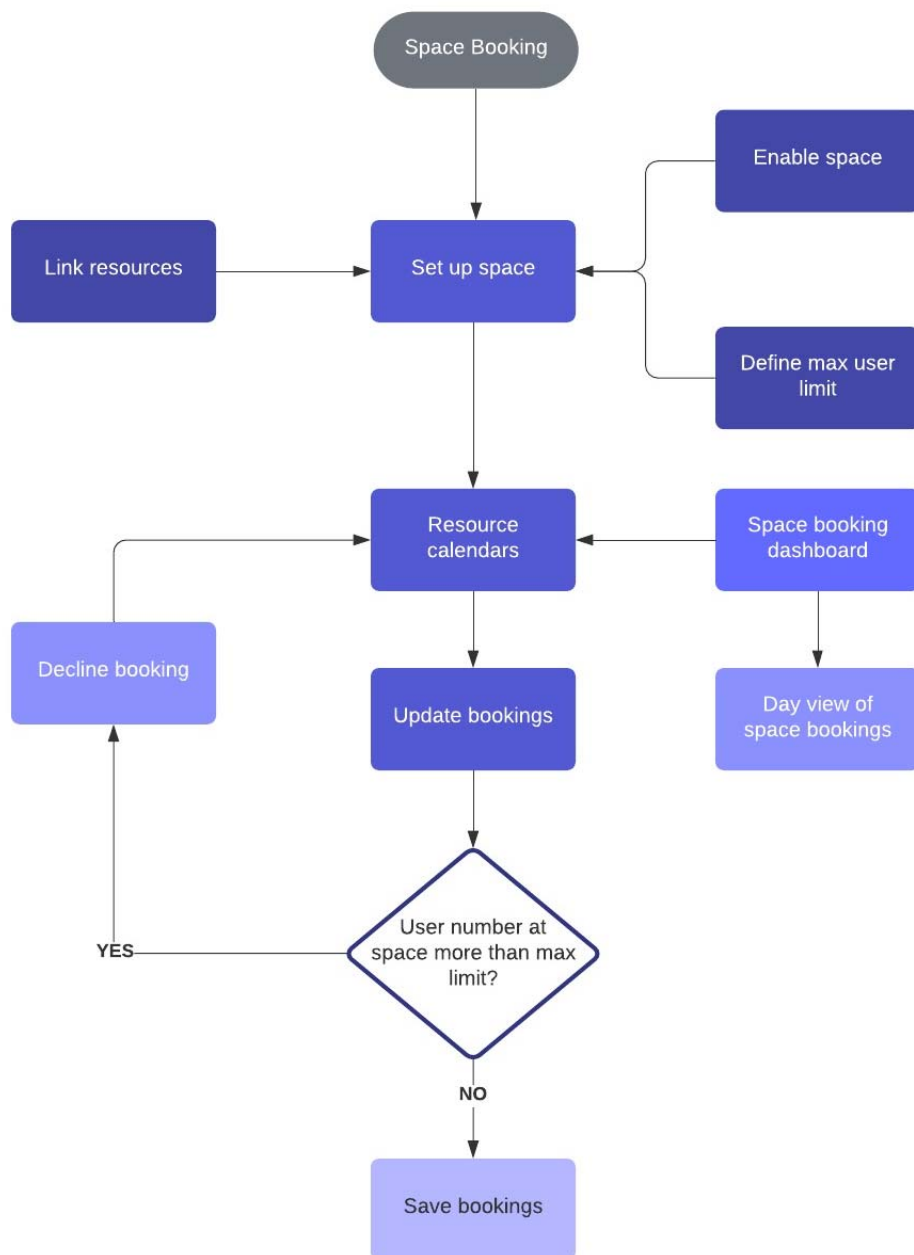
Can you turn off the entire lab space to accept any new bookings? Yes, you can. Just set the user limit to ZERO, no further bookings will be accepted.

- Case study #3:

There are lab space and resource group in ACLS. What are the relationship between both? They work separately linking with the tools or resources. Hence, you can set up a resource group and a space linking with the same clusters of the tools or resources.

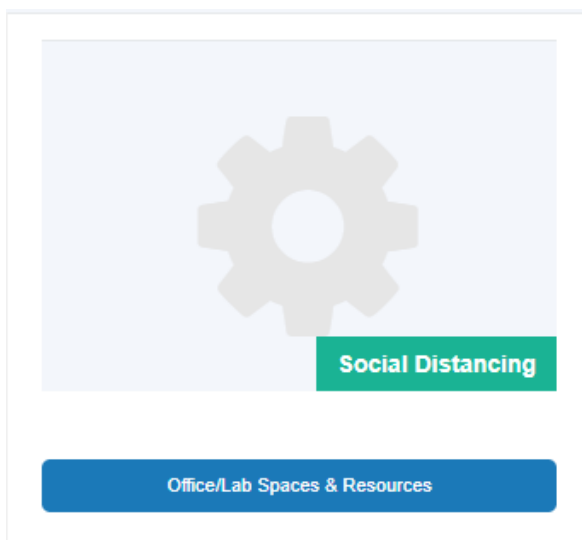
The following flow chart explains how space booking works.



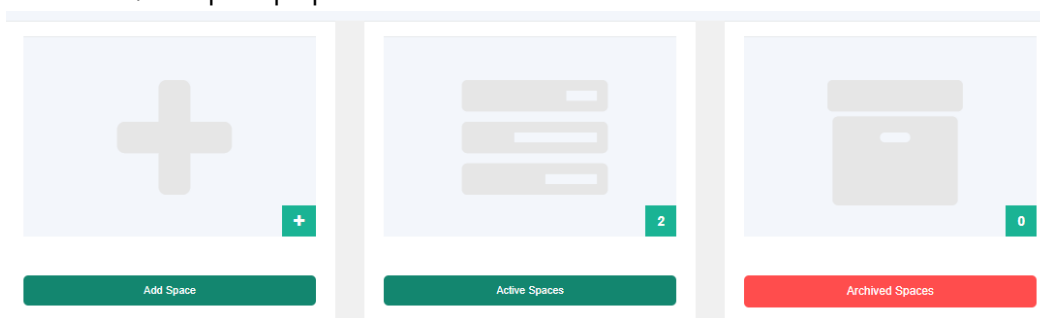


#### 6.55.1 Set up spaces

Go to [Staff tab](#) -> [Resource Manager](#) -> [Office/Lab Space](#).



You can add/edit space properties.



|   |  |
|---|--|
| Space name  | ICP B39  |
| Building name                                     | F10  |
| Building level                                    | Basement   |
| Building room                                     | B39  |
| Housed resources                                  | <input type="checkbox"/> AFM_Catalyst (Lowy)<br><input type="checkbox"/> AFM_MM8 (F10)<br><input type="checkbox"/> Amira |
| Limit the concurrent number of users at space     | <input checked="" type="checkbox"/>  |
| Allow the max concurrent number of users at space | 1  |
| Note  |  |
| Status  | <input checked="" type="checkbox"/>  |

Accept

You are able to link resources to the defined space.



| Resource                         | Housed Space | ...    |
|----------------------------------|--------------|--------|
| AFM_Catalyst (Lowy)              | ICP B39      | Select |
| AFM_MM8 (F10)                    | ICP B39      | Select |
| Amira                            | ICP B39      | Select |
| Aperio FL Slide Scanner          | ICP B39      | Select |
| Aperio XT Slide Scanner          |              | Select |
| Biostation                       |              | Select |
| BMSF HPC 1                       |              | Select |
| Chemicon Advanced Tissue Arrayer |              | Select |
| CryoStar NX70 Cryomicrotome      |              | Select |
| Data Analysis Computer - VIKI    |              | Select |
| Eclipse Ti-E                     |              | Select |

### 6.55.2 How can we link a resource to space?

As explained in the last chapter, you can link a resource to a space in the space editor. Alternatively, you are able to go to the resource editor to link the resource to any space.

AFM\_Catalyst (Lowy)

| General Profile            | Booking Profile | Lab Space | Catalogue Profile | Charge Rates | Customised Fields | Booking Form | Training Certificate | Trainer |
|----------------------------|-----------------|-----------|-------------------|--------------|-------------------|--------------|----------------------|---------|
| Space Name                 |                 | ICP B39   |                   |              |                   |              |                      |         |
| Building Name              |                 | F10       |                   |              |                   |              |                      |         |
| Building Level             |                 | Basement  |                   |              |                   |              |                      |         |
| Building Room              |                 | B39       |                   |              |                   |              |                      |         |
| Limit users                |                 | Enabled   |                   |              |                   |              |                      |         |
| Max Allowed Users at Space |                 | 1         |                   |              |                   |              |                      |         |

| Space Name | Status   | ...    |
|------------|----------|--------|
| ICP B39    | Selected |        |
| XRD G63    |          | Select |

### 6.55.3 Space booking – resource calendar

If the space booking is enabled, a space booking dashboard is available on the resource calendar page.



## AFM\_Catalyst (Lowy)



📍 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)



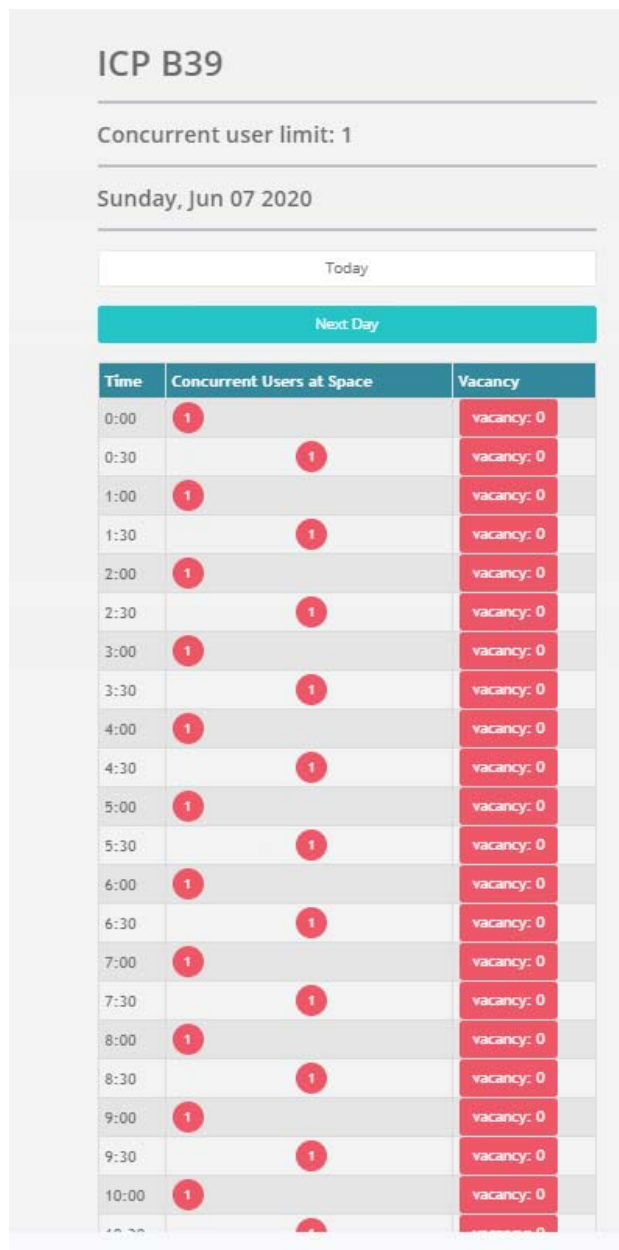
Housed at ICP

B39; the allowed max users  
working at the same time at  
the space ICP B39 is **1**.

Space Bookings

■ SWP06.18\_BMIF\_AFM Catalyst  
[Microscope.doc](#)

Click on Space Bookings button, space booking information page pops up. Users are able to scroll through space bookings in day view.



#### 6.55.4 Space booking – timeline calendar



### All Resource Timeline Calendar

Accept future bookings only  
Account for Booking: APPP-OP001-PS41500

Social  
Distancing

Resources housed at ICP B39:

- AFM\_Catalyst (Lowy)
- AFM\_MM8 (F10)
- Amira

The allowed max users working at the same time at the space ICP B39 is 1.

Space Bookings

|                         | DAY | WEEK | MONTH | YEAR |  |
|-------------------------|-----|------|-------|------|--|
|                         |     |      |       |      | 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00                                      |
| AFM_Catalyst (Lowy)     |     |      |       |      | 00:00 - 02:00 AFM_Catalyst (Lowy) - Operation Event: Dong Zheng, Account: Internal Account |
| AFM_MM8 (F10)           |     |      |       |      |  |
| Amira                   |     |      |       |      | 00:00 - 01:30 Amira - Operation Event: Dong Zheng, Account: Internal Account               |
| Aperio FL Slide Scanner |     |      |       |      |  |
| Aperio XT Slide Scanner |     |      |       |      |  |

#### 6.55.5 Is space booking about limiting the bookings?

No, space booking is about limiting the number of the concurrent users working at a lab space. It is not about limiting the booking numbers. In the above example, space B39 only allows one user working at lab space at any time, same user can book many resources or tools at the same lab space, the user number still counting as one.

#### 6.55.6 What calendars are applied to space booking feature?

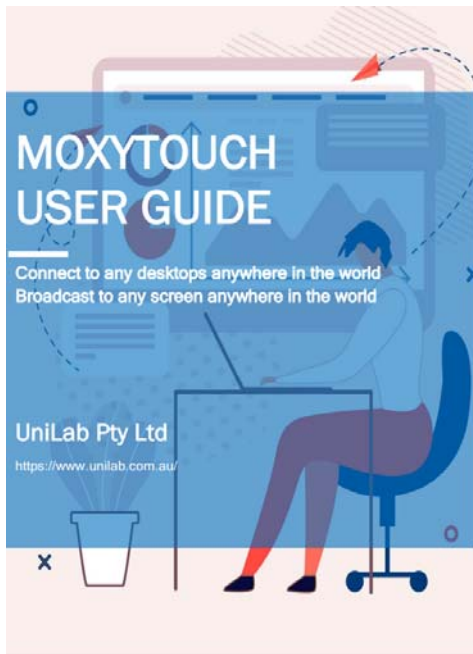
Space booking only applies to resource operation calendars and timeline calendars. The other calendars using by staff members are not part of space booking. Staff members are trusted to add new bookings with the social distancing in mind to limit the concurrent number of users working at the same space.

### 6.56 MoxyTouch Service (Powered by UniLab)

Moxytouch is a cloud based solution connects and casts to any screens anywhere in the world (<https://moxy.unilab.com.au/moxytouchsite/>). Container and DIY widgets provides a flexible option to set up screen contexts, including the feature of social distancing management and notification for work space, lab space and office space.



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

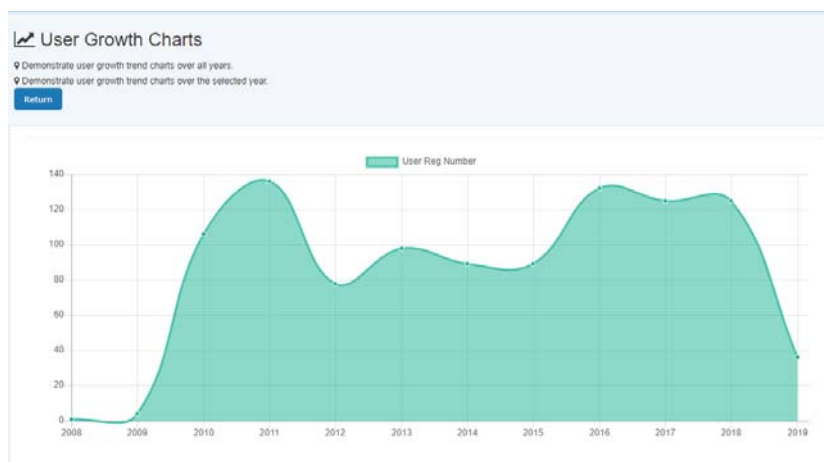


### 6.57 Live ACLS Charts to MoxyTouch

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

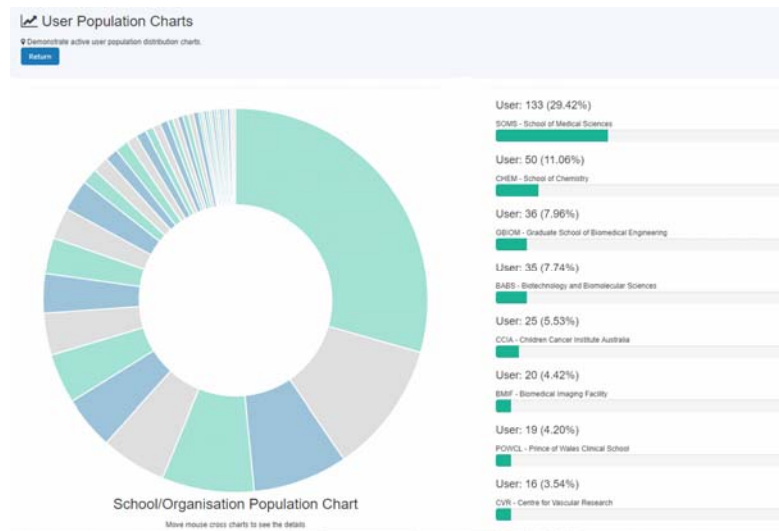
Growth charts demonstrate the trend of the user growth over years, and over months in the selected year. Using the charts, lab can foresee the future growth potential and provide a better strategy to meet the research demands.





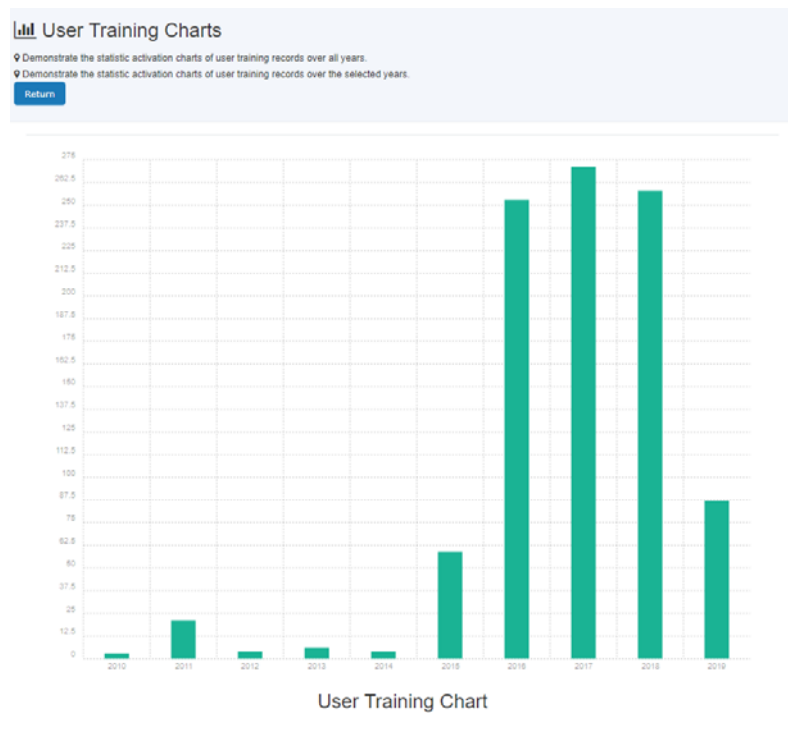
- Population charts

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.

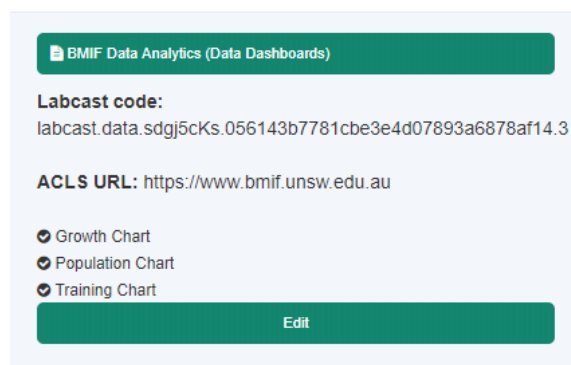
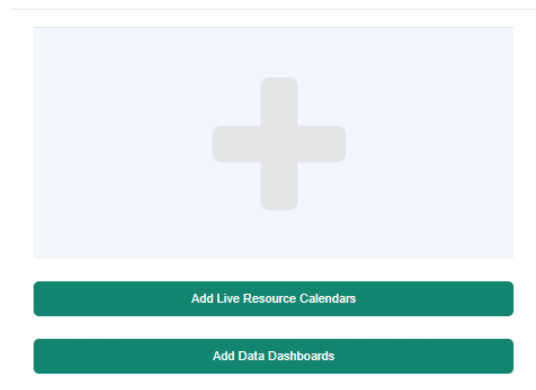


- How to Set Up Labcast Data Dashboard to Moxy





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

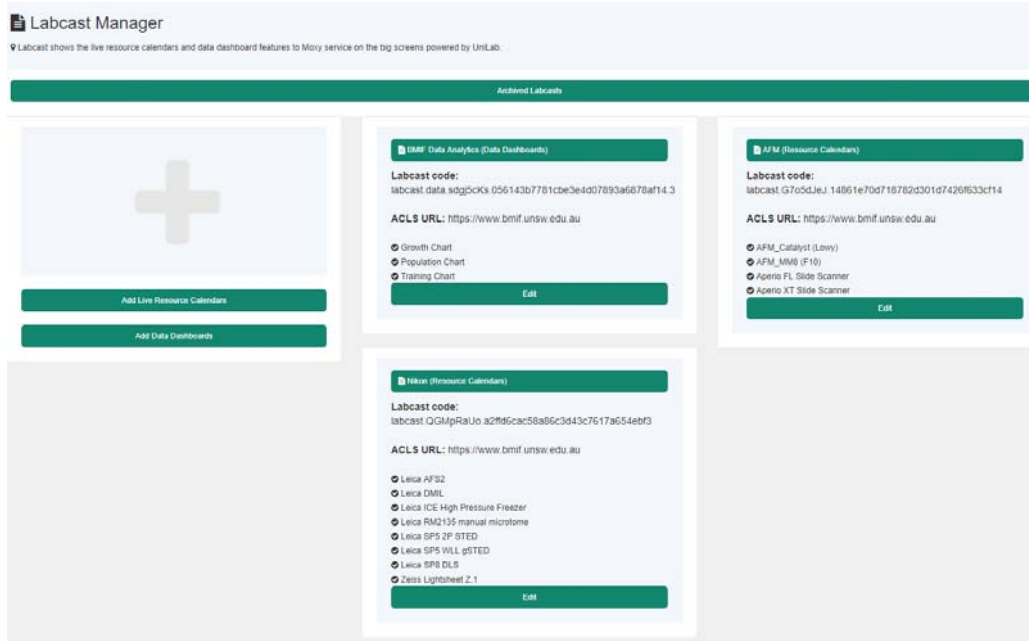


Simply tick the checkboxes to choose.

**Labcast Manager**  
Add data analytics labcasts

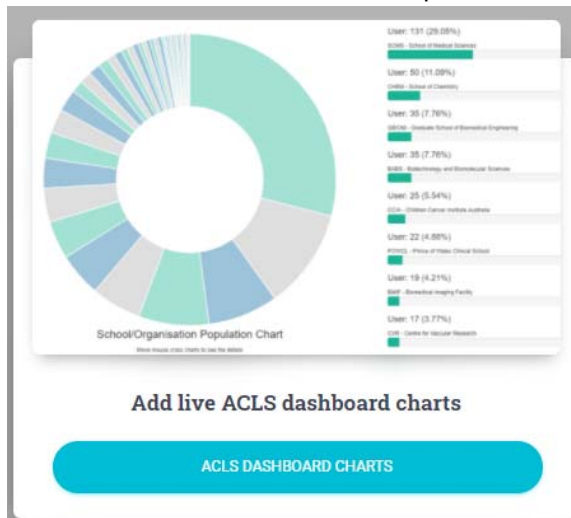
|                     |   |
|---------------------|---|
| Cast Title*         | <input type="text"/>  |
| Description         | <div></div>   |
| Cast Data Analytics | <input type="checkbox"/> Growth Chart<br><input type="checkbox"/> Population Chart<br><input type="checkbox"/> Training Chart |
| Status*             | <input checked="" type="checkbox"/> (Tick to be active)   |

The result of example shows here.

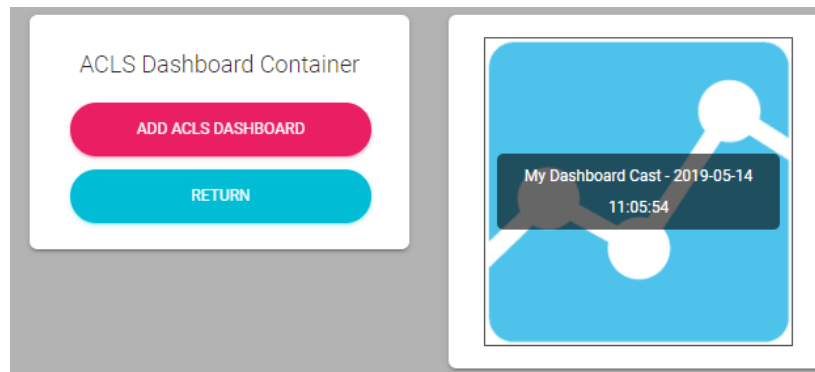


- How to Set Up Moxy

Go to Dashboard container to set up dashboard.



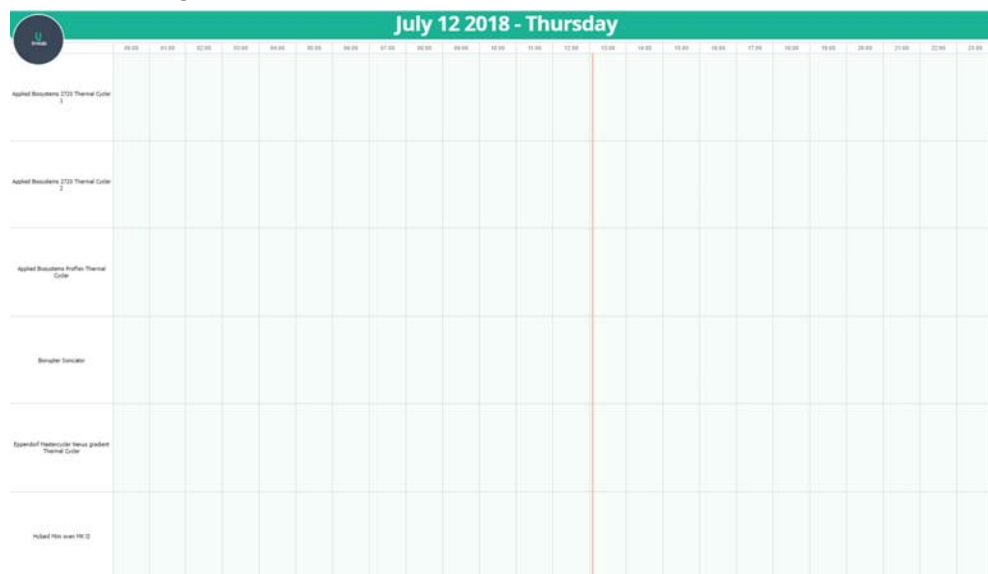
You can preview the live dashboard on your desktop. Please contact us and UniLab support if you wish to know more.



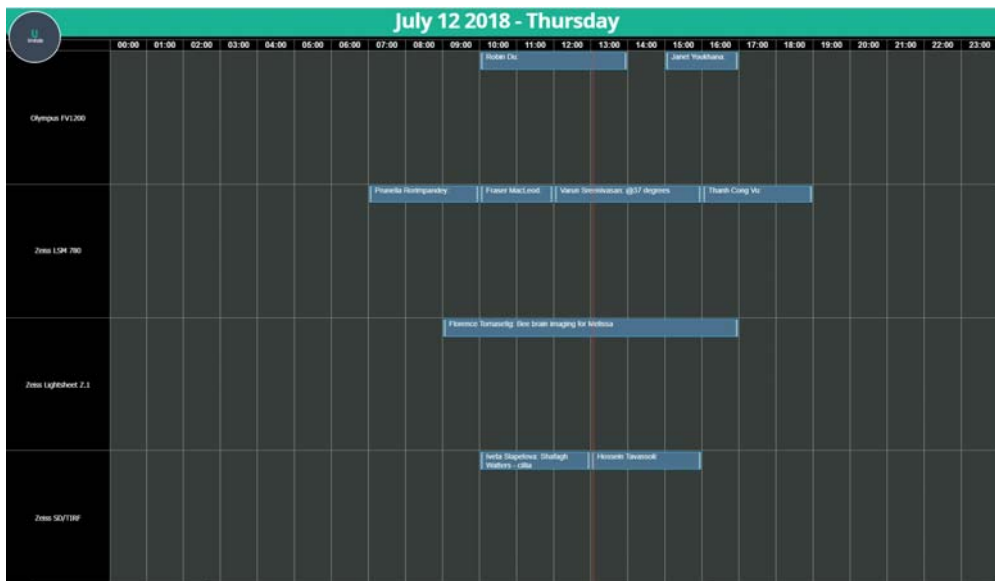
### 6.58 Live ACLS Calendars to MoxyTouch

Through MoxyTouch 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

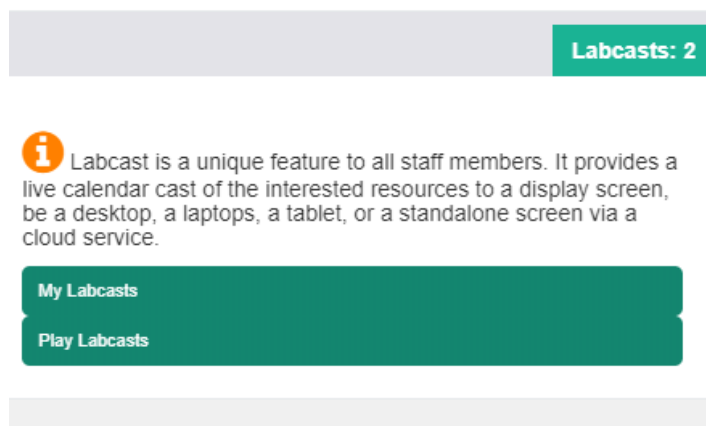


Dark theme suits for darker lab area environment, such as microscopy rooms.

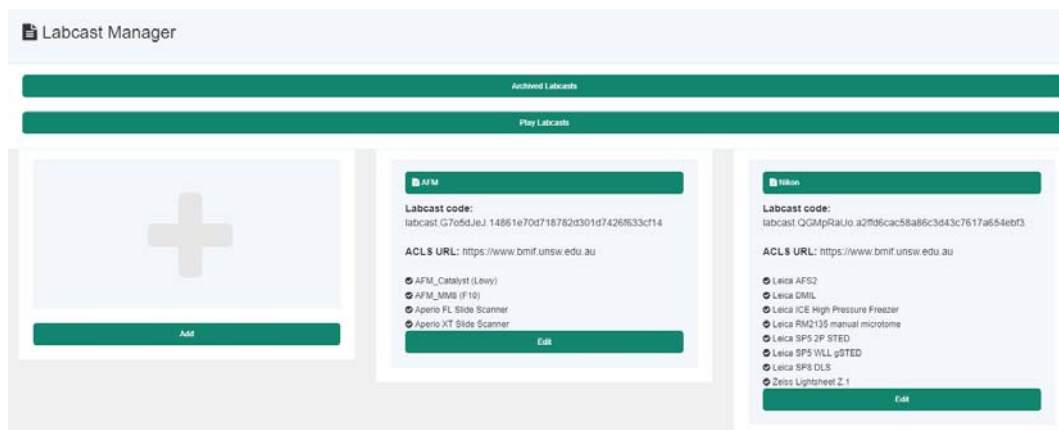
Labcast feature is only available to lab staff. To set up Labcast, you need to configure the Labcast in ACLS and also sign up to MMoxy service.

- 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/>.

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.

Please contact UniLab at [support@unilab.com.au](mailto:support@unilab.com.au) to request for a cast unit.

## 6.59 Consumable and Resource Widgets with MoxyTouch

The data sharing between Moxy service and ACLS is completed, so lab users and staff can take advantage of the QR codes on touch screen to record consumable usages and to access resource information and edit resource bookings.

- MoxyTouch - Resource QR Code Operation

Working with UniLab, a digital and responsive resource QR code is implemented through Moxy Widget -> Resource QR Code Widget.

Here is the example for the implementation demo at <https://moxy.unilab.com.au/screeninvite.php?invite=33be67fbe795f6479907619525365a9d>.

- MoxyTouch - Consumable QR Code Operation

Working with UniLab, a digital and responsive consumable QR code is implemented through Moxy Widget -> Consumable QR Code Widget.

Here is the example for the implementation demo at <https://moxy.unilab.com.au/screeninvite.php?invite=33be67fbe795f6479907619525365a9d>.



## 6.60 Staff Roster Calendar with MoxyTouch

In response to CONIV-19 outbreak, staff roster calendar is implemented and can be shared with Outlook and MoxyTouch (physical or virtual screen).

Step 1: select staff on rosters. Go to Staff tab -> User Profile -> Staff Roster Profile Manager, enable to turn on roster, disable to turn off roster.

**Staff Roster Profile Manager**  
 Enable and disable staff for rosters.

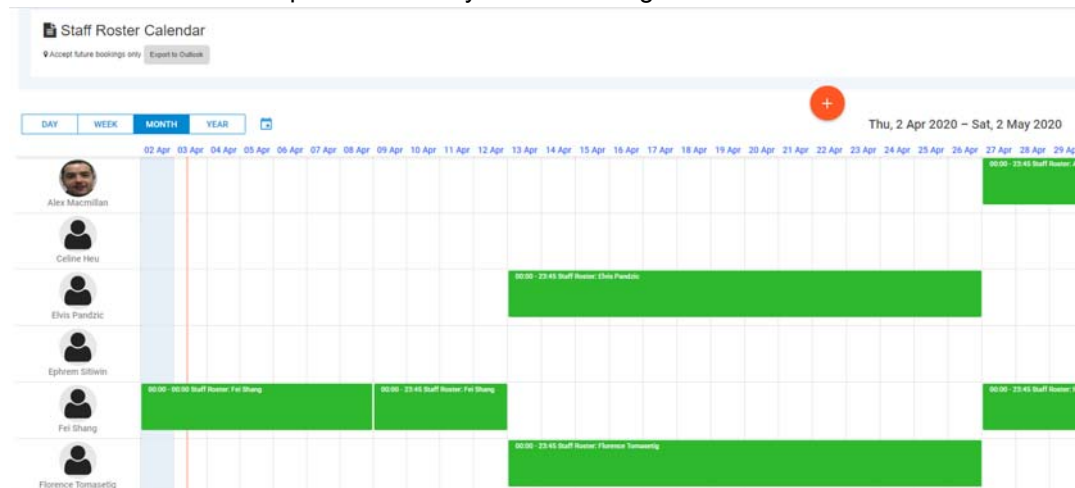
Show 100 entries Search:

Showing 1 to 21 of 21 entries

| Staff          | Status              |                          |
|----------------|---------------------|--------------------------|
| Alex Macmillan | Enabled for roster  | <button>Disable</button> |
| BMIF Teaching  | Disabled for roster | <button>Enable</button>  |
| Celine Heu     | Disabled for roster | <button>Enable</button>  |
| Dong Zheng     | Enabled for roster  | <button>Disable</button> |
| Elvis Pandzic  | Enabled for roster  | <button>Disable</button> |
| Ephrem Sitwlin | Enabled for roster  | <button>Disable</button> |

Step 2: set up roster calendar, go to Booking tab -> Staff roster calendar to start. ACLS sends out the email notification to all staff on rosters for any changes on roster calendar. You can export the calendar to Outlook or MoxyTouch. For Outlook, it is rather personal to see the shared rosters. For MoxyTouch, it can provide a public URL for display on website or just email the URL to anyone to view the staff rosters.

Week view is the best option for full day roster bookings.



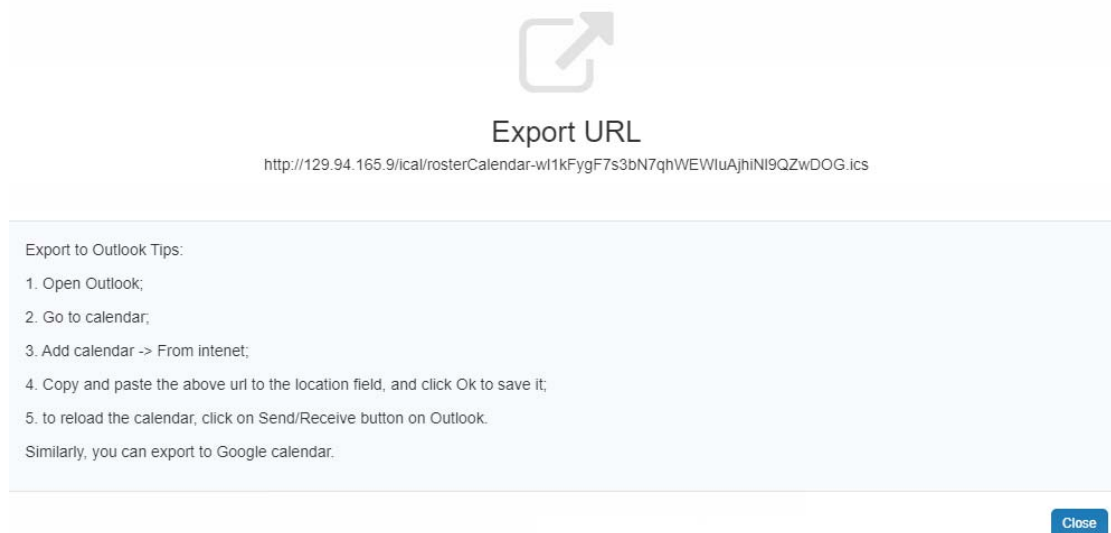


- Can any staff edit any roster bookings?

Yes, the roster calendar has no booking limit or controls.

- Export to Outlook

There is a URL available in the roster calendar and set up instructions for Outlook. Here is a screen print for example.



- Export to MoxyTouch

MoxyTouch is a responsive and DIY screen solution provided by UniLab. Here is the advice on how to connect with MoxyTouch at

<https://moxy.unilab.com.au/moxytouchsite/accessmoxytouchhow.php>.

Step 1: Go to Moxy Container -> Widget -> Outlook Widget to copy and paste roster URL to the outlook calendar container

Step 2: Go to MoxyTouch -> MoxyTouch Single Screen to publish the calendar

Step 3: Preview Moxytouch

Step 4: Copy the public URL to use for email broadcasting or on website.



Copy and email URL to users who you invite to preview published contents

<https://moxy.unilab.com.au/screeninvite.php?invite=32c3dad7438>

Expiry Date: Apr 06, 2030 (Saturday)

TURN OFF URL

CLOSE

One MoxyTouch can provide more features than a single roster, you are encouraged to use it more for other dashboard and information sharing.



- Can general users access the staff roster after login to ACLS?

Yes, system admin needs to copy the MoxyTouch public URL to the ACLS global parameter panel by System Settings -> Configure System, the parameter field name is [StaffRosterURL](#)

- Can we turn off the email notification as all staff can access Staff Roster Calendar anyway?

Yes, system admin needs to disable the parameter panel by System Settings -> Configure System, the parameter field name is [EnableStaffRosterNotification](#)





### 6.61 User Training Records with MoxyTouch

Similar to the consumable and resource settings, you are able to connect ACLS to Moxy service to display user training records for staff and safety officers to check onsite.



### 6.62 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       | <b>bDRT</b> enables ACLS to produce reports in bulk mode. Further integration with <b>eDM</b> is required.  | <b>Implemented</b> |
| Batch Invoice Statement Tool | <b>bIST</b> enables ACLS to generate invoice statements in bulk.  | <b>Implemented</b> |
| Hub Trust Node               | <b>hTrustNode</b> 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. | <b>Implemented</b> |
| iCal Protocol                | <b>iCAL</b> enables the export and sharing of the booking calendar with local calendar applications, such as Outlook, Thunderbird, Macmail.   | <b>Implemented</b> |
| Mobile Access                | <b>MobileLight</b> is a smart mobile application for iPhone, Android and Windows mobiles.   | <b>Implemented</b> |
| Survey Creator               | <b>iSurvey</b> allows you to conduct surveys, to create, publish, and analyse the results.  | <b>Implemented</b> |
| Publication Analyser         | <b>iPublication</b> allows you to collect the publication information and to analyse.   | <b>Implemented</b> |
| LDAP                         | <b>IDAP</b> enables ACLS to integrate with the organization-wide active directory authentication scheme to realize single web access authentication.  | <b>Implemented</b> |
| Training Event Booking Tool  | <b>tEB</b> is the training booking tool   | <b>Implemented</b> |
| User Event Booking Tool      | <b>uEB</b> is the user booking tool   | <b>Implemented</b> |
| Video Player                 | <b>vPlayer</b> is the video player and admin tool   | <b>Implemented</b> |



## 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 or Reset Password](#) on Login Page.*

Complete the reactivation form and select **Submit** to send the request.

**Request for Access**

If you ever registered with Mark Wainwright Analytical Centre: Bioanalytical Mass Spectrometry Facility and operated our instruments, please type in your login name, password and email address below.

Full Name:

Login Name:

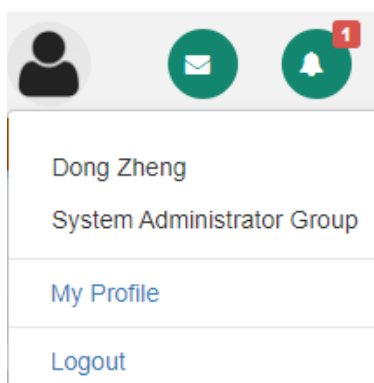
Password:

Email:

**Submit**

#### 2. How can I exit the system?

*Simply close the Internet browser windows, or click on the user photo to expand and click [Logout](#) button as shown below.*



#### 3. What is the new login page script?

*The new login is a separate script for each ACLS, it can be adapted to meet demands to handle different authentication methods, cloud authentication, AAF, and 2 level authentications.*



## Biomedical Imaging Facility

The screenshot shows a web interface for the Biomedical Imaging Facility. It features a login section with two input fields labeled 'User ID' and 'Password', followed by a green 'Sign In' button. Below the login section is a navigation menu with several links: 'Staff Rosters', 'To View Bookings', 'To Register', 'Forgot Password?' (highlighted in green), and 'Access Denied?'.

## 7.2 Online Registration

4. 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.*

5. What happens when I have completed my online registration?

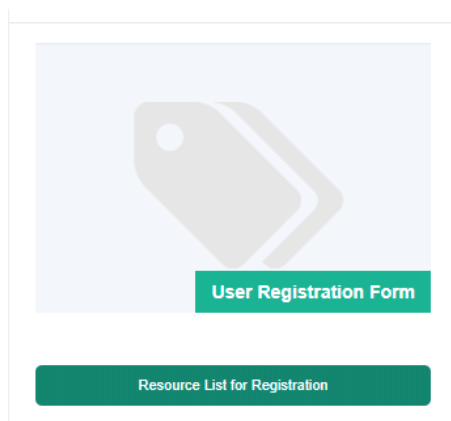
*Once your online registration application has been submitted, print a hardcopy for your reference. You will receive a system registration notice to your email account. The nominated staff members receive the online registration and will contact you to make an appointment to discuss your needs and training requirements.*

6. 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**.*

7. 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.*

**8. 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.*

**9. 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.*

**10. 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.*

**11. Are there any photo sized restrictions?**

*No, users can upload any sizes of the photos and system re-sizes automatically.*

**12. 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

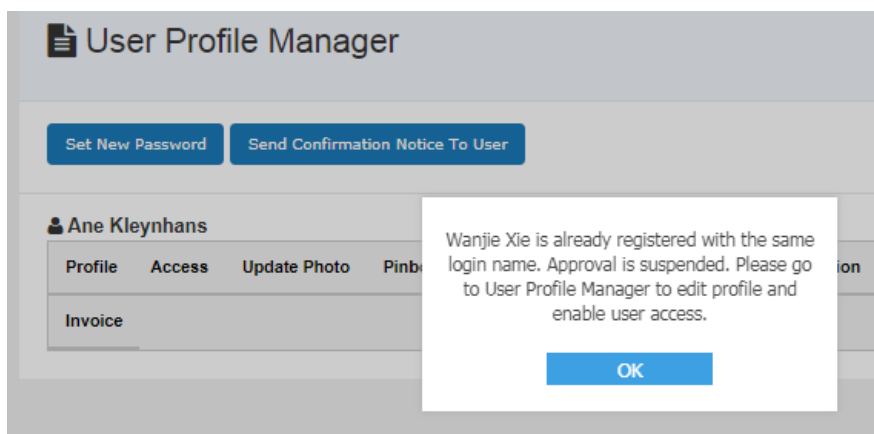
School of Materials Science & Engineering

School of Psychology

School of Medical Sciences

13. When I approve user registration, I am told by system that user is already registered, why?

*The following screen print indicates that the same user email address was registered already. You can search user with the full range to reactivate or update user profile.*



### 7.3 Booking

14. 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.*

15. When I open resource calendar, calendar shows up a blank page or distorted, what should I do?

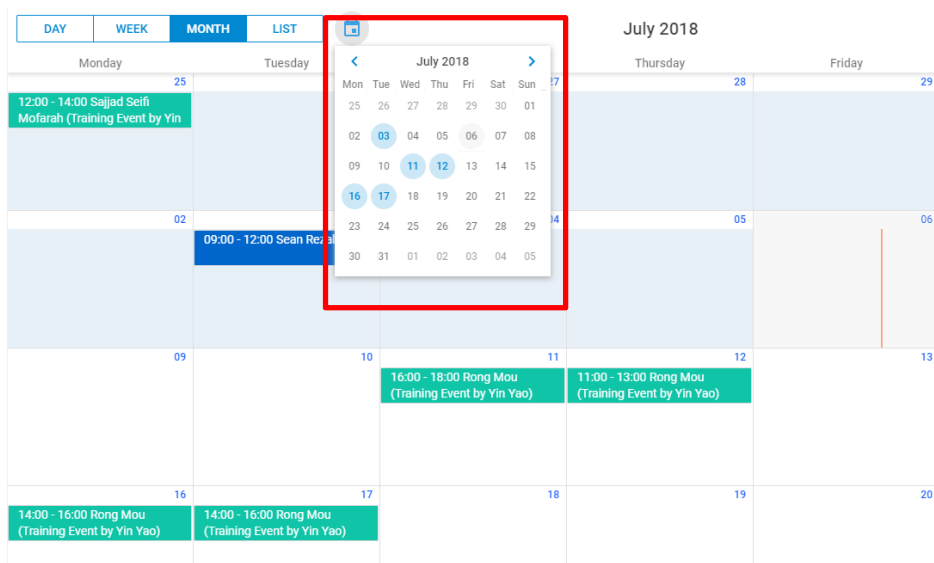
*This is caused by the browser cache, please clear the browser cache.*

16. 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.*

17. 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.*





**18. 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 [Information Panel](#) on booking calendar page.

|               |  |
|---------------|--|
| Booking Quota | Max Allowed Booking Hours/Day: 24<br>Max Allowed Booking Hours/Period: 1344<br>Allowed Booking Period: 24/08/2020 to 22/11/2020<br>Booking Start Time on Day: 0:00<br>Booking End Time on Day: 24:59<br>Booking on Weekend: Allowed<br>Min Hour per Session: |
|---------------|--|

**19. 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.

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

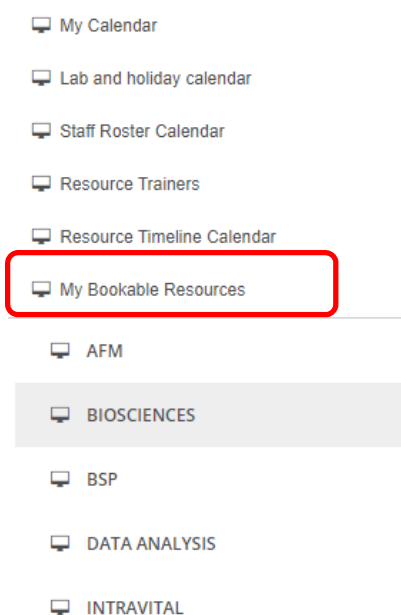
First step: cancel the user booking through service booking;

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

**21. 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.







**22. 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**.

**23. 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.

**24. 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.

**25. 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.

**26. 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.

**27. 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.

**28. 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).

**29. 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.

**30. 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**.

**31. 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**.

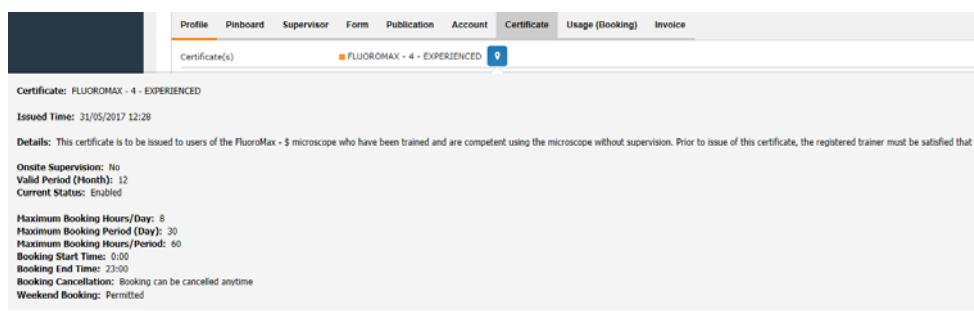


*This only applies to the General Staff group. Any staff belonging to a Manager or Admin group won't be subject to this rule.*

*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.*

- 32. 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](#).*



- 33. 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.*

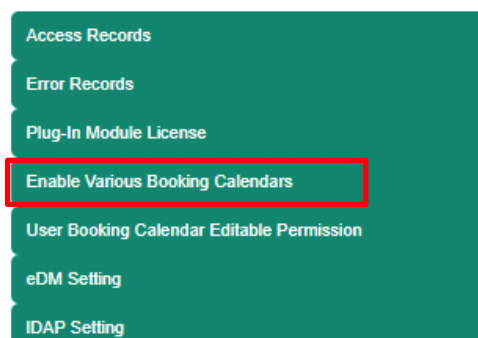
*For example, if you set James as beginner on equipment #1, and if that certificate setting is from 9am to 5pm, then James can only book equipment #1 from 9am to 5pm.*

- 34. Being a staff member, can I book for other users?**

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

- 35. 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

**36. 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.*

**37. 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.*

**38. 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.*

**39. 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.*

**40. 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**.*

**41. 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.*

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

*Yes, go to **Calendar Settings** to make the change.*



43. 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**.

44. 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"/>   |

45. 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.

46. 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.

47. 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)

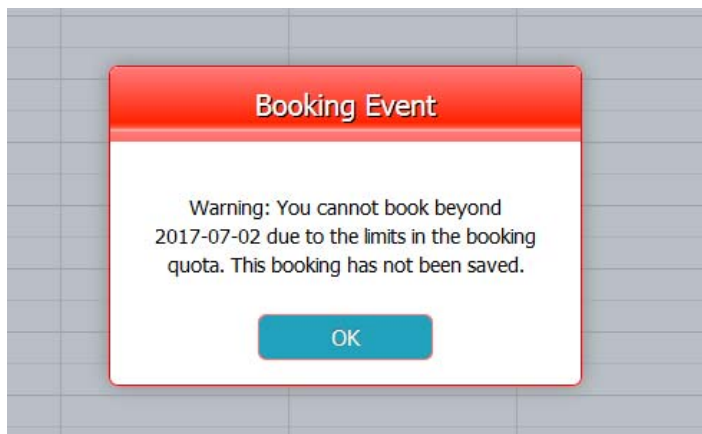
|             |                                       |
|-------------|---------------------------------------|
| Description | User Event                            |
| User        | Scheduled Service Booking             |
| Account     | --                                    |
| Notes       |                                       |
| Time period | 00:00 14 May 2015 - 00:15 14 May 2015 |
| Ok          | Cancel                                |
| Delete      |                                       |



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

No.

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

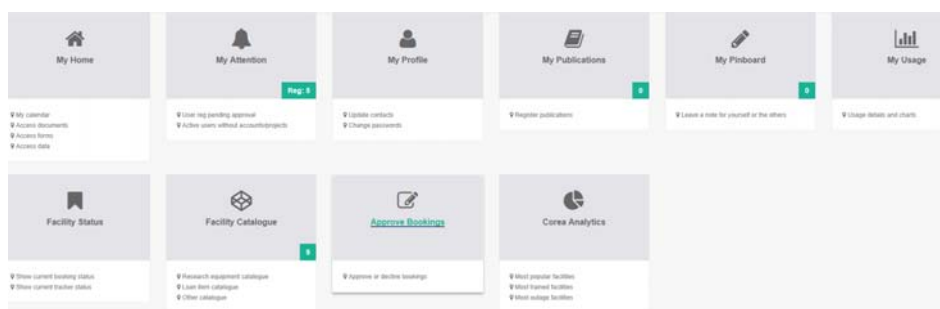


*The message means that users certificate only allows them to book no more than 2 days in advance. Please check training certificate settings.*

**50. 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



**51. 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.*

**52. 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.*

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

*Yes. Resource timeline calendar offers the solution.*



54. 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:

55. Are we able to subscribe to receive emails when someone cancels a microscope booking?

Yes. At **Information Panel** on calendar page, you can set up email notification for booking cancellation so you are able to fill up the bookings. This is handy way to receive the reminder and book the heavily booked resources.

56. Can you advise why bookings are not working when using phone/QR method but they do work on the computer?

This is mainly caused by incorrect QR codes. Admin can re-generate QR codes for resources.

## 7.4 Group Booking

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

Yes.

58. 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.



### 59. 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

### 60. 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](#).



Dong Zheng

System Administrator Group

[My Profile](#)

**Update Contacts**

Work Phone:

Mobile Phone:

Email:

**Change Password**

New Password:

Retype New Password:

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.

### 61. 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.

**User Profile Manager**

User Registration | Process Online Registration | LDAP User Status | Full Search

User Name:

Search By: ☒ user name ☐ login name ☐ user code

Search Range: ☒ Active Users (542) ☐ Inactive Users (2979) ☐ All Users (3521)

### 62. 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.

**63. Is it possible to restrict certain user access?**

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

**64. 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

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

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

## 7.6 Update User Supervisors

**66. 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**.

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

**67. 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.*

**68. 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.*

**69. 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.*

**70. 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.*

**71. 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

### 72. 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.

### 73. 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.

### 74. 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.

### 75. 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**.

### 76. 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 0500

Show 500 entries

Showing 1 to 5 of 5 entries

| User Name                       | School/Organization  | Supervisor | Account  | Account Charge/Hour | Booked Hours | Tracker Hours | Charges |
|---------------------------------|----------------------|------------|----------|---------------------|--------------|---------------|---------|
| Toney Teddy Fernandez           | Macquarie University |            | EXTERNAL | \$0.00              | 15.00        | \$5.04        | \$0.00  |
| Total (Service Booking Hours)   |                      |            |          |                     | 0.00         |               |         |
| Total (Operation Booking Hours) |                      |            |          |                     | 15.00        |               |         |
| Total                           |                      |            |          |                     | 15.00        |               | \$0.00  |

Previous 1 Next

Copy CSV Excel PDF

## 7.8 Batch Data Report

### 77. 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.



**78. 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.*

**79. 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 tracker logs for reporting and billing. **bDRT** produces two kinds of reports so that you can compare them against each other: booking vs usage.*

**80. 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.*

**81. 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.*

**82. 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.*

**83. How can I access the EXCEL files generated previously?**

*Click on **Report Manager -> Archived Excel Files** to access, then click each link to expand for details.*



Archived Excel Files

Click tabs to access.

Batch Report   Facility   Publication   Training Report   Training Record   User Profile

Monthly Booking Reports

BookingReport-January-2016-18-08-2016.xlsx  
Created: Renee Whan on 19/08/2016 3:24:58 PM

BookingReport-March-2015-30-04-2015.xlsx  
Created: Ales Benda on 30/04/2015

BookingReport-April-2013-13-06-2013.xlsx  
Pass: WaqoJDHWXy  
Created: Grainne Moran on 13/06/2013

BookingReport-September-2012-02-10-2012.xlsx  
Pass: oJL4hCWSv  
Created: Renee Whan on 2/10/2012

Monthly Usage Reports

Period Booking Reports

Facility Booking Type Period Booking Reports

**84. Can the invoice statements be PDF instead of HTM?**

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

**85. 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.*

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)

**86. 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.*

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

*Please contact us to discuss this further.*



## 7.9 Manage Account Budget

### 88. 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.*

### 89. 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.*

### 90. 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.*

### 91. 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.*

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

*The current version only offers manual rollovers.*

### 93. 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.*

### 94. Can an expired budget envelop be reactivated?

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

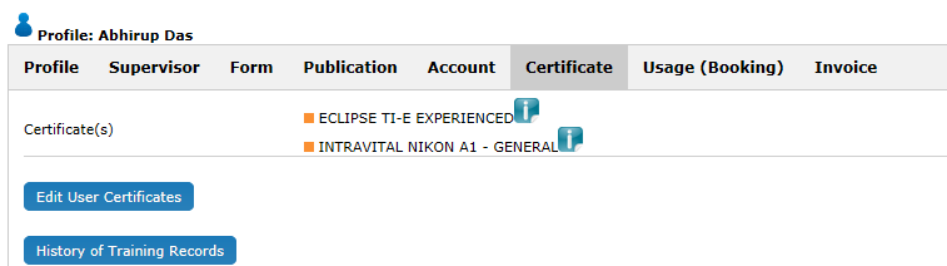


## 7.10 User Training & Certification

### 95. 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.



### 96. 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.

### 97. Who has authority to set up trainers and certificates?

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

### 98. How do I know I am a trainer for certain resources?

There are two places you can check for this:

- [Dashboard -> My Training Records](#)
- [Booking -> Resource Trainer](#)
- [User Profile Manager -> User Profile -> Trainer](#)

System shows you for what resources you are listed as trainer.

### 99. 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            | ZENGYI WEE      | AFM MM8 - GENERAL                | 02/06/2017 16:16 | Celine Hsu      |
| FluorMax - 4                          | BMF            | David Chang     | FLUOROMAX - 4 - GENERAL          | 22/06/2017 09:05 | Alex Macmillan  |
| HAL (Data Analysis Machine 2)         | DATA ANALYSIS  | Lalith Alapathi | HAL (IMAGE ANALYSIS WORKSTATION) | 06/06/2017 12:58 | 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            | Hetvi Gandhi    | LEICA SP8 DLS - GENERAL          | 26/06/2017 11:28 | Celine Hsu      |
| Leica SP8 DLS                         | BMF            | Narges Bayat    | LEICA SP8 - EXPERIENCED          | 06/06/2017 23:56 | Iveta Stajkovic |
| Nikon A1 Spectral Confocal Microscope | BMF            | Nicole 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            | Aaron Gilmour   | OLYMPUS FV1200 - EXPERIENCED     | 13/06/2017 17:36 | Sandra Fok      |
| Orac (Data Analysis Machine 1)        | DATA ANALYSIS  | Lalith Alapathi | ORAC (IMAGE ANALYSIS MACHINE)    | 09/06/2017 14:33 | Michael Camell  |
| Orac (Data Analysis Machine 1)        | DATA ANALYSIS  | Migyeong Park   | ORAC (IMAGE ANALYSIS MACHINE)    | 22/06/2017 12:28 | 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 12:28 | Sandra Fok      |

- 100. 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**.

- 101. 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.

- 102. 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 |           |             |
| <ul style="list-style-type: none"> <li>Choose certificate from the list</li> <li>3E EPP MASTERCYCLER GRADIENT-331 CERTIFICATE</li> <li>3E RNA BENCH 1 - 343 CERTIFICATE</li> <li>3E RNA BENCH 2 - 343 CERTIFICATE</li> <li>3E RNA FUME-CUPBOARD 1-343 CERTIFICATE</li> <li>3E RNA FUME-CUPBOARD 2 - 343 CERTIFICATE</li> </ul> |                                    |           |             |

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

- 103. 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

### 104. 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.*

### 105. 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

Upon upload, you MUST click on Button [Save To Form Registry] to complete form registration:

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

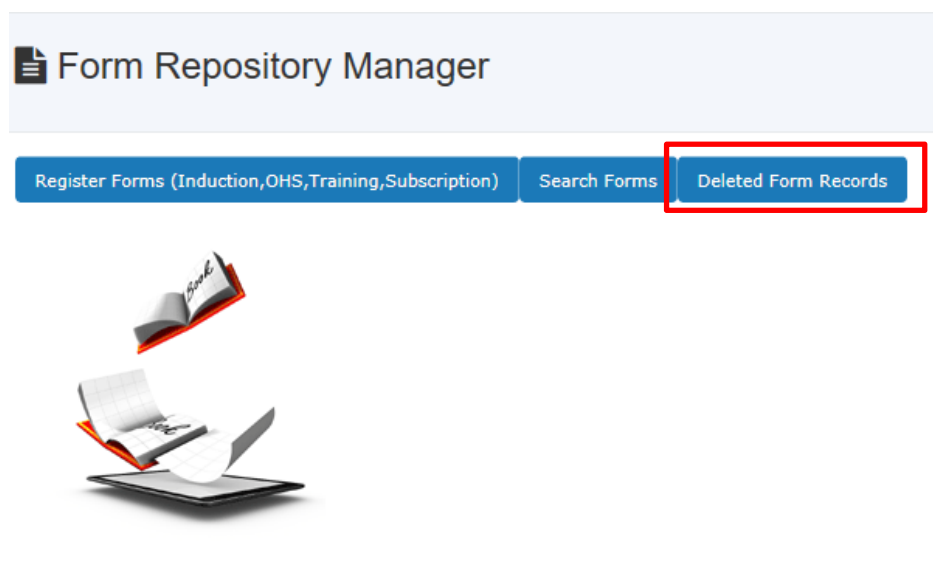
Note:

Save To Form Registry

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

#### 106. 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.





### 107. 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

### 108. What documents should I upload as general documents?

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

### 109. What should I upload as resource documents?

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

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

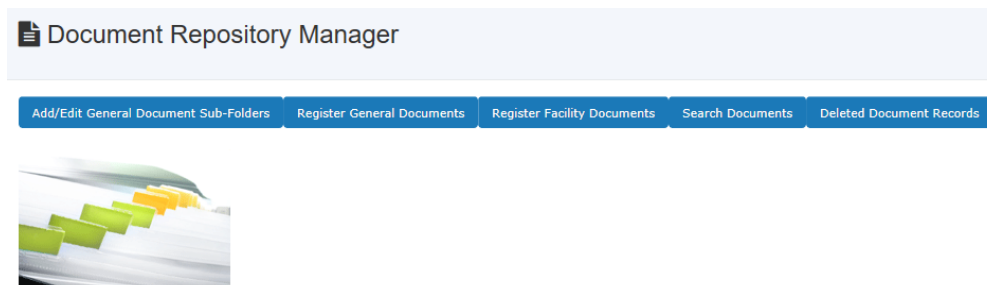
No, you should not. **Resource Contract Depository** will be provided in the future.

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

*The maximum size is 20MB per file.*

**112. 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.*

**113. 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****114. 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.*

**115. 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****116. 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.*

**117. 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

**118. 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.*

**119. What kind of files can I upload?**

*ACLS supports the following file formats when uploading:*

- xls/xlsx
- doc/docx
- pdf
- zip

**120. 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

**121. How do I edit a finished job?**

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

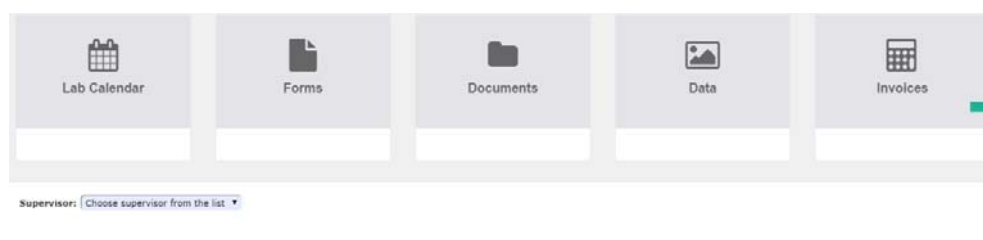
*If the invoice for the job is not completed, you can **Reopen Job To Edit**.*

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



## 122. 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

### 123. 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

The tracker has a built-in feature that detects connection with the ACLS server at all times.

| Resource                | IP Address     | Tracker Installation | Tracker Connection | Tracker Version |
|-------------------------|----------------|----------------------|--------------------|-----------------|
| 300 NMR - Bloch         | 129.94.165.116 | Installed            | Connected          | 0.7             |
| 300 NMR - Gyro          | N/A            | Not installed yet    | Disconnected       | N/A             |
| 300 NMR - Pines         | N/A            | Not installed yet    | Disconnected       | N/A             |
| 400 NMR - Prodigy Gauss | N/A            | Not installed yet    | Disconnected       | N/A             |
| ProcLab Computer 01     | 129.94.164.140 | Installed            | Connected          | 0.7             |
| ProcLab Computer 02     | 129.94.164.141 | Installed            | Connected          | 0.7             |
| ProcLab Computer 03     | 129.94.164.142 | Installed            | Connected          | 0.7             |
| ProcLab Computer 04     | 129.94.164.143 | Installed            | Connected          | 0.7             |
| ProcLab Computer 08     | 129.94.164.126 | Installed            | Connected          | 0.7             |
| ProcLab Computer 09     | 129.94.164.126 | Installed            | Connected          | 0.7             |

### 124. 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.*

**125. What is the use of tracker reload button on tracker app?**

*This is designed for re-run the app if the app connection to the web server is lost.*

**126. What can tracker do if users always forget to logout?**

*Auto-logout feature is available for tracker, Admin just need to enable this feature and set up the auto-logout timer.*

## 7.15 LDAP

**127. Where can I find LDAP implementation information?**

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

**128. What if LDAP stops working?**

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

**129. 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

**130. 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.

**131. 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.*

**132. 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.*

**133. 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.*

**134. 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.*

**135. 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.*



**136. 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

**137. 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

**138. 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.

**139. 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.

**140. Can I clone a resource or tool?**

Yes, go to Resource Manager to clone.

**141. 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.

**142. 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.

**143. 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.

**144. Can the owner set himself as the trainer?**

Yes.

**145. 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**.

**146. 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.

**147. 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.

**148. 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.

**149. 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.*

**150. 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.*

**151. How can I replace the system banner, invoice logo, and terms and conditions for online registration?**

*Please refer to [Chapter 5.5 Upload System Files](#) for details.*

**152. How do I check ACLS web portal access information?**

*Go to [Configure System](#), click on [Access Records](#) button to check the last 100 access records.*

**153. 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.

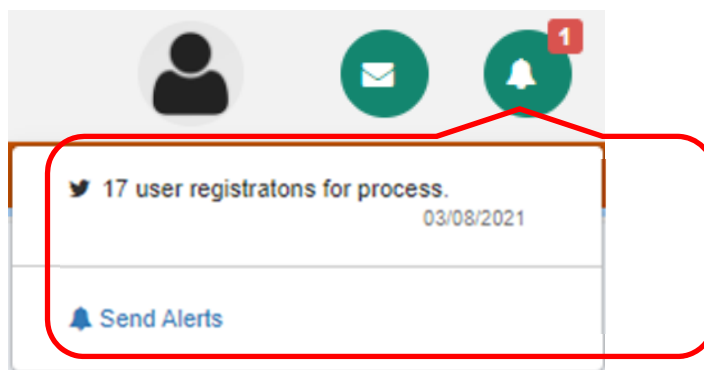
#### 154. How does the popup message announcement work?

Like the scrolling text setup, when it is set up correctly, an announcement popup message window displays when a user logs in.

#### 155. 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.



#### 156. 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

**157. 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.*

**158. Why do we need to set up different receivers?**

*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.

**159. 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.*

**160. 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 | <a href="https://www.nmr.unsw.edu.au">https://www.nmr.unsw.edu.au</a> |
|--------------|---|

*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.*

|   |
|---|
| <a href="#">Home</a>   <a href="#">Contact Us</a>  <br>AC Lab System - 2017 SQL-2.26.1 (IHMRI)  <br>Sign-In Computer IP: 129.94.164.31  <br>Mark Wainwright Analytical Centre: Bioanalytical Mass Spectrometry Facility |
|---|

**161. 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.*

**162. 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.*



## + Add To Calendar

Add Public Holidays

Add Lab Events

Copy Public Holidays To 2018

Clear Lab Events From Calendar

- 163. 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.

- 164. 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.*

- 165. 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.

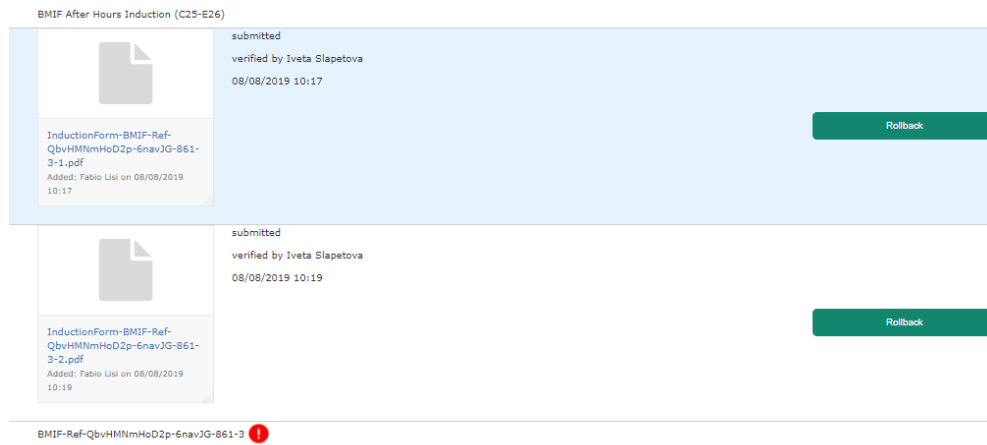
Close

**166. Can we remove or stop the ongoing induction process to the user?**

*Yes, go to user profile, and cancel induction.*

**167. When I approve the induction process to the user, could I re-do after my approval is granted?**

*Yes, you can roll back.*





## 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:

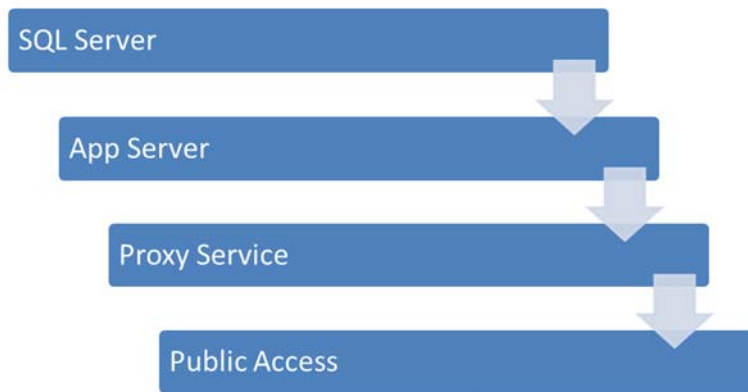
- Sharing: resource, knowledge, expertise, solutions, reports and data
- Connection: secured access, live connection with individuals or groups

| New Features                       | Description  |
|------------------------------------|--|
| <b>Azure AD SSO</b>                | Support Azure AD authentication  |
| <b>System configuration wizard</b> | In addition to Resource Wizard and Training Certification Wizard, we will implement System Configuration Wizard.   |
| <b>Subscription manager</b>        | Providing the required functionality for membership business model.  |
| <b>Task manager</b>                | Providing the tool so lab admin and managers can distribute jobs across the units or institutes.   |
| <b>ROS integration</b>             | Integrate with the university research output service so users and staff publications can be automatically updated in the ACLS user profiles   |
| <b>Finance integration</b>         | Integrate with the university finance system to do the live account validation upon users making bookings  |
| <b>Tracking samples</b>            | Mainly: <ul style="list-style-type: none"> <li>• Quotation set up</li> <li>• Periodic reporting</li> <li>• Invoicing for selected open sample job</li> <li>• Job search with invoicing details</li> </ul> resource session data integration. |

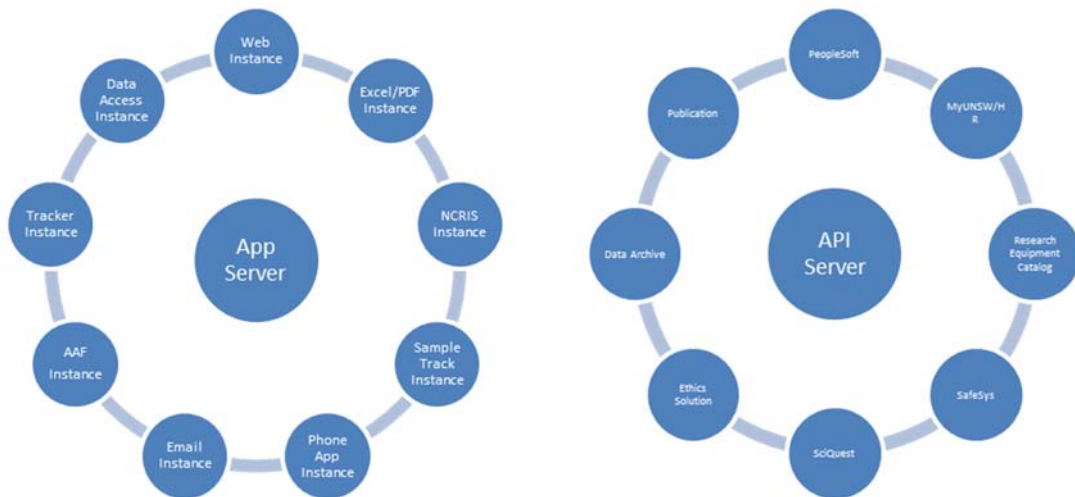
### 8.2 Research Equipment Management System (REMS)

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).

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.

## 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

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 |
|---|-----|----------|------------|------|-------------|---------|-------------|-----------------|-----------------|---------|
| <ul style="list-style-type: none"> <li>■ [AC/DC Sputtering] » [University (Aus)]</li> <li>■ [ALD - Fiji F200] » [University (Aus)]</li> <li>■ [Artec 3D Spider] » [University (Aus)]</li> <li>■ [Bio AFM/TIRF] » [University (Aus)]</li> <li>■ [Bose Electroforce 3200] » [University (Aus)]</li> <li>■ [Bruker Contour GT-I] » [University (Aus)]</li> <li>■ [Cleanroom AFM] » [University (Aus)]</li> <li>■ [Client shipping (substitute)] » [University (Aus)]</li> <li>■ [Client Time: Abu Sadek] » [University (Aus)]</li> <li>■ [Client Time: Bernie Orelup] » [University (Aus)]</li> <li>■ [Client Time: Dan Smith] » [University (Aus)]</li> <li>■ [Client Time: Dan Smith-Uni of Melb Client] » [University (Aus)]</li> <li>■ [Client Time: Fatima Eftekhari] » [University (Aus)]</li> <li>■ [Client Time: Gediminas G.] » [University (Aus)]</li> <li>■ [Client Time: Guangyuan Si] » [University (Aus)]</li> <li>■ [Client Time: Hemayet Uddin] » [University (Aus)]</li> <li>■ [Client Time: John Zhu] » [University (Aus)]</li> <li>■ [Client Time: Lachlan Hyde] » [University (Aus)]</li> <li>■ [Client Time: Paul Spizzirri] » [University (Aus)]</li> <li>■ [Client Time: Ricky Tjeung] » [University (Aus)]</li> <li>■ [Client Time: Sean Langelier] » [University (Aus)]</li> <li>■ [Client Time: Yang Lim] » [University (Aus)]</li> <li>■ [Client Time: Zoran Vasic] » [University (Aus)]</li> <li>■ [Confocal] » [University (Aus)]</li> <li>■ [Contact Angle Measurement Instrument] » [University (Aus)]</li> <li>■ [CytoViva Hyperspectral] » [University (Aus)]</li> <li>■ [Design House-PC1] » [University (Aus)]</li> <li>■ [Design House-PC2] » [University (Aus)]</li> <li>■ [Diamond Dep-1 (BDD)] » [University (Aus)]</li> <li>■ [Diamond Dep-2 (NV)] » [University (Aus)]</li> <li>■ [Disco DAD321 Dicing Saw] » [University (Aus)]</li> <li>■ [DRIE 1-Si only] » [University (Aus)]</li> <li>■ [DRIE 2-Multi-purpose] » [University (Aus)]</li> <li>■ [Dynatex Dicer/Scriber] » [University (Aus)]</li> </ul> |     |          |            |      |             |         |             |                 |                 |         |

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-I                       | <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

[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

Showing 1 to 128 of 128 entries

Search:

Copy CSV Excel

| 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            | \$30.00   | \$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 NanoWizardHikon Ti-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 HeadSHOM HeadPie      | MICROSCOPY FACILITIES   | \$116.00       | \$116.00           | \$46.00   | \$46.00          | \$116.00             |
| ALD CNT Fij                          | CLEANROOM FACILITY      | \$170.00       | \$170.00           | \$70.00   | \$70.00          | \$170.00             |
| AutoLab Paterkostat                  | 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               |
| CMT Paterkostat                      | 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-Harsham Altmoud          | MCH STAFF TIME          | \$120.00       | \$120.00           | \$48.00   | \$48.00          | \$120.00             |
| Client Time- Abu Sadek               | MCH STAFF TIME          | \$120.00       | \$120.00           | \$48.00   | \$48.00          | \$120.00             |
| Client Time- Ash Dyer                | MCH STAFF TIME          | \$120.00       | \$120.00           | \$48.00   | \$48.00          | \$120.00             |
| Client Time- Eamie Ovelup            | MCH STAFF TIME          | \$120.00       | \$120.00           | \$48.00   | \$48.00          | \$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 > Supervisor

|                         |  |
|-------------------------|--|
| 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"/>                         |
| Confirm Email*          | <input type="text"/>                         |
| Login Password*         | <input type="password"/>                     |
| Confirm Login Password* | <input type="password"/>                     |
| Type of Researcher      | Industry (AUS) ▼                             |
| Work Phone*             | <input type="text"/> (Digits Only)           |

Local Contact\*

Select one staff at least:

- ☐ Abu Sadek
- ☐ Bernie Orelup
- ☐ Dan Smith
- ☐ Guangyuan Si
- ☐ Hemayet Uddin
- ☐ John Zhu
- ☐ Paul Spizziri
- ☐ Ricky Theodore Tjeung
- ☐ Sean Langelier
- ☐ Yang Choon Lim
- ☐ Zoran Vasic

- 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

|                     |   |
|---------------------|---|
| Title               | Mr. ▼   |
| Supervisor Name     | Dmitri Gordeev                                |
| School/Organization | Choose school/organization from the list ▼    |
| Work Phone          | 0395417913                                    |
| Mobile Phone        | <input type="text"/>                          |
| Email               | dmitri.gordeev@au.bosch.com                   |
| Address 1           | 1555 Centre Rd                                |
| Address 2           | <input type="text"/>                          |
| Suburb              | Clayton                                       |
| State               | Victoria ▼                                    |
| Postal Code         | 3168  |
| Postal Address      | 1555 Centre Rd<br>Clayton<br>Victoria<br>3168 |
| Status              | <input checked="" type="checkbox"/>           |

- 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"/> ERL ( <a href="#">click to see more about ...</a> )                           |
| CLEANROOM FLAGSHIP FACILITIES | <input type="checkbox"/> PEG-SEM ( <a href="#">click to see more about ...</a> )                       |
| CLEANROOM FLAGSHIP FACILITIES | <input type="checkbox"/> Hot Embosser ( <a href="#">click to see more about ...</a> )                  |
| CLEANROOM FLAGSHIP FACILITIES | <input type="checkbox"/> Mask Aligner/NIL ( <a href="#">click to see more about ...</a> )              |
| GENERAL FLAGSHIP FACILITIES   | <input type="checkbox"/> FIB-SEM ( <a href="#">click to see more about ...</a> )                       |
| MCN STAFF TIME                | <input type="checkbox"/> Client Times: John Zhu ( <a href="#">click to see more about ...</a> )        |
| MICROSCOPY FACILITIES         | <input type="checkbox"/> Bio AFM/TIRF ( <a href="#">click to see more about ...</a> )                  |
| MICROSCOPY FACILITIES         | <input type="checkbox"/> Confocal ( <a href="#">click to see more about ...</a> )                      |
| MICROSCOPY FACILITIES         | <input type="checkbox"/> Light Field Microspectroscopy ( <a href="#">click to see more about ...</a> ) |
| MICROSCOPY FACILITIES         | <input type="checkbox"/> neaSNOM ( <a href="#">click to see more about ...</a> )                       |
| OTHER FACILITIES              | <input type="checkbox"/> Design House-PC1 ( <a href="#">click to see more about ...</a> )              |
| OTHER FACILITIES              | <input type="checkbox"/> Design House-PC2 ( <a href="#">click to see more about ...</a> )              |

☐ Do you want this to be performed by MCN Staff?

[Continue](#)

- 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                | Dr.   |
| Given Name           | Dong  |
| Family Name          | Tan   |
| Student/Staff No.    |   |
| Email                | dong@   |
| Type of Researcher   | Industry (AUS)  |
| School/Organization  | ANSTO   |
| Work Phone           | 123456  |
| Work Address         | Address 1<br>Address 2<br>Suburb<br>State/Australian Capital Territory<br>Postal Code |
| Local Contact        | <br>Felina Shaban   |
| Selected Supervisor  | <br>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 Sadek             | <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 Effekhan       | <input checked="" type="checkbox"/> |
| Gareth Moorhead       | <input type="checkbox"/>            |
| Gedminas Gervinskis   | <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 Spizziri         | <input checked="" type="checkbox"/> |
| Penelope Gear         | <input type="checkbox"/>            |
| Ricky Theodore Tjeung | <input checked="" type="checkbox"/> |
| Sean Langelier        | <input checked="" type="checkbox"/> |
| Shan Don              | <input type="checkbox"/>            |
| Stuart Lucas          | <input type="checkbox"/>            |
| Taryn Guman           | <input checked="" type="checkbox"/> |
| Tom Eddershaw         | <input type="checkbox"/>            |
| udo.bech@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:

School/Organization: Choose school/organization from the list ▼

Work Phone:

Mobile Phone:

Email:

Address 1:

Address 2:

Suburb:

State: Australian Capital Territory ▼

Postal Code:

Postal Address:

Status: ☐

Accept Reset

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





### 9.1.12 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

Regardless of the booking tool, a question field is added to the booking event page, and the user must answer either Yes or No.



### **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

Assisted Event

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

12:00

13

July

2018

13:00

13

July

2018

DELETE

CANCEL

OK

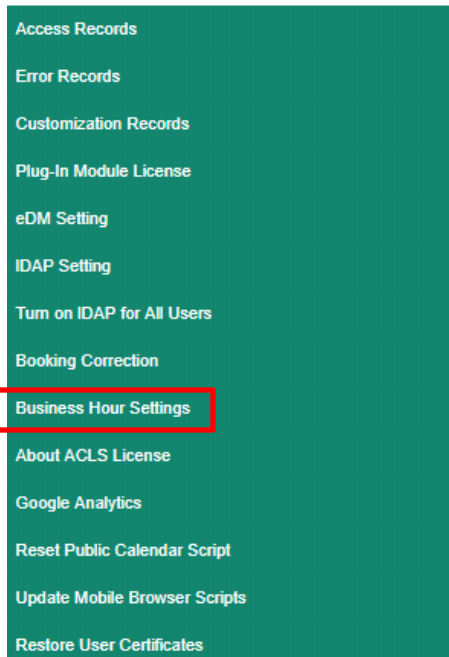
A few new concepts are introduced to this template:



- 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.

### 9.1.13 Define Business Hours for Reports

Go to **System Settings** -> **Configure System**, click on **Business Hour Settings** to set up.




The Business Hour Settings will be used at the next stage for reporting.

### 9.1.14 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.

### 9.1.15 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"/> |   |                         |



### 9.1.16 Account Discount

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

**Account Manager**

Active accounts

Search Account

Return

Show 100 entries

Showing 1 to 100 of 237 entries

|   | Active Account         | Account Type     | Discount (%) | Note            | Expiry Date | Last Update                       | Account Code | Record Created |
|---|------------------------|------------------|--------------|-----------------|-------------|-----------------------------------|--------------|----------------|
| <a href="#">Edit</a><br><a href="#">Clone</a> | Adelaide-Abel Santos   | External Invoice | 0.00         | Uni of Adelaide | 22/10/2024  | John Zhu on 24/06/2019 10:32      | 538          | 02/05/2019     |
| <a href="#">Edit</a><br><a href="#">Clone</a> | Amaero Engineering     | External Invoice | 0.00         |                 | 31/07/2025  | Dung Zheng on 25/07/2019 12:32    | 529          | 04/05/2018     |
| <a href="#">Edit</a><br><a href="#">Clone</a> | AMD-Matthew Vleyland   | External Invoice | 0.00         |                 | 25/12/2023  | John Zhu on 04/07/2018 14:28      | 426          | 04/07/2018     |
| <a href="#">Edit</a><br><a href="#">Clone</a> | ANFF staff development | Internal Account | 100.00       |                 | 15/03/2024  | Hemayel Uddin on 25/09/2018 16:07 | 436          | 25/09/2018     |
| <a href="#">Edit</a><br><a href="#">Clone</a> | ANU-Lan Fu             | External Invoice | 0.00         |                 | 11/01/2024  | John Zhu on 26/06/2019 14:53      | 395          | 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"/>   |



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.

### 9.1.17 Reports and Invoices

All the reports and invoices are integrated with the account discount.

Showing 1 to 886 of 886 entries

Previous: 1 Next

Search: Copy CSV Excel PDF Print

| Resource                  | User                | Supervisor       | School/Org                           | Account                      | Account Discount (%) | Charge Category   | Resource Charge/Hour (\$) | Booked Hours  | Training Booking | Charges (\$)    |
|---------------------------|---------------------|------------------|--------------------------------------|------------------------------|----------------------|---|---------------------------|---------------|------------------|-----------------|
| <b>Operation Bookings</b> |                     |                  |                                      |                              |                      |   |                           |               |                  |                 |
| 3D Printer Objet Eden     | Wai Hoe Chin        | Adrian Heild     | Monash University                    | Adrian Heild                 | 0.00                 | University (Aus)  | 70                        | 1.30          |                  | 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 Eghlami       | 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          |
| <b>Total</b>              |                     |                  |                                      |                              |                      |   |                           | <b>601.25</b> |                  | <b>5,810.00</b> |
| 3D Scanner Artec Spider   | John Paul Teodoris  | Ricky Tyeung     | Melbourne Centre for Nanofabrication | MCH STAFF                    | 0.00                 | Industry (Aus)  | 75                        | 1.50          |                  | 112.50          |
| <b>Total</b>              |                     |                  |                                      |                              |                      |   |                           | <b>1.5</b>    |                  | <b>112.50</b>   |

### 9.1.18 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 charge records through [Charge Category Change Log](#).

### 9.1.19 Broadcast Messages To Newly Trained Users

‘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

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

[To Newly Trained Users](#)
[My Signature](#)
[My Mailing List](#)

## Broadcast Messages

To Newly Trained Users

Last Period in Month: 1

Subject: |

Message Body:

Cheers.  
Dong Zheng

[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.

### 9.1.20 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.

|                          |  |
|--------------------------|--|
| 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"/>   |



### 9.1.21 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:



**Resource:** Choose resource from the list ▼

**From:** January ▼ 2021 ▼

**To:** August ▼ 2021 ▼

**Hours of Usage - Individual Resource**

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: 3D Printer Autodesk Ember

Show: 500 ▼ entries

Showing 1 to 10 of 10 entries

Search:

Previous 1 Next

| Hours of Usage             | January-2021 | February-2021 | March-2021 | April-2021 | May-2021 | June-2021 | July-2021 | August-2021 |
|----------------------------|--------------|---------------|------------|------------|----------|-----------|-----------|-------------|
| Assisted                   | 0.00         | 0.00          | 0.00       | 0.00       | 0.00     | 0.00      | 0.00      | 0.00        |
| Assisted - Out of Hours    | 0.00         | 0.00          | 0.00       | 0.00       | 0.00     | 0.00      | 0.00      | 0.00        |
| Available                  | 168.00       | 160.00        | 184.00     | 176.00     | 168.00   | 176.00    | 176.00    | 176.00      |
| No. of New Trained Users   | 0            | 0             | 0          | 0          | 0        | 0         | 0         | 0           |
| Scheduled Service          | 0.00         | 0.00          | 0.00       | 0.00       | 0.00     | 0.00      | 0.00      | 0.00        |
| Staff Bookings/Development | 0.00         | 0.00          | 0.00       | 0.00       | 0.00     | 0.00      | 0.00      | 0.00        |
| Unassisted                 | 0.00         | 0.00          | 0.00       | 0.00       | 0.00     | 0.00      | 0.00      | 0.00        |
| Unassisted - Out of Hours  | 0.00         | 0.00          | 0.00       | 0.00       | 0.00     | 0.00      | 0.00      | 0.00        |
| Unscheduled Service        | 0.00         | 0.00          | 0.00       | 0.00       | 0.00     | 0.00      | 0.00      | 0.00        |

Previous 1 Next

**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:** =((work days of month))-Assisted-Unassisted-(Staff Bookings)-Unscheduled-Scheduled;

**Unassisted Out Of Hours:** All Out of Hour unassisted booking by all users, excluding non-client job account related bookings;

**Assisted Out Of Hours:** All out of hour Assisted bookings, with the selection of staff time facility, for client-job account.

**No. of New Training Users:** Number of users who receives the certificates issued for the month.



### 9.1.22 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](#).

### 9.1.23 Consumable Module Modification

- Ultimately we want the ability to specify linked consumables when making a booking.
- We already have the ACLS consumables register, where we are inputting various items such as wafers etc., that we can charge to users. What we are missing is the ability for users to "self-select" consumables as a part of their bookings. An example would be a user doing a thin film deposition of Gold. They should be able to book the tool and select how many nanometres of Gold they will use. ACLS should then add that charge to the booking. Another example would be a user booking a spin coating station... this person should be able to specify which photoresist they are using and the number of samples they will process—all of the resists and the charge/sample would be specified in the consumables register.
- I know ACLS has all the basic functionality for this already in place in separate locations, it should just a question hooking them together.
- Resource manager should allow us to set up each tool with the relevant "linked consumables" if applicable. That is, in the booking profile for a tool, we should be able to add a section for consumables. Staff could setup a tool and select: Linked Consumables = YES/NO, and if the answer is YES, we should be able to select items from the consumables register. These items would then show up when making the bookings and the users can indicate how much they are using.
- Some accounts shall be disabled for consumable orders
- Set up default user account as the first option to the unassisted and assisted booking calendar


#### 9.1.23.1 Accounts Used for Consumable Order

Admin can set up the account dedicated for consumable orders. In the other words, when users place the orders, they only need to choose the consumable type accounts.






- account manager to include a YES/NO control for whether an account can be used for consumables charges
- default status on an account will be YES.
- MCN staff will manually disable for accounts that should not be used for purchase of consumables
- IMPORTANT: accounts that are NO can still be used for booking of instruments.

|                            |   |
|----------------------------|---|
| Account Name               | ALEXANDER HEGER (MONASH MATH)   |
| Account Type               | <input checked="" type="radio"/> UNSW Account <input type="radio"/> External Invoice          |
| Job Type                   | <input checked="" type="radio"/> Client Job <input type="radio"/> Non Client Job              |
| Used for Consumable Orders | <input checked="" type="checkbox"/>   |
| Discount (%)               | 0.00  |
| Note                       |   |
| Expiry Date                | 14/06/2035  |
| Make Account Expired Now   | <input type="checkbox"/>  |

### 9.1.23.2 Linked Consumables of Resources

Admin can set up consumable list for each resource. If the consumables are set up for the resource, it is compulsory for users to place the orders with the min qty for each booking.

Go to Resource Manager to set up consumables.

 Edit Resource

Return

ALD - Fiji F200

General Profile   Booking Profile   Catalogue Profile   Charge Rates   **Linked Consumables**   Training Certificate   Trainer   Certified Users   Tracker Settings

+ Add Linked Consumable

| --                                | Consumable Code | Consumable Description | Min Order Quantity | Note | --                     |
|-----------------------------------|-----------------|------------------------|--------------------|------|------------------------|
| <a href="#">Access Consumable</a> | AL1234          | mineral water          | 2                  | test | <a href="#">Delete</a> |
| <a href="#">Access Consumable</a> | AL7891          | coka                   | 2                  |      | <a href="#">Delete</a> |

Click on Add Linked Consumables to add consumables from the consumable library.



**ALD - Fiji F200**

General Profile   Booking Profile   Catalogue Profile   Charge Rates   **Linked Consumables**   Training Certificate   Trainer   Cer

[+ Add Linked Consumable](#)

Select consumable: Choose consumables from the list ▼

Min Order Quantity: 1

Note:

**Submit**

You are able to access the linked consumable page or delete it.


### 9.1.23.3 Linked Resources of Consumables

Admin can see the linked resources on the selected consumables and access the linked resources.

Consumable Code: E-beam Evp-Ag

Description: E-beam Evp-Ag

Consumable Category: Evap Precious Metals ▼

Consumable Image:  [Upload Consumable Image](#)

Unit Type (Min Order Qty/Type): 1ml (enter min order qty and unit e.g. 10nm, 1mg, 1ml)

Price per Unit (\$): 0.02

Stock Quantity: 0074

Reorder Quantity: 0

Hide Stock Qty on Cart: ☐

Admin Only: ☐

Status: ☒ (Tick to be active)

**Submit**

| Linked Resource | Min Order Quantity |                                      |
|-----------------|--------------------|--------------------------------------|
| ALD CNT Fiji    | 12                 | <a href="#">Access: ALD CNT Fiji</a> |

### 9.1.23.4 Unassisted Bookings

If linked consumables are enabled for the resources, it is compulsory to order consumable for each booking session. System does not check the order entry for the resources which do not enable the linked consumables.

- Consumable order details are visible on booking tooltips, including order number



|  |   |    |    |    |    |    |
|--|---|----|----|----|----|----|
|  | 11  | 12 | 13 | 14 | 15 | 16 |
|  | 00:00 - 01:00 Dong Zheng  |    |    |    |    |    |
|  | <div>Event: Dong Zheng<br/>Start date: 11/11/2019 00:00<br/>End date: 11/11/2019 01:00<br/>Notes:<br/>Consumables: #727: E-beam Evp-Ag; E-beam Evp-Ag; Order: 12; Total: \$0.24. #727: Holders Carrier Mask 5- Lot #; Holders Carrier Mask 5-; Order: 1; Total: \$6.20.</div> |    |    |    |    |    |
|  |   |    |    |    |    |    |

- Record consumables



ALD CNT 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

**Currently Recorded Consumables**

#727: E-beam Evp-Ag; E-beam Evp-Ag; Order: 12; Total: \$0.24.

#727: Holders Carrier Mask 5- Lot #; Holders Carrier Mask 5-; Order: 1; Total: \$6.20.

**Newly Recorded Consumables**

**Notes**

**Repeat event**

DISABLED

☐ Full day

Reminder ☐

RECORD/MODIFY CONSUMABLES

DELETE CANCEL OK

- Click on Record Consumable Button on the popup booking form to record or order consumables.



- Based on the linked consumable settings to the resource, the new page is open for the user to record consumables and account to the booking sessions.

Reference ID: 1572033583258

| Consumable Code              | Consumable Description | Unit Type | Unit Price (\$) | Stock Quantity | Min Order Quantity | Enter Order Quantity |
|------------------------------|------------------------|-----------|-----------------|----------------|--------------------|----------------------|
| E-beam Exp-Ag                | E-beam Exp-Ag          | ind       | \$5.02          | 9000           | 12                 | 12                   |
| Holders Corner Mark D- Let # | Holders Corner Mark D- | g         | \$5.20          | 296            | 5                  | 5                    |

Please select account for consumables:

☒ MCN Internal Account

☐ MCN STAFF

Submit

Please select account for consumables:

☒ MCN Internal Account

☐ MCN STAFF



- Then enter the order quantity and the appropriate account, then submit. Then close the page by clicking on the below button and continue to the booking form. System does the check against min order quantity and update the stock quantity.
- The consumable orders made by bookings are marked as delivered or closed automatically.

Consumable order is submitted

Reference ID: 1571091718527

Close and Complete Booking

- You can see the newly ordered details in the highlighted order panel.



**ALD CNT 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

**Currently Recorded Consumables**

**Newly Recorded Consumables**    E-beam Evp-Ag; E-beam Evp-Ag; Order Qty:12; Total:\$0.24.  
Holders Carrier Mask 5- Lot #: Holders Carrier Mask 5- Lot #: Order Qty:1; Total:\$6.20.

**Notes**

**Repeat event** DISABLED

☐ **Full day**

**Reminder** ☐

**RECORD/MODIFY CONSUMABLES**

DELETE
CANCEL
OK

- Upon save the bookings, the details of the consumable order or record are shown on the booking form and tooltips.
- What if users don't record or order consumables? System pops up the following alert message.

**BOOKING EVENT**

Warning: Consumables are not ordered and  
booking not saved

**OK**

- For those resources which do not set up linked consumables, users make bookings as usual.

**9.1.23.5 Assisted Bookings**

- It is the same mechanism to record the linked consumables. The difference is that system records the consumable orders to the user selected by the staff. Staff needs to select the same user for both the booking and the consumables.



**ALD CNT FIJI**

Description

**User**  **User selection for booking**

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

Currently Recorded Consumables

**Newly Recorded Consumables**

Staff Time Facility

Staff Time Account

Staff Time Hours

Notes

Booking for Training ☐

No Mail to User ☐

☐ Full day

**RECORD/MODIFY CONSUMABLES**

**DELETE CANCEL OK**

- At the recording consumable page, if it is a new booking, you need to select the same user as the selected user for booking.





Reference ID: 157268031426

| Consumable Code              | Consumable Description | Unit Type | Unit Price (\$) | Stock Quantity | Min Order Quantity | Enter Order Quantity |
|------------------------------|------------------------|-----------|-----------------|----------------|--------------------|----------------------|
| 0-Beam Exp-Rg                | 0-Beam Exp-Rg          | 1ml       | \$0.02          | 9036           | 12                 | 12                   |
| Holders Corner Mark 3- Lot # | Holders Corner Mark 3- | 1         | \$6.25          | 298            | 1                  | 1                    |

Step 1: Please select user for whom you record consumables (The selected user must be the same user selected for booking):

Aaqil Rifai

Step 2: Please select account for consumables:

☐ RMIT-Andrew Greentree

☐ RMIT-Kate Fox

Submit

Step 1: Please select user for whom you record consumables (The selected user must be the same user selected for booking):

Aaqil Rifai

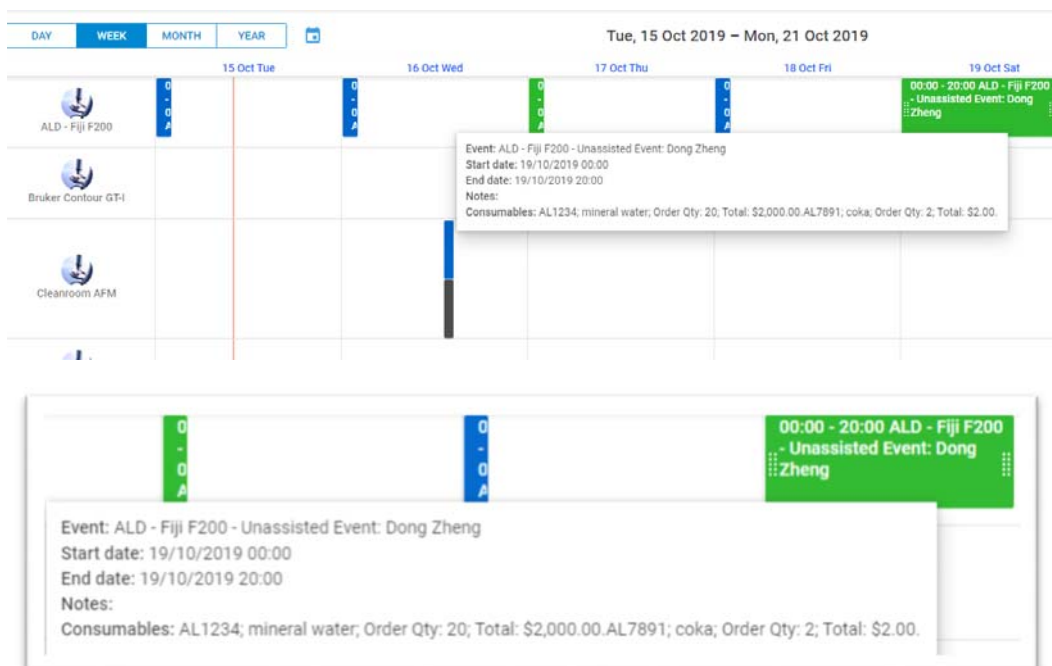
Step 2: Please select account for consumables:

☐ RMIT-Andrew Greentree

☐ RMIT-Kate Fox

### 9.1.23.6 Timeline Bookings

- On the timeline calendars, if one of the resource requires the linked consumables, the Record Consumable tooltips show up for all.
- Resource with linked consumables





- Resource without linked consumables: show 'Not applicable'

The screenshot displays a booking calendar for the resource 'Disco DAD321 Dicing Saw'. A booking for 'Cleanroom AFM - Unassisted Event: Dong Zheng' is shown on 20/10/2019. A blue arrow points to the booking details pop-up, which displays the following information:

- Event: Cleanroom AFM - Unassisted Event: Dong Zheng
- Start date: 20/10/2019 00:00
- End date: 21/10/2019 00:00
- Notes:
- Consumables: Not applicable

Reference ID: 1571093518330  
Resource: Disco DAD321 Dicing Saw

Recording consumables is not required for this resource, Disco DAD321 Dicing Saw.

#### 9.1.23.7 What if the bookings are cancelled?

- For those bookings recorded with the consumables, if the bookings are cancelled, then the orders are cancelled either, and stock quantity is adjusted.


#### 9.1.23.8 What if the consumable orders are cancelled?

- Upon cancelling the consumable orders which are recorded with the bookings, the bookings remain but the consumable orders are indicated as cancelled in the booking calendar.

#### 9.1.23.9 My Orders Recorded BY Bookings

- In general, there are two types of consumable orders, one from shopping carts, and the other via bookings. Those orders made by bookings are shown with the booking reference on the order summary.
- My Consumable Order button is available on booking calendar page so users can check his orders anytime.





## ALD CNT Fiji

Accept future bookings only

Switch to day/week view by clicking on DATE as link

Permitted Hours: 0:00 - 24:00

Account for Booking: MCN STAFF

Resource Details

Calendar Settings

Booking Quota

User Contacts

Color Codes

Email Notification


Retrospective Bookings

**My Consumable Orders**

**Refresh Balance**

Booked

Balance



### My Orders

9 All orders details

[Continue Shopping](#)
[My Cart](#)

Show 100 entries

[Previous](#)
1
[Next](#)

Search:

[Copy](#)
[CSV](#)
[Excel](#)
[PDF](#)

Showing 1 to 6 of 6 entries

| Order Number | Year | User          | Account              | Consumable Code | Consumable Description | Unit Type | Price per Unit | Order Quantity | Total  | Order Date       | Order Status | Cancellation Date | Booking Ref   |
|--------------|------|---------------|----------------------|-----------------|------------------------|-----------|----------------|----------------|--------|------------------|--------------|-------------------|---------------|
| 767          | 2019 | Abbas Eghlimi | Monash Univ-Udo Bach | E-beam Exp-Ag   | E-beam Exp-Ag          | 1         | \$0.02         | 2              | \$0.04 | 20/10/2019 11:07 | Closed       |                   | 1571530038503 |
| 765          | 2019 | Abbas Eghlimi | Monash Univ-Udo Bach | E-beam Exp-Ag   | E-beam Exp-Ag          | 1         | \$0.02         | 2              | \$0.04 | 20/10/2019 11:01 | Cancelled    | 20/10/2019 11:01  | 1571529679954 |
| 764          | 2019 | Abbas Eghlimi | Monash Univ-Udo Bach | E-beam Exp-Ag   | E-beam Exp-Ag          | 1         | \$0.02         | 2              | \$0.04 | 20/10/2019 10:56 | Cancelled    | 20/10/2019 10:56  | 1571529363575 |
| 763          | 2019 | Abbas Eghlimi | Monash Univ-Udo Bach | E-beam Exp-Ag   | E-beam Exp-Ag          | 1         | \$0.02         | 2              | \$0.04 | 20/10/2019 10:51 | Cancelled    | 20/10/2019 10:51  | 1571529015015 |
| 762          | 2019 | Abbas Eghlimi | Monash Univ-Udo Bach | E-beam Exp-Ag   | E-beam Exp-Ag          | 1         | \$0.02         | 2              | \$0.04 | 20/10/2019 10:50 | Closed       |                   | 1571529014992 |
| 760          | 2019 | Abbas Eghlimi | Monash Univ-Udo Bach | E-beam Exp-Ag   | E-beam Exp-Ag          | 1         | \$0.02         | 2              | \$0.04 | 20/10/2019 08:47 | Cancelled    | 20/10/2019 08:47  | 1571521619312 |
| 757          | 2019 | Abbas Eghlimi | Monash Univ-Udo Bach | E-beam Exp-Ag   | E-beam Exp-Ag          | 1         | \$0.02         | 2              | \$0.04 | 20/10/2019 08:36 | Cancelled    | 20/10/2019 08:36  | 1571520947805 |
| Total        |      |               |                      |                 |                        |           |                |                | \$0.28 |                  |              |                   |               |

[Previous](#)
1
[Next](#)



### 9.1.23.10 Consumable Orders Recorded BY Bookings

- In general, there are two types of consumable orders, one from shopping carts, and the other via bookings. Those orders made by bookings are shown with the booking reference on the order summary.

Showing 1 to 95 of 95 entries

Search:  Copy CSV Excel PDF Print

|                        | Order Number | Year | User       | Account                        | Consumable Code | Consumable Description | Unit Type | Price per Unit | Order Quantity | Total      | Order Date | Order Status | Place Order By | Cancellation Date | Delivery Date | Booking Ref   |
|------------------------|--------------|------|------------|--------------------------------|-----------------|------------------------|-----------|----------------|----------------|------------|------------|--------------|----------------|-------------------|---------------|---------------|
| <a href="#">Update</a> | 9            | 2019 | Dong Zheng | ALEXANDER HEGER (MONASH MATHS) | AL7891          | coka                   | litre     | \$1.00         | 2              | \$2.00     | 15/10/2019 | Open         | Dong Zheng     |                   |               | 1570933433219 |
| <a href="#">Update</a> | 8            | 2019 | Dong Zheng | ALEXANDER HEGER (MONASH MATHS) | AL7891          | coka                   | litre     | \$1.00         | 2              | \$2.00     | 15/10/2019 | Open         | Dong Zheng     |                   |               | 1571091718527 |
| <a href="#">Update</a> | 7            | 2019 | Dong Zheng | ALEXANDER HEGER (MONASH MATHS) | AL7891          | coka                   | litre     | \$1.00         | 2              | \$2.00     | 13/10/2019 | Open         | Dong Zheng     |                   |               | 1570934503863 |
| <a href="#">Update</a> | 7            | 2019 | Dong Zheng | ALEXANDER HEGER (MONASH MATHS) | AL1234          | mineral water          | litre     | \$100.00       | 2              | \$200.00   | 13/10/2019 | Open         | Dong Zheng     |                   |               | 1570934503863 |
| <a href="#">Update</a> | 6            | 2019 | Dong Zheng | ALEXANDER HEGER (MONASH MATHS) | AL1234          | mineral water          | litre     | \$100.00       | 2              | \$200.00   | 13/10/2019 | Open         | Dong Zheng     |                   |               | 1570933566471 |
| <a href="#">Update</a> | 6            | 2019 | Dong Zheng | ALEXANDER HEGER (MONASH MATHS) | AL7891          | coka                   | litre     | \$1.00         | 2              | \$2.00     | 13/10/2019 | Open         | Dong Zheng     |                   |               | 1570933566471 |
| <a href="#">Update</a> | 5            | 2019 | Dong Zheng | ALEXANDER HEGER (MONASH MATHS) | AL1234          | mineral water          | litre     | \$100.00       | 1              | \$100.00   | 13/10/2019 | Open         | Dong Zheng     |                   |               |               |
| <a href="#">Update</a> | 5            | 2019 | Dong Zheng | ALEXANDER HEGER (MONASH MATHS) | AL7891          | coka                   | litre     | \$1.00         | 1              | \$1.00     | 13/10/2019 | Open         | Dong Zheng     |                   |               |               |
| <a href="#">Update</a> | 5            | 2019 | Dong Zheng | ALEXANDER HEGER (MONASH MATHS) | AL1234          | mineral water          | litre     | \$100.00       | 2              | \$200.00   | 13/10/2019 | Open         | Dong Zheng     |                   |               | 1570933433219 |
| <a href="#">Update</a> | 5            | 2019 | Dong Zheng | ALEXANDER HEGER (MONASH MATHS) | AL7891          | coka                   | litre     | \$1.00         | 2              | \$2.00     | 13/10/2019 | Open         | Dong Zheng     |                   |               | 1570933433219 |
| <a href="#">Update</a> | 4            | 2019 | Dong Zheng | ALEXANDER HEGER (MONASH MATHS) | AL1234          | mineral water          | litre     | \$100.00       | 10             | \$1,000.00 | 07/10/2019 | Open         | Dong Zheng     |                   |               | 1570412237212 |

| ation | Delivery Date | Booking Ref   |
|-------|---------------|---------------|
|       |               | 1570933433219 |
|       |               | 1571091718527 |
|       |               | 1570934503863 |
|       |               | 1570934503863 |
|       |               | 1570933566471 |
|       |               | 1570933566471 |
|       |               |               |

- If the order is made via a booking, the booking details are shown up to the order form for changes and updates.



**Update Order**

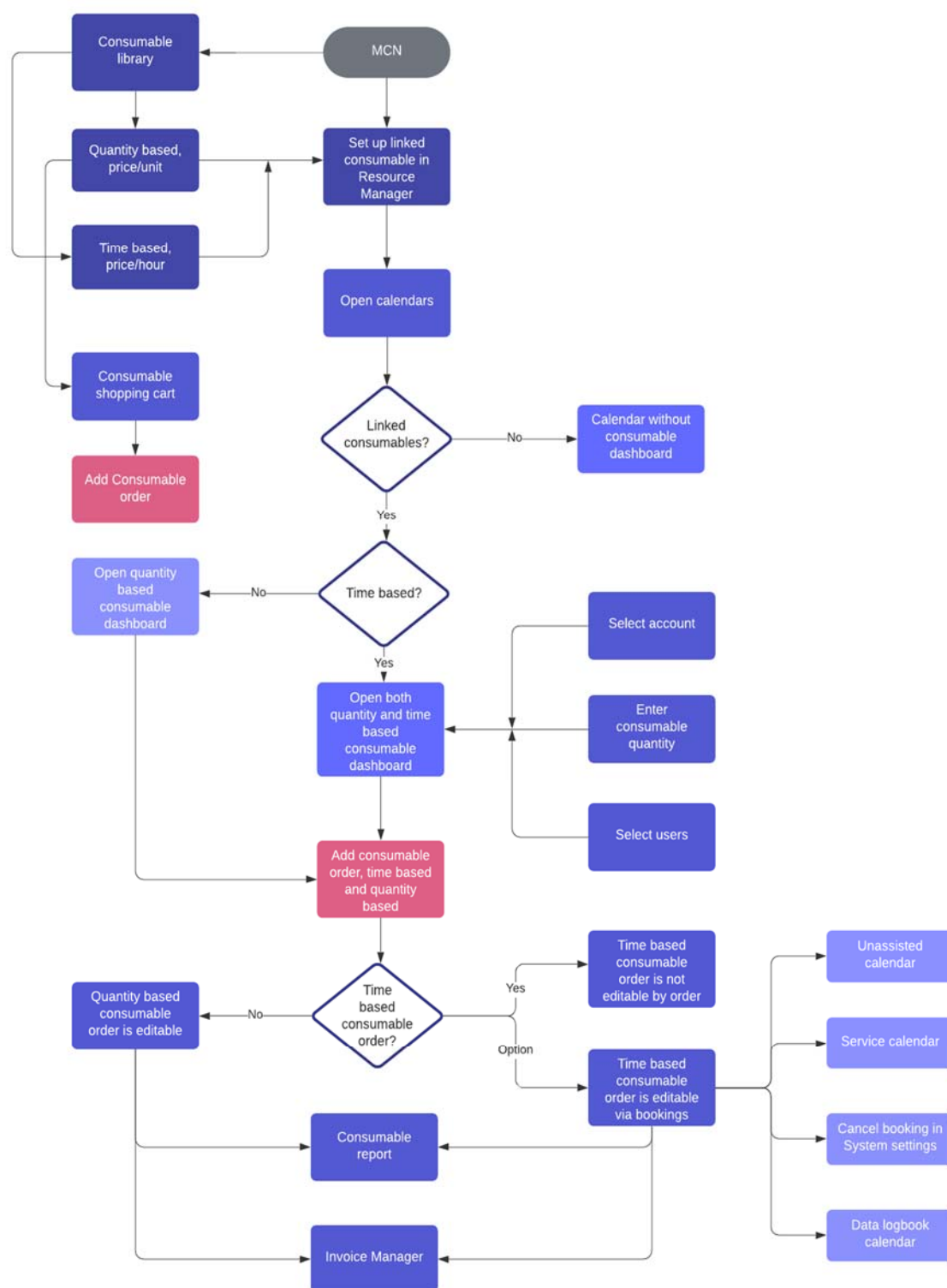
|                         |  |
|-------------------------|--|
| Order No:               | 9  |
| Consumable Code:        | AL7891   |
| Consumable Description: | coka   |
| Booking Ref:            | 1570933433219  |
| Booking Start Time:     | Thursday 24/10/2019 00:00                                      |
| Booking End Time:       | Thursday 24/10/2019 02:00                                      |
| Booking Resource:       | ALD - Fiji F200  |
| User:                   | Dong Zheng   |
| Account:                | <input checked="" type="radio"/> ALEXANDER HEGER (MONASH MATH) |
| Unit price (\$):        | <input type="text" value="1.00"/>                              |
| Order quantity:         | <input type="text" value="2"/>                                 |
|                         |  |
| Stock quantity:         | 24   |
|                         |  |
| Delivery Status:        | <input checked="" type="checkbox"/> (tick to close delivery)   |

#### 9.1.24 Booking with time-based consumable usage

##### Case study:

- Users make a booking on the 3D printer and the amount of 3D printer resin that is consumed depends on the length of the booking.
- It's not always possible for users to know the amount of resin they will consume in their booking so we'd like to have ACLS apply a consumables charge that is linked with the booking time itself.
- For example, John Smith books the printer for 2hrs. The rate for the "3D Printer Resource" is \$10/hr. The rate for the time based consumable is set to \$15/hr. John Smith will be charged for  $2\text{hr} * (\$10/\text{hr} + \$15/\text{hr}) = \$50$
- This could be accomplished by having the users manually specify how many hours their bookings are (basically by treating the "unit" of the consumable as hrs, but this will allow people to cheat. If ACLS is doing this calculating this charge automatically based on the length of time of the booking, it's much better.

##### Flow chart:



#### 9.1.24.1 Set up time-based consumable charge rate

First step, go to consumable library, edit the selected consumable profile, a new setting is added as time-based price/hour. ACLS auto-calculate time-based quantity/15 minutes.



|  |  |
|--|--|
| Unit   | 1 (e.g. nm, mg, ml)  |
| Min Order Quantity ((Resource Specific)  | 1 (integer)  |
| Price per Unit (\$)  | 30.00  |
| Time-based Price/Hour (\$)   | 0 (effective if linked consumable is enabled for time-based) |
| Equivalent to quantity/15 minutes: 2 (quantity/15 minutes is used for time-based consumable usage calculation) |  |
| Stock Quantity   | 284  |
| Reorder Quantity   | 25   |
| Hide Stock Qty on Cart   | <input type="checkbox"/>                                     |
| Admin Only   | <input type="checkbox"/>                                     |
| Status   | <input checked="" type="checkbox"/> (Tick to be active)      |

The reason to convert from price/hour to quantity/15 minutes is due to the calendar min time scale 15 minutes.

#### 9.1.24.2 Linked time-based consumables to resources

Go to Resource Manager to set up linked consumables including the time-based consumables.

**3D Printer Autodesk Ember**

General Profile Booking Profile Lab Space Catalogue Profile Charge Rates **Linked Consumables** B

[+ Add Linked Consumable](#)

| ...                               | Consumable Code   | Consumable Desc     |
|-----------------------------------|---|---------------------|
| <a href="#">Access Consumable</a> | Mask Plates Mask Blank 5- Soda Lime Cr AZ1518 0.5um 2.5mm Lot # | Mask Plates Mask I  |
| <a href="#">Access Consumable</a> | Dicing 4inch hoop shipper                                       | Dicing 4inch hoop s |

Linked Consumables Booking Form Training Certificate Trainer Certified Users Tracker Settings

|       | Consumable Description                                       | Min Order Quantity | Note | Time Based  | ...                    |
|-------|--|--------------------|------|---|------------------------|
| Lot # | Mask Plates Mask Blank 5inch Soda Lime Cr AZ1518 0.5um 2.5mm | 0(1)               |      | Currently enabled<br><a href="#">Disable Time-Based</a> | <a href="#">Delete</a> |
|       | Dicing 4inch hoop shipper                                    | 0(1)               |      | Currently enabled<br><a href="#">Disable Time-Based</a> | <a href="#">Delete</a> |



You are able to toggle the linked consumable state between the time-based consumable usage and quantity-based consumable usage.

### 9.1.24.3 Time-based consumable usage

ACLS is scripted to handle the mixed linked consumables to the resource. If the linked consumable is set as time-based, then users and staff don't need to enter the quantity. System calculates the time-based linked consumable usage according to the booking time.

📍 Reference ID: 1600073912446

Please select account for consumables:

☐ MCN STAFF

| Consumable Code   | Consumable Description                                       |
|---|--|
| Mask Plates Mask Blank 5- Soda Lime Cr AZ1518 0.5um 2.5mm Lot # | Mask Plates Mask Blank 5inch Soda Lime Cr AZ1518 0.5um 2.5mm |
| Dicing 4inch hoop shipper                                       | Dicing 4inch hoop shipper                                    |

| Unit Price (\$) | Available Quantity | Min Order Quantity | Enter Order Quantity   |
|-----------------|--------------------|--------------------|--|
| \$30.00         | 308(1)             | 0(1)               | time-based consumable, cost is auto-calculated based on the booking time |
| \$9.40          | 9995(1)            | 0(1)               | time-based consumable, cost is auto-calculated based on the booking time |

Submit

Select account and save. Then calendar shows the cached result as indication.

**Newly Recorded Consumables**

Mask Plates Mask Blank 5- Soda Lime Cr AZ1518 0.5um 2.5mm Lot #; Mask Plates Mask Blank 5inch Soda Lime Cr AZ1518 0.5um 2.5mm; time-based consumable  
Dicing 4inch hoop shipper; Dicing 4inch hoop shipper; time-based consumable

Upon saving the booking, the order is auto-calculated according to the time-based rate of the linked consumables. You are able to see the consumable orders with the indication of time-based.

| ...    | Order Number | Year | User       | Account   | Consumable Code           | Consumable Description    | Unit |
|--------|--------------|------|------------|-----------|---------------------------|---------------------------|------|
| Update | 1230         | 2020 | Dong Zheng | MCN STAFF | Dicing 4inch hoop shipper | Dicing 4inch hoop shipper | 1    |





| Price per Unit | Order Quantity | Total   | Order Date | Order Status | Place Order By | Cancellation Date | Delivery Date | Booking Ref                |
|----------------|----------------|---------|------------|--------------|----------------|-------------------|---------------|----------------------------|
| \$9.40         | 3              | \$28.20 | 14/09/2020 | Closed       | Dong Zheng     |                   | 14/09/2020    | 1600073912482 (time-based) |

## Update Order

|                                |                                     |
|--------------------------------|-------------------------------------|
| <b>Order No:</b>               | 1230                                |
| <b>Consumable Code:</b>        | Dicing 4inch hoop shipper           |
| <b>Consumable Description:</b> | Dicing 4inch hoop shipper           |
| <b>Booking Ref:</b>            | 1600073912482 (time-based)          |
| <b>Booking Start Time:</b>     | Wednesday 16/09/2020 00:00          |
| <b>Booking End Time:</b>       | Wednesday 16/09/2020 03:00          |
| <b>Booking Resource:</b>       | 3D Printer Autodesk Ember           |
| <b>User:</b>                   | Dong Zheng                          |
| <b>Account:</b>                | <input type="radio"/> MCN STAFF     |
| <b>Unit</b>                    | 1                                   |
| <b>Unit price (\$):</b>        | <input type="text" value="9.40"/>   |
| <b>Order quantity:</b>         | <input type="text" value="3"/>      |
| <b>Available quantity:</b>     | 9992                                |
| <b>Stock quantity:</b>         | 9992                                |
| <b>Delivery Status:</b>        | <input checked="" type="checkbox"/> |
| <b>Delivery Date:</b>          | 14/09/2020 19:49                    |
| <b>Delivered By:</b>           |                                     |

Admin can alter the order even if it is the time-based. However, when the booking is changed, this order follows the change of the booking time as it is part of the booking.

Unassisted booking calendar, assisted booking calendar and time-line booking calendar are modified to handle the time-based linked consumable with the booking time.



You are able to cancel any bookings with the service booking calendar. If the cancelled bookings are saved with the time-based linked consumable, then the respective time-based consumable order is also cancelled.

## 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   |
|                                 | <a href="#">Certificate details ...</a><br>4WAVE BTIBD SPUTTER - 24/7 USE<br>4WAVE BTIBD SPUTTER - OFFICE HOURS ONLY<br>Go to Training Manager to update certificates ... |
|                                 | <a href="#">Trainer details ...</a><br>Mariusz Maryniuk<br>Xiao Sun<br>Yongling Ren<br>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  |
| <b>ANFF WA Settings</b>         |   |
| Report Enabler                  | Yes   |
| Report Start Time               | 10  |
| Report End Time                 | 15  |
| Resource Code                   | 8   |
| Record Created                  | 05/08/2014  |

### 9.2.3 Report Manager

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

Month: May

Year: 2019

Operation Booking Report



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             |            |   |

### 9.3 Modification for ANFF QLD Node

#### 9.3.1 Background

ANFF QLD Node requested to modify the ACLS (MCN) version to meet its own operational requirements. The business process has been overhauled in ACLS to deal with the business model integrating with projects and memberships.

This guide intends to cover information about the changes to many aspects of ACLS. In short, they are:



- Online registration submission
- Online registration approval
- Manual user registration by admin staff
- Project membership registration
- Project top up hours tracking
- Project daily updating to remaining hours
- Resource registration
- User booking tool with booking reminder
- Booking data report: All the data reports are set up for the project membership rate accordingly  
Booking data invoicing: All the invoice statements are set up for the project membership rate accordingly. The system needs to be able to generate monthly invoice statements per supervisor
- Consumable ordering and resources
  - Order consumables by users
  - Register and edit consumables by admin staff
  - Top up consumables by admin staff
  - Consumable reports

### 9.3.2 Register Project

Through **Utilities -> Project Manager**, you can set up project memberships. As the charge rate is defined by charge tier and charge category (or so called charge group), you must set up **Charge Tier** and **Charge Category** before clicking **Project Manager**. The Charge Category term is used to be consistent with the MCN version.

- Step 1: Set Up Charge Category

Through **Charge Category Manager**, you can set up a list of categories as illustrated below.

| Charge Category Manager                               |  |
|---|--|
| List all charge categories.<br><a href="#">Return</a> |  |
| Charge Category                                       | Note   |
| Australian industry                                   | Australian Industry Funded Contract Research                   |
| Australian publicly funded research agency            | e.g. CSIRO or the Australian Synchrotron                       |
| External university                                   | Publicly funded research for non-Host universities             |
| Host university                                       | e.g. NHMRC Projects, ARC Discovery, State Grants...            |
| Industry linkage (university)                         | e.g. ARC Linkage Grants, NHMRC Development Grants...           |
| International industry                                | International industry funded research                         |
| International other                                   | Research for international clients who are not industry funded |
| Other   | anything that does not fall into one of the listed categories  |

- Step 2: Set Up Charge Tier

Through **Charge Tier Manager**, you can set up charge tiers.



**Charge Tier Manager**

📍 List all charge tiers.

[Return](#)

| Charge Tier                                 | Note       | Status   |
|---|------------|----------|
| CONTRACT AUS (ASSISTED)                     | 161 or 282 | Active   |
| CONTRACT AUS (UNASSISTED)                   | 61 or 182  | Active   |
| CONTRACT INTERNATIONAL (ASSISTED)           | 282 or 403 | Active   |
| CONTRACT INTERNATIONAL (UNASSISTED)         | 182 or 303 | Active   |
| CONTRACT RESEARCH UQ (ASSISTED)             | 116.00     | Active   |
| CONTRACT RESEARCH UQ (UNASSISTED)           | \$5.00     | Active   |
| CONTRACT SERVICE AUS (ASSISTED)             | 282.00     | Inactive |
| CONTRACT SERVICE AUS (UNASSISTED)           | 182.00     | Inactive |
| CONTRACT SERVICE INTERNATIONAL (ASSISTED)   | 403.00     | Inactive |
| CONTRACT SERVICE INTERNATIONAL (UNASSISTED) | 303.00     | Inactive |
| MEMBERSHIP ACCESS RATE 100HR                |            | Active   |
| MEMBERSHIP ACCESS RATE 100HR TOPUP1         |            | Active   |
| MEMBERSHIP ACCESS RATE 100HR TOPUP2         |            | Active   |
| MEMBERSHIP ACCESS RATE 50HR                 |            | Active   |
| MEMBERSHIP ACCESS RATE 50HR TOPUP           |            | Active   |
| PP W/ 1 STANDARD ANFF ACCESS RATE           | \$5.00     | Inactive |
| STANDARD ANFF ACCESS RATE                   | \$5.00     | Active   |

- Step 3: Set Up Rate

When you click on **Rate Settings of Charge Tier vs Charge Category**, you can see a rate matrix table as shown below.

**Project Manager**

📍 268 active projects.

📍 72 expired projects.

Active Projects   Expired Projects

**Rate Settings of Charge Tier vs Charge Category**   [Active Project List](#)   [Sort Projects By Supervisor](#)

Active Projects   Choose project from the list

Charge Category

Charge Tier

Charge Rate/Hour   \$0.00

Membership   Inclusive

Supervisor

Email

Project Status   Active

Project Code   0

Record Created

[Edit](#)   [Add](#)   [Reset](#)

**Project Manager**

📍 Set up rates with charge tiers vs charge categories.

[Return](#)

| Charge Tier                         | Australian industry                      | Australian publicly funded research agency | External university                    | Host university                         | Industry linkage (university)           | International industry                   | International other                    | Other                                  |
|-------------------------------------|--|--|--|---|---|--|--|--|
| CONTRACT AUS (ASSISTED)             | \$161.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>     | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>  | \$0.00<br><a href="#">Tick to Edit</a>  | \$282.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> |
| CONTRACT AUS (UNASSISTED)           | \$61.00<br><a href="#">Tick to Edit</a>  | \$0.00<br><a href="#">Tick to Edit</a>     | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>  | \$0.00<br><a href="#">Tick to Edit</a>  | \$182.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> |
| CONTRACT INTERNATIONAL (ASSISTED)   | \$282.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>     | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>  | \$0.00<br><a href="#">Tick to Edit</a>  | \$403.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> |
| CONTRACT INTERNATIONAL (UNASSISTED) | \$182.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>     | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>  | \$0.00<br><a href="#">Tick to Edit</a>  | \$303.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> |
| CONTRACT RESEARCH UQ (ASSISTED)     | \$116.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>     | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>  | \$0.00<br><a href="#">Tick to Edit</a>  | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> |
| CONTRACT RESEARCH UQ (UNASSISTED)   | \$55.00<br><a href="#">Tick to Edit</a>  | \$0.00<br><a href="#">Tick to Edit</a>     | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>  | \$0.00<br><a href="#">Tick to Edit</a>  | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> |
| MEMBERSHIP ACCESS RATE 100HR        | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a>     | \$0.00<br><a href="#">Tick to Edit</a> | \$33.00<br><a href="#">Tick to Edit</a> | \$33.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> |
| MEMBERSHIP ACCESS RATE 100HR TOPUP1 | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a>     | \$0.00<br><a href="#">Tick to Edit</a> | \$22.00<br><a href="#">Tick to Edit</a> | \$22.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> |
| MEMBERSHIP ACCESS RATE 100HR TOPUP2 | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a>     | \$0.00<br><a href="#">Tick to Edit</a> | \$16.50<br><a href="#">Tick to Edit</a> | \$16.50<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> |
| MEMBERSHIP ACCESS RATE 50HR         | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a>     | \$0.00<br><a href="#">Tick to Edit</a> | \$38.50<br><a href="#">Tick to Edit</a> | \$38.50<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> |
| MEMBERSHIP ACCESS RATE 50HR TOPUP   | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a>     | \$0.00<br><a href="#">Tick to Edit</a> | \$33.00<br><a href="#">Tick to Edit</a> | \$33.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> |
| STANDARD ANFF ACCESS RATE           | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a>     | \$0.00<br><a href="#">Tick to Edit</a> | \$55.00<br><a href="#">Tick to Edit</a> | \$55.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a>   | \$0.00<br><a href="#">Tick to Edit</a> | \$0.00<br><a href="#">Tick to Edit</a> |



Click on checkbox next to **Edit** to change the rate.

**Project Manager**  
 Edit rates  
 Return

Charge Tier: Australian publicly funded research agency  
 CONTRACT AUS (ASSISTED) \$ 0  
 Accept Return

RATE CHART OF CHARGE TIER VS CHARGE CATEGORY

| Charge Tier                         | Australian industry | Australian publicly funded research agency | External university | Host university | Industry linkage (university) | International industry | International other | Other  |
|-------------------------------------|---------------------|--|---------------------|-----------------|-------------------------------|------------------------|---------------------|--------|
| CONTRACT AUS (ASSISTED)             | \$161.00            | \$0.00                                     | \$0.00              | \$0.00          | \$0.00                        | \$282.00               | \$0.00              | \$0.00 |
| CONTRACT AUS (UNASSISTED)           | \$61.00             | \$0.00                                     | \$0.00              | \$0.00          | \$0.00                        | \$182.00               | \$0.00              | \$0.00 |
| CONTRACT INTERNATIONAL (ASSISTED)   | \$282.00            | \$0.00                                     | \$0.00              | \$0.00          | \$0.00                        | \$403.00               | \$0.00              | \$0.00 |
| CONTRACT INTERNATIONAL (UNASSISTED) | \$182.00            | \$0.00                                     | \$0.00              | \$0.00          | \$0.00                        | \$303.00               | \$0.00              | \$0.00 |
| CONTRACT RESEARCH UQ (ASSISTED)     | \$116.00            | \$0.00                                     | \$0.00              | \$0.00          | \$0.00                        | \$0.00                 | \$0.00              | \$0.00 |
| CONTRACT RESEARCH UQ (UNASSISTED)   | \$55.00             | \$0.00                                     | \$0.00              | \$0.00          | \$0.00                        | \$0.00                 | \$0.00              | \$0.00 |
| MEMBERSHIP ACCESS RATE 100HR        | \$0.00              | \$0.00                                     | \$0.00              | \$33.00         | \$33.00                       | \$0.00                 | \$0.00              | \$0.00 |
| MEMBERSHIP ACCESS RATE 100HR TOPUP1 | \$0.00              | \$0.00                                     | \$0.00              | \$22.00         | \$22.00                       | \$0.00                 | \$0.00              | \$0.00 |
| MEMBERSHIP ACCESS RATE 100HR TOPUP2 | \$0.00              | \$0.00                                     | \$0.00              | \$16.50         | \$16.50                       | \$0.00                 | \$0.00              | \$0.00 |
| MEMBERSHIP ACCESS RATE 50HR         | \$0.00              | \$0.00                                     | \$0.00              | \$38.50         | \$38.50                       | \$0.00                 | \$0.00              | \$0.00 |
| MEMBERSHIP ACCESS RATE 50HR TOPUP   | \$0.00              | \$0.00                                     | \$0.00              | \$33.00         | \$33.00                       | \$0.00                 | \$0.00              | \$0.00 |
| STANDARD ANFF ACCESS RATE           | \$0.00              | \$0.00                                     | \$0.00              | \$55.00         | \$55.00                       | \$0.00                 | \$0.00              | \$0.00 |

Click on **Accept** to save the rate.

- Step 4: Register Project

Through **Project Manager**, you can define which supervisor has membership of the project.

**Project Manager**  
 Edit/Add project.  
 Return

Project Name:

Charge Category: Choose user category from the list

Charge Tier: Choose charge tier from the list

Charge Rate/Hour: \$0.00

Membership: ☒ (Tick to be inclusive)

Supervisor: Choose supervisor from the list

Project Status: ☒ (Tick to be active)

Accept

You can add a new project, or edit the existing project, but you cannot delete the project. To edit the project, select the project from the dropdown list, click on Edit.

Description of project parameters:

| Parameter              | Description   |
|------------------------|---|
| <b>Project Name</b>    | Project name, should be verified by the staff           |
| <b>Charge Category</b> | Charge category, set up through charge category manager |



|                         |   |
|-------------------------|---|
| <b>Charge Tier</b>      | Charge tier, set up through charge tier manager   |
| <b>Charge Rate/Hour</b> | Auto-loads after the selection of charge category and charge tier   |
| <b>Membership</b>       | Check the box to allocate the project to membership of a supervisor.<br>In other words, the system tracks the project booking hours daily if inclusive.                             |
| <b>Supervisor</b>       | Supervisor who oversees the project   |
| <b>Project Status</b>   | Project is considered 'active' even if the membership is expired. You have to manually set it as 'inactive' to switch it off and prevent it being used by users to book facilities. |

### 9.3.3 Register Membership

Through **Utilities -> Supervisor Manager**, you can set up memberships.

The screenshot shows the 'Supervisor Manager' interface. At the top, it says '215 supervisors' and has a search bar. Below, there's a dropdown for 'School/Organization' set to 'ANFF-Optofab'. The main table has columns: 'Set', 'Supervisor', 'School/Organization', 'Work Phone', 'Mobile', 'Email', 'Membership', 'Code', and 'Record Created'. One supervisor is listed: 'Mr. David O'Connor' with work phone '+61 2 8374 5308', mobile '31111', and email 'd.oconnor@bwfoundry.com'. The membership details show 'Start: 26/06/2015', 'End: 25/06/2016', 'Remaining Hours: 0.0', and 'Alert Threshold: 0'. The code is '154' and the record was created on '26/06/2015'. At the bottom, there are buttons for 'Edit', 'Delete', 'Add', and 'Reset'.

| Set                   | Supervisor         | School/Organization | Work Phone      | Mobile | Email                   | Membership   | Code | Record Created |
|-----------------------|--------------------|---------------------|-----------------|--------|-------------------------|--|------|----------------|
| <input type="radio"/> | Mr. David O'Connor | ANFF-Optofab        | +61 2 8374 5308 | 31111  | d.oconnor@bwfoundry.com | Start: 26/06/2015<br>End: 25/06/2016<br>Remaining Hours: 0.0<br>Alert Threshold: 0 | 154  | 26/06/2015     |

Each supervisor can have charge of only one membership, but each membership can connect to multiple projects through the project settings explained above.





**Supervisor Manager**  
 Edit/Add supervisors

Search Supervisor

Title: Mr. ▾

Supervisor Name: David OConnor

School/Organization: ANFF-Optofab ▾

Work Phone: + 61 2 8374 5308

Mobile Phone: 11111

Email: d.oconnor@bwfoundry.com

Address 1: Bandwidth Foundry International Pty Ltd, Suite 3 Biomedical Building

Address 2: 1 Central Avenue, Australian Technology Park Sydney

Suburb: Eveleigh

State: New South Wales ▾

Postal Code: 2015

Postal Address: Bandwidth Foundry International Pty Ltd, Suite 3 Biomedical Building  
 1 Central Avenue, Australian Technology Park Sydney  
 Eveleigh  
 New South Wales

**Membership Settings**

Start of Membership:

End of Membership:

Topup Hours: 0.0

▶ click to view top up logs:

Remaining Hours: 0.0 (Last Update Date: 28/06/2017)

Alert Threshold Hours: 0

Accept Reset

### 9.3.4 Register Resource

Use the same method as described in the standard ACLS manual, go to [Resource Manager](#) to set up resources.

Three additional fields have been set up for each resource:

- Description
- Location
- Levy/Hour

The levy is used for additional charges to bookings. For example, if the charge rate is \$20/hour, and levy setting is \$10/hour, then the final charge rate is \$30/hour.

### 9.3.5 Online Registration

The three steps to complete online registration are coded according to ANFF QLD requirements.



> Registration > Terms & Conditions > Submission

### NEW USER REGISTRATION

|                        |   |
|------------------------|---|
| Title                  | <input type="text"/>                              |
| Given Name*            | <input type="text"/>                              |
| Family Name*           | <input type="text"/>                              |
| Preferred 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     | Undergra. Student <input type="text"/>            |
| Contact Number*        | <input type="text"/> (Digits Only)                |
| Supervisor*            | <input type="text"/>                              |
| Project*               | Choose project from the list <input type="text"/> |

Please contact staff member if you cannot find the projects!

\*: Indicating the compulsory data fields

[Login Page >>](#)

The supervisor list is compiled through the active project profiles. Upon submission of the project, the system sends a notice to users and staff members.

### 9.3.6 Update Project to User Profile

All the functions in **User Profile** are revised for this project.

|         |      |             |         |             |                 |
|---------|------|-------------|---------|-------------|-----------------|
| Profile | Form | Publication | Project | Certificate | Usage (Booking) |
|---------|------|-------------|---------|-------------|-----------------|

Project(s) ■ FERRO

[Edit User Projects](#)

You are able to add projects to the user through Edit User Projects.

### User Profile Manager

Edit user projects

| Project | Project Code | Suspended                | Delete                   |
|---------|--------------|--------------------------|--------------------------|
| FERRO   | 229          | <input type="checkbox"/> | <input type="checkbox"/> |

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

[Accept Changes](#)

The information icon contains detailed project information, simply click on icon to view.



**User Profile Manager**  
 Edit user projects

| Project | Project Code | Suspended                | Delete                   |
|---------|--------------|--------------------------|--------------------------|
| FERRO   | 229          | <input type="checkbox"/> | <input type="checkbox"/> |

Charge Category: Host university  
 Charge Tier: STANDARD ANFF ACCESS RATE  
 Charge Rate/Hour: \$55.00  
 Membership: Inclusive  
 Supervisor: Vito Ferro  
 Start of Membership: 28/07/2015  
 End of Membership: 27/07/2016  
 Remaining Hours: 0

if you wish to add new project

### 9.3.7 Consumable Resources

**Consumable Resources** is specially implemented in response to ANFF QLD Node requirements. Staff can register, edit, order, track and manage the consumables through this feature. Users can only place an order for the consumables.

In **Consumable Resources**, there are a number of tools as shown below.

**Consumable Resources**

- > Register Consumables
- > Search Consumables
- > Change Consumable Orders
- > Order Report By Consumable
- > Order Report By Supervisor
- > Stocktake Active Consumables
- > Stocktake Inactive Consumables

### 9.3.8 Register Consumables

You can register new consumables, and search and edit existing consumables.



**Register Consumables**

[To top up stock ...](#)

[To view consumable price change log ...](#)

[To edit last consumable price change log ...](#)

---

**EDIT CONSUMABLE**

|                     |   |
|---------------------|---|
| Consumable Code     | Arrow   |
| Description         | Arrow   |
| Unit                | 1 item  |
| Price per Unit (\$) | 27.50   |
| Stock Quantity      | -14   |
|                     | <a href="#">click to view top up logs:</a>              |
| Reorder Quantity    | 0   |
| Admin Only          | <input type="checkbox"/>                                |
| Active Status       | <input checked="" type="checkbox"/> (Tick to be active) |

The consumable parameters are explained in the table below:

| Parameter                  | Description   |
|----------------------------|---|
| <b>Consumable Code</b>     | A short code to represent the consumable  |
| <b>Description</b>         | Description of the consumable   |
| <b>Unit</b>                | Individually defined  |
| <b>Price per Unit (\$)</b> | For example, \$55 per 100pc   |
| <b>Stock Quantity</b>      | The current stock quantity, this value is constantly updated against the consumable orders once a week. You can check the top up records.   |
| <b>Reorder Quantity</b>    | This is used as a threshold to trigger an alert to staff if the stock quantity is less than the reorder quantity. The system runs an order update at 12am each Saturday, then sends out any necessary alerts. |
| <b>Active Status</b>       | If inactive, the consumable is taken off the order list.  |

### 9.3.9 Search Consumables

This function is open to all staff in case they need to check consumable information or stock quantity.



### 9.3.10 Consumable Reports

There are two reporting tools available:

- Report by Consumables

- Step 1: Select the time period for report:

**Order Report By Consumable**

From:

To:

**Continue**

- Step 2: Select the consumable from the dropdown list:

**Order Report By Consumable**

Report Period: 24/06/2017 To 30/06/2017

Select Consumable:

**Continue**

- Step 3: Compile the report:

**Order Report By Consumable**

Report Period: 24/06/2017 To 30/06/2017

Consumable: BG41100

| User           | Project | Price per Unit | Ordered Time      | Quantity | Total    |
|----------------|---------|----------------|-------------------|----------|----------|
| Alan Wuethrich | TRAU    | \$32.00        | 28/06/2017, 10:52 | 10       | \$320.00 |
| <b>Total</b>   |         |                |                   |          | \$320.00 |

Summary by Users:

| User           | Total    |
|----------------|----------|
| Alan Wuethrich | \$320.00 |

Summary by Projects:

| Project | Total    |
|---------|----------|
| TRAU    | \$320.00 |

- Report by Supervisors

- Step 1: Select the time period for report:
- Step 2: Select the supervisor from the dropdown list:

**Order Report By Supervisor**

Report Period: 24/06/2017 To 30/06/2017

Select Supervisor:

**Continue**



- Step 3: Compile the report:

An efficient way to check if the report is correct is by comparing the reports run against consumables and those run against supervisors.

### 9.3.11 Stocktake Consumables

The consumable store is like a warehouse. Stocktaking is an effective way to ensure the stock quantity is correct and updated properly.

You are able to do this for 'active' consumables and 'inactive' consumables respectively.

Stocktake Active Consumables

| Consumable Code | Description                                    | Stock Quantity | Stocktake                                   | Order Chart                               |
|-----------------|--|----------------|---|---|
| Arrow           | Arrow  | -14            | <a href="#">Stocktake Records: Arrow</a>    | <a href="#">Order Bar Chart: Arrow</a>    |
| AZ1518-4        | AZ1518 per 4" layer                            | 0              | <a href="#">Stocktake Records: AZ1518-4</a> | <a href="#">Order Bar Chart: AZ1518-4</a> |
| AZ1518-6        | AZ1518 per 6" layer                            | 0              | <a href="#">Stocktake Records: AZ1518-6</a> | <a href="#">Order Bar Chart: AZ1518-6</a> |
| AZ2070-4        | AZnLDF2070 per 4" layer                        | -6             | <a href="#">Stocktake Records: AZ2070-4</a> | <a href="#">Order Bar Chart: AZ2070-4</a> |
| AZ2070-6        | AZnLDF2070 per 6" layer                        | -2             | <a href="#">Stocktake Records: AZ2070-6</a> | <a href="#">Order Bar Chart: AZ2070-6</a> |
| AZ40XT          | AZ40XT 100ml                                   | -2             | <a href="#">Stocktake Records: AZ40XT</a>   | <a href="#">Order Bar Chart: AZ40XT</a>   |
| AZ6615          | AZ6615 100ml                                   | 4              | <a href="#">Stocktake Records: AZ6615</a>   | <a href="#">Order Bar Chart: AZ6615</a>   |
| AZ701           | AZ HIR 701 100ml                               | 3              | <a href="#">Stocktake Records: AZ701</a>    | <a href="#">Order Bar Chart: AZ701</a>    |
| AZ9260          | AZ9260 100ml                                   | 4              | <a href="#">Stocktake Records: AZ9260</a>   | <a href="#">Order Bar Chart: AZ9260</a>   |
| AZ9260-4        | AZ9260 per 4" layer                            | 0              | <a href="#">Stocktake Records: AZ9260-4</a> | <a href="#">Order Bar Chart: AZ9260-4</a> |
| AZ9260-6        | AZ9260 per 6" layer                            | -8             | <a href="#">Stocktake Records: AZ9260-6</a> | <a href="#">Order Bar Chart: AZ9260-6</a> |
| B13             | Etalon tips                                    | -13            | <a href="#">Stocktake Records: B13</a>      | <a href="#">Order Bar Chart: B13</a>      |
| BG41100         | 4 inch borofloat 33 glass wafers 1100 um thick | 35             | <a href="#">Stocktake Records: BG41100</a>  | <a href="#">Order Bar Chart: BG41100</a>  |

Click on the 'Stocktake Records' button to continue. In this example, you are provided all the details for orders and top ups.

Stocktake Active Consumables

[Order Bar Chart: Arrow](#)

| Consumable Code | Description | Stock Quantity |
|-----------------|-------------|----------------|
| Arrow           | Arrow       | -14            |

► Stocktake Records: 2017

| Stock Quantity Before | Order Quantity | Topup Quantity | Stock Quantity After |
|-----------------------|----------------|----------------|----------------------|
|-----------------------|----------------|----------------|----------------------|

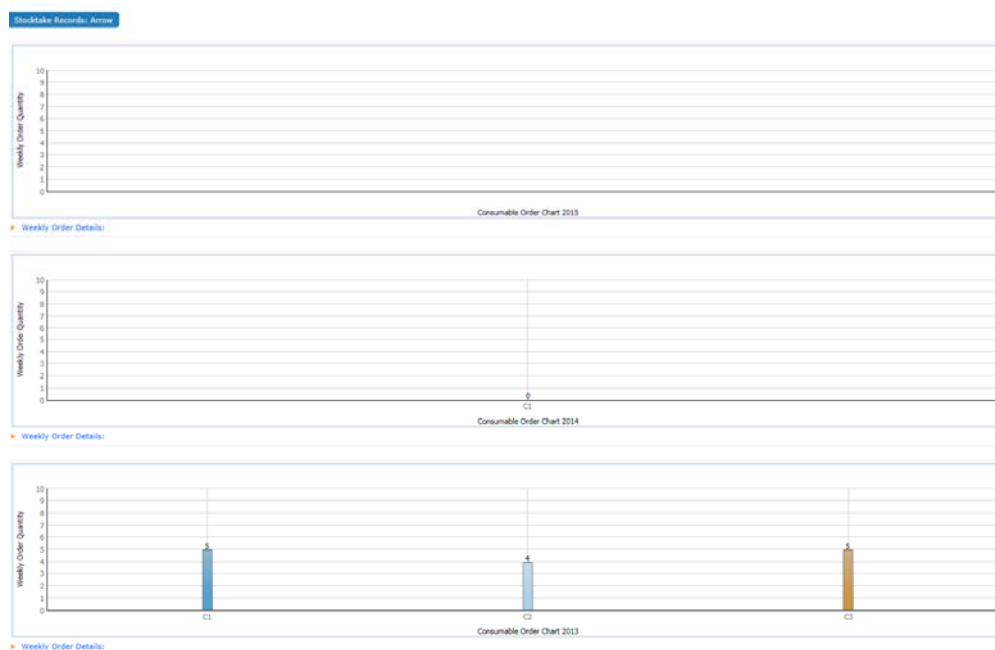
► Stocktake Records: 2016

► Stocktake Records: 2015

► Stocktake Records: 2014

► Stocktake Records: 2013

To further assist you in monitoring the consumable order trend, a bar chart is available:



### 9.3.12 Order Consumables

Any user can order consumables through My Dashboard.

- Step 1: Select the project:

Select User:

Select Project:

| Consumable Code       | Description                           | Unit           | Price per Unit | Quantity                       |
|-----------------------|---------------------------------------|----------------|----------------|--------------------------------|
| Arrow                 | Arrow                                 | 1 item         | \$27.50        | <input type="text" value="0"/> |
| AZ1518                | AZ1518 100ml                          | 100ml          | \$309.00       | <input type="text" value="0"/> |
| AZ2070                | AZnLOF2070 100ml                      | 100ml          | \$349.50       | <input type="text" value="0"/> |
| AZ9260                | AZ9260 100ml                          | 100ml          | \$336.50       | <input type="text" value="0"/> |
| Biolever              | Biolever                              | 1 item         | \$38.50        | <input type="text" value="0"/> |
| Conductive NSG03/Pt   | Conductive NSG03/Pt                   | 1 item         | \$44.00        | <input type="text" value="0"/> |
| D47050                | 4" Dry film PerMX 7050                | each           | \$27.50        | <input type="text" value="0"/> |
| D67050                | 6" Dry film PerMX 7050                | each           | \$38.50        | <input type="text" value="0"/> |
| DB3A21                | Dicing blade - Nickel                 | each           | \$93.50        | <input type="text" value="0"/> |
| DBRZ01                | Dicing blade - Resin                  | each           | \$41.40        | <input type="text" value="0"/> |
| Delivery Fee          | Parcel bags for sending masks away    | each           | \$22.00        | <input type="text" value="0"/> |
| Diced Si Wafer 1x1 cm | Diced Si Wafer 1x1 cm                 | 1 item         | \$1.10         | <input type="text" value="0"/> |
| DPT101                | Titanium/Au deposition                | per nm         | \$1.00         | <input type="text" value="0"/> |
| Electricont           | Electricont                           | 1 item         | \$33.00        | <input type="text" value="0"/> |
| Etalon                | Etalon                                | 1 item         | \$38.50        | <input type="text" value="0"/> |
| FM0501                | 5" Film mask                          | each           | \$6.60         | <input type="text" value="0"/> |
| FM0701                | 7" Film mask                          | each           | \$6.60         | <input type="text" value="0"/> |
| GCS100                | Cover slips 24x50 mm                  | Box of 100 pcs | \$8.00         | <input type="text" value="0"/> |
| GPP004                | 4" HRP-SN-2 photoplates               | each           | \$16.50        | <input type="text" value="0"/> |
| GPP005                | 5" HRP-SN-2 photoplates               | each           | \$16.50        | <input type="text" value="0"/> |
| GPP007                | 7" HRP-SN-2 photoplates               | each           | \$85.00        | <input type="text" value="0"/> |
| GSL050                | Microscope slides - Large 100x76x1 mm | Box of 50 pcs  | \$60.50        | <input type="text" value="0"/> |
| GSM100                | Microscope slides - Medium 76x51x1 mm | Box of 100 pcs | \$65.00        | <input type="text" value="0"/> |
| GSS050                | Box of microscope slides - Small      | Box of 50 pcs  | \$9.90         | <input type="text" value="0"/> |

- Step 2: Enter the order quantity:



|            |  |        |           |   |  |
|------------|--|--------|-----------|---|--|
| SPS:THF    | Solvent Purification System: Tetrahydrofuran 100ml | 100ml  | \$5.50    | 0 |  |
| SPS:tol    | Solvent Purification System: Toluene 100ml         | 100ml  | \$2.30    | 0 |  |
| ST4101     | 4" 1mm Si Test grade - P (100)                     | each   | \$15.00   | 0 |  |
| ST4501     | 4" 500um Si Test grade - P (100)                   | each   | \$25.00   | 0 |  |
| ST6701     | 6" 700mm Si Test grade - P (100)                   | each   | \$25.00   | 0 |  |
| SU2005     | SU-B 2005 100ml                                    | 100ml  | \$236.70  | 0 |  |
| SU2005-500 | SU-B 2005 500ml                                    | 500ml  | \$1075.00 | 0 |  |
| SU2010     | SU-B 2010 100ml                                    | 100ml  | \$236.70  | 0 |  |
| SU2010-500 | SU-B 2010 500ml                                    | 500ml  | \$1075.80 | 0 |  |
| SU2025     | SU-B 2025 100ml                                    | 100ml  | \$207.65  | 0 |  |
| SU2025-500 | SU-B 2025 500ml                                    | 500ml  | \$943.00  | 0 |  |
| SU2050     | SU-B 2050 100ml                                    | 100ml  | \$226.45  | 0 |  |
| SU2050-500 | SU-B 2050 500ml                                    | 500ml  | \$1074.70 | 0 |  |
| SU2100     | SU-B 2100 100ml                                    | 100ml  | \$235.95  | 0 |  |
| SU2100-500 | SU-B 2100 500ml                                    | 500ml  | \$1072.50 | 0 |  |
| SU2150     | SU-B 2150 100ml                                    | 100ml  | \$235.95  | 0 |  |
| SU2150-500 | SU-B 2150 500ml                                    | 500ml  | \$1072.50 | 0 |  |
| Tap 300 GD | Tap 300 GD   | 1 item | \$35.00   | 0 |  |
| Tap 75     | Tap 75   | 1 item | \$30.00   | 0 |  |
| WC0401     | 4" single wafer carrier                            | each   | \$11.00   | 0 |  |
| WC0601     | 6" single wafer carrier                            | each   | \$22.00   | 0 |  |

Currently Ordered For This Week: Project Ordered Time Quantity

[Place Order](#) [Update](#)

Click on **Place Order** to complete. The system updates the **Currently Ordered for This Week** table automatically.

The above snapshots are for administrators. General users just need to select projects to place consumable orders.

The system runs a weekly update for consumable orders, at 12am each Saturday. The week definition is Saturday to Friday.

### 9.3.13 FAQ

#### 1. How can I find projects under a particular supervisor?

Click on **Sort Projects by Supervisor**.

**Project Manager**

268 active projects.  
 72 expired projects.

Active Projects

Expired Projects

Rate Settings of Charge Tier vs Charge Category

Active Project List

Sort Projects By Supervisor

Active Projects
 

Choose project from the list

Charge Category

Charge Tier

Charge Rate/Hour \$0.00

Membership Inclusive

Supervisor

Email

Project Status Active

Project Code 0

Record Created

Edit

Add

Reset

#### 2. What is the relationship between project and membership?

*Each project has a cost centre in relation to membership, which is allocated to each supervisor through Supervisor Manager. However, if you choose to exclude a project from membership, then the system won't track the booking hours for that*





project in relation to the membership. For example, supervisor David Hoffman has multiple projects, one of them is project 'UNSW', if you set this project exclusive of David Hoffman's membership, then none of the bookings under the project 'UNSW' will be included in the cost calculation of the remaining hours of Hoffman's membership.

### 3. What do you mean the system tracks the top up records?

On the supervisor table (as shown below), you can click to view the history of top up hours.

**Supervisor Manager**  
 Edit/Add supervisors

Search Supervisor

Title: A/Prof. ▾

Supervisor Name: Antonio Tricoli

School/Organization: Australian National University ▾

Work Phone: 04032772569

Mobile Phone:

Email: antonio.tricoli@anu.edu.au

Address 1: Building 31, Ian Ross Building, Research School of Engineering

Address 2: Australian National University

Suburb: Canberra

State: Australian Capital Territory ▾

Postal Code: 2601

Postal Address: Building 31, Ian Ross Building, Research School of Engineering  
 Australian National University  
 Canberra  
 Australian Capital Territory  
 2601

**Membership Settings**

Start of Membership: 20/06/2017

End of Membership: 20/06/2018

Topup Hours: 0.0

[Click to view top up logs!](#)

| Top Up Hours |
|--------------|
|              |

Remaining Hours: 0.0 (Last Update Date: 28/06/2017)

Alert Threshold Hours: 0

Accept Reset

### 4. How does the system update the remaining hours automatically?

ACLS email server runs a remaining hours check against the previous day bookings every midnight. If the remaining hours are less than the pre-set alert threshold, the system sends an alert message to the generic 'Contact Us Email' in the system settings.

### 5. If I add or cancel past booked sessions through the Data Logbook Manager, can the system automatically update the remaining hours?

No. You have to update it manually. Do this through project top up.

### 6. Can I top up membership from Dashboard?

Yes. Click on **Top Up Membership** block ... Enter the top up figures ...



**7. Can I top up the consumable stock anytime?**

*Yes. On the consumable edit page, simply click on 'to top up stock'*

**8. Can any staff register and edit consumables?**

*No, only admin staff can do this.*

**9. What if the stock quantity is wrong after a stocktake?**

*You will need to look into the possible causes, and use the top up tool to adjust the stock quantity in ACLS.*

**10. What is the 'Update' Button for on the Consumable Order page?**

*Users can amend an ordered quantity within the current week before 11:59pm Friday. When an order quantity is changed, you need to click on 'Update' to confirm.*

**11. What if I didn't choose the staff time resource and save the booking?**

*The system treats this booking as a booking for the user.*

**12. What if I choose the staff time resource and save the booking?**

*The system saves the booking to this resource in the name of the selected user, and also saves the booking to the staff time facility at the same time. If the staff time facility is not available for booking, then this booking is declined.*

**13. Why can't I find the staff time facility in the dropdown list?**

*You haven't set it up yet through [Resource Manager](#).*



## 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<br><br>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**

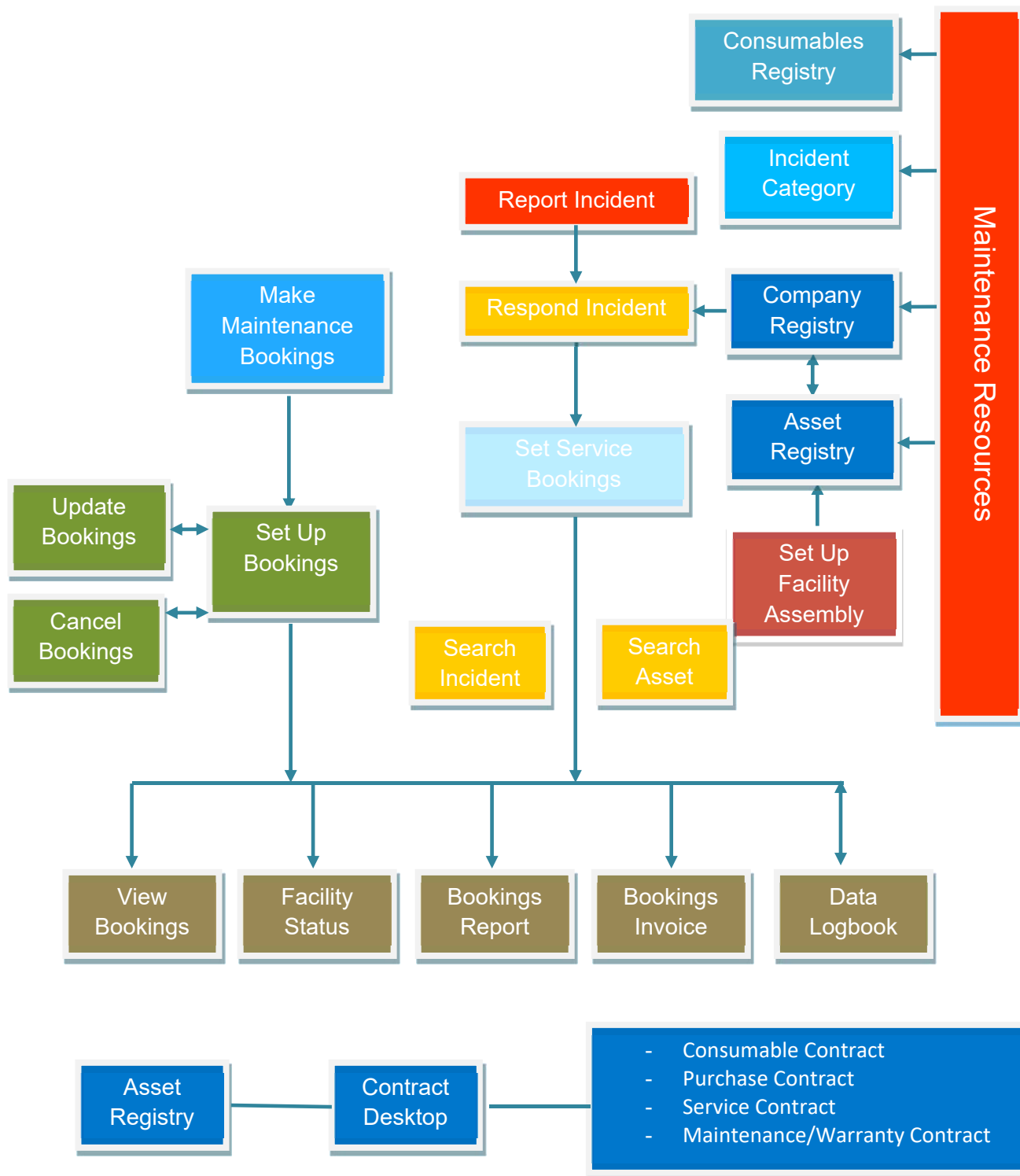
- We want to select the Incident Date instead of it automatically selecting the day it was reported on the Booking System

### **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 Descriptions | <div></div>                              |
| Incident Date         | 07/08/2021                               |

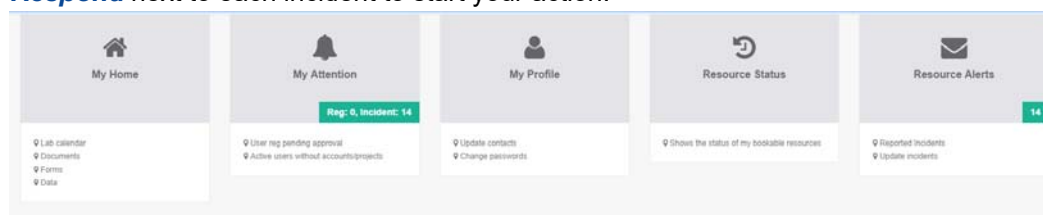
**Submit**

- 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.







**Reported Incidents: (9)**

- Updated:** Facility: -80C Freezer (4), 32.GS7; Incident Number: 246; Damage Level: ●
- Updated:** Facility: -80C Freezer Monitoring System, 32.318; Incident Number: 165; Damage Level: ●
- Updated:** Facility: -80C Freezer Monitoring System, 32.GS7; Incident Number: 164; Damage Level: ●
- Updated:** Facility: Cell Sorter, 32.222; Incident Number: 163; Damage Level: ●
- Updated:** Facility: Flow Cytometer, LSRFortessa X-20, 32.223; Incident Number: 242; Damage Level: ●
- Reported:** Facility: Flow Cytometer, LSRII, 32.223; Incident Number: 245; Damage Level: ●
- Updated:** Facility: Microscope, Fluorescence Imaging, 32.217; Incident Number: 227; Damage Level: ●
- Updated:** Facility: Milli-Q Advantage A10 Water System; Incident Number: 239; Damage Level: ●
- Updated:** Facility: Milli-Q Advantage A10 Water System; Incident Number: 244; Damage Level: ●

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  |
|------------------------|--|
| <b>Green light</b>     | Equipment all ok   |
| <b>Amber light</b>     | Needs maintenance but can continue working   handle broken but still operating |
| <b>Red light</b>       | Needs maintenance, equipment inoperable   microscope faulty                    |
| <b>Flash Red Light</b> | 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

|   |  |
|---|--|
| <b>Incident Details</b>   | Incident Number: 1<br>Incident Category: LAB - ALERT<br>Facility: Laminar Flow, 32.213<br>Reported By: Clare Atkinson on 08/01/2013  |
| <b>Equipment Details</b>  | Asset Number: 20004487<br>Contract Details:  |
| <b>Processing Status</b>  | Open   |
| <b>Processing Details</b>   | Incident Description: System Test<br>Light Indicator: Green Light (Normal)<br>Level of Actions: Need maintenance but can continue working<br>Company: BIOLINE (AUST) PTY LTD<br>Action Note: |
| Unscheduled Service Bookings: <input type="checkbox"/> 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

|                           |   |
|---------------------------|---|
| <b>Incident Details</b>   | Incident Number: 1<br>Incident Category: LAB - ALERT<br>Facility: Laminar Flow, 32.213<br>Description: System Test<br>Reported By: Clare Atkinson on 08/01/2013 |
| <b>Equipment Details</b>  | Asset Number: 20004487  |
| <b>Processing Status</b>  | Open  |
| <b>Processing Details</b> | Light Indicator: Green Light<br>Level of Actions: Need maintenance but can continue working<br>Company: BIOLINE (AUST) PTY LTD<br>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.



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<br><a href="#">Processing Details</a> | Cell Sorter, 32.222                      | LAB              | LAB               | 1. High event rate during QC.<br>2. Droplets appearing on outside of left sorting tube   | Clare Atkinson      | 30/06/2016     | Open             |
| 164<br><a href="#">Processing Details</a> | -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<br><a href="#">Processing Details</a> | -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<br><a href="#">Processing Details</a> | Microscope, Fluorescence Imaging, 32.217 | LAB              | LAB               | Heating plate damaged it was bend and condenser appears to be misaligned   | Nadia Suarez-Bosche | 24/03/2017     | Open             |
| 239<br><a href="#">Processing Details</a> | Milli-Q Advantage A10 Water System       | LAB              | LAB               | Water leaking from within unit in lab 218  | Poppy Dobozy        | 13/06/2017     | Open             |
| 242<br><a href="#">Processing Details</a> | 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<br><a href="#">Processing Details</a> | 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<br><a href="#">Processing Details</a> | Flow Cytometer, LSRII, 32.223            | LAB              | LAB               | When running the samples including control, the threshold rate was too low around 4-40evets. This phenomenon seems quite abnormal. | NAI-SHENG HSU       | 25/06/2017     | Open             |
| 246<br><a href="#">Processing Details</a> | -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   | <b>Incident Number:</b> 163<br><b>Incident Category:</b> LAB<br><b>Facility:</b> Cell Sorter, 32.222<br><b>Unit Responsible:</b> LAB<br><b>Description:</b> 1. High event rate during QC. 2. Droplets appearing on outside of left sorting tube<br><b>Reported By:</b> Clare Atkinson on 30/06/2016 |
| Asset Details  | <b>Asset Number:</b> 20013078   |
| Status   | Open  |
| Processing Details: responded by: Clare Atkinson on 30/06/2016, <a href="#">and more ...</a><br>Processing Details: responded by: Clare Atkinson on 30/06/2016, <a href="#">and more ...</a> |   |

## 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**.

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

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

Search Copy CSV Excel PDF

| 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 (10)            | 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 (8) - 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

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<br>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<br>41564 Smith Street<br>Sydney<br>Ph 6351 6112<br>Fax 4543 1454<br>Contact Peter Jones<br>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  |

Data entry is explained as below:

| Parameter                        | Description                            |
|----------------------------------|--|
| Resource                         | <b>Not editable</b>                    |
| 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.

There are 4 types of contracts defined as follows:

- Consumables:

| Purchase Date             | Description  | Quantity | Total Cost   | Notes |
|---------------------------|--|----------|--|-------|
| <b>Calendar selection</b> | 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 |
|---------------------------|---------------------------------|--------------------|--------------------|------------|---|-------|--|--------------|-------|
| <b>Calendar selection</b> | 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 |
|---------------------------|-----------------|---------------------------------|------------|--------------|-------|
| <b>Calendar selection</b> |                 |                                 |            |              |       |
| 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
- Funding

**Register Resource Profile**

Contract record desk.

---

[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.

- 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 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.

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: ☐ Disabled

☐ 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         | <input type="text"/>   |
|                   | Key words can be any part of resource name, company name, incident number, and notes   |
| 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<br><input type="radio"/> Consumable<br><input type="radio"/> Breakdown<br><input type="radio"/> Funding<br><input type="radio"/> Maintenance<br><input type="radio"/> Other<br><input type="radio"/> Warranty |
| Start Date        | <input type="text" value="01/01/2021"/>  |
| End Date          | <input type="text" value="31/12/2021"/>  |

| 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)

---

Resource Lifespan Information

If you don't enter any keywords to search, the system will show all.



**Resource Lifespan Summary**

Key Words: (resource, asset number)

Resource Lifespan Information

Show 500 entries Previous 1 2 3 Next

Showing 1 to 500 of 1,191 entries

| Resource                    | Resource Group     | Resource Assembly | Resource Category | Asset Number | Manufacturer                               | Model            | Serial Number | Original Cost | Purchase Date | Depreciation/Year | Current Value After Depreciation | Lifespan (Years) | End Date of Life Calculation | Days Left to End of Lifespan |
|-----------------------------|--------------------|-------------------|-------------------|--------------|--|------------------|---------------|---------------|---------------|-------------------|----------------------------------|------------------|------------------------------|------------------------------|
| 40C Freezer (W1) 32 087     | LAB - 80C FREEZERS |                   | LAB - NON-CORE    | 2004351      | THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD | FORMA 900 SERIES | 6203033170    | \$13000       | 07/05/2010    | 8.30%             | \$850 1644                       | 12               | 04/05/2022                   | 114                          |
| 40C Freezer (82) 32 058     | LAB - 80C FREEZERS |                   | LAB - NON-CORE    | 2004348      | THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD | FORMA 900 SERIES | 6203033175    | \$13000       | 07/05/2010    | 8.30%             | \$850 1644                       | 12               | 04/05/2022                   | 114                          |
| 40C Freezer (83) - DISPOSED | LAB - 80C FREEZERS |                   | LAB - NON-CORE    | 2004348      | THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD | FORMA 900 SERIES | 6203033186    | \$13000       | 07/05/2010    | 8.30%             | \$850 1644                       | 12               | 04/05/2022                   | 114                          |
| 40C Freezer (84) - DISPOSED | LAB - 80C FREEZERS |                   | LAB - NON-CORE    | 2004350      | THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD | FORMA 900 SERIES | 6203033176    | \$13000       | 07/05/2010    | 8.30%             | \$850 1644                       | 12               | 04/05/2022                   | 114                          |
| 40C Freezer (85) 32 058     | LAB - 80C FREEZERS |                   | LAB - NON-CORE    | 2004514      | THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD | FORMA 900 SERIES | 6208037189    | \$12756       | 27/03/2011    | 8.30%             | \$1773 1832                      | 12               | 24/03/2023                   | 438                          |
| 40C Freezer (86) 32 057     | LAB - 80C FREEZERS |                   | LAB - NON-CORE    | 2004632      | THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD | 9507SERIES       | 62917041      | \$13886       | 19/12/2011    | 8.30%             | \$2782 3236                      | 12               | 12/12/2023                   | 703                          |

## 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<br><input type="radio"/> Summary By Contract Type<br><input type="radio"/> Itemised Report<br><input type="radio"/> Funding Report |
| Resource Group    | <input type="text" value="Choose resource group from the list"/>  |
| Resource          | <input type="text" value="Choose resource from the list"/>  |
| Resource Assembly | <input type="text" value="Choose resource assembly from the list"/>   |
| Company           | <input type="text" value="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        | <input type="text" value="01/01/2018"/>   |
| End Date          | <input type="text" value="31/12/2018"/>   |



| 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)<br>Maintenance – use Valid To date<br>Service – use Service Date<br>Consumables – use Start Date<br>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

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.

## 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

The screenshot shows the 'Booking Report' interface. At the top, there's a title 'Booking Report' and a dropdown 'Report by month'. Below this, there are four report type options, each with a 3D cube icon and a 'Report by month' dropdown menu. The options are: Summary Report (Resource), Summary Report (Booking Type), Summary Report (Supervisor), and Itemised Report. Each option also has a 'Year' dropdown menu set to 2019.

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.



### 10.13 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 Hawksworth;Janine Tehovnik;Clare Atkinson;Katie Cicero; |
| Task Code        | 1  |
| Record Created   | 09/08/2016   |

[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 |

### 10.14 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                      |

[Edit](#)
[Delete](#)
[Add](#)
[Reset](#)



## 10.15 FAQ

### 14. 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.*

### 15. 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.*

### 16. 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**”.*

### 17. 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.*

### 18. Can we edit the original incident description written by users?

*Yes, you can.*

### 19. 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.*

### 20. 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.*

### 21. 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**.*

### 22. Do we have to set up asset to resource before making maintenance and service bookings?

*This is not necessary.*



**23. Can we search resource profiles by keywords?**

*Yes, you can search easily using keywords as illustrated below.*

**24. Can we search contracts by keywords?**

*Yes, you can.*

**25. 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.*

**26. Can we upload more than more documents per contract?**

*Yes.*

**27. 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](#)

Resource: 25L Liquid Nitrogen Dewar (with Worthington withdrawal system)

| Set                   | Code | Certificate   | Details   | Booking Settings  | Tracker Onsite Supervisor | Booking Alert | Valid Period (Months) | Valid to Expiry Date | Status  | Expiry Date | Last Update                        | Record Created |
|-----------------------|------|---|---|---|---------------------------|---------------|-----------------------|----------------------|---------|-------------|------------------------------------|----------------|
| <input type="radio"/> | 440  | 25L LIQUID NITROGEN DEWAR (WITH WORTHINGTON WITHDRAWAL SYSTEM)<br>Certified users | This certificate is issued to users who have been trained in the use of the 25L Liquid Nitrogen Dewar fitted with Worthington withdrawal system. This level of certification allows the use of the equipment during IPH normal. | Maximum Booking Hours/Day: 12 hours<br>Maximum Booking Period (Days): 1 days<br>Maximum Booking Hours/Period: 12 hours<br>Booking Start Time: 8:00<br>Booking End Time: 23:00<br>Booking Cancellation: Booking can be cancelled anytime<br>Weekend Booking: Permitted | Yes                       | No            | 0                     | Disabled             | Enabled | 10/10/2040  | Marked tonight at 16/10/2020 16:23 | 17/07/2020     |

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.





| Register Certificate       |   |
|----------------------------|---|
| Resource                   | 25L Liquid Nitrogen Dewar (with Worthington withdrawal system)  |
| Certificate Title*         | 25L LIQUID NITROGEN DEWAR (WITH WORTHINGTON WITHDRAWAL SYSTEM)  |
| Details                    | <p>This certificate is issued to users who have been trained in the use of the 25L Liquid Nitrogen Dewar fitted with Worthington withdrawal system. This level of certification allows the use of the equipment during IFM normal working hours (7am-7pm) and Out of Hours. Training topics include instrument booking, use of instrument and filling up the pressurised system with Liquid Nitrogen. A pre-requisite is the completion of the IFM Level 2 Induction on Gases, LN2 and Low O2 Environments.</p> <p>5000 (max char 5000)</p> |
| Max Hours/Day              | 12  |
| Max Days/Period            | 1   |
| Max Hours/Period           | 12  |
| Booking Start Time         | 0:00  |
| Booking End Time           | 23:00   |
| Booking End Time Offset    | 0   |
| Booking Cancellation       | <input type="checkbox"/> (Uncheck to allow booking cancellation anytime)  |
| Weekend Booking            | <input checked="" type="checkbox"/> (Check to enable booking for weekend)   |
| Valid Period (Month)       | 0 (Zero means certificate never expires)  |
| Valid to Expiring Date     | <input type="checkbox"/> (If checked, user certificate is expired from the issued date to the last date of valid period; if not, user certificate is expire   |
| Tracker Onsite Supervision | <input checked="" type="checkbox"/>   |
| Booking Alert              | <input type="checkbox"/>  |
| Disable Certificate        | <input type="checkbox"/> (Check to disable certificate)   |

## 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

Facility Group: CAD/CAE LAB Submit

| 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. sghane      | - Busy: Service Event booked from 30/06/2017 16:00 to 03/07/2017 00:00 By Mr. John Rubin |
| CAD/CAE LAB    | CAD C30-1   | na1.210  | - Group Certificate: CAD/CAE ACCESS CERTIFICATE                             |  |
| 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 13:00 By Miss Hsueh Wang |  |
| CAD/CAE LAB    | CAD C30-4   | na1.210  | - Group Certificate: CAD/CAE ACCESS CERTIFICATE                             |  |
| 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 view

Facility Location: gto Submit

| Location | Facility                             | Last 6 Hours Status   | Next 6 Hours Status   |
|----------|--------------------------------------|---|---|
|          | ABES-02 Rheometer                    |   |   |
|          | Autogrid - Strain measurement system |   |   |
|          | Braker Multimode 3 AFM               |   |   |
|          | CES Selector 1                       |   |   |
|          | Critical Point Drier CPD300          |   |   |
|          | EH Membership                        |   | Available   |
|          | Gas Bottle, LN2 & Low O2             |   |   |
|          | GTP Laboratories                     |   | Available   |
|          | Instron 30 - don't use               |   | Available   |
|          | Netzsch STA 449F3                    |   |   |
|          | PPPS Gatan                           |   |   |
|          | Porometer 3G2H Quantachrome          |   |   |
|          | SEM Jeol Nioscope                    |   |   |
|          | SEM Zeiss Leo 1530                   | - Busy: Booked from 28/06/2017 18:00 to 30/06/2017 17:00 By Mr. SEYED HADI MOHAMADE AZGHANCI  |   |
|          |                                      | - Certificate: ZEISS LEO 1530 ADVANCED  |   |
|          | TA - DSC                             |   | Available   |
|          | TA Q200 DSC                          | - Busy: Booked from 30/06/2017 09:00 to 30/06/2017 13:00 By Mr. Subhan Fakhrooheini           |   |
|          |                                      | - Certificate: TA Q200 DSC 2016   |   |
|          | TEM Accutem 30                       |   |   |
|          | TEM PEG JEOL 2100F                   | - Busy: Service Event booked from 30/06/2017 09:00 to 30/06/2017 13:30 By Ms. Rosey van Driel | - Busy: Service Event booked from 30/06/2017 13:30 to 30/06/2017 22:45 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 Name               | 2021 EM Membership Account   |
| Account Type               | <input checked="" type="radio"/> Internal Account <input type="radio"/> External Invoice |
| Used for Consumable Orders | <input checked="" type="checkbox"/>  |
| Note                       | EM Membership Account  |
| Account Owner              | Andrew Sullivan  |
| Account Owner Email        | andrew.sullivan@deakin.edu.au  |
| Expiry Date                | 31/01/2022   |
| 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.

Resource Booking Invoicing

Month: 
Year:

Supervisor Invoicing

Month: 
Year:

Account Owner Invoicing

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

Resource Booking Invoicing

Booking Invoice Statement for July 2018.

Account Owner:

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 | Accutem 50-2 | 20/07/2018 00:00   | 20/07/2018 03:00 | INTERNAL ACCOUNT | 3.00         |
| Dong zheng | Accutem 50-2 | 21/07/2018 00:00   | 22/07/2018 00:00 | INTERNAL ACCOUNT | 24.00        |
| Dong Zheng | Accutem 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   |
|--------------|------------|------------------|----------------------|--------------|-----------|
| Accutem 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: 00000149

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.

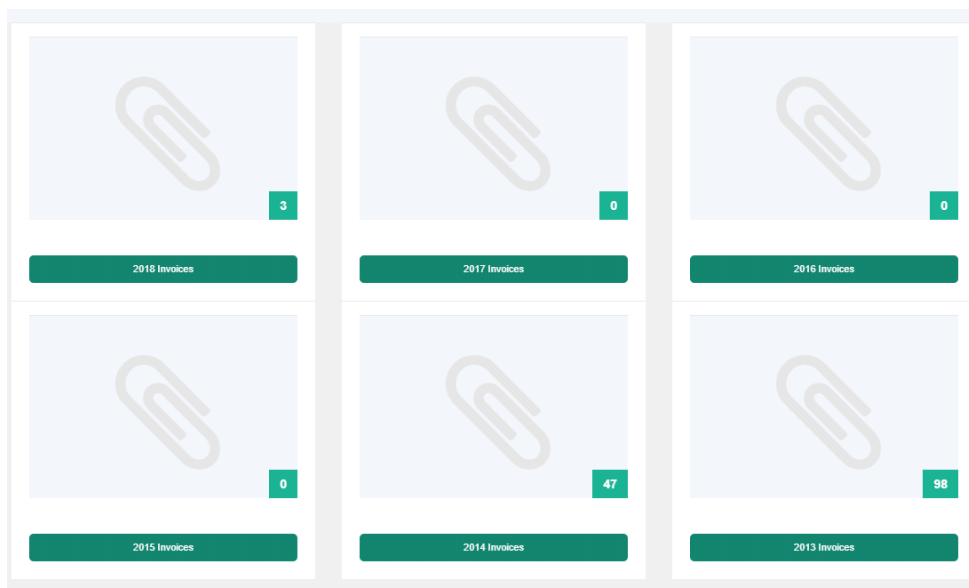
Resource Batch Invoicing

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.

**Resource Batch Invoicing**  
9 July 2018 Invoices.  
[Return](#)

| Month | Year | Supervisor      | Supervisor Email            | School/Organization        | Account Owner | Account Owner Email  | Invoice Link | Run By     | Email Statement To Supervisor |
|-------|------|-----------------|-----------------------------|----------------------------|---------------|----------------------|--------------|------------|-------------------------------|
| July  | 2018 | Andrew Sullivan | andrew.sullivan@unsw.edu.au | Deakin Electron Microscopy |               |                      | 00000147     | Dong Zheng | <input type="checkbox"/>      |
| July  | 2018 |                 |                             |                            |               |                      | 00000148     | Dong Zheng | <input type="checkbox"/>      |
| July  | 2018 |                 |                             |                            | dong zheng    | dm.zheng@unsw.edu.au | 00000149     | Dong Zheng | <input type="checkbox"/>      |

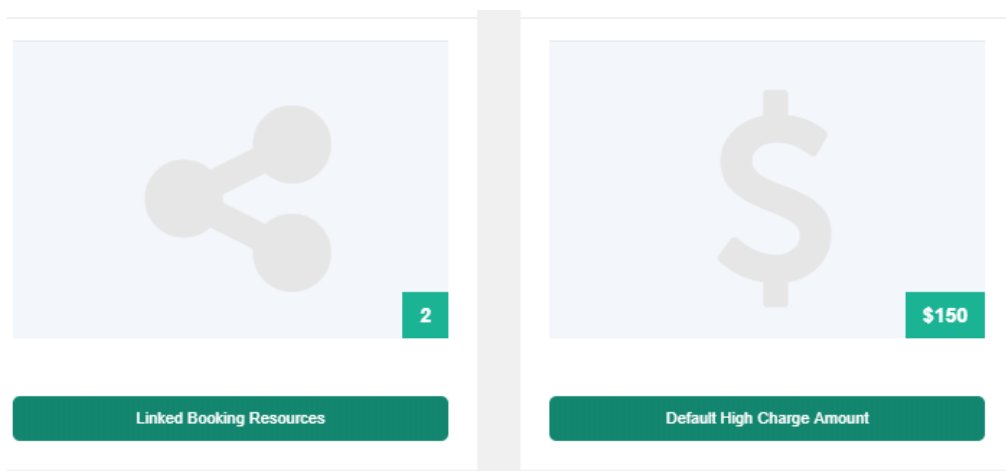
☐ Tick to send a copy to self as record

[Email To Selected Supervisors](#)

[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 (\$)

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

- Set up resource high charge amount

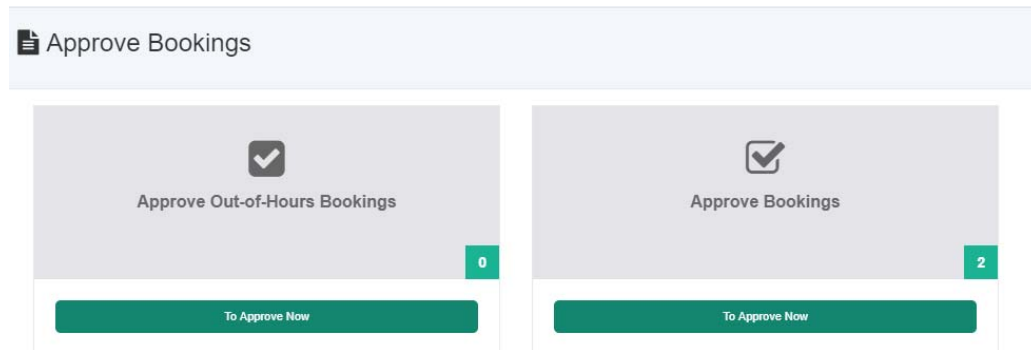
|   |  |
|---|--|
| Booking Resource                                | Accutom 50-1   |
|   | <a href="#">Certificate details ...</a><br>Go to Training Manager to update certificates ... |
|   | <a href="#">Trainer details ...</a><br>Go to Training Manager to update trainers ...         |
| Charge/Hour (\$) (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             | Elizabeth Ankers<br>- Group Certificate: METALLOGRAPHY-ACCUTOM CERTIFICATE |
| Approve/Decline Notes | <div></div>  |
|                       | <a href="#">Click to contact user ...</a>                                  |
| 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.



| <a href="#">Facility Booking</a> <a href="#">User/Approve Booking</a> <a href="#">Training Booking</a> <a href="#">Group Booking</a> <a href="#">Commercial Booking</a> <a href="#">Service Booking</a> |  |  |  |             |        |
|---|--|--|--|-------------|--------|
| 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 |  |  |             |        |
|   |  |  |  |             |        |
| 06  | 07   | 08   | 09   |             |        |
|   |  |  |  |             |        |
| 13  | 14   | 15   | 16   |             |        |
| 00:00 - 00:15 Dong Zheng, Accutom 50-1, Account:  | 00:00 - 02:15 Dong Zheng, Accutom 50-1, Account:             | 00:00 - 02:15 Dong Zheng, Accutom 50-2, Account: | 08:00 - 08:15 Elizabeth Ankers, Accutom 50-1: Unapproved |             |        |
| 00:00 - 00:15 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 50-2: Unapproved |             |        |
| 00:30 - 00:45 Dong Zheng, Accutom 50-2, Account:  |  |  |  |             |        |

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:

Medium Risk

## 11.11 Display Risk Level in Security View

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

| METALLOGRAPHY-ACCUTOM |              |          |   |                     |
|-----------------------|--------------|----------|---|---------------------|
| 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<br>- 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<br>- Group Certificate: METALLOGRAPHY-ACCUTOM CERTIFICATE  | Available           |

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 |              |   |                     |  |
|----------|--------------|---|---------------------|--|
| 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<br>- 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<br>- Group Certificate: METALLOGRAPHY-ACCUTOM CERTIFICATE  | Available           |  |

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





## 11.12 FAQ

**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"/> |  |
| <input type="button" value="Accept Changes"/> <input type="button" value="Reset To Default Charge Category"/> |                                  |                                  |  |

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*                 |  |
| Backup Email*          |  |
| Login Password*        |  |
| Backup Login Password* |  |
| Type of Researcher     | Industry (ACS)   |
| 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 BMSF. |

\*: Indicating the compulsory data fields

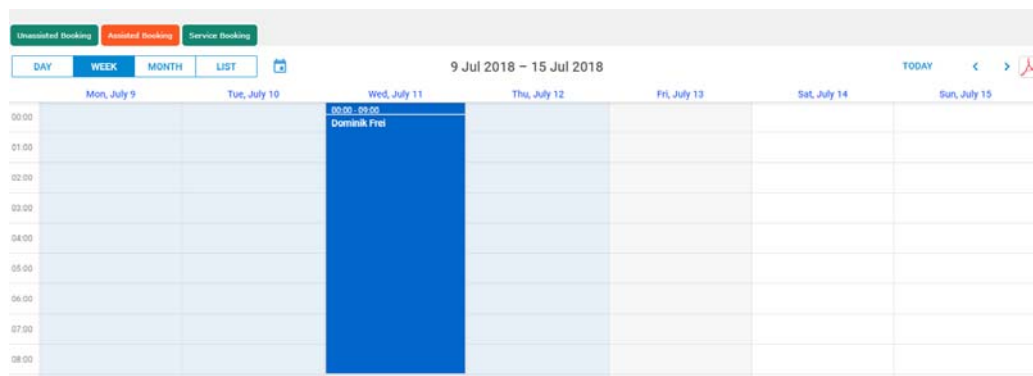
[Continue](#)



### 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.



Event session time can not cross  
13:00!

### 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              |
| UIO user                                 | +   | 0.00              |
| UIO user                                 | -   | 400.00            |
| UIO user with assistance                 | +   | 0.00              |
| UIO 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 Dragonty - Spinning Disk - Room 3103

Show 500 entries Search Previous 1 Next

Showing 1 to 8 of 8 entries

| User Name                       | School/Organization                     | Supervisor      | Account      | Resource Charge/Hour | +/- | Booked Hours | Charges |
|---------------------------------|---|-----------------|--------------|----------------------|-----|--------------|---------|
| Noemi Antonella Guadagno        | Section for Physiology and Cell Biology | Circia Proietti | PROGIDA CORR | NOKS 00              | -   | 8.00         | NOKS 00 |
| Dominik Frei                    | Section for Physiology and Cell Biology | Oddmund Bakke   | BAK MDL      | NOKS 00              | -   | 16.00        | NOKS 00 |
|                                 |   |                 |              |                      |     |              |         |
|                                 |   |                 |              |                      |     |              |         |
| Total (Service Booking Hours)   |   |                 |              |                      |     | 8.00         |         |
| Total (Operation Booking Hours) |   |                 |              |                      |     | 24.00        |         |
|                                 |   |                 |              |                      |     |              |         |
| Total                           |   |                 |              |                      |     | 24.00        | NOKS 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 Hønen  
U135

**TEL:** 22856190

**FAX:**

**EMAIL:** antje.hofgaard@biv.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 Hønen | Andor Spinning Disk | 12/02/2015 08:30   | 12/02/2015 09:00 | Internal Account | 0.50         |
| Antje Hønen | Andor Spinning Disk | 12/02/2015 08:00   | 12/02/2015 08:30 | Internal Account | 0.50         |
| Antje Hønen | 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 Hønen | Internal Account | \$2.00               | -   | 1.00         | \$2.00  |
|                     |             | Internal Account | \$11.00              | +   | 0.50         | \$5.50  |
| Sub-Total           |             |                  |                      |     | 1.50         | \$7.50  |
| <b>TOTAL</b>        |             |                  |                      |     | 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

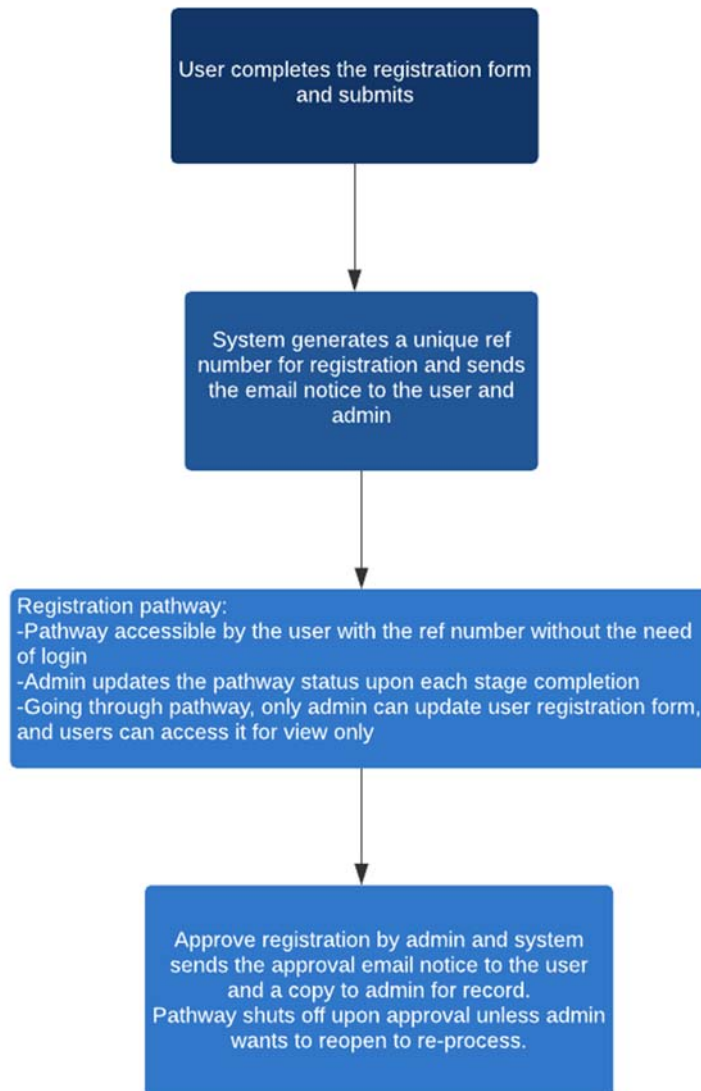
This appendix intends to cover the information about changes for CMCA, University of Western Australia to ACLS. In short, they are:

### 14.1 2018 Requested Changes

- 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:



- 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  |
| Staff member present  | Choose staff from the list  |
| Staff member present  | Choose staff from the list  |
| 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   | <input type="checkbox"/> Imaging<br><input type="checkbox"/> Basic EDS<br><input type="checkbox"/> 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  |   |
| <b>CMCA Swipe Card Access</b><br>What area(s) are swipe card access required (tick all that apply) <div> <input type="checkbox"/> CMCA@ Bayliss<br/> <input type="checkbox"/> CMCA@Perkins<br/> <input type="checkbox"/> CMCA@Physics<br/> <input type="checkbox"/> CMCA@IOMRC         </div> |   |
| Samples   |   |
| Has sufficient information been provided on the samples to be studied   | No  |
| Date the samples 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 health and safety related information is required before the project can commence?  |   |
| Additional comments   |   |



### 14.1.1 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.

### 14.1.2 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 > Fund 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.

Review 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<br><input type="radio"/> No, I am a new user of CMCA facilities<br><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"/>   |
| Re-type email*  | <input type="text"/>   |
| Login password*   | <input type="text"/>   |
| Re-type login password*                                       | <input type="text"/>   |
| School/organization*  | Choose school/organization from the list ▼   |
| Work phone*   | <input type="text"/> (digits Only)   |
| Mobile phone  | <input type="text"/>   |
| Work address<br>UWA include MDDP*                             | <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"/> |
| Their 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<br><input type="checkbox"/> Indian Oceans Marine Research Centre (IOMRC)<br><input type="checkbox"/> Physics Building Crawley campus<br><input type="checkbox"/> School of Molecular Sciences - Baylies Building |
|------------------------|---|

Which Centre facilities do you expect to use during your project?

|   |   |
|---|---|
| Select all that apply*<br>You must complete the appropriate training courses before you can use the instruments | <input type="checkbox"/> AIMS Optical Microscopes<br><input type="checkbox"/> Automated Slide Scanner<br><input type="checkbox"/> CMCA Software<br><input type="checkbox"/> Cytometry<br><input type="checkbox"/> EDS/SEM X-ray microanalysis<br><input type="checkbox"/> Ion Probes (only to approved users)<br><input type="checkbox"/> Magnetic Resonance Imaging (MRI)<br><input type="checkbox"/> Mass Spectrometry<br><input type="checkbox"/> Nuclear Magnetic Resonance (NMR)<br><input type="checkbox"/> Optical / Confocal microscopy<br><input type="checkbox"/> Raman Imaging and Spectroscopy<br><input type="checkbox"/> Scanned Probe Microscopy (SPM)<br><input type="checkbox"/> Scanning Electron Microscopy (SEM)<br><input type="checkbox"/> Small animal imaging<br><input type="checkbox"/> Transmission Electron Microscopy (TEM)<br><input type="checkbox"/> WDS/EPMA X-ray microanalysis<br><input type="checkbox"/> X-ray Diffraction<br><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

## Page 2: Project Description and Risk Assessment



#### Project information (Please ensure all applicable fields are filled in)

|  |                        |
|--|------------------------|
| Type of researcher <sup>*</sup><br>Required  | Academic staff ▼       |
| Expected project completion date <sup>*</sup>                                      | 16/07/2018             |
| Project category <sup>*</sup>  | Biomedical Sciences ▼  |
| Project title <sup>*</sup>   | <input type="text"/>   |
| Project description <sup>*</sup><br>Required - Enter a description of your project | <div><div></div></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 <sup>*</sup>   | <div><div></div></div> |
| Where will the samples be prepared? <sup>*</sup>  | <input type="text"/>   |
| Is this a PC2/PC3 laboratory? <sup>*</sup>  | No ▼                   |
| If yes, the Office of Gene Technology Regulator (OGTR) number must be provided <sup>*</sup> | <input type="text"/>   |
| Sample Form <sup>*</sup>  | Solid ▼                |
| Sample concentration <sup>*</sup><br>(if applicable)  | <input type="text"/>   |
| Are the samples hazardous? <sup>*</sup>   | No ▼                   |
| If yes, provide details <sup>*</sup>  | <div><div></div></div> |
| Are the samples classified as dangerous goods? <sup>*</sup>                                 | No ▼                   |
| If yes, provide details <sup>*</sup>  | <div><div></div></div> |
| Are the samples registered as part of a GMO project? <sup>*</sup>                           | No ▼                   |
| If yes, provide dealing type and registration number <sup>*</sup>                           | <div><div></div></div> |



|   |   |
|---|---|
| Will the samples be treated/infected with a hazardous agent? <sup>*</sup><br><small>Includes viral infection of animals and transformation of culture</small> | No ▾  |
| If yes, provide details <sup>*</sup>  | <div></div>   |
| Will the samples be fixed/preserved? <sup>*</sup>   | No ▾  |
| If yes, provide fixative details <sup>*</sup>   | <div></div>   |
| Does this research require Institutional Biosafety Committee approval? <sup>*</sup>   | No ▾  |
| If yes, provide approval number <sup>*</sup>  | <div></div>   |
| Provide a risk assessment for your project samples by selecting one of the following <sup>*</sup><br>Select the most accurate assessment                      | <input type="radio"/> Significant and needs improved controls<br><input type="radio"/> Significant but controlled<br><input type="radio"/> Uncertain about risks<br><input type="radio"/> Not significant |

<sup>\*</sup>: 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? <sup>*</sup> | No ▾  |
| If yes, please specify (AMMRF Nodes) <sup>*</sup>                         | <div></div>   |
| Please specify all sources of funding <sup>*</sup>                        | <input type="checkbox"/> .....<br><input type="checkbox"/> 01-NHMRC: Project Grant<br><input type="checkbox"/> 02-NHMRC: COE<br><input type="checkbox"/> 03-NHMRC Development Grant<br><input type="checkbox"/> 04-NHMRC Program Grant<br><input type="checkbox"/> 05-NHMRC Fellowship<br><input type="checkbox"/> 06-Targetted Government Funded Program<br><input type="checkbox"/> 07-Trust or Scholarships (generic)<br><input type="checkbox"/> 08-ARC DP<br><input type="checkbox"/> 09-ARC COE<br><input type="checkbox"/> 10-ARC LP<br><input type="checkbox"/> 11-ARC Special Research Initiative<br><input type="checkbox"/> 12-Internal University Grant (inc UPA)<br><input type="checkbox"/> 13-Industry Sponsored. Please specify the name of the company<br><input type="checkbox"/> 14-Australian Postgrad Stipend<br><input type="checkbox"/> 15-Self-Funded<br><input type="checkbox"/> 16-Multiple Grants<br><input type="checkbox"/> 17-Medical Research Institute<br><input type="checkbox"/> 18-Co-operative Research Centre<br><input type="checkbox"/> 19-Other. Please specify<br><input type="checkbox"/> 20-Funding from a external university |
| Please specify the name of the company<br>If specified 13 or 19           | <div></div>   |



**Payment details (for UWA users)**

|                                |  |
|--------------------------------|--|
| Options*<br>select appropriate | <input type="radio"/> Cell Sorting rate operated by CMCA staff \$135 / hour<br><input type="radio"/> Hourly rate instrument - user operated \$55<br><input type="radio"/> Hourly rate MRI Bioimaging Facility (user operated) \$50<br><input type="radio"/> Hourly rate MRI Bioimaging Facility including operator rate \$120<br><input type="radio"/> IOMRC - Microscopes Only<br><input type="radio"/> Ion Probes rate<br><input type="radio"/> Per-sample rate single crystal X-ray diffraction \$220<br><input type="radio"/> Scanscope OS (100x) Per-slide - CMCA operated only \$17<br><input type="radio"/> Scanscope XT (20x) Per-slide - CMCA operated \$7<br><input type="radio"/> Scanscope XT (20x) Per-slide - user operated \$4<br><input type="radio"/> Scanscope XT Block purchase min. 1,000 slide scans - \$2,000<br><input type="radio"/> Subscription - Individual HDR student \$1,000<br><input type="radio"/> Subscription - Individual researcher \$2,750<br><input type="radio"/> Subscription - Individual undergraduate student \$220<br><input type="radio"/> Subscription - Research group (100 hrs usage cap) \$3,300<br><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<br><input type="text"/>  |
| Business unit (BU)*            | <input type="text"/>   |
| Project grant (PG)*            | <input type="text"/>   |

**Payment details (non-UWA users)**

|                                   |   |
|-----------------------------------|---|
| Options*<br>select appropriate    | <input type="radio"/> Cell Sorting rate operated by CMCA staff \$275 / hour<br><input type="radio"/> CSIRO subscription for probe<br><input type="radio"/> Curtin University Hourly rate payable directly to Curtin University<br><input type="radio"/> Curtin University Subscription - Individual HDR student \$3,000<br><input type="radio"/> Curtin University Subscription - Individual researcher \$8,250<br><input type="radio"/> Curtin University Subscription - Individual undergraduate student \$660<br><input type="radio"/> Curtin University Subscription - Research group (100 hrs usage cap) \$10,000<br><input type="radio"/> Curtin University Subscription - Research Group User<br><input type="radio"/> ECU / Murdoch University-Subscription - Individual HDR Student \$1,000<br><input type="radio"/> ECU / Murdoch University-Subscription - Individual Researcher \$2,750<br><input type="radio"/> ECU / Murdoch University-Subscription - Individual undergraduate student \$220<br><input type="radio"/> ECU / Murdoch University - Cell sorting operated by CMCA staff \$135 /hour<br><input type="radio"/> ECU / Murdoch University - Hourly rate instrument-user operator \$55<br><input type="radio"/> ECU / Murdoch University - MRI Bioimaging Facility (user operated) \$50<br><input type="radio"/> ECU / Murdoch University - MRI Bioimaging Facility including operator rate \$120<br><input type="radio"/> ECU / Murdoch University -Subscription - Research Group (100 hours usage cap) \$3,300<br><input type="radio"/> ECU / Murdoch University Scanscope OS (100x) Per-slide - CMCA operated only \$17<br><input type="radio"/> ECU / Murdoch University Scanscope XT (20x) Per-slide - CMCA operated \$7<br><input type="radio"/> ECU / Murdoch University Scanscope XT (20x) Per-slide - user operated \$4<br><input type="radio"/> ECU / Murdoch University Scanscope XT Block purchase min. 1,000 slide scans - \$2,000<br><input type="radio"/> Hourly rate - Including operator (CMCA Academic Staff) \$330<br><input type="radio"/> Hourly rate - Including operator (CMCA Research Officer) \$275<br><input type="radio"/> Hourly rate instrument - user operated \$110<br><input type="radio"/> Hourly rate MRI Bioimaging Facility (user operated) \$150<br><input type="radio"/> Hourly rate MRI Bioimaging Facility including operator rate \$290<br><input type="radio"/> IOMRC - Microscopes Only<br><input type="radio"/> Ion probe rate<br><input type="radio"/> Per-sample rate single crystal X-ray diffraction \$440<br><input type="radio"/> Scanscope OS (100x) Per-slide - CMCA operated \$35<br><input type="radio"/> Scanscope XT (20x) Per-slide - CMCA operated \$14<br><input type="radio"/> Scanscope XT (20x) Per-slide - user operated \$7<br><input type="radio"/> Scanscope XT Block purchase max. 1,000 slide scans - \$3,500<br><input type="radio"/> Subscription - Publicly Funded Researchers-Individual HDR student - \$3000.00<br><input type="radio"/> Subscription - Publicly Funded Researchers - Individual Researcher - \$8250.00<br><input type="radio"/> Subscription - Publicly Funded Researchers - Individual Undergraduate Student - \$660.00<br><input type="radio"/> Subscription - Publicly Funded Researchers - Research Group (100 hrs usage cap) - \$10,000.00<br><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

Continue



**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.unwa.edu.au/access>). Copy this link into your browser to access the CMCA 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-VpQVYVYoxqy-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.

### 14.1.3 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

Registration Pathway

| Pathway   | User              | Registration Ref      | Note | Status |
|---|-------------------|-----------------------|------|--------|
| Electronic application submitted and being processed    | Butland, Caroline | Ref-un01of3ba8E-Tgr5u |      | Close  |
| Academic in charge scheduling the New User Meeting      | Butland, Caroline | Ref-un01of3ba8E-Tgr5u |      | Close  |
| Training and access is confirmed through NUM            | Butland, Caroline | Ref-un01of3ba8E-Tgr5u |      | Close  |
| Waiting for the signed form to be submitted by the User | Butland, Caroline | Ref-un01of3ba8E-Tgr5u |      | Close  |
| Signed form received                                    | Butland, Caroline | Ref-un01of3ba8E-Tgr5u |      | Open   |
| ACLS activated / re-activated and user notified         | Butland, Caroline | Ref-un01of3ba8E-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.

#### 14.1.4 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:

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 ▼                 |
| Course Dates                         | Choose CMCA Course Date from the list ▼     |
| Technical Group                      | Choose CMCA Technical Group from the list ▼ |
| Instrument                           | Choose CMCA Instrument from the list ▼      |
| Any special arrangements or comments |   |

|                                      |   |
|--------------------------------------|---|
| Course Dates                         | Choose CMCA Course Date from the list ▼     |
| Technical Group                      | Choose CMCA Technical Group from the list ▼ |
| Instrument                           | Choose CMCA Instrument from the list ▼      |
| Any special arrangements or comments |   |

|                                      |   |
|--------------------------------------|---|
| Course Dates                         | Choose CMCA Course Date from the list ▼     |
| Technical Group                      | Choose CMCA Technical Group from the list ▼ |
| Instrument                           | Choose CMCA Instrument from the list ▼      |
| Any special arrangements or comments |   |

## Training Plan (Electron Microscopy)

## Training Plan for SEM

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

## Training Plan for TEM

|                                      |   |
|--------------------------------------|---|
| Course Dates                         | Choose CMCA Course Date from the list ▼ |
| Instrument                           | Choose CMCA Instrument from the list ▼  |
| Discipline                           | Choose CMCA Discipline from the list ▼  |
| Any special arrangements or comments |   |

## CMCA Swipe Card Access

|   |  |
|---|--|
| What area(s) are swipe card access required (tick all that apply) | <input type="checkbox"/> CMCA@Bayliss<br><input type="checkbox"/> CMCA@Perkins |
|---|--|



**Samples**

Has sufficient information been provided on the samples to be studied

Date the samples 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 health 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 |
|----------------------|-------------------------------|-------------------|------------------|------------------------------|--------------------------------------|-------------------|------------------------------|----------------|----------------------|--|-----------------|----------------|----------------|
| <a href="#">Edit</a> | Ab Rahman, Nurhayu (existing) | Training course 1 | Optical/Confocal | BAY MS Micromass VG Autospec |                                      |                   |                              |                |                      |  |                 |                |                |
| <a href="#">Edit</a> | hnp, 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  |                 |                |                |
| <a href="#">Edit</a> | Boyd, Alastair (unapproved)   | Training course 1 | Cytometry        | BAY MS Micromass VG Autospec |                                      |                   |                              |                |                      |  |                 |                |                |
| <a href="#">Edit</a> | --                            | 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.

### 14.1.5 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](#)





### 14.1.6 Set Up Business Time and Multiplexer

Go to **Staff -> System Settings -> Configure System -> Business Hour Settings**.

Weekends are considered as off business time.

### 14.1.7 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.

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 Multiplier: 0.50

Show 500 entries

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              | 102.00                | 102.00       |         |
| zhao, guangchen      | Fo5 - Chemistry and Biochemistry | Reto Dorta       | 439 - BPT131005      | \$0.00                   | \$0.00                       | 2.75              | 2.50                  | 5.25         | \$0.00  |
| Newson, Harriet      | Fo5 - Chemistry and Biochemistry | Piggott, Matthew | 439 - UWAS5750       | \$0.00                   | \$0.00                       | 12.25             | 0.00                  | 12.25        | \$0.00  |
| Ou, Amel             | Fo5 - Chemistry and Biochemistry | Reto Dorta       | BAYLISS SUBSCRIPTION | \$0.00                   | \$0.00                       | 2.00              | 1.00                  | 3.00         | \$0.00  |
| Sakrjita Paul        | Fo5 - Chemistry and Biochemistry | Stewart, Scott   | 439 - BUT15515       | \$0.00                   | \$0.00                       | 12.50             | 19.50                 | 32.00        | \$0.00  |
| Sipos, Gábor         | Fo5 - Chemistry and Biochemistry | Reto Dorta       | BAYLISS SUBSCRIPTION | \$0.00                   | \$0.00                       | 2.50              | 0.50                  | 3.00         | \$0.00  |
| Pullella, Glenn      | Fo5 - Chemistry and Biochemistry | Piggott, Matthew | 439 - BUT15515       | \$0.00                   | \$0.00                       | 10.25             | 3.00                  | 13.25        | \$0.00  |
| MMR Cryo Fill        | CMCA - CMCA                      | Byrne Lindsay    | CMCA ADMINISTRATION  | \$0.00                   | \$0.00                       | 1.00              | 2.00                  | 3.00         | \$0.00  |
| Maged, Ahmed Hassoon | Fo5 - Chemistry and Biochemistry | Baker, Murray    | 439 - BPT131005      | \$0.00                   | \$0.00                       | 7.50              | 17.00                 | 24.50        | \$0.00  |
| Stubbs, Keith        | Fo5 - Chemistry and Biochemistry | None             | 439 - UWAS2500       | \$0.00                   | \$0.00                       | 0.00              | 4.00                  | 4.00         | \$0.00  |
| De Nard, Crista      | Fo5 - Chemistry and Biochemistry | Stubbs, Keith    | 434 - HUWAS50        | \$50.00                  | \$25.00                      | 1.25              | 0.00                  | 1.25         | \$62.50 |
| Duczynski, Jeremy    | Fo5 - Chemistry and Biochemistry | Stewart, Scott   | 439 - UWAS5750       | \$0.00                   | \$0.00                       | 6.00              | 0.00                  | 6.00         | \$0.00  |
| Algreby, Azzah       | Fo5 - Chemistry and Biochemistry | Flemall, Gavin   | 439 - BPT131005      | \$0.00                   | \$0.00                       | 3.75              | 0.00                  | 3.75         | \$0.00  |
| Wills, Susan         | Fo5 - Chemistry and Biochemistry | Stubbs, Keith    | BAYLISS SUBSCRIPTION | \$0.00                   | \$0.00                       | 0.00              | 0.50                  | 0.50         | \$0.00  |
| Qureshi, Sana        | Fo5 - Chemistry and Biochemistry | Piggott, Matthew | 439 - UWAS5750       | \$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

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 | Functional 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, Yubin                                   | 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 Malasha                             | 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 | Bansa, Papioti                              | 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 | Posley Gregory                              | None             | CMCA - Consulting                | CMCA CONSULTING       | 0.00                     | 0.00              | 0.00                  | 0.00              | 0.00                  | 47.00        | 0.00         |
| Crawley SEM Zeiss 55 | Posley Gregory*                             | Pam, Steve       | Instrument Hire                  | INSTRUMENT HIRE       | 165.00                   | 0.00              | 0.00                  | 0.00              | 0.00                  | 2.00         | 330.00       |
| Crawley SEM Zeiss 55 | WEERAPPAPURMA KANKANA, Rasika Niroshini 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 | Strehlow Brian                              | Gary Kendrick    | Fo5 - Plant Biology              | 439 - UWAP5500        | 0.00                     | 0.00              | 0.00                  | 0.00              | 0.00                  | 3.00         | 0.00         |
| Total                |   |                  |                                  |                       |                          |                   |                       |                   |                       | 262.00       | 330.00       |

### 14.1.8 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

#### 14.1.9 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”?**

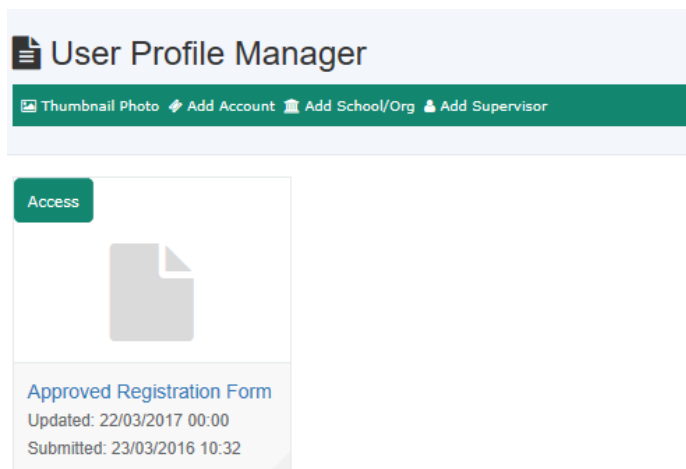
*This is available to admin only. Go to **System Settings -> Non-UWA Payment Option**.*

**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 Manager** to access his profile, and also his registration form. However, he cannot change the form details.*



## 14.2 2020 Requested Changes

- Each instrument will now be on a tier system 1, 2 or 3 and depending on what tier it is. Instruments can only be on one tier. The amount to be charged will be different for each tier.
- Users will be able to pre-purchase block of hours for instruments for each tier separately i.e. They would need to “pre-purchase a block of hours” for Tier 1 instruments, if you then want to use a Tier 2 instrument, you would need to either purchase a “pre-purchase a block of hours” for Tier 2, or do hourly rates, if you will be using < 50hrs....or any of the possible combinations. So any user can have multiple hours and multiple tier subscriptions.
- There will be different amounts for UWA and external rates.
- When there is 10 hours left the user and admin will be notified by email
- When users are booking an instrument they will be able to see how many hours they have left on their subscription for each tier.
- We won't be using group subscriptions any longer.
- There will be no difference between in-hours and out of hours rates.
- We can determine and change instruments tiers, rates and hours per block



### **Working principles:**

- Instruments are grouped into Tiers depending on their complexity and operating costs.
- Options: (1) pay in arrears by the hour, or (2) pre-pay for a block of hours to get a discount.
- The larger the block you buy, the more the discount.
- Block hours can be used on any instrument within that Tier.
- Block hours must be used by a single researcher (no shared blocks).
- Blocks must be used within 12 months of purchase (to prevent large blocks being purchased in Year 1 of a multi-year project)
- You cannot upgrade from one block size to another when you run out of hours (you must buy a new block of hours)

### **UWA internal rates:**

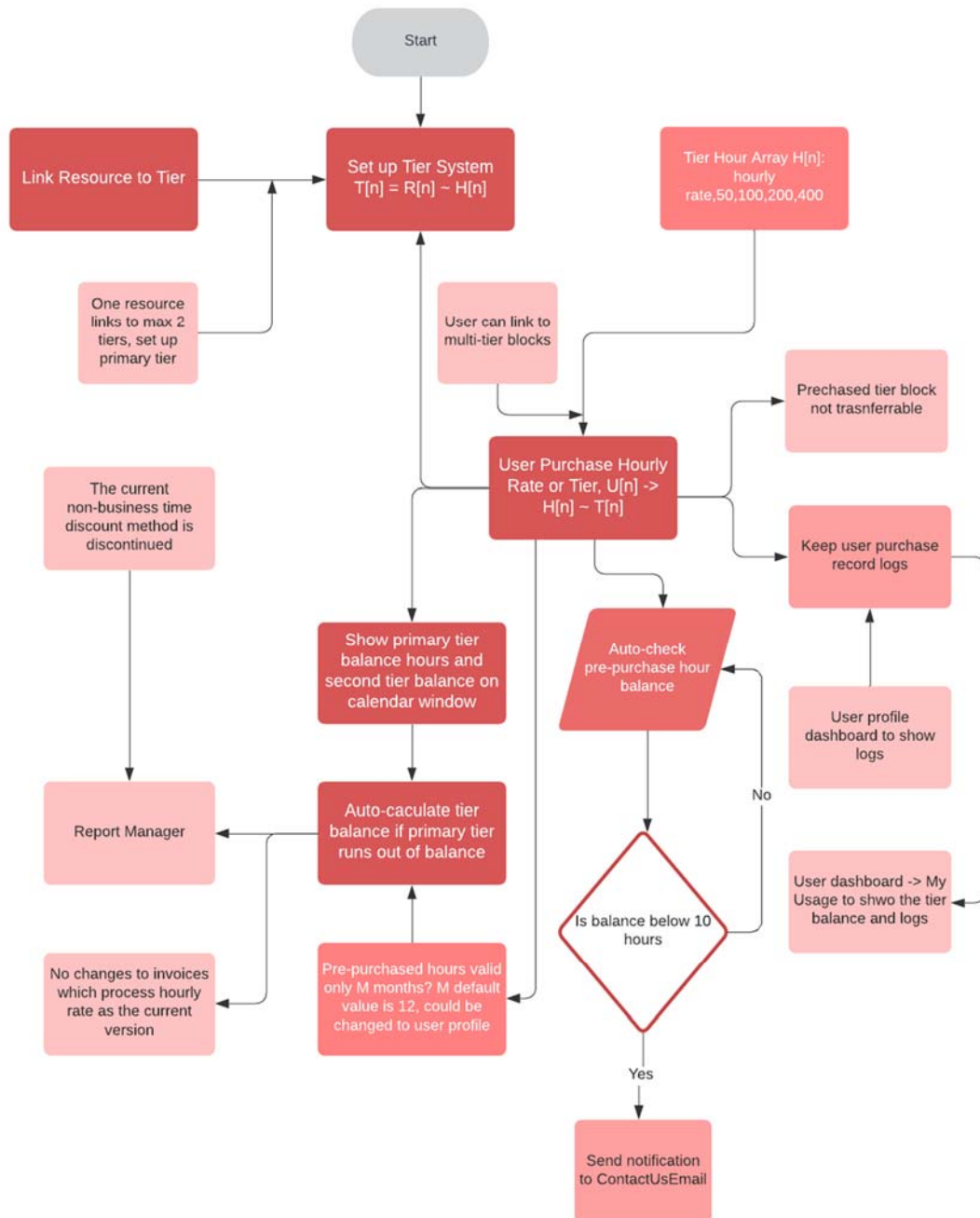
| Hours | Tier 1                       | Tier 2                       | Tier 3                       |
|-------|------------------------------|------------------------------|------------------------------|
|       | Instrument A<br>Instrument B | Instrument D<br>Instrument F | Instrument H<br>Instrument I |
| 1     | \$x                          | \$x                          | \$x                          |
| 50    | \$xx                         | \$xx                         | \$xx                         |
| 100   | \$xxx                        | \$xxx                        | \$xxx                        |
| 200   | \$xxxx                       | \$xxxx                       | \$xxxx                       |
| 400   | \$xxxxx                      | \$xxxxx                      | Not available                |

### **External rates:**

- Standard 3:1 multiplier is used to reflect UWA's 2/3 contribution to CMCA operating costs.

| Hours | Tier 1                       | Tier 2                       | Tier 3                       |
|-------|------------------------------|------------------------------|------------------------------|
|       | Instrument A<br>Instrument B | Instrument D<br>Instrument F | Instrument H<br>Instrument I |
| 1     | \$x                          | \$x                          | \$x                          |
| 50    | \$xx                         | \$xx                         | \$xx                         |
| 100   | \$xxx                        | \$xxx                        | \$xxx                        |
| 200   | \$xxxx                       | \$xxxx                       | \$xxxx                       |
| 400   | \$xxxxx                      | \$xxxxx                      | Not available                |

### **Flow charts:**



#### 14.2.1 Set up tiers

Go to **Staff tab -> Utility -> Charge Category Manager**, set up multiple tiers.



**Charge Category Manager**  
 Set up charge categories.

Category: tier 1  
 Category: tier 2  
 Category: tier 3

### 14.2.2 Set up resource tier and rates

Go to **Resource Manager -> Charge Rates** to set up rates. Each resource is entitled to one tier only at any time.

AIMS Leica DM LB Microscope

General Profile | Booking Profile | Lab Space | Catalogue Profile | **Charge Rates** | Booking Form | Training Certificate | Trainer | Certified Users | Java Tracker | Python Tracker

Tier Selection: ☒ tier 1 ☐ tier 2 ☐ tier 3

|                                      |                                |                                      |                                |           |                                       |
|--------------------------------------|--------------------------------|--------------------------------------|--------------------------------|-----------|---------------------------------------|
| Charge/Hour (\$) (tier 1 - internal) | <input type="text" value="1"/> | Charge/Hour (\$) (tier 1 - external) | <input type="text" value="2"/> | 1 hour    | <input type="button" value="Accept"/> |
| Charge/Hour (\$) (tier 1 - internal) | <input type="text" value="5"/> | Charge/Hour (\$) (tier 1 - external) | <input type="text" value="6"/> | 50 hours  | <input type="button" value="Accept"/> |
| Charge/Hour (\$) (tier 1 - internal) | <input type="text" value="7"/> | Charge/Hour (\$) (tier 1 - external) | <input type="text" value="8"/> | 100 hours | <input type="button" value="Accept"/> |
| Charge/Hour (\$) (tier 1 - internal) | <input type="text" value="0"/> | Charge/Hour (\$) (tier 1 - external) | <input type="text" value="0"/> | 200 hours | <input type="button" value="Accept"/> |
| Charge/Hour (\$) (tier 1 - internal) | <input type="text" value="0"/> | Charge/Hour (\$) (tier 1 - external) | <input type="text" value="0"/> | 400 hours | <input type="button" value="Accept"/> |

Selected tier and rates are shown in the resource list table.

| ...  | Resource                    | Resource Group           | Category Charge/Hour (\$)  |
|--|-----------------------------|--------------------------|--|
| <div> <div>↕</div> <div>↕</div> <div>↕</div> <div>↕</div> </div>                   | ↕                           | ↕                        | ↕  |
| <div> <div>Edit</div> <div>Clone</div> <div>Archive</div> <div>Delete</div> </div> | AIMS Leica DM LB Microscope | AIMS OPTICAL MICROSCOPES | tier 1 (1 hour, internal): \$1.00<br>tier 1 (1 hour, external): \$2.00<br>tier 1 (50 hours, internal): \$5.00<br>tier 1 (50 hours, external): \$6.00<br>tier 1 (100 hours, internal): \$7.00<br>tier 1 (100 hours, external): \$8.00 |



### 14.2.3 Purchase hours

Go to [User Profile -> User Tier Manager](#) to update the purchased hours by the user. In the following example, user “Aati” purchased the hours for various tiers.

The screenshot shows the 'User Tier Manager' interface. It has a header with a document icon and the title 'User Tier Manager'. Below the header are two main sections: 'Active Users' and 'Inactive Users'. Each section has a user icon, a title, and a count in a green box (457 for Active, 2450 for Inactive). Below each section is a dropdown menu labeled 'Choose user from the list' and a green button. The 'Active Users' button is labeled 'Purchase Tiers (Balance & Logs)' and the 'Inactive Users' button is labeled 'Balance & Logs'.

Select tier and hour to purchase the hours and the current balance. The purchased records are logged for reference. The logs also include the usage hour by bookings.

### 14.2.4 Expiry date of the purchase:

The expiry date of the purchase is set to one year. If users top up the purchase, the expiry date would be updated accordingly.





|                                    |  |
|------------------------------------|--|
| User Name                          | Aati, Sultan   |
| Purchased Tier                     | <input type="radio"/> tier 1 <input type="radio"/> tier 2 <input type="radio"/> tier 3   |
| Purchased Hours                    | <input type="radio"/> 50 Hours <input type="radio"/> 100 Hours <input type="radio"/> 200 Hours <input type="radio"/> 400 Hours |
| Current Purchased Tier and Hours   | tier 2: 100 hours  |
| Current Purchased Hour Balance     | 100.00   |
| Current Purchased Hour Expiry Date | 20/01/2022 (Days left to expire: 364)  |
| Current Purchased Tier and Hours   | tier 3: 200 hours  |
| Current Purchased Hour Balance     | 200.00   |
| Current Purchased Hour Expiry Date | 20/01/2022 (Days left to expire: 364)  |
| Current Purchased Tier and Hours   | tier 1: 50 hours   |
| Current Purchased Hour Balance     | 69.00  |
| Current Purchased Hour Expiry Date | 21/01/2022 (Days left to expire: 364)  |

#### 14.2.5 Charge by hour or by tier:

By default, ACLS runs charge by hour to all the users, by doing so, users can continue making bookings as usual. Once charge by tier is switched on for the user, the user must have the balance hours in the purchased tiers.

| User Name    | Category | Charge By  |
|--------------|----------|--|
| Aati, Sultan | tier 1   | <input type="radio"/> by hour <input checked="" type="radio"/> by tier |
| Aati, Sultan | tier 2   | <input type="radio"/> by hour <input checked="" type="radio"/> by tier |
| Aati, Sultan | tier 3   | <input type="radio"/> by hour <input checked="" type="radio"/> by tier |

#### 14.2.6 Charge by internal rate or external rate:

By default, ACLS enables the internal rate to all the users. Admin is at position to enable the rate selection for resource vs user.



Charge Rate

☒ internal
 ☐ external

☒ internal
 ☐ external

☐ internal
 ☒ external

| User Name    | Category | Charge By  | Charge Rate  |
|--------------|----------|--|--|
| Aati, Sultan | tier 1   | <input type="radio"/> by hour <input checked="" type="radio"/> by tier | <input checked="" type="radio"/> internal <input type="radio"/> external |
| Aati, Sultan | tier 2   | <input type="radio"/> by hour <input checked="" type="radio"/> by tier | <input checked="" type="radio"/> internal <input type="radio"/> external |
| Aati, Sultan | tier 3   | <input type="radio"/> by hour <input checked="" type="radio"/> by tier | <input type="radio"/> internal <input checked="" type="radio"/> external |

#### 14.2.7 Balance logs for the purchased tiers:

Full log snapshot.

| User Name  | Purchased Tier | Purchased Hours | Balance Hours | Updated By | Updated Time        |
|------------|----------------|-----------------|---------------|------------|---------------------|
| Dong Zheng |                |                 | 49.00         |            |                     |
| Dong Zheng | tier 3         | 200             | 200.00        | Dong Zheng | 28/12/2020 09:18:53 |
| Dong Zheng | tier 2         | 100             | 100.00        | Dong Zheng | 28/12/2020 09:18:48 |
| Dong Zheng | tier 1         | 50              | 50.00         | Dong Zheng | 28/12/2020 09:18:42 |

| Booking Resource             | Booking Tier | Booking Start Time  | Booking End Time    | Booking Hours | Booking Ref   | Booking Status |
|------------------------------|--------------|---------------------|---------------------|---------------|---------------|----------------|
| Perkins Nikon A1 Si Confocal | tier 1       | 07/01/2021 09:00:00 | 07/01/2021 10:00:00 | 1.00          | 1609107546717 |                |
|                              |              |                     |                     |               |               |                |
|                              |              |                     |                     |               |               |                |
|                              |              |                     |                     |               |               |                |

At this page, you are able to define the booking charges by hour or by tier, apply either internal rate or external rate. By default, settings go to by hour and internal rate so this won't stop users to make bookings even if they haven't purchased any hours.

#### 14.2.8 Cancel the purchased hours:



Admin could cancel the purchased hours anytime, however, the balance hours will stay at Zero hours if the cancelled hours are more than balanced hours.

Cancel Purchased Tier

|                                    |  |
|------------------------------------|--|
| User Name                          | Aati, Sultan   |
| Purchased Tier                     | <input type="radio"/> tier 1 <input type="radio"/> tier 2 <input type="radio"/> tier 3   |
| Purchased Hours                    | <input type="radio"/> 50 Hours <input type="radio"/> 100 Hours <input type="radio"/> 200 Hours <input type="radio"/> 400 Hours |
| Current Purchased Tier and Hours   | tier 2: 100 hours  |
| Current Purchased Hour Balance     | 100.00   |
| Current Purchased Hour Expiry Date | 20/01/2022 (Days left to expire: 305)  |
| Current Purchased Tier and Hours   | tier 3: 200 hours  |
| Current Purchased Hour Balance     | 0.00   |
| Current Purchased Hour Expiry Date | 20/01/2022 (Days left to expire: 305)  |
| Current Purchased Tier and Hours   | tier 1: 50 hours   |
| Current Purchased Hour Balance     | 38.00  |
| Current Purchased Hour Expiry Date | 19/03/2022 (Days left to expire: 362)  |

### User Tier Manager

Cancel purchased tier hours.

[Return](#)

|                                    |  |
|------------------------------------|--|
| User Name                          | Aati, Sultan   |
| Purchased Tier                     | <input type="radio"/> tier 1 <input type="radio"/> tier 2 <input type="radio"/> tier 3   |
| Purchased Hours                    | <input type="radio"/> 50 Hours <input type="radio"/> 100 Hours <input type="radio"/> 200 Hours <input type="radio"/> 400 Hours |
| Current Purchased Tier and Hours   | tier 2: 100 hours  |
| Current Purchased Hour Balance     | 100.00   |
| Current Purchased Hour Expiry Date | 20/01/2022 (Days left to expire: 305)  |
| Current Purchased Tier and Hours   | tier 3: 200 hours  |
| Current Purchased Hour Balance     | 0.00   |
| Current Purchased Hour Expiry Date | 20/01/2022 (Days left to expire: 305)  |
| Current Purchased Tier and Hours   | tier 1: 50 hours   |
| Current Purchased Hour Balance     | 38.00  |
| Current Purchased Hour Expiry Date | 19/03/2022 (Days left to expire: 362)  |

Cancel Purchased Tier

In purchased logs, the cancelled purchased hours are marked at minus.



Show  entries

Showing 1 to 115 of 115 entries

| User Name  | Purchased Tier | Purchased Hours | Balance Hours |
|------------|----------------|-----------------|---------------|
| Dong Zheng |                |                 | 38.00         |
| Dong Zheng |                |                 | 36.00         |
| Dong Zheng |                |                 | 38.00         |
| Dong Zheng |                |                 | 41.00         |
| Dong Zheng | tier 1         | -50             | 43.00         |
| Dong Zheng | tier 1         | 50              | 93.00         |
| Dong Zheng |                |                 | 43.00         |

#### 14.2.9 Alternative ways to check balance and logs

Users are able to check the purchased hours balance and logs via My Profile. Staff can user's balance and logs at user profile page.

#### 14.2.10 Booking with tiers – operation calendar

While making the bookings, booking lightbox window indicates the tier and balance as shown here.

PERKINS NIKON A1 SI CONFOCAL

Description

Purchased Hour Balance

tier 1: 49.00 hours

Notes

Time period

Confirmation ☐

Reminder ☐

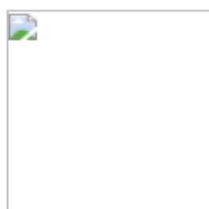
DELETE CANCEL OK



The booking hours are deducted from the balance each time, and recovered to balance if the booking is cancelled.

Resource tier is displayed on the calendar page for information.

## Perkins Nikon A1 Si Confocal



Accept future bookings only  
 Switch to day/week view by clicking on DATE as link  
 Permitted Hours: 9:00 - 17:00  
 Account for Booking: 439 - UWAStd  
 (Rate/Hour: \$0.00)

Resource Charge Category: tier 1

If user has no balance remaining, he won't be able to book the resource as indicated here.

**Crawley SP Crit. Pt. Dryer**

Accept future bookings only

You have ZERO purchased balance hours to make any bookings! Please contact us for assistance at [admin-cmca@uwa.edu.au](mailto:admin-cmca@uwa.edu.au).

### 14.2.11 Booking with tiers – user and training calendar

Once the tier is enabled to the user, staff could book for the user and also make training bookings for the user, ACLS deducts the balance from the purchased automatically.

### 14.2.12 Booking with tiers – timeline calendar



For timeline calendar, the tier and purchased hour balance is dynamically displayed for all resources on the calendar, that is different from the single resource operation calendar. No bookings can be accepted if the balance is zero, or less than the booking hours.

RESOURCE BOOKING

**Description**

**Purchased Hour Balance** #Bayliss SPM Keysight SPM: tier 1, 19.00 hours  
#Perkins Nikon A1 Si Confocal: tier 1, 19.00 hours

**Resource** Bayliss SPM Keysight SPM ▼

**Notes**

**Time period**

🕒 15:00 ▼

7 ▼

January ▼

2021 ▼

🕒 16:00 ▼

7 ▼

January ▼

2021 ▼

DELETE
CANCEL
OK

#### 14.2.13 Booking cancellation

Once the tier is enabled to the user, the cancelled booking hours are restored to the balance automatically.

#### 14.2.14 Training Bookings

Training booking calendar will not process with the user purchased hours and tiers.

#### 14.2.15 Retrospective Bookings

Go to Data logbook manager to edit the retrospective bookings made in the past. The purchased hours are handled accordingly.

#### 14.2.16 Batch report



Batch reports are run with the automated calculation for the bookings charge by hour and charge by tier. The tiers and rates are included in the reports.

**Batch Report**  
Monthly Booking Data Report: December 2020

Show: 1000 entries Search:  Copy CSV Excel PDF Print

Showing 1 to 2 of 2 entries (filtered from 405 total entries)

| Resource                    | Resource Group | User         | Email                           | Supervisor        | School/Org    | Account      | Charge Category            | Charge Rate (\$) | Balance Hours | Booked Hours | Charges (\$) |
|-----------------------------|----------------|--------------|---------------------------------|-------------------|---------------|--------------|----------------------------|------------------|---------------|--------------|--------------|
| Baylis SPM Keylight SPM     | CRAWLEY SPM    | Aali, Sultan | sultan.aali@research.uwa.edu.au | Ann Fawcay Moutse | PHMS - Dental | 439 - UWAStd | tier 1: 50hours (internal) | 4.00             | 8.00          | 8.00         | 32.00        |
| Perkins Nikon A1 S Corbocal | CMCA OPTICAL   | Aali, Sultan | sultan.aali@research.uwa.edu.au | Ann Fawcay Moutse | PHMS - Dental | 439 - UWAStd | tier 1: 50hours (internal) | 3.00             | 5.00          | 5.00         | 15.00        |

Previous 1 Next

| Charge Category            | Charge Rate (\$) | Balance Hours | Booked Hours | Charges (\$) |
|----------------------------|------------------|---------------|--------------|--------------|
| tier 1: 50hours (internal) | 4.00             | 8.00          | 8.00         | 32.00        |
| tier 1: 50hours (internal) | 3.00             | 5.00          | 5.00         | 15.00        |

Previous 1 Next

#### 14.2.17 Registration page

The following changes are made upon the request. The relevant changes also apply to the registration forms in user pathway manager and user profile manager.

- On Page 1 Remove totally

|   |  |
|---|--|
| Are you currently a registered user of the centre facilities? | <input type="radio"/> I am currently a registered user<br><input type="radio"/> No, I am a new user of CMCA facilities<br><input type="radio"/> No, I was registered in the past but am not currently registered |
|---|--|

This will remove the default payment option of \$275 for all new users

- On Page 3

**Payment details (for UWA users)**

Change the text to Payment details (internal)



- Also on Page 3

📍 Payment details (non-UWA and WA Research Partner users; incl. Murdoch, ECU, Curtin and Notre Dame)

Change text to Payment details (associate)





## 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

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

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         | 05/05/2018 20:46 |
| Annabelle Doherty   | Miss  | 269       | annabelle.doherty@student.uts.edu.au  | Hons Student       | C3                      |                        |            | +614033145571 | 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 Cumeran       | 8350       |               | elizabeth.valentin@student.uts.edu.au | Nanosilver-resistant in pathogenic bacteria  | Active | OFF         | 28/05/2018 18:27 |
| Mojtaba Amjadi Pour | Mr    | 291       | mojtaba.amjadipour@uts.edu.au         | Postdoc            | FEIT, UTS               | Prof. Francesca Facchi | 0404418918 |               | mojtaba.amjadipour@uts.edu.au         | It is about fabricating supercapacitors using graphene on Si-wafers. It would enable on-chip supercapacitor fabrication. | Active | OFF         | 12/02/2019 09:13 |
| Raffaella Abbriano  | Dr    | 87        | raffaella.abbriano@uts.edu.au         | Postdoc            | C3                      |                        | 0295145334 |               | raffaella.abbriano@uts.edu.au         | Molecular engineering of diatoms   | Active | OFF         | 19/11/2018 18:21 |

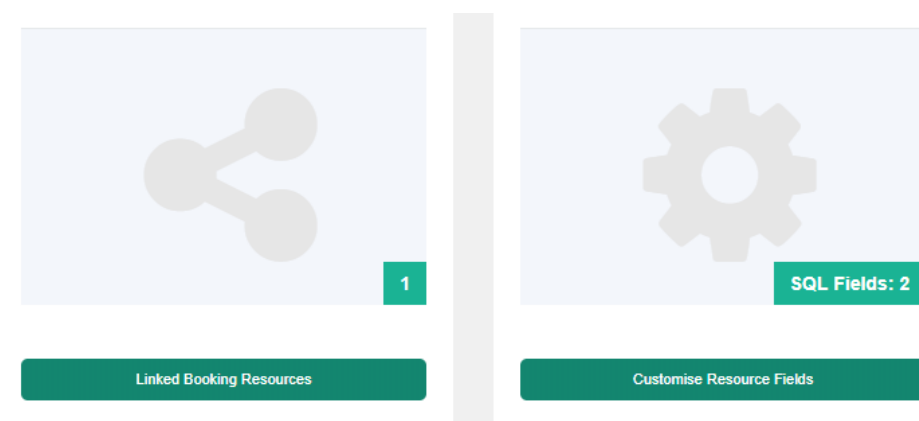
Previous 1 Next

### 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.



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               | <div style="background-color: #ff6666; color: white; padding: 2px 10px; border-radius: 3px;">Delete</div> |
| cost code    | 10               | <div style="background-color: #ff6666; color: white; padding: 2px 10px; border-radius: 3px;">Delete</div> |

### **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
 

🕒 00:30 ▼

2 ▼

March ▼

2019 ▼

🕒 00:45 ▼

2 ▼

March ▼

2019 ▼

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 Banua           | 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      | Aloha 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 Banua           | PhD Student        |                 | Internal Account | C8                      | 564       | 987          | 26/02/2019 00:30 | 26/02/2019 04:00 | 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 Corbie  | 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      | Anth 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 Yuori 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          |            |   |

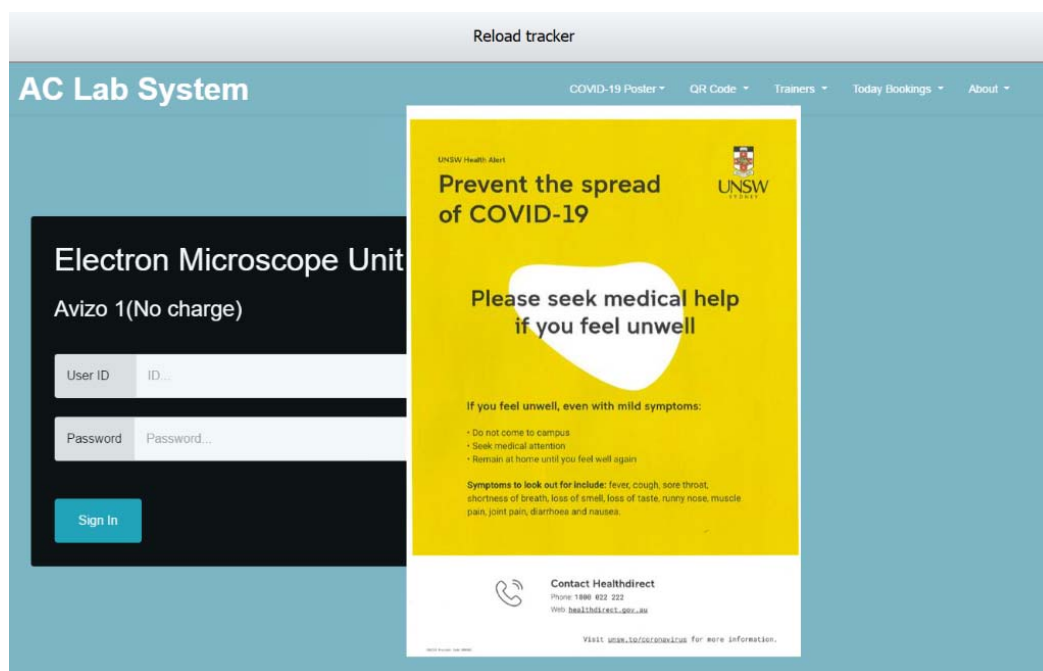
Please note that vehicle charge capping is not implemented. You can export to excel for the further data process.

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



## 16 Appendix H – ACLS Python Tracker

ACLS Python Tracker is a cross-platform software desktop app written in Python which working with ACLS web server to provide a web-based desktop app. The tracker is to record user's usage of the instruments, to restrict instrument access, to alert any OHS related issues in lab to the lab staff through the email, to show the next booking on the current day booking calendar, to show trainer contacts, to provide QR code for mobile device to scan and check lab resources, and also poster feature which is useful for today's COVID-19 outbreak.



### 16.1 Working Mechanism of Tracker with ACLS Server

Through the tracker, you can implement a secured access to instrument or equipment by “No Login, No Operation” policy.

Before user can operate the instrument or equipment, he needs to login through the tracker. The tracker checks if user has a valid account, if user has the valid certificate to operate the equipment by himself or require the supervision of the staff member before permitting. During the period of operation or experiment, user can record the experimental notes, see the next booking to better manager his time of operation, and receive the notification sent by staff.

### 16.2 Tracker Operation

- Login process

Upon executing the tracker program, home page shows up as illustrated below. Home page indicates the following information:

- Reload tracker: click Reload tracker button to refresh the home login page if you encounter any issues



- COVID-19 Poster: this is the default setting in ACLS resource manager. It can be customised by lab to set up different posters
- QR code: use mobile phone to scan QR code and access to resource dashboard
- Trainer: show the trainer contacts
- About: app name and version
- Lab name: ACLS Demo in the snapshot
- Resource name: 3D camera in the snapshot
- Last login: show last login user name, school or organisation name and login day timestamp

- Enter User ID and Password to sign in.
- Depending on the tracker settings in ACLS resource manager, you might need to select account or project to continue.



- Upon accepting the login, Tracker stays at the top corner of the right-hand side of the screen. Tracker shows the escaped time at the tracking app bar.

- Logout timer (optional)

A logout timer can be activated to logout the tracker automatically when timer runs out of the pre-set hours. It is featured to give the option control to the labs where instrument or equipment operation may need to end at midnight without the human interference.



[0:02:41] ACLSTracker

Avizo 1(No charge)

USER NAME  
Dong Ming Zheng

SCHOOL/ORG  
Analytical Center

ACCOUNT  
#EXTERNAL

SIGN-IN TIME  
14/08/2020 11:55:53

NEXT BOOKING

Logout

Take Notes

Set Timer

- Select the desired hours, and click 'Start Timer' to begin the countdown. Tracker logs out user automatically when countdown ends.

[0:05:14] ACLSTracker

Avizo 1(No charge)

Dong Ming Zheng

Analytical Center

#EXTERNAL

SIGN-IN TIME  
14/08/2020 11:55:53

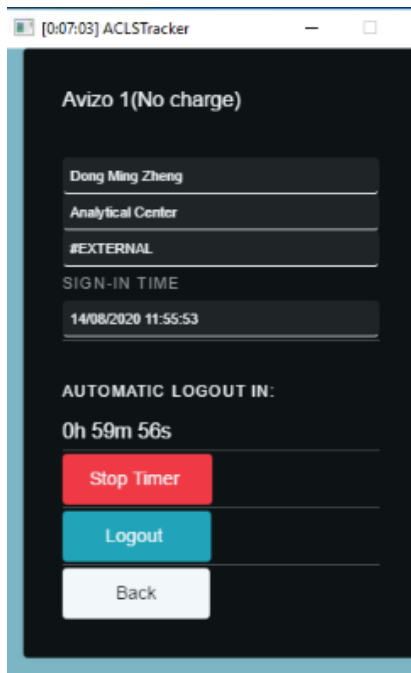
SET TIMER FOR AUTOMATIC LOGOUT

1 hour

Start Timer

Back

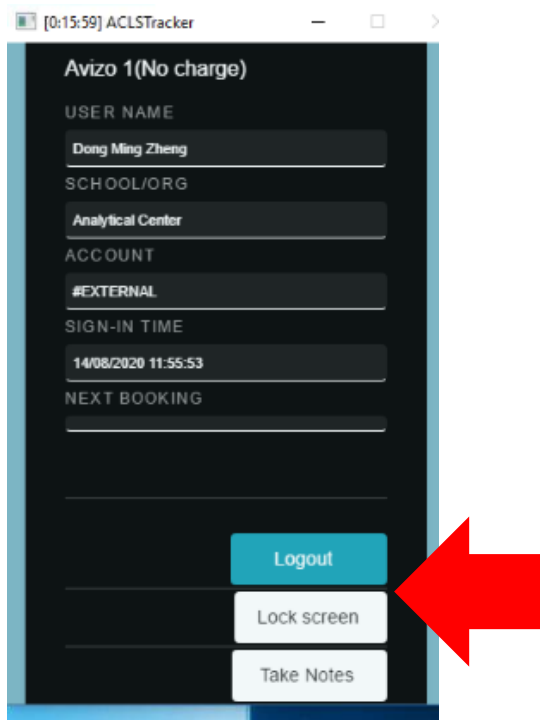




To stop timer, simply click on 'Stop Timer'.

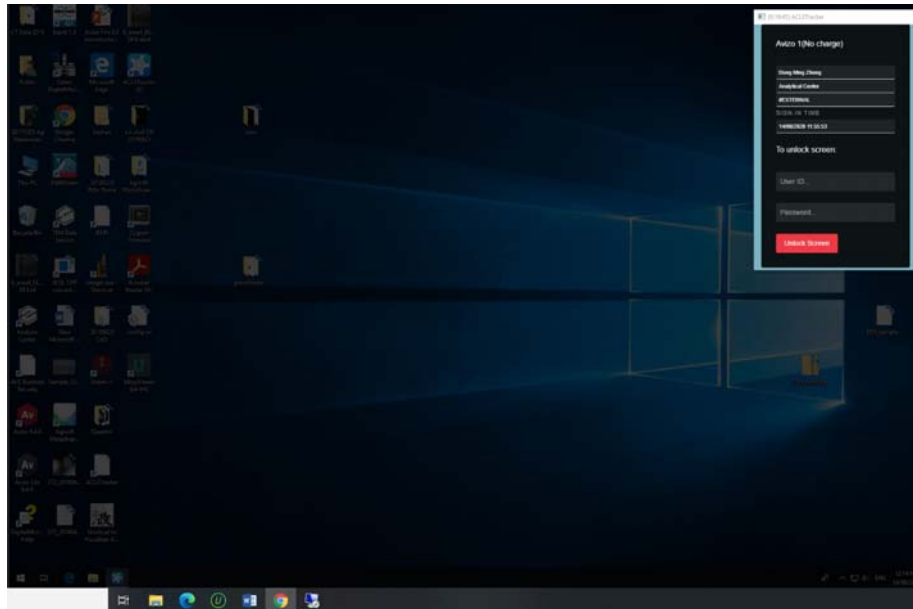
- Lock screen (optional)

Lock-screen feature is available as an option. The lock screen is useful for staff and users to lock screen while they are away for lunch break or any other short break. Staff can unlock screen anytime no matter whoever login.





Click Lock Screen to get the screen locked. The entire screen becomes semi-transparent in lock-screen mode.



- Record Notes

You can record and submit notes during an experiment by clicking the 'Note' button.

Enter your experiment notes in the textbox provided, and click 'Submit' to save the notes.

Enter notes ...

Submit Notes

Close

The user can make simple notes by clicking the 'Submit Notes' button. Once the submit button is clicked the note will be submitted to the server, saved and available in ACLS web tracker notes.



- Logging Out

Once you are finished using the instrument, click the 'Logout' button to terminate the session.

### 16.3 Tracker Configuration in ACLS Web Portal

This is for lab admin or system administrator to set up. Login to ACLS, go to Resource Manager to edit the resource property.

| Avizo 1(No charge)  |  |
|---|--|
| <a href="#">General Profile</a> <a href="#">Booking Profile</a> <a href="#">Lab Space</a> <a href="#">Catalogue Profile</a> <a href="#">Booking Form</a> <a href="#">Training Certificate</a> <a href="#">Trainer</a> <a href="#">Certified Users</a> <a href="#">Java Tracker</a> <a href="#">Python Tracker</a> |  |
| Resource  | Avizo 1(No charge)   |
| Host ID   | da984634   |
| ID Type   | <input checked="" type="radio"/> Host ID   |
| Block Hot-Keys  | <input checked="" type="radio"/> Blocked   |
| Block Task Manager  | <input checked="" type="radio"/> Blocked <input type="radio"/> Unblocked   |
| Enable Account/Project Selection  | <input checked="" type="checkbox"/> (Enabled, users must select account/project on tracker login)                          |
| Enable Locking Screen   | <input checked="" type="checkbox"/> (Enabled, lock screen feature is enabled so users can lock screen after tracker login) |
| Enable Auto-Logout  | <input type="checkbox"/> (Disabled, auto-logout feature is disabled)   |
| Allow Connection  | <input checked="" type="checkbox"/>  |
| Note  |  |
| Tracker Installation Status   | Installed  |
| Tracker Connection Status   | Connected  |
| Accept  |  |

The obsolete Java tracker is still on the page for information. The new tracker is configured with the Python tracker page. Here is the explanation of the configuration parameters.



- Resource: instrument or equipment name
- Host ID: it is auto-generated by system used for tracker connection, you can reset the ID if needed. However, if the tracker is already connected, ID reset will make the tracker disconnected.
- ID Type: fixed and not changeable
- Block hotkeys: block all the hotkey combination to stop users from bypassing the tracker login. However, this is only effective if the tracker runs on pc admin account on the instrument or equipment Windows pc.
- Block task manager: tick to block task manager on Windows pc when running Tracker on pc admin account.
- Enable account/project selection: tick to enable account/project selection if you simply use tracker to record instrument/equipment access, or/and safeguard the access.
- Enable locking-screen: tick to enable locking screen feature.
- Enable auto-logout: tick to enable auto-logout. This is different from the timer feature. Timer is controllable on site by staff and users. If auto-logout is turned on, tracker logout upon auto-logout timer countdown is over.

|                             |  |
|-----------------------------|--|
| Enable Auto-Logout          | <input checked="" type="checkbox"/> (Enabled, auto-logout feature is enabled, upon login, tracker logout automatically after pre-defined logout hours) |
| Auto-Logout Hours           | 2 ▼  |
| Allow Connection            | <input checked="" type="checkbox"/>  |
| Note                        | <input type="text"/>   |
| Tracker Installation Status | Installed  |
| Tracker Connection Status   | Connected  |

- Enable Full-Screen Mode: This option is enabled by default. If it is ticked, the tracker will be full screen on the login page and the user cannot bypass it. If it is unticked, the user can freely bypass the tracker without logging in. You should only untick this if you plan on disabling the tracker temporarily.
- Allow connection: If you don't tick this checkbox, tracker connection would be declined.
- Notes: for admin use

Since the tracker is web based, a web URL is available for demo purpose, or used for the other devices such as tablets. Please contact us for the further discussion if you want to run the tracker for the non-computerised equipment or tools.

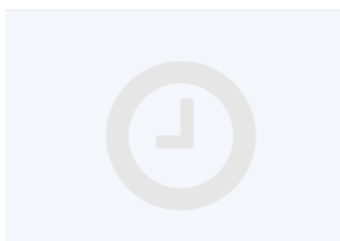
|                   |  |
|-------------------|--|
| Tracker installer | Please contact ACLS support team for ACLS tracker installer. ACLS tracker can be used to safeguard the equipment and resources. Tracker supports Windows, MAC and Linux OS.                |
| Tracker demo      | <a href="#">Tracker for 4000 QTRAP LC-MS (C27)</a>   |
| Important notes   | Please do not sign in the tracker demo after you install the tracker onto this resource as your login/logout might be conflicted with the true login/logout on the tracker of the resource |



- The tracker adds back the missing logout when the next user login. However, this might cause the incorrect usage time. For example, user A login at 12pm, then reboot pc when leaving without logout at 1pm. User B login at 3pm, tracker automatically adds the logout for user A at 3pm instead of 2pm.
- Connection logs are available for cross-check for the situation that users might reboot pc after usage and system logs the longer time session than the actual usage.

## 16.4 ACLS Tracker Status

You are able to check tracker status including installation status, connection status and IP address of the connected equipment/devices and tracker version.

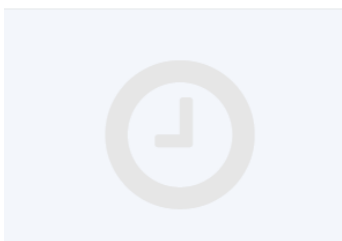


### Resource Tracker Setting & Status

| Resource            | IP Address     | Tracker Installation | Tracker Connection | Tracker Version |
|---------------------|----------------|----------------------|--------------------|-----------------|
| Avizo 1(No charge)  | 129.94.164.57  | Installed            | Connected          | 0.7             |
| Avizo 2(No charge)  | 129.94.164.77  | Installed            | Connected          | 0.7             |
| EPMA 8500           | 129.94.165.3   | Installed            | Connected          | 0.7             |
| FIB Auriga          | 129.94.164.105 | Installed            | Connected          | 0.7             |
| FIB Auriga - Oxford | 129.94.165.77  | Installed            | Connected          | 0.7             |
| FIB NanoLab         | 129.94.164.64  | Installed            | Connected          | 0.7             |
| Leica Lift-Out      | 129.94.165.181 | Installed            | Connected          | 0.7             |

## 16.5 ACLS Poster

You are able to change poster menu and poster image at tracker status page.



### Resource Tracker Setting & Status



|                |                 |   |
|----------------|-----------------|---|
| Post Menu Name | COVID-19 Poster | (if you set to none, the poster menu is disabled on tracker menu) |
|----------------|-----------------|---|

Accept



[Upload Poster Image \(jpg\)](#)

## 16.6 ACLS Tracker Server

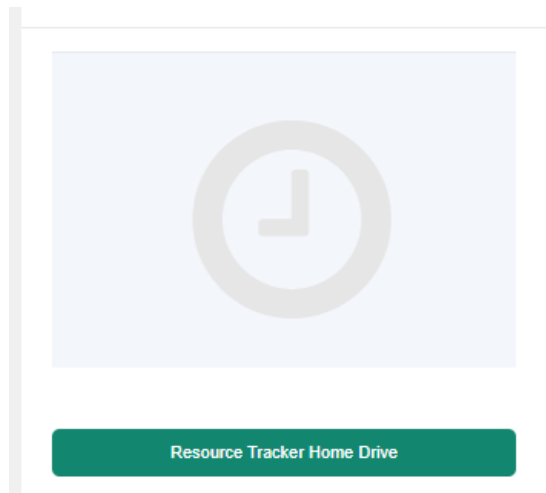
ACLS tracker server requires the special configuration with Abyss Web Server X2. ACLS tracker is web based and https connection on the separate port. Please contact ACLS team for assistance.

## 16.7 Automatically setting up user folders with ACLS Tracker

ACLS Tracker can automatically create folders for each user that logs onto the lab computer. The user can store their files in the folder designated for them.

To enable folder creation:

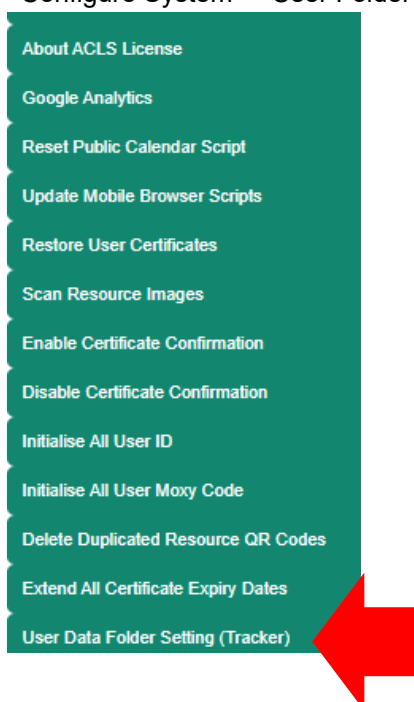
- Log into ACLS
- Navigate to Staff, then System Settings, then “User Data Folder Setting (Tracker)” in the bottom right corner
- Tick “Create user folder” and press save.
- After these steps, you will need to set up a default directory for the user folders to reside in.
- Log into ACLS
- Navigate to Staff, then Utilities -> Resources, then “Resource Tracker Home Drive” at the bottom



- A list of resources will be displayed. For each resource, you must input a directory that will contain all the user folders. This directory will be created on the resource computer. The director can be local folders or on networked drives.
- For example, to have all the user folders placed into the data drive, input “D:\”.

| Resource           | Home Drive Folder |
|--------------------|-------------------|
| Avizo 1(No charge) | D:\               |
| Avizo 2(No charge) | D:\users          |

- System admin will need to select a naming format for the user folder on System Settings -> Configure System -> User Folder Setting (Tracker). The green button on the right.





- There are three options available:
  - “User name” will create folders based on the user’s first and last name
  - “Login name” will create folders based on the user’s login e.g their zid
  - “Alias” will create folders based on their provided alias, if it is registered in ACLS.

**User Data Folder Settings**

ⓘ The settings work with ACLS tracker only  
 ⓘ This feature helps to create the standard format user data folder on resource/instrument computers according to the defined format  
 ⓘ Admin could view all the user folders on the targeted drive on resource/instrument computers

|                                     |   |
|-------------------------------------|---|
| Create user data folder             | <input checked="" type="checkbox"/> (tick to enable)  |
| Select user data folder name format | <input type="radio"/> user name <input checked="" type="radio"/> login name <input type="radio"/> Alias |

[Save](#)

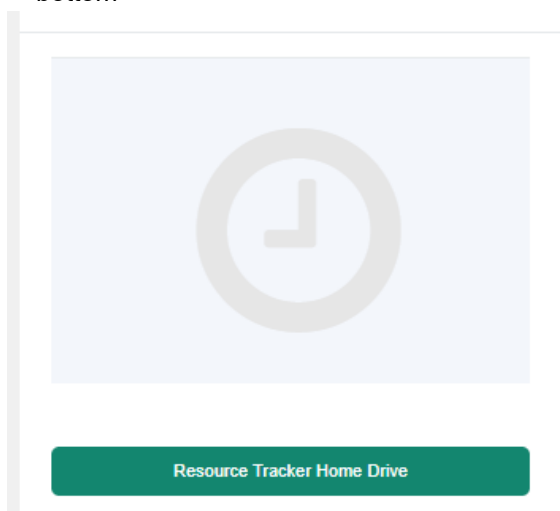
- Press Save to accept the changes
- After these steps, ACLS Tracker will automatically create user folders for users to store their data in.

## 16.8 ACLS Sensor: keeping track of user folders

If automatic folder creation is enabled (see previous section), then the ACLS Sensor feature can be enabled in order to keep track of user folders. The folders are regularly scanned by ACLS Sensor to keep track of how large they are. This information is uploaded to the ACLS website, allowing you to keep track of disk usage on each lab computer.

To enable ACLS Sensor:

- Log into ACLS
- Navigate to Staff, then Utilities -> Resources, then “Resource Tracker Home Drive” at the bottom







- For each resources that you want this feature enabled on, tick “Scan user data folder”

|                                     |                         |
|-------------------------------------|-------------------------|
| Scan Home Drive                     | ...                     |
| <input checked="" type="checkbox"/> | <button>Accept</button> |

- Press Accept

ACLS Sensor scans once every 24 hours. The scan takes place overnight.

To view scan results, press “Scan Home Drive” on the Resource Tracker Home Drive page.

**Resource Manager**

- Python tracker home drive settings
- Home drive folder format: c:\data\microscope, could be local folder or network drive
- Home drive folder scan results (scan once a day)

Return

**Scan Home Drive**

| Resource           | Home Drive Folder   |
|--------------------|---------------------|
| Avizo 1(No charge) | C:\test\test2\test3 |

This will take you to a page showing:

- User folders
- The size of each user folder
- The number of files in each user folders
- Scan time
- Last 30 days scan logs: By clicking this button, you will see a list of all scans in the last 30 days.

**Resource Manager**

Python tracker home drive scanned results

Return

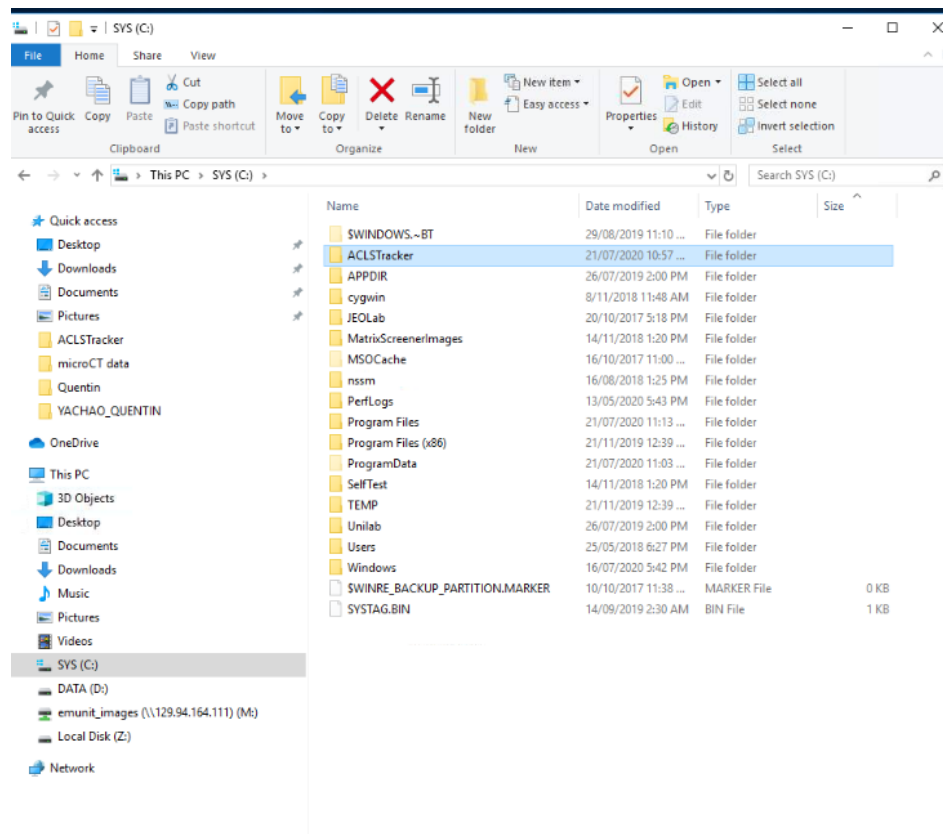
| Resource           | Home Drive Scanned Results   | Scanned Time     |
|--------------------|--|------------------|
| Avizo 1(No charge) | <ul style="list-style-type: none"> <li>admin (0 files, 0MB)</li> <li>Dong Ming Zheng (0 files, 0MB)</li> <li>dong123 (0 files, 0MB)</li> <li>Dylan (0 files, 0MB)</li> </ul> | 15/03/2021 13:56 |

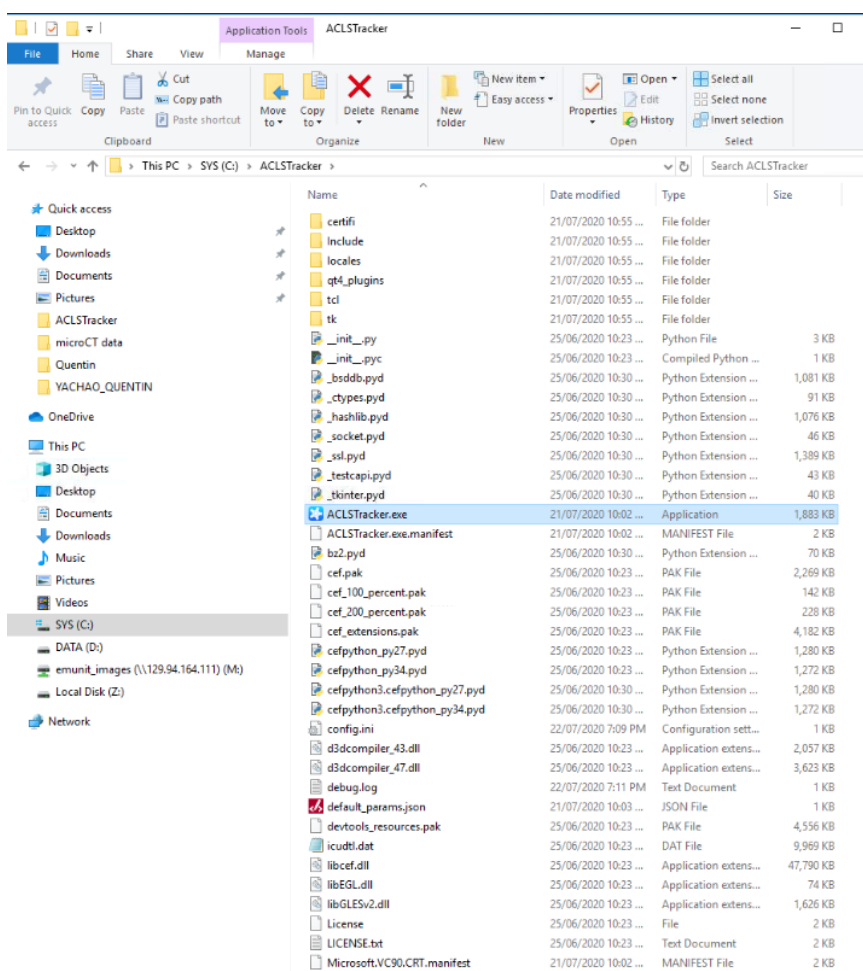


## 16.9 ACLS Tracker Installation: Windows XP/7/8/10

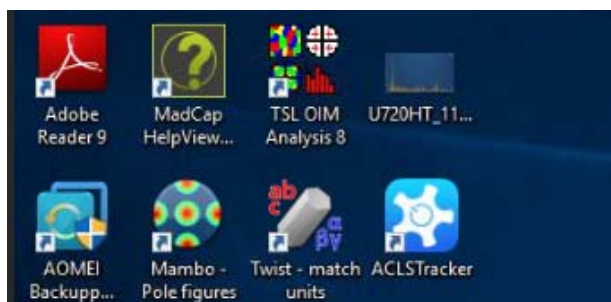
ACLS tracker can be downloaded with the dedicated download link provided by ACLS team. Please contact ACLS team if you want to try out.

Upon download, unzip the package, Copy ACLSTracker to System Drive C. The new python tracker does not require installation, it simply double click and run.





Create a shortcut to the desktop



Set up ACLS tracker as the startup program app.

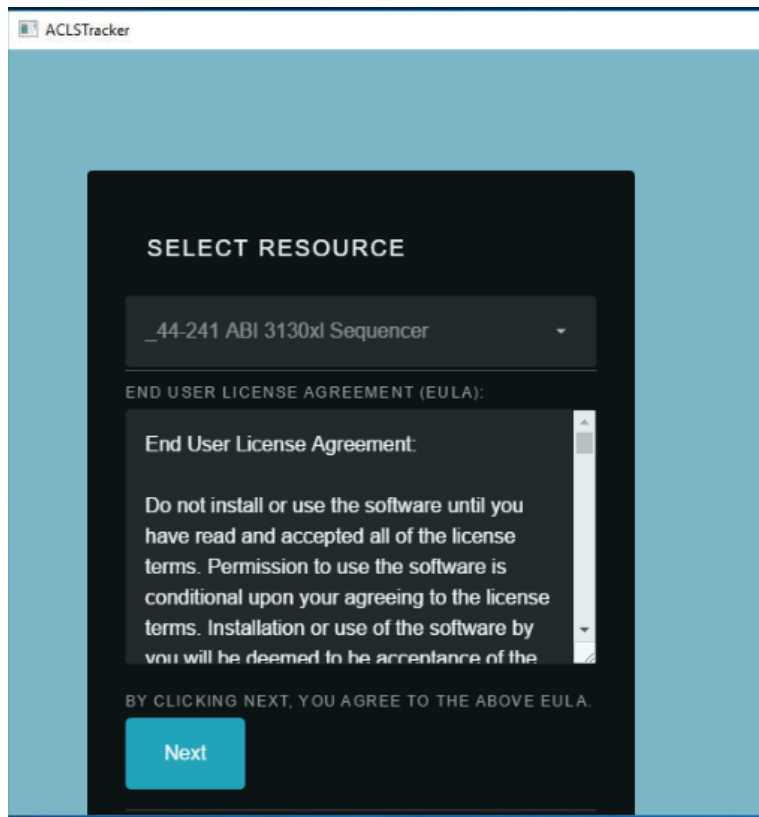
- Press START + R to open the Windows Run window.
- Type in “shell:startup” and press OK.
- Copy the desktop shortcut and paste it in this folder.

This will make the computer run ACLS Tracker automatically every time it turns on.

- For the first time run, tracker brings up the resource selection page, simply select and save the selection, and close the tracker. If the resource is not listed, you need to go to



ACLS web portal to check the resource tracker settings s described in the Tracker Configuration chapter.



- Tracker is ready to run.

### 16.10 Disable Task Manager for Windows 7 and Windows 10

The tracker needs administrator rights to disable the task manager on Windows 7 and Windows 10. Instead, you can manually disable it by following these instructions.

- Press WINDOWS key and R (WIN+R) to open the Run window.
- Type in regedit.exe and press OK.
- Click and expand the folder named 'HKEY\_CURRENT\_USER'.
- Click and expand the folder named 'Software'.
- Click and expand the folder named 'Microsoft'.
- Click and expand the folder named 'Windows'.
- Click and expand the folder named 'CurrentVersion'.
- Click and expand the folder named 'Policies'.
- Click and expand the folder named 'System'.
- On the right panel, double click 'DisableTaskMgr' and change the value data from 0 to 1. Press OK.



NOTE: If there is no 'DisableTaskMgr' in the right panel, then follow these steps:

- Right click an empty space in the right panel.
- Select New > DWORD.
- Give it the name DisableTaskMgr.

To re-enable task manager, follow the above steps but in step 10, change the value data from 1 to 0 instead.

## 16.11 ACLS Tracker for Linux

ACLS Tracker is available to run on Linux platforms such as Ubuntu and CentOS. Please contact the ACLS team if you would like to inquire about specific Linux platforms.

The Linux tracker supports the main ACLS Tracker functionality of logging in and tracking login time.

The Linux Tracker does not support the following advanced features:

- Automatic network drive mounting
- Hotkey blocking
- Automated folder creation and ACLS Sensor functionality

### ACLS Tracker Installation: CentOS 7:

ACLS tracker can be downloaded with the dedicated download link provided by ACLS team. Please contact the ACLS team for a download link at [acls.analytical@unsw.edu.au](mailto:acls.analytical@unsw.edu.au)

- Place the application folder in the home directory (/home/[user])
- Open the terminal
- This step will add a desktop launcher for ACLS Tracker.  
Type and run "sudo nano /home/[user]/Desktop/ACLSTracker.desktop", substituting [user] with the user of your account.
- In the text editor that appears, type in the following bolded block. Substitute [user] with the user of your account. When you finish, save the file by pressing CTRL+O and then enter. Then exit by typing CTRL+X.

#### **[Desktop Entry]**

**Type=Application**

**Name=ACLS Tracker**

**Icon=/home/[user]/ACLSTracker-0.8.3-CentOS7/icon.png**

**Exec=/home/[user]/ACLSTracker-0.8.3-CentOS7/ACLSTracker**

- Run the desktop launcher at least once, and select Trust so that the launcher will be usable. If the application fails to launch, see the troubleshooting section.



- This step will make ACLS Tracker launch automatically on login, so it can be skipped if it is not required.  
Type and run “sudo nano /etc/xdg/autostart/ACLSTracker.desktop”.
- In the text editor that appears, type in the following bolded block. Substitute [user] with the user of your account. When you finish, save the file by pressing CTRL+O and then enter. Then exit by typing CTRL+X.

**[Desktop Entry]****Type=Application****Name=ACLS Tracker****Icon=/home/[user]/ACLSTracker-0.8.3-CentOS7/icon.png****Exec=/home/[user]/ACLSTracker-0.8.3-CentOS7/ACLSTracker****X-GNOME-Autostart-enabled=true****Troubleshooting (Linux):**

Confirm the tracker is compatible with the operating system by manually running it. This can be done by opening a terminal and running “/home/[user]/ACLSTracker-0.8.3-CentOS7/ACLSTracker”.

If the tracker is able to run manually, then ensure the [Desktop Entry] files are formatted correctly.

If the tracker does not run manually, then the Linux system may not have the correct package prerequisites. These prerequisites are met by most Linux distributions, but some systems may not meet requirements.

One required package is libXScrnSaver. This is a small utility package with few requirements and it comes preinstalled on most Linux systems, so it should not cause any disruption to existing systems. It can be installed through a package manager e.g On CentOS, type and run “sudo yum install -y libXScrnSaver”.

**16.12 Troubleshooting**

- Tracker can't connect to the ACLS tracker server, why?
- Answer:

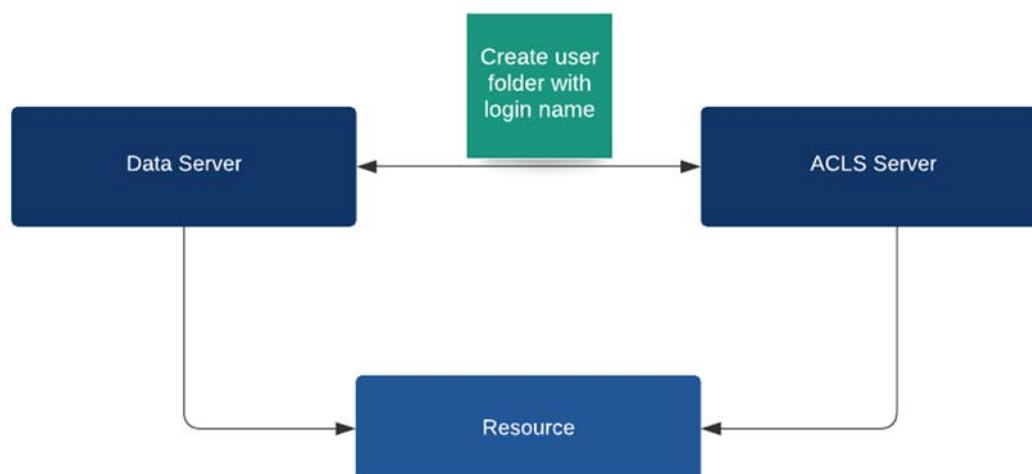
There are a number of causes for that as followings:

- Loss of network
- Tracker server down
- Tracker server reject tracker request due to the wrong Host ID setting in tracker configuration file
- Firewall of network



## 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 your logon to ACLS web interface:

- **System Settings -> Configure System:** To turn on “DataStorageCtrl” parameter



- **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) |
| <input type="button" value="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                         | z2209096   | OFF Active  |
| Abu Sadat Md. Sayem Rahman | Chemistry                       | z5038906   | 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**:

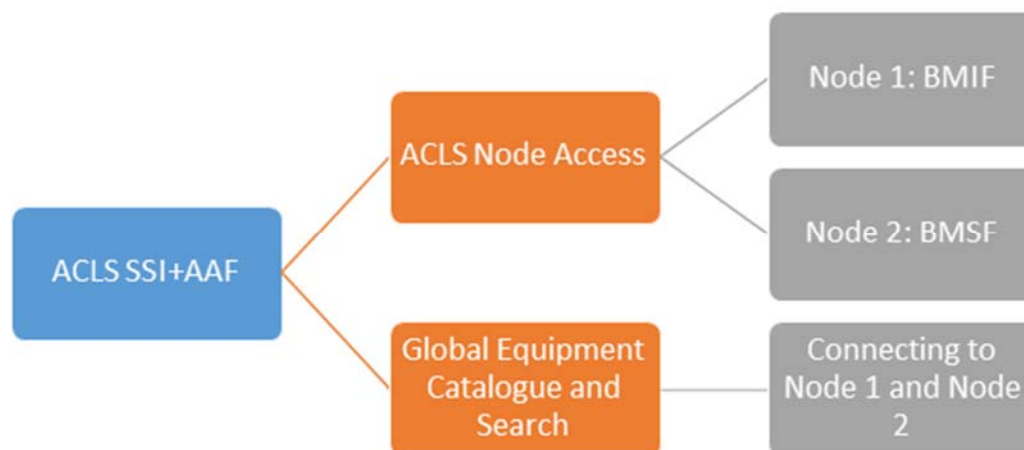
LDAPCompulsoryCheckText

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

Why am I here?

Search for your organisation

AAF 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



**Welcome to AC Lab System**

**New User** – please register [HERE](#)

**Registered User**  
UNSW staff and students use zID/zPass to sign in

User ID

Password

**Sign In**

To view bookings, please go to [View Bookings Page](#)

[Download iPhone App](#)

[Download Android App](#)

Mark Wainwright Analytical Centre, UNSW, Sydney, NSW,  
2052, Australia | Email: [analytical@unsw.edu.au](mailto:analytical@unsw.edu.au) |  
Last Update: 21 May 2017 15:34:44



**Access Nodes:**

- [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](#)
- [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 | <a href="https://acls.analytical.unsw.edu.au/">https://acls.analytical.unsw.edu.au/</a> |

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.



## 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

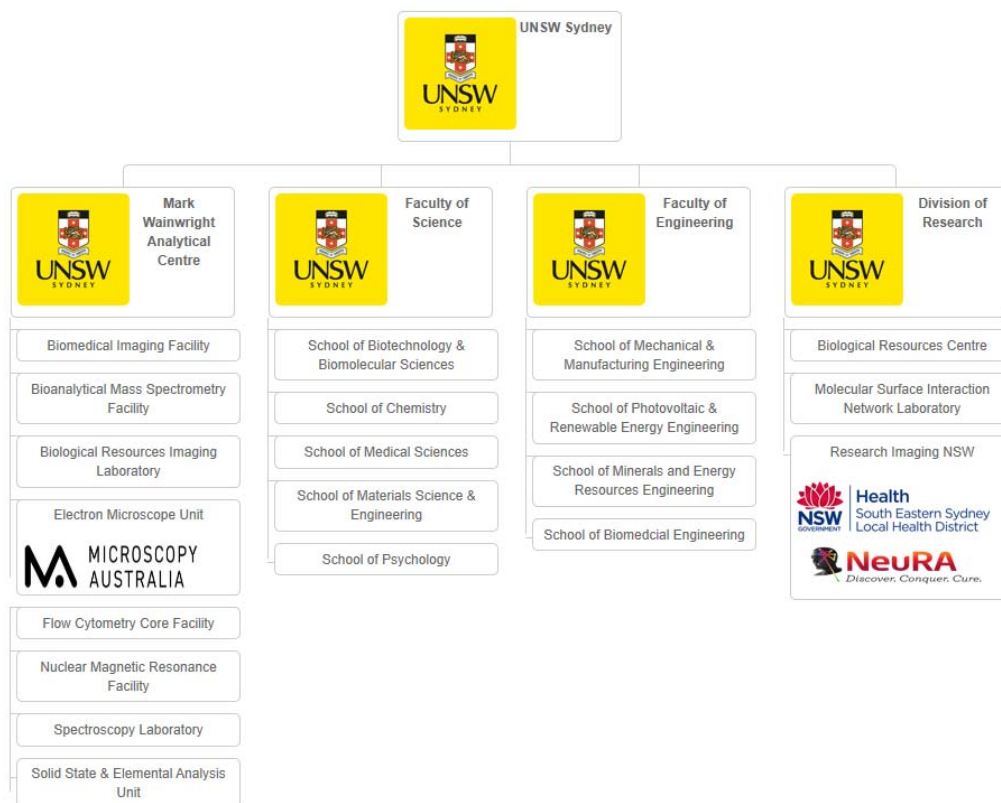
Showing 1 to 25 of 653 entries

| Research Node                                      | Resource                      | Image   | Item Number | Description   | Specification | Location                          | V |
|--|-------------------------------|---|-------------|---|---------------|-----------------------------------|---|
| Bioanalytical Mass Spectrometry Facility<br>✓ 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<br>✓ 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

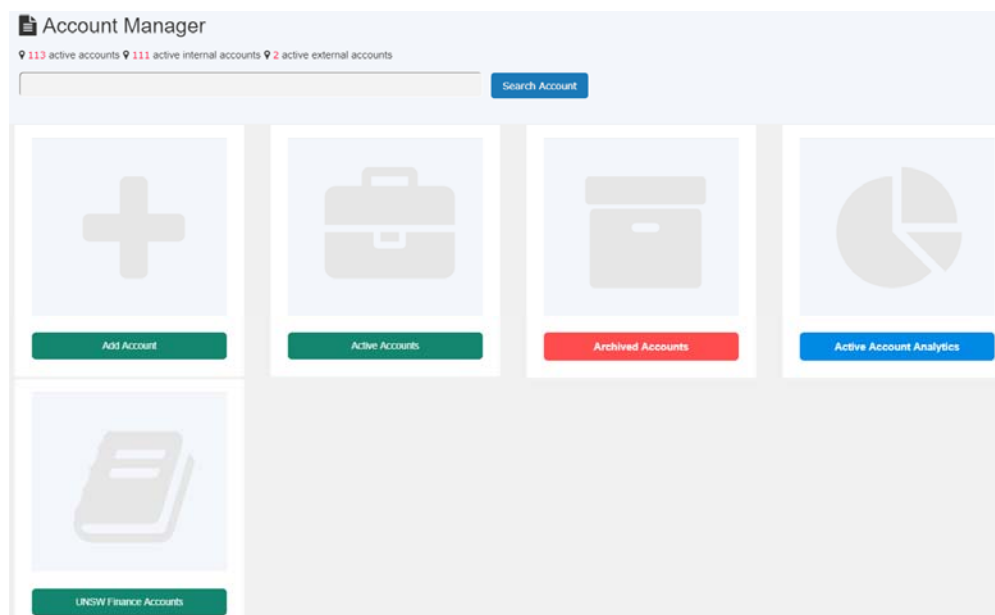
Publish GLC Results

home / Publish GLC results

| Publish Now                        |                                  |            |                                |       |                       |
|------------------------------------|----------------------------------|------------|--------------------------------|-------|-----------------------|
| Show                               | 10                               | entries    | Search:                        | Copy  | CSV                   |
| Showing 1 to 10 of 30,932 entries: |                                  |            |                                |       |                       |
| Project                            | Descr                            | Dept       | Descr                          | Fund  | Descr                 |
| ACV2304                            | UC Civ Eng Bess Tutoring-ACV2304 | ZCEAC      | UC Civil Eng Academic Activity | 00001 | AGPA Operating        |
| FM00002                            | H20, Install new Fume Hoods      | FM_SIBPROJ | SIB Projects                   | CP001 | Capital Projects Fund |
| FM00005                            | 017, EEAT High Voltage Lab Ref   | FM_SIBPROJ | SIB Projects                   | CP001 | Capital Projects Fund |
| FM00007                            | 2013 PG Res Students Accounts Pr | FM_SIBPROJ | SIB Projects                   | CP001 | Capital Projects Fund |
| FM00009                            | H13, Co-locate Global Educ Off   | FM_SIBPROJ | SIB Projects                   | CP001 | Capital Projects Fund |
| FM00010                            | Cardax Security System Upgrade   | FM_SIBPROJ | SIB Projects                   | CP001 | Capital Projects Fund |
| FM00014                            | Campus Fire Alarm Systems UPG    | FM_SIBPROJ | SIB Projects                   | CP001 | Capital Projects Fund |
| FM00015                            | R9, Fire Alarm Systems Upgrade   | FM_SIBPROJ | SIB Projects                   | CP001 | Capital Projects Fund |
| FM00016                            | MV, Fire Alarm Systems Upgrade   | FM_SIBPROJ | SIB Projects                   | CP001 | Capital Projects Fund |
| Project                            | Descr                            | Dept       | Descr                          | Fund  | Descr                 |
| Previous 1 2 3 4 5 ... 3094 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.

Account Manager

UNSW finance accounts.

Return

Build Account Correction Table

| Project | Project Description            | Department | Department Description         | Fund  | Fund Description      |
|---------|--------------------------------|------------|--------------------------------|-------|-----------------------|
| ACV3504 | UC Civ Eng Sess TehngACV3504   | ZCEAC      | UC Civil Eng Academic Activity | DOD01 | ADFA Operating        |
| FM00002 | H20 Install new Fun            | FM_SIBPROJ | SIB Projects                   | CPF01 | Capital Projects Fund |
| FM00005 | G17 EE&T High Volt             | FM_SIBPROJ | SIB Projects                   | CPF01 | Capital Projects Fund |
| FM00007 | 2013 PG Res Studen             | FM_SIBPROJ | SIB Projects                   | CPF01 | Capital Projects Fund |
| FM00009 | H13 Colocate Global Educ Q/I   | FM_SIBPROJ | SIB Projects                   | CPF01 | Capital Projects Fund |
| FM00010 | Cardax Security System Upgrade | FM_SIBPROJ | SIB Projects                   | CPF01 | Capital Projects Fund |
| FM00014 | Campus Fire Alarm Systems U/G  | FM_SIBPROJ | SIB Projects                   | CPF01 | Capital Projects Fund |

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 |
|------------------------|---|---------------------|----------|-------------------------------|------------|----------------------------|-------|------------------|
| <a href="#">Edit</a>   | 2018 4-MTH SUB \$1000 TO 24 Aug         | No matching records |          |                               |            |                            |       |                  |
| <a href="#">Edit</a>   | 2018 4-MTH SUB \$1000 TO 24 Aug - Clone | No matching records |          |                               |            |                            |       |                  |
| <a href="#">Edit</a>   | 2018 USER HON \$1000 TO 31 DEC          | No matching records |          |                               |            |                            |       |                  |
| <a href="#">Edit</a>   | 2018 USER SUB \$1500 TO 31 DEC          | No matching records |          |                               |            |                            |       |                  |
| <a href="#">Edit</a>   | 2018 USER SUB \$2200 TO 31 DEC          | No matching records |          |                               |            |                            |       |                  |
| <a href="#">Edit</a>   | 2018 USER SUB \$2500 TO 31 DEC          | No matching records |          |                               |            |                            |       |                  |
| <a href="#">Edit</a>   | APPP-IR001-PS17719                      | No matching records |          |                               |            |                            |       |                  |
| <a href="#">Edit</a>   | APPP-RE109-RM06375                      | No matching records |          |                               |            |                            |       |                  |
| <a href="#">Update</a> | APPP-RF222-PS18646                      | Z9251-DOO01-PS18646 | PS18646  | Running Expenses              | Z9251      | Ovr Student Recruitment    | DOO01 | ADFA Operating   |
| <a href="#">Update</a> | APPP/RE109/RG150330                     | APPP-RE109-RG150330 | RG150330 | Dynamics of corneal stem cell | APPP       | 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.

## 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                                |       |

No matching records in finance account records.  
Please get the correct account from your supervisor and submit.

OK

\*: required fields

Continue

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.

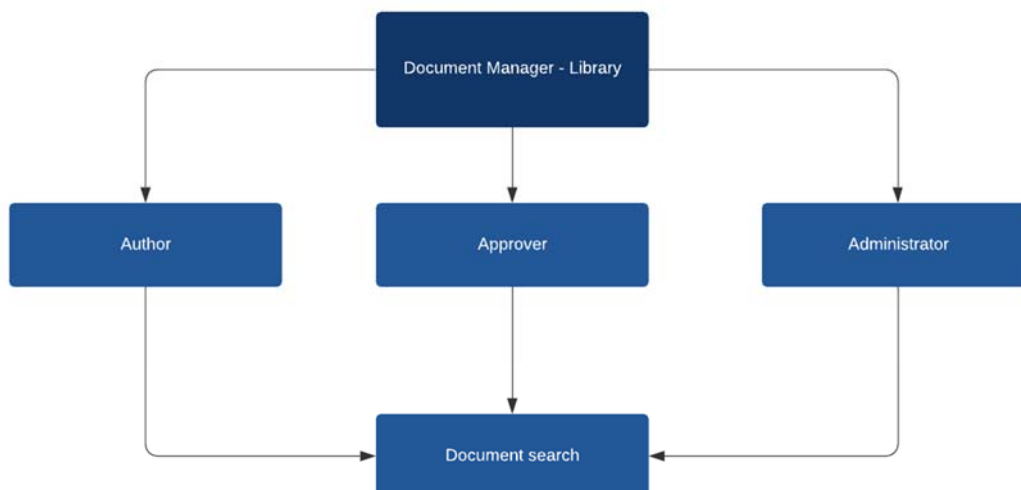
Should you wish to implement this feature for your ACLS, please contact us for assistance.



## 21 Appendix M – WHS Document Manager (UNSW Medicine)

WHS document administrative tool is developed for UNSW medicine. This feature could be available to all in the second half of 2020. It has a great user interface to create folders, upload draft, approve drafts with two level controls, maintain user declaration records, and more. The detailed guide for WHS will be available when the feature is available for ACLS community.

Here are the flow charts for the process.

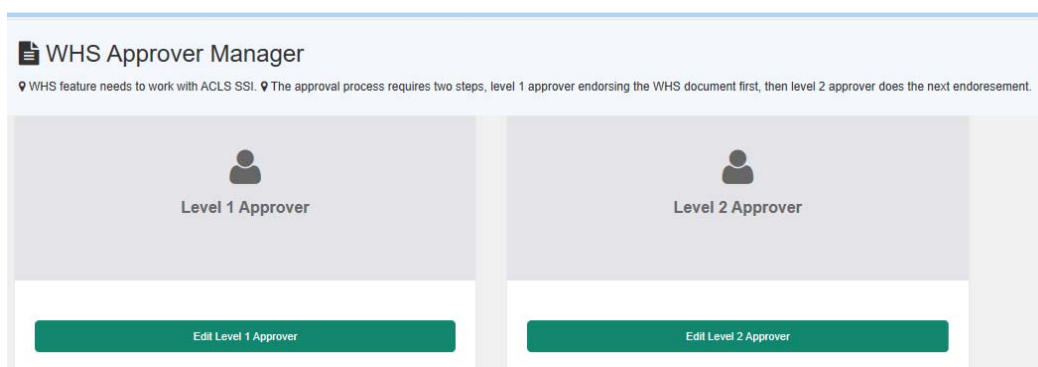


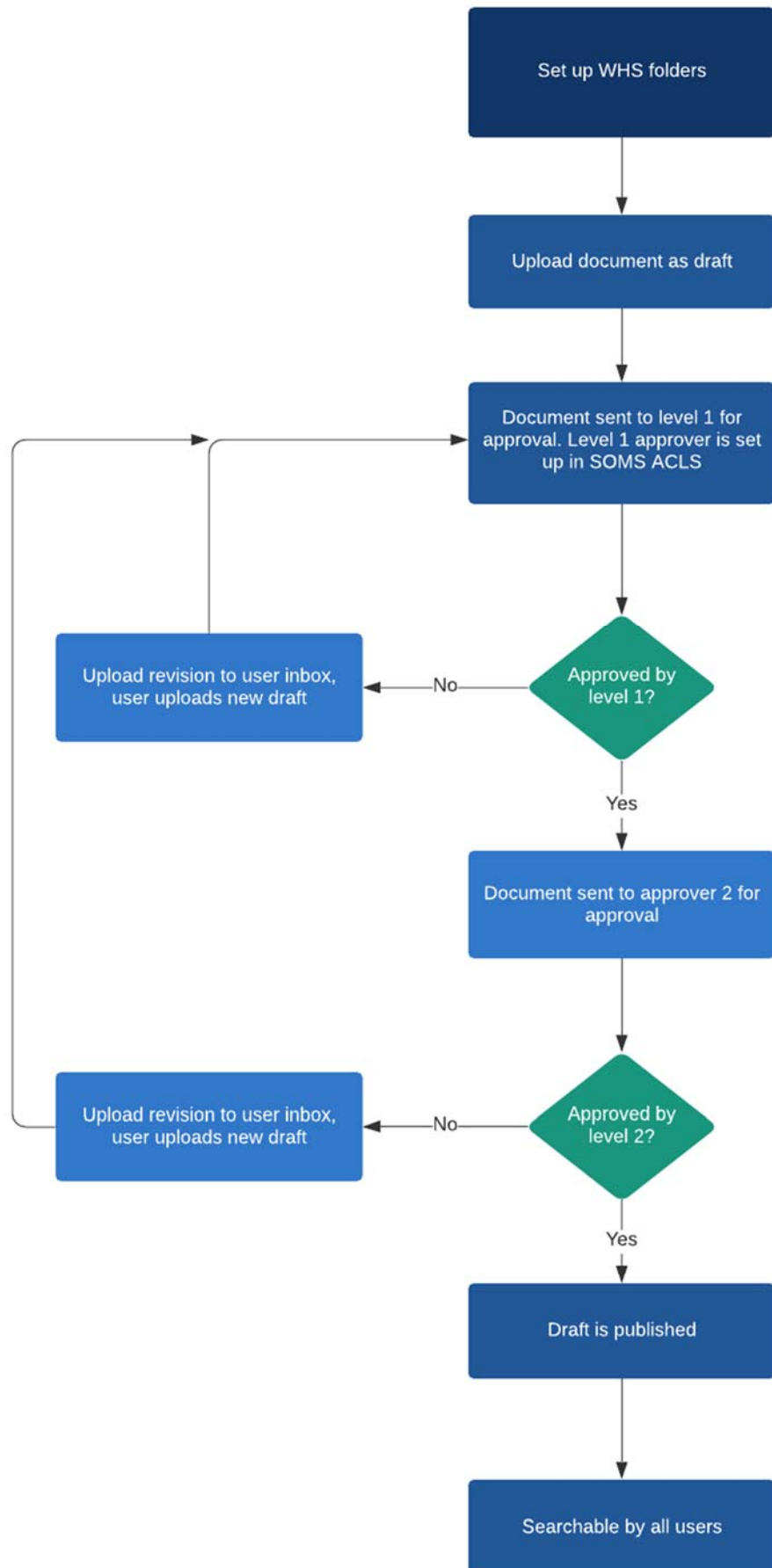
Author = Able to search library, create drafts, review existing documents and edit.

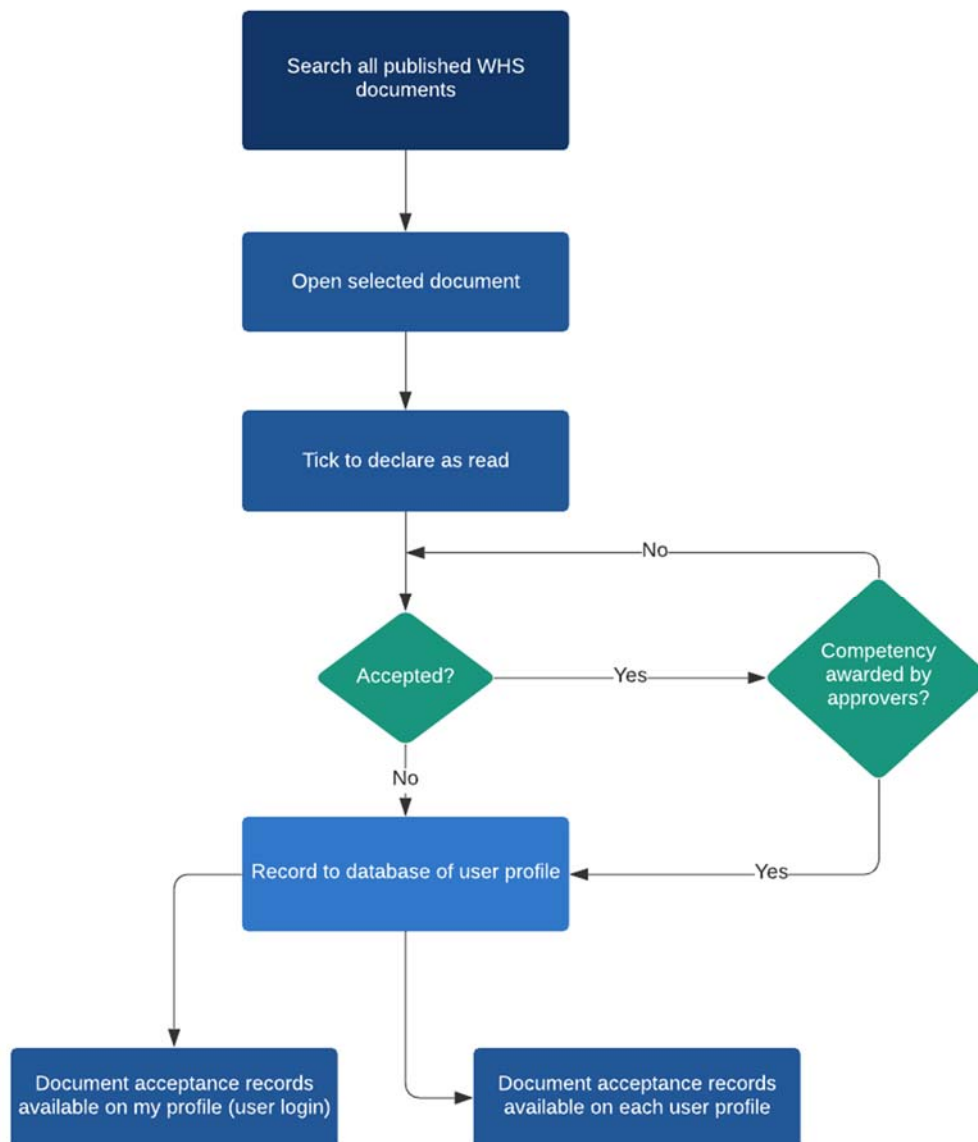
Approver = access of an author + be able to approve documents for publishing in the library.

Administrator = access of an author + approver + be able to create authors and send documents to authors for review.

Author, level 1 approver and level 2 approver, and administrator is configured in ACLS



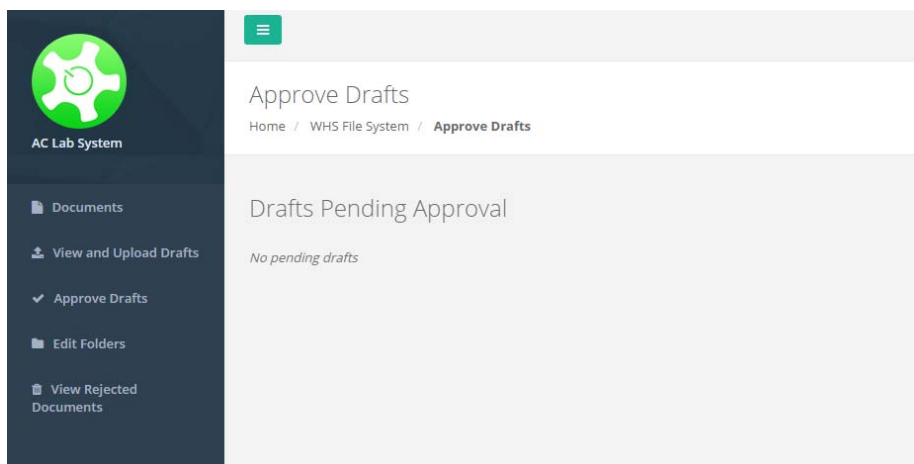
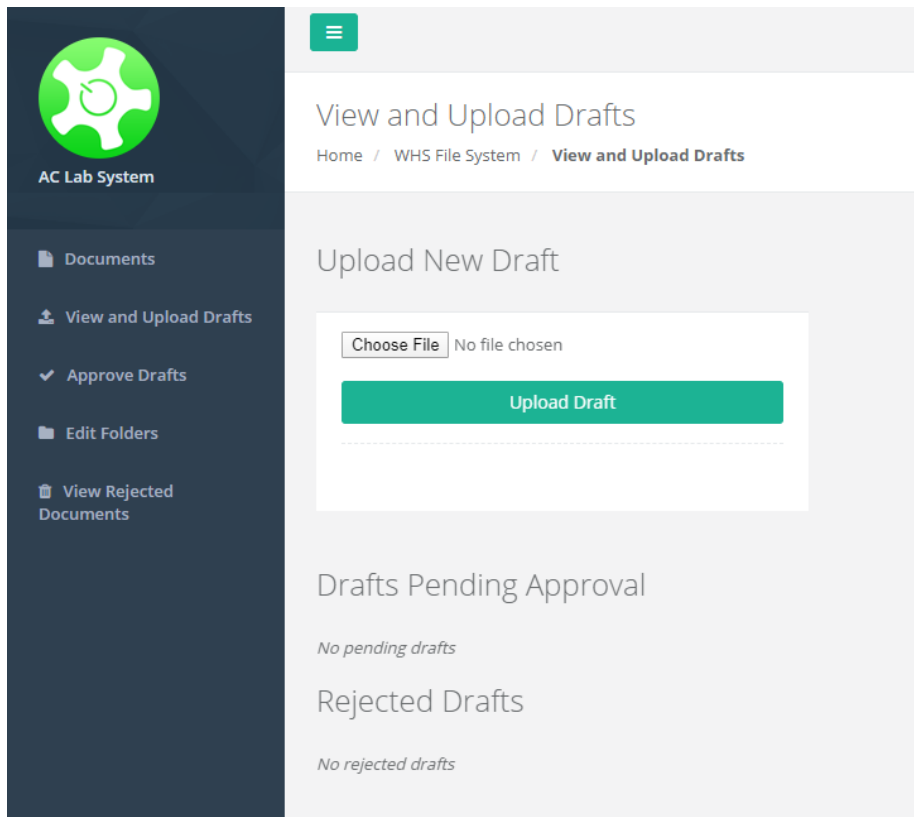








Snapshots: documents, view and upload, approve, edit folders and rejected doc





AC Lab System

Documents

View and Upload Drafts

Approve Drafts

Edit Folders

View Rejected Documents

### Edit Folders

Home / WHS File System / Edit Folders

WHS Folder Structure

Create Folder Rename Folder Delete Folder

Medicine

- chicken
  - chicken.pdf
- doc1.docx
- doc2.pdf

AC Lab System

Documents

View and Upload Drafts

Approve Drafts

Edit Folders

View Rejected Documents

### Rejected Documents

Home / WHS File System / Rejected Documents

Rejected

doc3.pdf

Added: 3/2/2020  
Uploaded by: z9090710

Undo Rejection

To declare: click on the file name to declare for acceptance.

Documents

Home / WHS File System / Documents

Search for a file or folder...

WHS Documents

Medicine

- chicken
  - chicken.pdf
- doc1.docx
- doc2.pdf




Doc1

Page 1 / 1

☒ I hereby declare that I have read and accepted the above WHS document

Submit

The file is marked as declared to the user who declares.

  
AC Lab System

- Documents
- View and Upload Drafts
- Approve Drafts
- Edit Folders
- View Rejected Documents

Documents

Home / WHS File System / Documents

Search for a file or folder...

WHS Documents

- Medicine
  - chicken
    - chicken.pdf
    - doc1.docx Declared
    - doc2.pdf