

# LMACS Booking System Manual

## Setting up your account

1. Go to: <https://tnfc.nanofab.ualberta.ca/>
2. Click on “Register”
3. Fill out the form and press “Register”. Use your UofT address and email and leave CCID blank.

### Register For TNFC/CMS Access

Please complete the form below to begin the registration process. You will receive an activation email with further instructions.

#### Create New User

First Name

Last Name

Phone

CCID (optional)

Email

Confirm Email

Address

Company / University

Register

4. Once you submit the form, a message will be sent to your email. Follow the instructions to complete registration. Please do this within 24 hours otherwise the account will be deleted.
5. Ensure you carefully read the facility rules. Press submit.
6. Your account is now created and your username and a temporary password will be sent to your email.
7. Login to the main website using these credentials and change your password.
8. In the next step, input your group and project under “Select an Existing Project”. The group will be your PI and should already be in the system. The

project represents the facility (CMS or TNFC). You will be able to add additional projects later on.

9. Click on “select project” to continue
10. Once your registration is complete, please email Dan so he can activate everything and add your tools.

## Making a Reservation

1. Note: you will not be able to reserve or use instruments until your safety training is complete and you provide proof of completion to Dan.
2. To view a complete list of instruments available to you, go to “Equipment”→”Your Tools”, and then click on the “Tools” tab.

The screenshot shows the user interface for Dan Voicu. The top navigation bar includes 'Facility', 'Equipment', and 'Requests'. The user's name 'Dan Voicu' is displayed in the top right, along with 'Admin' and a help icon. A dropdown menu for 'Equipment' is open, showing 'Your Tools', 'Booking', 'Login', and 'Search'. Below the navigation, there is a section for 'Your Personal Calendar URL' with a 'Subscribe' button. The main content area displays a table of 18 tools with columns for 'Tool', 'user level', 'Training Expires', and 'Last Active'. To the right of the table is a 'Filter Tools' section with input fields for 'Tool(s)', 'Location(s)', 'Area(s)', and 'Status', along with a 'View' button and a 'filter' button. Below the filter section is a 'Request Training' section with an 'Enter Name' input field and a 'Select tool' button. At the bottom right, there is a 'Check Schedule' section.

Tool	user level	Training Expires	Last Active
384 PCR System (CMS)	user	no	never
96 PCR System (CMS)	user	no	never
AFM Microscope (CMS)	user	no	never
Confocal Microscope (CMS)	user	no	never
EVG 520 Hot Embosser (CMS)	user	no	never
EVG 620 Mask Aligner (CMS)	user	no	never
Fluorescence Imaging Microscope (CMS)	user	no	never
Hot Plate 1 (CMS)	user	no	never
Hot Plate 2 (CMS)	user	no	never
Hot Plate 3 (CMS)	user	no	never
Hot Plate 4 (CMS)	user	no	never
Laser Pattern Generator (upg 501) (CMS)	user	no	never
Non-SU8 Spinner (CMS)	user	no	never

3. To book an instrument, click Equipment→Booking

Facility ▾ Equipment ▾ Requests CMS TEST ?

### Equipment Booking

**Reservation Information**

Tool  
No Tools Available ▾

Project  
No Projects Available ▾

**Start**

Date  
2017-06-23 📅

Time  
15:00 ⌚

**End**

Time  
17:00 ⌚

Date  
2017-06-23 📅

Comment  
Add an additional comment

Create Reservation

### Check Schedule

Select Tool(s)  
Select Tools.. (leave blank for all tools)

Start  
2017-06-23 📅

End  
2017-06-30 📅

Check

4. Input the tool name and project (CMS)
5. Input start time and end time (15 min minimum booking)
6. Click “Reserve”
7. You can see a list of all reservations for a tool by searching the tool and time range in the box on the right and clicking “Check”

Facility ▾ Equipment ▾ Requests CMS TEST ?

### Equipment Booking

**Reservation Information**

Tool  
× OAI Mask Aligner

Project  
UofT-Guenther.CMS-Users × ▾

**Start**

Date  
2017-06-23 📅

Time  
16:00 ⌚

**End**

Time  
18:00 ⌚

Date  
2017-06-23 📅

Comment  
Add an additional comment

Create Reservation

### Check Schedule

Select Tool(s)  
× OAI Mask Aligner

Start  
2017-06-23 📅

End  
2017-06-30 📅

Check

Fri, Jun 23

OAI Mask Aligner

start	stop	user
16:00	18:00	ctest

8. To view a calendar of the tool, go to “Equipment” → “Your Tools” → “Tools”, and then click on the tool you want and then on “Calendar”.

Facility ▾ Equipment ▾ Requests CMS TEST ▾ ?

Info | Access | Booking | **Calendar** | Rates | Resources

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**Laser Pattern Generator**

Today: June 2017 ▾ Print Week Month Agency

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	Jun 1	2	
4	5	6	7	8	9	
11	12	13	14	15	16	
18	19	20	21	22	23	
25	26	27	28	29	30	

Calendar Feed

**Updates may be delayed**

This calendar is for display purposes only. It uses the same feed that is available to all users. Please note that only Google can update this feed and according to their official documentation:

Currently, calendar feeds are automatically updated by Google Calendar every few hours. We understand that some users want to have the ability to refresh the calendars they added manually and we are exploring various ways to enable this.

A Better Way

Events shown in time zone: Eastern Time + Google Calendar

- To cancel a booking, find the “Your upcoming bookings” box on the home page and click the “X”

Facility ▾ Equipment ▾ Requests Dan Voicu ▾ Admin ▾ ?

Requests

**Your Pending Requests**

No Requests Found.

Currently Logged In

You're not currently logged into anything

Create Reservation

**Reservation Information**

Tool  
select equipment

Project  
select project

**Your Upcoming Bookings**

show next 7 days

Tool	Start
AFM Microscope (CMS)	Jun 26 @ 5:00 pm

Check tool Schedules

Select Tool(s)  
Select Tools.. (leave blank for all tools)

Start: 2017-06-26  End: 2017-07-03

Check

Login Now

## Enabling Equipment

1. To enable equipment (turn ON/OFF), navigate to the front page and find the “Login Now” box.
2. Ensure you select the correct project that matches the instrument you wish to enable. For example, to use CMS instruments please select the “UofT-Lastname.CMS-Users” project. Do not select a TNFC project if you use CMS equipment. All CMS equipment is labeled with (CMS) after the instrument name.

The image shows a screenshot of a web application interface. On the left is a 'Create Reservation' form with the following fields: 'Tool' (text input with 'select equipment'), 'Project' (dropdown with 'select project'), 'Start' (Date: 2017-06-23, Time: 16:00), 'End' (Time: 18:00, Date: 2017-06-23), and 'Comment' (text area with 'Add an additional comment'). A 'Create Reservation' button is at the bottom. On the right is a 'Login Now' box, highlighted with a green border, containing 'Project' (dropdown with 'UofT-Guenther.CMS-Users'), 'Equipment' (dropdown with 'x OAI Mask Aligner'), and a 'Begin' button. Above the 'Login Now' box is a 'Check' button and a date range from 2017-06-23 to 2017-06-30.

3. When you press “Begin” the instrument is enabled and will show up on your main page.
4. To disable an instrument, navigate to the main page and locate the box showing all enabled instruments. Click on the red “stop” button next to the instrument you have enabled and that will disable it.

Requests

### Your Pending Requests

No Requests Found.

Currently Logged In 1 results

User	Tool	Start	
Dan Voicu	384 PCR System (CMS)	Jun 29 @ 2:07 pm	<a href="#">stop</a>

Create Reservation

Reservation Information

Your Upcoming Bookings

show next  days

Nothing Found

Check tool Schedules

Select Tool(s)

Start   End

If you have any problems with the system email Dan Voicu at dan.voicu@utoronto.ca