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.
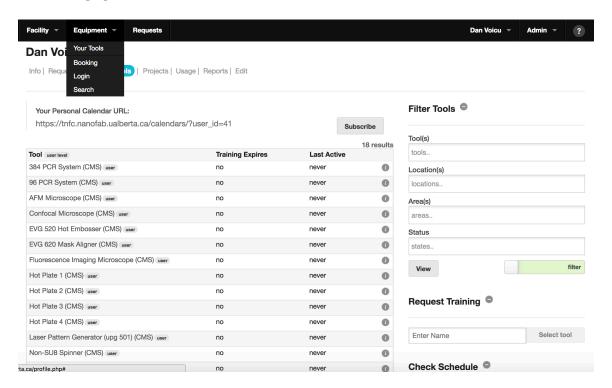
Register For TNFC/CMS Access ✕

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

Create New User

First Name
[First Name]

Last Name
[Last Name]

Phone
[Phone]

CCID (optional)
[CCID]

Email
[Email]

Confirm Email
[Confirm Email]

Address
[Address]

Company / University
[Company / University]

[Register]

4. Once you submit the form, a message will be sent to your email. Follow the instructions to complete registration. <u>Please do this within 24 hours otherwise the account will be deleted.</u>
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". <u>The group will be your PI and should already be in the system.</u> The
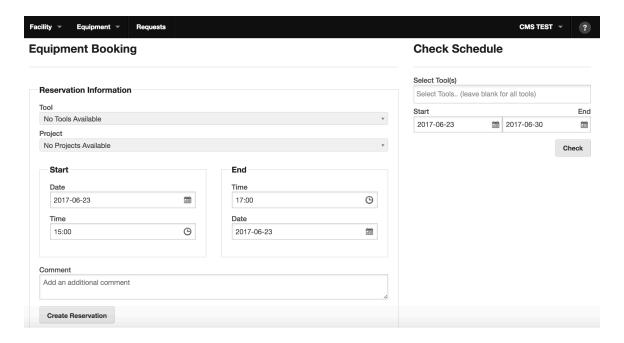
project represents the facility (CMS or TNFC). You will be able to add additional projects later on.

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.
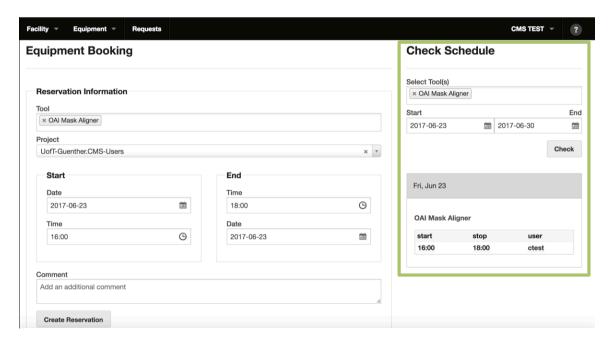
Making a Reservation

1. <u>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.</u>
2. To view a complete list of instruments available to you, go to "Equipment"→"Your Tools", and then click on the "Tools" tab.
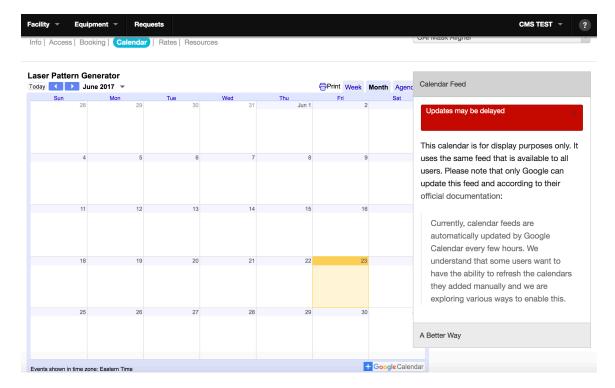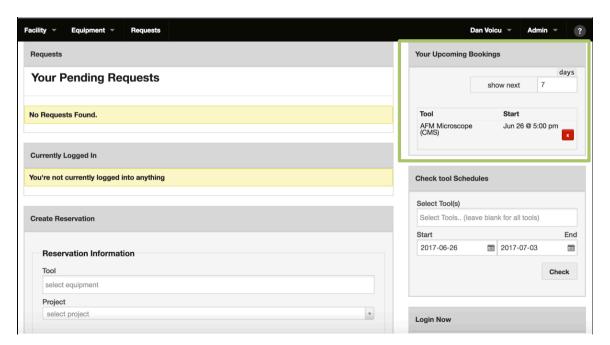

3. To book an instrument, click Equipment→Booking

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"

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".
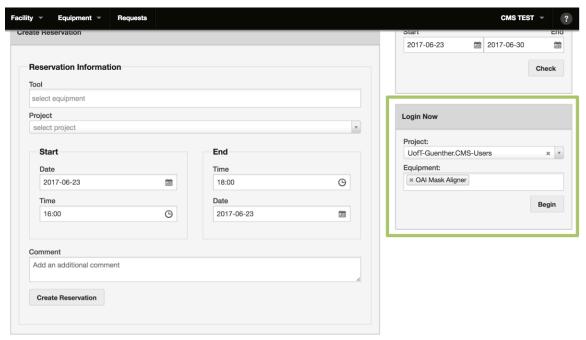
9. To cancel a booking, find the "Your upcoming bookings" box on the home page and click the "X"
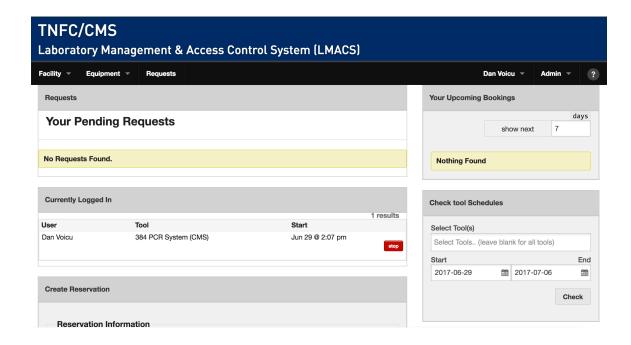
Enabling Equipment

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.

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.

TNFC/CMS
Laboratory Management & Access Control System (LMACS)

Facility ▾   Equipment ▾   Requests   Dan Voicu ▾   Admin ▾   ?

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	stop

Create Reservation

Reservation Information

Your Upcoming Bookings

days
show next   7

Nothing Found

Check tool Schedules

Select Tool(s)

Select Tools.. (leave blank for all tools)

Start	End
2017-06-29	2017-07-06

Check

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