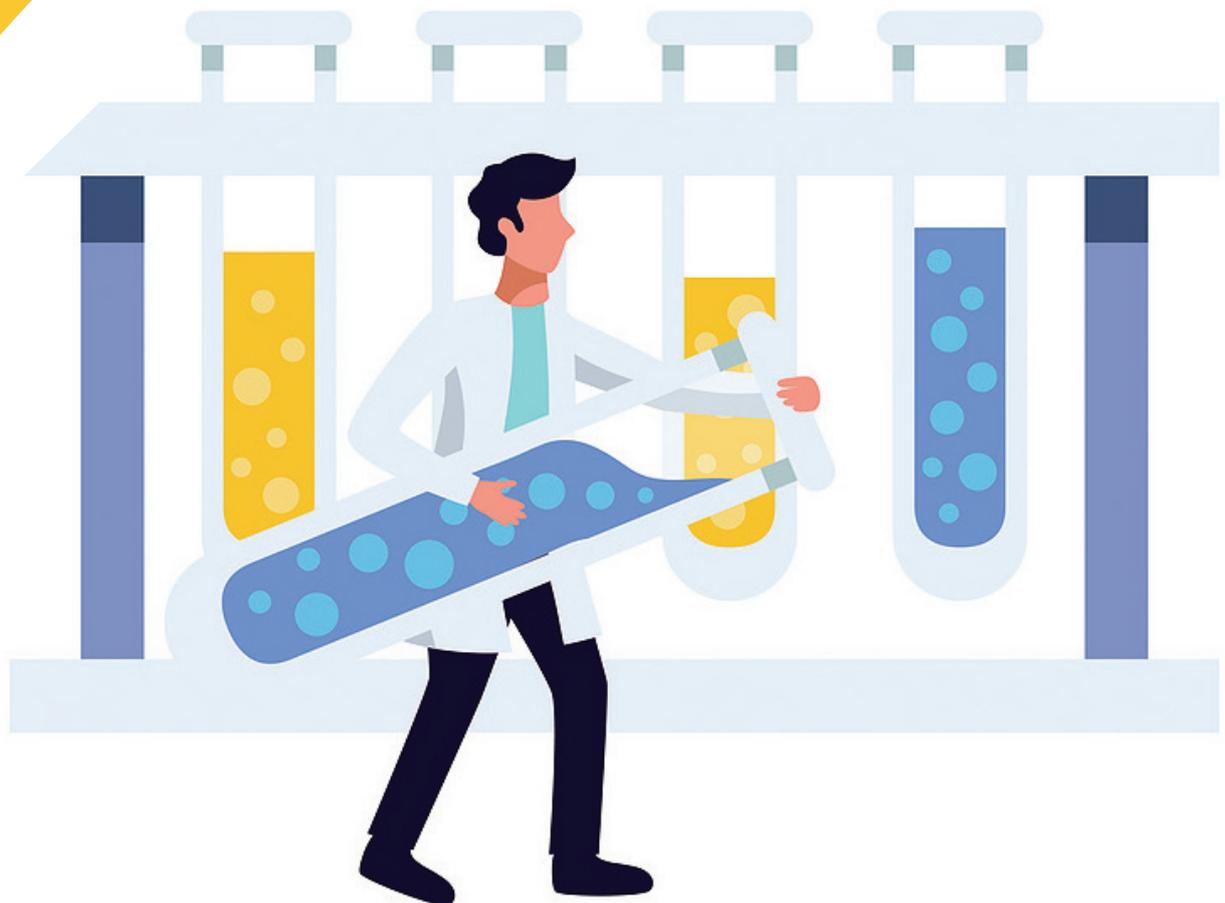


AC Lab System

Complete Guide 2024

DELIVER QUALITY RESEARCH LAB SERVICE



Preface

Welcome to the 2024 edition of the Analytical Centre Laboratory System (ACLS) Guidebook. This document is a comprehensive summary of the features of the ACLS software for management, monitoring, and allocation of scientific resources.

The primary focus of any software package, no matter how big or small, is to provide end users with seamless environment allowing to achieve operational needs effectively and efficiently. During almost two decades of continuous development, ACLS has become one of the premium tools for research organisations across Australia and overseas. From humble beginnings of a simple instrument booking tool at the Electron Microscopy Unit at the University of New South Wales, ACLS has now grown into an extraordinary software environment providing opportunities for effective management of research infrastructure, laboratory spaces, consumables, financial reporting, WHS records and documentation, as well as capturing research outputs generated by wide range of stakeholders.

As a long-standing user of ACLS, I have seen first-hand the evolution of this excellent tool over the many years. The dedication and attention to detail shown by Dong Ming and his team cannot be commended strongly enough. The ACLS development team is always on the lookout for new challenges coming from highly diverse user base, thus ensuring it is simply the best, most versatile, instrument booking and management tool available on the market, no matter the complexity of your unit, group, or research organisation.

While you read through this guide and apply the knowledge gained in your day-to-day operations, don't forget – your feedback, comments, or ideas is the catalyst that drives the innovation and evolution of ACLS for many years to come.

Dr. Germanas Peleckis
Interim Executive Director
Australian Institute for Innovative Materials
University of Wollongong

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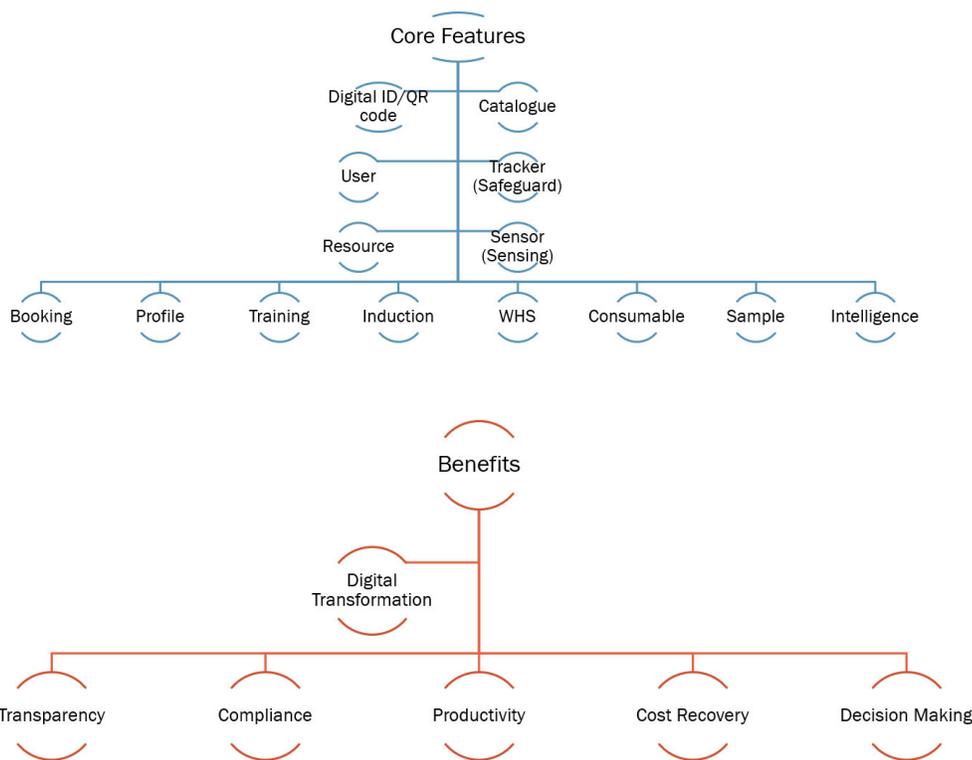
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1 Introduction

AC Lab System (in short, ACLS) is an integrated and web-based lab resource and information management system being developed and supported over 10 years. ACLS significantly enhances institute productivity and digital transformation in alignment with UNSW strategies.



ACLS is comprised of rich modules to cover booking capabilities include operation, user, training, commercial and service bookings, assisted and unassisted, and sample tracking, training certification, incident reporting, support ticketing, induction process, survey creator, data analytical tools, QR codes, consumable tracking, publication registry, video and loan item service 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, or through Azure SAML authentication. 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 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
- Loan item management, borrow, return, overdue and book

1.1 Version Series

The latest web version is SQL 6.9.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, or support@unilab.com.au.



2 System Installation

ACLS offers multiple applications:

- Web portal and application (mobile browser friendly), comprised of HTML codes, java scripts, react, PHP scripts and more for the web application
- ACLS desktop tracker app
- ACLS desktop sensor app
- Smart Phone app: iPhone and Android app

2.1 System Requirements

2.1.1 Server Operating System

Operating System
<ul style="list-style-type: none">• Windows Server 2019 standard/enterprise (64 bit)• Windows Server 2022 standard/enterprise (64 bit)

2.2 System Installation

The order of installation for ACLS is:

- Web server
- PHP engine
- PostgreSQL engine
- System server
 - Email server
 - Mailer server
 - Mobile text message server (optional)

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.

2.2.2 URL too long

For system administrator only. There are occasions that users might encounter URL too long error messages when accessing ACLS. This could be resolved by making changes to the Abyss web server settings as following snapshot.



Edit - Advanced Parameters

Abys Web Server Console :: Server Configuration :: Parameters :: Edit - Advanced Parameters

Maximum length of the HTTP request line Other Value bytes

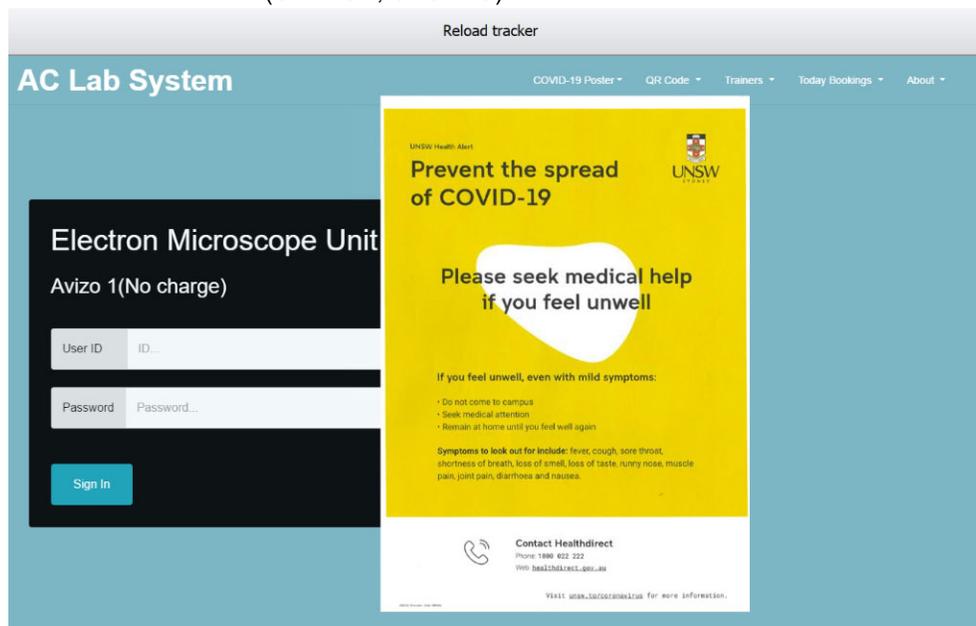
Maximum length of the HTTP request headers : Unlimited bytes

2.2.3 Database Engine

ACLS runs on PostgreSQL 11 or the latest.

2.3 ACLS Tracker

ACLS Tracker app is executed on resource computers. The tracker is built 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.



Last login: Xiaoran Zheng, Material Sciences, 07/07/2021 Wednesday (Today)

Electron Microscope Unit

SEM 230

User ID

Password

[Sign In](#)

One noteworthy of mentioning is that, via ACLS tracker, you can implement booking first before operating the resources, or instruments.

With ACLS end-point app, ACLS tracker, you could implement booking first policy for lab computerized equipment.

What is booking first policy?

In many circumstances, students and researchers might start operating the research equipment without booking first. Now you can enforce the booking first policy with the tracker app. Tracker only grants the login to equipment upon booking time commencing.

For example, James books the equipment from 10am to 11am, then he can only logins to the equipment between 10am and 11am.

James can scan equipment QR code displayed on the tracker app to make bookings onsite then to login to equipment for research work. By doing so, it will minimize the admin workload to manage the loss of revenue due to the unrecorded sessions.

Admin can turn on the booking first policy on tracker setting page of resource profile. By default, the booking first policy is disabled.

The installation and operation of ACLS Tracker refers to [Appendix I – 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

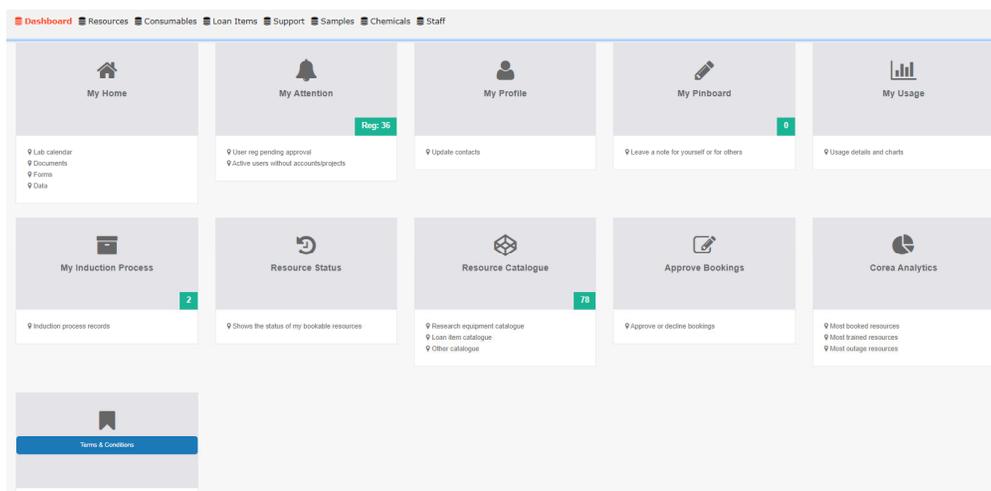
Before you start running ACLS, it is important to understand each of the functions and features, and the information you need prior to setting them up.

3.1 Navigating ACLS

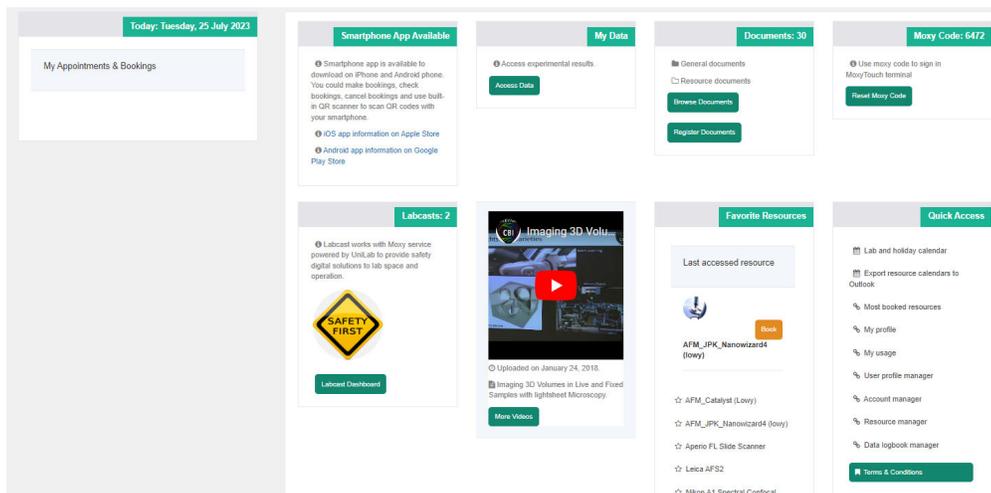
You can navigate ACLS easily through two interactive menus: horizontal menu for major function access depending on access group, and vertical menu for individual function access on the left of the screen, click-expand and click-hide for sub-menus. The following snapshot is for admin view.



- Dashboard tab



- Resources tab





- Staff tab

<p>Users</p> <p>Active users: 413</p> <ul style="list-style-type: none"> 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 	<p>Reports</p> <p>Batch Reports: 101</p> <ul style="list-style-type: none"> Build resource booking reports Build resource batch reports Build sample site reports Access user training and certificate reports 	<p>Invoices</p> <p>Invoices: 256</p> <ul style="list-style-type: none"> Generate resource booking invoices Generate resource batch invoices Generate sample invoices Find invoices 	<p>Consumables</p> <p>Consumable orders: 0</p> <ul style="list-style-type: none"> Administrate consumables Change consumable orders Build consumable order reports
<p>Utilities</p> <p>Accounts: 117</p> <ul style="list-style-type: none"> Administrate access groups Administrate accounts Administrate resources Administrate resource transfers Broadcast message to users and staff Manage budget envelopes Update retroactive bookings Clean up tracker records Manage general and resource documents Manage user forms Administrate resource transfers and certificates Administrate schools and organizations Administrate supervisors Manage video clips 	<p>Wizards</p> <ul style="list-style-type: none"> Run wizard to set up resources Run wizard to set up resource certificates 	<p>System Settings</p> <ul style="list-style-type: none"> Configure popup announcements Configure scrolling messages Configure popup registration Configure systems Email logs Configure email receivers Configure email response contents 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)

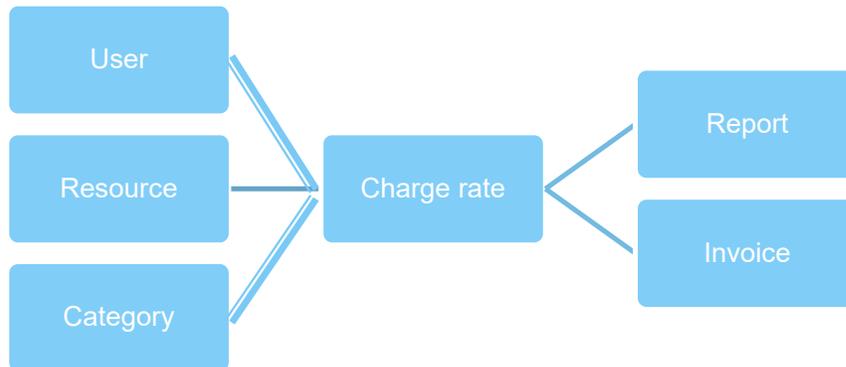
Charge rate table example

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.

Charge Category Manager
Set up charge categories.

Add Category

Active Categories

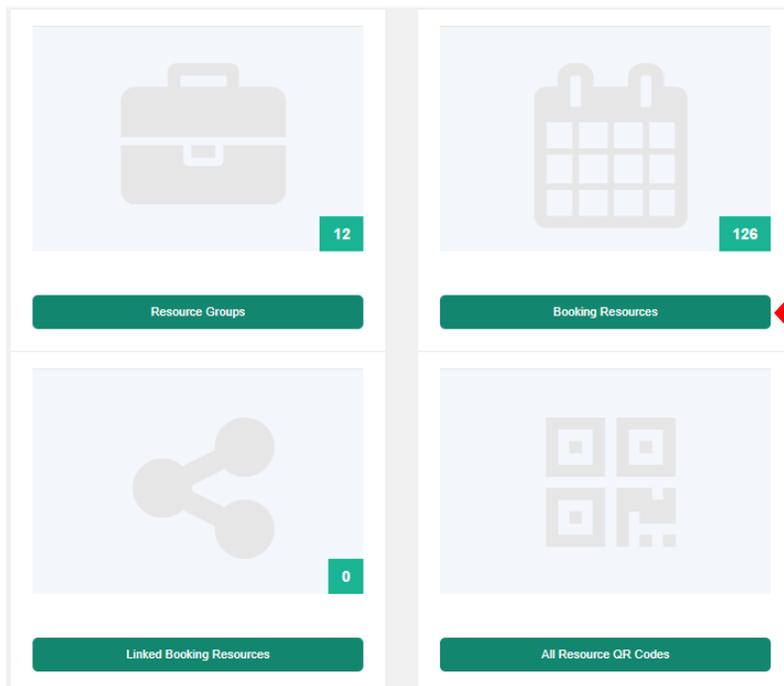
- Category: Commercial
- Category: External academic
- Category: Internal
- Category: Precinct
- Category: SAHMRI co-contributor



Archived Categories

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 Manager](#) -> [Resource Profile](#) -> [Charge Rates](#), enter the charge rate accordingly.



General Profile	Booking Profile	Catalogue Profile	Charge Rates
Charge/Hour (\$) (Commercial)		<input type="text" value="45"/>	
Charge/Hour (\$) (External academic)		<input type="text" value="0"/>	
Charge/Hour (\$) (Internal)		<input type="text" value="30"/>	
Charge/Hour (\$) (Precinct)		<input type="text" value="30"/>	
Charge/Hour (\$) (SAHMRI co-contributor)		<input type="text" value="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 <input type="text" value="100"/> entries												Previous		1	2	Next			
Showing 1 to 100 of 126 entries												Search:		<input type="text"/>	Copy	CSV	Excel	PDF	Print
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 LSRFortessa 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
TOTAL				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	Consumable
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Full Access
General Staff	Full Access
User Supervisors	Order Consumable Only
Standard users	Order Consumable Only

Authentication Groups	Loan Item
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Full Access
General Staff	Full Access
User Supervisors	Book Only
Standard users	Book Only



Authentication Groups	Sample
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Full Access
General Staff	Full Access
User Supervisors	No Access
Standard users	No Access

Authentication Groups	Report Manager
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Limited Access
General Staff	Limited Access
User Supervisors	No Access
Standard users	No Access

Authentication Groups	Invoice Manager
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	User Profile
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Full Access except have no power to approve a new registration
General Staff	Full Access except have no power to approve a new registration
User Supervisors	No Access
Standard users	No Access



Authentication Groups	Staff
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Limited Access, Information Only
General Staff	Limited Access, Information Only
User Supervisors	No Access
Standard users	No Access

Authentication Groups	Survey
System Administrators	Full Access
Administration Staff	Full Access
Management Staff	Full Access
Equipment Supervisor	Limited Access
General Staff	Limited Access
User Supervisors	No Access
Standard users	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	Limited Access
Management Staff	Limited Access
Equipment Supervisor	No Access
General Staff	No Access
User Supervisors	No Access
Standard users	No Access



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](#))
- Microsoft Azure SAML authentication upon enabling Azure AD authentication (Refer to [Appendix L](#))

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](#).

User Profile Manager

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

User Name Any set of letters which may exist in user name or surname

Search By user name login name user code

Search Range Active Users (413) Inactive Users (501) All Users (914)

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.



User Profile Manager

Register new user

[Add School/Org](#)

Register User:

Title	Mr. <input type="text"/>	
User Name	<input type="text"/>	(Format: GivenName FamilyName)
Login Name	<input type="text"/>	(a..z,0..9)
School/Organization	Choose school/organization from the list <input type="text"/>	
Access Group	Choose group from the list <input type="text"/>	
Work Phone	<input type="text"/>	
Mobile Phone	<input type="text"/>	
Work Fax	<input type="text"/>	
Email Address	<input type="text"/>	
Work Address	<input type="text"/>	
Indicative Project Title	<input type="text"/>	
Notes	<input type="text"/>	
Activate User Entry	<input checked="" type="checkbox"/>	

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.

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.



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

+ Add Account

✓ Edit User Accounts

Account	Account Code	Default Account	Note	Suspended	Delete	Expiry Date
RENEE_ANDREA_TO_ACTION_2022	454	<input type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>	31/12/2022
RENEE_LIN_TO_ACTION_2021	429	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	31/12/2021

Choose account from the list Select to add account

Accept Changes

Renet Default Account

Default Account

Account

- RENEE_ANDREA_TO_ACTION_2022 - expiring on 31/12/2022
- RENEE_LIN_TO_ACTION_2021 - suspended

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.

Profile Access Update Photo Pinboard Supervisor School Form Publication **Account** Certificate Induction

+ Add Account

✓ Edit User Accounts

Account	Account Code	Default Account
RENEE_ANDREA_TO_ACTION_2022	454	<input type="radio"/>
RENEE_LIN_TO_ACTION_2021	429	<input type="radio"/>

ertificate Induction Process Contact User Usage (Booking) Invoice

Default Account	Note	Suspended	Delete	Expiry Date
<input type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>	31/12/2022
<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	31/12/2021

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. <input type="text"/>
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="text"/>
Confirm Login Password*	<input type="text"/>
Type of Researcher	Undergra. Student <input type="text"/>
Work Phone*	<input type="text"/> (Digits Only)
Mobile Phone	<input type="text"/>
Mobile Fax	<input type="text"/>
Work Address	<input type="text"/>
Project(s)*	Briefly describe the project(s) you want to undertake at the BMIF. <input type="text"/>

*** required fields**

[Continue](#)

[Sign In](#)

- Terms and Conditions Compliance

[Registration](#) > [Terms & Conditions](#) > [School/Org](#) > [Supervisor](#) > [Account](#) > [Facility](#) > [Submission](#)

Terms & Conditions	<p>While working in the Biomedical Imaging Facility (BMIF), all users are required to comply with the occupational health and safety (OHS) procedures as specified in the OHS pages of the UH/STY, Analytical Centre and BMIF web sites. Users are required to advise BMIF 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 BMIF instruments with the approval of their supervisor(s) and access fees will be charged for all booked instrument time. Only 'OCI' work is allowed in the BMIF microscopy and tissue culture laboratories (rooms LC23 and LC24). In addition, hazardous chemicals, including ethanol, are not permitted in the microscopy rooms. Users must not interfere with any of the BMIF instruments if they have not booked the time or are not certified to use the instrument by BMIF staff. Users must also agree not to provide access to the BMIF laboratories to unregistered users without the specific permission of the BMIF staff. Users are not allowed to train other users, whether they are registered or not, unless permitted to do so by BMIF staff. Users are not permitted to undertake any work that is not directly related to their project. Users agree to accurately complete all access logging required by the BMIF to monitor the use of instruments e.g. log books and booking systems. Users agree to report all faults or irregularities in the BMIF instruments to a BMIF staff member immediately they are known. Samples are the responsibility of the user and BMIF does not accept any responsibility for loss or damage of samples left in the facility. Data is the responsibility of the user and BMIF does not accept responsibility for loss or damage of data that has not been removed/securely archived. Any work that is published or publicly presented, where all or a part of the work was undertaken in BMIF, should acknowledge the role of UH/STY BMIF in providing access or contributing to or assisting in the work. Failure to comply may result in the loss of access to the BMIF laboratories.</p> <p><input type="checkbox"/> I hereby accept the terms & conditions</p>
--------------------	---

*** required fields**

[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*	<input type="text" value="Choose school/organization from the list"/> <input type="text" value="Or Enter school/organization name"/>
----------------------	---

*** required fields**

[Continue](#)

[Sign In](#)

- Supervisor selection/entry

You can either select or enter the supervisor's name.

[Registration](#) > [Terms & Conditions](#) > [School/Org](#) > [Supervisor](#) > [Account](#) > [Facility](#) > [Submission](#)

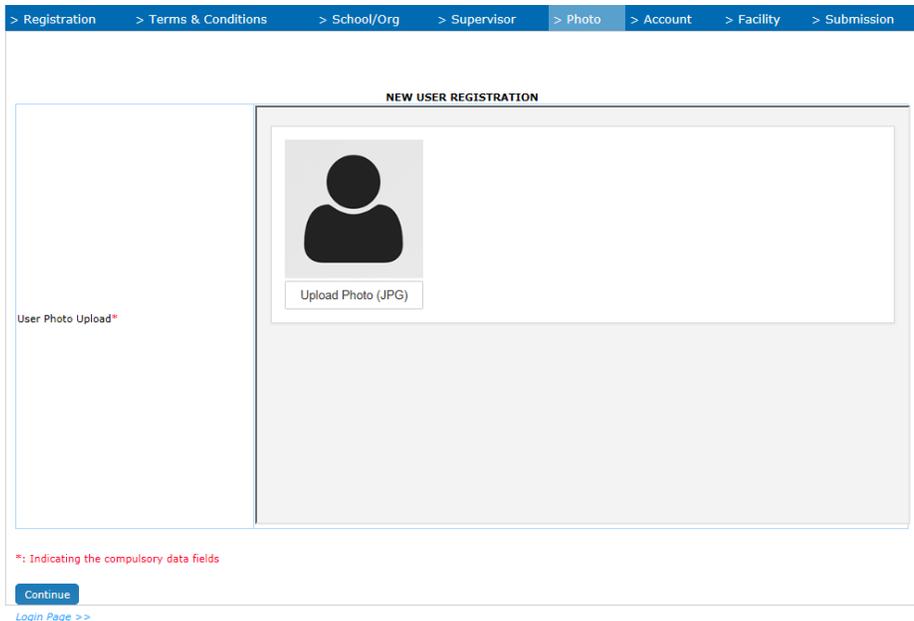
Supervisor*	<input type="text" value="Choose supervisor from the list"/> <input type="text" value="Or Enter supervisor name"/>
-------------	---

*** required fields**

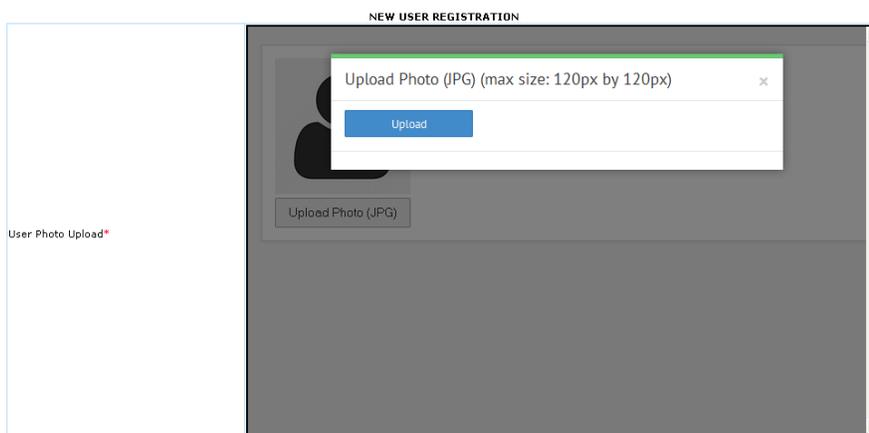
[Continue](#)

[Sign In](#)

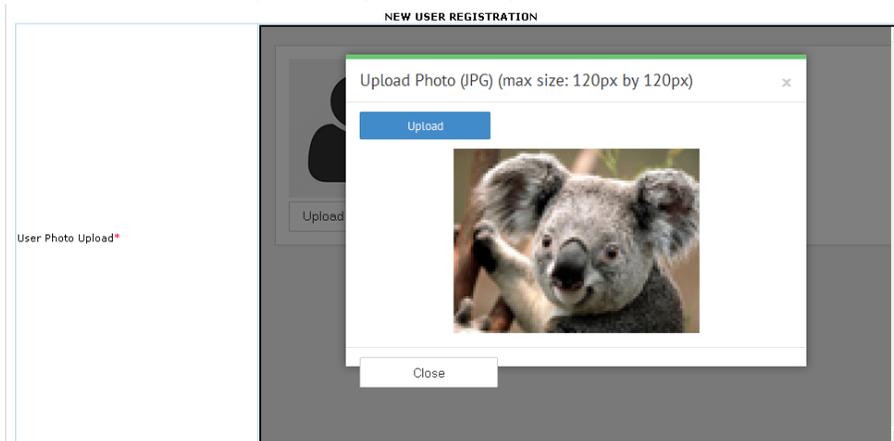
- User photo (optional)



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



- 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	
Account Type*	<input checked="" type="radio"/> UNSW Account <input type="radio"/> External Invoice
Account*	Please provide the account details
Business Unit	UNSWA
Organization	<input type="text"/>
Fund	<input type="text"/>
Project Number	<input type="text"/>
<p>* required fields</p> <p style="text-align: center;">Continue</p> <p style="text-align: center;">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	
Resources of interest	
AFM	<input type="checkbox"/> AFM_Catalyst (Lowy) (click to see more about...)
AFM	<input type="checkbox"/> AFM_MM8 (F16) (click to see more about...)
BIOSCIENCES	<input type="checkbox"/> Levision InVital (click to see more about...)
BIOSCIENCES	<input type="checkbox"/> Olympus FV1200 (click to see more about...)
BIOSCIENCES	<input type="checkbox"/> Zeiss LSM 780 (click to see more about...)
BIOSCIENCES	<input type="checkbox"/> Zeiss SDTIRF (click to see more about...)
LOWY	<input type="checkbox"/> Data Analysis Computer (click to see more about...)
LOWY	<input type="checkbox"/> Edge 71-E (click to see more about...)
LOWY	<input type="checkbox"/> FluoroMax-4 (click to see more about...)
LOWY	<input type="checkbox"/> InnoCyte (click to see more about...)
LOWY	<input type="checkbox"/> Leica DML (click to see more about...)
LOWY	<input type="checkbox"/> Leica SP5 2P STED (click to see more about...)
LOWY	<input type="checkbox"/> Leica SP5 WLL gSTED (click to see more about...)
LOWY	<input type="checkbox"/> Picoquant Microtime 200 (click to see more about...)
LOWY	<input type="checkbox"/> TLL photonics TRF (click to see more about...)
LOWY	<input type="checkbox"/> Zeiss Laser Microdissection (click to see more about...)
LOWY	<input type="checkbox"/> Zeiss PALM (click to see more about...)
WALLACE WURTH	<input type="checkbox"/> Biorobot (click to see more about...)
WALLACE WURTH	<input type="checkbox"/> InVitalist 3i VIVO (click to see more about...)
WALLACE WURTH	<input type="checkbox"/> InVitalist Nikon A1 (click to see more about...)
WALLACE WURTH	<input type="checkbox"/> InVitalist Surgery ScanOptics (click to see more about...)
<p style="text-align: center;">Continue</p> <p style="text-align: center;">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	Zheng
Student/Staff No.	
Email	dong.zheng@onibab
Type of Researcher	Undergra. Student
School/Organization	BMF - Biomedical Imaging Facility
Work Phone	123456
Mobile Phone	
Work Fax	
Work Address	
Supervisor	Gravine Moran
Project(s)	test
Account Type	External Invoice
Facility of Interest	AFM_Calvert (Group: AFM) AFM_MM (F10) (Group: AF10)

[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

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.

Your registration ref: Ref-QuIvKgAy9NiW-7S5kJX.

[Print Registration](#)

[Login Page >>](#)

Your registration ref: Ref-QuIvKgAy9NiW-7S5kJX.

- 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

Online User Registration: Choose user from the list Continue

- Choose user from the list
- Alexander Slade
- Angelika Bongers
- Cara Toscan
- Hiranya Jayakody
- Joanna Randall
- Megan Lenardon

Upon reg approval, system sends out the auto-email notification to the user.

- 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 workload. In response to the needs, ACLS provides an auto-

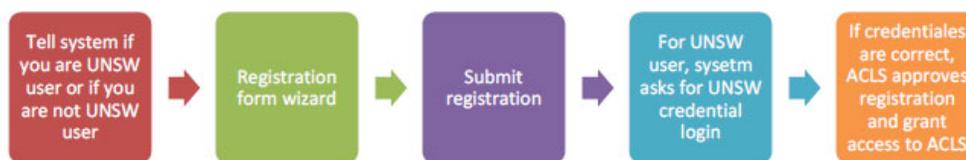


approving mechanism which applies to the local organization users only. For example, for ACLS deployed at UNSW, UNSW user registration feeds through the auto-approving process; for non-UNSW users, the registration process remains unchanged so lab admin needs to manually approve the non-UNSW user registration.

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
EnableRegAutoApproval	If enabled, auto-approving process is ON.
OrgRegName	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

	<input checked="" type="radio"/> I am a UNSW user <input type="radio"/> I am not a UNSW user
Title	Mr. ▼
Given Name*	<input type="text"/>
Family Name*	<input type="text"/>
UNSW User ID*	<input type="text"/>
Confirm UNSW User ID*	<input type="text"/>



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.

> Registration > Terms & Conditions > School/Org > Supervisor

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	0293856680
Mobile Phone	
Work Fax	
Work Address	M66 Chemical Science building
Supervisor	Andrew Brown
Project(s)	test
Account Type	External Invoice
Facility of Interest	

Submit

> Registration > Terms & Conditions

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	0293856680
Mobile Phone	
Work Fax	
Work Address	M66 Chemical Science building
Supervisor	Andrew Brown
Project(s)	test
Account Type	External Invoice
Facility of Interest	

➔

To Complete Registration, Please Sign In
User ID: z123456

Password:

Sign In

Close

Submit

4.4 Register Supervisors

A supervisor can be registered through *Staff tab -> Utility -> Supervisor Manager*.



Supervisor Manager

336 supervisors

Search Supervisor

School/Organization: Choose school/organization from the list

Show 500 entries

Showing 0 to 0 of 0 entries

		Supervisor	School/Org	Work Phone	Mobile	Email
No data available in table						

4.5 Login to ACLS

Enter your login email and password and click on **Login**.

👁

Sign In

To Register

[Forgot Password?](#)

[Access Denied?](#)

[Home](#) | [Contact Us](#) | [AC Lab System - SQL-4.5](#) |

Upon login, you will see the **Booking Tab** page.

4.6 Reset Password

Users can 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:

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-SZGJHmHLkCPIUIg0h9KY7qvw3Xdrt6jx

Kind regards.

Forgot Password?

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

Reset Code:

New Password:



5 Configuring ACLS

5.1 Configure System (System Admin Only)

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 global configuration changes:

Parameter	Description	Remarks
Access Portal URL	Single Sign-In Portal	Refer to Appendix M
ACLS Lab Name	For information	
ACLS Version	For information	
Active Users For Training Booking	User selection list for training bookings.	 : Show all users in selection list for training bookings  : Show active users only in selection list for training bookings
Adv Booking Reminder Day	Days for sending booking reminder out prior to the booked session time	Default: 2 days
Azure Sign Out URL	Only works when Azure authentication is integrated and enabled	
Booking Calendar Staff Only	Enable/Disable booking calendar to users.	 : Enable booking calendar to all (users and staff)  : Enable booking calendar to staff only. This is the default.
Booking Display All	Show all resources or per resource group.	 : Show resource selection list per resource group  : Show all resources in one selection list
Booking Only	Switch ACLS reporting between usage data collected through ACLS console and booking data.	 : Usage data through logon console  : Booking only
Calendar Multiple Days	Show multiple day event on calendar.	 : Show multiple day events through the separate top row of the calendar  : Show multiple day events through the time continuously. This is the default.



CGI Directory	Directory for ACLS web access to retrieve the CGI files, including book.dll.	For example: if hyperlink is <code>http://localhost/cgi/book.dll</code> , CGIDirectory should be "cgi".
Clear Browser Cache	Add the html page header to stop browser cache.	: Does nothing on cache : Add special cache header to stop browser cache. This is the default.
Commercial User Code	Used for commercial booking	
Contact Us Email	Used for "contact us" in the footer section	Should be a general email address for the lab
Data Directory	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".
Data Log Book Back Days	Max back days for data logbook calendar	Default: 360 days
Data Storage Ctrl		No longer in use
Deactivate If No Access Period	Days for deactivating users if they have not used any resources	Default: 120 days
Deactivate If No Picture Period	Criteria to convert the active user to inactive if their photo is not available for a specified period	Default: 120 days
Default Total Yearly Hours KPI	For information	Used for data analysis
Default Total Yearly Training Hours KPI	For information	Used for data analysis
Doc Directory Name	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".
Doc Web Directory Name	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".
Email Data Date	For information only.	Email server program updates the date to current date on daily basis; if not, ACLS may have a corrupted database.
Enable AAF Sign In	Enable/disable AAF sign in through ACLS Single sign in which connects to AAF (Australia Access Federation)	: Disable : Enable
Enable Account Exception Alert	Enable/disable organisation GLC or account exception alerts if organisation account feature is enabled. This works	: Disable : Enable



	only when SSI is enabled for organisation GLC or account feature is enabled	
Enable Account Select For Booking	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 : Enable
Enable Active Users for Job Reg	If enabled, user selection for sample job reg shows active users. If disabled, user selection for sample job reg shows all users.	: Disable : Enable
Enable Admin Timeline Calendar	Enable/disable timeline calendar for admin to change any bookings on resource timeline calendar	: Disable : Enable
Enable ANFF UQ	Enable ANFF UQ modification	: Disable : Enable
Enable Azure AD Sign In	Enable Azure AD SAML Sign in protocol	: Disable : Enable
Enable Banner for Login	Enable/disable banner image on login page. By default, system uses the built-in header.	: Disable : Enable
Enable Built In Sign In Page	Enable/disable book.dl sign in or index.php sign in	: Disable : Enable
Enable Certificate Search Hint	Enable/disable showing certificate list In user certificate editor, user profile manager	: Disable : Enable
Enable Charge Category Manager	Enable/disable resource charge category method, refer to resource charge category chapter for details	: Disable : Enable
Enable Charge Rate On Calendar	Enable/disable resource charge rate show on calendar pages	: Disable : Enable



Enable CMCA	Enable CMCA modification	: Disable : Enable
Enable Consumable Module	Enable/disable consumable module used for managing consumable store and ordering consumables	: Disable : Enable
Enable Consumable Order Qty Validation	Enable/disable consumable order quantity validation against stock quantity. If stock quantity is less than the ordered quantity, then order is NOT accepted. The default setting is disabled.	: Disable : Enable
Enable Consumable QR code	Enable/disable consumable code. If QR code is disabled, mobile app for consumable module stops working	: Disable : Enable
Enable Consumable Stock Email Alert	Enable/disable consumable stock email alert to admin staff once a day. The default setting is enabled.	: Disable : Enable
Enable Consumable Stock Update upon Delivery	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 : Enable
Enable Consumable Stock Zero	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 : Enable
Enable Corea Analytics	Enable/disable Corea analytics feature	: Disable : Enable
Enable Create User Folder	Enable/disable user folder creation with tracker	: Disable : Enable
Enable Current Hour Booking Change	Enable/disable event change permission in the current hour.	: Disable the change permission



		: 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.
Enable Dashboard	Enable/disable dashboard page and module	: Disable : Enable
Enable Default Account	Enable/disable default account for the tracker login	: Disable : Enable
Enable Email Server Alert	Enable/disable pop up alert message upon system administrator login	: Disable : Enable
Enable Facility Catalogue	Enable/disable resource catalogue feature. Facility refers to resources	: Disable : Enable
Enable Facility Status	Enable/disable resource status page. Only applies when setting "Booking Only" to ON. Facility refers to resources	: Disable resource status page : Enable resource status page
Enable Facility Status Privacy	Enable/disable user photo on status page. Facility refers to resources	: Disable user photo display when users access the resource status page. Only staff can view photos. : Enable user photos display.
Enable Featured Report	Enable/disable featured reports. Refer to report chapter for more details	: Disable : Enable
Enable Induction Process	Enable/disable induction process. The default setting is enabled.	: Disable : Enable
Enable Invoice Manager	Enable/disable invoice manager. The default setting is enabled.	: Disable : Enable
Enable Labcast	Enable/disable labcast feature in ACLS to cast live calendar via labcast service powered by UniLab	: Disable : Enable
Enable Loan Item	Enable/disable loan item module and feature	: Disable : Enable
Enable Loan Item As landing Page	Enable/disable loan item page as landing page after sign in. The default landing page is Booking Tab page.	: Disable : Enable



Enable Mail To User For User Booking	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 : Enable
Enable MCN	Enable MCN modification	: Disable : Enable
Enable Moxy Sign In	Enable using Moxy code to sign in on MoxyTouch screen to book and order consum	: Disable : Enable
Enable My Data	Enable/disable data cluster connection to nextcloud service or FTP service (UNSW only)	: Disable : Enable
Enable Nextcloud		No longer in use
Enable Online Reg Project	Enable/disable project field in online reg form.	: Disable : Enable
Enable Online User Password Reset	Enable/disable reset password	: Disable : Enable
Enable Order Consumable Login	Enable/disable consumable order logo on login page	: Disable : Enable
Enable Org Master Account	Enable/disable the organisation GLC or account validation feature	: Disable : Enable
Enable Org Master Account For Reg	Enable/disable the organisation GLC or account validation feature for user reg. The default setting is disabled.	: Disable : Enable
Enable Outlook Calendar Export	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 : Enable
Enable Privacy Calendar	Enable/disable the booking details on the public access calendar	: Disable : Enable
Enable Publication	Enable/disable the publication data feature. The default setting is enabled.	: Disable : Enable



Enable Public Calendar	Enable/disable the public access calendar without the need of login	: Disable : Enable
Enable Random Pick Home Video	Enable/disable video pick as the default to show up on booking tab page	: Disable : Enable
Enable Reactivation Page	Enable/disable the reactivation link on login page	: Disable : Enable
Enable Reg Auto Approval	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 : Enable
Enable Reg Pathway	Enable/disable the pathway for online reg process	: Disable : Enable
Enable Reg Project Compulsory	Enable/disable the project field in the reg form as compulsory entry or not	: Disable : Enable
Enable Repeat Booking	Enable/disable repeat booking feature for operation booking calendar	: Disable : Enable
Enable Resource Booking	Enable/disable Booking tab page. This option is only useful when ACLS is set as loan item service only.	: Disable : Enable
Enable Resource Data	Enable/disable resource tile in My Data	: Disable : Enable
Enable Resource Field Customisation	Enable/disable resource database field customisation	: Disable : Enable
Enable Sample Details In Report	Enable/disable sample details in the sample report	: Disable : Enable
Enable Sample Job Alert	Enable/disable sample job overdue alert. System does checks once a day	: Disable : Enable
Enable Scan User Folder	Enable/disable tracker app: user folder scan	: Disable : Enable
Enable Service Repeat Booking	Enable/disable repeat booking feature for service booking calendar	: Disable : Enable



Enable Session Hour Check	Enable/disable min booking unit check for each event.	: Disable min booking unit check against each event. : 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 Share Labcast	Enable/disable admin staff to access each other labcast settings. It is very useful for a team support to labcast in case of any admin not available	: Disable : Enable
Enable Single Sign-In	Enable/disable Single Sign-In mode. If enabled, users can only access ACLS via SSI	: Disable : Enable
Enable Smart Phone App	Enable/disable mobile web sign in. If enabled, users need to sign in mobile app only to book and order consumables.	: Disable : Enable
Enable SMTP Mailer Server	Enable/disable mailer server on ACLS server. Mailer server is used to deal with the special authenticated SMTP services.	: Disable : Enable
Enable Space Booking	Enable/disable space booking feature in response to COVID-19	: Disable : Enable
Enable Staff Calendar	Enable/disable staff calendar. By default, it is disabled	: Disable : Enable
Enable Staff Roster Notification	Enable/disable staff roster booking change email notificaiton. By default, it is disabled	: Disable : Enable
Enable Subscription Credits	<i>Not implemented yet</i>	
Enable Survey	Enable/disable survey module.	: Disable : Enable
Enable Term Condition	Enable/disable term and conditions display at footer and on dashboard menu	: Disable : Enable
Enable Timeline Calendar	Enable/disable timeline calendar. The default setting is enabled.	: Disable : Enable
Enable Title For Login	Enable/disable Title bar on login page	: Disable : Enable



Enable Track Samples	Enable/disable Track Sample module	: Disable : Enable
Enable User Booking Confirmation	Enable/disable booking confirmation alerts to users a few days before the booking time. Users can confirm the booking or cancel the booking	: Disable : Enable
Enable User Portrait Photo	Enable/disable user portrait photo in user profile. This does not refer to thumbnail user photo.	: Disable : Enable
Enable User Privacy Calendar	Enable/disable booking details on calendar for privacy. Users can only see his own booking details, for the others, just marked as busy	: Disable : Enable
Enable User Profile Usage Tab	Enable/disable user usage/booking report tab in user profile editor, user profile manager	: Disable : Enable
Enable WHS Document	UNSW only for WHS document feature in conjunction with single sign in portal	: Disable : Enable
Enable XNAT	UNSW only for M cloud data service connection. Enable/disable m-cloud connection.	: Disable : Enable
Equipment General Staff Consumable Access	Allow staff in general staff access category to access consumable library	: Disable : Enable
Equipment Supervisor Consumable Access	Allow staff in equipment supervisor access category to access consumable library	: Disable : Enable
<i>EXCEL Password Protection</i>		<i>No longer in use</i>
Facility Charging	Enable/disable resource charging policy in Resource Manager. Facility refers to resources.	: Disable : Enable
Facility Status Display All	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. Facility refers to resources.	: Disable, this is the default : Enable



Resource Status Image Height	Set the resource image height	Height of resource image shown in resource info page is defined here
Resource Status Image Width	Set the resource image width	Width of resource image shown in resource info page is defined here
FTP Host Name		No longer in use
FTP Login		<i>For record purpose</i>
FTP Password		<i>For record purpose</i>
Home Page Link	Set home page URL at footer	If this is blank, home link is not available at footer
Https Enable	Enable/Disable https access depending on the web server settings.	: Disable https access. This is the default. If selected, web access is standard http : Enable https access
Include Consumable to Usage Invoice	Enable/Disable to include the consumable orders to the invoices. The default setting is enabled.	: Disable : Enable
Invoice Accessible By Supervisor	Enable/disable supervisor access to the invoice statements.	: Disable : Enable
Jaggaer Chemical Inventory URL	Only effective when integrating with Jaggaer service	Please contact support for details
Jaggaer Sign In URL	Only effective when integrating with Jaggaer service	Please contact support for details
LDAP Compulsory Check Text	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
LDAP Pre-Configure	Auto-run tool to configure the user access through LDAP.	: OFF : ON
LDAP Text on Login Page	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"
Logbook Manager To Staff	Enable/disable general staff access to data logbook manager function.	: Disable : Enable
Login Name Tip	Set the tip text for the login name field on login page	Default, welcome
Login Using Email	Enable/disable email as login name.	: Disable : Enable
Logon Server Check		No longer in use
Logon Timer Ctrl	Enable/disable timer for tracker	: Disable



		: Enable
Maintenance Auto Alert Days	Set up early warning to the resource maintenance schedule set out in resource maintenance profile	
Max Booking Form Number	Limit for resource uploaded booking form	Max is 5
mCloud User Guide URL	UNSW only	
Min Unlogged Time	Minimum time (in minutes) to accept the operational or usage time after login to instrument computer	Default: 5 minutes
Moxy Sign In Token	Refer to Moxy guide at moxy.unilab.com.au	
Moxy Sign In URL	Refer to Moxy guide at moxy.unilab.com.au	Default sets to UNSW
Multiple Click Prevention	Enable/disable multiple form submission through "Accept" button.	: Disable, this is the default. : Enable.
Online Reg Ctrl	Enable/disable online registration.	: Disable : Enable
Online Reg Visitor ID	Set as default external visitor ID	e.g. 000
Online Reg Visitor ID Compulsory	Set Student/Staff ID as compulsory entry field in registration form.	: Not compulsory : Compulsory
Org Reg Name	Used for the button in Account Manager if organisation GLC or account validation feature is enabled	Default sets to UNSW
Pictures Directory Name	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".
Pictures Web Directory Name	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".
Privacy Statement Link	Set privacy statement link at footer	If this is blank, privacy statement link is not available at footer
Project Manager	Enable/disable "Project Manager".	: Project manager is OFF : Project manager is ON
Python Tracker Poster Menu	Refer to ACLS tracker guide	Information only



Reg Account Field 1	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
Reg Account Field 2	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
Reg Account Field 3	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
Reg Account Field 4	Used as account field for account entry in the online registration process	If blank, then this field entry is disabled
Reg Copy Delete Days	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
Reg Def Account		No longer in use
Report By Any Period	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 : Set period between any two dates
Report Deepness (Depth)	Range of years for generating reports	Default: 1 year
Restrict Bookings To General Staff	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 : Staff can only make bookings if they are qualified as a trainer or being trained
Server Calendar Date Format	The format should tally with the server time format in regional setting	Default: mm/dd/yyyy (US format) Australia: dd/mm/yyyy
Server Name	Should be web server IP address or domain name	e.g. www.xxx.xxx.xxx
Service User Code	Used for logbook manager to catch the wrong login/logout, and also for service booking	
Show Tracker Hours in Report	Display the tracker hours with the booking hours in the reports for comparison.	: OFF : ON
Show Video Clip Booking Tab Home	Display video tile on the booking tab home page	: OFF : ON



SMTP Server Name	The local SMTP server domain name of the organization	e.g. smtp.unsw.edu.au Not in use if Enable SMTP Mailer Server is enabled
Staff Roster URL	Staff calendar working with MoxyTouch	Refer to UniLab MoxyTouch user guide, Information only
Title Beg	System web page title	
Title End	System web page title	
Title To Resource Catalogue	Add additional title in the front of Resource Catalogue on booking landing page. For example, UNSW Resource Catalogue	
Title To Show	System title on logon page	
Tracing Data Date		No longer in use
Training Support Request	Switching on/off the function on My Dashboard	: OFF : ON
User Access Expiry Alert	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.
User Account For Reg	Enable/disable account entry in the online registration process.	: Account entry not required : Account entry required
User All Account Search	Enable/disable the account search range in user profile manager	: Disable : Enable
User Folder Format	Refer to ACLS tracker guide	Information only
User Photo Availability Check	Enable/disable user photo availability check.	: No cross check on user photo availability. This is the default. : 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.
User Photo For Reg	Enable/disable user photo upload in the online registration process.	: User photo not required : User photo must be provided
Valid Email Login	Enable/disable login name validation check.	: Validation not required : Login name has to be numbers and letters



Version Control	This is for building ACLS used by ACLS developer	Information only
Web Access Validation	Enable/disable user certificate validation. If enabled, using web access records to validate.	 : Disable  : Enable

5.2 Configure Resources

Terminology “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](#).



📄 Edit/Add Resource Group
Return

Resource Group Name

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



Social Distancing

Office/Lab Spaces & Resources



6

Resource Groups



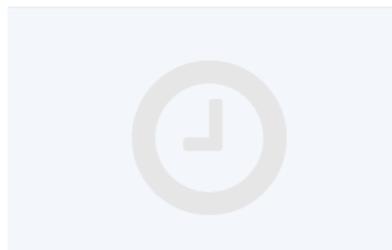
25

Archived Resources

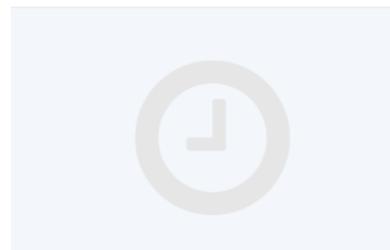


0

Linked Booking Resources



Resource Tracker Setting & Status



Resource Tracker Home Drive





42

Booking Resources



4

Non-Booking Resources



Printable Resource QR Codes



User Registration Form

Resource List for Registration

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	 Upload Resource Image
Resource QR Code	 <div style="background-color: #333; color: white; padding: 5px; text-align: center;"> Update QR Code </div>
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



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

- Loan item profile



The newly implemented loan item module in ACLS borrows the concepts of the library operation. Similar to borrowing a book, the loan item module provides 3 basic features as followings:

- Collect
- Return
- Book

Enable as Loan Item	<input checked="" type="checkbox"/> (Tick to set as loan item)
Item Number	Science-123456
Product Serial Number	EXP293721739
Product Vendor Information	Dell Australia
Product Warranty	Warranty expired in Dec 2022
Youtube Embedded Code	<pre><iframe width="200" height="120" src="https://www.youtube.com/embed/9QFZymuqtE" title="YouTube video player" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe></pre> <p><small>*Change the following dimensions in the script: width="200" height="120"</small></p>

Field	Definition
Item number	For example, Dell computer service ref number
Product serial number	For example, Dell express code
Product vendor information	For example, Dell
Product warranty information	For example, 12 months warranty
Youtube video	Product Youtube link
Custodian	



- Catalogue profile

The resource catalogue settings are described as follows:

Field	Definition
Resource Type	<p>Following types are selectable. In the future, each type of resource has its own booking event template.</p> <ul style="list-style-type: none"> Research Equipment Loan Item Service Meeting Room Vehicle Others
Catalogue Access	<p>Catalogue access defines the access level by the following definitions.</p> <ul style="list-style-type: none"> Local Organisation Universe Disable <p>Local access: users who sign in to ACLS can access Organisation access: users who can sign in SSI can access Universe access: users who can sign in AAF can access Disable access: resource is not shown on catalogue</p>
Item Number	Resource asset item number in the university asset system
Description	Resource description
Location	Resource location, for example, room number, building name
Custodian	Resource custodian

- Maintenance profile

The maintenance profile is added to the resource profile to manage the maintenance activities, schedule, and cost. The maintenance profile covers the following properties of the scheduled maintenance activities.

- Resource brand
- Resource model
- Resource serial number
- Maintenance level
- Last maintenance date
- Last maintenance comments
- Maintenance/certificate type
- Next maintenance due date
- Maintenance frequency
- Estimated maintenance cost
- Maintenance cost owner
- Cost owner others

- 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.

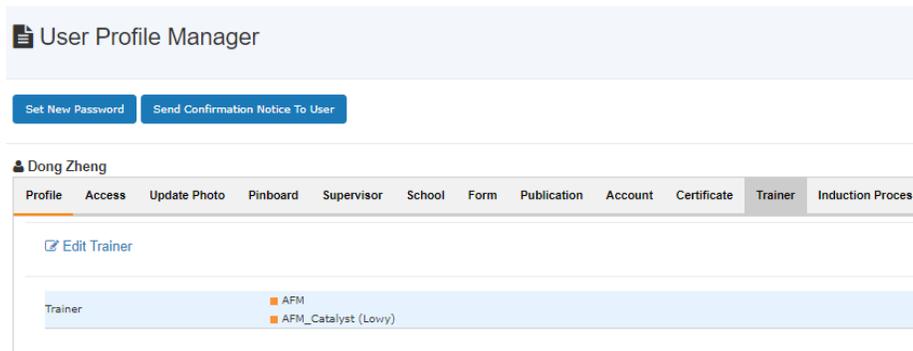
- Training certificates

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.



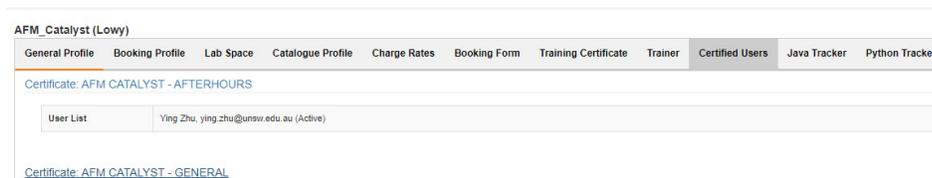
- Trainers

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



- Certified users

Certificated user list is available for reference checks.



- Desktop tracker



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

Field	Description
Resource	Resource installed with console
Host ID	Host ID shows at each console upon installation. System generates a random one the very first time.
ID Type	Host ID as resource ID.
Block hot-keys	Tracker blocks all Windows hot keys by default so users cannot bypass tracker with the Windows hot-keys
Block task manager	Block or unblock the Windows task manager so users cannot kill off tracker instance
Enable account/project selection	Enable/disable account/project selection. If resource is free of charges, you can disable this option for tracker.
Enable locking screen	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.
Enable Show Last Login User	Enable/disable showing the last login user name on the tracker so the staff and the next user could know who did last login
Enable auto-logout	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.
Auto-logout hours	Define auto-logout hours for auto-logout, the tracker signs out the user automatically after the auto-logout hours exceed
Enable full-screen mode	Enable/disable the tracker full-screen mode upon execution so the user must sign in the tracker to operate the instrument (resource)
Enable booking first policy	Enable/disable the special requirement that the user must book first before the user could sign in the tracker to operate the instrument (resource). Enabling this feature is to ensure that you capture the usage of the resource if the user walk in to the lab and use the instrument without making the booking first.
Enable data drive mapping	UNSW only
Enable email for sign in and sign out	If enabled, user and trainers receives email notice upon user sign in and out on tracker app
Enable sensor app execution with tracker	If enabled, ACLS sensor app being integrated with tracker app, scans and collects resource desktop computer hardware and software information
Enable Windows account logoff	If enabled, tracker logoff Windows account automatically when user sign out tracker
Connection Allowed	Enable/disable connection permission. If unchecked, server declines the tracker connection request



Note 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	https://research.unsw.edu.au/research-imaging-nsw
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 Certificate: MAGNETOM VIDA BOOKING CERTIFICATE
Approve/Decline Notes	<div style="background-color: #ccc; height: 50px;"></div>
	Click to contact user...
Uploaded Forms	<div style="text-align: center;">  RINSW Referral Form_v1-1565318906.docx </div>

Approve Decline



On the booking calendar page, staff can access the booking forms anytime.



Uploaded Booking Forms

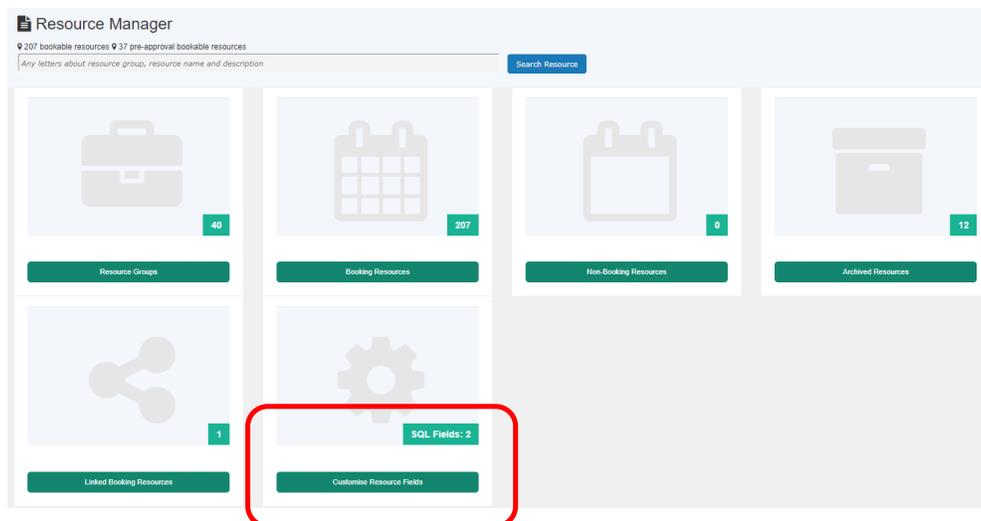
Refresh			
User Name	Start Date	End Date	Uploaded Booking Form
E Tan	2019-07-04 09:00:00	2019-07-04 10:00:00	RINSW Referral Form_v1-1562127120.docx
E Tan	2019-07-10 11:00:00	2019-07-10 12:00:00	RINSW screening form_v1-1562127879.pdf
E Tan	2019-08-21 09:00:00	2019-08-21 10:00:00	Pilot scheme January 2019_website-1564624672.pdf
E Tan	2019-08-21 09:00:00	2019-08-21 10:00:00	Pilot scheme January 2019_website-1564624672.pdf 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 Fee_and_cancellation_policy_website-1564624661.pdf 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 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 customized 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

9 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

▼ ▼ ▼ ▼

▼ ▼ ▼ ▼

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](#)

Month: Year:

[Training Booking Report](#)

Month: Year:

[Group Booking Report](#)

Month: Year:

[Commercial Booking Report](#)

Month: Year:

[Service Booking Report](#)

Month: Year:

[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	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	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 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 Cortie	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 8 *generic* groups pre-defined in the system:



- System Administrator Group
- Administrative Staff Group
- Manager Group
- Equipment Supervisor
- General Staff Group
- Supervisor Group
- User Trainer 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

Due to the resource constraints, there are many situations that lab needs to appoint the PhD or experienced users as the instrument or resource trainers, User Trainer Group is available for appointing the general user to be the resource trainer.

5.5 Upload System Files

Through this file uploading function, you can 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.

Configure Email Receivers

Budget Manager Alert Registration Notice Access Denied Notice Training & Support Notice



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.



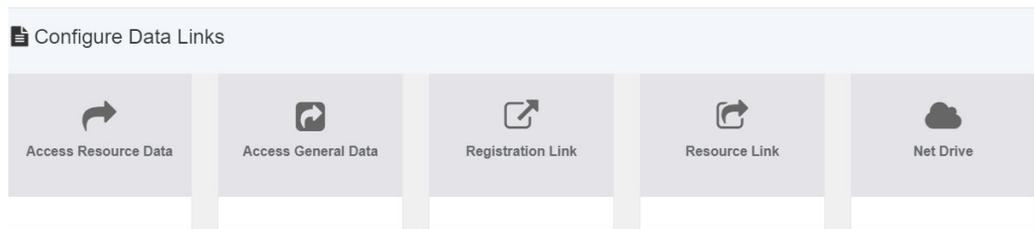
Email Contents

- modified** ▶ Access Confirmation Notice
- Default** ▶ Access Denied Notice
- Default** ▶ Booking Reminder Notice
- Default** ▶ Change of Password Notice
- Default** ▶ Commercial Booking Confirmation Notice
- Default** ▶ Facility Booking Confirmation Notice
- Default** ▶ Group Booking Confirmation Notice
- Default** ▶ Training Booking Confirmation Notice
- modified** ▶ Registration Notice
- Default** ▶ Service Booking Confirmation Notice

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.

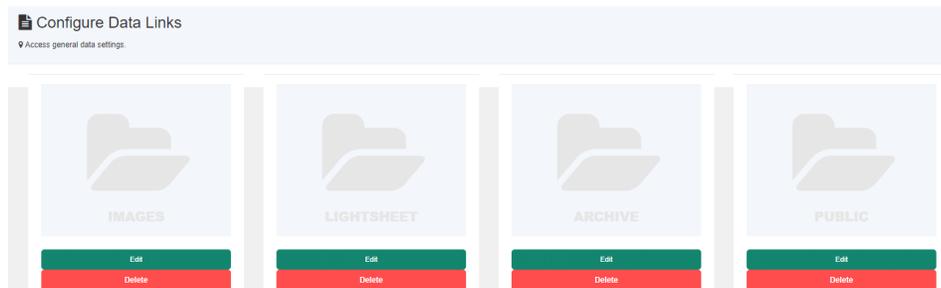
5.8 Configure Data Links (UNSW Only)

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.



My Data

Access Data

Documents: 16

- General documents
- Resource documents

Browse Documents

Register Documents

M CLOUD 🔍

My Files

- ▶ aperiiofslide
- ▶ aperiioxtslide
- ▶ biostation
- ▶ catalystaftm
- ▶ eclipseti-e
- ▶ eclipseTIE2
- ▶ fluoromax4
- ▶ fv1200
- ▶ incucyte
- ▶ lavision
- ▶ leicaDLS
- ▶ leicadmil
- ▶ leicasp5_2P
- ▶ leicasp5_WLL
- ▶ liveCyte
- ▶ microtime200
- ▶ mm8afm
- ▶ neuralsm800
- ▶ nikonA1
- ▶ nikonA1Spectral
- ▶ nikonHiLo
- ▶ photometricstirf
- ▶ picoquantSTED
- ▶ systems_N-Storm
- ▶ vectra_polaris
- ▶ zeiss3i
- ▶ zeiss780
- ▶ zeiss800Lowy
- ▶ zeiss800Neura

My Files

Name
aperiofslide
aperioxtslide
biostation
catalystaftm
eclipseti-e
eclipseTIE2
fluoromax4
fv1200
incucyte
lavision
leicaDLS
leicadmil
leicasp5_2P
leicasp5_WLL
liveCyte
microtime200
mm8afm
neuralsm800
nikonA1

ACLS + mCloud is mobile browser ready.

Biomedical Imaging Facility

My Data - M Cloud

Refresh Resource List

AFM_Catalyst (Lowy)

AFM_MM8 (F10)

Amira

Aperio FL Slide Scanner

IMAGES - M Cloud

Access



- **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.

The screenshot shows a web form titled "Configure Data Links" with a sub-header "Online registration HTTP link". It features a single text input field labeled "URL" and a blue "Accept" button below it.

- **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 screenshot shows a web form titled "Configure Data Links" with a sub-header "Edit/Add Resource information link". It includes a "Resource" dropdown menu with the text "Choose resource from the list", a "URL" text input field, and a "Note" text input field. At the bottom, there are "Accept" and "Reset" buttons.

- 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:

The screenshot shows a web form titled "Links & Directories" with a sub-header "Net drive settings". It contains several input fields: "Drive (example: M, N)", "Folder (example: \\server\share)", "User Name", and "Password". Below these is a checkbox labeled "Per Facility" with a note: "(if checked, net drive is per facility; if unchecked, net drive is one for all facilities)". A blue "Accept" button is located at the bottom left.



- 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 J](#).

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 can 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
 9 54 schools/organizations

Archived School/Organization

Add School/Org

Show 500 entries

Search:

Previous 1 Next

Copy CSV Excel PDF

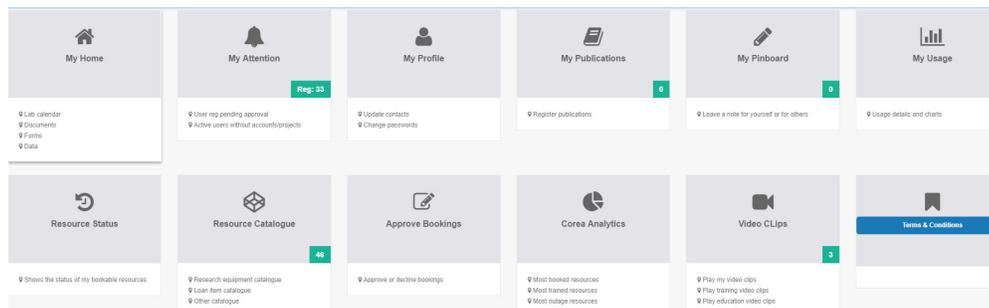
School/Org	School/Org Level 1	School/Org Level 2	School Code
BABS - Biotechnology and Biomolecular Sciences	/	/	3	Edit	Archive
BEES - School of Biological, Earth and Environmental Science	/	/	11	Edit	Archive
BMIF - Biomedical Imaging Facility	/	/	1	Edit	Archive
BMSF	/	/	41	Edit	Archive
BRILMWAC	/	/	40	Edit	Archive
CCIA	/	/	43	Edit	Archive
CCIA - Children Cancer Institute Australia	/	/	18	Edit	Archive



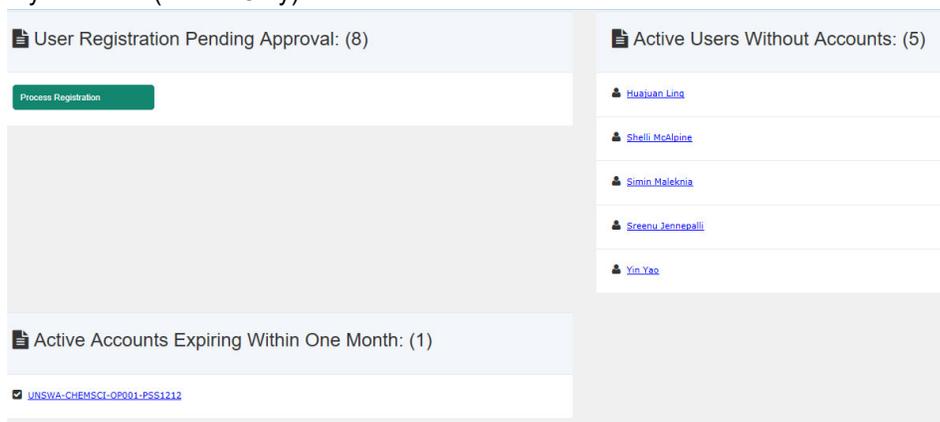
6 Operating ACLS

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):**

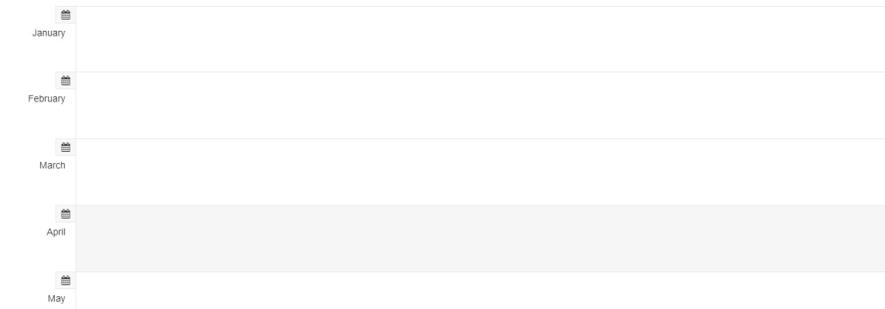


- User registration pending approval
- Active user without account
- Active account expiring within one month
- Project expiring within one month

- **My Home:**



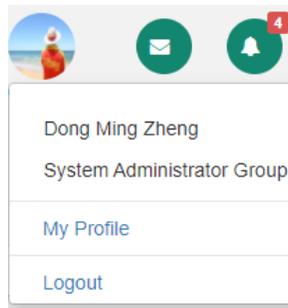
Lab Calendar - 2018



- 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"> 4MTH SUBSCR TO 31 DEC 2012 - expired on 31/12/2012 Internal Account - expiring on 30/11/2022
----------	---

Certificate:	No certificates
Trainers:	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 for reporting, 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.

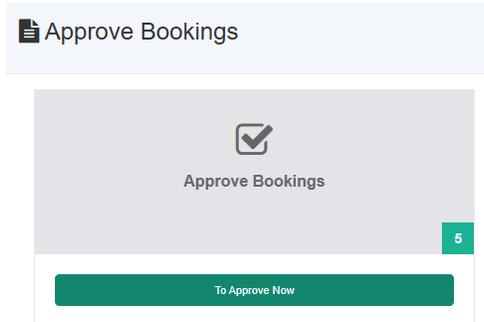
Register Publication

Publication Details	<input type="text"/>
Journal Title*	<input type="text"/> <small>For Example: Materials Characterization</small>
Author List*	<input type="text"/> <small>For Example: Nguyenhiep, A. V., Coceres, C. H., & Kong, C.</small>
Year	2022
Month	May
Details*	<input type="text"/> <small>For Example: Nguyenhiep, A. V., Coceres, C. H., & Kong, C. (2010). D characterization of intermetallics in a high pressure die cast Mg alloy using focused ion beam tomography. Materials Characterization, 51(11), 1935-1942. doi:10.1016/j.matchar.2010.06.007</small>
Register for	Choose user from the list



Staff can register publications for any users. When done, you can see all your registered publications upon clicking on **Publication**.

- Approve Bookings:



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

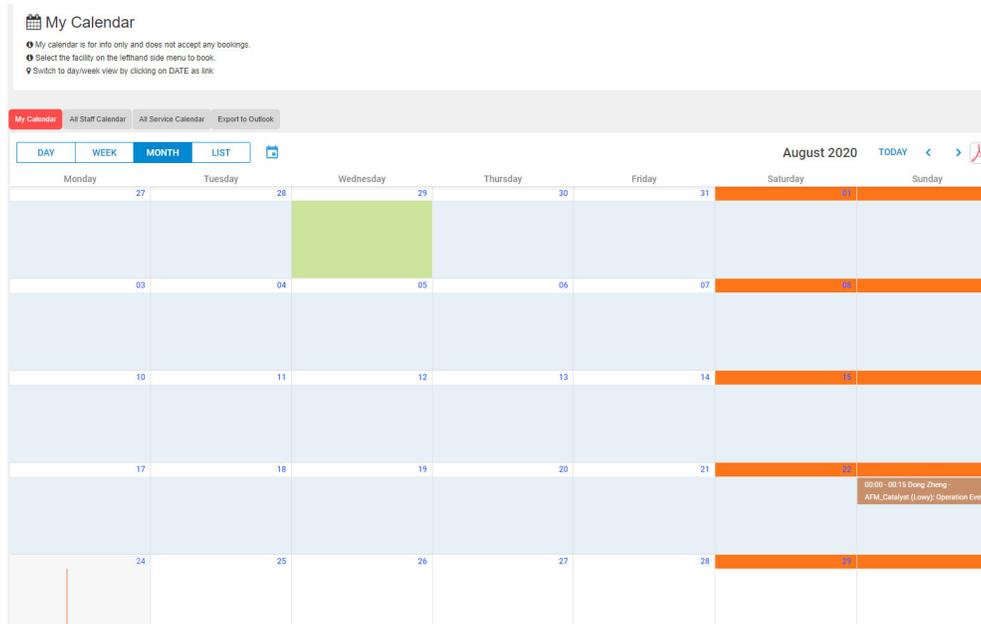
- My Usage:

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



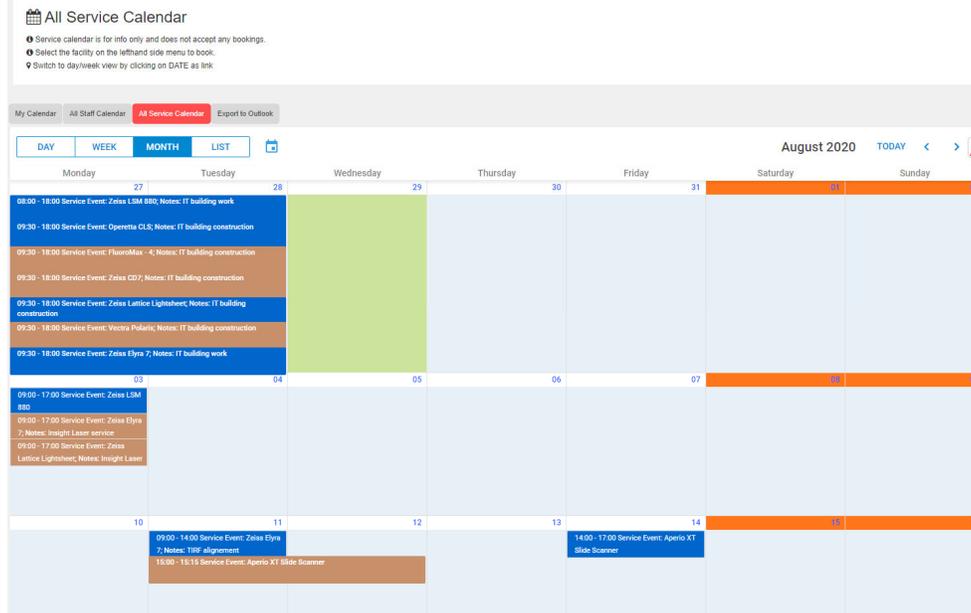
6.2 My Calendar

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 **Resource 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

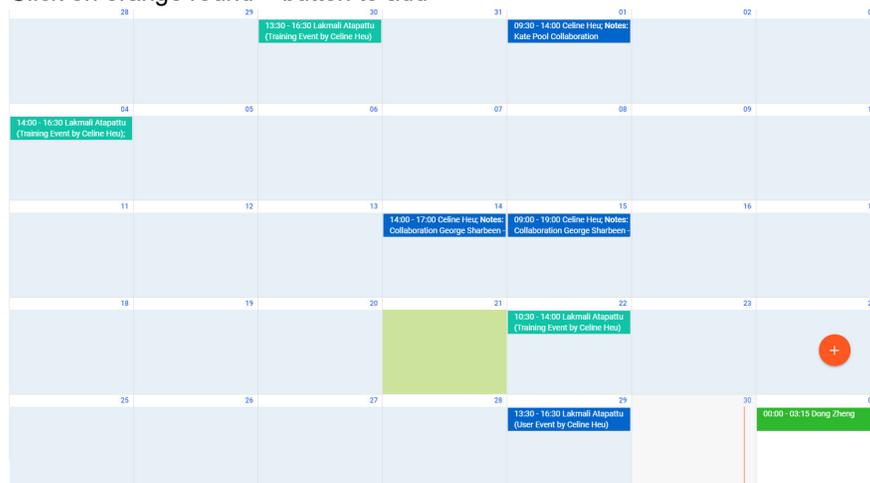
Operation Booking is used to book events for yourself. The color scheme gives you a quick presentation about the different types of bookings. The system blocks past dates in blue, as you are not permitted to book the past. You can easily navigate the calendar to day and week view by clicking on **Date** 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: [Empty text area]

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:



 <p>Leica SP5 WLL gSTED</p>	Resource Group: LOWY
	Description: The Leica TCS SP5 equipped with a pulsed white light laser (WLL), gated HyD detectors and cu gated STED is an inverted confocal laser scanning microscope. It is designed for high-resolution fluorescen
	Specifications:
	Location:
	Trainers: Alex Macmillan; Renee Whan; Iveta Stapekova; Ales Benda; Richard Francis; Michael Carnell; Lev Lewis; Elvis Pandzic; Florence Tomaselli; Celine Heu; Ephrem Sitwin; Sandra Fok; 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 <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 <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 <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

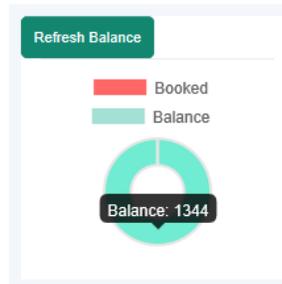
- Information Panel – booking quota:

Booking quota defines all the booking permissions and quota.

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



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 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			
User Name	Start Date	End Date	Uploaded Booking Form
Dong Zheng	2020-09-04 00:00:00	2020-09-04 02:15:00	Click n collect (00000002)-1598848300.pdf

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:

User:

Selected Users:

Notes:

Time period:

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

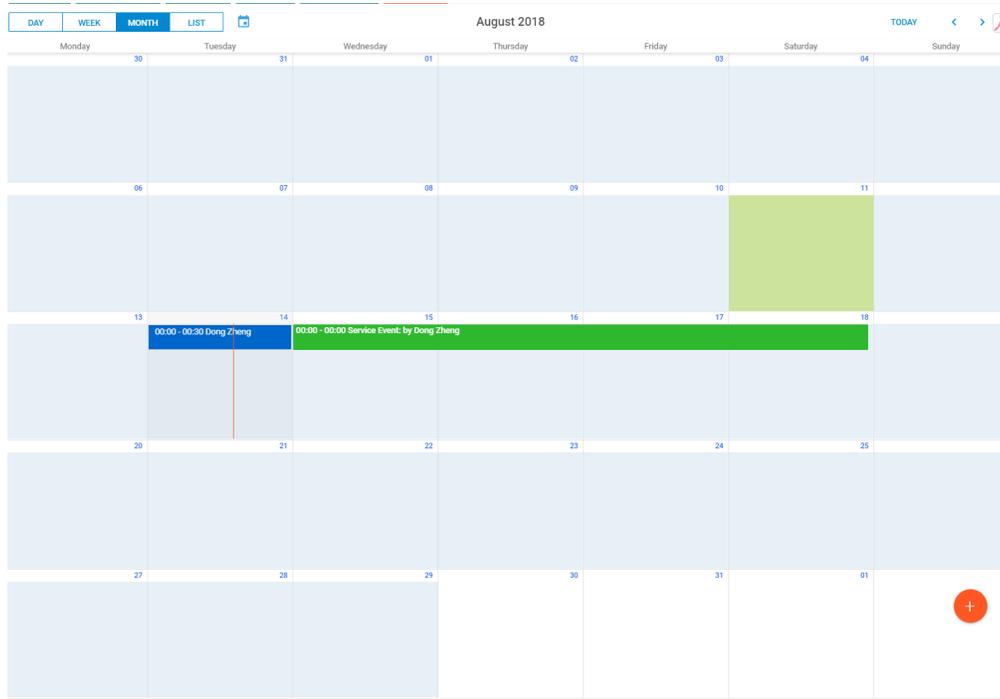
Service Type Scheduled Unscheduled

Notes

Time period

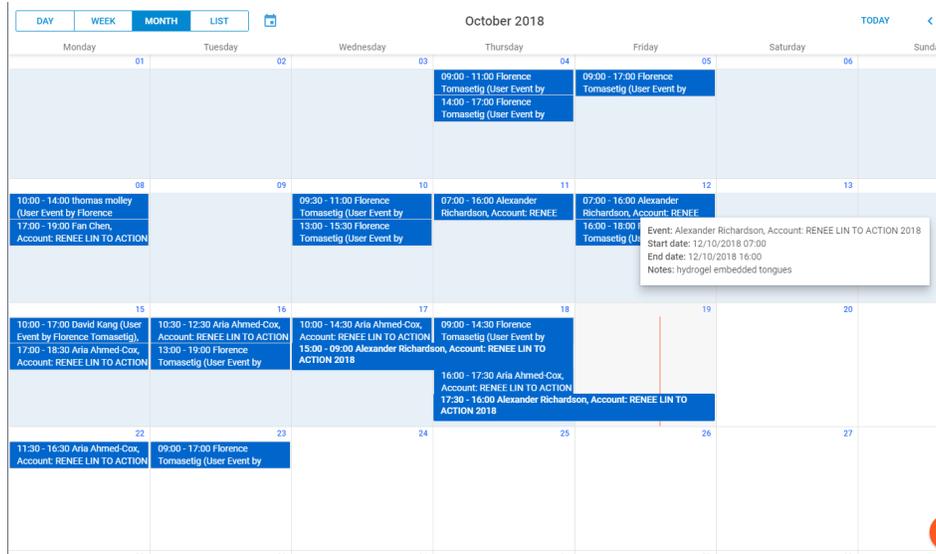
[DELETE](#) [CANCEL](#) [OK](#)

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

Notes

Repeat event DISABLED

Time period

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: Booking start time: 8am Booking end time: 10pm

Case 2:

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



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

Case 3:

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

6.3.10 Operation 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: Dong Zheng

Notes: [Empty text area]

Repeat event: **ENABLED**

Daily
 Weekly
 Monthly

Repeat every 1 week next days:

Monday
 Tuesday
 Wednesday
 Sunday
 Thursday
 Friday
 Saturday

End by: 27/09/2018

Time period:

08:00 - 30 - June - 2018

08:15 - 30 - June - 2018

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: Dong Zheng

Notes: [Empty text area]

Repeat event: **ENABLED**

Daily
 Weekly
 Monthly

Repeat 30 day every 1 month

End by: 27/09/2018

Time period:

08:00 - 30 - June - 2018

08:15 - 30 - June - 2018

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.

6.3.11 Service Repeat Booking

Similar to the operation repeat booking feature, it is also available to the service booking calendar.

SEM 3400I

Description

Service Type Scheduled Unscheduled

Notes

Repeat event ENABLED

Daily Weekly

Every day

Every workday

End by

Full day

00:00	21	May	2022
01:00	21	May	2022

DELETE
CANCEL
OK

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)
OK
CANCEL
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 **Enable User Booking Confirmation**.

- 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.



Access Records
Error Records
Enable Various Booking Calendars
User Booking Calendar Editable Permission
IDAP Setting
Turn on IDAP for All Users
Booking Correction
Update Single Sign In
About ACLS License
Google Analytics
Reset Public Calendar Script
Update Mobile Browser Scripts
Restore User Certificates
Scan Resource Images
Enable Certificate Confirmation
Disable Certificate Confirmation
Initialise All User ID
Initialise All User Moxy Code
Delete Duplicated Resource QR Codes
Update All Certificates Status
User Data Folder Setting (Tracker)
Update Labcast Scripts
SMTP Settings
Reset User and Supervisor Title

- 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	I hereby certify that this user has completed training of the spectrometer. He/she has an understanding of OHS and in 5000 (max char 5000)
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)

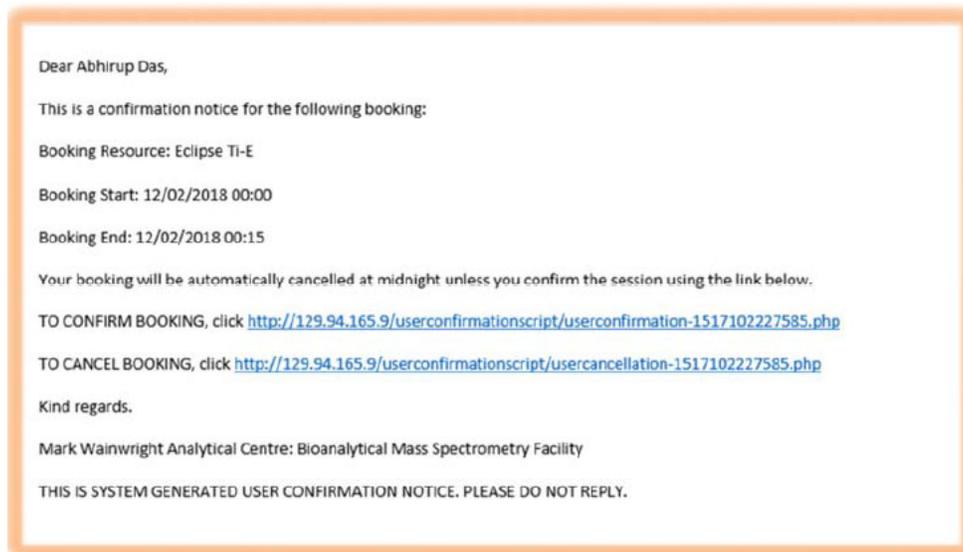
Explanation of two new parameters:

- 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

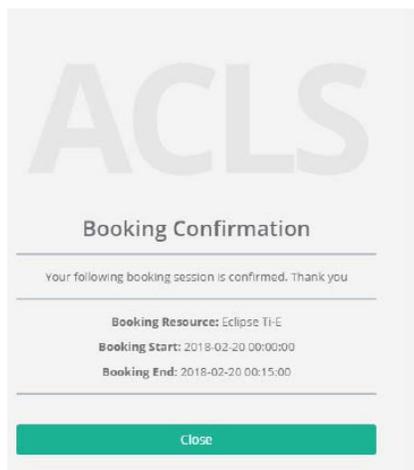
System sends out the reminder in the following context as example. The user can



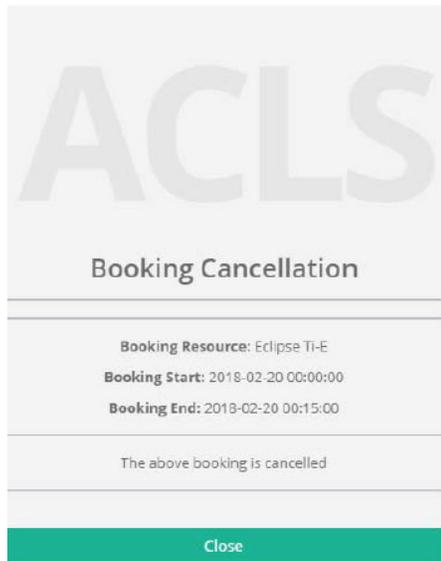
cancel or confirm the booking.



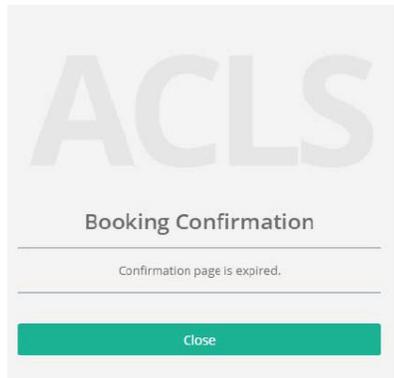
Click on the embedded URL to confirm the booking by itself.



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

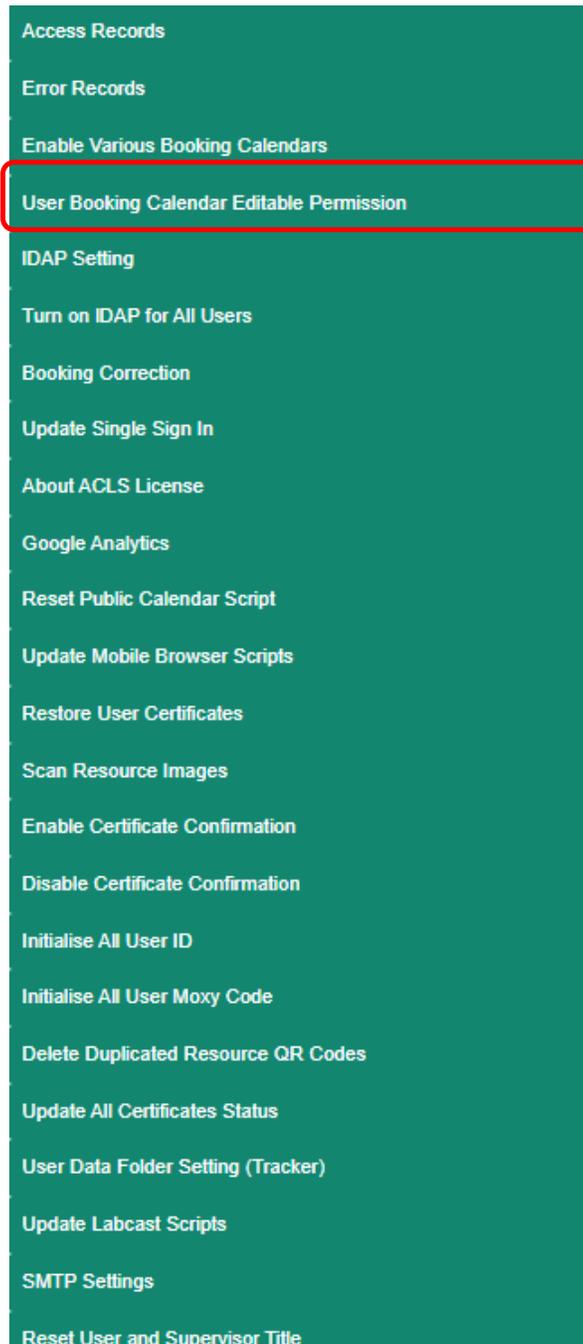
This is available to staff only. The nominated staff group can change anyone's future bookings through [User/Approve Booking](#). By default, this capability is disabled.

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 Calendar Editable Permission**.



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



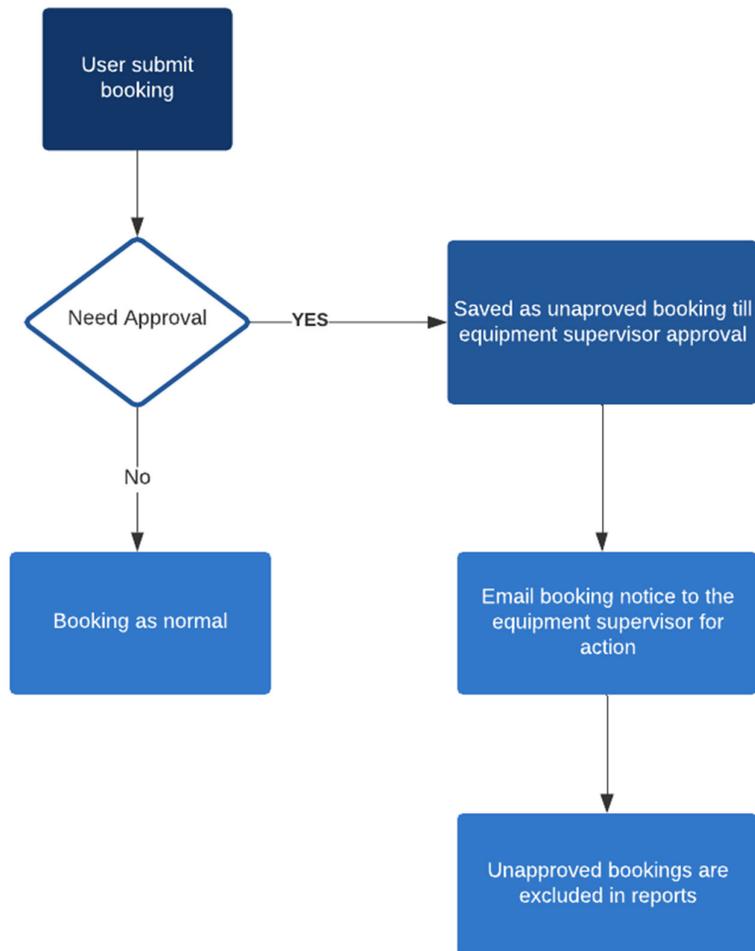
Configure Systems

User booking tool edit permission

Permission Group	Select to Enable
None	<input type="radio"/>
General Staff Group	<input checked="" type="radio"/>
Equipment Supervisor	<input type="radio"/>
Manager Group	<input type="radio"/>
Administrative Staff Group	<input type="radio"/>
System Administrator Group	<input type="radio"/>

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-Hyouon 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-Hyouon 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 BDService (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								
<input type="checkbox"/> Full day	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">🕒 10:00</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">July</td> <td style="width: 10%; text-align: center;">2018</td> </tr> <tr> <td style="text-align: center;">🕒 14:00</td> <td style="text-align: center;">6</td> <td style="text-align: center;">July</td> <td style="text-align: center;">2018</td> </tr> </table>	🕒 10:00	6	July	2018	🕒 14:00	6	July	2018
🕒 10:00	6	July	2018						
🕒 14:00	6	July	2018						
Decision	<input checked="" type="radio"/> 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	Buddhika Abeyrathna
Approve/Decline Notes	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
	Click to contact user ...
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.

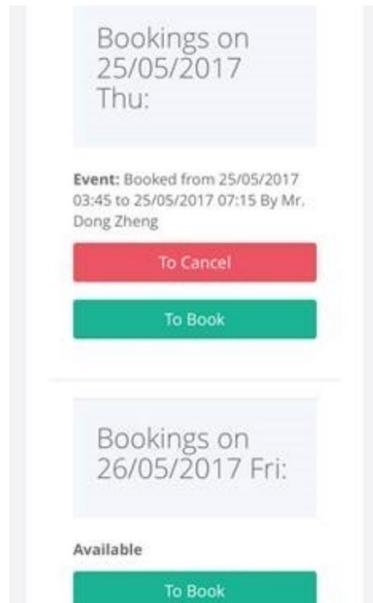
Mobile browser version

The following snapshot explains how it works.

- If you are the trainer, you are able to approve or decline an “unapproved” booking event.



- You can cancel any “unapproved” booking event made by yourself.



- 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.

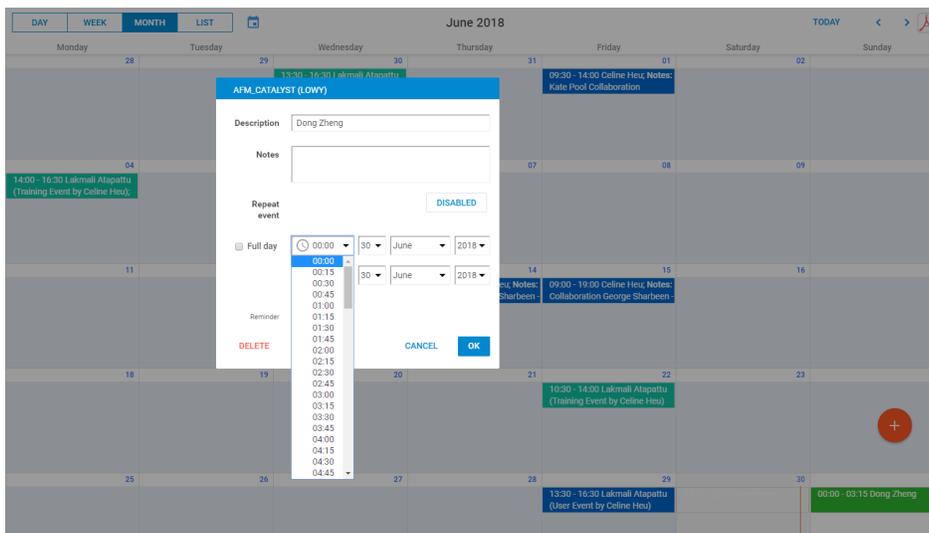
Go to *Utilities* -> *Resource Manager*, pick the Min Booking Unit that suits your needs.

Min Hour per Session	<input type="text" value="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 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"/>
In-Progress Booking Change	<input type="checkbox"/> (Tick to permit the in-progress booking change)
In-Progress Booking Cancel	<input type="checkbox"/> (Tick to permit the in-progress booking cancel)
Training Certificate	<input checked="" type="checkbox"/>
Booking Enable	<input checked="" type="checkbox"/>

- If set to 15 minutes

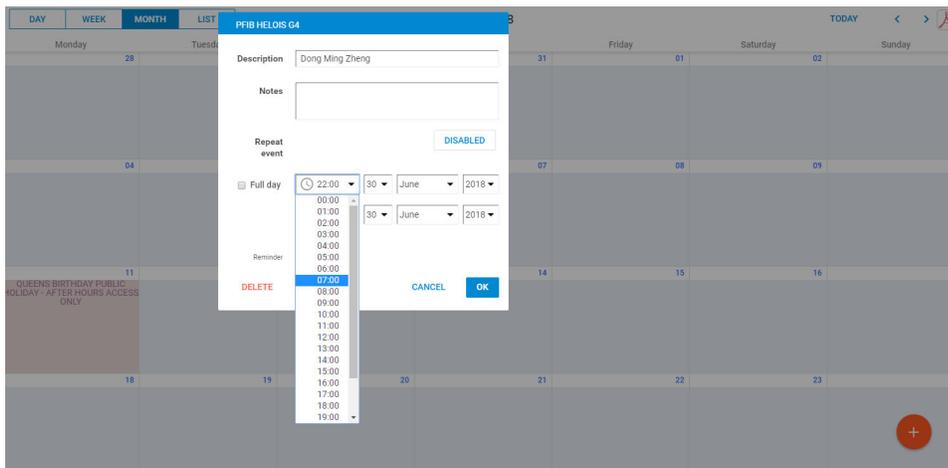


Time interval on booking calendar is set to 15 minutes as shown below.



- 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.

👁

Sign In

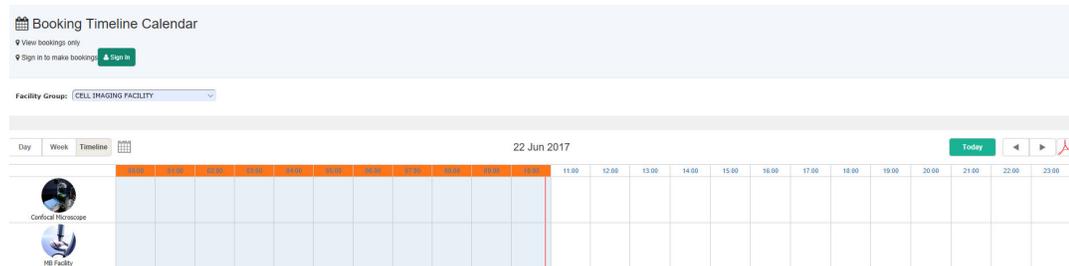
[To Register](#)

[To View Bookings](#)

[Forgot Password?](#)

[Access Denied?](#)

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



To View Bookings on Mobile Browser Version:



The screenshot displays two panels from the ACLS system. The left panel is a vertical list of facility buttons: Refresh Facility List, 100 AFM_Catalyst (Lowy), AFM_MM8 (F10), Amira, Aperio FL Slide Scanner, Aperio XT Slide Scanner, Biostation, BMSF HPC 1, and Chemicon Advanced Tissue Arrayer. The right panel is titled 'View Booking Calendar' and features a 'Facility Group' dropdown menu set to 'AFM'. Below this is a 'To Book' button, a 'Day' button with a calendar icon, and a 'Today' button. The main area shows a calendar for '20 May 2017' with a time slot grid from 00:00 to 04:00. The grid cells are currently empty and yellow.

6.11 Check Resource Status

Click on [Dashboard -> Resource Status](#) to view the status of the resource. The status covers the current booking status and tracking status (if tracker is installed).



Resource	About	Resource Group	Current Booking	Current Tracking	Current Status
2020 QTRAP LC-MS (C27) 	 Description: 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 (OOQ) 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. Location: Room 401, C27 (Wallace Wurth Bld) Information URL: Trainers: Dong Zheng; Mark Rafferty; Sydney Liu Lau; Jennifer Tran; Russell Pickford;	BMSF FACILITY AT WALLACE WURTH BUILDING	--	--	Available
5600 TripleTOF LC-MS/MS (E26) 	 Description: AB SCIEX 5600 TripleTOF Location: L2, Biosciences Building Information URL: Trainers: Sydney Liu Lau; Anne Poljak; Mark Rafferty; Jennifer Tran; Russell Pickford;	BMSF FACILITY AT BIOSCIENCE SOUTH BUILDING	--	2020-08-13 08:42:12.09 Dong Zheng	Busy

Resource Group	Current Booking	Current Tracking	Current Status
BMSF FACILITY AT WALLACE WURTH BUILDING	--	--	Available
BMSF FACILITY AT BIOSCIENCE SOUTH BUILDING	--	2020-08-13 08:42:12.09 Dong Zheng	Busy

6.12 My Bookable Resources

Click on [Resources -> My Bookable Resources](#) is an alternative way to view the status of the resource which you are certified to book.

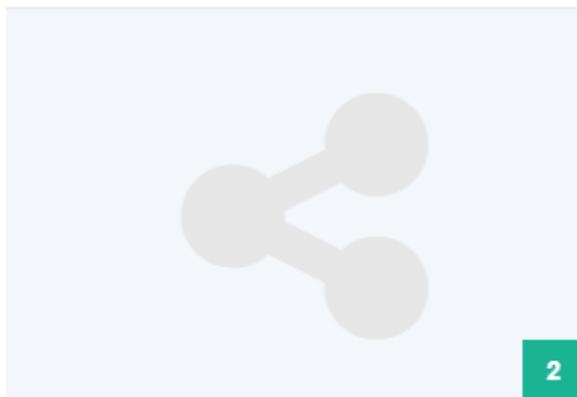


Resource	About	Resource Group	Current Booking	Current Tracking	Current Status
4000-QTRAP LC-MS (C27) To Book	 <p>Description: AB SCIEX 4000 QTRAP Quadrupole mass filters provide a robust means of sorting ions in a mass spectrometry experiment. When these mass analysers are incorporated in a triple quadrupole (QQ) 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>Location: Room 401, C27 (Wallace Wurth Bld)</p> <p>Information URL:</p> <p>Trainers: Dong Zheng; Mark Rafferty; Sydney Liu Lau; Jennifer Tran; Russell Pickford;</p>	BMSF FACILITY AT WALLACE WURTH BUILDING	--	--	Available
5600 TripleTOF LC-MS/MS (E26) To Book	 <p>Description: AB SCIEX 5600 TripleTOF</p> <p>Location: L2, BioSciences Building</p> <p>Information URL:</p> <p>Trainers: Sydney Liu Lau; Anne Poljak; Mark Rafferty; Jennifer Tran; Russell Pickford;</p>	BMSF FACILITY AT BIOSCIENCE SOUTH BUILDING	--	 2020-08-13  Dong Zheng	Busy

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.



[Linked Booking Resources](#)

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

Primary Linked Resource*

Second Linked Resource*

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



DAY	WEEK	MONTH	LIST	
				August 2018
Monday	Tuesday	Wednesday	Thursday	
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: Approved Event,	
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:				

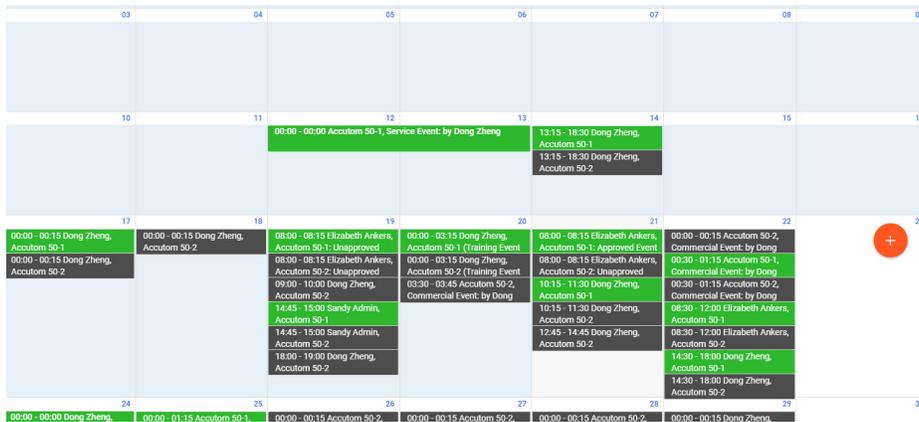
6.13.1 Make bookings to the linked bookable resources

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.

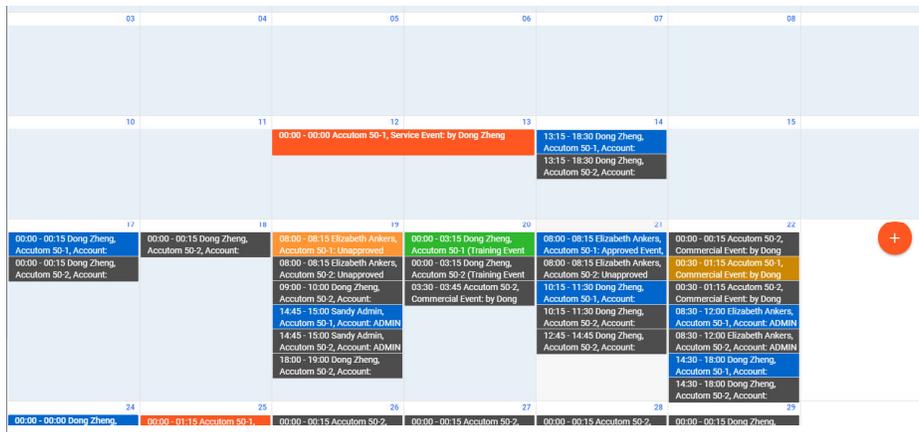
- Operation booking calendar

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

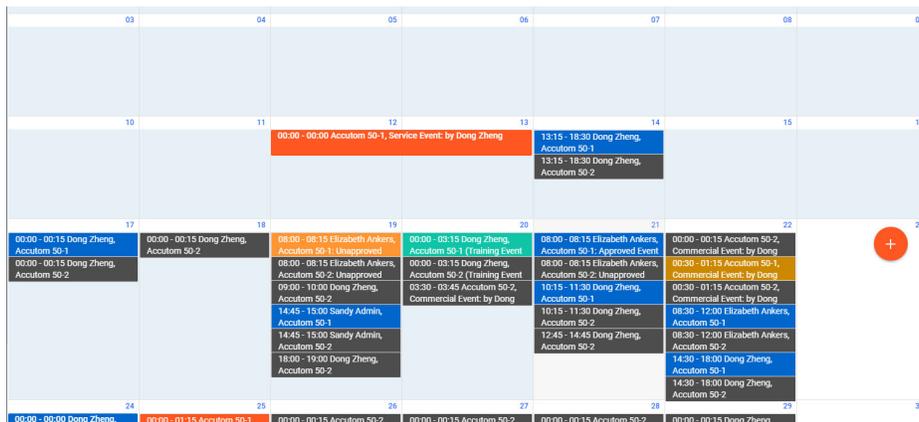
- User booking calendar



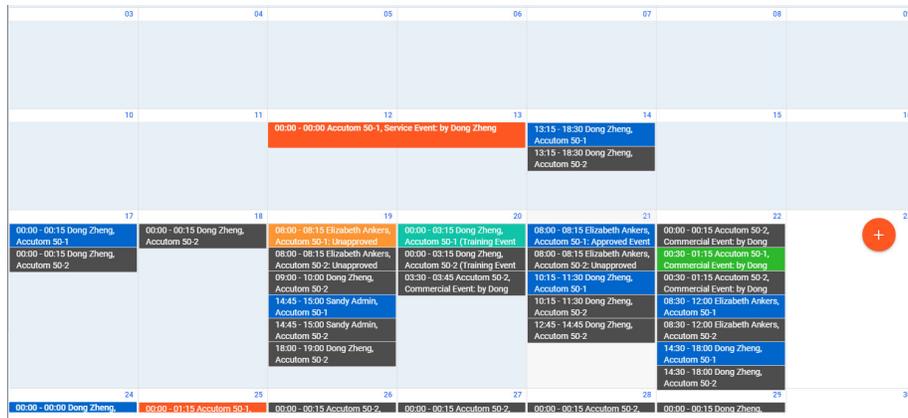
- Training booking calendar



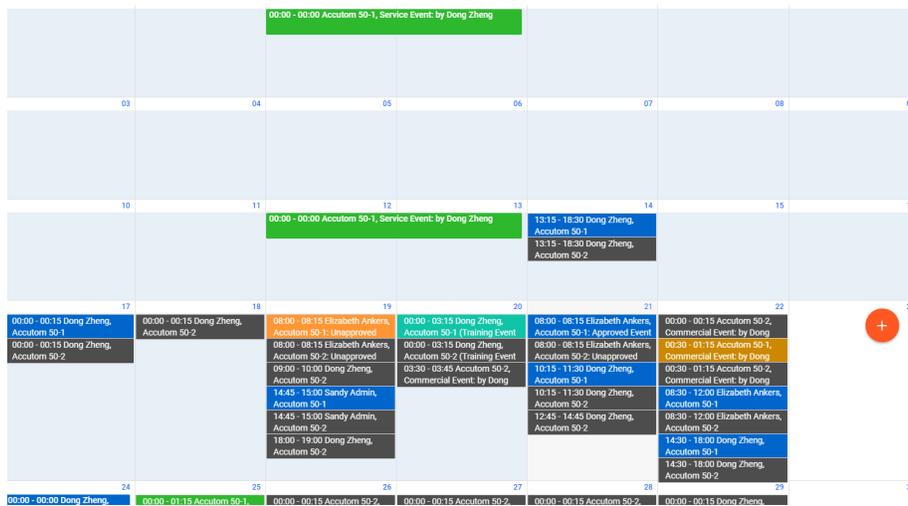
- Group booking calendar



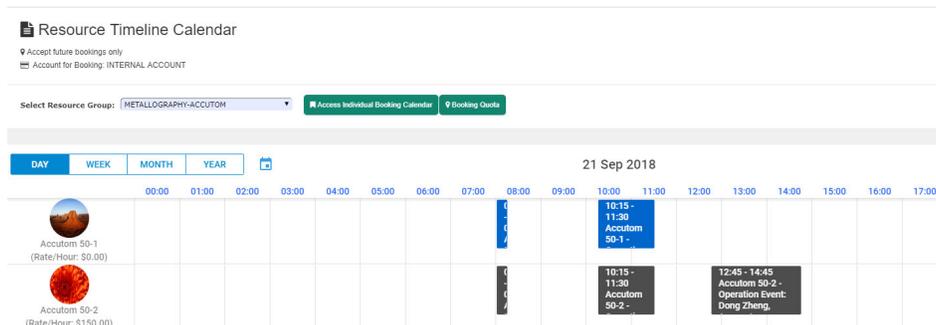
- Commercial booking calendar



- Service booking calendar



- Timeline booking calendar

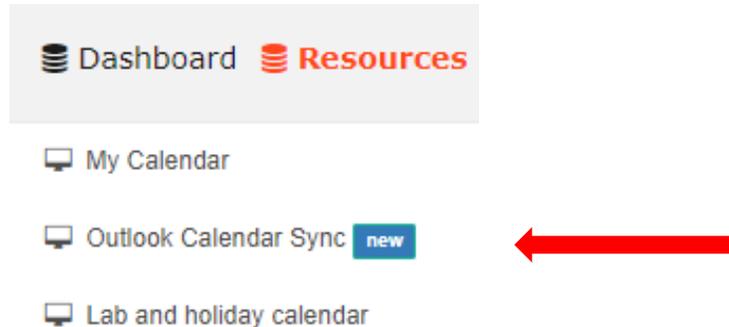




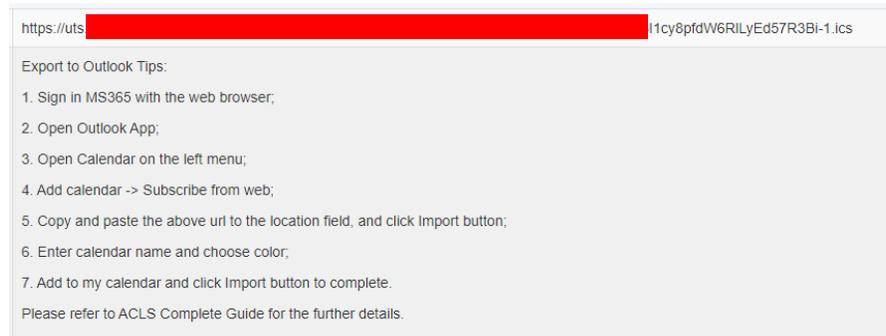
6.14 Sync ACLS calendar to Outlook calendar

This provides instructions to sync all your bookings to your personal calendar. First, you need to obtain the web link for your booking calendar. Navigate to [Resources > Outlook Calendar Sync](#). Copy the provided URL and follow the instructions according to your preferred calendar application.

1. Step one:

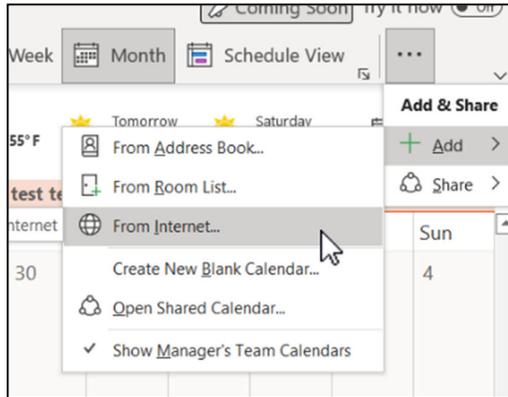


2. Step two:



6.14.1 Adding the calendar to Outlook (application)

In the calendar tab, navigate to Home > ... > Add > From Internet... Paste the calendar url in the dialogue box. Outlook will update the calendar once every 3 hours (approximately).



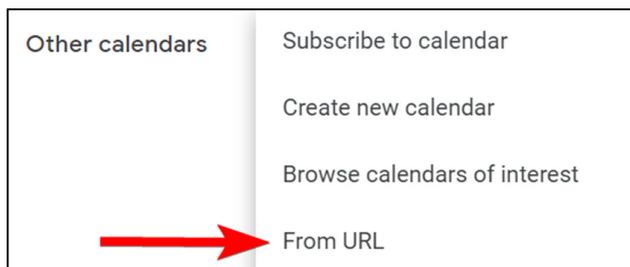
6.14.2 Adding the calendar to Outlook (web)

In the calendar tab, navigate to Add Calendar > Subscribe from web Paste the calendar URL in the input form. Outlook will update the calendar once every 3 hours (approximately).



6.14.3 Adding the calendar to Google Calendar

Navigate to Other Calendars > + Button > From URL. Paste the calendar URL in the input form. Google Calendar will update the calendar once every 12 hours (approximately).



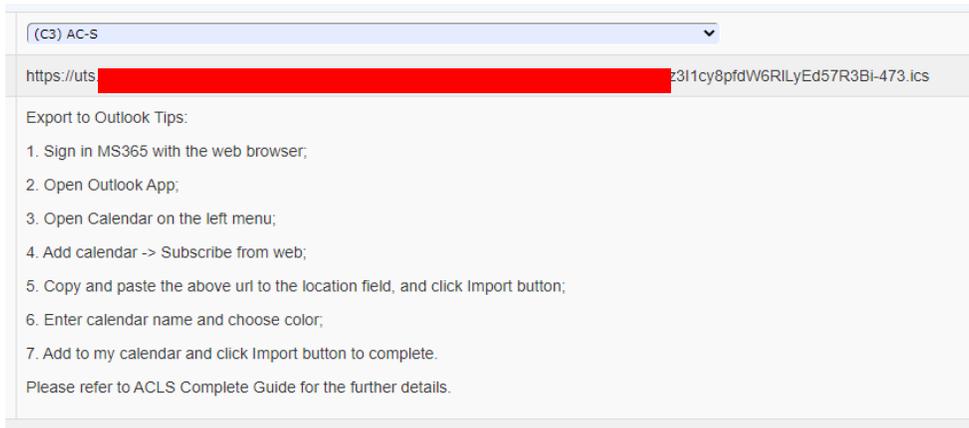


6.14.4 Additional calendars for staff

The previous section details instructions for syncing a user's personal bookings to their calendar. Staff members have access to additional calendars, which can be imported the same way as the previous section's calendars.

6.14.4.1 Resource Calendar

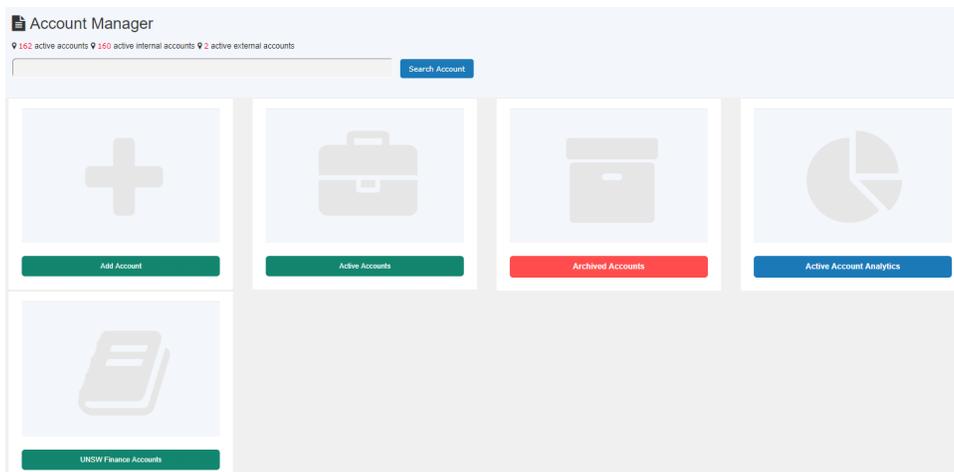
Staff can export a calendar that lists all bookings made on a particular resource. Navigate to: [Resources > Outlook Calendar Sync](#) to take the same procures to import ACLS calendar to Outlook



6.14.4.2 Resource Group Calendar

Staff can export a calendar that lists all bookings made on all resources within a particular resource group. Navigate to: [Resources > Outlook Calendar Sync](#) to take the same procures to import ACLS resource group calendar to Outlook

6.15 Set Up Accounts



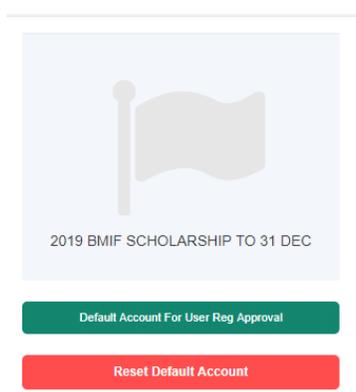
[Account Manager](#) screen requires the following information.



Parameter	Description
Account	Account numbers or names provided by users upon registration
Account Type	Internal or external
Used for consumable order	Lab admin can set up account for consumable orders. By default, all accounts are for consumable orders.
Charge rate per hour	Charge rates (depending on business model, for resource charge scheme, you don't need to set this field up)
Note	Remarks for accounts
Expiry Date	Expiry date of account
Account code	Used for system administration purposes
Recorded Created	Original date of account creation
Last Update	Staff who made last change and change time

6.16 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.





6.17 Register a Project

If ACLS is 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.

Search Project

Sort Projects By Supervisor

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	

Edit

Delete

Add

Clone

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 style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p>5000 (max char 5000)</p>
Active From Date	<input type="text" value=""/>
Project Due Date	<input type="text" value="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	
User Profile Manager	<ul style="list-style-type: none"> ▪ User and Supervisor group can only edit their own profile ▪ Staff group and lab manager group can search and view user profiles, and issue training certificates ▪ Admin group can search, edit, add user profiles, edit user accounts
Find User Training Records	<ul style="list-style-type: none"> ▪ Explore user training records ▪ Staff group and above can access this function
Find By Supervisor	<ul style="list-style-type: none"> ▪ Supervisor group can view a user's profile under their supervision ▪ Staff group and above can access this function
Newly Reg User Summary	<ul style="list-style-type: none"> ▪ Staff group and above can access this function



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.

User Profile Manager

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

User Name Any set of letters which may exist in user name or surname

Search By: user name login name user code

Search Range: Active Users (541) Inactive Users (2979) All Users (3520)

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: Alescia 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:

To:

Accept

6.19 Export User Data

Through [User Profile Analyser -> Grid Charts](#), you can 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 choices 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"/>				

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, attach a document (optional).

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

Choose group from the list ▼

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

Type of Group: Generic Group Single Certificate (including trainers) Group Certificate (including trainers)

Group: Choose group from the list ▼

Subject:

Message Body:

Upload Attachment (PDF,DOCX,JPG,GIF,PNG)

[Select a file to Upload](#)

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 like 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 favorited 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.

Profile Access Update Photo Pinboard Supervisor School Form Publication Project Certificate Induction Process Contact User

Contact Message

Subject*

Message Body*

1000 (max char 1000)

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.

Usage Logbooks - Account

Edit usage logs recorded by the tracker [Usage Logbooks](#)

[ADD RECORD]

Year: 2018
 Month: June
 Resource: SEM 230

User: ABDULAZIZ ALAZMAN ▼

Login Date: 1 ▼

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 must 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
Click to Fix	21/10/2015	11:00:00 AM	METABOLOMIC MODELLING IN GLIOBLASTOMA	21/10/2015	9:34:16 AM	METABOLOMIC MODELLING IN GLIOBLASTOMA	0.0	Still In Use	Ampeline Lim	

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

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 can 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	08/04/2019	Renee Vihan	Booking Data Report

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: September ▼

Year of Report: 2018 ▼

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



Month:

Year:

User Booking Report



Month:

Year:

Resource Booking Report



Month:

Year:

School/Org Booking Report



Month:

Year:

Operation Booking Report



Month:

Year:

User Booking Report



Month:

Year:

Training Booking Report



Month:

Year:

Group Booking Report



Month:

Year:

Commercial Booking Report



Month:

Year:

Service Booking Report

6.23.2 User Report Snapshot

Booking Report - User

Report for June 2018

▲ ABDULAZIZ ALAZHAN - School/Organization: Petroleum Engineering

Resource: SEM 3400X	Booked Event Start Time	Booked Event End Time	Booked Hours	Account
	29/06/2018 11:00	29/06/2018 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
 SEM 230

Show: 500 entries Search: Previous 1 Next
 Copy CSV Excel PDF

Showing 1 to 73 of 73 entries

User Name	School/Organization	Supervisor	Account	Account Charge/Hour	Booked Hours	Tracker Hours	Charges
Ying Zhu	Medicine	Yong Li	UNSWA-STOCL-RE399-RG161896	\$40.00	3.00	2.11	\$120.00
Caroline Roemer	School of Photovoltaic and Renewable Energy Engineering	Alison Lennon	UNSWA-CPVE-RE994-RG172431	\$40.00	6.00	3.80	\$240.00
Yilan Sun	Medicine	Vedran Lovric	UNSWA-POWORTH-RE586-RG131885	\$35.00	4.00	3.99	\$140.00
Jueming Bing	Centre for Photovoltaic Engineering	Anita Ho-Balle	UNSWA-USAAPV-RE685-RG123662.M	\$35.00	2.00	1.75	\$70.00
Tao Yang	Chemical Engineering	Rona Chandravati	UNSWA-CEIC-IR061-PS48126	\$40.00	10.00	9.58	\$400.00
Yicong Hu	Photovoltaic Special Research Center	Shujuan Huang	UNSWA-CPVE-RE118-RG132555	\$35.00	3.00	0.34	\$105.00
Ju Sun	Chemical Engineering	Da-wei Wang	UNSWA-RESLABS-OP001-PS35618	\$35.00	2.00	1.58	\$70.00
Ying Pan	Material Sciences	Devei Chu	UNSWA-MATSC-EN-RE784-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

Showing 1 to 7 of 7 entries

User Name	Supervisor	Account	Resource	Account Charge/Hour	Booked Hours	Charges
Juton Nathanson	Melissa Knothe Tale	UNSWA-GBIOM-RE142-RG160128	SEM 230	\$40.00	2.00	\$80.00
Sub-Total					2.00	\$80.00
Marissa Baptista	Jelena Rogaj-Kovacka	UNSWA-GBIOM-RE118-RG141081	SEM 3400X	\$40.00	2.00	\$80.00
Sub-Total					2.00	\$80.00
Total					4.00	\$160.00

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:
 Year:
User Usage Report



Month:
 Year:
Resource Usage Report



Month:
 Year:
School/Org Usage Report

6.23.6 Training Certificate Report

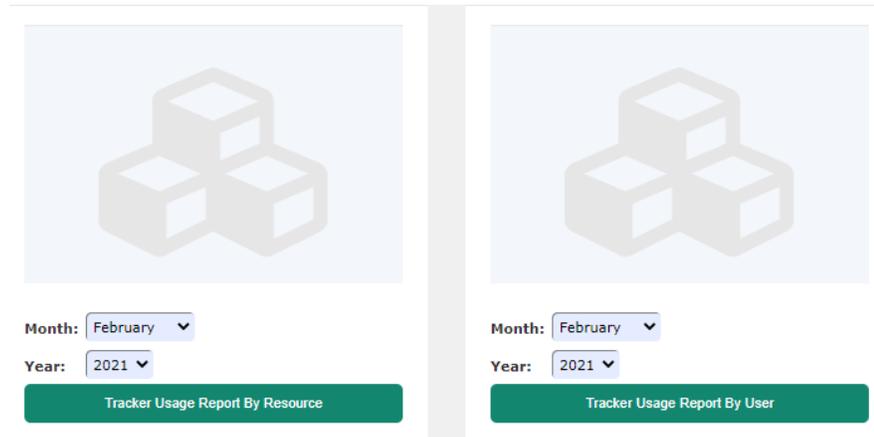
A handy report feature is added to ACLS, managers and admin can access the full summary of the training certificate details.



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.



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
Abdulmajeed Almustairi	SEM TM400Plus	SEM	PETRO-RE784-RG142945	17/02/2021 02:10:07 PM	17/02/2021 04:04:16 PM	1.9	
Abdulmajeed Almustairi	SEM TM400Plus	SEM	PETRO-RE784-RG142945	19/02/2021 11:56:21 AM	19/02/2021 01:28:36 PM	1.54	
Abdulmajeed Almustairi	SEM TM400Plus	SEM	PETRO-RE784-RG142945	22/02/2021 01:02:14 PM	22/02/2021 03:01:13 PM	1.98	
Abdulmajeed Almustairi 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:

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)

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

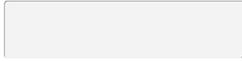
Month:

Year:



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 NMR - Ernst	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 NMR - Ernst	Carolina Gutierrez Chavez	UNSWA-BABS-RE254-RG162199	\$14.46	3.00	\$43.38
Sub-Total				3.00	\$43.38
TOTAL				3.00	\$43.38

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

Account	Charges
UNSWA-BABS-RE254-RG162199	\$43.38

Invoice No: 00002424

6.24.2 Supervisor Invoice Snapshot: Sample Jobs

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

Sample Report

Month: ▼

Year: ▼

Sample Jobs Report

Sample Invoicing

Sample Job Invoicing:

Supervisor: ▼

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: Grainne 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	BMIF - Biomedical Imaging Facility	BRIL PS23971 0P001	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	2	0	0
2018 Invoices	2017 Invoices	2016 Invoices	2015 Invoices

2	0	0	0
2015 Invoices	2014 Invoices	2013 Invoices	2012 Invoices

0	118	128
2012 Invoices	2011 Invoices	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	Caroline Rae (Lindy)	c.rae@unsw.edu.au	Medical Sciences	00002098	Aislinn Amore	<input type="checkbox"/>
February	2021	Chuan Zhao	chuan.zhao@unsw.edu.au	Chemistry	00002099	Aislinn Amore	<input type="checkbox"/>
February	2021	Donald Thomas	donald.thomas@unsw.edu.au	Analytical Centre	00002000	Aislinn Amore	<input type="checkbox"/>
February	2021	Fraser Stoddart		Chemistry	00002001	Aislinn Amore	<input type="checkbox"/>
February	2021	Graham Ball	g.ball@unsw.edu.au	Chemistry	00002002	Aislinn Amore	<input type="checkbox"/>
February	2021	Jason Harper	j.harper@unsw.edu.au	Chemistry	00002003	Aislinn Amore	<input type="checkbox"/>
February	2021	Jan Pan	jan.pan@unsw.edu.au	Faculty of Engineering	00002004	Aislinn Amore	<input type="checkbox"/>
February	2021	Jiangtao Xu		Faculty of Engineering	00002005	Aislinn Amore	<input type="checkbox"/>
February	2021	Jon Beves	j.beves@unsw.edu.au	Chemistry	00002006	Aislinn Amore	<input type="checkbox"/>
February	2021	Jonathan Monro	jonathan.monro@unsw.edu.au	Chemistry	00002007	Aislinn Amore	<input type="checkbox"/>
February	2021	Kourosf Kalamat-Zadeh	k.kalamat-zadeh@unsw.edu.au	Faculty of Engineering	00002008	Aislinn Amore	<input type="checkbox"/>
February	2021	Lee Field		Chemistry	00002009	Aislinn Amore	<input type="checkbox"/>
February	2021	Luke Hunter	l.hunter@unsw.edu.au	Chemistry	00002010	Aislinn Amore	<input type="checkbox"/>
February	2021	Marin Peck	m.peck@unsw.edu.au	Chemistry	00002011	Aislinn Amore	<input type="checkbox"/>
February	2021	Martina Stenzel	m.stenzel@unsw.edu.au	Chemistry	00002012	Aislinn Amore	<input type="checkbox"/>
February	2021	Muhammad Tauha Ali		Faculty of Engineering	00002013	Aislinn Amore	<input type="checkbox"/>
February	2021	Naresh Kumar	n.kumar@unsw.edu.au	Chemistry	00002014	Aislinn Amore	<input type="checkbox"/>
February	2021	Pall Thorngarn	p.thorngarn@unsw.edu.au	Chemistry	00002015	Aislinn Amore	<input type="checkbox"/>
February	2021	Paul Munroe		Material Sci and Eng	00002016	Aislinn Amore	<input type="checkbox"/>
February	2021	Rose Amal	ramal@unsw.edu.au; ramal@unsw.edu.au	ChemEng and IndChem	00002017	Aislinn Amore	<input type="checkbox"/>
February	2021	Veneta Sankarala	veneta@unsw.edu.au	Material Sci and Eng	00002018	Aislinn Amore	<input type="checkbox"/>
February	2021	William A Donald	w.donald@unsw.edu.au	Chemistry	00002019	Aislinn 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 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

Year	Month	Supervisor Name	School/Org	Account	Consumable Charges (\$)	Charges (\$)	Invoice Link
2018	January	Naresh Kumar	Chemistry	UNSW-CHEMSCI-OP001-PS51200	0	90.56	00001703
2018	January	Lee Field	Chemistry	UNSW-ANALYTA-SIR70-PS19351	0	246.4	00001699
2018	January	Martina Stenzel	Chemistry	UNSW-CHEMSCI-RE116-RG150043	0	305.36	00001702
2018	January	Jason Harper	Chemistry	UNSW-CHEMSCI-RE116-RG170733	0	3934.92	00001692
2018	January	Graham Ball	Chemistry	UNSW-CHEMSCI-RE116-RG160727	0	560.85	00001691
2018	January	Stephen Colbran	Chemistry	UNSW-CHEMSCI-RE116-RG150750	0	12.35	00001706
2018	January	Rose Amal	ChemEng and IndChem	UNSW-CEIC-RE124-RG140240	0	74.55	00001705
2018	January	Paul Munroe	Material Sci and Eng	UNSW-MATSCEN-OP001-PS33515	0	23.96	00001704
2018	January	Jonathan Monro	Chemistry	UNSW-CHEMSCI-SPF04-PS33029	0	49.99	00001696
2018	January	Alison Lennon	Photovoltaics	UNSW-CPVE-RE116-RG160444	0	100.1	00001684
2018	January	Caroline Rae (Lindy)	Medical Sciences	UNSW-POWMBR-RF333-PS20833	0	430.9	00001685
2018	January	Shelli McAlpine	Chemistry	UNSW-CHEMSCI-OP001-PS21167	0	115.14	00001706
2018	January	Luke Hunter	Chemistry	UNSW-CHEMSCI-OP001-PS25941	0	133.26	00001701
2018	January	Chris Sorrell	Material Sci and Eng	UNSW-MATSCEN-RE116-RG160658	0	121.95	00001686
2018	January	Jon Beves	Chemistry	UNSW-CHEMSCI-RE116-RG150009	0	792.72	00001695
2018	January	Louise Brown	Macquarie University	ALL104952	0	53.25	00001700
2018	January	Thanh Vinh Nguyen	Chemistry	UNSW-CHEMSCI-OP001-PS39104	0	69.67	00001709
2018	January	Sophia Ou	Faculty of Engineering	UNSW-CEIC-IR001-PS41332	0	16.65	00001707
2018	January	Danyang Wang	Material Sci and Eng	UNSW-MATSCEN-RE116-RG160537	0	274.39	00001689
2018	January	Jiangtao Xu	Faculty of Engineering	UNSW-NANO-RE676-RG161296	0	114.4	00001693
2018	January	Christoph Jans	Faculty of Engineering	UNSW-PETRO-RES49-RG133965	0	42.25	00001687
2018	January	Guan Heng Yeoh	Faculty of Engineering	UNSW-RESLABS-OP001-PS24755	0	8.2	00001955

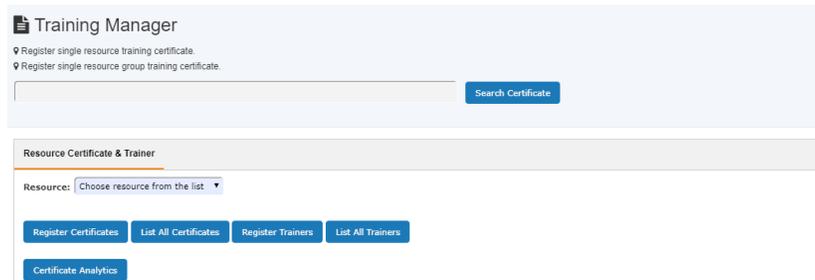
Previous 1 Next



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 -> User Profile](#).

6.26.1 Training Manager



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. Bookings made by EMU staff	Maximum Booking Hours/Day: 0 Maximum Booking Period (Day): 7 Maximum Booking Hours/Period: 0 Booking Start Time: 9:00 Booking End Time: 17:00 Booking Cancellation: Booking can be cancelled one day in advance 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 Maximum Booking Period (Day): 28 Maximum Booking Hours/Period: 32 Booking Start Time: 8:00 Booking End Time: 16:00 Booking Cancellation: Booking can be cancelled one day in advance 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 Maximum Booking Period (Day): 28 Maximum Booking Hours/Period: 50 Booking Start Time: 0:00 Booking End Time: 23:00 Booking Cancellation: Booking can be cancelled one day in advance Weekend Booking: Permitted



Tracker Onsite Supervision	Booking Alert	Valid Period (Month)	Status	...
Yes	No	3	Disabled	Enable
No	No	3	Disabled	Enable

6.26.2 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.

AFM	FIB	SEM	TEM	TOOLS	XRAY								
Facility Group: AFM <table border="1"> <thead> <tr> <th>Facility</th> <th>Trainer by Ticking</th> </tr> </thead> <tbody> <tr> <td>SPM 5400</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>SPM Icon</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>SPM MMode</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>						Facility	Trainer by Ticking	SPM 5400	<input checked="" type="checkbox"/>	SPM Icon	<input checked="" type="checkbox"/>	SPM MMode	<input checked="" type="checkbox"/>
Facility	Trainer by Ticking												
SPM 5400	<input checked="" type="checkbox"/>												
SPM Icon	<input checked="" type="checkbox"/>												
SPM MMode	<input checked="" type="checkbox"/>												
Accept													

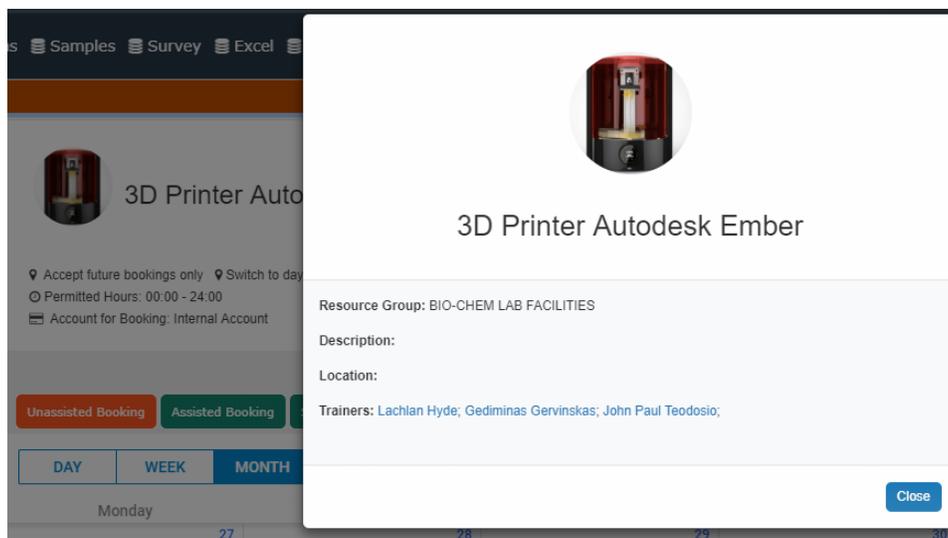
6.26.3 Set Up Primary Trainer

Primary trainer is the first in the trainer contact list at resource details of the calendar or resource catalogues.

Trainer	Resource	Primary Trainer	Suspended	Delete
Dong Zheng	Accutom-50	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shokoufeh Malekjani	Accutom-50	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andress 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](#)



6.26.4 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



6.26.5 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
Certificate Title	Add the resource name as part of each certificate title for easy recognition.
Content/Details	Details of certificate
Max Hours/Day	Max permitted booking hours per day
Max Days/Period	Max permitted days from now
Max Hours/Period	Max permitted hours within Max Days/Period
Booking Start Time	Allowed start time on the day
Booking End Time	Allowed end time on the day
Booking End Time Offset	Refer to offset section
Booking Cancellation	If unchecked, booking can be cancelled anytime. If checked, bookings can be cancelled 24 hours before the start of the session
Weekend Booking	If checked, weekend can be booked; if unchecked, weekend cannot be booked
Expiring Period	Counted in months from last user login to the system.
Tracker Onsite Supervision	Only works with ACLS tracker
Certificate Invalid	The date of certificate deactivation.
Last Update	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.

6.26.6 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.



User Profile Manager

Edit user certificates

Type certificate name, select to add

User	Certificate	Code
Choose certificate from the list if you wish to add new certificate		
Choose certificate from the list		
AFM CATALYST - AFTERHOURS		
AFM CATALYST - GENERAL		

6.26.7 Training 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

Report by the selected month or the selected period

October 2018 [Continue](#)

From: 19/09/2018 To: 19/10/2018 [Continue](#)

Training Certificate Report

Certificate Report By Month: May 2017

[Export to EXCEL](#)

Show: 500 entries Search: [Copy](#) [CSV](#) [Excel](#) [PDF](#)

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	Christie Wing Lan 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 Bogovac	EMPYREAN TRAINING CERTIFICATE	19/05/2017 08:51	Yu Wang
XRD-Empyrean	XRD LAB	Baoyue 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 Tsiloudias	EMPYREAN TRAINING CERTIFICATE	06/05/2017 09:45	Yu Wang
XRD-Empyrean	XRD LAB	Zhenyu Wang	EMPYREAN TRAINING CERTIFICATE	19/05/2017 08:59	Yu Wang
XRD-Empyrean II	XRD LAB	Hamid Zaki	EMPYREAN II TRAINING CERTIFICATE	10/05/2017 09:05	Yu Wang
XRD-Empyrean III	XRD LAB	Alexander Craze	EMPYREAN III TRAINING CERTIFICATE	04/05/2017 15:30	Yu Wang



6.26.8 Expired Training Certificate Report

Admin staff may be interested in finding out the users whose certificates are expired over a period.

Training Certificate Report

Report by the selected month or the selected period

July

2023

Continue

Expired Certificate Report

Training Certificate Report

Expired certificate report by the selected month or the selected period

Return

Expired Certificate Report

Expired Certificate Report

July

2023

Continue

From: 26/06/2023

To: 26/07/2023

Continue

6.26.9 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 Darestani Farahani	AFM CATALYST - GENERAL	23	24/08/2020		Dong Zheng	Add Notes	Suspend Certificate

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"/>
Accept Reset	

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



Title	Mr.
User Name	Abbas Darestani Farahani <small>Format: GivenName FamilyName</small>
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	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

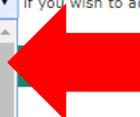
[Return](#)

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 trainer login, this is the menu upon user trainer login.

User Certificate

Show: 100 entries | Showing 1 to 100 of 419 entries | Search: | Copy CSV Excel PDF Print

User	Supervisor	School/Org	Certificate
Aaron Gilmour	Rylie Green	GBIOM - Graduate School of Biomedical Engineering	- APERIO FL SLIDE SCANNER, issued by Abbas Darestani Farahani - ZEISS LSM 780 - AFTERHOURS, issued by Lev Lewis - ZEISS LIGHTSHEET Z.1 - AFTERHOURS, issued by Sandra Fok - OLYMPUS FV1200 - AFTERHOURS, issued by Sandra Fok - LEICA SP5 2P STED - GENERAL, issued by Alex Macmillan
Abbas Darestani Farahani	Pall Thorderson	CHEM - School of Chemistry	- APERIO FL SLIDE SCANNER, issued by Dong Zheng - AEM NMR - GENERAL, issued by Corina Frey
Abhinav Des	Lindsay Wu	SOMS - School of Medical Sciences	- APERIO XT SLIDE SCANNER, issued by Ireta Sapotova - RENTHAL NIKEN A1 - AFTERHOURS, issued by Richard Francis - NIKON ECLIPSE TL6, issued by Alex Macmillan - LEICA RM2135 MICROTOME EXPERIENCED, issued by Fel Shing
Adam Bernstetter	Paul Curmi	PHYS-School of Physics	

School/Org	Certificate
GBIOM - Graduate School of Biomedical Engineering	- APERIO FL SLIDE SCANNER, issued by Abbas Darestani Farahani - ZEISS LSM 780 - AFTERHOURS, issued by Lev Lewis - ZEISS LIGHTSHEET Z.1 - AFTERHOURS, issued by Sandra Fok - OLYMPUS FV1200 - AFTERHOURS, issued by Sandra Fok - LEICA SP5 2P STED - GENERAL, issued by Alex Macmillan

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

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

[Cancel Certificate](#)

[Accept Changes](#)



6.28 Record User Forms

There are two ways to do so.

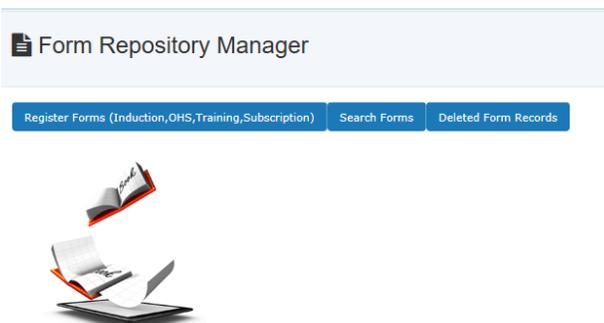
Through **User Profile Manager**, add form to the user.

The screenshot displays the 'Form' tab of a user profile manager. At the top, there are navigation tabs: Profile, Pinboard, Supervisor, Form (selected), Publication, Account, Certificate, Usage (Booking), and Invoice. Below the tabs, there are two cards representing existing forms: 'Induction Form-2846-28-09-2016-1115.pdf' (added by Michael Zhi on 9/29/2016) and 'Induction Form-2846-29-05-2015-708.pdf' (added by Mel McGuirk on 5/29/2015). Below these is an 'Upload Form' section. It features a dropdown menu for 'Type of Form' set to 'Induction Form'. A red instruction reads: 'Upon upload, you MUST click on Button [Save To Form Registry] to complete form registration:'. There is a file upload button labeled 'Induction Form Upload (pdf only) ...'. Below the upload section is a 'Note' field and a 'Save To Form Registry' button.

Through **Form Repository Manager**, you can 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.



- 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 PDF	
Note	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>

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)

Search

User Name	Forms
ABDULAZIZ ALAZMAN	<div style="text-align: center; background-color: #f00; color: white; padding: 2px; margin-bottom: 5px;">Delete</div> <div style="text-align: center; margin-bottom: 5px;"></div> <div style="font-size: 0.8em; margin-bottom: 5px;">Induction Form-3513-20-06-2018-1670.pdf</div> <div style="font-size: 0.7em; margin-bottom: 5px;">User: ABDULAZIZ ALAZMAN</div> <div style="font-size: 0.7em;">Added: Michael Zhi on 6/20/2018 2:07:36 PM</div>
Abhijith Prakash	<div style="text-align: center; background-color: #f00; color: white; padding: 2px; margin-bottom: 5px;">Delete</div> <div style="text-align: center; margin-bottom: 5px;"></div> <div style="font-size: 0.8em; margin-bottom: 5px;">Induction Form-3245-19-04-2017-1285.pdf</div> <div style="font-size: 0.7em; margin-bottom: 5px;">User: Abhijith Prakash</div> <div style="font-size: 0.7em;">Added: Michael Zhi on 4/19/2017 5:15:20 PM</div>

6.29 Resource Documents

Users can 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:
Previous Next
Copy CSV Excel PDF Print

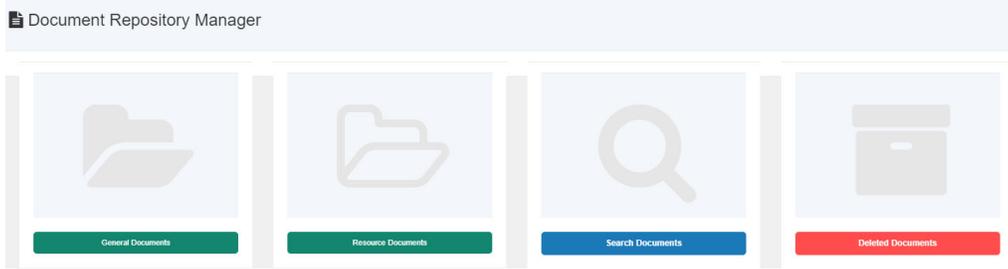
Resource Documents	Specification	Location	Website	Upgrades	Custodian
SWP06.18_BMIF_AFM Catalyst Microscope.doc	test	test	test	test	Renee Whan r.whan@unsw.edu.au

Resource document on catalogue page

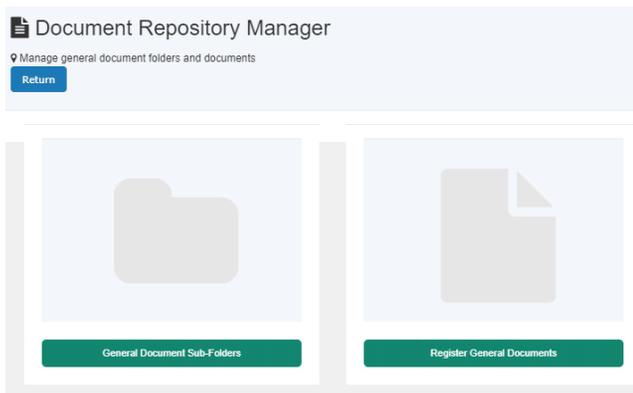
6.30 Store and Share Documents

ACLS provides a solution to store and catalogue documents for secured access and sharing. Through **Document Repository Manager**, you can register general documents and resource documents. You can perform the following tasks:

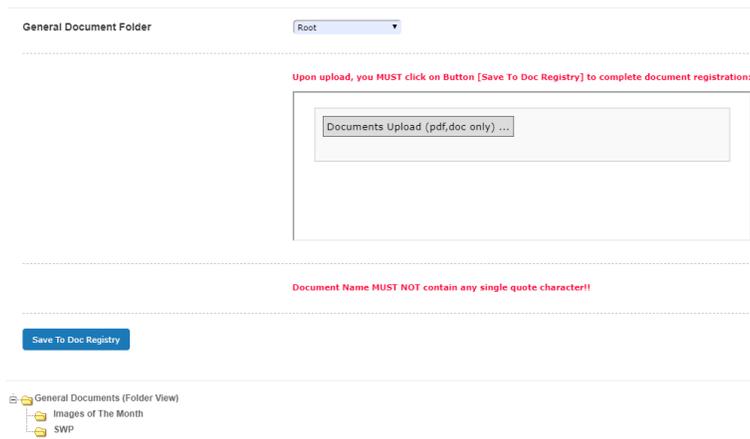
- Add/Edit General Document Sub-Folders
- Register General Documents
- Register Resource Documents
- Search Documents
- Deleted Document Records



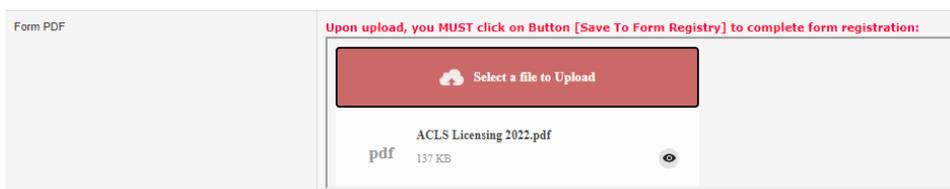
Click on **General Documents** to register:



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



- Step 1: Select the folder where the document is located, select the documents, click on **Open** to upload.

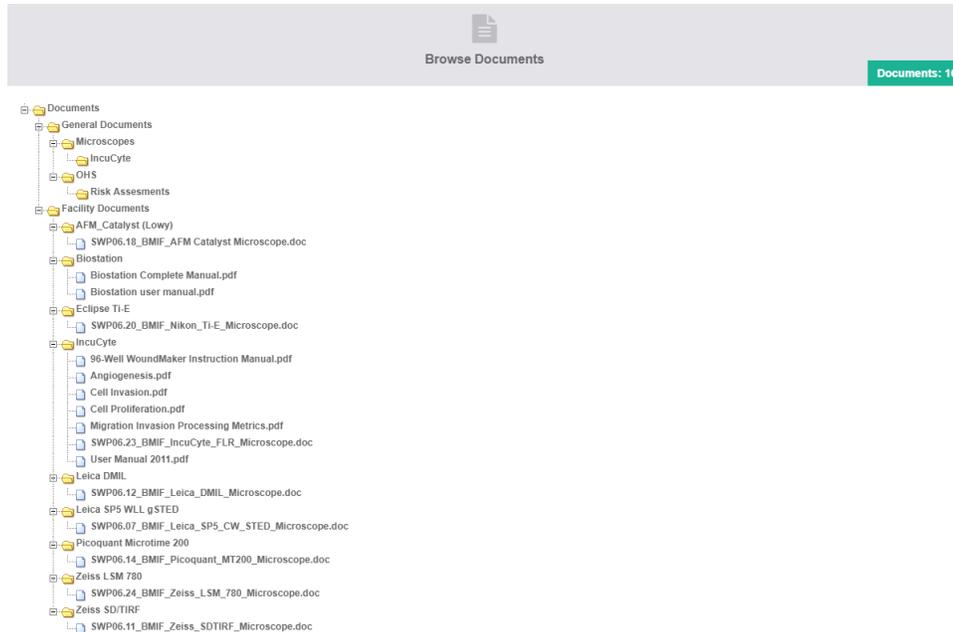




- Step 2: Save to registry, you must click on **Save To Doc Registry** to register the documents to the system. If you don't do this, then the documents are not considered as **Registered**.

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
General Documents	All can access	All can access
Resource Documents	Users who have a resource training certificate, can access. 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:



Key Words: (document name, facility name)

<p>Delete</p> <p>SWP06_18_BMIF_AFM Catalyst Microscope.doc Type: Facility Document Facility: AFM_Catalyst (Lowy) Added: Michael Carnell on 1/16/2013</p>	<p>Delete</p> <p>Biostation Complete Manual.pdf Type: Facility Document Facility: Biostation Added: Michael Carnell on 1/4/2013</p>	<p>Delete</p> <p>Biostation user manual.pdf Type: Facility Document Facility: Biostation Added: Michael Carnell on 1/4/2013</p>	<p>Delete</p> <p>SWP06_20_BMIF_Nikon_Ti-E_Mi Type: Facility Document Facility: Eclipse Ti-E Added: Michael Carnell on 1/16/2013</p>	<p>Delete</p> <p>96-Well WoundMaker Instruction Manual.pdf Type: Facility Document Facility: IncuCyte Added: Michael Carnell on 1/4/2013</p>	<p>Delete</p> <p>Cell Proliferation.pdf Type: Facility Document Facility: IncuCyte Added: Michael Carnell on 1/4/2013</p>
<p>Delete</p> <p>Migration Invasion Processing Metrics.pdf Type: Facility Document Facility: IncuCyte Added: Michael Carnell on 1/4/2013</p>					

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.

<p></p> <p>AFM-SAMPLE</p> <p>Open Jobs: 0</p> <p>Password: <input type="text"/></p> <p><input type="button" value="Sign In"/></p>	<p></p> <p>BMIF SAMPLE</p> <p>Open Jobs: 0</p> <p>Password: <input type="text"/></p> <p><input type="button" value="Sign In"/></p>	<p></p> <p>BSP-SAMPLE</p> <p>Open Jobs: 4</p> <p>Password: <input type="text"/></p> <p><input type="button" value="Sign In"/></p>	<p></p> <p>INTRAVITAL-SAMPLE</p> <p>Open Jobs: 0</p> <p>Password: <input type="text"/></p> <p><input type="button" value="Sign In"/></p>
<p><input type="button" value="Define Operation Groups"/></p>			

- 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 Van Yin
Account	SMART-RE183-RG140852
Sample Photo	 Upload Sample Photo
Sample Quantity	4
Sample Name	
Sample Lab ID	
Sample Location	
Quotation No	
	Upload Sample Quotation
Discount By (%)	0.0
Sample Type	E-wastes
Method	U-LA-disc-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 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 13:08	Rabejya Akter
U20-ICPOES	360	Checked-in	<input type="checkbox"/>	17/06/2021 13:08	Rabejya Akter
U20-ICPMS	363	Checked-in	<input type="checkbox"/>	17/06/2021 13:11	Rabejya Akter

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

[Accept Changes](#)

[Edit Job](#)

Job No	ICP-2021-318
Customer/User	Thayanne Lima Barros
School/Organization	Biological Earth and Environmental Sci
Account	BEES-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	Rabejya Akter
Job Notes	
Job Status	Overdue
Last Update Time	17/06/2021 13:07
Updated By	Rabejya 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
Note	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div> <p>2000 (max char 2000)</p>

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	<input type="text"/>

[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 Opening 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

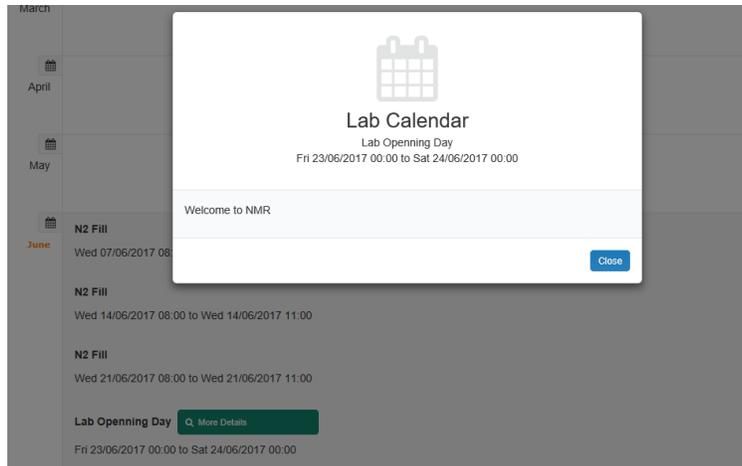
N2 Fill

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.

AC LAB SYSTEM

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Furthermore, you can 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 style="display: flex; justify-content: flex-end; gap: 10px;"> Select All Deselect All </div> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Avizo 1(No charge) Close calendar (not accepting bookings) <input checked="" type="checkbox"/> Avizo 2(No charge) Close calendar (not accepting bookings) <input checked="" type="checkbox"/> Biowave Microwave Processor Close calendar (not accepting bookings) <input checked="" type="checkbox"/> COATER DCT Carbon Coater Close calendar (not accepting bookings) <input checked="" type="checkbox"/> COATER Emitech coater (K575x) Close calendar (not accepting bookings) <input checked="" type="checkbox"/> COATER Leica coater (Leica EM ACE600) Close calendar (not accepting bookings) <input checked="" type="checkbox"/> COATER Quorum coater (Q300T D) Close calendar (not accepting bookings) <input checked="" type="checkbox"/> COATER Safematic carbon coater Close calendar (not accepting bookings) <input checked="" type="checkbox"/> Critical Point Dryer Close calendar (not accepting bookings) <input checked="" type="checkbox"/> Double-tilt holder(No charge) Close calendar (not accepting bookings) <input checked="" type="checkbox"/> EPMA 8500 Close calendar (not accepting bookings) <input checked="" type="checkbox"/> FIB Auriga Close calendar (not accepting bookings) <input checked="" type="checkbox"/> FIB Auriga - Oxford Close calendar (not accepting bookings) <input checked="" type="checkbox"/> FIB NanoLab Close calendar (not accepting bookings) <input checked="" type="checkbox"/> Fischione NanoMill Close calendar (not accepting bookings) <input checked="" type="checkbox"/> Hitachi IM-4000 Ion Polisher Close calendar (not accepting bookings) <input checked="" type="checkbox"/> Lattice X Cleaver Close calendar (not accepting bookings) <input checked="" type="checkbox"/> Leica Grid Plunger Close calendar (not accepting bookings) <input checked="" type="checkbox"/> Leica Lift-Out Close calendar (not accepting bookings) <input checked="" type="checkbox"/> Lift-Out Nikon Close calendar (not accepting bookings) <input checked="" type="checkbox"/> PFIB Helios G4 Close calendar (not accepting bookings) <input checked="" type="checkbox"/> Precision Ion Polishing System Close calendar (not accepting bookings) <input checked="" type="checkbox"/> SEM 230 Close calendar (not accepting bookings) <input checked="" type="checkbox"/> SEM 3400I Close calendar (not accepting bookings) <input checked="" type="checkbox"/> SEM 3400X Close calendar (not accepting bookings) <input checked="" type="checkbox"/> SEM 450 Close calendar (not accepting bookings) <input checked="" type="checkbox"/> SEM 7001 Close calendar (not accepting bookings)

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



The screenshot displays a calendar interface with months from June to October listed on the left. A public holiday event is shown for July, titled "Electricity shutdown" in orange text. To the right of the title are "Edit" and "Delete" buttons. Below the title, the dates "Thu 01/07/2021 00:00 to Thu 15/07/2021 00:00" are displayed. Underneath, it says "Close for booking: Avizo 1 (No charge)". The event is represented by a grey bar spanning the dates from July 1st to July 15th.

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 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.



Monday	Tuesday	Wednesday
28	29	30
		13:00 - 15:00 Yiyu Zeng (Training Event by Yin Yao)
04	05	06
11	12	13
QUEENS BIRTHDAY PUBLIC HOLIDAY - AFTER HOURS ACCESS ONLY	10:00 - 13:00 Service Event: by Dong Ming Zheng; Notes: AVG	
18	19	20

6.37 Training & Support

Users can submit support tickets in 3 categories (training, support and sample), track down the status of those tickets, and the responses made by staff. This is a built-in support ticketing in ACLS.

There are 4 functions to process these requests. Users can only access 3 out of 5 as follows:

- New Request**
- My Requests
- Open Requests
- Search Tickets

6.37.1 New Request

Users and staff can submit the requests with the PDF attachment.



✉ **New Requests**

Type:

Training Request
 Support Request
 Sample Request

Subject: *

Message Body:

Upload attachment:

☁️ Select a file to Upload

6.37.2 My Requests

Like 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.

6.37.3 Open Requests

This staff-only function allows staff to respond to user requests that are still open.

6.37.4 Search Requests:



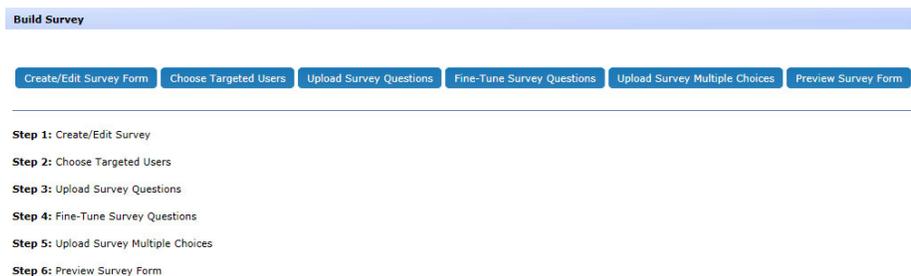
This staff-only function allows staff to search for any requests made by users.

6.38 Conduct Survey

ACLS built-in survey 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.



- Create new survey:

Like 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	<input type="text" value="BMIF 2015"/>
Survey Body	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Start of Survey	<input type="text" value="10/08/2015"/>
End of Survey	<input type="text" value="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

Survey parameters are described in the table below:

Parameter	Description
Survey Title	Title is used as the survey access link, it is good practice to keep it short and easy to understand.



Survey Body	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.
Start of Survey	Start date of survey available to users. System automatically activates the survey on the start date.
End of Survey	End date of survey available to users. System automatically ends the survey on the end date.
Survey Type	Anonymous or compulsory. If set to compulsory, user must complete the survey upon login before accessing any other functions of ACLS.
Access Survey	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
<input type="button" value="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

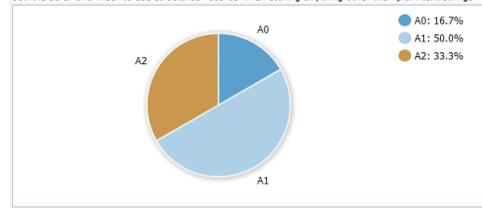
Pie chart:

Total Responses: 6

Survey Analysis:

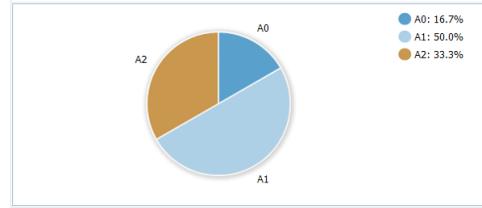
Questions

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



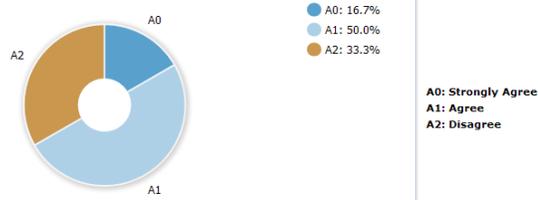
Donut chart:

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

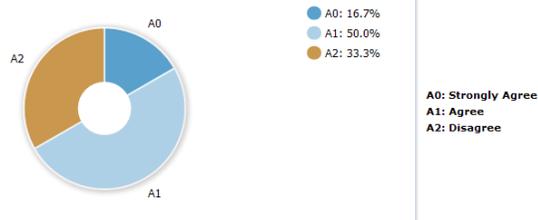


Table chart:

Total Responses: 6

Survey Analysis:

A0: Strongly Agree
A1: Agree
A2: Disagree

Questions	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%

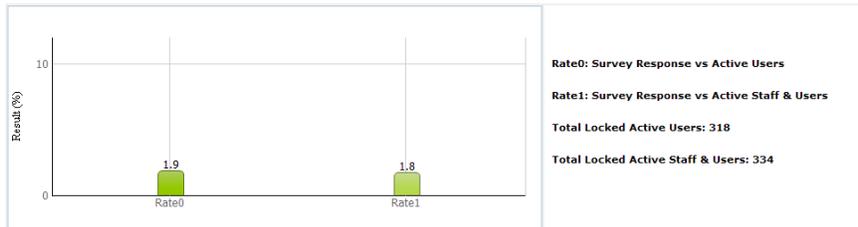
It is useful to know what the response rate is to the survey. The system compares the response of the active registered users.

Survey Title: **TEH 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:

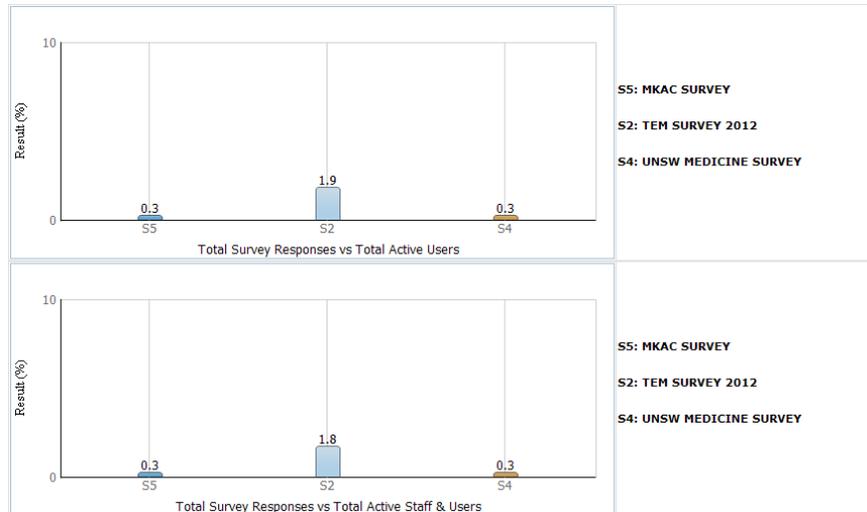


Note: Participation rate was saved, you can reset it if you wish to update!

- 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.



Key Words: (question contents)

text

Questions	Survey								
<p>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.</p> <table border="1"> <caption>TEM SURVEY 2012 (6) Results</caption> <thead> <tr> <th>Choice</th> <th>Result (%)</th> </tr> </thead> <tbody> <tr> <td>A0</td> <td>16.7</td> </tr> <tr> <td>A1</td> <td>50.0</td> </tr> <tr> <td>A2</td> <td>33.3</td> </tr> </tbody> </table>	Choice	Result (%)	A0	16.7	A1	50.0	A2	33.3	<p>TEM SURVEY 2012 (6)</p> <p>A0: Strongly Agree A1: Agree A2: Disagree</p>
Choice	Result (%)								
A0	16.7								
A1	50.0								
A2	33.3								
<p>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.</p> <table border="1"> <caption>UNSW MEDICINE SURVEY (1) Results</caption> <thead> <tr> <th>Choice</th> <th>Result (%)</th> </tr> </thead> <tbody> <tr> <td>A0</td> <td>0.0</td> </tr> <tr> <td>A1</td> <td>100.0</td> </tr> <tr> <td>A2</td> <td>0.0</td> </tr> </tbody> </table>	Choice	Result (%)	A0	0.0	A1	100.0	A2	0.0	<p>UNSW MEDICINE SURVEY (1)</p> <p>A0: Strongly Agree A1: Agree A2: Disagree</p>
Choice	Result (%)								
A0	0.0								
A1	100.0								
A2	0.0								

6.39 Analyse Publications

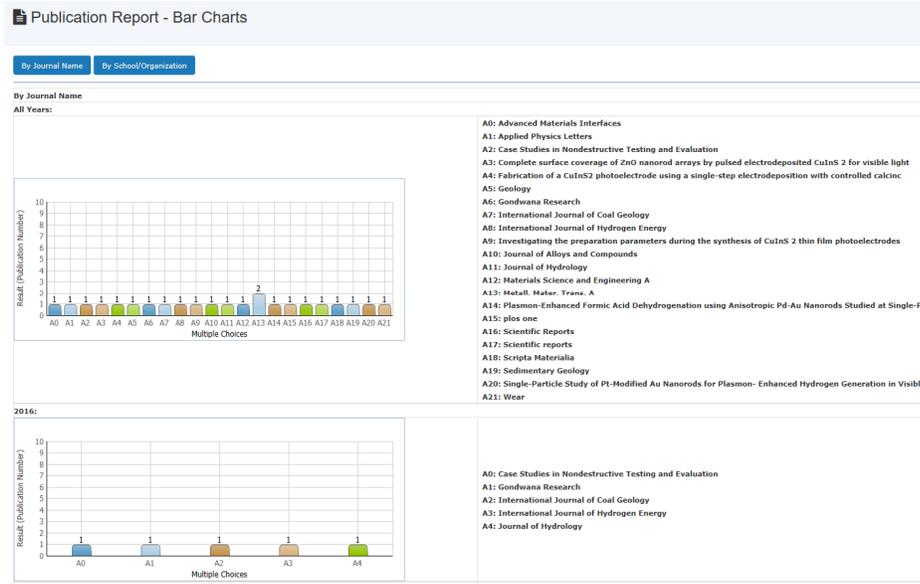
ACLS provides the following ways to run the analysis:

- Search publications:

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

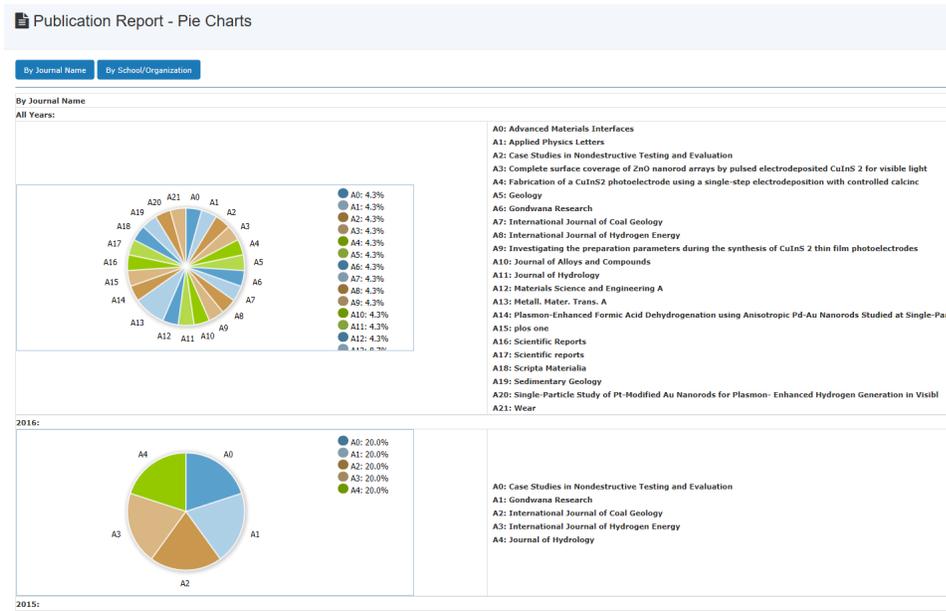
- Bar charts:

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.



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

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

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

About ACLS: shows ACLS version.

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

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

6.41 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 released and details are available at the following URL.

<https://apps.apple.com/au/app/ac-lab-system/id1084979585>

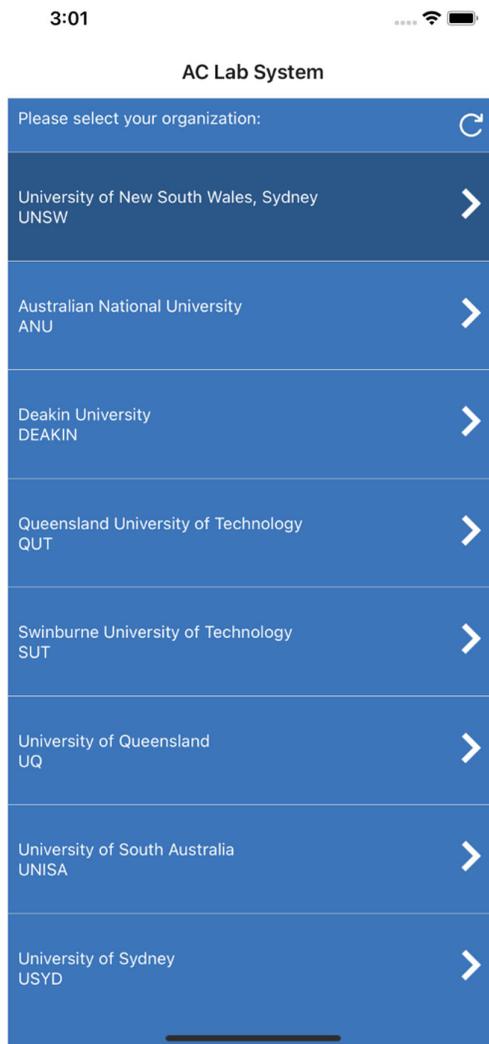
<https://play.google.com/store/apps/details?id=au.com.aclsMobile>

After 6 years in waiting, ACLS mobile app is overhauled and updated with the latest smart phone technology. AC Lab System app is available to download on Apple store and Google Play store. The new app supports all ACLS login authentication and all the booking features, both standard and customized.

Here are the screen prints of ACLS mobile app.

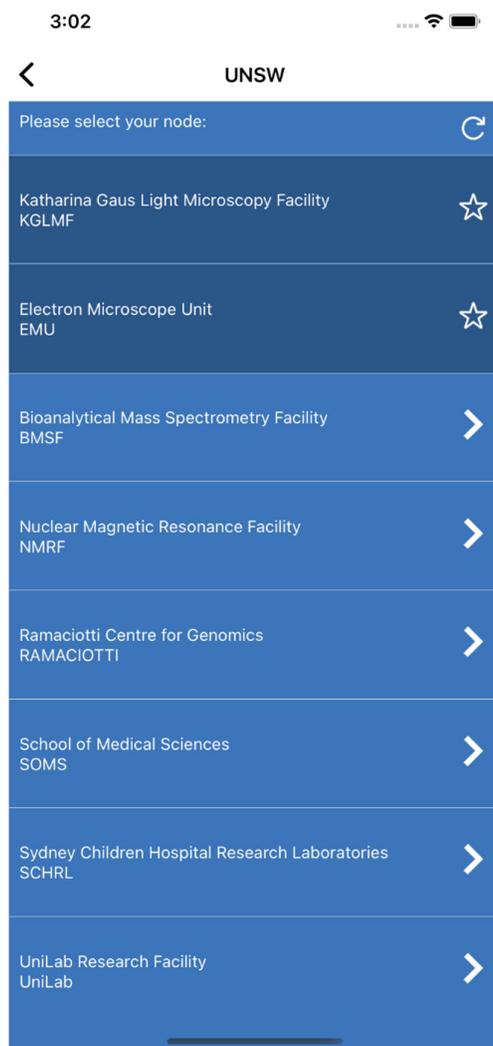


Organisation page:



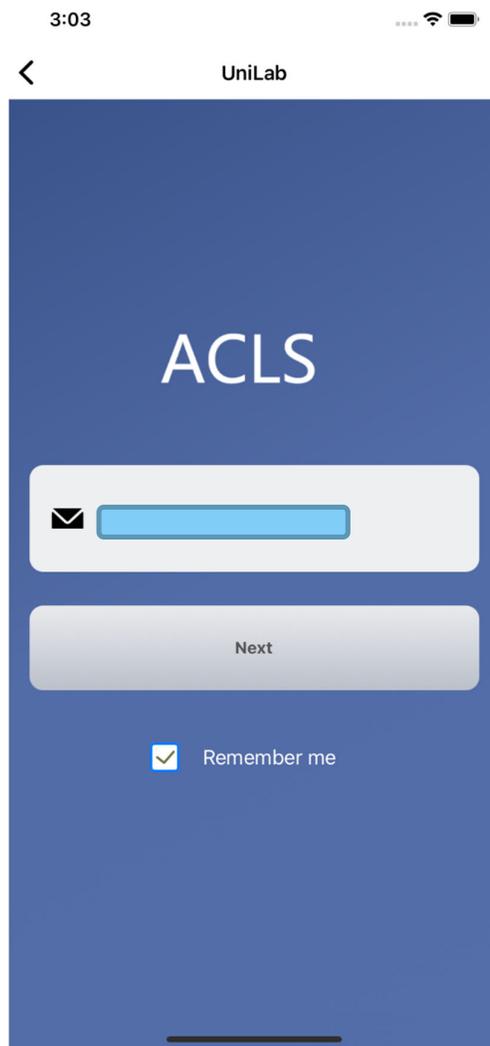


Node list page:



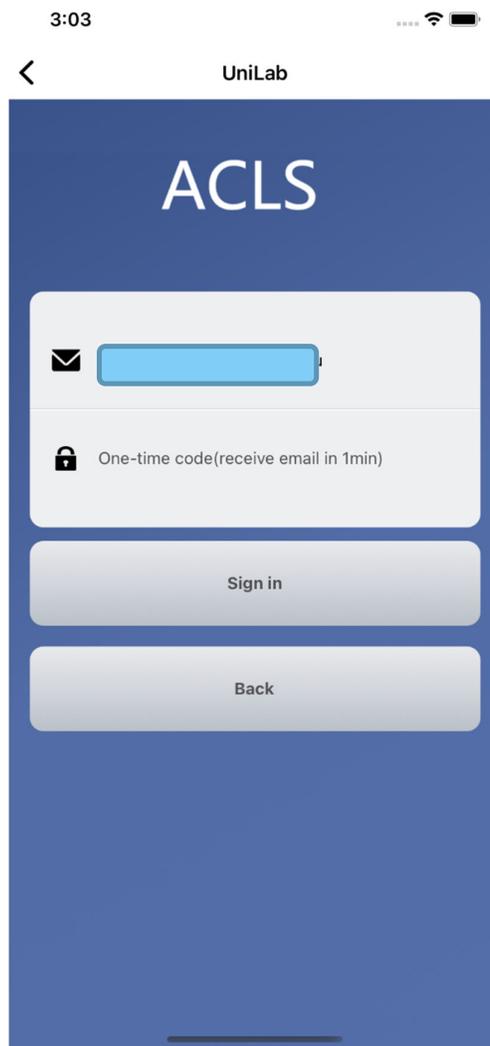


Sign in page:



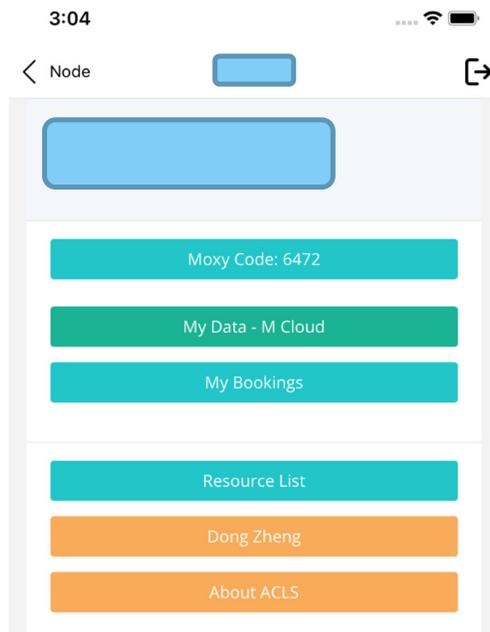


One-time code page:





Landing page upon sign in:

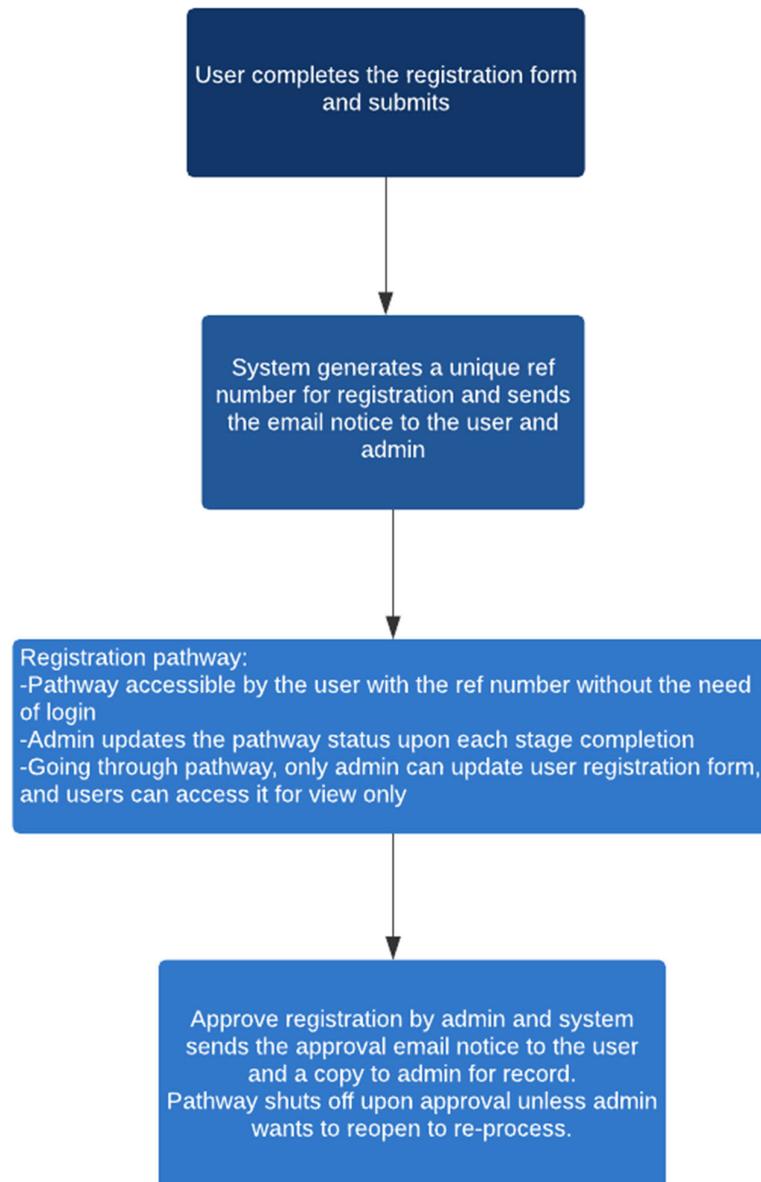


6.42 Registration Pathway

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 must enable it first through **System Settings -> Configure System**.

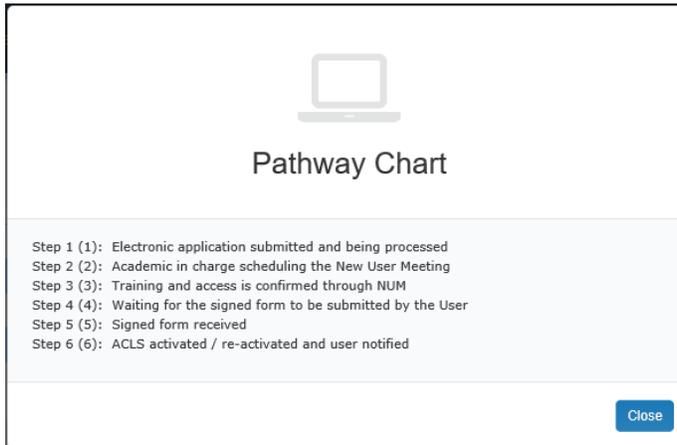
- Set up pathway:

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.

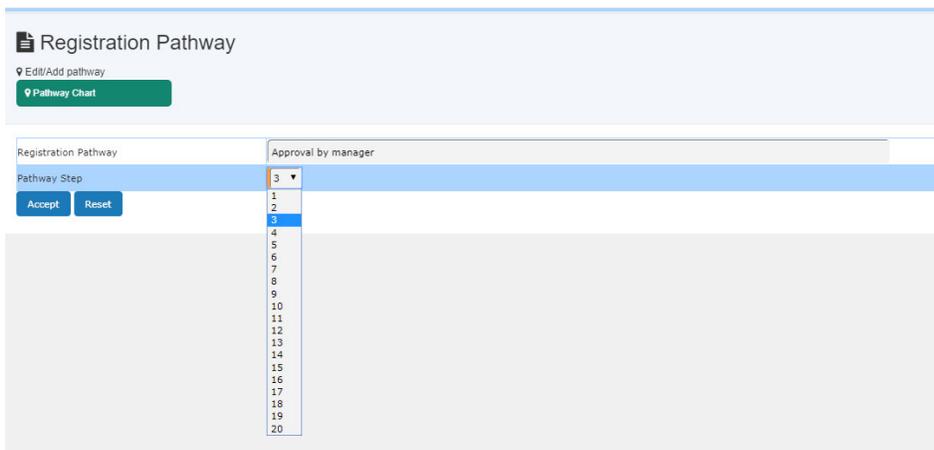
Go to **System Settings -> Registration Pathway**.



You can define a step number for each pathway step. ACLS shows the step order in the pathway.



- To add a new step:



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.



User ID

Password 

Sign In

To Register

To Access Saved Registration

Forgot Password?

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.

 Registration Pathway Manager

 Update registration pathway.

 Approve/Decline registration.

 Pathway Chart

Unapproved User Registration:

On the next page, you see the status of each Registration Pathway. You can approve user registrations until the status is closed.



Registration Pathway Manager

Update registration pathway
 Approve/Decline registration

Pathway Chart Contact User Registration Form

Registration Pathway

Pathway	User	Registration Ref	Note	Status
<input type="radio"/> Electronic application submitted and being processed	Bowdin, Lisa	Ref-2WnCUEqdyR-EN920r		Close
<input checked="" type="radio"/> Academic in charge scheduling the New User Meeting	Bowdin, Lisa	Ref-2WnCUEqdyR-EN920r	Dentistry Student will do bulk new user meeting Feb 2017 Martin Alexandra Jeremy	In progress
<input type="radio"/> Training and access is confirmed through NUM	Bowdin, Lisa	Ref-2WnCUEqdyR-EN920r	sent email to Alexandra Martin and Jeremy to confirm what we are doing!!!! 27/2/2017	In progress
<input checked="" type="radio"/> Waiting for the signed form to be submitted by the User	Bowdin, Lisa	Ref-2WnCUEqdyR-EN920r	SGS#22 K Shearston	Close
<input type="radio"/> Signed form received	Bowdin, Lisa	Ref-2WnCUEqdyR-EN920r		Close
<input checked="" type="radio"/> ACLS activated / re-activated and user notified	Bowdin, Lisa	Ref-2WnCUEqdyR-EN920r		Open

Should you need to contact the user, simply go to Contact User.



Contact User

Subject:

Message Body:

Should you need to access user registration form details, go to “Click to access registration form”. For admin, you can update the form details; for staff, you can view form only.

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>
```

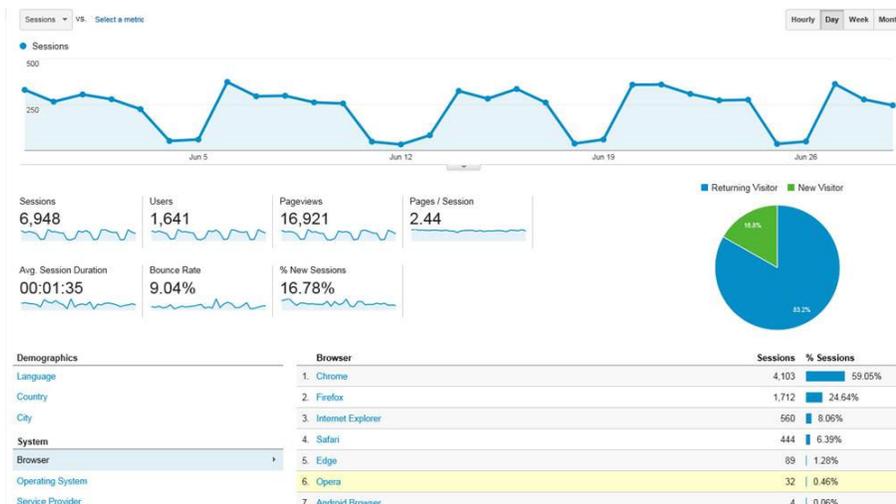
Upon upload, you MUST click on Button [Submit] to complete update:

Upload Script

Google Script Upload (txt only) ...

Submit

Here is an example of Google Analytics.



6.44 Resource Catalogue

Labs can catalogue the research equipment and other items. By default, ACLS catalogues all active resources. Users and staff can access resource information and to book.

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

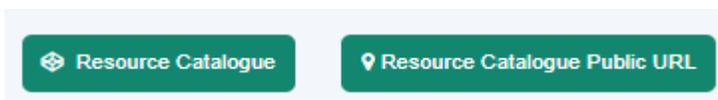
My Available Resources | Resource Tables

Show: 100 | 1 entries

Search: Copy CSV Excel PDF Print

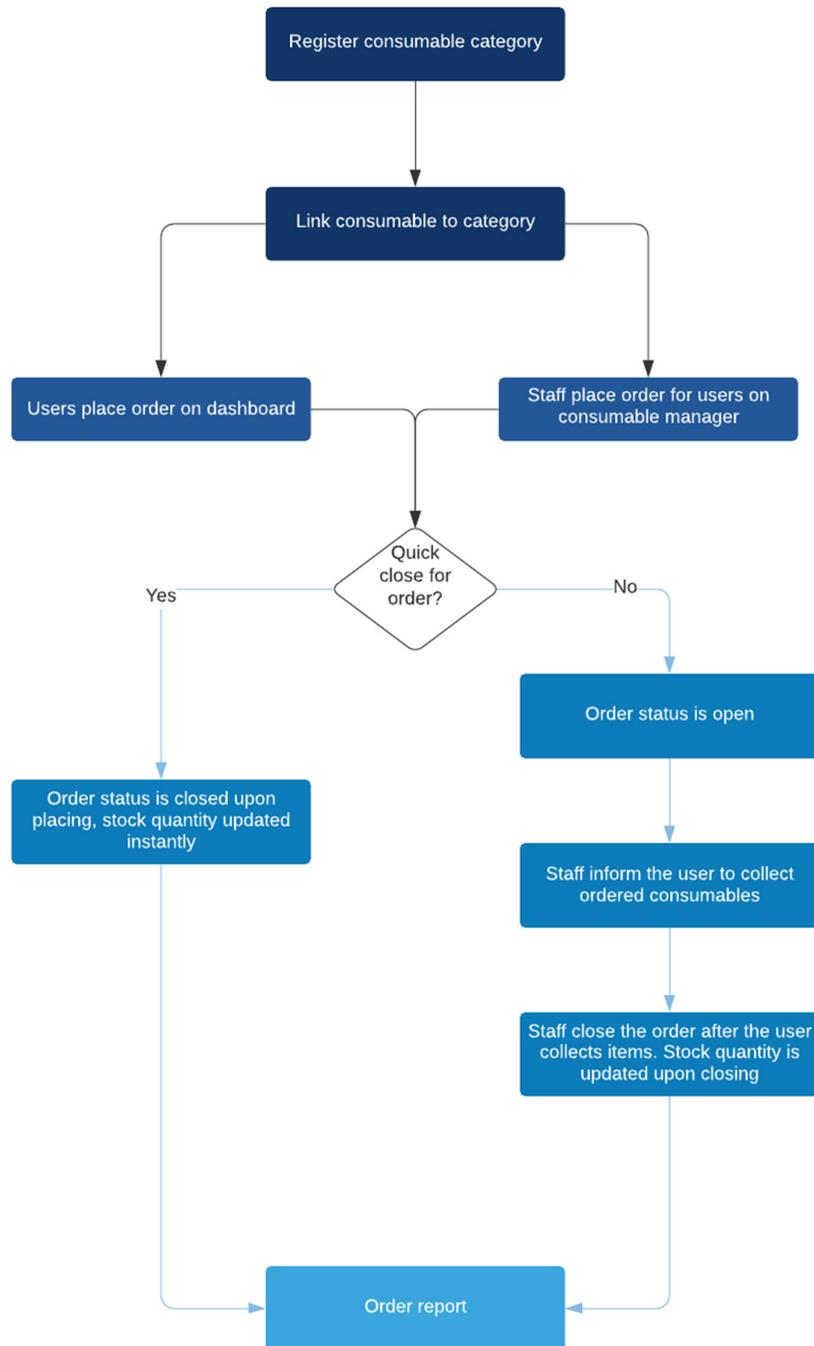
Resource	Resource Group	Resource Type	Resource QR Code	Lab Space	Item Number	Description	Resource Documents	Specifications	Location	Website	Upgrades	Custodian
300 NMR - Block	NMR	Research Equipment				Bruker Avance Neo 300 MHz Solid State NMR (PHEI) - Measurements of solids from biological, environmental, and chemical labs. A wide bore magnet, Temperature control -1.3 mm H ₂ O probe, 4 mm H ₂ O probe, 7 mm H ₂ O probe		Solid State 300 MHz NMR	Building F10 room B41			Aditya Rawal a.rawal@unsw.edu.au
300 NMR - Gyr	NMR	Research Equipment				Bruker Avance II 300 MHz NMR (Gyr) Used largely for: 1. As a high throughput instrument for obtaining routine 1H, 13C, 29Si and 146 spectra of polymers, materials, or Automated acquisition of 2D experiments with pulsed field gradients (such as high resolution 2D experiments on the 10000 nuclei). It is also equipped with: 6 BACS-60 sample change (1800) probe for variable temperature NMR experiments from 298K to 373K and experiments from 225K to 175K with liquid nitrogen autochanger measurements for solution reaction kinetics			Building F10 room B41			Aditya Rawal a.rawal@unsw.edu.au

For admin, go to Resource Tab -> Resource Catalogue Public URL to retrieve the URL.



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.



6.45.1 Register consumables

Registering new consumables are the first part of data entry. Go **Consumable Tab** to proceed.



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

Edit Consumable

Update consumable.

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

Consumable Code	<input type="text" value="01843"/>
Description	Carbon 300 mesh coated grids (box of 25)
Consumable Category	Choose consumable category from the list ▼
Consumable Image	Upload Consumable Image
Consumable QR Code	<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-top: 5px;"> Update QR Code </div>
Unit	<input type="text" value="Each"/> (e.g. nm, mg, ml)
Min Order Quantity (Resource Specific)	<input type="text" value="1"/> (integer)
Price per Unit (\$/Each)	<input type="text" value="95.00"/>
Stock Quantity	<input type="text" value="8"/>
Reorder Quantity	<input type="text" value="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
-----------	-------------



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

6.45.2 Search/Edit consumables

3 searching ranges are provided. Sorting in category is available as well.

 **Search/Edit Consumables**

Key Words: (consumable code, description)

Search

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 can 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)
 517

To see all consumables for the selected range, leave search field blank and hit [Search]

Search By: Active (103) Inactive (41) All (144)

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 0.5mm Uncoated DSP		Wafers	Order code: Supplier Stock ID: Supplier:	1	1	33.00	38	25	--	Active		<input type="button" value="Edit"/>

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

Consumable Code	<input type="text" value="ID:517"/>
Description	<input type="text" value="Wafer SiO2 4inch 0.5mm Uncoated DSP"/>
Consumable Category	<input type="text" value="Wafers"/>
Consumable Image	<input type="button" value="Upload Consumable Image"/>
Consumable QR Code	<input type="button" value="Generate QR Code"/>
Unit	<input type="text" value="1"/> (e.g. nm, mg, ml)
Min Order Quantity ((Resource Specific)	<input type="text" value="1"/> (integer)
Price per Unit (\$)	<input type="text" value="33.00"/>
Stock Quantity	<input type="text" value="38"/>
Reorder Quantity	<input type="text" value="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:

Top Up Stock Quantity	Date	By

Price change logs are shown via flying-in modal window.



N823626
Toilet paper

Consumable Code	Proce per Unit (\$)	Valid From	Valid To	Changed By
N823626	2.00	23/12/2016	Now	Dong Zheng

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

Consumable Stock Change Logs

Show: 500 entries

Search:

Showing 1 to 10 of 10 entries

Order Code	Consumable Code	Description	Order/Topup Quantity	Stock Quantity	Order Type	User Name	Time Stamp	Booking Reference
1825	ID-517	Wafer SiO2 4inch 0.5mm Uncoated DSP	1	38	Order - Cancelled	Dong Zheng	28/08/2020 15:53	
1825	ID-517	Wafer SiO2 4inch 0.5mm Uncoated DSP	1	37	Order - Closed	Dong Zheng	28/08/2020 15:53	
1825	ID-517	Wafer SiO2 4inch 0.5mm Uncoated DSP	1	38	Order - Open	Dong Zheng	28/08/2020 15:52	
1824	ID-517	Wafer SiO2 4inch 0.5mm Uncoated DSP	1	0	Order - Open	Dong Zheng	28/08/2020 11:54	
1821	ID-517	Wafer SiO2 4inch 0.5mm Uncoated DSP	1	38	Order - Cancelled	John Zhu	27/08/2020 15:37	
1821	ID-517	Wafer SiO2 4inch 0.5mm Uncoated DSP	1	37	Order - Closed	John Zhu	27/08/2020 15:26	
1821	ID-517	Wafer SiO2 4inch 0.5mm Uncoated DSP	1	0	Order - Open	John Zhu	27/08/2020 15:23	
	ID-517	Wafer SiO2 4inch 0.5mm Uncoated DSP	-1	38	Top Up	John Zhu	20/08/2020 11:27	
1792	ID-517	Wafer SiO2 4inch 0.5mm Uncoated DSP	2	39	Order - Closed	Dandan Wen	18/08/2020 14:55	
	ID-517	Wafer SiO2 4inch 0.5mm Uncoated DSP	-3	41	Top Up	John Zhu	18/08/2020 10:01	



6.45.3 Set up consumable suppliers

Consumable supplier can be set up for record purpose.

Register Company

[Return](#)

[Add Company](#)

Company Editor:

Choose company from the list ▼

Edit

Company Name	<input style="width: 95%;" type="text"/>
Nature of Business	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Service Provider <input type="checkbox"/> Distributor
ACN	<input style="width: 95%;" type="text"/>
ABN	<input style="width: 95%;" type="text"/>
Phone	<input style="width: 95%;" type="text"/>
Mobile	<input style="width: 95%;" type="text"/>
Fax	<input style="width: 95%;" type="text"/>
Email	<input style="width: 95%;" type="text"/>
Website	<input style="width: 95%;" type="text"/>
Address	<input style="width: 95%; height: 30px;" type="text"/>
Note	<input style="width: 95%; height: 30px;" type="text"/>

6.45.4 Notify user to collect the ordered consumables

A new user notification button is added to the change user order feature for the open orders.

Admin and staff can notify the user to collect the ordered items anytime. ACLS also updated the notification status in the list.



Showing 1 to 363 of 363 entries

Order Number	Year	User	Project	Consumable Code	Consumable Description	Unit	Price per Unit	Order Quantity	Total	Order Date	Order Status	Notify User	Place Order By	Close Order By	Cancellation Date
2522	2021	Aabhash Shrestha	VSPC	Oxide wafer 6 inch	100nm thick oxide wafer, 6 inch, 675um thick	1	\$60.00	1	\$60.00	10/09/2021	Open	Notified	Aabhash Shrestha		
2521	2021	Abdinasabood Babikir		Oxide wafer 6 inch	100nm thick oxide wafer, 6 inch, 675um thick	1	\$60.00	1	\$60.00	09/09/2021	Closed		Dong Zheng	Dong Zheng	
2520	2021	Aarti Tooin	TOBIN	Oxide wafer 6 inch	100nm thick oxide wafer, 6 inch, 675um thick	1	\$60.00	1	\$60.00	09/09/2021	Open	Notified	Dong Zheng		
2519	2021	Aabhash Shrestha	VSPC	Oxide wafer 6 inch	100nm thick oxide wafer, 6 inch, 675um thick	1	\$60.00	1	\$60.00	09/09/2021	Open	Notified	Dong Zheng		

Total	Order Date	Order Status	Notify User	Place Order By	Close Order By	Cancellation Date
\$60.00	10/09/2021	Open	Notified Notify	Aabhash Shrestha		
\$60.00	09/09/2021	Closed		Dong Zheng	Dong Zheng	
\$60.00	09/09/2021	Open	Notified Notify	Dong Zheng		
\$60.00	09/09/2021	Open	Notify	Dong Zheng		

6.45.5 Set up consumable owner and alert

First step, go to consumable library, edit the selected consumable profile, a new setting is added to set up consumable owner and enable the notification and reminder.

Enable consumable owner email notification	<input checked="" type="checkbox"/>
Select consumable owner	Dong Zheng
Enable consumable owner email reminder	<input checked="" type="checkbox"/>
Set reminder days (send the reminder to the user to collect after number of days.)	1 (days)

Upon enabling the notification and reminder, ACLS sends out the consumable order notices automatically to the owner when users place the consumable order. ACLS routinely checks once a day to send out the reminder subject to the reminder days.

6.45.6 Users to order consumables

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 Cart (0) My Cart (0)

Show entries

Showing 1 to 24 of 24 entries

...	Consumable Code	QR Code	Consumable Description
	01843		Carbon 300 mesh coated grids (box of 25)
	160-40		Cryo-TEM Grid Box, round, blue with lid,
	544AR		Diamond Pen

Users can check his order records via **My Order** and check the cart status via **My Cart**.

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	Consumable Description	Unit	Price per Unit	Stock Quantity	Order Quantity	Total	...
01843	Carbon 300 mesh coated grids (box of 25)	Each	\$95.00	17	<input type="text" value="1"/>	\$95.00	Remove
						Total	\$95.00

[Save Changes After Changing Quantity](#)

[Back](#) [Continue](#)

6.45.7 Lab admin to order consumables for users:

Lab admin can order consumables for any users if needed. Lab admin can check any users' order via **User Orders**.

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	Total
ID.517	Wafer SiO2 4inch 0.5mm Uncoated DSP	1	\$33.00	37	<input type="text" value="1"/>	
						Total

[Save Changes After Changing Quantity](#)

[Back](#) [Continue](#)



Then select the user and the account 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: Dong Zheng Account for Billing: MCN STAFF [Submit Order](#)

[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.

6.45.8 Update consumable orders

Lab admins can change the any order details. Go to **Staff -> Consumable Resources -> Change Consumable Orders.**

Show: 500 entries Search: Previous 1 2 3 4 Next

Showing 1 to 500 of 1,634 entries 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
Update	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		
Update	1832	2020	Luke Weston	Melbourne Univ- MCPSP Rangith 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
Update	1831	2020	Jack Drummond	Melbourne Univ- MCPSP Anthony Burdick	Holders Carrier Wafer 4- Lot #	Holders Carrier Wafer 4inch	1	\$6.60	1	\$6.60	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)

6.45.9 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.

6.45.10 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 can 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

6.45.11 Consumable order report

Lab admin can access all the consumable orders with the sorting features.

Consumable Order Report

- Report sorted by month/year.
- Report sorted by consumables.
- Report sorted by users.
- Report sorted by accounts.

Year: Choose year from the list ▼

Consumable: Choose consumable from the list ▼

User: Choose user from the list ▼

Account: Choose account from the list ▼

Total Stock Value: \$17,587.00

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



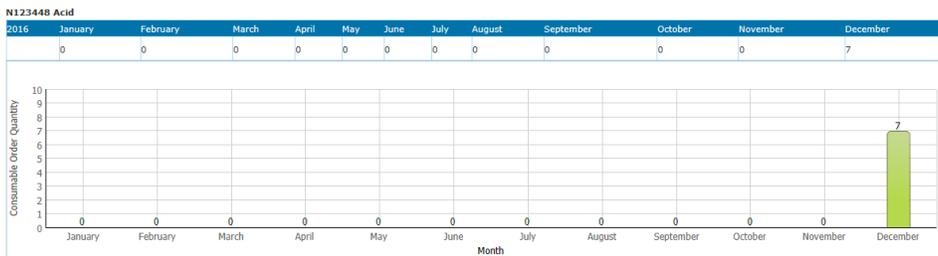
Consumable Order Report
 Report for 2016.
[Return](#)

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 09:29	Cancelled	23/09/2016 12:09		
2016	2	Dong Zheng	ALEXANDER HEGER (MONASH MATH)	AL1234	mineral water	litre	\$300.00	3	\$300.00	23/09/2016 12:13	Active			

Graphic presentation is available for the reports.

Sort by User:



Sort by Consumable:



Sort by Account:





6.45.12 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.

6.45.13 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. System admin needs to enable the global setting parameter ***Include Consumable To Usage Invoice.***

6.46 Staff Comments on Users

Staff may want to leave 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 be accessible by all the staff on individual user profile, they are not shown on public pin board.



Add Pinboard Message

Message Title	<input type="text"/>
Message Body*	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
	200 (max char 200)

Submit



6.47 My Pinboard

My pinboard 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.



Pinboard

My Pinboard > Add Messages to Pinboard



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)

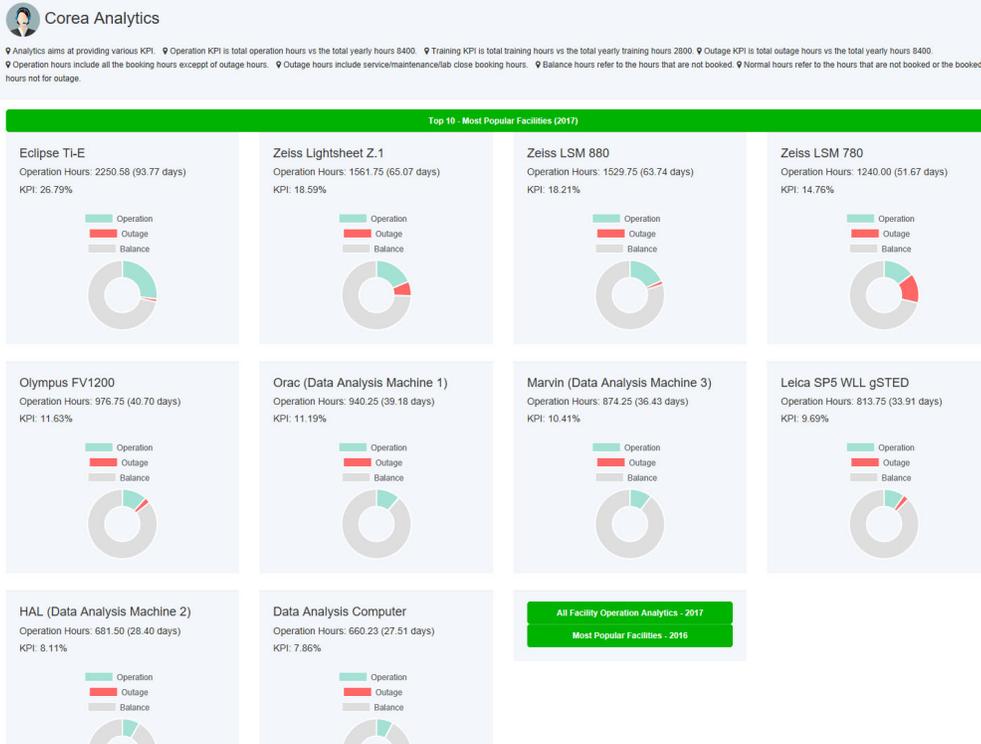
200 (max char 200)

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



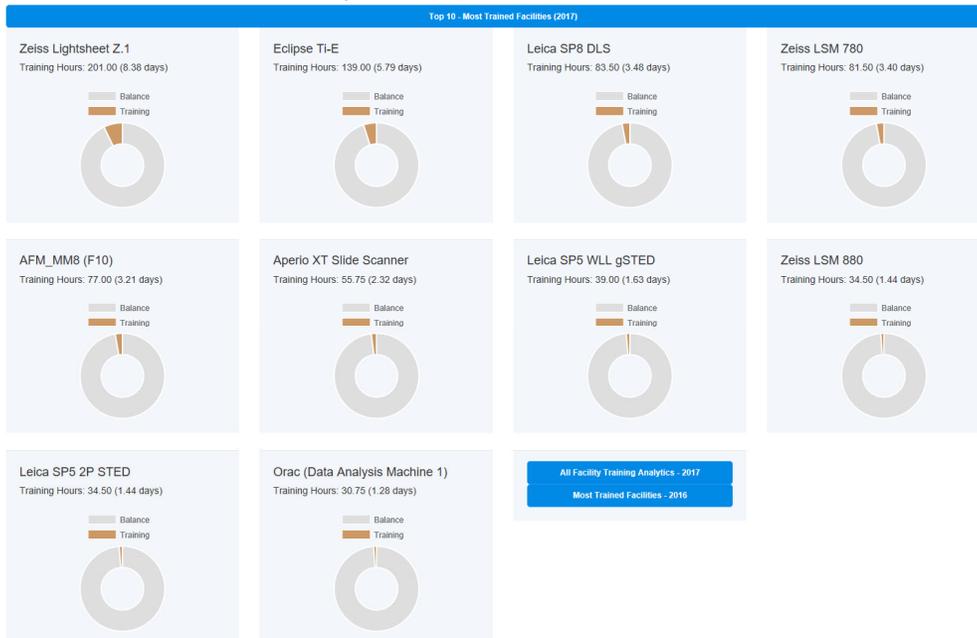
6.48 Most Popular Resources

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



6.49 Most Training Resources

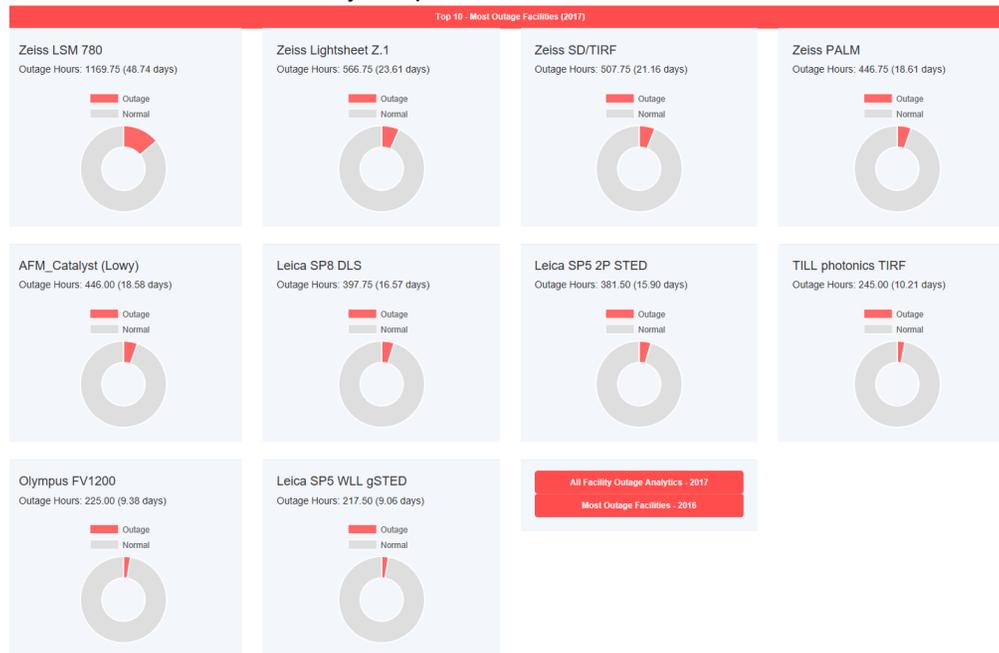
Core Analytics is the latest collection of ACLS. Staff are able to access the most training resources and its trend over a year span.





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

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

My Labcasts
Play Labcasts

Favorite Resources

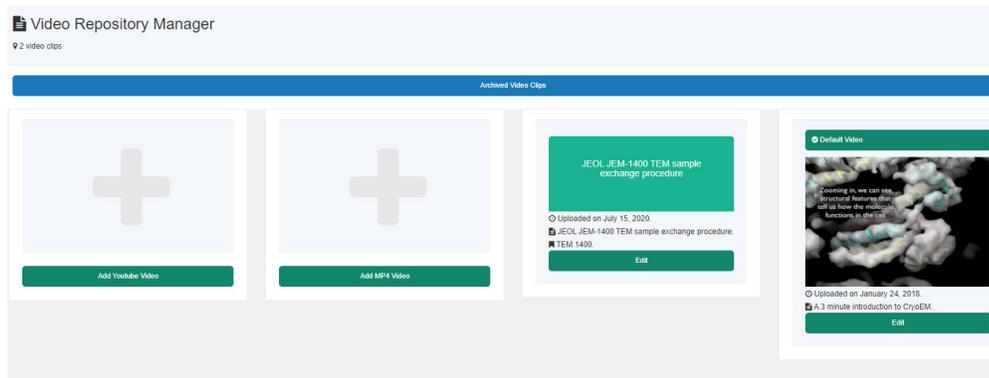
Last accessed resource

- AFM_Catalyst (Lowy) [Book]
- Leica AFS2
- Zeiss Lightsheet Z.1

Clear Favourite Resources

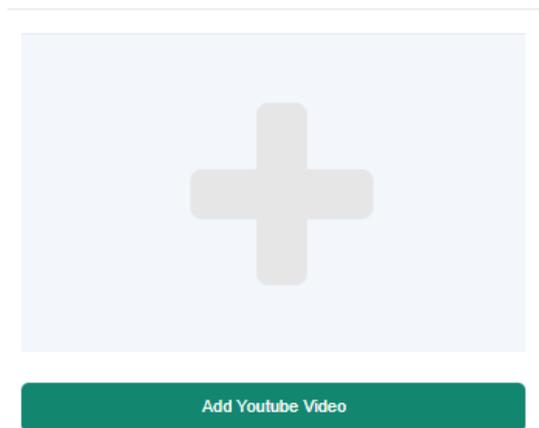


Admin staff can access Video Repository Manager to register or change video clips. Admin can add or edit the video clips provided the video clips can be accessed MP4 video, the videos on Youtube or other video platforms.



The autorotation of video is implemented, video is auto picked with every fresh of the home page.

6.51.1 Youtube





Video Repository Manager

▼ Add video clip

Video Clip

+

Title*

Description

Video Type*

Choose video type from the list ▼

Video Source

Non-Youtube
 Youtube

Embed URL*

*Change the following dimensions in the script:
width="100%"
height="480"

Resource (if video type is resource)

Choose facility from the list ▼

Set as Default*

(Tick to be default)

Status*

(Tick to be active)

Parameter	Description
Title	video clip title which can be copied from Youtube
Description	video description which can be copied from Youtube
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'.

AC LAB SYSTEM

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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.

6.51.2 MP4 video





Video Repository Manager

Upload MP4 video clip

MP4 Video Clip	
Title*	<input type="text"/>
Upload MP4*	<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> Select a file to Upload </div>
Resource Group	Choose resource group from the list ▼
Video Type*	Choose video type from the list ▼
Set as Default*	<input type="checkbox"/> (Tick to be default)
Status*	<input checked="" type="checkbox"/> (Tick to be active)

Parameter	Description
Title	video clip title
Upload MP4	Upload the video clip file to ACLS
Resource Group	Select resource group for MP4 video that could linked to the resource catalogue
Video type	select the appropriate from the list, system provides the sorting feature in the future
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.



Video Repository Manager
 Edit MP4 video clip

Delete Video Clip

MP4 Video Clip

Random powder XRD Data Collection.
 Random Powder XRD Data Collection Video-EYApril2022.MP4.
 Resource group: X-RAY DIFFRACTION FACILITY.

Title*	Random powder XRD Data Collection
Resource Group	X-RAY DIFFRACTION FACILITY
Video Type*	Teaching
Set as Default*	<input checked="" type="checkbox"/> (Tick to be default)
Status*	<input checked="" type="checkbox"/> (Tick to be active)

6.52 User Profile Analyser

ACLS is equipped 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.

User Profile Analyser

Growth Charts

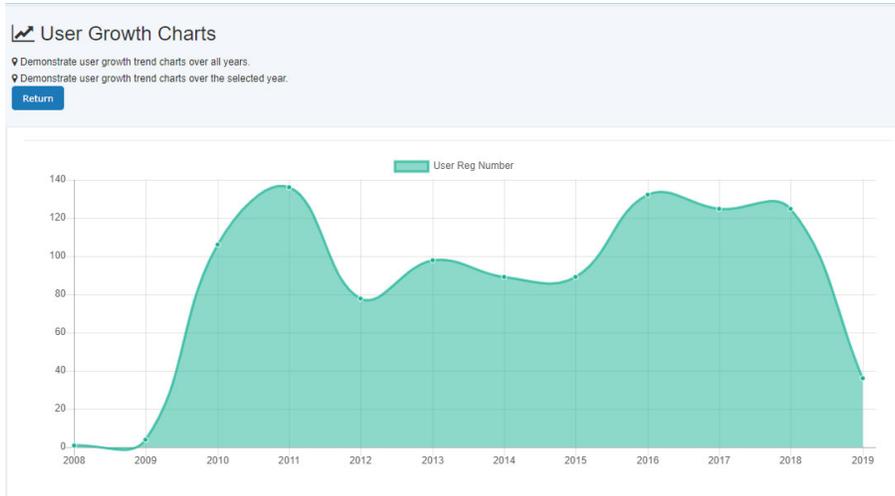
Population Charts

Training Charts

Grid Charts

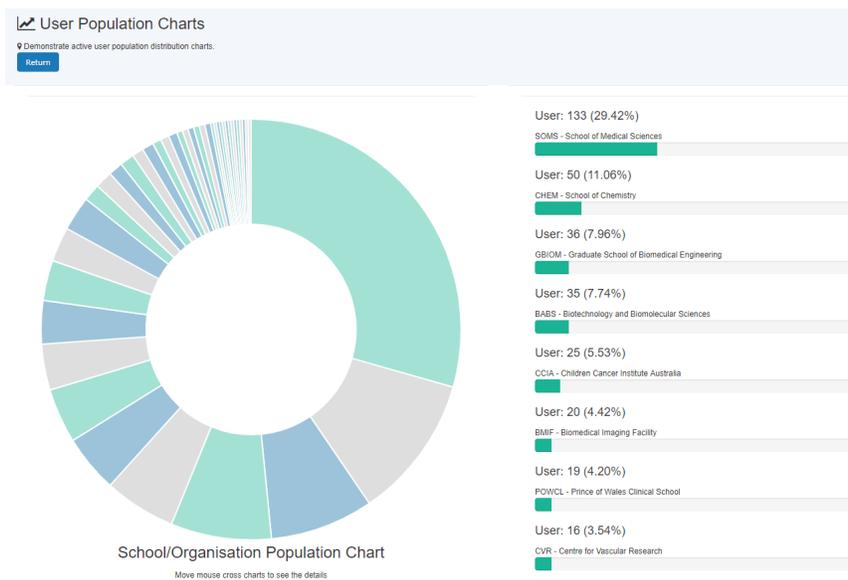
- Growth charts

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.



- 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.

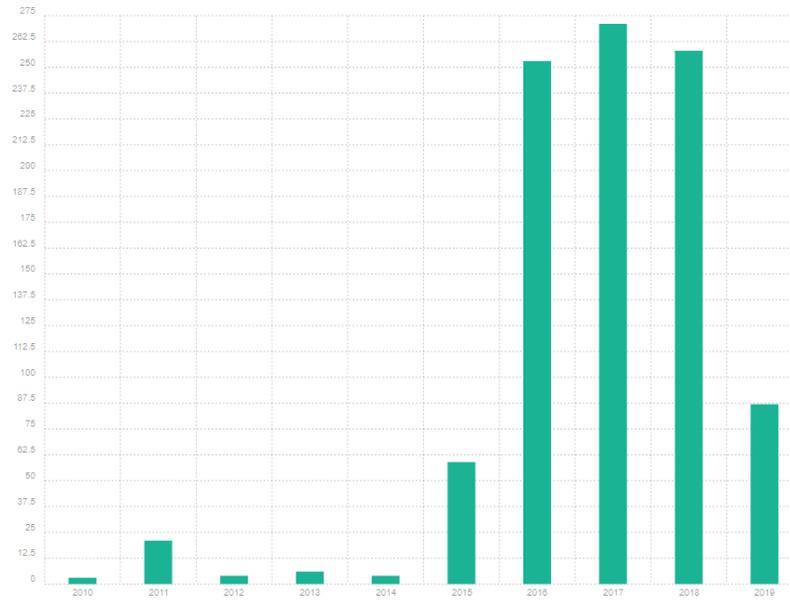


📊 User Training Charts

🔍 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.

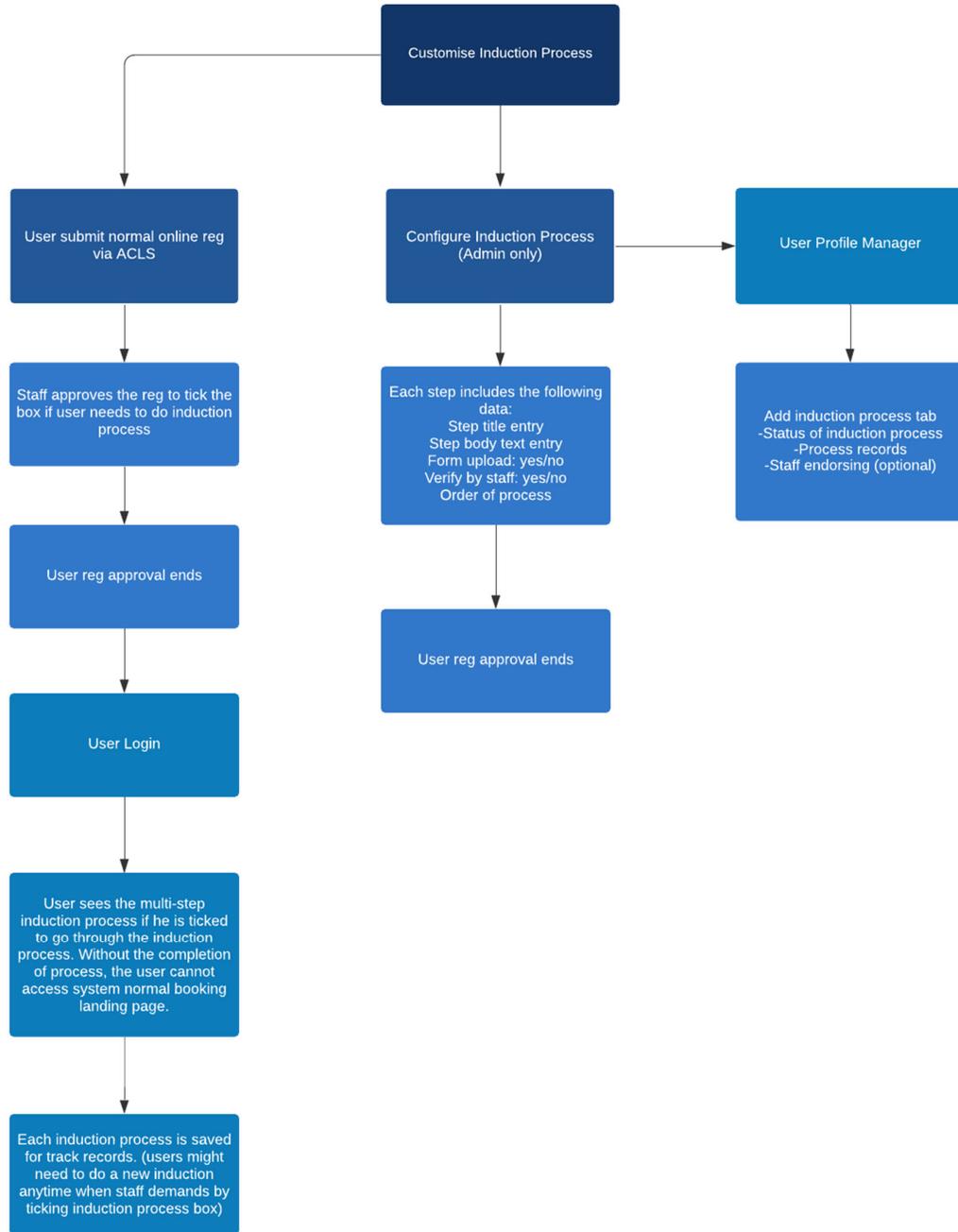
[Return](#)



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 need 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 can 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 Tomasetig

- 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 Siliwin
<input type="checkbox"/>	Fei Shang
<input checked="" type="checkbox"/>	Florence Tomaselig
<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 (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.

Step 1: Induction around BMIF labs

Step 2: Upload completed induction form

Select Staff to Submit

<input type="radio"/>	Dong Zheng
<input type="radio"/>	Florence Tomasetig

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.	23522250
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	RE889
Project Number	RG124419
Facility of Interest	
Registration Submission Time	09/07/2018 15:31

Select Induction Process

BMIF Induction
 BMIF OHS Induction

[Approve](#) [Delete](#) [PIP Registration](#)

- 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

submitted
 verified by Dong Zheng
 22/06/2019 11:50

InductionForm-BMIF-Ref-MkFv\$Wx46YAD-jtEIFW-1-1-1.pdf
 Added: Dong Zheng on 22/06/2019 11:50

Step 2: Upload completed induction form

submitted
 verified by Dong Zheng
 22/06/2019 11:58

InductionForm-BMIF-Ref-MkFv\$Wx46YAD-jtEIFW-1-1-2.pdf
 Added: Dong Zheng on 22/06/2019 11:58

Ref ID: BMIF-Ref-MkFv\$Wx46YAD-jtEIFW-1-1

Simply click on turn-off button to disable the induction 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

Turn Off Induction Process

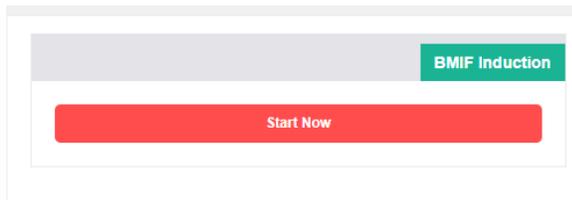
Step 1: Induction around BMIF labs	 InductionForm-BMIF-Ref-MkFvSWX46YAD-jgtlFW-1-1-1.pdf Added: Dong Zheng on 22/06/2019 11:50	submitted verified by Dong Zheng 22/06/2019 11:50
Step 2: Upload completed induction form	 InductionForm-BMIF-Ref-MkFvSWX46YAD-jgtlFW-1-1-2.pdf Added: Dong Zheng on 22/06/2019 11:58	submitted verified by Dong Zheng 22/06/2019 11:58

Ref ID BMIF-Ref-MkFvSWX46YAD-jgtlFW-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.



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

Submit

Step 2: Upload completed induction form

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 stu 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) ...



InductionForm-BMIF-Ref-WnHYD6llGNtd-nZuXda-1-1-1.pdf
Added: Dong Zheng on 23/06/2019 10:00

Reference: BMIF-Ref-WnHYD6llGNtd-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	 InductionForm-BMIF-Ref-WnHYD6llGNtd-nZuXda-1-1-1.pdf Added: Dong Zheng on 23/06/2019 10:00	submitted not verified 23/06/2019 10:00	Confirm Verification
Step 2: Upload completed induction form	not submitted not verified 23/06/2019 09:57		Confirm Verification
Ref ID	BMIF-Ref-WnHYD6llGNtd-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)	TOOLS			
Avizo 1 (No charge)	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 a mobile application interface with two main panels. The left panel shows resource information, and the right panel shows a list of bookings for the selected date.

Resource Panel (Left):

- Resource:** AFM_Catalyst (Lowy)
- Resource Group:** AFM/GROUP 1
- Resource Availability:** 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

Bookings Panel (Right):

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

Navigation buttons at the bottom of the right panel include: Today, Next Day, and 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
Celine Heu, c.heu@unsw.edu.au (Primary)
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-



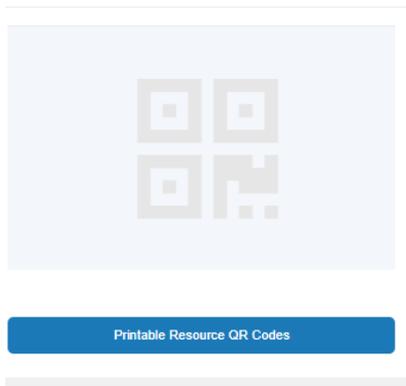
Resource
AFM_Catalyst (Lowy)
Resource Group
AFM/GROUP 1
<input type="text" value="User ID"/>
<input type="text" value="Password"/>
<input type="button" value="Sign In"/>

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 can print all resource QR codes on a single page, print to a printer or PDF is your choice.

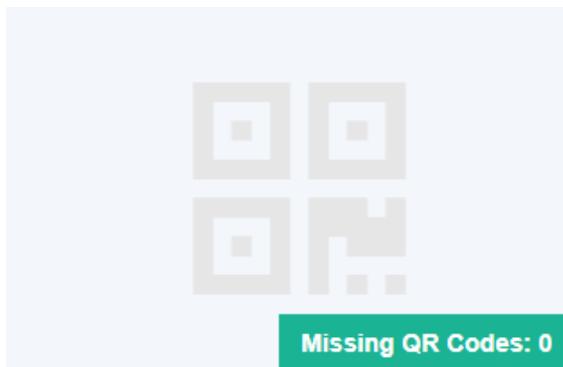


6.54.6 Consumable QR Codes

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. For lab admin, consumables that are missing QR codes can be fixed in batch of 50. Go to **Consumable -> Search/Edit Consumables**.



6.54.7 Resource QR Codes

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

Avizo 1(No charge)

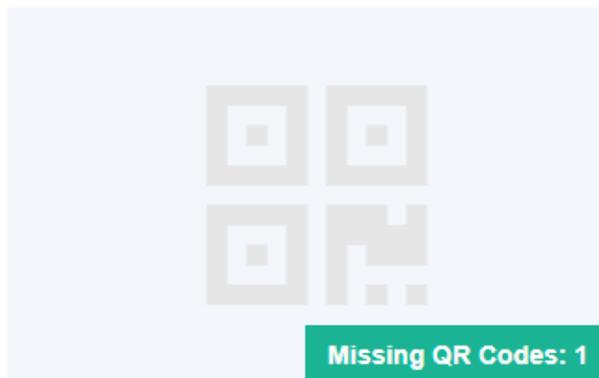
General Profile	Booking Profile	Catalogue Profile	Booking Form	Training Certificate	Trainer	Certified Users	Tracker Settings
Resource Name	Avizo 1(No charge)						
Resource Group	TOOLS ▾						
Resource Image	 Upload Resource Image						
Resource QR Code	 <input type="button" value="Generate QR Code"/>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

The same way for new consumables.



Consumable Code	<input type="text" value="01843"/>
Description	<input type="text" value="Carbon 300 mesh coated grids (box of 25)"/>
Consumable Category	<input type="text" value="Choose consumable category from the list"/>
Consumable Image	 Upload Consumable Image
Consumable QR Code	 <input type="button" value="Generate QR Code"/>

For lab admin, resources that are missing QR codes can be fixed in batch of 50. Go to [Resource Manager](#).



6.54.8 *Printable consumable QR code list*

Like 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)

Search

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 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:

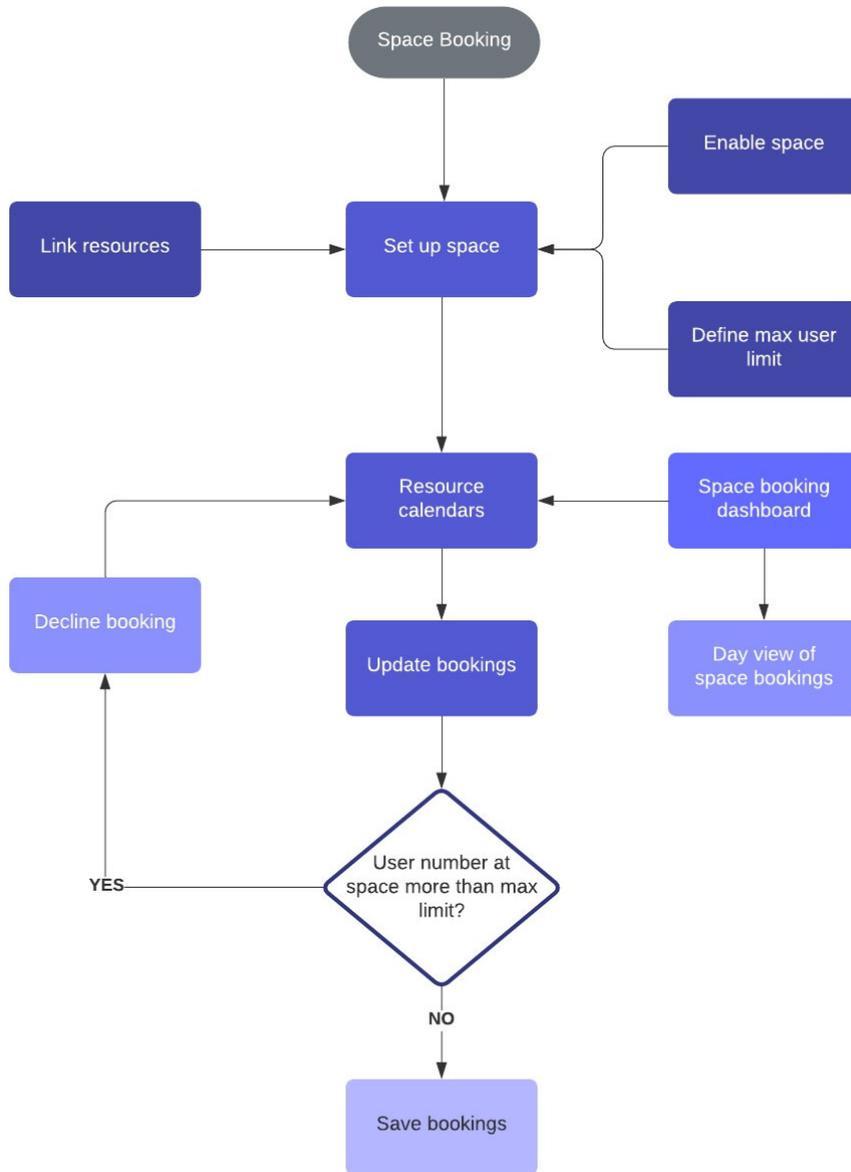
A lab space housing a number of tools, for some reasons, you want to stop users making any bookings to the lab space.

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:

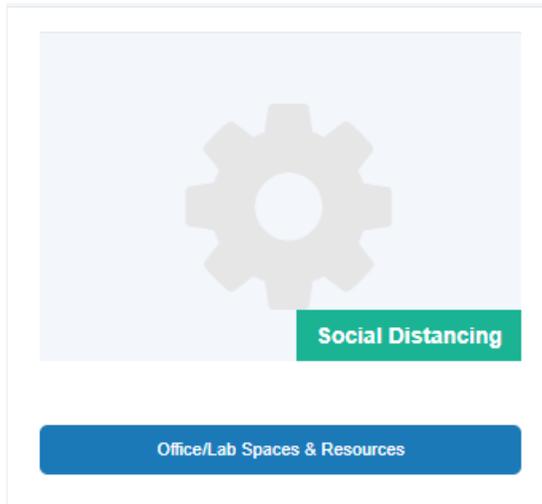
There are lab space and resource group in ACLS. What are the relationship between both? They work separately linking with the tools or resources. Hence, you can set up a resource group and a space linking with the same clusters of the tools or resources.

The following flow chart explains how space booking works.

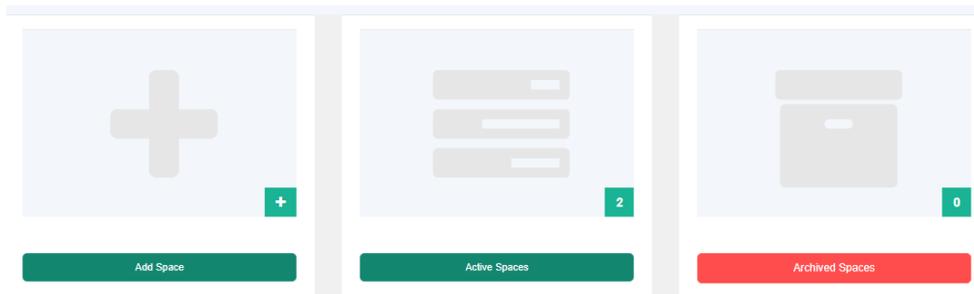


6.55.1 Set up spaces

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	<ul style="list-style-type: none"> <input type="checkbox"/> AFM_Catalyst (Lowy) <input type="checkbox"/> AFM_MMS (F10) <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 can 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
Bioslation		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 can 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.



ICP B39

Concurrent user limit: 1

Sunday, Jun 07 2020

Today

Next Day

Time	Concurrent Users at Space	Vacancy
0:00	1	vacancy: 0
0:30	1	vacancy: 0
1:00	1	vacancy: 0
1:30	1	vacancy: 0
2:00	1	vacancy: 0
2:30	1	vacancy: 0
3:00	1	vacancy: 0
3:30	1	vacancy: 0
4:00	1	vacancy: 0
4:30	1	vacancy: 0
5:00	1	vacancy: 0
5:30	1	vacancy: 0
6:00	1	vacancy: 0
6:30	1	vacancy: 0
7:00	1	vacancy: 0
7:30	1	vacancy: 0
8:00	1	vacancy: 0
8:30	1	vacancy: 0
9:00	1	vacancy: 0
9:30	1	vacancy: 0
10:00	1	vacancy: 0
10:30	1	vacancy: 0

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 - 08:00 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 Loan Items

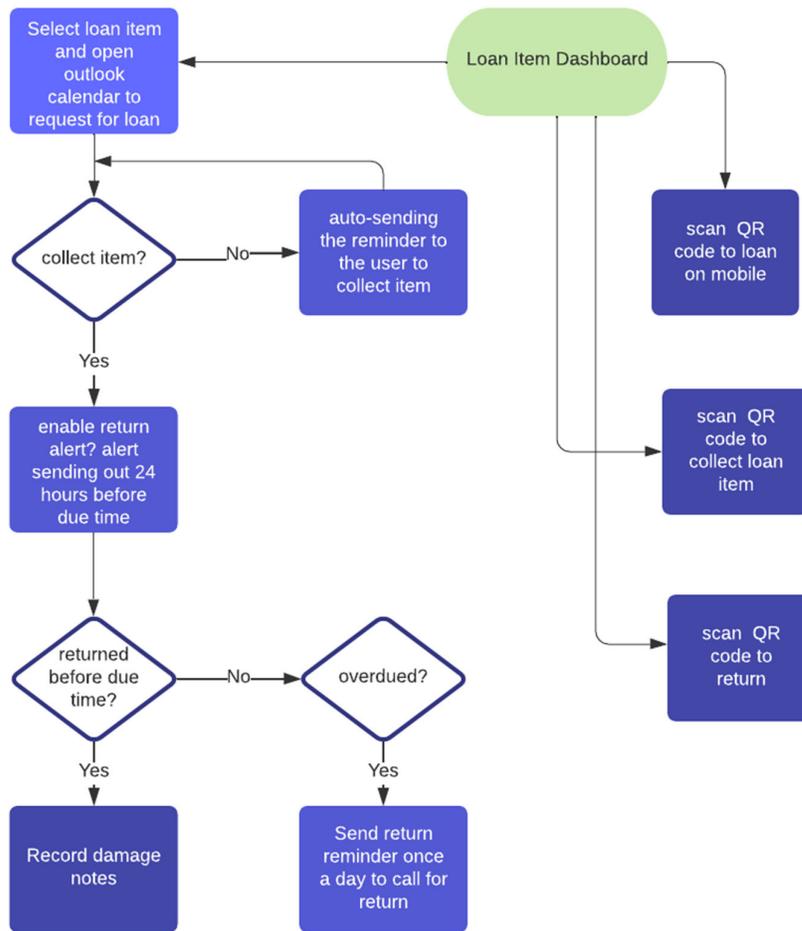
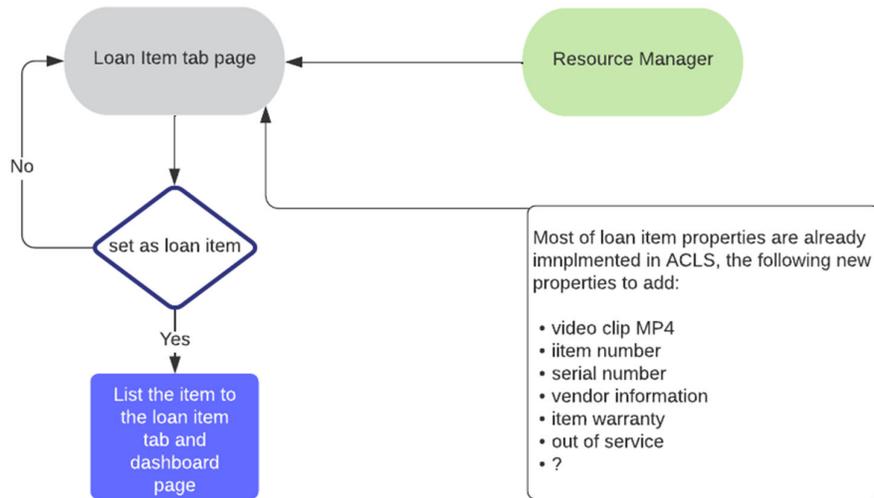
6.56.1 Working concept

The newly implemented loan item module in ACLS borrows the concepts of the library operation. Like borrowing a book, the loan item module provides 3 basic features as followings:

- Collect
- Return
- Book

What are benefits of using loan item module? Lab could track the loan records as in many occasions, lab things are missing with no traceability or lost in memory. In the future improvement, you could tie a cost tag with the loan item for cost recovery. For example, if users delay the return of the item, overdue charges could be applied.

The traditional barcode is not required for loan module, it means you saved the cost of buying a barcode scanner and maintain a dedicated computer for the job. Simply take out the smart phone and scan QR code to record collection and return.



6.56.2 Set up resource as loan item



Go to Resource Manager page to add/edit resource as loan item. If the resource is being set as loan item, it will be removed from the resource booking calendar.

Edit Resource
[Return](#)

Dell Vostro 5510 Laptop

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

Enable as Loan Item	<input checked="" type="checkbox"/> (Tick to set as loan item)
Item Number	<input type="text" value="Science-123456"/>
Product Serial Number	<input type="text" value="EXP293721739"/>
Product Vendor Information	<input type="text" value="Dell Australia"/>
Product Warranty	<input type="text" value="Warranty expired in Dec 2022"/>
Youtube Embedded Code	<pre><iframe width="200" height="120" src="https://www.youtube.com/embed/9QFZymuytE" title="YouTube video player" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe></pre> <p style="font-size: 0.8em; color: #f00;">* Change the following dimensions in the script: width="200" height="120"</p>

Loan item associated profiles are:

- Item number: for example, Dell computer service ref number
- Product serial number
- Product vendor information
- Product warranty information
- Youtube video: Youtube embedded code

6.56.3 Book loan item (user)

Upon sign in ACLS, users could go to Loan Item dashboard to book the item and come to the lab office or the store to collect.

Loan Items

Show 500 entries

Showing 1 to 1 of 1 entries

ResourceItem	QR Code	Item Number	Serial Number	Video Clip	Status	Borrowed By	Return Date	Overdue	User
		Science-123456	EXP293721739		Available	-	-	-	Book



6.56.4 Collect loan item (admin)

Upon sign in ACLS, admin could go to Loan Item dashboard to register the collection of the item by clicking on Collect button and record the user name (dropdown list), return date and short notes if any.

Collect and return logs are available to admin staff.

Status	Borrowed By	Return Date	Overdue	User	Admin	Admin	Admin
Available	-	-	-	Book	Collect	-	Borrow Logs

Loan Items

Collect item from the store

[Return](#)

Resource/Item	Dell Vostro 5510 Laptop
	
Select User	<input type="text" value="Choose user from the list"/>
Return Date	<input type="text" value="11/03/2022"/>
Short Notes	<div style="border: 1px solid #ccc; height: 80px;"></div>

6.56.5 Return loan item (admin)

Like the collection, the return of loan item is also straightforward for admin to record the return.

Loan Items

Return item to the store

[Return](#)

Resource/Item	Dell Vostro 5510 Laptop
	
Short Notes	<div style="border: 1px solid #ccc; height: 80px;"></div>



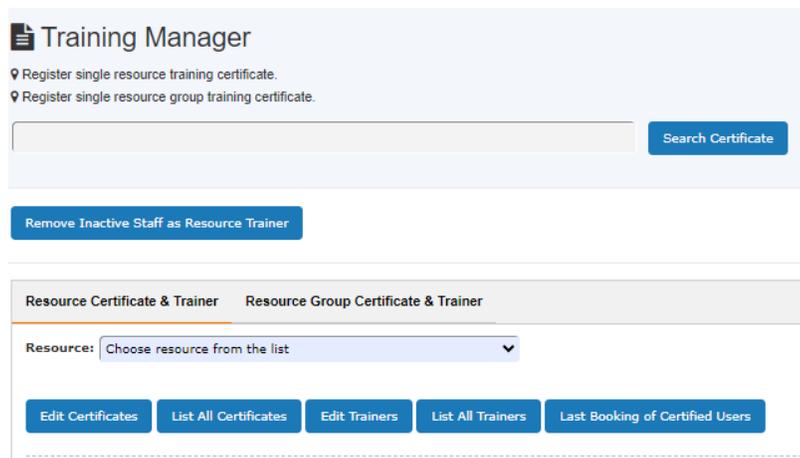
6.56.6 Loan item QR code

The traditional barcode is not required for loan module, it means you saved the cost of buying a barcode scanner and maintain a dedicated computer for the job. Simply take out the smart phone and scan QR code to record collection and return.

The logs will show the end-point device of the operation, desktop or mobile accordingly.

6.57 Last booking of the certified active users

In **Training Manager**, you can capture the last booking of the selected resource certified users so to check the impacts of certificate expiry setting change.



The result table highlights the last booking in red that is earlier than 12 months up to date.

Start Time of Last Booking	End Time of Last Booking	Earlier Than (Days)
25/08/2020 10:30	25/08/2020 13:00	1060
16/10/2020 14:00	16/10/2020 15:30	1008
13/12/2019 13:15	13/12/2019 13:45	1316
21/10/2020 13:30	21/10/2020 17:00	1003
05/10/2021 13:00	05/10/2021 16:00	654
27/08/2023 14:00	27/08/2023 16:00	24
26/02/2020 23:45	27/02/2020 00:00	1240
12/05/2022 04:30	12/05/2022 05:00	435

6.58 Resource maintenance profile

Vert often, labs need to set up detailed preventive maintenance schedule and track the cost over time.



The maintenance profile is added to the resource profile to manage the maintenance activities, schedule, and cost. The maintenance profile covers the following properties of the scheduled maintenance activities.

- Resource brand
- Resource model
- Resource serial number
- Maintenance level
- Last maintenance date
- Last maintenance comments
- Maintenance/certificate type
- Next maintenance due date
- Maintenance frequency
- Estimated maintenance cost
- Maintenance cost owner
- Cost owner others

6.58.1 Enable resource maintenance profile feature

Please contact ACLS system administrator to enable resource maintenance in the global setting. This setting is disabled by default.

6.58.2 Set up resource maintenance profile

Go to [Resource Manager](#) page to add/edit resource, then click on Maintenance tab.



Maintenance Level	Choose maintenance level ▼
	Industrial Certification Required: Certifications required for legal/research use; Maintenance Level 1: Must be done to maintain SAFETY; Maintenance Level 2: Needs to be done for operation, but is not essential for safety e.g. cleaning microscopes, recalibration; Maintenance Level 3: Ideal, but not essential; Maintenance Level 4: Repair/replace parts/consumables as needed; Maintenance Level 5: DNR e.g. if a particular item or part is not to be fixed;
Maintenance Notes	<div style="border: 1px solid #ccc; height: 80px;"></div>
Last Maintenance (date)	08/08/2022
Last Maintenance Comments	<div style="border: 1px solid #ccc; height: 80px;"></div>
Maintenance/Certification Type	Choose maintenance/certification type ▼
Next Maintenance Due (date)	08/08/2022
Maintenance Frequency	Choose frequency ▼
Approx. Maintenance Cost (\$)	<div style="border: 1px solid #ccc; height: 20px;"></div> (approx. amount per year for the item)
Maintenance Cost Owner	Guy Taseski ▼
Cost Owner Other	<div style="border: 1px solid #ccc; height: 20px;"></div>

Resource brand, model and serial number are entered on Catalogue profile page. ACLS stores each entry for maintenance.

Show 100 ▼ entries

Showing 1 to 1 of 1 entries

Previous 1 Next
Search: Copy CSV PDF

...	Resource	Brand	Model	Serial Number	Maintenance Level	Maintenance Notes	Last Maintenance (date)	Last Maintenance Comments	Maintenance Type	Next Maintenance Due (date)	Maintenance Frequency	Approx. Maintenance Cost (\$)	Maintenance Cost Owner	Cost Owner Other	Updated By
Edit	1505D Pressure Chamber				Maintenance Level 1	clean it every 6 months	29/08/2022	done 1/7/22 done 29/7/22 donzo 34/13/2045	Internal	31/12/2022	Biannual (every 6 months)	0	Guy Taseski		Shinjo Ushima on 01/08/2022 19:30

Previous 1 Next

Show 100 ▼ entries

Showing 1 to 1 of 1 entries

...	Resource	Brand	Model	Serial Number	Maintenance Level	Maintenance Notes	Last Maintenance (date)	Last Maintenance Comments
Edit	1505D Pressure Chamber				Maintenance Level 1	clean it every 6 months	29/08/2022	done 1/7/22 done 29/7/22 donzo 34/13/2045



Previous **1** Next

Search:

Copy CSV PDF

Maintenance Type	Next Maintenance Due (date)	Maintenance Frequency	Approx. Maintenance Cost (\$)	Maintenance Cost Owner	Cost Owner Other	Updated By
Internal	31/12/2022	Biannual (every 6 months)	0	Guy Taseski		Shinjiro Ushiyama on 01/08/2022 10:30

Previous **1** Next

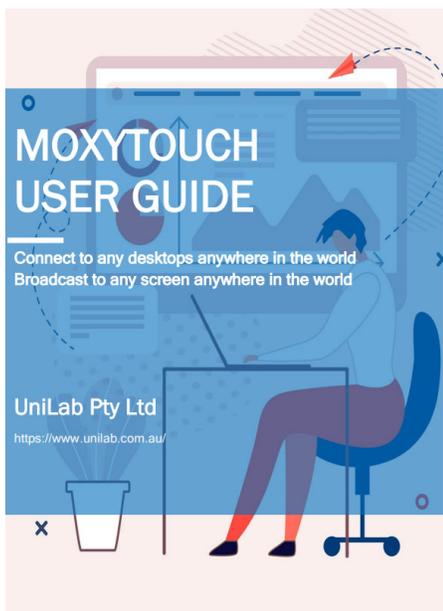
6.58.3 Alert on next maintenance due date

ACLS sends out the reminder or alert 10 days or 30 days before next maintenance due date to the global contact us email, and resource cost owners.

6.59 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.



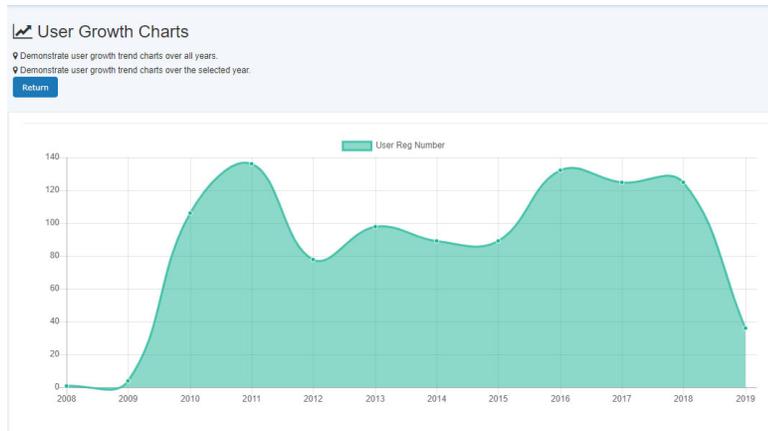


6.59.1 Live ACLS Charts to MoxyTouch

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.

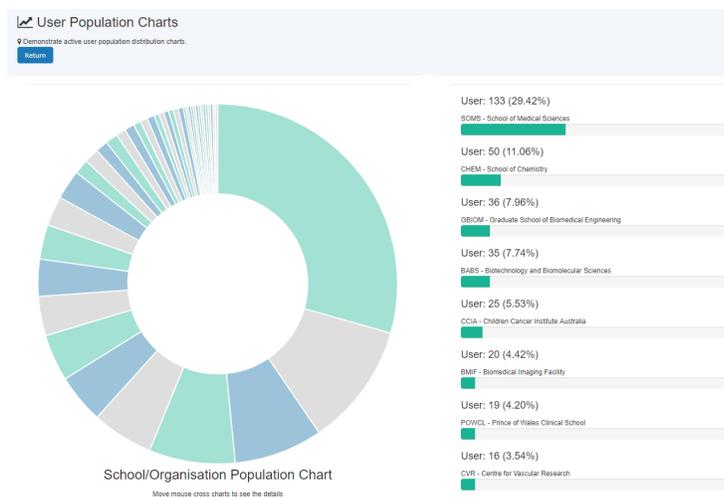
- Growth charts

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.



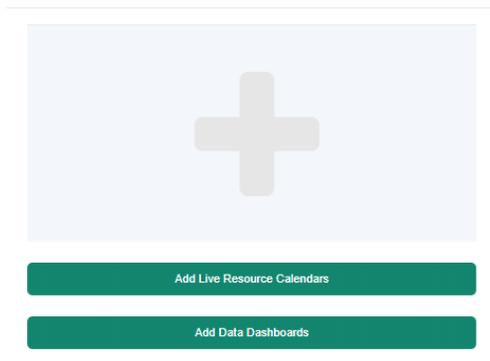


- Training charts

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.





📄
BMIF Data Analytics (Data Dashboards)

Labcast code:
labcast.data.sdj5cKs.056143b7781cbe3e4d07893a6878af14.3

ACLS URL: https://www.bmif.unsw.edu.au

- Growth Chart
- Population Chart
- Training Chart

Edit

Simply tick the checkboxes to choose.

📄
Labcast Manager

Add data analytics labcasts

Cast Title*	<input style="width: 95%;" type="text"/>
Description	<div style="border: 1px solid #ccc; height: 60px;"></div>
Cast Data Analytics	<input type="checkbox"/> Growth Chart <input type="checkbox"/> Population Chart <input type="checkbox"/> Training Chart
Status*	<input checked="" type="checkbox"/> (Tick to be active)

Accept

The result of example shows here.

📄
Labcast Manager

Labcast shows the live resource calendars and data dashboard features to Moxxy service on the big screens powered by UniLab.

Archived Labcasts

+

Add Live Resource Calendars

Add Data Dashboards

📄
BMIF Data Analytics (Data Dashboards)

Labcast code:
labcast.data.sdj5cKs.056143b7781cbe3e4d07893a6878af14.3

ACLS URL: https://www.bmif.unsw.edu.au

- Growth Chart
- Population Chart
- Training Chart

Edit

📄
AFM (Resource Calendars)

Labcast code:
labcast.G7o5dJeJ.14861e70d718782d301d7426f633cf14

ACLS URL: https://www.bmif.unsw.edu.au

- AFM_Catalyst (Levy)
- AFM_MMS (F10)
- Aperio FL Slide Scanner
- Aperio XT Slide Scanner

Edit

📄
Nikon (Resource Calendars)

Labcast code:
labcast.QGMpRaUo.a2ff06cac58a86c3d43c7617a654ebf3

ACLS URL: https://www.bmif.unsw.edu.au

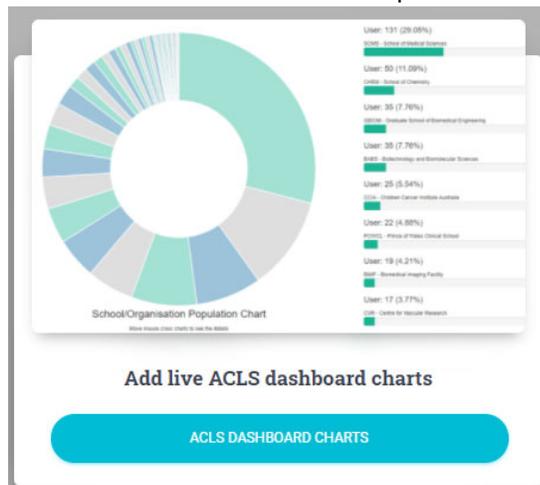
- Leica AF52
- Leica DMIL
- Leica ICE High Pressure Freezer
- Leica RM2135 manual microtome
- Leica SP5 2P STED
- Leica SP5 WLL gSTED
- Leica SP8 DLS
- Zeiss Lightsheet Z.1

Edit

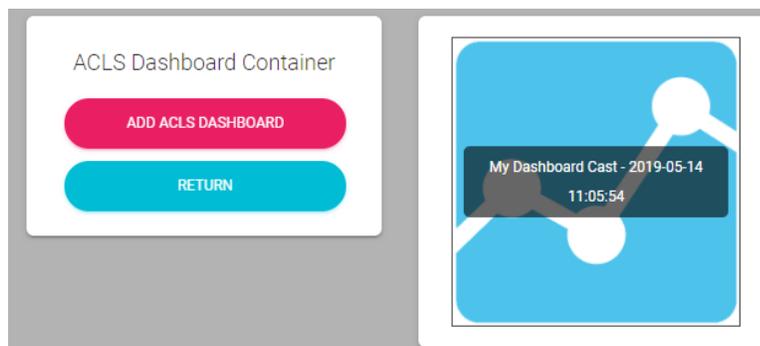


- How to Set Up Moxy

Go to Dashboard container to set up dashboard.



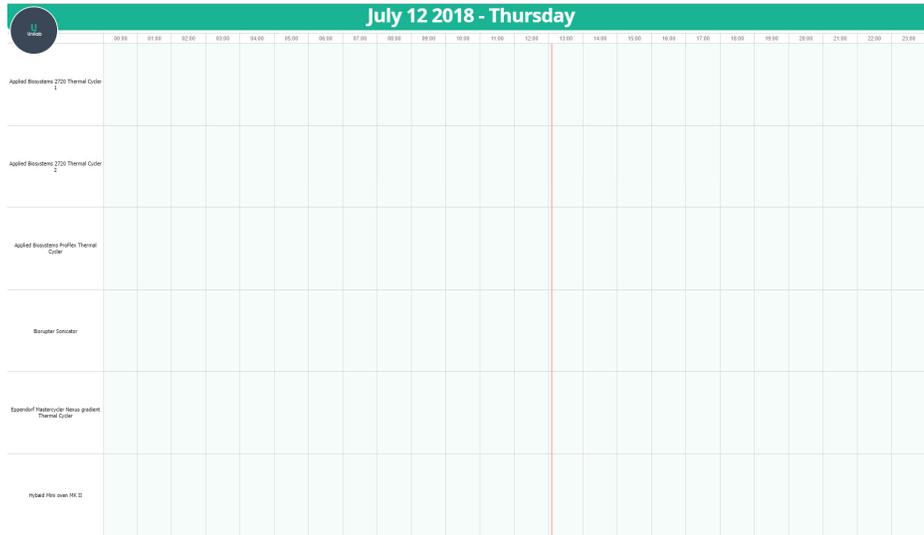
You can preview the live dashboard on your desktop. Please contact us and UniLab support if you wish to know more.



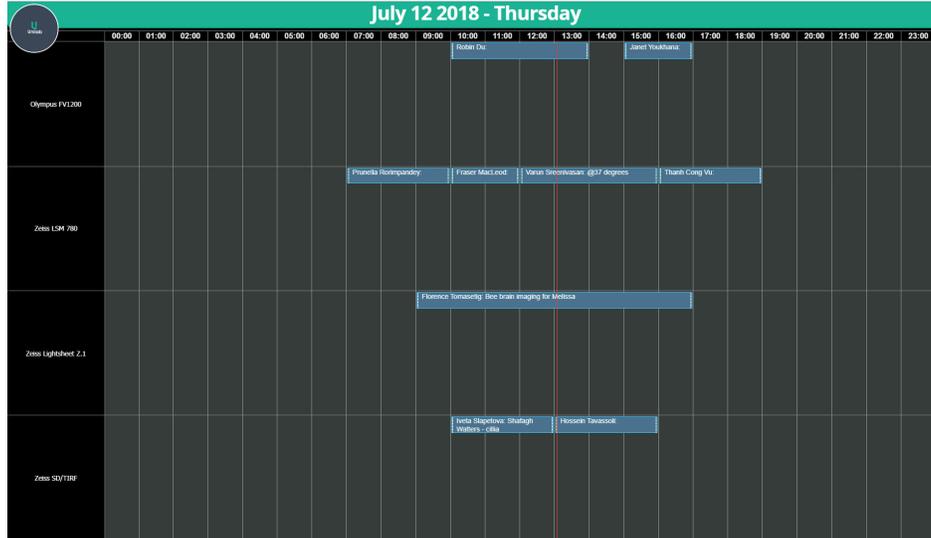
6.59.2 Live ACLS Calendars to MoxyTouch

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

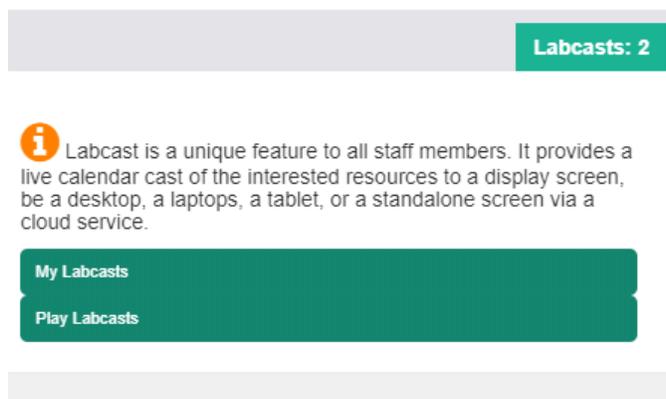


Dark theme suits for darker lab area environment, such as microscopy rooms.

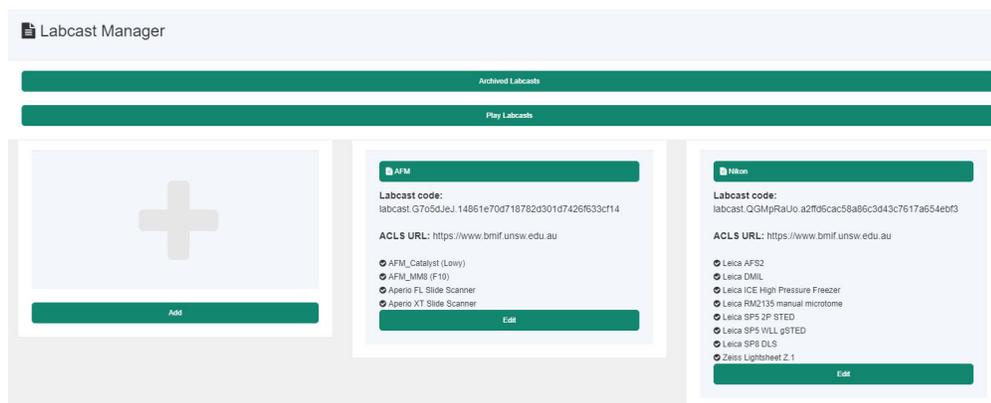
Labcast feature is only available to lab staff. To set up Labcast, you need to configure the Labcast in ACLS and also sign up to Moxy service.

- 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 to request for demo.

6.59.3 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**.

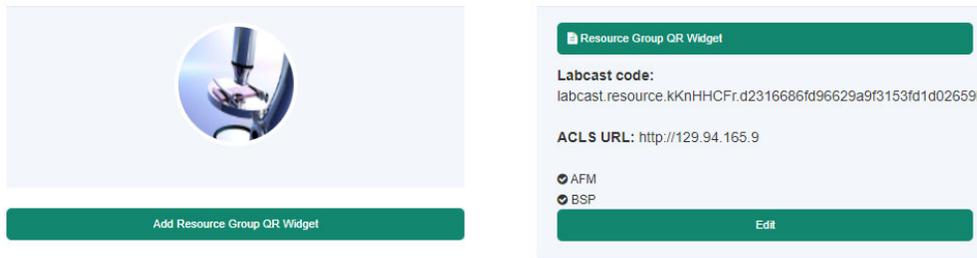
Here is the example for the implementation demo at <https://moxy.unilab.com.au/screeninvite.php?invite=33be67fbe795f6479907619525365a9d>.

- MoxyTouch - Consumable QR Code Operation

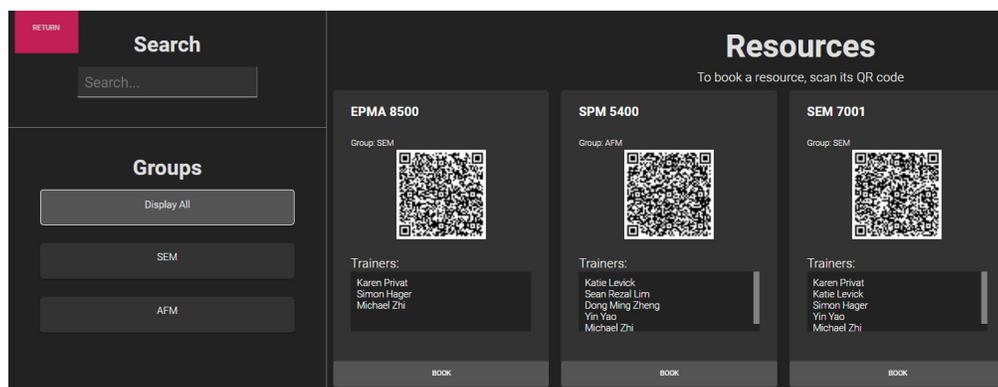
Working with UniLab, a digital and responsive consumable QR code is implemented through **Moxy Widget -> Consumable QR Code Widget**.

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

In addition to all resource QR widget feature for Labcast, a new Labcast feature is added to ACLS. You could set up the selected resource group QR widget onto MoxyTouch-LAB screens.



Users and staff could access the selected resource groups to book on touchscreen or use smart phone to scan QR codes.



Due to the time scale limit, it is not visible for the shorter bookings. Zoom in for 5 minute time scale per two hours to make the shorted booking details visible and clear.

Before zoom in on one hour time scale:



- Zoom: 0-2am
- Zoom: 2am-4am
- Zoom: 4am-6am
- Zoom: 6am-8am

	00:00	01:00	02:00	03:00	04:00	05:00	06:00
Avizo 1(No charge)							

After zoom in to 8am to 10am on 5 minute time scale:

- Zoom: 0-2am
- Zoom: 2am-4am
- Zoom: 4am-6am
- Zoom: 6am-8am
- Zoom: 8am-10am

	08:00	08:05	08:10	08:15	08:20	08:25	08:30	08:35
Avizo 1(No charge)								



6.59.4 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.

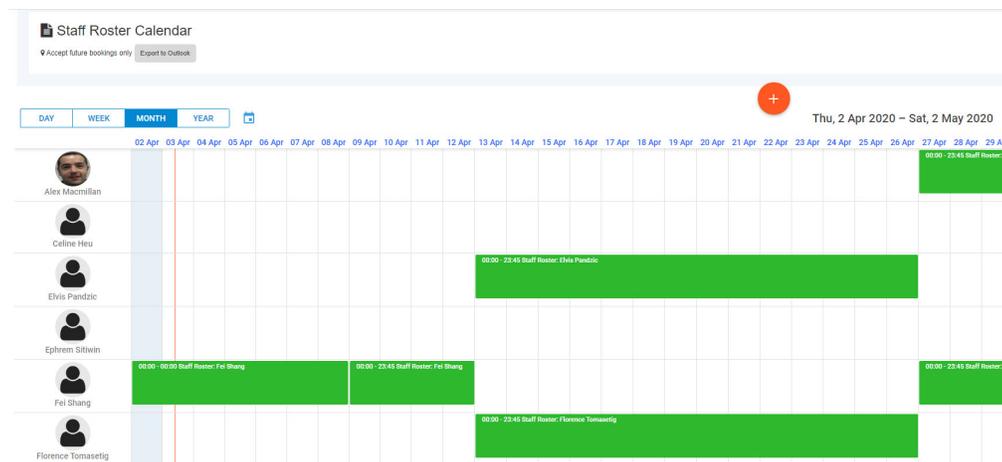
Show: 100 entries Search:

Showing 1 to 21 of 21 entries

Staff	Status	
Alex Macmillan	Enabled for roster	Disable
BMIF Teaching	Disabled for roster	Enable
Celine Heu	Disabled for roster	Enable
Dong Zheng	Enabled for roster	Disable
Elvis Pandzic	Enabled for roster	Disable
Ephrem Sitwin	Enabled for roster	Disable

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.



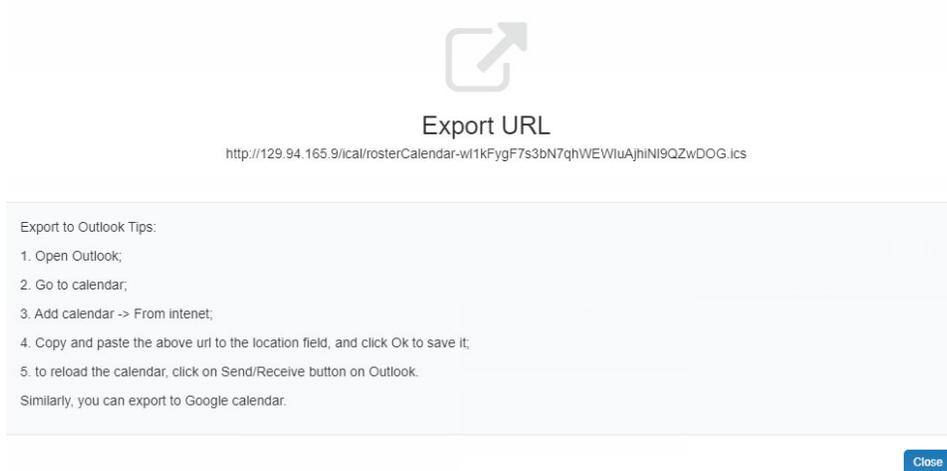


- Can any staff edit any roster bookings?

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 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 [Staff Roster URL](#)

- 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 [Enable Staff Roster Notification](#)



6.59.5 User Training Records with MoxyTouch

Like 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.



6.59.6 User Sign In with MoxyTouch

You can set up a touch screen which is linked to ACLS so users can sign in the lab space by selecting his name from the dropdown list. This is a new feature for MoxyTouch, please contact UniLab at support@unilab.com.au to request for demo.



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:

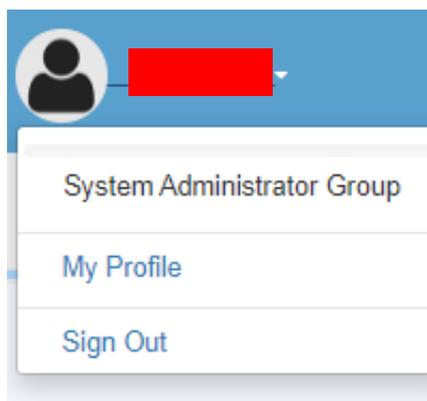
Password:

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, Azure AD authentication, AAF, and 2 level authentications.



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?

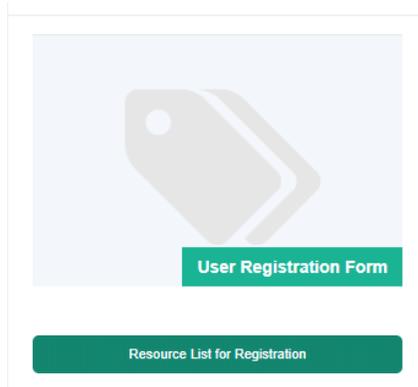
Once your online registration application has been submitted, print a hardcopy for your reference. You will receive a system registration notice to your email account. The nominated staff members receive the online registration and will contact you to make an appointment to discuss your needs and training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



If 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.

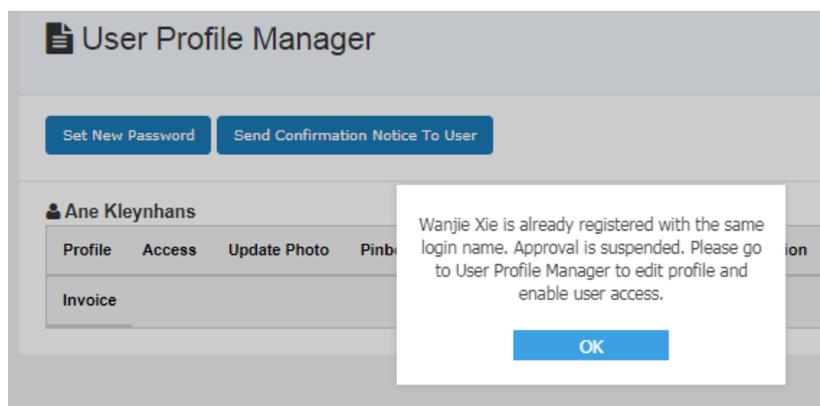
12. How can we register to ACLS nodes on ACLS SSI?

As SSI centralises the access to multiple ACLS nodes, for new users, click **Here** to go to ACLS node list for reg.



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 (even it is 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?

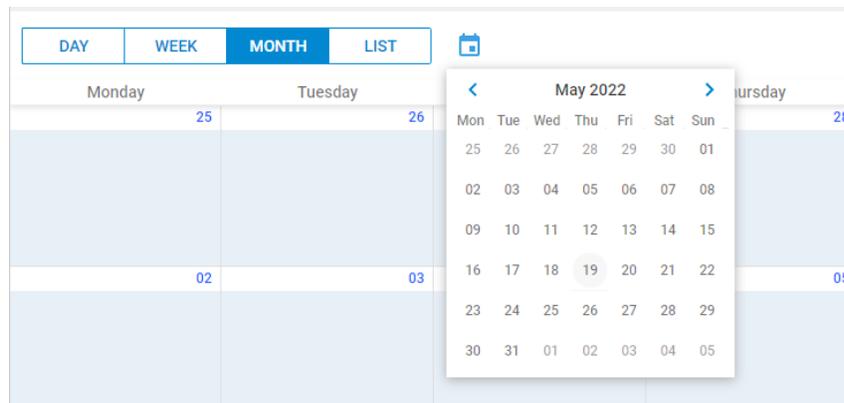
This is caused by the browser cache, please clear the browser cache.

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 previous/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 can see your own booking quota through the [Information Panel](#) on booking calendar page.

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

19. Can I book a resource for a service and make it known to users?

***Service Booking** calendar 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?

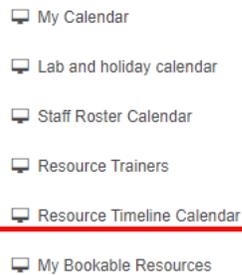
First step: cancel the user booking through user/approval booking calendar or service booking calendar;

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 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 retrospective 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.

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 Calendar](#).



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 Systems**

📍 Booking tool access control

Parameter	Tick to Enable
CommercialBookingToStaff	<input checked="" type="checkbox"/>
FacilityGroupBookingView	<input checked="" type="checkbox"/>
GroupTrainingBookingToStaff	<input checked="" type="checkbox"/>
ServiceBookingToStaff	<input checked="" type="checkbox"/>
SingleTrainingBookingToStaff	<input checked="" type="checkbox"/>
UserBookingToStaff	<input checked="" type="checkbox"/>

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 must 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.

Min Hour per Session	<input type="text" value="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 the future bookings, while **Data Logbook Manager** handles the retrospective bookings.*

46. On user booking calendar, 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 retrospective service booking in the past?

*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_MMS (F10) (Business Hours: 0:00 - 17:00)

Description: User Event

User: **Scheduled Service Booking**

Account: --

Notes:

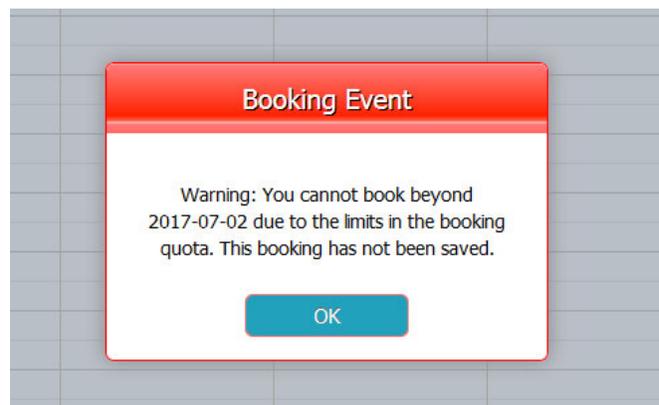
Time period: 00:00 14 May 2015 - 00:15 14 May 2015

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?



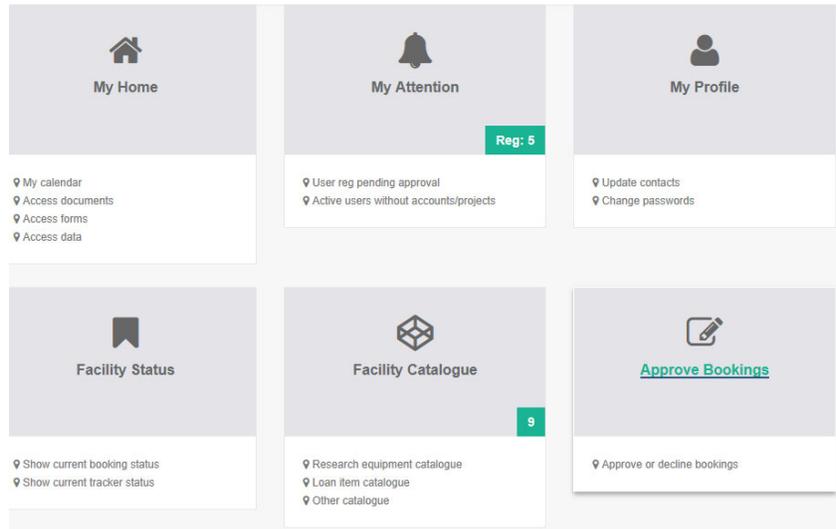
The message means that user's certificate only allows them to book no more than 2 days in advance. Please check training certificate settings.

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?

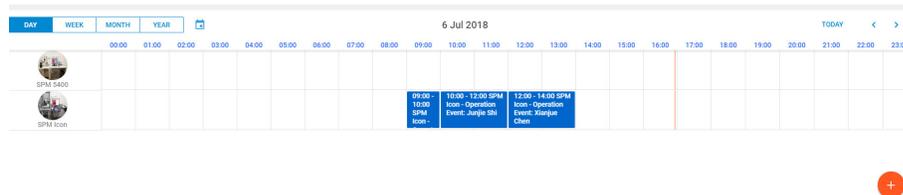
The only way to resolve this is to make a new booking for the same user.

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, 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.*



You are able to cancel faulty bookings if you suspect the event booking confliction not working properly.

Month:

Year:

Resource:

Cancel/Restore Resource Bookings



You are able to view all the resource bookings.

Month:

Year:

All Resource Bookings

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.



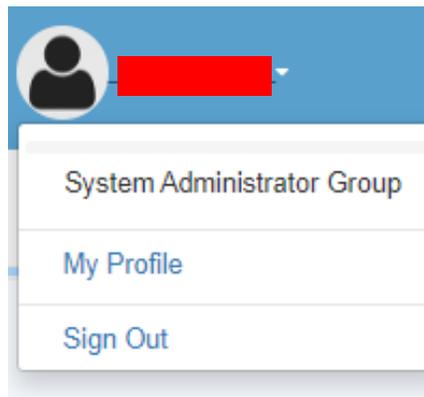
59. Are Group Bookings included in reports?

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 must 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 can update your contacts and to change password at [My Profile](#).



Update Contacts

Work Phone	<input type="text" value="9385 6680"/>
Mobile Phone	<input type="text" value="0410 724 858"/>
Email	<input type="text" value="dm.zheng@unsw.edu.au"/>

Change Password

New Password:	<input type="password"/>
Retype New Password:	<input type="password"/>

If you are the administrator of the system, then you can 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 need to select the search range. The default is the range of **all** users.*

62. Why is the 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 in ACLS when she already has one?

This user profile is deactivated or inactive 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.

67. What do you mean 'default for invoicing'?

You can 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. At **Supervisor Manager**, you can set to active or inactive by ticking the checkbox of **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 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 and capture 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, provided that the feature reports are enabled in **System Settings**.*



Booking Report - Resource

Report for July 2018
EPMAS 8500

Show 500 entries

Search:

Previous 1 Next

Copy CSV Excel PDF

User Name	School/Organization	Supervisor	Account	Account Charge/Hour	Booked Hours	Tracker Hours	Charges
Toney Teddy Fernandez	Macquarie University		#EXTERNAL	\$0.00	18.00	55.84	\$0.00
Total (Service Booking Hours)					0.00		
Total (Operation Booking Hours)					18.00		
Total					18.00		\$0.00

Previous 1 Next

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.*

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 User Training & Certification

88. 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.



No certificates

Reload Certificates

Training Records

Edit User Certificates

Type certificate name, select to add

Show 100 entries

Showing 0 to 0 of 0 entries

User	Certificate

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

89. Why can't I find the trainer from the drop-down list in Training Manager?

Only staff members (minimum level of general staff group) or users being appointed as user trainer group, can be granted trainer access.

90. Who has authority to set up trainers and certificates?

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

91. 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.

92. 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.*



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 (F10)	AFM	ZENGYI WEI	AFM MM8 - GENERAL	02/06/2017 16:18	Celine Heu
FluoroMax - 4	BMIF	David Chang	FLUOROMAX - 4 - GENERAL	22/06/2017 09:05	Alex Macmillan
HAL (Data Analysis Machine 2)	DATA ANALYSIS	Lakshmi Atapathu	HAL (IMAGE ANALYSIS WORKSTATION)	06/06/2017 12:54	Michael Carmel
HAL (Data Analysis Machine 2)	DATA ANALYSIS	Fan Chen	HAL (IMAGE ANALYSIS WORKSTATION)	22/06/2017 12:27	Sandra Fok
Leica SP8 DLS	BMIF	Young Chan Kang	LEICA SP8 DLS - GENERAL	01/06/2017 12:27	Alex Macmillan
Leica SP8 DLS	BMIF	Hetvi Gandhi	LEICA SP8 DLS - GENERAL	20/06/2017 11:20	Celine Heu
Leica SP8 DLS	BMIF	Narges Bayat	LEICA SP8 - EXPERIENCED	06/06/2017 23:56	Iveta Stajetova
Nikon A1 Spectral Confocal Microscope	BMIF	Nichole Giles	NIKON A1 SPECTRAL - GENERAL	23/06/2017 14:56	Michael Carmel
Olympus FV1200	BMIF	Liyan Wang	OLYMPUS FV1200 - GENERAL	21/06/2017 18:33	Sandra Fok
Olympus FV1200	BMIF	Alexander Dupuy	OLYMPUS FV1200 - GENERAL	26/06/2017 09:59	Michael Carmel
Olympus FV1200	BMIF	Aaron Gilmour	OLYMPUS FV1200 - EXPERIENCED	13/06/2017 17:36	Sandra Fok
Orac (Data Analysis Machine 1)	DATA ANALYSIS	Lakshmi Atapathu	ORAC (IMAGE ANALYSIS MACHINE)	09/06/2017 14:33	Michael Carmel
Orac (Data Analysis Machine 1)	DATA ANALYSIS	Mjeong Park	ORAC (IMAGE ANALYSIS MACHINE)	22/06/2017 12:26	Sandra Fok
Orac (Data Analysis Machine 1)	DATA ANALYSIS	Mih 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 12:26	Sandra Fok

93. How do I see who lost training certificates in a particular period?

Go to **Report Manager -> Training Certificate Report ->Expired Certificate Report**, you can compile a summary over a month or a period.

Training Certificate Report
 Expired certificate report by the selected month or the selected period

[Return](#)

Expired Certificate Report

July 2023 [Continue](#)

94. How can I find out the users whose training certificates are expired in the selected month?

Go to **Staff tab -> Utility -> Reports -> Training Certificate Report**.



Expired Certificate Report

June 2023 Continue

Alternatively, you could find out the expired certificates during the selected period.

Expired Certificate Report

From: 05/29/2023 To: 06/28/2023 Continue

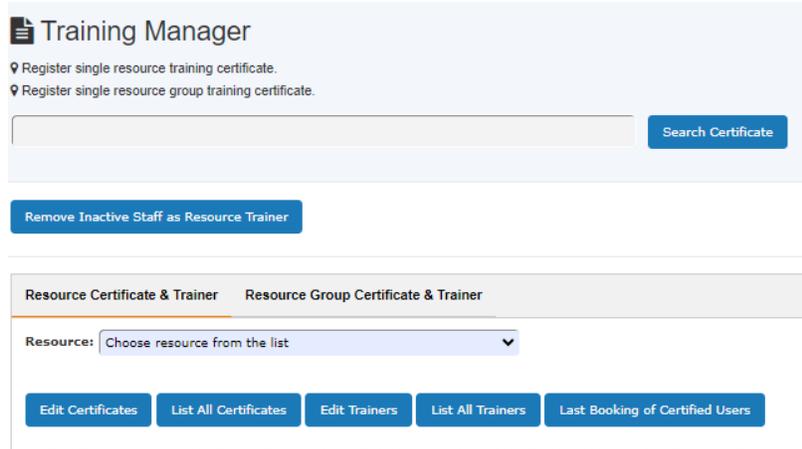
Expired Certificate Report

From: 28/06/2023 To: 28/07/2023 Continue



95. How can I find out last booking of the certified active users?

In Training Manager, a new function is implemented to capture the last booking of the selected resource certified users.



The result table highlights the last booking in red that is earlier than 12 months up to date.

Start Time of Last Booking	End Time of Last Booking	Earlier Than (Days)
25/08/2020 10:30	25/08/2020 13:00	1060
16/10/2020 14:00	16/10/2020 15:30	1008
13/12/2019 13:15	13/12/2019 13:45	1316
21/10/2020 13:30	21/10/2020 17:00	1003
05/10/2021 13:00	05/10/2021 16:00	654
27/06/2023 14:00	27/06/2023 16:00	24
26/02/2020 23:45	27/02/2020 00:00	1240
12/05/2022 04:30	12/05/2022 05:00	435

96. How can I check last bookings of the selected resource?

You might want to check the last bookings of the certified users, go to [Training Manager -> Last Booking of Certified Users](#).

97. 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](#).*

98. 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.

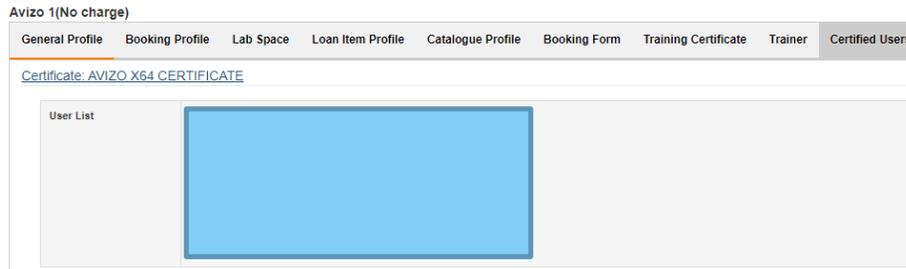


99. The staff is set as the equipment trainer. When he goes to user profile, why can he not see the certificate in Edit User Certificate as show below?

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

100. 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?

Go to [Utilities](#) -> [Resource Manager](#), select the resource and click on 'certified user' to see the user details.



7.10 Register Forms and Documents

101. 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.

102. 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.



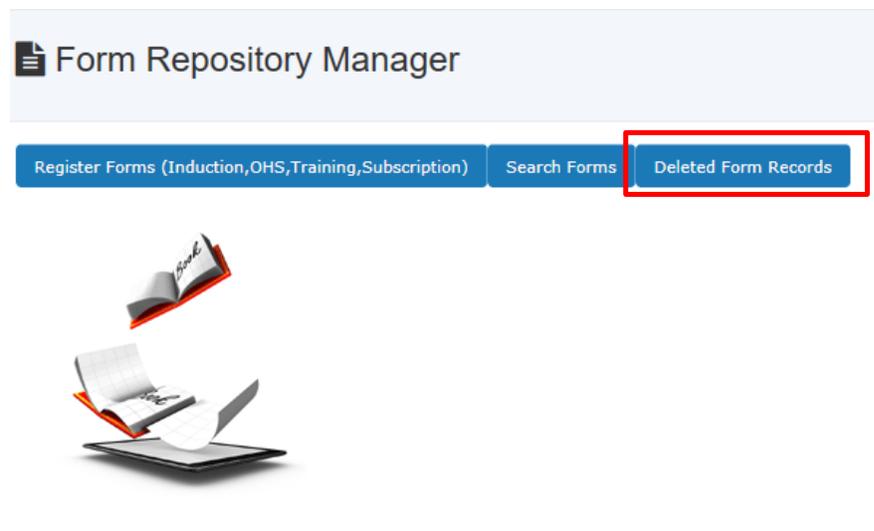
Form Repository Manager

Register form

User Selection	A.Arslan Kaya (arslan)
Type of Form	Induction Form
Form PDF	<p>Upon upload, you MUST click on Button [Save To Form Registry] to complete form registration:</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> </div>
Note	

103. 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.



104. 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 general document folders](#)

Return

Folder Name

Choose folder from the list ▼

Parent Folder

Root

Status

Inactive

Folder Code

0

Edit
Delete
Add
Reset

📁 General Documents (Folder View)

- 📁 Images of The Month
- 📁 SWP

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.

105. What documents should I upload as general documents?

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

106. What should I upload as resource documents?

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

107. 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.

108. What is the maximum file size for upload?

The maximum size is 20MB per file.

109. How can I view the history of deleted files?

You can view the records by clicking on [Deleted Document Records](#).



Document Repository Manager

[Add/Edit General Document Sub-Folders](#) [Register General Documents](#) [Register Facility Documents](#) [Search Documents](#) [Deleted Document Records](#)



Even if you can see the history, you won't be able to recover the deleted documents.

110. What is the difference between documents and forms?

There are two categories of documents: general and resource. But the forms are linked to users.

7.11 Track Training & Support Requests

111. 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.

112. 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.

7.12 Track Samples

113. 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.

114. 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 option.



Job Reports

📍 Operation Group: ICP

Month:

Year:

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

115. 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.

116. What kind of files can I upload?

ACLS supports the following file formats when uploading:

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

117. 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

118. How do I edit a finished job?

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

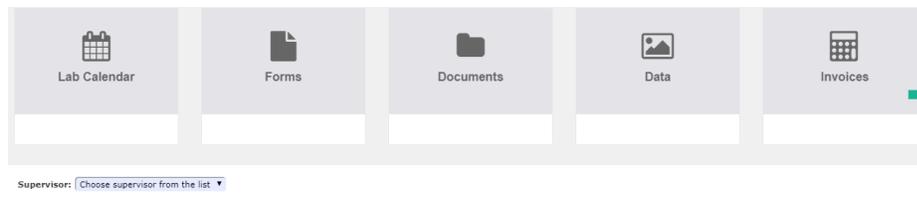
*If the invoice for the job is not completed, you can **Reopen Job To Edit**.*

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



119. 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.



7.13 ACLS Tracker

120. 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 always detects connection with the ACLS server.

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

121. 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.

**122. What does 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.

123. 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.

7.14 Conduct Surveys**124. 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.

125. 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.

126. 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.

127. What is the question format for the question text file?

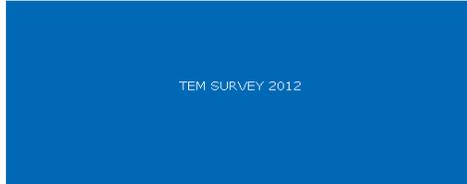
When you set up a text file for questions, every question needs to stay on the same line. A separate paragraph of a question is treated as a separate question. When you upload and scan to the survey form, the system shows you how the question will look. If the questions are not scanned in properly, you can edit the text file and re-load and re-scan.

128. 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.

129. 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.



130. 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.

7.15 General

131. 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

132. 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.*

133. 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.

134. Can I clone a resource or tool?

Yes, go to Resource Manager to clone.

135. 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.

136. 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.

137. 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.

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

Yes.

139. 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](#).

140. 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.

141. 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.

142. 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. 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.



143. 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.

144. I cannot find users in the drop-down list, why?

*If a user has not accessed ACLS for a period, ACLS deactivates the user based on the settings in **Configure System**. Please search for the user to check their access status.*

145. 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.*

146. 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.*

147. 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:

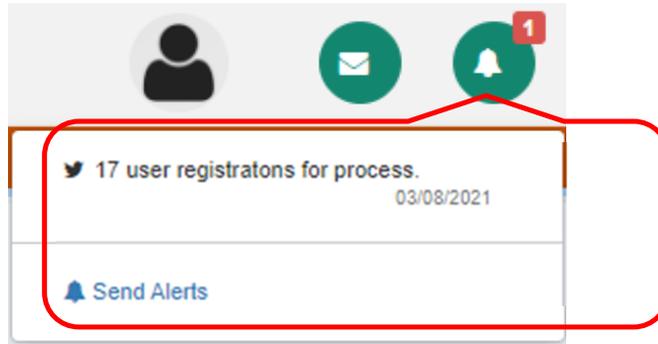
UNSW staff and students: please update your staff/student number in user profile manager before June 30, 2012.

148. 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.

149. 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 admin and lab admin only.



150. 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

151. 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.

152. Why do we need to set up different receivers?

If the staff member in charge is away for a period, 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 one.

Go to [System Setting](#) -> [Email Receiver](#) to set up.

153. 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.

154. 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.

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.



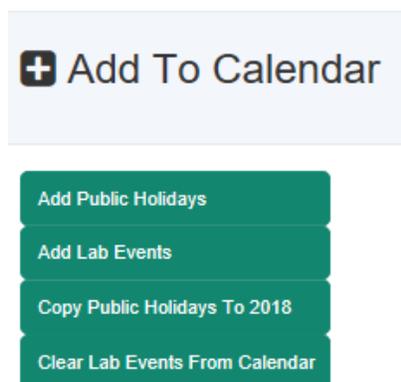
[Home](#) | [Contact Us](#) |
AC Lab System - 2017 SQL-2.26.1 (IHMRI) |
Sign-In Computer IP: 129.94.164.31 |
Mark Wainwright Analytical Centre: Bioanalytical Mass Spectrometry Facility |

155. 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.

156. 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.



157. 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 [Contact Us Email](#) to the new email address.

158. 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.

159. 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

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

Yes, go to user profile, and cancel induction.

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

Yes, you can roll back.

BMIF After Hours Induction (C25-E26)

 <p>InductionForm-BMIF-Ref-QbvHMNmHoD2p-6navJG-861-3-1.pdf Added: Fabio Lisi on 08/08/2019 10:17</p>	<p>submitted verified by Iveta Slapetova 08/08/2019 10:17</p> <p>Rollback</p>
 <p>InductionForm-BMIF-Ref-QbvHMNmHoD2p-6navJG-861-3-2.pdf Added: Fabio Lisi on 08/08/2019 10:19</p>	<p>submitted verified by Iveta Slapetova 08/08/2019 10:19</p> <p>Rollback</p>

BMIF-Ref-QbvHMNmHoD2p-6navJG-861-3 !

162. How can I find out who cancel the consumable order?

The new column is added to the consumable order table under Change consumable Order feature.

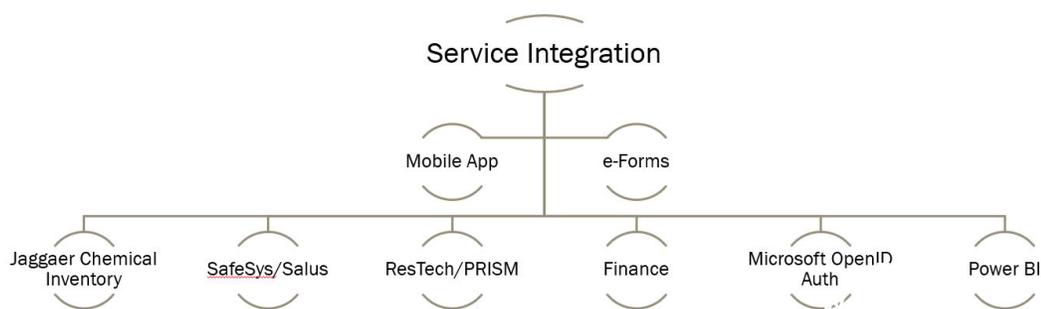


Place Order By	Close Order By	Cancelled Date	Cancelled By	Delivery Date	Booking Ref	Order Notes
Wael Al Abdulla	Wael Al Abdulla	09/01/2023	ANFF Administration			>>> 12/12/2022 10:22 >>> Wael Al Abdulla Quote Q220576 for Nick HongSeng Lee. Wafers have already quoted in the quote Q220576
Binura Perera		01/12/2022	ANFF Administration			
Xumin Huang		10/10/2022	Ravi Chandra Raju Nagiri			
Daniel Peace		07/09/2022	ANFF Administration			
Kai-Yu Liu	ANFF Administration	12/09/2022	ANFF Administration			>>> 12/09/2022 09:22 >>> ANFF Administration 13.08.22 ACLS glitch when order



8 Future Development

ACLS node service has been built and run as a single node and enclosed system. The demand to deploy ACLS as an institutional-wide service is available to meet enterprise service demands and requirements. The ACLS Enterprise Solution provides an institution-wide service with the flexibility to maintain customized control to meet the individual lab demands due to the differences in research and science.





9 Appendix A – Modification for ANFF-MCN

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 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.

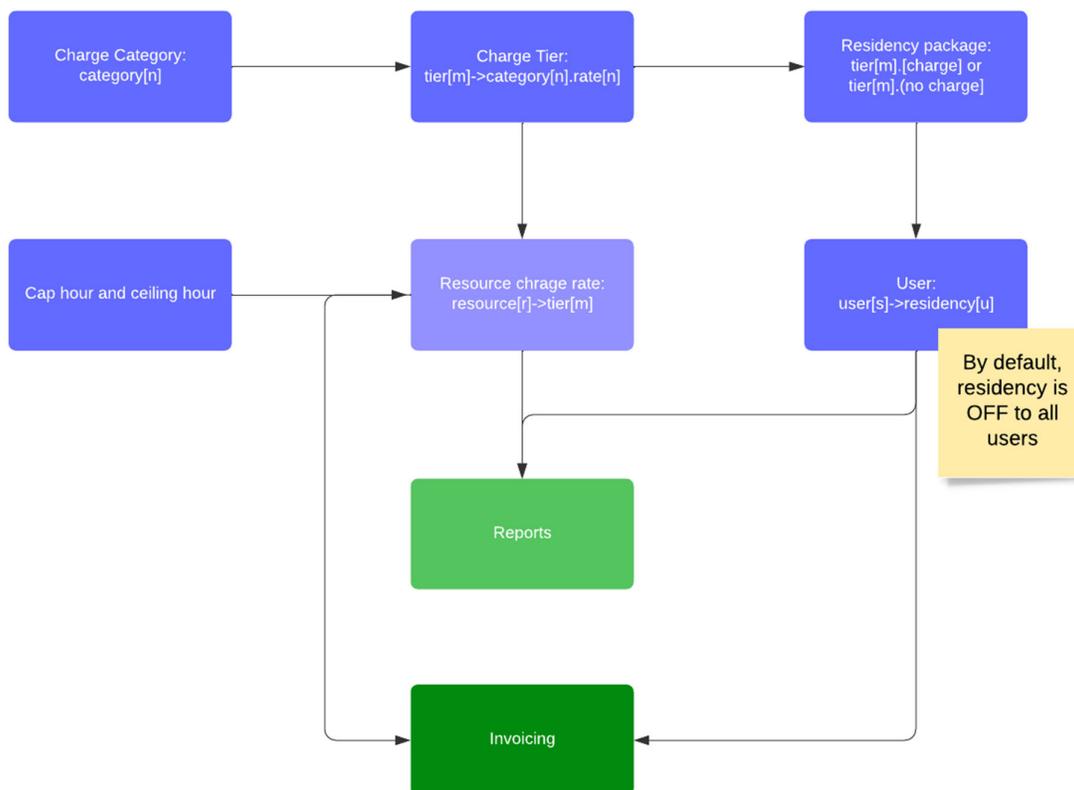
Note that pricing and access for in-kind equipment and facilities at MCN participant organization’s laboratories will be determined by the facility managers at those laboratories.



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

In 2022, the new changed business model for charging is detailed in the following flowchart.





9.2 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.

9.3 Set Up Charge Tiers

Tiered Tool Specification to ACLS, allowing for accurate billing for residency package users instead of changing the charge rate per resource that is time consuming, we want to set up tier structure to reduce admin workload.

Go to Charge Tier Manager to set up the tiers. Each tier connects to the assigned charge category.

You could enter the charge/hour to each charge category linked to the tier.

Charge Tier Manager

[Edit/Add charge tiers.](#)

[Return](#)

Charge Tier	TEST TIER
Note	ok
Status	<input checked="" type="checkbox"/> (tick to stay active)

Charge Category	Charge/Hour (\$)
Industry (AUS)	20.00
Industry (non-AUS)	13.00
Public Funded Researcher (CSIRO, ANSTO... non Universities)	11.00
University (Aus)	15.00
University (non-AUS)	12.00

[Accept](#)

9.4 Set Charge Tier vs Resource

After setting up charge categories and charge tiers, you need to connect tier to the resource. Whenever you change the charge rate in charge tier and its categories, the changes apply to the resources that connects to the tier.

Go to [Resource Manager -> Charge Rate](#) to set up.



Edit Resource

Return

3D Printer Autodesk Ember

General Profile Booking Profile Lab Space Catalogue Profile Charge Rates Linked Consumables Booking Form Training Certificate Trainer Certified Users Tracker Settings

...	Charge Tier	Industry (AUS)	Industry (non-AUS)	Public Funded Researcher (C BRD, ANSTO... non Universities)	University (Aus)	University (non-AUS)
<input checked="" type="radio"/>	TEST TIER	\$20.00	\$13.00	\$11.00	\$15.00	\$12.00
<input type="radio"/>	TEST TIER 1	\$1.00	\$0.00	\$5.00	\$0.00	\$4.00

Zoom-in to the above screen print:

Edit Resource

Return

3D Printer Autodesk Ember

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

...	Charge Tier	Industry (AUS)	Industry (non-AUS)
<input checked="" type="radio"/>	TEST TIER	\$20.00	\$13.00
<input type="radio"/>	TEST TIER 1	\$1.00	\$0.00

9.5 Set Up Resource Capped Hour and Ceiling Hour

At the same page in **Resource Manager -> Charge Rate**, you could set up the capped hour and ceiling hour (24-hour feature).

Cap Hour	<input type="text" value="8"/> (Cap hour shall be smaller than ceiling hour, number only without decimal)
Ceiling Hour	<input type="text" value="20"/> (Ceiling hour shall be larger than cap hour, number only without decimal)

If capped hour is set to ZERO, the setting is not effective. If ceiling hour is set to ZERO, the setting is not effective.

Here is how ACLS calculates the chargeable hours against booked hours:

Cap hours is session capped hour feature with the max ceiling hours for implementing the capped charging process. Each ceiling hour defines a cycle time of each session ceiling. If the user books more than the capped hours per session but less than the ceiling hours, he only pays max capped hours. If the booking session is less than the capped hours, he only pays the booked hours.

For example,



James booked TEM#1 from 10am 2/5/2022 to 9am on 5/5/2022. TEM#1 capped hour setting is 8 hours, ceiling hour is 24 hours

Charged hours = first 8 hours (first 24 hours cycle) + second 8 hours (second 24 hours cycle) + third 8 hours (third 24 hours cycle) = 24 hours

9.6 Set Up Charge Residency

Charge residency a similar concept to charge tier, but it applies to users instead of resources.

Go to **Staff Tab -> Utility -> Charge Residency Manager** to set up charge residency. Each charge category defines tier to be a chargeable or a non-chargeable.

9.7 Set Up Charge Residency to Users

By default, the charge residency is OFF to all users. Admin needs to enable the charge residency at user profile. Charge residency status is added to the user search summary.

User Profile Manager

Details in Full Form

Records Found: 23

Show 500 entries

Search

Previous 1 Next

Copy CSV PDF

Showing 1 to 23 of 23 entries

User Name	Title	User Code	Login Name	Type of Researcher	School / Organization	Supervisor	Work Phone	Mobile Phone	Email	Project Title	Charge Residency	Status	Last Access
Abbas Eghlmi		1125	abbas.eghlmi@monash.edu	University (Aus)	Monash University	Dr. Uto Bach	0435024371		abbas.eghlmi@monash.edu		GENERAL RESIDENCY	Active	02/04/2022 22:53
Yee Choo		1716	yee.choo@monash.edu	University (Aus)	Hudson Institute of Medical Research/The Ritchie Centre	simon.chu	0402014035		yee.choo@monash.edu		OFF	Active	18/10/2021 18:29

After zoom-in to the summary



Previous 1 Next

Search:
Copy CSV PDF

	Project Title	Charge Residency	Status	Last Access
		GENERAL RESIDENCY	Active	02/04/2022 22:03
		OFF	Active	19/10/2021 16:29

Go to User Profile -> Charge Residency to enable and select the charge residency.

User Profile Manager

Set New Password
Send Confirmation Notice To User
FOB Settings

▲ Abbas Eghlimi

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

Enable Charge Residency (tick to enable and submit)

Select Charge Residency

FULL RESIDENCY
 GENERAL RESIDENCY

Submit

Charge Residency	TEST TIER	TEST TIER 1
FULL RESIDENCY	No charge	No charge
GENERAL RESIDENCY	Charge	Charge

After zoom-in to the charge residency page

Enable Charge Residency (tick to enable and submit)

Select Charge Residency

FULL RESIDENCY
 GENERAL RESIDENCY

Submit

Charge Residency	TEST TIER	TEST TIER 1
FULL RESIDENCY	No charge	No charge
GENERAL RESIDENCY	Charge	Charge



9.8 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.

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 type="radio"/>	<input type="radio"/>
ALD - Fiji F200	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Artec 3D Spider	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bio AFM/TIRF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bose Electroforce 3200	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bruker Contour GT-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleanroom AFM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client shipping (substitute)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client Time: Abu Sadek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client Time: Bernie Orelup	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client Time: Dan Smith	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client Time: Dan Smith-Uni of Melb Client	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client Time: Fatima Elkhan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client Time: Gediminas G.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client Time: Guangyuan Si	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client Time: Hemayet Uddin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client Time: John Zhu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Select the resource and choose the category by clicking on the radio button to complete. You can find the charge category list for each user in the field of **Charge Category** on the user's profile page.

9.9 Automatic Charge Category for new users

Through **Charge Category Manager**, you can map the relationship by clicking on **Charge Category vs Type of Researcher** as below to map the relationship.



Type of Researcher vs Charge Category

[Return](#)

Type of Researcher	Industry (AUS)	Industry (non-AUS)	Public Funded Researcher (CSIRO, ANSTO... non Universities)	University (Aus)	University (non-AUS)
Undergra. Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hons Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Masters Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PhD Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Postdoc	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research Assistant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional Officer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

9.10 Reports and Invoice Statements

The system calculates the charges and generates the reports with the charge category.

9.10.1 Batch report

The changes are made to the batch report to support the chargeable hours and tier cost structure. The chargeable hours are calculated with the booked hours, capped hours and ceiling hours defined in charge category.

The new concept of chargeable hours is introduced to the batch report for processing capped hour and ceiling hour defined in the charge category as part of tier cost structure.

9.10.2 Invoicing

The changes are made to both batch invoicing and the individual supervisor invoicing to support the chargeable hours and tier cost structure. The chargeable hours are calculated with the booked hours, capped hours and ceiling hours defined in charge category.

The new concept of chargeable hours is introduced to the invoicing for processing capped hour and ceiling hour defined in the charge category as part of tier cost structure.



9.11 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.

- 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.

- 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**.

- 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.

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

9.12 Set Up Local Contacts

Go to **Utilities -> Local Contact Manager**, admin staff can easily set up the list of local contacts.

9.13 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



ALD Veeco Fiji

SOP Accept future bookings only
 Switch to day/week view by clicking on DATE as link
 Permitted Hours: 0:00 - 24:00
 Account for Booking: Internal Account

Unassisted Booking

Assisted Booking

Service 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.

ALD VEECO 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 Yes No
 Choose YES or NO

Notes

Repeat event DISABLED

Full day

🕒 12:00 ▾	13 ▾	July ▾	2018 ▾
🕒 13:00 ▾	13 ▾	July ▾	2018 ▾

Reminder

DELETE
CANCEL
OK

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

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

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.



9.14 Service booking

The requested staff time facility and time are added to the service booking calendar. Staff time facility and time is optional for the service bookings.

Repeat service booking feature is also implemented.

3D PRINTER AUTODESK EMBER

Description

Service Type Scheduled Unscheduled

Notes

Repeat event DISABLED

Staff Time Facility

Staff Time Hours

Full day

🕒 00:00	▼	15	▼	April	▼	2022	▼
🕒 00:15	▼	15	▼	April	▼	2022	▼

DELETE
CANCEL
OK

9.15 Cancel training bookings to cancel the linked staff time booking

ACLS will cancel the staff time booking when the linked training booking is cancelled.

9.16 Cancel service bookings on assisted booking calendar

Staff are allowed to cancel the service bookings on assisted booking calendar, but not allowed to change the service bookings on assisted booking calendar. To change service booking, staff need to do so on service booking calendar.

9.17 Cancel staff time bookings to cancel the linked assisted booking

ACLS will cancel the linked assisted booking when the staff time booking is cancelled.

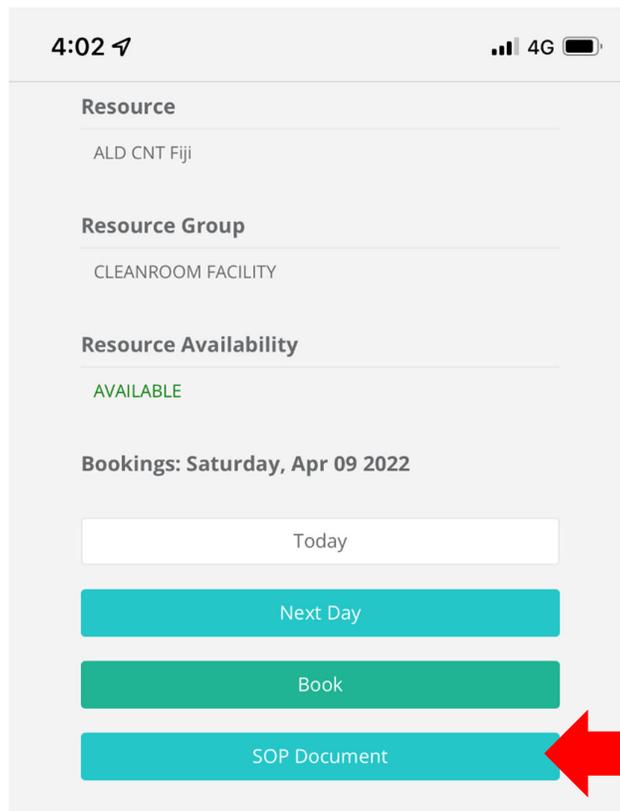


9.18 Edit the future assisted and unassisted bookings

Any staff could change or cancel any future assisted and unassisted bookings (exclusive of service bookings) via Assisted Calendar. Staff could see the editable bookings colored in green.

9.19 Access resource SOP on QR code

SOP document access is available for QR code script as shown in the following snapshot.



9.20 System Administrator ONLY

Only system administrators could change the tier price and top up consumable quantity. The previous permission to lab admin staff to change both tier price and top up consumable quantity is removed.

9.21 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.



9.22 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.

9.23 Booking Confirmation for Blacklisted 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.

9.24 Account Discount

MCN introduces a discount concept to the account setting. Initially, all the discounts are set to zero. 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	<input style="width: 90%;" type="text" value="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 (%)	<input style="width: 80%;" type="text" value="0.00"/>
Note	<input style="width: 90%;" type="text" value="Uni of Adelaide"/>
Expiry Date	<input style="width: 80%;" type="text" value="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.

9.25 Reports and Invoices

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

9.26 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](#).

9.27 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.

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.

9.28 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.

9.29 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.

9.30 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. Staff and users can view FOB information through [My Profile](#).

9.31 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

9.32 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.

9.33 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.

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	...
Access Consumable	AL1234	mineral water	2	test	Delete
Access Consumable	AL7891	cola	2		Delete

Click on Add Linked Consumables to add consumables from the consumable library. You can access the linked consumable page or delete it.



9.34 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	9074	
Reorder Quantity	0	
Hide Stock Qty on Cart	<input type="checkbox"/>	
Admin Only	<input type="checkbox"/>	
Status	<input checked="" type="checkbox"/> (Tick to be active)	
Submit		
Linked Resource	Min Order Quantity	...
ALD CNT Fij	12	Access ALD CNT Fij

9.34.1 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 style="border: 1px solid gray; padding: 5px;"> Event: Dong Zheng Start date: 11/11/2019 00:00 End date: 11/11/2019 01:00 Notes: 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

Dong Zheng

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

00:00	▼	11	▼	November	▼	2019	▼
01:00	▼	11	▼	November	▼	2019	▼

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: 1572653582258

Consumable Code	Consumable Description	Unit Type	Unit Price (\$)	Stock Quantity	Min Order Quantity	Enter Order Quantity
E-beam Exp-Ag	E-beam Exp-Ag	EMI	\$5.02	9250	12	12
Holders Carrier Matk. 5- Lot #	Holders Carrier Matk. 5-	L	\$4.20	298	1	1

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

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.

9.34.2 *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 FLJI

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: 1372698921426

Consumable Code	Consumable Description	Unit Type	Unit Price (\$)	Stock Quantity	Min Order Quantity	Enter Order Quantity
E-beam Exp-kg	E-beam Exp-kg	1ml	\$0.03	9000	12	12
Holders Carrier Mask 3- Lot *	Holders Carrier Mask 3-	1	\$4.20	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

Save

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

[Aaqil Rifai]

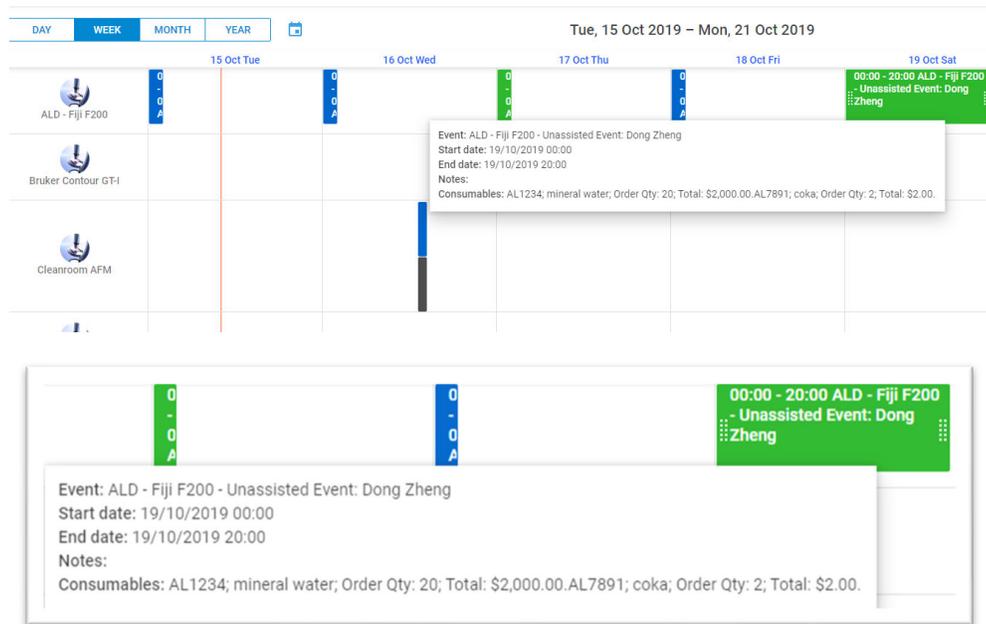
Step 2: Please select account for consumables:

RMIT-Andrew Greentree

RMIT-Kate Fox

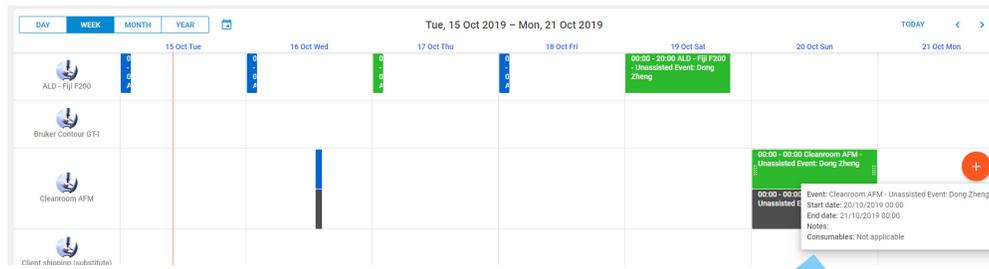
9.34.3 Timeline Bookings

- 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’



00:00 - 00:00 Cleanroom AFM - Unassisted Event: Dong Zheng

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.

9.34.4 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.

9.34.5 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.

9.34.6 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.



9.34.7 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.

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)

9.34.8 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 $2hr * (\$10/hr + \$15/hr) = \$50$
- 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:





9.34.9 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.

9.34.10 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
Access Consumable	Mask Plates Mask Blank 5- Soda Lime Cr AZ1518 0.5um 2.5mm Lot #	Mask Plates Mask I
Access Consumable	Dicing 4inch hoop shipper	Dicing 4inch hoop s



- Linked Consumables
- Booking Form
- Training Certificate
- Trainer
- Certified Users
- Tracker Settings

.lot #	Consumable Description	Min Order Quantity	Note	Time Based	...
	Mask Plates Mask Blank 5inch Soda Lime Cr AZ1518 0.5um 2.5mm	0(1)		Currently enabled Disable Time-Based	Delete
	Dicing 4inch hoop shipper	0(1)		Currently enabled Disable Time-Based	Delete

You can toggle the linked consumable state between the time-based consumable usage and quantity-based consumable usage.

9.34.11 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

omit

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
<input type="button" value="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

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

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.

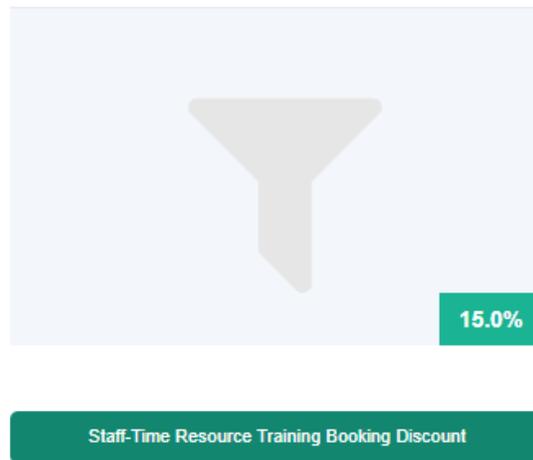
Unassisted booking calendar assisted booking calendar and time-line booking calendar are modified to handle the time-based linked consumable with the booking time.

You can 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.



9.34.12 Set up staff-time resource discount

Go to Resource Manager to access Staff-Time Resource Training Hour Discount.



Enter discount and accept, change of discount is recorded for future reference check.

9.34.13 Apply staff-time resource training booking discount to the invoices

Booking invoice: admin can run the invoice manually by selecting month/year and supervisor. Discount applies to the invoice, the following data columns are added:

- Staff-Time Training Hours
- Staff-Time Discount

Batch invoice: the same as the booking invoice to apply discount to the staff-time training hours



10 Appendix B - Modification for ANFF-WA Node

10.1.1 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.”.

10.1.2 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
	Certificate details... 4WAVE BTIBD SPUTTER - 24/7 USE 4WAVE BTIBD SPUTTER - OFFICE HOURS ONLY Go to Training Manager to update certificates ...
	Trainer details... Mariusz Maryniuk Xiao Sun Yongling Ren 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
ANFF WA Settings	
Report Enabler	Yes
Report Start Time	10
Report End Time	15
Resource Code	8
Record Created	05/08/2014

10.1.3 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		



11 Appendix C - Modification for ANFF-QLD Node

11.1.1 Background

ANFF QLD Node requested to modify the ACLS 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:

- 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

11.1.2 Register Project

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

- Add project
- Active projects
- Archive projects
- Sort projects by supervisors
- Rate of charge tier vs charge category

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**.

- Step 1: Set Up Charge Category

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

- Step 2: Set Up Charge Tier

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

- Step 3: Set Up Rate

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



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

Charge Tier	Australian industry
CONTRACT AUS (ASSISTED)	\$ 161

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 Name	<input type="text"/>
Charge Category	Choose user category from the list ▼
Charge Tier	Choose charge tier from the list ▼
Charge Rate/Hour (\$)	0.00
Membership	<input type="checkbox"/> (Tick to be inclusive)
Supervisor	Choose supervisor from the list ▼
Project Status	<input checked="" type="checkbox"/> (Tick to be active)

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
Project Name	Project name, should be verified by the staff
Charge Category	Charge category, set up through charge category manager
Charge Tier	Charge tier, set up through charge tier manager
Charge Rate/Hour	Auto-loads after the selection of charge category and charge tier
Supervisor	Supervisor who oversees the project
Membership	Check the box to allocate the project to membership of a supervisor. In other words, the system tracks the project booking hours daily if inclusive.



Remaining Hours	Balance hours for each membership
Project Status	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.

11.1.3 Active/Archived projects

Live search and exportable feature are available for the active and archived projects.

Project Manager

[List all active projects](#)

[Return](#)

Showing 1 to 476 of 476 entries

Search:

Previous **1** Next

Show entries

Copy CSV Excel PDF

Project Name	Charge Category	Charge Tier	Charge Rate/Hour (R)	Membership	Supervisor	
ABBOSH	Host university	STANDARD ANFF ACCESS RATE	55.00	Exclusive	Amin Abbosh	Edit
ABDIH	International other	STANDARD ANFF ACCESS RATE	0.00	Exclusive	Ummaklison Abadih	Edit
ABTSH	Australian industry	CONTRACT AUS (ASSISTED)	161.00	Exclusive	Babak Abtah	Edit
ABU-BORSRAH	External university	STANDARD ANFF ACCESS RATE	0.00	Exclusive	Kwaka Dad Abu-Borsrah	Edit
ALAN IACOP - GRIFFITH	External university	STANDARD ANFF ACCESS RATE	0.00	Exclusive	Alan Iacopi	Edit
ALEXANDROV	Host university	STANDARD ANFF ACCESS RATE	55.00	Exclusive	Karl Alexandrov	Edit
ALI	Host university	STANDARD ANFF ACCESS RATE	55.00	Exclusive	Abdalla Ali	Edit
AMRALLAH	Host university	STANDARD ANFF ACCESS RATE	55.00	Exclusive	Nasim Amrallah	Edit
ANFF.CMC	International industry	STANDARD ANFF ACCESS RATE	0.00	Exclusive	Anthony Christian	Edit
ANFF.L	Other	STANDARD ANFF ACCESS RATE	0.00	Exclusive	Jane Fitzpatrick	Edit

11.1.4 Register Membership

Through [Utilities -> Supervisor Manager](#), you can set up memberships.

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

11.1.5 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 can add projects to the user through Edit User Projects.



11.1.6 FAQ

1. 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.

2. What do you mean the system tracks the top up records?

On the supervisor table, you can click to view the history of top up hours.

3. How does the system update the remaining hours automatically?

ACLS email server runs a remaining hour 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.

4. If I add or cancel past booked sessions through the Data Logbook Manager, can the system automatically update the remaining hours?

No. You need to update it manually. Do this through project top up.



12 Appendix D – Modification for SMAH

This appendix provides an operational guide to the customized ACLS for SMAH.

12.1 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 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.

SMAH 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 SMAH, 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

12.2 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

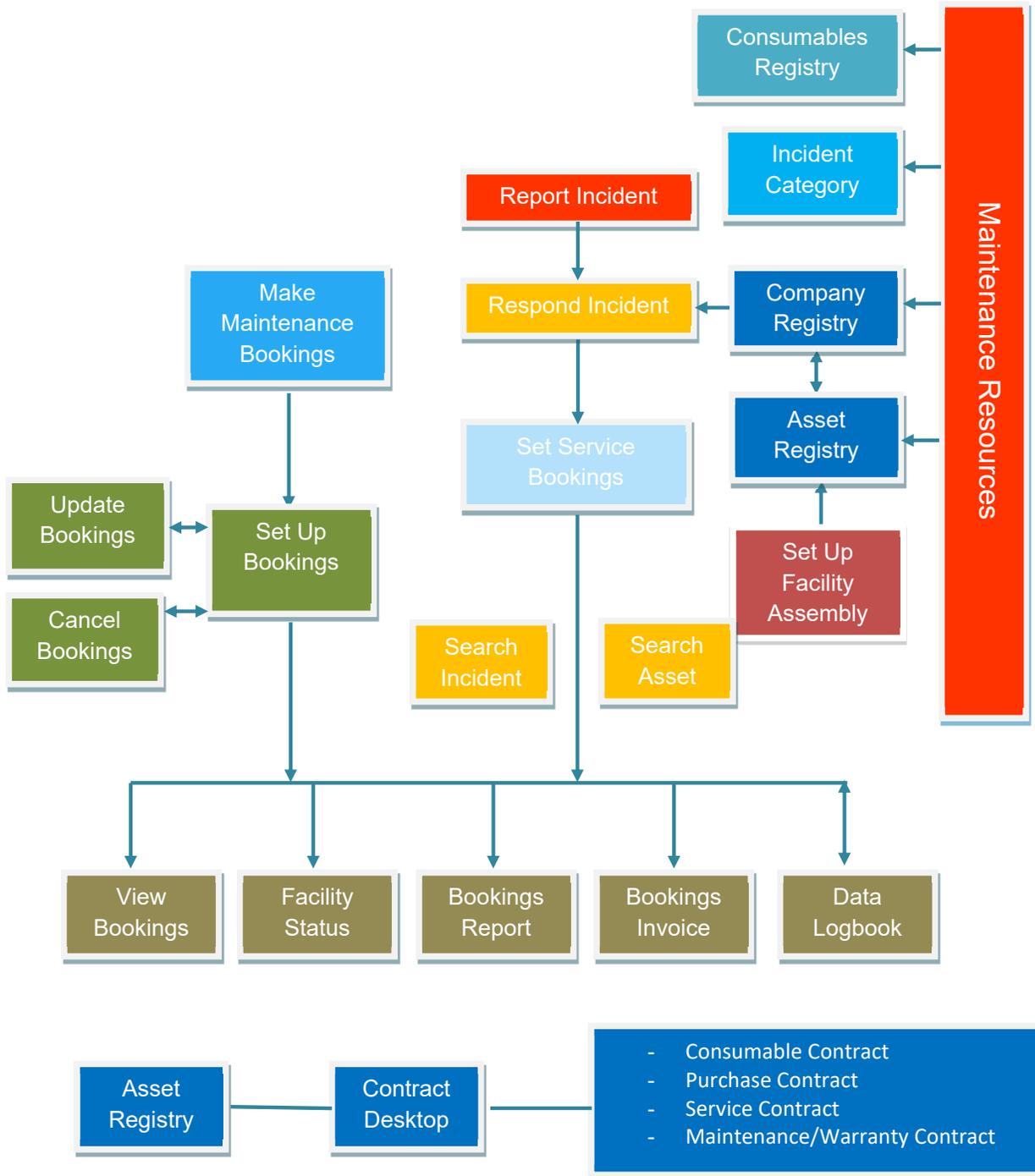
- We want to select the Incident Date instead of it automatically selecting the day it was reported on the Booking System

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.

12.3 How to Set Up Incident Category

First, 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

12.4 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.

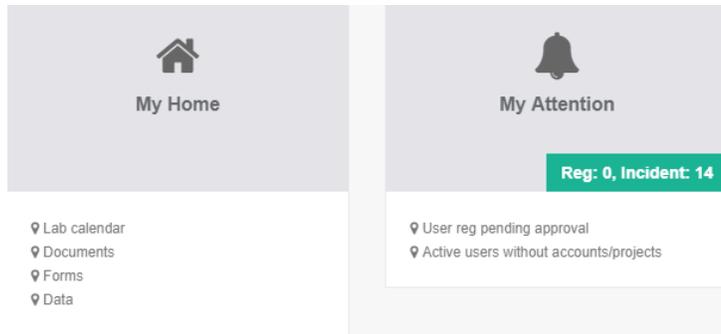
Click on [Report Incident](#) to lodge an incident:

- 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.

12.5 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.



The information box shows up the incident report and last responding information, including action note for reference.

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
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
Flash Red Light	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

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:

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.



12.6 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:

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.

12.7 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 can 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 SMAH, 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*. 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), 32.037	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 (6) - 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.

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 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 41564 Smith Street Sydney Ph 6351 6112 Fax 4543 1454 Contact Peter Jones 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: SMAH446

Data entry is explained as below:

Parameter	Description
Resource	Not editable



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
Calendar selection	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
Calendar selection	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
Calendar selection					
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

Click on ***and details*** to see each contract under contract type. Through this option you can register contracts by different types.

- Register Consumables:

You are able to register new consumables and edit those with active status.

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.

12.8 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.

12.9 Search Contract

Searching contract page is modified to suit SMAH needs.

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)

12.10 Access to Resource Lifespan

Through [Report Manager -> Resource Lifespan Summary](#), you are able to see the lifespan summary as below:

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 Search: Copy CSV Excel PDF

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
-80C Freezer (01), 32.08T	LAB - 80C FREEZERS		LAB - NON-CORE	20004351	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	FORMA 900 SERIES	8203033170	\$13000	07/05/2010	8.30%	\$850 1644	12	04/05/2022	114
-80C Freezer (02), 32.08A	LAB - 80C FREEZERS		LAB - NON-CORE	20004349	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	FORMA 900 SERIES	8203033175	\$13000	07/05/2010	8.30%	\$850 1644	12	04/05/2022	114
-80C Freezer (03), DISPOSED	LAB - 80C FREEZERS		LAB - NON-CORE	20004348	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	FORMA 900 SERIES	8203033166	\$13000	07/05/2010	8.30%	\$850 1644	12	04/05/2022	114
-80C Freezer (04), DISPOSED	LAB - 80C FREEZERS		LAB - NON-CORE	20004350	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	FORMA 900 SERIES	8203033176	\$13000	07/05/2010	8.30%	\$850 1644	12	04/05/2022	114
-80C Freezer (05), 32.08B	LAB - 80C FREEZERS		LAB - NON-CORE	20004514	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	FORMA 900 SERIES	8228803769	\$12750	27/03/2011	8.30%	\$1773 1932	12	24/03/2023	438
-80C Freezer (06), 32.08T	LAB - 80C FREEZERS		LAB - NON-CORE	20009252	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	9507SE600V	82917641	\$13980	15/12/2011	8.30%	\$2782 3235	12	12/12/2023	701

12.11 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.

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) Maintenance – use Valid To date Service – use Service Date Consumables – use Start Date 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.

12.12 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

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.

12.13 Set Up Unit Responsible

Unit Responsible is required to manage each resource group in SMAH 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. Go to [Resource Manager](#), Unit Responsible is assigned to each resource group.

12.14 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.

12.15 FAQ

5. 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.

6. 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.



7. 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**”.*

8. 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.

9. Can we edit the original incident description written by users?

Yes, you can.

10. 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.*

11. 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.

12. 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**.*

13. Do we have to set up asset to resource before making maintenance and service bookings?

This is not necessary.

14. Can we search resource profiles by keywords?

Yes, you can search easily using keywords as illustrated below.

15. Can we search contracts by keywords?

Yes, you can.

16. 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.



17. Can we upload more than more documents per contract?

Yes.

18. Can we issue training certificate to the user to record trainer and training date?

Yes. *Go to user profile to edit user certificate.*



13 Appendix E – Modification for IFM

13.1 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.

13.2 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.

13.3 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](#).

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.

13.4 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
[Switch To Security View](#)

CAD/CAE LAB

Facility Group	Facility	Location	Last 6 Hours Status	Next 6 Hours Status
CAD/CAE LAB	CAD Big MAC	na1.210		
CAD/CAE LAB	CAD C30-1	na1.210	- Busy: Booked from 30/06/2017 09:00 to 30/06/2017 13:00 By Mr. sghane - Group Certificate: CAD/CAE ACCESS CERTIFICATE	- Busy: Service Event booked from 30/06/2017 16:00 to 03/07/2017 00:00 By Mr. John Robin
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 10:00 By Miss Huan Yang - Group Certificate: CAD/CAE ACCESS CERTIFICATE	
CAD/CAE LAB	CAD C30-4	na1.210		
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 views
[Switch To Lab Trainer View](#)

gtp

Location	Facility	Last 6 Hours Status	Next 6 Hours Status
	ARES-G2 Rheometer		
	Autogrid - Strain measurement system		
	Brüker Multimode 8 AFM		
	CES Selector 1		
	Critical Point Drier CP0300		
	EM Membership		Available
	Gas Bottle, LN2 & Low O2		
	GTP Laboratories		Available
	Instron 30 - don't use		Available
	Netzsch STA 449F3		
	PIPS Gatan		
	Porometer 3GZH Quantachrome		
	SEM Jeol Neoscope		
	SEM Zeiss Leo 1530	- Busy: Booked from 28/06/2017 18:00 to 30/06/2017 17:00 By Mr. SEYED HADI MOHAMADI AZGHANEDI - Certificate: ZEISS LEO 1530 ADVANCED	
	TA - DSC		Available
	TA Q200 DSC	- Busy: Booked from 30/06/2017 09:00 to 30/06/2017 18:00 By Mr. Sobhan Fakhrhoseni - Certificate: TA Q200 DSC 2016	
	TEM Accutom 50		
	TEM FEG JEOL 2100F	- Busy: Service Event booked from 30/06/2017 09:00 to 30/06/2017 13:30 By Ms. Rosey van Ernel	- Busy: Service Event booked from 30/06/2017 13:30 to 30/06/2017 23:45 By Ms. Rosey van Ernel
	Test facility 2		
	Ultramicrotome UC-6		

13.5 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.

13.6 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.

13.7 Account Owner Invoices

In ACLS, there are two functions to create invoices: Resource Booking Invoicing and Resource Batch Invoicing.

- Resource Booking Invoicing:

You can generate single invoices as the function name is stated.

Supervisor invoicing is the same function as what you are familiar with. The account owner invoicing is the newly implemented.

- Resource Batch Invoicing:

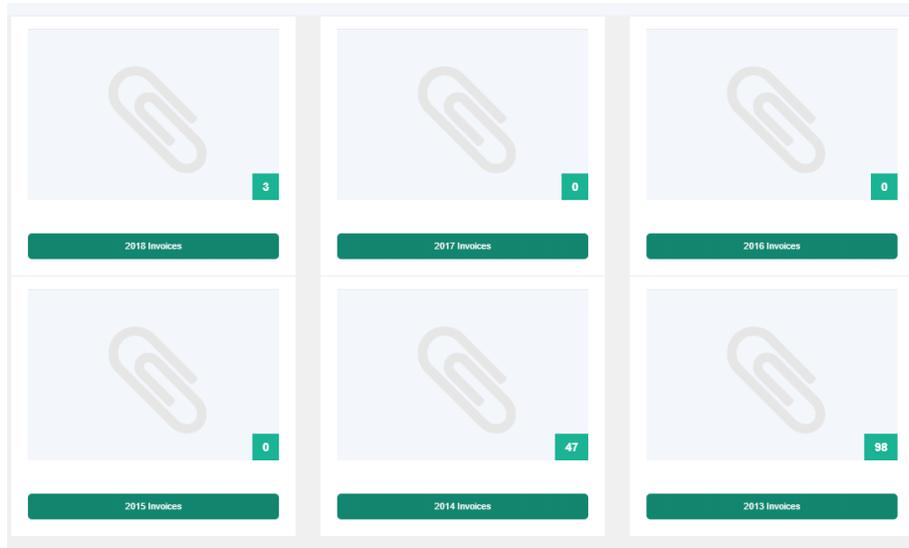
You can generate batch invoices as the function name is stated. The entire batch invoicing is re-designed to be consistent with the tile design concepts.

Resource Batch Invoicing

Month of Invoicing:

Year of Invoicing:

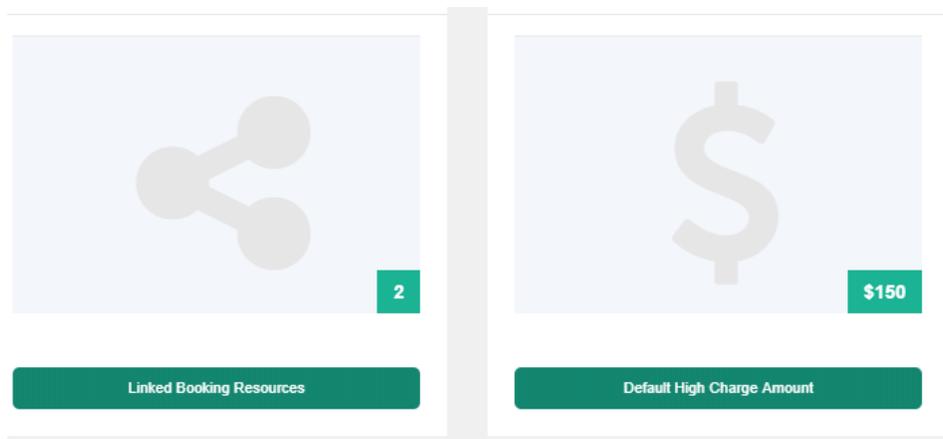
Run Batch Invoicing: Now Overnight



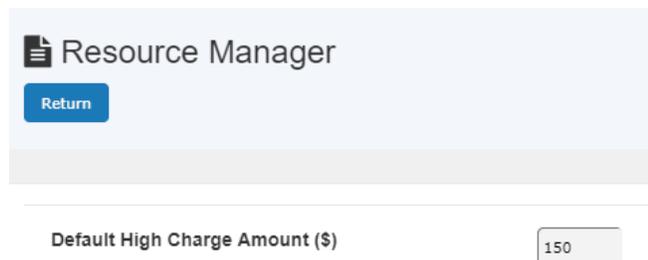
You can email selected invoice to supervisor or account owner, or email to all.

13.8 High charge bookings

First, you need to set up default high charge value to the resource via Resource Manager.



- Set up default high charge amount





You can flush all resources high charge amount to the default value anytime.

- Set up resource high charge amount

Charge/Hour (\$) (External Invoice)	0.00
High Charge Amount (\$) (No effect if set to 0)	0.00
Resource Group	METALLOGRAPHY-ACCUTOM
Resource Image	

System emails to account owner if the charge is higher than the pre-set high charge value in the resource profile.

13.9 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.

 Approve Bookings

Approve Out-of-Hours Bookings

0

To Approve Now

Approve Bookings

2

To Approve Now

Upon opening Approve Booking tile, you see all the unapproved bookings for action. Medium Risk checkbox is added for risk level decision.

13.10 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.



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	01	02	
	15:30 - 15:45 Elizabeth Ankers, Accutom 50-2: Approved Event, Medium Risk			
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:

13.11 Display Risk Level in Security View

Medium risk is added to the booking details as shown in the following snapshot

METALLOGRAPHY-ACCUTOM Submit

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 - 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 - Group Certificate: METALLOGRAPHY-ACCUTOM CERTIFICATE	Available

Approve Decline

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 Submit

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 - 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 - Group Certificate: METALLOGRAPHY-ACCUTOM CERTIFICATE	Available

School/Org: LES
 Work Phone: 52273299
 Email: dong.zheng@unilab.com.au

Approve Decline



13.12 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.



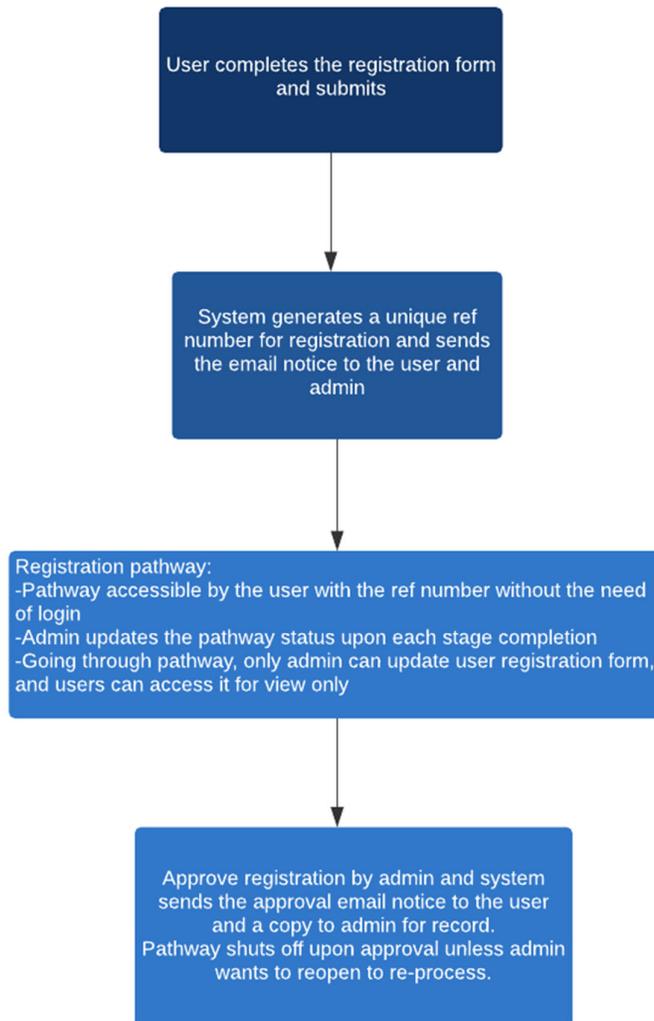
14 Appendix F – Modification for CMCA

14.1 2018 Requested Changes

- CMCA Online registration form: 4 pages to complete the registration form
- Registration pathway:
 - Create pathway
 - Users and staff can 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)

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 can 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

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.

Page 1: Registration

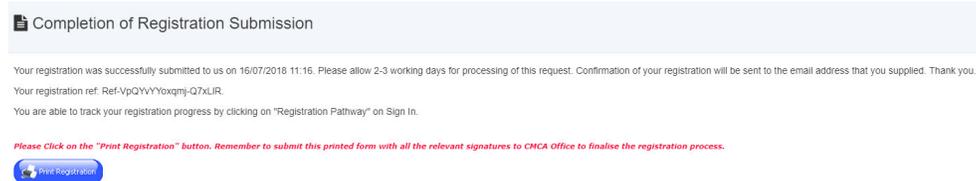
Users can save a temporary copy for later use. The system keeps the temporary copy for max 14 days.

Page 2: Project Description and Risk Assessment

Page 3: Fund Sources and Payment Details

Page 4: Terms & Conditions/Submission

Upon final submission, users can see the final page.



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.

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.

Should you need to contact the user, simply click **Contact User**.



Should you need to access user registration form details, go to “Click to access registration form”. For admin, you can 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](#).

New user meeting is for the unapproved users. Existing user meeting is for the registered and active users.

You can 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 500 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
Edit	Ab Rahman, Nuzhaia (existing)	Training course 1	Optical/Confocal	BAY MS Micromass VG Autospec									
Edit	hong, 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			
Edit	Boyd, Alastair (unapproved)	Training course 1	Cytometry	BAY MS Micromass VG Autospec									
...	...	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.

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.



Booking Report

Report by month

Period Booking Report

Month: February ▼

Year: 2017 ▼

Booking Report by Individual User
 Booking Report by Facility
 Booking Report by School/Organization

Facility Booking Report
 User Booking Report
 Training Booking Report
 Group Booking Report
 Commercial Booking Report
 Service Booking Report

Accept

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.

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



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”?

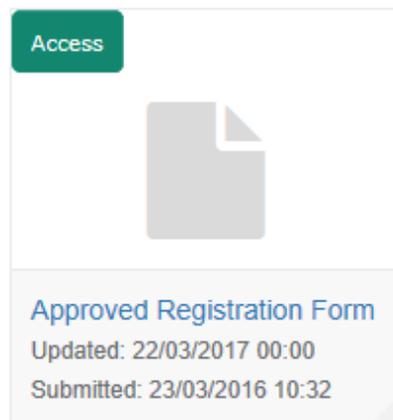
This is available to admin only. Go to [System Settings -> Non-UWA Payment Option](#).

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 Manger](#) 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 will 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 Instrument B	Instrument D Instrument F	Instrument H Instrument I
1	\$x	\$x	\$x
50	\$xx	\$xx	\$xx
100	\$xxx	\$xxx	\$xxx
200	\$xxxx	\$xxxx	\$xxxx



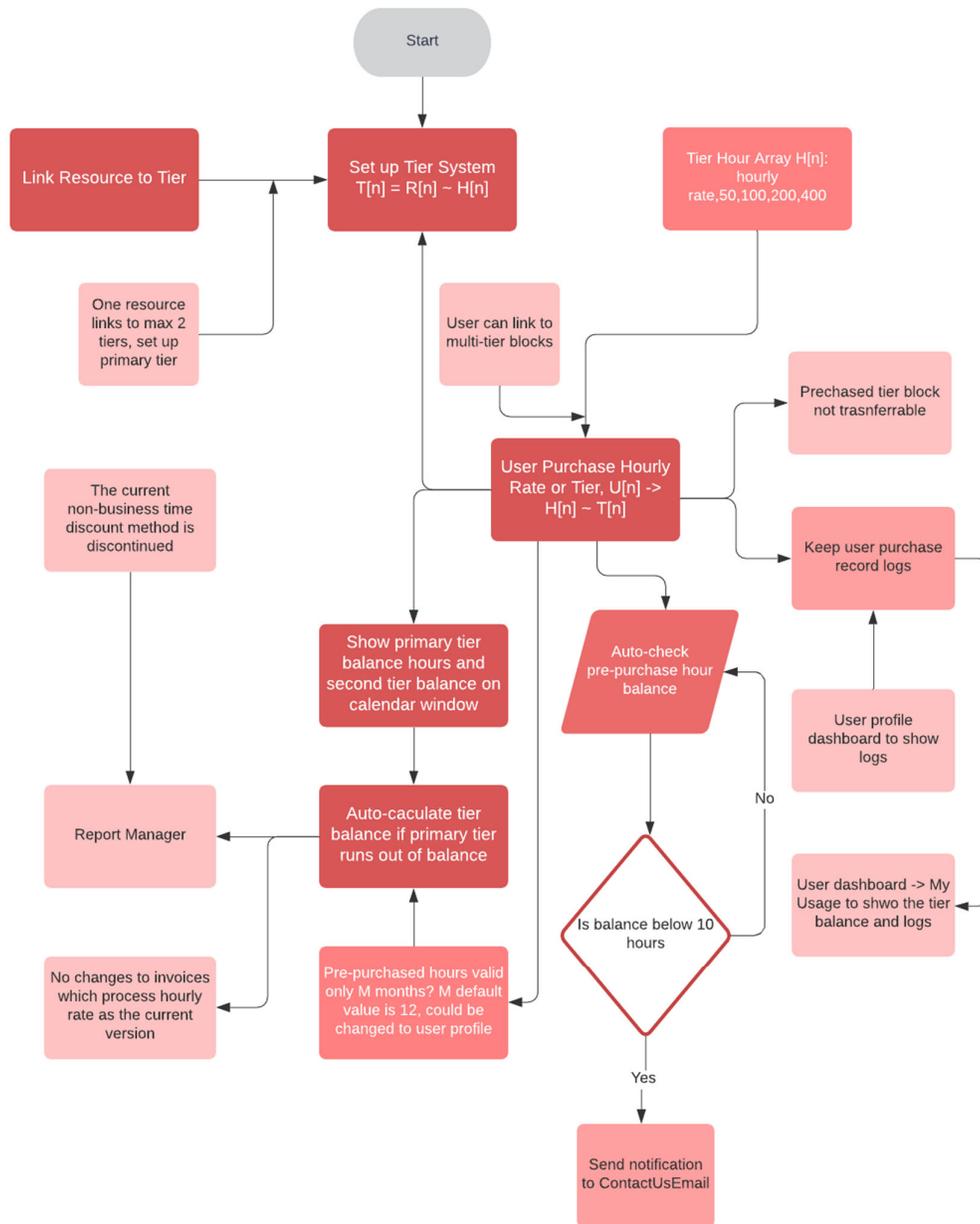
400	\$xxxxx	\$xxxxx	Not available
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External rates:

- Standard 3:1 multiplier is used to reflect UWA's 2/3 contribution to CMCA operating costs.

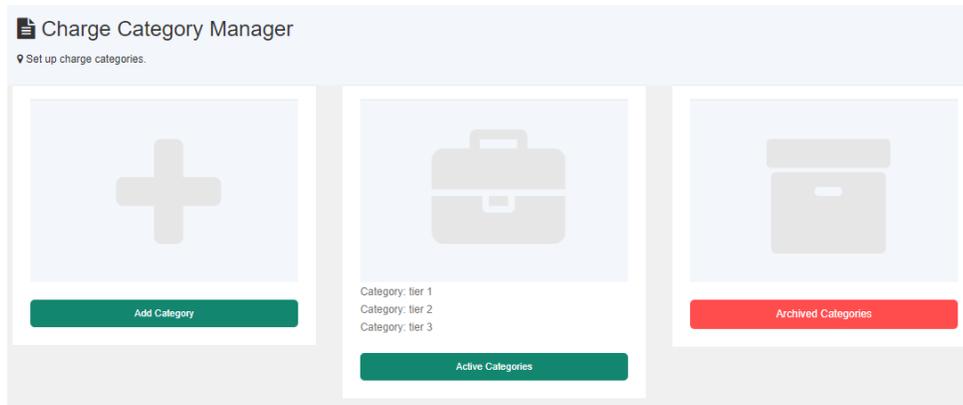
Hours	Tier 1	Tier 2	Tier 3
	Instrument A Instrument B	Instrument D Instrument F	Instrument H Instrument I
1	\$x	\$x	\$x
50	\$xx	\$xx	\$xx
100	\$xxx	\$xxx	\$xxx
200	\$xxxx	\$xxxx	\$xxxx
400	\$xxxxx	\$xxxxx	Not available

Flow charts:



14.2.1 Set up tiers

Go to **Staff tab -> Utility -> Charge Category Manager**, set up multiple tiers.



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. Selected tier and rates are shown in the resource list table.

...	Resource	Resource Group	Category Charge/Hour (\$)
<div style="display: flex; flex-direction: column; gap: 5px;"> Edit Clone Archive Delete </div>	AIMS Leica DM LB Microscope	AIMS OPTICAL MICROSCOPES	tier 1 (1 hour, internal): \$1.00 tier 1 (1 hour, external): \$2.00 tier 1 (50 hours, internal): \$5.00 tier 1 (50 hours, external): \$6.00 tier 1 (100 hours, internal): \$7.00 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.



User Tier Manager

Active Users

457

Choose user from the list ▼

Purchase Tiers (Balance & Logs)

Inactive Users

2450

Choose user from the list ▼

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 can 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 can 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	tier 1: 49.00 hours
Hour	
Balance	

Notes

Time period

<input type="text" value="09:00"/>	<input type="text" value="7"/>	<input type="text" value="January"/>	<input type="text" value="2021"/>
<input type="text" value="10:00"/>	<input type="text" value="7"/>	<input type="text" value="January"/>	<input type="text" value="2021"/>

Confirmation

Reminder

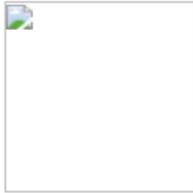
DELETE **CANCEL** **OK**

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.

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

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: 100 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 (\$)
Bayliss SPM Keysight SPM	CRAWLEY SPM	Aati, Sultan	sultan.aati@research.uwa.edu.au	Amr Fawzy Mousa	PHMS - Dental	439 - UWAStd	tier 1: 50hours (internal)	4.00	8.00	8.00	32.00
Perkins Nikon A1 Si Confocal	CMCA OPTICAL	Aati, Sultan	sultan.aati@research.uwa.edu.au	Amr Fawzy Mousa	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 <input type="radio"/> No, I am a new user of CMCA facilities <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)

14.3 2022 Requested Changes

- Registration pages: all pages
- New and existing user meetings module

14.3.1 Registration pages

- Page 1: changes are made in accordance with the change proposal. Save as a copy stays as what it is.

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)

[Retrieve the saved copy of registration document](#)

Title	<input type="text"/>
Given name*	<input type="text"/>
Family name*	<input type="text"/>
Preferred Name	<input type="text"/>
Project ID	<input type="text"/>
UWA Student/Staff/Visitor Number or institute student/staff number	<input type="text"/> (leave blank if visitors card has not been issued)
Email*	<input type="text"/> (UWA or affiliate email address only)
Retype email*	<input type="text"/>
Login password*	<input type="password"/>
Retype login password*	<input type="password"/>
School/organization*	<input type="text" value="Choose school/organization from the list"/>
Work phone*	<input type="text"/> (digits Only)
Mobile phone	<input type="text"/>
Work address UWA include MBDP	<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"/>
Have you communicated with staff at CMCA about your project*	<input type="radio"/> Yes <input checked="" type="radio"/> No (if No, please contact staff at CMCA website)
Name of staff member contacted	<input type="text"/>

Which Centre facilities do you expect to use at CMCA during next 6 months?

<p>Select all that apply*</p> <p>You must complete the appropriate training courses before you can use the instruments</p>	<input type="checkbox"/> Bioimaging <input type="checkbox"/> Cytometry <input type="checkbox"/> Electron Microscopy <input type="checkbox"/> ICMS <input type="checkbox"/> Ion Probes (only to approved users) <input type="checkbox"/> Magnetic Resonance Imaging (MRI) <input type="checkbox"/> Mass Spectrometry <input type="checkbox"/> Nuclear Magnetic Resonance (NMR) <input type="checkbox"/> Optical / Confocal microscopy <input type="checkbox"/> Scanned Probe Microscopy (AFM, STM, Raman, Nanoindenter) <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: changes are made in accordance with the change proposal. Save as a copy stays as what it is.

Project information (Please ensure all applicable fields are filled in)

Type of researcher* Required	<input type="text" value="Undergra. Student"/>
Expected project completion date*	<input type="text" value="06/03/2022"/>
Project category*	<input type="text" value="Biomedical Sciences"/>
Project title*	<input type="text"/>
Project description* Required - Enter a description of your project relevant to the work to be undertaken at CMCA	<input type="text"/>

Principal supervisor details (students ONLY)

Title	<input type="text"/>
Given name	<input type="text"/>
Family name	<input type="text"/>
Email Address	<input type="text"/>



- Page 3: changes are made in accordance with the change proposal. Save as a copy stays as what it is.

▼ Fund sources (please ensure all applicable fields are filled in)

Are you or do you intend to use another AMMRF node/facility? ^{*}

If yes, please specify (AMMRF Nodes) ^{*}

Please specify all sources of funding ^{*}

- 01-NHMRC: Project Grant
- 02-NHMRC: COE
- 03-NHMRC Development Grant
- 04-NHMRC Program Grant
- 05-NHMRC Fellowship
- 06-Targetted Government Funded Program
- 07-Trust or Scholarships (generic)
- 08-ARC DP
- 09-ARC COE
- 10-ARC LP
- 11-ARC Special Research Initiative
- 12-Internal University Grant (incl. UPA)
- 13-Industry Sponsored. Please specify the name of the company
- 14-Australian Postgrad Stipend
- 15-Self-Funded
- 16-Multiple Grants
- 17-Medical Research Institute
- 18-Co-operative Research Centre
- 19-Other, Please specify
- 20-Funding from an external university
- 21-NHMRC: Synergy
- 22-NHMRC: Partnership Projects
- 23-NHMRC: Other
- 24-NHMRC: Ideas Grants
- 25-ARC: DECRA
- 26-ARC: Future Fellowship
- 27-ARC: Industrial Transformation Hub/Centre
- 28-ARC: Other
- Please provide as many details as you can - i.e. names of the grants

Please specify the name of the company
If specified 13 or 19

▼ Membership Fees

Options ^{*}
select appropriate

UWA Honors \$200
 UWA Others \$1000

▼ Select payment option

^{*} Payment details (internal) Payment details (associate)

^{*}: required fields

Will save the incomplete registration document for 14 days to allow further details to be completed after that time it is completely deleted

- Page 4: remain the same.



Terms & Conditions

Terms file is missing.

I hereby accept the terms & conditions

Submit

Will send the document to your supervisor for checking and signing

- Upon submission

Completion of Registration Submission

Your registration was successfully submitted to us on 06/03/2022 10:44. 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-CYn8JsdEPVJs-5qvcla.

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.



- Printable copy: changes are made according to the CMCA registration pages.

14.3.2 Set up membership fees

Admin can set up and change membership fees at System Settings.

CMCA Membership Fees	
CMCA Membership Fee	Choose CMCA Membership Fee from the list ▼
Task Code	0
Record Created	30/12/1800

14.3.3 User profile: Access filled-up registration form

Admin can access and edit user filled-up registration form



User Profile Manager

Access

Approved Registration Form
Ref:qNeojBZOwFCE-DBCS68
Updated: 12/03/2021 15:06
Submitted: 11/03/2021 13:14

Access NUM Records

Exisitng User Meeting
Records: #1
Modified Time: 30/04/2021 15:39
Created Time: 30/04/2021 15:39

14.3.4 New user meeting

User meeting module is overhauled for CMCA changes. Go to **Staff tab -> Registration Pathway Manager** to set up new user meeting for newly registered users (whom haven't been approved yet).

New User Meeting Form (To be completed only at NUM)

New User Meeting

Unapproved User	Choose user from the list ▼
Technical Group	Choose CMCA Technical Group from the list ▼
Instrument	Choose CMCA Instrument from the list ▼
Any special arrangements or comments	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>
Technical Group	Choose CMCA Technical Group from the list ▼
Instrument	Choose CMCA Instrument from the list ▼
Any special arrangements or comments	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>
Technical Group	Choose CMCA Technical Group from the list ▼
Instrument	Choose CMCA Instrument from the list ▼
Any special arrangements or comments	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>



Training Plan for SEM

Instrument 1	Choose CMCA Instrument from the list ▼
Instrument 2	Choose CMCA Instrument from the list ▼
Discipline	Choose CMCA Discipline from the list ▼
Required Modules, Tick All that apply	<input type="checkbox"/> CryoSEM <input type="checkbox"/> FIB-SEM <input type="checkbox"/> Imaging <input type="checkbox"/> SEM-EDS
Any special arrangements or comments	<input type="text"/>

Training Plan for TEM

Instrument 1	Choose CMCA Instrument from the list ▼
Instrument 2	Choose CMCA Instrument from the list ▼
Discipline	Choose CMCA Discipline from the list ▼
Required Modules, Tick All that apply	<input type="checkbox"/> CryoTEM <input type="checkbox"/> Crystallography <input type="checkbox"/> Imaging <input type="checkbox"/> Microanalysis
Any special arrangements or comments	<input type="text"/>

CMCA Swipe Card Access

What area(s) are swipe card access required (tick all that apply)	<input type="checkbox"/> CMCA - Bayliss Building <input type="checkbox"/> CMCA - Harry Perkins Medical Research Bld. <input type="checkbox"/> CMCA - Physics Building
---	---

Samples

Has sufficient information been provided on the samples to be studied	No ▼
Date the samples will be ready for analysis	23/05/2022
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	Choose CMCA Preparation Facility - Secondary - from the list ▼
What additional health and safety related information is required before the project can commence?	<input type="text"/>
Additional comments	<input type="text"/>



CMCA staff members present at meeting

Please indicate CMCA staff members that were at the meeting

<input type="checkbox"/>	Clarke, Michael
<input type="checkbox"/>	Clode, Peta
<input type="checkbox"/>	Cooper, Crystal
<input type="checkbox"/>	Das, Minakshi
<input type="checkbox"/>	Hirvonen, Liisa
<input type="checkbox"/>	Hubbard, Alysia
<input type="checkbox"/>	Li, Hua
<input type="checkbox"/>	Martin, Laure
<input type="checkbox"/>	Murphy John
<input type="checkbox"/>	Nealon, Gareth
<input type="checkbox"/>	Patalwala, Diana
<input type="checkbox"/>	Rinaldi, Catherine
<input type="checkbox"/>	Roberts Malcolm
<input type="checkbox"/>	Rosenow, Tim
<input type="checkbox"/>	Saunders, Martin
<input type="checkbox"/>	Shaw, Jeremy
<input type="checkbox"/>	Suvorova, Alexandra
<input type="checkbox"/>	Yusharni, Baiq Emelda

14.3.5 Existing user meeting

User meeting module is overhauled for CMCA changes. Go to **Staff -> Registration Pathway Manager** to set up existing user meeting for active users.

CMCA Courses

Existing User	Choose user from the list
Technical Group	Choose CMCA Technical Group from the list
Instrument	Choose CMCA Instrument from the list
Any special arrangements or comments	
Technical Group	Choose CMCA Technical Group from the list
Instrument	Choose CMCA Instrument from the list
Any special arrangements or comments	
Technical Group	Choose CMCA Technical Group from the list
Instrument	Choose CMCA Instrument from the list
Any special arrangements or comments	



Training Plan for TEM

Instrument 1	Choose CMCA Instrument from the list ▼
Instrument 2	Choose CMCA Instrument from the list ▼
Discipline	Choose CMCA Discipline from the list ▼
Required Modules, Tick All that apply	<input type="checkbox"/> CryoTEM <input type="checkbox"/> Crystallography <input type="checkbox"/> Imaging <input type="checkbox"/> Microanalysis
Any special arrangements or comments	<div style="border: 1px solid #ccc; height: 30px;"></div>

CMCA Swipe Card Access

What area(s) are swipe card access required (tick all that apply)	<input type="checkbox"/> CMCA - Bayliss Building <input type="checkbox"/> CMCA - Harry Perkins Medical Research Bld. <input type="checkbox"/> CMCA - Physics Building
---	---

Samples

Has sufficient information been provided on the samples to be studied	No ▼
Date the samples will be ready for analysis	23/05/2022
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	Choose CMCA Preparation Facility - Secondary - from the list ▼
What additional health and safety related information is required before the project can commence?	<div style="border: 1px solid #ccc; height: 30px;"></div>
Additional comments	<div style="border: 1px solid #ccc; height: 30px;"></div>

CMCA staff members present at meeting

Please indicate CMCA staff members that were at the meeting	<input type="checkbox"/> Clarke, Michael <input type="checkbox"/> Clode, Peter <input type="checkbox"/> Cooper, Crystal <input type="checkbox"/> Das, Minakshi <input type="checkbox"/> Hirvonen, Liisa <input type="checkbox"/> Hubbard, Alysia <input type="checkbox"/> Li, Hua <input type="checkbox"/> Martin, Laure <input type="checkbox"/> Murphy John <input type="checkbox"/> Nealon, Gareth <input type="checkbox"/> Patalwala, Diana <input type="checkbox"/> Rinaldi, Catherine <input type="checkbox"/> Roberts Malcolm <input type="checkbox"/> Rosenow, Tim <input type="checkbox"/> Saunders, Martin
---	--



User Meeting Records:

[Return to User Profile: Bashaw, Abate](#)

Created on : 07/28/2021 10:16

CMCA Courses

User Name	Bashaw, Abate
Technical Group	Bio-imaging Facility
Instrument	BIF - Lumina 2 Imager
Any special arrangements or comments	Animals will be ready in Nov 2021! One on one training will happen then.
Technical Group	
Instrument	
Any special arrangements or comments	
Technical Group	
Instrument	
Any special arrangements or comments	



15 Appendix G – Modification for RIMS

15.1 Registration pages

- Page 1: changes are made in accordance with the change proposal. Save as a copy stays as what it is.

Before continuing to the Registration page, ensure you have the following information

- ✓ Contact details
- ✓ Your supervisor name and contact details (students and visitors only)
- ✓ Emergency contact details
- ✓ Information about your samples, including all risk assessment details
- ✓ Invoice/payment details (Business Unit, Project Grant number - UWA users)

Retrieve the saved copy of registration document

Title	<input type="text" value=""/>
Given name*	<input type="text" value=""/>
Family name*	<input type="text" value=""/>
Preferred Name	<input type="text" value=""/>
Student/Staff/ Visitors no.	<input type="text" value=""/> (leave blank if visitors card has not been issued)
Email*	<input type="text" value="dm.zheng@unsw.edu.au"/>
Retype email*	<input type="text" value=""/>
Create login password*	<input type="password" value="*****"/>
Retype login password*	<input type="password" value=""/>
School/organization*	<input type="text" value="Choose school/organization from the list"/>
Work phone*	<input type="text" value=""/> (digits Only)
Mobile phone	<input type="text" value=""/>
Work address UWA include MBDP	<input type="text" value=""/>



📍 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 laboratory will you mainly use?

Select all that apply*	<input type="checkbox"/> Anatomy Building <input type="checkbox"/> Bayliss Building <input type="checkbox"/> Geology Building <input type="checkbox"/> Myers Building
------------------------	--

📍 Which facilities do you expect to use during your project?

Select all that apply* You must complete the appropriate training courses before you can use the instruments	<input type="checkbox"/> Biological Imaging & Analysis <input type="checkbox"/> Cell & Molecular Biology <input type="checkbox"/> Chromatography/Mass Spectrometry <input type="checkbox"/> Dental Research Lab <input type="checkbox"/> Earth and Environment Analysis Lab <input type="checkbox"/> Extended Reality <input type="checkbox"/> Histology Facility <input type="checkbox"/> Mineral Processing <input type="checkbox"/> Plant Ecophysiology <input type="checkbox"/> rims <input type="checkbox"/> UWA XRD Facility
---	--

*: 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: changes are made in accordance with the change proposal. Save as a copy stays as what it is.



Project information (Please ensure all applicable fields are filled in)

Type of researcher* Required	Undergra. Student ▼
Expected project completion date*	26/02/2022
Project category*	Biomedical Sciences ▼
Project title*	
Project description* Required - Enter a description of your project	

Principal supervisor details

Title	▼
Given name	
Family name	
Email Address	

*: 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: changes are made in accordance with the change proposal. Save as a copy stays as what it is.

Select payment option

* Payment details (internal) Payment details (external)

Payment details (internal)

Business unit (BU)*	
Project grant (PG)*	
PG Manager*	

- Page 4: remain the same.



📍 Terms & Conditions

Terms file is missing.

I hereby accept the terms & conditions

Submit

Will send the document to your supervisor for checking and signing

- Upon submission, RIMS office is nominated. Email notifications go to the new user, facility contact email address and nominated staff via email receiver notification in System Settings

📄 Completion of Registration Submission

Your registration was successfully submitted to us on 26/02/2022 13:36. 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-6YVWJqZm6hg8j-Ap4Mph
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 RIMS Office to finalise the registration process.



- **Printable copy:** changes are made according to the RIMS registration pages.

Remember to print, sign and return to RIMS to finalise your registration.

Registration Document

Title	Prof.
Given Name	Paul
Family Name	Munroe
Student/Staff/Visitors No.	
Email	paul@unsw.edu.au
Work Phone	+61410724858
Mobile Phone	
Project Completion Date	26/02/2022
Project Category	Biomedical Sciences
Work Address	306 Laurens Way
Funding Source	
School/Organization	Cell and Molecular Biology
Supervisor Title	Prof.
Supervisor Given Name	Paul
Supervisor Family Name	Munroe
Supervisor Email	paul@unsw.edu.au

Registration submission Time 26/02/2022 13:31

Signature (Applicant)

Signature (Supervisor, Students Only)

Authorisation Signature (Accounts Officer)

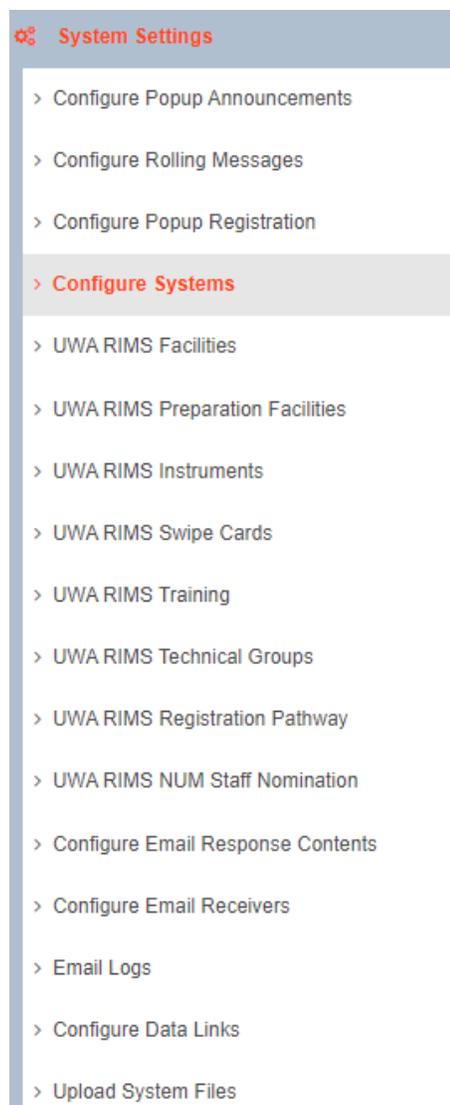


15.2 Instrument (Resource) charging

Please refer to ACLS Complete Guide for the details of category booking hour charging and configurations.

15.3 System setting list

All features are re-built for RIMS, and list name is changed to UWA RIMS.



15.4 Set up UWA RIMS facilities

Admin could set up facility contact emails that would be used for new user registration notification.



UWA RIMS Facilities

📍 Edit/Add UWA RIMS Facility

UWA RIMS Facility	Cell & Molecular Biology
Facility Contact Email	cell.facility@uwa.edu.au

[Accept](#)

15.5 Booking resource invoicing

Please refer to ACLS Complete Guide for the details of invoicing manager.

15.6 New user meeting

User meeting module is overhauled for RIMS changes. Go to [Staff -> Registration Pathway Manager](#) to set up new user meeting for newly registered users (whom haven't been approved yet).

15.7 Existing user meeting

User meeting module is overhauled for RIMS changes. Go to [Staff -> Registration Pathway Manager](#) to set up existing user meeting for active users. The only difference between new user meeting and existing user meeting is that new user meeting covers the risk assessment form, but the existing user meeting does not require risk assessment.

15.8 User meeting records

User meeting records are fully recorded and accessible by clicking User Meeting Records button. Admin staff could edit the record if required.

Previous 1 Next

Showing 1 to 6 of 6 entries

--	User Name	New User Meeting	Risk Assessment	Course Date	Technical Group	Instrument	Any special arrangements or comments	Swipe Card Access	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	Have all occupational health and safety related information been provided before the project commences?	Additional comments	Staff members present at the meeting	Recorded By	Recorded Time	Created Time
Edit	Zheng, Dong (unapproved)	Yes	Yes	one to one	rima technical group				No	26/02/2022						Dong Zheng	26/02/2022 09:37	26/02/2022 23:18
Edit	Emelda User/Trid (existing)	No	N/A	one to one					No	24/02/2022					Chris Brouwer Adam Franklin	Dong Zheng	26/02/2022 09:27	25/02/2022 18:22
Edit	Zheng, Dong (unapproved)	Yes	Yes	one to one	rima technical group	X-RAY DIFFRACTION FACILITY			No	26/02/2022					Celine Vile Caitlin Boyver	Dong Zheng	25/02/2022 23:12	25/02/2022 23:12
Edit	Zheng, Dong (unapproved)	Yes	Yes	one to one	rima technical group	X-RAY DIFFRACTION FACILITY			No	26/02/2022					Andrew Van de ven	Dong Zheng	25/02/2022 21:48	26/02/2022 11:59
Edit	Zheng, Dong (unapproved)	Yes	Yes	one to one	rima technical group	X-RAY DIFFRACTION FACILITY			No	26/02/2022						Dong Zheng	25/02/2022 12:21	25/02/2022 12:21
Not editable	Emelda User/Trid (existing)	No	N/A					Bayline Building/300m Building	Yes	18/09/2021					Emelda Youkens	Emelda Youkens	17/09/2021 14:47	17/09/2021 14:47

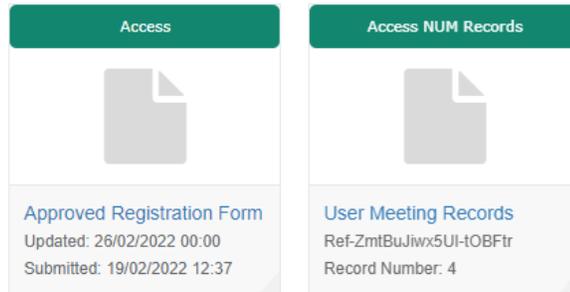
Previous 1 Next



15.9 User registration and meeting records at User Profile Manager

Go to **Staff -> Users -> User Profile Manager** to edit user profile and access registration and meeting records. Printable copy is available as well.

Screen print of example:





16 Appendix H – ACLS Modification - NIF

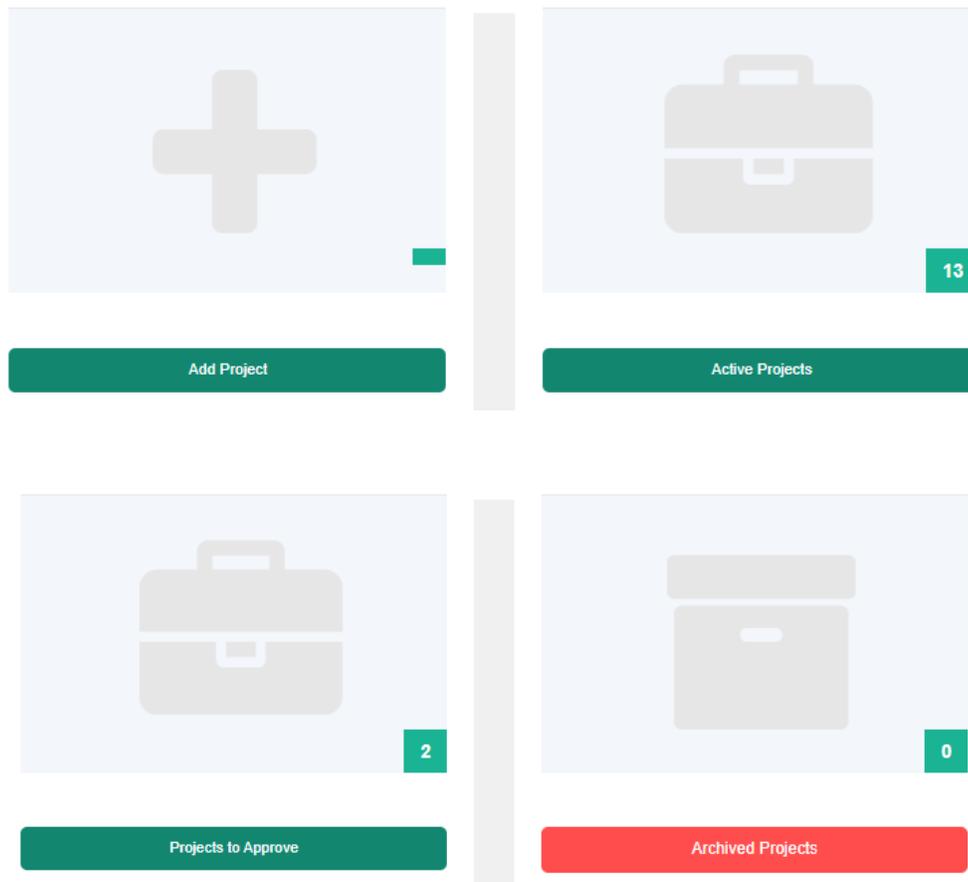
16.1 Overview

ACLS modification to meet NIF MRI facility requirements are carried out to deliver a specially tailored service for MRI, PET/CT facility including dealing with medical record data.

The integrated service provides web-based calendar, project, user, participant service, DICOM agent service, email notification and mobile messaging.

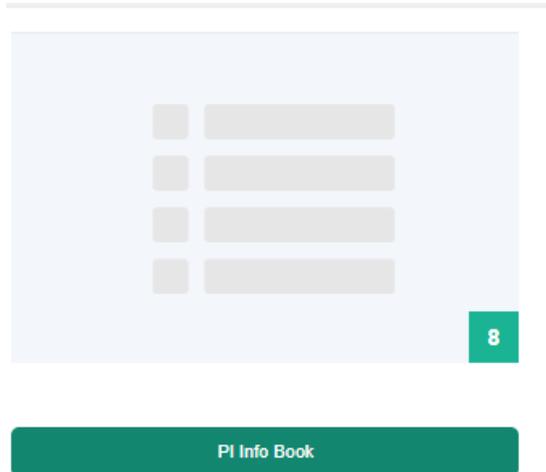
16.2 Project manager

Project manager is to establish the research projects to cover the following associated properties. It is accessible by admin only (NIF Utility Tab -> Project Manager).



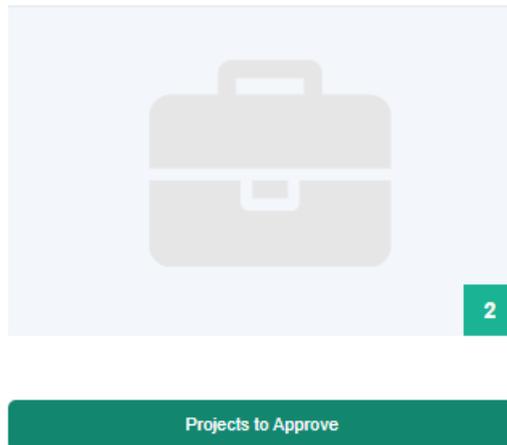
16.3 Project manager: PI Info Book

This feature is for admin to access all PI data separately. When adding a new project, PI data are required as the first and compulsory data entry.



16.4 Project manager: Projects to approve

If research projects are created by researchers, the final approval is required by admin.



Admin will validate the project data and approve the project draft submitted by researchers.
Project manager: Transfer project ownership

This feature is for admin only.

Project	EINSTEIN
Current Project Owner	
Select user/researcher to transfer project ownership	Choose user from the list ▼



16.5 Project manager: Project pre-blocked calendar time



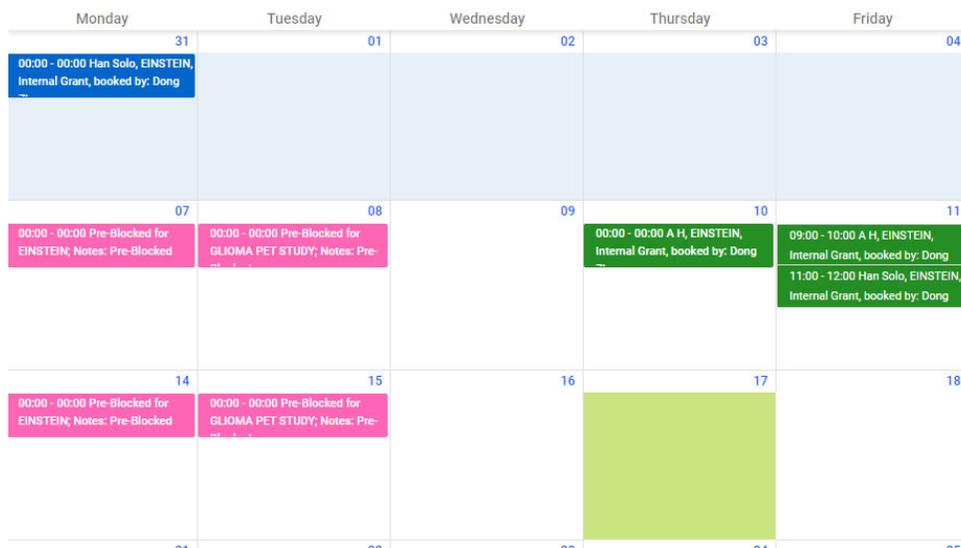
Project Pre-Blocked Calendar Time

Admin can define the pre-blocked time for project and resource, one session time per day. The pre-blocked session time is available as pink slot on calendar (refer to calendar chapter).

Resource: MRI (Vida 3T) Resource: PET-CT (Biograph)

Resource	Project	Monday - Pre-Blocked	Tuesday - Pre-Blocked
MRI (Vida 3T)	EINSTEIN	0:00 - 0:00	Disabled

As shown above, for any resources, the calendar time from 0am to 0pm (end of day) on Monday is reserved for project EINSTEIN.





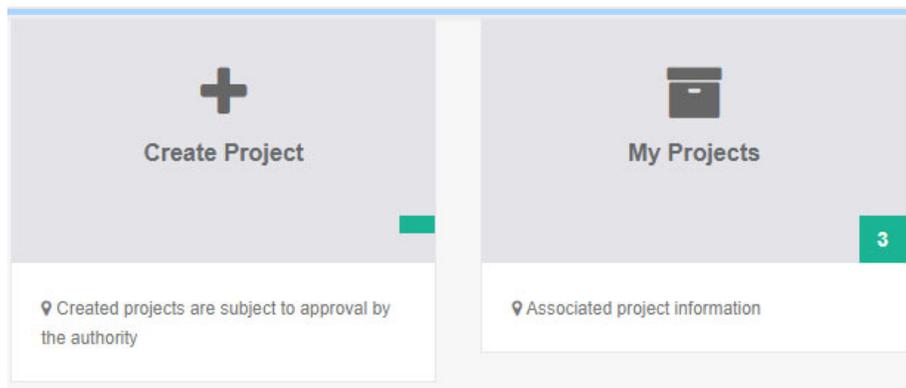
16.6 Participant manager

Participant manager is for admin only (NIF Utility Tab -> User Participant Manager). The module is based on the following proposal items.

Admin can add participant, edit participant data and archive participant data. Participant data covers the following associated properties.

16.7 Dashboard for user/researcher

Dashboard provides two features, create new project and manage the submitted projects for researchers, not admin. Researchers can submit the new project draft and edit the approved projects with the limited powers.



16.8 Booking calendar: participant booking

Under Resource tab, admin and researcher can make bookings with the selected project, selected billing option and selected participant.

Today's booking:

It is a handy feature at Resource Tab landing page. The information on Today bookings is displayed differently depending on the different types of resources: MRI, PET-CT, CT and Others.

Per booking, show for the MRI:

- Project
- Modality
- Participant
- Anatomy
- Whether researcher will be present or not (from Project's "Scanning: MRI" tab)



Per booking, please show for the PET-CT:

- Project
- Modality
- Participant
- Anatomy
- Tracer (if PET)
- Whether researcher will be present or not (from Project's "Scanning: [modality]")

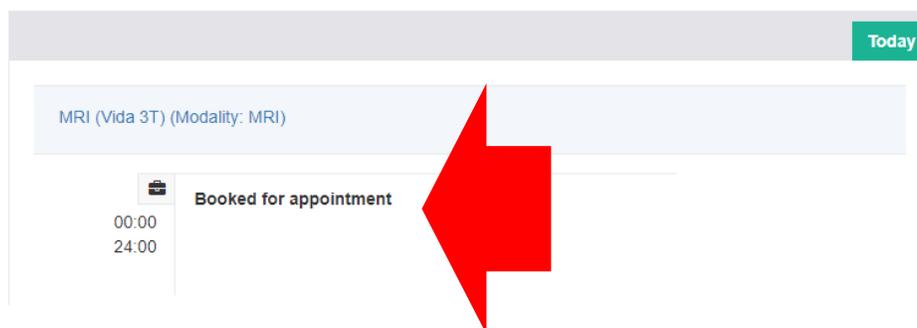
The resource name on Today page is also served as hyper-linked to access the calendar



16.9 Booking calendar: privacy enabled

The calendar privacy setting "EnableUserPrivacyCalendar" is enabled in the System Settings -> Configure System.

The privacy setting only applies to user/researcher when they access the calendars. User/researcher can see the appointment details for the bookings made by him or her.





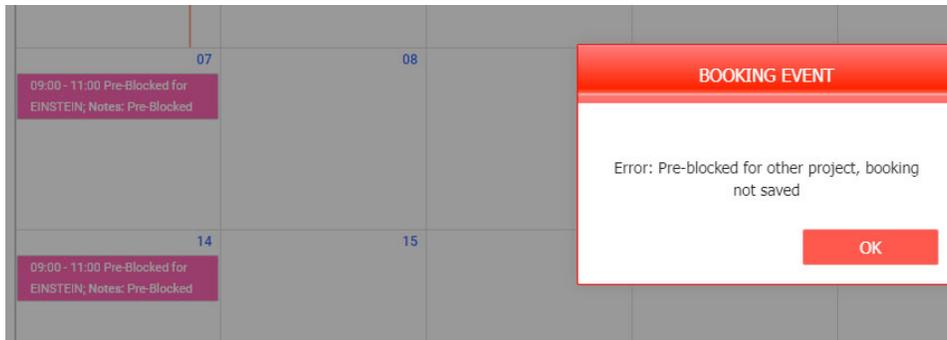
Monday	Tuesday
31	01
00:00 - 00:00 Participant Booking	
07	08
	14:00 - 15:00 Participant Booking
14	15
00:00 - 00:00 Pre-Blocked for EINSTEIN	08:00 - 12:00 Pre-Blocked for GLIOMA PET STUDY
16:00 - 17:00 Participant Booking	



16.10 Booking calendar: pre-blocked calendar time

Admin can set up the project-based pre-blocked calendar time, one session per day in Project Manager.

The system automatically checks the booking project against the project of the pre-blocked calendar time. Only the same project booking will be accepted.



16.11 Booking calendar: uploaded forms

First, admin needs to enable booking form for the selected resource in Resource Manager.

General Profile	Booking Profile	Catalogue Profile	Booking Form	Training Certificate	Trainer
<p>📍 Form refers to word doc or PDF.</p> <p>📍 Forms are: medical imaging request form, signed medical imaging request form, appointment letter, filled-out safety form.</p>					
Enable Booking Form				<input checked="" type="checkbox"/>	

The following 4 types of forms are required once the form setting is enabled.

- Medical imaging request form
- Signed medical imaging request form
- Appointment letter (a pdf print-out of the html letter)
- Filled-out safety form

On the calendar, admin and researchers can make appointment booking first, then upload the forms at later stage or at the same time when making a new appointment.

Click on Upload Form button to do so.

16.12 Service booking calendar

As usual, used for equipment service booking, the service booking cancels any existing bookings falling into the service booking time, and auto sending cancellation emails to the participants and researchers.

16.13 Resource manager: set up modality of resource

On general profile, admin can configure modality for the resources. The selection will be displayed together with resource name on calendar page.



Modality	<input checked="" type="checkbox"/> MRI <input type="checkbox"/> PET-CT <input type="checkbox"/> CT <input type="checkbox"/> Others
Operation Status	<input checked="" type="checkbox"/> (Tick to be operational)
Code	1

16.14 Report - Admin: participant booking report

The current report is only accessible by admin. Go to Staff tab -> Reports to access monthly booking report.

Booking Report

Report by month



Month:

Year:

[Monthly Participant Booking Report](#)



Year:

[Yearly Participant Booking Report](#)

16.15 Report – User/Researcher: my project booking report

For users and researchers, they can access the similar booking report for their associated projects, the same as those listed in My Projects.



Create Project

Created projects are subject to approval by the authority



My Projects

3

Associated project information



My Project Booking Report

Participant monthly booking report of my projects



Admin booking report covers all the bookings, but my project booking report only shows the bookings associated with my projects, be project owner or nominated as researcher of the project.

16.16 Institute

Admin can add and change organization at Staff tab -> Utility -> School Manager. Please notify ACLS team if you want to remove any organisations from the organisation dropdown list on the reg form.

16.17 WA NIF node staff

Please notify ACLS team if you want to remove any nif staff from the staff dropdown list on the reg form.

16.18 Consult room set up and calendars

A new concept of consult room is introduced for private conversations between researcher/doctor and participant/patient before or after scanning

Admin can set up any resource as consult room type in Resource Manager. Go to Staff Tab -> Utility -> Resource Manager -> Edit -> Consult Room Profile to configure the resource as consult room.

The screenshot shows the 'Edit Resource' page with a 'Return' button. Below the title, there are tabs for 'General Profile', 'Booking Profile', 'Catalogue Profile', 'Consult Room Profile', 'Uptake Profile', and 'Booking Form'. The 'Consult Room Profile' tab is active. A checkbox labeled 'Enable as Consult Room' is checked, with the text '(Tick to set as consult room)' next to it.

Consult room calendar:

- Calendar is open to all users/researchers
- Select project and select participant
- Upon saving the booking, system sends out email notice and mobile text to the participant.



16.19 Uptake room

A new concept of uptake room is introduced for safe and radiation-shielded room for a participant to wait after their PET tracer has been injected.

Uptake only applies with PET-CT.

Admin can set up any resource as consult room type in Resource Manager. Go to Staff Tab - > Utility -> Resource Manager -> Edit -> Uptake Room Profile to configure the resource as uptake room.

The screenshot shows the 'Edit Resource' page with a 'Return' button. Below the title, there are tabs for 'General Profile', 'Booking Profile', 'Catalogue Profile', 'Consult Room Profile', 'Uptake Profile', and 'Booking Form'. The 'Uptake Profile' tab is selected. In this tab, there is a checkbox labeled 'Enable as Uptake' which is checked, and the text '(Tick to set as uptake)' is displayed next to it.

Uptake room calendars:

- By WA NIF node staff and superusers, not by researchers
- Uptake room calendar is the same as the consult room if admin books it manually.

Usually, uptake room being booked automatically when user/researcher books the PET-CT subject to the following project settings:

- For any PET-CT booking (resource: PET-CT (Biograph); modality: PET-CT)
- Check research project field “Does patient have to remain in uptake bay for uptake duration” in the ‘Scanning: PET-CT’ tab.
- If that field is “Yes”: Book an uptake bay for a time slot immediately prior to the PET-CT booking start time, with duration specified by the Research project field “Time between tracer injection and scan start (in minutes)” in the ‘Scanning: PET-CT’ tab
- Ensure during PET-CT scan booking that an uptake bay is indeed available that entire period

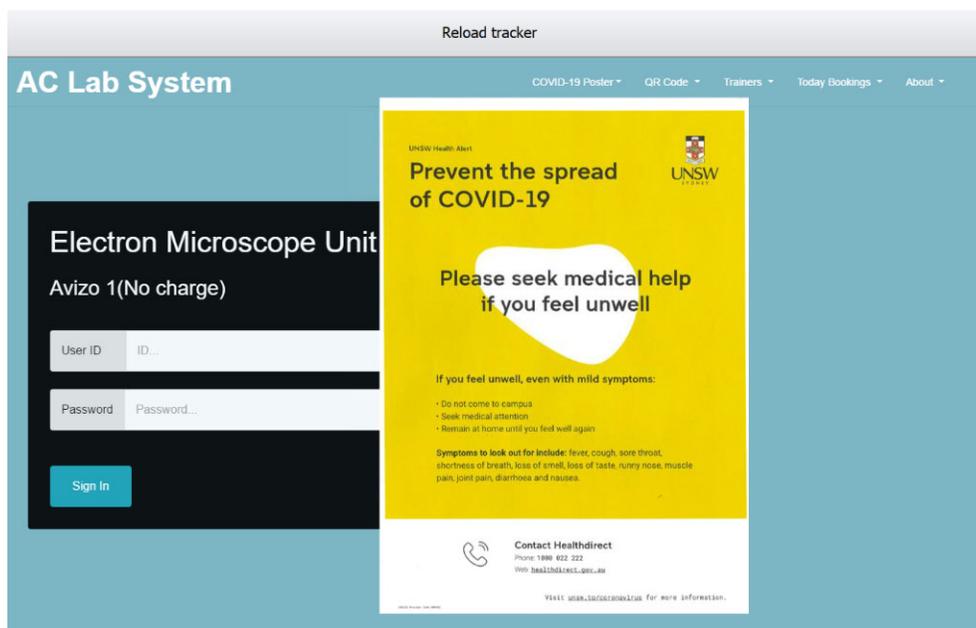
16.20 PET-CT booking with uptake room

Upon selection of project, the information panel shows if “Does patient have to remain in uptake bay for uptake duration” is set to Yes or No. If Yes, then uptake room will be automatically booked.



17 Appendix I – ACLS Desktop Tracker App

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.



17.1 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.

17.2 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

AC Lab System

COVID-19 Poster QR Code Trainers Today Bookings About

Last login: Hui Kong, Material Sciences, 25/08/2021 Friday

Electron Microscope Unit
Avizo 1(No charge)

User ID ID...

Password ...

Sign In

- 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

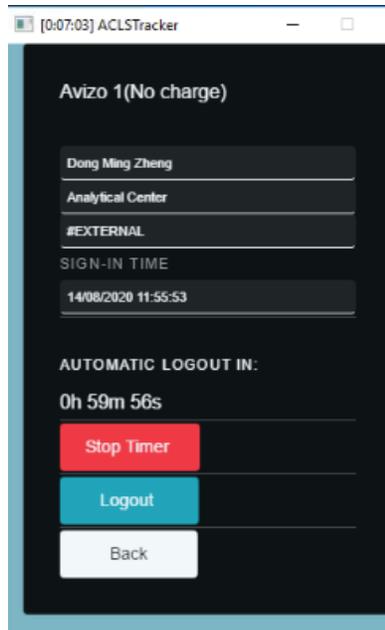
SIGN-IN TIME
14/08/2020 11:55:53

SET TIMER FOR AUTOMATIC LOGOUT

1 hour

Start Timer

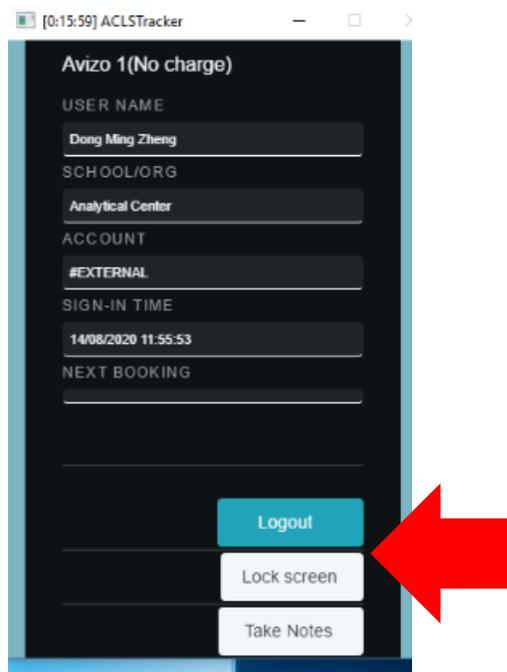
Back



To stop timer, simply click on 'Stop Timer'.

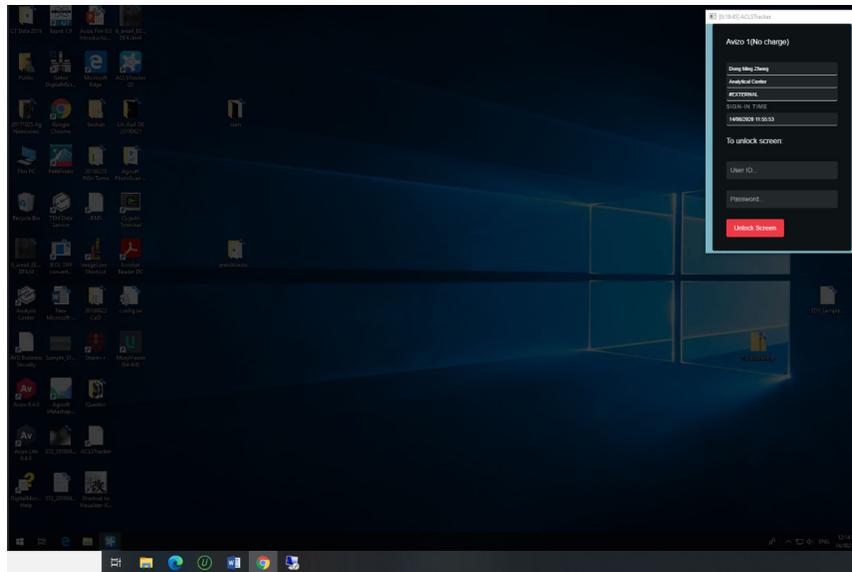
- Lock screen (optional)

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

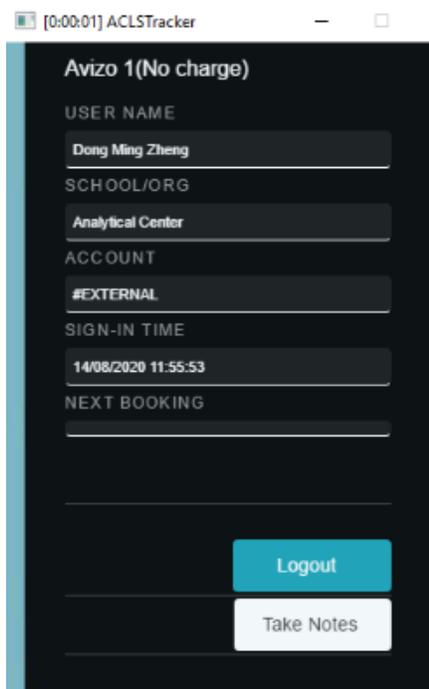
Close

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.



17.3 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)	
General Profile Booking Profile Lab Space Catalogue Profile Booking Form Training Certificate Trainer Certified Users Java Tracker Python Tracker	
Resource	Avizo 1(No charge)
Host ID	ds984634
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	<input type="text"/>
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	Tracker for 4000 QTRAP LC-MS (C27)
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.

17.4 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

17.5 ACLS Poster

You are able to change poster menu and poster image at tracker status page.

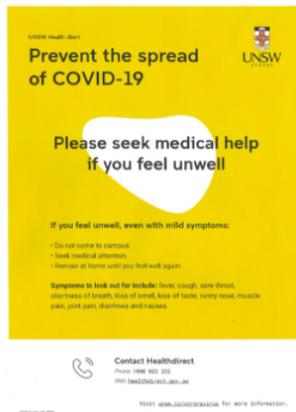


Resource Tracker Setting & Status



Post Menu Name	COVID-19 Poster	(if you set to none, the poster menu is disabled on tracker menu)
----------------	-----------------	---

Accept



[Upload Poster Image \(.jpg\)](#)

17.6 ACLS Tracker Server

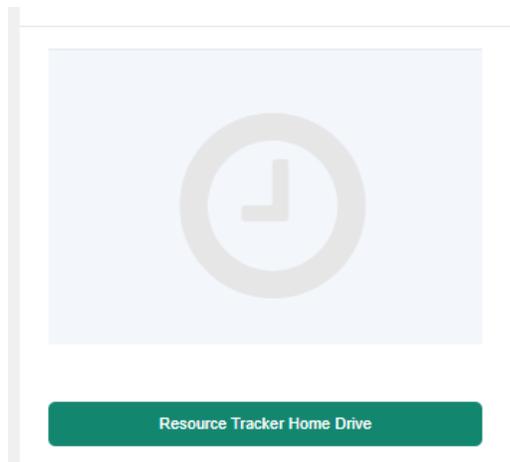
ACLS tracker server requires the special configuration with Abyss Web Server X2. ACLS tracker is web based and https connection on the separate port. Please contact ACLS team for assistance.

17.7 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:

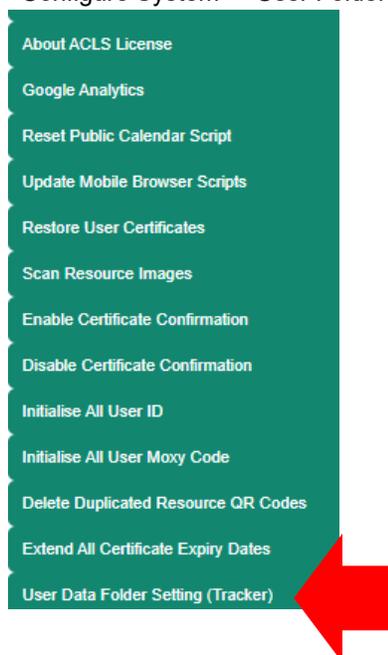
- Log into ACLS
- Navigate to Staff, then System Settings, then “User Data Folder Setting (Tracker)” in the bottom right corner
- Tick “Create user folder” and press save.
- After these steps, you will need to set up a default directory for the user folders to reside in.
- Log into ACLS
- Navigate to 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](#)

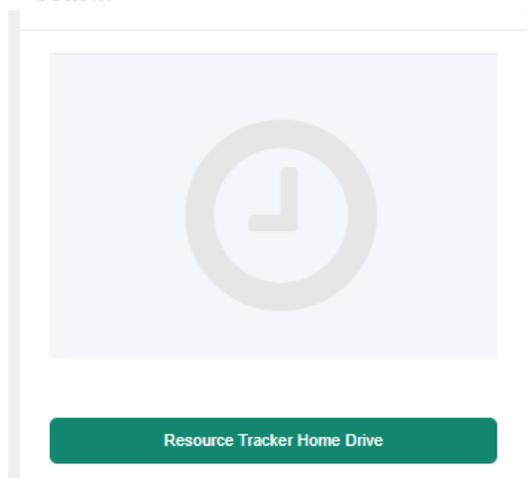
- Press Save to accept the changes
- After these steps, ACLS Tracker will automatically create user folders for users to store their data in.

17.8 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"/>	Accept

- 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](#)

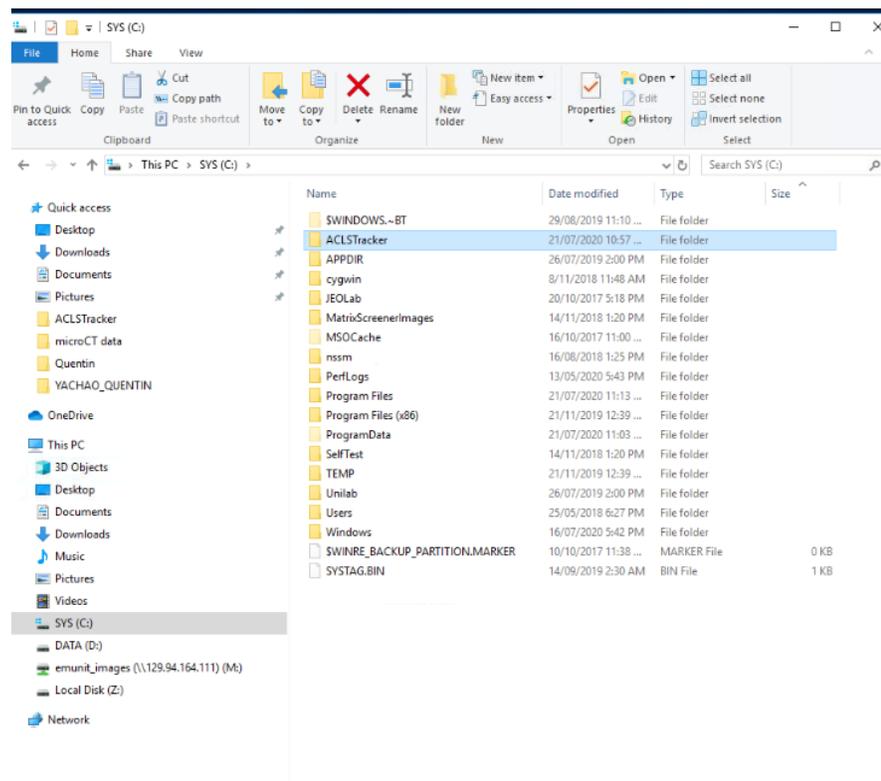
Resource	Home Drive Scanned Results	Scanned Time
Avizo 1(No charge)	<ul style="list-style-type: none"> admin (0 files, 0MB) Dong Ming Zheng (0 files, 0MB) dong123 (0 files, 0MB) Dylan (0 files, 0MB) 	15/03/2021 13:56

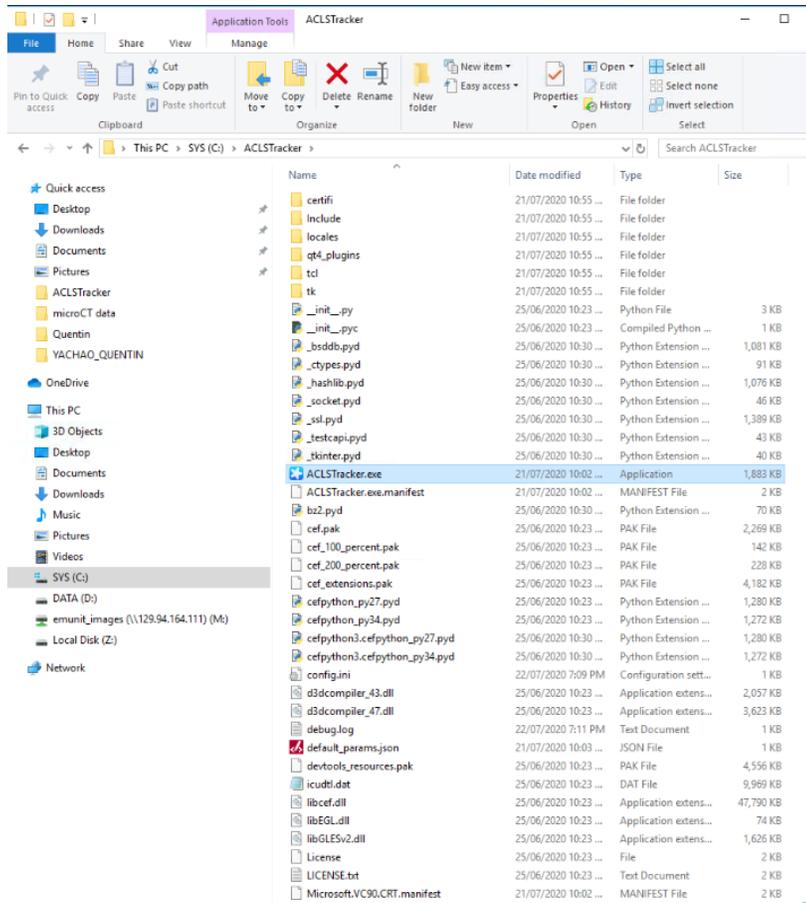


17.9 ACLS Tracker Installation: Windows XP/7/8/10

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.

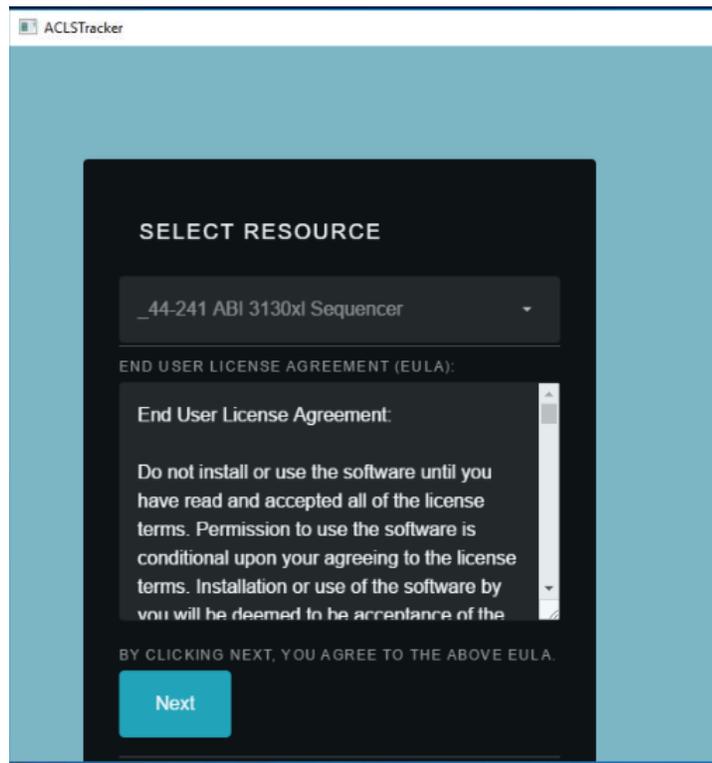
- Press START + R to open the Windows Run window.
- Type in “shell:startup” and press OK.
- Copy the desktop shortcut and paste it in this folder.

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.

17.10 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.

17.11 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

- 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”.

17.12 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



18 Appendix O – ACLS Desktop Sensor App

18.1 Overview

ACLS Sensor is an application that gathers system information about your lab resource. The resulting report is automatically uploaded to ACLS. Examples of the gathered information include: operating system, cpu info, memory, disk usage, installed software.

ACLS Sensor can be downloaded as a standalone application that you can run on any computer.

Additionally, ACLS Sensor comes pre-installed with ACLS Tracker. The ACLS Tracker can be used to automatically run ACLS Sensor on regular intervals.

Note: This documentation applies to ACLS Sensor version 2.0 onwards. If your copy of ACLS Sensor does not contain a version number, or contains a version number lower than 2.0, then this document will not be accurate.

18.2 Scanned Data

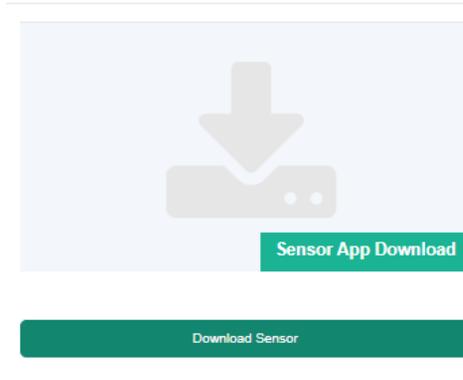
After running ACLS Sensor on a computer, the sensor will acquire the following information:

Acquired Information	Description
Device Name	The name of the device, as given by Windows.
Windows Edition	Info about the operating system e.g Is it Windows xp or Windows 11?
RAM	The amount of installed ram (system memory).
CPU	Info about the installed CPU.
GPU	A list of all installed graphics cards
Physical Disks	Information about the storage e.g. How many TB of storage is installed.
Logical Disks	Information about available storage e.g How many TB of storage is available to use.
Users	Information about the computer's accounts e.g Which accounts have admin permissions?
Software	A list of all installed software.

18.3 Usage (via ACLS Sensor app)

18.3.1 Standard usage:

- Download the ACLS Sensor application from ACLS (available to all staff members in ACLS node). Login to ACLS, go to [Staff tab -> Utility -> Resource Tracker & Sensor Manager -> Download Sensor](#).



- Unzip the downloaded zipped file, and copy ACLSSensor folder to the C drive.
- Run ACLSSensor.exe to start the application.
- Enter your ACLS login name and press sign in.
- Enter the one-time login code that was sent to your email and continue.
- Provide the name of the lab resource associated with this computer.
 - If you are a staff member, you can pick from a list of resources registered with ACLS. If the resource isn't registered, you may provide a name instead.
 - If you are not a staff member, you must provide the name of the resource.
 - If the sensor has already been run before, it will skip this step and reuse the previously entered details. You are given the option to redo these steps if this prefill information is inaccurate.
- Press start scan. This will run the scan and upload the report results to ACLS.
 - The application will tell you if the scan is successful or not. If it is not successful, it will give the option to reattempt the upload.
 - The application will also save a local copy of the results into the Documents folder. The application provides a shortcut to this folder.
 - You can also review the results of the scan directly from the application.

18.3.2 Offline usage:

If the resource computer is under restricted network access, you can follow these instructions to run the tracker in offline mode. In offline mode, you will be able to run the scan without signing in, but you will have to manually upload the scan results to ACLS.

- Download the ACLS Sensor application from ACLS.
- Press “Use in offline mode” and read the notice.
- Provide the name of the lab resource associated with this computer.
 - You must provide the name of the resource. If the resource is already registered in ACLS, give the same name here.



- If the sensor has already been run before, it will skip this step and reuse the previously entered details. You are given the option to redo these steps if this prefill information is inaccurate.
- Press start scan. This will run the scan and save the results into the Documents folder. The result is not uploaded to ACLS.
- Press “Open Output Folder” to open the folder which contains the results.
- Copy the latest scan result to a computer with internet access (e.g via usb or via network drive).
- Log into ACLS and navigate to Staff > Utilities > Resource Tracker & Sensor Management > Sensor Scan Result Upload
- Upload the result file.

18.4 Built-in ACLS Tracker

Applicable to ACLS Tracker v0.10 onwards.

ACLS Tracker comes with ACLS Sensor built in. If ACLS Tracker is installed on a resource computer, you can enable or disable ACLS Sensor scans via the ACLS web portal.

This functionality is included in ACLS Tracker versions starting from v0.10. You can view the version of your installed tracker via the “tracker version” menu on the tracker home page, or through the tracker dashboard on the ACLS web portal.

To enable ACLS Sensor functionality via ACLS Tracker, go to the ACLS web portal and navigate to Staff > Utilities > Resource Tracker & Sensor Management > Installed Resource Tracker Status > [Your resource name]’s Edit Tracker Status Button

On this page, tick “Enable sensor app execution with tracker” and press Accept. After the functionality is enabled from the website, you will have to restart the computer that the tracker is running on.

This will enable daily sensor scan and uploads from the resource computer. The results are automatically uploaded to ACLS Sensor once a day around midnight.

18.5 Viewing Results

Scan results are available on the ACLS web portal.

Navigate to [Staff > Utilities > Resource Tracker & Sensor Management > Installed Resource Tracker Status > Resource Sensor Scan Report](#)

This table displays the most recent scan result for each resource. This report includes all scanned fields as described earlier.

If you would like to see the scan history of a particular resource, click on “View Scan History”. Additionally, clicking “Resource Windows Chart” will display a percentage breakdown of the various Windows systems installed across the faculty. The “Resource Details” will display the relevant devices for that operating system.



19 Appendix K – 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:

- 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](#).

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.



20 Appendix L – About Microsoft Azure AD Authentication

The Azure Active Directory (Azure AD) enterprise identity service provides single sign-on, multifactor authentication, and conditional access to guard against 99.9 percent of cybersecurity attacks.

20.1 SAML

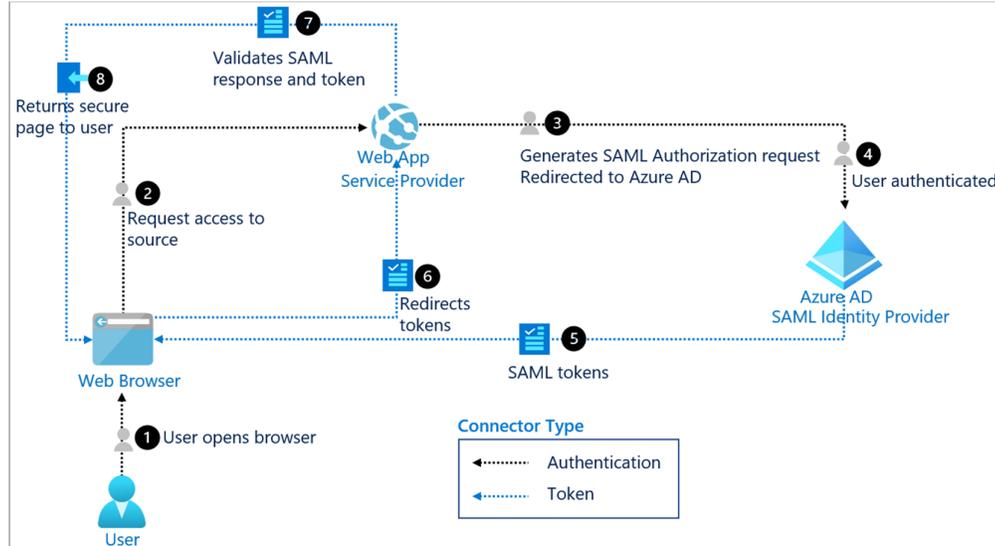
ACLs works with SAML authentication with Azure Active Directory. Security Assertion Markup Language (SAML) is an open standard for exchanging authentication and authorization data between an identity provider and a service provider. SAML is an XML-based markup language for security assertions, which are statements that service providers use to make access-control decisions.

The SAML specification defines three roles:

- The principal, generally a user
- The identity provider (IdP)
- The service provider (SP)

There's a need to provide a single sign-on (SSO) experience for an enterprise SAML application.

While one of most important use cases that SAML addresses is SSO, especially by extending SSO across security domains, there are other use cases (called profiles) as well.



20.2 SAML vs LDAP

LDAP and SAML are both authentication protocols and are often used for applications, but the two are leveraged for very different use cases.



20.2.1 *The Origins of LDAP and SAML SSO*

Before we dive into the similarities and differences between the two authentication protocols, let's first discuss how they've evolved into their current specifications. LDAP (Lightweight Directory Access Protocol) is an open standard that was created in the early 1990s by Tim Howes and his colleagues at the University of Michigan and is still a widely used protocol for authentication into a wide range of applications. That speaks to the flexibility and power of LDAP.

Created in the early 2000s, SAML (Secure Assertion Markup Language) is an assertion-based authentication protocol that federates identities to web applications. While that explanation is an oversimplification, the protocol is effectively integrated with an identity provider (IdP), which asserts that the person is who they say they are.

Next, a service provider (i.e., web application) admits the user to their platform after an XML-based authentication exchange. More technically, an IdP is an authentication authority that produces and relays SAML attribute assertions. This process of using authentication and authorization data was created to happen securely over the internet rather than utilizing the traditional concept of the domain. Significantly, account credentials aren't stored by individual service providers (SPs), which could be subject to data breaches and add administrative overhead when many different credentials exist for users.

20.2.2 *Similarities*

While the differences are fairly significant, at their core, LDAP and SAML SSO are of the same ilk. They are effectively serving the same function — to help users connect to their IT resources. Because of this, they are often used in cooperation by IT organizations and have become staples of the identity management industry. As web application use has dramatically increased, organizations have leveraged SAML-based web application single sign-on solutions in addition to their core directory service.

20.2.3 *Differences*

When it comes to their areas of influence, LDAP and SAML SSO are as different as they come. LDAP, of course, is mostly focused toward facilitating on-prem authentication and other server processes. SAML extends user credentials to the cloud and other web applications.

A major difference that is easy to miss between the concepts of SSO and LDAP is that most common LDAP server implementations are driven to be the authoritative identity provider or source of truth for an identity. Most often with SAML implementations, it is not the case that the SAML service is the source of truth, but rather it often acts as a proxy for a directory service, converting that identity and authentication process into a SAML-based flow.

20.2.4 *Use Cases*

LDAP works well with Linux®-based applications such as OpenVPN™, Kubernetes, Docker, Jenkins, and thousands of others. LDAP servers — such as OpenLDAP™ and 389 Directory — are often used as an identity source of truth, also known as an identity provider (IdP) or



directory service within Microsoft Windows (Active Directory) and cloud directories such as JumpCloud that work cross-OS.

LDAP runs efficiently on systems, and gives IT organizations a great deal of control over authentication and authorization. Implementing it, however, is an arduous technical process, creating significant work upfront for IT admins with tasks such as high availability, performance monitoring, security, and more. SAML, on the other hand, is generally used as an authentication protocol used for exchanging authentication and authorization between directories and web applications.

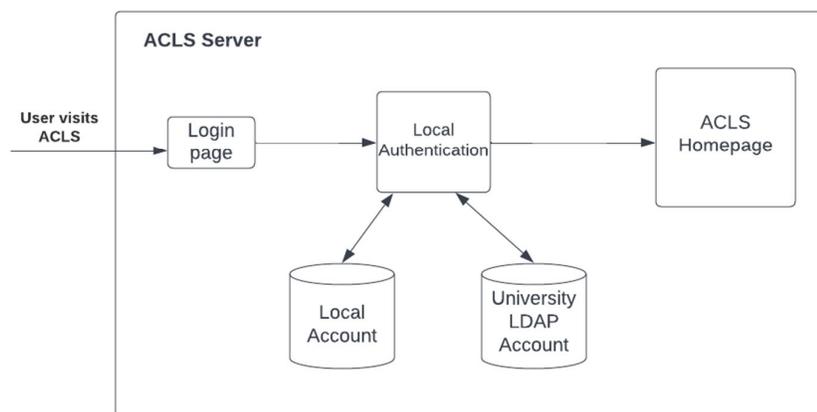
Over the years, SAML has been extended to add functionality to provision user access to web applications as well. SAML-based solutions have historically been paired with a core directory service solution. Vendors used SAML to create software that could extend one user identity from AD to a host of web applications, creating the first generation of Identity-as-a-Service (IDaaS) — single sign-on solutions. Examples of applications that support SAML authentication include Salesforce®, Slack, Trello, GitHub, Atlassian solution, and thousands of others. JumpCloud Single Sign-On provides hundreds of connectors to ensure you can grant access to cloud applications without friction.

20.3 Authentication Methods

20.3.1 LDAP Login

ACLS supports signing in with the LDAP protocol, allowing users to sign in with their university id and password. In addition, it also supports creating local accounts separate to the university account, allowing external staff and contractors to sign in without a university account.

ACLS LDAP Login





20.3.2 SAML Single Sign On Login

Single Sign On (SSO) is an alternate authentication method for people with a university email account. This authentication method is required by some universities.

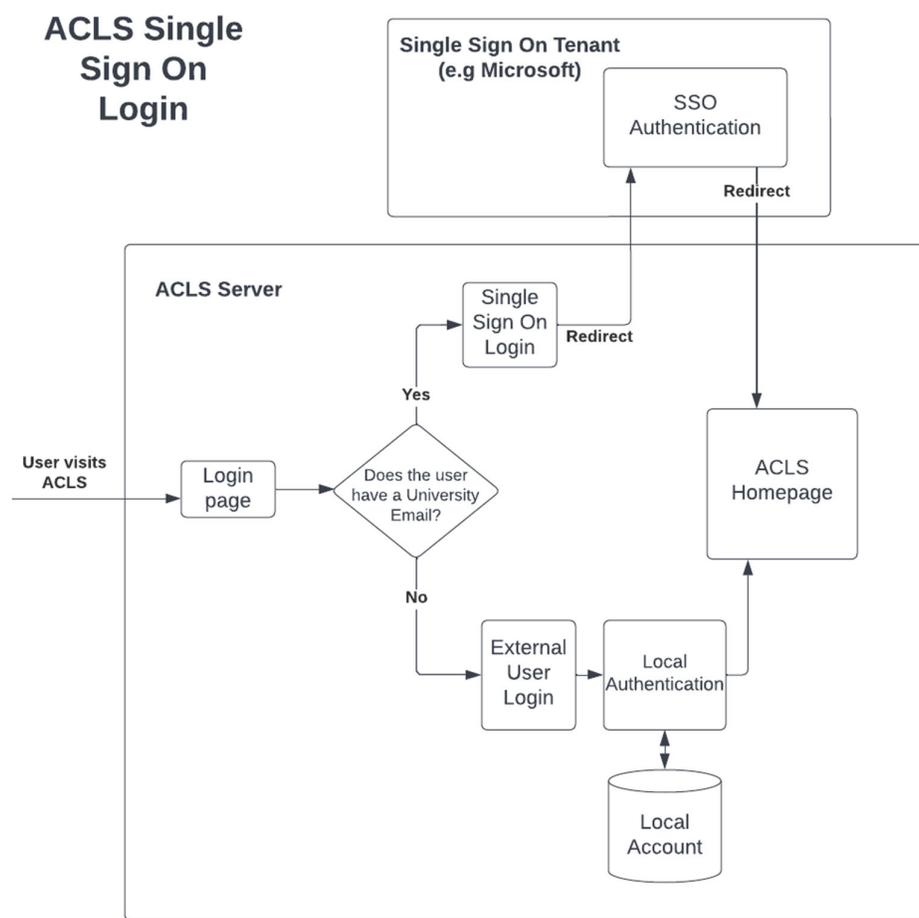
ACLS supports Single Sign On with Identity Providers that support the SAML2.0 protocol e.g Microsoft's Azure Active Directory.

Local account creation remains in place to support users that do not hold a university account.

When a user signs in when SSO is enabled, they will be redirected to the account provider's website. After the user has signed in on the external website, the user will be redirected back to ACLS, where they will be logged in with the same account.

Example workflow using Microsoft as the account provider:

- The user visits the ACLS website and presses the sign in button
- The user's web browser redirects to Microsoft's website
- Microsoft prompts the user to sign in with their university Outlook email and password
- The web browser redirects back to ACLS
- The user is now signed in on ACLS



**20.3.3 Snapshots of SAML single sign on with ACLS SSI:**

AC Lab System

Sign In

UNSW staff and students must sign in with UNSW Single Sign On.

You must use your own account to sign in. Sign-in with someone else's account will result in access restriction.

UNSW Sign In
(zID@ad.unsw.edu.au)

External User (Non-UNSW) sign in:

External User Sign In

Use of MWAC Facilities requires acknowledgement in a resulting publication.

20.3.4 Snapshots of SAML single sign on with single ACLS instance:

Azure AD Single Sign On

UNSW Sign On (zID@ad.unsw.edu.au)

External User sign in:

External User Sign In

To Register

[To View Bookings](#)

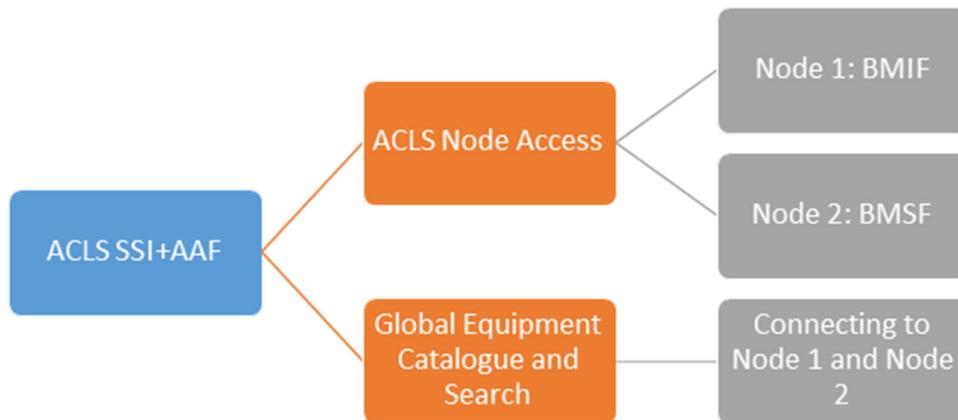
[Forgot Password?](#)

[Access Denied?](#)



21 Appendix M – Single Sign-In Portal (SSI)

This is ACLS enterprise deployment, 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
- SAML (Azure AD 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 if they are registered in ACLS.

The institutes/units/centres/labs which need to provide multiple-universities service can benefit from the AAF integration.



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?](#)

- 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](#).

21.1 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 2019
- Install IIS
- Install PHP engine 8 to IIS
- Install PostgreSQL ODBC driver
- Configure Windows ODBC connection to ACLS SQL server

21.2 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.



21.3 SSI Working Examples

AC Lab System Sign In

New User – please apply [HERE](#)

UNSW staff and students: you must use your own zID/zPass to sign in. Sign-in with someone else's zID will result in access restriction.



[Forgot your password?](#)

[Katharina Gaus Light Microscopy Facility](#)

[Bioanalytical Mass Spectrometry Facility](#)

[Biological Resources Imaging Laboratory](#)

[Electron Microscope Unit](#)

[Flow Cytometry Core Facility](#)

[Nuclear Magnetic Resonance Facility](#)

21.4 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**.

Next, you check the box to the parameter **Enable Single Sign In**.

Upon enabling SSI, the ACLS own login page is switched off as users must sign-in via SSI.



21.5 Catalogue Resources

In SSI, universal research resource catalogue is available for multiple ACLS nodes to the researchers and students.

Research Resource Catalogue

Home / Research Resource Catalogue

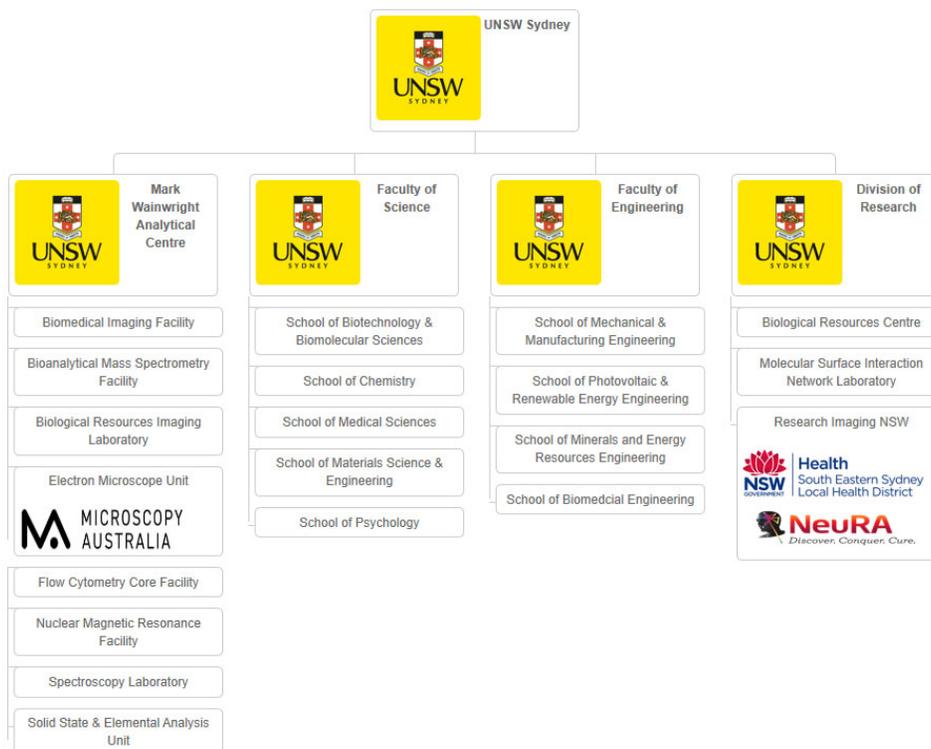
Show 25 entries

Showing 1 to 25 of 653 entries

Research Node	Resource	Image	Item Number	Description	Specification	Location
Bioanalytical Mass Spectrometry Facility 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 Book	5600 TripleTOF LC-MS/MS (E26)			AB SCIEX 5600 TripleTOF		L2, BioSciences Building

21.6 Organisation Charts

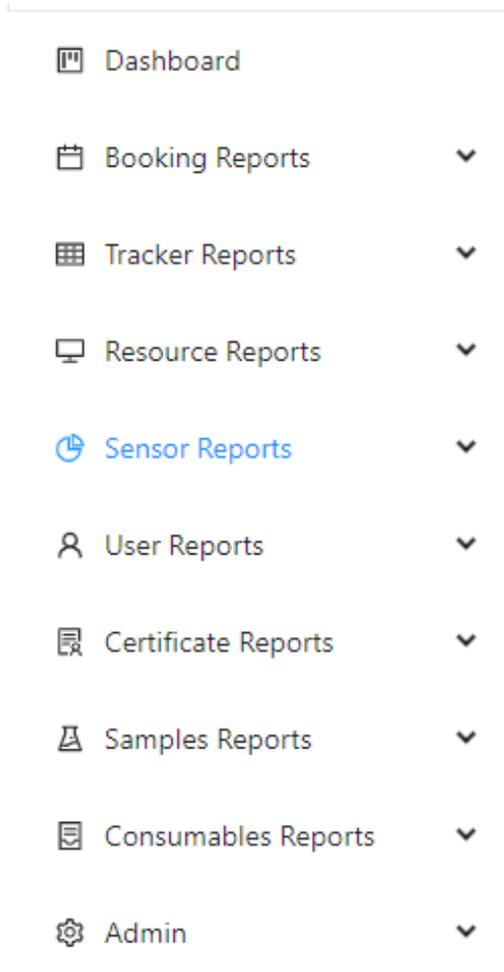
Organisation charts are available in SSI as snapshots here.





21.7 Node BI (Business Intelligence)

Enterprise service provides the centralised business intelligence (BI) to cover centralised reporting, invoicing, and finance system integration services. Currently, it is deployed at UNSW only, and could open to the other institutes subject to the further discussion and arrangement.



BI offers a unique dashboard to provide the overview of each ACLS nodes being connected to the BI.



ACLS Business Intelligence Dashboard

BEES

Active Resources 201	Bookable Resources 183	Active Users 470	Active Accounts 54	Active Projects 0
Active Training Certificates 3	Issued Certificates 991	Bookings 2,261	Consumables 0	Consumable Orders 0
Sample jobs 0	Publications 0	Approved Inductions 0	WHS Declarations 0	

Last Updated: 01/08/2023

BMSF

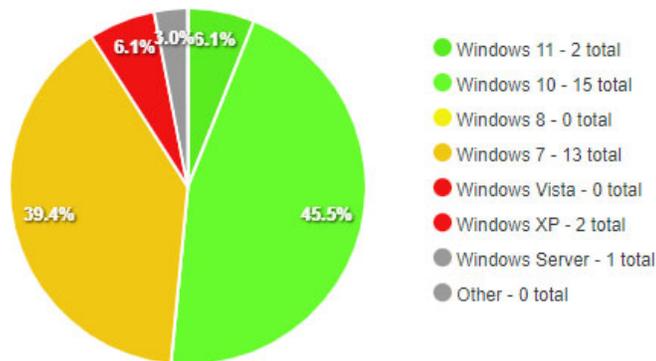
Active Resources 43	Bookable Resources 43	Active Users 202	Active Accounts 268	Active Projects 444
Active Training Certificates 141	Issued Certificates 1,817	Bookings 21,711	Consumables 0	Consumable Orders 0
Sample jobs 1,459	Publications 0	Approved Inductions 0	WHS Declarations 100	

Last Updated: 01/08/2023

Graphic presentation is available at BI, a screen print is attached here for example.

Windows Composition (EMU)

Last Updated: 01/08/2023





22 Appendix N – WHS Document Manager (UNSW)

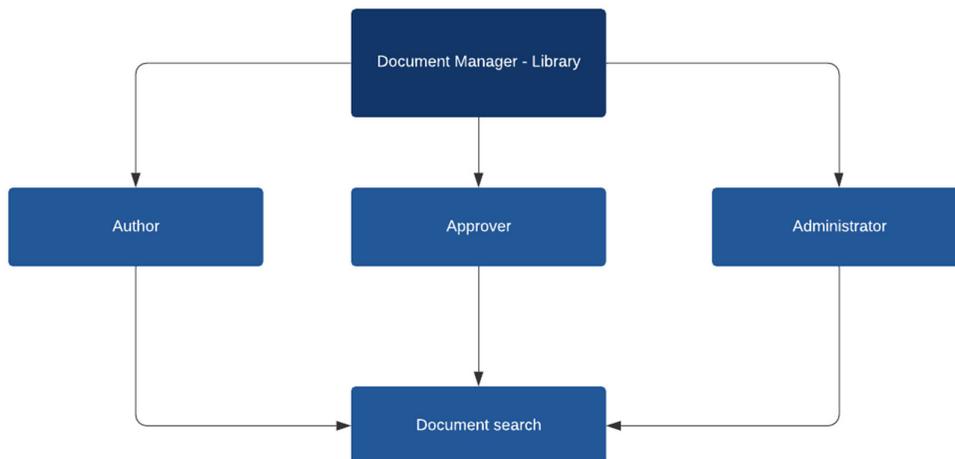
WHS document administrative tool is developed for UNSW, currently both medicine and electron microscopy unit deploying WHS document service. WHS document service comes with a easy and friendly user interface to create folders, upload draft, approve drafts with two level controls, maintain user declaration records, and tracker document revision, and more.



The benefits to deploy WHS document service:

- Establish electronic WHS document library
- Tracker document change revision
- Multi-level WHS document approval process
- Auto-track the WHS document declaration by researchers

Here are the flow charts for the process.



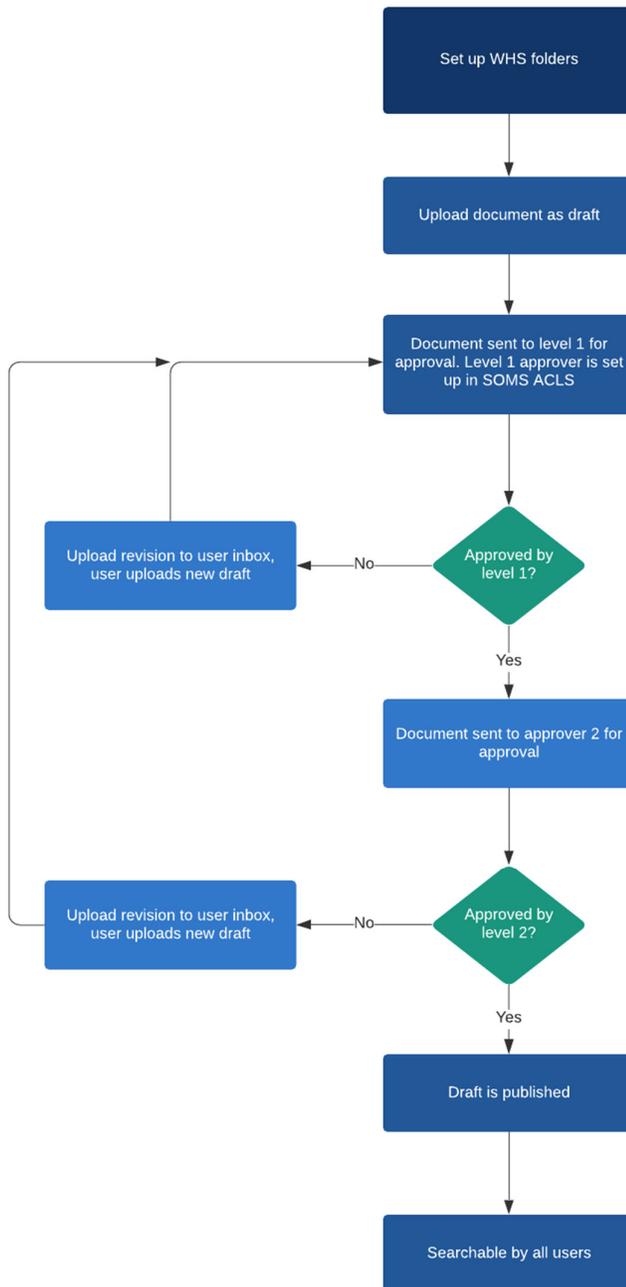
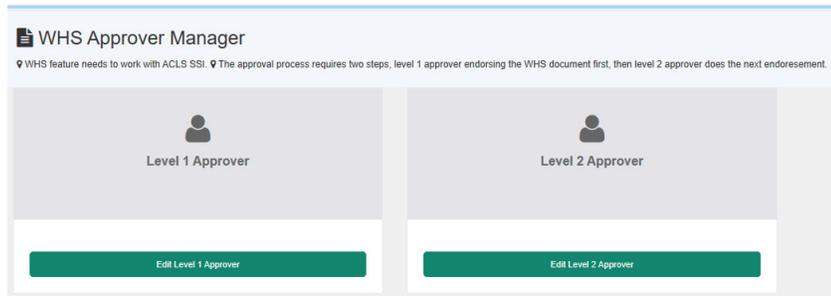
Author = Able to search library, create drafts, review existing documents and edit.

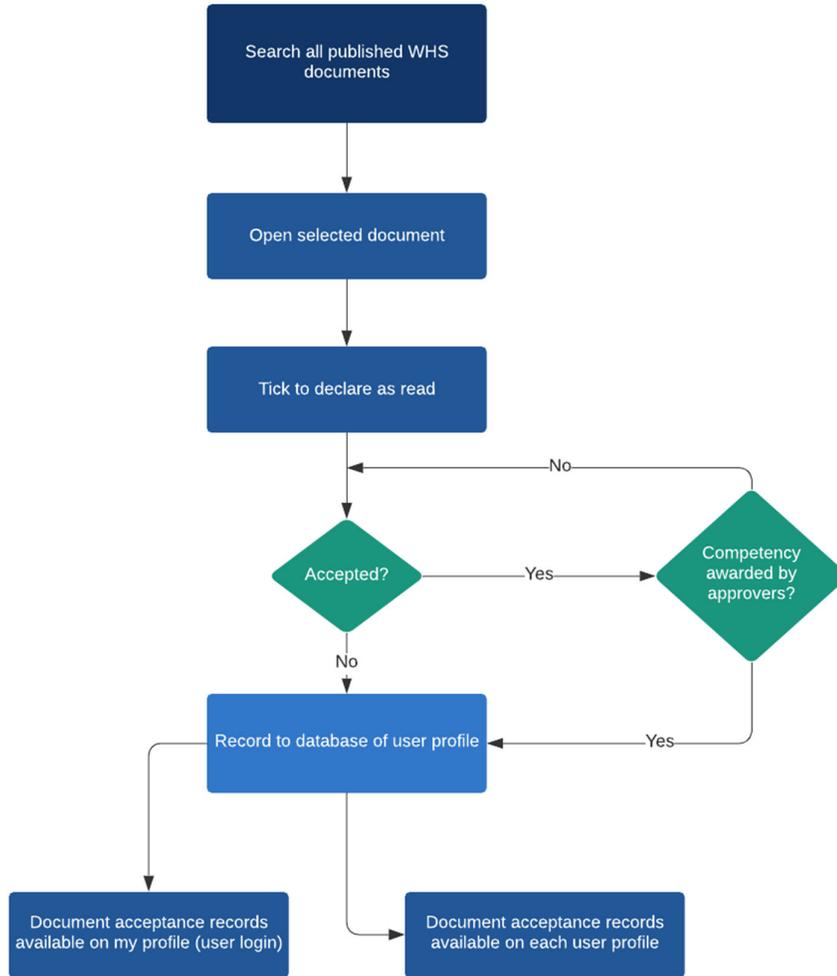
Approver = access of an author + be able to approve documents for publishing in the library.

Administrator = access of an author + approver + be able to create authors and send documents to authors for review.

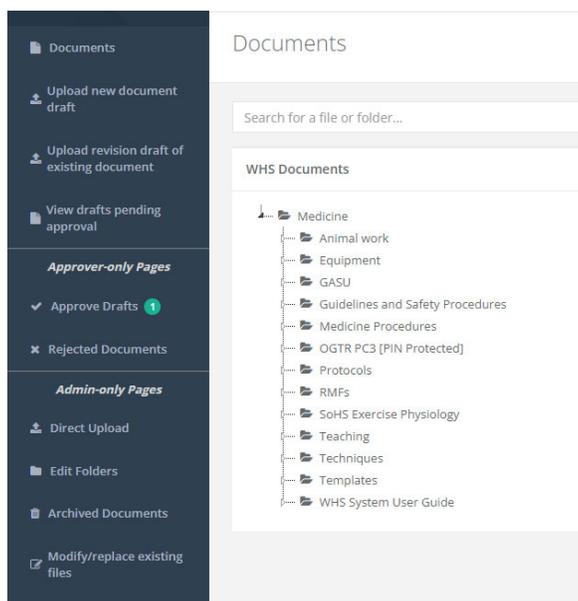


Author, level 1 approver and level 2 approver, and administrator is configured in ACLS





Snapshots: documents, view, and upload, approve, edit folders, and rejected doc





Should you want to discuss the WHS document service in the ACLS, please contact us at acls.analytical@unsw.edu.au, or dm.zheng@unsw.edu.au.

The user guide and admin guide of WHS document service are provided upon request.