FOM USER GUIDE

(Facility Online Manager)

FOM is a web-based program used for instrument scheduling in Shared Resources, and it automatically logs instrument usage time with the user’s associated budget number(s). All users must register in FOM before they are able to reserve time on instruments. The instruments users see and can access depend on the Lab/PI they register with, which can be viewed from ‘User Home’ on the main menu.

When users login to FOM for the first time they must register. Determine your ‘User Class’ and then click on the links below for instructions.

1. Identify “User Class“ for billing purposes
2. Register/login as an Internal User
3. Register/login as an External/Consortium User
4. Add your budget number information
5. User Menu descriptions
6. Schedule Reservations
7. Cancel/Reschedule reservation
8. Logoff session early

1. User Classes
   a. Internal – Fred Hutch faculty using funds associated with a Fred Hutch managed Project ID; these users login with their HutchNet ID
   b. Consortium – Fred Hutch faculty using any external funding get the Consortium rate as well as SCCA, UW, and Children’s faculty who are members of the Cancer Consortium; these users may or may not have a HutchNet ID
   c. External – all other users that do not have a HutchNet ID register with their email address, and create their own User Name and password

2. New User Registration – Internal User
   a. Browse to https://fom.fhcrc.org/fom/welcome \text{ \rightarrow Welcome to FredHutch Facility Online Manager (FOM©)}
   b. Internal Users click on the following link \text{ \rightarrow Internal User: Click here to login to Fred Hutch Active Directory}
Registration is required the first time you login to FOM only.

Internal User Registration

- **Internal users sign in with your HutchNet ID and Password. First Name, Last Name and Email fields will auto-populate from your HutchNet login information.**
- **Select the Lab or PI you are working with from the drop-down menu, and the associated Research Coordinator (financial administrator). If you are unsure, please select _Add new Lab/PI_ or _Add new Research Coordinator_ and the Resource Administrator will verify and update your account.**
- **The phone number can be entered as your 4-digit extension.**
- **Complete the remaining fields and <Submit>**
- **Note: facility staff select “Staff, SR” for both Lab/PI and Research Coordinator.**
3. **New User Registration – External/Consortium Users**
   a. Browse to [https://fom.fhcrc.org/fom/welcome](https://fom.fhcrc.org/fom/welcome) → Welcome to FredHutch Facility Online Manager (FOM©)
   b. External/Consortium users click on the following link → External User: Click here if you do not have a HutchNet ID

External/Consortium User Registration
• Click ‘I am a new user’ and complete the following fields to register in FOM. Enter the Lab or PI you are working with from the drop-down menu.
• Complete the remaining fields and <Submit>
• Once registered, external users will login with their Username and password.
• Note: facility staff select “Staff, SR” for Lab/PI.
4. **Add Financial Account**
   
a. **Internal** users will branch to the ‘My Accounts’ screen to enter **Project ID** (budget#) information when first registering; additional Project ID’s can be entered by clicking ‘My Accounts’ from the menu on the left.
   
b. **External/Consortium** users will branch to the ‘My Accounts’ screen to enter **Customer ID** (budget#) information when first registering; additional Customer ID’s can be entered by clicking the ‘My Accounts’ from menu on the left.
Add Financial Account

- You cannot bypass this step. It is mandatory to add a valid Project ID (internal users) or Customer ID (external/consortium users) in order to complete the registration process.
- Once registered, if your budget# expires, the system will no longer allow you to reserve time or log in to use an instrument until a valid number has been added to your account.
- After initial registration, additional budget numbers can be added to a user account by clicking ‘My Accounts’ from the ‘User Home’ menu on the left.
- ‘Research Description’ is a required field.

5. User Menu descriptions
User Menu

- **User Home** – view and schedule time on authorized equipment; view other equipment/instruments available by approval
- **Equipment sched [dropdown]** – displays your authorized instruments available for scheduling
- **Documents** – links to informational documents posted by Facility Admins
- **User Report** – download reports of your equipment usage in a facility with specified date parameters
- **My Profile** – displays your registration information, and provides user preferences that you can modify
- **My Accounts** – financial information/budget numbers used for billing purposes; add Project ID/Customer ID for new research study, or view/update previously entered accounts
- **Contact Manager** – displays facility contacts that you can send questions or requests to
- **Logout** – logout of FOM session

6. **Schedule Reservations**
   - Click on ‘User Home’ in the menu
   - View the list of instruments available for scheduling under ‘Available Equipment’ on the right. Click this link [Resources in this facility](#) to view the list under each facility.
Click on the instrument you want to use, which prompts the Instrument Manager to respond.

- If the instrument requires training prior to use, you will receive an email and be contacted regarding scheduling training. Once training requirements are satisfied, you will be granted access. Click on ‘User Home’ to view the instrument calendar and reserve time.
- If the instrument requires usage approval, you will receive an email regarding access confirmation. Once approved for access, click on ‘User Home’ to proceed with reserving time.
- Under ‘Authorized Equipment’ (see image below) click on the instrument to bring up the calendar and schedule time.
- If no training or usage approval is needed you will be prompted to activate your account by clicking OK, and you can immediately schedule time on the instrument.

You can schedule an instrument from ‘User Home’ or by clicking on the Equipment Scheduler dropdown in the menu.

Click on the instrument to see the calendar for scheduling, as shown below.
### Notes from equipment manager

**Equipment Schedule: BE-118 Procedure**

- Standard procedure room open to all users with externally ventilated BSC, isoflurane system, and downdraft table.
- BE-118 Procedure is now Available
- Reservation Limits: Max time per session 4 hours 0 minutes; No later than 30 days; New reservations open day by day at 00:00.
- Your user level on this equipment is: Any Time Access.

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- Specific information related to the instrument displays at top left
- You can view the calendar by day, week or month
  - default view is by week per instrument
  - Day View displays all equipment across facilities you are authorized to access
- Browse the weeks before or after ‘Today’ by clicking on the date links, and select your desired time and date to reserve time
- Schedule time now by clicking **Click to log on** and select ‘Express Logon’
- Available times display in black, past sessions are gray, your reservations display with a green background, and the reservations of others display with a yellow background.

- Day View – to schedule time from this view click on the instrument under ‘Resource Name’
Click on the desired date and time to make a reservation, and a separate window will pop up. Make sure the start time, end time and correct budget number are selected; *if you want to add a new budget# you need to add it in ‘My Accounts’ first.*

- Click ‘Reserve’

When you log into FOM at your scheduled time, click on your reservation in the calendar.
• In the Modify/Cancel Reservation window, click ‘Logon now’
To end your reservation after use, log back into FOM and from ‘User Home’ click on the link to logoff.

In the Logoff window, make sure your Project ID/Customer ID are correct
You also have the option to report issues or make comments regarding questions or concerns
Click ‘Logoff’ to end your session

7. Cancel/Reschedule reservation

To logon to a reserved session, access the FOM calendar and locate the reservation you would like to change.

Based on the instrument settings maintained by the Instrument Manager, you will have options to Modify (reschedule) or Cancel your reservation.

- Select ‘Modify’ to change the date and/or time of your reservation.
- If it is too late to change your reservation you will receive a message stating this, and you will need to contact the Instrument Manager to make changes for you.
- Select ‘Cancel this session’ to cancel your reservation.
- If you are prevented from rescheduling, you will need to make a new reservation.
8. **Logoff session early**
   - If you finish your work before your reserved time ends, you can terminate your session so you are not billed for unused time
     - Double-click your reservation in the Equipment schedule (active reservations are highlighted green)
     - Select the correct Project/Customer ID for billing
     - Click ‘Logoff’