

# MyFab LIMS

User Guide MyFab LIMS ver 2.1

Anette Frid

**li.u** LINKÖPING UNIVERSITY Tools ▾ Info ▾ User access myfab LIMS

Login No access? [Apply for access here...](#)

Username:  Password:


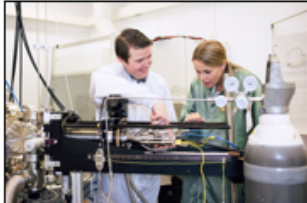

[Forgot your password?](#)

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## Welcome to LIMS at Linköping University, Department of Physics, Chemistry and Biology (IFM)

This is the booking system for the laboratory equipment at IFM Linköping University. You can view Tools and Info without logging in. New users should apply for access by filling in the [application form](#) (or choose 'User Access'). This requires that you work for Linköping University or an organization which has an equipment user agreement with Linköping University.

If you have technical problems or questions about Myfab LIMS please contact:  
mailto: [LIMS-IFM-Admin@groups.liu.se](mailto:LIMS-IFM-Admin@groups.liu.se)  
Thomas Lingefelt, [013- 28 1673](tel:013-281673)  
Anette Frid, [013-28 2799](tel:013-282799)



# Apply for Access

How to apply for access to MyFab LIMS

# Apply for Access

Login

No access? [Apply for access here...](#)

Username:  Password:

[Forgot your password?](#)

Welcome to LIMS at Linköping University,  
Department of Physics, Chemistry and Biology  
(IFM)

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Thomas Lingefelt, [013-28 1673](tel:013-281673) or by mail: [thomas.lingefelt@liu.se](mailto:thomas.lingefelt@liu.se) or Anette Frid, [013-28 2799](tel:013-282799) or by mail: [anette.frid@liu.se](mailto:anette.frid@liu.se)



-To apply for access click on one of the marked textlinks.

# Apply for Access

Apply for access to this lab

**Step 1 of 2: Name and lab information**

[Help](#)

First name:  \*

Last name:  \*

Birthdate (yyyy-mm-dd):  \*

Type of user:  ▾

Company / University:  \*

Department:  \*

Laboratory / Group:  \*

Project name:

Practical coach:

Supervisor:

Start date (yyyy-mm-dd):

End date (yyyy-mm-dd):

Supplementary info:

I understand that personal information is saved about me. The General Data Protection Regulation (GDPR) came into force on 25 May 2018, and applies to all processing of personal data at LiU. For more information please log on to the Internal LiU network, you will find more information on <https://insidan.liu.se/dataskyddsförordningen>.

-Fill in as much information as you can.  
-All fields marked with \* are mandatory

# Apply for Access

User access

## Apply for access to this lab

Please check the following:

- You must confirm that you accept that birth data and gender information is saved.

**1**

**Step 1 of 2: Name and lab information**

First name:  \*

Last name:  \* Enter the user category that you think match.

Gender:  ▾

Birthdate (yyyy-mm-dd):  \*

**2**

Type of user:

Company / University:

Department:

1. Personal information

2. Type of user: select the appropriate user type

# Apply for Access

3 Company / University: LiU \*

4 Department: IFM \*

5 Laboratory / Group: Thinfilm \*

6 Project name: 12053290632 x

Practical coach: Type to see suggestion (min. 3 charact)

Supervisor:

Start date (yyyy-mm-dd):

End date (yyyy-mm-dd):

Supplementary info:

I understand that personal information is saved about me. The General Data Protection Regulation (GDPR) came into force on 25 May 2018, and applies to all processing of personal data at LiU. For more information please log on to the Internal LiU network, you will find more information on <https://insidan.liu.se/dataskyddsförordningen>.

3. Company/ University: Fill in LiU or an External company name

4. Department: An institution ie IFM, ITN, IEI or an External company name

5. Laboratory group: The name of your organisational division, ie Thinfilm. Or an External company name.

6. Project name: The number of the project that you will be working for in the lab should be entered here. It is a **11 digits number** for internal projects or 1-3 digits for external companies. **Every user needs to be connected to one or more projects, if you don't enter anything here we will contact you for information.**

# Apply for Access

Company / University:  \*

Department:  \*

Laboratory / Group:  \*

Project name:  ×

7 Practical coach:

Supervisor:

8 Start date (yyyy-mm-dd):

End date (yyyy-mm-dd):

9 Supplementary info:

10  I understand that personal information is saved about me. The General Data Protection Regulation (GDPR) came into force on 25 May 2018, and applies to all processing of personal data at LiU. For more information please log on to the Internal Liu network, you will find more information on <https://insidan.liu.se/dataskyddsförordningen>.

7. If you know the name of the practical coach and the Supervisor fill it in, if not leave it blank.

8. Add a start date and End date if the account is temporary, if not leave it blank

9. In supplementary info you can add all licences that you have for instruments in Timebook. **NEW** licences should be applied for in LIMS.

10. Check the box



# Apply for Access

## Apply for access to this lab

### Step 2 of 2: Username, password and contact information

11

Help

Username:  Username and password are what you will login with if your application is approved.

Password:  The password must be at least 3 characters long.

Confirm Password:

Email:

Phone, work:

Phone, mobile:

Image:  Browse...

Previous

13

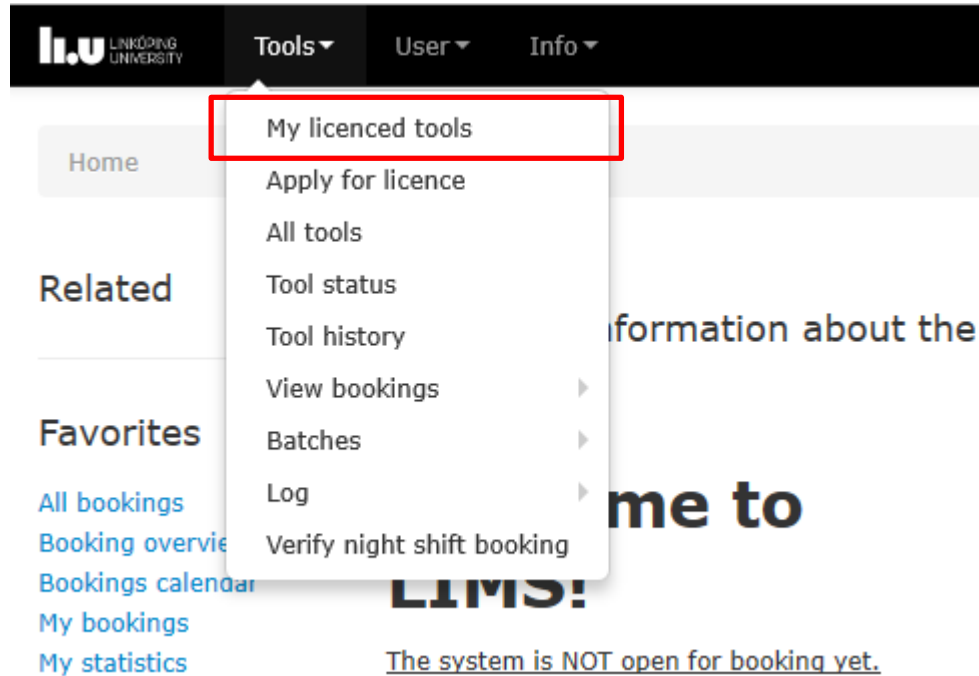
11. Add Username, choose a password, add contact information and a photo of your self. The first 4 lines are mandatory. You can update this information later in your profile.

*The password must be at least 3 characters long. We advice you to add another Username and Password than your LiU account.*

13. Click Finish, the application will be sent to the Administator of LIMS. You will receive a confirmation mail from the Administrator when your account is ready to use.

# Tools Menu

# Tools Menu



The Tools menu is accessible to all users of the system  
My licenced tools displays a list of the tools for which the user has a licence.

# My licenced Tools

## My licenced tools



Add/remove filters (0 of 32 filters chosen)

Optional filters for this list [\(Hide filters...\)](#)

Tool Id:	<input type="text"/>	Tool name:	<input type="text"/>
Category:	-- All Categories --	Status:	-- All --
Responsible:	-- All tool responsible --	Booking type:	-- All booking types --

[Apply filters](#)

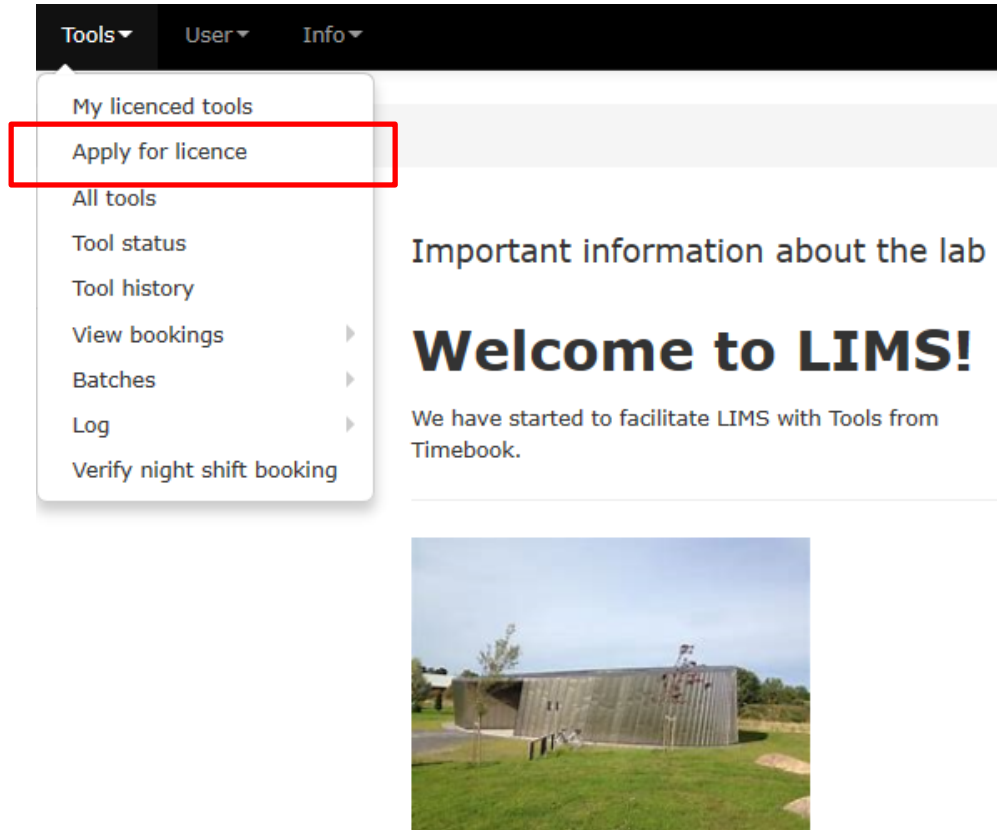
Add/remove columns (7 of 32 columns chosen)



	Tool Id	Name	Category	Booking	1st responsible	2nd responsible	Status	Favorite
<a href="#">Book</a> <a href="#">View</a> <a href="#">Leg</a>	1	Sem Leo	Electron microscopy	Compulsory	Thomas (Admin) Lingefelt		Available	<a href="#">Add</a>
<a href="#">Book</a> <a href="#">View</a> <a href="#">Leg</a>	37	TEM Arwen	Electron microscopy	Compulsory	Thomas (Admin) Lingefelt		Available	<a href="#">Add</a>
<a href="#">Book</a> <a href="#">View</a> <a href="#">Leg</a>	62	testverktyg	Other	Compulsory	Jens Trosell	Sven Andersson	Available	<a href="#">Add</a>
<a href="#">Book</a> <a href="#">View</a> <a href="#">Leg</a>	63	TestSem	Electron microscopy	Compulsory	Thomas (Admin) Lingefelt	Anette (Admin) Frid	Available	<a href="#">Add</a>

The user is able to perform bookings, perform logging or viewing the tools in the list. This is done by clicking on the links next to the instrument.

# Apply for Licence



The screenshot displays the MyFab LIMS interface. At the top, there is a navigation bar with three dropdown menus: 'Tools', 'User', and 'Info'. The 'Tools' menu is open, showing a list of options: 'My licenced tools', 'Apply for licence', 'All tools', 'Tool status', 'Tool history', 'View bookings', 'Batches', 'Log', and 'Verify night shift booking'. The 'Apply for licence' option is highlighted with a red rectangular box. Below the navigation bar, the main content area features a header 'Important information about the lab' followed by a large bold heading 'Welcome to LIMS!'. Underneath this heading, a message reads: 'We have started to facilitate LIMS with Tools from Timebook.' At the bottom of the screenshot, there is a photograph of a modern, single-story building with a corrugated metal facade, situated on a grassy area under a clear blue sky.

-To get a licence to use a specific instrument go to Tools Menu and choose *Apply for licence*

# Apply for Licence

Apply for licence

Apply for licence

Select tool: -- Select tool --

Sort: name

Select tool:

- Select tool --
- 13 500NMR
- 14 600NMR
- 12833 AFM Dimension 3100
- 19 AFM Nanoscope
- 14216 Agneta
- 12715 ALV Light scattering
- 20 ASAP 2020
- 10618 AUC Beckman
- 10788 Auger
- 12 Autoklav Anfinsen
- 11 Autoklav Wöhler
- 17065 Autolab BTS1 – lever arm-LSM
- 44 Autolab BTS2 – tensile tester
- 11500 Autolab PGSTAT20
- 12827 Biacore 3000
- 9 Biorad CFX Connect
- 15 BMG Clariostar
- 10620 Cary Win UV100
- 13691 Circular Dichroism
- 15294 CompactStat2-FRA – L202
- 21 Dark Room M207
- 22 Disco DAD321 Dicing Saw
- 2 DLS platereader
- 13195 DSC
- 23 Echnaton PS
- 24 Emstat2A no FRA
- 25 Emstat2B no FRA
- 26 Emstat2C no FRA
- 12464 EP3 Ellipsometer

-Select Tool in the drop down list, can be sorted by name or ID.

# Apply for Licence

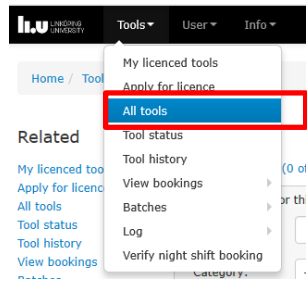
## Apply for licence

Please fill the form with information regarding your license.

Tool:	11736 XRD Asterix
Project:	-- Select project --
Possible dates for user training	Primary: <input type="text"/>
	Secondary: <input type="text"/>
	Third: <input type="text"/>
Estimated uses: <i>(Estimated use in hours, nearest 6 month)</i>	<input type="text"/>
Practical coach: <i>(on this tool)</i>	<input type="text" value="Type to see suggestion (min. 3 charac"/>
Short info of intended use:	<div style="border: 1px solid #ccc; height: 150px;"></div>

- Fill in the information if possible, otherwise just leave it blank.
- Click on *send application*, the tool responsible will get this application and you will get confirmation by mail.
- Tool responsible will contact you about dates for training if applicable.

# All Tools



## All tools



Add/remove filters (0 of 34 filters chosen)

Optional filters for this list *(Hide filters...)*

Tool Id:	<input type="text"/>	Tool name:	<input type="text"/>
Category:	Electron microscopy	Process line:	-- All process lines --
Area/Room:	-- All area/rooms --	<input type="button" value="Apply filters"/>	

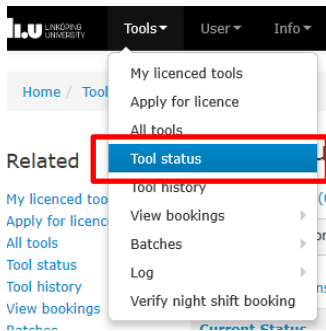
Add/remove columns (5 of 34 columns chosen)

	Name ▲	Tool Id	Category	1st responsible	2nd responsible
<a href="#">Apply View</a>	FIB Zeiss	13342	Electron microscopy	Thomas (Admin) Lingefelt	
<a href="#">Book View</a> <a href="#">Log</a>	Sem Leo	1	Electron microscopy	Thomas (Admin) Lingefelt	
<a href="#">Book View</a> <a href="#">Log</a>	TEM Arwen	37	Electron microscopy	Thomas (Admin) Lingefelt	
<a href="#">Apply View</a>	TEM Galadriel	12508	Electron microscopy	Thomas (Admin) Lingefelt	
<a href="#">Book View</a> <a href="#">Log</a>	TestSem	63	Electron microscopy	Thomas (Admin) Lingefelt	Anette (Admin) Frid

This page lists all tools registered in the system. It is possible to do some filtering to narrow down the number of instruments displayed. Here you can [Apply for licence](#), [Book an instrument](#), [View details](#) or [perform Logging](#).



# Tool Status



## Tool status overview



Add/remove filters (0 of 34 filters chosen)

Optional filters for this list (Hide filters...)

Category:	-- All Categories --	Status:	-- All --
Responsible:	-- All tool responsables --	Booking Type:	-- All booking types --

Add/remove columns (5 of 34 columns chosen)

Current Status	Actions	Name	Tool Id	Category	Warning/Down message
Warning	Change status	Test tool	101	Sample preparation microscopy	testing
Available	Change status	Sem Leo	1	Electron microscopy	
Available	Change status	TEM Galadriel	12508	Electron microscopy	
Available	Change status	FIB Zeiss	13342	Electron microscopy	

This page lists all instruments registered in the system displaying their current status. Clicking on "Change Status" gives a popup window, see next page.

## Tool status overview



Add/remove filters (0 of 34 filters chosen)

Optional filters for this list *(Hide filters...)*

Category:	-- All Categories --	Status:	-- All --
Responsible:	-- All tool responsables --	Booking Type:	-- All booking types --

Add/remove columns (5 of 34 columns chosen)

Current Status	Actions	Name	Tool Id	Category	Warning/Down message
Warning	<b>Change status</b>	Test tool	101	Sample preparation microscopy	testing
Available	<b>Change status</b>	Sem Leo	1	Electron microscopy	
Available	<b>Change status</b>	TEM Galadriel	12508	Electron microscopy	
Available	<b>Change status</b>	FIB Zeiss	13342	Electron microscopy	

Clicking on "Change Status" gives a popup window:

Change status

Change status/message for tool

Status: Available (current status)  
Warning

Cancel Save

# Change Tool Status

Status Change	Effect
Available → Warning	When a booking is made a warning message will be displayed to the user
Available/Warning → Down	All future bookings will be deleted. If a booking spans into the down period that booking will be shortened to the nearest available ½ hour.
Down → Available/Warning	If licenced users of that instrument have activated e-mail notifications in "My Profile", they will receive a notification e-mail when an instument status changes from "Down"

# Tool History



## Tool history



Add/remove filters (0 of 7 filters chosen)

Optional filters for this list *(Hide filters...)*

Period:

Tool:

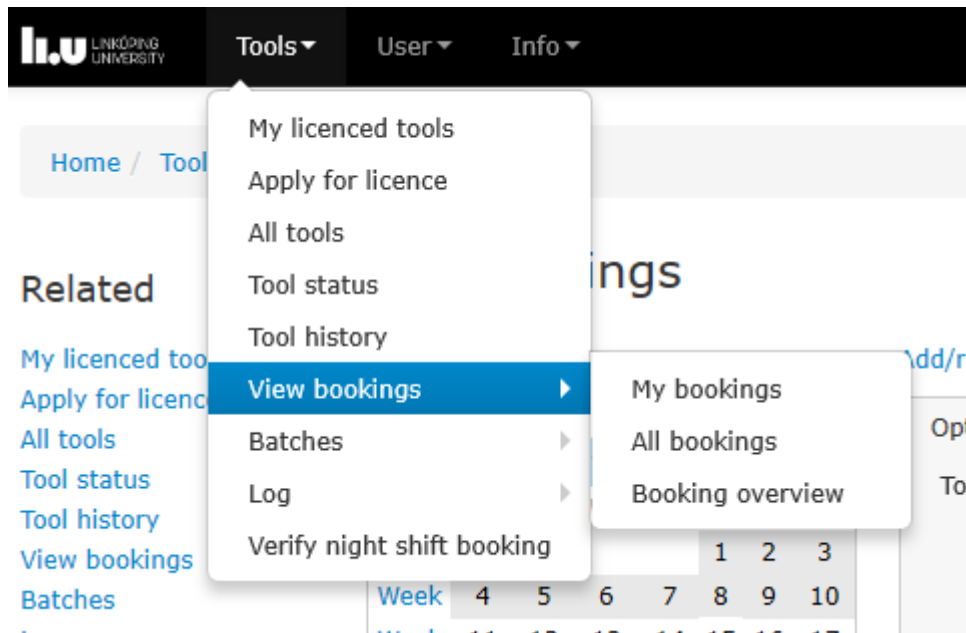
Sort:

Export to Excel...

Tool Id	Tool name	Event	Start	Stop	Timespan	Info
101	Test tool	<b>Warning</b>	2019-10-30 08:19	2019-11-11 11:12	12d 2h 52min	<b>Warning message:</b> testing
101	Test tool	<b>Warning</b>	2019-10-22 12:56	2019-10-22 12:58	0d 0h 1min	<b>Warning message:</b> service
101	Test tool	<b>Down</b>	2019-09-20 10:53	2019-10-15 15:46	25d 4h 52min	<b>Down message:</b>

Tool History shows the status history of a selected tool.

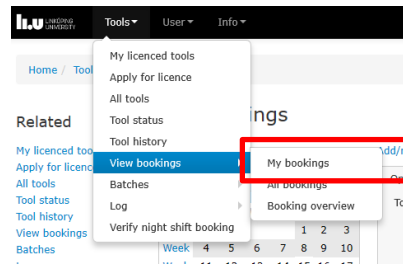
# View Bookings



This gives the users an overview of their own bookings and the opportunity to overview other bookings as well

# My bookings

★ ⓘ ⌵



## My bookings

Add/remove filters (0 of 16 filters chosen)

Optional filters for this list (Hide filters...)

Tool: 1 Sem Leo

Sort: id

Project: -- All projects --

From date: 2019-04-02 To date: 2019-11-20

Display bookings

Add/remove columns (7 of 18 columns chosen)

<input type="checkbox"/>		Start ▲	Stop	Tool Id	Name	Batch	Log status	Project
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Log</a>	2019-05-07 13:00	2019-05-07 15:00	1	Sem Leo		Completed	Elektronmikroskopi (m)
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Log</a>	2019-05-10 00:00	2019-05-10 10:30	1	Sem Leo		Started	Elektronmikroskopi (m)
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Log</a>	2019-09-06 10:30	2019-09-06 13:30	1	Sem Leo		Completed	Birch VR Super ADAM 2015-05988
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Log</a>	2019-09-08 02:00	2019-09-08 04:00	1	Sem Leo		Started	Birch VR Super ADAM 2015-05988
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Log</a>	2019-10-29 12:00	2019-10-29 14:30	1	Sem Leo		Not Started (Optional)	Birch VR Super ADAM 2015-05988
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Log</a>	2019-11-08 14:00	2019-11-08 14:30	1	Sem Leo		Not Started (Optional)	Birch VR Super ADAM 2015-05988

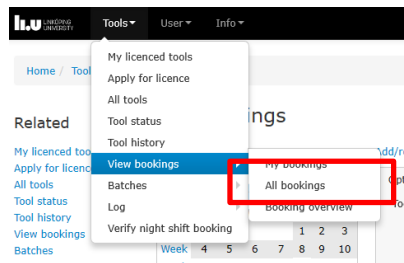
Show Page: 1 (Total Records: 6)

Records Per Page: 10

Delete checked bookings

Overview of the bookings made by the user. Bookings can be deleted by selecting booking(s) and pressing the button "Delete checked bookings". Only future bookings can be deleted.

# All bookings



## All bookings

November 2019

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 28	28	29	30	31	1	2	3
Week 4	4	5	6	7	8	9	10
Week 11	11	12	13	14	15	16	17
Week 18	18	19	20	21	22	23	24
Week 25	25	26	27	28	29	30	1
Week 2	2	3	4	5	6	7	8

Add/remove filters (0 of 26 filters chosen)

Optional filters for this list (Hide filters...)

Tool: - All tools - Sort: id

Project: 12051302688 (Birch VR Super AD)

From date: 2019-04-02 To date: 2019-11-20 Display bookings

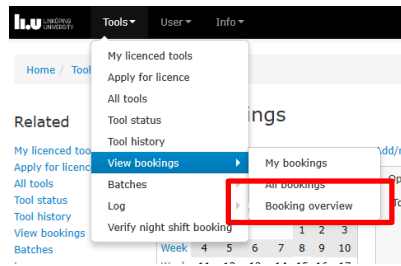
Add/remove columns (7 of 27 columns chosen)

XRD Majestix (11382)  
02 apr-20 nov

Edit	Log	Start ▲	Stop	Tool name	Tool id	Project	Batch	Log status
Edit	Log	2019-09-06 10:30	2019-09-06 13:30	Sem Leo	1	Birch VR Super ADAM 2015-05988		Completed
Edit	Log	2019-09-08 02:00	2019-09-08 04:00	Sem Leo	1	Birch VR Super ADAM 2015-05988		Started
Edit	Log	2019-09-18 08:00	2019-09-18 09:00	TEM Arwen	37	Birch VR Super ADAM 2015-05988		Not Started (Optional)
Edit	Log	2019-09-19 08:00	2019-09-19 13:30	TEM Arwen	37	Birch VR Super ADAM 2015-05988		Completed
Edit	Log	2019-09-21 02:00	2019-09-21 06:00	XRD Astronomix	14983	Birch VR Super ADAM 2015-05988		Not Started (Optional)
Edit	Log	2019-10-17 09:00	2019-10-17 11:30	TEM Arwen	37	Birch VR Super ADAM 2015-05988		Not Started (Optional)
Edit	Log	2019-10-29 12:00	2019-10-29 14:30	Sem Leo	1	Birch VR Super ADAM 2015-05988		Not Started (Optional)

Lists all bookings for a tool AND/OR a project during a period of time.

# Booking overview



## Tools booked view

Use filter  My favourites

October 2019							
Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week	30	1	2	3	4	5	6
Week	7	8	9	10	11	12	13
Week	14	15	16	17	18	19	20
Week	21	22	23	24	25	26	27
Week	28	29	30	31	1	2	3
Week	4	5	6	7	8	9	10

Week view  Day view

Daytime

Optional filters for this list (Hide filters...)

All tools  Tool groups

Category: -- All Categories -- Status: -- All --

Responsible: -- All tool responsible -- Booking type: -- All bookable types --

Area/Room: -- All Areas/Rooms --

Show only tools with bookings  
 Show only licenced tools

Apply filters

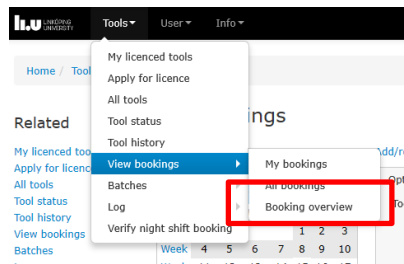
Favourites can be managed at following selection: "Use filter", "Day view".

Favourites	Tools	7	8	9	10	11	12	13	14	15	16	17	18
Add	IviumStat BTS1 (15295)												
Add	XPS Porthos (43)												
Add	24070 Automatic gamma counter (13934)												

This page can be used in two modes. Either you displays an overview of bookings the selected date. Or you get a view for a week, see next page. Filter can be used for more specified selections.



# Booking overview



## Tools booked view

Use filter 
  My favourites 
  **Week view**
 Day view 
 Daytime ▼

< October 2019 >

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 30	1	2	3	4	5	6	
Week 7	8	9	10	11	12	13	
Week 14	15	16	17	18	19	20	
Week 21	22	23	24	25	26	27	
Week 28	28	29	30	31	1	2	3
Week 4	5	6	7	8	9	10	

Optional filters for this list *(Hide filters...)*

All tools 
  Tool groups

Category: -- All Categories -- 
 Status: -- All --

Responsible: -- All tool responsible -- 
 Booking type: -- All bookable types --

Area/Room: -- All Areas/Rooms --

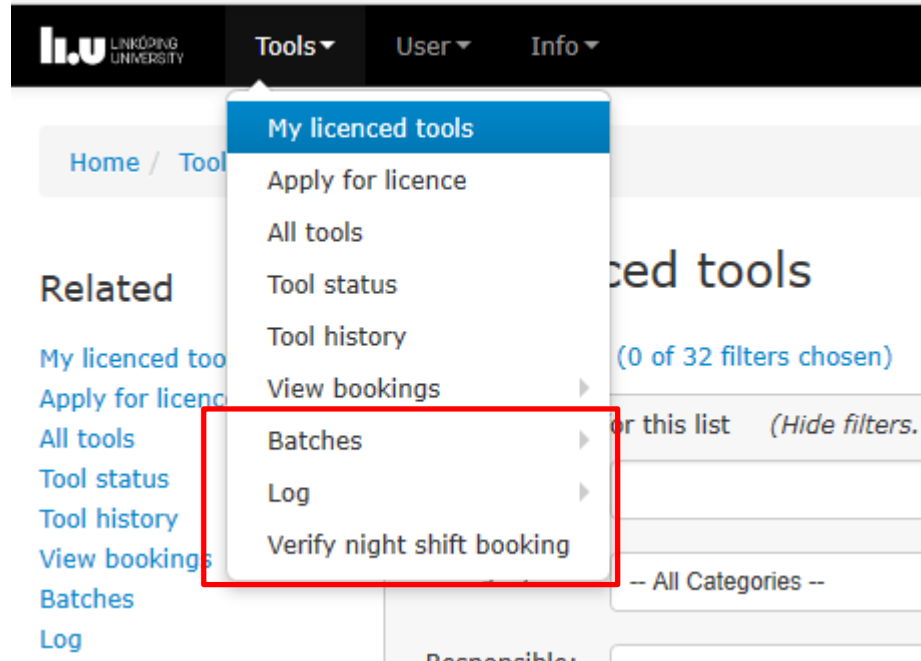
Show only licenced tools

Apply filters

*Favourites can be managed at following selection: "Use filter", "Day view".*

Monday 28-10	Tuesday 29-10	Wednesday 30-10	Thursday 31-10	Friday 01-11
	1 Sem Leo 12:00 - 14:30 Frida Frid	13934 24070 Automatic gamma counter 08:30 - 09:30 Lina Roth	1 Sem Leo 11:00 - 13:00 Anette (Admin) Frid	14983 XRD Astronomix 10:30 - 13:30 Anette (Admin) Frid
		13934 24070 Automatic gamma counter 10:00 - 10:30 Lina Roth	7071 DPL/Sputter 14:00 - 17:00 Chun-Xia Du	62 testverktyg 16:30 - 17:00 Anette (Admin) Frid
		43 XPS Porthos 11:00 - 14:00 Grzegorz Greczynski		
		15295 IviumStat BTS1 13:00 - 14:00 Edwin Jager		

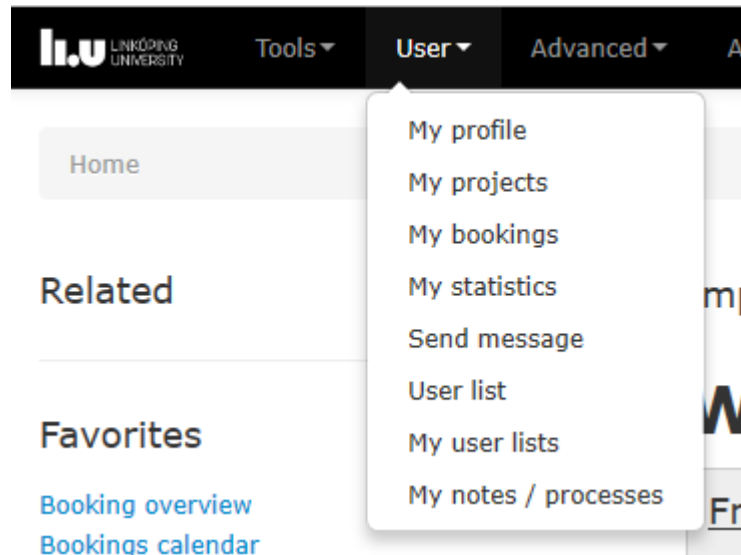
# Batches, Log and Verifying night shift booking



These menus will not be in use initially.

# User Menu

# User Menu



All users have access to the "User Menu"  
Pages found here:

My Profile - View and edit my own profile

My Projects – View and edit my own projects

My bookings – View and edit my own bookings

My Statistics -View some statistics over my bookings

Send Message - Send message to other users

User list - View some user information on other users

My user list - Page for creating own lists of users, for emails.

## My profile

**Personal Info**


Username: frida

Name: Frida Frid

Phone, work:

Phone, mobile:

E-mail:



remove image

New image:

**Change Password**

**Email Settings**

**User Settings**

**Courses**

**Favorites**

Personal Info: To change the settings simply edit the fields and press Save Changes

## My profile

**Personal Info**

**Change Password**

Change Your Password

Password:

New Password:

Confirm New Password:

**Email Settings**

**User Settings**

**Courses**

**Favorites**

Change Password: the user can change password by entering a new password and press Change Password

## My profile

<b>Personal Info</b>	
<b>Change Password</b>	
<b>Email Settings</b>	
Show a link for sending my future bookings as an ICal-file.	Yes ▾
Receive e-mail when a (licenced) tool is available again after being down:	Yes ▾
Receive e-mail when a (licenced) tool is available again after someone canceled a booking	Yes ▾
Send a confirmation mail whenever an action causes a mail being sent to user(s):	Yes ▾
<input type="button" value="Save changes"/>	
<b>User Settings</b>	
<b>Courses</b>	
<b>Favorites</b>	

**Email Settings:** The user can change the personal E-mail settings. When to receive an email from the system and if the system should send a confirmation mail as a copy to yourself when mailing another user.

## My profile

**Personal Info**

**Change Password**

**Email Settings**

**User Settings**

My default project when booking: 12059990735 (Goyenola: ÅF 16-4: ▾)

My default project for time in cleanroom: No default ▾

Use simultaneous booking windows: No ▾

Default timeout for login: 20 min ▾

Use iCalendar-feed  Show

Use reminder in iCalendar 15 min ▾

Default sorting dropdown list, Tools Tool name ▾

Remember page filter(s) Don't remember filters ▾

Save changes

**Courses**

**Favorites**

User Settings: This is the section for default project when booking, one or several booking windows at the same time, default timeout for login and using an iCalendar-feed. By clicking the link show, the link to the iCalendar feed is shown.

### My profile

**Personal Info**

**Change Password**

**Email Settings** Show ICS path

**User Settings** <http://62.181.227.151/resources.ifm.liu/user/ics/zNnJXZ0m0q6eXo2i3Z53nw.ics>  
*Click three times on text to mark the address*

My default project

My default project

Use simultaneous booking windows: No ▾

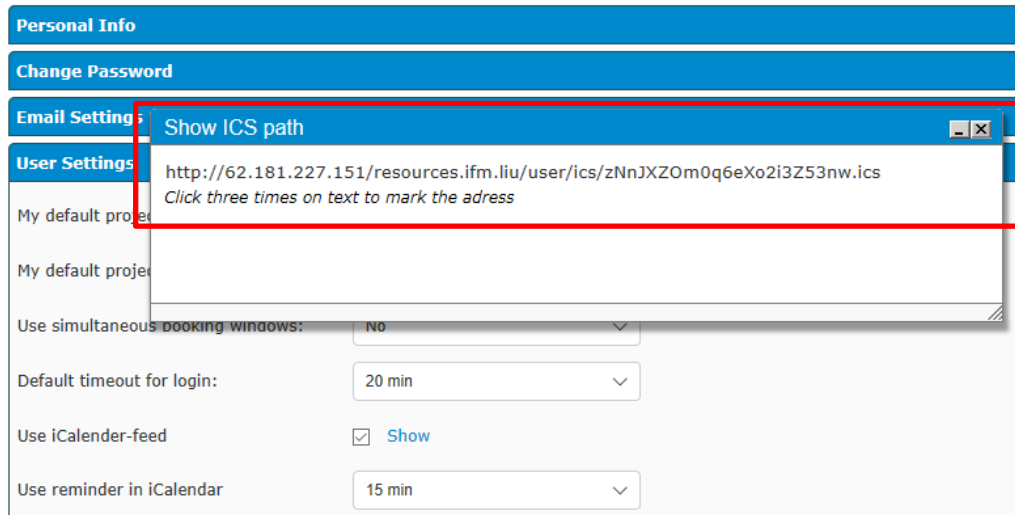
Default timeout for login: 20 min ▾

Use iCalendar-feed  Show

Use reminder in iCalendar 15 min ▾



## My profile



**Personal Info**

**Change Password**

**Email Settings**

**User Settings**

My default project

My default project

Use simultaneous booking windows: No

Default timeout for login: 20 min

Use iCalendar-feed  Show

Use reminder in iCalendar 15 min

By copying the link into a calendar that supports iCalendar (like Outlook or the Google calendar ) the user´s future bookings are shown in the calendar. How to add the LIMS calendar to your Google calendar can be found here:

<http://support.google.com/calendar/answer/37100?hl=en>.

How to subscribe from Outlook:

<http://office.microsoft.com/en-us/outlook-help/view-and-subscribe-to-internet-calendars-HA010167325.aspx>

## My profile

Personal Info

Change Password

Email Settings

User Settings

Courses

Course	Description	ProjectLeader	Date
test	testar	Thomas (Admin) Lingefelt	2019-09-02

Favorites

Courses: Shows all the courses that the user has attended.

### My profile

- Personal Info**
- Change Password**
- Email Settings**
- User Settings**
- Courses**
- Favorites**

**Tools**

My licenced tools     Apply for licence     All tools  
 Tool status     Tool history     Verify night shift booking

**View bookings**

My bookings     All bookings     Booking overview

**Batches**

Batch list     Add batch     Log history by batch  
 Log history by tool

**Log**

Log status     Log history by tool     Log history by batch

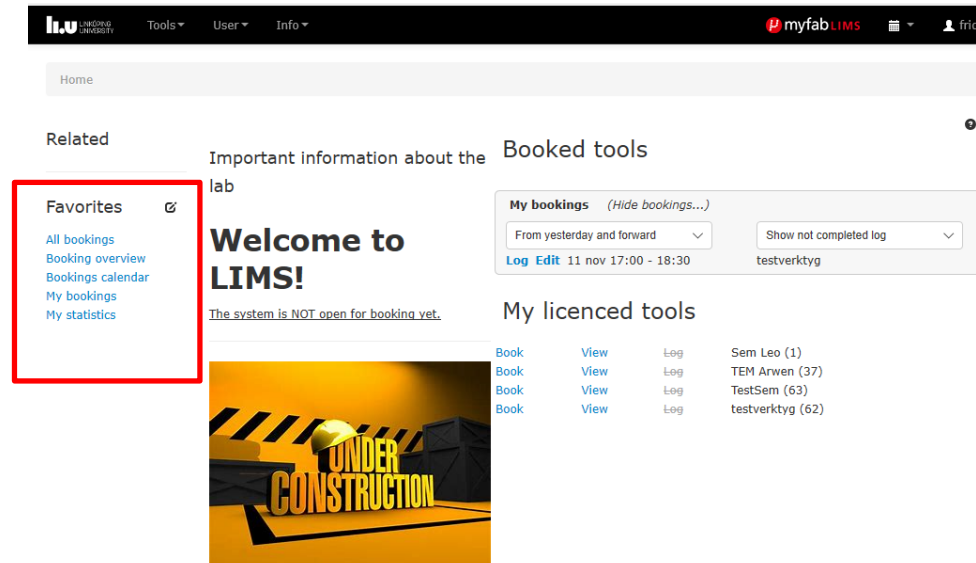
**User**

My profile     My projects     My bookings  
 My cleanroom entries     My statistics     Send message  
 User list     My user lists     My notes / processes  
 Process manager

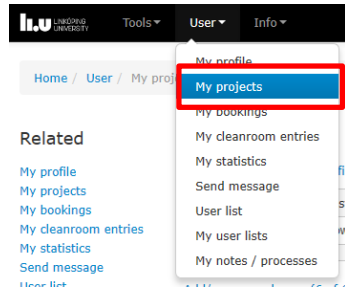
**Info**

Area / room list     Chemical list     General documents  
 Tool documents     Sitemap     LIMS policy  
 About  
 Bookings calendar  
 Bookings calendar (old)

Favorites are created by clicking different sections, they are then displayed as "Favorites" in the left hand Menu.



# My Projects



## My projects

Add/remove filters (0 of 6 filters chosen)

Optional filters for this list *(Hide filters...)*

Active/deleted:

Add/remove columns (6 of 6 columns chosen)

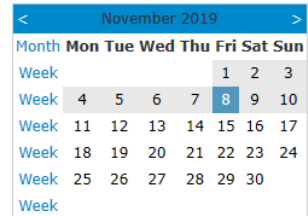
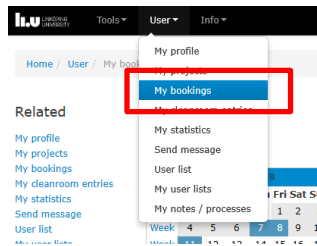
	Project Id	Project	Start	End	Project leader	Hour cost (time in cleanroom)
<a href="#">view</a>	12051302688	Birch VR Super ADAM 2015-05988	2019-01-01	2025-12-31	Anette (Admin) Frid	<input type="checkbox"/>
<a href="#">view</a>	12059990735	Goyenola: ÅF 16-430	2019-01-01	2025-12-31	Anette (Admin) Frid	<input type="checkbox"/>

Show Page: 1 (Total Records: 2)

Records Per Page:

Shows all projects for the user

# My bookings



Add/remove filters (0 of 16 filters chosen)

Optional filters for this list (Hide filters...)

Tool: 1 Sem Leo

Sort: id

Project: -- All projects --

From date: 2019-04-02 To date: 2019-11-20

Display bookings

Add/remove columns (7 of 18 columns chosen)

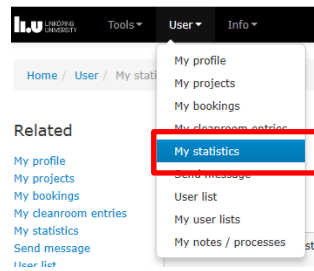
<input type="checkbox"/>	Start	Stop	Tool Id	Name	Batch	Log status	Project
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Log</a>	2019-05-07 13:00 - 2019-05-07 15:00	1	Sem Leo		Completed	Elektronmikroskopi (m)
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Log</a>	2019-05-10 00:00 - 2019-05-10 10:30	1	Sem Leo		Started	Elektronmikroskopi (m)
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Log</a>	2019-09-06 10:30 - 2019-09-06 13:30	1	Sem Leo		Completed	Birch VR Super ADAM 2015-05988
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Log</a>	2019-09-08 02:00 - 2019-09-08 04:00	1	Sem Leo		Started	Birch VR Super ADAM 2015-05988
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Log</a>	2019-10-29 12:00 - 2019-10-29 14:30	1	Sem Leo		Not Started (Optional)	Birch VR Super ADAM 2015-05988
<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Log</a>	2019-11-08 14:00 - 2019-11-08 14:30	1	Sem Leo		Not Started (Optional)	Birch VR Super ADAM 2015-05988

Show Page: 1 (Total Records: 6) Records Per Page: 10

Delete checked bookings

Overview of the bookings made by the user. Bookings can be deleted by selecting booking(s) and pressing the button "Delete checked bookings". Only future bookings can be deleted.

# My Statistics



## My statistics



### Type of view

- Bookings / logs  
 Lab time

Optional filters for this list (Hide filters...)

Predefined time period 2019 Nov 2019  
 Custom time period 2019-11-01 to: 2019-11-30  
 Batch id:  Batch name:   
 Project: -- All my projects --

- My statistics  Projects statistics  Include Man hour

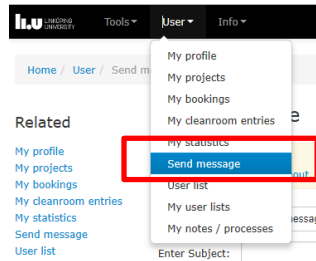
*Time is calculated for bookings that end within the selected time period.*

*Cost is based on booked time, for projects charged by hourly fees, and price is before reduction*

Project Id	Project Name	Tool Id	Tool Name	Batch	User	Bookings	Booked hours	Logs	Logged hours	Cost
12051302688	Birch VR Super ADAM 2015-05988	1	Sem Leo		Frida Frid	1	,5	0		213
12051302688	Birch VR Super ADAM 2015-05988	62	testverktyg		Frida Frid	1	1,5	0		0
12018990508	Janzén: VR 621-2009-3383	12	Autoklav Anfinfen		Frida Frid	1	,5	0		0
<b>Total</b>						<b>3,0</b>	<b>2,5</b>	<b>0</b>	<b>0,0</b>	<b>213</b>

The data presented is a summary of the bookings performed by the logged in user during selected period. There is also an estimated price for the bookings, based on the cost/hour.

# Send Message



## Send Message

**Keep Alive**  
Click here to prevent logout.

Send email to: -- Send message to... ▾

Enter Subject:

Enter Message:

Attach file(s):  Browse...  Remove

[Add attachment](#)

Send me a copy of the email

This page enables the user to send messages to other users registered in LIMS

# Send Message

## Send Message

Keep Alive

[Click here to prevent logout.](#)

Send email to:

-- Send message to...

One user  
Several users  
Tool responsible  
Users of a specific tool  
The booking system administrator  
Defined filter list  
Defined user list

Enter Subject:

Enter Message:

Attach file(s):

Browse...

[Add attachment](#)

Remove

Send me a copy of the email

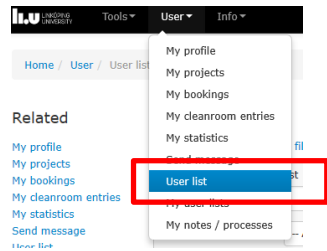
Send Mail

The user first selects a recipient type in the drop down box. When a recipient type is selected the page changes appearance and the user is presented with different options. See next side



Send Message	
One User	A text field is shown. Use the text field to enter the name of the user. The text field will display a list of users when entering the name.
Several Users	Displays a list of all users with filtering options.
Tool Responsible	Displays a drop down box containing all tools.
Users of a specific Tool	Displays a drop down box containing all tools.
The booking system administrator	After selecting recipient type the user selects the actual recipient(s) and enters subject, the message text and attaches file(s)
Defined filter list	Gets receivers based on a filter. Like "all users with license on any sputter"
Defined user list	Gets receivers based on a predefined list. Like "all my best friends"

# User List



## User list



Add/remove filters (0 of 16 filters chosen)

Optional filters for this list (Hide filters...)

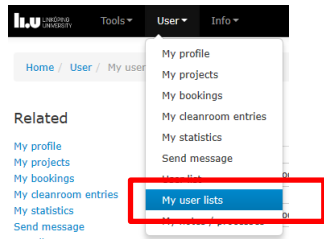
First name:	<input type="text"/>	Last name:	<input type="text"/>
User category:	-- All categories --	User role:	-- All active users of the system --
University/Company:	-- All Universities / Companies --	Department:	-- All departments --
Laboratory Group:	-- All laboratories / groups --	<input type="button" value="Apply filters"/>	

Add/remove columns (7 of 16 columns chosen)

	First name	Last name	Email	Phone, work	Phone, mobile	University / company	Laboratory group
✉	Alexandra	Ahlner	alexandra.ahlner@liu.se	<a href="tel:+4613282593">+4613282593</a>	<a href="tel:+46700895140">+46700895140</a>	University of Linköping	Chemistry
✉ 👤	Anette (Admin)	Frid	anette.frid@liu.se	013282799		University of Linköping	Professional Support Division (VS)
✉	Ann-Charlotte	Svensson Holm	ann-charlotte.svensson@liu.se	<a href="tel:013-282838">013-282838</a>	0735613756	University of Linköping	Biology
✉	Cecilia	Andresen	cecilia.andresen@liu.se	<a href="tel:+4613284669">+4613284669</a>		University of Linköping	Chemistry
✉	Chun-Xia	Du	chun-xia.du@liu.se	<a href="tel:013-282632">013-282632</a>	0736209549	University of Linköping	Semiconductor Materials

Displays users in LIMS, all users can be listed here

# My user lists



## My User lists



Tool:

Tool category:

Tool Area:

User category:

User role:

Laboratory / group:

Project:

University / Company:

Charge:

Add filter

Save current filter to:  Or create new:

Save

### Filters

*No filter lists specified*

### User lists

*No user lists specified*

This page offers the possibility to create two different types of lists. Filtered lists and Users lists.

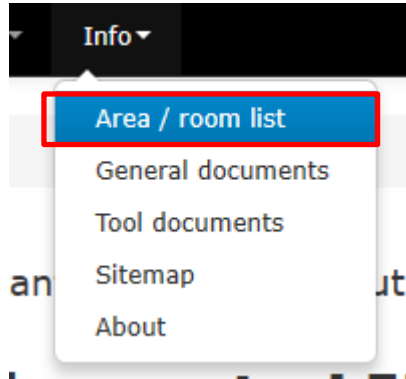
Filtered lists	<p>This is a list of users that is created using one or more filters. Each filter consists of several parameters and if many parameters are combined the filter will be using AND to get the users. This means that if you select "All active users" and one tool category, you will get users that are active and have license for a tool in the selected category.</p> <p>When many filters are combined the system will use OR to get the list of users. This means that if one filter says "All active users that have a license on a tool in a category" and the other filter says "All active users that have the role Lab User" the list of users will consist of active users that either have a license in a tool in the selected category or/and have the role Lab User. A filter is dynamic, which means that if something changes with a user the list will automatically get updated.</p>
Users lists	<p>This is a specific list of users. You have the possibility to add users to your lists and also remove them. You add users by applying different filters and then check the users you want to add. A user list is static, which means that if you have created a user list based on a specific filter and a change is applied to one user which will cause he/she not to appear in the filter anymore, the user will still remain in your user list.</p>

Different types of filters	
Tool	When choosing a tool you will filter on either users that have a license on the selected tool, users that are first or second tool responsible on the selected tool or users that are instructor on the selected tool, all depending on the type of user selected in the dropdown next to the tool dropdown
Tool category	When choosing a tool category you will filter on either users that have a license on one or more tools in the selected category, users that are first or second tool responsible on one or more tools in the selected category or users that are instructor on one or more tools in the selected category , all depending on the type of user selected in the dropdown next to the tool category dropdown.

Different types of filters	
Tool area	When choosing a tool area you will filter on either users that have license on one or more tools in the selected area, users that are first or second tool responsible on one or more tools in the selected area or user that are instructor on one or more tools in the selected area depending on the type of user selected in the dropdown next to the tool dropdown.
User category	When choosing a user category you will filter on users that are a member of that category.
User role	When choosing a role you will filter on users that have that specific role.
Laboratory/ group	When choosing a laboratory group you will filter on users that belong to that specific laboratory group.
Project	When choosing a project you will filter on users that are a member of the selected project.
University/ Company	When choosing a University/ Company you will filter on users that are a member of the selected University/ Company
Charge	When choosing a specific Charge type you will filter on users that are a member of a project with the specific charge

# Info Menu

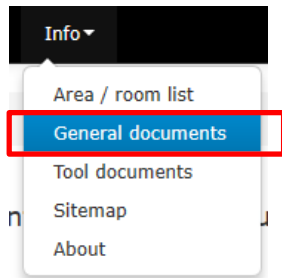
# Info Menu



The Info Menu is accessible to all users of the system  
Area/Room list is just information



# General Documents



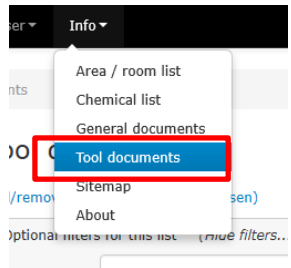
## General documents

View	Source	Document type	Update by supplier	Public visible
<a href="#">View</a>	MyFab LIMS Quick Guide	User Instructions		<input checked="" type="checkbox"/>
<a href="#">View</a>	Request for New Tool Template LIMS	User Instructions		<input type="checkbox"/>

Show Page: 1 (Total Records: 2) Records Per Page: 10

General document are both visible as logged in or anonymous user. Only a user with the role "administrator" can add, edit or delete documents.

# Tool documents



## Tool document list



Add/remove filters (0 of 4 filters chosen)

Optional filters for this list (Hide filters...)

Tool Id:	<input type="text"/>	Tool name:	<input type="text"/>
Tool category:	Sample preparation microscopy	Responsible:	-- All tool responsible --
<input type="button" value="Apply filters"/>		Document sorting:	Type/Name

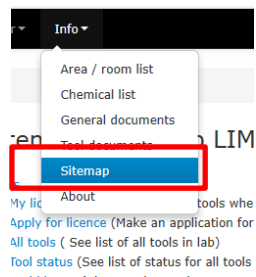
Tool Id	Tool name	Category	Responsible	Documents
30	Ion miller Merry	Sample preparation microscopy	Thomas (Admin) Lingefelt	
45	Ion miller Pippin	Sample preparation microscopy	Thomas (Admin) Lingefelt	
101	Test tool	Sample preparation microscopy	Martin (Admin) Klarqvist	<b>User Instructions</b> Testdokument LIMS.docx <a href="#">[info]</a>
14833	Ion Miller Bilbo	Sample preparation microscopy	Thomas (Admin) Lingefelt	

Show Page: 1 (Total Records: 4)

Records Per Page: 10

”Tool documents” lists all tool and belonging documents. A logged in user can view the list and get the documents – an admin or tool responsible can add or edit documents.

# Sitemap



itemap

## Sitemap for MyFab LIMS

### Tools

- [My licenced tools](#) (See list over tools where you have licence)
- [Apply for licence](#) (Make an application for a licence)
- [All tools](#) ( See list of all tools in lab)
- [Tool status](#) (See list of status for all tools in lab)
- [Tool history](#) (View service, maintenance and availability history by tool)
- [View bookings](#) (Manage bookings)
  - [My bookings](#) (See list of your bookings)
  - [All bookings](#) (See list over tools in order to see when tool is booked)
  - [Booking overview](#) (See view over tools in order to see when tool is booked)
- [Batches](#) (Manage batches)
  - [Batch list](#) (Find the batch owner for a given batch id)
  - [Add batch](#) (Add new batch)
  - [Log history by batch](#) (View history for batches that you or project you belong to have created)
  - [Log history by tool](#) (View log history for tool)
- [Log](#) (Manage logs)
  - [Log status](#) (Log status for booked and unbooked tools.)
  - [Log history by tool](#) (View log history for tool)
  - [Log history by batch](#) (View history for batches that you or project you belong to have created)
- [Verify night shift booking](#) (Make a new booking of tool for night shift)

### User

- [My profile](#) (View and edit your profile)
- [My projects](#) (See list of projects)
- [My bookings](#) (See list of your bookings)
- [My cleanroom entries](#) (Cleanroom entries)
- [My statistics](#) (See your statistics)
- [Send message](#) (Send message to users and admin personell of this lab )
- [User list](#) (See list of users)
- [My user lists](#) (My user lists)
- [My notes / processes](#) (My personal notes / process)

### Info (View various information)

- [Area / room list](#) (See list over area / room)
- [Chemical list](#) (See list of available chemicals)
- [General documents](#) (See list of general documents)
- [Tool documents](#) (See list of tool documents)
- [Sitemap](#) (Show the sitemap of this application)
- [About](#) (Info about LIMS)

The sitemap lists all pages accessible for a user. An anonymous user (not logged in) only sees a few pages, while an administrator sees the whole structure of the site.

# Booking Calendar

How To Use the Calendar

# Booking Calendar

Tools User Info myfab LIMS frida

Important information about the lab

## Welcome to LIMS!

We have started to facilitate LIMS with Tools from Timebook.

### Booked tools

**My bookings** (Hide bookings...)

From yesterday and forward Show not completed log Hide

**Logs without booking** (Hide logs...)

From yesterday and newer Show not completed

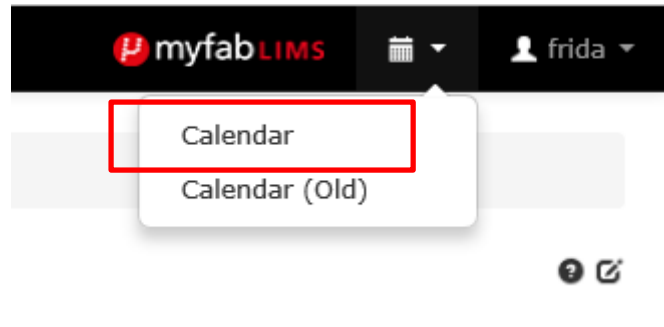
**Project leader bookings** (Show bookings...)

### My licenced tools

<a href="#">Book</a>	<a href="#">View</a>	<a href="#">Log</a>	Sem Leo (1)
<a href="#">Book</a>	<a href="#">View</a>	<a href="#">Log</a>	TEM Arwen (37)
<a href="#">Book</a>	<a href="#">View</a>	<a href="#">Log</a>	XRD Astronomix (14983)

-There are several ways to book an instrument in LIMS, here you can see two ways.

# Booking Calendar



Click on  
Calendar

# Booking Calendar

The screenshot shows the MyFab LIMS Booking Calendar interface. The interface includes a navigation bar at the top with the L.U. logo and menu items: Tools, User, Advanced, Admin, and Info. The main content area is divided into several sections:

- 1**: A dropdown menu for selecting a resource, currently showing "1 Sem Leo".
- 2**: A calendar view for April 2020, showing the days of the week and dates.
- 4**: A checkbox labeled "Show own bookings" which is checked.
- 5**: A "General info" section containing a post by Thomas (Admin) Lingefelt at 2020-01-31 08:37. The post text reads: "1. Teaching and service has highest priority. 2. Contamination risk! We have a policy to not have Zn samples in SEM. In particular samples with poor mechanical stability due to Zn contamination risk. When using powder samples, it is very important when pouring the powder on the tape that both shake off the excess and then blow away as much as possible with nitrogen. The EDX detector must be retracted when venting the chamber and when not in use. Uncertain? Please ask Thomas". Below the text is a "Booking rules..." button.

The calendar grid shows time slots from 00:00 to 16:00. A booking for "Jimmy Thörnberg" is visible in the 13:00-14:00 slot on Thursday, 16/4, highlighted with a red box and labeled **3**.

1. Choose instrument in the drop down list
2. Click on the date
3. Doubleclick on the selected timeslot
4. If you have this box ticked you see all your own bookings.
5. General Info/Booking rules: Here you will find information regarding the selected instrument

# Booking Calendar

## Create Booking ×

Resource: 1 \_\_\_\_\_ Sem Leo

1 Start time: 2019-07-09 14:00 ▾

End time: 2019-07-09 20:00 ▾

Total time: 6 hours

2 Project:  12059990735 (Goyenola: ÅF 16-4: ▾

3 Supplementary information:

Booking message:

4 Batch No.

1. Add start and end time
2. Choose project
3. Add more information if needed
4. Add Batch No if applicable



# Roles and responsibilities

Role	Responsibility
Administrator	Can see and do everything in the system. Booking rules do not apply, with a few exceptions
User	The most common role is a standard user. He/she can see information but not change or add/delete it.
Project Manager	Is basically a "User" who can add and manage projects
Project Leader	Can manage projects but not create any new
Instructor	Opens up menus for editing tools, settings and allow licensing of equipment for users
Tool Responsible	Opens up menus for editing tools, settings and allow licensing of equipment for users

# Glossary

Term	Description
Batch	It is possible to add and edit batches, to be referenced to when logging.
Booking	A booking on a specific tool.
Calendar	In the calendar the users can create/ edit/ view bookings. The calendar displays one week at a time.
External mail receivers	External mail addresses that will receive information messages from LIMS.
Fares and charges	Sets hourly rates, monthly fee etc. Used when handling invoices.
Favorites	A menu that contains the selected favorites in the LIMS system. The favorites are user defined and set in the "My profile" section.
Instructor	A user category that instructs new user how to use the tool
Internal info page	The start page for LIMS. The page can be edited by users with higher permission levels.
Licence Application	Users that need to use a certain tool must apply for a user license. The application is handled by the tool responsible.

# Glossary ....

Term	Description
Log	The process for the users to log their work in a booking/tool.
Log fields	It's possible to add/ create custom log fields on every tool separately.
Newsletter	Users with permissions can create/edit and send the newsletter. The newsletter is usually sent at the end of the week.
Night shift booking	Certain rules apply when booking tools outside daytime hours.
Practical coach	The practical coach is a user that has helped an applicant using a specific tool. The practical coach is a user who has license for that specific tool
Process line(s)	Tools used in a process flow can be grouped using a process line.
Profile	All users have a profile which can be edited by the user himself, email, passwords etc.
Project	It is possible to add/ create projects in LIMS. When booking a tool the user must specify a project.
Sitemap	A map over the structure of the website.

# Glossary....

Term	Description
Supervisor	When applying for an account in LIMS the applier must name his/her supervisor
Tool Category	The tool type.
Tool document	Documents connected to the tool.
Tool down time	The hours the tool has been unavailable.
Tool Id	A unique tool number. This Id is user defined
Tool licence	To book a specific tool the user must have a licence for that tool.
Tool responsible	A user category. There are 1st and 2nd tool responsible. The users in this category grants licenses and are permitted to edit tool properties.
Tool status	The status of a tool. The statuses are Available, Warning and Down.

Anette Frid

[www.liu.se](http://www.liu.se)