MyFab LIMS

User Guide MyFab LIMS ver 2.1

Anette Frid

Apply for Access

How to apply for access to MyFab LIMS

Apply for Access

-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

First name: [   ] *

Last name: [   ] *

Birthdate (yyyy-mm-dd): [   ] *

Type of user: [-- Select type of user -- ▾]

Company / University: [   ] *

Department: [   ] *

Laboratory / Group: [   ] *

Project name: [   ]

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

Supervisor: [   ]

Start date (yyyy-mm-dd): [   ]

End date (yyyy-mm-dd): [   ]

Supplementary info: [   ]

Help

☐
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/dataskyddsforordningen.
*

[Next]

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

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Apply for Access

1.Personal information

2. Type of user: select the appropriate user type

Apply for Access

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 organisatorical 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: LiU *

Department: IFM *

Laboratory / Group: Thinfilm *

Project name: 12053290632

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

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/dataskyddsforordningen.

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

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Apply for Access

Apply for access to this lab

Step 2 of 2: Username, password and contact information

11   Username:

Password:

Confirm Password:

Email:

Phone, work:

Phone, mobile:

Image: Browse...

Previous   13   Finish

Help

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

The password must be at least 3 characters long.

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.*

LINKÖPINGS UNIVERSITET

Tools Menu
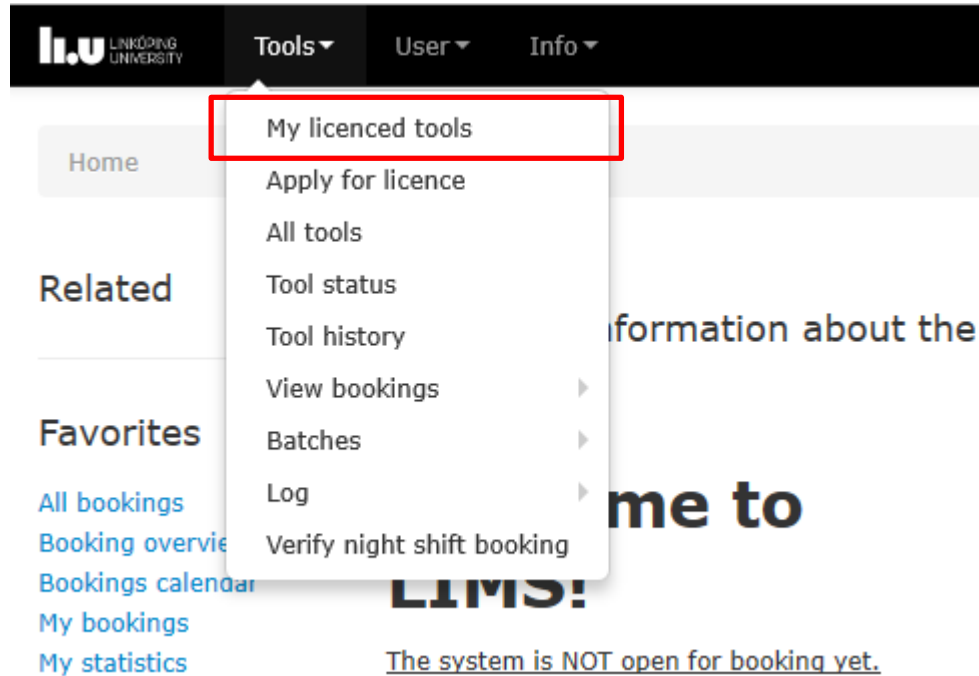
Tools Menu

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

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

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

Apply for Licence

-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:

                                    Secondary:

                                    Third:

Estimated uses:
(Estimated use in hours, nearest 6 month)

Practical coach: Type to see suggestion (min. 3 charac
(on this tool)

Short info of intended use:

Send application

- 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.

LINKÖPINGS UNIVERSITET

All Tools

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.

LINKÖPINGS UNIVERSITET

Tool Status

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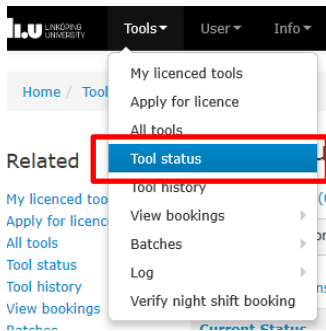
Tool status overview

☆ ❓ ☑

Add/remove filters (0 of 34 filters chosen)

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

Category:	-- All Categories -- ⌄	Status:	-- All -- ⌄
Responsible:	-- All tool responsibles -- ⌄	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	

LINKÖPINGS UNIVERSITET

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"

LINKÖPINGS UNIVERSITET

Tool History

Tool History shows the status history of a selected tool.

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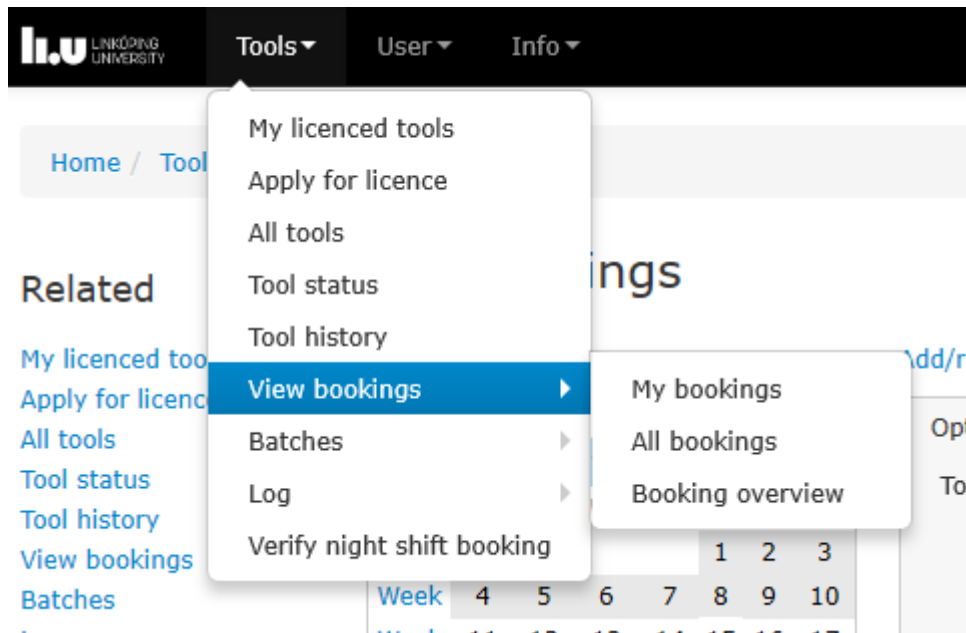
This gives the users an overview of their own bookings and the opportunity to overveiw other bookings as well

My 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

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

Booking overview

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

Batches, Log and Verifying night shift booking
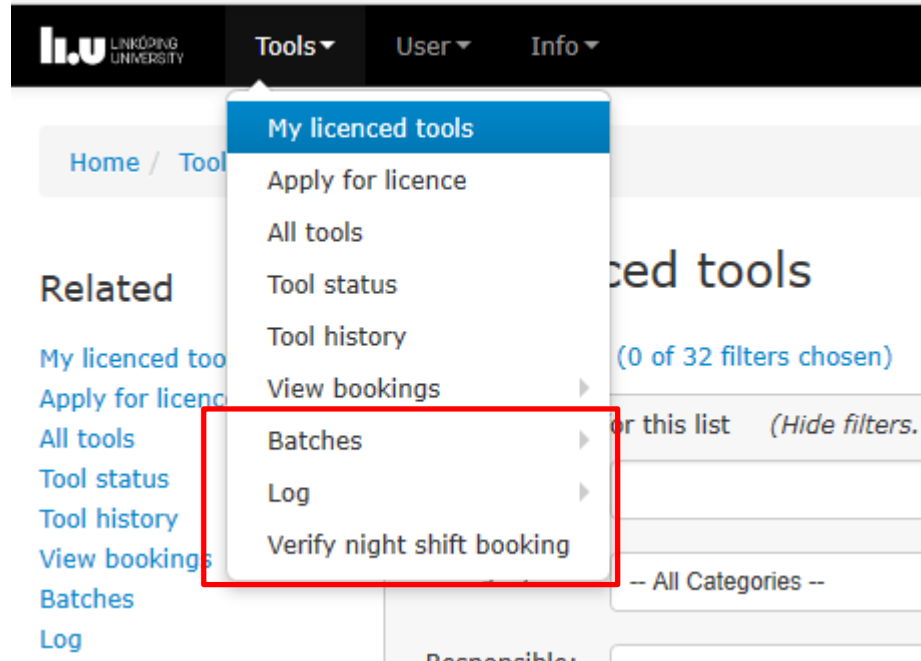
These menues will not be in use initially.

User Menu

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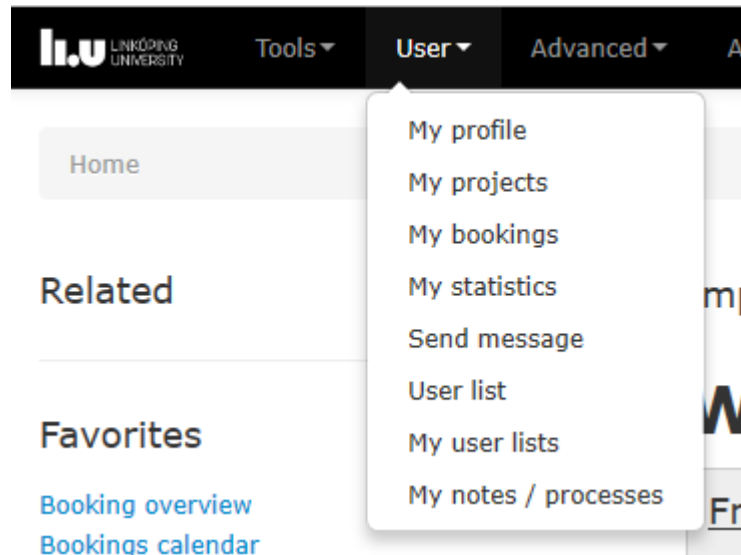
All users have access to the "User Menu" Pages found here:

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: 013282799

Phone, mobile: 013282799

E-mail: anefr78@ifm.liu.se

remove image

New image:

Browse...

Save changes

Change Password

Email Settings

User Settings

Courses

Favorites

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

LINKÖPINGS UNIVERSITET

My profile

Personal Info

Change Password

Change Your Password

Password: [   ]

New Password: [   ]

Confirm New Password: [   ]

[Change Password]   [Cancel]

Email Settings

User Settings

Courses

Favorites

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

LINKÖPINGS UNIVERSITET

My profile

Personal Info

Change Password

Email Settings

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

Save changes

User Settings

Courses

Favorites

Email Settings: The user can change the personal E-mail settings. When to recieve 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 iCalender-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/zNnJXZOm0q6eXo2i3Z53nw.ics
Click three times on text to mark the adress

My default proje

My default proje

Use simultaneous booking windows: No

Default timeout for login: 20 min

Use iCalender-feed ☑ Show

Use reminder in iCalendar 15 min

LINKÖPINGS UNIVERSITET

My profile

| Personal Info |
| Change Password |
| Email Settings |
| User Settings |

Show ICS path

http://62.181.227.151/resources.ifm.liu/user/ics/zNnJXZOm0q6eXo2i3Z53nw.ics
Click three times on text to mark the adress

My default proje

My default proje

Use simultaneous booking windows: No

Default timeout for login: 20 min

Use iCalender-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

LINKÖPINGS UNIVERSITET

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.

LINKÖPINGS UNIVERSITET

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)

[Save changes]

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

LiU LINKÖPING UNIVERSITY   Tools ▾   User ▾   Info ▾   μ myfab LIMS   📅 ▾   👤 frid

Home

Related

Favorites ✎

All bookings
Booking overview
Bookings calendar
My bookings
My statistics

Important information about the lab

Welcome to LIMS!

The system is NOT open for booking yet.

Booked tools

My bookings   *(Hide bookings...)*

From yesterday and forward   Show not completed log

Log Edit 11 nov 17:00 - 18:30   testverktyg

My licenced tools

Book   View   Log   Sem Leo (1)
Book   View   Log   TEM Arwen (37)
Book   View   Log   TestSem (63)
Book   View   Log   testverktyg (62)

LINKÖPINGS UNIVERSITET

My Projects

My projects

Add/remove filters (0 of 6 filters chosen)

Optional filters for this list (Hide filters…)	
Active/deleted:	Show all active ∨

Add/remove columns (6 of 6 columns chosen)

	Project Id	Project	Start	End	Project leader	Hour cost (time in cleanroom)
view	12051302688	Birch VR Super ADAM 2015-05988	2019-01-01	2025-12-31	Anette (Admin) Frid	☐
view	12059990735	Goyenola: ÅF 16-430	2019-01-01	2025-12-31	Anette (Admin) Frid	☐

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

Shows all projects for the user

LINKÖPINGS UNIVERSITET

My 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 fututre bookings can be deleted.

My Statistics

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

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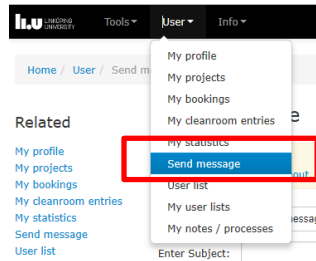
Send Message

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...   Remove

Add attachment

☐ 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 apperance and the user is presented with different options. See next side

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UNIVERSITET

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 recievers based on a filter. Like "all users with license on any sputter"
Defined user list	Gets recievers based on a predefined list. Like "all my best friends"

LINKÖPINGS
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User List

Displays users in LIMS, all users can be listed here

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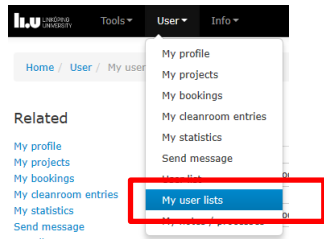
This page offers the possibility to create two different types of lists. Filtered lists and Users lists.

Filtered lists	This is a list of users that is created using one ore more filters. Each filter consists of several parameters and if many paramaters 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. 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.
Users lists	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.

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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.

LINKÖPINGS
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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

LINKÖPINGS UNIVERSITET
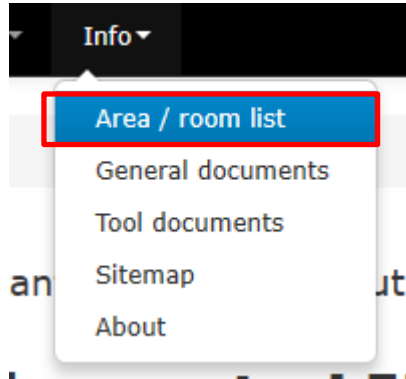
Info Menu

Info Menu

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

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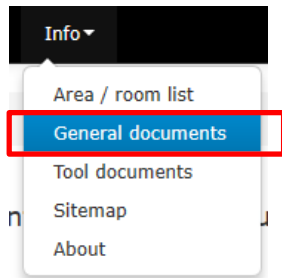
General document are both visible as logged in or anonymous user. Only a user with the role "administrator" can add, edit or delete documents.

Tool documents
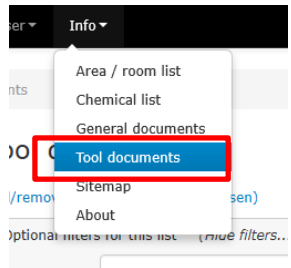
Tool document list ☆

Add/remove filters (0 of 4 filters chosen)

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

Tool Id: [   ]   Tool name: [   ]

Tool category: [Sample preparation microscopy ▼]   Responsible: [-- All tool responsible -- ▼]

[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	**User Instructions** Testdokument LIMS.docx [info]
14833	Ion Miller Bilbo	Sample preparation microscopy	Thomas (Admin) Lingefelt	

Show Page: 1   (Total Records: 4)   Records Per Page: [10 ▼]

Info ▾
- Area / room list
- Chemical list
- General documents
- **Tool documents**
- Sitemap
- About

"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.

LINKÖPINGS UNIVERSITET

Sitemap

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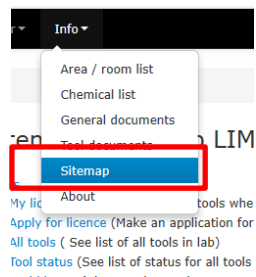
Sitemap for MyFab LIMS

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)

Info

Area / room list
Chemical list
General documents
Tool documents
Sitemap
About

LINKÖPINGS UNIVERSITET

Booking Calendar

How To Use the Calendar

Booking Calendar

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

Booking Calendar
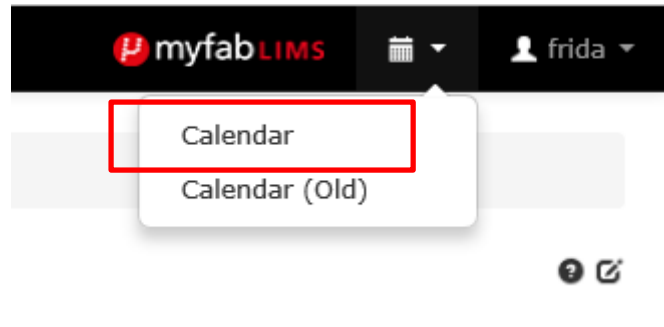
Click on
Calendar

Booking Calendar

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

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

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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 adresses that will receive information messages from LIMS.
Fares and charges	Sets hourly rates, monthly fee etc. Used when handeling 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.

LINKÖPINGS UNIVERSITET

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.

LINKÖPINGS UNIVERSITET

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.

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Anette Frid

www.liu.se