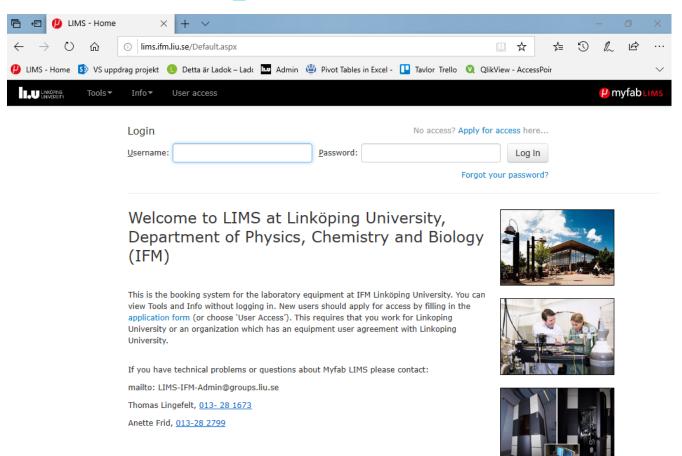# MyFab LIMS

Quick Guide Tool Responsible/ Instructor ver 2.0

Anette Frid

http://lims.ifm.liu.se

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
Tool Responsible	Opens up menus for editing tools, settings and allow licensing of equipment for users
Instructor	Opens up menus for editing tools, settings and allow licensing of equipment for users

LINKÖPINGS UNIVERSITET

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 menue that containes 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 user 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 "driving" 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 bookiin gtools 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)	Tool used in a process flow can be grouped using a process line.
Profile	All users has 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.

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

HowTo..........

Tool Resposible/ Instructor
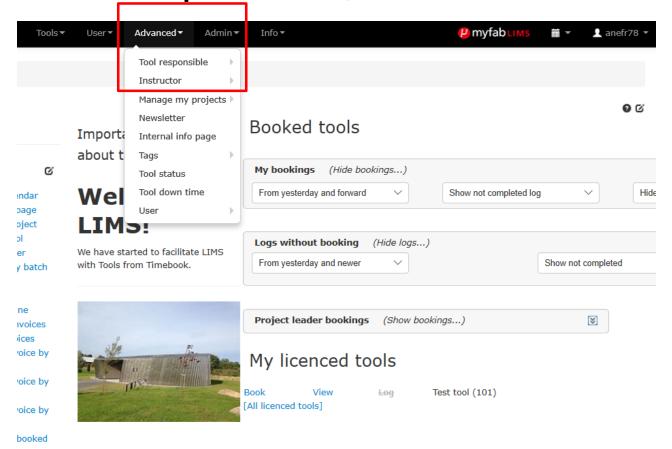
The roles "Tool Responsible" and "Instructor" opens up menues for editing tools, settings and allow licensing of equipment for users.

Tool Responsible/ Instructor

- As Tool Resposible you find all menues under Advanced>Tool Responsible.
- As Instructor you find all menues under Advanced>Instructor

Tool Responsible/ Instructor

- There are several menues under Tool Responsible

Tool Responsible/ Instructor

1. My tools: The page displays a list with the tools under the responsibility of the logged in user. The user also have the possibility to do some actions related to the tools in the list, edit, view, to perform logging, to set a service message and to set a general message.

Tool Responsible/ Instructor

1. My tools: The page displays a list with the tools under the responsibility of the logged in user. The user also have the possibility to do some actions related to the tools in the list, edit, view, to perform logging, to set a service message and to set a general message.

Tool Responsible/ Instructor

2. Tool timeblocking: The page for tool time blocking enables the tool responsible to block bookings on a tool during certain times.

Tool Responsible/ Instructor

2. Tool timeblocking: The page for tool time blocking enables the tool responsible to block bookings on a tool during certain times.

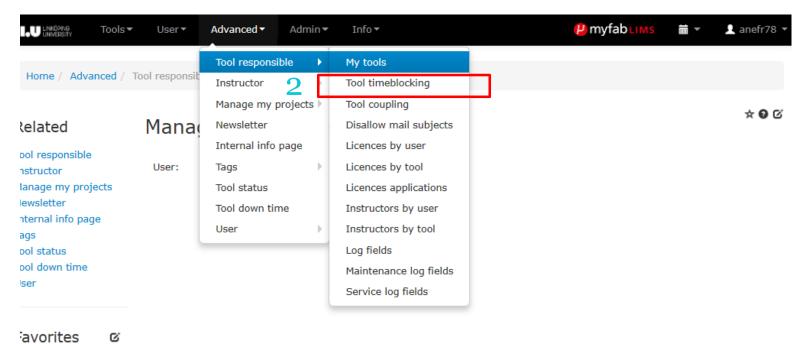## Block booking intervalls on tool

Select tool: | 101_____Test tool ▽ |

| Sort: id ▽ |

Show: | -- Show all blockings -- ▽ |

Add new blocking for Test tool

Add/remove columns (10 of 10 columns chosen)

	Start date ▲	Stop date	Start time	Stop time	Release time	Days	BlockingReason	Added by	Added date	Ch
Edit	2019-07-10	2019-07-10	11:00	12:00	10:00		test	Anette (Admin) Frid	2019-07-10	
Edit	2019-08-16	2019-08-18	12:00	17:00	10:00	Friday, Saturday, Sunday	testing	Anette (Admin) Frid	2019-08-16	

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

Choose Period: Specifies a time period during which the specified blocking will be active.

Choose Time: Specify a time during the day when the tool is blocked from being booked.

Choose day: Specifies the days in the week when the block will be released.

Choose time before release: Specifies how many hours before the specified tme the booking block will be released.

Reason for block: Specify the reason

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

3. Disalow mail subjects: When a booking is cancelled it´s possible to send a mail with the subject "booking cancelled". The list enables the tool responsible to allow or disallow mail with the subject "booking cancelled" when a booking has been cancelled.Toggle between enabling and disabling this feature by clicking True/False in the "Allow" column.

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

Home / Advanced / Tool responsible / Disallow mail subjects

Allow/Disallow mail subject "booking cancelled"

Electron microscopy

Add/remove columns (5 of 7 columns chosen)

Allow	Name ▲	Tool Id	Status	1st responsible	2nd responsible
False	FIB Zeiss	13342	Available	Thomas Lingefelt	
False	Ion miller Merry	30	Available	Thomas Lingefelt	
False	Sem Leo	1	Available	Thomas Lingefelt	
True	TEM Arwen	37	Available	Thomas Lingefelt	
False	TEM Galadriel	12508	Available	Thomas Lingefelt	

3. Disalow mail subjects: When a booking is cancelled it´s possible to send a mail with the subject "booking cancelled". The list enables the tool responsible to allow or disallow mail with the subject "booking cancelled" when a booking has been cancelled.Toggle between enabling and disabling this feature by clicking True/False in the "Allow" column.

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

4. Licences by user: In this page a tool responsible manages licenses for using tools. This is done by selecting user and adding/removing licenses for different tools.

Tool Responsible/ Instructor

Manage Licenses by user

User: Anette (Admin) Frid

Display licences

Category: -- All categories --   Sort lists by: Tool Name

Tool group: -- Select group --

4. Licences by user: In this page a tool responsible manages licenses for using tools. This is done by selecting user and adding/removing licenses for different tools.

Available tools

Add licence(s)

	Tool ID	Name	Category
☐	13	500NMR	Other
☐	14	600NMR	Other
☐	12833	AFM Dimension 3100	Other
☐	19	AFM Nanoscope	Other
☐	14216	Agneta	Other
☐	12715	ALV Light scattering	Other
☐	20	ASAP 2020	Other
☐	10618	AUC Beckman	Other
☐	10788	Auger	Other
☐	12	Autoklav Anfinson	Other

Current licenses for user

Remove licence(s)

	Tool ID	Name	Category	Issued	Last booking
☐	1	Sem Leo	Surface analysis	2019-05-09	2019-08-14
☐	101	Test tool	Sample preparation microscopy	2019-05-09	

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

5. Licences by tool: In this page a tool responsible manages licenses for using tools. This is done by selecting a tool and adding/removing licenses for different users.

Tool Responsible/ Instructor

Manage licenses by tool

★ ❷ ☑

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

Tool: 1_____Sem Leo

Sort: id

Laboratory/group: -- All laboratories / groups --

Show deleted   No
lab/groups:

User role: -- All active users of the system --

Sort lists by: First name

Copy licenses from: --- Select Tool ---   Copy licesene(s)

5. Licences by tool: In this page a tool responsible manages licenses for using tools. This is done by selecting a tool and adding/removing licenses for different users.

Available users

Add licence(s)

	Name	Lab/Group
☐	Full Rulle	Thin Film Physics
☐	Martin (Admin) Klarqvist	Thin Film Physics
☐	Microscopy Analyst	Thin Film Physics
☐	putte svensson	Plasma and Coatings Physics

Current licences for 1_____Sem Leo

Remove licence(s)

	Name	Lab/Group	Issued	Last booking
☐	Anette (Admin) Frid	Plasma and Coatings Physics	2019-05-09	2019-08-14
☐	Frida Frid	Thin Film Physics	2019-05-09	2019-05-10
☐	Kalle Kuling	Plasma and Coatings Physics	2019-05-22	
☐	Thomas Lingefelt	Thin Film Physics	2019-04-09	2019-05-15

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

6. Licences by application: displays application from users applying for tool "driving" licenses.

Tool Responsible/ Instructor

Manage Licence applications

Add/remove filters (0 of 26 filters chosen)

Optional filters for this list	(Hide filters...)	⯅
Tools:	--- All Tools -- ⌄	Sort: Name ⌄
Application status	Active applications ⌄	Apply filters

○ Show only applications on my tools

● Show applications on all tools

Send email
Add/remove columns (14 of 26 columns chosen)

☐		First name ▲	Last name	User category	Tool name	Project name	Application date	Date suggestion 1	Date suggestion 2	Date suggestion 3	Status	Approximate usage	1st responsible
☐	Process	Anette (Admin)	Frid	Researcher	XRD Astronomix		2019-08-15	2019-08-21	2019-08-22	2019-08-26	New application	40	Thomas Lingefelt

Show Page: 1   (Total Records: 1)

6. The first page displays applications from users applying for tool "driving"licenses. By clicking och "Process" you can manage individual license applications.

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

Application info

Tool	XRD Astronomix(14983)
Application date	2019-08-15
Status	New application
Change tool	

Project	
Prefered/estimated date(s)	2019-08-21
	2019-08-22
	2019-08-26
Estimated use	40
Practical coach	

Short info of intended use

Latest change, by

Notes

[Decline]   [Save as pending] [Confirm licence]

Userinfo

Name	**Anette (Admin) Frid**
Email:	anette.frid@liu.se
Username:	anefr78
Phone:	013282799
Mobile phone:	

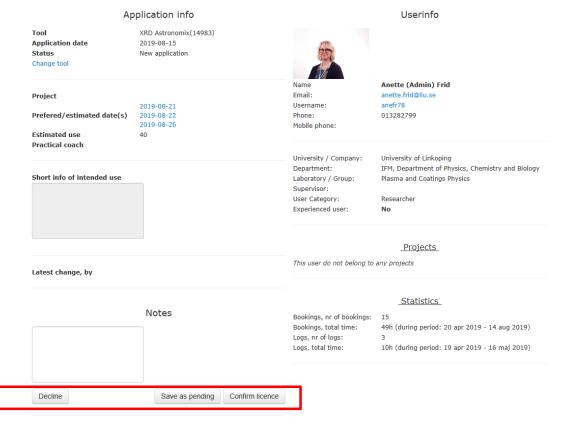|	
University / Company:	University of Linkoping
Department:	IFM, Department of Physics, Chemistry and Biology
Laboratory / Group:	Plasma and Coatings Physics
Supervisor:	
User Category:	Researcher
Experienced user:	**No**

Projects

This user do not belong to any projects

Statistics

Bookings, nr of bookings:	15
Bookings, total time:	49h (during period: 20 apr 2019 - 14 aug 2019)
Logs, nr of logs:	3
Logs, total time:	10h (during period: 19 apr 2019 - 16 maj 2019)

Current Licences

(101) Test tool 20190509
(1) Sem Leo   20190509

6. The tool responsible manages the license application, the application can be declined, saved as pending or confirmed. There are also some text fields so that the tool responsible can supply the application with supplementary information about the tool and its intended use.

As soon as the application is confirmed the user can book that specific tool.

Information about the user is also displayed, to the right.

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

7. This page is used to add/remove users as tool instructors.

Tool Responsible/ Instructor

Manage Instructors by user

Instructor: Thomas Lingefelt   ×   Display tools

7. The first page shows a search field. Type/ select the name of the user who is going to be an instructor.

Display the user´s tools by clicking "Display tools".

LINKÖPINGS
UNIVERSITET

Tool Responsible/ Instructor

Manage Instructors by user

Instructor: [Thomas Lingefelt]   [Display tools]

Category: [-- All categories --   ▼]
Sort lists by: [Tool Name   ▼]

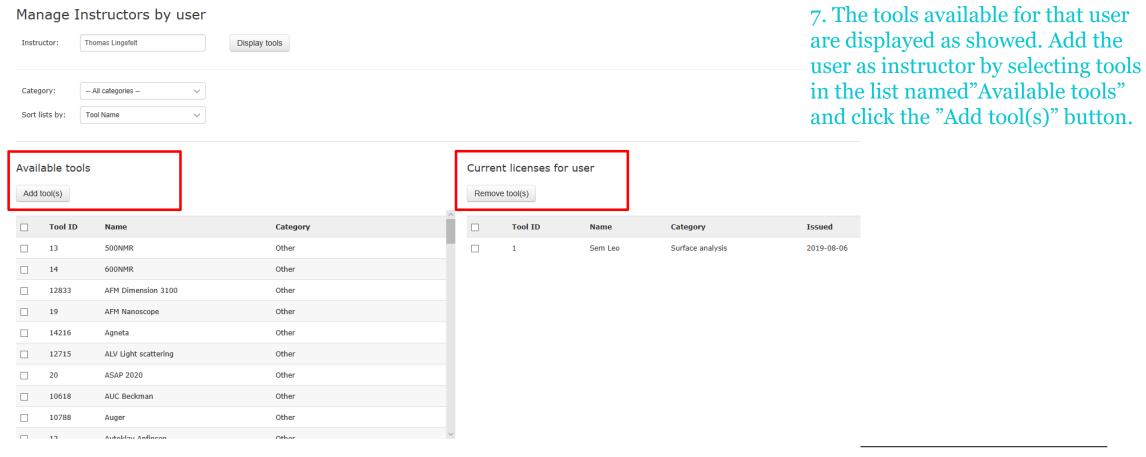7. The tools available for that user are displayed as showed. Add the user as instructor by selecting tools in the list named"Available tools" and click the "Add tool(s)" button.

Available tools

[Add tool(s)]

	Tool ID	Name	Category
☐	13	500NMR	Other
☐	14	600NMR	Other
☐	12833	AFM Dimension 3100	Other
☐	19	AFM Nanoscope	Other
☐	14216	Agneta	Other
☐	12715	ALV Light scattering	Other
☐	20	ASAP 2020	Other
☐	10618	AUC Beckman	Other
☐	10788	Auger	Other
☐	12	Autoklav Anfinson	Other

Current licenses for user

[Remove tool(s)]

	Tool ID	Name	Category	Issued
☐	1	Sem Leo	Surface analysis	2019-08-06

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

8. This page is used to add/remove users as tool instructors.

Tool Responsible/ Instructor

Manage instructors by tool   ★ €
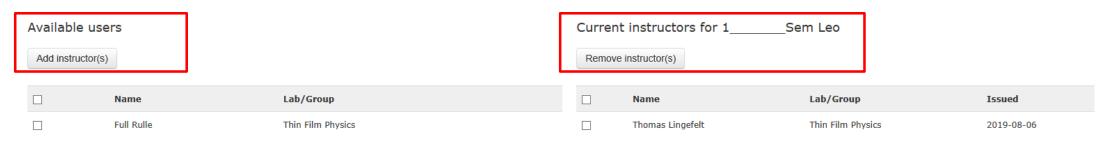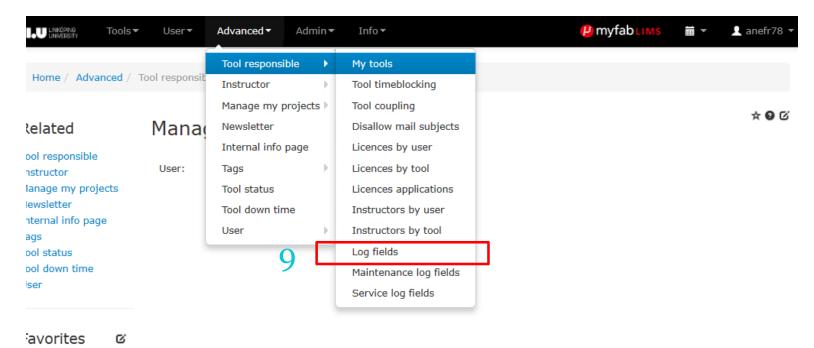
Optional filters for this list   *(Hide filters...)*   ⯯

Tool: 1_____Sem Leo

                   Sort: Id

Laboratory /   -- All laboratories / groups --
group:

Show deleted   No
lab/groups:

Sort list by: First name

Copy instructors from: -- Select tool --   Copy instructor(s)

8. Select a tool and add an user as instructor on that tool. When selecting a tool a list of available users is displayed, just select and add/remove users and instructors in that list.

Available users   Current instructors for 1_____Sem Leo

Add instructor(s)   Remove instructor(s)

☐	Name	Lab/Group		☐	Name	Lab/Group	Issued
☐	Full Rulle	Thin Film Physics		☐	Thomas Lingefelt	Thin Film Physics	2019-08-06

LINKÖPINGS UNIVERSITET
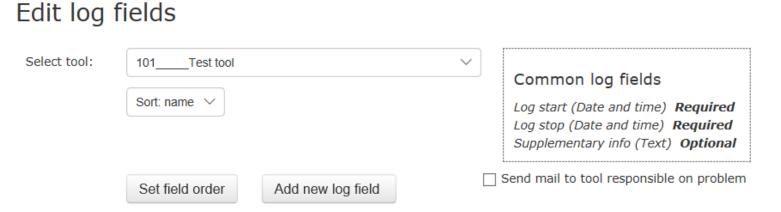
Tool Responsible/ Instructor

9. This page is used to add/remove/edit additional log fields for a specific tool. Every tool has three standard log fields, these fields cannot be changed or removed from a tool.
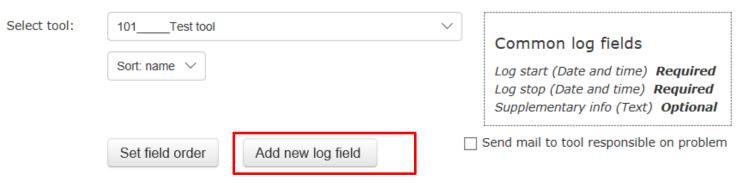
Tool Responsible/ Instructor

Edit log fields   ☆ ❓ ☑

Select tool: [101_____Test tool   ⌄]

[Sort: name ⌄]

Common log fields

Log start (Date and time) **Required**
Log stop (Date and time) **Required**
Supplementary info (Text) **Optional**

[Set field order]   [Add new log field]

☐ Send mail to tool responsible on problem

Tool specific log fields

	Log field name	Type	Description	Input by user	Used since	Usage, %	Average value last 30 days	Latest value (during last 30 days)
Edit	test test	Text	this is a test log	Warning if not filled in	[not impl. yet]	N/A	N/A	N/A
Edit	test_2	Number	testing, number field	Warning if not filled in	[not impl. yet]	N/A	N/A	N/A

9. The standard log fields are: "Log start" (Date and time), "Log stop" (Date and time), and " Additional info" (Text). To add additional log fields, start by selecting a tool. Current additional log fields are displayed as shown below. Add new log field by clicking the button "Add new log field". Editing existing log fields by clicking "Edit" in the list.

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

Edit log fields

☆ ❓ ✎

Select tool: [101_____Test tool   ⌄]

[Sort: name ⌄]

Common log fields

Log start (Date and time) **Required**
Log stop (Date and time) **Required**
Supplementary info (Text) **Optional**

[Set field order]   [Add new log field]

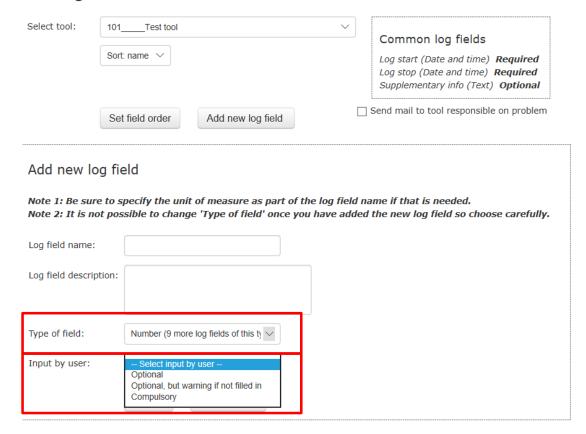☐ Send mail to tool responsible on problem

9. Add new log field by clicking the button "Add new log field".
Editing existing log fields by clicking "Edit" in the list.

Tool specific log fields

	Log field name	Type	Description	Input by user	Used since	Usage, %	Average value last 30 days	Latest value (during last 30 days)
Edit	test test	Text	this is a test log	Warning if not filled in	[not impl. yet]	N/A	N/A	N/A
Edit	test_2	Number	testing, number field	Warning if not filled in	[not impl. yet]	N/A	N/A	N/A

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

Edit log fields

Select tool: [101_____Test tool   ⌄]

[Sort: name ⌄]

Common log fields

Log start (Date and time) **Required**
Log stop (Date and time) **Required**
Supplementary info (Text) *Optional*

[Set field order]   [Add new log field]

☐ Send mail to tool responsible on problem

Add new log field

Note 1: Be sure to specify the unit of measure as part of the log field name if that is needed.
Note 2: It is not possible to change 'Type of field' once you have added the new log field so choose carefully.

Log field name: [   ]

Log field description: [   ]

Type of field: [Number (9 more log fields of this ty ⌄]

Input by user: [-- Select input by user --
Optional
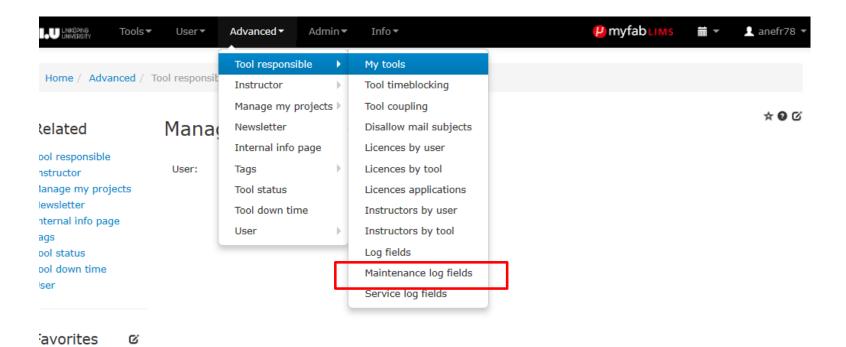Optional, but warning if not filled in
Compulsory]

9. It is possible to add additional 9 numeric log fields and 9 additional text log fields.

The fields can be set to Optional, Optional-but warning if not filled in and Compulsory.

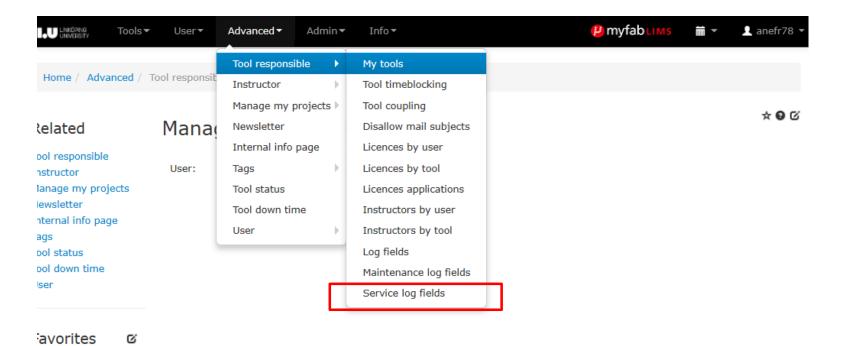**LINKÖPINGS UNIVERSITET**

Tool Responsible/ Instructor

10. Maintenance log fields; the function is the same as in "Log fields". See the section Log fields for more information. The onlydifference is that these custom fields only are available in maintenance projects
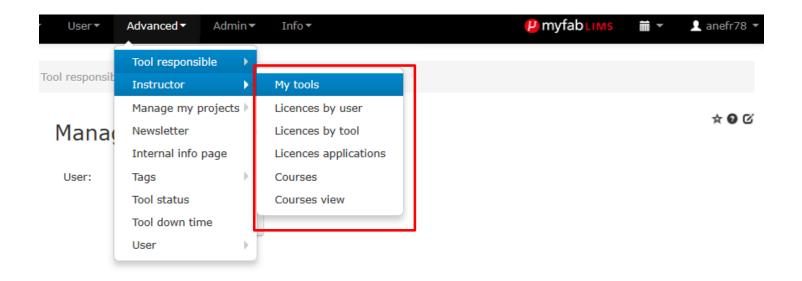
Tool Responsible/ Instructor

10. Service log fields; the function is the same as in "Log fields". See the section Log fields for more information. The only difference is that these custom fields only are available in service projects
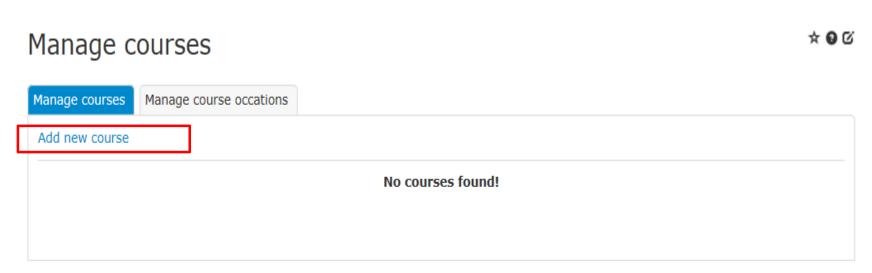
Tool Responsible/ Instructor

- Instructor menue is almost the same as Tool responsible. The difference is that menues for Courses and Courses view are added.
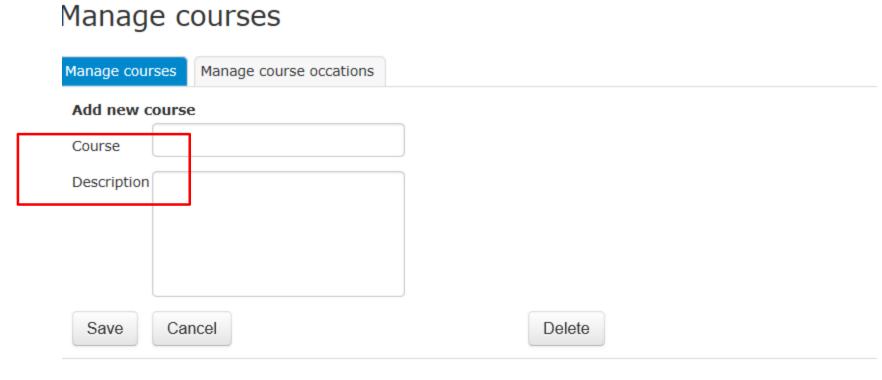
Tool Responsible/ Instructor

- At this site you can add courses, when a course has occured, and who atteded it.
- Click on "Add new course"

Tool Responsible/ Instructor

- Manage Courses: Add a name and description of the course

LINKÖPINGS UNIVERSITET

Tool Responsible/ Instructor

Manage Course Occation:
- Add the course name
  Add a date
- Add Instructors name
- Save

- **To select a specific group or role** use the filter.
- Under Available users Check the box in front of the names you want to choose or use the check all option.
- Then click add to Course occation.

Add/Edit Tools

Add/Edit Tool

1. My tools: The page displays a list with the tools under the responsibility of the logged in user. The user also have the possibility to do some actions related to the tools in the list, edit, view, to perform logging, to set a service message and to set a general message.

Add/Edit Tool

1. My tools: The page displays a list with the tools under the responsibility of the logged in user. The user also have the possibility to do some actions related to the tools in the list, edit, view, to perform logging, to set a service message and to set a general message.

My tools

Add/remove filters (0 of 33 filters chosen)
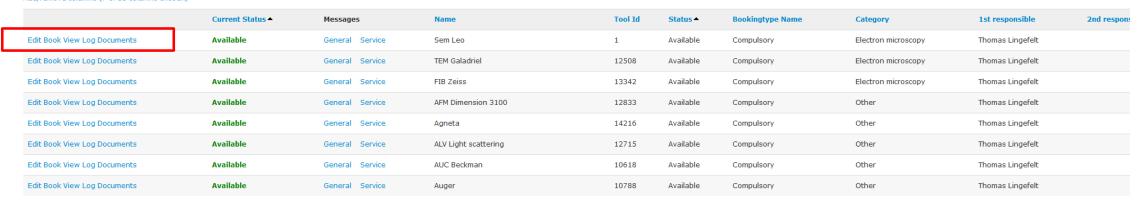
Optional filters for this list	*(Hide filters...)*		
Tool Id:		Tool name:	
Category:	-- All Categories --	Process line:	-- All process lines --
Area/Room:	-- All area/rooms --	Deleted tools:	Do not show deleted tools

Apply filters

Add/remove columns (7 of 33 columns chosen)

	Current Status ▲	Messages	Name	Tool Id	Status ▲	Bookingtype Name	Category	1st responsible	2nd respons
Edit Book View Log Documents	**Available**	General Service	Sem Leo	1	Available	Compulsory	Electron microscopy	Thomas Lingefelt	
Edit Book View Log Documents	**Available**	General Service	TEM Galadriel	12508	Available	Compulsory	Electron microscopy	Thomas Lingefelt	
Edit Book View Log Documents	**Available**	General Service	FIB Zeiss	13342	Available	Compulsory	Electron microscopy	Thomas Lingefelt	
Edit Book View Log Documents	**Available**	General Service	AFM Dimension 3100	12833	Available	Compulsory	Other	Thomas Lingefelt	
Edit Book View Log Documents	**Available**	General Service	Agneta	14216	Available	Compulsory	Other	Thomas Lingefelt	
Edit Book View Log Documents	**Available**	General Service	ALV Light scattering	12715	Available	Compulsory	Other	Thomas Lingefelt	
Edit Book View Log Documents	**Available**	General Service	AUC Beckman	10618	Available	Compulsory	Other	Thomas Lingefelt	
Edit Book View Log Documents	**Available**	General Service	Auger	10788	Available	Compulsory	Other	Thomas Lingefelt	

LINKÖPINGS UNIVERSITET

Add/Edit Tool

Add/Edit tool

Show/hide extended modules (0 current active)   Show/hide tool affiliations
Change messages for tool | General message | Service message |

Tool name:	Sem Leo *
Tool Id:	1 *
Manufacturer:	Zeiss *
Model:	LEO1550 *
Category:	Electron microscopy
Coupled to:	No couples

Tool responsible:	Thomas Lingefelt
Second tool responsible:	Type to see suggestion (min. 3 charact
Process responsible:	Type to see suggestion (min. 3 charact
Service responsible:	Type to see suggestion (min. 3 charact
Tool owner:	Thin Film Physics
Responsible group:	Thin Film Physics

In this first section we have added some basic information to the instrument.
To start with update the fields that are not mandatory

LINKÖPINGS UNIVERSITET

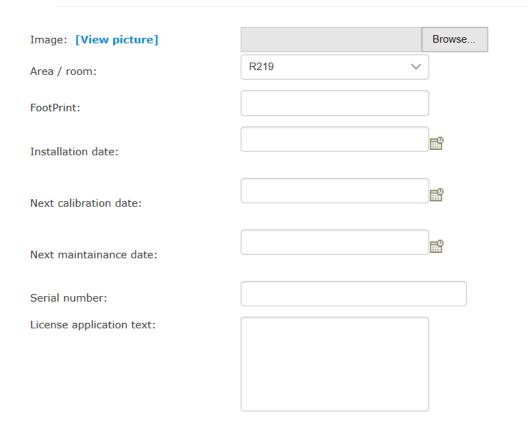|	
Is deleted:	○ Yes ● No
Tool rate: (A is lowest rate, E is highest)	**B** **Change**
Tool rate factor:	**4,2500 - 8,5000 - 13,5000** **Change**
Accounting number:	12053290632
Booking type:	Compulsory ∨
Log level:	Compulsory ∨
Licens option:	☑ Possible to apply for licens
Allow mail subject "booking cancelled":	○ Yes ● No

Booking reminder: long time since user booking	Don't use reminder ∨
Min booking time(minutes):	30
Max booking time(minutes) for singel booking:	
Max booking time, day(hours):	8
Max booking time, night(hours):	8
Future allocation limit, day (hours):	
Future allocation limit, night (hours):	
Max no. of future bookings:	2
Min logtime (minutes):	

Add/Edit Tool

In this section the Tool rate is added. A is no charge and B is regulated with Tool rate Factor (se section Fares and Charges page 48). It´s also possible to decide if the tool is bookable or not. For IFM central to be able to help out with the invoicing you need to add a projectnumber for the instrument in Accounting Number. In the lower section some paramaters for the booking time can be set.
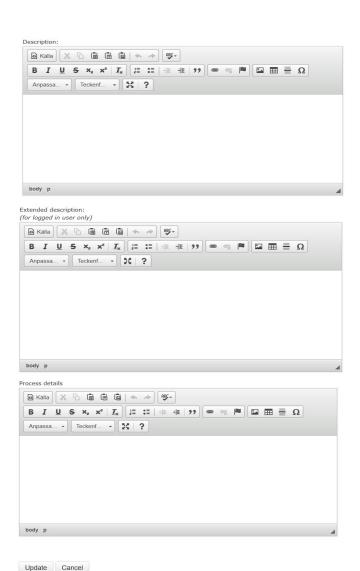
LiU LINKÖPINGS UNIVERSITET

Add/Edit Tool

A picture can be added and some additional information regarding the instrument.

Image: **[View picture]** ⬚ Browse...

Area / room: R219 ⌄

FootPrint: ⬚

Installation date: ⬚

Next calibration date: ⬚

Next maintainance date: ⬚

Serial number: ⬚

License application text: ⬚

LINKÖPINGS UNIVERSITET

Description:

Extended description:
(for logged in user only)

Process details

Update   Cancel

Add/Edit Tool

And at the bottom there are some textfileds to be used

LINKÖPINGS UNIVERSITET

Fares and Charges

Fares and Charges

- In LIMS we set the rates in the system.

Fares and Charges   ☆ ❷ ☑

Projects/Users

Tool Rates (current)	Maintenance	Internal	External without operator	External with operator

[Change tool rates]

Tools

Tool rate	Zero	Low	Medium	High
A	0	0	0	0
B	0	1 SEK	1 SEK	1 SEK

Tool rate factor:

Low	Medium	High
425,00	850,00	1350,0

Applies from   2020-02   Update

Note: You cannot change tool rate factor for current month

LI.U LINKÖPINGS
UNIVERSITET

Tool rate factor

Is deleted: ○ Yes ● No

Tool rate: (A is lowest rate, E is highest) **B Change**

Tool rate factor: **425,0000 - 850,0000 - 1350,0000** <u>Change</u>

Tool rate factor:

Low	Medium	High
425,00	850,00	1350,0

Applies from 2020-02 Update

Note: You cannot change tool rate factor for current month

OBS the changes you make in tool rate factor will be active next month.

LINKÖPINGS UNIVERSITET

Standard monthly fees from 201906 and forward

[Change fees] [Change name]

	Zero	Low	Medium	High
Monthly fee	0 SEK	0 SEK	0 SEK	0 SEK
Monthly breakpoint	0 SEK	0 SEK	0 SEK	0 SEK
Reduction after breakpoint %	0%	0%	0%	0%

[Add another monthly fee matris]

Cost for man hour from 201906 and forward

[Change hour cost]

	Zero	Low	Medium	High
Hour cost	0	0,0 SEK	0,0 SEK	0,0 SEK

Previous hourly cost

Start month	End month
201201	201905
201906	-

Cost for cleanroom from 201911 and forward

[Change hour cost]

	Zero	Low	Medium	High
Hour cost	0	0,0 SEK	0,0 SEK	0,0 SEK

Previous cleanroom cost

Start month	End month
200801	201212
201301	201910
201911	-

More parameters for invoicing can be used. Please contact LIMS Administrator if you have any questions regarding using theese kind of Fees.

LINKÖPINGS UNIVERSITET

Contact information:

LIMS-IFM-Admin@groups.liu.se

www.liu.se

LiU LINKÖPINGS UNIVERSITET