



myfab

Laboratory Information Management System

Manual of the Myfab LIMS

Intiro Development
10/18/2010

Manual Myfab LIMS

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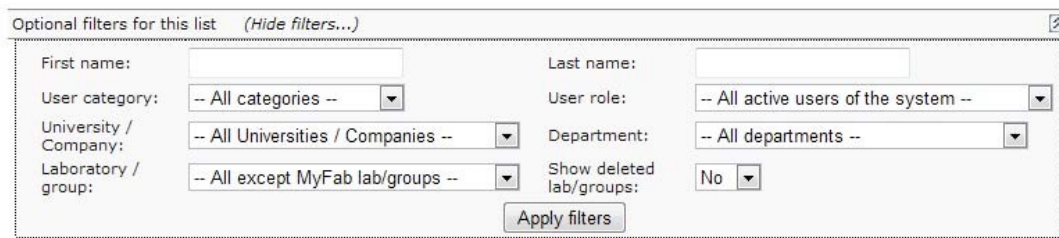
General

Glossary

Term	Description
Tool Id	A unique tool number. This Id is user defined.
Tool status	The status of a tool. The statuses are <i>Available</i> , <i>Warning</i> and <i>Down</i> .
Tool category	The tool type. All tools belong to one of the defined categories.
Tool down time	The hours the tool has been unavailable.
Tool document	Documents connected to the tool.
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.
Tool license	To book a specific tool the user must have a licence for that tool.
Licence application	Users that need to use (and book) certain tools must apply for a licence. The application is handled by the tool responsible/instructor.
Tool responsible	A user category. There are 1 st and 2 nd tool responsible. The users in this category grants licenses and is permitted to edit tool properties.
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 licence for that specific tool.
Supervisor	When applying for membership in LIMS the applier can name his/her supervisor.
Instructor	A user category that instructs new users how to use tools and grants licenses.
Project	When booking a tool the user have to specify a project.
Batch	It is possible to add and edit batches, to be referenced to in log entries.
Night shift booking	Certain rules apply when booking tools outside daytime hours. (Optional)
Newsletter	Users belonging to one of advanced user roles can create/edit and send the newsletter.
Sitemap	A map over the structure of the website.
Profile	All users has a profile which can be edited by the users himself, email, password etc.
Process line(s)	Tools used in a process flow can be grouped using a process line.
External mail receivers	External (persons not active in the lab) mail addresses that will receive the newsletters.
Internal info page	The start page for LIMS. The page can be edited by advanced users.
Log	Electronic log book function or an entry in the electronic log book.
Log fields	It is possible to add/create custom log fields on every tool.
Fares and charges	Sets hourly rates, monthly fee etc. Used when handling invoices data.
Favourites	A menu that contains the selected favourites in the LIMS system. The favourites are user defined and set in the "My Profile" section.

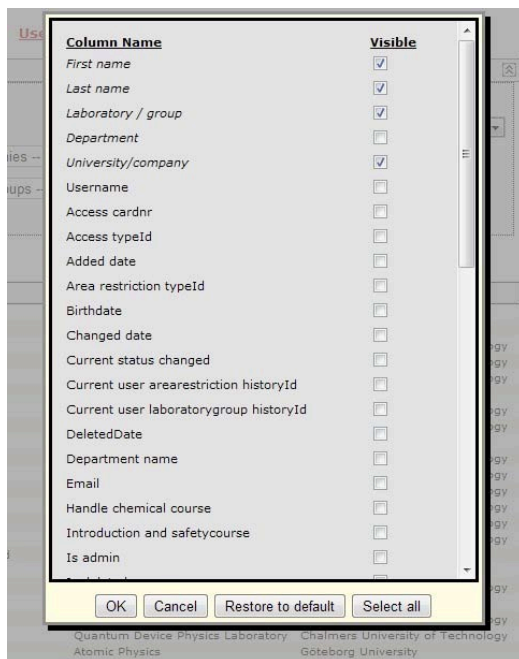
Lists/grids

Lots of pages in the system are “List pages”, like User list, tool list, Booking list, project list, etc. Common for these pages are that they have a filter with options – depending of type of page.

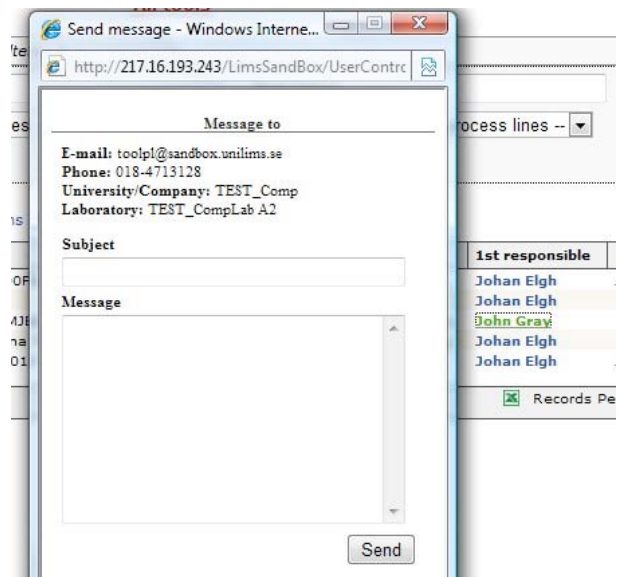


Add/remove columns (4 of 50 columns chosen)

Some lists have a lot of viewable columns, a logged in user have the option to choose the columns to view. These settings are saved until the next time the user changes them.



Each list has some default columns that are showed the first time. You can always change back to “default” if you like (Restore to default button).



User in the lists is clickable. When clicked a small window with contact information is displayed. It is also possible to send a message.

Roles of the system

The system consists of primary and secondary roles.

Primary roles are: Administrator, User, Project manager, Project leader.

A user of the system must have one of these roles.

The user can also have an optional, secondary role: Instructor or Tool responsible.

An “Administrator” can see and do everything in the system. Booking rules do not apply, with a few exceptions.

A “User”, the most common role, is a standard user. He can See information, but not change or add/delete it.

A “Project manager” is basically a “User” who can add and manage projects, while a “Project leader” can manage projects, but not create any new.

The roles “Instructor” and “Tool responsible” opens up menus for editing tools, settings, and allow licensing of equipment for users.

Use cases

This section describes the workflow when performing some common tasks in LIMS.

Apply for access to LIMS

When a potential user needs access to LIMS, the user has to apply for membership.

Researchers, graduates, students and others that require access to the lab(s) can apply for membership from the start page by clicking the menu “Membership”.



The steps necessary by the applying user are explained in the section [Membership](#).

After a user has sent an application applying for membership in LIMS an administrator has to process the application, these steps are explained in the section [Process application](#).

Apply for tool licence

If a user needs to book a tool, the user has to have a licence to use that particular tool.

The steps performed when applying tool licenses are described in the section [Apply licence](#).

A tool responsible has to approve or decline applications, these steps are describe in the section [Manage Licence applications](#).

To book a tool

The core of LIMS is the booking of tools. Booking a tool can be initiated from different sections in LIMS. The most common way of doing this is from the start page. This is done by clicking “Book” to the left of one of the tools displayed in the list [My Licensed tools](#) and thereafter perform a booking on that specific tool. The booking procedure is described in the section [Book a tool](#).

Create a log connected to a booking or a tool

The recommended way is to create logs on bookings but some tools are not possible to book. In that case the user has to create a log directly on that tool.

Logging is usually performed from the start page in the list “My Bookings”.

How to create log on a booking see the section: [Log for booked tools](#).

How to create log on a tool see the section: [Log without booking](#).

Send messages

From within LIMS the user has the option to send messages to the other registered users in LIMS, how to do this is described in the section: [Send Message](#).

Start page

Home

After a successful login the user is redirected to the start page shown below.


From the start page it is possible for the user to do the most common tasks in LIMS.

There are **10** licence applications to process

There are **3** user applications to process

Important information about the lab

New LIMS functionalities



During the summer LIMS was updated with some new functionalities for all users:

Licence application form

When you need to apply for a licence you now have to use the application form found in LIMS. In a Tool View you find a link to the web form in the Status and Tool description. You will also find the web form under Tools/Apply for licence. With this web based application we aim to make the whole process smoother and more efficient with reduced number of emails and questions to verify if it is the right tool and so on. We can also gather statistics for your waiting time and so on. It is therefore from now on compulsory to use this form when applying for a licence on a tool

Calendar subscription

Previously you could export a calendar file for your electronic calendar. From now on it is possible to

Booked tools

My bookings (Hide bookings...)

From today and newer Show not completed log Hide log status

Logs without booking (Hide logs...)

From yesterday and newer Show not completed

Project leader bookings (Show bookings...)

Human resource

Book Martin Klarqvist

My licenced tools

Book	View	Log	4-point probe - CMT-SR2000N (103)
Book	View	Log	Evaporator - Opto (408)
Book	View	Log	Harrys Golvmopp (9901)
Book	View	Log	Parameter Analyzer - Keithley 4200-SCS (123)

[All licenced tools]

The start page contains of following sections:

- New license applications and new user applications
- News
- Booked tools, a list of booked tools
- Logs without bookings, a list of logs
- Project leader bookings, a list of bookings
- My licenced tools (Favorites), a list of tools
- My licenced tools (All licenced tools) , a list of tools

New license applications and new user applications

At the top of the page, both new licence applications(Tools) and new user applications(LIMS) are displayed.

There are **10** licence applications to process
There are **3** user applications to process

By clicking the links the user can manage/process these applications.

This section is only shown to the users who manages user applications or licence applications. The roles who manages applications are administrators and tool responsables.

News (Internal info page)


The news are displayed under the header “Important information about the lab”.

Users with the role administrator, tool responsible, project manager and instructor are permitted to edit the internal info page/news page at Home » Advanced » Internal info page.

There are **10** licence applications to process
There are **3** user applications to process

Important information about the lab

New LIMS functionalities



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Licence application form

When you need to apply for a licence you now have to use the application form found in LIMS. In a Tool View you find a link to the web form in the Status and Tool description. You will also find the web form under Tools/Apply for licence. With this web based application we aim to make the whole process smoother and more efficient with reduced number of emails and questions to verify if it is the right tool and so on. We can also gather statistics for your waiting time and so on. It is therefore from now on compulsory to use this form when applying for a licence on a tool

Calendar subscription

Previously you could export a calendar file for your electronic calendar. From now on it is possible to

Booked tools

My bookings

(Hide bookings...)

From today and newer ▾ Show not completed log ▾ Ho

Logs without booking

(Hide logs...)

From yesterday and newer ▾ Sh

Project leader bookings

(Show bookings...)

Human resource

Book Martin Klarqvist

My licenced tools

Book	View	Log	4-point probe - CMT-SR2000N (103)
Book	View	Log	Evaporator - Opto (408)
Book	View	Log	Henry's Golumpco (9901)
Book	View	Log	Parameter Analyser - Keithley 4200-SCS (123)

[All licenced tools]

Booked Tools

This section of the start page displays booked tools and started log entries that are not connected to a booking. See picture below.

Booked tools

My bookings (Hide bookings...)

From today and newer Show not completed log Hide log status

Log Edit	20 okt 15:00 - 18:30	Developer baths
Log Edit	22 okt 08:00 - 11:30	4-point probe - CMT-SR2000N

Logs without booking (Hide logs...)

From yesterday and newer Show not completed

Log	20 okt 09:00 - 10:00	Buffing machine	Log: Started
-----	----------------------	-----------------	--------------

Project leader bookings (Show bookings...)

The user can edit the bookings and perform logging from any of the lists. This is done by clicking the links "Edit" (to edit a booking) and "Log" (to create a log on a booking).


My licenced tools

This section lists the tools where the user has a licence. As default, only the tools selected as favorites are displayed. Favorite tools are selected/deselected at Home » Tools » My licenced tools.

There are 28 license applications to process
There are 3 user applications to process

Important information about the Sub

New LIMS functionalities



During the summer LIMS was updated with some new functionalities for all users:

License application form

When you need to apply for a license you now have to use the application form found in LIMS. In a Tool View you find a link to the web form in the Status and Tool description. You will also find the web form under Tools/Apply for license. With this web based application we aim to make the whole process smoother and more efficient with reduced number of emails and questions to verify if it is the right tool and so on. We can also gather statistics for your waiting time and so on. It is therefore from now on compulsory to use this form when applying for a license on a tool.

Calendar subscription

My licenced tools

Book View Log

Book	View	Log	4-point probe - CMT-SR2000N (103)
Book	View	Log	Evaporator - Opto (408)
Book	View	Log	Harrys Golvmopp (9901)
Book	View	Log	Parameter Analyzer - Keithley 4200-SCS (123)

[All licenced tools]

To see all licenced tools the user has to click the link "[All licenced tools]". See picture below.

My licenced tools

Book	View	Log	4-point probe - CMT-SR2000N (103)
Book	View	Log	Evaporator - Opto (408)
Book	View	Log	Harrys Golvmopp (9901)
Book	View	Log	Parameter Analyzer - Keithley 4200-SCS (123)

[All licenced tools]

Book	View	Log	Buffing machine (507)
Book	View	Log	Cleaning-solvents (1002)
Book	View	Log	CNT CVD (440)
Book	View	Log	Developer baths (208)
Book	View	Log	Developer spinner BLE De (204)
Book	View	Log	Electroplating- Acid (621)
Book	View	Log	Surface profiler, stylus - Tencor AS500 (230)
Book	View	Log	Vacuum package (510)

As seen above the user has the choice to perform bookings, perform logging or view the tool information in the list. This is done by clicking the links "Book" (to book a tool), "View" (to view a tool information page) and "Log" (to create a log on a tool without booking).

Tools


Home » Tools

The “Tools” menu is accessible to all users of the system.



View Tool

This page is opened from several different tool lists like “All tools”, “Tool list”, “My Licensed tools” etc. View tool shows standard information, viewable to all users.



Status and tool description

Current status: **AVAILABLE** [Change] - Book - Log

Additional information

Tool Name:	Microscope - Olympus AH3 (Vanox) 102	Area / room:	Processlab 1
Tool Id:	102	Footprint [m2]:	
Manufacturer:	Olympus	Installation Date:	
Model:	AH3	Next calibrate date:	
Category:	Metrology	Process Lines:	
Tool responsible:	Örjan Arthursson [contact]	Instructors: [...]	
Second tool responsible:	Johan Andersson [contact]	Licensed users: [...]	
Process responsible:		Current files:	
Tool Owner:		Tool Manual	
Responsible group:	Nanofabrication Laboratory	tooldocument.txt [info]	
Is deleted:	No		
Tool rate (A is lowest rate, E is highest):	A		
Booking type:	Unbookable		
Log level:	Optional		
Max bookingtime, daytime:	4 hours.		
Max bookingtime, nighttime:	4 hours.		
Future bookingtime, day time:	8 hours.		
Future bookingtime, night time:	[no limit]		
Total number of future bookings:	5		

My licensed tools

Home » Tools » My Licensed Tools

The page displays a list of the tools where the user has licence.

My licenced tools

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

Tool Id:

Tool name:

Category: -- All categories --

Status: -- All --

Responsible: -- All tool responsible --

Booking type: -- All booking types --

Apply filters

Add/remove columns (5 of 36 columns chosen)

	Tool Id ▲	Name	Category	Booking	Status	Favorite
Book View Log	103	4-point probe - CMT-SR2000N	Metrology	Compulsory	Available	Remove
Book View Log	123	Parameter Analyzer - Keithley 4200-SCS	Metrology	Compulsory	Available	Remove
Book View Log	204	Developer spinner BLE De	Wet process benches	Optional	Available	Add
Book View Log	208	Developer baths	Wet process benches	Optional	Available	Add

As seen above the user is able to perform bookings, perform logging or viewing the tool in the list. This is done by clicking the links “Book” (to book a tool), “View” (to view a tool) and “Log” (to create a log on a tool without booking).

It is also possible for the user to add or remove a tool as a favourite tool. The favourite tools are seen at the top of the list “My Licenced tools” in the LIMS start page.

How to create log on a booking see the section: [Log for booked tools](#).

How to book a tool is described in the next section: [Book a tool](#).

Book a tool

From the list described above (My licenced tools) the user clicks the link “Book” to start booking a tool.

When clicking the link “Book” a calendar is displayed, all bookings are made in this calendar view. See picture below.

Year: 2010 (408)___Evaporator - Opto Sort: id

(408)___Evaporator - Opto, Week 43 Daytime and Night shift

Week	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																			
43	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Mon 25/10	Tue 26/10	Wed 27/10	Thu 28/10	Fri 29/10	Sat 30/10	Sun 31/10																								
0:00																															
1:00																															
2:00																															
3:00																															
4:00																															
5:00																															

Booking is made by clicking the start time and end time in the calendar. See picture below.

6:00																															
7:00																															
8:00																															
9:00																															
10:00																															
11:00																															
12:00																															

Bookinginformation
Starttime: 2010-10-29 09:00
Endtime:
Close
☒ Show own bookings
Close this window

After clicking the end time a popup is displayed where the user selects project, batch no (optional) and confirms the booking by clicking the button named “Book”. See picture below.

Year: 2010 (408)___Evaporator - Opto Sort: id

(408)___Evaporator - Opto, Week 43 Daytime and Night shift

Week	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																			
43	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Mon 25/10	Tue 26/10	Wed 27/10	Thu 28/10	Fri 29/10	Sat 30/10	Sun 31/10																								
0:00																															
1:00																															

Bookinginformation
Tool: Evaporator - Opto
Starttime: 2010-10-29 09:00
Endtime: 2010-10-29 11:00
Project: Nanofabrication Laboratory
Supplymentary Information: Time to reach head again.
Batch no: Verify
Cancel Book

Information
General
Booking rules
1. Min booking time: 30 minutes
2. Max booking time, daytime: 8 hours
3. Max booking time, nighttime: 8 hours
4. Future booking time, day time: 16 of 16 hours left
5. Future booking time, night time: [No limit]
6. No. of future bookings: 5 of 5 bookings left
Servicemessage
(Posted by Henrik Frederiksen)
Please keep the plastic implosion guard on ALL the time when the chamber is under vacuum.
Bookinginformation
Starttime: 2010-10-29 09:00
Endtime: 2010-10-29 10:59
Close
☒ Show own bookings
Close this window

After confirmation the booking is displayed in the calendar as shown in picture below.

7:00									
8:00									
9:00									
10:00									
11:00									

☒ Show own bookings
Close this window
show/hide color description

By selecting another tool at the top of the page the user can book several tools at once. The bookings for the selected tool are displayed in blue. Other tool bookings made by the user are displayed in green. See pictures below.

myFab Booking - Windows Internet Explorer

Year: 2010
(208) Developer baths
Sort: id

(208) Developer baths
(230) Surface profiler, stylus - Tencor AS500
(408) Evaporator - Opto
(440) CNT CVD
(507) Buffing machine
(510) Vacuum package
(621) Electroplating- Acid
(1002) Cleaning-solvents
(4546) Newton vagga
(9876) Testtool
(9901) Harry's Golvmopp

Night shift
Nov
Dec
26 27 28 29 30
Sun 07/11

(208) Developer baths, Week 44
Week 44
Jan 01 02 03 04 05 06 07 08
Feb
Mar
Mon 01/11
Tue 02/11
0:00

3:00									
4:00									
5:00									
6:00									
7:00									
8:00									
9:00									
10:00									
11:00									
12:00									
13:00									
14:00									

The easiest way to edit a tool booking is simply to click the link "Edit" from the list [Booked Tools](#) at the [Start page](#).

There are a number of rules and settings affecting the booking of tools. These are described in the section [Booking in LIMS](#).

Apply for licence

Home » Tools » Apply for licence

In this page any user can apply for a tool licence.

The three different dates are suggestions for the necessary overhaul done by a tool responsible or an instructor. The practical coach is another user who has licence for that tool. The practical coach must be a user that has helped the applicant using the specific tool.

The application is sent by mail to 1st or 2nd tool responsible and all instructors for that tool. When the license is confirmed by a tool responsible or instructor the user receives a “driving” license for that tool. This means that the user is allowed to book and use that tool.

Apply for licence

Please fill the form with information regarding your license.

Tool	106 Microscope - Olympus MX40
Possible dates	Primary: 2010-10-12
	Secondary: 2010-10-13
	Third: 2010-10-14
Estimated uses (in period of 6 month)	12 hours
Practical coach (on this tool)	Mar
Short info of intended use	<div>Biddut Kumar Banik Kumar Manohar Marcello Marelli Maria Sundh Mariana Ungureanu Marie Sonestedt Marius Mikolajunas Markus Happel Markus Schwind Martin Fagerlind Martin Gustafsson Martin Jönsson Martin Klarqvist Martin Norling</div>

All tools

Home » Tools » All tools

This page lists all tools registered in the system. It is possible to do some filtering to narrow down the number of tools displayed.

To book a tool click the link “Book”.

To view the details click the link “View”.

To perform logging, click the link “Log”.

[All tools](#)

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

Tool Id:

Tool name:

Category:

-- All categories --

Process line:

-- All process lines --

Apply filters

Add/remove columns (5 of 32 columns chosen)

	Name	Tool Id	Manufacturer	Process responsible	Instructors
Book View Log	Microscope - Olympus AH3 (Vanox)	102	Olympus		
Book View Log	4-point probe - CMT-SR2000N	103	Doktor Snuggles		Svante Pålsson
Book View Log	Ellipsometer - Sagax Iscoscope	104	Sagax		
Book View Log	Ellipsometer - Rudolph AutoEL-II	105	Rudolph		
Book View Log	Microscope - Olympus MX40	106	-		Aldo Instr Jesorka
Book View Log	Surface profiler, stylus - Tencor P15	108			
Book View Log	SEM - JEOL JSM-6301F	110	JEOL Ltd.		
Book View Log	SPM - DI Dimension 3000 SPM	111			
Book View Log	Ellipsometer - J.A. Woollam M2000	112	J.A. Woollam		
Book View Log	Surface profiler, optical - Wyko NT 1100	114	Wyko		
Book View Log	SEM - Zeiss Supra 60 VP (IXRF EDX)	116	Zeiss		Piotr Jedrasik
Book View Log	Macro photo system	118			
Book View Log	X-ray Diffractometer	120	Philips		
Book View Log	Parameter Analyzer - Keithley 4200-SCS	123	Keithley	Göran Alestig	
Book View Log	Microscopé - Olympus MX50	125			
Book View Log	Microscope stereo - Olympus SZH-10	126			
Book View Log	IR Wafer Inspection System	127			
Book View Log	Ozone Cleaning System Novascan	130	Novascan	Örjan Arthursson	
Book View Log	Offline analysis(SPM/Ellipsometry/L- draw/AutoCAD	140	HP		
Book View Log	Photolithography Scanner - ASMI DAS	201	ASMI		

Tool status

Home » Tools » Tool status

This page lists all tools registered in the system displaying their current status.

It is possible to do some filtering to narrow down the number of tools displayed.

Users with proper permissions can change the status for a tool by clicking the link “Change status”.

Status for tools

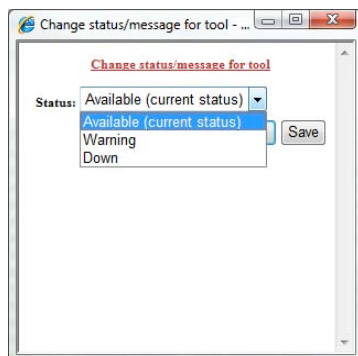
Optional filters for this list (Hide filters...)

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

Add/remove columns (4 of 30 columns chosen)

Current Status	Actions	Name	Tool Id ▲	Category
Available	Change status	Microscope - Olympus AH3 (Vanox)	102	Metrology
Available	Change status	4-point probe - CMT-SR2000N	103	Metrology
Available	Change status	Ellipsometer - Sagax Iscroscope	104	Metrology
Available	Change status	Ellipsometer - Rudolph AutoEL-II	105	Metrology
Available	Change status	Microscope - Olympus MX40	106	Metrology
Available	Change status	Surface profiler, stylus - Tencor P15	108	Metrology
Available	Change status	SEM - JEOL JSM-6301F	110	Metrology
Available	Change status	SPM - DI Dimension 3000 SPM	111	Metrology
Available	Change status	Ellipsometer - J.A. Woollam M2000	112	Metrology
Available	Change status	Surface profiler, optical - Wyko NT 1100	114	Metrology
Available	Change status	SEM - Zeiss Supra 60 VP (IXRF EDX)	116	Metrology
Available	Change status	Macro photo system	118	Metrology
Available	Change status	X-ray Diffractometer	120	Metrology
Available	Change status	Parameter Analyzer - Keithley 4200-SCS	123	Metrology
Available	Change status	Microscope - Olympus MX50	125	Metrology

The popup window used to change tool status, see picture below.



When the user changes the tool status it will probably affect the bookings made on that tool.

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 to that tool has activated e-mail notifications in “My Profile” they will receive a notification e-mail when a tool status changes from “Down”.

The setting in that activates e-mail notification, see picture below.

My Profile

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

View bookings

Home » Tools » View Bookings

This part of the application give the users an overview of their own bookings and the opportunity overview other bookings as well.

Tools	View	Advanced	Admin
My licenced tools			
Apply for licence			
All tools			
Tool status			
View bookings	▶	My bookings	
Batches	▶	All bookings	
Log	▶	Booking overview	
Verify night shift booking			

My bookings

Home » Tools » View Bookings » My bookings

The page is an overview of the bookings made by the user. The listed bookings can also be edited, viewed and deleted.

To edit a booking click “Edit” in the list.

Bookings can be deleted by selecting booking(s) and pressing the button “Delete checked bookings”.

The user can also perform logging by clicking the link “Log”.

My bookings

< oktober 2010 >

Month	m	a	t	i	o	n	f	r	i	s	s
Week			1	2	3						
Week	4	5	6	7	8	9	10				
Week	11	12	13	14	15	16	17				
Week	18	19	20	21	22	23	24				
Week	25	26	27	28	29	30	31				
Week											

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

Tool: -- All my licensed tools --

Sort: id

Project: -- All projects --

From date: 2010-10-12 To date: 2010-10-22

Display bookings

Add/remove columns (7 of 27 columns chosen)

	Start ▲	Stop	Tool name	Tool Id	Project	Batch	Log status
<input type="checkbox"/> Edit Log	2010-10-14 11:00	2010-10-14 17:30	Harrys Golvmopp	9901	Nanofabrication Laboratory		Started
<input type="checkbox"/> Edit Log	2010-10-15 17:00	2010-10-15 21:30	Vacuum package	510	Nanofabrication Laboratory		Not Started (Optional)
<input type="checkbox"/> Edit Log	2010-10-16 07:00	2010-10-16 09:30	Developer baths	208	Nanofabrication Laboratory		Not Started (Optional)

Show Page: 1 (Total Records: 3) Records Per Page: 10

Delete checked bookings

[Home](#) » [Tools](#) » [View Bookings](#) » [All bookings](#)

In the example below the user is listing all bookings in the project “Nanofabrication Laboratory”.

To edit a booking click “Edit” in the list.

The user can also perform logging by clicking the link “Log”.

Delete checked bookings

[Home](#) » [Tools](#) » [View Bookings](#) » [Booking overview](#)

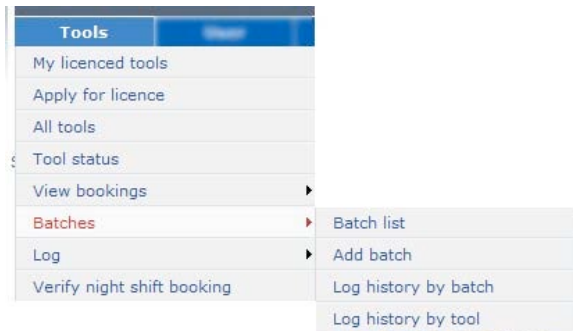
It is possible to see all bookings the selected day by setting the filter seen below.

[illegible]

Batches

Home » Tools » Batches

In this section the users have the possibility to view and manage batches.



Batch list

Home » Tools » Batches » Batch list

The page lists batches in the system. By changing the filter it is possible to see all batches.

The user has the possibility to edit/change the batch by clicking the link “edit”.

It is also possible to display the log history by clicking the link “History”.

Batch list

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

Batch id: Batch name:
Start date from: 2010-04-01 Batch status: Planned and 'In progress'

Add/remove columns (7 of 15 columns chosen)

		Batch name	Master batch id	Project	Lab user	Start date	End date	Batch status	Supplementary info	Responsible user	Nr of wafers
Edit	History	martin test's		Nanofabrication Laboratory	Martin Klarqvist	2010-04-05	2010-06-30	In Progress		216	12
Edit	History	test3		Myfab MSL	Martin Klarqvist	2010-04-05		Planned		216	

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

Log history by batch

Home » Tools » Batches » Log history by batch

This page lists all log entries where the user has entered a batch number/name in that specific log entry.

Log history by batch

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

Batch id: Batch name:
Batch owner: -- All projects where I am a member --
View logs from: 2010-01-01 to:

Add/remove columns (13 of 31 columns chosen)

User ▲	Tool name	Project id	Project name	Start	Stop	Timespan	Supplementary info	BatchId	Batch name	Completed date	All logfields
Martin Klarqvist	Mask aligner - KS MA/BA 6, #1	594126	Biollano MC2	2010-09-28 15:00	2010-09-28 16:30	1,5	Don't seem to log	28	test's		
Martin Klarqvist	Developer baths	79	Nanofabrication Laboratory	2010-10-03 09:00	2010-10-03 10:30	1,5	Do not forget to log again	28	test's		
Martin Klarqvist	Electroplating- Acid	79	Nanofabrication Laboratory	2010-10-03 14:00	2010-10-03 15:30	1,5	Everything is going as planned, let's log again !	28	test's		
Martin Klarqvist	Vacuum package	79	Nanofabrication Laboratory	2010-10-15 17:00	2010-10-15 21:30	4,5		28	test's		
Martin Klarqvist	Developer baths	79	Nanofabrication Laboratory	2010-10-16 07:00	2010-10-16 09:30	2,5	A loggin' spree	28	test's		

Show Page: 1 (Total Records: 8) Records Per Page: 10

Log history by tool

Home » Tools » Batches » Log history by tool

This page lists log entries by a specific tool where the user has entered a batch number/name in that specific log entry.

Log history by tool

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

User:

Project:

View logs from: to:

Batch info:

Tool: Sort:

Tool log level: Optional

Add/remove columns (11 of 30 columns chosen)

User ▲	Tool name	Project Id	Project name	Start	Stop	Timespan	BatchId	BatchName	CompletedDate	Supplementary info
Myelin	Developer baths	79	Nanofabrication Laboratory	2010-10-03 09:00	2010-10-03 10:30	1,5	28	myelin bath's		Do not forget to trigger system
Myelin	Developer baths	79	Nanofabrication Laboratory	2010-10-16 07:00	2010-10-16 09:30	2,5	28	myelin bath's		It trigger system

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

Log

Home » Tools » Log

This section provides the user with a summary / overview of the logs created.

Log status

Home » Tools » Log » Log Status

This list displays logs and their status, see picture below.

Only the users own bookings are displayed in the list.

Log status

-- Select tool here to start new log or create new booking --

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

Show logs: Log status:

Logs for project leader bookings: Optional logs:

Timespan: to:

Add/remove columns (8 of 12 columns chosen)

	Log / Booking Start ▲	Log / Booking Stop	Booked / logged by	Log Status	Completed date	Tool Id	Tool Name	All log fields
Log	27 okt 09:30	27 okt 12:30	Myelin	Not Started (Optional)		208	Developer baths	
Log	29 okt 12:30	29 okt 14:30	Myelin	Completed	2010-10-26 16:48:35	205	Mask aligner - KS MA/BA 6, #1	
Log	3 nov 11:30	3 nov 14:30	Myelin	Started		501	Hotplates and ovens LCD	
Log	8 nov 15:00	8 nov 17:30	Myelin	Started		501	Hotplates and ovens LCD	
Log	12 nov 16:00	12 nov 17:30	Myelin	Not Started (Optional)		501	Hotplates and ovens LCD	

Show Page: 1 (Total Records: 5) ☒ Records Per Page: 10 ▼

The user can create a log or continue logging by clicking the link “Log”.

In this page the user also has the option to create logs directly on a tool or to create a booking. See the picture below. To create a booking on the selected tool just press the button “New booking” and to create a log just press the button “New log”.

Log status

103 4-point probe - CMT-SR2000N

Create a log on a booking / Log for booked tools

The user can create a log or continue logging by clicking the link “Log” in the list displaying

When creating a new log or continues logging on a booking the page below is displayed.

Log for booked tools

Vacuum package (510)

Booked time: **24 sep 11:00 - 13:00**
Project: **BioNano MC2**
Batch No:
Log start time: 2009-09-24 11:00
Log end time: 2009-09-24 13:00
☐ Problems during run
(If checked, supplying supplementary info about what went wrong is required
Also, any required log fields are changed to optional)
Supplementary
Information:

- Change status or message for this tool (current status: **Available**)

When pressing the button “Save as ‘Started’” the log is marked “Started” and not closed, it is possible to perform more logging on that booking. If the button “Save as ‘Completed’” is pressed the log on that booking is marked “Completed”, logging is not supposed to continue on that booking.

Create a log on a tool / Log without booking

In this page the user also has the option to create logs directly on a tool or to create a booking. See the picture below. To create a booking on the selected tool just press the button “New booking” and to create a log just press the button “New log”.

Log status

118 Macro photo system

Sort: id

New log

New booking

When creating a log on a tool without booking the page below is displayed.

Log without booking

Tool: Macro photo system (118)

Project: Atomic Physics

Batch No:

Log start time: 2010-10-26 09:00

Log end time: 2010-10-26 10:00

☐ Problems during run
(If checked, supplying supplementary info about what went wrong is required
Also, any required log fields are changed to optional)

Supplementary Information:

- Change status or message for this tool (current status: Available)

Save as 'Started'

Save as 'Completed'

The functionality of the buttons is the same as for [Log for booked tools](#).

Log history by tool

Home » Tools » Log » Log history by tool

Same as described in section [Log history by tool](#).

Log history by batch

Home » Tools » Log » Log history by batch

Same as described in section [Log history by batch](#).

Verify night shift booking

Home » Tools » Verify night shift booking

This page helps users to find lab buddies during night shift.
Users search for bookings during the period of their lab stay.

Verify night shift booking

Search for a lab buddy by entering the start time and end time of your lab stay:

I will be in lab between: 2010-10-15 18:00 and 2010-10-16 08:00

☒ Select lab buddy from list
☐ Select lab buddy by entering name

Ok

If there are bookings during selected period they will be shown in the list.

[Verify night shift booking](#)

Search for a lab buddy by entering the start time and end time of your lab stay:

I will be in lab between: 2010-10-15 18:00 and 2010-10-16 08:00

☒ Select lab buddy from list
☐ Select lab buddy by entering name

[Made bookings during timespan](#)

	First name ▲	Last name	Start	Stop
Select	Wille Ingh	Deerhals	2010-10-15 14:30	2010-10-15 23:30
Select	Martin	Klompdorp	2010-10-16 07:00	2010-10-16 09:30
Select	Martin	Klompdorp	2010-10-15 17:00	2010-10-15 21:30

Show Page: 1 (Total Records: 3) Records Per Page: 10

[Verified users in the lab](#)

No lab buddies found!

A lab buddy is selected by clicking the link “select”.

After selecting a lab buddy the user must confirm/complete the verification and optionally supply some extra information.

[Verify night shift booking](#)

Search for a lab buddy by entering the start time and end time of your lab stay:

I will be in lab between: 2010-10-15 18:00 and 2010-10-16 08:00

☒ Select lab buddy from list
☐ Select lab buddy by entering name

Time: 15 Oct 18:00 to 16 Oct 08:00
Lab buddy: Martin Klompdorp

Supplementary information:

[Made bookings during timespan](#)

	First name ▲	Last name	Start	Stop
Select	Wille Ingh	Deerhals	2010-10-15 14:30	2010-10-15 23:30
Select	Martin	Klompdorp	2010-10-16 07:00	2010-10-16 09:30
Select	Martin	Klompdorp	2010-10-15 17:00	2010-10-15 21:30

Show Page: 1 (Total Records: 3) Records Per Page: 10

[Verified users in the lab](#)

No lab buddies found!

An e-mail is sent to the selected lab buddy upon confirmation.

The confirmed lab buddy is shown in the list “Verified users in the lab”, see picture below.

[Verify night shift booking](#)

Search for a lab buddy by entering the start time and end time of your lab stay:

I will be in lab between: 2010-10-15 18:00 and 2010-10-16 08:00

☒ Select lab buddy from list
☐ Select lab buddy by entering name

[Made bookings during timespan](#)

	First name ▲	Last name	Start	Stop
Select	Wille Ingh	Deerhals	2010-10-15 14:30	2010-10-15 23:30
Select	Martin	Klompdorp	2010-10-16 07:00	2010-10-16 09:30
Select	Martin	Klompdorp	2010-10-15 17:00	2010-10-15 21:30

Show Page: 1 (Total Records: 3) Records Per Page: 10

[Verified users in the lab](#)

Select	Remove	User 1 ▲	User 2	Start	Stop	Supplementary Information
User 1	User 2	Remove	Wille Ingh Deerhals Martin Klompdorp	15 okt 18:00	16 okt 08:00	Lets work together !

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

User

Home » User

User	Admin
My profile	
My statistics	
Send message	
User list	

All users have access to the “User” menu.

In this section it is possible to:

- View and edit my own profile
- View some statistics over my bookings.
- Send messages to other users
- View some user information of other users.

My Profile

Home » User » My Profile

There are five sections in “My Profile”, “Personal Info”, “Change Password”, “Email Settings”, “User Settings” and “Favorites”. In the different sections the logged in user can view and edit his/her settings.

Personal Info

To change the settings, simply edit the fields and press the button “Save Changes”.

My Profile

Personal Info	
Username: intiro	
Name: Martin Klarqvist	
Phone, work: <input type="text"/>	
Phone, mobile: <input type="text" value="0700-500800"/>	
E-mail: <input type="text" value="lims@gmail.com"/>	
<input type="checkbox"/> Update E-mail in nodes	
<input type="checkbox"/> Update E-mail in portal	
<input type="button" value="Save changes"/>	

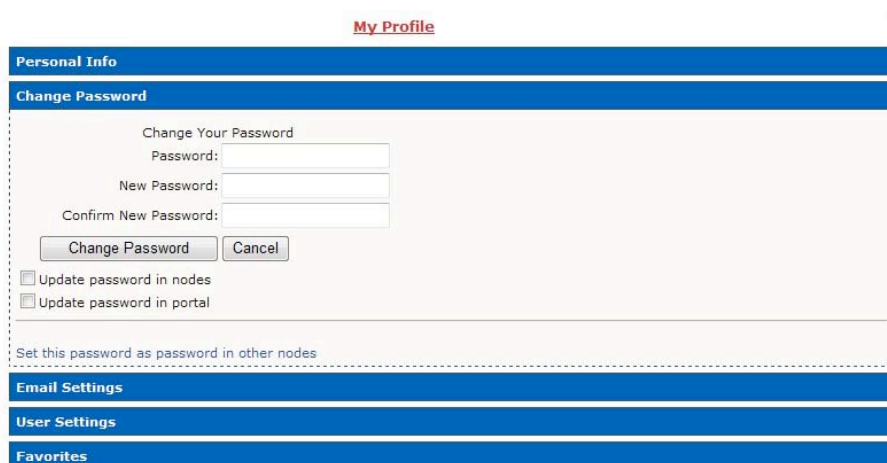


Change Password
Email Settings
User Settings
Favourites

Change Password

In this section the user can change the password by entering a new password and press the button called "Change Password". If the checkbox called "Update password in nodes" is checked the password change is made in other connected LIMS nodes as well. If the checkbox called "Update password in portal" is checked the password will be updated in the portal as well.

It is possible to distribute the current password to the other LIMS-nodes by clicking the link "Set this password as password in other nodes". In this case it is not necessary to change the password, just click the link and the password will be the same in all LIMS-nodes.



The screenshot shows the 'My Profile' page with a sidebar on the left containing links: Personal Info, Change Password, Email Settings, User Settings, and Favorites. The 'Change Password' section is active and contains the following fields and controls:

- Section header: Change Your Password
- Fields: Password: (text input), New Password: (text input), Confirm New Password: (text input)
- Buttons: Change Password, Cancel
- Checkboxes: ☐ Update password in nodes, ☐ Update password in portal
- Link: Set this password as password in other nodes

Email settings

This section allows the user to change the personal Email settings.



The screenshot shows the 'My Profile' page with the 'Email Settings' section active. It contains the following settings and controls:

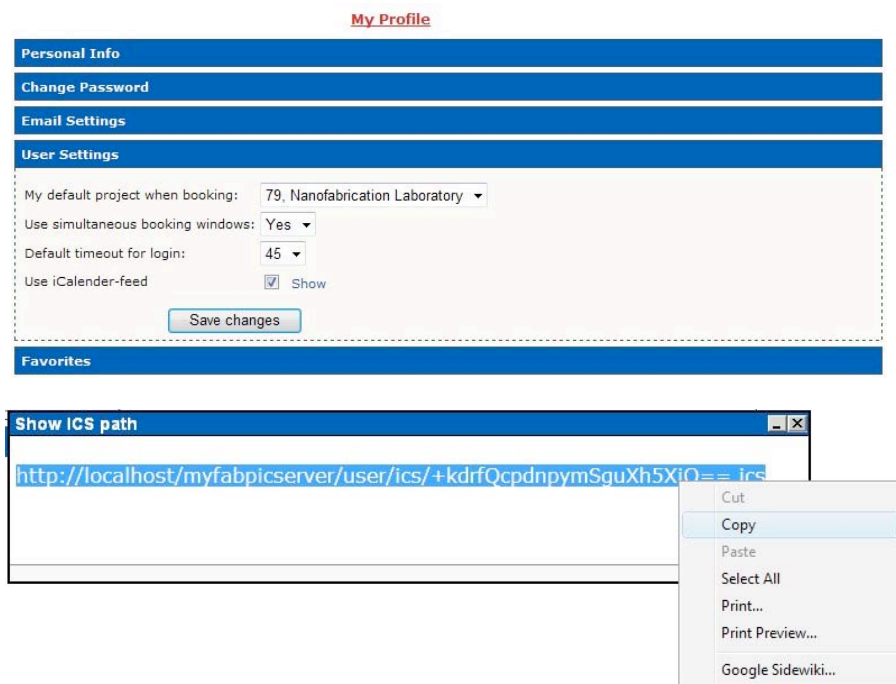
- Section header: Email Settings
- Setting 1: Show a link for sending my future bookings as an iCal-file. (Yes/No dropdown, currently Yes)
- Setting 2: Receive e-mail when a (licensed) tool is available again after being down: (Yes/No dropdown, currently No)
- Setting 3: Send a confirmation mail whenever an action causes a mail being sent to user(s): (Yes/No dropdown, currently Yes)
- Button: Save changes

User Settings

This section allows the user to change settings:

- My default project when booking
- Use simultaneous booking windows.
When booking in the calendar, more than one booking window can be open at a time.
- Default timeout for login.
The time before the user will be logged out due to inactivity.
- Use iCalendar-feed.
If checked the user gets a link that can be imported to a calendar.

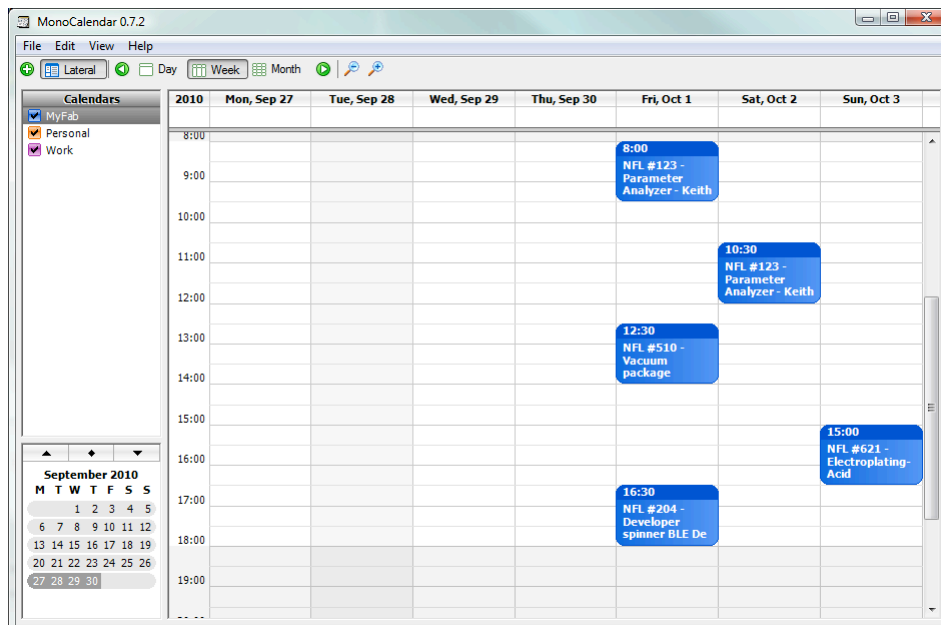
By clicking the link “Show” the link to the iCalendar feed is shown.



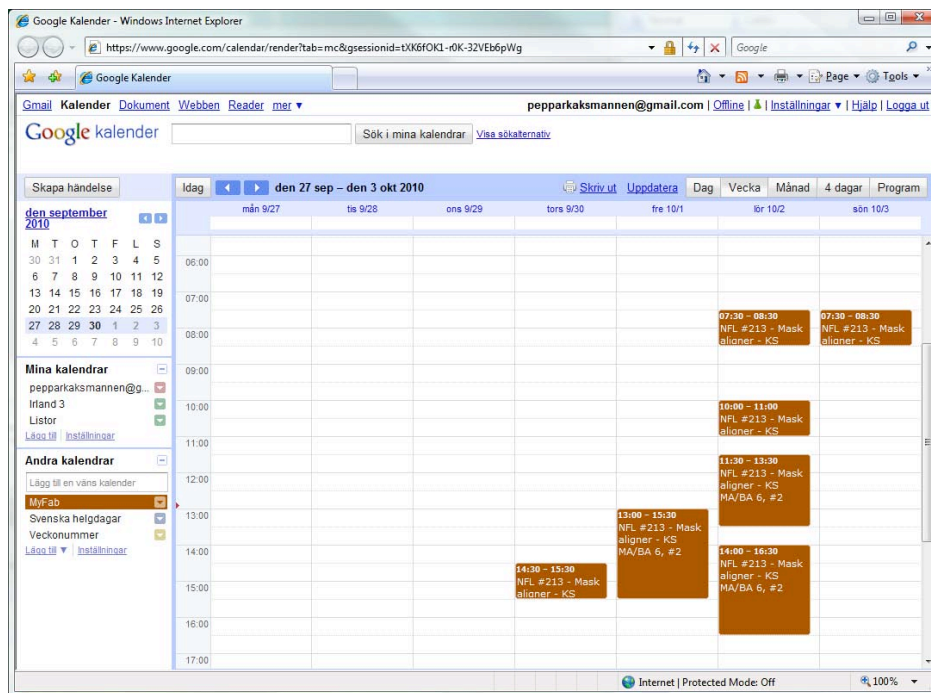
By copying the link into a calendar that supports iCalendar (like the Google calendar) the user's future bookings is shown in the calendar.

See picture below.

iCalendar Example 1 – MonoCalendar:



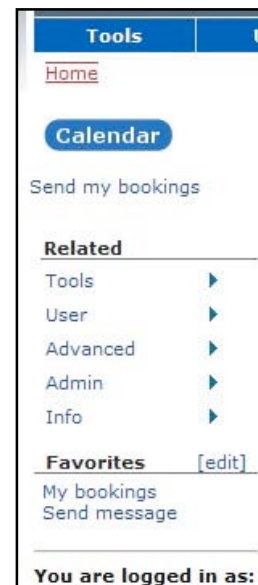
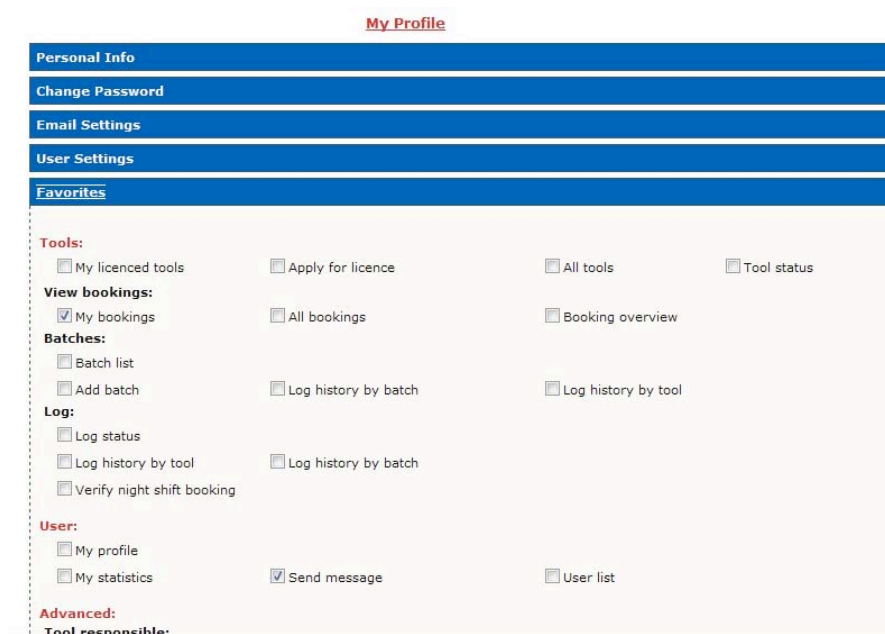
iCalendar Example 2 - Google Calendar



Favorites

Favorites are created by checking different sections, see picture below to the left.

The selected sections is displayed as “Favorites” in the left hand menu, see picture to the right.



My Statistics

Home » User » My Statistics

Statistics is presented to the user, see picture below.

The data displayed is a summary of the bookings performed by the logged in user during selected period.

My statistics

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

☒ Predefined time period 2010 ▾ Oct 2010 ▾

☐ Custom time period 2010-10-01 to: 2010-10-31

Note: Booked and logged hours are for all bookings and logs that end within the selected time period.

Batch id: Batch name:

Project: -- All my projects --

Project Id	Project Name	Tool Id	Tool Name	Batch	Booked hours	Logged hours
79	Nanofabrication Laboratory	208	Developer baths		1,5	
79	Nanofabrication Laboratory	204	Developer spinner BLE De		1,5	
79	Nanofabrication Laboratory	621	Electroplating- Acid		1,5	
79	Nanofabrication Laboratory	9901	Harnys Golvmopp		4	
79	Nanofabrication Laboratory	123	Parameter Analyzer - Keithley 4200-SCS		3	
79	Nanofabrication Laboratory	510	Vacuum package		1,5	
					13	0

Export to excel

Send message

Home » User » Send message

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

Send Message

Send email to: -- Send message to...
Enter Subject: -- Send message to...
Enter Message: One user
Several users
Tool responsible
Users of a specific tool
The booking system administrator

Attach file(s) Add attachment Browse... Remove

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:

- One user.
A text field is shown.
Use the text field to enter the name of a 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).

User list

Home » User » User list

Displays users in LIMS, all users can be listed here.

User list

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 (4 of 15 columns chosen)

	First name ▲	Last name	Email	Phone, mobile
	Abdelrahim	Ahmed	abdelraa@student.chalmers.se	
	Ahmed Eltahir	Elsharif	elsharif@student.chalmers.se	0762316215
	Aik Yean	Tang ProjMngr	aikt@student.chalmers.se	0704438507
	Alar Tool R	Ainla	alara@ut.ee	0704908636
	Aldo Instr	Jesorka	aldo@chalmers.se	44556
	Alex	Meyer	alexme@student.chalmers.se	0765 83 89 93
	Alexander	Dmitriev	alexnd@chalmers.se	
	Alexander	Tzalenchuk	at2@npl.co.uk	+447894270747
	Alexandra	Nafari	alexandra.nafari@chalmers.se	0705300697
	Alexandru	Vlad	alexandru.vlad@uclouvain.be	+32494770092

Advanced

Four different roles have access to the “Advanced” section. Users with the roles: Instructor, Tool Responsible, Project Manager and Administrator.

Tool Responsible

The Advanced menu for users with the Role “Tool Responsible”.

Advanced	Info
Tool responsible ▶	My tools
Newsletter	Tool timeblocking
Internal info page	Allow/Disallow mail subject "booking cancelled"
Tags ▶	Licences by user
Tool downtime	Licences by tool
Tool history	Licences applications
	Instructors by user
	Instructors by tool
	Log fields
	Maintenance log fields
	Service log fields

My Tools

Home » Advanced » Tool responsible » My tools

The page displays a list with the tools under the responsibility of the logged in user. The user also have the possibility 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.

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

Tool Id:

Tool name:

Category: -- All categories --

Process line: -- All process lines --

Deleted tools: Do not show deleted tools

Apply filters

Add/remove columns (7 of 36 columns chosen)

	Current Status	Messages	Name ▲	Tool Id	Status	Bookingtype Name	1st responsible	2nd responsible	Allow mail subject "booking cancelled"
Edit Book View Log	Available	General Service	Harald Schimpp	9901	Available	Optional	Johann Andersson	Martin Klumpert	False

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

Tool time blocking

Home » Advanced » Tool responsible » Tool time blocking

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

Block booking intervals on tool

Select tool: 104 Ellipsometer - Sagax Iscoscope Sort: id

Show: -- Show current blockings --

Add new blocking for Ellipsometer - Sagax Iscoscope

Add/remove columns (1 of 10 columns chosen)

Add/Edit Blocking

Add/Edit blocking for tool: Ellipsometer - Sagax Iscoscope (104)

Choose period

Start 2010-10-05

Stop 2010-12-31

Choose Time

Start 10:00

Stop 17:00

Choose Days

☐ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun

Choose time before release

Hours 4

Reason for block.

To stop too many bookings in advance

Save Blocking Delete Blocking

Choose period

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

Choose time

Specifies a time during the day when the tool is blocked from being booked.

Choose days

Specifies the days in the week when the blocking is active.

Choose time before release

Specifies how many hours before the specified time the booking block will be released.

An example

As seen in the picture above.

The tool responsible has created a new blocking for a tool during the period 2010-10-05 to 2010-12-31.

During that time the tool cannot be booked in advance during 10:00 to 17:00 on Tuesdays, Wednesdays, Thursdays and Fridays. These days users will be able to make bookings between 10:00 to 17:00 from 06:00 (4 hours before 10:00).

Tool blocking does not apply to tool responsible, administrators and members of the service project. They can book at any time.

Allow/Disallow mail subject "booking cancelled"

[Home](#) » [Advanced](#) » [Tool responsible](#) » [Allow/Disallow mail subject "booking cancelled"](#)

When a booking is cancelled it is 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.

Allow/Disallow mail subject "booking cancelled"					
-- All categories --					
Add/remove columns (5 of 7 columns chosen)					
Allow	Name ▲	Tool Id	Status	1st responsible	2nd responsible
True	1 test	2345	Available	Johan Andersson	
True	4-point probe - CMT-SR2000N	103	Available	Ogden Artthuresson	Ogden Artthuresson
True	Aligning and Assembling Machine	509	Available	Ulf Södervall	Ulf Södervall
True	Buffing machine	507	Available	Ulf Södervall	Ulf Södervall
False	Chemical preparation -Acid	1309	Available	Kajsa Mattikainen	Lars-Rita Söderberg
True	Chemical preparation-Solvent	1302	Available	Kajsa Mattikainen	Lars-Rita Söderberg
True	Cleaning-solvents	1002	Available	Mahmud Sadeghi	Bengt Nilsson
True	CNT CVD	440	Available	Mats Hagberg	
True	Critical Point Dryer	1170	Available	Göran Petersson	
True	Developer baths	208	Available	Johan Andersson	Göran Petersson

Licenses by user

[Home](#) » [Advanced](#) » [Tool responsible](#) » [Licenses 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.

Manage licences by user			
User:	<input type="text" value="Martin Klarqvist"/>	<input type="button" value="Display licences"/>	
Categories	-- All categories --	Sort lists by:	Tool Name
Available tools		Current licences for user	
<input type="checkbox"/> Check all	<input type="button" value="Add licence(s)"/>	<input type="checkbox"/> Check all	<input type="button" value="Remove licence(s)"/>
IdName	Category	IdName	Category
<input type="checkbox"/> 2345 1 test	Device mounting	<input type="checkbox"/> 103 4-point probe - CMT-SR2000N	Metrology
<input type="checkbox"/> 509 Aligning and Assembling Machine	Other processes	<input type="checkbox"/> 507 Buffing machine	Other processes
<input type="checkbox"/> 1309 Chemical preparation -Acid	Wet process benches	<input type="checkbox"/> 1002 Cleaning-solvents	Wet process benches
<input type="checkbox"/> 1302 Chemical preparation-Solvent	Wet process benches	<input type="checkbox"/> 440 CNT CVD	Plasma deposition
<input type="checkbox"/> 1170 Critical Point Dryer	Other processes	<input type="checkbox"/> 208 Developer baths	Wet process benches
<input type="checkbox"/> 532 Developer baths, Microwave line	Wet process benches	<input type="checkbox"/> 204 Developer spinner BLE De	Wet process benches
<input type="checkbox"/> 533 Developer baths, Microwave line	Wet process benches	<input type="checkbox"/> 621 Electroplating- Acid	Wet process benches
<input type="checkbox"/> 220 Developer III/V and nano	Wet process benches	<input type="checkbox"/> 408 Evaporator - Opto	Thin film deposition
<input type="checkbox"/> 1011 Dicing saw - Disco DAD3350	Sawing	<input type="checkbox"/> 9901 Harrys Golvmopp	Surface analysis & TEM
<input type="checkbox"/> 1008 Dicing saw - Loadpoint Microace 3+	Sawing	<input type="checkbox"/> 123 Parameter Analyzer - Keithley 4200-SCS	Metrology
<input type="checkbox"/> 264 EBL - JEOL JBX-5DII	Lithography	<input type="checkbox"/> 230 Surface profiler, stylus - Tencor AS500	Metrology
<input type="checkbox"/> 217 EBL - JEOL JBX-9300FS	Lithography	<input type="checkbox"/> 510 Vacuum package	Other processes
<input type="checkbox"/> 112 Ellipsometer - J.A. Woollam M2000	Metrology		

Licenses by tool

Home » Advanced » Tool responsible » Licenses 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.

Manage licences by tool

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

Tool: 102 Microscope - Olympus AH3 (Vanox)

Sort: id

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

Show deleted lab/groups: No

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

Sort lists by: First name

--- Select Tool ---

Copy Licences

Available users

☐ Check all

Add licence(s)

Name	Lab/Group
<input type="checkbox"/> Abdelrahim Ahmed	Atomic Physics
<input type="checkbox"/> Ahmed Eltahir Elsharif	Physical Electronics and Photonics
<input type="checkbox"/> Aik Yean Tang ProjMngr	Physical Electronics Laboratory
<input type="checkbox"/> Alar Tool R. Ainla	BioNano Systems Laboratory
<input type="checkbox"/> Aldo Instr Jesorka	Physical Chemistry
<input type="checkbox"/> Alex Meyer	Imego AB
<input type="checkbox"/> Alexander Dmitriev	Bionanophotonics
<input type="checkbox"/> Alexander Tzalenchuk	MC2Access
<input type="checkbox"/> Alexandra Nafari	Nanofactory Instruments AB

Current licences for 102 Microscope - Olympus AH3 (Vanox)

☐ Check all

Remove licence(s)

Name	Lab/Group	Issued
<input type="checkbox"/> Karin Hedsten	Nanofabrication Laboratory	2007-07-01
<input type="checkbox"/> Kenneth Ugochukwu Chibueze	Atomic Physics	2010-04-12
<input type="checkbox"/> Mohammad Hadi Tavakoli Dastjerdi	Microwave Electronics Laboratory	2010-04-12
<input type="checkbox"/> Mohammed Mahbubur Rahman	Physical Electronics and Photonics	2010-04-12
<input type="checkbox"/> Peter Modh	Nanofabrication Laboratory	2007-07-01
<input type="checkbox"/> Samuel Antonio Rosas Meléndez	Quantum Device Physics Laboratory	2010-04-12
<input type="checkbox"/> Sebastian Johansson-Mauricio	Quantum Device Physics Laboratory	2010-04-12
<input type="checkbox"/> Vijaya Madhavareddy Daggumati	BioNano Systems Laboratory	2010-04-12
<input type="checkbox"/> Åsa Haglund	Photonics Laboratory	2007-07-01

Manage Licence applications

Home » Advanced » Tool responsible » Manage Licence applications

The first page shown displays applications from users applying for tool “driving” licenses. By clicking “Process” the user can manage individual license applications.

Manage Licence applications

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

Tools: --- All Tools --

Active applications

Apply filters

☐ Show only applications on my tools

☒ Show applications on all tools

Add/remove columns (6 of 20 columns chosen)

		First name ▲	Last name	User category	Tool name	Status	Reason
<input type="checkbox"/>	Process	Aldo Instr	Jesorka	Phd Student	X-ray Diffractometer	New application	
<input type="checkbox"/>	Process	Martin	Klarqvist	Engineer	Ellipsometer - Sagax Iscoscope	New application	
<input type="checkbox"/>	Process	Martin	Klarqvist	Engineer	Newton vagga	New application	
<input type="checkbox"/>	Process	Martin	Klarqvist	Engineer	Photolithography Stepper - ASML PAS 2500	New application	
<input type="checkbox"/>	Process	Martin	Klarqvist	Engineer	Photolithography Stepper - ASML PAS 2500	New application	
<input type="checkbox"/>	Process	Martin	Klarqvist	Engineer	Photolithography Stepper - ASML PAS 2500	New application	
<input type="checkbox"/>	Process	Martin	Klarqvist	Engineer	Microscope - Olympus AH3 (Vanox)	New application	
<input type="checkbox"/>	Process	Martin	Klarqvist	Engineer	Ellipsometer - J.A. Woollam M2000	New application	

Show Page: 1 (Total Records: 8)

☒ Records Per Page: 10

The tool responsible manages the license application as seen below. The application can be declined, saved as pending and 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.

Application info	
Tool	Ellipsometer - Sagax Iscoscope(104)
Application date	2010-06-07
Status	New application
Prefered date(s)	2010-06-15 2010-06-16 2010-06-21
Estimated use	544h
Practical coach	
Short info of intended use	<div></div>
Latest change, by	
<div>Notes</div> <div></div>	
<div>Decline</div> <div>Save as pending</div> <div>Confirm licence</div>	
Current Licences	
(204) Developer spinner BLE De	20100512
(9901) Harrys Golvmopp	20100512
(123) Parameter Analyzer - Keithley 4...	20100512
(103) 4-point probe - CMT-SR2000N	20100412

Name
Email:
Phone:
Mobile phone:

University /
Company:
Department:
Laboratory / Group:
Supervisor:
User Category:

- Nanofabrication L
- Service Project
- M2 - Helsinki
- M17 - Athens
- M18 - Bologna
- M27 - Ankara
- M31- Louvain la P
- M32 - Bellaterra-
- M35-Warsaw
- M37-Karlsruhe
- M38-Trondheim
- M39-UC Leuven
- M40-Bellaterra
- M41-Prague
- M42-Athens

Bookings, nr of
bookings:
Bookings, total tim
Logs, nr of logs:

Manage instructors by user

Home » Advanced » Tool responsible » Instructors by user

This page is used to add/remove users as tool instructors. This is done by selecting user and adding tool to that user.

The first page shown displays only a search field. Type/Select the name of the user who is going to be an instructor. Display the user's tools by clicking the button "Display Tools".

Manage instructors by user

Select instructor:

Addis Isidor Isenstam
Martin Klarqvist
Susanne Nilsson

Required

The tools available for that user are displayed as shown below.

Add the user as instructor by selecting tools in the list named "Available Tools" and click the "Add tool(s)" button.

Manage instructors by user

Select instructor:

Categories: Sort lists by:

Available tools

☐ Check all

<input checked="" type="checkbox"/>	514 Evaporator - Balzers System BAK600	Thin film deposition
<input checked="" type="checkbox"/>	425 Evaporator - Edwards HPTS	Thin film deposition
<input checked="" type="checkbox"/>	520 Evaporator - Hobbykit	Thin film deposition
<input type="checkbox"/>	434 Evaporator - Lesker Spectros	Thin film deposition
<input type="checkbox"/>	408 Evaporator - Opto	Thin film deposition
<input type="checkbox"/>	421 Evaporator - Specs EBE-4	Thin film deposition
<input type="checkbox"/>	406 Evaporator - Varian VT 118 UHV	Thin film deposition

Current tools for instructor

☐ Check all

NameToolId	Category	Issued
<input type="checkbox"/> 440 CNT CVD	Plasma deposition	2010-10-07
<input type="checkbox"/> 208 Developer baths	Wet process benches	2010-10-07
<input type="checkbox"/> 220 Developer III/V and nano	Wet process benches	2010-10-07
<input type="checkbox"/> 1011 Dicing saw - Disco DAD3350	Sawing	2010-10-07

Manage instructors by tool

[Home](#) » [Advanced](#) » [Tool responsible](#) » [Instructors by tool](#)

This page is used to add/remove users as tool instructors. This is done by selecting tool and adding users as instructors too that tool.

When selecting a tool a list of available users is displayed, just select and add/remove users as instructors in that list.

Manage instructors by tool

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

Tool: 106 Microscope - Olympus MX40

Sort: id

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

Show deleted lab/groups: No

Sort lists by: First name

Available users

☐ Check all

Add instructor(s)

Name	Lab/Group
<input checked="" type="checkbox"/> Martin Klugqvist	Nanofabrication Laboratory
<input type="checkbox"/> Svante Nilsson	Nanofabrication Laboratory

Current instructors for 106 Microscope - Olympus MX40

☐ Check all

Remove instructor(s)

Name	Lab/Group	Issued
<input type="checkbox"/> Mikko Tuomi-Jaakkola	Physical Chemistry	2010-10-07

Edit log fields

[Home](#) » [Advanced](#) » [Tool responsible](#) » [Log fields](#)

This page is used for 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.

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".

Edit existing log fields by clicking "Edit" in the list.

Edit log fields

Select tool:

103 4-point probe - CMT-SR2000N

Sort: id

Common log fields

Log start (Date and time) **Required**

Log stop (Date and time) **Required**

Additional info (Text) **Optional**

Tool specific log fields

	Log field name	Type	Input by user	Used since	Usage, %	Average value last 30 days	Latest value (during last 30 days)
Edit	Rotation speed	Number	Compulsory	[not impl. yet]	100	8	12 (2010-09-09)

Add new log field

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 on and Compulsory.

[Edit log fields](#)

Select tool:

103 4-point probe - CMT-SR2000N Sort: id

[Common log fields](#)

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

[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:

Type of field:

Input by user:

-- Select input by user --

Optional

Optional, but warning if not filled in

Compulsory

[Specific log fields](#)

	Log field name	Type	Input by user	Used since	Usage, %	Average value last 30 days	Latest value (during last 30 days)
Edit	Rotation speed	Number	Compulsory	[not impl. yet]	100	8	12 (2010-09-09)

Maintenance log fields

Home » Advanced » Tool responsible » Maintenance log fields

The functionality is the same as in "Log fields". See the section "*Home » Advanced » Tool Responsible » Log fields*" for more information.

The only difference is that these custom fields only are available in maintenance projects.

Service log fields

Home » Advanced » Tool responsible » Service log fields

The functionality is the same as in "Log fields". See the section "*Home » Advanced » Tool Responsible » Log fields*" for more information.

The only difference is that these custom fields only are available in service projects.

Instructor

The Advanced menu for users with the Role “Instructor”.

Advanced	Tools	
Instructor	►	Licences by user
Newsletter		Licences by tool
Internal info page		Licences applications
Tags	►	
Tool downtime		
Tool history		

Licences by user

Home » Advanced » Instructor » Licences by user

In this page a tool responsible manages licenses for using tools by selecting user and adding/removing licenses for different tools.

See the section “*Home » Advanced » Tool Responsible » Licences by user*” for more information.

Licences by tool

Home » Advanced » Tool responsible » Licences by tool

In this page a tool responsible manages licenses for using tools by selecting a tool and adding/removing licenses for different users.

See the section “*Home » Advanced » Tool Responsible » Licences by tool*” for more information.

Manage Licence applications

Home » Advanced » Tool responsible » Manage Licence applications

The first page shown displays applications from users applying for tool “driving” licenses. By clicking “Process” the user can manage individual license applications.

See the section “*Home » Advanced » Tool Responsible » Licences applications*” for more information.

Manage my projects

The Advanced menu for users with the Role “Project Manager”.

Advanced	Info	
Manage my projects		Add/Manage project members
Newsletter		Project list
Internal info page		New project
Tags		
Tool downtime		
Tool history		

New project

Home » Advanced » Manage my projects » New project

The page enables a project manager to create a new project.

Add/Edit Project

Project Id:

*

Project name:

*

Laboratory / Group:

AlfaExx AB

▼

Charge type:

Zero

▼

Project leader:

Type to see suggestion (min. 3 characters)


*

Type of project:

Normal


▼

Start date:



*

End date:



*

Supplementary info:

Is deleted:

☐ Yes ☒ No

Add

Cancel

Add/Manage project members

Home » Advanced » Manage my projects » Add/Manage project members

In this page the project managers can Add/Remove project members. This is done by checking users and pressing the “Add” button or the “Remove” button.

Add/Manage project members

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

Project Name: 224211 EU Visit (5920416)

Laboratory / group: -- All except MyFab lab/groups --

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

Show deleted lab/groups: No

Sort lists by: First name

Available users

☐ Check all

Add

Name	Lab/Group
<input type="checkbox"/> Abdelrahman Ahmed	Atomic Physics
<input type="checkbox"/> Ahmed Elshor Elshorif	Physical Electronics and Photonics
<input type="checkbox"/> Ali Yasin Tang Profingir	Physical Electronics Laboratory
<input type="checkbox"/> Ali Yousif K. Abo	BioNano Systems Laboratory
<input type="checkbox"/> Alida Inafr Jassirka	Physical Chemistry
<input type="checkbox"/> Alex Meyer	Imego AB
<input type="checkbox"/> Alexander Gindner	Bionanophotonics
<input type="checkbox"/> Alexander Tsatsanich	MC2Access

☐ Check all

Remove

Name	Lab/Group
<input type="checkbox"/> Benjamin Kigel	Photonics Laboratory
<input type="checkbox"/> Peter Westberg	Photonics Laboratory
<input type="checkbox"/> Ben Haglund	Photonics Laboratory

Add/Manage project list

Home » Advanced » Manage my projects » Project list

The page displays the projects registered in LIMS.

Project list

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

Laboratory / Group: All laboratory / groups

Charge type: -- All charge types --

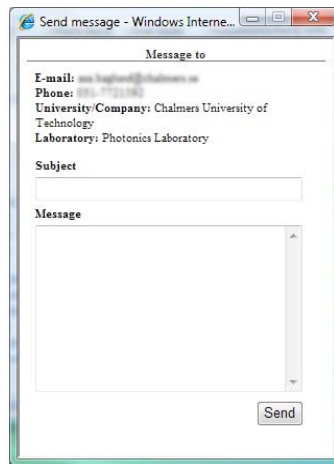
Project leader: -- All project responsables --

Active / deleted: Show all active

Add/remove columns (6 of 19 columns chosen)

	Project Id	Project name ▲	Project leader	Start date	End date	Supplementary info
Edit	5920416	224211 EU Visit	Ben Haglund	2008-07-01	2011-06-30	
Edit	5920415	224259 EU Subtune	Ben Haglund	2008-07-01	2011-06-30	
Edit	1304	Acreo	Wolfgang Wenzel	2007-09-07	2009-12-31	
Edit	69	Atomic Physics	Abdelrahman Ahmed	2002-01-01	2009-07-31	
Edit	594126	BioNano MC2	Alex Meyer	2007-11-01	2019-12-31	Equipment: 40x Zeiss SEM with all accessories for 300kV. Hardware: 40x Zeiss SEM with all accessories for 300kV.
Edit	122	BioNano Systems Laboratory	Ali Yousif K. Abo	2002-01-01	2009-12-31	
Edit	71	Collectricron AB	Alex Meyer	2002-01-01	2009-12-31	
Edit	72	Chemical Physics	Wolfgang Wenzel	2002-01-01	2009-12-31	
Edit	112	Condensed Matter Physics	Wolfgang Wenzel	2002-01-01	2010-12-31	
Edit	1205	Episcotale Top	Wolfgang Wenzel	2007-01-01	2009-12-31	

As shown below, users can send message to the project leader by clicking a name in the “Project leader” column.



As shown below, administrators and project managers can edit a project by clicking the “Edit” column.

Add/Edit Project

Project Id:	<input type="text" value="5920416"/>	*
Project name:	<input type="text" value="224211 EU Visit"/>	*
Laboratory/Group:	Photonics Laboratory	Change
Charge type:	Zero	Change
Project leader:	<input type="text" value="Ann Haglund"/>	*
Type of project:	<input type="text" value="Normal"/>	
Start date:	<input type="text" value="2008-07-01"/>	*
End date:	<input type="text" value="2011-06-30"/>	*
Supplementary info:	<div></div>	
Is deleted:	<input type="radio"/> Yes <input checked="" type="radio"/> No	

To delete a project simply set the radio button “Is deleted” to true.

Administrator

The Advanced menu for users with the role “Administrator”. As shown below, user with the administrator role have access to all sections.

Advanced	Admin
Tool responsible	▶
Instructor	▶
Manage my projects	▶
Newsletter	
Internal info page	
Tags	▶
Tool downtime	
Tool history	

Common menu sections

There are 5 sections in the “Advanced” menu that are accessible by all roles that have permissions in the “Advanced” menu. These sections can be accessed by users with the roles of Instructor, Tool Responsible, Project Manager and Administrator.

Although these roles have permission to the different areas, they do not have the same level of access to all parts.

As seen below the sections that are accessible to all roles with permission to the “Advanced” menu is: Newsletter, Internal info page, Tool downtime and Tool history.

Advanced	Info
Manage my projects	✖
Newsletter	
Internal info page	
Tags	✖
Tool downtime	
Tool history	

Newsletter

[Home](#) » [Advanced](#) » [Newsletter](#)

Newsletters are sent to all registered users. The newsletter is also sent to all external receivers that are registered in the “External mail receiver list”.

The “External mail receiver list” is managed by an administrator and can be found at [Home](#) » [Admin](#) » [System info](#) » [External receivers](#).

There are 4 parts in the newsletter.

- General news – Anything goes here.
- Incidents – Reports about incidents in the lab.
- Service and Maintenance - Information about service and maintenance in the lab.
- News/Info about a specific tool.

See picture below.

Newsletter

Current newsletter

Add news content for tool: -- Select tool -- **Sort:** id

	Area	Message	Added by	ChangedBy
Edit	General News	E-mail addresses We urge all users to update their e-mail address in LIMS since Chalmers will remove the support for all sub-domains (such as @mc2.chalmers.se) from 1/7. Remember that you have to ...	Peter Wuoh	
Edit	Incidents	[no content yet]		
Edit	Service and Maintenance	[no content yet]		
Edit	Tool #104 - Ellipsometer - Sagax Iscoscope	Something is very nice about this tool, like it alot.	Martin Klarqvist	
Edit	Tool #114 - Surface profiler, optical - Wyko NT 1100	More news to the news formatted as: newsintro.se. Affin klätter i träd och bröstar OCH är detta verkligen 2010 ? bla bla bla bla bla bla bla bla bla bla...	Martin Klarqvist	Åker Tool & Ande

Previous newsletters

The two rows in the bottom are news about specific tools.

Permissions:

- An administrator is allowed to edit all parts of the newsletter.
- Only an administrator is allowed to post the newsletter.
- A tool responsible is allowed to add/edit news content about tools where the user is 1st or 2nd tool responsible.
- A user with the role “tool responsible” is just allowed to view news content about any other tool.
- An instructor is only allowed to view news content about the tool(s).
- A project manager is only allowed to view news content about the tool(s).

To edit the different parts of the newsletter simply click “Edit” on that specific row/part.

Select a tool in the drop down to add news content about that specific tool.

To send the newsletter simply click the button “Post newsletter”, this can only be performed by an administrator.

Internal Info Page

Home » Advanced » Internal Info Page

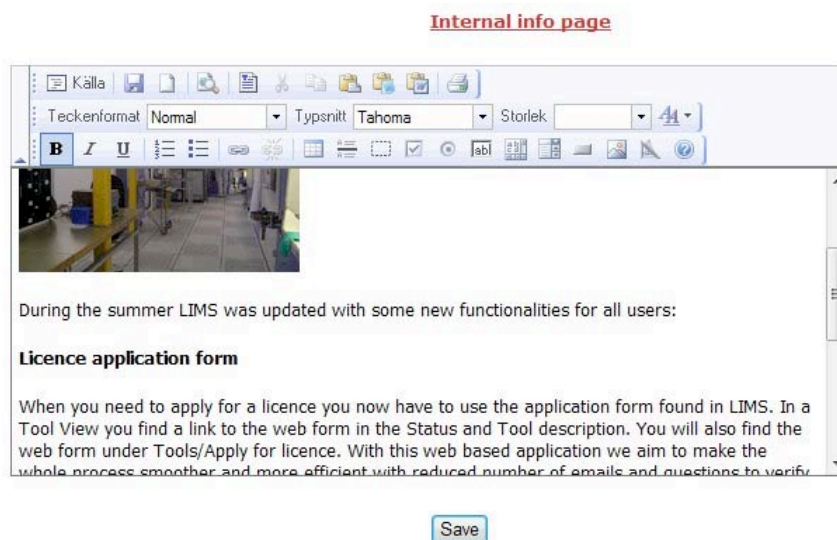
In this page the users can manage the content of the internal info page.

The internal info page is the start page for LIMS.

After a successful login the user will be directed to the start/home page which displays the information entered for the internal info page along with information about the user’s bookings.

Usually the information is about the latest changes and updates.

Editing of the internal info page supports formatting and adding pictures, se picture below.




The start page with the updated text and picture is shown below.

There are 8 licence applications to process

There are 3 user applications to process

Important information about the lab

New LIMS functionalities



During the summer LIMS was updated with some new functionalities for all users:

Licence application form
When you need to apply for a licence you now have to use the application form found in LIMS. In a Tool View you find a link to the web form in the Status and Tool description. You will also find the web form under Tools/Apply for licence. With this web based application we aim to make the whole process smoother and more efficient with reduced number of

Booked tools

My bookings (Hide bookings...)

From today and newer Show not completed log Hide log status

Logs without booking (Hide logs...)

From yesterday and newer Show not completed

Project leader bookings (Show bookings...)

Human resource

Book Martin Klarqvist

My licenced tools

Book	View	Log	4-point probe - CMT-SR2000N (103)
Book	View	Log	Evaporator - Opto (408)
Book	View	Log	Harrys Golvmopp (9901)
Book	View	Log	Parameter Analyzer - Keithley 4200-SCS (123)

[All licenced tools]

Tool downtime

[Home](#) » [Advanced](#) » [Tool downtime](#)

This page displays a list of the tool downtime during selected period, and how many hours the tool has not been available for booking.

[All tools](#)

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

Period: 2010 Year: 2010
Tool: -- All tools -- Sort: id

Export to Excel...

Add/remove columns (6 of 8 columns chosen)

Tool Id	ToolName	Service time	Maintenance time	Down time	Warning time	Availability (%)
103	4-point probe - CMT-SR2000N	6,0	0,0	409,4	168,3	94,8
112	Ellipsometer - J.A. Woollam M2000	0,0	0,0	0,0	1,0	100,0
105	Ellipsometer - Rudolph AutoEL-II	0,0	0,0	5 344,1	0,0	33,3
104	Ellipsometer - Sagax Iscroscope	0,0	0,0	0,1	1,0	100,0
118	Macro photo system	0,0	0,0	0,0	1,0	100,0
102	Microscope - Olympus AH3 (VanoX)	0,0	0,0	42,9	143,8	99,5
106	Microscope - Olympus MX40	0,0	0,0	0,0	1,0	100,0
126	Microscope stereo - Olympus SZH-10	0,0	0,0	0,0	1,0	100,0
140	Offline analysis(SPM/Ellipsometry/L-draw/AutoCAD	0,0	0,0	0,0	1,0	100,0
229	Ozone Cleaning System FHR UVOH 150	0,0	0,0	0,0	0,0	100,0
130	Ozone Cleaning System Novascan	0,0	0,0	0,0	1,0	100,0
123	Parameter Analyzer - Keithley 4200-SCS	2,0	0,0	0,0	0,0	100,0
110	SEM - JEOL JSM-6301F	0,0	0,0	0,0	1,0	100,0

Click the tool name for details, a popup window will display the details as shown in picture below.

Tool downtime data - Windows Internet Explorer

Data for tool downtime

Tool: Ellipsometer - Rudolph AutoEL-II
Period: 2010-01-01 - 2010-11-30

Type	Start date	End date	Hours
Down	2010-01-01 00:00	2010-08-11 16:04	5 344,1 hour(s)
Warning	2010-08-21 09:14	2010-08-22 14:10	28,9 hour(s)
Warning	2010-09-24 11:44	2010-09-27 16:50	77,1 hour(s)

Service time Maintenance time Warning time Downtime Available

0,0 0,0 106,0 5 344,1 33,3 %

close

Tool History

[Home](#) » [Advanced](#) » [Tool history](#)

This page displays warnings, services and downtimes for a selected tool during for a specific year, or part of a year. The list displayed is very similar to the one displayed in the popup detail window in Tool downtime. See picture below.

[All tools](#)

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

Period: 2010 Year: 2010
Tool: 103 4-point probe - CMT-SR2000N Sort: id

Export to Excel...

Tool Id	Tool name	Event	Start	Stop	Timespan	Info
103	4-point probe - CMT-SR2000N	Warning	2010-08-05 15:57	2010-08-11 16:04	6d 0h 6min	Warning message: Fett på linsen
103	4-point probe - CMT-SR2000N	Warning	2010-08-04 15:44	2010-08-05 15:54	1d 0h 9min	Warning message: äsch...
103	4-point probe - CMT-SR2000N	Service	2010-06-11 13:30	2010-06-11 15:00	0d 1h 30min	Booking Info: test3
103	4-point probe - CMT-SR2000N	Service	2010-06-11 10:00	2010-06-11 11:00	0d 1h 0min	Booking Info: test2
103	4-point probe - CMT-SR2000N	Service	2010-05-17 00:00	2010-05-17 01:30	0d 1h 30min	Booking Info:
103	4-point probe - CMT-SR2000N	Service	2010-05-15 08:00	2010-05-15 10:00	0d 2h 0min	Booking Info:

Admin

Admin	Info
Add...	▶
Areas / Rooms	▶
Entities	▶
Tools	▶
Fares and Charges	
Invoices	▶
Process lines	▶
Project	▶
Statistics	▶
System info	▶
Tags	▶
User	▶

Following pages requires the role “Administrator” to view.

Though, some pages that you can reach from an adminpage, you can also reach from a different part of the system. Ex: “Admin -> Tools” -> “Tool list” -> “Edit tool”, is also reachable from “Advanced” -> “Tool responsible” -> “My Tools” -> “Add tool / Edit tool”

Add

Here you can add new entities. See picture below.

Admin	Info	
Add...	▶	New university / company
Areas / Rooms	▶	New department
Entities	▶	New laboratory / group
Tools	▶	New project
Fares and Charges		New user
Invoices	▶	New tool
Process lines	▶	New area / room
Project	▶	New process line
Statistics	▶	
System info	▶	
Tags	▶	
User	▶	

All entities are handled in separate menus.

Entities

“University / company”, “Department”, “Laboratory / group” have dependencies.

One university can have one or several departments. One department can have one or several laboratories / groups.

A laboratory / group have to belong to a department, and a department must belong to a university / company.

Each entity has a page for listing, and one page for add / edit.

Add / Edit University or Company

Home » Admin » Entities » New university /

Name:	<input type="text"/>	*
Address:	<div><div></div><div></div></div>	
Country:	Sweden	▼
Type:	Commercial	▼
Charge type:	High	▼
Web page:	<input type="text"/>	
VAT:	<input type="text"/>	*
Is deleted:	<input type="radio"/> Yes <input checked="" type="radio"/> No	

company

Name and VAT are mandatory fields.

Type

Organization type, values are “Commercial”, “University” or “Institute”.

Charge type

Can be “Zero”, “Low”, “Medium”, “High”

This is to set the cost for bookings for people belonging to this type.

Add / Edit Department

Home » Admin » Entities » Add department

University / Company:	Chalmers University of Technology	▼
Name:	<input type="text"/>	*
Address:	<div><div></div><div></div></div>	
Supplementary Info:	<div><div></div><div></div></div>	
Is deleted:	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Only “Name” is mandatory.

Choose a university / company to connect the department to.

Add/Edit Laboratory or Group

Home » Admin » Entities » New laboratory / group

Department:	<input type="text" value="Chalmers Industriteknik"/>
Name:	<input type="text"/>
Address:	<input type="text"/>
Cost center:	<input type="text"/>
Supplementary Info:	<input type="text"/>
Is deleted:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

Only "Name" is mandatory.

Choose a department to connect the Lab / group with.

Laboratory / group are used at many places within the system. It tells belonging of a user, responsible group for a tool or group, and used for calculate invoices.

Area / Rooms

Area / rooms are as the name suggests physical locations within the lab, which is set for equipment when you add it in the system. You can temporary close an area, which will prohibit booking on equipment in that area during the period.

Area / room list

Home » Admin » Areas / Rooms » Area / room list

Optional filters for this list (Hide filters...)				
Responsible:		<input type="text" value="-- All room responsables --"/>		
Add/remove columns (3 of 5 columns chosen)				
	Name	Area ▲	Room responsible	Supplementary info
Edit	Saw room		Peter Modh	
Edit	MBE-Lab		Peter Modh	
Edit	[Not defined]	0	MigrationUser MigrationUser	Area/room created for
Edit	Processlab 2	240	Peter Modh	
Edit	Processlab 1	1000	Peter Modh	
Show Page: 1 (Total Records: 5)				
<input type="button" value="Add New"/>				

Add / edit: area / room

Home » Admin » Areas / Rooms » New area / room

Room responsible:	<input type="text" value="Peter Modh"/>	*
Name:	<input type="text" value="Processlab 1"/>	*
Area (m ²):	<input type="text" value="1000"/>	
Supplementary info:	<div></div>	

Update

Cancel

“Room responsible” and “Name” are mandatory

Area closedowns

Home » Admin » Areas / Rooms » Area closedown

Area closedowns

Optional filters for this list (Hide filters...)	
Area / Room:	-- All areas/rooms --
Period:	2010 Year: 2010

Add/remove columns (4 of 9 columns chosen)

	Area/room ▲	Closed from	Closed to	Timespan (hours)
Edit	Processlab 1	2010-06-08 08:00	2010-06-09 08:00	24

Show Page: 1 (Total Records: 1)

Records Per Page: 10

Add New

Add/Edit: Area closedown

[Home](#) » [Admin](#) » [Areas / Rooms](#) » [New area closedown](#)

Area Room:	<input type="text" value="Processlab 1"/>
From Time:	<input type="text" value="2010-06-08 08:00"/>
To Time:	<input type="text" value="2010-06-09 08:00"/>
Closedown Reason:	<div><div>We will install a new pump for DI water, and change some leaking air-pipes</div></div>
<div><div>Update</div><div>Cancel</div></div>	

“Reason” is optional – rest is mandatory.

“To Time” must occur after “From Time”

During the period, no one will be able to book on equipment standing in that area.

If there are any current bookings, they will be removed when you add the “closedown”, so be careful.

Booking view during closedown

[illegible]

Tools

Tool list

[Home](#) » [Admin](#) » [Tools](#) » [Tool list](#)

Tool list

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

Tool Id:

Category:

-- All categories --

Responsible:

-- All tool responsables --

Deleted tools:

Do not show deleted tools

Tool name:

Status:

-- All --

Booking Type:

-- All booking types --

Apply filters

Add/remove columns (3 of 44 columns chosen)

	Tool name	Tool Id ▲	Manufacturer
View Edit	Microscope - Olympus AH3 (Vanox)	102	Olympus
View Edit	4-point probe - CMT-SR2000N	103	Doktor Snuggles
View Edit	Ellipsometer - Sagax Iscoscope	104	Sagax
View Edit	Microscope - Olympus MX40	106	-
View Edit	Surface profiler, stylus - Tencor P15	108	-
View Edit	SEM - JEOL JSM-6301F	110	JEOL Ltd.
View Edit	SPM - DI Dimension 3000 SPM	111	-
View Edit	Ellipsometer - J.A. Woollam M2000	112	J.A. Woollam
View Edit	Surface profiler, optical - Wyko NT 1100	114	Wyko
View Edit	SEM - Zeiss Supra 60 VP (IXRF EDX)	116	Zeiss
View Edit	Macro photo system	118	-
View Edit	X-ray Diffractometer	120	Philips
View Edit	Parameter Analyzer - Keithley 4200-SCS	123	Keithley
View Edit	Microscope - Olympus MX50	125	-
View Edit	Microscope stereo - Olympus SZH-10	126	-
View Edit	IR Wafer Inspection System	127	-
View Edit	Ozone Cleaning System Novascan	130	Novascan
View Edit	Offline analysis (SPM/Ellipsometer) - draw/plot/2D	140	HP

It is possible to view a tool or edit a tool from the list.

Fares and charges

[Home](#) » [Admin](#) » [Fares and Charges](#)

Fares and charges can be split up in “Hourly rates”, “Monthly fee” and “Monthly fee reduction”
Each rate/fee is showed as a matrix, and this is the values used for calculate invoices.

All fees have a period for which they are valid, and often you only set this once.

Hourly rates

Hourly Rates (current)
[\[Change hourly rates\]](#)

Tool rate/Charge type	Low	Medium	High
A	100 SEK	200 SEK	300 SEK
B	300 SEK	500 SEK	600 SEK
C	500 SEK	800 SEK	1000 SEK
D	800 SEK	1300 SEK	1600 SEK
E	2000 SEK	3000 SEK	4000 SEK

Previous hourly rates

Start month	End month
200208	200709
200710	-

Hourly rates are for calculating cost of a booking per hour, combining the Tool rate and the Charge type of project. (?)

Monthly fee

Monthly fee from 200710 and forward
[Change fees]

	Low	Medium	High
Monthly fee, SEK	1000 SEK	1500 SEK	2000 SEK
Monthly breakpoint, SEK	10000 SEK	15000 SEK	25000 SEK
Reduction after breakpoint, %	0%	70%	60%

Previous fees

Start month	End month
200001	200709
200710	-

Monthly fee is for calculating the cost of members in a certain lab group.

Monthly fee reduction

Monthly fee reduction from 200710 and forward
[Change reduction]

Area type	Reduction
No restriction	0%
Only coat lab	0%
Only clean lab	0%

Previous restrictions

Start month	End month
200208	200709
200710	-

Users with access to only parts of the lab can have a reduction of monthly fee.

Invoices

Invoices are being calculated by a lot of factors, by combining monthly fee, hour rate, booked or logged time.

This section covers generation of invoices, displaying invoices based on different parameters, and simulation of invoices.

Price levels and invoice functions as implemented in LIMS

Below follows a short description of how price levels are set and how invoices can be calculated using the Myfab LIMS system. There are several possibilities to calculate costs under "Admin" and "Invoices". It is also possible to sort the costs in various ways by choosing clicking on the headers. The main entity for handling costs is "Project" so it is important that projects and project members are correctly set-up before using the invoice functions.

Charge type

In LIMS, it is possible to assign three different "Charge types". The three levels are called "Low", "Medium" and "High". The intended use for "Charge type" is to have a possibility to set different price levels for different categories of users. It is thus possible to set lower rates for academia and higher rates for commercial users. The charge type "Medium" can be used if a middle price level is wanted.

However, it is not necessary to use all three charge types. If all users should pay the same rates, this can be achieved by always assigning the same charge type (e.g. Low). The charge type can be assigned to "University/Company" and to "Project". Normally, a user will only work on projects that belong to the user's University/Company. Then the charge type of the University/Company and the Project will be the same.

However, it is possible for a user to book some time on an academic project (usually charge type "Low") and some time on a commercial project (usually charge type "High").

Tools

All tools must have an assigned "Tool rate". Five different rates are possible to set:

A, B, C, D or E. The rate is the hourly cost in SEK/hour. Rate A is the lowest, rate E is the highest. However, it is not necessary to use all five levels. If it is wanted that all tools should have the same price, this can be achieved by assigning the same rate (e.g. rate A) to all tools.

The tool rate is set using "Edit" in the tool list. The actual rate value in SEK/hour is set on the page "Fares and Charges". For each of the three "Charge types", a value for the tool rate should be set. This means that the matrix for hourly costs will consist of (A,B,C,D,E) x (Low, Medium, High) which gives $5 \times 3 = 15$ values.

The hourly cost set by the tool rate can apply to "Booked hours" or to "Logged hours". The choice is made under "Invoice settings" on the "System settings" page.

Please note that tools with "Compulsory booking" will always result in a cost when invoice calculation is done. Tools with "Optional booking" will result in a cost only if a booking was made. Tools which are "Unbookable" will not result in a cost.

Monthly fee

In LIMS, it is possible to set a monthly fee for the users. The monthly fee is calculated on a calendar month basis. This cost is fixed and will not be influenced by the number of booked or logged hours. The fixed cost is intended to cover such things as cleanroom clothing, use of tools that are not booked (e.g. microscopes, wet benches and similar) and administration costs. Alternatively, the monthly fee can be used if a lab wants to charge **only** by a fixed monthly fee. The hourly rates mentioned above should then be set to zero.

A setting under "Invoice settings" on the "System settings" page allows a lab to choose between applying the monthly fee to all "Active users" without regard to any booking or logging that month **or** applying the monthly fee only to active users that have at least made one booking/logging during the month.

If the setting is chosen to always apply a monthly fee to active users and a user do not have any booked or logged time for a month, the University/Company that the user belongs to will be charged the monthly fee. In the invoice generation this will be accomplished by creating a special project named "<Name of Laboratory/Group> - Monthly Fees". The monthly cost for users with no booked or logged hours will be charged to this project.

The monthly fee can have three different levels (Low, Medium, High) as described under "Charge type". The level for a specific user is determined by the charge type of the University/Company that the user belongs to. The actual cost in SEK/month is set on the page "Fares and Charges".

The monthly fee for each user is divided equally amongst the university/companies that own the projects that the user has booked or logged time on for the given month. The cost will then be divided amongst the projects.

As an example: User A has booked time on Project1, Project 2 and Project 3 for one month. He has a monthly fee of 1200 SEK. Project 1 and Project 2 belongs to University/Company XX and Project 3 belongs to University/Company YY. Since both Project 1 and Project 2 belongs to same University/Company the monthly fee will be divided as follows:

Project 1: 300 SEK

Project 2: 300 SEK

Project 3: 600 SEK

Fee reduction based on booked or logged hours

In LIMS, it is possible to apply a discount for users with many hours during a month. The discount is calculated by adding all hourly costs for an individual user during a calendar month. A reduction in percent is given on hourly costs above a specified breakpoint.

The actual value in SEK for the breakpoint and the percentage of the reduction is set on the page "Fares and Charges".

Only hours for projects that belong to the **same** University/Company and have the **same** charge type are basis for the fee reduction. If a user book or log time on projects belonging to different Universities/Companies or different charge types, the adding of costs for the discount calculation is done separately for each (University/Company and/or charge type).

The fixed monthly fee is not included in the calculation of the fee reduction.

Monthly Fee reduction based on user area restriction

It is possible to apply a monthly fee reduction for users that do not have access to all areas of the laboratory. When editing a user in LIMS the area restriction can be set for that user. On the page "Fares And Charges" the reduction for each "Area Restriction" is set.

Simulation of invoices.

Note: If the simulation period span over several months, the difference between real and simulated invoices is not only related to changes done in "Simulate invoices", but also because any real changes within the simulation period will not have an effect in the simulation because of the initial values for the simulation origin from the last month in the chosen period.

A suggestion would be to first make a simulation for the same period without any changes at all to see the effect of no changes.

Invoice by project

Home » Admin » Invoices » Invoice by project

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

☒ Predefined time: 2009 Q1 2009
☐ Custom time: 2009-01 to: 2009-03

University / Company: -- All Universities / Companies --

Note 1: Invoice data are based on booked hours.
Note 2: Hours for each time period are for bookings that end within that period.

Add/remove columns (6 of 13 columns chosen)

Month	Project Name	Hours	Monthly fees	Cost by hours	Total cost
2009-03	Quantum Device Physics Laboratory	1 256,0	26 000	716 050	742 050
2009-01	Quantum Device Physics Laboratory	1 191,0	19 500	634 150	653 650
2009-02	Quantum Device Physics Laboratory	1 039,0	22 000	556 850	578 850
2009-03	Service Project	763,5	2 025		2 025
2009-01	Service Project	678,0	2 427		2 427
2009-03	Microscale Electronics Laboratory	625,5	8 000	369 250	377 250
2009-02	Microscale Electronics Laboratory	520,0	8 500	306 150	314 650
2009-03	Nanofabrication Laboratory	480,0	3 608		3 608
2009-02	Service Project	453,0	2 532		2 532
2009-02	Nanofabrication Laboratory	278,0	4 031		4 031
2009-01	Nanofabrication Laboratory	275,0	4 093		4 093
2009-03	SMU	260,5	4 000	158 250	162 250
2009-02	SMU	258,0	4 000	185 950	189 950

Invoice by tool

Home » Admin » Invoices » Invoice by tool

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

☒ Predefined time: 2008 Oct 2008
☐ Custom time: 2008-10 to: 2008-10

Responsible group: -- All Laboratories / Groups --

Tool: 108 Surface profiler, stylus - Tencor P15 Sort: id

Category: -- All Categories --

Note 1: Invoice data are based on booked hours.
Note 2: Hours for each time period are for bookings that end within that period.

Add/remove columns (8 of 16 columns chosen)

Month	ToolId	Tool name	Tool category	Project Id	Project name	Hours	Cost by hours
2008-10	108	Surface profiler, stylus - Tencor P15	Metrology	76	Image AB	8,0	3 830
2008-10	108	Surface profiler, stylus - Tencor P15	Metrology	79	Nanofabrication Laboratory	2,0	
2008-10	108	Surface profiler, stylus - Tencor P15	Metrology	102	Optical Metrology Lab	2,0	1 200
2008-10	108	Surface profiler, stylus - Tencor P15	Metrology	1136	MS - SMU	4,0	1 200
2008-10	108	Surface profiler, stylus - Tencor P15	Metrology	1209	MS - Lough	1,0	
2008-10	108	Surface profiler, stylus - Tencor P15	Metrology	1210	MS - Lough	3,5	
2008-10	108	Surface profiler, stylus - Tencor P15	Metrology	16254100	MS - SMU	9,0	2 700

Invoice by User

Home » Admin » Invoices » Invoice by tool

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

☒ Predefined time: 2008 Oct 2008
☐ Custom time: 2008-10 to: 2008-10

University / Company: -- All Universities / Companies --

Project: Quantum Device Physics Laboratory

Cost center:

Note 1: Invoice data are based on booked hours.
Note 2: Hours for each time period are for bookings that end within that period.

Add/remove columns (7 of 31 columns chosen)

Month	Project name	User	Hours	Monthly fees	Cost by hours	Total cost
2008-10	Quantum Device Physics Laboratory	Tim Griffin	358,0	1 000	181 300	182 300
2008-10	Quantum Device Physics Laboratory	Samuel Greenblatt	241,0	1 000	120 500	121 500
2008-10	Quantum Device Physics Laboratory	David Sullivan	185,0	1 000	96 650	97 650
2008-10	Quantum Device Physics Laboratory	Haroldson Phumthong	99,5	1 000	79 150	80 150
2008-10	Quantum Device Physics Laboratory	David Noyes	136,5	1 000	73 050	74 050
2008-10	Quantum Device Physics Laboratory	Mark Sullivan	71,5	1 000	61 600	62 600
2008-10	Quantum Device Physics Laboratory	Kevin Haines	44,0	1 000	25 000	26 000
2008-10	Quantum Device Physics Laboratory	Kevin Haines	49,0	1 000	24 100	25 100
2008-10	Quantum Device Physics Laboratory	Kevin Haines	49,5	1 000	23 550	24 550

Regenerate invoices

[Home](#) » [Admin](#) » [Invoices](#) » [Regenerate invoices](#)

Since invoices are calculated, you must regenerate them if you have been changing a previous booking or logging.

Regenerate invoice data from: to

Select period, and click "Ok" to regenerate the invoices.

Simulate invoices

[Home](#) » [Admin](#) » [Invoices](#) » [Simulate invoices](#)

Simulate invoice data

- Step 1: Choose the period for which you want to simulate invoices by entering from-month and to-month (YYYYMM).
- Step 2: Press button 'Step 2: Initialize values for given period'
- Step 3: Go through all lists below and change to desired values. For each textbox or dropdownlist in the lists below the actual real value (for your chosen to-month) is on the left of that textbox or dropdownlist. If you press enter after you have changed a value in a textbox the background will be changed for that cell to make it easier to see the changes you have done.
- Step 4: Press button 'Step 4: Start simulation calculation'.
- Step 5: Go to any of the other simulation pages to see the result of your simulation.

Step 1: Simulation period (YYYYMM - YYYYMM): -

Step 3: Change [Hourly rates](#)
and/or [Monthly fees](#)
and/or [Area restriction reductions](#)
and/or [Tool rates](#)
and/or [Project charge types](#)
and/or [University/Company charge types](#)

Step 3: Change hourly rates [\[top\]](#)

	Low Charge	New rates for Low	Medium Charge	New rates for Medium	High Charge	New rates for High		Low Charge	New values for Low
Rate A:	100	<input type="text" value="100"/>	200	<input type="text" value="200"/>	300	<input type="text" value="300"/>	Monthly fee, SEK	1000	<input type="text" value="1000"/>
Rate B:	300	<input type="text" value="300"/>	500	<input type="text" value="500"/>	600	<input type="text" value="600"/>	Monthly breakpoint, SEK	10000	<input type="text" value="10000"/>
Rate C:	500	<input type="text" value="500"/>	800	<input type="text" value="800"/>	1000	<input type="text" value="1000"/>	Reduction after breakpoint, %	0	<input type="text" value="0"/>
Rate D:	800	<input type="text" value="800"/>	1300	<input type="text" value="1300"/>	1600	<input type="text" value="1600"/>			
Rate E:	2000	<input type="text" value="2000"/>	3000	<input type="text" value="3000"/>	4000	<input type="text" value="4000"/>			

Step 3: Change mo

Step 3: Change university/company charge types [\[top\]](#)

University/Company name	ChargeType at period end	Simulated ChargeType
Chalmers University of Technology	Low	<input type="text" value="Low"/>
Delft University of Technology	Low	<input type="text" value="Low"/>
Göteborg University	Low	<input type="text" value="Low"/>
Lund University	Low	<input type="text" value="Low"/>

1125	CyOptics	High	<input type="text" value="High"/>
1305	Epicrystals Inc	High	<input type="text" value="High"/>
1319	Fingerprint Cards AB	High	<input type="text" value="High"/>
1155	Glo AB (QuNano)	High	<input type="text" value="High"/>
1314	Gratings for Univ. of Barcelona	High	<input type="text" value="High"/>
76	Imago AB	High	<input type="text" value="High"/>
1301	Imago Capacitive Sensor	High	<input type="text" value="High"/>

By changing fares and charges on this page, you can simulate invoices to see what the outcome would be.

• Step 1: Choose the period for which you want to simulate invoices by entering from-month and to-month (YYYYMM).

• Step 2: Press button 'Step 2: Initialize values for given period'

• Step 3: Go through all lists below and change to desired values. For each textbox or dropdown list in the lists below the actual real value (for your chosen to-month) is on the left of that textbox or dropdown list. If you press enter after you have changed a value in a textbox the background will be changed for that cell to make it easier to see the changes you have done.

• Step 4: Press button 'Step 4: Start simulation calculation'.

• Step 5: Go to any of the other simulation pages to see the result of your simulation.

Simulated invoice by project

Home » Admin » Invoices » Simulated invoice by project

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

Simulation period: 2009-08 - 2009-10

University / Company: -- All Universities / Companies --

Note: If the simulation period span over several months, the difference between real and simulated invoices is not only related to changes done in "Simulate invoices", but also because any real changes within the simulation period will not have an effect in the simulation because the initial values for the simulation origin from the last month in the chosen period.
A suggestion would be to first make a simulation for the same period without any changes at all to see the effect of no changes.

Add/remove columns (11 of 19 columns chosen)

Month ▲	Cost center	Project Name	Hours	Monthly fees	Cost by hours	Total cost	Diff. Total cost	Simulated Total cost	Simulated Cost by hours	Simulated Monthly fees
2009-08		AlfaExx AB - Monthly fees	0,0	2 000		2 000	18 000	20 000		20 000
2009-08		Analytical Chemistry, GU - Monthly fees	0,0	2 000		2 000	18 000	20 000		20 000
2009-08		Atomic Physics - Monthly fees	0,0	25 000		25 000	225 000	250 000		250 000
2009-08		Biological Physics - Monthly fees	0,0	13 000		13 000	117 000	130 000		130 000
2009-08		BioNano Systems Laboratory - Monthly fees	0,0	16 000		16 000	144 000	160 000		160 000
2009-		Bionanophotonics - Monthly	0,0	4 000		4 000	36 000	40 000		40 000

Simulated invoice by tool

Home » Admin » Invoices » Simulated invoice by project

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

Simulation period: 2009-08 - 2009-10

Responsible group: -- All Laboratories / Groups --

Tool: -- All tools -- Sort: id

Note: If the simulation period span over several months, the difference between real and simulated invoices is not only related to changes done in "Simulate invoices", but also because any real changes within the simulation period will not have an effect in the simulation because the initial values for the simulation origin from the last month in the chosen period.
A suggestion would be to first make a simulation for the same period without any changes at all to see the effect of no changes.

Add/remove columns (8 of 20 columns chosen)

Month ▲	ToolId	Tool name	Project name	Hours	Cost by hours	Simulated Cost by hours	Diff. Cost by hours
2009-08	806	MBE-system - EPI 930	Service Project	428,0			
2009-09	510	Vacuum package	Service Project	11,5			
2009-09	510	Vacuum package	BioNano MC2	2,0	200	400	200
2009-09	806	MBE-system - EPI 930	Service Project	214,0			
2009-10	108	Surface profiler, stylus - Tencor P15	Service Project	3,0			
2009-10	408	Evaporator - Opto	Service Project	2,0			

Simulated invoice by user

Home » Admin » Invoices » Simulated invoice by project

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

Simulation period: 2009-08 - 2009-10

University / Company: -- All Universities / Companies --

Project: -- All Projects --

Cost center:

Apply filters

Note: If the simulation period span over several months, the difference between real and simulated invoices is not only related to changes done in "Simulate invoices", but also because any real changes within the simulation period will not have an effect in the simulation because the initial values for the simulation origin from the last month in the chosen period.
A suggestion would be to first make a simulation for the same period without any changes at all to see the effect of no changes.

Add/remove columns (9 of 38 columns chosen)

Month ▲	Project name	User	Monthly fees	Total cost	Diff. Total cost
2009-08	Quantum Device Physics Laboratory - Monthly fees	Guido Hallenbeck	1 000	1 000	9 000
2009-08	Instrumentation - Monthly fees	Alexander Lindberg	1 000	1 000	9 000
2009-08	Physical Chemistry - Monthly fees	Julius Smith	1 000	1 000	9 000
2009-08	Atomic Physics - Monthly fees	Therese Lohde Agde	1 000	1 000	9 000
2009-08	Physical Electronics and Photonics - Monthly fees	Oliver Martin Wolff	1 000	1 000	9 000
2009-08	Physical Chemistry - Monthly fees	Willy Searles	1 000	1 000	9 000
2009-08	Quantum Device Physics Laboratory - Monthly fees	Oliver Martin Wolff	1 000	1 000	9 000

Process line

Tools used in a process flow can be grouped using a process line.

Process line list

[Home](#) » [Admin](#) » [Process lines](#)

	Name ▲	Description
Edit	Microwave and Photonics process line	
Edit	Quantum Device process line	
Show Page: 1 (Total Records: 2) <input checked="" type="checkbox"/> Records Per Page: 10 ▼		
Add New		

Add/Edit Process line

[Home](#) » [Admin](#) » [Process lines](#) » [New process line](#)

Name:

Description:

[Add](#) [Cancel](#)

Edit or adding a new process line gives only two options: Name and description, the name is mandatory.

After you added a process line, you can associate tools to it.

Add/Manage tools for process lines

[Home](#) » [Admin](#) » [Process lines](#) » [Add/Manage tools for process line](#)

Process line:

Category: Sorts list by:

Available tools

☐ Check all [Add](#)

Tool Id	Tool Name
<input type="checkbox"/> 102	Microscope - Olympus
<input type="checkbox"/> 103	4-point probe - CMT-
<input type="checkbox"/> 104	Ellipsometer - Sagax
<input type="checkbox"/> 106	Microscope - Olympus
<input type="checkbox"/> 108	Surface profiler, st
<input type="checkbox"/> 110	SEM - JEOL JSM-6301F
<input type="checkbox"/> 111	SPM - Veeco Dimensio
<input type="checkbox"/> 112	Ellipsometer - J.A.
<input type="checkbox"/> 114	Surface profiler on

Tools in process line

☐ Check all [Remove](#)

Tool Id	Tool name
<input type="checkbox"/> 210	Mask aligner - KS MJB3-UV 400
<input type="checkbox"/> 407	Sputter - Balzers PLS 550
<input type="checkbox"/> 531	Ultrasonic bath, Microwave line
<input type="checkbox"/> 532	Developer baths, Microwave line
<input type="checkbox"/> 533	Developer baths, Microwave line
<input type="checkbox"/> 534	Spinner & HMDS, Microwave line
<input type="checkbox"/> 535	Hot plates, Microwave line

Select tools that you want to add/remove from the process line.

Project

In order to make a booking, you must associate it to a project.

A user can be member of different projects at the same time. Each project has a start and a stop date, and outside of this period, it's not possible to make a booking on the project. Each project does also have a charge type, for calculating invoices.

Add/Edit projects

Home » Admin » Project » New project

This page is also reached by users with role "Project manager"

Add/Edit Project

Project Id:	<input type="text" value="556"/>	*
Project name:	<input type="text" value="Microplating"/>	*
Laboratory / Group:	<input type="text" value="Nanofabrication Laboratory"/>	
Charge type:	<input type="text" value="Medium"/>	
Project leader:	<input type="text" value="Johan Backlund"/>	*
Type of project:	<input type="text" value="Normal"/>	
Start date:	<input type="text" value="2010-10-01"/>	*
End date:	<input type="text" value="2010-12-31"/>	*
Supplementary info:	<div></div>	
Is deleted:	<input type="radio"/> Yes <input checked="" type="radio"/> No	

All fields but "Supplementary info" are mandatory.

Project Id

This is the Id you choose for the project. This must be a unique number.

Project name

Name of the project

Laboratory / group

Group responsible for the project

Charge type

Zero – Low – Medium – High. This is to set the cost for bookings within this project.

Project leader

Responsible for project

Start date / End date

Dates for start and stop. It's not possible too book before start or after stop.

Supplementary info

Optional. Short description of project.

When changing charge type or laboratory group, the user must select a start month for the new charge, since cost is calculated per month

Project list

[Home](#) » [Admin](#) » [Project](#) » [Project list](#)

This page is also accessible to users with role “Project manager”

Lists projects – both current and old/deleted, by using the filter.

Project list

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

Laboratory / Group:	All laboratory / groups	Charge type:	-- All charge types --
Project leader:	-- All project responsables --	Active / deleted:	Show all active

Add/remove columns (6 of 19 columns chosen)

	Project Id	Project name ▲	Project leader	Start date	End date	Supplementary info
Edit	5920416	2008-07-01	2011-06-30			
Edit	5920415	2008-07-01	2011-06-30			
Edit	1304	2007-09-07	2009-12-31			
Edit	69	2002-01-01	2009-07-31			
Edit	594126	2007-11-01	2009-12-31			Exjobbare Alar Ainla kör på timme för Zoran Konkoli, handleds av Aldo Jesorka fysikalisk kemi
Edit	122	2002-01-01	2009-12-31			
Edit	71	2002-01-01	2009-12-31			
Edit	72	2002-01-01	2009-12-31			

From the list, the user can choose to edit a project.

Add / Manage project members

[Home](#) » [Admin](#) » [Project](#) » [Add/Manage project members](#).

This page is also reached by users with role “project manager” or “project leader”

Add/Manage project members

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

Project Name:	Service Project (123)		
Laboratory / group:	-- All except MyFab lab/groups --	Show deleted lab/groups:	No
User role:	-- All active users of the system --	Sort lists by:	First name

Available users

☐ Check all

Name	Lab/Group
<input type="checkbox"/> Mikael Åstrand	Micro Physics
<input type="checkbox"/> Mikael Stenroos	Physical Electronics and Photonics
<input type="checkbox"/> Mikael Tjernberg	Physical Electronics Laboratory
<input type="checkbox"/> Mikael Åberg	Surface Science Laboratory
<input type="checkbox"/> Mikael Jesorka	Physical Chemistry

☐ Check all

Name	Lab/Group
<input type="checkbox"/> Mikael Jesorka	Surface Science Physics Lab
<input type="checkbox"/> Bengt Widen	Nanofabrication Laboratory
<input type="checkbox"/> Göran Hallberg	Nanofabrication Laboratory
<input type="checkbox"/> Göran Petersson	Nanofabrication Laboratory
<input type="checkbox"/> Henrik Fredriksson	Nanofabrication Laboratory

Here, you choose a project to view current members.

You can then choose other available users from the list to the left, and add as member of the project.

Or, choose users from the list to the right to remove from the project.

Statistics

The pages cover statistics for bookings and loggings, seen from different views.

One view is summarization of bookings/loggings, with the option to group by up to three entities – the other view is to see the actual bookings/loggings in a selected period.

Statistics for booked time

Home » Admin » Statistics » Statistics for booked time

Statistics for booked time

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

☒ Predefined time: 2009 Q1 2009
☐ Custom time: 2009-01-01 to: 2009-03-31

Note: Booked hours are for all bookings that end within the selected time period.

First entity: University / Company -- All University / Companys --
Second entity: -- Select entity 2 --
Third entity: -- Select entity 2 first --

Export to Excel

University / Company	Booked hours
University AB	19,5
Chalmers University of Technology	12 766,5
Stockholm University	562,0
Umeå AB	206,5
Uppsala AB	44,5
Swedish Institute of Technology AB	25,5
Umeå AB	3,5
Swedish Institute of Technology AB	6,0
Stockholm AB	61,0
Total: 13695	

This page shows bookings during a specific period of time, grouped by entities.

Using the groups in different order, you can create a very specific report, example:

“How many hours have Person X booked in the Project Y, on Tool Z, during period P?”

Or, like above: “Booked hours, grouped by University/Company, during first quarter of 2009”

Statistics for logged time

[Home](#) » [Admin](#) » [Statistics](#) » [Statistics for logged time](#)

This page works the same way as “statistics for booked time” – but displays a summary of the logged, time instead of the booked time.

Statistics for logged time

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

☒ Predefined time: 2008 Year: 2008

☐ Custom time: 2008-01-01 to: 2008-12-31

Note: Logged hours are for all logs that end within the selected time period.

First entity: University / Company

Second entity: Department

Third entity: Project

-- All University / Companys --

-- All Departments --

-- All Projects --

Export to Excel

University / Company	Department	Project	Logged hours
Chalmers University of Technology	Applied Physics	None	2,5
Chalmers University of Technology	Applied Physics	Radio News	2,0
Chalmers University of Technology	Applied Physics	SDP Science 2	2,0
Chalmers University of Technology	Applied Physics	VR-Linda	1,5
Chalmers University of Technology	Chemical and Biological Engineering	Physical Chemistry	202,5
Chalmers University of Technology	Woodtechnology and Nanoscience	Self-assembly	99,0
Chalmers University of Technology	Woodtechnology and Nanoscience	MSB - Gufud	7,0
Chalmers University of Technology	Woodtechnology and Nanoscience	MSB-Lungby	12,5
Chalmers University of Technology	Woodtechnology and Nanoscience	MSB-Bellona	5,5
Chalmers University of Technology	Woodtechnology and Nanoscience	Monitors Electronics Laboratory	174,0
Chalmers University of Technology	Woodtechnology and Nanoscience	Green Semiconductors Berlin	4,0
Chalmers University of Technology	Woodtechnology and Nanoscience	Quantum Device Physics Laboratory	75,0
Chalmers University of Technology	Woodtechnology and Nanoscience	VR-Top	6,5
Chalmers University of Technology	Radio and Space Science	SDS2	178,0
Chalmers University of Technology	Unknown code	Omega AB	0,5
Stockholm University	Physics and Engineering Physics	Atomic Physics	35,0
Omega AB	Omega AB	Omega AB	9,0
Sanofi-Sintelabo AB	Sanofi-Sintelabo AB	Sanofi-Sintelabo AB	2,0
Total:			818,5

Booking List

[Home](#) » [Admin](#) » [Statistics](#) » [Booking list](#)

This page shows all bookings within a certain period of time. Service bookings have the color of yellow, maintenance orange – but can be filtered not to be visible.

Booking list

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

< oktober 2010 >

Month må ti on to fr lö sö

Week 27 28 29 30 1 2 3

Week 4 5 6 7 8 9 10

Week 11 12 13 14 15 16 17

Week 18 19 20 21 22 23 24

Week 25 26 27 28 29 30 31

Week 1 2 3 4 5 6 7

Tool: 420 Evaporator - AVAC HVC600

Sort: id

Project: Show booked time for all projects

User: Type to see suggestion (min. 3 characters)

☐ Predefined time: 2010 Oct 2010

☒ Custom time: 2010-10-04 to: 2010-10-06 Apply datefilter

Display Bookings

Add/remove columns (7 of 30 columns chosen)

Edit	User	LabGroup of user	ToolId	Tool name	LabGroup of project	Timespan	Supplemen
420	Heinrich Frederiksen	Sanofi-Sintelabo	420	Evaporator - AVAC HVC600	Sanofi-Sintelabo	20,5	
420	Heinrich Frederiksen	Sanofi-Sintelabo	420	Evaporator - AVAC HVC600	Sanofi-Sintelabo	2,5	
420	Heinrich Frederiksen	Sanofi-Sintelabo	420	Evaporator - AVAC HVC600	Sanofi-Sintelabo	3	
420	Heinrich Frederiksen	Sanofi-Sintelabo	420	Evaporator - AVAC HVC600	Sanofi-Sintelabo	1,5	
420	Heinrich Frederiksen	Sanofi-Sintelabo	420	Evaporator - AVAC HVC600	Sanofi-Sintelabo	1,5	
420	Heinrich Frederiksen	Sanofi-Sintelabo	420	Evaporator - AVAC HVC600	Sanofi-Sintelabo	3	
420	Heinrich Frederiksen	Sanofi-Sintelabo	420	Evaporator - AVAC HVC600	Sanofi-Sintelabo	3	

Log list

[Home](#) » [Admin](#) » [Statistics](#) » [Log list](#)

A page just like booking list – but in this case, all logs during a certain period.

Log list

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

Tool: -- Select tool -- Sort: id
Project: Show booked time for all projects
User: Type to see suggestion (min. 3 characters)

☒ Predefined time: 2009 Oct 2009
☐ Custom time: 2009-10-01 to: 2009-10-31

Display Bookings

Add/remove columns (7 of 31 columns chosen)

Edit	Tool name	Start	Stop	Timespan	Supplementary info	Batch name	Completed date
Edit	Sputter - Balzers PLS 550	2009-10-01 10:00	2009-10-01 12:00	2	Deponering av ca 2500Å Si3N4.	RWG InGaAs QW lasers #2	2009-10-01 13:40:09
Edit	Mask aligner - KS MJB3-UV 400	2009-10-02 08:30	2009-10-02 10:30	2	Litografi för öppning av SiN vid p-kontakt. OK.	RWG InGaAs QW lasers #2	2009-10-02 12:05:04
Edit	Developer III/V and nano	2009-10-02 08:30	2009-10-02 10:30	2	Litografi för öppning av SiN vid p-kontakt. OK.	RWG InGaAs QW lasers #2	2009-10-02 12:06:18
Edit	Resist spinner III/V and nano	2009-10-02 08:30	2009-10-02 10:30	2	Litografi för öppning av SiN vid p-kontakt. OK.	RWG InGaAs QW lasers #2	2009-10-02 12:06:25
Edit	Plasma etch-SIE/CVD - Oxford Plasmalab System	2009-10-02 10:30	2009-10-02 12:00	1,5	Etning av SiN. Recept: adolfsson SiN etch	RWG InGaAs QW lasers #2	2009-10-02 12:06:52

Project time by resource

[Home](#) » [Admin](#) » [Statistics](#) » [Person project hours](#)

Gather all resource bookings for a project or person, during a certain period.
(Hours booked on a project, without booking on a tool)

Project time by resource

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

☒ Predefined time: 2010 Jan 2010
☐ Custom time: 2010-01-01 to: 2010-01-31

Projects: --- Projects ---
User: --- Users ---

Add/remove columns (6 of 11 columns chosen)

First and lastName	Project Name	Start ▲	Stop	Period	Timespan
Martin Klarqvist	Nanofabrication Laboratory	2010-01-18	2010-01-18	12:00 - 13:30	1,5
Martin Klarqvist	Service Project	2010-01-18	2010-01-18	13:30 - 14:30	1,0
Martin Klarqvist	Service Project	2010-01-20	2010-01-20	12:00 - 13:00	1,0
Total:					3,5

Show Page: 1 (Total Records: 3) Records Per Page: 10

System Info

System settings

[Home](#) » [Admin](#) » [System info](#) » [System settings](#)

Most of these settings are made only once, since changing them can create usage problems, especially when changing something from “allow” to “don’t allow” or the opposite way around.

Settings are.

E-mail settings, Invoice settings, Booking settings and General settings

E-mail settings: These settings are for receivers of mail at certain events in the system.

- When a night shift booking is made
- When a user applies for access
- When a mail is sent to “system admin”

E-mail Settings

Receivers when night shift booking is made

Active ☐

The users in this list will get a message when a night shift booking is made.

Type to see suggestion (min. 3 characters)

Add receiver

[No receivers added]

Remove receiver

Receivers when new user is added

Active ☐

The users in this list will get a message when a request for membership as user in system is made.

Type to see suggestion (min. 3 characters)

Add receiver

Martin Klarqvist
Peter Modh
Ulf Södervall

Remove receiver

Receivers for mail to Systemadmin

Active ☐

The users in this list will get messages when a message is sent to booking system administrator.

Type to see suggestion (min. 3 characters)

Add receiver

Göran Alestig
Peter Modh

Remove receiver

Invoice settings

Booking settings

Public tool list

General settings

Invoice settings: For generation of invoice data.

E-mail Settings	
Invoice settings	
Base invoices on: <div>Booked time ▼</div>	
Tool charge: <div>Tool charge applies for all tools ▼</div>	'No charge for tool owners' means that if a user does a booking or log (depending on invoices are based on booked or logged time) and the project for that booking/log are owned by the same laboratory / group as the owner of the tool, the project will not be charged.
Monthly fees: <div>Always charge monthly fee for active users ▼</div>	If set to 'Always charge monthly fee for active users' all active users will always pay monthly fee, regardless whether the user have booked or logged time (depending on invoices are based on booked or logged time) for a given month or not.
<div>Save settings</div>	Note: If you make <u>any</u> changes to the invoice settings above, <u>all</u> invoice data will be re-generated (can take several minutes) next time someone opens any of the invoice-pages.
Booking settings	
Public tool list	
General settings	

Tool charge:

“Tool charge applies for all tools” or “No charge for tool owners”

No charge for tool owners means that if a user does a booking or log (depending on invoices are based on booked or logged time) and the project for that booking/log are owned by the same laboratory / group as the owner of the tool, the project will not be charged.

Monthly fees

If set to “Always charge monthly fee for active users” all **active** users will always pay monthly fee, regardless whether the user have booked or logged time (depending on invoices are based on booked or logged time) for a given month or not.

Note: If you make any changes to the invoice settings above, all invoice data will be re-generated (which can take several minutes) next time someone opens any of the invoice-pages.

Booking settings: These general rules apply to all users of the system.

E-mail Settings	
Invoice settings	
Booking settings	
Nightshift start:	18 ▾
Nightshift stop:	07 ▾
Start view, bookings	Show bookings from yesterday and newer ▾
Missing log(s) for bookings with mandatory logging:	Always allow booking ▾
Change log	Don't allow to change start time on started log ▾
Project leader bookings	Show project leader bookings on start page ▾
Logs without booking	Do not show logs without bookings on start page ▾
<input type="button" value="Save settings"/>	
Public tool list	
General settings	

Nightshift start and stop

In this case, a booking made between 07 and 18 is considered a "daytime booking", while a booking between 18 and 07 is a nighttime.

At nighttime, you are not allowed to be alone in the lab – just must have a so called "Lab buddy". There can also be a difference in the amount of time you can book for a tool at day or at night. (Those settings are made at tool-level)

Startview, bookings

Default sorting on startpage, when a user log in.

Values: "Show from yesterday and newer", "show from today and newer", "show non logged bookings"

Missing log(s) for bookings with mandatory logging

You can force the user to log his previous bookings, before he's allowed to create a new.

Change log

Allow user to change start time on an existing log.

Project leader bookings

Show the list of (if used) project leader bookings on homepage.

Logs without bookings

Show the list of logs with no connected booking.

Public tool list:

Select which columns should be visible in the public tool list – showed for anonymous users.

E-mail Settings
Invoice settings
Booking settings
Public tool list

Save settings

☒ 1 st responsible

☒ 2 nd responsible

☒ Category

☒ Description

☒ Manufacturer

☒ Model

☒ Name

☒ Tool Id

☐ Area name

☐ Available

☐ Booking

☐ Current toolratetype name

☐ Footprint

☐ Future allocation limit daytime

☐ Future allocation limit nighttime

General settings: This is general texts – like Laboratory name, Newsletter headers and settings for what a user can choose when making an application.

E-mail Settings
Invoice settings
Booking settings
Public tool list
General settings

Laboratory-name:

Nanofabrication Laboratory 3

Login-header:

Welcome to LIMS - Chalmers MC2

Newsletter-mail-header-accidents:

Incidents

Newsletter-mail-header-general:

General News

Newsletter-mail-header-service:

Service and Maintenance

Newsletter-mail-subject:

Nanofabrication Laboratory Newsletter week [week], [year]

Area Restriction choose:

Let user choose Area restriction when applying ▾

Access hours choose:

Don't let user choose Access hours when applying ▾

Allowed filetypes for upload:
ex: .txt | .jpg | .gif

.txt | .doc | .xls | .ppt | .pdf | .gif | .jpg | .png | .mp3

Save settings

Area restriction choice

Determinates if the user, when creating an application, can choose which part of the lab he wants to gain access to.

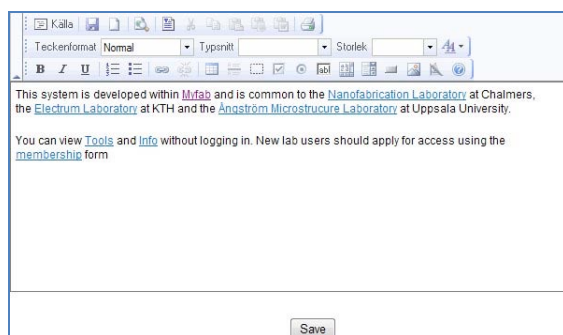
Access hours choice

Determinates if the user, when creating an application, can choose for which times he wants to gain access to the lab.

External info page

Home » Admin » System info » External info page

This page controls the information published on the start page of the system, for anonymous users. Using the “what you see is what you get”-editor, you can format and adding text, links and information.

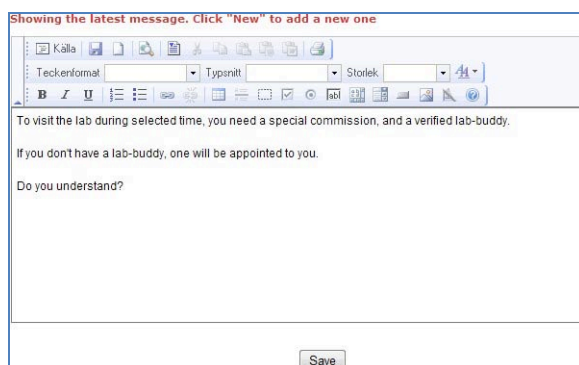


The screenshot shows a WYSIWYG editor interface. At the top, there is a toolbar with icons for text formatting (bold, italic, underline, text color, background color), list creation, indentation, and other standard editing tools. Below the toolbar, the text area contains the following content: "This system is developed within [Myfab](#) and is common to the [Nanofabrication Laboratory](#) at Chalmers, the [Electrum Laboratory](#) at KTH and the [Ångström Microstructure Laboratory](#) at Uppsala University. You can view [Tools](#) and [Info](#) without logging in. New lab users should apply for access using the [membership](#) form". At the bottom right of the editor, there is a "Save" button.

Night shift message

Home » Admin » System info » Nightshift message

This is the info showed when you are doing a booking that partly or whole are outside the daytime perimeters. Using the “what you see is what you get”-editor, you can format and adding text, links and information.



The screenshot shows a WYSIWYG editor interface. At the top, there is a red header bar with the text "Showing the latest message. Click 'New' to add a new one". Below this, there is a toolbar with icons for text formatting (bold, italic, underline, text color, background color), list creation, indentation, and other standard editing tools. Below the toolbar, the text area contains the following content: "To visit the lab during selected time, you need a special commission, and a verified lab-buddy. If you don't have a lab-buddy, one will be appointed to you. Do you understand?". At the bottom right of the editor, there is a "Save" button.

External mail receivers

[Home](#) » [Admin](#) » [System info](#) » [Add external mil receivers](#)

Add/Edit/Remove mail addresses for users who are not member of LIMS, but should have the newsletter.

	First name ▲	Last name	Email
Delete Edit	Greg	Wittler	greg_wittler@chalmers.se
Delete Edit	Herbert	Zwath	herbert.zwath@mc2.chalmers.se
Delete Edit	Jan	Grafen	jan.grafen@chalmers.se
Delete Edit	Lennart	Lundgren	lelu@chalmers.se
Delete Edit	Oluf	Engelsson	oluf@chalmers.se
Delete Edit	Olav	Omser	olav@chalmers.se
Delete Edit	Per	Lundgren	per.lundgren@chalmers.se
Delete Edit	Per	Delong	delong@chalmers.se
Delete Edit	Peter	Bergsson	pm@chalmers.se
Delete Edit	Stefan	Berggren	stefan@chalmers.se
Delete Edit	Stefan	Bergsson	stefan@chalmers.se
Delete Edit	Thomas	Swahn	swahn@chalmers.se
Delete Edit	Victor	Bellakry	victor.bellakry@chalmers.se
Show Page: 1 (Total Records: 13) <input checked="" type="checkbox"/> Records Per Page: 20 ▼			
Add New			

User

List Users

Home » Admin » User » User list

The list displays all users. The list is configurable, it is possible to filter the content and selecting columns.

You can send a mail to a user, Edit a user or View a user.

View User


Home » Admin » User » View user

View Users shows detailed information about a user:

Both the standard information – like first name/last name, email, status, group role.

And information about what the user is involved with – like his licences, projects and statistics of previous bookings.

Edit user



Back

Printable version

Save as word


Active/Not active history
200902 - 200902 Not active
200903 - Active

Laboratory group history
200902 - BioNano Systems Laboratory

Area restriction history
200902 - No Restrictions

Licence history
20100407 (621) Electroplating- Acid
20090401 (400) Sputter - FHR MS150

First name:
Last name:
Username:
Password:
Email:
Phone:
Mobile phone:

**Yujia
Jing**

yujia@stui
07658389

Gender:
Birth date:
User category:
University / Company:
Department:
Laboratory / Group:

Male
1985-07-
Undergrad
Chalmers
Microtech
BioNano S

Status:
Roles:

Active
User

Access hours:
Area restriction:
Coat number:
Coach:
Supervisor:
Access card nr:
Introduction and safety course:
Handle chemical course:

Office Hou
No Restrict

Bjorn Cai
T00025 96
2009-02-1
2009-02-1

Projects
- BioNano Systems Laboratory

Statistics

Add/Edit User

Home » Admin » User » Add user

Add/Edit User changes the standard information about a user, or adds a new user.

Add/Edit user

First name:

Last name:

User name:

Email: [Change Email](#)

Phone, work:

Phone, mobile:

Gender:
☒ Male ☐ Female

Birth date (yyyy-mm-dd):

User category:

Laboratory / Group:
 [Change](#)

Access hours:

Area restriction:

Coat No:

Practical coach:

Supervisor:

Access card nr:

Introduction and safety course:

Handle chemical course:

Supplementary Info:

User status:

Roles:
☒ User
☐ Administrator
☐ Project manager
☐ Project leader (can't add project)
☐ Instructor
☐ Tool Responsible

Portal roles:
☐ Administrator
☐ Advanced User

Bookable as resource
☐ *(Applies only to this user, to book man hours on project)*

Most of the fields are “information only”, with no specific connection to the system, with a few exceptions.

Laboratory / Group

This affects invoices, since different groups can have different fees.

If you change the “Laboratory/Group”, you choose “Make change from month” So in case you are in the middle of a month, that group will still be debit for that user, that month.

User status

Active / Inactive / Deleted.

An Inactive user can still log in, but can not do anything in the system. A deleted user can not log in at all. (Though, a deleted user can be set back to active again)

Roles

A role determinates what a user can see or do in the system.

More info at: [Roles of the system](#)

Bookable as resource

This is a setting that gives the user the option to book/log time in projects.

Primary this function is for lab personnel that are active in different projects, where someone else has booked. Project time by resource is found under [\[LINK\]](#)

User status

Home » Admin » User » User Status

User status is a list of users, based on their status, when they logged in the last time, and when they last attended to a safety-/chemical course.

New users to approve/decline

There are two ways to become a user of LIMS.

- 1) An administrator creates an account.
- 2) The user fills out a membership application.

New applications ends up in this list, and users selected under [System settings](#), email-settings, get an email and see a notification when they log in, that there are applications to process.

New/Pending applications, is shown in a list on this page.

Process application

[Home](#) » [Admin](#) » [User](#) » [New users to approve/decline](#)

Page for processing an application is split in two parts:

The information that the applicant has entered, and fields corrected by administrator.

Approve new user

	Input by applicant	Corrected / completed information by administrator
User Name:	wfan	
First name:	Fan	<input type="text" value="Fan"/>
Last name:	Wu	<input type="text" value="Wu"/>
Gender:	Male	<input type="text" value="Male"/>
Birth-date (yyyy-mm-dd):	1980-10-30	<input type="text" value="1980-10-30"/>
Type of user:	Researcher	<input type="text" value="Researcher"/>
Company / University:	MC2	
Department:	MC2	
Laboratory / Group		<input type="text" value="-- Select laboratory / group --"/>
Project name:		<input type="text" value="-- Select project --"/>
Project Id:		
Practical Coach:		<input type="text" value="Type to see suggestion (min. 3 characters)"/>
Supervisor:	Per Delsing	<input type="text" value="Per Delsing"/>
Access card number:		<input type="text"/>
Start Date:		
End Date:		
Access hours:	Office Hours	<input type="text" value="Office Hours"/>
Area restriction:	No Restrictions	<input type="text" value="No Restrictions"/>
Overall number:		<input type="text"/>
Supplementary Info:		<div><div></div></div>

Email:	wfan@chalmers.se	<input type="text" value="wfan@chalmers.se"/>
Phone:		<input type="text"/>
Mobile:		<input type="text"/>

There are three options for an application:

The administrator declines the application, when an application is declined a message is sent to the user explaining why he/she won't be granted access.

The administrator can save the application as pending – for example, he completes the fields, but wants the user to go a course before the user gets access.

He can save and approve the user to use the system.

Unlock user

[Home](#) » [Admin](#) » [User](#) » [Unlock user](#)

The system has a built in security, to prevent “brute force” – this means, if a user enters an invalid password five times in a row, they account is locked. An administrator can from this page “unlock” it.

Info

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

As a logged in user, this is what you see.

As a not logged in user, you only see General documents and sitemap.

Area / room list

[Home](#) » [Info](#) » [Area / room list](#)

As the name indicates, this is a list with all areas in the lab.

Optional filters for this list (Hide filters...)				
Responsible: -- All room responsables --				
Add/remove columns (3 of 5 columns chosen)				
	Name	Area ▲	Room responsible	Supplementary info
Edit	Saw room		Peter Modh	
Edit	MBE-Lab		Peter Modh	
Edit	[Not defined]	0	MigrationUser MigrationUser	Area/room created for
Edit	Processlab 2	240	Peter Modh	
Edit	Processlab 1	1000	Peter Modh	
Show Page: 1 (Total Records: 5)				

General documents

[Home](#) » [Info](#) » [General documents](#)

List documents

Edit	Delete	Documents	Info ▲
Edit	Delete	cleanwater sections.jpg [info]	
Edit	Delete	nflvacationplan2010.pdf [info]	
Edit	Delete	Fbladgrav0211.pdf [info]	Information from Sahlgrenska sjukhuset concerning working environment and pregnancy.
Edit	Delete	marking2010.pdf [info]	Instructions for personal items marking 2010.
Edit	Delete	labmanual.pdf [info]	Introduction & Safety Manual
Edit	Delete	solventspl1.pdf [info]	Report of exposure of solvent in Processlab 1
Edit	Delete	MC2 Safety policy.doc [info]	The MC2 safety policy as published in 2001
Show Page: 1 (Total Records: 7) Records Per Page: 10			
Add New			

General documents are both viewable as logged in or anonymous user.

Only a user with the role "administrator" can add, edit or delete documents.

Add/Edit document

☒ Physical document
☐ Link to document
Physical document
File Name:
Info about document:

☐ Physical document
☒ Link to document
Link to document
Link Name *:
Link Path *:
Info about document:

You can add two types of documents:

Physical document, or link to document.

In the first case, you select a file, and uploads it – in the second case, you point out a document on a network or on the internet.

Chemical list

[Home](#) » [Info](#) » [Chemical list](#)

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

Name:

Category:

Supplier:

Responsible:

Add/remove columns (10 of 11 columns chosen)

	Delete		Name ▲	Aliases	Category	Supplier	Responsible	Documents	Info about ch
Edit	Delete	Add/edit documents	AZ 1500 Photoresist		Photoresist	Clariant	Kaija Matikainen	az_1500_series.pdf [info] felmeddelande_svensak.txt [info] Testsida [info]	The AZ1500 is a tone photoresist responds to the spectrum from 193 nm.
Edit	Delete	Add/edit documents	AZ 4500 Photoresist		Photoresist	Clariant	Kaija Matikainen	az_4500_series.pdf [info]	AZ 4500 is a photoresist in applications where thicknesses are required.
Edit	Delete	Add/edit documents	LOR and PMGI resists		Photoresist	MicroChem	Kaija Matikainen	PMGI-Resists.pdf [info]	LOR and PMG are used as a sacrificial layer as an underlayer for a layer lift-off process.

Show Page: 1 (Total Records: 4)

A standard user can view the list, and see the documents attached. An administrator, tool responsible or instructor can add new chemicals to the list, and attach documents to the chemicals in the list. Add a document works the same way as it does for a general document.

Tool documents

Home » Info » Tool documents

List tool documents

Tool document list

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

Tool Id:

Tool name:

Tool category:

Responsible:

Apply filters

	Tool Id ▲	Tool name	Category	Responsible	Documents
Add/edit documents	201	Photolithography Stepper - ASML PAS 2500	Lithography	Johan Andersson	
Add/edit documents	205	Mask aligner - KS MA/BA 6, #1	Lithography	Johan Andersson	tool205_short.docx [info]
Add/edit documents	210	Mask aligner - KS MJB3-UV 400	Lithography	John Halonen	OM210V7pdf.pdf [info] IROMV3pdf.pdf [info]
Add/edit documents	213	Mask aligner - KS MA/BA 6, #2	Lithography	Johan Andersson	tool213_short.docx [info]
Add/edit documents	214	Resist spinner - SST20	Lithography	Johan Andersson	productinfo_OPTIspin_S KA0650_Chapter09_Sof
Add/edit documents	217	EBL - JEOL JBX-9300FS	Lithography	Bengt Nilsson	01 06210263_EB93FS-3(02 06210142_EB93FS-G! 04 06210235_EB93FS-LC 03 06210218_EB93FS-H 05 06110535_EB93FS-M 06 06210245_EB93-EBM Alignment marks for JB Pieceholders for JBX930
Add/edit documents	222	Mask aligner - KS MJB2	Lithography	John Halonen	OM222V7.pdf [info]
Add/edit documents	224	Mask aligner - KS MJB3-DUV	Lithography	John Halonen	OM224V6pdf.pdf [info]

“Tool documents” lists all tools 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.

Add / edit documents

☒ Physical document
☐ Link to document

Physical document

File Name:

Tool Document Type: *

Info about document:

Add

Cancel

Adding document for a tool works the same way as for adding a General document or a Chemical document. But in addition, you also have to choose type of document:

Control Specification, Recipe, Service Instructions, Technical Description, Tool Manual, or User Instructions

Sitemap

Home » Info » Sitemap

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)
- 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 statistics (See your statistics)
- Send message (Send message to users and admin personell of this lab)
- User list (See list of users)

Advanced

- Tool responsible (Functions for tool responsible)
 - My tools (Administrate your tools)
 - Tool timeblocking (Block time on tool)
 - Allow/Disallow mail subject "booking cancelled" (Allow/Disallow mail subject "booking cancelled")
 - Licences by user (Administrate licences by user)

Sitemap shows all accessible pages to the user.

This does not include pop-up windows, like booking view, send message.

Membership

Researchers, graduates, students and others that require access to the lab(s) can apply for membership from the start page by clicking the menu “Membership”.

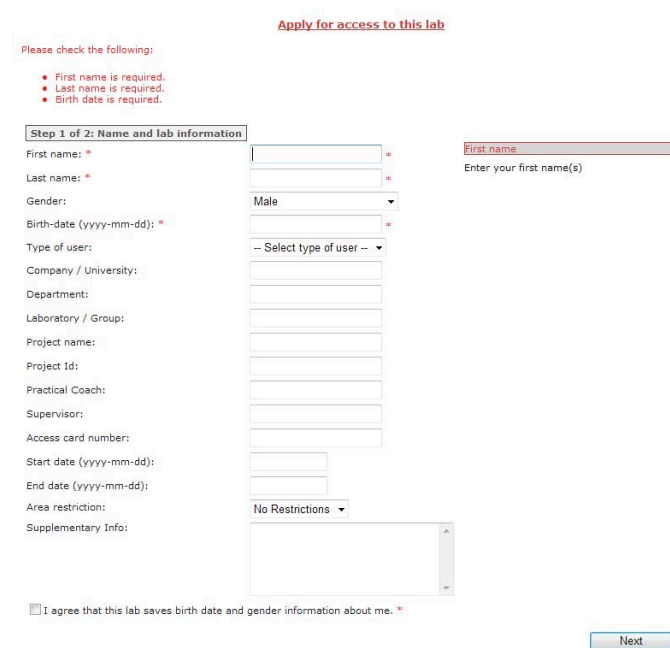


Applying for membership is done in two steps.

In the first step the applier enters name, age university etc.

As seen below, the mandatory fields are First name, Last name and Age.

The user that grants membership to LIMS will probably require more data to be entered.



Apply for access to this lab

Please check the following:


- First name is required.
- Last name is required.
- Birth date is required.

Step 1 of 2: Name and lab information

First name: * First name
Last name: *
Gender:
Birth-date (yyyy-mm-dd): *
Type of user:
Company / University:
Department:
Laboratory / Group:
Project name:
Project Id:
Practical Coach:
Supervisor:
Access card number:
Start date (yyyy-mm-dd):
End date (yyyy-mm-dd):
Area restriction:
Supplementary Info:
☐ I agree that this lab saves birth date and gender information about me. *

[Next](#)

In step two of the membership process the applier enters user name, password and telephone numbers. The applier clicks the button “Finish” to send the application. Users responsible for process user applications receive a message that there are new membership applications. These users are set in system settings by an administrator.



Apply for access to this lab

Step 2 of 2: Username, password and contact information

Username: Help
Password:
Confirm Password:
Email:
Phone, work:
Phone, mobile:

[Previous](#) [Finish](#)

Username and password are what you will login with if your application is approved.
The password must be at least 3 characters long.

Booking in LIMS

The booking rules in LIMS consists of some system settings telling when over all booking is possible, some tool settings telling how a certain tool can be booked, and some special rules that can be temporary applied when wanted.

System settings

Admin -> System Info -> System settings

Booking settings: This is the general rules for booking, and applies to all users of the system.

E-mail Settings	
Invoice settings	
Booking settings	
Nightshift start:	18 ▾
Nightshift stop:	07 ▾
Start view, bookings	Show bookings for yesterday and today ▾
Missing log(s) for bookings with mandatory logging:	Always allow booking ▾
Change log	Don't allow to change start time on started log ▾
<input type="button" value="Save settings"/>	

Public tool list
General settings

Nightshift start and stop

In this case, a booking made between 07 and 18 is considered a "daytime booking", while a booking between 18 and 07 is a nighttime.

At nighttime, you are not allowed to be alone in the lab – just must have a so called "Lab buddy".

There can also be a difference in the amount of time you can book for a tool at day or at night.

(Those settings are made at tool-level)

Startview, bookings

Default sorting on startpage, when a user log in.

Missing log(s) for bookings with mandatory logging

You can force the user to log his previous bookings, before he's allowed to create a new.

Change log

Allow user to change start time on an existing log.

Tool settings

Admin -> Tools -> Tool list: Edit tool

Among the **tool information**, there are also the booking rules.

Here you apply rules at the level of a certain tool. (Preferable done by a tool responsible)

Minimum minutes per booking:	<input type="text" value="30"/>
Max hours per day:	<input type="text" value="6"/>
Max hours per night:	<input type="text" value="12"/>
Future allocation limit, day time:	<input type="text" value="12"/>
Future allocation limit, night time:	<input type="text" value="12"/>
Nr of future bookings allowed:	<input type="text" value="6"/>

Minimum minutes per booking

The least time you can do a booking.

Max hours per day / night

Total time a single user can book this equipment at day time / night time (systemsetting)

Future allocation limit, day time / night time

The total time a user can book this equipment in the future.

Ex: If the user makes a booking for later today at day time, one for tomorrow day time for 6 hours, and one booking the day after that for 6 hours, he will get an error due to “future allocation limit, day time”. But, as soon as the time has passed for the booking today, he will be able to book again.

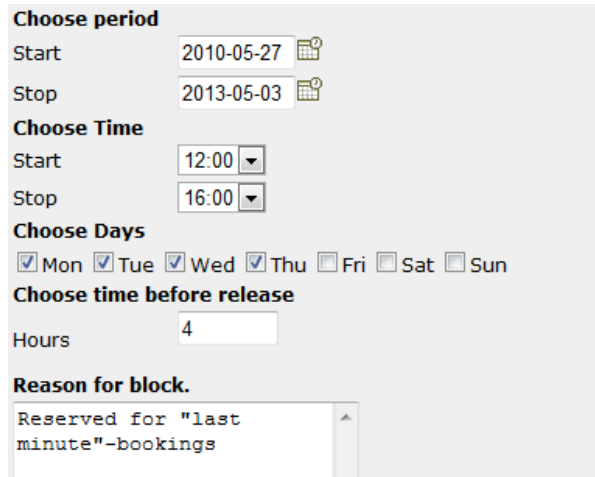
Nr of future bookings allowed

This can be for the occasion, when a user tries to trick the system, doing bookings like:

07.00-07.30, 08.00-08.30.....12.00-12.30, 13.00-13.00.....18.00-18.30 – only booking a total of 6 hours, but “blocking” the tool for 12 hours.

Tool blocking

A tool can be blocked from booking during timespans – for example if you want to save spaces for last minute bookings. A blocking will be released at a predefined time.



The screenshot shows a web form for tool blocking. It has three main sections: 'Choose period', 'Choose Time', and 'Choose Days'. The 'Choose period' section has 'Start' and 'Stop' date pickers with calendar icons. The 'Choose Time' section has 'Start' and 'Stop' time pickers. The 'Choose Days' section has checkboxes for days of the week. Below these is a 'Choose time before release' section with a 'Hours' input field. At the bottom is a 'Reason for block.' section with a text area.

Choose period
Start: 2010-05-27
Stop: 2013-05-03

Choose Time
Start: 12:00
Stop: 16:00

Choose Days
☒ Mon ☒ Tue ☒ Wed ☒ Thu ☐ Fri ☐ Sat ☐ Sun

Choose time before release
Hours: 4

Reason for block.
Reserved for "last minute"-bookings

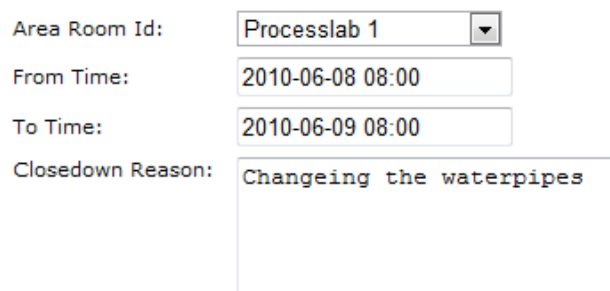
One scenario: An equipment shall not be bookable Monday to Thursday, between 12.00 and 16.00. Four hours before start time, the whole block will be released, and the time bookable

“Period” tells between which dates this block is valid.

Area shutdown

An area of the lab can be temporarily shutdown. During shutdown, no equipment that is standing in that area is bookable until shutdown is over or canceled.

This applies to all users.



The screenshot shows a web form for area shutdown. It has four fields: 'Area Room Id' (a dropdown menu), 'From Time' (a date and time input), 'To Time' (a date and time input), and 'Closedown Reason' (a text area).

Area Room Id: Processlab 1

From Time: 2010-06-08 08:00

To Time: 2010-06-09 08:00

Closedown Reason: Changeing the waterpipes

Exceptions

As earlier mentioned, “system settings” and “Area shutdown” applies to all users. The rest comes with exceptions.

Administrator

A user with the role administrator can do anything in the system. This also applies to bookings.

An administrator doesn’t need a license to do a booking, and he has no limitations in bookingtime or numbers of bookings. He can remove/change a users bookings, or overwrite them with his own.

Tool responsible

A tool responsible is like an administrator. He has no limitations on his own tools, but on other tools the same rules applies as for other users.

Member of service project

If the user is member of a service project, he can override bookings – but only if the project he is booking on is of the type “service”, and he has got a license for the tool.

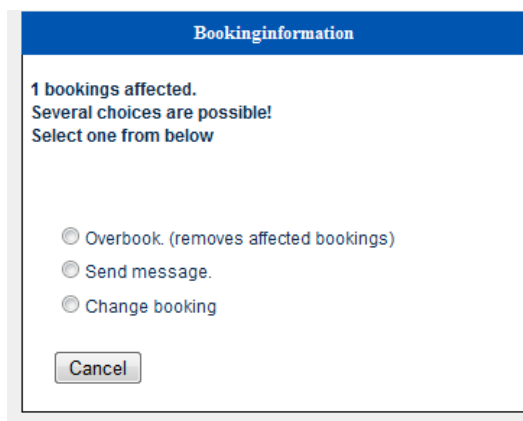
Also, if you are a member of the service project, the “time blocking” does not apply – you can book anyway.

Overriding bookings

There are levels of how you can change/override an existing booking.

Is a standard user tries to click at a time already booked, he will get a message that the time has already been taken – and the option to send a message to the user who has the booking.

If an admin / tool responsible / service-member does the same, the following will show:



These choices is only given if you are a toolresponsible or admin. If you are in the serviceproject, you will instead get these choices:

- ☐ Make a service booking
- ☐ Send message.
- ☐ Change booking

“Make a service booking” or “Send a message”.
(Change booking is disabled)

In the case or “Overbook” or “Make service booking” all affected bookings will be removed permanently.