Facility Online Manager (FOM) Guide
• An Ohio State username and password are needed in order to log in to the Facility Online Manager (FOM) system.

• If you do not have an Ohio State username and password, one will need to be requested for you in the form of a Sponsored Guest Account.

• Please contact cemas@osu.edu to begin the process. Once you have set up your Sponsored Guest Account, you may proceed with using FOM.
Creating Your User Account
1. Visit https://fom.osu.edu
2. Sign in with your Ohio State username and password.
3. Click “Click here to continue”.

Welcome to OSU Facility Online Manager (FOM®)

FOM® is an online accounting and instrument management software.
FOM® is FREE for small research group use (online scheduler only, with a minimal installation fee).
FOM® supports unlimited number of instruments, unlimited number of facilities, and unlimited number of users.
FOM® can be used as a simple scheduler or as a complicated management system. It can be used in a single laboratory, or used to host all the facilities on campus.
If you are interested in using FOM®, please contact FOM Networks at info@FOMNetworks.com.
Visit http://www.FOMNetworks.com/ to see the features of FOM®

The following facilities are currently hosted on this FOM® server:
(Facility names are linked to facility websites. To use the facility, please login first.)

CBC - Analytical Spectroscopy Laboratory
Instrumentation available includes:
- Bruker EMXPlus EPR
- Bruker D8 Advance XRay powder diffractometer
- Rigaku Geigerflex XRay powder diffractometer
- Renishaw Raman FTIR microprobe
- Perkin Elmer Spotlight IR Imager

These are available for hands-on operation by trained users.

CBC - Biophysical Interaction and Characterization
Instrumentation in the facility includes circular dichroism, fluorescence techniques, titration, etc. for the needs of biological researcher.

CBC - Center for Chemical and Biophysical Dynamics
The CCBD has been set up to provide OSU faculty, staff and students as well as external users with access to state-of-the art laser spectroscopy instrumentation. The Center is a part of the Department of Chemistry and the Institute for Material Science and includes high quality laser laboratory space, filtered air, temperature control, conditioned power, and closed circuit laser water cooling system. The Center integrates all the equipment necessary to measure transient UVVis, fluorescence, infrared, and stimulated Raman spectra on femtosecond time scale.
3. You will be prompted to either select Internal or External user.

*Internal*: an individual affiliated with Ohio State and has an Ohio State billing account.

*External*: an individual who is not currently affiliated with Ohio State and does not have an Ohio State billing account.
Creating Your User Account - Internal Users Only

If you are an external user, please proceed to slide 10.
INTERNAL USERS ONLY

4. Complete the form presented. Some of your information may already be populated.

If your department and/or supervisor is not listed, please click on the blue links to open a form to request they be added.
*Effective January 7, 2021:

In order to set up your funding account for approval to reserve CEMAS instruments, you must first submit a “Requisition” for approval in Workday.

- A guide to submit a requisition for FOM can be found here: go.osu.edu/fomrequisition
- CEMAS is listed as an “Internal Supplier”
- If you do not know your worktags to create a Requisition, please contact your advisor/Principal Investigator (PI) or Fiscal Officer.
5. Add Funding Information

- Once you create a Requisition and it is approved in Workday, add a Research description name and Requisition number (example: RQ-100000070) and click “Add this account”

- You should receive a success message if it was added. If not, an error message will be displayed. If you get an error, it is likely due to the requisition not being fully approved – check in Workday for the status.
• After setting up your FOM user account and adding funding information, you will then be able to request instrument training.

• Once you have been successfully trained, the Instrument Manager will give you scheduling access in FOM.

• Be sure to complete your EHS online trainings in order to receive scheduling access in FOM. More information: https://cemas.osu.edu/about/environmental-health-safety

• Contact cemasadmin@osu.edu or visit the front desk to request a key fob for facility access after you receive instrument authorization in FOM.
Creating Your User Account - External Users Only

If you are an internal user, please proceed to slide 13.
EXTERNAL USERS ONLY

4. Complete the form presented. Some of your information may already be populated.

- If you do not plan on using your Ohio State email address, change the email field to your personal email address.
- DO NOT change the Net ID field— it must remain as the Ohio State email address that has been assigned to you.
5. Adding funding information
   • In the menu on the left-hand side, click “My Accounts”.
   • Create a billing account that will match your billing information, including information such as purchase order number and description.
Requesting Instrument Training
1. On the left side menu, click **User Home**.
2. Expand the “**Resources in this facility**” and click on the instrument name that you would like to be trained on.
3. You may see a user agreement message. Click and read the agreement.

4. Click “I have read the policy and agree with its content” in order to proceed with requesting instrument training.
5. In the box that appears, answer the question(s) and click “Apply”.

6. This message will be sent to the Instrument Manager(s). You will then be contacted to schedule training for the instrument.
Once you have been fully trained and cleared by the Instrument Manager(s), you will see the instrument name listed on the left side of the User Home page.

By clicking on the link, it will open the calendar for the instrument.

Additionally, your current access and instrument availability is listed as well.
Reserving Instrument Time
1. On the left hand menu, click **User Home**.
2. Under **Authorized Instruments**, click on the link of the equipment you would like to reserve.
3. The calendar will appear showing availability. Click on the day and time in which you would like to reserve.
4. Select the account number you want to use for the session.
5. Select the start time and end time for the reservation.
6. If you will require Instrument Manager assistance, select the Manager assistance needed box. If you select this box, please contact the Instrument Manager to ensure he/she is available to assist during that time.
6. Click Reserve.

Note: the Comment box is meant for your notes only. These comments are not reviewed by CEMAS staff.
Modifying / Canceling Your Reservation
1. To cancel or modify a reserved session, click on the reserved time.
2. Click **Cancel reservation** or **Modify reservation**.
• You will receive a reminder e-mail before your session.

• CEMAS allows users to cancel your reservation up to a certain amount of time before the scheduled start time without penalty.

• If you cancel within the set hours preceding your scheduled time, a cancellation fee will be charged.

• Review the Policies and Procedures page for more information: https://cemas.osu.edu/policies-and-procedures
Logging In/Out of Your Reservation
Logging In:

- You will be automatically logged in at the start of your scheduled reservation time.

- If you did not have scheduled instrument time and wish to use the instrument, you may express log on by clicking “Click to log on”.
Logging Out:
1. Click your current reservation.
2. If you want to report a problem with the instrument, select the **Something Wrong** box and leave a comment. CEMAS staff do not always review these comments. If you believe your billing should be adjusted, e-mail cemasadmin@osu.edu.
3. Select the account number you want to use for the reservation.
4. Click **Logoff** button.

FOM will not automatically log off your reservation at the end of your scheduled time. Your account will be charged until you log off. If you fail to log off, a forget log off fee will be charged. Visit [https://cemas.osu.edu](https://cemas.osu.edu) for more information.
Downloading Operation Manuals and Reports
1. On the left side menu, click **User Home** page.
2. Click on **Documents**.
3. Click the link of the manual you would like to view.
1. On the left side menu, click **User Home**.
2. Click “**User Report**”.
3. Choose the facility.
4. Set the start and end date.
5. Click “**Submit**”.

DOWNLOADING USAGE REPORT
Additional Resources
• CEMAS website: https://cemas.osu.edu
• Facility Online Manager (FOM): https://fom.osu.edu
• Environmental Health & Safety (EHS): https://ehs.osu.edu
• Engineering Technology Services (ETS): https://ets.osu.edu
• Policies and Procedures: https://cemas.osu.edu/policies-and-procedures
• Frequently Asked Questions: https://cemas.osu.edu/frequently-asked-questions
• CEMAS capabilities: https://cemas.osu.edu/services/capabilities
• CEMAS rates: https://cemas.osu.edu/Rates
• Standard Operating Procedures: https://cemas.osu.edu/services/standard-operating-procedures-sop
MEET YOUR DEDICATED TEAM

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