

FOM Registration/Use Instructions

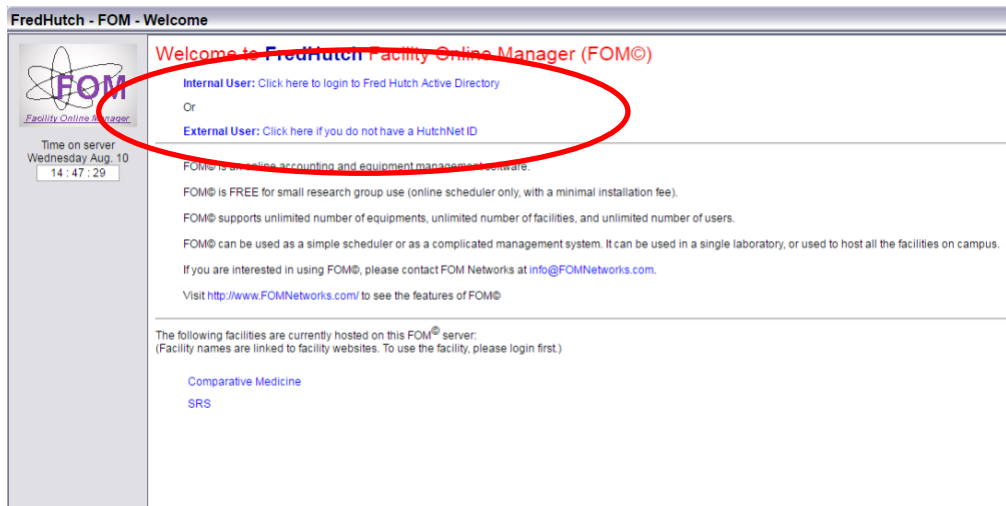
The Facility Online Manager, FOM®, is a professional and customizable online application that provides a complete solution to shared facility management scheduling systems.

User's may apply and use any of the resources hosted on the FOM system. After registration in FOM system, User's access must be granted by Instrument Manager. User's tasks in the FOM system include (1) register username in the system, (2) maintain a list of valid financial account numbers, (3) search and apply instrument access, (4) attend training and be granted access by Instrument Manager, (5) reserve instrument ahead of time, (6) logon instrument before usage, (7) logoff instrument after usage, (8) modify or cancel a reservation, (9) request service and collaboration with Instrument Manager, and (10) download usage history report.

Several kiosks or the computer station in the vivarium, will allow you to log on and off FOM, and will record usage of imaging equipment. Imaging equipment will not be usable until your FOM reservation is logged on. Please remember to log off when finished.

User Registration:

To access FOM go to: <https://fom.fhcr.org/fom/welcome>



- Choose the appropriate link to begin registration
 - Internal User: Fred Hutch employees

Please contact Preclinical Imaging (preclinicalimaging@fredhutch.org or x3141) for assistance registering or using FOM.



FRED HUTCH
CURES START HERE

Sign in

HutchNet ID


Password

Login

[Forgot your HutchNet ID](#) or [password?](#)

- Log in with your Hutch net ID and password

FredHutch - FOM - User Registration


Time on server
Monday Jul. 25
14 : 03 : 42

FOM New User Registration

HutchNet ID:

Lab/PI:

Research Coordinator:

First Name:

Last Name:


Email:

Phone Number:

- Hutch net ID, First Name, Last Name, and E-mail are all pre-filled from your Hutch net log-on information
- Lab/PI and Research Coordinator must be chosen from the dropdown menu.
- If you are unsure (don't know or not on the list) who your PI or Research Coordinator is, please select “_Add new Lab/PI” or “_Add new Research Coordinator”. The instrument administrator will update your account to reflect the correct PI or Research Coordinator.
- Phone number can be entered as your 4-digit extension.

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FredHutch - FOM - Message



Time on server
Monday Jul. 25
14 : 05 : 24

[Click here to add a valid financial Project ID or Customer ID.](#)

If you are registering as a Fred Hutch manager or SR staff member please exit this screen.

- You cannot bypass this step. It is mandatory to add a valid Project ID (budget #) before continuing.
- Once registered, if your budget # expires, the system will no longer allow you to reserve time or log in to use an instrument until a valid one has been added to your account

FredHutch - FOM - My Accounts

Update Project ID/Customer ID

#	Project ID/Customer ID	Research description	Is Active?	Set as default
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Add a new account

Research description: (You should type something like "Study of Bees" or XYZ facility Material Analysis)

Project ID:

Protocol #: Enter Protocol# if using Comparative Medicine instruments only; otherwise leave this field blank.

Business Purposes/Description:

[Click here to go back to User Home](#)

Navigation menu (My Accounts is circled):

- » jmartine - Home
- » Equipment schedi
- » Documents
- » User Report
- » My Profile
- » My Accounts
- » Contact Manager
- » Logout

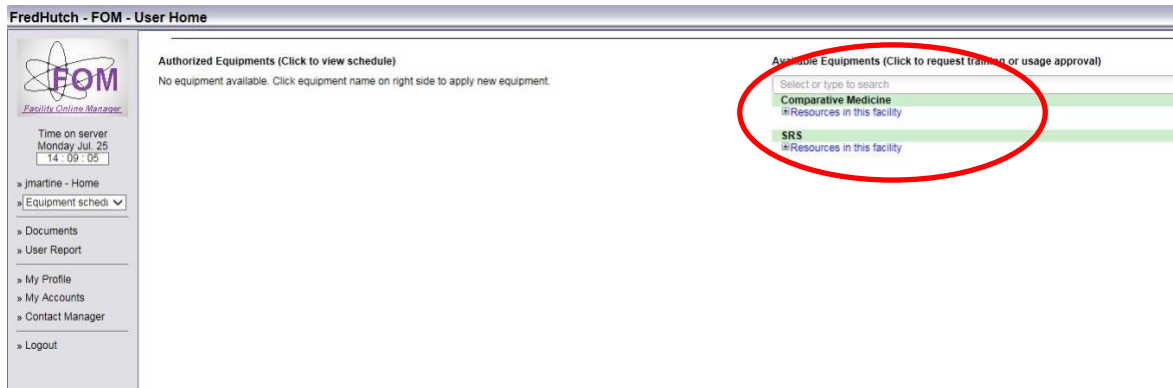
Please fill in each box according to the guide below:

- Research Description: IR #
- Project ID: budget #
- Protocol #: IR #

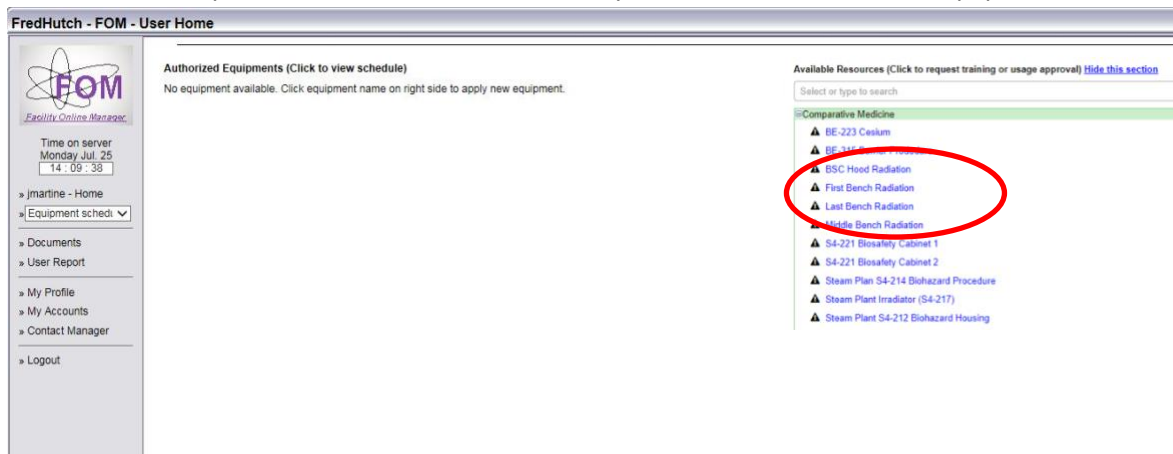
Note: You will need to enter your IR # in two places on this screen. You can have more than 1 active budget number, but please be aware that you will need to enter each IR #/ Budget # combination separately.

When reserving time on any instrument, you will need to select the correct IR/budget # combination. The system will also prompt and confirm IR/budget number when logging off the system.

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- Click the plus button underneath the facility name to see all available equipment



- All available equipment within that facility will appear with a bullet point next to it.
- Click on your desired instrument to prompt the instrument administrator to approve access. Those who have not been trained will receive a training e-mail. Otherwise, those who are already approved to use the instrument will be prompted with an access approved confirmation email.



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How to reserve time:

Authorized Resources (Click to view schedule)

Show my favorite resources only Show all resources [Go to My Profile page to set favorite resources](#)

Select or type to search

Comparative Medicine

- ▲ 2-Photon Microscope Instrument manager Available
- ▲ BE-039 IVIS Instrument manager Available
- ▲ BE-243 BSL2 IVIS Instrument manager Available
- ▲ BE-243 Cabinet #1 Instrument manager Available
- ▲ BE-243 Cabinet #2 (IVIS) Instrument manager Available
- ▲ BE-245 Biohazard Instrument manager Available
- ▲ EchoMRI (BE-229) Instrument manager Available
- ▲ MicroCT (S4-225) Instrument manager Available
- ▲ MRI (BE-357) Instrument manager Available
- ▲ Primary IVIS Spectrum Instrument manager Available
- ▲ Steam Plant IVIS (S4-225) Instrument manager Available

Available Resources (Click to request training or usage approval) [Hide this section](#)

Select or type to search

Comparative Medicine

- ▲ BE-223 Cesium
- ▲ BE-315 Barrier Procedure
- ▲ BSC Hood Radiation
- ▲ First Bench Radiation
- ▲ Last Bench Radiation
- ▲ Middle Bench Radiation
- ▲ S4-221 Biosafety Cabinet 1
- ▲ S4-221 Biosafety Cabinet 2
- ▲ Steam Plant S4-214 Biohazard Procedure
- ▲ Steam Plant Irradiator (S4-217)
- ▲ Steam Plant S4-212 Biohazard Housing
- ▲ Steam Plant S4-221 Station 1

- Once access has been granted to the instrument, it will appear underneath the Authorized Equipment's list in your Home button found on the left menu column.
- Click on the desired instrument and you will be redirected to an online calendar.

FredHutch - FOM - Week View Calendar

View from resource manager

BE-039 IVIS

Procedure room with IVIS machine, downdraft table, Biosafety cabinet, isoflurane machine, warm water circulator and other standard procedure room supplies.

Jul 2021

Mon 7/26	Tue 7/27	Wed 7/28	Thu 7/29	Fri 7/30
5:45	5:45	5:45	5:45	5:45
6:00	6:00	6:00	6:00	6:00
6:15	6:15	6:15	6:15	6:15
Amber Carte 6:30 - 7:00 //For maintenance	Amber Carte 6:30 - 7:00 //For maintenance	Amber Carte 6:30 - 7:00 //For maintenance	Amber Carte 6:30 - 7:00 //For maintenance	Amber Carte 6:30 - 7:00 //For maintenance
7:00	7:00	7:00	7:00	7:00
7:15	7:15	7:15	7:15	7:15
7:30	7:30	7:30	7:30	7:30
7:45	7:45	7:45	7:45	7:45
8:00	8:00	8:00	8:00	8:00
8:15	8:15	8:15	8:15	8:15
8:30	8:30	8:30	8:30	8:30
8:45	8:45	8:45	8:45	8:45
9:00	9:00	9:00	9:00	9:00
9:15	9:15	9:15	9:15	9:15
9:30	9:30	9:30	9:30	9:30
9:45	9:45	9:45	9:45	9:45
10:00	10:00	10:00	10:00	10:00

- Click on the date and time to reserve time slots in 15-minute increments.

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Equipment Reservation

Equipment Reservation

Select the Project ID/Customer ID you want to use for this session:
 109971 - CM 109971

Start time: 2016-07-30 10:00:00
 End time: 2016-07-30 10:15:00

Estimated cost: 0.00

Comment:

Manager assistance needed. Additional charge may apply.

- A separate window will pop up for you to make your reservation. Please make sure that the start time, end time, and the correct Project ID/IR # combination are selected.

Wed 6/09	Thu 6/10	Fri 6/11	Sat 6/12
8:00	8:00	8:00	8:00
11:30		11:30	11:30
11:45	11:45	11:45	11:45
12:00	12:00	12:00	12:00
12:15	Elena Carlson 12:10 - 13:38 //My own research	12:15	12:15
12:30		12:30	12:30
12:45		12:45	12:45
13:00		13:00	13:00

New reservation

Resource: MicroCT (S4-225)

Reservation purpose:

User: Brianna Wrightson (Instrument manager)

Financial account:

Reservation: 6/11 9:00 - 6/11 9:15

Estimated cost: 18.00

Repeat: until

Usage Comment:

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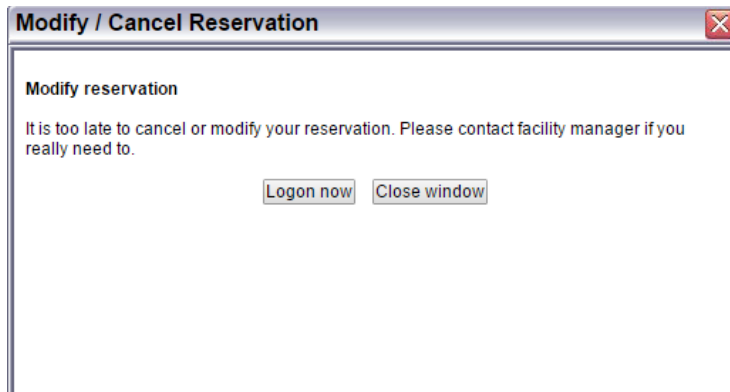
How to log on:

FredHutch - FOM - Week View Calendar
Note from resource manager
Primary IVIS Spectrum Available

Jun 2021

Mon 6/07	Tue 6/08	Wed 6/09	Thu 6/10	Fri 6/11	Sat 6/12
		9:00	9:00		9:00
		9:15	9:15		9:15
		9:30	9:30		9:30
	9:45	9:45	Ekram Gad 9:40 - 10:50		9:45
	10:00	10:00		10:00	10:00
10:15	10:15	10:15		10:15	10:15
10:30	10:30	10:30		10:30	10:30
10:45	10:45	10:45		10:45	10:45
11:00	11:00	11:00		11:00	11:00
11:15	11:15	11:15		11:15	11:15
11:30	11:30	Brianna Wrightson 11:30 - 11:45 /Err_maintenance	11:30	11:30	11:30
11:45	11:45	11:45	11:45	11:45	11:45
12:00	12:00	12:00	12:00	12:00	12:00
12:15	12:15	12:15	12:15	12:15	12:15
12:30	Carrie Myers 12:27 - 13:14	12:30	12:30	Melissa Comstock 12:30 - 13:30	12:30
12:45		12:45	12:45		12:45
13:00		13:00	13:00		13:00
13:15	13:15	13:15	13:15		13:15
13:30	13:30	13:30	13:30	13:30	13:30
13:45	13:45	13:45	13:45	13:45	13:45

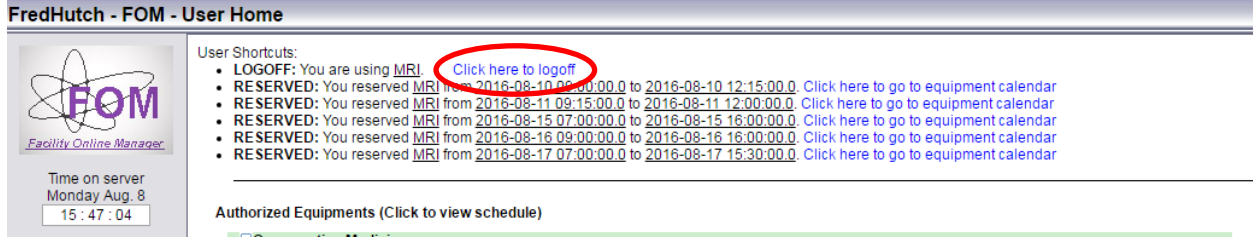
- Click on your reservation from the reservation calendar.



- Click to "logon now".
- Once logged on, the system will turn on the instrument for you to use.

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How to end reservation after use:



FredHutch - FOM - User Home

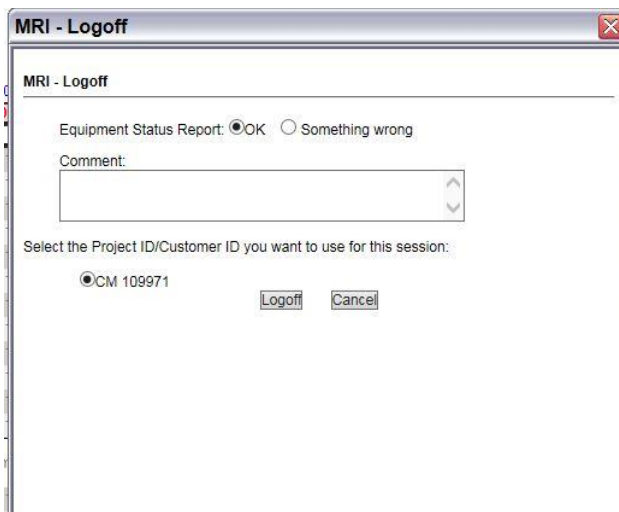
Time on server
Monday Aug. 8
15 : 47 : 04

User Shortcuts:

- LOGOFF: You are using MRI. [Click here to logoff](#)
- RESERVED: You reserved MRI from 2016-08-10 09:00:00.0 to 2016-08-10 12:15:00.0. [Click here to go to equipment calendar](#)
- RESERVED: You reserved MRI from 2016-08-11 09:15:00.0 to 2016-08-11 12:00:00.0. [Click here to go to equipment calendar](#)
- RESERVED: You reserved MRI from 2016-08-15 07:00:00.0 to 2016-08-15 16:00:00.0. [Click here to go to equipment calendar](#)
- RESERVED: You reserved MRI from 2016-08-16 09:00:00.0 to 2016-08-16 16:00:00.0. [Click here to go to equipment calendar](#)
- RESERVED: You reserved MRI from 2016-08-17 07:00:00.0 to 2016-08-17 15:30:00.0. [Click here to go to equipment calendar](#)

Authorized Equipments (Click to view schedule)

- Logging back into FOM after your imaging session, you will be taken to the user home page and you can “click here to logoff”



MRI - Logoff

MRI - Logoff

Equipment Status Report: OK Something wrong

Comment:

Select the Project ID/Customer ID you want to use for this session:

CM 109971

Logoff Cancel

- Make sure your Project ID/IR # combination is correct. The pop-up window will also have the option to report issues, questions, and concerns.

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