THE UNIVERSITY OF SYDNEY

SYDNEY MICROSCOPY & MICROANALYSIS

FACILITY MANAGEMENT SYSTEM USER GUIDE

Version 3.230301

I WANT TO REGISTER AS A USER

I HAVE A UNIKEY

I DO NOT HAVE A UNIKEY

I WANT TO SUBMIT A PROJECT

I WANT TO MAKE A BOOKING

I HAVE ISSUES THAT NEED TROUBLESHOOTING

Please direct all enquiries to
E smm.fms@sydney.edu.au
http://www.sydney.edu.au/microscopy-microanalysis

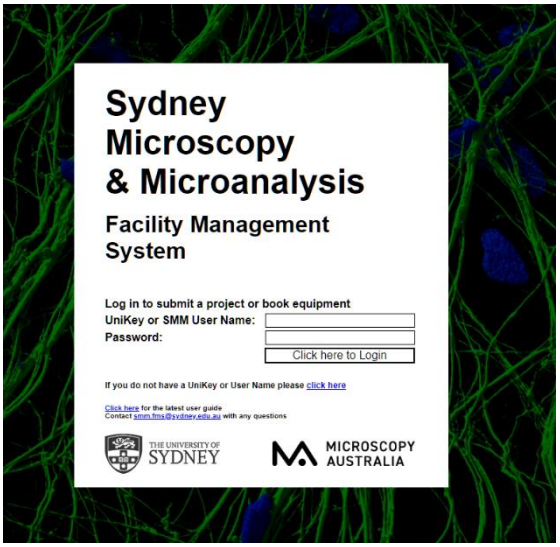
MICROSCOPY AUSTRALIA

Updated: 1 March 2023

USER REGISTRATION WITH A UNIKEY

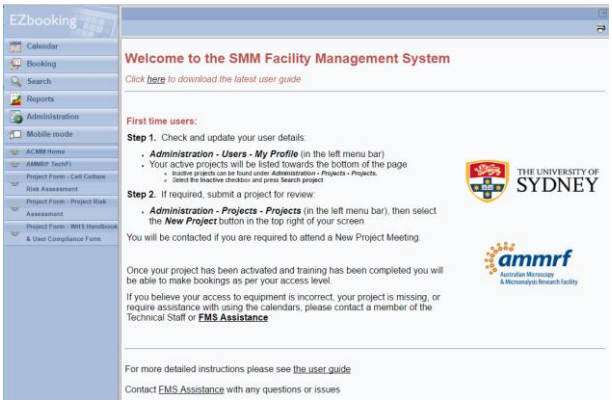
Visit https://fms.smm.sydney.edu.au

Enter your UniKey and password
Click **Login**

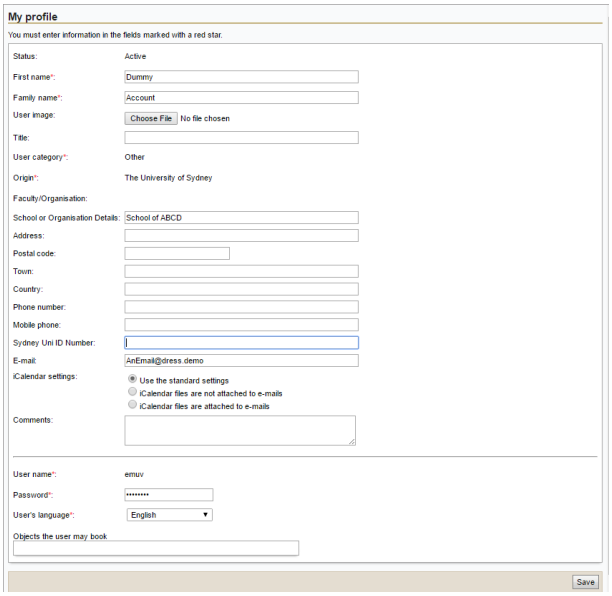


From the main screen, go to **Administration – Users – My Profile** (menu to the left) to fill in any additional details that you can in your profile

If a selection is not available you can ask a Technical Staff or Administrative staff member to edit it for you at a later date



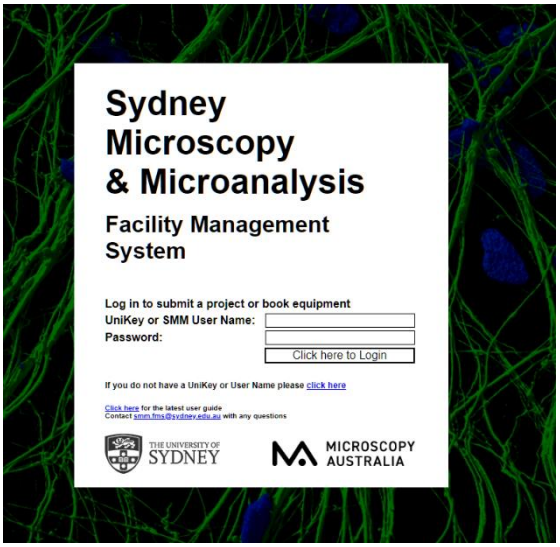
Save any updates with the button in the lower right corner



USER REGISTRATION WITHOUT A UNIKEY

Visit https://fms.smm.sydney.edu.au

Click the link in blue with the text "click here"

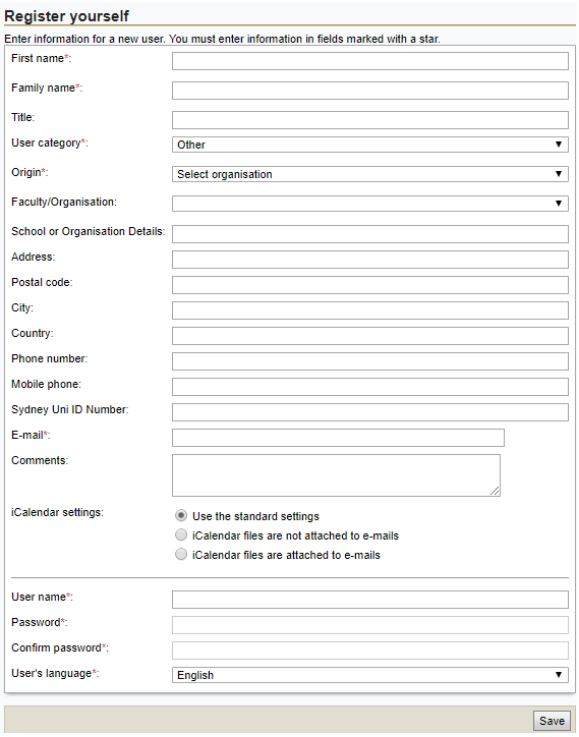


Please fill in the details as requested
For your **User name** we would kindly ask that you use your email address

You will need to nominate a **User category**, **Origin** & **Faculty/Organisation**.

If you do not have an appropriate selection available, please provide details in the **School or Organisation Details** field

If you do have an appropriate selection and you wish to provide further details (School/Department/Institute etc.) then please provide it in this field instead.



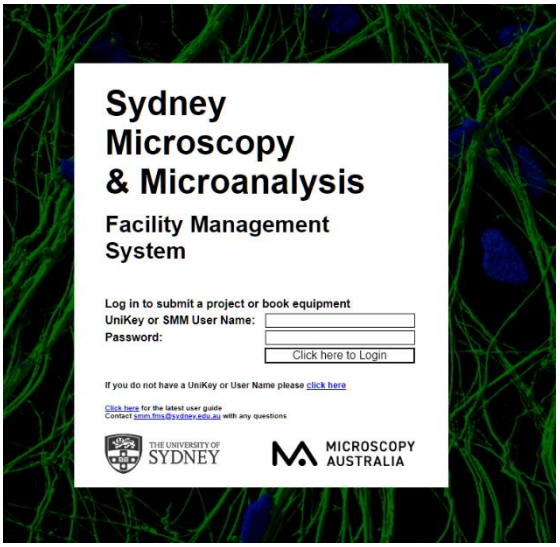
Save your details with the button in the lower right corner

SUBMITTING A PROJECT

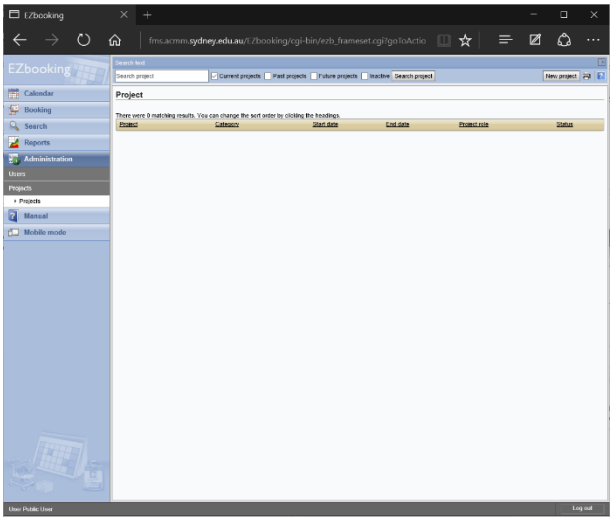
Note: You need to have an active account in order to access this page. If you do not have an active account, please return to Registration

Visit https://fms.smm.sydney.edu.au

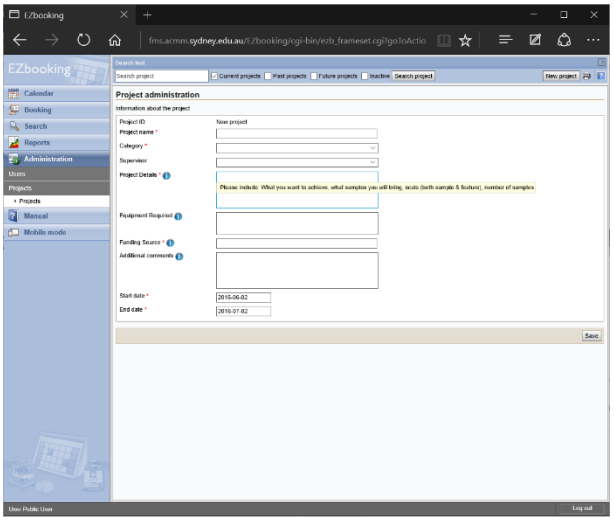
Enter your UniKey (or email address if you have registered without a UniKey) and password
Click **Login**



Submit a project from **Administration – Projects – Projects** (menu to the left) and click the **New Project** button in the upper right corner



Fill in the details for your project. A guide for each section is included below



Project name A one sentence description of your research project

Category Choose between **Biological**, **Environmental** and **Physical** to broadly classify projects

Supervisor Your research supervisor. If they do not appear in the drop down list, you can either ask them to register themselves on FMS, or include their details (name & email) in the **Additional Comments** field

Project Details A short description of what you want to achieve using SMM equipment. Do not paste an entire journal abstract. The description must include

a) What your samples are
b) The size of your samples
c) The size pf the features you're looking for
d) How many samples do you want to image/analyse
e) Are there any constraints relating to your samples
f) A sentence or two outlining what you want to achieve using microscopy

A good example would be:

I want to use MicroCT and confocal microscopy to image mouse brain tissue, looking for the presence of tumour cells. I have approximately 20 samples, each one is a cube about 5mm each side, and I expect the tumours to be about 0.5-1mm in size. They are fixed in formalin, and I have to keep them hydrated to avoid shrinkage due to drying out.

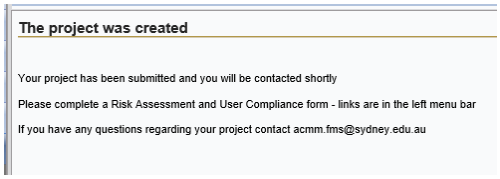
Please list the equipment types that you think you'll need in the **Equipment Required** field.
Only include equipment you believe that you will actually require. Unnecessarily requesting multiple techniques may delay your project starting as multiple staff will need to be coordinated for your initial meeting.

Funding Source How will your microscopy time be funded. We require this information for our Commonwealth Government reporting

If you have any additional comments (or need to have your supervisor added) please include them in the **Additional Comments** field.

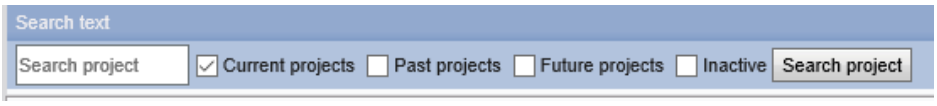
Start date and **End date** are very important – access to equipment will only last as long as you have an active project. Make sure that you allocate an appropriate time frame for you to complete your research. SMM staff are able to adjust your end date on request if required.

Once you are happy with your submission, click **Save** in the lower right corner.



Your project has now been submitted for approval and you will be contacted shortly by someone from SMM to organise the next step. In the meantime please download and complete the **Project Risk Assessment** (left hand menu bar). You will need to submit this at your New Project Meeting. If you plan to do any Cell Culture work in our facility we would also ask you to complete the **Cell Culture Risk Assessment** document.

You can check on the status of any of your projects by selecting the appropriate search criteria (Current, Past, Future or Inactive) along with any text details from the Project title in the top menu bar and pressing **Search project**

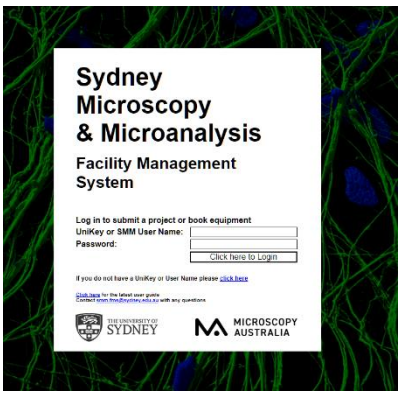


MAKING A BOOKING

Note: You need to have an active account and project in order to create a booking. If you do not have an active account, please return to Registration. If you do not have an active project, please return to Project Submission.

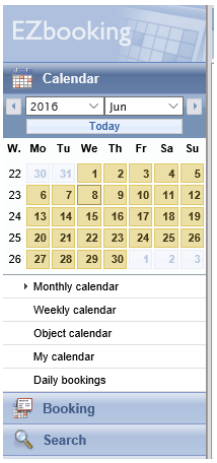
Visit https://fms.smm.sydney.edu.au

Enter your UniKey (or email address if you have registered without a UniKey) and password
Click **Login**



Select **Calendar** from the left menu

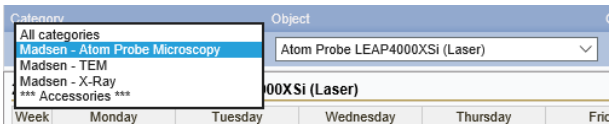
You can choose from multiple views (monthly, weekly, daily, by object or by category) by selecting the appropriate link in the menu



Note: This guide assumes that you are using Monthly View

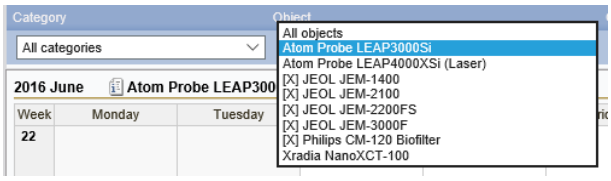
In the top menu, choose the appropriate category from the **Category** drop-down list

Note: You will only see categories containing objects you have booking and/or viewing access rights

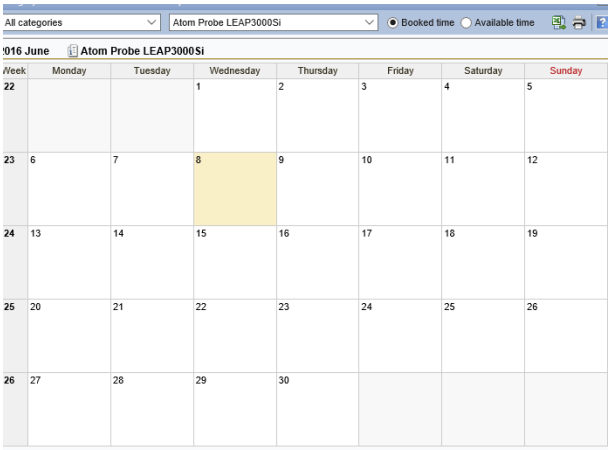


In the top menu, choose the appropriate object from the **Object** drop-down list

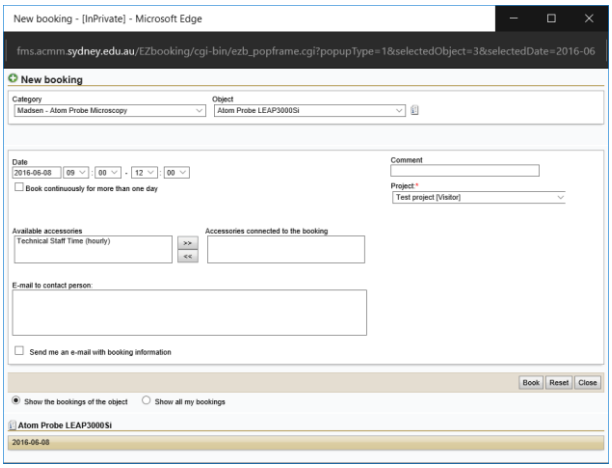
Note: Some objects are hidden unless you have booking rights and will not appear in this list. Other objects will allow you to view but not book – these are marked with an [X]



Click on the day you wish to make your booking. A popup window will appear



Confirm the Category and Object across the top, the booking date & times, along with selecting the project you wish to associate with this booking



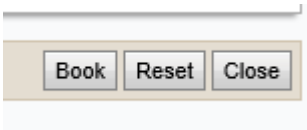
If there are any accessories associated with your booking (holders, lenses etc.) please add them from the Available Accessories list to the Accessories connected to the booking field using the >> button
(Removal is with the << button)

If you want to send an email to the Technical Support staff member you can enter your comments relating to this booking here

You can also receive an email advising you of your booking details by checking this box

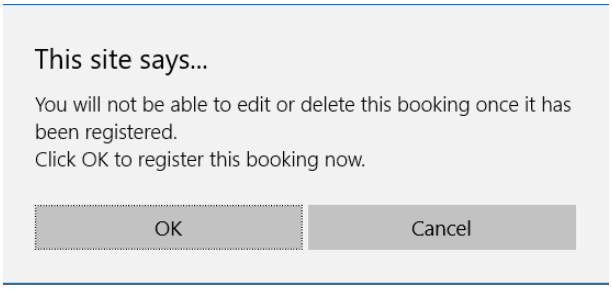
Check for any error messages now
Most equipment can only be booked 14 days in advance
Your access may not allow you to book at certain times (or on holidays)
If either of these messages occur you will not be able to complete your booking

If there are no errors at this stage press Book or Reset if you want to start again

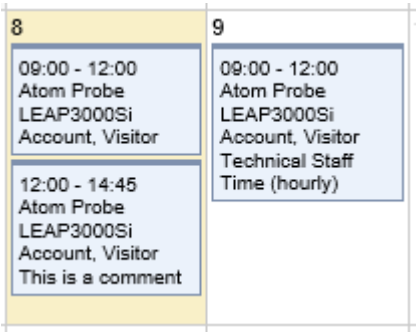


If the booking is within the time limit to make changes to your booking (usually 24 hours) you may see the following message

If you are certain your booking is correct press OK otherwise Cancel and review

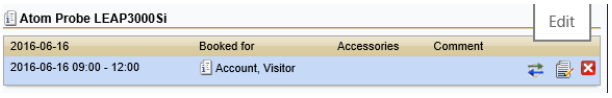


Your booking will now appear in the Calendar view with your name, booking comments and any accessories associated with the booking

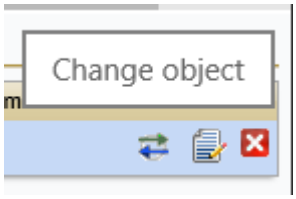


You can normally make changes to your booking (edit, swap object, delete) up to one full day prior to the start of your session

To edit, click on the booking in the Calendar and then the **Edit** button next to your session from the pop-up window

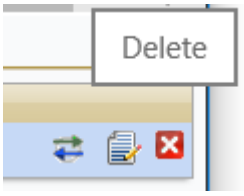


You can also **Change** your booking to another object (to which you have booking rights) by selecting the **Change Object** (arrows) icon instead



Deleting your booking entirely is the red X.

Note: Any booking cancellations will result in an email being sent to the user for whom the booking was made.



At the end of your session we would ask you to adjust your booking **end time** to reflect your actual usage. The ability to change this will be limited to a short period following the end of your session. If you need to change the **start time** of your session, and it is less than one full day to the start of your booking, you will need to contact a member of the technical staff for assistance

Some equipment will also require you to enter information into the **Comments** field at the conclusion of your session. This will be communicated to you by your technical contact if it is necessary.

TROUBLESHOOTING

Issue	Possible cause	Resolution
I can't log in – UniKey	Wrong password	Check your spelling Synchronise your password Contact ICT Helpdesk (x16000 / 9351 6000) for advice
	Wrong username (UniKey)	Check your spelling Contact ICT Helpdesk (x16000 / 9351 6000) for advice
	UniKey has been deactivated	Contact ICT Helpdesk (x16000 / 9351 6000) for advice
	User account has been deactivated	Contact smm.fms@sydney.edu.au for advice
I can't log in- self-registered	Wrong password	Check your spelling Contact smm.fms@sydney.edu.au for advice
	Wrong username	Check your spelling Contact smm.fms@sydney.edu.au for advice
	User account has been deactivated	Contact smm.fms@sydney.edu.au for advice
I can log in but can't book anything	No project has been submitted/approved	Submit a project for review Contact smm.fms@sydney.edu.au to check on status of project
	Project has not yet started/has finished (Start & End date)	Check your project listing (Inactive) to see the Start/End dates Contact smm.fms@sydney.edu.au for advice
	No objects are associated with user account	Object connections occur after training on specific equipment. If you do not yet have access it may be that you have not been granted booking rights yet. Contact your technical staff contact for advice Contact smm.fms@sydney.edu.au if you do not have an SMM staff contact yet
I can log in, have an active project but can't book a particular object	Specific object is not associated with user account	Object connections occur after training on specific equipment. If you do not yet have access it may be that you have not been granted booking rights yet. Contact your technical staff contact for advice Contact smm.fms@sydney.edu.au if you do not have an SMM staff contact yet
I can't book an object for a specific time	Object is already booked	Another user may already have the equipment booked for the same time period (or part thereof).
	User access rights do not allow booking – category	Different users will have different booking rights for different equipment. You may have unrestricted access on some objects but not all. Contact the relevant technical staff member if you feel you should have additional booking access
	User access rights do not allow booking – days in advance	Most objects only permit booking up to 14 days in advance, ticking over at midnight each day. If you require a session on a specific date more than 14 days in the future, please contact the relevant technical staff member