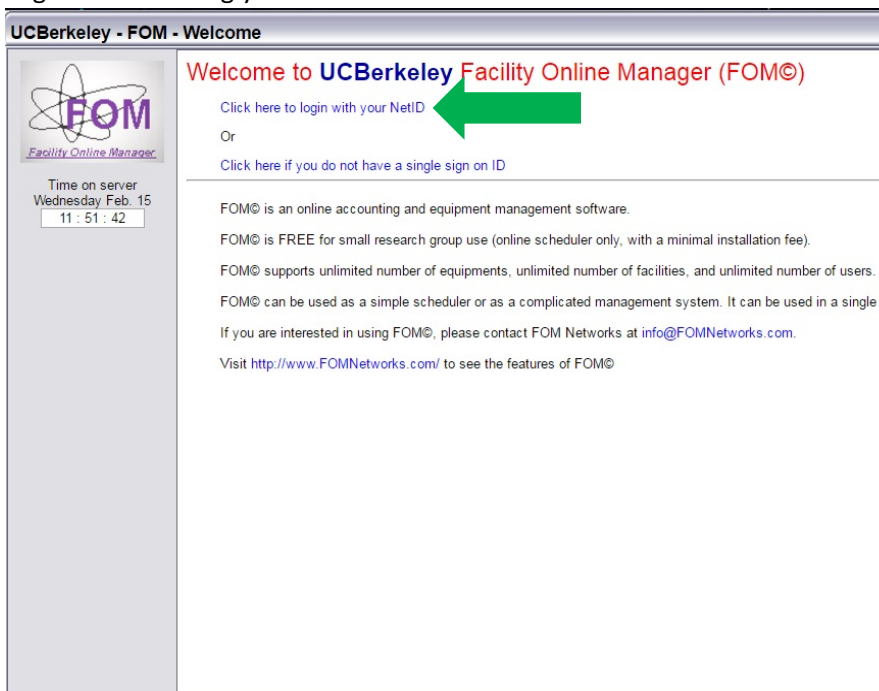


Time Allocation for the College of Chemistry's Student Shop

Time allocations for the College of Chemistry's Student Shop (CoC-SS) will be managed by the reservation system Facility Online Manager (FOM). FOM interface can be accessed at fom.cchem.berkeley.edu. The only requirement to use FOM is having a CalNet account. Once the @berkeley.edu account is activated, users can login to FOM and start reserving time at the CoC-SS.

The procedure to sign-up to FOM and reserve time at the CoC-SS is as follows:

1. Login to FOM using your CalNet ID.



UC Berkeley - FOM - Welcome

Time on server
Wednesday Feb. 15
11 : 51 : 42

Welcome to UC Berkeley Facility Online Manager (FOM©)

[Click here to login with your NetID](#)

Or

[Click here if you do not have a single sign on ID](#)

FOM© is an online accounting and equipment management software.

FOM© is FREE for small research group use (online scheduler only, with a minimal installation fee).

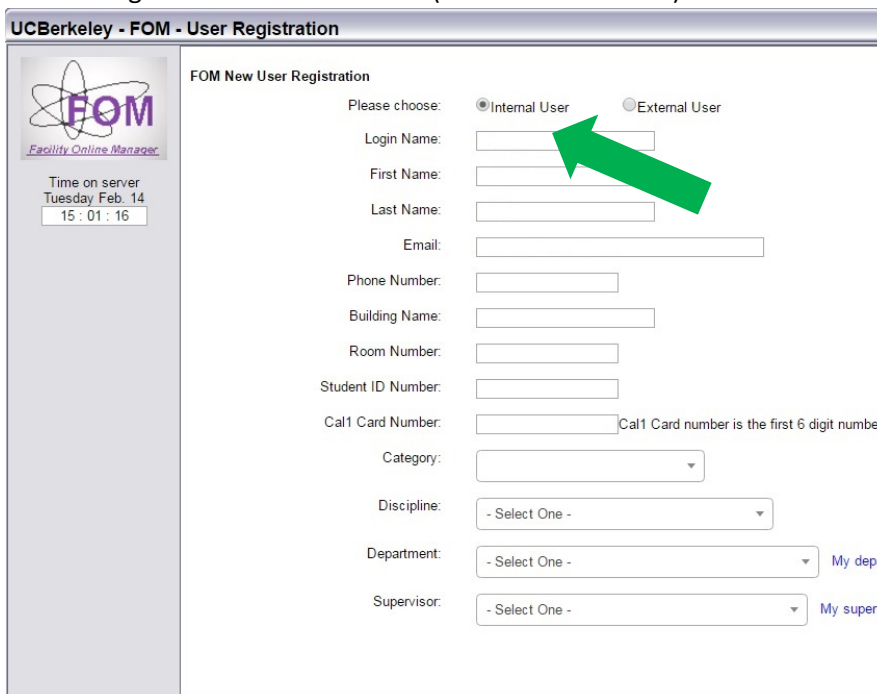
FOM© supports unlimited number of equipments, unlimited number of facilities, and unlimited number of users.

FOM© can be used as a simple scheduler or as a complicated management system. It can be used in a single l

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©

2. The link "Click here to login with your NetID" will prompt authorization to CalNet. When logging in for the first time, users need to provide their contact information. All College of Chemistry users need to register as an Internal User (see the form below).



UC Berkeley - FOM - User Registration

Time on server
Tuesday Feb. 14
15 : 01 : 16

FOM New User Registration

Please choose: Internal User External User

Login Name:

First Name:

Last Name:

Email:

Phone Number:

Building Name:

Room Number:

Student ID Number:

Cal1 Card Number: Cal1 Card number is the first 6 digit numbe

Category:

Discipline:

Department: My dep

Supervisor: My super

- A confirmation email will be sent to user's email address after completing the registration. The account will be activated by following the link contained in the confirmation email.
- After account activation, follow the link "[Click here to add Account Number](#)" and list a valid Speedtype under Account Number (see below). This Speedtype will be billed for accessing CoC-SS.


UCBerkeley - FOM - My Accounts

Update Account Number
Account Number CC08050052 has been successfully added to the system.

#	Research description name	Account Number
1		

Add a new account
Internal users must provide valid active financial account.

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

Account number: 

*Internal users must provide valid financial account number

Category:

Business Purposes/Description:

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

- Next, new users need to request access to CoC-SS from their FOM home page by clicking the related links on the right, e.g. Student-Workshop-A, etc. (see below – green arrow). CoC-SS manager will approve access after appropriate training is complete.

UCBerkeley - FOM - User Home

User Shortcuts:

- LOGOFF: You are using NMR-AV-300. [Click here to logoff](#)
- RESERVED: You reserved NMR-AV-300 from 2017-08-31 14:00:00.0 to 2017-08-31 16:00:00.0. [Click here to go to equipment calendar](#)



Authorized Equipments (Click to view schedule)

- Chemistry Analytical Facilities
 - NMR-AV-300 (Chemistry Analytical Facilities): Any Time Access. **Busy**

Available Equipments (Click to request t

Select or type to search

- Chemistry Analytical Facilities
 - NMR-AV-500
 - NMR-AV-600
 - NMR-AV-700
 - NMR-AVB-400
 - NMR-AVC-400
 - NMR-DRX-500
 - Student-Workshop-A
 - Student-Workshop-B
 - Student-Workshop-C
 - Student-Workshop-D

- The CoC-SS will be accessible for a total of 4 users at any given time. Accordingly, there are 4 time slots available, e.g. Student-Workshop-A through -D.
- Time in the CoC-SS is reserved using the calendar for each time slot, e.g. Student-Workshop-A. Calendars can be accessed from the drop-down menu on user home page (see above – orange arrow). After clicking on a free time slot between 12:30 pm and 4:30 pm on Tuesdays and Thursdays, a pop-up window will prompt confirmation for the start and end time of the reservation. The reservation is complete after clicking the "Reserve" button.
- Time allocation rules are:
 - Reservations can be made in 15 minute blocks.
 - Reservations can be made with 21 days in advance.

- c. Reservations can be cancelled without charge with 24 hours from reserved start time. Reservations cancelled after this grace period will be billed at 25% of the cancelled reservation's cost.