

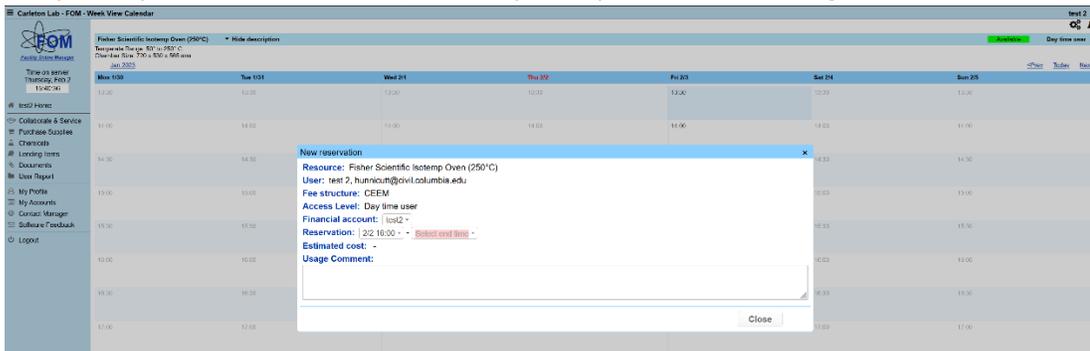
Any issues with FOM should be addressed to clfom@civil.columbia.edu, general Carleton Lab questions should be addressed to carleton@civil.columbia.edu. If you are unsure of which instrument/machine you need to use, email carleton@civil.columbia.edu for a consultation.

Reserving and using an instrument using FOM

- Using a web browser, navigate to <http://fom.civil.columbia.edu/fom/>
- Log in, then click on the small calendar icon of a specific instrument/machine in Carleton Lab to open the reservation calendar. You can also request access to a new instrument from this page. Please note that Universal Testing Machines and other potentially dangerous equipment are only available for use 9:00am-5:00pm Monday-Friday. **Do not reserve instruments during days and times that you do not have lab access without approval from Lab Management.**



- Click on the time and date you wish to schedule your session, and select the end time of the reservation. Please keep in mind that you may need take time to adjust the configuration of machine during your session (e.g. changing from tension to compression on a universal testing machine, which may require staff assistance). If you have multiple financial accounts, you can select which one you would like to charge when making a reservation. If you have not used a specific machine in more than 365 days your access will be revoked until you can demonstrate competency with a staff member; this competency check will be charged at “Staffed Rates”.



- When you come to the Lab and are ready to use the machine, log into FOM by scanning the QR code placed near the machine (not currently functional, will be added in the future), or log on to a personal device or the public use computer at the front of the lab. **When using a computer-controlled instrument, always use the “Researcher” account in Windows, which is not password protected. Do not use “Staff” accounts. Charges are made for actual usage time as determined from Logon and Logoff times. Using a machine without logging on is prohibited.**



5. Click on the calendar icon of the instrument you have reserved, then click on your reservation, and click “Logon”. **Many machines have (or will have) software access control which will prevent you from using the machine until you Logon.**

Current reservation

Comment by previous user:
OK

Resource: Fisher Scientific Isotemp Oven (250°C)
User: test 2, hunnicutt@civil.columbia.edu
Fee structure: CEEM
Access Level: Day time user
Financial account: test2
Reservation: 2/2 16:00 - 2/2 16:30
Usage Comment:
Operating at 200C

Logon Close

6. **When you are finished using the machine, go to the instrument calendar and click “Logoff”.** If there was an issue with the machine, select “Something wrong” and write details in the comments. If you are having issues with an instrument while you are using it, you can find a staff member during normal business hours to assist you. **Charging is based on the times that you logon and logoff.**

Resource is being used

Resource: Fisher Scientific Isotemp Oven (250°C)
User: test 2, hunnicutt@civil.columbia.edu
Fee structure: CEEM
Access Level: Day time user
Financial account: test2
Reservation: 2/2 16:00 - 2/2 16:30
Actual usage: 2/2 16:02 - 2/2 16:27
Resource status report: OK Something wrong (details in comments)
Usage Comment:
Operating at 200C

Logoff Close