



# How to check my EMC usage fees

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# Log into FOM:

<http://emc.missouri.edu/reservations/>

“How to reserve instrument time through FOM Networks”

EMCore - FOM - User Home

Message from Facility Manager:  
(2018-03-14 13:30:15) You did not show up to your reserved session on JEOL JEM 1400 TEM started at 2018-03-14 13:00:00.  
(2018-03-09 14:00:15) You did not show up to your reserved session on JEOL JEM 1400 TEM started at 2018-03-09 13:30:00.  
(2018-02-29 15:30:14) You did not show up to your reserved session on Tecnal F30 Twin TEM started at 2018-02-29 15:00:00.  
(2018-02-20 09:46:15) You did not show up to your reserved session on Scios Analytical Dualbeam started at 2018-02-20 09:30:00.  
(2018-02-14 12:15:44) You did not show up to your reserved session on Scios Analytical Dualbeam started at 2018-02-14 12:00:00.  
Delete all messages

Authorized Equipments (Click to view schedule)  
[Showing favorite resources only. Go to My Profile to set favorite resources, or click here to show all resources.]

- Electron Microscopy Core
  - JEOL JEM 1400 TEM: Equipment Manager, **Busy**
  - Pelco Easiglow Glow Discharge: Equipment Manager, **Available**
  - Plasma Cleaner: Equipment Manager, **Available**
  - Quanta 600F ESEM: Equipment Manager, **Busy**
  - Scios Analytical Dualbeam: Equipment Manager, **Available**
  - Sputter Coater: Equipment Manager, **Available**
  - Tecnal F30 Twin TEM: Equipment Manager, **Busy**
- FEG replacement
- Vitroboot - FEI Mark IV: Equipment Manager, **Available**

Available Equipments (Click to request training or usage approval)

Select or type to search

- Electron Microscopy Core
  - For service request, click here

Time on server  
Friday Mar. 30  
10:28:14

- Admin Home
- User Home
- Equipment sched
- Billing
- Reports
- Facility Config
- Safety Certificates
- Holidays
- User Survey
- Departments
- Supervisors
- Resources Admin
- Maint. Records
- Users Admin
- Email List
- Collaborate & Service
- Usage Records
- Purchase Supplies
- Documents
- User Report
- My Profile
- My Accounts
- Contact Manager



# Select "User Report"

The screenshot shows a web browser window with the URL <https://emcore1.col.missouri.edu/fom/userhome>. The page title is "EMCore - FOM - User Home" and the user name "Tommi White" is visible in the top right corner.

**Message from Facility Manager:**

- (2018-03-14 13:30:15) You did not show up to your reserved session on JEOL JEM 1400 TEM started at 2018-03-14 13:00:00.
- (2018-03-09 14:00:15) You did not show up to your reserved session on JEOL JEM 1400 TEM started at 2018-03-09 13:30:00.
- (2018-02-26 15:30:14) You did not show up to your reserved session on Tecnai F30 Twin TEM started at 2018-02-26 15:00:00.
- (2018-02-20 09:46:15) You did not show up to your reserved session on Scios Analytical Dualbeam started at 2018-02-20 09:30:00.
- (2018-02-14 12:16:44) You did not show up to your reserved session on Scios Analytical Dualbeam started at 2018-02-14 12:00:00.

Delete all messages

**Authorized Equipments (Click to view schedule)**

[Showing favorite resources only. Go to My Profile to set favorite resources, or click here to show all resources.]

- Electron Microscopy Core
  - JEOL JEM 1400 TEM: Equipment Manager **Busy**
  - Pelco Esapiglow Glow Discharge: Equipment Manager **Available**
  - Plasma Cleaners: Equipment Manager **Available**
  - Quanta 600F ESEM: Equipment Manager **Busy**
  - Scios Analytical Dualbeam: Equipment Manager **Available**
  - Sputter Coater: Equipment Manager **Available**
  - Tecnai F30 Twin TEM: Equipment Manager **Busy**
- FEG replacement
- Vitrobot - FEI Mark IV: Equipment Manager **Available**

**Available Equipments (Click to request training or usage approval)**

Select or type to search

- Electron Microscopy Core
  - For service request, click here

**Left-hand navigation menu:**

- Admin Home
- User Home
- Equipment sched
- Billing
- Reports
- Facility Config
- Safety Certificates
- Holidays
- User Survey
- Departments
- Supervisors
- Resources Admin
- Maint. Records
- Users Admin
- Email List
- Collaborate & Service
- Usage Records
- Purchase Supplies
- Documents
- User Report**
- My Profile
- My Accounts
- Contact Manager



# Choose facility/timeframe

The screenshot shows a web browser window with the URL <https://emcore1.col.missouri.edu/fom/Userreport>. The browser's address bar shows the search engine "niko grigorieff". The page title is "EMCore - FOM - Usage Report" and the user is logged in as "Tommi White".

The main content area features a navigation sidebar on the left with the following menu items:

- » Admin Home
- » User Home
- » Equipment schedul
- » Billing
- » Reports
- » Facility Config
- » Safety Certificates
- » Holidays
- » User Survey
- » Departments
- » Supervisors
- » Resources Admin
- » Maint. Records

The main content area contains the following text and form elements:

**Choose a facility, set the start and end date, and click submit to get your detailed usage report**

Choose a facility  Start:  End:

The sidebar also includes the FOM logo (Facility Online Manager) and server status information: "Time on server Friday Mar. 30 10 : 40 : 29".



# See usage (in Excel)

FOM\_user\_report.xlsx [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Sign in Share

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A1 FOM User Report

	A	B	C	D	E	F	G	H	I	J	K	L	
	FOM User Report												
1	FacilityName	ProjectName	IsActive	EquipmentName	ReservedStartTime	ReservedEndTime	ActualStartTime	ActualEndTime	Usage#	Training#	Service#	Consumable#	Comment
2	Electron Microscopy	Cor Admin_Use	1	Leolan Implex	2018-02-27 18:40:21.0	2018-02-27 18:00:00.0	2018-02-27 18:46:36.707	2018-02-27 18:01:15.683	0.00	0.00	0.00	0.00	Reserved for user by admin. White, Tommi Auto Logout
3	Electron Microscopy	Cor Admin_Use	1	Scios Analytical Dualbeam	2018-02-13 11:00:00.0	2018-02-13 13:30:00.0	2018-02-13 11:00:00.0	2018-02-13 11:00:00.0	0.00	0.00	0.00	0.00	nelly Slagle goodbye lunch#Reserved for user by admin. White, Tommi
4	Electron Microscopy	Cor Admin_Use	1	Scios Analytical Dualbeam	2018-02-14 12:00:00.0	2018-02-14 13:30:00.0	2018-02-14 12:00:00.0	2018-02-14 12:00:00.0	0.00	0.00	0.00	0.00	lunch with TFS #Reserved for user by admin. White, Tommi
5	Electron Microscopy	Cor Admin_Use	1	Scios Analytical Dualbeam	2018-02-20 09:30:00.0	2018-02-20 11:00:00.0	2018-02-20 09:30:00.0	2018-02-20 09:30:00.0	0.00	0.00	0.00	0.00	nanomaterials demo #Reserved for user by admin. White, Tommi
6	Electron Microscopy	Cor Baldwin	1	JEDL_JEM 1400 TEM	2018-02-22 13:00:00.0	2018-02-22 13:30:00.0	2018-02-22 13:15:54.387	2018-02-22 13:31:54.473	133.47	0.00	0.00	0.00	Adv screening Baldwin nanoparticles #Reserved for user by admin. White, Tommi
7	Electron Microscopy	Cor Baldwin	1	JEDL_JEM 1400 TEM	2018-02-22 13:15:56.0	2018-02-22 14:30:00.0	2018-02-22 13:32:27.733	2018-02-22 14:31:54.44	88.00	0.00	0.00	0.00	Reserved for user by admin. White, Tommi #Manager assistance needed. Add
8	Electron Microscopy	Cor Baldwin	1	JEDL_JEM 1400 TEM	2018-02-27 12:00:00.0	2018-02-27 13:30:00.0	2018-02-27 11:55:14.803	2018-02-27 13:31:15.723	63.20	0.00	0.00	26.00	Reserved for user by admin. White, Tommi #Consumables: Carbon-Coated TE
9	Electron Microscopy	Cor Baldwin	1	Picoa Eastglow Glow Dischar	2018-02-22 12:16:02.0	2018-02-22 12:30:00.0	2018-02-22 12:16:13.123	2018-02-22 12:31:15.47	0.00	0.00	0.00	0.00	Reserved for user by admin. White, Tommi Auto Logout
10	Electron Microscopy	Cor Baldwin	1	Picoa Eastglow Glow Dischar	2018-02-27 11:23:42.0	2018-02-27 11:30:00.0	2018-02-27 11:23:54.637	2018-02-27 11:31:15.74	0.00	0.00	0.00	0.00	Reserved for user by admin. White, Tommi Auto Logout
11	Electron Microscopy	Cor EMCR	1	Teonai F30 Twin TEM	2018-02-26 15:00:00.0	2018-02-26 17:00:00.0	2018-02-26 15:00:00.0	2018-02-26 15:00:00.0	154.00	0.00	0.00	0.00	TEM - tomography, Working with Xsourcing on tomography #Reserved for user



# Thank you for using EMC!

