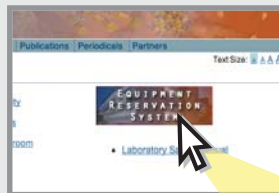


Accessing the CLMS from CNSI

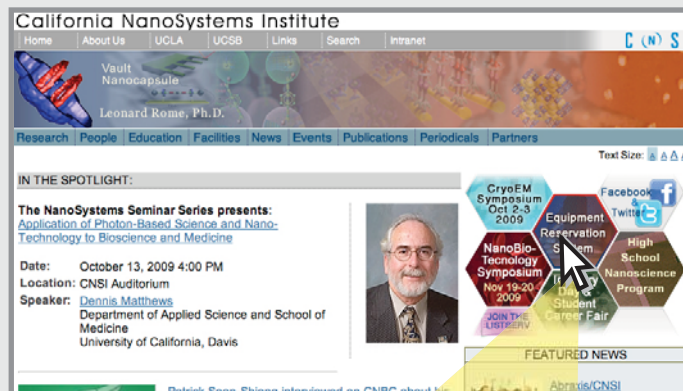
You can access CLMS from the link labeled 'Equipment Reservation System' from the CNSI Homepage.

<http://www.cnsi.ucla.edu/>



There is also a link from the CNSI Core Facilities page.

<http://www.cnsi.ucla.edu/staticpages/core-facilities>



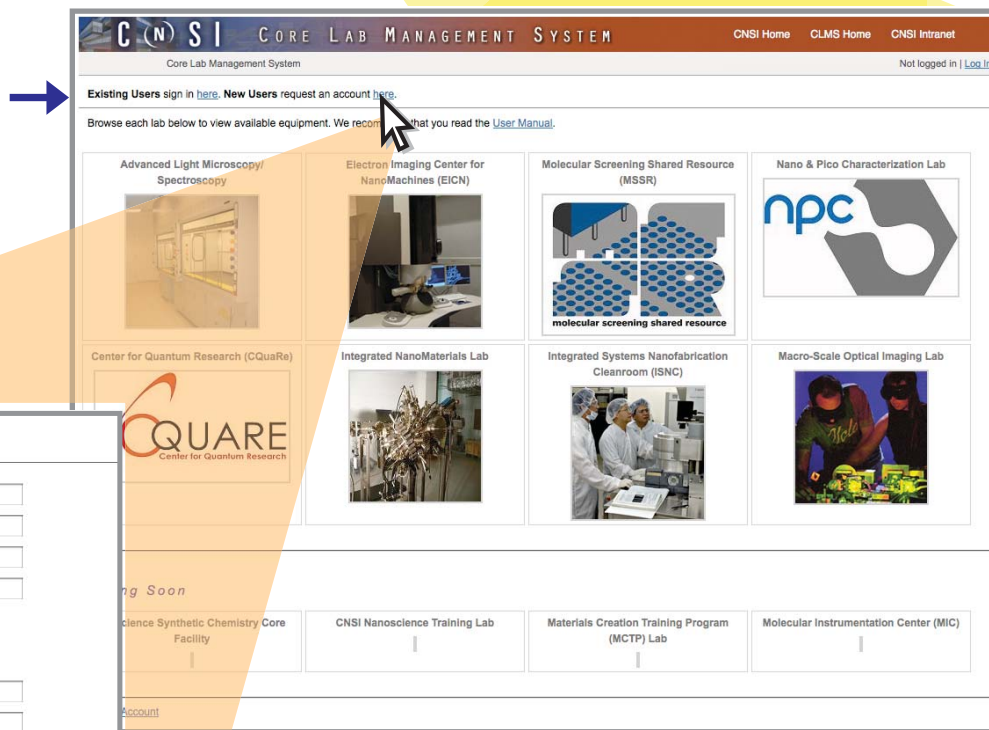
The CLMS Homepage

The website location is at - <http://clms.cnsi.ucla.edu/>

How to Request an Account

From the homepage, click [here](#) under 'New Users' to create a new account.

fill the form on the ensuing page and click 'OK.'



Add New User

New User Information

First Names: (required)

Last Name: (required)

User Name: (required)

Email: (required)

Password: (required)

Password Confirmation: (required)

Phone Office:

Phone Home:

Address Line 1: (required)

Address Line 2:

Address Line 3:

City: (required)

State Code: (required)

Zipcode: (required)

Affiliation: (required)

User Group: (required)

Is the Principal Investigator or Co-investigator a member of CNSI: (required) Yes No

PI First Names: (required)

PI Last Name: (required)

Your account will be reviewed and approved by the CNSI Finance Office. The Core Lab Director will authorize you on your desired equipment and you'll be notified via email.

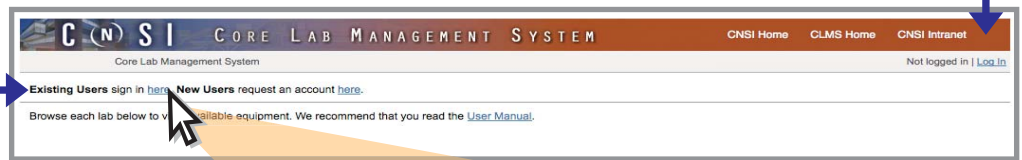
NOTE: if your account is not approved, you will be notified by email.

Logging into the Site

Click [here](#) for **Existing Users**, or use the **Log in** link in the right side of the gray area.

Fill in your email & Password information that you received from the CLMS administrator, and click 'Log In.'

NOTE: be sure to use the email you previously entered in the registration form.



Log In

Email:

Password:

Remember my login on this computer

[Forgot your password?](#)

If you've forgotten your password, click on this link and follow the instructions.

Your Account

After you have logged in, you'll be taken to your account to make a reservation, check or modify your scheduled reservation(s), Manage your account(s), Edit your CLMS profile and request authorization of other equipment or services.

Manage your Account information in the purple area.

You can Update Your Password in the Profile (yellow) area.

Create, Edit and Delete Reservations in the green area.

Manage your CLMS Profile information in the yellow area.

My Account

Make Reservation

Electron Imaging Center for NanoMachines (EICN)

- TF 20 TEM (FEI)
- CM120 (FEI)
- Titan STEM (FEI)
- Titan Xevo: Currently unavailable

Nano & Pico Characterization Lab

- Veeco Dimension 1000 Scanning Probe Microscope (SPM)
- Veeco InVivo Scanning Probe Microscope (SPM) (Formerly: Veeco Calibar SPM)
- Veeco BioScope II / Zeiss LSM Confocal Atomic Force Microscope (Formerly: Veeco BioScope II AFM)
- Veeco MultiMode Scanning Probe Microscope (SPM) (Formerly: Veeco EnviroScope AFM)
- Electrochemical Scanning Probe Microscope (SPM) (Formerly: ElectroChem STM/AFM)
- Automated Nanite A Atomic Force Microscope AFM (Formerly: NanoScience Nanosurf Nanite Automated AFM)
- Veeco Wyko NT9300 Optical Profiler (Formerly: Veeco Wyko NT9300)
- Sonoplot GIX Microscoper Swirltop
- Open Temperature AFM Scanning Probe Microscope (SPM) (Formerly: Low Temp STM)
- Veeco Dimension Ion Scanning Probe Microscope (SPM)

Reservations

Upcoming Reservations:

No upcoming reservations

Total Usage Hours: 8.0

- CM120 (FEI): 8.0 hours

Account Information

Account Type	Account #	Expiration Date	Status
Recharge ID	% 012345		approved

Profile

John Doe (jdoe) jdoe@cnsi.ucla.edu

Phone: 000-000-0000

Address: 000 000 Street, Los Angeles, CA 90005

User Type: NA Group: CNSI Member Finance Admin? No

Affiliation: UCLA P.I. a CNSI member? No

P.I.: N/A NA Dept: NA Company: NA

Lab Information

Lab Name	User Status	Authorized Usage Equipment/Service	Authorized Training Equipment/Service	Pending Equipment/Service
Advanced Light Microscopy/ Spectroscopy	Request Authorization			
BioScience Synthetic Chemistry Core Facility	Request Authorization			
Center for Quantum Research (CQuAR)	Request Authorization			
CNSI Nanoscience Training Lab	Request Authorization			

Edit My Profile

First Name: (required)

Last Name: (required)

User Name: (required)

Email: (required)

- Wide-Field NUANCE Microinjection Upright
- Wide-Field CCD IN SITU Upright
- In vivo Maestro 2
- In vivo Optix

- Assistance
- Demographic: holder model 2000 (Pfeiffer)
- SEM1000-EX (JEOL)
- UCT Ultramicrotome (Leica)
- Not available:
- UCS UltraMicrotome (LEICA)

Request Authorization for new equipment in the blue area.

Getting back to Your Account page

You can always return to Your Account page from the [Your Account](#) link at the top right hand corner.



Making a Reservation

In the green area of Your Account page, click on the equipment you wish to reserve.

Note: you can only reserve an equipment you have authorization for.

You will see a color-coded calendar listing for the equipment.

On the equipment page, scroll down to the 'Reservation Details' box.

Select the date and time of your reservation, and click 'OK.'

The reservation will appear in the calendar listing. You'll also receive a confirmation email for your reservation.

Lab: Nano & Pico Characterization Lab
Equipment: Veeco BioScope II / Zeiss LSM5 Confocal Atomic Force Microscope (Formerly: Veeco BioScope II AFM)

View Calendar Day: (Prev) | (Next)

Reservation Details - Today's Date/Time: Oct 01 2009 12:40 pm

All day event

Owner: Cristina Martin-Olmos

Start Date: Oct 01 2009 | End Date: Oct 01 2009

Start Time Each Day: 01:25 P.M. | End Time Each Day: 02:25 P.M.

Rate Type: UCLA CNSI Member Usage

Waiting List Details - Today's Date/Time: Oct 01 12:40 pm

All day event

Start Date: Oct 01 2009 | End Date: Oct 01 2009

Start Time Each Day: 01:25 P.M. | End Time Each Day: 02:25 P.M.

My Account

Make Reservation

Electron Imaging Center for NanoMachines (EICN)

- TF 20 TEM (FEI)
- CM120 (FEI)
- Titan S/TEM (FEI)
- Titan Krios: Currently unavailable

Nano & Pico Characterization Lab

- Veeco Dimension 5000 Scanning Probe Microscope (SPM)
- Veeco MultiMode Scanning Probe Microscope (SPM) (Formerly: Veeco Caliber SPM)
- Veeco BioScope II / Zeiss LSM5 Confocal Atomic Force Microscope (Formerly: Veeco BioScope II AFM)
- Veeco MultiMode Scanning Probe Microscope (SPM) (Formerly: Veeco EnviroScope AFM)
- Electrochemical Scanning Probe Microscope (SPM) (Formerly: ElectroChem STM/AFM)
- Automated Nanite A Atomic Force Microscope AFM (Formerly: NanoScience Nanosurf Nanite Automated AFM)
- Veeco Wyko NT9300 Optical Profiler (Formerly: Veeco Wyko NT9300)
- Sonoplot GIX Microplotter Desktop
- Room Temperature UHV Scanning Probe Microscope (SPM) (Formerly: Low Temp STM)
- Veeco Dimension Icon Scanning Probe Microscope (SPM)

Reservations

Upcoming Reservations:
No upcoming reservations

Total Usage Hours: 8.0

- CM120 (FEI): 8.0 hours

11:00 am
12:00 pm
1:00 pm
2:00 pm
3:00 pm
4:00 pm
5:00 pm
6:00 pm
7:00 pm
8:00 pm
9:00 pm
10:00 pm
11:00 pm
12:00 am

Veeco BioScope II / Zeiss LSM5 Confocal Atomic Force Microscope by Cristina Martin-Olmos

Editing and Canceling Reservations from the Calendar

You can [Edit](#) and [Cancel](#) reservations by clicking on the appropriate link in your scheduled reservation on the calendar.

Updating your Reservation from Your Account

Whenever you create a reservation, it appears in the reservation column of Your Account page (underneath the list of equipment).

You can edit that reservation by clicking on the reservation link.

Reservation Update

Owner: (required) John Doe

Start Date: (required) Oct 05 2009 06:25 P.M.

End Date: (required) Oct 05 2009 08:25 P.M.

Rate Type: (required) UCLA CNSI Member Usage

Reservation Type: (required) service

OK Cancel

Reservations

Upcoming Reservations:

- Veeco Dimension 5000 Scanning Probe Microscope (SPM) (Oct/05/2009 06:25 PM - Oct/05/2009 08:25 PM)

Total Usage Hours: 10.0

- CM120 (FEI): 8.0 hours
- Veeco Dimension 5000 Scanning Probe Microscope (SPM): 2.0 hours

Making Multiple Reservations

From Your Account, click on the name of the lab you wish to make

On the equipment page, scroll down to the 'Reservation Details' box.

On the calendar page, click on the check boxes next to the equipment you'd like to reserve.

Set the date and time of your reservation, and click 'OK.'

The reservations will appear in the calendar listing. You'll also receive a confirmation email for your reservations.

My Account

Make Reservation

Electron Imaging Center for NanoMachines (EICN)

- TF 20 TEM (FEI)
- CM120 (FEI)
- Titan S/TEM (FEI)
- Titan Krios: Currently unavailable

Nano & Pico Characterization Lab

- Veeco Dimension 5000 Scanning Probe Microscope (SPM)
- Veeco Innova Scanning Probe Microscope (SPM) (Formerly: Veeco Caliber SPM)
- Veeco BioScope II / Zeiss LSM5 Confocal Atomic Force Microscope (Formerly: Veeco BioScope II AFM)
- Veeco MultiMode Scanning Probe Microscope (SPM) (Formerly: Veeco EnviroScope AFM)
- Electrochemical Scanning Probe Microscope (SPM) (Formerly: ElectroChem STM/AFM)
- Automated NanoScience Nanosurf Nanite Automated AFM
- Veeco Wyko NT9300 Optical Profiler (Formerly: Veeco Wyko NT9300) (10-25um-54-25um) by Jason Reed EdS. (Formerly: Veeco Wyko NT9300)

Reservations

Upcoming Reservations

No upcoming reservations.

Total Usage Hours:

- CM120 (FEI): 0

Nano & Pico Characterization Lab

View Calendar: Day | Week | Month

Time: (Previous) **Mon Oct 12, 2009** (Next)

Equipment/Service:

- Veeco BioScope II / Zeiss LSM5 Confocal Atomic Force Microscope (Formerly: Veeco BioScope II AFM)
- Sonoplot GIX Microplotter Desktop
- Veeco Innova Scanning Probe Microscope (SPM) (Formerly: Veeco Caliber SPM)
- Veeco MultiMode Scanning Probe Microscope (SPM) (Formerly: Veeco EnviroScope AFM)
- Veeco Dimension 5000 Scanning Probe Microscope (SPM)
- Electrochemical Scanning Probe Microscope (SPM) (Formerly: ElectroChem STM/AFM)
- Automated NanoScience Nanosurf Nanite Automated AFM
- Veeco Wyko NT9300 Optical Profiler (Formerly: Veeco Wyko NT9300)

Reservation Details - Today's Date/Time: Oct 12 2009, 04:45 pm

Owner: Gene Lazzon

Equipment(s):

- Automated NanoScience Nanosurf Nanite Automated AFM (Formerly: NanoScience Nanosurf Nanite Automated AFM)
- Electrochemical Scanning Probe Microscope (SPM) (Formerly: ElectroChem STM/AFM)
- Room Temperature UHV Scanning Probe Microscope (SPM) (Formerly: Low Temp STM)
- Sonoplot GIX Microplotter Desktop
- Veeco BioScope II / Zeiss LSM5 Confocal Atomic Force Microscope (Formerly: Veeco BioScope II AFM)
- Veeco Dimension 5000 Scanning Probe Microscope (SPM)
- Veeco Innova Scanning Probe Microscope (SPM) (Formerly: Veeco Caliber SPM)
- Veeco MultiMode Scanning Probe Microscope (SPM) (Formerly: Veeco EnviroScope AFM)
- Veeco Wyko NT9300 Optical Profiler (Formerly: Veeco Wyko NT9300)

Start Date: Oct 12 2009

End Date: Oct 12 2009

Start Time Each Day: 06:12 P.M.

End Time Each Day: 06:25 P.M.

Rate Type: UCLA CNSI Member Usage

Reservation Type: service

Making Reservations from the CLMS Homepage

Click on the lab you wish to make a reservation with.

On the lab page, either click on Multiple Equipment Reservation or click on the photo of the equipment that you'd like to reserve.

Select the date and time of your reservation, and click 'OK.'

Advanced Light Microscopy/ Spectroscopy

Electron Imaging Center for NanoMachines (EICN)

Molecular Screening Shared Resource (MSSR)

Nano & Pico Characterization Lab

Center for Quantum Research (CQuaRe)

Integrated NanoMaterials Labs

Integrated Systems Nanofabrication Cleanroom (ISNC)

Macro-Scale Optical Imaging Lab

Electron Imaging Center for NanoMachines (EICN)

View Calendar: Day | Week | Month

Time: (Previous) **Mon Oct 12, 2009** (Next)

Equipment/Service:

- Titan S/TEM (FEI)
- Titan Krios: Currently unavailable
- TF 20 TEM (FEI)
- JEM1200-EX (JEOL)
- UCT Ultramicrotome (Leica) - Not available!
- UC6 cryo-Ultramicrotome (Leica)
- EM KMR2 Knife-maker (Leica)
- EM PACT2-RTS High Pressure Freezer (Leica)
- EM AFS2 Automatic freeze substitution system (Leica)

Start Date: Oct 12 2009

End Date: Oct 12 2009

Start Time Each Day: 06:12 P.M.

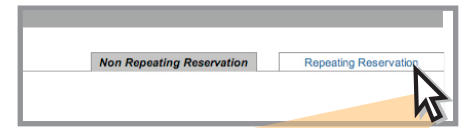
End Time Each Day: 07:12 P.M.

Rate Type: UCLA CNSI Member Usage

Reservation Type: service

Creating Repeat Reservations

On the reservation page, scroll to the right. You'll see a tab that states [Repeating Reservation](#). You will then be able to set a repeating reservation by clicking on the appropriate timeframe for your repeating reservation (either daily, weekly, monthly or yearly).



A screenshot of the 'Reservation Details' form. It includes fields for 'Start Time' (02:30 PM), 'Duration' (00:30), 'Reservation Repeats' (daily, weekly, monthly, yearly), 'Begin Date' (2009-10-12), and 'End Date' (2009-10-12). There are also fields for 'Rate Type' (UCLA CNI Member usage) and 'Reservation Type' (service). A 'Waiting List Details' section is also visible below.

Requesting Authorization

Click [Request Authorization](#) for the lab whose equipment or services you'd like to use in the 'Lab Information' box.

The appropriate officials will be notified.

A screenshot of the 'Lab Information' page. It shows a table with columns: Lab Name, User Status, Authorized Usage Equipment/Service, Authorized Training Equipment/Service, Pending Equipment/Service, and Non Authorized Equipment/Service. The 'Request Authorization' button for the 'Center for Quantum Research (CQuaRe)' lab is highlighted with a mouse cursor. A 'Registration Message' pop-up is displayed, stating: 'Thank you for your interest in using our core facilities. You have successfully requested an account in Core Lab Management approval by Finance Office at CNSI and you'll be authorized on your date of approval. If you have any questions about your account, you may contact CNSI at 310-206-1234.' A 'Next' button is at the bottom of the message.

Managing your Account Information

Click [Manage Account\(s\)](#) in the 'Account Information' box to edit FAU and Recharge information. Edit your information as needed and click 'OK' at the bottom of the page when done.

A screenshot of the 'Account Information' page. It shows a table with columns: Account Type, Account #, Expiration Date, and Status. Below this is a section for 'Emails' with a table of account information. A mouse cursor points to the email address 'jdoe@cnsi.ucla.edu'. At the bottom, there is a 'Lab Information' section and a table of account information.

First Names	Last Name	Email	Receive Notifications	Actions
John	Doe	jdoe@cnsi.ucla.edu	Yes	