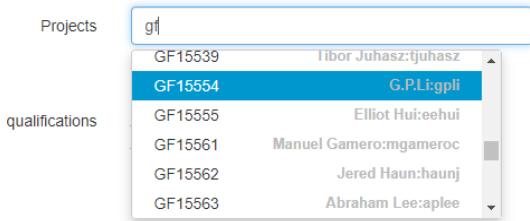


IMRI-NEMO Quickstart Guide

This document will provide you with basic navigation and functionality of the [IMRI-NEMO reservation system](#). If you do not have access to the website, please reference the [Become a User](#) section of the [IMRI](#) website.

Edit Your User Profile

Users will need to assign their profile to a project prior to use. Click your name in the top right corner of the web page (blue text) and in the projects field, search for: your PI/KFS Account (UCI Users), PI/Academic Institution/Company (non-UCI). Please contact Daniel S. Nguyen dsnguyen@uci.edu or Jian-Guo Zheng jzheng@uci.edu if your account is not located.

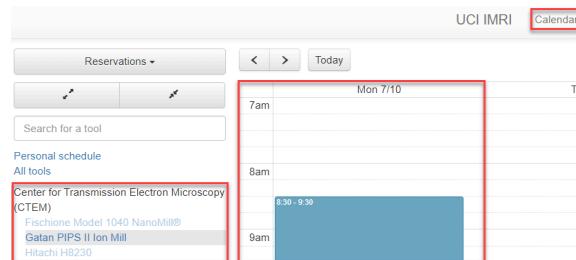


A screenshot of a search interface for users. The search bar at the top contains the text 'gf'. Below the search bar is a table with two columns: 'Projects' and 'qualifications'. The table lists several users with their names and associated accounts:

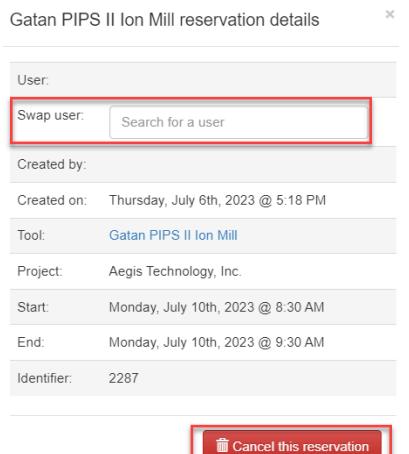
Projects	qualifications
GF15539	Tibor Juhasz:tjuhasz
GF1554	G.P.Ligopl
GF15555	Elliot Hui:eehui
GF15561	Manuel Gamero:mgameroc
GF15562	Jered Haun:haunj
GF15563	Abraham Lee:aplee

Reserving Instrument Time - Calendar

From the homepage, click on the **Calendar** at the top or bottom. Search for the lab associated with your tool and click on your qualified tool's calendar (shown in dark blue). Tools shown in light blue require qualifications for access. Machines currently in use have the following icon next to them . You can make a reservation by holding down your click and dragging to your preferred time slot. Click the time block once confirmed to view your reservation details. Users can either cancel their reservation or swap their reservation with another user up to 72 hours before the start of their session. **Any modifications within 72 hours before the start of your session needs coordination with the IMRI staff.**



A screenshot of the IMRI homepage. At the top, there is a 'Reservations' dropdown and a search bar. Below that is a 'Personal schedule' section with a 'All tools' link. A list of tools is shown, with 'Center for Transmission Electron Microscopy (CTEM)' and 'Gatan PIPS II Ion Mill' highlighted with a red box. At the bottom, there is a calendar interface for 'Gatan PIPS II Ion Mill' showing a reservation from 8:30 to 9:30 AM on Monday, July 10th. The 'Calendar' tab is highlighted with a red box.



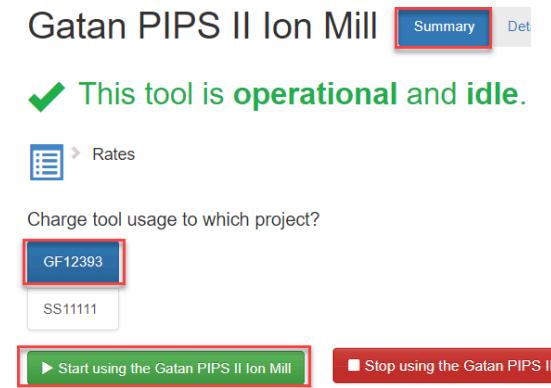
A screenshot of the 'Gatan PIPS II Ion Mill reservation details' page. It shows the following information:

User:	Search for a user
Created by:	
Created on:	Thursday, July 6th, 2023 @ 5:18 PM
Tool:	Gatan PIPS II Ion Mill
Project:	Aegis Technology, Inc.
Start:	Monday, July 10th, 2023 @ 8:30 AM
End:	Monday, July 10th, 2023 @ 9:30 AM
Identifier:	2287

At the bottom right, there is a red button labeled 'Cancel this reservation'.

Using the Instrument - Tool Control

From the homepage, click on **Tool Control** at the top or bottom. Click on your reserved instrument's name on the left column to select it. The **Summary** tab will display the tool's status: **operational and idle** if available or  if in use. Clicking **Rates** will display the instrument's hourly rates to be charged. If you have multiple projects assigned to your profile, select the appropriate fund to assign your charges to, then click the green start button to begin your session. Click the red button once more to stop/end your session. **Details** will display instrument information including the location and staff contact information. You can **report a problem** as well should you have any issues to make known. **Posting a comment** will allow you to share information for informational purposes.



A screenshot of the 'Gatan PIPS II Ion Mill' tool control page. The 'Summary' tab is selected and highlighted with a red box. The status is shown as 'This tool is **operational and idle**'. Below the status are buttons for 'Rates', 'Charge tool usage to which project?', and 'Start using the Gatan PIPS II Ion Mill' (highlighted with a red box). There is also a red button for 'Stop using the Gatan PIPS II Ion Mill'.

Homepage

Your homepage will show upcoming reservation sessions, ongoing alerts or tools currently in use. You can click on these text boxes to navigate to the tool control page to take further action.

UCI IMRI Calendar Tool control Status dashboard Requests 1 Safety

Upcoming reservations

Leica Sputter Coater ACE600 (High Vacuum)
Starting on Friday, July 7th, 2023 @ 8:30 AM
Ending on Friday, July 7th, 2023 @ 9:30 AM

Current UC Irvine Materials Research Institute (IMRI) usage

You are using the **Gatan PIPS II Ion Mill** for the project named GF12393 since Thursday, July 6th, 2023 @ 6:06 PM.

Status Dashboard - Tool Status & Usage

Click the **Status Dashboard** tab at the top of your homepage to view instruments currently available or in use.

Key Card Request

Click the Key Card Request icon on the homepage to be redirected to the Key Card Request Google Sheet. Please follow the [new user policies](#) and use this to apply for keycard access.

Training

From the homepage, click the **Training Signup** icon on the homepage to view the online training waiting forms, find out the instrument and related function pages, and follow the instructions to sign up completely. A staff member will contact you to schedule a training session following IMRI training policy, and assist you in recording your session. You can view your recorded session under **view your usage** on the homepage.

Staff Assistance

From the homepage, click on **Requests** at the top. Click on  to request staff assistance. Enter the start and end date of your reservation, the area in which your reserved instrument is housed (CTEM, LEXI, etc.), and type in the name of the instrument. A staff member will be notified of your request and will respond accordingly. You can view your recorded session under **view your usage** on the homepage.

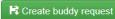
New buddy request



Start date: 07/06/2022 End date: 07/06/2022

Area: Center for Transmission Electron Microscopy (CTEM)

Description: Fischione Model 1040 Nanomill



Safety

From the homepage, click on **Safety** at the top to display IMRI's current safety rules and standard operating procedures.

Contact IMRI Staff

Clicking the **Contact IMRI Staff** icon will redirect you to the IMRI staff page including their contact information.

Newsletter

Clicking the **Newsletter** icon will redirect you to the latest MRSEC & IMRI Newsletter.