

Define / manage your user account in the resource reservation application of LAAS Micro and Nanotechnologies platform

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Autors : H. Granier, M. Dilhan, B.
Reig, F. Mesnilgrete

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Preamble

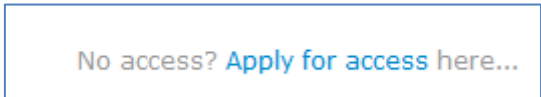
The MyFab LIMS application <https://lims.laas.fr/Default.aspx> helps in the management of the LAAS micro and nanotechnology platform

Therefore, all persons using the facilities of the platform must use this application.

This user manual allows them to complete correctly their profile when they apply for access, and to manage it once access is validated.

1-Apply for access to the online resources reservation system of LAAS micro-nanotechnologies platform.

1. Put the following address in your browser favorites <https://lims.laas.fr/default.aspx>
2. Click Apply for access



3. Enter
 - a. First name
 - b. Last name
 - c. Select the type of user in the menu drop-down
 - d. Compagny/university :
 - i. LAAS for everybody
 - e. Department
 - i. Members of LAAS :
 1. Technical people (ITA) abbreviation of your service (or scientific department for the technical people in scientific teams))
 2. Others : acronym of your Department (HOPES, GE , ..)
 - ii. External to LAAS : « Accueil Renatech »
 - f. Laboratory/group
 - i. Members of TEAM or I2C : name of your area
 - ii. Others members of LAAS : your team name (PHOTONIQUE, MOST,..)
 - iii. External to LAAS: the name of your original entity (entity = laboratory, company...)
 - g. Project name
 - i. TEAM service : nothing we're on all projects
 - ii. II. Others: Renatech Reference of your main project
She takes the P-xx-xxxxx form and is available on either the comteam request form or the Renatech application (ask your manager in LAAS)
 - h. Practical coach :
 - i. you must enter the name of the TEAM staff technical coordinator of your main project in the clean room. This info is available on comteam sheets and in the Renatech application.
 - ii. **Choose the right name in this list if not a fault will appear to validate the page.**

- i. Supervisor :
 - i. You are a LAAS permanent : responsible of your team or service
 - ii. You are a LAAS non permanent: your manager's name (ex: manager for the PhD or post doc)
 - iii. You are not a member of the LAAS (Renatech hosts): Hugues Granier
- j. Start date :
 - i. dates of tomorrow (impossible to choose retroactive)
- k. End date
 - i. For LAAS permanent LAAS:
 - ii. For non permanent: date of departure
- l. Access hours :
 - i. TEAM Members: any time
 - ii. Others : office hours
- m. Supplementary info
 - i. What seems relevant
- n. Tick the box "I acknowledge having read the document that will allow me to manage my profile and comply."

Next

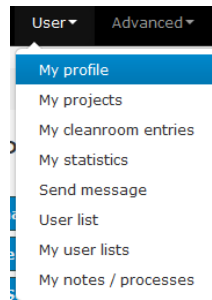
- o. The login you want to use
- p. Your password and its confirmation
 - i. We recommend that you do not use your personal password even if the site is https and the password hidden from administrators.
- q. Your mail
- r. Your phone number
- s. A photo for your profil

Finish

A message informs you that your application is submitted,
 The administrator must validate, it therefore needs a little time.
 You will receive a mail to indicate your profile is ok. Then you can move on to step two.

2. Managing your profil

Once your application accepted you will access different menus according your rights
 To manage your profile during your stay at LAAS select
 User → my profile



You can change your profile information
Browse all of the tabs to correct as appropriate

Personnel info et change password

Very classical features

Email settings

You must configure four items

1. Show a link for sending my future bookings as an ICal-file
 - a. Yes : Will generate a link that will allow you to enter your personal digital diary your bookings on this application
2. Receive e-mail when a (licensed) tool is available again after being down:
 - a. Yes : you will automatically receive an email when an equipment on which you are trained and who was down is up and running again
3. Receive e-mail when a (licensed) tool is available again after someone canceled a booking
 - a. Yes : you will receive an email when an equipment on which you are trained is released by a cancellation of reservation made by another person
4. Send a confirmation mail whenever an action causes a mail being sent to user(s):
 - a. Yes : Send a confirmation email whenever an action caused the send an e-mail to users

User settings

You must configure eight items

1. My default project when booking:
 - a. Your default project when booking to choose in the list of projects on which you are involved
2. My default project for time in cleanroom
 - a. The project you are working the more in cleanroom. **In fact this function is not active because it would connect LIMS system of badges at the entrance to the cleanroom**
3. Use simultaneous booking windows
 - a. Yes : possibility to have multiple windows of reservations on the screen at the same time
4. Default timeout for login
 - a. Time of automatic disconnection in case of inactivity on the application
5. Use icalender-feed

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- a. If checked will show the link that will allow you to enter your personal digital diary your bookings made on this application
6. Use reminder in icalendar
 - a. Temporal configuration of a reminder on your Digital Diary of a reservation
7. Default sorting dropdown list, tools
 - a. Default configuration of the display order of the equipment list
 - i. By name
 - ii. By identification number
8. Remember page filters
 - a. Will remember the search filters you apply on the various pages of the application

Courses

Display the lectures you followed and listed in the application

Favorites

List of checkboxes to decide the custom shortcuts that will be displayed to the left of your screen under the title Favorites when you logged

In the example below we chose to only show that shortcuts for

- *My bookings*
- *The equipment on which I have rights to book.*

Favorites

[My bookings](#)

[My licenced tools](#)

 [Favorite this page](#)