

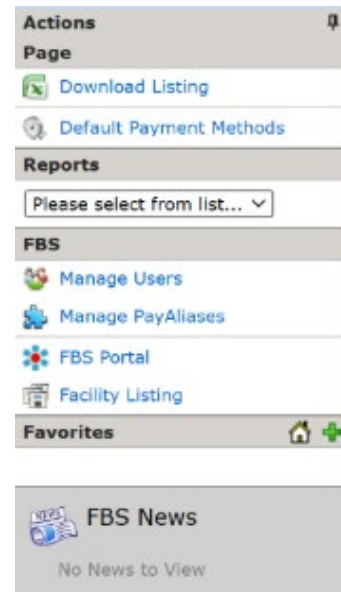
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Managing Users and PayAliases in FBS

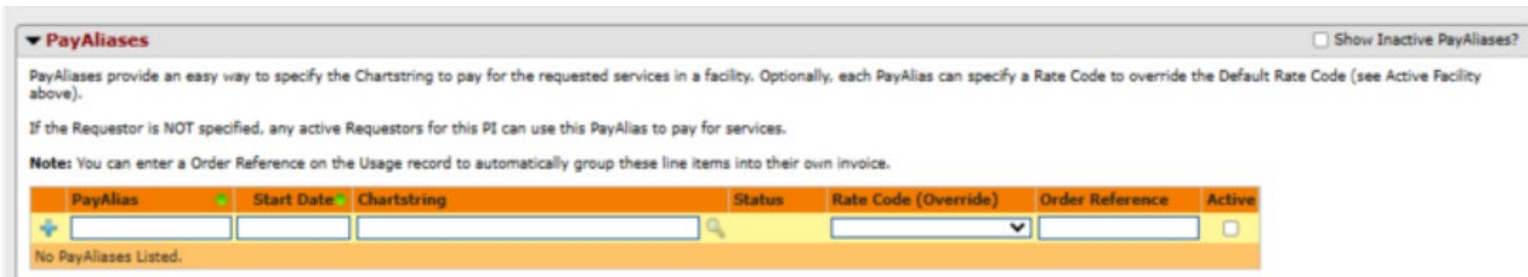
Instructions for PI's on how to manage users in FBS:

- To get started, log in to FBS (<https://syr.fbs.io/Apps/FBS/?f=4/>)
- After logging into the FBS system, you will be working under the **user** tab
- Within the FBS window, find the actions box to the right
- Under FBS, click on **Manage users**
 - You will see everyone listed as personnel in your research group
 - Please let me know of any researchers that are *no longer* working in your research group



Instructions for PI's on how to manage PayAliases in FBS:

- Click on **Manage PayAliases**
 - A window will open with instructions for entering chart strings for payment of instrument use and services. FBS is configured to accept only valid Syracuse University chart strings from funds 11 or 13; Fund 13 sponsored account chartstrings need a 'tail' which consists of an Activity ID (001) and Budref (01)



- The PayAlias can be alphanumeric and should represent a way for you and your trainees to identify the project, for example the Sponsor or the Project name
- Chart string format should be: fund-department-program-project-activity OR fund-department-program-MyCode (optional).
- Remember to click save (the disk icon) once you've entered it
- You may then designate chart strings to be used by specific members of your research groups *It is very important to keep your chart strings up to date.* Once charging begins, your personnel must be assigned to an active chart string(s) to make reservations.
- Feel free to add your departmental budget manager to your account so that they can view and receive invoices

Scheduling as Syracuse User

How To Create a Reservation:

Desktop:

Once you log into FBS, the page will redirect to the user dashboard.

To schedule a piece of equipment, find the resource you want to use then click the schedule (green arrow.)

If you have not been granted access, the resource will display request training (black arrow).

10:47 AM

User

Activity Accounting Settings Invoices


Dashboards Billing Quick Find


Invoice / Quote #


Chartstring

FBS User Activity Dashboard

The web panels below are specific to your PI and the current facility.

 Syracuse University
BioInspired Institute Materials Research Core

Contact:  Eric Finkelstein



My Reservations


You have no upcoming Reservations.









Recently Scheduled Resources

Your most recently scheduled reservations are listed below:

Facility	Resource	PI
BBC	LSM980 (LSC359) - Scheduling	

Available Resources to Schedule

 You can Schedule or Request Training on the following resources:

Resource	Description	Actions
AFM	 Atomic Force Microscopy (AFM)	 Schedule  Notify Me...  Report an Issue...
Autoclave	 Autoclave	 Request Training  Notify Me...  Report an Issue...

The steps below explain how to schedule (Green Arrow):

Once you have clicked on scheduling, you will be redirected to the calendar.

Double click on the day which you would like to schedule.

For this example, I am going to double click on the 17th.

The screenshot shows a calendar interface for December 2024. The calendar is titled "December 2024" with a "DLS" logo and a checkmark. Navigation buttons for "Nov 2024" and "Jan 2025" are visible. The days of the week are labeled: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The dates are arranged in a grid. The date 17th (Tuesday) is highlighted with a red border and contains a reservation for "Duffett, Kim (PSI)" from 10:45 AM to 11:00 AM. The reservation is shown as a blue bar with a white border. The background color of the calendar cells is light yellow, and the days of the week are labeled in green.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Duffett, Kim (PSI) 10:45 AM - 11:00 AM	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Then you will double click on the time you would like to start the reservation.

The screenshot shows a time slot grid. The vertical axis represents time, with labels for 10:00, 10:15, 10:30, 10:45, 11:00, 11:15, 11:30, 11:45, 12:00, and 12:15. The horizontal axis represents time slots. The 10:45 slot is highlighted in green. A mouse cursor is pointing at the 10:45 slot. A tooltip box is displayed over the 10:45 slot, containing the text "DLS Duration From 10:45 AM to 11:15 AM".

Time	Slot
10:00	
10:15	
10:30	
10:45	DLS Duration From 10:45 AM to 11:15 AM
11:00	
11:15	
11:30	
11:45	
12:00	
12:15	

Then the reservation pop up will appear where you will need to do a few things.

#1 Red- Specify the resource use type by using the drop down

#2 Green - Modified the start and end times

#3 Yellow- Specify the payment method. Most cases you will be using the PayAlias feature

#4 Blue- If you are in multiple PI's labs then you will need to select the correct PI

Then select "Save Changes"

The screenshot shows a 'Schedule Resource' window with the following details:

- Resource:** Dynamic Light Scattering (DLS) (DLS) (highlighted in red)
- Start:** 12-17-2024, Tue, 11:00 AM (highlighted in green)
- End:** 12-17-2024, Tue, 11:30 AM (highlighted in green)
- Duration:** 0.00:30 (highlighted in green)
- Actual:** 0.00:30
- PI:** Test, Internal (INT-Test) (highlighted in blue)
- Requestor:** Duffett, Kim (PSI) (highlighted in blue)
- Direct Pay:** Chartstring 11-10001-00001 (highlighted in yellow)
- PayAlias:** (highlighted in yellow)
- Options:** Non-Billable?, Require Billing Review before Posting to the eLog?
- Buttons:** View Hourly Rates, View Estimated Charges, Save Changes (highlighted), Close

The steps below explain how to request training:

Click the request training button for the recourse you would like to be trained on

Available Resources to Schedule

You can Schedule or Request Training on the following resources:

Resource	Description	Actions
AFM	Atomic Force Microscopy (AFM)	Schedule Notify Me... Report an Issue...
Autoclave	Autoclave	Request Training Notify Me... Report an Issue...

Request Training on this resource

If there are training requirements, you must do them, then click request training.

Training Requirements

Once you have completed the training requirements, click the request training link below.

[Request Training](#)

Fill out the text box with additional details. This will be sent to the directors and they will be able to reach out to you to complete the training.

Request Training

The following information will be sent to the person(s) responsible for the training.

You need to enter 16 more characters.

How to start and stop appointments:

- a. Desktop

- b. Mobile Device
- c. SoftLock

Desktop:

If you have created a reservation within FBS, then the reservation will appear on your dashboard under my reservations, which to start the reservation, you will click the Green Start Timer button.

The screenshot shows the 'FBS User Activity Dashboard' for Syracuse University's BiInspired Institute Materials Research Core. The user is Eric Finkelstein. Under the 'My Reservations' section, a table lists one reservation: Facility: MRC, Resource: DLS - Dynamic Light Scattering (DLS), Reservation Time: Fri 12-20-2024 11:15 AM. A green 'Start Timer' button is visible next to the reservation time, with a mouse cursor hovering over it. A tooltip shows the time range '11:15 AM - 11:30 AM'. Below the table, it says '1 Reservation Listed.' The dashboard also includes navigation tabs for Dashboards, Billing, Quick Find, and Current S.

Facility	Resource	Reservation Time
MRC	DLS - Dynamic Light Scattering (DLS)	Fri 12-20-2024 11:15 AM

1 Reservation Listed.


To stop the appointment, click on the red stop timer button. It should appear automatically but if not, refresh the page.

FBS User Activity Dashboard

The web panels below are specific to your PI and the current facility.



Syracuse University
BioInspired Institute Materials Research Core

Contact:  Eric Finkelstein



My Reservations

All of your upcoming reservations are listed below:

Facility	Resource	Reservation Time
MRC	DLS - Dynamic Light Scattering (DLS)	Fri 12-20-2024 11:15 AM

Stop Timer

1 Reservation Listed.

11:15 AM - 11:30 AM 15 M

Recently Scheduled Resources

Default Pay

You can spec

Users with Pr



Double-click

Resource

No Rows List

Alternately, if you did not make a reservation but would like to use the equipment and there is enough time before the next reservation, you can create a walk up appointment which by creating it will start your appointment.

#1 Click walk-up (Black Arrow)

#2 Red- Specify the resource use type by using the drop down

#3 Yellow- Specify the payment method. Most cases you will be using the PayAlias feature

#4 Blue- If you are in multiple PI's labs then you will need to select the correct PI

DLS ✓ Dynamic Light Scattering (DLS)

Schedule
Walk-Up
Notify Me...
Report an Issue...

Schedule Resource

✓ Resource: **Dynamic Light Scattering (DLS) (DLS)** Dynamic Light Scattering

	Time	Actual
Start	12-20-2024 Fri Walk-Up	
End	12-20-2024 Fri 11:15 AM	
	0.01:01	0.01:02

PI Test, Internal (INT-Test)

Requestor Duffett, Kim (PSI)

Comments

Direct Pay

Chartstring

-OR-

PayAlias Test-B

Non-Billable?
 Require Billing Review before Posting to the eLog?

View Hourly Rates View Estimated Charges

Start Walk-Up Close

Mobile Device:

Go to syr.fbs.io then click on the hamburger to login

Close Menu



Sy



Home



Facility Info



Catalog



Search



Login



Blatt

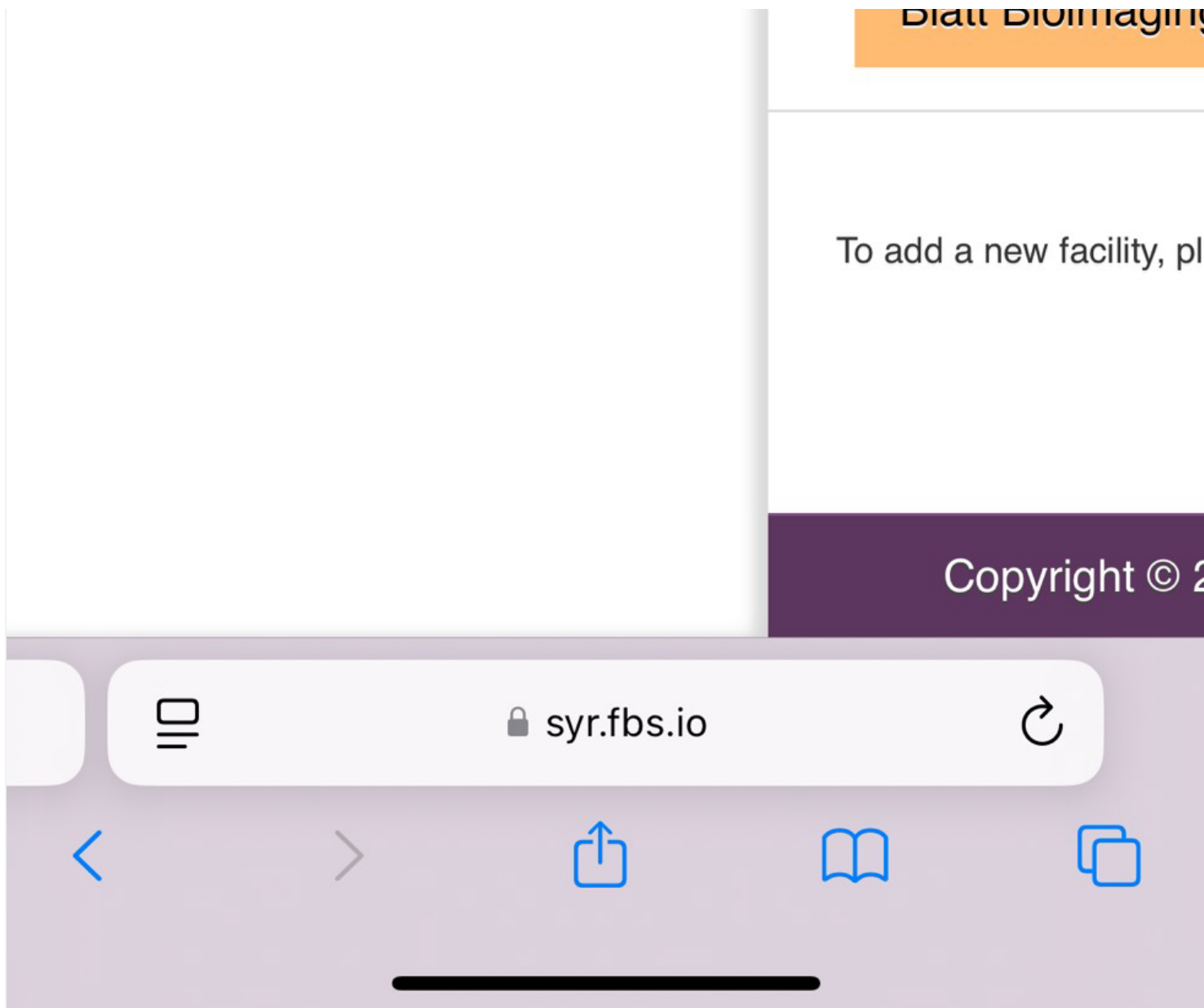
Welcome to **Syra**
mission is to adv
University. We
researchers acc
technologies



Syracuse

BioInspired Inst

Blatt Biomecin



To create a reservation, find the resource you want to use and click it-



BioInspired Institute Materials Research Core

My Reservations

You have no upcoming reservations scheduled.

Recently Scheduled Resources

AXOB-Z1 (LSC318) - Scheduling - Cleveland, Jim

ACCURI - BD Accuri C6+ - Cleveland, Jim

LSM710 (LSC359) - Scheduling - Cleveland, Jim

Available Resources

AFM - Atomic Force Microscopy (AFM)



Autoclave - Autoclave



BS - Bath Sonicator



CE - Commercial Electrospinner



CAG - Contact angle goniometer



DSC - Differential Scanning Calorimeter - Discovery 250DS



DLS - Dynamic Light Scattering (DLS)



ES - Electrospayer





Then to make a reservation for the future, you will click create reservation (blue). If there is enough time before the next reservation, you will have the ability to do a walk up (green).



Scheduling

Schedule for **Fri 12-20-2024**

Resource: **Dynamic Light Scattering (DLS)**

Create Reservation

Create Reservation

Create Reservation

Create Reservation



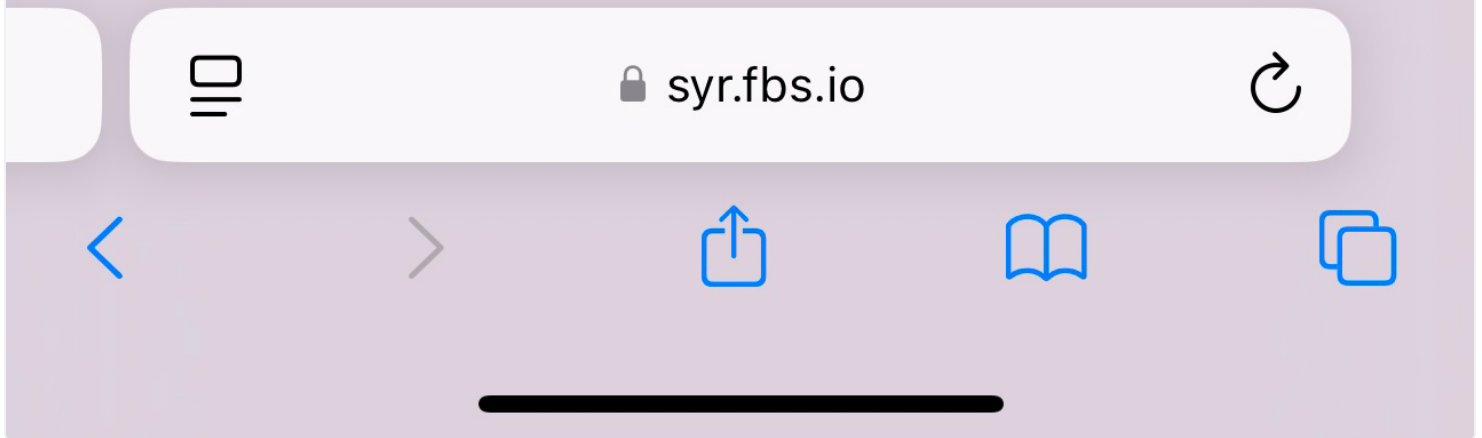
Previous Day

Next Day



Start Walk-Up

Priority Software[®] FBS



Similar to the desktop, you will need to fill out the reservation details.

1. #1 Red- Specify the resource use type by using the drop down
2. #2 Green - Modified the start and end times
3. #3 Yellow- Specify the payment method. Most cases you will be using the PayAlias feature
4. #4 Blue- If you are in multiple PI's labs then you will need to select the correct PI



Dynamic Light Scattering (DLS)(DLS) Reservation

Use Type

Specify Resource Use



Date Start

Dec 20, 2024

Time Start

12:00 AM



Date End

Dec 20, 2024

Time End

12:15 AM



Length (Hours)

0.25



PI

Test, Internal (INT-Test)



Requestor

Kim Duffett (PSI)



Direct Pay

Chartstring



Project

PayAlias



Comments

Save

Cancel

🔒 syr.fbs.io



To start a reservation that you have made on your mobile device, it will appear on your dashboard:

Click the green start button to begin tracking the time



BiInspired Institute Materials Research Core

My Reservations

DLS - Dynamic Light Scattering (DLS), 12-17-2024 10:45 AM [Start](#)

Recently Scheduled Resources

DLS - Dynamic Light Scattering (DLS) - Test, Internal [>](#)

AXOB-Z1 (LSC318) - Scheduling - Cleveland, Jim [>](#)

ACCURI - BD Accuri C6+ - Cleveland, Jim [>](#)

LSM710 (LSC359) - Scheduling - Cleveland, Jim [>](#)

Available Resources

AFM - Atomic Force Microscopy (AFM) [✓](#)

Autoclave - Autoclave [✓](#)

BS - Bath Sonicator [✓](#)

CE - Commercial Electrospinner [✓](#)

CAG - Contact angle goniometer [✓](#)

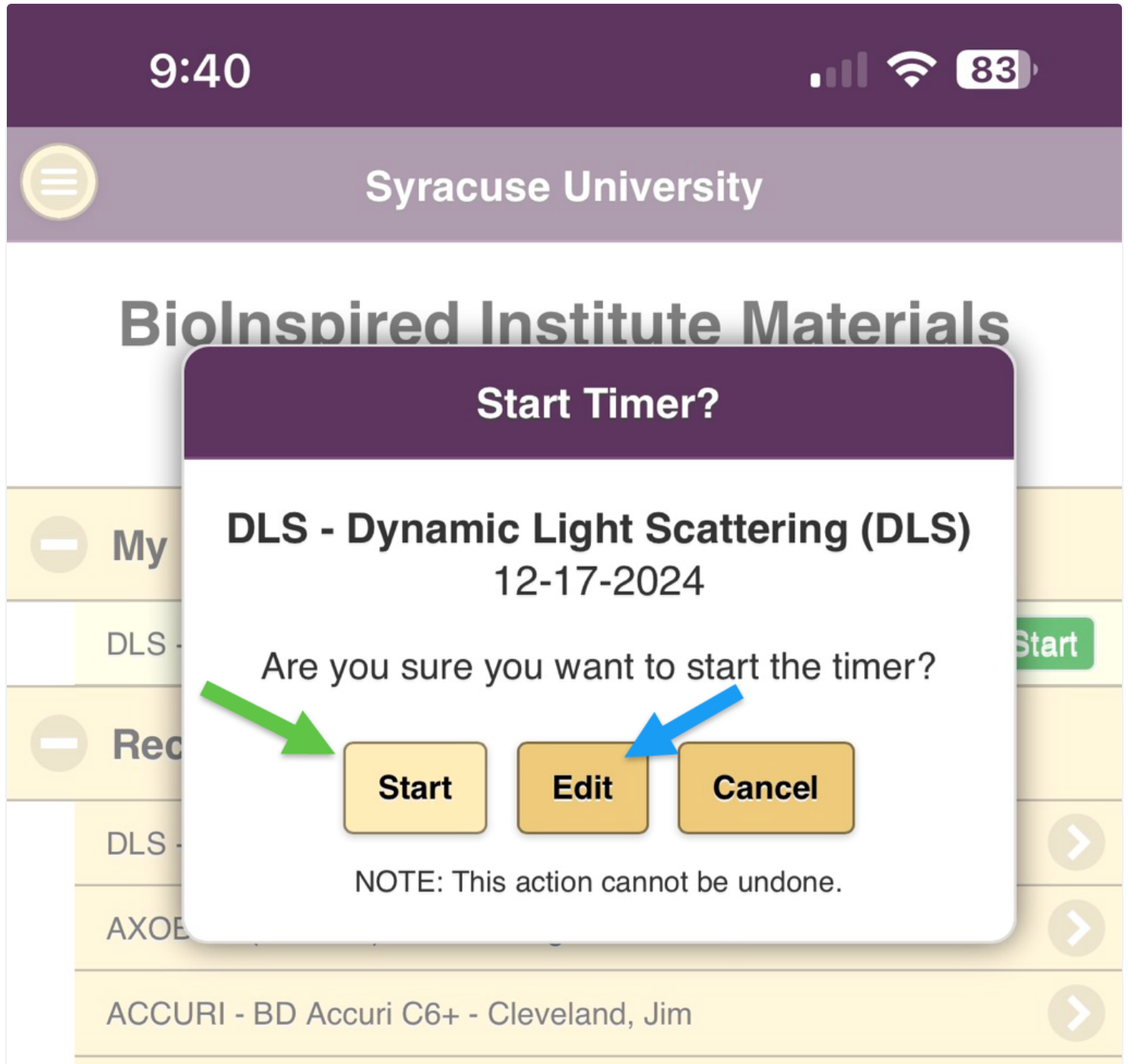
DSC - Differential Scanning Calorimeter - Discovery 250DS [✓](#)

DLS - Dynamic Light Scattering (DLS) [✓](#)

ES - Electrospayer [✓](#)



Confirm you want to start the appointment by clicking start again
If you need to edit the reservation, click edit.



To stop the reservation, click the red stop.



BioInspired Institute Materials Research Core

My Reservations

DLS - Dynamic Light Scattering (DLS), 12-17-2024 10:45 AM

Stop

Recently Scheduled Resources

DLS - Dynamic Light Scattering (DLS) - Test, Internal



AXOB-Z1 (LSC318) - Scheduling - Cleveland, Jim



ACCURI - BD Accuri C6+ - Cleveland, Jim



LSM710 (LSC359) - Scheduling - Cleveland, Jim



Available Resources

AFM - Atomic Force Microscopy (AFM)



Autoclave - Autoclave



BS - Bath Sonicator



CE - Commercial Electrospinner



CAG - Contact angle goniometer



DSC - Differential Scanning Calorimeter - Discovery 250DS



DLS - Dynamic Light Scattering (DLS)

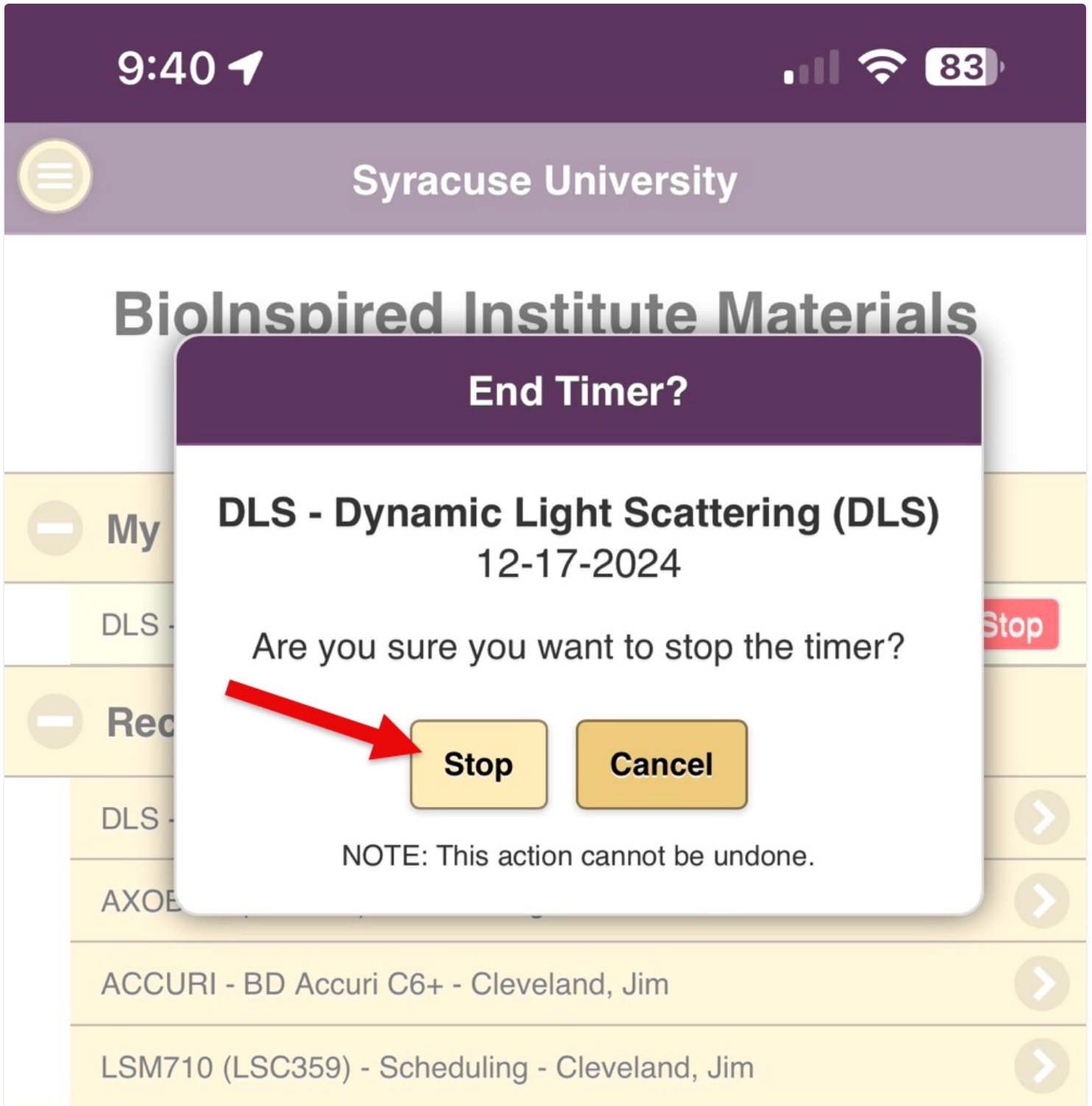
In-Use



ES - Electrospayer



Then click the stop button again to confirm.



Softlock:

Softlock acts as a screensaver and when a user would like to use the equipment, they will see a few different screens.

The screen below states that walk up use is available. So if the user does not have an appt. they can use the equipment.



Priority Software® FBS SoftLock™ Version 18.0.3487.0 Fully Operational 

DLS

Walk-Up Use is Available for 72+ Hours

No Upcoming Reservations

This instrument is property of:

Syracuse BioInspired Institute Materials Research Core (MRC)

Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution.

For more information, please contact:

Eric Finkelstein.

The screen below states that walk up is not available as there is not enough time for a reservation based off the sku settings.

DLS

Walk-Up Use is NOT Available

Next Reservation starts at 12-20-2024 3:15 PM

By Kim Duffett (PSI)

This instrument is property of:

Syracuse BioInspired Institute Materials Research Core (MRC)

Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution.

For more information, please contact:

Eric Finkelstein.

Once moving the mouse, you will be presented with the option to login.



Please use your Priority Software[®] FBS assigned PIN to Unlock this screen.

Email Address

PIN

Exit Preview

Logon

Cancel

If you do not know your PIN, please logon to the FBS web site and click on the 'My Settings' link in the upper-right corner of the desktop page.

The FBS Web Site is located at <https://syr.fbs.io/>

To login, use your email associated with FBS and your pin. This can be found in FBS in the my settings. Note- Your pin will remain the same unless entered incorrectly 3 times, then it will reset.


Welcome, Kim Duffett (PSI) (Change) | My Settings | Sign Out


Facility: BioInspired Institute Materials Research Core (MRC) ?

My Settings

See Also [Operator Notifications Events](#)

Name **Kim Duffett (PSI)**

Email Address **kim@prioritysoftware.com** 



Cell Phone 

FBS PIN *********



[View PIN](#) [Copy PIN to Clipboard](#) [Generate New PIN](#)

Allow FBS to send me Text messages?

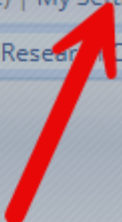
User Notification Events

		
New Reservation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reservation Change (Cancellation or Stopped)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointment Reminder <input type="text" value="0"/> minutes prior	<input type="checkbox"/>	<input type="checkbox"/>
Stop Timer Reminder?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training/Certification Reminders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General Announcements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

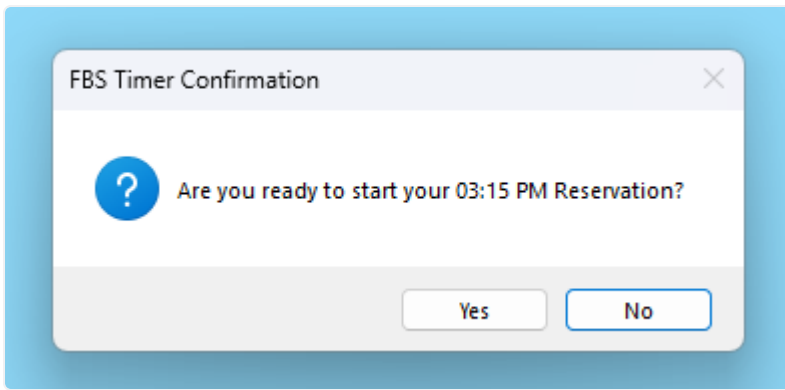
Operator Notification Events

		
New Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Reservation Change (Cancellation or Stopped)	<input type="checkbox"/>	<input type="checkbox"/>
Appointment Reminder <input type="text" value="0"/> minutes prior	<input type="checkbox"/>	<input type="checkbox"/>
General Announcements?	<input type="checkbox"/>	<input type="checkbox"/>

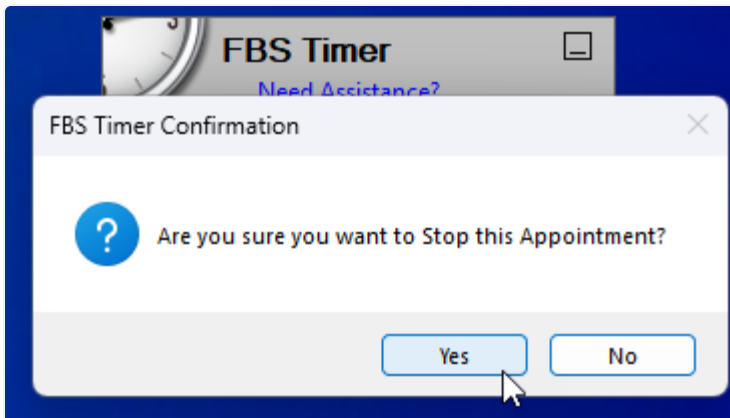
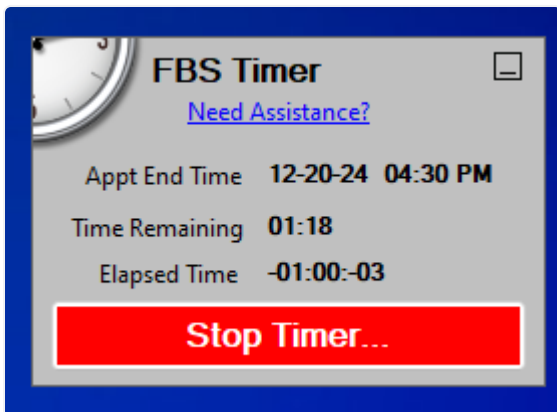
Email Client Type ▼



After logging in, If you have a reservation that you have created via the desktop or your mobile device. You will be asked if you want to start the reservation and you will click yes. Once you click yes, the timer will start but it will also grant you access to the computer.



After you are done, you will need to stop the reservation. Click stop timer on the FBS pop up then confirm you are done. Clicking stop timer will also log you out of the computer.



To create a walk up reservation, after logging in, you will select start a walk up then fill out the pop up.

1. #1 Red- Specify the resource use type by using the drop down

- #2 Green - Modified the start and end times
- #3 Yellow- Specify the payment method. Most cases you will be using the PayAlias feature
- #4 Blue- If you are in multiple PI's labs then you will need to select the correct PI

FBS Walk-Up Appointment for Kim Duffett (PSI) (kim@prioritysoftware.com)

Use **Dynamic Light Scattering**

End Time **Fri , 12-20-2024 03:30 PM**

Minutes **17**

PI **Test, Internal (INT-Test)**

Chartstring	11-10001-00001
	11-10001-00001 N/A

- OR -

PayAlias

Comments

Start Walk-Up **Cancel**

Then to stop the reservation, click the red stop timer and confirm you are done.

