NEMO Quick Start

For Users

NEMO Landing Page

Calendar

Tool control

Training

Safety

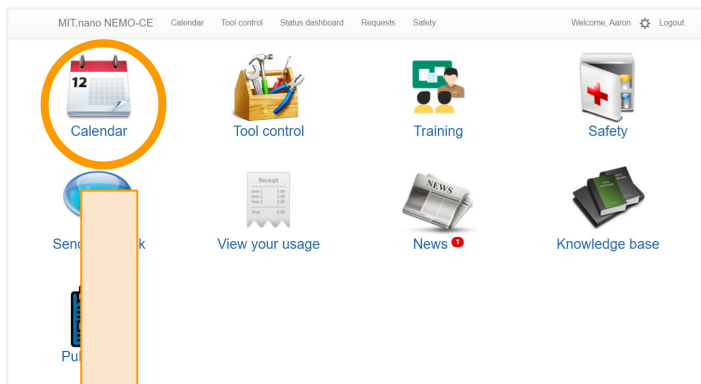**Send feedback**

View your usage

News 1

Knowledge base

Publications

This is the NEMO landing page. You can always return by clicking on the link at the top left.

2

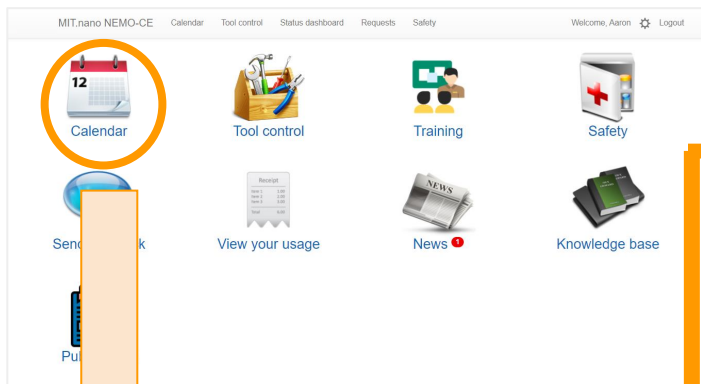# NEMO Calendar - Reservations and sign-ups

This is the tool calendar you are making reservations on now.

Click and drag to create a reservation

Calendar

Select a tool to see its calendar.
(Use the checkboxes to select multiple tools and see their calendars overlaid together.)

You can sign up for training events directly in the calendar as well as from the training section.
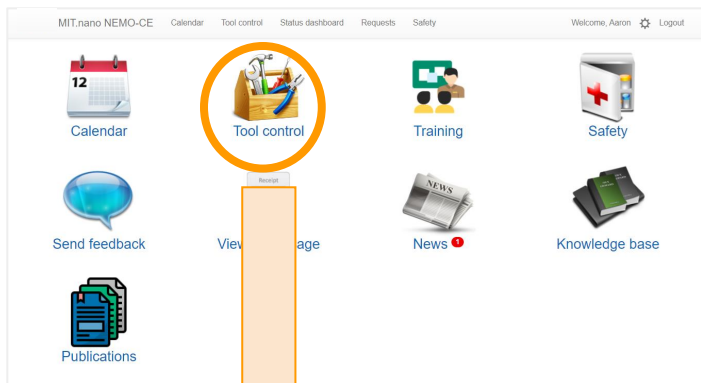
3

NEMO Calendar - Reservations and sign-ups

Use this button to only show tools on which you are trained.
(Other tools will be grayed out.)

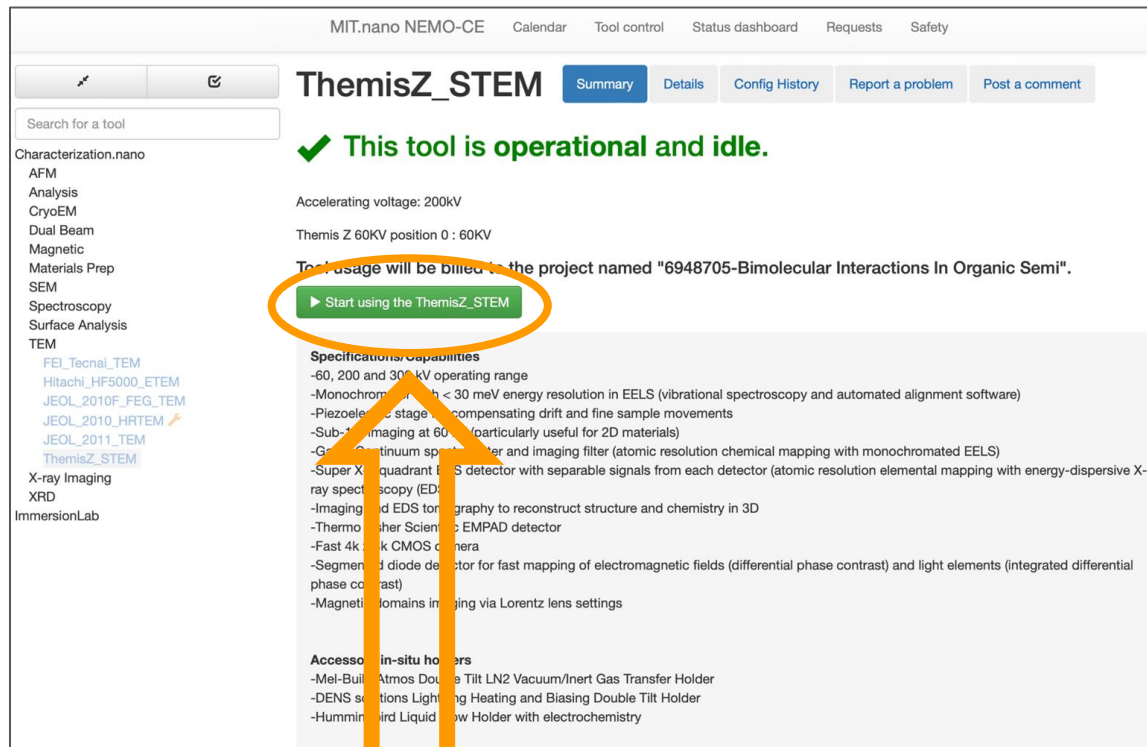Check this box to change the calendar view to show your personal schedule.

Calendar

Use this button to quickly expand or collapse the entire tool tree view.

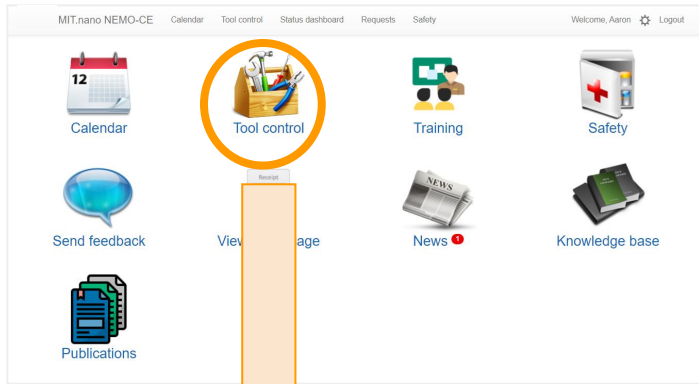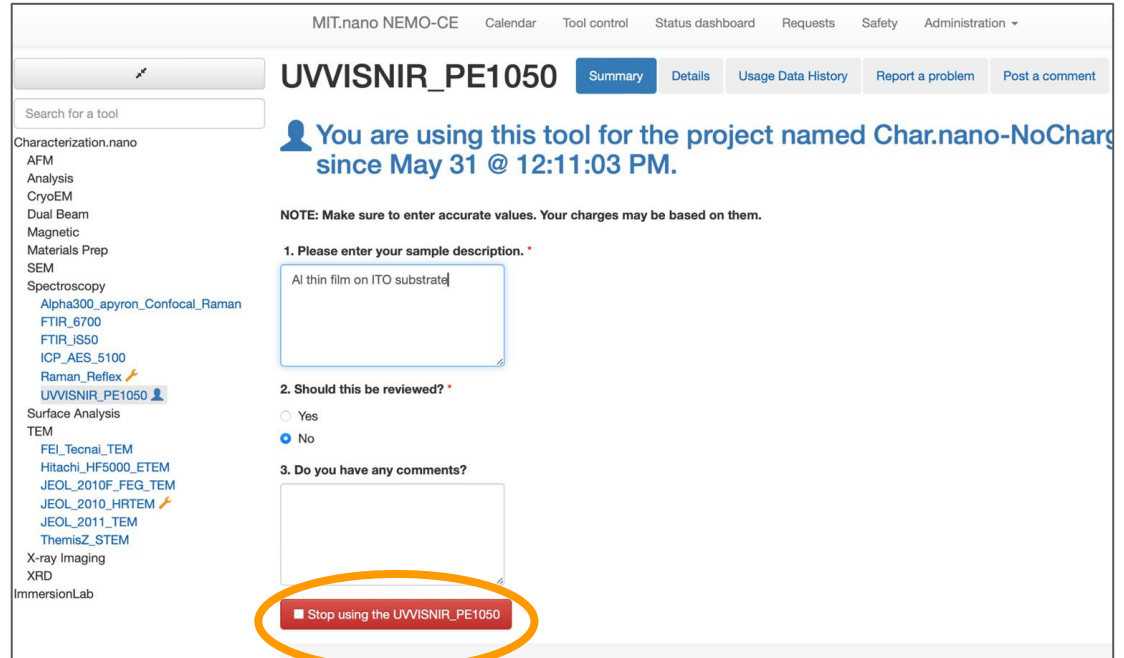# NEMO Tool Control - Engage and disengage tools

Tool Control

Click to engage and use the tool.

(If you have more than one cost object, you will be prompted to choose one first before the green button will show up.)

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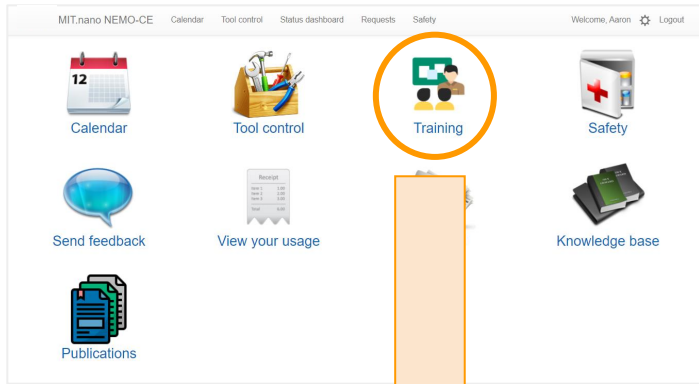# NEMO Tool Control - Engage and disengage tools

Tool Control

Click to disengage.
(You will need to fill out any required questions first to enable the red button.)

NEMO Trainings - Find and manage your training sessions

You can find upcoming trainings here or on each individual tool calendar

Click to register for specific training sessions
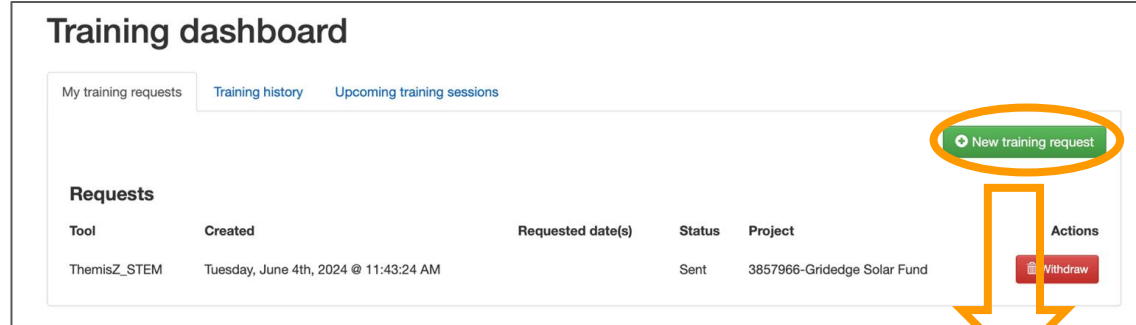
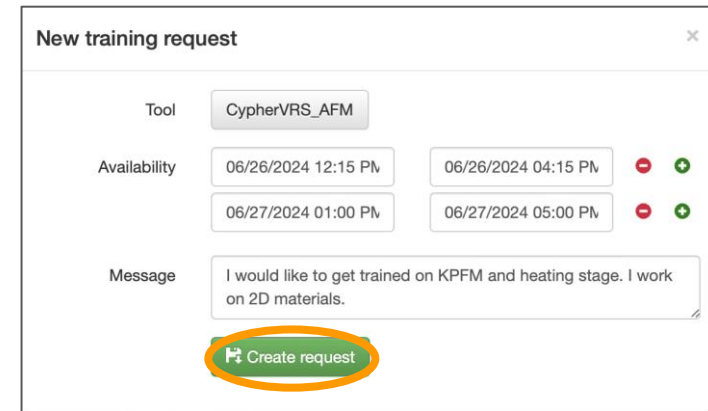(You can also sign up via the calendar)

NEMO Trainings - Find and manage your training sessions
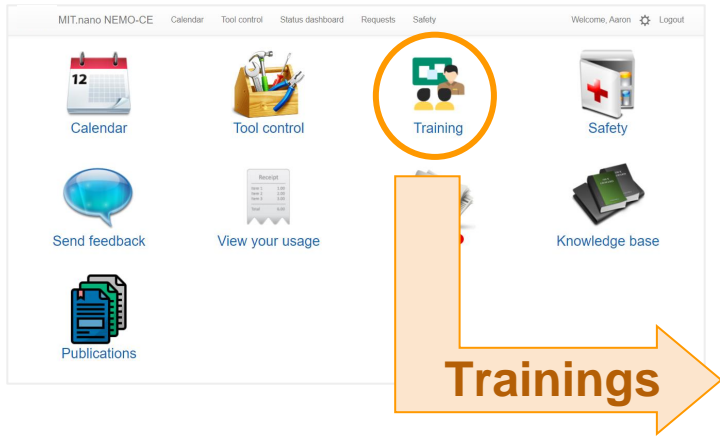
If you don't see an upcoming group training,
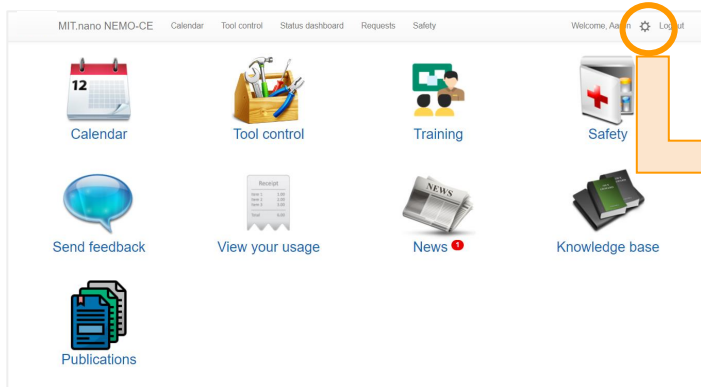you can send a training request to the tool owner.

Include your availability in your request.
Include details about what you want to do.

From the training dashboard, you can also cancel your request if it's no longer needed.

NEMO User Preferences - Choose your notifications

Setting Your User Preferences

NEMO can send you calendar invitations for your reservations.

Subscribe to equipment waitlists and get notified of cancelled reservations

Choose what email notifications you wish to receive from NEMO.

NEMO User Requests - Making Adjustment Requests from your Usage History

View usage

Forgot to disengage?
Make an adjustment request, specifying the actual time you finished using the tool/instrument.

NEMO is designed to send out reminders to disengage if the instrument is still engaged past your reserved time.

Select the usage event you need to adjust, and your request will be sent to the relevant staff (i.e., tool owner) for approval.

All adjustment requests must be made by 5pm of the last day of the current month. Once the monthly billing is closed no adjustment request will be accepted.

Requests

Adjustment requests

Adjustment requests

+ New request

You do not have any current active adjustment requests

MIT.nano NEMO-CE   Calendar   Tool control   Status dashboard   Requests   Safety   Welcome, Aaron   ⚙ Logout

New adjustment request

Charge

General adjustment request

Only the 10 most recent charges are displayed. To find earlier charges, go to your Usage page and create an adjustment request from there.
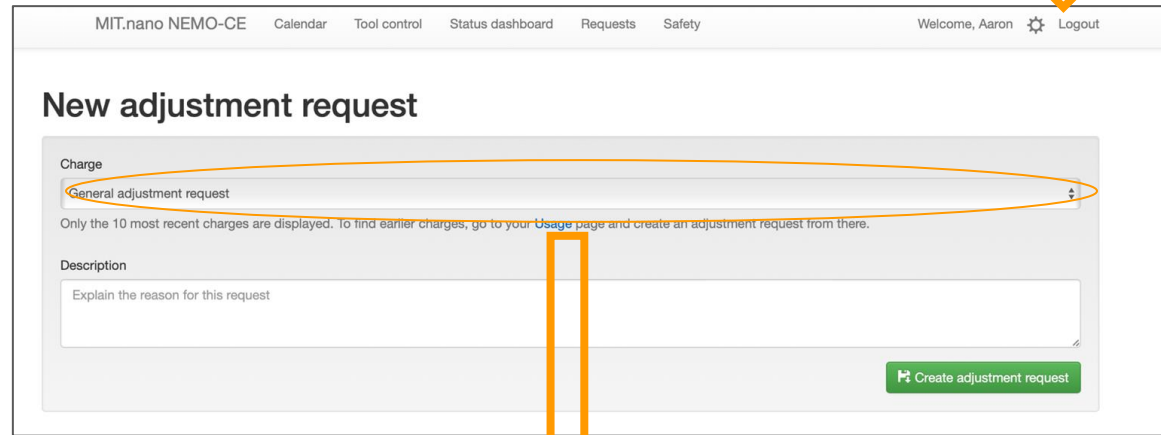
Description

Explain the reason for this request
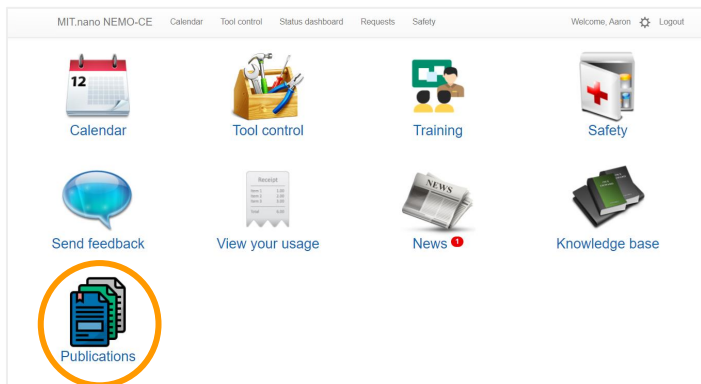
⏸ Create adjustment request

Reminder:
Once the monthly billing is closed, adjustment requests can no longer be processed in NEMO.

The drop down menu will display the 10 most recent charges associated with your account.

Be sure to select the specific charge to ensure your request goes to the relevant staff, or else approval may be delayed.

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NEMO Publications - Add yours to the database!

Publications

Check out who else uses the same tools!

Add your publications simply by entering the DOI.

Adding to the database of publications of work that utilized MIT.nano shared facilities is helpful in many ways, including in applying for funding to bring in new tools and instruments!