

NEMO Quick Start

For Users

NEMO Landing Page

[TEST] MIT.nano NEMO-CE

Calendar

Tool control

Status dashboard

Requests

Safety

Welcome, Aaron  Logout



Calendar



Tool control



Training



Safety



Send feedback



View your usage



News 1



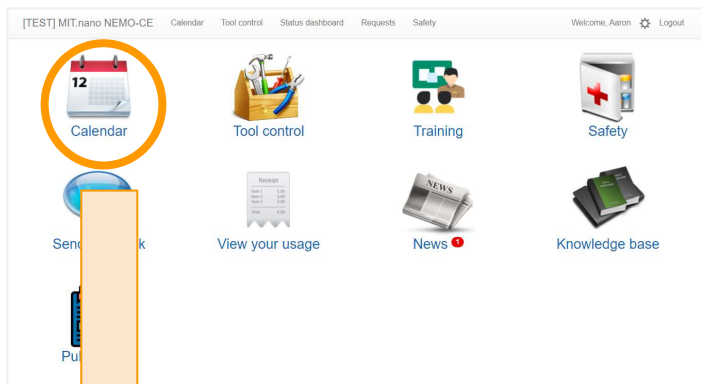
Knowledge base



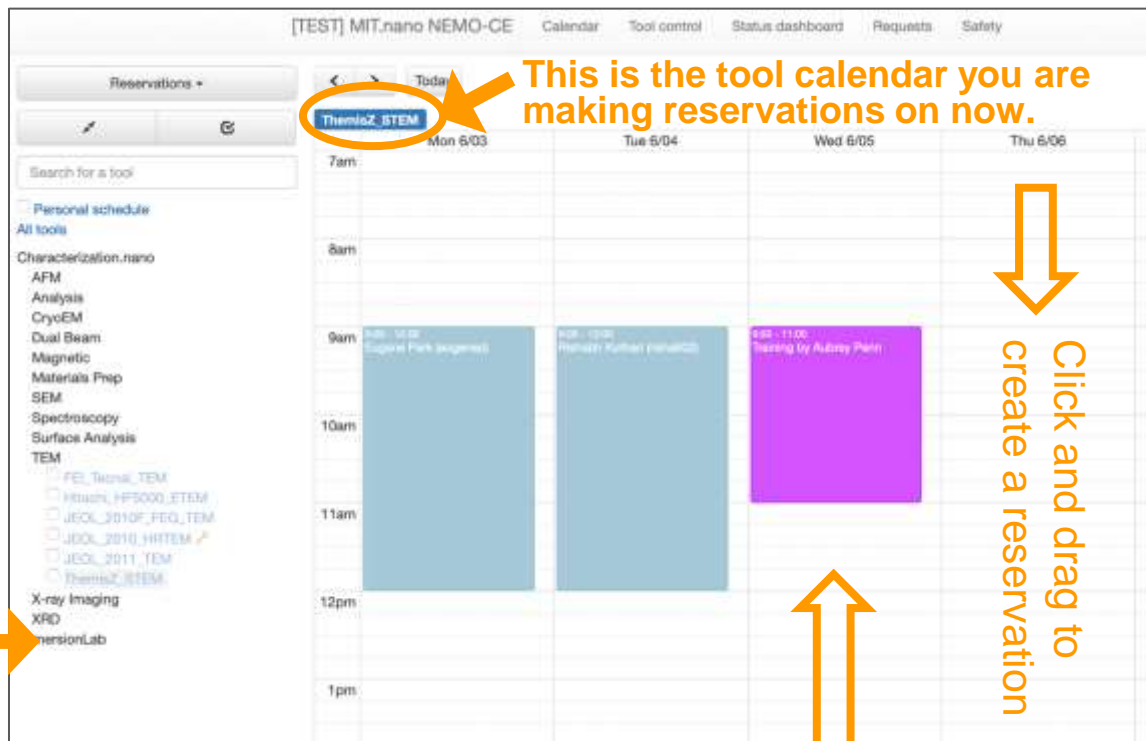
Publications

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

NEMO Calendar - Reservations and sign-ups



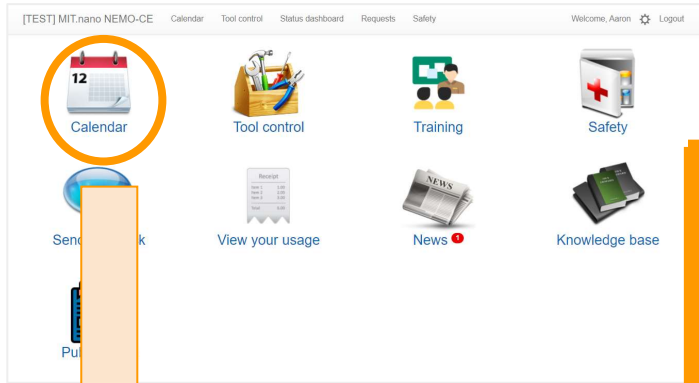
Calendar



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.

NEMO Calendar - Reservations and sign-ups



Reservations + | Today | Mon 6/03

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.

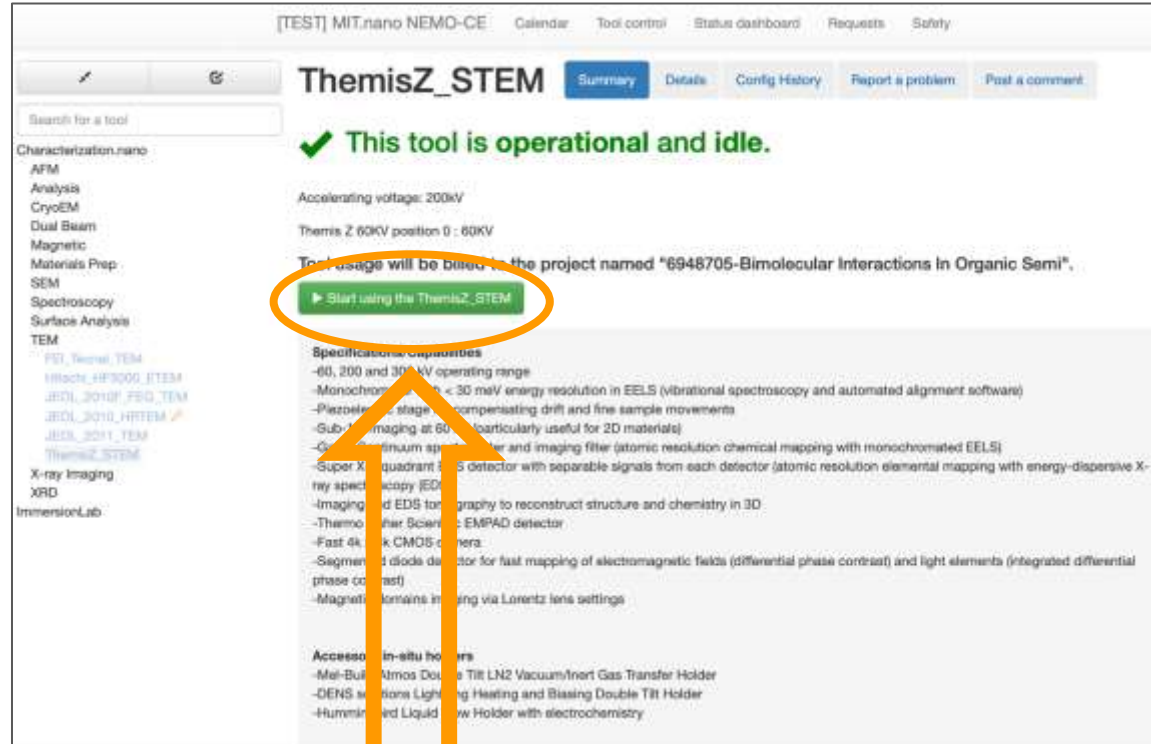
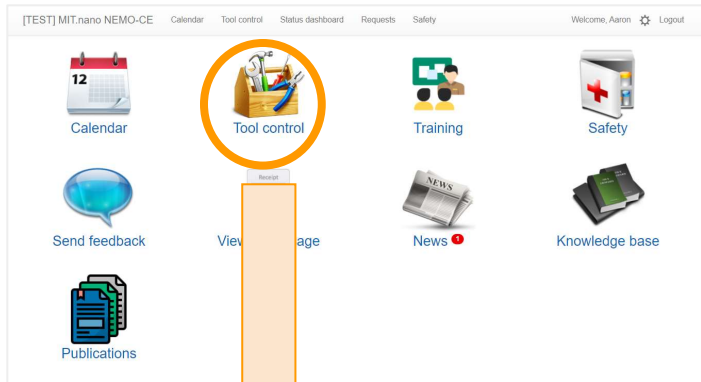
Personal schedule

Time	Reservation
9am - 10:00	Support Park (signed)
10am - 11:00	Training by Audrey Palm

Calendar

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

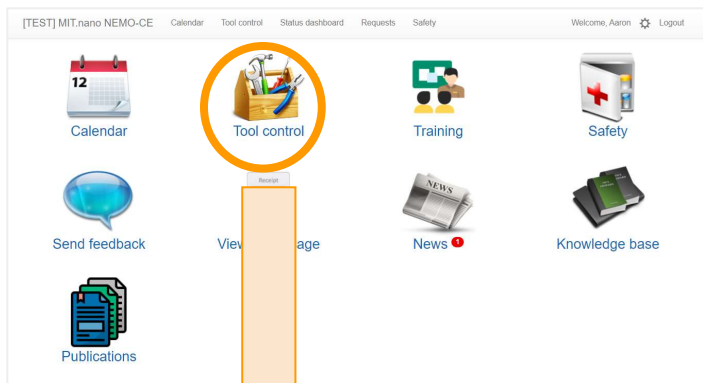
NEMO Tool Control - Engage and disengage tools



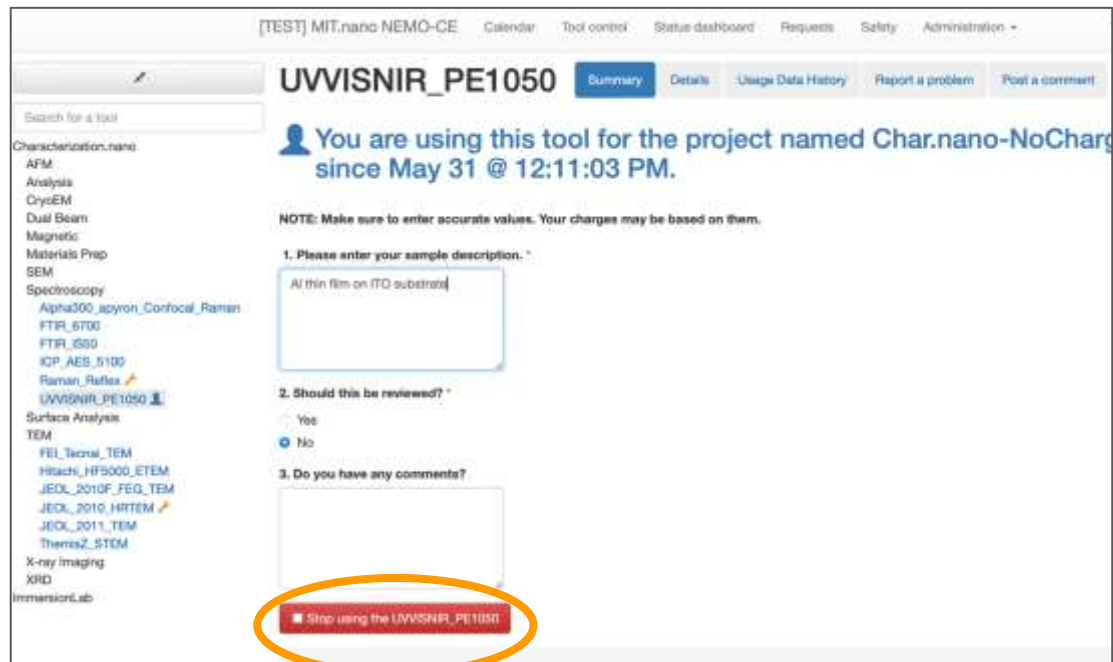
Click to engage and use the tool.

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

NEMO Tool Control - Engage and disengage tools



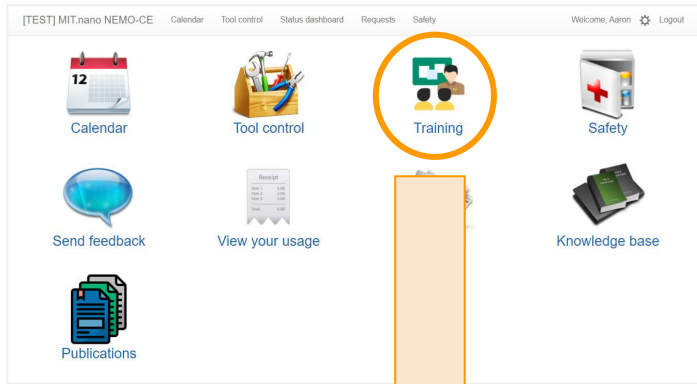
Tool Control



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



Trainings

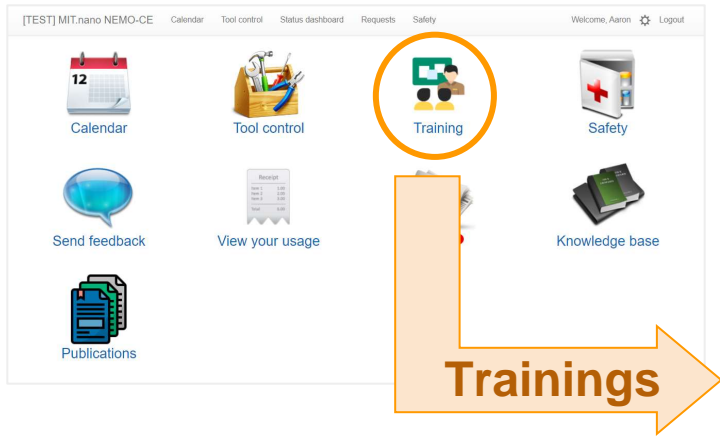
You can find upcoming trainings here
or on each individual tool calendar

Tool	Technique	Trainer	Start	Duration	Attendees	
ThemisZ_STEM	Aberation Corrected STEM Imaging	Aubrey Penn	Thursday, June 6th, 2024 @ 9:00:00 AM	90 minutes	0/5	CANCELLED
ThemisZ_STEM	Energy Dispersive X-ray Spectroscopy (EDS)	Aubrey Penn	Wednesday, June 5th, 2024 @ 9:00:00 AM	120 minutes	0/5	Register for this training

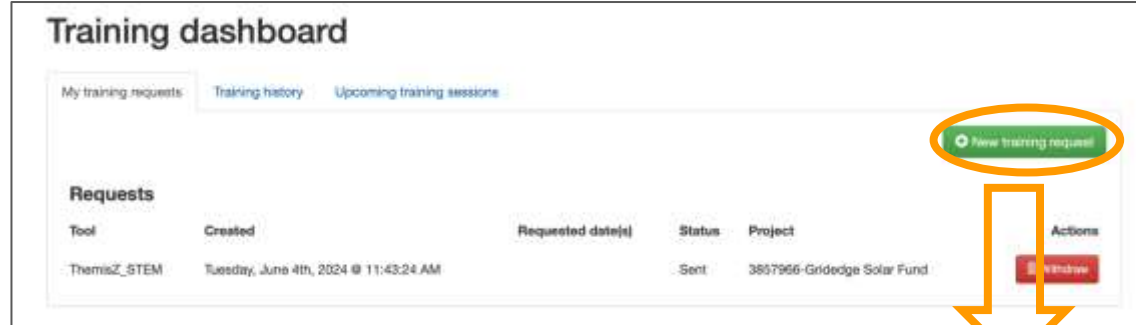
Click to register for specific training sessions

(You can also sign up via the calendar)

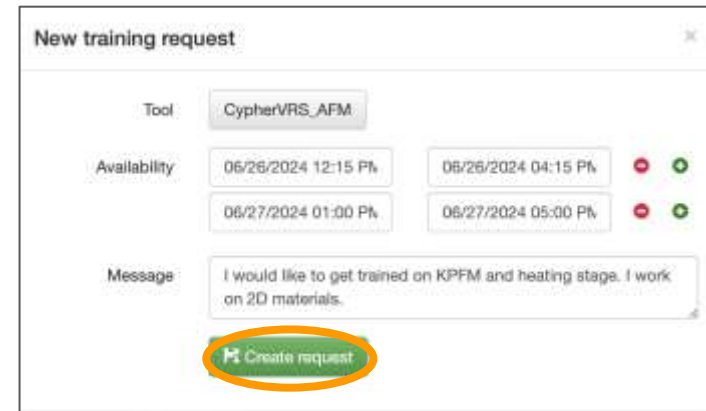
NEMO Trainings - Find and manage your training sessions



If you don't see an upcoming group training, you can send a training request to the tool owner.

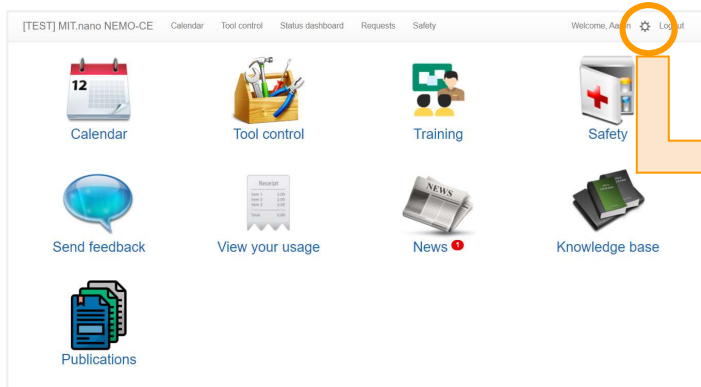


Include your availability in your request.
Include details about what you want to do.



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

Choose what email notifications you wish to receive from NEMO.



A screenshot of the 'User Preferences' page. The page title is 'User Preferences'. The 'Reservations' section is circled in orange, with an arrow pointing to it from the text 'NEMO can send you calendar invitations for your reservations.' The 'Tool freed time notifications' section has a text input field for 'Tools' with the value 'Add a tool' and a button to add a tool. An arrow points from the text 'Subscribe to equipment waitlists and get notified of cancelled reservations' to this section. The 'Buddy System' section has two checked checkboxes. The 'Adjustment Requests' section has one checked checkbox. The 'Email notifications' section is circled in orange, with an arrow pointing to it from the text 'Choose what email notifications you wish to receive from NEMO.'

Reservations

- Check this box to receive ICS calendar invitation when creating a reservation
- Check this box to receive ICS calendar invitation when cancelling a reservation
- Check this box to be asked to confirm before making a reservation
- Check this box to be asked to confirm before moving or resizing a reservation

Tool freed time notifications

Minimum freed time: minutes Minimum amount of minutes freed to receive a notification.

Maximum future days: days Maximum number of days in the future to receive a notification for.

Tools:

You are not receiving notifications for any tools.

Buddy System

- Check this box to see notification badges for new buddy requests
- Check this box to receive an email notification when users reply to buddy requests you replied to

Adjustment Requests

- Check this box to receive an email notification for replies to your adjustment requests

Email notifications

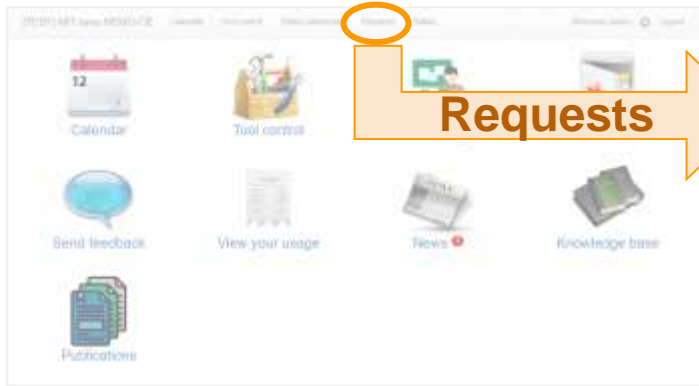
The following is a list of notifications you will receive from [TEST] MIT.nano NEMO-CE. You have the option to set an alternate email address and define your preferences for which notifications you want to be sent to either of your emails, or both.

Some notifications can also be turned off completely.

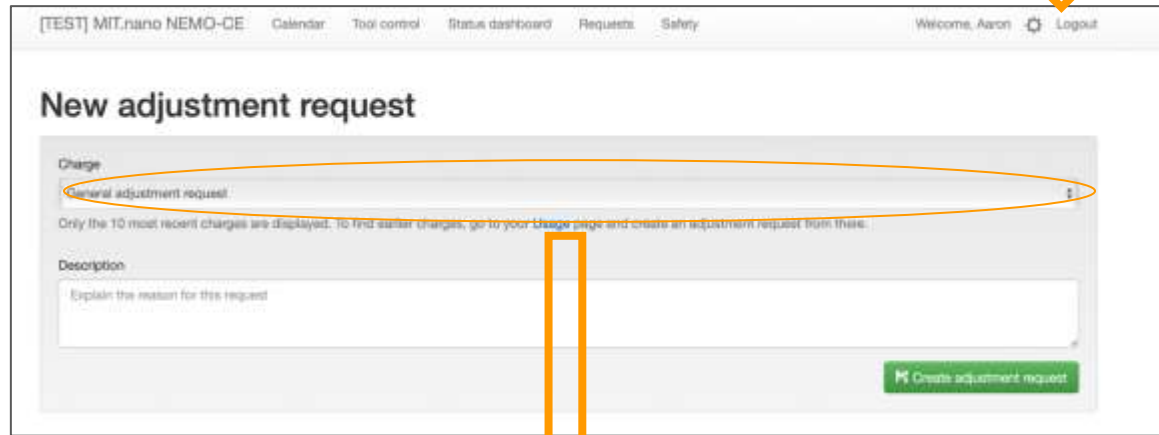
NEMO can send you calendar invitations for your reservations.

Subscribe to equipment waitlists and get notified of cancelled reservations

NEMO User Requests - Using Adjustment Requests



Requests



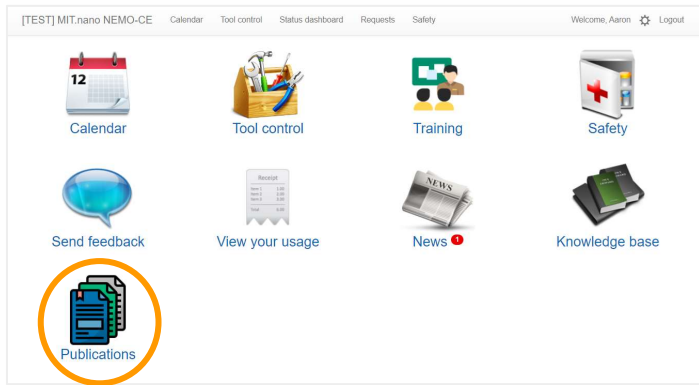
**Forgot to disengage?
Make an adjustment
request, specifying the
actual time you finished
using the tool/instrument.**

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

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

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.

NEMO Publications - Add yours to the database!



Publications

Publications

Columns: Journal Month Year Doi

Title	Authors	Tools	Projects	Actions
Perovskite-Derived Layered Crystal Structure in SrCo_{0.26}Fe_{0.74}O_{3-δ} Thin Films	Abinash Kumar (abi1884) Eunsoo Cho (escho) James Lebeau (jlebeau)	ThermaZ_STEM		Add this item

Page 1 of 1

Check out who else uses the same tools!

Add your publications simply by entering the DOI.

Create publication

Search Publication By DOI

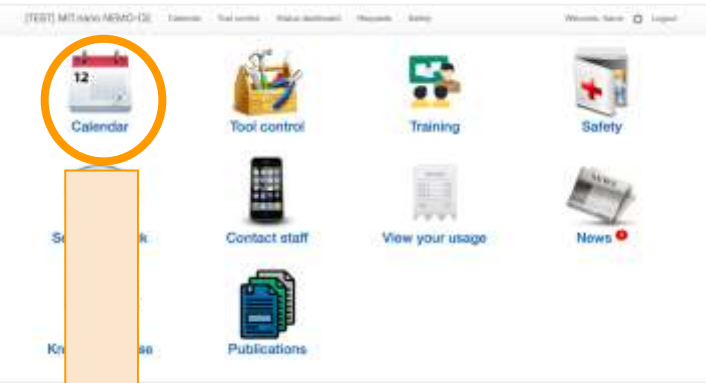
[Search](#)

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!

NEMO Quick Start

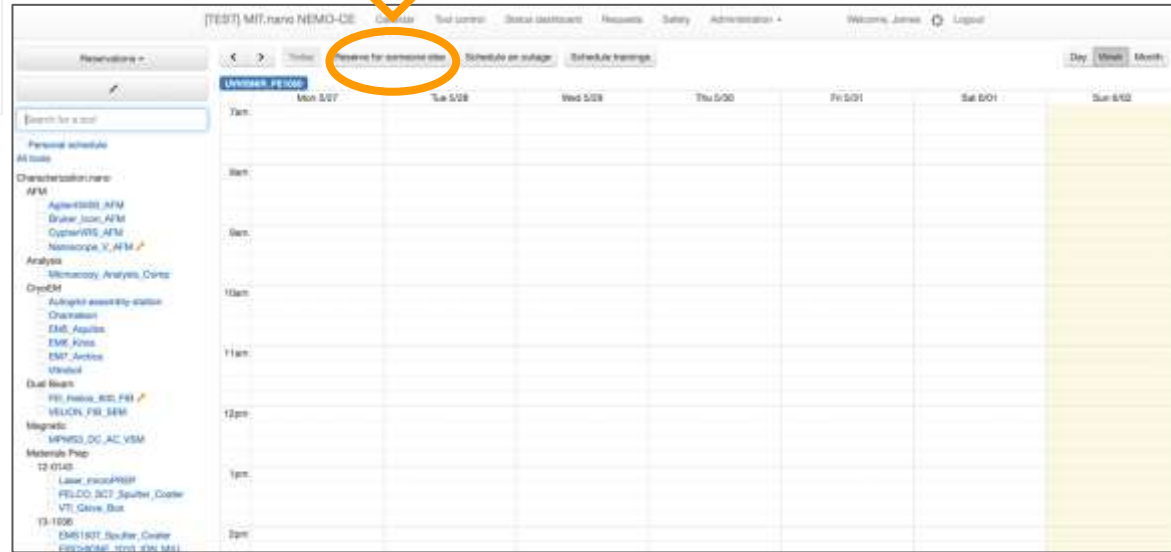
Additional reference for Staff

Staff: NEMO Calendar - Reserving on user's behalf

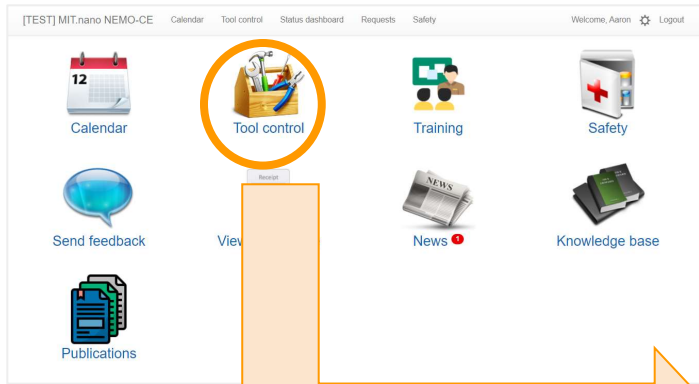


Calendar

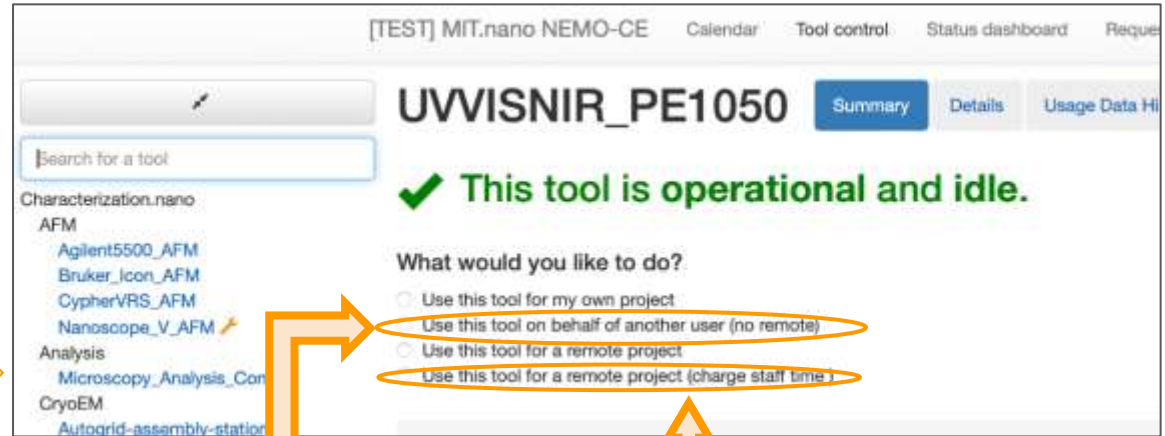
Make reservations on behalf of a user



Staff: NEMO Tool Control - Engage and disengage tools (staff-only options)



Tool Control



Option 2: Use to engage and use tool on behalf of a user (assisted use / training rate will apply)

(If user has more than one cost object, you will be prompted to choose one.)

Option 4: Use for ESPs

(i.e., assistance on tool repair - this will charge tool use rate + global MIT.nano staff rate.)

Note: this is NOT the staff-assisted / training use rate.

* Options 2 and 3 are currently billed at identical rates

There are multiple ways to create group trainings in NEMO.

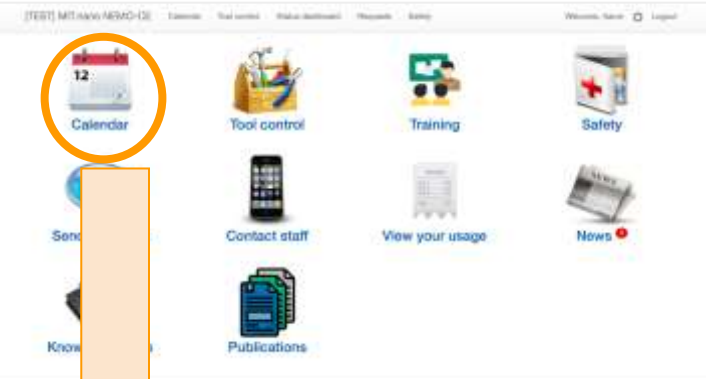
- Via the calendar view
- Via the Training icon (Training Dashboard)
- Via the top menu (“Administration” → “Trainings” → Training Dashboard)
- Via the top menu (“Requests”)

There are multiple ways to qualify users in NEMO.

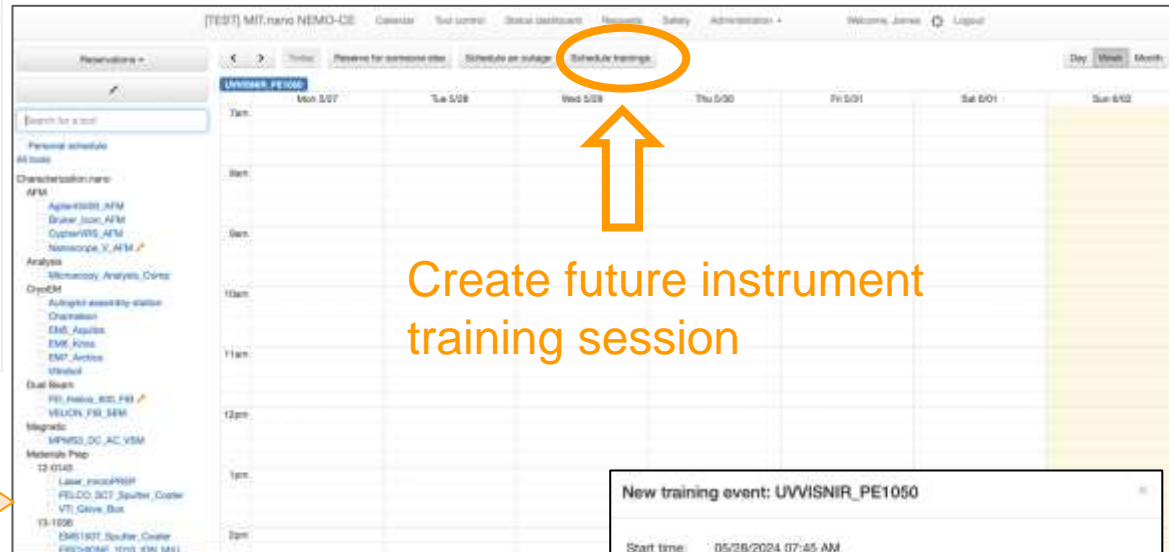
- While recording completed group trainings
- Via the top menu (“Administration” → “Qualifications”)
- Via the top menu (“Administration” → “Trainings” → Training Dashboard)

Users can also be disqualified via the top menu (“Administration” → “Qualifications”)

Staff: Creating group training sessions via Calendar view



Calendar



Create future instrument training session

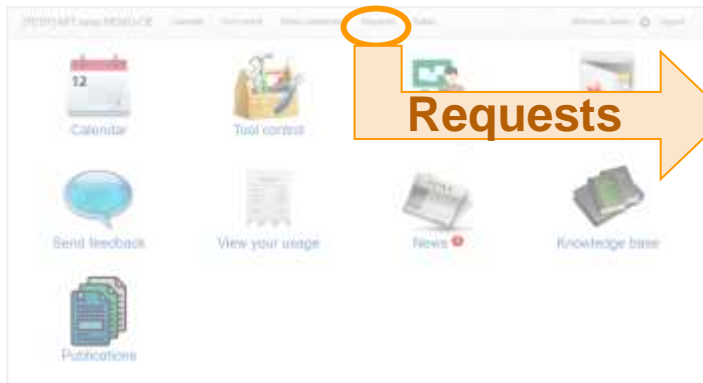
Training session can be automatically cancelled if no users registered

You can invite specific users

Please elaborate what will be covered in the training

A screenshot of the 'New training event' form. The title is 'New training event: UVVISNIR_PE1050'. The form includes fields for 'Start time' (05/28/2024 07:45 AM), 'Auto cancel' (checkbox), 'Duration' (75 minutes), 'Capacity' (Attendees), 'Invitation only' (checkbox), 'Invitations' (Invite users), and 'Message' (Add an optional message for the users). A 'Confirm' button is at the bottom.

Staff: Creating group training sessions via Requests screen



Users can submit tool training requests directly from NEMO.

Requests will be sent to tool owners via email, as well as showing up here.

You can create group training sessions from this screen.

Select the appropriate instrument and set up the details.

The image shows the 'New training session' form. The fields are as follows:

- Tool: UVVISNR_PE1050
- Start: [Empty text box]
- Auto cancel: [Empty text box]
- Auto cancel note: If no users registered before.
- Duration: [Empty text box] minutes
- Capacity: [Empty text box] attendees
- Invitation only: Only invited users can register
- Invitations: [Empty text box] invite users
- Invitations note: No users have been invited to this training yet.
- Message: [Empty text box] Add a optional message for the users
- Submit button: [Create session](#)

Staff: Creating group training sessions via the Training Dashboard

Schedule group trainings



Training dashboard

My training requests Training history Upcoming training sessions **Schedule training sessions** Manage training sessions Record and charge

Tool: My tools User: All users Date: All dates

You do not have any pending training requests from users.

New training session



You can invite specific users to the training session (e.g., if they made a training request). Users can also sign themselves up.

You can also choose to auto-cancel if no one has signed up by a certain time.

To cancel a training session, go to the “Managing training sessions” tab and click on “View” and then “Cancel”

New training session

Tool: Bruker_icon_AFM

Start: []

Auto cancel: if no users registered before

Duration: [] minutes

Capacity: [] attendees

Invitation only: Only invited users can register

Invitations: [invite users]

No users have been invited to this training yet.

Message: [Add an optional message for the users]

Create session

Staff: Recording trainings + Qualifying users on a tool

After a group training session is completed, select “Record” to log for all participants.



Training dashboard

My training requests Training history Upcoming training sessions Schedule training sessions **Manage training sessions** Record and charge

Show canceled training events

Past training sessions

Tool	Scheduled training	Invited	Attendees	Created	
DevAssist	Tuesday, June 4th, 2024 @ 11:30:00 AM	0	2	Tuesday, June 4th, 2024 @ 12:29:22 PM	Q View Record
Gemini_450_SEM	Thursday, April 4th, 2024 @ 7:30:00 AM	0	1	Tuesday, April 2nd, 2024 @ 12:30:12 PM	Q View Record



All participants + training session details will be pre-populated but staff will need to select:

- qualification level
- cost object (“Project”)

Training dashboard

My training requests Training history Upcoming training sessions Schedule training sessions Manage training sessions Record and charge

Use this form to charge users for training sessions.
You can add participants to a training session by clicking the 'Add another participant' link. Remove a participant or blank row by clicking the circled X on that row.
When a user has successfully completed a training session you have the option to check the "Qualify" box, which qualifies the user for that tool.

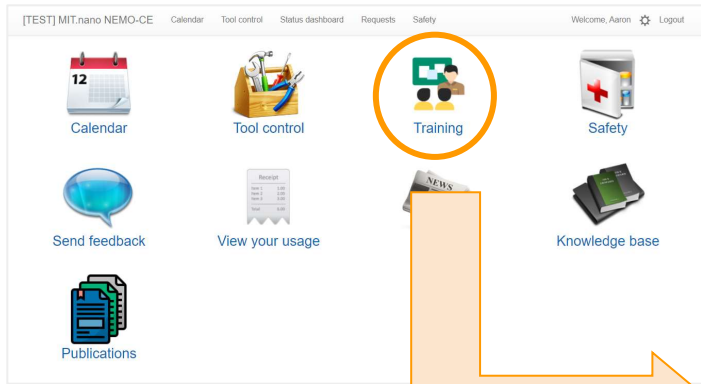
Trainee: James Daley (jdaley) Tool: Gemini_450_SEM Project: **Fab nano-NoCharge-MIT nano and MTL No Charge**

Date: 04/04/2024 11:30 AM Duration: 130 min Type: **Novice User (SAM-SPM-Staff hours)**

Technique: Basic training Comment: Qualified: **Expert User (A/I)**

[Record training sessions](#) [Add another participant](#)

Staff: Recording trainings + Qualifying users on a tool - another way



Training dashboard

[My training requests](#) | [Training history](#) | [Upcoming training sessions](#) | [Schedule training sessions](#) | [Manage training sessions](#) | **Record and charge**

Use this form to charge users for training sessions.

You can add participants to a training session by clicking the 'Add another participant' link. Remove a participant or blank row by clicking the circled X on that row.

When a user has successfully completed a training session you have the option to check the "Qualified" box, which qualifies the user for that tool.

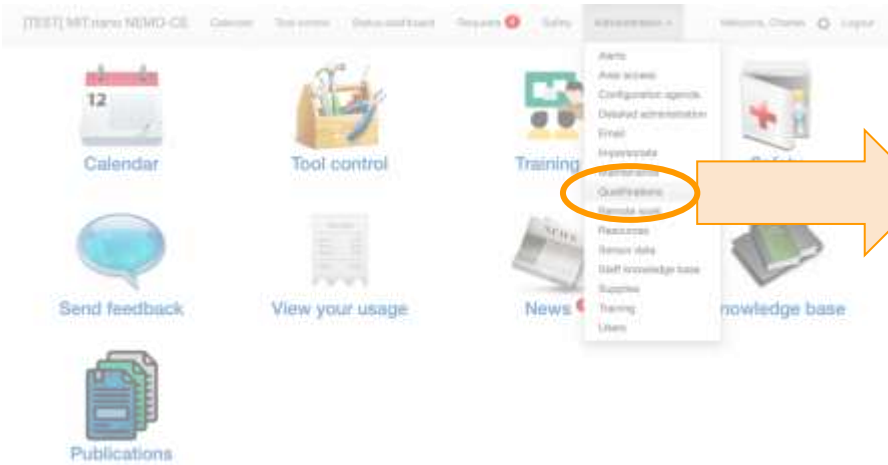
Trainee	<input type="text"/>	Tool	<input type="text"/>	Project	<input type="text"/>
Date	<input type="text"/>	Duration	<input type="text"/> min	Type	<input type="text"/>
Technique	<input type="text"/>	Comment	<input type="text"/>	Qualified	<input type="text"/>

[Add another participant](#)

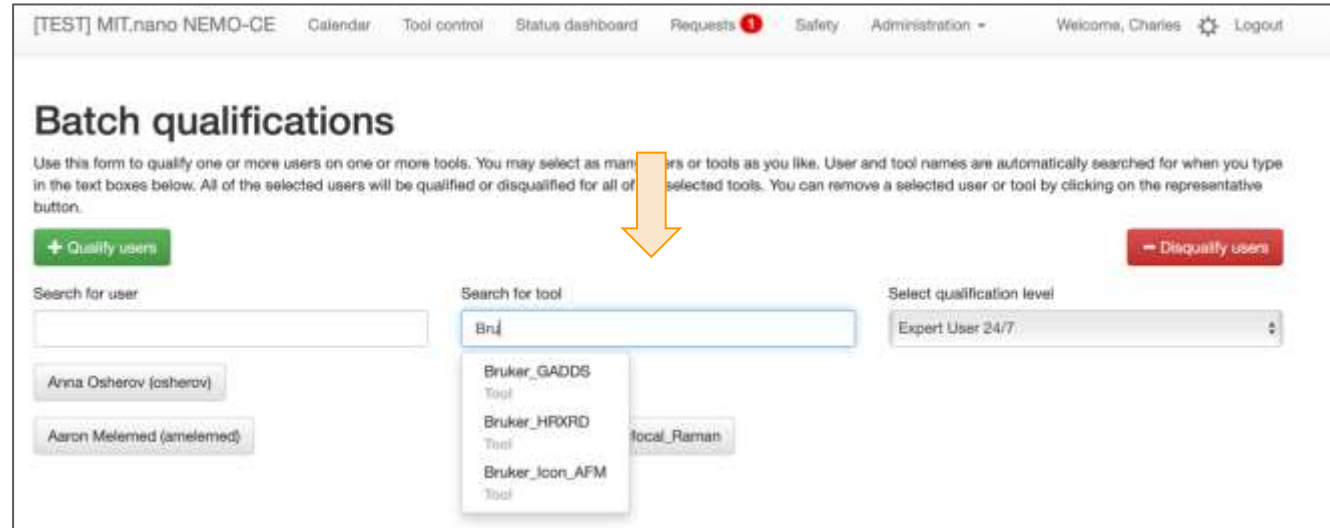
[Record training sessions](#)

Training sessions can be logged on this screen, if not already recorded via “Manage training sessions.”

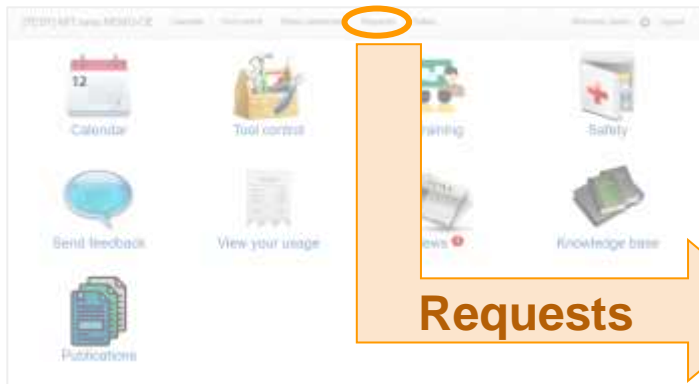
Staff: Qualifying users on a tool via Administration menu



You can select multiple users and multiple tools to qualify them on



Staff: Pending Adjustment Requests - sent to tool owner



Users can request to adjust their tool usage record (e.g., if they forgot to disengage)

The 'Adjustment requests' page features a table with columns: Created, User, Charge, New start, New end, Difference, and Action. A 'Pending (1)' section contains one request for Anna Osherov with a difference of +0:04:00. An 'Approved' section contains three requests for Anna Wang and Anna Osherov. A 'New request' button is visible in the top right.

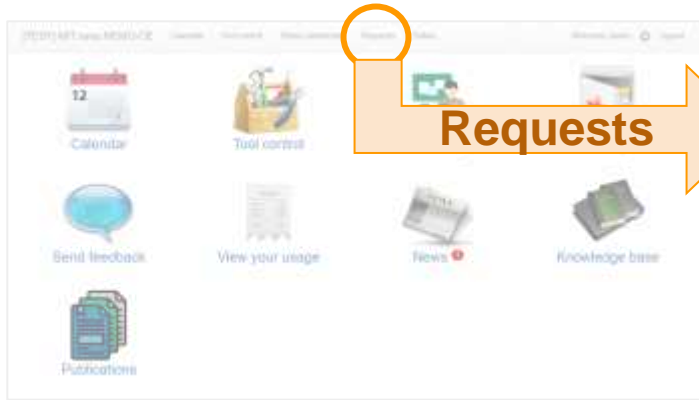
Created	User	Charge	New start	New end	Difference	Action
Pending (1)						
02/16/2024 11:43:14 AM	Anna Osherov	ThemaZ_STEM usage for Anna Osherov (osherov) from 02/16/2024 11:42:48 AM to 02/16/2024 11:42:52 AM		02/16/2024 11:46:00 AM	+0:04:00	Edit Delete
Approved						
05/23/2024 10:53:05 AM	Anna Wang	Autogrid-assembly-station usage for Anna Wang (ajwang) from 05/23/2024 10:49:50 AM to 05/23/2024 11:49:00 AM			+0:00:00	Approved by Sarah Sterling
02/16/2024 11:48:14 AM	Anna Osherov					Tails Reks
02/16/2024 11:34:15 AM	Anna Osherov	ThemaZ_STEM usage for Anna Osherov (osherov) from 02/16/2024 11:33:00 AM to 02/16/2024 11:37:00 AM			+0:00:00	Anna Wang
02/16/2024 11:28:49 AM	Anna Osherov	EMT_Artica usage for Anna Osherov (osherov) from 02/13/2024 10:33:00 AM to 02/13/2024 10:57:00 AM		02/13/2024 10:58:00 AM	+0:01:00	Anna Osherov + New request

You'll have an option to approve user requests and/or reply to the user.

You can also request adjustment for your own prior activities.

Note: unlike CORAL you won't be able to modify user name!!

Staff: Pending Adjustments Requests - review, approve, deny, reply to user



Requests

Adjustment requests

Adjustment requests | Filtering

New request Export

Pending (1)

Created	User	Charge	New start	New end	Difference	Action
02/16/2024 11:42:14 AM	Anna Osterov	Therisa_Z_STEM usage for Anna Osterov (added from 02/16/2024 11:42:48 AM to 02/16/2024 11:42:52 AM)	02/16/2024 11:42:48 AM	02/16/2024 11:46:00 AM	+0:03:52	Approve Deny

Anna Osterov Profile, February 16, 2024 @ 11:42:14 AM

Modify adjustment request

Charge

Therisa_Z_STEM usage from 02/16/2024 11:42:48 AM to 02/16/2024 11:42:52 AM

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

New start: 02/16/2024 11:42 AM

New end: 02/16/2024 11:46 AM

Description

Time

Save changes

Currently only time adjustments can be made in NEMO.
Note, unlike CORAL you won't be able to modify user name!!

Please use the dialog box to request any user name adjustments and trigger the "need to be reviewed" option at the end of the session.

NOTICE: Adjusting any past usage in NEMO is less convenient than in CORAL!!

Make sure to make proper records during the session.

Staff: Rates and Billing Charges - General Information

Charge category	Calculated in...	Notes
Tool usage	CostRecovery	<p>When a staff member engages on behalf of a user, the staff-assisted rate is applied instead of self-user rate.</p> <p>“Prime time” surcharges/rates will be automatically applied.</p>
Staff time	CostRecovery	<p>Staff time charge rates are set per facility, not per tool.</p> <p>“Staff time” is NOT the same as staff-assisted tool rates.</p>
Consumables	NEMO	<p>By default, consumables will not be subject to internal/external multipliers. They will appear as a separate line item in CostRecovery.</p>

Continued on next page

Staff: Rates and Billing Charges - General Information

Charge category	Calculated in...	Notes
Group Training	NEMO	<p>**For group trainings, staff should engage the tools under their own username, and include list of users being trained in the comment.</p> <p>** Bill users by recording the training session for all participants in the Training Dashboard.</p>
Individual Training	NEMO	<p>**For individual training, staff should engage the tools on behalf of the user in order to charge users at the assisted use rate. Do not record individual training on the Training Dashboard otherwise user will be double-billed for the training session time.</p>

****For Characterization.nano instrument training**