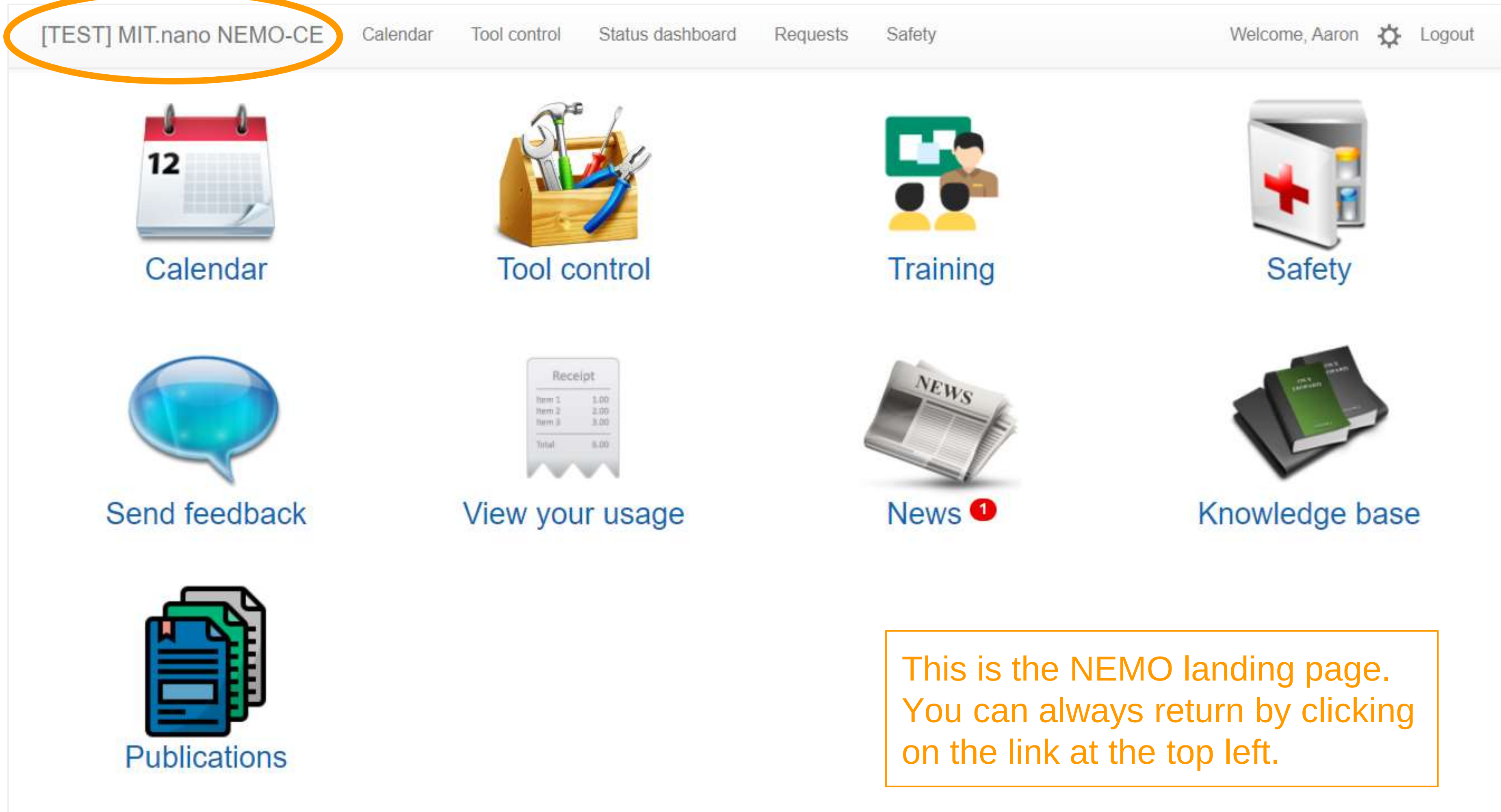
# NEMO Quick Start

For Users

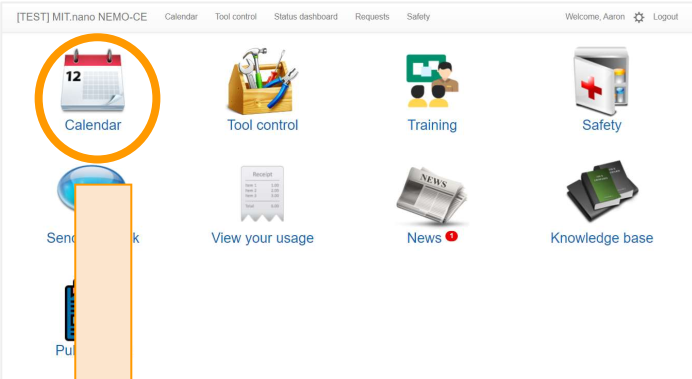
v1.0  2024-06-05

# NEMO Landing Page

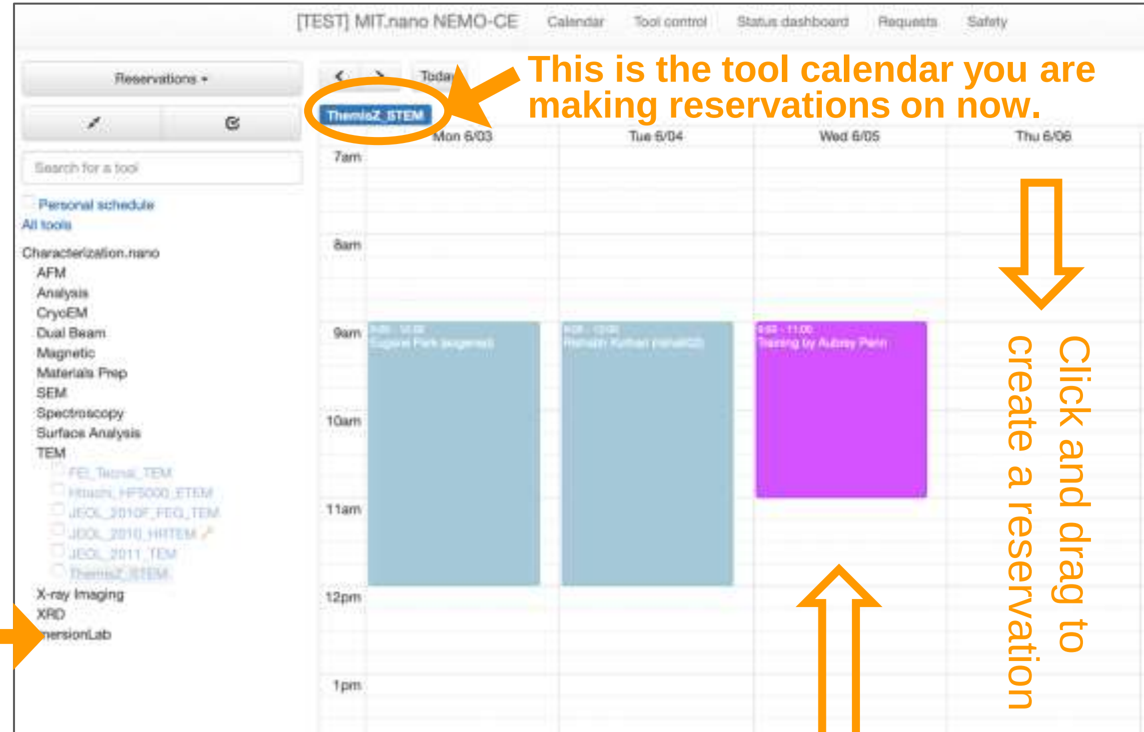



This is the NEMO landing page. You can always return by clicking on the link at the top left.

# NEMO Calendar - Reservations and sign-ups




Calendar



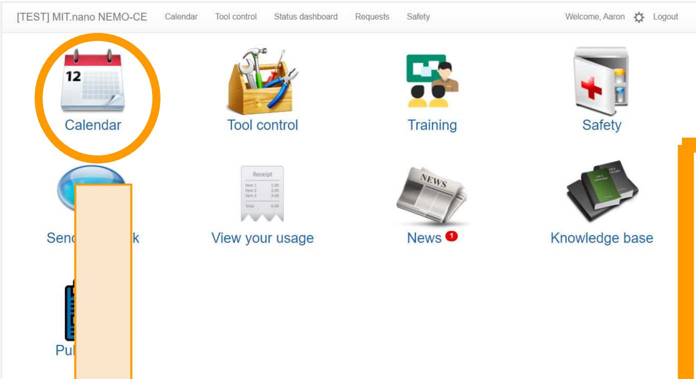

**This is the tool calendar you are making reservations on now.**

Click and drag to create a reservation

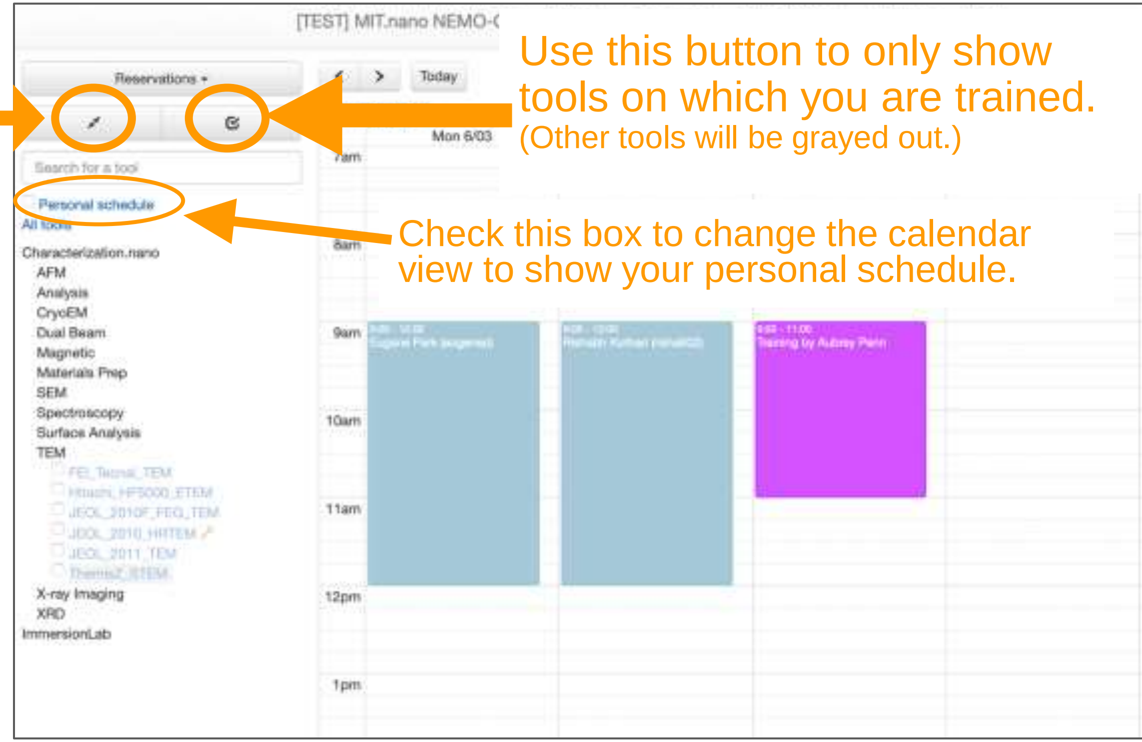
Select a tool to see its calendar.
(Use the checkboxes to select multiple tools and see their calendars overlaid together.)

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

# NEMO Calendar - Reservations and sign-ups




Calendar

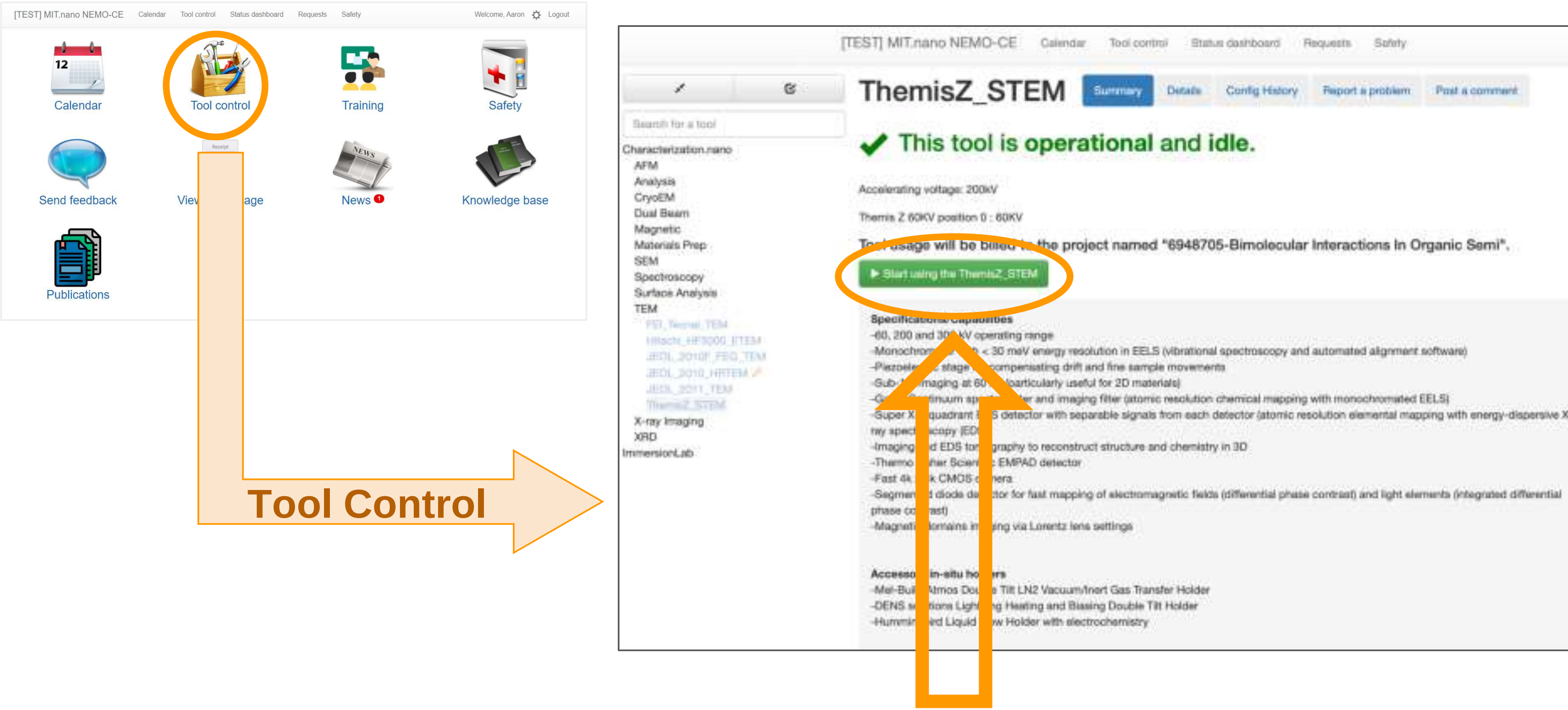



Use this button to only show tools on which you are trained. (Other tools will be grayed out.)

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

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

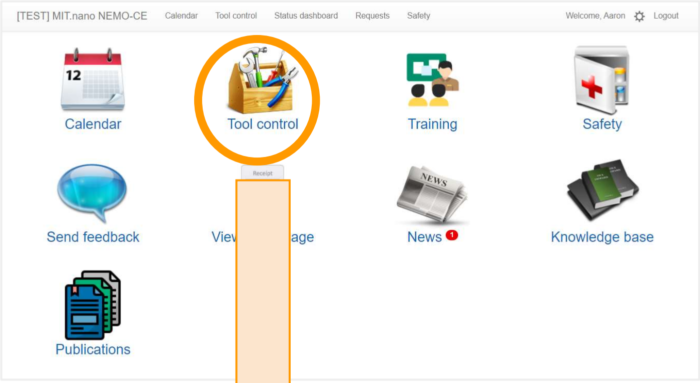
# NEMO Tool Control - Engage and disengage tools



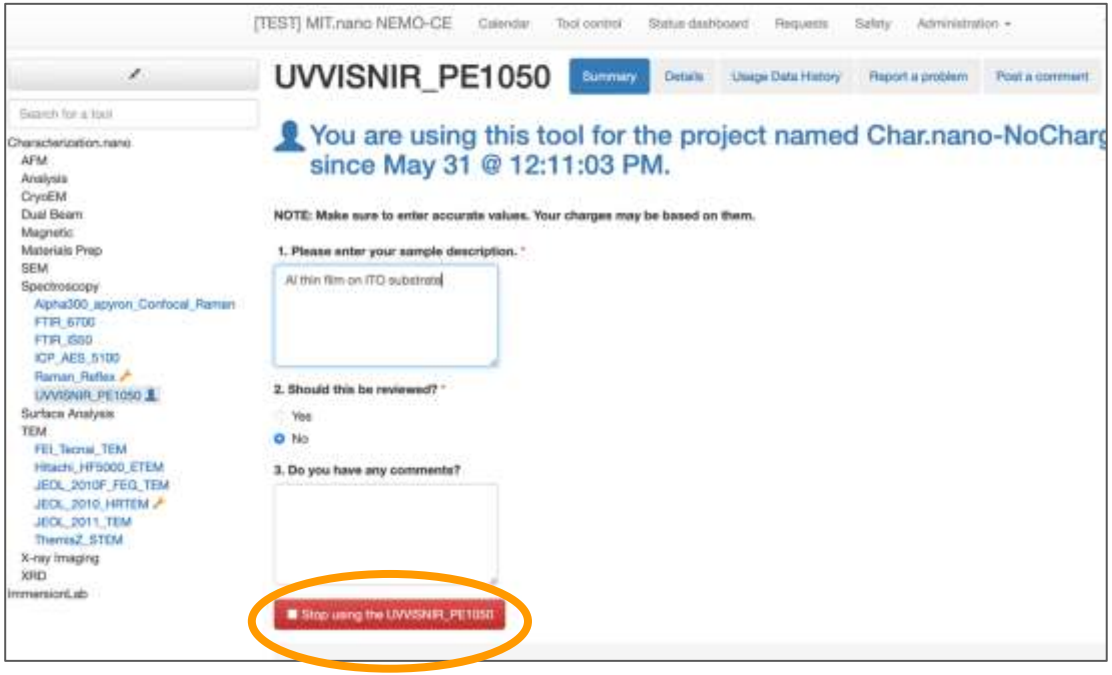

Click to engage and use the tool.

(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



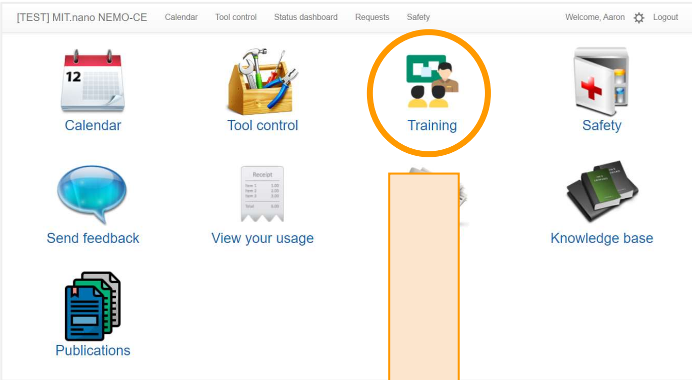

Tool Control




Click to disengage.

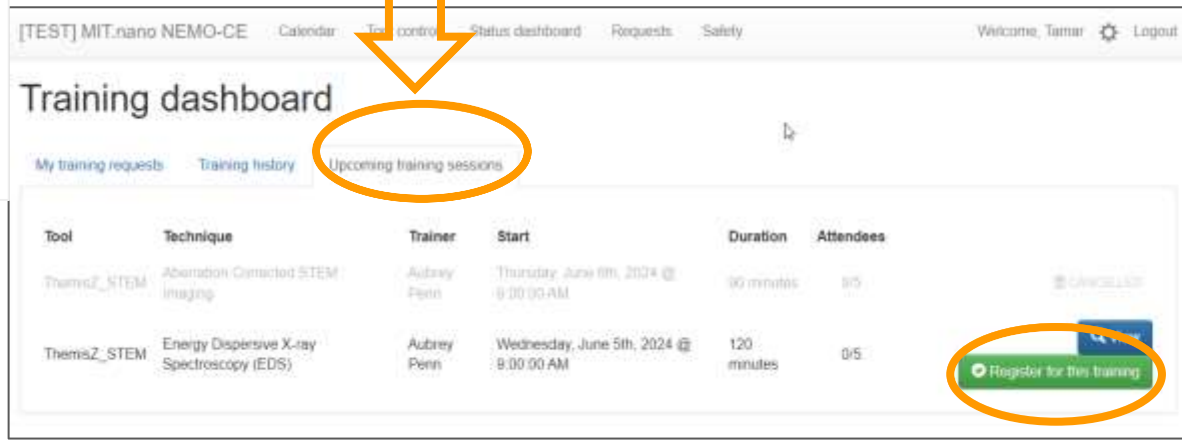
(You will need to fill out any required questions first to enable the red button.)

# NEMO Trainings - Find and manage your training sessions




**Trainings**

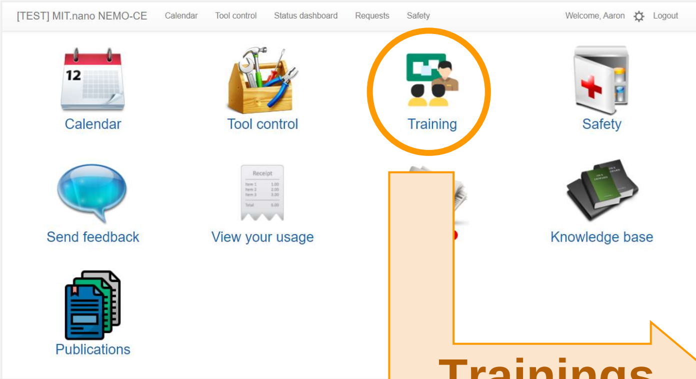
You can find upcoming trainings here or on each individual tool calendar




Click to register for specific training sessions

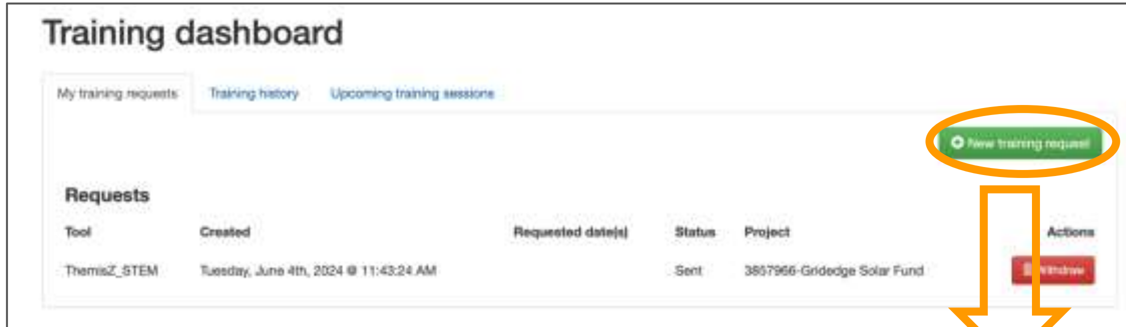
(You can also sign up via the calendar)

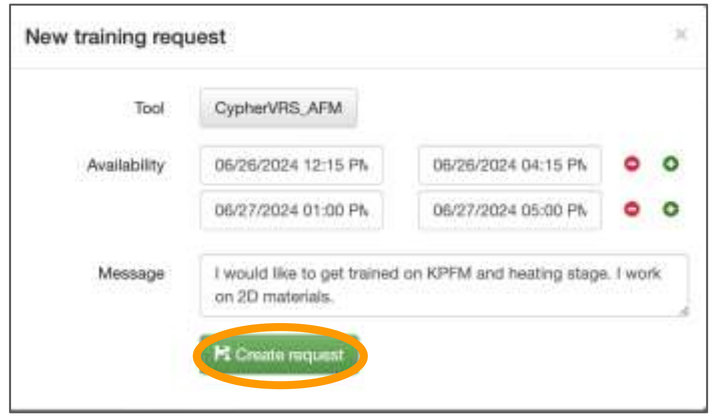
# NEMO Trainings - Find and manage your training sessions




Trainings

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

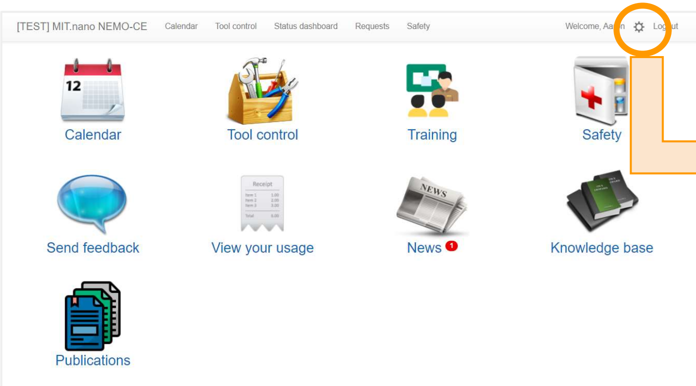


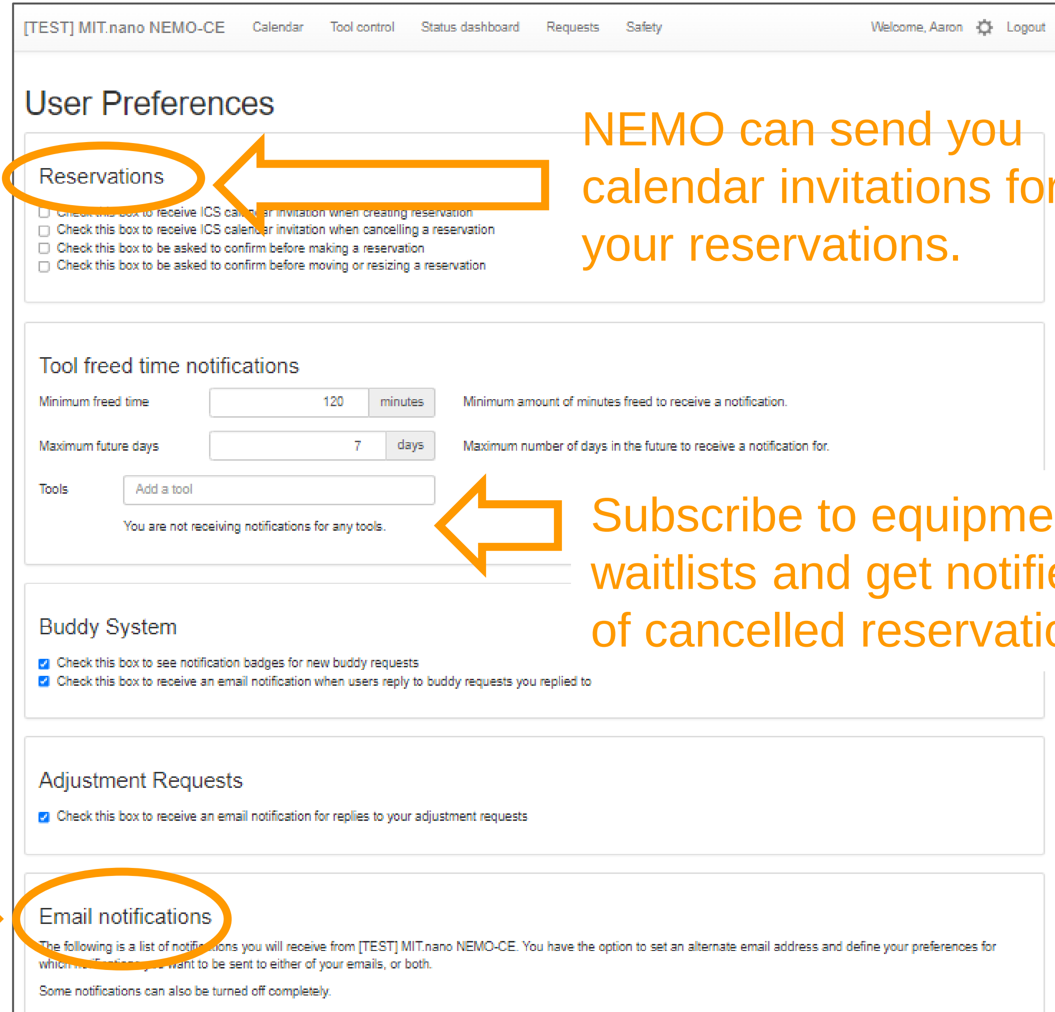




Include your availability in your request.
Include details about what you want to do.

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

# NEMO User Preferences - Choose your notifications



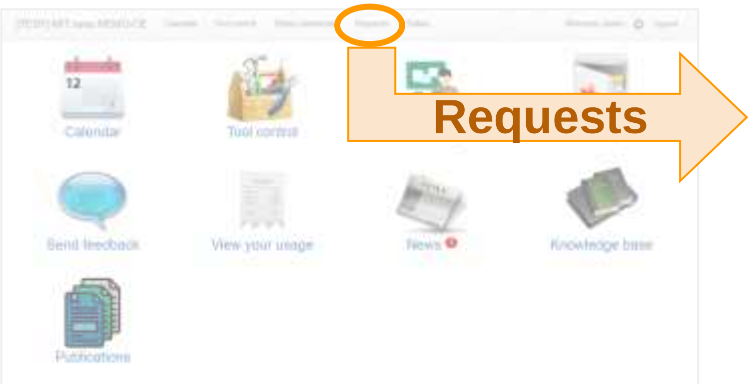

NEMO can send you calendar invitations for your reservations.

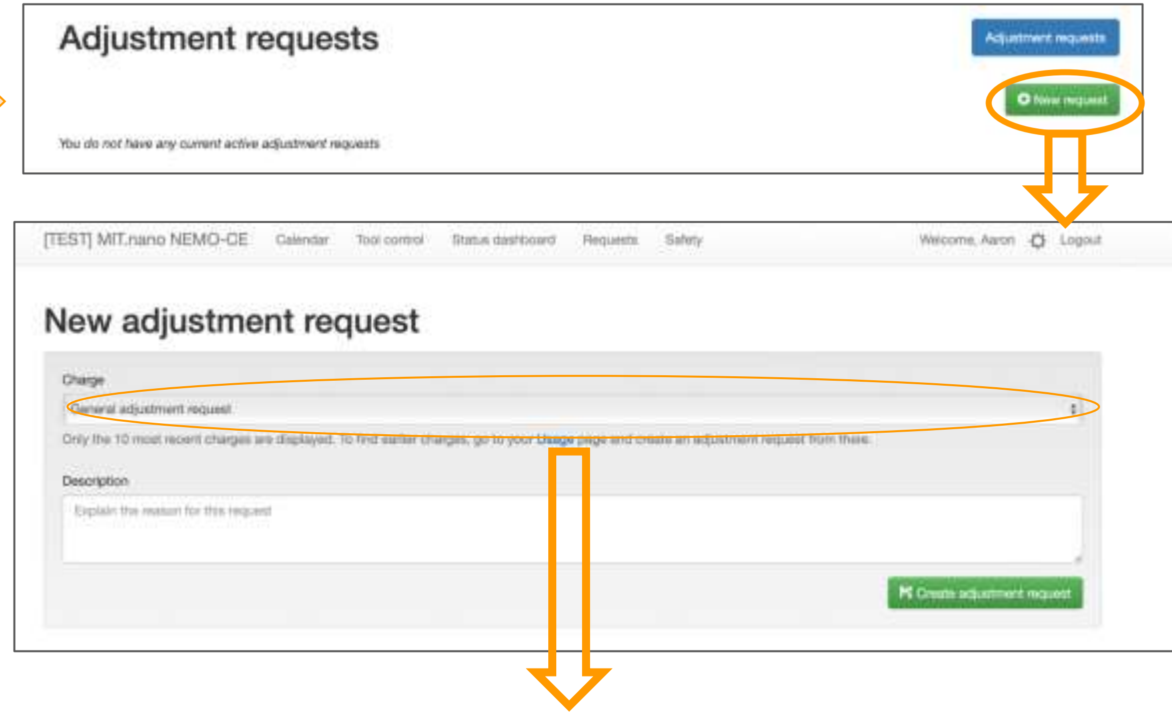
Subscribe to equipment waitlists and get notified of cancelled reservations

## Setting Your User Preferences

Choose what email notifications you wish to receive from NEMO.

# NEMO User Requests - Using Adjustment Requests



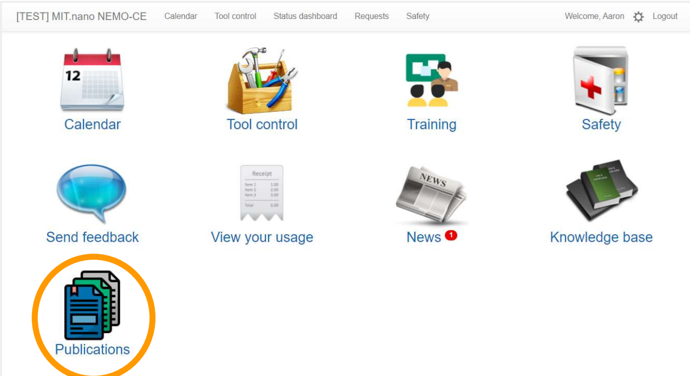

**Forgot to disengage?**
Make an adjustment request, specifying the actual time you finished using the tool/instrument.

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

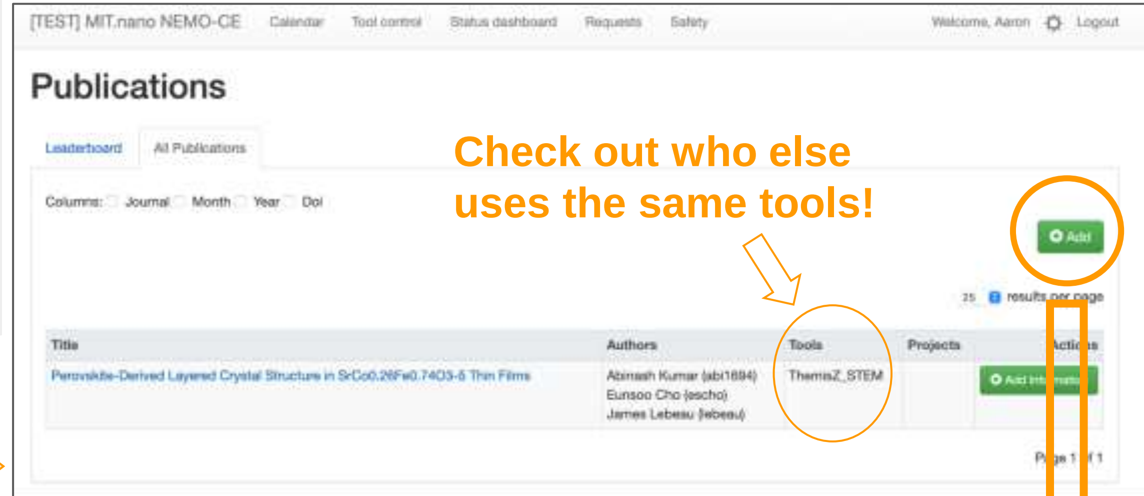
The drop down menu will display the 10 most recent charges associated with your account.

**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!

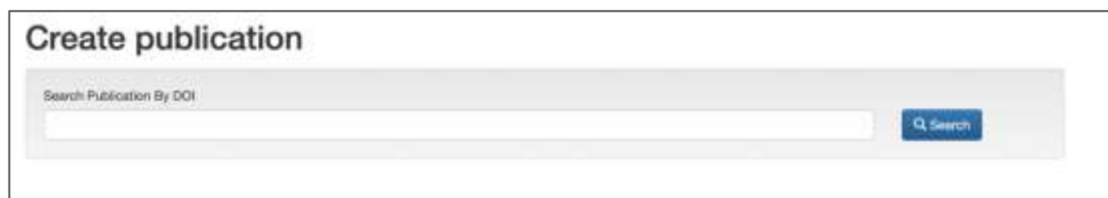



**Publications**




Check out who else uses the same tools!

Add your publications simply by entering the DOI.

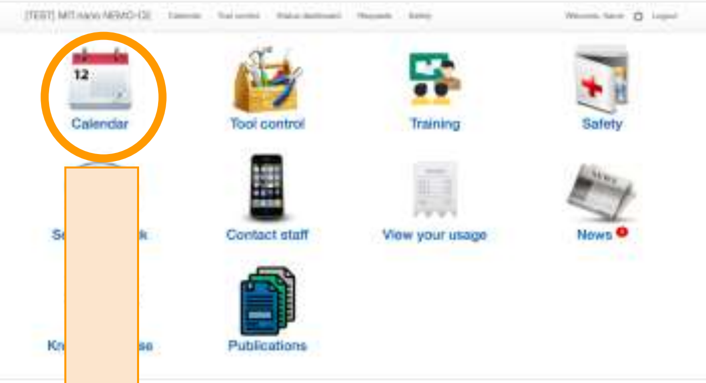



Adding to the database of publications of work that utilized MIT.nano shared facilities is helpful in many ways, including in applying for funding to bring in new tools and instruments!

# NEMO Quick Start

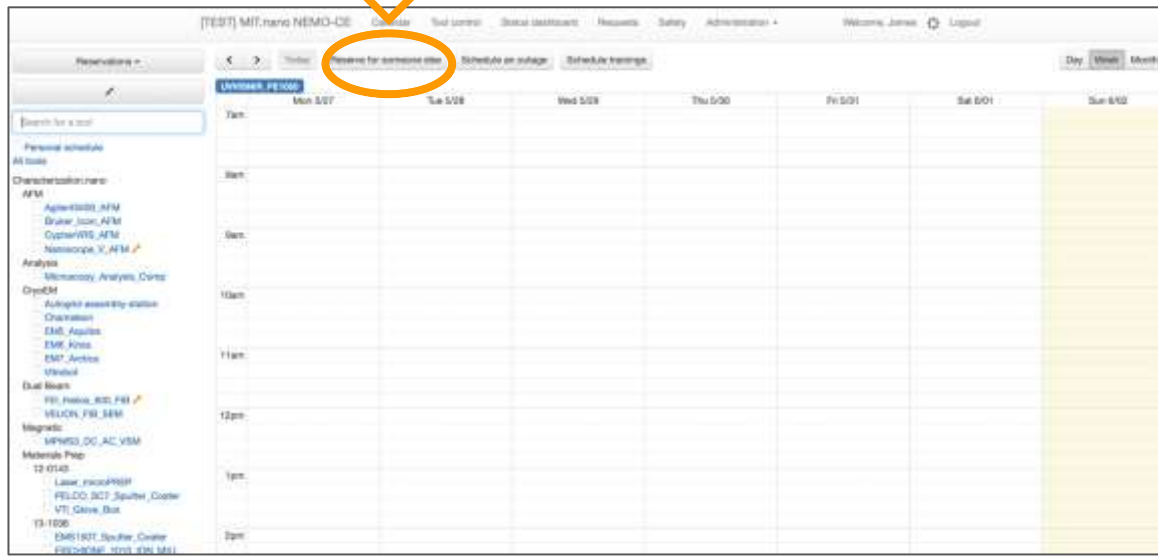
Additional reference for Staff

# Staff: NEMO Calendar - Reserving on user's behalf

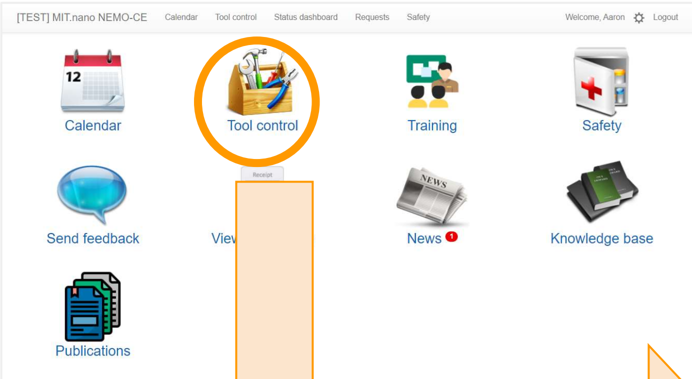



Calendar

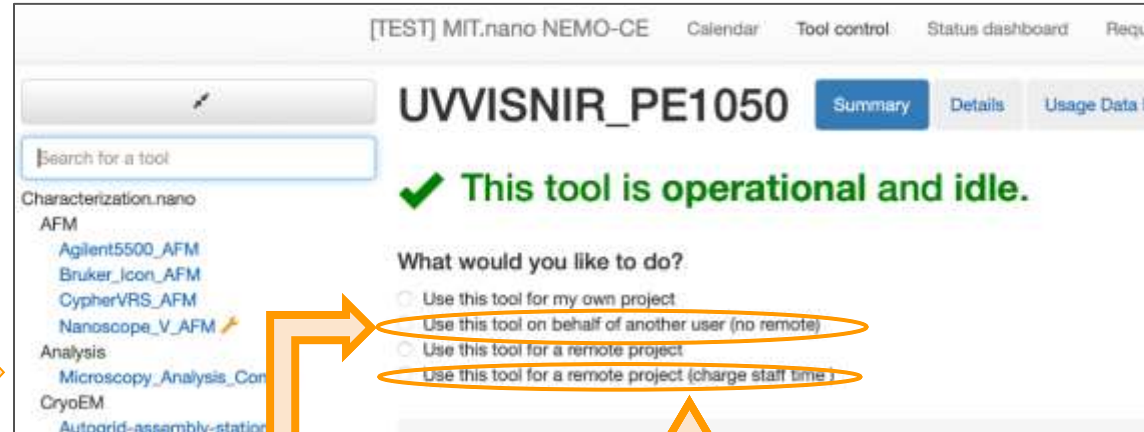
Make reservations on behalf of a user



# 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

# Staff: Managing Group Trainings in NEMO

There are multiple ways to create group trainings in NEMO.

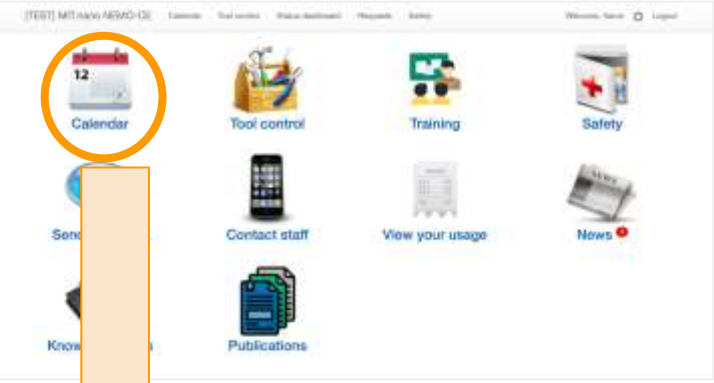
- Via the calendar view
- Via the Training icon (Training Dashboard)
- Via the top menu (“Administration” → “Trainings” → Training Dashboard)
- Via the top menu (“Requests”)

There are multiple ways to qualify users in NEMO.

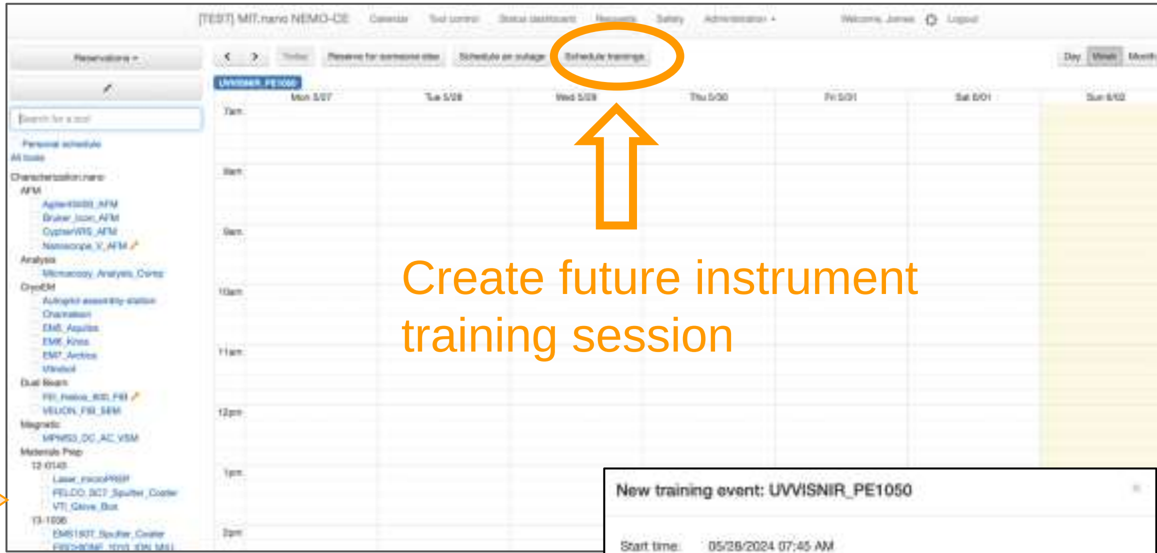
- While recording completed group trainings
- Via the top menu (“Administration” → “Qualifications”)
- Via the top menu (“Administration” → “Trainings” → Training Dashboard)

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

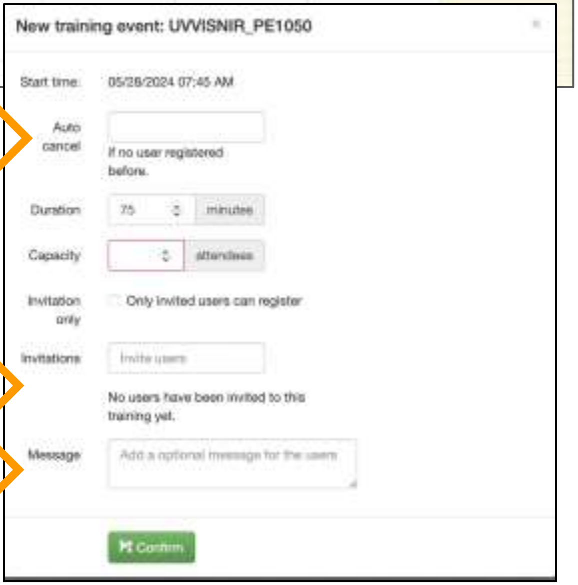
# Staff: Creating group training sessions via Calendar view




Calendar



Create future instrument training session

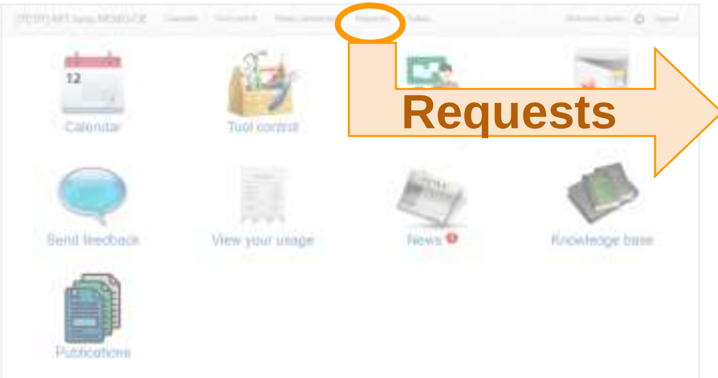


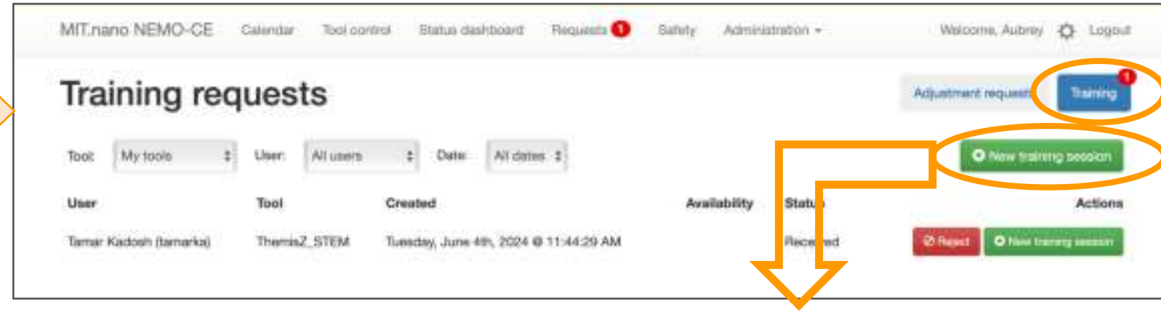

Training session can be automatically cancelled if no users registered

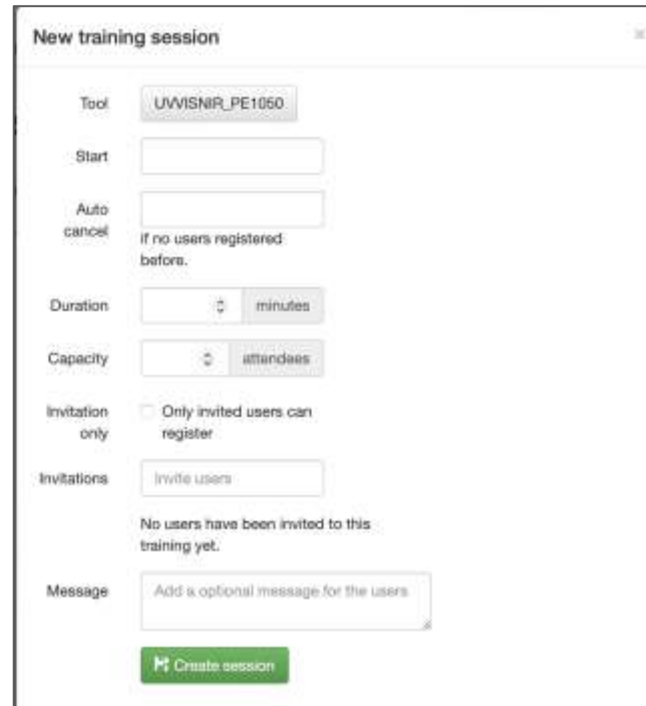
You can invite specific users

Please elaborate what will be covered in the training

# Staff: Creating group training sessions via Requests screen




## Users can submit tool training requests directly from NEMO.

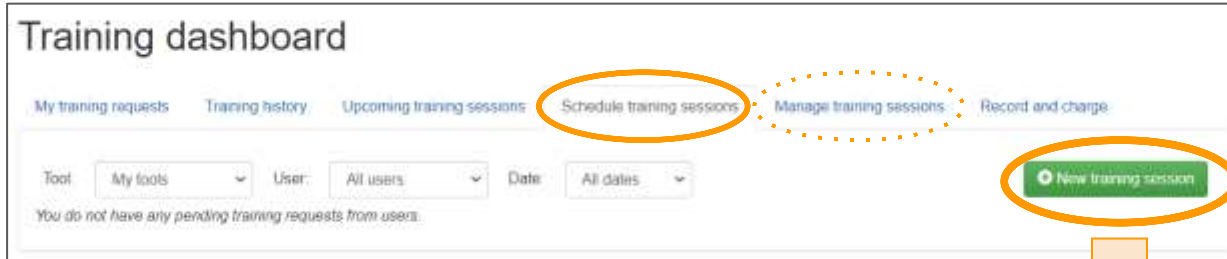
Requests will be sent to tool owners via email, as well as showing up here.

## You can create group training sessions from this screen.

Select the appropriate instrument and set up the details.

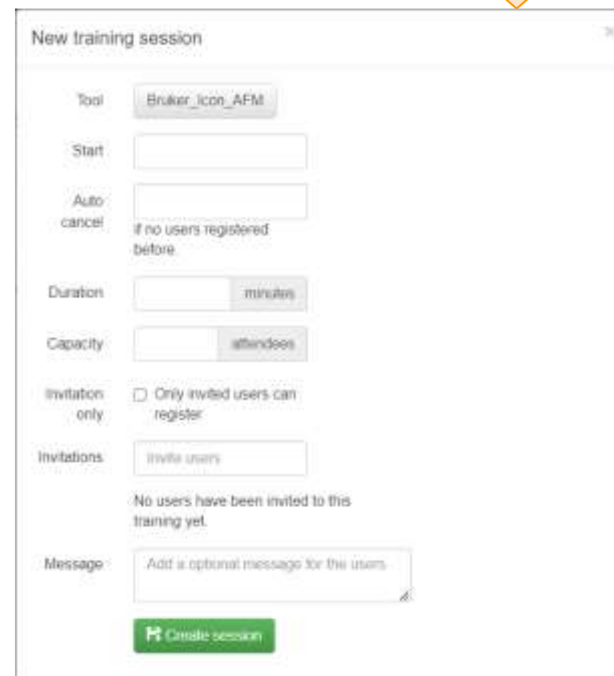
# Staff: Creating group training sessions via the Training Dashboard

Schedule group trainings




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

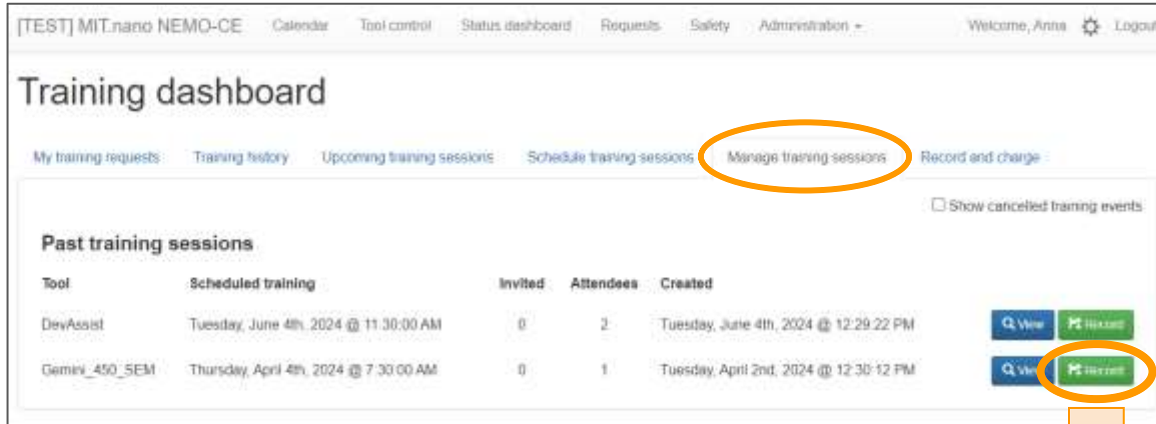
You can also choose to auto-cancel if no one has signed up by a certain time.




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

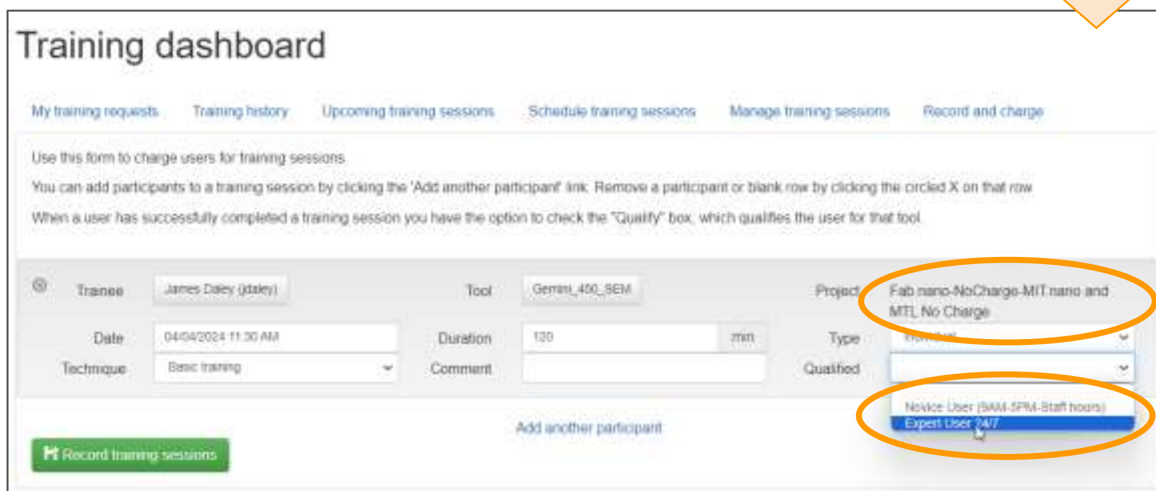
# Staff: Recording trainings + Qualifying users on a tool

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

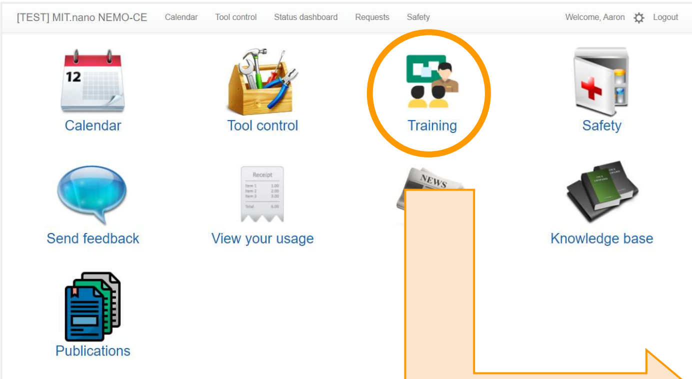



All participants + training session details will be pre-populated but staff will need to select:

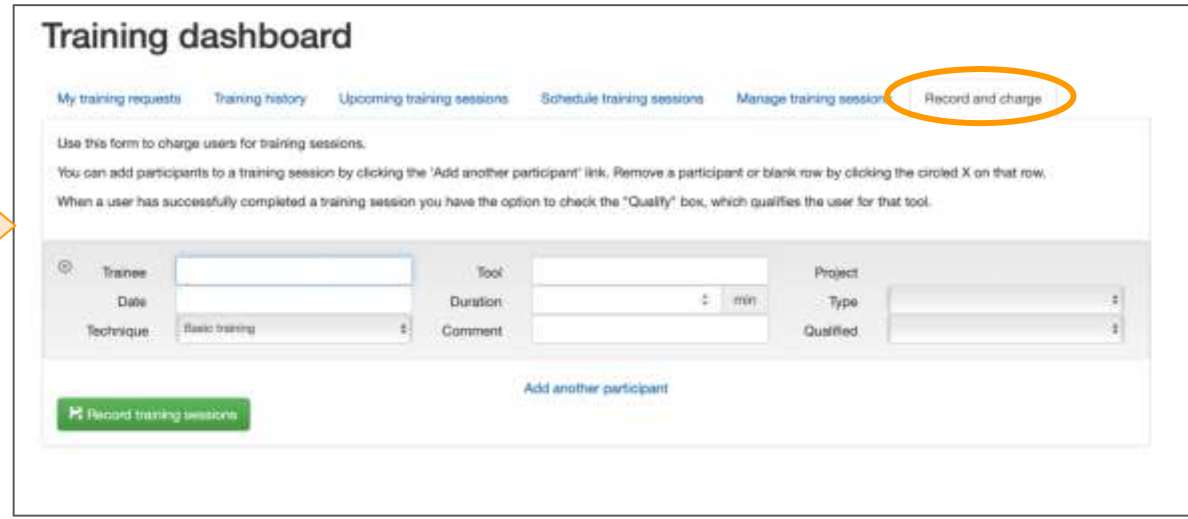
- qualification level
- cost object (“Project”)



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

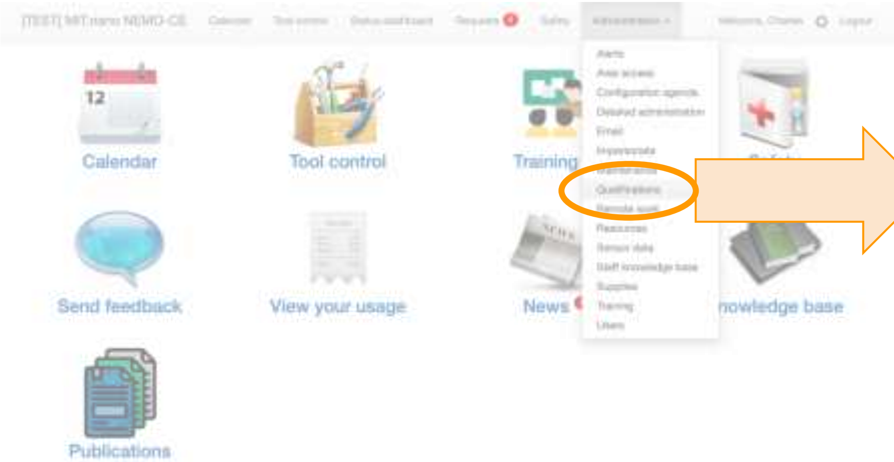



Trainings



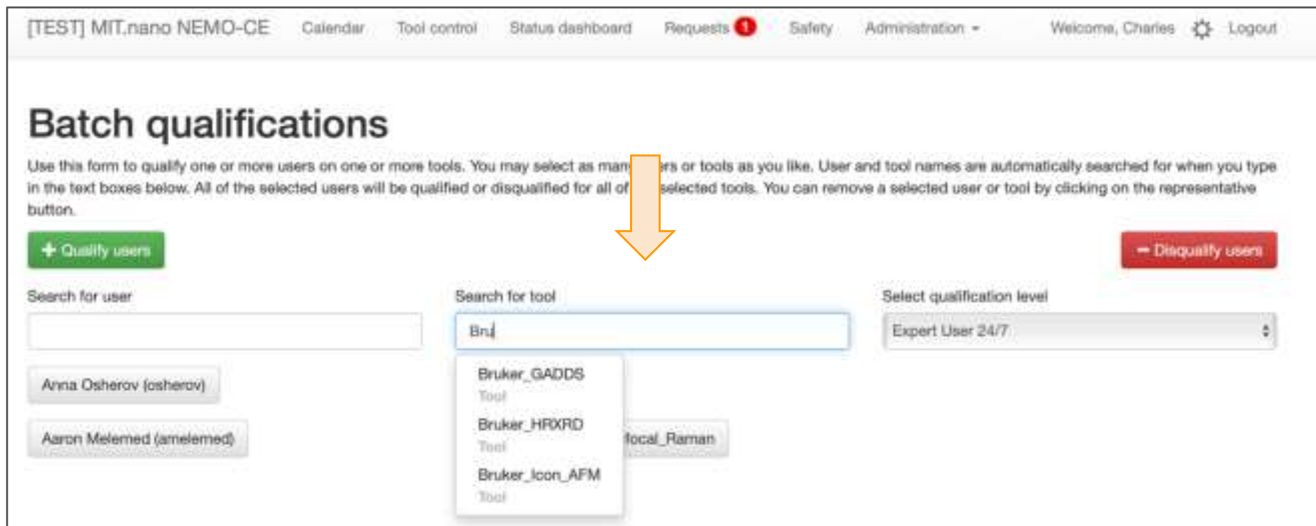

Training sessions can be logged on this screen, if not already recorded via "Manage training sessions."

# Staff: Qualifying users on a tool via Administration menu

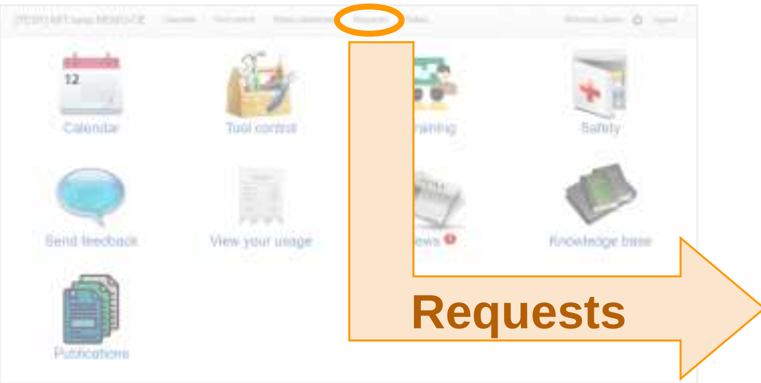




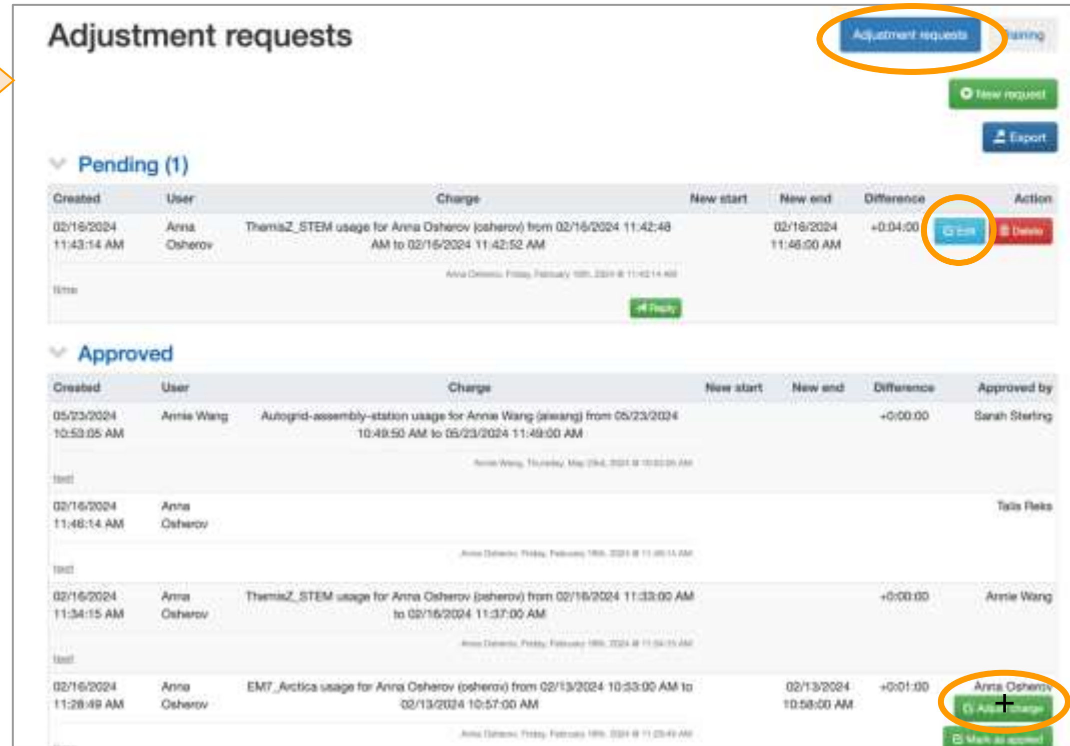
You can select multiple users and multiple tools to qualify them on



# Staff: Pending Adjustment Requests - sent to tool owner




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

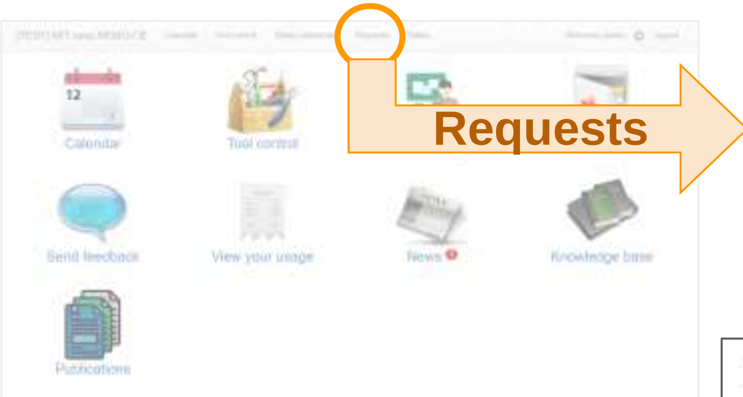



You'll have an option to approve user requests and/or reply to the user.

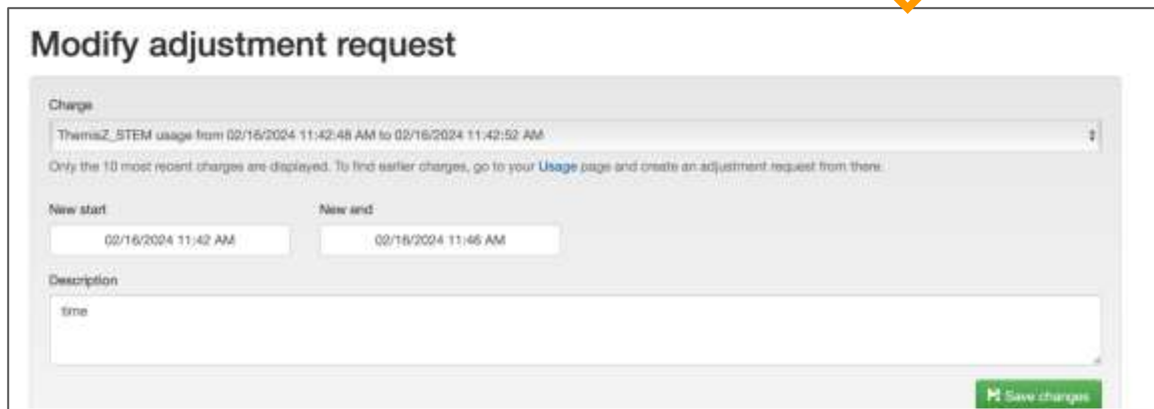
You can also request adjustment for your own prior activities.

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

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








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

Make sure to make proper records during the session.

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 **<u>at the end of the session.</u>**

## Staff: Rates and Billing Charges - General Information

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

Continued on next page

# Staff: Rates and Billing Charges - General Information

| Charge category | Calculated in… | Notes |
|---|---|---|
| Group Training | NEMO | **For group trainings, staff should engage the tools under their own username, and include list of users being trained in the comment.<br>** **Bill users by recording the training session** for all participants in the Training Dashboard. |
| Individual Training | NEMO | **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. |

**For Characterization.nano instrument training