

# ASU Shared Resources User Guide

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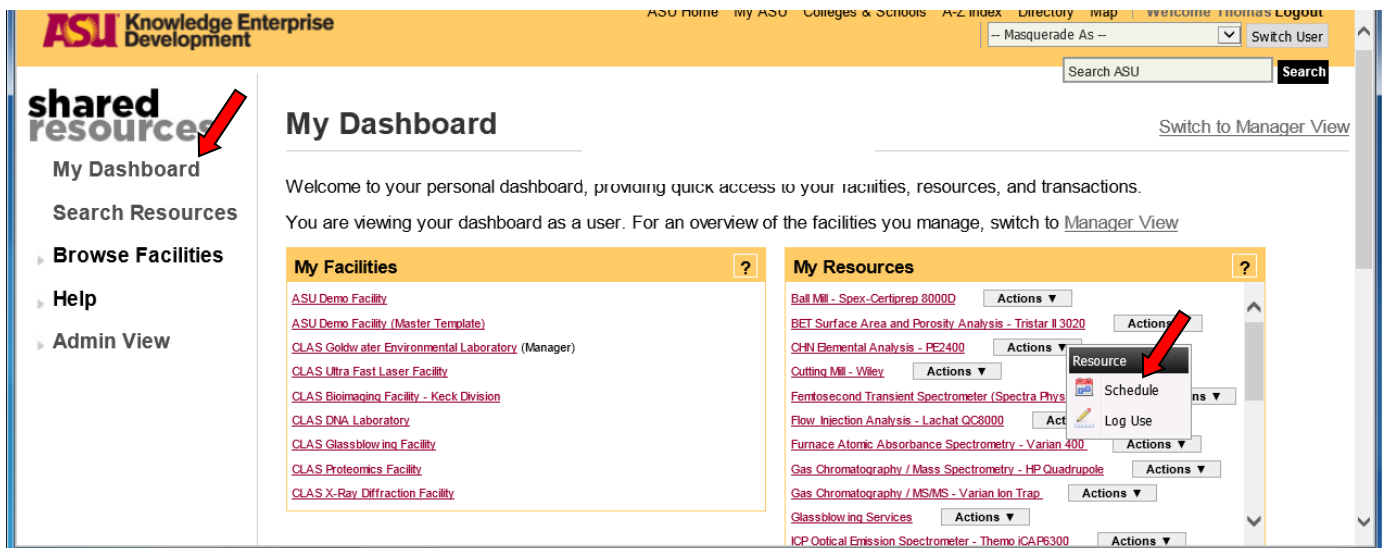
## A. Using the ASU Shared Resource Site to Schedule Resources

1. After logging in via ASURite (MyASU), select the Resource to be scheduled. This can be done by:
  - a. Clicking the “My Dashboard” link on the left menu bar (Option 1A below) and selecting the appropriate scheduling link from the list of resources to which you are assigned (‘Actions’ -> ‘Schedule’).

OR

- b. By clicking the resources from on the facility’s profile page (Option 1B below).

### Option 1A - Shared Resources “My Dashboard”



## Option 1B - Facility Profile Page

**Facility: CLAS Goldwater Environmental Laboratory**

Function: [Analytical Services](#)

Department: CLAS Research Technical Services  
College/Unit: COLLEGE OF LIBERAL ARTS AND SCIENCES

**Description:**  
The Goldwater Environmental Laboratory is a shared-use facility available to all research staff, faculty, and students of all disciplines. Managed by Tom Coletta, the facility encompasses seven laboratories and is part of the College of Liberal Arts and Sciences Research Technical Services group. The facility is operated by a team of ASU personnel committed to providing the tools necessary to meet the analytical needs of researchers while creating a valuable educational experience for users. Although most users prefer to receive individualized hands-on training, enabling them to perform their own analyses, complete analytical services are also available.

[Link to More Details:](#)  
<http://www.asu.edu/CE>

**Facility People**

- [Thomas Coletta](#), Manager, ASU Profile: [Click Here](#)
- [Cathy Koopert](#), Staff, ASU Profile: [Click Here](#)
- [Marina Maras](#), Staff, ASU Profile: [Click Here](#)
- [Darin Aboussouan](#), Student Worker, ASU Profile: [Click Here](#)

**Resources (25)**

**Ball Mill - Spec-Certiprep 8000D**  
Up to 14 samples can be processed simultaneously with dual rotors. Stainless steel vials and balls are available for grinding rocks, sediments, and other hard materials that resist standard techniques.

**BET Surface Area and Porosity Analysis - Tristar II 3020**  
The Tristar II 3020 provides high-quality surface area and porosity measurements on solid materials by using the technique of gas adsorption. The Tristar II is a fully automated, three-station analyzer capable of increasing the speed and efficiency of quality control analyses, with the accuracy, resolution, and data reduction to meet most research requirements.

**CHN Elemental Analysis - PE2400**  
The PE 2400 is a conventional elemental analyzer. It operates by flash combustion of the specimen encapsulated in tin cups or disks whereby the specimen is completely combusted at a temperature of 1760 C. The resulting gases are chemically

- From the Resource View, select the "Schedule/Log Use" tab if calendar is not visible. The default view is "Add an Appointment" (below).
- Managers and users assigned to more than one group will first select the User Group. If more than one rate is available to that group, select the appropriate rate.
- Select an available start date (those with a '+' symbol) and click the '+'.

**shared resources**

**Resource: Microwave Digestion System (Appointments)**  
[Home](#) > [CLAS Goldwater Environmental Laboratory](#) > [Appointments](#) > [Calendar](#)

[Resource Profile](#) | [Rates](#) | [Schedule / Log Use](#)

**Schedule | Log Use**

**Set User Group/External Customer**  
First choose group: [Use My Own Digestion Tubes](#)

**Select Rate**  
Select rate: [10.0 Setup Fee per Appointment, Block: 30.0 minutes](#)

**Select Startdate**  
Click the plus sign ("+") to add your appointment on the date desired.  
Both a user and rate must be set for available start dates to be marked with ("+") symbols.

<<		April						>>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
1 +	2 +	3 +	4 +	5 +	6 +	7 +			
8 +	9 +	10 +	11 +	12 +	13 +	14 +			
15 +	16 +	17 +	18 +	19 +	20 +	21 +			
22 +	23 +	24 +	25 +	26 +	27 +	28 +			
29 +	30 +	1	2	3	4	5			

5. Select one of the available start times

shared resources

My Resources  
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Resource: Microwave Digestion System (Appointment Blocks for 04/04/2012)

Home > CLAS Goldwater Environmental Laboratory > Blocks

Using rate: | 10.0 Setup Fee per Appointment, Block: 30.0 minutes

Available start times (48) for group 'Use My Own Digestion Tubes'

12:00 AM	[Select]
12:30 AM	[Select]
01:00 AM	[Select]
01:30 AM	[Select]
02:00 AM	[Select]

6. Select an end time and enter payment information, including PI or account manager ('Bill To'). If PI is not listed in dropdown menu, use the "billed party lookup" feature to select. Comments will appear in the billing transaction. Click "Add Appointment" to save.

shared resources

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Resource: Microwave Digestion System (New Appointment for 04/04/2012)

Home > CLAS Goldwater Environmental Laboratory > Appointment Calendar > Add Appointment

Back to Blocks for 04/04/2012 | Back to Calendar

User Info:  
Users in group 'Use My Own Digestion Tubes' | User: You

Using Rate: | 10.0 Setup Fee per Appointment, Block: 30.0 minutes

Appointment Time  
Start: 12:30 AM, 04/04/2012, End: \* 04:00 AM 04/04/2012

Payment Information  
Account (Org) (7 characters) \* XYZ1234 | Sub-Org (2 characters)

Purchase Order:

Bill To: Paul Westerhoff

The principle investigator (PI), advisor, or account manager. All account signers will be automatically notified of the charge by the Average Billing System.  
Note: Individual(s) who has been assigned as a billed party for past transactions assigned to user. If billed party is not shown then use [billed party lookup](#).

Comments (optional)  
You may provide additional comments when making this appointment

For project ABC

Add Appointment

7. Confirm appointment details. Appointment cost is estimated based on scheduled time + materials.

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**shared resources**

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### Resource: BET Surface Area and Porosity Analysis - Tristar II 3020 (Appointment)

Home > CLAS Goldwater Environmental Laboratory > Appointment Calendar > Appointment 2

Resource Profile (Edit) Rates Schedule User Groups Materials Feeds

Status: Scheduled

Use Cost: 1.0 blocks of 6.0 hours at \$60.00 per block

Scheduled Start: 12:00PM | Scheduled End: 06:00PM

Date: Thursday August 25th, 2011

**User Information**

User: Marisa Masles

Group: BET Users - ASU (asu)

Entered by: Thomas Colella

**Payment Information**

Account (Org): XYZ1234 | Sub-Org: BT

**Actual Usage:**

Actual Time (in hours): not recorded minutes

Note: This data must be provided to complete an appointment as this resource is billed by actual time used.

Units: None yet provided: This data must be entered for appointment to be complete.

**Appointment Costs**

Cost of Use (blocks * block cost)	\$60.00
<b>Total Cost</b>	<b>\$60.00</b>

Internet | Protected Mode: Off 80%

## B. Updating Scheduled Appointments with Actual Use

On the day of your appointment, you will be emailed a reminder. If the appointment requires you to enter your actual use after completing the scheduled activity, a link will be included in the email. You can follow this link to update the appointment or follow the instructions below.

1. From the “MyDashboard” page, click an appointment in the “My Appointments Requiring Data” pane.

The screenshot shows the 'My Dashboard' interface. On the left is a sidebar with 'shared resources' and navigation links like 'My Dashboard', 'Search Resources', 'Browse Facilities', 'Help', and 'Admin View'. The main content area has a search bar and a 'Switch to Manager View' link. Below are four panels: 'My Facilities' (listing various ASU facilities), 'My Upcoming Appointments' (showing 'None'), 'My Resources' (listing various scientific instruments), and 'My Appointments Requiring Data' (listing two appointments with dates and times). A red arrow points to the 'My Appointments Requiring Data' panel.

2. Scroll down to the “Record Actual Use” section and enter missing data in indicated fields (time, units, sessions, etc). Click “Update Appointment” to save.

The screenshot shows the 'Record Actual Use' form. It includes a dropdown menu at the top, a text input field for 'Actual Time' containing '0.00', and a dropdown menu for units set to 'Minutes'. A note below reads: 'Note: Scheduled time was 04 hours, 00 minutes or 240 minutes.' At the bottom, the 'Update Appointment' button is circled in red, and there is a 'Back to Schedule' link.

## C. Recording Walk-Up or Unscheduled Use

1. From "My Dashboard", find the resource and click "Actions", then the "Log Use" link.

**shared resources**

### My Dashboard

Welcome to your personal dashboard, providing quick access to your facilities, resources, and transactions.  
You are viewing your dashboard as a user. For an overview of the facilities you manage, switch to [Manager View](#)

**My Facilities**

- [ASU Demo Facility](#)
- [ASU Demo Facility \(Master Template\)](#)
- [CLAS Goldwater Environmental Laboratory \(Manager\)](#)
- [CLAS Ultra Fast Laser Facility](#)
- [CLAS Bioimaging Facility - Keck Division](#)
- [CLAS DNA Laboratory](#)
- [CLAS Glassblowing Facility](#)
- [CLAS Proteomics Facility](#)
- [CLAS X-Ray Diffraction Facility](#)

**My Resources**

- [OET Surface Area and Porosity Analysis - Tistar 43020](#) Actions
- [CHN Elemental Analysis - PE2400](#) Actions
- [Cutting Mill - Wiley](#) Actions
- [Femtosecond Transient Spectrometer \(Spectra Physics Laser\)](#) Actions
- [Flow Injection Analysis - Lachat QC2000](#) Actions
- [Furnace Atomic Absorbance Spectrometry - Varian 400](#) Actions
- [Gas Chromatography / Mass Spectrometry - HP Quadrupole](#) Actions
- [Gas Chromatography / MS/MS - Varian Ion Trap](#) Actions
- [Glassblowing Services](#) Actions
- [ICP Optical Emission Spectrometer - Thermo ICP6300](#) Actions
- [Ion Chromatography - Dionex ICS 2000](#) Actions

**My Upcoming Appointments**

None

**My Appointments Requiring Data**

- [SR-000000023 - 08/30/2011 14:00 PM Femtosecond Transient Spectrometer \(Spectra Physics Laser\)](#)
- [SR-000000322 - 03/21/2012 09:00 AM Siemens D5000 X-Ray Diffractometer](#)

2. Select group (only applies to managers and users assigned to multiple groups) and select user (only managers and power users). Select rate and user if presented with a dropdown menu.

**shared resources**

### Resource: Microwave Digestion System (Add Use Record)

[Home](#) > [CLAS Goldwater Environmental Laboratory](#) > [Add record of use](#)

Resource Profile Rates Schedule / Log Use

**Schedule | Log Use**

**Set Group/External Customer**

First choose group:

**Select Rate**

Select rate(block):

**Select User**

If this is assigned to group than a user must be specified.

Select user:

**Billing Information**

A group or external customer must first be identified before billing information is set.

**Record Actual Use**

Date:

Actual Time:  Hours

- Enter billing information, details of use (actual time, sessions, units), and comments to appear with transaction detail (below). Select or lookup 'Billed Party' (PI). Click "Add Record of Use".

**Billing Information**

Account (Org)  | Sub-Org

Purchase Order:

Identify responsible billed party:

*Ex: Smith,Bill (no space between firstname,comma and lastname)*

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**Record Actual Use**

Actual Time:

Number of sessions:

*Record actual sessions resource was used. Minimum is 1*

Units (if applicable):

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**Comments (optional)**

*You may provide additional comments when adding this record of use*

- Review confirmation of submission.

**shared resources**

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**Resource: BET Surface Area and Porosity Analysis - Tristar II 3020 (Record of Use)**

[Home](#) > [CLAS Goldwater Environmental Laboratory](#) > [Appointment Calendar](#) > Appointment 8

Appointment was successfully created.

Status: Completed

**User Information**

User: Cathy Kochert  
Group: BET Users - Default (asu)  
Entered by: Thomas Colella

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**Payment Information**

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**Actual Usage:**

Actual Time (in hours): 00 hours, 04 minutes  
Units: 3 at \$15.00 per unit

**Appointment Costs**

Actual Use Time	\$0.67
Setup (setup cost * sessions)	\$10.00
Unit Costs	\$45.00
<b>Total Cost:</b>	<b>\$55.67</b>

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**Comments**

Unscheduled walk-up use; Saple set B

[Edit](#) | [Delete](#) | [Back to Schedule](#)