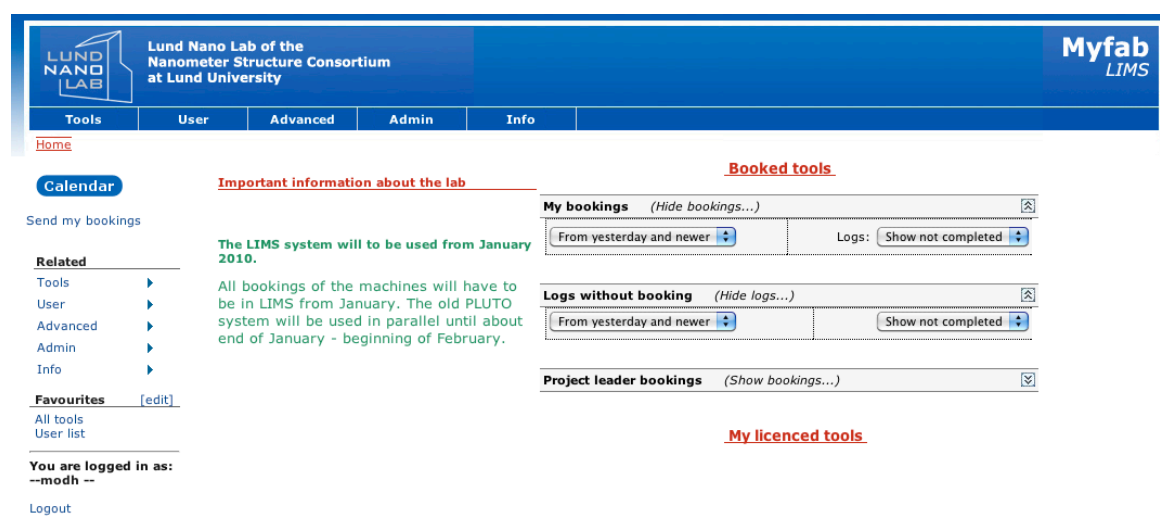


Laboratory Information and Management System (LIMS) is used by Lund Nano Lab (LNL) and by Myfab cleanroom consortium in Sweden (MC2 in Göteborg, Electrum in Stockholm and Ångström lab in Uppsala). The main purpose of LIMS is to manage booking of lab equipment, to inform the lab users about about equipment status, and for communication purposes.

Web address of LIMS of LNL is <http://booking.ftf.lth.se>. New users can apply for participation of LNL cleanroom and saety course by clicking *User Access* and filling the on-line form.

Short overview of the LIMS system

When you have logged in you come to the first page called *Home*.



The screenshot shows the LIMS Home page. At the top, there is a blue header with the Lund Nano Lab logo on the left, the text "Lund Nano Lab of the Nanometer Structure Consortium at Lund University" in the center, and the "Myfab LIMS" logo on the right. Below the header is a navigation menu with tabs for "Tools", "User", "Advanced", "Admin", and "Info". The main content area is divided into several sections: "Calendar" on the left with a "Send my bookings" button and a "Related" menu; "Important information about the lab" in the center with a green notice about the system change in January 2010; "Booked tools" on the right with "My bookings" and "Logs without booking" sections, each containing a filter and a "Show not completed" button; and "Project leader bookings" at the bottom right. At the bottom left, there is a "Favourites" section and a "You are logged in as: --modh --" status bar with a "Logout" link.

Under *Tools*, *View bookings* you see your tool bookings scheduled from yesterday and forward as a reminder (you can change this filter). The *Log* function is described below. Edit brings up the week view with this booking so you can edit your booking. To edit just click on your booking and a pop-up enables editing of start and stop time or a cancel of the entire booking.

My licensed tools enables fast booking of your tools. When you book you click a start time and then click a stop time. In the pop-up you choose the right project. You can also choose to add a batch number.

One feature to the left is *Favourites*. Almost all pages can be added to this personal list for faster access.

Below are a summary of several important rules how ot use LIMS.

To to get a tool license

1. Login to LIMS using your login account, which is available after LNL safety and cleanoom course.

2. Go to *Tools, All Tools* to see the list of the available equipment in LNL. First and second responsible persons are eligible to issue the licenses for the lab machines.
3. To get a license, choose *Apply for license*, select the tool, fill the form and send the application to the equipment responsible. The equipment training is arranged on an individual basis.

Use of equipment

1. All tools with Compulsory booking **must** be booked prior to use.
2. If a machine is booked and is not used 30 min after the booking time starts, it can be taken over by another lab user.
3. In case the booked tool is not used, please cancel the booking **immediately** and send e-mail to all users of the tool (via LIMS).
4. After the work is finished, a logbook **must** be filled. For paper logbook red pen should be used if there is a problem with the machine, while the green pen is used by the equipment responsible. For electronic logbook, please follow the steps below.
5. If equipment fails, contact the equipment responsible. Do **not** try to fix the machine!

Use of electronic logbook in LIMS

1. Book the tool
2. Use the instrument as usual
3. After the work is finished (or during the work), login to LIMS.
4. In LIMS, go to *Tools, Log, Log Status*
5. Find the date of booking, click on *Log*.
6. Fill *Project, Batch* (if any), start and stop time and other information (depends on tool).
7. Click *Save as Completed*.

Checking the tool log

1. In LIMS, go to *Tools, Log status*. Not started logs are in red, completed are in green. Apply optional filters, if needed.
2. Tool-specific log: go to *Tools, Log history by Tool*. Select the tool from a pull-down menu. Apply optional filters, if needed.
3. *Log history by batch* can be used in the same way.

Attention! Do not forget to fill the electronic logbook! In case the electronic logbook is not filled within a week after a tool is used, the access to booking is blocked.