

ACLS Introduction and Guide

What is ACLS and why do I need it?

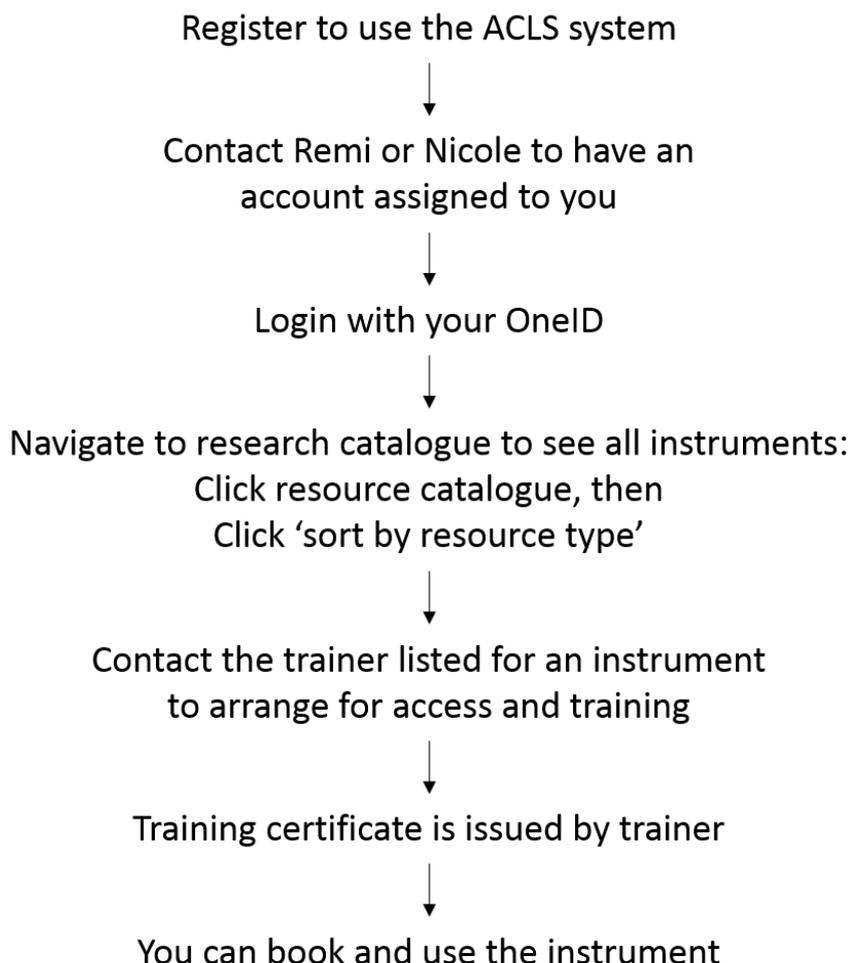
The AC Lab System (ACLS) is a web-based laboratory booking system that was developed by the Mark Wainwright Analytical Centre (AC). Bookings for instruments within Macquarie University's Faculty of Science are made using the ACLS system.

ACLS is can be used by researchers to browse available instruments and find out who to contact for access and training, and to book instruments after training has been received.

The ACLS system can be accessed while on the Macquarie University network via this link:

<https://lms.science.mq.edu.au/>

An overview of the process involved with registration and getting started using ACLS is shown in the flowchart below. Detailed instructions for each step in this process can be found in this document.



Step One. Register

In order to use ACLS, researchers must first register. Click the 'To Register' button below the green sign-in button, indicated with a red arrow in Figure 1.

MACQUARIE University SCIENCE AND ENGINEERING INSTRUMENT BOOKING FACILITY

User ID
Password
Sign In
To View Bookings
To Register
Access Denied?

Home | Contact Us |
AC Lab System 2017 SQL 2.20.10 (MIPS) |
Sign in Computer (IP: 10.24.2.52) |
Faculty of Science, Macquarie University

Figure 1. Login page for ACLS

Personal details – registration page 1

Fill out the information in the online form as shown in Figure 2, where the 'Macquarie University User ID' is your OneID (ie student number or staff number). A brief description of your research project is required – this is required so that we have an idea of what you do in the lab – it doesn't have to be the title of your thesis.

Click 'Continue' (green button underneath the form) when you have entered all the required information.

To Register

> Registration > School/Org > Supervisor > Resource > Submission

I am a Macquarie University user I am not a Macquarie University user

Title MC

Given Name*

Family Name*

Macquarie University User ID*

Confirm Macquarie University User ID*

Email*

Confirm Email*

Type of Researcher Undergraduate Student

Work Phone* (Dials Only)

Mobile Phone

Mobile Fax

Work Address

Projects* Briefly describe the project(s) you want to undertake at the Faculty of Science

*): Required Fields
You will be using your Macquarie University user ID and password to login to the system

Continue

Figure 2. Registration form – personal details

Department selection – registration page 2

After clicking continue, you will be asked which school or organization you are from (Figure 3) – this refers to your department. Select your department from the drop down menu. If you are not tied to any department you can select 'Faculty of Science'. If your department/faculty is not in the list it can be entered in the text box.

Click continue after you have selected your department

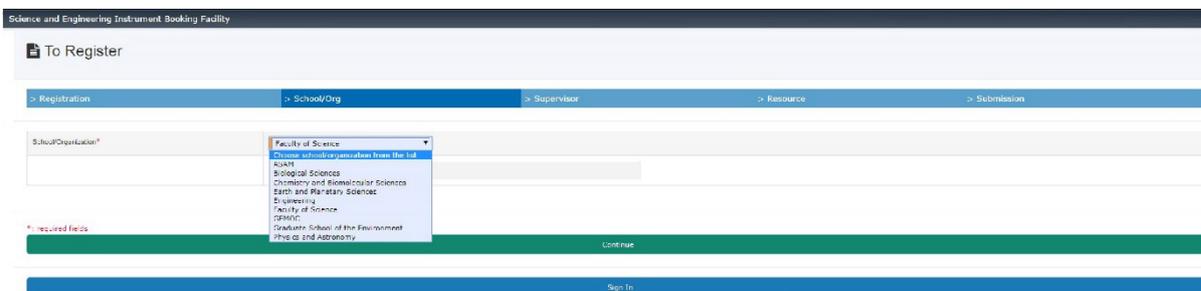
The screenshot shows a web interface titled "Science and Engineering Instrument Booking Facility" with a "To Register" section. A progress bar at the top indicates the current step is "School/Org". Below the progress bar, there is a form with a "School/Organization*" field. A dropdown menu is open, showing a list of options: "Faculty of Science", "Choose school/organization from the list", "KQAM", "Biological Sciences", "Chemistry and Biomedical Sciences", "Earth and Planetary Science", "Engineering", "Faculty of Science", "GEMMOC", "Graduate School of the Environment", and "PHS and Astronomy". A "Continue" button is visible at the bottom right of the form area. A "Sign In" button is located at the bottom of the page.

Figure 3. Registration – department selection

Supervisor selection – registration page 3

After selecting your department, you will be asked to select your supervisor. Select your supervisor from the drop down menu – if your supervisor is not shown you must enter their name in the text box.

Click continue when you have selected your supervisor

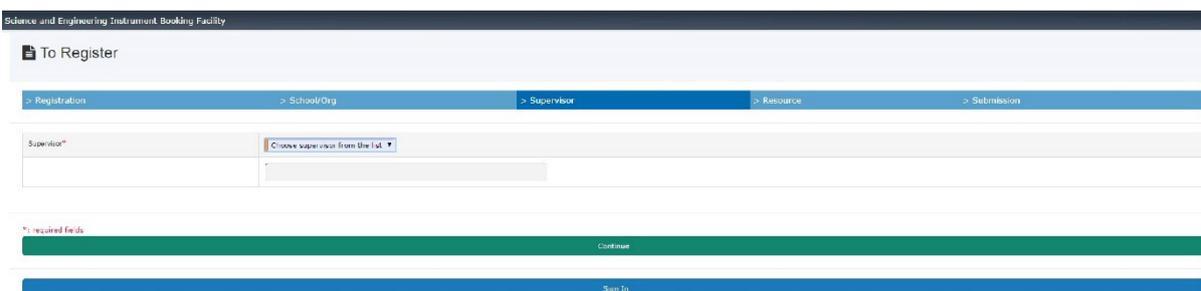
The screenshot shows the same "To Register" section as Figure 3, but the progress bar now indicates the current step is "Supervisor". The "Supervisor*" field has a dropdown menu open with the text "Choose supervisor from the list". A "Continue" button is visible at the bottom right of the form area. A "Sign In" button is located at the bottom of the page.

Figure 4. Registration – supervisor selection

Resource selection – registration page 4

After hitting continue some resources will be shown to you as shown in Figure 5. You are asked to select resources of interest – you can select anything here or you can ignore this page if nothing interests you. **Please note that only a small subset of resources are shown here – the full resource list can be seen when registration is complete.**

Click continue to reach the confirmation page

Science and Engineering Instrument Booking Facility

To Register

Registration > School/Org > Supervisor > Resource > Submission

Resources of Interest	
MOLSCIPJUNE CUPBOARDS	<input type="checkbox"/> ZWV - Fume cupboard #1 (click to see more about ...)
MOLSCIPJUNE CUPBOARDS	<input type="checkbox"/> ZWV - Fume cupboard #2 (click to see more about ...)
MOLSCIPJUNE CUPBOARDS	<input type="checkbox"/> ZWV - Fume cupboard #3 (click to see more about ...)
MOLSCIPJUNE CUPBOARDS	<input type="checkbox"/> ZWV - Fume cupboard #4 (click to see more about ...)
MOLSCIPJUNE CUPBOARDS	<input type="checkbox"/> Biological Safety Cabinets Class II #1 - BSC235 (click to see more about ...)
MOLSCIPJUNE CUPBOARDS	<input type="checkbox"/> Biological Safety Cabinets Class II #3 - BSC235 (click to see more about ...)
MOLSCIPJUNE CUPBOARDS	<input type="checkbox"/> Biological Safety Cabinets Class II #4 - BSC235 (click to see more about ...)
MOLSCIPJUNE CUPBOARDS	<input type="checkbox"/> Biological Safety Cabinets Class II #4 - BSC235 (click to see more about ...)
TRAINING ARR - 14923	<input type="checkbox"/> Thermofisher PTKR4TR (click to see more about ...)

Continue

Sign In

Figure 5. Registration – resource selection. Click continue to skip this step

Registration confirmation

If the details are correct then click submit to finalise your registration (Figure 6). Registration is automatic – upon clicking submit there will be a confirmation of successful registration (Figure 7). You can click the ‘sign in’ button on the confirmation page to be re-directed to the sign in page for access to ACLS.

Science and Engineering Instrument Booking Facility

To Register

Registration > School/Org > Supervisor > Resource > Submission

FINAL CONFIRMATION	
	I am a Macquarie University user
Title	Ms
Given Name	Mingni
Family Name	Wu
Macquarie University User ID	44145211
Email	mingni.wu@mq.edu.au
Type of Researcher	Masters Student
School/Organisation	Faculty of Science
Work Phone	6476079637
Mobile Phone	
Work Fax	
Work Address	
Supervisor	Yaling Wang
Project(s)	Evaluation of glycan signature of exosomes by using nanotechnology
Facility of Interest	

Submit

Figure 6. Click submit to finalise your registration

Science and Engineering Instrument Booking Facility

To Register

Completion of Access Registration Submission

Your registration with Faculty of Science, Macquarie University was approved and the access was granted.

Sign In

Figure 7: confirmation of registration

Final step of registration: account assignment

An account must be assigned to you in order for you to use bookings. ACLS is not linked to Macquarie's finance system, hence an account must be assigned to you manually. **Please contact Nicole or Remi to have an account assigned to you, or if you have any problems with registration.**

Remi Rouquette

remi.rouquette@mq.edu.au

4WW 221 (x4219)

Nicole Cordina

Nicole.cordina@mq.edu.au

4WW 221 (x6916)

Logging into ACLS

After you have registered, you can login to view instruments and make bookings in ACLS.

1. Navigate to the login page

<https://lms.science.mq.edu.au/>

Note: You need to be on the Macquarie University network in order to access ACLS

2. Enter your OneID and password in the username and password text fields (Figure 8) then click the green sign in button.
3. Click 'Resource Catalog' as shown in Figure 9, then click 'sort by resource type' (Figure 10) to see every piece of equipment that is set up in ACLS in a summary table (Figure 11).

MACQUARIE UniversitySCIENCE AND ENGINEERING INSTRUMENT BOOKING FACILITY

[Home](#) | [Contact us](#)
AC Lab System - 2017 SQL 2.20.10 (MUPFS) |
Sign in Completed (11:30:26 AM)
Faculty of Science, Macquarie University

Figure 8: Login to ACLS using your OneID

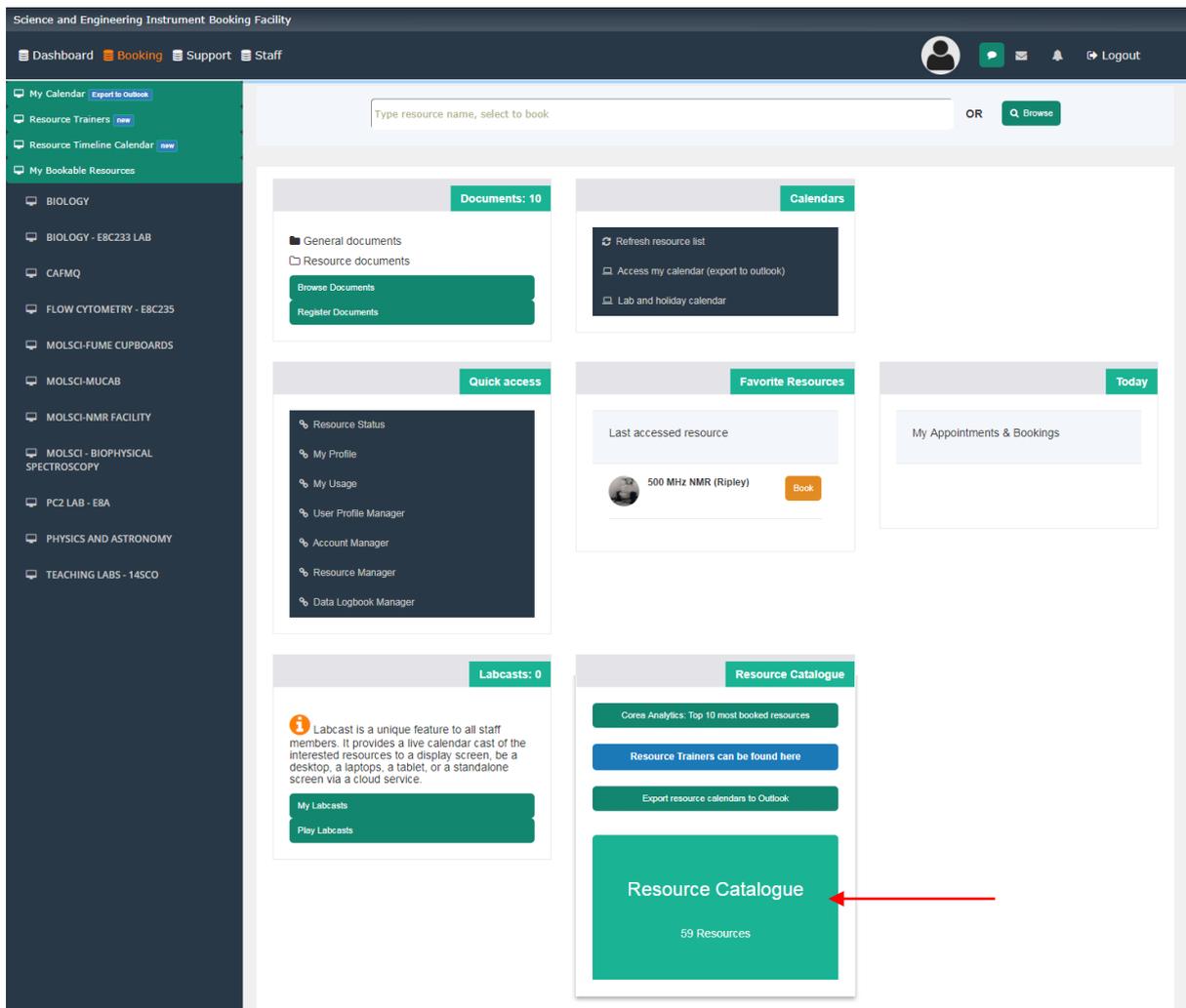


Figure 9. Scroll down and click on 'Resource catalogue' (Red arrow)

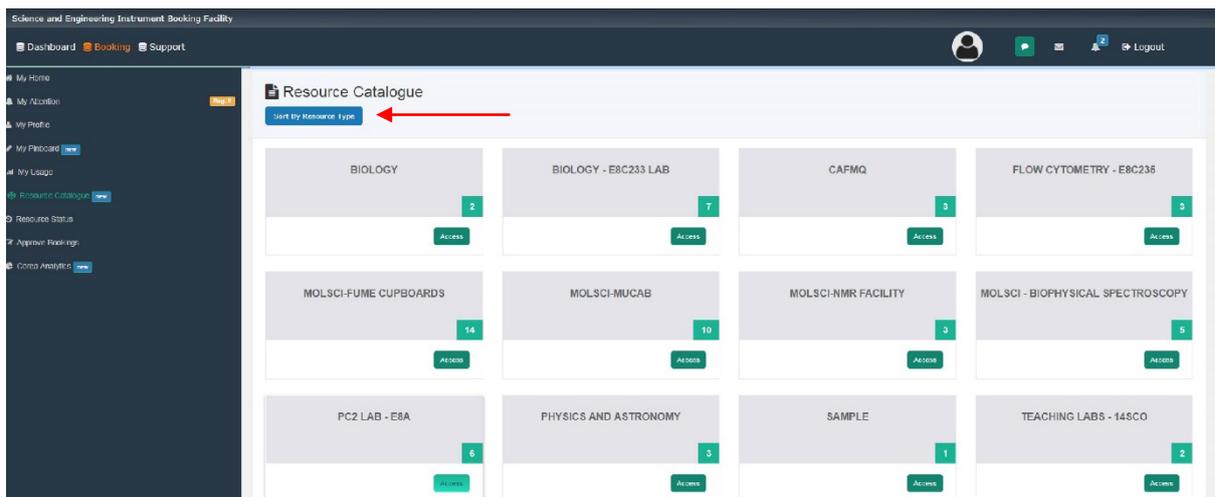


Figure 10. Equipment is grouped according to the physical location. You can browse through the different categories to see what is available, or you can click 'sort by resource type' (indicated by a red arrow) to see every piece of equipment that is set up in ACLS in a summary table.

Science and Engineering Instrument Booking Facility

Dashboard Booking Support Staff

My Home My Attention My Profile My Pinboard My Usage Resource Catalogue Resource Status Approve Bookings Core Analytics

Resource Catalogue

Sort By Resource Group Return

Show 100 entries Search: Copy CSV Excel PDF Print

Showing 1 to 50 of 50 entries

Resource	Current Status	Resource Group	Resource Type	Booking Form	Item Number	Description
400 MHz NMR (Jones) To Edit To Book	Available	MOLSCI-NMR FACILITY	Research Equipment			Dr Nicole Cordina is the manager of this facility.
Specification Location F7B014 Website Upgrades Custodian Nicole Cordina Trainers Nicole Cordina nicole.cordina@mq.edu.au						
400 MHz NMR (Jones) To Edit		MOLSCI-NMR FACILITY	Research Equipment			Dr Nicole Cordina is the manager of this facility.

Figure 13: Additional information is shown – the trainer and their contact details is indicated.

Using ACLS to make bookings

Once you have had sufficient training, a training certificate will be issued to your ACLS profile – you will then be able to book the instrument. Navigate to the resource catalogue as shown in Figure 14.

1. Click the yellow 'to book' button in order to see the booking calendar for the instrument.
Note: you will be able to see the calendar before you are trained, but you cannot book the instrument until a training certificate has been issued to you.
2. Click on the day you want to book in order to bring up a dialogue box as shown in Figure 13. Use the drop down menus to select the time of your booking. Your name will be placed in the description by default, you can also add notes that other users can see.
3. Click OK to confirm your booking
4. Use the instrument at the time that you have booked

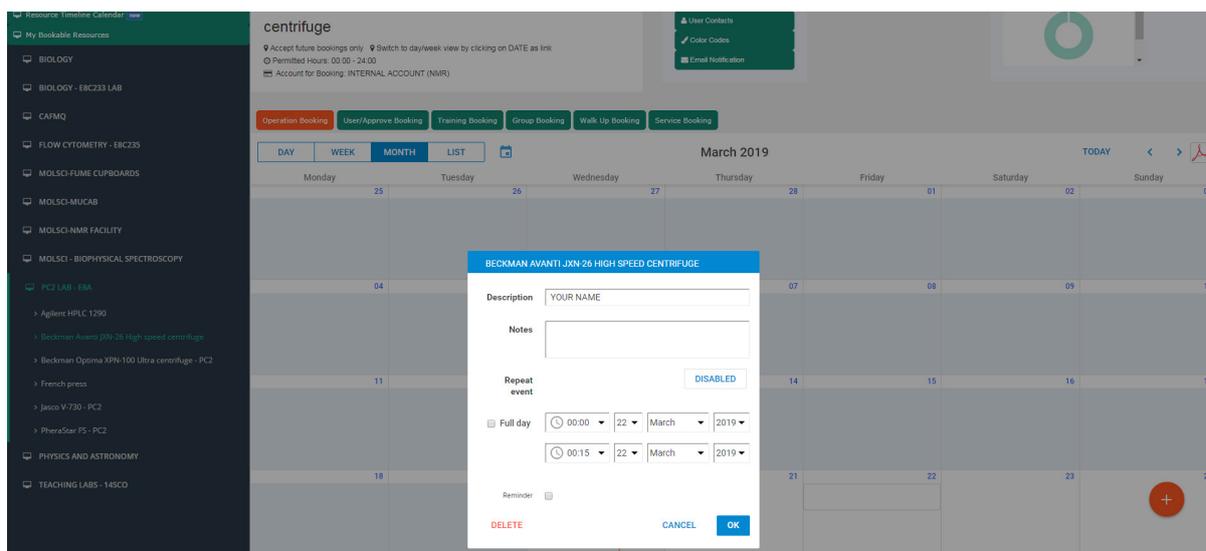


Figure 14: Making a booking

Important notes

An account must be assigned to you in order for you to use bookings. ACLS is not linked to Macquarie's finance system, hence an account must be assigned to you manually. ***Please contact Nicole or Remi to have an account assigned to you as soon as you register.***

Bookings cannot be canceled after the starting time and it is polite to cancel bookings with 24 hrs if possible. If you need to make a cancellation after your booked period has started contact Remi or Nicole. A valid reason is expected, simply forgetting about the booking is not considered a valid excuse, especially in cases where instrument charges apply.

If you have any trouble with ACLS, or need any further training, contact Remi or Nicole. If IT help is required, Remi or Nicole will make the request on your behalf.

Remi Rouquette

remi.rouquette@mq.edu.au

4WW 221 (x4219)

Nicole Cordina

Nicole.cordina@mq.edu.au

4WW 221 (x6916)