

ACLS Introduction and Guide

What is ACLS and why do I need it?

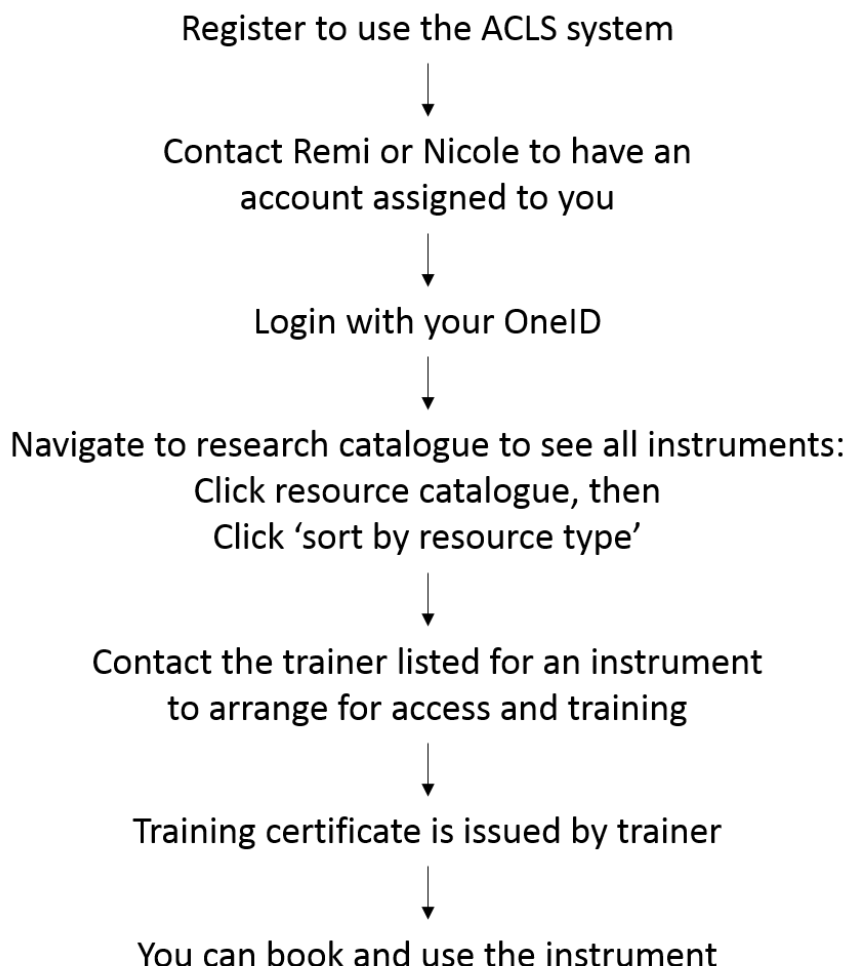
The AC Lab System (ACLS) is a web-based laboratory booking system that was developed by the Mark Wainwright Analytical Centre (AC). Bookings for instruments within Macquarie University's Faculty of Science are made using the ACLS system.

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 Timeout?

Home | Contact Us |
AC Lab System 2017 SQL 2.20.10 (MUPF5) |
Sign in Computer (10.5.2.10.20) |
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*

Mobile Phone

Mobile Fax

Work Address

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

*1) 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 the 'To Register' page for the Science and Engineering Instrument Booking Facility. The page has a header with the facility name and a 'To Register' icon. Below the header is a progress bar with five steps: Registration, School/Org, Supervisor, Resource, and Submission. The 'School/Org' step is currently active. The main form area has a label 'School/Organization*' and a dropdown menu. The dropdown menu is open, showing a list of departments: Faculty of Science, Biological Sciences, Chemistry and Biomedical Sciences, Earth and Planetary Sciences, Engineering, Faculty of Science, Graduate School of the Environment, and Physics and Astronomy. A red asterisk indicates that this is a required field. At the bottom of the form is a green 'Continue' button, and at the very bottom is a blue 'Sign In' button.

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 'To Register' page for the Science and Engineering Instrument Booking Facility, specifically the 'Supervisor' selection step. The progress bar at the top shows that the 'Supervisor' step is active. The main form area has a label 'Supervisor*' and a dropdown menu. The dropdown menu is open, showing a list of supervisors. A red asterisk indicates that this is a required field. At the bottom of the form is a green 'Continue' button, and at the very bottom is a blue 'Sign In' button.

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	
MOLSCIPUNE CUPBOARDS	<input type="checkbox"/> 2WV - Fume cupboard #1 (click to see more about ...)
MOLSCIPUNE CUPBOARDS	<input type="checkbox"/> 2WV - Fume cupboard #2 (click to see more about ...)
MOLSCIPUNE CUPBOARDS	<input type="checkbox"/> 2WV - Fume cupboard #3 (click to see more about ...)
MOLSCIPUNE CUPBOARDS	<input type="checkbox"/> 2WV - Fume cupboard #4 (click to see more about ...)
MOLSCIPUNE CUPBOARDS	<input type="checkbox"/> Biological Safety Cabinets Class II B1 - BSC235 (click to see more about ...)
MOLSCIPUNE CUPBOARDS	<input type="checkbox"/> Biological Safety Cabinets Class II B2 - BSC235 (click to see more about ...)
MOLSCIPUNE CUPBOARDS	<input type="checkbox"/> Biological Safety Cabinets Class II B3 - BSC235 (click to see more about ...)
MOLSCIPUNE CUPBOARDS	<input type="checkbox"/> Biological Safety Cabinets Class II B4 - BSC235 (click to see more about ...)
TECHNICAL LAB - 14923	<input type="checkbox"/> Thermofisher PTH47N (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	Minghui
Family Name	Wu
Macquarie University User ID	44143211
Email	minghui.wu@mq.edu.au
Type of Researcher	Masters Student
School Organisation	Faculty of Science
Work Phone	0426029657
Mobile Phone	
Work Fax	
Work Address	
Supervisor	Yaling Wang
Project(s)	Evaluation of glycan signature of exosomes by using nanotechnology
Faculty 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**
University

SCIENCE AND ENGINEERING INSTRUMENT BOOKING FACILITY

[Home](#) | [Contact Us](#) |
AC Lab System: 2017 SQL 2.25.10 (MUP5) |
Sign in Completed (11:10:24, 02/11/2017)
Faculty of Science, Macquarie University

Figure 8: Login to ACLS using your OneID

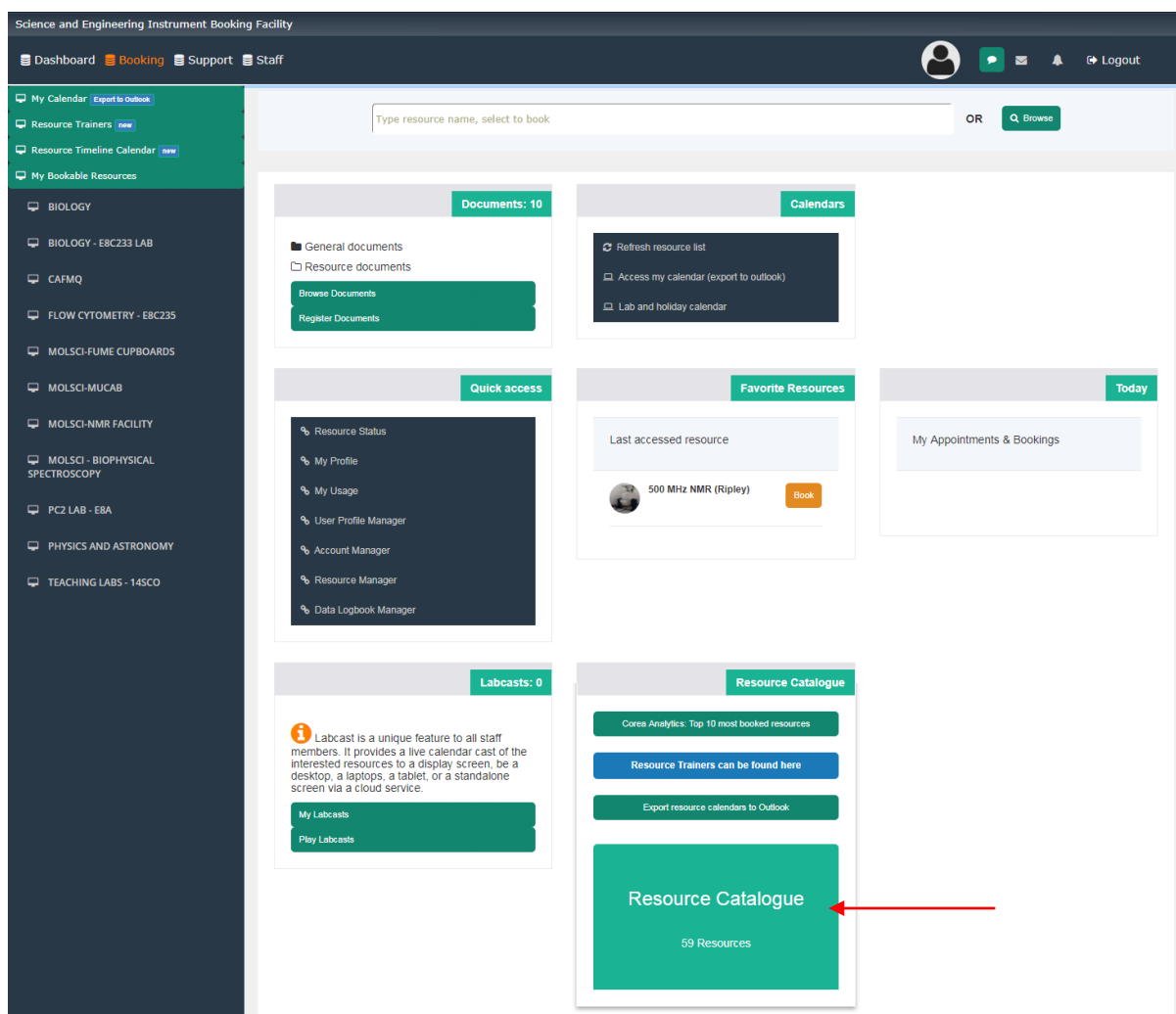


Figure 9. Scroll down and click on 'Resource catalog' (Red arrow)

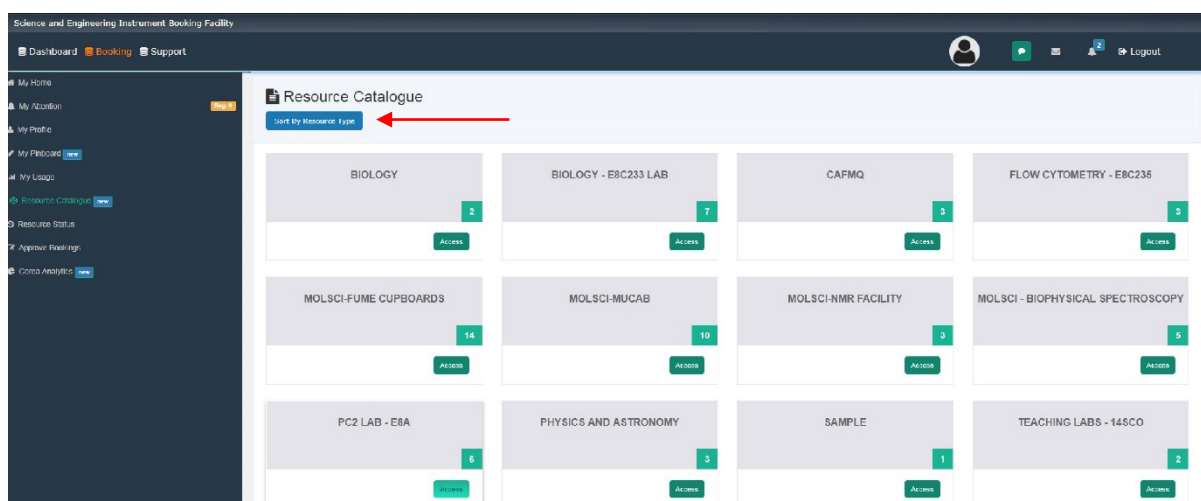


Figure 10. Equipment is grouped according to the physical location. You can browse through the different categories to see what is available, or you can click 'sort by resource type' (indicated by a red arrow) to see every piece of equipment that is set up in ACLS in a summary table.

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
<div>400 MHz NMR (Jones)</div> <div>To Edit To Book</div>	<div>Available</div>	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						
<div>400 MHz NMR (Jones)</div> <div>To Edit</div>		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

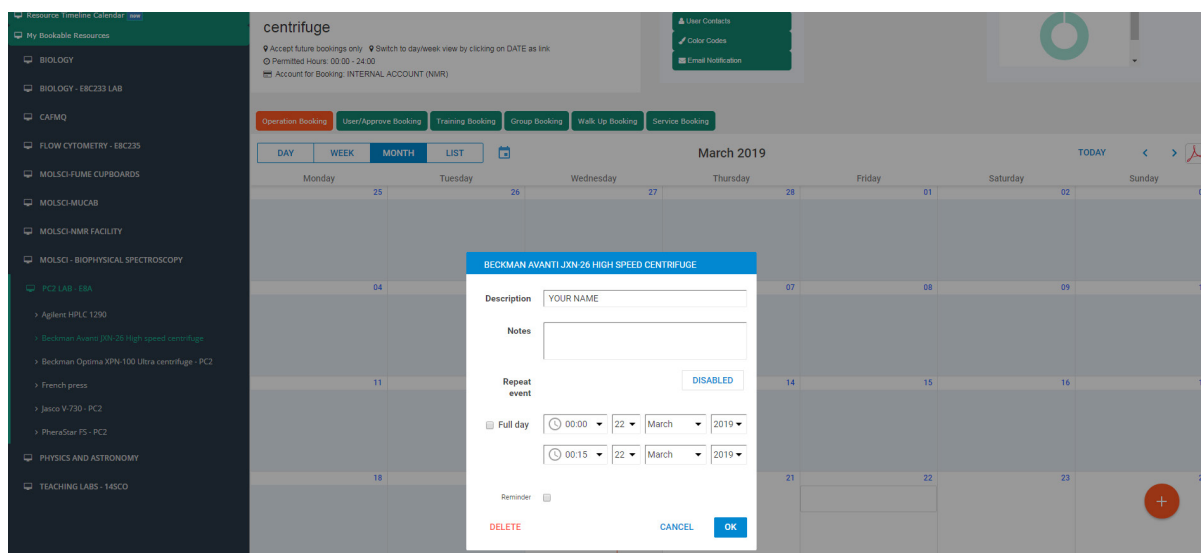


Figure 14: Making a booking

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)

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