

How to schedule instrument time in the FBS Billing System

On the main screen, choose "Schedule" on the top ribbon.

The screenshot shows the FBS Billing System interface. The top ribbon contains several navigation buttons: Activity, Accounting, Settings, Invoices, **Schedule** (highlighted with a red box), Invoice / Quote #, and Quick Find. The main content area is titled "FBS User Activity Dashboard" and includes sections for Lab Management, Financial Management, My Reservations, and Available Resources to Schedule. A "Products, Services and Scheduling Catalog" is also visible on the right side of the dashboard.

Available Resources to Schedule

Resource	Description	Actions
TF4SEM	✓ Apreo SEM	Request Training
BXRD	✓ Bruker XRD	Request Training
FTEM	✓ FEI TECHAI F20 TEM	Request Training
J7000	✓ Jeol 7000	Request Training
KXPS	✓ Kratos XPS	Request Training
CLEAPSK	✓ Leap 5000	Request Training
J8600	✓ Microprobe	Request Training
DCPHMS	✓ PPHMS	Request Training

Products, Services and Scheduling Catalog

To Start a New Order, click on the button below:

Instruments

- Bruker XRD**
This unit is equipped with a centric Eulerian cradle and a Vantec 500 area detector. This combination gives the Bruker D8 Discover the capability to handle tasks such as phase identification and quantification, texture and residual stress analysis, single crystal diffraction, determination of particle size, percent crystallinity, and structural identification.
- Carveca Leap 5000**
Carveca LEAP 5000 - The LEAP 5000 is CARVECA's cutting-edge atom probe microscope, offering superior detection efficiency across a wide variety of metals, semiconductors and insulators; more than 40% extra atoms detected per nm3 analyzed.
- FEI Quanta 200**
FEI Quanta 200 3D FIB/SEM - Quanta scanning electron microscopes feature three modes (high vacuum, low vacuum, and ESEPI) to accommodate the widest range of samples of any SEM system. All Quanta SEM systems can be equipped with analytical systems, such as energy dispersive spectrometer, wavelength dispersive x-ray spectroscopy, and electron backscatter diffraction.
- FEI Technai F20**
FEI TECHAI F20 TEM - F20 TEM enables a wider range of users to access powerful 3D characterization capabilities for biological and biomaterials samples with a fully digital interface, class-leading ergonomics, and remote control features.
- Iproto XRD**
Proto XRD - Characterize the physical surface properties of your thin films, multilayer coatings, and interfaces.
Determine: layer thickness, surface and interface roughness, density and chemical composition
- JEOL 7000 SEM**
JEOL 7000 SEM - It is equipped with a large chamber, high and low vacuum modes, secondary and backscatter electron detectors, real-time 3D imaging, highly advanced auto functions and the option to add a fully embedded EDS with real-time, 'Live' analysis.


On the scheduling page you should see a calendar for each instrument you have access to. Please find the instrument you wish to schedule, choose the day you wish to schedule, and double click on it.

← Mar 2021		April 2021 Leap 5000					May 2021 →	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
28	29	30	31	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		

Once you click on a day you will be presented with a list of all times in that day. Please choose the start time you would like and double click on it.

Tuesday, April 13, 2021

If you would like assistance with LEAP please contact San Deb at sdeb@ua.edu

 **Leap 5000**

12	:00	
AM	:30	
1	:00	
	:30	
2	:00	
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3	:00	
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Once you have clicked on a time you will be presented with a dialog box to choose the reservation end time and pay alias. A pay alias is what project will be billed for this usage, you may have several in your list depending on what your advisor has added into the system. If you do not see anything in the pay alias list, please ask your advisor to add one to their lab in the system. Your advisor may also request that you fill out the comments section to indicate what research is being done. This will show up on the bill when they receive it.

Schedule Resource 🗨

✔ Resource: **Leap 5000 (CLEAP5K)** Leap 5000 ▼

		Time		Actual	
Start	04-13-2021 ...	Tue	9:00 AM ▼	 ...	
End	04-13-2021 ...	Tue	11:00 AM ▼	 ...	
			0.02:00	0.00:00	

Direct Charge

PayAlias Internal AARC ▼

Non-Billable?

Require Billing Review before Posting to the eLog?

Lab Lab Staff (112) ▼

Requestor Foster, Jason ▼

Comments

Comments for my advisor to know what I am doing.

[View Estimated Pricing](#)

Save Changes
Close

To delete a reservation, choose it on the calendar

← Mar 2021		April 2021 Leap 5000					May 2021 →	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
28	29	30	31	1	2	3		
4	5	6	7	8	9	10		
11	12	13 09:00 AM - 11:00 AM	14	15	16	17		
18	19	Unassisted Use PI: Lab Staff (112) User: Foster, Jason		22	23	24		
25	26	27	28	29	30	1		

Then click on the reservation and choose the delete button.

Schedule Resource

✓ Resource: Leap 5000 (CLEAPSK) Leap 5000

	Time	Actual
Start	04-13-2021 Tue 9:00 AM	
End	04-13-2021 Tue 11:00 AM	
	0.02:00	0.00:00

Direct Charge
-OR-
PayAlias Internal AARC

Non-Billable?
 Require Billing Review before Posting to the eLog?

Lab Lab Staff (112)

Requestor Foster, Jason

Comments
Comments for my advisor to know what I am doing.

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