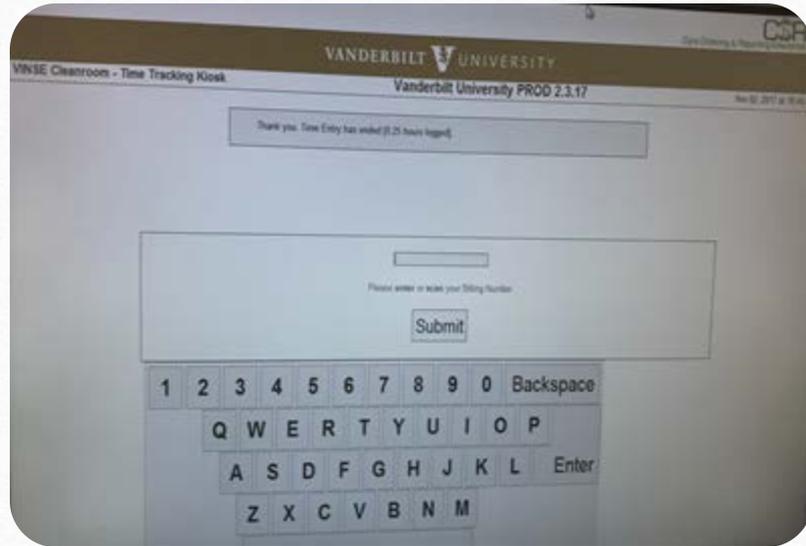


How to log VINSE cleanroom
hours in CORES

VⁱNSE

VANDERBILT INSTITUTE OF NANOSCALE SCIENCE
AND ENGINEERING

Step 1) When you arrive at the cleanroom, the kiosk should display the following screen.



Step 2) Swipe your card in the attached reader, your billing number should automatically populate, then hit enter.



Step 3) In the first drop down menu select your P.I. In the second select the grant you are using. Hit submit.

The screenshot shows the 'Time Tracking Kiosk' interface. At the top, it says 'VANDERBILT UNIVERSITY' and 'Vanderbilt University PROD 2.3.17'. Below that, it says 'Core: VMSE Classroom' and 'User: Lench, Alice'. The 'Principal Investigator' field is a dropdown menu with 'Weiss, Sharon - weissrm' selected. The 'Billing Number' field contains '##### TIPS'. There are 'Submit' and 'Cancel' buttons at the bottom.

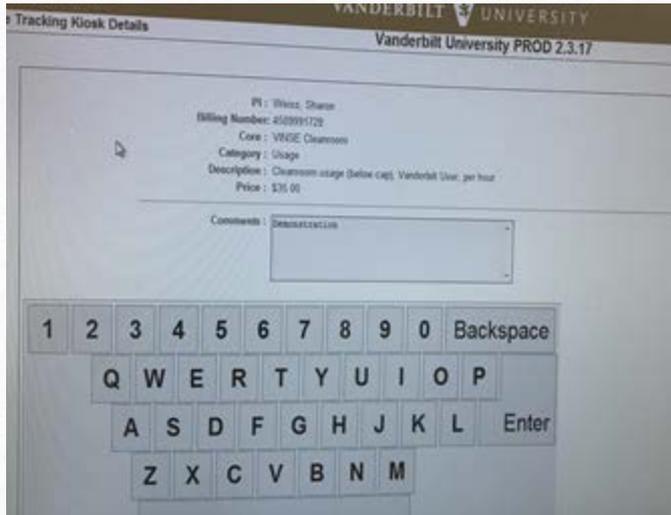
Step 4) Now select your type of usage. The first option is for non-Vanderbilt users, the second is for regular use, and the third is for users who have spent over \$10,000 inside the cleanroom. Select the green start button next to the appropriate option.

The screenshot shows the 'Time Tracking Kiosk' interface. At the top, it says 'VANDERBILT UNIVERSITY' and 'Vanderbilt University PROD 2.3.17'. Below that, it says 'Core: VMSE Classroom', 'Principal Investigator: Weiss, Sharon', and 'Billing Number: 450091726 - TIPS'. There is a table with three rows, each with a green 'Start' button, a 'Usage' category, a description, and a price.

Category	Description	Price
Start	Usage Cleanroom Usage	\$15.00
Start	Usage Cleanroom usage (below cap), Vanderbilt User	\$35.00
Start	Usage Cleanroom usage (over cap), Vanderbilt User	\$5.00

There is a 'Cancel' button at the bottom right.

Step 5) In the comments section write any important notes on what you will be doing/ which equipment you will be using.



VANDERBILT UNIVERSITY
Vanderbilt University PROD 2.3.17

Tracking Kiosk Details

PI : Wenz, Sharon
Billing Number: 450995128
Core : Y05E Classroom
Category : Usage
Description : Classroom usage (below cap), Vanderbilt Univ, per hour
Price : \$35.00

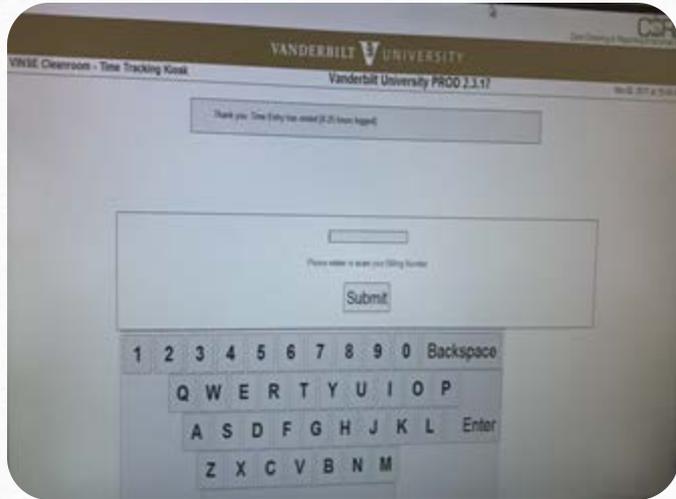
Comments :

1 2 3 4 5 6 7 8 9 0 Backspace
Q W E R T Y U I O P
A S D F G H J K L Enter
Z X C V B N M

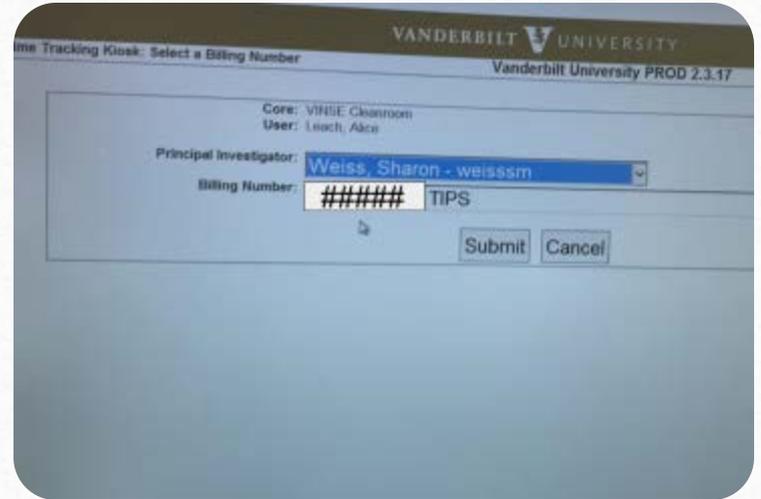
Step 6) Your time is now being tracked. You may now proceed with your cleanroom tasks.



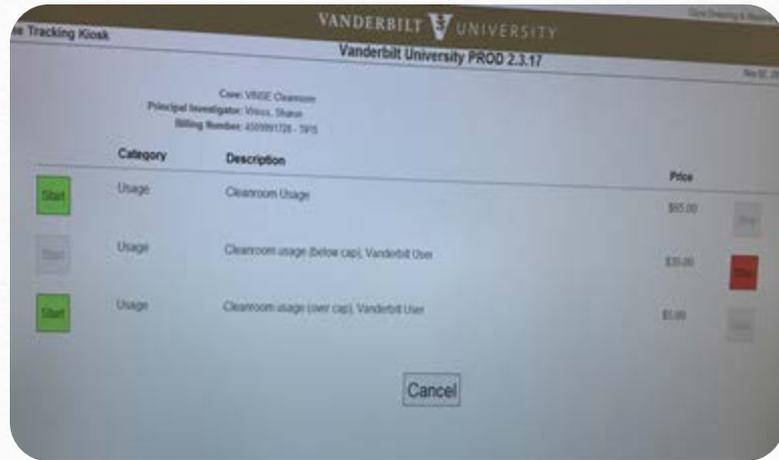
Step 7) When you are finished working in the cleanroom, return to the computer where you will once again be greeted by this screen. Swipe in and submit just like before.



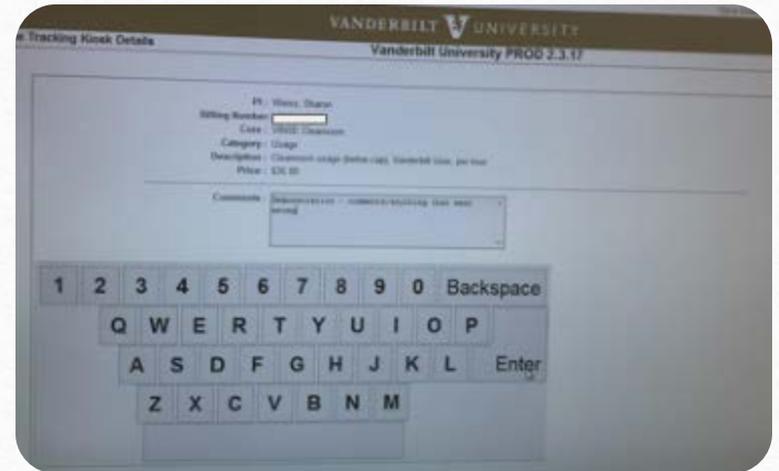
Step 8) Select your P.I. and Billing Number one more time. (*It is critical that you enter same P.I. and Billing Number as in Step 3*).



Step 9) Next, click the red stop button on the category you were working.



Step 10) On the following screen, enter anything that you noticed about the equipment or anything you would like to note about your cleanroom work.



Step 11) The CORES program should return to the initial screen. At the top it will display how many hours you logged during that time period. You are now free to go!

