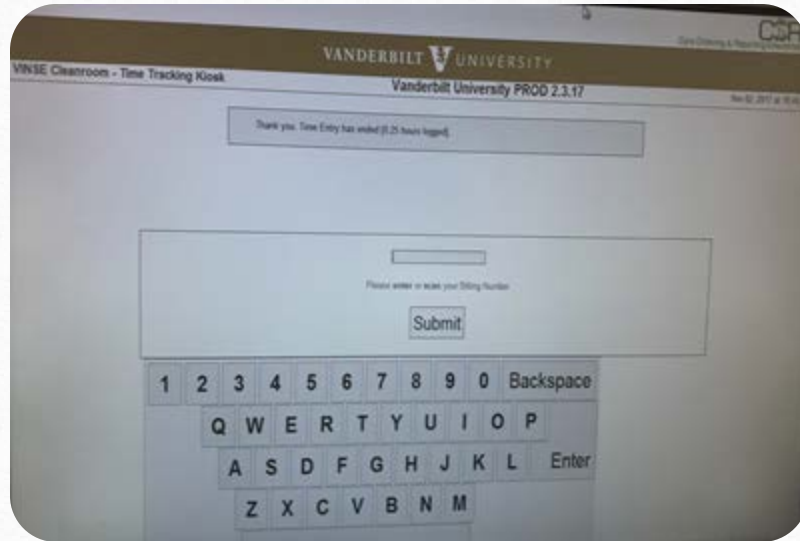


How to log VINSE cleanroom hours in CORES



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.

VANDERBILT UNIVERSITY
Vanderbilt University PROD 2.3.17

Time Tracking Kiosk: Select a Billing Number

Core: VBISE Cleanroom
User: Leach, Alice

Principal Investigator: Weiss, Sharon - weissesm

Billing Number: ##### TIPS

Submit Cancel

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.

VANDERBILT UNIVERSITY
Vanderbilt University PROD 2.3.17

Time Tracking Kiosk

Core: VBISE Cleanroom
Principal Investigator: Weiss, Sharon
Billing Number: 450991726 - TIPS

	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

Cancel

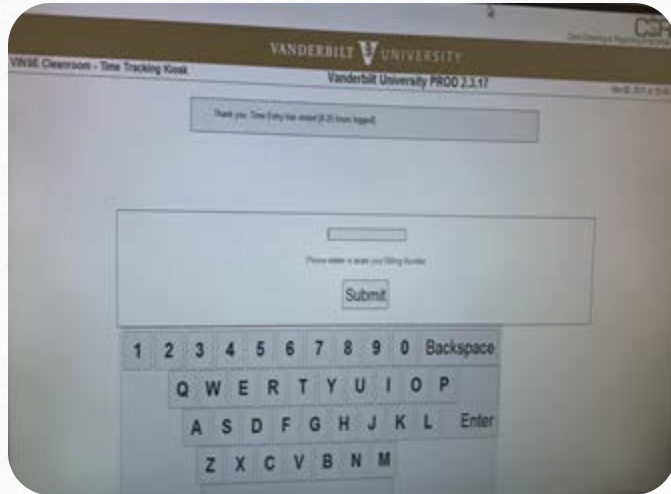
Step 5) In the comments section write any important notes on what you will be doing/ which equipment you will be using.

The screenshot shows the 'Tracking Kiosk Details' interface on a screen. At the top, it says 'VANDERBILT UNIVERSITY' and 'Vanderbilt University PROD 2.3.17'. Below this, the transaction details are listed: 'PI : Weiss, Sharon', 'Billing Number: 4509991728', 'Core : VNGE Cleanroom', 'Category : Usage', 'Description : Cleanroom usage (below cap), Vanderbilt Univ. per hour', and 'Price : \$35.00'. There is a 'Comments' field with a dropdown menu showing '08/04/2018/18:00'. At the bottom, there is a virtual keyboard with keys for numbers 1-0, Backspace, QWERTYUIOP, ASDFGHJKL, and ZXCVBNM, along with an 'Enter' key.

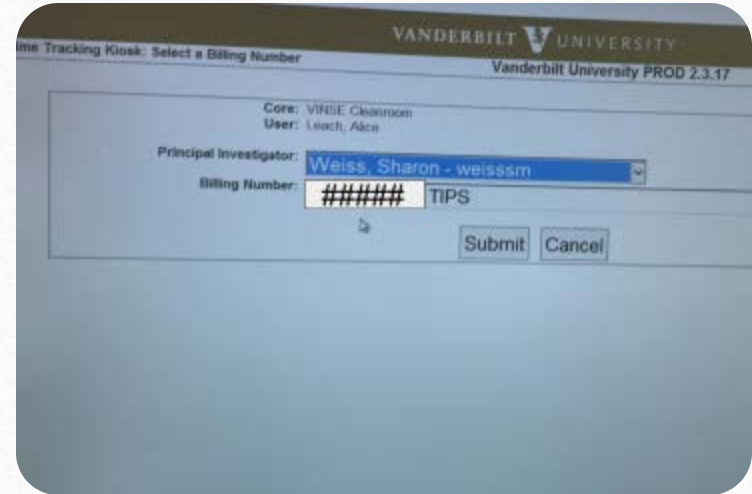
Step 6) Your time is now being tracked. You may now proceed with your cleanroom tasks.



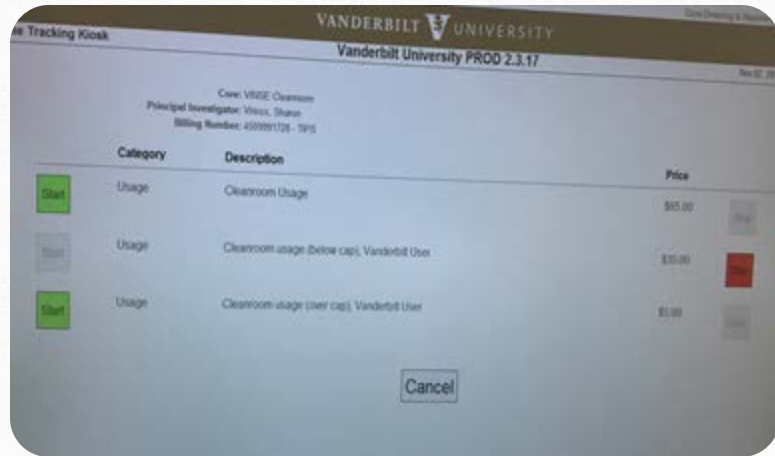
Step 7) When you are finished working in the cleanroom, return to the computer where you will once again be greeted by this screen. Swipe in and submit just like before.



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!

