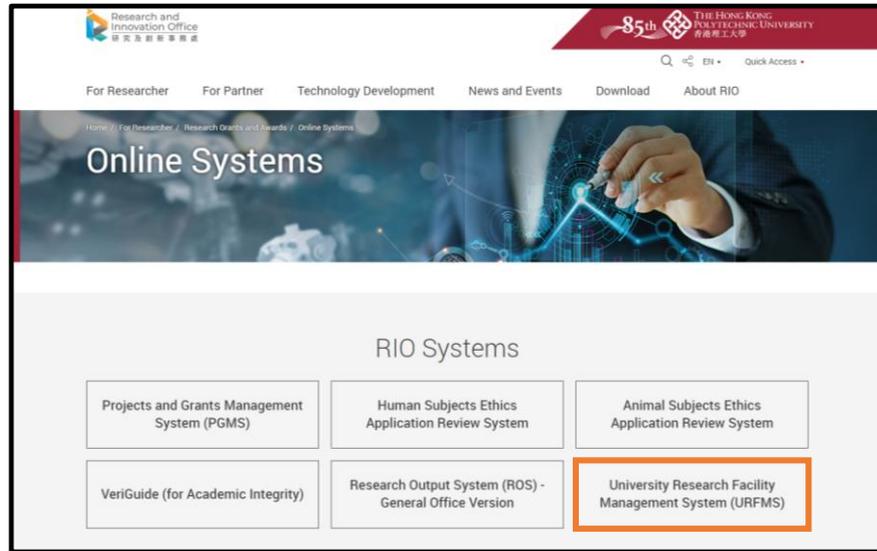


University Research Facility Management System (URFMS) Quick Guide For New ULS Users

July 2022

- The **URFMS** can be accessed via the following paths:
 1. Go to: <https://urfms.polyu.edu.hk/>
 2. Go to relevant URF's website for “(Equipment) Booking”
 3. Go to the RIO website (<https://www.polyu.edu.hk/rio>)
(For Researcher → Online Systems)



- For new user, click “New User Registration”
- For existing users, click “Login” at the top-right corner

The screenshot displays the URFMS (University Research Facility Management System) homepage. At the top left is the logo of The Hong Kong Polytechnic University (PolyU) and the text 'THE HONG KONG POLYTECHNIC UNIVERSITY URFMS 香港理工大學'. At the top right, there is a red text prompt 'For existing user' and a 'Login' button highlighted with an orange border. Below the header is a search bar. A light blue notification bar states 'Signed out successfully.'. Underneath, there is a 'Facilities' menu with a 'New User Registration' link highlighted by an orange box, accompanied by the red text 'For new user'. A second light blue notification bar reads: 'Welcome to the University Research Facility Management System (URFMS). Please select the URF(s) below to view and reserve facilities offered by the URF(s)'. The main content area is titled 'All Facilities' and lists two facilities: 'University Research Facility in Behavioral and Systems Neuroscience (UBSN)' and 'University Research Facility in Materials Characterization and Device Fabrication - Materials Research Centre (UMF-MRC)', each with a brief description.

Login



THE HONG KONG
POLYTECHNIC UNIVERSITY URFMS
香港理工大學

Login

Search

[Facilities](#) [New User Registration](#)

For PolyU Staff / Students
Please click [here](#) to click "login" at the top right hand-corner with your NetID to access the system.

Note: For non-academic staff and students, you are required to obtain an endorsement from your supervisor before you are allowed to make bookings in the system. To submit a request to your supervisor, please click "My Supervisor" under "My Profile" on the top menu.

For Other Users
Please complete the [registration form](#) to submit a request to the representatives of the facility which you intend to access.

For other enquiries, please contact us by email to urfm.support@polyu.edu.hk

Please click [here](#) for the Personal Information Collection Statement (PICS) for Staff

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- For new user, you are required to view and agree the Terms and Conditions for each University Research Facility for your first time login to URFMS

THE HONG KONG POLYTECHNIC UNIVERSITY URFMS
香港理工大學

GN 18929532R SN 18929532R (18929532r) Cart (0) Logout

Home Search

ULS - Terms and Conditions

1. General information

- The equipment of the University Research Facility in Life Sciences (ULS) is solely available to registered and authorised persons (hereinafter referred to as "ULS users" or "users").
- An online booking system is being implemented progressively to most ULS equipment. Users are required to register for an online booking account and for each equipment they would like to access (if applicable). Please refer to Section 2 for details.
- Access to each piece of equipment is subject to the satisfactory completion of official training by ULS staff and approval by the Director of the ULS or his representative(s).
- Users and their supervisors are required to abide to the rules set out in this General User Policy.
- The ULS reserves the rights to amend the General User Policy when deemed necessary. Users and their supervisors should refer to the ULS webpage (<https://www.polyu.edu.hk/uls>) for the latest revision.

2. Equipment training and access

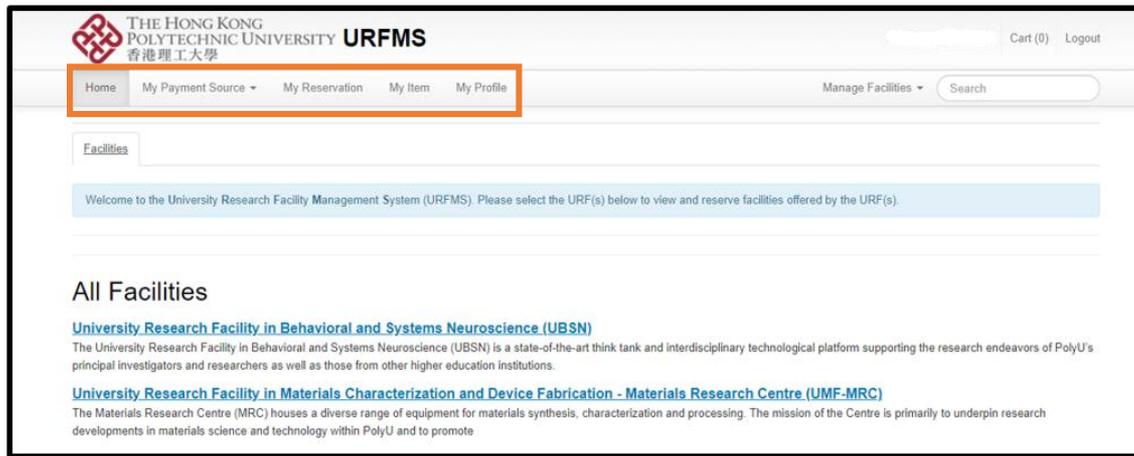
- Training for ULS equipment is scheduled once per calendar month or to be requested. Detailed arrangement for each equipment is available on the ULS webpage.
- Each training session will accommodate up to 5 users. Additional session(s) might be arranged accordingly if the demand is high.
- If no registration is received 7 days before a scheduled training session, the training for the respective equipment in that calendar month will

agree to the terms and conditions

Agree Cancel

Check this box and click <Agree> to accept the Terms and Conditions for each University Research Facility

Main Menu



The screenshot shows the URFMS website interface. At the top left is the logo for THE HONG KONG POLYTECHNIC UNIVERSITY (香港理工大學) and URFMS. To the right are links for 'Cart (0)' and 'Logout'. Below the header is a navigation menu with 'Home', 'My Payment Source', 'My Reservation', 'My Item', and 'My Profile'. A search bar and 'Manage Facilities' link are also present. The main content area features a 'Facilities' tab and a welcome message: 'Welcome to the University Research Facility Management System (URFMS). Please select the URF(s) below to view and reserve facilities offered by the URF(s)'. Under 'All Facilities', two facilities are listed: 'University Research Facility in Behavioral and Systems Neuroscience (UBSN)' and 'University Research Facility in Materials Characterization and Device Fabrication - Materials Research Centre (UMF-MRC)'. Each facility has a brief description of its purpose and the equipment it houses.

My Payment Sources:

You can check your available payment source(s) with its transaction history.

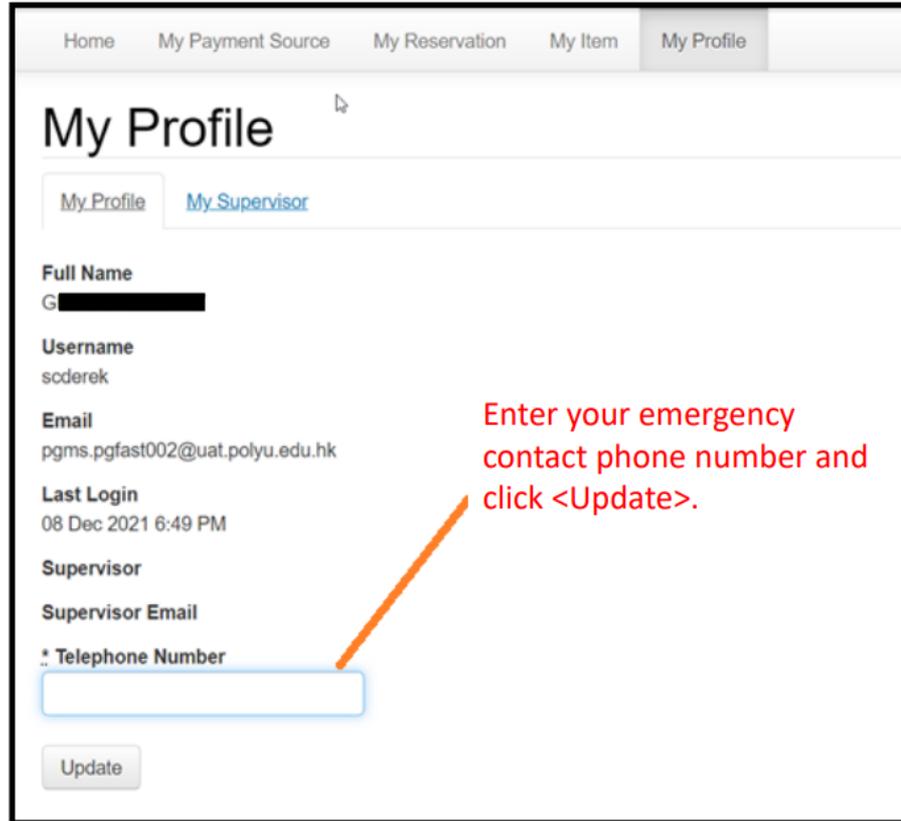
Please note that ULS users need to choose a virtual ULS cheque account (ULS-ABCT-TAIMANCHAN-001) instead of a true account for reservation

My Reservations: You can check your reservation history for equipment

My Items: You can check your item(s) purchased

My Profile: You can check your personal information (e.g. supervisor information) and update your emergency contact

My Profile



Home My Payment Source My Reservation My Item My Profile

My Profile

[My Profile](#) [My Supervisor](#)

Full Name
G [REDACTED]

Username
scdereK

Email
pgms.pgfast002@uat.polyu.edu.hk

Last Login
08 Dec 2021 6:49 PM

Supervisor

Supervisor Email

*** Telephone Number**

Update

Enter your emergency contact phone number and click <Update>.

Setup Payment Source for First Time Login

My Payment Source

You do not have any payment sources

You are required to secure a valid payment source to get start. URFMS recognizes the following types of payment source:

- PGMS project accounts for research;
- other project accounts administrated by FO/EDC for teaching and learning;
- departmental accounts (e.g. DEA, Departmental Pool Accounts for Associated Money, etc); and
- external accounts for external users (e.g. cheques)

You can reach the following contact person for setting up the payment source:

| Type of Payment Source | User | Contact Person |
|------------------------|--|---|
| PGMS project accounts | Principle Investigators, Research Team Members, Research Staff, Research Personnel | Project coordinator |
| Other Project accounts | Principle Investigators, Project Team Members, Project Staff | Project coordinator |
| Departmental accounts | RPg students, TPg students, UG students | Departmental administrator |
| External accounts | External users | Please contact the representatives of facilities you intend to access: <ul style="list-style-type: none">• UBSN administrator Email : urfms.ubsn@polyu.edu.hk• UMF administrator Email : hardy.lui@polyu.edu.hk |

For other enquiries regarding payment source setup, please contact us by email to urfms.support@polyu.edu.hk

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- Please note that ULS users need to choose a virtual ULS cheque account (ULS-ABCT-TAIMANCHAN-001) instead of a true account for reservation
- Please contact ULS staff for the setup

Training Request

University Research Facility in Life Sciences (ULS)

Please visit the link below to access the instruments in ULS:

<https://www.polyu.edu.hk/uls>

And please visit [here](#) to make reservation

Biochemical Analysis

 [Bio-Rad Bio-Plex 200 Suspension Array System](#)

Cellular Analysis

 [Agilent Seahorse XFe24 Extracellular Flux Analyser](#)
[Seahorse plate](#)

Fluorescence Microscopy

 [Nikon SMZ1270i Fluorescence Stereomicroscope](#)

Small Animal Research Platform/Animal Imaging Centre

 [Promethion Metabolic Cage System](#)  (Requires Training)

General Research

 [Cytiva AKTA Pure 25](#)  (Requires Training)

Mass Spectrometry

 [Bruker AmaZon Speed ESI-ion Trap-ETD Mass Spectrometer](#)  (Requires Training)

The “Lock” icon means a training is required for use of such equipment

Equipment Booking

University Research Facility in Life Sciences (ULS)

Agilent Seahorse XFe24 Extracellular Flux Analyser

The Seahorse XFe24 extracellular flux analyser measures oxygen consumption rate (OCR) and extracellular acidification rate (ECAR), at intervals plate format. OCR is a key indicator of mitochondrial respiration and ECAR reflects glycolysis. It is an important instrument that provides a system-cells, islets, and ex vivo samples.

Payment Source

CHANTAIMAN / ULS-ABCT-TAIMANCHAN-001 (\$10,000.00)



Start Time

22 Mar 2022 1:00 AM

Duration

1:00

End Time

22 Mar 2022 2:00 AM

Enter "total minutes"

Create [Cancel](#)

Mar 20 – 26, 2022

today < >

| | Sun 3/20 | Mon 3/21 | Tue 3/22 | Wed 3/23 | Thu 3/24 | Fri 3/25 | Sat 3/26 |
|------|----------|----------|-------------------------------|----------|----------|----------|----------|
| 12am | | | | | | | |
| 1am | | | 1:00 - 2:00 My Reservation | | | | |
| 2am | | | | | | | |
| 3am | | | | | | | |
| 4am | | | | | | | |

- ULS users need to choose a virtual ULS cheque account (e.g. ULS-ABCT-TAIMANCHAN-001) instead of a true account for reservation, please ignore the virtual payment source amount. ULS staff will keep top-up the amount to prevent user booking failure
- Please contact ULS staff for the setup

Extend a booking

1

Home My Payment Source **My Reservation** My Item My Profile

My Reservation

[Upcoming](#) [All](#)

If you wish to change your reservation period, please click "Reservation Period"

| Ref. No. | Action | Reservation Period (Click to extend) | Instrument | | |
|-----------|------------------------|---|-----------------------|-----|----------|
| 8904-8376 | Cancel | (Tue) 26 Jul 2022 8:00 AM - 8:30 AM | ULS / Testing machine | New | * \$5.00 |

* amounts are estimates.

1. To extend/edit a booking, users need to enter the "My Reservation" page.
2. In the "My Reservation", click the booking to be extended/edited.

Please click [here](#) for the Personal Information Collection Statement (PICS) for Staff

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Extend a booking

Start Time
26 Jul 2022 8:00 AM

End Time
26 Jul 2022 8:30 AM

Duration
0:30
Enter "total minutes"

3

3. Revise or extend the booking time.
4. Save the changes.

Save Cancel

Jul 24 – 30, 2022

today < >

| | Sun 7/24 | Mon 7/25 | Tue 7/26 | Wed 7/27 | Thu 7/28 | Fri 7/29 | Sat 7/30 |
|------|----------|----------|----------|----------|----------|----------|----------|
| 12am | | | | | | | |
| 1am | | | | | | | |
| 2am | | | | | | | |
| 3am | | | | | | | |
| 4am | | | | | | | |
| 5am | | | | | | | |
| 6am | | | | | | | |
| 7am | | | | | | | |
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |

4

3

8:00 - My Reservation

8:00AM-8:30AM
My Reservation

For enquiries, please contact

- Any staff of ULS
- RIO at urfms.support@polyu.edu.hk