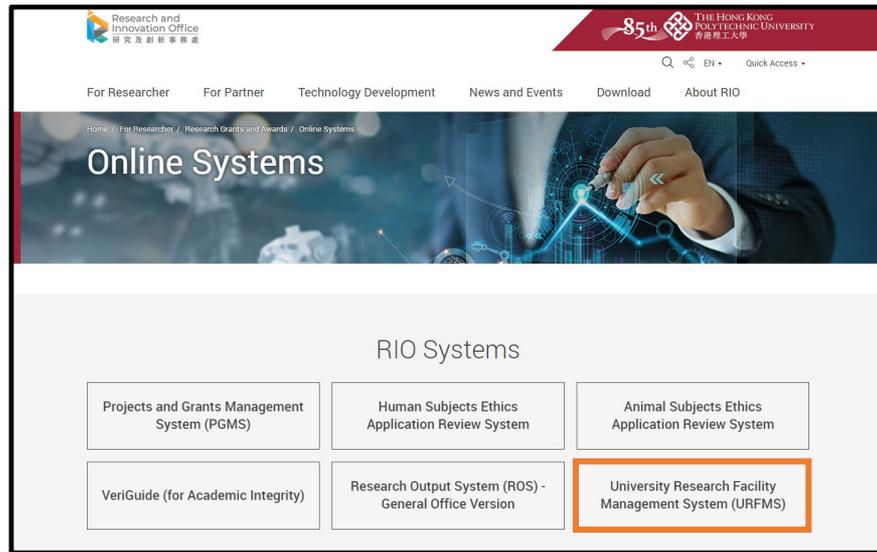


# University Research Facility Management System (URFMS) Quick Guide For New ULS Users

September 2024

- 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. Below this is a search bar. A light blue banner indicates 'Signed out successfully.'. In the 'Facilities' menu, the 'New User Registration' link is highlighted with an orange box, with the text 'For new user' next to it. A second light blue banner 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](#) or 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 [urfms.support@polyu.edu.hk](mailto:urfms.support@polyu.edu.hk)

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

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- Notes to PIs of research projects:
  - Click "Login" and sign in with NetID and password
  - Academic staff are not required to provide supervisor information in the system

- 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

Home

## 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.

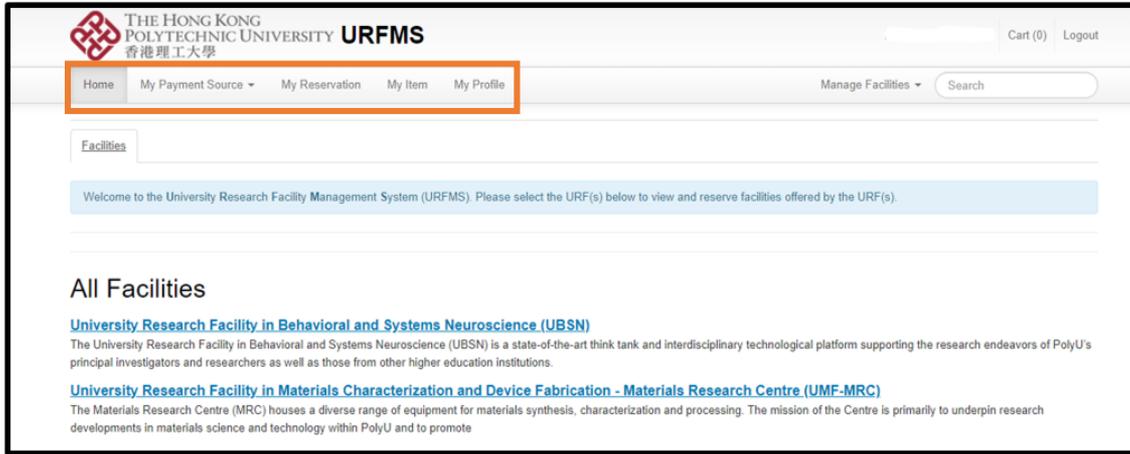
2. Equipment training and access

- 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

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

# Main Menu



## My Payment Sources:

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

For PIs, you can manage your payment source(s) (e.g. top-up/ release money to your payment source(s), add user(s) to use payment source(s) and allocate quota for each added user to the payment source(s))

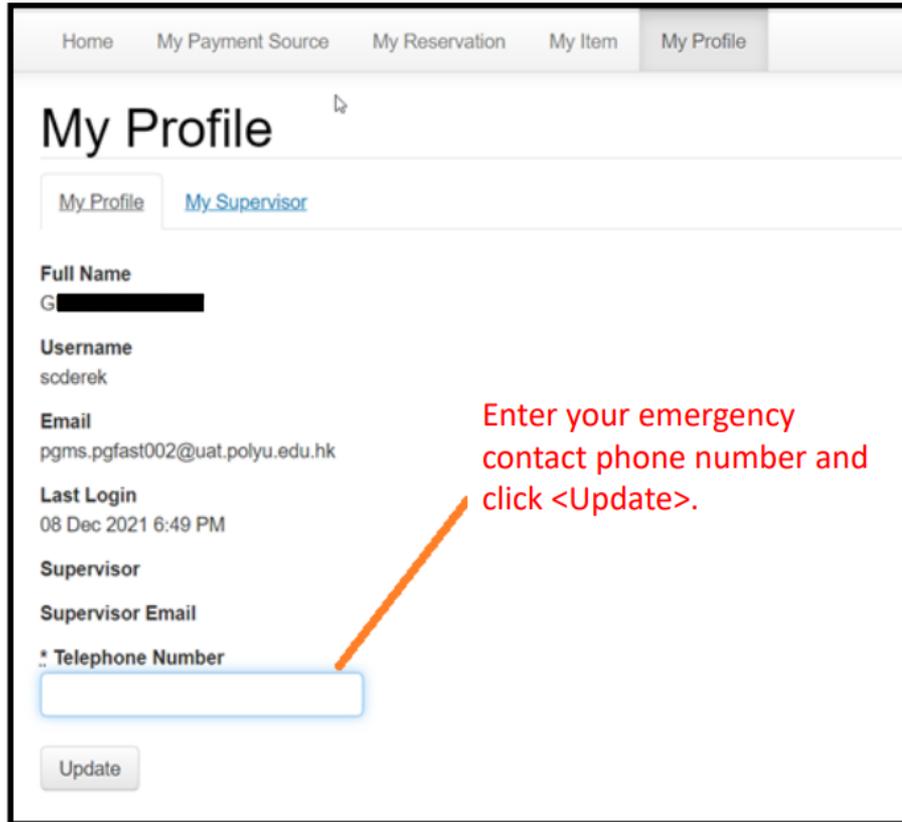
**Please note that ULS users can use a virtual ULS cheque account (i.e. ULS-ABCT-TAIMANCHAN-001) as a backup when a true funding account (i.e. PGMS project account) is insufficient fund for reservation**

**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>.

# My Supervisor

THE HONG KONG POLYTECHNIC UNIVERSITY URFMS  
香港理工大學

Home My Payment Source My Reservation My Item My Profile

## Request Endorsements

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

Success, supervisor endorsement request sent.

### Search Supervisor

\*Supervisor's First name, Last name, NetID, or username:

\*Dept:

Request	Full Name	NetID	Email	Department
<input type="radio"/>	SZUH GN154640	pgama001	pgms.pgama001@ust.polyu.edu.hk	AMA

### Supervisor Approval History

Ref. No.	Supervisor	Request date	Status
26	pgama001	08 Dec 2021 6:58 PM	In Progress <a href="#">Request</a>

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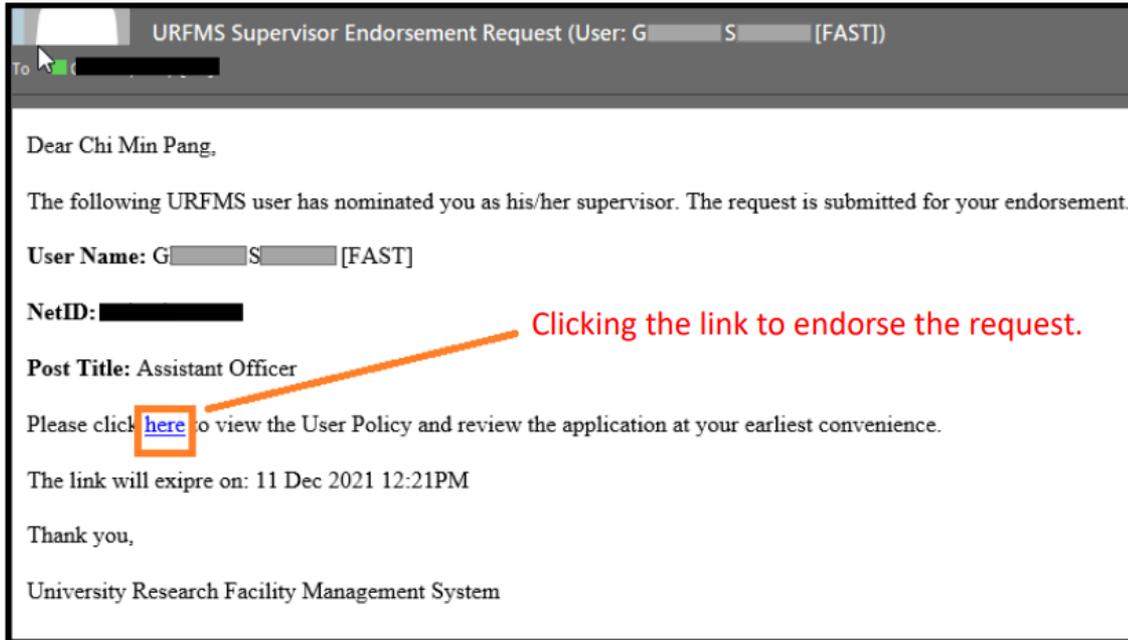
Select your supervisor as appropriate and click <Request> to seek endorsement from your supervisor.

### Important Note:

Only non-academic staff and students are required to seek for supervisor endorsement.

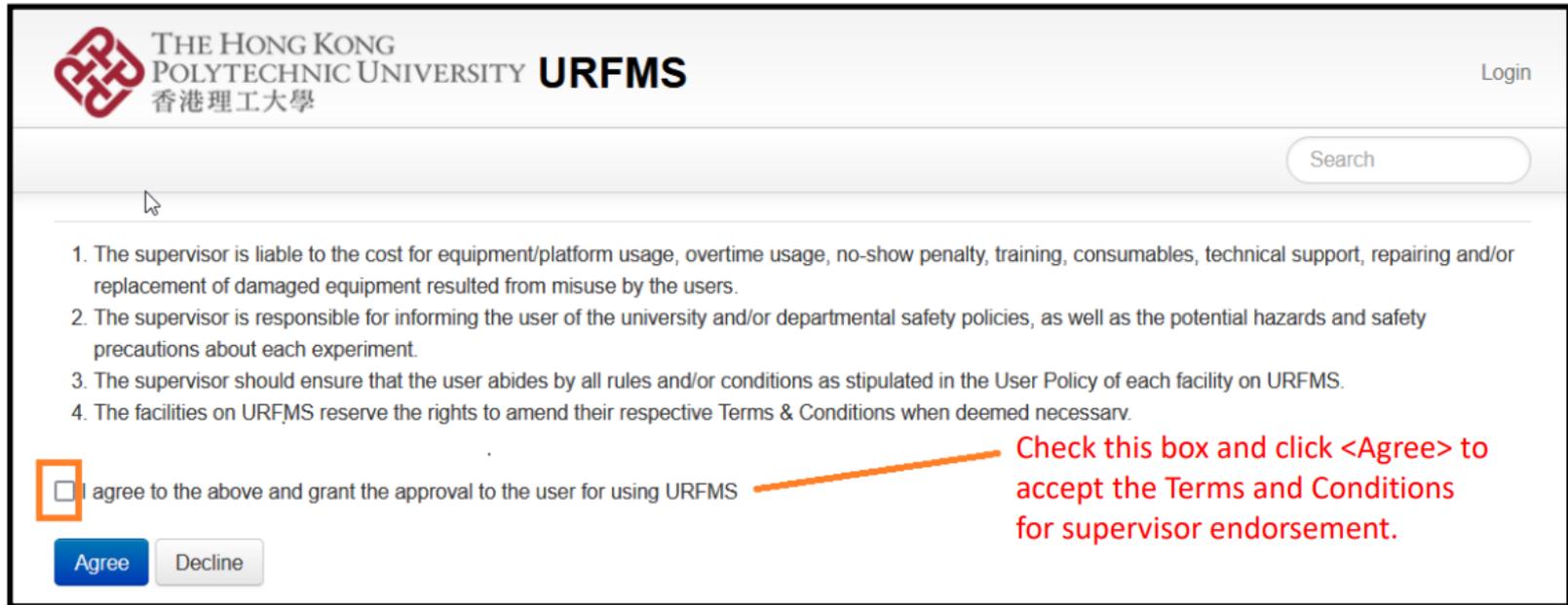
# Supervisor Endorsement

- After a user submitted a request to his/her supervisor for endorsement, the supervisor would receive the following email with hyperlink for endorsement of the request within 48 hours.



# Supervisor Endorsement

- Supervisor is required to view and agree the following Terms and Conditions for each request from user and ensure that user abides all rules and/or conditions as stipulated in each University Research Facility's User Policy



THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學 URFMS Login

Search

1. The supervisor is liable to the cost for equipment/platform usage, overtime usage, no-show penalty, training, consumables, technical support, repairing and/or replacement of damaged equipment resulted from misuse by the users.
2. The supervisor is responsible for informing the user of the university and/or departmental safety policies, as well as the potential hazards and safety precautions about each experiment.
3. The supervisor should ensure that the user abides by all rules and/or conditions as stipulated in the User Policy of each facility on URFMS.
4. The facilities on URFMS reserve the rights to amend their respective Terms & Conditions when deemed necessary.

I agree to the above and grant the approval to the user for using URFMS

Agree Decline

Check this box and click <Agree> to accept the Terms and Conditions for supervisor endorsement.

# 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 sou

- 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"><li>• UBSN administrator Email : <a href="mailto:urfmt.ubsn@polyu.edu.hk">urfmt.ubsn@polyu.edu.hk</a></li><li>• UMF administrator Email : <a href="mailto:hardy.lui@polyu.edu.hk">hardy.lui@polyu.edu.hk</a></li></ul>

For other enquiries regarding payment source setup, please contact us by email to [urfmt.support@polyu.edu.hk](mailto:urfmt.support@polyu.edu.hk)

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

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- Please note that ULS users can use a virtual ULS cheque account (i.e. ULS-ABCT-TAIMANCHAN-001) as a backup only when a true funding account (i.e. PGMS project account) is insufficient fund 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 M1](#)  (Requires Training)

### Mass Spectrometry

 [Bruker AmaZon Speed ESI-ion Trap-FTD 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 of approximately 5-8 minutes, of live cells in a 24-well plate format. OCR is a key indicator of mitochondrial respiration and ECAR reflects glycolysis. It is an important instrument that provides a system-level view of cellular metabolic function in cultured living cells, islets, and ex vivo samples.

#### Payment Source

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



- Please choose a valid account and the desired time-slot and create the booking

#### Start Time

22 Mar 2022 1:00 AM

#### Duration

1:00

#### End Time

22 Mar 2022 2:00 AM

Enter "total minutes" or "hours: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							

# 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.

# 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
11am							
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](mailto:urfms.support@polyu.edu.hk)