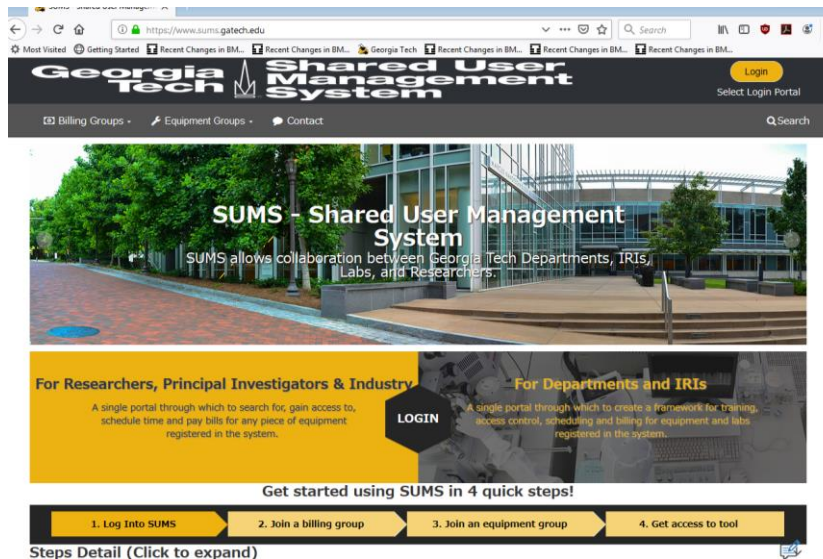


Get ready for SUMS

1. Establish a SUMS account and become member of a charging group.
2. Request access to the Equipment group: *Georgia Tech NMR laboratory* and your tools
3. E-mail Settings

1. Establish a SUMS account and become member of a charging group.



*this step is only required if you have never been using SUMS:

- (1) On any computer. Open a Web browser and go to www.sums.gatech.edu
- (2) Log in with your GT credentials.
- (3) You will see instructions on how to become member of a charging group.
- (4) Request access to a charging group. The access needs to be authorized by your advisor or financial administrator.

2. Request Entry into the NMR equipment group and tool access

Users can send an entry request via SUMS. According to our experience it is easier if users are entered directly by the manager of the NMR center.

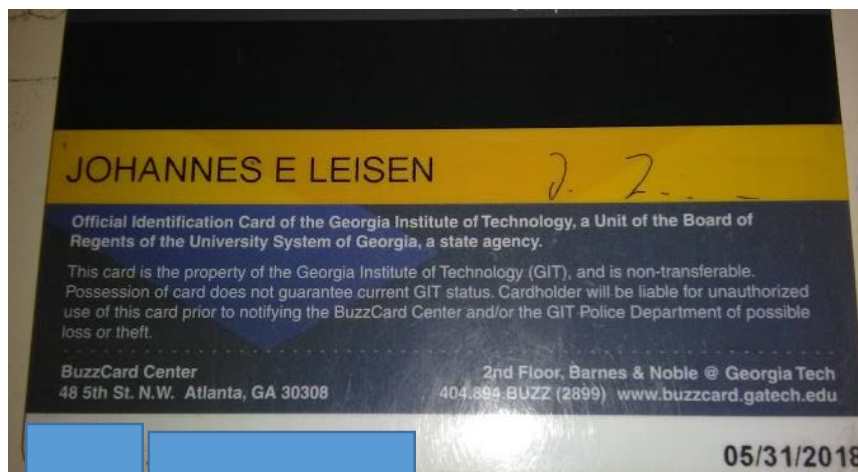
You can request to be entered into the NMR user-group by filling out the form on the following website:

https://sites.gatech.edu/solidstatenmr/nmr_request_sums_entry/

Important: your BUZZ card Number

is the 6 digit NO on the lower left of the backside of your Buzzcard.

Use this
number



3. Using SUMS on the spectrometers:

- *SUMS will keep track of your usage and automatically charge your billing group.
- *There is no need to swipe a card or similar.
- *clicking the Topspin (or VNMRJ) icon will start the NMR software and SUMS monitoring. You will receive a message that SUMS monitoring is active:
i.e. you will be charged for time, the SUMS website displays that you are logged into the spectrometer.
- You are not able to use the Spectrometer if you do not have an active SUMS account, which is linked to a valid charging group. The managers of the NMR center might be willing to provide you with the challenge code, which will allow you an exceptional use of the NMR software without SUMS monitoring.

* if you leave TOPSPIN (not VNMRJ) a logout message is sent to SUMS. SUMS monitoring is terminated. **Pls wait until you see this message before proceeding with anything.**

After all you want to ensure that you are not charged anymore after you finished your session.

* All instruments:

The logout command is also sent to SUMS when you log out of your user account.

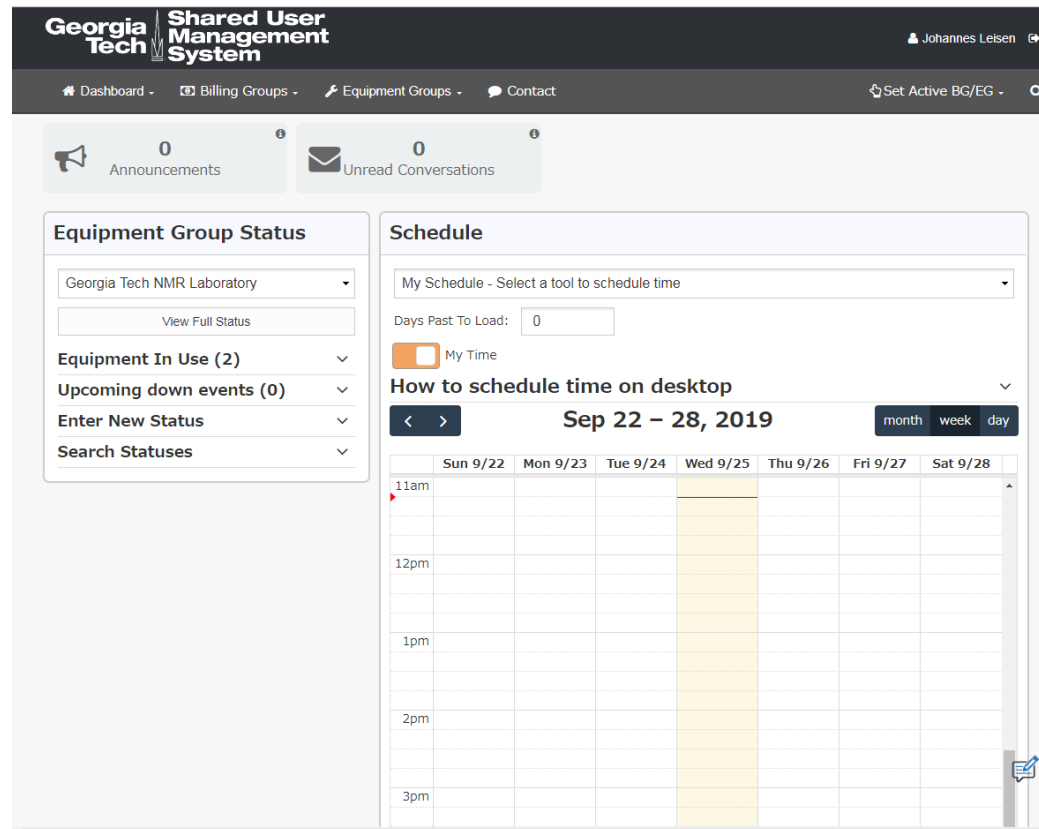
IT IS IMPORTANT THAT YOU FIRST CLOSE NMRJ or TOPSPIN BEFORE LOGGING OUT OF YOUR ACCOUNT.

Otherwise you might lock the instrument for the following users.

using SUMS to sign up for instrument time

The most convenient way to access functions in SUMS is via the DASHBOARD, Which can be configured by the user.

We recommend the following view:



The screenshot displays the Georgia Tech Shared User Management System dashboard. The top navigation bar includes the system name, user name (Johannes Leisen), and navigation links for Dashboard, Billing Groups, Equipment Groups, and Contact. Below the navigation bar, there are two notification boxes: Announcements (0) and Unread Conversations (0). The main content area is divided into two panels. The left panel, titled "Equipment Group Status", shows a dropdown menu for "Georgia Tech NMR Laboratory" and a "View Full Status" button. Below this, there are four summary items: "Equipment In Use (2)", "Upcoming down events (0)", "Enter New Status", and "Search Statuses". The right panel, titled "Schedule", features a dropdown menu for "My Schedule - Select a tool to schedule time", a "Days Past To Load" input field set to 0, and a "My Time" checkbox. Below these, there is a section titled "How to schedule time on desktop" with a calendar view for "Sep 22 - 28, 2019". The calendar shows a grid of days from Sunday 9/22 to Saturday 9/28, with time slots from 11am to 3pm. The Wednesday 9/25 column is highlighted in yellow, indicating the current day. A small blue icon is visible in the bottom right corner of the calendar area.

You can achieve this view:

Edit my dashboard, selecting the “two column theme”, and selecting items as shown below.

The screenshot shows the Georgia Tech Shared User Management System dashboard. The user is logged in as Johannes Leisen. The dashboard has a navigation bar with links for Dashboard, Billing Groups, Equipment Groups, and Contact. A sidebar on the left contains links for Goto My Dashboard, Edit My Dashboard (highlighted with an orange arrow), and Known SUMS Issues (0). A central notification area shows 'Unread Conversations'. A 'Dashboard Edit' modal is open, allowing the user to customize their dashboard. The modal includes buttons for 'Select Dashboard Theme', 'Reset Selections to Theme Default', 'Rebuild dashboard based on permissions', and 'Save and Return to Dashboard'. It features several 'Select block to display' dropdown menus. The first row contains four dropdowns: 'Unhidden Announcements', 'Unread Conversations - Sm', and two 'Select a block to display' options. The second row contains two dropdowns: 'Equipment Group Status' and 'Schedule'. The third row contains one dropdown: 'Select a block to display'. The fourth row contains one dropdown: 'Select a block to display'. There is also a section for 'Select equipment group for this block' with a dropdown menu.

Scheduling Time via the calendar

Bruker AV3-HD 500 (yoda) (NMR)

Days Past To Load:

My Time Others' Time Actual Usage

How to schedule time on desktop

month week day

	Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25	Thu 9/26	Fri 9/27	Sat 9/28
9am							
10am		Bruker AV3-HD 500 (yoda)		Bruker AV3-HD 500 (yoda)			
11am			Bruker AV3-HD 500 (yoda) Yuan Gao (yuan_)				
12pm							
1pm							
2pm							
3pm		Yuan Gao yuan_gao2015@natech.edu					

select the instrument

Switch to view:
My time, other's time,
Actual usage

You can click on a reserved time slot to find out who made the reservation.

You can click on a starting time or mark a time slot to make a reservation:

Schedule

Title: Bruker AV3 HD 500 (chewie)

Scheduling Researcher: Johannes Leisen

Billing Group: GT_NMR_center

Description:

Start: 09-25-2019 13:15:00

End: 09-25-2019 16:45:00

Recurring event setup: Repeat this scheduled event the same time and day of the week until the below date (inclusive)

10-02-2019 recurrence termination date

Save Cancel

- Notes:
- * times must be entered in european/military format(i.e. 14:00 for 2 pm)
 - * a brief description of your experiment must be entered (i.e. 1H or 13C, or 27Al MQ MAS at elevated temperatures).
 - * if you have special requests for experiments, which require special hardware or operator assistance you must make an appointment with the manager of the NMR center.
 - * there are time limitations for the use of the equipment (pls see next page).

Sign up rules:

Instrument time can only be reserved for a maximum of one week in advance

Mercury 300 (r2d2), Mercury 400 (Amidala):

maximum length of time-block during peak hours (8am-5 pm): 30 min

Maximum length of time-block during off-peak hours: unlimited

Bruker AV3-400 (c3po), AV3DH-500 (chewie), AV3DH-500 (rey):

Maximum length of time-block during peak hours (8am-5 pm): 3h

Maximum length of time-block during off-peak hours: unlimited

Longer time slots during peak-hours as well as solid-state NMR experiments can be scheduled on rey upon request.

Bruker AV3-800 (luke):

Maximum length of time-block: unlimited

Solid-state NMR instruments:

Bruker AV3-400 (jaba), Bruker AV3HD-300 (obiwan), Bruker AV3HD 500 (yoda):

experiments will be scheduled as requested at

<http://pwp.gatech.edu/solidstatenmr/solid-state-nmr-signup/>

The schedule will be entered by the manager of the NMR center.

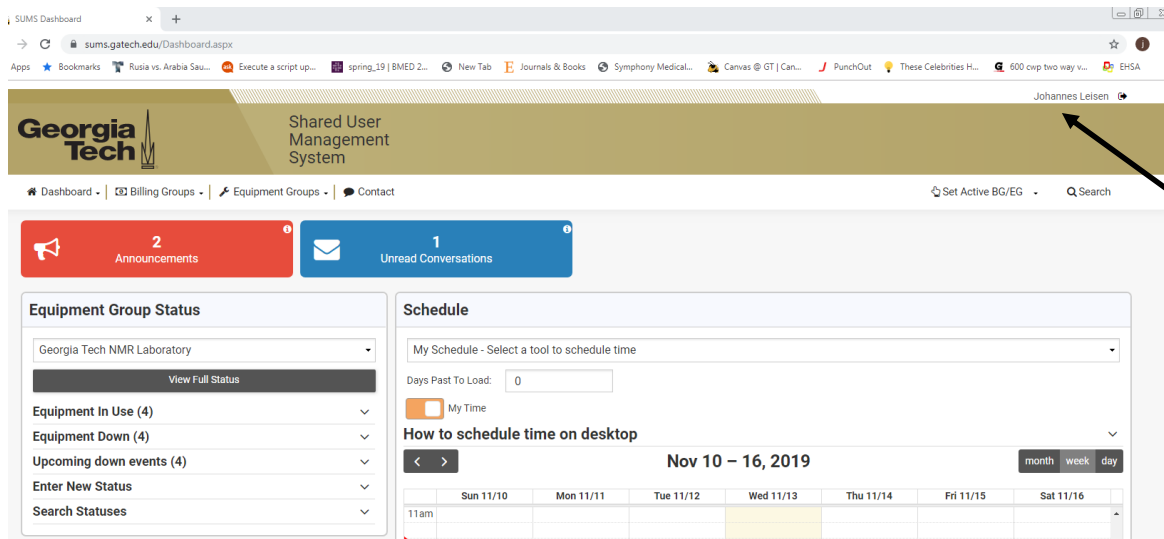
4. E-mail settings

Per default SUMS is set to keep your electronic mailbox clean. It will send you only one daily e-mail message, which contains all important announcements of the previous 24 hours and more.

With this default setting you are likely to miss important announcement, which are of immediate importance.

Changing the e-mail settings to receive immediate notifications:

In SUMS: Click on your user-name



The screenshot shows the SUMS Dashboard interface. At the top right, the user name "Johannes Leisen" is displayed next to a small profile icon. A black arrow points from the right side of the image towards this user name. The dashboard includes a navigation bar with the Georgia Tech logo and "Shared User Management System" text. Below the navigation bar, there are two notification boxes: a red one with "2 Announcements" and a blue one with "1 Unread Conversations". The main content area is divided into two sections: "Equipment Group Status" on the left and "Schedule" on the right. The "Equipment Group Status" section shows "Georgia Tech NMR Laboratory" and "View Full Status" button. The "Schedule" section shows "My Schedule - Select a tool to schedule time" and a calendar view for "Nov 10 - 16, 2019".

You need to adjust general e-mail settings, equipment group e-mail settings and tool e-mail settings

The screenshot shows the Georgia Tech Shared User Management System interface. The browser address bar displays `sums.gatech.edu/EditResearcherProfile.aspx?ResearcherId=726`. The user is identified as Johannes Leisen. The navigation menu includes Dashboard, Billing Groups, Equipment Groups, and Contact. A search bar is present with the text "Set Active BG/EG" and a search icon.

The main content area is divided into three sections:


- Account Settings:** Includes links for View/Edit Profile Details, General E-mail Settings, Equipment Group E-mail Settings, Tool E-mail Settings, and Billing Group E-mail Settings. A button labeled "General E-mail Settings" is highlighted with a box, and three arrows point from it to the corresponding links in this section.
- Authorizations/Usage:** Includes links for Equipment Group Memberships, Billing Group Memberships, Equipment Authorizations, Schedule History, Usage History, and Manual Charges.
- Training Info:** Includes links for Tools I am a Trainer For, Future Training Sessions You've Registered For, Past Training Sessions You've Registered For, Future Training Sessions You're a Trainer of, Past Training Sessions You're a Trainer of, Check Researcher Equipment Training Status, and Check Researcher Equipment Group Training Status.

The footer contains the following information:

- CREATING THE NEXT®**
Georgia Institute of Technology
Shared User Management System
791 Atlantic Drive
Atlanta GA 30332-0269
- Directory
Emergency Information
Legal & Privacy Information
Human Trafficking Notice
- Accessibility
Accountability
Accreditation
Employment
- Georgia Tech logo
© Georgia Institute of Technology

recommended general e-mail settings

“Subscription” allows you to opt out of summaries.
You can also adjust the frequency of these summaries.
“Immediate” causes the immediate receipt of e-mails.

Shared User Management System

Dashboard | Billing Groups | Equipment Groups | Contact Set Active BG/EG

General Email Preferences

Summary Email Frequency Daily

Johannes Leisen

Opt-Out All SUMS Emails

E-Mail Type	Subscription	Immediate	Opt-Out
Account Changed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUMS Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weekly Training Session Notification			<input type="checkbox"/>
Equipment Group Membership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Research Group Membership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Task Conversations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

recommended equipment group e-mail preferences

Make sure to select the equipment group: GT NMR laboratory

Opt-Out All NMREmails			
<input type="checkbox"/>			
E-Mail Type	Subscription	Immediate	Opt-Out
Equipment Group Staff E-Mail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemical Status E-mails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemical Conversations E-Mails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Submitted Payment E-Mails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training Request E-Mails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training Sessions Conversations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equipment Group Status			<input type="checkbox"/>
Training Conversations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Entry Request E-mails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Financial Dispute Emails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

recommended tool e-mail preferences

this needs to be set for every tool/spectrometer in your list

Georgia Tech  Shared User Management System Johannes L

[Dashboard](#) | [Billing Groups](#) | [Equipment Groups](#) | [Contact](#)

[Set Active BG/](#)

Tools E-mail Preferences

(Georgia Tech NMR Laboratory) Bruker AV3 400 (c3po)

Bruker AV3 400 (c3po)			
E-Mail Type	Subscription	Immediate	Opt-Out
Log Out On Scheduled Usage Emails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspended E-Mail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warning E-Mails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tool Up/Down E-Mails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tool Info E-Mails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tool Membership E-mails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(Georgia Tech NMR Laboratory) Bruker AV3 HD 500 (chewie)

(Georgia Tech NMR Laboratory) Bruker AV3 HD 700 (rey)