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| <p><b>Log on to NEMO</b> at <a href="http://nemo.nano.upenn.edu">nemo.nano.upenn.edu</a></p>   |  |
| <p>If a new user, <b>complete the tutorial</b> on rules and expectations by clicking on the banner.</p>  |  <p>Singh Center for Nanotechnology Rules Tutorial</p> <p>You must complete your Singh Center for Nanotechnology rules tutorial before you can make reservations or use Singh Center for Nanotechnology tools. Click here to begin the tutorial.</p>   |
| <p><b>Requesting training on a tool:</b></p> <ul style="list-style-type: none"> <li>- Go to the Training menu</li> <li>- Under 'My training requests', click on the 'New training request' button</li> <li>- Select the tool</li> <li>- Fill out your availability and/or include a message to the trainers, if appropriate. <ul style="list-style-type: none"> <li>o Trainers will do their best to accommodate your requested times.</li> </ul> </li> <li>- When you receive a training session invitation, accept or decline the time so the trainer knows whether to expect you. <ul style="list-style-type: none"> <li>o Some tools require multiple training sessions. The tool owner will be able to provide more information about each tool's requirements.</li> </ul> </li> <li>- Once you are qualified on a tool you will be able to make reservations and sign in.</li> </ul> |  <p>Training</p> <p><a href="#">+ New training request</a></p> <div data-bbox="706 619 1559 1060"> <p>New training request</p> <p>Tool: MET-14 (Zeiss Microscope)</p> <p>Availability: <input type="text"/> <input type="text"/> <span style="color: red;">-</span> <span style="color: green;">+</span></p> <p>Message: <input type="text" value="Add a optional message for the trainer"/></p> <p><a href="#">Create request</a></p> </div> |
| <p><b>To reserve time on a tool:</b></p> <ul style="list-style-type: none"> <li>- Go to the Calendar menu and select the tool name from the list on the left</li> <li>- Click and drag on the calendar to set a reservation time</li> <li>- To edit or cancel your reservation, click on the calendar block to see your reservation information</li> </ul>   |  <p>Calendar</p>  |
| <p><b>Signing in and out of a tool:</b></p> <p><b>From your own device:</b></p> <ul style="list-style-type: none"> <li>o Go to the Tool Control menu and select the tool name from the list on the left</li> <li>o Under 'Summary' click on 'Use this tool for my own project'</li> <li>o Click on the green 'Start' button to start your session and enable the tool</li> <li>o Once done using the tool, hit the red 'Stop' button to end your session</li> </ul>  |  <p>Tool Control</p> <p>MET-14 (Zeiss Microscope) <a href="#">Summary</a></p> <p><span style="color: green;">✓</span> This tool is <b>operational and idle</b>.</p> <p><a href="#">Rates</a></p> <p>What would you like to do?</p> <p><input type="radio"/> Use this tool for my own project</p> <p><a href="#">▶ Start using the MET-14 (Zeiss Microscope)</a> <a href="#">■ Stop using the MET-14 (Zeiss Microscope)</a></p>              |

### From a kiosk:

- Tap your Penncard on the card reader
- Navigate to the desired tool by first selecting the tool group, then the tool name
- Click on the green 'Start' button to start your session and enable the tool
- Once done using the tool, return to the kiosk and tap your card, then hit the red 'Stop' button to end your session



### Ordering from the stockroom:

- Go to the Stockroom menu
- Select the project to bill the items to
- Search for a stockroom item and click on 'Add to order'
- Enter the amount to order, then click on the second 'Add to order' button
- Once all items are added to the cart, click on 'Order' to submit
- QNF Staff will fulfill the order and place items in the designated amber box, chemical passthrough, or another area if coordinated by your group.



## Stockroom

### Stockroom

Use this form to submit orders for consumable items & supplies.

Project

Search

Add to Order

How many?  
  
Add to order

Current order:

| Project     | Consumable  | Quantity                       |   |
|-------------|---|--------------------------------|---|
| SINGH STAFF | AZ1500 photomask blank (5"x5"), soda lime substrate | <input type="text" value="1"/> | ✕ |
| SINGH STAFF | Orange photomask holder (5"x5"), polypropylene      | <input type="text" value="1"/> | ✕ |

Clear All

Order

### Reporting a safety concern:

*In case of a fire or medical emergency, call 511.  
Urgent matters should be reported to EHRS at 215-898-4453.*

To share any safety concerns at QNF that require attention but are NOT urgent:

- Go to the Safety menu
- Click on the 'QNF Safety Concern Reporting' link



## Safety

- [QNF Safety Concern Reporting](#)