Summary of AC Lab System

AC Lab System (ACLS) is an integrated lab management system, created by Mark Wainwright Analytic Centre at the University of New South Wales. Currently, more than 30 laboratories, facilities, institutes and universities are using this system, including 12 labs at UNSW, five labs at the University of Sydney, and one for UWS. ACLS provides a wide range of functions described as below.

- **Business Model:** Three business models, Account based, Project based or Facility based, are available in ACLS; three dimensional Business Model (instrument/institution/Rate) is recently established.

- **Finance Features:**

1. Account management: e.g.
   - Subscription tracking
   - Deactivate the account if below the threshold of budget balance
   - View the history of payment and cost entry at any time
2. Budget Manager: track account balance, rollover, payment, cost and the finance report
3. Invoice: Generate and batch invoice statement by users, supervisors, instrument, project or institute
4. Billing system: based on bookings or real usage on the different instrument
5. Information manager: Full details of active/expired budget; full details of payment & cost of active/expired budget; Rollover summary of active/expired budget

Management Features:

1. Facility Wizard: set up the different facility individually, e.g. set up the different minimal booking time (0.5h or 1h) for different facility; different rate for different instrument and different institution
2. Authentication access: different level access for administrator, manager, staff and users
3. Email receiver manager: email alert and reminder for bookings, budget alerts and more; can customise the notice content.
4. Incident report: send to the facility manager via email, following up with actions to track down the incidents. SMS to mobile capability is under investigation and will be an added feature to ACLS
5. Training request: users can set up the requests for training, and staff/trainers are able to respond and track
6. Reporting:
   - Type: booking data report; usage data report; sample Job report and more
   - Sort by users, by facility, by organization, by supervisor, by instrument
   - Access the report at the different level;
   - Batch & run monthly report overnight or instantly

7. <u>Sample tracking</u>: for Staff-run samples or commercial samples, check in and check out system

Booking, Training & Induction

1. <u>Booking</u>:
   - Beginners: only booking the instrument for certain time (e.g. not on weekend)
   - Booking cancellation set up (not within 24h or as your request)
   - Booking tools: weekly, daily and session
   - Service Booking: Instrument for the service by weekly or block and can overwrite other users' booking (Label as "SV")
   - Training booking (Label as "T")
   - Commercial bookings (Label as "CM")
   - Calendar page turning
   - Booking confirmation and reminder
2. <u>Training:</u>
   - Automatically send the email notification;
   - Training individually or in group
   - Certificate (expiring period)
3. <u>Induction</u>: Meeting organizer and form recorder (upload pdf forms)
4. <u>iCAL</u>: Sharing and exporting bookings to local email calendars, such as outlook, mac mail, thunderbird

Other Useful Features:

1. <u>Data export:</u> data can be exported as xls
2. <u>Console</u>: the logon console is installed on facility computers to interface with the ACLS logon server (individual login for the users)
5. <u>Active directory authentication</u>
6. <u>Banner & Logo</u>: can be uploaded
7. <u>Check Current Facility Status</u>: in use or available.
8. <u>Search Engine</u>: search users or other information
9. <u>Broadcast Short Notice</u>: Email messages to the relevant users
10. <u>Events and Holiday Calendar</u>: Calendar can be used to promote the important events to users, such as workshop, seminar. Also set up local lab holiday dates, for example, you can set up New Year holiday to shutdown all the bookings to the users
11. <u>Facility coupling booking</u>: allow you to set up a primary facility with the number of secondary facilities as a special coupling group. If bookings are made to the primary facility, then all secondary facilities are booked as well, but not vice versa. If one of secondary facility is not available, then the primary is not available for bookings depending on configuration

Apart from the features mentioned above, we provide a strong local support at a low running cost with great flexibility for customizing upon our request.