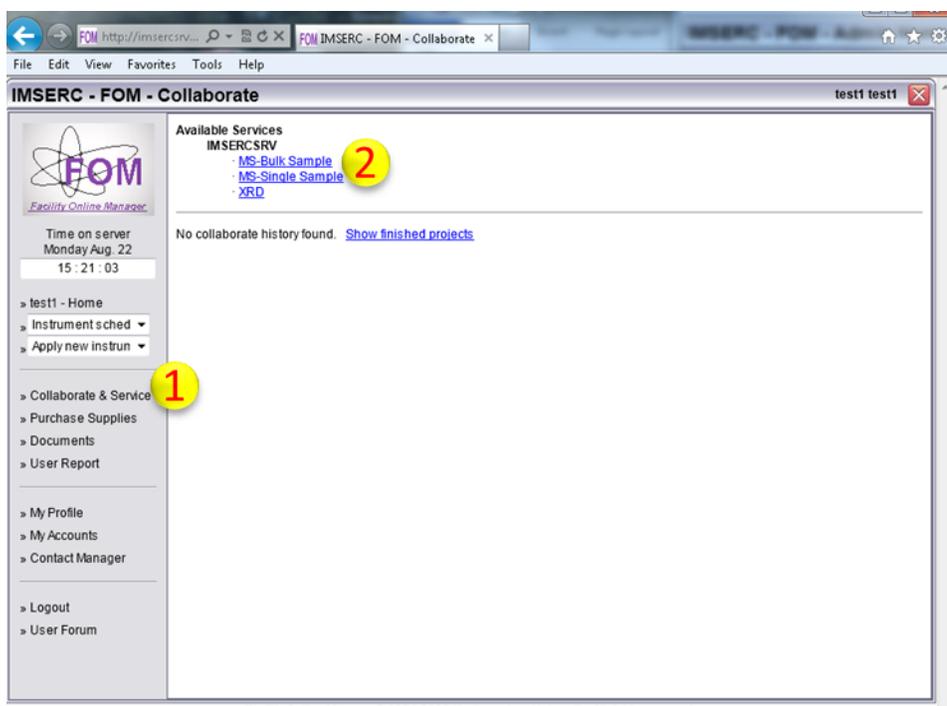


Online Submission Guide

Before Submitting Samples

If you have never submitted samples for analysis by mass spectrometry or X-Ray Crystallography, please discuss your experiment before preparing and submitting your sample. Your sample history and the goal of the measurement will determine what preparation and analysis is required to support your research goals. Also, if you intend to submit large numbers of samples (more than 5 at a time), IMSERC offers substantial discounts if samples are prepared properly. Finally, you must have an account in FOM to submit samples. To create an account, go to <http://imsercfom.chem.northwestern.edu>. **This submission request requires Microsoft Explorer (32 bit only) or Safari and up to date versions of Adobe Reader and Java.** For detailed sample preparation instructions, go to <http://imserc.chem.northwestern.edu/Home/SubmissionForms.html>

Create a new submission request



1. After logging into FOM click on collaboration and Services
2. Select type of request


Mass Spectrometry Submission Form
 IMSERC, DEPARTMENT OF CHEMISTRY
 NORTHWESTERN UNIVERSITY
 SINGLE SAMPLE SUBMISSION



PROJECT INFORMATION

Job Name: MS Date: 08/22/2011 Preferred Data Return: Email Paper 3

USER INFORMATION

Name: test1 test1 Advisor: Shuyou Li

Phone Number: 7-1622 Account Number: 160-4011424 Email: test1@testonly.com

SAMPLE INFORMATION

Consult with staff before submitting biological hazards. Radioactive materials are NOT accepted.

Chemical Structure Uploaded with Submission Form: 4

Chemical Structure Uploaded in FOM system:

Sample	
Formula	
Molecular Weight	
Solvent	
Concentration A	
Concentration B	

Location: Submission Table 5

Staff Information

Measurement: Formula Verification-Accurate Mass Sensitivity: None Air Water Light Temperature Other 6

Ionization Technique: ANY Safety: Non Toxic Toxic Noxious Flammable Corrosive

Polarity: Positive Negative

Previous Low Res Data File Name: _____

Source: Synthetic

SUBMITTER COMMENTS

SUBMIT 7

3. Indicate data return preference. All red fields must be completed in order to submit the form.
4. Click on the appropriate radio button to attach a jpeg, gif, bmp, tiff or png file, to insert a picture of your molecule in the blank box below. You may also load a separate file, such as a word document of chem draw file which can be read by the staff performing the analysis
5. All data must be completed here
6. Samples with no safety information will not be analyzed
7. When complete, click submit. **NOTE: If your file opens using reader (i.e. not in your web browser window), you will receive an error when you submit the sample. The file will have uploaded correctly. Refresh your browser to see your sample.** If you are having trouble getting the pdf file to open in your browser, <http://kb2.adobe.com/cps/328/328233.html> contains good troubleshooting advice.

8

out the following form.


Mass Spectrometry Submission Form
 IMSERC, DEPARTMENT OF CHEMISTRY
 NORTHWESTERN UNIVERSITY
SINGLE SAMPLE SUBMISSION


PROJECT INFORMATION

Job Name: MS0008 Date: Aug/22/2011 Preferred Data Return: Email Paper

USER INFORMATION

Name: test1 test1 Advisor: Shuyou Li

Phone Number: 7-1622 Account Number: IMSERC Test Email: test1@testonly.com

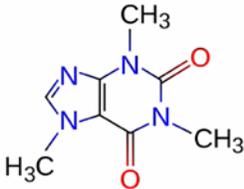
SAMPLE INFORMATION

Consult with staff before submitting biological hazards. Radioactive materials are NOT accepted.

Chemical Structure Uploaded with Submission Form:

Chemical Structure Uploaded in FOM system:

Sample	Caf
Formula	C8H10N4O2
Molecular Weight	194.19
Solvent	MeOH
Concentration A	1 ug/ml
Concentration B	1mg/ml



Location: Submission Table

Staff Information

Measurement: Formula Verification-Accurate Mass Sensitivity: None Safety: Non Toxic
 Air Toxic
 Water Noxious
 Light Flammable
 Temperature Corrosive
 Other

Ionization Technique: ANY Polarity: Positive Negative

Previous Low Res Data File Name: _____

Source: Synthetic

SUBMITTER COMMENTS

9 Back to FOM UPDATE

8. Print form.
9. You can change fields and update (reopens same page) or go back to FOM. These buttons only work within the web browser.

File Edit View Favorites Tools Help

IMSERC - FOM - Collaborate test1 test1



Time on server
Monday Aug. 22
15:48:47

- > test1 - Home
- > Instrument sched
- > Apply new instrum
- > Collaborate & Service
- > Purchase Supplies
- > Documents
- > User Report

Available Services
IMSERCSRV

- [MS-Bulk Sample](#)
- [MS-Single Sample](#)
- [XRD](#)

Collaboration History [Show finished projects](#)

Search:

Project Type	Project ID	Requested By	Request Date	
MS-Single Sample	MS0008	test1 test1(7-1622, test1@testonly.com)	08/22/2011	Ongoing

10

10. If you cannot see your submission, refresh your browser, click on Collaborate & Service and you should see your submission. Click on the Project ID to view your submission form, notes from staff and report files.

Monday Aug. 22
15:56:41

» test1 - Home
» Instrument sched ▾
» Apply new instrun ▾

» Collaborate & Service
» Purchase Supplies
» Documents
» User Report

» My Profile
» My Accounts
» Contact Manager

» Logout
» User Forum

Collaboration Details

MS0008 requested by test1 test1(7-1622, test1@testonly.com) on 08/22/2011 Ongoing

Notes	Document	By	Time
Initial request	MS0008_5_20110822033913.pdf 11	test1	2011-08-22 15:39:14
	andy_CafReport.mnova 12	Andy	2011-08-22 15:56:25 X

• Users involved in this collaboration: [Andy Ott](#) X, [Saman Shafaie](#) X, [test1 test1](#) X

• Add another FOM user in the collaboration: 13

• Add comment:

• Attachment(Upload may take a long time. Please reduce your file size as much as possible):

Send this comment to all collaborators involved.

11. Original Submission File

12. Report File. Billing notes will also appear as comments

13. Users can grant access so other users can view files and reports to see results