

# Introduction to Equipment Booking in the Department of Materials

Paul Warren – February 2015

# Overview of presentation

- Basics concepts of using shared equipment
- Example booking using iLab website
- Example booking using departmental website
- Accessing data from equipment computers
  - Public network
  - No network
  - Private network

# Basics Concepts Behind Using Shared Equipment

- Lots of different types of equipment available
  - Department facilities available for internal & external users (e.g. Electron Microscopes, XRD, Atom Probes etc.)
  - OMCS equipment for commercial characterisation service but also available to internal users.
  - Research group equipment – some shared, some restricted
  - other things that can be booked (e.g. software licenses)
- Various methods of booking
  - iLabSolutions, departmental internal website, weblearn calendars, paper booking sheets, etc.
- Training and Authorisation is required before booking
- Access maybe free or may cost money (e.g.SRF's)

# Department Website: Equipment Booking

## Department Website Research Menu

- Research Areas
- Research Sponsors
- **Equipment Bookings**
- **Equipment Help**
- Etc.

**Equipment booking:**  
Direct links to each item of equipment

**Note:** iLab direct links only go direct if user is already logged-in

**Note:** if getting started please read the Help which contains a copy of this presentation

HOME NEWS ADMISSIONS TEACHING **RESEARCH** INTERNAL VACANCIES ALUMNI PEOPLE

OxfordMaterials

Site Search

Home > Research > Equipment Booking

Research

- Research Areas
- Research Sponsors
- Equipment Booking**
- Equipment Help
- Enterprise and Innovation
- Funding Opportunities
- Fellowship Opportunities

### Equipment Booking

Currently there are two equipment booking systems in operation:

- New iLabSolutions system - <https://oxford.corefacilities.org>
- Old customwritten system - <https://external.materials.ox.ac.uk/private/booking.php>

Please read the **Help** information about equipment booking. Especially see the **equipment booking guidance presentation**.

All Central EM, Begbroke EM, Atom Probes and OMCS equipment are on iLab whereas all Other equipment are still on the old booking system. The links below take you directly to the equipment booking page (if you are already logged-in to iLab!).

Central EM	OMCS	Other
Jeol 3000F TEM	FTIR	GeneralXRD
Jeol 2100 TEM	cary5000 UV-VIS	TextureXRD
Jeol ARM200F TEM	LabRam Aramis RamanPIPS	
Zeiss Nvision FIB-SEM	Park AFM	ULTRAMICROTOME
Zeiss Merlin EDX SEM	Agilent AFM	EPISTAGE
Zeiss Merlin EBSD SEM	Dektak	CONFOCAL
Zeiss EVO SEM	MicroXAM	SGRINSTRON
Jeol 5510 SEM	Nanofocus	RENISHAW
FEI FIB200 FIB	Wolpert Microhardness	NANOINDENTER
	Polyvar Optical	HOTNANOINDENTER
<b>Begbroke EM</b>	Leica Optical	NANOG200
Jeol 2000FX TEM	Nanosight	COMSOLRF
Jeol 2010TEM	ZetaSizer	LUMERICAL
Jeol 2200MCO TEM/STEM	Centrifuge	HIGHBAY
Jeol 840A SEM	Mastersizer	
Jeol 840F SEM	BET surface area	
Jeol 6500F SEM	DSC	
Zeiss Auriga FIB-SEM	TGA	
Jeol 8800 EPMA	DTA/TG	
(Jeol 6480 LV SEM)	TM3000 SEM	
(TM3000 SEM)	Sample Prep	
	XPS K-alpha	
<b>Atom Probes</b>	Jeol 6480 LV SEM	
3DAP	Nanotest	
LEAP		

<http://www.materials.ox.ac.uk/research/equipment-booking.html>

# iLabSolutions – Getting Started

- **Internal Oxford users** can login using university credentials
  - Internal users are pre-registered or can self-register
- **External Users** can register for an iLab account
  - External users receive an email containing instructions
- Logging in does not immediately grant rights to book any equipment.
- Existing equipment users have had their existing equipment authorizations pre-loaded into the new iLab booking system.
- New unknown users need to be authorized by core managers
  - need to be associated with a Lab(Group) by the core manager
  - need to be allocated a cost code so usage can be tracked and charged
  - need to be **trained and authorized** to use each piece of equipment by the owner/operator of the equipment **before booking**

# iLabSolutions – Example booking Jeol 2000FX

## Department Website

- Research Areas
- Research Sponsors
- **Equipment Bookings**
- **Equipment Help**
- Etc.

## Equipment booking:

Direct links to each equipment (if logged-in)

## Note:

If already logged-in the links go direct to the booking calendar for the equipment.

If not logged-in the links redirect to the iLab login & homepage.

HOME NEWS ADMISSIONS TEACHING **RESEARCH** INTERNAL VACANCIES ALUMNI PEOPLE

Site Search

Home > Research > Equipment Booking

**Research**

- Research Areas
- Research Sponsors
- Equipment Booking**
- Equipment Help
- Enterprise and Innovation
- Funding Opportunities
- Fellowship Opportunities

**Equipment Booking**

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FEI FIB200 FIB	Wolpert Microhardness	NANOINDENTER
	Polyvar Optical	HOTNANOINDENTER
<b>Begbroke EM</b>	Leica Optical	NANOG200
<b>Jeol 2000FX TEM</b>	Nanosight	COMSOLRF
Jeol 2010TEM	ZetaSizer	LUMERICAL
Jeol 2200MCO TEM/STEM	Centrifuge	HIGHBAY
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Zeiss Auriga FIB-SEM	TGA	
Jeol 8800 EPMA	DTA/TG	
(Jeol 6480 LV SEM)	TM3000 SEM	
(TM3000 SEM)	Sample Prep	
	XPS K-alpha	
<b>Atom Probes</b>	Jeol 6480 LV SEM	
3DAP	Nanotest	
LEAP		

HR EXCELLENCE IN RESEARCH

SILVER

Athena SWAN Charter for Women in Science

**Notes:** <http://www.materials.ox.ac.uk/research/bookings.html>

# iLabSolutions – iLab Login Webpage

## Example iLab booking:

iLab Login page

Webauth login

Webauth continue

Initial set timezone

iLab homepage

Select core

Select equip group

Select equipment

Book equip date/time

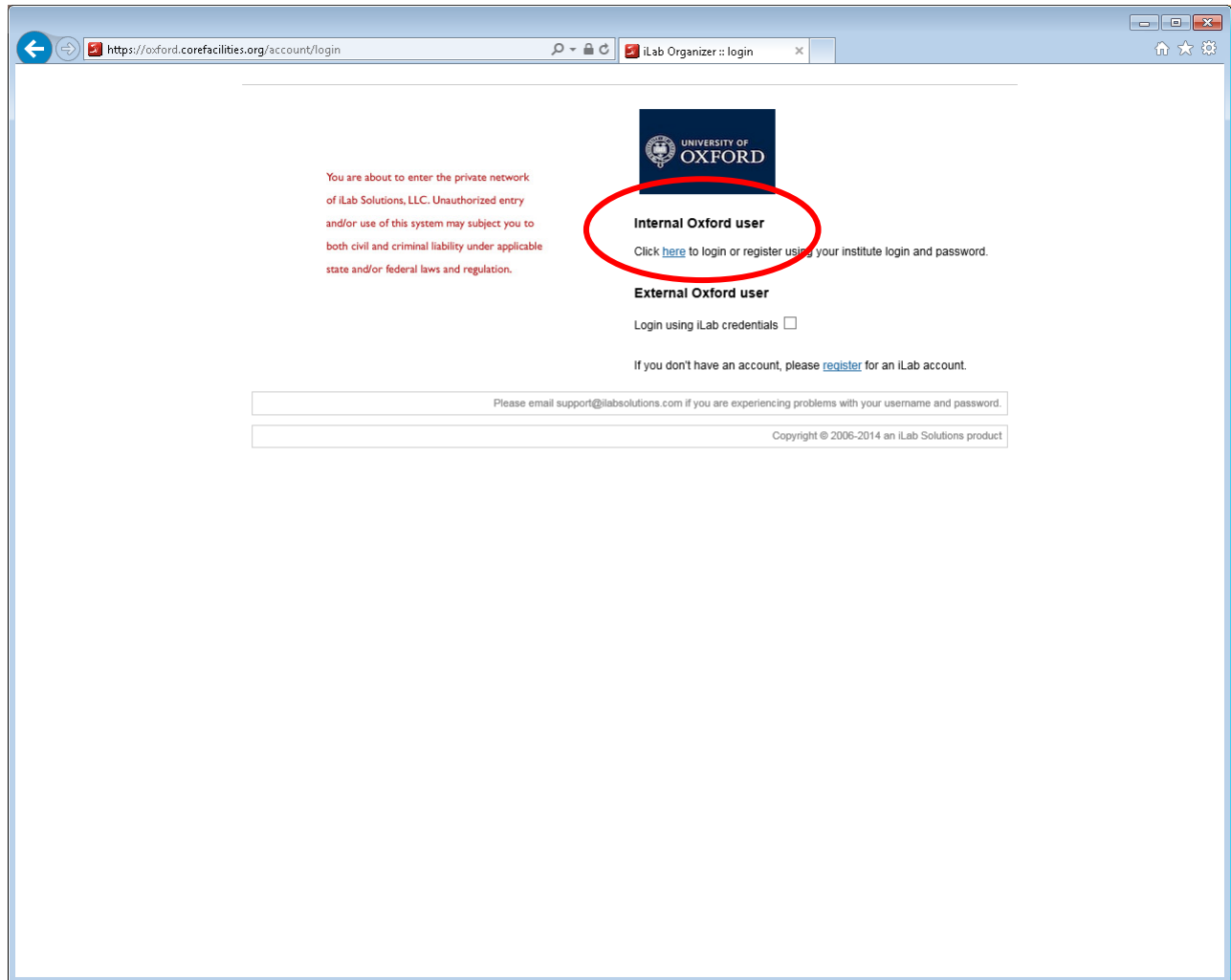
Choose project code

Check booking

iLab logout

Close browser warning

Logged out



**Notes:** starting from <http://oxford.corefacilities.org>

# iLabSolutions – Webauth authentication

## Example iLab booking:

iLab Login page

Webauth login

Webauth continue

Initial set timezone

iLab homepage

Select core

Select equip group

Select equipment

Book equip date/time

Choose project code

Check booking

iLab logout

Close browser warning

Logged out

https://webauth.ox.ac.uk/login?RT=VCFzRow2023EEzhrLwVOGTfSVYKZZ6%20FxDJUC University of Oxford Single ... x

UNIVERSITY OF OXFORD

# Webauth

**Log in** [Help](#)

*This service is accessed via the University of Oxford Single Sign-On system.*

Please enter your Oxford username and password then click the "Login" button.

**Username**  
abcd0123 e.g. abcd0123

**Password**  
•••••

**Login**

Having trouble logging in?

Not yet activated? [Activate a new account](#)

University of Oxford Computer Usage Rules and Etiquette

**Notes:** iLab uses university webauth authentication  
Enter your university SSO username and password



# iLabSolutions – Webauth Confirmation

## Example iLab booking:

iLab Login page

Webauth login

**Webauth continue**

Initial set timezone

iLab homepage

Select core

Select equip group

Select equipment

Book equip date/time

Choose project code

Check booking

iLab logout

Close browser warning

Logged out



**Notes:** **shibboleth confirms your identity so continue to iLab**

# iLabSolutions – Initial set timezone

## Example iLab booking:

iLab Login page

Webauth login

Webauth continue

Initial set timezone

iLab homepage

Select core

Select equip group

Select equipment

Book equip date/time

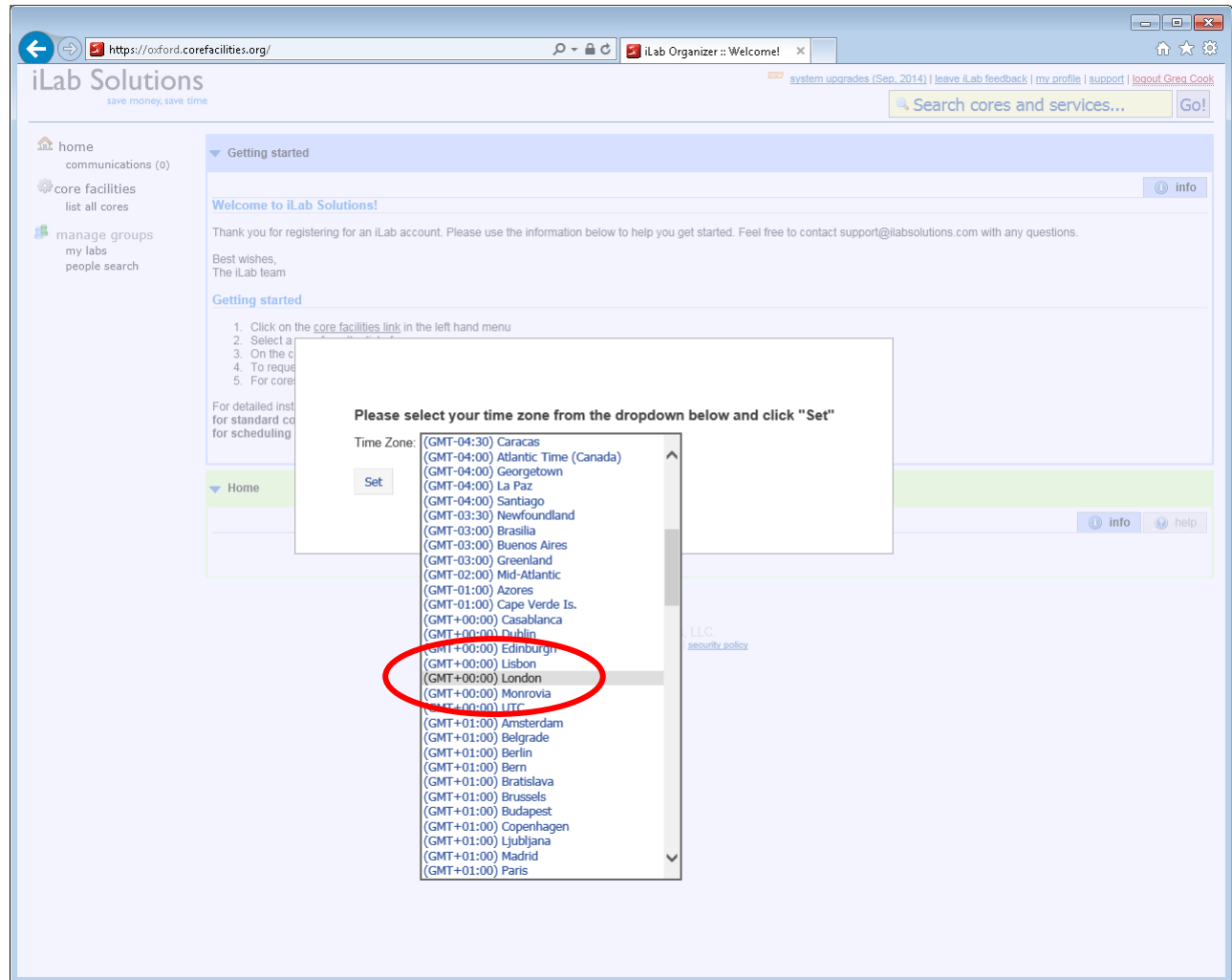
Choose project code

Check booking

iLab logout

Close browser warning

Logged out



The screenshot shows the iLab Solutions website interface. A modal dialog box is open, prompting the user to select a time zone. The dialog box contains the following text:

Please select your time zone from the dropdown below and click "Set"

Time Zone: (GMT-04:30) Caracas  
(GMT-04:00) Atlantic Time (Canada)  
(GMT-04:00) Georgetown  
(GMT-04:00) La Paz  
(GMT-04:00) Santiago  
(GMT-03:30) Newfoundland  
(GMT-03:00) Brasilia  
(GMT-03:00) Buenos Aires  
(GMT-03:00) Greenland  
(GMT-02:00) Mid-Atlantic  
(GMT-01:00) Azores  
(GMT-01:00) Cape Verde Is.  
(GMT+00:00) Casablanca  
(GMT+00:00) Dublin  
(GMT+00:00) Edinburgh  
(GMT+00:00) Lisbon  
(GMT+00:00) London  
(GMT+00:00) Monrovia  
(GMT+00:00) UTC  
(GMT+01:00) Amsterdam  
(GMT+01:00) Belgrade  
(GMT+01:00) Berlin  
(GMT+01:00) Bern  
(GMT+01:00) Bratislava  
(GMT+01:00) Brussels  
(GMT+01:00) Budapest  
(GMT+01:00) Copenhagen  
(GMT+01:00) Ljubljana  
(GMT+01:00) Madrid  
(GMT+01:00) Paris

The "GMT+00:00) London" option is highlighted with a red circle. A "Set" button is visible to the left of the dropdown menu.

**Notes:** If this is your first login to iLab you need to set your timezone to "GMT 0:00 London"

# iLabSolutions – iLab homepage

## Example iLab booking:

iLab Login page

Webauth login

Webauth continue

Initial set timezone

**iLab homepage**

Select core

Select equip group

Select equipment

Book equip date/time

Choose project code

Check booking

iLab logout

Close browser warning

Logged out

https://oxford.corefacilities.org/

iLab Solutions  
save money, save time

Search cores and services... Go!

home  
communications (0)  
**core facilities**  
list all cores  
manage groups  
my labs  
people search

Getting started

Welcome to iLab Solutions!

Thank you for registering for an iLab account. Please use the information below to help you get started. Feel free to contact support@ilabsolutions.com with any questions.

Best wishes,  
The iLab team

Getting started

1. Click on the [core facilities link](#) in the left hand menu
2. Select a core from the list of cores
3. On the core's page, click the 'about our core' tab to learn more about the available services.
4. To request services, click the 'request services' tab.
5. For cores with equipment, click on the 'schedule equipment' tab.

For detailed instructions with screenshots, please feel free to access the following manuals:  
for standard cores: [basic manual](#)  
for scheduling cores: [scheduling manual](#)

Home

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oxford.corefacilities.org | [privacy policy \(pdf\)](#) | [security policy](#)

**Notes:** this is your standard iLab homepage.

All equipment is grouped into “cores”. Select list all cores.

# iLabSolutions – Select core

## Example iLab booking:

iLab Login page

Webauth login

Webauth continue

Initial set timezone

iLab homepage

Select core

Select equipment

Select equip group

Book equip date/time

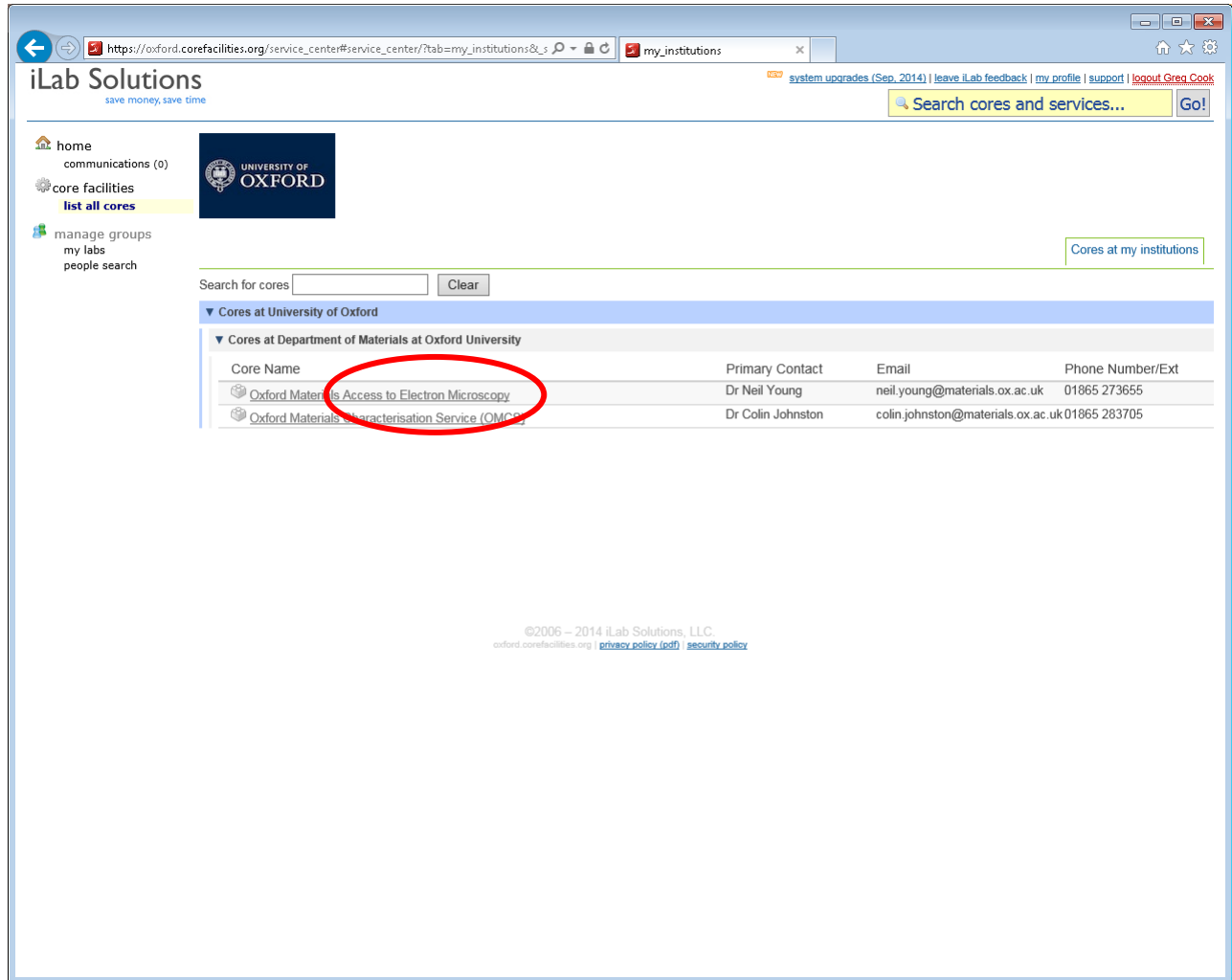
Choose project code

Check booking

iLab logout

Close browser warning

Logged out



The screenshot shows the iLab Solutions website interface. The browser address bar displays the URL: [https://oxford.corefacilities.org/service\\_center#service\\_center/tab=my\\_institutions&\\_s](https://oxford.corefacilities.org/service_center#service_center/tab=my_institutions&_s). The page title is "iLab Solutions" with the tagline "save money, save time". The navigation menu includes "home", "communications (0)", "core facilities" (with a sub-link "list all cores"), "manage groups", "my labs", and "people search". The University of Oxford logo is visible. A search bar for cores is present. The main content area shows a table of cores at the University of Oxford, specifically at the Department of Materials. The table has columns for Core Name, Primary Contact, Email, and Phone Number/Ext. The core "Oxford Materials Access to Electron Microscopy" is circled in red. The other core listed is "Oxford Materials Characterisation Service (OMCS)".

Core Name	Primary Contact	Email	Phone Number/Ext
Oxford Materials Access to Electron Microscopy	Dr Neil Young	neil.young@materials.ox.ac.uk	01865 273655
Oxford Materials Characterisation Service (OMCS)	Dr Colin Johnston	colin.johnston@materials.ox.ac.uk	01865 283705

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oxford.corefacilities.org | [privacy policy \(pdf\)](#) | [security policy](#)

**Notes:** two Oxford “cores” – Electron Microscopy and OMCS [Neil Young manages EM and Colin Johnston manages OMCS] For this example we select Electron Microscopy

# iLabSolutions – Select equipment group

## Example iLab booking:

iLab Login page

Webauth login

Webauth continue

Initial set timezone

iLab homepage

Select core

Select equip group

Select equipment

Book equip date/time

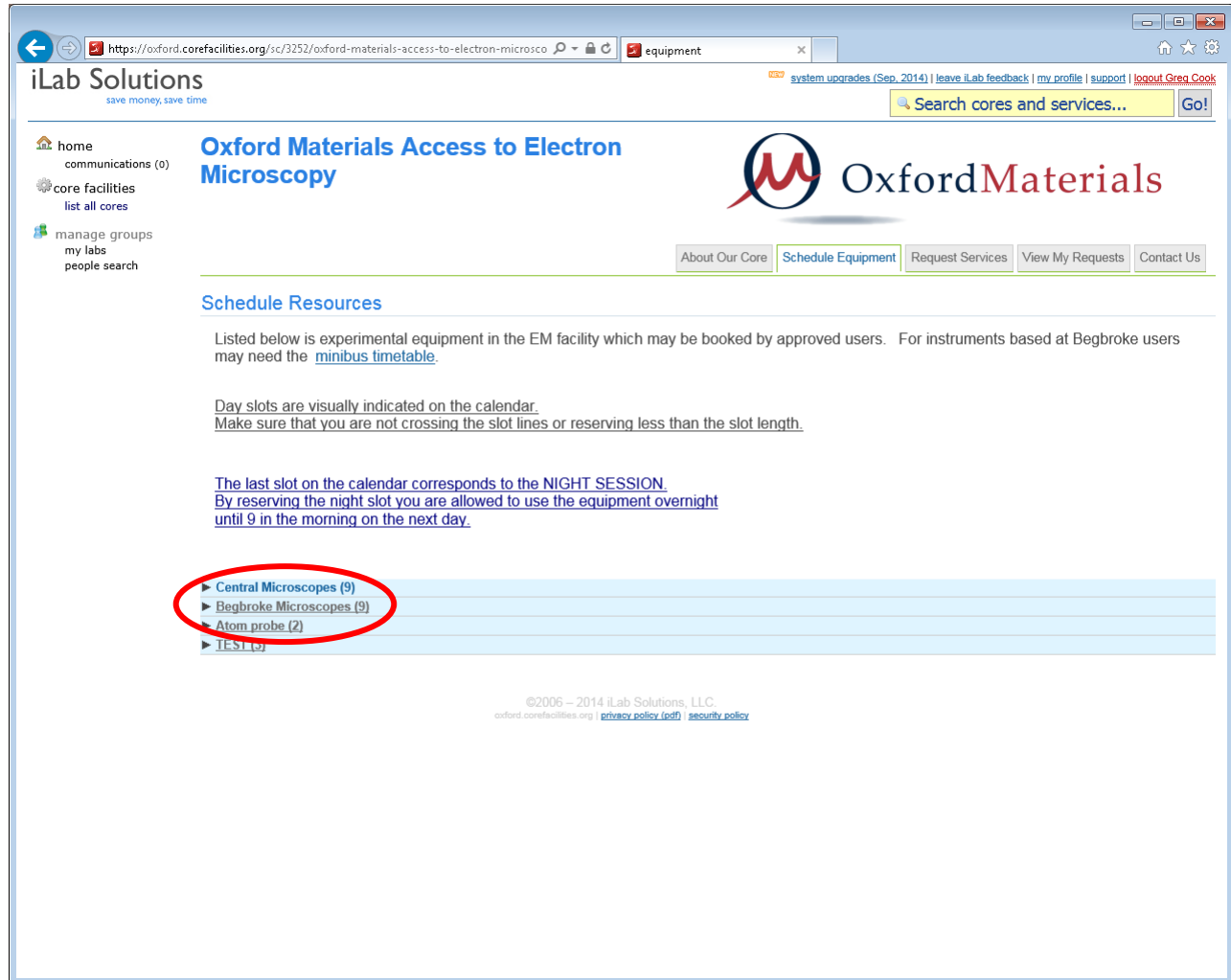
Choose project code

Check booking

iLab logout

Close browser warning

Logged out



The screenshot shows the iLab Solutions website interface. The browser address bar displays the URL: <https://oxford.corefacilities.org/sc/3252/oxford-materials-access-to-electron-microscopy>. The page title is "iLab Solutions" with the tagline "save money, save time". The main heading is "Oxford Materials Access to Electron Microscopy". The Oxford Materials logo is visible on the right. A search bar is present with the text "Search cores and services...". The page content includes a "Schedule Resources" section with the following text: "Listed below is experimental equipment in the EM facility which may be booked by approved users. For instruments based at Begbroke users may need the [minibus timetable](#)." Below this, it states: "Day slots are visually indicated on the calendar. Make sure that you are not crossing the slot lines or reserving less than the slot length." Further down, it notes: "The last slot on the calendar corresponds to the NIGHT SESSION. By reserving the night slot you are allowed to use the equipment overnight until 9 in the morning on the next day." A dropdown menu is open, showing the following options: "Central Microscopes (9)", "Begbroke Microscopes (9)", "Atom probe (2)", and "TEST (0)". The first two options are circled in red. The footer contains the copyright information: "©2006 – 2014 iLab Solutions, LLC." and links to "privacy policy (pdf)" and "security policy".

**Notes:** The EM core contains several groups of equipment  
For this example we shall choose Begbroke Microscopes

# iLabSolutions – Select equipment

## Example iLab booking:

iLab Login page

Webauth login

Webauth continue

Initial set timezone

iLab homepage

Select core

Select equip group

Select equipment

Book equip date/time

Choose project code

Check booking

iLab logout

Close browser warning

Logged out

The screenshot shows the iLab Solutions website interface. The browser address bar displays the URL: <https://oxford.corefacilities.org/sc/3252/oxford-materials-access-to-electron-microscopy>. The page title is "iLab Solutions" with the tagline "save money, save time". The main heading is "Oxford Materials Access to Electron Microscopy". The Oxford Materials logo is visible on the right. A search bar at the top right contains the text "Search cores and services...". The navigation menu includes links for "home", "communications (0)", "core facilities", "list all cores", "manage groups", "my labs", and "people search". The "Schedule Resources" section is active, displaying a list of equipment. The "JEOL-2000FX TEM" entry is circled in red. Below it, the "JEOL-2010 TEM" and "Jeol-2200MCO" entries are also visible. Each entry includes a "view schedule" button.

**Notes:** for this example we shall book the JEOL2000FX

# iLabSolutions – Book equipment date/time

## Example iLab booking:

iLab Login page

Webauth login

Webauth continue

Initial set timezone

iLab homepage

Select core

Select equip group

Select equipment

Book equip date/time

Choose project code

Check booking

iLab logout

Close browser warning

Logged out

https://oxford.corefacilities.org/equipment/show/254695#254695/?tab=schedule&suic schedule

iLab Solutions  
save money, save time

system upgrades (Sep, 2014) | leave iLab feedback | my profile | support | logout Green Cook

Search cores and services... Go!

home communications (0)  
core facilities list all cores  
manage groups my labs people search

JEOL-2000FX TEM (Oxford Materials Access to Electron Microscopy )  
Return to Schedules Schedule Description Other Schedules

Please click and drag on the calendar below to schedule time. This calendar is in (GMT+00:00) London

The last slot on the calendar corresponds to the NIGHT SESSION.  
By reserving the night slot you are allowed to use the equipment overnight until 9 in the morning on the next day.

refresh frequently refresh events legends & help

Day Week Month Multi View Monday, Sep 22 – Sunday, Sep 28 Today

Time	Mon, September 22	Tue, September 23	Wed, September 24	Thu, September 25	Fri, September 26	Sat, September 27	Sun, September 28
09:00			09:00 - 13:00 New event				
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							

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oxford.corefacilities.org | privacy policy (pdf) security policy

**Notes:** Look at your desired date and time range (and any existing bookings) Click&Drag booking. Coloured time limits.

# iLabSolutions – Choose project cost code

## Example iLab booking:

iLab Login page

Webauth login

Webauth continue

Initial set timezone

iLab homepage

Select core

Select equip group

Select equipment

Book equip date/time

Choose project code

Check booking

iLab logout

Close browser warning

Logged out

The screenshot shows the 'Reservation details' page in a web browser. The URL is [https://oxford.corefacilities.org/equipment/show/254695#254695/?tab=schedule&suir\\_](https://oxford.corefacilities.org/equipment/show/254695#254695/?tab=schedule&suir_). The page title is 'Reservation details' with a warning icon and the text 'Unsaved reservation - click save reservation'. The reservation is for 'JEOL2000FX - Slot 1 £65.82/hr (trained users) - My Reservation', created on September 23, 2014 at 14:26. The scheduled date and time are '09/24/2014 13:00'. The event notes are 'Greg Test Booking', which is circled in red. The 'Repeating event' section is disabled. The 'Use and cost of reservation' section shows a reservation for 'Sep 24 '14 09:00 - 13:00' at 'Slot 1 £65.82/hr (train)', with a total cost of £263.28 for 4.0 hours. The 'Payment information' section asks for a cost center, with a dropdown menu showing '100.0%' and '100.0%' with a 'Select Cost Center...' option circled in red. The 'Invite additional people to this event by email' section has a text input field. At the bottom, there are buttons for 'Save Reservation', 'Cancel Changes', and 'Delete Reservation'. There is also a 'comments' section with links for 'Young, Neil (Oxford)', 'Billing info', and 'Shipping info'.

**Notes:** Check the details and select the project code.

A few people have real chargeable project code(s)  
but most people are charged “imaginary” money.



# iLabSolutions – Check booking is correct

## Example iLab booking:

iLab Login page

Webauth login

Webauth continue

Initial set timezone

iLab homepage

Select core

Select equip group

Select equipment

Book equip date/time

Choose project code

**Check booking**

iLab logout

Close browser warning

Logged out

The screenshot shows the iLab Solutions interface for booking a core. The browser address bar shows the URL: <https://oxford.corefacilities.org/equipment/show/254695#254695?tab=schedule&suic>. The page title is "iLab Solutions" with the tagline "save money, save time". The main heading is "JEOL-2000FX TEM (Oxford Materials Access to Electron Microscopy)". There are navigation buttons: "Return to Schedules", "Schedule", "Description", and "Other Schedules". A search bar is present with the text "Search cores and services...". The page includes a sidebar with navigation links: "home", "communications (0)", "core facilities", "list all cores", "manage groups", "my labs", and "people search". A warning message states: "Please click and drag on the calendar below to schedule time. This calendar is in (GMT+00:00) London". Below this, a note says: "The last slot on the calendar corresponds to the NIGHT SESSION. By reserving the night slot you are allowed to use the equipment overnight until 9 in the morning on the next day." There are buttons for "refresh frequently", "refresh events", and "legends & help". The calendar view is set to "Multi View" for the week of "Monday, Sep 22 – Sunday, Sep 28". The time slots are shown from 09:00 to 20:00. A booking is visible on Monday, September 24, from 09:00 to 13:00, highlighted with a red circle. The booking details are: "09:00 - 13:00", "JEOL2000FX", "Greg Test Booking", and "Slot 1 £65.82/hr (trained users) - My Reservation". The footer contains copyright information: "©2006 – 2014 iLab Solutions, LLC." and links to "privacy policy (pdf)" and "security policy".

**Notes:** check the details of your booking are correct

# iLabSolutions – iLab logout

## Example iLab booking:

iLab Login page

Webauth login

Webauth continue

Initial set timezone

iLab homepage

Select core

Select equip group

Select equipment

Book equip date/time

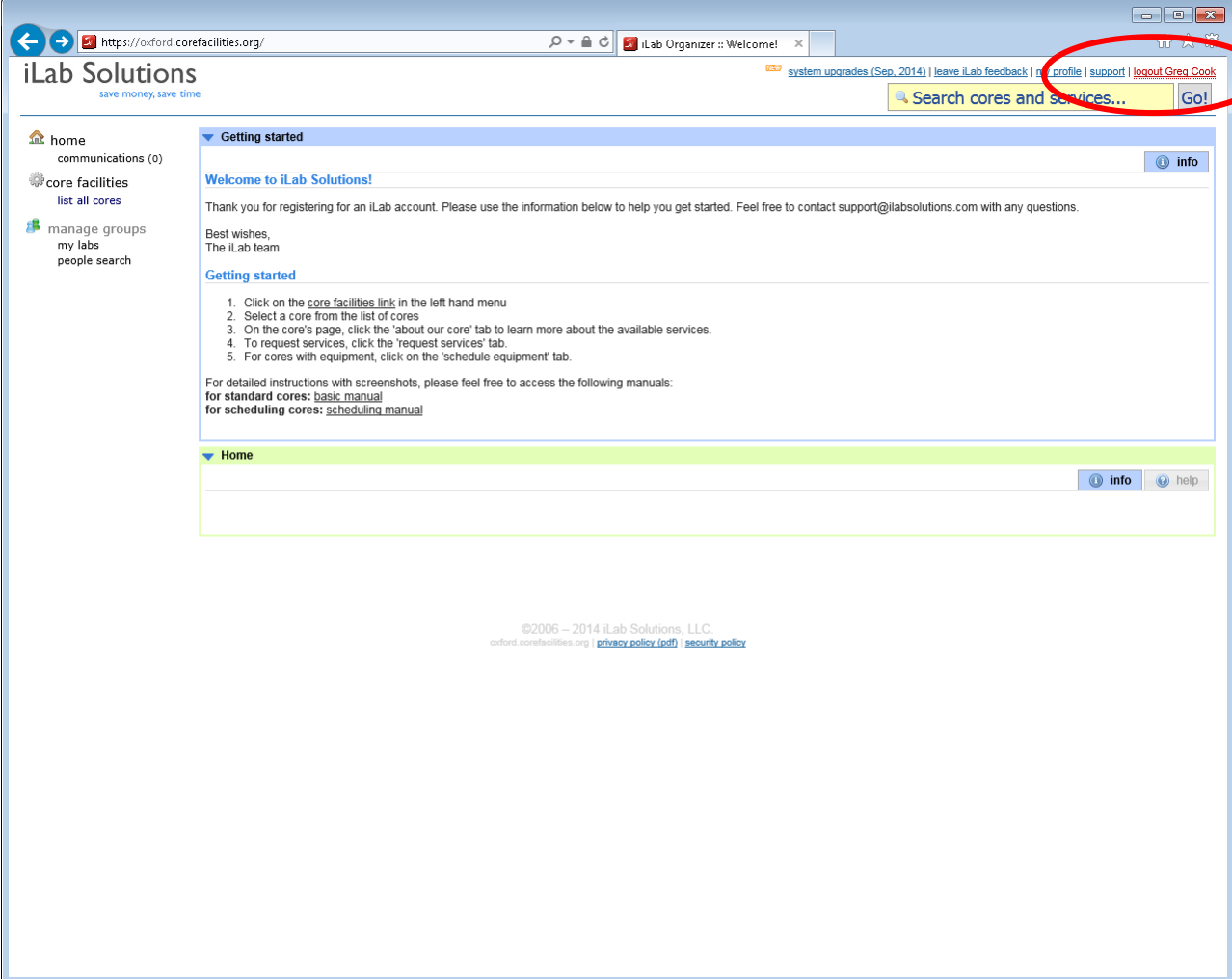
Choose project code

Check booking

**iLab logout**

Close browser warning

Logged out



The screenshot shows the iLab Solutions website interface. The browser address bar displays <https://oxford.corefacilities.org/>. The page title is "iLab Solutions" with the tagline "save money, save time". The top right navigation bar includes links for "system upgrades (Sep, 2014)", "leave iLab feedback", "my profile", "support", and "logout Greg Cook", which is circled in red. A search bar is also present with the text "Search cores and services..." and a "Go!" button. The main content area is titled "Getting started" and contains a welcome message, a list of steps for getting started, and links to manuals. The footer includes copyright information: "©2006 – 2014 iLab Solutions, LLC." and links to "privacy policy (pdf)" and "security policy".

**Notes:** when you have made all your bookings, if you are using a public/shared computer you must logout.

# iLabSolutions – Close browsers warning

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iLab Login page

Webauth login

Webauth continue

Initial set timezone

iLab homepage

Select core

Select equip group

Select equipment

Book equip date/time

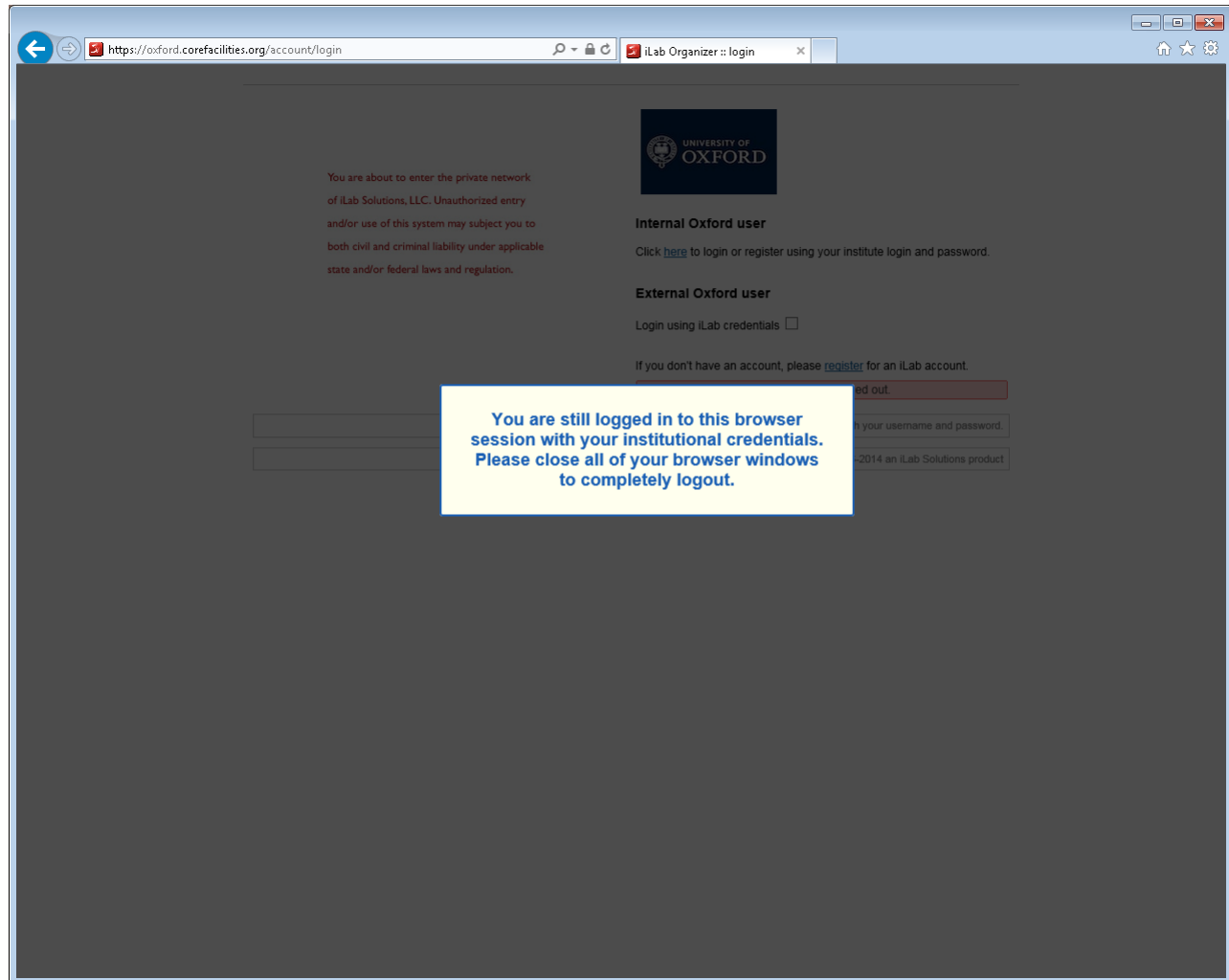
Choose project code

Check booking

iLab logout

**Close browser warning**

Logged out

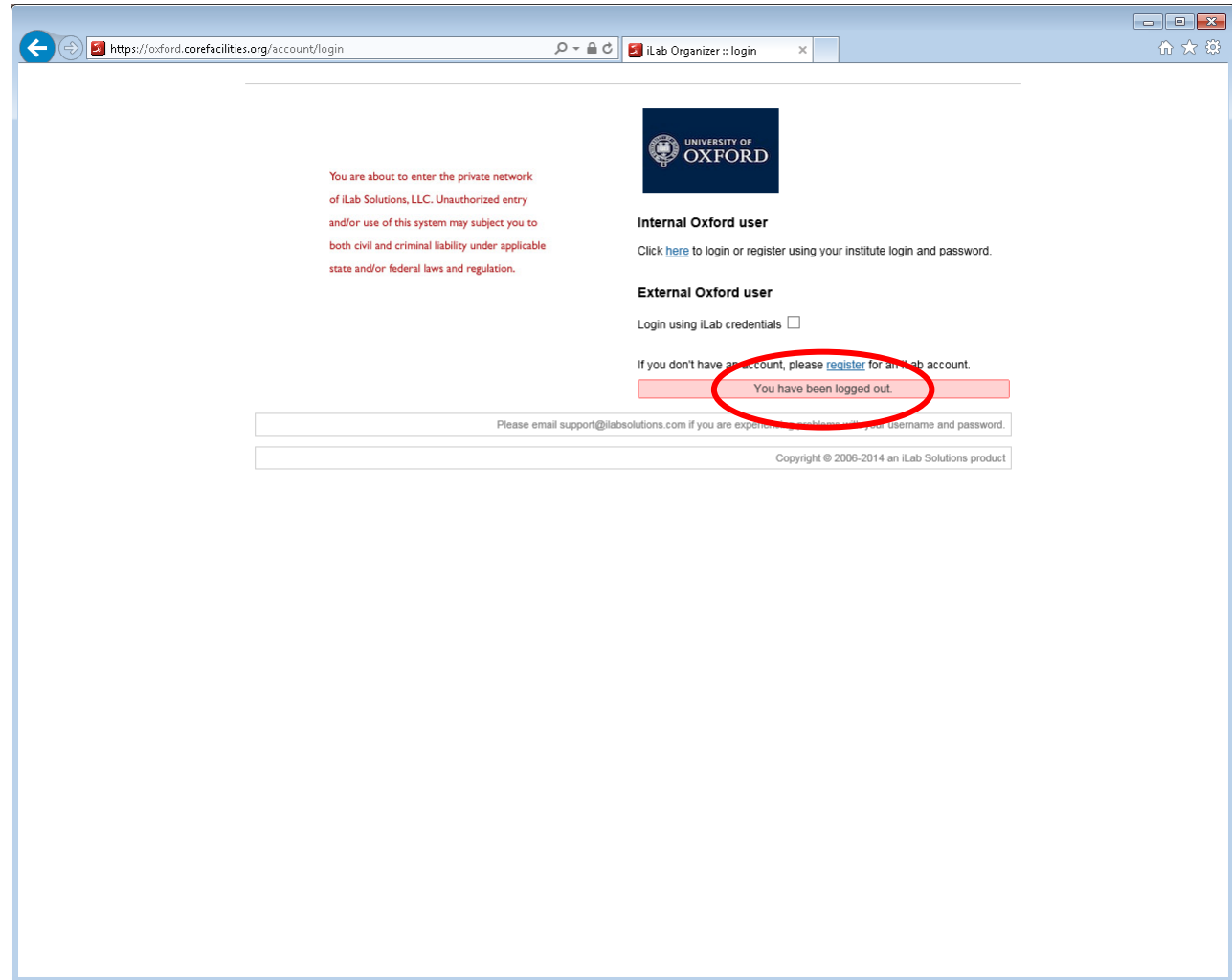


**Notes:** note that you are recommended to completely close the web browser (all windows) to complete your logout

# iLabSolutions – Logged out

## Example iLab booking:

iLab Login page  
Webauth login  
Webauth continue  
Initial set timezone  
iLab homepage  
Select core  
Select equip group  
Select equipment  
Book equip date/time  
Choose project code  
Check booking  
iLab logout  
Close browser warning  
**Logged out**



**Notes:** you receive confirmation of being logged-out.  
**But you still need to close the web browser...**

# Internal – Getting Started

- The internal custom written booking system **can only be booked using university SSO credentials**
- All members of department are automatically pre-registered. Other university members are prompted to self-register.
- The old booking system does not enforce authorization however all users must obtain be **trained and authorized** to use each piece of equipment by the owner/operator of the equipment **before booking**
- Each equipment has booking restrictions, but it is up to the users to comply with the booking restrictions.

# Internal – Example booking XRD

## Department Website

- Research Areas
- Research Sponsors
- Equipment Bookings
- Equipment Help
- Etc.

## Internal equipment Booking system:

All “Other” equipment

Example booking of XRD

HOME NEWS ADMISSIONS TEACHING RESEARCH INTERNAL VACANCIES ALUMNI PEOPLE

OxfordMaterials

Site Search

Home > Research > Equipment Booking

Research

- Research Areas
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- Enterprise and Innovation
- Funding Opportunities
- Fellowship Opportunities

Equipment Booking

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Jeol 2100 TEM	cary5000 UV-VIS	Renishaw XRD
Jeol ARM200F TEM	LabRam Aramis RamanPIPS	
Zeiss Nvision FIB-SEM	Park AFM	ULTRAMICROTOME
Zeiss Merlin EDX SEM	Agilent AFM	EPISTAGE
Zeiss Merlin EBSD SEM	Dektak	CONFOCAL
Zeiss EVO SEM	MicroXAM	SGRINSTRON
Jeol 5510 SEM	Nanofocus	RENISHAW
FEI FIB200 FIB	Wolpert Microhardness	NANOINDENTER
	Polyvar Optical	HOTNANOINDENTER
Begbroke EM	Leica Optical	NANOG200
Jeol 2000FX TEM	Nanosight	COMSOLRF
Jeol 2010TEM	ZetaSizer	LUMERICAL
Jeol 2200MCO TEM/STEM	Centrifuge	HIGHBAY
Jeol 840A SEM	Mastersizer	
Jeol 840F SEM	BET surface area	
Jeol 6500F SEM	DSC	
Zeiss Auriga FIB-SEM	TGA	
Jeol 8800 EPMA	DTA/TG	
(Jeol 6480 LV SEM)	TM3000 SEM	
(TM3000 SEM)	Sample Prep	
Atom Probes	XPS K-alpha	
3DAP	Jeol 6480 LV SEM	
LEAP	Nanotest	

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SILVER  
Athena SWAN  
Charter for Women in Science

Settings

**Notes:** <http://www.materials.ox.ac.uk/research/bookings.html>  
Click on the link to the equipment. (e.g. GeneralXRD)

# Internal – Make booking

## Example booking:

Make booking

Webauth authentication

Webauth confirmation

Check booking is correct

Logout

Logout confirmation

Close browser

## Other information:

Superusers

Userlists

My bookings

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### Equipment Bookings

On-line booking for GeneralXRD

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DATE	9-11.00	11-13.00	13-14.00	14-16.00	16-18.00	18.00 onwards
Mon 06 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Rashid Bhatti	<input type="checkbox"/>
Tue 07 Oct	<input type="checkbox"/>	<input checked="" type="checkbox"/> Rashid Bhatti	<input checked="" type="checkbox"/> Rashid Bhatti	<input checked="" type="checkbox"/> Asad Hameed	<input checked="" type="checkbox"/> Asad Hameed	<input type="checkbox"/>
Wed 08 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Rashid Bhatti	<input checked="" type="checkbox"/> Rashid Bhatti	<input checked="" type="checkbox"/> Kumar Sundaram
Thu 09 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Kumar Sundaram	<input type="checkbox"/>	<input checked="" type="checkbox"/> Stella Pedrazzini	<input checked="" type="checkbox"/> Stella Pedrazzini
Fri 10 Oct	<input type="checkbox"/>	<input checked="" type="checkbox"/> David Collins	<input checked="" type="checkbox"/> Kumar Sundaram	<input checked="" type="checkbox"/> Kumar Sundaram	<input type="checkbox"/>	<input type="checkbox"/>
Sat 11 Oct						
Sun 12 Oct						
Mon 13 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Susannah Speller	<input type="checkbox"/>	<input type="checkbox"/>
Tue 14 Oct	<input checked="" type="checkbox"/> Susannah Speller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed 15 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu 16 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri 17 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat 18 Oct						
Sun 19 Oct						

**General XRD**  
Only authorized users should book this equipment: [view GeneralXRD userlist](#)

**Booking restrictions:**  
Only book two slots in advance. Lunchtime slots can only be booked on the day. Only approved users who have REGISTERED as XRD users by completing the XRD access form may use this diffractometer. Any problems please contact 73766. PLEASE ENSURE YOU BACKUP YOUR OWN DATA.

top

**Notes :** Look at your desired date and times (and any existing bookings). Tick tickbox to make booking. (e.g. 9-11 on 10<sup>th</sup> Oct)

# Internal – Webauth authentication

## Example booking:

Make booking

Webauth authentication

Webauth confirmation

Check booking is correct

Logout

Logout confirmation

Close browser

## Other information:

Superusers

Userlists

My bookings



# Webauth



### Log in

Help

*This service is accessed via the University of Oxford Single Sign-On system.*

Please enter your **Oxford username** and password then click the "Login" button.

**Username**  
 e.g. abcd0123

**Password**

[Having trouble logging in?](#)

[Not yet activated? Activate a new account](#)

University of Oxford Computer Usage Rules and Etiquette

**Notes:** If not already authenticated enter your university SSO credentials when requested.



# Internal – Webauth confirmation

## Example booking:

Make booking

Webauth authentication

**Webauth confirmation**

Check booking is correct

Logout

Logout confirmation

Close browser

## Other information:

Superusers

Userlists

My bookings



# Webauth



**University of Oxford Single Sign-On Confirmation** [Help](#)

*The service you have requested is accessed via the University of Oxford Single Sign-On system.*

Service: external.materials.ox.ac.uk  
Provided by: Department of Materials

You are logged in as user **wolf0156**. Not you?

**Continue to external.materials.ox.ac.uk**

*For complete security you should always close down your web browser once you have finished working. Information on logging out.*

Why is this page here?  
Oxford University Computer Usage Rules and Etiquette

**Notes:** webauth confirms your identity so continue to booking system on external.materials.ox.ac.uk (note change of address)

# Internal – Check booking is correct

## Example booking:

Make booking

Webauth authentication

Webauth confirmation

Check booking is correct

Logout

Logout confirmation

Close browser

## Other information:

Superusers

Userlists

My bookings

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Research Opportunities (ROG)

### Equipment Bookings

Logged-in user "bioc0142" (Chris Akinola) Please LOGOUT when finished!

On-line booking for GeneralXRD

Sorry, you are not allowed to modify other peoples bookings.

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DATE	9-11.00	11-13.00	13-14.00	14-16.00	16-18.00	18.00 onwards
Mon 06 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Rashid Bhatti	<input type="checkbox"/>
Tue 07 Oct	<input type="checkbox"/>	<input checked="" type="checkbox"/> Rashid Bhatti	<input checked="" type="checkbox"/> Rashid Bhatti	<input checked="" type="checkbox"/> Asad Hameed	<input checked="" type="checkbox"/> Asad Hameed	<input type="checkbox"/>
Wed 08 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Rashid Bhatti	<input checked="" type="checkbox"/> Rashid Bhatti	<input checked="" type="checkbox"/> Kumar Sundaram
Thu 09 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Kumar Sundaram	<input type="checkbox"/>	<input checked="" type="checkbox"/> Stella Pedrazzini	<input checked="" type="checkbox"/> Stella Pedrazzini
Fri 10 Oct	<input checked="" type="checkbox"/> Chris Akinola	<input checked="" type="checkbox"/> David Jones	<input checked="" type="checkbox"/> Kumar Sundaram	<input checked="" type="checkbox"/> Kumar Sundaram	<input type="checkbox"/>	<input type="checkbox"/>
Sat 11 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun 12 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon 13 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Susannah Speller	<input type="checkbox"/>	<input type="checkbox"/>
Tue 14 Oct	<input checked="" type="checkbox"/> Susannah Speller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed 15 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu 16 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri 17 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat 18 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun 19 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General XRD

Only authorized users should book this equipment: [view GeneralXRD userlist](#)

**Booking restrictions:**

Only book two slots in advance. Lunchtime slots can only be booked on the day. Only approved users who have REGISTERED as XRD users by completing the [XRD access form](#) may use this diffractometer. Any problems

**Notes:** Booking accepted and tickbox replaced with your name. (e.g. Chris Akinola has booked 9-11 on 10<sup>th</sup> October)

The above screen also shows an example red alert message.

# Internal – logout

## Example booking:

Make booking

Webauth authentication

Webauth confirmation

Check booking is correct

**Logout**

Logout confirmation

Close browser

## Other information:

Superusers

Userlists

My bookings

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### Equipment Bookings

Logged-in user "bioc0142" (Chris Akinola) Please LOGOUT when finished!

On-line booking for GeneralXRD  
Sorry, you are not allowed to modify other peoples bookings.

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DATE	9-11.00	11-13.00	13-14.00	14-16.00	16-18.00	18:00 onwards
Mon 06 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Rashid Bhatti	<input type="checkbox"/>
Tue 07 Oct	<input type="checkbox"/>	<input checked="" type="checkbox"/> Rashid Bhatti	<input checked="" type="checkbox"/> Rashid Bhatti	<input checked="" type="checkbox"/> Asad Hameed	<input checked="" type="checkbox"/> Asad Hameed	<input type="checkbox"/>
Wed 08 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Rashid Bhatti	<input checked="" type="checkbox"/> Rashid Bhatti	<input checked="" type="checkbox"/> Kumar Sundaram
Thu 09 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Kumar Sundaram	<input type="checkbox"/>	<input checked="" type="checkbox"/> Stella Pedrazzini	<input checked="" type="checkbox"/> Stella Pedrazzini
Fri 10 Oct	<input checked="" type="checkbox"/> Chris Akinola	<input checked="" type="checkbox"/> David Collins	<input checked="" type="checkbox"/> Kumar Sundaram	<input checked="" type="checkbox"/> Kumar Sundaram	<input type="checkbox"/>	<input type="checkbox"/>
Sat 11 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun 12 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon 13 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Susannah Speller	<input type="checkbox"/>	<input type="checkbox"/>
Tue 14 Oct	<input checked="" type="checkbox"/> Susannah Speller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed 15 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu 16 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri 17 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat 18 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun 19 Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**General XRD**  
Only authorized users should book this equipment: [view GeneralXRD userlist](#)  
**Booking restrictions:**  
Only book two slots in advance. Lunchtime slots can only be booked on the day. Only approved users who have REGISTERED as XRD users by completing the [XRD access form](#) may use this diffractometer. Any problems

**Notes:** when you have finished booking equipment please remember to logout, especially if using a public computer

# Internal – logout confirmation

## Example booking:

Make booking

Webauth authentication

Webauth confirmation

Check booking is correct

Logout

**Logout confirmation**

Close browser

## Other information:

Superusers

Userlists

My bookings



Webauth



**University of Oxford Single Sign-On Confirmation** Help

*The service you have requested is accessed via the University of Oxford Single Sign-On system.*

Service: external.materials.ox.ac.uk  
Provided by: Department of Materials

You are logged in as user **bioc0142**. Not you?

**✓ Continue to external.materials.ox.ac.uk**

*For complete security you should always close down your web browser once you have finished working. Information on logging out.*

Why is this page here?  
Oxford University Computer Usage Rules and Etiquette

**Notes:** **logout requires further confirmation**

# Internal – close browser warning

## Example booking:

Make booking  
Webauth authentication  
Webauth confirmation  
Check booking is correct  
Logout  
Logout confirmation  
Close browser

## Other information:

Superusers  
Userlists  
My bookings



Webauth



### University of Oxford Single Sign-On Logout Help

**Still Logged In!**  
You are still logged in to the University of Oxford Single Sign-On system. To log out completely you must close down your web browser [[How?](#)] once you have finished working.

**Cannot close your browser?**  
If you are unable to close down your browser, make sure you log out of all Single Sign-On services you used, and log out of the Single Sign-On system using the button below.

**Proceed with Single Sign-On Logout**

**Notes:** Reminder to close web browser to complete logout.  
Click proceed and then close the web browser.

# Internal – superuser booking

## Example booking:

Make booking  
Webauth authentication  
Webauth confirmation  
Check booking is correct  
Logout  
Logout confirmation  
Close browser

## Other information:

Superusers

Userlists

My bookings

## Superusers can:

- Make plain text booking
- Modify bookings
- Manage userlists

(Contact Paul Warren  
if you want superuser)

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### Equipment Bookings

Logged-in user "vol0156" (Paul Warren) Please LOGOUT when finished!

On-line booking for GeneralXRD

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DATE	9-11.00	11-13.00	13-14.00	14-16.00	16-18.00	18.00 onwards
Mon 06 Oct	Go	Go	Go	Go	✓ Rashid Bhatti	Go
Tue 07 Oct	Go	✓ Rashid Bhatti	✓ Rashid Bhatti	✓ Asad Hameed	✓ Asad Hameed	Go
Wed 08 Oct	Go	Go	Go	✓ Rashid Bhatti	✓ Rashid Bhatti	✓ Kumar Sundaram
Thu 09 Oct	Go	Go	✓ Kumar Sundaram	Go	✓ Stella Pedrazzini	✓ Stella Pedrazzini
Fri 10 Oct	Training/PJW	✓ David Collins	✓ Kumar Sundaram	✓ Kumar Sundaram	Go	Go
Sat 11 Oct	Go	Go	Go	Go	Go	Go
Sun 12 Oct	Go	Go	Go	Go	Go	Go
Mon 13 Oct	Go	Go	Go	✓ Susannah Speller	Go	Go
Tue 14 Oct	✓ Susannah Speller	Go	Go	Go	Go	Go
Wed 15 Oct	Go	Go	Go	Go	Go	Go
Thu 16 Oct	Go	Go	Go	Go	Go	Go
Fri 17 Oct	Go	Go	Go	Go	Go	Go
Sat 18 Oct	Go	Go	Go	Go	Go	Go

**Notes:** quite a few staff are “superusers” which allows free-text bookings and modifying other people bookings.

# Internal – userlists

## Example booking:

Make booking  
Webauth authentication  
Webauth confirmation  
Check booking is correct  
Logout  
Logout confirmation  
Close browser

## Other information:

Superusers

Userlists

My bookings

## Superusers can:

- Make plain text booking
- Modify bookings
- Manage userlists

(Contact Paul Warren  
if you want superuser)

The screenshot shows the 'Internal' section of the Oxford Materials website. The navigation bar includes links for HOME, NEWS, ADMISSIONS, TEACHING, RESEARCH, INTERNAL, VACANCIES, ALUMNI, and CONTACTS. The main content area is titled 'Equipment Bookings' and shows a logged-in user 'wolf0156' (Paul Warren). Below this, there is a section for 'On-line Equipment Booking' with links to 'Booking Homepage', 'Booking Overview', 'GeneralXRD This Week', 'View Log', 'MyBookings', and 'Logout'. The 'Userlist for GeneralXRD' section contains a list of email addresses, with a red circle highlighting a text input field containing the email 'aksh.verma@materials.ox.ac.uk'. Below the input field, there is a message: 'You are a superuser so you can edit the userlist!' and an 'Update' button. The footer includes contact information for the University of Oxford Department of Materials Parks Road, and the University of Oxford logo.

**Notes:** superusers can also manage the equipment userlists

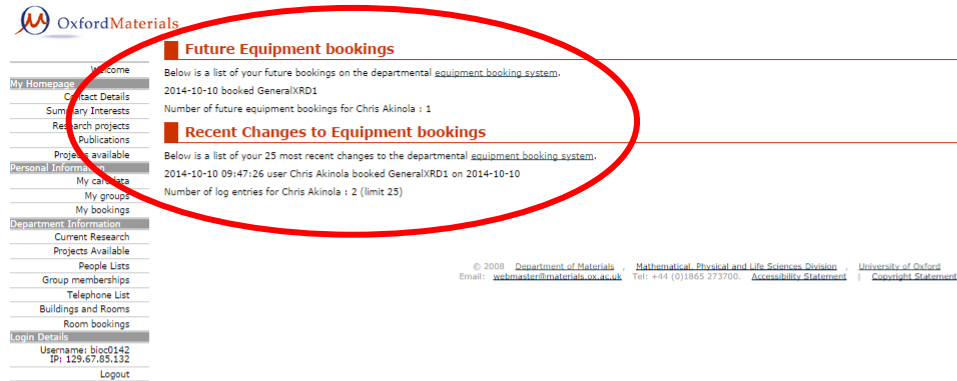
# Internal – my bookings

## Example booking:

Make booking  
Webauth authentication  
Webauth confirmation  
Check booking is correct  
Logout  
Logout confirmation  
Close browser

## Other information:

Superusers  
Userlists  
**My bookings**



The screenshot shows the OxfordMaterials website interface. The left sidebar contains a navigation menu with items like 'Welcome', 'My Homepage', 'Contact Details', 'Summary Interests', 'Research projects', 'Publications', 'Projects available', 'Personal information', 'My calendar', 'My groups', 'My bookings', 'Department Information', 'Current Research', 'Projects Available', 'People Lists', 'Group memberships', 'Telephone List', 'Buildings and Rooms', 'Room bookings', 'Login Details', 'Username: bio0142', and 'IP: 129.67.33.132'. The main content area features two sections: 'Future Equipment bookings' and 'Recent Changes to Equipment bookings'. Both sections are highlighted with a red circle. The 'Future Equipment bookings' section shows '2014-10-10 booked GeneralXRD1' and 'Number of future equipment bookings for Chris Akinola : 1'. The 'Recent Changes to Equipment bookings' section shows '2014-10-10 09:47:26 user Chris Akinola booked GeneralXRD1 on 2014-10-10' and 'Number of log entries for Chris Akinola : 2 (limit 25)'. The footer contains copyright information for the Department of Materials, Mathematical, Physical and Life Sciences Division, University of Oxford, with contact details for webmaster@materials.ox.ac.uk and phone number +44 (0)1865 273700, along with links to Accessibility Statement and Copyright Statement.

**Notes:** some users find it useful to see a summary of their future bookings and a history of all their changes to bookings



# Accessing data from equipment systems

- Data is collected on an equipment control computer
- Data should be analysed on your own/group computer
- How to transfer data? - lots of different options...
  - Equipment computer is on department network
    - Windows file-sharing, Secure File Transfer, Netstorage, FTP, removable media
  - Equipment computer is not on any network
    - Removable media e.g. USB (but must be virus-free!)
  - Equipment computer is on protected private network
    - Transfer data via storage array at Begbroke ([bbem.materials.ox.ac.uk](http://bbem.materials.ox.ac.uk))
    - Transfer data via storage array in Holder Building ([prem.materials.ox.ac.uk](http://prem.materials.ox.ac.uk))
    - Removable media e.g. USB (but must be virus-free!)

# Data from Equipment on department network (cmd)

## Example data transfer:

Windows filesharing

Secure File Transfer

Netstorage

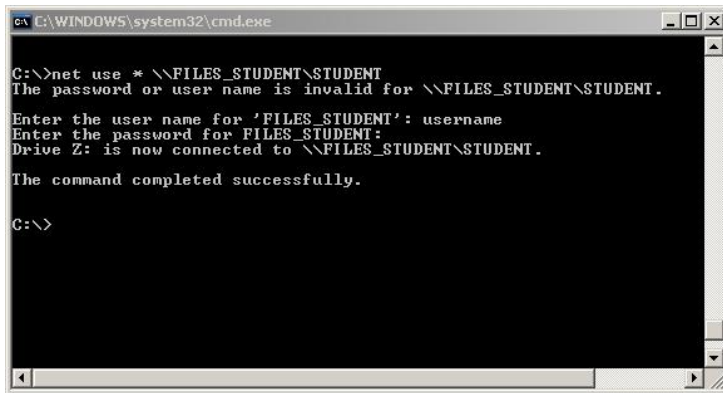
FTP

Removable Media

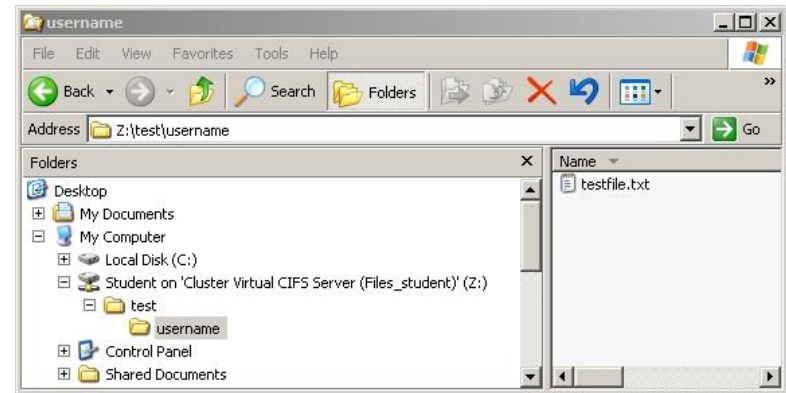
## Windows file sharing **from the command window**

To open a command prompt on Windows goto: All programs - Accessories - Command Prompt or got to 'Run' and type 'cmd' in the box that pops up.

The images below show an example connection to account 'username' in the STUDENT container on the department server called FILES\_STUDENT which results in the file store being mounted as the Z: drive.



```
cmd E:\WINDOWS\system32\cmd.exe
C:\>net use * \\FILES_STUDENT\STUDENT
The password or user name is invalid for \\FILES_STUDENT\STUDENT.
Enter the user name for 'FILES_STUDENT': username
Enter the password for FILES_STUDENT:
Drive Z: is now connected to \\FILES_STUDENT\STUDENT.
The command completed successfully.
C:\>
```



**This method can connect to desktop computers, as long as a sharing is enabled**

e.g. net use \* [\\mydesktop\myshare](#) /user:MyUsername

**Notes:** Also see <http://www.materials.ox.ac.uk/local/it/materials-fileserver.html>

# Data from Equipment on department network (Run)

**Example data transfer:**

Windows filesharing

Secure File Transfer

Netstorage

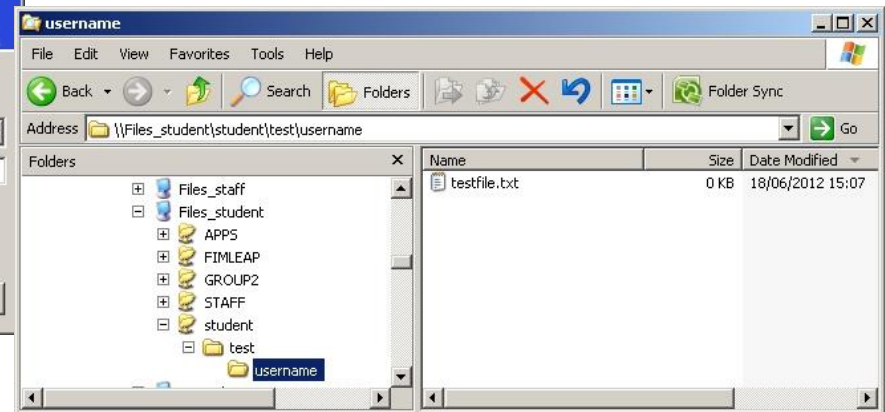
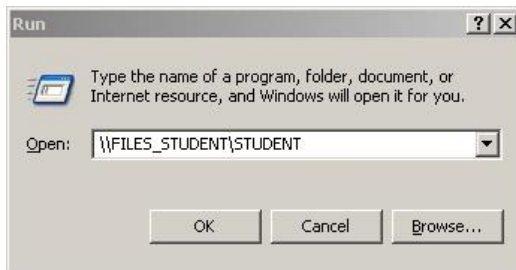
FTP

Removable Media

**Windows file sharing from the Run command (Ctrl R)**

The images below show an example connection to account 'username' in the STUDENT container on the server called FILES\_STUDENT which results in the file store being mounted under network neighbourhood (without a drive letter).

**This method can also connect to desktop computers, as long a sharing is enabled e.g. <\\mydesktop\myshare>**



**Notes:** Also see <http://www.materials.ox.ac.uk/local/it/materials-fileserver.html>

# Data from Equipment on department network (Map)

## Example data transfer:

Windows filesharing

Secure File Transfer

Netstorage

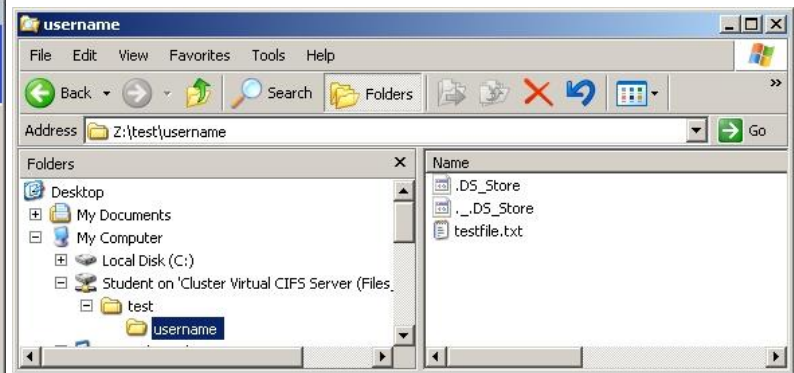
FTP

Removable Media

## Windows file sharing **from map network drive**

The images below show an example connection to account 'username' in the STUDENT container on the server called FILES\_STUDENT which results in the file store being mounted as the Z: drive.

**This method can also connect to desktop computers, as long a sharing is enabled** e.g. [\\mydesktop\myshare](http://mydesktop/myshare)



**Notes:** Also see <http://www.materials.ox.ac.uk/local/it/materials-fileserver.html>

# Data from Equipment on department network (SSH)

## Example data transfer:

Windows filesharing

Secure File Transfer

Netstorage

FTP

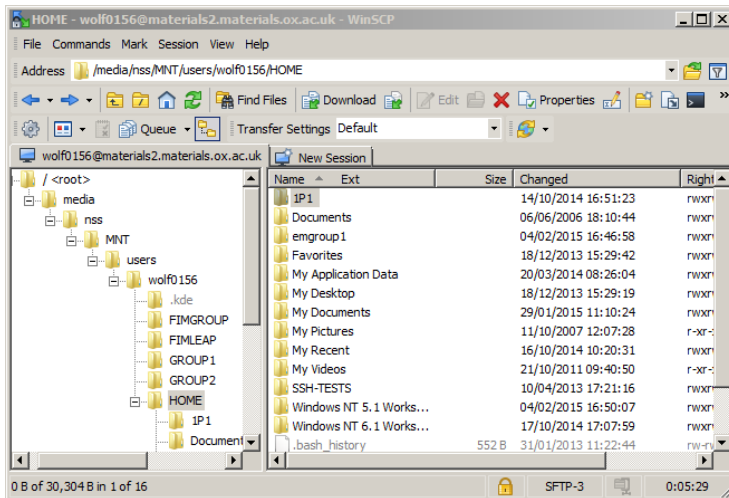
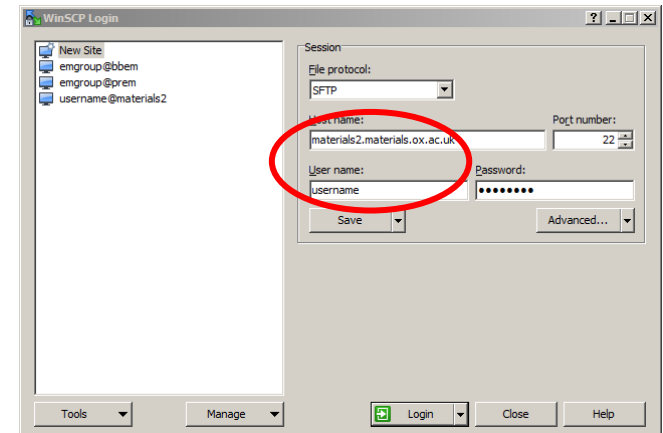
Removable Media

## Secure File Transfer to Dept Fileservers using WinSCP

WinSCP <http://winscp.net/> is installed on most departmental computers.

This client software can be used to connect to any SFTP server, such as the department fileserver called

[materials2.materials.ox.ac.uk](http://materials2.materials.ox.ac.uk)  
(Desktops do not run SSH)



The file transfer window allows you to drag&drop files from the local computer into your HOME directory on the fileserver (or vice versa).

Equivalent software for Mac is <http://cyberduck.io>

**Notes:** Also see <http://www.materials.ox.ac.uk/local/it/materials-fileserver.html>

# Data from Equipment on department network (SSH)

## Example data transfer:

Windows filesharing

Secure File Transfer

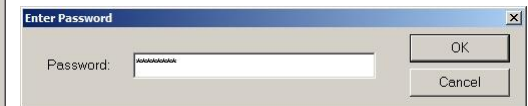
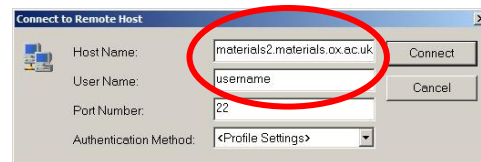
Netstorage

FTP

Removable Media

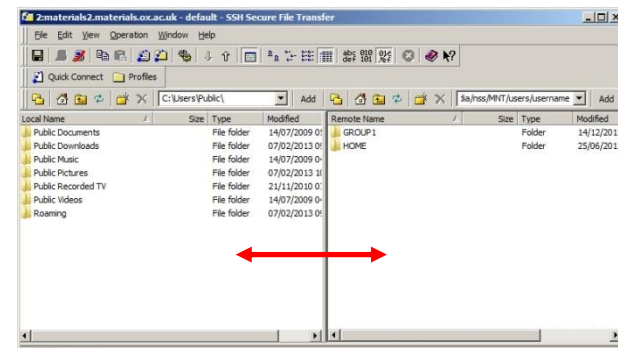
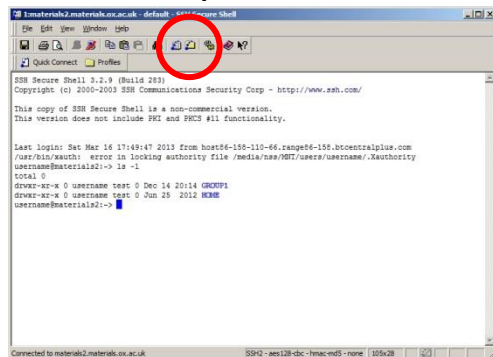
**Please note that the Secure Shell Client software shown below is no-longer supported and no-longer works with the department file servers**

(Please uninstall this software if you still have it)



After successful connection you are presented with the line command terminal window. Click the yellow folder toolbar icon to open transfer window.

The file transfer window allows you to drag&drop files from the local computer (left pane) into your HOME directory on the fileserver (right pane) or vice versa.



**Notes:** Also see <http://www.materials.ox.ac.uk/local/it/materials-fileserver.html>

# Data from Equipment on department network (Web)

## Example data transfer:

Windows filesharing

Secure File Transfer

Netstorage (Web)

FTP

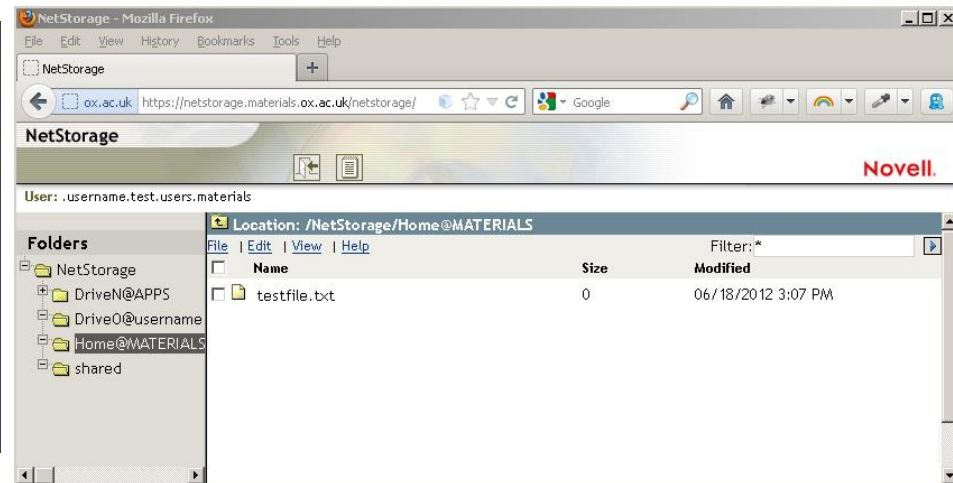
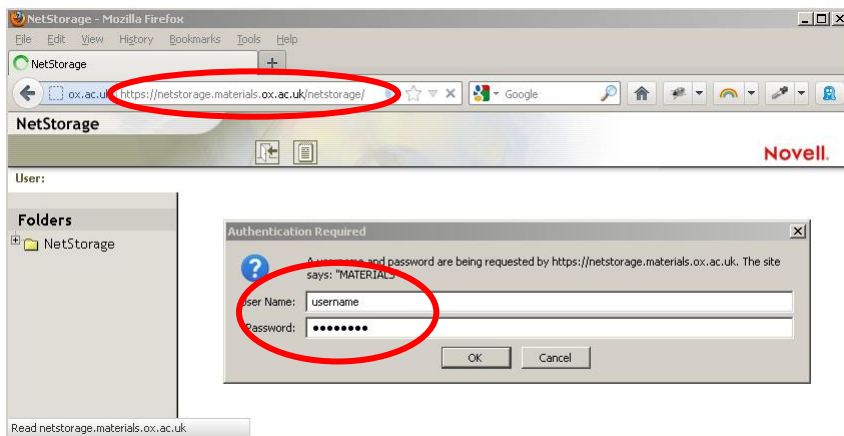
Removable Media

## Transfer via Web through Netstorage on Fileserver

NetStorage is a web interface for accessing your files on the department fileserver.

Visit <http://netstorage.materials.ox.ac.uk/netstorage>

After login, the webpage shows the file hierarchy similar to usual. The internal menus can be used in conjunction with the tickboxes beside each object to perform actions like upload or download.



**Notes:** Also see <http://www.materials.ox.ac.uk/local/it/materials-fileserver.html>

# Data from Equipment on department network (FTP)

## Example data transfer:

Windows filesharing

Secure File Transfer

Netstorage (Web)

Oxfile or FTP

Removable Media

## Transfer via Web through Oxfile or FTP

The university provides a file transfer web interface <http://oxfile.ox.ac.uk> great for sharing large files.

The department also provides an FTP server <ftp://olympus.materials.ox.ac.uk> which is suited to transferring lots of small files. More information is at <http://www.materials.ox.ac.uk/local/it/itftp.html>

*[Password for FTP available from IT staff upon request]*



OxFile



Help

### Welcome to OxFile

Right now, 12017 people are sharing 208812 files using Oxfile

#### Oxford Users

Oxfile is an easy way for members of Oxford University to share files with members, and with people outside the University. Individual files up to 25Gb in size may be uploaded and kept on Oxfile for up to 30 days. Please see the [help](#) for more details on large files.



Set up and manage folders for sending files to other people



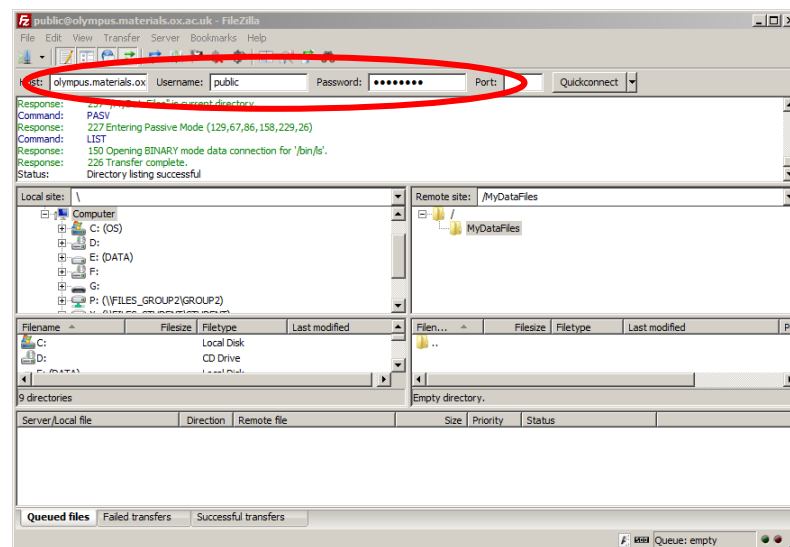
Set up and manage folders for non-Oxford users to send you files



Download files which other people are sending to you

#### Non-Oxford Users

If you do not have an Oxford University username and password, and an Oxford user is sharing files with you, you will need a special web address to upload or download files. This address will normally be emailed to you by the Oxfile service, but in some cases the Oxford User may prefer to give you the address by another means. If you do not have the address then please contact the Oxford User who is sharing files with you.



**Notes:** Also see <http://www.materials.ox.ac.uk/local/it/materials-fileserver.html>



# Data from Equipment not on any network (USB)

## Example data transfer:

Windows filesharing

Secure File Transfer

Netstorage (Web)

Oxfile or FTP

**Removable Media**

## Transfer via Removable Media

Possible options are USB pen drive or USB hard disk or on older machines maybe even CD / DVD / Zip / floppy!

**If the equipment control computer is not networked then files must be transferred using removable media.**

Since the reason for the computer not being networked is likely to be security, it is ESSENTIAL that any USB device being used for transferring files should have been scanned with up-to-date antivirus software (on a networked computer) and **confirmed as being virus-free BEFORE being connected to the equipment control computer.**

Users are recommended to have a dedicated USB drive only for use in transferring data off equipment control computers (which can be reformatted regularly to prevent cross contamination between different equipment).



**Notes:** Also see <http://www.materials.ox.ac.uk/local/it/materials-fileserver.html>

# Data from Equipment on private networks

## Data from equipment on private network:

### Overview

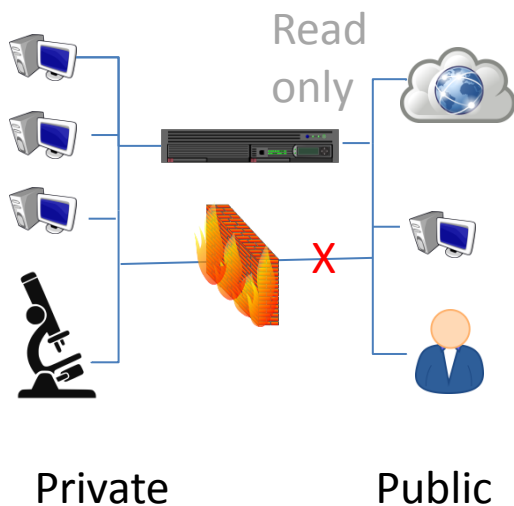
Windows filesharing  
Secure File Transfer

Electron microscopes based in the **Holder Building** are all on a separate secure private network with a storage server for public file access ([prem.materials.ox.ac.uk](http://prem.materials.ox.ac.uk)).

Electron microscopes and OMCS equipment based at **Begbroke** are mostly on a separate secure private network with another storage server for public file access ([bbem.materials.ox.ac.uk](http://bbem.materials.ox.ac.uk)).

If the equipment is connected to a secure private network (e.g. you cannot open a webpage) then the equipment control computer should have a mapped network drive for storing your data on the storage array. (e.g. Z:\\prem\data)

The files can be accessed (**read-only**) from the public network either via Windows Filesharing or via Secure File Transfer using shared “**emgroup**” username and password.



**Notes:** Data is on bbem or prem depending where the equipment is.

Shared read-only user account **emgroup** (password provided during training)

# Data from Equipment on private networks (SMB)

## Data from equipment on private network:

Overview

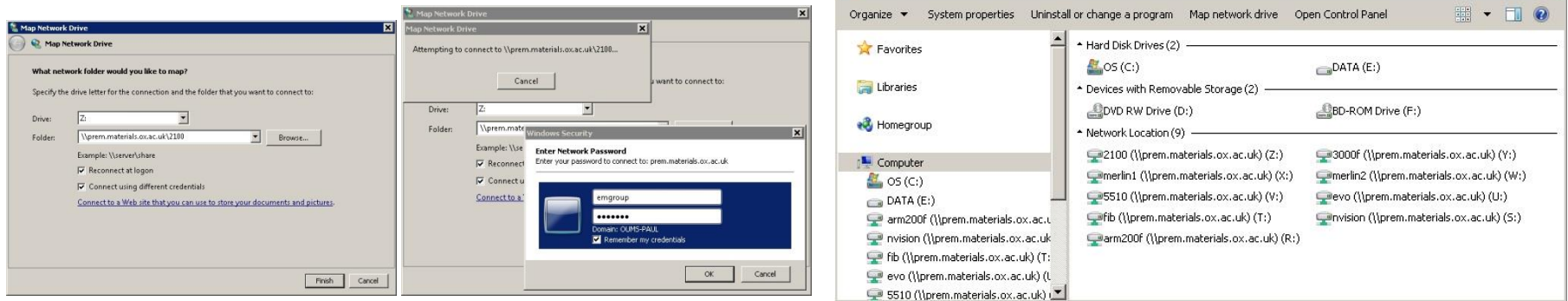
Windows filesharing

Secure File Transfer

## Windows file sharing from map network drive

The images below show an example connection using account 'emgroup' to connect to the "2100" shared drive on server called **prem.materials.ox.ac.uk** which results in the file store being mounted as the Z: drive. Similar drive mappings can be used to connect to the other equipment shares (e.g. merlin1, merlin2, 5510, arm200f etc.)

Similarly drive mapping to **bbem.materials.ox.ac.uk** to connect to begbroke equipment data (e.g. omcs, 840f etc.)



## Notes:

# Data from Equipment on department network (SSH)

## Example data transfer:

Windows filesharing

Secure File Transfer

Netstorage

FTP

Removable Media

## Secure File Transfer EM Fileservers using WinSCP

WinSCP <http://winscp.net/> is installed on most departmental computers.

Use the shared “emgroup” account to transfer files out of the EM fileservers

prem.materials.ox.ac.uk

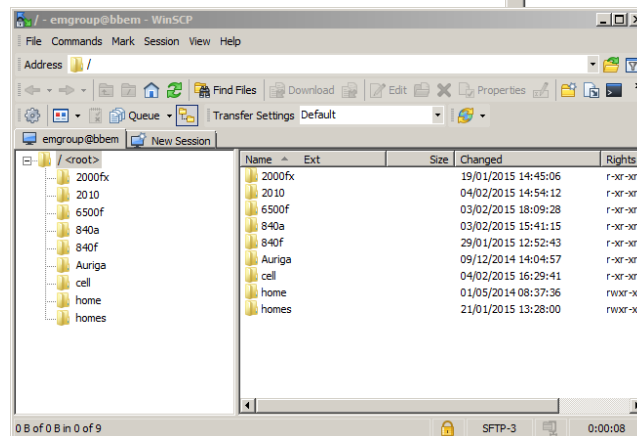
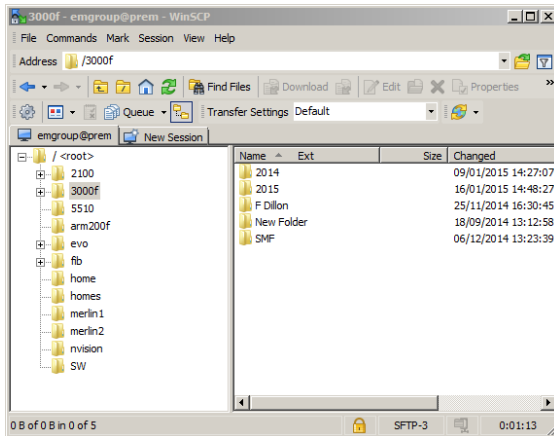
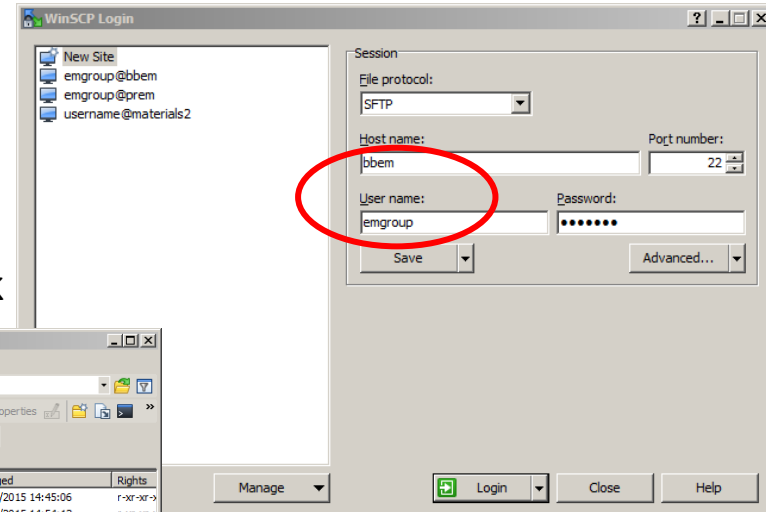
bbem.materials.ox.ac.uk



Note that access to EM fileservers is READ-ONLY.

prem.materials.ox.ac.uk

bbem.materials.ox.ac.uk



## Notes:

# Data from Equipment on private networks (SSH)

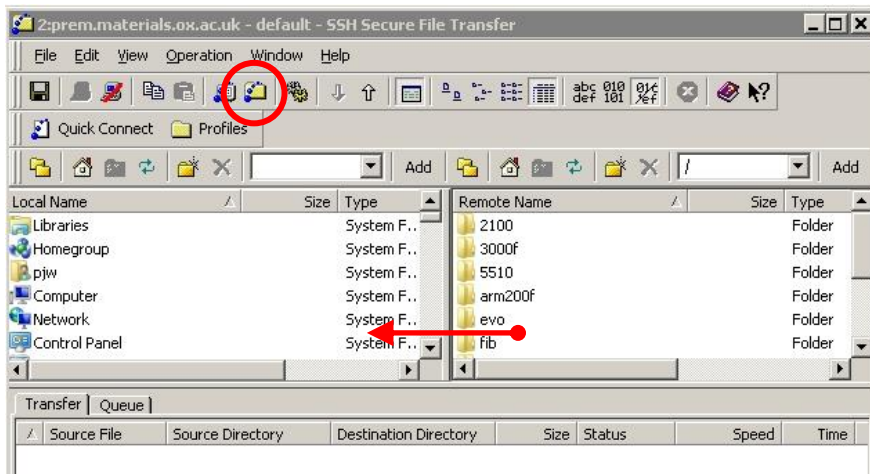
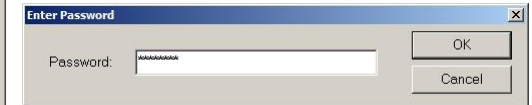
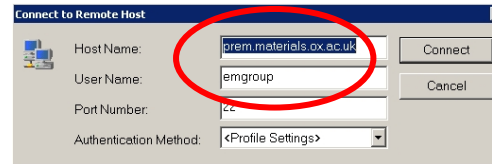
Data from equipment  
on private network:

Overview

Windows filesharing

Secure File Transfer

Please note that the Secure Shell Client software  
shown below is no-longer supported  
and no-longer works with the department file servers  
(Please uninstall this software if you still have it)



The file transfer window allows you to  
drag&drop files from the storage array  
(right pane, **read only**) into your local  
computer.

Each equipment is listed as separate  
folders, within which should be users  
own named folders.

Notes:

# Any questions?

- iLab booking system queries
  - Neil Young - manager of EM core
  - Colin Johnson – manager of OMCS core
  - Paul Warren – IT manager
- Department website queries
  - Paul Warren – [webmaster@materials.ox.ac.uk](mailto:webmaster@materials.ox.ac.uk)
- General IT queries
  - Email queries to [itsupport@materials.ox.ac.uk](mailto:itsupport@materials.ox.ac.uk)
  - Guidance is on department website  
<http://www.materials.ox.ac.uk/local/it/>