

# How to Use Badger

Badger is CNM2's tool access and reservation system. It provides users with access, information about equipment status, and their charges. Each badger account is linked with every user's unique email account. This allows only qualified users on the equipment. Users found abusing their privileges or attempting to circumvent the Badger system will have their lab access suspended or revoked. The following guide details the steps required to create and use the main features of Badger.

## Creating an Account

1. Select "New Member?" as shown below:

Badger Lab Management Software

Welcome to Badger Lab Management Software at UC Davis

Email

Password

Lab  
All Labs



Login Cancel

News **New Member?**

By logging in I accept the terms of the lab agreement.

View Agreement

Lost Password?

2. Fill out the following requirements in RED:

The screenshot shows a window titled "Badger Lab Management Software" with a close button (X) in the top right corner. The window contains a registration form with the following fields and instructions:

Complete this form to create a new member account. Asterisk fields are required. Click 'Set Password' to submit the form and bring up the password setting dialog. Once your account has been approved you will receive an email notification.

The form fields are:

- Email\* (text input)
- Lab Code\* (text input)
- First Name\* (text input)
- Last Name\* (text input)
- Lab\* (dropdown menu)
- Account\* (text input)
- Advisor\* (text input with dropdown arrow)
- Address 1 (text input)
- Address 2 (text input)
- City (text input)
- State (dropdown menu)
- Zip Code (text input)
- Phone\* (text input)
- Fax (text input)
- Alt Phone (text input)

At the bottom of the form are two buttons: "Set Password" and "View Instructions".

- Email: Be sure to use your UC Davis email account.
- NCNC Entry Code: Choose any 6-digit number. **This code will allow you to access rooms valid to members only**
- Lab: Choose NCNC (Northern California Nanotech Center).
- Account: Must have a valid account typically in the form 3-1234567 provided by your PI. **This will be your account where your equipment rates will be charged**
- Advisor: Enter the name of the advisor you are working under.
- Phone: Input your phone number.

3. Once required fields are filled, click “Set Password”.

Badger Lab Management Software

Complete this form to create a new member account. Asterisk fields are required. Click 'Set Password' to submit the form and bring up the password setting dialog. Once your account has been approved you will receive an email notification.

Email\*

Lab Code\*

First Name\*

Last Name\*

Lab\*

Account\*

Advisor\*

Address 1

Address 2

City

State

Zip Code

Phone\*

Fax

Alt Phone

4. Create a password with a minimum of 8 characters for your Badger account.

Set or Change Password

Password:

Confirm Password:

5. Wait for a confirmation e-mail after your application form is approved by staff.



### Logging on

1. Double click the badger icon located on the desktop.



2. Enter your email and password.

NOTE: Only enter the portion of your email preceding the @ symbol.

Example: Email Address: **Imfirst**@ucdavis.edu

Badger Lab Management Software

Welcome to Badger Lab Management Software at UC Davis

Email

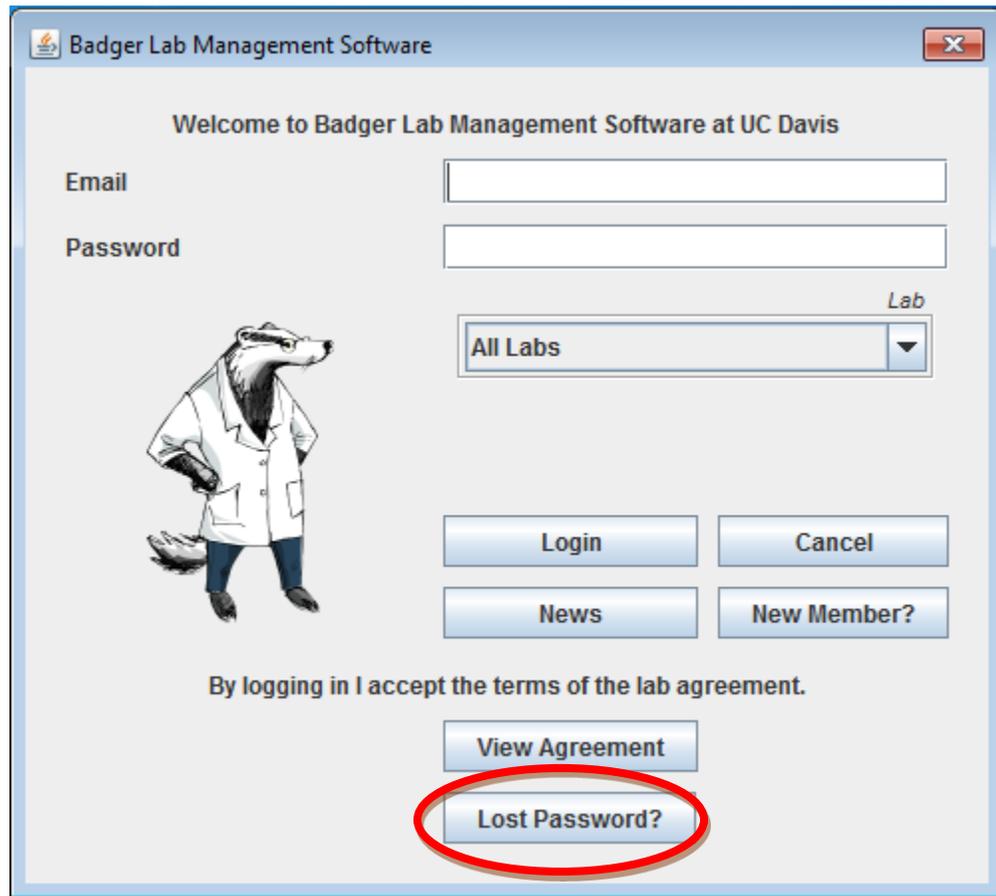
Password

Lab

By logging in I accept the terms of the lab agreement.

## How to Recover as Lost Password

1. Select "Lost Password?"



Badger Lab Management Software

Welcome to Badger Lab Management Software at UC Davis

Email

Password

Lab  
All Labs



Login Cancel

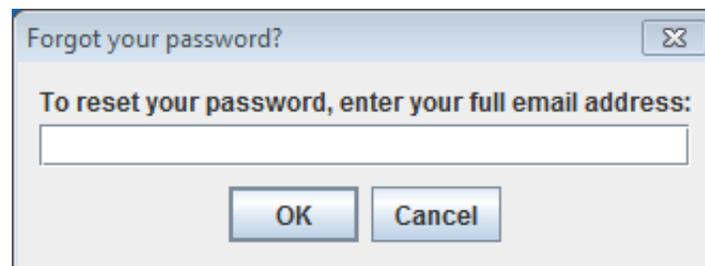
News New Member?

By logging in I accept the terms of the lab agreement.

View Agreement

**Lost Password?**

2. Enter your full email and click "OK".

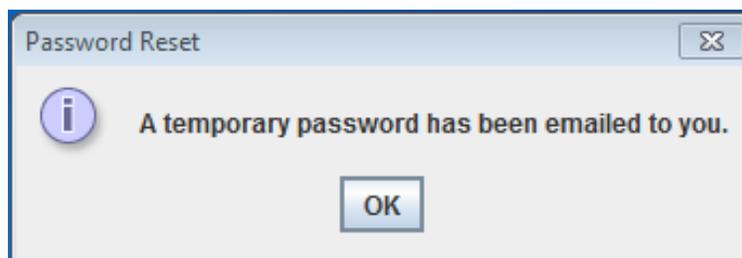


Forgot your password?

To reset your password, enter your full email address:

OK Cancel

You will be notified that a temporary password has been emailed to you.

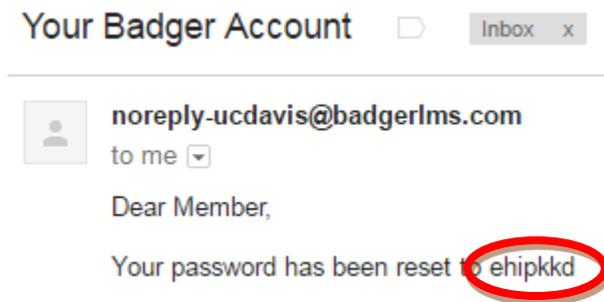


Password Reset

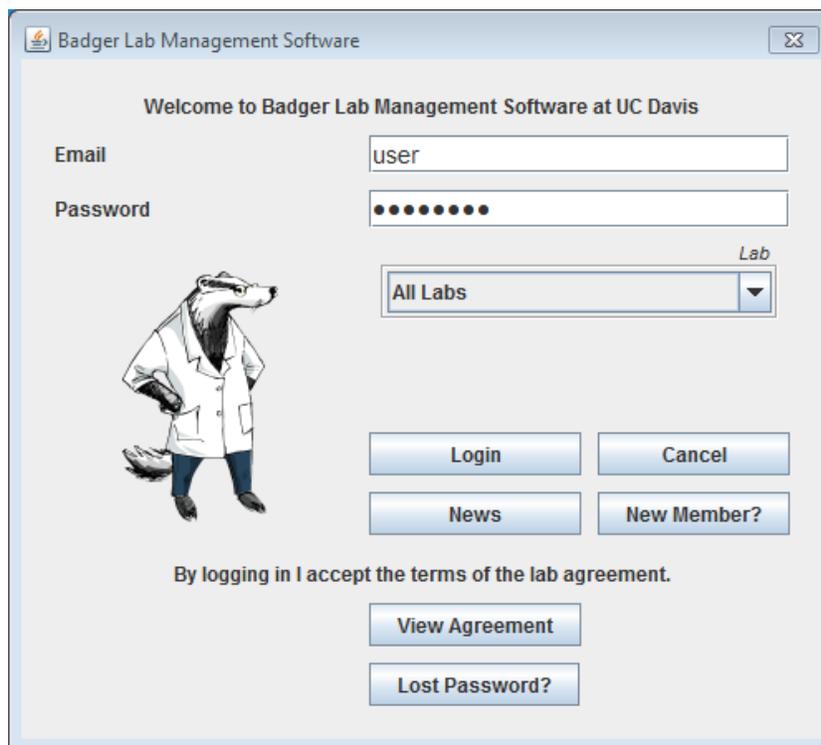
 A temporary password has been emailed to you.

OK

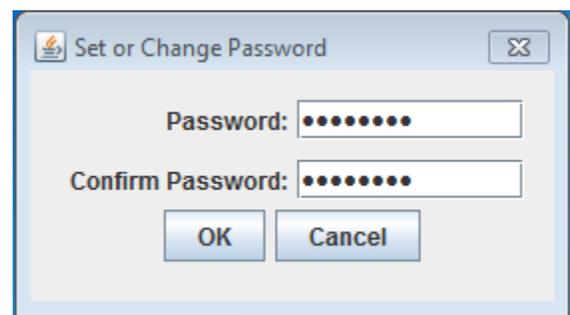
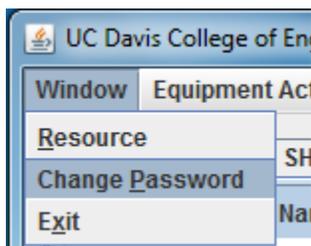
3. Check your email for the temporary password:



4. Log into Badger with your temporary password.



5. Under “Window” menu, select “Change Password”.

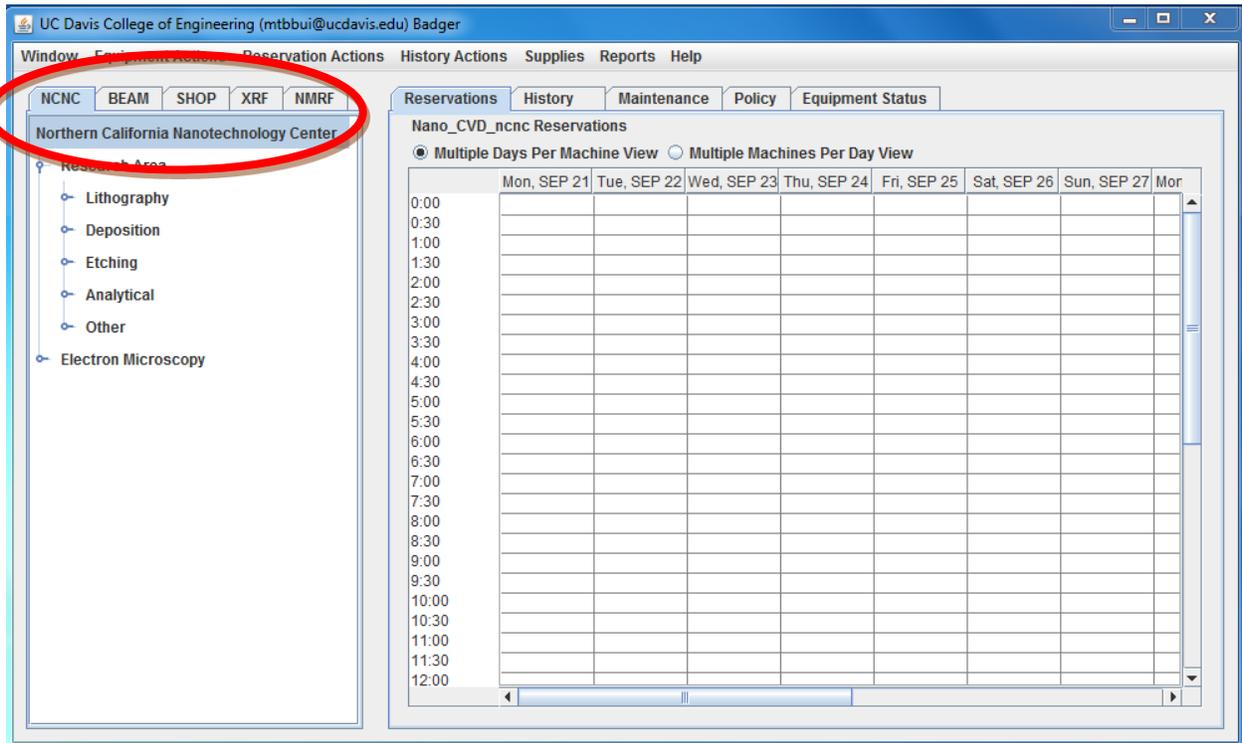


6. Input your new password and click “OK”

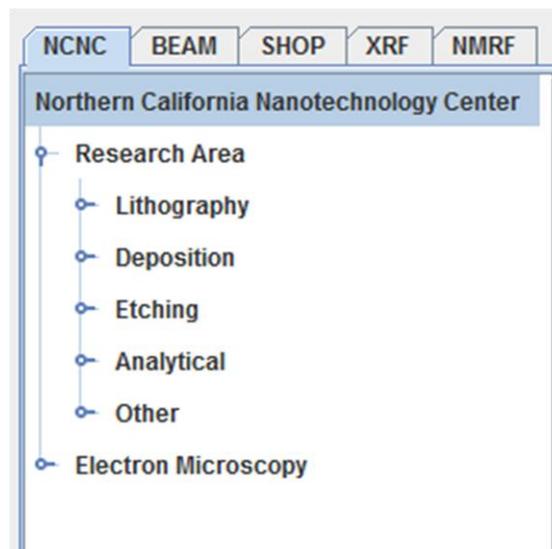
## Accessing and Enabling Equipment

In order to use any equipment within the facility, you must be qualified by staff. You are charged for all of the time that you keep the tool "enabled" whether you use all or any part of your reservation. Therefore, it is important to "disable" the tool after you are done using it. If you are unable to access a tool, please contact staff.

1. Once logged into badger, double click "Northern California Nanotechnology Center"

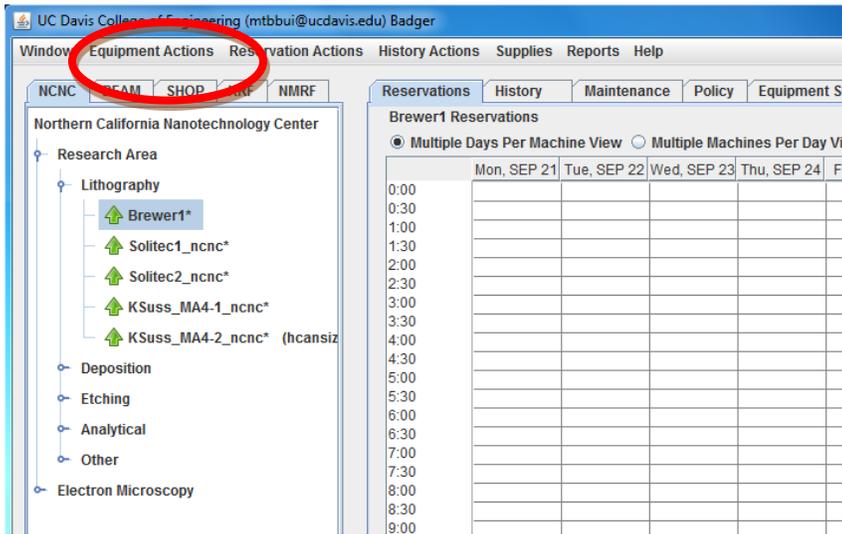
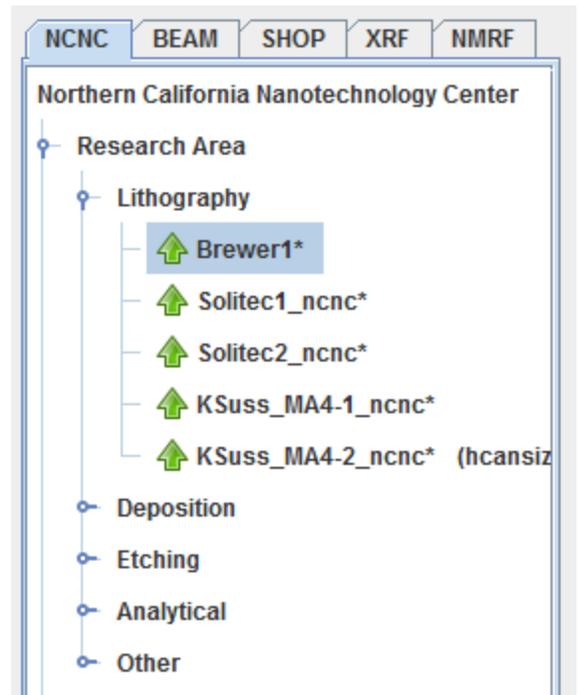


2. Under "Research Area", select the category that contains the equipment that you want to enable.



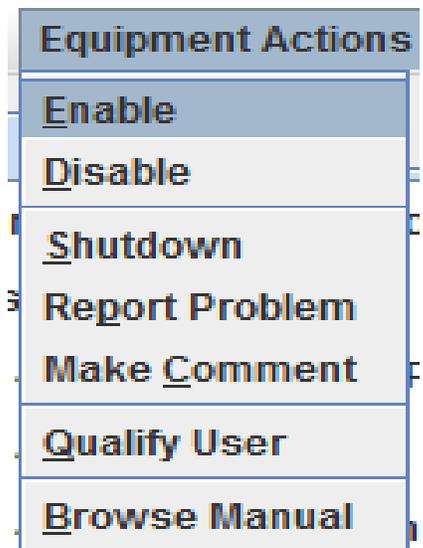
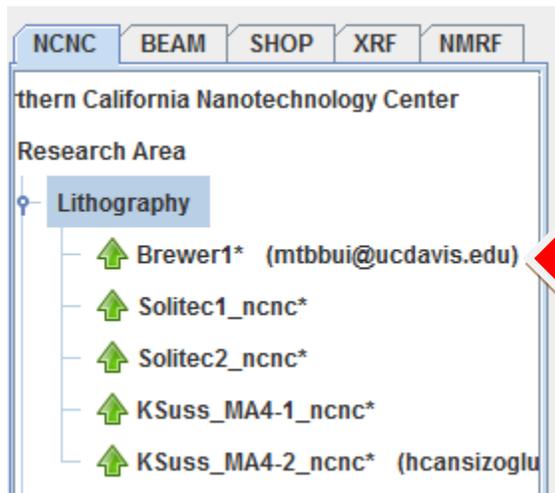
3. Pick the name of the equipment that you want to enable.

4. Open “Equipment Actions” tab.



5. From the drop-down menu, click “Enable”

6. Your email address will appear next to the equipment that you enabled as shown:

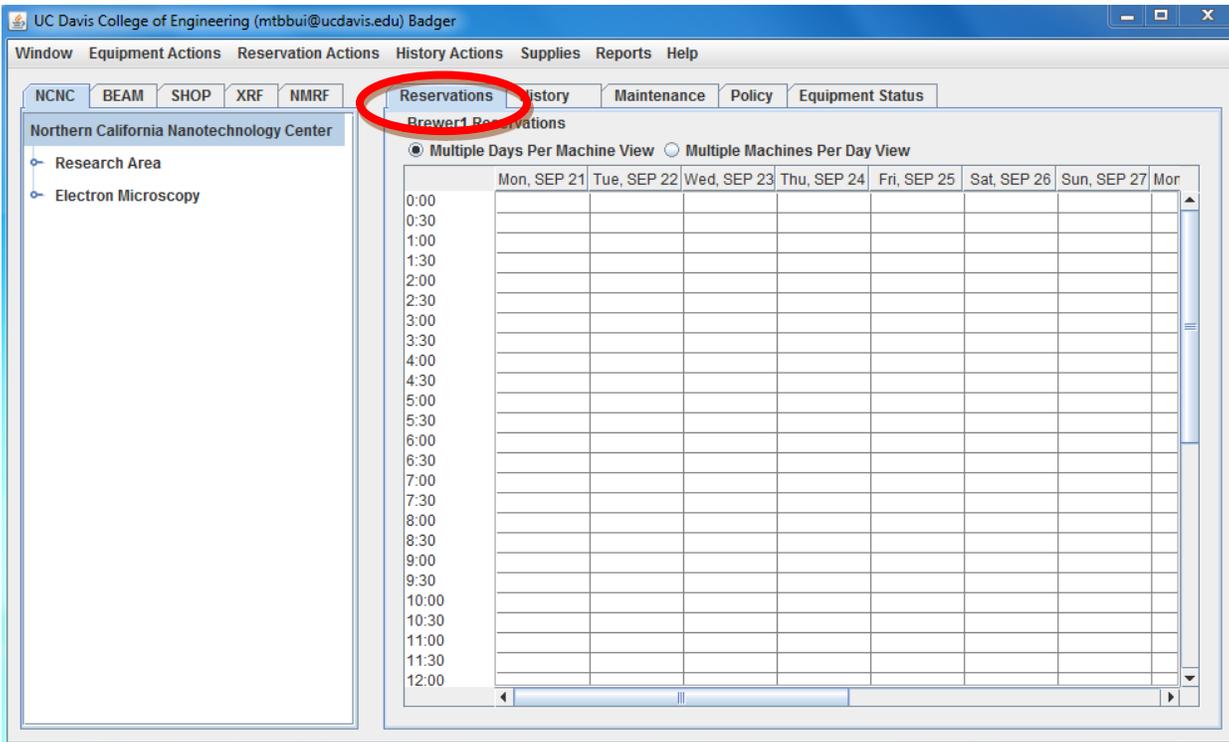


**NOTE:** Remember to disable the equipment once done using to allow other users to operate the machine. To do this, select “Disable” under “Equipment Actions”.

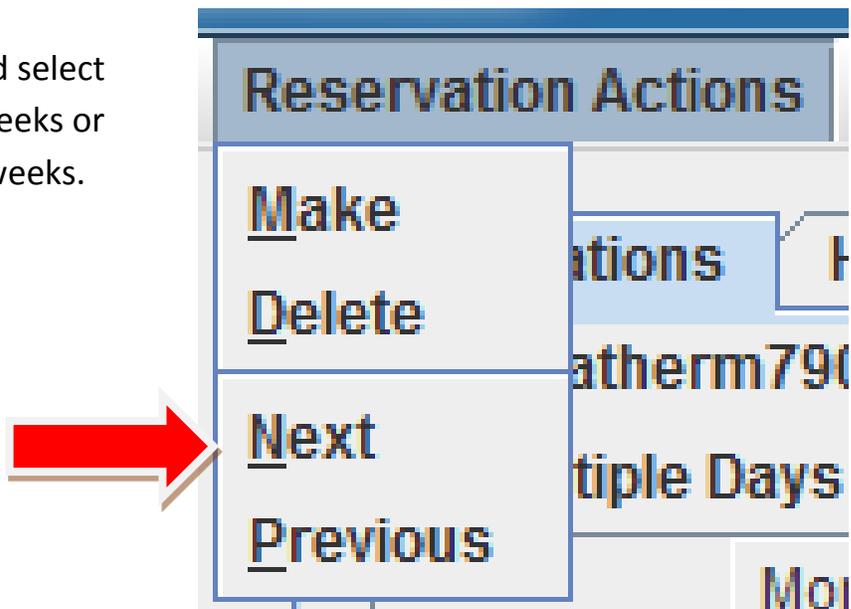
## Making a Reservation

Reservations are an important courtesy to other users to inform them of the tool availability. Those who make reservations are given priority in using the machine. Lastly, if you are 30 minutes late to your reservation or if you finish your session ahead of your scheduled reservations, then it will be automatically cancelled and an email will be sent to notify the list serv.

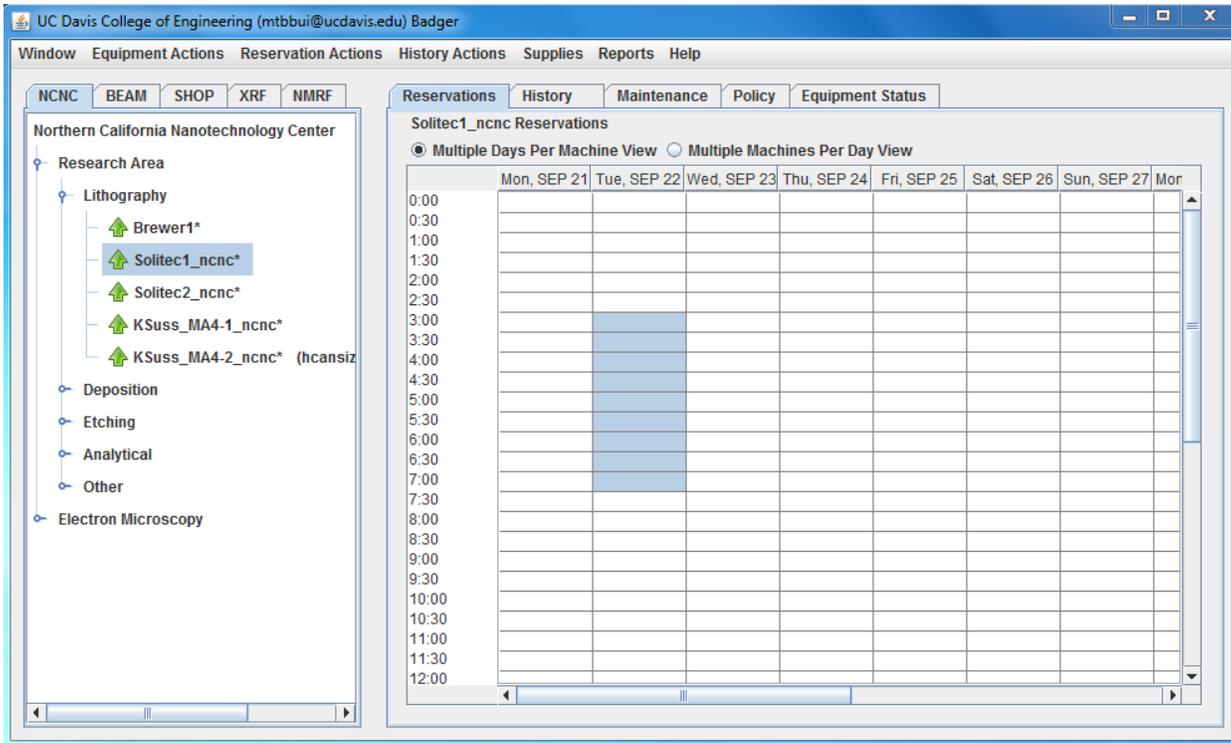
1. Select “Reservations” tab to view the calendar for this week. Then select a specific piece of equipment to see the reservations for it.



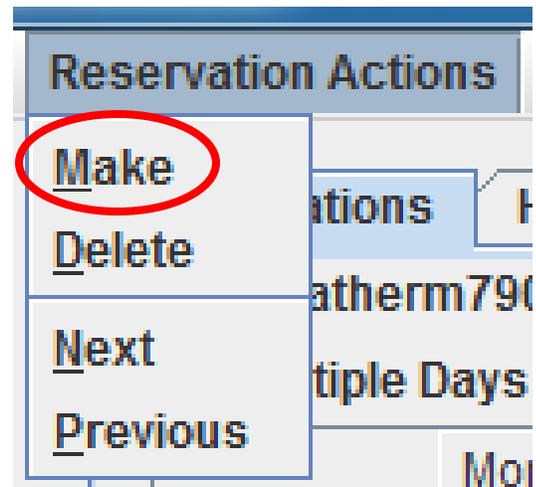
2. To see other weeks, click the “Reservation Actions” tab and select “Next” to view subsequent weeks or “Previous” to view previous weeks.



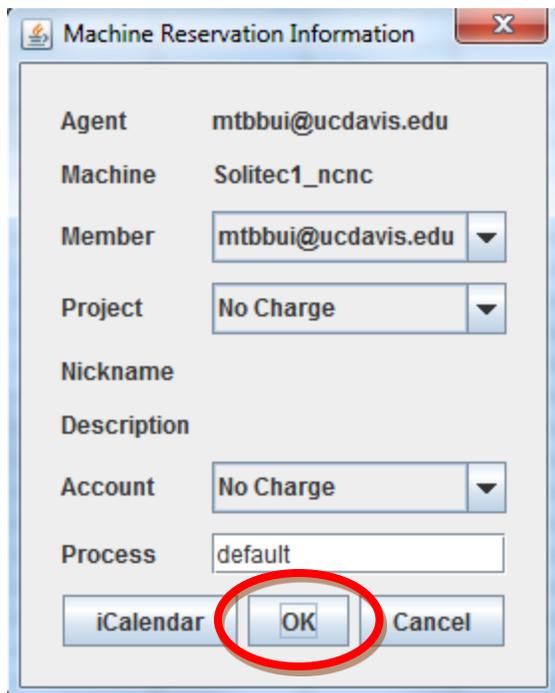
3. Click and drag to highlight the time you would like to reserve as shown:



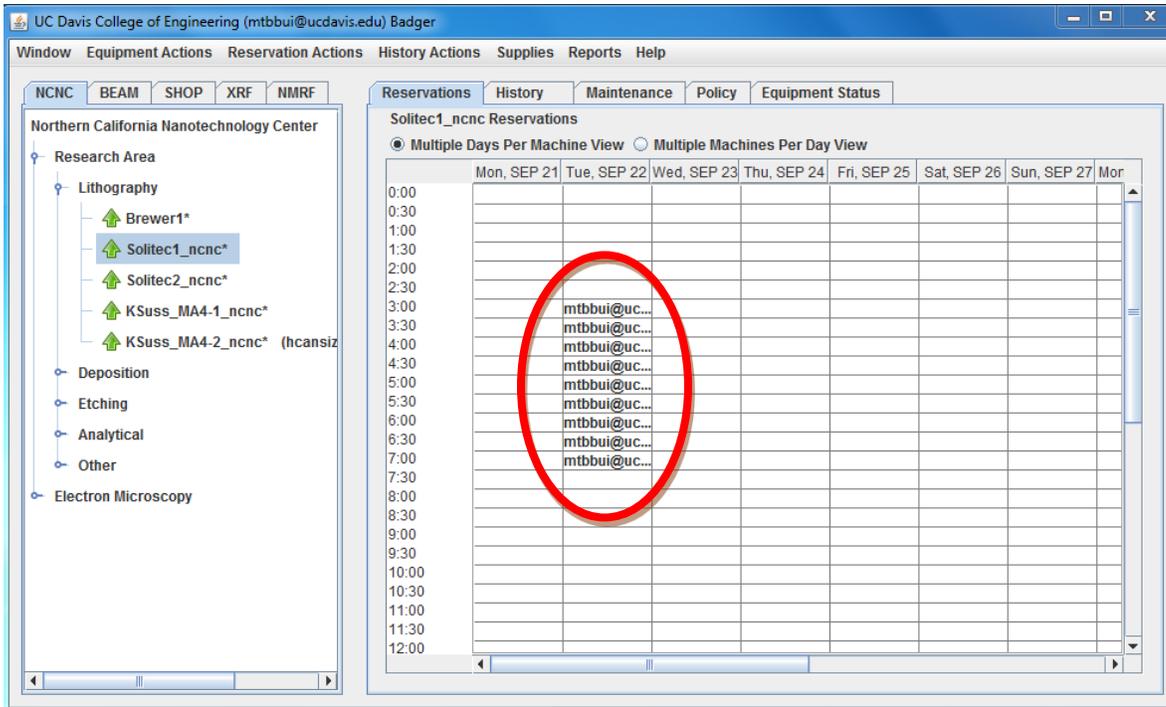
4. Select the "Reservation Actions" tab on the tool bar and click "Make" to reserve the highlighted time slots. Similarly, press "delete" to remove the highlighted reservation.



5. A pop-up will appear, select "OK" at the bottom



5. Your email will appear in the highlighted slots after making the reservation.



### Equipment status

**Please check the equipment status before using the machine**

The following symbols indicate the status of the equipment:

 Nanometrics\_ncnc\*

Machine is up

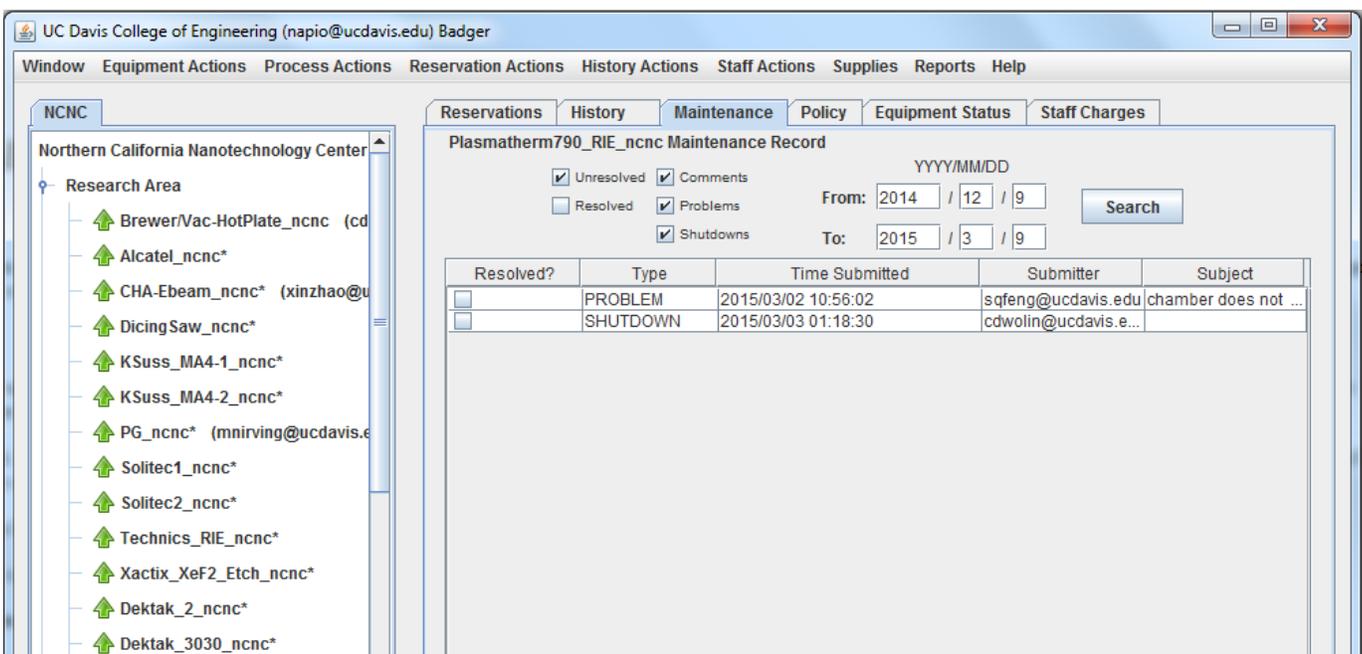
 EVG\_420\_ncnc\*

Problem Reported

 Plasmatherm790\_RIE\_ncnc\*

Machine is down

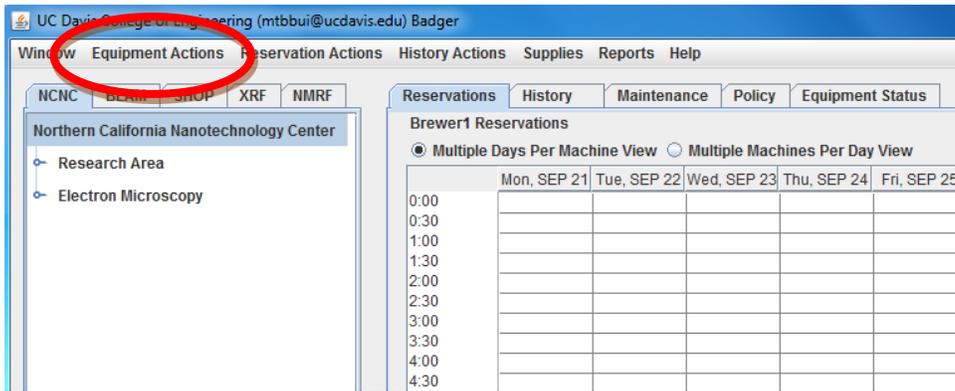
To view the description of the problem, select a tool and then select "Maintenance" tab.



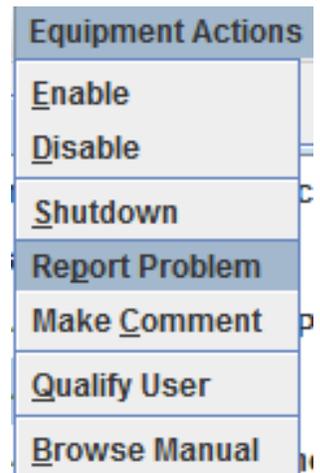
## Reporting a Problem

In order to keep tools running with minimal down-time, it is the user's responsibility to report any issues with the tool using Badger. This also prevents other users from using and possibly further damaging the machine.

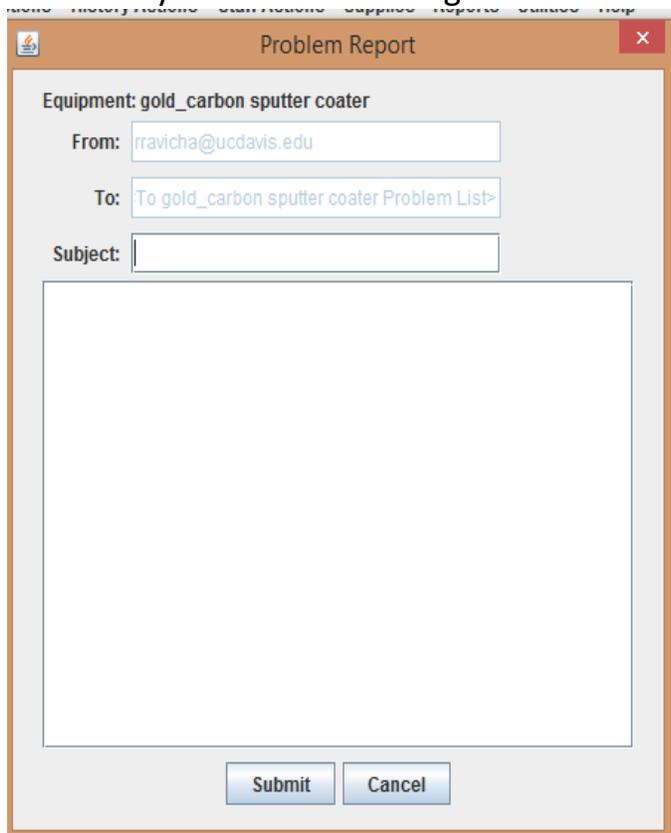
1. To report a problem, select "Equipment actions".



2. Select "Report Problem" or "Shutdown"

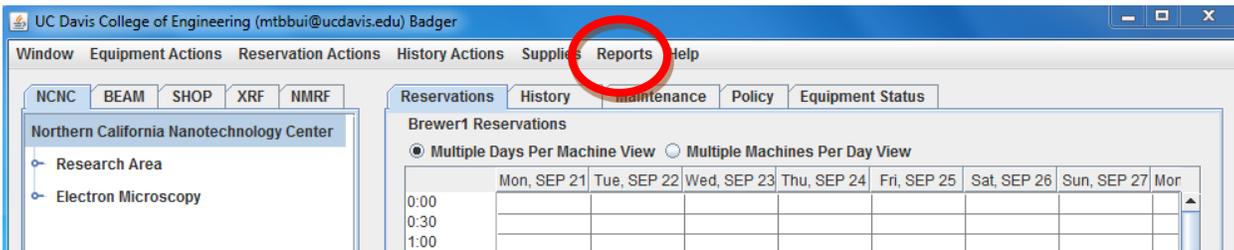


3. Type a description of the issue and click "Submit". These messages will notify other users through the list serv

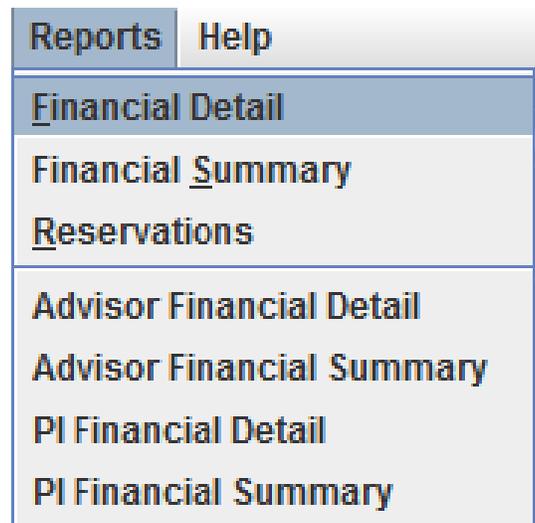


# Financial Data

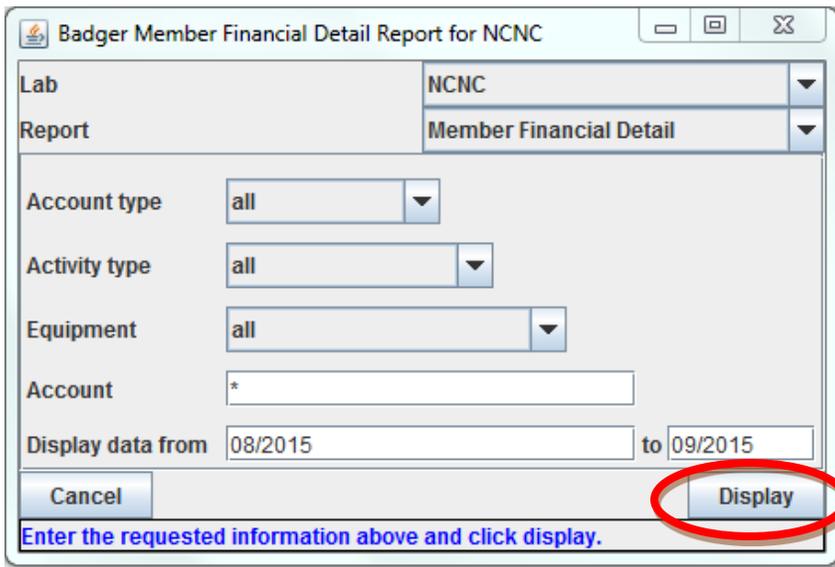
1. Open "Reports" tab.



2. Select "Financial Detail" under the drop-menu.



3. Select "Display"

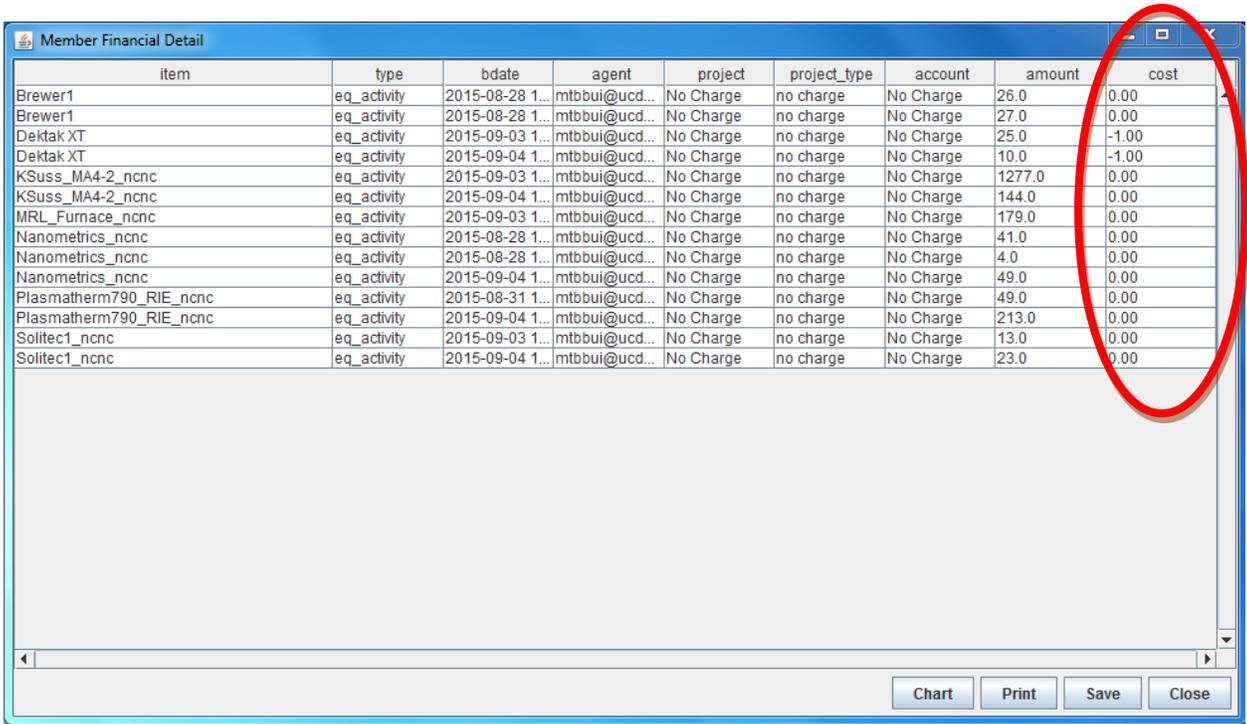


4. To check the amount of time spent on each machine, view the "amount" column on the far right.

item	type	bdate	agent	project	project_type	account	amount	cost
Brewer1	eq_activity	2015-08-28 1...	mtbbui@ucd...	No Charge	no charge	No Charge	26.0	0.00
Brewer1	eq_activity	2015-08-28 1...	mtbbui@ucd...	No Charge	no charge	No Charge	27.0	0.00
Dektak XT	eq_activity	2015-09-03 1...	mtbbui@ucd...	No Charge	no charge	No Charge	25.0	0.00
Dektak XT	eq_activity	2015-09-04 1...	mtbbui@ucd...	No Charge	no charge	No Charge	10.0	0.00
KSuss_MA4-2_ncnc	eq_activity	2015-09-03 1...	mtbbui@ucd...	No Charge	no charge	No Charge	1277.0	0.00
KSuss_MA4-2_ncnc	eq_activity	2015-09-04 1...	mtbbui@ucd...	No Charge	no charge	No Charge	144.0	0.00
MRL_Furnace_ncnc	eq_activity	2015-09-03 1...	mtbbui@ucd...	No Charge	no charge	No Charge	179.0	0.00
Nanometrics_ncnc	eq_activity	2015-08-28 1...	mtbbui@ucd...	No Charge	no charge	No Charge	41.0	0.00
Nanometrics_ncnc	eq_activity	2015-08-28 1...	mtbbui@ucd...	No Charge	no charge	No Charge	4.0	0.00
Nanometrics_ncnc	eq_activity	2015-09-04 1...	mtbbui@ucd...	No Charge	no charge	No Charge	49.0	0.00
Plasmatherm790_RIE_ncnc	eq_activity	2015-08-31 1...	mtbbui@ucd...	No Charge	no charge	No Charge	49.0	0.00
Plasmatherm790_RIE_ncnc	eq_activity	2015-09-04 1...	mtbbui@ucd...	No Charge	no charge	No Charge	213.0	0.00
Solitec1_ncnc	eq_activity	2015-09-03 1...	mtbbui@ucd...	No Charge	no charge	No Charge	13.0	0.00
Solitec1_ncnc	eq_activity	2015-09-04 1...	mtbbui@ucd...	No Charge	no charge	No Charge	23.0	0.00

The time spent on each equipment are shown in minutes

5. To check your total cost on each machine, view the “cost” column.



item	type	bdate	agent	project	project_type	account	amount	cost
Brewer1	eq_activity	2015-08-28 1...	mtbbui@ucd...	No Charge	no charge	No Charge	26.0	0.00
Brewer1	eq_activity	2015-08-28 1...	mtbbui@ucd...	No Charge	no charge	No Charge	27.0	0.00
Dektak XT	eq_activity	2015-09-03 1...	mtbbui@ucd...	No Charge	no charge	No Charge	25.0	-1.00
Dektak XT	eq_activity	2015-09-04 1...	mtbbui@ucd...	No Charge	no charge	No Charge	10.0	-1.00
KSuss_MA4-2_ncnc	eq_activity	2015-09-03 1...	mtbbui@ucd...	No Charge	no charge	No Charge	1277.0	0.00
KSuss_MA4-2_ncnc	eq_activity	2015-09-04 1...	mtbbui@ucd...	No Charge	no charge	No Charge	144.0	0.00
MRL_Furnace_ncnc	eq_activity	2015-09-03 1...	mtbbui@ucd...	No Charge	no charge	No Charge	179.0	0.00
Nanometrics_ncnc	eq_activity	2015-08-28 1...	mtbbui@ucd...	No Charge	no charge	No Charge	41.0	0.00
Nanometrics_ncnc	eq_activity	2015-08-28 1...	mtbbui@ucd...	No Charge	no charge	No Charge	4.0	0.00
Nanometrics_ncnc	eq_activity	2015-09-04 1...	mtbbui@ucd...	No Charge	no charge	No Charge	49.0	0.00
Plasmatherm790_RIE_ncnc	eq_activity	2015-08-31 1...	mtbbui@ucd...	No Charge	no charge	No Charge	49.0	0.00
Plasmatherm790_RIE_ncnc	eq_activity	2015-09-04 1...	mtbbui@ucd...	No Charge	no charge	No Charge	213.0	0.00
Solitec1_ncnc	eq_activity	2015-09-03 1...	mtbbui@ucd...	No Charge	no charge	No Charge	13.0	0.00
Solitec1_ncnc	eq_activity	2015-09-04 1...	mtbbui@ucd...	No Charge	no charge	No Charge	23.0	0.00

The cost is reported in dollars, and reflects the individual equipment rates

If you have any questions about your equipment usage, please submit an email to Paula Lee ([pjlee@ucdavis.edu](mailto:pjlee@ucdavis.edu))

## Equipment Rates

To find the rate for your piece of equipment, please visit:

<b>Equipment</b>	<b>Rate</b> <b>(Overall usage cap: \$800/month)</b>
Brewer1	\$10/hour
DPSS UV Laser	\$25/hour
CHA-Ebeam	\$30/hour
Critical point dryer	\$40/hour
Dektak_2	\$18/hour
Dektak_3030	\$18/hour
Dektak XT	\$25/hour
DicingSaw	\$30/hour
EVG 501 Bonder	\$50/hour
EVG 620 Mask_Bond Aligner	\$40/hour
EVG 810 Plasma Activation	\$60/hour
Gold_carbon sputter coater	\$-
KSuss_MA4-1	\$25/hour
KSuss_MA4-2	\$25/hour
Lesker_Sputter	\$30/hour
Nano_CVD	\$40/hour
Nanometrics	\$18/hour
Plasmatherm790_RIE	\$20/hour
Programmable Oven	\$-
Rapid_Thermal_Processor	\$40/hour
Solitec1	\$18/hour
Solitec2	\$18/hour
Spin_Rinse_Dryer_3	\$1/hour
Technics_RIE	\$20/hour
Xactix_XeF2_Etch	\$50/hour

<http://cnm2.engineering.ucdavis.edu/wp-content/uploads/sites/11/2013/06/Eqpt-Rates.pdf>