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:
2. Fill out the following requirements in **RED**:

- **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”.

4. Create a password with a minimum of 8 characters for your Badger account.
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: lmfirst@ucdavis.edu
How to Recover as Lost Password

1. Select “Lost Password?”

![Image of Badger Lab Management Software window with Lost Password highlighted]

2. Enter your full email and click “OK”.

![Image of forgot password window]

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

![Image of password reset window]
3. Check your email for the temporary password:

   ![Email](image)

   **Dear Member,**

   Your password has been reset to **ehipkkd**

4. Log into Badger with your temporary password.

   ![Log in](image)

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

   ![Change Password](image)

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:

   ![Equipment Actions screenshot]

   **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
- **Plasmattherm790_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.
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.

The time spent on each equipment are shown in minutes
5. To check your total cost on each machine, view the “cost” column.

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)
## Equipment Rates

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


<table>
<thead>
<tr>
<th>Equipment</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Brewer1</td>
<td>$10/hour</td>
</tr>
<tr>
<td>DPSS UV Laser</td>
<td>$25/hour</td>
</tr>
<tr>
<td>CHA-Ebeam</td>
<td>$30/hour</td>
</tr>
<tr>
<td>Critical point dryer</td>
<td>$40/hour</td>
</tr>
<tr>
<td>Dektak_2</td>
<td>$18/hour</td>
</tr>
<tr>
<td>Dektak_3030</td>
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</tr>
<tr>
<td>Dektak XT</td>
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</tr>
<tr>
<td>DicingSaw</td>
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</tr>
<tr>
<td>EVG 501 Bonder</td>
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</tr>
<tr>
<td>EVG 620 Mask_Bond Aligner</td>
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<tr>
<td>EVG 810 Plasma Activation</td>
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<tr>
<td>Gold_carbon sputter coater</td>
<td>$-</td>
</tr>
<tr>
<td>KSuss_MA4-1</td>
<td>$25/hour</td>
</tr>
<tr>
<td>KSuss_MA4-2</td>
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</tr>
<tr>
<td>Lesker_Sputter</td>
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</tr>
<tr>
<td>Nano_CVD</td>
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<tr>
<td>Nanometrics</td>
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<tr>
<td>Plasmatherm790_RIE</td>
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<tr>
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<td>Rapid_Thermal_Processor</td>
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<tr>
<td>Solitec1</td>
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<tr>
<td>Solitec2</td>
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<td>Spin_Rinse_Dryer_3</td>
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<tr>
<td>Technics_RIE</td>
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<tr>
<td>Xactix_XeF2_Etch</td>
<td>$50/hour</td>
</tr>
</tbody>
</table>

(Overall usage cap: $800/month)