

BESC LABORATORY INFORMATION MANAGEMENT SYSTEM

ACCESSING THE LIMS

TO REQUEST AN ACCOUNT

- For access to the BESC LIMS (Nautilus), first apply for an XCAMS account at <https://xcams.ornl.gov/cleartrust/login.html>.
- Second, complete the New User Request Form at http://public.ornl.gov/besc_lims/requestuser.cfm, including your XCAMS user name.
- You will be contacted when your account is activated. Use the instructions on the pages below to access the LIMS via Thermo Scientific WebAccess or the web.

TO UPDATE YOUR PASSWORD

You will be required to update your password every 360 days in both the XCAMS and Nautilus systems.

- To change the password in XCAMS, Choose the Set a New Password option from the XCAMS Account Management (<https://xcams.ornl.gov/xcams/>) main menu. Once you log in, a listing of new passwords to choose from will be displayed. If you have problems with the XCAMS system, call the ORNL Helpline at 865-241-ORNL (6765).
- To change the password in Nautilus
 - Access Nautilus via WebAccess (instructions below)
 - Log into Nautilus using old password.
 - Click on File, Change Password.
 - Enter Old Password and New Password. Use your new XCAMS password for the new Nautilus password.
 - If you enter an incorrect password 3 times successively, the password will have to be reset. Contact besc-lims-help@email.ornl.gov or call Susan Holladay (865-576-8356).

ORNL USERS ONLY HAVE REMOTE DESKTOP OPTION (SEE END OF THIS DOCUMENT FOR INSTRUCTIONS)

TO ACCESS LIMS VIA WEBACCESS

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Available to both ORNL and External Users

First access to LIMS must be by this method.

Instructions are available at http://public.ornl.gov/besc_lims/ThermoWebAccess/

- Login is the same as your LIMS username and password for XCAMS users. Remember to use “Extranet\username” for the XCAMS login.
- Thermo Scientific WebAccess Suite allows full, secure access to the LIMS via a web browser. It allows access to your local resources (printers, local drives and files, instruments and barcode scanners). This system keeps your work safe in case of network or PC failure using ActiveResume.
- WebAccess is supported on all mainstream operating systems and browser types, including Mac OS X, IE, Google Chrome and Firefox. The browser clients seem to depend on the particular installation/machine, so if Firefox does not work, try IE, and vice versa.
- The instructions (http://public.ornl.gov/besc_lims/ThermoWebAccess/) include links to browser applications that require a plug-in as well as a stand-alone Windows client.
- Administrator privileges for client installation are required.
- The standalone Windows client is the most straight-forward. See instructions for installation. Hint: Create a desktop shortcut to the twa.exe file.

System/Server	Uses XCAMS password?	Requires extranet\ prefix?
XCAMS	Yes	Yes
limsnew.extranet.ornl.gov/WebAccess/	Yes	Yes
Nautilus	Suggested ¹	No
Website: Public.ornl.gov/besc_lims/	Suggested ¹	No

¹Password in Nautilus and Website is the same and can be set to user's preference. XCAMS password is suggested.

TO ACCESS VIA WEB INTERFACE

After your first WebAccess login, you can access LIMS via the web for quick reports and help.

- Go to http://public.ornl.gov/besc_lims/.
- Log on using your XCAMS user name and password.

Please send comments or inquiries to besc-lims-help@email.ornl.gov or call Susan Holladay (865-576-8356).

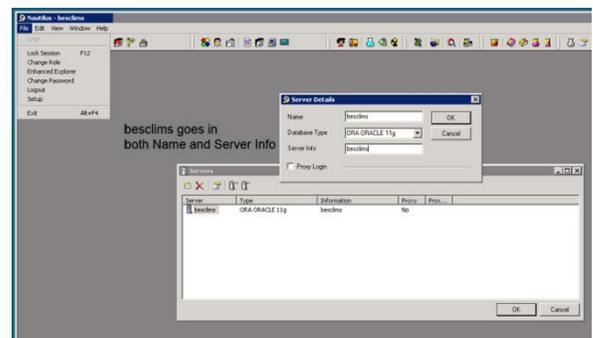
ORNL USERS ONLY: REMOTE DESKTOP

- ❑ Only ORNL Users have the option of using Remote Desktop. All others must use WebAccess (above)
- ❑ Start Remote Desktop by clicking on Start, All Programs, Accessories, Remote Desktop Connection.
- ❑ Establish a remote desktop connection (RDP) to **limsnew.extranet.ornl.gov**. Below is the information you will need to complete the connection.
 - Computer: limsnew.extranet.ornl.gov
 - Username: ORNL\your username
 - Password: UCAMS password
 - Set the box that says "Log on" to ORNL
 - *Remote Desktop Connection Options*
 - When you start the Remote Desktop Connection you get a pop-up box to select the computer, in that box click on Options.
 - To use a USB barcode scanner select Local Resources tab and under Keyboard select "On the local computer". This avoids scanning problems.
 - To access your local drives select the Local Resource tab, under Local Devices click "More..." and select the drives you want to use from the remote desktop.
 - Select connection-speed on the Experience tab.
 - Selected options are automatically saved.



- ❑ Start Nautilus by clicking on Start, All Programs, Nautilus, Nautilus. You will need:
 - Username (ORNL staff, use first part of email)
 - Temporary password (you will change this password on first-time login)

- ❑ Logging into Nautilus
 - To log into Nautilus for the first time, you will need to do an initial server setup (**besclims**). Under File on the menu, click Setup. In the popup box, enter besclims in both the name and server info boxes and click ok.



- *Change Password (must be done on first login)*
 - Log into Nautilus using temporary password (usually *tempuser*).
 - You will see a dialog box with "Your Password Has Expired" Click OK. If you do not see this dialog box, click instead on File, Change Password.
 - Enter Old Password (*tempuser*) and New Password. Use your XCAMS password for the new Nautilus password.
 - If you enter an incorrect password 3 times successively, the password will have to be reset. Contact besc-lims-help@email.ornl.gov or call Susan Holladay (865-576-8356).