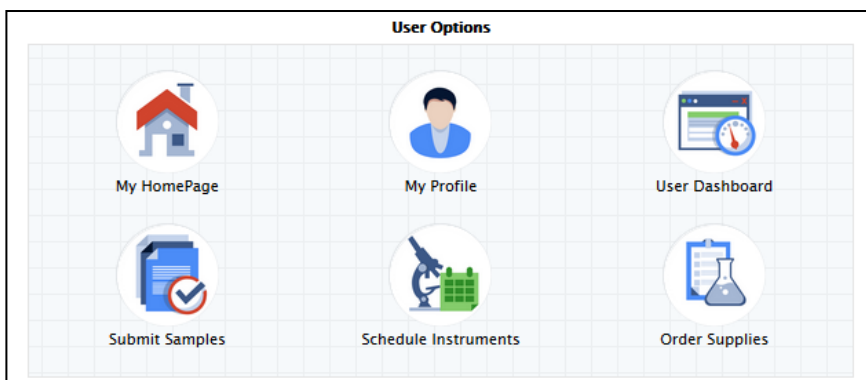


## Quick guide to MIC and PROBE new booking system - IRIS

- Users -



<https://secure5.ideaelan.com/Bergen/Public/AppLogin.aspx>

# Registration

<https://secure5.ideaelan.com/Bergen/Public/AppLogin.aspx>

**Get started – Register here for free.**  
Registration takes less than 2 minutes.

First Name

Last Name

Email(Login ID)

Password (8–13 characters)

Confirm Password

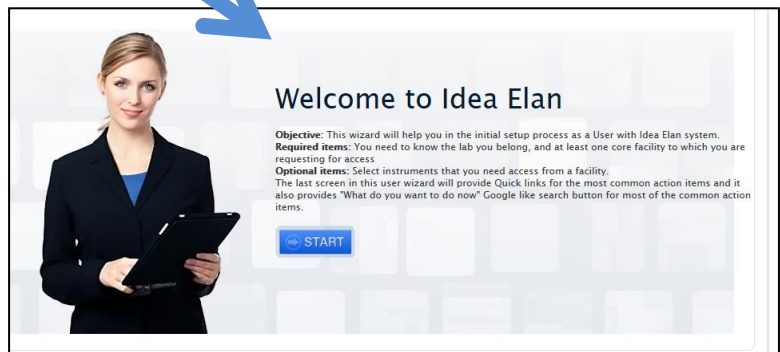
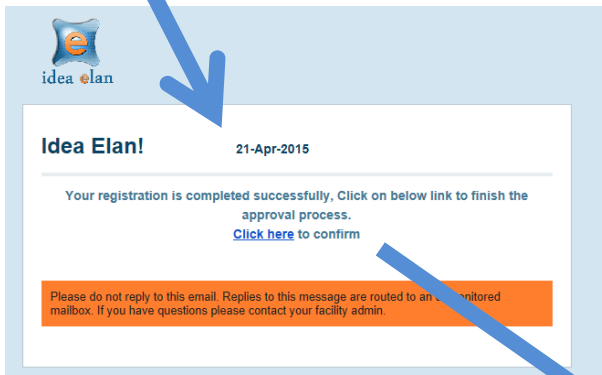
3 R 2 6  
To avoid spam, please type the characters you see above

**Join Now**

**Step 1:** Fill out the registration on the main page.

**Step 2:** A few minutes after you've clicked «join now» you will receive a confirmation mail. This mail takes you back to the first page.

**Step 3:** Log in and follow the wizard.



## Step 4: Lab access

If you can not find your lab already registered (use search function):

- click «add new lab».
- Select one of the three options in the institution drop down menu.
- Find the department your PI works at.
- Put in his/her «lab name» and choose her/him for the lab admin (or use the «invite» button).
- Don't do anything with the «default role».

The screenshot displays the IRIS Lab access interface. At the top, there are navigation tabs: Start, Lab access (highlighted), Facility access, Instrument access, and What do you want to do now?. Below the tabs, there are buttons for '< Previous' and 'Next >'. A red arrow points to a '+ ADD NEW LAB' button in the top right corner.

The main content area shows a table with the following columns: Set default lab, Lab Name, Lab Admin, Institution, and Permission Status. The table lists several labs, including Anders Molven, Anni Vedeler, Arne Graue, Aurora Martinez, BerGenBio, Bjørn Egil Vikse, Bjørn Tore Gjertsen, Christian Vedeler, and Clive Bechman. Each lab entry has a 'Request Access' link.

Below the table, a modal window titled 'IRIS Add New Lab' is open. The modal has two tabs: 'Basic Details' (selected) and 'Billing Information'. The 'Basic Details' tab contains the following fields:

- Institution\*: Select Institution (dropdown)
- Lab Name\*: (text input)
- Lab Admin\*: (dropdown) with a search icon and a 'Self' checkbox
- Lab Id\*: (text input)
- Department\*: (dropdown)
- Default Role: Select Role (dropdown)

A red box highlights the Institution\*, Lab Name\*, and Lab Admin\* fields. Below the fields, there is a link: 'Can't find user, [click here to invite](#)'. A red arrow points to this link.

The modal also has sections for 'Address' (Shipping Address and Billing Address) with fields for Address, City, State, Zip Code, Country (dropdown), and Phone (text input). The 'Billing Address' section has a checkbox for 'Same as shipping address'.

## Step 5: Facility access

Request access to the facility you want to use. We have two options here and you request access to both if you are doing proteomics (PROBE) and imaging (MIC) and flow cytometry (MIC).

Facility Name	Address	Facility Admin/Director	Institution	Permission Status
<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	All
PROBE	Bergen	fac uob,Olav Mjaavatten,Hege Dale,Anne Doskeland,Hilde Garberg	University of Bergen	<a href="#">Request Access</a>
Molecular Imaging Center	Bergen	fac uob,Endy Spriet,Hege Dale	University of Bergen	Waiting for approval

If later you decide to ask for another facility/lab or instrument access you can do this through: My HomePage – my Profile and go through the wizard.

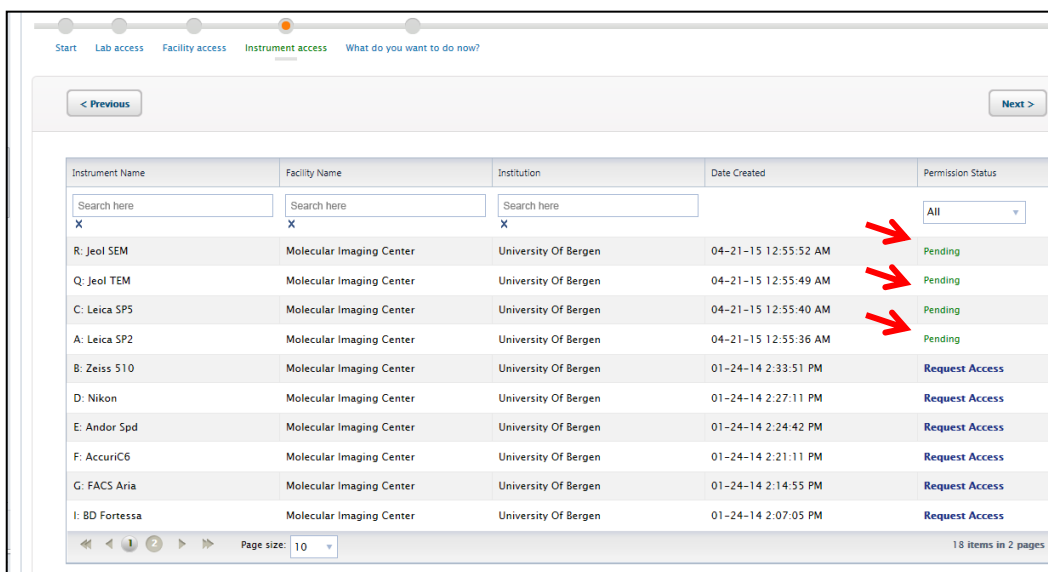
[My HomePage](#) [Instruments](#) [Request Services](#) [Supplies](#)

[My Favorite Instruments](#) [My Favorite Requests](#) [My Reservations](#) [My Requests](#) [My Supplies](#) [Reports](#) [My Profile](#) [My Dashboard](#)

[USER WIZARD](#)

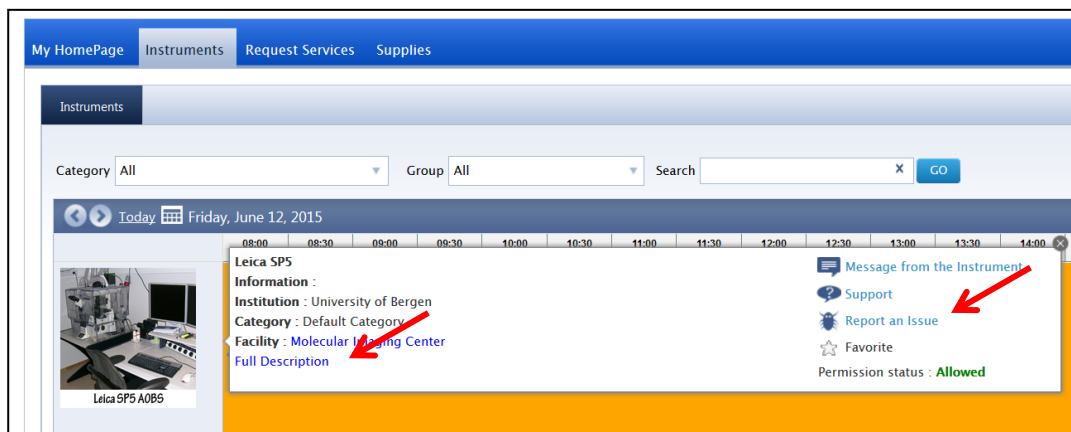
## Step 6: Instrument access

Request access to instruments (only for MIC facility).



Instrument Name	Facility Name	Institution	Date Created	Permission Status
R: Jeol SEM	Molecular Imaging Center	University Of Bergen	04-21-15 12:55:52 AM	Pending
Q: Jeol TEM	Molecular Imaging Center	University Of Bergen	04-21-15 12:55:49 AM	Pending
C: Leica SP5	Molecular Imaging Center	University Of Bergen	04-21-15 12:55:40 AM	Pending
A: Leica SP2	Molecular Imaging Center	University Of Bergen	04-21-15 12:55:36 AM	Pending
B: Zeiss 510	Molecular Imaging Center	University Of Bergen	01-24-14 2:33:51 PM	Request Access
D: Nikon	Molecular Imaging Center	University Of Bergen	01-24-14 2:27:11 PM	Request Access
E: Andor Spd	Molecular Imaging Center	University Of Bergen	01-24-14 2:24:42 PM	Request Access
F: AccuriC6	Molecular Imaging Center	University Of Bergen	01-24-14 2:21:11 PM	Request Access
G: FACS Aria	Molecular Imaging Center	University Of Bergen	01-24-14 2:14:55 PM	Request Access
I: BD Fortessa	Molecular Imaging Center	University Of Bergen	01-24-14 2:07:05 PM	Request Access

Now you need to wait for the administrator to approve your facility and instrument request . And you need to wait for your PI to link you to the accounts before you can start booking or send work order.



My HomePage Instruments Request Services Supplies

Instruments

Category: All Group: All Search: X GO

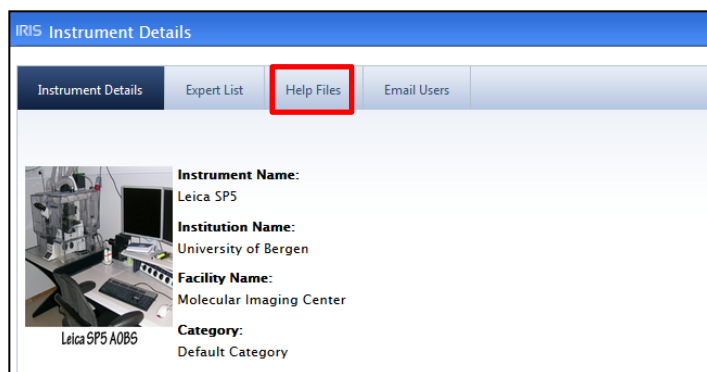
Today Friday, June 12, 2015

Leica SP5 AOB5

Leica SP5  
Information :  
Institution : University of Bergen  
Category : Default Category  
Facility : Molecular Imaging Center  
Full Description

Message from the Instrument  
Support  
Report an Issue  
Favorite  
Permission status : Allowed

For more information on each instrument, open the description link. You will also find our usermanuals under «help files». If you experience an issue with the instrument, send admin a report (do not use the support link).



IRIS Instrument Details

Instrument Details Expert List Help Files Email Users

Leica SP5 AOB5

Instrument Name:  
Leica SP5  
Institution Name:  
University of Bergen  
Facility Name:  
Molecular Imaging Center  
Category:  
Default Category

## Step 7:

If you want to change your password or change the time format (AM/PM comes up as default), open your profile. Here you can edit your user details.

Military time is the 24h format.

Remember to update!

My HomePage

InstrumentsRequest ServicesSupplies

My Favorite InstrumentsMy Favorite RequestsMy ReservationsMy RequestsMy SuppliesMy ProjectsReportsMy ProfileMy Dashboard

USER WIZARD

User Details

Emailfmam4mcs@gmail.com

First Name\*Nicole

Last Name\*Elocin

Calendar Time FormatMilitary Time

Designationendy.spriet@uib.no

Upload Photo

No Image Available

☐ Sync my reservations with Outlook or Google Calender

☐ Send SMS

Address:

City:\*Bergen

State:

Zip Code:

Country:\*Norway

Fax:

Phone:555

Change Password

Password

8-13 characters

Confirm Password

# Booking instruments

We currently have 17 instruments available to book from. It can be useful to choose your favorite instruments from the instrument list and only have these show up in the calendar.

My HomePage Instruments Request Services Supplies

Instruments

Category All Group All Search X GO

Search available time slot for an instrument

Today Monday, June 08, 2015

Day Week Month Calendar

08:00 08:30 09:00 09:30 10:00 10:30 11:00 11:30 12:00 12:30 13:00 13:30 14:00 14:30 15:00 15:30 16:00 16:30 17:00 17:30

Nikon TE2000

MRI 7Tesla

Information :  
Institution : University of Bergen  
Category : Default Category  
Facility : Molecular Imaging Center  
Full Description

Message from the Instrument  
Support  
Report an Issue  
Favorite  
Permission status : Allowed

Place your mouse on top of the instrument image and click onto the star in front of «favorite». Now this instrument will show up under «my homepage – my favorite instruments»

My HomePage Instruments Request Services Supplies

My Favorite Instruments My Favorite Requests My Reservations My Requests My Supplies Reports My Profile My Dashboard

Category All Group All Search X GO

Search available time slot for an instrument

Today Tuesday, June 09, 2015

Day Week Month Calendar

08:00 08:30 09:00 09:30 10:00 10:30 11:00 11:30 12:00 12:30 13:00 13:30 14:00 14:30 15:00 15:30 16:00 16:30 17:00 17:30

MRI

Leica SP2 AOB5

Information :  
Institution : University of Bergen  
Category : Default Category  
Facility : Molecular Imaging Center  
Full Description

Message from the Instrument  
Support  
Report an Issue  
Favorite  
Permission status : Request Access

For access to more instruments, just drag your mouse over the image and click on «request access». Admin need to approve the request.

# Booking instruments

IRIS Create Appointment For MRI 7Tesla

Schedule

Subject: Frits Thorsen \* Mandatory

Start time\*: 09-06-15 12:00 PM

End time\*: 09-06-15 12:30 PM

Phone:

Add-on Instruments: Select Add-On

Lab\*: Frits Thorsen [Set as default](#)

Account Code\*: Select Account Code [Set as default](#) [Don't see your account code?](#)

Session Type: Unsupervised

Special Instructions:

Notes:

☐ Recurrence

**SAVE** **CLOSE**

Dobble click on the time slot you wish to book. An appointment window opens and you can change the start and end time (unfortunately this still shows up with AM/PM). If you are linked to multiple labs, you can choose the one of your choice in the dropdown menu «labs». After that, select the account and session type (from default the first booking will be forced as a training session).

- **Unsupervised session:** sessions where the user is mostly autonome.
- **Supervised session:** MIC personnel acquires the images for you.
- **Training session:** MIC personnel trains the user on the instrument in the aim of the user becoming autonome.

Check pricelist for the different session types.

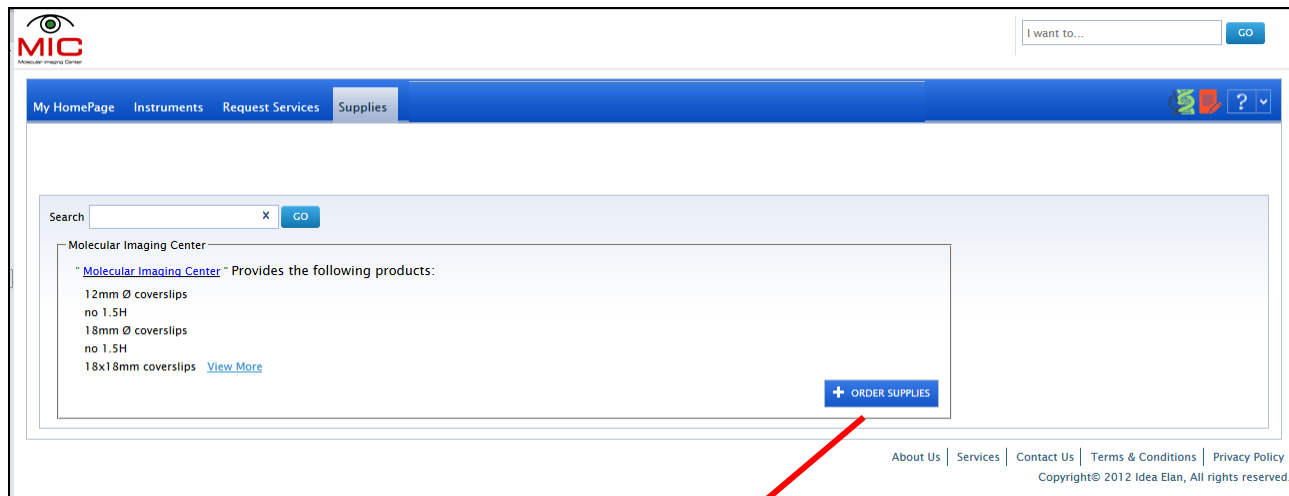
Training and supervised sessions will require you to define a personnel from the drop down menu.

Session Type: Training

Select trainer/supervisor



# Order supplies



Molecular Imaging Center

Search  X GO

Molecular Imaging Center Provides the following products:

- 12mm Ø coverslips no 1.5H
- 18mm Ø coverslips no 1.5H
- 18x18mm coverslips [View More](#)

[+ ORDER SUPPLIES](#)

About Us | Services | Contact Us | Terms & Conditions | Privacy Policy | Copyright© 2012 Idea Elan, All rights reserved.

Facility\* Molecular Imaging Center

Name/Address Bergen NO Ship To Bergen NO

Phone:

Lab\* Frits Thorsen [Set as default](#)

Account Code\* Select Account Code [Set as default](#) [Don't see your account code?](#)

Category All

Order # (y/n)	Item	Location	Price	Quantity per Unit	Quantity In Stock	Quantity	Total
<input type="checkbox"/>	12mm Ø coverslips, no 1.5H	MIC office	230.00	100	30	0	0.00
<input type="checkbox"/>	18mm Ø coverslips, no 1.5H	MIC office	270.00	100	43	0	0.00
<input type="checkbox"/>	18x18mm coverslips, no 1.5	MIC office	47.00	100	40	0	0.00
<input type="checkbox"/>	22x22mm coverslips, no 1.5H	MIC office	225.00	100	1	0	0.00
<input type="checkbox"/>	50x24mm coverslips, no 1.5	MIC office	180.00	50	40	0	0.00
<input type="checkbox"/>	IBIDI µ-slide, 4well, microscopy plastic	MIC office	64.00	1	49	0	0.00
<input type="checkbox"/>	IBIDI silicon culture inserts	MIC office	40.00	1	65	0	0.00
<input type="checkbox"/>	LabTek 2well chamber coverglass, 1.5	MIC office	80.00	1	16	0	0.00
<input type="checkbox"/>	LabTek 4well chamber coverglass, 1.5	MIC office	80.00	1	100	0	0.00
<input type="checkbox"/>	MatTek 35mm glass bottom petri, 1.5	MIC office	120.00	10	60	0	0.00
<input type="checkbox"/>	ProlongGold with Dapi, P36935	EM lab	470.00	1	16	0	0.00

Export to

Client Message

Admin Message

Export to

Total 0

Select the correct account from the dropdown list (arrow). Leave a message for the administrator in the «client message» box.

**Save as draft for later or create an order.**

SAVE AS DRAFT

CREATE AN ORDER

CANCEL

# Placing work orders

You will need to use this function when placing orders through to PROBE, SEM-TEM samples to MIC as well as paraffin embedding. Samples will **not** be accepted unless you have sent an order through the booking system.

The screenshot shows the homepage of the Molecular Imaging Center. The navigation bar includes 'My HomePage', 'Instruments', 'Request Services', and 'Supplies'. Below this, there are tabs for 'Sample Submission Forms' and 'Service Forms'. The main content area is titled 'Welcome to Molecular Imaging Center' and features a search bar with 'Category' and 'Group' dropdowns, a search input field, and a 'GO' button. Below the search bar is a table listing forms:

Form Name	Description	Add to /Remove from Favorites	Help Files	Report Issue	Contact
<a href="#">Work Order for SEM</a>		☆			
<a href="#">Work order for SEM</a>		☆			
<a href="#">TEM sample form3</a>		☆			
<a href="#">TEM sample</a>		☆			

At the bottom right, there are links for 'About Us', 'Services', 'Contact Us', 'Terms & Conditions', and 'Privacy Policy'. A copyright notice at the bottom right states 'Copyright© 2012 Idea Elan, All rights reserved.'

Every work order form looks different. There are compulsory fields and textboxes for more detailed description.

Remember to define the correct account for invoicing as this will not be possible to change once the order has been processed.

The screenshot shows the 'Work Order for SEM' form. It has two tabs: 'Sample Submission Forms' and 'Service Forms'. The form is titled 'Work Order for SEM' and contains a section for 'Sample Details' with the following questions:

- Are your samples tissue blocks? ☐ Yes ☐ No
- Are your samples cells? ☐ Yes ☐ No
- Are your cells growing on a coverslip/culturedish? ☐ yes ☐ No
- Describe your samples more in detail if needed:
- When will you bring your sample?

Below the 'Sample Details' section, there is a section for submitting samples. It states: 'To submit samples, you can select one of the 2 options.'

- ☒ Option 1: select the number of samples in the textbox below and click Go
- ☐ Option 2: Download a sample submission excel template, enter the details and upload the file

Under 'Option 1', there is a text input field 'Enter number of rows to start with:' with the value '5' and a 'GO' button. Below this is a table with three columns: 'Sl. No', 'Sample ID', and 'Description'.

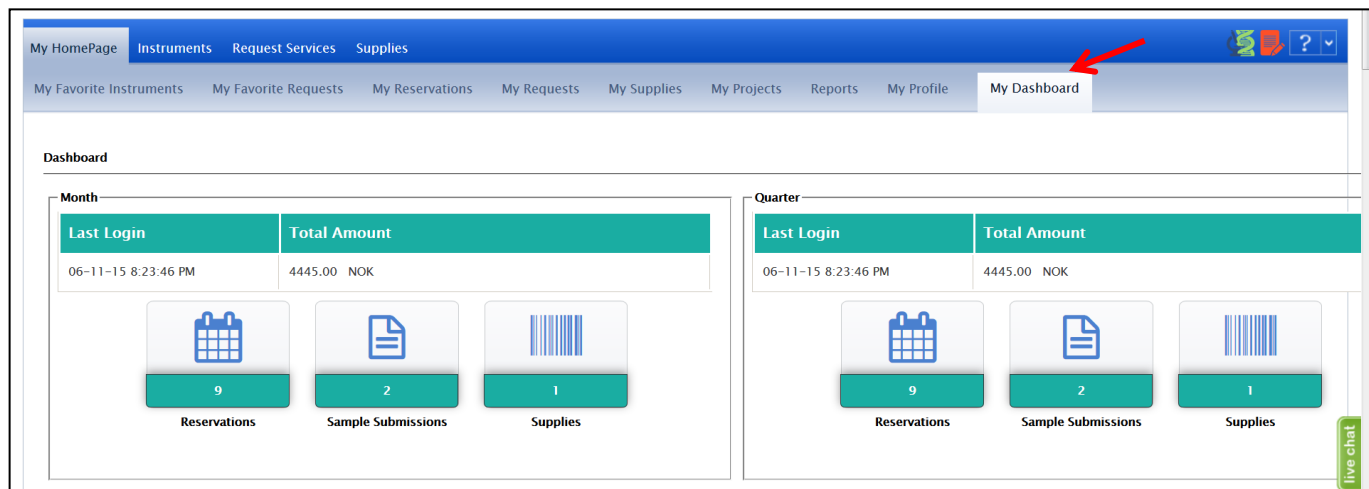
Sl. No	Sample ID	Description
S_1		
S_2		
S_3		
S_4		
S_5		

At the bottom of the form, there is an 'Autocomplete' section with radio buttons for 'On' and 'Off'.

The screenshot shows the 'Lab and Payment/Account Information' section. It contains the following fields:

- Phone:
- Projects:  [Set as default](#)
- Lab\*:  [Set as default](#)
- Account Code\*:  [Set as default](#) [Don't see your account code?](#)

# My dashboard – gives you full overview!



Under «my dashboard» you will have full control over your bookings, work orders and supply orders.

You can also generate a report. Select different options under «my homepage – reports».

