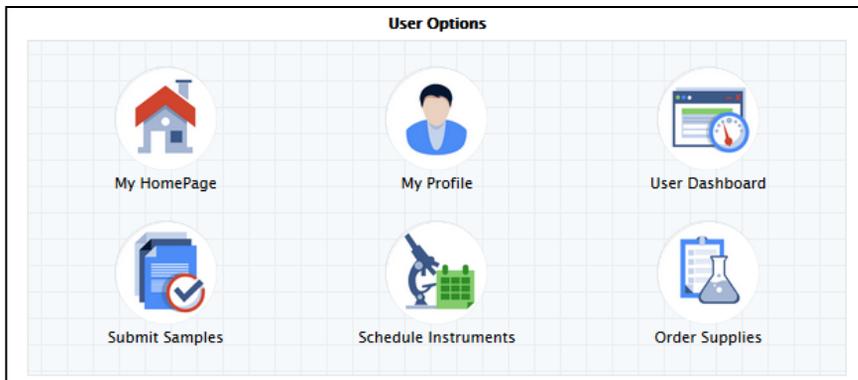


## Quick guide to MIC and PROBE new booking system - IRIS

- 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

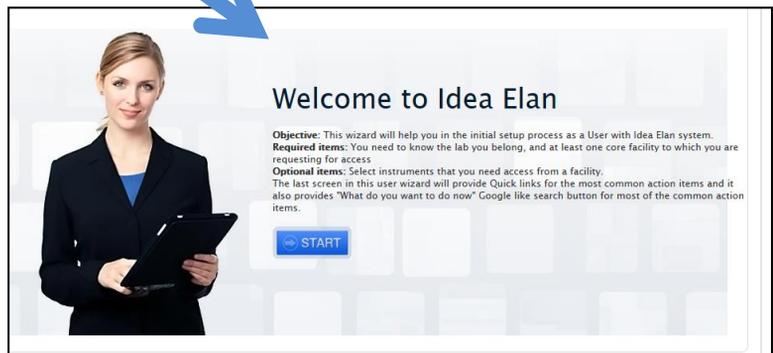
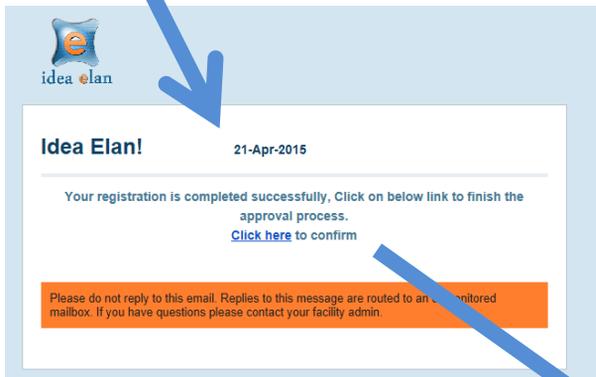
3 R 2 6  
To avoid spam, please type the characters you see above

[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 (active), Facility access, Instrument access, and What do you want to do now?. Below the navigation is a breadcrumb trail with '< Previous' and 'Next >' buttons. A red arrow points to a blue '+ ADD NEW LAB' button in the top right corner.

The main content area shows a table of existing labs with columns: Set default lab, Lab Name, Lab Admin, Institution, and Permission Status. The table lists several labs, all with 'Request Access' status.

An 'Add New Lab' modal window is open, showing the 'Basic Details' tab. A red box highlights the 'Institution\*', 'Lab Name\*', and 'Lab Admin\*' fields. The 'Institution\*' field is a dropdown menu. The 'Lab Admin\*' field includes a search icon and a 'Self' checkbox. Below the modal, there is a link: 'Can't find user, [click here to invite](#)'. Below that, there are sections for 'Shipping Address' and 'Billing Address', each with fields for Address, City, State, Zip Code, Country (set to Norway), and Phone.

| Set default lab | Lab Name            | Lab Admin           | Institution          | Permission Status |
|-----------------|---------------------|---------------------|----------------------|-------------------|
|                 | Search here         | Search here         | Search here          | All               |
| X               | Anders Molven       | Anders Molven       | University of Bergen | Request Access    |
|                 | Anni Vedeler        | Anni Vedeler        | University of Bergen | Request Access    |
|                 | Arne Graue          | Arne Graue          | University of Bergen | Request Access    |
|                 | Aurora Martinez     | Aurora Martinez     | University of Bergen | Request Access    |
|                 | BerGenBio           | James Lorens        | University of Bergen | Request Access    |
|                 | Bjørn Egil Vikse    | Bjørn Egil Vikse    | University of Bergen | Request Access    |
|                 | Bjørn Tore Gjertsen | Bjørn Tore Gjertsen | University of Bergen | Request Access    |
|                 | Christian Vedeler   | Christian Vedeler   | University of Bergen | Request Access    |
|                 | Clive Brashers      | Clive Brashers      | University of Bergen | Request Access    |

## 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                                  |
| X  | X  | X  | X  |                                      |
| PROBE                                    | Bergen                                   | fac uob,Olav Mjaavatten,Hege Dale,Anne Doskeland,Hilde Garberg | University of Bergen                     | <a href="#">Request Access</a>       |
| <a href="#">Molecular Imaging Center</a> | Bergen                                   | fac uob,Endy Spriet,Hege Dale                                  | University of Bergen                     | <a href="#">Waiting for approval</a> |

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.

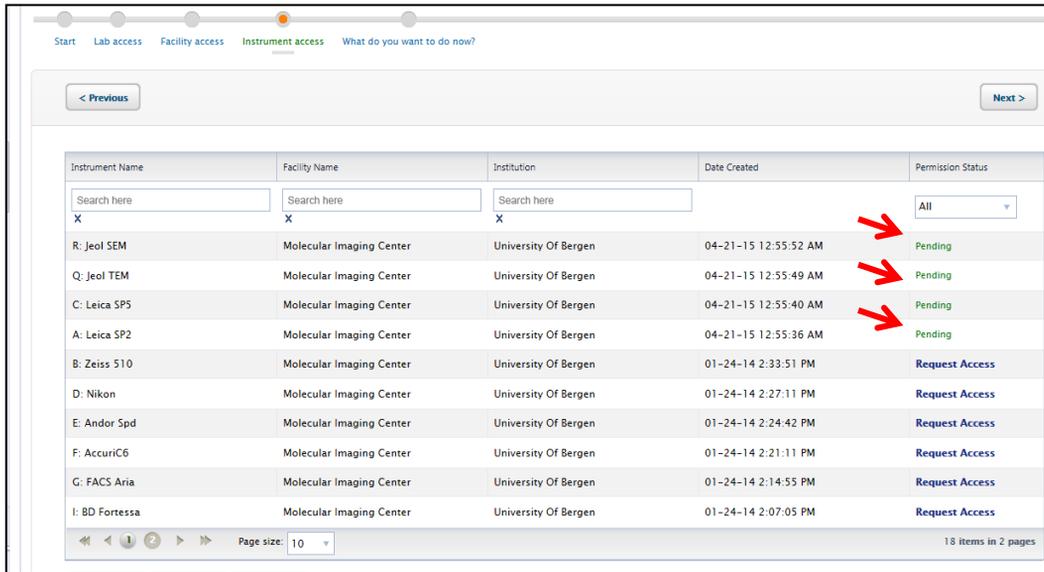
My HomePage Instruments Request Services Supplies

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

**USER WIZARD**

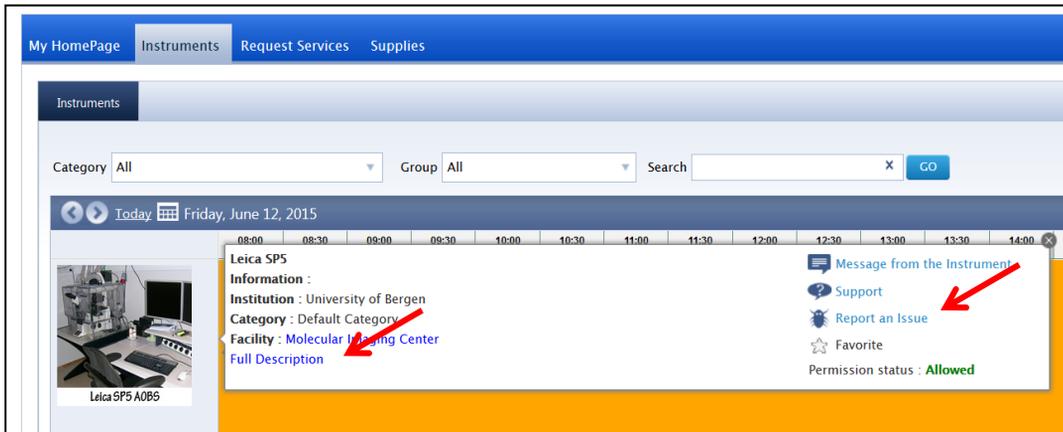
## Step 6: Instrument access

Request access to instruments (only for MIC facility).



| Instrument Name                            | Facility Name                              | Institution                                | Date Created         | Permission Status |
|--|--|--|----------------------|-------------------|
| <input type="text" value="Search here"/> X | <input type="text" value="Search here"/> X | <input type="text" value="Search here"/> X |                      | All               |
| 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

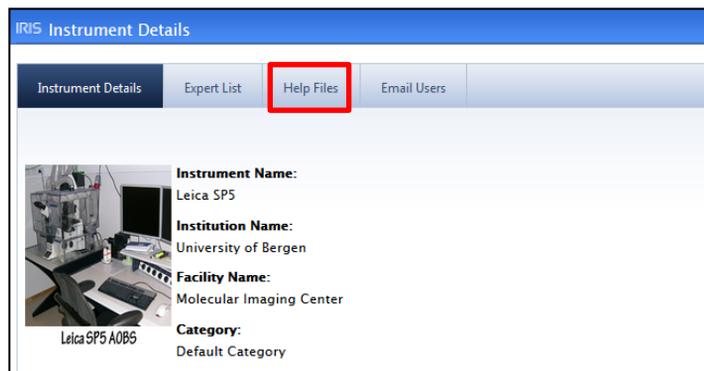
Today Friday, June 12, 2015

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

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 Instruments Request Services Supplies

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

USER WIZARD

User Details

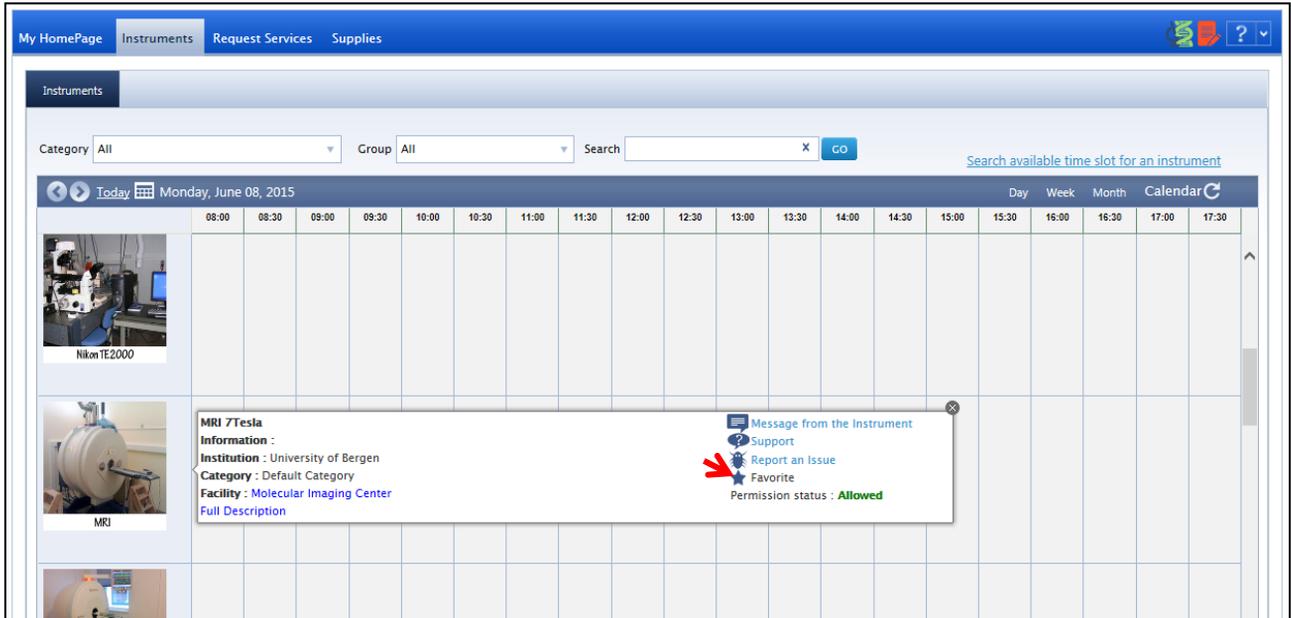
|   |   |           |                                     |
|---|---|-----------|-------------------------------------|
| Email   | <input type="text" value="fmam4mcs@gmail.com"/> | Address:  | <input type="text"/>                |
| First Name*   | <input type="text" value="Nicole"/>             | City:*    | <input type="text" value="Bergen"/> |
| Last Name*  | <input type="text" value="Elocin"/>             | State:    | <input type="text"/>                |
| Calendar Time Format  | <input type="text" value="Military Time"/>      | Zip Code: | <input type="text"/>                |
| Designation   | <input type="text" value="endy.spriet@uib.no"/> | Country:* | <input type="text" value="Norway"/> |
| Upload Photo  | <input type="text" value="No Image Available"/> | Fax:      | <input type="text"/>                |
| <input type="checkbox"/> Sync my reservations with Outlook or Google Calendar |   | Phone:    | <input type="text" value="555"/>    |
| <input type="checkbox"/> Send SMS   |   |           |                                     |

Change Password

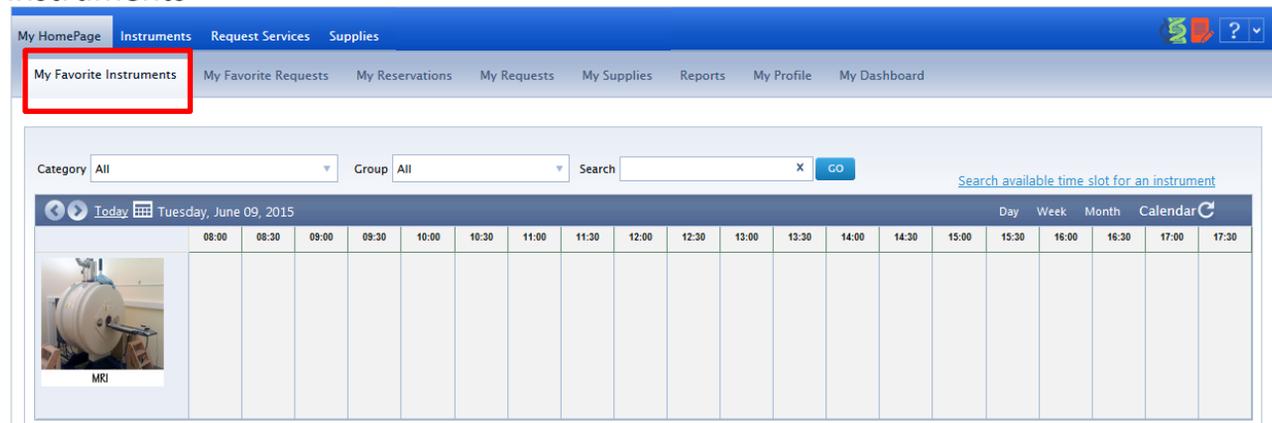
|          |   |                 |                  |                          |
|----------|---|-----------------|------------------|--------------------------|
| Password | <input type="password" value="••••••••"/> | 8-13 characters | Confirm Password | <input type="password"/> |
|----------|---|-----------------|------------------|--------------------------|

# 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.



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»



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

# Booking instruments

IRIS Create Appointment For MRI 7Tesa

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  
"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 # Mo3  
Order Date 09-06-15

| 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 Export to Export to

Total 0

Client Message

Admin Message

Export to

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 'Molecular Imaging Center' website interface. At the top, there are navigation tabs: 'My HomePage', 'Instruments', 'Request Services', and 'Supplies'. Below these, there are sub-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 set to 'All', and a 'GO' button. Below the search bar is a table listing work order 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 of the page, there are links for 'About Us', 'Services', 'Contact Us', 'Terms & Conditions', and 'Privacy Policy', along with a copyright notice: 'Copyright© 2012 Idea Elan, All rights reserved.'

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 'Sample Details' section with the following questions and options:

- 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:

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

Option 1 is selected, and there is a text box 'Enter number of rows to start with:' containing the number '5' and a 'GO' button. Below this is a table with columns 'Sl. No', 'Sample ID', and 'Description':

| Sl. No | Sample ID            | Description          |
|--------|----------------------|----------------------|
| S_1    | <input type="text"/> | <input type="text"/> |
| S_2    | <input type="text"/> | <input type="text"/> |
| S_3    | <input type="text"/> | <input type="text"/> |
| S_4    | <input type="text"/> | <input type="text"/> |
| S_5    | <input type="text"/> | <input type="text"/> |

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

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 'Lab and Payment/Account Information' form. It is titled 'Lab and Payment/Account Information' and 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!

The screenshot shows the 'My Dashboard' page. The navigation bar includes 'My HomePage', 'Instruments', 'Request Services', and 'Supplies'. Below this, there are links for 'My Favorite Instruments', 'My Favorite Requests', 'My Reservations', 'My Requests', 'My Supplies', 'My Projects', 'Reports', 'My Profile', and 'My Dashboard'. The 'My Dashboard' tab is highlighted with a red arrow. The dashboard content is divided into two main sections: 'Month' and 'Quarter'. Each section has a table with 'Last Login' and 'Total Amount'. Below the table are three cards for 'Reservations', 'Sample Submissions', and 'Supplies'.

| Month                 | Quarter               |
|-----------------------|-----------------------|
| Last Login            | Last Login            |
| 06-11-15 8:23:46 PM   | 06-11-15 8:23:46 PM   |
| Total Amount          | Total Amount          |
| 4445.00 NOK           | 4445.00 NOK           |
| Reservations: 9       | Reservations: 9       |
| Sample Submissions: 2 | Sample Submissions: 2 |
| Supplies: 1           | Supplies: 1           |

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».

The screenshot shows the 'Reports' page. The navigation bar includes 'My HomePage', 'Instruments', 'Request Services', and 'Supplies'. Below this, there are links for 'My Favorite Instruments', 'My Favorite Requests', 'My Reservations', 'My Requests', 'My Supplies', 'My Projects', 'Reports', 'My Profile', and 'My Dashboard'. The 'Reports' tab is highlighted. The page content is divided into two main sections: 'Lab Based Reports' and 'Project - Lab Based Reports'. Each section has a list of report options.

- Lab Based Reports
  - [Expenses over period](#)
  - [Expenses month over month](#)
  - [Usage Report](#)
  - [Supplies](#)
  - [Inventory](#)
- Project - Lab Based Reports
  - [Expenses over period](#)
  - [Expenses month over month](#)
  - [Usage Report](#)
  - [Supplies](#)