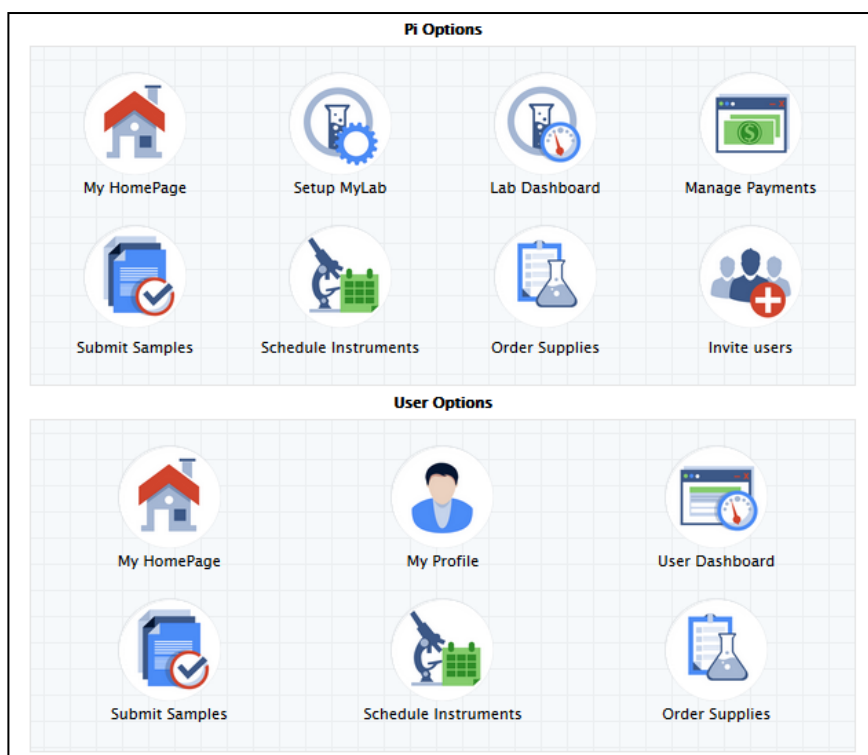


Quick guide to MIC and PROBE new booking system - IRIS

Registration of your lab

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



First 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

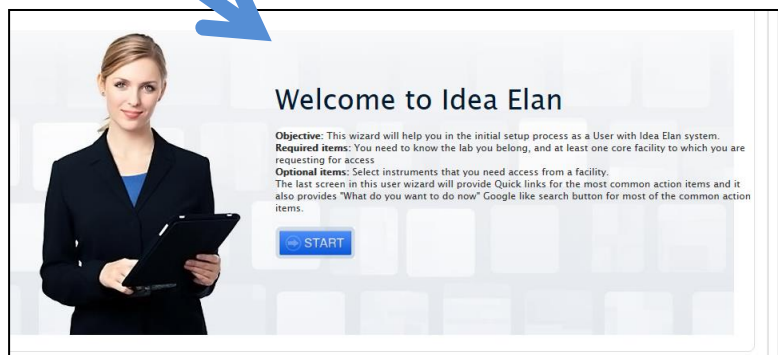
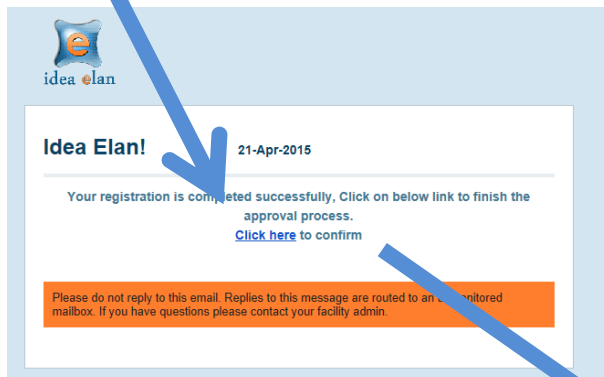
3 R 2 6
To avoid spam, please type the characters you see above

[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.



Registration of a new lab

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

- click «add new lab».
- Find the department you work at.
- Put in your name «lab name» and choose «self» for the lab admin. You can also have multiple lab admins (PI/lab admin – Lab – Lab setting – lab admin alternative).
- Don't do anything with the «default role» (green arrow), MIC administrator will take care of this.
- Fill in your billing address if you plan to setup external accounts (Helse Vest, Helse Bergen, NIFES, commercial etc). See further guiding on page 6.

The screenshot shows the IRIS Add New Lab registration form. A red arrow points to the '+ ADD NEW LAB' button in the top right corner. The form is divided into two main sections: 'Basic Details' and 'Billing Information'. The 'Basic Details' section includes fields for Institution*, Lab Name*, Lab Admin*, Department*, and Default Role. A red box highlights the 'Lab Admin*' field, which has a search icon and a 'Self' checkbox. A green arrow points to the 'Self' checkbox. Below the 'Lab Admin*' field, there is a link: 'Can't find user, [click here to invite](#)'. The 'Billing Information' section includes fields for Shipping Address and Billing Address. A red box highlights the 'Billing Address' section, which includes a checkbox for 'Same as shipping address' and fields for Address, City, State, Zip Code, Country (set to Norway), and Phone. The page number '3' is visible in the bottom right corner.

Start Lab access Facility access Instrument access What do you want to do now?

< Previous Next >

+ ADD NEW LAB

Set default lab	Lab Name	Lab Admin	Institution	Permission Status
X	Search here	Search here	Search here	All
	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 Lervang	University of Bergen	Request Access
	Bjorn B			
	Bjorn T			
	Christi			
	Clive B			
	Donal			

IRIS Add New Lab

Basic Details Billing Information

Institution* Select Institution Lab Id* Lab Name* Department* Lab Admin* Self Default Role Select Role

Can't find user, [click here to invite](#)

Address

Shipping Address

Address: City: State: Zip Code: Country: Norway Phone: Enter Phone Number

Billing Address

☐ Same as shipping address

Address: City: State: Zip Code: Country: Norway Phone: Enter Phone Number

3

Request access to facility

Request access to the facility you want to use. We have two options here:

- PROBE for doing proteomics
- MIC & Flow cytometry

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"/>	<input type="text" value="All"/>
PROBE	Bergen	fac uob,Olav Mjaavatten,Hege Dale,Anne Doskeland,Hilde Garberg	University of Bergen	Request Access
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 again.

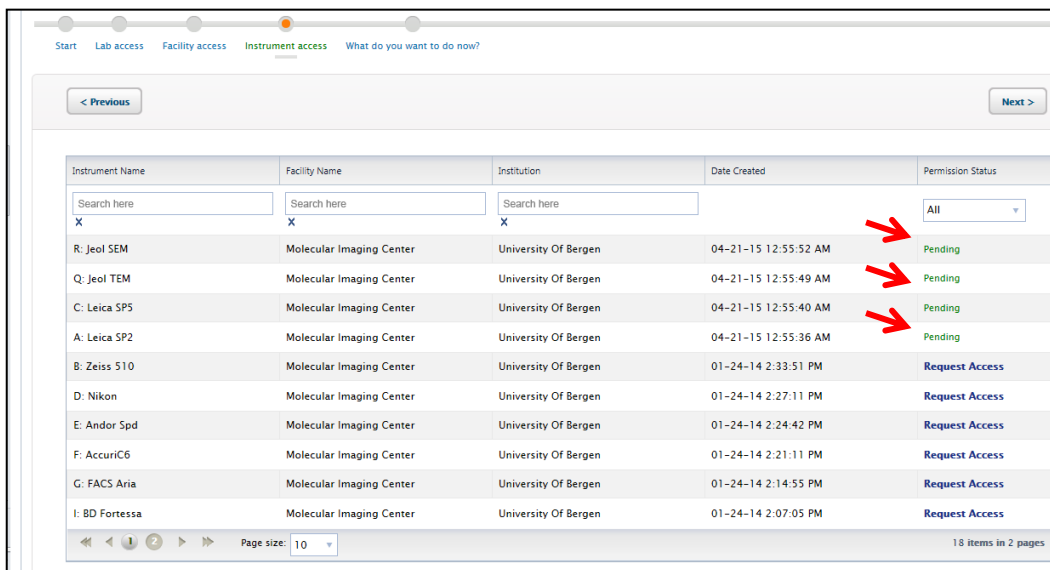
My HomePage Instruments Request Services Supplies **PI/Lab Admin**

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

USER WIZARD

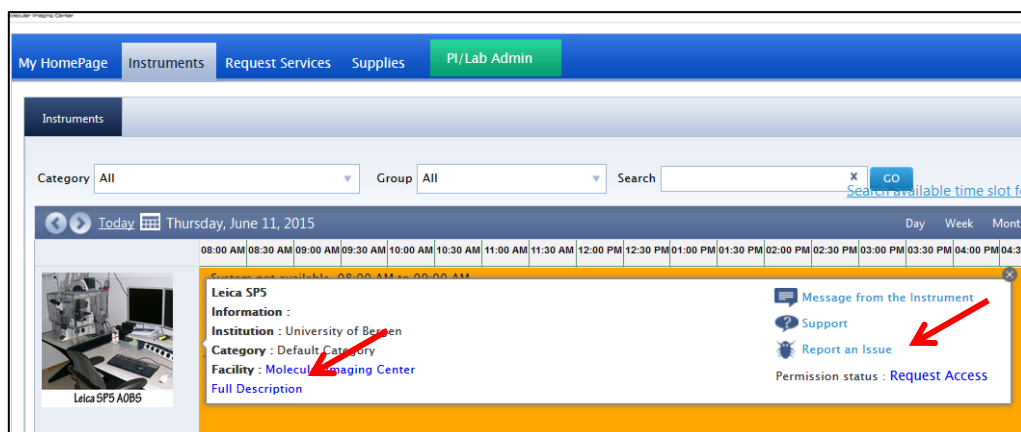
Request access to instruments

Request access to instruments (only for MIC & Flow cytometry 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

Wait for the administrator to approve your facility and instrument(s) request(s).



My HomePage Instruments Request Services Supplies PI/Lab Admin

Instruments

Category: All Group: All Search: [] GO

Today Thursday, June 11, 2015

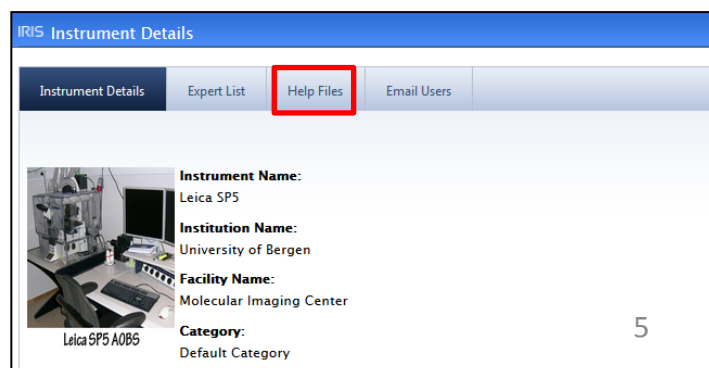
08:00 AM 08:30 AM 09:00 AM 09:30 AM 10:00 AM 10:30 AM 11:00 AM 11:30 AM 12:00 PM 12:30 PM 01:00 PM 01:30 PM 02:00 PM 02:30 PM 03:00 PM 03:30 PM 04:00 PM 04:30 PM

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
Permission status: Request Access

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

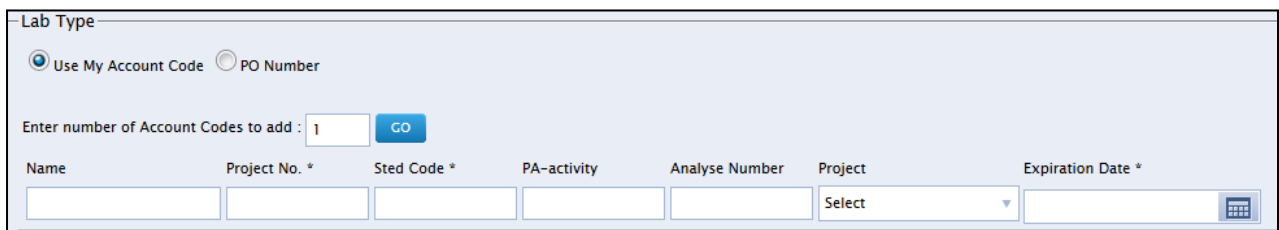
Account information guide

Please read this page thoroughly before filling out the account and billing information.

If your money is placed at UiB, you choose «use my account codes». If you don't have your account information, you should contact your economical contact person (rekvirent). They will give you one of the four combinations for you to enter:

- A project number starting with 8xxxxx AND a PA-activity number
- A project number starting with 7xxxxx AND an analyse number
- No project number (fill in 00000), just an analyse number

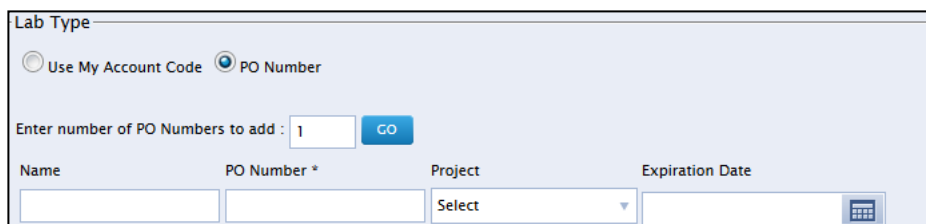
It is compulsory to put in one of the above combinations including the account expiration date!



The screenshot shows a web form titled "Lab Type". At the top, there are two radio buttons: "Use My Account Code" (which is selected) and "PO Number". Below this, there is a field "Enter number of Account Codes to add:" with the value "1" and a blue "GO" button. The form then has several input fields: "Name", "Project No. *" (with a dropdown arrow), "Sted Code *" (with a dropdown arrow), "PA-activity", "Analyse Number", "Project" (with a dropdown arrow showing "Select"), and "Expiration Date *" (with a calendar icon). All input fields are currently empty.

If your money is placed outside the UiB system, like Helse Vest, Helse Bergen, (UniResearch) or commercial you choose «**PO number**», fill out:

- an account name
- PO number (an order number or a Merida number)
- set an expiration date



The screenshot shows the same "Lab Type" form, but now the "PO Number" radio button is selected. The "Enter number of PO Numbers to add:" field still shows "1" with a blue "GO" button. The input fields are: "Name", "PO Number *" (with a dropdown arrow), "Project" (with a dropdown arrow showing "Select"), and "Expiration Date *" (with a calendar icon). All input fields are currently empty.

Setting up accounts and billing information

Click on «PI/Lab Admin» in the top menu and go to «Lab - billing information».

My HomePage Instruments Request Services Supplies **PI/Lab Admin**

Inbox Lab Facilities Users Reports Supplies

Basic Details **Billing Information** Lab Settings

Account Code Settings

☒ All users can use any account code
☐ Specific account code for each user

Lab Type

☒ Use My Account Code ☐ PO Number

Enter number of Account Codes to add : 2

Name	Project No. *	Sted Code *	PA-activity	Analyse Number	Project	Expiration Date *	Do not Sync With People Soft
NFR 244125/O30	809326	131400	1.1NFRDrift		Select	31-12-2015	<input checked="" type="checkbox"/>
Nansenfondet	809604	131400	1.1NansenDrift		Select	15-01-2016	<input checked="" type="checkbox"/>

Do not sync with Peoplesoft

Name	Project No.	Sted Code	PA-activity	Analyse Number	Project	Expiration Date
No codes to display						

Extended Fields

Economical contact person Elisabeth Hove Economical contact person email elisabeth.hove@uib.no

Assigning «account code settings» and «lab type» is now controlled by the facility admin. For the account information guide – please read page 6 thoroughly.

Account code settings: (let MIC know which setting you prefer)

- «All users can use my account codes»: choose this option if you want all your accounts to be available for all your students.
- «Specific account codes for each user»: choose this if you want to define specific accounts to specific students.

Lab type: (contact MIC to decide which one suits your lab)

- «use my account codes»: will fit if your money is in the UiB system.
- «PO number»: will fit if your money is outside the UiB system (HelseVest, UniResearch, HelseBergen, NIFES, commercial etc).

Assigning accounts to your students

You should receive an email when a new user registers to your lab. Log in and approve the user in the «user tab».

If you have specified that you want «specific account codes for each user» under billing information, you will have to specify which account is available from your list to the different students. If you can not find your student in the list, you can invite the user to register or add the user yourself «add new user».

Account Code Settings

☐ All users can use any account code

☒ Specific account code for each user

	City	Show Account Code/PO Numbers	Status	Add Account Code/PO Numbers
<input type="text"/>	<input type="text"/>	<input type="text"/>	All	
hege.dale@uib.no Hege Dale	Bergen	809604 131400 1.1NansenDrift.809326 131400 1.1NFRD...	Active	
jaakko.saraste@uib.no Jaakko Saraste		809604 131400 1.1NansenDrift.809326 131400 1.1NFRD...	Active	

Once you've selected one of your students and clicked on the pencil to the far right, a new window will open. Select the account(s) in the drop down meny (arrow) and press «add». The account(s) is now linked to the student.

Students will now have to choose which account to use when they book an instrument or send a service request.

IRIS Create Appointment For MRI 7Tesla

Schedule

Subject:

Thorsen Frits

* Mandatory

Start time*:

08-08-16 2:00 PM

End time*:

08-08-16 2:30 PM

Users:

Thorsen Frits(frits.thorsen@uib.no)

Phone:

95749681

Add-on Instruments:

Select Add-On

Lab*:

Thorsen lab

[Set as default](#)

Account Code*:

[Set as default](#)

[Don't see your account code?](#)

Session Type*:

Kreftforeningen

Kreftforeningen

Jebsen account

809104|131400|1.1Blix_Drift

Special Instructions

Notes:

☐ Recurrence

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Setting up two lab accounts

In the situation where you have money inside the UiB system and money outside, for example at Helse Vest, you must create two different lab accounts (you don't need to register twice as a user!)

Go to «my profile». At the bottom of the page, click «select your lab». A new window opens «search lab». On the far bottom right you will see «add a new lab». Fill out all the necessary details and give the second lab a different name. Update and next time you log in you will now have two options in the dropdown menu called «select lab».

The image shows two overlapping screenshots from a web application. The background screenshot is the 'My Labs' page, which has a table of labs. A red box highlights a 'SELECT YOUR LAB' button. The foreground screenshot is the 'IRIS Search Lab' window. It contains a search bar, a dropdown for 'Select Institution', and a table of lab entries. At the bottom right, a red box highlights a link that says 'Add a new Lab'.

Set default lab	Lab Name	Lab Admin
<input checked="" type="radio"/>	Frits Thorsen	Frits Thorsen

Name	Admin
Anders Molven	Anders Molven
Anni Vedeler	Anni Vedeler
Arne Graue	Arne Graue
Aurora Martinez	Aurora Martinez
BerGenBio	James Lorens
Bjørn Egil Vikse	Bjørn Egil Vikse
Bjørn Tore Gjertsen	Bjørn Tore Gjertsen
Christian Vedeler	Christian Vedeler

This screenshot shows the user profile page for 'Frits Thorsen'. A red arrow points to the 'Select Lab' dropdown menu, which is open. The dropdown shows two options, both highlighted with a red box: 'University of Bergen' and 'Frits Thorsen-HV'. The 'Institution Name' column for both is 'University of Bergen'.

Institution Name	Lab/Facility Name
University of Bergen	Frits Thorsen
University of Bergen	Frits Thorsen-HV

Password and time format

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. This will unfortunately not change the timepicker.

Remember to update!

The screenshot shows the 'My Profile' page with the following details:

- Navigation:** My HomePage, Instruments, Request Services, Supplies, My Favorite Instruments, My Favorite Requests, My Reservations, My Requests, My Supplies, My Projects, Reports, My Profile (selected), My Dashboard.
- USER WIZARD** button.
- User Details:**
 - Email: fmam4mcs@gmail.com
 - First Name*: Nicole
 - Last Name*: Elocin
 - Calendar Time Format: **Military Time** (highlighted with a red box)
 - Designation: endy.spriet@uib.no
 - Address: [Empty]
 - City*: Bergen
 - State: [Empty]
 - Zip Code: [Empty]
 - Country*: Norway
 - Fax: [Empty]
 - Phone: 555
- Upload Photo:** No Image Available
- Sync my reservations with Outlook or Google Calender:** ☐
- Send SMS:** ☐
- Change Password:** (highlighted with a red box)
 - Password: [Masked] 8-13 characters
 - Confirm Password: [Empty]

If your students forget their passwords, you can help them out through: PI/lab admin – users and click on the user (change password). There is also a password help on the main booking page.

The screenshot shows the 'PI/Lab Admin' page with the following table:

User Image	Email Address	User Name
	Search here	Search here
	hege.dale@uib.no	Hege Dale
	jaakko.saraste@uib.no	Jaakko Saraste

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