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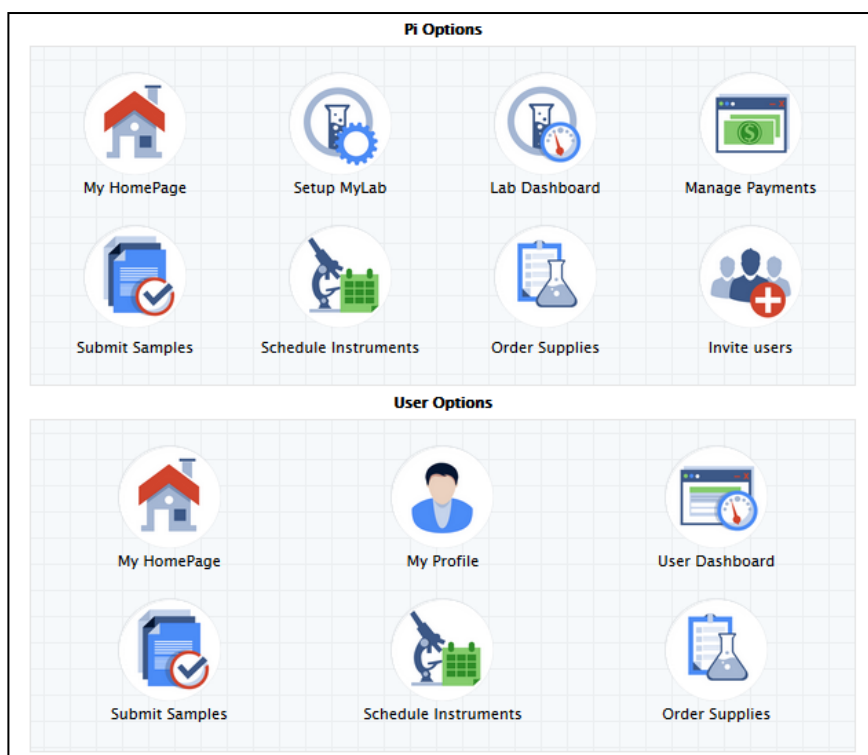
Get started – Register here for free.
Registration takes less than 2 minutes.

First Name

Last Name
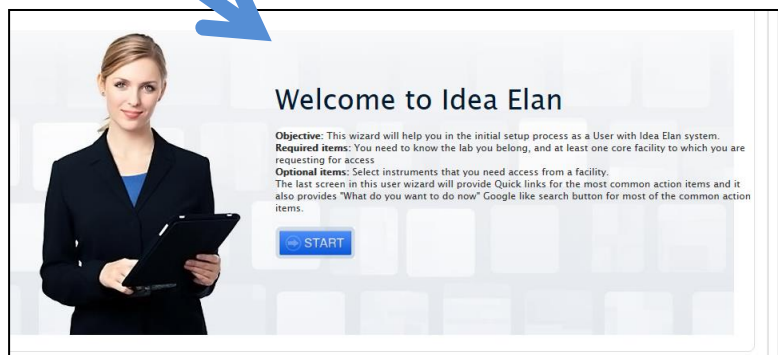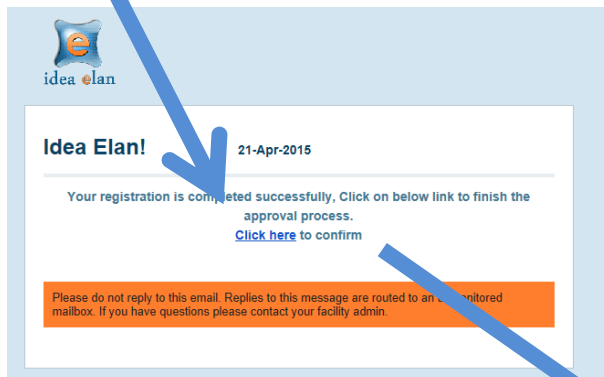
Email(Login ID)

Password (8–13 characters)

Confirm Password

3R26

To avoid spam,please type the characters you see above

Join Now

idea elan

Idea Elan!   21-Apr-2015

Your registration is completed successfully, Click on below link to finish the approval process.
Click here to confirm

Please do not reply to this email. Replies to this message are routed to an unmonitored mailbox. If you have questions please contact your facility admin.

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.

Welcome to Idea Elan

Objective: This wizard will help you in the initial setup process as a User with Idea Elan system.
Required items: You need to know the lab you belong, and at least one core facility to which you are requesting for access
Optional items: Select instruments that you need access from a facility.
The last screen in this user wizard will provide Quick links for the most common action items and it also provides "What do you want to do now" Google like search button for most of the common action items.

START

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.

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

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.
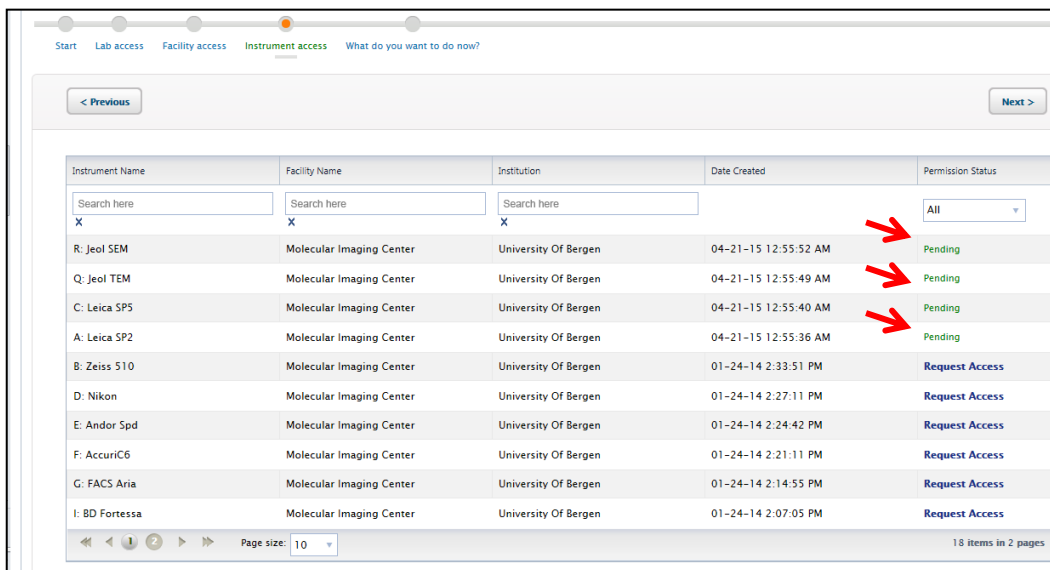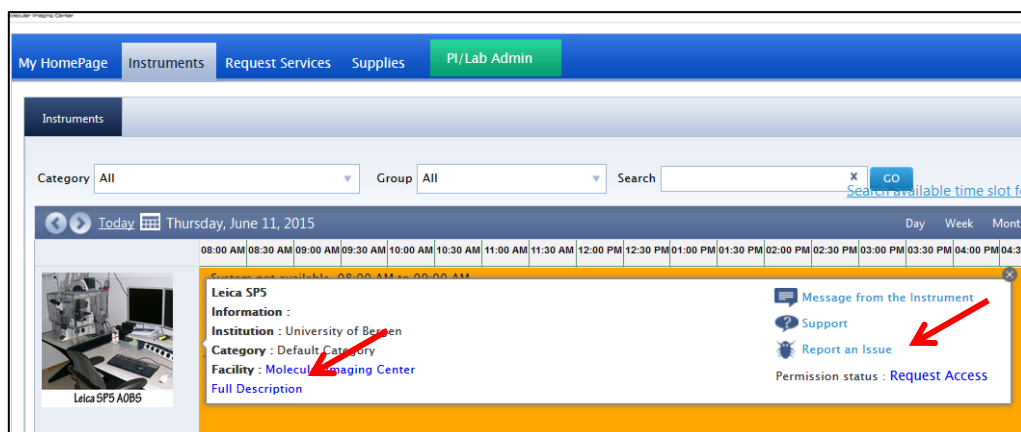
Request access to instruments

Request access to instruments (only for MIC & Flow cytometry Facility).

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

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).
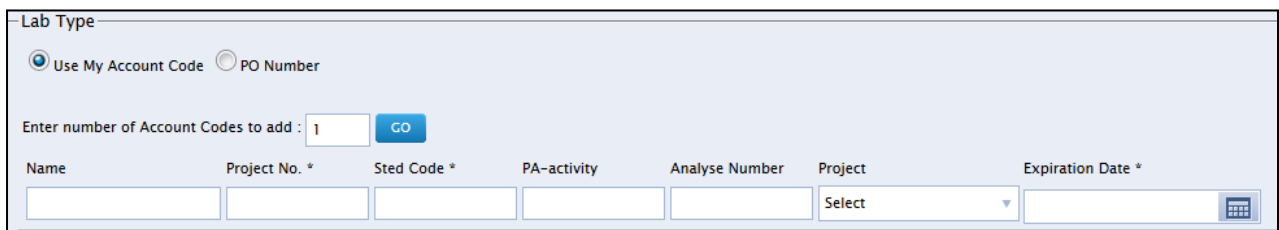

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Account information guide

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
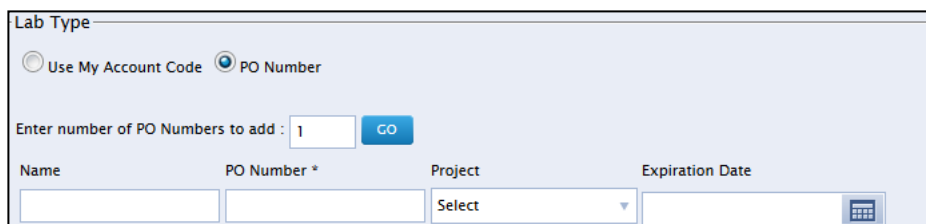- No project number (fill in 00000), just an analyse number

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

Lab Type
◉ Use My Account Code ◯ PO Number

Enter number of Account Codes to add : [1] [GO]

Name	Project No. *	Sted Code *	PA-activity	Analyse Number	Project	Expiration Date *
					Select ▾	🗓

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

Lab Type
◯ Use My Account Code ◉ PO Number

Enter number of PO Numbers to add : [1] [GO]

Name	PO Number *	Project	Expiration Date
		Select ▾	🗓

Setting up accounts and billing information

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

Assigning «account code settings» and «lab type» is now controlled by the facility admin. For the acccount 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».

Once you've selected one of your students and clicked on the pensil 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.

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**».

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!

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.