



Idea Elan

Idea Elan

2020

INFINITY User Guide

Comprehensive Online Solution for
Lab and Core Facility Management

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Quick Startup Guide for Users

Login as an internal User:

<https://secure12.ideaelan.com/secure/Public/AppLogin.aspx>



The screenshot shows a login page for the University of Mississippi. At the top left is the university's logo, which includes a red circular emblem with a white building and the text "THE UNIVERSITY of MISSISSIPPI". Below the logo, the heading "WebID Authentication Required" is displayed in a large, bold, blue font. Underneath the heading are two input fields: the first is labeled "WebID:" and the second is labeled "Password:". Below the password field is a "Sign In" button and a blue hyperlink labeled "Password Help". At the bottom of the page, a dark blue footer bar contains the text "Copyright © 2019 University of Mississippi. All rights reserved."

Login as an external user:

<https://secure12.ideaelan.com/olemiss/Public/AppLogin.aspx>

External user will use the Infinity start page. Existing users can enter their information in the top right corner for username and password. New users will have to register below under: "Get started, register here for free."

New User Registration Process:

***** Current Olemiss Users have already been imported to Infinity*****

- Users can register on the login page of the INFINITY link.
- Enter First Name, Last Name, Email ID, Password and click on Join Now Button.

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

First Name

Last Name

Email(Login ID)
 → Enter the user id here

Password ⓘ
 → Enter the password here

Confirm Password

Password must contain :

- 8-13 characters
- 1 Uppercase letter
- 1 Lowercase letter
- 1 Number
- 1 Special character(such as !, \$, #, %, @, % etc)

GKTA

To avoid spam, please type the characters you see above

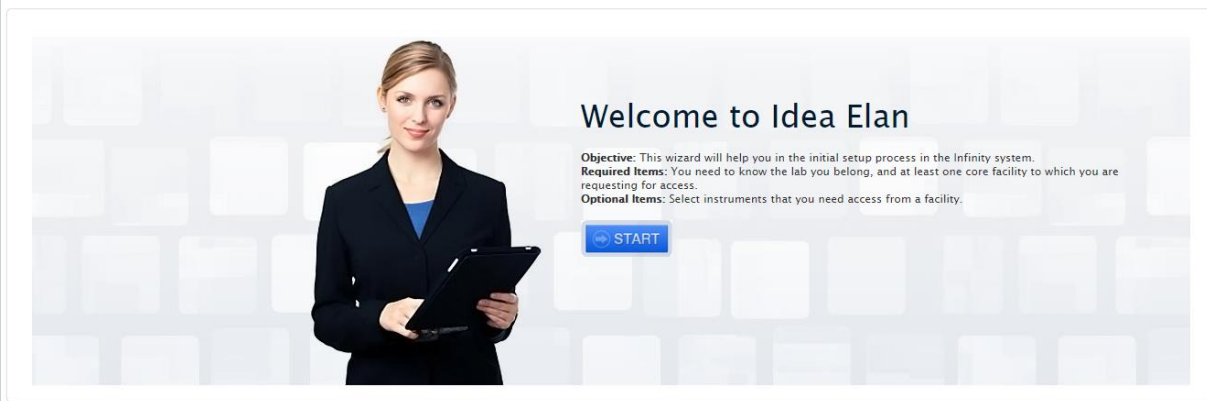
Join Now → Click on Join Now

- After registering, a confirmation message will appear on the screen. Click the verification link sent to the email provided.

Registered successfully!! Click the verification link in the email sent to confirm your registration.

- After verifying the email, the page will be redirected to a registration wizard.

Welcome



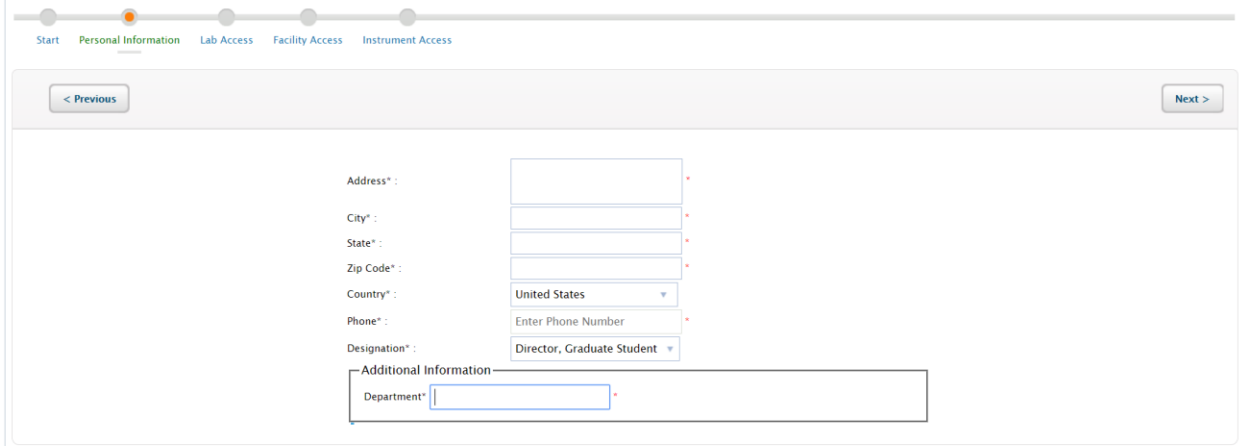
Welcome to Idea Elan

Objective: This wizard will help you in the initial setup process in the Infinity 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.

[START](#)

- Click on the start button to go through the registration process.
- In the personal information page, enter applicable fields such as address, contact number, designation, department and click next to continue.

Welcome Test User1



Start Personal Information Lab Access Facility Access Instrument Access

[< Previous](#) [Next >](#)

Address* :

City* :

State* :

Zip Code* :

Country* :

Phone* :

Designation* :

Additional Information

Department*

- In the next page, select access to labs by clicking on “Request Access.”

Welcome Test User1

Start Personal Information **Lab Access** Facility Access Instrument Access

< Previous

Next >

If you can't find your lab, please contact [Melissa King](#).

Set Default Lab	Lab Name	Lab Admin	Institution	Permission Status
	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	All
	Nicole Ashpole	Ashpole Nicole	COBRE-NPN Phase III Core University of Mississippi	Request Access
	Richard Buchholz	Buchholz Richard	COBRE-NPN Phase III Core University of Mississippi	Request Access
	Robert Doerksen	Doerksen Robert	COBRE-NPN Phase III Core University of Mississippi	Request Access
	S. Narasimha Murthy	Murthy S. Narasimha	COBRE-NPN Phase III Core University of Mississippi	Request Access
	Samir Ross	Ross Samir	COBRE-NPN Phase III Core University of Mississippi	Request Access

- Now, select a default lab and click on “Next”.

Start Personal Information **Lab Access** Facility Access Instrument Access

< Previous

Next >

If you can't find your lab, please contact [Melissa King](#).

Set Default Lab	Lab Name	Lab Admin	Institution	Permission Status
	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	All
	Ahmed Al-Ostaz Lab	Al-Ostaz Ahmed	COBRE-NPN Phase III Core University of Mississippi	Request Access
<input checked="" type="radio"/>	Idea Elan Test Lab	Lachmann Jana	COBRE-NPN Phase III Core University of Mississippi	Waiting for approval
	Lab4_UMS		COBRE-NPN Phase III Core University of Mississippi	Request Access

Export to Export to Export to

- In the next page, select access to facilities.
- The facility admin can decide whether to automatically approve or manually approve, depending on their facility settings.
- In some cases, facilities require facility access forms to be filled out.

Welcome SY User4

Start Personal Information Lab Access **Facility Access** Instrument Access

< Previous Next >

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
SEM	P.O. Box 1848 Oxford Mississippi 386771848	Sims Abigail,Rodriguez King Melissa,Raman Vijayasankar,AEC test	COBRE-NPN Phase III Core University of Mississippi	Request Access
Seahorse		Rodriguez King Melissa,Paris Jason,Mahdi Fahri	COBRE-NPN Phase III Core University of Mississippi	Waiting for approval

Export to Export to Export to

- Now request access to applicable instruments within a facility.
- This can be done by clicking on “Request Access” on the right of each instrument.
- Instrument access request forms may also be applicable.

Welcome SY User4

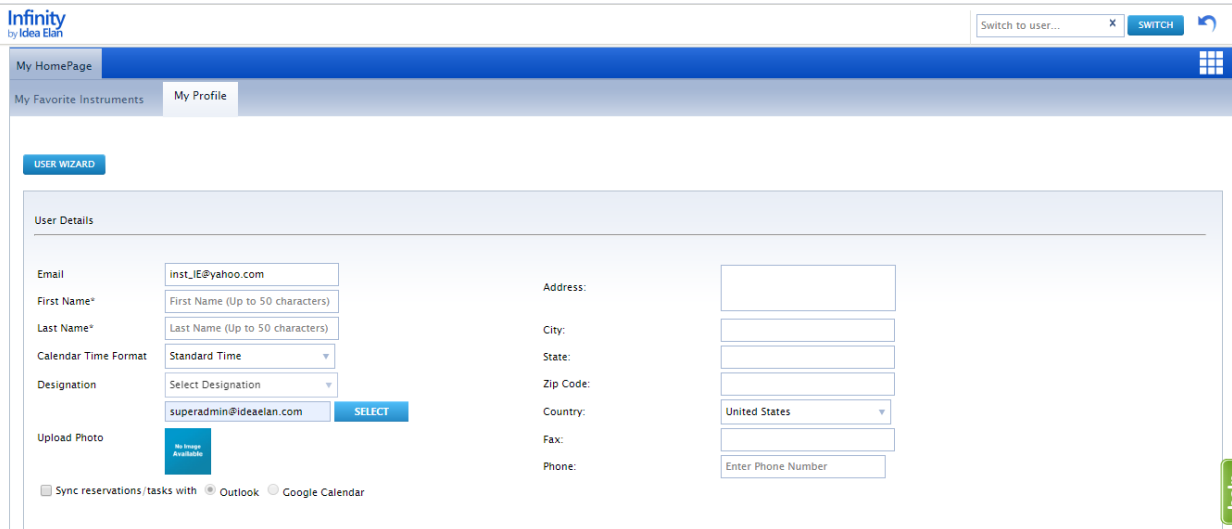
Start Personal Information Lab Access Facility Access **Instrument Access**

< Previous Continue

Instrument Name	Facility Name	Institution	Permission Status
<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	All
Seahorse XFe96 Analyzer	Seahorse	COBRE-NPN Phase III Core University of Mississippi	Approved
Field-Emission Scanning Electron Microscope	SEM	COBRE-NPN Phase III Core University of Mississippi	Approved

Export to Export to Export to

- The last part of the user registration process gives quick links to edit the user profile, reserve instruments, and/ or submit a sample form. A search bar is also provided to search through the software.
- Click on Continue to exit the wizard.






- The new user registration process is now complete.

To Access Facilities


- To request access to other facilities, hover the cursor over the 9 square box and click on the blue DNA icon on the far right.




- All facilities within the institution will be listed.

Search Facility	Institution	Facility Type	City	
SEM	COBRE-NPN Phase III Core University of Mississippi	Default Category	Oxford	
Current Status : Approved				
Make a Reservation Submit Samples Order Supplies				
NMR	COBRE-NPN Phase III Core University of Mississippi	Default Category	Oxford	
REQUEST ACCESS				
Seahorse	COBRE-NPN Phase III Core University of Mississippi	Default Category		
REQUEST ACCESS				

- Click on “Request Access” to request access to the facility you want to use. Depending on the facility settings, a manual approval may be necessary.

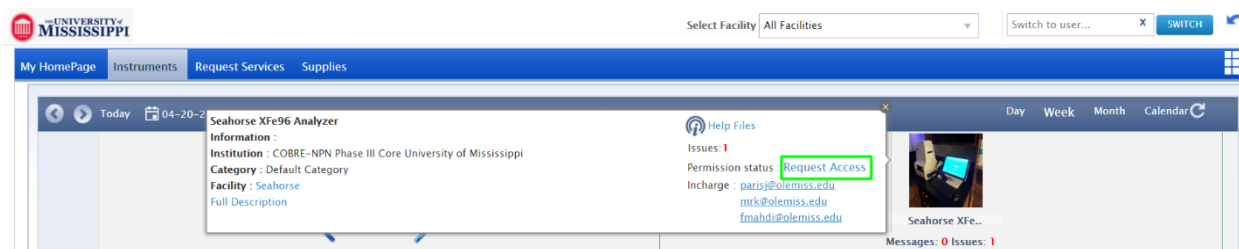
Search Facility	Institution	Facility Type	City	
Seahorse	COBRE-NPN Phase III Core University of Mississippi	Default Category		
Current Status : Waiting for approval				

- If the facility settings are set as auto approvals, then the request will be auto approved.

Search Facility	Institution	Facility Type	City	
Seahorse	COBRE-NPN Phase III Core University of Mississippi	Default Category		
Current Status : Approved				
Make a Reservation Submit Samples Order Supplies				

To Access Instruments

- To request access to instruments, hover over instrument on the calendar, click on Request Access.
- All Instruments within the facility will be listed.



The screenshot shows the University of Mississippi's instrument management interface. At the top, there's a navigation bar with 'My Home Page', 'Instruments', 'Request Services', and 'Supplies'. Below this, a calendar view is visible. A tooltip for the 'Seahorse XFe96 Analyzer' is open, displaying the following information:

- Information:**
- Institution:** COBRE-NPN Phase III Core University of Mississippi
- Category:** Default Category
- Facility:** Seahorse
- Full Description:**

On the right side of the tooltip, there is a 'Request Access' button highlighted with a green box. Below the tooltip, there are fields for 'Issues: 1', 'Permission status', 'Incharge: parisj@olemiss.edu', 'nmk@olemiss.edu', and 'fmahdi@olemiss.edu'. The bottom right corner shows 'Seahorse XFe...' and 'Messages: 0 Issues: 1'.

- The user should fill the instrument access request form and should get the approval from the facility admin.

INFINITY Create Sample Submission

Seahorse Sample Form_2020-04-08 10:42:07

Basic Details

Department*

Contact Phone Number*

Category*

Funding Source*

Project Title*

Number of Plates*

Additional Details

Special Instructions

All requests require PI approval for the charges. Once approved your request will be processed and you will be notified.

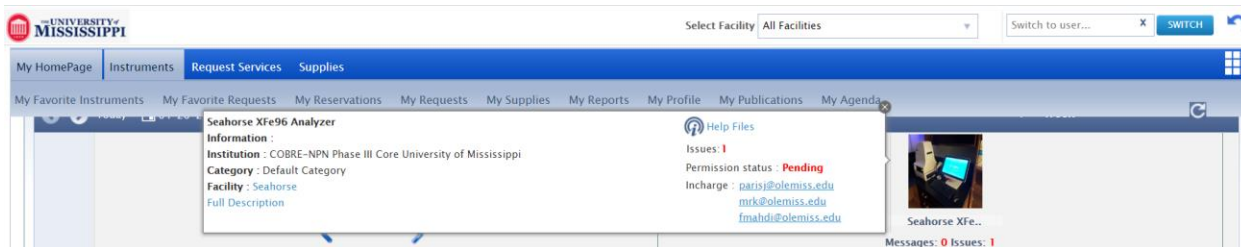
Seahorse Operating Policies [Seahorse Operating Policies](#)

Agree to the Seahorse Standard Operating Policies. Please put your Initials.*

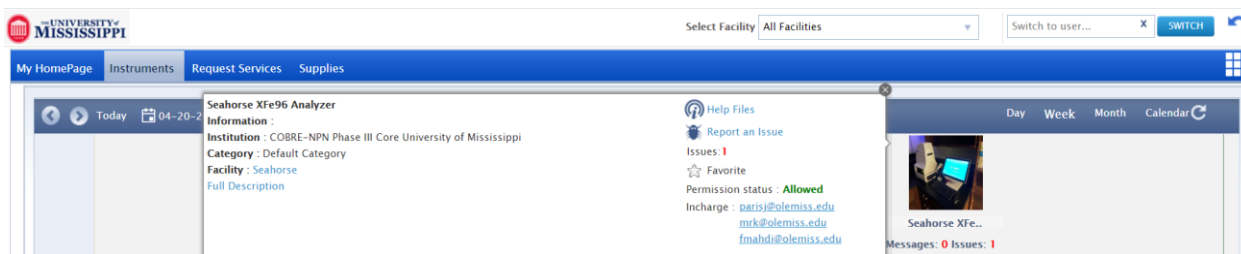
REQUEST ACCESS **CLOSE**

Submitted Instrument Access Request cannot be modified.

- Depending on the facility settings, a manual approval may be necessary.



- If the settings are set as auto approvals by the admin, then the request will be auto approved. Then the user will be able to make the reservation.

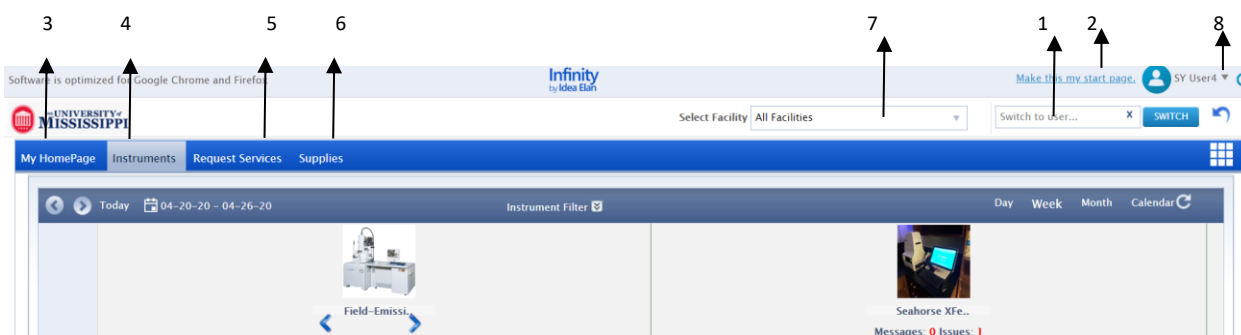


The User:

- Once logged onto INFINITY as a user, a toolbar with tabs will appear that are specific to your role.
- The “9 square box” tool provides the quick links to access facilities, contact Idea Elan, Facility admins, Help files etc.



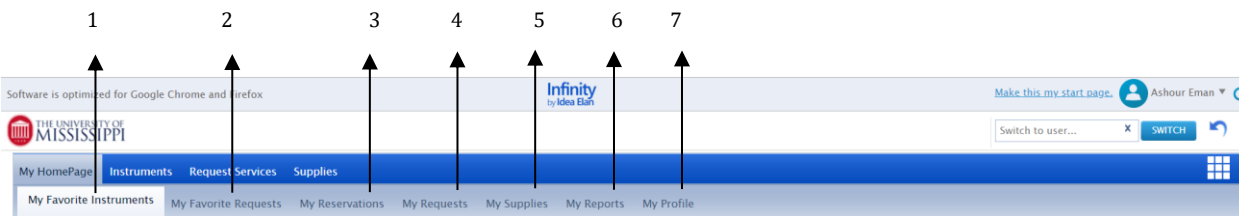
User Functions:



1. **Switch User:** Admins can switch to other users without logging in with password.
2. **Start page:** Click here you can make your current page as the start page.
3. **View a home page** that has specified favorite instruments and sample submissions, reservations, submitted samples, issues, service requests, and user profile.
4. **Request instruments** in a facility and make reservations under the instrument tab.

5. **Submit sample forms/ service requests** for processing in Request Services tab.
6. **Place orders** for new supplies from facilities under the supplies tab.
7. **Select the facility** from dropdown box for which you want to access the details, such as instruments, sample submission etc.
8. **My Items List:** with quick links to homepage icons, my favorite instruments, favorite requests, etc.

My Home Page:



1. **My Favorite Instruments:** Displays Instruments set as favorite with a calendar to aid in making quick reservations.
2. **My Favorite Requests:** Displays all sample submission forms and service requests set a favorite by the user.
3. **My Reservations:** To view the instrument reservations made by the user and user can upload files on cloud.
4. **My Requests:** To view sample submissions or service requests made by the user.
5. **My Supplies:** To view submitted supply orders.
6. **My Reports:** Generate reports based on usage across various facilities, instruments and sample submissions.
7. **My Profile:** Displays the profile of the user; labs and facilities affiliations of the user.

Instruments

How to make a reservation for “Seahorse facility”.

- Click on Instruments tab to view the calendar for instrument reservation.
- User can filter instruments using filter option.
- Calendar can be seen in day / week / month view based on the selection.
- Select an instrument, drag on the calendar to create a reservation.

Software is optimized for Google Chrome and Firefox

Infinity by Idea Elan Make this my start page. SY User4

UNIVERSITY of MISSISSIPPI Select Facility: Seahorse Switch to user... SWITCH

My HomePage Instruments Request Services Supplies

Today 04-20-20 - 04-26-20 Instrument Filter Day Week Month Calendar



Seahorse XFe...

Messages: 0 Issues: 1

	Mon, 20	Tue, 21	Wed, 22	Thu, 23	Fri, 24	Sat, 25	Sun, 26
08:00							
09:00							
10:00							
11:00							
12:00							

- To complete the reservation, Sample submission form has to be filled
- Click Continue to proceed to Sample form submission.

INFINITY Create Appointment For Seahorse XFe96 Analyzer X

Schedule Rules & Policies

*** Mandatory Note : Sample Submission is mandatory for this instrument, click continue to submit the form.**

Subject: SY User4

Start time*: 04-21-20 09:00 End time*: 04-21-20 11:30

Add-on Instruments: Select Add-On

Project/Membership: Not Applicable [Set as default](#)

Lab*: Idea Elan Test Lab [Set as default](#)

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

Session Type*: Unsupervised

Special Instructions:

Recurrence

INFINITY Create Sample Submission

Seahorse Sample Form_2020-04-08 10:42:07

Basic Details

Department*

Contact Phone Number*

Category*

Funding Source*

Project Title*

Number of Plates*

Additional Details

Special Instructions

All requests require PI approval for the charges. Once approved your request will be processed and you will be notified.

Seahorse Operating Policies [Seahorse Operating Policies](#)

Agree to the Seahorse Standard Operating Policies. Please put your Initials.*

- Click Submit after applicable fields are filled.

Lab and Payment/Account Information

Please select the lab and account code you want to tag this sample submission form to

Phone:

Projects: [Set as default](#)

Lab*: [Set as default](#)

Account Code*: [Set as default](#)

Special Instructions:

SUBMIT **CANCEL**

Sample Submission cannot be modified.

Your Sample Submission will be saved in My Requests under My HomePage

- Session with sample form has been created.

Note: Once the user makes a reservation and submits the forms attached, the FA will then attach service item and send it to PI for approval. Only after approval the reservation will take place.

Software is optimized for Google Chrome and Firefox

Infinity
by Idea Elan

Make this my start page. SY User4

UNIVERSITY OF MISSISSIPPI

Select Facility Seahorse

Switch to user... SWITCH

My HomePage Instruments Request Services Supplies

Today 04-20-20 - 04-26-20 Instrument Filter

Seahorse XFe...
Messages: 0 Issues: 1

	Mon, 20	Tue, 21	Wed, 22	Thu, 23	Fri, 24	Sat, 25	Sun, 26
06:00							
07:00							
08:00							
09:00					SY User4, 09:00 to 12:00 View Sample Submission		
10:00							
11:00							
12:00							

UNIVERSITY OF MISSISSIPPI

Switch to user... SWITCH

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

Inbox 9 Facility Setup Facility Access Instruments Setup Request Forms Setup Supplies Setup Services Setup Price Manager Reports Invoices Actual Usage Tracker Dashboard

Requests 6 **Sample Submission/Service Requests 2** Technical Issues 1 Supplies Projects Timeline Approved Users Logs

Sample Submission Details: Seahorse Sample Form_2020-04-08 10:42:07

Initiated **Quote** Next: **Waiting for approval by User/PI** Approval Process In Progress Complete & Ready to be billed Billed

Details/Quote Communication Internal Communication Activity Log Report Upload Files

Basic Details

Sample Submission ID: 5-111 Project Name: Submitted By: SY User4 User Phone No:
 Lab Name: Idea Elan Test Lab Lab Address: Phone: Lab Admin: Lachmann Jana (ideaelan@olemiss.edu)
 Account Code: Test Code
 Quoted Amount: 64.00 USD Actual Fee: 0.00 USD
 Form Submitted Date: 04-20-20 12:32 PM Estimated Completion Date: Form Completion Date:
 Special Instructions:

Reservation Details

Instrument Name: Seahorse XFe96 Analyzer
 SessionType: Unsupervised
 Duration: From 04-24-20 9:00:00 AM To 04-24-20 12:00:00 PM
 Fee: 0.00 USD

- Once PI approves quote the reservation will be created.

UNIVERSITY of MISSISSIPPI

Select Lab: Idea Elan Test Lab

Switch to user... SWITCH

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

My Favorite Instruments | My Favorite Requests | My Reservations | My Requests | My Supplies | My Reports | My Profile | My Publications | My Agenda

Lab Access Requests | Invoices | **Sample Submission** | Projects | Dashboard | Publications

From Date: 03-20-20 12:00 AM To Date: 04-21-20 12:00 AM GO

Date	ID	Form Name	User	Service Type	Project Name	Status
04-20-20 12:32 PM	5_111	Seahorse Sample Form_2020-04-08 10:42:07	SY User4	Sample		<p>Quote Provided</p> <p>Next: Waiting for Approval by PI / User</p> <p>20% completed</p>

INFINITY Edit Appointment For Seahorse XFe96 Analyzer

Schedule | Recurrence | Add Admin | Rules & Policies

Copy this appointment * Mandatory

Subject: SY User4

Start time*: 04-24-20 09:00 End time*: 04-24-20 12:00

Add-on Instruments: Select Add-On

Project/Membership: Not Applicable [Set as default](#)

Lab*: Idea Elan Test Lab [Set as default](#)

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

Session Type*: Unsupervised

Special Instructions:

UPDATE **CLOSE**



How to make a wait-list appointment:



- When **user A** has created an appointment and if **user B** wants to have the same slot for same instrument, then **user B** creates a wait list appointment by clicking on the appointment created by **User A**. **Click on SAVE**.
- A wait list appointment will be created.

INFINITY Create Waitlist For Seahorse XFe96 Analyzer X

Add to Waitlist Rules & Policies

Subject: UMS User2

Start time: 04-24-20 09:00  

End time: 04-24-20 12:00  

Phone:

Project/Membership: Not Applicable [Set as default](#)

Lab*: Idea Elan Test Lab [Set as default](#)

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

Session Type*: Unsupervised

SAVE **CLOSE**

How a user deletes a reservation:

- When a user hovers over the appointment to be deleted, an **X** symbol appears. Click on **X** to delete the appointment.

My HomePage Instruments Request Services Supplies ☰

Today Tuesday, August 20, 2019 Instrument Filter  Day Week Month Calendar 

	 Field-Emissi..	 Bruker 400 M..	 Bruker 400 M..	 Bruker 500 M..	 Bruker 600 M..	 Agilent 500 ..
08:00 AM						
09:00 AM		UMS User1, 09:00 AM to 11:00 AM 				
10:00 AM						
11:00 AM						