Idea Elan
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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.idealan.com/secure/Public/AppLogin.aspx

Login as an external user:
https://secure12.idealan.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.
After registering, a confirmation message will appear on the screen. Click the verification link sent to the email provided.

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

• In the next page, select access to labs by clicking on “Request Access.”
• Now, select a default lab and click on “Next”.

• 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.
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.

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.
• 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.

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

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

• 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.
To complete the reservation, Sample submission form has to be filled.
Click Continue to proceed to Sample form submission.
• 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*: Not Applicable
Lab*: Idea Elan Test Lab
Account Code*: Test Code

Special Instructions:

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.

- Once PI approves quote the reservation will be created.
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.
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.