



Idea Elan

Idea Elan

2017

User Quick Guide

Comprehensive Online Solution for
Lab and Core Facility Management

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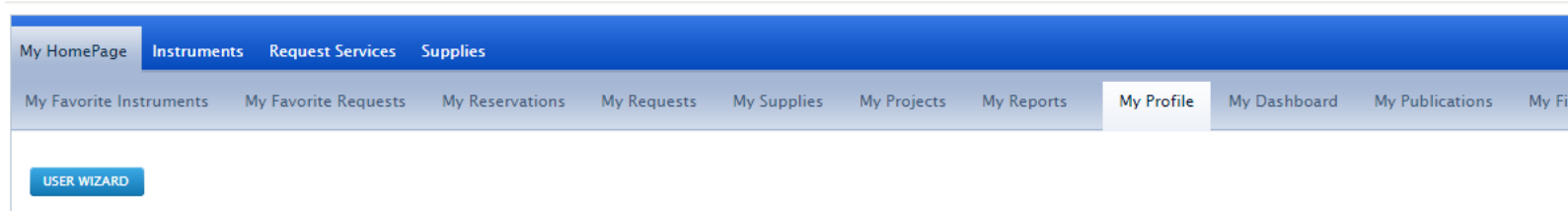
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Quick Startup Guide

Requesting Lab and Instrument Access

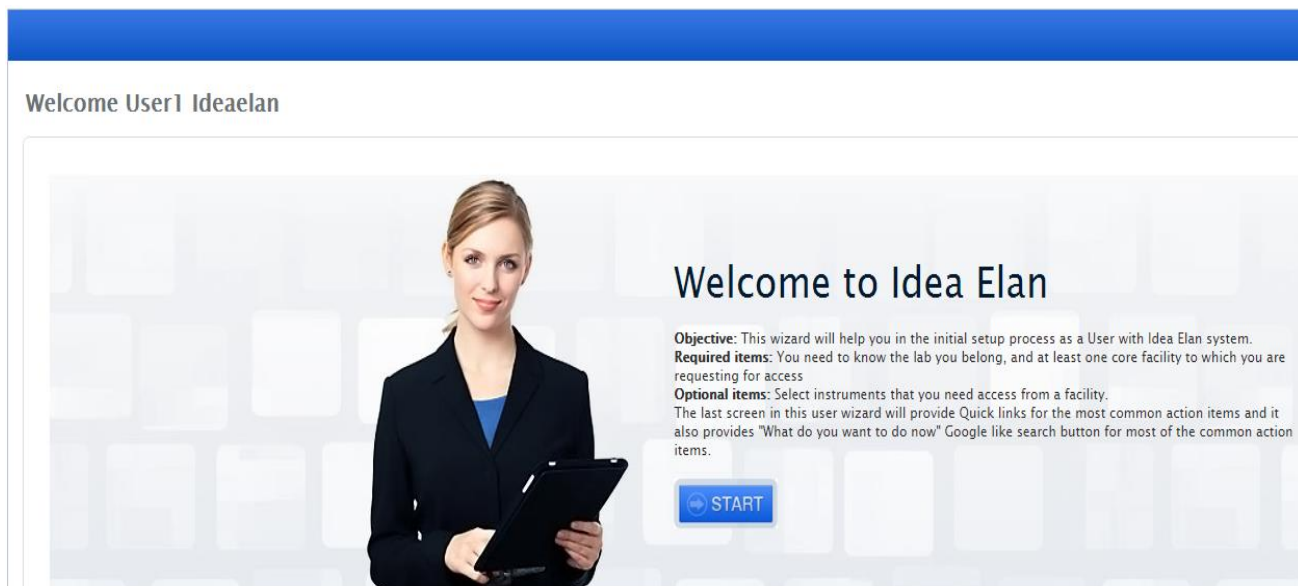
Once logged in navigate to the My Profile tab (Path: My HomePage > My Profile)



Select the User Wizard button



The page will be redirected to a wizard to help with the registration process.



- a. Click on the start button to go through the registration process.

- b. Access to your lab can be requested by clicking on “Request Access.”

Welcome User1 Ideaelan

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
	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="All"/>
	IdeaElan.Lab1	lab1 Ideaelan	IDEAELAN	Request Access
	IdeaElan.Lab2	lab2 Ideaelan	IDEAELAN	Request Access

Welcome User1 Ideaelan

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

< Previous

Default Lab set successfully.

Next >

+ ADD NEW LAB

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"/>	<input type="text" value="All"/>
<input checked="" type="radio"/>	IdeaElan.Lab1	lab1 Ideaelan	IDEAELAN	Waiting for approval
	IdeaElan.Lab2	lab2 Ideaelan	IDEAELAN	Request Access

- a. To Select access to the facilities click “Next.”
- If a facility access form is provided, fill it out during the access request process.
 - The facility admin will approve or reject your access request.

Welcome User1 Ideaelan

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

< Previous
Next >

Facility Name	Address	Facility Admin/Director	Institution	Permission Status
Search here X	Search here X	Search here X	ideaelan X	All ▼
Ideaelan Facility	Henrdon, VA		IDEAELAN	Waiting for approval

- b. Request access to applicable instruments within a facility.
 - iii. Fill out instrument access request form if applicable.
 - iv. Approval may be automatic depending on the facility.

Welcome User1 Ideaelan

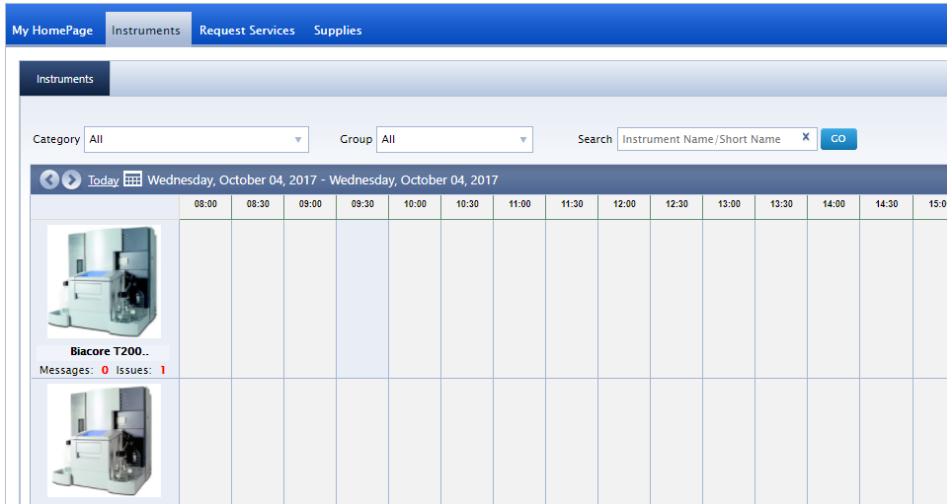
Start
Lab access
Facility access
Instrument access
What do you want to do now?

< Previous
Next >

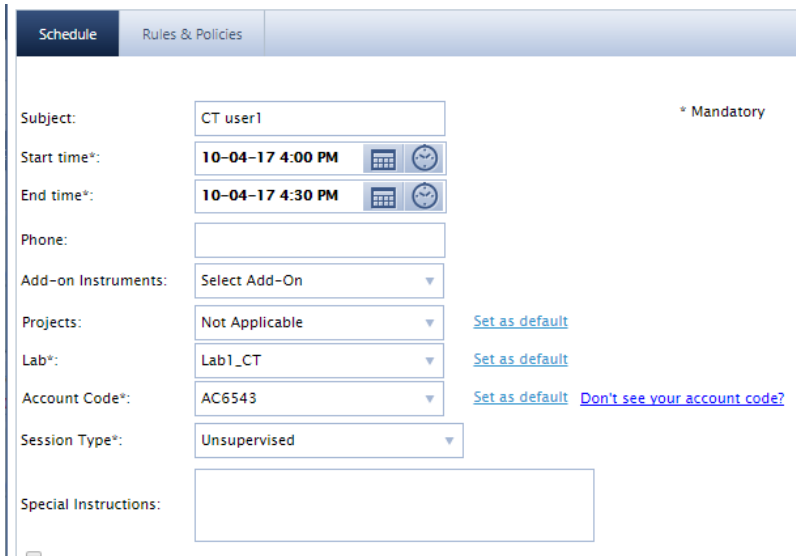
Instrument Name	Facility Name	Institution	Date Created	Permission Status
Search here X	Search here X	Search here X		All ▼
Ideaelan Illumina Instrument1	Ideaelan Facility	IDEAELAN	11-29-15 11:09:52 PM	Approved

Entering a PTA

To enter a PTA Navigate to the Instrument page.



1. Select any appointment block. Make sure you can select the correct lab from the Lab drop down menu. If there are no PTA codes in the Account Code drop select **“Don’t see your Account code?”**



- The **Add Account Code** window will appear allowing you to enter a PTA code. Enter in the PTA in the **Enter the Account Code** field. If there is a name of the code it can be entered in the name field.

Add Account Code

You are creating a Account Code for : ADRx Pharma, Inc.

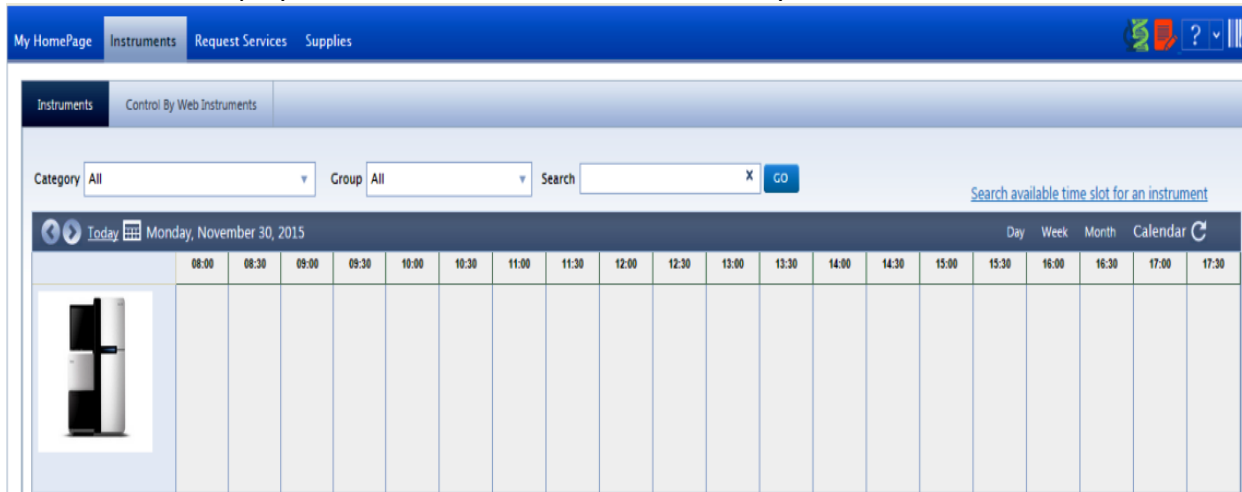
Name

Enter the Account Code :

- Once saved the PTA code will be found in the Account Code drop down box.

Instruments


The instruments tab displays all the instruments listed in a facility.



- View the description and select options of an instruments by hovering over the image.
 - To mark an instrument "Favorite," click the star. Selecting this will display the instrument under **"My Favorite Instruments"** on the user HomePage.
 - Report an issue to the admin by clicking "Report an Issue." Fill in a brief description and a ticket will be created for the admin.
 - Request access to the instrument by clicking "Request Access" next to permission status. Status will show as "Allowed" when the access request has been accepted.
 - View any instrument messages by clicking "Message from the Instrument."
 - Click "Full Description" to view more details.

Today Monday, November 30, 2015

Day Week Month Calendar

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	14:30	15:00	15:30	16:00	16:30	17:00	17:30
 <div> <p>Idea Elan Instrument 1</p> <p>Information : Idea Elan Instrument 1 is Illumina HiSeq 2500 Sequencing System</p> <p>Institution : IDEAEELAN</p> <p>Category : Default Category</p> <p>Facility : Idea Elan Facility</p> <p>Full Description</p> </div> <div> <p>Message from the Instrument</p> <p>Support</p> <p>Report an Issue</p> <p>Favorite</p> <p>Permission status : Allowed</p> </div>																			

2. Click a timeslot on the calendar to reserve the instrument.
 - a. In the calendar, select the start time. For example, to use the instrument between 9:00 am and 10:30 am, click on the box below (9:00 am). A page loads which to select an end time and session type.


My HomePage Instruments Request Services Supplies

Instruments Control By Web Instruments

Category All Group All Search X GO [Search available time slot for an instrument](#)

Today Monday, November 30, 2015

Day Week Month Calendar

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	14:30	15:00	15:30	16:00	16:30	17:00	17:30
 <div> <p>User1 Idea Elan , 09:00 to 10:30</p> </div>																			

INFINITY Create Appointment For IdeaElan Illumina Instrument1

Schedule | Email User

☐ DownTime

Subject: Facility1 IdeaElan * Mandatory

Start time*: 04-13-17 9:30 AM

End time*: 04-13-17 10:00 AM

Users: Facility1 IdeaElan(ideaElan.facility)

Phone:

Add-on Instruments: Select Add-On

Projects: Not Applicable [Set as default](#)

Lab*: IdeaElan Facility1 [Set as default](#)

Purpose Code1*: Select Purpose Code 100.0 % [Set as default](#) [Don't see your Purpose Code?](#)
[Add more](#)

Session Type*: Unsupervised

Special Instructions:

☐ Recurrence

SAVE **CLOSE**

b. To make the reservation, it is mandatory to select a PTA code from account code dropdown list.

INFINITY Create Appointment For IdeaElan Illumina Instrument1

Schedule | Email User

☐ DownTime

Subject: User1 IdeaElan * Mandatory

Start time*: 04-13-17 9:30 AM

End time*: 04-13-17 10:00 AM

Users: User1 IdeaElan(ideaElan.user1@o)

Phone:

Add-on Instruments: Select Add-On

Projects: Not Applicable [Set as default](#)

Lab*: Idea Elan.Lab1 [Set as default](#)

Purpose Code1*: ACC3011201502 100.0 % [Set as default](#) [Don't see your Purpose Code?](#)
[Add more](#)

Session Type*: Unsupervised

Special Instructions:

☐ Recurrence

SAVE **CLOSE**

- Waitlist appointments can be created by selecting the timeslot that another user has reserved. Click the tab “Add to Waitlist” and there will be a notification if the time becomes available.

INFINITY
Edit Appointment For IdeaElan Illumina Instrument1

Schedule
Add to Waitlist
Recurrence
Special Instruction
Add Admin
Email User
Approve Usage
Reservation Details

Subject:
Admin Super

Start time:
04-13-17 9:30 AM

End time:
04-13-17 10:00 AM

Phone:
7578947010

Projects:
Not Applicable
Set as default

Lab*:
IdeaElan Facility1
Set as default

Purpose Code1*:
Select Purpose Code
100.0 %
Set as default
Don't see your Purpose Code?

Add more

Mark as:*
Unsupervised

SAVE
CLOSE