



**Idea Elan**

**Idea Elan**

**2018**

**ANU User Quick Guide**

Comprehensive Online Solution for  
Lab and Core Facility Management

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## Contents

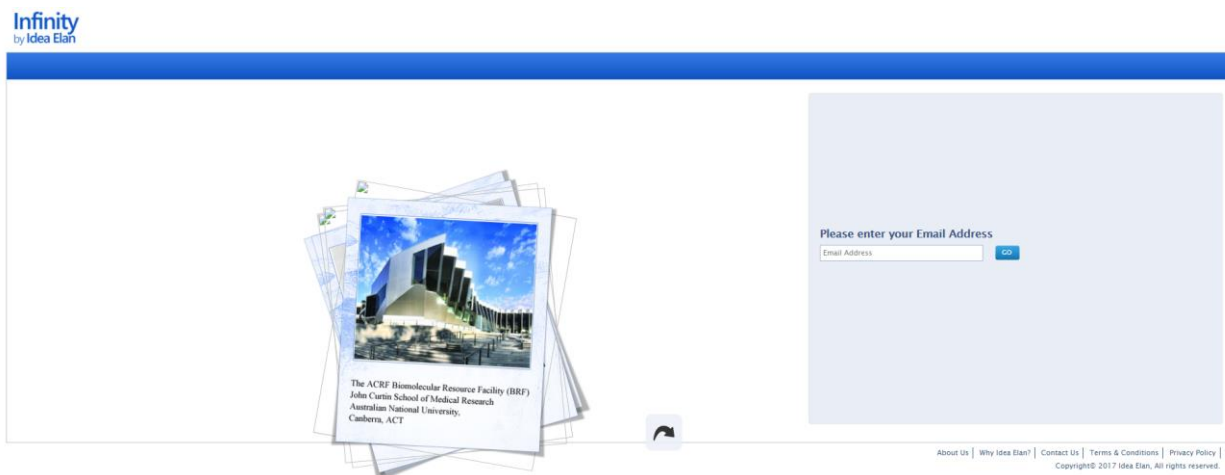
The User: .....	9
User Functions: .....	9
My Home Page: .....	10
Instruments.....	11
Request Services .....	13
Supplies .....	16
To Access Facilities .....	19

# Quick Startup Guide

## User Login


### Internal ANU Users

Users can login using <https://bookbrf.anu.edu.au/ANU/public/HomePage.aspx> and signing in with their ANU email ID.



Then you will be brought to this page. Enter your ANU credentials.

EXPLORE ANU » A-Z INDEX »

 Australian National University Federation Login

### ANU Federation Login

**Uni ID:**



**Password:**

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Contact ANU   Campus Map   Copyright   Disclaimer   Privacy   Freedom of Information

+61 2 6125 5111  
The Australian National University, Canberra  
CRICOS Provider : 00120C   ABN : 52 234 063 906

For When logging in for the first time, you will be taken through the registration process.

## External ANU Users

Users can login using <https://bookbrf.anu.edu.au/ANU/public/applogin.aspx>. First time users will register and follow the email instructions.

**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**



To avoid spam, please type the characters you see above

**Join Now**

Returning users will login at the top right-hand side.

 **Login**   **LOG IN**


[Forgot password?](#)

## Wizard Setup

The wizard is used for first time users, whether internal or external to ANU. This will gather information and allow you to submit access requests.

1. Click start on the wizard page to begin.

Welcome User1 Ideaelan



**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](#)

- Request access to the correct lab by searching and clicking "Request Access." The lab is the name of your PI/ Lab Admin. This will be found by searching their name.

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"/>	All
<input type="radio"/>	IdeaElan.Lab1	lab1 Ideaelan	IDEAELAN	Request Access
<input type="radio"/>	IdeaElan.Lab2	lab2 Ideaelan	IDEAELAN	Request Access

Defaulting a lab is also possible here. After request access, you can default the lab by choosing the circle next to the lab. Once a default lab is selected, you will not have to choose this during the reservation or sample submission request process.

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

- Request access to facilities by selecting “Request Access” next to the facility- e.g. General Equipment and Protein Biology Services

### Welcome User1 Ideaelan

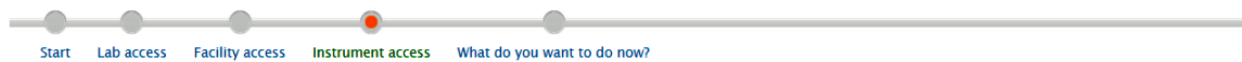
Start Lab access **Facility access** Instrument access What do you want to do now?

< Previous Next >

Facility Name	Address	Facility Admin/Director	Institution	Permission Status
<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="ideaelan"/>	All
<a href="#">IdeaElan Facility</a>	Henrdon,VA		IDEAELAN	Waiting for approval

- After requesting access to the facilities, request access to instruments you will need access to. The facility admin will need to approve the request before you can make a reservation or request services.

## Welcome User1 Ideaelan



< Previous Next >

Instrument Name	Facility Name	Institution	Date Created	Permission Status
<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>		All
Ideaelan Illumina Instrument1	Ideaelan Facility	IDEAELAN	11-29-15 11:09:52 PM	Approved

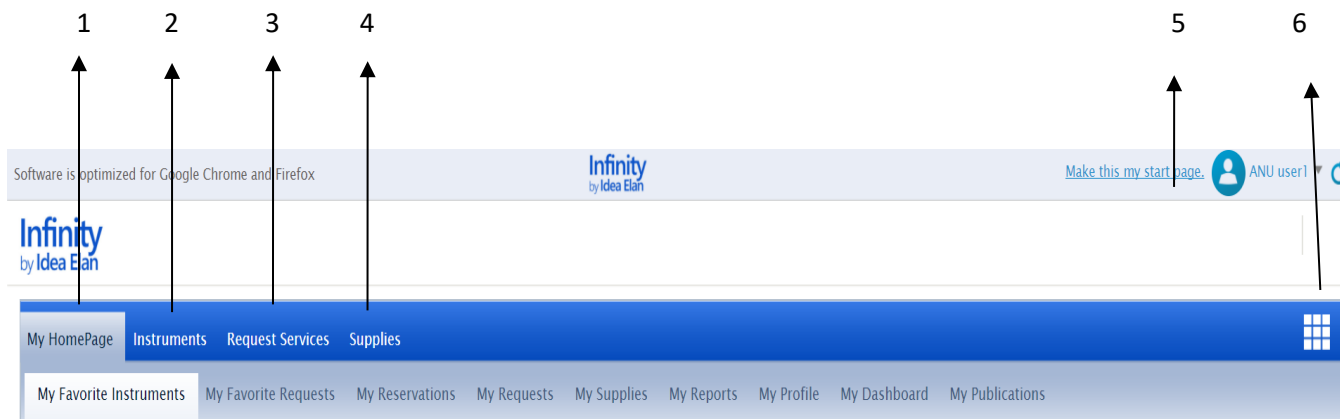
5. After all requests have been made you can begin using the software.



## The User:

Once registered and logged in to the software, a tool bar will appear with user specific features.

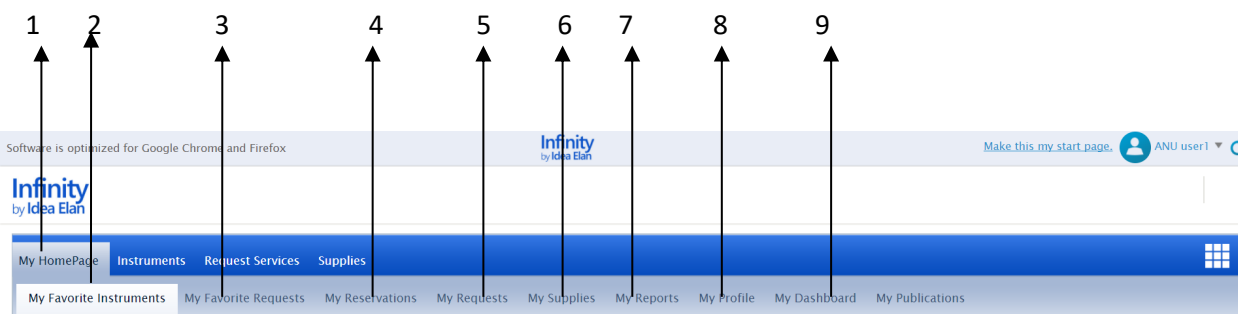
## User Functions:



1. My Homepage: The homepage is custom for each user. Each user can edit this view by adding favorite instruments or forms, changing their profile, and managing personal reports.
2. Instruments: This tab provides a list of instruments for reservations.
3. Request Services: Users can fill out and submit sample submission forms/ service requests
4. Supplies: Users can submit supply orders
5. Make this my start page: once selected, users can make any page their start page, after logging in.
6. 9 Square: Users can request access to facilities, email the admin or Idea Elan support, and view the Zendesk user-help portal
7. In order to view details from a specific facility, choose the facility from the dropdown on the far-right side.

Select Facility  ▼

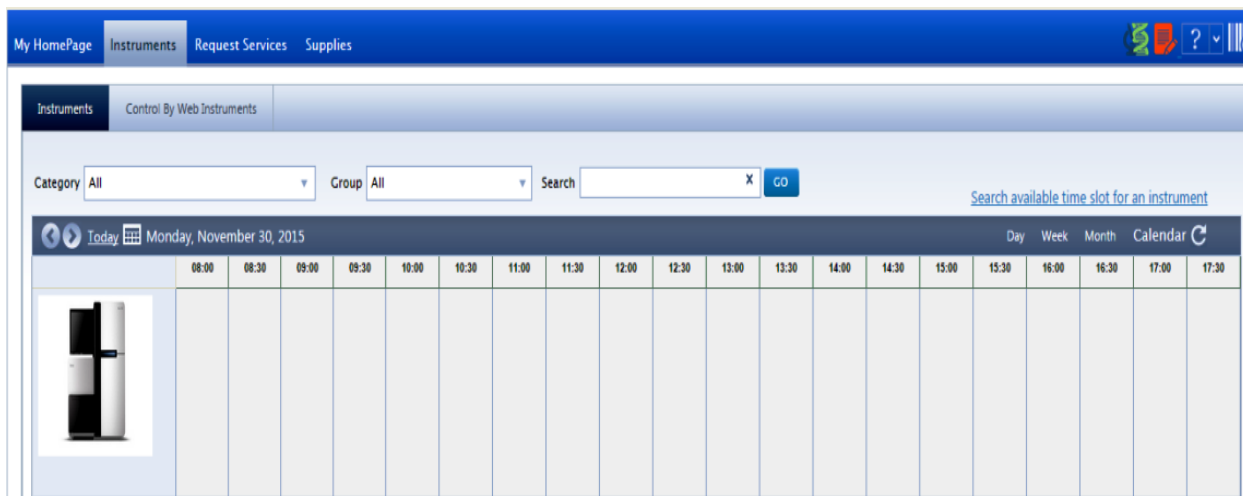
## My Home Page:



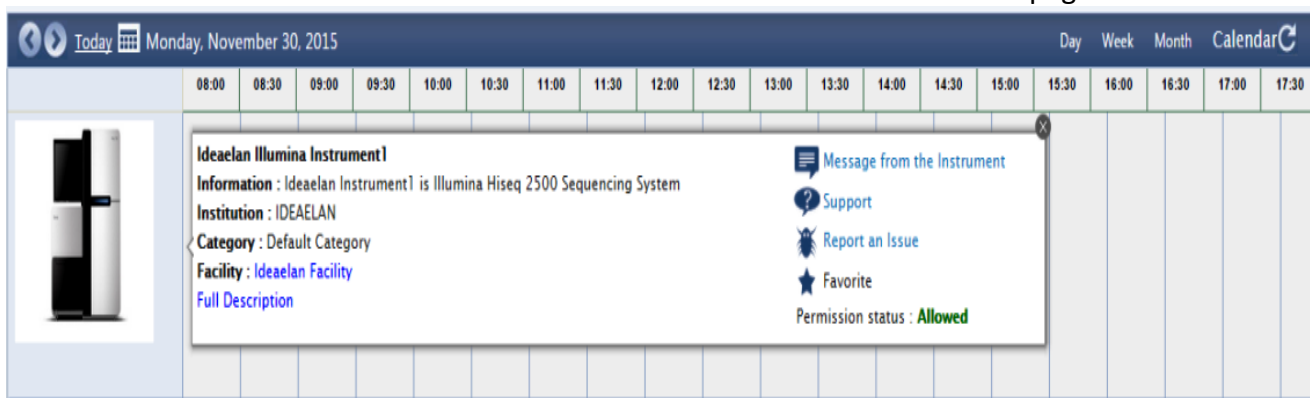
1. **My Homepage:** User specific homepage with profile information.
2. **My Favorite Instruments:** Displays Instruments set as favorite to easily reserve commonly used instruments.
3. **My Favorite Requests:** Displays all sample submission forms and service requests set a favorite by the user.
4. **My Reservations:** View the user's reservations.
5. **My Requests:** To view sample submissions or service requests made by the user.
6. **My Supplies:** View submitted supply orders.
7. **Reports:** Generate reports based on usage across various facilities, instruments and sample submissions.
8. **My Profile:** Displays the profile of the user and labs and facilities affiliations of the user. Also includes a dashboard feature that displays the user's logins, instrument reservations and sample submissions over the past week/month/quarter/year. Users will be able to modify personal information.
9. **Dashboard:** Displays the number of samples submitted, and the number of instrument reservations made (graphical representation).

## Instruments

The instruments tab displays equipment available to each facility.



1. To view descriptions of the instruments, move the mouse pointer over the image.
  - a. Request access to the instrument if not permitted
  - b. View any messages or help files for the instrument.
  - c. Use the support button to reach Idea Elan staff.
  - d. Report an issue on the instrument. This will be directed to the facility admin who will then follow up on the technical issue.
  - e. Mark as Favorite in order to view the instrument on the user homepage.



2. To reserve an instrument, click the time slot.



- a. In the calendar, select the start time. For example, if you want to use the instrument between 9:00 am and 10:30 am, then click on the box below (9:00 am).
- b. A new screen will appear. Select the end time, specify the session type and fill in lab details, if not already set as default.



**INFINITY Create Appointment For Agilent 2100 Bioanalyzer**

Schedule | Email User | Rules & Policies

DownTime

Subject: Masilamani Elango \* Mandatory

Start time\*: 07-30-18 2:30 PM  

End time\*: 07-30-18 3:00 PM  

Users: Masilamani Elango(superadmin@t

Phone:

Add-on Instruments: Select Add-On ▼

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

Lab\*: Select Lab ▼ [Set as default](#)

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

Session Type\*: Unsupervised ▼

Special Instructions:

Recurrence


**SAVE** **CLOSE**

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
			User1 Ideaelan , 09:00 to 10:30																	

## Request Services

Sample submission forms are provided for each facility under the “Request Services” tab. Forms can be favorited for quicker access.

Sample Submission Forms Service Forms

Welcome to Target and Drug Discovery Platform

Category All Group All Search  X GO

Form Name	Core Facility	Favorites	Help	Report Issue
<a href="#">Quote for Custom Library or Reagent Request Form (siRNA/Compound/CRISPR/Other)_2017-11-09 00:47:19</a>	Target and Drug Discovery Platform	☆	?	🐛
<a href="#">Library Access Request Form (siRNA/Compound/CRISPR/Other Internal Libraries)</a>	Target and Drug Discovery Platform	☆	?	🐛

1. To submit a sample form, click on the form name. Fill in the necessary details pertaining to the individual form. This will be sample information, experiment

Custom reagent information

siRNA and CRISPR custom screening reagent (GE Dharmacon)

Download reagent quotation request form here: [siRNA\\_CRISPR\\_Individual\\_Form](#)

Upload the completed GE Dharmacon individual siRNA/CRISPR reagent form here:

siRNA and CRISPR custom library (GE Dharmacon)

Click on the link provided above, follow the instructions to design the custom library, and export the library file for submission

Export and upload the completed GE Dharmacon siRNA/CRISPR custom library form here:

For custom requests outside of the options listed above, please provide details about the reagent/item for quotation

Upload an attachment:

information, etc.

- After filling out all details in the sample submission form, enter in lab information. If you already have a default lab, skip this step.

### 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 Code1\*:   % [Set as default](#)

[Add more](#)

Sample Submission cannot be modified.

- Click "Submit" to submit the form to PI/ Lab Admin. Save as draft, if you need to come back to the form.
  - The form will be submitted to your PI for approval.
  - Once the PI has approved the form/ submission, the facility can begin processing the samples/ the project.
- View submitted forms under My Homepage> My Requests

My Requests										
Date	ID	Form Name	Description	Core Facility	Lab Name	Assigned To	Request Type	Status	Action(s)	
07-31-18	1_32	ACBS		ANU Centre for Therapeutic Discovery	LAB1_ANU		Sample Submission	Approval Process (Approved by PI) Next: Waiting for Approval by Project Manager/Facility Admin	<input type="checkbox"/> ReUse	



- Also, in order to track sample plate, use the fill plate feature.
  - Select the check box next to each form

My HomePage Instruments Request Services Supplies

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

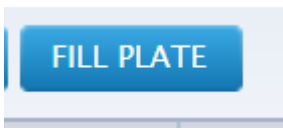
My Requests My Lab Requests

From Date 06-30-18 12:00 AM To Date 08-01-18 12:00 AM GO FILL PLATE

Date	ID	Form Name	Description	Core Facility	Lab Name	Assigned To	Request Type	Status	Action(s)
06-30-18	1_32	ACBS		ANU Centre for Therapeutic Discovery	LAB1_ANU		Sample Submission	Approval Process (Approved by PI) Next: Waiting for Approval by Project Manager/Facility Admin	  ReUse



b. Multiple forms can be selected at once.



c. Then click fill plate

d. Select a plate name and size then click save

Create Plate

Plate Name: Select

Plate Size: Select

Total samples count: 1

SAVE

## Supplies

Supplies can be ordered under the supply tab.

1. After clicking on the tab, select the facility from the "Facility" dropdown and enter basic information.



My HomePage Instruments Request Services **Supplies**

Facility\* Target and Drug Discovery Platfo

Name/Address CANBERRA AU Ship To CANBERRA AU

Phone: 436869836

Lab\*: LAB1\_ANU [Set as default](#)

Account Code\*: AC\_74136 [Set as](#) [Don't see your account code?](#)

Category All

Order Date 11-28-17

2. Select the supply item that needs to be ordered. After clicking the box beside the item, enter a quantity.

Facility\* Ideaelan Facility1

Name/Address Verndon US Ship To Verndon US

User Fac2 Ideaelan(ideaelan.facility2@) [View Profile](#)

Phone:

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

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

Account Code1\*: Select Account Code 100.0 % [Set as default](#)

[Add more](#)

Category All

Order # Id0

Order Date 11-30-15

Order (y/n)	Item	Location	Price	Quantity per Unit	Quantity In Stock	Quantity	Total
<input type="checkbox"/>	Gel		50.00	35	500	0	0.00
<input type="checkbox"/>	Disposable blades		60.00	45	500	0	0.00
<input type="checkbox"/>	Sigma Oligos		80.00	50	500	0	0.00

Export to **W** Export to **X** Export to **J**

Client Message Admin Message

Export to **J**

**Specify quantity**

**Check to select**

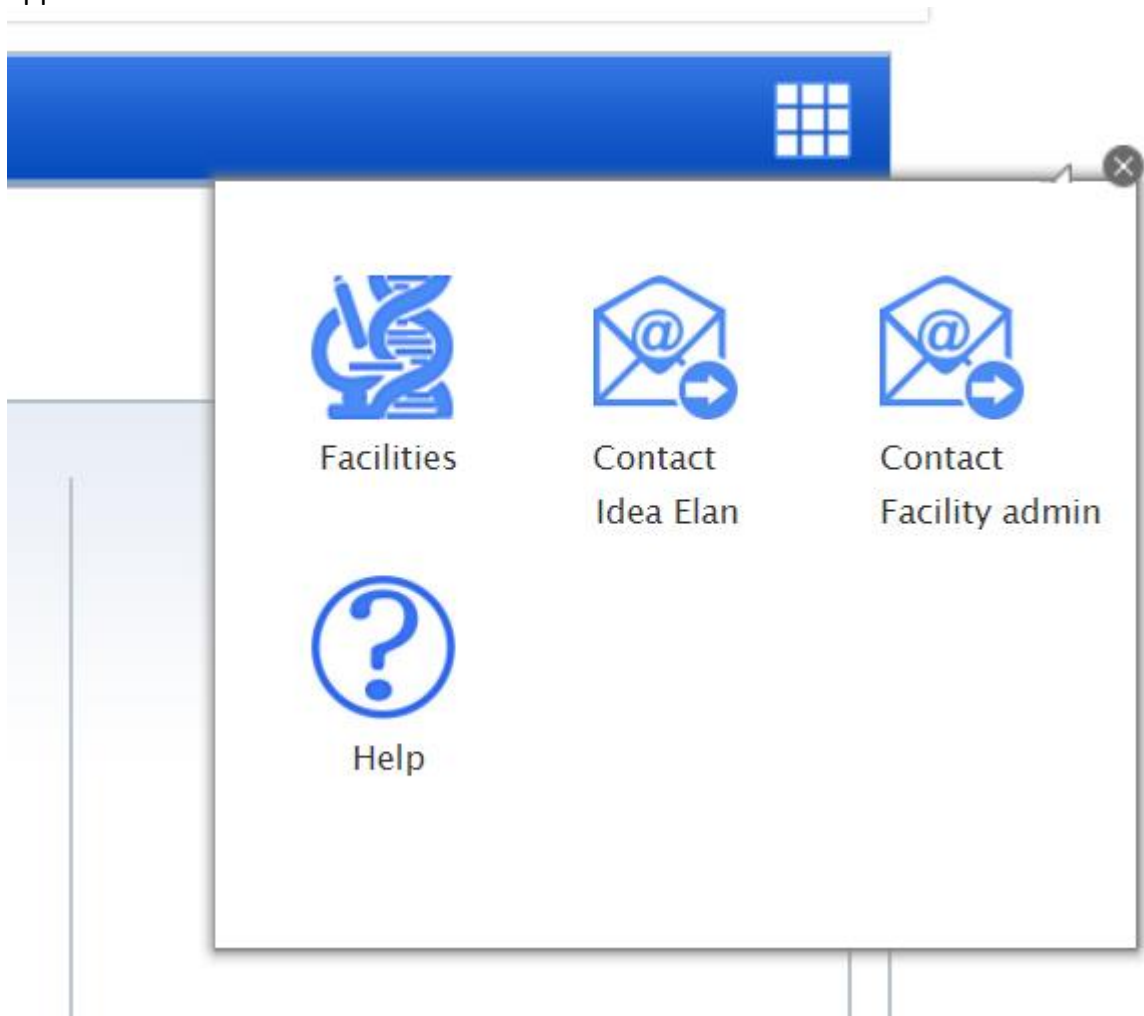
Sub Total 0 **Cost**

SAVE AS DRAFT CREATE AN ORDER CANCEL

3. Click “Create an Order” after all supplies have been selected.

## To Access Facilities

1. To request access to other facilities, click on the 9 Square on the far right. A popup will appear.



2. Click on the facilities icon and the screen will redirect to a new page.
3. All facilities in the institution will appear.

Search Facility	Institution	Facility Type	City
<input type="text" value="Search here"/> X	<input type="text" value="Search here"/> X	<input type="text" value="Search here"/> X	<input type="text" value="Search here"/> X
<a href="#">General Equipment and Protein Biology Services</a> <input type="button" value="REQUEST ACCESS"/>	Australian National University	Automation,Default Category	Canberra
<a href="#">Target and Drug Discovery Platform</a>	Australian National University	Analysis,Assay Development,Automation,Default Category,High Throughput Screening,Tissue Culture	Acton
Current Status : <span style="color: green;">Approved</span>			
<a href="#">Make a Reservation</a> <a href="#">Submit Samples</a> <a href="#">Order Supplies</a>			

- a. Search for a facility if it is not listed immediately
- b. View the facility details by clicking on the facility name.
- c. Click "Request Access" and the facility admin will either approve or reject your request.