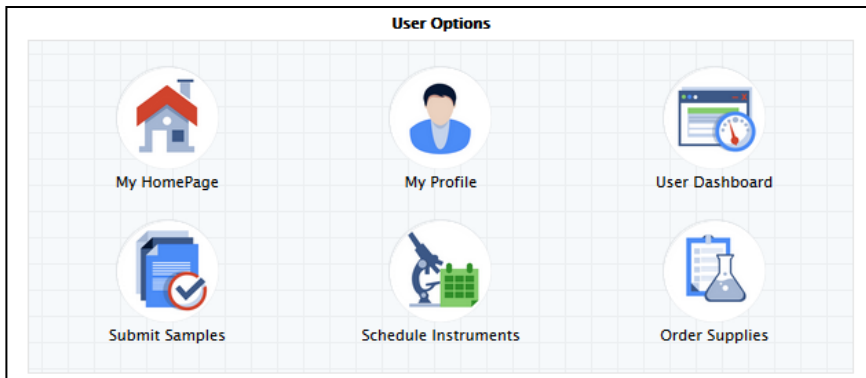


## Quick guide to MIC and PROBE new booking system - IRIS

Registration



<https://secure5.ideaelan.com/Bergen/Public/AppLogin.aspx>

# 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**

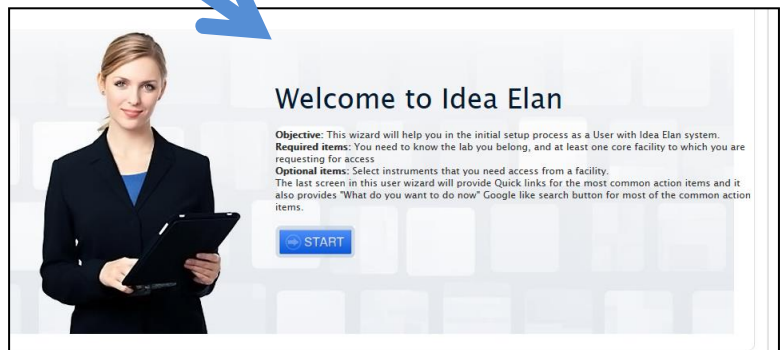
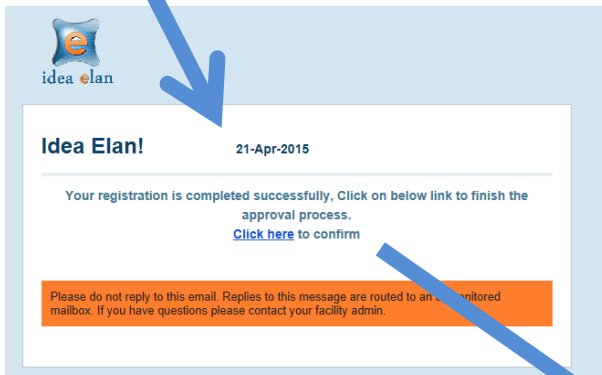
**3 R 2 6**  
To avoid spam, please type the characters you see above

**Join Now**

**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.



# Wizard – lab access

Find the lab you're affiliated with (**use search function**):

- **DO NOT CHOOSE «MIC & Flow Cytometry»**, this is reserved for MIC personell.
- If you cannot find your lab already registered, ask your PI to contact MIC for the **PI userguide**

The screenshot shows the 'Lab access' step of a wizard. At the top, there is a progress bar with five steps: 'Start', 'Lab access' (current), 'Facility access', 'Instrument access', and 'What do you want to do now?'. Below the progress bar are navigation buttons: '< Previous' and 'Next >'. A blue '+ ADD NEW LAB' button is located in the top right corner of the table area.

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"/>
	Aasland lab	Aasland Rein	All institutions/organizations	<a href="#">Request Access</a>
	Akslen lab	Osman Tarig	All institutions/organizations	<a href="#">Request Access</a>
	Anvendt Biotek	Larsen Øivind	All institutions/organizations	<a href="#">Request Access</a>
	Appel lab	Appel Silke	All institutions/organizations	<a href="#">Request Access</a>
	Arnesen lab	Arnesen Thomas	All institutions/organizations	<a href="#">Request Access</a>
	Bakke Marit lab	Bakke Marit	All institutions/organizations	<a href="#">Request Access</a>
	Bakken lab	Bakken Vidar	All institutions/organizations	<a href="#">Request Access</a>
	Bathybiologica	Flood Per	All institutions/organizations	<a href="#">Request Access</a>
	BerGenBio lab	Micklem David	All institutions/organizations	<a href="#">Request Access</a>
	Berggreen lab	Berggreen Ellen	All institutions/organizations	<a href="#">Request Access</a>

At the bottom of the table, there is a pagination bar with navigation arrows, a page size dropdown set to '10', and the text '134 items in 14 pages'.

# Wizard – facility access

Request access to the facility you want to use. We have two options here: proteomics (PROBE) and imaging (MIC & flow cytometry) and flow cytometry (MIC & flow cytometry).

The screenshot shows a wizard interface with a progress bar at the top. The current step is 'Lab access'. Below the progress bar are navigation buttons: '< Previous' and 'Next >'. A '+ ADD NEW LAB' button is located in the top right corner of the table area. The table below lists available labs with columns for 'Set default lab', 'Lab Name', 'Lab Admin', 'Institution', and 'Permission Status'. The 'MIC & Flow Cytometry' lab is selected with a radio button.

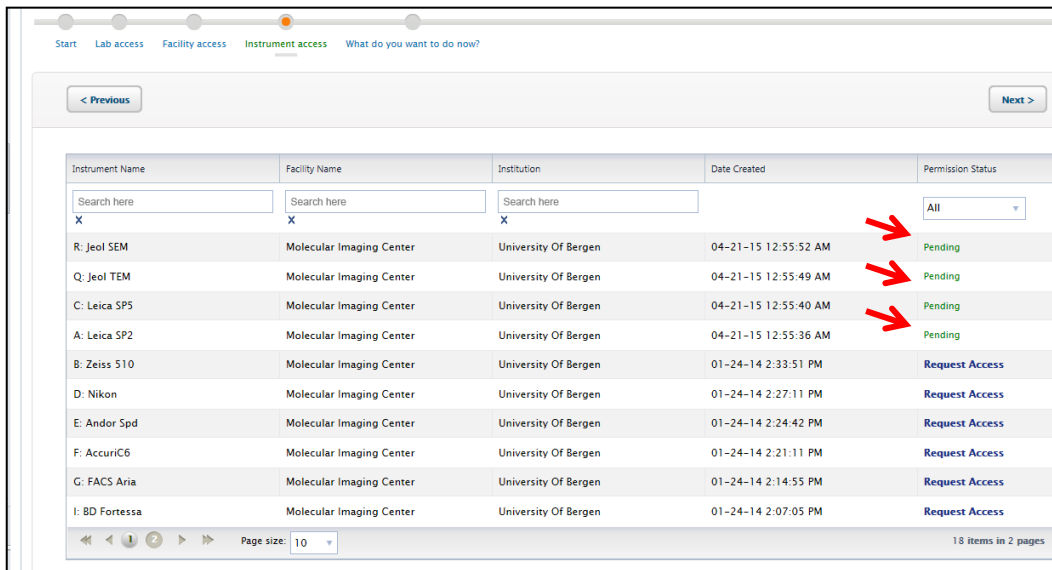
Set default lab	Lab Name	Lab Admin	Institution	Permission Status
<input type="checkbox"/>	mic	Search here	Search here	All
<input type="checkbox"/>	Marine microbiology group	Sandaa Ruth-Anne, Bratbak Gunnar	All institutions/organizations	Request Access
<input checked="" type="checkbox"/>	MIC & Flow Cytometry	uob fac, Nyhaug Anne, Espedal Heidi, Mainou Gomez Jose Francisco, Bergum Brith, Mayoral Safont Mireia, Dale Hege Avsnes	All institutions/organizations	Approved

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.

The screenshot shows a navigation menu with the following items: My HomePage, Instruments, Request Services, Supplies, My Favorite Instruments, My Favorite Requests, My Reservations, My Requests, My Supplies, Reports, My Profile, and My Dashboard. The 'My Profile' item is highlighted. Below the menu, a blue button labeled 'USER WIZARD' is highlighted with a red rectangle.

# Wizard – instrument access

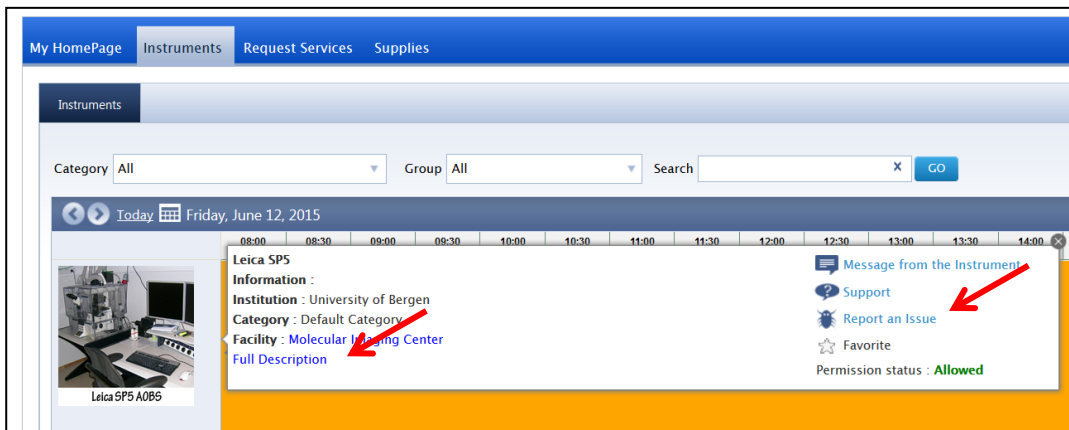
Request access to instruments (only for MIC & flow cytometry).



The screenshot shows a web interface for requesting instrument access. At the top, there are navigation tabs: Start, Lab access, Facility access, Instrument access (selected), and What do you want to do now?. Below the tabs are buttons for '< Previous' and 'Next >'. The main content is a table with the following columns: Instrument Name, Facility Name, Institution, Date Created, and Permission Status. There are search boxes for each of the first three columns. A dropdown menu for 'Permission Status' is set to 'All'. The table lists several instruments, with the first three having a 'Pending' status and the others having a 'Request Access' status. Red arrows point to the 'Pending' status of the first three rows. At the bottom, there are navigation arrows, a 'Page size: 10' dropdown, and a note '18 Items in 2 pages'.

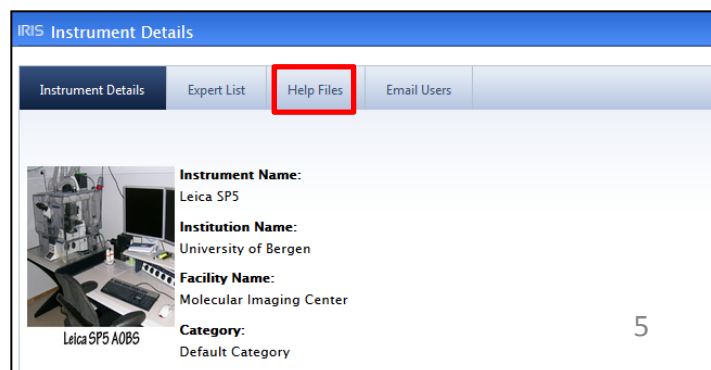
Instrument Name	Facility Name	Institution	Date Created	Permission Status
R: Jeol SEM	Molecular Imaging Center	University Of Bergen	04-21-15 12:55:52 AM	Pending
Q: Jeol TEM	Molecular Imaging Center	University Of Bergen	04-21-15 12:55:49 AM	Pending
C: Leica SP5	Molecular Imaging Center	University Of Bergen	04-21-15 12:55:40 AM	Pending
A: Leica SP2	Molecular Imaging Center	University Of Bergen	04-21-15 12:55:36 AM	Pending
B: Zeiss 510	Molecular Imaging Center	University Of Bergen	01-24-14 2:33:51 PM	Request Access
D: Nikon	Molecular Imaging Center	University Of Bergen	01-24-14 2:27:11 PM	Request Access
E: Andor Spd	Molecular Imaging Center	University Of Bergen	01-24-14 2:24:42 PM	Request Access
F: AccuriC6	Molecular Imaging Center	University Of Bergen	01-24-14 2:21:11 PM	Request Access
G: FACS Aria	Molecular Imaging Center	University Of Bergen	01-24-14 2:14:55 PM	Request Access
I: BD Fortessa	Molecular Imaging Center	University Of Bergen	01-24-14 2:07:05 PM	Request Access

Now you need to wait for the administrator to approve your facility and instrument request. And you need to wait for your PI to link you to the accounts before you can start booking or send work order.



The screenshot shows a web interface for instrument details. At the top, there are navigation tabs: My HomePage, Instruments (selected), Request Services, and Supplies. Below the tabs, there are dropdown menus for 'Category' (set to 'All') and 'Group' (set to 'All'), and a search box with a 'GO' button. A calendar shows the date 'Friday, June 12, 2015'. A list of instruments is displayed, with a 'Leica SP5' instrument selected. The details for the Leica SP5 are shown, including 'Information', 'Institution: University of Bergen', 'Category: Default Category', 'Facility: Molecular Imaging Center', and 'Full Description'. A red arrow points to the 'Facility' link. To the right, there are links for 'Message from the Instrument', 'Support', 'Report an Issue', and 'Favorite'. The 'Permission status' is 'Allowed'. A red arrow points to the 'Report an Issue' link.

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).



The screenshot shows the 'Instrument Details' page for the Leica SP5. The page has a blue header with the title 'IRIS Instrument Details'. Below the header, there are navigation tabs: 'Instrument Details' (selected), 'Expert List', 'Help Files' (highlighted with a red box), and 'Email Users'. The main content area shows the instrument details: 'Instrument Name: Leica SP5', 'Institution Name: University of Bergen', 'Facility Name: Molecular Imaging Center', and 'Category: Default Category'. There is a small image of the Leica SP5 AOB5 instrument. A red arrow points to the 'Help Files' link.