



Idea Elan



**GHENT
UNIVERSITY**

**Infinity Core Management
Software
2020**

User Guide

Comprehensive Online Solution for
Lab and Core Facility Management

13800 Coppermine Rd,
Herndon, VA 20171
Phone: 1-800-506-5905
Email: support@ideaelan.com

Contents

Links to recorded Training Webinar:	3
Login for Internal Users:	4
UGhent Registration and Login for External Users:	5
New User Registration Process:	7
The User:	9
User Functions:.....	10
My Home Page:	10
My Publications:.....	11
AUT Password	11
Instruments	12
To Access Instruments.....	12
How to make a reservation:	13
How to create a wait-list reservation:.....	15
How to delete a reservation:.....	16
Request Services	16
How to fill out and submit a request form	16
Request Form Status:	17
Quote approval:	18
Supplies	18
How to submit a supply order:.....	18
To Access other Facilities	19

Quick Startup Guide

Links to recorded Training Webinar:

User Training Recording:

https://us02web.zoom.us/rec/share/v94yF-vy-jiOBaPu1W_dHZEhLNz7eaa8gCgWq_IExExHLCHCdcOrEW0BBay0w7rv

PI/Lab Admin Recording:

https://us02web.zoom.us/rec/share/6vR2BID0qExOAZHL0XHuZv8BJ7T-T6a81XRNqPZZn0Zry6cXYJ4fZTV_DHiXNhse

zoom UGhent - Infinity Go-Live Webinar for Users - Shared screen with speaker view

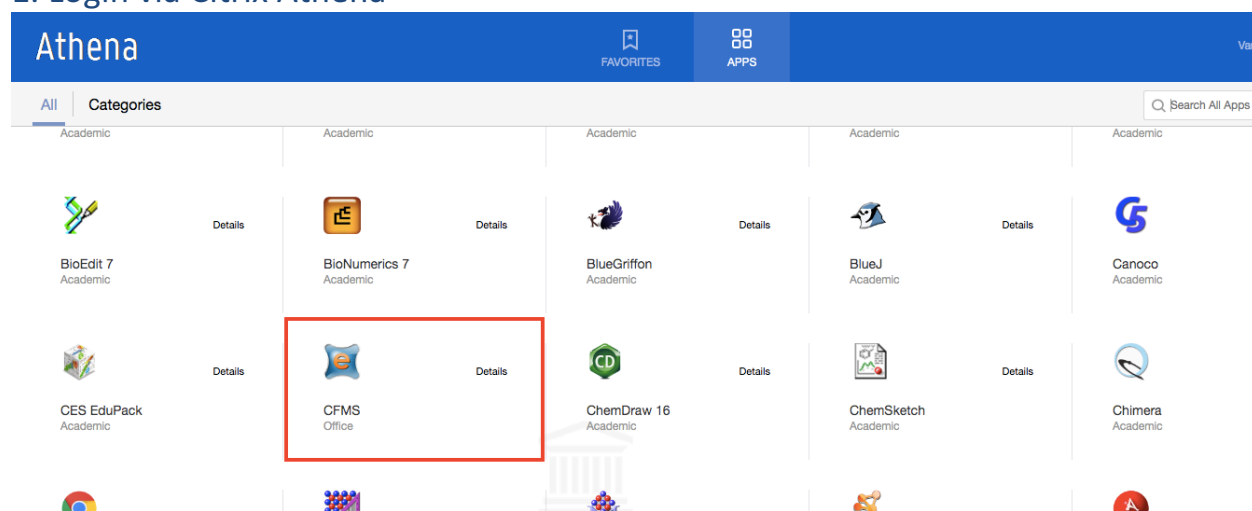


The slide features the Idea Elan logo (a blue rounded square with an orange 'e') and the text 'Idea Elan LLC' on the left. On the right is a circular graphic with a blue and white color scheme, containing various scientific and technical icons such as a microscope, a DNA helix, a gear, and a computer monitor. Below the graphic, the text reads 'Ghent University Infinity User Go-Live Webinar'. At the bottom right of the slide, contact information is provided: 'www.IdeaElan.com', 'Contact@IdeaElan.com', and '1(800)5065905'. A video player interface is overlaid at the bottom, showing a play button, a progress bar at 00:00:00 / 00:26:29, a volume icon, and a speed control icon.

Login for Internal Users:

Users with a Ghent University login ID can use their credentials to login and will be redirected to the Infinity page.

1. Login via Citrix Athena



2. Login using: <https://cfms.ugent.be>

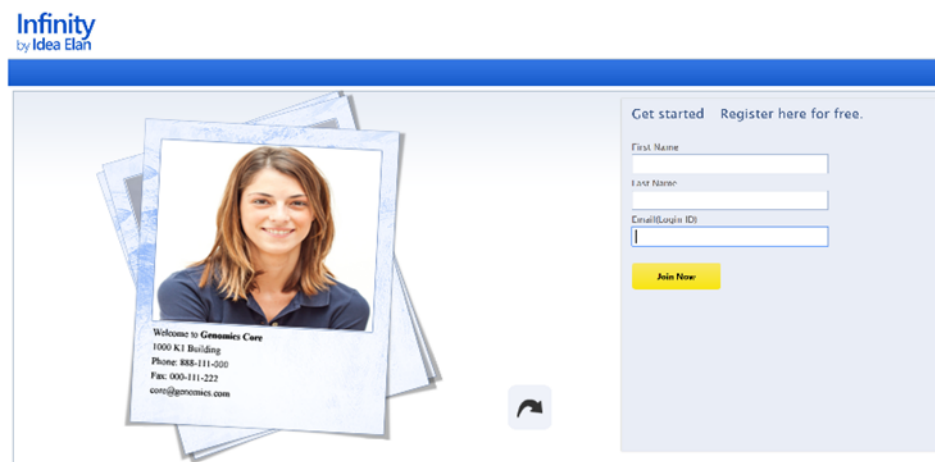


UGhent Registration and Login for External Users:

External users will use the Infinity page to register for a UGent Welkom account.

Users will fill out their information under “Get started, register here for free.”

External Users link: <https://secure9.ideaelan.com/UGhent/Public/AppLogin.aspx>



- Enter First Name, Last Name and Email ID click on Join Now Button.
- After registering, a confirmation email will be send to your account.
- Click the link provided to set up your password.



CFMS Registratie/Registration

U bent uitgenodigd op het CFMS-platform van de Universiteit Gent.

Uw CFMS-loginnaam (gebruikersnaam) is:

Om uw CFMS-account te activeren, moet u een wachtwoord instellen. Klik op onderstaande link of kopieer deze in je browser:

https://wachtwoord.ugent.be/validateAccountActivationToken?token=f9d13d22-f9a9-11e9-ab0a-aa000090033c& locale=nl&username=donot_reply%40ideaelan.com

U vindt het CFMS-platform via volgende link: [CFMS-platform](#)

Volg de instructies op het platform om de registratie te voltooien. Bij problemen kan u contact opnemen met uw facility admin.

Met vriendelijke groeten,
Universiteit Gent

- Once the password has been created, external users can login via the link

→ <https://cfms.ugent.be>



WACHTWOORD.UGENT.BE

Het wachtwoord is succesvol gewijzigd

Het wachtwoord is succesvol gewijzigd. Het kan 5 minuten duren voordat je nieuwe wachtwoord actief is. Met je nieuw gekozen wachtwoord kan je je niet meer aanmelden vanaf toestellen en bij toepassingen die je oude wachtwoord hebben opgeslagen. [Lees dit!](#)

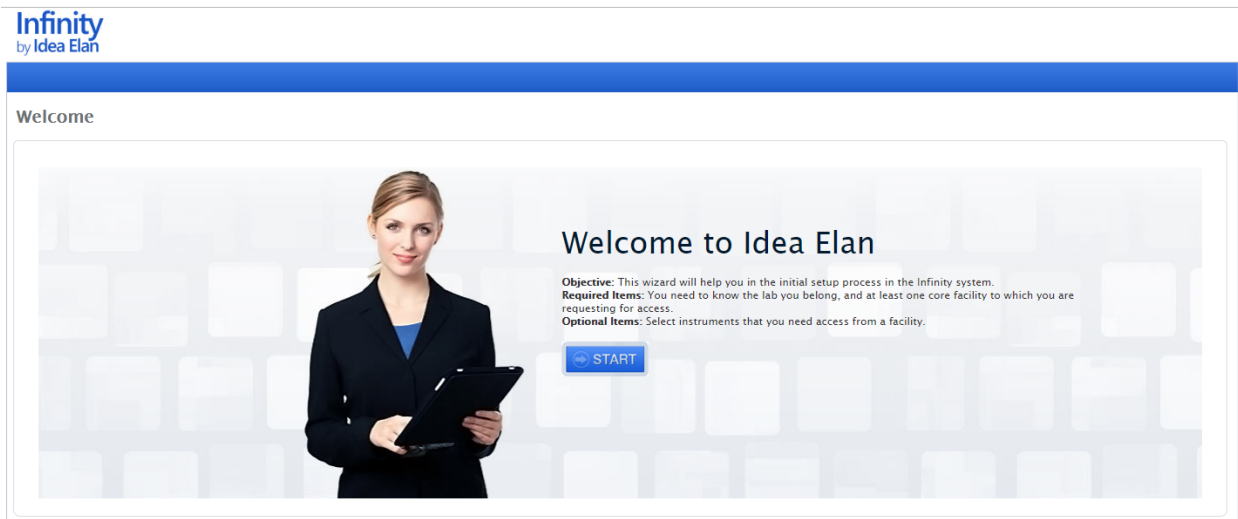
Hulp nodig?

Lees meer over het [UGent wachtwoord](#) op de helpdesksite.

Bij problemen met uw wachtwoord kan u terecht bij [Accountbeheer](#).

New User Registration Process:

- Once users enter their credentials on the UGhent registration page, they'll be redirected to the Infinity site and the registration wizard will appear.



- Click on the start button to go through the registration process.
- On the next page, select access to labs/PI's by clicking on "Request Access."

Start Lab Access Facility Access Instrument Access

< Previous Next >

If you can't find your lab, please contact department admin [Frédéric Clement](#).

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
	Alain Verstraete Lab	Verstraete Alain	University of Ghent	Request Access
	Ana Beloqui Lab	De Keersmaecker Herlinde	University of Ghent	Request Access
	Andre Skirtach Sponsor Lab	Skirtach Andre	University of Ghent	Request Access
	Anje Cauwels Lab	Cauwels Anje	University of Ghent	Request Access
	Ann VanSoom Lab	Van Soom Ann	University of Ghent	Request Access
	Anne Hoorens Lab	Hoorens Anne	University of Ghent	Request Access
	Anne Vral Lab	Vral Anne	University of Ghent	Request Access
	Anneliese Moerman Lab	Moerman Anneliese	University of Ghent	Request Access
	Ans Baeyens Lab	Baeyens Ans	University of Ghent	Request Access
	Aurelie Crabbe lab	Crabbe Aurelie	University of Ghent	Request Access

Page size: 10 218 items in 22 pages

Export to

Note: most access requests need manual approval from the PI, others may be automatically approved (based on lab settings)

Start **Lab Access** Facility Access Instrument Access

< Previous Next >

If you can't find your lab, please contact department admin [Frédéric Clement](#).

Set Default Lab	Lab Name	Lab Admin	Institution	Permission Status
	test	Search here	Search here	All
<input type="radio"/>	Frederic Clement Test Lab	Clement Frédéric	University of Ghent	Request Access
<input type="radio"/>	Idea Elan Test Lab	Lachmann Jana	University of Ghent	Waiting for approval
<input type="radio"/>	Kevin Braeckmans testLab	De Keersmaecker Herlinde	University of Ghent	Request Access

Export to Export to Export to

- On 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.

Start Lab Access **Facility Access** Instrument Access

< Previous Next >

Facility Name	Address	Facility Admin/Director	Institution	Permission Status
Search here	Search here	Search here	Search here	All
Veterinary Medicine - Flow Cytometry	Salisburylaan 133 MERELBEKE 9820	Kristel Demeyere	University of Ghent	Approved
Idea Elan Test Facility		Fac1 Admin, Fac2 Admin	University of Ghent	Approved
Centre for Advanced Light Microscopy		Cocquyt Ellen, De Keersmaecker Herlinde, Brans Toon, De Pauw Bart, Weymaere Jana, Meesen Geert, Fac1 Admin	University of Ghent	Request Access
Infinity Lab	UZ GENT -1 P8 CORNEEL HEYMANS LAAN 10 GENT 9000	Vanhove Christian, Descamps Benedicte	University of Ghent	Request Access
Flow Cytometry	Corneel Heymanslaan 10 GENT 9000	Taghon Tom, Vermaut Sophie	University of Ghent	Request Access
NMR Expertise Centre	Krijgslaan 281 Ghent Oost-Vlaanderen 9000	Buyst Dieter, Tim Courtin	University of Ghent	Request Access

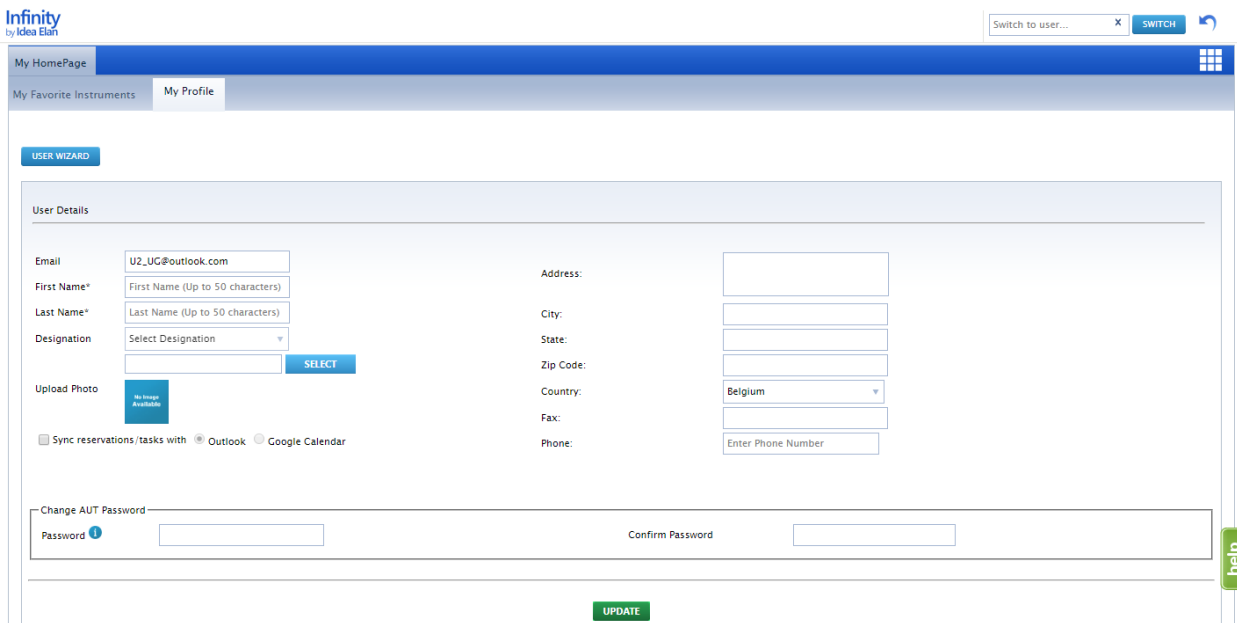
- Now request access to applicable instruments within a facility.
- This can be done by clicking on "Request Access" on the right of each instrument.
- Instrument access request forms may also be applicable.

Start Lab Access Facility Access **Instrument Access**

< Previous Continue

Instrument Name	Facility Name	Institution	Permission Status
Search here	Search here	Search here	All
Cytoflex	Veterinary Medicine - Flow Cytometry	University of Ghent	Approved

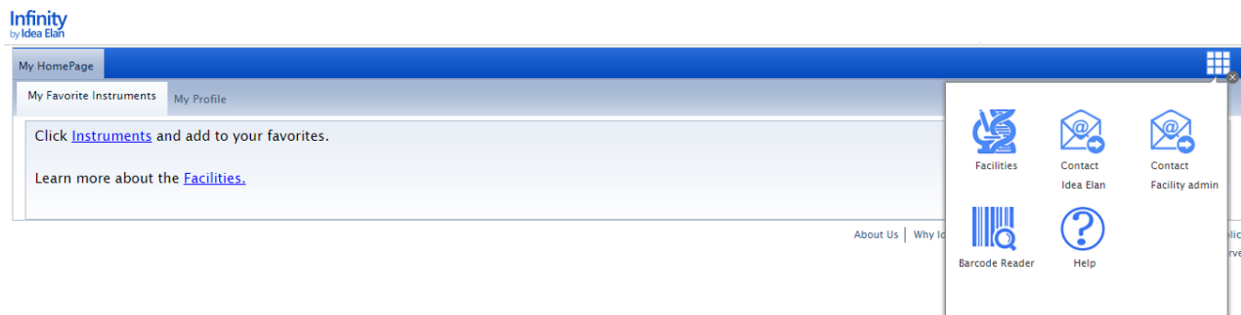
- Click Continue to exit the wizard.



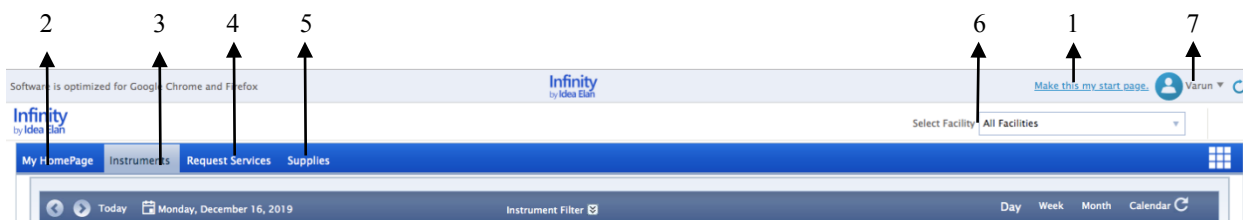
- The new user registration process is now complete.

The User:

- Once logged into 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.

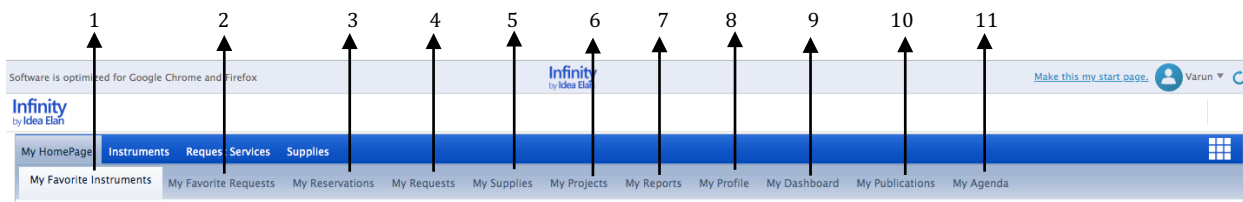


User Functions:



1. **Start page:** Click here you can make your current page as the start page.
2. **View a home page** that has specified favorite instruments and sample submissions, reservations, submitted samples, issues, service requests, and user profile.
3. **View Instruments** in a facility on the calendar page and make reservations.
4. **Submit sample forms/ service requests** for processing in Request Services tab.
5. **Place orders** for new supplies from facilities under the supplies tab.
6. **Select the facility** from dropdown box for which you want to access the details, such as instruments, sample submission etc.
7. **My Items List:** with quick links to homepage icons, my favorite instruments, favorite requests, etc.

My Home Page:

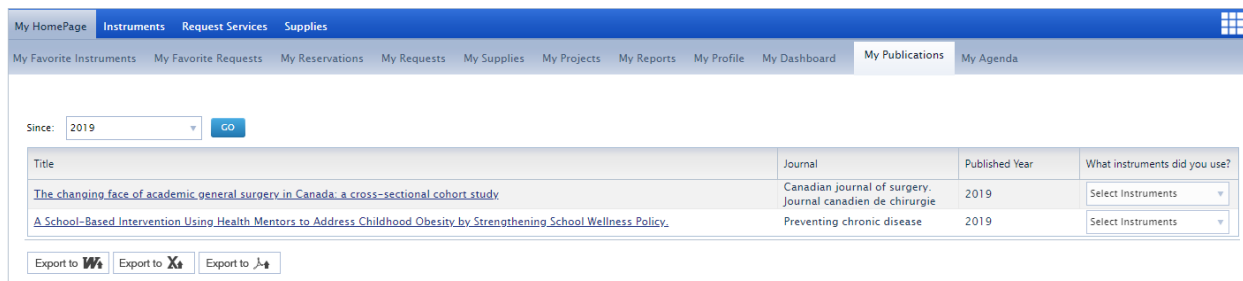


1. **My Favorite Instruments:** Displays Instruments set as favorite with a calendar to aid in making quick reservations.
2. **My Favorite Requests:** Displays all sample submission forms and service requests set a favorite by the user.
3. **My Reservations /My Files:** To view the instrument reservations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

- reservations made (graphical representation).
10. **My Publications:** For reviewing and accepting publications made by the user.
 11. **My Agenda:** User can save the tasks to be performed in a day / week / month with priority.

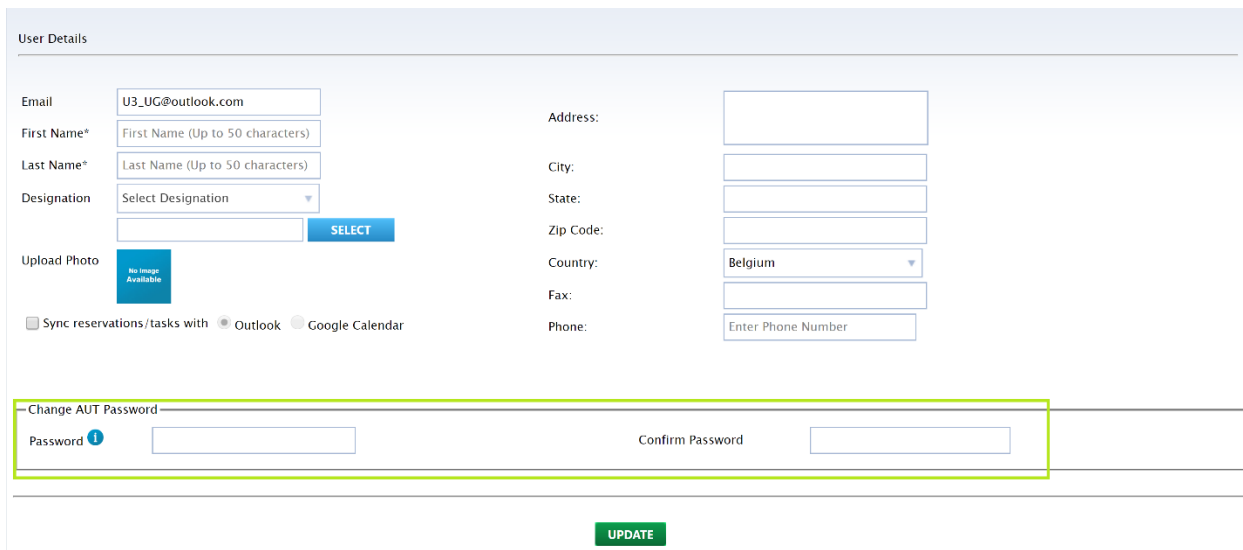
My Publications:

Users can keep track of their publications using Idea Elan. The feature allows for users to sort through and view their published papers. Also, facility admin have the ability to request that a users publication is present under their facility to accreditate the core. Users have the option to select yes or no. (Publications are pulled from pubmed).



AUT Password

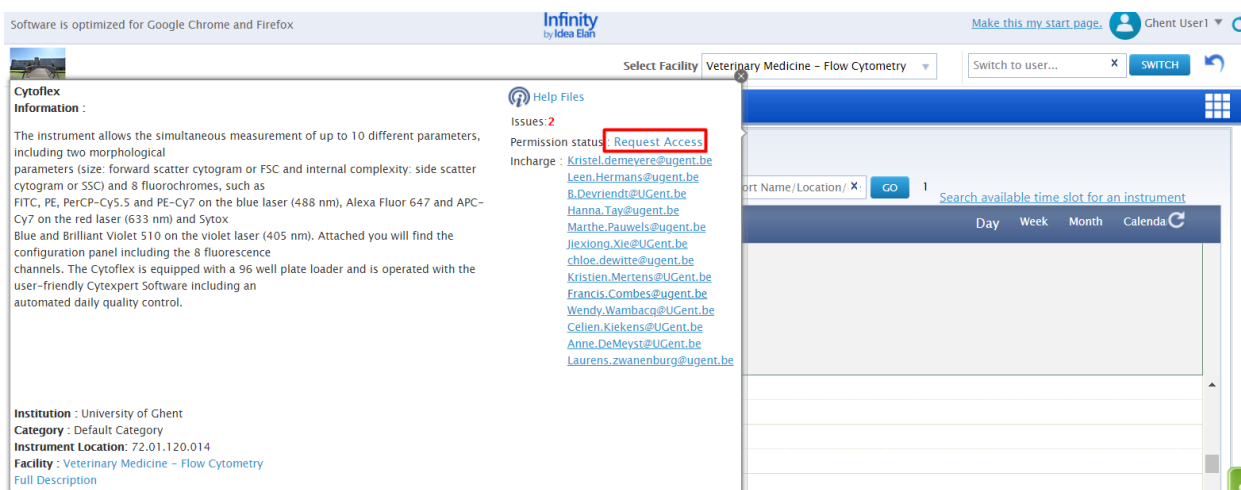
- If your facility is using an Actual Usage Tracker application to record the login and logoff time on the instrument, you will need to set your password.
- You can set or change your password under 'My Profile'



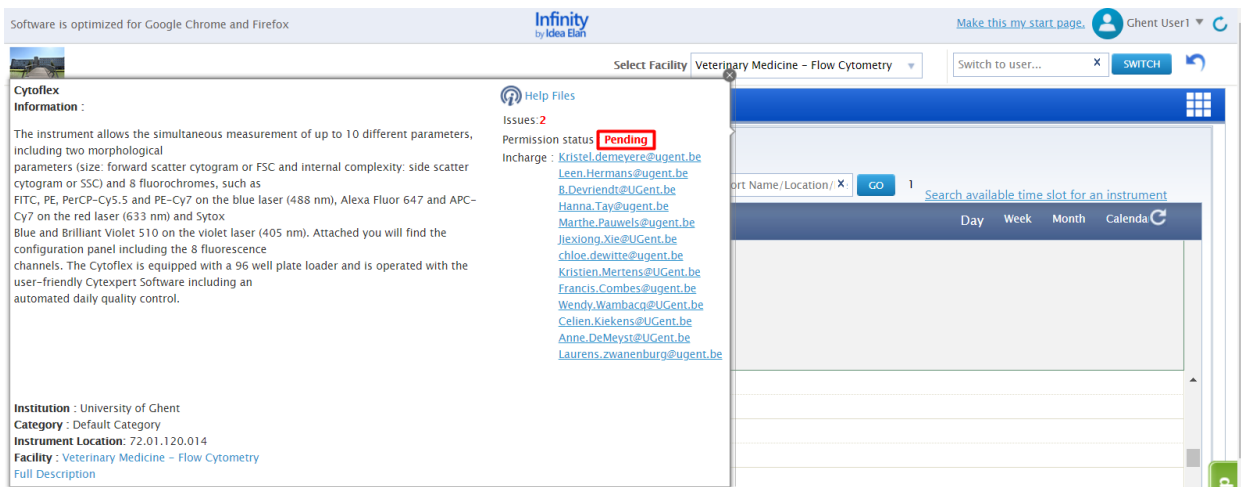
Instruments

To Access Instruments

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



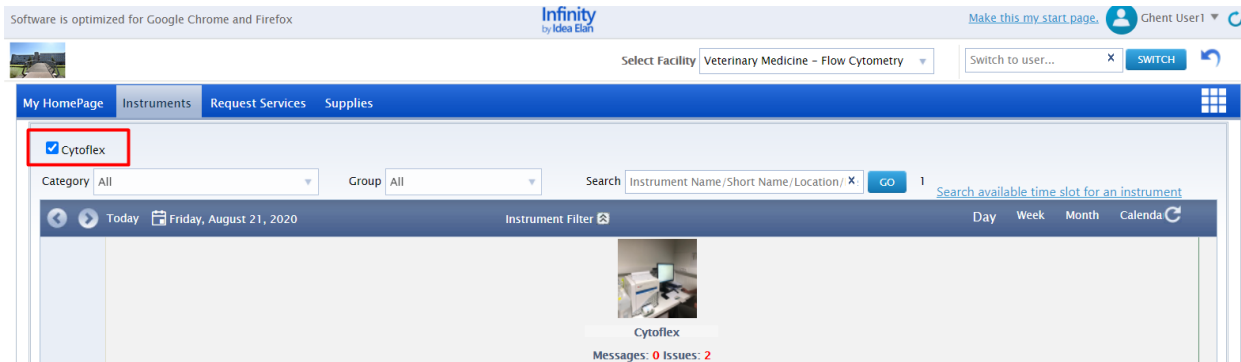
- Some instrument may require an access request form to be filled out
- Access Requests may get automatically approved or may need approval from the Facility Admin (depending on facility settings).



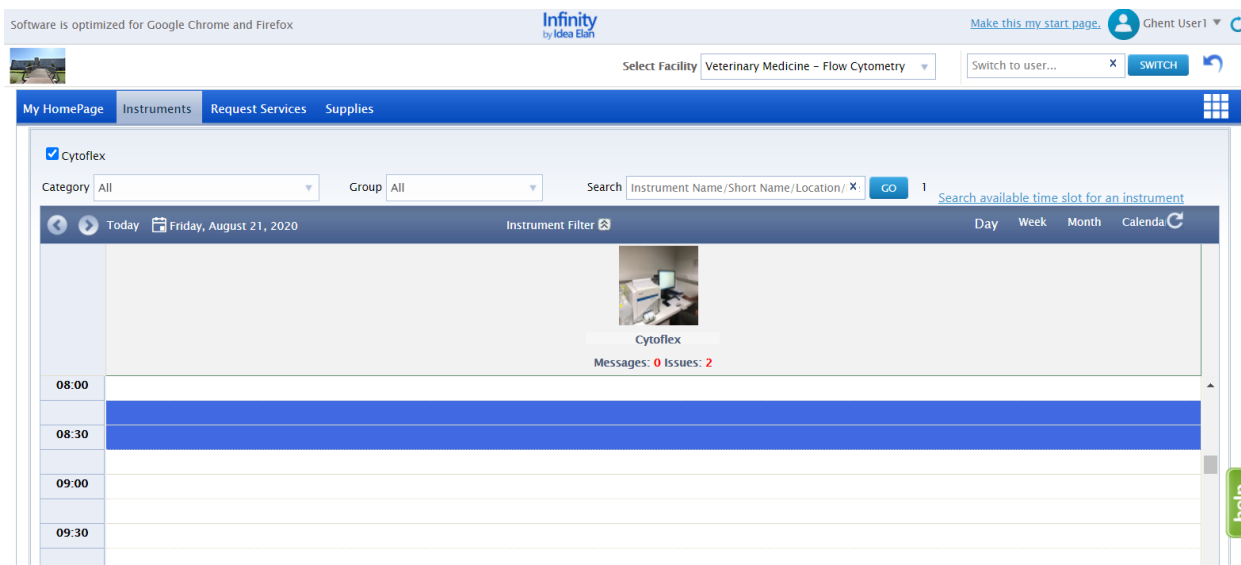
- Once the access request has been approved, the permission status will say 'allowed' and reservations can be made

How to make a reservation:

- Click on the Instruments tab to view the calendar for instrument reservation.
- User can filter instruments using the 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.



INFINITY Create Appointment For Cytoflex

Schedule Rules & Policies

* Mandatory

Subject: Ghent User1

Start time*: 21-08-20 08:15 End time*: 21-08-20 08:30

Add-on Instruments: Select Add-On

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

Lab*: LAB1_GHENT [Set as default](#)

Account Code*: 2353214-243-I [Set as default](#)

Session Type*: Training Combes Francis(Francis.Combes@)

Special Instructions:

SAVE CLOSE

- In the reservation window select your lab affiliations, account code (or PO number- for external users) and session type. Project affiliations may be applicable in some cases.
- Some session types need approval from the facility admin and will display in red, once the reservation is confirmed the reservation will display in green.
- Session type selections may vary in the facilities and service types have to also be selected

Session Type*: Training

Special Instructions:

Supervised

Training

Unsupervised

- Once all information is provided, click “submit” and confirm the usage fee and click OK.
- A reservation will be created.

Confirmation



Total Usage Fee : 8.00 EUR
Are you sure want to continue

OK

CANCEL



How to create a wait-list reservation:



- 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 Cytoflex ✕

Add to Waitlist Rules & Policies

Subject:

Start time:  

End time:  

Phone:

Project/Membership: [Set as default](#)

Lab*: [Set as default](#)

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

Session Type*:

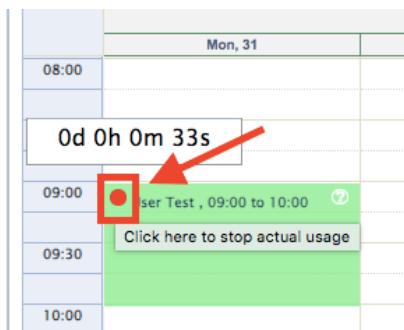
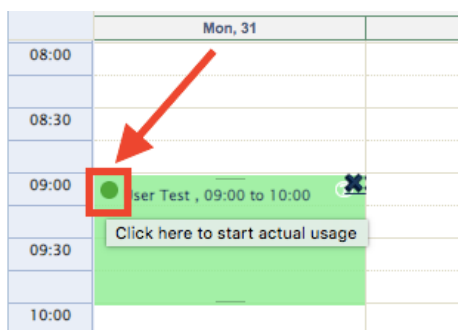
How to delete a reservation:

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



How to start the time tracker for your reservation:

- Users can start and stop the actual usage tracker right from the calendar reservation
- To start the tracker, users have to click on the green dot on the reservation
- Once the instrument use is completed, users have to click on the red dot to stop the timer



Request Services

How to fill out and submit a request form

- Sample submission or service request forms are provided for each facility under the "Request Services" tab. Forms can be favorited for quicker access.
- All the Help files uploaded by the admin while creating sample submission form can be seen beside the favorite icon.

Welcome to Idea Elan Test Facility

Category All Group All Search X GO click to set favorites

Form Name	Core Facility	Favorites	Help
Sample Form_1	Veterinary Medicine - Flow Cytometry		

- To submit a request form, click on the form name. Fill in the necessary details pertaining to the samples/services.

Sample Form_1

Sample information

Sample source*

Are the cells fixed? no yes

Are the cells filtered? yes no

Is the sample biohazardous?

Please add comments / more information:

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](#)

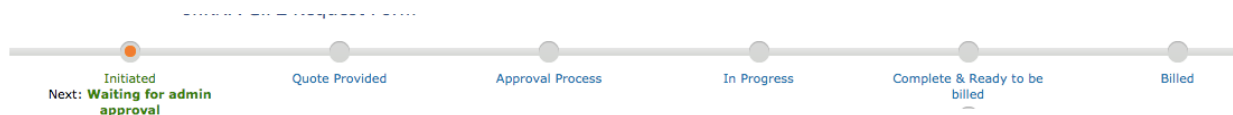
Special Instructions:

[SUBMIT](#) [SAVE AS DRAFT](#) [PREVIEW](#) [CANCEL](#)

Sample Submission cannot be modified.
Your Sample Submission will be saved in My Requests under My HomePage

- After filling out the request form, select lab and account code information.
- Once the form is ready, click on "Submit". The form cannot be modified once submitted.

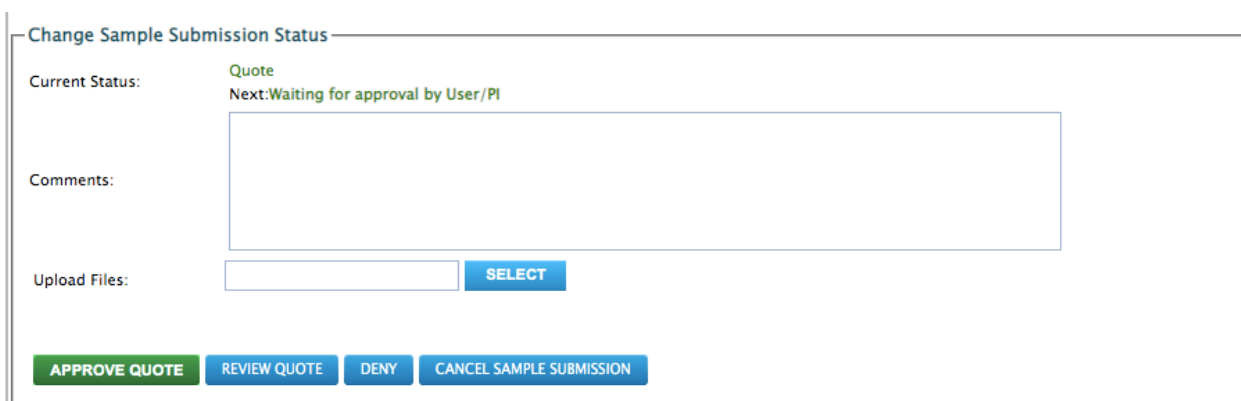
Request Form Status:



- After submitting the request form, a timeline will appear
- Depending on facility settings, some forms may undergo the quote process and others may skip this status
- Users can check on the current status by going to My Homepage → My Requests

Quote approval:

- If a quote has been provided by the Facility Admin, Users or PI's can approve the charges. (depending on lab settings)
- A comment or a file can also be added to the status section of the form.



Change Sample Submission Status

Current Status: Quote
Next: Waiting for approval by User/PI

Comments:

Upload Files: SELECT

APPROVE QUOTE REVIEW QUOTE DENY CANCEL SAMPLE SUBMISSION

Supplies

Note: Currently no supplies are offered by any of the facilities

How to submit a supply order:

- Some facilities provide supplies that are essential for the instrument or analysis.
- Clicking on the "Supplies" tab on the user toolbar redirects to the page that displays the facility and the products available. Click on "**Order Supplies**" to order the supplies.
- Select the specific products by clicking on the check box near the item name. Then specify the quantity and click on "**Create an Order**".
- The lab name and code need to be added while ordering supplies, or a default lab and account code can be set for a user.

My HomePage Instruments Request Services **Supplies**

Facility* IdeaElan Facility Order Date 09-12-18

Name/Address Ship To

Phone:

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

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

Account Code*: 78562 [Set as default](#) [Don't see your account code?](#)

Category All items checked

Order (y/n)	Item	Location	Price	Quantity per Unit	Quantity In Stock	Quantity	Total
	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>					
<input type="checkbox"/>	Stain		20.00	1	10000	0	0.00
<input type="checkbox"/>	silverstain		10.00	5	10000	0	0.00

Export to Sub Total **0**

Client Message Admin Message

SAVE AS DRAFT CREATE AN ORDER

To Access other Facilities

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







CORE FLOWCYTOMETRY

Select Facility Flow Cytometry Switch to user... X SWITCH



My HomePage Instruments Request Services **Supplies**

Category All Group All Search bd fortessa x-20 GO 1


Today Thursday, December 12, 2019 - Thursday, December 12, 2019 Instrument Filter

 <p>BD Fortessa ..</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15px;">08:00</td><td style="width: 15px;">08:15</td><td style="width: 15px;">08:30</td><td style="width: 15px;">08:45</td><td style="width: 15px;">09:00</td><td style="width: 15px;">09:15</td><td style="width: 15px;">09:30</td><td style="width: 15px;">09:45</td><td style="width: 15px;">10:00</td><td style="width: 15px;">10:15</td><td style="width: 15px;">10:30</td><td style="width: 15px;">10:45</td><td style="width: 15px;">11:00</td><td style="width: 15px;">11:15</td><td style="width: 15px;">11:30</td><td style="width: 15px;">11:45</td><td style="width: 15px;">12:00</td><td style="width: 15px;">12:15</td><td style="width: 15px;">12:30</td><td style="width: 15px;">12:45</td><td style="width: 15px;">13:00</td><td style="width: 15px;">13:15</td><td style="width: 15px;">13:30</td><td style="width: 15px;">13:45</td><td style="width: 15px;">14:00</td><td style="width: 15px;">14:15</td><td style="width: 15px;">14:30</td><td style="width: 15px;">14:45</td><td style="width: 15px;">15:00</td><td style="width: 15px;">15:15</td> </tr> </table>	08:00	08:15	08:30	08:45	09:00	09:15	09:30	09:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	13:00	13:15	13:30	13:45	14:00	14:15	14:30	14:45	15:00	15:15	<div style="border: 1px solid #ccc; padding: 5px;">  Facilities  Contact Idea Elan  Contact Facility admin  Barcode Reader  Help </div>
08:00	08:15	08:30	08:45	09:00	09:15	09:30	09:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	13:00	13:15	13:30	13:45	14:00	14:15	14:30	14:45	15:00	15:15			


- All facilities within the institution will be listed.

Search Facility	Institution	Facility Type	City	
Search here x	Search here x	Search here x	Search here x	
Infinity Lab REQUEST ACCESS	University of Ghent	Default Category,In-Vivo Imaging	GENT	 Facility Image
Flow Cytometry REQUEST ACCESS	University of Ghent	Flowcytometry Acquisition	GENT	 Facility Image

- 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	
Search here x	Search here x	Search here x	Search here x	
Infinity Lab Current Status : Waiting for approval	University of Ghent	Default Category,In-Vivo Imaging	GENT	 Facility Image

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

Search Facility	Institution	Facility Type	City	
Search here x	Search here x	Search here x	Search here x	
Infinity Lab Current Status : Approved Make a Reservation Submit Samples Order Supplies	University of Ghent	Default Category,In-Vivo Imaging	GENT	 Facility Image