



Idea Elan



uOttawa

Idea Elan

INFINITY

Comprehensive Online Solution for Lab and Core
Facility Management

User Guide for CBIA core

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Infinity User Guide

Login Instructions

Internal Users- (with @uottawa.ca email)

Users with University of uOttawa login ID can use their credentials to log in and will be redirected to Infinity.

Internal User Login URL: <https://secure17.ideaelan.com/secure/Public/AppLogin.aspx>



SEND A PASSWORD REQUEST!

If you are unable to reset your password, [send us a request](#), and the Service Desk will contact you as soon as possible.

Once you have your password, [set up your recovery email](#) so you can easily recover your password in the future.

username@uOttawa.ca
 Password
[Forgot your password?](#)

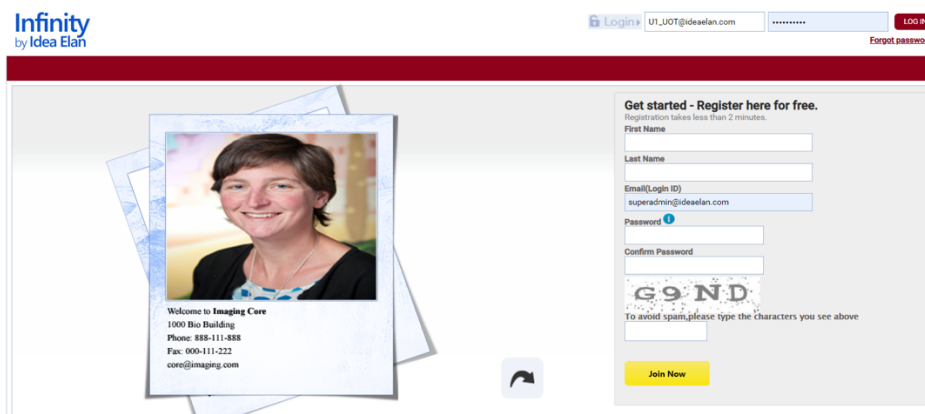
Login

This page displays in the default language of your browser and device. To see this page in another language, [change your language settings](#).

External Users (OHRI, CHEO, Carleton, UOHI ...)

External users 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.”

External Users Login URL: <https://secure17.ideaelan.com/uOttawa/Public/AppLogin.aspx>



The screenshot shows the 'Infinity by Idea Elan' interface. At the top right, there is a login section with a 'Login' button, a text input for 'UI_UOT@ideaelan.com', a password field, and a 'LOG IN' button. Below this is a 'Forgot password?' link. The main content area features a 'Get started - Register here for free.' section with a sub-note: 'Registration takes less than 2 minutes.' The registration form includes fields for 'First Name', 'Last Name', 'Email(Login ID)' (pre-filled with 'superadmin@ideaelan.com'), 'Password', and 'Confirm Password'. Below the form is a CAPTCHA image with the text 'GO N D' and the instruction 'To avoid spam, please type the characters you see above'. A 'Join Now' button is at the bottom of the registration form. On the left side, there is a 'Welcome to Imaging Core' message with contact information: '1000 Bio Building', 'Phone: 888-111-888', 'Fax: 000-111-222', and 'core@imaging.com'. A small 'GO N D' logo is also visible near the registration form.

- I. A User requests access to a lab by clicking **‘Request Access’** in front of the corresponding lab.
- II. Click on “Next”.

Welcome UOT User 1

Start Lab Access Facility Access Instrument Access

< Previous Next >

+ ADD NEW LAB

Set Default Lab	Lab Name	Lab Admin	Institution	Permission Status
	Search here X	Search here X	Search here X	All ▾
	Abdelbary, Hesham	Abdelbary Hesham	University of Ottawa	Request Access
	Abizaq	Abizaq Alfonso	University of Ottawa	Request Access
	ACVS	Otlando Holly	University of Ottawa	Request Access
	Adamo, Kristi	Kristi Adamo	University of Ottawa	Request Access
	Addison, Christina	Addison Christina	University of Ottawa	Request Access
	Agbayani, Gerard	Agbayani Gerard	University of Ottawa	Request Access
	Aguer, Celine	Celine Aguer	University of Ottawa	Request Access
	Akache, Bassel	Akache Bassel	University of Ottawa	Request Access
	Alain, Tommy	Alain Tommy	University of Ottawa	Request Access
	Albert, Paul	Paul Albert	University of Ottawa	Request Access

Page size: 10 ▾ 279 items in 28 pages

Export to Export to Export to

Welcome UOT User 1

Start Lab Access Facility Access Instrument Access

< Previous Next >

+ ADD NEW LAB

Set Default Lab	Lab Name	Lab Admin	Institution	Permission Status
	Search here X	Search here X	Search here X	All ▾
<input type="radio"/>	Abdelbary, Hesham	Abdelbary Hesham	University of Ottawa	Waiting for approval

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

- III. In the next page, select access to facilities.

Welcome UOT User 1

Start Lab Access Facility Access Instrument Access

< Previous Next >

Facility Name	Address	Facility Admin/Director	Institution	Permission Status
Search here X	Search here X	Search here X	Search here X	All ▾
Cellular Imaging and Cytometry Facility (CICF)	30 Marie Curie Private Ottawa Ontario K1N6N5	UOT Fac1,UOT Fac2	University of Ottawa	Approved
Louise Peletier Histology Core	451 Smyth rd, Roger Guindon room 4145 Ottawa Ontario K1H8M5	UOT Fac1,UOT Fac2,Gianni Ana,Ticas Zaida,Dong LI,Alazzabi Mufida,Agah Olga,Faukes Shariene,Lab Pathi,Mahani Marjan,Labelle Eric, Lévesque Manon	University of Ottawa	Approved
Flow Cytometry and Virometry	Faculty of Medicine, University of Ottawa, RGN 3171, 451 Smyth Road Ottawa ON K1H8L6	UOT Fac1,UOT Fac2,Tang Vera	University of Ottawa	Approved
Cell Biology and Image Acquisition (CBIA) Core Fac	University of Ottawa Faculty of Medicine RGN 3171 451 Smyth Road Ottawa ON K1H8M5	UOT Fac1,UOT Fac2,Copeland John,Daniel Redaet,Core CBIA, Van Oostende-Triplet Chloe	University of Ottawa	Approved
Behaviour and Physiology Core	451 Smyth, RGN Ottawa ON K1H8L6	UOT Fac1,UOT Fac2,Stephen Ferguson Ure Kerstin,Kealey Sarah	University of Ottawa	Approved
John Holmes Mass Spectrometry	124 Dionio Hall and (chemistry), Room 02 Marion Hall (biology) Ottawa Ontario K1H8L6	UOT Fac1,UOT Fac2,Curtis Sharon	University of Ottawa	Approved
NMR	10 Marie Curie Private, Ottawa Ontario K1N6N5	UOT Fac1,UOT Fac2	University of Ottawa	Approved
Marion Data Centre		UOT Fac1,UOT Fac2,Jarno van der Koik,Paul Mercier	University of Ottawa	Approved
INSPIRE	136 Jean-Jacques-Lussier Vanier Hall, room 5074 Ottawa Ontario K1N6N5	UOT Fac1,UOT Fac2,Beaudry Simon,Admin Inspire,Azzi Stephanie,LeFebvre Andrea	University of Ottawa	Request Access

Export to Export to Export to

Note: The CBIA core automatically approves access.

- IV. Then, Instrument you should have access to, have already been approved. If you need access to additional instruments, click on **“Request Access”** on the right of each instrument. Instrument access request forms may also be applicable.

Welcome UOT User1

Start Lab Access Facility Access **Instrument Access**

< Previous Continue

Instrument Name	Facility Name	Institution	Permission Status
Antigen Retrieval	Louise Pelletier Histology Core	University of Ottawa	Approved
Drop-off of samples	Louise Pelletier Histology Core	University of Ottawa	Approved
Leica CM 1850-3-1	Louise Pelletier Histology Core	University of Ottawa	Approved
Leica CM 3050S-3-1-1	Louise Pelletier Histology Core	University of Ottawa	Approved
Leica RM 2135	Louise Pelletier Histology Core	University of Ottawa	Approved
Microm HM 330	Louise Pelletier Histology Core	University of Ottawa	Approved
Microm HM 500 M	Louise Pelletier Histology Core	University of Ottawa	Approved
Pick Up of samples	Louise Pelletier Histology Core	University of Ottawa	Approved
Thermo Shandon HM 525 MX	Louise Pelletier Histology Core	University of Ottawa	Approved
Thermo Shandon HM 525 NX	Louise Pelletier Histology Core	University of Ottawa	Approved

Page size: 10 197 items in 20 pages

Export to **W** Export to **X** Export to **A**

- Click on **Continue** to exit the wizard.

V. The last part of the user registration process gives quick links to edit the user profile. User has to create a password, that will be used to start your session and unblock the AUT Tracker on the instrument, as well as starting the IE Infinity APP.

My HomePage Instruments Request Services Supplies

My Favorite Instruments My Favorite Requests My Reservations / My Files My Requests My Supplies My Reports My Profile My Agenda

USER WIZARD

User Details

Email: U1_UOT@yahoo.com Address: []

First Name*: User1 City: []

Last Name*: UOT State: []

Designation: Select Designation City: []

superadmin@ideaelan.com **SELECT** Zip Code: []

Upload Photo: [Image Available] Country: Canada [v] Fax: []

Sync reservations/tasks with Outlook Google Calendar Phone: Enter Phone Number []

Change Password

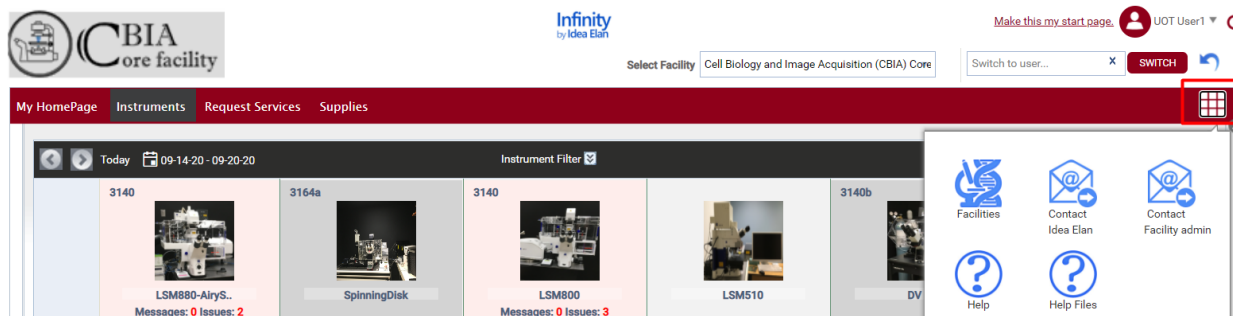
Password [] Confirm Password []

UPDATE help

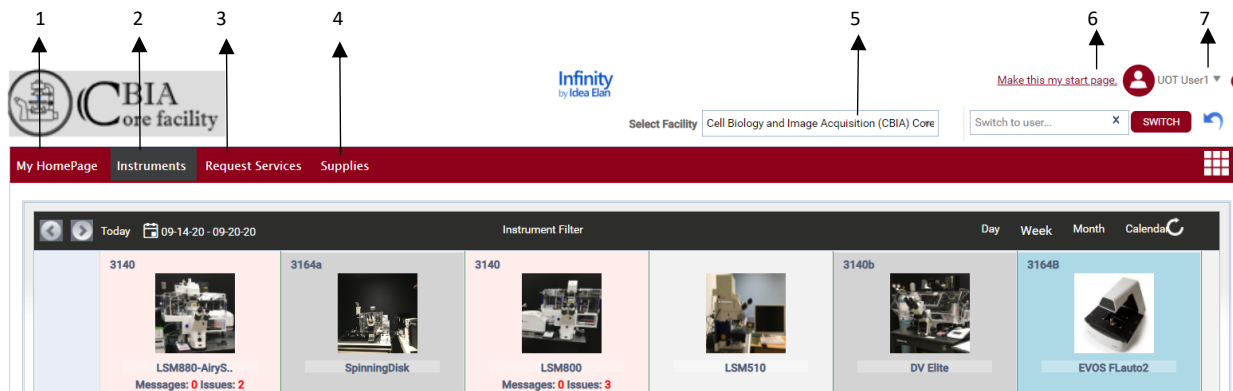
The new user registration process is now complete.

The WebSite:

- 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.

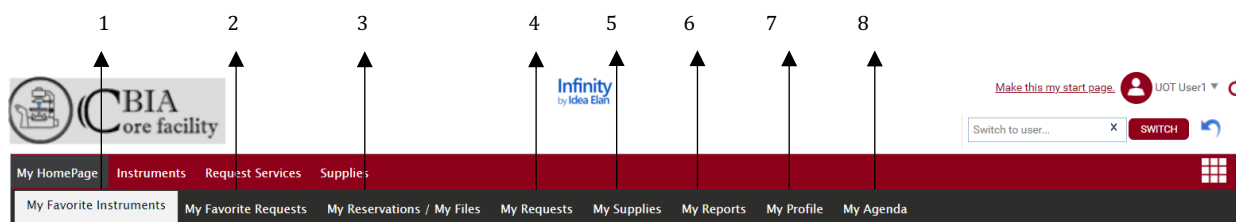


User Functions:



1. **View a home page** that has specified favorite instruments and sample submissions, reservations, submitted samples, issues, service requests, and user profile.
2. **Instruments:** view and request instruments from the calendar in a facility and make reservations.
3. **Request Services:** Submit sample forms/ service requests for processing.
4. **Supplies:** Place supply orders for new supplies from facilities.
5. **Select the facility** from dropdown box for which you want to access the details, such as instruments, sample submission etc.
6. **Start page:** Click here you can make your current page as the start page.
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 as favorite by the user.
3. **My Reservations:** To view the instrument reservations 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 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.
8. **My Agenda:** User can save the tasks to be performed in a day, week, or month with priority.

The Instruments

How to request Training

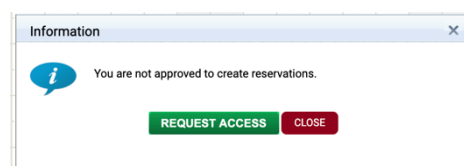
Case1: Go to **Request Services Tab**, and click on “Training form CBIA core”



The training form is then sent to the CBIA core, a staff member will review the form, assign a trainer who will contact you to set a consultation time and see which microscope will suit best your needs and plan for the training session.

Case2: If a user tries to reserve an instrument but (s)he is not trained on it...

- 1- a message will invite him/her, to Request access
- 2- The Instrument Access Request pop-up. Read and approve the CBIA core rules.
- 3- GO to **Request Services** tab to submit a training form



Instrument Access Request form

To request access you have to:

- 1-Confirm you have read the Rules of the CBIA core (see below).
- 2-Make sure you click "Request Access" at the bottom of the page.
- 3-Right after, go to "Request Services", fill and submit the "CBIA Core Training form".

Without the training form submitted, the Access to the equipment will be denied.

Rules of the CBIA Core

Please read our policies [Follow this link](#)

I have read and I understand the policies governing the use of CBIA core facility? Yes

I understand that I'm not permitted to train any other users on the microscopes of the CBIA* Yes

I shall inform CBIA Core staff of any issues and report any damages observed on the CBIA equipment? Yes

I will treat all CBIA core equipment with respect and will not mistreat it (e.g.: contaminating an objective with immersion oil). I will report all incidents immediately to the CBIA core staff. Yes

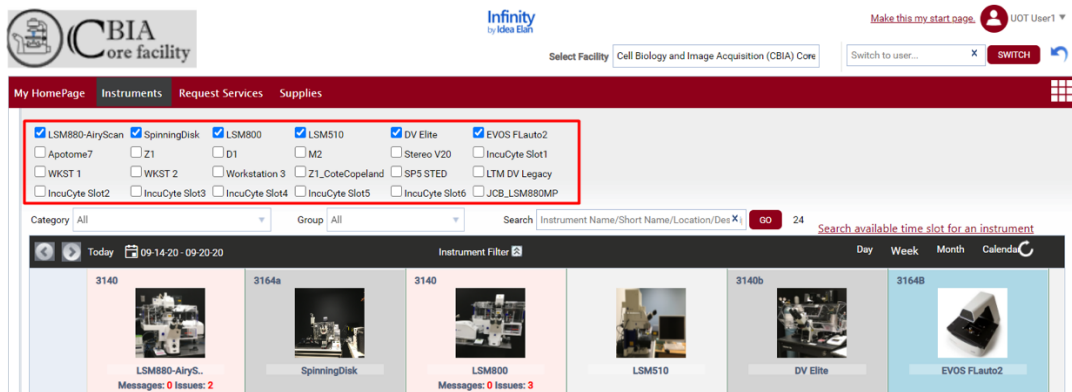
I agree to thank the CBIA core in all my articles that include images taken with the equipment of the CBIA core facility. Yes



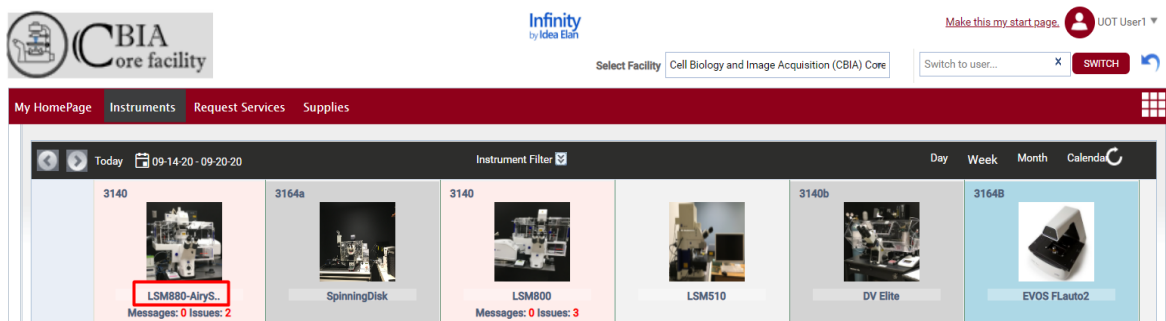
The access to the instrument will be granted automatically at the end of the training.

How to make a reservation:

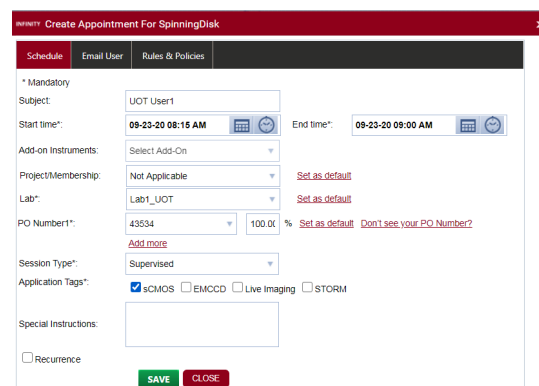
- Click on Instruments tab to view the calendar for instrument reservation.
- The User can filter instruments using filter options.
- Calendar can be seen in day/week/month view based on the selection.



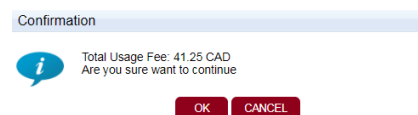
- Select an instrument; drag on the calendar to create a reservation.



- In the reservation window, users must select their
 - ◇ Lab,
 - ◇ Membership: Membership-unsupervised (if applicable)
 - ◇ PO
 - ◇ Session Type: Unsupervised



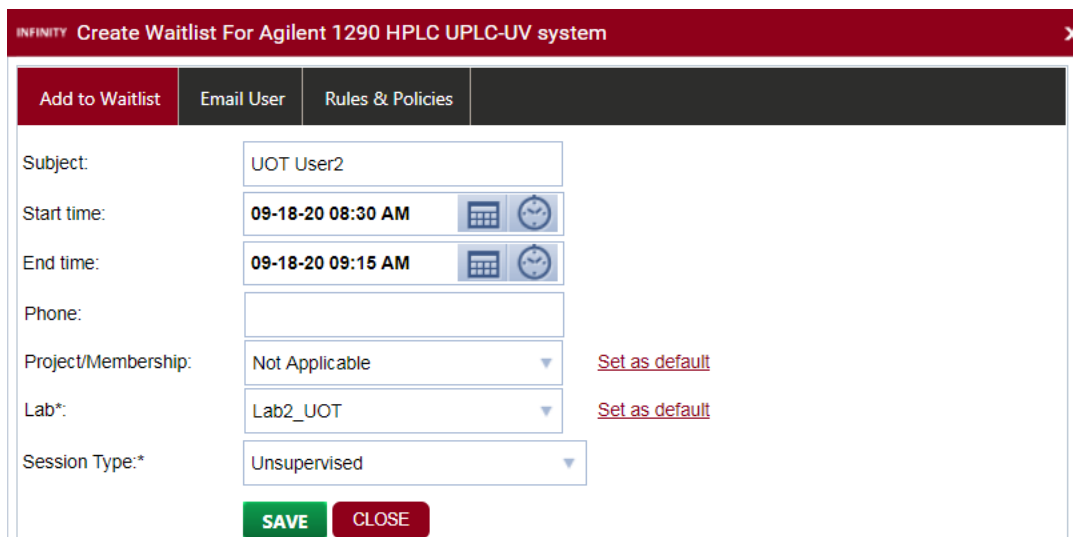
- Confirm the usage fee and click on OK.



- A reservation will be created.

How to make a wait-list appointment:

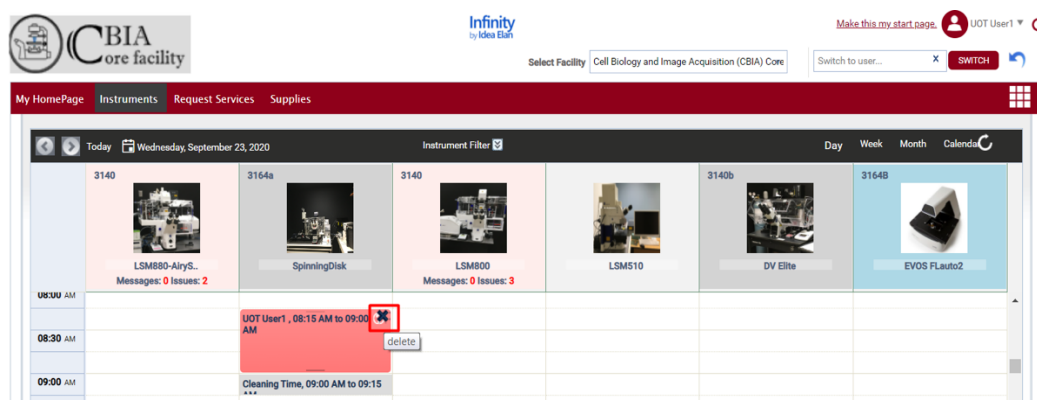
- When User A has created an appointment and User B wants to have the same slot for the same instrument, then User B creates a wait list appointment by clicking on the appointment created by User A. Then click on SAVE.



- A wait list appointment will be created.

How to delete a reservation:

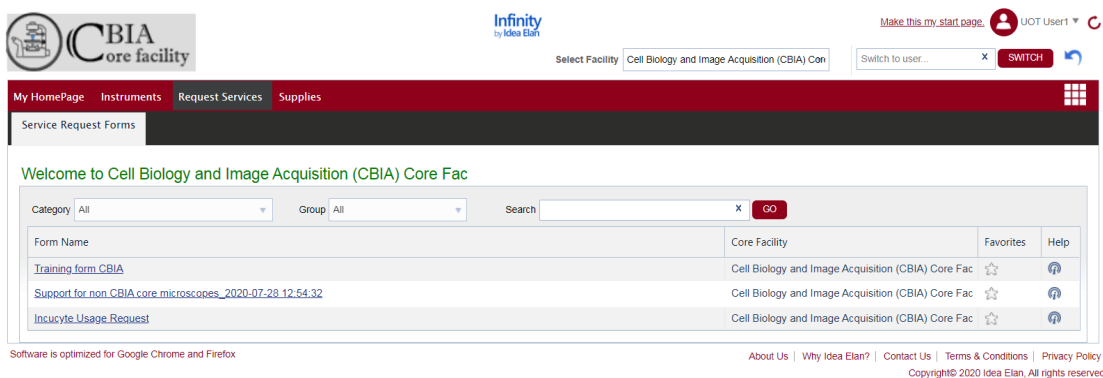
- When the User hovers over the appointment to be deleted, an **X** symbol appears. Click on **X** to delete the appointment.



Request Services

How to fill out and submit a request form

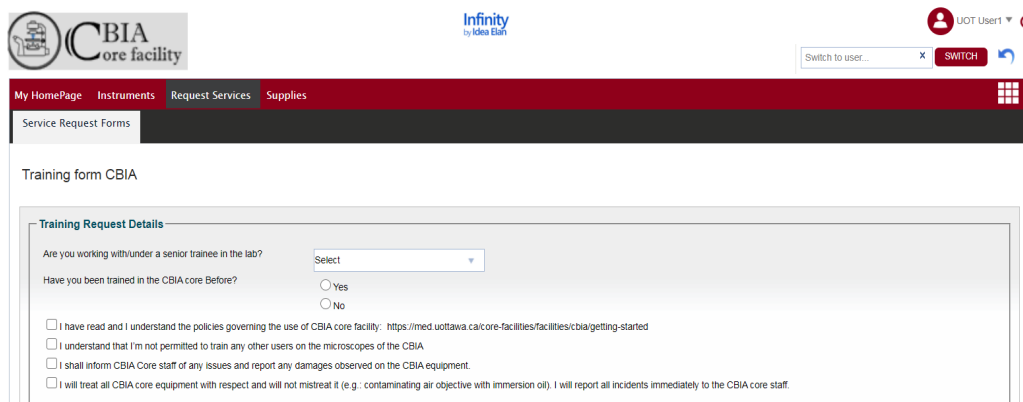
- Sample submission forms are provided for each facility under the “Request Services” tab. Forms can be favorited for quicker access.
- All the Help files uploaded by the admin while creating the sample submission form can be seen beside the favorite icon.
- If the User faces any issue while using the sample submission form, he/she can directly report using the Report Issue icon beside the Help icon.



Software is optimized for Google Chrome and Firefox

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



Training Request Details

Are you working with/under a senior trainee in the lab?

Have you been trained in the CBIA core Before? Yes No

I have read and I understand the policies governing the use of CBIA core facility: <https://med.uottawa.ca/core-facilities/facilities/cbia/getting-started>

I understand that I'm not permitted to train any other users on the microscopes of the CBIA

I shall inform CBIA Core staff of any issues and report any damages observed on the CBIA equipment.

I will treat all CBIA core equipment with respect and will not mistreat it (e.g. contaminating air objective with immersion oil). I will report all incidents immediately to the CBIA core staff.

- Some forms may have multiple sections and fields, which will expand depending on the answers selected.
- Once all information has been provided, the last section at the bottom of the form is “Lab and Payment/Account Information”.

- Users can provide phone number, project/membership if applicable, select the Lab, and PO Number. This can be set to default for labs most often used.

Lab and Payment/Account Information
Please select the lab and account code you want to tag this sample submission form to

Phone:

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

Lab*: [Set as default](#)

PO Number1*: % [Set as default](#) [Don't see your PO Number?](#)
[Add more](#)

Special Instructions:

Sample Submission cannot be modified.
Your Sample Submission will be saved in My Requests under My HomePage
Software is optimized for Google Chrome and Firefox

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- After filling out the sample submission form, select the lab. This can be set to default for the most often used lab.
- Select the Account code you wish to use. The number can also be split for multiple charges as well as defaulted for quicker access.
- 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 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:

Cancel a Request Form:

- To cancel a request form, the user can click on an existing request under My Request and cancel the form.

Change Sample Submission Status

Current Status: Approval Process (Approved by User)


Comments:

[CANCEL FORM](#)

Supplies

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.



Infinity
by Idea Elan

UOT User1

Select Facility: Cell Biology and Image Acquisition (CBIA) Con

Switch to user: X SWITCH

My HomePage Instruments Request Services **Supplies**

Name/Address:

Phone:

Projects: [Set as default](#)

Lab*: [Set as default](#)

PO Number*: % [Set as default](#) [Don't see your PO Number?](#)

Category:

Ship To:

Order Date:

250V 5A	3171	10.00	1	10.00	0.00	0.00
250V D175mA	3171	10.00	1	39.00	0.00	0.00
250V T3 15E	3171	10.00	1	2.00	2.00	20.00
25V D2.5A	3171	10.00	1	3.00	0.00	0.00
32V 20A	3171	10.00	1	4.00	4.00	40.00
Bulb for Zeiss Lena Dissecting scope 6V 15W	3171	15.00	1	0.00	0.00	0.00

Sub Total **138.00**

Client Message:

Admin Message:

[SAVE AS DRAFT](#) [CREATE AN ORDER](#)

Infinity IE APP

1. Download and first start up

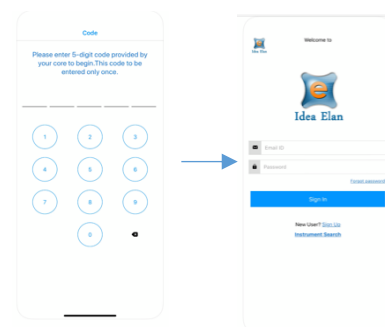
Download **"IE Infinity"** from Apple App Store or Google Play.

Start the APP

For uOttawa, the 5-digit code is **97913**.

The OTP is a one time sign-in. Users will never have to put the code again.

You are prompt to another screen, where you need to put your institutional email and the password (previously registered in your "Profile" on the website).



2. How to use IE Infinity to book or to start a session?

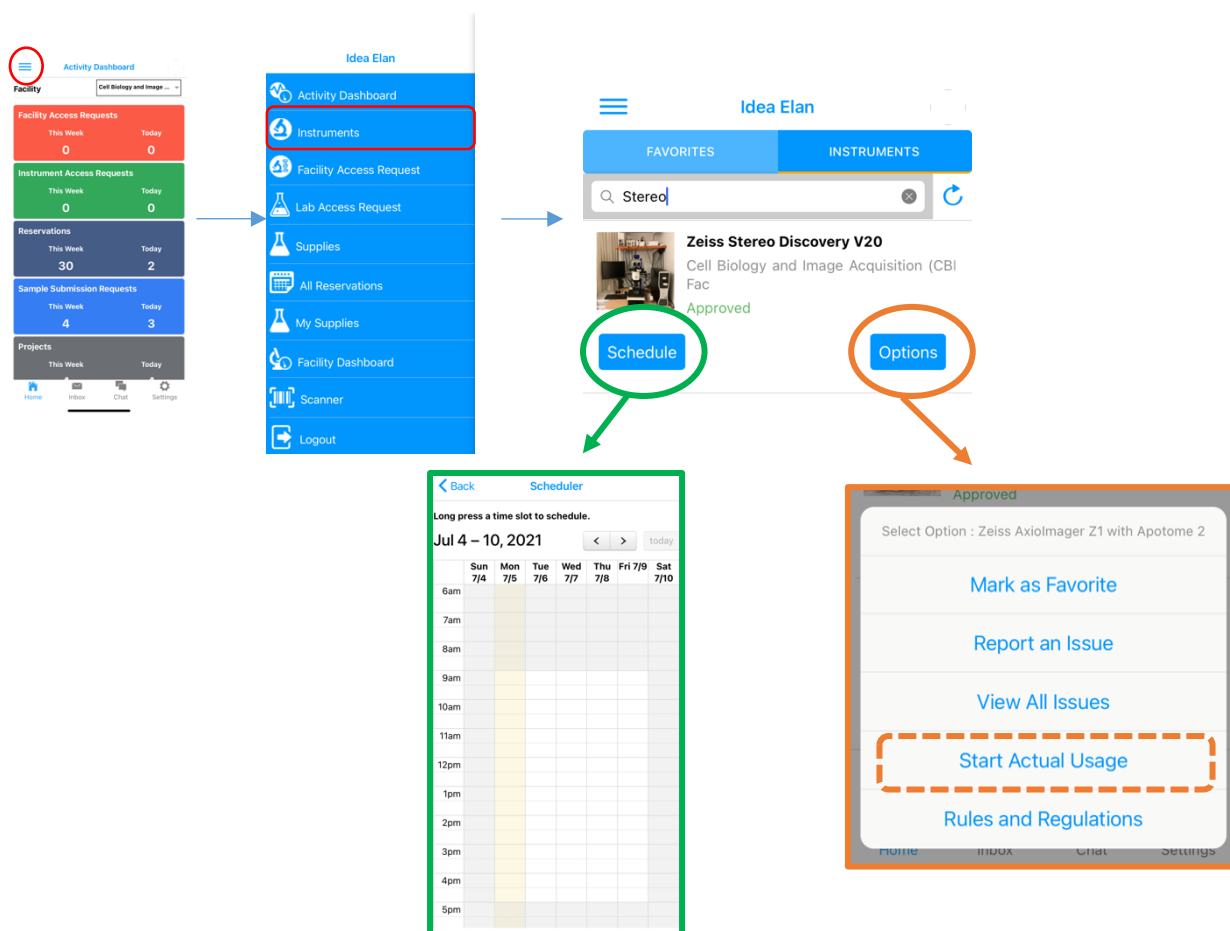
One the Home page, click on the 3 lines on the left corner

Select "Instruments"

Type in the first letters of the Instruments you want to **book** or **start the Actual Usage session (AUT)**

Select Schedule to reserve the Instrument

Or Select Options, then START Actual Usage, to start tracking your session time



Training Records:

GENERAL User Webinar

https://us02web.zoom.us/rec/share/xJ3Q86PO5xToF6mP3X5kfy9PtQFi3p8z1utRLDm6Y4ccLWl-f_XyUnSbZd2L_np.yB1rmyZCh8VoyyO4 Passcode: \$!*#F5bQ

User webinar-Cell Biology and Image Acquisition (CBIA) Core

<https://us02web.zoom.us/rec/share/yVIy5J9VLAuefOxzYNUtVZeosnVet3JxyYsesCvbt4EwuvNK2LFyf8uUVUqyDMmp.LWHJMKpqsUTvdP6V> Passcode: B*wq?&T8

or

https://us02web.zoom.us/rec/share/sHvoPLp_4qHPUNDTYI_WKB0MKYA9N0qNMrND8Fb57dW5jd2_mOMSAZMPKWTRxRLv.zNZXIk3Noq3ttuE1 Passcode: E&v8gHR9