How to use the Idea Elan IRIS software

Some General Information about IRIS

- The ProTech facility has introduced a new electronic request management and instrument booking software. This software is called IRIS, and is made by the company Idea Elan. The software is available through a link on the VBCF webpage.
- All data stored within IRIS are stored on a local server.
- IMP, IMBA, GMI, and MFPL users can log in to IRIS with your institute network account ID and password. In some cases, your account must first be connected with IRIS by our IT, therefore, please contact ProTech before you use IRIS for the first time! (protech@vbcf.ac.at)
- External users should request an account by registering on the IRIS start page.

- Log in to IRIS with your network name and password

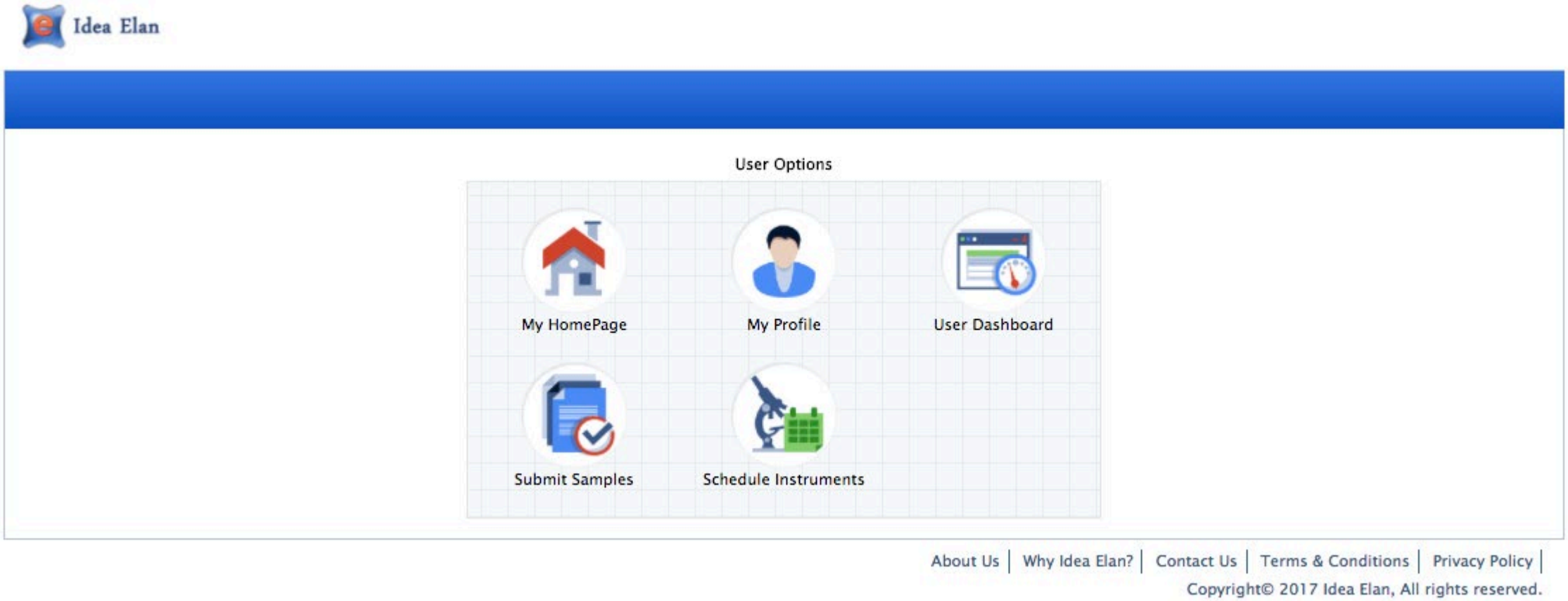
https://ideaelanweb.vbcf.ac.at/vbcf/

Or through the link on the VBCF-ProTech homepage:

http://www.vbcf.ac.at/facilities/protein-technologies/

Under the section “User Information”

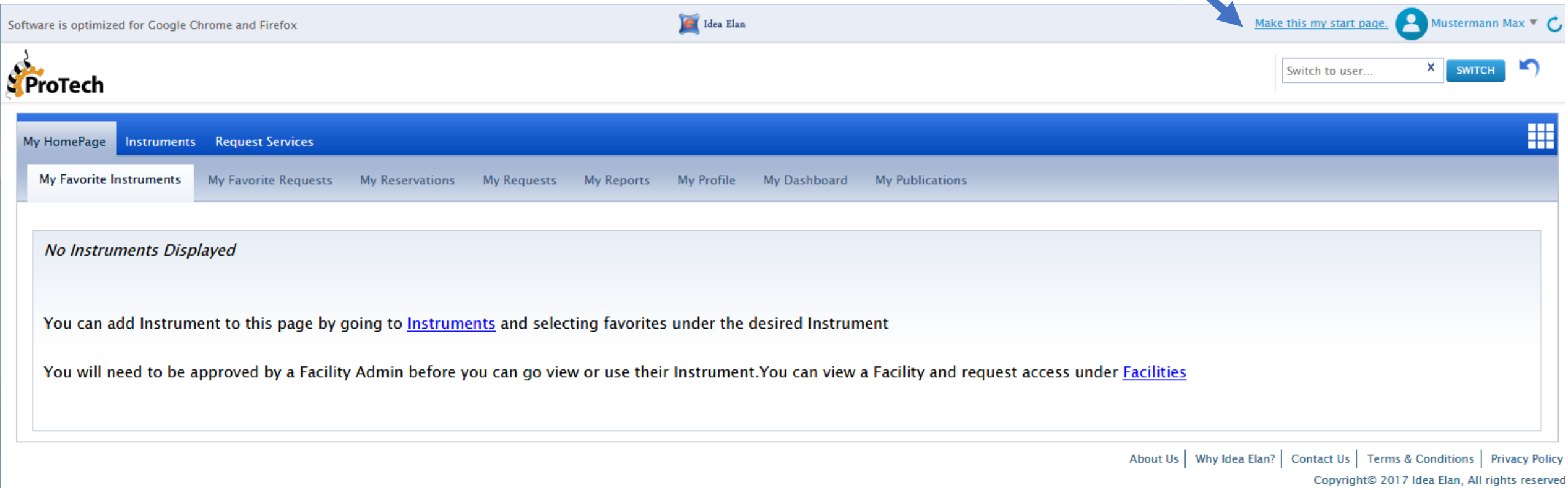
When you first log in, you will see the screen below:



Click on “My HomePage”

You should now see the screen below

- You have 3 tabs to work with: “My Homepage” , “Instruments”, and “Request Services”
- You can set any of these tabs as your start page at any time by clicking here
- Under “My Homepage” you can track your requests and bookings
- You will use the “Instruments” tab to book instruments
- You will use the “Request Services” tab to submit service request forms



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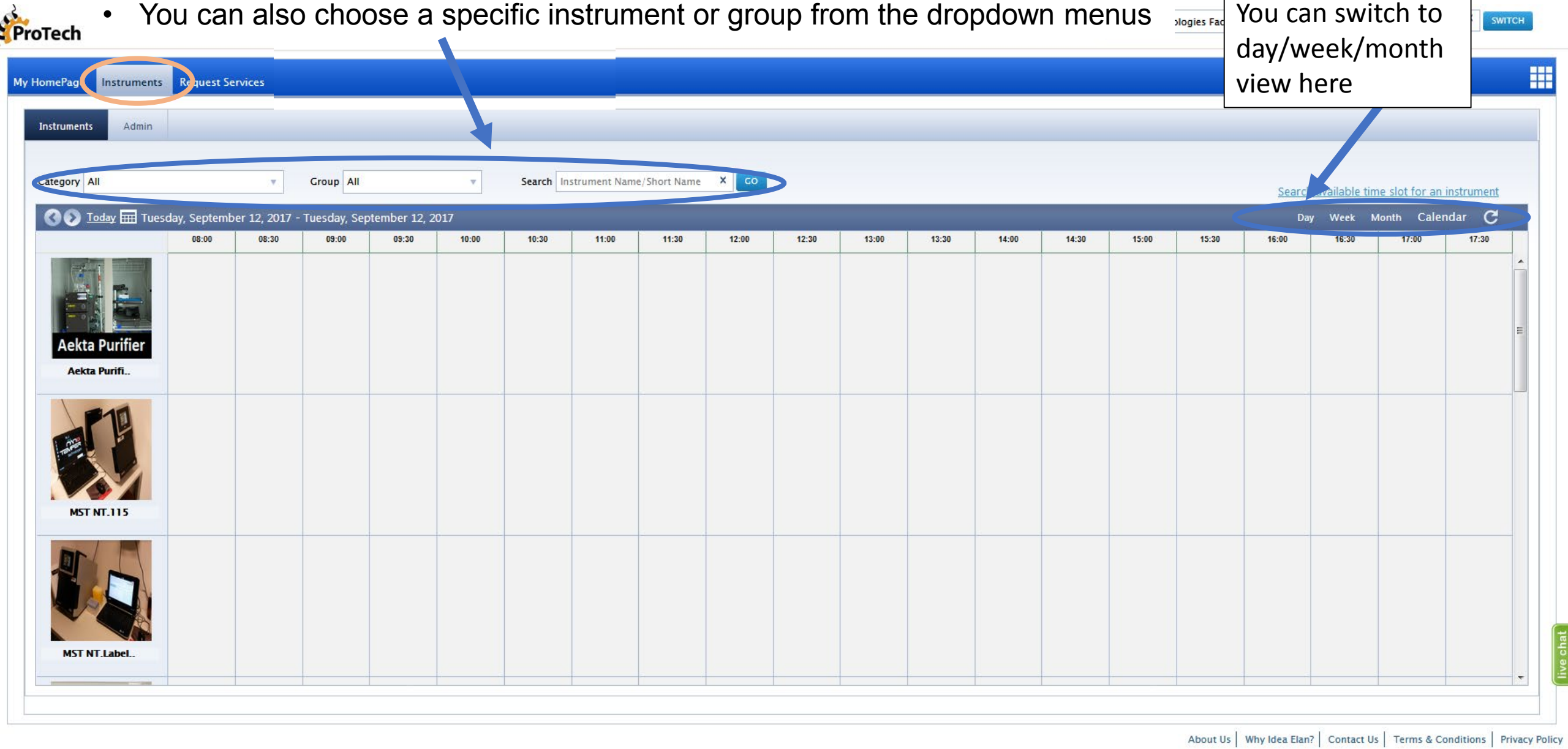
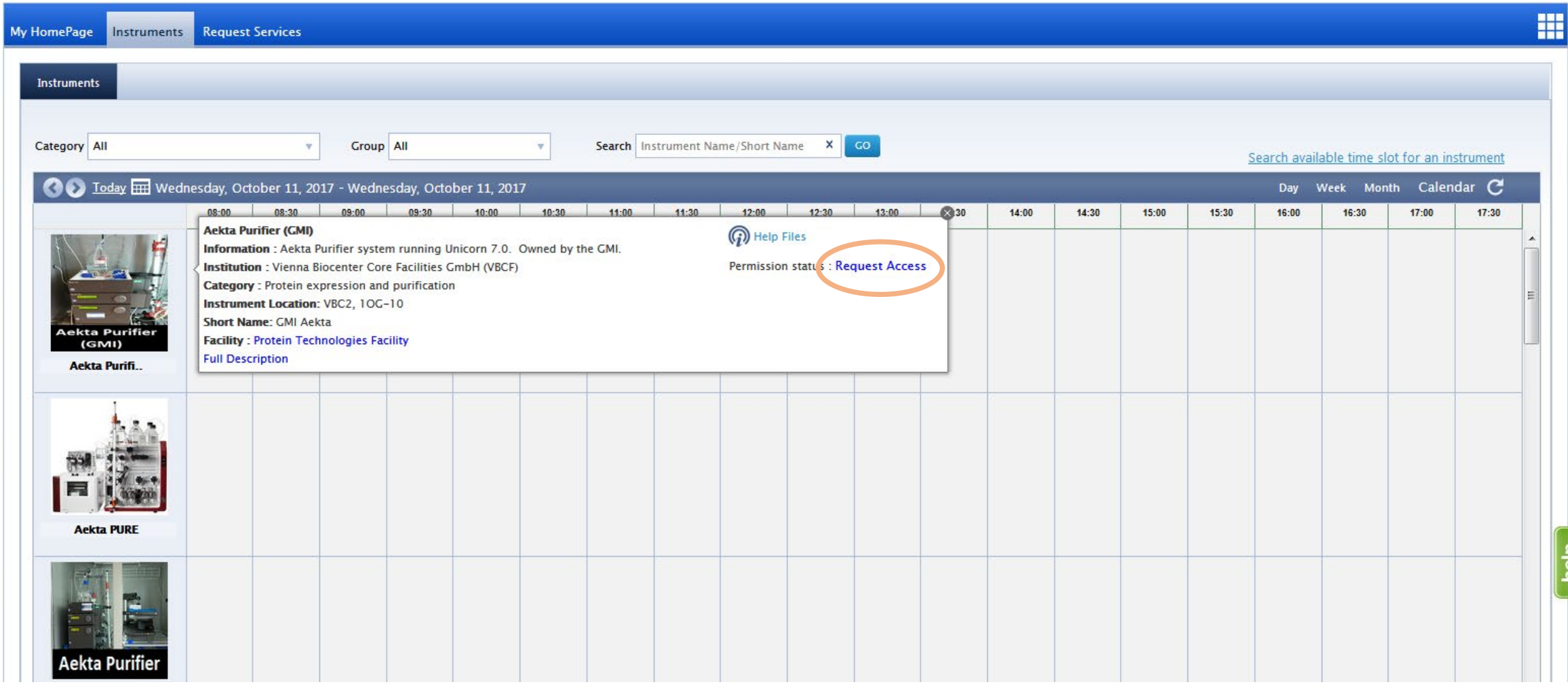
How to book instruments

- Go to the Instruments tab
- Default view is all instruments and all hours of the current day
- Scroll down to find the instrument you want
- You can also choose a specific instrument or group from the dropdown menus

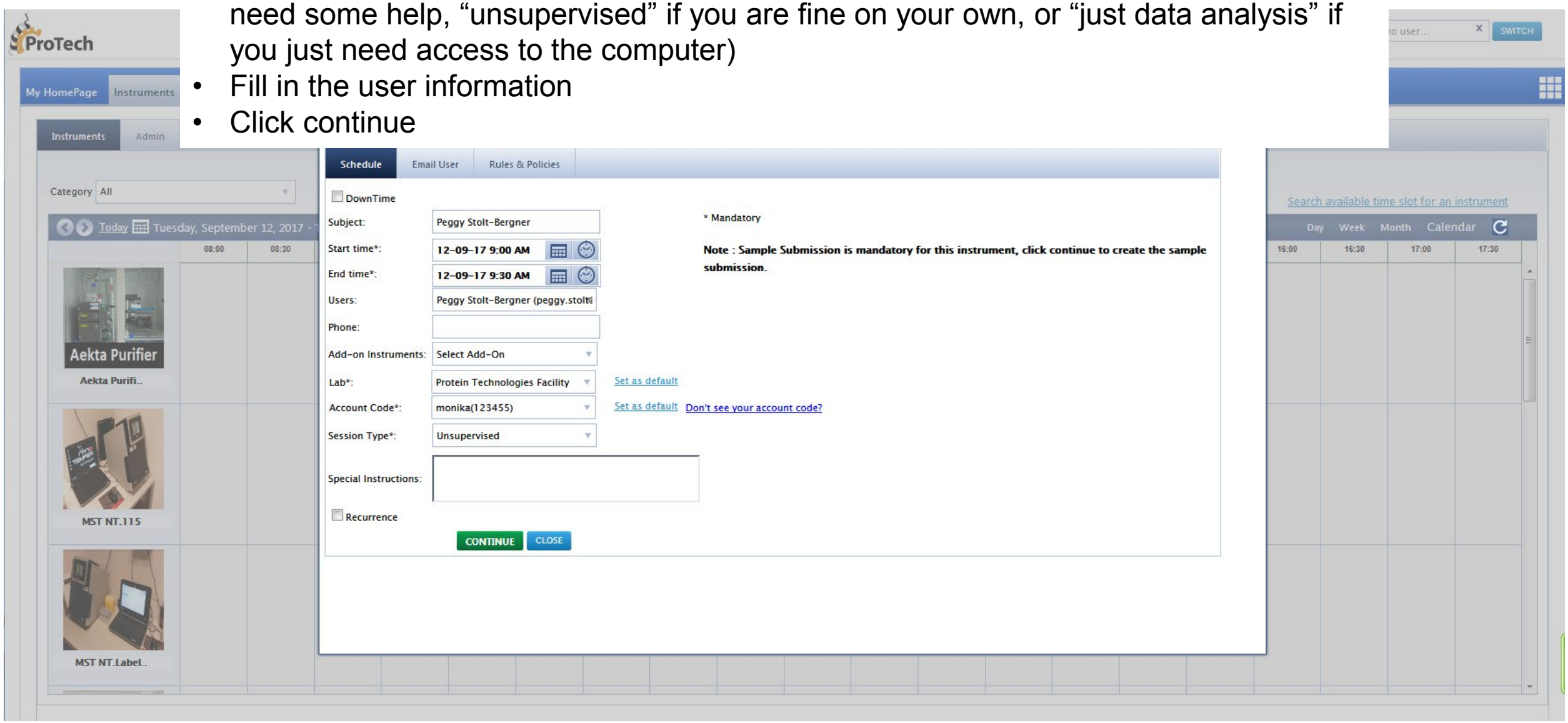
You can switch to day/week/month view here



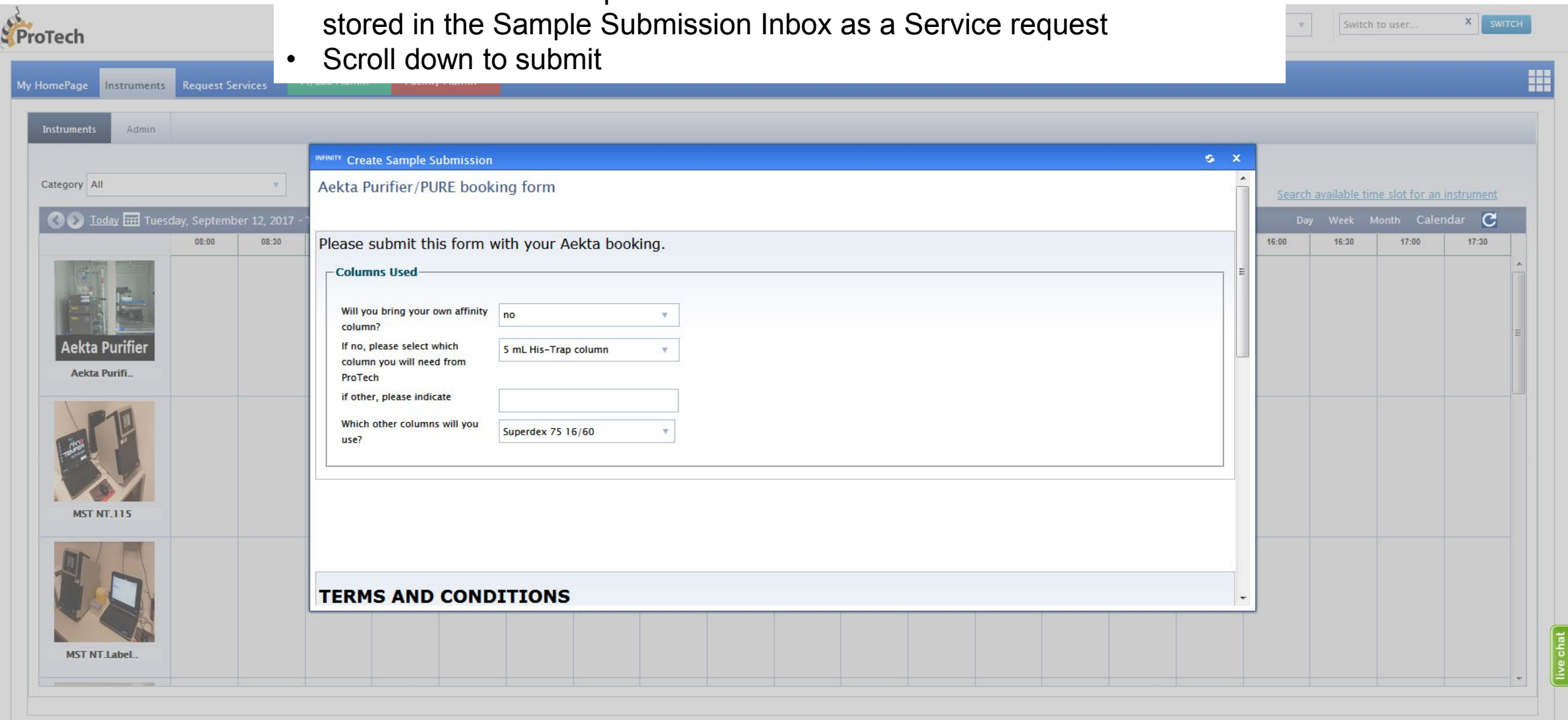
- If you hold the mouse over an instrument picture, information about the instrument will appear
- If you do not have access to this instrument, you need to request access (and normally have a training session) before you can book it
- To schedule a training, please contact ProTech!! (protech@vbcf.ac.at)



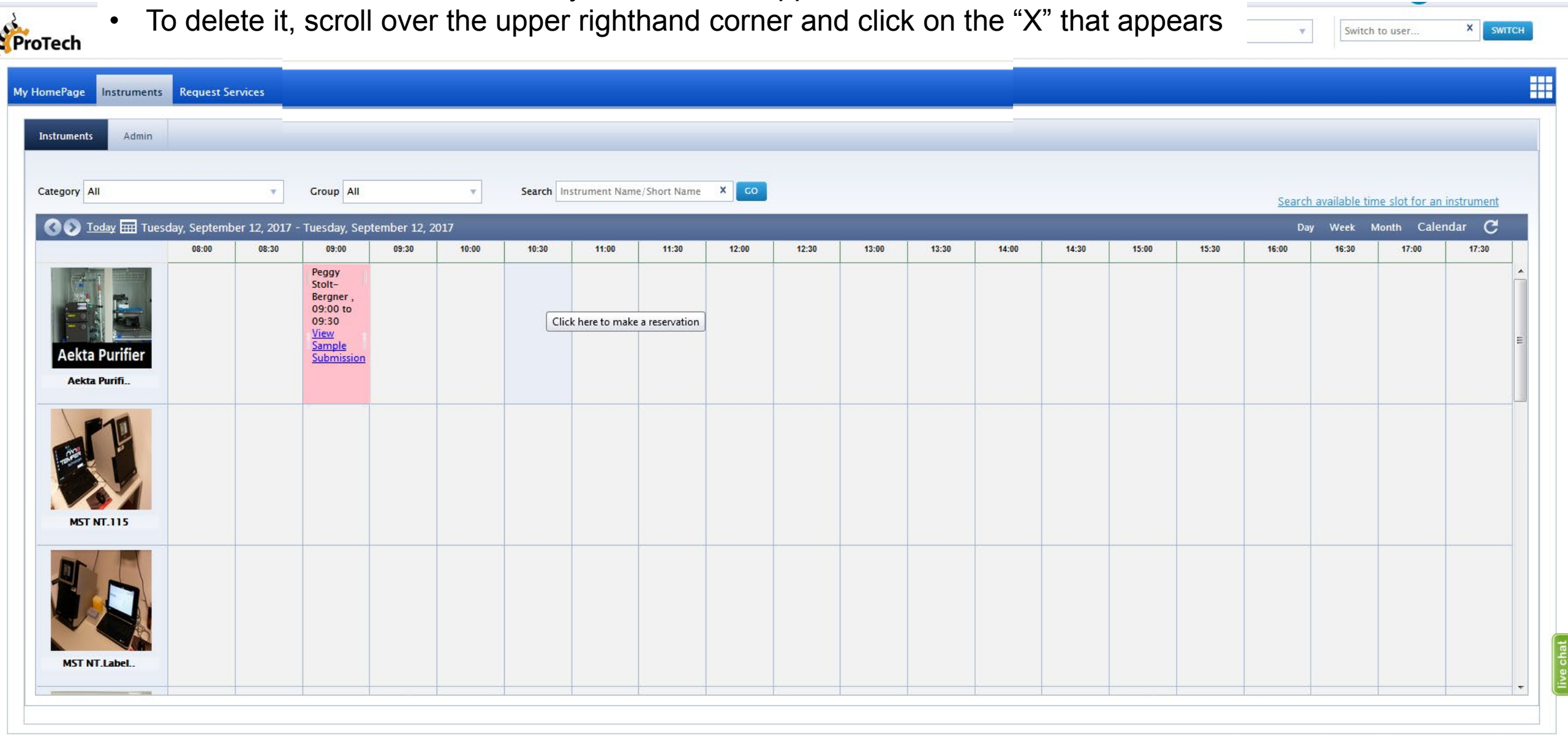
- Once you have been trained, you can book the instrument
- To create an appointment, click on the start time in the calendar
- A dialogue box opens
- Fill in the start and end times and choose the session type (“supervised” if you will need some help, “unsupervised” if you are fine on your own, or “just data analysis” if you just need access to the computer)
- Fill in the user information
- Click continue



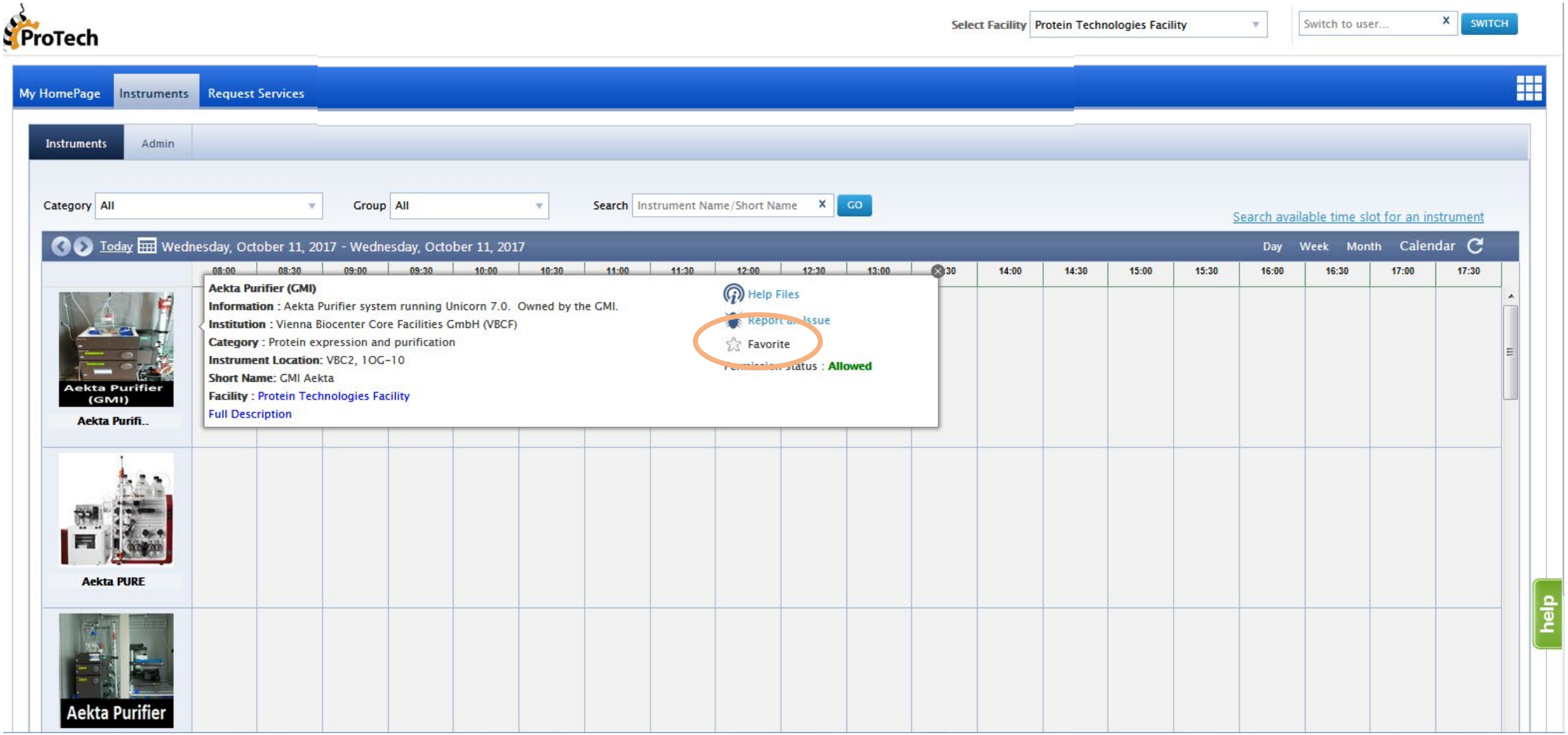
- Some instruments require additional information. This information is stored in the Sample Submission Inbox as a Service request
- Scroll down to submit



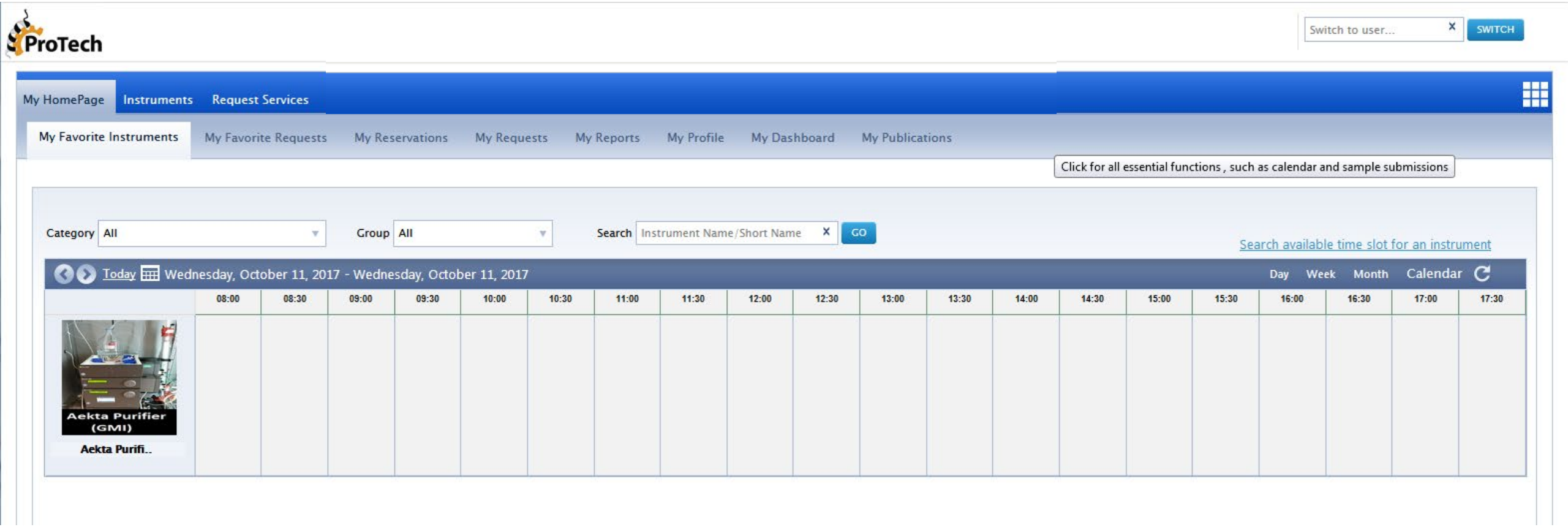
- The session is now booked
- To edit it, scroll over and click anywhere on the appointment
- To delete it, scroll over the upper righthand corner and click on the “X” that appears



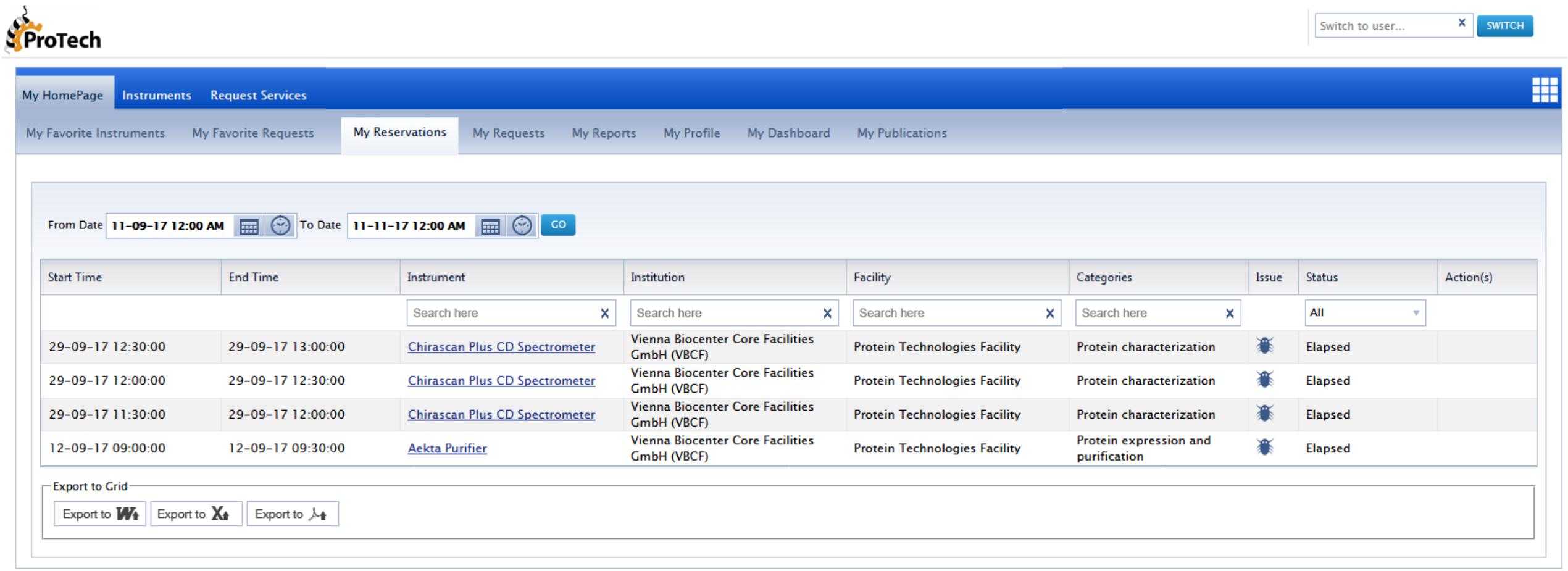
- If you are only interested in a few instruments, you can choose them as favorites
- Scroll over the instrument picture, the information box will appear
- Click on the star next to “Favorite”



- Go to “My Homepage” and “My Favorite Instruments”
- Now you see only the instruments you have chosen, and can book them directly from this tab



- Under the “My Reservations” tab, you can see a summary of all your instrument reservations



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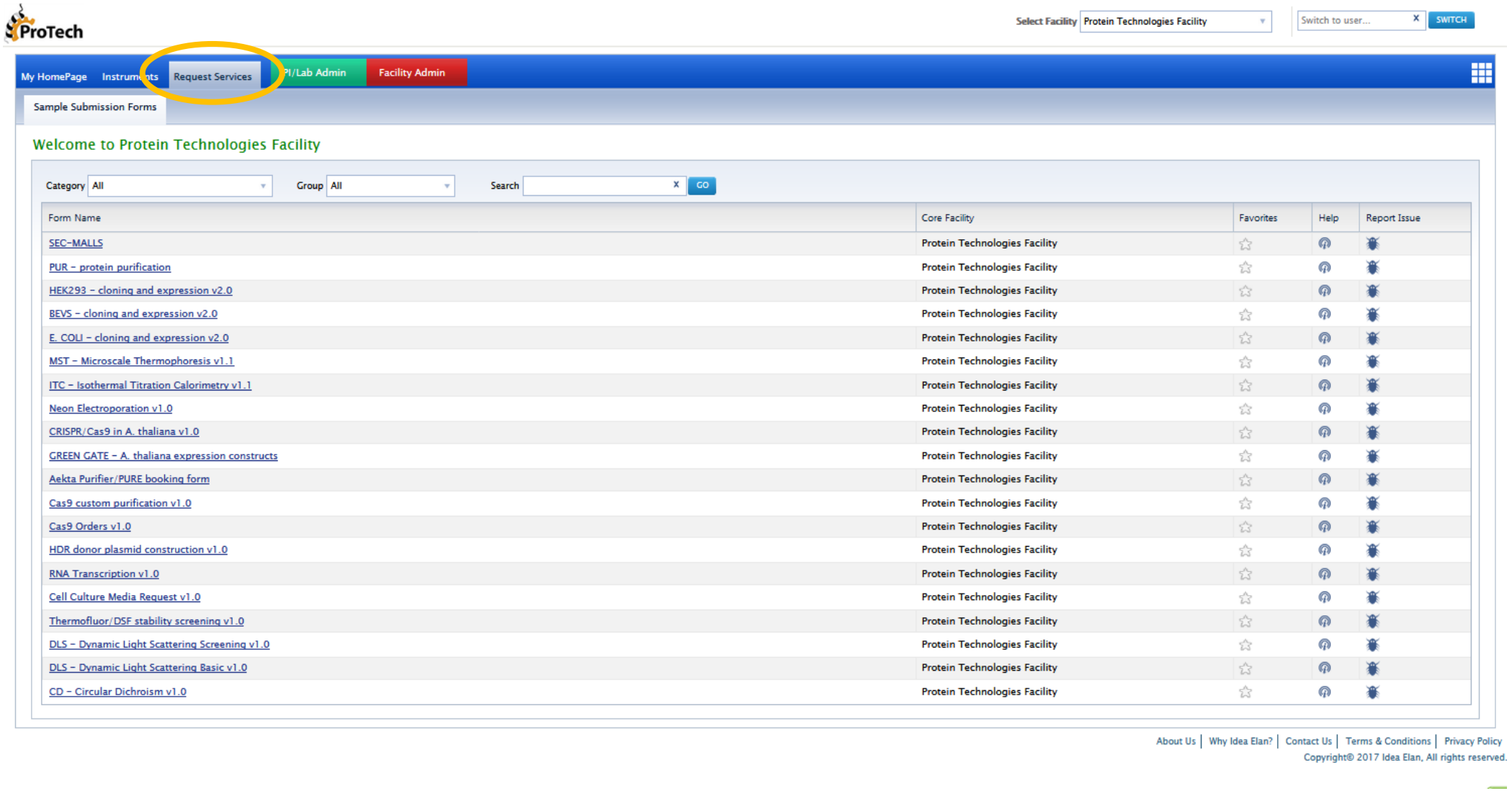
How to request services

The Request form

- IRIS manages service requests through use of a series of Request Forms
- Each type of service has its own form
- Request forms have 5 main parts. ***Users only need to fill in the Sample Submission Details:***

  - Sample Submission Status – this monitors the overall progress from initiation to invoiced
  - Basic Details – general data about the user, group, request date, etc. Is automatically filled in
  - ***Sample Submission Details*** – data about the samples. Filled in by the user. Samples can be added/edited by facility staff after submission if necessary.
  - Service Items – are used by facility staff to record additional sample parameters, mostly in protein expression forms.
  - Milestones – used by facility staff to monitor progress in a more detailed way.

- To request service, go to the “Request services” tab
- Choose the appropriate Request form from the list
- If you are not sure how to fill in the form or which form to use, please contact ProTech and we will help you (protech@vbcf.ac.at)

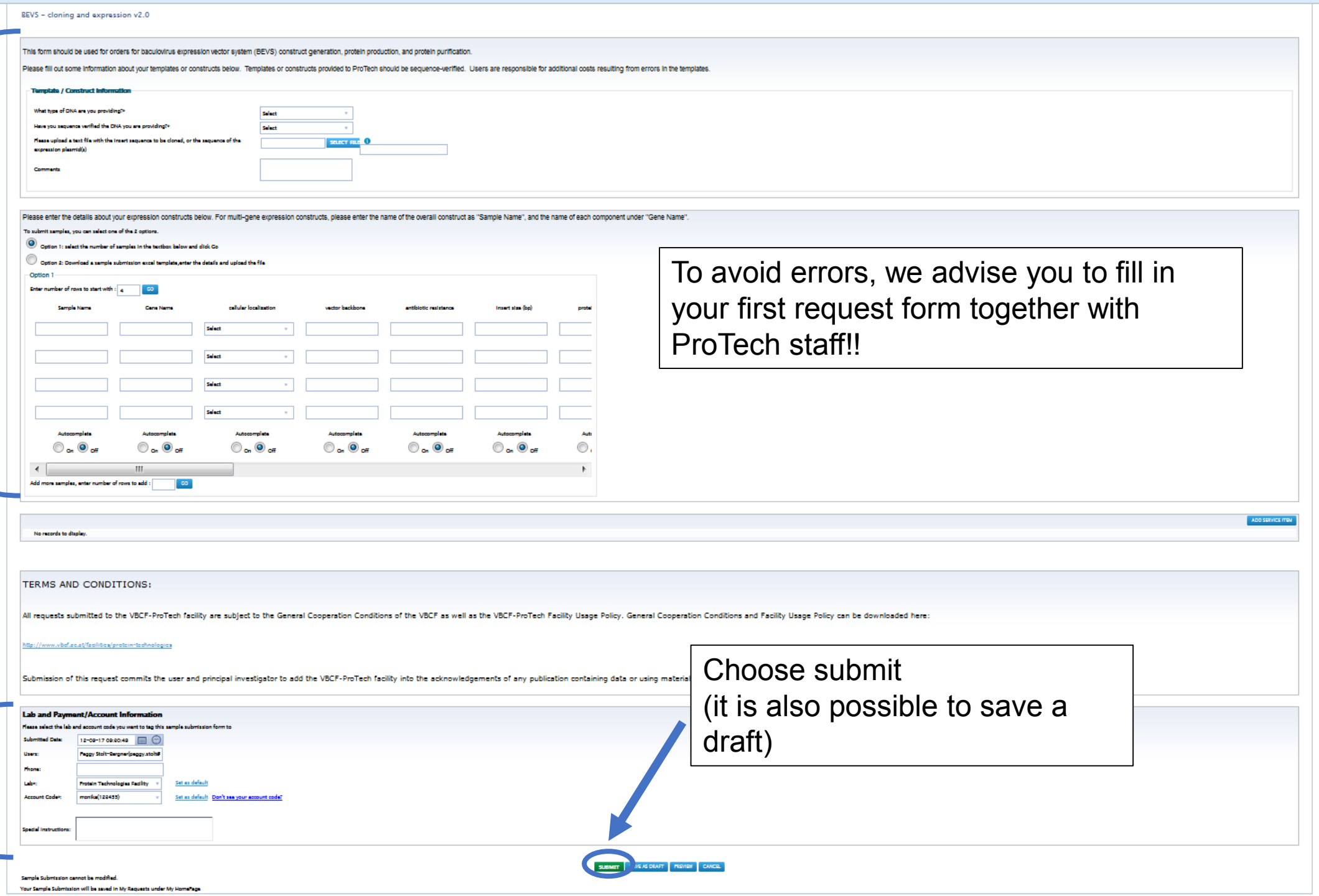


The Request Form

Fill in sample submission details

You can fill in each line (Option 1, default) or download an Excel template and upload the data as an Excel file (choose Option 2)

For Option 1, to avoid loss of information, choose the total number of lines before you start to fill in information!

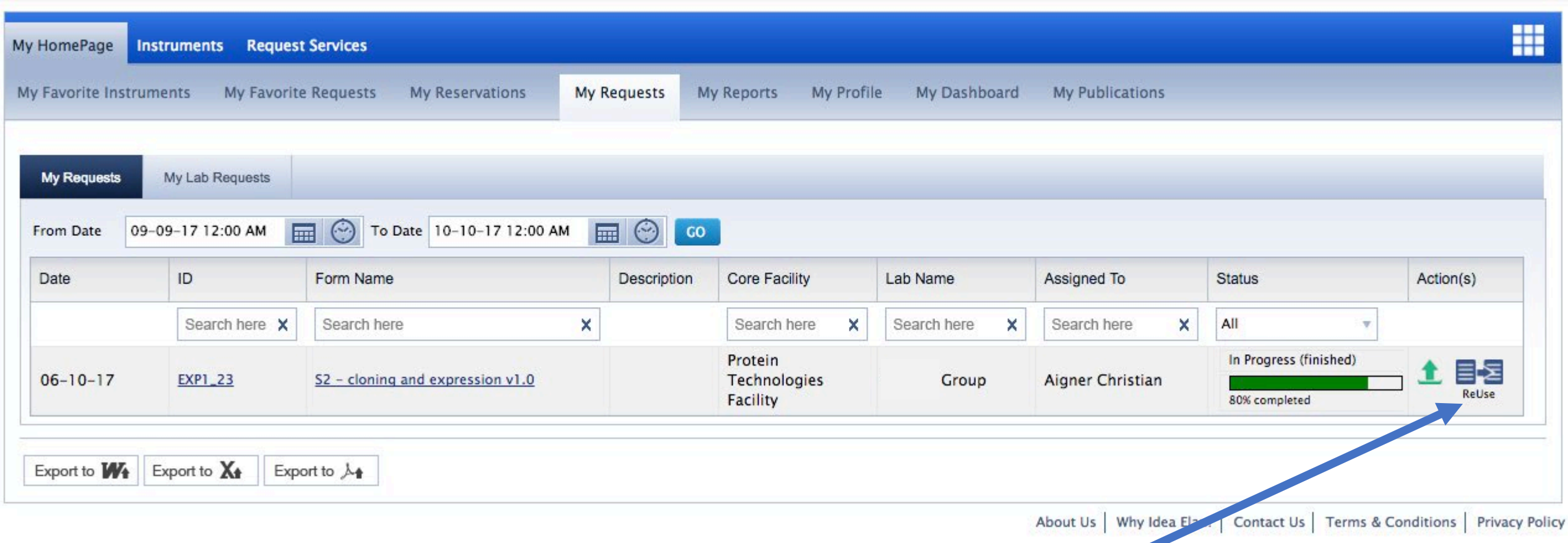


To avoid errors, we advise you to fill in your first request form together with ProTech staff!!

Your user and lab data should be automatically filled in

Choose submit
(it is also possible to save a draft)

- After submission, requests are stored under “My Requests”
- If you click on the form name, you can open the request and access the data
- All data regarding your request are stored in the request form



- If you want to submit another order with some or all of the same samples, you can click “ReUse”

Here is an example Request Form after submission
The form is split over 2 slides

Sample submission status overview

Basic details

Sample Submission Details

Sample Submission Details: S2 – cloning and expression v1.0

Initiated — Approved — In Progress (Past : in progress | Current : finished) — Complete & Ready to be billed — Billed

Details | Communication | Activity Log | Files

Basic Details

Sample Submission Id:	EXP1_23		Submitted By:	Hoffmann Gesa	User Phone No:
Lab Name:	Djamei Group	Lab Address:	Phone:		Lab Admin: Miche
Submitted Date:	06-10-17 10:16:21	Expected Date:	Actual Date:		
Special Instructions:					

Sample Submission Details

This form should be used for orders for baculovirus expression vector system (BEVS) construct generation, protein production, and protein purification.
Please fill out some information about your templates or constructs below. Templates or constructs provided to ProTech should be sequence-verified. Users are responsible for additional costs resulting from errors in the templates.

Template / Construct Information

What type of DNA are you providing?	ready-to-use expression plasmid
Have you sequence verified the DNA you are providing?	yes
Please upload a text file with the insert sequence to be cloned, or the sequence of the expression plasmid(s)	
Comments	

Please enter the details about your expression constructs below.

Latest Status	Sample Name	Gene Name	cellular localization	insert size (bp)	protein MW (kDa)	N-terminal tag	C-terminal tag	Expression temperature
	p16_AP1	AP1	secreted	327	174.32		HA and Alkaline phosphatase	21
	p16_AP2	AP2	secreted	2087	321.81		HA and Alkaline phosphatase	21
	p16_mCherry	mCherry	secreted	714	205.96		HA and Alkaline phosphatase	21

Export to W | Export to X | Export to

Service Items

No records to display.

TERMS AND CONDITIONS:

All requests submitted to the VBCF-ProTech facility are subject to the General Cooperation Conditions of the VBCF as well as the VBCF-ProTech Facility Usage Policy. General Cooperation Conditions and Facility Usage Policy

http://www.vbcf.ac.at/facilities/protein-technologies

Submission of this request commits the user and principal investigator to add the VBCF-ProTech facility into the acknowledgements of any publication containing data or using materials generated by the VBCF-ProTec infrastructure.

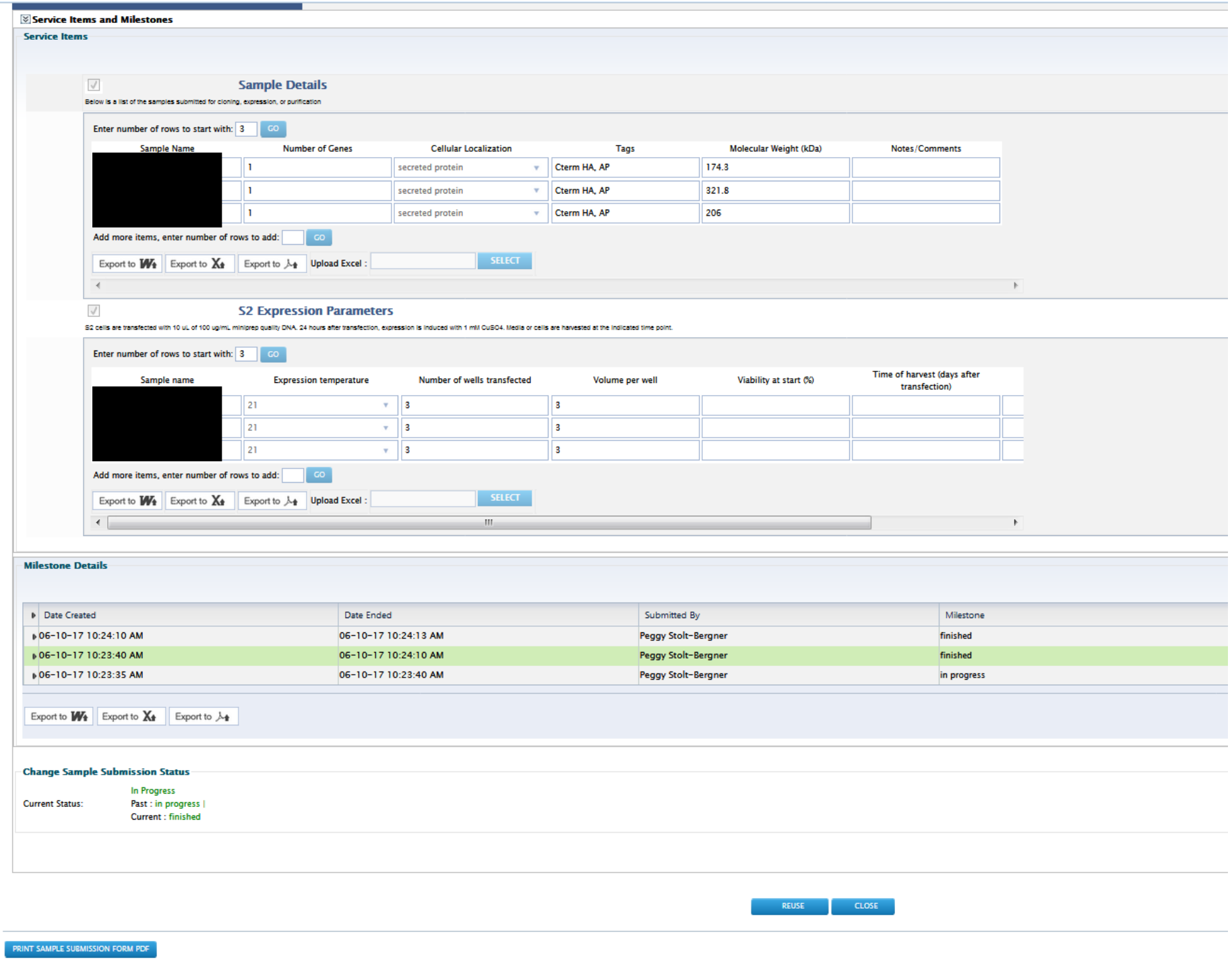
Approvals and Milestones

Service Items and Milestones

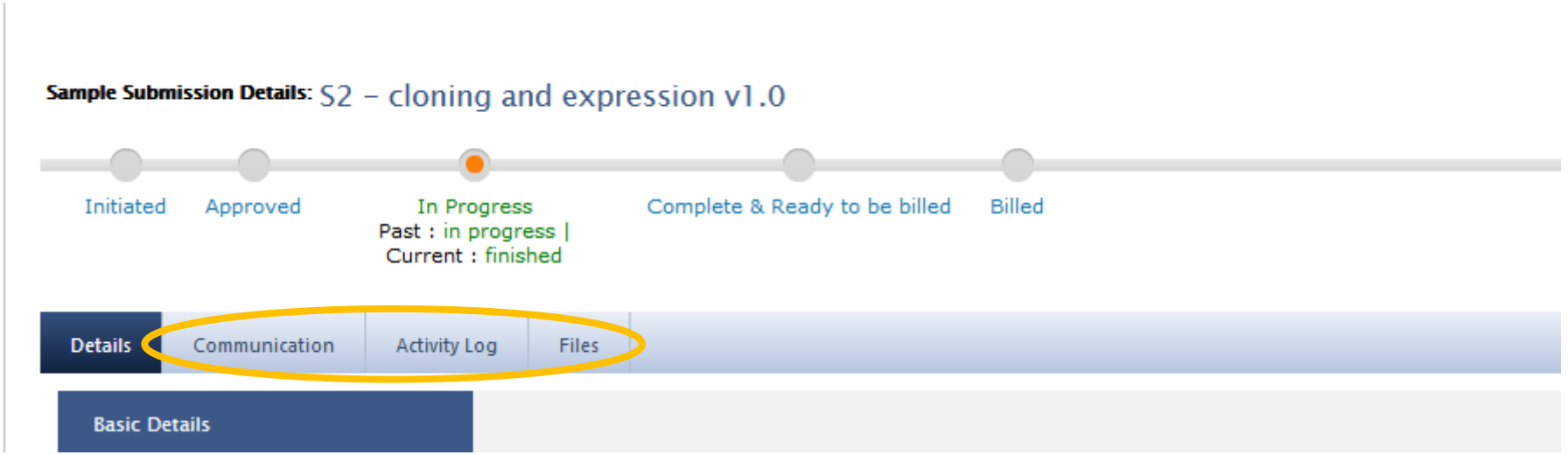
Service items (added by facility staff)

Milestones (used by facility staff)

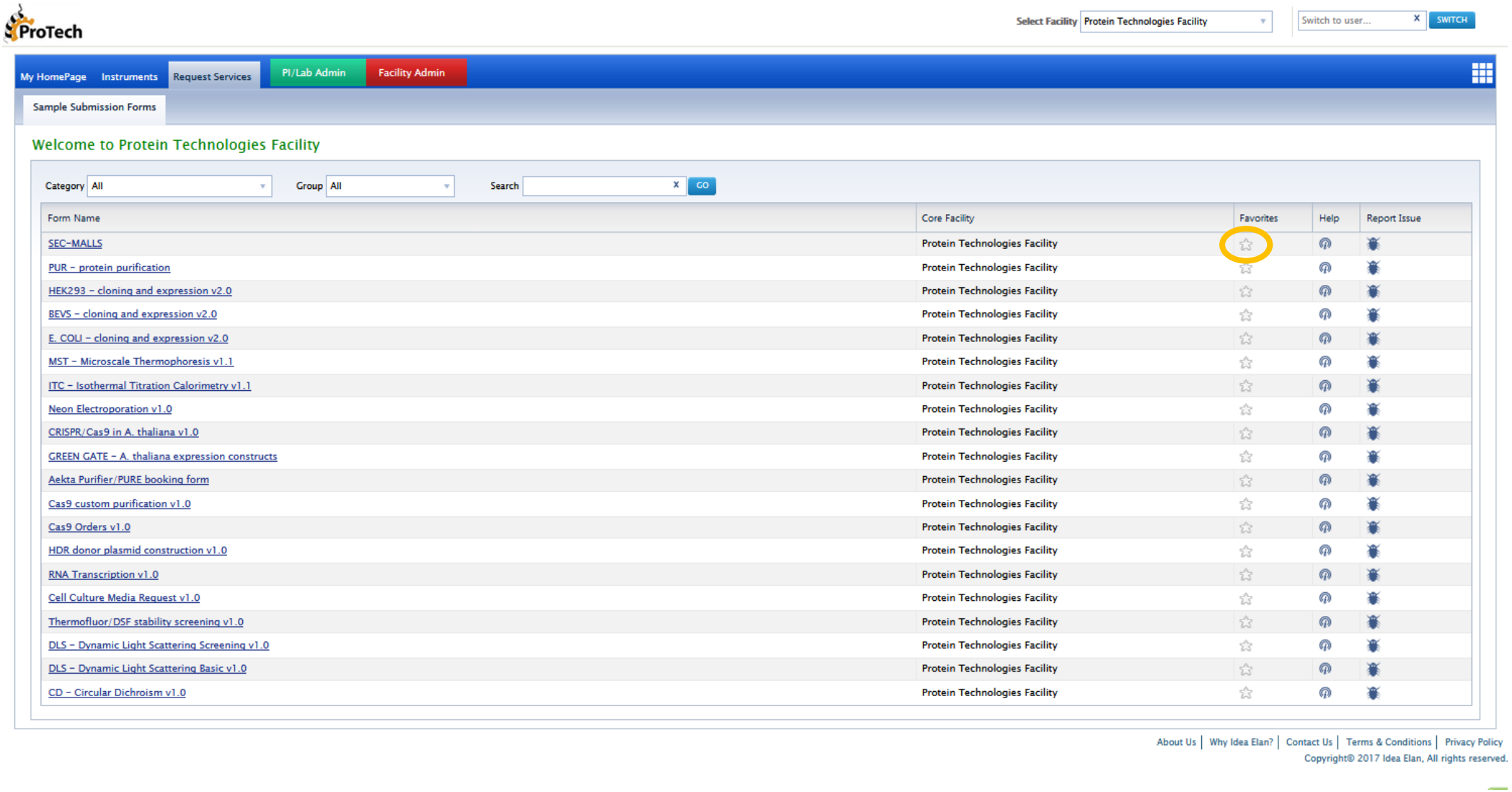
You can export the request as a pdf here



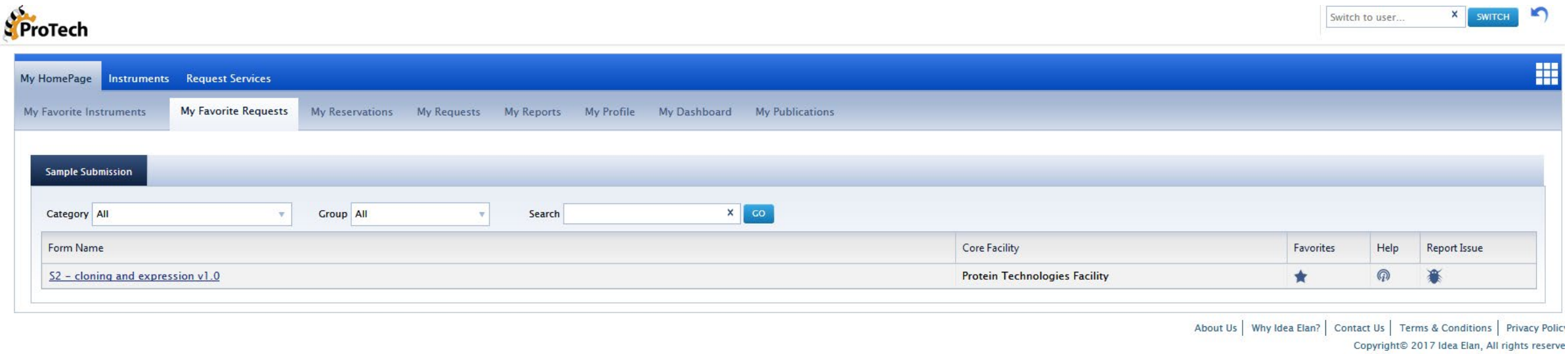
- There are some extra tabs at top of the request form
  - Communication – you can send messages about your request directly to the facility staff here
  - Activity log – changes to the project status or milestones are tracked here
  - Files – any files related to the project can be uploaded here

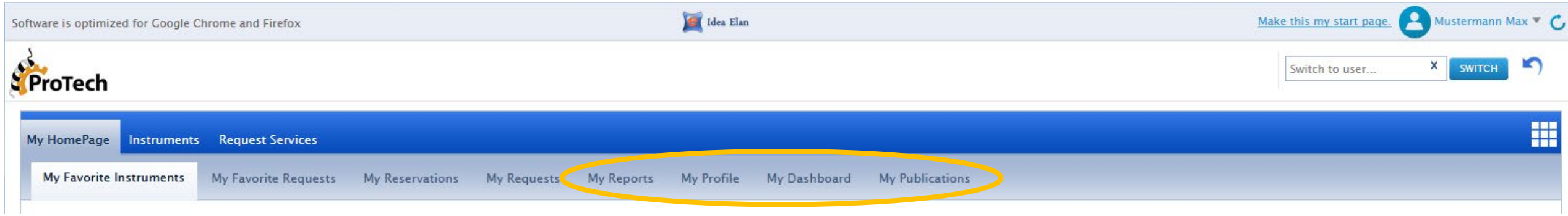


- You can set certain forms as favorites by clicking the star next to the form in the list of forms



- The marked forms are visible under “My Favorite Requests” and can be selected directly from this tab





There are some additional “My Homepage” tabs:

- My Reports – This feature allows you to determine how much you have spent in the facility over a certain time period. For technical reasons, ProTech pricing information is currently not linked to IRIS and therefore this feature does not work. For pricing information and/or quotations, please contact Peggy Stolt-Bergner (peggy.stolt@vbcf.ac.at).

- My Profile – here you have an overview about your account, your lab affiliation, and trainings you have completed. External users can change their password here.

- My Dashboard – here you can see an overview of your usage of the facility.

- My Publications – this feature automatically downloads your publications from Pubmed, and you can mark publications that acknowledge the facility. However, it does not always insert the correct publications, and there seems to be no way to insert them manually.

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Thank you for reading this guide, if you have any questions or need help, please contact ProTech!!

protech@vbcf.ac.at