

# 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](mailto: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

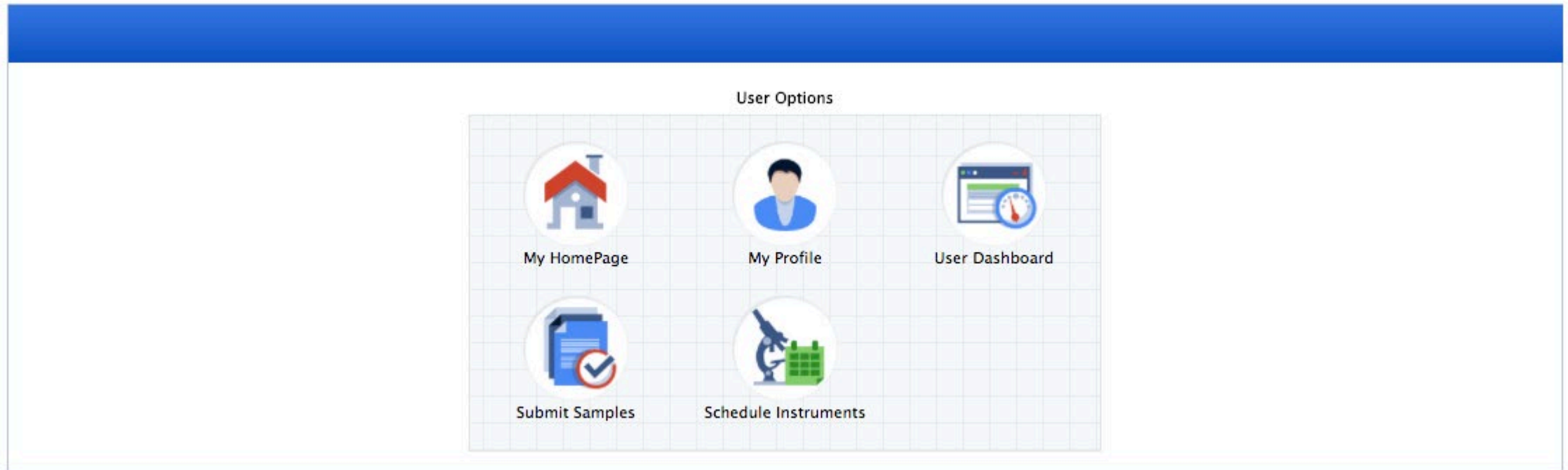
<https://ideaelanweb.vbcf.ac.at/vbcf/>

Or through the link on the VBCF-ProTech homepage:

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

Under the section “User Information”

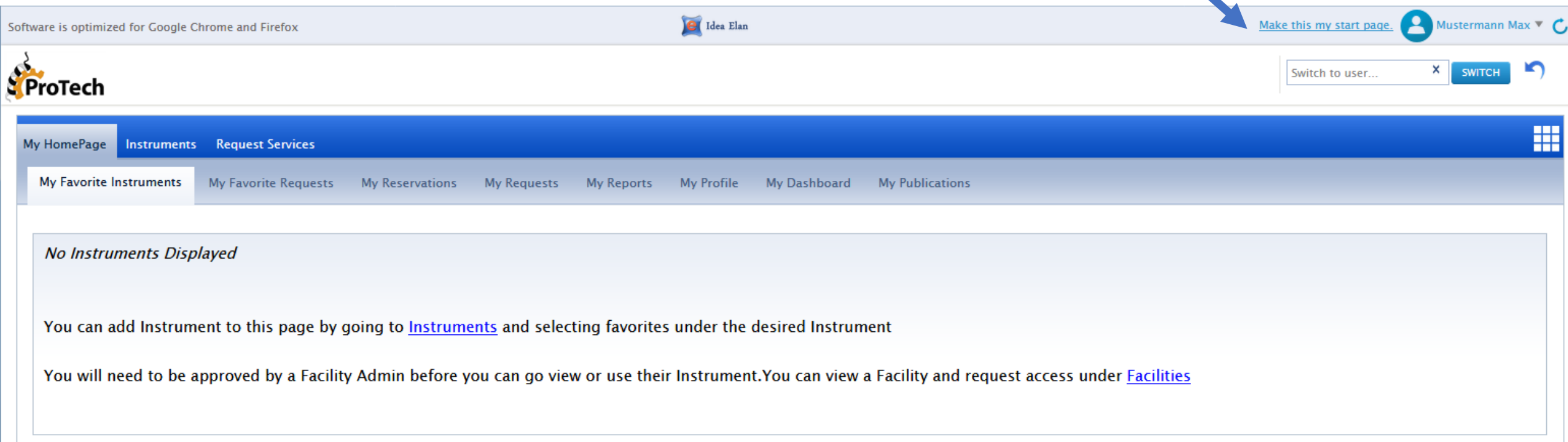
When you first log in, you will see the screen below:



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



Software is optimized for Google Chrome and Firefox

Idea Elan

Make this my start page. Mustermann Max

ProTech

Switch to user... SWITCH

My HomePage Instruments Request Services

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

*No Instruments Displayed*

You can add Instrument to this page by going to [Instruments](#) and selecting favorites under the desired Instrument

You will need to be approved by a Facility Admin before you can go view or use their Instrument. You can view a Facility and request access under [Facilities](#)

# 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

My HomePag **Instruments** Request Services




Instruments Admin

Category All Group All Search Instrument Name/Short Name X GO

Today Tuesday, September 12, 2017 - Tuesday, September 12, 2017

Search available time slot for an instrument

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
 <b>Aekta Purifier</b> Aekta Purifi..																				
 <b>MST NT.115</b>																				
 <b>MST NT.Label.</b>																				

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)






Instruments

Category  Group  Search

[Search available time slot for an instrument](#)

Today Wednesday, October 11, 2017 - Wednesday, October 11, 2017 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	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30
 <p><b>Aekta Purifier (GMI)</b> Aekta Purifi..</p>	<div data-bbox="343 649 1541 892" data-label="Complex-Block"> <p><b>Aekta Purifier (GMI)</b>  <b>Information :</b> Aekta Purifier system running Unicorn 7.0. Owned by the GMI.  <b>Institution :</b> Vienna Biocenter Core Facilities GmbH (VBCF)  <b>Category :</b> Protein expression and purification  <b>Instrument Location:</b> VBC2, 10G-10  <b>Short Name:</b> GMI Aekta  <b>Facility :</b> Protein Technologies Facility  <a href="#">Full Description</a></p> <p><a href="#">Help Files</a>            Permission status : <b>Request Access</b></p> </div>																		
 <p><b>Aekta PURE</b></p>																			
 <p><b>Aekta Purifier</b></p>																			

help

- 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

The screenshot displays the ProTech instrument booking interface. On the left, there is a sidebar with the ProTech logo and navigation tabs for 'My HomePage' and 'Instruments'. Below this, a calendar for Tuesday, September 12, 2017, shows time slots from 08:00 to 08:30. A list of instruments is visible, including 'Aekta Purifier', 'MST NT.115', and 'MST NT.Label.'. The main area shows a 'Schedule' form for booking an instrument. The form includes fields for Subject, Start time, End time, Users, Phone, Add-on Instruments, Lab, Account Code, and Session Type. A note states: '\* Mandatory Note : Sample Submission is mandatory for this instrument, click continue to create the sample submission.' The form also has a 'Recurrence' checkbox and 'CONTINUE' and 'CLOSE' buttons. On the right, a calendar view shows available time slots from 16:00 to 17:30.



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

**ProTech**

My HomePage | Instruments | Request Services

Instruments | Admin

Category: All

Today Tuesday, September 12, 2017

08:00 | 08:30

**Aekta Purifier**  
Aekta Purifi..

**MST NT.115**

**MST NT.Label..**

**INFINITY Create Sample Submission**

Aekta Purifier/PURE booking form

Please submit this form with your Aekta booking.

**Columns Used**

Will you bring your own affinity column?

If no, please select which column you will need from ProTech

if other, please indicate

Which other columns will you use?

**TERMS AND CONDITIONS**

Search available time slot for an instrument

Day | Week | Month | Calendar

16:00 | 16:30 | 17:00 | 17:30

live chat

- 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




My HomePage Instruments Request Services

Instruments Admin

Category All Group All Search Instrument Name/Short Name X GO

[Search available time slot for an instrument](#)

Today Tuesday, September 12, 2017 - Tuesday, September 12, 2017 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	
 <p><b>Aekta Purifier</b> Aekta Purifi..</p>			Peggy Stolt-Bergner , 09:00 to 09:30 <a href="#">View</a> <a href="#">Sample Submission</a>																		
 <p><b>MST NT.115</b></p>																					
 <p><b>MST NT.Label.</b></p>																					

Click here to make a reservation

live chat

- 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”



Select Facility Protein Technologies Facility

Switch to user... SWITCH




My HomePage Instruments Request Services

Instruments Admin

Category All Group All Search Instrument Name/Short Name GO

[Search available time slot for an instrument](#)


Today Wednesday, October 11, 2017 - Wednesday, October 11, 2017 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	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30
 <p><b>Aekta Purifier (GMI)</b> Aekta Purifi..</p>	<div data-bbox="351 678 1503 906"> <p><b>Aekta Purifier (GMI)</b>  <b>Information</b> : Aekta Purifier system running Unicorn 7.0. Owned by the GMI.  <b>Institution</b> : Vienna Biocenter Core Facilities GmbH (VBCF)  <b>Category</b> : Protein expression and purification  <b>Instrument Location</b>: VBC2, 1OG-10  <b>Short Name</b>: GMI Aekta  <b>Facility</b> : Protein Technologies Facility  <b>Full Description</b></p> <p> <a href="#">Help Files</a>  <a href="#">Report an Issue</a>  <span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">★ Favorite</span>  <b>Permission status</b> : Allowed         </p> </div>																		
 <p><b>Aekta PURE</b></p>																			
 <p><b>Aekta Purifier</b></p>																			

help



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



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My HomePage Instruments Request Services

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

From Date   To Date

Start Time	End Time	Instrument	Institution	Facility	Categories	Issue	Status	Action(s)
		<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>	<input type="text" value="Search here"/>		<input type="text" value="All"/>	
29-09-17 12:30:00	29-09-17 13:00:00	<a href="#">Chirascan Plus CD Spectrometer</a>	Vienna Biocenter Core Facilities GmbH (VBCF)	Protein Technologies Facility	Protein characterization		Elapsed	
29-09-17 12:00:00	29-09-17 12:30:00	<a href="#">Chirascan Plus CD Spectrometer</a>	Vienna Biocenter Core Facilities GmbH (VBCF)	Protein Technologies Facility	Protein characterization		Elapsed	
29-09-17 11:30:00	29-09-17 12:00:00	<a href="#">Chirascan Plus CD Spectrometer</a>	Vienna Biocenter Core Facilities GmbH (VBCF)	Protein Technologies Facility	Protein characterization		Elapsed	
12-09-17 09:00:00	12-09-17 09:30:00	<a href="#">Aekta Purifier</a>	Vienna Biocenter Core Facilities GmbH (VBCF)	Protein Technologies Facility	Protein expression and purification		Elapsed	

Export to Grid

"/>
"/>
"/>

# 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)



Select Facility Protein Technologies Facility

Switch to user... SWITCH

My HomePage Instruments **Request Services** Lab Admin Facility Admin

Sample Submission Forms

Welcome to Protein Technologies Facility

Category All Group All Search  X GO

Form Name	Core Facility	Favorites	Help	Report Issue
<a href="#">SEC-MALLS</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">PUR - protein purification</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">HEK293 - cloning and expression v2.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">BEVS - cloning and expression v2.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">E. COLI - cloning and expression v2.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">MST - Microscale Thermophoresis v1.1</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">ITC - Isothermal Titration Calorimetry v1.1</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">Neon Electroporation v1.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">CRISPR/Cas9 in A. thaliana v1.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">GREEN GATE - A. thaliana expression constructs</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">Aekta Purifier/PURE booking form</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">Cas9 custom purification v1.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">Cas9 Orders v1.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">HDR donor plasmid construction v1.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">RNA Transcription v1.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">Cell Culture Media Request v1.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">Thermofluor/DSF stability screening v1.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">DLS - Dynamic Light Scattering Screening v1.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">DLS - Dynamic Light Scattering Basic v1.0</a>	Protein Technologies Facility	☆	🔊	🐛
<a href="#">CD - Circular Dichroism v1.0</a>	Protein Technologies Facility	☆	🔊	🐛





- 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

The screenshot shows a web application interface for managing requests. At the top, there is a navigation bar with 'My HomePage', 'Instruments', and 'Request Services'. Below this is a secondary navigation bar with 'My Favorite Instruments', 'My Favorite Requests', 'My Reservations', 'My Requests' (highlighted), 'My Reports', 'My Profile', 'My Dashboard', and 'My Publications'. The main content area is titled 'My Requests' and includes a sub-tab 'My Lab Requests'. It features a date range filter from '09-09-17 12:00 AM' to '10-10-17 12:00 AM' with a 'GO' button. Below the filter is a table with columns: Date, ID, Form Name, Description, Core Facility, Lab Name, Assigned To, Status, and Action(s). The table contains one row for a request dated '06-10-17' with ID 'EXP1\_23' and form name 'S2 - cloning and expression v1.0'. The status is 'In Progress (finished)' with an 80% completion bar. The 'Action(s)' column contains a green 'ReUse' button with an upward arrow icon. At the bottom of the table, there are 'Export to' buttons for Word, Excel, and PDF. A blue arrow points from the bottom right towards the 'ReUse' button.

Date	ID	Form Name	Description	Core Facility	Lab Name	Assigned To	Status	Action(s)
06-10-17	<a href="#">EXP1_23</a>	<a href="#">S2 - cloning and expression v1.0</a>		Protein Technologies Facility	Group	Aigner Christian	In Progress (finished) 80% completed	ReUse

- 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 →

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

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

Details Communication Activity Log Files

**Basic Details**

Sample Submission Id: **EXPI\_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 Export to 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-ProTech infrastructure.

**Approvals and Milestones**  
 Service Items and Milestones

Basic details

Sample Submission Details

Service items  
(added by facility staff)

Milestones  
(used by facility staff)

You can export the request as a pdf here

**Service Items and Milestones**

**Service Items**

**Sample Details**  
Below is a list of the samples submitted for cloning, expression, or purification

Enter number of rows to start with:

Sample Name	Number of Genes	Cellular Localization	Tags	Molecular Weight (kDa)	Notes/Comments
[REDACTED]	1	secreted protein	Cterm HA, AP	174.3	
[REDACTED]	1	secreted protein	Cterm HA, AP	321.8	
[REDACTED]	1	secreted protein	Cterm HA, AP	206	

Add more items, enter number of rows to add:

Export to Export to Export to Upload Excel:

**S2 Expression Parameters**  
S2 cells are transfected with 10 µL of 100 µg/mL miniprep quality DNA, 24 hours after transfection, expression is induced with 1 mM CuSO4. Media or cells are harvested at the indicated time point.

Enter number of rows to start with:

Sample name	Expression temperature	Number of wells transfected	Volume per well	Viability at start (%)	Time of harvest (days after transfection)
[REDACTED]	21	3	3		
[REDACTED]	21	3	3		
[REDACTED]	21	3	3		

Add more items, enter number of rows to add:

Export to Export to Export to Upload Excel:

**Milestone Details**

Date Created	Date Ended	Submitted By	Milestone
06-10-17 10:24:10 AM	06-10-17 10:24:13 AM	Peggy Stolt-Bergner	finished
06-10-17 10:23:40 AM	06-10-17 10:24:10 AM	Peggy Stolt-Bergner	finished
06-10-17 10:23:35 AM	06-10-17 10:23:40 AM	Peggy Stolt-Bergner	in progress

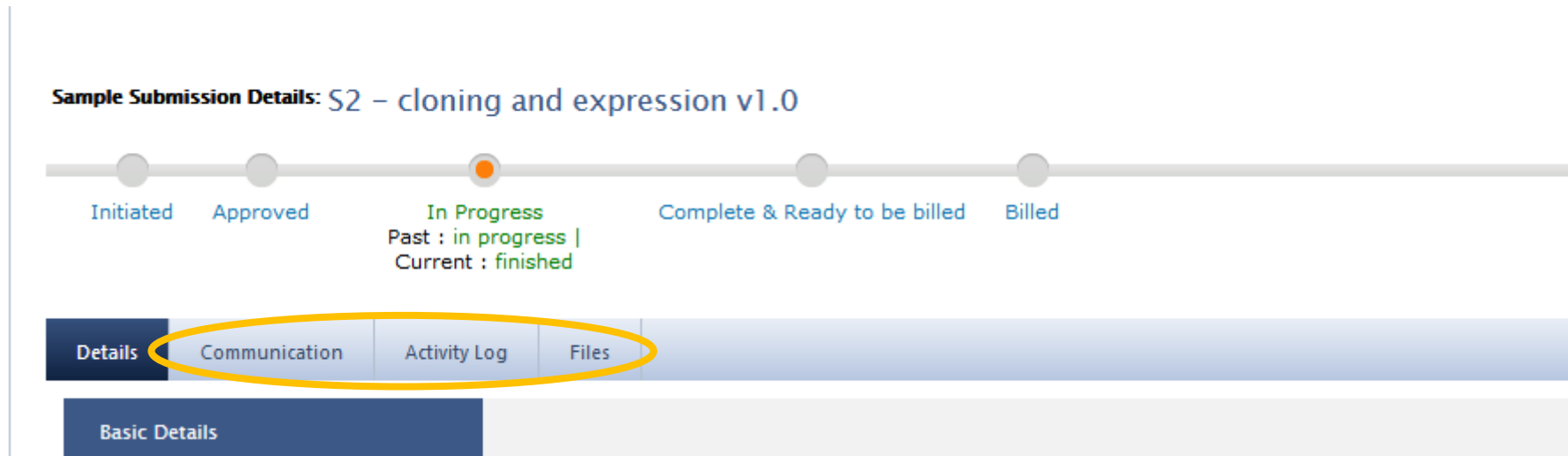
Export to Export to Export to

**Change Sample Submission Status**

Current Status: In Progress  
Past : in progress |  
Current : finished

PRINT SAMPLE SUBMISSION FORM PDF

- 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



Select Facility Protein Technologies Facility





























































Switch to user... SWITCH

My HomePage Instruments Request Services PI/Lab Admin Facility Admin

Sample Submission Forms

Welcome to Protein Technologies Facility

Category All Group All Search X GO

Form Name	Core Facility	Favorites	Help	Report Issue
<a href="#">SEC-MALLS</a>	Protein Technologies Facility			
<a href="#">PUR – protein purification</a>	Protein Technologies Facility			
<a href="#">HEK293 – cloning and expression v2.0</a>	Protein Technologies Facility			
<a href="#">BEVS – cloning and expression v2.0</a>	Protein Technologies Facility			
<a href="#">E. COLI – cloning and expression v2.0</a>	Protein Technologies Facility			
<a href="#">MST – Microscale Thermophoresis v1.1</a>	Protein Technologies Facility			
<a href="#">ITC – Isothermal Titration Calorimetry v1.1</a>	Protein Technologies Facility			
<a href="#">Neon Electroporation v1.0</a>	Protein Technologies Facility			
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<a href="#">DLS – Dynamic Light Scattering Basic v1.0</a>	Protein Technologies Facility			
<a href="#">CD – Circular Dichroism v1.0</a>	Protein Technologies Facility			

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

The screenshot shows the ProTech user interface. At the top left is the ProTech logo. At the top right, there is a 'Switch to user...' dropdown menu with a 'SWITCH' button and a refresh icon. Below this is a blue navigation bar with tabs: 'My HomePage', 'Instruments', and 'Request Services'. Underneath is a grey navigation bar with tabs: 'My Favorite Instruments', 'My Favorite Requests' (highlighted), 'My Reservations', 'My Requests', 'My Reports', 'My Profile', 'My Dashboard', and 'My Publications'. The main content area has a dark blue header for 'Sample Submission'. Below this is a search bar with 'Category' and 'Group' dropdown menus set to 'All', a search input field, and a 'GO' button. A table displays the search results:

Form Name	Core Facility	Favorites	Help	Report Issue
<a href="#">S2 - cloning and expression v1.0</a>	Protein Technologies Facility	★	🔗	🐛



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](mailto: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.



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

**protech@vbcf.ac.at**