Infinity Core Management Software
2019

User Guide

Comprehensive Online Solution for Lab and Core Facility Management

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Quick Startup Guide

Login for Internal Users:
User with a Wayne State University login ID can use their credentials to login and will be redirected to the Infinity page.


Login for External Users:
External user 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 link: https://secure16.ideaelan.com/WSU/Public/AppLogin.aspx
Links to recorded User Webinar:

Instrument based Facilities:
1. MICR (Microscopy, Flow Cytometry, In-Vivo)
2. Lumigen Instrument Center (NMR, Mass Spectrometry, Electron Microscopy, X-Ray)

https://zoom.us/recording/share/z12UYCfxgXEnhYpXArOz35-POy3E7yKko5AAwsU2jXGwIumekTziMw?startTime=1574694170000

Service based Facilities:
1. Epidemiology
2. Lipidomics
3. Michigan Neonatal Bank
4. Shipping Dangerous Goods
5. Biobank and Correlative Sciences
6. Applied Genomics Technology Center
7. KCI Core Facilities
8. 

https://zoom.us/recording/share/siTGjegP6Ld8rmQAu9YHcaAxE7qsloXT4spTxyZRYI?startTime=1574698570000

Instrument based and Service based Facilities:
1. Proteomics Core
2. MRI Research Facility
3. Clinical Research iBio and PEDS

https://zoom.us/recording/share/dC5aw1a8YN_he7qiWGEZNhwQHMBYpAXzle784dTuewIumekTziMw?startTime=1574704950000
New User Registration Process:

- External Users can register on the login page of the INFINITY link.
- Enter First Name, Last Name, Email ID, Password and click on ‘Join Now’ button.
- Internal WSU Users can type in their access ID and password and will be redirected to the Infinity Registration page.
- The registration wizard will appear

![Registration Wizard]

- 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.”

**Note:** most access requests need manual approval from the PI, others may be automatically approved (based on lab settings)
• Select a default lab and click on “Next”.

• 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.

• 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.
Click on 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. **Request instruments** in a facility and make reservations under the instrument tab.
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 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 Instruments tab to view the calendar for instrument reservation.
- User can filter instruments using filter option.
- Calendar can be seen in day / week / month view, based on the selection.
Reservation as a user:

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

- In the reservation window select your project affiliation (only applicable for certain facilities), lab affiliations, index number and session type

- 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

- Some facilities, like MR Research and Clinical Research also require the ‘special instructions’ section to be filled out.
A reservation form may also be required and users need to provide more information about their booking.

Once all information are provided, click “submit” and confirm the usage fee and click OK.

A reservation will be created.

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.
Note: this option is only available for selected facilities

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.
Request Services

How to fill out and submit a request form

- Sample submission/service request forms are provided for certain facilities under the “Request Services” tab.
- All the Help files uploaded by the admin while creating sample submission/service request form can be seen beside the favorite icon.

- To submit a request form, click on the form name. Fill in the necessary details pertaining to the samples or services requested.
• Some forms may have multiple sections and fields which will expand depending on the answers selected

Submitting Sample Information:

• Sample information can also be submitted with your request form. Select from 2 options:
  1. select number of rows and fill in the sample information

  **Sample Name field should not have any duplicates, spaces, slashes or brackets**

  To submit samples, you can select one of the 2 options.
  - Option 1: select the number of samples in the textbox below and click Go
  - Option 2: Download a sample submission excel template, enter the details and upload the file

  **Option 1**
  
  Enter number of rows to start with: 
  [2] 
  [Go]

<table>
<thead>
<tr>
<th>Sample Name</th>
<th>Tube #/Plate Location</th>
<th>Index 1</th>
<th>Index 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  Autocomplete
  [On] [Off]
  [Autocomplete]
  [On] [Off]
  [Autocomplete]
  [On] [Off]
  [Add more samples, enter number of rows to add: ]
  [Go]

  2. download the excel and fill in the sample information and upload to validate

  **Sample Name field should not have any duplicates, spaces, slashes or brackets**

  To submit samples, you can select one of the 2 options.
  - Option 1: select the number of samples in the textbox below and click Go
  - Option 2: Download a sample submission excel template, enter the details and upload the file

  **Option 2**
  
  Download
  [DOWNLOAD TEMPLATE]

  Upload
  [Choose File] [No file chosen]

  [Instruction to fill template]

• In some request form you can also add services. Choose from the category and groups to
specify the exact service and enter in the quantity.

<table>
<thead>
<tr>
<th>Service Name</th>
<th>Category</th>
<th>Group</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minigene x2 200 cts.</td>
<td>Default Category</td>
<td>Default Group</td>
<td>440.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Quantitative RT-qPCR</td>
<td>Isolations</td>
<td>RNA isolation</td>
<td>50.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cell lysate from Cell pellets</td>
<td>DNA isolation</td>
<td>DNA isolation</td>
<td>20.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cell lysate from Sample</td>
<td>DNA isolation</td>
<td>DNA isolation</td>
<td>20.00</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

- Once all information has been provided, the last section at the bottom of the form is “Lab and Payment/Account Information”
- Users have the ability to name their request in the “Service ID” field.
- Provide PI name under Lab field and index number to be used.

**Lab and Payment/Account Information**

Please select the lab and wsu index number you want to tag this sample submission form to:

- **Service Id:**
  - Phone: 2132133231
  - Projects: Not Applicable
  - Lab*: LAB2_WSU
  - WSU Index Number*: 345678

Special Instructions:

Select the Index Number you wish to use. Number can also be split for multiple charges as well as defaulted for quicker access.

- **WSU Index Number**: 345678
  - %: 30.00
  - Set as default

- **WSU Index Number**: 635351
  - %: 70.00
  - Set as default

Once the form is ready, click on “Submit”. The form cannot be modified once submitted (only admins can modify).

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.

**Supplies**

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

• 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.
How to submit a supply order:

- Select the specific products by clicking on the check box next to 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 Index Number can be set for a user.

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Price</th>
<th>Quantity per Unit</th>
<th>Quantity in Stock</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stain</td>
<td>X</td>
<td>11.00</td>
<td>1</td>
<td>123.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>BD 12x75 mm tube with cell strainer cap (25 tubes/bag)</td>
<td>X</td>
<td>0.00</td>
<td>per slide</td>
<td>1234.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>LCM Slides</td>
<td>X</td>
<td>0.00</td>
<td>per slide</td>
<td>9876.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Flexoj-Software Subscription</td>
<td>X</td>
<td>25.00</td>
<td>1</td>
<td>9876.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total 0.00
**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.

- All facilities within the institution will be listed.

- 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.

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