

1. User Name 2. Password 3. Log in

Log in

Log in with your User Name and Password

User Name: UVA email (For example: rc5xf@virginia.edu)

Password: test1234

The User:

Once logged onto INFINITY as a user, a toolbar with tabs will appear that are specific to your role.

User Functions:



1. Click here you can make your current page as the start page.
2. My Items List: with quick links to homepage icons, my favorite instruments, favorite requests, etc.
3. View a homepage that has specified favorite instruments and lists all reservations as well as linked publications, and user profile.
4. Request access to instruments in a facility and make reservations under the instrument tab.
5. Nine Squares: Quick access to help guide, access other facilities, contact for Idea Elan support and Facility Admin

My Home Page:



1. **My Favorite Instruments:** Displays Instruments set as favorite with a calendar to aid in making quick reservations.
2. **My Reservations:** to view the instrument reservations made by the user.
3. **My Projects:** To create and view all the projects assigned.
4. **My Profile:** Displays the profile of the user with detailed information; labs and facilities affiliations of the user as well as account codes
5. **Publications:** For reviewing and accepting publications made by the user
6. **My Agenda:** Displays a calendar with the user's instrument reservations and a tasks list

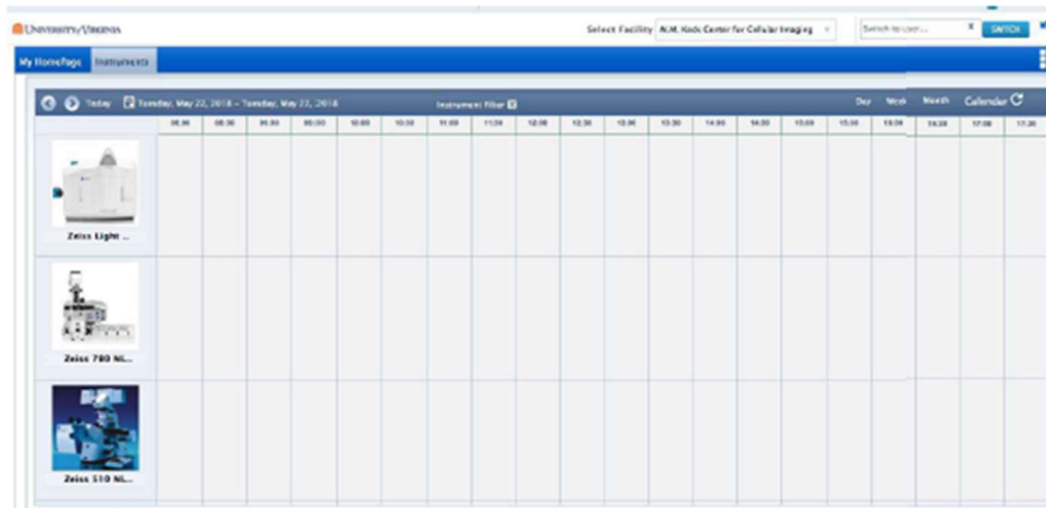
Publications:

Users can keep track of their publications using Idea Elan. The feature allows for users to sort through and view their previous works. Also, facility admin have the ability to request that a user's publication is present under their facility to accreditate the core. Users have the option to select yes or no.



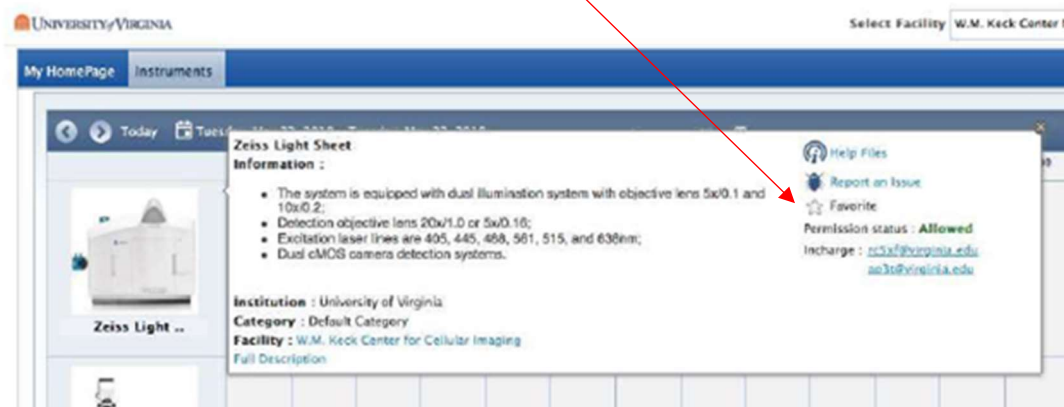
Instruments

The instruments tab displays all the instruments listed in the facility.

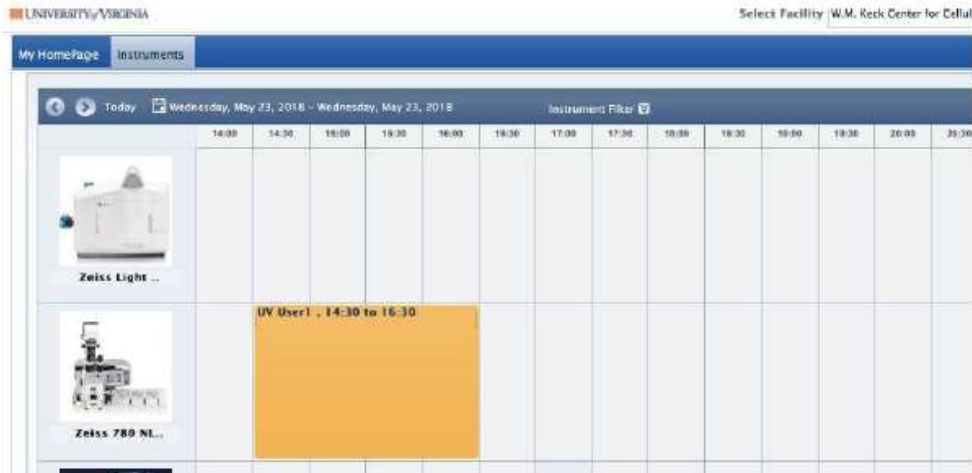


To view descriptions of the instruments, move the mouse pointer over the image. There are the options to mark as favorite and also make reservations. There is also an option to report issues and seek support material for that instrument

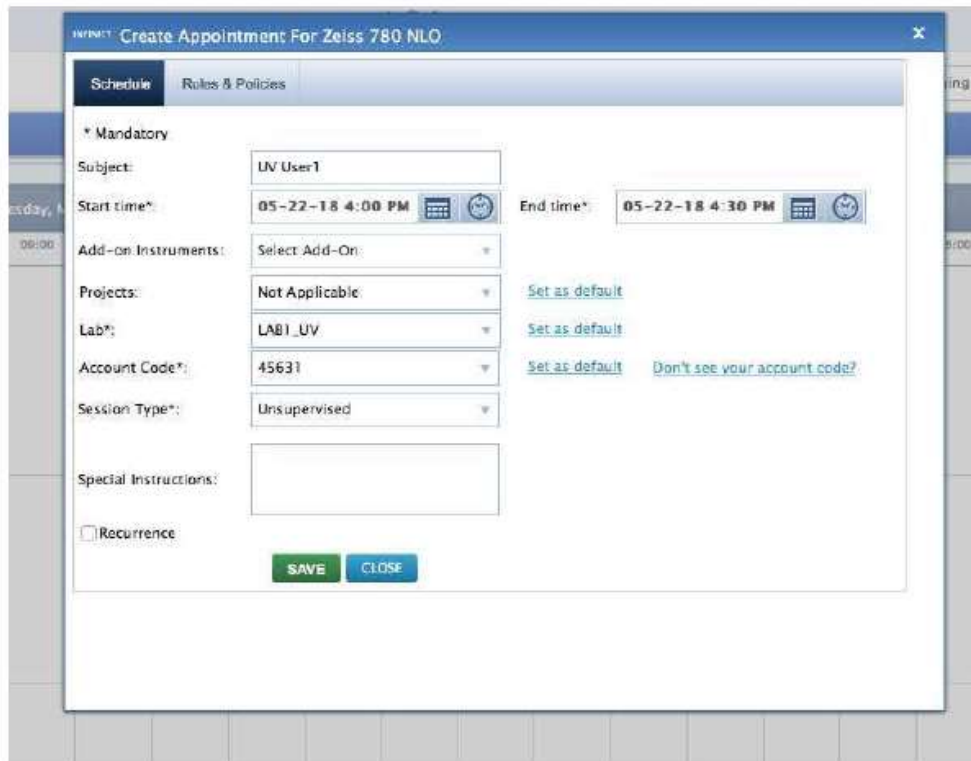
- To make an instrument a favorite, simple click on the star. Selecting this will display the instrument under **"My Favorite Instruments"** on your Homepage.



- To reserve an instrument, click the time slot for which you want to reserve the instrument.
 - In the calendar, select the start time. For example, if you want to use the instrument between 9:00 am and 10:30 am, then click on the box below (9:00 am). A page loads which allows you to select the end time, specify the session type, and if you want to use any other instrument during the same time slot.



- To make the reservation, it is mandatory to select an account code or purpose code from the drop down list. You can select one account code or purpose code to completely (100%) fund a reservation, or use multiple codes, and distribute the cost of usage.



Record Time

The screenshot shows a web-based interface for instrument booking. At the top, there are navigation tabs: "My HomePage", "Instruments", "Request Services", "PI/Lab Admin", and "Facility Admin". Below the tabs, the date is set to "Friday, July 27, 2018 - Friday, July 27, 2018". The interface displays a grid of time slots from 08:00 to 16:00. On the left, there are three instrument icons: "Zeiss Light ..", "Zeiss 780 NL..", and a smaller one below. A blue vertical bar in the 13:00 slot indicates a booking for "Ruofan Cao, 13:00 to 13:30". A green button is visible at the top of this bar. A red arrow points from the text below to this green button.

When the instrument is turned on, use the green button at your sign up time.

This screenshot is a zoomed-in view of the 13:00 slot from the previous image. The instrument icon "Zeiss Light .." is now highlighted with a green circle. The booking bar for "Ruofan Cao, 13:00 to 13:30" is now blue, and the button at the top is red. A red arrow points from the text below to this red button.

The button will become red, and the time begins to record. After your experiments, click the button again, the time will stop recording.