

Group admin instructions to Open IRIS

- Creating project requests
- Managing group
- Managing requests

1. Creating a project request: Click Services

Choose the relevant provider and click Submit request.

Note: CIC is three providers

- flow cytometry
- mass cytometry
- microscopy

Each requires its own request.

The screenshot displays the 'Services' page of a web application. The top navigation bar includes 'Browse', 'Scheduler', 'Services' (highlighted), 'Dashboard', and 'Admin'. Below the navigation bar, there are filters for 'UTU', 'Any provider', 'Any resource type', and a 'Filter text' search bar. The main content area lists five service requests, each with a 'DETAILS' link, a 'SUBMIT REQUEST' button, and a 'DETAILS' button. The requests are:

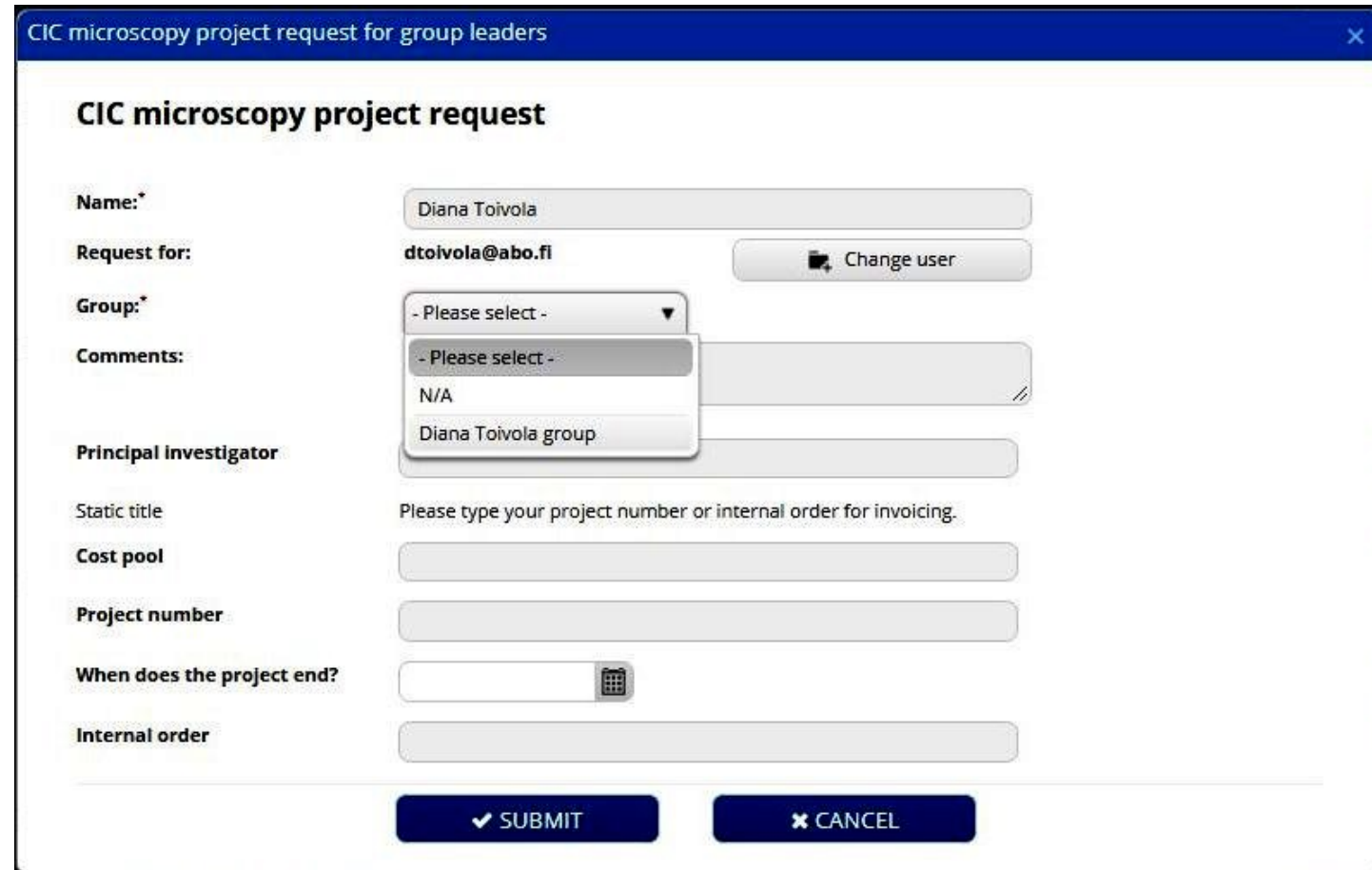
- Add group request**: Provider: Cell Imaging Core - Microscopy, Contact: ctc@btk.fi, Resource Type: Service. Status: Online.
- CIC flow cytometry project request for group le...**: Provider: Cell Imaging Core - flow cytometry, Contact: flow@btk.fi, Resource Type: Project. Status: Online.
- CIC flow cytometry training request**: Provider: Cell Imaging Core - flow cytometry, Contact: flow@btk.fi, Resource Type: Training. Status: Online.
- CIC mass cytometry project request for group l...**: Provider: Cell Imaging Core - mass cytometry, Contact: ketade@utu.fi, innsta@utu.fi, Resource Type: Project. Status: Online.
- CIC microscopy project request for group leaders**: Provider: Cell Imaging Core - Microscopy, Contact: jouksand@utu.fi, cibuha@utu.fi, Resource Type: Project. Status: Online.

Fill the request form

Type your name

Choose your group. If your group does not exist, choose N/A.

Type the name of principal investigator



The screenshot shows a web application window titled "CIC microscopy project request for group leaders". The main heading is "CIC microscopy project request". The form contains the following fields and elements:

- Name:** A text input field containing "Diana Toivola".
- Request for:** A text input field containing "dtoivola@abo.fi". To its right is a button with a user icon and the text "Change user".
- Group:** A dropdown menu with a downward arrow. The dropdown is open, showing three options: "- Please select -", "N/A", and "Diana Toivola group".
- Comments:** A text input field containing "N/A".
- Principal investigator:** A text input field.
- Static title:** A text input field containing the placeholder text "Please type your project number or internal order for invoicing."
- Cost pool:** A text input field.
- Project number:** A text input field.
- When does the project end?:** A date input field with a calendar icon.
- Internal order:** A text input field.

At the bottom of the form are two buttons: a blue button with a checkmark and the text "SUBMIT", and a blue button with an 'X' and the text "CANCEL".

Fill the request form continued

Give invoicing information:

- type cost pool
- type project number or internal order

Choose the project ending date

Submit the request

CIC microscopy project request for group leaders

CIC microscopy project request

Name: Diana Toivola

Request for: dtoivola@abo.fi Change user

Group: - Please select -

Comments:

Principal investigator

Static title Please type your project number or internal order for invoicing.

Cost pool

Project number 2600XXXX

When does the project end? Calendar icon

Internal order

Calendar: February 2019

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

Wednesday, February 20, 2019

CANCEL

Provider: Cell Imaging Core - Microscopy
Contact: jouksend@utu.fi, cibuhaf@utu.fi
Resource Type: Project

SUBMIT

2. Managing the group

- Add or remove group members
- Add or remove group admins
- Edit group information: contact information, keywords, URL...
- DO NOT activate AD integration
- See groups reservations
- See groups requests
- See groups costs

Adding and removing group members

Adding:

Click Add member...

Find the person by typing her IRIS account login name

Click Add to Group

Removing:

Click remove icon

Accept removal

Edit Group 'Riitta Lahesmaa group'

Members Group Admins Settings Bookings Requests Charges Cost pool

Add member... Add to Group New member Bulk import users

Date	Name	Organization	Status	AD Override	
2019-01-29 11:12	Syed Bilal Ahmad Andrabi (sbaand@utu.fi)	University of Turku	Approved	☐	
2019-01-15 09:25	Omid Rasool (omiras@utu.fi)	University of Turku	Approved	☐	
2019-01-08 13:47	Mohd Moin Khan (momokh@utu.fi)	University of Turku	Approved	☐	
2019-01-04 13:20	Ankitha Shetty (ankshe@utu.fi)	University of Turku	Approved	☐	

1 5 items per page 1 - 4 of 4 items

Close

Adding and removing group admins

Adding:

Click Add admin...

Find the person by typing her IRIS account login name

Click Add as Admin

Removing:

Click remove icon

Accept removal

The screenshot shows a web application window titled "Edit Group 'Riitta Lahesmaa group'". It has several tabs: "Members", "Group Admins", "Settings", "Bookings", "Requests", "Messages", and "Cost pool". The "Group Admins" tab is active. In this tab, there is a search bar labeled "Add admin..." and a button labeled "Add as Admin". Below this, there is a table with one row. The table has a "Name" header. The row contains the text "Jouko Sandholm (jouksand@utu.fi)". To the right of the text in the row is a small circular icon with an "X" inside, which is circled in green. At the bottom of the table, there are pagination controls showing "1" of "1" items, "5" items per page, and navigation arrows. A "Close" button is at the bottom of the window.

Editing group information

DO NOT activate AD integration

Edit Group 'Riitta Lahesmaa group'

Members

Group Admins

Settings

Bookings

Requests

Charges

Cost pool

Group Name:

Riitta Lahesmaa group

Short name:

Contact email:

jouksand@utu.fi

Group head (any email acceptable):

jouksand@utu.fi

Group heads from IRIS:

jouksand@utu.fi X

☐ show users from all organizations

Enable group orders list:

☐

Type:

Research

Keywords:

Add keyword

or select existed one:

Organization:

University of Turku

Affiliated department:

(none)

AD Integrated:

☐

(DN of group / AD group name)

Creator:

Created on 2019.01.04 08:56 (UTC) by Jouko Sandholm (jouksand@utu.fi) from University of Turku

Auto approve group membership requests:

☐

Allow users from different organizations:

☒ group admin can add users from a different organization

Affiliated communities:

Link URL:

http://

Group nick name:

GUID:

95127505-02ed-4483-ba9e-3fa497834df6

✓ Update

🗑 Delete

✕ Close

Visualize bookings

Edit Group 'Riitta Lahesmaa group'

Members

Group Admins

Settings

Bookings

Requests

Charges

Cost pool

Refresh

Booked on	Start	End	Duration	Charge	Resource	Provider	User	Status
2019-02-05 12:54	2019-02-05 14:30	2019-02-05 15:00	30 mins	N/A	BD LSRII flow cytometer	Cell Imaging Core - flow cytometry	omiras@utu.fi	Unknown
2019-02-04 09:10	2019-02-04 10:30	2019-02-04 11:30	1 hour	N/A	BD LSRII flow cytometer	Cell Imaging Core - flow cytometry	sbaand@utu.fi	Unknown
2019-02-01 16:18	2019-02-01 18:00	2019-02-01 20:00	2 hours	N/A	BD LSRII flow cytometer	Cell Imaging Core - flow cytometry	momokh@utu.fi	Unknown
2019-01-28 17:03	2019-01-29 10:30	2019-01-29 12:30	2 hours	N/A	BD LSRII flow cytometer	Cell Imaging Core - flow cytometry	omiras@utu.fi	Unknown
2019-01-28 14:01	2019-01-28 15:30	2019-01-28 16:30	1 hour	N/A	BD LSRII flow cytometer	Cell Imaging Core - flow cytometry	ankshe@utu.fi	Unknown

1

2

3

5 items per page

1 - 5 of 15 items

Close

Visualize requests (trainings etc.)

Edit Group 'Riitta Lahesmaa group'

Members

Group Admins

Settings

Bookings

Requests

Charges

Cost pool

Refresh

Date	Resource	Type	Provider	User	Approval Status	Request Status
Fri Jan 25 2019 09:37:00 GMT+0200 (Eastern European Standard Time)	CIC flow cytometry project request for group leaders	Service	Cell Imaging Core - flow cytometry	jouksand@utu.fi		Closed
Fri Jan 25 2019 09:54:00 GMT+0200 (Eastern European Standard Time)	CIC flow cytometry project request for group leaders	Service	Cell Imaging Core - flow cytometry	jouksand@utu.fi		Active
Fri Jan 25 2019 09:55:00 GMT+0200 (Eastern European Standard Time)	CIC flow cytometry project request for group leaders	Service	Cell Imaging Core - flow cytometry	jouksand@utu.fi		Active
Tue Feb 05 2019 06:57:00 GMT+0200 (Eastern European Standard Time)	CIC flow cytometry training request	Service	Cell Imaging Core - flow cytometry	omiras@utu.fi		Closed

1

5 items per page

1 - 4 of 4 items

Close

Visualize costs

Clicking Send now emails the summary of current charges to group admins

Edit Group 'Riitta Lahesmaa group'

Members

Group Admins

Settings

Bookings

Requests

Charges

Cost pool

Monthly report of open charges (sent 6:00 on the first day of the next month):

Off

On

▲ Send now

Refresh

	Charge Date	Status	Description	Provider	User	Cost center	Price	Charge	
▶	2019-01-03 16:06	Unassigned	BD LSR II flow cytometer	Cell Imaging Core - flow cytometry	ankshe@utu.fi		• BD LSR II usage (0.5 x 19.00 EUR)	9.50 EUR	✎
▶	2019-01-08 15:13	Unassigned	BD LSR II flow cytometer	Cell Imaging Core - flow cytometry	momokh@utu.fi		• BD LSR II usage (2 x 19.00 EUR)	38.00 EUR	✎
▶	2019-01-11 16:19	Unassigned	BD LSR II flow cytometer	Cell Imaging Core - flow cytometry	ankshe@utu.fi		• BD LSR II usage (0.5 x 19.00 EUR)	9.50 EUR	✎
▶	2019-01-12 15:39	Unassigned	BD LSR II flow cytometer	Cell Imaging Core - flow cytometry	ankshe@utu.fi		• BD LSR II usage (0.5 x 19.00 EUR)	9.50 EUR	✎
▶	2019-01-14 13:01	Unassigned	BD LSR II flow cytometer	Cell Imaging Core - flow cytometry	ankshe@utu.fi		• BD LSR II usage (1 x 19.00 EUR)	19.00 EUR	✎

◀

1

2

▶

5

items per page

1 - 5 of 9 items

✕ Close

3. Managing projects

- Visualize project details and status
- See which resources are available for the project
- Made reservations
- See project participants
- See purchases
- You can see the project log (when created, who was added...)
- Also the original project request form is available
- Project charges are available

Managing the projects

▶ 2019-02-05 15:25	Service	CIC microscopy project request for group leaders	5424 - Schleutker AKA 2608058411	Cell Imaging Core - microscopy	jouksand@utu.fi	Active
▶ 2019-02-05 14:22	Service	CIC microscopy project request for group leaders	5422 - ZF IO	Cell Imaging Core - microscopy	ilanpa@utu.fi	Active
▶ 2019-02-05 13:43	Service	CIC microscopy project request for group leaders	5421 - Ivaska CoE 2608056511	Cell Imaging Core - microscopy	hellyeh.hamidi@utu.fi	Active
▶ 2019-02-04 14:40	Service	CIC microscopy project request for group leaders	5402 - Sahlgren Cost Pool 2804400	Cell Imaging Core - microscopy	ostassen@abo.fi	Active
▶ 2019-02-04 12:32	Service	CIC flow cytometry project request for group leaders	5397 - Virus Core IO 26002167	Cell Imaging Core - flow cytometry	wwaspe@utu.fi	Active
▶ 2019-01-31 15:14	Service	CIC microscopy project request for group leaders	5374 - Coffey 28400044K2 Cost pool 2804400	Cell Imaging Core - microscopy	verfag@utu.fi	Active
▶ 2019-01-31 14:14	Service	CIC microscopy project request for group leaders	5368 - PESCADO/Rosenholm project 28200218K1	Cell Imaging Core - microscopy	jerosenh@abo.fi	Active
▶ 2019-01-30 14:39	Service	CIC flow cytometry project request for group leaders	5349 - Westernmarck Syöpä 2600461611	Cell Imaging Core - flow cytometry	tiinar@utu.fi	Active
▶ 2019-01-28 10:15	Service	CIC microscopy project request for group leaders	5316 - John Eriksson AKA 26080711	Cell Imaging Core - microscopy	jouksand@utu.fi	Active
▶ 2019-01-25 11:55	Service	CIC flow cytometry project request for group leaders	5303 - Lahesmaa IO 26002193	Cell Imaging Core - flow cytometry	jouksand@utu.fi	Active
▶ 2019-01-25 11:54	Service	CIC flow cytometry project request for group leaders	5302 - Lahesmaa Juselius 2600304411	Cell Imaging Core - flow cytometry	jouksand@utu.fi	Active

Details (ID: 5302)

Resources (1)Bookings (1)Participants (3)Products (0)Tasks (0)Timeline (11)Attachments (0)FormApprovers (0)Charges (0)Notes (0)

Requester:

jouksand@utu.fi

Group:

Riitta Lahesmaa group

Project:

N/A

Title:

Lahesmaa Juselius 2600304411

Request ID:

5302

Alternate ID:

Service:

CIC flow cytometry project request for group leaders

Service Type:

Project

Provider:

Cell Imaging Core - flow cytometry

Date of submission:

2019-01-25 09:54:50

Request description:

Status:

Active

Assigned to:

Cost pool:

2609201 (Bioteknikan keskus, organization)

Comments of provider:

Start:

2019-01-25

End:

2019-04-30

Budget:

0 (0 remaining)

Total charges:

(none)

Edit

Duplicate

Details and status

Details (ID: 5302)

Resources (1)

Bookings (1)

Participants (3)

Products (0)

Tasks (0)

Timeline (11)

Attachments (0)

Form

Approvers (0)

Charges (0)

Notes (0)

-

Requester:

jouksand@utu.fi



-

Group:

Riitta Lahesmaa group

-

Project:

N/A

-

Title:

Lahesmaa Juselius 2600304411

-

Request ID:

5302

-

Alternate ID:

-

Service:

CIC flow cytometry project request for group leaders

-

Service Type:

Project

-

Provider:

Cell Imaging Core - flow cytometry

-

Date of submission:

2019-01-25 09:54:50

-

Request description:

-

Status:

Active

-

Assigned to:

-

Cost pool:

2609201 (Bioteekniikan keskus, organization)

-

Comments of provider:

-

Start:

2019-01-25

-

End:

2019-04-30

-

Budget:

0 (0 remaining)

-

Total charges:

(none)

Edit

Duplicate

Available resources for the project

Details (ID: 5302)

Resources (1)

Bookings (1)

Participants (3)

Products (0)

Tasks (0)

Timeline (11)

Attachments (0)

Form

Approvers (0)

Charges (0)

Notes (0)

 Select Resource(s)

☐ select all resources

Name	Class	Type	
BD LSRII flow cytometer	Scheduled	Flow Cytometry Analyzer	Remove

⏪

⏴

1

⏵

⏩

5 items per page

1 - 1 of 1 items

Resource bookings for the project

Details (ID: 5302)
Resources (1)
Bookings (1)
Participants (3)
Products (0)
Tasks (0)
Timeline (11)
Attachments (0)
Form
Approvers (0)
Charges (0)
Notes (0)

Feb 7, 1999 – Feb 7, 2021

Export

Booked on ▼	Start ▼	End ▼	Duration	Resource ▼	Type ▼	User ▼	Group ▼	Organization ▼	Charge ▼	Status ▼	
2019-01-28 14:01	2019-01-28 15:30	2019-01-28 16:30	1 hour	BD LSR flow cytometer	Regular usage	ankshe@utu.fi	Riitta Lahesmaa group	UTU		Elapsed	⚙

⏮
⏪
1
⏩
⏭

5 ▼ items per page

1 - 1 of 1 items

Researchers in the project

Adding:

Click Add USER...

Find the person by typing her IRIS account login name

Click Add as Participant

Adding:

Click Remove icon

Accept removal

Details (ID: 5302) Resources (1) Bookings (1) Participants (3) Products (0) Tasks (0) Timeline (11) Attachments (0) Form Approvers (0) Charges (0) Notes (0)

Add user... Add as Participant search also non-affiliated organizations

Name	Organization	Added by	Date	Status	
Syed Bilal Ahmad Andrabi (sbaand@utu.fi)	University of Turku	Jouko Sandholm (jouksand@utu.fi)	2019-01-29	Approved	Remove
Mohd Moin Khan (momokh@utu.fi)	University of Turku	Jouko Sandholm (jouksand@utu.fi)	2019-01-25	Approved	Remove
Ankitha Shetty (ankshe@utu.fi)	University of Turku	Jouko Sandholm (jouksand@utu.fi)	2019-01-25	Approved	Remove

1 5 items per page 1 - 3 of 3 items

Products/items purchased by the project

Details (ID: 5302)

Resources (1)

Bookings (1)

Participants (3)

Products (0)

Tasks (0)

Timeline (11)

Attachments (0)

Form

Approvers (0)

Charges (0)

Notes (0)

Select product... ▼

Add product

Please select action ▼

Create Product

Name ▼	Comment ▼	Price ▼	Quantity ▼	Total price ▼	Status	
◀ ◁ 0 ▷ ▶ 5 ▼ items per page No items to display						

Project log

Details (ID: 5302)

Resources (1)

Bookings (1)

Participants (3)

Products (0)

Tasks (0)

Timeline (11)

Attachments (0)

Form

Approvers (0)

Charges (0)

Notes (0)

Date	Description	Person
2019-01-30 15:38	start/end date changed to start 2019-01-25 and end 2019-04-30	jouksand@utu.fi
2019-01-30 15:38	cost center set to Biotekniikan keskus	jouksand@utu.fi
2019-01-29 13:14	participant sbaand@utu.fi added	jouksand@utu.fi
2019-01-28 11:58	added resource(s) 'BD LSRII flow cytometer'	jouksand@utu.fi
2019-01-25 11:57	start/end date changed to start 2019-01-25 and end 2019-04-30	jouksand@utu.fi
2019-01-25 11:57	status set to active	jouksand@utu.fi
2019-01-25 11:56	start/end date changed to start 2019-01-25 and end 2019-04-30	jouksand@utu.fi
2019-01-25 11:56	cost center set to Lahesmaan tutkimuksen tuki (sisäinen tilaus)	jouksand@utu.fi
2019-01-25 11:56	participant momokh@utu.fi added	jouksand@utu.fi
2019-01-25 11:56	participant ankshe@utu.fi added	jouksand@utu.fi
2019-01-25 11:54	request created	jouksand@utu.fi

1

25

items per page

1 - 11 of 11 items

The project request form is included

Details (0: 5302)Resources (1)Bookings (1)Participants (3)Products (0)Tasks (0)Timeline (11)Attachments (0)FormApprovers (0)Charges (0)Notes (0)

CIC flow cytometry project request for group leaders
Cell Imaging Core - flow cytometry
2019-01-25

Form name:

CIC flow cytometry project request

Title:

Laesmaa Jusellus 2600304411

Requester:

jouksand@utu.fi

Group:

Riitta Laesmaa group

Cost pool:

2609201 (Biotekniikan keskus, organization)

Request ID:

5302

Comments:

N/A

Attachments:

N/A

Principal investigator

Riitta Laesmaa

Static title

Please type your cost pool and then project number or internal order for invoicing.

Cost pool

Project number

2600304411

Internal order

What is the experimental question?

Immunology

How are you planning to analyze the data?

FlowJo

Sample input

☐ tubes ☐ multiwell plate ☒

Sample origin:

Human

Edit

Export to PDF

Export to PDF (fit to page)