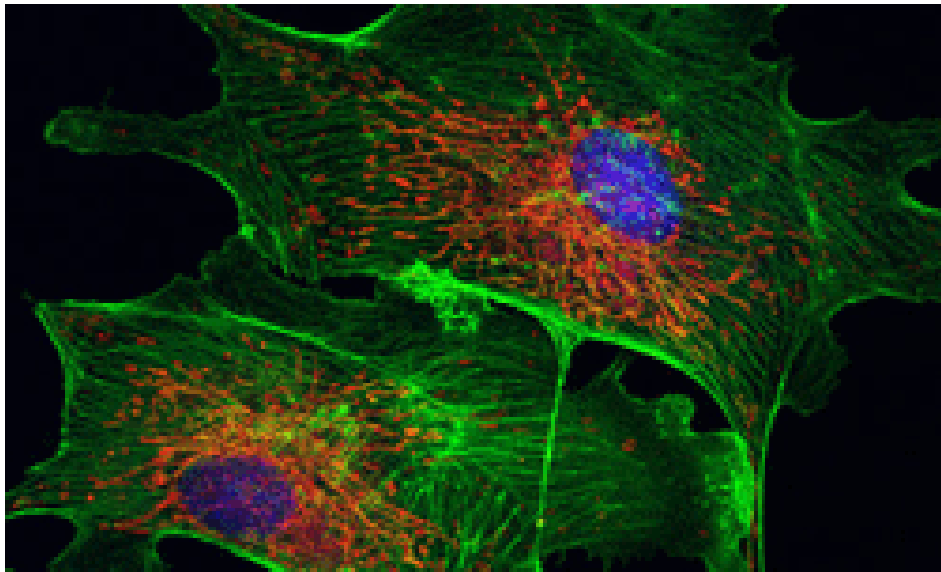


Imaging User Guide



Revised: January 15, 2010

TABLE OF CONTENTS

TABLE OF CONTENTS..... 3
INTRODUCTION 4
PURPOSE..... 4
TROUBLESHOOTING 4
TUTORIALS..... 5
 Tutorial 1: Accessing the Application 5
 Tutorial 2a: Initial Login..... 6
 Tutorial 2b: Logging into the Imaging Section..... 8
 Tutorial 3: Changing Your Password 9
 Tutorial 4: Creating a New Request..... 10
 Tutorial 5: Viewing and Updating a Request 13
 Tutorial 6: Actual Usage Sign In/Sign Out..... 14
 Tutorial 7: Viewing Invoices 15
 Tutorial 8: Reserving Training with Technicians 17
 Tutorial 9: Dropping a Request..... 19
 Tutorial 10: Viewing Calendar (Main Menu)..... 20

This application is optimized for use with Internet Explorer. Other browsers may result in errors. If you have any problems, please contact BIC.

INTRODUCTION

This guide will be used with the Biomedical Instrumentation Center (BIC) application. Although the application contains modules for each of the three sections in BIC; Imaging, Flow Cytometry and Synthesis and Sequencing (Proteomics/Genomics), this particular guide is for the users of the Imaging section only. There are separate guides for each of the three sections, as well as separate guides for the Administrators of each section. This application is replacing the paper and online system that BIC used in the past. This is an online system and does not contain a client module. Regular users, principle investigators (PIs), and administrators will access this system online with the use of logins, passwords and or pin numbers.

PURPOSE

The purpose of this guide is to instruct all users with how each area of the functions is used in the Imaging section. It is intended to provide easy step by step instructions in a tutorial format that will allow the user to complete a particular process.

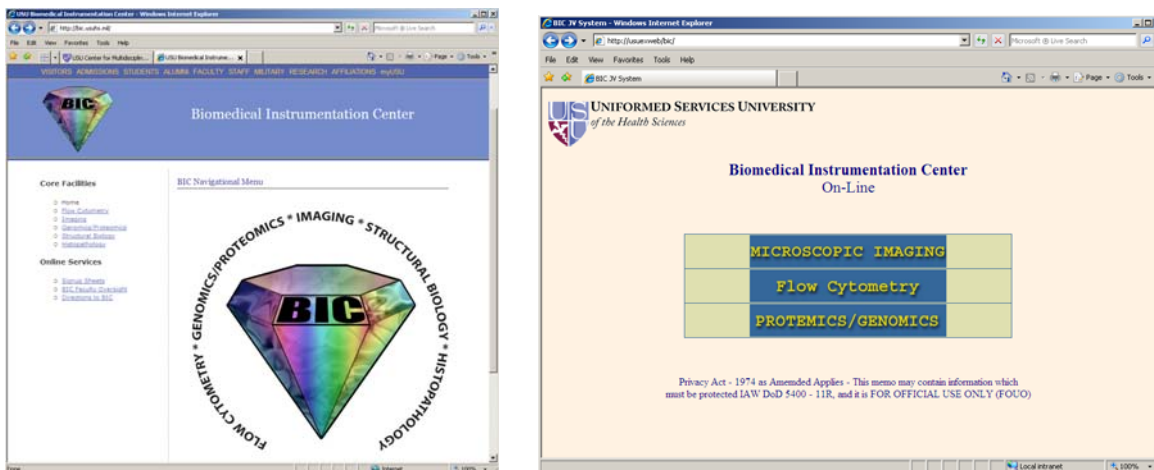
TROUBLESHOOTING

If you have problems with the user guide or technical issues with the application, please contact the administrators in BIC (Imaging).

TUTORIALS

Tutorial 1: Accessing the Application

The purpose of this tutorial is to guide you through accessing the main page of the application.

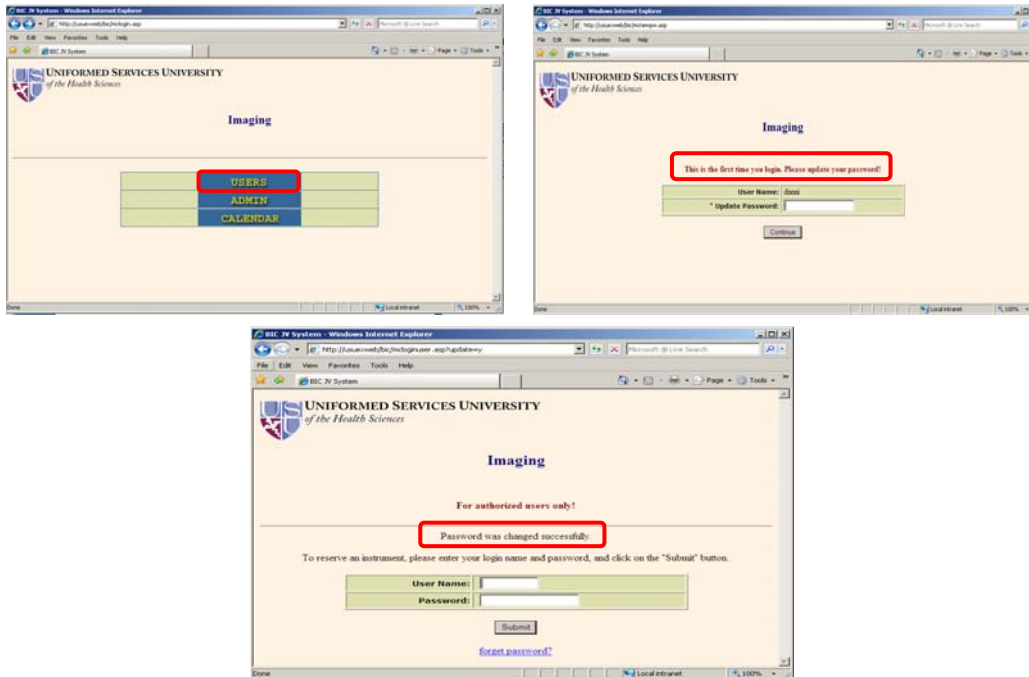


1. Open your internet browser and type the following url in the address bar:
<http://www.usuhs.mil/bic> and press enter on your keyboard.
2. Click '**Imaging**' under the *Core Facilities* section (on the left) or around the BIC “diamond” in the center of the page.
3. Click '**Online Reservations**' under the *Imaging* section on the next page.
4. Click the [OK](#) link on the **DOD NOTICE AND CONSENT BANNER** page.

Note: For all users, the administrative staff will have to first create an account for you. You will then be asked to change the password upon your first login. First time users should proceed to Tutorial 2A. All other users should proceed to Tutorial 2B.

Tutorial 2a: Initial Login

The purpose of this tutorial is to guide you through logging in and creating a password to the Imaging section for the first time.

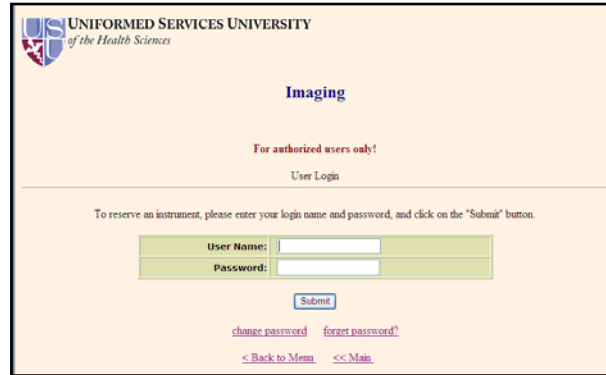
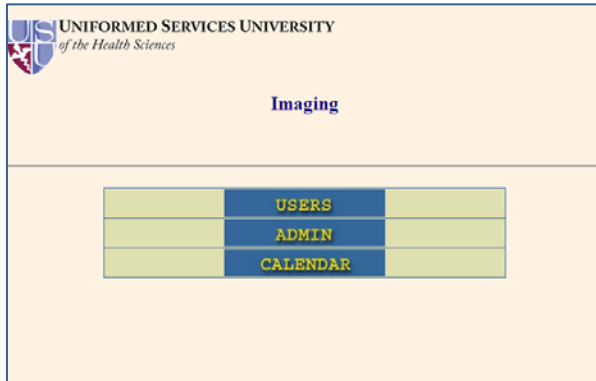


1. Click the **USERS** button on the Imaging Menu. This will take you to the Imaging login page.
2. In the **User Name** field, enter your username. The default username is the first initial of your first name and your full last name. The login field is not case sensitive. There are however, exceptions to this rule, so if you are not able to access the application, please check with the administrator in the Imaging section. Ex. John Smith would log in with “jsmith” or “JSmith”
3. In the **Password** field, enter “*password*”. You will get a message telling you to update your password.
4. Enter a new password in the **Update Password** field and click the **Continue** button. *You will have to log in again.*
5. Enter your username again in the **User Name** field.

6. Enter the password you just created in the **Password** field and click the **Submit** button.
This will take you to the main menu. Again, if you are unable to access the application, please contact the administrator in Imaging.

Tutorial 2b: Logging into the Imaging Section

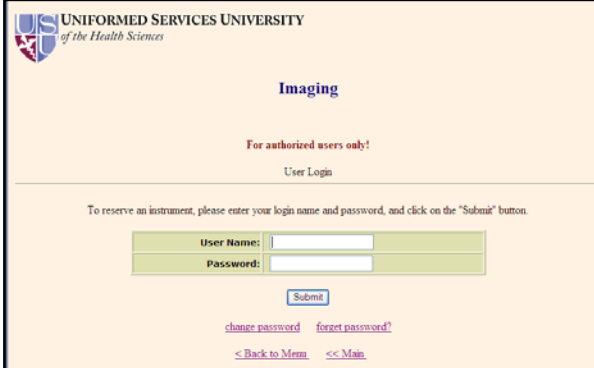
The purpose of this tutorial is to guide you through logging into the user module of the Imaging section.



1. Click the **USERS** button on the Imaging Menu. This will take you to the Imaging login page.
2. In the **User Name** field, enter your username.
3. In the **Password** field, enter your password and click the **Submit** button. This will take you to the main menu. If you are unable to access, please contact the administrator in Imaging.

Tutorial 3: Changing Your Password

The purpose of this tutorial is to guide you through changing your password. You may change your password anytime.



The screenshot shows the 'Imaging' page for Uniformed Services University of the Health Sciences. It features a 'User Login' section with a 'Submit' button. Below the login form, there are links for 'change password' and 'forget password?'. At the bottom, there are navigation links '< Back to Menu' and '<< Main'.



The screenshot shows the 'Imaging' page for Uniformed Services University of the Health Sciences, specifically the 'Change your password!' section. It contains four input fields: 'User Name:', 'Password:', 'New Password:', and 'Confirm password:'. A 'Continue' button is located below the fields. At the bottom, there are navigation links '< Back to Menu' and '<< Main'.

1. Click the [change password](#) link on the Imaging login page. This will take you to the **Change Your Password** page.
2. In the **User Name** field, enter your username.
3. In the **Password** field, enter your current password
4. In the **New Password** field, enter a new password.
5. Enter the new password again in the **Confirm Password** field and click the [Continue](#) button. You will get a confirmation that your password has been changed. Now, log in using your new password.

Tutorial 4: Creating a New Request

The purpose of this tutorial is to create a new request to utilize the equipment in the Imaging area.

UNIFORMED SERVICES UNIVERSITY
of the Health Sciences

Imaging
User System

[Add New Request](#)
[View/Update Existing Request](#)
[Actual Usage Stop In Sign Out](#)
[View Invoices](#)
[Request Training](#)

[< Back](#) [<< Main](#) [Logout](#)

UNIFORMED SERVICES UNIVERSITY
of the Health Sciences

Imaging

Please update your information if they are incorrect.
(Fields with * are required)

User Name:
 * Last Name:
 * First Name:
 Department:
 * Email:
 Phone:
 Room:
 * PI:
 * PI Email:
 * PI Phone:
 Pascal Super User:
 Zeiss Super User:

UNIFORMED SERVICES UNIVERSITY
of the Health Sciences

Imaging

[< Back to Menu](#) [<< Main](#) [Logout](#)

User: bcuser

Enter New Request:

Please select a grant from drop down box: [View Calendar](#)

* You cannot update/drop request within 24 hours of your procedure start time. If you would like to update/drop request within 24 hours of your procedure start time, please contact Imaging Staff at 295-5691.

View/Update Existing Request:

Request No	Request Type	Request Date	Grant #	Instrument Workstation	Start Date	End Date	Drop
379	Instr-WS	10-12-2009 14:27	101000	pascal lsm	12-16-2009 07:00	12-16-2009 09:30	X
378	Instr-WS	10-09-2009 15:32	302900	pascal lsm	10-06-2009 14:00	10-11-2009 13:30	
377	Instr-WS	10-09-2009 14:01	207100	3D Dell WK	10-31-2009 01:00	10-31-2009 09:00	X
376	Training	10-09-2009 13:13	101000	3D Dell WK	10-22-2009 09:00	10-22-2009 09:30	X
371	Training	10-07-2009 13:56	101000	3D Dell WK	10-22-2009 10:00	10-22-2009 10:30	X
369	Training	10-07-2009 13:34	208000	pascal lsm	10-09-2009 08:00	10-09-2009 10:00	

UNIFORMED SERVICES UNIVERSITY
of the Health Sciences

Imaging

[< Back to Menu](#) [<< Main](#) [Logout](#)

Name: KENRIC ABAN Grant Number: 101000 Department: OCP
 Phone: 310-277-8814 Room: C1020 Email: kplang@vshhs.mil
 PI Name: BOARD OF REGENTS PI Phone: 741-258-9632 PI Email: dscott@vshhs.mil
 Pascal Super User: N/A Zeiss710 Super User: Y

Fields with * are required
(* Please select an Instrument or Workstation.)

Instrument Reservation:

PASCAL LSM ZEISS710 (2P) LEICA (Ultracrotome) FEI Philips EM

OR

Workstation Reservation:



Dell Workstation 1 (64 bit) -- Image J, Image Pro, Adobe
 HP Workstation 2 (64 bit) -- Image J, Zeiss ZEN
 Apple Workstation 3 (64 bit) -- Image J, Create, Tiffany

*Proposed Start Date: *Start Time:
 *Proposed End Date: *End Time:
 Request Date: Monday, October 12, 2009






[< Back to Menu](#) [<< Main](#) [Logout](#)

1. Click the [Add New Request](#) link on the menu.
2. If your information is incorrect in the **Department**, **Email**, **Phone**, or **Room** fields, please correct that information. If it is correct, skip to the next step.
3. Click the arrow in the **PI** field and select your PI from the list.
4. If the PI's email is not filled in, enter his/her email in the **PI Email** field.
5. Enter the PI's phone number in the **PI Phone** field if it is not filled in and click the [Continue](#) button.

Note: If you are a super user on the Pascal or Zeiss that will also be indicated on this screen.

6. Under the phrase, '**Enter New Request:**' click the arrow  and select a grant that this work will be charged to, then click the  button.

Note: *This list will only contain grants that are associated with the PI you are working for and are valid in CUPS.*

7. On the request page, select either an instrument or a workstation to reserve by clicking the radio button to the left of the instrument/workstation.
8. You may want to check the calendar for availability before you enter your date and time. Click the [View Calendar](#) link to open the calendar. This may open in another tab or another window.
9. Use the calendar to check the date that you would like to reserve an instrument/workstation. Use the [View Next Month](#) link at the top of the calendar to move to the next month.
10. Once you have confirmed that your date is available click the [Close](#) link at the top of the calendar.
11. When you get the confirmation page asking do you want to close the tab or window, click the  button to return to the request page. If you are using a browser other than IE, you may not be asked, it may just close it for you.
12. Click the calendar  icon at the end of the **Proposed Start Date** field.
13. Click the arrow  to open the list and select a month from the list.
14. After you have selected a month, click the date you want to reserve the instrument.
15. Click the calendar  icon at the end of the **Proposed End Date** field and select a date.
16. Click the arrow in the **Start Time** field and select the time you would like to begin your experiment.
17. Click the arrow in the **End Time** field and select the time you anticipate your experiment will end.
18. Click the  button. As long as that date and time are available, you will receive a confirmation message with a tracking number on the next page. If the date or time is not available, you will receive a message indicating that and you will need to click the **Back** button on your browser to go back to the request page and select another date and/or time. You will also receive an email once your reservation is submitted successfully.

19. If you had to change your time, click the [Submit](#) button again to see your tracking number.
20. If you need to make another reservation, click the [<< Back to Menu](#) link to return to the main menu and repeat steps 1 – 18. If you are done, you may click the [Logout](#) link to exit the system.

Tutorial 5: Viewing and Updating a Request

The purpose of this tutorial is to allow you to view and update a request. This list will contain all of your requests. Requests listed that are 24 hours prior to the Start date will not be available for viewing or update.

The left screenshot displays the 'View Reservation' table with the following data:

Request No	Request Type	Request Date	Grant #	Instrument Workstation	Start Date	End date	Drop
272	Imag WS	10/12/2009 14:27	101000	pascal lm	12/16/2009 07:00	12/16/2009 09:30	X
378	Imag WS	10/09/2009 15:32	302900	pascal lm	10/06/2009 14:00	10/11/2009 13:30	X
277	Imag WS	10/09/2009 14:01	207100	3D Del W.K.	10/31/2009 01:00	10/31/2009 09:00	X
276	Training	10/09/2009 13:13	101000	3D Del W.K.	10/22/2009 09:00	10/22/2009 09:30	X
271	Training	10/07/2009 13:56	101000	3D Del W.K.	10/22/2009 10:00	10/22/2009 10:30	X
369	Training	10/07/2009 13:35	208000	pascal lm	10/09/2009 08:00	10/09/2009 10:00	X
268	Imag WS	10/07/2009 13:22	201500	FEI Philips	10/23/2009 17:00	10/23/2009 18:00	X
266	Training	10/06/2009 14:47	101000	3D Del W.K.	10/22/2009 12:30	10/22/2009 13:30	X
265	Training	10/06/2009 14:56	FA21CT	pascal lm	10/16/2009 13:30	10/16/2009 15:30	X

The right screenshot shows the 'Instrument Reservation' form with the following details:

Name: KENRIC ABAN, Grant Number: 101000, Department: OCP
 Phone: 310-277-8814, Room: C1020, Email: phiang@wshs.edu
 PI Name: BOARD OF REGENTS, PI Phone: *41-258-9632, PI Email: dcestr@wshs.edu
 Pascal Super User: N/A, Zenis*10 Super User: N/A

Fields with * are required
 *Please select an instrument or Workstation

Instrument Reservation:
 PASCAL LSM ZEISS*10 (GP) LEICA (Ultracross) FEI Philips EM

OR

Workstation Reservation:
 Dell Workstation 1 (64 bit) -- Image J, Image Pro, Adobe
 HP Workstation 2 (64 bit) -- Image J, Zenis ZEN
 Apple Workstation 3 (64 bit) -- Image J, Create, Tiffen

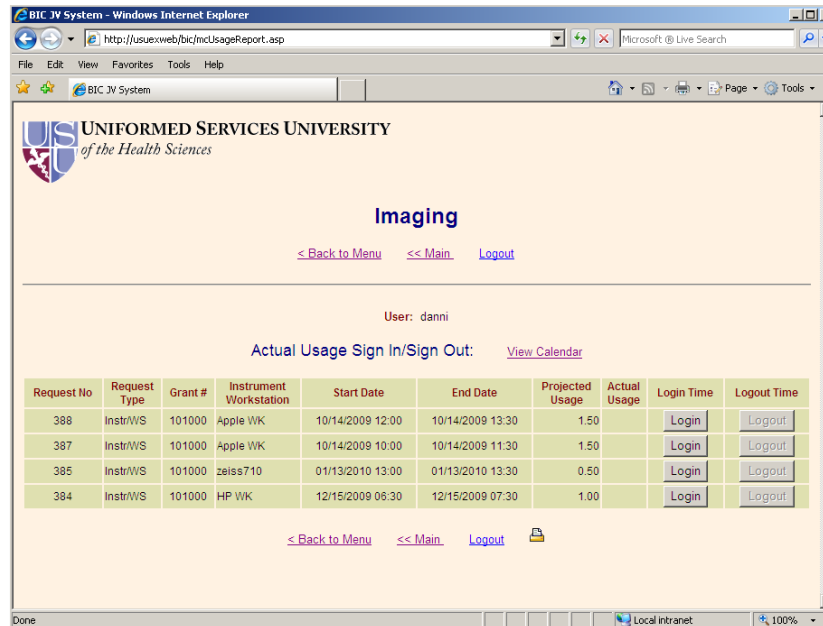
*Proposed Start Date: 12/16/2009 *Start Time: 20:00
 *Proposed End Date: 12/16/2009 *End Time: 22:00
 Request Date: Monday, October 12, 2009

Buttons: Submit, Reset

1. Return to the Imaging menu then click the [View/Update Existing Request](#) link.
2. The list shows all the requests that you have submitted. To view the details, click the link in the **Request No** field.
3. If you need to change the instrument, date or time, you may do so now. We recommend that you check the calendar for availability before entering new information.
4. Click the [Submit](#) button to save your changes. As long as the time, date or instrument is available, you will see a confirmation message that the request has been updated. If the time is not available, you will see a message telling you that as well.
5. If you want to view or change another request, click the [<< Back to Menu](#) link to return to the main menu and repeat steps 1 – 4. If you are done, you may click the [Logout](#) link to exit the system.

Tutorial 6: Actual Usage Sign In/Sign Out

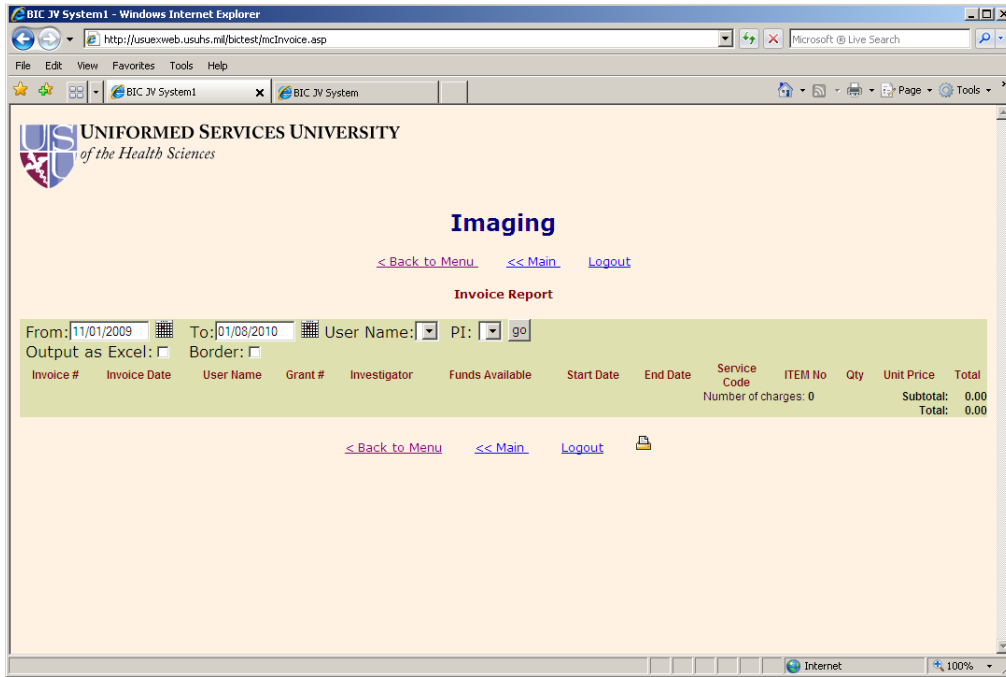
The purpose of this tutorial is to guide the user through the sign in and sign out when he/she is ready to use a piece of equipment so that the system will track the exact usage on the equipment.





1. Click the [Actual Usage Sign In/Sign Out](#) link on the Imaging menu.
2. Click the [Login](#) button on the row that contains the equipment you are getting ready to use. You will see the system date and time displayed immediately. If you are using more than one piece of equipment, you may click the Login on the row of the request you made as well.
3. When you are done with your experiment(s), return to this screen and click the [Logout](#) button on the row that contains the equipment you are finished working with. You will see the system date and time displayed immediately.
4. For now, click the [<< Back to Menu](#) link to return to the main menu or click the [Logout](#) link to exit the system.

Tutorial 7: Viewing Invoices

The purpose of this tutorial is guide the user through viewing invoices for the requests that he/she has entered.



1. Click the **View Invoices** link on the menu. Once invoices have been created by the administrators, you will be able to see that information in this section.
2. To view the invoices by date, click the calendar icon  to the right of the **From** field and select a month and date that you want to begin the search.
3. In the **To** field, click the calendar icon  to select a month and date and click the **go** button at the end of the row. You will see that the list has narrowed from what it originally was. These dates will remain in the field even as you continue to narrow the report with other criteria.
4. If you work with multiple PIs, you may narrow the search by selecting a PI from the **PI:** field and clicking the **go** button.
5. To return to the original results, click in the **PI** field and select the blank at the top of the list and delete the dates in the **From** and **To** fields, then **go** button.


6. To see a grid around the data, click the empty checkbox to the right of the **Border** field and click the button. Remove the border, by un-checking the **Border** field and click the button.

Note: If you would like to perform additional sorts on the data that are not available here, you may export this data to Microsoft Excel. Follow the steps below for more information.

7. To send the data to Microsoft Excel, click the empty checkbox to the right of the **Output as Excel** field and click the button.
8. You will see a message giving you the option to open or save the file. Click the button.
9. You may get a message indicating that the field is in a different format and asking if you want to open the file now. Click the button to open the file. Once the file is open, you may choose to save it, perform further sorting, print it, or simply close the file.
10. To get back to the Usage report, you may need to close Excel completely or minimize the Excel window. This step will vary depending on the browser.

Tutorial 8: Reserving Training with Technicians

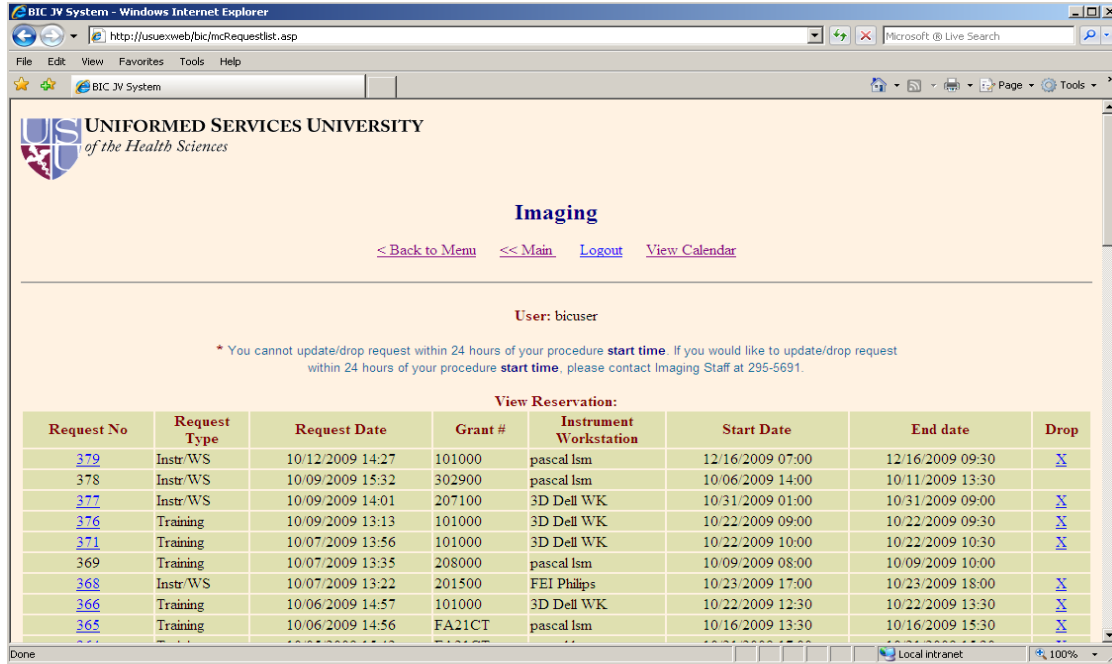
The purpose of this tutorial is to allow you to reserve some time for training on a particular instrument or workstation or for technical assistance from the technicians. This request form is similar to the equipment request except you need to select a PI.

1. Click the [Request Training](#) link on the menu.
2. Click the arrow to the right of the **PI** field and select the PI you work for from the list. *In this list, the grant number is attached to the PI.*
3. On the training request page, select either an instrument or a workstation to reserve by clicking the radio button to the left of the instrument/workstation.
4. Click the radio button next to the technician you are requesting. As recommended before, you may want to check the calendar for availability. You may do so by clicking the [Check Imaging Instruments Calendar](#) link above the technicians' names.
5. Click the calendar  icon at the end of the Training Start Date field and select a date in the calendar.
6. Click the arrow in the Training Start Time field and select the time you are requesting training/assistance to begin.

7. Click the arrow in the Training End Time field and select the time you anticipate your training may end.
8. Click the [Submit](#) button. You will receive a confirmation message with a request number on the next page if your time is available. However, if that time you selected is not available, click the back button on your browser and select and a different date and/or time.
9. If you need to make another reservation, click the [<< Back to Menu](#) link to return to the main menu and repeat steps 1 – 8. If you are done, you may click the [Logout](#) link to exit the system.

Tutorial 9: Dropping a Request

The purpose of this tutorial is to guide the user through dropping an existing equipment or training request. Any requests that do not have an 'X' in the **Drop** column or are within 24 hours of the start time are unavailable for dropping.



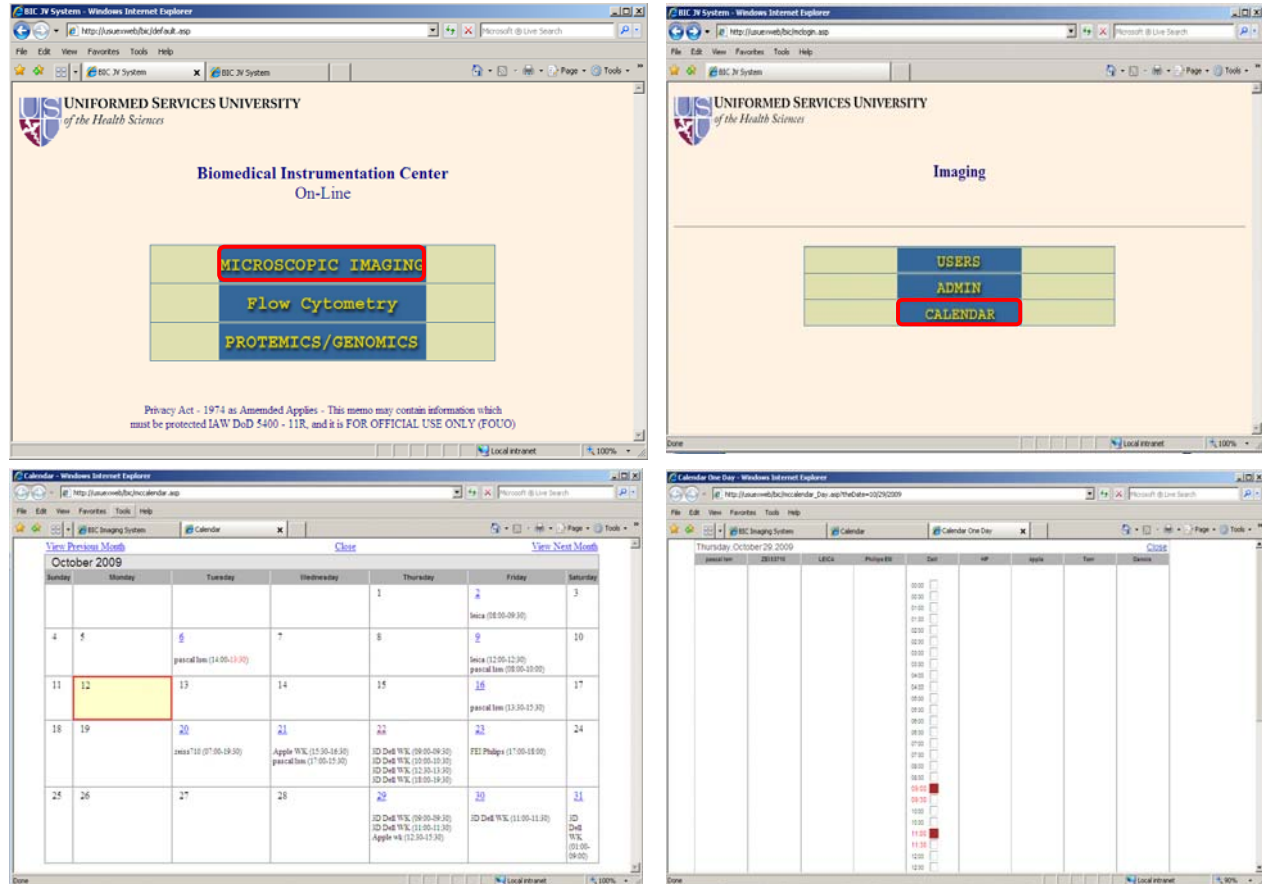
1. Click the [View/Update Existing Request](#) link on the main menu.
2. To drop a request, click the 'X' at the end of the row in the **Drop** column.

Note: *The Request Type column will indicate which requests are training and which are for the instruments and workstations.*

3. Click the [<< Back to Menu](#) link to return to the main menu or click the [Logout](#) link to exit the system.

Tutorial 10: Viewing Calendar (Main Menu)

The main menu allows you to access the Imaging Calendar directly without logging to the calendar. This tutorial instructs the user on how to navigate through the calendar.



1. Click the **MICROSCOPIC IMAGING** button on the BIC main menu.
2. Click the **CALENDAR** button on the Imaging Menu. This may open in another tab or another window.
3. Use the calendar to view what instruments have been reserved or what dates/times are available.
4. Click the [View Next Month](#) link at the top of the calendar to move forward through the months.
5. Click the [View Previous Month](#) link at the top of the calendar to go back through the previous months.
6. If you want to see a daily view of each instrument, click any date that has a hyperlink.

For example: [14](#)

7. To exit the daily view, click the [Close](#) link at the top of the calendar.
8. When you get the confirmation page asking do you want to close the tab or window, click the [Yes](#) button to return to the request page. If you are not using Internet Explorer 7.0, you may not get this confirmation page.
9. To exit the monthly view, click the [Close](#) link at the top of the calendar.
10. When you get the confirmation page asking do you want to close the tab or window, click the [Yes](#) button to return to the request page. Again, you may not get this confirmation if you are using a different browser.
11. Click the [<< Back to Menu](#) link to return to the main menu or click the [Logout](#) link to exit the system.