



جامعة الملك عبد الله  
للعلوم والتقنية  
King Abdulrahman University of  
Science and Technology

Research Infrastructure  
Strategy & Planning



# Infinity

Lab Management System

PI Manual

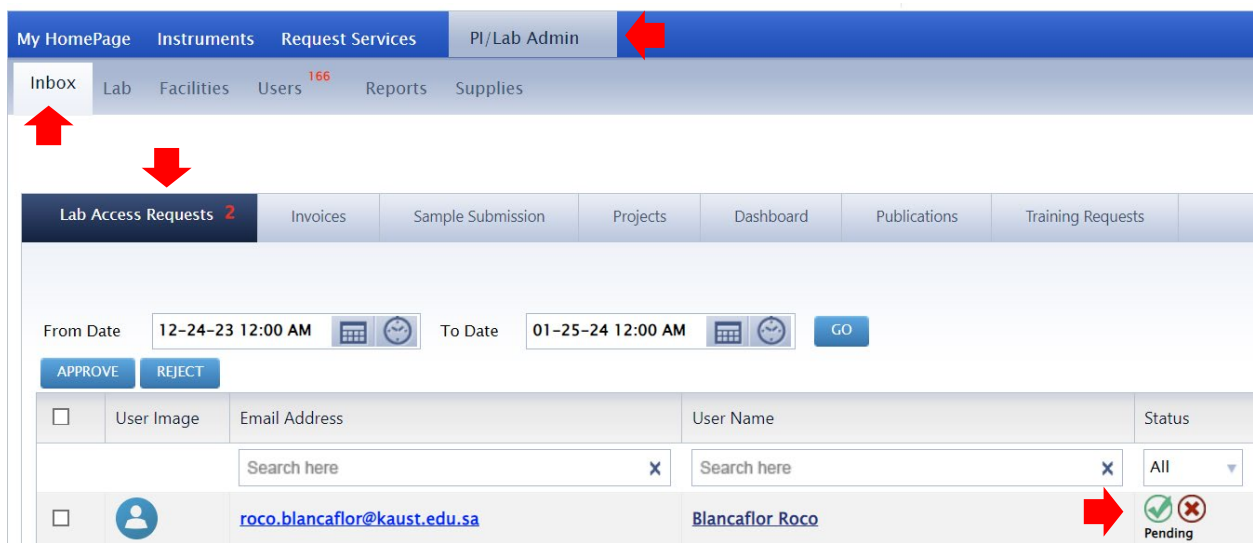
v2024.2

# Quick Guide

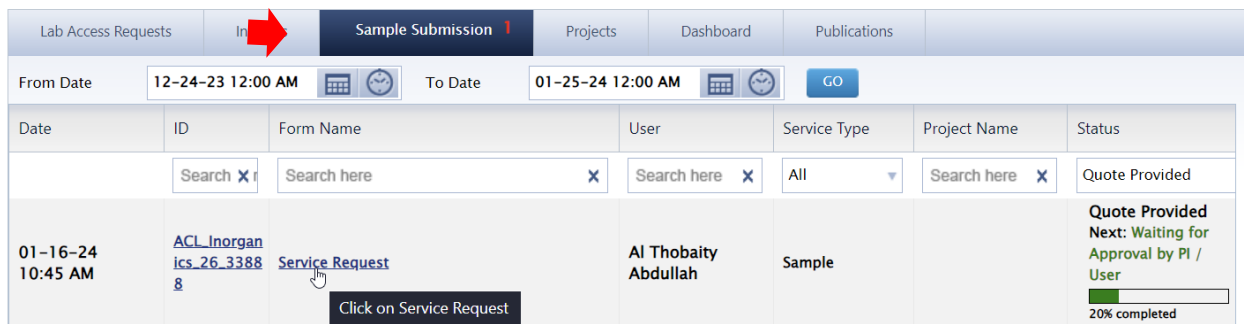
- [Delegation](#)



- [Approving lab members](#)



- [Approving service quotes](#)



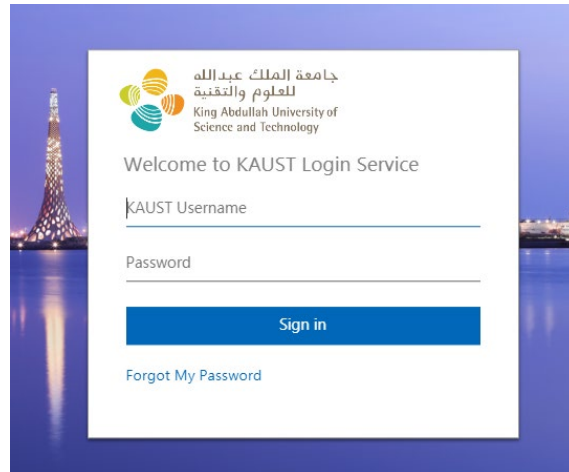
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## 1 Logging In

You can log in to Infinity with any web browser:

- Internal users: <https://secure20.ideaelan.com/secure/public/applogin.aspx>



- External users: <https://secure20.ideaelan.com/Kaust/Public/AppLogin.aspx>



## 2 Web App Navigation

PIs will have an additional tab named **PI/Lab Admin**.

If you are responsible for multiple groups, select the relevant lab:

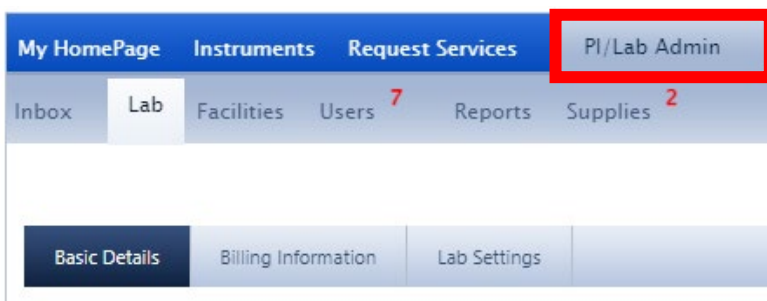


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Infinity  
by Idea Elan

Select Lab

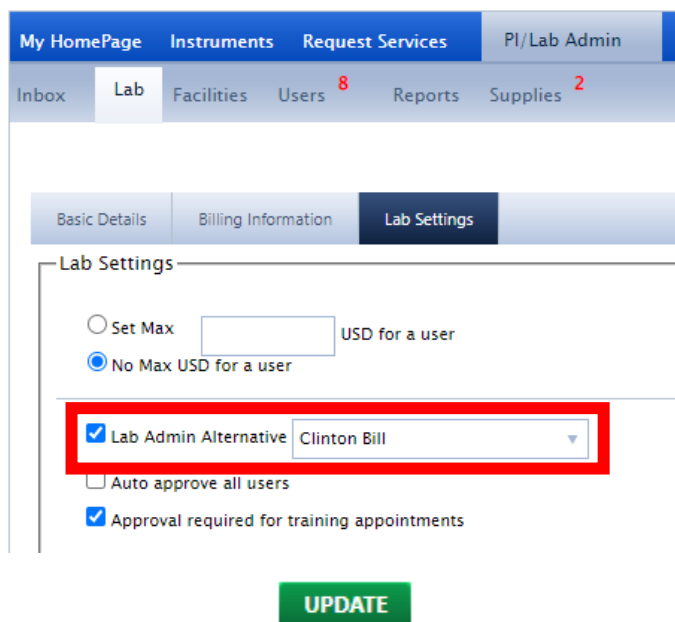
Clicking on any header opens the next row:



### 3 Delegation to Lab Staff

PIs can assign one or more staff to manage the PI/Lab Admin functions (staff needs to be an existing member of the lab)

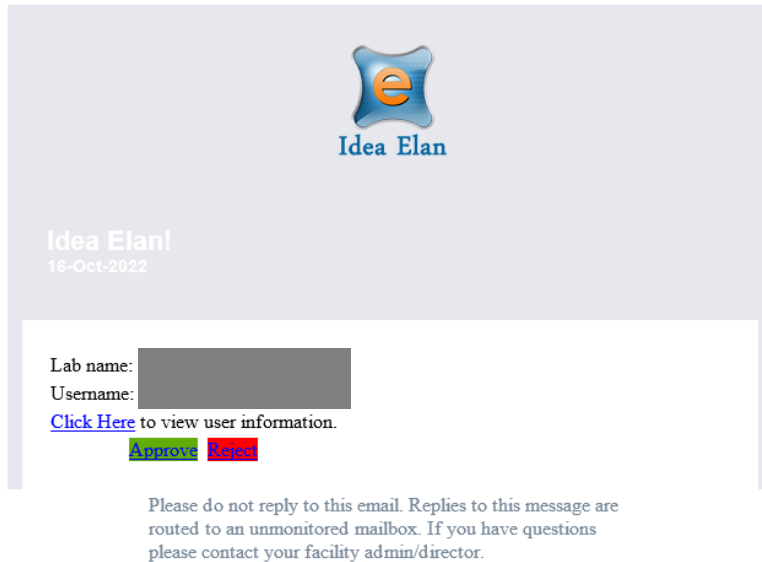
- Go to **PI/Lab Admin - Lab - Lab Settings**
- Select name(s) from the Lab Admin Alternative dropdown and click on **UPDATE** (must be an existing member of the lab)



### 4 Approving Lab Members

Users can request to be a member of the PI's Lab for access to Pocket ID(s). PIs will receive an email notification and may click on the **Approve** or **Reject** button. If Pocket IDs need to be restricted only to certain users, please see section 7.

**\*\* Please reject any requests using generic email accounts (gmail, outlook, etc)**



The request will also be displayed in the web app. Go to **PI/Lab Admin – Inbox-Lab Access Requests:**

<input type="checkbox"/>	User Image	Email Address	User Name	Status
<input type="checkbox"/>		<a href="mailto:roco.blancaflor@kaust.edu.sa">roco.blancaflor@kaust.edu.sa</a>	Blancaflor Roco	Pending

To view current Pocket IDs registered in Infinity, go to the **Lab-Billing Information** tab.

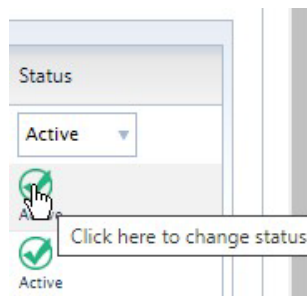
Pocket ID Settings

- All users can use any pocket id
- Specific pocket id for each user

Name	Pocket ID
CL Cost Center	12160
Impact Project	ACL/1/2019-02
Impact Project	ACL/1/2022-01
General	GEN/1/9025-01-01

## 5 Removing Lab Members

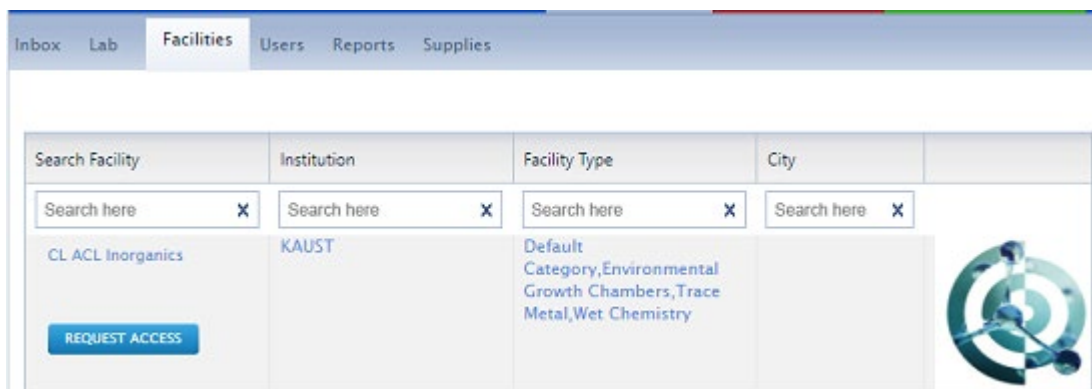
To remove members, select the user and change the status to Inactive:



## 6 Facility Access

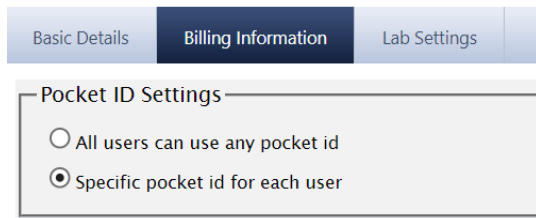
PIs need to specify the facility (Core Labs, Research Centers) where their members can have access. To add facilities:

- Go to **PI/Lab Admin – Facilities**
- Search for the facility and click on **Request Access**



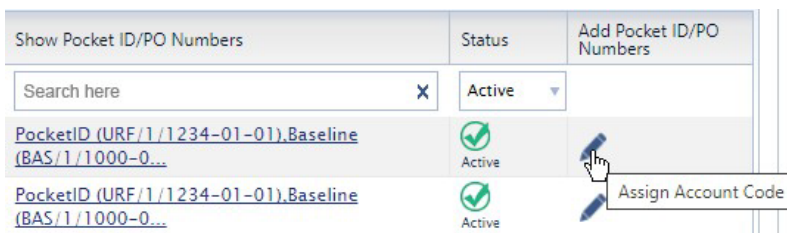
## 7 Assigning Specific Pocket IDs

All members can use all Pocket IDs by default. If you need to restrict PocketIDs by user, please contact [CLhelpdesk@kaust.edu.sa](mailto:CLhelpdesk@kaust.edu.sa) to turn this feature on.

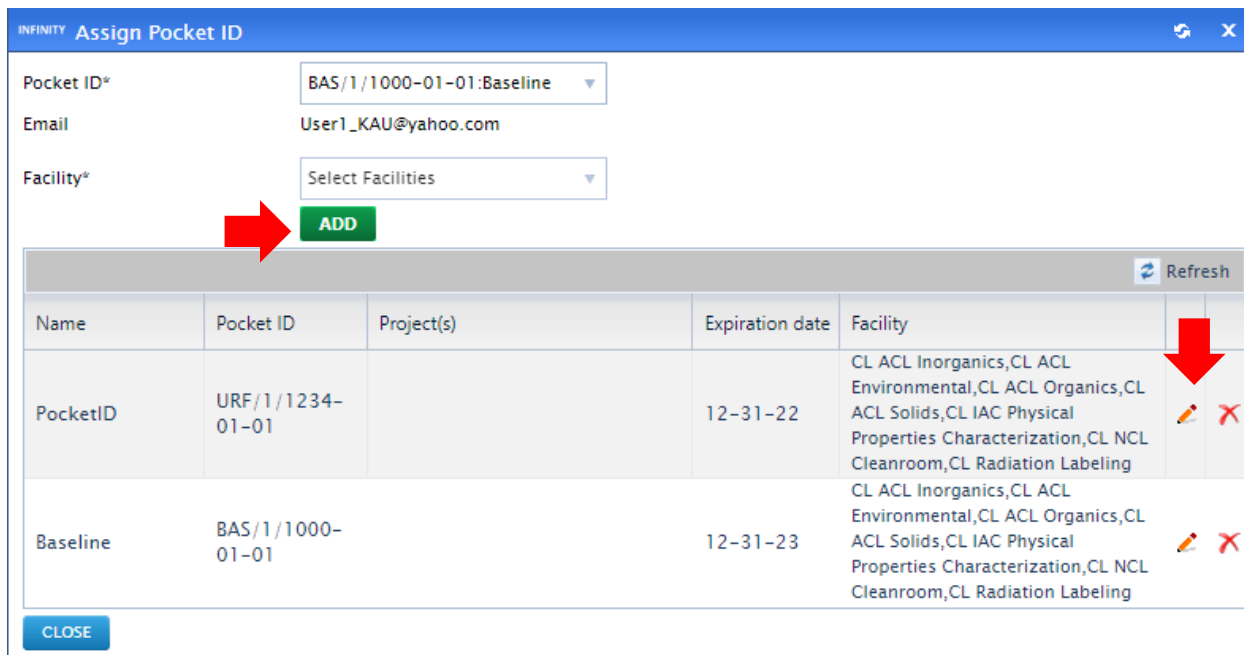


You will need to assign pocket IDs to every member and specify the facilities where they can be used.

- Go to **PI/Lab Admin – Users**
- Search for the user and click on the edit icon



- Edit or add Pocket IDs and facilities



### 7.1 Adding new pocket IDs

Please send an email to [CLhelpdesk@kaust.edu.sa](mailto:CLhelpdesk@kaust.edu.sa) to add new Pocket IDs to your list. You need to be the owner of the Pocket ID in SAP.



## 8 Service Request Quotation Approval

PIs can set different requirements for service requests:

- Go to **PI/Lab Admin – Lab – Lab Settings:**

Sample Submission / Supplies / Project Approval Process

Sample Submission	Case 1	<input checked="" type="checkbox"/> User can also approve
Supplies	Case 3	
Project	Case 2	

*\*\* Supplies and Project approvals are not used at this moment*

- Case 1:** PI approval is always required
- Case 2:** PI approval is not required
- Case 3:** PI approval is required only if the quoted amount is above max USD

Lab Settings

Set Max  USD for a user

No Max USD for a user

- If Case1 is chosen for sample submissions there is an option for users to approve the quote as well.

Case 1		
<b>User</b>	<b>Lab Admin</b>	<b>Facility Admin</b>
Submits Sample Submission Form / Order / Project	Approves	Completes

Case 2		
<b>User</b>	<b>Facility Admin</b>	
Submits Sample Submission Form / Order / Project and it is auto approved	Completes	

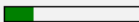
  

Case 3		
<b>User</b>	<b>Facility Admin</b>	
Submits Sample Submission Form / Order / Project	Creates Quote If Quote / Order amount $\leq$ Max USD Limit set for user then approve the quote If Quote / Order amount $>$ Max USD Limit then Lab Admin needs to approve Completes	

If PI approval is required, an email notification will be sent with a link to the quote.

The request will also be listed in **PI/Lab Admin – Inbox – Sample Submissions**

- Click on the request ID or Form Name:

Inbox							
Lab Facilities Users Reports Supplies <sup>2</sup>							
Lab Access Requests		Invoices	Sample Submission <sup>1</sup>	Projects	Dashboard	Publications	Training Requests <sup>1</sup>
From Date		09-16-22 12:00 AM		To Date		10-17-22 12:00 AM	
Date		ID	Form Name	User	Service Type	Project Name	Status
		Search X	Search here X	Search here X	All	Search here X	All
10-16-22 10:26 AM		<a href="#">7_212</a>	<a href="#">IE Core Request Form1</a>	Biden Joe	Sample		Quote Provided Next: Waiting for Approval by PI / User  20% completed

- Review requests and Approve or Deny quote
- Cancel the form to delete the request

### Change Sample Submission Status

Current Status: Quote  
 Next: Waiting for approval by User/PI

Comments:

Upload Files:  SELECT

APPROVE QUOTE
REVIEW QUOTE
DENY
CANCEL FORM

## 9 Invoicing

- All invoices need to be manually approved
- Auto approve invoices that are less than  USD
- Auto approve all invoices

Invoicing is not implemented at this moment; you will continue to receive the PI reports via email.



## 10 Notifications

Select which email notifications you would like to receive in **PI/Lab Admin – Lab – Lab Settings – Notifications**:

Notifications	
<input type="checkbox"/>	Notification Message
<input type="checkbox"/>	User submits sample submission form that is auto approved based on Lab settings ?
<input checked="" type="checkbox"/>	Facility Admin submits quote for a Sample submission ?
<input type="checkbox"/>	Facility Admin submits quote for a Sample submission is Auto approved based on lab settings ?
<input type="checkbox"/>	Lab admin denies a Quote ?
<input type="checkbox"/>	Lab admin change the status to Quote Review ?
<input checked="" type="checkbox"/>	Labadmin/User Approves a Quote ?
<input type="checkbox"/>	Facility admin changed the sample submissions status to "InProgress" ?
<input type="checkbox"/>	Facility admin changes the sample submissions status to Complete & Ready to billed ?
<input type="checkbox"/>	Cancelling the Sample Request ?
<input type="checkbox"/>	Institution admin Reopens the sample form ?
<input type="checkbox"/>	Admin changes the status of individual records as reviewed/accepted/inreview ?
<input checked="" type="checkbox"/>	Dispatched Invoice to lab admin ?
<input type="checkbox"/>	Invoice approved directly based on lab settings ?
<input type="checkbox"/>	Lab admin has approved a supply order request ?
<input type="checkbox"/>	Facility admin approves or rejects a Facility access request ?
<input checked="" type="checkbox"/>	A new Supplies Order was submitted by the user ?

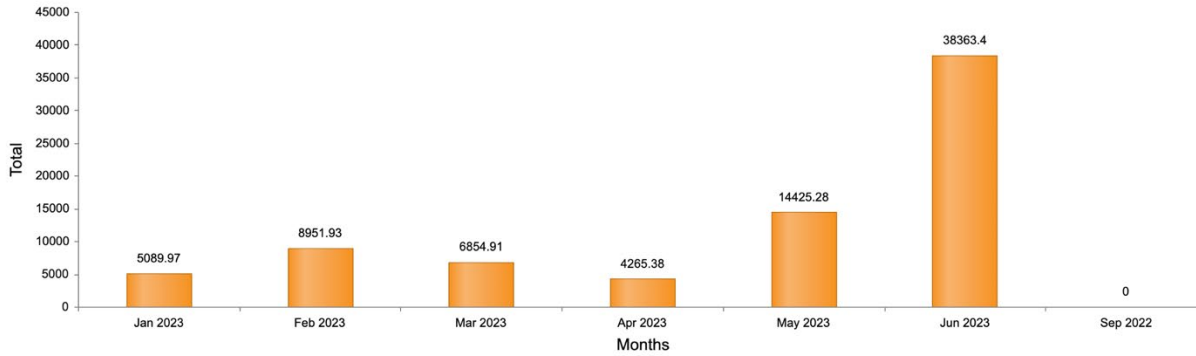
## 11 Reports

Various reports are available under **PI/Lab Admin – Reports**:

Inbox	Lab	Facilities	Users <sup>7</sup>	Reports	Supplies <sup>2</sup>
					
Lab Based Reports			Project - Lab Based Reports		
<b>Expenses over period</b>		Expenses month over month	Usage Report		
Inventory		Invoice based Report	Facility Based Expenses		
Month over month Usage Report					



Labs Amounts Details for Jan 01 2023 To Jun 30 2023

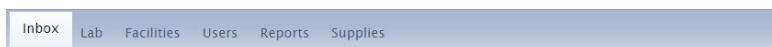


Total for period Jan 01 2023 to Jun 30 2023: 77950.87 USD

Month		Total								
Jan 2023		5089.97 USD								
User	User Email	Pocket ID	Type	Supervised By	Name	Date	Description	Usage(hours,# of samples or supplies)	Rate (price per hour or unit)	Fee
[Redacted]			Independent Session		QIAGEN-QIAxcel_RSRC	01-17-23	Session between 2023-01-17 11:12AM and 2023-01-17 12:44PM	1.53	0.00	0.00
[Redacted]			Independent Session		Freeze Dryer_bcl	01-18-23	Session between 2023-01-17 1:38PM and 2023-01-18 1:31PM	23.88	12:00AM To 12:00AM Fee: 1.00 Price Per Hour	23.89
[Redacted]			Sample Submission		Sanger_Submission_Form_2023-03-22 13:13:40	01-18-23	ID : BCL_Sanger_559_20176 Submitted Date : 01-17-23	93.00	Milestones: Samples received-0.00,Services:Capillary Sequencing_bcl - (93.00 * 2.00)	186.00

## 11.1 Trainings

Training requests from lab members can be found in the Inbox-Sample Submission tab. Filter for “training” in the ID column:



Lab Access Requests		Invoices		Sample Submission	Projects	Dashboard	Publications
From Date	07-16-23 12:00 AM	To Date	08-17-23 12:00 AM	GO			
Date	ID	Form Name	User				
	training X	Search here X	Search here X				
08-08-23 03:57 PM	<a href="#">IAC_Phy_Training_933_27435</a>	Basic Powder Diffraction Training	Tostado Blazquez Guillermo				
07-31-23 05:14 PM	<a href="#">IAC_Phy_Training_923_27025</a>	Basic Powder Diffraction Training	Rizalputri Lavita				
07-18-23 02:11 PM	<a href="#">IAC_Phy_Training_920_26644</a>	Basic XRD theory training	Rizalputri Lavita				

## 12 Help

For any questions or issues please contact [CLhelpdesk@kaust.edu.sa](mailto:CLhelpdesk@kaust.edu.sa)

Or visit our website [infinity.kaust.edu.sa](http://infinity.kaust.edu.sa)