Idea Elan
2018
ANU Customer
System Registration
Comprehensive Online Solution for Lab and Core Facility Management

13800 Coppermine Rd,
Herndon, VA 20171
Phone: 1-800-506-5905
Email: support@IdeaElan.com
How to Register with the Technical Workshops Work Management System

**Introduction:**

The Technical Workshop Work Management System will allow all ANU staff and students to submit and track job requests with selected Technical Workshops across the Joint Colleges of Science. The system will initially be used by the following Technical Workshops:

<table>
<thead>
<tr>
<th>Research School</th>
<th>Technical Workshop Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research School of Physics and Engineering</td>
<td>• Mechanical Workshop</td>
</tr>
<tr>
<td></td>
<td>• Electronics Unit</td>
</tr>
<tr>
<td>Research School of Earth Sciences</td>
<td>• Mechanical Workshop</td>
</tr>
<tr>
<td></td>
<td>• Electronics Group</td>
</tr>
<tr>
<td>RSB/RSC Joint Workshop</td>
<td>• Mechanical Workshop</td>
</tr>
<tr>
<td></td>
<td>• Electronics / Electrical Workshop</td>
</tr>
<tr>
<td></td>
<td>• Refrigeration</td>
</tr>
<tr>
<td>John Curtin School of Medical Research</td>
<td>• Mechanical Workshop</td>
</tr>
<tr>
<td></td>
<td>• Electronic Workshop</td>
</tr>
</tbody>
</table>

This ‘how-to guide’ will provide you with step-by-step instructions on how to register with the Technical Workshops Work Management System. We have produced a series of ‘how-to guides’ that can be accessed from the System webpage, which can be found here: [https://services.anu.edu.au/information-technology/software-systems/technical-workshop-work-management-system](https://services.anu.edu.au/information-technology/software-systems/technical-workshop-work-management-system)

Please see the workflow chart below for more information on the system workflow and the associated ‘how-to guide’ for each step.

1. How to guide 1: Register with the Technical Workshops Work Management System
2. How to guide 2: Submit a job request
3. How to guide 3: Assign jobs
4. How to guide 4: Complete a quote/estimate
5. How to guide 5: Provide approval
6. How to guide 6: Managing tasks and sharing jobs
7. How to guide 7: Manage timesheets
8. How to guide 8: Manage purchases
9. How to guide 9: Communications
10. How to guide 10: Close a job
Step 1:
Copy and paste this link into your browser address bar:

https://services.anu.edu.au/information-technology/software-systems/technical-workshop-work-management-system

*Note:* it is recommended that you bookmark this page, or add it as a browser favourite.

From the Technical Workshop Work Management System homepage, click

Step 2:
Enter your University ID and password and click continue:

![ANU Federation Login](image)

Step 3:
Accept the Shibboleth information release request:

![Shibboleth Information Release Request](image)
**Step 4:**

Accept the Terms & Conditions:

**Step 5:**

**ANU Staff:**

Select your designation (role) from the dropdown, your Department Name, Research School and Fund Manager should automatically appear. Click Submit.

*Note: The Fund Manager is the person who is responsible for the GLC code that will be used to submit job requests. This person is automatically set as your supervisor. It can be updated each time a new job request is submitted. If you are the Fund Manager, please conduct a Fund Manager search to update this field to yourself. To search the Fund Manager field, please click on search button, enter the first and last name and click on the search icon. Then select the appropriate role from the designation field.*

**ANU Students:**

Select your designation (role) from the dropdown, if you are a student, the Department Name and Research School might not appear automatically. If they do not, you will need to conduct a Fund Manager search to select the name of your PhD Supervisor or the person who is responsible for the GLC that will be used to submit job requests.

To search for your Fund Manager, please click on search button next to the Fund manager field. Enter the first and last name and click on the search icon. Then select the appropriate role from the designation field. Once the Fund Manager is selected, the Department Name and Research School of the Fund Manager will be auto populated.

Click Submit

*Note: The Fund Manager can be updated each time a new job request is submitted.*
**Step 6:**

Select ‘My Profile’ from the User Options menu

**Step 7a:**

Under the ‘My Facilities’ heading, click
**Step 7b:**
Select which Research School Technical Workshop(s) you wish to be affiliated to and click **SELECT**

*Note: Research School of Biology (RSB) users will need to select the Research School of Chemistry facilities (Mechanical, Electronic/Electrical or Refrigeration) to access the Joint Workshops, operated by RSB and RSC.*

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Facility Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Curtin School of Medical Research</td>
<td>JCSMR Electronic</td>
</tr>
<tr>
<td>John Curtin School of Medical Research</td>
<td>JCSMR Mechanical</td>
</tr>
<tr>
<td>Research School of Chemistry</td>
<td>Joint Workshop Electronic / Electrical</td>
</tr>
<tr>
<td>Research School of Chemistry</td>
<td>Joint Workshop Mechanical</td>
</tr>
<tr>
<td>Research School of Earth Sciences</td>
<td>Joint Workshop Refrigeration</td>
</tr>
<tr>
<td>Research School of Earth Sciences</td>
<td>RSES Electronic Group</td>
</tr>
<tr>
<td></td>
<td>RSES Mechanical</td>
</tr>
</tbody>
</table>

**Step 8**
For technical purposes, to finalise the affiliation with the facilities you will be required to refresh the system. This is accomplished using the system refresh button which is located at the top right hand side of the screen, next to your name.

*Registration is complete!*