



Idea Elan

2018

ANU Customer

System Registration

Comprehensive Online Solution for
Lab and Core Facility Management

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How to Register with the Technical Workshops Work Management System

Introduction:

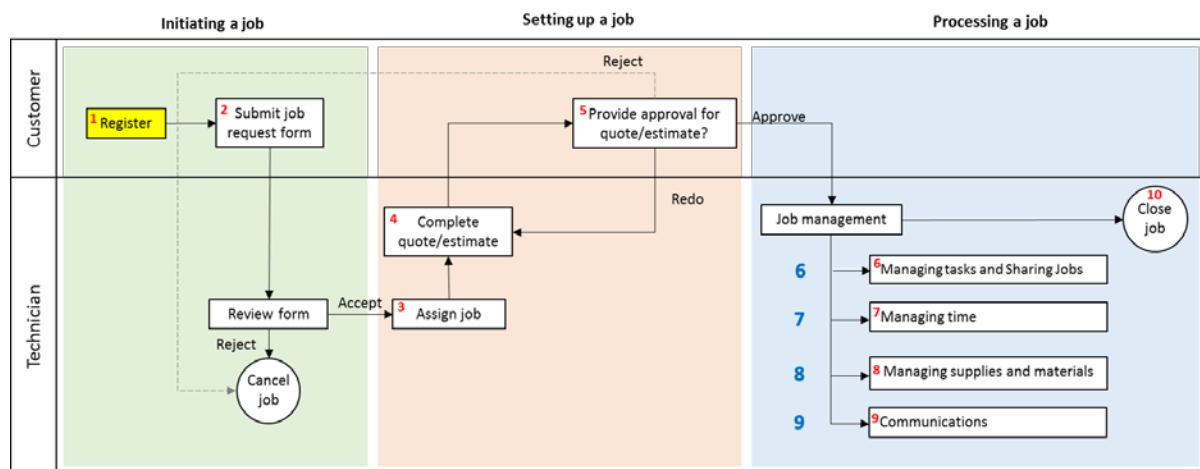
The Technical Workshop Work Management System will allow all ANU staff and students to submit and track job requests with selected Technical Workshops across the Joint Colleges of Science. The system will initially be used by the following Technical Workshops:

| Research School | Technical Workshop Facility |
|--|---|
| Research School of Physics and Engineering | <ul style="list-style-type: none"> Mechanical Workshop Electronics Unit |
| Research School of Earth Sciences | <ul style="list-style-type: none"> Mechanical Workshop Electronics Group |
| RSB/RSC Joint Workshop | <ul style="list-style-type: none"> Mechanical Workshop Electronics / Electrical Workshop Refrigeration |
| John Curtin School of Medical Research | <ul style="list-style-type: none"> Mechanical Workshop Electronic Workshop |

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>

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: Registering 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 approvals

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

Login to WMS

Step 2:

Enter your University ID and password and click continue:

ANU Federation Login

Uni ID:

Password:

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Security is Important!

Mitigate security risk by:

- never sharing your password
- changing your password regularly
- do not save your credentials
- locking your computer when unattended
- logging off when you are finished

Access or use of this system for purposes not specified by The Australian National University policy is strictly prohibited and may result in legal action.

For help, please contact the ANU Service Desk, x54321 or servicedesk.anu.edu.au.

Step 3:

Accept the Shibboleth information release request:

You are about to access the service:
secure13.deakin.com

Information to be Provided to Service

| | |
|-------------------------------|---------------|
| auEduPersonPreferredGivenName | XXXXXX |
| email | XXXXXX@XXXXXX |
| givenName | XXXXXX |
| surname | XXXXXX |
| uid | XXXXXX |

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

Ask me again at next login

- I agree to send my information this time.

Ask me again if information to be provided to this service changes

- I agree that the same information will be sent automatically to this service in the future.

Do not ask me again

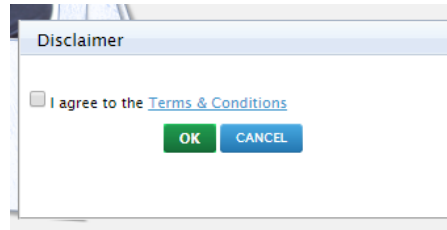
- I agree that all of my information will be released to any service. This setting can be revoked at any time with the checkbox on the login page.

Access or use of this system for purposes not specified by The Australian National University policy is strictly prohibited and may result in legal action.

For help, please contact the ANU Service Desk, x54321 or servicedesk.anu.edu.au.

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.

Additional Details

Designation*:

Department Name:

Research School:

Fund Manager: 

Fund Manager Search

First Name*:

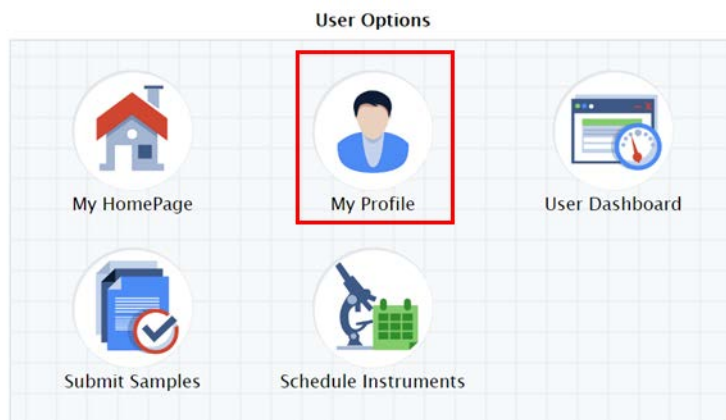
Last Name*: **SEARCH**

Designation*:

SUBMIT **CLOSE**

Step 6:

Select 'My Profile' from the User Options menu



Step 7a:

Under the 'My Facilities' heading, click

SEARCH FACILITY

My Facilities

Below are the facilities you have affiliation to **SEARCH FACILITY**

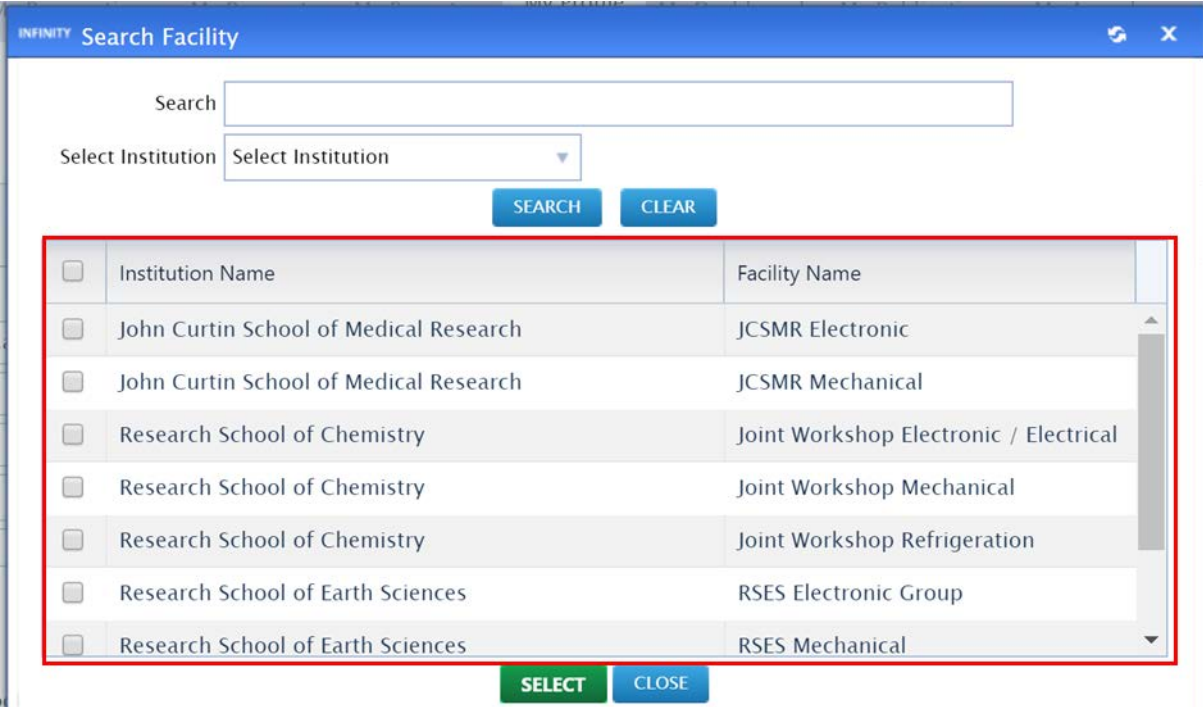
| Set default facility | Facility Name | Facility Admin | Institution | Status | Remove Affiliation | Default session type |
|--------------------------|---------------|----------------|-------------|--------|--------------------|----------------------|
| No facilities to display | | | | | | |

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.



The screenshot shows a window titled "INFINITY Search Facility". It contains a search bar, a "Select Institution" dropdown menu, and "SEARCH" and "CLEAR" buttons. Below these is a table with a red border containing the following data:

| <input type="checkbox"/> | Institution Name | Facility Name |
|--------------------------|--|--|
| <input type="checkbox"/> | John Curtin School of Medical Research | JCSMR Electronic |
| <input type="checkbox"/> | John Curtin School of Medical Research | JCSMR Mechanical |
| <input type="checkbox"/> | Research School of Chemistry | Joint Workshop Electronic / Electrical |
| <input type="checkbox"/> | Research School of Chemistry | Joint Workshop Mechanical |
| <input type="checkbox"/> | Research School of Chemistry | Joint Workshop Refrigeration |
| <input type="checkbox"/> | Research School of Earth Sciences | RSES Electronic Group |
| <input type="checkbox"/> | Research School of Earth Sciences | RSES Mechanical |

At the bottom of the table are "SELECT" and "CLOSE" buttons.

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!