Idea Elan Infinity User Guide

Login link for UIowa investigators:

<http://secure7.ideaelan.com/secure/Public/AppLogin.aspx>

Login link for external investigators:

<https://secure7.ideaelan.com/UIOWA/Public/AppLogin.aspx>

After your initial login you should then touch base with your CMRF staff contact and ask to be added to the Infinity scheduling system for the relevant instruments.

* To select Favorite Instruments to be displayed on your HomePage:
	+ In instruments tab hover over instrument of choice and click on the star labeled “**Favorite**.”
	+ It will turn blue when selected.
	+ The instrument will now be visible on **My HomePage**, **My Favorite Instruments**



* To Make Reservations
	+ Go to **My HomePage, My Favorite Instruments**
	+ Swipe the desired time range and **Create Appointment for (the instrument)**
	+ Edit **Subject** and other fields as desired and **Save**



* Note: If you check **Sync reservations/task with Outlook** in **My HomePage, My Profile** it will automatically add the appointment to your UI Outlook calendar

