

Training requests

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Enable training requests

As a resource administrator you can choose that users have the possibility to get a training for your resource. This can either be optional or mandatory. Mandatory means that users who do have access to the resource cannot use it until they completed a training. This is also set in the tab “**Options**” of the [resource settings](#). There are two ways to display training requests:

1. Tick the field “**training request**” (row: Display): This way the button to request a training (book symbol; only shown in the scheduler) will be displayed and can be used anytime by any user. The training is not necessary but an option.
2. Tick the field “**training required**” (row: Training required): This means that before using this resource a training is mandatory. Everyone needs to successfully complete it but afterwards it cannot be requested again. Here it is also possible to attach a [form](#), which any user has to fill out in order to request a training.

It is also possible to tick both buttons. This means that a training is required and needs to be successfully completed before using the resource, but later can always be requested again.

The screenshot shows the 'Edit Resource' window for 'CELL ANALYZER BD FACSCANTO II'. The 'Options' tab is selected and highlighted with a red box. The 'Options' tab contains several sections of settings:

- Visibility:** Includes options for visibility, hide usage statistics, and timeline/calendar visibility.
- Enable:** Includes options for enable, shopping cart, and users cannot see the booking details of others.
- Display:** Includes options for alternate labels, suppress, and display. The 'Display' section is highlighted with a red box, and the 'Training request' checkbox is checked.
- Subscription:** Includes options for subscription and notify users of submitted issues.
- Requirements:** Includes options for requirements and training required. The 'Training required' section is highlighted with a red box, and the 'Training required' checkbox is checked.
- Full day bookings only:** Includes options for full day bookings only and booking increments.
- Concurrent bookings:** Includes options for concurrent bookings and cost center.
- Projects:** Includes options for projects and access.
- Offline:** Includes options for offline, enable, disable, booking approval, and all bookings editable by all users.

The 'Update' and 'Close' buttons are visible at the bottom of the window.

Please note that the book symbol to request a training is only shown in the scheduler next to the respective resource. If the book and the white clock symbol are shown, training is not mandatory and booking is still possible without.

The screenshot shows the IRIS interface with a modal dialog titled "Submit training request - 'Aria FACS'". The dialog contains the following text and form elements:

- Message: "You must be trained to use this resource. You can submit a training request below."
- Group: Scientific Infrastructure (dropdown menu)
- Comments: (text input field)
- Buttons: "Submit" and "Close" (both highlighted with red boxes)

The background interface shows the "Aria FACS" resource details, including the provider "Flow Cytometry (openiris.io)", contact "lea.burkard@mdc-berlin.de", and resource type "FACS". A calendar view is visible below the resource details, showing availability for the week of June 10-16, 2019. The "Submit" and "Close" buttons in the dialog are highlighted with red boxes.

Respond to training requests

Please keep in mind that the users need access to the resource in order to send a training request. When a [user sends a training request](#), you will be automatically informed via email. The request can be answered directly in the mail, in the "**Trainings**" tab of the resource settings or as usual in the [ADMIN.INBOX](#) where all requests sent to you can be found. Usually all pending requests are marked in red. To change the status of the training request you need to click on the gear wheel symbol. Another window will open to edit the training request.

IRIS Admin interface showing a list of training requests. The 'Admin' tab is selected. The table below shows the details of the training requests:

Date	Type	Item	Title	Provider	User	Start	Status
2019-04-15 11:31	Service	Access to BIOANALYZER	6500 - Access	Genomics	useropeniris@mdc-berlin.de	2019-04-22	Active
2019-03-18 16:18	Training	CELL ANALYZER BD FACSCANTO II	Training 'CELL ANALYZER BD FACSCANTO II'	Flow Cytometry	useropeniris@mdc-berlin.de	N/A	Pending

Training request for a resource 'Aria FACS (Flow Cytometry)'. The status is set to 'Pending'. The 'Update' button is highlighted.

User: User Open IRIS (useropeniris@mdc-berlin.de)
 2019-06-14 17:24

Group: Scientific Infrastructure

Status: Pending

Comments:

Buttons: Update, Delete, Close

The status of a training request can be changed to "active", "closed", "inactive", "pending" and "rejected". Comments entered in the respective field are only visible to admins of the resource. The user will not be informed automatically when the status of the training request changes.

Overview of trainings

At ADMIN.USERS all users of your resources and providers are listed. If you are able admin the user, the gear wheel symbol is displayed. When clicking on it a new window will open also containing a tab called "Trainings". It shows an overview of all trainings a given user has completed.

IRIS Admin interface showing the 'Edit User' window for 'useropeniris@mdc-berlin.de'. The 'Trainings' tab is selected, showing a list of completed trainings:

Created	Resource	Provider	Training type	Group	Status	Closed
2019-08-23 14:42	Aria FACS	Flow Cytometry	Training Aria	Please select a group	Closed	2019-08-23
2019-08-23 14:41	Aria FACS	Flow Cytometry	Training Aria	Demo Open IRIS	Closed	2019-08-23
2019-06-24 17:42	Aria FACS	Flow Cytometry	Training Aria	Scientific Infrastructure	Closed	2019-08-23