

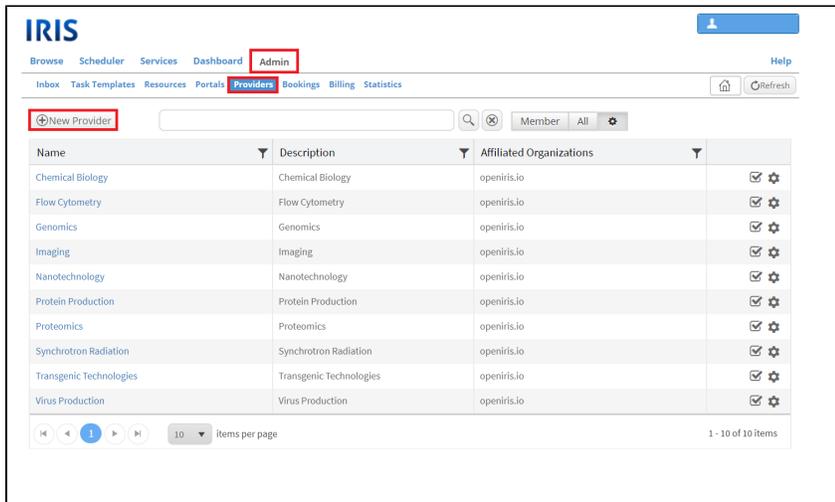
Creating a new provider or resource

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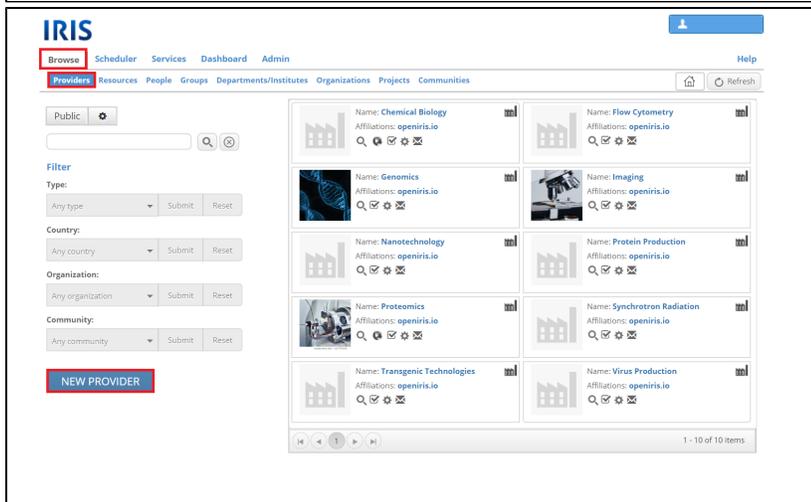
Create a new provider

A new provider can be created by a portal administrator or a provider administrator. There are two possibilities to create a new provider: either by clicking on "**New provider**" at BROWSE.PROVIDER or at ADMIN.PROVIDER. The portal administrator can [disable the button "New provider"](#) in the [portal settings](#). But up-to-date (04/26/2019) this only disables the button found at BROWSE.PROVIDER.



The screenshot shows the IRIS Admin interface. The top navigation bar includes "Browse", "Scheduler", "Services", "Dashboard", and "Admin" (highlighted). Below the navigation bar, there are tabs for "Inbox", "Task Templates", "Resources", "Portals", "Providers" (highlighted), "Bookings", "Billing", and "Statistics". A search bar and a "Member" dropdown are visible. The main content area displays a table of providers with the following columns: Name, Description, and Affiliated Organizations. The table lists ten providers, each with a search icon, a checkmark, and a gear icon. A "New Provider" button is highlighted in the top left corner of the table area. The bottom of the table shows pagination controls for 10 items per page, displaying 1 - 10 of 10 items.

Name	Description	Affiliated Organizations	
Chemical Biology	Chemical Biology	openiris.io	<input checked="" type="checkbox"/> ⚙️
Flow Cytometry	Flow Cytometry	openiris.io	<input checked="" type="checkbox"/> ⚙️
Genomics	Genomics	openiris.io	<input checked="" type="checkbox"/> ⚙️
Imaging	Imaging	openiris.io	<input checked="" type="checkbox"/> ⚙️
Nanotechnology	Nanotechnology	openiris.io	<input checked="" type="checkbox"/> ⚙️
Protein Production	Protein Production	openiris.io	<input checked="" type="checkbox"/> ⚙️
Proteomics	Proteomics	openiris.io	<input checked="" type="checkbox"/> ⚙️
Synchrotron Radiation	Synchrotron Radiation	openiris.io	<input checked="" type="checkbox"/> ⚙️
Transgenic Technologies	Transgenic Technologies	openiris.io	<input checked="" type="checkbox"/> ⚙️
Virus Production	Virus Production	openiris.io	<input checked="" type="checkbox"/> ⚙️



The screenshot shows the IRIS Browse interface. The top navigation bar includes "Browse" (highlighted), "Scheduler", "Services", "Dashboard", and "Admin". Below the navigation bar, there are tabs for "Providers" (highlighted), "Resources", "People", "Groups", "Departments/Institutes", "Organizations", "Projects", and "Communities". A search bar and a "Refresh" button are visible. The main content area displays a grid of provider cards. Each card shows the provider's name, a small image, and the affiliation "openiris.io". A "NEW PROVIDER" button is highlighted in the bottom left corner. The bottom of the grid shows pagination controls for 10 items per page, displaying 1 - 10 of 10 items.

Upon clicking on "**New provider**", a new window will open. Mandatory information to create a new provider includes the Name, Description and Location of your provider as well as a URL and the Timezone. The "**Create**" button will add the provider while the "**Close**" button will close the window without saving any information.

Create Provider

Name:

Short name:

Url: http://

Description:

Location:

Affiliated organizations:

Timezone: -- Please select --

Image:

After creating a new provider you can [edit and adjust its settings](#). If you are curious about the visibility and access for your provider, read the article [here](#). Now you can create resources assigned to the provider.

Create a new resource

A new resource can be created by a portal administrator or a provider administrator. Keep in mind that each resource must be assigned to a provider, so make sure that the provider is created first. There are multiple possibilities to create a new resource:

- 1) by clicking on **"New resource"** at BROWSE.RESOURCE
- 2) by clicking on **"New resource"** at ADMIN.RESOURCE
- 3) by clicking on **"New scheduled resource"** at SCHEDULER
- 4) by clicking on **"New service"** at SERVICES

Portal administrators can [disable the button "New resource" in the portal settings](#). But up-to-date (04/26/2019) this only disables the button found at BROWSE.RESOURCE.

IRIS

[Browse](#) [Scheduler](#) [Services](#) [Dashboard](#) [Admin](#) [Help](#)

[Providers](#) [Resources](#) [People](#) [Groups](#) [Departments/Institutes](#) [Organizations](#) [Projects](#) [Communities](#)

All Access Public Last used

Filter

Type: Submit Reset

Country: Submit Reset

Organization: Submit Reset

Provider: Submit Reset

Category: Submit Reset

<p>Name: BIOANALYZER</p> <p>Provider: Genomics</p> <p>Affiliation: openiris.io</p> <p>Resource Type: Analysis Works...</p>	<p>Name: CFX96 TOUCH™ REAL...</p> <p>Provider: Genomics</p> <p>Affiliation: openiris.io</p> <p>Resource Type: PCR</p>
<p>Name: FRAGMENT ANALYZER...</p> <p>Provider: Genomics</p> <p>Affiliation: openiris.io</p> <p>Resource Type: Nucleic Acid An...</p>	<p>Name: CELL ANALYZER BD F...</p> <p>Provider: Flow Cytometry</p> <p>Affiliation: openiris.io</p> <p>Resource Type: Flow Cytometr...</p>
<p>Name: Access to BIOANALY...</p> <p>Provider: Genomics</p> <p>Affiliation: openiris.io</p> <p>Resource Type: Analysis Works...</p>	<p>Name: Cryopreservation</p> <p>Provider: Transgenic Technolo...</p> <p>Affiliation: openiris.io</p> <p>Resource Type: Cryoconservati...</p>

1 - 6 of 6 items

5) **Service**: This is for services that can be requested and allows service request creation via dynamic forms and an inbox to track progress or billing.

The resource type categorizes your new resource. There is a defined list of resource types (found here: ADMIN.RESOURCES select topic "resource types"). More resource types can be added but it is recommended to try and fit it into the list of existing resource types.

The "**Create**" button will add the resource while the "**Close**" button will close the window without saving any information.

The screenshot shows a 'Create Resource' window with the following fields: Name (text input), Provider (dropdown), Resource Class (dropdown), Resource Type (dropdown with a 'New' button), Description (text area), Comment (text input), Contact (text input), RFID (text input), Manufacturer (text input), Serial number (text input), Model number (text input), and Image (button labeled 'Select image'). At the bottom, there are 'Create' and 'Close' buttons.

After creating a new resource you can [edit and adjust its settings](#). If you are curious about the visibility and access for your provider, read the article [here](#).

Create a new resource with an import

At ADMIN.RESOURCES select the topic "resource list" and then select "Import" to bulk import resources to a selected provider from a CSV with a comma or semicolon as separator. The following format is required (bold items are mandatory): **name**; **class**; **type**; description; comment; contact; location; RFID; manufacturer; serial number; model number. The import window looks like this:

The screenshot shows a 'Bulk import resources to provider 'Genomics'' window. It features a 'Field separator' dropdown menu currently set to 'Semicolon'. Below this, there is a text area for instructions: 'Please, enter resources list in CSV format with delimiters. Data line should be in following format: **name**; **class**; **type**; description; comment; contact; location; RFID; manufacturer; serial number; model number'. A note states 'Required fields are bold, others are optional and may be skipped.' and another note says 'Instead of semicolon you can use another delimiter (supported list is in the "Fields separator" dropdown)'. At the bottom, there is a large 'Import' button.