

# Getting help with



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# Help Guides

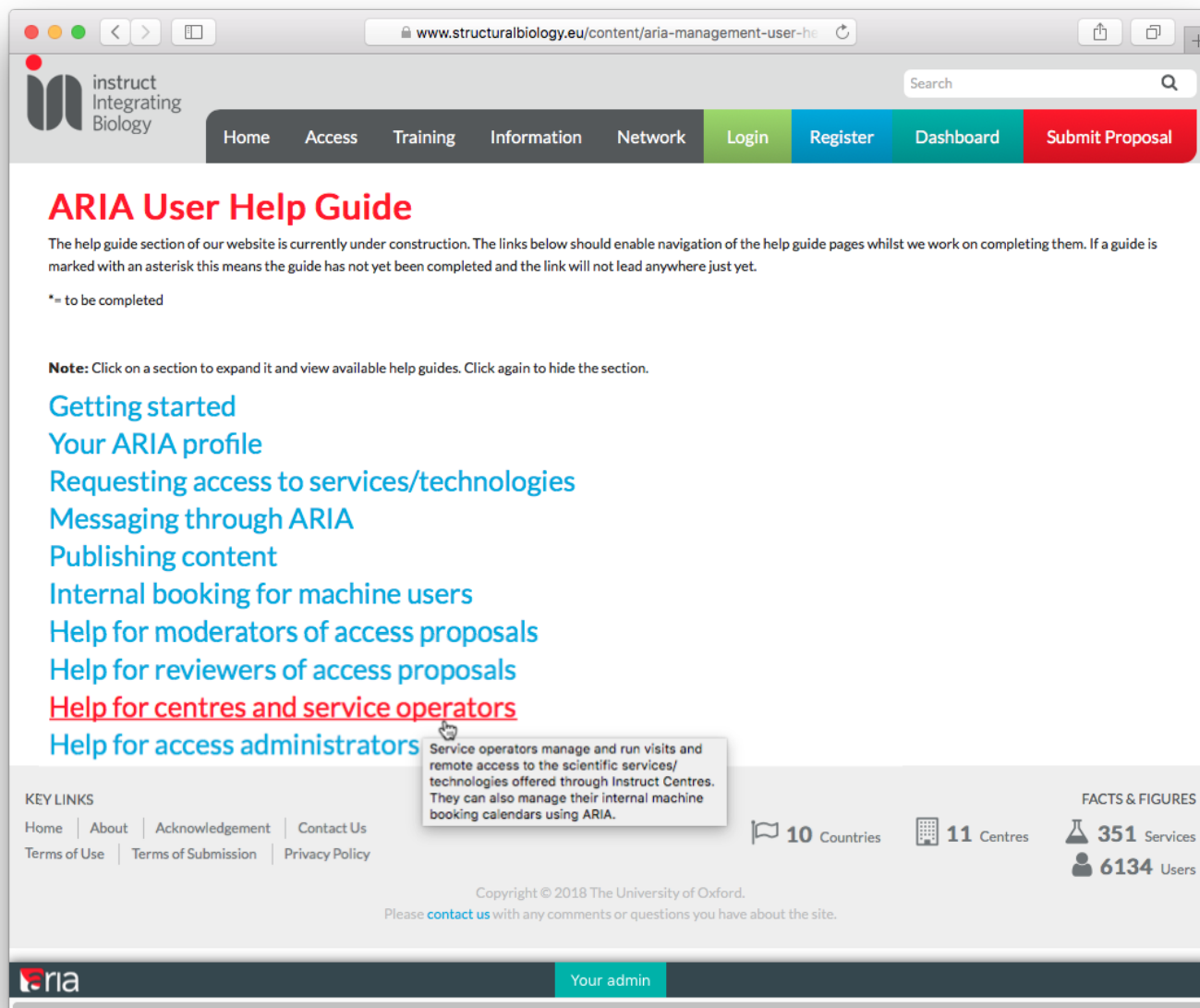
- *Help guides for using ARIA currently under construction*
- *More guides will be added regularly*

<https://www.structuralbiology.eu/content/aria-management-user-help-guide>

- *Feedback welcomed*
- *Suggestions for new guides welcomed*
- *Help guide contact:     Natalie Haley*

[natalie@strubi.ox.ac.uk](mailto:natalie@strubi.ox.ac.uk)

- *No confidential information will appear in any of the guides as they have been generated using a test server without real user data.*
- *Currently the aim of the guides is primarily on how to use the website and the ARIA system.*
- *Other information (e.g. on proposal content / review and moderation criteria) is found elsewhere but linked to from the relevant guides*



The screenshot shows a web browser window displaying the ARIA User Help Guide page. The browser's address bar shows the URL [www.structuralbiology.eu/content/aria-management-user-he](http://www.structuralbiology.eu/content/aria-management-user-he). The page header includes the 'instruct Integrating Biology' logo and a navigation menu with links: Home, Access, Training, Information, Network, Login, Register, Dashboard, and Submit Proposal. A search bar is located in the top right corner.

## ARIA User Help Guide

The help guide section of our website is currently under construction. The links below should enable navigation of the help guide pages whilst we work on completing them. If a guide is marked with an asterisk this means the guide has not yet been completed and the link will not lead anywhere just yet.

\*= to be completed

**Note:** Click on a section to expand it and view available help guides. Click again to hide the section.

- Getting started
- Your ARIA profile
- Requesting access to services/technologies
- Messaging through ARIA
- Publishing content
- Internal booking for machine users
- Help for moderators of access proposals
- Help for reviewers of access proposals
- Help for centres and service operators
- Help for access administrators

A tooltip is visible over the 'Help for centres and service operators' link, stating: 'Service operators manage and run visits and remote access to the scientific services/technologies offered through Instruct Centres. They can also manage their internal machine booking calendars using ARIA.'

**KEY LINKS**

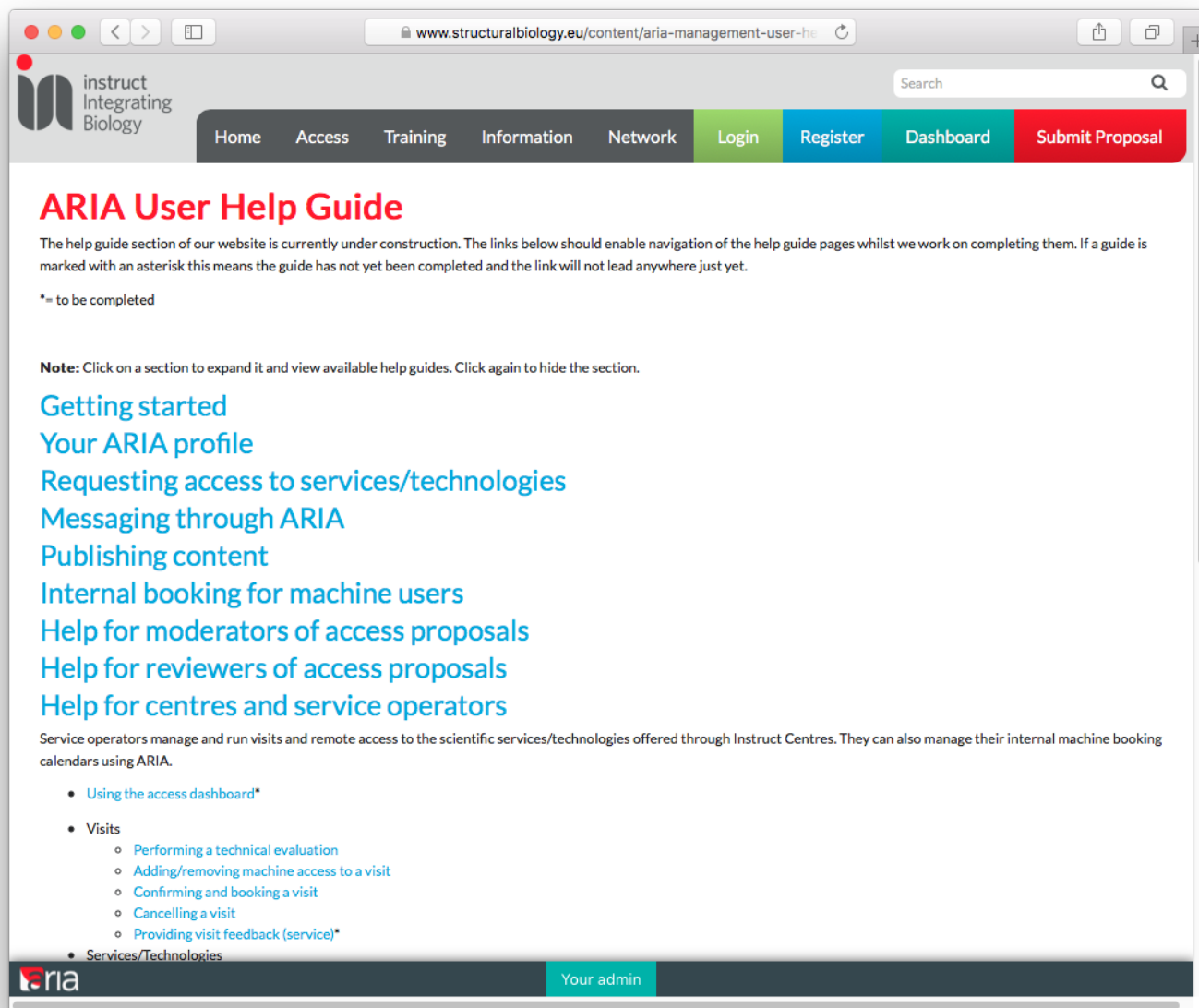
- Home
- About
- Acknowledgement
- Contact Us
- Terms of Use
- Terms of Submission
- Privacy Policy

**FACTS & FIGURES**

- 10 Countries
- 11 Centres
- 351 Services
- 6134 Users

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Please [contact us](#) with any comments or questions you have about the site.

The footer of the page features the ARIA logo and a 'Your admin' button.



The screenshot shows a web browser window displaying the ARIA User Help Guide page. The browser's address bar shows the URL [www.structuralbiology.eu/content/aria-management-user-help](http://www.structuralbiology.eu/content/aria-management-user-help). The page header includes the Instruct Integrating Biology logo and a navigation menu with links: Home, Access, Training, Information, Network, Login, Register, Dashboard, and Submit Proposal. A search bar is located in the top right corner.

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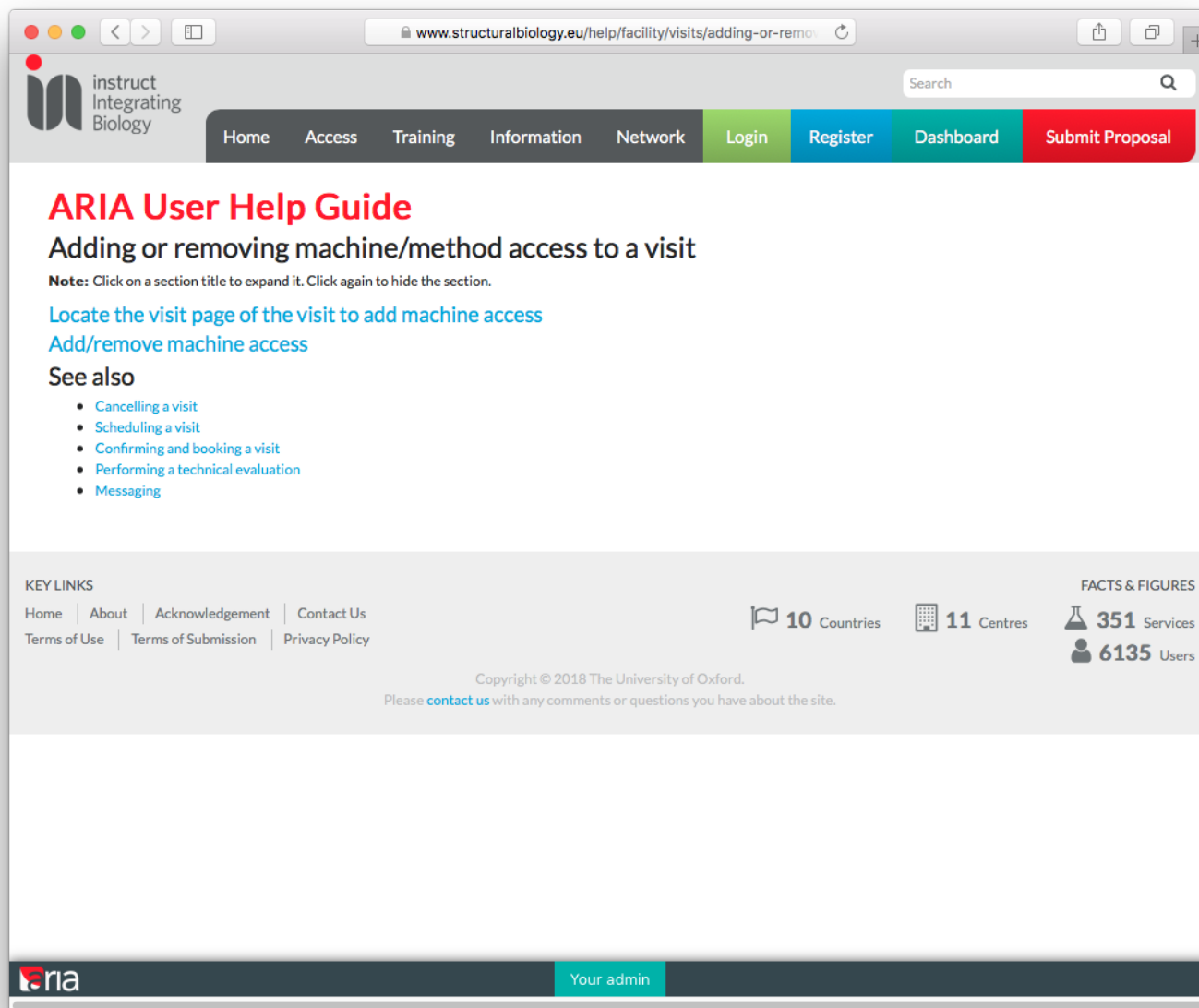
**Note:** Click on a section to expand it and view available help guides. Click again to hide the section.

- Getting started
- Your ARIA profile
- Requesting access to services/technologies
- Messaging through ARIA
- Publishing content
- Internal booking for machine users
- Help for moderators of access proposals
- Help for reviewers of access proposals
- Help for centres and service operators

Service operators manage and run visits and remote access to the scientific services/technologies offered through Instruct Centres. They can also manage their internal machine booking calendars using ARIA.

- Using the access dashboard\*
- Visits
  - Performing a technical evaluation
  - Adding/removing machine access to a visit
  - Confirming and booking a visit
  - Cancelling a visit
  - Providing visit feedback (service)\*
- Services/Technologies

The footer of the page includes the ARIA logo and a link to "Your admin".



The screenshot shows a web browser window displaying the ARIA User Help Guide. The browser's address bar shows the URL [www.structuralbiology.eu/help/facility/visits/adding-or-removing-machine-access](http://www.structuralbiology.eu/help/facility/visits/adding-or-removing-machine-access). The page features a navigation bar with links: Home, Access, Training, Information, Network, Login, Register, Dashboard, and Submit Proposal. The main content area is titled "ARIA User Help Guide" and "Adding or removing machine/method access to a visit". It includes a note about clicking on section titles to expand or hide sections, followed by links to "Locate the visit page of the visit to add machine access" and "Add/remove machine access". A "See also" section lists related topics: Cancelling a visit, Scheduling a visit, Confirming and booking a visit, Performing a technical evaluation, and Messaging. The footer contains key links, facts and figures (10 Countries, 11 Centres, 351 Services, 6135 Users), and copyright information for 2018 The University of Oxford.

**ARIA User Help Guide**

## Adding or removing machine/method access to a visit

**Note:** Click on a section title to expand it. Click again to hide the section.

[Locate the visit page of the visit to add machine access](#)

[Add/remove machine access](#)

**See also**

- [Cancelling a visit](#)
- [Scheduling a visit](#)
- [Confirming and booking a visit](#)
- [Performing a technical evaluation](#)
- [Messaging](#)

**KEY LINKS**

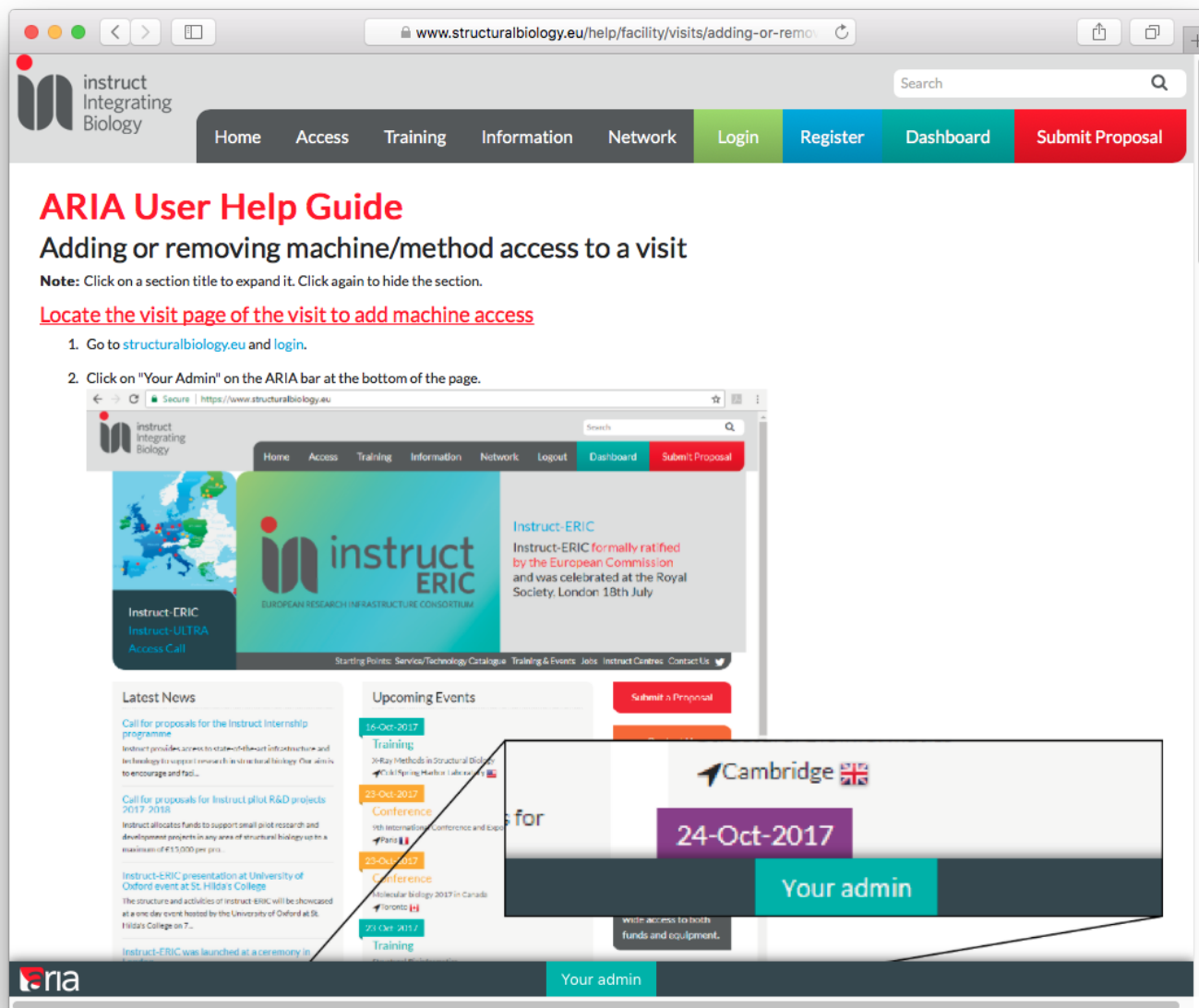
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**FACTS & FIGURES**

10 Countries | 11 Centres | 351 Services | 6135 Users

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**ARIA** Your admin



**ARIA User Help Guide**  
Adding or removing machine/method access to a visit

**Note:** Click on a section title to expand it. Click again to hide the section.

[Locate the visit page of the visit to add machine access](#)

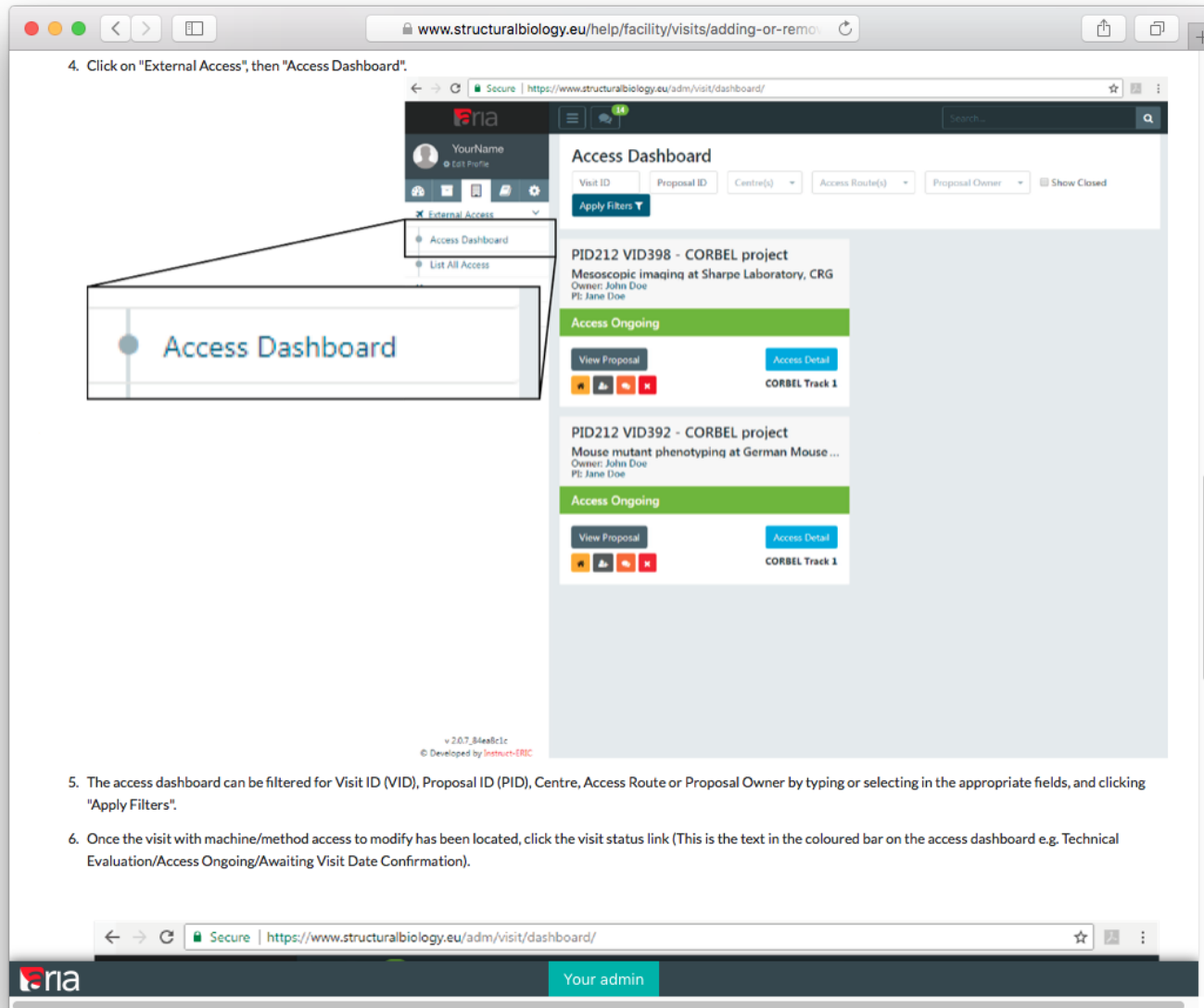
1. Go to [structuralbiology.eu](http://structuralbiology.eu) and [login](#).
2. Click on "Your Admin" on the ARIA bar at the bottom of the page.

The inset image shows the website's footer with the "Your admin" button highlighted. The button is located at the bottom of the page, next to the ARIA logo.



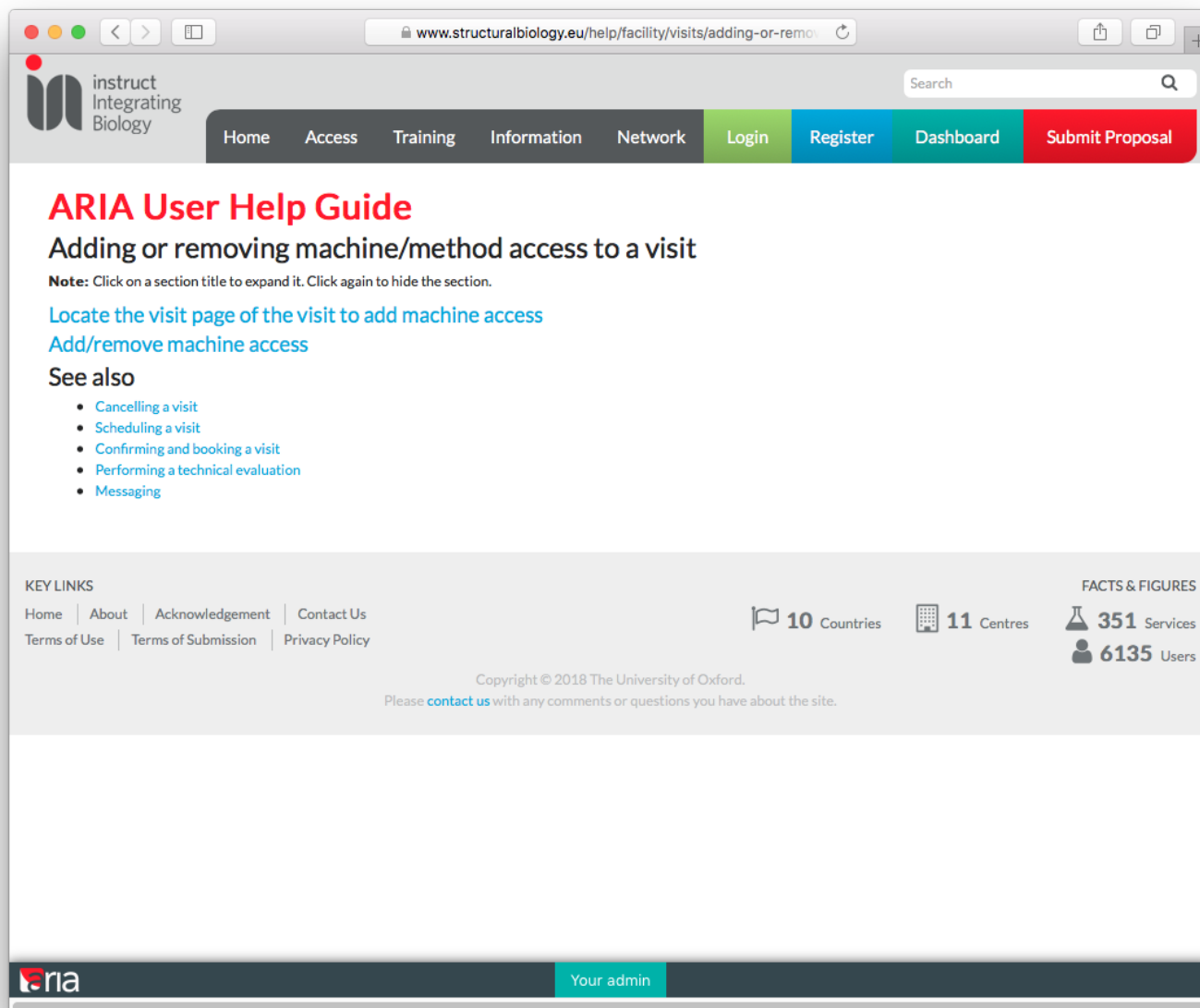
# Example guide: Adding/Removing Machine access to a visit

4. Click on "External Access", then "Access Dashboard".



5. The access dashboard can be filtered for Visit ID (VID), Proposal ID (PID), Centre, Access Route or Proposal Owner by typing or selecting in the appropriate fields, and clicking "Apply Filters".

6. Once the visit with machine/method access to modify has been located, click the visit status link (This is the text in the coloured bar on the access dashboard e.g. Technical Evaluation/Access Ongoing/Awaiting Visit Date Confirmation).



The screenshot shows a web browser window displaying the ARIA User Help Guide. The browser's address bar shows the URL [www.structuralbiology.eu/help/facility/visits/adding-or-removing-machine-access](http://www.structuralbiology.eu/help/facility/visits/adding-or-removing-machine-access). The page features a navigation bar with links: Home, Access, Training, Information, Network, Login, Register, Dashboard, and Submit Proposal. The main content area is titled "ARIA User Help Guide" and "Adding or removing machine/method access to a visit". It includes a note about expanding/collapsing sections, a link to "Locate the visit page of the visit to add machine access", and a "See also" section with links to "Cancelling a visit", "Scheduling a visit", "Confirming and booking a visit", "Performing a technical evaluation", and "Messaging". The footer contains "KEY LINKS" (Home, About, Acknowledgement, Contact Us, Terms of Use, Terms of Submission, Privacy Policy), "FACTS & FIGURES" (10 Countries, 11 Centres, 351 Services, 6135 Users), and a copyright notice for 2018 The University of Oxford. A "Your admin" button is visible in the bottom right corner.

**ARIA User Help Guide**

## Adding or removing machine/method access to a visit

**Note:** Click on a section title to expand it. Click again to hide the section.

[Locate the visit page of the visit to add machine access](#)

[Add/remove machine access](#)

**See also**

- [Cancelling a visit](#)
- [Scheduling a visit](#)
- [Confirming and booking a visit](#)
- [Performing a technical evaluation](#)
- [Messaging](#)

**KEY LINKS**

[Home](#) | [About](#) | [Acknowledgement](#) | [Contact Us](#)  
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**ARIA** [Your admin](#)

www.structuralbiology.eu/help/facility/visits/adding-or-remov

instruct Integrating Biology

Home Access Training Information Network Login Register Dashboard Submit Proposal

## ARIA User Help Guide

### Adding or removing machine/method access to a visit

**Note:** Click on a section title to expand it. Click again to hide the section.

[Locate the visit page of the visit to add machine access](#)

[Add/remove machine access](#)

- In the "Add/Select machines/methods" panel, select a machine/method where multiple are present from the dropdown list. To add the selected machine/method to the visit click "Add Machine/method"

**Select a machine/method**

Machine Optical Projection T: ▾

Optical Projection Tomography (OPT)

Selective Plane Illumination Microscopy (SPIM)

Secure | https://www.structuralbiology.eu/idm/visit/398

YourName  
Edit Profile

Access Dashboard > Visit VID: 398

PID: 212 VID:398 - CORBEL project

Contact User View Proposal

Technical-Evaluation 26-Oct-2017 13:53 UTC

**Add/Select Machines/Methods**

Machine Optical Projection T: ▾

Optical Projection Tomography (OPT)

Selective Plane Illumination Microscopy (SPIM)

Add Machine/Method +

Access Feedback

Completed

Your admin

- *Page url will migrate with the move to the instruct-eric.eu webpage*
- *Screenshots with legacy instruct styling (and guidelines where necessary) will be changed to match the new instruct-eric.eu webpage*
- *Navigation instructions are currently from Instruct homepage only. Other project links (e.g. to application portal from iNEXT home) not covered.*

Questions?



# Guidelines

[https://www.structuralbiology.eu  
/content/aria-management-user-help-guide](https://www.structuralbiology.eu/content/aria-management-user-help-guide)

# Contact

Help guides: [natalie@strubi.ox.ac.uk](mailto:natalie@strubi.ox.ac.uk)

ARIA issues: [aria@structuralbiology.eu](mailto:aria@structuralbiology.eu)

General: [admin@structuralbiology.eu](mailto:admin@structuralbiology.eu)