CTSI | Clinical and Translational Science Institute

PENNSTATE

Eagle-I User Guide

## Resources: Searching for Instruments, Core Facilities & other Services

Search Method 1: Type keywords into the search box in the upper right hand corner.

Search Method 2: Click the "Browse" link to the left of the search box in the upper right hand corner. This will show a list of all resources in alphabetical order.

Also note that there are filters in the left sidebar to narrow the search results by resource type. More details about individual resources can be found by clicking the links contained in your search results.
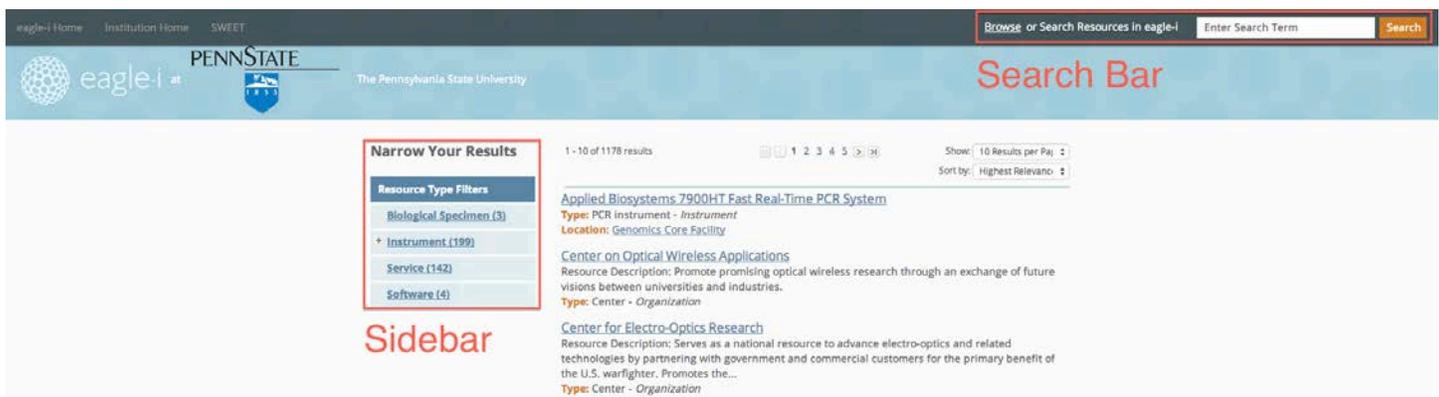
Clicking on the title of a resource will show more details about it, including its location. If you want to know at which campus the resource is located, you can click on the resource's location and the campus will be shown as an affiliation. Clicking on a campus link will in turn show all the organizations at the campus in the right sidebar.
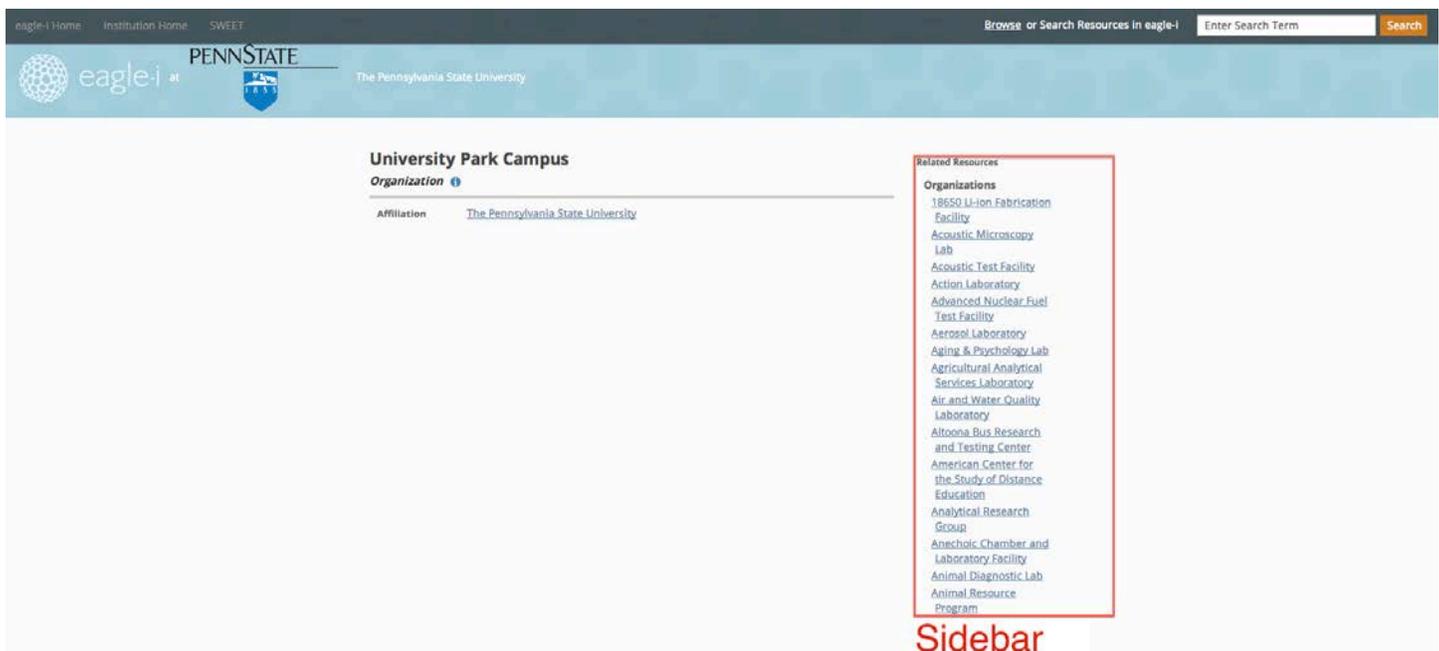
Once you have selected the resource that you are interested in, you can get additional information about the resource by following the link to the resource's WEB page (when available). You may also directly request more information about the resource by clicking the "send message to resource contact" button and entering the requested information (see example below).

Adding Resources to the Eagle-I catalog
To make the Eagle-I catalog as complete and useful as possible, please ADD resources that you know about:

The easiest way to add a resource to eagle-i is via the form found on the eagle-i home page ("Add a Resource to eagle-i"). Simply fill out the form with the requested information, and the resource will be added to eagle-i in a timely manner.

If you plan to add multiple resources and would like to do so directly in the eagle-i database, you will need an eagle-i account. To request an account send an email to eaglei@hmc.psu.edu. Once you have an account you can login by clicking the "SWEET" link in the upper left hand corner. After entering your login credentials, you will see the SWEET workbench from which you can select your organization/work unit. If your organization/work unit is not shown, you can create it by clicking the "create an organization" button.

Once you select or create your organization, you can add resources that are part of that unit by clicking the "add new" links in the left sidebar. You can view existing resources by clicking the "all resource types" link. When entering information keep in mind:

- You can enter multiple descriptions, contacts, etc. by clicking the plus icon next to the field.
- The resource's name should not include acronyms. Put acronyms in the alternate name field.
- Websites should be entered as full URLs (example: http://www.google.com).
- You can leave information for the catalog curator (who will review and approve adding the Resource) using the comments field.

Upon clicking "edit" or "add new" the resource is immediately locked and only editable by you. To unlock the resource click the "unlock" button. Once you are finished editing an item you can submit it for curation by clicking the "send to curation" button. The resource will then be curated by the eagle-i team and published. Note that curation may take time and your resource will not be published and viewable immediately.

Submitting Feedback

You can always submit feedback and suggestions to the eagle-i team by clicking the "give us feedback" button in the footer and entering the requested information.

More Information

More in-depth user guides for eagle-i can be found at the national eagle-i training site at:
https://open.med.harvard.edu/wiki/display/eaglei/Training.