

IRIS User Guide: How to log into IRIS & set the default page



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

16/01/2018

Launch Internet Explorer

Begin by launching/opening Internet Explorer on your PC. We recommend that you use Version 10 or 11 for accessing the IRIS system.

Once your web browser application opens on the screen, enter the following URL address into the address line and press the Enter key.

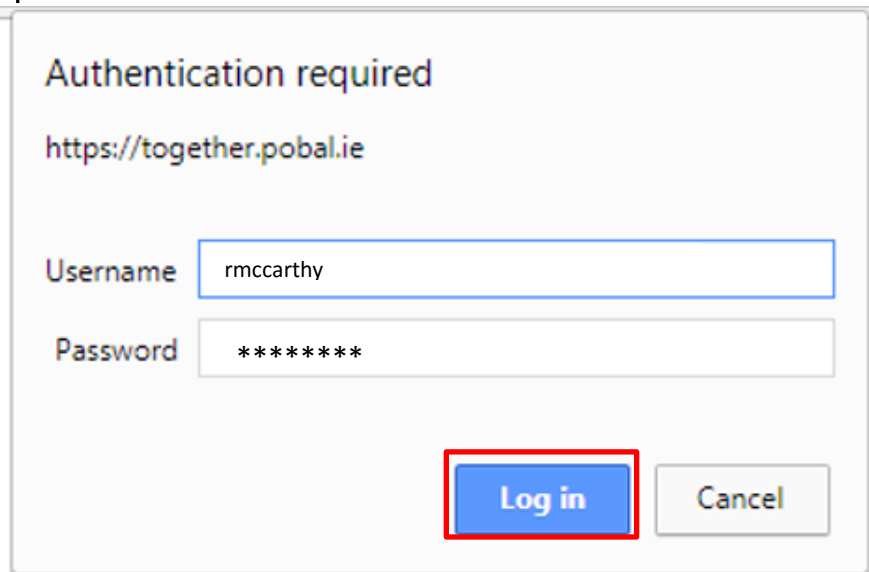


This will bring you to the login screen of the online IRIS application for the Social Inclusion and Community Activation Programme (SICAP 2018-2022).

Login Process

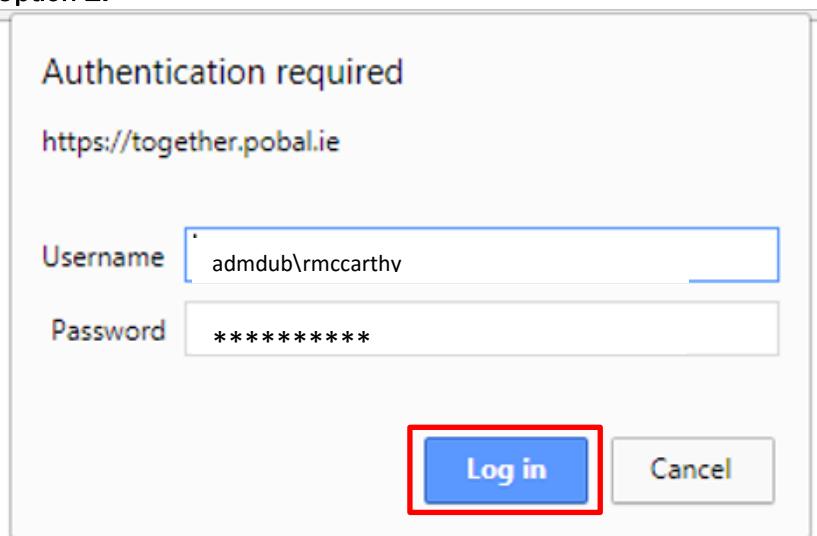
You will now be presented with the Windows Security screen which is the login screen for IRIS. Enter the unique username and password that have been supplied to you by Pobal and then click the Log In button. If you are unable to login using Option 1, you may need to include a domain name – see option 2 below).

Option 1:

A screenshot of a Windows Security authentication dialog box. The title is "Authentication required" and the URL is "https://together.pobal.ie". There are two input fields: "Username" with the text "rmccarthy" and "Password" with "*****". At the bottom, there are two buttons: "Log in" (highlighted with a red box) and "Cancel".

If you are already connected to your office network, you may need to include the prefix **admdub** before your username.

Option 2:



Authentication required

https://together.pobal.ie

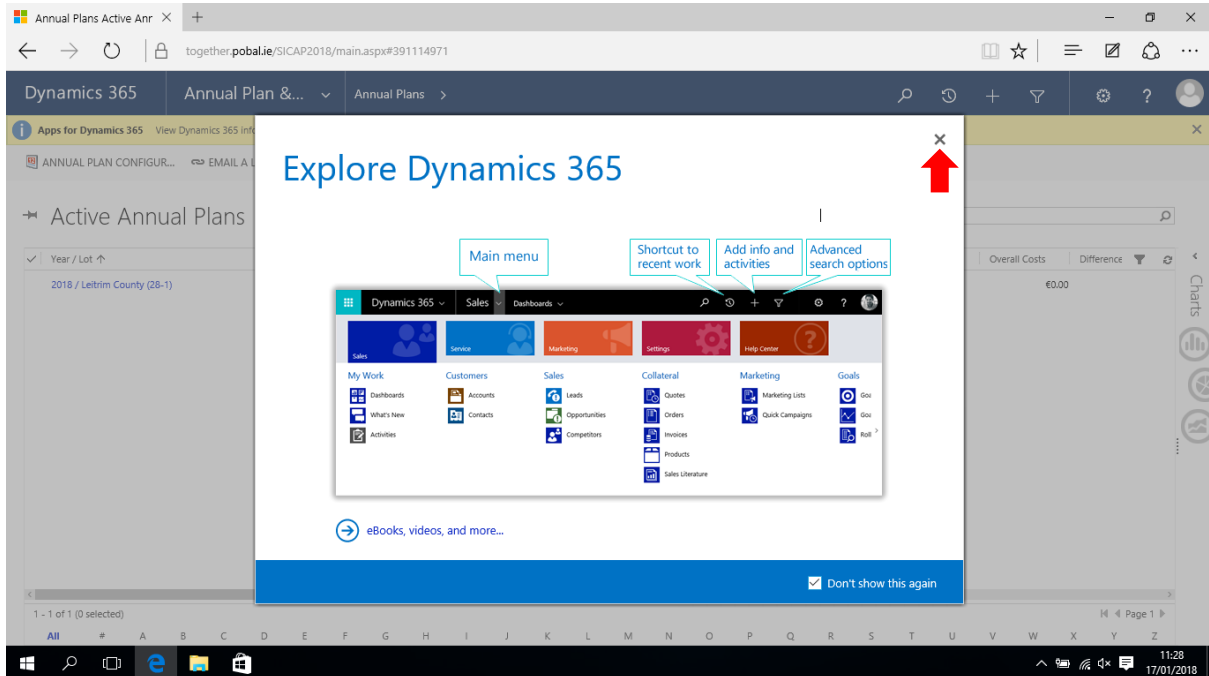
Username

Password

Remember to store your username and password in a secure location – in the event that you lose these login details, please email iris@pobal.ie.

The IRIS System

Once you are successfully logged into the IRIS system, you will be directed to the main landing page for the site. Close the 'Explore Dynamics 365' page by clicking on the 'x' in the top left corner



From here, you will be able to navigate all sections by selecting the relevant heading in the navigation pane along the top of the screen.

We recommend that you create an Internet Favourite for this web page, so that you can quickly access this system in the future.

Please note that after an extended period of inactivity on the system you may be automatically logged out of the IRIS system. In this instance, you are required to close the system and log in again

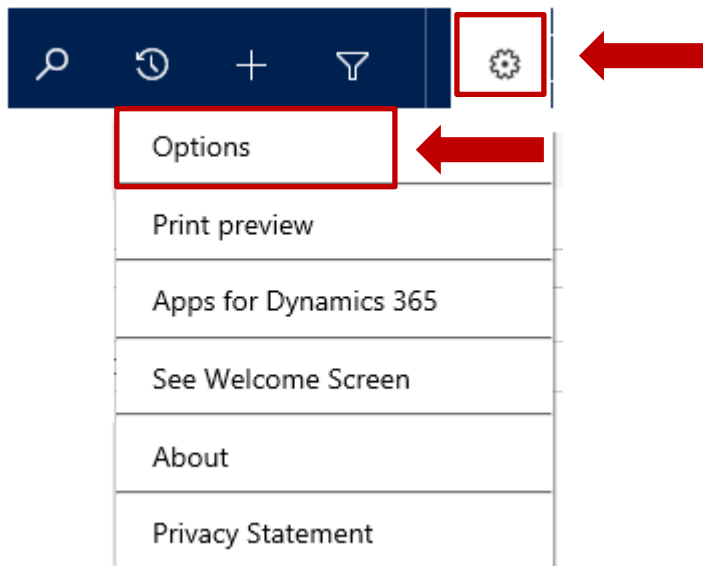
Iris User Policy Schedule

Please familiarise yourself with the IRIS user policy and compliance sheet as well as the data management and protection plan, which form part of the funding agreement for SICAP 2018-2022.

How to Set Default Page

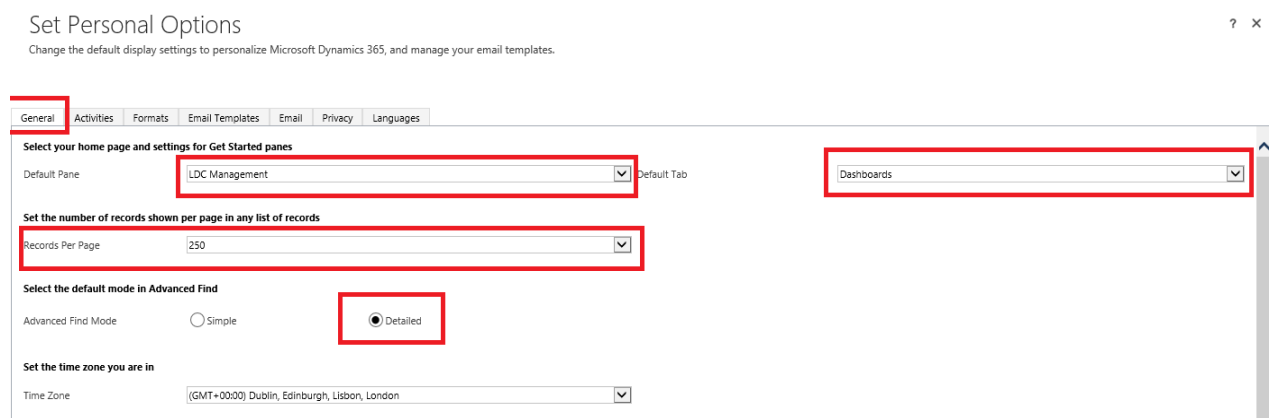
To set the default page click the settings button from the navigation pane from your current page.

Select options from the drop down



The Set Personal Options page will appear.

The Default Pane for all users is LDC Management and the Default Tab is Dashboards



From the **General** tab, click on the drop down arrow for **Default Pane** on the top left hand corner of the page. Select the menu option you wish to use as your default pane (LDC Management, Annual Plan & Financial Management, Performance Monitoring).

Now click on the drop down arrow for **Default Tab** on the top right hand corner of the page. Select the entity that you would like to use as your default tab (the list will differ depending on the selection you made in the Default Pane).

Set the '**Records per Page**' to '**250**' and select '**Detailed**' for **Advanced Find Mode**

From the **Privacy Tab** click 'Never Send an error report to Microsoft about Microsoft Dynamics 365' and then click on the OK button at the bottom of the screen.

Set Personal Options ? x

Change the default display settings to personalize Microsoft Dynamics 365, and manage your email templates.

General Synchronization Activities Formats Email Templates Email Signatures Email **Privacy** Languages

Select your error notification preference

Please help us to improve your experience with Microsoft Dynamics 365 by reporting Web application errors to Microsoft. Every time that a Web application error occurs when I run Microsoft Dynamics 365:

Ask me for permission to send an error report to Microsoft

Automatically send an error report to Microsoft without asking me for permission

Never send an error report to Microsoft about Microsoft Dynamics 365

[View Privacy Statement](#)

OK Cancel