

iLab Solutions: Core Facilities Core Customer Help Manual

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Revision Date: 1/18/2013

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Overview

iLab is designed to help core facilities manage the process of requesting and billing for services rendered and the use of equipment.

Instructions on how to access the system should be provided to you in a separate communication. Please contact core staff or other appropriate personnel if you did not receive these instructions.

The general work flow for placing service requests is:

1. The customer logs into iLab and places a request with the core
2. The core provides a quote for the services requested
3. The customer logs into iLab and agrees to the work and projected cost (quote)
4. If necessary, the Principal Investigator or a Financial Administrator review the request
5. The core completes the work and bills the researcher
6. If appropriate, summary results are made available for download through iLab

If you experience any problems using iLab, do not hesitate to click the ***leave iLab feedback*** link in the upper right hand corner once you are logged in. The ***leave iLab feedback*** link will give you the most comprehensive iLab support. Alternatively, send an email to support@ilabsolutions.com with your question and we will respond as soon as we can.

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My Homepage

When you first log into iLab make sure you update your time zone by choosing your correct time zone and then clicking on *Update my time zone*. After you update your time zone you will either land on the core’s page you logged into or you may land on your homepage (Figure 1). On your homepage you can view quick links to facilities you often use, view requests that require your attention and view a list of your reservations. You have menu options to manage your account, manage your support tickets and find lists of cores that you can access through iLab when you are on any page in iLab.

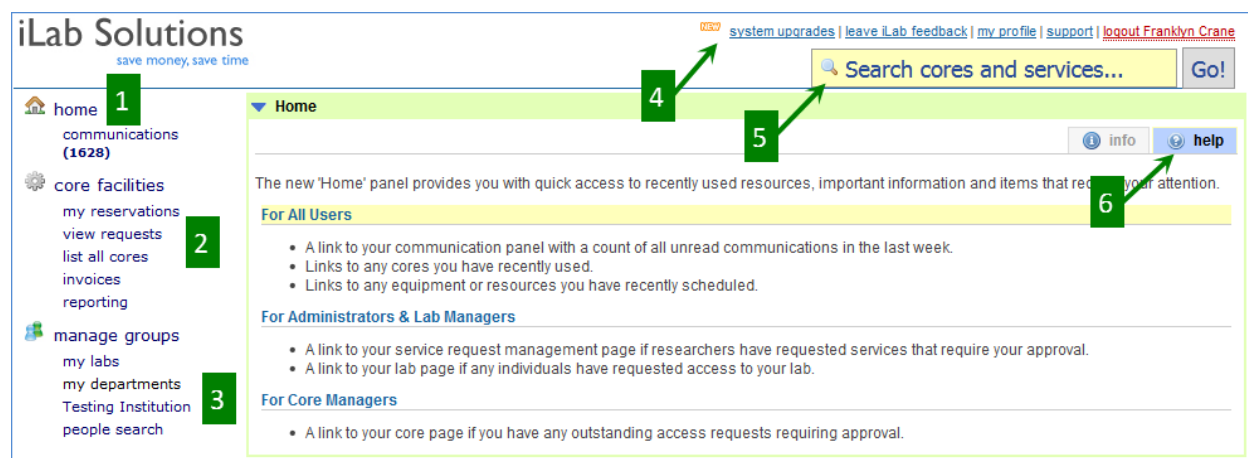


Figure 1. When you first log into iLab, you may land on your homepage. You can also navigate to the homepage by clicking on home at the upper-left corner. On the homepage you can find quick links to cores, requests and services that are relevant to you.

The options on the left-hand panel and upper-right panel can be accessed regardless of the page you are on in iLab. The *home* menu option on the left side of the page (Figure 1.1) will take you to your homepage and homepage panels. Under *home* is the *Communications* menu option where you can view emails sent through the iLab system. If your lab also utilizes the iLab Lab Management system, you will see menu options on the left side of the page for requisitioning.

Under *core facilities* (Figure 1.2) you may see *my reservations* where you can view past and future reservations you have with cores. You can see requests of services or projects that you have submitted to cores from the *view requests* link and you can see a list of cores that you can access from *list all cores*.

Under *manage groups* (Figure 1.3) you can view *my labs* to see details about your lab and lab members. If you are a Principal Investigator or Lab Manager please review [PI + Financial Admin Training Manual](#) for more details about managing your lab in iLab.

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The upper-right hand corner provides links for you to view recent updates, contact iLab support with *leave iLab feedback*, manage your account in *my profile* and manage your created support tickets from *support* (Figure 1.4). If you contact us through *leave iLab feedback*, you will be sending a message to the iLab support team so you will receive the most comprehensive support. This will also enable you to track your support tickets. You can view the support tickets you have sent by clicking on *support*. You can view manuals (like this one) with basic instructions on how to make a request and reservations on *Generic Help Documents* on the *support* page.

In *my profile* you can update your name, log-in information, password, and manage how you want to receive system-generated messages in *Manage Communications Preferences*.

Under the menu options is a search bar. If you are only a user of cores, you can use this search bar to find services and resources list in iLab for your institution (Figure 1.5). If you also use our lab materials requisitioning system, you can search for core facility services and for products.

When you are on your homepage, you will see panels will have panels with different kinds of information. Each panel will have a help tab (Figure 1) with more information about what you can see in the panel.

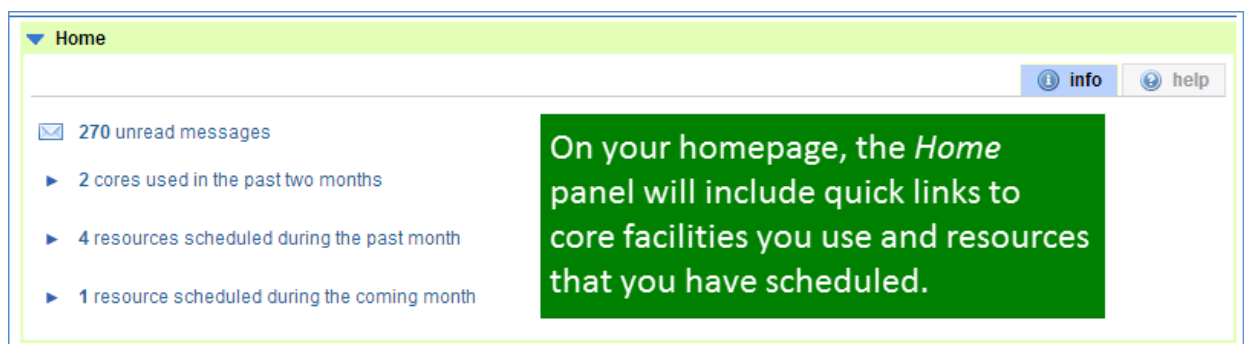


Figure 2. You can access quick links to cores and resources you have used in iLab in the panels on your homepage.

Under the *Home* panel you may see a *Service Request* panel. This panel will have any requests that require your attention in the *alerts* tab (Figure 2). Requests that require attention could be ones that require your approval, ones that are missing payment information or ones that you have not submitted to the core. Lab heads will see requests from all of their lab members and for themselves that require approval in the *Service Request* panel.

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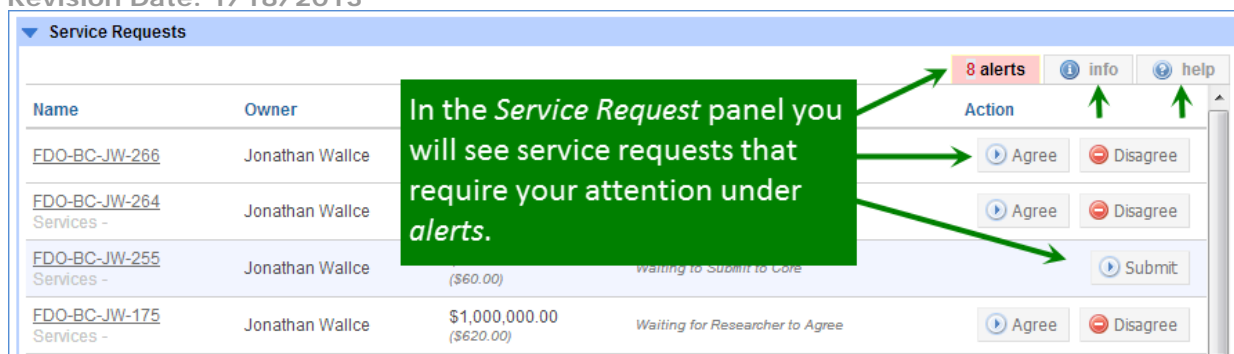


Figure 3. If you have any service requests with any cores in iLab, you will see the *Service Request* panel on your homepage. In this panel you will see requests that require your attentions under *alerts*. The *info* tab researchers see all of their own requests across the cores in the system for a 6 month period. The *help* tab gives you more information about the *Service Requests* panel.

Under the *info* tab you will see up to twenty of your most recent requests (*Figure 3*). For more information about the *Service Request* panel, click on the *help* tab.

You may also see a *Scheduled Events* panel on your homepage. This panel will show any of your reservations that are still pending core approval in the *alerts* tab, and all of your future reservations, up to fifteen, in the *info* tab. Again, click on the *help* tab to see more information about the *Scheduled Events* panel (*Figure 4*).

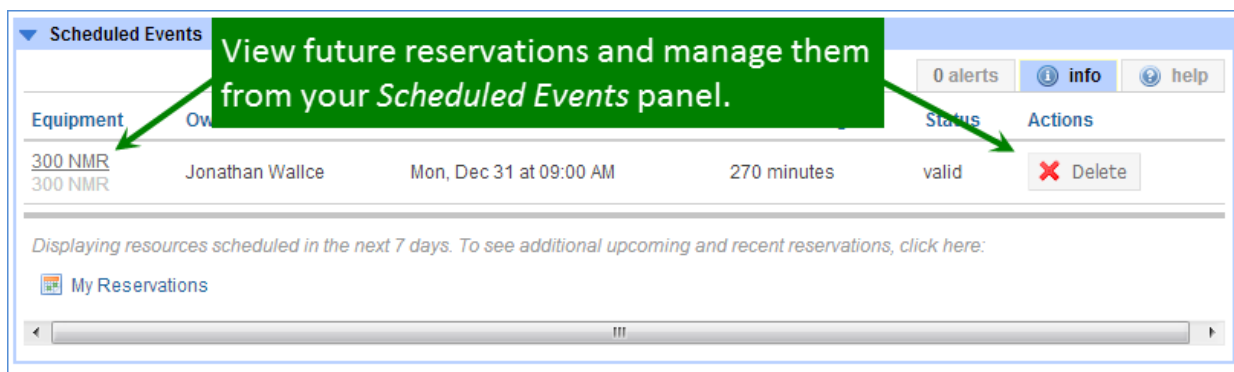


Figure 4. If you have scheduled reservations on any core resource calendars, you will see the *Scheduled Events* panel. On the *Scheduled Events* panel you can view future events, click on the resource name to view the calendar, or take specific actions like deleting or cancelling the event.

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How do I Request a Service?

To request a service, login to the core's web page by following the directions you received in the iLab welcome email, or by using the core's direct link, if core staff has provided you with the link. **Note: The core facility staff has the ability to edit the information seen on their site. The instructions below are general instructions. When you land on the core's page, you may not see exactly the information provided in this manual, but we hope this will guide you through the basic steps.**

To initiate a service request go through the steps outlined in Figure 5 and Figure 6.

The screenshot shows the 'Request Services' tab selected in the navigation menu. The page content includes a section for 'Complex Projects & Quote Requests' with a sub-section for 'Services (1)' containing 'Project Request (Services)' with a 'request service' button. Below this is an 'Unclassified (2)' section with 'DNA Sequencing' and 'Training Request', both having 'request service' buttons. A search bar is present with the text 'test'. At the bottom, there are sections for '1. Consumables (1)' with 'Reverse Protein Arrays Cost of <96 samples' and a price of '\$25.00 (Internal)', 'Other Charges (1)', and 'Rates (2)'. Three green callout boxes provide instructions: one points to the 'Request Services' tab, another points to the 'request service' buttons for 'DNA Sequencing' and 'Training Request', and a third points to the pricing information for 'Reverse Protein Arrays'.

Figure 5. To view and request services provided by the core, click on the Request Services tab.

1. To submit a service request to a core, once you have landed on the core's page, click on the *Request Services* Tab. (Figure 5)
2. Select the service of interest and click on *request service*.

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The screenshot shows the 'Project Request' form in the iLab Solutions system. At the top, there are navigation tabs: 'About Our Core', 'Equipment', 'Request Services', 'View My Requests', 'Contact Us', and 'Reservations'. The form is titled 'Project Request' and contains the following elements:

- Request Name: FDO-BC-JW-297
- Is this a cancer center project?: No
- A large text area for the request description.
- Section '1) Forms and Request Details' with a sub-header '(see bottom of list to add items to this request)'. It includes a table with columns for Date, Service, Quantity, Price, Billing Status, and Work Status. The first row shows 'Dec 28 11:42 AM', 'Media&Video Services', '1.0', '\$30.00', 'Not Ready To Bill', and 'Proposed'.
- A 'View Form: Project Description' tab with a 'Not Started' status.
- Instructions: 'Give a detailed description of the project and services you would like the Cell Biology Core to perform.'
- Required fields: 'Project Name: Project X' and 'Project Due Date: January 4, 2013 10:42'. A green callout box with an arrow points to these fields with the text 'Fill in all of the required fields in the form.'
- A 'Project Description' text area with a 'please upload' button. A green callout box with an arrow points to this area with the text 'Save the completed form.'
- Buttons: 'save completed form' and 'save draft of form'. A green callout box with an arrow points to the 'save completed form' button with the text 'Save the completed form.'
- Warning: 'After saving your form, please submit your request to the core.'
- Summary items: 'Consultation description: Not Started' and 'Sample Shipped description: Test link Not Started'.
- Section '2) Cost' with the text: 'The core will review your request and provide you with a quote for the requested service(s).'
- Section '3) Payment Information' with the text: 'Cost Center (Put in payment expiration in Please provide a PO number'. A green callout box with an arrow points to this field with the text 'Enter a payment number, if required.'
- 'additional payment notes:' text area.
- Buttons: 'submit request to core', 'save draft request', and 'Cancel'. A green callout box with an arrow points to the 'submit request to core' button with the text 'Submit the request to the core.'

Figure 6. To initiate the request, fill out and save the form, enter any valid payment information and submit the request to the core.

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3. Fill out all information on the subsequent form. Required fields are highlighted with a red star to the left of the field title (*Figure 6*).
4. Make sure that you click *save form* once you have filled out all of the required fields
5. Choose the appropriate payment information when applicable
6. Click *Submit request to core*

The core staff is able to generate their own forms. This being said, if you have any questions about the services listed on the core's site or questions about the form, please contact the core staff directly. You can either click on *Contact Us* to leave a message for the core, or you can look at the *About Our Core* tab to see who the core contacts are and more information about the core.

The screenshot shows the iLab Solutions website interface. At the top, there is a navigation bar with tabs: "About Our Core", "Equipment", "Request Services", "View My Requests", "Contact Us", and "Reservations". Below the navigation bar, the "About Our Core" section is active, displaying an "Overview of Services" with a list of services: Signal Transduction, Cell Division, Cell Differentiation, Apoptosis, and Cell Migration. Below this is the "Leadership" section, followed by "Location and hours of operation" (9AM-5PM M-F, York Avenue New York, NY), "Links and Resources" (https://my.ilabsolutions.com), and "Contacts" which includes a table with columns for Name, Role, Phone, Email, and Location. Two green callout boxes with arrows point to the "About Our Core" and "Contact Us" tabs, providing instructions on how to use them.

Click on *Contact Us* to leave the core staff a message.

Click on *About Our Core* to see more information about the core and a list of facility contacts.

Name	Role	Phone	Email	Location
PI	Head		PI@ilabsolutions.com	TEST

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my.ilabsolutions.com | [privacy policy \(pdf\)](#) | [security policy](#)

Figure 7. Reference the About Our Core tab to see more information about the facility or click on Contact Us to leave facility staff a message.

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How do I Approve the Quote?

Once the core has reviewed and approved your request, the core may provide you with a quote or cost estimate by email. The email will contain a summary of the request with a direct link to your request where you can review the request including milestones and any anticipated charges. When you are ready to approve the quote you can click on *Agree* on the right of the quote. At this time you may be able to update your payment information, if necessary, and even set a different amount you agree with.

The screenshot displays the iLab Solutions web application interface. At the top, there are navigation tabs: 'About Our Core', 'Equipment', 'Request Services', 'View My Requests' (selected), 'Contact Us', and 'Reservations'. Below the tabs is a search bar with 'Find: active requests' and several filter options: 'restrict by keyword', 'restrict by date (default 1 year)', 'restrict by lab', 'only recurring requests', and 'only recurring requests needing re-approval'. A table lists requests with columns for 'date', 'for', 'service id', 'cost', and 'status'. One request is expanded, showing details for 'Jonathan Wallace' with 'service id' FDO-BC-JW-266 and a 'cost' of \$351.00. The status is 'Waiting for Researcher Approval'. To the right of the request row are 'Agree' and 'Disagree' buttons. A green callout box points to the 'Agree' button with the text: 'After reviewing the request and charges below, click on Agree to approve the request and update payment information, in necessary.' Below the table is the 'Overview' section for service id FDO-BC-JW-266, listing details like 'Is this a cancer center project', 'Category', 'Service name', 'Customer email', 'Customer phone', 'Lab Name', 'Lab PI(s)', 'Other Contacts', 'Customer institute', 'URL', 'Projected cost', and 'Quote expires on:'. A green callout box points to the 'Projected cost' field with the text: 'View the projected cost of the project.' Below the overview is the 'Payment Information' section, showing 'Actual cost: \$351.00', 'Customer agreed to cost: No Agreement', and 'Cost Center (Put in payment expiration information): sample23'. A green callout box points to this section with the text: 'Review the request details below here.' Below payment information is 'Collaborative Options' and 'Forms and Request Details'. The 'Forms and Request Details' section shows a 'View Form' for 'DNA Sequencing with Grid' with a status of 'Completed'. Below this is a table of services with columns for date, service name, quantity, cost, billing status, and work status. The table shows one service: 'DNA Seq. - 96 well plate' with quantity 1.0, cost \$351.00, billing status 'Not Ready To Bill', and work status 'Proposed'. At the bottom, there are sections for 'Comments', 'Attachments & URLs', 'Service Request History', 'Billing Information', and 'Shipping Information'.

Figure 8. After logging in from the email you receive, you can view the request details, projected cost (quote) and agree to the project.

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Once you click on *Agree*, the core will be notified of your intent to continue with the work, and will notify you when work begins on your project and at other important milestones, including project completion.

How Do I Review Requests once Initiated?

You can review any of your requests by clicking on the *View My Requests* tab on the core's page, once you have logged in. On this tab you can use the light blue Find bar to search for specific requests. You also can view all of your requests and see what status they are. Click on the blue arrow icon to the left of any request row to expand and view details for the request.

The screenshot shows the 'View My Requests' tab selected in a navigation menu. Below the menu is a search bar with the text 'active requests' and a 'find!' button. A green box with the text 'Search for specific requests.' has an arrow pointing to the search bar. Below the search bar is a table of requests. The first row is expanded, showing details for a request from Dec 19, 2012, for Jonathan Wallace, with service ID FDO-BC-JW-294 and a cost of \$30.00. A green box with the text 'Click on the blue arrow to toggle open the request.' has an arrow pointing to the blue arrow icon on the left of the first row. The second row is collapsed, showing a status of 'Waiting for Researcher Approval' and buttons for 'Agree' and 'Disagree'.

date	for	service id	cost	
▶ Dec 19, 2012	Jonathan Wallace	FDO-BC-JW-294	\$30.00 (\$30.00)	Waiting for Core to Begin
▶ Nov 1, 2012				Waiting for Researcher Approval

Figure 9. On the *View My Requests* tab on the core's page, you can view all of your requests with the core to see request details and the status of the request.

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What Tools are Available to me to manage My Requests?

Can I update payment information any time?

On the far right side of the request row there are icons you can use to help you manage your requests. The first icon is a dollar sign icon (\$). This icon allows you to view the payment number per charge and to update your payment number. Depending on the core's settings, you may even be able to use multiple payment numbers per charge if you see the double arrow icon (↔).
 On the far right side of the request row there are icons you can use to help you manage your requests. The first icon is a dollar sign icon (\$). This icon allows you to view the payment number per charge and to update your payment number. Depending on the core's settings, you may even be able to use multiple payment numbers per charge if you see the double arrow icon (↔).

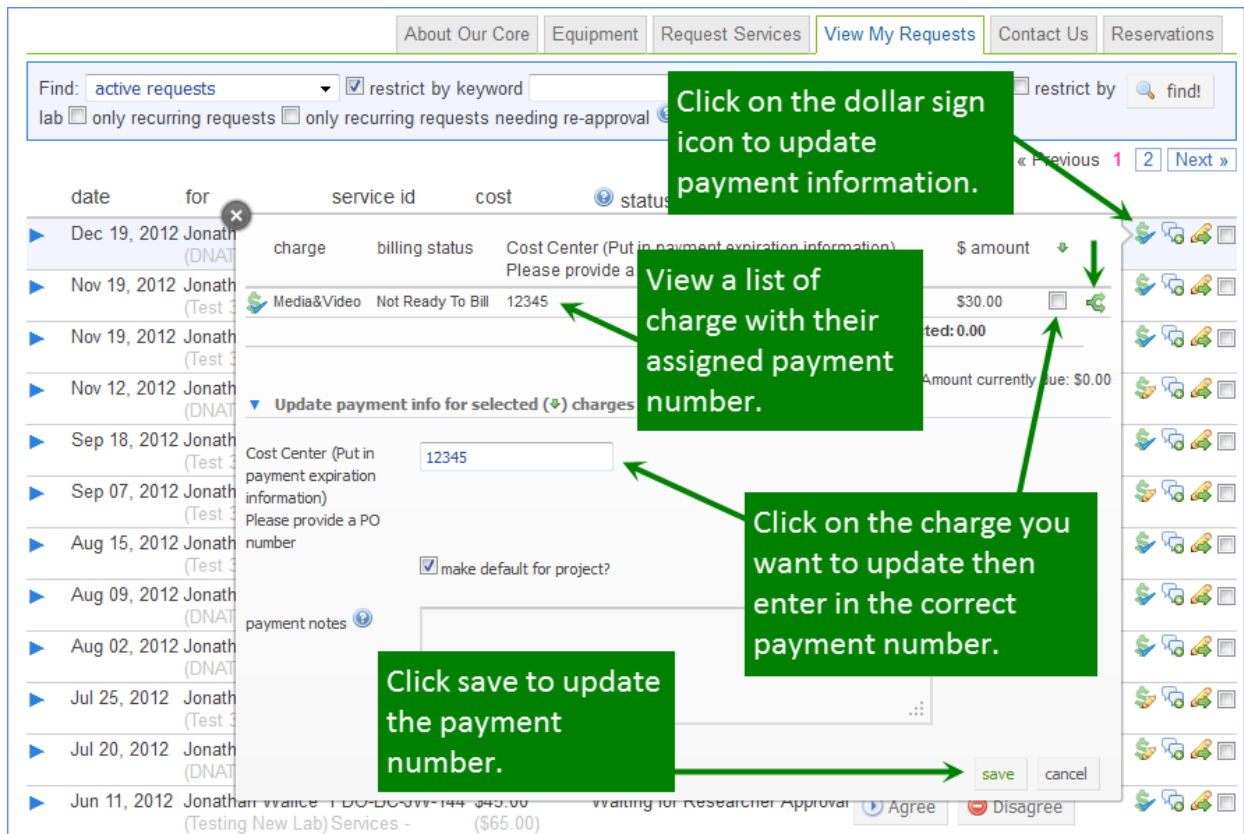



Figure 10. You can update the payment information for the project at any time during the course of the project. Make sure to choose the charges that the new payment number applies to when updating the payment information.

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How can I Communicate about Request in iLab?

To communicate about a request, click on the "comment" icon () at the top of the request row and enter the message you would like to send. In the message pop-up, choose who you want to send the email to and enter in your message. The email sent will include a link to the request.

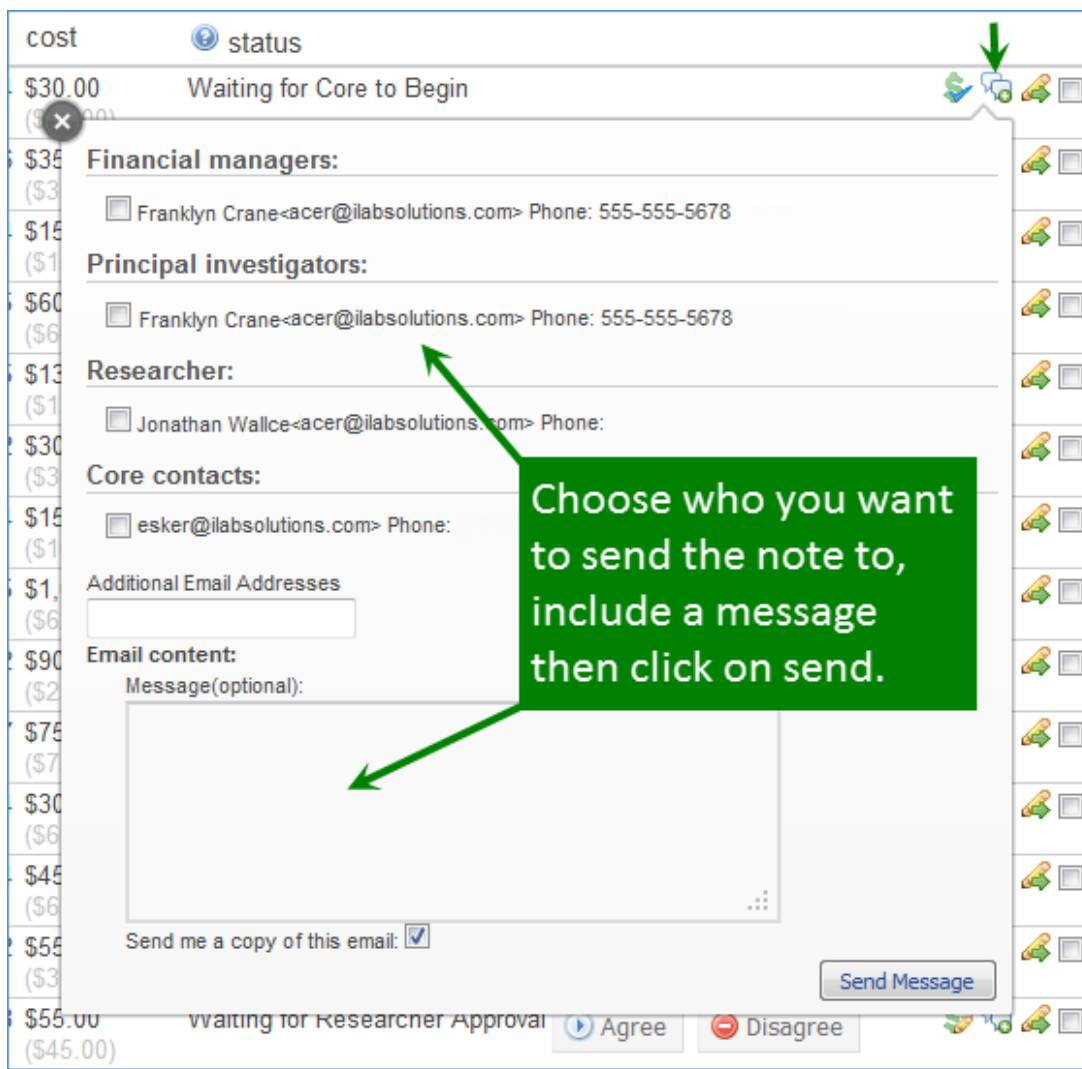




Figure 11. Click on the communication bubbles to send an email about the request. If you use iLab for your communications, they will be tracked within the request.

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Can I Print the Request Details?

The icon () to the farthest right on the request row allows you to print out different aspects of the request. You can choose to print out all sections of the request or just one section like the form. There is also a print icon () on each form within the request that you can use to print just the form.

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Can I Download Results and Documents?

The core can upload experimental results and send you an email so you can download results easily. Results will be made available to you in a form or in an attachments list.

To access experimental results, click the blue arrow to expand the request of interest and look for the attachments panel (*Figure 9*). Download any files of interest.

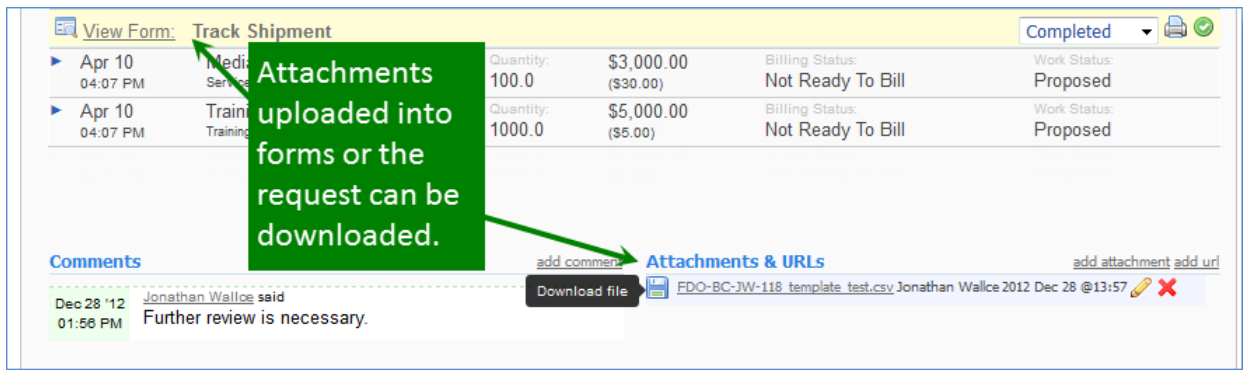


Figure 12. You can upload files needed for the project or core staff can upload experimental data for you to access. Please do not upload anything larger than 5MB at one time.

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Can I Track the History of the Project?

You also have the opportunity to view the history of the communications on the request and the changes made to the request. Review the history at the bottom of the request under *Comments* and *Service Request history* (Figure 13).

You also can update your *Billing* and *Shipping Information* on the bottom of the request (Figure 13).

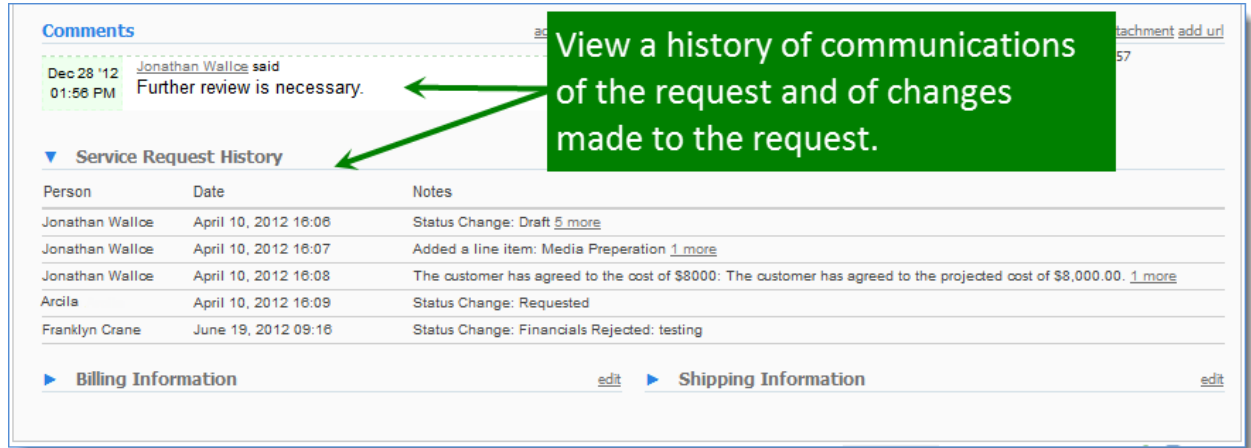


Figure 13. At the bottom of each request you can view the communication history on the request, changes to the request and update your billing or shipping information.

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How do I make Reservations on Core Facility Resource Calendars?

Some core facilities may also have calendars that you can schedule on to reserve time on for their resources. To see more information about scheduling resources in iLab, please [click here](#).

Contact us at support@ilabsolutions.com for any additional questions.