

Pennington Biomedical / Louisiana State University

Basic iLab Guide for Users and PIs

April 24, 2017

(Adapted from the Vanderbilt iLab User Guide)



Overview

iLab is designed to help core facilities manage the process of requesting, billing and reporting of services rendered and the usage of equipment and other infrastructure. The **iLab/LSU ID integration** allows all users to login using their **PAWS ID** (used to access Workday). The system is organized with PIs as the head of labs that contain their staff and, if applicable, a lab manager that can take on some functions of the PI. It is hoped that this system will allow both the core facilities at Pennington as well as the individual labs to keep track of past and ongoing projects, who is using the cores, and how much is being spent.

The cores at Pennington that are currently integrating iLab are:

[Animal Models & Phenotyping](#)

[Genomics Core Facility](#)


[The Cell Biology and Bioimaging Core](#)

By clicking on the above core names you will be taken to a snapshot of that core including hours of operation and contact information for core staff.

Logging into iLab

1. Copy the following web address into your browser **and bookmark it**: <https://lsu.corefacilites.org>
2. Once on the iLab login page, login as an **Internal User** by clicking on the word "**here**".

You are about to enter the private network
of Agilent Technologies, Inc. Unauthorized entry
and/or use of this system may subject you to
both civil and criminal liability under applicable
state and/or federal laws and regulation



LOUISIANA STATE UNIVERSITY

Internal LSU user (with PAWS ID):

Click [here](#) to login or register using your institute login
and password.

Not a LSU user? (no PAWS ID)

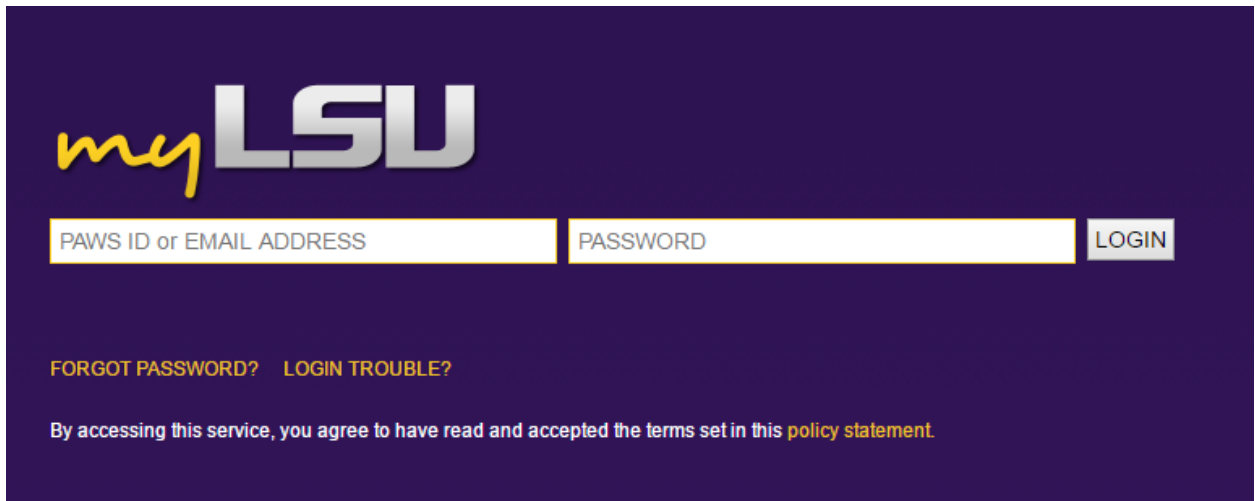
Login using iLab credentials ☐

Learn more about [iLab Operations Software](#)
If you don't have an account, please [register](#) for an
iLab account.

Please email ilab-support@agilent.com if you are experiencing problems with your username and password.

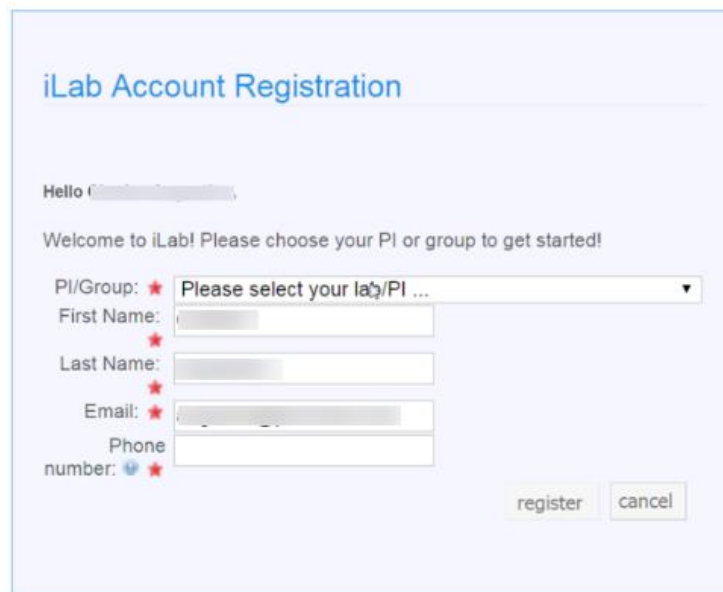
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3. On the **myLSU login page**, enter your **PAWS ID** – this is the same username and password you use to access Workday and *may differ from your Pennington Biomedical credentials*.



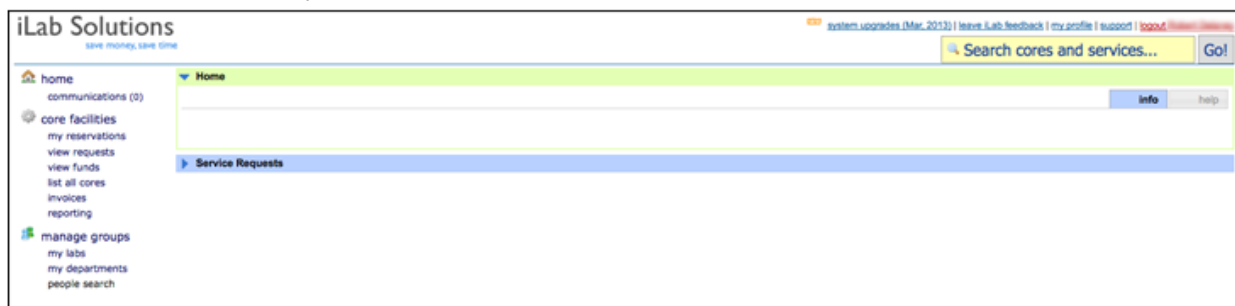
The image shows the myLSU login page. It has a dark purple background. At the top left is the myLSU logo, with 'my' in yellow script and 'LSU' in white bold sans-serif. Below the logo are two white input fields: 'PAWS ID or EMAIL ADDRESS' and 'PASSWORD'. To the right of the password field is a white 'LOGIN' button. Below the input fields, there are links for 'FORGOT PASSWORD?' and 'LOGIN TROUBLE?'. At the bottom, a line of text states: 'By accessing this service, you agree to have read and accepted the terms set in this [policy statement](#).'

4. Once you authenticate you will be directed to a registration page where you will need to select the **PI of your lab** (which may be YOU) and a request will be sent to the PI for approval.
- In addition, iLab administrators can also approve lab assignments if your PI is away.
 - If your PI or Lab is NOT listed, choose “**AAA Default (LSU) Lab**” and notify a core staff member. We will get your PI/Lab uploaded and associate you with the lab.
 - **If you work with multiple PIs**, please select one to initially set up the iLab account. Next, send an email to david.burk@pbrc.edu with a list of the other PI names.



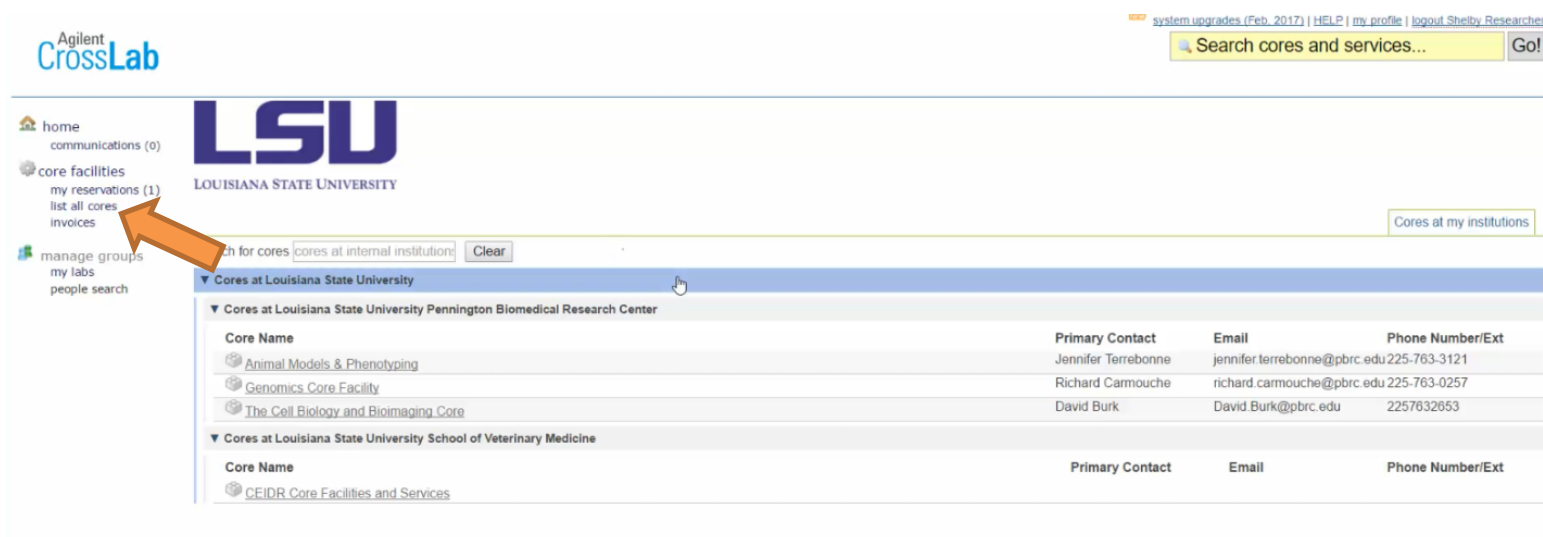
The image shows the iLab Account Registration form. It has a light blue header with the title 'iLab Account Registration'. Below the title, it says 'Hello [redacted]' and 'Welcome to iLab! Please choose your PI or group to get started!'. The form contains several fields: 'PI/Group' with a dropdown menu showing 'Please select your lab/PI ...', 'First Name', 'Last Name', 'Email', and 'Phone number'. Each field has a red star icon next to it. At the bottom right of the form are two buttons: 'register' and 'cancel'.

- You may be asked to select your timezone – if so, choose Central. Additionally, you can choose a notification email **other than your LSU e-mail**. We suggest changing this to your **PBRC email** address.
- You should now be on your Home screen within iLab.

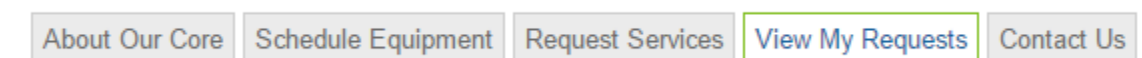


Quick Navigation – Selecting a PBRC Core

- On your iLab home screen, click on **‘list all cores’** then select the particular core you would like to access.



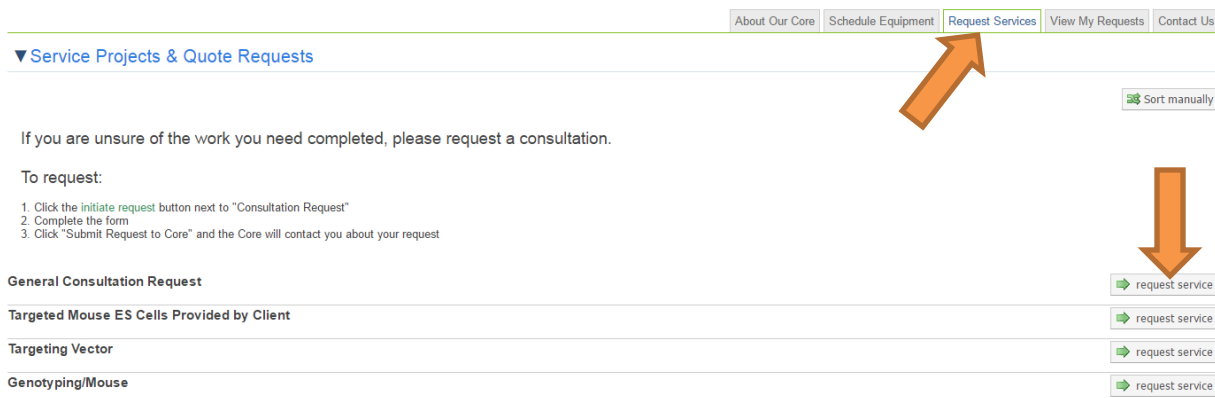
Each core page has several tabs that can be used to learn more about that core, schedule equipment, and request services (if applicable). In addition, there will be a “View My Requests” and “Contact Us” tab that can be used to see what equipment you may have reserved as well as see details on requested projects that have been submitted to the core.



Requesting a Service

Some cores will require you to **initiate new service requests** in iLab. Once you have selected a core, you can request a service by doing the following:

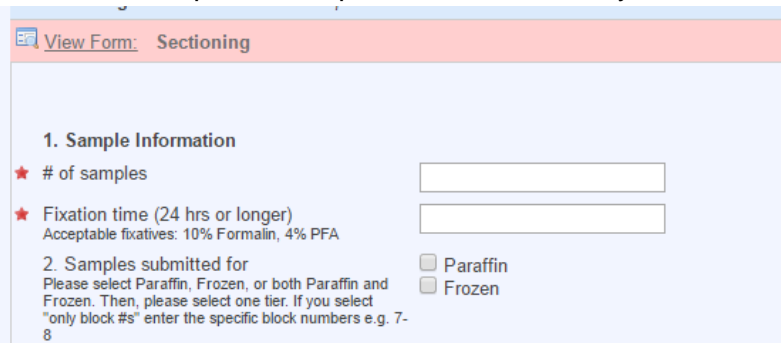
1. Click on the **Request Services** tab.
 - a. On the **Request Services** page, there will be a list of available services.



2. Click on the **Request Service button** to the right of the service you would like to request.
 - a. A submission form will open.
3. Many forms require you to **select the lab** of the person requesting the service. Use the dropdown menu to choose the correct lab.

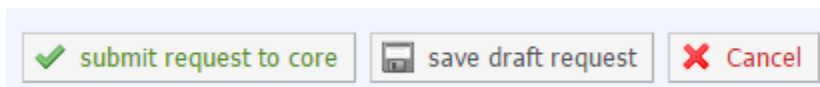
Please select which lab the request is for:
please select a lab ▼

4. **Complete** the submission form.
 - a. Be sure to complete all required fields marked by a red star.



5. In the payment information section, enter a valid account number.

- Click the **submit request to core** button at the bottom of the page to submit your request.



- After submitting your request, you will be redirected to the **View My Request** tab where you can review the status of your request and any quotes provided by the core.
- You will receive emails from iLab if further actions are required for your request to be processed. Please contact a core member if you have any questions.

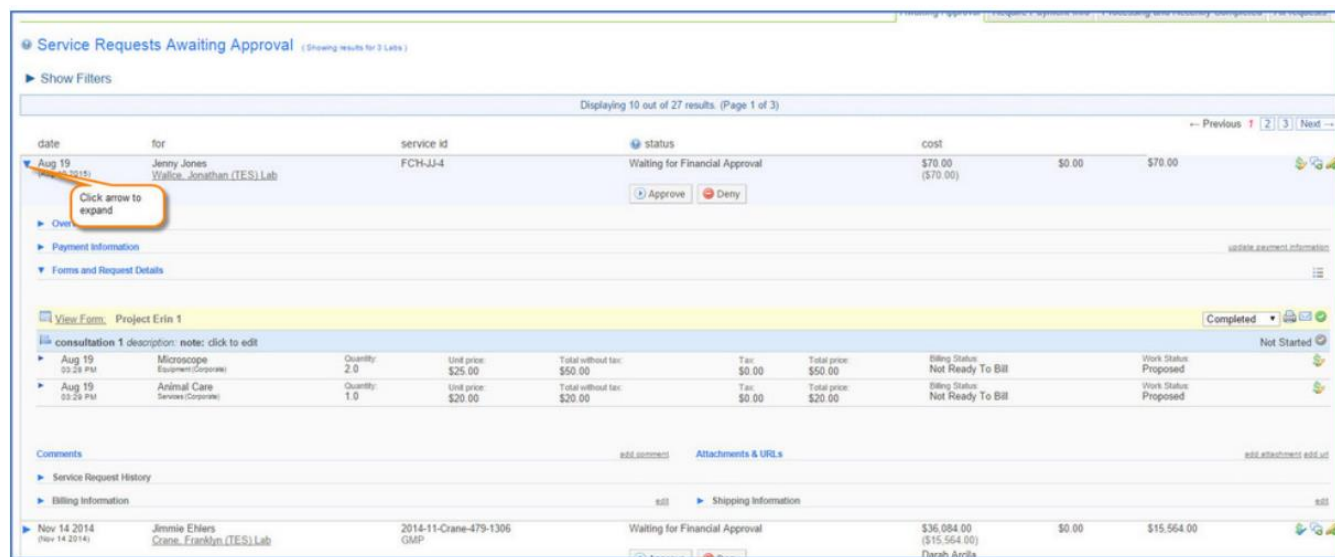
Approving a Service Request

When service requests are submitted to core facilities by members of your lab, there may be times when the request requires financial approval. In most cases, this approval step is triggered when the quoted cost of the service exceeds the amount the lab member is auto-approved to spend per the lab's auto-approval settings. These settings can be changed by the PI or lab manager as needed.

- You can see all requests that require your approval by clicking on **view requests** under the core facilities section on the left hand menu on any iLab page.



- All service requests awaiting your approval will be listed. Click the **blue arrow** beside the service request to expand the information displayed.



3. If all information is correct, you may approve the service request by clicking **approve**.

date	for	service id	status
▼ Aug 19 (Aug 19 2015)	Jenny Jones Wallace, Jonathan (TES) Lab	FCH-JJ-4	Waiting for Financial Approval
			<input type="button" value="Approve"/> <input type="button" value="Deny"/>
► Overview			

4. Once you approve the request, a pop-up window will display. If needed, you can update the payment number and click **Submit**.

Billing Numbers: Please enter the Billing Number
1 100.0 % 1040667890 - OOR Demo Ctr 2 (Does not expire)
100.0% total allocated

Apply to all charges?

payment note:

summary:
(Maximum characters: 25)

5. Once you have approved the request, the status will update to Waiting for Core to Begin and a notification will be sent to the core manager that the request has been approved.

Service Requests					alerts	info	help
Name	Owner	Cost	State	Action			
✓ GRCE-Bouch-191-2255 The approval criteria for this request have been met. GRCE-Burchfield-AB-2253 Next Generation Sequencing -	Amparo Burchfield	\$2,542.00 (\$2,542.00)	Waiting for Core to Begin	<input type="button" value="Begin"/>			

Email Notification Notes:

If you are set up to be the financial contact for your lab you will receive an email when a request requires your approval. You can approve service requests by clicking the link within the notification email sent when the service request is submitted for approval.

- Once logged in, you will see the service request where you can view the details, click on approve to provide payment information, and submit the approved request to the core facility.



The screenshot shows an email from iLab Solutions. The header includes the iLab logo and the text "iLab Solutions Save money. Save time. Accelerate research." The body of the email addresses Jonathan Wallace and informs him that he needs to provide financial approval for a request. It provides a link to review request details and give approval. A table lists the request details: Projected cost: \$0.00, Payment information: Requester: Jenny Jones, Core: Fraise Children's Hospital, Core contact: no service category, Service name: Erin Project 2, Service ID: FCH-JJ-4, Request date: 08/19/2015. A callout box points to a link that says "Click here to 'Approve' the request through iLab (and to modify payment options)." and explains that this link allows access to the service request. The email also includes contact information for support@iabsolutions.com and a note to not reply to the email but to access iLab through the link above.

Projected cost: \$0.00
Payment information:
Requester: Jenny Jones
Core: Fraise Children's Hospital
Core contact:
Service category: no service category
Service name: Erin Project 2
Service ID: FCH-JJ-4
Request date: 08/19/2015

This link allows you access to the service request

Click here to "Approve" the request through iLab (and to modify payment options)

(You will be required to login, then be redirected to the request that requires your attention.)

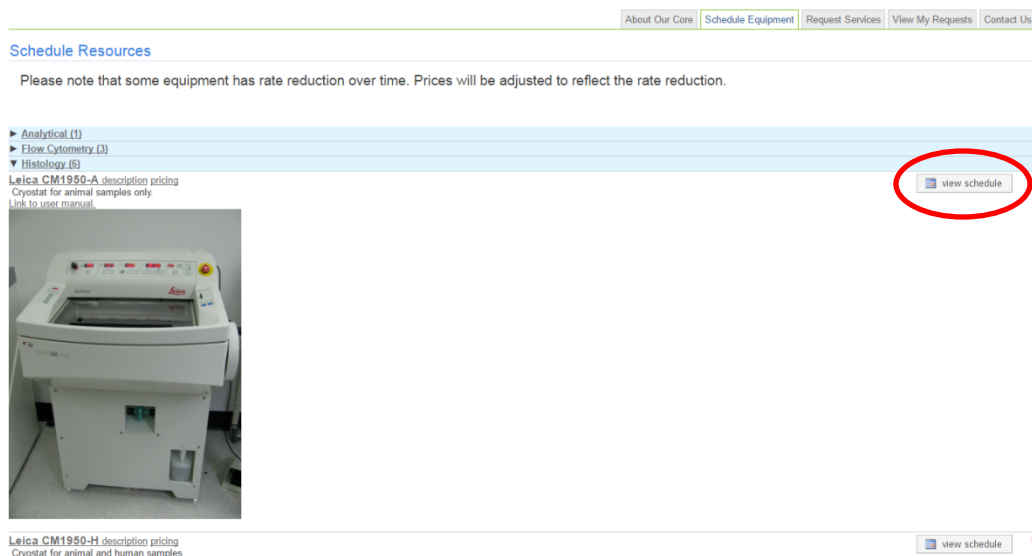
Please feel free to contact support@iabsolutions.com if you have any problems accessing or approving your request.

Please do not reply to this e-mail, but access iLab through the link above.

Requesting an Equipment Reservation

Notice! To schedule equipment you may need prior training before you are allowed to use this feature. Contact a core staff member to make sure you have the proper training or if you need to request training.

1. Click on the **Schedule Equipment** tab.
 - a. On the Schedule Equipment page, there will be a list of available instruments. These may be grouped by category. To expand categories, click on the category name.



The screenshot shows the iLab Solutions Schedule Equipment page. The top navigation bar includes links for About Our Core, Schedule Equipment, Request Services, View My Requests, and Contact Us. The main heading is "Schedule Resources". A note states: "Please note that some equipment has rate reduction over time. Prices will be adjusted to reflect the rate reduction." Below this, there is a list of equipment categories: Analytical (1), Flow Cytometry (3), and Histology (6). The "Histology (6)" category is expanded, showing a list of equipment. The first item is "Leica CM1950-A description pricing", which is a Cryostat for animal samples only. A "view schedule" button is circled in red next to this item. Below the text is a photograph of the Leica CM1950-A cryostat. At the bottom of the page, there is another entry for "Leica CM1950-H description pricing", which is a Cryostat for animal and human samples, also with a "view schedule" button.

About Our Core | **Schedule Equipment** | Request Services | View My Requests | Contact Us

Schedule Resources

Please note that some equipment has rate reduction over time. Prices will be adjusted to reflect the rate reduction.

► Analytical (1)
► Flow Cytometry (3)
▼ Histology (6)
Leica CM1950-A description pricing
Cryostat for animal samples only
Link to user manual

view schedule

Leica CM1950-H description pricing
Cryostat for animal and human samples

view schedule

- refresh frequently
 refresh events



4. A **submission form** will open, **complete** the form.
 - a. Enter a description of the event in the ***Event Notes*** field (optional). This information will display on the calendar.
 - b. Be sure to complete all required fields marked by a red star.
 - c. You can refine the start/end times by clicking on the yellow pencil icon under the Times section and then clicking “***Save Changes***”.

Reservation details ! [Unsaved reservation - click save reservation](#)



For: Leica CM1950-A - Trained User \$10.00/hr (trained users) - My Reservation
 Lab: [AAA Default \(LSU\) Lab](#)
 Created on: April 24, 2017 13:06

Event Notes: note visible to anyone

Times

	Start	End	
Scheduled	Apr 24 2017 05:00 PM	Apr 24 2017 08:00 PM	 

Times

	Start	End	
Scheduled	Apr 24 2017 05:00 PM	Apr 24 2017 08:00 PM	 

[Use and cost of reservation](#)

5. Select **Save Reservation** at the bottom of the page to submit your reservation request.

Payment information:

Please enter the Billing Number

% Billing Number

100.0% total allocated

Invite additional people to this event by email

Please enter a comma separated list of valid email addresses

6. You will receive **emails from iLab if actions are required** for your request to be processed.
- a. **Contact the core** if you have any questions.

Note: Cores are still using logbooks near instrumentation and in rooms to record **ACTUAL** usage. Please continue to sign into logbooks if present. In the future we will migrate to an online 'kiosk' to record actual usage and will allow us to eliminate logbooks.

More help and iLab documentation can be found (as of 4/24/17) at the following locations:

[Agilent iLab Help Pages](#)

[Vanderbilt University Medical Center iLab User Support](#)

[Arizona State University Research Administration iLab Overview](#)