

Wayne State Core Facilities User Instructions

Table of Contents

Registration Process	2
Accessing Wayne State Cores.....	3
Requesting a Service.....	4
Reserving Time on Equipment.....	6

Wayne State Core Facilities User Instructions

Registration Process

In order to register with iLab, please do the following:

1. Go to <https://waynestate.corefacilities.org/>, and log in using your official Wayne State ID log in and password. *If you are a Principal Investigator (PI) you may already have an account and can contact support@ilabsolutions.com for additional information.*
2. A registration page will open. You will need to completely fill in the information in the fields on the registration page.
*Note: In the "lab" drop down menu, please search for your PI's last name and choose your PI as the lab. If you do not see your PI's name in the "lab" drop down menu, please send an email to support@ilabsolutions.com with your **PI name**. We will contact Wayne State administration directly to verify this then create your account.
3. Once you click 'register', your PI will be notified to approve your account request as well as assign you at least one Index Number.
4. Upon PI approval, you will be able to access and request services from Wayne State cores using iLab. (See 'Accessing Wayne State Cores' instructions on the following page.)

Wayne Institute

Please choose your lab or PI name to get started!

your first name:

your last name:

your email:

phone number:

lab:

PI's phone number:

Please contact iLab Solutions if you have any problems registering - support@ilabsolutions.com

Click on drop down menu and choose your PI.

Once you click on register, your PI will be emailed and asked to log in to approve your lab access request and assign you an index number.

Figure 1. Wayne State registration page for iLab Accounts.

Wayne State Core Facilities User Instructions

Accessing Wayne State Cores

After you have registered and your account is approved with Index Numbers assigned, you will be able to access all live Wayne State cores in the iLab system by doing the following:

1. Log into iLab by going to <https://waynestate.corefacilities.org/> with your Wayne State log in and password.
2. Click on the *list all cores* link on the left-hand side.
3. Select the core from which you want to order services.

*Note: You will see a list of Wayne State cores that are live in the iLab system at the top of the page under the blue bar. The cores under the green bar are cores from other institutions. Any cores part of the DRICTR program will be labeled **DRICTR** under the institution column.

Core Facilities at MACTS (Wayne State University)			
Core Name	Primary Contact	Email	Phone Number/Ext
MICR - Flow Cytometry Core	Jessica Back	backj@karmanos.org	313-576-8341
Microscopy, Imaging & Cytometry Resources Core	Kamilar Moin, Ph.D.	kmoin@wayne.edu	313-577-2199
nFab	Dan Durisin	ab6954@wayne.edu	313-577-9387
Proteomics Core	Proteomics Core	proteomics@wayne.edu	313-577-6545

Core Facilities at Other Institutions				
Core Name	Institute	Primary Contact	Email	Phone Number/Ext

Figure 2. Click on *list all cores* to view a list of all cores live in the iLab System.

Requesting a Service

Once you have selected a core, you can request a service by doing the following:

1. Click on the *Request Services* tab.
2. On the Request Services page, there will be a list of available request submissions. Click on *request service* button to the right of the service you would like to request.
3. A submission form will open as seen in *Figure 3* (next page).
4. Complete the submission form. Be sure to fill in all required fields marked by red stars.
5. Save the completed form.
6. Select the correct Index Number (If you do not have access to the correct Index Number, please ask your PI to assign that Index Number in iLab.)
7. Select *Submit Request to Core* button at the bottom of the page.
8. You will receive emails from iLab if actions are required for your request to be processed. Please follow the instructions in the emails and contact the core or support@ilabsolutions.com if you have any questions.

Wayne State Core Facilities User Instructions

The screenshot shows the 'Karyotyping Request' form in the iLab Solutions system. At the top, there are navigation tabs: 'About Our Core', 'Schedule Equipment', 'Request Services', 'View My Requests', and 'Contact Us'. The 'Request Services' tab is active. Below the navigation is a header for 'Karyotyping Request' with a text input field containing 'MCC-DW-230'. A red callout box with the text 'After clicking on "request service" a submission form will open. Fill in all required fields, marked by red stars.' points to the form area. The form is titled 'View Form: Karyotyping Request Form' and has a status of 'Not Started'. It contains several sections: '1) Forms and Request Details' with instructions to complete required fields, a 'Project Name' field (marked with a red star), a 'Project Description' text area, 'Number of Samples to be Karyotyped' (set to 1), 'Sample 1 name' (Sample 1), and 'Would you like additional analysis?' (radio buttons for yes/no). A 'save form' button is highlighted with a red callout box 'Save the completed form'. '2) Cost' section includes a note about quotes. '3) Payment Information' section has a 'cost center/fund number' dropdown (99999 99999) with a red callout box 'Choose the correct Index Number for the project.' and a 'Submit Request to Core' button with a red callout box 'Submit the request to the core'. At the bottom, there are buttons for 'Save as Draft', 'Click "Submit Request to Core"', 'Submit Request to Core', and 'Cancel'.

Figure 3. You can make a request to a core from their site.

Reserving Time on Equipment

Some cores have calendars that you can make reservations on for equipment or for other resources. If a core has calendars, you will see a *Schedule Equipment* tab on the core page. Listed on the Scheduling tab will be the name of equipment or resources with which you can reserve time.

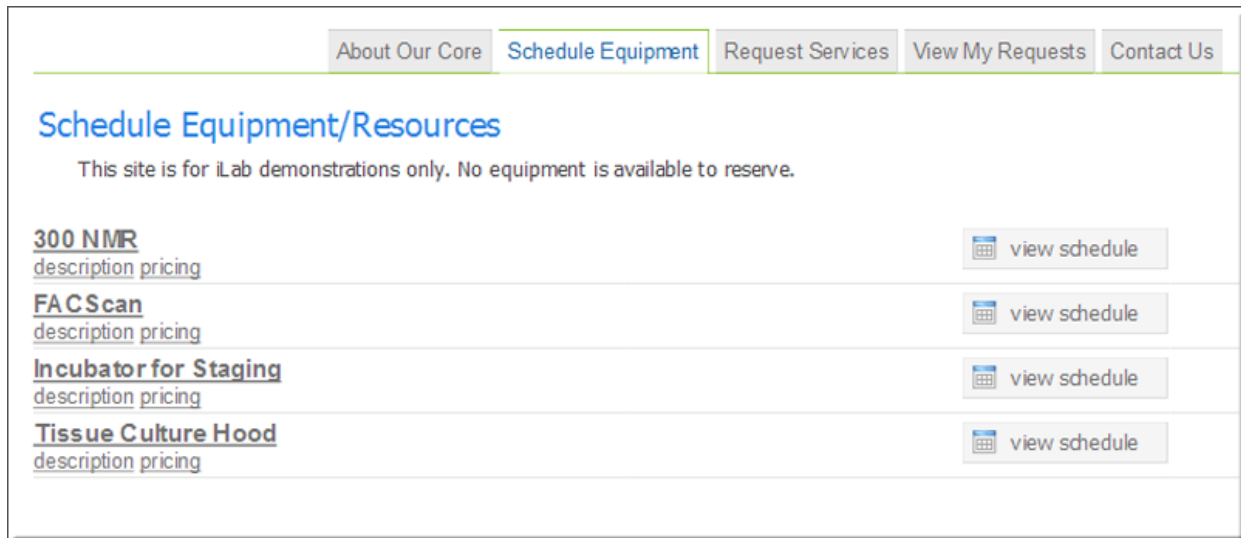


Figure 4. Under the schedule equipment tab is a list of equipment or resources you can reserve.

Click on the name of the resource and then click and drag on the day and time that you want to reserve. A screen will pop up with required information for you to review. You may also choose the Index Number you want to use for the usage on the window. **Make sure you save the reservation before navigating away from the page.**

For more detailed instructions on ordering services or scheduling equipment please see our [Customer Help Manual](#).