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Overview

As a PI or Financial Administrator, you have the opportunity to manage different parts of your lab's work with core facilities using iLab. You can grant researchers access to your lab to assign Index Numbers to individuals who should be able to order services from Wayne State cores. You can also set up an auto-approval threshold, allowing researchers in your lab to schedule equipment use or order services from cores under this price threshold without further approval. Using iLab, you can create budgets and monitor spending for specific cores. The system also enables you to review, and approve or update core service requests placed by members of your lab. This document aims to help you get started using these essential iLab features.

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. Alternatively, you may send an email to support@ilabsolutions.com with your question. iLab guarantees replies within one business day; however, the average response time is under two hours.
How Do I Register for an Account?

If you are a PI or a Business Manager at Wayne State, you should already have an account so you do not need to register. Click on the link below and enter in your Wayne State ID and password to log in.

https://waynestate.corefacilities.org/

When you log in you will land on your homepage. Please make sure to update your time zone. The tools you can use to access cores and manage your lab are located on the left side of your screen.
How Do I Manage My Lab Settings?

To manage Index Numbers, lab members, core budgets, and auto-approval amounts for your lab, you can hover over or click on the *my labs* menu option on the left hand side. If you are a manager or administrator of multiple labs, each lab will be listed. Click on the lab name to open the management view (*Figure 1*).

![Figure 1](image1.png)

*Figure 1. Click on the lab name to manage settings.*

How Do I Accept Lab Membership Requests?

Typically a request for access to your lab will be delivered by email from ilabsolutions.com. The email contains a link that will take you directly to your lab management page where you can choose to accept or reject the access request. The email will contain the name of the person requesting access to your lab.

Once you have clicked on the link in the email and have logged in, you will land on your lab page. At any time, you can also log in, click on *my labs* on the left side and click on your lab name to reach your lab page. Once on your lab page, you can click on the blue *Access Requests* panel to expand this section. You will see a list of all individuals requesting access to your lab for ordering purposes.

Click on the *Accept* or *Reject* button on each request line (*Figure 2*).

![Figure 2](image2.png)

*Figure 2. Click on Access Requests on your lab’s page to approve or reject a lab access request.*

Next you will need to provide the new lab member access to Index Numbers.
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Without assigning an Index Number to your lab member, they will not be able to schedule equipment use or order services from Wayne State cores.

**How Do I Manage and Assign Index Numbers?**

On your lab’s page, click the *Manage Index Numbers* panel to expand this section (*Figure 3*). Click on the appropriate checkboxes to provide the researcher’s access to Index Numbers. After assigning Index Numbers for each researcher on the list, click the *save* button at the bottom of this section.

If you do not see the Index Number that your researcher needs to use for their project, you can request usage of the Index Number in iLab by entering in the number below the *Request access to additional Index Numbers* section. The Wayne State Business Manager that manages that account will receive an email and can grant your lab access to it.

*Figure 3. Assign Index Numbers for lab members to use when ordering services from Wayne State cores.*

If you are also a business manager you can view more details in the [Business Manager Training Manual](#).

**Can I Set an Auto-Approval Threshold for Service Cost Estimates (Quotes)?**

As a PI or lab manager, you can determine the dollar amount up to which you would like your researchers to be able to auto-approve service requests to cores. On your lab page, click to toggle open the *Core Budgets and Contact Settings* section (*Figure 4*). Simply set the desired dollar value in the *Auto Pre-Approval Amount* field, and...
then click the Save Settings button. The auto-approval threshold is defaulted to up to $1000.

If you would like to designate someone to approve lab access requests and service requests, please let us know by clicking on leave iLab Feedback in the upper right of the iLab page or send an email to support@ilabsolutions.com.

**Figure 4.** Manage projected dollar amounts that require approvals and lab contacts for approvals.

**Can I Create Core Budgets and Monitor Lab Spending?**

As a PI or lab manager, you can create a budget for each core from which your lab requests services or equipment use. By creating a budget, you can track how much researchers in your lab have spent against each core, and receive an email reminder when you approach the budget limit. While in the Core Budgets and Contact Settings section, click the Add budget button and complete the form to add a budget for a core (Figure 5).

**Figure 5.** You can manage budgets for cores.
How Can I Review Service Requests?

As a PI or Financial Administrator, you can review all service requests owned by researchers within your lab. Your approval of scope of work and financial details may be required for a core to begin processing a service request.

Once logged in to iLab, you can access this interface by clicking on the view requests link under core facilities on the left-hand menu (Figure 6). Details of this work flow are outlined in the images below.

Figure 6. To view requests that are being made by your lab members, click on view requests.

Figure 7. Click on the dollar icon on the right of any request to update the payment information.
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You can see all requests made by members of your lab under the All Requests tab and update payment information at any time (Figure 7).

**How Do I Approve a Service Request?**

Once satisfied with the details of a service request, follow the steps outlined in the next image to complete the PI Approval process:

*Figure 8. Review and approve service requests made by members of your lab to core facilities.*

*Figure 9. Approve service requests quoted above the set auto-approval threshold amount and set the index number for the core to use.*
Can I Update Index Numbers Used for Service Requests?

Service requests can be reviewed by clicking open the any of the available tabs after clicking on **view requests**. To update the payment information for a specific request, click the payment icon on the request line. An **Update Payment Information** window will pop open to review and update payment details for the request. Follow the steps in the images below to update and assign funding numbers for specific charges and then click on the **save** button to update the payment details.

![Image showing service request update process](image)

*Figure 10.* You can update the index number at any time for services being provided by the cores.

If you have any questions, please contact us as mailto:support@ilabsolutions.com.