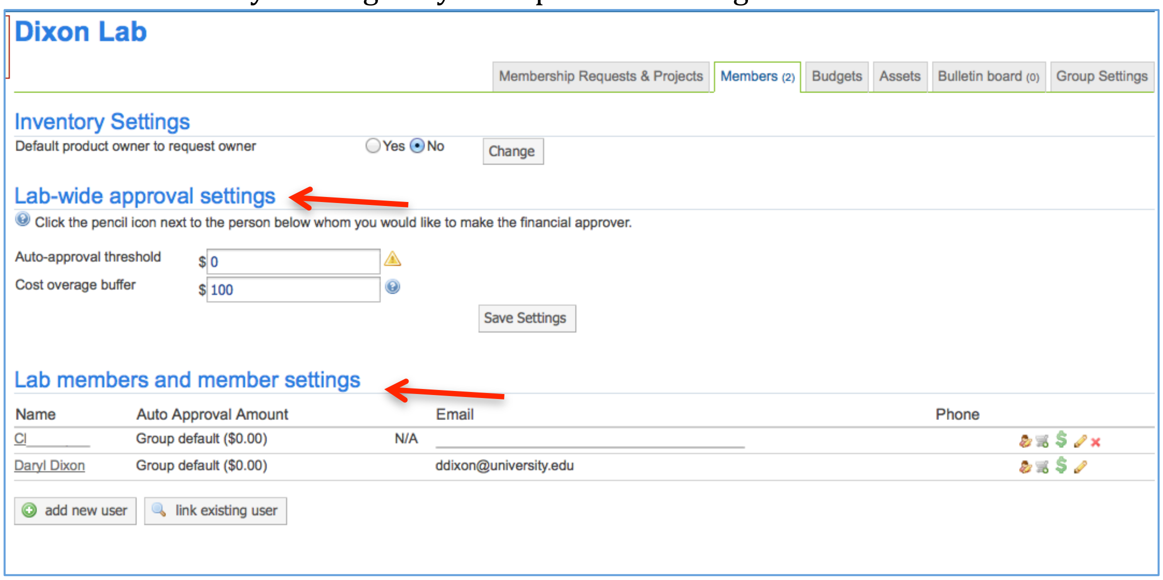
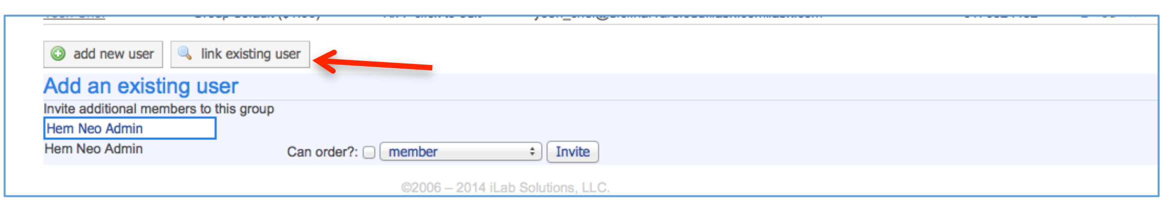
Lab Management Manual for iLab

Managing Labs in iLab

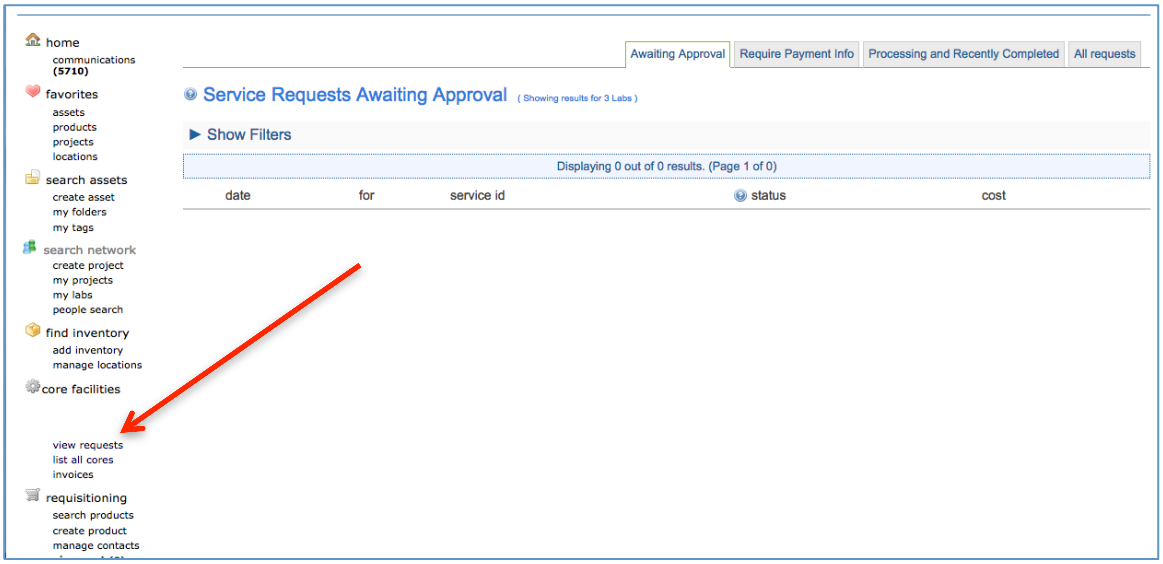
The PI or Lab Manager may log into iLab to manage their projects and requisitioning. Once you are logged into iLab, click on the *my labs* link on the left panel to view the *Members* tab under the lab page. Under the *Lab-wide approval settings*, the PI or lab manager may set the auto-approval threshold and the cost overage buffer. This requires that the PI or lab manager must approve any services with an estimated cost above the threshold and must re-approve the service request if the actual cost goes over the buffer cost. Under the *Lab members and member settings*, a list of all lab members is shown. The PI or lab manager may edit the lab members' status by clicking the yellow pencil to the right of their name.



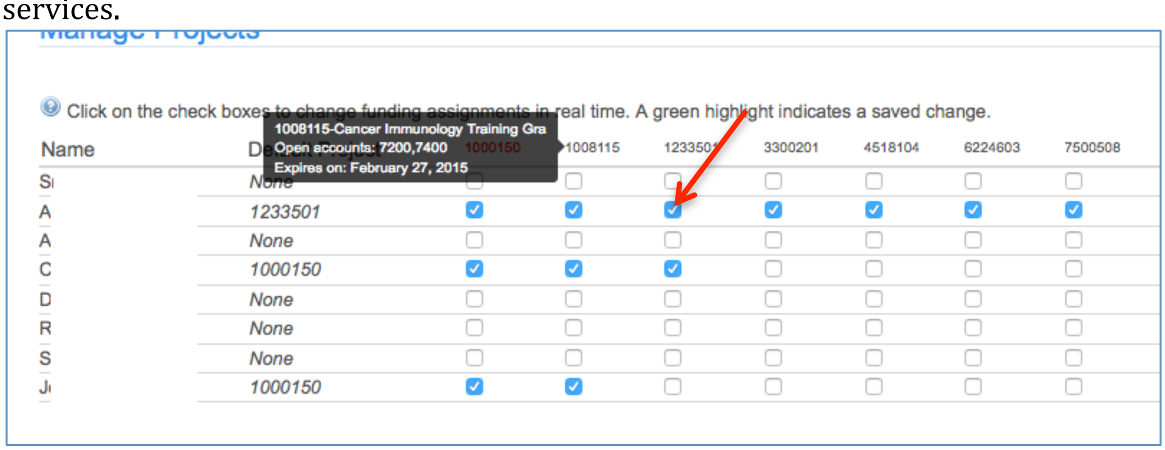
They may also add existing users to the lab (*existing users* are users with existing iLab accounts) or add new users (users who do not have an iLab account). The PI and lab managers of the lab may approve service requests, set the pre-approval rate per lab member, and assign funds to lab members.



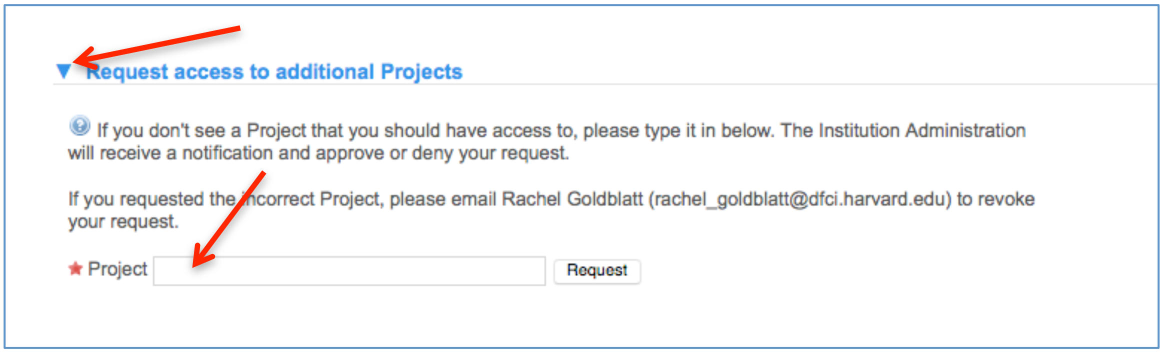
For PIs or lab managers to approve a service request that is above the pre-approval threshold, click on the *view requests* link on the left panel. All service requests requiring PI or lab manager approval are located under the *Awaiting Approval* tab. Use the other tabs to view service requests with other statuses.



Under the *Membership Requests & Projects* tab, assign projects to lab members. Hover over the project to see the open accounts necessary for Service Center charges and requisitioning. Check the box to the right of the user's name to assign the project to that lab member. When they make a service request to a DFCI core, this project must be selected from a drop down menu to be used to pay for the services.

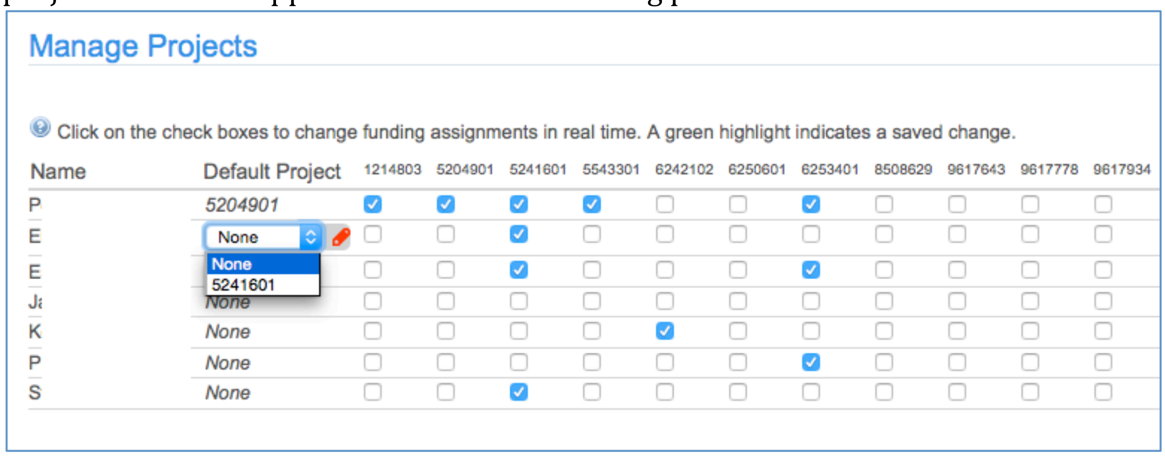


Under this tab, additional projects may be added to the lab to be assigned to the lab members. Scroll down to the *Request access to additional Projects* and click the blue arrow to open the section. Type in the Project number to be added to the lab, then press the *Request* button. This project will be reviewed and added to the lab after the appropriate approvals.



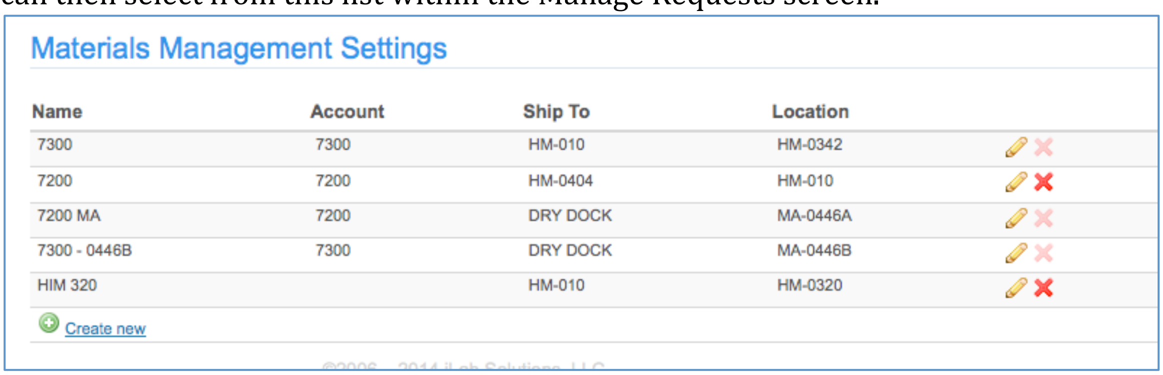
Requisitioning

To manage Requisitioning, click on my labs, and click on the lab name. Go to the Membership Requests and Projects tab to view the available projects and assign projects to lab members. Under the Default Project column, you can assign a default project which will appear each time for ordering products.



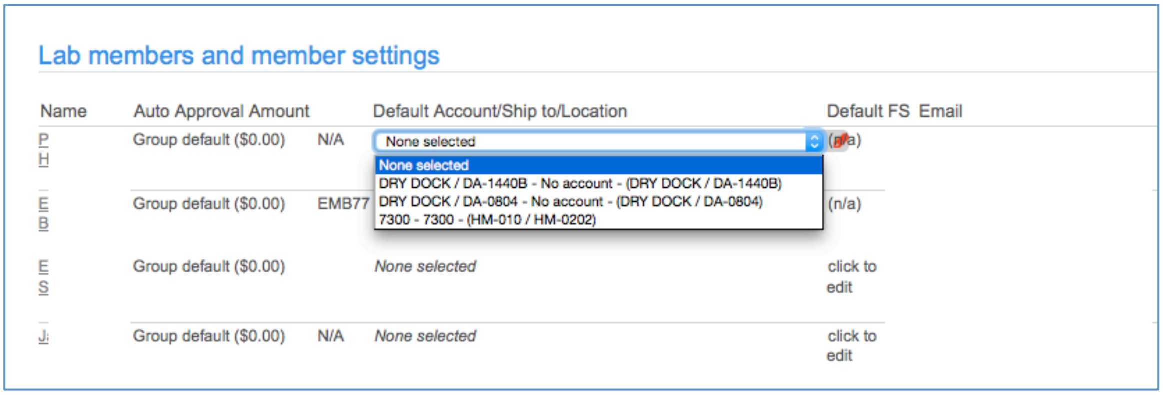
Name	Default Project	1214803	5204901	5241601	5543301	6242102	6250601	6253401	8508629	9617643	9617778	9617934
P	*5204901*	✓	✓	✓	✓			✓				
E	None			✓								
E				✓				✓				
Ja	*None*											
K	*None*					✓						
P	*None*							✓				
S	*None*			✓								

On the same screen, scroll to the bottom of the screen to set your settings. Here managers can set default Account and Ship To locations for requisitions. Managers can then select from this list within the Manage Requests screen.

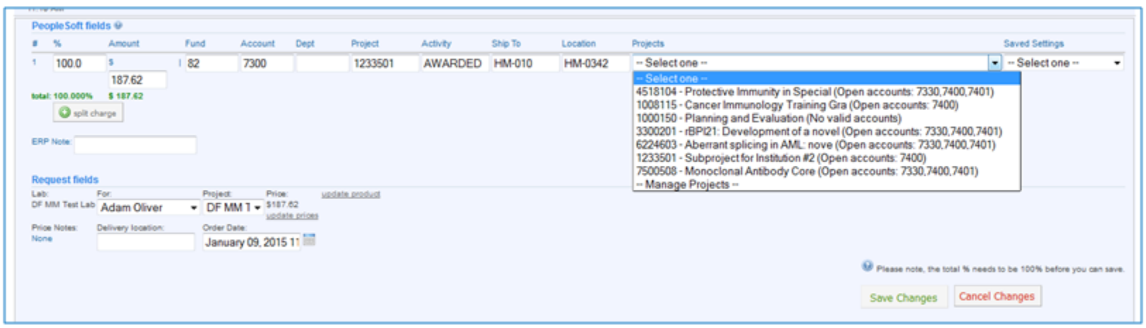


Name	Account	Ship To	Location
7300	7300	HM-010	HM-0342
7200	7200	HM-0404	HM-010
7200 MA	7200	DRY DOCK	MA-0446A
7300 - 0446B	7300	DRY DOCK	MA-0446B
HIM 320		HM-010	HM-0320

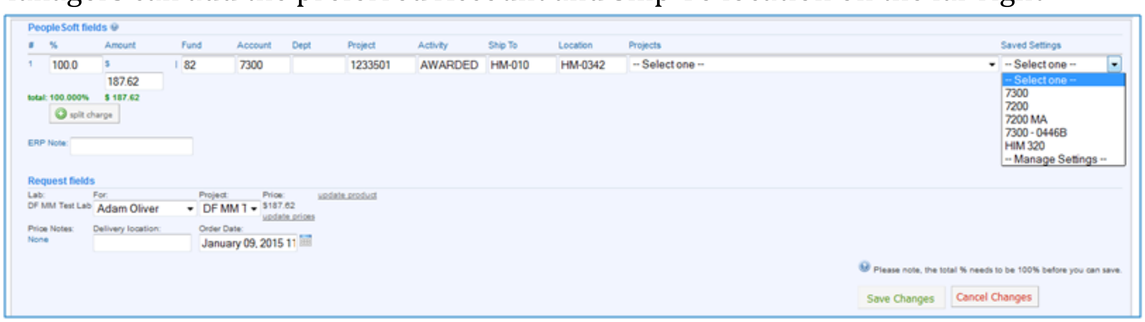
Under the Members tab of the lab, a default location may be set per person.



Under Manage Requests, managers can select a project from a drop down menu, and see which accounts are currently open. If a default project was set, this project would automatically populate the project field here.



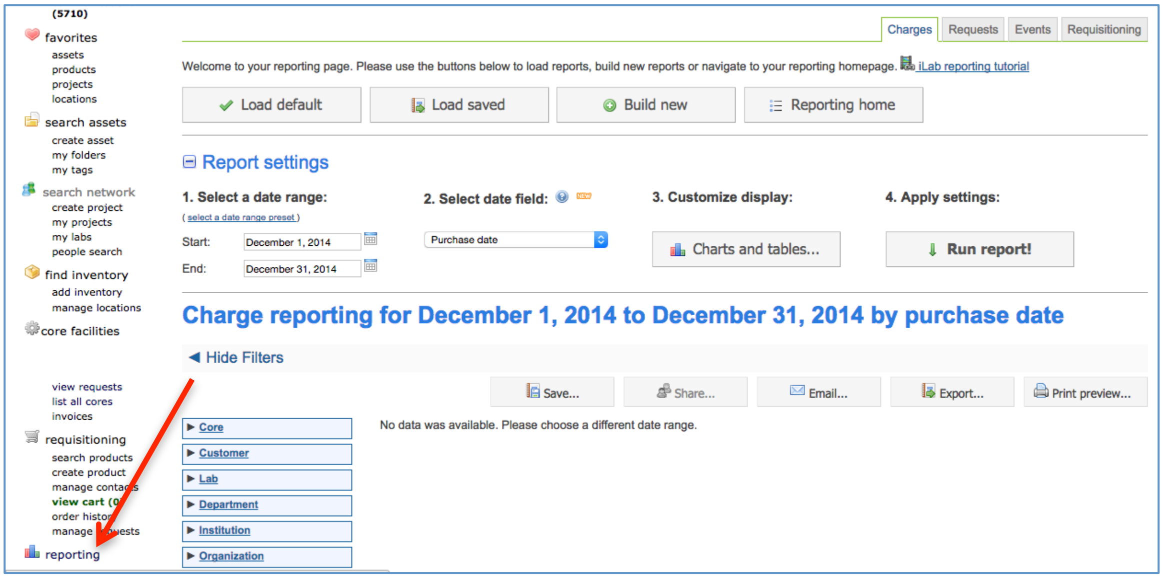
Managers can add the preferred Account and Ship To location on the far right.



Requesting and Reporting on Services

To request a service, click on the *list all cores* link on the left panel. You will see the core names listed. Click the core you wish to view. You are taken to the main page where you can review their services, request a service, or reserve time on equipment.

PIs and lab managers have access to reporting. Click on the *Reporting* link on the left panel to build a report on your lab's usage of equipment or cost of services.



For more information, click on the *Support* link on the top right of your screen to view additional manuals. Or click the *leave feedback* link to request assistance with using the software or reporting problems.