

PI and Lab Manager Manual to iLab

Logging into iLab

To log into iLab to access the OHSU cores, go to the link <https://ohsu.corefacilities.org/>

If you have an OHSU login, click on the “[here](#)” link to log in.
If you do not have an OHSU ID or if you wish to log in using your iLab credentials, click the check box.



The screenshot shows the login interface for iLab at OHSU. On the left, there is a red warning message: "You are about to enter the private network of iLab Solutions, LLC. 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." The right side features the OHSU logo and the text "OREGON HEALTH & SCIENCE UNIVERSITY". Below the logo, there are two main options: "OHSU User" with a link "Click [here](#) to login or register using your institute login and password." and "Not an OHSU User" with a checkbox "Login using iLab credentials" and a link "If you don't have an account, please [register](#) for an iLab account." At the bottom, there are two input fields: the first contains the text "Please email support@ilabsolutions.com if you are experiencing problems with your username and password." and the second contains the copyright notice "copyright © 2006-2014 an iLab Solutions product".

All users with OHSU IDs can login at the OHSU ID screen. If you have not registered, iLab will ask you to select your Principle Investigator. If your PI is not in iLab, please contact support@ilabsolutions.com.

For users that do not have a OHSU login, click the check box and login fields appear. If you have registered for an account iLab but do not know your iLab password, please go to https://my.ilabsolutions.com/account/forgot_password

If you are not internal to OHSU with a login ID and require an account, click the “[register](#)” link on the first login page.

The screen below appears. To register, please complete all the fields.



You are requesting access to the Oregon Health & Science University

Your name:

Your title:

Your email address:

Your phone number:

Your lab's name:

Your PI's name:

Your PI's email address:

Financial Admin's name:
(The person who can help supply accurate payment information)

Financial Admin's email address:

REGISTRATION ASSISTANCE:
To create an iLab Account, please follow the directions below. All fields must be filled out.

Your Name - Type in your full name.

Your email address - Type in your institution or company email address.

Your phone number - Type in your contact phone number.

Your lab's name - Type in your Principle Investigator's last name.

Your Pls Name - Type in your Principle Investigator's full name. If you are the PI, please put your name in this field.

Your Pls email - Type in your Principle Investigator's institution or company email address. If you are the PI, put your email in this field.

Your Financial Admins name - Type in your Financial Admin's full name. *The Financial Admin is the lab manager of your lab, or the person in your department who handles billing. If you are the Financial Admin, please put your information in here.*

Your Financial Admins email address - Type in the Financial Admins institution or company email address. If you are the Financial Admin, put your email address in.

Financial Admins phone number - Type in your Financial Admins contact phone number.

Your Institution or Company - Select your institution or company from the dropdown menu. If

Managing Labs in iLab

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 a rate that does not require approval. Any services that come in under that rate will not require PI or lab manager approval. 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. All lab managers may approve service requests, set the pre-approval rate per lab member, and assign funds to lab members. Lab members do not have access to the lab page.

Schreiber, Martin (OHSU) Lab

Membership Requests & Aliases
Members (3)
Budgets
Bulletin board (1)
Group Settings

Inventory Settings

Default product owner to request owner Yes No Change

Lab-wide approval settings

Click the pencil icon next to the person below whom you would like to make the financial approver.

Auto-approval threshold ⚠

Cost overage buffer ⓘ

Save Settings

Lab members and member settings

Name	Auto Approval Amount	BillingSystem ID	Default FS	Email	Phone	
Martin Schreiber	Group default (\$0.00)	click to edit	n/a	aisinfo@test.ohsu.edu		
Jayne Delia	Group default (\$0.00)	click to edit	n/a	jdelia@test.ilabx.com	999-9999	
Mason Greenberg	Group default (\$0.00)	click to edit	n/a	mgreenberg@test.ilabx.com	999-9999	

add new user
 link existing user

On the Members tab, you may add researchers to your lab my clicking the *link existing user* if they have an existing account in iLab. Click the *add new user* if the have not yet registered with iLab.

Add an existing user

Invite additional members to this group

Swift

Eldon **Swift**

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 at other statuses.

home communications (0)

core facilities

- my reservations
- view requests**
- list all cores

reporting

- manage groups
- my labs
- my departments

people search

Service Requests Awaiting Approval (Showing results for 97 Labs)

Showing Filters

Displaying 0 out of 0 results. (Page 1 of 0)

date	for	service id	status	cost
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Under the *Membership Requests & Alias Numbers* tab, view aliases and assign them to lab members. Check the box to the right of the user's name to assign the fund to that lab member. When they make a service request to a core, this number may be selected to charge the service against. If a researcher requests to be a member of your lab, you will also go to his page to approve them.

Membership Requests & Aliases

Members (3) Budgets Bulletin board (1) Group Settings

Membership Requests

✓ No Access Requests require approval

Manage Aliases

Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

	001058EF	015913EF	90136857	90168405	90170274	90170275	90170276	90172453	90179647	90180580	90180581	90184216	90184217	90190831	90191200
Martin Schreiber	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jayne Delia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mason Greenberg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Request access to additional Alias (FAID)s

Disable/Enable Alias (FAID)s

To request a Non-sponsored Alias, click the *Request access to additional Alias* arrow. This opens to review a field where you can type in your non-sponsored Alias. An email request is sent out to have the Alias request approved. You are notified when the request has been approved and may go back into your lab to assign it to researchers.

Request access to additional Alias (FAID)s

If you don't see a Alias (FAID) that you should have access to, please type it in below. The Institution Administrator will receive a notification and approve or deny your request.

★ Alias (FAID)

Your Alias (FAID) requests:

Alias (FAID)	Requested on	Status	Owned by	Resolved on	Resolved by	Notes by Institution Administrator	Archive request
016113EF	May 16 '14	rejected	Admin_OHSU_Lab	May 16 '14	Administrator_OHSU		

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.

Reporting on spending at all cores I manage

Charges Requests Events

Welcome to your reporting page. Please use the buttons below to load reports, build new reports or navigate to your reporting homepage. [iLab reporting tutorial](#)

Load default Load saved Build new Reporting home

Report settings

1. Select a date range: (select a date range, reset)
 Start: December 1, 2013
 End: December 31, 2013

2. Select date field: Service date

3. Customize display: Charts and tables...

4. Apply settings: Run report!

Charge reporting for December 1, 2013 to December 31, 2013 by service date

Hide Filters

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 iLab or report problems.