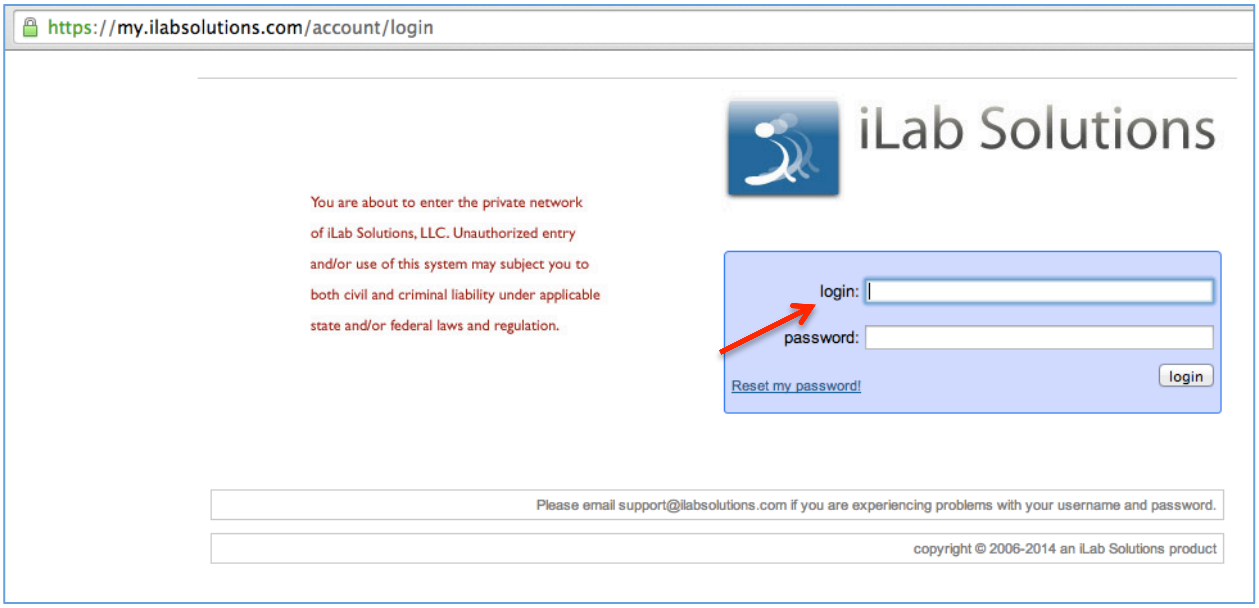
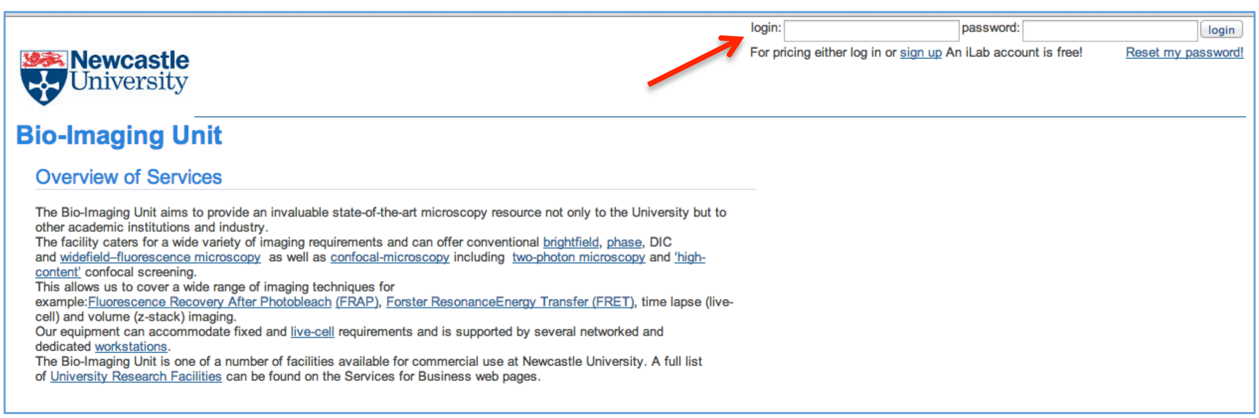
Lab Management Manual for iLab

Logging into iLab

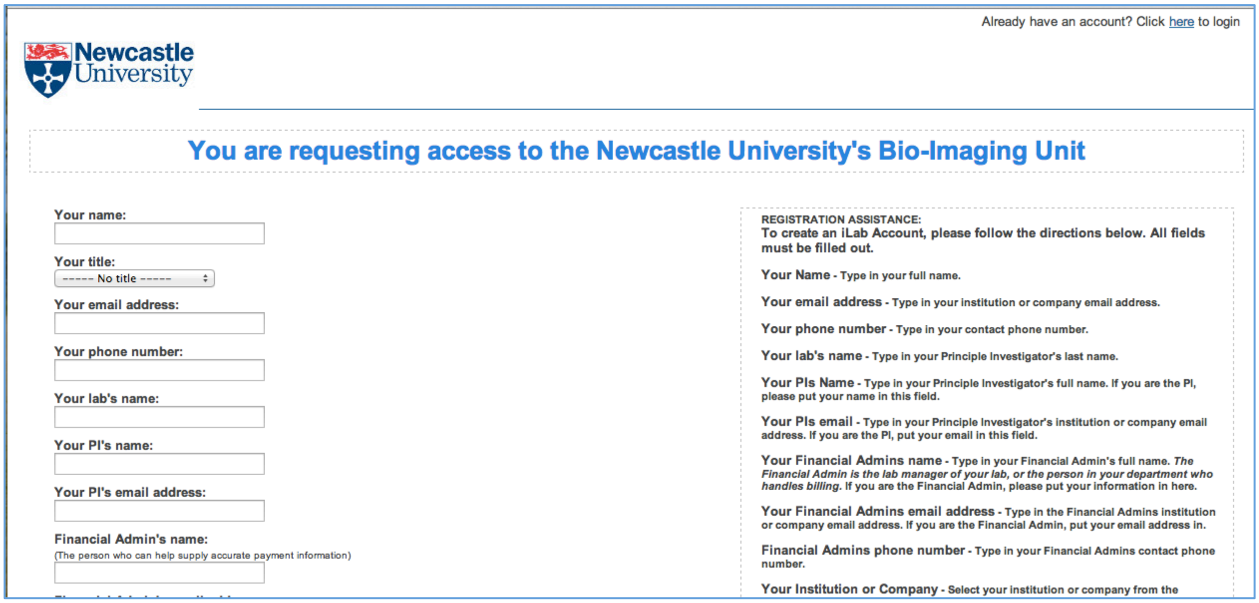
When you have an iLab login account, you may log into the software to access the Newcastle University cores facilities. To access the Newcastle University cores, go to the link below and log in a the designated fields:
https://my.ilabsolutions.com/



To login directly on the core page, go to the below link and log in on the top right of the page. https://my.ilabsolutions.com/service_center/show_external/3385



To register for an iLab account, click on the sign up link on the top right of the core login page or use the link below. Fill out all the information requested on the sign up page.
https://my.ilabsolutions.com/account/signup/956?sc_id=3385


Already have an account? Click here to login

Newcastle University

You are requesting access to the Newcastle University's Bio-Imaging Unit

Your name:

Your title:
----- No 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)

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

Your PIs 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.

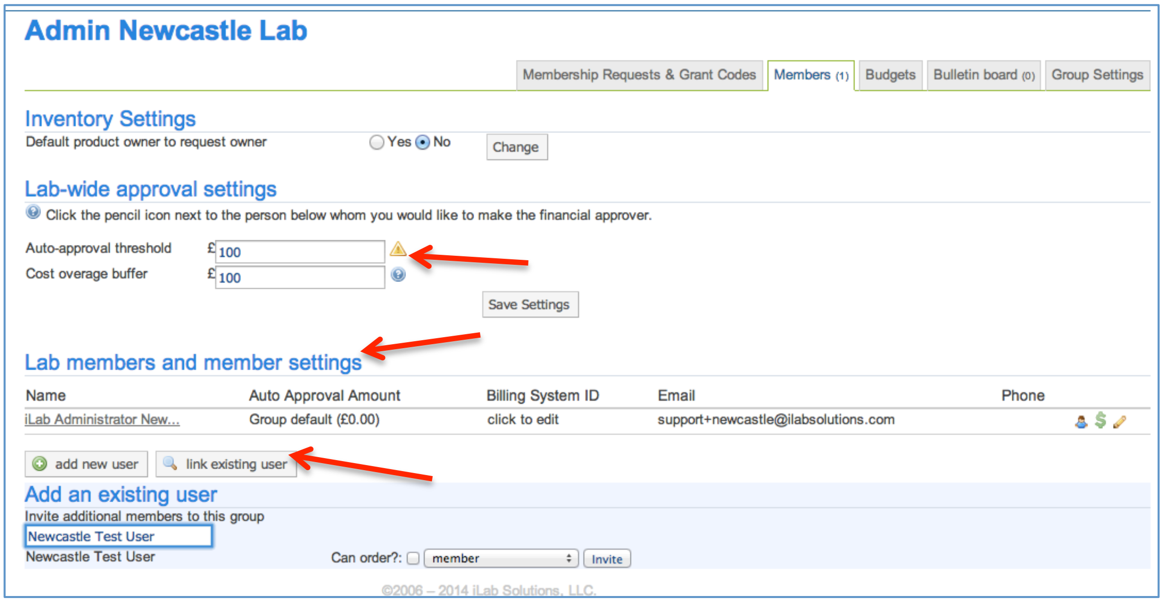
Your Institution or Company - Select your institution or company from the

If you have registered for an iLab account but do not know your iLab password, please go to https://my.ilabsolutions.com/account/forgot_password

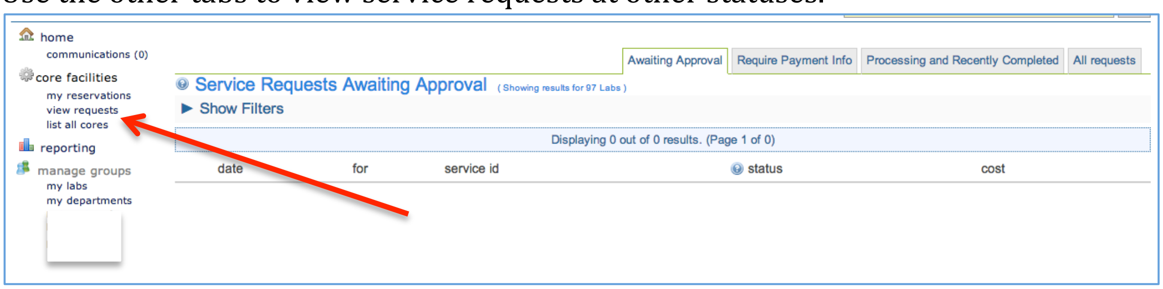
Once you have your iLab credentials, log in at the top right of the core external page. You may use your Home page to view future and past reservations as well as see service requests that require action.

Managing Labs in iLab

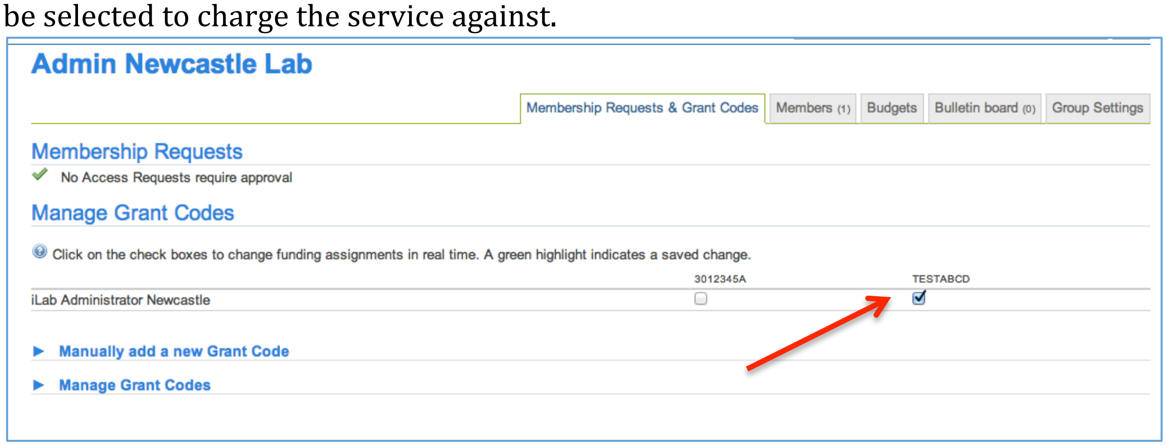
Once you are logged into iLab, click on the *my labs* link on the left panel to view the *Members* tab under the lab page. Under the *Lab-wide approval settings*, the PI or lab manager may set the auto-approval threshold and the cost overage buffer. a rate that does not require approval. This requires 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. Lab members do not have access to the lab page.



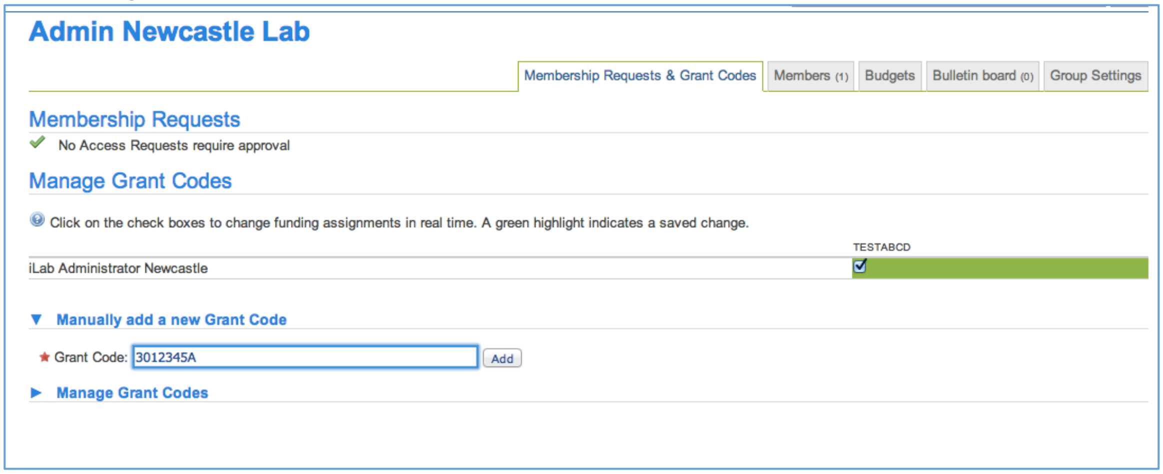
For PIs or lab managers to approve a service request that is above the pre-approval threshold, click on the *view requests* link on the left panel. All service requests requiring PI or lab manager approval are located under the *Awaiting Approval* tab. Use the other tabs to view service requests at other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



Under the *Membership Requests & Grant Codes* tab, add grant codes 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 grant code may be selected to charge the service against.



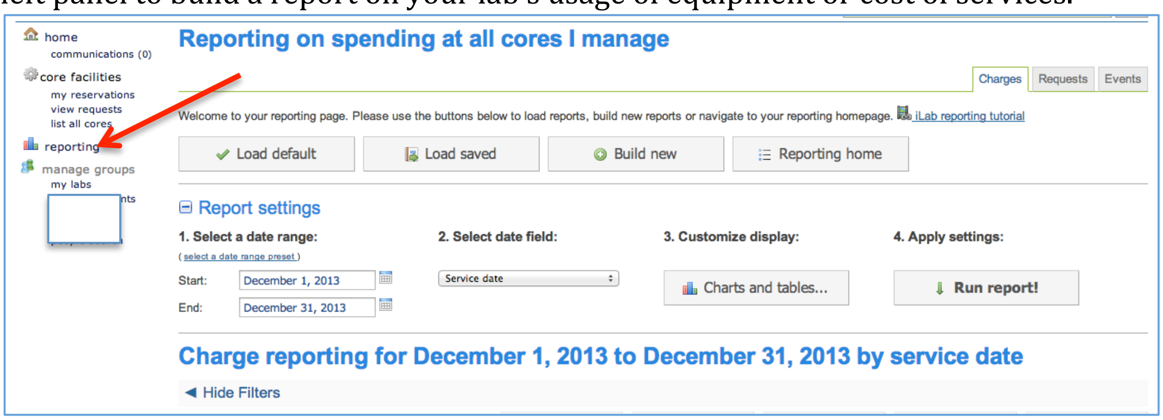
Grant codes can be added to a lab by opening the *Manually add a new Grant Code* link and typing in the number. You can also deactivate an account number by using the *Manage Grant Codes* section.



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 iLab or report problems.