

Lab Management Manual to iLab

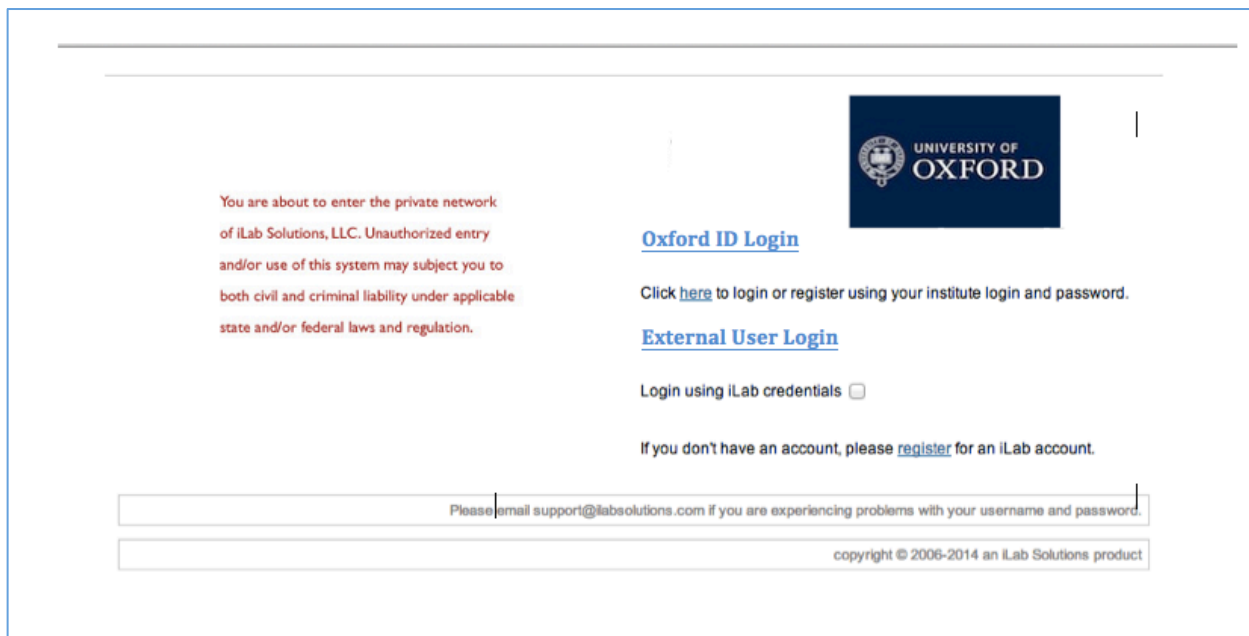
Logging into iLab

To log into iLab to access the Oxford cores, go to the link

<https://oxford.corefacilities.org/>

If you have an Oxford ID, click on the “[here](#)” link to log in.

If you do not have an Oxford ID or if you wish to log in using your iLab credentials, click the check box.




The screenshot shows the login interface for iLab. On the left, a red warning message states: "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." On the right, the University of Oxford logo is displayed. Below the logo, there are two main login options: "Oxford ID Login" and "External User Login". Under "Oxford ID Login", there is a link "Click [here](#) to login or register using your institute login and password." Under "External User Login", there is a checkbox labeled "Login using iLab credentials" which is currently unchecked. Below the checkbox, there is a link: "If you don't have an account, please [register](#) for an iLab account." At the bottom of the page, there is a text input field with the placeholder text: "Please email support@ilabsolutions.com if you are experiencing problems with your username and password." and a copyright notice: "copyright © 2006-2014 an iLab Solutions product".

All users with Oxford IDs can login at the Oxford authentication 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 an Oxford ID, click the check box and login fields appear. 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

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.



[Oxford ID Login](#)

Click [here](#) to login or register using your institute login and password.

[External User Login](#)

Login using iLab credentials

login:

password:

[Reset my password!](#)

If you don't have an account, please [register](#) for an iLab account.

Please email support@labsolutions.com if you are experiencing problems with your username and password.

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

The screen below appears. To register, please complete all the fields and submit to iLab Support.



Already have an account? Click [here](#) to login

You are requesting access to the University of Oxford's service centers

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)

Financial Admin's email address:

Financial Admin's Telephone:

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 dropdown menu. If your institution or company is not listed, go to the bottom of the list and select other. Type in the correct institution or company name.

Upon submission of your account request, the iLab team will verify and process your

Once logged in, click on the "list all cores" link on the left panel to view the Oxford cores using iLab.

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.


Admin Lab (Oxford)

Membership Requests & Cost Centers | **Members (5)** | Budgets | Bulletin board (5) | Group Settings













Inventory Settings
 Default product owner to request owner Yes No

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 £ 500.0  

Cost coverage buffer £ 100 

Lab members and member settings

| Name | Auto Approval Amount | Billing System ID | Email | Phone | |
|---|-------------------------|-------------------------------|----------------------------------|--------------|---|
| iLab Administrator Oxford | Group default (£500.00) | click to edit | support+oxford@ilabsolutions.com | |    |
| | Group default (£500.00) | click to edit | | |    |
| Oxford TestUser | Group default (£500.00) | click to edit | | 555-555-5555 |    |
| | Group default (£500.00) | click to edit | | |    |

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

Awaiting Approval | Require Payment Info | Processing and Recently Completed | All requests

Service Requests Awaiting Approval (Showing results for 97 Labs)

Show Filters

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

| date | for | service id | status | cost |
|------|-----|------------|--------|------|
|------|-----|------------|--------|------|

Under the *Membership Requests & Cost Center* tab, add cost centers and assign them to lab members. Check the box to the right of the user's name to assign the cost center 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.

Admin Lab (Oxford)

Membership Requests & Cost Centers | Members (5) | Budgets | Bulletin board (5) | Group Settings

Membership Requests
 ✓ No Access Requests require approval

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

| | ABCD1234 | TEST123 |
|---------------------------|-------------------------------------|-------------------------------------|
| iLab Administrator Oxford | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pa _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| A _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Oxford TestUser | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ti _____ | <input type="checkbox"/> | <input type="checkbox"/> |

▶ [Manually add a new Cost Center](#)

▶ [Manage Cost Centers](#)

Cost Centers can be added to a lab by opening the *Manually add a new Cost Center* link and typing in the number. You can also deactivate a cost center by using the *Manage Cost Centers* section.

Admin Lab (Oxford)

Membership Requests & Cost Centers | Members (5) | Budgets | Bulletin board (5) | Group Settings

Membership Requests
 ✓ No Access Requests require approval

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

| | ABCD1234 | TEST123 |
|---------------------------|-------------------------------------|-------------------------------------|
| iLab Administrator Oxford | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| P: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| AI _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Oxford TestUser | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ti _____ | <input type="checkbox"/> | <input type="checkbox"/> |

▼ [Manually add a new Cost Center](#)

★ Cost Center:

▶ [Manage Cost Centers](#)

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.

The screenshot displays the 'Reporting on spending at all cores I manage' page. On the left, a navigation menu includes 'home', 'communications (0)', 'core facilities', 'my reservations', 'view requests', 'list all cores', 'reporting', 'manage groups', and 'my labs'. The 'reporting' menu item is highlighted with a red arrow. The main content area features a header with 'Charges', 'Requests', and 'Events' tabs. Below the header, there are four buttons: 'Load default', 'Load saved', 'Build new', and 'Reporting home'. A 'Report settings' section follows, with four numbered steps: 1. Select a date range (Start: December 1, 2013; End: December 31, 2013), 2. Select date field (Service date), 3. Customize display (Charts and tables...), and 4. Apply settings (Run report!). The final report title is 'Charge reporting for December 1, 2013 to December 31, 2013 by service date' with a 'Hide Filters' link below it.

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.