

# How to Print Requests

(to be done **AFTER** request has been submitted to the core)

To print a copy of your request, follow the steps below:

**Step 1:** Navigate to the “View My Requests” tab

**Step 2:** Locate the correct request

**Step 3:** Click on the pencil and arrow icon

The screenshot shows the iLab Solutions web interface for The Elizabeth Fekete Histology Laboratory. The 'View My Requests' tab is selected. A table of active requests is displayed with the following data:

date	for	service id	status	cost
Jan 25 (Jan 25 2017)	Sally Reseacher (Lab_Test (Testing) Lab	HIS-17-BAHR-13	Waiting for Core to Begin	\$130.75 (\$104.00) Karen Moore
Jan 25 (Jan 25 2017)	Sally Reseacher (Lab_Test (Testing) Lab	HIS-17-BAHR-10	Waiting for Core to Agree	\$500.00 (\$0.00)
Jan 25 (Jan 25 2017)	Sally Reseacher (Lab_Test (Testing) Lab	HIS-17-BAHR-[CID]	Waiting to Submit to Core	\$0.00 (\$0.00)
Jan 25 (Jan 25 2017)	Sally Reseacher (Lab_Test (Testing) Lab	HIS-17-BAHR-[CID]	Waiting to Submit to Core	\$0.00 (\$0.00)
Jan 25 (Jan 25 2017)	Sally Reseacher (Lab_Test (Testing) Lab	HIS-17-BAHR-9	Waiting for Core to Agree	\$65.20 (\$52.10)
Jan 25 (Jan 25 2017)	Sally Reseacher (Lab_Test (Testing) Lab	HIS-17-BAHR-8	Waiting for Core to Agree	\$48.68 (\$37.34)
Jan 24 (Jan 24 2017)	Sally Reseacher (Lab_Test (Testing) Lab	HIS-17-BAHR-5	Waiting for Core to Begin	\$300.00 (\$0.00) grant123
Jan 24 (Jan 24 2017)	Sally Reseacher (Lab_Test (Testing) Lab	HIS-17-BAHR-7	Waiting for Core to Agree	\$1,000.00 Lesley Bech

**Step 4:** Click “Print”

**Step 5:** Select “Overview” and “Forms” checkboxes to be included

**Step 6:** Click “pdf” and either choose “Open with” or “Save File”

**Step 7:** Print the request to your local printer

**Step 8:** Bring the printed copy of your request to the Histology core with your specimens

The screenshot shows the print options dialog box. The 'Include:' section has the following items:

- Overview
- Payment Information
- Charges
- Milestones
- Forms
- Samples
- Comments
- Attachment List
- History
- Contact Information

The 'web' section has the following options:

- pdf
- track work
- labels

The URL is: <https://jax.corefacilities.org/sc/4086/histology-laboratory?tab=requests&sid=1774765>

Related Data: