



Indiana University

# iLab User Guide – CISAB Mechanisms of Behavior

User Manual

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## Introduction

To be able to schedule time with CISAB Mechanisms of Behavior’s lab equipment, users must register for an iLab account. Once approved, a user can login and schedule time with any piece of CISAB’s equipment. However, if a user would like to conduct any of CISAB’s billable techniques separately or in conjunction with scheduling any of the equipment, they will need their PI to create an iLab account, as well, in order to access grant funds.

Your PI should follow the procedures under the *PI Roles* section of this document for managing and approving funds.

## Register for an iLab Account

**Please note:** Some PI accounts have been automatically created by iLab. To check if yours has already been created please email: [ABITC-ilab@rtinfo.indiana.edu](mailto:ABITC-ilab@rtinfo.indiana.edu). If it has you can reset your password by going to: [https://my.ilabsolutions.com/account/forgot\\_password](https://my.ilabsolutions.com/account/forgot_password).

Navigate to: [https://my.ilabsolutions.com/service\\_center/show\\_external/4081](https://my.ilabsolutions.com/service_center/show_external/4081)

1. Click on the sign-up button

The screenshot shows the top navigation bar of the CISAB Mechanisms of Behavior Lab website. In the top right corner, there are two buttons: a blue "sign-up" button and a green "Login" button. A red box highlights the "sign-up" button, and the number "1." is placed above it to indicate the first step in the registration process. Below the navigation bar, the page content includes an "About" section and a main heading "CISAB Mechanisms of Behavior Lab" with a sub-heading "Overview of Services".



2. Enter your email address **[be sure to use your IU email address]**
3. Enter your phone number
4. Enter your first name
5. Enter your last name
6. Enter Indiana University as the institution
7. Click the checkbox that says “I’m not a robot”

The screenshot shows a registration form titled "You are requesting access to the Indiana University's CISAB Mechanisms of Behavior Lab". The form is divided into several sections, with a progress bar at the top indicating the current step: "Personal Information".

The form includes the following fields and elements:

- 2. Email address:** A text input field containing "test@iu.edu".
- 3. Phone number:** A text input field containing "555-555-5555".
- 4. First name:** A text input field containing "Test".
- 5. Last name:** A text input field containing "User".
- 6. Institution:** A dropdown menu with "Indiana University" selected.
- 7. reCAPTCHA:** A checkbox labeled "I'm not a robot" which is checked.

A green "Continue" button is located at the bottom left of the form.



8. Choose your role from the dropdown
9. Enter your PI's IU email address
10. Enter your PI's phone number
11. Enter your PI's first name
12. Enter your PI's last name
13. Enter the name of your lab
14. And check the "No, my lab is not registered, create my lab..." checkbox if it is not found in the dropdown

Personal Information   Institution Role   Manager Contact   Billing Address   Complete Registration

### You are requesting access to the Indiana University's CISAB Mechanisms of Behavior Lab

What is your primary role at Indiana University?  
*Please select 'Principal Investigator' if you manage your own research and have your own funding.*

8.

9. PI's Email address: \*  \*

10. PI's Phone number:

11. PI's First name: \*  \*

12. PI's Last name: \*  \*

13. Is your lab already registered with iLab? \*

14.  No, my lab is not registered, create my lab...



**If your PI does not manage lab memberships or approve funding:**

- a. Choose Yes

**If they do choose No and skip to # 21.**

15. Click Continue

*\*Your PI will receive an email about your request, however, their interaction is not needed to approve your access to iLab.*

The screenshot shows a web form with the following elements:

- Question: "Is your lab already registered with iLab? \*"
- Dropdown menu: "AAA Default (IU) Lab" with a downward arrow.
- Checkbox: "No, my lab is not registered, create my lab..." (unchecked).
- Question: "Is there another person in your lab who helps manage lab memberships, fund assignments and spending approval?"
- Radio buttons: "Yes" (selected) and "No" (unselected). A red box highlights the "Yes" radio button, and a red letter "a." is placed to its right.
- Buttons: "Back" (blue), "Start Over" (red), and "Continue" (green). A red box highlights the "Continue" button, and a red number "15." is placed to its right.



- 16. Enter your financial admin’s IU email address
- 17. Enter your financial admin’s phone number
- 18. Enter your financial admin’s first name
- 19. Enter your financial admin’s last name
- 20. Click continue

- 21. Check the “I agree with iLab’s privacy and security policies” checkbox
- 22. Click Complete Registration



The requestor will receive an email from iLab with a temporary password. The email will look something like this:

**iLab Solutions**  
A part of Agilent Technologies

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**Your account request is awaiting confirmation.**

Thank you for requesting an iLab account. Please allow up to 24 hours for account confirmation.

Next, our team will...

1. ...review the account information that you provided.
2. ...confirm the provided information with your Principal Investigator and/or a Financial Contact.
3. ...send your account credentials to the email address provided during registration.

If you have any additional questions about your account status, do not hesitate to send us an email at [support@ilabsolutions.com](mailto:support@ilabsolutions.com).  
Alternatively, you can call us at [617-297-2805](tel:617-297-2805).





## Schedule Equipment

1. Click on Schedule Equipment tab
2. Click on the Category of Equipment you would like to reserve
3. Click View Schedule for the Equipment you would like to reserve

**CISAB Mechanisms of Behavior Lab**

1. **Schedule Equipment**

About Our Core | **Schedule Equipment** | Report Usage | View My Requests | Contact Us | Reservations

**Schedule Resources**

*Would you like to reserve time on CISAB equipment? It's easy!*

1. Please select the category you believe your instrument to be a part of, below
2. Click on button for your equipment
3. Next, click and drag on the calendar view for your desired time
4. If your work is NOT part of a billable technique supported by our lab-
  1. please check YES for the supplies question (seen in RED)
  2. Enter the name of the resulting technique in the Comments box below it
5. Click on button to confirm your reservation!

*Problems? Please contact [CISAB](#) for immediate assistance!*

2. **Centrifuge (3)**

3.

- Temperature-controlled centrifuge - Standard (large) description (There is no charge for the use of this resource)
- Temperature-controlled microcentrifuge - CISAB description (There is no charge for the use of this resource)
- Temperature-controlled microcentrifuge - EVA description (There is no charge for the use of this resource)

4. Click and drag on the calendar or double click on the timeslot you would like. This will open

Temperature-controlled centrifuge - Standard (large) (CISAB Mechanisms of Behavior Lab)

[Return to Schedules](#) | **Schedule** | Description | Other Schedules

Please click and drag on the calendar below to schedule time. This calendar is in (GMT-05:00) Eastern Time (US & Canada)

refresh frequently | refresh events | legends & help

Day | **Week** | Two weeks | Month | Multi View | Sunday, Oct 30 – Saturday, Nov 05 | Today

	Sun, October 30	Mon, October 31	Tue, November 1	Wed, November 2	Thu, November 3	Fri, November 4	Sat, November 5
09:00 AM		Self Use	Self Use	Self Use	Self Use	Self Use	
10:00 AM			10:00 AM - 11:30 AM New event				
11:00 AM							
12:00 PM							
01:00 PM							
02:00 PM							

4.



**If You Brought your Own Supplies (i.e. your work is not part of a CISAB billable technique):**

- a. Check the “Equipment only usage?” checkbox.
- b. Write in any comments about your usage with the equipment in the comments box.

The screenshot shows a reservation form for a "Temperature-controlled microcentrifuge". The "Required forms" section has "Equipment only usage?" checked. A red box highlights the "Comments" field. The "Times" section shows a scheduled time of Nov 04, 2016 from 01:00 PM to 02:00 PM. The "Use and cost of reservation" section shows a total cost of \$0.0 for 1.0 hours. The "Invite additional people to this event by email" section has a text input field. At the bottom, there are buttons for "Save Reservation", "Cancel Changes", and "Delete Reservation".

5. Adjust the Times Scheduled as necessary.
6. Click Save Reservation.

The screenshot shows the same reservation form, but for a "Beckman Coulter Allegra 6R". The "Times" section shows a scheduled time of Nov 02, 2016 from 10:00 AM to 11:30 AM, with a red box around it and the number "5." next to it. The "Use and cost of reservation" section shows a total cost of \$0.0 for 1.5 hours. The "Invite additional people to this event by email" section has a text input field. At the bottom, the "Save Reservation" button is highlighted with a red box and the number "6." next to it. The "Required forms" section has "Equipment only usage?" checked. The "Comments" field is empty.



## Report Usage

Upon completing your lab work each day, please follow these steps to report your usage of CISAB techniques. If your lab work spans multiple days (e.g. ether extraction of samples followed by an ELISA with overnight incubation), you may wait until the work is completed before logging in and recording your usage.

**Note:** You do not need to report usage if you brought your own supplies.

1. Click on the Report Usage tab
2. Click on the request service button. This will open the form for reporting your usage.

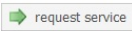


The screenshot shows the iLab web interface. At the top, a navigation bar contains several tabs: 'About Our Core', 'Schedule Equipment', 'Report Usage', 'View My Requests', 'Contact Us', and 'Reservations'. The 'Report Usage' tab is highlighted with a red box and a red '1.' above it. Below the navigation bar, the page title is '▼ Report Usage'. The main content area contains instructions for reporting usage, including a list of steps and a 'What happens after you have submitted your usage?' section. A red '2.' is placed near a 'request service' button at the bottom right of the page, which is also highlighted with a red box.

**1.**

About Our Core Schedule Equipment **Report Usage** View My Requests Contact Us Reservations

▼ Report Usage

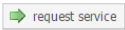
Please follow these steps to report usage (billable work):

1. Click on the  button for Report Usage below
2. Complete the Usage Report form fields on the page that appears-
  1. Start Date
  2. End Date
  3. Comments, if any
3. Next, click on the  link seen below Usage Report form on the right, and add the amount for your techniques performed
4. Select the account number from the drop-down list under Payment Information section. This account will be billed for your usage.
5. Click on  button to submit your usage for billing.

**What happens after you have submitted your usage?**

1. CISAB will review your submitted usage and follow up with you, if needed.
2. You can see all your previously submitted usages on the View My Requests tab.
3. When your usage has been approved by the lab director, the usage will show status as Completed.
4. Your PI will receive an invoice of your submitted usage, the accounts that will be billed, along with the amounts before it is sent to KFS for processing.

**2.**

Report Usage 

**For the Usage Report form:**

3. Enter a start date.
4. Enter an end date.
5. Enter any additional comments about your technique in the comments box.

1) Forms and Request Details (see bottom of list to add items to this request)

View Form: Usage Report Visible Not Started

Enter the quantity of each service required and click **Add selected services**. The requested quantities will be added to this request.  
If you click the button more than once, you will add the service again.  
The final quantities entered in the form will be saved to the form when the request is submitted.

Start Date 3. [input field]

End Date 4. [input field]

Additional Comments: 5. [text area]

Save Progress

Please save your form! → save completed form save draft of form lock and save form

6. add service add charge add form add milestone change order



### To report your specific techniques:

6. Click “Add Service” to begin adding your billable techniques.
7. Click on the category containing the item you need
8. Enter the quantity of the items used
9. Click on the price of the item to add it
  - a. Repeat steps 7-9 as needed to add the rest of your techniques
10. Click on the X to close the “Add Services” popup once you have added all needed items.

11. Select your account number from the drop down under Payment Information section
12. Click on the “submit request to core” button to submit your usage to CISAB for review.



## PI Roles

### Assigning account access to lab member:

1. Click on 'My Labs' on the left hand menu. Your lab should come up - click on it.
2. Click on 'Membership Requests and Accounts' tab.
3. Under 'Manage Accounts' section, a table of members and accounts should be visible.
  - a. Click on the account checkbox to give lab members access to that account.
  - b. Lab members without grant account access cannot reserve microscope time.

### Adding a grant to your list (usually an internal grant):

1. Click on "Request access to additional Accounts"
2. Fill in grant number, click request.
3. The request will go to your fiscal officer for approval. Until they become used to this process - it may help if you also send them an email and ask that they respond to the iLab request.

### Controlling Lab Membership:

*Click on Members tab. Your lab members with iLab accounts will be listed.*

1. **To add a lab member –**
  - a. click on link existing user.
  - b. Type part of person's name.
  - c. Select from iLab account holders the person you would like to add to your lab.
  - d. Then give that person grant access.
2. **To delete a lab member –**
  - a. click red X to right of name.

### Assigning Finance/Lab Manager Role in iLab:

*You may, if you like, give someone else in your lab the ability to manage accounts by assigning a lab manager.*

1. In the members tab, click on pencil icon next to name of person you would like to assign role of lab manager.
2. A box will appear marked lvl (level). Select "manager" from menu.
3. Check the 'Core Financial Contact' checkbox. Click 'Save'.

*This will provide the Lab Manager access to all lab accounts.*

## Contact Us

If you have any additional questions, do not hesitate to send us an email at **ABITC-ilab@rtinfo.indiana.edu**