

Griffith University – Chief Investigator/ Lab Manager Manual

Logging into iLab

1. Type the following URL into your browser: <https://griffith.corefacilities.org>
2. Bookmark this URL.

You are about to enter the private network
of Agilent Technologies, Inc. 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

Griffith UNIVERSITY

Internal Griffith user :

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

Not a Griffith user?

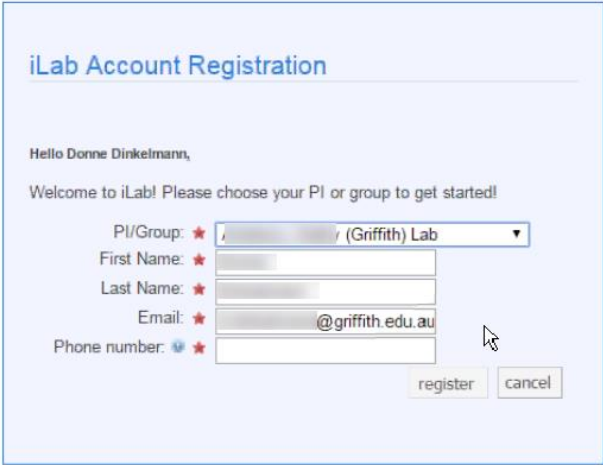
Login using iLab credentials ☐

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

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

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3. Once on the iLab login page, login or register.
 - a. Click 'here' if you have a Griffith SNumber. The next screen will be a familiar login screen for entering that information.
 - b. If you do not have an iLab account, and you have a Griffith SNumber, once you authenticate you will be directed to a registration page. You will need to select your PI and a request will be sent to your PI to approve your request.



iLab Account Registration

Hello Donne Dinkelmann,

Welcome to iLab! Please choose your PI or group to get started!

PI/Group: ★

First Name: ★

Last Name: ★

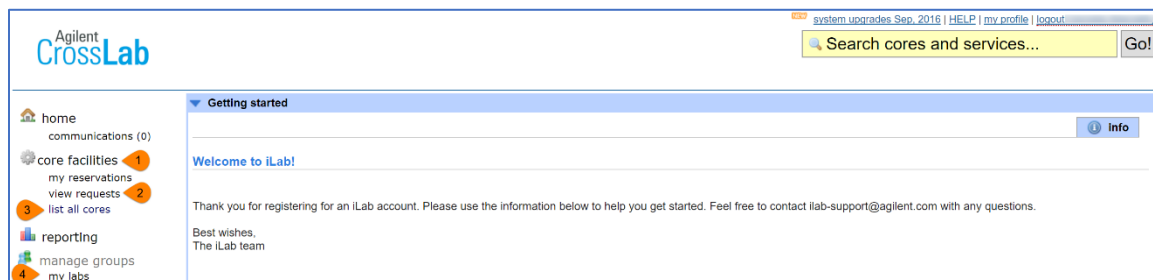
Email: ★

Phone number: ★

© Agilent Technologies, Inc. 2017 [privacy policy \(pdf\)](#) | [security policy \(pdf\)](#)

4. Once logged in you will be on the iLab homepage dashboard. Make sure to set your time zone!

Navigating iLab as a Chief Investigator



1. **Core Facilities:**
 - a. Click 'Core Facilities' to see any live Griffith cores
 - b. Use this to navigate to core facilities to work with
2. **View Requests:**
 - a. Click 'View Requests' to see a list of requests per core.
 - b. This is where you can:
 - i. Approve/ deny request
 - ii. Provide an Account Code by clicking the \$ icon next to the request
 - iii. View Processing and recently completed request
 - iv. View all request
3. **List all Cores:**
 - a. Same as 'Core Facilities,' will show any live Griffith cores
4. **My Labs:**
 - a. Click 'My Labs' to see a list of the labs in which you manage
 - b. This is where you can view and manage their lab

Accessing your Labs

The screenshot shows the Agilent CrossLab interface. On the left is a sidebar with navigation links: home, communications (2), core facilities (with sub-links: Flow Cytometry Facility, view requests, list all cores), reporting, and manage groups (with sub-links: my labs, my core, people search). The 'my labs' link is highlighted with a red circle 1. The main content area is divided into two sections. The top section, 'Labs/Groups I Manage', contains two links: 'Core: Flow Cytometry Facility' (with a red circle 3) and 'Andrews, Kathy (Griffith)' (with a red circle 2). The bottom section, 'Core Facilities I Manage', contains a link for 'Flow Cytometry Facility'.

1. Clicking 'my labs' will bring you to a list of labs you are either the Chief Investigator of or that you manage
 - a. You will also see any core facilities you manage

Managing your Lab(s)

1. Click the lab from your 'my labs' list

Editing Lab-Wide Approval and Members

The screenshot shows the 'Andrews, Kathy (Griffith) Lab' settings page. At the top, there are tabs for 'Membership Requests & Account Code', 'Members (1)', 'Budgets', 'Bulletin board (0)', and 'Group Settings'. Below the tabs, there are two main sections. The first section, 'Lab-wide approval settings', is marked with a red circle 1 and contains a message: 'Click the pencil icon next to the person below whom you would like to make the financial approver.' Below this message are two input fields: 'Default auto-approval threshold' with a value of '\$1.0' and a warning icon, and 'Cost coverage buffer' with a value of '\$100' and an information icon. There is a 'save approval settings' button. The second section, 'Lab members and settings', is marked with a red circle 2 and contains a table with the following columns: Name, Auto Approval Amount, ERP ID, Email, Phone, Start Date, and End Date. The table has one row for 'Kathy Andrews' with 'Lab default (\$1.00)' in the 'Auto Approval Amount' column. There is a 'link existing user' button at the bottom.

- a. You can edit the 'Lab-wide approval settings'
 - i. This is a pre-approved amount and if a user from the lab makes a request that goes above the amount, the request will need to be approved
 - ii. The amount is defaulted to the Griffith's institution setting under your

settings tab on your Institution Admin Dashboard

b. You (edit the 'Lab members and settings'

i. Click the yellow edit pencil to edit a member's settings

ii. You can edit the members auto approval amount

iii. Click the 'LvI' drop down menu

1. This is where you can designate the member as a Chief Investigator(PI), Manager, or Member
2. If this person is a Financial Contact you can check the box next to 'Financial Contact' and a \$ icon will appear once you save

iv. Click 'Save'

Linking an Existing User to a Lab

c. You 'Link existing user'

- i. Only existing users can be linked due to the ID integration. If the user does not have an iLab account, they will need to register.
- ii. You can use the link existing user to add a user to this lab
- iii. A user can be part of multiple labs

Managing Membership Requests and Account Codes

d. Under 'Membership Requests' it will show any accounts of users that have

registered with iLab and selected this lab during the registration process

- i. You must accept or reject this request
 - ii. Once it is accepted the user will be added as a member to the lab
 - iii. After accepting them you must assign an Account Code so that the user can make request and reservation with Griffith cores
- e. *'Manage Account Code'* will show you your Account Code Grid with a list of members.
- i. Check/ uncheck the check box to assign/unassign an Account Code

Manually add a new Account Codes 1

The Account Code field consists of "SpeedtypeClassAccount" e.g. 2167170NBPHS1742 (i.e. 16 characters required).

★ Account Codes: Add

Manage Account Code 2

Only Account Code with no member associations can be edited/hidden/deleted. Remove all member associations above to manage a Account Codes.
You can rename a Account Codes only if it hasn't been used for ordering.

Account Codes	Status	Delete
2183450000003341	active	
2190990000003341	active	
NSC1010SKAMA3341	active	✗

- f. *'Manually add a new Account Code'* will allow you to create and add new Account Codes into iLab
- i. 16 characters is required
 - ii. Only the Institution Admin can add new Account Codes
 1. Contact Tony So if you need an Account Code added to your lab
 - iii. Error message will appear if Account Code entered does not meet the requirements
- g. You can delete or hide Account Codes in the *'Manage Account Code'* section
- i. You can only delete or hide an Account Code if it is not assigned to a member
 - ii. Deleting an Account Code will remove it from iLab completely
 - iii. To hide an Account Code click the word *'active'* next to the Account Code.
 1. A drop down will appear where you can select *'hide'*
 2. By selecting *'hide'*, it will hide the Account Code from the Account Code Grid so that it cannot be assigned to members

Only Account Code with no member associations can be edited/hidden/deleted. Remove all member associations above to manage a Account Codes.
You can rename a Account Codes only if it hasn't been used for ordering.

Account Codes	Status	Delete
1234500000LL9876	hidden	✗
2183450000003341	active	
2190990000003341	active	
NSC1010SKAMA3341	active	

- iv. Note: Refresh your page when making changes to reflect the changes

Additional Tabs within Lab: Budgets, Bulletin Board, and Group Settings

Andrews, Kathy (Griffith) Lab

Membership Requests & Account Code **Members (1)** **Budgets** **Bulletin board (0)** **Group Settings**


1 2 3

Lab-wide approval settings




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


Default auto-approval threshold \$ 1.0 ⚠

Cost coverage buffer \$ 100 ⓘ

 save approval settings

Lab members and settings

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date ⓘ	End Date ⓘ	
Kathy Andrews	Lab default (\$1.00)						  

 link existing user

- h. **Budgets** allows you to set a budget per member or per core
 - i. Setting this budget will notify the user when they have exceeded that budget
 - ii. It will not stop them from spending
- i. **Bulletin Board** tab is a basic communication tool within the lab that can be used to post notes
- j. **Group Settings** tab allows you to make edits to the name of lab, Primary contact, and invoice preference

General Lab Information

[add to my favorites](#) | [edit](#)

Name: Andrews, Kathy (Griffith) Lab

My relationship: administrator

Communication Settings

Lab Primary Contact: Kathy Andrews

Invoice Print Preference

☐ Receive physical copy of invoice