

Internal UVM

How to register and set up your iLab account

This manual should serve as a guide to help you get your account set up. Occasionally, iLab makes changes to the site so the screen shots might not be exactly the same as what you see in your account! However, the basic content will not change to you should be able to find what you need. As always, the AGTC staff members are available to help you, just stop by!

1. Use the following link to get to the AGTC iLabs homepage:

https://my.ilabsolutions.com/service_center/show_external/3129

Bookmark this page for future use.

To register for an iLab account select [sign up](#).



About

Vermont Integrative Genomics Resource - VIGR

Overview of Services

The Vermont Integrative Genomics Resource (VIGR) is an overarching umbrella encompassing four distinct shared resource facility arms:

- **DNA Analysis:** The University of Vermont Cancer Center DNA Analysis Facility provides an array of fast, affordable, user-friendly DNA analysis services to the members of the University of Vermont Cancer Center, the University of Vermont research community and outside institutions. Primary services offered for a fee include DNA Sanger sequencing, real-time quantitative PCR, DNA fragment analysis, SNP detection, nucleic acid extraction, image analysis, analytical flow cytometry, and support for absorbance, chemiluminescence, and fluorescence assays.
- **Microarray:** The Microarray Facility utilizes the Affymetrix GeneChip system to support global gene expression profiling using the standard 3' arrays, miRNA, gene and exon arrays. The facility also provides supports for DNA identification, quantification, and profiling for DNA studies using the DNA mapping (SNP), Promoter, Phylochip, and custom arrays.
- **Massively Parallel Sequencing Facilities:** The University of Vermont Cancer Center/College of Medicine Massively Parallel Sequencing Facility provides genome-scale next generation DNA sequencing. This facility employs the use of the massively parallel sequencing (MPS) technology on the Illumina HiSeq 2500 system which is a sequencing by synthesis approach (SBS). Next generation sequencing (also known as deep sequencing or high throughput sequencing) enables researchers to sequence as much as an entire human or mouse genome with greater than 50 fold coverage. A single run on the Illumina HiSeq 1000 can generate over 350 billion bases of DNA/RNA.
- **Bioinformatics Shared Resource:** The primary source for bioinformatics support for members on campus, and offers services related to genome sequencing, epigenetic modification, or expression. This core enables investigators to navigate large complicated data sets and summarize those data into publishable inferences.

Please use the following link to view our website: <https://www.med.uvm.edu/vumcancercenter/core/facilities/genome-technologies>

Getting Started

- Login to your iLab account with your approved iLab credentials in the top right corner.
- Don't have an iLab account? [Sign up for one here!](#)
- See our help manuals for guidance using iLab:
 - [Internal to UVM - How to register and set up your iLab account](#)
 - [External to UVM - How to register and set up your iLab account](#)
 - [How to request a service](#)
 - [How to generate a project request quote](#)
 - [How to reserve time on an instrument](#)
 - [How to log into sites when using the BioRad Images](#)
 - [Lab Reporting](#)

2. You will be directed to the sign up page.

https://my.ilabsolutions.com/account/signup/322?sc_id=3129

You are requesting access to the University of Vermont (UVM)'s Vermont Integrative Genomics Resource - VIGR

Email address: * Phone number: *

First name: * Last name: *

I am affiliated with the following institution: *

Please type the name of your institution

I'm not a robot

Continue

Please email ilab-support@agilent.com if you are experiencing problems with registering for an account.

© Agilent Technologies, Inc. 2012

3. Your choice of a browser is important. Chrome and Firefox work the best, and Safari is okay. Internet Explorer is known to have problems and should be avoided.

4. You will need to supply the following information:

iLab has changed the interface below. The same information must be entered, it is just in a slightly different format.

Your name:

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:

Your Institution's or Company's name:
Find or enter your institution name if not in completion list.

Please use your UVM email and provide a UVM Lab or office phone number, not a cell phone number.

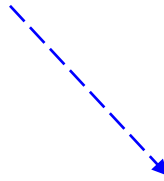
Your Lab name should use the format:

PI last name, PI first name, (UVM) Lab
Hunter, Timothy (UVM) Lab

Please provide the name, email address and telephone number of your Department Budget or Business Manager.

This will help us to resolve billing issues if they arise.

Spam protection filter:



I agree with iLab's [privacy](#) and [security](#) policies

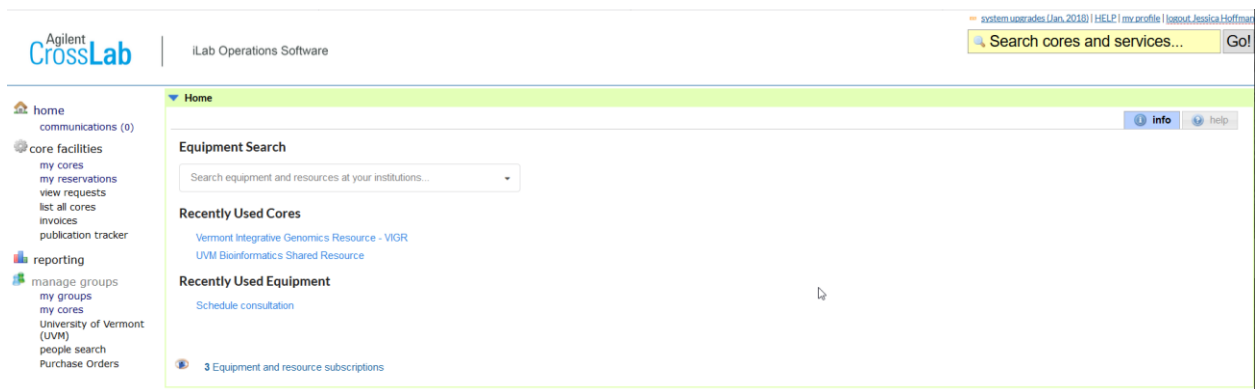
5. Once your information has been submitted, you will receive an email from iLab with your login information. PI's or Lab Managers will be contacted by email when a Lab Member is registering for an account. The following steps MUST BE DONE before a request a service can be placed!

Adding Lab Members and Assigning Lab Managers

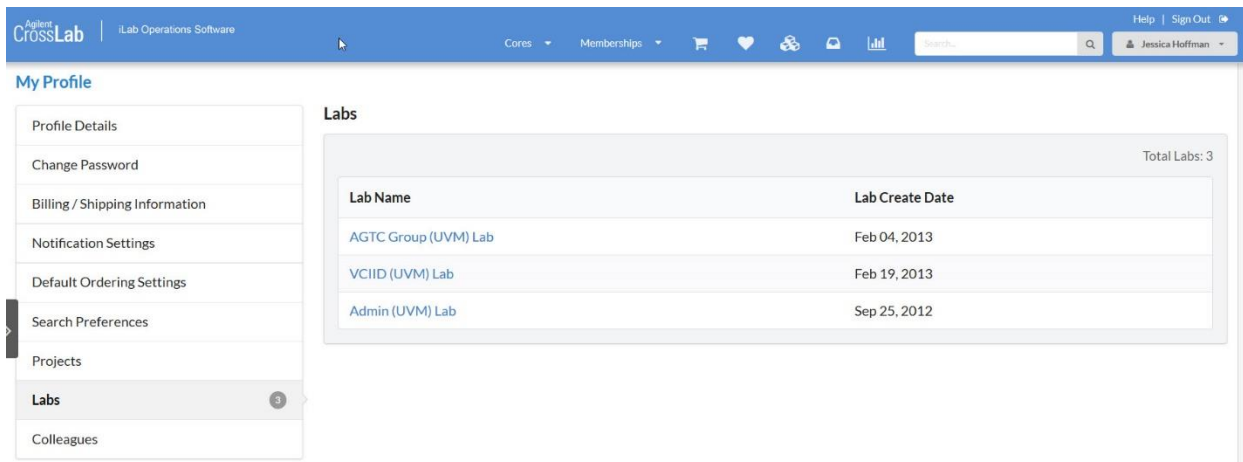
There are some tasks that must be done before an individual can request a service. There is a hierarchy to iLab accounts. You are either a PI (Principal Investigator) of a Lab, a Lab Manager, or a Lab Member. The PI is responsible for adding and maintaining an active list of Lab Members and chart strings for billing. Each Lab Member must be assigned to a chart string prior to them being able to place an order. The PI can assign the role of Lab Manager to one of their Lab Members. The Lab Manager will then have the same administrative functions as the PI.

The PI of the lab must also register for their iLab account, and they will need to follow these steps to add Lab Members and assign a Lab Manager if desired.

6. Select **my profile** in the upper right. Open the Labs tab.



7. The name of your Lab will be displayed. Double click on the name of your Lab to navigate to your Administration tabs. If you are in multiple labs you will see them all displayed here.



8. You will now see your Administration tabs. The **Members** tab will display the list of lab members.

AGTC Group (UVM) Lab

Membership Requests & Funds **Members (6)** Budgets Bulletin board (6) Group Settings

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
Cost overage buffer

Save Settings

Lab members and member settings

Name	Auto Approval Amount	BillingSystem ID	Email	Phone	
Tim Hunter	Group default (\$20,000.00)	Choose default	timothy.hunter@uvm.edu	802-656-2569	
Jessica Hoffman	\$20,000.00	Choose default	jessica.hoffman@uvm.edu	802-656-2557	
Mary Lou Shane	Group default (\$20,000.00)	Choose default	mary.shane@uvm.edu	802-656-2557	
Meghann Palermo	Group default (\$20,000.00)	Choose default	meghann.palermo@uvm.edu	802-656-3936	
Scott Tighe	Group default (\$20,000.00)	Choose default	scott.tighe@uvm.edu	802-656-2462	
Marni Slavik	Group default (\$20,000.00)	Choose default	m Slavik@uvm.edu	802-656-7777	

add new user link existing user

- There are two options to add a new member to your lab. Use the pull down to select their role, Principle investigator, Member or Manager. The new member should receive a welcome to iLab email with their password.

add new user

Use this tool to create a new iLab account for a person and add them to your lab. If you log in with your institution credentials, make sure to fill the correct email address for their institution credentials.

Create a new user

First name:

Last name:

E-mail:
Institutional e-mail is preferred

Role

©2008 - 2013 iLab Solutions, LLC

- Use the "link existing user" to find someone who already has an iLab account. As you begin to type their name, you will start to see a list of UVM iLab users. Choose the name of the person you want to add to your lab.

Add an existing user

Invite additional members to this group

mary

©2006 – 2013 i
mv.ilabsolutions.com | bri

11. Refresh your browser screen and you will see that they have been added as a lab member. Hovering over the person icon will tell you what membership status has been assigned to the Lab Member.

Click on the **pencil icon** to change a Lab member's status.

Click on the red **X** to delete the Lab Member.

Lab members and member settings

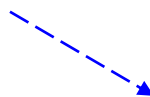
Name	Auto Approval Amount	BillingSystem ID	Email	Phone	
Tim Hunter	Group default (\$20,000.00)	Choose default	timothy.hunter@uvm.edu	802-656-2559	
Jessica Hoffman	\$20,000.00	Choose default	jessica.hoffman@uvm.edu	802-656-2557	
Mary Lou Shane	Group default (\$20,000.00)	Choose default	mary.shane@uvm.edu	802-656-2557	
Meghann Palermo	Group default (\$20,000.00)	Choose default	meghann.palermo@uvm.edu	802-656-3936	
Scott Tighe	Group default (\$20,000.00)	Choose default	scott.tighe@uvm.edu	802-656-2482	
Marni Slavik	Group default (\$20,000.00)	Choose default	msslavik@uvm.edu	802-656-7777	

Follow the steps below to assign chart strings to each Lab Member.

Managing Chart strings and assigning them to Lab Members

12. Click on the **Membership Requests & Funds** tab. You will see a list of Lab members and chart strings (if they were provided to the facility for the data upload). You will see a shortened version of the chart string displayed, hover over it to see the full chart string. Each Lab member must be assigned at least one chart string by clicking the box by their name under the correct chart string. If they are working on multiple projects they can be assigned to more than one chart string. When they are placing an order, they will see a pull down menu with the appropriate chart strings. It is not possible to assign nicknames to chart strings so members must learn to recognize the correct one.

YOU MUST CLICK THE **SAVE BUTTON AFTER YOU HAVE MADE ASSIGNMENTS IN ORDER FOR THEM TO BE ENACTED!**



AGTC Group (UVM) Lab

Membership Requests & Funds

Members (6)

Budgets

Bulletin board (6)

Group Settings

Membership Requests

✔ No Access Requests require approval

Manage Funds

	201001-311-GCA01-025227-SPNS	130077-291-00000-000000-0000	130077-291-00000-000000-0000
Tim Hunter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jessica Hoffman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mary Lou Shane	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Meghann Palermo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Tighe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marni Slavik	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[▶ Manually add a new Fund](#)

[▶ Manage Funds](#)

13. To manually add a chart string, Open the “**Manually add a new Fund**” arrow. Follow the format for the chart string as described. Enter the chart string, click add and refresh your browser. Your newly added chart string will appear as a new column. Assign Lab members as appropriate.

▼ Manually add a new Fund

Your chart string should be entered using the following format:

Account(5)-Op Unit(2)-Dept.(5)-Fund(3)-Source(6)-Function(3)-PC Business Unit(5)-Project(6)-Activity ID(4)-Program(4)-Purpose(4)-Property(4)

The Account field should always be 80242, there should be a dash between fields and the numbers in parenthesis tell you the expected number of digits for each field.

If your chart string does not have PC Business Unit/Project/Activity ID fields, please enter in the appropriate number of 0?s.

Examples:

80242-15-55650-300-201001-311-GCA01-111111-SPNS-0000-0000-0000

80242-15-55060-150-130000-291-00000-000000-0000-0603-0666-0000

★ Fund:

14. PI’s and/or Lab Managers will continually need to update the list of lab members and chart strings as necessary. Any chart string that has at least one member assigned to it will be displayed with the “active status”. If you remove all members from a chart string, you can then select active or hidden. Active will include it in the list of funds for assignment to members. Hidden will keep the chart string in your list but will not display it for assignment to Lab Members. This would be useful if you temporarily want to stop Lab Members from using a particular chart string. When you are ready to have the chart string available again for use, change the status to active and assign Lab Members to this chart string. Selecting the red X will remove it from your list of funds.

► **Manage Funds**

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

Fund	Status	Delete
80242-15-55060-111-201001-311-00000-000000-0000-0000-0000	hidden	✖
80242-15-55060-150-130077-291-00000-000000-0000-0603-0336-0000	active	
80242-15-55060-150-130077-291-00000-000000-0000-0603-0680-0000	active	

15. All lab members are now ready to place a service request or schedule time on one of the instruments!

01.29.18