Indiana University

iLab User Guide – IUB Mass Spectrometry Facility

User Manual

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10-8-2018

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Introduction

IU Mass Spectrometry Facility Core (MSFC) is now using iLab for their equipment scheduling and payments. iLab Solutions is integrated with IU's financial system, which makes it easy for labs to authorize KFS payment accounts for availing core services.

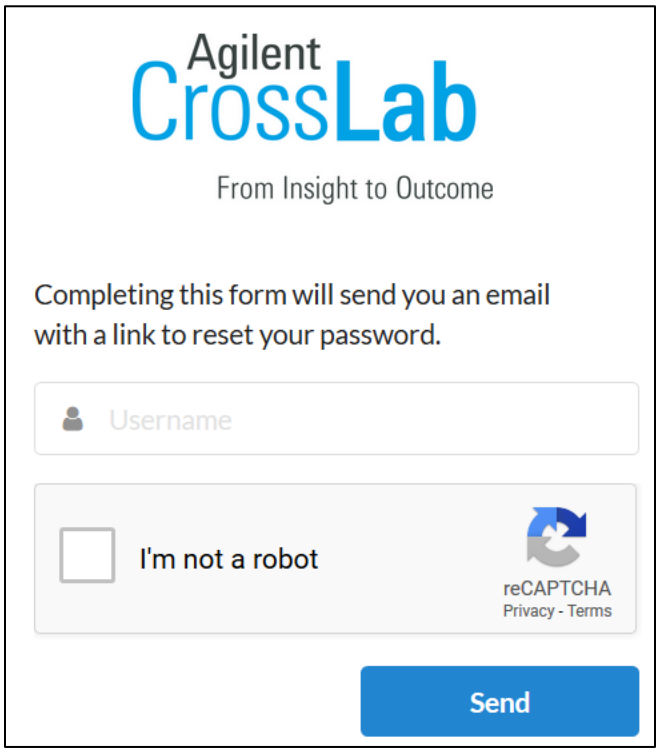
Users must register for an iLab account. Once approved, a user can login and schedule time with any piece of MSFC's equipment after being trained. If your PI does not have an iLab account, they must register as well and follow the procedures under the PI Roles section of this document for managing and approving funds for you.

Reset password for your iLab account

If you are a PI and own IU KFS accounts, you probably already have an iLab account. To verify,

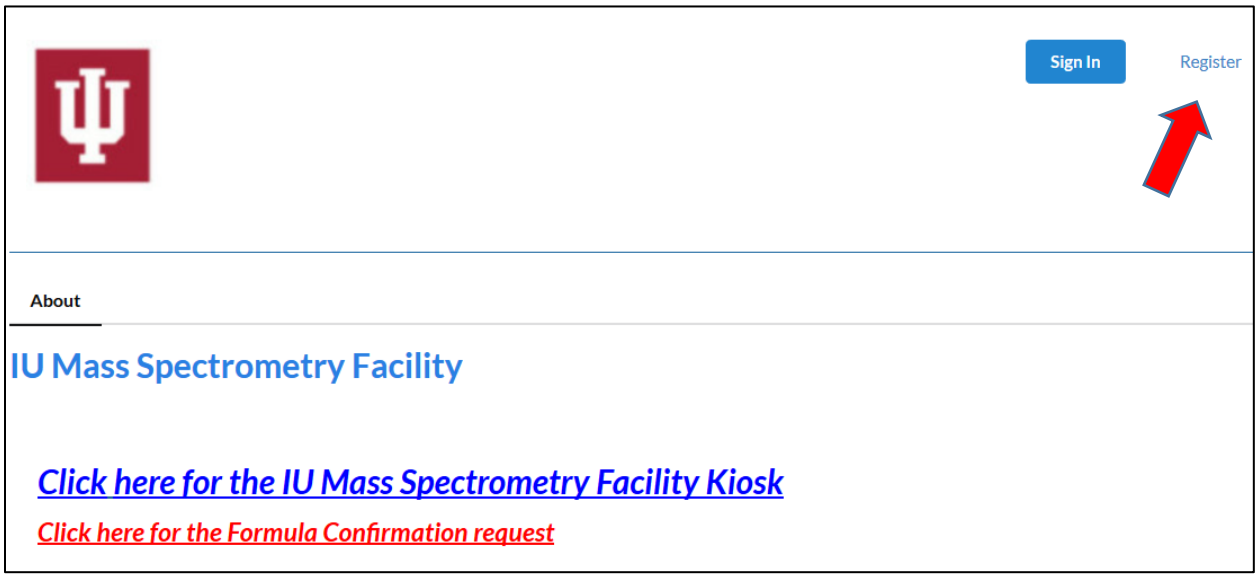
1. Please go to https://my.ilabsolutions.com/service_center/show_external/4725, click on the 'Sign in' button seen on top right, and click on 'Forgot your password?' link on the next page.

2. Enter your official IU account name to reset your password.

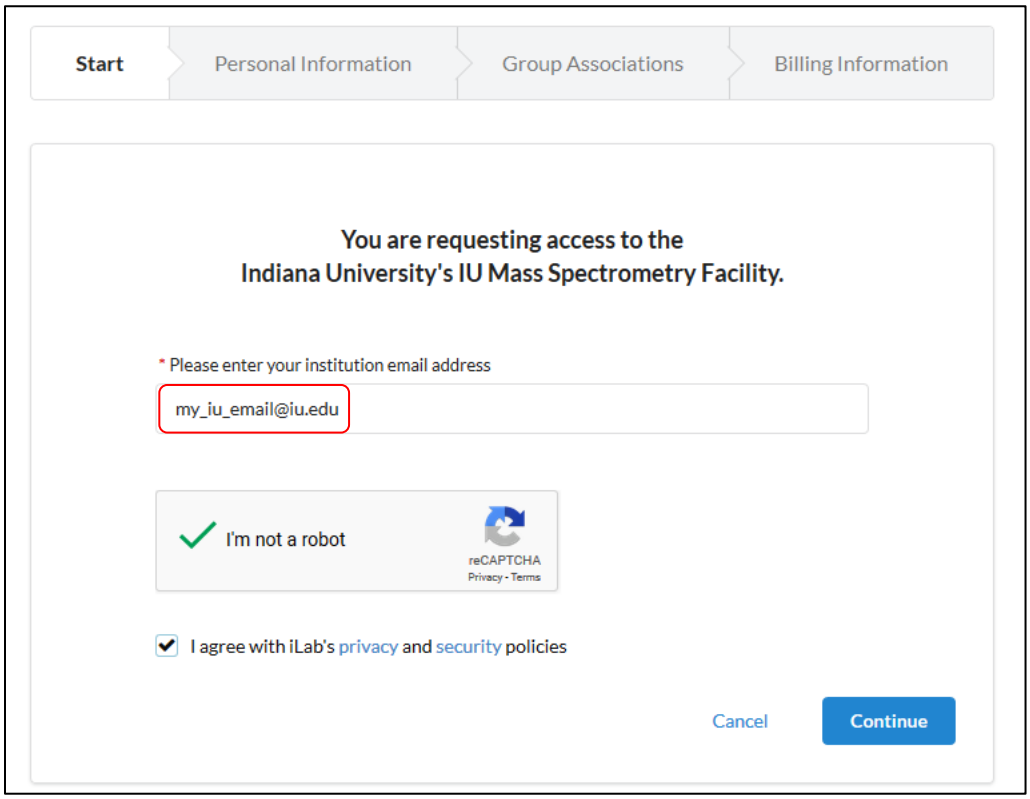


Register for a new iLab account

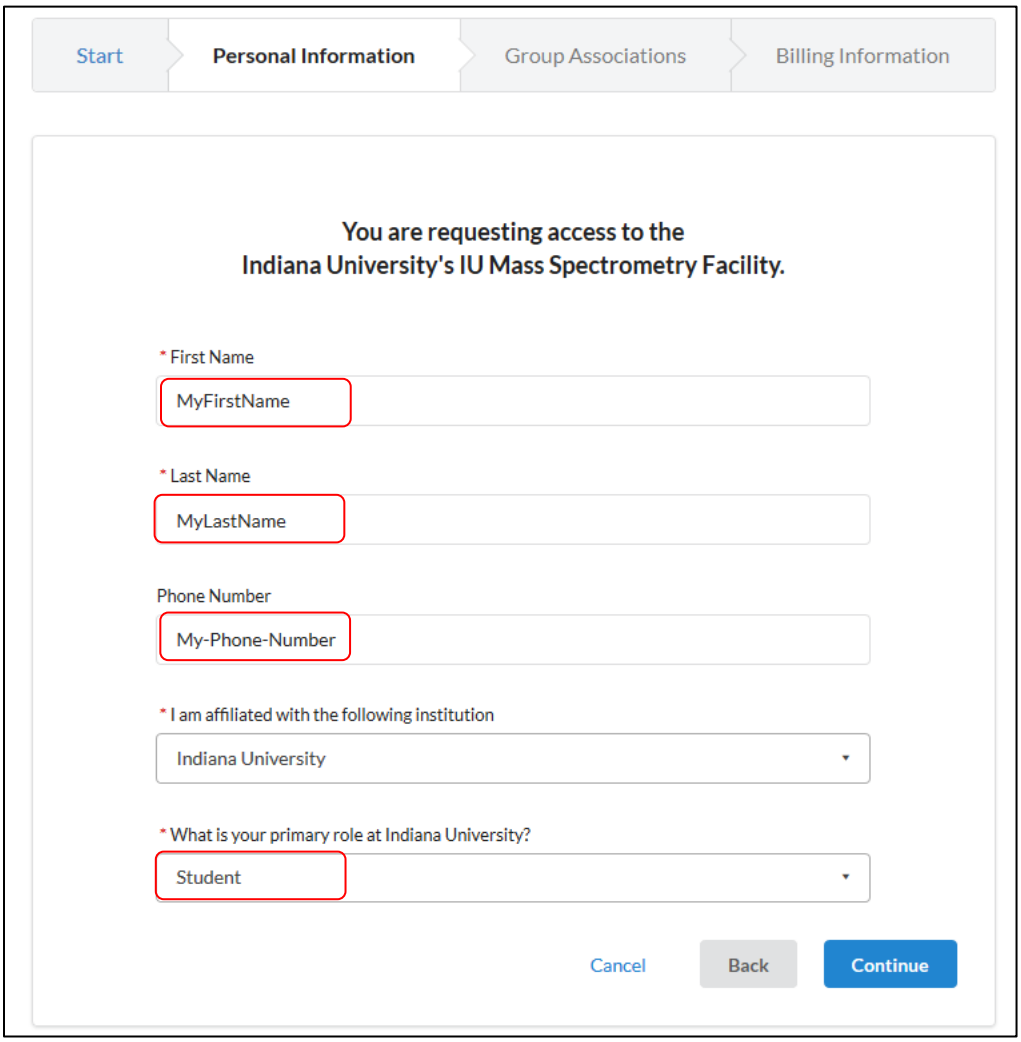
1. Navigate to: https://my.ilabsolutions.com/service_center/show_external/4725
2. Click on the 'Register' link seen on top right corner.



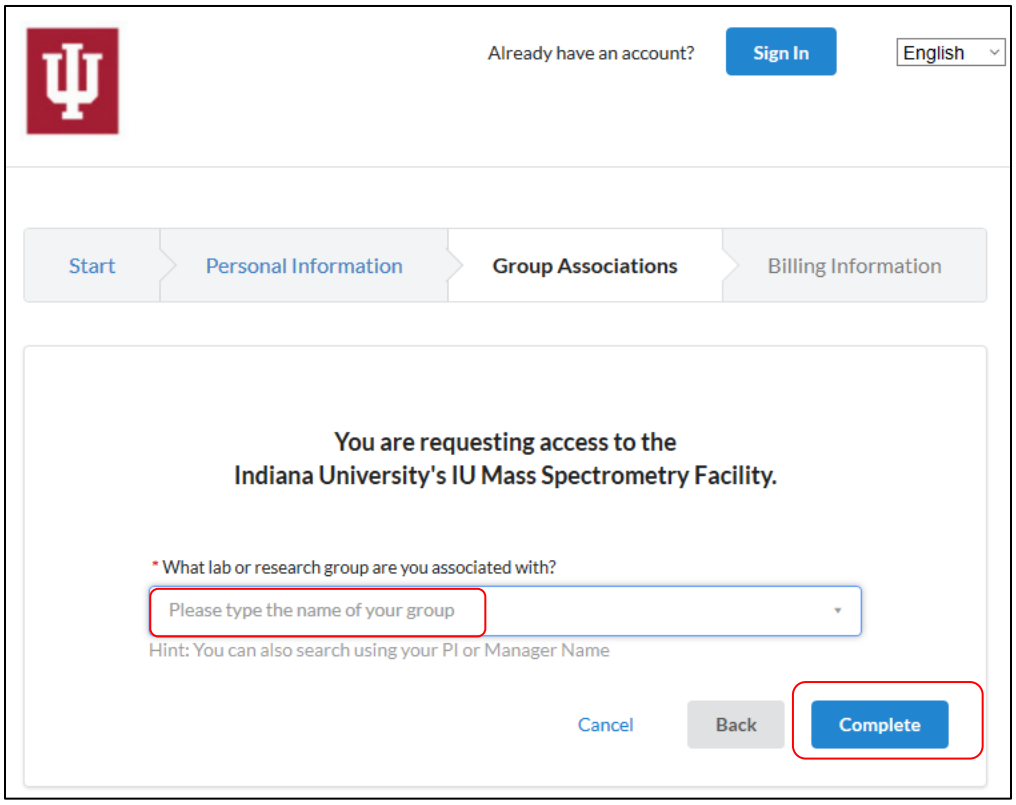
3. Enter your **IU email address** in the space provided, verify the anti-spam reCAPTCHA, and check the box for 'I agree with iLab's privacy and security policies'.



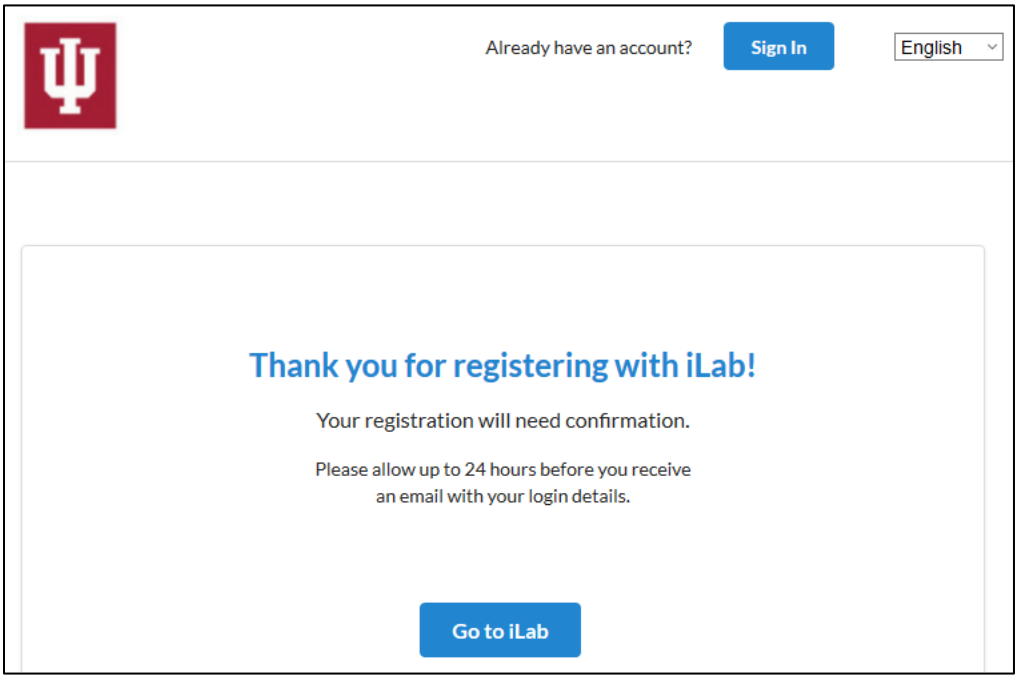
4. Enter your first name, last name, and choose appropriate primary role on the Personal Information tab.



5. Search for your PI to be associated with his/her lab in iLab and click on Complete button.



6. You will receive an email from iLab for confirmation. Please follow instructions to activate your account.



iLab Solutions
A part of **Agilent Technologies**

Your account request is awaiting confirmation.

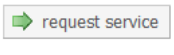
Thank you for requesting an iLab account. **Please allow up to 24 hours for account confirmation**.

Next, our team will...

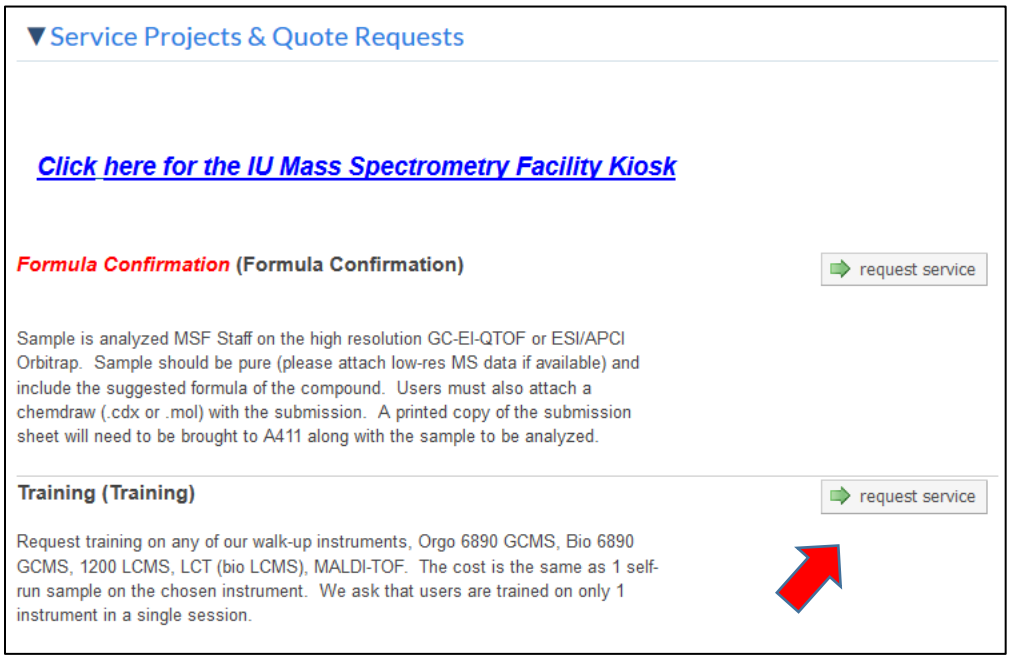
1. ...review the account information that you provided.
2. ...confirm the provided information with your Principal Investigator and/or a Financial Contact.
3. ...send your account credentials to the email address provided during registration.

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

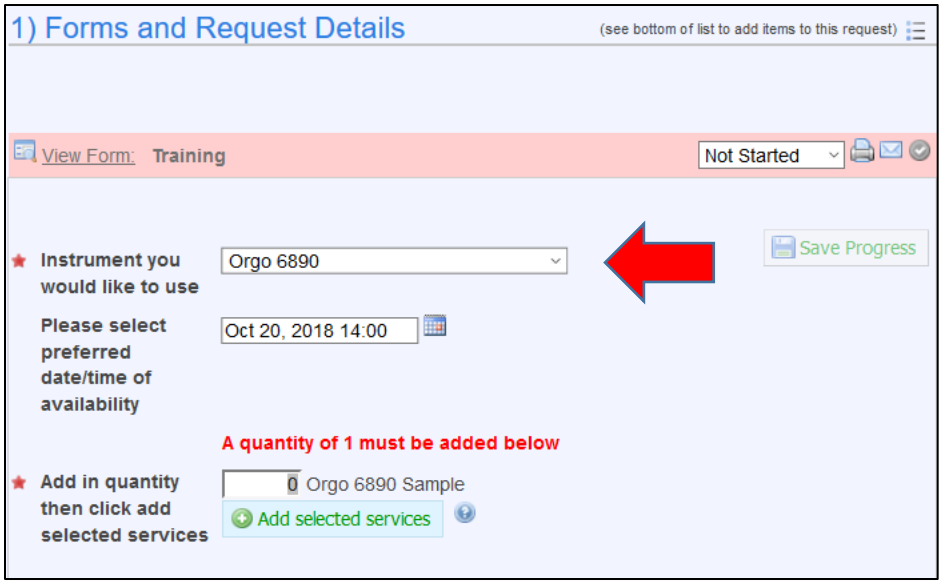
Request training for MSFC equipment

1. Before you can reserve any of MSFC's equipment, you will need to be trained on them. To request training, please click on Request Services tab and click on 

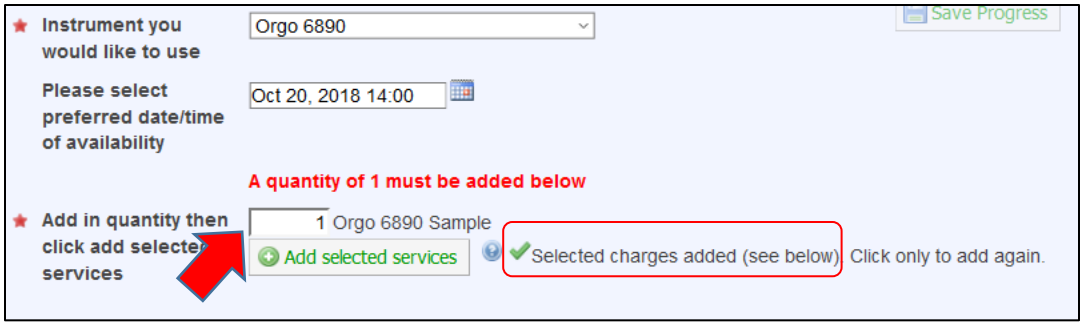
button for Training.



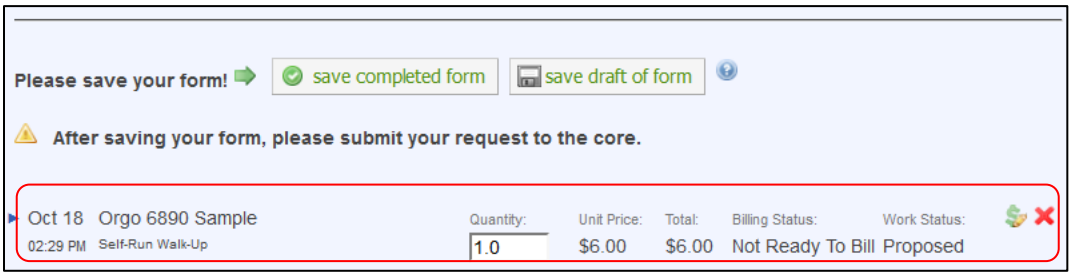
2. Choose the equipment name from the dropdown.



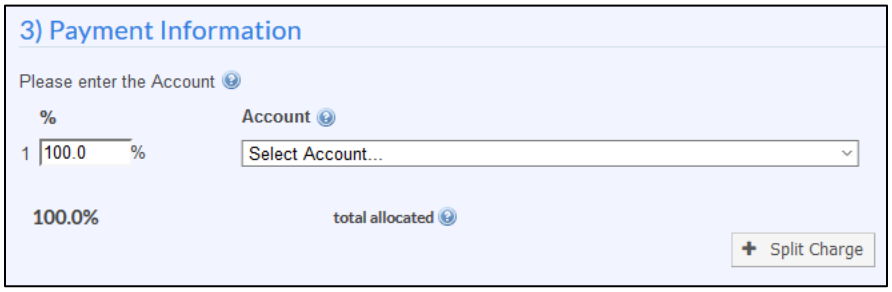
3. You will be prompted to add a service based on your dropdown selection.
4. Please change quantity to 1 and click on Add Selected Services button below it.



5. The service will be added below the form.



6. Choose a KFS account from the Account dropdown box in the Payment Information section.

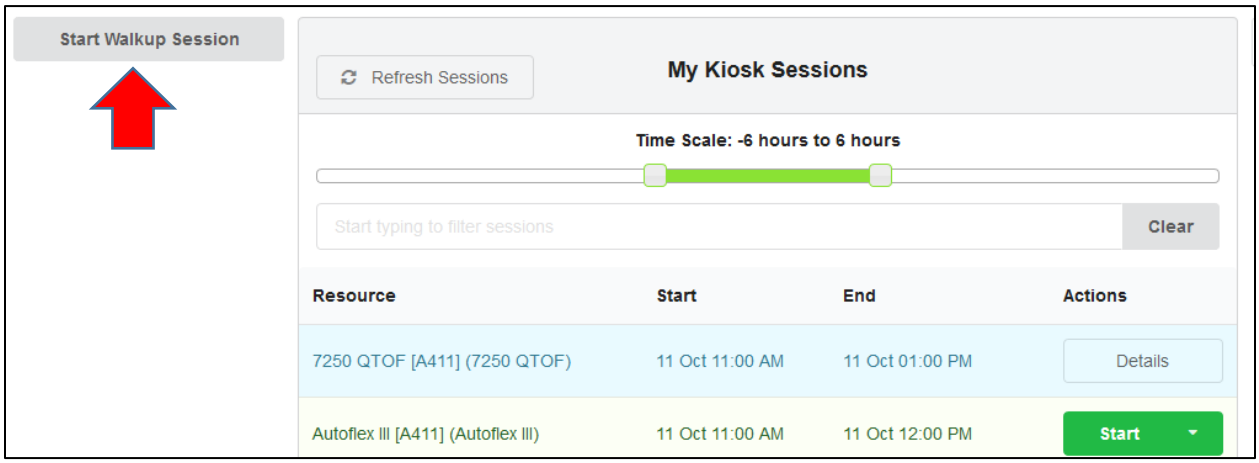


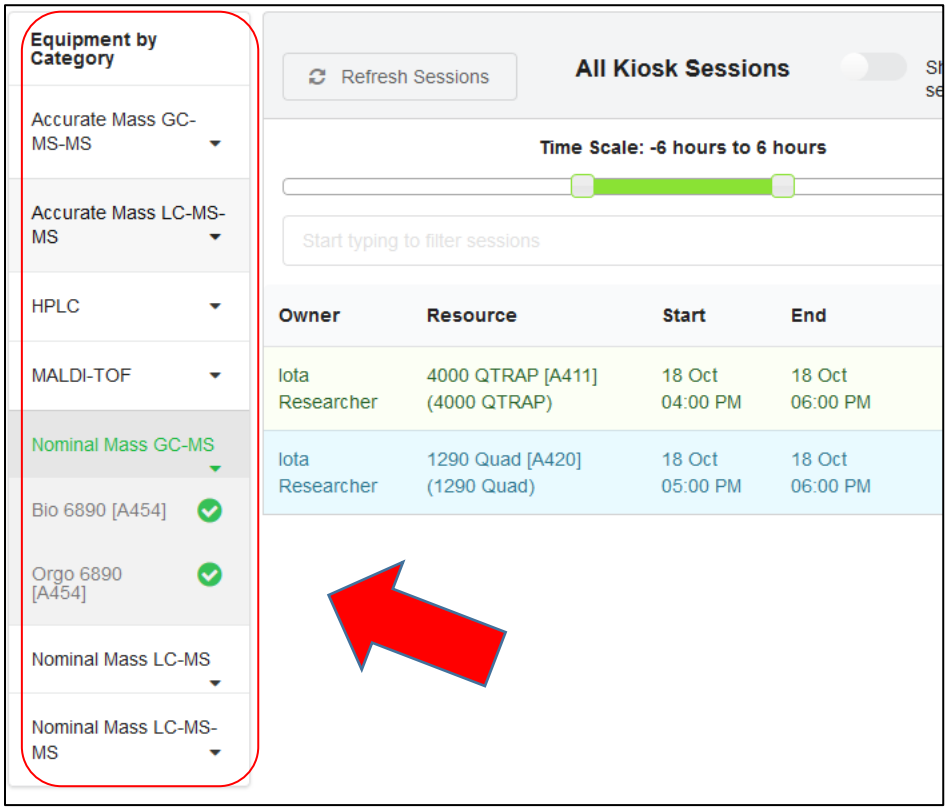
7. Scroll to the bottom and click on

button.
8. The core will then schedule an appropriate time for your training on the equipment.

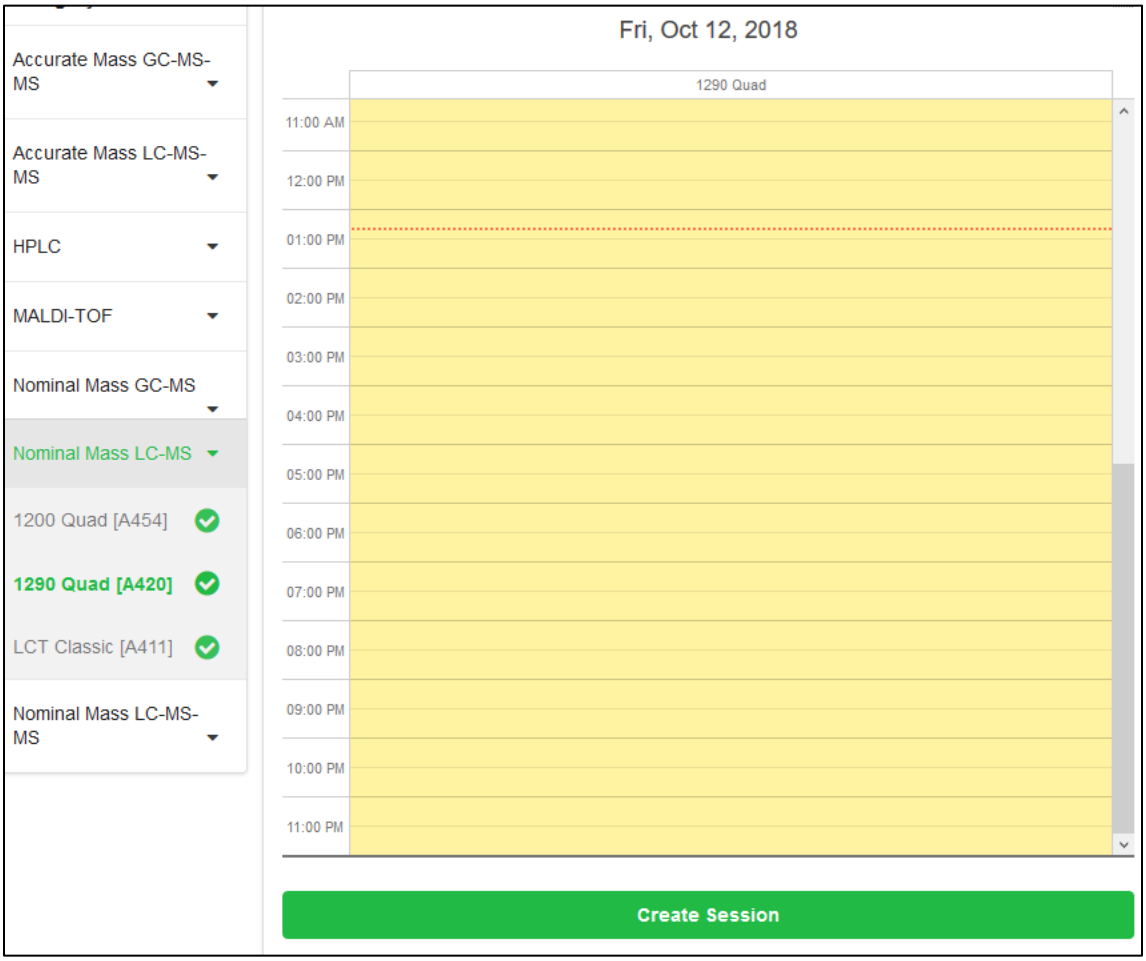
Create a walk-up session

1. Click on the ***Click here for the IU Mass Spectrometry Facility Kiosk*** link in your browser. The kiosk will show you all active and future sessions for MSFC.
2. Click on 'Start Walkup Session' button seen on top left. If the button is replaced by category names, click on the category and choose your equipment.

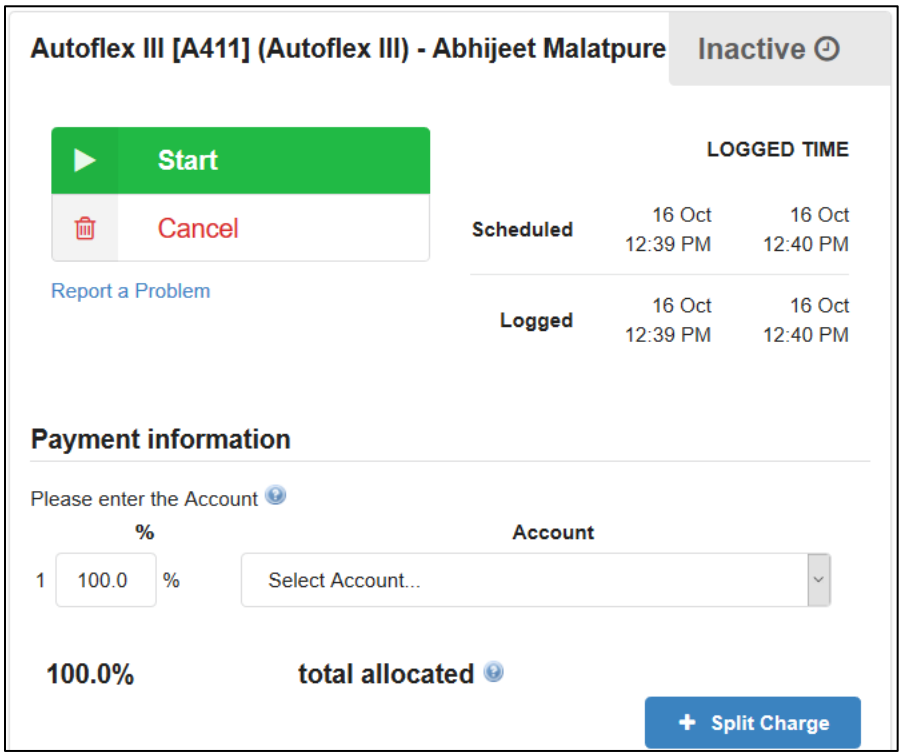


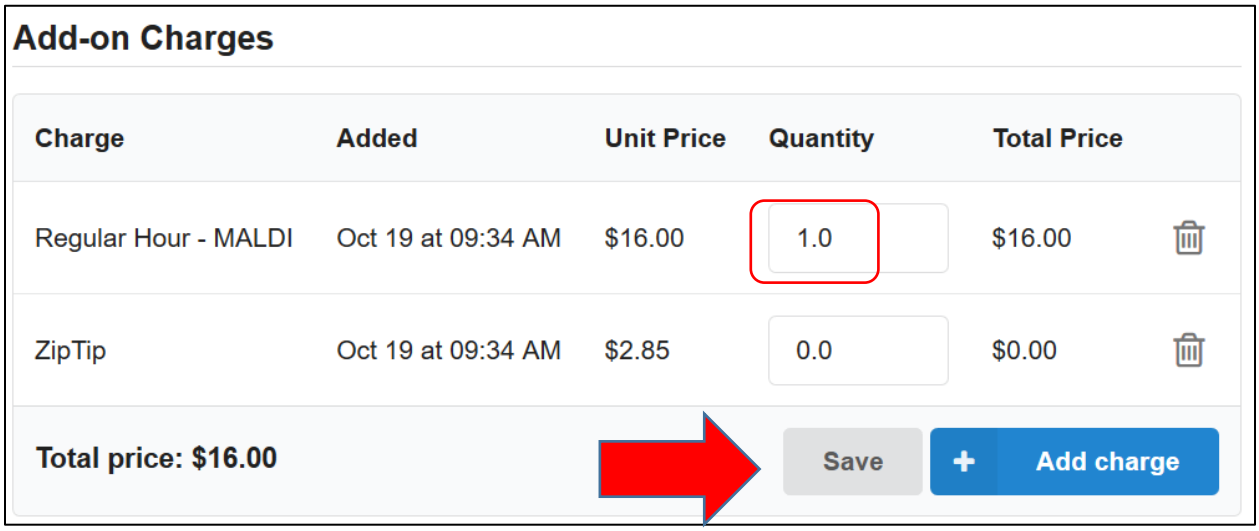


3. Select your equipment on the left and click on the green Create Session button.



4. Update quantities, modify or delete prices of default prices listed for the reservation and click on Start button.

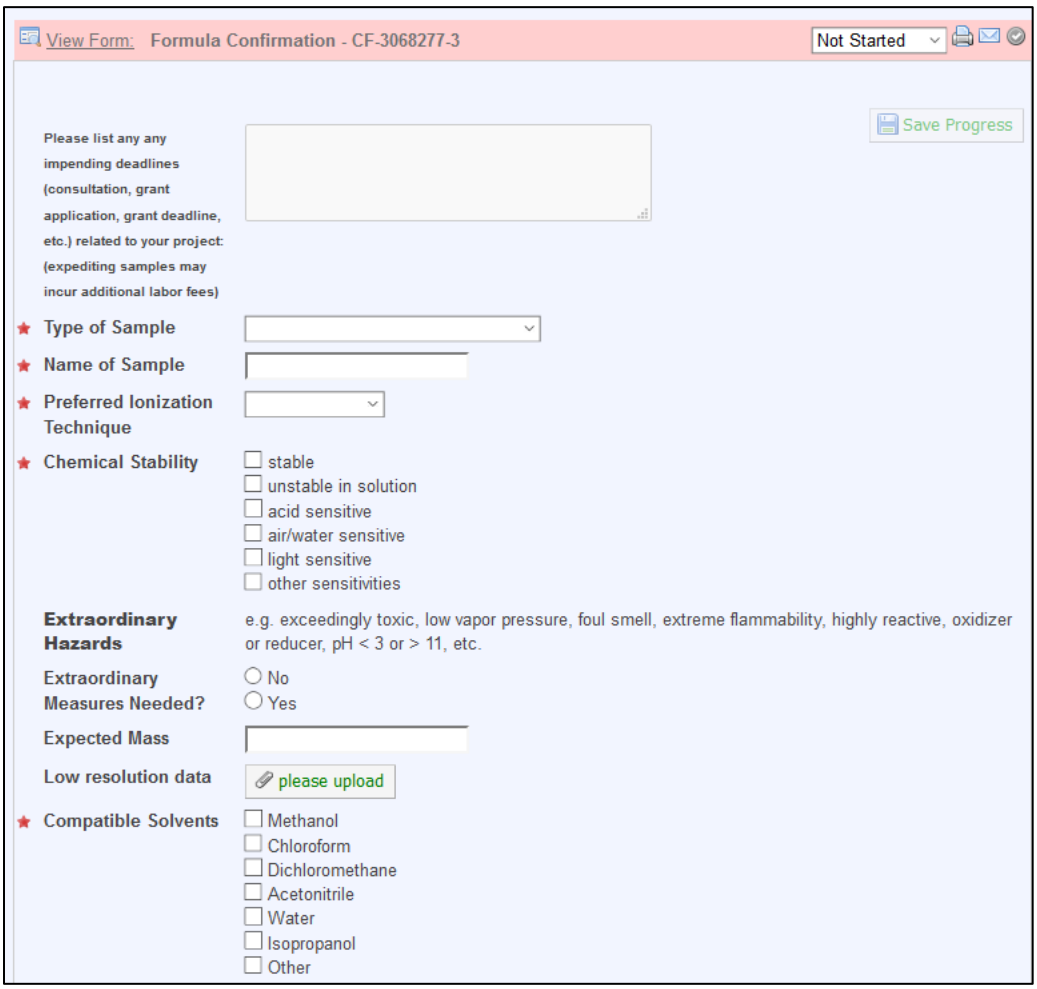




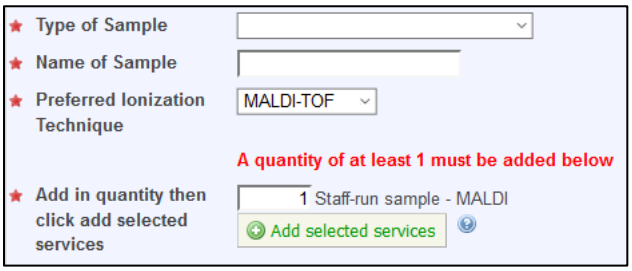
5. If you need usage type besides normal hour, e.g. regular day/night/weekend rate, please
   a. Click on delete icon on the right for the default Regular Hour charge.
   b. Click 'Add charge' button and add the new charge.
   c. Click on Save button to save your charge modifications.
6. To terminate the session, please follow instructions in 'Use Reserved Equipment' section, #3.

Submit Request for Formula Confirmation

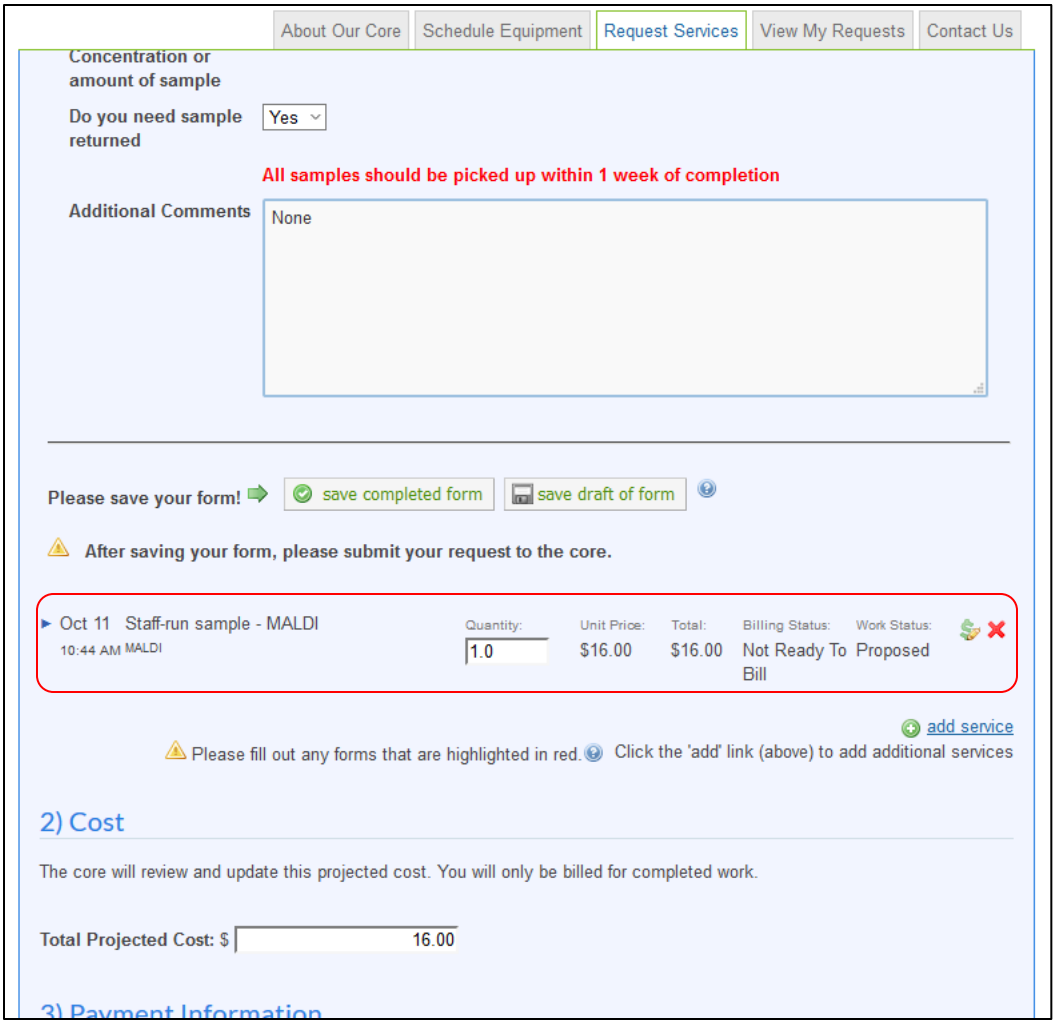
1. Please click on ***Click here for the Formula Confirmation request*** link. This will take you to Request Services tab.
2. Click on [request service] button to initiate your request.
3. Complete the Formula Confirmation form. Make sure all information is entered correctly.



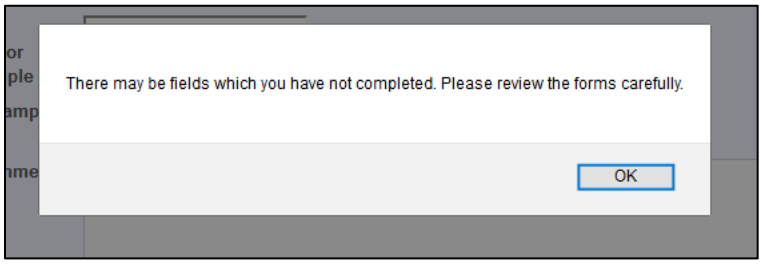
4. For Preferred Ionization technique dropdown, your choice of technique will prompt you to add the appropriate iLab service to be added to your request, as seen below-



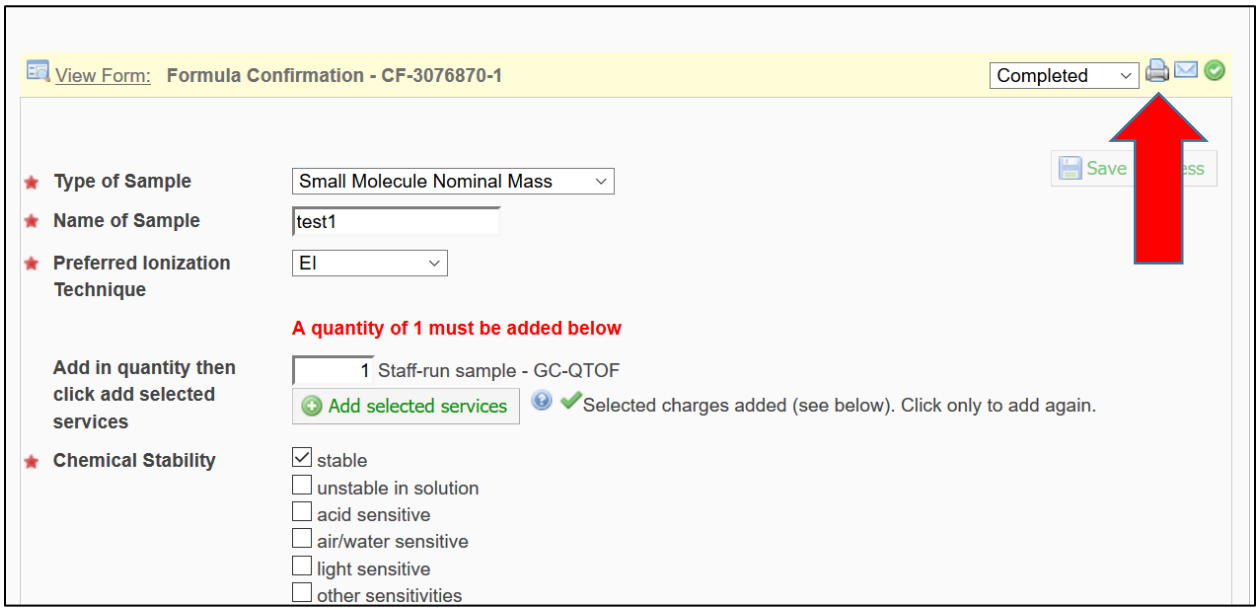
Please enter a quantity (greater than 0) and click on Add selected services button. This will add chosen service below the form.



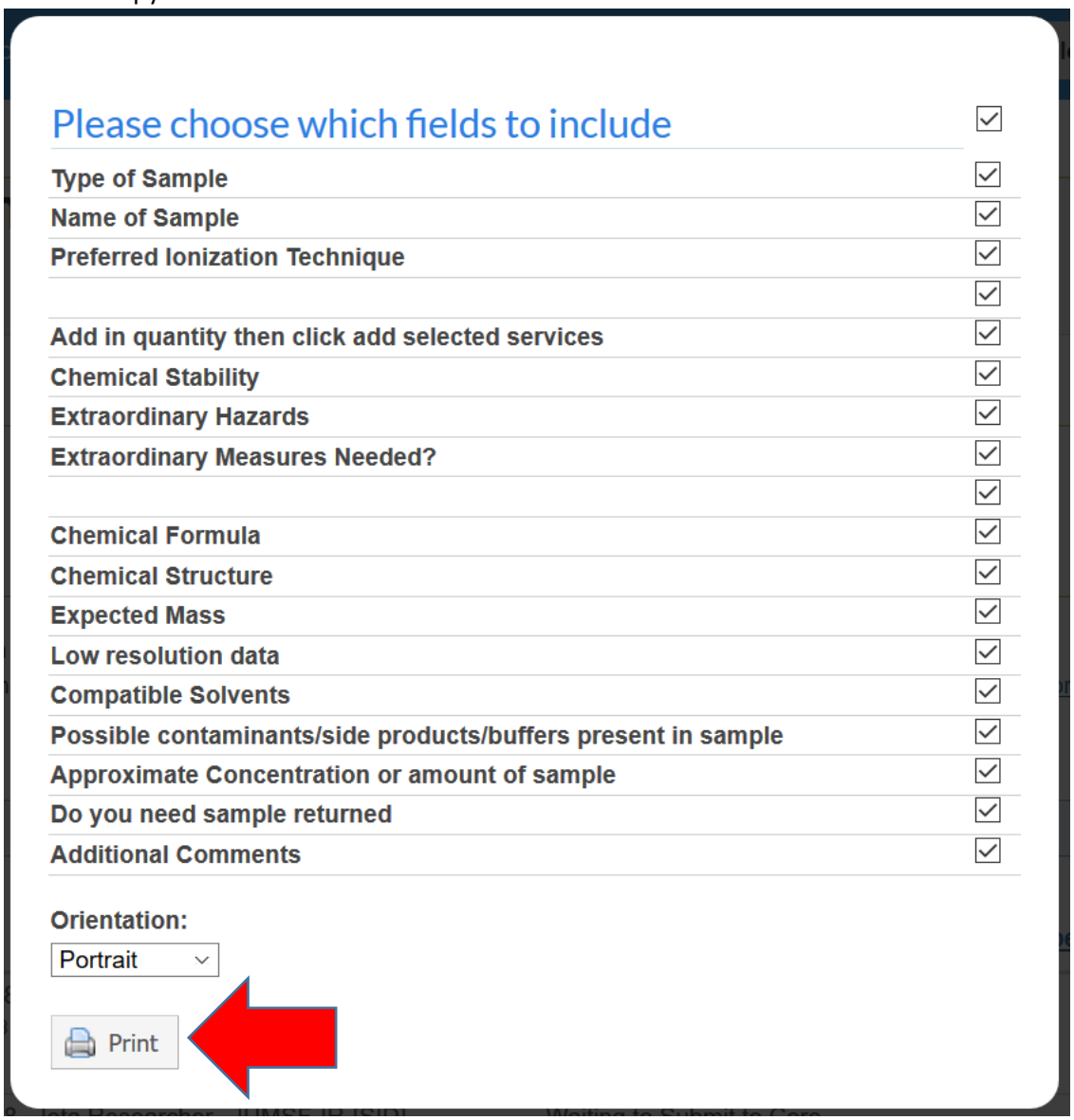
5. When uploading a chemical structure, PLEASE USE A .cdx or .mol FILE. Any other formats uploaded will delay the formula confirmation process.
6. After entering information, click on save completed form button below the form. In case you receive the following message, please review the form again and enter data for all required fields.



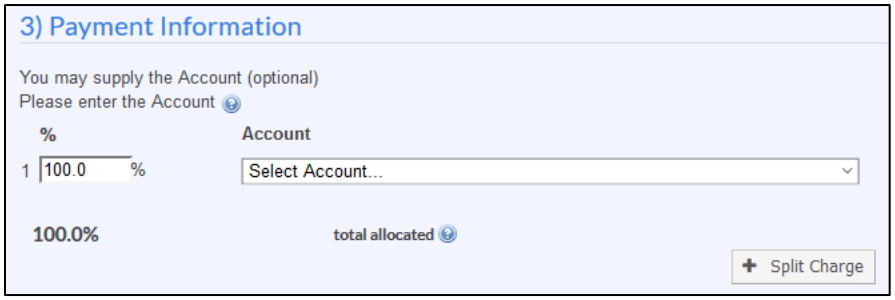
7. Please click on the Print icon on the right of the form title (see below) to print the form to bring it to the lab.



8. Keep all checkboxes checked in the popup and click on Print to print a hard copy of the form. Bring the hard copy to the lab.

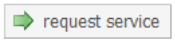


9. Press ESC button to exit the popup window.
10. Choose your KFS account number from the dropdown in Payment Information.

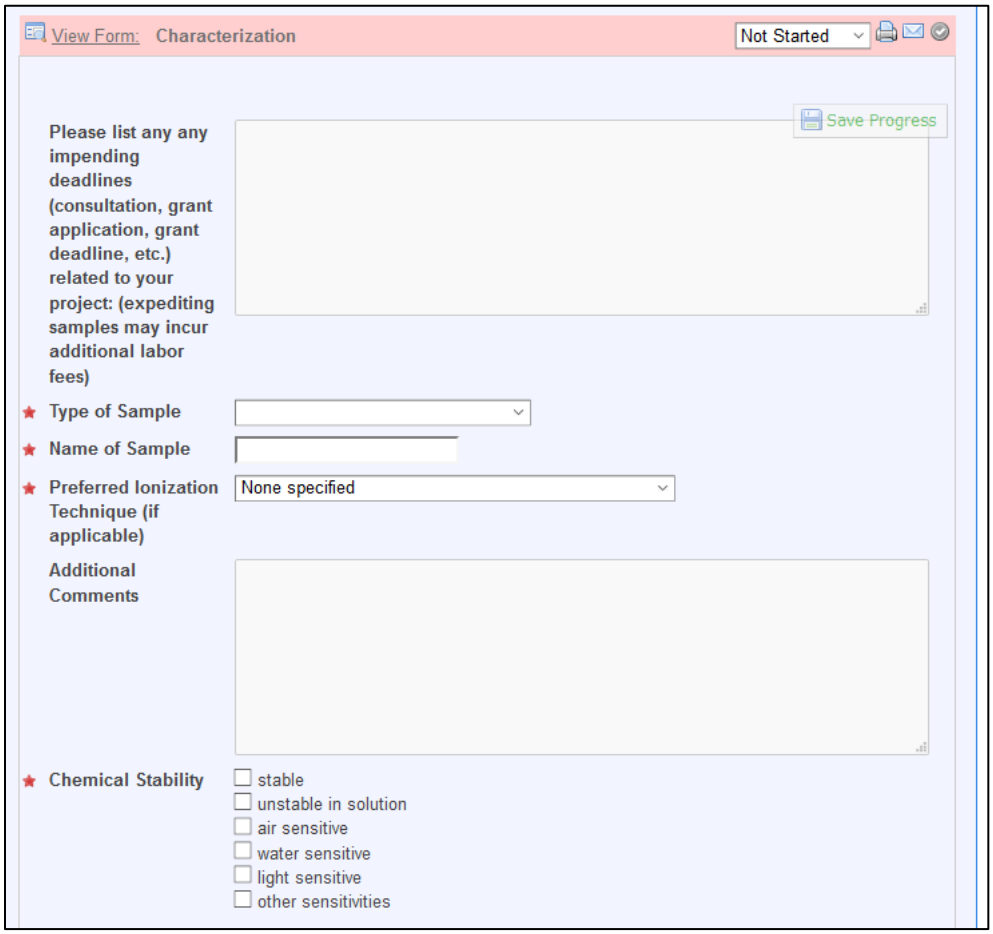


11. Click on Submit Request to Core button at the bottom to submit your request.

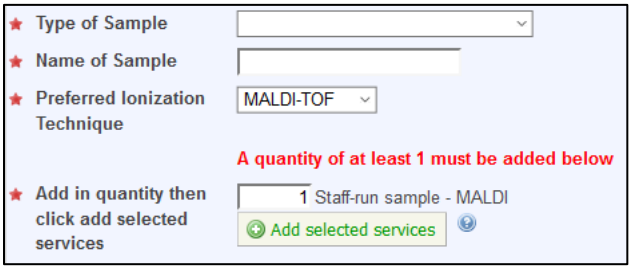
Submit Request for Unknown Characterization

1. Please click on Request Services tab.
2. Click on 

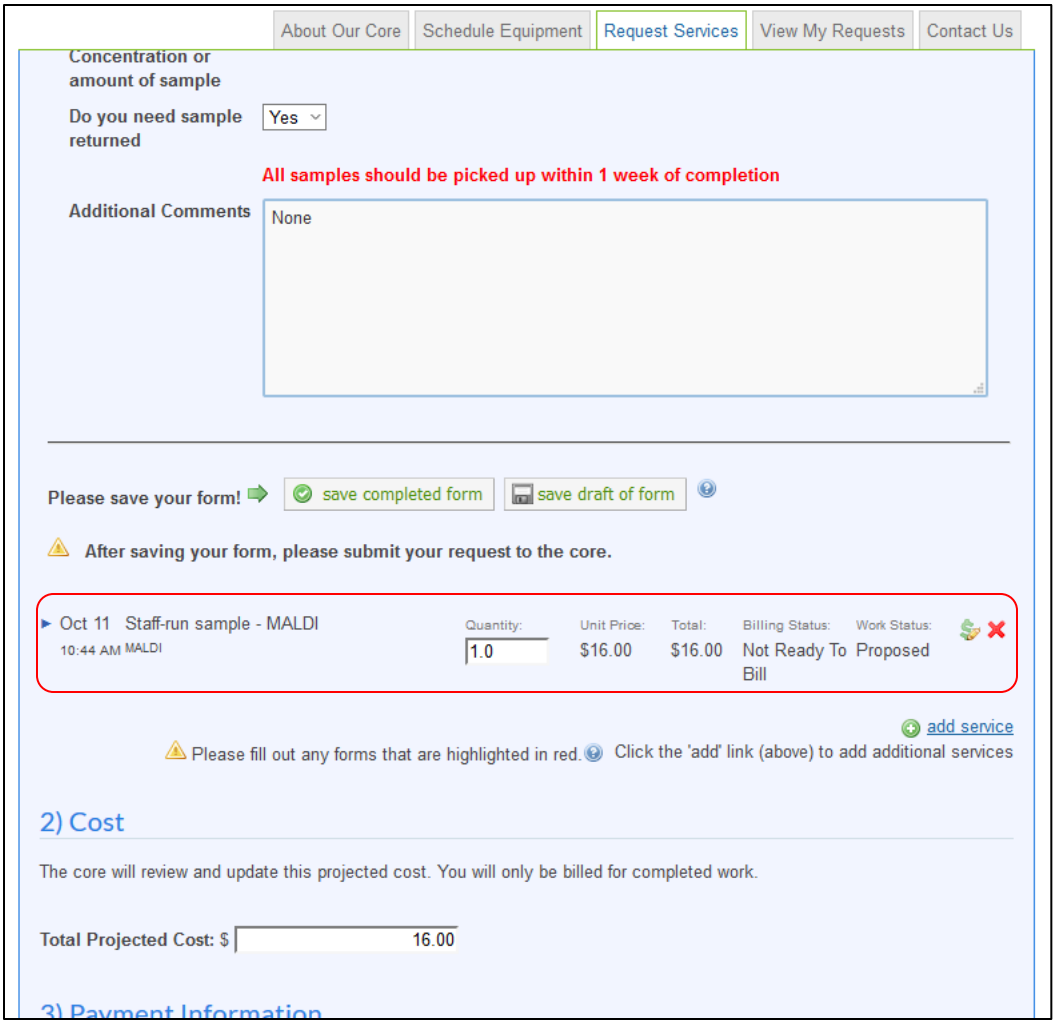
button next to Unknown Characterization consultation to initiate the request.
3. Complete the Characterization form. Make sure all information is entered correctly.



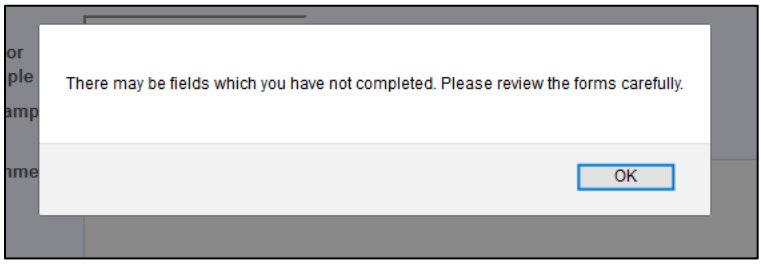
4. For Preferred Ionization technique dropdown, your choice of technique will prompt you to add the appropriate iLab service to be added to your request, as seen below-



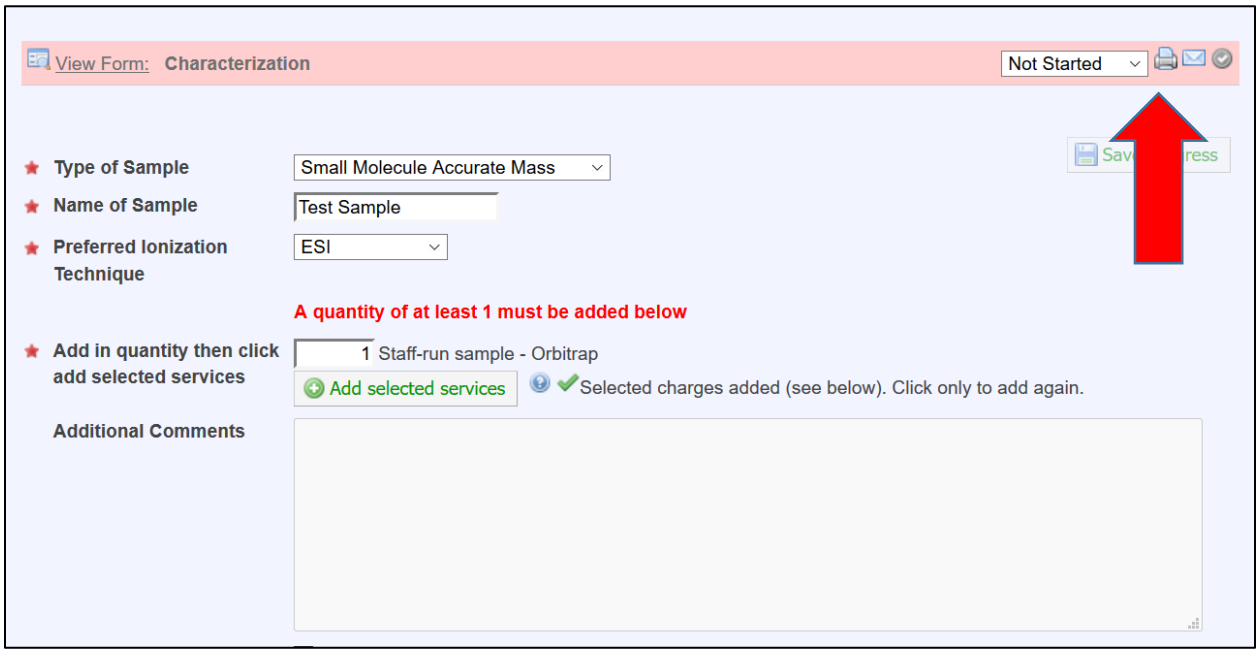
Please enter a quantity of 1 and click on Add selected services button. This will add chosen service below the form.



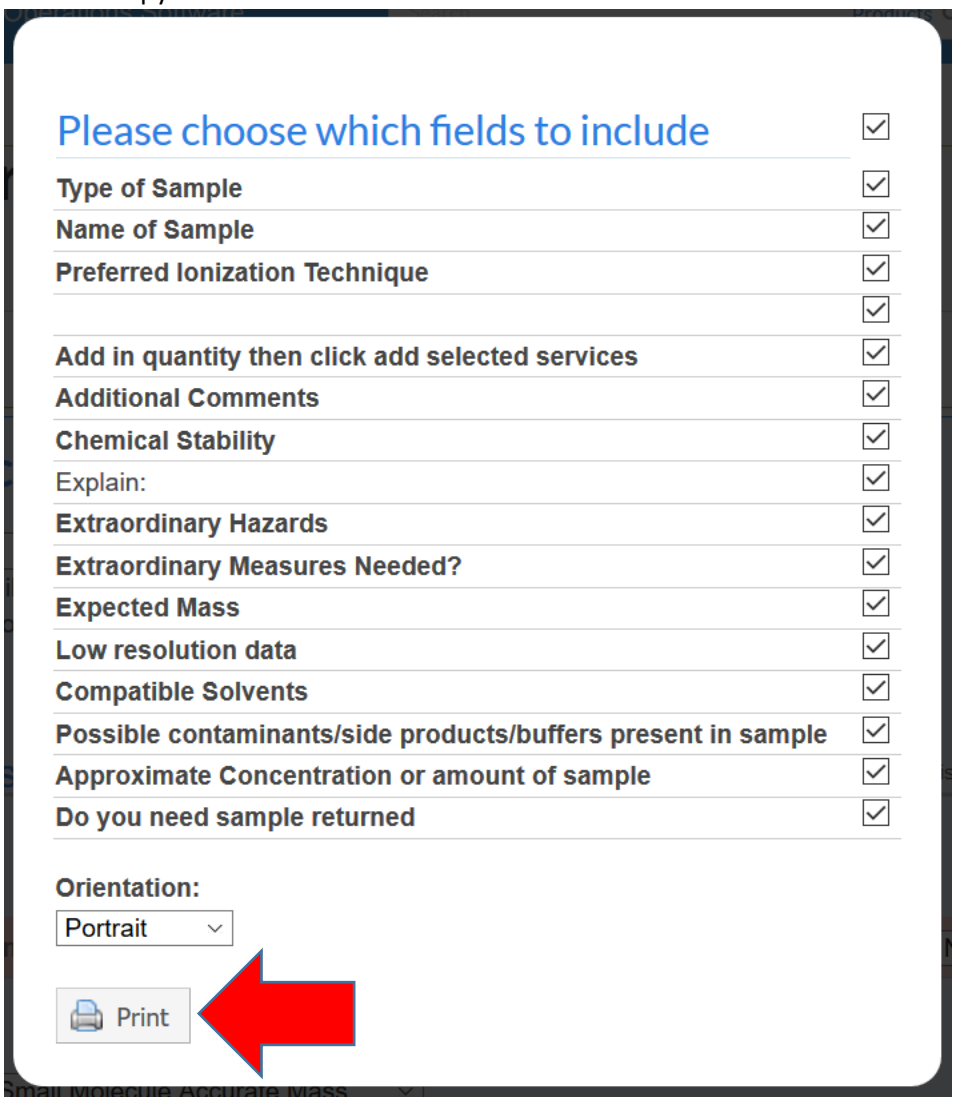
5. When uploading a chemical structure, PLEASE USE A .cdx or .mol FILE. Any other formats uploaded will delay the formula confirmation process.
6. After entering information, click on save completed form button below the form. In case you receive the following message, please review the form again and enter data for all required fields.



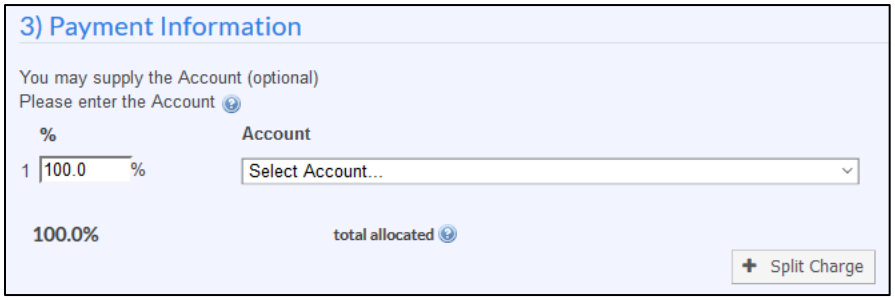
7. Please click on the Print icon on the right of the form title (see below) to print the form to bring it to the lab.



8. Keep all checkboxes checked in the popup and click on Print to print a hard copy of the form. Bring the hard copy to the lab.

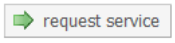


9. Press ESC button to exit the popup window.
10. Choose your KFS account number from the dropdown in Payment Information.

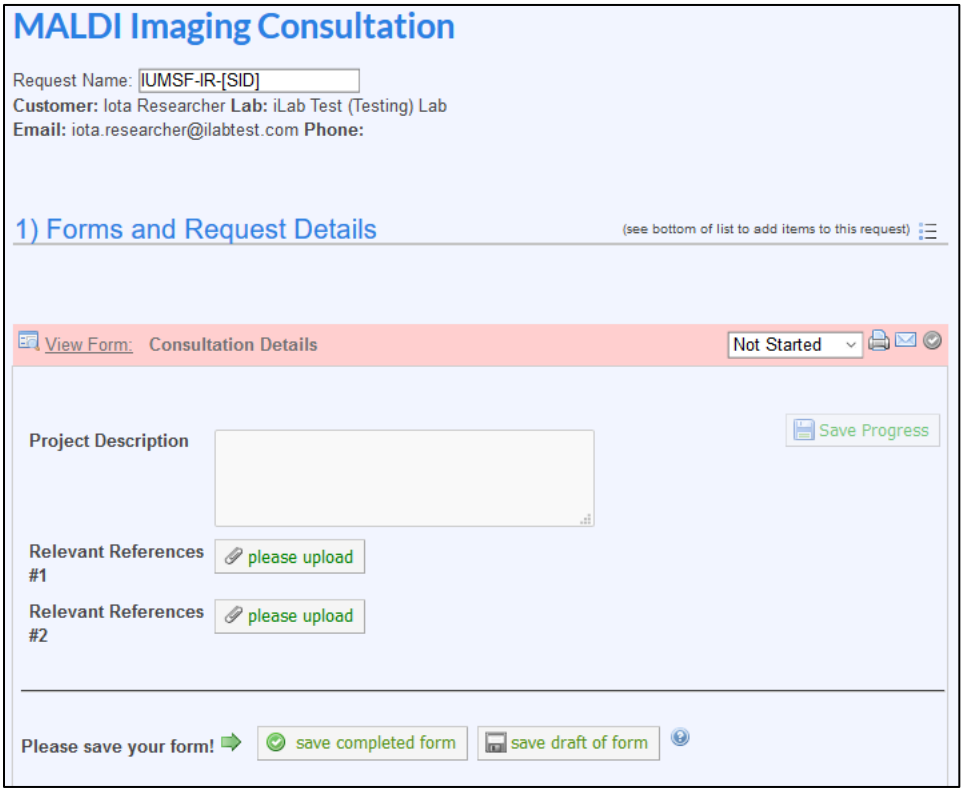


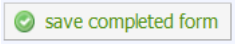
11. Click on Submit Request to Core button at the bottom to submit your request.

Submit request for MALDI Imaging, Targeted quantitation or Untargeted assay consultation

1. Please click on Request Services tab.
2. Click on 

button to initiate the request.
3. Complete the Consultation Details form; upload any documents you deem relevant in space provided in the form.

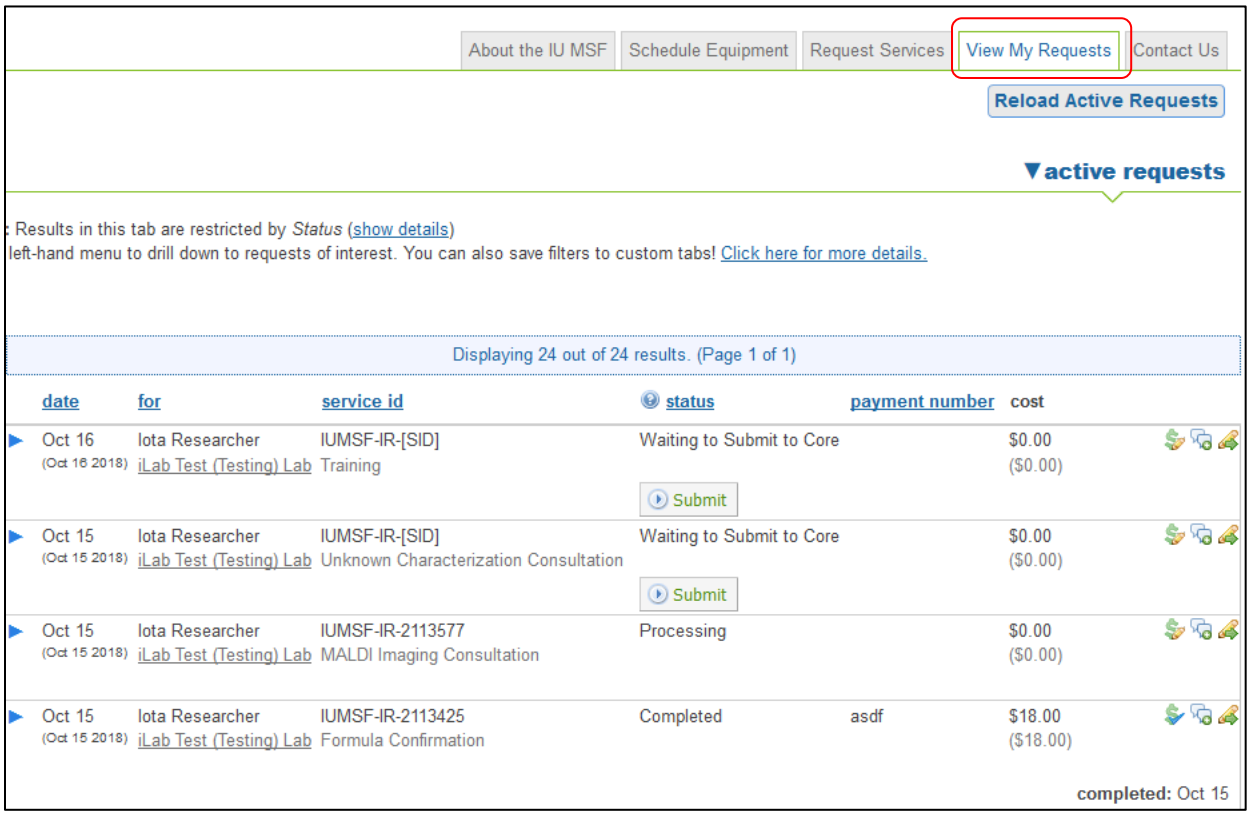


4. After entering information, click on 

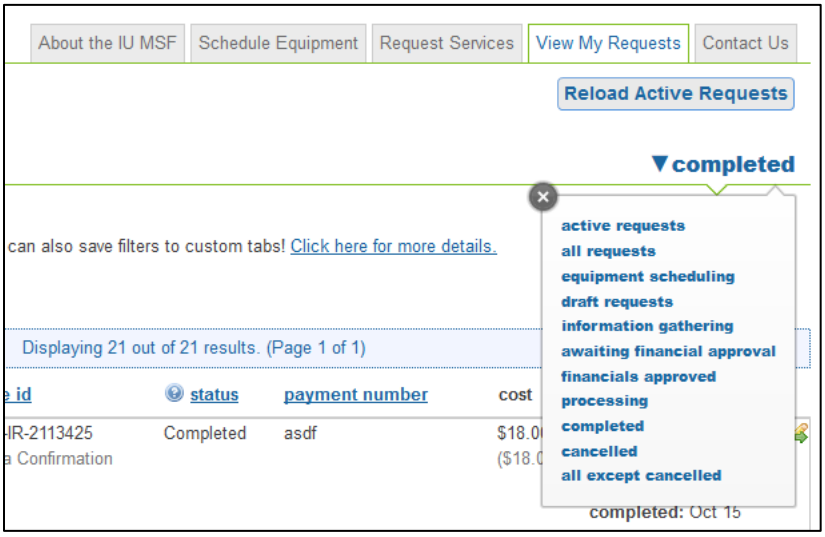
button below the form.
5. Click on Submit Request to Core button at the bottom to submit your request.
6. MSFC administrators will contact you soon regarding your request.

Review results of staff-run experiments

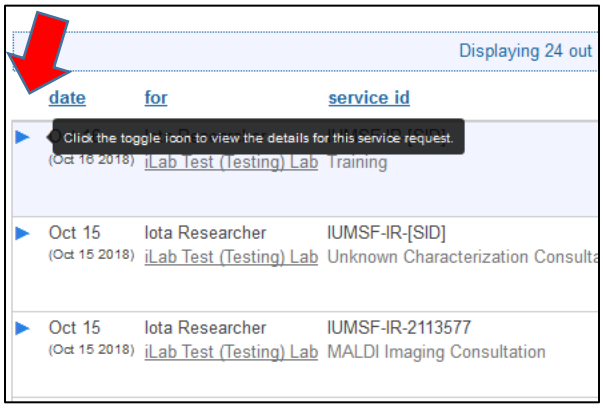
1. After you have submitted your request for staff-run formula confirmation, the core staff will update your iLab request with final results.



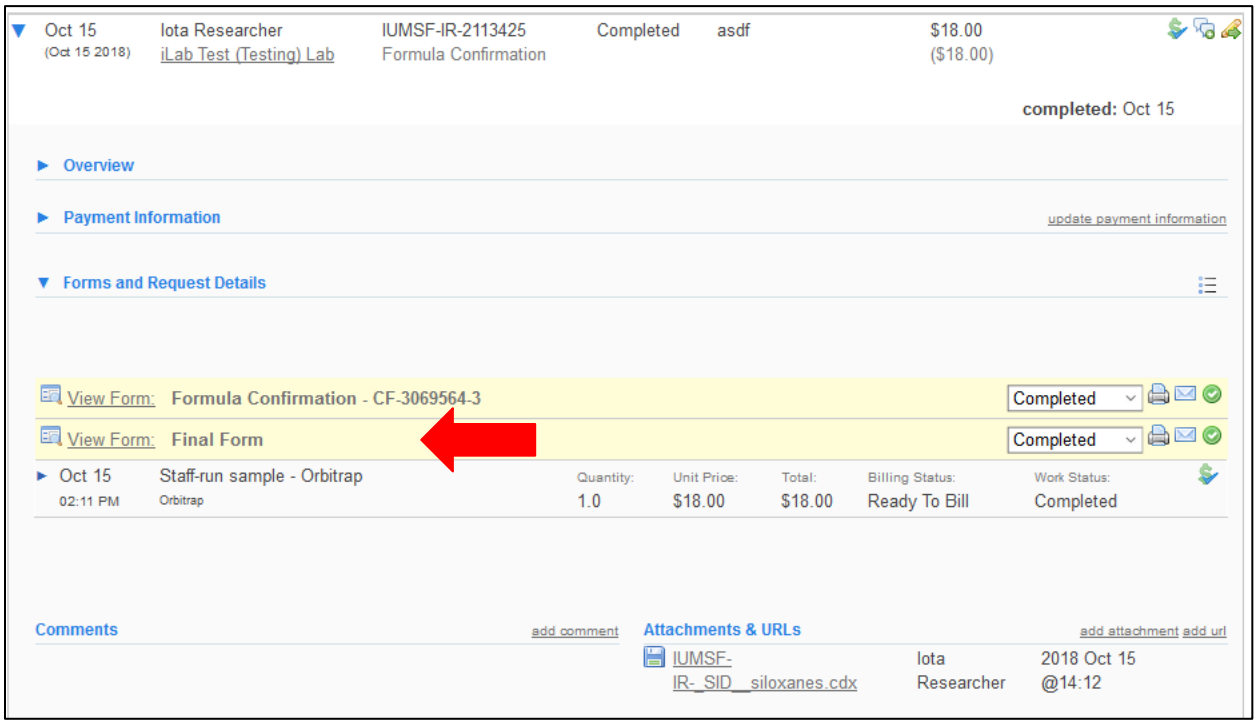
2. Click on 'View All Requests' tab. If your request is not listed in the Active requests, change the filter on top right to 'All requests'.



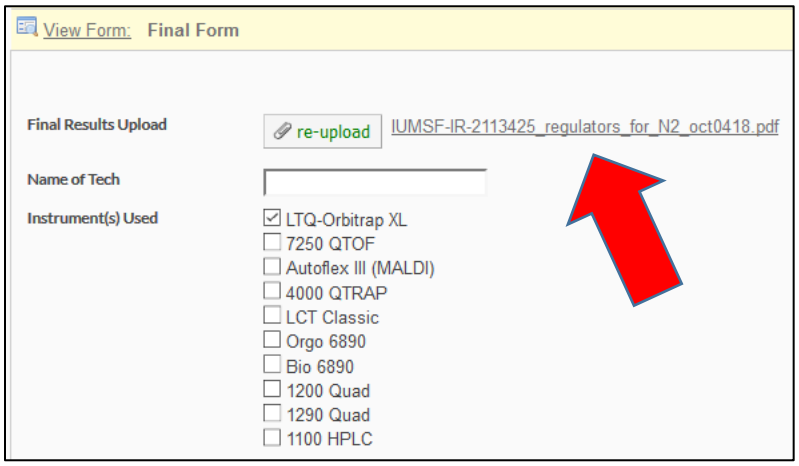
3. Click on the blue arrow on the left of the your request to expand it.



4. Click on the 'Final Form' yellow band to expand the Final results form.

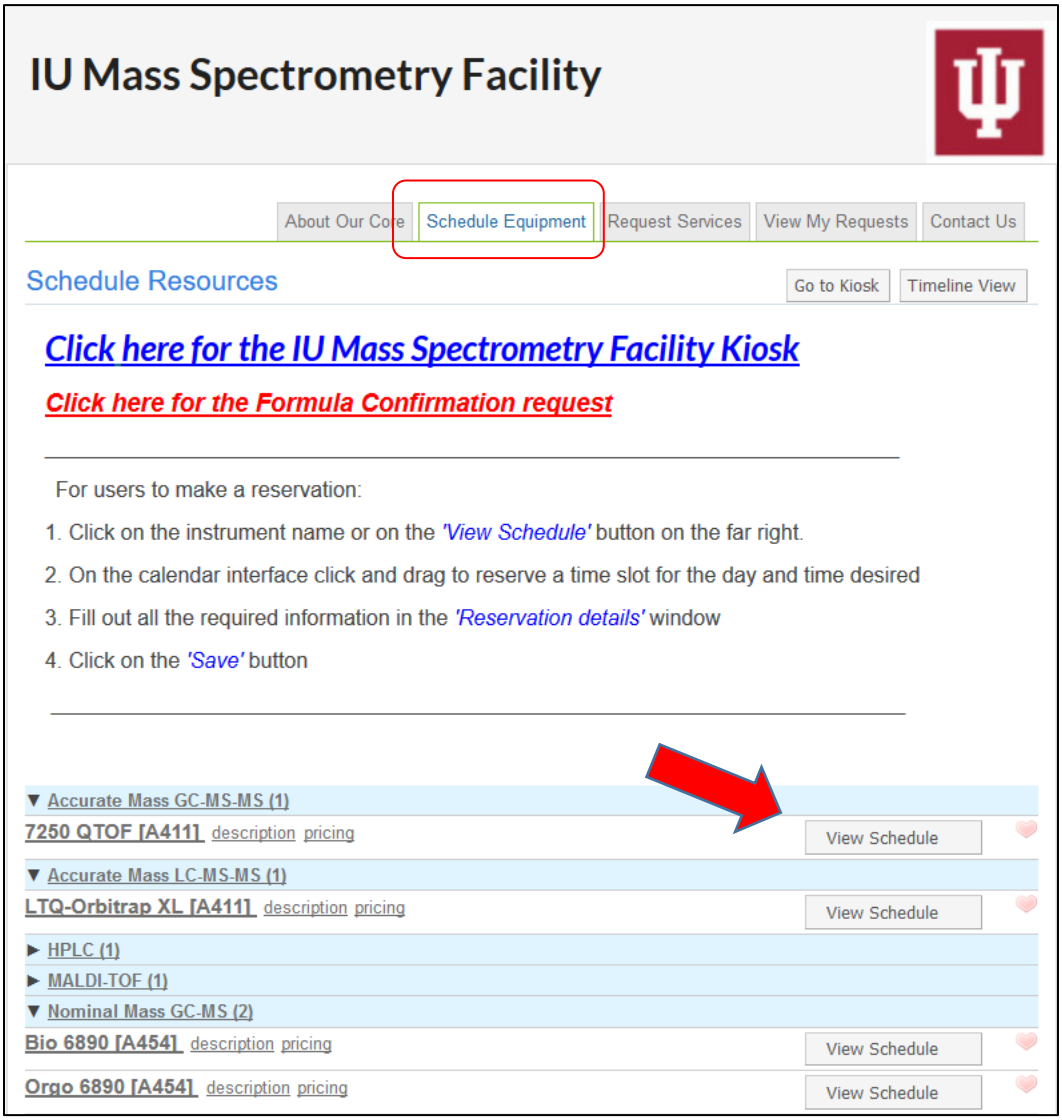


5. Your result will be seen next to Final Results Upload as a downloadable file. Click on the link to download.

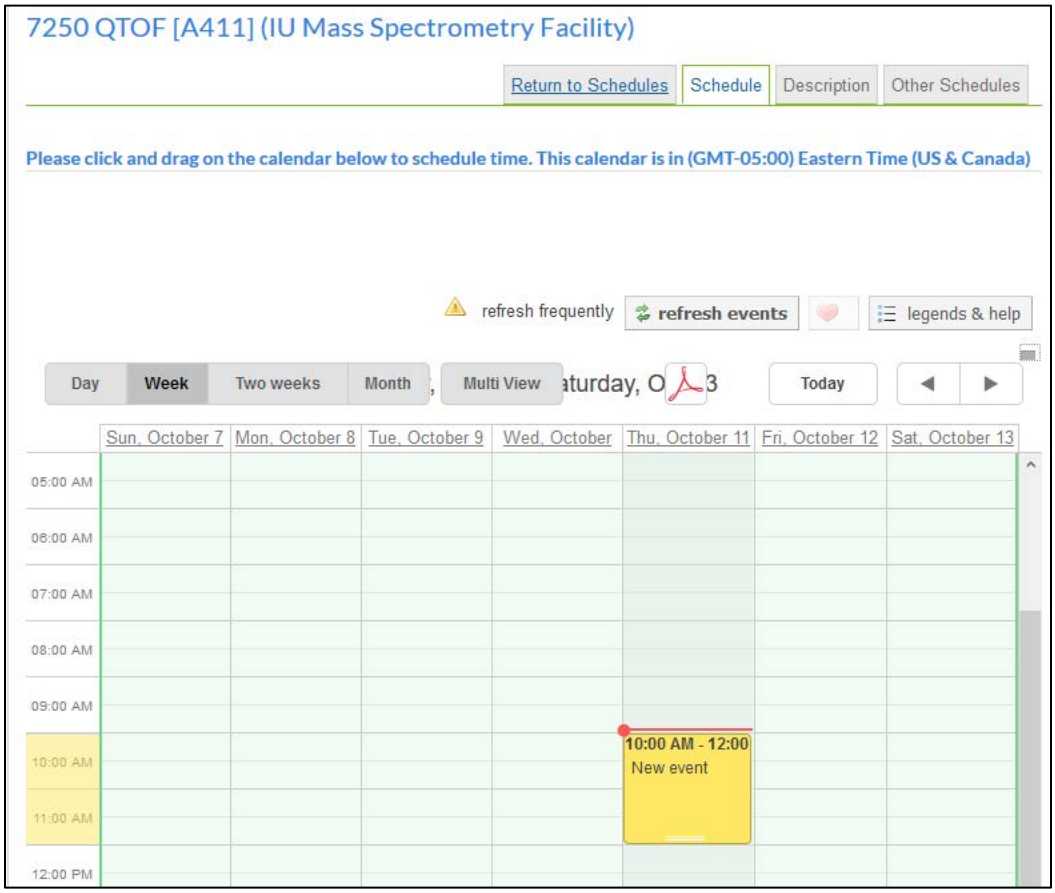


Schedule equipment in advance

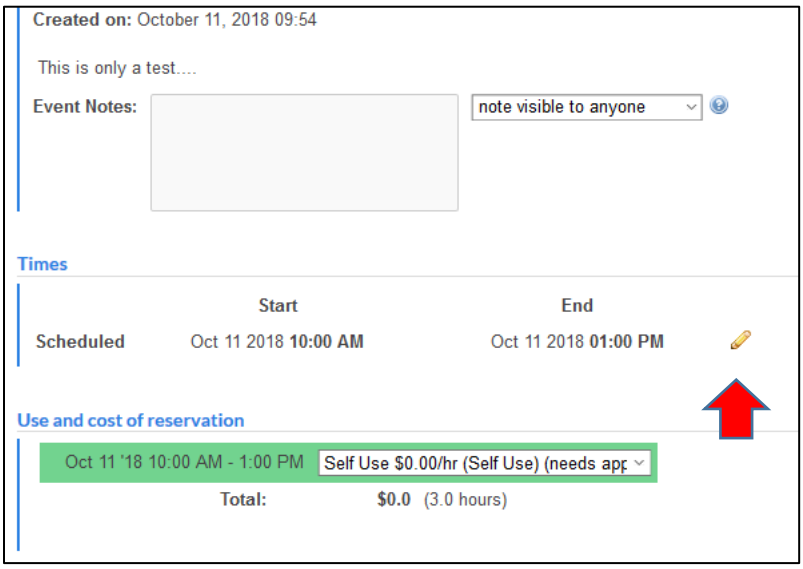
1. Click on Schedule Equipment tab.
2. Expand the category of equipment you would like to reserve.
3. Click 'View Schedule' button for the Equipment you would like to reserve.



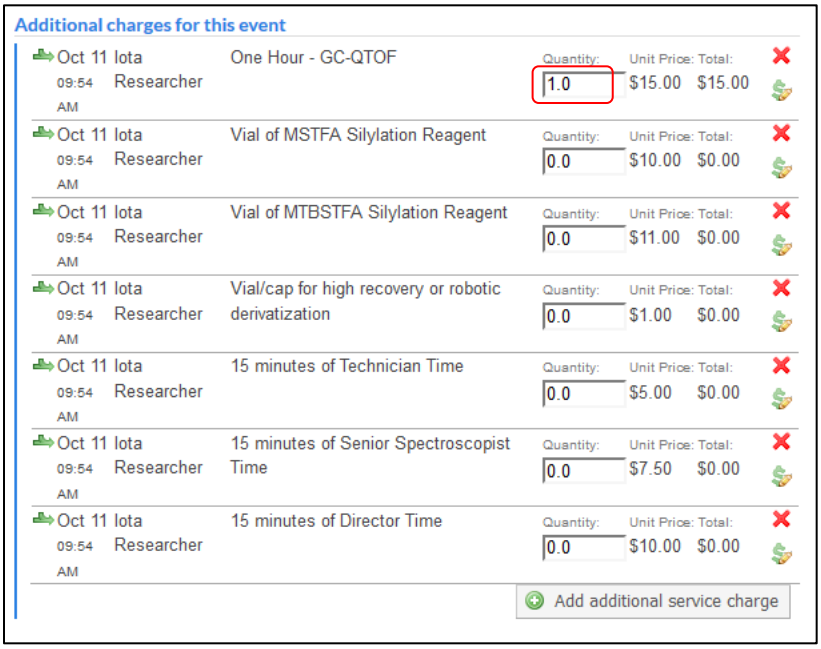
4. Click and drag on the calendar or double click on the timeslot you would like. This will open the calendar for that equipment-



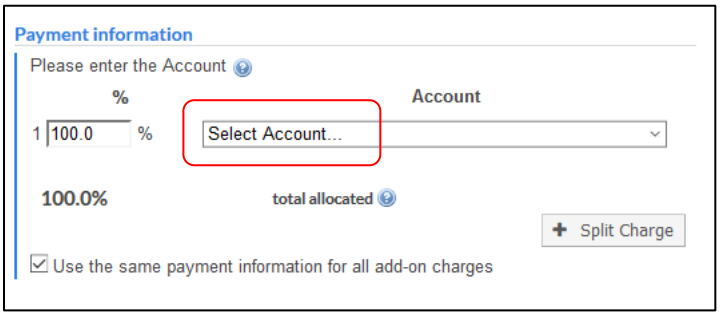
5. Adjust the Times Scheduled as necessary on the next page using the pencil in the Times section. Once changed, make sure you check the green tick mark to save.



6. In the 'Additional charges for this event' section, you will see some default charges added. Please enter the appropriate quantity for your reservation. Leave the quantity as 0 for charges that do not apply to you or remove them using the red X next to it.
   NOTE: You can also go back to old reservations and update quantities after your reservation.



7. Enter your payment KFS account in the dropdown seen in 'Payment information' section. If none is available, please contact your Principal Investigator or your lab's fiscal officer to enable the account in iLab for you.
   NOTE: Without a payment account, you will not be able to reserve equipment or add charges.

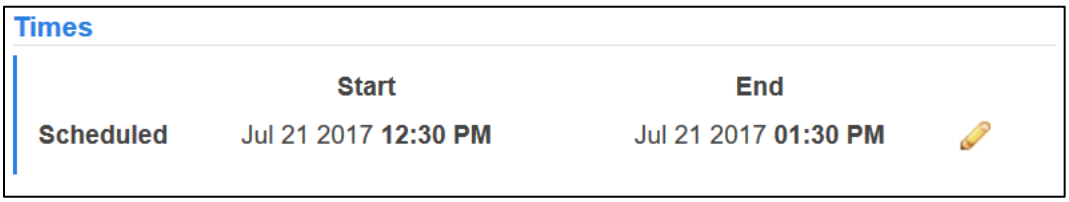


8. Click Save Reservation button to confirm your future reservation.

Edit existing reservation

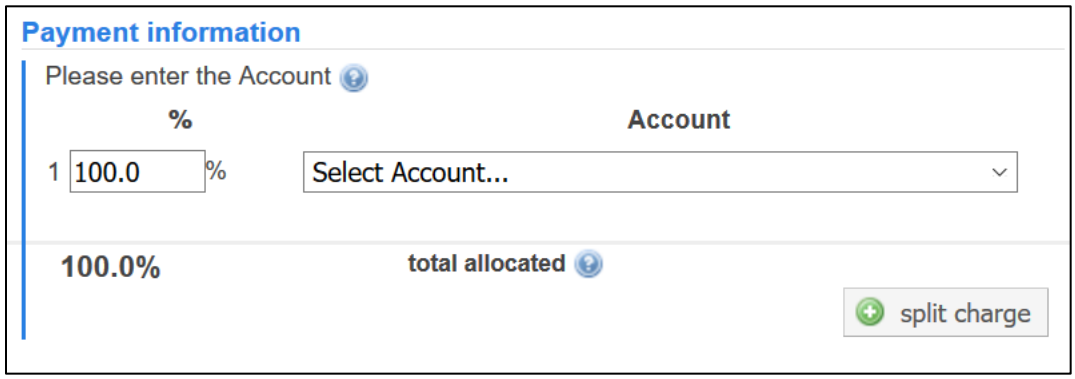
Depending on the core's setting, users should be able edit or delete their future reservations on equipment. If you are unable to delete a future reservation, please contact your core's administrator.

1. Go to the equipment's calendar using the View Schedule button.
2. Locate your reservation that you would like to edit/delete. Once located, double click the entry.
3. To edit the time, click on the pencil icon seen next to your time in the Times section.

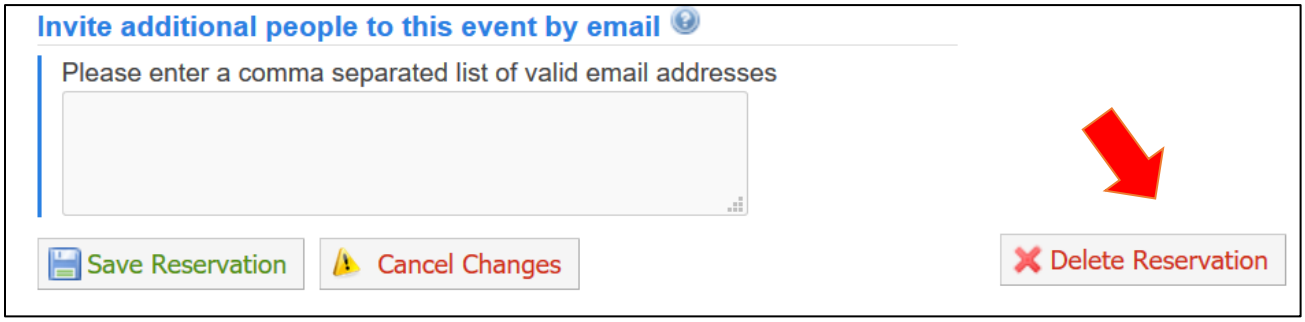


4. Once changed, make sure you check the green tick mark to save.

5. To edit payment accounts, select the account from the dropdown under Payment information section.

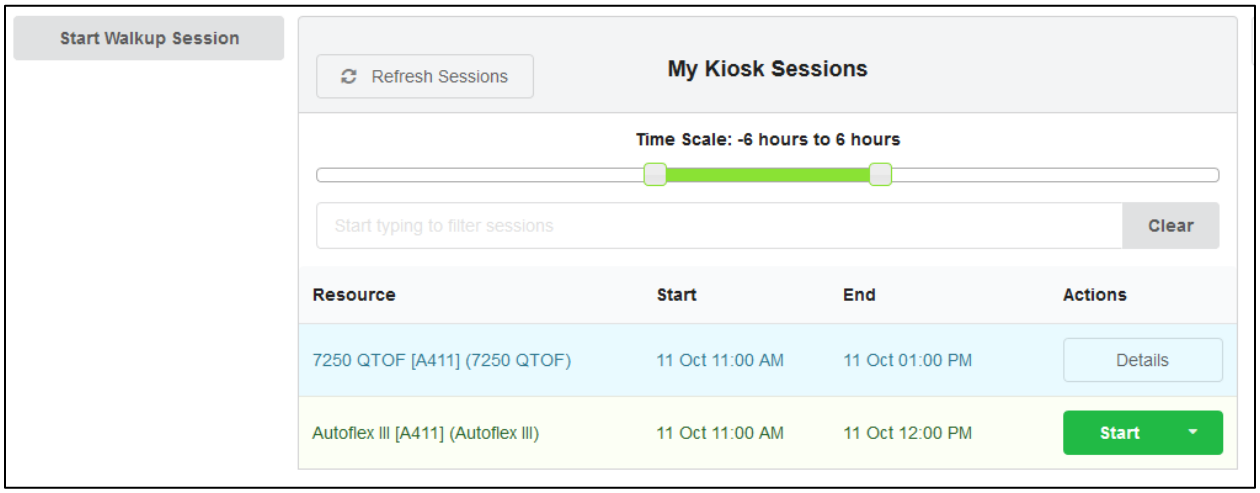


6. After making required changes, please click on Save Reservation green button to save your changes.
7. To delete your reservation, click on the Delete reservation button seen on bottom right corner.

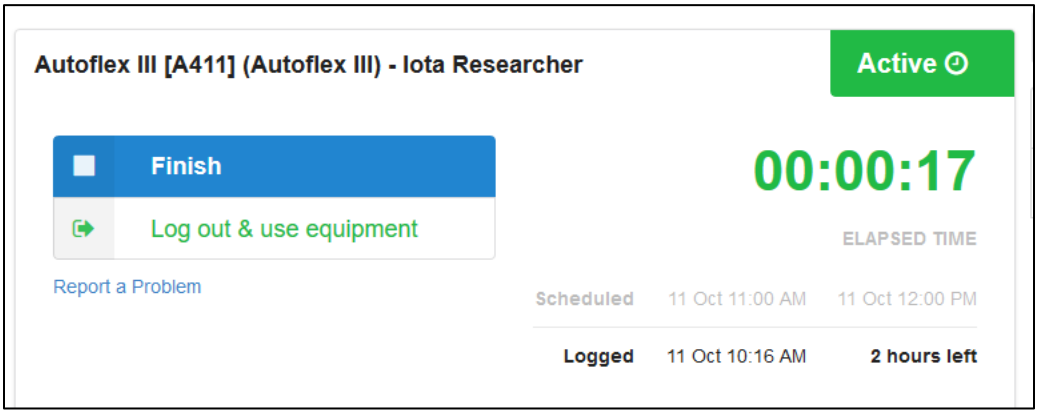


Use reserved equipment

1. Once you have reserved your equipment, at the time of reservation, click on the ***Click here for the IU Mass Spectrometry Facility Kiosk*** link in your browser. The kiosk will show you all active and future sessions for MSFC.



2. Click on the Start green button next to your reservation to start your time. Click on the 'Log out and use equipment button seen below to start using the equipment.



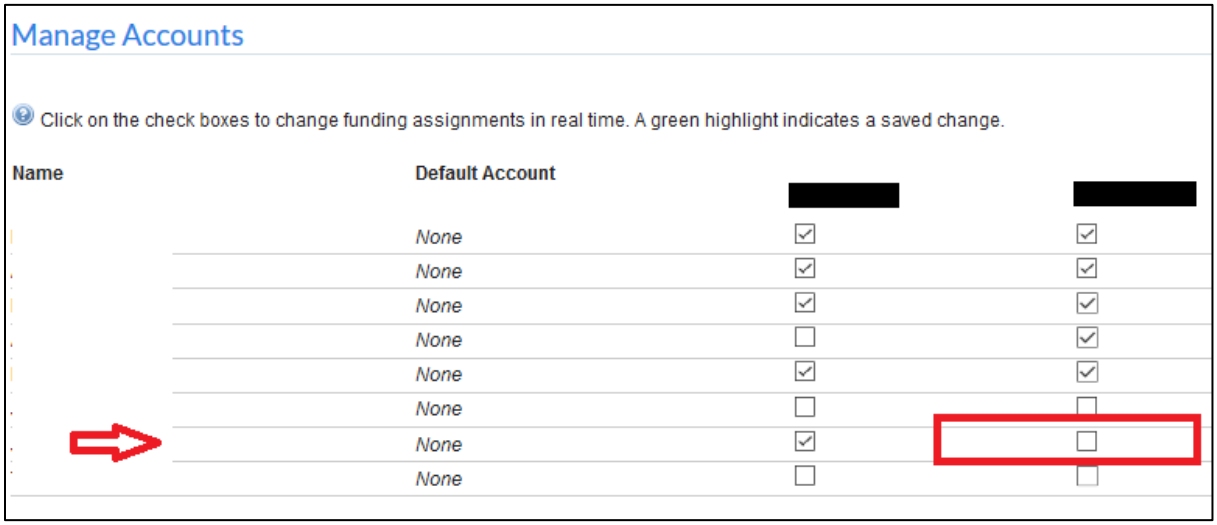
3. When you are finished, log in to the MSFC Kiosk (see step 1 for URL) and end your session by clicking on blue Finish* button. This will terminate your session.

   **If you do not terminate your session, your reservation will continue to be active until 30 minutes after end time, which will prevent others from reserving it.*

PI roles and workflows

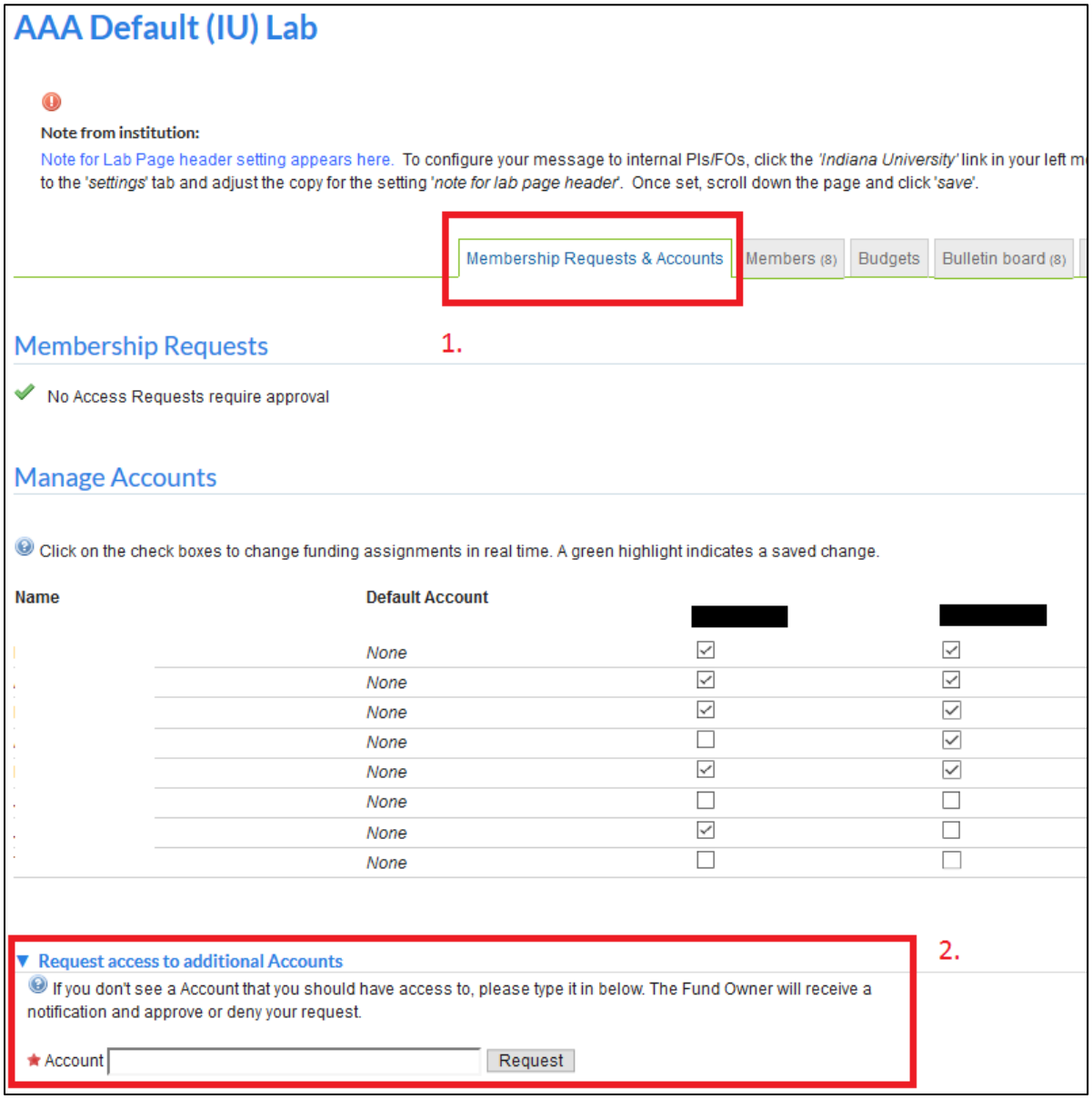
Assigning account access to lab member

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 equipment time.



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

1. Click on "Request access to additional Accounts"
2. Fill in grant number with format: "*<Account_number>-<SubAccount_number>*", click request. If there is no sub-account for the KFS account you are requesting, "*<Account_number>-*" (Notice the hyphen at the end).
   For e.g. – If your account number is 66-493-59, you will request "6649359-". If it has a sub-account number MATH, please request "6649359-MATH".

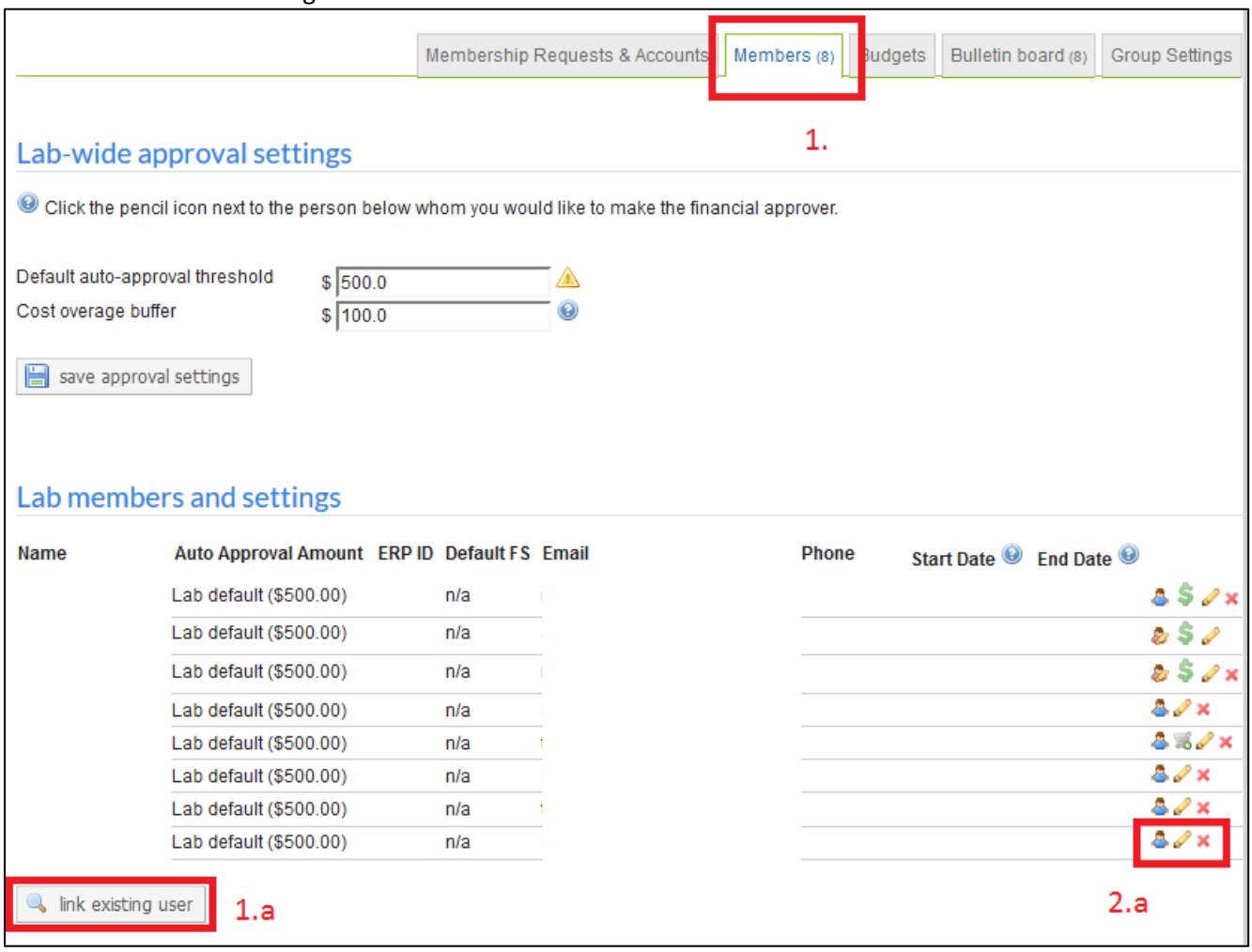


3. The request will go to your fiscal officer for approval. Until they become used to this process - it may help if you also send them an email and ask that they respond to the iLab request.

Controlling Lab Membership

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

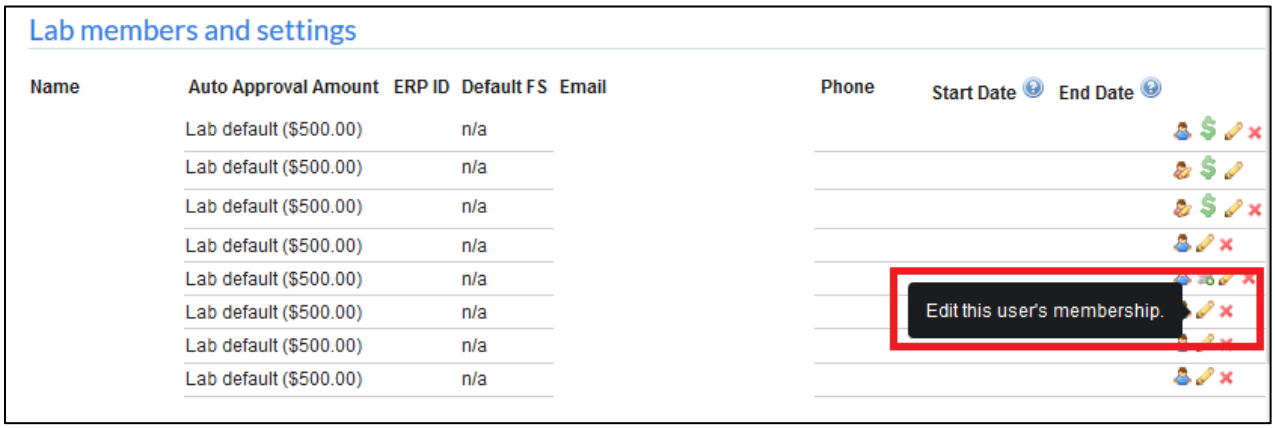
1. **To add a lab member** –
    a. click on link existing user.
    b. Type part of person's name.
    c. Select from iLab account holders the person you would like to add to your lab.
    d. Then give that person grant access.
2. **To delete a lab member** –
    a. click red X to right of name.



Assigning Finance/Lab Manager Role in iLab

You may 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