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*iLab is an online order and project management system that is used across many core units in Helsinki University. The system requires one-time registration. Helsinki University internal users register using HAKA credentials (=UH-login). Customers outside of UH need to create an iLab user account and register using their institution email addresses. Once you are registered, the system will enable you to browse services, place service request, provide required approvals and monitor progress. University of Helsinki PIs don't need to register for an account – they are already added via SAP-interface and need only login with their HAKA credentials. Please note that HAKA identification is available only for UH internal customers.*

## UH internal customers

These instructions are directed for customers with @helsinki.fi email address who are affiliated with a research group under Helsinki University and are planning to use UH funds for their service requests. If you have an @helsinki.fi email address and want to register under a different institution (for example Folkhälsan, Minerva, HUS) or to use a personal fund not managed by UH financial department, please contact the core whose services you want to access to get help with setting up your iLab account.

Go to iLab landing page: <https://hilife-infra.ilab.agilent.com/landing/500>

**Please register/login using your HAKA credentials and @helsinki.fi email address.**

Upon registration you will be asked to select your PI/group from a dropdown list. If you are affiliated with several research groups you may request memberships to additional groups later (see instructions below). If you do not see your PI/group on the list, please contact core staff for support. List of available UH groups is automatically generated in iLab according to WBS ownership in the University SAP-system.

Note: Groups in iLab generally follow the research group dynamics outside of iLab, but not always. If you do not find your PI on the dropdown list or do not see a specific WBS account where you would expect to find it in iLab, please contact core staff for support and provide the WBS account you are looking for.

Different groups and institutions represent different invoicing details in iLab. If a customer has multiple group memberships associated with their iLab account, they are prompted to choose which one they want to use before initiating a service request. Please choose carefully, as this will determine your invoicing address. Note that payment notes will not be visible on the final invoice.

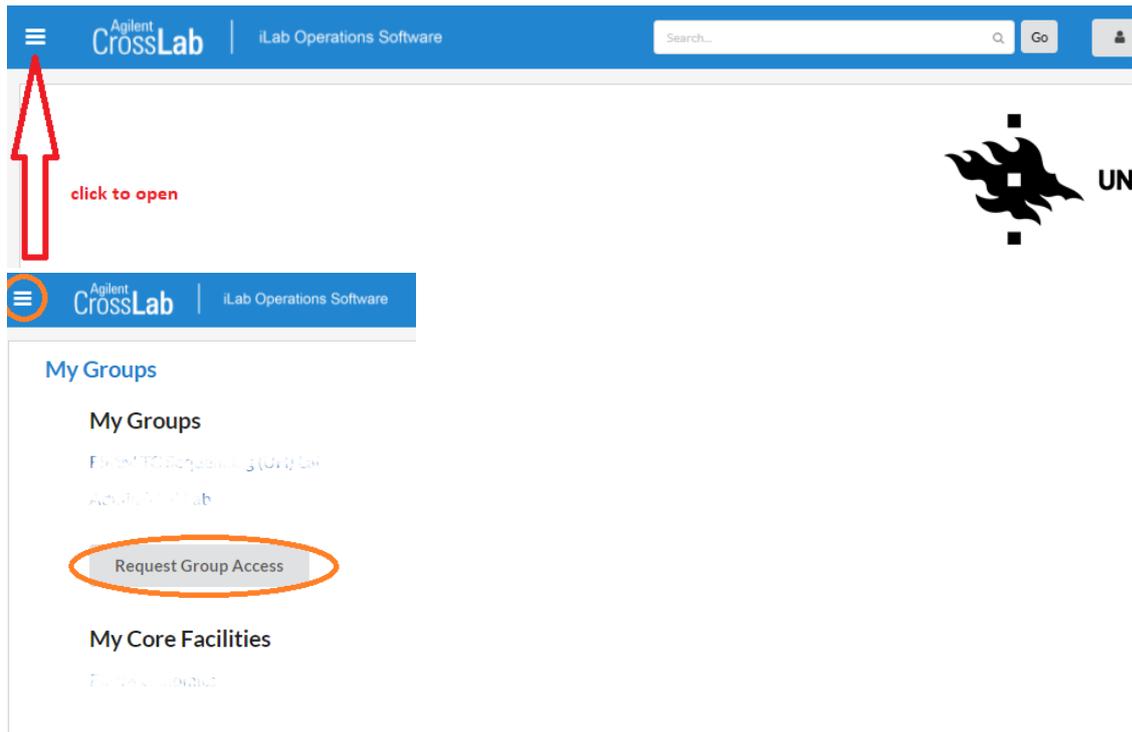
Once you have submitted your iLab registration your PI will be prompted to accept your group membership and give you access to WBS account(s). You must have access to at least one WBS account before you can place service requests.

### Applying for memberships to additional institutions/groups:

Once you have registered to iLab you may apply membership to additional institutions/groups as needed. These will be added to your personal iLab account. Do not create duplicate iLab accounts with multiple email addresses.

Go to the **Agilent main menu** in the upper left corner -> **Manage Groups** -> **Request Group Access**

**If you need membership to UH external institutions please see also the “External customers” part of these instructions (page 4) or “HUS affiliated customers” for utilizing HUS-funds (page 8).**



## University of Helsinki PIs

Everyone who is 1) employed by University of Helsinki AND 2) is the owner of at least one WBS in the University SAP system has a group generated in their name in iLab and their WBS account(s) are listed within. The list of groups and WBS accounts is updated daily.

UH PIs don't need to register for an iLab account as they are automatically added through SAP-integration. PIs should login using their HAKA credentials **to accept group membership requests** and **to add WBS-access for their group members**. Members must have their membership request accepted and given access to at least one WBS account before they can start placing service requests.

It is also recommended that the PI **sets an auto-approval limit in the group settings** – all requests that fall under this limit are automatically given financial approval. If no auto approval amount has been set, PIs need **to approve of every purchase that is made by their group members** or the request will need manual attention by the core staff. Auto-approval limits can be set individually for different group members or as a lab wide default across all members.

PIs can manage their group settings from the **Agilent main menu** under the three white bars on the top left corner -> **My groups** -> **Membership requests and WBS elements** tab OR -> **Members** tab. It is recommended that the PI sets an auto approval amount high enough that they don't need to approve of service requests via iLab – the alternative is that they actively approve of all requests in a timely manner. We expect that customers have agreed on their projects with their PIs outside of iLab so a separate approval step in iLab is generally unnecessary.

PIs get automatic notifications of service requests that are waiting for financial approval. These can be found from the **Agilent main menu** -> **View requests**.

WBS elements are color coded with **orange** if they are expiring within 30 days and **red** if they have expired. Customers cannot use expired funds in their service requests. WBS elements remain visible in iLab until the account has been locked in SAP.

## External customers

Customers are considered “external” if they plan to use funds outside of University of Helsinki financial system as payment for their service requests. This includes UH affiliated customers who want to use for example HUS funds or personal grants as payment options.

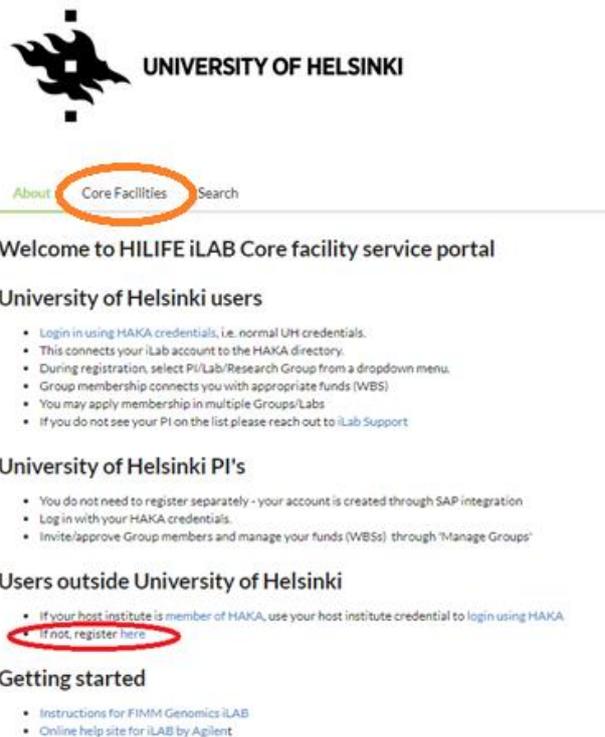
Important: before you can register for a personal iLab account your external institution needs to be created in iLab if it is not there already. If you do not find your institution in the drop-down menu please contact core staff and they will create the institution for you. For invoicing purposes core staff will also establish a link connecting the institution in iLab to the institution’s invoicing address in the Helsinki University SAP-system. **Do not create a new institution yourself** – institutions created by customers lack the important link to the Helsinki University SAP-system and lead to an error when service request is submitted using this membership.

If you are not sure whether or not your institution exists in iLab please ask the core contact people for assistance. You can find a list of all Helsinki University core units and their contact people from the “Core Facilities” tab (circled in orange in the image below).

Once your institution is set up in iLab you can go ahead and register for an iLab account.

Go to iLab HiLIFE login page: <https://hilife-infra.ilab.agilent.com/landing/500>

Select the link under section Users outside University of Helsinki -> if not, register here (red circle). Note that HAKA identification is available only for Helsinki University customers and cannot be used for external customers.



**UNIVERSITY OF HELSINKI**

About Core Facilities Search

Welcome to HILIFE iLAB Core facility service portal

**University of Helsinki users**

- Login in using HAKA credentials, i.e. normal UH credentials.
- This connects your iLab account to the HAKA directory.
- During registration, select PI/Lab/Research Group from a dropdown menu.
- Group membership connects you with appropriate funds (WBS)
- You may apply membership in multiple Groups/Labs
- If you do not see your PI on the list please reach out to [iLab Support](#)

**University of Helsinki PI's**

- You do not need to register separately - your account is created through SAP integration
- Log in with your HAKA credentials.
- Invite/approve Group members and manage your funds (WBSs) through 'Manage Groups'

**Users outside University of Helsinki**

- If your host institute is member of HAKA, use your host institute credential to login using HAKA
- **if not, register here**

**Getting started**

- Instructions for FIMM Genomics iLAB
- Online help site for iLAB by Agilent

Start | Personal Information | Group Associations

You are requesting access to the University of Helsinki's service centers.

\* Please enter your institution email address

I'm not a robot 

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

[Cancel](#) [Continue](#)

Create your iLab account with your institution provided email address.

Note: if you have an @helsinki.fi email address and you want to register under a different institution (for example Folkhälsan, Minerva, HUS) please contact core staff. iLab recognizes the UH email address and prevents you from selecting institutions outside of Helsinki University. You will need help setting up your account from the core staff.

Start | Personal Information | Group Associations

You are requesting access to the University of Helsinki's service centers.

\* First Name

\* Last Name

Phone Number

\* I am affiliated with the following institution

\* What is your primary role at the above?

[Cancel](#) [Back](#) [Continue](#)

Fill in the required details and select your institution from the dropdown menu. Institutions are listed in iLab by their official English name. If you cannot find your institution please contact Seqlab staff. **Do not create a new institution yourself!** This will lead to an error when placing service requests.

Start | Personal Information | Group Associations

You are requesting access to the University of Helsinki's service centers.

\* What lab or research group are you associated with?

Hint: You can also search using your PI or Manager Name

[Cancel](#) [Back](#) [Complete](#)

Select your group from existing groups or create a new group. Agilent technical staff will review your membership request and accept it.

Different groups and institutions represent different invoicing details in iLab and you may request access to as many groups as you need. If a customer has multiple group memberships associated with their iLab account, they are prompted to choose which one they want to use before initiating a service request. Please choose carefully, as this will determine your invoicing address. Note that payment notes will not be visible on the final invoice. Service request ID and reference number are the only editable information visible on the invoice – other information is filled in automatically according to the selected institution/group membership.

### Applying for memberships to additional institutions/groups:

Once you have registered to iLab you may apply membership to additional institutions/groups as needed. These will be added to your personal iLab account. Do not create duplicate iLab accounts with multiple email addresses.

### Go to Agilent menu -> Manage Groups -> Request Group Access

The screenshot shows the Agilent CrossLab iLab Operations Software interface. The top navigation bar is blue and contains the Agilent CrossLab logo, the text 'iLab Operations Software', a search bar, and a 'Go' button. A red arrow points to the menu icon (three horizontal lines) on the left side of the navigation bar, with the text 'click to open' below it. To the right of the navigation bar is a logo consisting of a stylized flame or flower shape with the letters 'UN' next to it. Below the navigation bar, the main content area is titled 'My Groups' and contains a list of group names: 'My Groups', 'Finnish TOC Sequencing (UN) Lab', and 'Agilent iLab'. The 'Request Group Access' button is highlighted with an orange oval. Below this section is another section titled 'My Core Facilities' with a list of facility names.

New window will appear. Type in the institution and group whose membership you want to request. Institutions are saved in iLab under their official international names. You may create a new group within an existing institution if necessary but not create new institution yourself. Contact core contact people for assistance if your institution is not listed here. Agilent staff will review your membership request and accept it.

## Requesting services from a University of Helsinki core

External customers will find UH cores using the Agilent core facility search tool:

**Agilent Menu -> Core Facilities -> Go to View -> select from drop down menu: Cores at Other Institutions -> type in the core you want to access (here for example FIMM Genomics / FIMM Genotyping Unit)**

Core Name	Primary Contact	Email	Phone Number
University of Helsinki			
FIMM Genomics Sequencing	Sari Hannula	sari.hannula@helsinki.fi	
FIMM Genotyping Unit	Päivi Lahermo	paivi.lahermo@helsinki.fi	+358 50 415 1182

Click on the core to access their services. You will be taken to the core's landing page. It is a good idea to bookmark the core's landing page for future reference.

## HUS affiliated customers

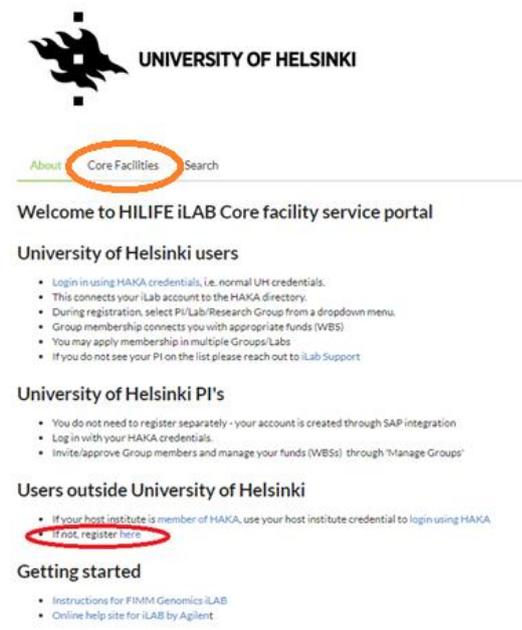
**HUS Group, Helsinki University hospital** is established in iLab as an external institution. All HUS Group departments (=tulosyksiköt) are listed in iLab as groups under that institution. Each group has a functioning invoicing link established by iLab admins that connects the group to a corresponding invoicing address in the Helsinki University SAP-system. Do not create additional new groups under HUS Group, Helsinki University hospital yourself, as these will lack the invoicing link and will not be functional. Only select from existing HUS groups (departments) when you register to iLab or request group access.

Different institute/group memberships represent different invoicing addresses in iLab. Customers can have as many memberships to different institutions and groups as they need – the amount is not limited in any way. Registering to iLab under **HUS Group, Helsinki University hospital** and/or requesting membership to a group under that institution enables project invoicing from HUS funds.

If a customer has multiple group memberships associated with their iLab account, they are prompted to choose which one they want to use before initiating a service request. Please choose carefully, as this will determine your invoicing address. Note that payment notes will not be visible on the final invoice.

For customers without an existing iLab account: creating an iLab account under HUS Group, Helsinki University hospital

Register to iLab using this link: <https://hilife-infra.ilab.agilent.com/landing/500>



**UNIVERSITY OF HELSINKI**

About Core Facilities Search

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**University of Helsinki PI's**

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- Invite/approve Group members and manage your funds (WBS) through "Manage Groups"

**Users outside University of Helsinki**

- If your host institute is member of HAKA, use your host institute credential to login using HAKA
- **if not, register here**

**Getting started**

- Instructions for FIMM Genomics iLAB
- Online help site for iLAB by Agilent

Select the link under section Users outside University of Helsinki -> if not, register here (red circle).

Use your institution email address to register. If you have an @helsinki.fi email address that you would like to use here, please contact the staff of the core whose services you wish to use. They will help you set up your account.

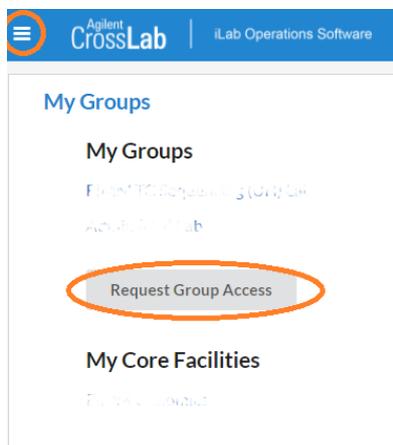
You can find a list of Helsinki University cores who use iLab and the core's contact people under the "core facilities" tab on the landing page (orange circle).

Fill in the required fields with your personal information. For institution field, type “HUS” and select **HUS Group, Helsinki University hospital** institution from the dropdown menu.

Next you are prompted to select the group where you want to join. Type “HUS” to the search field -> a list of all official HUS Group departments appears. Select your department. Do not create new group!

Important: inform the core contacts that you have registered for an iLab account associated with HUS-institution. They need to approve of your membership request.

For customers with an existing iLab account who require an additional membership to a group under HUS Group, Helsinki University hospital



Click on the three bars icon on the upper left corner in iLab to open the main menu -> go to My Groups -> Request group access

The screenshot shows a web form titled "Request Group Access". Under the "Institution" field, a dropdown menu is open, displaying a search bar with "HUS" entered. Below the search bar, a list of institutions is shown, with "HUS Group, Helsinki University hospital" highlighted in blue. Other visible options include "Hushållningsällskapet Skåne/BioMark", "Huston Lab Freelance Work", "Aarhus University", "Aarhus University Hospital", "Akademiska Sjukhuset", "Akershus University Hospital", and "Avdelningen för Pediatrik, Drottning Silvias Barnsjukhus".

New window will appear. Type "HUS" to the institution field and select **HUS Group, Helsinki University hospital**.

The screenshot shows the same "Request Group Access" form. The "Institution" dropdown is now closed and displays "HUS Group, Helsinki University hospital". The "Group" field is active, with a dropdown menu open showing a search bar with "HUS" entered. Below the search bar, a list of groups is shown, with "HUS Group/ Musculoskeletal and Plastic Surgery" highlighted in blue. Other visible options include "HUS JOINT AUTHORITY - HUS Support Services - Hospital cleaning", "HUS JOINT AUTHORITY - Helsinki University Hospital - HUH Abdominal Center", "HUS JOINT AUTHORITY - HUS-Support Services - Production support functions", "HUS JOINT AUTHORITY - Hospital area Lohja", "HUS JOINT AUTHORITY - Hospital area Hyvinkää", "HUS JOINT AUTHORITY - HUS-Support services - Patient and personnel catering", and "HUS JOINT AUTHORITY - Hospital area Porvoo".

Type "HUS" to the group field -> a list of all official HUS Group departments appears. Select your department. Do not create new group!

Important: inform the core contacts that you have registered for an iLab account associated with HUS-institution. They need to approve of your membership request.