

Implementation Experience: Collaborative Cores Testing Manual

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Overview

Welcome the iLab Family! We are excited to have the opportunity to work with you and are eager to ensure your implementation experience runs smoothly. This manual includes materials and instructions to help supplement your iLab implementation experience.

Implementation Experience Contact

Your Onboarding Manager is your contact during this initial phase of training. As we collaborate on this implementation, please email your Onboarding Manager with any questions, issues, concerns, or updates you have for your service center.

Additional Resources

Additional resources can be found on the [iLab Help Site](#). You can also sign up for any of our editing [Webinars](#) at any time during or after implementation!

iLab Registration & Login Guide

As a Site Manager or Staff Member, you will need access to iLab to continue your implementation meetings and to properly review your site.

iLab software serves a global user base, with institutions located across various continents. To optimize performance and comply with local data regulations, iLab is hosted on six different servers or instances. This regional server configuration ensures a more efficient and reliable user experience.

- [Regional Login Links](#)
- [Using the iLab Access Guide Widget](#)

[Regional Login Links](#)

- **United States:** my.ilab.agilent.com
 - **Dana Farber Cancer Institute (DFCI):** dfci.ilab.agilent.com
 - **Stanford University:** stanford.ilabsolutions.com
 - **Important:**
 - If you already have an account on my.ilab.agilent.com, you will need to create a separate account for the DFCI or Stanford instances to access their platforms.
 - Similarly, users with DFCI or Stanford accounts cannot use those credentials on my.ilab.agilent.com and will need to create an account for other U.S.-based locations.
- **Canada:** ca.ilab.agilent.com
- **Europe:** eu.ilab.agilent.com
- **Asia-Pacific:** au.ilab.agilent.com

If you are unsure which link to use, the [iLab Access Guide Widget](#) is available to assist you. This tool guides users to the correct iLab landing page based on their institution's requirements. Simply follow the predefined questions, and the widget will direct you to the appropriate signup or login page.

Testing Instructions

- The training phase of your iLab Implementation is critical. During these sessions, you will collaborate with your iLab Onboarding Manager to understand your site's workflow and capabilities.

- Testing is essential for a successful go-live launch. It builds confidence and comfort with iLab and allows you to identify any workflow issues with your current setup.

Your Onboarding Manager will provide you with login credentials for a Test User to view and navigate the system from the **customer's perspective**.

To comprehensively learn and test all parts of your core's site content and workflow, please follow the steps outlined below. Login with the Test User account to see the site from the **customer perspective**. Then log out and follow the instructions to login with your own account for the **service center member experience**.

- **Quick tip: Login to a browser as yourself and another browser or open an incognito window to login as your Test User. This will help you quickly walk through the workflow of each perspective.**

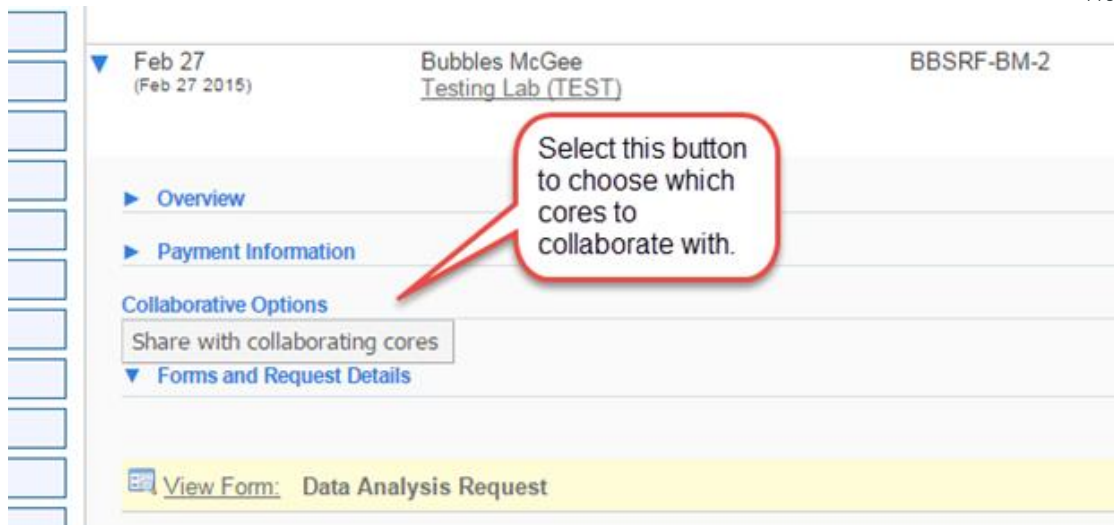
Collaborative Cores Testing

Collaborating Cores is a specific function that allows cores within the same institution to “share” or collaborate on an individual requestors' project request.

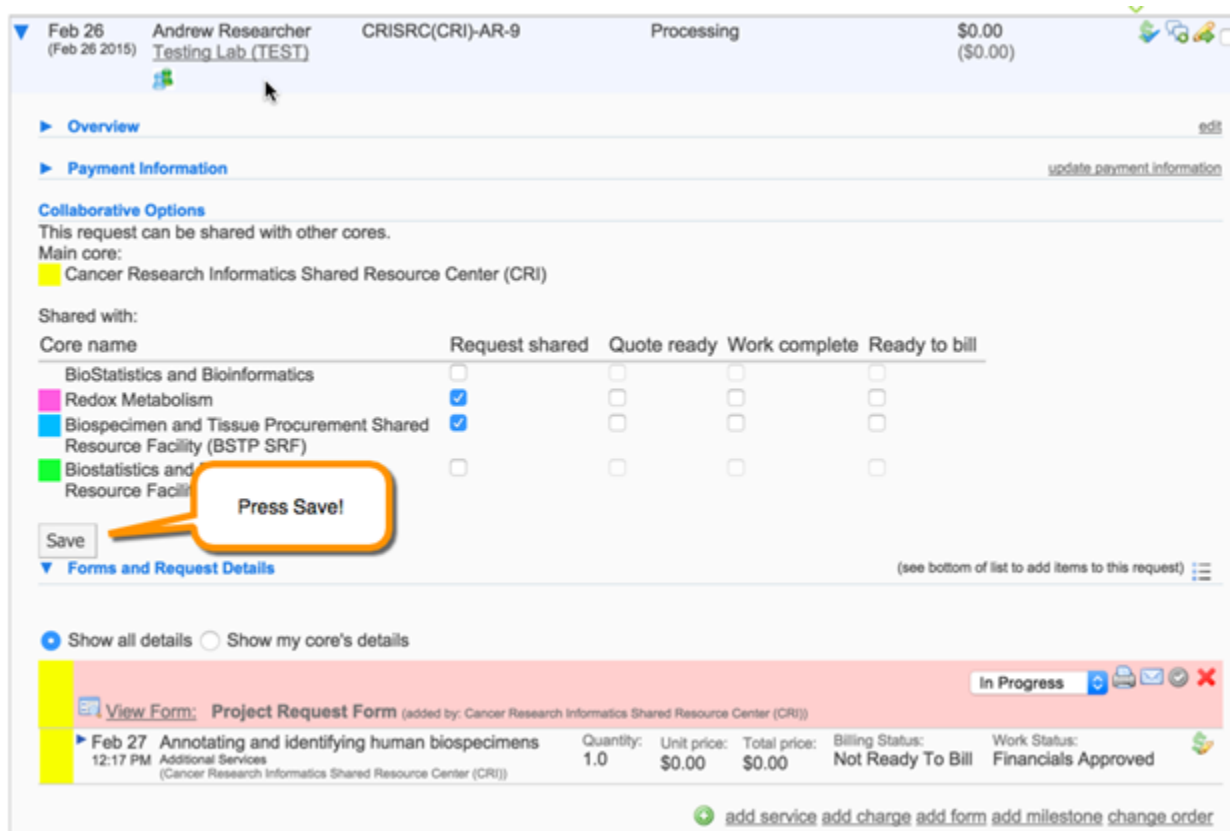
Note: *This is an institutional setting that must be enabled. Once enabled, individual cores have the ability to select other cores within their institution with which they will collaborate. Please contact your iLab representative as soon as you believe that the core you are working with may need to use this feature.*

Collaborating Cores workflow testing:

1. To see the addition of collaborating cores in your workflow, you will need to navigate to the 'View All Requests' tab and expand an existing project. You will see a new section that appears under 'Payment Information' that shows 'Collaborative Options.' Click the 'Share with collaborating cores' button.



- Next, please choose and select the appropriate tick-boxes to indicate which cores this current core is going to “share” the selected project with. (see below)



*NOTE: It is very important to note that your core should only use the first column (Request Shared) for this initial stage of collaboration. The additional columns will be used to communicate the status of work to the originating core.

Service Request successfully updated

date	for	service id	status	cost
Feb 27 (Feb 27 2015)	Mary Researcher Testing Lab (TEST)	CRISRC(CRI)-MR-10	Waiting for Researcher Approval Disagree	\$0.00 (\$0.00)
Feb 26 (Feb 26 2015)	Andrew Researcher Testing Lab (TEST)	CRISRC(CRI)-AR-9	Processing This shared service request is owned by Cancer Research Informatics Shared Resource Center (CRI). Complete	\$0.00 (\$0.00)
Feb 26 (Feb 26 2015)	Andrew Researcher Testing Lab (TEST)	CRISRC(CRI)-AR-8 MRP-2, Study	Waiting for Core to Begin Begin	\$0.00 (\$0.00)
Feb 26 (Feb 26 2015)	Andrew Researcher Testing Lab (TEST)	CRISRC(CRI)-AR-7	Waiting for Core to Begin Begin	\$0.00 (\$0.00)
Feb 20 (Feb 20 2015)	Andrew Researcher Testing Lab (TEST)	CRISRC(CRI)-AR-6	Processing Complete	\$0.00 (\$0.00)
Feb 20 (Feb 20 2015)	Natasha Romanoff Testing Lab (TEST)	CRISRC(CRI)-NR-3	Waiting for Researcher Approval Disagree	\$0.00 (\$0.00)

Apply Filters

You'll notice now that a new icon appears next to the collaborative project. You can see who the originating core is by hovering over this icon, as well as by referencing the Service ID.

- The next step in our workflow allows each core (that has been added as a collaborator to this project) to add their own core specific Forms, Service Costs, and Milestones. Each addition to the project will be identified by a corresponding color flag to the immediate left of the form/service cost/etc. (seen below)

The screenshot shows a web interface for managing project requests. At the top, there are radio buttons for 'Show all details' and 'Show my core's details'. Below this, there are several rows representing different request components. Each row has a colored left-hand side bar: yellow for 'Project Request Form', pink for 'Biosafety Questionnaire' and 'General Request', and blue for 'Consent and Questionnaire Only'. A callout box with an orange border points to the blue bar, containing the text: 'The associated core's specific color appears on the left-hand side of any charges they've added.' The interface also includes status indicators (e.g., 'In Progress', 'Not Started'), pricing information (Quantity, Unit price, Total price), and billing/work status. At the bottom, there are sections for 'Comments' and 'Attachments & URLs'.

Please note that while all cores are able to see and review all of the information (forms, costs, milestones) that all of the cores are adding to the project only the specific core will be able to affect their related core specific details.

e.g. Costs added by the Metabolism group can only be processed by the Metabolism group.

This allows each core to add, amend, edit, complete, and bill for their own services independently from what the other collaborating cores may be doing to the overall project.

The ability to close and complete the project in its entirety is the sole provenance of the originating core. And the next step in our workflow shows how both the originating and all collaborating cores involved with the project will be able to keep abreast of the projects time management.

This will be possible with the main tool available, the status table.

active request

Overview edit

Payment Information update payment information

Collaborative Options
This request can be shared with other cores.
Main core:
Cancer Research Informatics Shared Resource Center (CRI)

Shared with:

Core name	Request shared	Quote ready	Work complete	Ready to bill
BioStatistics and Bioinformatics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Redox Metabolism	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biospecimen and Tissue Procurement Shared Resource Facility (BSTP SRF)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Biostatistics and Bioinformatics Shared Resource Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

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

To use this status table, it is incumbent upon each of the collaborating cores to update the Quote Ready, Work Complete, and Ready to Bill columns as each of those states is reached. This will communicate to the originating core when it is appropriate for them to complete and close out the entire project. *Please note: these columns are informational only. The status table will NOT update the work status or billing status of the associated services.*

- Once all of the collaborating cores have marked on the status table that their portion of the collaborative workflow has reached the 'Ready to Bill' status, the final step in the process is to have the originating cores close and complete the project.

Feb 26 (Feb 26 2015) Andrew Researcher Testing Lab (TEST) CRISRC(CRI)-AR-9 Processing \$0.00 (\$0.00)

Complete

Overview edit

Payment Information update payment information

Collaborative Options
This request can be shared with other cores.
Main core:
Cancer Research Informatics Shared Resource Center (CRI)

Shared with:

Core name	Request shared	Quote ready	Work complete	Ready to bill
BioStatistics and Bioinformatics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Redox Metabolism	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Biospecimen and Tissue Procurement Shared Resource Facility (BSTP SRF)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Biostatistics and Bioinformatics Shared Resource Facility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save

For additional information on Collaborating Cores, you can read more in [Collaborative Cores](#) on our Help Site.