

Genomics and Bioinformatics Core Facility

iLab Getting Started Guide—Internal Users

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Overview

Notre Dame Core Facilities will use iLab Core Facility Management, an online system to streamline the process of ordering and billing for core service requests. To assist in the transition of the Genomics and Bioinformatics Core Facility, this guide will reference Notre Dame specific information about how to register and locate user support.

Periodically you will receive a survey regarding your experience interacting with the iLab environment. Your feedback is important to the Genomics and Bioinformatics Core Facility as we are continuously striving to improve our process and maintain a high quality of service.

University of Notre Dame FAQ's

Q: What browser is compatible and best to use to view iLab?

A: [Google Chrome](#) is strongly recommended. Safari is supported.

Q: Who should I contact at my institution for financial questions?

A: ndcores@nd.edu

Q: If a user is not assigned funds, where do I send them?

A: The user should first contact their PI and/or lab manager. If they need additional help they can contact ndcores@nd.edu.

Q: Who do I contact for registration questions?

A: ndcores@nd.edu

Researcher: How to Get Started

To begin submitting requests and scheduling reservations through iLab, you will need to register and create an account. All facility users are invited to use the system, which requires a one-time registration as discussed below.

Once you are registered, the system will enable you to:

- Place service requests
- Schedule reservations for sample delivery
- Provide required approvals
- Monitor progress of requests

iLab accounts are intended for University of Notre Dame researchers, including:

- Primary Investigators
- Research professionals and staff
- Professional students

iLab start-up workflow has two alternative models:

Track 1	Track 2
<p>Researcher</p> <ul style="list-style-type: none"> • creates a new account for the first time; • waits for approval. 	<p>Primary investigator</p> <ul style="list-style-type: none"> • creates account for the first time; • selects and approves “my group” membership(s) of researchers; • assigns FOP to researcher(s).
<p>Primary investigator</p> <ul style="list-style-type: none"> • receives notification of request to join “my group”; • creates account for the first time; • approves membership; • assigns FOP to researcher. 	<p>Researcher</p> <ul style="list-style-type: none"> • receives notification of approval; • creates a new account for the first time; • submits service request; • schedules reservation to deliver sample.
<p>Researcher</p> <ul style="list-style-type: none"> • receives notification of approval; • creates service request; • schedules reservation to deliver sample. 	

[Register for an iLab account \(Researcher\)](#)

To get started, you must register for an account:

1. Navigate to [InsideND](#) and search for “iLab”. Launch the application.
2. In the upper-right-hand corner of the screen click ‘Sign In,’ and select to sign in using University of Notre Dame credentials.
3. You will be directed to an authentication page where you will enter your University of Notre Dame netID and password.
4. Once you have entered your credentials, click the ‘Login’ button.
5. You will be directed to an iLab Registration page where you will select your PI/Lab and verify your contact information.
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab group in iLab. Your PI will need to approve your membership and assign at least one FOP for your use.

[Create a Service Request \(Researcher\)](#)

Once you have been accepted into your PI’s lab and assigned FOP, you can create service requests.

1. Navigate to [InsideND](#) and search for “iLab”. Launch the application.
2. In the upper-right-hand corner of the screen click ‘Sign In,’ and select to sign in using University of Notre Dame credentials.
3. You will be directed to an authentication page where you will enter your University of Notre Dame netID and password.
4. Once you have entered your credentials, click the ‘Login’ button.
5. Select the [tab Request Services](#) and click on the ‘Request Service’ button next to the service of interest.
6. You will be asked to complete a form before submitting the request to the core.
7. [Your request will be pending review by the core. The core will review your request and either Agree to the work or they will ask for more information if needed.](#)

[Schedule a Reservation in a Calendar \(Researcher\)](#)

Once you have been accepted into your PI’s lab and assigned FOP, you can schedule a reservation time in a calendar.

1. Navigate to [InsideND](#) and search for “iLab”. Launch the application.
2. In the upper-right-hand corner of the screen click ‘Sign In,’ and select to sign in using University of Notre Dame credentials.
3. You will be directed to an authentication page where you will enter your University of Notre Dame netID and password.
4. Once you have entered your credentials, click the ‘Login’ button
5. Select the [tab Schedule Reservation](#) and click on the ‘View Schedule’ button next to the calendar of interest. Click on the time frame for which you would like to schedule your reservation.
6. A window will pop up that will allow you to verify your reservations details before saving the reservation.
DISREGARD Billing and Payment sections: Reservations are NO-CHARGE and NOT BILLABLE.

[Additional help](#)

More detailed instructions can be found on the Help Site by clicking on the “HELP” link in the upper right hand corner or by clicking here. For all registration and financial questions, contact ndcores@nd.edu.

Primary Investigator: How to Get Started

For researchers to begin submitting requests and scheduling reservations through iLab, you will need to register, create an account, and approve “my group” memberships. All facility users are invited to use the system, which requires a one-time registration as discussed below.

Laboratory members must be added to your group and assigned a FOP to use iLab. You may add researchers to your group in advance. Else, you will receive email requests from iLab when a researcher wishes to join your group. The request email will have specific instructions on how to approve the request. As a reference, instructions for the process are below. *If you would prefer to delegate these notifications/approvals to a financial manager, please email ndcores@nd.edu with your financial manager’s name & email and state that you give permission to delegate notifications and approvals.*

Once you are registered, the system will enable you to:

- Select and approve “my group” membership(s)
- Place service requests
- Schedule reservations for sample delivery
- Provide required approvals
- Monitor progress of requests

iLab accounts are intended for University of Notre Dame researchers, including:

- Primary Investigators
- Research professionals and staff
- Professional Students

iLab start-up workflow has two alternative models:

Track 1	Track 2
Primary investigator <ul style="list-style-type: none"> • creates account for the first time; • selects and approves “my group” membership(s) of researchers; • assigns FOP to researcher(s). 	Researcher <ul style="list-style-type: none"> • creates a new account for the first time; • waits for approval.
Researcher <ul style="list-style-type: none"> • receives notification of approval; • creates a new account for the first time; • submits service request; • schedules reservation to delivery sample. 	Primary investigator <ul style="list-style-type: none"> • receives notification of request to join “my group”; • creates account for the first time; • approves membership; • assigns FOP to researcher.
	Researcher <ul style="list-style-type: none"> • receives notification of approval; • creates service request; • schedules reservation to delivery sample.

[Register for an iLab account \(Primary Investigator\)](#)

1. Navigate to [InsideND](#) and search for “iLab”. Launch the application.
2. In the upper-right-hand corner of the screen click ‘Sign In,’ and select to sign in using University of Notre Dame credentials.
3. You will be directed to an authentication page where you will enter your University of Notre Dame netID and password.
4. Once you have entered your credentials, click the ‘Login’ button.

[Set Auto-Approval Amount \(Primary Investigator\)](#)

5. Once logged in, look for the link in the left hand menu that says 'my groups'. Hover-over and select your lab.
6. Set the auto-approval amount. This means all service requests BELOW the designated amount will process without your approval. If you do not wish to approve service requests below a certain dollar amount, select the 'Members' panel and enter a dollar amount in the 'Auto Pre-Approval amount' field and click 'save settings.' **Unless a dollar amount is set, all requests will require your (or your financial delegate's) approval before the Core facility will approve and fulfill the service request.**

[Add Researcher to “my group” and assign FOP \(Primary Investigator\)](#)

7. To approve lab membership requests, select the ‘Membership Requests & FOP’ tab. New membership requests will show at the top of this page. Click “Approve” to accept a member into your lab. Click “Reject” if they are not a member of your lab.
8. To assign an FOP to a member of your lab, find the member in the above list where it says, ‘Manage FOP.’ Select the checkbox(es) to the right of their name for the FOP(s) you wish to assign them.

[Additional help](#)

More detailed instructions can be found on the Help Site by clicking on the “HELP” link in the upper right hand corner or by clicking here. For all registration and financial questions, contact ndcores@nd.edu.

Support

Contacts

For questions specific to the Genomics and Bioinformatics Core Facility, use the iLab Contact Us tab or email genomics@nd.edu.

For all iLab registration and financial questions, contact ndcores@nd.edu.

If you experience a problem with the iLab system, please contact ndcores@nd.edu. Provide screenshots to help them provide better feedback and support.

For iLab environment support and technical difficulties, we recommend the ‘HELP’ link in the upper right hand corner of the screen. The iLab support help site articles address a wide range of topics.

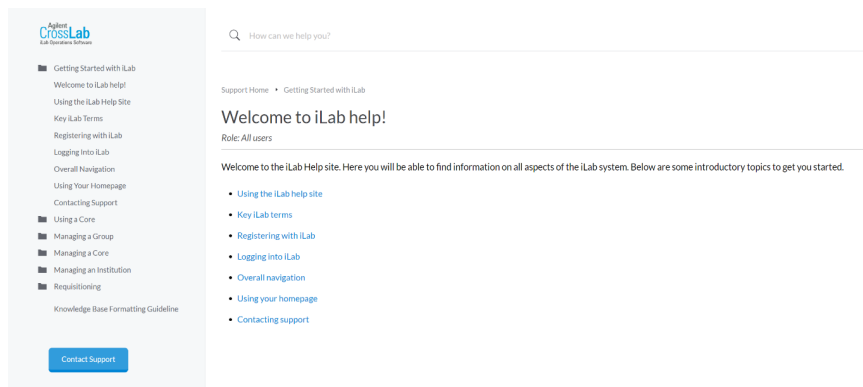
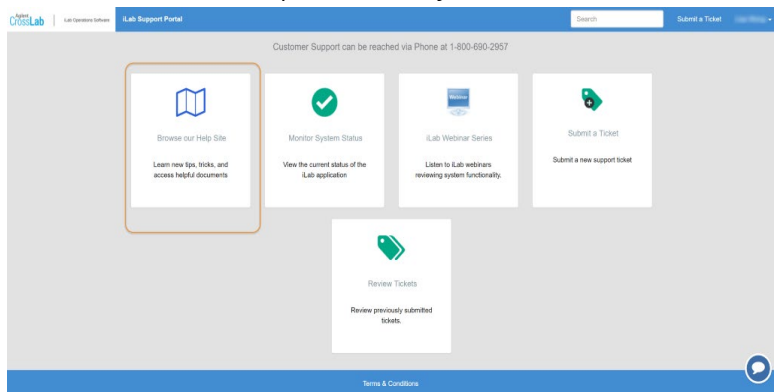
iLab Help Site and Webinar Information

The [iLab Help Site](#) is dedicated to supplying documentation for different actions, roles, and elements in the system. The help site is continuously updated so check back frequently for new articles and updates.

Bookmark the page in your browser for easy access.

<https://help.ilab.agilent.com/35322-getting-started/299372-welcome-to-ilab-help>

The iLab help site can be located by selecting the *HELP* link in the upper right-hand corner of the screen. Then select *Access to iLab’s help site on the left-hand side*.



Webinars- Please visit the help site [webinars](#) page to view our webinars!

[iLab Status Page](#)

Also embedded within the iLab help site is a system status page that can be used to determine system outages, and when major functionality bugs are reported. iLab will also use the system status to post notifications for planned downtime. <http://status.ilabsolutions.com/>

