



iLab Core Facility Management PI Quickstart guide

Introduction

iLab is a web based tool for managing services and instruments at a Core Facility. iLab implements a workflow that covers the necessary steps from placing an order for services, confirmation of the order, status updates and billing at completion of the services.

Users of those services are affiliated to one or more research groups called Labs. Each Lab is led by a research leader, in iLab called PI (Principle Investigator). The PI role is financially responsible for the Lab, but can delegate most of the practical work in iLab to one or more of their group members.

Setting up your Lab

As a PI your first task is to set up your Lab in iLab. Follow these four steps and you are set to go.

1. Log in to iLab to create your account, and select “A-New PI (UU) Lab” as your lab (see next page).
2. Send an e-mail to cfm-support-ufv@uu.se and state your research groups name, your invoicing details¹, your research group members and what members should have administrative rights in your group, if any.
3. When you get a confirmation email that your lab (group) is created, ask your group members to log in to iLab and select your lab.
4. Within a few days you should get a second confirmation email telling you that everything is ready and your research group can start using iLab.

Terminology

Lab – Research group

Primary Investigator (PI) – Research leader

Manager – Research group member with administrative tasks

Member – Other research group members

Core – A facility that offers research related services, such as instruments or analysis services

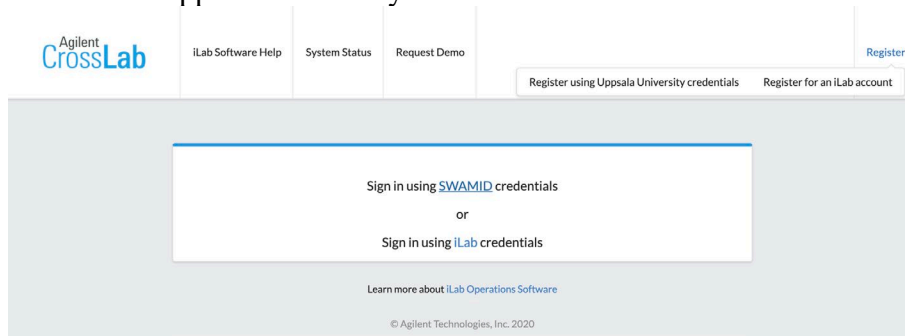
Funds – Account/project used for billing

¹ If you belong to Uppsala University you give the raindance code that the invoice should be marked with. Otherwise you give your invoice address and if applicable the reference code you want to have on the invoice.



Create your account

Go to the address <https://uu.ilab.agilent.com/account/login> and hover the mouse pointer over “Register” in the upper right corner. Then select either “Register using Uppsala University credentials” or “Register for an iLab account” depending on whether you have an account at Uppsala University or not.



You will be prompted to enter some personal information, and then at the next tab you will be asked to select a lab (research group).

As your lab is not yet created you should select “A-New PI (UU) Lab” as your lab.