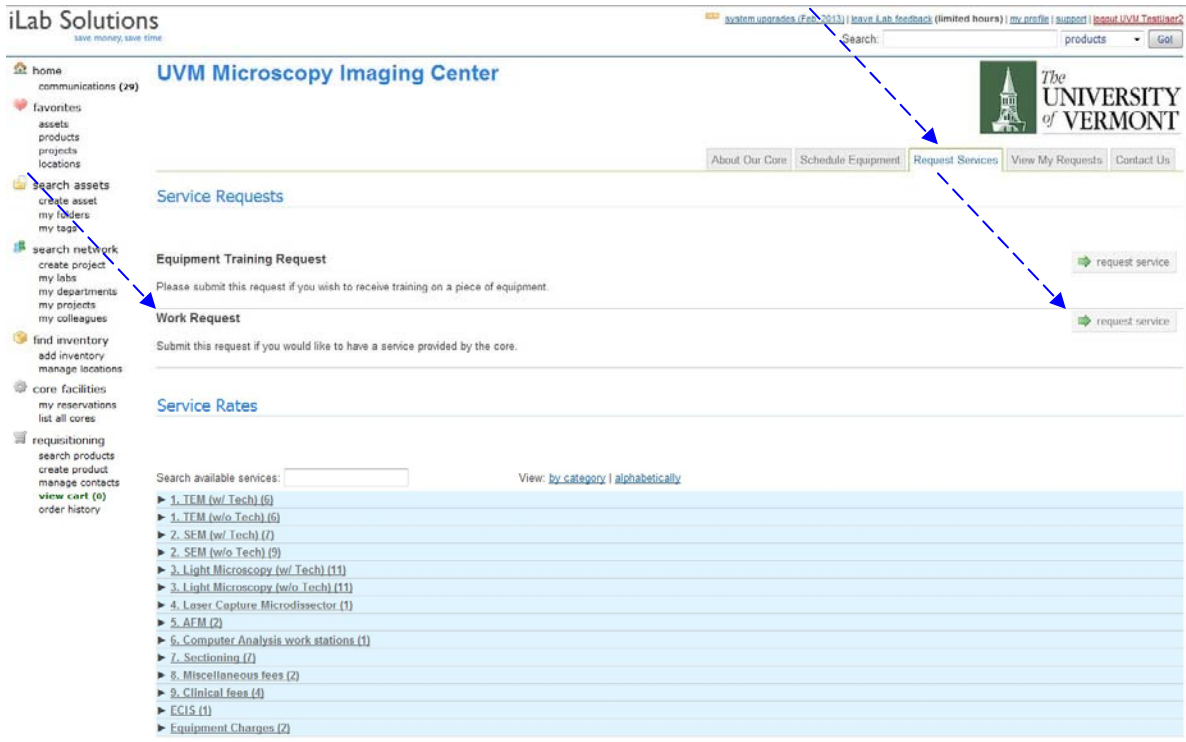
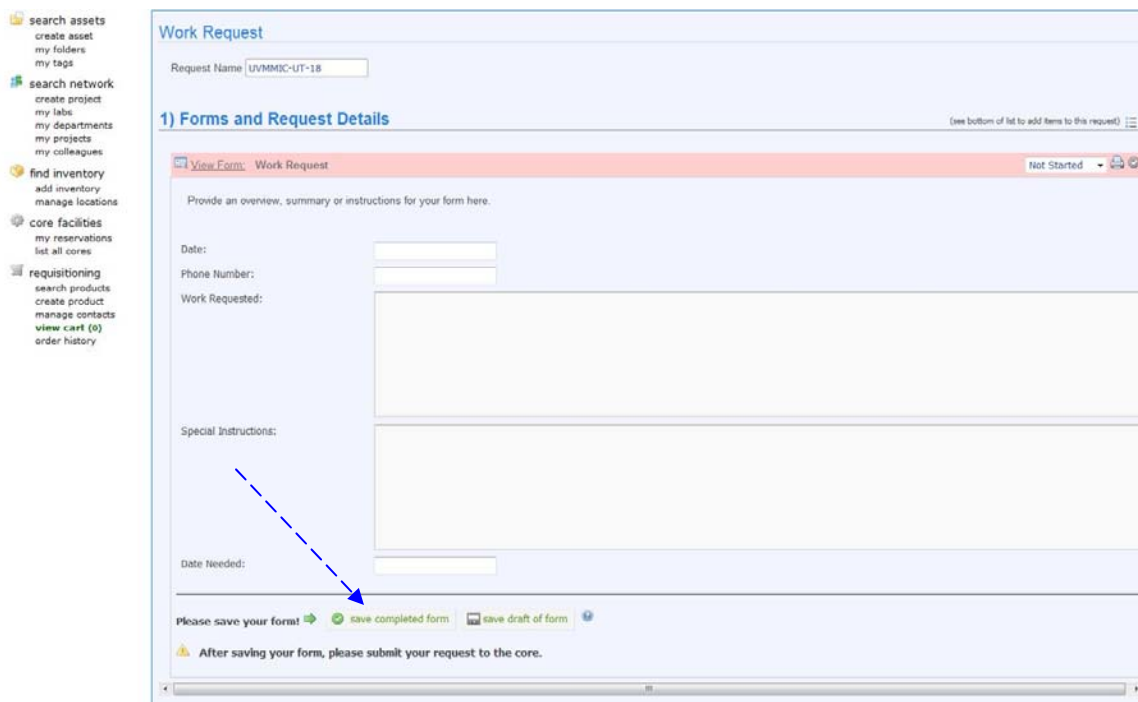


# How to Submit a Work Request

1. Log in to your iLabs account.
2. Click on the Request Services tab. Under Work Request, click the “request service” button to the left of the screen.



3. Fill out the form with a description of the work you would like to be completed. When finished, click “save the completed form”. A member of MIC staff will review the request and respond with an estimate for the work.



- If you have more than one chart string available for use, use the pull-down menu to select the correct chart string for this request. Click on “submit request to the core”.

**Work Request**

Request Name: UVMMIC-UT-18

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

Jan 13 10:56 AM human Cell Line Authentication VCC DNA Analysis Facility Quantity: 5 \$289.10 Billing Status: Not Ready To Bill Work Status: Proposed

[View Form](#): human Cell Line Authentication Completed

**2) Cost** ⚠ Please fill out any forms that are highlighted in red.

The core will review and update this projected cost. You will only be billed for completed work.  
**Total Projected Cost:**  
 289.10

**3) Payment Information**

Please enter the Fund

Fund: 80242-15-55060-150-130077-291-00000-000000-0000-0603-0680-0000

additional payment notes:

[Submit Request to Core!](#) [submit request to core](#) [save draft request](#) [Cancel](#)

- Your request has been submitted to the core. You will be redirected to your “View My Requests” tab. You will see that your new request has been assigned a service id with the status “Waiting for Core to Agree”.

iLab Solutions save money, save time

UVM Microscopy Imaging Center

system upgrades (Feb. 2013) | leave iLab feedback (limited hours) | my profile | support | [Logout UVM TestUser2](#)

Search:  products

home communications (29)

favorites assets products projects locations

search assets create asset my folders my tags

search network create project my labs my departments my projects my colleagues

find inventory

About Our Core Schedule Equipment Request Services **View My Requests** Contact Us

[Reload Active Requests](#)

Find: active requests  restrict by keyword  restrict by date (default 1 year)  restrict by lab

**UVMMIC-UT-18**  
 Your request has been submitted to the service center for review. You have agreed to a projected cost of \$0.00 for this service. If this cost increases, you may be asked to agree to the new projected cost, in which case you will receive an additional email.

date	for	service id	cost	status
Feb 11, 2013	UVM TestUser2 (Test (UVM) Lab)	UVMMIC-UT-18	\$0.00 (\$0.00)	Waiting for Core to Agree

6. Clicking on the blue arrow on the left will allow you to open the request so you can see all the details of the request including when the order was placed, the information on the order form and the billing information including the cost of the request.

Jan 29, 2013 UVM TestUser2 (Test (UVM) Lab) UVMVIC-UT-12 \$71.99 (\$27.50) Completed completed: Feb 04

**Overview**

Service id: UVMVIC-UT-12  
 Category: no category  
 Service name: Work Request  
 Customer email: jessica.lewis@ilabsolutions.com  
 Customer phone:  
 Lab Name: Test (UVM) Lab  
 Lab PI(s): Uvm TestPI: jessica.lewis@ilabsolutions.com Phone:  
 Customer Institute: University of Vermont (UVM)  
 URL: https://my.ilabsolutions.com/sc/3159/uvm-microscopy-imaging-center?tab=requests&sid=55858  
 Projected cost: \$71.99  
 Quote expires on:

**Payment Information** [update payment information](#)

Actual cost: \$27.50  
 Customer agreed to cost: \$71.99  
 Fund  
 Default Fund:

**Forms and Request Details**

[View Form](#) Work Request Completed

Date	Description	Quantity	Amount	Billing Status	Work Status
Jan 29 01:29 PM	Low profile blades Sectioning	1.0	\$2.20	Billing Initialized	Completed
Jan 29 01:29 PM	Slides w/ coverslips Sectioning	1.0	\$1.10	Billing Initialized	Completed
Feb 01 08:00 AM	Leica Paraffin microtome (Leica Paraffin microtome)   Friday, February 01 Microtomy Equipment	2.0	\$24.20 (\$12.10)	Billing Initialized	Completed

**Comments** [add comment](#) **Attachments & URLs** [add attachment](#) [add url](#)

▶ Service Request History

▶ Billing Information [edit](#) ▶ Shipping Information [edit](#)

7. Once the facility has acknowledged receipt of your request, the status will change to “Waiting for core to Begin”.
8. Once the facility has begun to work on your request, you will see the status change to “Processing” and upon completion of the work the status will change to “completed”