## 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.

iLab Solution	1S time	system upgrades (Feb 2013)   bave Lab feedback (limited hours)   m Search:	v profile   support   locaut UVM Testilaer2 products • Gel
<ul> <li> <sup>Ω</sup> home communications (29)         <sup>i</sup> <sup>i</sup>         favorites assets products projects locations         </li> </ul>	UVM Microscopy Imaging Center	About Our Core Schedule Equipment Request Services V	The UNIVERSITY of VERMONT
Search assets create asset my folders my tags	Service Requests		
search network create project my labs my departments my projects my colleagues	Equipment Training Request Please submit this request if you wish to receive training on a piece of equipment. Work Request	Ν.	request service request service
find inventory add inventory manage locations	Submit this request if you would like to have a service provided by the core.		
core facilities my reservations list all cores	Service Rates		
requisitioning search products create product manage contects view cart (0) order history	Search available services:         View: by category           1. TEM (w/ Tech) (6)         1. TEM (w/o Tech) (6)           1. TEM (w/o Tech) (6)         2. SEM (w/o Tech) (10)           2. SEM (w/o Tech) (7)         3. Light Microscopy (w/o Tech) (11)           3. Light Microscopy (w/o Tech) (11)         4. Layer Capture Microdissector (1)           5. SetM (Z)         5. Computer Analysis work stations (1)           7. Sectioning (7)         8. Mixcelineous Res (2)           9. S. Lingta fees (4)         2. SetM (4)	l alphabetically	
	ECIS (1)     Equipment Charges (2)		

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.

search assets create asset my folders	Work Request	
<ul> <li>search network</li> <li>create project</li> <li>my labs</li> <li>my departments</li> <li>my projects</li> </ul>	1) Forms and Request Details	(see bottom of list to add items to the resource) $\mathop{\boxtimes}$
my colleagues	I View Form: Work Request	Not Started - 🖧 🛇
find inventory add inventory manage legiting	Preside an nearclass summary or instructions for your form have	
core facilities my reservations list all cores	Date:	
I requisitioning	Phone Number:	
search products create product manage contacts view cart (0) order history	Work Requested:	
	Special Instructions:	
	Date Needed:	
	Please save your form 🗭 😨 sive completed form 🛛 🕁 sive draft of form 🕸	
	(c)	1.9

4. 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	(see bottom of list to add items to this menuest) :==
Jan 13 human Cell Line Authentication     Just Facility     S	Billing Status: Work Status: X Not Ready To Bill Proposed Completed C &
2) Cost The core will review and update this projected cost. You will only be billed for completed work.	A Please fill out any forms that are highlighted in red.
289.10      3) Payment Information  Please enter the Fund	
Auna 80242-15-55060-150-130077-291-00000-000000-0000-0603-0680-0000	
Submit Request to Core! 🗭 🧹 subm	nit request to core 🛛 🕞 save draft request 🛛 🗙 Cancel

5. 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 Solution	S					system upgrade	s (Feb. 2013)   leave iLab le Search:	edback (limited hours)	<u>my pro</u>	file   support   logo products	out UVM TestUser2
<ul> <li></li></ul>	U	IVM Micro	scopy Imagir	ng Center						The UNIVI of VER	ERSITY MONT
projects locations					×	About Our Core	Schedule Equipment	Request Services	View	My Requests	Contact Us
🖹 search assets									(	Reload Activ	ve Requests
create asset my folders my tans	F	ind: active requests		y keyword 🔲 restrict by date (de	fault 1 year) 🗖 restrict by la	b 🥹					🔍 find!
search network create project my labs		UVMMIC-UT-18 Your request ha	s been submitted to the serv ou will recieve an additional e	ice center for review. You have a email.	greed to a projected cost of	\$0.00 for this servic	e. If this cost increases	, you may be asked t	to agree	to the new pr	ojected cost,
my departments my projects		date	for	service id	cost	🔾 🥹 status					
my colleagues	•	Feb 11, 2013	UVM TestUser2 (Test (UVM) Lab)	UVMMIC-UT-18	\$0.00 (\$0.00)	Waiting for Core	to Agree				Ş 🗟 🍕

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.

	13	UVM TestUser2 (Test (UVM) Lab)	UVMMIC-UT-12	\$71.99 (\$27.50)	Completed			completed: Feb 04		<u>s</u> 's 2
Overview										
Service id:			UVMMIC-UT-12							
Category:			no category							
Service name	e:		Work Request							
Customer em	nail:		jessica.lewis@ilab	solutions.com						
Customer pho	one:									
Lab Name:			Test (UVM) Lab							
Lab PI(s):			Uvm TestPI: jessi	ca.lewis@ilabsolutions.co	om Phone:					
Customer ins	stitute:		University of Verm	iont (UVM)						
URL:			https://my.ilabsolu	utions.com/sc/3159/uvm	-microscopy-imaging-cente	er?tab=reques	ts&sid=5585	18		
Projected cos	st:		\$71.99							
Quote expires	s on:									
Payment Inf	formatio	n							update paymer	t information
Actual cost:			\$27.50							
Customer agi	reed to c	ost:	\$71.99							
Fund Default Fund:	:	Dotaile								
Fund Default Fund: Forms and R	: Request I	Details							Completed	E
Fund Default Fund: Forms and R	: Request I rm; Wor	Details rk Request				Quantity:	\$2.20	Billing Status:	Completed	:= • <b>8 0</b>
Fund Default Fund: Forms and R View For Jan 29 01:29 PM	: Request ( rm; Wor Low p Section	Details rk Request profile blades ing				Quantity: 1.0	\$2.20	Billing Status'	Completed Work Status Completed	
Fund Default Fund: Forms and R View For Jan 29 01:28 PM	: Request I rm; Wor Low p Section Slates	Details rk Request profile blades ing s w/ coverslips				Cuantity 1.0 Quantity 1.0	\$2.20 \$1.10	Billing Status Billing Initialized Billing Initialized	Completed Work Status Completed Work Status	i= • 🔒 🛛
Fund Default Fund: Forms and R Jan 29 01:29 PM Jan 29 01:29 PM	: Request I rm: Wor Low p Section Slides	Details rk Request profile blades ing s w/ coverslips ing				Quantity: 1.0 Quantity: 1.0 Quantity:	\$2.20 \$1.10	Billing Status Billing Initialized Billing Initialized Billing Initialized	Completed Work Status Completed Work Status Completed	i= • 🔒 📀
Fund Default Fund: Forms and R User For Jan 29 01:29 PM Jan 29 01:29 PM Feb 01 08:00 AM	: Request I rm: Wor Low p Section Slides Section Leica Microtor	Details profile blades ing swi coverslips ing LParaffin microtrome (Leid my Experiment	ca Paraffin microtrome)   Friday, I	=ebruary 01		Quantity: 1.0 Quantity: 1.0 Quantity: 2.0	\$2.20 \$1.10 \$24.20 (\$12.10)	Billing Status Billing Initialized Billing Initialized Billing Initialized	Completed Work Status Completec Work Status Completec	E • 🔒 🞯
Fund Default Fund: Forms and R Jan 29 01:29 PM > Jan 29 01:29 PM > Feb 01 08:00 AM	: Request I Low p Section Slide: Section Leica Microtor	Details rk Request profile blades ma s w/ coverslips may Equipment Lifetner:	ca Paraffin microtrome)   Friday, I	February 01 add.comment	Attachments & URLs	Cuantity: 1.0 Cuantity: 1.0 Cuantity: 2.0	\$2.20 \$1.10 \$24.20 (\$12.10)	Billing Status Billing Initialized Billing Initialized Billing Initialized Billing Initialized	Completed Work Status Completer Work Status Completer add attach	Ei Martinezza (1990) ment add ur
Fund Default Fund: Forms and R Porms and R	: Request I More than the section Section Leica Microtor Request	Details rk Request profile blades ma s w/ coverslips ing Paraffin microtrome (Leio my: Equipment History	ca Paraffin microtrome)   Friday, I	February 01 add.comment	Attachments & URLs	Quantity: 1.0 Quantity: 1.0 Quantity: 2.0	\$2.20 \$1.10 \$24.20 (\$12.10)	Bitting Status Billing Initialized Billing Initialized Billing Initialized Billing Initialized	Completed Werk Status Completer Work Status Completer Scompleter add attact	E Constant

- 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"