

Internal UVM

How to register and set up your iLab account

This manual should serve as a guide to help you get your account set up. Occasionally, iLab makes changes to the site so the screen shots might not be exactly the same as what you see in your account! However, the basic content will not change to you should be able to find what you need. As always, the AGTC staff members are available to help you, just stop by!

1. Use the following link to get to the AGTC iLabs homepage:

https://my.ilabsolutions.com/service_center/show_external/3129

Bookmark this page for future use.

To register for an iLab account select [sign up](#).



UVM Advanced Genome Technologies Core

Overview of Services

The Advanced Genome Technologies Core is an overarching umbrella encompassing three distinct shared resource facilities: The Vermont Cancer Center DNA Analysis Facility, the Vermont Genetic Network Microarray Facility, and the Vermont Cancer Center-College of Medicine Massively Parallel Sequencing Facility. The mission of the core is to comprehensively support research by providing direct services to research laboratories and by introducing emerging technologies to the broader University community. The facilities within the Advanced Genome Technologies Core offer a wide breadth of services to facilitate research involving identification, quantification, and profiling of nucleic acids.

Please use the following link to view our website: http://www.uvm.edu/medicine/vtcancercenter/?Page=facilities_agto.html

Getting Started

- Login to your iLab account with your approved iLab credentials in the top right corner.
- Don't have an iLab account? Sign up for one [here!](#)
- See our help manuals for guidance using iLab:
 - [Internal to UVM - How to register and set up your iLab account](#)
 - [External to UVM - How to register and set up your iLab account](#)
 - [How to request a service](#)
 - [How to reserve time on an instrument](#)
 - [How to log use when using the BioRad Imagers](#)

Leadership

Advanced Genome Technologies Core
Tim Hunter - Core Director
Phone: 802-656-2559 (office)
Email: timothy.hunter@uvm.edu



2. You will be directed to the sign up page.

https://my.ilabsolutions.com/account/signup/322?sc_id=3129



Already have an account? Click [here](#) to login

You are requesting access to the University of Vermont (UVM)'s UVM Advanced Genome Technologies Core

Your name:

Your email address:

Your phone number:

Your lab's name:

Your PI's name:

Your PI's email address:

Financial Admin's name:
(The person who can help supply accurate payment information)




Financial Admin's email address:

Financial Admin's Telephone:

Your Institution's or Company's name:
Find or enter your institution name if not in completion list.

University of Vermont (UVM) Service Centers

What you can do today!

-  Discover how iLab's service centers can benefit your research
-  Request a service electronically to save time
-  Track the status of your lab's service requests

Who's on board so far...

- UVM Advanced Genome Technologies Core - Coming Soon!
- UVM Microscopy Imaging Center - Coming Soon!

3. Your choice of a browser is important. Firefox and Chrome work the best, and Safari is okay. Internet Explorer is known to have problems and should be avoided.

4. You will need to supply the following information:

Your name:

Your email address:

Your phone number:

Your lab's name:

Your PI's name:

Your PI's email address:

Financial Admin's name:
(The person who can help supply accurate payment information)

Financial Admin's email address:

Financial Admin's Telephone:

Your Institution's or Company's name:
Find or enter your institution name if not in completion list.

Please use your UVM email and provide a UVM Lab or office phone number, not a cell phone number.

Your Lab name should use the format:

PI last name, PI first name, (UVM) Lab
Hunter, Timothy (UVM) Lab

Please provide the name, email address and telephone number of your Department Budget or Business Manager.

This will help us to resolve billing issues if they arise.

Spam protection filter:



I agree with iLab's [privacy](#) and [security](#) policies

[Request Account](#)

5. Once your information has been submitted, you will receive an email from iLab with your login information. If you supplied information to the core back in November 2012, your account should be created fairly fast (30 minutes or so). If your information is not already in the system, the account verification may take a while longer. PI's that were not a part of the initial data upload will be contacted by email when a Lab Member is registering for an account. The following steps MUST BE DONE before a request a service can be placed!

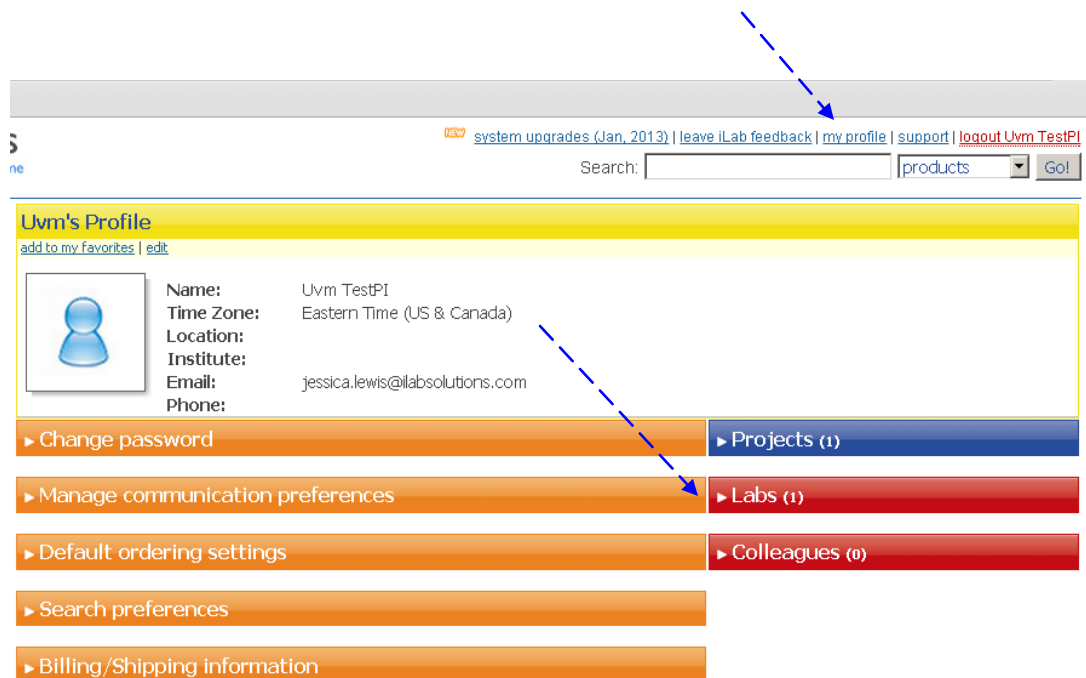
Adding Lab Members and Assigning Lab Managers

There are some tasks that must be done before an individual can request a service. There is a hierarchy to iLab accounts. You are either a PI (Principal Investigator) of a Lab, a Lab Manager, or a Lab Member. The PI is responsible for adding and maintaining an active list of Lab Members and chart strings for billing. Each Lab Member must be assigned to a chart string prior to them being able to place an order. The PI can assign the role of Lab Manager to one of their Lab Members. The Lab Manager will then have the same administrative functions as the PI.

If you were part of the implementation: Your Lab group as already been populated with your Lab Members, Lab Manager has been assigned (if requested) and chart strings entered.

If you were not a part of the implementation: The PI of the lab must also register for their iLab account, and they will need to follow these steps to add Lab Members and assign a Lab Manager if desired.

6. Select [my profile](#) in the upper right. Open the Labs tab.



The screenshot shows the iLab user interface. At the top right, there is a navigation bar with links: [new system upgrades \(Jan, 2013\)](#), [leave iLab feedback](#), [my profile](#), [support](#), and [logout Uvm TestPI](#). Below this is a search bar with the text "Search:" and a dropdown menu set to "products" with a "Go!" button. The main content area is titled "Uvm's Profile" and includes a profile picture placeholder, name "Uvm TestPI", time zone "Eastern Time (US & Canada)", location, institute, email "jessica.lewis@labsolutions.com", and phone. Below the profile information are several tabs: "Change password", "Manage communication preferences", "Default ordering settings", "Search preferences", and "Billing/Shipping information" (all in orange); "Projects (1)", "Labs (1)", and "Colleagues (0)" (all in red). Two blue dashed arrows point to the "my profile" link in the top right and the "Labs (1)" tab.

7. The name of your Lab will be displayed. Double click on the name of your Lab to navigate to your Administration tabs. If you are in multiple labs you will see them all displayed here.

Uvm's Profile
[add to my favorites](#) | [edit](#)



Name: Uvm TestPI
Time Zone: Eastern Time (US & Canada)
Location:
Institute:
Email: jessica.lewis@labsolutions.com
Phone:

▶ Change password ▶ Projects (1)
 ▶ Manage communication preferences ▼ Labs (1)
 ▶ Default ordering settings Test (UVM) Lab (2012 Sep 25 03:02 AM)
 ▶ Search preferences ▶ Colleagues (0)
 ▶ Billing/Shipping information

8. You will now see your Administration tabs. The **Members** tab will display the list of lab members.

AGTC Group (UVM) Lab

Membership Requests & Funds **Members (6)** Budgets Bulletin board (6) Group Settings

Lab-wide approval settings
 Click the pencil icon next to the person below whom you would like to make the financial approver.

Auto-approval threshold: ⚠
 Cost overage buffer: ⓘ

Lab members and member settings

Name	Auto Approval Amount	BillingSystem ID	Email	Phone	
Tim Hunter	Group default (\$20,000.00)	Choose default	timothy.hunter@uvm.edu	802-656-2559	
Jessica Hoffman	\$20,000.00	Choose default	jessica.hoffman@uvm.edu	802-656-2557	
Mary Lou Shane	Group default (\$20,000.00)	Choose default	mary.shane@uvm.edu	802-656-2557	
Meghann Palermo	Group default (\$20,000.00)	Choose default	meghann.palermo@uvm.edu	802-656-3936	
Scott Tighe	Group default (\$20,000.00)	Choose default	scott.tighe@uvm.edu	802-656-2482	
Marni Slavik	Group default (\$20,000.00)	Choose default	m Slavik@uvm.edu	802-656-7777	

9. There are two options to add a new member to your lab. Use the pull down to select their role, Principle investigator, Member or Manager. The new member should receive a welcome to iLab email with their password.

Use this tool to create a new iLab account for a person and add them to your lab. If you log in with your institution credentials, make sure to fill the correct email address for their institution credentials.

add new user

Create a new user

First name:

Last name:

E-mail:

Institutional e-mail is preferred

Role: Principal investigator ▼

Add

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10. Use the “link existing user” to find someone who already has an iLab account. As you begin to type their name, you will start to see a list of UVM iLab users. Choose the name of the person you want to add to your lab.

add new user

link existing user

Add an existing user

Invite additional members to this group

mary

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mv.ilabsolutions.com |

11. Refresh your browser screen and you will see that they have been added as a lab member. Hovering over the person icon will tell you what membership status has been assigned to the Lab Member.

Click on the **pencil icon** to change a Lab member’s status.

Click on the red **X** to delete the Lab Member.

Lab members and member settings

Name	Auto Approval Amount	BillingSystem ID	Email	Phone
Tim Hunter	Group default (\$20,000.00)	Choose default	timothy.hunter@uvm.edu	802-656-2559
Jessica Hoffman	\$20,000.00	Choose default	jessica.hoffman@uvm.edu	802-656-2557
Mary Lou Shane	Group default (\$20,000.00)	Choose default	mary.shane@uvm.edu	802-656-2557
Meghann Palermo	Group default (\$20,000.00)	Choose default	meghann.palermo@uvm.edu	802-656-3936
Scott Tighe	Group default (\$20,000.00)	Choose default	scott.tighe@uvm.edu	802-656-2482
Marni Slavik	Group default (\$20,000.00)	Choose default	m Slavik@uvm.edu	802-656-7777

Follow the steps below to assign chart strings to each Lab Member.

Managing Chart strings and assigning them to Lab Members

12. Click on the Membership Requests & Funds tab. You will see a list of Lab members and chart strings (if they were provided to the facility for the data upload). You will see a shortened version of the chart string displayed, hover over it to see the full chart string. Each Lab member **must** be assigned at least one chart string by clicking the box by their name under the correct chart string. If they are working on multiple projects they can be assigned to more than one chart string. When they are placing an order, they will see a pull down menu with the appropriate chart strings. It is not possible to assign nicknames to chart strings so members must learn to recognize the correct one.

YOU MUST CLICK THE SAVE BUTTON AFTER YOU HAVE MADE ASSIGNMENTS IN ORDER FOR THEM TO BE ENACTED!

AGTC Group (UVM) Lab

Membership Requests & Funds Members (6) Budgets Bulletin board (6) Group Settings

Membership Requests

✓ No Access Requests require approval

Manage Funds

	201001-311-6CA01-025227-SPNS	130077-291-00000-000000-0000	130077-291-00000-000000-0000
Tim Hunter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jessica Hoffman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mary Lou Shane	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Meghann Palermo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Tighe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mami Slavik	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▶ [Manually add a new Fund](#)

▶ [Manage Funds](#)

13. To manually add a chart string, Open the “[Manually add a new Fund](#)” arrow. Follow the format for the chart string as described. Enter the chart string, click add and refresh your browser. Your newly added chart string will appear as a new column. Assign Lab members as appropriate.

Manually add a new Fund

Your chart string should be entered using the following format:

Account(5)-Op Unit(2)-Dept.(5)-Fund(3)-Source(6)-Function(3)-PC Business Unit(5)-Project(6)-Activity ID(4)-Program(4)-Purpose(4)-Property(4)

The Account field should always be 80242, there should be a dash between fields and the numbers in parenthesis tell you the expected number of digits for each field.

If your chart string does not have PC Business Unit/Project/Activity ID fields, please enter in the appropriate number of 0?s.

Examples:

80242-15-55650-300-201001-311-GCA01-111111-SPNS-0000-0000-0000


80242-15-55060-150-130000-291-00000-000000-0000-0603-0666-0000

★ Fund:

14. PI's and/or Lab Managers will continually need to update the list of lab members and chart strings as necessary. Any chart string that has at least one member assigned to it, will be displayed with the "active status". If you remove all members from a chart string, you can then select active or hidden. Active will include it in the list of funds for assignment to members. Hidden will keep the chart string in your list but will not display it for assignment to Lab Members. This would be useful if you temporarily want to stop Lab Members from using a particular chart string. When you are ready to have the chart string available again for use, change the status to active and assign Lab Members to this chart string. Selecting the red X will remove it from your list of funds.

► **Manage Funds**

 Only Funds with no member associations can be edited/hidden/deleted. Remove all member associations above to manage a Fund. You can rename an Fund only if it hasn't been used for ordering.

Fund	Status	Delete
80242-15-55060-111-201001-311-00000-000000-0000-0000-0000-0000	hidden	
80242-15-55060-150-130077-291-00000-000000-0000-0603-0336-0000	active	
80242-15-55060-150-130077-291-00000-000000-0000-0603-0680-0000	active	

15. All lab members are now ready to place a service request or schedule time on one of the instruments!