

Reporting Function in iLab for PI and Lab Manager Status Accounts

1. Log in to your iLab account.

The screenshot shows the iLab Solutions website interface. At the top, there is a navigation bar with the iLab Solutions logo, a 'Logged in successfully' notification, and a search bar. The main content area displays 'UVM Advanced Genome Technologies Core' and a table of active requests. A blue dashed arrow points from the 'reporting' link in the left sidebar to the 'reporting' column in the table.

date	for	service id	cost	status	
▶ Apr 04, 2013	Anne Kelsen (Ward, Gary (UVM) Lab)	UVMAGTC-AK-755 VCC DNA Analysis Facility -	\$15.69 (\$15.69)	Completed	completed: Apr 08
▶ Mar 29, 2013	Anne Kelsen (Ward, Gary (UVM) Lab)	UVMAGTC-AK-675 VCC DNA Analysis Facility -	\$20.92 (\$20.92)	Completed	completed: Apr 02
▶ Feb 20, 2013	Anne Kelsen (Ward, Gary (UVM) Lab)	UVMAGTC-AK-257 VCC DNA Analysis Facility -	\$20.92 (\$20.92)	Completed	completed: Feb 22

2. Click on “reporting” under “core facilities” to get to the Core Reporting Home page. View the iLab reporting tutorial to learn all about the Reporting function.

The screenshot shows the 'Core Reporting Home' page. The main content area contains a list of bullet points describing enhancements to the reporting interfaces. A blue dashed arrow points from the 'reporting' link in the left sidebar to the 'iLab reporting tutorial' link at the bottom of the page.

- the ability to build and save custom reports
- the ability to include additional charts and table types
- additional export and print options, including pdf, excel and raw data
- increased report interactivity and filtering options
- PI and lab manager access to reporting for their labs

Use the links on this page to access reporting pages available to you. For help getting started, feel free to watch this video tutorial.

[iLab reporting tutorial](#)

The best way to learn about the Report function is to view the iLab reporting tutorial!

3. To get started, click on “Spending by all Labs I manage”

The screenshot shows the 'Core Reporting Home' page with a 'Lab-Level Reporting' section. A blue dashed arrow points from the 'iLab reporting tutorial' link in the left sidebar to the 'Spending by all Labs I manage' link in the Lab-Level Reporting section.

Lab-Level Reporting

[Spending by all Labs I manage \(includes external core spending\)](#)

- This will now open the Reporting page. First, select the date range for the report that you would like to generate.

Reporting on spending by all labs I manage

Charges Requests Events

Welcome to your new reporting page. Please use the buttons below to load reports, build new reports or navigate to your reporting homepage. [View lab reporting tutorial](#)

Report settings

1. Select a date range: [\(select a date range preset\)](#)

Start:

End:

2. Select date field:

3. Customize display:

4. Apply settings:

Charges reporting for April 1, 2013 to April 30, 2013 by service date

Cores by week (by total cost)

UVM Advanced Genome Technologies Core

- Next, customize your report by clicking on “Charts and Tables...” to select the charts and tables that you would like to include.

1. Select a date range: [\(select a date range preset\)](#)

Start:

End:

2. Select date field:

3. Customize display:

Add, remove, edit and re-order charts and tables for this report

[Click here for help customizing reports](#)

Chart type	Group by	Value to report on	Display data by	Also group by		
<input type="checkbox"/> Stacked bar	Core	Total cost	Week	None	<input type="text" value="edit"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Data table	Core	Total cost	Week	None	<input type="text" value="edit"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Pie	Lab	Total cost		None	<input type="text" value="edit"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Pie	Service	Total cost		None	<input type="text" value="edit"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Line	Price type	Total cost	Week	None	<input type="text" value="edit"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Data table	Lab	Total cost	Week	None	<input type="text" value="edit"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Data table	Customer	Total cost	Week	None	<input type="text" value="edit"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Data table	Billing status	Total cost	Week	None	<input type="text" value="edit"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Data table	Price type	Total cost	Week	None	<input type="text" value="edit"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Data table	Service	Total cost	Week	None	<input type="text" value="edit"/>	<input checked="" type="checkbox"/>

6. Select the filters that you would like to apply to the data and click on to generate your report.

Apply Filters

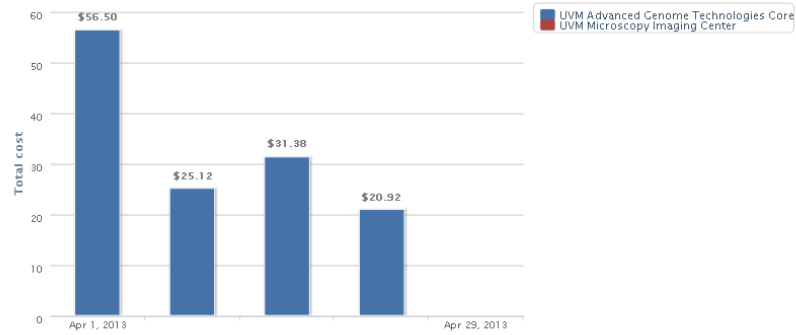
Charges reporting for April 1, 2013 to April 30, 2013 by service date

Save... Share... Email... Export... Print preview...

- ▼ Core
 - UVM Advanced Genome Technologies Core
 - UVM Microscopy Imaging Center
 - Select all
- ▶ Customer
- ▶ Lab
- ▶ Department
- ▶ Institution
- ▶ Center
- ▼ Work status
 - Completed
 - Financials approved
 - Select all
- ▶ Billing status
- ▶ Price type
- ▶ Billing event
- ▶ Billing event status
- ▶ Payment Number
- ▼ Service
 - none
 - (Image Analysis) - BioRad Image Scan
 - (Sequencing) - Cycle Sequence Run and Sequence Run
 - CompuCyte Laser Scanning Cytometer
 - Select all
- ▶ Request Name

Apply Filters

Cores by week (by total cost)



Cores by week (by total cost)

Show 10 entries Search:

Core	Apr 1, 2013	Apr 8, 2013	Apr 15, 2013	Apr 22, 2013	Apr 29, 2013	Total
UVM Advanced Genome Technologies Core	\$56.50	\$25.12	\$31.38	\$20.92	\$0.00	\$133.92
UVM Microscopy Imaging Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$56.50	\$25.12	\$31.38	\$20.92	\$0.00	\$133.92

Showing 1 to 2 of 2 entries Previous Next

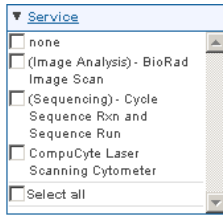
7. The following filters might be useful:

Core: This allows you to select from the two UVM iLab Cores: the Advanced Genome Technologies Core or the Microscopy Imaging Center.

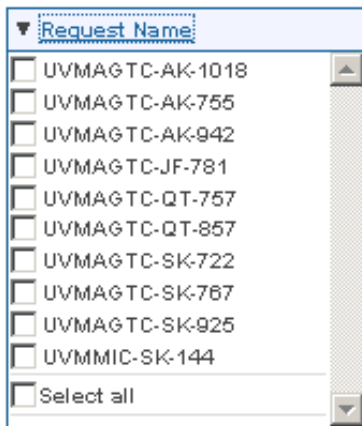
Work status: This allows you to select requests that are already completed or those that are still pending (Financial approved).

Payment Number: If your lab is using more than one chart string, you can select one or all to be included in the report.

Service: This filter will list all of the services that have been used in either of the Cores.

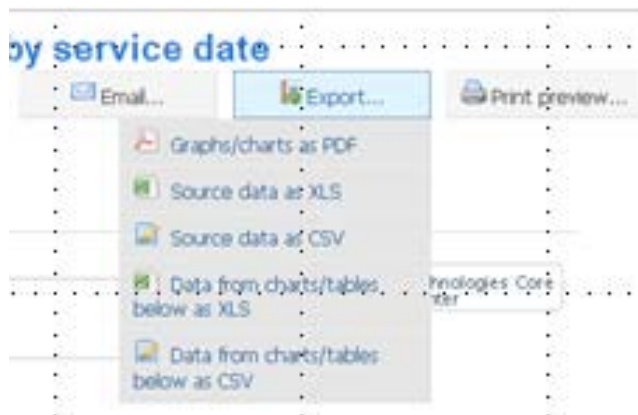


Request Name: This filter lists the individual Request Service ID's. You can sort by an individual Lab member by selecting only their requests. The first tag in the Service ID's identifies the core facility, the next two letters are the lab member's initials, followed by the unique service ID number.



8. You can save, export or print the report that you have generated.

Charges reporting for April 1, 2013 to April 30, 2013 by service date



The Export function allows you to export your report in a PDF, excel, or csv format.

9. To generate a new report, reset the filters, make new selections and apply the filters.

A vertical list of filter categories, each with a right-pointing arrow icon and a blue underline. The categories are: Core, Customer, Lab, Department, Institution, Center, Work status, Billing status, Price type, Billing event, Billing event status, Payment Number, Service, and Request Name. Below the list are two buttons: 'Apply Filters' with a green checkmark icon and 'Reset Filters' with a green circular arrow icon. A large grey arrow points left from the filter list, and a blue dashed arrow points from the 'Reset Filters' button towards the right.

You can generate a new report by resetting the filters, making new choices of filters and applying the filters to create a new report.

This manual should serve as a guide. 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!