

iLab For Purdue Lab Members

Usage and basic operations

Last updated 5/22/2024



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What is iLab?

iLab At Purdue

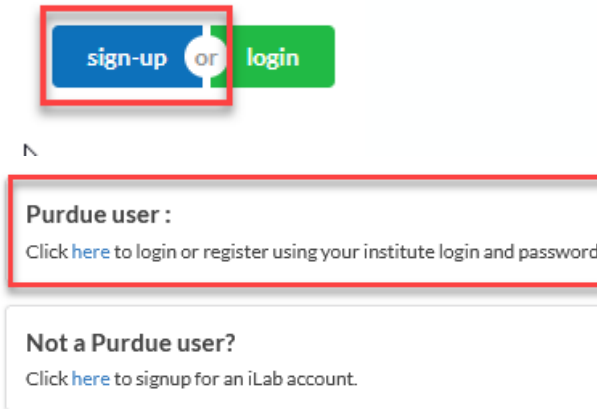
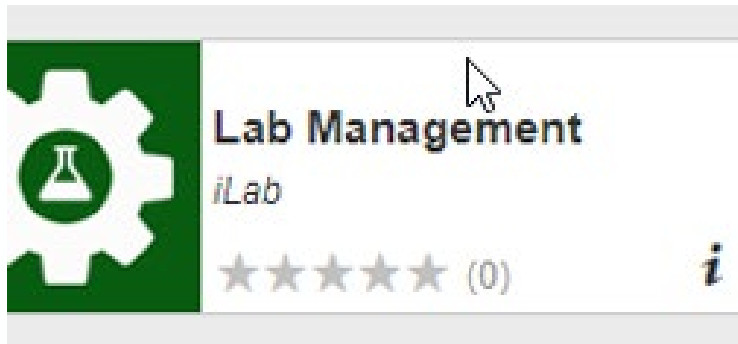
iLab is a web-based application adopted by Purdue University to assist in managing research core billings and recharge services provided by the University. The system serves as a central starting point for principal investigators and their lab members to locate research cores and supporting service.

iLab allows users of Purdue research cores to search for and reserve equipment, request services, while allowing the billing for these to be integrated with Purdue's financial systems.



How To Get An iLab Account

Registering to a Purdue lab, as a first time iLab user (1 of 2)



Purdue Login

Career Account Username

Password

[Need help?](#)

Log in

Note: Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action. Read Purdue's [Acceptable Use Policy](#).

1. Go to purdue.ilabsolutions.com or select the Lab Management tile on the One Campus Portal.

2. Click *sign-up*, and then select *Purdue User*

3. Authenticate with your Purdue Login password

How To Get An iLab Account

Registering to a Purdue lab, as a first time iLab user (1 of 2)

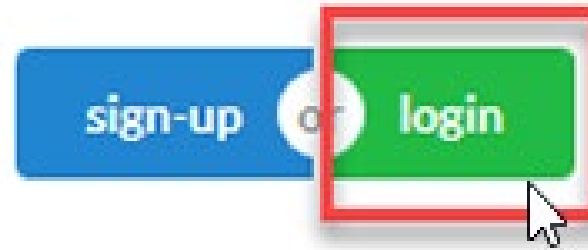
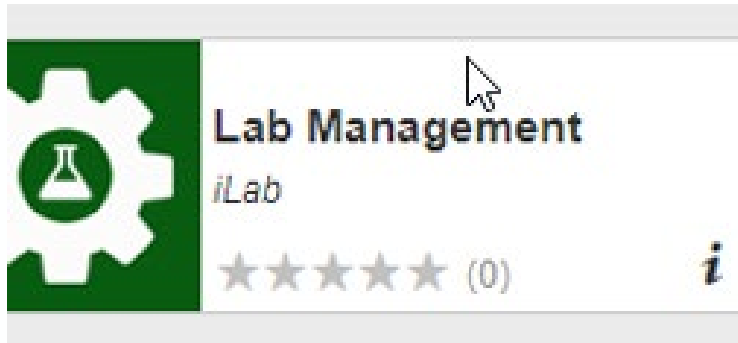
4. Choose the PI/Group on whose behalf you will be using core(s)
- First Name, Last Name, and Email will auto-populate
- Enter Phone Number
- Click register

5. A confirmation screen is displayed upon registration submission

6. A confirmation email will also be sent, with basic login instructions

How to Login to iLab

Logging in after an account has been established (1 of 1)



Purdue Login

Career Account Username

Password

[Need help?](#)

Note: Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action. [Read Purdue's Acceptable Use Policy.](#)

1. Go to purdue.ilabsolutions.com or select the Lab Management tile on the One Campus Portal.

2. Click Login

3. Authenticate with your Boilerkey password

How To Get Funds Assigned

Establishing permission to use lab funds (1 of 1)

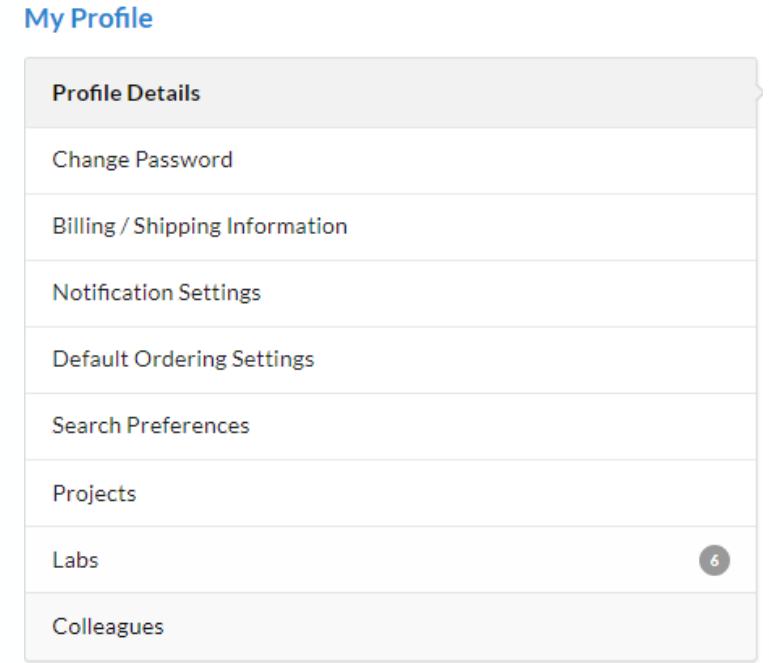
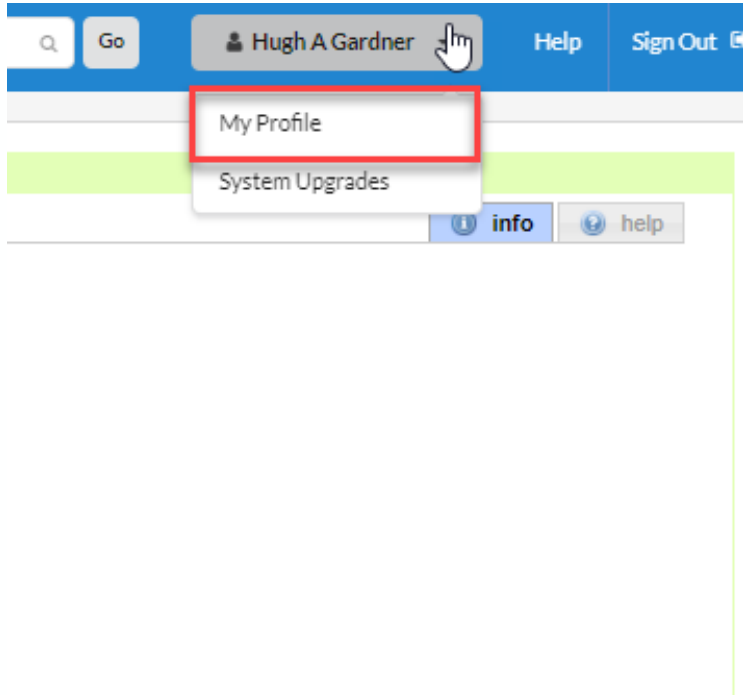


Before you can reserve time on equipment, request services, or otherwise interact with research and recharge cores in iLab, you must have valid funds/account strings assigned within a lab.

To have funds assigned, please contact your Principal Investigator (PI) or the business office of your Principal Investigator, who have delegate rights to the lab, and can enable an appropriate fund(s), as well as provide guidance on allowable usage.

When requesting account strings to be charged, the requestor must have PI approval for the account(s) indicated. It is inappropriate to use an active account string for charges that are not approved.

Changing iLab Profile Settings



1. Click on the dropdown by your name, selecting My Profile.

2. Click edit. Only a Purdue email or email alias should be used for Email (unless user is External)

3. These additional settings should not be edited as they are not in use/enabled for editing.

Editing Lab Membership

Multiple lab memberships or changing current lab (1 of 1)



It may become necessary to have a presence in more than one Principal Investigator (PI) lab, or you may need to change your current lab to reflect a change in duties or academic pursuits.

To do so, you will need to contact the business office of the new lab owner (whether adding or changing) to be added to the new lab. If you are adding an additional lab, no further changes are needed. If changing labs, you will need to wait until the new lab is established, and then ask the business office of your original lab owner to remove you. If you are removed from all labs, your account will become unsearchable, and support will need to assist.

What To Do If You Don't Have A Lab?

Steps to resolve an account without a lab (1 of 1)

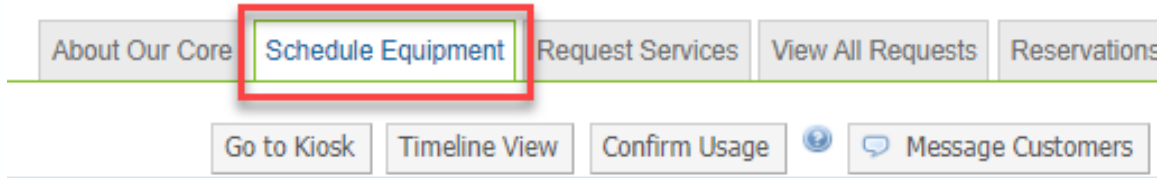
If you were removed from a previous lab, without a new lab being established first, or have otherwise been left without a current lab, you will be unable to perform most iLab functions, and may have errors when logging in. Your account will not be searchable to add into labs by normal means.

To resolve, please have the business office of the lab you should be included in contact ilabhelp@purdue.edu and request that you be added into the appropriate lab.

Once iLab At Purdue support confirms you have been placed into a lab, the business office can assist in setting up funds and normal iLab usage can resume.

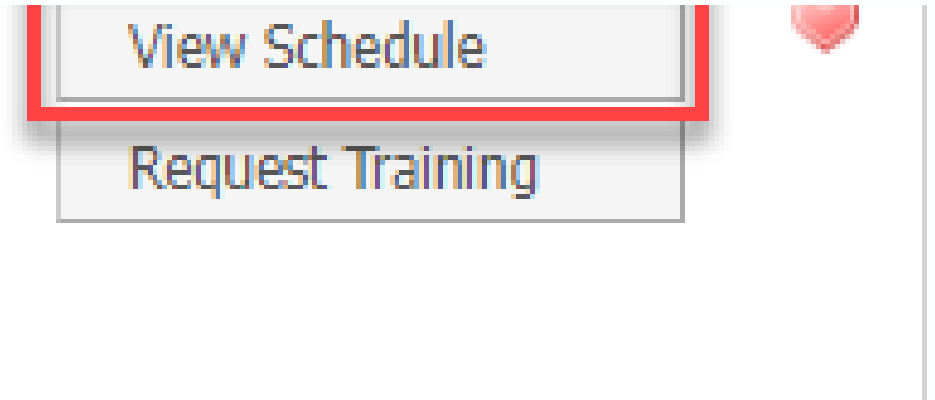
How to reserve equipment

Scheduling on core calendars (1 of 4)



Electron Microscopy Center

In the research core you want to use equipment in, click on the Schedule Equipment Tab

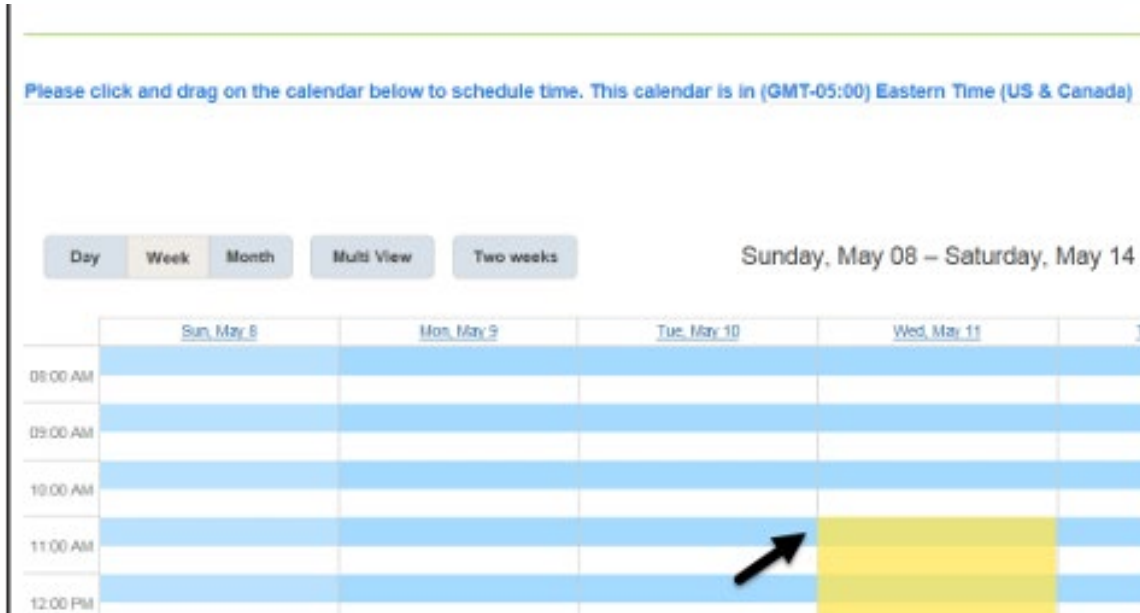


Click **View Schedule** for the piece of equipment you wish to reserve time on.

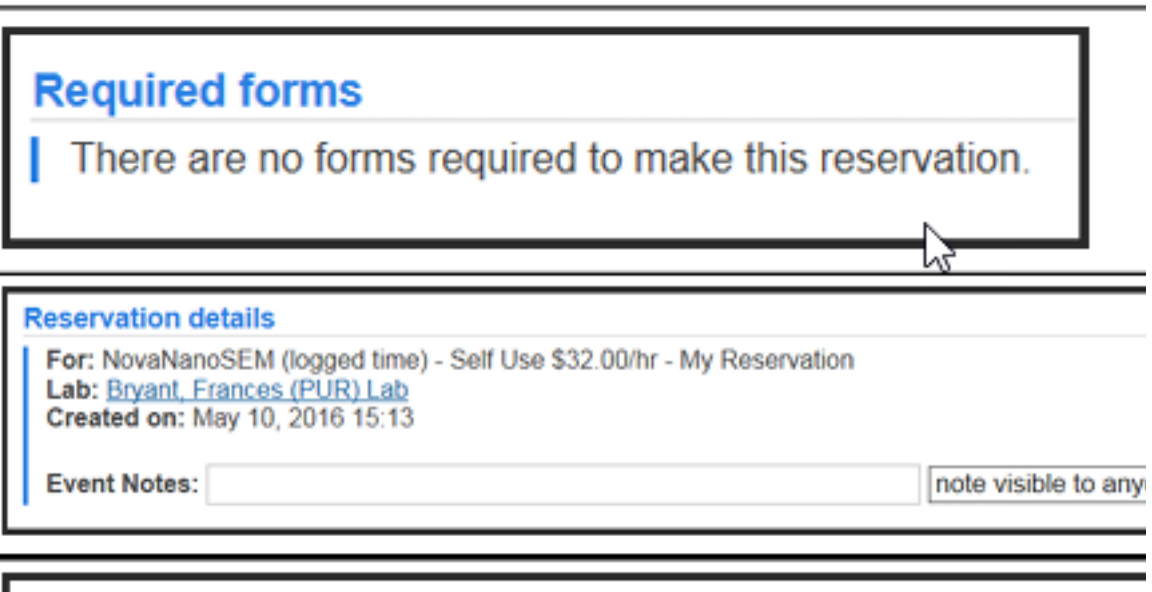
If training on equipment is required, instead click **Request Training**

How to reserve equipment

Scheduling on core calendars (2 of 4)



Navigate to the desired week, locate day of the week, and click and drag to select the desired time span.



Required forms contain any forms required prior to use of the equipment.

Review the **Reservation Details** and Add any Event Notes if the reservation required special instructions.

How to reserve equipment

Scheduling on core calendars (3 of 4)

Times	
Scheduled:	May 11, 2016 11:00 AM - May 11, 2016 01:00 PM
Logged:	05/11/2016 11:00 AM - 05/11/2016 01:00 PM
Billable:	05/11/2016 11:00 AM - 05/11/2016 01:00 PM

Review **Times** of reservation

Use and cost of reservation	
May 11 '16 11:00 - 13:00	Self Use \$32.00/hr
Total: \$64.0 (2.0 hours)	

Review **Use and cost of reservation**

Payment information:	
Please enter the Account String	
%	Account String
1 100.0	%21010000-8000000109 501 1063-9005 (Expires on December 31, 2075)
100.0%	total allocated
split charge	

Many users have a default account assignment.

Review **Payment information** to ensure the proper account will be charged for this reservation.

If the account the User intends to charge does not appear, contact your home Business Office

How to reserve equipment

Scheduling on core calendars (4 of 4)

To split charges among multiple accounts, click Split Charge and allocate to each account by percentage.

Note: Only authorized accounts are displayed, and charges cannot be split to multiple labs.

To notify a user in addition to the facility of this reservation, add their email address

- Click **Save Reservation** to submit
- Click **Cancel Changes** or **Delete Reservation** if you need to start over.

How to reserve equipment

Viewing your reservations



Under Core Facilities, click **My Reservations**

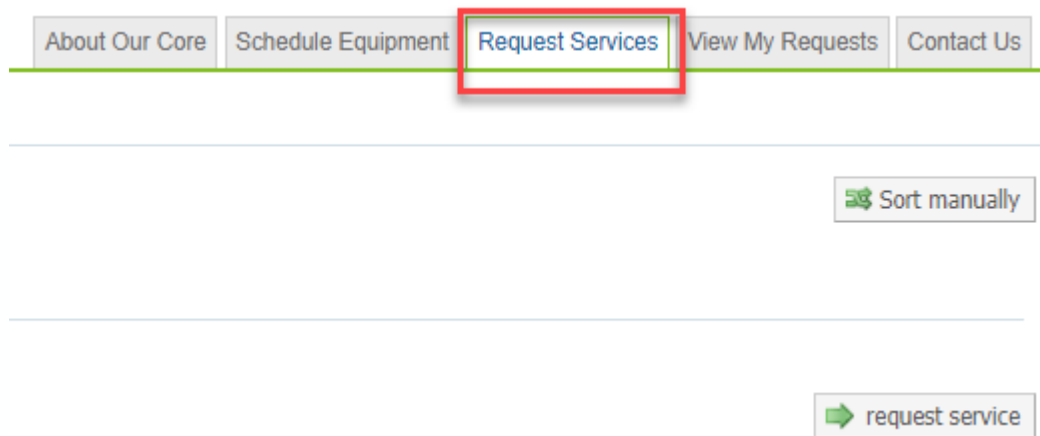
TODAY'S RESERVATIONS			
Resource	Scheduled start time	Scheduled end time	Duration
NovaNanoSEM Q - NovaNanoSEM	Thu, 12 at 02:30 PM	Thu, 12 at 03:30 PM	1.0 hrs
FUTURE RESERVATIONS			
May			
Resource	Scheduled start time	Scheduled end time	Duration
NovaNanoSEM Q - NovaNanoSEM	Wed, 18 at 09:30 AM	Wed, 18 at 11:30 AM	2.0 hrs
PAST RESERVATIONS			
May			
Resource	Actual start time	Actual end time	Duration
NovaNanoSEM Q - NovaNanoSEM	Wed, 11 at 11:00 AM	Wed, 11 at 01:00 PM	2.0 hrs
NovaNanoSEM Q - NovaNanoSEM	Tue, 10 at 01:00 PM	Tue, 10 at 04:30 PM	3.5 hrs
NovaNanoSEM Q - NovaNanoSEM	Tue, 10 at 10:00 AM	Tue, 10 at 12:00 PM	2.0 hrs
CM 500 Q - CM 100	Mon, 09 at 09:00 AM	Mon, 09 at 11:30 AM	2.5 hrs

All reservations from the past, current day, and for the future are listed.

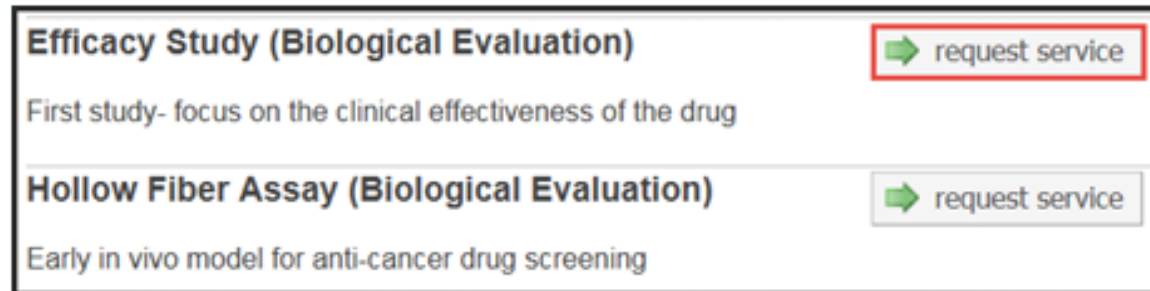
Details can be reviewed and if the reservation has not yet been billed, account/payment information can be edited.

How to request services

Requesting core services (1 of 3)



On the core landing page, click on the Request Services tab.



Locate the desired service and click the corresponding **request service** button.

How to request services

Requesting core services (2 of 3)

Blastocyst Injection of ES Cells

Request Name:

Customer: Stella Price Lab: Bryant, Frances (PUR) Lab
Email: stella.price@ilabx.com Phone:

The request is named according to the name of the core and the user submitting the request.

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

Principal Investigator

Name:

Phone Number:

Campus Address:

email:

Affiliation: PUCR Member
 Purdue University Faculty
 CTSI Member
 External Request

Alternate Contact:

Alternate Phone Number:

email:

Study Summary:

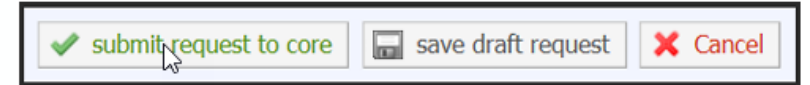
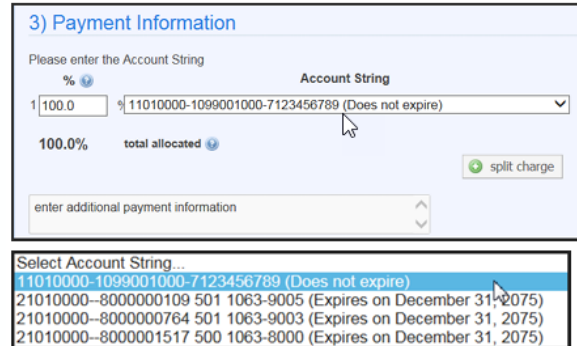
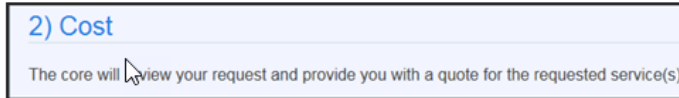
Please list any impending deadlines (consultation, grant application, grant deadline, etc.) related to your project

Any form(s) required from the core are listed.

Complete all fields.

How to request services

Requesting core services (3 of 3)



Depending on the service request and core, the cost may display based on information and selections from the form or the core may review the request and return a quote to the user.

Select correct account from drop-down menu to complete **Payment Information**.

To split charges between multiple accounts, click **split charge** and enter the allocations by percentage.

NOTE: Only accounts for which the user is authorized will be available for selection.

Click **submit request to core** to submit to lab for review.

If request is not yet complete, click **save draft request** to hold and submit at a later time.

To cancel request, click **Cancel**.

How to request services

Viewing Requests (1 of 3)

The screenshot shows a navigation bar with buttons for 'About Our Core', 'Schedule Equipment', 'Request Services', 'View My Requests' (highlighted with a red box), and 'Contact Us'. Below the navigation bar is a 'Reload Active Requests' button. Underneath is a section titled 'active requests' with a dropdown arrow. Below this is a table displaying 4 results.

date	for	service id	status	cost
May 17 (May 17, 2016)	Stella Price Eysant, Frances (EURE) Lab	PUCGR-SP-14 Transgenic Mouse	Waiting for Core to Agree	\$0.00 (\$0.00)
May 05 (May 05, 2016)	Stella Price Eysant, Frances (EURE) Lab	PUCGR-SP-10E Transgenic Mouse	Waiting to Submit to Core	\$0.00 (\$0.00)
May 05 (May 05, 2016)	Stella Price Eysant, Frances (EURE) Lab	PUCGR-SP-10E Transgenic Mouse	Waiting to Submit to Core	\$0.00 (\$0.00)
May 05 (May 05, 2016)	Stella Price Eysant, Frances (EURE) Lab	PUCGR-SP-7 Transgenic Mouse	Completed	\$300.03 (\$300.03)

completed: May 05

Click **View My Requests**

A list of all outstanding service requests is displayed.

The screenshot shows a dropdown menu titled 'status' with the following options: 'Processing', 'Waiting for Core to Agree', 'Waiting to Submit to Core', 'Completed', and 'Waiting for Researcher to Agree'. There are 'Submit', 'Agree', and 'Disagree' buttons associated with the menu items.

Review status of requests, and take action when needed.

- Waiting to Submit to Core
- Waiting for Core to Agree
- Waiting for Researcher to Agree
- Processing
- Completed

How to request services

Viewing Requests (2 of 3)

Waiting to Submit to Core

A draft version of the request has been saved. Request has not been submitted to the core.

▶ May 18 (May 18 2016)	Stella Price Bryant, Frances (PUR) Lab	PUCCR-SP-[CID] Transgenic Mouse	Waiting to Submit to Core	\$0.00 (\$0.00)
			<input type="button" value="▶ Submit"/>	

Waiting for Core to Agree

The status of a newly submitted request that requires lab/core approval. The lab manager is reviewing the request and/or preparing a quote or statement of work.

▶ May 17 (May 17 2016)	Stella Price Bryant, Frances (PUR) Lab	PUCCR-SP-14 Transgenic Mouse	Waiting for Core to Agree	\$0.00 (\$0.00)
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Waiting for Researcher to Agree

Request quote/proposal has been approved by requester and is back to the lab manager for final approval.

▶ May 18 (May 18 2016)	Stella Price Bryant, Frances (PUR) Lab	PUCCR-SP-17 Transgenic Mouse	Waiting for Researcher to Agree	\$2,000.00 (\$0.00)
			<input type="button" value="▶ Agree"/> <input type="button" value="⊖ Disagree"/>	

How to request services

Viewing Requests (3 of 3)

Processing				
The request is approved and in progress. No action is required.				
▶ May 17 (May 06 2016)	Stella Price Bryant, Frances (PUR) Lab	PUCCR-SP-15 Transgenic Mouse	Processing	\$800.00 (\$842.00)
Completed				
Service is complete. Billing will occur within the next 30 days.				
▶ May 17 (May 17 2016)	Stella Price Bryant, Frances (PUR) Lab	PUCCR-SP-14 Transgenic Mouse	Completed	\$850.00 (\$850.00)
				completed: May 17

How to get help with iLab

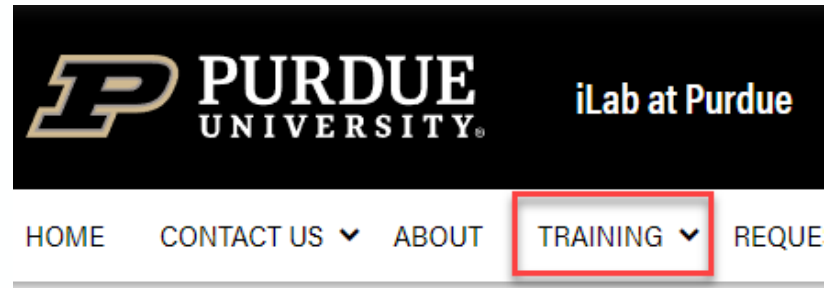
Resources for iLab At Purdue

Campus Email



One of the easiest ways to request help in iLab, is to email ilabhelp@purdue.edu, which will generate a support ticket and alert our team members, who will swiftly respond and provide assistance.

iLab Support site



iLab At Purdue maintains a support site (Purdue.edu/ilab) with a library of Training Quick Reference Cards (QRCs), as well as other iLab related information.

Drop in support sessions



- The iLab At Purdue support team has daily, drop-in support sessions (held using Microsoft Teams). Sessions can be entered by clicking the links on the [iLab support page](#), launching a session during the listed times.

Conclusion

Summary

This document presentation was intended to give Purdue lab members a concise overview of iLab and assist them in the task they may need assistance with in using or interacting with iLab.

Additional Trainings

Additional, similar presentations are available for principal investigators, department/center/core financial administrative support, and research core staff and administrators.

Questions

If you need additional assistance or would like to discuss the wider capabilities of iLab, please reach out to the iLab At Purdue support team at ilabhelp@purdue.edu.

Thank You

iLab At Purdue team, ilabhelp@purdue.edu

