



# Optical Biology Core (OBC)/ Institute for Immunology (IFI) Flow Cytometry Facility (FCF) iLab User Guide

Revised 11/24/2021

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## Register for an iLab Account

All users are required to complete a one-time registration; once registered, the system will enable you to place service requests and monitor progress.

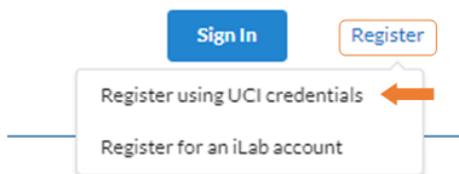
Types of User Accounts:

- Internal Users – Internal users are from UCI and have a UCI netID
- External Users – External users are from other institutions outside of UCI (e.g., non-profits, other UC campuses or academic institutions, industry)

Note: Internal users who are CFCCC Members as of March 1, 2021 have been pre-registered for an iLab account.

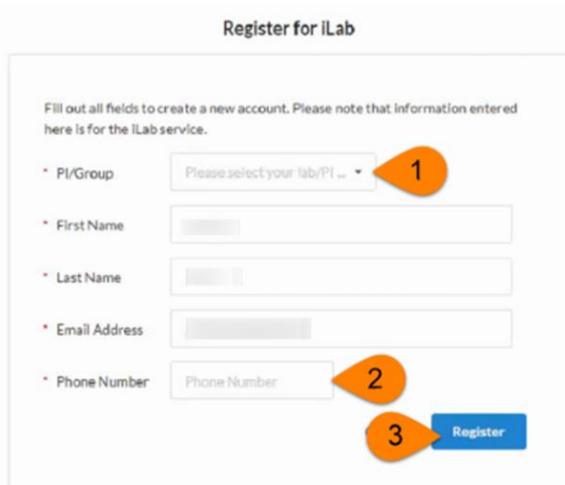
**Registration for Internal (UCI) Users:** To get started, you must register for an account.

1. Navigate to the IFI FCF core page: [https://uci.ilab.agilent.com/service\\_center/show\\_external/5727](https://uci.ilab.agilent.com/service_center/show_external/5727)
2. In the upper-right-hand corner of the screen select Register and click the Register using UCI Credentials option



3. You will be directed to the DUO authentication page where you will need to enter your UCI netID and password
4. Once you have entered your credentials, click the Login button
5. You will be directed to an iLab Registration page where you will need to i) select your PI/Lab (from a drop-down menu, ii) add your phone number (your name and email address will be pre-filled), and iii) click Register

**Note:** If you are the PI, please send an email to [cfccadmin@hs.uci.edu](mailto:cfccadmin@hs.uci.edu) to request the creation of your Lab/Group in iLab.

A screenshot of the 'Register for iLab' form. The title is 'Register for iLab'. Below the title is a note: 'Fill out all fields to create a new account. Please note that information entered here is for the iLab service.' The form has five fields: 'PI/Group' (a dropdown menu with the text 'Please select your lab/PI ...'), 'First Name', 'Last Name', 'Email Address', and 'Phone Number'. There are three orange callout bubbles with numbers: '1' points to the PI/Group dropdown, '2' points to the Phone Number field, and '3' points to the 'Register' button at the bottom right of the form.

6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab (they will need to approve your membership and assign any KFS Accounts for your use)
7. Once you receive a notification email that your account has been approved, you can request services from the IFI FCF core

**Registration for External (Non-UCI) Users:** To get started, you must register for an account. Anyone that does not have a UCI email and does not belong to a UCI PI's lab is considered external.

1. Navigate to the IFI FCF core page: [https://uci.ilab.agilent.com/service\\_center/show\\_external/5727](https://uci.ilab.agilent.com/service_center/show_external/5727)
2. In the upper-right-hand corner of the screen select Register and click the Register for an iLab Account option



3. You will be asked to provide your institution email address, personal information (name, phone, role), PI contact information, and billing information
  - If your institution and PI already exist in iLab, your account is automatically created
  - If your institution or PI does not exist, your account will be sent to the iLab support team to be approved (allow 24 hours for your account to be reviewed/approved)

**Pre-Registered Internal Users:** You have been pre-registered for an iLab account and can sign in using UCI credentials.

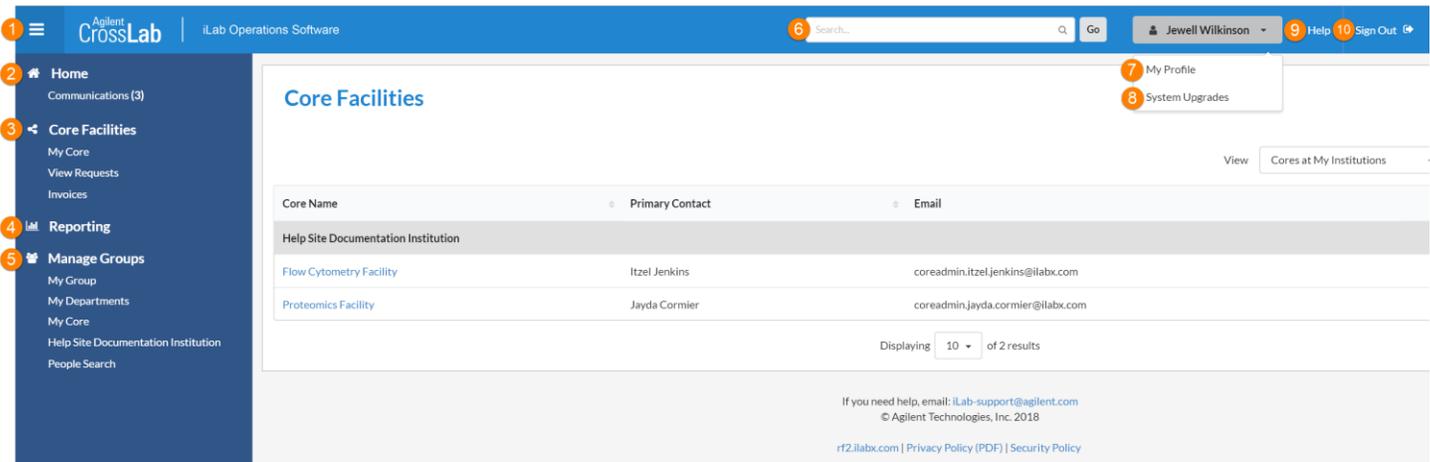
1. Navigate to the IFI FCF core page: [https://uci.ilab.agilent.com/service\\_center/show\\_external/5727](https://uci.ilab.agilent.com/service_center/show_external/5727)
2. Sign in using UCI credentials
3. You will be directed to the DUO authentication page where you will need to enter your UCInetID and password
4. Once you have entered your credentials, click the Login button

For more information visit [Registering with iLab](#)

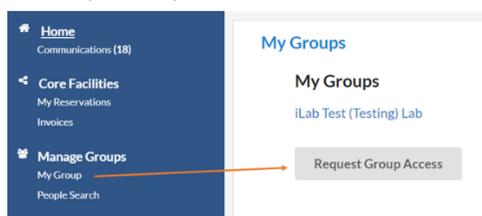
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## Navigate iLab

iLab uses a navigation structure that relies on a left-hand navigation panel (typically hidden) for access to all high-level system areas, combined with several navigation elements at the top of the screen that provide access to various system functions. The main area of the screen contains the currently active interface.



1. **Show/Hide** navigation: The left-hand navigation panel is usually hidden but can be shown (and hidden again) by clicking on the on three horizontal bars at the top left of the screen
  2. **Home**: When you log into iLab, you will automatically be taken to your home page where you can access service requests, messages, and recently used core facilities
  3. **Core Facilities**: Click on this section header to list and search all core facilities at your own institution, as well as at partner institutions and other outside institutions
    - **My Cores**: Visible to core administrators and staff
    - **View Requests**: For PIs and Lab Managers - provides access to all service requests ordered through your Lab/Group
    - **Invoices**: Provides access to all your invoices
  4. **Reporting**: The Reporting interface allows administrators to run reports on all data in iLab
  5. **Manage Groups**: Click on this section header to show a page with all groups, departments, cores and institutions you have access to
    - **My Groups**: provides access to all Labs/Groups of which you are a member and allows you to request access to additional Labs/Groups
- **Request Access to Additional Labs/Groups:**  
To request access to additional Labs/Groups, click Request Group Access (grey button) on the My Groups screen.



Complete the required fields in the pop-up window: Institution (University of California Irvine) and Group (PI's last name); Click Request Access (blue button) and an email notification will be sent to the PI requiring approval for member to join the lab.

**Request Group Access**

Institution\*

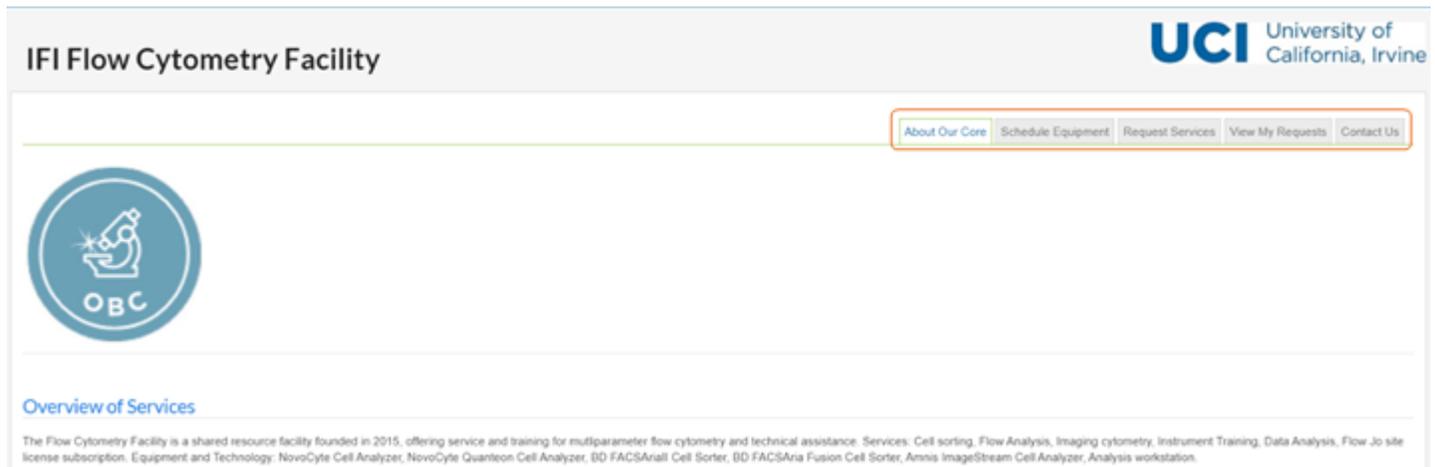
Group\*

Note: PI will need to assign member KFS account(s) to use for the requested service(s).

- **My Departments:** visible to institutional administrators
  - **My Cores:** visible to core administrators and staff
  - **People Search:** find people in iLab and perform certain management functions (depending on your role)
6. **Search:** Use this tool to search for specific cores and services (enter a key term and results will display on the page)
  7. **My Profile:** Click here to view and edit your user profile
  8. **System upgrades:** This link gives you access to all messages regarding the system and updates to the iLab software
  9. **HELP:** The Help link brings you to iLab's customer support portal
  10. **Logout:** Click here to logout of the system

### Overview of Using a Core

IFI FCF in iLab looks similar to this:



Each Core is organized into tabs across the top of the page (tab names may vary by core). The most common tabs are:

- **About Our Core:** Overview of the core's offerings and various logistical details
- **Schedule Equipment:** Make reservations for the core's resources
- **Request Services:** Request services from the core
- **View My Requests:** View all your requests with the core
- **Contact Us:** Submit a question or comment to the core staff

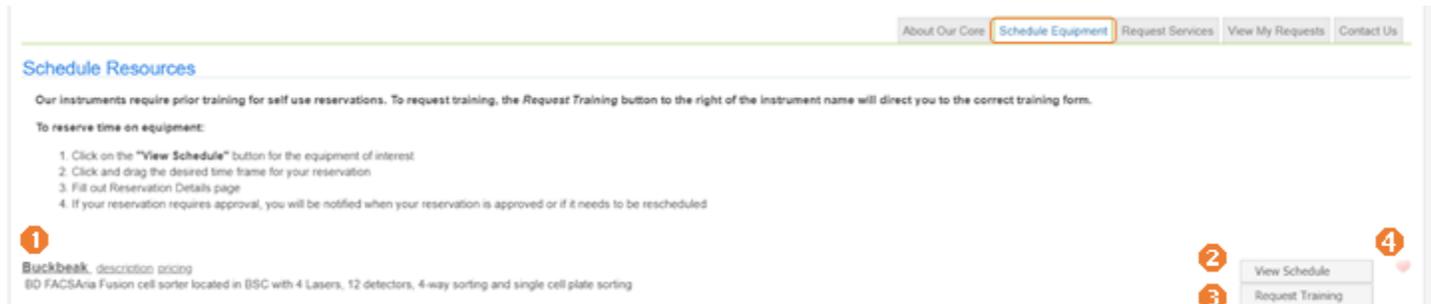
## Schedule Equipment

To schedule equipment, you must already be registered in iLab. Once registered, navigate to [https://uci.ilab.agilent.com/service\\_center/show\\_external/5727](https://uci.ilab.agilent.com/service_center/show_external/5727) and sign in (upper right-hand corner of the screen).

The Schedule Equipment tab is where Core Customers can review the schedules of a core's resources and make reservations.

### Layout of Schedule Equipment tab

The layout of the Schedule Equipment tab is shown below:



1. **Resource header:** The header shows the name of the resource (clicking on the name will open the Schedule, the same effect as clicking the View Schedule button)  
To the right of the title are two additional links:
  - o **description:** Provides a description of the resource
  - o **pricing:** Contains pricing for this resource
2. **View Schedule:** Click View Schedule to view the schedule for this resource and make reservation (for trained and authorized users only)
3. **Request Training:** Users not authorized to schedule a reservation should click Request Training to be trained (you will be redirected to the Request Services tab (described in the next section) to submit a Training/Assisted Use Request)
4. **Favorite:** click on the heart icon to mark this resource as a favorite (for easy reference later)

### Create a Reservation

Before you can create a reservation, you must have been trained to utilize the equipment and be authorized to make reservations. If you are not authorized, please contact the core manager or select Request Training (described below).

#### Note

You are not authorized to create or edit reservations. Please contact your core manager if you need to do so.

- **Schedule an Event on the Calendar**

To schedule an event on the calendar, click and drag on the day and time of the intended usage. If you are a member of multiple Labs/Groups, you will first be asked to select the Lab/Group this reservation will be made under.

A pop-up will open with three tabs:

- **General:** The first tab contains important information that will need to be completed to create your reservation (described below)
- **Comments:** The second tab contains all comments that have been added to the reservation by you and/or the core (additional comments can be added by clicking the blue Add a Comment button)
- **Contacts:** This tab contains information about the group that the reservation has been made under

The screenshot shows a reservation management interface with three tabs: General, Comments, and Contacts. The 'General' tab is active and contains several sections:

- 1 Reservation details:** Includes reservation information such as 'For: Buckbeak - Assisted Use \$85.00/hr (All Customers) (needs approval) - My Reservation', 'Lab: Lab\_Test (Testing) Lab', and 'Created on: May 23, 2021 16:42'. It also features an 'Event Notes' field and a 'note visible to anyone' dropdown.
- 2 Times:** A table showing the reservation schedule:
 

Scheduled	Start	End
May 24 2021 11:00 AM	May 24 2021 11:00 AM	May 24 2021 02:00 PM
- 3 Use and cost of reservation:** A table showing usage details:
 

Duration	Effective Rate	Amount	Use Type
2.0 hours	\$85.00	\$170.00	Assisted Use
3.0 hours	Total Cost	\$255.00	VICI Events
- 4 Payment information:** Includes a field for 'po number' and a 'Total Allocated' field showing 100.0%.
- 5 Invite additional people to this event by email:** A text input field for email addresses.
- 6 Required forms:** A section indicating 'There are no forms required to make this reservation.'
- 7 Save Reservation** and **Cancel Changes** buttons are at the bottom left.
- 8 Delete Reservation** button is at the bottom right.

1. **Reservation details:** Verify key information about the reservation, such as the specific resource, the lab and when it was created
2. **Times:** Verify the times of the reservation are correct (if you want to make any changes, click on the pencil icon, update the information, and then click the green check mark icon)
3. **Use and cost of reservation:** Verify the usage type (e.g., assisted or unassisted) and the cost of the reservation (the cost may depend on the selected usage type)
4. **Payment information:** Select your payment method (internal users - select the Fund from the drop-down; external users - enter a PO number)
5. **Invite additional people to this event by email:** If you would like to invite others, enter their email address to forward an invite to them
6. **Required Forms:** If the resource requires you to complete any forms, they will be listed in this panel

7. **Save Reservation/Cancel Changes:** Click Save Reservation to save the reservation as currently configured or click Cancel Changes to go back to the equipment schedule without saving any changes
8. **Delete Reservation:** Click Delete Reservation if you would like to completely remove this reservation from the schedule (the reservation will be removed and release the reserved time)

## Change or Cancel a Reservation

To change or cancel a reservation, first locate it on the calendar by clicking on the View Schedule button for that equipment.

IF1 Flow Cytometry Facility > View Schedule

**Buckbeak** ❤️ 📍

Week (7 Days) < Sun, 23 May - Sat, 29 May 2021 Pacific Time (US & Canada) > Calendar Details

	Sun, 23 May	Mon, 24 May	Tue, 25 May	Wed, 26 May	Thu, 27 May	Fri, 28 May	Sat, 29 May
09:00 AM		Trained User Staff Scheduled Training Session					
10:00 AM		Assisted Use					
11:00 AM						<b>Alice Researcher</b>	
12:00 PM							
01:00 PM							
02:00 PM							
03:00 PM							

- Hover over the reservation to view details (date, time, duration, price, etc.)
- Click on the reservation to access the edit menu that appears to the left, then click on the edit menu to make changes or cancel

General Comments Contacts

**Reservation details**

For: Buckbeak - Assisted Use \$85.00/hr (All Customers) (needs approval) - My Reservation  
 Lab: [Lab Test \(Testing\) Lab](#)  
 Created on: May 23, 2021 10:55

**Event Notes:**  note visible to anyone  Copy notes to the charge and display on the invoice

**Times**

Scheduled	Start	End	
	May 28 2021 11:00 AM	May 28 2021 12:00 PM	

**Use and cost of reservation**

IF YOU ARE A TRAINED USER AND ARE REQUESTING ASSISTANCE, CLICK ON THE 'PRICING DETAILS' BUTTON AND SELECT 'ASSISTED USE' FROM THE DROP DOWN. YOUR REQUEST WILL BE SUBMITTED TO A STAFF MEMBER FOR APPROVAL.

Duration	Effective Rate	Amount	Use Type
1.0 hours	\$85.00	\$85.00	Assisted Use <input type="button" value="View Rate"/>

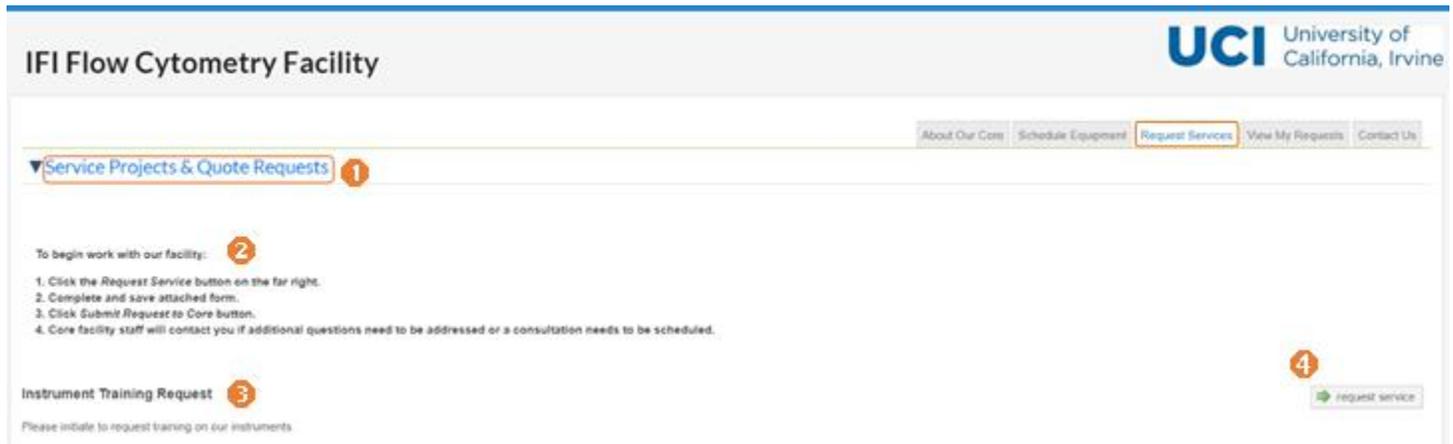
- Click on the pencil icon to change the reservation date and/or time (click Save Reservation to apply the changes)
- To cancel the reservation, please contact the Core Manager listed on the About Our Core tab

## Initiate a Service Request

To initiate a service request, you must already be registered in iLab. Once registered, navigate to [https://uci.ilab.agilent.com/service\\_center/show\\_external/5727](https://uci.ilab.agilent.com/service_center/show_external/5727) and sign in (upper right-hand corner of the screen).

### Layout of Request Services Tab

The layout of the Request Services tab is illustrated below:



1. **Service Requests panel:** The main panel of the Request Services tab where you can access service information
2. **General information:** General information and instructions provided by IFI FCF related to their service requests
3. **Service request titles and descriptions:** A listing of the available IFI FCF service(s) you can request
4. **Initiate request:** click the Request Service button to initiate a request

### Initiate a Service Request

As discussed above, initiate a service request by clicking on the Request Service button of the appropriate request. This will open the Service Request interface:

The interface has two sections:

1. **Forms and Request Details:** This section will contain any forms that need to be completed as part of the service request
2. **Cost:** This section is for core use only and may reflect an initial cost estimate for the service request, or it may be empty and later updated by the core after submission

Once you have completed these sections, click one of the buttons at the bottom of the interface to proceed:

- **Submit request to core:** Submit the request for the core to review
- **Save draft request:** Close the Service Request interface and save the current request as a draft (it can be revisited and completed from the View My Requests tab)
- **Cancel:** Cancel the request (all completed information will be lost)

Note: If you (accidentally) refresh your browser while completing a service request, it will be saved as a draft and can be found on the View My Requests tab.

For more information visit [iLab Using a Core](#)

## Enter Payment Information

The final section of the Service Request interface asks for the payment information to be used for the request.

- If you are an Internal User, the Fund Number can be entered manually or selected from a drop-down that will contain all KFS Accounts assigned to you by your PI or Lab/Group manager

Note: If no Funds are available, you should contact your PI or Lab/Group manager to assign you one or more Funds.



3) Payment Information

Please enter the Fund Number

Fund Number  
Select Fund Number...

enter additional payment information

submit request to core save draft request Cancel

- If you are an External User, you will typically enter a PO number or identify another form of payment in this field



Payment Information

\*\*A PO NUMBER IS NOT REQUIRED\*\*

% PO Number

1 100.0

100.0% Total Allocated

Split Charge

enter additional payment information

Additional Information

Default billing status for timesheet charges: Billable

submit save draft request Cancel

- The text field below the fund selection lets you add any notes (optional) for the core.

For more information visit [iLab Payment Methods](#)

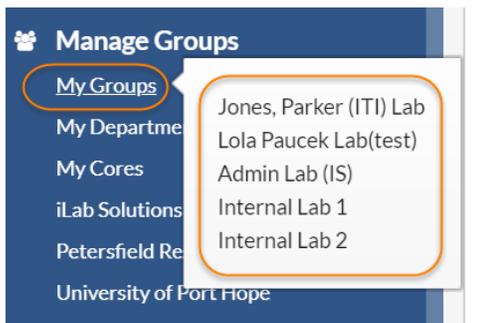
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## Manage a Lab/Group (for PIs/Lab Managers)

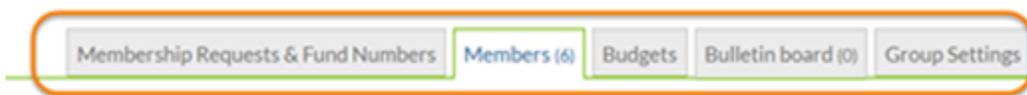
The Lab/Group interface is the central hub for PIs and Lab/Group Managers to manage the Lab/Group members, access to funding, monitor budget and modify various settings. In iLab, every user must be a member of at least one Lab/Group to be able to request services and make reservations.

### Access & Manage Your Lab/Group

To access your group, either hover over the My Groups link on the left-side navigation and then select the lab from the pop-up or click on the My Groups link and then select the lab from the list on the next page (if you have only one group, clicking the link will take you straight there).



To manage your lab/group, utilize the various tabs across the top of the iLab screen (described in detail below):



### Membership Requests & Fund Numbers Tab

The layout of the Membership Requests & Fund Numbers tab is illustrated below:

**1 Membership Requests**  
 ✓ No Access Requests require approval

**2 Manage Fund Numbers**  
 ▶ Customize Fund number Grid  
 ⓘ Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Filter Fund Number numbers  
 Filter Members

Name	Default Fund Number	22123	23544	26435
Sample PI	22123	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sample Manager	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sample Member 1	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sample Member 2	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 4 of 4 entries First Previous **1** Next Last

**3** ▶ Manually add a new Fund Number  
**4** ▶ Manage Fund Numbers

1. **Membership Requests:** Accept or decline users that are looking to become members of your lab
2. **Manage Fund Numbers:** The main purpose of this interface is to assign/unassign access to funds for each of your group members (the Fund Grid)
3. **Manually add a new Fund Number:** This interface lets you add new fund numbers to your Research Group

- **Accept/Decline Membership Requests**  
During the registration process, users can select the PI they work with. When a user selects you as their PI, you will see a membership request at the top of the page.

You can choose to Accept or Reject the membership request. If accepted, the user will be added to your group/lab. You will then be able to assign funding to your user.

- **Assign/Unassign Fund Numbers**  
Adding or removing fund numbers for each of the lab members can be done in the Manage Fund Numbers section of the tab. To assign a fund number to a user, click the check box of the fund number in the row for that user. To remove a fund number, uncheck the box for that user.

### Manage Fund Numbers

Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Name	Default Fund Number	22123	23544
Sample PI	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sample Manager	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sample Member 1	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sample Member 2	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Default fund numbers can be assigned for each group member by clicking on the Default Fund Number column for that user. If a default fund number is assigned, this will be used for every request the member makes unless they actively select a different fund.

- **Manually Add a Fund Number**

To add a Fund Number, type the new information in the correct format:

- **Account:** 2 alpha, 5 numeric (e.g., SP12345)  
The account must exist in KFS. If it does not, your fiscal officer can provide this information.
- **Project:** Project refers to the Project Code in KFS (this is an optional field)  
The project must match what exists in KFS. Please contact your fiscal officer for more information.

- Title: account title of the KFS account (this is an optional field)  
The title has a max of 50 alphanumeric characters.
- KFS Account: autogenerated when Account and Project fields are completed; click Add to add the fund number

### Manage Fund Numbers

Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Name	Default Fund Number	22123	23544	26435
Sample PI	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sample Manager	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sample Member 1	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sample Member 2	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Members Tab

In the Members tab you can set financial auto-approval thresholds, add new users and manage current memberships to your group.

The layout of the Members tab is illustrated below:

The screenshot shows the 'Members' tab interface. At the top, there are navigation tabs: 'Membership Requests & Fund Numbers', 'Members (1)', 'Budgets', 'Bulletin board (3)', and 'Group Settings'. The 'Members (1)' tab is selected and highlighted with an orange circle.

**1. Lab-wide approval settings**

Click the pencil icon next to the person below whom you would like to make the financial approver.

Default auto-approval threshold: \$ 50000.0  
 Cost overage buffer: \$ 100.0

save approval settings

**2. Lab members and settings**

Active Members | Expired Members

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date	End Date
Jewell Wilkinson	Lab default (\$50,000.00)		instadmin.jewell.wilkinson@ilabx.com			
Abdul Walker	Lab default (\$50,000.00)		instadmin.abdul.walker@ilabx.com			
Nathanael Dickinson	Lab default (\$50,000.00)		instadmin.nathanael.dickinson@ilabx.com			
Domenico Carroll	Lab default (\$50,000.00)		instfnnmgr.domenico.carroll@ilabx.com			

+ Add New User | 🔍 Link Existing User

1. **Lab-wide approval settings:** Set the financial approval thresholds for the group altogether
2. **Lab member and settings:** Add/remove users from the group and manage their current memberships

- **Set Approval Thresholds**  
Financial approvals are required from lab administrators when the cost of the service requests submitted by the members exceeds the auto-approval threshold. You can adjust your lab auto-approval threshold in the Lab-Wide Approval Settings section.

**Lab-wide approval settings**

Click the pencil icon next to the person below whom you would like to make the financial approver.

Default auto-approval threshold  ⚠

Cost overage buffer  ⚙

- **Default auto-approval threshold:** The maximum cost of a service request that can be automatically approved  
Note: The UCI default auto-approval threshold is \$5000.
- **Cost overage buffer:** The amount that a service request can go over the original agreed-upon cost before a notification is sent to the lab administrators  
Note: The UCI-default cost overage buffer is \$100.

- **Manage Memberships**

The Lab Members and Settings section allows you to add/remove members from the group and manage the existing memberships.

**Lab members and settings**

Active Members | Expired Members

Name	Auto Approval Amount	ERP ID	Default FS	Email	Phone	Start Date	End Date	
<a href="#">iLab Team</a>	Lab default (\$0.00)	n/a		thelab@ilabcc.com				👤 📄 🗑
<a href="#">Rick Grimes</a>	Lab default (\$0.00)	n/a		jojo21206@live.com	555-555-5555			👤 💰 📄 🗑

1. **Member icons:**

- **Role** (person icon): Hover your mouse over this icon to display the role of the user
  - 👤 (blue icon) represents PIs and Members
  - 👤 (yellow icon) represents Lab Managers
- **Financial contact** (dollar icon): This icon indicates the user is also the lab financial contact and will receive all e-mail notifications requiring the lab administrator's attention  
Note: The PI or any additional Manager can still approve pending requests.
- **Edit member** (pencil icon): Allows you to edit the membership settings of any member (see item 2 below)
- **Remove member** (trash icon): Allows you to remove the member from the lab (this does not delete their account from the system)

2. **Edit member:** When you click on the pencil icon, you will be able to adjust:

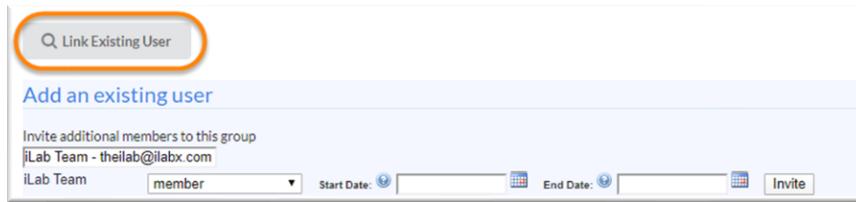
- **Email:** iLab communications for this user are sent to this e-mail address
- **Phone number:** Contact phone number for the user
- **Auto-approval Amount:** Overrides the lab default auto-approval threshold and sets different limits per member, at your discretion
- **Permission:** This drop-down specifies the role of the lab member (e.g., Member, Manager or Principal Investigator)
- **Can order?:** Not enabled for UCI
- **Core Financial Contact?:** Email notifications are sent to this member
- **Start Date:** The start date for the user as a member of the lab  
If set to a point in the future, the user will not be associated with the lab until the start date. This can be used to set up lab members in advance without giving them access until their start date. When left empty, the user will be active immediately.
- **End Date:** The end date for the user as a member of the lab  
After the end date, the user will be removed from the lab and will not be allowed to pay for services using any lab fund. When left empty, the membership will have an indefinite duration.  
Note: For expired users, outstanding charges will still follow the normal billing process. To review or reactivate expired memberships, click on the Expired Members tab.

Name	Auto Approval Amount	ERP ID	Default FS	Email	Phone	Start Date	End Date
<a href="#">iLab Team</a>	Lab default (\$0.00)		n/a	thelab@ilabx.com			
<a href="#">Rick Grimes</a>	Lab default (\$0.00)		n/a	jojo21204@live.com	555-555-5555		

- **Save/Cancel:** Use this to save or cancel any change made to membership settings

3. **Add new user:** Not enabled for UCI
4. **Link existing user:** Add an existing iLab user to your group

Type the user's name in the search field, select the user from the search results, adjust their role, start and end date fields (if applicable), and click Invite.



Q Link Existing User

Add an existing user

Invite additional members to this group

iLab Team - theilab@ilabx.com

iLab Team member Start Date: End Date: Invite

For more information visit [iLab Managing a Group](#)