Introduction.

iLabs is a third party project management software designed specifically for core labs in academic institutes. QMUL has invested in iLabs to manage the activity of four core facilities and there is potential for additional facilities to be involved as a second wave.
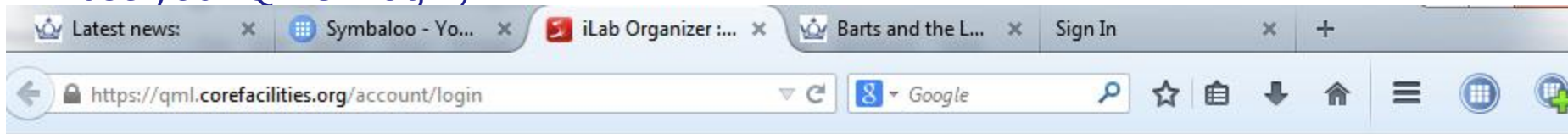
The rationale behind the package is that each individual researcher will be able to book projects at core facilities both at their own host organisation and those elsewhere.   The researcher will be authorised to spend against particular budget codes to an explicit level. They will book projects through iLabs and the costs will be charged.

The PI or lab manager within each research group is responsible for specifying which researchers belong to the group and on which budget codes they are authorised to spend.   They will also need to authorise any transactions that exceed a pre-defined limit before the project can commence

- This document is designed as a quick reference for lab managers or PIs

- How to register and login

- How to find details of your lab

- How to add new users to a group

- How to create budget codes

- How to assign budget codes to individual researchers

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- Register for an account at https://qml.corefacilities.org/account/signup/596
- Sign in as either a QMUL or non QMUL user at https://qml.corefacilities.org/account/login (for QMUL user you should be able to use your QMUL login)

- **Once logged in you will see**

1) Recent messages – communications within iLabs with core facilities

2) Recently used cores – all cores that you have used within the last two month

3) Recent jobs – all your recent jobs and any outstanding actions

4) A list of cores – a list of cores that you have access to

5) Your labs – details of the lab(s) to which you belong

- Click on "My Labs" to look at the set up of your lab, the screen shot is for the "Members" tab

- 1) You can "add new user" by clicking link

- 2) Or you can search for an existing user and add them to your lab (e.g. visiting members from another lab)

- 3) Lab member status (PI, Manager, Member) can be edited by clicking the yellow pencil (only available to lab managers or PIs). As a lab manager you can also adjust the amount a researcher can spend per job without authorisation from you or a PI (default is £500)

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- In the Membership Request & Budget Codes tab

- 1) Budget codes are automatically added each night to iLab from Agresso* assigning codes to PIs based on the email associated in Agresso. *Note; There is no facility to add budget codes in iLab.*

- 2) Assign budget codes to individual researchers enabling them to spend on that code

- 3) Disable existing budget code to prevent further spend on that code.

* What do I do if I can't see an authorised budget code in iLab? In this instance it is possible that the email field in Agresso for that budget code is empty or incorrect. Contact the core lab manager