



## 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.

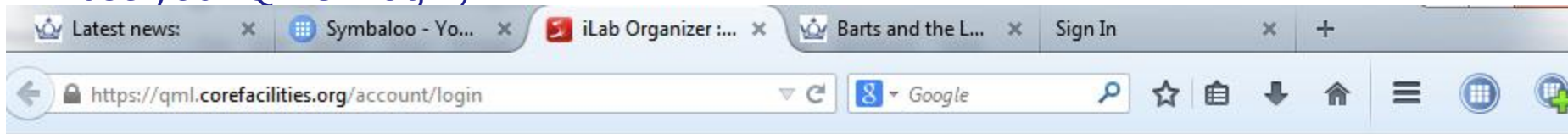
The rationale behind the package is that each individual researcher will be able to book projects at core facilities both at their own host organisation and those elsewhere. The researcher will be authorised to spend against particular budget codes to an explicit level. They will book projects through 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



- 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)



You are about to enter the private network of iLab Solutions, LLC. Unauthorized entry and/or use of this system may subject you to both civil and criminal liability under applicable state and/or federal laws and regulation.



### QML user :

Click [here](#) to login or register using your institute login and password.

### Not a QML user? :

Login using iLab credentials

If you don't have an account, please [register](#) for an iLab account.



The screenshot shows the iLab Solutions home screen. The browser address bar displays 'https://qml.corefacilities.org/homepage/'. The page header includes 'iLab Solutions' with the tagline 'save money, save time' and a search bar. The left sidebar contains navigation links: 'home', 'communications (60)', 'core facilities', 'my reservations', 'list all cores', 'invoices', 'manage groups', 'my labs', and 'people search'. The main content area is divided into sections: 'Home' with '60 unread messages' and '1 core used in the past two months', and 'Service Requests' with '13 alerts'. A table lists service requests with columns for Name, Owner, Cost, State, and Action.

Name	Owner	Cost	State	Action
GC-QM-[CID] 2. Transcriptomics - RNA sequencing, Arrays and qPCR -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
GC-QM-[CID] 1. Genomics - DNA Sequencing and Genotyping -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
GC-QM-[CID] 1. Genomics - DNA Sequencing and Genotyping -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
MF-QM-[CID] -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
MF-QM-[CID] -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
MF-QM-[CID] -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
GC-QM-276 B. Training -	Queen Mary	£0.00 (£0.00)	Waiting for Researcher to Agree	Agree
GC-QM-[CID] 1. Genomics - DNA Sequencing and Genotyping -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
GC-QM-[CID] 1. Genomics - DNA Sequencing and Genotyping -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit

- Once logged in you will see
  - Recent messages – communications within iLabs with core facilities
  - Recently used cores – all cores that you have used within the last two month
  - Recent jobs – all your recent jobs and any outstanding actions
  - A list of cores – a list of cores that you have access to
  - Your labs – details of the lab(s) to which you belong



lab\_members

https://qml.corefacilities.org/about/show\_profile/189083/?tab=lab\_members

### iLab Solutions

save money, save time

Search:  products

#### Genome Center Lab (QMUL)

communications (694)

find inventory  
add inventory  
manage locations

core facilities  
Genome Centre  
my reservations  
view requests  
list all cores  
invoices

reporting

manage groups  
**my labs**  
my departments  
Queen Mary  
University of London  
people search

Membership Requests & Budget Codes **Members (9)** Budgets Assets Bulletin board (4) Group Settings

#### Inventory Settings

Default product owner to request owner  Yes  No

#### 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 coverage buffer

#### Lab members and member settings

Name	Auto Approval Amount	Billing System ID	Email	Phone
<a href="#">Charles Mein</a>	Group default (£500.00)	12345678	c.a.mein@qmul.ac.uk	02078822055
<a href="#">Eva Wozniak</a>	£600.00	12345678	e.wozniak@qmul.ac.uk	0207 882 2058
<a href="#">Anna Terry</a>	Group default (£500.00)	12345678	a.terry@qmul.ac.uk	
<a href="#">Hennietta Adjepong</a>	Group default (£500.00)	click to edit	H.Adjepong@qmul.ac.uk	
<a href="#">iLab Administrator Que...</a>	Group default (£500.00)	click to edit	support+QMUL@ilabsolutions.com	
<a href="#">Kristie Wood</a>	Group default (£500.00)	12345678	kristie.wood@qmul.ac.uk	0207 882 2058
<a href="#">Mimi Hoti</a>	Group default (£500.00)	click to edit	m.hoti@qmul.ac.uk	0207 882 2058
<a href="#">Nadiya Mahmud</a>	Group default (£500.00)	click to edit	n.mahmud@qmul.ac.uk	0207 882 2058
<a href="#">Queen Mary</a>	Group default (£500.00)	click to edit	petar.minchev@ilabsolutions.com	

©2006 – 2014 iLab Solutions, LLC.  
facilities.org | [privacy policy \(pdf\)](#) | [security policy](#)

- 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)



**Membership Requests & Budget Codes** | Members (9) | Budgets | Assets | Bulletin board (4) | Group Settings

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

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

	GNM1000B	GNM1000B	GNM1005B	GNM1014B	GNM1015B	GNM1016B	GNM1017B	GNM1018B
Charles Mein	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eva Wozniak	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anna Terry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hennietta Adjepong	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iLab Administrator Queen Mary UL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kristie Wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mimi Hoti	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nadiya Mahmud	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queen Mary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Disable/Enable Budget Codes**  
 The list of these Budget Codes are received automatically from your institution's financial system. If you have any Budget Codes that are not used, please uncheck those below. Selected ones are displayed and usable in the grid above by your researchers.  
 Please note, when you uncheck a specific Budget Code, users will NOT be able to use it and any active charges that have not been billed will be considered invalid. If you think a Budget Code should not be in your lab permanently, please contact your institution administration.

[select all](#) | [select none](#)

12345678  4321test  GNM1000B  GNM1005B  GNM1015B  GNM1017B  
 1234test  9876test  GNM1000B  GNM1014B  GNM1016B  GNM1018B

©2006 - 2014 iLab Solutions, LLC.  
[qm1.corefacilities.org](#) | [privacy policy](#) | [pdf](#) | [security policy](#)

- 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