# iLabs: General Info, Tips, and Tricks

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## **Contact Info**

#### Coresupport@med.unc.edu

Access requests, troubleshooting, etc.
Additional individual or group training as requested

#### Michael Akridge

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Interim Director, Research Core Strategy <a href="mailto:KraftMeg@unc.edu">KraftMeg@unc.edu</a>



# Presentation Overview

- 1. Describe the different entities within iLabs
- 2. List available roles and responsibilities
- 3. Identify user icons and special icons
- 4. Lab manager vs. department manager
- 5. Adding CFS and granting access
- 6. How to add a lab to a department



# Entities in iLabs





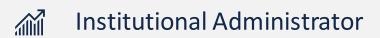








# User Roles in iLabs





Lab/Group Manager

🖔 Lab/Group Member

Core Administrator

Core Member

Core Customer



# iLabs User Icons













# Lab Manager vs Department Manager

Task/Responsibility	Lab Manager	Department Manager
Add Personnel to Lab	X	X
Grant Access to a CFS	X	X
Designate Financial Contact	X	X
Add Labs/PI's to Department		X
Add Department Managers		X
Approve Lab access requests	X	X



# Lab Funding Sources



## **Sponsored CFS**

Imported from Ramses

No action required from PI or lab

Assigned to the project PI's lab



## **Non-Sponsored CFS**

Imported by OSP

Email <u>coresupport@med.unc.edu</u>

Provide CFS title, PI Name, and full CFS



# **Coming Soon**



Institutional Landing Page



Subsidies Function (available now!)



Collaborating Cores (available now!)



Training material via OSP RCD Webpage



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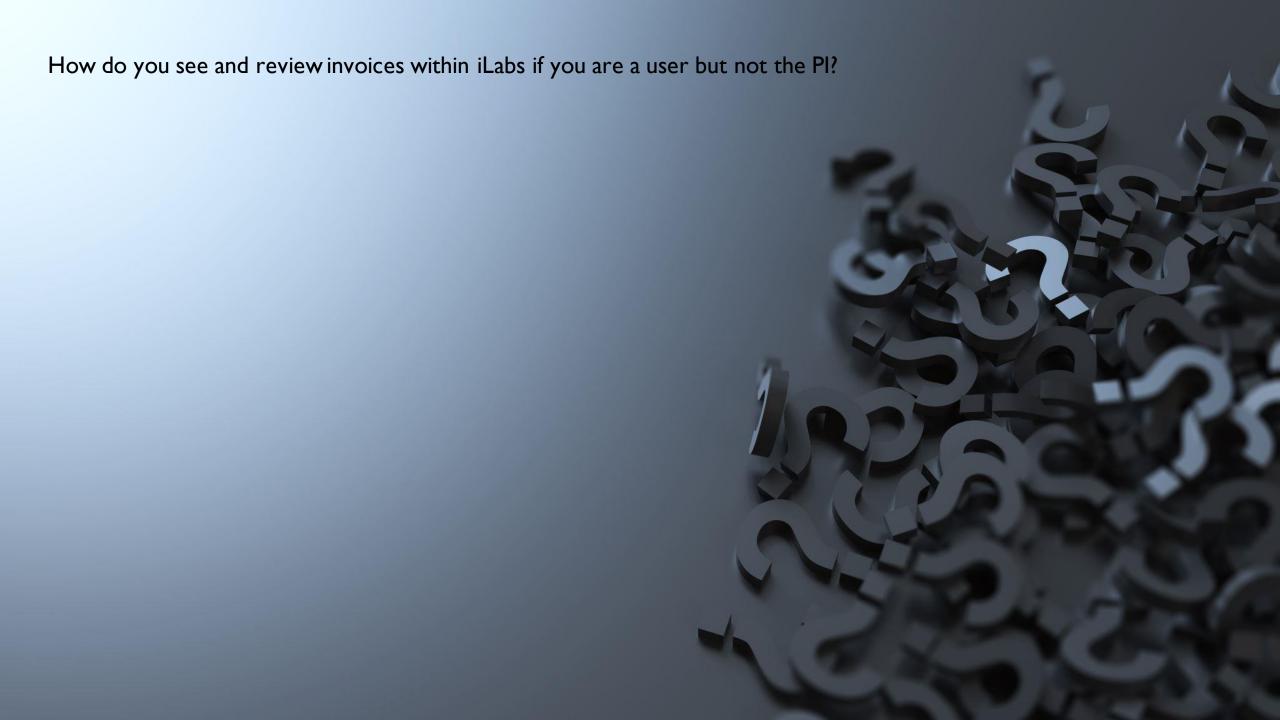


# Live Demo

- Adding a lab to a department
- Adding a user to a lab/group
- Checking access to a CFS in a lab
- Hovering over icons









THE UNIVERSITY

of NORTH CAROLINA

at CHAPEL HILL

Invoice
Lookup for
Customers
and
Accounting

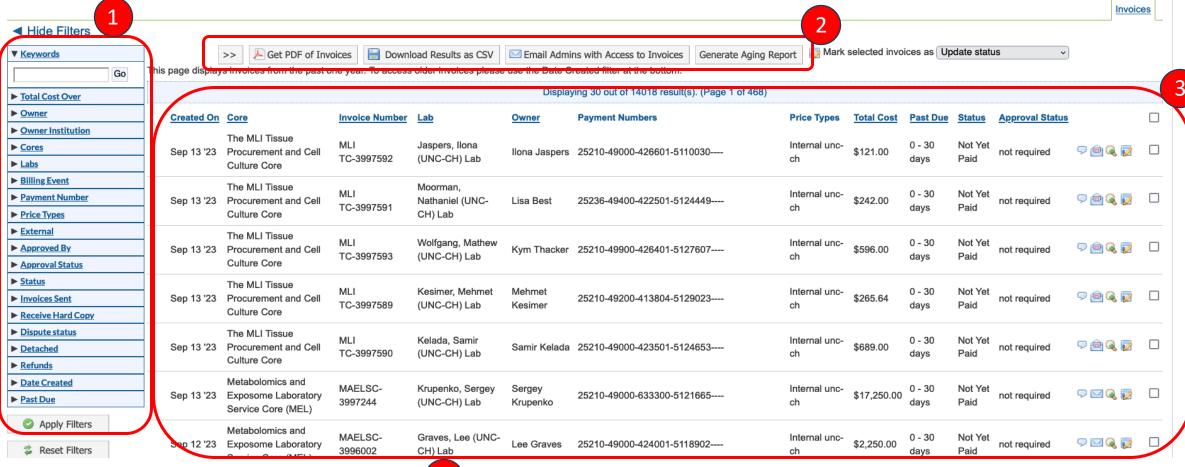
Customers and accounting go to the hamburger Icon and select invoices. This allows you to look up invoices for your requests or for labs you are designated in as the financial contact.

Hamburger Icon

iLab Operations Software Q Go Michael Akridge ▼ Home Communications (0) Core Facilities **Equipment Search** My Cores Search equipment and resources at your institutions... View Funds My Centers 58 researchers are seeking access to 49 labs you manage Invoices Reporting Manage Groups If you need help, email: iLab-support@agilent.com My Groups © Agilent Technologies, Inc. 2023 My Departments My Cores uncch.ilab.agilent.com | Privacy Policy | Technical Security Measures | Acceptable Use Policy University of North Carolina at Chapel Hill



#### Invoices



= Filter: Use to filter out data points

= Bulk Actions: Actions that can be performed on all invoices

= Invoice List

#### Invoices

## If you know your invoice #, then type in your invoice # here and then click "Go"

Invoices

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Go This page displays invoices from the past one year. To access older invoices please use the Date Created filter at the bottom.													
▶ <u>Total Cost Over</u> Displaying 30 out of 14018 result(s). (Page 1 of 468)													
► <u>Owner</u>	Created On	Core	Invoice Number	Lab	Owner	Payment Numbers	Price Types	Total Cost	Past Due	Status	Approval Status		
► <u>Owner Institution</u>		The MLI Tissue											
► <u>Cores</u>	Sep 13 '23	Procurement and Cell	MLI TC-3997592	Jaspers, Ilona (UNC-CH) Lab	Ilona Jaspers	25210-49000-426601-5110030	Internal unc- ch	\$121.00	0 - 30 days	Not Yet Paid	not required	P 👜 <page-header> 📝</page-header>	
► <u>Labs</u>		Culture Core	TC-3997592	(UNG-CH) Lab			cn		days	Palu			
► Billing Event		The MLI Tissue		Moorman, Nathaniel (UNC- CH) Lab	Lisa Best	25236-49400-422501-5124449	Internal unc- ch	\$242.00	0 - 30 days	Not Yet Paid not		9 👜 <page-header> 📝</page-header>	
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► <u>Approval Status</u>		Culture Core		· · ·									
► <u>Status</u>	Sep 13 '23	The MLI Tissue Procurement and Cell Culture Core		Kesimer, Mehmet (UNC-CH) Lab	Mehmet Kesimer	25210-49200-413804-5129023	Internal unc- ch \$2	\$265.64	0 - 30	Not Yet	not required	¬  □  Q  □	
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► Receive Hard Copy													
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Invoices 1. If you do not know your invoice #, then use the other filters to narrow down your search ◀ Hide Filters Mark selected invoices as Update status Download Results as CSV ▼ Keywords Get PDF of Invoices This page displays invoices from the past one year. To access older invoices please use the Date Created filter at the bottom. Go Displaying 30 out of 14018 result(s). (Page 1 of 468) ▶ Total Cost Over Owner Created On Core Invoice Number Lab Price Types **Total Cost** Past Due Status Approval Status Owner **Payment Numbers** ► Owner Institution The MLI Tissue MLI Jaspers, Ilona 0 - 30 Cores 9 🚖 <page-header> Sep 13 '23 Procurement and Cell Ilona Jaspers 25210-49000-426601-5110030----\$121.00 not required Paid TC-3997592 (UNC-CH) Lab days ► Labs Culture Core **▶** Billing Event The MLI Tissue Moorman, MLI 0 - 30 Not Yet Internal unc-► Payment Number 9 🗐 🔍 📝 \$242.00 Sep 13 '23 Procurement and Cell Nathaniel (UNC-Lisa Best 25236-49400-422501-5124449---not required Paid TC-3997591 days Culture Core CH) Lab ▶ Price Types External The MLI Tissue Wolfgang, Mathew MLI 0 - 30 Not Yet Internal unc-9 🗐 🔍 📝 Approved By Sep 13 '23 Procurement and Cell Kym Thacker 25210-49900-426401-5127607----\$596.00 not required TC-3997593 (UNC-CH) Lab days Paid Culture Core ► Approval Status ▶ Status The MLI Tissue Kesimer, Mehmet Mehmet Internal unc-0 - 30 9 🚖 🔍 🔯 \$265.64 Sep 13 '23 Procurement and Cell 25210-49200-413804-5129023---not required Invoices Sent TC-3997589 Paid (UNC-CH) Lab Kesimer days Culture Core ► Receive Hard Copy **▶** Dispute status The MLI Tissue MLI Kelada, Samir Internal unc-0 - 30 Not Yet Sep 13 '23 Procurement and Cell Samir Kelada 25210-49000-423501-5124653----\$689.00 9 🗐 🔍 🔯 not required Detached TC-3997590 (UNC-CH) Lab days Culture Core ▶ Refunds Metabolomics and ▶ Date Created MAELSC-Krupenko, Sergey 0 - 30 Not Yet Sergey Internal unc-9 🖂 🐊 📝 \$17,250.00 Sep 13 '23 Exposome Laboratory 25210-49000-633300-5121665---not required Past Due (UNC-CH) Lab 3997244 Krupenko Service Core (MEL) Apply Filters Metabolomics and MAELSC-Graves, Lee (UNC-0 - 30 9 🖂 <page-header> 📝 \$2,250.00 Sep 12 '23 Exposome Laboratory Lee Graves 25210-49000-424001-5118902---not required

days

2. Then click Apply Filters

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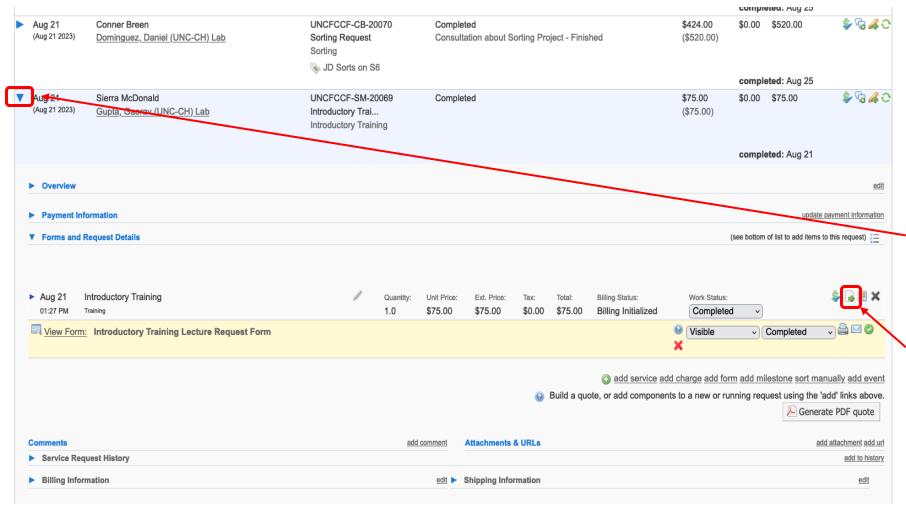
CH) Lab

Reset Filters

# Invoice lookup screen icons

0 - 30 days	Not Yet Paid	not required					
0 - 30 days	Not Yet Paid	not required	2				
0 - 30 days	Not Yet Paid	not required	<b>3 ₽ Q ©</b>				
0 - 30 days	Not Yet Paid	not required	P 👜 Q 📝				
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0 - 30 days	Not Yet Paid	not required	P 👜 <page-header> 😼</page-header>				
1 = Add Comments							
2 = Send Email							
3 = View Invoice							
= Update Status							





Core facilities can look at invoices from the service requests screen for requests line items that have been billed.

- **1.** Open a billed service request, go to the line item billed.
- **2.** Click on the view invoice icon.