

Requesting a Service on iLab

For general iLab users

Please note that different naming conventions may show across the cores. However, the position of the tabs and fields are constant.

1. Navigate to the *hamburger* icon in the top left-hand corner of the screen:

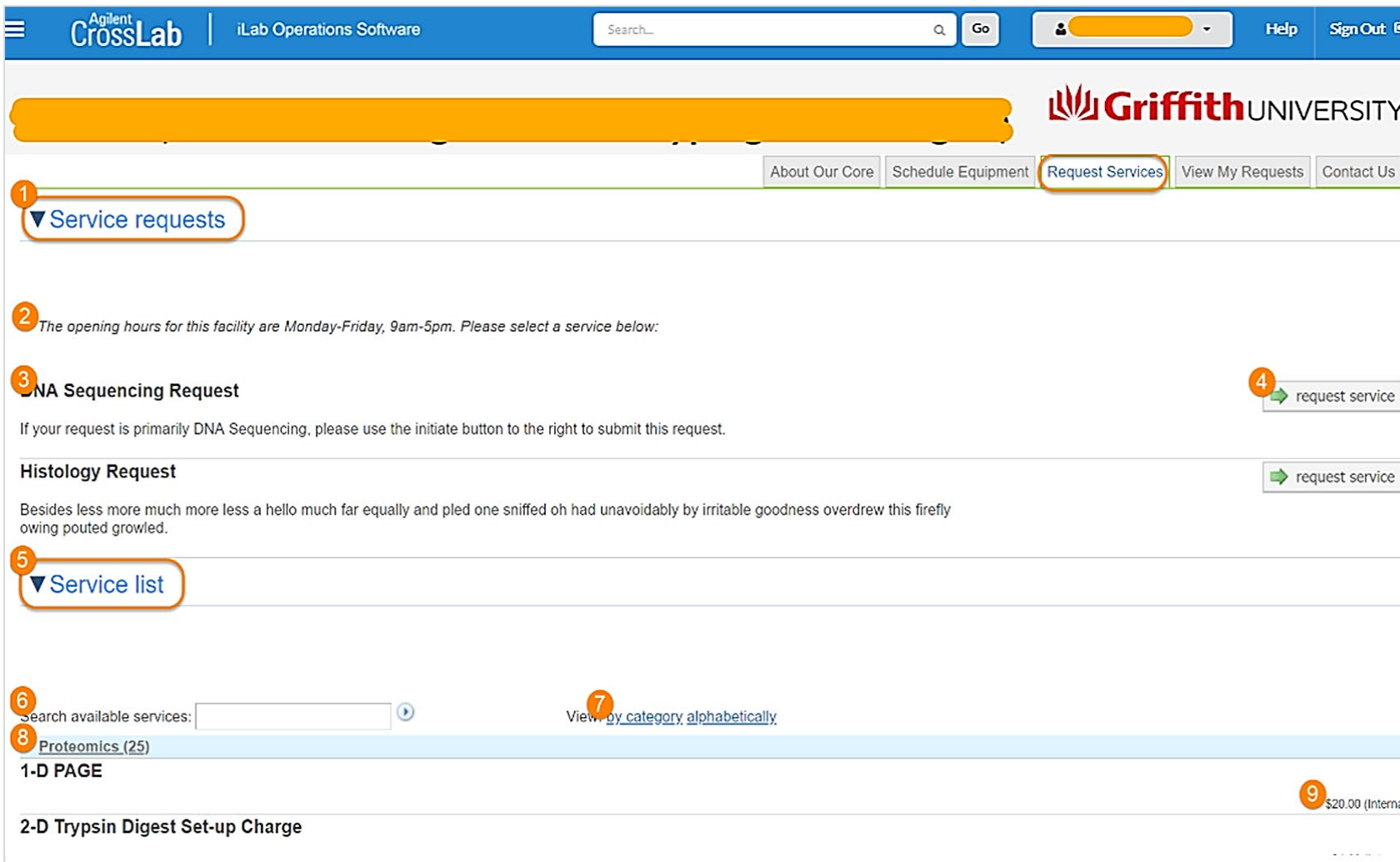


2. Hover over the “My Cores” and select the facility providing the service.



3. Initiate the service request:

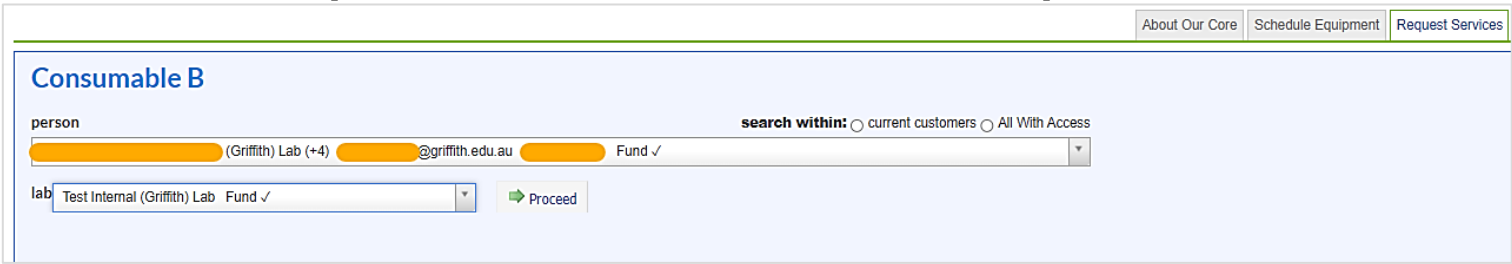
Go to the third tab, “Request Services” (naming may vary between cores)

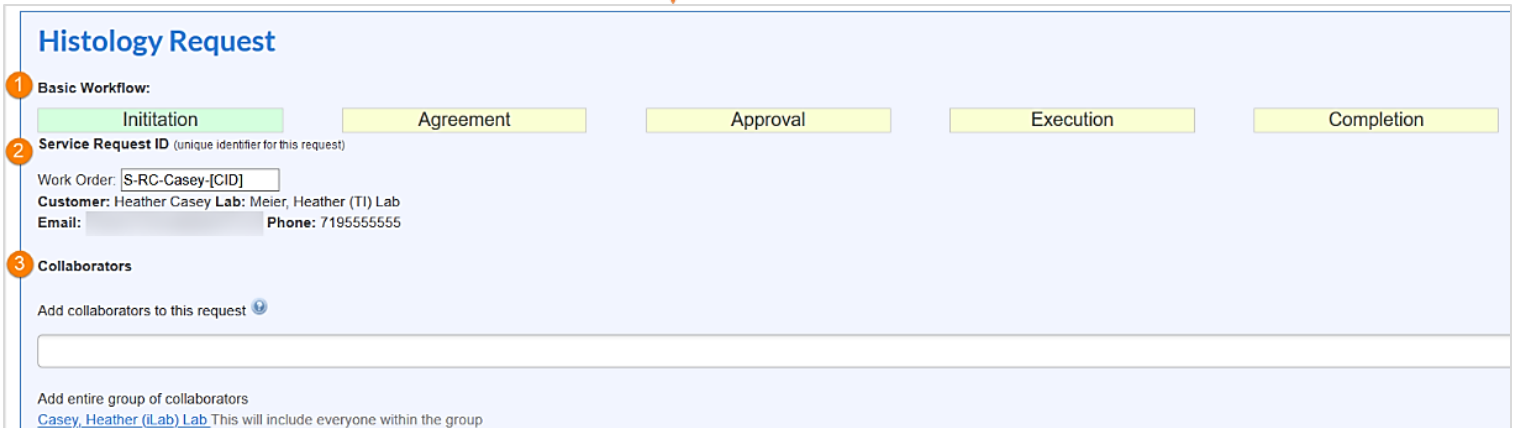


The screenshot shows the iLab Operations Software interface. At the top, there is a blue header with the Agilent CrossLab logo, the text 'iLab Operations Software', a search bar, and user options like 'Help' and 'Sign Out'. Below the header is a navigation menu with buttons for 'About Our Core', 'Schedule Equipment', 'Request Services' (highlighted with callout 1), 'View My Requests', and 'Contact Us'. The main content area is titled 'Service requests' (callout 1) and contains general information (callout 2) and a list of services (callout 5). The services listed include 'DNA Sequencing Request' and 'Histology Request', each with a 'request service' button (callout 4). A search bar (callout 6) and a 'View by category alphabetically' link (callout 7) are also present. The service list shows 'Proteomics (25)' with a sub-heading '1-D PAGE' and a price of '\$20.00 (Internal)' (callout 9), and '2-D Trypsin Digest Set-up Charge'.

- (1) Service requests panel (this section may be named differently by the core)
- (2) General information of the core manager.
- (3) Services titles and descriptions
- (4) Initiate request
- (5) Service list. Price list may be offered (naming may vary between cores).
- (6) Search option
- (7) Category heading
- (9) Price (various pricing available)

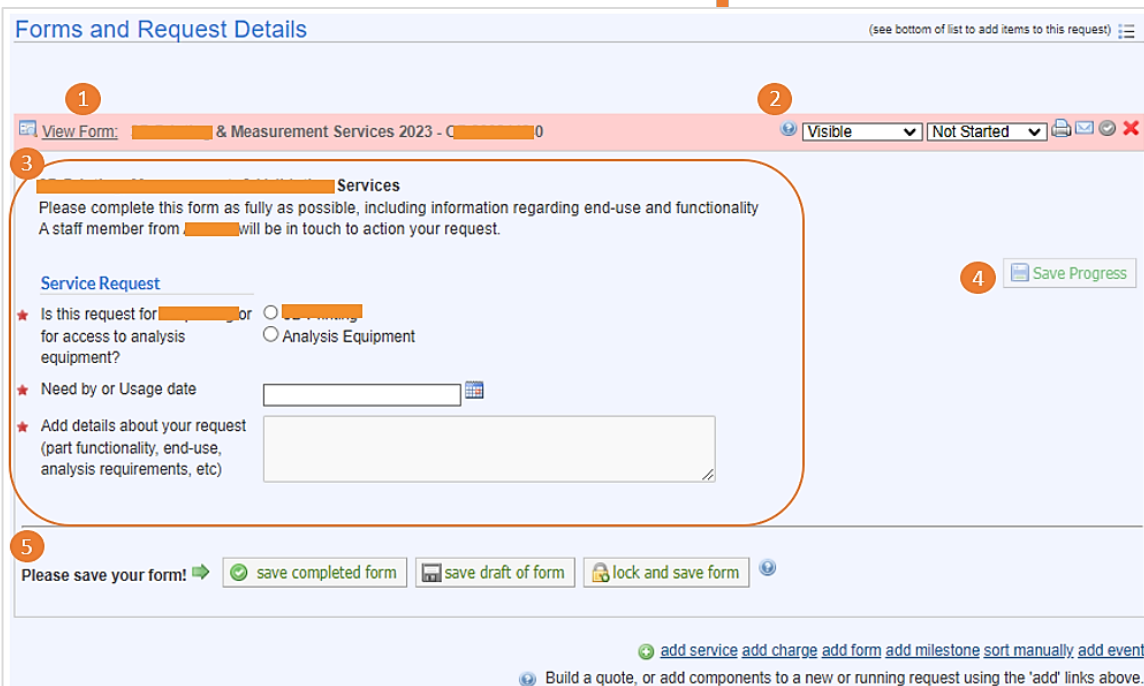
4. Initiate Service Request:
Enter person, lab name where funds come from and click “proceed”





- (1) Basic approval workflow (hover over each step for additional information)
- (2) Is the identifier for your specific request
- (3) Add lab collaborators as required (this will include everyone within that lab)

5. Complete the forms.



- (1) Form title
- (2) Status
- (3) Form fields (red stars for mandatory)
- (4) Save progress w/o changing status
- (5) Save form

For more information on iLab, check <https://www.griffith.edu.au/ilab>.

6. Add payment details.

Cost

Please provide the customer with a final quote for this request. The quote will be based on the services and charges you have added above and any "buffer" you have added. The "buffer" amount is for services or charges that you have not yet defined but that you expect to arise during the course of the request.

Add value or percent buffer: 1
as percentage ▾ amount: 10 %

Quote (total predicted cost): 2
\$0.00 (automatic total of any services, charges or buffer added to this request)

Payment Information

Please enter the Speedtype-Class

%	Speedtype-Class	Amount
1 100.0 %	Speedtype-Class Select Speedtype-Class... Select Speedtype-Class... 2722-00000 Total Allocated	
100.0%		

+ Split Charge 4

enter additional payment information

Skip approval? 5

6

- (1) Additional expected cost
- (2) Predicted cost
- (3) Funding source
- (4) Split (%) charges if applicable
- (5) Bypass financial approval (internal)
- (6) Submit/Save/Cancel