



Indiana University

# iLab User Guide – IUB Mass Spectrometry Facility

User Manual

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## Introduction

IU Mass Spectrometry Facility Core (MSFC) is now using iLab for their equipment scheduling and payments. iLab Solutions is integrated with IU's financial system, which makes it easy for labs to authorize KFS payment accounts for availing core services.

Users must register for an iLab account. Once approved, a user can login and schedule time with any piece of MSFC's equipment after being trained. If your PI does not have an iLab account, they must register as well and follow the procedures under the PI Roles section of this document for managing and approving funds for you.

## Reset password for your iLab account

**If you are a PI and own IU KFS accounts, you probably already have an iLab account.** To verify,

1. Please go to [https://my.ilabsolutions.com/service\\_center/show\\_external/4725](https://my.ilabsolutions.com/service_center/show_external/4725), click on the 'Sign in' button seen on top right, and click on 'Forgot your password?' link on the next page.

Agilent  
CrossLab

From Insight to Outcome

Show

[Forgot your password?](#)

Remember Me


Sign In

2. Enter your official IU account name to reset your password.

# Agilent CrossLab

From Insight to Outcome

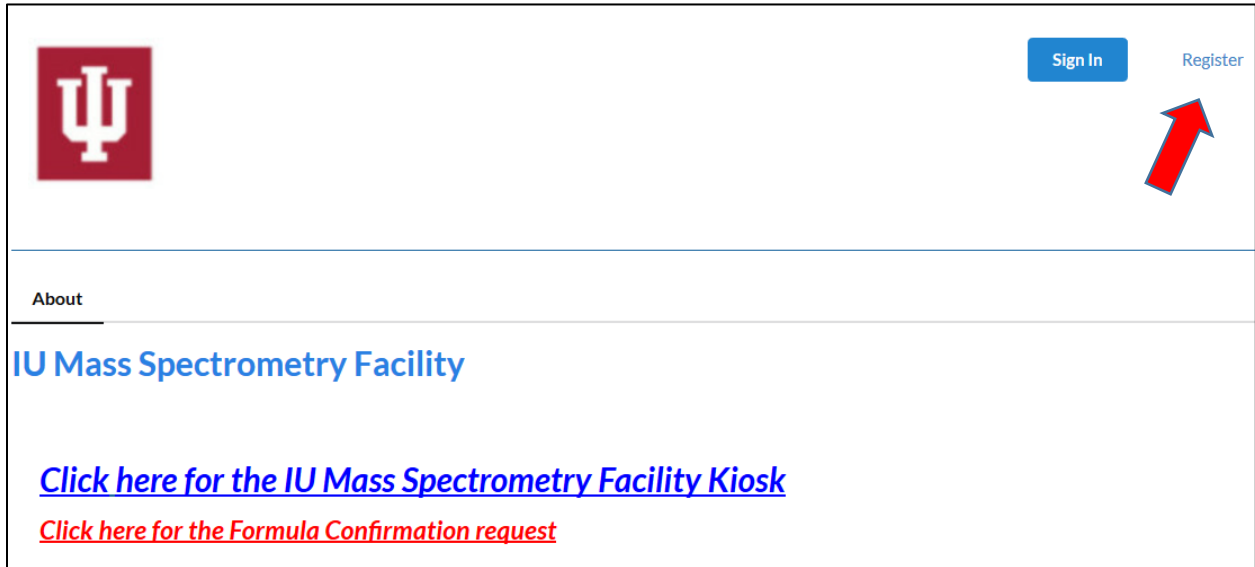
Completing this form will send you an email with a link to reset your password.

  
 I'm not a robot   
reCAPTCHA  
Privacy - Terms



## Register for a new iLab account

1. Navigate to: [https://my.ilabsolutions.com/service\\_center/show\\_external/4725](https://my.ilabsolutions.com/service_center/show_external/4725)
2. Click on the 'Register' link seen on top right corner.



3. Enter your **IU email address** in the space provided, verify the anti-spam reCAPTCHA, and check the box for 'I agree with iLab's privacy and security policies'.



4. Enter your first name, last name, and choose appropriate primary role on the Personal Information tab.

Start   **Personal Information**   Group Associations   Billing Information

**You are requesting access to the  
Indiana University's IU Mass Spectrometry Facility.**

\* First Name

\* Last Name

Phone Number

\* I am affiliated with the following institution

\* What is your primary role at Indiana University?

[Cancel](#)   [Back](#)   [Continue](#)



5. Search for your PI to be associated with his/her lab in iLab and click on Complete button.

Already have an account? [Sign In](#) English

Start Personal Information **Group Associations** Billing Information

You are requesting access to the  
Indiana University's IU Mass Spectrometry Facility.

\* What lab or research group are you associated with?

Please type the name of your group

Hint: You can also search using your PI or Manager Name

Cancel Back **Complete**

6. You will receive an email from iLab for confirmation. Please follow instructions to activate your account.

Already have an account? [Sign In](#) English

**Thank you for registering with iLab!**

Your registration will need confirmation.  
Please allow up to 24 hours before you receive  
an email with your login details.

[Go to iLab](#)



## iLab Solutions

A part of Agilent Technologies

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### **Your account request is awaiting confirmation.**

Thank you for requesting an iLab account. Please allow up to 24 hours for account confirmation.


Next, our team will...

1. ...review the account information that you provided.
2. ...confirm the provided information with your Principal Investigator and/or a Financial Contact.
3. ...send your account credentials to the email address provided during registration.

If you have any additional questions about your account status, do not hesitate to send us an email at [support@ilabsolutions.com](mailto:support@ilabsolutions.com).  
Alternatively, you can call us at [617-297-2805](tel:617-297-2805).




## Request training for MSFC equipment

1. Before you can reserve any of MSFC's equipment, you will need to be trained on them. To request training, please click on Request Services tab and click on  button for Training.

▼ Service Projects & Quote Requests

[Click here for the IU Mass Spectrometry Facility Kiosk](#)


**Formula Confirmation (Formula Confirmation)** 

Sample is analyzed MSF Staff on the high resolution GC-EI-QTOF or ESI/APCI Orbitrap. Sample should be pure (please attach low-res MS data if available) and include the suggested formula of the compound. Users must also attach a chemdraw (.cdx or .mol) with the submission. A printed copy of the submission sheet will need to be brought to A411 along with the sample to be analyzed.

---

**Training (Training)** 




Request training on any of our walk-up instruments, Orgo 6890 GCMS, Bio 6890 GCMS, 1200 LCMS, LCT (bio LCMS), MALDI-TOF. The cost is the same as 1 self-run sample on the chosen instrument. We ask that users are trained on only 1 instrument in a single session.




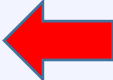
2. Choose the equipment name from the dropdown.


1) Forms and Request Details (see bottom of list to add items to this request) ☰

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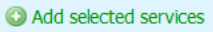
**View Form: Training** Not Started ▾   

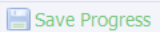
---

★ Instrument you would like to use   

Please select preferred date/time of availability  

**A quantity of 1 must be added below**

★ Add in quantity then click add selected services  Orgo 6890 Sample 



3. You will be prompted to add a service based on your dropdown selection.
4. **Please change quantity to 1 and click on Add Selected Services** button below it.



★ Instrument you would like to use  Save Progress

Please select preferred date/time of availability

A quantity of 1 must be added below

★ Add in quantity then click add selected services  Orgo 6890 Sample ➕ Add selected services ✔ Selected charges added (see below) Click only to add again.

5. The service will be added below the form.

Please save your form! ✔ save completed form 📄 save draft of form

⚠ After saving your form, please submit your request to the core.

▶ Oct 18	Orgo 6890 Sample	Quantity:	Unit Price:	Total:	Billing Status:	Work Status:	<span>✔</span> <span>✖</span>
02:29 PM	Self-Run Walk-Up	1.0	\$6.00	\$6.00	Not Ready To Bill	Proposed	

6. Choose a KFS account from the Account dropdown box in the Payment Information section.

### 3) Payment Information

Please enter the Account

%  % Account

100.0% total allocated

➕ Split Charge

7. Scroll to the bottom and click on ✔ submit request to core button.

8. The core will then schedule an appropriate time for your training on the equipment.



## Create a walk-up session

1. Click on the [Click here for the IU Mass Spectrometry Facility Kiosk](#) link in your browser. The kiosk will show you all active and future sessions for MSFC.
2. Click on 'Start Walkup Session' button seen on top left. If the button is replaced by category names, click on the category and choose your equipment.

Resource	Start	End	Actions
7250 QTOF [A411] (7250 QTOF)	11 Oct 11:00 AM	11 Oct 01:00 PM	Details
Autoflex III [A411] (Autoflex III)	11 Oct 11:00 AM	11 Oct 12:00 PM	Start

Owner	Resource	Start	End
Iota Researcher	4000 QTRAP [A411] (4000 QTRAP)	18 Oct 04:00 PM	18 Oct 06:00 PM
Iota Researcher	1290 Quad [A420] (1290 Quad)	18 Oct 05:00 PM	18 Oct 06:00 PM



3. Select your equipment on the left and click on the green Create Session button.

The screenshot displays the iLab interface for creating a session. On the left, a list of equipment options is shown with dropdown menus. The selected equipment is 'Nominal Mass LC-MS' (highlighted in green) and '1290 Quad [A420]' (marked with a green checkmark). Other options include 'Accurate Mass GC-MS-MS', 'Accurate Mass LC-MS-MS', 'HPLC', 'MALDI-TOF', 'Nominal Mass GC-MS', '1200 Quad [A454]', 'LCT Classic [A411]', and 'Nominal Mass LC-MS-MS'. The main area shows a calendar for 'Fri, Oct 12, 2018' with a time slot from 11:00 AM to 11:00 PM. The selected equipment '1290 Quad' is shown at the top of the calendar. A red dotted line is visible at 01:00 PM. At the bottom, a green button labeled 'Create Session' is present.



- Update quantities, modify or delete prices of default prices listed for the reservation and click on Start button.

**Autoflex III [A411] (Autoflex III) - Abhijeet Malatpure** Inactive ⓘ

▶ Start

**LOGGED TIME**

🗑️ Cancel

<b>Scheduled</b>	16 Oct 12:39 PM	16 Oct 12:40 PM
<b>Logged</b>	16 Oct 12:39 PM	16 Oct 12:40 PM

[Report a Problem](#)

---

**Payment information**

Please enter the Account ⓘ

1  %

Account

**100.0%** **total allocated** ⓘ

+ Split Charge

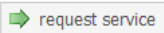
**Add-on Charges**

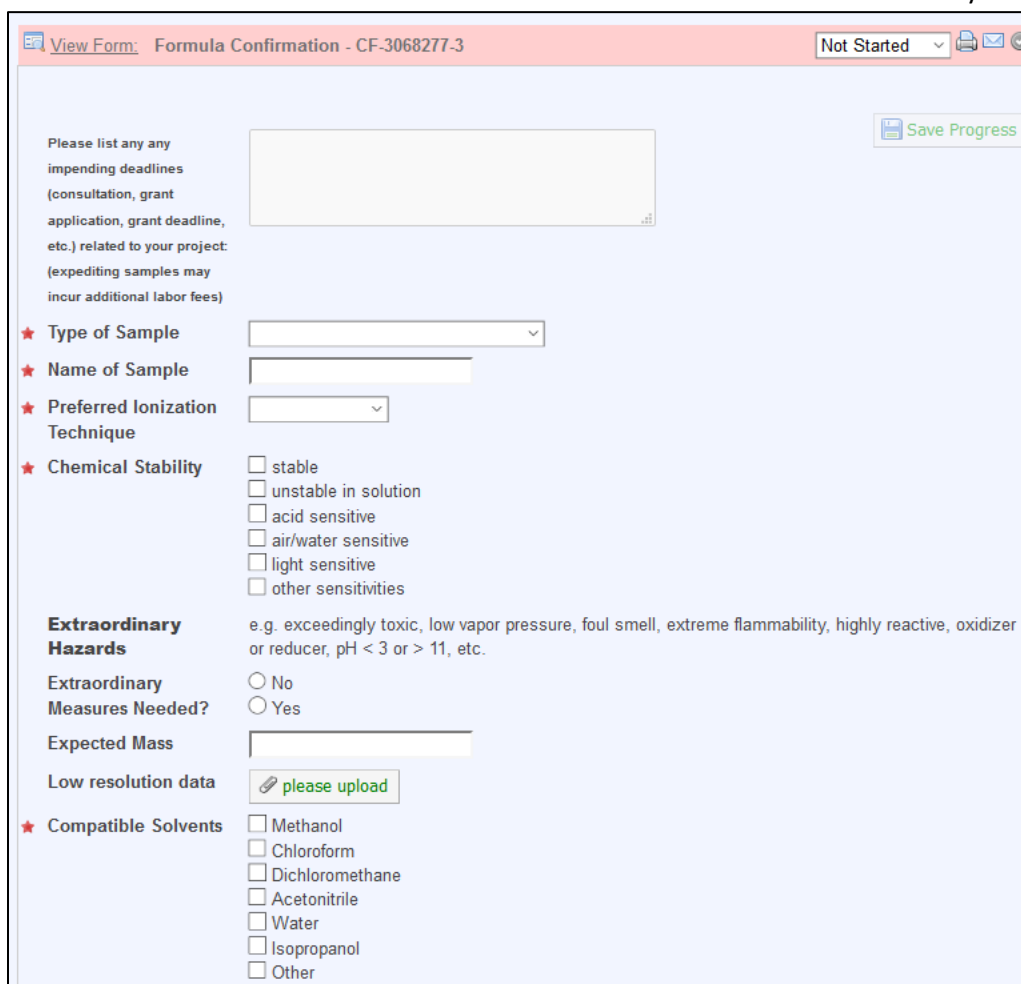
Charge	Added	Unit Price	Quantity	Total Price	
Regular Hour - MALDI	Oct 19 at 09:34 AM	\$16.00	1.0	\$16.00	🗑️
ZipTip	Oct 19 at 09:34 AM	\$2.85	0.0	\$0.00	🗑️
<b>Total price: \$16.00</b>					

Save
+ Add charge

- If you need usage type besides normal hour, e.g. regular day/night/weekend rate, please
  - Click on delete icon on the right for the default Regular Hour charge.
  - Click 'Add charge' button and add the new charge.
  - Click on Save button to save your charge modifications.**
- To terminate the session, please follow instructions in 'Use Reserved Equipment' section, #3.

## Submit Request for Formula Confirmation

1. Please click on [Click here for the Formula Confirmation request](#) link. This will take you to Request Services tab.
2. Click on  button to initiate your request.
3. Complete the Formula Confirmation form. Make sure all information is entered correctly.



View Form: Formula Confirmation - CF-3068277-3 Not Started

Please list any any impending deadlines (consultation, grant application, grant deadline, etc.) related to your project: (expediting samples may incur additional labor fees)

★ Type of Sample

★ Name of Sample

★ Preferred Ionization Technique

★ Chemical Stability

stable

unstable in solution

acid sensitive

air/water sensitive

light sensitive

other sensitivities

**Extraordinary Hazards** e.g. exceedingly toxic, low vapor pressure, foul smell, extreme flammability, highly reactive, oxidizer or reducer, pH < 3 or > 11, etc.

Extraordinary Measures Needed?  No  Yes

Expected Mass

Low resolution data

★ Compatible Solvents

Methanol

Chloroform

Dichloromethane

Acetonitrile

Water

Isopropanol

Other

4. For Preferred Ionization technique dropdown, your choice of technique will prompt you to add the appropriate iLab service to be added to your request, as seen below-



★ Type of Sample

★ Name of Sample

★ Preferred Ionization Technique MALDI-TOF

**A quantity of at least 1 must be added below**

★ Add in quantity then click add selected services

Staff-run sample - MALDI

Please enter a quantity (greater than 0) and click on Add selected services button. This will add chosen service below the form.

[About Our Core](#) | [Schedule Equipment](#) | [Request Services](#) | [View My Requests](#) | [Contact Us](#)

Concentration or amount of sample  
 Do you need sample returned



All samples should be picked up within 1 week of completion

Additional Comments

---

Please save your form! →

⚠ After saving your form, please submit your request to the core.

▶ Oct 11 10:44 AM	Staff-run sample - MALDI	Quantity: <input type="text" value="1.0"/>	Unit Price: \$16.00	Total: \$16.00	Billing Status: Not Ready To Bill	Work Status: Proposed	 
-------------------	--------------------------	--	---------------------	----------------	-----------------------------------	-----------------------	---

⚠ Please fill out any forms that are highlighted in red. [add service](#) Click the 'add' link (above) to add additional services

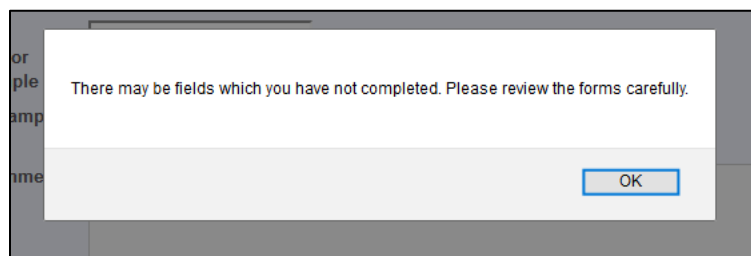
### 2) Cost

The core will review and update this projected cost. You will only be billed for completed work.

Total Projected Cost: \$

### 3) Payment Information

- When uploading a chemical structure, PLEASE USE A .cdx or .mol FILE. Any other formats uploaded will delay the formula confirmation process.
- After entering information, click on  button below the form. In case you receive the following message, please review the form again and enter data for all required fields.





7. Please click on the Print icon on the right of the form title (see below) to print the form to bring it to the lab.

The screenshot shows a web form titled "View Form: Formula Confirmation - CF-3076870-1". The form is in a "Completed" state, as indicated by a dropdown menu in the top right corner. A red arrow points to a print icon located to the right of the "Completed" dropdown. Below the print icon are icons for "Save" and "Process". The form contains the following fields and options:

- Type of Sample:** Small Molecule Nominal Mass (dropdown)
- Name of Sample:** test1 (text input)
- Preferred Ionization Technique:** EI (dropdown)
- Add in quantity then click add selected services:** 1 Staff-run sample - GC-QTOF (text input). Below this is a green "Add selected services" button and a status message: "Selected charges added (see below). Click only to add again."
- Chemical Stability:** A list of checkboxes:  stable,  unstable in solution,  acid sensitive,  air/water sensitive,  light sensitive,  other sensitivities.



- Keep all checkboxes checked in the popup and click on Print to print a hard copy of the form. Bring the hard copy to the lab.

**Please choose which fields to include**

---

**Type of Sample**

**Name of Sample**

**Preferred Ionization Technique**

---

**Add in quantity then click add selected services**

**Chemical Stability**

**Extraordinary Hazards**

**Extraordinary Measures Needed?**

---

**Chemical Formula**

**Chemical Structure**

**Expected Mass**

**Low resolution data**

**Compatible Solvents**

**Possible contaminants/side products/buffers present in sample**


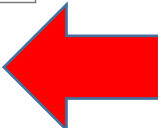
**Approximate Concentration or amount of sample**

**Do you need sample returned**

**Additional Comments**


---


**Orientation:**

 **Print** 

- Press ESC button to exit the popup window.
- Choose your KFS account number from the dropdown in Payment Information.

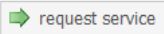
**3) Payment Information**

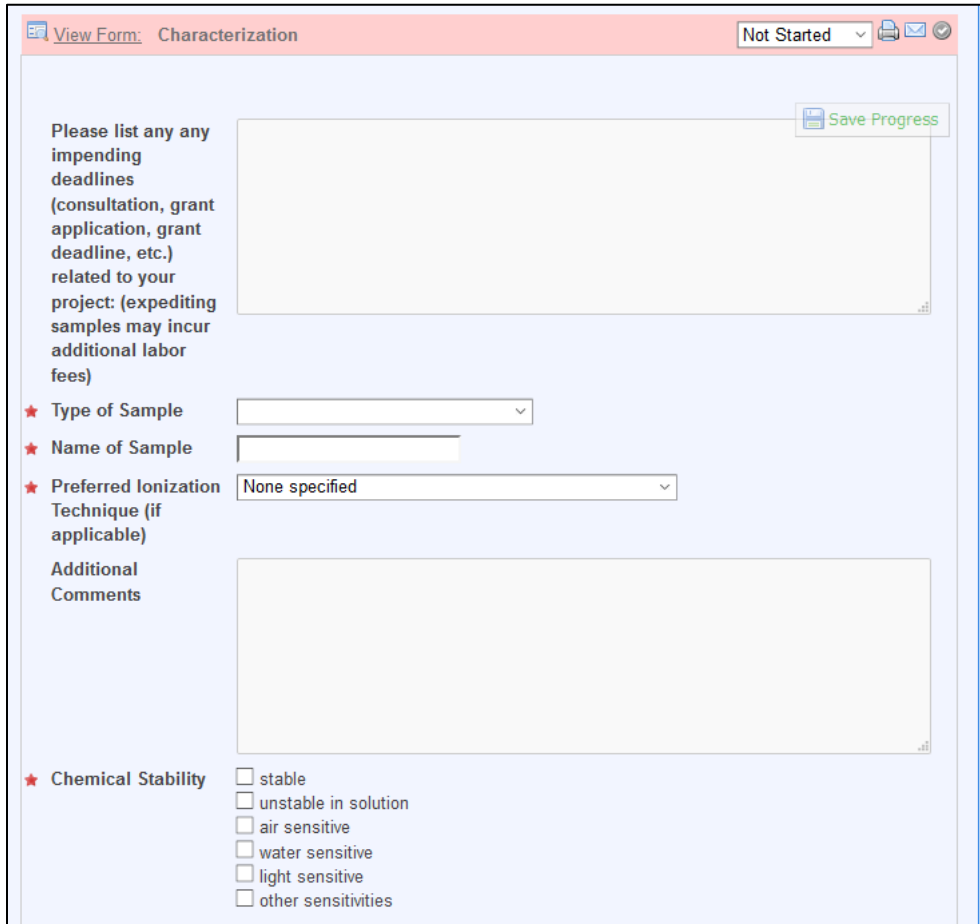
You may supply the Account (optional)  
Please enter the Account 

%	Account
1   100.0 %	<input type="text" value="Select Account..."/>
100.0%	total allocated 

- Click on Submit Request to Core button at the bottom to submit your request.

## Submit Request for Unknown Characterization

1. Please click on Request Services tab.
2. Click on  button next to Unknown Characterization consultation to initiate the request.
3. Complete the Characterization form. Make sure all information is entered correctly.



4. For Preferred Ionization technique dropdown, your choice of technique will prompt you to add the appropriate iLab service to be added to your request, as seen below-



Please enter a quantity of 1 and click on Add selected services button. This will add chosen service below the form.

[About Our Core](#) | [Schedule Equipment](#) | [Request Services](#) | [View My Requests](#) | [Contact Us](#)

Concentration or amount of sample

Do you need sample returned



All samples should be picked up within 1 week of completion

Additional Comments

---

Please save your form! →

⚠ After saving your form, please submit your request to the core.

▶ Oct 11 10:44 AM	Staff-run sample - MALDI	Quantity: <input type="text" value="1.0"/>	Unit Price: \$16.00	Total: \$16.00	Billing Status: Not Ready To Bill	Work Status: Proposed	 
-------------------	--------------------------	--	---------------------	----------------	-----------------------------------	-----------------------	---

[add service](#)

⚠ Please fill out any forms that are highlighted in red. Click the 'add' link (above) to add additional services

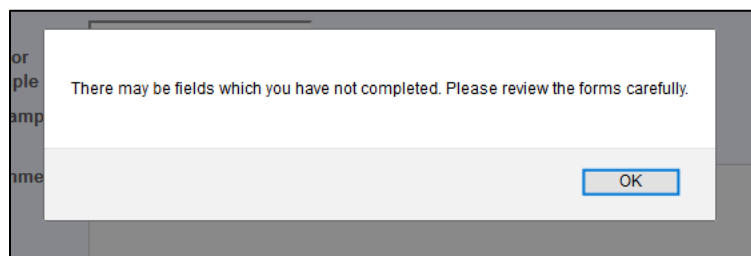
## 2) Cost

The core will review and update this projected cost. You will only be billed for completed work.

Total Projected Cost: \$

## 3) Payment Information

- When uploading a chemical structure, PLEASE USE A .cdx or .mol FILE. Any other formats uploaded will delay the formula confirmation process.
- After entering information, click on  button below the form. In case you receive the following message, please review the form again and enter data for all required fields.





7. Please click on the Print icon on the right of the form title (see below) to print the form to bring it to the lab.

The screenshot shows a web form titled "View Form: Characterization". In the top right corner, there is a status dropdown menu set to "Not Started", followed by icons for print, email, and refresh. A red arrow points to the print icon. Below the header, the form contains several fields: "Type of Sample" (Small Molecule Accurate Mass), "Name of Sample" (Test Sample), and "Preferred Ionization Technique" (ESI). A red warning message states "A quantity of at least 1 must be added below". Underneath, there is a list of services with a quantity of "1" for "Staff-run sample - Orbitrap". A green "Add selected services" button is visible, along with a confirmation message: "Selected charges added (see below). Click only to add again." At the bottom, there is a large text area for "Additional Comments".



- Keep all checkboxes checked in the popup and click on Print to print a hard copy of the form. Bring the hard copy to the lab.

**Please choose which fields to include**

**Type of Sample**

**Name of Sample**

**Preferred Ionization Technique**

**Add in quantity then click add selected services**

**Additional Comments**

**Chemical Stability**

Explain:

**Extraordinary Hazards**

**Extraordinary Measures Needed?**

**Expected Mass**

**Low resolution data**

**Compatible Solvents**

**Possible contaminants/side products/buffers present in sample**

**Approximate Concentration or amount of sample**

**Do you need sample returned**

**Orientation:**  
Portrait

Print

- Press ESC button to exit the popup window.
- Choose your KFS account number from the dropdown in Payment Information.

**3) Payment Information**

You may supply the Account (optional)  
Please enter the Account

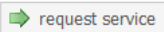
%	Account
1   100.0 %	Select Account... <input type="text"/>

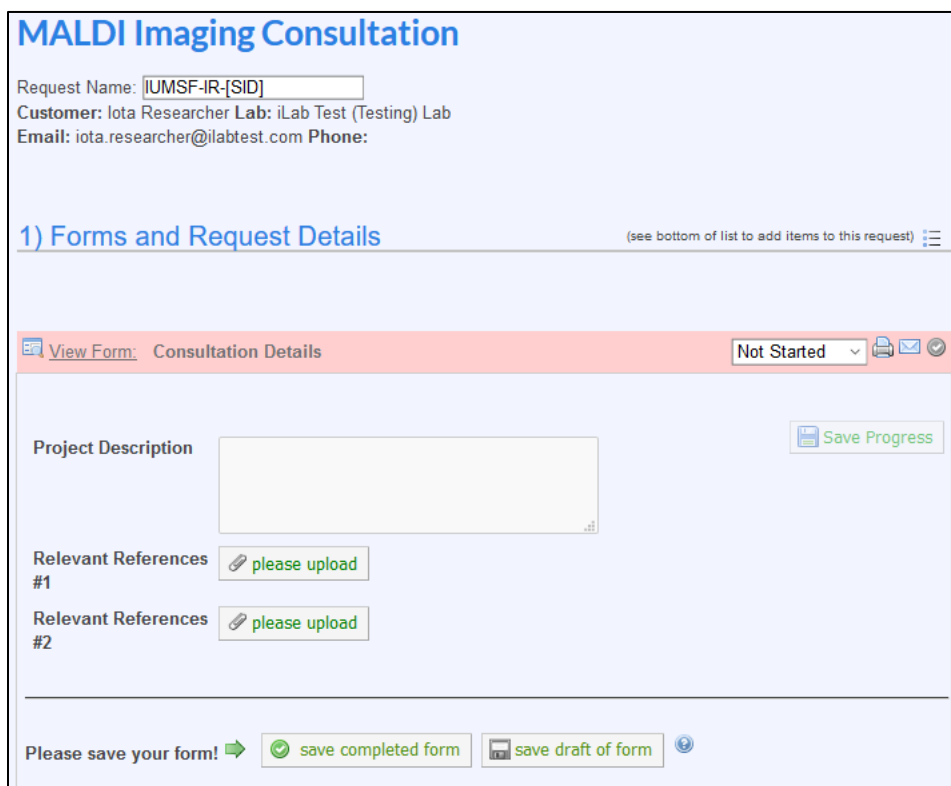
100.0% total allocated

Split Charge

- Click on Submit Request to Core button at the bottom to submit your request.

## Submit request for MALDI Imaging, Targeted quantitation or Untargeted assay consultation

1. Please click on Request Services tab.
2. Click on  button to initiate the request.
3. Complete the Consultation Details form; upload any documents you deem relevant in space provided in the form.






**MALDI Imaging Consultation**


Request Name:


Customer: Iota Researcher Lab: iLab Test (Testing) Lab  
Email: [iota.researcher@ilabtest.com](mailto:iota.researcher@ilabtest.com) Phone:




### 1) Forms and Request Details (see bottom of list to add items to this request) ☰

**View Form: Consultation Details** Not Started   

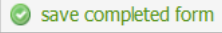
**Project Description**

**Relevant References #1**  [please upload](#)

**Relevant References #2**  [please upload](#)

**Please save your form!**  [save completed form](#)  [save draft of form](#) 

[Save Progress](#)

4. After entering information, click on  button below the form.
5. Click on Submit Request to Core button at the bottom to submit your request.
6. MSFC administrators will contact you soon regarding your request.



## Review results of staff-run experiments

- After you have submitted your request for staff-run formula confirmation, the core staff will update your iLab request with final results.

Results in this tab are restricted by *Status* ([show details](#))  
 left-hand menu to drill down to requests of interest. You can also save filters to custom tabs! [Click here for more details.](#)

Displaying 24 out of 24 results. (Page 1 of 1)

date	for	service id	status	payment number	cost
Oct 16 (Oct 16 2018)	Iota Researcher <a href="#">iLab Test (Testing) Lab</a>	IUMSF-IR-[SID] Training	Waiting to Submit to Core <a href="#">Submit</a>		\$0.00 (\$0.00)
Oct 15 (Oct 15 2018)	Iota Researcher <a href="#">iLab Test (Testing) Lab</a>	IUMSF-IR-[SID] Unknown Characterization Consultation	Waiting to Submit to Core <a href="#">Submit</a>		\$0.00 (\$0.00)
Oct 15 (Oct 15 2018)	Iota Researcher <a href="#">iLab Test (Testing) Lab</a>	IUMSF-IR-2113577 MALDI Imaging Consultation	Processing		\$0.00 (\$0.00)
Oct 15 (Oct 15 2018)	Iota Researcher <a href="#">iLab Test (Testing) Lab</a>	IUMSF-IR-2113425 Formula Confirmation	Completed	asdf	\$18.00 (\$18.00)

completed: Oct 15

- Click on 'View All Requests' tab. If your request is not listed in the Active requests, change the filter on top right to 'All requests'.

can also save filters to custom tabs! [Click here for more details.](#)

Displaying 21 out of 21 results. (Page 1 of 1)

id	status	payment number	cost
IR-2113425 a Confirmation	Completed	asdf	\$18.00 (\$18.00)

completed: Oct 15

- active requests
- all requests
- equipment scheduling
- draft requests
- information gathering
- awaiting financial approval
- financials approved
- processing
- completed
- cancelled
- all except cancelled



3. Click on the blue arrow on the left of the your request to expand it.

Displaying 24 out

<a href="#">date</a>	<a href="#">for</a>	<a href="#">service id</a>
▶ (Oct 16 2018)	<a href="#">iLab Test (Testing) Lab</a>	Training
▶ Oct 15 (Oct 15 2018)	Iota Researcher <a href="#">iLab Test (Testing) Lab</a>	IUMSF-IR-[SID] Unknown Characterization Consult
▶ Oct 15 (Oct 15 2018)	Iota Researcher <a href="#">iLab Test (Testing) Lab</a>	IUMSF-IR-2113577 MALDI Imaging Consultation

Click the toggle icon to view the details for this service request.

4. Click on the 'Final Form' yellow band to expand the Final results form.

▼ Oct 15 (Oct 15 2018)	Iota Researcher <a href="#">iLab Test (Testing) Lab</a>	IUMSF-IR-2113425 Formula Confirmation	Completed	asdf	\$18.00 (\$18.00)	
<b>completed: Oct 15</b>						
▶ Overview						
▶ Payment Information <span style="float: right;"><a href="#">update payment information</a></span>						
▼ Forms and Request Details <span style="float: right;">☰</span>						
View Form: Formula Confirmation - CF-3069564-3 <span style="float: right;">Completed <input type="checkbox"/> </span>						
View Form: Final Form <span style="float: right;">Completed <input type="checkbox"/> </span>						
▶ Oct 15 02:11 PM	Staff-run sample - Orbitrap Orbitrap	Quantity: 1.0	Unit Price: \$18.00	Total: \$18.00	Billing Status: Ready To Bill	Work Status: Completed
Comments <span style="float: right;"><a href="#">add comment</a></span>						
Attachments & URLs <span style="float: right;"><a href="#">add attachment</a> <a href="#">add url</a></span>						
IUMSF-IR_SID_siloxanes.cdx     Iota Researcher     2018 Oct 15 @14:12						





5. Your result will be seen next to Final Results Upload as a downloadable file. Click on the link to download.

**View Form: Final Form**

**Final Results Upload**  [IUMSF-IR-2113425\\_regulators\\_for\\_N2\\_oct0418.pdf](#)

**Name of Tech**

**Instrument(s) Used**

- LTQ-Orbitrap XL
- 7250 QTOF
- Autoflex III (MALDI)
- 4000 QTRAP
- LCT Classic
- Orgo 6890
- Bio 6890
- 1200 Quad
- 1290 Quad
- 1100 HPLC

## Schedule equipment in advance

1. Click on Schedule Equipment tab.
2. Expand the category of equipment you would like to reserve.
3. Click 'View Schedule' button for the Equipment you would like to reserve.



**IU Mass Spectrometry Facility**

Navigation tabs: About Our Core | **Schedule Equipment** | Request Services | View My Requests | Contact Us

Schedule Resources Go to Kiosk Timeline View

[Click here for the IU Mass Spectrometry Facility Kiosk](#)  
[Click here for the Formula Confirmation request](#)

For users to make a reservation:

1. Click on the instrument name or on the *'View Schedule'* button on the far right.
2. On the calendar interface click and drag to reserve a time slot for the day and time desired
3. Fill out all the required information in the *'Reservation details'* window
4. Click on the *'Save'* button

Instrument list:

- ▼ **Accurate Mass GC-MS-MS (1)**  
**7250 QTOF [A411]** [description](#) [pricing](#) View Schedule 
- ▼ **Accurate Mass LC-MS-MS (1)**  
**LTQ-Orbitrap XL [A411]** [description](#) [pricing](#) View Schedule 
- ▶ **HPLC (1)**
- ▶ **MALDI-TOF (1)**
- ▼ **Nominal Mass GC-MS (2)**  
**Bio 6890 [A454]** [description](#) [pricing](#) View Schedule 
- Orgo 6890 [A454]** [description](#) [pricing](#) View Schedule 

A red arrow points to the 'View Schedule' button for the 7250 QTOF instrument.



- Click and drag on the calendar or double click on the timeslot you would like. This will open the calendar for that equipment-

7250 QTOF [A411] (IU Mass Spectrometry Facility)

[Return to Schedules](#) | **Schedule** | Description | Other Schedules

Please click and drag on the calendar below to schedule time. This calendar is in (GMT-05:00) Eastern Time (US & Canada)

refresh frequently | refresh events | legends & help

Day | **Week** | Two weeks | Month | Multi View | Saturday, Oct 13 | Today | < | >

	Sun, October 7	Mon, October 8	Tue, October 9	Wed, October 10	Thu, October 11	Fri, October 12	Sat, October 13
05:00 AM							
06:00 AM							
07:00 AM							
08:00 AM							
09:00 AM							
10:00 AM					New event		
11:00 AM							
12:00 PM							

- Adjust the Times Scheduled as necessary on the next page using the pencil in the Times section. Once changed, make sure you check the green tick mark to save.

Created on: October 11, 2018 09:54

This is only a test...

Event Notes:  note visible to anyone

**Times**

	Start	End	
Scheduled	Oct 11 2018 10:00 AM	Oct 11 2018 01:00 PM	

**Use and cost of reservation**

Oct 11 '18 10:00 AM - 1:00 PM	Self Use \$0.00/hr (Self Use) (needs app...)
<b>Total:</b>	<b>\$0.0 (3.0 hours)</b>



**Times**

Start End

Scheduled Oct 10, 2018 11:00 AM Oct 10, 2018 01:00 PM Save changes

- In the 'Additional charges for this event' section, you will see some default charges added. Please enter the appropriate quantity for your reservation. Leave the quantity as 0 for charges that do not apply to you or remove them using the red X next to it.

*NOTE: You can also go back to old reservations and update quantities after your reservation.*

**Additional charges for this event**

	Oct 11 Iota 09:54 Researcher AM	One Hour - GC-QTOF	Quantity: <input style="border: 1px solid red;" type="text" value="1.0"/>	Unit Price: \$15.00	Total: \$15.00	✖
	Oct 11 Iota 09:54 Researcher AM	Vial of MSTFA Silylation Reagent	Quantity: <input type="text" value="0.0"/>	Unit Price: \$10.00	Total: \$0.00	✖
	Oct 11 Iota 09:54 Researcher AM	Vial of MTBSTFA Silylation Reagent	Quantity: <input type="text" value="0.0"/>	Unit Price: \$11.00	Total: \$0.00	✖
	Oct 11 Iota 09:54 Researcher AM	Vial/cap for high recovery or robotic derivatization	Quantity: <input type="text" value="0.0"/>	Unit Price: \$1.00	Total: \$0.00	✖
	Oct 11 Iota 09:54 Researcher AM	15 minutes of Technician Time	Quantity: <input type="text" value="0.0"/>	Unit Price: \$5.00	Total: \$0.00	✖
	Oct 11 Iota 09:54 Researcher AM	15 minutes of Senior Spectroscopist Time	Quantity: <input type="text" value="0.0"/>	Unit Price: \$7.50	Total: \$0.00	✖
	Oct 11 Iota 09:54 Researcher AM	15 minutes of Director Time	Quantity: <input type="text" value="0.0"/>	Unit Price: \$10.00	Total: \$0.00	✖

Add additional service charge

- Enter your payment KFS account in the dropdown seen in 'Payment information' section. If none is available, please contact your Principal Investigator or your lab's fiscal officer to enable the account in iLab for you.

*NOTE: Without a payment account, you will not be able to reserve equipment or add charges.*

**Payment information**

Please enter the Account

%
Account

1 | 100.0 % Select Account...

100.0% total allocated

Split Charge

Use the same payment information for all add-on charges

- Click Save Reservation button to confirm your future reservation.



## Edit existing reservation

Depending on the core’s setting, users should be able edit or delete their future reservations on equipment. If you are unable to delete a future reservation, please contact your core’s administrator.

1. Go to the equipment’s calendar using the View Schedule button.
2. Locate your reservation that you would like to edit/delete. Once located, double click the entry.
3. To edit the time, click on the pencil icon seen next to your time in the Times section.

**Times**

	Start	End	
Scheduled	Jul 21 2017 12:30 PM	Jul 21 2017 01:30 PM	

4. Once changed, make sure you check the green tick mark to save.

**Times**

	Start	End	
Scheduled	Oct 10, 2018 11:00 AM	Oct 10, 2018 01:00 PM	Save changes

5. To edit payment accounts, select the account from the dropdown under Payment information section.

**Payment information**

Please enter the Account

%	Account
1 100.0 %	Select Account...
100.0%	total allocated

split charge

6. After making required changes, please click on Save Reservation green button to save your changes.
7. To delete your reservation, click on the Delete reservation button seen on bottom right corner.

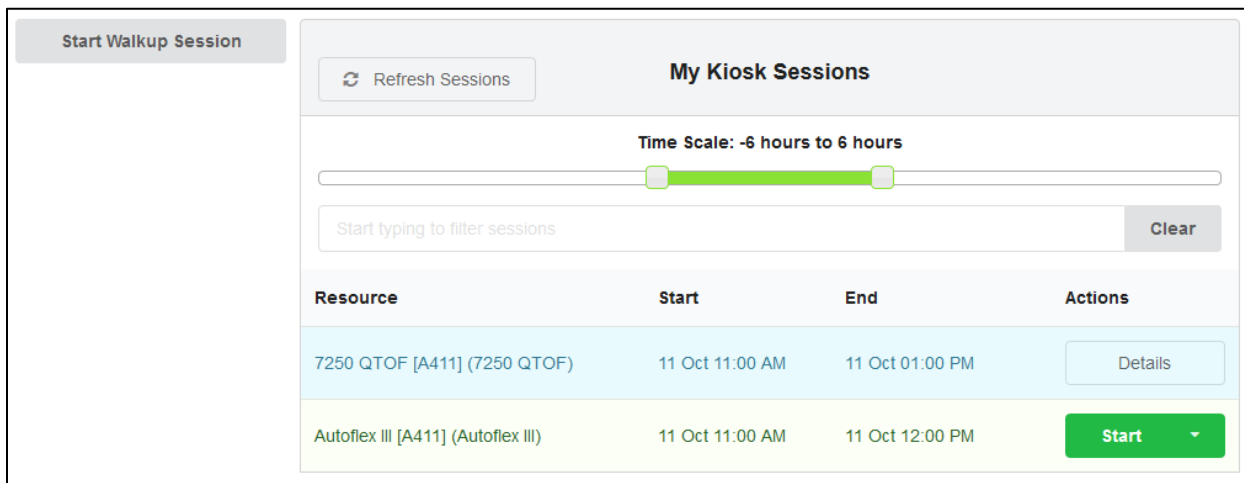
**Invite additional people to this event by email**

Please enter a comma separated list of valid email addresses

Save Reservation
 Cancel Changes
 Delete Reservation

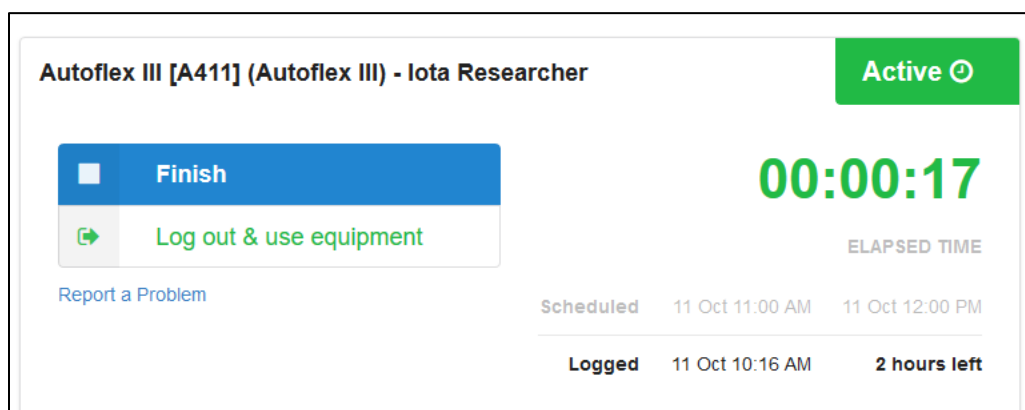
## Use reserved equipment

- Once you have reserved your equipment, at the time of reservation, click on the [Click here for the IU Mass Spectrometry Facility Kiosk](#) link in your browser. The kiosk will show you all active and future sessions for MSFC.



Resource	Start	End	Actions
7250 QTOF [A411] (7250 QTOF)	11 Oct 11:00 AM	11 Oct 01:00 PM	Details
Autoflex III [A411] (Autoflex III)	11 Oct 11:00 AM	11 Oct 12:00 PM	Start

- Click on the Start green button next to your reservation to start your time. Click on the 'Log out and use equipment' button seen below to start using the equipment.



	Scheduled	11 Oct 11:00 AM	11 Oct 12:00 PM
Logged	11 Oct 10:16 AM	2 hours left	

- When you are finished, log in to the MSFC Kiosk (see step 1 for URL) and end your session by clicking on blue Finish\* button. This will terminate your session.

*\*If you do not terminate your session, your reservation will continue to be active until 30 minutes after end time, which will prevent others from reserving it.*



## PI roles and workflows

### Assigning account access to lab member

1. Click on 'My Labs' on the left-hand menu. Your lab should come up - click on it.
2. Click on 'Membership Requests and Accounts' tab.
3. Under 'Manage Accounts' section, a table of members and accounts should be visible.
  - a. Click on the account checkbox to give lab members access to that account.
  - b. Lab members without grant account access cannot reserve equipment time.

#### Manage Accounts

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

Name	Default Account	[Redacted]	[Redacted]
	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	None	<input type="checkbox"/>	<input type="checkbox"/>
	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	None	<input type="checkbox"/>	<input type="checkbox"/>



## Adding a grant to your list (usually an internal grant)

1. Click on "Request access to additional Accounts"
2. Fill in grant number with format: "<Account\_number>-<SubAccount\_number>", click request. If there is no sub-account for the KFS account you are requesting, "<Account\_number>-" (Notice the hyphen at the end).  
For e.g. – If your account number is 66-493-59, you will request "6649359-". If it has a sub-account number MATH, please request "6649359-MATH".

### AAA Default (IU) Lab

**Note from institution:**  
[Note for Lab Page header setting appears here.](#) To configure your message to internal Pls/FOs, click the 'Indiana University' link in your left m to the 'settings' tab and adjust the copy for the setting 'note for lab page header'. Once set, scroll down the page and click 'save'.

Membership Requests & Accounts
Members (8)
Budgets
Bulletin board (8)

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### Membership Requests 1.

✔ No Access Requests require approval

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### Manage Accounts

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

Name	Default Account	[Redacted]	[Redacted]
None	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
None	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
None	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
None	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>
None	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
None	None	<input type="checkbox"/>	<input type="checkbox"/>
None	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
None	None	<input type="checkbox"/>	<input type="checkbox"/>

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▼ **Request access to additional Accounts** 2.

🔔 If you don't see a Account that you should have access to, please type it in below. The Fund Owner will receive a notification and approve or deny your request.

★ Account  Request

3. The request will go to your fiscal officer for approval. Until they become used to this process - it may help if you also send them an email and ask that they respond to the iLab request.





## Controlling Lab Membership

Click on Members tab. Your lab members with iLab accounts will be listed.

1. **To add a lab member –**
  - a. click on link existing user.
  - b. Type part of person's name.
  - c. Select from iLab account holders the person you would like to add to your lab.
  - d. Then give that person grant access.
2. **To delete a lab member –**
  - a. click red X to right of name.

Membership Requests & Accounts
Members (8)
Budgets
Bulletin board (8)
Group Settings

### Lab-wide approval settings 1.

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

Default auto-approval threshold    \$ 500.0

Cost overage buffer    \$ 100.0

save approval settings

### Lab members and settings

Name	Auto Approval Amount	ERP ID	Default FS	Email	Phone	Start Date	End Date	
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						

link existing user

1.a

2.a



## Assigning Finance/Lab Manager Role in iLab

You may give someone else in your lab the ability to manage accounts by assigning a lab manager.

1. In the members tab, click on pencil icon next to name of person you would like to assign role of lab manager.

**Lab members and settings**

Name	Auto Approval Amount	ERP ID	Default FS	Email	Phone	Start Date	End Date	
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						
Lab default (\$500.00)		n/a						

*Note: A red box highlights the edit icon and a tooltip that says "Edit this user's membership." in the screenshot.*

2. A box will appear marked lvl (level). Select "manager" from menu.
3. Check the 'Core Financial Contact' checkbox. Click 'Save'.

*Note: A red box highlights the 'Lvl:' dropdown menu showing 'Member', the 'Core Financial Contact:' checkbox, and the 'save' button in the screenshot.*

This will provide the Lab Manager access to all lab accounts.

## Contact Us

If you have any additional questions, do not hesitate to send us an email at [ABITC-ilab@rtinfo.indiana.edu](mailto:ABITC-ilab@rtinfo.indiana.edu)