Introduction.

iLab is a third party project management software designed specifically for core labs in academic institutes. QMUL has invested in iLab to manage the activity of four core facilities and there is potential for additional facilities to be involved as a second wave.

The rational 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 at elsewhere. The researcher will be authorised to spend against particular budget codes to an explicit level. They will book project through iLab and the costs re-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 Researchers
- How to register and login
- How to find details of your lab
- How to book services at the Genome Centre
- How to book equipment at the Genome Centre
- How to assign budget codes to individual researchers
Basic Navigation

- 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 months
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
1) Select all cores
2) Select cores at my university (if you work at QMUL)*
3) Select Genome Centre

* To users from other institutions we can be found either under Cores at partner institutions or Cores at other institutes
1) View my request tab should be active by default
2) Each request made by you should be listed with most recent at top
3) Each job should have a unique ID which you can cite in communications for clarity
4) The status of a job is indicated along with any tasks that need completing
5) Dollar sign has options to change payment details
6) Filter options allow you to find individual jobs
1 Click on the blue arrow to see detail for a particular job
2 Details of the actual cost and the budget code or payment method
3 Service request history – details of who has performed which tasks for this job
4 Add comment, you can message core staff regarding this job. Using this method means that all communications for this job will be kept in a single place.
Schedule Equipment

Some equipment may be booked for use by researchers following formal training by Centre staff, however for more involved protocols the equipment may only be used by Centre staff - see Request Services to have projects run on these. Please visit our Booking Guide for more detail about how to book time on our equipment, especially if you would like to use the 7900HT (real time PCR machine).

1 Equipment is listed by type, click on the category to expand to see individual items, in this example two class II cabinets

2 Before you can use an item of equipment you will need to read the relevant manuals, protocols and risk assessment and have training from one of the Genome Centre team. Note that some items are not available to use to non Genome Centre Staff

3 Once trained you will be able to book equipment through the schedule
Reservation details

Select a time within the calendar that you would like to book. A reservation detail page will open:

1. Review (and edit) the time you would like to book
2. Add any notes that you would like people to see on the calendar
3. Choose a cost per hour (usually there will be no option)
4. Select the budget code (QMUL) or purchase order (non QMUL) that you would like to charge the reservation to. Payment details are required in advance. Note, if you cannot see the budget code you would like to charge against please contact your PI or lab manager who will be able to authorise you
5. Save the reservation. Note, for some items you may be charged for last minute cancellations
1 Under **Request Services** you can initiate projects run on your behalf by Genome Centre staff.

2 Services are categorised under area:
   - Single Cell Genomics
   - Genomics
   - Transcriptomics
   - Epigenomics
   - Sample extraction
   - Sample QC
   - Shop
   - Compute and training

3 Opening an area shows individual services.

4 To initiate a request click the request service button.
Some activities, including Sanger sequencing and Gene Expression arrays have a fixed cost per sample or experiment.

1. Open the form.
2. Request the number of samples (it is important that you complete this by adding selected services).
3. Complete all the fields marked with a red star.
4. Complete billing details, budget code or purchase order (non QMUL customers). Note, if you cannot see the budget code you would like to charge against please contact your PI or lab manager who will be able to authorise you.
Requesting a project

Some project designs are too complicated for a single per sample cost. For these you can complete:

1. The project design form, which enables you to specify sample numbers, chemistry and other specifics.

If you then save the form and submit you will be then given a costing, in iLab from the centre manager.

If you agree to the costs you can:

2. Complete the sample submission form which has space for details such as sample name, type etc.

3. Confirm your payment details. Note, if you cannot see the budget code you would like to charge against please contact your PI or lab manager who will be able to authorise you.

Once this is completed you will be able to run the project with us.