How to Disable an IO or Cost Center in iLab

1. Log into your iLab account and click on the Membership Requests & Cost Objects tab.



2. Go to the grid that displays your IO's/cost centers and deselect the check boxes under the IO you wish to disable.

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3. Scroll down to the bottom of the page and click on the blue triangle next to **Disable/Enable Cost Objects**



- 4a. Deselect the IO/cost center you wish to disable.
- 4b. Click the Save Changes button.

▼ Disable/E	nable Cost Objects
🕑 The list of	these Cost Objects are received automatically from your institution's financial system
Please no	te, when you uncheck a specific Cost Object, users will NOT be able to use it and any a
select all select	none 4a
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🗹 00800	RAY WALSH AWARD 🗹 00800 RAY NM DISCRETIONARY
Save chang	jes 🛻 4b