iLab Solutions
End User Guide

Johns Hopkins University
School of Medicine
Johns Hopkins Core Facilities End User Instructions

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Registration Process

To register with iLab, please do the following:

1) Go to https://johnshopkins.corefacilities.org
   This will take you to the external JHU/iLab Landing Page

2) To register, click on sign-up

3) If you’re already registered, click on Login

*Please note – Recommended browser for the iLab program is either Firefox or Google Chrome.
Registration Process

**JHU & JHMI Login Page**

Login using your JHED username and password
Registration Process

New Account

You are then directed to the page at the right.

Your name and email address is automatically populated. You will need to select your lab/PI from the dropdown menu.

Also you will need to provide both yours and your PI’s phone information.

Click register
Registration Process

Greetings Page

The next page to appear will provide information regarding the next steps in the process. You may want to contact your PI, or your PI’s financial administrator/manager directly to remind them to approve your request.
Welcome email

You will receive an email welcoming you to iLab Solutions which provides some basic information to get you started.

Welcome to iLab Solutions at JHMI.

JHMI is excited to launch a web-based tool to help manage central resources at the institute. We will be rolling out the software in several phases. You have completed the first step to accessing the current wave of cores. Your PI has been notified to accept your lab membership request.

Getting started with iLab

1. Click here to see the cores available to you: available cores
2. Log in using your JHMI username and password. (IMPORTANT: On initial login, set your account timezone, click 'update time zone')
3. Select a core from the list of cores at JHMI.
4. Once on the core's page, click the 'about' tab to learn more about the available services.
5. To request services from the core, click the 'request services' tab.
6. To schedule equipment, click on the 'schedule' tab (labs may be named differently for some cores).

For detailed instructions, please use the following manuals:

For standard cores: service request manual (pdf)
For scheduling cores: scheduling manual (pdf)

If you have any questions, concerns, comments or suggestions, please use the 'leave feedback' link in the upper right hand corner once you are logged in. Alternatively, you can email us at support@labsoflab.com.

Best wishes, The Lab - JHMI Team
Accessing iLab

After logging on, you will be taken to your homepage.

There is a menu on the left-hand side of the page.

If you click on:

**core facilities** – Populates a list of all JHU cores under each School within the University.

**View requests** – shows all your active requests that you have made.

**List all cores** – Same as core facilities

**Invoices** – will list current invoices for charges for services and equipment use generated by the core billing process.

**Reporting** – allows you to generate reports based on your core sue activity

**Manage Groups**

* **My Labs** – Lists labs you are associated with in iLab.

* **People Search** – Search for individuals within iLab.
Request Services

When you’re in a core’s iLab site, click on the **Requests Services** tab.
Request Services

Scroll down to the bottom of the page to the **Price List** section. Here it will list the categories of services provided by the core.
Request Services

Click on your selected category to expand the group. This will show all services within that category.

To initiate a request, click on the request service Button on the right side of the page.
Request Services

1) The screen at the right will appear. Select your lab from the dropdown menu on the left-hand side of the box.
2) Once your lab is selected, a Proceed button with a green arrow will appear below your lab name. Click to go to the next screen.
Request Services

The next screen will be **Forms and Request Details**. Here you will:

1) Fill out any necessary forms
2) Provide additional information.
3) You can also modify your request by changing quantity requested.
4) If you click on View Form, the form will open and you will be asked to fill in the various fields.
5) Save by clicking the **save the completed form** button.
6) You can also add services by clicking **add service** next to the
Request Services

1) By clicking the add service link, it opens the box listing all the service categories.

2) By clicking on the category, the service list will expand.

3) From there you can select the desired service and the quantity.

4) Click the when finished.

5) X-out of the box.
Request Services

1) When you are finished adding services and completed adding your information, the total cost of your request will appear here.

2) You will select your IO for the payment information from the drop-down menu.

3) You are also able to split the charges among 2 or more IO’s or cost centers.

4) When finished click the submit request to core button.
Schedule Equipment

1) When you’re in a core’s iLab site, click on the Schedule Equipment tab.

2) This will display the menu of categories of equipment available.

3) Click on the desired category to expand the equipment available.
Schedule Equipment

1) The expanded menu will display the available choices.

2) Select the equipment you wish to schedule by clicking on the view schedule button.
Schedule Equipment

1) You can view the calendar by day, week or month.

2) Go to the desired date by using the forward and back arrows on the upper right side of the calendar.

3) On the day you want to schedule time, place your cursor on the start time and drag your cursor down to your desired end time.

4) Release your cursor and follow the prompts.
Schedule Equipment

1) Select your lab from the dropdown menu. This will only occur if you are a member of more than one laboratory.

2) If you are a member of a single laboratory, you will be taken to the Reservation details page (next slide)
Schedule Equipment

1) The **Reservation details** page will display your requested time (a), the estimated cost (b) and can allow for additional charges (c).

2) You will select your IO or cost center from the dropdown menu in the **Payment information** section (2a). You are also able to split your charges between multiple IO’s or cost centers (2b).

3) When you are finished, click on the **Save Reservation** button.