# iLab Solutions Core Facilities: Adding Inventory from Service Requests

## Table of Contents

1. Overview ........................................................................................................ 2
2. Adding Inventory from Service Requests ............................................... 2
3. Creating a Barcode ....................................................................................... 6
4. Adding Charges to Instance ...................................................................... 8
iLab Solutions Core Facilities: Adding Inventory from Service Requests

Overview

iLab Solutions provides a tool for Core Facilities to manage service requests and billing. Some Core Facilities process samples or produce samples that they store in inventory. iLab provides an inventory management module for core facilities to receive or enter sample information from a request into the system, which is then used to manage the inventory metadata and location and can be queried for future use. iLab also provides a way to associate charges directly to the processing of samples in their inventory. Below is a description on how samples can be managed through service requests and tracked in the inventory management module.

Adding Inventory from Service Requests

Inventoried samples may be added to a service request in iLab. The researcher or core would initiate a request by clicking on the Request Services tab and initiating a service request.

The form is completed and the request is submitted to the core.
Once the request has been reviewed and agreed to, the core may add the assets and the samples that were created for the researcher by clicking on the test tubes icon on the far right of the form.

A dialogue box opens reflecting the information captured in the custom form. This step allows for the asset to be created. Fill in the name of the asset, and any additional information before pressing the create sample button.

*Note: The next set of images are examples of what fields could be seen when entering inventory.
Once the asset is created, open the field by clicking on the asset name. To add the individual samples (called instances) to the inventory, click the add link on the button right.

To add the instances, select the number of strains created for this asset. Fill in the Tank # and/or name, and fill in the freezing number, amount, and date of birth. Then click “create instances”.

The instances are added to the asset.
To edit the information for each instance, open the sample by clicking on the blue arrow to the left of the date added. Once the information is updated, hit the save button.
Creating a Barcode

To add a barcode to each sampled, click on the grayed out barcode icon on the far right, and click the Generate Barcode button.

Once a barcode is created, the barcode can be printed by pressing the print icon. The barcode icon darkens to indicate a barcode has been created.

To use the barcode, click on the find inventory link on the left panel. The barcode can be scanned and then entered into the barcode label field. This field brings up the instance information. The information on the instance can be updated.
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Adding Charges to Instance

You can add a charge to each instance. The charge can be a service charge for instance or a recurring storage charge. To add a charge, click on the add charges button or on the dollar sign to the right of the instances.

The add charge button opens a dialogue box with the charges. To add a charge, click on the green plus button next to the service charge. This charge is added to the service request.

If you have any questions please contact support@ilabsolutions.com.