

## Generating Service and Service Request IDs for LabVantage Integration

For questions or concerns please contact [iLab.Support@penmedicine.upenn.edu](mailto:iLab.Support@penmedicine.upenn.edu)

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### What are service and service requests IDs?

A **service request ID** is a unique number assigned to each request associated with your core facility. This ID number lets iLab know the date, PI, and payment method for each request.

A **service ID** is a unique identifier assigned to each service and/or piece of equipment within your core facility. This ID number lets iLab know the service or piece of equipment used, as well as its rate or fee.

### How do I enter a service request?

Please click [here](#) for detailed instructions on entering a service request.

### How do I create a service?

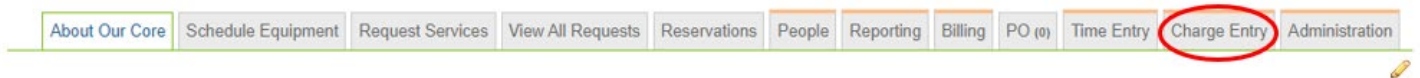
Please click [here](#) for detailed instructions on creating a service.

### How are service and service request IDs used?

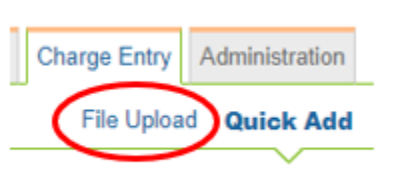
Service and service request ID numbers are required to use iLab's [charge entry](#) feature. This feature allows core staff to directly add charges to iLab without using the typical [service request workflow](#). Charge entry offers two options – a file upload to process batches of charges and a “Quick Add” option to manually add charges. Core facilities with LabVantage integration will upload their LabVantage spreadsheets to iLab using the charge entry feature.

### Where can I find service and service request IDs for my core facility?

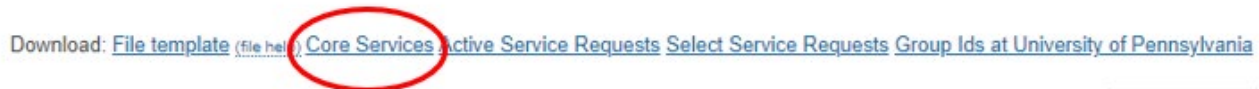
1. Visit <https://med-upenn.corefacilities.org/landing/264> to login to iLab with your PennKey.
2. Click the “Charge Entry” tab for your core facility



3. Click “File Upload”



4. To download service IDs, click “Core Services.” This will download a spreadsheet to your computer.



5. Open the spreadsheet. The service IDs will be listed in the first column.

Service ID	Name	Category
504154	Acoustic Startle Habituation (core)	Test
504155	Acoustic Startle Habituation (PI lab)	Self Service Test
504156	Acoustic Startle Habituation Training/Assist	Training

6. To download service request IDs, please visit the Charge Entry/File Upload page as shown above and select “Active Service Requests.” This will download a spreadsheet to your computer.

Download: [File template](#) (file help) [Core Services](#) **Active Service Requests** [Select Service Requests](#) [Group Ids at University of Pennsylvania](#)

7. Open the spreadsheet. Service request IDs will be listed in the first column.

Service Request ID	Service Request Name	Lab	Owner name
5467839	PSOMDC(UP)-AW-82	2 - Test (UPenn) Lab	April Weakley
5450356	PSOMDC(UP)-RA-[CID]	AHRENS-NICKLAS, REBECCA (CHOP) Lab	REBECCA AHRENS-NICKLAS
5424206	PSOMDC(UP)-AR-76	iLab Test (Testing) Lab	Alice Researcher

**Where can I learn more about the charge entry feature?**

Please click [here](#) for an overview as well as step-by-step instructions for the charge entry process. Please feel free to contact Penn Medicine iLab Support ([iLab.Support@penmedicine.upenn.edu](mailto:iLab.Support@penmedicine.upenn.edu)) with any questions or concerns.