

iLab User Guide

Perelman School of Medicine



iLab Link

This user guide is based on a demo core,
but the interface is the same for all
PSOM iLab cores.

Link to iLab cores at Penn Medicine:

<https://med-upenn.corefacilities.org/landing/264>

Select from the tabs to request services
or schedule equipment time

Agilent CrossLab | iLab Operations Software | Search... | Go | Curtis Embree | Help | Sign Out

Demo Core (UPenn)  Penn Medicine

[About Our Core](#) [Schedule Equipment](#) [Request Services](#) [View My Requests](#) [Contact Us](#)

Schedule Equipment [Go to Kiosk](#)

The header information on each tab can include any information important for researchers to know. For example:

Cancellation Policy

Users are allowed to cancel a reservation without penalty up to 'one hour' before the reservation start time.

Aria FACS - test description pricing Description of the Aria FACS, including what it does, the training requirements, etc.	View Schedule	
Cell Sorter description pricing	View Schedule	
Confocal Microscope description pricing Here is the description of the Confocal Microscope provided by the core facility.	View Schedule	

Ordering Core Services

On the “Request Services” tab, click the “initiate request” button for the desired service.

The screenshot displays the Penn Medicine website interface. At the top left, it says "Demo Core (UPenn)" next to the Penn Medicine logo. A navigation bar contains several tabs: "About Our Core", "Schedule Equipment", "Request Services" (highlighted with a green border), "View My Requests", "Contact Us", and "PO (1)". Below the navigation bar, there is a section titled "Service Projects & Quote Requests" with a downward arrow. A text block instructs users to click "Initiate Request" (green arrow to the right) next to the project they are requesting. Below this, there are two service listings: "Hematology Analysis" and "Sample Processing". Each listing includes a brief description and a "request service" button with a green arrow icon. Two red arrows from the text above point to the "Request Services" tab and the "request service" buttons.

Demo Core (UPenn)

Penn Medicine

About Our Core Schedule Equipment Request Services View My Requests Contact Us PO (1)

▼ Service Projects & Quote Requests

To submit a request click "Initiate Request"(green arrow to the right) next to the Project you are requesting.

Any other important information can be included here. An in the Service Requests a custom form can be included that gathers information required for the service provided.

Hematology Analysis request service

A complete blood count will be performed for each projected requested.

Sample Processing request service

All sample processing projects can be submitted by completing this request.

There are 3 sections to Request Services

SECTION 1 : Forms and Request Details

1. Complete all
required fields

(identified with a
red star)

1. Save the
section 1 form

1) Forms and Request Details (see bottom of list to add items to this request) ☰

[View Form:](#) Hematology form test Not Started   

Provide an overview, summary or instructions for your form here.  Save Progress

★ Contact Name

★ Contact Phone Number

First time working with our core? yes

★ Is this request associated with a project? yes no

Project Number

Services can be added to the form and optionally require the user to indicate quantity requested.

★ Test fee  Add selected services  Selected charges added (see below). Click only to add again.

Please enter the number of items and press "add selected service"

additional items  Add selected services 

Please save your form!   save completed form  save draft of form 

There are 3 sections to Request a Consultation

The core will complete section 2 and send you a quote with the final price for your approval.

2) Cost

Please provide the customer with a final quote for this request. The quote will be based on the services and charges you have added above and any "buffer" you have added. The "buffer" amount is for services or charges that you have not yet defined but that you expect to arise during the course of the request.

▼ Add value or percent buffer:

as percentage ▼ amount: 0 %

▼ Quote (total predicted cost):

\$60.00 (automatic total of any services, charges or buffer added to this request)

3) Payment Information

Please enter the Fund

%	Fund
1 100.0 %	Select Fund... Select Fund...
100.0%	Test account for iLab testing - 400-4000-1-000000-5340-0000-0000 (Expires on November 1, 2019)

+ Split Charge

enter additional payment information

submit request to core save draft request Cancel

SECTION 3 :

1. Use the drop down arrow to choose a fund for payment.
2. Submit your request to the core.

Scheduling Equipment

Demo Core (UPenn)  Penn Medicine

[About Our Core](#) [Schedule Equipment](#) [Request Services](#) [View My Requests](#) [Contact Us](#) [PO \(1\)](#)

Schedule Equipment [Go to Kiosk](#)

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In the "Schedule Equipment" tab select a calendar to reserve, and click 'view schedule'.

Scheduling Equipment

After clicking the view schedule option, you will see this screen:

Cell Sorter (Demo Core (UPenn))

[Return to Schedules](#) [Schedule](#) [Description](#) [Other Schedules](#)

Please click and drag on the calendar below to schedule time. This calendar is in (GMT-05:00) Eastern Time (US & Canada)

⚠ refresh frequently [refresh events](#) [legends & help](#)

Day **Week** Two weeks Month Multi View Sunday, Dec 30 – Saturday, Jan 05

	Sun, December 30	Mon, December 31	Tue, January 1	Wed, January 2	Thu, January 3	Fri, January 4	Sat, January 5
09:00 AM		Unassisted Use	Unassisted Use	Unassisted Use	Unassisted Use	Unassisted Use	
10:00 AM			10:15 AM - 11:30 AM New event				
11:00 AM							
12:00 PM							
01:00 PM							
02:00 PM							
03:00 PM							
04:00 PM							

Click and drag your cursor across the calendar to select your reservation time

Scheduling equipment

After entering your funding source, click Save to continue

Your reservation will appear on the calendar

Payment information

Please enter the Fund 

% Fund

100.0 % %

100.0% total allocated 

Use the same payment information for all add-on charges

Service Project

Assign to an ongoing project of the same researcher

Invite additional people to this event by email 

Please enter a comma separated list of valid email addresses

Cell Sorter (Demo Core (UPenn))

[Return to Schedules](#) [Schedule](#) [Desc](#)

Please click and drag on the calendar below to schedule time. This calendar is in (GMT-05:00) Eastern Time (US & Canada)

Click pencil to add or edit a custom note. 

 refresh frequently

Day **Week** Two weeks Month Multi View Sunday, Dec 30 – Saturday, Jan 05  Today

	Sun, December 30	Mon, December 31	Tue, January 1	Wed, January 2	Thu, January 3	Fri, January 4
08:00 AM		Unassisted Use	Unassisted Use	Unassisted Use	Unassisted Use	Unassisted Use
10:00 AM			10:15 AM - 11:30 AM Cell Sorter - Unassisted Use \$55 /hr - Mv			
11:00 AM						
12:00 PM						

Scheduling Equipment

Please note:

If you must cancel your scheduled session, log into the system and delete it from the calendar as soon as possible, or you may be charged for the session.

Additional Resources

Penn Medicine's iLab website:

<https://www.med.upenn.edu/dart/financial-and-core-software-management-systems.html>

Penn iLab support email: iLab.Support@penmedicine.upenn.edu

iLab documentation:

<https://help.ilab.agilent.com/37179-using-a-core/264646-using-a-core-overview>

Screen by
screen help.

The screenshot shows the Agilent CrossLab iLab Operations Software help page. The left sidebar contains a navigation menu with the following items: Getting Started with iLab, Using a Core (expanded), Overview of Using a Core, Core Facilities, About Our Core Tab, Schedule Equipment, My Reservations, Managing Favorite Resources, Using Kiosk, Request Services, View My Requests, Payment Methods, Managing a Group, Managing a Core, and Requisitioning. A red arrow points from the 'Screen by screen help.' text to the 'Using a Core' menu item. The main content area has a search bar with the text 'How can we help you?' and a breadcrumb trail 'Support Home > Using a Core'. The page title is 'Overview of Using a Core' with the role 'Core Customers'. The text explains that as a Core Customer, users can visit the storefront for Core Facilities and order services or reserve resources. It mentions a 'List All Cores' link in the left navigation. Below this, it states 'A typical core in iLab looks similar to this:' and shows a preview of a 'Flow Cytometry Facility' page. The preview includes a navigation bar with links for 'About Our Core', 'Schedule Equipment', 'Request Services', 'View My Requests', and 'Contact Us'. The 'Overview' section of the preview describes flow cytometry as a laser- or impedance-based technology used for cell counting, sorting, and detection. A 'Contact Us' link is visible at the bottom of the preview.