

## iLab - Quick Start Guide for PI's (existing lab)

CTG uses iLab to manage sequencing service orders. In iLab users are affiliated to one or more research groups called *Labs*. Each Lab is led by a PI (Principal Investigator). In iLab the PI is financially responsible for the Lab but can delegate most tasks to one or more of their group members. Groups that have used our services before should be prepared in iLab and ready for activation. If you have not previously used our services, please contact us at <u>CTGservice@med.lu.se</u> before continuing with this guide.

To prepare your group to start using iLab, you as a group leader need to:

- Login to iLab to activate your user account.
- Make sure that your Lab (group) is set up correctly, and that you are PI.
- Accept Lab membership requests from your staff and delegate responsibilities.

## Lund University PI's – How to get started

If you are affiliated to Lund University you should use your LUCAT-ID to login (here called *SWAMID*). The first time you login, you need to activate your account by providing some personal information:

- 1. Go to the iLab Lund University login page at: <u>https://lund.ilab.agilent.com</u>
- 2. Click "Sign in using SWAMID credentials "





3. The first time you login you need to specify your university. Search for "*Lund University*", select it, and click "*Proceed to Login*".

ILab	
Integrated shared resource facility management system Privacy Statement	
This service requests that you identify yourself. Select your preferred identity service below	
Q Lund	
Lund University Identity provider for employees and students at Lund University)	LUND UNIVERSITY
Show me more choices	
If you always use one and the same login provider for everything it might be a good idea to reme Login and use Forever. Press Start Over to redo the search and pick another login provider.	mber your choice by pressing
Proceed to Login Login and use Forever	Start Over

4. You will now be prompted to provide your LUCAT username and password. Enter your username without *@lu.se* at the end.

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L	UND UNIVERSITY
You are about to login to i	Lab Solutions
Usemame	
	- Ci
Password	
	LOGIN
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5. The first time you login to iLab you are given the option to modify your time zone and your email address that iLab uses. You can simply click "Set" to skip this step and continue.

Below is the email address that iLab ha hakan.axelson@med.lu.se	as on file for you to receive notifications.
If you would like to receive notification You can always update this later by clie	ns to another email, please update the email address below cking on 'my profile' in the upper right.
Note: Your login email will remain unchanged	L.
New email:	



 You should now see your iLab Starting Page. To review your Lab profile page, click the iLab navigation icon (≡) in the upper left corner and then select "My *Group*"



 Your iLab group (Lab) should be available below "My Groups". In iLab, your group is described as *Your Name* followed by "(LU) Lab". Click on *Your Name* to enter your Lab's profile page (if you can't locate your own Group within iLab, please contact us at <u>CTGservice@med.lu.se</u>).

M	y Groups
	My Groups
	Your Name (LU) Lab
_	Request Group Access

8. On the Lab profile page you can manage your group details and settings. One important tab is "Membership *Request*". Here membership requests will appear when team members request *Group Access* to your Lab.

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Lab-wide appro	oval settings									
Click the pencil icon	next to the person below whom	n you would like to m	sake the financial app	prover.						
Default auto-approval t Cost overage buffer	threshold	kr 0.0 kr 100	<u>*</u> 0							
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9. Your lab is now ready to start using iLab. To learn more about how to administer your iLab profile and team member settings, see our detailed *iLab user guide*. You can also find help on many topics using the *iLab Support Portal* that is found by clicking the "Help" link in the top right corner of you iLab window.