

Setting up Core to Core ordering capabilities in iLab

Background: Many core facilities need to place service orders with other core facilities. Core facilities do not automatically have a laboratory profile created within iLab and the core facility recharge account is assigned to the core laboratory administrator. If the servicing core facility that the order is being placed with uses iLab to manage service requests, then the person who is placing the order from the purchasing core facility will need to have the core facility account number assigned to them in iLab in order to place the order, similar to a PI laboratory staff member who wants to place an order.

- This process requires Institutional Administrator access. The IA will click into the side menu  in the top left of the screen.
- Then click – **User Management**
- Then scroll down to **Research Groups**

Research Groups Total: 2902

- And click the “+ **New Research Group**” button.



The New research group dialogue box will appear.

New Research Group

Name ^{*} Sharing [?]

Principal Investigator

Select Existing

Enter PI Contact Information

Email

First Name Last Name

➤ On the New Research Group screen.

Type in the name for the New Research Group; Example: PBC - HSCRF

Sharing- should remain set at “Stealth”

Principal Investigator - Search for the name of the Core Director

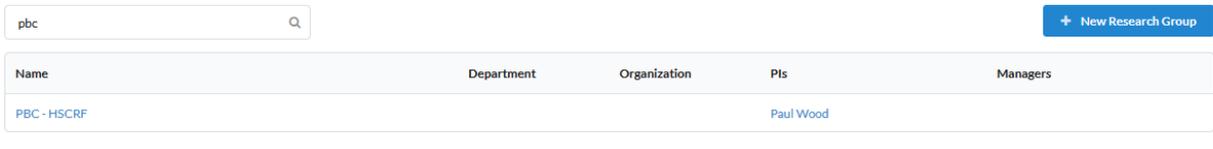
If the Core Director name exists, select it and skip “Enter the PI Contact information”

➤ Next click – Save

Save

You will return to the User Management screen.

➤ There you will see the new Research Group



Name	Department	Organization	PIs	Managers
PBC - HSCRF			Paul Wood	

➤ Click on the new user group; in our example this is “PBC – HSCRF”

➤ A new screen will come up where new users can be added to the lab group and to request access to the Core facility 03 account.

Click “Link Existing User” and find and add the users as needed

🔍 Link Existing User

➤ The account number request will go to the Core Laboratory Administrator who is the approver as assigned in Panther Express.