

# Required Use of Expiration Dates for iLab User Offboarding

## Standard Operating Procedure 050 for Pitt iLab System

iLab Role: Lab Administrator

Revision #: 0

Date: 9/2025

### Purpose:

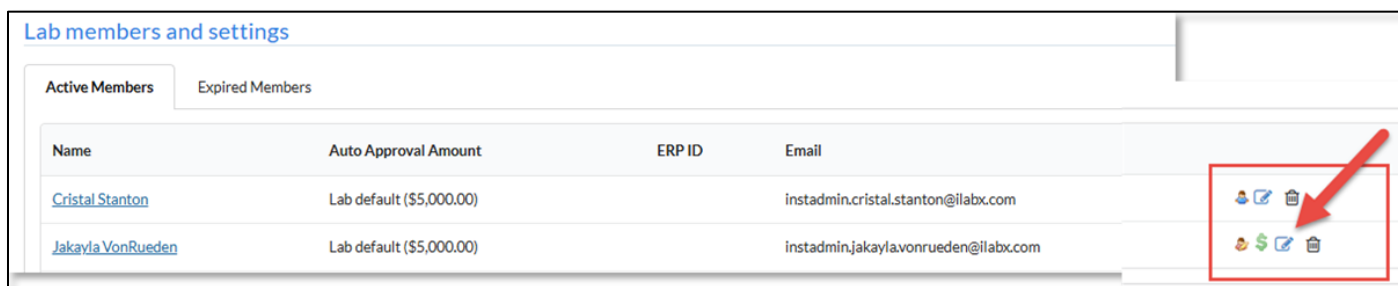
When a user leaves the lab or organization, the lab administrator must set an expiration date for that user in iLab. The following steps should be followed instead of removing users from a research group or lab in iLab to ensure that purchases can still be billed after a user has left the lab. Removing users instead of setting an expiration date will result in billing issues if there are still charges to be invoiced after a user has left.

### Scope:

This SOP should only be performed by administrators at the University of Pittsburgh who manage research groups or labs (ex: those associated with a PI).

### Procedure:

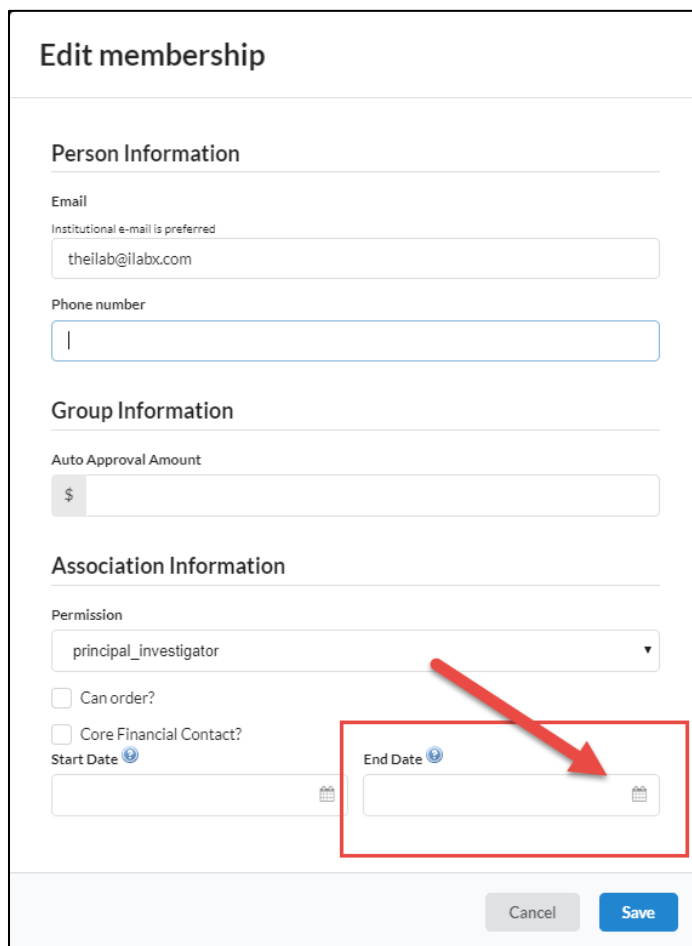
1. Login to iLab: <https://pitt.ilab.agilent.com/account/login>.
2. Navigate to the Users lab.
3. Click on the Members Tab.
4. Scroll down to the “Lab Members and Settings” section.
5. Click on the “Edit Icon” (blue pencil icon) for the user to be expired. DO NOT USE the “Remove member” (trash icon) which will remove the user from the lab. Note that this does not delete their account from the system.



Name	Auto Approval Amount	ERP ID	Email	
<a href="#">Cristal Stanton</a>	Lab default (\$5,000.00)		instadmin.cristal.stanton@ilabx.com	
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6. In the “Edit Membership” pop up, set the end date as the last day of the month following the month in which the user leaves (ex: if the user leaves in August, set the date to September 30<sup>th</sup>). Click Save.



The screenshot shows a web form titled "Edit membership" with three main sections: "Person Information", "Group Information", and "Association Information".

- Person Information:** Includes an "Email" field with the value "theilab@ilabx.com" and a "Phone number" field.
- Group Information:** Includes an "Auto Approval Amount" field with a "\$" symbol.
- Association Information:** Includes a "Permission" dropdown menu set to "principal\_investigator", and two checkboxes: "Can order?" and "Core Financial Contact?".

At the bottom of the "Association Information" section, there are two date fields: "Start Date" and "End Date". The "End Date" field is highlighted with a red rectangular box, and a red arrow points to it from the right. Both date fields have a calendar icon to their right. At the bottom right of the form are "Cancel" and "Save" buttons.

Note: The end date for the user as a member of the lab. After that, the user will be removed from the lab and will not be allowed to pay for services using any lab fund. When left empty, the membership will have an indefinite duration. For expired users, outstanding charges will still follow the normal billing process. To review or reactivate expired memberships, click on the 'Show expired memberships' link (only visible when your lab has any expired memberships).

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## References:

[https://help.ilab.agilent.com/36900-managing-your-group/279998-members?from\\_search=198078401#members](https://help.ilab.agilent.com/36900-managing-your-group/279998-members?from_search=198078401#members)

Approval Authorizations	Signature	Date
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