Step 1 – Identifying user and account #

• Identify who will send out requests for your lab AKA “Researcher”

• The researcher’s main responsibilities are: create requests online and manages the entire workflow of the project from beginning to end.

• *Identify the account # for each requests, prior to initiating your requests.* The account # must be a fund 17 project no. usually a 6 digit no. The PI or financial manager in your lab has a list of these fund 17 project #.
Step 2 – Logging into iLabs

- Paste this on your browser: https://csmc.corefacilities.org
- iLab works best using Firefox, Safari or Chrome. So if the link opens in internet explorer, copy https://csmc.corefacilities.org and paste it onto Firefox, Safari or Chrome.
- iLab is now integrated with the Cedars Exchange active directory, therefore all CSMC users with an employee number must use their exchange credentials to log in. Using the new URL above, select “Internal CSMC user” and enter your Exchange credentials on the next screen (do not put your email address even if it states to do so).

- Create reservations or submit requests for service. Log in to iLab to track updates and/or progress with each core.
Note: After logging in, your designated approver is your PI (Private Investigator). He/She is going to receive an email to approve your account with ilabs.
The PI must log in as well. He/She must add you to their lab and assign a fund #, then you are ready to make requests online. See above, by clicking my labs, this will direct the PI to membership requests.
Step 3 – Important Notes No. 1

If any questions pertaining to a project in detail (not ilabs online training related)

• Biospecimen, TMA Kent Yuan  X31817  
  Xiaopu.Yuan@cshs.org
• Tissue Staining, Jennifer Godinez X39360  
  Jennifer.Godinez@cshs.org
• Imaging, Arkadiusz Gertych X32964  
  Arkadiusz.Gertych@cshs.org
• Instrumentation/ Equipment X35146  
  Michael.Doche@cshs.org
• Blood or Tissue Collection, Freezer Storage,  
  Data Collection, X69375  
  Jenny.Chen@cshs.org

ilab online help or how to use ilabs

• Ilab training, Jaydee Dizon X86248  
  Jaydee.Dizon@cshs.org
Step 4 – Important Notes No. 2

For Additional help online or need help in correcting errors when making requests, Cancel requests, or adding new account # for projects.
- Email Jaydee.Dizon@cshs.org

For general information:
Email: support@ilabsolutions.com
Call (617) 297-2805

Please put subject line, your institution name, and your name and the lab you are from
Ex. CSMC, user John Smith, Dr. Smith’s lab.

Usually email inquiries are answered same day. Phone calls may take awhile and redial if a representative is not available.
Step 5 – Making a Request on line

• For quick access, bookmark the following URL: https://csmc.corefacilities.org

• Log in is the same as your log in to your cedars email or computer etc. Ex users name smithj & password

Screenshot –
This is the typical Welcome Page. Click on left hand side, my labs
Click on Cedars-Sinai Biobank Translational Research Core
Step 6 – Request Services tab

Click on Request Services Tab
Is it a biospecimen? Tissue Collection? Or Imaging? Or TMA? There are 4 services on this page. Also make sure you have the right core the Translational Research Core.
Step 7 – Initiate Request

Initiate Request
Step 8 – Find your name (user/requester)

Click here and type your first and last name. It should populate along with your CSMC email address.
Step 9 – Click Proceed
Step 10 – Fill out form completely

Fill out the form and anything important below that pertains to your requests, scroll below.
Step 11 – continue to fill out form

Check this box if you don’t want the PI to approve it and you are sure the requests is good to go. Requests are delayed if you don’t check the box. This option may or may not pertain to all researchers.

If for some reason, you made a mistake and have not saved the form, this is the time to cancel the request and start all over again. Do not leave ilabs online request open for too long or quick to answer an email while making a request, as it will save it automatically.
Step 12 – Continue to fill out the form

Save the form

Drop down and select the proper fund 17 account no for this project. If there is none. Email Jaydee Dizon for help. See Step 1 and 4
Step 13 – ADD Service for Advanced users (this MUST be filled out if you have agreed with our personnel from our core)

2. These are the core services below, please click on the > To see the drop down of prices of our services.

Click on the proper charges agreed upon with our core.

1. Add service—click first
Step 14 – Charge your items

1. Click the plus sign
2. Put quantity of cases
3. Description of services/requests

Sample is for a biospecimen
Tissue Staining and Imaging is similar in formatting
Step 15 – What if the description of charges is not listed or fee negotiated is not listed?

Click on add charge

Use a description of what was agreed upon. Put price as well and if there is a price increase.

Leave category blank and click add
Step 16 – Charge your items no. 2

When Step 14 is completed. The charges are seen here. When project is completed, go ahead see arrow 2 and 3, drop down menu, click–ready to bill and completed as shown here.
Step 17 – Submit to Researcher

This charge box will remain open if you have more charges to add. Click X to top left when done.

Submit if all completed!
Step 18 – Completed Request and Ready to bill

When step 16 is done correctly this box should state, submit. Click this box twice until “completed” is shown.
Step 19 – Equipment Reservations

Click on the schedule equipment tab

To expand on the equipment, click on this

Expand on the others to check out other equipment that we have...
If this is your first time using our equipment, please initiate training. Can’t view schedule of equipment w/o training.
The following will pop up. Click on this institution, put your first name and last name. Click Proceed.
For what equipment do you need training?

Previous experience? Preferred date/time?

Also below, don’t forget the payment voucher drop down, choose the right project number then hit save completed form and submit request too. You must have project number or the request will not be accepted.

If the preferred time is available to our core, then Michael Doche sends you a confirmation of the appointment.
For returning users and trained personnel, please click on the view schedule to reserve time.
You can click on the day or time below to make a reservation, red bars & blue bars are for trained users access. Blue bars are for assisted use or to schedule a training only.
The following will pop up. Click on this institution, put your first name and last name. Click proceed.
Please verify date and time. Verify if it’s the right equipment.

Did something wrong? Delete the reservation.

Make sure the project number is chosen. Click that arrow for the dropdown, and choose the right project #.

Save reservation!
Please log in to ilabs when maintaining your projects or after submitting requests. The home page has new emails with important messages and also status of your projects that require immediate attention.
We will do our best to update it when new information comes up. For online help and hands on training, please contact Jaydee Dizon at X86248 or email Jaydee.Dizon@cshs.org

-End-