

ILAB REQUESTOR GUIDE FOR GENOMICS CORE

CEDARS-SINAI MEDICAL CENTER

Last updated 2/22/16

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Before you start:

- Identify who will make requests for your lab using the iLab system
- Identify your project number for each request
 - This is usually a 6-digit, fund 17 project number
 - Ask your PI or financial manager for your project number if you don't know it
- **The Core will not start work on your request until an iLab submission has been made.**

How to: Register and sign up for an account

1. Go to <https://csmc.corefacilities.org>
 - iLab works best using Firefox, Safari, or Chrome
2. Select “Internal CSMC User” and use your Cedars-Sinai Exchange username and password to log in.

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Save money. Save time. Accelerate research.

You are about to enter the private network of iLab Solutions, LLC. Unauthorized entry and/or use of this system may subject you to both civil and criminal liability under applicable state and/or federal laws and regulation.

Internal CSMC user (with CSMC Credentials):
Click [here](#) to login or register using your institute login and password.

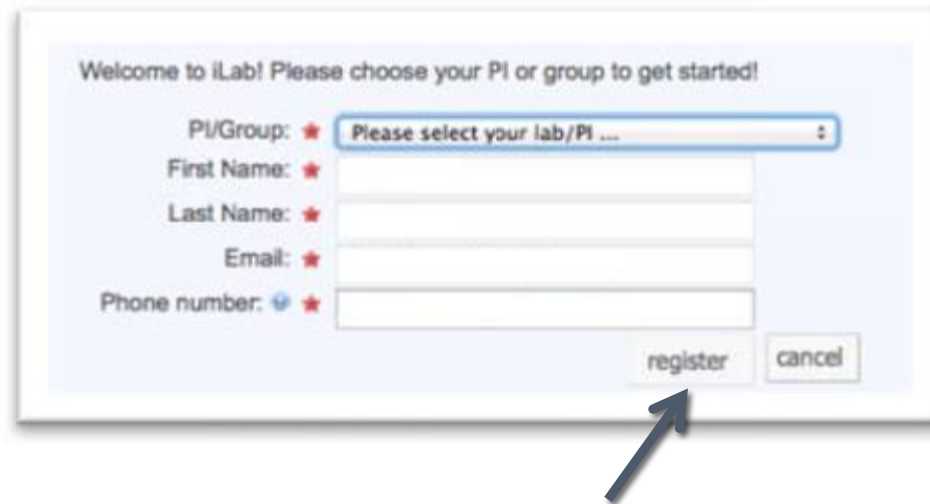
Not a CSMC user? (no CSMC Credentials)
Login using iLab credentials
If you don't have an account, please [register](#) for an iLab account.

Please email support@ilabsolutions.com if you are experiencing problems with your username and password.

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How to: Register and sign up for an account

3. Select your PI and fill out any missing information



Welcome to iLab! Please choose your PI or group to get started!

PI/Group: ★

First Name: ★

Last Name: ★

Email: ★

Phone number: 📞 ★

An arrow points to the "register" button.

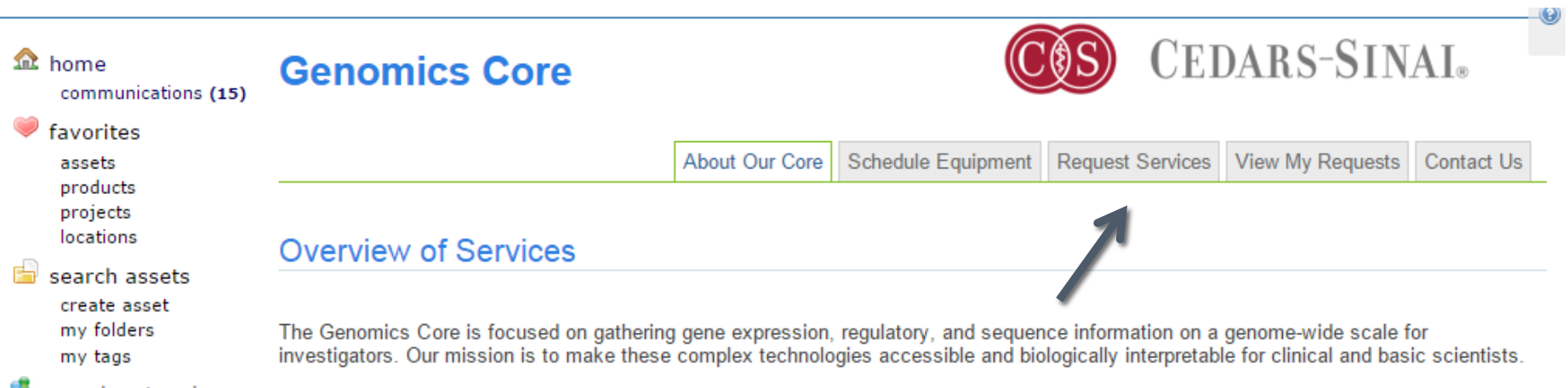
4. Click "register"

How to: Register and sign up for an account

5. Your PI will receive a notification that you have requested membership to their lab in iLab.
 - They will need to approve your membership and assign a project number to your account (see iLab PI Guide)
6. When your PI approves your account, you will be able to access and request services from Cedars-Sinai Cores

How to: Make a Service Request

1. Go to <https://csmc.corefacilities.org/sc/3878/genomics-core/>
2. Log in to iLab using your Cedars-Sinai Exchange username and password
3. Select “Request Services”




home
communications (15)

favorites
assets
products
projects
locations

search assets
create asset
my folders
my tags

Genomics Core

 CEDARS-SINAI®

About Our Core | Schedule Equipment | **Request Services** | View My Requests | Contact Us

Overview of Services

The Genomics Core is focused on gathering gene expression, regulatory, and sequence information on a genome-wide scale for investigators. Our mission is to make these complex technologies accessible and biologically interpretable for clinical and basic scientists.

How to: Make a Service Request

4. Select your desired service and click “request service”

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

▼ Service Requests

▶ [NextGen Sequencing \(5\)](#)

▶ [High Throughput qPCR \(3\)](#)

▼ [Quality Control \(3\)](#)

Bioanalyzer (Quality Control)

[→ request service](#)

Available Assays:



How to: Make a Service Request

5. Complete all required forms
 - Sample information form: remember to click “confirm samples”

Special Notes

- You can click and drag to fill cells like in Microsoft Excel
- “Sample ID” can be the same as “Sample Name”
- Sample names may only consist of alphanumeric characters (A,B,C,1,2,3) and underscores (_)

Enter Sample Information

You can upload samples by entering your information directly into the grid below. Alternatively, you can download an Excel template, enter your sample information and then upload your file to the grid.

via grid entry via excel upload
[clear out grid](#)

	Sample ID	Sample Name	Species	Nucleic Acid	Concentration	Index
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						



Confirm Samples



✓ submit request to core

📄 save draft request

✗ Cancel

6. Click “Submit request to Core” to complete your request

How to: Schedule Equipment

1. Go to <https://csmc.corefacilities.org/sc/3878/genomics-core/>
2. Log in to iLab using your Cedars-Sinai Exchange username and password
3. Select “Schedule Equipment”

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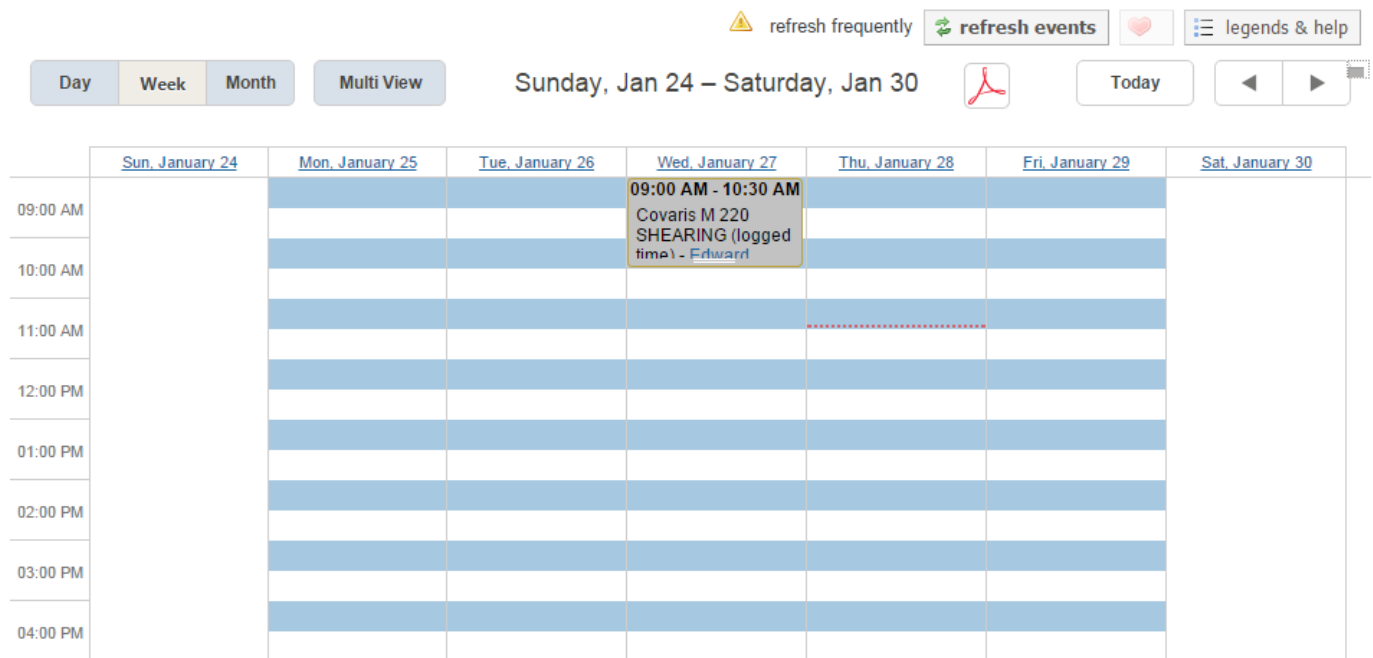
About Our Core | **Schedule Equipment** | Request Services | View My Requests | Contact Us

Overview of Services

The Genomics Core is focused on gathering gene expression, regulatory, and sequence information on a genome-wide scale for investigators. Our mission is to make these complex technologies accessible and biologically interpretable for clinical and basic scientists.

How to: Schedule Equipment

4. Click on the name of the machine you would like to schedule time on
5. **Click and drag** on the calendar to select your desired start and end times





How to: Schedule Equipment


6. Complete all required forms


- Add any additional charges as they apply ex. Covaris microtubes

Additional charges for this event

Search: 


 Add additional service charge

Name	Quantity	Show alphabetically
▼ DNA Shearing (1)		
Covaris microTUBE	<input type="text" value="1"/>	 \$10.00





7. Click “Save Reservation” to complete your request

- If your request requires core approval, you will receive an email notification when your reservation is approved

[Invite additional people to this event by email](#) 

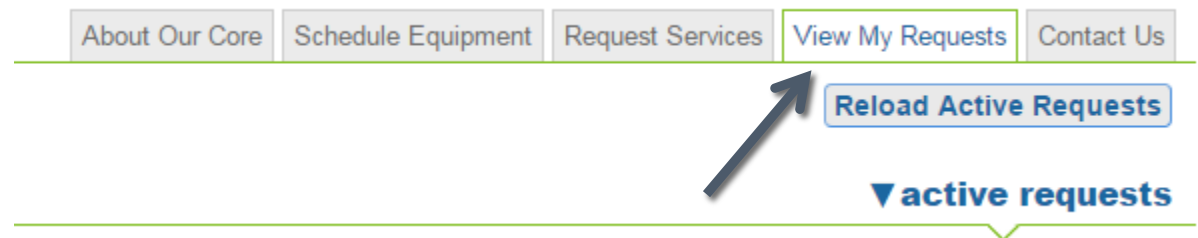
Please enter a comma separated list of valid email addresses

 Save Reservation



How to: Download Results

1. When the Core has completed your request, you will receive an email notifying you that an attachment has been added to your request.
2. Log into iLab and click on the “View My Requests” tab



How to: Download Results

3. Click on the blue arrow to expand the request of interest
4. The attachments panel will appear below your request. Click on the file names in the attachments panel to download your results.

Attachments uploaded into forms or the request can be downloaded.

View Form: Track Shipment		Completed			
▶ Apr 10 04:07 PM	Medi Services	Quantity: 100.0	\$3,000.00 (\$30.00)	Billing Status: Not Ready To Bill	Work Status: Proposed
▶ Apr 10 04:07 PM	Train Training	Quantity: 1000.0	\$5,000.00 (\$5.00)	Billing Status: Not Ready To Bill	Work Status: Proposed

Comments

Dec 28 '12 01:56 PM Jonathan Wallace said Further review is necessary.

Attachments & URLs

Download file FDO-BC-JW-118 template test.csv Jonathan Wallace 2012 Dec 28 @13:57

Help Contacts

- For questions pertaining to a project in detail, or questions on how to use iLab –
 - Email: genomics@cshs.org
 - Call: x34066

- For additional help (ex. adding new account #s for projects)
 - Email: support@ilabsolutions.com
 - Please put in the subject line: your institution name, your name, and the lab you are from
 - Call: (617) 297-2805