

This QRC outlines the steps to manage a center in iLab. Centers are a method for providing a specific group of labs or users specific rates/pricing for certain recharge facilities.

Access iLab				
Go to the iLab solutions site using the direct link or the <u>One</u> <u>Purdue Portal</u> and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey <u>can be found here</u> .	purdue.ilabsolutions.com Lab Management iLab ★★★★★ (0)			
Access Desired Center				
Click My Centers .	 Core Facilities My Cores View Requests View Funds My Centers Invoices Time Entry 			
Click the name of the desired center for which you have access.	Center Name College of Agriculture Purdue Cancer Center Chemistry Department - Glass Shop Chemistry Department - Machine Shop Biological Sciences Department Confocal Center			
Remove Center Members				
Click Research Groups tab.	Center Research Groups Cores Administrators Price Types Subsidies			
Click the red ' x ' to delete lab from center. <u>NOTE</u> : All users under that PI will no longer have access to special rates/pricing based on membership in the center.	Cameron, Stephen (PUR) Lab			
Center membership should exist at the PI or Lab level, when possible.				
Click the name of the desired center for which you have access. Remove Center Members Click Research Groups tab. Click the red 'x' to delete lab from center. <u>NOTE</u> : All users under that PI will no longer have access to special rates/pricing based on membership in the center. Add Center Members Center membership should exist a	All Centers You Manage Center Name College of Agriculture Purdue Cancer Center Chemistry Department - Glass Shop Chemistry Department - Machine Shop Biological Sciences Department Confocal Center Center Research Groups Cores Administrators Price Types Subsidies			



Under Search for a Group , begin entering Lab name . Results appear automatically. Click to select desired lab.	Search for a Group: ilab ilab iLab Admin (PUR) Lab	×		
Click Add.	Group Name iLab Admin (PUR) Lab	Institution Purdue University	Add Add	
All members of the selected lab will now receive pricing based on center membership, where applicable.				
Create A New Center				
The creation of a center must be done by iLab. To request a center, email <u>ilabhelp@purdue.edu</u> .				