

iLab For Principal Investigators

Usage and basic operations

Last updated 4/8/2025



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What is iLab?

iLab At Purdue

iLab is a web-based application adopted by Purdue University to assist in managing research core billings and recharge services provided by the University. The system serves as a central starting point for principal investigators and their lab members to locate research cores and supporting service.

iLab allows users of Purdue research cores to search for and reserve equipment, request services, while allowing the billing for these to be integrated with Purdue's financial systems.



How to get a Faculty iLab account

Requesting during sign-up (Option 1)

The process of adding new Faculty users to iLab will depend on whether the faculty member has sponsored funds assigned to them or not. All Faculty users with sponsored funds are automatically added on a nightly basis, without any request being needed. The Faculty member can login to iLab with their Purdue credentials.

Faculty members without sponsored funds are not automatically added, but are instead created by request, with two options.

Option 1, is for the Faculty Member to signup for an account (choosing Signup from the [login page](#)); and then choose “Apply For Faculty Account” as the PI/Group:



iLab Account Registration

Hello Tiffany LB Weatherford,

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

PI/Group: ★ Please select your lab/PI ...

First Name: ★ Tiffany LB

Last Name: ★ Weatherford

Email: ★ tlweathe@purdue.edu

Phone number: ★

register

cancel

How to get a Faculty iLab account

Requesting by support ticket submission (Option 2)

Campus iLab support will approve this request, and then submit a further request for a lab to be created. Once The lab has been created, Campus iLab support will then contact the faculty member when the lab is created and provide additional directions to contact their department business office to pull the newly created lab into the department and assign account strings.

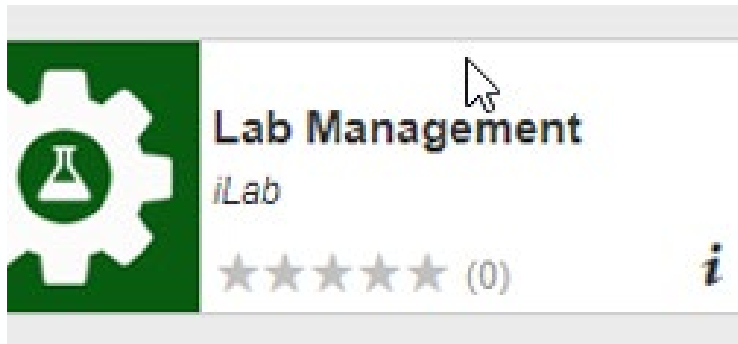
Option 2, is for the faculty member or their business office to upload a secure document to Purdue Box ([select here](#))

Then, the faculty member or their business office needs to submit a support ticket to ilabhelp@purdue.edu requesting a new lab to be created.

Campus iLab support will then submit a further request for a lab to be created. Once the lab has been created, Campus iLab support will then contact the faculty member when the lab is created and provide additional directions to contact their department business office to pull the newly created lab into the department and assign account strings.

How to Login to iLab

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Purdue user :

Click [here](#) to login or register using your institute login and password.

Not a Purdue user?

Click [here](#) to signup for an iLab account.

Purdue Login

Career Account Username

Password

Need help?

Log in

Note: Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action. Read Purdue's [Acceptable Use Policy](#).

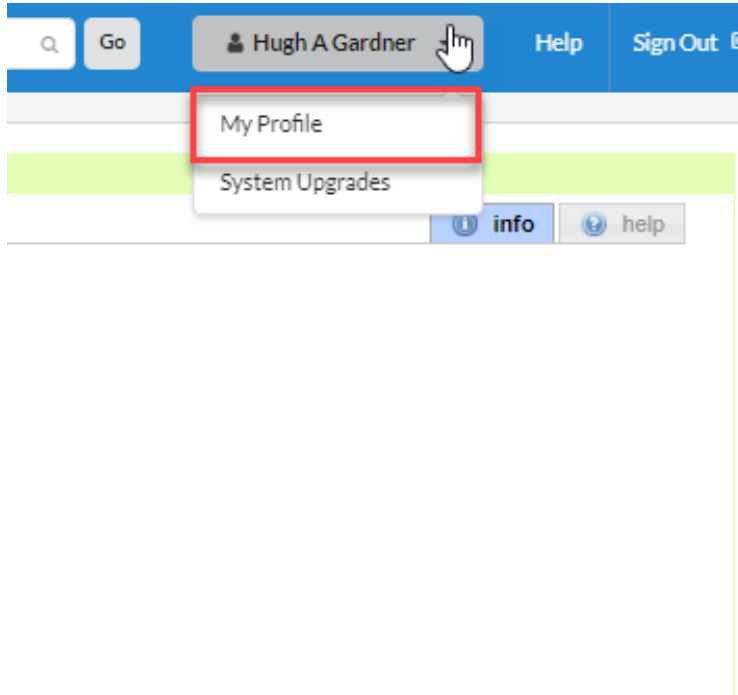
1. Go to the [login page](#) or select the Lab Management tile on the One Campus Portal.

2. Choose “Sign-up and then Purdue User and login in using Purdue credentials”

3. Authenticate with your Boilerkey password

Changing iLab Profile Settings

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1. Click on the dropdown by your name, selecting My Profile.



2. Click edit. Only a Purdue email or email alias should be used for Email (unless user is External)

My Profile

Profile Details
Change Password
Billing / Shipping Information
Notification Settings
Default Ordering Settings
Search Preferences
Projects
Labs 6
Colleagues

3. These additional settings should not be edited as they are not in use/enabled for editing.

Approve Lab Membership

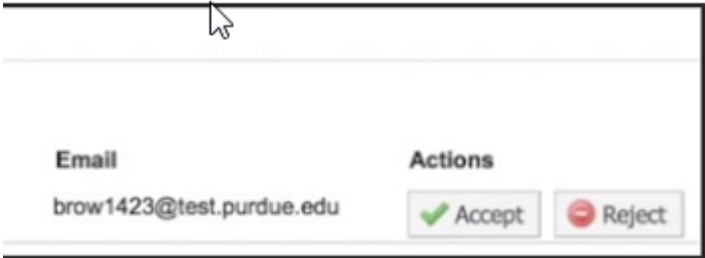
How to approve student or staff additions to Principal Investigator labs (1 of 1)



To check for an approve lab membership request, first click on My Labs in the left navigation and choose a lab for which you are the PI (Principal Investigator), or have admin rights in.



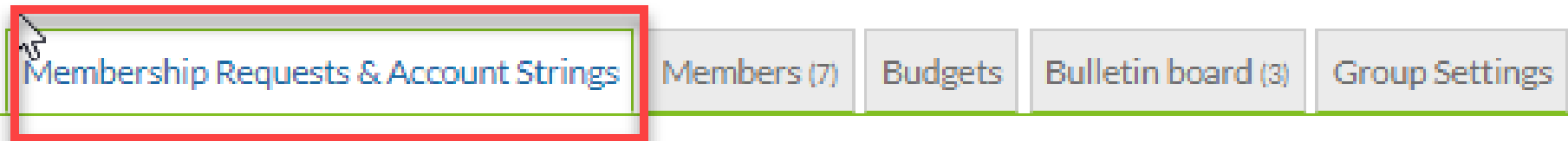
If there are pending requests, the Membership Requests & Account Strings tab will have a red circle with a number indicating how many pending requests there are.



For each request, you can click **Accept** to allow that student or staff member to join the lab or **Reject** to clear the request.

Assigning Account Strings

How to give student or staff lab members access to account strings (1 of 2)



To give access to account strings in a PI (Principal Investigator) lab, first click on the Membership Requests & Account Strings tab in the lab interface.

ARI- P.90025504.02.008	ARI- P.90025504.02.016	ARI- P.90025504.02.030	PUR- F.00105890.02.011	PUR- F.00105890.02.015	PUR- F.00105890.02.020
☒	☐	☒	☒	☐	☒
PARI			Purdue		

A list of all current account strings will appear, with a blue checkmark indicating access. Each also has a 3 digit company code in front (PUR for Purdue, ARI for PARI). Click an empty white box to create a blue checkmark, indicating allowed use. To remove access to an account, click the blue checkmark, and it will show as an empty white box again.

Note: If your lab is in a Department in iLab, your business office staff can perform these actions as your delegates. Only use PARI coded funds if you are affiliated with PARI or have express permission from PARI to do so.

Assigning Account Strings

How to give student or staff lab members access to account strings (2 of 2)

Filter Account Strings

Filter Members

Name	Default Account String	F.00'
Aaron Bowman	None	
Blake Allan	None	

Showing 1 to 2 of 2 results

Request access

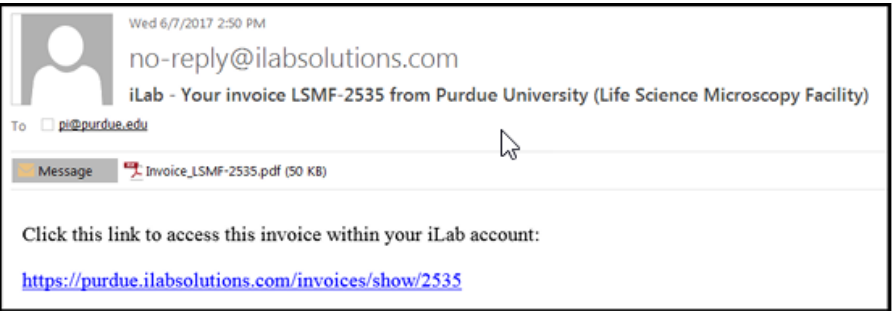
rings

You can also assign a Default Account String for the lab member. This account string will be selected by default when they make equipment reservations, or request services. This is highly recommended if most of this lab member’s charges will be focused on one fund, as it will reduce the chance of improper charge allocation, as well as streamlining the process of reserving/requesting.

Reviewing Invoices

Steps to review invoices for lab members

Once a billing event has been created by a research/recharge facility, the Invoice Owner/Financial Contact (in most cases the PI (Principal Investigator) of the lab will be emailed (using the defaults email on record). The link in the email will open the invoice for review:



From: Evaluation & Learning Research Center (ELRC) To: BL (PUR) Lab I

Invoice Date: May 03, 2023

Lab: [REDACTED]

[show additional contacts](#)

Invoice Total	\$40,863.30
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This invoice has not been approved by a financial administrator.

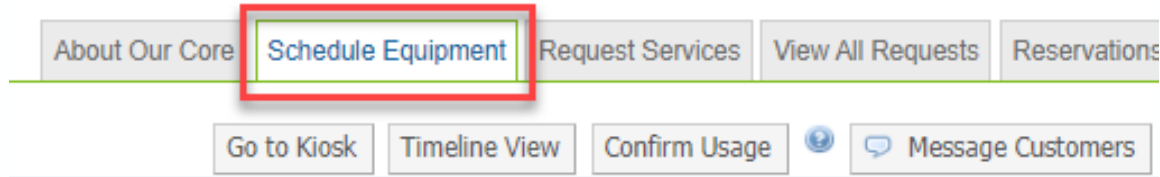
DATE	ITEM DESCRIPTION	PMT#	QTY	PPU	STATUS	TOTAL
Request: E&LRC(ELRC)-WB-2 Start: December 12, 201						
(46363929) April 30, 2023 (0116301772)	Service	F90002054.0 2.010	95.9	\$67.00/ea	Completed	\$6,425.30
Actual cost: \$110,883.66		Projected cost: \$51,054.00		Invoice cost: \$6,425.30		
Request: E&LRC(ELRC)-WB-18 Start: March 06, 2020						
(46363933) April 30, 2023 (0116301772)	Service	F90002054.0 2.035- 46010000--	280.0	\$67.00/ea	Completed	\$18,760.00
Actual cost: \$323,074.00		Projected cost: \$67.00		Invoice cost: \$18,760.00		
Request: E&LRC(ELRC)-WB-19 Start: April 23, 2020						
(46363940) April 30, 2023 (0116301772)	Service	F90002054.0 2.036- 46010000--	55.0	\$67.00/ea	Completed	\$3,685.00
Actual cost: \$154,703.00		Projected cost: \$67.00		Invoice cost: \$3,685.00		

PIs are requested to review charges for accuracy. Any discrepancies in account assignment or percentage allocations should be communicated to your account manager in your departmental business office.

If there are no errors, no additional action is required. The invoice will auto approve as part of the iLab billing calendar (10 days after the billing event is created and invoices are sent).

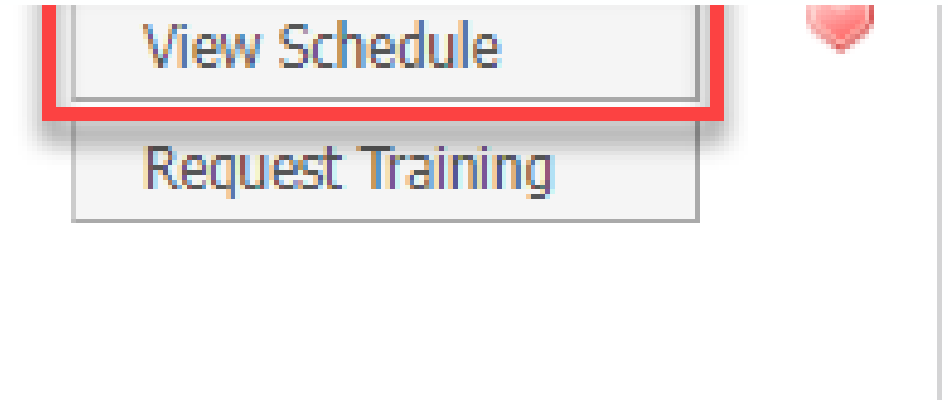
How to reserve equipment

Scheduling on core calendars (1 of 4)



tron Microscopy Center

In the research core you want to use equipment in, click on the Schedule Equipment Tab

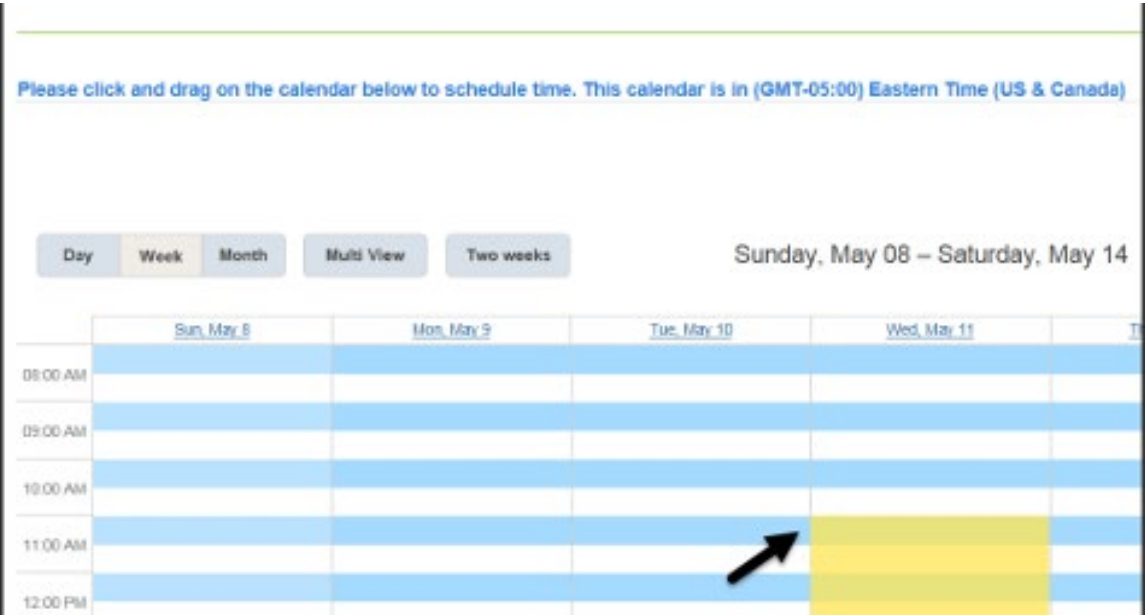


Click **View Schedule** for the piece of equipment you wish to reserve time on.

If training on equipment is required, instead click **Request Training**

How to reserve equipment

Scheduling on core calendars (2 of 4)



Navigate to the desired week, locate day of the week, and click and drag to select the desired time span.

Required forms

There are no forms required to make this reservation.

Reservation details

For: NovaNanoSEM (logged time) - Self Use \$32.00/hr - My Reservation
 Lab: [Bryant, Frances \(PUR\) Lab](#)
 Created on: May 10, 2016 15:13

Event Notes: note visible to any

Required forms contain any forms required prior to use of the equipment.

Review the **Reservation Details** and Add any Event Notes if the reservation required special instructions.

How to reserve equipment

Scheduling on core calendars (3 of 4)

The 'Times' section displays reservation scheduling details. It includes three rows: 'Scheduled:' with the date range 'May 11, 2016 11:00 AM - May 11, 2016 01:00 PM', 'Logged:' with '05/11/2016 11:00 AM - 05/11/2016 01:00 PM', and 'Billable:' with '05/11/2016 11:00 AM - 05/11/2016 01:00 PM'. A mouse cursor is pointing at the 'Scheduled:' text.

Review **Times** of reservation

The 'Use and cost of reservation' section shows a reservation for 'May 11 '16 11:00 - 13:00' with a rate of 'Self Use \$32.00/hr'. Below this, the 'Total:' is calculated as '\$64.0 (2.0 hours)'. A mouse cursor is hovering over the total amount.

Review **Use and cost of reservation**

The 'Payment information' section prompts the user to 'Please enter the Account String'. It shows a dropdown menu with the selected account string '%21010000-8000000109 501 1063-9005 (Expires on December 31, 2075)'. Below the dropdown, it indicates '100.0%' and 'total allocated'. A 'split charge' button is visible at the bottom right.

Many users have a default account assignment.

Review **Payment information** to ensure the proper account will be charged for this reservation.

If the account the User intends to charge does not appear, contact your home Business Office

How to reserve equipment

Scheduling on core calendars (4 of 4)

Payment information:

Please enter the Account String

	%	Account String
1	50	%21010000--8000000109 501 1063-9005 (Expires on December 31, 2075) ▼
2	50	%21010000--8000001517 500 1063-8000 (Expires on December 31, 2075) ▼

100% total allocated ⓘ

 split charge

To split charges among multiple accounts, click Split Charge and allocate to each account by percentage.

Note: Only authorized accounts are displayed, and charges cannot be split to multiple labs.

Invite additional people to this event by email ⓘ

Please enter a comma separated list of valid email addresses

To notify a user in addition to the facility of this reservation, add their email address

 Save Reservation
  Cancel Changes

 Delete Reservation

- Click **Save Reservation** to submit
- Click **Cancel Charges** or **Delete Reservation** if you need to start over.

How to reserve equipment

Viewing your reservations



Under Core Facilities, click **My Reservations**

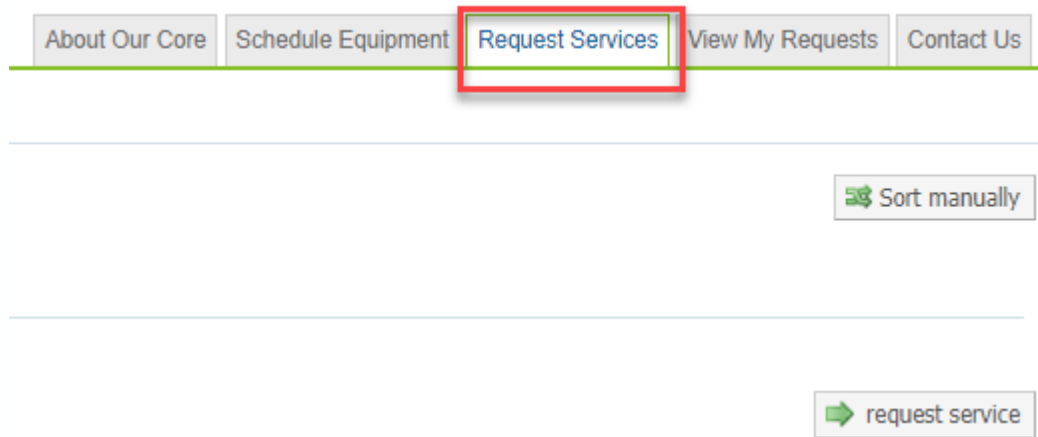
TODAY'S RESERVATIONS			
Resource	Scheduled start time	Scheduled end time	Duration
NovaNanoSEM Q - NovaNanoSEM	Thu, 12 at 02:30 PM	Thu, 12 at 03:30 PM	1.0 hrs
FUTURE RESERVATIONS			
Resource	Scheduled start time	Scheduled end time	Duration
May			
NovaNanoSEM Q - NovaNanoSEM	Wed, 10 at 09:30 AM	Wed, 10 at 11:30 AM	2.0 hrs
PAST RESERVATIONS			
Resource	Actual start time	Actual end time	Duration
May			
NovaNanoSEM Q - NovaNanoSEM	Wed, 11 at 11:00 AM	Wed, 11 at 01:00 PM	2.0 hrs
NovaNanoSEM Q - NovaNanoSEM	Tue, 10 at 01:00 PM	Tue, 10 at 04:30 PM	3.5 hrs
NovaNanoSEM Q - NovaNanoSEM	Tue, 10 at 10:00 AM	Tue, 10 at 12:00 PM	2.0 hrs
CM 100 Q - CM 100	Mon, 09 at 09:00 AM	Mon, 09 at 11:30 AM	2.5 hrs

All reservations from the past, current day, and for the future are listed.

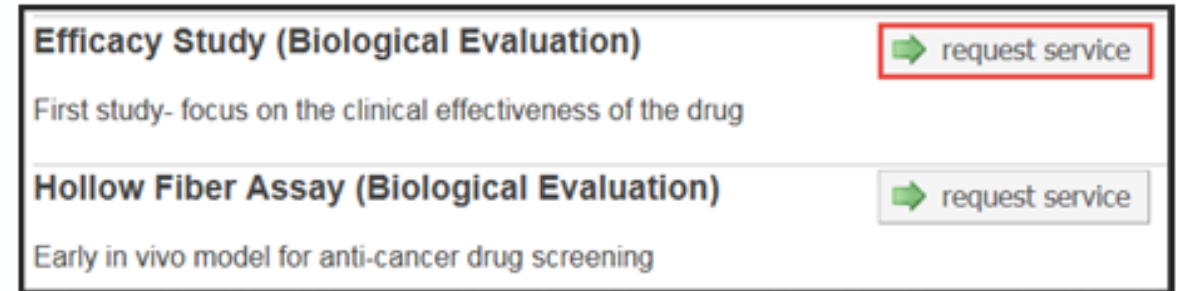
Details can be reviewed and if the reservation has not yet been billed, account/payment information can be edited.

How to request services

Requesting core services (1 of 3)



On the core landing page, click on the Request Services tab.



Locate the desired service and click the corresponding **request service** button.

How to request services

Requesting core services (2 of 3)

Blastocyst Injection of ES Cells

Request Name: PUCCR-SP-[CID]

Customer: Stella Price Lab: Bryant, Frances (PUR) Lab

Email: stella.price@ilabx.com Phone:

The request is named according to the name of the core and the user submitting the request.

1) Forms and Request Details

(see bottom of list to add items to this request)

Principal Investigator

Name:

Phone Number:

Campus Address:

email:

Affiliation:

☐ PUCR Member
☐ Purdue University Faculty
☐ CTSI Member
☐ External Request

Alternate Contact:

Alternate Phone Number:

email:

Study Summary:

Please list any impending deadlines (consultation, grant application, grant deadline, etc.) related to your project.

Any form(s) required from the core are listed.

Complete all fields.

How to request services

Requesting core services (3 of 3)

2) Cost

The core will review your request and provide you with a quote for the requested service(s).

Depending on the service request and core, the cost may display based on information and selections from the form or the core may review the request and return a quote to the user.

3) Payment Information

Please enter the Account String

%100.0

Account String

11010000-1099001000-7123456789 (Does not expire)

100.0%total allocated

split charge

enter additional payment information

Select Account String...

11010000-1099001000-7123456789 (Does not expire)

21010000-8000000109 501 1063-9005 (Expires on December 31, 2075)

21010000-8000000764 501 1063-9003 (Expires on December 31, 2075)

21010000-8000001517 500 1063-8000 (Expires on December 31, 2075)

Select correct account from drop-down menu to complete **Payment Information**.

To split charges between multiple accounts, click **split charge** and enter the allocations by percentage.

NOTE: Only accounts for which the user is authorized will be available for selection.

submit request to core

save draft request

Cancel

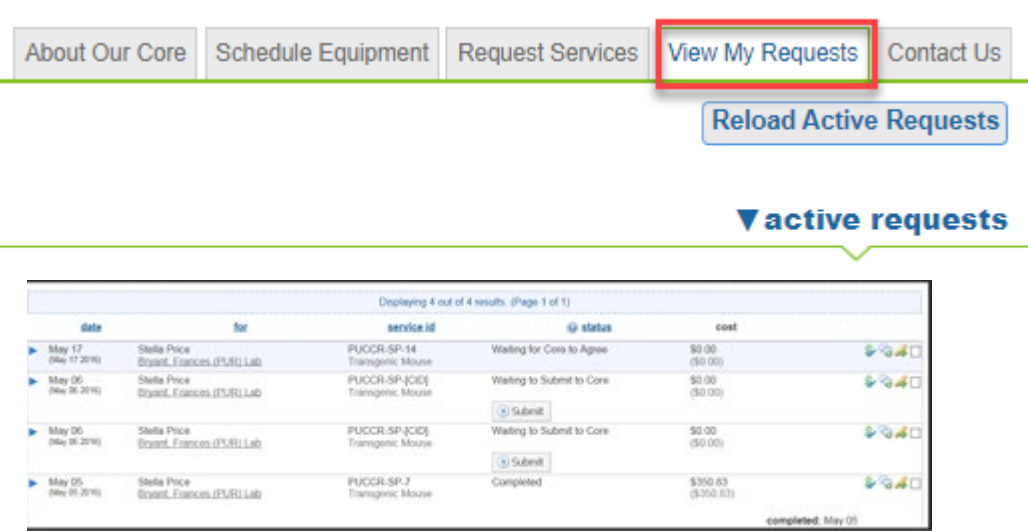
Click **submit request to core** to submit to lab for review.

If request is not yet complete, click **save draft request** to hold and submit at a later time.

To cancel request, click **Cancel**.

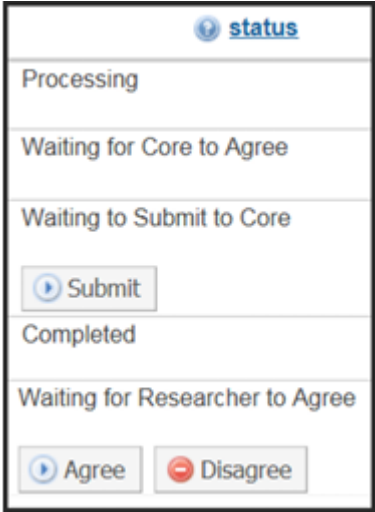
How to request services

Viewing Requests (1 of 3)



Click **View My Requests**

A list of all outstanding service requests is displayed.



Review status of requests, and take action when needed.

- Waiting to Submit to Core
- Waiting for Core to Agree
- Waiting for Researcher to Agree
- Processing
- Completed

How to request services

Viewing Requests (2 of 3)

Waiting to Submit to Core

A draft version of the request has been saved. Request has not been submitted to the core.

▶ May 18 (May 18 2016)	Stella Price Bryant, Frances (PUR) Lab	PUCCR-SP-[CID] Transgenic Mouse	Waiting to Submit to Core	\$0.00 (\$0.00)
			▶ Submit	

Waiting for Core to Agree

The status of a newly submitted request that requires lab/core approval. The lab manager is reviewing the request and/or preparing a quote or statement of work.

▶ May 17 (May 17 2016)	Stella Price Bryant, Frances (PUR) Lab	PUCCR-SP-14 Transgenic Mouse	Waiting for Core to Agree	\$0.00 (\$0.00)
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Waiting for Researcher to Agree

Request quote/proposal has been approved by requester and is back to the lab manager for final approval.

▶ May 18 (May 18 2016)	Stella Price Bryant, Frances (PUR) Lab	PUCCR-SP-17 Transgenic Mouse	Waiting for Researcher to Agree	\$2,000.00 (\$0.00)
			▶ Agree ⊖ Disagree	

How to request services

Viewing Requests (3 of 3)

Processing				
The request is approved and in progress. No action is required.				
 May 17 (May 06 2016)	Stella Price Bryant, Frances (PUR) Lab	PUCCR-SP-15 Transgenic Mouse	Processing	\$800.00 (\$842.00)
Completed				
Service is complete. Billing will occur within the next 30 days.				
 May 17 (May 17 2016)	Stella Price Bryant, Frances (PUR) Lab	PUCCR-SP-14 Transgenic Mouse	Completed	\$850.00 (\$850.00)
				completed: May 17

How to get help with iLab

Resources for iLab At Purdue

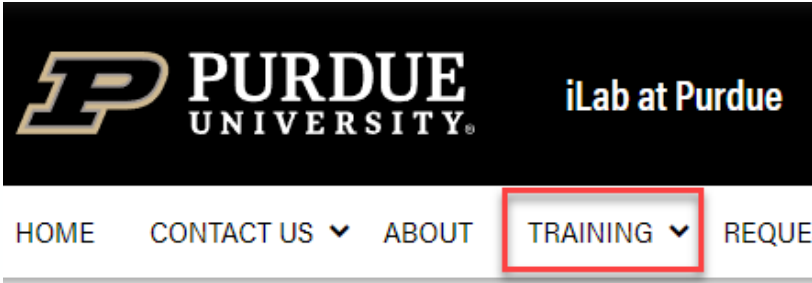
Campus Email



One of the easiest ways to request help in iLab, is to email ilabhelp@purdue.edu, which will generate a support ticket and alert our team members, who will swiftly respond and provide assistance.

For questions dealing with lab membership, account strings, or additional iLab questions specific to your lab, please contact your departmental business office.

iLab Support site



iLab At Purdue maintains a support site (Purdue.edu/ilab) with a library of Training Quick Reference Cards (QRCs), as well as other iLab related information.

Drop in support sessions



- The iLab At Purdue support team has daily, drop-in support sessions (held using Microsoft Teams). Sessions can be entered by clicking the links on the [iLab support page](#), launching a session during the listed times.

Conclusion

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Summary

This document presentation was intended to give PIs (Principal Investigators) a concise overview of iLab, and assist them in the task they may need assistance with in using or interacting with iLab.

Additional Trainings

Additional, similar presentations are available for student and staff lab members, department/center/core financial administrative support, and research core staff and administrators.

Questions

If you need additional assistance or would like to discuss the wider capabilities of iLab, please reach out to the iLab At Purdue support team at ilabhelp@purdue.edu.

Thank You

iLab At Purdue team, ilabhelp@purdue.edu

