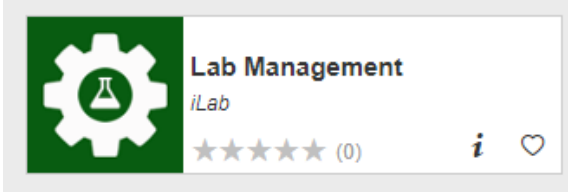

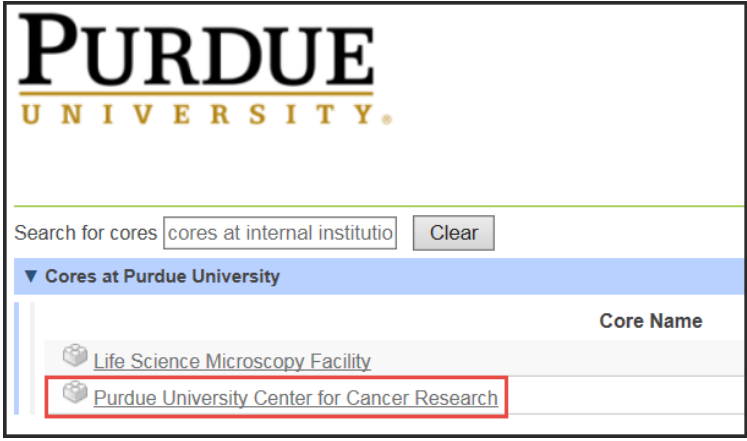
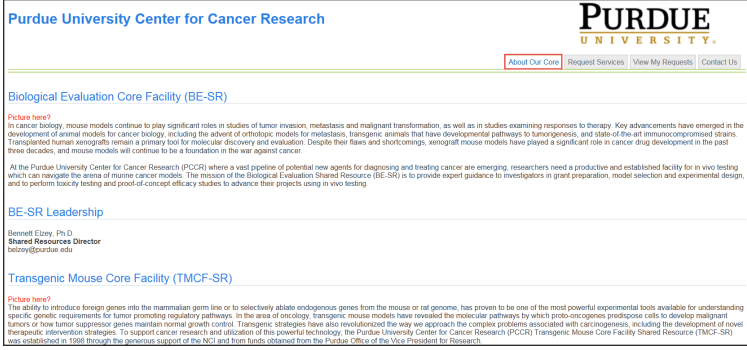
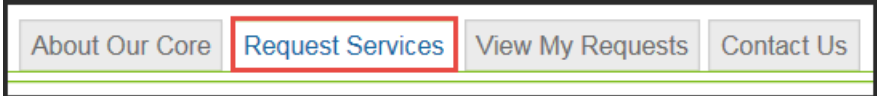
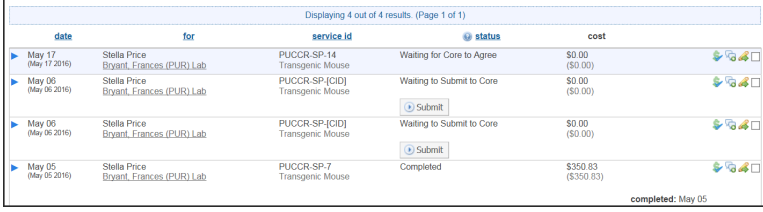
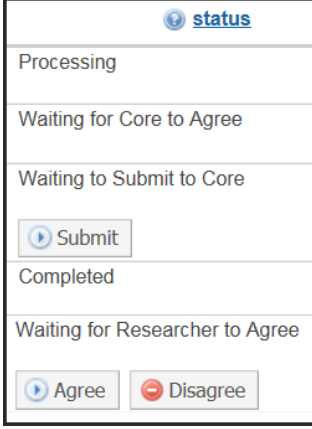
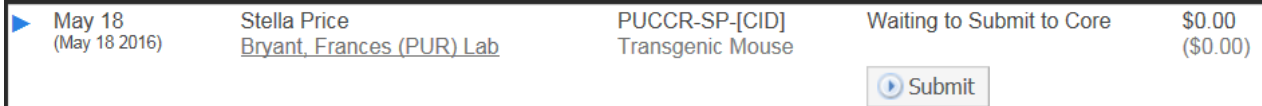
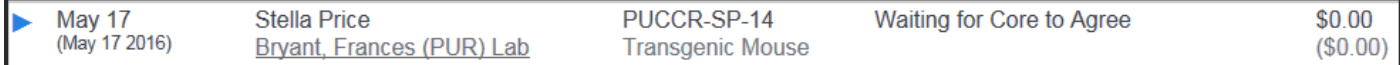
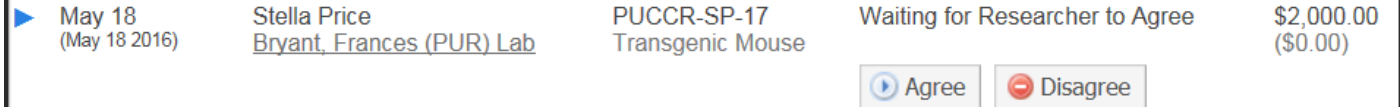

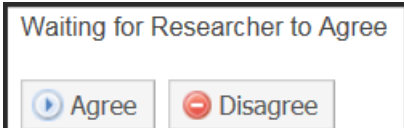


This QRC outlines the steps for using iLab to request service(s) provided by a recharge center, lab or facility.

Access iLab	
<p>Go to the iLab solutions site using the direct link or the <a href="#">One Purdue Portal</a> and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey <a href="#">can be found here</a>.</p>	<p><a href="http://purdue.ilabsolutions.com">purdue.ilabsolutions.com</a></p> 
Access Desired Facility	
<p>Click <b>Core Facilities</b>.</p>	
<p>Click the <b>name</b> of the desired facility for which you have access.</p>	
<p>The <b>About Our Core</b> page for the selected facility is displayed.</p>	
Request Service	
<p>Click <b>Request Services</b>.</p>	

<p>Locate desired service and click the corresponding <b>request service</b> button.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Efficacy Study (Biological Evaluation)</b> <span style="float: right; border: 1px solid red; padding: 2px;">➔ request service</span></p> <p>First study- focus on the clinical effectiveness of the drug</p> <hr/> <p><b>Hollow Fiber Assay (Biological Evaluation)</b> <span style="float: right; border: 1px solid gray; padding: 2px;">➔ request service</span></p> <p>Early in vivo model for anti-cancer drug screening</p> </div>
<p>The request is named according to the name of the core and the user submitting the request.</p>	<div style="border: 1px solid black; padding: 10px; background-color: #e6f2ff;"> <p style="text-align: center; font-size: 1.2em; font-weight: bold; color: #0070c0;">Blastocyst Injection of ES Cells</p> <p>Request Name: <input type="text" value="PUCCR-SP-[CID]"/></p> <p><b>Customer:</b> Stella Price <b>Lab:</b> Bryant, Frances (PUR) Lab  <b>Email:</b> stella.price@ilabx.com <b>Phone:</b></p> </div>
<p>Any form(s) required from the core is listed.</p> <p>Complete all fields.</p>	<div style="border: 1px solid black; padding: 10px; background-color: #e6f2ff;"> <p>1) Forms and Request Details <span style="float: right; font-size: 0.8em;">(see bottom of list to add items to this request) ☰</span></p> <p><b>Principal Investigator</b></p> <p>Name: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p>Campus Address: <input type="text"/></p> <p>email: <input type="text"/></p> <p>Affiliation: <input type="radio"/> PUCCR Member  <input type="radio"/> Purdue University Faculty  <input type="radio"/> CTSI Member  <input type="radio"/> External Request</p> <p>Alternate Contact: <input type="text"/></p> <p>Alternate Phone Number: <input type="text"/></p> <p>email: <input type="text"/></p> <p>Study Summary: <input style="width: 100%; height: 40px;" type="text"/></p> <p style="font-size: 0.8em; margin-top: 10px;">Please list any impending deadlines (consultation, grant application, grant deadline, etc.) related to your project:</p> <p><input style="width: 100%; height: 40px;" type="text"/></p> </div>
<p>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.</p>	<div style="border: 1px solid black; padding: 10px; background-color: #e6f2ff;"> <p>2) Cost</p> <p>The core will review your request and provide you with a quote for the requested service(s).</p> </div>
<p>Select correct account from drop-down menu to complete <b>Payment Information</b>.</p> <p>To split charges between multiple accounts, click <b>split charge</b> and enter the allocations by percentage.</p> <p><b>NOTE:</b> Only accounts for which the user is authorized will be available for selection.</p>	<div style="border: 1px solid black; padding: 10px; background-color: #e6f2ff;"> <p>3) Payment Information</p> <p>Please enter the Account String</p> <p style="text-align: center;">% <input type="text" value="100.0"/> Account String</p> <p>1 <input type="text" value="100.0"/> % <input type="text" value="11010000-1099001000-7123456789 (Does not expire)"/> ▼</p> <p>100.0% <input type="text" value="total allocated"/> <span style="float: right; border: 1px solid gray; padding: 2px;">➔ split charge</span></p> <p>enter additional payment information <input style="width: 100%; height: 20px;" type="text"/></p> <hr/> <p>Select Account String...</p> <p style="background-color: #0070c0; color: white; padding: 2px;">11010000-1099001000-7123456789 (Does not expire)</p> <p style="padding: 2px;">21010000--800000109 501 1063-9005 (Expires on December 31, 2075)</p> <p style="padding: 2px;">21010000--8000000764 501 1063-9003 (Expires on December 31, 2075)</p> <p style="padding: 2px;">21010000--8000001517 500 1063-8000 (Expires on December 31, 2075)</p> </div>

	<p><b>3) Payment Information</b></p> <p>Please enter the Account String</p> <p>% <input type="text"/> Account String</p> <p>1 50 % 11010000-1099001000-7123456789 (Does not expire) ▼</p> <p>2 50 % 21010000--8000000764 501 1063-9003 (Expires on December 31, 2075) ▼</p> <p>100% total allocated</p> <p><a href="#">split charge</a></p>							
<p>Click <b>submit request to core</b> to submit to lab for review.</p> <p>If request is not yet complete, click <b>save draft request</b> to hold and submit at a later time.</p> <p>To cancel request, click <b>Cancel</b>.</p>	<p><a href="#">submit request to core</a> <a href="#">save draft request</a> <a href="#">Cancel</a></p>							
<p><b>View Requests</b></p>								
<p>Click <b>Core Facilities</b>.</p>	<ul style="list-style-type: none"> <li> home</li> <li>communications (5)</li> <li><b> core facilities</b></li> <li>my reservations (2)</li> <li>list all cores</li> <li>invoices</li> <li> manage groups</li> <li>my labs</li> <li>people search</li> </ul>							
<p>Click the <b>name</b> of the facility for which there is a pending request.</p>	<p><b>PURDUE</b> UNIVERSITY.</p> <p>Search for cores <input type="text" value="cores at internal institutio"/> <a href="#">Clear</a></p> <p>▼ Cores at Purdue University</p> <table border="1"> <thead> <tr> <th></th> <th>Core Name</th> </tr> </thead> <tbody> <tr> <td></td> <td><a href="#">Life Science Microscopy Facility</a></td> </tr> <tr> <td></td> <td><b><a href="#">Purdue University Center for Cancer Research</a></b></td> </tr> </tbody> </table>		Core Name		<a href="#">Life Science Microscopy Facility</a>		<b><a href="#">Purdue University Center for Cancer Research</a></b>	
	Core Name							
	<a href="#">Life Science Microscopy Facility</a>							
	<b><a href="#">Purdue University Center for Cancer Research</a></b>							
<p>Click <b>View My Requests</b>.</p>	<p><a href="#">About Our Core</a> <a href="#">Request Services</a> <b><a href="#">View My Requests</a></b> <a href="#">Contact Us</a></p>							

<p>A list of all outstanding service requests is displayed.</p>	
<p>Review status of requests, and take action when needed.</p> <ul style="list-style-type: none"> <li>• <b>Waiting to Submit to Core</b></li> <li>• <b>Waiting for Core to Agree</b></li> <li>• <b>Waiting for Researcher to Agree</b></li> <li>• <b>Processing</b></li> <li>• <b>Completed</b></li> </ul>	
<p><b>Waiting to Submit to Core</b></p>	
<p>A draft version of the request has been saved. Request has not been submitted to the core.</p>	
	
<p><b>Waiting for Core to Agree</b></p>	
<p>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.</p>	
	
<p><b>Waiting for Researcher to Agree</b></p>	
<p>Request quote/proposal has been approved by requester and is back to the lab manager for final approval.</p>	
	
<p>Click  to expand request details.</p> <p>Review proposal/estimate of work from the core facility.</p>	

Click **Agree** to send request back to core to begin work.

Click **Disagree** if the terms of the request or cost is not approved.

**Processing**

The request is approved and in progress. No action is required.

▶ May 17 (May 06 2016)	Stella Price <a href="#">Bryant, Frances (PUR) Lab</a>	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 <a href="#">Bryant, Frances (PUR) Lab</a>	PUCCR-SP-14 Transgenic Mouse	Completed	\$850.00 (\$850.00)	<b>completed: May 17</b>
---------------------------	---	---------------------------------	-----------	------------------------	--------------------------