



Biomedical and Obesity Research Core

Nebraska Center for the Prevention of Obesity Diseases through Dietary Molecules

Workshop Training Series

How to Sign Up for iLab and Reserve Instruments

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Nebraska Center for the Prevention of Obesity Diseases (NPOD)

How to Sign-up for iLab

New users must register an iLab account using their organizational email address. The following slides will guide you through the step-by-step registration process.

Step 1

- Please click the following Link:

https://my.ilabsolutions.com/service_center/show_external/3591



Sign In

Register

About

Biomedical and Obesity Research Core

Overview of Services

The Obesity Research Core is a one-stop shop being established to provide cutting edge services for NPOD members and other users as well. The Obesity Research Core is currently being housed in a newly renovated facility on the lower level of Leverton Hall, (building on the left) the NPOD headquarters building. The newly renovated core facility includes approximately 2,000 square feet of laboratory space, a state-of-the-art conference room, and a casual collaboration area right outside the laboratory for informal discussions. Please contact us for an informal visit or tour, and to meet the people in the Obesity Research Core!



Step 2

- Click "**Register**" in the top-right corner of the page.



Sign In

Register

About

Biomedical and Obesity Research Core

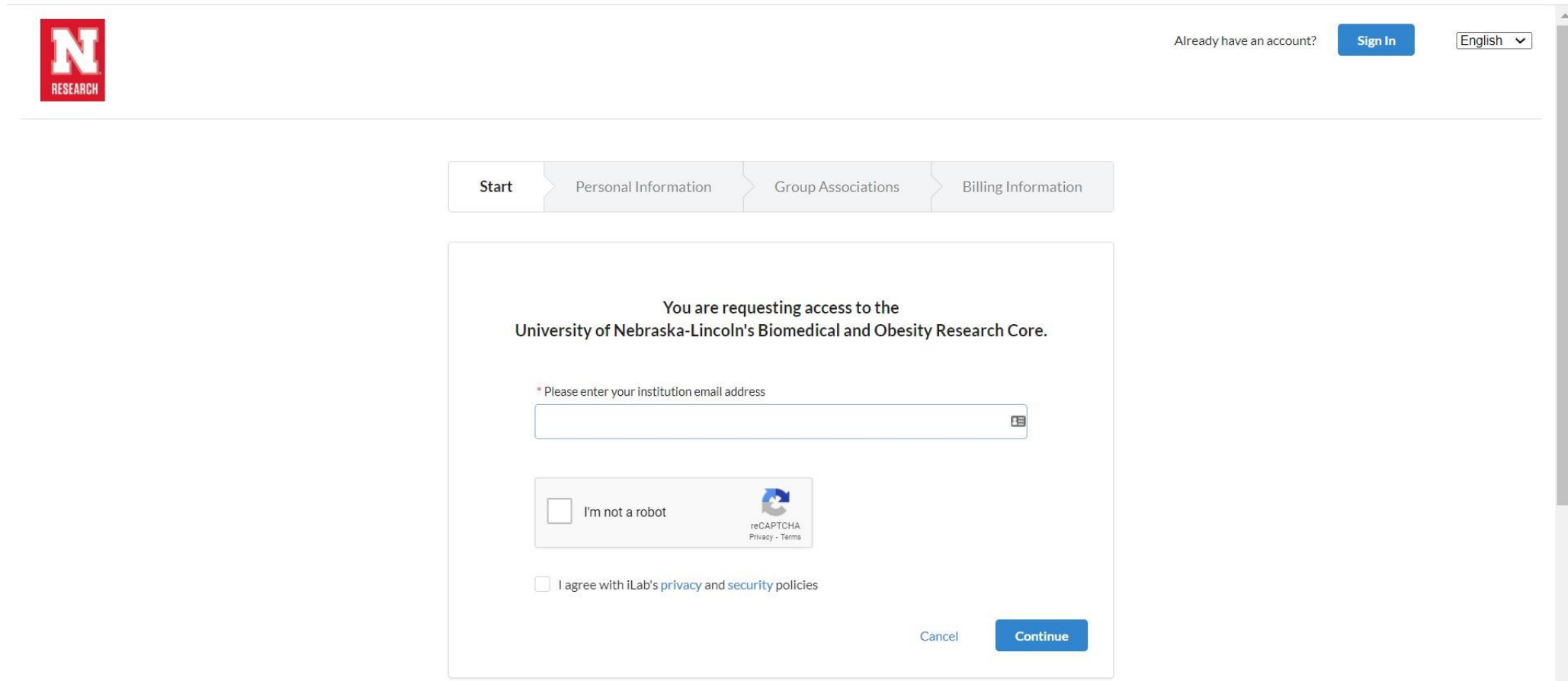
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Step 3

- Enter your **institutional email**, check **I'm not a robot** and **I agree...** and click **Continue**.




 Already have an account? [Sign In](#) English ▾

Start | Personal Information | Group Associations | Billing Information

You are requesting access to the
University of Nebraska-Lincoln's Biomedical and Obesity Research Core.

* Please enter your institution email address

I'm not a robot  [Privacy](#) - [Terms](#)

I agree with iLab's [privacy](#) and [security](#) policies

[Cancel](#) [Continue](#)

Step 4

- The webpage will look like the image below. Click "**Continue**".

The screenshot shows a web registration form. At the top left is the "N RESEARCH" logo. At the top right, there is a link "Already have an account?" next to a blue "Sign In" button, and a language dropdown menu set to "English". Below the header is a progress bar with four steps: "Start", "Personal Information", "Group Associations", and "Billing Information". The "Start" step is currently active. The main content area contains the following elements:

- Text: "You are requesting access to the University of Nebraska-Lincoln's Biomedical and Obesity Research Core."
- Text: "* Please enter your institution email address"
- Text input field: "somebody@unl.edu" with a clear button.
- reCAPTCHA: A box containing a green checkmark, the text "I'm not a robot", and the reCAPTCHA logo with links for "Privacy" and "Terms".
- Text: "I agree with iLab's [privacy](#) and [security](#) policies" with a checked checkbox.
- Buttons: "Cancel" and "Continue".

Step 5

- Enter the required information.



Already have an account?

[Sign In](#)

English

Start **Personal Information** Group Associations Billing Information

You are requesting access to the
University of Nebraska-Lincoln's Biomedical and Obesity Research Core.

* First Name

* Last Name

Phone Number

* I am affiliated with the following institution

* What is your primary role at University of Nebraska-Lincoln?

[Cancel](#) [Back](#) [Continue](#)

Step 6

- Enter your PI or manager's name.



Already have an account?

[Sign In](#)

English ▾

Start

Personal Information

Group Associations

Billing Information

You are requesting access to the
University of Nebraska-Lincoln's Biomedical and Obesity Research Core.

* What lab or research group are you associated with?

Please type the name of your group

Hint: You can also search using your PI or Manager Name

Cancel

Back

Complete

Step 7

- If the PI's name is in the iLab database, it will appear (not "Admin"). Then click "**Complete**".



Already have an account?

[Sign In](#)

English

Start Personal Information **Group Associations** Billing Information

You are requesting access to the
University of Nebraska-Lincoln's Biomedical and Obesity Research Core.

*What lab or research group are you associated with?

Admin (UN-Lincoln) Lab

Hint: You can also search using your PI or Manager Name

[Cancel](#) [Back](#) [Complete](#)


Step 8

- If everything is correct, the following webpage will appear.



Already have an account?

[Sign In](#)

English 

Thank you for registering with iLab!

Your registration will need confirmation.

Please allow up to 24 hours before you receive an email with your login details.

[Go to iLab](#)

Step 9

- If your lab/PI has never registered for iLab, you'll need to create a new group.



Already have an account?

[Sign In](#)

English ▾

Start

Personal Information

Group Associations

Billing Information

You are requesting access to the
University of Nebraska-Lincoln's Biomedical and Obesity Research Core.

* What lab or research group are you associated with?

Please type the name of your group

somebody

[Create New Group...](#)

[Cancel](#)

[Back](#)

[Complete](#)

Step 10

- After clicking "**Create New Group**", enter the required information on the following webpage and click "**Complete**". You can then start registering user accounts, as demonstrated in the previous slides.

The screenshot shows a web interface for creating a new group. At the top left is the "N RESEARCH" logo. At the top right, there is a link "Already have an account?" with a "Sign In" button and a language dropdown menu set to "English". Below the header is a navigation bar with four tabs: "Start", "Personal Information", "Group Associations", and "Billing Information". The "Group Associations" tab is active. The main content area contains a form titled "You are requesting access to the University of Nebraska-Lincoln's Biomedical and Obesity Research Core." The form includes the following fields:

- *What lab or research group are you associated with? (Dropdown menu with "Create New Group..." selected. Hint: You can also search using your PI or Manager Name)
- * PI's First Name (Text input)
- * PI's Last Name (Text input)
- * PI's Email Address (Text input)
- PI's Phone Number (Text input)
- * Is there another person in your lab who helps manage lab memberships, fund assignments and spending approval? (Dropdown menu with "No" selected)
- *Your Group's Name (Text input)

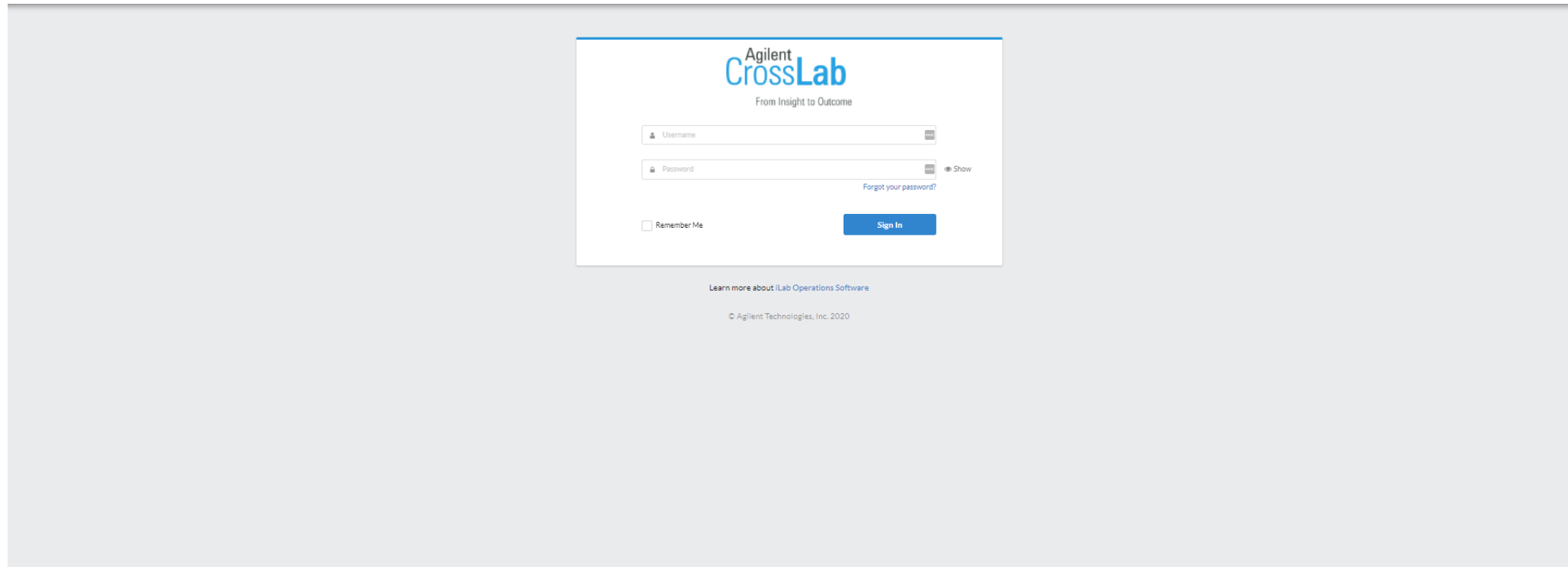
At the bottom of the form are three buttons: "Cancel", "Back", and "Complete".

How to Reserve Instruments through iLab

Users can cancel scheduled appointments up to 24 hours in advance. If a user arrives late or cancels within 24 hours, they will be charged for the full scheduled time.

Step 1

- **Go to iLAB** <https://my.ilabsolutions.com/account/login> and sign in with your credentials



Using iLab Operations Software

Core Admin Staff
Core Customers
Lab Administrators
Requisitioning

Legal

Privacy Policy
Technical Security Measures
Acceptable Use Policy

Getting Help

ilab-support@agilent.com
Contacting Support

Step 2

- **Select Biomedical and Obesity Core.**

Agilent CrossLab | iLab Operations Software

Search... Go User Help Sign Out

Home

Equipment Search

Search equipment and resources at your institutions...

Recently Used Cores

Biomedical and Obesity Research Core

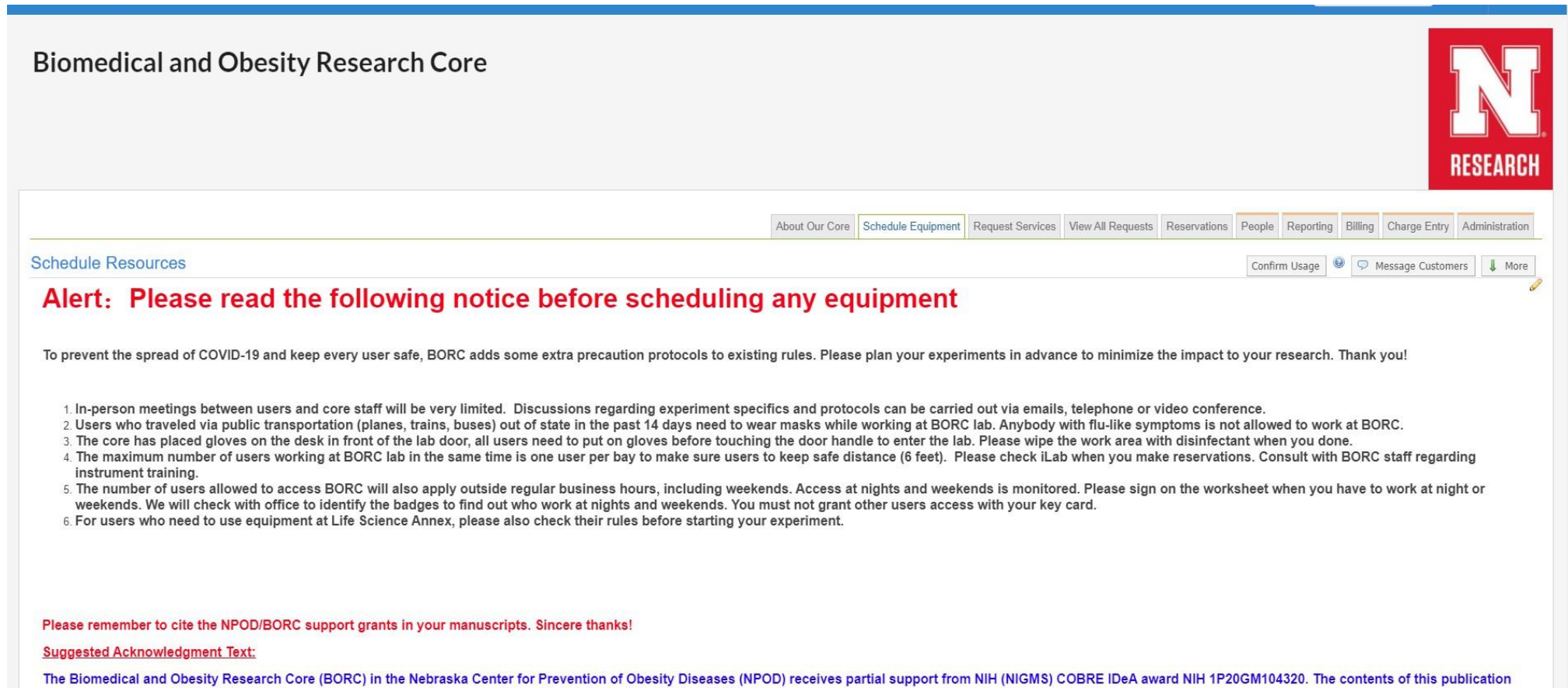
Service Requests

Name	Owner	Cost	State	Action
BORC-MO-[CID] -	Mojisola Ogunnaike	\$0.00 (\$0.00)	Waiting to Submit to Researcher	Submit


Click the action buttons to resolve service requests that require your attention. Click the service request name to view the request details.

Step 3

- Review the notice and scroll through the instrument list to find your desired equipment.



Biomedical and Obesity Research Core



Navigation: About Our Core | **Schedule Equipment** | Request Services | View All Requests | Reservations | People | Reporting | Billing | Charge Entry | Administration

Tools: Confirm Usage | Message Customers | More

Alert: Please read the following notice before scheduling any equipment

To prevent the spread of COVID-19 and keep every user safe, BORC adds some extra precaution protocols to existing rules. Please plan your experiments in advance to minimize the impact to your research. Thank you!

1. In-person meetings between users and core staff will be very limited. Discussions regarding experiment specifics and protocols can be carried out via emails, telephone or video conference.
2. Users who traveled via public transportation (planes, trains, buses) out of state in the past 14 days need to wear masks while working at BORC lab. Anybody with flu-like symptoms is not allowed to work at BORC.
3. The core has placed gloves on the desk in front of the lab door, all users need to put on gloves before touching the door handle to enter the lab. Please wipe the work area with disinfectant when you done.
4. The maximum number of users working at BORC lab in the same time is one user per bay to make sure users to keep safe distance (6 feet). Please check iLab when you make reservations. Consult with BORC staff regarding instrument training.
5. The number of users allowed to access BORC will also apply outside regular business hours, including weekends. Access at nights and weekends is monitored. Please sign on the worksheet when you have to work at night or weekends. We will check with office to identify the badges to find out who work at nights and weekends. You must not grant other users access with your key card.
6. For users who need to use equipment at Life Science Annex, please also check their rules before starting your experiment.

Please remember to cite the NPOD/BORC support grants in your manuscripts. Sincere thanks!

Suggested Acknowledgment Text:

The Biomedical and Obesity Research Core (BORC) in the Nebraska Center for Prevention of Obesity Diseases (NPOD) receives partial support from NIH (NIGMS) COBRE IDeA award NIH 1P20GM104320. The contents of this publication

Step 4

- Once you've found the instrument, click on it. For example, select "BioRad CFX Connect Realtime PCR".

The screenshot displays the Agilent CrossLab iLab Operations Software interface. At the top, there is a blue header with the Agilent CrossLab logo, the text "iLab Operations Software", a search bar, and user account information. Below the header is a navigation menu with tabs for "About Our Core", "Schedule Equipment", "Request Services", "View All Requests", "Reservations", "People", "Reporting", "Billing", "Charge Entry", and "Administration".

The main content area features a list of instruments. The "BioRad CFX Connect Realtime PCR" instrument is highlighted with a red box. Its entry includes a title, a "description" link, and a "pricing" link. Below the title, there is a brief description: "The CFX Connect Real-Time PCR Detection System offers two-target analysis, excellent thermal cyclers specifications. The system incorporates innovative optical technologies with powerful software to provide maximal reliability and efficiency for all your real-time PCR needs." This is followed by a sub-heading "The CFX Connect Real-Time PCR Detection System offers:" and a bulleted list of features:

- Easy startup — obtain great results right away with factory-calibrated dyes,
- quick setup, and intuitive software
- Effortless optimization — optimizing assays in a single run using the thermal
- gradient Powerful data analysis tools — quickly and accurately validate and analyze
- data with the advanced analysis modules of CFX Manager™ Software
- Accelerated publication submission — include MIQE annotations and generate
- RDML files using Biogazelle's qbase+ Software

To the right of the instrument description is a vertical menu with buttons: "View Schedule", "Review Usage", "Upload Usage", and "Take Offline".

Below the BioRad instrument description is an image of the BioRad CFX Connect Realtime PCR instrument. At the bottom of the page, another instrument, "LICOR ODYSSEY® CLx", is partially visible, with its own "description" and "pricing" links and a "View Schedule" button.

Step 5

- You'll be redirected to a calendar page where you can select a time slot to reserve the instrument.

The screenshot shows the Agilent CrossLab iLab Operations Software interface. The top navigation bar includes the Agilent CrossLab logo, the text "iLab Operations Software", a search bar, a "Go" button, a user profile dropdown labeled "User", and links for "Help" and "Sign Out". Below the navigation bar, the breadcrumb "Biomedical and Obesity Research Core > View Schedule" is visible. The main content area is titled "BioRad CFX Connect Realtime PCR" and includes a "Confirm Usage" button with a yellow notification dot. The calendar view is set to "Week (7 Days)" and displays the dates "Sun, 16 Aug - Sat, 22 Aug 2020" in "Central Time (US & Canada)". The calendar grid shows time slots from 12:00 AM to 10:00 AM for each day. The 12:00 AM slot for all days is reserved for "All User".

	Sun, 16 Aug	Mon, 17 Aug	Tue, 18 Aug	Wed, 19 Aug	Thu, 20 Aug	Fri, 21 Aug	Sat, 22 Aug
12:00 AM	All User	All User	All User	All User	All User	All User	All User
01:00 AM							
02:00 AM							
03:00 AM							
04:00 AM							
05:00 AM							
06:00 AM							
07:00 AM							
08:00 AM							
09:00 AM							
10:00 AM							

Step 6

- Select the desired time slot on the calendar.

Agilent CrossLab | iLab Operations Software

Search... Go User Help Sign Out

Biomedical and Obesity Research Core > View Schedule

BioRad CFX Connect Realtime PCR ♥ ⓘ ⚙ Confirm Usage

Week (7 Days) 📅 🖨 < Sun, 16 Aug - Sat, 22 Aug 2020 > Calendar Details
Central Time (US & Canada)

	Sun, 16 Aug	Mon, 17 Aug	Tue, 18 Aug	Wed, 19 Aug	Thu, 20 Aug	Fri, 21 Aug	Sat, 22 Aug
12:00 AM	All User	All User	All User	All User	All User	All User	All User
01:00 AM							
02:00 AM							
03:00 AM					03:19 AM - 05:49 AM		
04:00 AM							
05:00 AM							
06:00 AM							
07:00 AM							
08:00 AM							
09:00 AM							
10:00 AM							

Step 7

- Enter your name.

The screenshot displays the Agilent CrossLab iLab Operations Software interface. The top navigation bar includes the Agilent CrossLab logo, the text "iLab Operations Software", a search bar, a "Go" button, a user profile dropdown labeled "User", and "Help" and "Sign Out" links. The main content area shows a calendar for "BioRad CFX Connect Realtime PCR" for the period "Sun, 16 Aug - Sat, 22 Aug 2020". A modal dialog box titled "03:19 AM - 05:49 AM Create Reservation" is open, featuring the following elements:

- Event Type:** A dropdown menu set to "Reservation".
- Search within:** Radio buttons for "Current Customers" (selected), "This institution", and "All".
- Customer:** A text input field with a dropdown arrow, containing the placeholder text "type in the person's first name then last name for whom you'd like to create a reservation".
- Buttons:** "Cancel" and "Next" buttons at the bottom right of the dialog.

Step 8

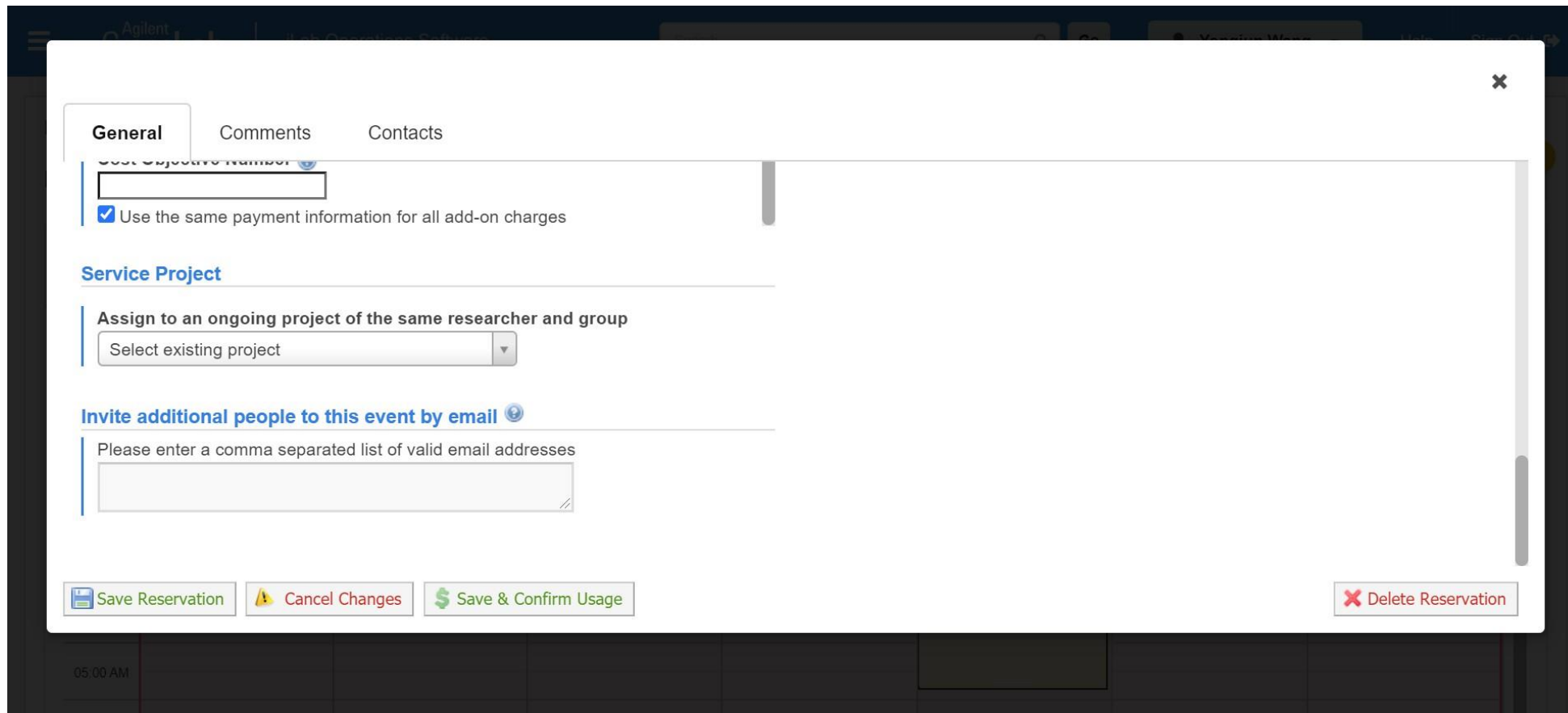
- Please fill in all the required information. You may need to scroll to see all the fields.

The screenshot displays a reservation management interface with the following components:

- General Tab:** Includes sub-tabs for "General", "Comments", and "Contacts".
- Reservation details:** Shows "Unsaved reservation - click save reservation". Details include: "For: qPCR (logged time) - All User \$90.00/hr - My Reservation", "Lab: Admin (UN-Lincoln) Lab", and "Created on: August 20, 2020 12:08".
- Schedule instructions:** A red heading with two numbered steps: "1. Fill the form on the right side." and "2. Provide payment information." Below this is an "Event Notes" text area and a "note visible to anyone" dropdown menu.
- Required forms:** A section titled "Required forms" with a print icon. It contains the instruction: "Please indicate how many reactions(rxn) you need to run: If you only need the machine, you can ignore this form." Below this is an example list: "1. 1 plate is 96 reactions, 2. 1 PCR tube is 1 reaction, 3. 1 strip is 8 reaction". A red star icon is next to a list of input fields: "0 ddPCR: \$ 8.00 / rxn", "0 PCR: \$2.50 / rxn", "0 qPCR: \$0.00 / rxn", and "0 If you only need the machine, please fill in '1' in front of this line." A "Save Progress" button is located to the right of these fields.
- Bottom Bar:** Contains four buttons: "Save Reservation", "Cancel Changes", "Save & Confirm Usage", and "Delete Reservation".

Step 9

- Click "Save Reservation" in the bottom-left corner. You can delete it later. However, if you click "Save & Confirm Usage," you cannot cancel it.



The screenshot displays a web interface for managing reservations. At the top, there are three tabs: "General", "Comments", and "Contacts". The "General" tab is active. Below the tabs, there is a section for "Cost Subjective Number" with a text input field. A checkbox labeled "Use the same payment information for all add-on charges" is checked. Below this is a section titled "Service Project" with the instruction "Assign to an ongoing project of the same researcher and group" and a dropdown menu labeled "Select existing project". Another section is titled "Invite additional people to this event by email" with a sub-instruction "Please enter a comma separated list of valid email addresses" and a text input field. At the bottom of the form, there are four buttons: "Save Reservation" (with a document icon), "Cancel Changes" (with a warning icon), "Save & Confirm Usage" (with a dollar sign icon), and "Delete Reservation" (with a red 'X' icon). The interface is set against a dark background with a white modal window.

Step 10

- You will see your reservation if everything is correct!

The screenshot displays the Agilent CrossLab iLab Operations Software interface. At the top, there is a navigation bar with the Agilent CrossLab logo, the text 'iLab Operations Software', a search bar, and user information including 'User' and 'Sign Out' options. Below the navigation bar, the main content area shows a calendar view for the week of August 16 to 22, 2020. The calendar is set to 'Week (7 Days)' and 'Central Time (US & Canada)'. A reservation is visible on Thursday, August 20, 2020, from 03:19 AM to 05:49 AM. The reservation details are: 'All User / Price: \$90/hr'.

	Sun, 16 Aug	Mon, 17 Aug	Tue, 18 Aug	Wed, 19 Aug	Thu, 20 Aug	Fri, 21 Aug	Sat, 22 Aug
12:00 AM	All User	All User	All User	All User	All User	All User	All User
01:00 AM							
02:00 AM							
03:00 AM					03:19 AM - 05:49 AM User All User / Price: \$90/hr		
04:00 AM							
05:00 AM							
06:00 AM							
07:00 AM							

Step 11

- To cancel your reservation, click the highlighted reservation frame, then click the small box on the left.

Agilent CrossLab | iLab Operations Software

Search... Go User Help Sign Out

Biomedical and Obesity Research Core > View Schedule

QX200™ Droplet Digital™ PCR System Confirm Usage

Week (7 Days) < Sun, 16 Aug - Sat, 22 Aug 2020 > Central Time (US & Canada) Linked Calendar Calendar Details

	Sun, 16 Aug	Mon, 17 Aug	Tue, 18 Aug	Wed, 19 Aug	Thu, 20 Aug	Fri, 21 Aug	Sat, 22 Aug
12:00 AM		All User	All User	All User	All User	All User	
01:00 AM						01:10 AM - 03:00 AM User All User / Price: \$0/hr	
02:00 AM							
03:00 AM							
04:00 AM							
05:00 AM							

User
ddPCR
Start: Friday, August 21 at 1:10 AM through 3:00 AM
Duration: 1.83 hours
Type: All User Price: \$0/hr
Lab Name: Admin (UN-Lincoln) Lab

Step 12

- The following window will appear. Click "Delete Reservation" in the bottom-right corner to cancel your reservation.

The screenshot shows a web application window with a dark header and a white content area. At the top right is a close button (X). Below the header are three tabs: "General" (selected), "Comments", and "Contacts".

Reservation details

For: ddPCR - All User \$0.00/hr - My Reservation
Lab: [Admin \(UN-Lincoln\) Lab](#)
Created on: August 20, 2020 12:24

Schedule instructions:

1. Fill the form on the right side.
2. Provide payment information.
3. You need "Thermal Cycler 96" for the experiment, please register.

Event Notes: note visible to anyone

Required forms

Please indicate how many reactions(rxn) you need to run:
If you only need the machine, you can ignore this form.

For example:

1. 1 plate is 96 reactions,
2. 1 PCR tube is 1 reaction
3. 1 strip is 8 reaction

★

<input type="text" value="0"/>	ddPCR: \$ 8.00 / rxn	<input type="button" value="Save Progress"/>
<input type="text" value="0"/>	PCR: \$2.50 / rxn	
<input type="text" value="0"/>	qPCR: \$0.00 / rxn	
<input type="text" value="0"/>	If you only need the machine, please fill in "1" in front of this line.	

Buttons at the bottom:

05:00 AM

Thank you!

If you have any questions or problems setting up an iLab account, please contact:

Zhen Wang zwang3@unl.edu or

Umi Iskandarov uiskandarov2@unl.edu