***Dear PI,***

OncPat/Theme Cancer started using an online system to manage booking and billing for some of the core facilities’ usage and service requests. All the users are requested to use the system to schedule the equipment, place service requests, monitor progress. As a PI, you will be regularly provided with information on the billing.

You will receive e-mail requests via iLab system from researchers in your group who want to use the Core facilities, to get their membership approved in your group. Follow specific instructions in this e-mail on how to approve the request. If you would prefer to delegate these notifications/approvals to a financial manager or an administrator, please email ilab-support@agilent.com with the name & email. Also, watch the video created by iLab team

[https://www.screencast.com/t/JG55ffOpyp](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.screencast.com%2Ft%2FJG55ffOpyp&data=04%7C01%7Canna.borgersen%40ki.se%7Cc8015cfe30d34bf8d74708d9357ace5d%7Cbff7eef1cf4b4f32be3da1dda043c05d%7C0%7C0%7C637599623829987401%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=MgKRwQV4RrHrwqxvme2P1khh3aI%2FcSlYfOs%2FXmfxKkk%3D&reserved=0)

Connect your project number to iLab

If you haven´t used iLab before, you need first to **connect project number(s) to be used for iLab.** Contact the economy at your department to arrange this (CFKUND in UBW). For OncPat PI´s, contact ekonomi@onkpat.ki.se.Onceconnected, your group will become visible for you in iLab (normally, the day after).

Manage your group in iLab

1. Open iLab OncPat Core facility page: <https://karolinska.corefacilities.org/service_center/show_external/3714>

2. In the upper right-hand corner, select Sign In and use the ‘Sign in using SWAMID credentials’ option (SWAMID is the same as your KIID). Click the ‘Login’ button.

3. Once logged in, look for the link in the left-hand menu: 'my groups'. Hover-over and select your lab.

4. The default setting for the pre-approval is 10 000 SEK. If you wish to change this, set a new amount for an auto-approval. To do this, select the 'Members' panel and enter an amount in the 'Auto Pre-Approval' and click 'save settings.’

5. To approve lab membership requests, select the ‘Membership Requests & Project numbers’ tab. New requests will appear at the top of this page. Click “Approve” to accept a member into your lab. Click “Reject” if they are not a member of your lab.

6. To assign a Project number(s) for a member of your lab, find the member in the list where it says, ‘Manage Project numbers.’ Select the checkbox(es) to the right of their name for the Project number(s) you wish to assign them.

More detailed instructions can be found in the “HELP” link or at the KI iLab Project page. For any questions not addressed in the Help Site, submit a ticket, or email ilab-support@agilent.com.

The iLab - OnkPat Team