



Workshop Training Series

How to Sign Up iLAB and Reserve Instruments

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Nebraska Center for the Prevention of Obesity Diseases through
Dietary Molecules**

How to Sign-up for iLab

The first-time user needs to register an account on iLAB with their organization email address. The following slides will teach you to sign up an iLAB account step by step.

Step 1

- Please click the Link:

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



Sign In

Register

About

Biomedical and Obesity Research Core

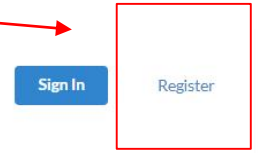
Overview of Services

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** on the top-right of the page



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 3

- Enter your **institution 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



reCAPTCHA

[Privacy](#) · [Terms](#)

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

[Cancel](#)

[Continue](#)

Step 4

- The webpage will look like the following picture. Click **Continue**

The screenshot shows a web interface for requesting access. 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:

- Header: '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 (X) on the right.
- reCAPTCHA: A box containing a green checkmark, the text 'I'm not a robot', and the reCAPTCHA logo with links for 'Privacy' and 'Terms'.
- Checkbox: A checked checkbox followed by the text 'I agree with iLab's [privacy](#) and [security](#) policies'.
- Buttons: A 'Cancel' button and a blue 'Continue' button.

Step 5

- Enter the information required



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 PI's name is in iLAB database. The name (not Admin) will show up.
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 below webpage will show up. You are done.



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 never register iLAB, you have 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 you click create new group, you need to enter the information on the below webpage and click **Complete**. Then you can start register a user account as illustrated in previous slides

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?

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

* PI's First Name

* PI's Last Name

* PI's Email Address

PI's Phone Number

* Is there another person in your lab who helps manage lab memberships, fund assignments and spending approval?

* Your Group's Name

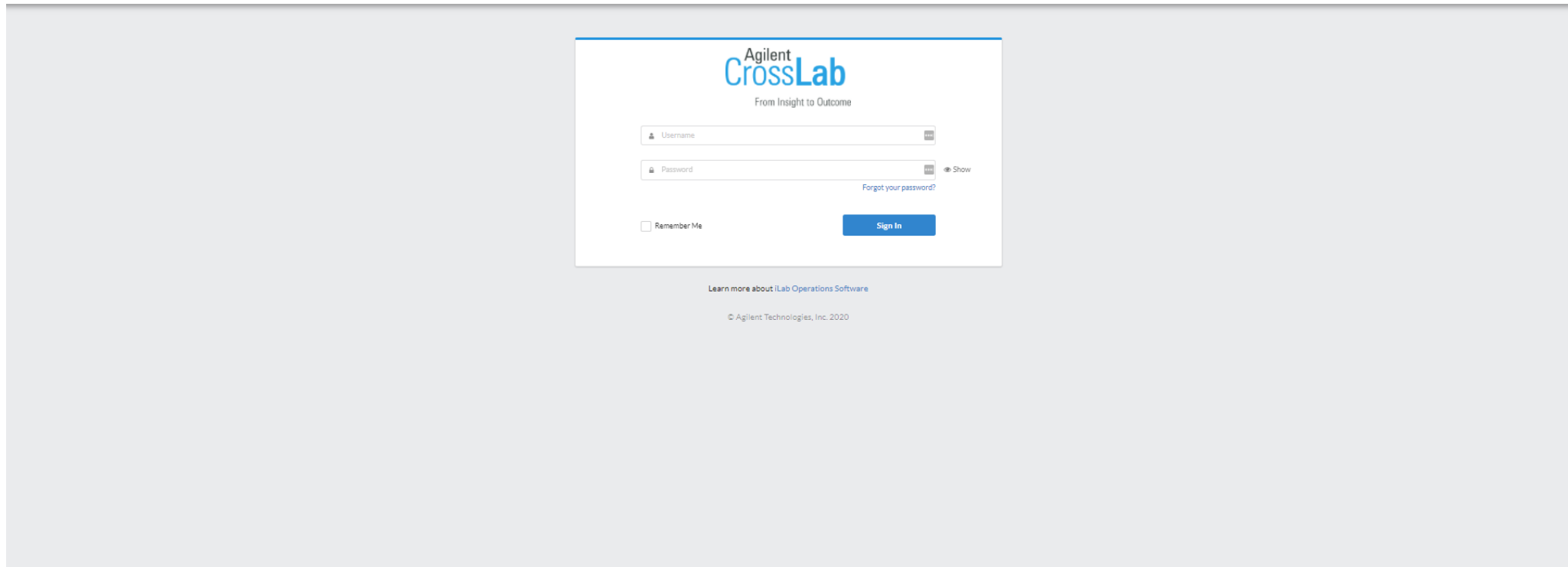
[Cancel](#) [Back](#) [Complete](#)

How to Reserve a Instrument through iLAB

Users who have scheduled time may cancel up to 24 hours before the actual start time. If users arrive late for a scheduled appointment or cancel within 24 hours of the appointment, they will be billed for the scheduled amount of time.

Step1

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



Step 2

- Click Biomedical and Obesity Core

Agilent CrossLab | iLab Operations Software

Search... Go

Yongjun Wang Help Sign Out

Home

Equipment Search

Search equipment and resources at your institutions...

Recently Used Cores

Biomedical and Obesity Research Core

Service Requests

1 alerts info help


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

- Please read the notice and scroll up and down to find the instrument you want to reserve

Biomedical and Obesity Research Core



Navigation: [About Our Core](#) [Schedule Equipment](#) [Request Services](#) [View All Requests](#) [Reservations](#) [People](#) [Reporting](#) [Billing](#) [Charge Entry](#) [Administration](#)

[Schedule Resources](#) [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

- When you find the instrument, click it (For example, BioRad CFX Connect Realtime PCR)

luminescence assays (e.g. luciferase or ATP assays).

- User-adjustable orbital shaking and advanced 4-Zone™ temperature control
- Compatible with Take3™ Micro-Volume Plates: Samples down to 2 µL volume can be measured. Especially useful when working with precious samples, for fast and accurate DNA/RNA quantification at 260 nm

For details: http://www.biotek.com/products/microplate_detection/synergyh1_hybrid_multimode_microplate_reader.html?tab=specifications

BioRad CFX Connect Realtime PCR [description](#) [pricing](#)

The CFX Connect Real-Time PCR Detection System offers two-target analysis, excellent thermal cycler specifications. The system incorporates innovative optical technologies with powerful software to provide maximal reliability and efficiency for all your real-time PCR needs.

The CFX Connect Real-Time PCR Detection System offers:

- 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

LICOR ODYSSEY® CLx [description](#) [pricing](#)

The Odyssey Clx is the next generation of the Odyssey Classic, the most trusted and established standard in quantitative Western blot technology. Near-infrared fluorescence provides sensitivity equal or better

Step 5

- You will enter a calendar page that you can reserve the time frame to use 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, and user information for "Yongjun Wang". The main content area displays the "View Schedule" for the "BioRad CFX Connect Realtime PCR" instrument. The calendar is set for the week of "Sun, 16 Aug - Sat, 22 Aug 2020" in "Central Time (US & Canada)". The calendar grid shows a reservation for "All User" from 12:00 AM to 10:00 AM on each day from Sunday, August 16th to Saturday, August 22nd. A "Confirm Usage" button is visible in the top right corner of the calendar area.

	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

- Use the mouse to determine when you want to use 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, and user information for "Yongjun Wang". The main content area displays the "View Schedule" for the "BioRad CFX Connect Realtime PCR" instrument. The schedule is presented as a calendar grid for the week of August 16-22, 2020. The grid shows time slots from 12:00 AM to 10:00 AM. A yellow block is visible on Thursday, August 20, 2020, from 03:19 AM to 05:49 AM. The interface also includes a "Confirm Usage" button and a "Calendar Details" button.

	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, and user information for "Yongjun Wang". The main content area shows a calendar view for "Sun, 16 Aug - Sat, 22 Aug 2020" with a time slot of "03:19 AM - 05:49 AM" selected. A modal window titled "03:19 AM - 05:49 AM Create Reservation" is open, featuring a dropdown menu for "Event Type" set to "Reservation", radio buttons for "Search within" (Current Customers, This institution, All), and a text input field for "Customer" with a placeholder "type in the person's first name then last name for whom you'd like to create a reservation". The modal also includes "Cancel" and "Next" buttons.

Step 8

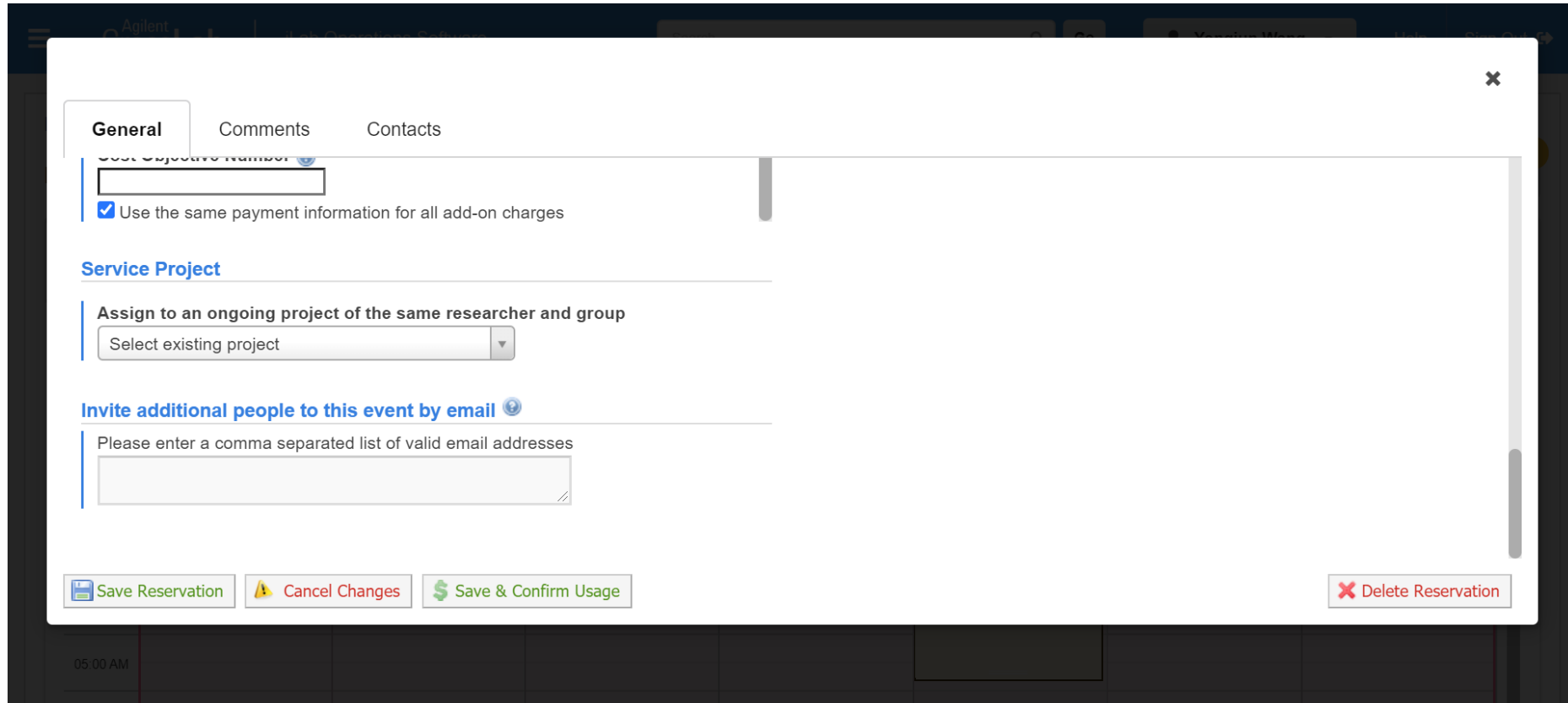
- Enter all the information required. You may need to scroll up and down to complete the form.

The screenshot shows a web-based reservation form with the following sections:

- General** (selected tab), **Comments**, **Contacts**
- Reservation details** (Unsaved reservation - click save reservation)
 - For: qPCR (logged time) - All User \$90.00/hr - My Reservation
 - Lab: [Admin \(UN-Lincoln\) Lab](#)
 - Created on: August 20, 2020 12:08
- Schedule instructions:**
 1. Fill the form on the right side.
 2. Provide payment information.
- Event Notes:** [Text input field] [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
 - Form fields:
 - ddPCR: \$ 8.00 / rxn
 - PCR: \$2.50 / rxn
 - qPCR: \$0.00 / rxn
 - If you only need the machine, please fill in "1" in front of this line.
- Buttons:** Save Reservation, Cancel Changes, Save & Confirm Usage, Save Progress, Delete Reservation

Step 9

- Click **Save Reservation** at the bottom-left. You may delete it later. If you click **Save & Confirm Usage**, you can not cancel it anymore.



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 form with several sections:

- General:** A text input field for 'Cost Subject Number' is visible. Below it, there is a checked checkbox labeled 'Use the same payment information for all add-on charges'.
- Service Project:** A section header followed by the instruction 'Assign to an ongoing project of the same researcher and group'. Below this is a dropdown menu labeled 'Select existing project'.
- Invite additional people to this event by email:** A section header followed by the instruction 'Please enter a comma separated list of valid email addresses'. Below this is a text input field.

At the bottom of the form, there are four buttons:

- Save Reservation:** A green button with a floppy disk icon.
- Cancel Changes:** A yellow button with a warning triangle icon.
- Save & Confirm Usage:** A green button with a dollar sign icon.
- Delete Reservation:** A red button with a red 'X' icon.

Step 10

- You will see your reservation if everything is correct!

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 for "Yongjun Wang", and links for "Help" and "Sign Out".

The main content area shows a calendar view for the week of "Sun, 16 Aug - Sat, 22 Aug 2020" in "Central Time (US & Canada)". The calendar is set to "Week (7 Days)" and includes a "Calendar Details" button. The calendar grid shows the following reservation:

	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 Yongjun Wang 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 highlight reservation frame then click the left small box

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, the user name "Yongjun Wang", and links for "Help" and "Sign Out". The main content area displays the "Biomedical and Obesity Research Core > View Schedule" for the "QX200™ Droplet Digital™ PCR System". A "Confirm Usage" button is visible. The calendar view is set for "Sun, 16 Aug - Sat, 22 Aug 2020" in Central Time (US & Canada). The calendar grid shows a reservation for "Yongjun Wang" on Friday, August 21, 2020, from 01:10 AM to 03:00 AM. A red box highlights the reservation frame, and a blue arrow points to the left small box. A tooltip provides details for the reservation:

Yongjun Wang
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 bellow window will show up. Click **Delete Reservation** at the bottom-right to cancel your reservation.

The screenshot shows a web application window with a dark header and a white content area. The window has a close button (X) in the top right corner. Below the header, there are three tabs: 'General' (selected), 'Comments', and 'Contacts'. The 'General' tab is active and contains two main sections: 'Reservation details' and 'Required forms'.
Reservation details: This section includes the text 'For: ddPCR - All User \$0.00/hr - My Reservation', 'Lab: [Admin \(UN-Lincoln\) Lab](#)', and 'Created on: August 20, 2020 12:24'. Below this is a red heading 'Schedule instructions:' followed by a numbered list: 1. Fill the form on the right side. 2. Provide payment information. 3. You need "Thermal Cycler 96" for the experiment, please register. At the bottom of this section is an 'Event Notes' text area and a dropdown menu set to 'note visible to anyone'.
Required forms: This section has a heading 'Please indicate how many reactions(rxn) you need to run:' and a sub-heading 'If you only need the machine, you can ignore this form.'. It provides an example list: 1. 1 plate is 96 reactions, 2. 1 PCR tube is 1 reaction, 3. 1 strip is 8 reaction. Below this is a table with four rows, each starting with a text input field containing '0'. The first row is 'ddPCR: \$ 8.00 / rxn', the second is 'PCR: \$2.50 / rxn', the third is 'qPCR: \$0.00 / rxn', and the fourth is 'If you only need the machine, please fill in "1" in front of this line.'. A green 'Save Progress' button is located to the right of the table.
At the bottom of the window, there are five buttons: 'Save Reservation' (green), 'Cancel Changes' (yellow with warning icon), 'Save & Confirm Usage' (green with dollar sign icon), 'Cancel Reservation' (grey), and 'Delete Reservation' (red with X icon). A timestamp '05:00 AM' is visible in the bottom left corner of the window's background.

General Comments 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:

- Fill the form on the right side.
- Provide payment information.
- 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 plate is 96 reactions,
- 1 PCR tube is 1 reaction
- 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.	

05:00 AM

Thank you!

If you have any questions or problems setting up an iLab account, please contact: Shuying Zhang szhang33@unl.edu or Umidjon Iskandarov uiskandarov2@unl.edu