



Research Platform Booking System

Quick Reference Guide

iLab

For Principal Investigators (anyone without UoM Themis account)
– Biological Optical Microscopy Platform (BOMP)

12 January 2022

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1. Register in iLab

If you are from an institution that is external to the University of Melbourne but that already has iLab implemented, such as Monash University, you must register for an iLab account through your institution's sign in page.

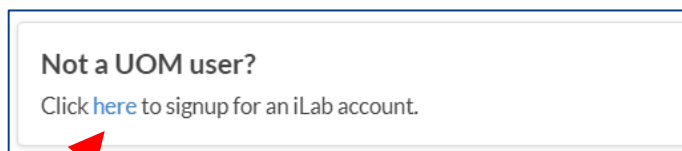
If you are an UoM affiliated researcher that doesn't hold UoM Themis account (e.g. honorary academic where the research fund is administered by other institution) or if you are a researcher that is external to the University of Melbourne (and not from an institution that already has iLab implemented, such as Monash University), you must register for an external iLab account. Go through steps below.

Register for an External account



1. Go to The University of Melbourne iLab landing page <https://unimelb.ilab.agilent.com/>

2. Click on 'sign-up' button on the top right of the page



3. Click 'here' to signup for 'Not a UoM user'

4. Enter your institution email address and click 'Continue'

* First Name

* Last Name

Phone Number

* I am affiliated with the following institution
Please type the name of your institution

* What is your primary role at the above?
Please select a role

Cancel Back Continue

5. Complete the mandatory fields indicated by a red asterisk and click 'Continue'

If your affiliation does not exist for selection, enter the full correct name of your institution/workplace and select the 'create new' option.

Example:

- ✓ University of Melbourne
- ✗ UoM

* What lab or research group are you associated with?
Create New Group...
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?
No

* Your Group's Name

Cancel Back Continue

6. Assuming that your lab group is not already registered in the system, on the Group Associations section select the 'Create New Group' option
7. Complete the mandatory fields indicated by a red asterisk and click 'Continue'.

Do not change the auto-generated group name

Billing information is required for core facilities to be able to charge when necessary.

Associate new billing address to my account

Billing Contact Name + Institution/Department

* Billing Address + Address line

* City

State / Province + Country

* Zip / Postal Code

Add shipping address if different from billing

Cancel Back Complete

8. Enter the billing address for your institution. Add extra fields to the form, such as Institution and Department, by clicking the prompts on the right side of the form.
9. Click 'Complete'

Allow 2 business days for your account to be created. You will receive a Welcome Email from iLab with your login credentials.

2. Sign-in to iLab

Once your registration is approved, you will receive an email notification.

<https://unimelb.ilab.agilent.com/sc/4556/biological-optical-microscopy-platform/?tab=about>




1. Go to The BOMP iLab landing page

2. Click on 'login' button on the top right of the page.

Not a UoM user?

Login using iLab credentials
If you don't have an account, please [register](#) for an iLab account.

[Learn more about iLab Operations Software](#)

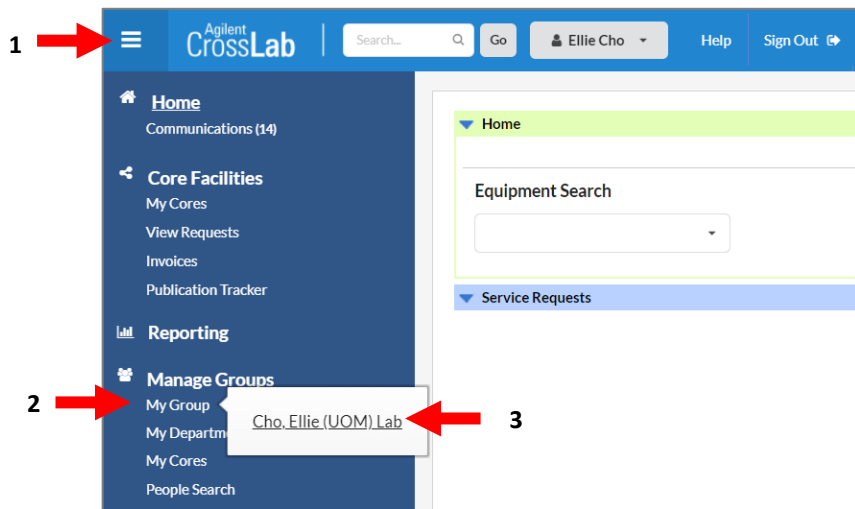
Sign in using other institution credentials 

3. Check either 'iLab credentials' option or 'other institution credential' based on your institution affiliation to Log in.


When you sign in through your institution you will be redirected back to the UoM Research Platform's Core

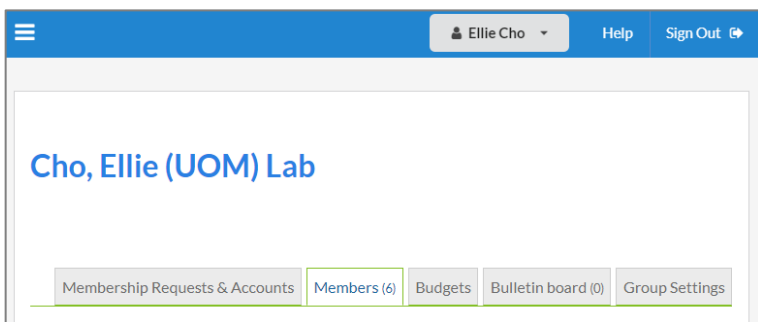
3. Manage Your Research Group in iLab

3.1 Access to My Group



To access your Lab Group interface,

1. Locate the left-side pop-out menu by clicking on the top-left 'hamburger icon'. 
2. Hover over 'My Group'
3. Click on your group name



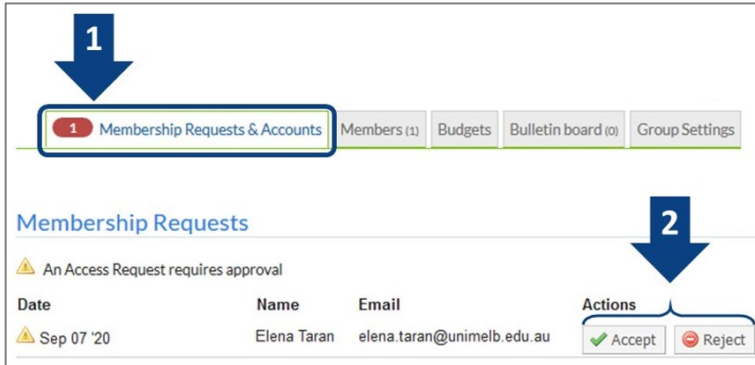
4. You will now see your lab group interface which will allow you to manage your group in iLab.

If you are a Themis account holder but don't have your own group, you can request support via University Service.

3.2 Adding New Lab Members

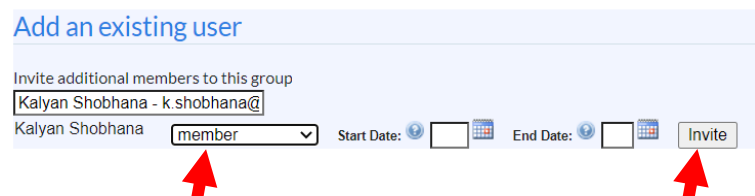
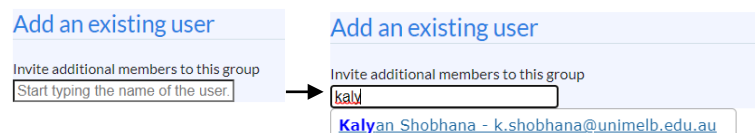
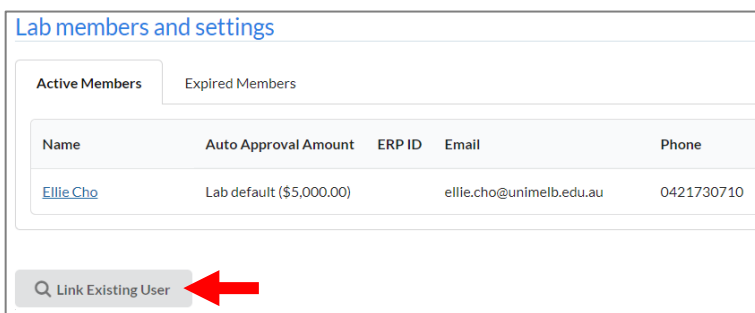
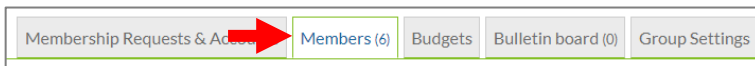
There are two ways for new members to be added to your lab group: via a request from the user, or by linking existing users into your lab directly.

Option A. Approving lab group access requests from users:



1. Click on the **'Membership Requests & Accounts'** tab
2. Pending requests will appear under the Membership Requests section, to accept a member into your lab click the **'Accept'** button

Option B. Link existing users to your lab:



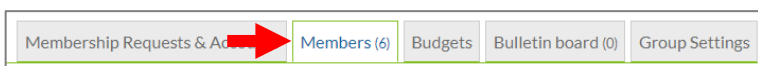
1. Click on the **'Members'** tab
2. Under the Lab members and settings section click on the **'Link Existing User'** button
3. Type the user's name into the search box. The system will automatically search for the user.
4. click on their name in the list that appears
5. Choose an appropriate role for the user: member, manager, or principal investigator.

If you wish you may add start and end dates for the user. If empty, the user will be active immediately & indefinitely.
6. Click **'Invite'**. The user will now appear in your members list.

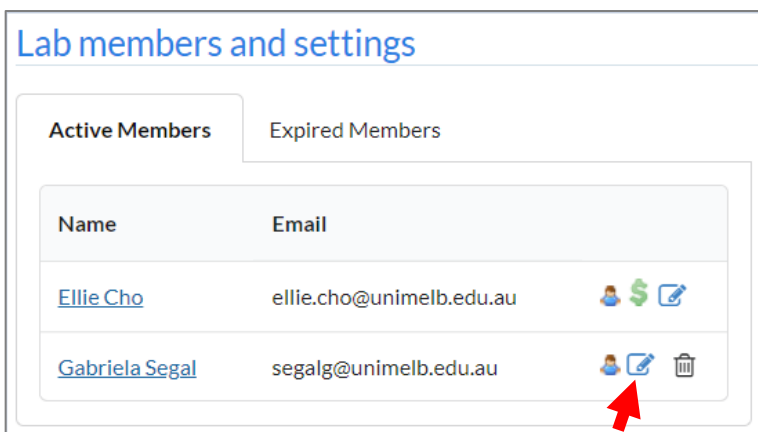
3.3 Managing Lab Members (delegating responsibility)

You may wish to delegate responsibility to a lab member by assigning them as a Lab Manager, Financial Contact, Lab Primary Contact.

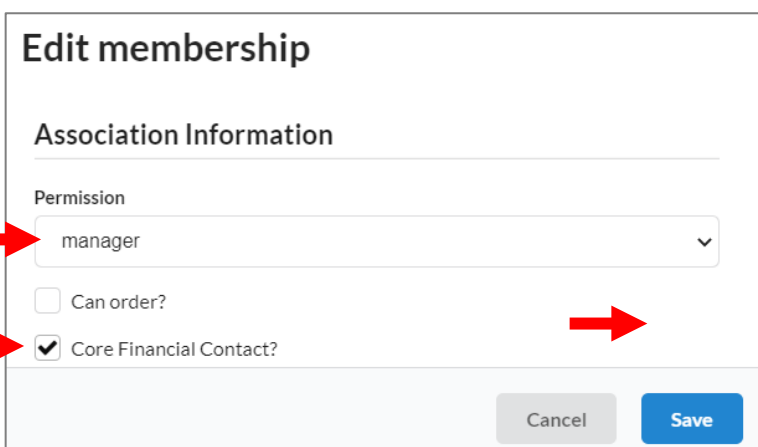
- **'Lab Manager'**: will have similar rights to the PI role and can approve new members and manage existing members.
- **'Core Financial Contact'**: will receive all iLab notifications for the Lab Group.
- **'Lab Primary Contact'**: will receive charging detail as a form of iLab invoice quarterly during billing.










1. To set Lab Manager and/or Core Financial Contact, click on the **'Members'** tab




2. At the 'Lab members' section, find the lab member you wish to delegate responsibility to and click the **'blue pencil icon'** on the right.



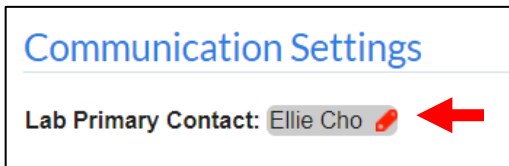
3. On the new window that appears set the Permission to **'manager'**.
4. If you wish to also delegate communication to this user, check the **'Core Financial Contact'** box. All iLab notifications for the Lab Group will be sent to this user
5. Click **'Save'**

Name	Email	
Ellie Cho	ellie.cho@unimelb.edu.au	  
Gabriela Segal	segalg@unimelb.edu.au	   

6. You will now see that the green '\$' symbol is added for financial contact and that their role icon has changed from blue to yellow for a Lab Manager. 



1. To change 'Lab Primary Contact', click on the 'Group Settings' tab



2. At the 'Communication Settings' section, click on your name and find the lab member you wish to delegate responsibility to.

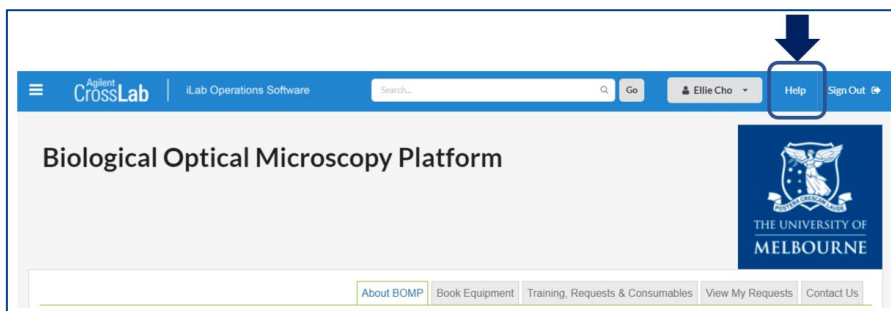


Note : The member should be already assigned as 'Core Financial Contact'. Refresh browser if the member does not appear on the list.

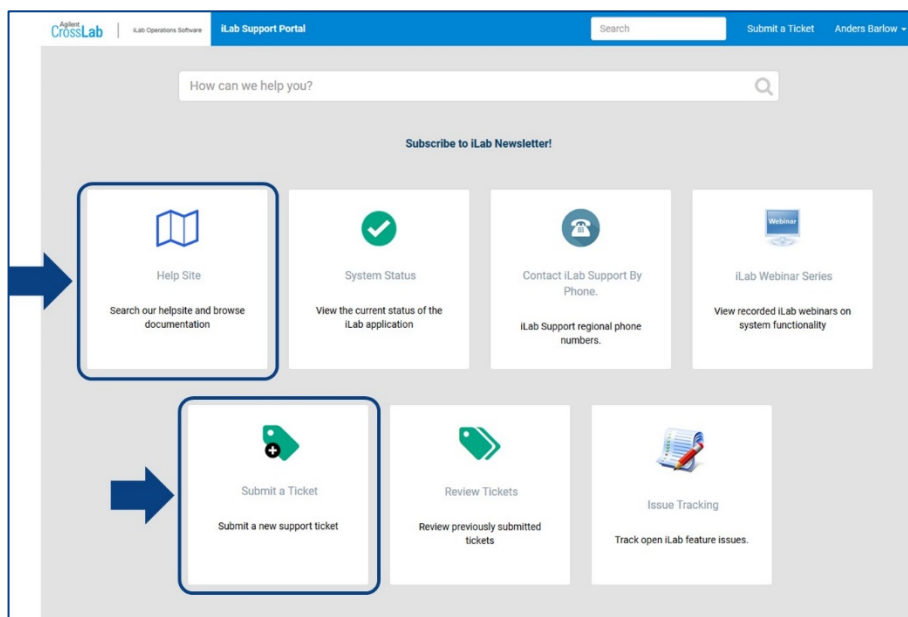
4. Support

For external researcher login issues, please contact your institution's IT Support if your institution has an iLab integration, or contact iLab directly at iLab-support@agilent.com if your institution is not on iLab

For more in-depth iLab support, read through the Help documentation on the iLab support portal.



From any core page you will be able to access the iLab Help Portal by clicking the 'Help' button in the top-right of the page. This will open the portal in a new window.



In the iLab support portal you can view the Help Site, which provides comprehensive documentation on the operation of iLab from an end-user perspective (see Using a Core).

Here you can submit a support ticket to Agilent for help with technical issues that could not be resolved locally. Please exhaust local support first before contacting Agilent for support as many issues will likely either be known about or have solutions already that local support can resolve.

Contact BOMP staff via bomp-enquiries@unimelb.edu.au for any resource, service or platform-specific support

More detail contact information can be found on the 'About Our Core' tab