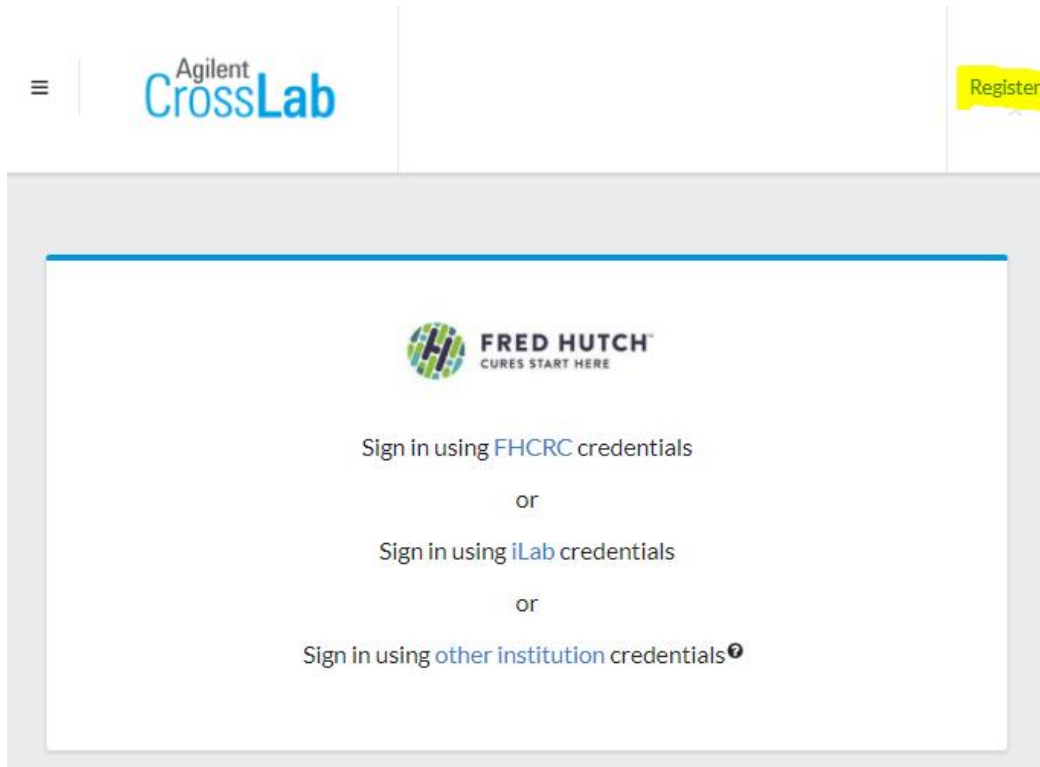


Action

iLab Login Screen



Steps

Note: You need to already have an account set up in iLab to make a service request.

Register for an iLab account via this link
<https://fhcrc.corefacilities.org/account/login>

Internal customers

- Register using FHCRC credentials OR
- Sign in using FHCRC credentials

External customers:

- Register for an iLab account OR
- Sign in using iLab credentials or Sign in using other institution credentials

Home Page

Core Facilities

View: Cores at My Institutions

Core Name	Primary Contact	Email	Phone Number
Fred Hutchinson Cancer Research Center			
Cellular Imaging Core	David McDonald	davemcd@fredhutch.org	(206) 667-4205
Core Center of Excellence in Hematology	David Yadock	dyadock@fredhutch.org	206-667-4609
Experimental Histopathology	Staff	exphisto@fredhutch.org	206-667-6166
Flow Cytometry - Cell Analysis Core	Andrew Berger	flowcytometry@fredhutch.org	(206) 667-6195
Immune Monitoring Core	Jianhong Cao, Ph.D.	jcao@fredhutch.org	(206) 667-6455
Proteomics Core	Phil Gafken	proteomics@fredhutch.org	(206) 667-1051 (206) 667-2872

- The Core Facilities link in the left-hand side navigation will list all cores that are live in iLab
- On the Home page, select the Core that has the instrument you want to reserve
- You will land on that Core’s Reservations tab

Request Services Screen

[About Our Core](#)
[Schedule Equipment](#)
[Request Services](#)
[View My Requests](#)
[Contact Us](#)
[Reservations](#)

▼ Project Requests Sort manually

Request for Service request service

Training Request request service

▼ Service list Sort manually

Search available services:

ABC Sample Charge request service

Consumables - Test Tube (\$ per box) request service

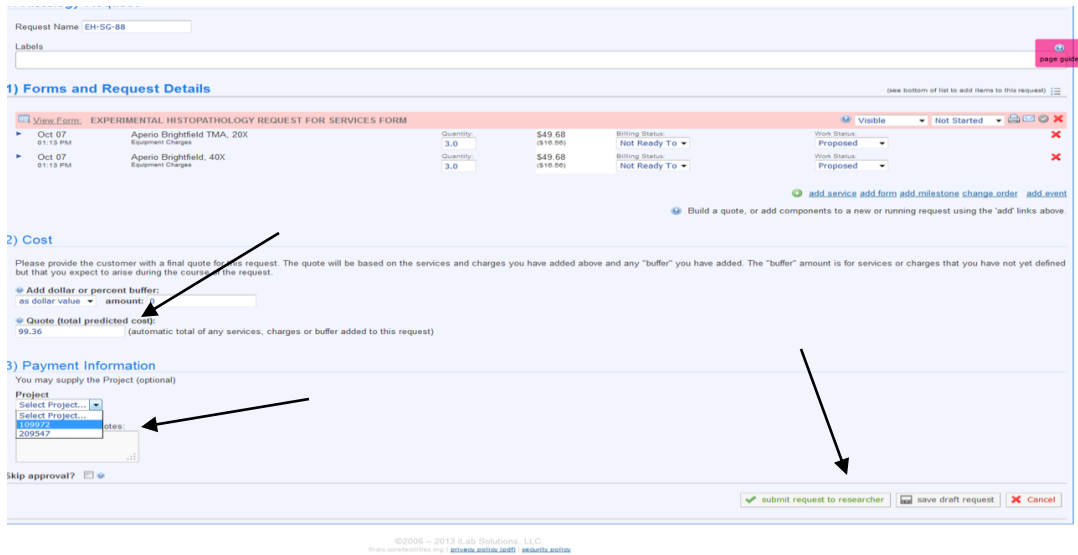
- Select the **‘Request Services’** tab
- Select the **‘Initiate Request’** button under the desired service

Custom Form Screen

Experimental Histopathology

- On the next screen, if you are a member for multiple labs, please select the lab that you're making service request for.
- Complete the required fields (red asterisk)
- Enter sample information and instructions
- Be sure to click the 'save form' button when details are complete

Cost & Payment Screen



Request Name: EH-SG-88

Labels: page guide

1) Forms and Request Details (see bottom of list to add items to this request)

[View Form](#) EXPERIMENTAL HISTOPATHOLOGY REQUEST FOR SERVICES FORM

Date	Description	Quantity	Price	Billing Status	Work Status
Oct 07 01:13 PM	Aperio Brightfield TMA, 20X Equipment Charges	3.0	\$49.68 (\$18.56)	Not Ready To	Proposed
Oct 07 01:13 PM	Aperio Brightfield, 40X Equipment Charges	3.0	\$49.68 (\$18.56)	Not Ready To	Proposed

add_service add_form add_milestone change_order add_event

Build a quote, or add components to a new or running request using the 'add' links above.

2) Cost

Please provide the customer with a final quote for this request. The quote will be based on the services and charges you have added above and any "buffer" you have added. The "buffer" amount is for services or charges that you have not yet defined but that you expect to arise during the course of the request.

as dollar value amount:

Quote (total predicted cost): 99.36 (automatic total of any services, charges or buffer added to this request)

3) Payment Information

You may supply the Project (optional)

Project:

skip approval?

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- The total cost for the service request will calculate below.
- Internal: Under Payment Information choose the Project ID from the drop-down list
- You will have the option to split the cost on multiple Project IDs
- External: Enter your PO number. Leave blank if you don't use a PO
- Click the 'submit request to core' button (bottom right) to submit this request.
- If required, the Principal Investigator or a Financial Administrator reviews and approves the request
- Core staff will 'agree' to request and begin processing
- Your Service Request will be now be visible on the 'View My Requests' tab
- You will be billed once the request is completed.

Any Questions? Contact sriilab@fredhutch.org or Liz Hirunmetakij at x5879