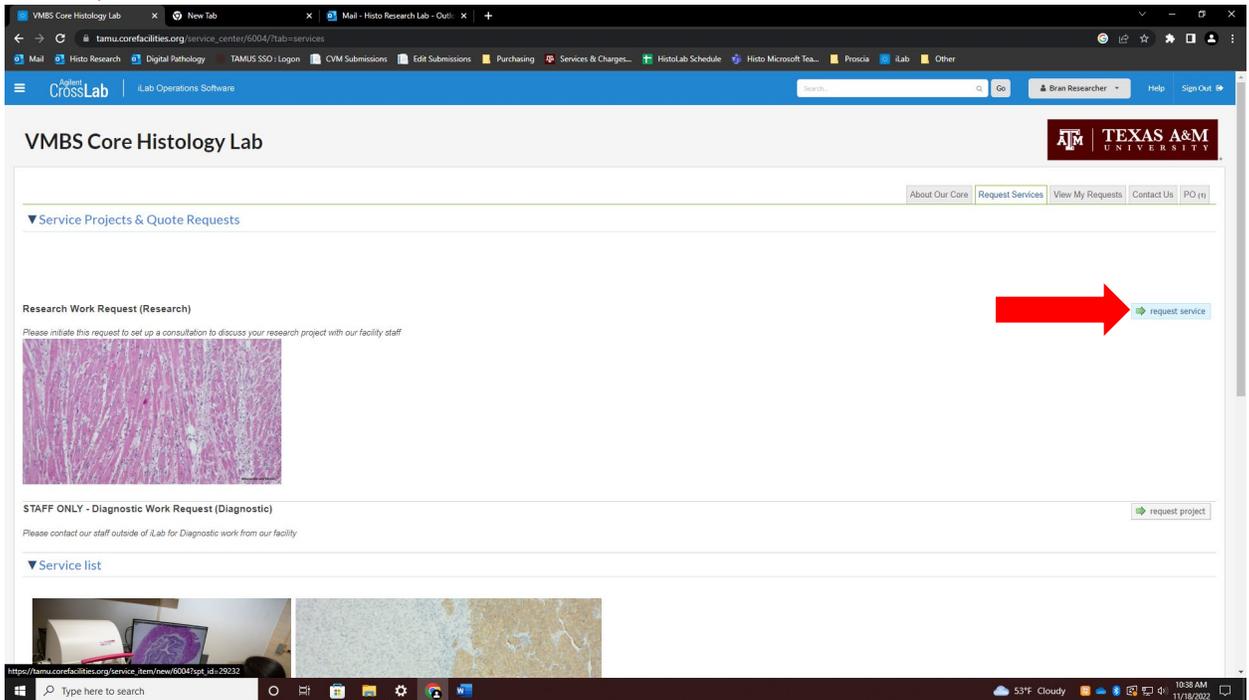
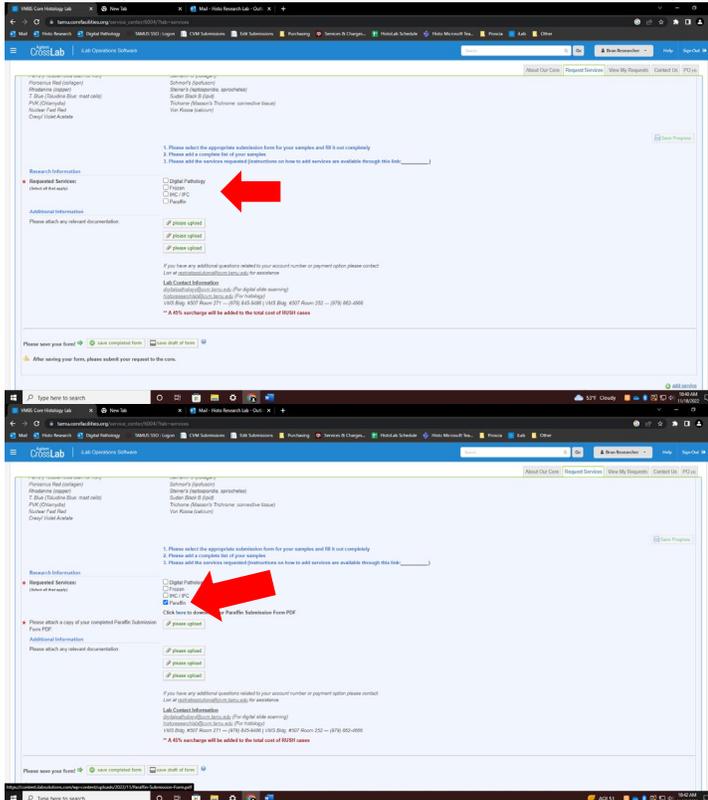


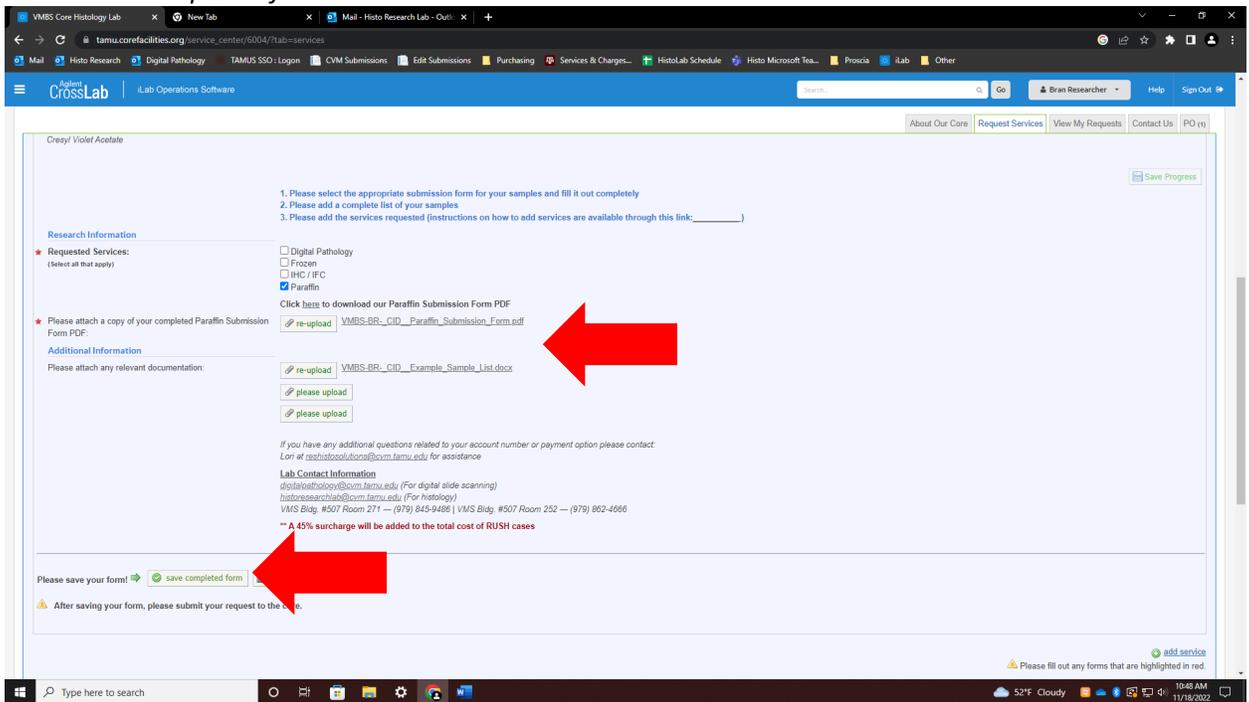
1. Click *request service* link.



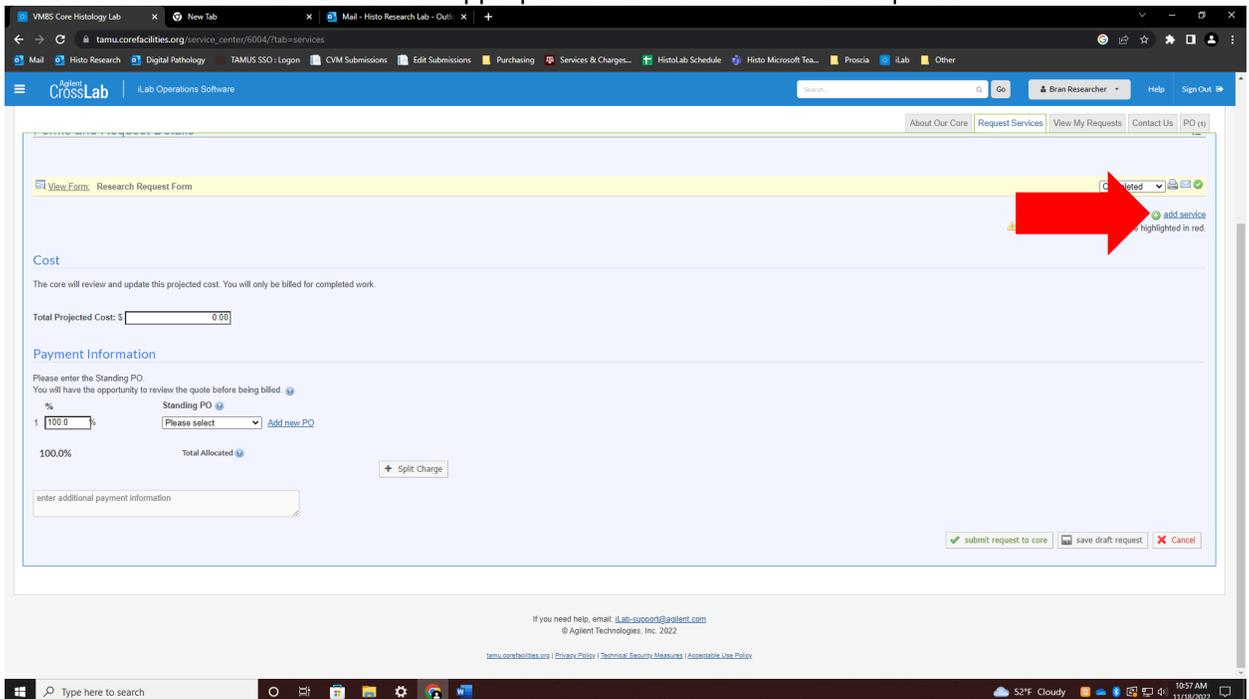
2. Scroll down to Research Information and in Requested Services and select the appropriate box to access your submission form. Click *here* to download your form.



- Fill the form out completely and attach it. **Please be sure to attach a list of your samples under Additional Information (Word Doc, Excel, or PDF) and print a copy of both the list and your submission form to bring to the lab with your samples.**
- Click **+save completed form**



- Click the **Add Service** link. Locate the appropriate services to add to the request.



- Enter the total quantities of each service and click the *green +* button to add the services (ex. For 10 blocks with 5 unstained per block, you would need to enter the total quantity, 50 for unstained slides and so on. Let's say all 10 need to be re-embedded also for this example.)

The screenshot shows the CrossLab software interface. At the top, there's a navigation bar with 'CrossLab' and 'iLab Operations Software'. Below that, a 'View Form: Research Request Form' is displayed. It contains a table with the following data:

Date	Time	Service	Quantity	Unit Price	Total	Billing Status	Work Status
Nov 18	12:04 PM	Unstained Slides	50	\$4.00	\$200.00	Not Ready To Bill	Proposed
Nov 18	12:08 PM	Re-embed only	10	\$3.15	\$31.50	Not Ready To Bill	Proposed

Below the table, there's a 'Cost' section with 'Total Projected Cost: \$ 231.50'. A 'Payment Information' section shows a 100% standing PO. A sidebar on the right shows a search for services, with 'Process/Embed/H&E/Large Block' selected. A red arrow points from the 'Re-embed only' row to the sidebar. The 'submit request to core' button is highlighted with a red arrow.

- Choose a valid account number, then click submit *request to core*.

The screenshot shows the CrossLab software interface. The 'View Form: Research Request Form' is displayed. The table now shows:

Date	Time	Service	Quantity	Unit Price	Total	Billing Status	Work Status
Nov 18	12:16 PM	Re-embed only	10	\$3.15	\$31.50	Not Ready To Bill	Proposed
Nov 18	12:16 PM	Unstained Slides	50	\$4.00	\$200.00	Not Ready To Bill	Proposed

The 'Total Projected Cost' is \$231.50. The 'Payment Information' section shows a 100% standing PO. A red arrow points to the 'Standing PO' dropdown menu, and another red arrow points to the 'submit request to core' button.

RUSH CASES

Please be aware that if you would like to rush your case, all services will cost 45% more. To do so, choose Rush option on your submission form then request and add services normally. The lab will add the extra 45% rush charge to the price.

TAMU clients

To Register for an Account:

To get started, you must register for an account:

1. Navigate to the core page:

https://tamu.corefacilities.org/service_center/show_external/6004

2. In the upper-right-hand corner click 'Register' and a dropdown pop-up window should appear. Click the 'Register using TAMU credentials' options.
3. You will be directed to an authentication page where you will need to **login using your TAMU credentials.**
4. Once you have entered your credentials, click the 'Login' button
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information.
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. They will need to approve your membership and assign any Accounts for your use.

Getting Started with iLab:

1. Navigate to the core page:

https://tamu.corefacilities.org/service_center/show_external/6004

2. In the upper-right-hand corner click 'Sign In' A pop-up window should appear displaying, 'Sign in using TAMU credentials.' Click the TAMU link.
3. Enter your TAMU Credentials and password, and sign in. (IMPORTANT: On initial login, set your account time zone, click 'update', then log out once to set the change.)
4. Select a core from the list of cores at TAMU by clicking the 'core facilities' list in the left-hand menu.
5. Once on the core's page, click the 'about our core' tab to learn more about the available services.

External clients:

To Register for an Account:

1. Complete the registration form on the [sign-up page](#).
2. Receive a *Welcome Email* from iLab (typically within one business day) with login credentials.

All Clients

To Create a Service Request:

Once you have been accepted into your PI's lab and assigned an Account, you can submit requests.

1. Navigate to the core page:

https://tamu.corefacilities.org/service_center/show_external/6004

2. In the upper-right-hand corner click 'Sign In' A pop-up window should appear displaying, 'Sign in using TAMU credentials.' Click the TAMU link.
3. Enter your TAMU Credentials and password, and sign in.
4. Select the *Request Services* tab and click on the 'Request Service' button next to the service of interest.
5. You will be asked to complete a form and provide payment information for your request before submitting the request to the core.
6. Your request will be pending review by the core. The core will add charges and submit it back to you for approval. Make sure to watch for an email from iLab regarding your updated project.

PIs

You may have researchers who use the core's services, and we wanted to let you know that you may receive email requests from researchers wishing to join your group. The request email will have specific instructions on how to approve the request. In case you are interested in the process, we have pasted instructions below. **If you would prefer to delegate these notifications/approvals to a financial manager, please email ilab-support@agilent.com with your financial manager's name & email.**

Instructions

1. Click here to log-in: https://tamu.corefacilities.org/service_center/show_external/6004
2. You will use your TAMU credentials to log into iLab
3. Once logged in, look for the link in the left hand menu that says 'my groups'. Hover-over and select your lab.
4. Set the auto-approval amount if you do not wish to approve service requests below a certain dollar amount. To do this, select the 'Members' panel and enter a dollar amount in the 'Auto Pre-Approval' amount and click 'save settings.'
5. To approve lab membership requests, select the 'Membership Requests & Accounts' tab. New membership requests will show 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 an Account to a member of your lab, find the member in the above list where it says, 'Manage Accounts' Select the checkbox(es) to the right of their name for the Account(s) you wish to assign them.

Additional Help

More detailed instructions are available on our [helpsite](#). For any questions not addressed, click on the "HELP" link in the upper right hand corner or contact ilab-support@agilent.com.