

## Subject and Task: General iLab Workflow

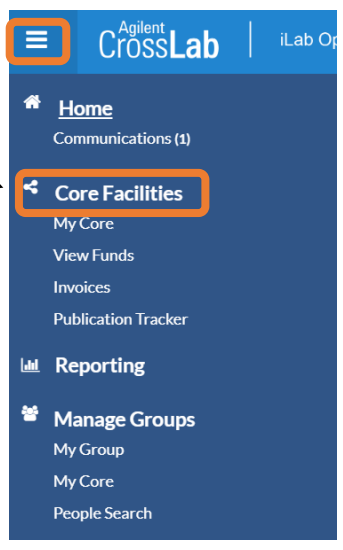
Case Western Reserve University's Core Facilities and Centers provide access to state-of-the-art equipment and instrumentation, service work, technical expertise, and training all designed to support innovation and cutting-edge research.

Click on the links below for instructions on how to register and log in:

	Description	Reference Guides
<a href="#">New External Customer Registration</a>	New external customer without an iLab account	<a href="#">External Registration Form Instructions</a>
<a href="#">External Customer Login</a>	Existing external customer login	<a href="#">Click Here</a>
<a href="#">New Internal Customer Registration</a>	CWRU faculty, staff, and students who need an iLab account	<a href="#">Click Here</a>
<a href="#">Internal Customer Login</a>	CWRU users with existing accounts	<a href="#">Click Here</a>

1.) Customer registers at [iLab Organizer \(corefacilities.org\)](#).

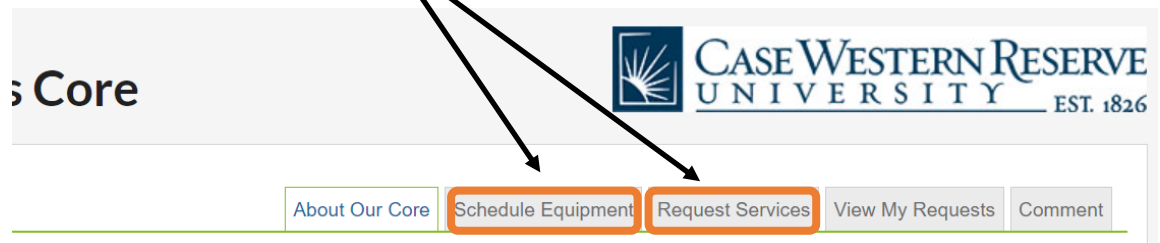
2.) Customer selects "Core Facilities" to shop Cores.




Agilent CrossLab | iLab Organizer

- Home
  - Communications (1)
- Core Facilities**
  - My Core
  - View Funds
  - Invoices
  - Publication Tracker
- Reporting
- Manage Groups
  - My Group
  - My Core
  - People Search

3.) Customer selects "Schedule Equipment" or "Request Services" to shop Core's services.



Core



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[About Our Core](#)
[Schedule Equipment](#)
[Request Services](#)
[View My Requests](#)
[Comment](#)

4.) Customer selects which lab will make payment for request

## Applied Functional Genomics Core

[About Our Core](#) | 
 [Schedule Equipment](#) | 
 [Request Services](#) | 
 [View My Requests](#) | 
 [Comment](#)

### General Consultation Request

Please select which lab the request is for:

Cancel

5.) Customer selects payment information

### Payment Information

Please enter the Payment Information.

You will have the opportunity to review the quote before being billed.

1 100.0 %

Please select

Amount

100.0%

Total Allocated

+ Split Charge

**Note:**

CWRU Labs = Speedtype  
External Labs = other

6.) Customer AND Core Administrators monitor Service ID Status until "Completed".

**Note:** The definitions of these statuses can be found at <https://help.ilab.agilent.com/37448-managing-view-all-requests/266105-statuses-of-requests>.

date	for	service id	status	payment number	cost
Aug 14 (Aug 14 2024)	Internal iLab Test user Admin Lab (CWRU)	SOMLMC-IITU-[CID] Slide Scanning wi... Slide Scanning	Waiting to Submit to Core	RES123456	\$0.00 (\$0.00)

7.) Core Administrators select "Complete" to complete Service Request and send charges to the billing queue.

**Note:** CWRU Research Administration will complete billing on the 2nd-to-last business day of every month.

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

date	for	service id	status	payment number	cost
Jun 10 (Jun 10 2024)	Internal iLab Test user Admin Lab (CWRU)	CWRUM.SR-IITU-7 Test (Matt delete...	Processing	RES123456	\$40.00 (\$0.00)