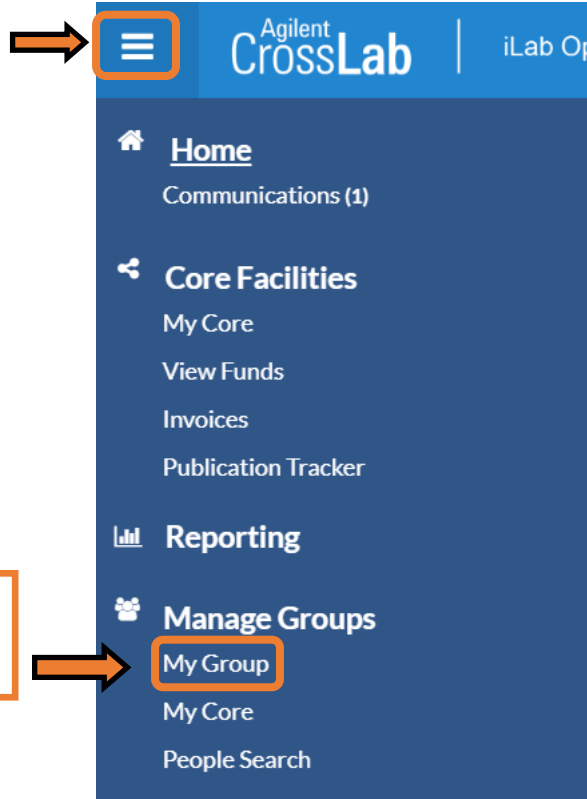


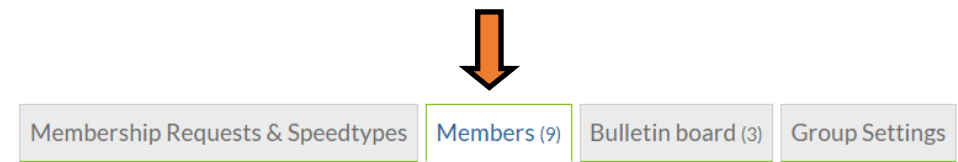
Subject and Task: Manage invoice recipients

1.) After logging in, select the hamburger symbol in the top left corner.



2.) Hover over "My Group" and select your lab from the list.

3.) Select Members











4.) View Lab Members

Note: Principal Investigator and Managers have access to modify the Group, Members do *not*.

Lab members and settings

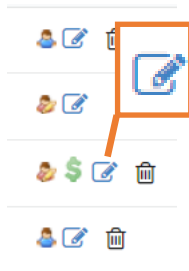
Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date	End Date
Test User	Lab default (\$0.00)		test.user@ilabx.com			
Internal iLab Test user	Lab default (\$0.00)		internal.testuser@case.edu			

Note: The Principal Investigator and Financial Managers listed are the recipients of monthly invoices from CWRU. There should be a *minimum* of 1 Principal Investigator and 1 Financial Manager per Lab.

Principal Investigator	 
Manager	
Financial Manager	  
Member	 

How to: Create a Financial Manager

1.) Select Edit Member



2.) Permission = manager

Association Information

Permission

manager

Can order?

Core Financial Contact?

3.) Check Core Financial Contact