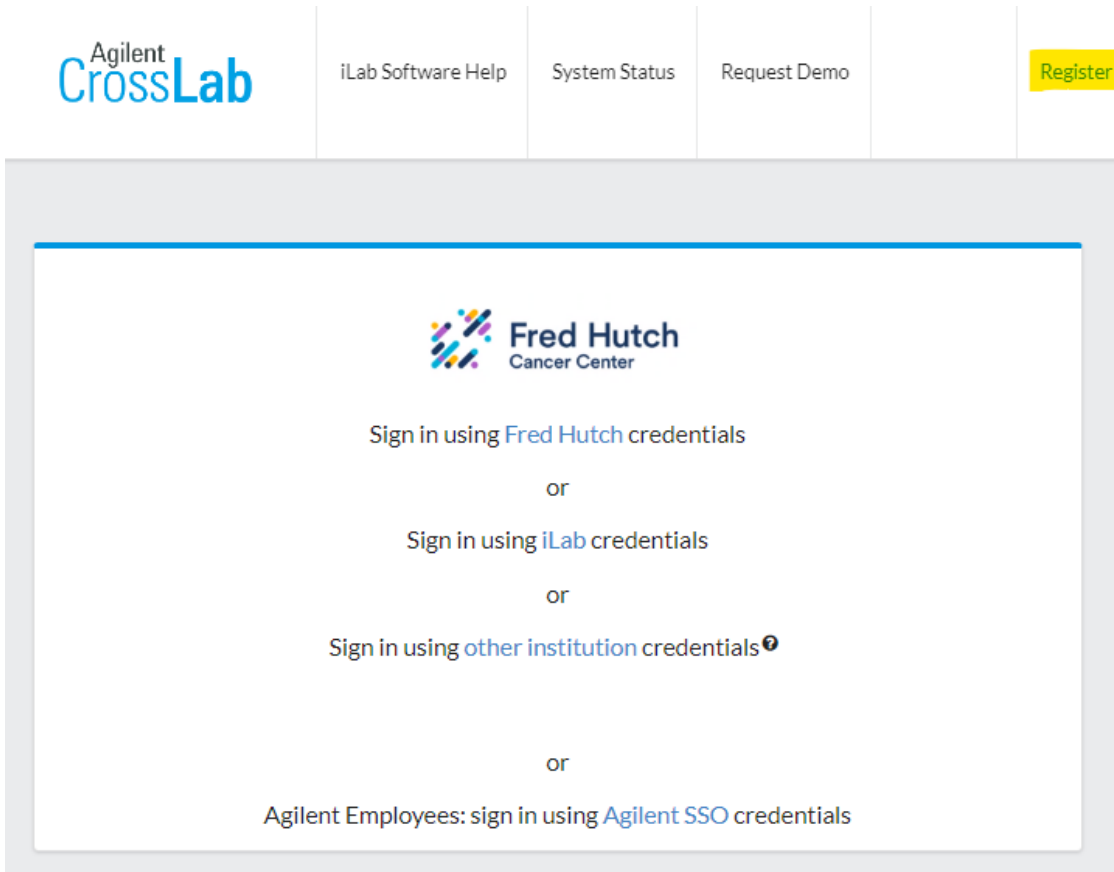


Action	Steps
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iLab Login Screen



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://fhcc.ilab.agilent.com/account/login>

Internal customers

- Register using Fred Hutch credentials OR
- Sign in using Fred Hutch 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 services you need or instrument you want to reserve

Request Services Screen

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

▼ **Project Requests**

Sort manually

Request for Service

Training Request

▼ **Service list**

Sort manually

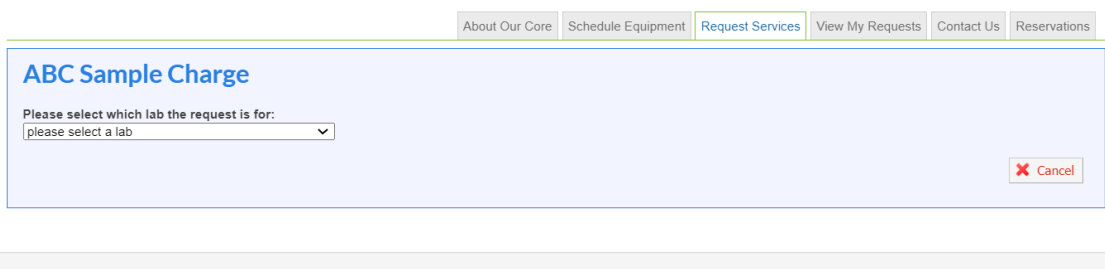
Search available services:

ABC Sample Charge

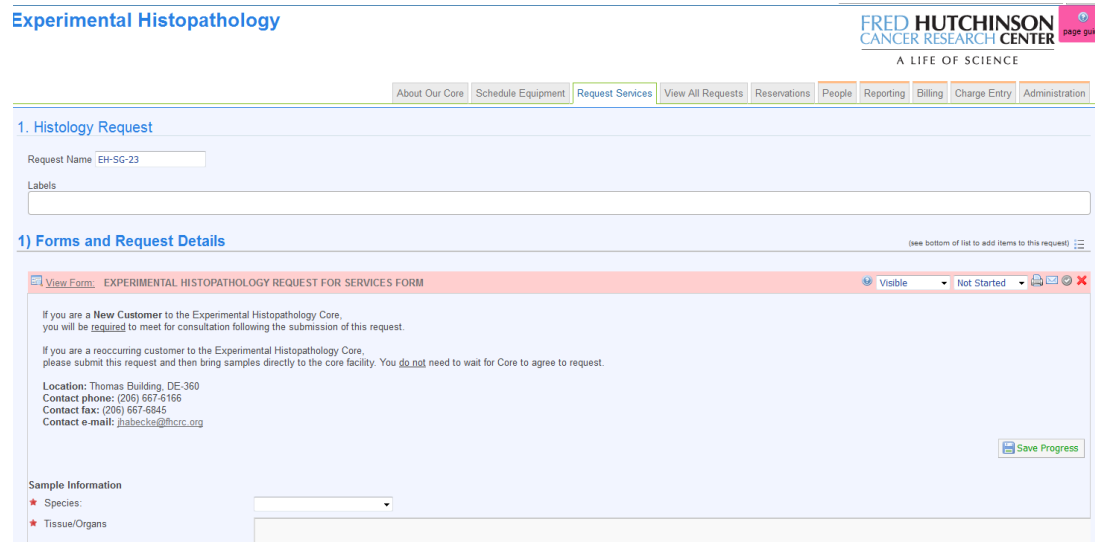
Consumables - Test Tube (\$ per box)

- You will land on that Core's "About Our Core" Tab
- Select the 'Request Services' tab
- Select the 'Initiate Request' button under the desired service

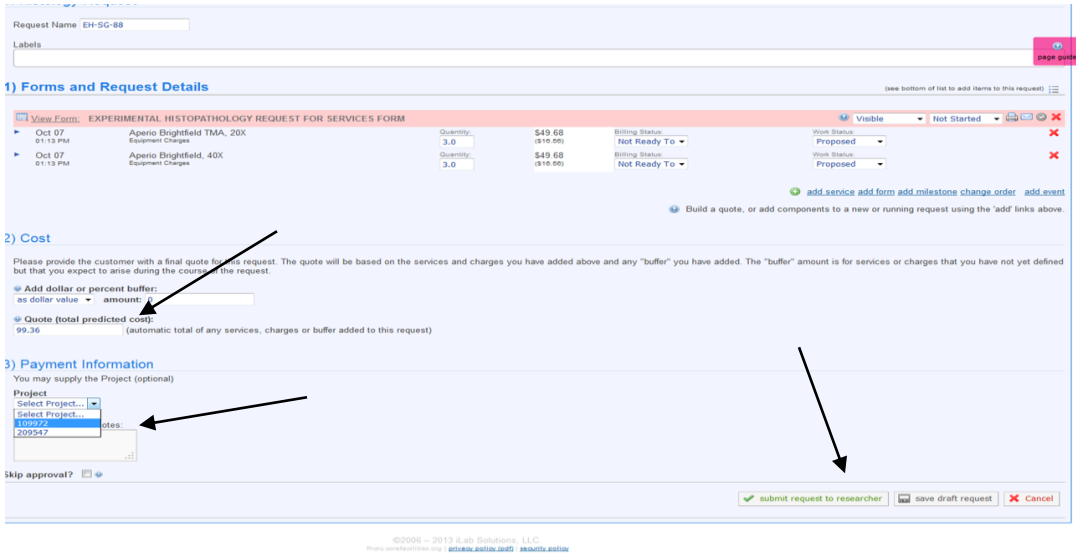
Custom Form Screen



- 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 print

1) Forms and Request Details

(see bottom of list to add items to this request)

View Form: EXPERIMENTAL HISTOPATHOLOGY REQUEST FOR SERVICES FORM

Quantity	Price	Billing Status	Work Status
3.0	\$49.68 (\$19.86)	Not Ready To	Proposed
3.0	\$49.68 (\$19.86)	Not Ready To	Proposed

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.

Add dollar or percent buffer:
as dollar value: amount: 0

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:
Select Project...
209547

PO:

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 review and approve the request
- Core staff will 'agree' to request and begin processing
- Your Service Request will be now visible on the 'View My Requests' tab
- You will be billed once the request is completed.