Introduction.

iLab is a third party project management software designed specifically for core labs in academic institutes. QMUL has invested in iLab to manage the activity of four core facilities and there is potential for additional facilities to be involved as a second wave.
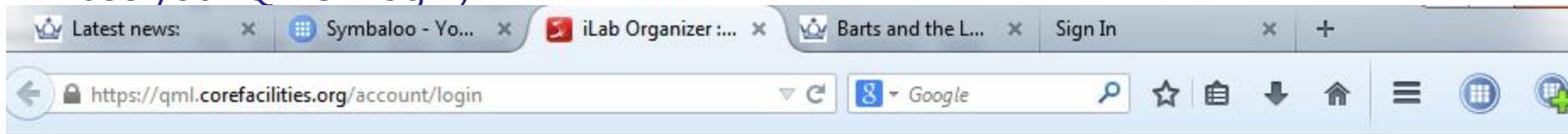
The rational behind the package is that each individual researcher will be able to book projects at core facilities both at their own host organisation and those at elsewhere. The researcher will be authorised to spend against particular budget codes to an explicit level. They will book project through iLab and the costs re-charged.

The PI or lab manager within each research group is responsible for specifying which researchers belong to the group and on which budget codes they are authorised to spend. They will also need to authorise any transactions that exceed a pre-defined limit before the project can commence

- This document is designed as a quick reference for *Researchers*

- How to register and login

- How to find details of your lab

- How to book services at the Genome Centre

- How to book equipment at the Genome Centre

- How to assign budget codes to individual researchers

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- Register for an account at https://qml.corefacilities.org/account/signup/596
- Sign in as either a QMUL or non QMUL user at https://qml.corefacilities.org/account/login (for QMUL user you should be able to use your QMUL login)

You are about to enter the private network of iLab Solutions, LLC. Unauthorized entry and/or use of this system may subject you to both civil and criminal liability under applicable state and/or federal laws and regulation.

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QML user :

Click here to login or register using your institute login and password.

Not a QML user? :

Login using iLab credentials ☐

If you don't have an account, please register for an iLab account.

- **Once logged in you will see**

1) Recent messages –

communications within iLabs with core facilities

2) Recently used cores –

all cores that you have used within the last two month

3) Recent jobs

all your recent jobs and any outstanding actions

4) A list of cores

a list of cores that you have access to

5) Your labs

details of the lab(s) to which you belong

1) Select all cores

2) Select cores at my university (if you work at QMUL)*

3) Select Genome Centre

* To users from other institutions we can be found either under Cores at partner institutions or Cores at other institutes

View My Requests

1) View my request tab should be active by default

2) Each request made by you should be listed with most recent at top

3) Each job should have a unique ID which you can cite in communications for clarity

4) The status of a job is indicated along with any tasks that need completing

5) Dollar sign has options to change payment details

6) Filter options allow you to find individual jobs

My request - detail

1 Click on the blue arrow to see detail for a particular job

2 Details of the actual cost and the budget code or payment method

3 Service request history – details of who has performed which tasks for this job

4 Add comment, you can message core staff regarding this job. Using this method means that all communications for this job will be kept in a single place

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| About Our Core | Schedule Equipment | Request Services | View My Requests | Contact Us |

Schedule Equipment

Some equipment may be booked for use by researchers following formal training by Centre staff, however for more involved protocols the equipment may only be used by Centre staff - see Request Services to have projects run on these. Please visit our Booking Guide for more detail about how to book time on our equipment, especially if you would like to use the 7900HT (real time PCR machine)

1

3

▼ Cell Culture (2)

Class II cell culture cabinet 1
description pricing
Cell culture cabinet, primarily for Blood work

2

view schedule
request training

Class II cell culture cabinet 2
description pricing
Cell Culture cabinet

view schedule
request training

▶ Illumina Array Peripherals (3)
▶ Liquid Handlers (robotics) (2)
▶ Miscellaneous (1)
▶ NGS Library Prep (2)
▶ Sample QC (4)
▶ Sequencers and Array Scanners (4)
▶ Single Cell Genomics (1)

1 Equipment is listed by type, click on the category to expand to see individual items, in this example two class II cabinets

2 Before you can use an item of equipment you will need to read the relevant manuals, protocols and risk assessment and have training from one of the Genome Centre team. *Note that some items are not available to use to non Genome Centre Staff*

3 Once trained you will be able to book equipment through the schedule

Reservation details

Select a time within the calendar that you would like to book. A reservation detail page will open

1 Review (and edit) the time you would like to book

2 Add any notes that you would like people to see on the calendar

3 Choose a cost per hour (usually there will be no option)

4 Select the budget code (QMUL) or purchase order (non QMUL) that you would like to charge the reservation to. Payment details are required in advance. *Note, if you cannot see the budget code you would like to charge against please contact your PI or lab manager who will be able to authorise you*

5 Save the reservation. *Note, for some items you may be charged for last minute cancellations*

Genome Centre

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Request Services

Most projest are run as a service by the Genome Centre Team. Select the area of interest below to define the scope of a project and receive a costing or simply submit your samples to the Centre for fixed cost services. Some items of equipment (e.g. qPCR machine) may be used by researchers directly and can be booked on the Schedule Equipment tab after training has been given.

▶ Single Cell Genomics and Transcriptomics (1)
▶ Genomics - DNA sequencing and genotyping (5)
▼ Transcriptomics - RNA sequencing, Arrays and qPCR (3)

Next Generation Sequencing - transcriptomics (Transcriptomics - RNA sequencing, Arrays and qPCR)   ➡ request service

Next Generation Sequencing for Total RNA, mRNA and small RNA quantification using the Illumina platform

Gene Expression Arrays (Transcriptomics - RNA sequencing, Arrays and qPCR)   ➡ request service

qPCR Project (Transcriptomics - RNA sequencing, Arrays and qPCR)   ➡ request service

qPCR of either custom panels or pre formatted panels from LifeTech or other manufacturers

▶ Epigenomics - NGS, Meth450, pyrosequencing (3)
▶ Sample Extraction (1)
▶ Sample Quality Control (2)
▶ Shop (1)
▶ Compute Resource (1)
▶ Training (1)

1 Under **Request Services** you can initiate projects run on your behalf by Genome Centre staff

2 Services are categorised under area

Single Cell Genomics

Genomics

Transcriptomics

Epigenomics

Sample extraction

Sample QC

Shop

Compute and training

3 Opening an area shows individual services

4 To initiate a request click the request service button.

Some activities, including Sanger sequencing and Gene Expression arrays have a fixed cost per sample or experiment

1 Open the form

2 Request the number of samples (it is important that you complete this by adding selected services)

3 Complete all the fields marked with a red star

4 Complete billing details, budget code or purchase order (non QMUL customers) *Note, if you cannot see the budget code you would like to charge against please contact your PI or lab manager who will be able to authorise you*

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Next Generation Sequencing - Genomic Templates

Request Name GC-QM-[CID]

Description

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

- View Form: Next Generation Sequencing Genomic Template Project Design - CF-535465-8   Not Starte ▼
- View Form: Next Generation Sequencing Sample Submission Form   **2**   Not Starte ▼
- View Form: Payment Information Details   Not Starte ▼

Complete this form with your affiliation and for non QMUL account holders your payment information and VAT status. Projects will not be started until payment terms are in place.

★ Please check   ☐ I am a non-QML (external) user   💾 Save Progress
                   ☐ I am a QML user

Please save your form! ➡ ✓ save completed form   💾 save draft of form ℹ

⚠ After saving your form, please submit your request to the core.

⚠ Please fill out any forms that are highlighted i

2) Cost

The core will review your request and provide you with a quote for the requested service(s).

3) Payment Information

You may supply the Budget Code (optional)

Please enter the Budget Code

%ℹ   Budget Code
1 [100.0] % [Select Budget Code... ▼]   **3**
100.0%   total allocated ℹ
          ⊕ split charge

additional payment notes:

Some project designs are too complicated for a single per sample cost. For these you can complete

1 The project design form, which enables you to specify sample numbers, chemistry and other specifics.

If you then save the form and submit you will be then given a costing, in iLab from the centre manager

If you agree to the costs you can

2 Complete the sample submission form which has space for details such as sample name, type etc.

3 Confirm your payment details *Note, if you cannot see the budget code you would like to charge against please contact your PI or lab manager who will be able to authorise you*

Once this is completed you will be able to run the project with us