



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.

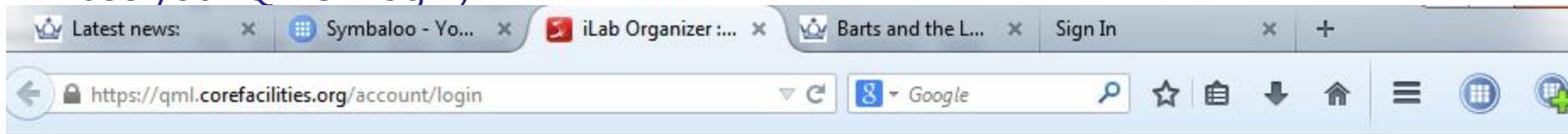
The rationale behind the package is that each individual researcher will be able to book projects at core facilities both at their own host organisation and those at elsewhere. The researcher will be authorised to spend against particular budget codes to an explicit level. They will book project through 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



- 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.



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.



The screenshot shows the iLab Solutions home screen. The browser address bar displays 'https://qml.corefacilities.org/homepage/'. The page header includes 'iLab Solutions' with the tagline 'save money, save time' and a search bar. The main content area is divided into sections: 'Home' with a notification for '60 unread messages' and '1 core used in the past two months'; 'Service Requests' with a table of requests and a '13 alerts' notification; and a sidebar with navigation options like 'home', 'core facilities', and 'manage groups'. Numbered callouts (1-5) point to specific elements: 1 points to the unread messages notification, 2 to the core usage notification, 3 to the 'Service Requests' section header, 4 to the 'my reservations' link in the sidebar, and 5 to the 'manage groups' link in the sidebar.

Name	Owner	Cost	State	Action
GC-QM-[CID] 2. Transcriptomics - RNA sequencing, Arrays and qPCR -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
GC-QM-[CID] 1. Genomics - DNA Sequencing and Genotyping -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
GC-QM-[CID] 1. Genomics - DNA Sequencing and Genotyping -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
MF-QM-[CID] -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
MF-QM-[CID] -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
MF-QM-[CID] -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
GC-QM-276 B. Training -	Queen Mary	£0.00 (£0.00)	Waiting for Researcher to Agree	Agree
GC-QM-[CID] 1. Genomics - DNA Sequencing and Genotyping -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit
GC-QM-[CID] 1. Genomics - DNA Sequencing and Genotyping -	Queen Mary	£0.00 (£0.00)	Waiting to Submit to Core	Submit

- Once logged in you will see
 - Recent messages – communications within iLabs with core facilities
 - Recently used cores – all cores that you have used within the last two month
 - Recent jobs – all your recent jobs and any outstanding actions
 - A list of cores – a list of cores that you have access to
 - Your labs – details of the lab(s) to which you belong



- home
- communications (60)
- core facilities
 - my cores **1**
 - my reservations
 - list all cores
 - invoices
- manage groups
 - my labs
 - people search



-
-
- 2**

Search for cores

▼ Cores at Queen Mary University of London

Core Name	Primary Contact	Email	Phone Number/Ext
Blizard Core Pathology Facility	Christopher Evagora	c.a.evagora@qmul.ac.uk	
Flow Cytometry Core Facility Charterhouse Square	Guglielmo Rosignoli	g.rosignoli@qmul.ac.uk	0207 882 3585 (lab)- 0207 882 2119 (office)
Genome Centre 3	Dr Charles Mein	c.a.mein@qmul.ac.uk	020 7882 2055
Microscopy Core Facility Charterhouse Square	Linda Hammond	l.j.hammond@qmul.ac.uk	020 7882 3584/ 3572

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



- home
- communications (60)
- core facilities
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Genome Centre



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

[Reload Active Requests](#)

▼ active requests

Searching with 6 active requests: Results in this tab are restricted by Status ([show details](#))
Please use the filter panels in the left-hand menu to drill down to requests of interest. You can also save filters to custom tabs! [Click here for more details.](#)

◀ Hide Filters

Keywords	2	3	4	5
▼ Keywords	date	for	service id	status
<input type="text"/> <input type="button" value="Go"/>	Mar 28 (Mar 28 2014)	Queen Mary Genome Center Lab (QMUL)	GC-QM-[CID] 2. Transcriptomics - RNA sequencing, Arrays and qPCR	Waiting to Submit to Core <input type="button" value="Submit"/>
▼ Status <input type="checkbox"/> Completed (3) <input type="checkbox"/> Researcher Draft (9)	Mar 10 (Mar 10 2014)	Queen Mary Genome Center Lab (QMUL)	GC-QM-[CID] 1. Genomics - DNA Sequencing and Genotyping	Waiting to Submit to Core <input type="button" value="Submit"/>
▶ Category	Mar 04 (Mar 04 2014)	Queen Mary Genome Center Lab (QMUL)	GC-QM-[CID] 1. Genomics - DNA Sequencing and Genotyping	Waiting to Submit to Core <input type="button" value="Submit"/>
▶ Labels	Feb 25	Queen Mary	GC-QM-[CID]	Waiting to Submit to Core
▶ Assigned To				
▶ Lab				
▶ Owner				
▶ Institution				

Displaying 12 out of 12 results. (Page 1 of 1)

- 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



Displaying 12 out of 12 results. (Page 1 of 1)

1 date	for	service id	status	cost
Mar 28 (Mar 28 2014)	Queen Mary Genome Center Lab (QMUL)	GC-QM-[CID] 2. Transcriptomics - RNA sequencing, Arrays and qPCR	Waiting to Submit to Core	£0.00 (£0.00)
<input type="button" value="Submit"/>				
Overview				
Payment Information update payment information				
Actual cost:	£0.00	2		
Customer agreed to cost:	No Agreement			
Budget Codes				
Default Budget Code:				
Forms and Request Details				
View Form:	Gene Expression Array Project Designer - CF-434872-8	Not Started		
View Form:	Gene Expression Array Sample Submission Form	Not Started		
View Form:	Payment Information Details	Not Started		
Sample Reception description:	Samples Booked in note: click to edit	Not Started		
Data QCed and issued description:	note: click to edit	Not Started		
Samples Returned or destroyed description:	note: click to edit	Not Started		
Comments 3 add comment Attachments & URLs add attachment add url				
Service Request History				
Billing Information edit Shipping Information edit				
Mar 10 (Mar 10 2014)	Queen Mary Genome Center Lab (QMUL)	GC-QM-[CID] 1. Genomics - DNA Sequencing and Genotyping	Waiting to Submit to Core	£0.00 (£0.00)
<input type="button" value="Submit"/>				
Mar 04 (Mar 04 2014)	Queen Mary Genome Center Lab (QMUL)	GC-QM-[CID] 1. Genomics - DNA Sequencing and Genotyping	Waiting to Submit to Core	£0.00 (£0.00)

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



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

▼ Cell Culture (2)

Class II cell culture cabinet 1

[description](#) [pricing](#)

Cell culture cabinet, primarily for Blood work

2

view schedule
 request training

3

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 ⚠️ Unsaved reservation - click save reservation R

For: Cabinet 1 - Usage (Internal) - My Reservation
Created on: July 22, 2014 17:26

Scheduled: -

Event Notes: note visible to anyone

Use and cost of reservation

Total: **£0.0** (3.0 hours)

Payment information:

Please enter the Budget Code

% total allocated

Invite additional people to this event by email

Please enter a comma separated list of valid email addresses

comments

Information about groups

- ▶ [Genome Center Lab \(QMUL\)](#)
- ▶ [Billing info](#)
- ▶ [Shipping info](#)

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



- About Our Core
- Schedule Equipment
- Request Services
- View My Requests
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Request Services

Most project 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)
- Next Generation Sequencing for Total RNA, mRNA and small RNA quantification using the Illumina platform
- Gene Expression Arrays (Transcriptomics - RNA sequencing, Arrays and qPCR)
- qPCR Project (Transcriptomics - RNA sequencing, Arrays and qPCR)
- 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*

Sanger Sequencing Service

Request Name:

Description

1) Forms and Request Details (see bottom of list to 3)

[View Form: Sanger submission form - CF-535448-9](#) **1**

The Centre provides Sanger Sequencing using ABI BigDye v3.1 from PCR products or Plasmids. More details of our [Sanger Sequencing](#) service can be found on our resource page.

enter name here [Save Progress](#)

Note: after you have selected number of items for a particular service please make sure you press +Add selected services. This will calculate the correct cost which will appear at the bottom of section 1 of the form.

2

- PCR Product Sequencing - Including Exosap Clean up
- Plasmid Sanger Sequencing
- Individual presequenced samples
- 3730 sequencing run - up to 96 pre-sequenced samples

[Add selected services](#)

Photo help

The most common cause for poor sequencing is sample quality, in particular low or high PCR or Plasmid yields or additional template fragments (PCR artefacts). Uploading a photo of your template run on a gel helps us check this and PCR quality. **Repeats may be charged at full cost if a photo is not provided with samples**

[please upload](#)

Upload Your Gel Photo

Form completion guide

Please use the table below to book in samples. Please ensure that you have correctly labelled and processed samples. **Note; Sample Identifiers should only contain numbers and letters. No other characters or spaces please.** Pre-sequenced samples should be re-sequenced prior to sequencing

3

3) Payment Information

Please enter the Budget Code

4

%

100.0% total allocated

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

The screenshot shows a web form titled "Next Generation Sequencing - Genomic Templates". At the top, there is a "Request Name" field containing "GC-QM-[CID]". Below it is a "Description" section. The form is divided into three main sections, each with a numbered callout:

- 1) Forms and Request Details:** This section contains three rows of form links, each with a "Not Started" dropdown menu and a printer icon. The first row is "View Form: Next Generation Sequencing Genomic Template Project Design - CF-535465-8". The second row is "View Form: Next Generation Sequencing Sample Submission Form". The third row is "View Form: Payment Information Details". A "Save Progress" button is located below these links. There are also checkboxes for "I am a non-QML (external) user" and "I am a QML user".
- 2) Cost:** This section contains a message: "The core will review your request and provide you with a quote for the requested service(s)."
- 3) Payment Information:** This section contains a message: "You may supply the Budget Code (optional)". Below this is a "Please enter the Budget Code" section with a percentage field set to "100.0%", a "Budget Code" dropdown menu, and a "total allocated" field. There is also a "split charge" button.