

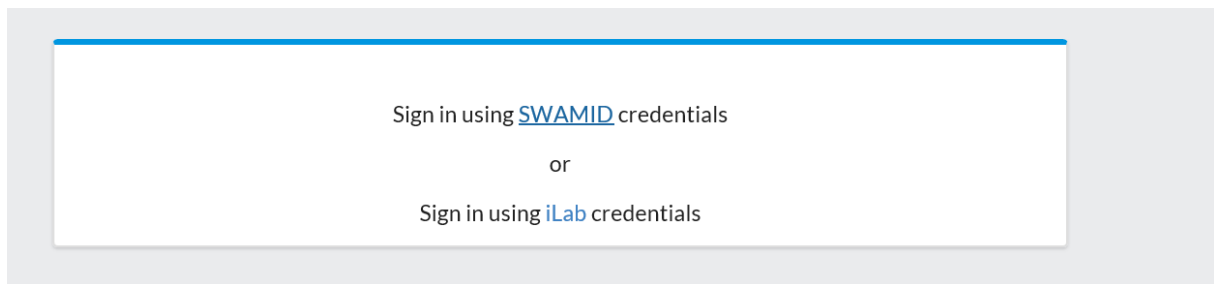
iLab - PI/Research Group Leader Manual

Login and registration

Go to the iLab login page:

<https://karolinska.corefacilities.org>

Choose “Sign in using SWAMID credentials”.



Choose “Karolinska Institutet” as identity service.


You are connecting to...

iLab Solutions

<http://www.ilabsolutions.com/>

This service requests that you **identify yourself**. Select your preferred identity service below...

Karolinska Institutet
Identity Provider for Karolinska Institutet.



Show me more choices

Choose “Proceed to Login”. If you always use the same identity service, you can choose “Login and use Forever”.

This service requests that you **identify yourself**. Select your preferred identity service below...

Karolinska Institutet
Identity Provider for Karolinska Institutet.



If you always use one and the same login provider for everything it might be a good idea to remember your choice by pressing *Login and use Forever*. Press *Start Over* to redo the search and pick another login provider.

Proceed to Login

Login and use Forever

Start Over

Login using your KIID and password.

Logga in i *iLab Solutions*

Användarnamn

Lösenord

Kom inte ihåg att jag loggat in

Logga in

Projects and lab/research group

If the projects you are responsible for as a PI are active and marked as CFKUND = 1 in UBW, your lab/research group and account should have been automatically created in iLab. Your lab/research group will be named in the following way:

Lastname, Firstname (KI) Lab

Responsibilities as a PI/research group leader

As a PI/research group leader, you are responsible for managing your lab/research group in iLab. This includes the following:

- Approve/reject membership requests
- Manage and assign project numbers/funds for your team members
- Manage financial approvals for requests
- Approve invoices

If needed, these tasks can be delegated to another member of your lab/research group. Instructions can be found here:

<https://help.ilab.agilent.com/36900-managing-your-group/279998-members#members>

Approve/reject membership requests

Approve membership requests from team members in your lab/research group by entering the "Membership Requests & Fund Numbers" tab. Instructions can be found here:

<https://help.ilab.agilent.com/36900-managing-your-group/279959-membership-requests-fund-numbers>

Manage and assign project numbers/funds for your team members

In order for your team members to use project numbers as payment information in iLab, you need to assign the project numbers to them. You can do that on the "Manage Fund Numbers" section. Instructions can be found here:

<https://help.ilab.agilent.com/36900-managing-your-group/279959-membership-requests-fund-numbers>

Manage financial approvals for requests

If your team members request services costing more than 10 000 SEK, this needs financial approval by the PI. Instructions can be found here:

<https://help.ilab.agilent.com/36900-managing-your-group/300355-view-requests>

Approve invoices

Before an invoice can be sent to UBW, it needs to be approved once it is reviewed. If it is not approved within seven days, it will automatically be approved. Instructions can be found here:

<https://help.ilab.agilent.com/36900-managing-your-group/264958-viewing-your-invoices>

Overview of managing a group

More detailed information about how to manage your lab/research group in iLab can be found here:

<https://help.ilab.agilent.com/36900-managing-your-group/265782-managing-a-group-overview>