iLab - Frequently Asked Questions

Why can't I choose my project as payment information in iLab?

The projects are transferred nightly from Agresso/UBW to iLab. In order to use a project in iLab as payment information, two tasks must be carried out first.

1. The project must be **active** and marked as **CFKUND = 1** in UBW/Agresso. Normally, the department administrators handle this part. Once this is done, the project will be created in iLab by the next day. The project will be connected to the lab/research group with the same name as the manager of the project.

2. Your PI/research group leader must **assign the project** to you in iLab. In order to do this, the PI/research group leader needs to login to iLab, click the three horizontal bars at the top left corner, click "Manage Groups" and then click the name of the lab. In the "Membership Requests & Project Numbers" tab, the PI/research group leader must assign the projects that should be available for the group members. If the project can't be found, make sure that step 1 is completed.

Why can't I find my lab/research group when registering?

If you are an internal KI user, your lab/research group will be created the day after your project is marked as CFKUND = 1 in UBW/Agresso. Please check with the department administrators to make sure that the project that you want to use in iLab is active and marked as CFKUND = 1. Once that is done, try registering again the next day. Your lab/research group should now be available.

How can I join another lab/research group?

In iLab it is possible to be a member of several labs/research groups. If you need to join more labs/research groups you need to login to iLab, click the three horizontal bars at the top left corner, click "Manage Groups" and click the "Request Group Access" button. Search for your institution (Karolinska Institutet if you are an internal KI user), the name of the lab/research group and press the "Request Access" button. Once the PI/research group leader approved your request and assigned you projects that you are allowed to use you can start requesting services using the new lab/research group.