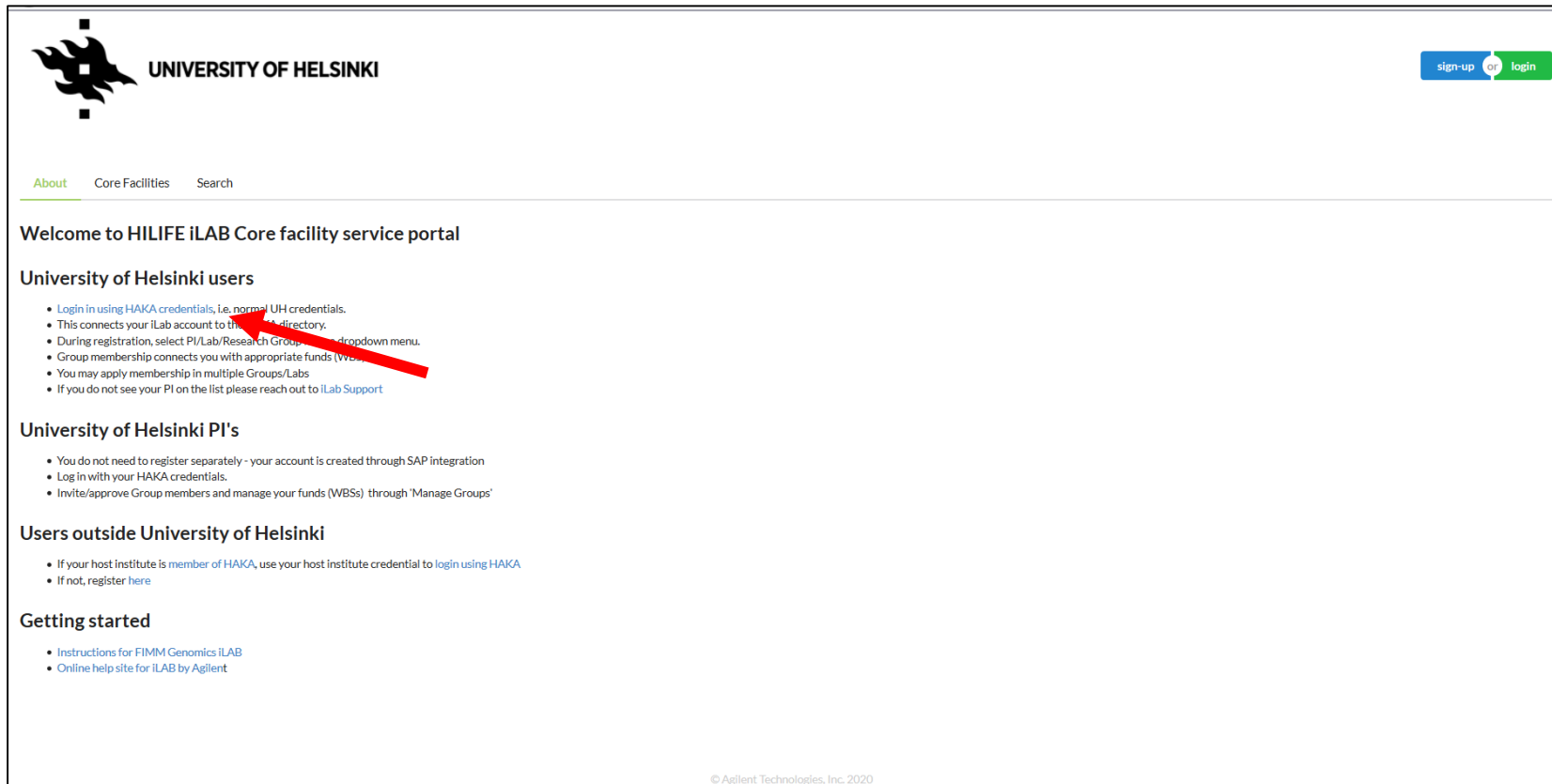


# Sign-in to iLab:

- 1) Go to: <https://hilife-infra.ilab.agilent.com/account/login>
- 2) Click on "Log-in using HAKA credentials"



**UNIVERSITY OF HELSINKI**

sign-up or login

About Core Facilities Search

### Welcome to HILIFE iLAB Core facility service portal

#### University of Helsinki users

- [Login in using HAKA credentials, i.e. normal UH credentials.](#)
- This connects your iLab account to the [UH directory](#).
- During registration, select PI/Lab/Research Group from the [dropdown menu](#).
- Group membership connects you with appropriate funds (WBSs).
- You may apply membership in multiple Groups/Labs
- If you do not see your PI on the list please reach out to [iLab Support](#)

#### University of Helsinki PI's

- You do not need to register separately - your account is created through SAP integration
- Log in with your HAKA credentials.
- Invite/approve Group members and manage your funds (WBSs) through 'Manage Groups'

#### Users outside University of Helsinki

- If your host institute is [member of HAKA](#), use your host institute credential to [login using HAKA](#)
- If not, [register here](#)

#### Getting started

- [Instructions for FIMM Genomics iLAB](#)
- [Online help site for iLAB by Agilent](#)

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- 1) Select your Institute
- 2) Sign in with your HAKA (i.e. University of Helsinki) password

HELSINGIN YLIOPISTO  
HELSINGFORS UNIVERSITET  
UNIVERSITY OF HELSINKI

[Suomeksi](#) | [På svenska](#)

### Logging into the service ILab Agilent Technologies

Username

Password

**LOGIN**

Redisplay the page on accepting the disclosure of your information

You can renew your forgotten or expired password by using a designated [web tool](#).  
[More information about login services.](#)

[Coronavirus Situation at the University of Helsinki](#)

1. Click on the three white bars in the top left hand corner
2. Click on "My Groups"

Agilent CrossLab | iLab Operations Software

Search... Go Martyn James Help Sign Out

Custom forms for service project requests are currently not showing to all users, when initiating a project for submission. Updates on issue can be tracked by clicking on 'Help' at the top right of your iLab account and under [Issue Tracking](#). Dismiss this message

## Biomedicum Functional Genomics Unit (FuGU)

Home Communications (37)

Core Facilities My Core View Requests Invoices

Reporting

Manage Groups My Groups My Core University of Helsinki People Search

About Our Core Schedule Equipment Request Services View All Requests Reservations People

### Service Request Sort manually Biomedicum Functional Genomics Unit (FuGU) Below you can find all the [ordering forms](#) for our services. Use the [request service](#) option to submit your request. Our admins will review each request and get back to you with the next steps. In case you have questions, feel free to contact [fugu-support@helsinki.fi](mailto:fugu-support@helsinki.fi). - ▶ [Quality Control Analysis \(4\)](#) - ▶ [NextSeq Sequencing Only \(1\)](#) - ▶ [MiSeq Sequencing Only \(1\)](#) - ▶ [NGS Genomics \(3\)](#) - ▶ [NGS Transcriptomics \(2\)](#) - ▶ [Identity Testing by ForenSeq sequencing \(1\)](#) - ▶ [Scanning Service \(1\)](#) - ▶ [Microarrays \(2\)](#) - ▶ [Fluidigm Biomark-based High-throughput qPCR \(5\)](#) - ▶ [Olink Proteomics Biomarker Panel \(1\)](#)

1. Click on "Membership Requests & WBS Elements" In this example "Ville Peltonen" is requesting membership
2. Click on Accept

The screenshot shows the Agilent CrossLab iLab Operations Software interface. At the top, there is a blue header with the logo and navigation options. Below the header, a yellow banner contains a message about custom forms. The main content area is titled "Doe, John (HiLIFE) Lab" and features a navigation bar with tabs: "Membership Requests & WBS Elements" (highlighted with a red arrow and the number "1."), "Members (1)", "Budgets", "Bulletin board (0)", and "Group Settings". Below the navigation bar, there is a section titled "Membership Requests" with a warning icon and the text "An Access Request requires approval". A table lists a request from Ville Peltonen on Aug 18 '20. The "Actions" column for this request contains "Accept" and "Reject" buttons, with a red arrow and the number "2." pointing to the "Accept" button. Below the table, there is a section titled "Manage WBS Elements" with a link to "Customize WBS Element Grid" and a note about funding assignments. At the bottom, there are two filter input fields: "Filter WBS Element numbers" and "Filter Members".

- 1) Then scroll down the "Membership Requests & WBS Elements" page
  - i) In this example only the PI "John Doe" currently has access to WBSs in iLab
- 2) After the new member has been accepted to your group ("Ville Peltonen" in this example) , he will appear here (\*1)
- 3) When his name appears, click on the appropriate WBS element box "e.g. H3042-1234567" (\*2) next to his name
- 4) "Ville Peltonen" can now order in iLab from the assigned WBS

The screenshot shows the Agilent CrossLab iLab Operations Software interface. At the top, there is a navigation bar with the logo, a search bar, and user information for Martyn James. Below the navigation bar is a yellow banner with a message: "Custom forms on service project requests are currently not showing to all users, when initiating a project for submission. Updates on issue can be tracked by clicking on 'Help' at the top right of your iLab account and under Issue Tracking." Below the banner is a table with columns: Date, Name, Email, and Actions. The first row shows an access request for Ville Peltonen, dated Aug 18 '20, with an email of Ville.Peltonen@helsinki.fi and actions for Accept and Reject. Below this is a section titled "Manage WBS Elements" with a link to "Customize WBS Element Grid" and a note: "Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change." There are two filter boxes: "Filter WBS Element numbers" and "Filter Members". Below the filters is a table with columns: Name, Default WBS Element, and four WBS Element IDs: H3042-1234567, H3042-7654321, H3042-1212121, and H30494-3434343. The first row shows John Doe with a red \*1 next to his name, and checkmarks in the four WBS Element columns. A red \*2 is placed below the first WBS Element ID. Below the table is a pagination bar showing "Showing 1 to 1 of 1 entries" and buttons for First, Previous, 1, Next, Last. At the bottom, there is a link to "Disable/Enable WBS Elements".

Every time the new member of your lab makes an order you will be asked to approve this in iLab

You can overrule this by clicking on the "Members" tab \*

Changing the default setting at which you will be asked for financial approval (Default auto-approval threshold)

**Doe, John(HiLIFE) Lab**

Membership Requests & WBS Elements **Members (1)** Budgets Bulletin board (0) Group Settings

**Lab-wide approval settings**

Click the pencil icon next to the person below whom you would like to make the financial approval.

Default auto-approval threshold € 0.0 ⚠

Cost overage buffer € 100 ⚙

save approval settings

**Lab members and settings**

Active Members Expired Members

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date	End Date
Ville Peltonen	Lab default (€0.00)		Ville.Peltonen@helsinki.fi			

Link Existing User