

Booking the ID7000 in the iLab booking system

Registration (if you do not currently have an iLab account):

To register for an iLab account please follow the instructions outlined on the iLab Help Portal:

https://help.ilab.agilent.com/en_US/99540-getting-started-with-ilab/325013-registering-with-ilab

For PI's

You will receive a 'request for approval' email once a researcher requests access to your group. If you would prefer to delegate these notifications/approvals to a financial manager, please email ilabsupport@agilent.com with your financial manager's name & email.

Instructions:

1. Click here to log-in: [iLab Site URL](#)
2. You will use your Gothenburg University credentials to log into iLab
3. Once logged in, look for the link in the left-hand menu that says 'my group(s)'. Hover over and select your lab.
4. To avoid manually approving service requests below a specified cost, set the auto approval threshold. Select the 'Members' panel, enter the desired SEK (kr) amount threshold in the 'Auto Pre-Approval' field, and click 'Save Settings.'
5. To approve lab membership requests, select the 'Membership Requests & Cost Centers' tab. New membership requests will show at the top of this page. Click 'Approve' to accept a member into your lab. Click 'Reject' if they are not a member of your lab.
6. To assign a Cost Center to a member of your lab, find the member in the above list where it says, 'Manage Cost Centers'. Select the checkbox(es) to the right of their name for the Cost Center(s) you wish to assign them.

For all members

For old users: It is not required to create a "service request" to be able to book the ID7000 instrument; instead, you just follow the instructions below.

To Create an Equipment Reservation:

1. Navigate to the iLab Site page: [iLab Site URL](#)
2. At the upper right hand of the page click 'Sign In'.
3. Select the 'Schedule Equipment' tab and click on the 'View Schedule' button next to the instrument of interest. Click and drag on the time frame you would like to schedule your reservation for.
4. A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.

To Create a Service Request:

1. Navigate to the iLab Site page: [iLab Site URL](#)
2. At the upper right hand of the page 'Sign In'.
3. Select the 'Request Services' tab and click on the 'Request Service' button next to the request of interest.
4. You will be asked to complete a form before submitting the request to the iLab Site.
5. Your request will be pending review by the iLab Site. The iLab Site will review your request and either Agree to the work or they will ask for more information if needed.

Additional help

For assistance with iLab, click the HELP link in the upper right corner or visit our iLab Help Site.

Selecting the HELP link will open an email addressed to ilabsupport@agilent.com.