

Action

Steps

iLab Login Screen



Note: You need to already have an account set up in iLab to make a service request.

Internal customers: <https://fhcrc.corefacilities.org/account/login>

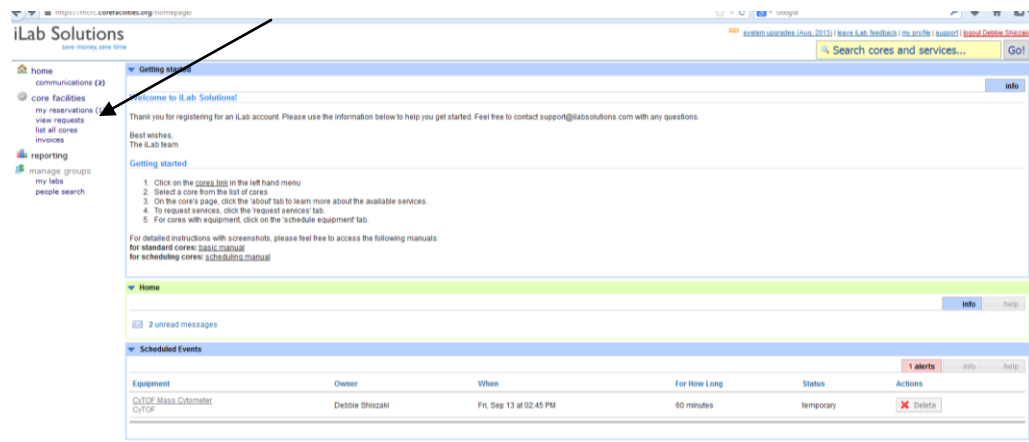
- Log in with your HutchNet ID and password

External customers:

<https://fhcrc.corefacilities.org/account/signup/144>

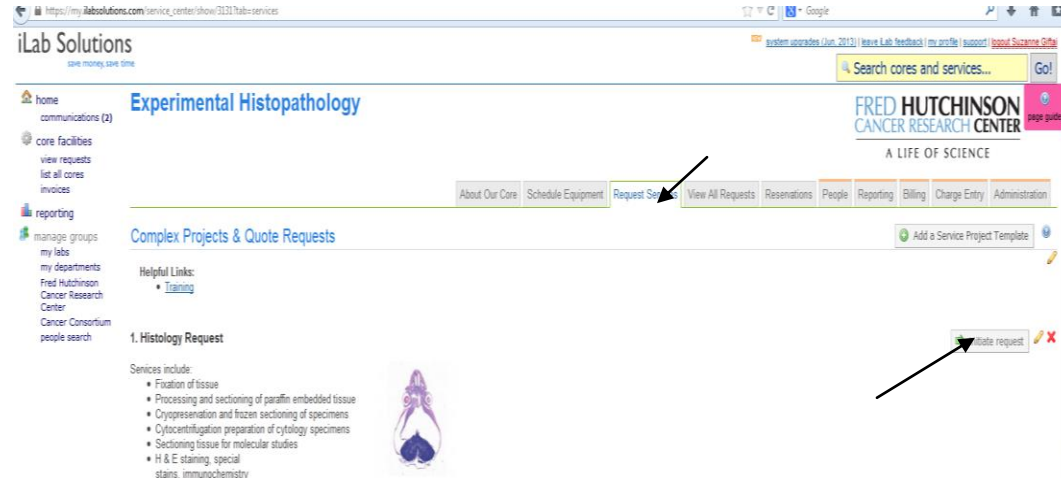
- Complete & submit the registration form
- We will set up your external customer account details
- iLab will send you a welcome email with login credentials

Home Page



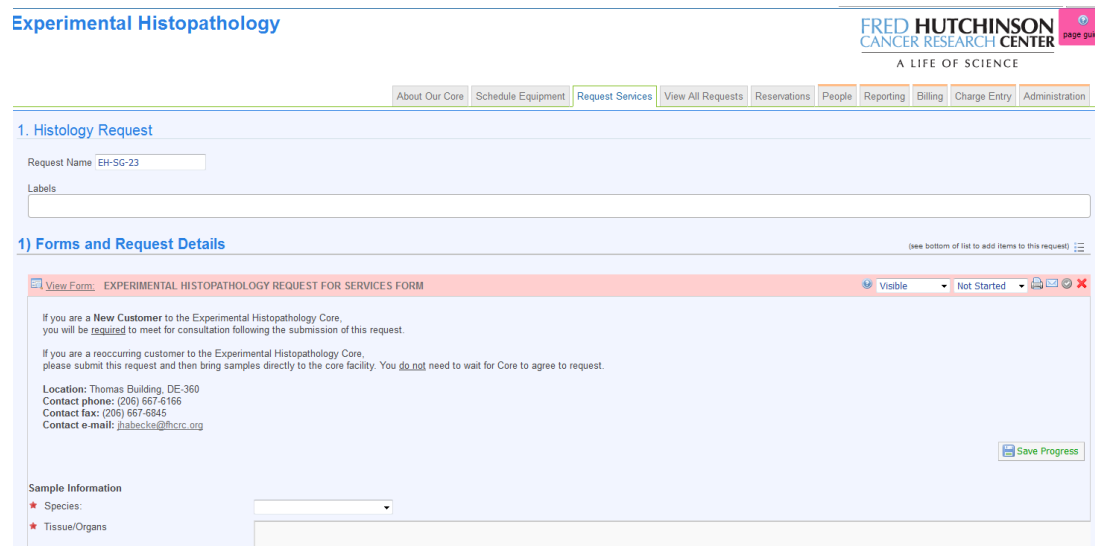
- On the Home page, from the left hand navigation section, select the Core that you want to make the service request.
- You will land on that Core's page on your 'View All Request' tab which is visible in the upper right side of the page.

Request Services Screen



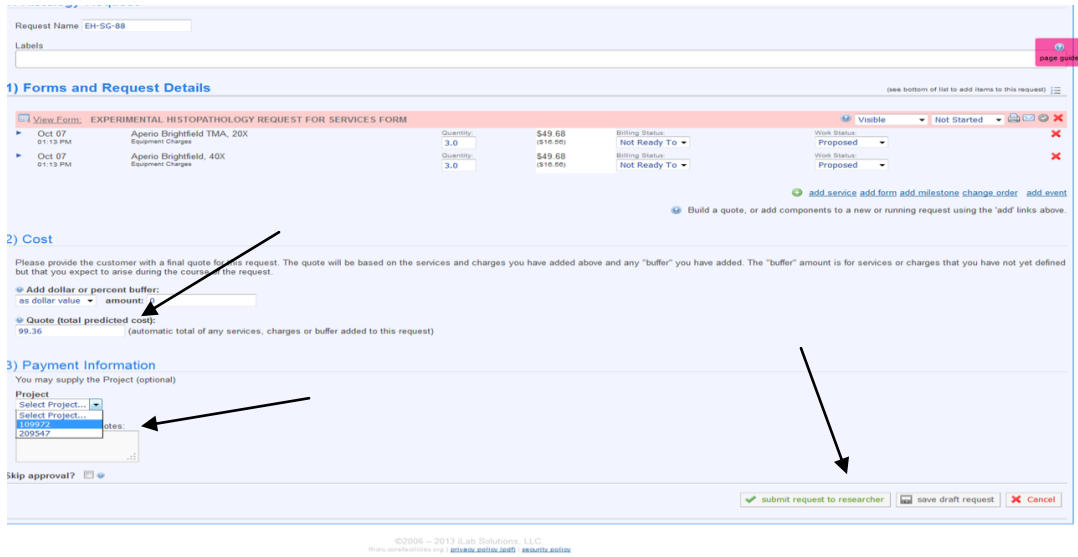
- Select the "Request Services" tab
- Select the 'Initiate Request' button under the desired service

Custom Form Screen



- Complete the required fields (red asterisk)
- Enter sample information and instructions
- Be sure to click the 'save form' button when details are complete

Cost & Payment Screen



Request Name: EH-SG-88

Labels: page ends

1) Forms and Request Details

(see bottom of list to add items to this request)

[View Form](#) EXPERIMENTAL HISTOPATHOLOGY REQUEST FOR SERVICES FORM

Date	Description	Quantity	Price	Billing Status	Work Status
Oct 07 01:13 PM	Aperio Brightfield TMA, 20X Equipment Charges	3.0	\$49.68 (\$149.06)	Not Ready To	Proposed
Oct 07 01:13 PM	Aperio Brightfield, 40X Equipment Charges	3.0	\$49.68 (\$149.06)	Not Ready To	Proposed

[add service](#) [add form](#) [add milestone](#) [change order](#) [add event](#)

Build a quote, or add components to a new or running request using the 'add' links above.

2) Cost

Please provide the customer with a final quote for this request. The quote will be based on the services and charges you have added above and any "buffer" you have added. The "buffer" amount is for services or charges that you have not yet defined but that you expect to arise during the course of the request.

Add dollar or percent buffer:
 as dollar value amount:

Quote (total predicted cost):
(automatic total of any services, charges or buffer added to this request)

3) Payment Information

You may supply the Project (optional)

Project:

skip approval?

©2006 - 2013 iLab Solutions, LLC
 www.fredhutch.org | info@fredhutch.org | www.fredhutch.org

- The total cost for the service request will calculate below.
- Internal: Under Payment Information choose the Project ID from the drop down list
- External: Enter your PO number. Leave blank if you don't use a PO
- Click the 'submit request to core' button (bottom right) to submit this request.
- If required, the Principal Investigator or a Financial Administrator reviews and approves the request
- Core staff will 'agree' to request and begin processing
- Your Service Request will now be visible on the 'View My Requests' tab
- You will be billed once the request is completed.

Any Questions? Contact Suzanne Giftai at 206-667-1270 or sgiftai@fredhutch.org