

**MBI iLAB USER GUIDE FOR PRINCIPLE INVESTIGATORS**  
MBI-WIN-A024-V1

**1. PURPOSE**

The purpose of the document is to provide users with step-by-step instructions for accessing the iLab system and managing lab groups.

**2. RESPONSIBILITIES**

It is the Principle Investigator's (PI) responsibility to grant users access to their lab groups and assign users to funds.

**3. HEALTH AND SAFETY CONSIDERATIONS**

There are no significant hazards or special instructions relating to the procedures described in this document

**4. PROCEDURE**

**4.1 Lab Group Management**

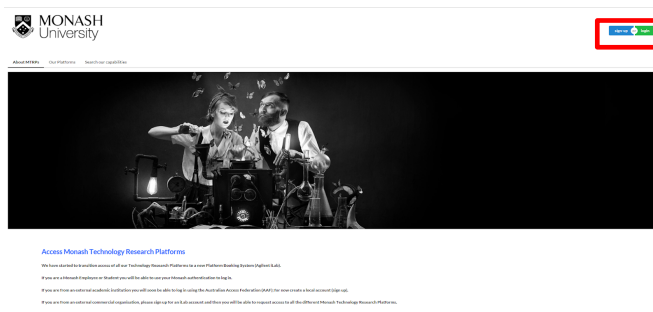
Principle/Chief Investigators are required to:

- Assign people to their “lab group”, so those individuals (usually students, RAs, post docs etc), can make bookings.
- Allow those people to have access to certain cost centres and fund numbers, so they can make bookings which will be charged to those accounts
- Approve bookings. You can set a threshold amount so that you are not required to approve bookings below a certain cost threshold

Navigate to the platform page:

[https://monash.ilab.agilent.com/service\\_center/show\\_external/4468](https://monash.ilab.agilent.com/service_center/show_external/4468)

At the upper right hand of the page, enter your username and password and click the 'login' button.



<p>Use the ellipsis to display the left-hand menu. Under 'Manage Groups', hover-over and 'MyGroups' and select your lab.</p>	
<p>Set the auto-approval amount if you do not wish to approve service requests below a certain dollar amount.</p> <p>To do this, select the 'Members' panel and enter a dollar amount in the 'Default auto-approval threshold' amount and click 'save approval settings.'</p>	
<p>To approve lab membership requests, select the 'Membership Requests &amp; Funding Source' tab.</p> <p>New membership requests will show under the 'Membership Requests' tab. Click 'Approve' to accept a member into your lab. Click "Reject" if they are not a member of your lab.</p>	
<p>To assign a Funding Source to a member of your lab, under the 'Manage Funding Sources' tab select the checkbox(es) to the right of their name for the Funding Source(s) you wish to assign them. This provides that person with the ability to make bookings associated with that cost centre and fund number. Without this permission the individual cannot make those bookings.</p>	

If you do not see a Funding Source that you should have access to, you can request access to it. Under the **'Manage Funding Sources'** tab, expand **'Request access to additional Funding Sources'**. Enter your required funding source, and click **'Request'**. NOTE: It is important to add the funding source in the format of CostCentre-FundNumber (with no spaces, e.g. M12345-1234567).

[Request access to additional Funding Sources](#)

If you don't see a Funding Source that you should have access to, please type it in below. The Fund Owner will receive a notification and approve or deny your request.

★ Funding Source

## 5. REFERENCES

### 5.1 Internal

N/A

### 5.2 External

N/A