

New PI at Lund Uni Email Template:

Dear [PI NAME],

Going forward, the Instrumental Chemistry Facility at Lund University is excited to start using, iLab, an online system to streamline the process of ordering and billing for core service requests.

It was indicated that you have researchers who use the core's services, and we wanted to let you know that you may receive email requests from researchers wishing to join your group. The request email will have specific instructions on how to approve the request. In case you are interested in the process, we have pasted instructions below. **If you would prefer to delegate these notifications/approvals to a financial manager, please email ilab-support@agilent.com with your financial manager's name & email.**

Instructions

1. Navigate to the core page:
https://eu.ilabsolutions.com/service_center/show_external/3606
2. In the upper-right-hand corner of the screen click *Register*
3. You will be directed to a page where you will need to enter your work-email and institution. Please indicate during registration that you are a PI who manages a research group.
4. You will receive a link to setup your password on the email you specified during registration.
5. Once logged in, look for the link in the left hand menu that says 'my groups'. Hover-over and select your lab.
6. Set the auto-approval amount if you do not wish to approve service requests below a certain dollar amount. To do this, select the 'Members' panel, enter a dollar amount in the 'Auto Pre-Approval' amount, and click 'save settings'.
7. To approve lab membership requests, select the 'Membership Requests' 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.

Additional help

More detailed instructions are available in the [HelpSite](#). For any questions not addressed in the manual, click on the "HELP" link in the upper right hand corner or contact ilab-support@agilent.com.

Sincerely,

The iLab - Lund Team