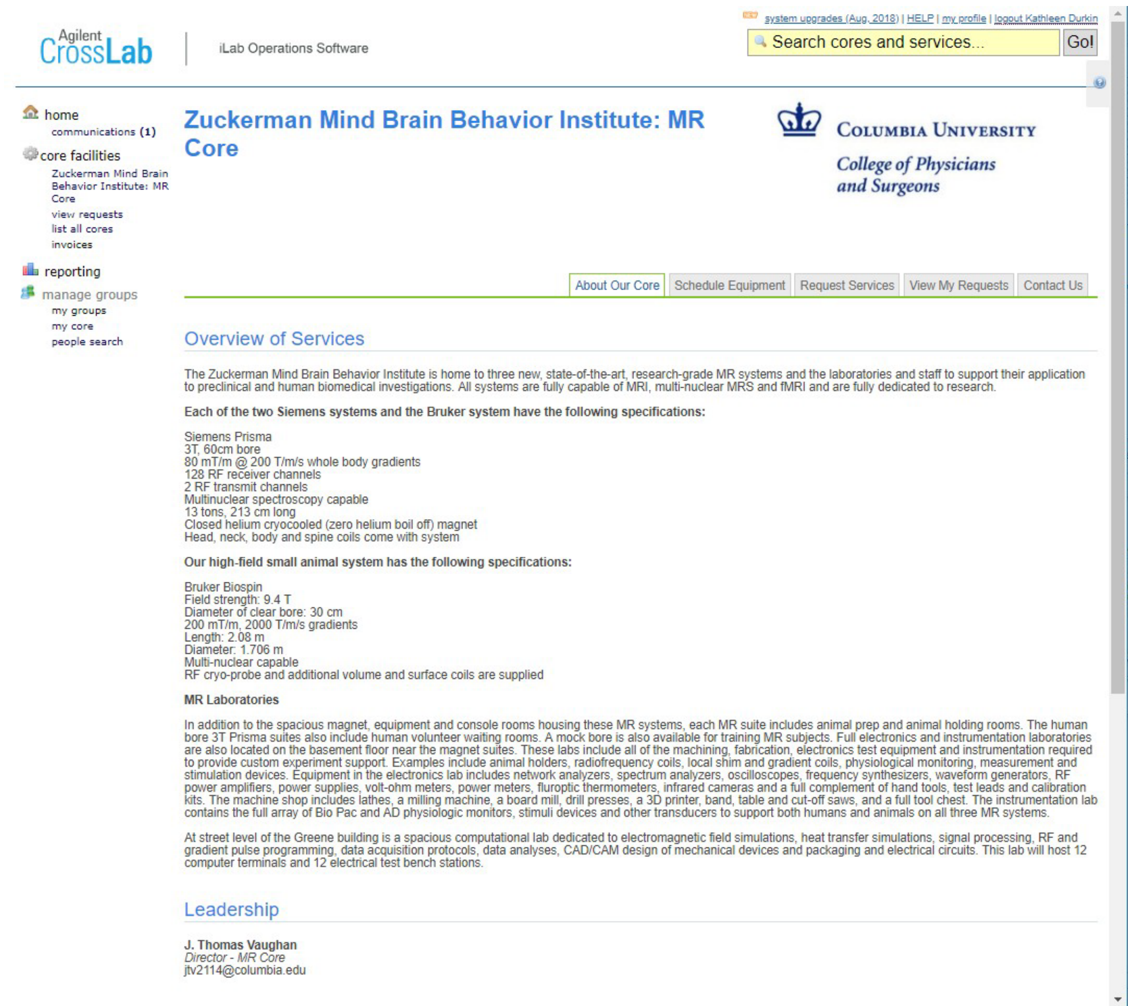
Introduction to iLab

iLab is a web-based software that coordinates all the scheduling and billing for the MRI users in the Zuckerman Institute and other Columbia facilities. The URL is https://cumc.corefacilities.org/account/login and users sign in with their UNI. (If you need a UNI, contact the MR Research Administrator.)



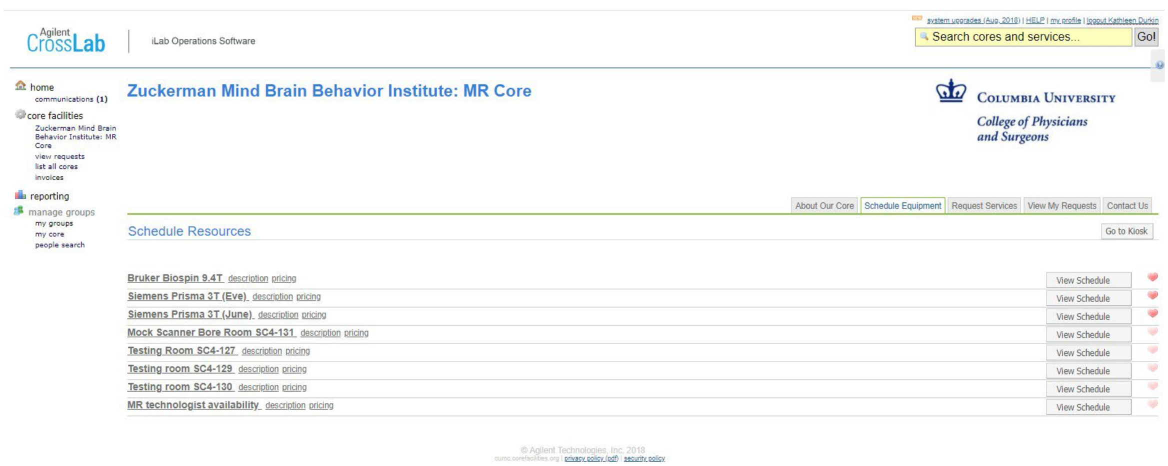
Primary investigators must create an iLab account for their lab and enter information about the grants that will pay for MRI scan time. Then lab members create iLab accounts. The PI must approve each lab member and indicate which grant will pay for the scan time each member schedules.

<u>Delegating iLab notifications and approvals</u>

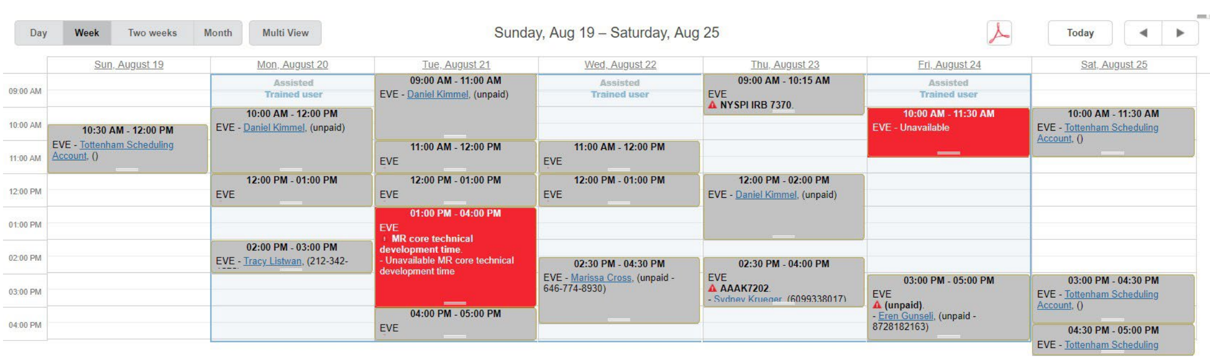
If you're a Principal Investigator and would prefer to delegate these notifications and approvals to specific member(s) of your lab, for example your lab manager or department administrator, please email ilab-support@agilent.com with their name and email.

Once the lab members are approved by the PI and have completed Level II MR Safety training, they can schedule time on the calendars.

There are separate calendars for each MRI system (the Bruker Biospin 9.4T system, Siemens Prisma 3T “Eve”, Siemens Prisma 3T “June”). There are also calendars for the mock scanner and the testing rooms. Last, there is a calendar with the MR Technologist’s availability. (All users who need to work with the MR Technologist must check this calendar before scheduling “Assisted” scanning time. Otherwise, the MR tech will not be available for the scan.)



It is easy to see what times are available on each scanner by checking the calendar. See the protocol “How to Reserve Scan Time in iLab”.



iLab for Principal Investigators & Lab Managers

Signing up for iLab

An iLab account will allow for you to easily request services from Columbia's service centers (35+) and facilitate payment as it is directly linked to our finance system. PIs are able to add lab members to their lab, which allows them to request services on their behalf and use payment information specific to the projects that they're working on. The payment information that each lab member has access to can be restricted by the PI to ensure that budgets are adhered to and financial errors do not occur.

An iLab account will automatically be created for you if you have a sponsored project(s) that is already mapped to you in the Columbia finance system. Sponsored projects have chart strings where the project starts with a GG, IN, or PG. In order or to check if you already have an iLab account, please log in with your UNI info through the link below.

PIs can request an account (If there hasn't been one created already, confirm by first trying to log in with your UNI) to manage usage by their lab members by emailing ilab-support@agilent.com and CCing jh3293@cumc.columbia.edu to have an account manually created for them. In order for a PI to have a lab setup in iLab, they must have a valid chart string to associate with it to pay for services they request.

Lab Managers should sign up for an account using the guide "How to Register as A User in iLab For Non-PIs".

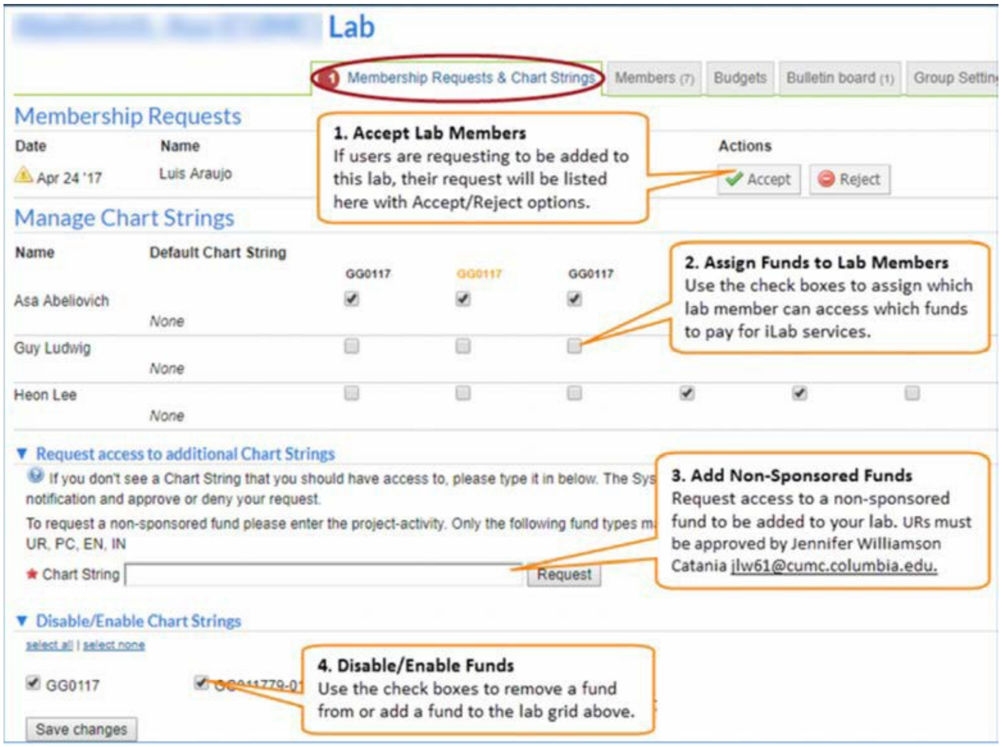
Logging in

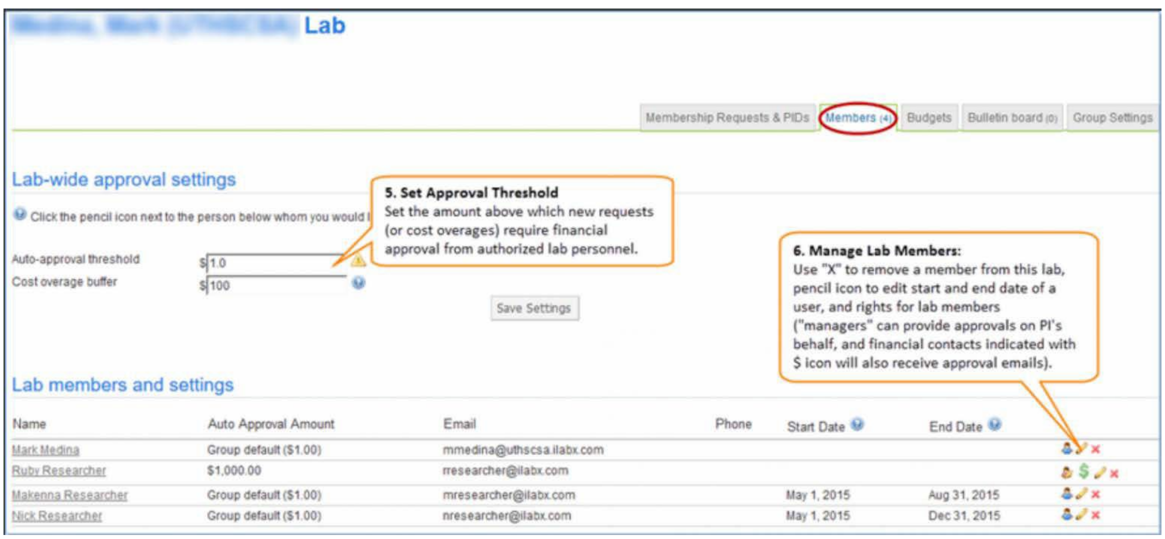
1. Go to https://cumc.corefacilities.org
2. Login with your UNI ID login.
   If you are taken to a registration page, please contact the VP&S Office for Research.
3. Look for the link in the left-hand menu that says **'my labs'**. Hover-over and select your lab to go to your lab management page.

Responsibilities in iLab

As a Principal Investigator or Lab Manager, you have a few new responsibilities to enable your researcher team to order services from the cores and make equipment reservations, specifically:

- Accepting users into your lab (see item 1 below)
- Assigning chart strings to lab members (see item 2 below)
- Adding additional chart strings to your lab, if applicable (see item 3 below)
- Disable chart strings that are not used and/or enable them to be used (see item 4 below)
- Approving certain core service requests (see item 5 below to set the threshold)
- Managing lab members and their rights (see item 6 below)





Delegating lab notifications and approvals

If you're a Principal Investigator and would prefer to delegate these notifications and approvals to specific member(s) of your lab, for example your lab manager or department administrator, please email ilab-support@agilent.com with their name and email.

Chart strings

Chart strings are the accounts that are used to pay for expenses here at the university. Chart string information is linked directly from the university's finance system to iLab. Chart strings are a combination of alphanumeric groupings that identify who the chart string belongs to, the five groupings that are used in iLab are below.

Department - 7 numeric characters that identify the school and department that owns the chart string

Project - 8 alphanumeric characters that identify the specific funding source and type

Activity - 2 alphanumeric characters that further divides the project

Segment - Up to 8 alphanumeric characters that identifies the person the chart string is associated with, if any

Initiative - 5 numeric characters that further identify the project

Using sponsored projects in iLab (GG, IN, or PG)

Sponsored projects should automatically populate into your iLab account and if they don't, it means they haven't yet been created, budgeted, or mapped to you. GG projects are funded by government grants, IN projects by industry grants, and PG projects are funded by private grants. Your first step should be contacting your financial administrator to confirm that the chart string is active, budgeted, and mapped to you. If your financial administrators confirms that the chart string should be available to you and you still don't see it, please contact jh3293@cumc.columbia.edu to troubleshoot the issue and CC your financial administrator and ilab-support@agilent.com. The most common issue is that the chart string has not been budgeted or is not mapped to the PI that believes they should have access to it.

Please find information specific to IN projects here > Access to IN Chartstrings in iLab (Updated 3/26/2019) <.

Using non-sponsored projects in iLab (EN, GT, PC, or UR)

To gain access to non-sponsored projects, please create a ticket using iLab support (ilab-support@agilent.com), CC jh3293@cumc.columbia, your financial administrator and provide the following information: PI’s name; Project|Activity|Segment|Department|Initiative|; and who in the lab needs access to the project. EN projects are funded by endowments, GT projects are funded by gifts
to the University, PC projects are related to patient care, and UR projects are funded by the department or school. We are using the iLab ticketing system to track these requests which are monitored by the P&S Office for Research.

Additional help

Detailed instructions are also available on the iLab Help Site. For any questions not addressed in the Help Site, click on the “HELP” link in the upper right-hand corner of the iLab website after logging in or contact ilab-support@agilent.com.

How to Register as A User in iLab for Non-PIs

To get started, you must register for an account:

1. Navigate to the MR Platform page: Https://cumc.corefacilities.org//service_center/show_external/4294/zuckerman_mind_brain_behavior_institute__mr_core

2. In the upper-right-hand corner of the screen select "Register" and then select the internal user option.

3. You will be directed to an authentication page where you will need to enter your Columbia credentials.

4. Once you have entered your credentials, click the 'Login' button.

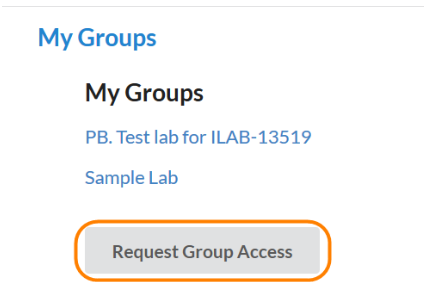
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information.

6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. They will need to approve your membership and assign any Columbia Fund Names for your use.

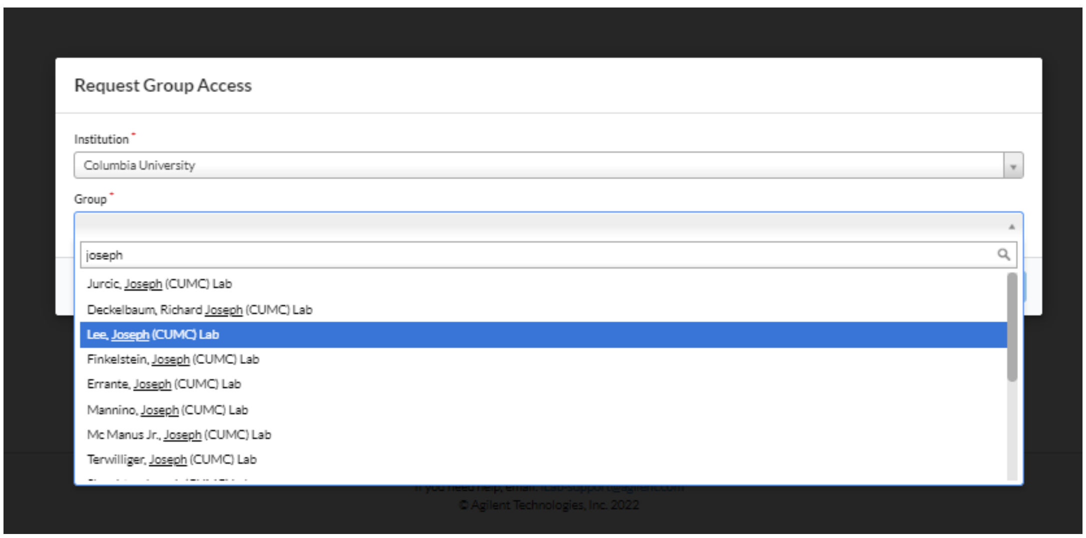
After your PI approves your membership, Kathleen will verify that you were trained. Then she will add you to each system you are trained on (Eve, June, Bruker, etc).

How to Request Access to a PI's iLab Account

If you need to join a lab's group in iLab (that is, a new PI's lab) or add an additional lab to your account, click on the *My Groups* link in the left side navigation menu. Once on this page click on the button *Request Group Access*.



This will then give you a window to select your Institution and then your group. When you have the correct options selected click the button Request Access.



After you have requested access the group's PI and/or Lab Manager will receive notification and have the ability to approve your access. You will receive a notification once your request has been approved.

How to Reserve Scan Time in iLab

Before you reserve your scan time, get:

-the chart string that will pay for it

-the participant's name

-the name of whoever in your lab will attend the scan

To reserve scan time: Log in. The URL is https://cumc.corefacilities.org/account/login and users sign in with their UNI. (If you need a UNI, contact the Director of MR Research Administration.)

Go to Zuckerman Mind Brain Behavior Institute: MR Core along the left side. It should be under "Core Facilities".

Our available magnets will come up. Click "View Schedule" for whichever system you want to use. If you need the MR Technologist Jonathan Cardona to run your scan, click "Linked Calendars" in the upper right to see when he's unavailable. Find an available block. Click & drag to get the time you want.

A window will pop up "Create A Reservation". This brings you to the Reservation Details page. "Event Notes": This space is for your use. Enter any notes you want, or leave it blank. "Times": you can adjust the times here. Click the green check to save the change.

"Reserve Time on a Linked Schedule": click under here if you need to work with the MR Technologist, and click again when the second box appears by "MR Technologist Availability".

"Additional charges for this event": it's set up to automatically give one incidental finding read for your scan ticket. This is the default setting and it assumes you are scanning one participant in your one scan ticket. If you're scanning an animal or a phantom, click the red X to remove this. If you are scanning 2 or more people in one scan ticket, change "Quantity" to 2 or however many people you're scanning.

"Payment Information" is where you select the fund #. (If you are an external user, you will see a space to enter your PO #. If you don't know your PO #, ask the Director of MR Research Administration.)

"Invite additional people to this event by email": If you booked "Assisted" time, enter the MR technologist's email here. (MR Technologist Jonathan Cardona is jc5724@columbia.edu.)

On the right-side, under "Required Forms", fill in the questions. Then save the reservation.

Last, email Jonathan Cardona at jc5724@columbia.edu with the date and time of your scan, and the names of everyone who is coming to ZI including the participant. He'll compile all these names and send a list to Security in advance.

How to Cancel A Reservation in iLab

To cancel a scan: Log in.

Go to Zuckerman Mind Brain Behavior Institute: MR Core along the left side. It should be under “Core Facilities”. Click “Schedule Equipment”.

Our available magnets will come up. Click View Schedule for whichever system you’ve reserved. Find the scan you want to cancel. Double-click on it to open the scan’s “Reservation Details” page.

In the screen that appears, there will be a “Delete Reservation” button in the lower-right corner.

However, if it’s is less than 48 hours in advance of the reservation’s start time, the “Delete Reservation” button will not be available. In those cases, click the “Cancel Reservation” button instead.

<u>How to Handle an Error Message or Problem in iLab</u>

1. Get a screenshot of the error message.
2. The activity (registering yourself, booking a scan slot, canceling a scan slot) you're doing: is it the first time doing it? If not, is there anything different about how you're doing it this time? (Different MR system, different grant, different operators running the scan, booking your first night or weekend scan, anything)
3. Email MR Administrator and attach the screenshot to the email. Include in the email message:
    - Whether this is the first time you tried this operation and
    - If it's not the first time, what might be different about this time.

If the MR Administrator is not available and it's urgent, go to the upper-right corner, next to your name, click HELP, and submit a ticket. The iLab team members are helpful and responsive.