VU iLab Training for VU Departments & Users

VUMC Office of Research
Agenda

- iLab Launch and Timeline
- iLab Training
- User Support
- Resources
## iLab Launch & Timeline

<table>
<thead>
<tr>
<th>Core Name</th>
<th>GO LIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health &amp; Safety (VEHS) – RIM</td>
<td>GO LIVE _ WAVE 1 (Jan 31, 2017)</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety (VEHS) – Dosimetry</td>
<td>GO LIVE _ WAVE 1 (Jan 31, 2017)</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety (VEHS) – Hazardous Waste</td>
<td>GO LIVE _ WAVE 1 (Jan 31, 2017)</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety (VEHS) – Meter Calibration</td>
<td>GO LIVE _ WAVE 1 (Jan 31, 2017)</td>
</tr>
<tr>
<td>Clinical Trials Radiology Support Core</td>
<td>GO LIVE _ WAVE 1 (Jan 31, 2017)</td>
</tr>
<tr>
<td>Human Research Protection Program (HRPP)</td>
<td>GO LIVE _ WAVE 1 (Jan 31, 2017)</td>
</tr>
<tr>
<td>Phenotyping &amp; PheWAS Core</td>
<td>GO LIVE _ WAVE 2 (Feb 1, 2017)</td>
</tr>
<tr>
<td>Cardiovascular Physiology Core</td>
<td>GO LIVE _ WAVE 2 (Feb 1, 2017)</td>
</tr>
<tr>
<td>Islet Procurement</td>
<td>GO LIVE _ WAVE 2 (Feb 1, 2017)</td>
</tr>
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<td>Hormone Assay</td>
<td>GO LIVE _ WAVE 2 (Feb 1, 2017)</td>
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<tr>
<td>DRTC Lipid Sub-Core</td>
<td>GO LIVE _ WAVE 2 (Feb 1, 2017)</td>
</tr>
<tr>
<td>Clinical Trials Shared Resource (CTSR)</td>
<td>GO LIVE _ WAVE 2 (Feb 1, 2017)</td>
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<tr>
<td>CTSR Clinical Processing</td>
<td>GO LIVE _ WAVE 2 (Feb 1, 2017)</td>
</tr>
<tr>
<td>Innovative Translational Research Shared Resource (ITR)</td>
<td>GO LIVE _ WAVE 2 (Feb 1, 2017)</td>
</tr>
<tr>
<td>Data Coordinating Center</td>
<td>GO LIVE _ WAVE 2 (Feb 1, 2017)</td>
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</tbody>
</table>

Go Live dates for other VUMC cores will be announced as confirmed. For the latest information, visit the VUMC Office of Research Website.

https://medschool.vanderbilt.edu/oer/vanderbilt-cores-ilab-solutions-transition
iLab Training
Core Users

• **All users** will need to register

• **Registration instructions** available on the Office of Research website

• Once registered, all VUMC and VU users will access the application using their **VUNet ID and ePassword**
Core Users: Customer Payment Notes:

• VU Users use the PO Number payment functionality

  • PO Numbers are added by PI or Lab Member when requesting a project

  • Core must approve before billing can be completed.

  • Once approved, the number is available for future order requests.

  • Core can also add and approve a PO number on behalf of a customer before orders/reservations are requested.
Core Users: Customer Payment Notes:

- VU Users are instructed to enter their **VU cost centers** as the “PO Number”

- VU users will also have the ability to pay with a “center fund”.
  - This is equivalent to CORES “scholarship” numbers.

- **Spending limits** must be entered for each PO during creation.

- One PO Number per User per core
Adding a VU Standing PO Demo
Adding a VU Standing PO Demo

1. Select PO or VU Cost Center
2. Select Add New PO
Adding a VU Standing PO

Create New Purchase Order

In order to store your Purchase Order, please fill out the fields below. All fields are required except PO Name. The PO name can be used as a quick reference.

4. Select the PI’s name from the Group box.

5. Enter the VU Center Number

6. Add VU Center Name

7. Enter Amount

8. Enter Expiration Date

9. Select Save Purchase Order

All Purchase Orders must be Approved by the Core prior to use.
Project Workflow Demo

Request a Project
### Select the Core Name

#### Project Workflow Demo

Select the Core Name

<table>
<thead>
<tr>
<th>Core Name</th>
<th>Primary Contact</th>
<th>Email</th>
<th>Phone Number/Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core 4 (DEMO)</td>
<td>April Crisbs</td>
<td><a href="mailto:april.e.crisbs@vanderbilt.edu">april.e.crisbs@vanderbilt.edu</a></td>
<td>615-343-3692</td>
</tr>
<tr>
<td>Vanderbilt University Antibody and Protein Resource (VAPR) Core</td>
<td>General Lab Contact</td>
<td><a href="mailto:vapr@vanderbilt.edu">vapr@vanderbilt.edu</a></td>
<td>615-343-3692</td>
</tr>
<tr>
<td>Vanderbilt University Mouse Neurobehavioral Lab (MNBL)</td>
<td>Fiona Harrison</td>
<td><a href="mailto:fiona.harrison@vanderbilt.edu">fiona.harrison@vanderbilt.edu</a></td>
<td>615-343-3647</td>
</tr>
<tr>
<td>Vanderbilt University VCC High Throughput Screening Facility (HTS)</td>
<td>Lisa Wright</td>
<td><a href="mailto:lisa.m.wright@vanderbilt.edu">lisa.m.wright@vanderbilt.edu</a></td>
<td>615-343-7019</td>
</tr>
<tr>
<td>VUMC BioU</td>
<td>Sarah Coller</td>
<td><a href="mailto:sarah.p.coller@vanderbilt.edu">sarah.p.coller@vanderbilt.edu</a></td>
<td>615-343-4810</td>
</tr>
<tr>
<td>VUMC Cardiovascular Physiology Core (CPC)</td>
<td>Dr. Lin Zhong</td>
<td><a href="mailto:lin.zhong@Vanderbilt.edu">lin.zhong@Vanderbilt.edu</a></td>
<td>615-343-1951</td>
</tr>
<tr>
<td>VUMC Clinical Research Information and Specimen Service (CRISS)</td>
<td>Andy Jizstra</td>
<td><a href="mailto:andy.jizstra@Vanderbilt.edu">andy.jizstra@Vanderbilt.edu</a></td>
<td>615-343-3295</td>
</tr>
<tr>
<td>VUMC Clinical Trials Center</td>
<td>Jil Janssen</td>
<td><a href="mailto:jil.janssen@vanderbilt.edu">jil.janssen@vanderbilt.edu</a></td>
<td>615-343-4010</td>
</tr>
<tr>
<td>VUMC Clinical Trials Processing Core</td>
<td>Nicole Legassey</td>
<td><a href="mailto:nicole.legassesey@vanderbilt.edu">nicole.legassesey@vanderbilt.edu</a></td>
<td>615-343-7634</td>
</tr>
<tr>
<td>VUMC Clinical Trials Radiology Support Core</td>
<td>Carrie McGhee</td>
<td><a href="mailto:radiologysupportcore@vanderbilt.edu">radiologysupportcore@vanderbilt.edu</a></td>
<td>615-343-6896</td>
</tr>
<tr>
<td>VUMC Clinical Trials Shared Resource (CTSR)</td>
<td>Letica Wallace</td>
<td><a href="mailto:letica.wallace@vanderbilt.edu">letica.wallace@vanderbilt.edu</a></td>
<td>615-343-6460</td>
</tr>
<tr>
<td>VUMC Core Lab for Cardiovascular Translational and Clinical Research (CLCCTR)</td>
<td>Yan Ru Su</td>
<td><a href="mailto:yan.ru.su@vanderbilt.edu">yan.ru.su@vanderbilt.edu</a></td>
<td>615-936-1790</td>
</tr>
<tr>
<td>VUMC CRC Adult Facilities Core</td>
<td>Jennifer Adams</td>
<td><a href="mailto:jennifer.adams@vanderbilt.edu">jennifer.adams@vanderbilt.edu</a></td>
<td>615-343-3655</td>
</tr>
<tr>
<td>VUMC CRC Pediatric Facilities Core</td>
<td>Jennifer Adams</td>
<td><a href="mailto:jennifer.adams@vanderbilt.edu">jennifer.adams@vanderbilt.edu</a></td>
<td>615-343-3655</td>
</tr>
<tr>
<td>VUMC Data Coordinating Center (DCC)</td>
<td>Lindsay O'Neal</td>
<td><a href="mailto:lindsay.o.oneal@vanderbilt.edu">lindsay.o.oneal@vanderbilt.edu</a></td>
<td>615-343-1840</td>
</tr>
<tr>
<td>VUMC Digital Histology Shared Resource (DHSR)</td>
<td>Joseph Roland</td>
<td><a href="mailto:digital.histology@vanderbilt.edu">digital.histology@vanderbilt.edu</a></td>
<td>615-343-8266</td>
</tr>
<tr>
<td>VUMC Division of Animal Care</td>
<td>Karen Jackson</td>
<td><a href="mailto:karen.jackson@vanderbilt.edu">karen.jackson@vanderbilt.edu</a></td>
<td>615-343-2331</td>
</tr>
<tr>
<td>VUMC Drug Testing Core</td>
<td>Larry Swift</td>
<td><a href="mailto:larry.swift@vanderbilt.edu">larry.swift@vanderbilt.edu</a></td>
<td>615-343-2646</td>
</tr>
<tr>
<td>VUMC Environmental Health &amp; Safety (EH), - Dosimetry</td>
<td>Tiffanie Lee</td>
<td><a href="mailto:tiffanie.lee@vanderbilt.edu">tiffanie.lee@vanderbilt.edu</a></td>
<td>615-343-4448</td>
</tr>
<tr>
<td>VUMC Environmental Health &amp; Safety (EH), - Hazardous Waste</td>
<td>Kevin Warran</td>
<td><a href="mailto:kevin.warran@vanderbilt.edu">kevin.warran@vanderbilt.edu</a></td>
<td>615-343-0925</td>
</tr>
<tr>
<td>VUMC Environmental Health &amp; Safety (EH), - Metro Calibration</td>
<td>Tiffanie Lee</td>
<td><a href="mailto:tiffanie.lee@vanderbilt.edu">tiffanie.lee@vanderbilt.edu</a></td>
<td>615-343-4448</td>
</tr>
<tr>
<td>VUMC Environmental Health &amp; Safety (EH), - RAW</td>
<td>Chris Hiltz</td>
<td><a href="mailto:chris.hiltz@vanderbilt.edu">chris.hiltz@vanderbilt.edu</a></td>
<td>615-343-7033</td>
</tr>
<tr>
<td>VUMC Environmental Health &amp; Safety (EH), - Quality Assurance</td>
<td>Regina Courtney</td>
<td><a href="mailto:regina.courtney@vanderbilt.edu">regina.courtney@vanderbilt.edu</a></td>
<td>615-343-6567</td>
</tr>
<tr>
<td>VUMC Epidemiology Biospecimen Core</td>
<td>Jeanette Nicks</td>
<td><a href="mailto:jeanette.nicks@vanderbilt.edu">jeanette.nicks@vanderbilt.edu</a></td>
<td>615-343-3661</td>
</tr>
<tr>
<td>VUMC Endoscopy Survey Research Shared Resource</td>
<td>John White</td>
<td><a href="mailto:john.e.white@vanderbilt.edu">john.e.white@vanderbilt.edu</a></td>
<td>615-343-2962</td>
</tr>
<tr>
<td>VUMC Flow Cytometry Shared Resource Core (FCSR)</td>
<td>Kevin Weller</td>
<td><a href="mailto:kevin.weller@vanderbilt.edu">kevin.weller@vanderbilt.edu</a></td>
<td>615-343-3661</td>
</tr>
<tr>
<td>VUMC Hormone Assay &amp; Analytical Services Core</td>
<td>Dale Edgerton, Ph.D.</td>
<td><a href="mailto:dale.edgerton@vanderbilt.edu">dale.edgerton@vanderbilt.edu</a></td>
<td>615-343-3190</td>
</tr>
<tr>
<td>VUMC Human Research Protection Program</td>
<td>Linda Gooch</td>
<td><a href="mailto:linda.gooch@vanderbilt.edu">linda.gooch@vanderbilt.edu</a></td>
<td>615-343-7142</td>
</tr>
</tbody>
</table>
Select “Request Service”
Select your lab’s name (PI) in the “lab” field.
Complete the custom form.
iLab uses the term **Standing PO** to reference the **VU cost center**.
The View All Requests tab will display.

You will be able to see all of your Service or Project Requests for this core by reviewing the View My Requests tab.
Reservation Workflow Demo

Request a Reservation
Select the Core
Reservation Workflow Demo
Select the Core Name
Reservation Workflow Demo

Core 4 (DEMO)

Select Schedule Equipment

Select View Schedule
Select the Date/Time by dragging your cursor over the calendar.
Reservation Workflow Demo

5. Verify Date/Time

6. Complete Form
Select the applicable **Standing PO number**

Select **Save Reservation**

iLab uses the term **Standing PO** to reference the **VU cost center**.
Reservation will appear on the calendar stating Pending Approval.

You will be able to see all of your Reservations for this core by reviewing the schedule.
VA Fund Selection Demo
Select the VA-TVHS Lab
### 3) Payment Information

Please enter the Standing PO. You will have the opportunity to review the quote before being billed.

<table>
<thead>
<tr>
<th>1</th>
<th>100.0%</th>
</tr>
</thead>
</table>

Standing PO: 9999992222 (Approved)  
**Add new PO**

**total allocated**

- [ ] split charge

**enter additional payment information**

[submit request to core] [save draft request] [Cancel]
Scholarship Selection Demo
Select the **VUMC Scholarship Lab**
3) Payment Information

You may supply the Billing Number (optional)
Please select the payment method:

Select Center Fund

1. 100.0%
2. Center Fund
3. Please select

Select Scholarship

1. 100.0%
2. Center Fund
3. Please select

S-V/ICC Scholarship Test 01-05-17-1000614

split charge
Pre-Invoice Demo
Select Invoices
Optional: Filter to the invoice you are wanting to review

Select the magnifying glass to view the invoice.

<table>
<thead>
<tr>
<th>Created On</th>
<th>Core</th>
<th>Invoice Number</th>
<th>Lab</th>
<th>Owner</th>
<th>Payment Numbers</th>
<th>Price Types</th>
<th>Total Cost</th>
<th>Status</th>
<th>Approval Status</th>
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</thead>
</table>
Pre-Invoice Demo

Click the $ Icon to see the billing number

Pre-Invoice Status

Invoice No. C-822157
Pre-invoice
Invoice Date January 05, 2017
Lab Tharp, Anthony (VU) Lab
Payment No. 128500YU

Invoice Total $10.00

Invoice Details

<table>
<thead>
<tr>
<th>DATE</th>
<th>ITEM DESCRIPTION</th>
<th>PMT#</th>
<th>QTY</th>
<th>PPU</th>
<th>STATUS</th>
<th>TOTAL</th>
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<tr>
<td>January 05, 2017</td>
<td>Complete Blood Count</td>
<td>128500YU</td>
<td>1.0</td>
<td>$10.00ea</td>
<td>Completed</td>
<td>$10.00</td>
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Actual cost: $10.00
Projected cost: $10.00
Invoice cost: $10.00

Please direct any questions or dispute requests to the core at (insert core email address here).
Powered by iLab Solutions
To update the charges to a different billing number, select the check box for each charge in the payment list.

Using the Standing PO drop-down menu, select a new billing number.

Select Save
If invoice status states “Final”, please contact the core for any refunds.
Reporting Demo
Department Administrators select **My Departments**

Select **View**
Labs select Reporting
Watch the iLab Reporting Tutorial

Select Reporting
Core User Support

• VU Department User Training Sessions
  • Dept. Admins, PIs & Lab Managers

• Online User Guides and FAQs
iLab Support

Select HELP

Complete the questionnaire and select Submit Ticket
Resources

- Office of Research Website
  - Registration Instructions
  - User Guides
  - FAQs
iLab Walk-in Clinics

Weekly clinics offered every Thursday
10:00 am to 11:00 am

**Location:** MCN D-2221

Walk-in, no reservation necessary.

All system users welcome.
We’re Here to Help

To request individual training or if you have any questions, please email CoresEmail@vanderbilt.edu

Or, contact the core manager!
Questions?