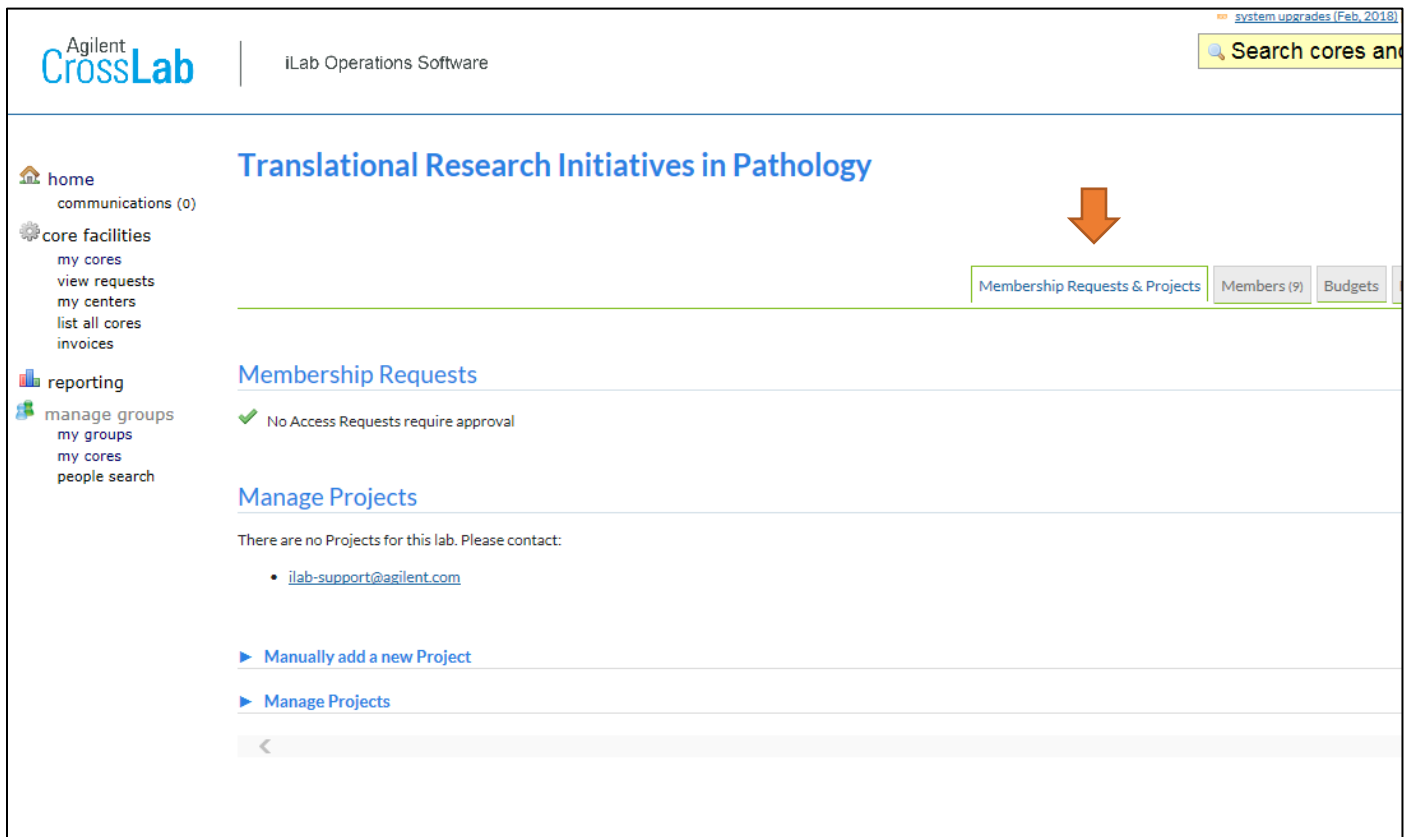


Adding or Updating Funding Accounts in iLab:

1. From your iLab account page, go to “Manage Groups”, “My Groups”, and click on your lab.



2. Click on the “Membership Requests & Projects” tab



3. Click on “Manually add a new Project” to add a new funding string.
4. Enter all applicable fields (instructions with examples are given), and hit “Add”

core facilities

my cores

view requests

my centers

list all cores

invoices

reporting

manage groups

my groups

my cores

people search

Membership Requests & Projects

Members (9)

Budgets

Bulletin board (0)

Group Settings

Membership Requests

✓ No Access Requests require approval

Manage Projects

There are no Projects for this lab. Please contact:

ilab-support@agilent.com

Manually add a new Project

Your funding string should be entered using the following format:

Description - (optional) - You may enter a description to suit project for your records.

Department - (required) - Enter 6 digits, no dashes. Examples: 700987, 780065.

Fund - (required) - Enter 3 digits. Examples: 144, 355.

Program - (required) - Enter "4"

Project - (required) - Enter a 7 alphanumeric characters, no dashes. Examples: PRJ99AB, AAA1243.

Account - Leave Blank. (Default populated by iLab)

Fund Class - Leave Blank. (Default populated by iLab)

Description

Department

Fund

Program

Project

Account

Fund Class

Start up funds

536300

144

4

PRJ45NM

Project: 536300-144-4-PRJ45NM--

Add

Manage Projects

5. Under “Manage Projects” in the Customize Project Grid, assign who from your lab can access funding strings by clicking the checkbox that corresponds to the user and funding string. In the example below in red, Everlyne has access to the funding string 533417-136-PRJ43IP.

reporting

manage groups

my groups

my cores

people search

Membership Requests

✓ No Access Requests require approval

Manage Projects

Customize Project Grid

Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Filter Project numbers

Filter Members

Name	Default Project	533417-136-PRJ43IP
Kristina Matkowskyj	None	<input type="checkbox"/>
Ricardo V Lloyd	None	<input type="checkbox"/>
EVERLYNE NKADORI	None	<input checked="" type="checkbox"/>
Joe Cavanaugh	None	<input type="checkbox"/>
MARK MCCLINTOCK	None	<input type="checkbox"/>
VICKIE MARTORELLI	None	<input type="checkbox"/>
Erin Baldwin	None	<input checked="" type="checkbox"/>
TOSHI KINOSHITA	None	<input checked="" type="checkbox"/>

Showing 1 to 8 of 8 entries

First Previous

Hiding Funding Accounts in iLab:

1. To hide a funding string that is expired or should no longer be used, remove access to that funding string from everyone in the lab. Do this by unchecking all the boxes under that funding string. If that funding string is still being used for pending charges, you will see the below pop-up asking you to choose a new funding string for those charges. Select a new funding string from the "Project" drop down, then click the "Update all Service requests/Reservations listed above" hyperlink.

Can not remove DAGNA SHEERAR's access to Project 533400-136-1362094 because it is the Project of record for the following services:

Not billed charges on service requests which use this fund: [TSBC-BB-DS-5](#)

Not billed charges on service reservations which use this fund: [BD FACSARIA "Jack" \(logged time\)](#)

▲ [Forward Scatter PMT Testing](#)

- [Cell Sorting - Assisted Use \\$94.25/hr - DAGNA SHEERAR \(6082630313\) - \(Admin \(UW Madison\) Lab\) - \(Unconfirmed\)](#)

Not completed Service Requests which have this fund in their default payment information: [TSBC-BB-DS-5](#)

Not completed Service Reservations which have this fund in their default payment information: [BD FACSARIA "Jack" \(logged time\)](#)

▲ [Forward Scatter PMT Testing](#)

- [Cell Sorting - Assisted Use \\$94.25/hr - DAGNA SHEERAR \(6082630313\) - \(Admin \(UW Madison\) Lab\) - \(Unconfirmed\)](#)

Please update the Project for these services / reservations.

Alternatively, you can choose to use another Project instead for all of them:

Project:

[Update all Service requests / Reservations listed above](#)

2. Once all access has been removed for that funding string, expand the "Manage Projects" section and find the project you will hide. Change the status of that funding string to "hidden". If the hidden status is not available and you've confirmed that all access to that funding string has been removed, try refreshing your browser and try changing the status again. **Do not delete the account by clicking the red X if it was used to pay for any services as it may interfere with future reporting.** You may delete an account if it was never used (i.e. entered incorrectly).

▼ Manage Projects		
<small>Only Projects with no member associations can be edited/hidden/deleted. Remove all member associations above to manage a Project. You can rename a Project only if it hasn't been used for ordering.</small>		
Project	Status	Delete
073086-136-	active	
213123-144-pgj1234	hidden	×
533400-136-1362094	active	
539300-133-AAB3277	hidden	×