

HMSTrust ANALYTICAL LABORATORY

How to request access – External user guide

The HMSTrust Analytical Laboratory uses a lab management system called iLab to manage instrument bookings. Following are instructions on how to register, get inducted into the lab and organise instrument training. Once your registration and training is complete, instructions on making instrument bookings are available from [here](#)

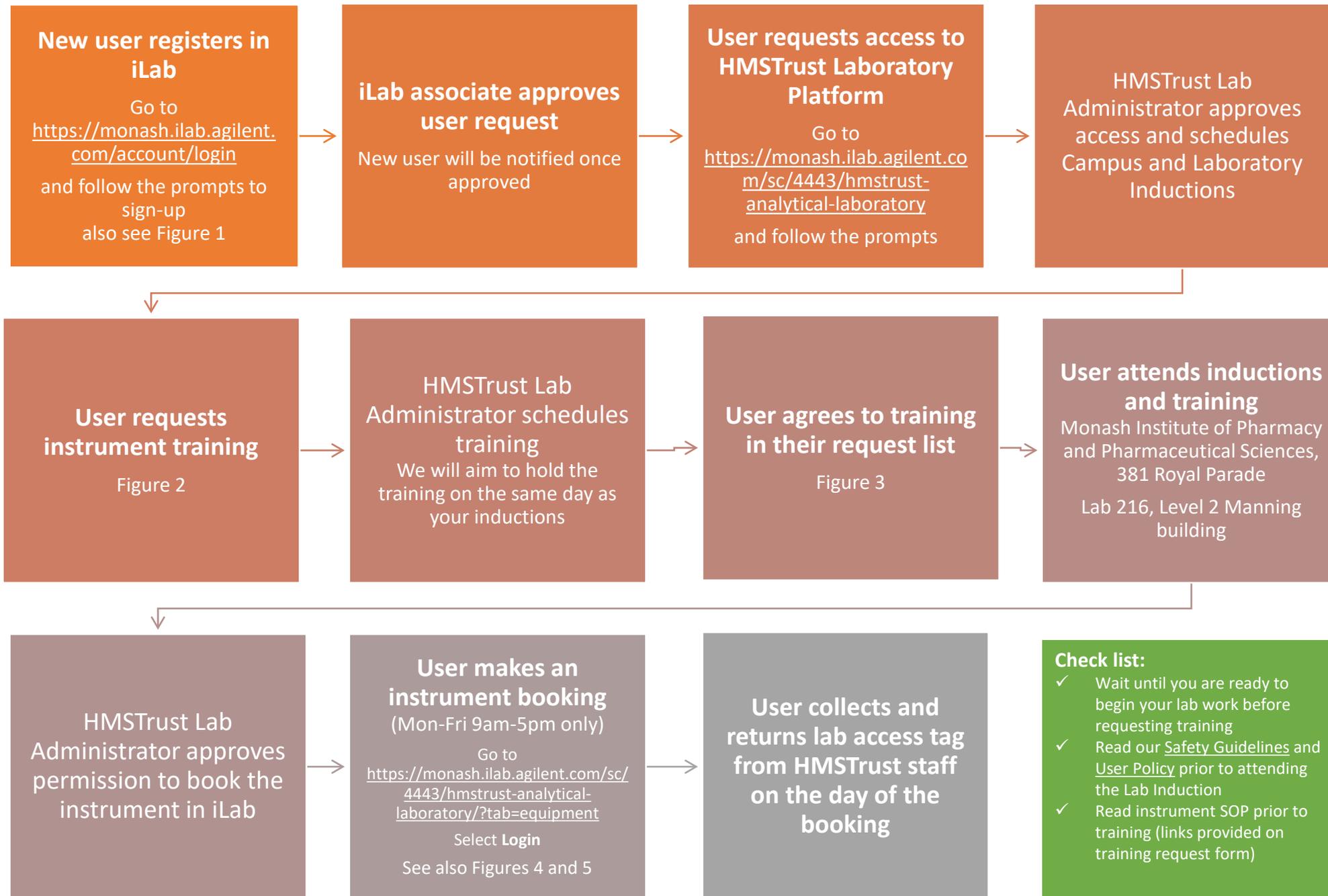


Figure 1: External user registration manual

Click on the image to open document

External User Registration Manual

Registration Process for External iLab Users

1. Navigate to the following URL into your browser:
<https://monash.ilab.aqlient.com/landing/63>



2. Bookmark this URL for future use.
3. Once on the iLab login page, click "Sign-up". Here you have two options for registration:

Monash user (with Monash User Name):
Click here to login/register as a Monash user and partner.

AAF User:
Click here to login/register using your institution's login and password.

Not a Monash user? (no Monash User Name)
Login using iLab or external IdP.
If you don't have an account, please [register for an iLab account](#).

[Learn more about iLab Operator's Software](#)

- i. If you choose "AAF User" you will be taken to the following page where you can select your institution. There you can use your institutional login and password to access iLab.

Figure 2: How to submit a training request

The screenshot shows the Agilent CrossLab iLab Operations Software interface. The browser address bar displays the URL: https://monash.ilab.agilent.com/service_center/4443?tab=equipment. The page header includes the Agilent CrossLab logo and the text "iLab Operations Software". A search bar at the top right contains the text "Search cores and services..." and a "Go!" button. The main navigation menu includes "About Our Platform", "Schedule Equipment", "Request Services", "View All Requests", "Reservations", "People", "Reporting", "Billing", and "Administration". The "Schedule Equipment" menu item is highlighted with an orange arrow. Below the navigation menu, the page title is "Schedule Resources". A text block states: "Users will be granted access to book instruments after attending a HMSTrust Laboratory safety induction and relevant instrument training. Please request training by clicking on the **initiate training** button under each instrument profile". A section titled "Chromotography and Mass Spectrometry (7)" is expanded, showing a list of instruments. The first instrument is "UHPLC", with a description: "Shimadzu Nexera binary UPLC system fitted with diode array detectors (DAD). #5 & 6 also have fluorescence detectors". The manufacturer is "Shimadzu" and the model name is "Nexera". A text block describes the instrument's use: "Use this instrument for....? High resolution separation of compounds, short run times with UV-visible spectra available for all peaks. DAD capability for assessing peak purity or investigating the UV-vis characteristics of unknown compounds." Below this text is a photograph of the Shimadzu Nexera UHPLC system. A dropdown menu is open over the instrument profile, showing options: "View Schedule", "Initiate Training", "Review Usage", "Upload Usage", and "Take Offline". The "Initiate Training" option is highlighted with an orange arrow and has a red notification badge with the number "1".

Figure 3: How to agree to a training request

The screenshot shows the Agilent CrossLab iLab Operations Software interface. The top navigation bar includes links for 'About Our Platform', 'Schedule Equipment', 'Request Services', 'View All Requests', 'Reservations', 'People', 'Reporting', 'Billing', and 'Administration'. A search bar is located in the top right corner. The left-hand menu contains sections for 'home', 'communications (10)', 'core facilities', 'reporting', and 'manage groups'. The main content area displays a notification for 'HMSTAL-NM-9 Service Request successfully updated' and a table of active requests. The table has columns for 'date', 'for', 'service id', 'status', 'cost', 'tax', and 'total'. The first row shows a request for 'HMSTAL-NM-9 Training' by 'Nicole McMillan' and 'McIntosh, Michelle (Monash) Lab', with a status of 'Waiting for Researcher Approval'. Below the status, there are 'Agree' and 'Disagree' buttons. An orange arrow points to the 'View All Requests' button in the top navigation bar, and another orange arrow points to the 'Agree' button for the training request in the table.

Agilent CrossLab | iLab Operations Software

MONASH University

View All Requests

active requests

Searching within active requests: Results in this tab are restricted by Status (show details). Please use the filter panels in the left-hand menu to drill down to requests of interest. You can also save filters to custom tabs! [Click here for more details.](#)

Hide Filters

Keywords

Status

Category

Labels

Assigned To

Lab

Displaying 1 out of 1 result. (Page 1 of 1)

date	for	service id	status	cost	tax	total
Feb 27 (Feb 27 2018)	Nicole McMillan McIntosh, Michelle (Monash) Lab	HMSTAL-NM-9 Training	Waiting for Researcher Approval	\$0.00 (\$0.00)	\$0.00	\$0.00

Agree Disagree

Figure 4: How to make an instrument booking

Navigation menu: About Our Platform | **Schedule Equipment** | Request Services | View My Requests | Contact Us | Reservations

Secondary navigation: Schedule Resources | Go to Kiosk | Timeline View

How can I get access to an instrument?

Users will be granted access to book instruments after attending a HMSTrust Laboratory safety induction and relevant instrument training. Training requests are made by clicking on the **initiate training** button under each instrument profile. Please contact nicole.mcmillan@monash.edu if you have any questions.

All users must be familiar with the HMST-SOP-0001 Analytical Laboratory Safety Guidelines which can be downloaded [here](#)

Your acknowledgement is most gratefully received

Our success is underpinned by the cooperation and sense of collegiality practiced by our users and so we ask anyone who has published data obtained using the Lab's instruments to acknowledge the HMSTrust Lab. A suggested acknowledgement would be...

"The authors of this paper wish to acknowledge the support provided to this project by the HMSTrust Analytical Laboratory, based at the Monash Institute of Pharmaceutical Sciences."

▼ Chromotography and Mass Spectrometry (4)
UHPLC (#4, #5, #6 and #7). [description](#) [pricing](#)

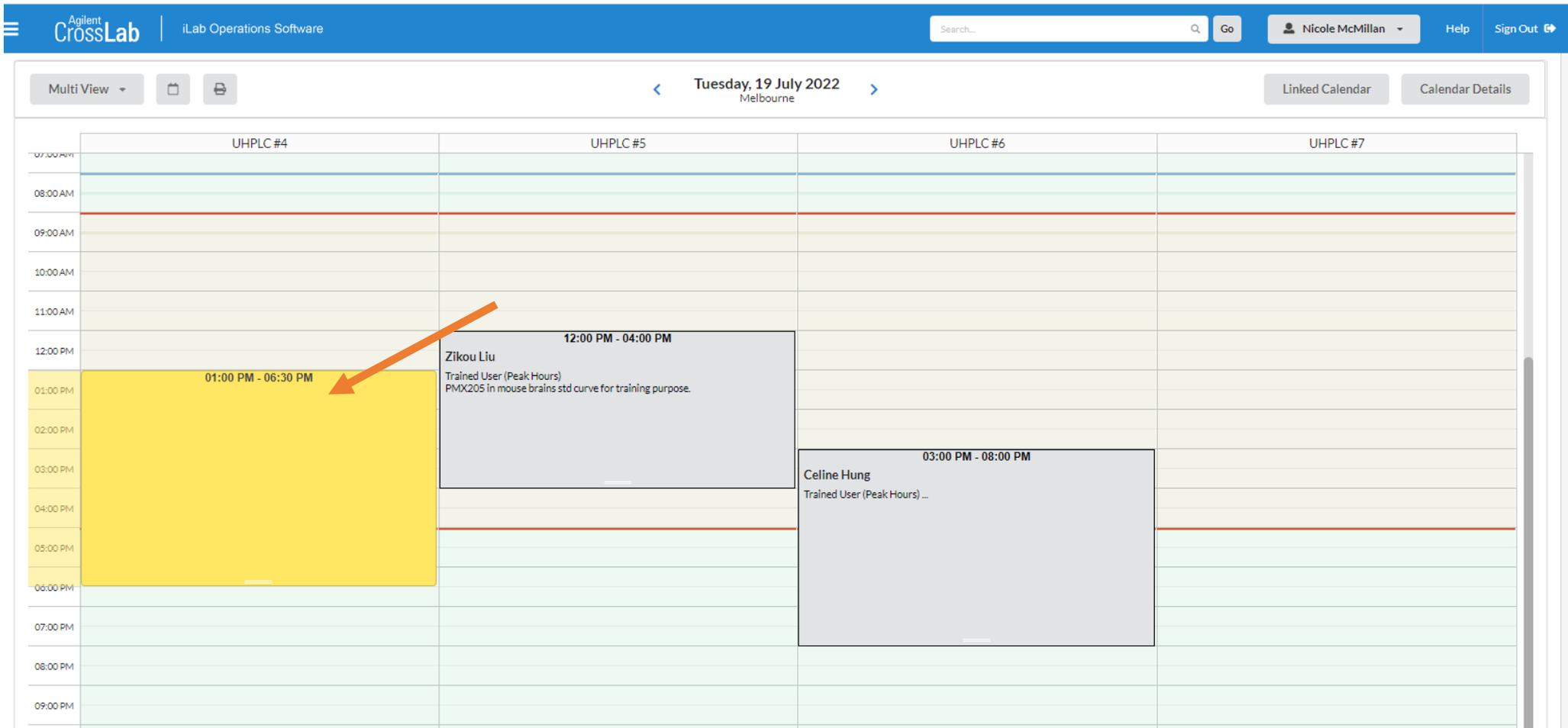
What is it? Shimadzu Nexera binary ultra high pressure liquid chromatography (UPLC) system. #5 and #6 also have fluorescence detectors

Manufacturer: Shimadzu

Model Name: Nexera

View Schedule | Request Training

Figure 5: How to make an instrument booking (cont'd)



Click and drag over the instrument calendar to open and complete the instrument booking form.

More detailed instructions are provided at <https://help.ilab.agilent.com/37179-using-a-core/264636-schedule-equipment>