

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](#)

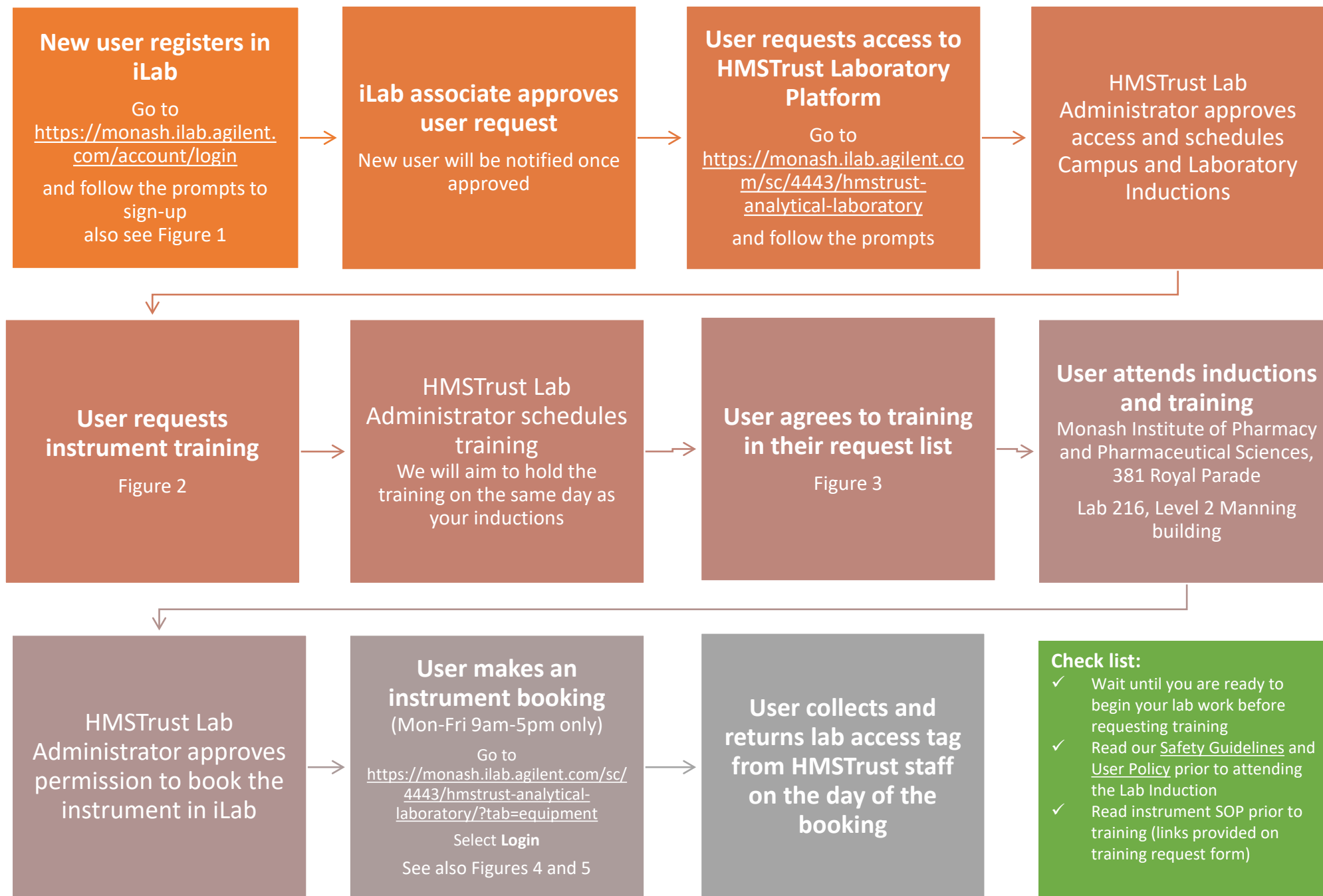


Figure 1: External user registration manual

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 password.

Af User:

Click here to login/register using your institution login and password.

Not a Monash user? (no Monash User Name)

Login using iLab or external ID

If you don't have an account, please [register](#) for an iLab account.

[Learn more about iLab Operations Software](#)

- i. If you choose "Af 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 displays the Agilent CrossLab iLab Operations Software interface. The browser address bar shows 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 bar features the Monash University logo and a series of tabs: "About Our Platform", "Schedule Equipment", "Request Services", "View All Requests", "Reservations", "People", "Reporting", "Billing", and "Administration". An orange arrow points to the "Schedule Equipment" tab. Below the navigation bar, the "Schedule Resources" section is visible, with a sub-header "Chromatography and Mass Spectrometry (7)". Under this, the "UHPLC" section is highlighted, showing details for a Shimadzu Nexera binary UPLC system. An orange arrow points to the "Initiate Training" button in the right-hand menu for this equipment. The menu also includes "View Schedule", "Review Usage", "Upload Usage", and "Take Offline".

Agilent CrossLab | iLab Operations Software

home communications (10)

core facilities

- HMSTrust Analytical Laboratory
- my reservations
- view requests
- my centers
- list all cores
- invoices

reporting

manage groups

- my groups
- my core
- people search

HMSTrust Analytical Laboratory

Search cores and services... Go!

system upgrades (Feb. 2018) | HELP | my profile | logout Nicole McMillan

About Our Platform Schedule Equipment Request Services View All Requests Reservations People Reporting Billing Administration

Go to Kiosk Confirm Usage Message Customers More

Schedule Resources

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

▼ Chromatography and Mass Spectrometry (7)

UHPLC [description](#) [pricing](#)

What is it? Shimadzu Nexera binary UPLC system fitted with diode array detectors (DAD). #5 & 6 also have fluorescence detectors

Manufacturer: Shimadzu

Model Name: Nexera

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.

Benefits of this instrument:

View Schedule Initiate Training Review Usage Upload Usage Take Offline

Figure 3: How to agree to a training request

The screenshot shows the HMSTrust Analytical Laboratory website interface. The browser address bar displays the URL: <https://monash.ilab.agilent.com/sc/4443/hmstrust-analytical-laboratory/?tab=requests>. The page header includes the Agilent CrossLab logo, iLab Operations Software, and a search bar with the text "Search cores and services...". The Monash University logo is prominently displayed on the right. A navigation menu at the top includes links for "About Our Platform", "Schedule Equipment", "Request Services", "View All Requests" (highlighted with an orange arrow), "Reservations", "People", "Reporting", "Billing", and "Administration". Below this menu, there are buttons for "Message Customers" and "Reload Active Requests". The main content area is titled "active requests" and contains a message: "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." On the left side, there is a "Hide Filters" section with filter panels for "Keywords", "Status" (showing "Draft (1)"), "Category", "Labels", "Assigned To", and "Lab". The main table displays a single request with the following details:

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

Below the status "Waiting for Researcher Approval", there are two buttons: "Agree" (highlighted with an orange arrow) and "Disagree".

Figure 4: How to make an instrument booking

About Our PlatformSchedule EquipmentRequest ServicesView My RequestsContact UsReservations

Schedule ResourcesGo to KioskTimeline 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


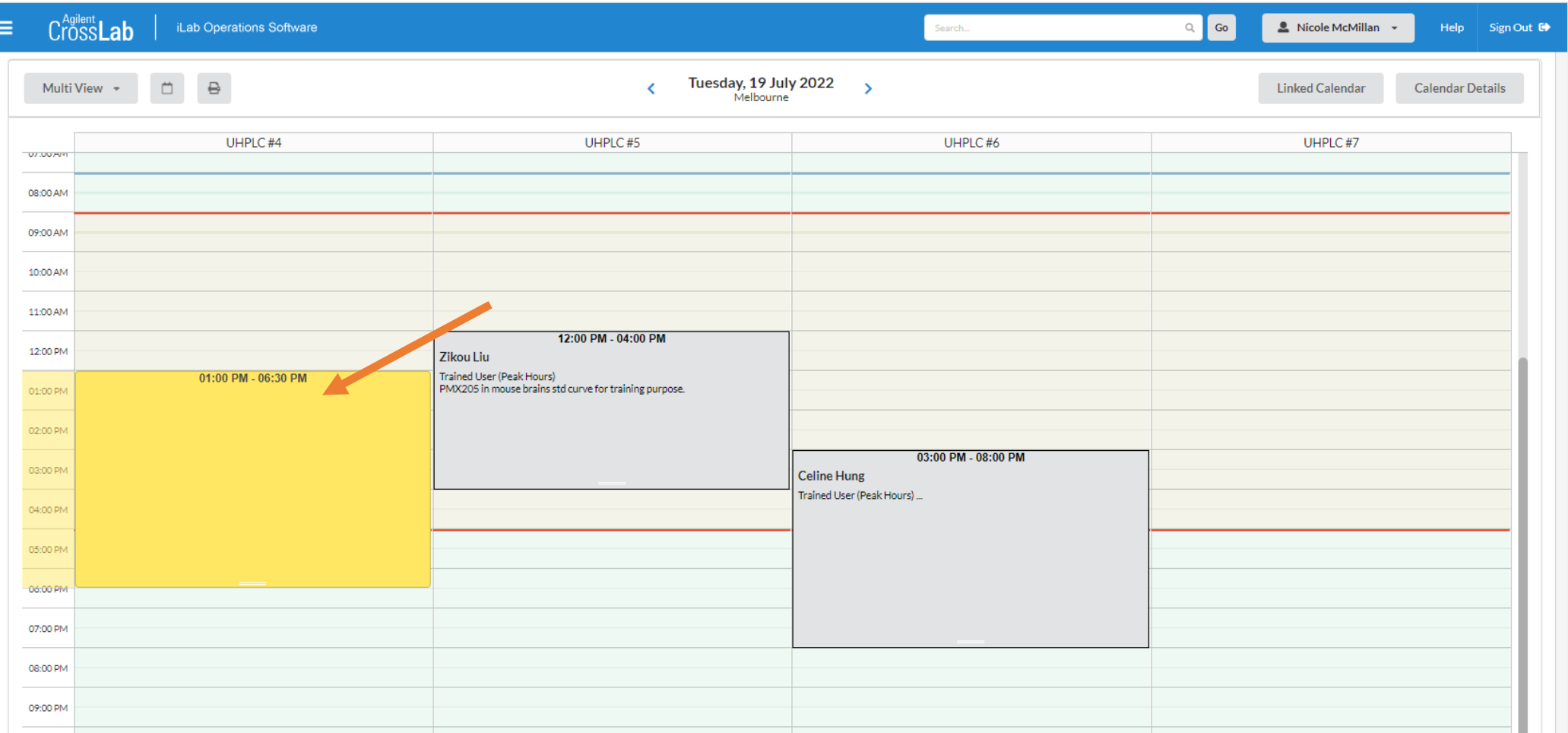


Figure 5: How to make an instrument booking (cont'd)



Click and drag over the instrument calendar to open and complete the instrument booking form.
More detailed instructions are provided sat <https://help.ilab.agilent.com/37179-using-a-core/264636-schedule-equipment>