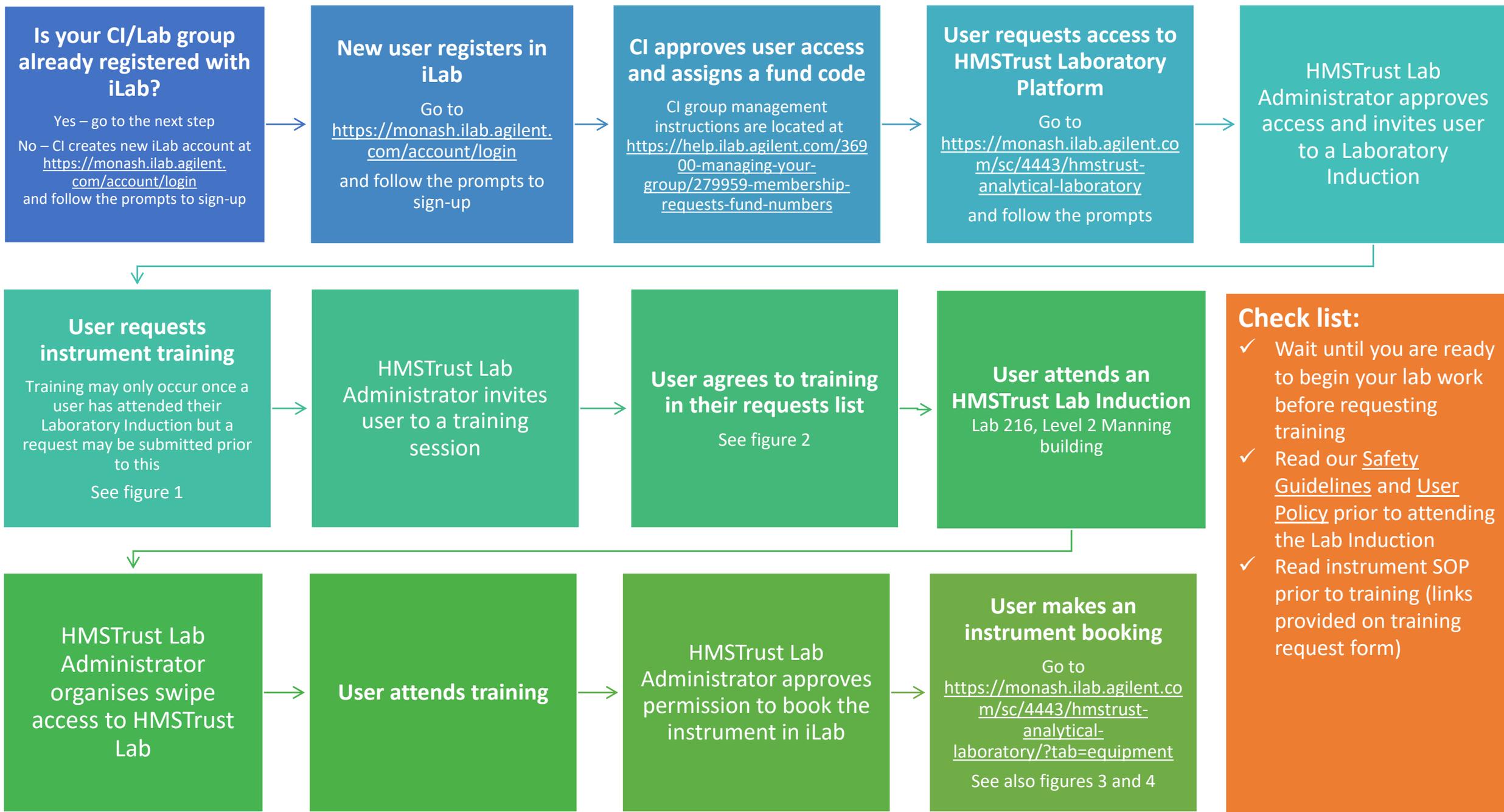


# HMSTrust ANALYTICAL LABORATORY

## How to request access – Monash internal 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, detailed instructions on making instrument bookings are available from iLab help [here](#).



- Check list:**
- ✓ Wait until you are ready to begin your lab work before requesting training
  - ✓ Read our [Safety Guidelines](#) and [User Policy](#) prior to attending the Lab Induction
  - ✓ Read instrument SOP prior to training (links provided on training request form)

Figure 1

The screenshot displays the Agilent CrossLab iLab Operations Software interface. At the top, the browser address bar shows the URL: [https://monash.ilab.agilent.com/service\\_center/4443?tab=equipment](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 is located at the top right with the placeholder text "Search cores and services..." and a "Go!" button. The main navigation bar contains several tabs: "About Our Platform", "Schedule Equipment", "Request Services", "View All Requests", "Reservations", "People", "Reporting", "Billing", and "Administration". The "Schedule Equipment" tab is highlighted with an orange arrow. Below the navigation bar, the page title is "HMSTrust Analytical Laboratory". The left sidebar contains a "home" section with "communications (10)" and a "core facilities" section with links for "HMSTrust Analytical Laboratory", "my reservations", "view requests", "my centers", "list all cores", and "invoices". The "reporting" section includes "manage groups", "my groups", "my core", and "people search". The main content area is titled "Schedule Resources" and includes a "Go to Kiosk" button, a "Confirm Usage" button, a "Message Customers" button, and a "More" button. 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". Below this, there is a section for "Chromotography and Mass Spectrometry (7)" with a sub-section for "UHPLC" including links for "description" and "pricing". The "What is it?" section describes the "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". The "Use this instrument for....?" section describes the instrument's capabilities: "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." The "Benefits of this instrument:" section is partially visible. An image of the Shimadzu Nexera instrument is shown on the right. A dropdown menu is open over the instrument image, containing the following options: "View Schedule", "Initiate Training", "Review Usage", "Upload Usage", and "Take Offline". An orange arrow points to the "Initiate Training" option, which has a red notification icon next to it.

Figure 2

The screenshot shows the Agilent CrossLab iLab Operations Software 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 and the text "iLab Operations Software". A search bar is located in the top right corner with the placeholder text "Search cores and services...".

The main content area is titled "HMSTAL Analytical Laboratory" and features a navigation menu with the following items: About Our Platform, Schedule Equipment, Request Services, **View All Requests** (highlighted with an orange arrow), Reservations, People, Reporting, Billing, and Administration. Below this menu are buttons for "Message Customers" and "Reload Active Requests".

The left-hand navigation menu includes sections for "home", "communications (10)", "core facilities", "reporting", and "manage groups".

The main content area displays a message: "HMSTAL-NM-9 Service Request successfully updated". Below this is a table of active requests:

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 <b>Agree</b> <b>Disagree</b>	\$0.00 (\$0.00)	\$0.00	\$0.00	

The table shows one active request for "HMSTAL-NM-9 Training" with a status of "Waiting for Researcher Approval". The "Agree" button is highlighted with an orange arrow.

Figure 3

About Our Platform Schedule Equipment Request Services View My Requests Contact Us Reservations

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](mailto: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](#)

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### 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](#)

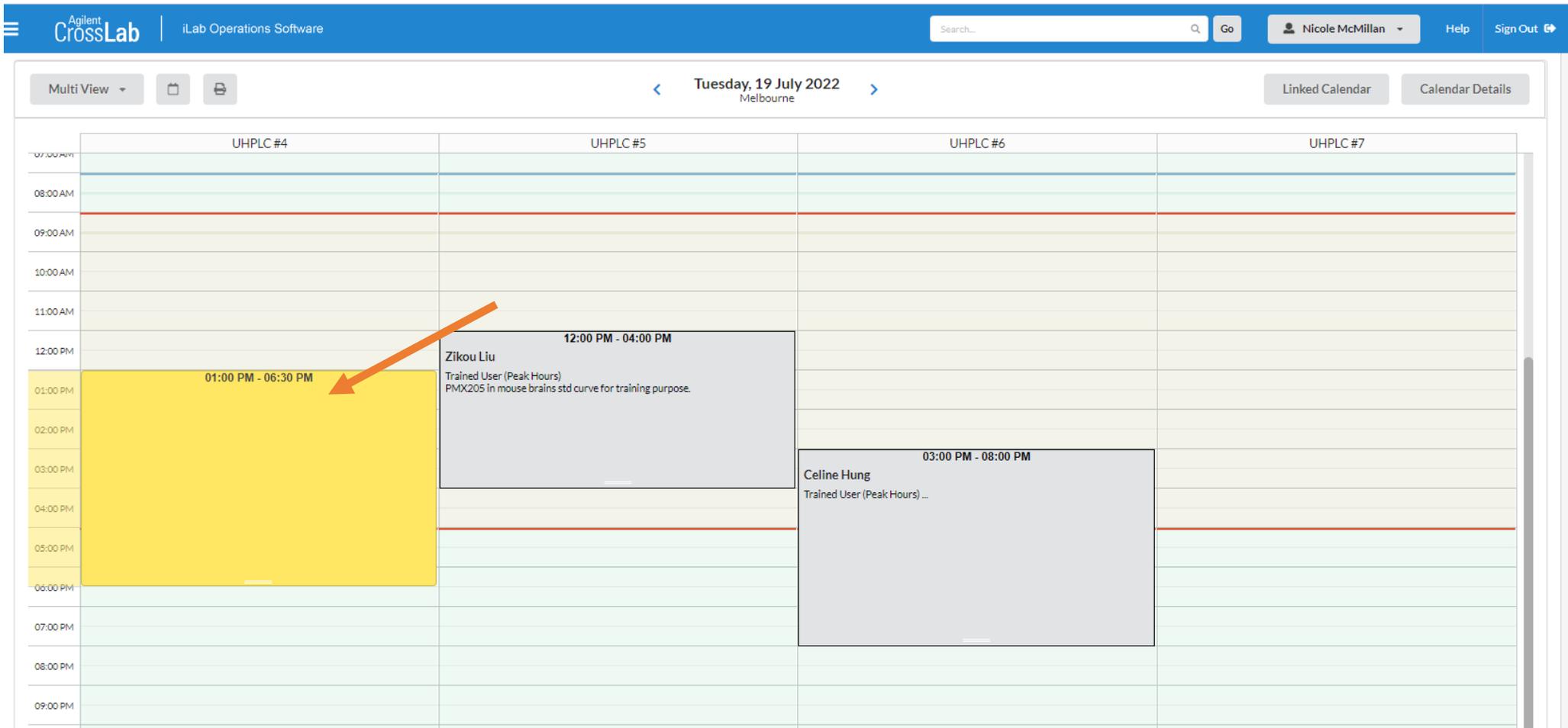
What is it? Shimadzu Nexera binary ultra high pressure liquid chromatography (UPLC) system. #5 and #6 also have fluorescence detectors

Manufacturer: Shimadzu

Model Name: Nexera

View Schedule Request Training

Figure 4



Click and drag over the instrument calendar to open and complete the instrument booking form. Note: the time may need to be adjusted on the booking form if your booking goes into the next day

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