

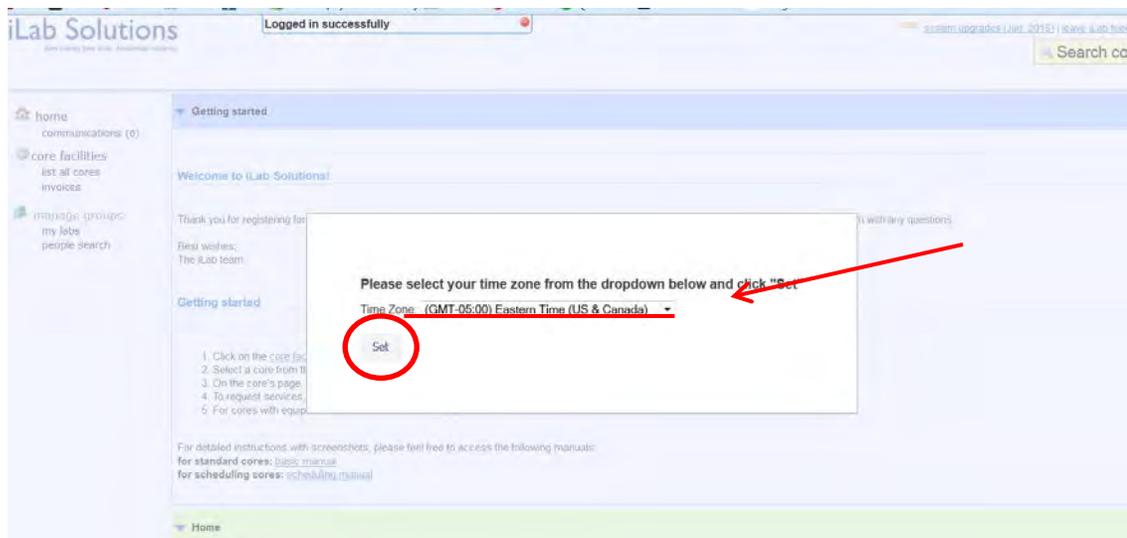
Click by Click instructions for Buying Products from Central Research Stores

(for users, managers, admins, and PI's)

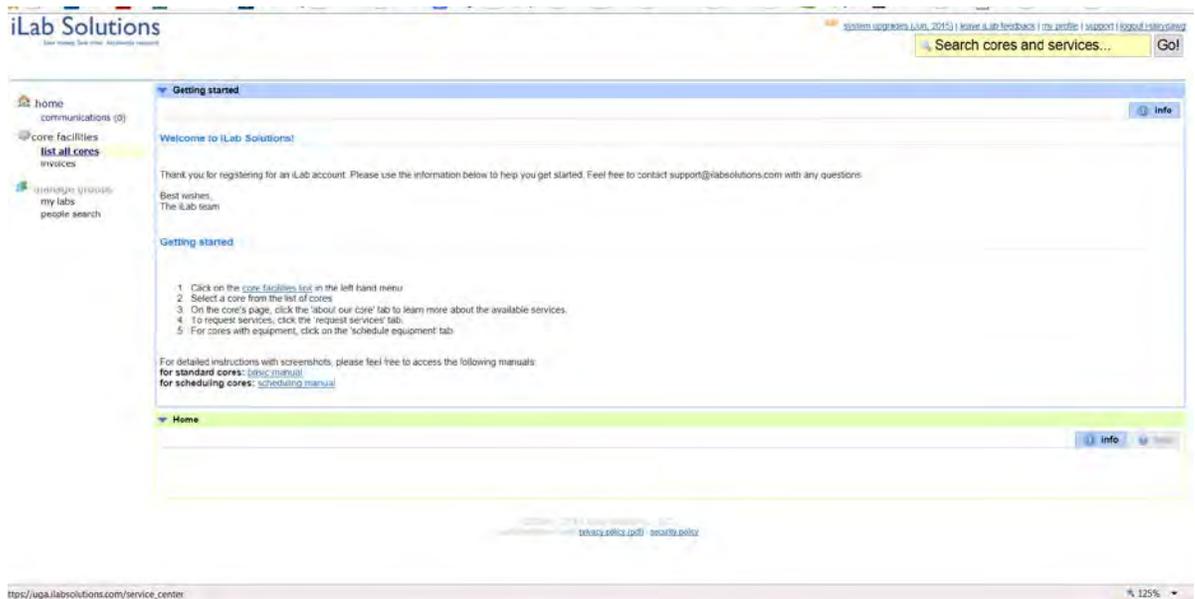
1. Login to iLabsolutions <https://uga.ilabsolutions.com/account/ldap/uga> preferably through **Firefox** internet web browser. Your network ID = your UGA MyID. Meaning only type your Network ID: hairydawg (example) instead of your email hairydawg@uga.edu (example).



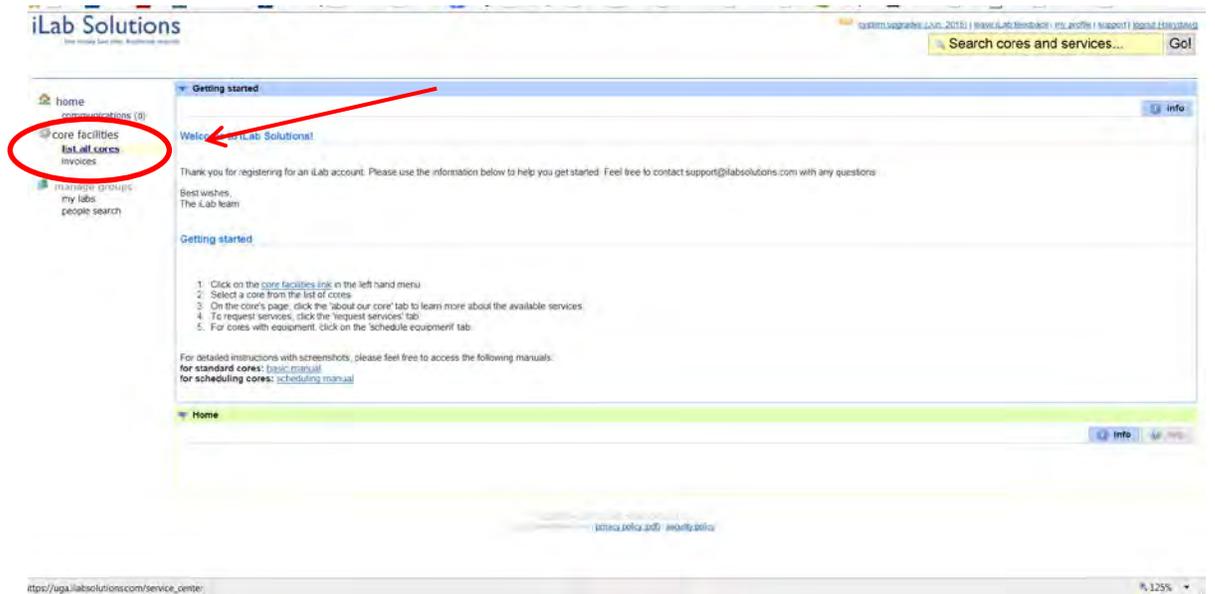
2. If you have never been in iLabSolutions, then Select your time zone as Eastern Standard time. Then click set. Otherwise continue on into the system.



3. You are now on the iLabSolutions home page.



4. To order from CRS, look on the left hand menu bar and select "List all cores".



5. On the all Cores page, you'll see all the UGA Cores who are currently using iLabSolutions. Click on "Central Research Stores".

The screenshot shows the iLab Solutions interface for The University of Georgia. The page title is "iLab Solutions" and the user is logged in as "system.upgrades (Jun, 2015)". The main navigation menu includes "home", "communications (4)", "core facilities", "list all cores", "invoices", "manage groups", "my labs", and "people search". The "list all cores" link is selected. The page displays a search bar and a table of cores. The "Central Research Stores (CRS)" core is circled in red, and a red arrow points to it. The table lists the following cores:

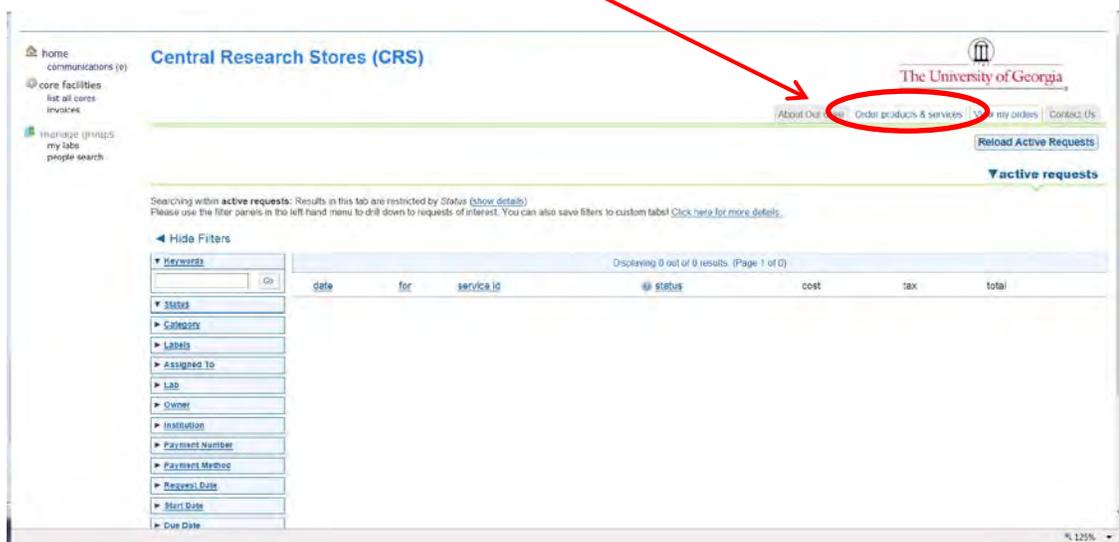
Core Name	Primary Contact	Email	Phone Number/Ext.
Central Research Stores (CRS)	Robbin Wilkes	crs@uga.edu	706-542-2411
Georgia Biosciences	Joshua Smith		
CTEC&D/Systems Shared Resource Laboratory	Julie Nelson	jnelson@uga.edu	706-542-6474
Georgia Electron Microscopy	John P. Shields, Ph.D.	jshields@uga.edu	706-542-4380
Georgia Genomics Facility	Myraem Belanger	belanger@uga.edu	706-542-0273
Quantitative Biology Consulting Group	Jessica Kissinger	jessing@uga.edu	706-542-6562
UGA Data Core	Alex Wunderlich	wunder@uga.edu	706-542-6878

6. iLabSolutions should bring you to the Central Research Stores core page.

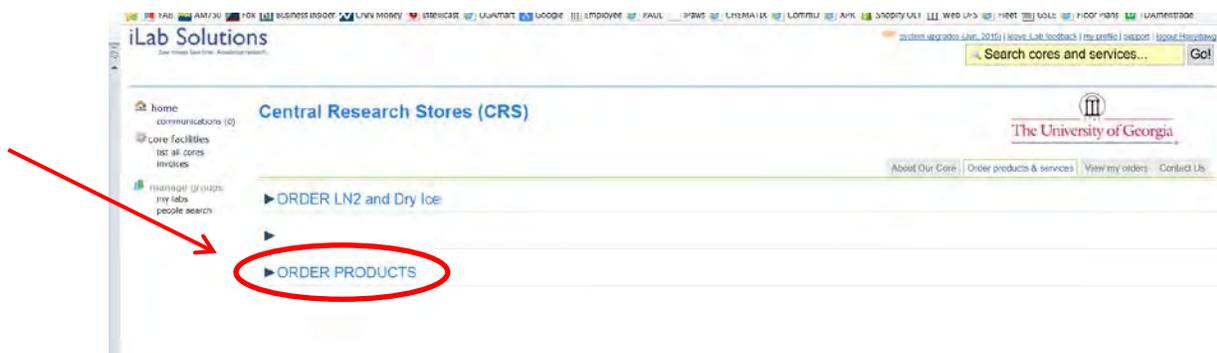
The screenshot shows the iLab Solutions interface for the Central Research Stores (CRS) core. The page title is "iLab Solutions" and the user is logged in as "system.upgrades (Jun, 2015)". The main navigation menu includes "home", "communications (0)", "core facilities", "list all cores", "invoices", "manage groups", "my labs", and "people search". The "list all cores" link is selected. The page displays a search bar and a table of active requests. The "Central Research Stores (CRS)" text is circled in red. The table lists the following active requests:

date	for	service id	status	cost	tax	total
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7. On the right of the page locate the tab that reads “Order Products & Services” and click on it.



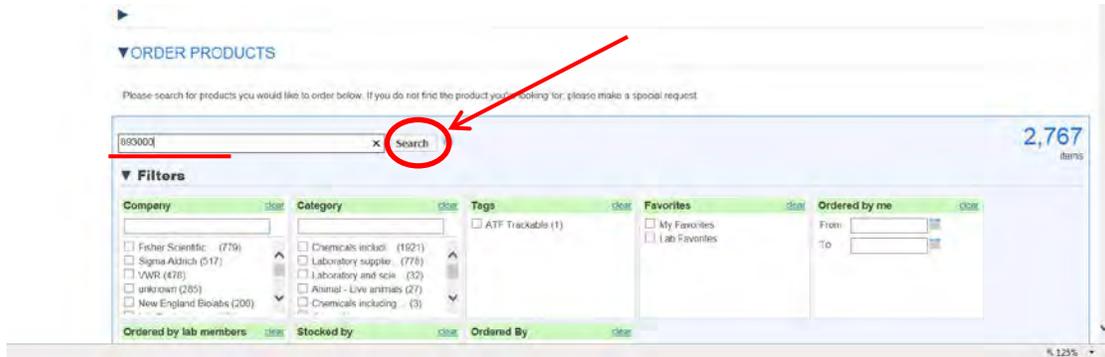
8. On the “Order products & services” tab locate the “Order products” drop down menu bar.



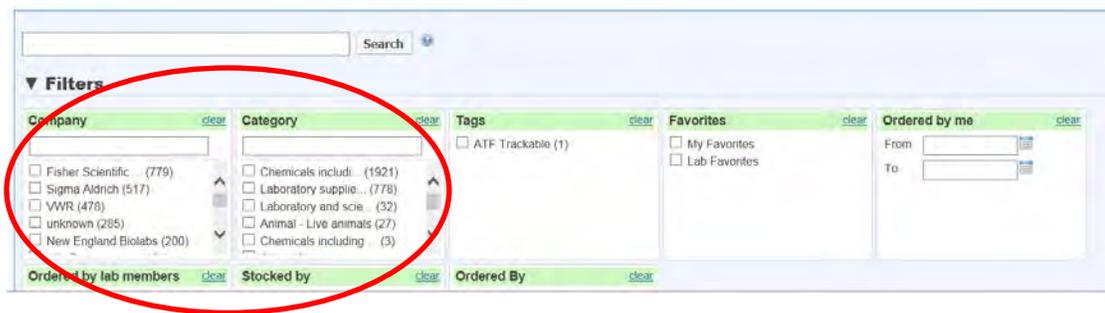
9. Click the dark blue triangle to open the Order Products menu bar if it has not already opened.



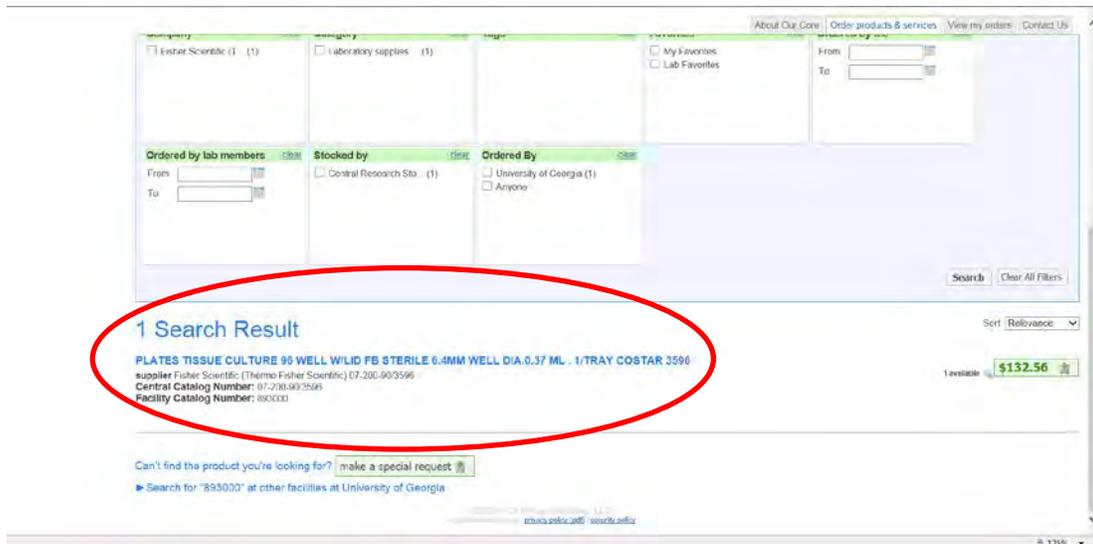
10. If you know the CRS catalog number or name of the product you want to buy type that into the product search bar. We chose to search for CRS catalog # 893000 – Tissue Culture Plates. We typed “893000” and clicked “Search”.



11. You can also choose to click the check boxes next to the vendors listed in the Filters submenu.



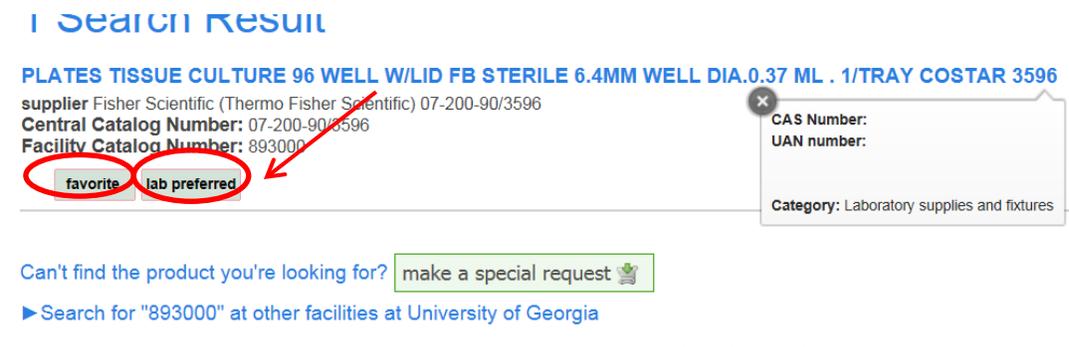
12. The search results should appear below the filter boxes near the bottom of the webpage.



13. Also listed in the search result is how many are currently in stock at CRS. At this point you can also check the UGA Coverdell Stockroom to see if they have any in stock as well.



14. Also, if you hover your cursor over the product name in blue iLabSolutions provides a button to make this a favorite item or a lab preferred item.



15. If this is the item you would like to purchase, then move your cursor over the price of the item on the right hand side of the page and click on the price.



16. If you don't have an open cart, iLabs creates one for you. If you are a member of more than 1 lab, iLabSolutions will ask you to select which lab this order is for. For Hairydawg, he has to decide between Gryffindor and Hufflepuff. Click on the lab of your choice.

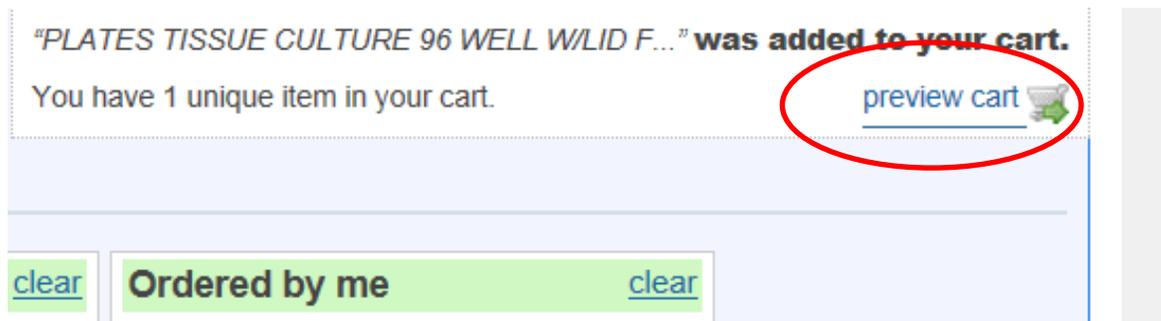
***If you are a member of only 1 lab, then this box will not appear and the item will be automatically added to your cart.



17. Now you can scroll back up to the search bar or scroll back to the top and view cart. A view cart feature will appear in the upper right hand side of the screen once you select an item to add to your cart. Click "Preview cart" to review what you ordered. Or stay on this screen to order more items.



18. This is a close up of the view cart window.



19. A summary of the order appears on the view cart screen. Feel free to:

- go back and continue shopping
- clear the cart
- print a copy of the information so far
- proceed to check out
- click the red **X** to delete only a single line item and not the entire cart

Also, check the customer and lab group information to make sure that is correct. Having the correct information here will make it easier to assign a UGA account number to your order on the check out screen.

Cart - \$132.56 total

For customer: Hairydawg
For group: Gryffindor (UGA) lab

Products

Central (facility) #	Product name	Qty	Unit	Unit price	Available	Cost	Tax	Total	
07-200-90/3596 (893000)	PLATES TISSUE CULTURE 96...	1	50.0 cs	\$132.56	1	\$132.56	\$0.00	\$132.56	X

[proceed to checkout](#) [continue shopping](#) [empty cart](#) [print cart](#)

20. On the check out screen, verify all the informatio to make sure you have it correct in part #1. Note the “Request name” for the order. In this case it’s CSR-15161:796. This will follow the order through completion.

Product Cart for Gryffindor (UGA) lab

Request Name: CSR-15161:796
customer reference number:

1) Requested Products (see bottom of list to add items to this request)

[add service](#)
Click the 'add' link (above) to add additional services

Catalog (facility) #	Product	Price	Unit	Quantity	Cost	Tax	Total	Payment Info
07-200-90/3596 (893000)	PLATES TISSUE CULTURE 96 WELL W/LID FB STERILE 6.4MM WELL DIA.0.37 ML. 1/TRAY COSTAR 3596	\$132.56	50.0 CS	1	\$132.56	\$0.00	\$132.56	None

[add a special request](#) [Print All Products](#)

21. Review the projected cost in #2, this cost may change if there are shipping fees added on by the vendor for special order items or special handling conditions like dry ice or insulated box.

2) Cost

The core will review and update this projected cost. You will only be billed for completed work.
Total Projected Cost:
132.56

3) Order type

★ For pick-up For delivery

22. On part #3 “Order type”, you must select either “For pick-up” or “Delivery”. Click the circle that you wish to use.

2) Cost

The core will review and update this projected cost. You will only be billed for completed work.
Total Projected Cost:
132.56

3) Order type

★ For pick-up For delivery

23. Also under part #3, select a delivery location and a storage location. This varies if CRS delivers to a mail room or front desk, but will be stored in a specific lab for use by researchers.

The core will review and update this projected cost. You will only be billed for completed work.
Total Projected Cost:
132.56

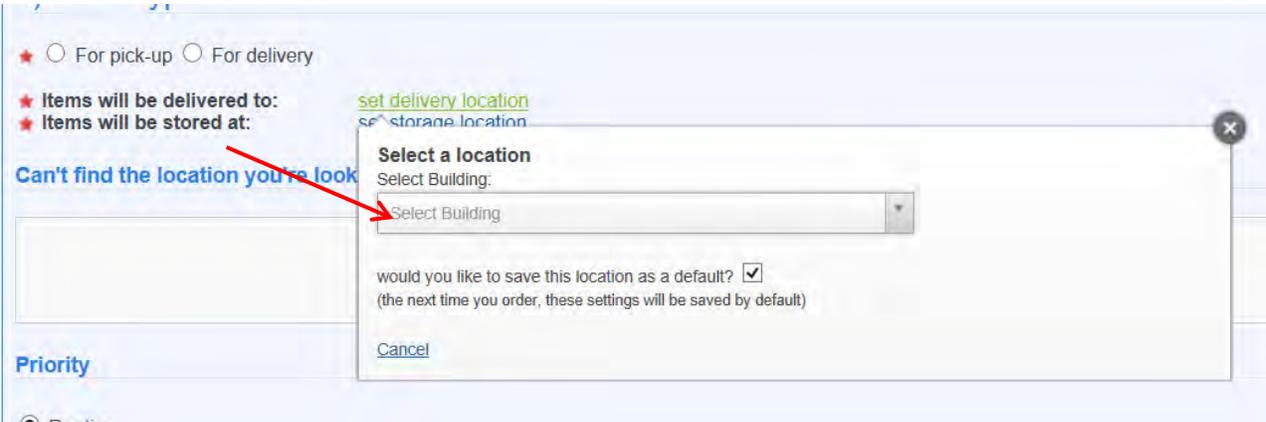
3) Order type

★ For pick-up For delivery

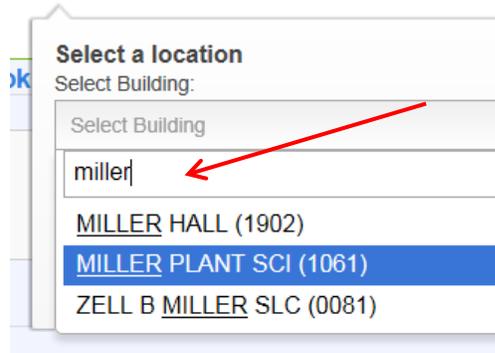
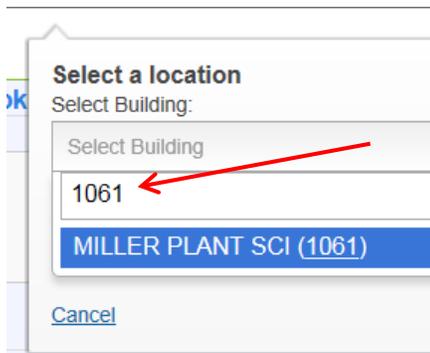
★ Items will be delivered to: [set delivery location](#)
★ Items will be stored at: [set storage location](#)

Can't find the location you're looking for above?

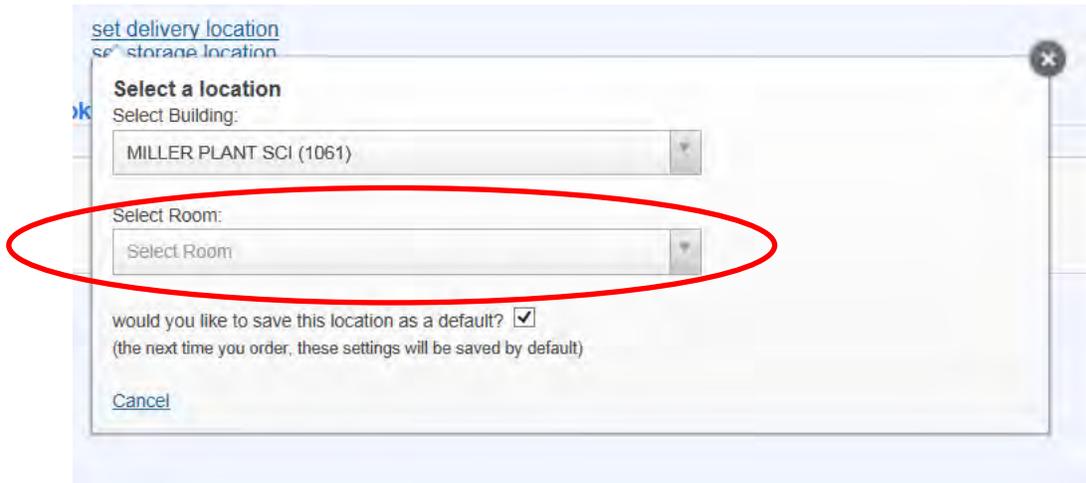
24. Click on “Set delivery location”. A pop up box will appear. In the box, click on the gray “Select Building” and feel free to type in the building you are looking for in the box OR scroll through the list by clicking on the down arrow to the right of the selection box.



25. You can search for building numbers or... you can also search for building names. Either way click on the listing you want to serve as the building for delivery.



26. Once you select the building, then you'll be prompted to select the room for delivery.



27. Type or click the down arrow scroll through the room numbers in your building for delivery. Then click on the correct number you wish the product to be delivered.



28. Once you have selected a building and a room in the pop up box, iLabSolutions will confirm this selection with a “Select this Room” button beside the room number.

+++Once you click “Select this Room”, if the pop up box remains, then click the white X in the black circle to close the pop up box.

***Note that this will default to this room each time you order from now on. Uncheck this “would you like to save this location as a default” box if this location will change often when you order for this particular lab.

Set delivery location...
set storage location

Select a location

Select Building:
MILLER PLANT SCI (1061)

Select Room:
3302

[click to add a custom sub-location](#)

would you like to save this location as a default?
(the next time you order, these settings will be saved by default)

[Cancel](#)

29. After clicking on “select this room” you will be returned to the verification page where you will have to put a storage location. As mentioned earlier this may be different than the delivery location if all of your orders go to a mail room first before one of the lab staff brings it to the lab for use. You must click on and complete the storage location information before submitting the order.

132.56

3) Order type

★ For pick-up For delivery

★ Items will be delivered to: University of Georgia > MILLER PLANT SCI (1061) > 3302 [set delivery location](#)

★ Items will be stored at: [set storage location](#)

[Can't find the location you're looking for above?](#)

Priority

30. Once you have completed the delivery and storage location then, you may proceed. If your location is not available, then provide the closest building and/or room possible and then make note of what location is actually needed so that we can update the building and room information in our system to be as accurate for the chemical inventory system as possible.

31. Next specify if you want the order routine delivery (default) or faster. If faster, then click urgent and detail when you want the order delivered. Special orders may require additional shipping if you want next day or second day delivery of items.

***If you skip this “Priority” step then the order is assumed to be **ROUTINE**.

32. Finally, step #4. Account number should already be selected for you.

- Click the down arrow to select the account number you want to charge your order to.
- ***If iLabs doesn't display any account numbers in the “Account Number” drop, then your profile does not have any account numbers available for you to use. The drop down box will read “You do not have access to any Account Numbers”. Please contact your departmental account or your PI to add account numbers.

33. Click on the account of your choice and it should appear in the account number box.

4) Payment Information

Please enter the Payment Method

% Payment Method **Payment Method**

1 100.0 % Payment Method Account Nurr

Account Number Select Payment Method

1045DM269000

1045DT269250

split charge

additional payment notes:

4) Payment Information

Please enter the Payment Method

% Payment Method **Payment Method**

1 100.0 % Payment Method Account Nurr

Account Number 1045DT2692

100.0% total allocated

split charge

additional payment notes:

34. You may also choose to split this charge amount 2 or more account numbers. Just click split charge and list the additional account numbers and the percentage of the total cost to go to each account number.

4) Payment Information

Please enter the Payment Method

% Payment Method **Payment Method**

1 50 % Payment Method Account Nurr

Account Number 1045DT2692

2 50 % Payment Method Account Nurr

Account Number 1045DM2690

100% total allocated

split charge

additional payment notes:

35. At the very bottom right you will find the “submit cart to core” if you have filled out all the information as described above your order should go through to CRS. Unless, your department has an approval chain, then your request will route to them first. Upon their approval, then it will route to CRS.

4) Payment Information

Please enter the Payment Method

Payment Method	
1 50	% Payment Method Account Num
	Account Number 1045DT2692
2 50	% Payment Method Account Num
	Account Number 1045DM269K

100% total allocated

additional payment notes

split charge

submit cart to core save cart for later Cancel

You may also choose to save this cart for later or cancel the order all together.

36. Once you “submit cart to core” then you will be given a chance to:
- View your orders
 - Return to the search page to place another order
 - Print the request you just completed

all cores
choices

page groups
/ labs
optie search

About Our Core Order products & services View my orders Contact Us

Your request has been submitted to the core and will be delivered to you when it is ready

If your order requires financial approval, it will be sent to your financial administrator. Once your order has been approved, it may be shipped to you in parts.

Print Request Return to Order products & services Go to View my orders

37. If you have any trouble completing this process or no more assistance than this PDF can provide please contact:
- First, your PI or Lab manager
 - Next, your departmental accountant
 - Central Research Stores: Robbin or Camille at 2-2411 and they can guide you through the process. Good luck.