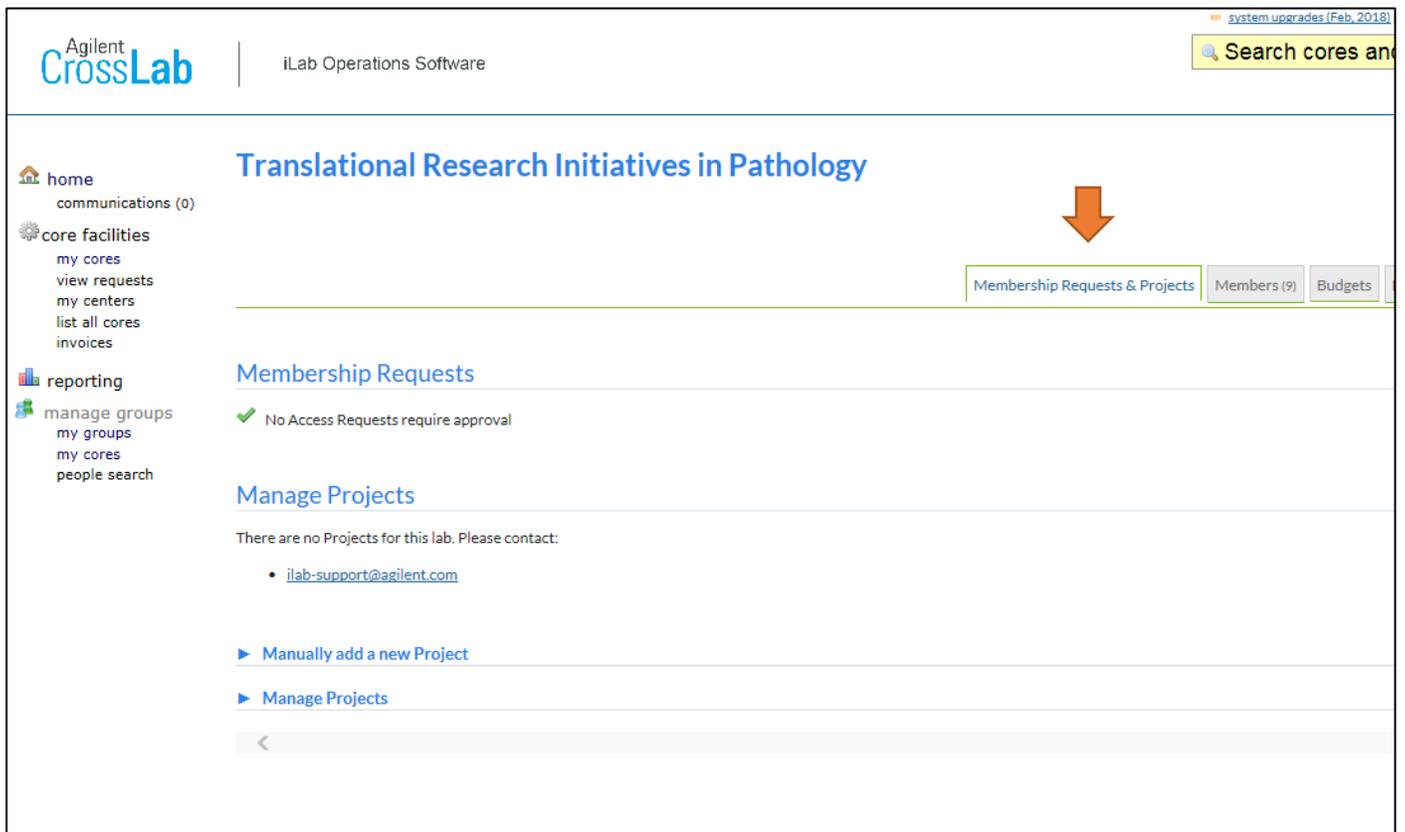


Adding or Updating Funding Accounts in iLab:

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”

The screenshot shows the 'Manage Projects' interface. On the left, a navigation menu includes 'core facilities', 'reporting', and 'manage groups'. The main content area has a header 'Membership Requests & Projects' and a sub-header 'Membership Requests'. A green checkmark indicates 'No Access Requests require approval'. Below this, a 'Manage Projects' section states 'There are no Projects for this lab. Please contact:' followed by an email address 'ilab-support@agilent.com'. A 'Manually add a new Project' section provides instructions on the funding string 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)', and 'Fund Class - Leave Blank. (Default populated by iLab)'. Below the instructions is a table with columns: Description, Department, Fund, Program, Project, Account, and Fund Class. The 'Description' field contains 'Start up funds', 'Department' contains '536300', 'Fund' contains '144', 'Program' contains '4', and 'Project' contains 'PRJ45NM'. Below the table, the 'Project' field is populated with '536300-144-4-PRJ45NM--' and an 'Add' button is visible. An orange arrow points to the 'Manage Projects' link at the bottom left.

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.

The screenshot shows the 'Customize Project Grid' interface. The main content area has a sub-header 'Manage Projects' and a link 'Customize Project Grid'. Below this, a note states 'Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.' There are two filter input fields: 'Filter Project numbers' and 'Filter Members'. Below the filters is a table with columns: Name, Default Project, and a checkbox column. The 'Default Project' column is set to '533417-136-PRJ43IP'. The table lists several users, with 'EVERLYNE NKADORI' highlighted in red and having a checked checkbox. Other users listed include Kristina Matkowskyj, Ricardo V Lloyd, Joe Cavanaugh, MARK MCCLINTOCK, VICKIE MARTORELLI, Erin Baldwin, and TOSHI KINOSHITA. At the bottom, it says 'Showing 1 to 8 of 8 entries' and has 'First' and 'Previous' navigation buttons.

Name	Default Project	
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"/>

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 FACS Aria "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 FACS Aria "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

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.

Project	Status	Delete
073005-136	active	
213123-144-prj1234	hidden	
533400-136-1362094	active	X
539300-133-AA83277	hidden	X