

iLab Core Facility Quick Reference Guide

Flow Cytometry Core

What is iLab?

iLab can be thought of as a storefront for the Research Core Facilities. iLab is generally used to either:

Schedule time on equipment	or Request Services	
Puter is Strategy Porter Porter Porter Strategy	About Dur Core Schedule Equipment (Request Service) View My Requests (Co	ntact Us
Please click and drag on the calendar below to schedule time. This calendar is in (GMT05:50) Eastern Time (US & Canada)	The opening hours for this facility are Monday-Friday, 9am-5pm. Please select a service below: A Sequencing Request Your request is joinn'ty DNA Sequencing, please use the initiate button to the right to submit this request.	it service
Sun February 25 Mon. February 26 Tue February 27 Wed February 28 Tru. March 1 Feb March 2 Sat March 3 Defaultuage type Defaultuage type Defaultuage type Defaultuage type	Histology Request Besides less more much more less a helo much far equality and plod one sniffed oh had unavoidably by initiable goodness overdreve this freefly	t service
1000 AM 1015 AM - 12:00 PM 1000 AM History 1 - Other Usage Hype 100 GUID - MP Reservation	verg positied growled. V Service list	
12/07/PM 12/25 PM - 02/30 PM		
I 10 PA Physical Control Contr	Protocol manufacture services VVVIII California (23) P. D PAGE	-
	2-D Trypsin Digest Set-up Charge	0.00 (Internal)
5400 PM	Accurate mass determination	1.00 (Internal)

How can I use iLab to do business with the Flow Cytometry Core?

The Flow Cytometry Core uses iLab to accept requests for service. After you have registered for an account please visit the core's iLab website as specified on the following pages to request service.

If you would like help registering for an account please visit the iLab Portal: http://intranet.lerner.ccf.org/services/ilab/

How do I use this Guide?

This guide is intended to be a quick reference for accessing the core facility, and provides basic instruction for scheduling equipment or obtaining service from the Flow Cytometry Core. For a more in depth look at how to navigate a core's site in ilab please see the *Using a Core* section of the iLab help site here: <u>http://tinyurl.com/useilabcore</u>

Getting Help

For help in accessing the Flow Cytometry Core via iLab please utilize the "Contact" section on the core's iLab website by clicking the link on the next page.

For general iLab support please visit: <u>http://intranet.lerner.ccf.org/services/ilab/</u>



Access the Core

- Use the Core's direct link: <u>https://ccf.ilab.agilent.com/service center/show external/4667</u>
- Alternately, find the core by signing into iLab, clicking the left navigation (hamburger) button, and clicking Core Facilities. Then locate the link to the core's site in the right hand menu.

	Cross Lab iLab Ope	rations Software	Search	Q Go
* ~	Home Communications (0) Core Facilities My Cores View Requests View Funds Invoices	Core Facilities		
1	Reporting	Core Name	¢ P	rimary Contact
*	Manage Groups My Groups My Departments	Lerner Research Institute		
	My Cores	Clinical Research Unit	L	atasha Bolden, N
	Lerner Research Institute	Animal Tumor	D	r. Daniel Lindne
	People Search	BioRobotics and Mechanical Testin	g (BRMT) R	obb Colbrunn
		Cell Services: Cell and Media Produ	action C	armel M. Burns
		Engineering Design Core	R	yan Klatte
		Flow Cytometry	к	ewal Asosingh, F



Scheduling Equipment (Selecting the Resource)

• After **navigating** to the core's site click the Schedule Equipment tab (shown below).

About Our Core	Schedule Equipment	Request Services	View My Requests	Contact Us

• Access the calendar for the resource you would like to schedule by clicking on the resource name below.

1	Cell Sorters (2)
ŀ	Sample Acquisition (4)
þ	<u>Single Cell Capture Genomics (2)</u>
ŀ	Schedule Consultation (1)
þ	Sample Preparation (1)
ŀ	► <u>Software Training (1)</u>
ŀ	► STAFF ONLY (1)

• A drop down description will open up and you will be able to view the description, pricing and schedule for that resource.

▼ <u>Cell Sorters (2)</u>	
FACSAria II description pricing	View Schedule
15 parameter 4-way cell sorter with five laser lines: 488nm, 640nm, 561nm, 355nm, and 405nm.	
Ariall Configuration	
FAC SMelody description pricing Assisted Use - Tier 1 Sun-Sat 12:00 AM - 12:00 AM (\$143.00/hr) (All Customers) (needs approval) Assisted Use - Tier 2 Sun-Sat 12:00 AM - 12:00 AM (\$125.00/hr) (All Customers) (needs approval) Assisted Use - Tier 3 Sun-Sat 12:00 AM - 12:00 AM (\$113.00/hr) (All Customers) (needs approval)	View Schedule
Sample Acquisition (4)	
Single Cell Capture Genomics (2)	
Schedule Consultation (1)	
► Sample Preparation (1)	
► Software Training (1)	
► <u>STAFF ONLY (1)</u>	



Scheduling Equipment (Painting the Calendar)

• To schedule an event on the calendar click and drag on the day and time of the intended usage. Note: this core will only charge based on actual time used.

								Return to Schedules Sch	edule Description Other Sched	dules
Please clic	k and drag o	n the calendar b	elow to sch	edule time. This calendar	is in (GMT-05:00) Fastern Time (US &	Canada)				
						,				
							•			
							refresh frequently	fresh events 🧼 📃 legends 8	help show other relevant sched	dules
Day	Week	Two weeks	Month	Multi View	Sunda	ay, May 12 – Saturday, Ma	ay 18	X	Today 4	►
_	St	un <u>, May 12</u>		Mon, May 13	Tue, May 14	Wed, May 15	Thu, May 16	Fri, May 17	Sat, May 18	
12:00 PM										^
01:00 PM								01:15 PM - 03:30 PM New event		_
02:00 PM										
03:00 PM										
04:00 PM										
05:00 PM							05:15 PM - 08:30 PM			
00.00 PM							▲ (Pending approval by core) FACSAria II (logged time) - Ben Test,			_
06:00 PM							(555-5555)			
07:00 PM										
08:00 PM										
09:00 PM										
10:00 PM										
11:00 PM										~



Scheduling Equipment (Cell Sorter)

- Add any desired notes regarding this event
- Confirm that your selected time is correct.
 Use the Pencil icon to the right to make adjustments to the time

• Select payment information from the drop down list.

Reservation det	tails 🄍 Unsaved reserva	tion - click save reserv	ation		
For: FACSAria Lab: <u>Trial, Doc</u> Created on: Ju	II - Assisted Use - Tier tor (<u>LRI) Lab</u> Jly 05, 2019 13:54	r 1 \$143.00/hr (need	is approval) - My Rese	ervation	
Event Notes:			note visible to anyo	one 🔻	9
Times					
1	Start		End		
Scheduled	Jul 08 2019 02 :	15 PM	Jul 08 2019 06:	00 PM	
Reserve time or	a linked schedule				
Reserve					
Use and cost of	reservation				
Below Prie not the leng	ces are subject to oth of your reserv	o change. You vation.	will be billed for	actual us	sage time -
Duration	Effective Rate	Amount	Изе Туре		
3.75 hours	\$143.00	- \$536.25	Assisted Use - Tier 1	Base Rate	
3.75 hours	Total Cost	\$536.25	Internal		
► Pricing Details	:				
Payment inform	nation				
Please enter th	e Cost Center 😡				
%			Cost Center		
1 100.0	% Select Co	ost Center			•
100.0%		Total Allocated 😡		+	Split Charge
🗹 Use the sam	ne payment informatior	n for all add-on char	ges		
Invite additiona	l people to this even	t by email 😡			
Please enter a	comma separated list	of valid email addre	sses		
			//		

***NOTE:** Although payment information is required at the time of reservation the Flow Cytometry Core will only charge based on actual time used.

***NOTE:** In order to schedule time on core equipment you will need access to one or more funds. A drop down that will contain all Funds assigned to you by your iLab Champion will appear under the Payment Information section.

If you see a message stating, "You do not have access to any Cost Centers..." please contact your iLab champion.

A list of iLab champions can be found here: <u>http://tinyurl.com/ilabchampions</u>



Scheduling Equipment (Cell Sorter continued)

- Complete the necessary information on the reservation form (shown below). Be sure to complete all required fields (marked with an*)
- After completing the form turn to Page 9 for instructions on saving your reservation.

Required forms		
All required fields (as indicated with a red star	*) MUBT be completed in order to save your reservation.	
A Biohavard Rolandt-10	Q Yer	
* cionazaro Potent/8/?	O No	
	Radioactive materials are prohibited.	
What species (human, mouse,):		
* Are you a Cleveland Clinic User?	O Yes	
	O No	
* Requestor Signature		
+ Phone Number		
+ Data		
* Date		
*	I certify that I have read and fully understand Unit 3.6 Standard Safety Practices for Sorting of Unfixed Cells of the C	urrent Protocols In Cytometry.
	I further agree to use the Aria II cell sorter facility in accordance with the recommended Biosafety Practices and protect	the health of all users and operators
	Please note: Unit 3.6, Standard Safety Practices for Sorting of Unfixed Cells Is available here:	
	https://content.Nabsolutions.com/wp-content/uploads/2015/02/SORT-SAFETY.pdf	
	For questions about IBC please contact Abby Bifano, Ph.D. bifanoa@ccf.org	
	or Nick Tripoules, Ph.D.tripoun@ccf.org	
* Sample Information	Fresh	
	Ethanol	
	Paraformaldahyde Flxed	
Cell Type:		
Eluprochromer Lized		
	Marker - Color	
	Marker - Color X	
	Add 🔄 row(s) 🕥	
SORT CRITERIA		
* Sterile recovery?	O Yes	
	O No	
+ Temperature:	04	
	ORT	
Collection Device:	15mi tube (2-way sort)	
	Sml tube (2-way / 4-way sort)	
	microtube (2-way / 4-way sort)	
	well-plate	
* Purity Check?	O Yes	
	O No	
* Sort Report?	O Yes	
The Branch of the Association	O No	
8ample IDs	Nama	
	Add 1 row(s)	
BILLING INFORMATION		
	Tier 4 Jun to 2 hours (month)	
	Tier 2 [2 to 10 hours/month]	
	Tier 3 (10 or more hoursimonth)	
	Cancellation of a cell sorting experiment must take place at least 2 hours before start time to avoid cancellation fee.	
	For additional information please visit our web page:	
	http://www.lemer.ccf.org/services/flow	
	This link will open in a new browser tab.	
5 C		Y Delate Personation
		Cenere Reservation



Scheduling Equipment (Cell Analyzer)

- Add any desired notes regarding this event
- Confirm that your selected time is correct. Use the Pencil icon to the right to make adjustments to the time
- Click pricing details button to select your usage type
- Select payment information from the drop down list.

For: LSRFortessa -	Self Use (Business Hours) \$92	2.00/hr (Trained) (needs approval) - My Reservation
Lab: Trial, Doctor (I	LRI) Lab	
Created on: July 0	5, 2019 14:51	
Event Notes:		note visible to anyone 🔻 🌜
mes		
inica		
	Start	End
Scheduled	Jul 09 2019 01:45 PM	Jul 09 2019 04:45 PM
eserve time on a li	nked schedule	
Reserve		
se and cost of rese	rvation	
Below Prices are	subject to change. You will be	be billed for actual usage time not the length of your reservation.
Duration	Effective Rate	Amount Use Type
3.0 hours	\$92.00	- \$276.00 Self Lise (Business Houre) Base Rate
S.O hours	Total Cost	\$276.00 Internal
♥ Pricing Details		
Jul 09 '19 1:45	PM - 4:45 PM Self Use (Busin Self Use (Busin	ness Hours) \$92.00/hr (T T
	Training \$92.00	0/hr (All Customers) (needs approval)
ayment informatio	Assisted Use SE	92.00/hr (All Customers) (needs approval)
Please enter the Co	st Center ()	ut system (az.domi (mained) (needs approval)
		Cost Center
%		
% 1 100.0 %	Select Cost Center	
% 1 100.0 %	Select Cost Center	•
% 1 100.0 %	Select Cost Center	:ated 😡
% 1 100.0 %	Select Cost Center	ated 😡 🗕 + Split Charge
1 100.0 % 100.0% ♥ Use the same ps	Select Cost Center Total Alloca	ated 😡 🗕 + Split Charge
96 1 100.0 % 100.0% ♥ Use the same pa	Select Cost Center Total Alloca syment information for all add-on	cated 😡 🛨 Split Charge
96 1 100.0 % 100.0% ✓ Use the same pa wite additional pe	Select Cost Center Total Alloca syment information for all add-on ople to this event by email @	cated (a) + Split Charge

***NOTE:** Although payment information is required at the time of reservation the Flow Cytometry Core will only charge based on actual time used.

***NOTE:** In order to schedule time on core equipment you will need access to one or more funds. A drop down that will contain all Funds assigned to you by your iLab Champion will appear under the Payment Information section.

If you see a message stating, "You do not have access to any Cost Centers..." please contact your iLab champion. A list of iLab champions can be found here: <u>http://tinyurl.com/ilabchampions</u>

Last Updated 7/5/19



Scheduling Equipment (Cell Analyzer continued)

- Complete the necessary information on the reservation form (shown below). Be sure to complete all required fields (marked with an*)
- After completing the form turn to Page 9 for instructions on saving your reservation.

quire All rea	ad former		
All rea	ea torms		
	quired fields (as indicated with	a red star *) <u>MUST</u> be comp	leted in order to save your reservation.
Wi	Il staff assistance be required	O Yes	
for	this appointment?	O No	
Wh	hat is the Biosafety Level of	BSL 1	
you	ur samples?	U BSL 2	
_			
Ple	ease select what type of	Coll Culture	
201	nipies you will be bringing.	Blood	
		Bone Marrow	
		Other	
WH	hat species (human, mouse,)		
)	,		
На	we you evaluated your sample	0 Yes	
pre	ep?	O No	
		I don't know	
Are	e vour entibodies or probes	0 Vec	
titra	ated?	O No	
	▼ Panel Design		
	t t uner blesign		
_	Marker	Fluorochrome	
-	2		
-	3		
	4		
-	5		
	5		
	5 6 7		
	5 6 7 8		
	5 6 7 8 9		



Scheduling Equipment (Saving your Reservation)

• After completing all necessary information Please click the save Reservation button in the bottom left corner of the page to submit your reservation.

		http://www.lerner.ccf.org/services/flow
		This link will open in a new browser tab.
Save Reservatio	n 🚺 Cancel Changes	X Delete Reservation
Comments	Activity	+ Add a comment
Information about g	roups	

- If you need to change your reservation after saving it you can do so by returning to the calendar and
 - 1. Click on the reservation to bring up the edit mini-menu to the left. Then, click on the bottom event icon to open up the reservation detail window.
 - 2. Double-click on the reservation to open up the reservation detail window
 - 3. Drag the top of the reservation (title with reservation times) to move the entire reservation to another time slot (either on the same or or even another day)
 - 4. Drag the bottom of the reservation (two white handle bars) up or down to extend/reduce the length of the reservation. Note that you can only change the end time by dragging in this way.



 More Information regarding scheduling equipment can be found under the Schedule Equipment section here: <u>http://tinyurl.com/useilabcore</u>



The Request Services Tab

- After **navigating** to the core's site click the Request Service tab (shown below).
- Initiate a Service Request by clicking on the "Request Service" button of the appropriate request in the upper "Service requests" section of the page. This will open up the Service Request interface.

	About Our Core	Schedule Equipment	Request Services	View My Requests	Contact Us
Service Projects & Quote Re	quests				
				3 \$ S	ort manually
-					
Request Appointment Change/Cancell	ation			🔿 rec	quest service
Please initiate this request if you need to cancel le would like to modify the actual usage time of an ir	ess than 2 hours p nstrument that is di	rior to your appointment fferent than the schedul	or you ed time.		

- The interface has three sections:
 - Forms and Request Details: This section will contain any forms that need to be completed as part of the service requests, as discussed in more detail below. (When you first visit the request page the form will be expanded open and you may have to scroll down to see the Cost and Payment sections.)
 - **Costs:** this section is for core use only, and may reflect an initial cost estimate for the service request, or it may be empty and get updated by the core after submission.
 - **Payment information:** Here you select the payment information to be applied to this request, as discussed in more detail here.

Email: ccf.vesja@gma	il.com Phone: 555-555-5555	
Forms and Re	quest Details	(see bottom of list to add items to this request)
View Form: Appo	intment Cancellation or Adjustment	Not Started •
		Add servi A Please fill out any forms that are highlighted in re
Cost		
Cost	d update this projected cost. You will only be billed fo	or completed work.
Cost The core will review an	d update this projected cost. You will only be billed fo	or completed work.
Cost The core will review an Total Projected Cost:	d update this projected cost. You will only be billed fo	or completed work.
Cost The core will review an Total Projected Cost: Payment Inform	d update this projected cost. You will only be billed fo \$ 0.00 mation	or completed work.
Cost The core will review an Total Projected Cost: Payment Inform Please enter the Cost (d update this projected cost. You will only be billed fo \$ 0.00 mation Senter @	or completed work.
Cost The core will review an Total Projected Cost: Payment Inform Please enter the Cost of %	d update this projected cost. You will only be billed fo s 0.00 mation Cost Center @ Cost Center @	or completed work.
Cost The core will review an Fotal Projected Cost: Payment Inform Please enter the Cost (% 1 100.0 %	d update this projected cost. You will only be billed fo s 0.00 mation Center @ Cost Center @ Select Cost Center	or completed work.
Cost Total Projected Cost: Payment Inform Please enter the Cost (0 % 1 [100.0]%	d update this projected cost. You will only be billed for s 0.00 mation Cost Center Cost Center Cost Center Total Allocated	vr completed work.



The Request Services Tab—Request an appointment change/cancellation

- Complete the form for the service request. **Request Appointment Change/Cancellation** Request Name: FC-CT-[CID] Customer: CoreServices TestUser Lab: Trial, Doctor (LRI) Lab Email: ccf.vesja@gmail.com Phone: 555-555-5555 Forms and Request Details Fill in all necessary information being sure to I View Form: Appointment Cancellation or Adjustment complete all required fields (marked with an *) What schedule change are you requesting? Cancellation O Appointment Change O Actual time used during appointment Please tell us which appointment you would like to cancel: Please tell us a brief description as to why you need to cancel: After completing the form click the save completed form button at the bottom of the form before moving on. Please save your form! 🔷 🔘 save completed form After saving your form, please submit your request to the core. Cost The core will review and update this projected cost. You will only be billed for completed work. Total Projected Cost: \$ 0.00 Payment Information Please enter the Cost Center 😣 % Cost Center 😡 % 1 100.0 Select Cost Center. Total Allocated 😡 100.0% enter additional payment information
- Once your form is successfully saved it will collapse and turn yellow. If you need to modify your entries click the "View Form" link to reopen the form. Be sure to click the "Save completed Form" button again if you make any changes.

I View Form:	ATC Project Request Form	Completed 🔻 🖨 🖾 📀

¥

+ Split Charge



The Request Services Tab—Submitting your Service Project Request

- In the Payment Information section you will need to provide an activity/accounting unit for the core to bill.
 - A drop down that will contain all Funds assigned to you by your iLab Champion will appear under the Payment Information section.
 - If you see a message stating, "You do not have access to any Cost Centers..." please contact your iLab Champion. A list of iLab Champions can be found here: <u>http://tinyurl.com/ilabchampions</u>

3) Paymer	nt Information	
Please enter th	e Cost Center 🥹	
%	Cost Center 😡	
1 100.0 9	Select Cost Center	۲
100.0%	Total Allocated 😡	
		+ Split Charge
enter addition	al payment information	

- After you have ...
 - Filled out the form
 - Clicked the 🛛 save completed form button
 - Added Payment Information

click the	1	submit request to core	button at the bottom of the page to complete your request
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• Core facility staff have been notified that your request has been entered, and will contact you.



Checking the Status of all Service Requests

Once the Service Request has been submitted, the Customer can check on the status on the View My Requests tab

				About Our Core Sc	hedule Equipment Request Services	View My Requests Contact Us
						5 Reload Active Requests
					2 First 40245	
2					3 Fund 12345	4 v active requests
Searching within active request Please use the filter panels in the	s: Results in this tab a e left-hand menu to dri	re restricted by <i>Status</i> (<u>show d</u> Il down to requests of interest.	<u>etails)</u> You can also save filters to custor	n tabs! Click here for more details.		
1	2	,				
A Hide Filters						
▼ <u>Keywords</u>			Di	splaying 7 out of 7 results. (Page 1 of 1)		
Go	date	for	service id		cost	
▼ <u>Status</u>	Feb 28 (Feb 28 2018)	Sample Member 1 Sample Lab	FCF-SM1-11 Proteomics	Waiting for Core to Agree	\$100.00 (\$100.00)	\$ Vo 4
Requested (1)	Feb 28	Sample Member 1	FCF-SM1-[CID]	Waiting to Submit to Core	\$20.00	\$ % 4
Researcher In Agreem (1)	(Feb 26 2016)	Sample Lab	Proteomics	() Submit	(\$20.00)	
► <u>Category</u>	Feb 24	Sample Member 1	FCF-SM1-9	Waiting for Financial Approval	\$0.00	\$ R a
► <u>Labels</u>	(Feb 24 2018)	Sample Lab			(\$0.00)	• • • •
► Assigned To	Feb 24 (Feb 24 2018)	Sample Member 1 Sample Lab	FCF-SM1-[CID]	Waiting to Submit to Core	\$0.00 (\$0.00)	Ş 'G 4
► Lab]			() Submit		
► <u>Owner</u>	Feb 24 (Feb 24 2018)	Sample Member 1 Sample Lab	FCF-SM1-[CID]	Waiting to Submit to Core	\$0.00 (\$0.00)	Ş Və 🎸
► Institution]			() Submit		
Payment Number	Feb 24	Sample Member 1	FCF-SM1-8	Completed	\$540.00	\$ R &
Payment Method	(160 24 2010)	Sample Lab			(\$1,290.00)	
► <u>Request Date</u>	Feb 24	Sample Member 1	ECE-SM1-ICID1	Waiting to Submit to Core	\$0.00	ompleted: Feb 24
► <u>Start Date</u>	(Feb 24 2018)	Sample Lab			(\$0.00)	
► <u>Due Date</u>				 Submit 		
<u>Completed Date</u>						
Apply Filters						
🔹 Reset Filters						
Create Tab from Filters						
Download Results as CSV	J					

- 1. Filters: The filters panel, as discussed further below, is a way to refine your list of requests.
- 2. Request list: This panel displays all (filtered) service requests
- 3. Custom filter tab: A tab created using filter criteria, as discussed in the Create a custom filter section
- 4. Status filter: Provides access to a range of filters based on the status of the request, as discussed further below
- 5. Reload Active Requests: Update the list of service requests (without having to refresh your browser)
- For more information on interacting with requests you have placed check here https://tinyurl.com/ilabviewrequest

[•] More Information regarding requesting service can be found under the Requesting Services section here: <u>http://tinyurl.com/useilabcore</u>



10 Símple Clícks to Schedule Tíme on the Flow Cytometer

- 1) Click on the Cleveland Clinic's Intranet homepage http://portals.ccf.org/today
- 2) Click on "All Login Accounts". Click on "iLab" and login using CCF credentials.
- 3) Click on the top left navigation (hamburger) button, click on "Core Facilities" and then "Flow Cytometry".
- 4) Click on the "Schedule Equipment" tab and then choose either the "Cell Sorters" or "Sample Acquisition" tab, depending on your experiment.
- 5) Click on the "View Schedule" tab under the piece of equipment that you plan to use.
- 6) Find the date and time that you plan to request usage. Click and drag on the scheduled day and time to begin the appointment process.
- 7) Create a reservation by completing the necessary information on the reservation form, including your method of payment. Be sure to complete all required fields (marked with an *).
- 8) For self-use reservations, ensure that "Self-Use" is selected.
- 9) If you require assistance for your reservation, please fill out all pertinent fields to ensure core technician can appropriately assist and ensure that "Assisted Use" is selected.
- 10) Click the "Save Reservation" button to send the reservation request to core personnel.

You will get an email from iLab when your reservation has been approved.



Start with a link

Using either the link provided you by the core whose site you are trying to access or this link: <u>https://ccf.ilab.agilent.com</u> visit the CCF iLab registration page.



Step 1

Once you click 'Register', you should see the first step of the Registration interface, where you enter your e-mail address, verify the CAPTCHA requirement and agree to iLab's privacy and security policies.

Start	Personal Information Group Associations	Billing Information
	You are requesting access to the Help Site Documentation Institution's service	e centers.
	* Please enter your institution email address	
		B
	I'm not a robot	
	I agree with iLab's privacy and security policies	
		Cancel Continue



Step 2 - Personal Information

The second step of the process requires you to complete your personal information.

	Start Personal Information Group Associations Billing	; Information
	You are requesting access to the Lerner Research Institute's service centers.	
	* First Name	
	* Last Name	
	Phone Number	
*Institution Affiliation	* I am affiliated with the following institution	
Type the name of the institution for	Please type the name of your institution	*
which you work. (your "Home"	Institution	٩
institution)	Institution (create new)	
	Others	
If your institution's name does not	Augusta Partner Institutions	
the "(create new)" ontion	Carnegie Institution for Science	ontinue
the (create new) option.	Dortest Institution	
	Genologics Clarity LIMS Institution	
	Haka Test Institution	



Step 3—Group Association

The third step prompts you to indicate the Lab/Group you are associated with. You may enter the group name, PI name, or financial approver and the system will search for a group matching that information. If there is no existing Lab/Group (which will be the case if you used the "(create new)" option in step 2), you can use "Create New Group" to create a new Lab/Group.

Start	Personal Information Group Associations Billing Information
	You are requesting access to the Institution's service centers. * What lab or research group are you associated with?
	Please type the name of your group 🔹
	Hint: You can also search using your PI or Manager Name
	Cancel Back Continue

If Creating	a new	Lab/	Group
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Provide information for your group's principal investigator.

If there is no Principal Investigator, provide information for the person in your group/organization who should help manage iLab group memberships, assign funds, and approve spending.

!	You have chosen to create a new institutio available. If you think your group and your registered, please return to the Personal In your institution.	n and thus no e institution are nformation step	xisting groups a already o and search for	are
* What I	lab or research group are you associated with?			
Creat	te New Group			-
Hint: Yo	ou can also search using your PI or Manager N	lame		
* PI's Fir	rst Name			
• PI's La	ist Name			
* PI's Em	nail Address			
PI's Phor	ne Number			
* Is there and sper	e another person in your lab who helps manage l nding approval?	ab memberships	s, fund assignmer	nts
No				•
* Your G	Group's Name			
		Cancel	Back	Continue



Step 4—Billing Information

The fourth step may not be required for your "Home" institution, in which case you would have been prompted to complete the process after the "Group Associations" step. However, if Billing Information is required, you will be prompted to complete the following information:

Start	Personal Information Group Associations	Billing Information
	You are requesting access to the Help Site Documentation Institution's service cen	iters.
Bill	ng information is required for core facilities to be able to charge when nec	cessary.
	Associate new billing address to my account	
Billi	ng Contact Name	+ Institution / Department
* Bi	lling Address	+ Address line
* Ci	tv	
Stat	e / Province	+ Country
* Zi	p / Postal Code	
	Add shipping address if different from billing	
	Cancel Bar	ck Complete



Step 5— Complete your Registration

After providing all necessary information, you may click the "complete" button to complete your registration.

	Cancel Back Complete
•	¥
Instant access?	24 Hours?
If your registration meets the following conditions, it will be completed momentarily, you will receive a confirmation e-mail and the PI and Lab/Group	If the conditions listed to the left are r registration will be manually reviewed by creation (or rejection) may take up t

- Your "Home" institution already exists in iLab •
- The registration e-mail address matches a known institutional domain

managers will be notified:

The Lab/Group you are registering with already ٠ exists in iLab

not met, your iLab, and account creation (or rejection) may take up to 24 hours.

Trouble?

If you have any difficulty with this process, or don't hear from iLab after 24 hours you can contact iLab via the following methods:

E-Mail: ilab-support@agilent.com

Phone: 1-800-690-2957

Access the Lerner Flow Cytometry Core (CWRU)

• Find the LRI core by signing into iLab, clicking the left navigation (hamburger) button, and clicking Core Facilities. See below.



A screen should pop-up and you should be able to click on the View button until "Cores at Partner Institutions" is selected. Then click "here". It will take a minute to load all the partner institution sites. See below.

Core Facilities		CASE WE		
		View	Cores at Partner Institutions 🔹	
Core Name	 Primary Contact 		Email	
	There are no cores associated wit	h this selection. Cli	k here to view cores at other institutions.	

Once the partner institutions pop-up, search for "Lerner". All the core facilities at the Lerner Research Institute will pop up. Click on "Flow Cytometry".

Core Facilities



		View	Cores at Other Institutions 🔹	Lerner Q
Core Name	Primary Contact ©	Email		Phone Number
Lerner Research Institute				
Clinical Research Unit	Latasha Bolden, MHA	boldenI3@ccf.org		216-445-8496
Alcohol Center	Megan McMullen	mcmullm2@ccf.org		216-444-8613
Animal Tumor	Dr. Daniel Lindner	IIndned@ccf.org		
Atrial Fibrillation Innovation Center (AFIC)	Laura Konczos	konczol@ccf.org		216-445-7006 or 216-312-4421
Biological Resources Unit (BRU)	Michael Piccirillo	piccirm@ccf.org		<u>216-445-5188</u>
BioRobotics and Mechanical Testing (BRMT)	Robb Colbrunn	colbrur@ccf.org		<u>216-385-5914</u>
Cell Services: Cell and Media Production	Carmel M. Burns	burnsc@ccf.org		<u>216-444-5814</u>
Computing Services	James Feldkircher	feldkij@ccf.org		
Electronics Core	Barry Kuban	kubanb@ccf.org		
Core	Ryan Klatte	klatter@ccf.org		216-312-0924
Flow Cytometry	Kewal Asosingh, PhD, SCYM(ASCP)	asosink@ccf.org		216-444-0891

Once you are in the Flow cytometry page, click on the Schedule Equipment tab and follow the instructions in the "10 Easy Clicks Guide".

Flow Cytometry
About Our Co Schedule Equipment equest Services
Schedule Resources
This page is where anyone may schedule an appointment in the Flow Core.
To schedule with us:
 Please click into an instrument or other service you wish to schedule Drag-and-drop the appropriate time block for the reservation Complete any forms and information needed to schedule the instrument Flow Core personel will then approve or modify
Cancellations:
 Cancellations should be made 2 hours before the start of the appointment (late cancellations are subject to a fee resulting in 50% of full appointment charge) Cancellations made 15 minutes into the appointment time will be considered late A late or no call/no show appointment will be charged for the full time the appointment is scheduled Please email the flow core directly at FlowCore_LRI@ccf.org to cancel any approved appointments
For any additional questions please email us directly at FlowCore LRI@ccf org.
► <u>Cell Sorters (2)</u>
Sample Acquisition (4)
Single Cell Capture Genomics (1)