

Pitt: Joint Appointment Workflow

- 1. Navigate to the following URL: <u>https://pitt.ilab.agilent.com/account/login</u>
- 2. Select the core in which you are requesting services or reservations for:

a. Requests:

- 1. Go to the 'Request Services' tab, find the project/service
- 2. Select 'request service' on the right-hand side.

Health Sciences Core Re	esearc	h Facility - Pitt Biospecimen Core (PBC) - Research Histology	Pittsburgh
			About Out Request Services View My Requests Contact Us
▼ Service Projects & Quote Requests	<u>.</u>		
FFPE Request (FFPE)			Prequest service
Please initiate this request for FFPE work from our facility	3.	You will be directed to the lab selection screen. choose the external lab, e.g., UPMC or MWRI.	On this screen, you will
■ CrossLab iLab Operations Software		Sect.	Q Go 🛔 Rajiv Dhir - Help Sign Out G
Health Sciences Core Re	esearch	h Facility - Pitt Biospecimen Core (PBC) - Research Histology	University of Pittsburgh
			About Our Core Request Services View My Requests Contact Us
FFPE Request			
Please select which lab the request is for: please select a lab			

- 4. Once in the request, under 'Payment Information,' you will choose your method of payment, e.g., Check or Wire Transfer
- 5. Click 'submit request to core'

Payment Information				
Please enter the po number. You will have the opportunity to rev	view the quote before being billed. 😡			
%	Θ	Amount		
1 100.0 %	Please select V 4			
100.0%	Tota Check			
	Wire Transfer	+ Split Charge		
enter additional payment informat	tion			
			5 🗸 submit request to core	

b. Reservations:

1. Go to the Schedule Equipment tab and find the instrument/room you need to reserve time on. Click 'View Schedule' on the right-hand side.

CFAR Core F: Systems Biology and Biostatistics			P	iversity of ittsburgh
	About Ou Schedule Equipment	Request Services	View My Request	s Contact Us
Schedule Resources			Go to Kiosk	Timeline View
		Search Resou		Q Search
BD FACSymphony.56. description articles		2	View Schedu	le 💛





From Insight to Outcome

- 2. Once on the calendar, click and drag on the day and time needed for the reservation.
- 3. The lab selection pop-up will appear, and you will choose the external lab, e.g., UPMC or MWRI. Click Next

1	2:00 PM - 02:00 PM Create Reservation	
	Dhir, Rajiv (PITT) Lab	Ť
	Rajiv, Dhir (UPMC) Lab	
	Rajiv, Dhir (MWRI) Lab	

- 4. Once on the reservation details page, under 'Payment Information,' you will choose your method of payment, e.g., Check or Wire Transfer
- 5. Click 'Save Reservation'

information		
ase select the payment	method: 😡	
%	0	Amount
100.0 %	Please select v 4	
	Please select	
100.0%	Tetal Check	
	Wire Transfer	
		+ Split Charge
Use the same payment	information for all add-on charges	
wite additional people t	o this event by email 😟	
Please enter a comma sep	arated list of valid email addresses	
	le.	
Save Reservation	ncel Changes	

