iLab Research Facility Management System

How to remove people from your Lab

Quick Reference Guide

Version 2.0
Updated: 07 November 2018

Removing people from your Lab

Overview:

How to remove people from your Lab. You can remove people's access to your lab simply by editing them and assigning an end date. If this date is earlier than today then their access will be immediately revoked to using your labs accounts.

Pre-requisites:
- None

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Primary Actors:
- GU iLab Lab Principal Investigator (PI) / Lab Manager

Useful Links:
Griffith Technical Solutions web page: https://www.griffith.edu.au/griffith-sciences/research/griffith-technical-solutions/_nocache

	1. **GU Lab Administrator removes a member**	
1.0	**Go to Griffith Technical Solution page** User clicks the Mechanical or Electronics Workshop "iLab Login" button that is available at the Griffith Sciences - Technical Solutions page. iLab Login > URL: https://www.griffith.edu.au/griffith-sciences/research/griffith-technical-solutions/_nocache	
1.1	**Login** The Griffith iLab Login Page will be displayed 	Login as normal:

1.2	**Navigate to your home page**

1. Click on the triple bars to show the side navigation
2. Click on *MyGroups*' to show your groups page.

1.3	**Select a Lab**

1.4	**Edit the Lab Member**
1.5	Select yesterday's date and save

2. Save

Start Date ⓘ   End Date ⓘ

save   cancel

| ◀ | 🏠 | December ▾ | 2018 ▾ | ▶ |

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

1. Select yesterday's date

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| 1.6 | **Membership will immediately be revoked** |

Lab members and settings

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date ⓘ	End Date ⓘ
Ron Researcher	Lab default ($1.00)		ron.researcher@ilabsolutions.com	59741		

🔍 link existing user