

# **iLab Research Facility Management System**

How to remove people from your Lab

Quick Reference Guide

## 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

### 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](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.

A red rectangular button with the text "iLab Login" in white and a white right-pointing chevron.

URL: <https://www.griffith.edu.au/griffith-sciences/research/griffith-technical-solutions/> nocache

### 1.1 Login

The Griffith iLab Login Page will be displayed

The logo for Agilent CrossLab, with "Agilent" in blue and "CrossLab" in a larger, bold blue font.

[iLab Software Help](#)

[System Status](#)

[Request Demo](#)

[Register](#)

The Griffith University logo, featuring a stylized red and white icon to the left of the text "Griffith UNIVERSITY".

Sign in using Griffith credentials

or

Sign in using iLab credentials

Choose

[Learn more about iLab Operations Software](#)

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Login as normal:

The Griffith University logo, featuring a stylized red and white icon to the left of the text "Griffith UNIVERSITY".

#### Staging Single Sign-On

Username

Password

login >>

#### Code of practice

Information technology resources are essential for accomplishing Griffith University's mission. Members of the University community are granted shared access to these resources on condition they are used in accordance with the University's Information Technology Code of Practice. This Code of Practice applies irrespective of where the University information technology resources are accessed and used, and includes use at home. You can expect sanctions if you act irresponsibly and disregard your obligations under the Code of Practice. It is your responsibility to become familiar with the Code of Practice.

BE REMARKABLE



[Forgot your password?](#) / [Login help](#) / [Change password](#)

1.2

## Navigate to your home page

Agilent  
**CrossLab** | iLab Operations Software

**Home**  
Communications (4)

**Core Facilities**  
My Cores  
Invoices

**Manage Groups**  
My Groups  
People Search

Click to show side navigation bar


Click to go to your Groups page

PI Perry (Testing) Lab  
Test (Griffith) Lab

**Mechanical W**

▼ Job & Quote Reque

**To Request a Job, please fo**

1. Click the  request service
2. Complete and save the i
3. Click *Submit request to*
4. Core facility staff will c

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

The screenshot displays the Agilent CrossLab iLab Operations Software interface. At the top, a blue header bar contains a hamburger menu icon, the Agilent CrossLab logo, and the text 'iLab Operations Software'. Below the header, the main content area is titled 'My Groups' in blue. Under this title, there is a sub-header 'My Groups' in bold black. Two lab entries are listed: 'PI Perry (Testing) Lab' and 'Test (Griffith) Lab'. An orange arrow points from the text 'Select a lab' to the 'Test (Griffith) Lab' entry.

Agilent CrossLab | iLab Operations Software

### My Groups

**My Groups**


PI Perry (Testing) Lab



Test (Griffith) Lab



Select a lab

1.4

## Edit the Lab Member

 iLab Operations Software

Search...  

Ron Researcher  Help Sign Out 

1 Membership Requests & Account Code

Members (2)

Budgets

Bulletin board (1)

Group Settings

Edit this user's membership.

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

com

### 1.6 Membership will immediately be revoked

#### Lab members and settings

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date ?	End Date ?
<a href="#">Ron Researcher</a>	Lab default (\$1.00)		ron.researcher@ilabsolutions.com	59741		

link existing user