

# **iLab Research Facility Management System**

How do I check progress?

Quick Reference Guide

## Check progress

### Overview:

You can review any of your requests by looking at the service requests listed on your home page, once you have logged in.

### Pre-requisites:


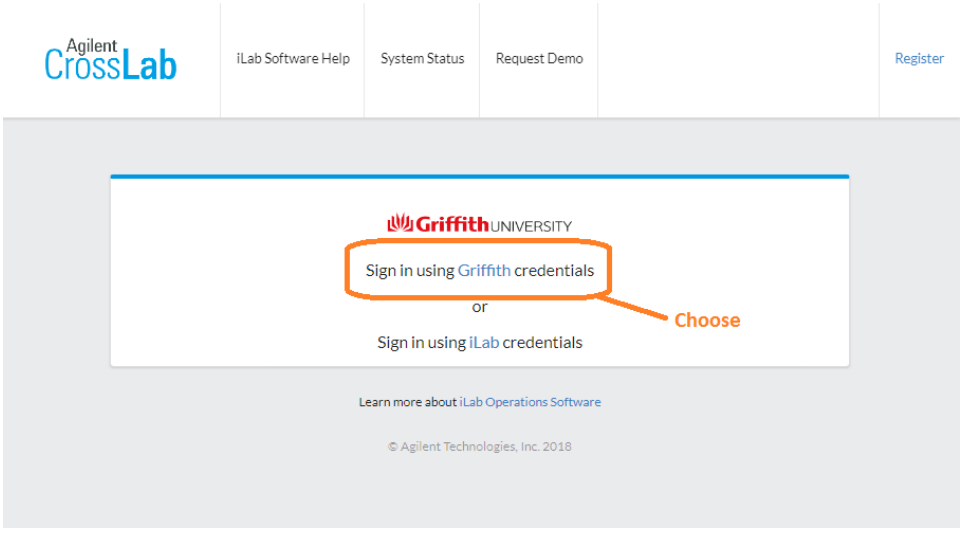
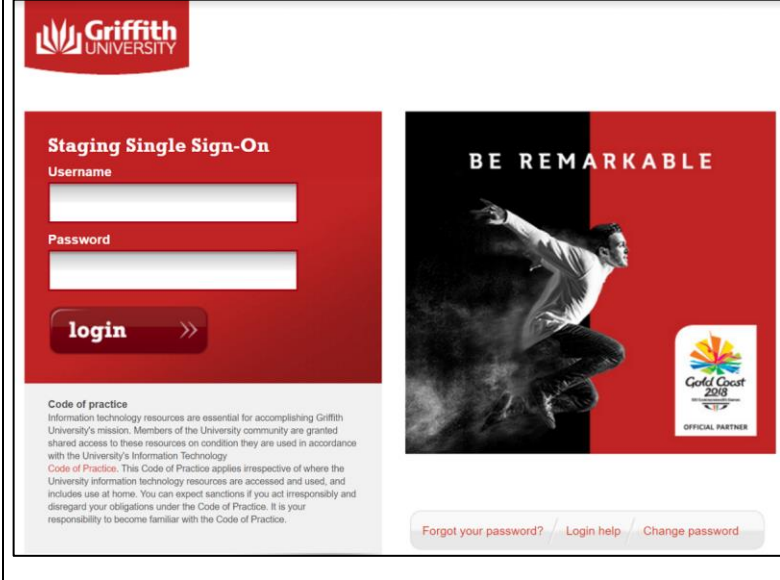
- There are requests lodged with any facility.

### Primary Actors:

- Requestor

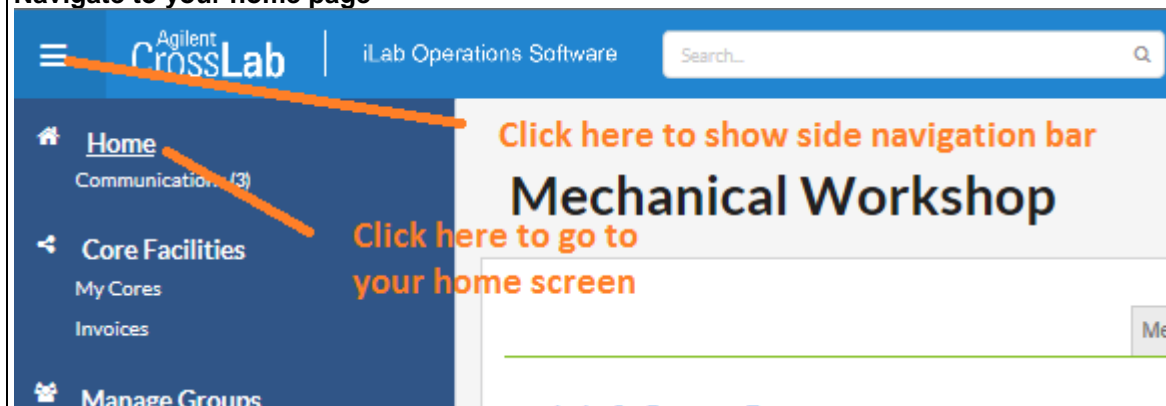
### Useful Links:

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	<p><b>Go to Griffith Technical Solution page</b></p> <p>User clicks the Mechanical or Electronics Workshop “iLab Login” button that is available at the Griffith Sciences - Technical Solutions page.</p>  <p>URL: <a href="https://www.griffith.edu.au/griffith-sciences/research/griffith-technical-solutions/_nocache">https://www.griffith.edu.au/griffith-sciences/research/griffith-technical-solutions/_nocache</a></p>
1.1	<div data-bbox="208 515 1167 1190"> <p><b>Login</b> The Griffith iLab Login Page will be displayed</p>  </div> <div data-bbox="1167 515 1944 1190"> <p>Login as normal:</p>  </div>

1.2

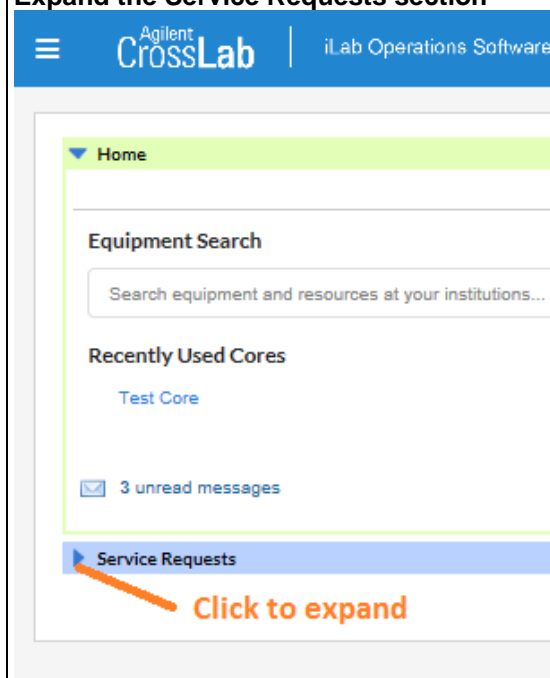
### Navigate to your home page



1. Click on the triple bars to show the side navigation
2. Click on 'Home' to show your home page.

1.3

### Expand the Service Requests section



1.4

Next click on the service ID to view details of you request.

3 unread messages

**Click to view request details**

Service Requests

0 alerts

Name	Owner	Cost	Tax	Total	State
<u>TC-BR-2</u>	Berry Researcher	\$0.00 (\$0.00)	\$0.00	\$0.00	Waiting for Core to Agree