



# **iLab Research Facility Management System**

## **Processing work requests**

## **Subscription request**

## Reference Guide

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## Overview



### Requesting a Subscription

#### Overview:

To request a Subscription, login to the core facility's web page by following the directions you received in by using the direct link on the [Griffith Technical Solutions web page](#). The instructions below are instructions for requesting a subscription for the ADaPT core. When you land on the ADaPT core facility's page, you may not see exactly the information provided in this manual, but you should still be able to succeed logging a request by following these basic steps.

#### Pre-requisites:

- The requestor has registered.
- The requestor is a member of a Lab with access to a Speedtype and class

#### Primary Actors:

- Requestor

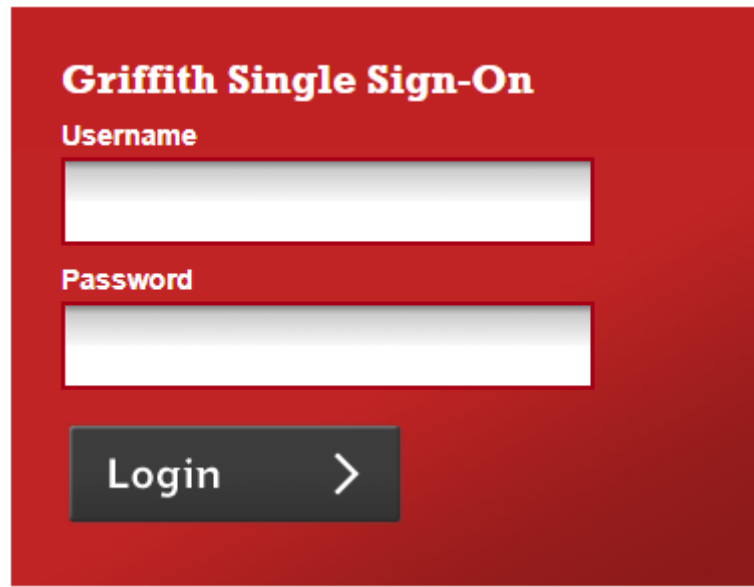
#### Useful Links:

iLab Login Griffith University URL: <https://griffith.corefacilities.org>

## Process

1.1 Log in to iLabs through the [Griffith Sciences – Technical Solutions page](#).

iLab Login >



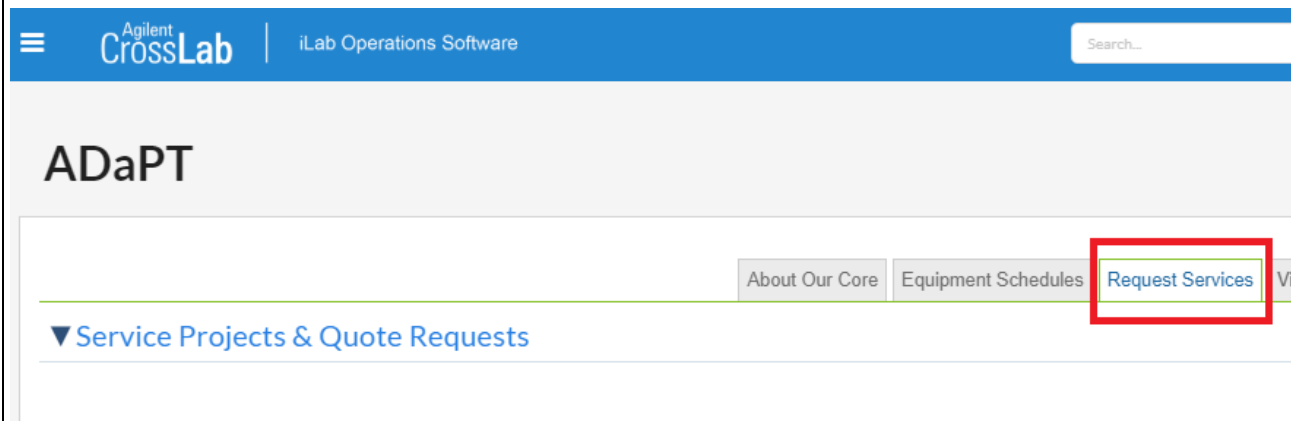
**Griffith Single Sign-On**

Username

Password

Login >

1.2 Navigate to the ADaPT core page and select the Request Services tab.



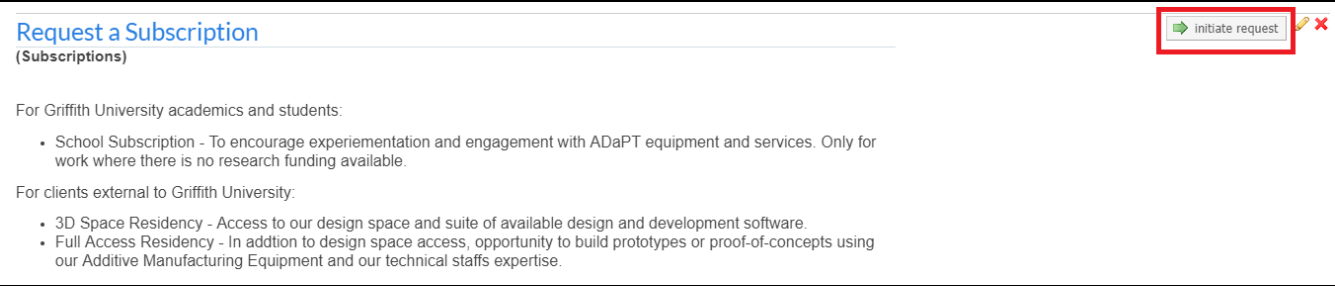
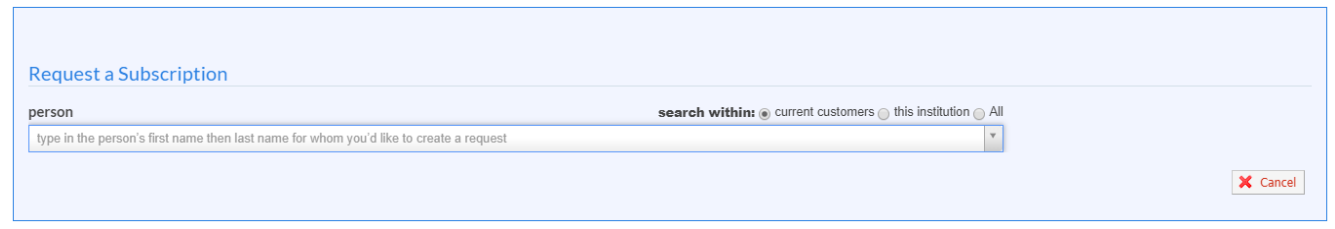
Agilent CrossLab | iLab Operations Software

Search...

### ADaPT

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▼ Service Projects & Quote Requests

1.3	Navigate to request a subscription and select “initiate request”.	 <p><b>Request a Subscription</b> (Subscriptions)</p> <p>For Griffith University academics and students:</p> <ul style="list-style-type: none"> <li>• School Subscription - To encourage experimentation and engagement with ADaPT equipment and services. Only for work where there is no research funding available.</li> </ul> <p>For clients external to Griffith University:</p> <ul style="list-style-type: none"> <li>• 3D Space Residency - Access to our design space and suite of available design and development software.</li> <li>• Full Access Residency - In addition to design space access, opportunity to build prototypes or proof-of-concepts using our Additive Manufacturing Equipment and our technical staffs expertise.</li> </ul>
1.4	Identify the Requestor & Lab the request belongs too.	 <p><b>Request a Subscription</b></p> <p>person <span style="float: right;">search within: <input checked="" type="radio"/> current customers <input type="radio"/> this institution <input type="radio"/> All</span></p> <p>type in the person's first name then last name for whom you'd like to create a request</p> <p style="text-align: right;"><input type="button" value="Cancel"/></p>

1.5 Complete request form ensure all fields are populated with as much information about the request as possible.

1) Forms and Request Details (see bottom of list to add items to this request) ☰

**View Form: Design for AM Consult** Visible | Not Started

A service to evaluate models, parts or assemblies and their suitability for Additive Manufacturing techniques.  
Items discussed as part of the consult:

- Desired material and method of manufacture
- Design considerations for chosen material and method
- Function of the model/assembly/part - What's important?
- Suggested changes or compromises to achieve the best result
- Support structures
- Post-processing requirements
- Cost and lead time evaluation

**Request Details:** Save Progress

★ CAD Model native format

★ STL file available?  Yes  No

Drawing available?  Yes  No

★ Add details about the part function or application

★ Requested meeting date and time

**Parts Details**  
In the following table, enter the name of the CAD file / Part Name and other relevant technical requirements

Tip: To start filling in your part details click the green '+' button  
If you need more input rows select the number and click the green '+' button

**Parts Details Form**

CAD file / Part name	Surface finish	Tolerancing	Comments
Add 1 row(s)			

Please save your form! save completed form save draft of form lock and save form

May 17 10:27 AM	Labour STO Full Recovery	Quantity: 1.0	Unit Price: \$52.49	Total: \$52.49	Billing Status: Not Ready To	Work Status: Proposed
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[add service](#) [add charge](#) [add form](#) [add milestone](#) [change order](#) [add event](#)  
 Build a quote, or add components to a new or running request using the 'add' links above.  
 Click the 'add' link (above) to add additional services

1.6 Complete Payment Information

3) Payment Information

You may supply the Account Codes (optional)  
Please enter the Account Codes  
Account Codes

Select Account code that will fund this request

enter additional payment information

Skip approval?

submit request to researcher
save draft request
Cancel

1.7 Select submit request.

Once submitted a page will appear showing you the service id that you can use to refer to the request from now on.

# ADaPT

[About Our Core](#) | [Equipment Schedules](#) | [Request Services](#) | [View All Request](#)

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Searching within **active requests**: Results in this tab are restricted by *Status* ([show details](#))  
 Please use the filter panels in the left-hand menu to drill down to requests of interest. You can also save filters to custom tabs! [Click here for more details.](#)

◀ Hide Filters

▼ [Keywords](#)

▼ [Status](#)

- Core Disagreement (1)
- Draft (2)
- Financials Approved (3)

Displaying 26 out of 26 results. (Page 1 of 1)

date	for	service id	status
▶ May 17 (May 17 2019)	Laura Drake <a href="#">ADaPT (Griffith) Lab</a>	<b>ADPT-LD-40</b> Design and Collaboration Services	Waiting for Core to Begin