iLab Research Facility Management System

Processing work requests

Consultancy Request

Reference Guide

Version 1.0
Updated: Tuesday, 17 May 2019

Contents

Overview

Requesting consultancy work

Overview:

To request a consultancy service, 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 use when requesting work from 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 I 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
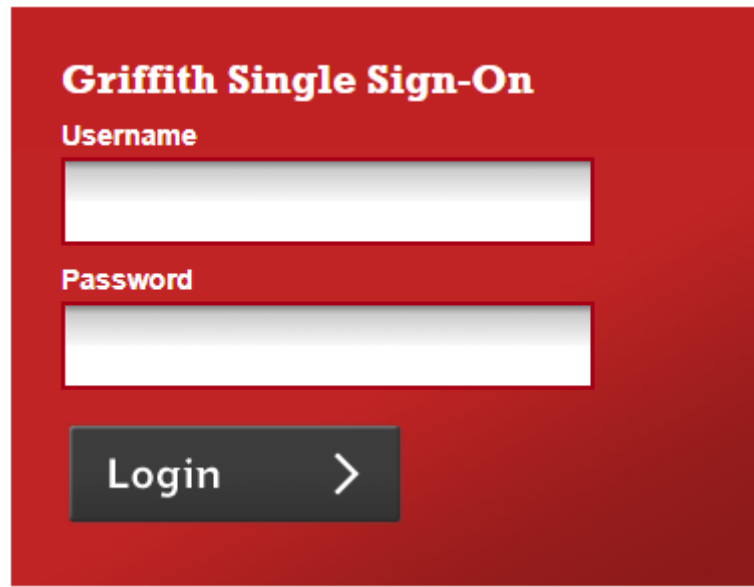
Primary Actors:
- Requestor

Useful Links:
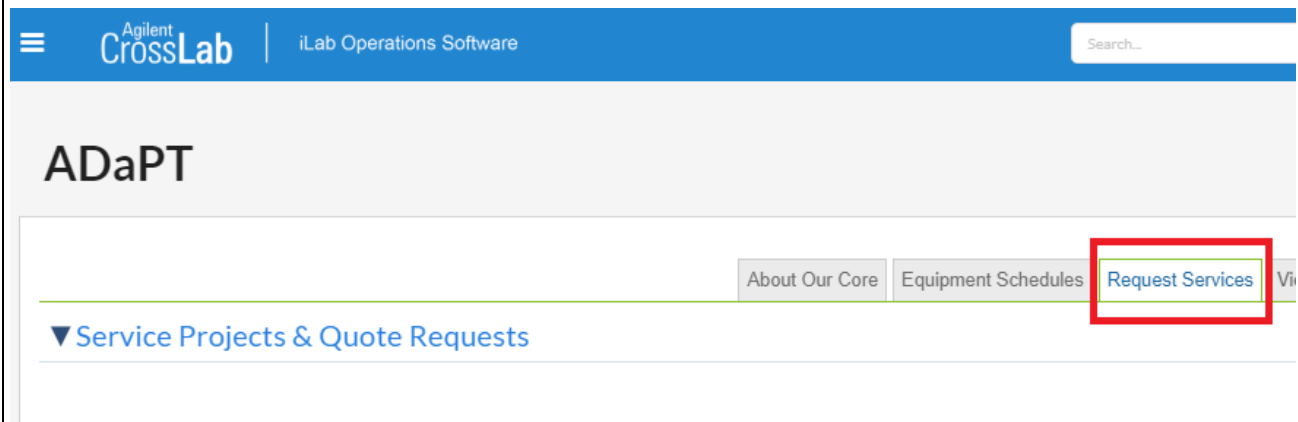**iLab Login Griffith University URL:** https://griffith.corefacilities.org

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** About Our Core | Equipment Schedules | **Request Services** | Vi ▼ Service Projects & Quote Requests

1.3	Select the desired Consultancy type from the request services tab and select "initiate request". *Note – Read the descriptions carefully and ensure you complete the correct service request*	**Design for AM Consult** (Design and Collaboration Services) - Intended to help clients develop designs for Additive Manufacture from an early stage. - Service to appraise parts or design for suitablity of the process. To look for opportunities to maximise efficiency, perfomance or recommend corrective actions to part prior to printing. ⮕ initiate request $136.48 (External) $52.49 (Internal) $0.00 (ADaPT Subscription Pricing) $71.00 (External Academic) **Research or Industrial Collaboration Projects** (Design and Collaboration Services) - Larger scale technology development projects requiring multi-discipline expertise and funding. - Can be costed as an ADaPT contribution to a grant application or ADaPT can assist in planning and resourcing the project. ⮕ initiate request $197.67 (External) $76.03 (Internal) $0.00 (ADaPT Subscription Pricing) $102.83 (External Academic) **Technology Design Consultancy** (Design and Collaboration Services) - Leveraging Griffith University expertise in industrial design, device and technology development, this service is to help guide development of early-stage R&D projects or ideas where the outcome is a potential commerical product, device or technology ⮕ initiate request
1.4	Identify the Requestor & Lab the request belongs too.	**Design for AM Consult** person search within: ◉ current customers ○ this institution ○ All type in the person's first name then last name for whom you'd like to create a request ▼

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

3D CAD models will be requested at a later date, iLabs does not support CAD file uploads.

Note – Request forms differ slightly depending on the consultancy type you selected in 1.3. | |
| --- | --- | --- |
| 1.6 | Complete Payment Information | |

| 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

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
[   ] Go

▼ 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 ADaPT (Griffith) Lab	ADPT-LD-40 Design and Collaboration Services	Waiting for Core to Begin ⊙ Begin