



iLab Research Facility Management System

Processing work requests

Consultancy Request

Reference Guide

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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 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

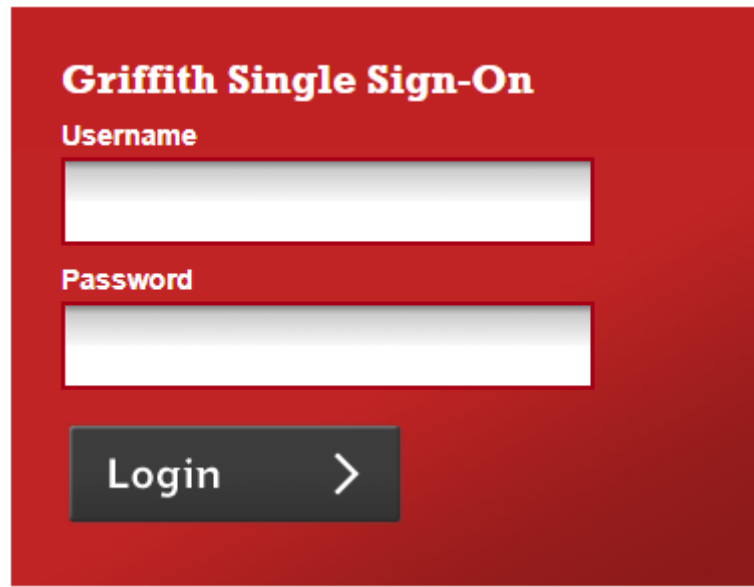
Useful Links:

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

Process

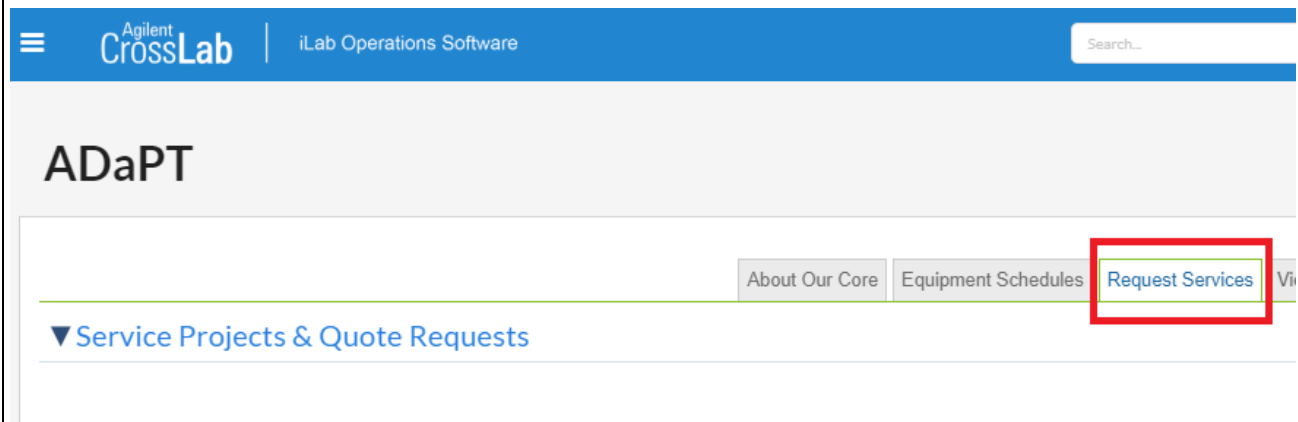
1.1 Log in to iLabs through the [Griffith Sciences – Technical Solutions page](#).

iLab Login >



The image shows a red-themed login form titled "Griffith Single Sign-On". It contains two input fields: "Username" and "Password". Below the fields is a dark grey "Login" button with a white right-pointing chevron.

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



The image shows the top navigation bar of the ADaPT core page. The header is blue and contains the Agilent CrossLab logo, the text "iLab Operations Software", and a search box. Below the header, the page title "ADaPT" is displayed. A navigation menu is visible with tabs for "About Our Core", "Equipment Schedules", "Request Services", and "View". The "Request Services" tab is highlighted with a red box. Below the navigation menu, there is a link for "Service Projects & Quote Requests".

<p>1.3</p>	<p>Select the desired Consultancy type from the request services tab and select “initiate request”.</p> <p>*Note – Read the descriptions carefully and ensure you complete the correct service request*</p>	<div data-bbox="613 118 1460 167"> <p>Design for AM Consult (Design and Collaboration Services)</p> <ul style="list-style-type: none"> Intended to help clients develop designs for Additive Manufacture from an early stage. Service to appraise parts or design for suitability of the process. To look for opportunities to maximise efficiency, performance or recommend corrective actions to part prior to printing. </div> <div data-bbox="1713 108 1881 223"> <p>initiate request ✎ ✕</p> <p>\$136.46 (External) \$52.49 (Internal) \$0.00 (ADaPT Subscription Pricing) \$71.00 (External Academic)</p> </div> <hr/> <div data-bbox="613 284 1460 333"> <p>Research or Industrial Collaboration Projects (Design and Collaboration Services)</p> <ul style="list-style-type: none"> 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. </div> <div data-bbox="1713 274 1881 389"> <p>initiate request ✎ ✕</p> <p>\$197.67 (External) \$76.03 (Internal) \$0.00 (ADaPT Subscription Pricing) \$102.83 (External Academic)</p> </div> <hr/> <div data-bbox="613 450 1460 499"> <p>Technology Design Consultancy (Design and Collaboration Services)</p> <ul style="list-style-type: none"> 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 commercial product, device or technology </div> <div data-bbox="1713 440 1881 489"> <p>initiate request ✎ ✕</p> </div>
<p>1.4</p>	<p>Identify the Requestor & Lab the request belongs too.</p>	<div data-bbox="613 611 1892 885"> <p>Design for AM Consult</p> <p>person search within: <input checked="" type="radio"/> current customers <input type="radio"/> this institution <input type="radio"/> All</p> <p>type in the person's first name then last name for whom you'd like to create a request</p> </div>

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) 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!

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

Select Account Codes...

enter additional payment information

Skip approval?

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](#)

▼ [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 <input type="button" value="Begin"/>