

iLab Solutions Core Facilities: Adding Inventory from Service Requests

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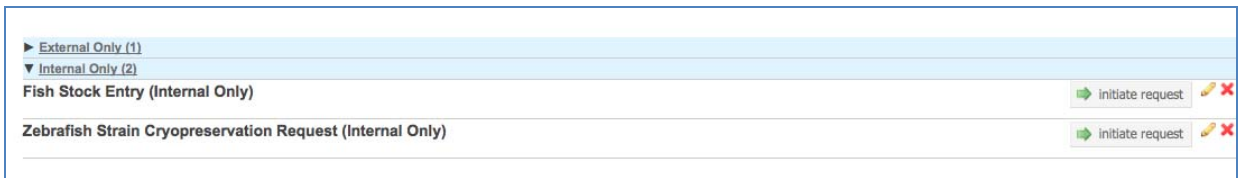
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Overview

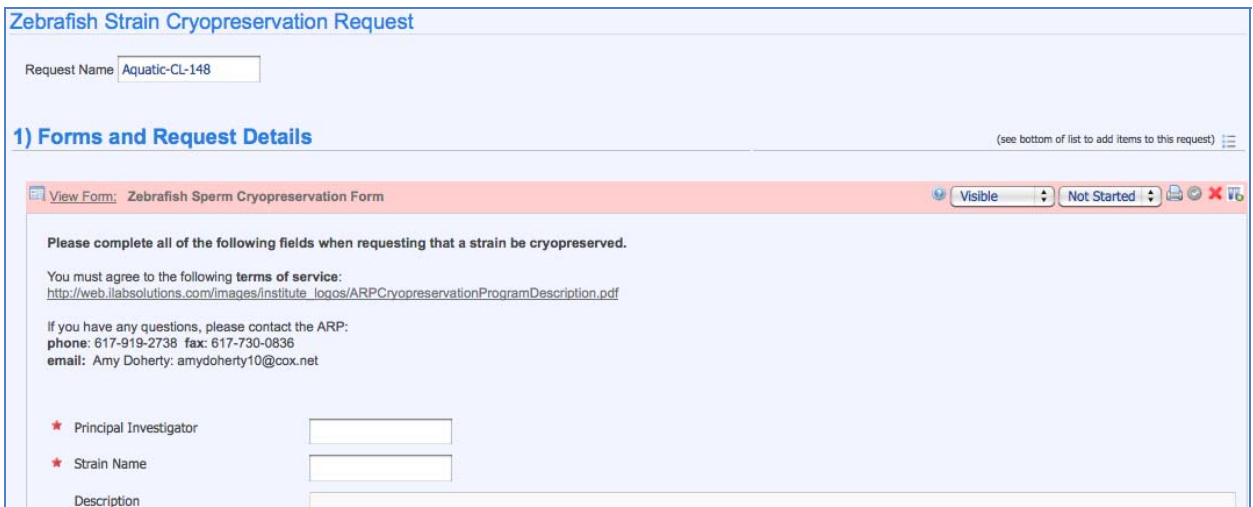
iLab Solutions provides a tool for Core Facilities to manage service requests and billing. Some Core Facilities process samples or produce samples that they store in inventory. iLab provides an inventory management module for core facilities to receive or enter sample information from a request into the system, which is then used to manage the inventory metadata and location and can be queried for future use. iLab also provides a way to associate charges directly to the processing of samples in their inventory. Below is a description on how samples can be managed through service requests and tracked in the inventory management module.

Adding Inventory from Service Requests

Inventoried samples may be added to a service request in iLab. The researcher or core would initiate a request by clicking on the *Request Services* tab and initiating a service request.

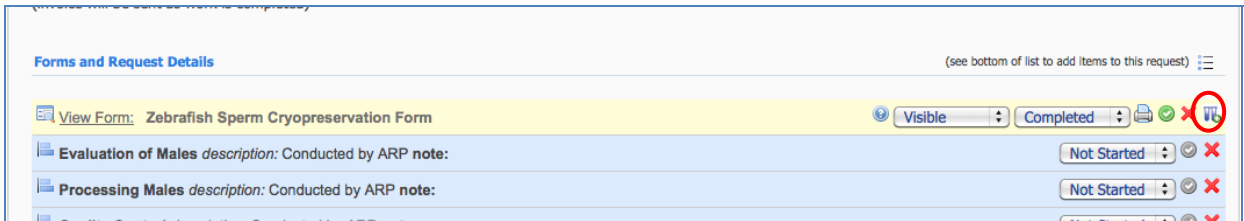


The form is completed and the request is submitted to the core.



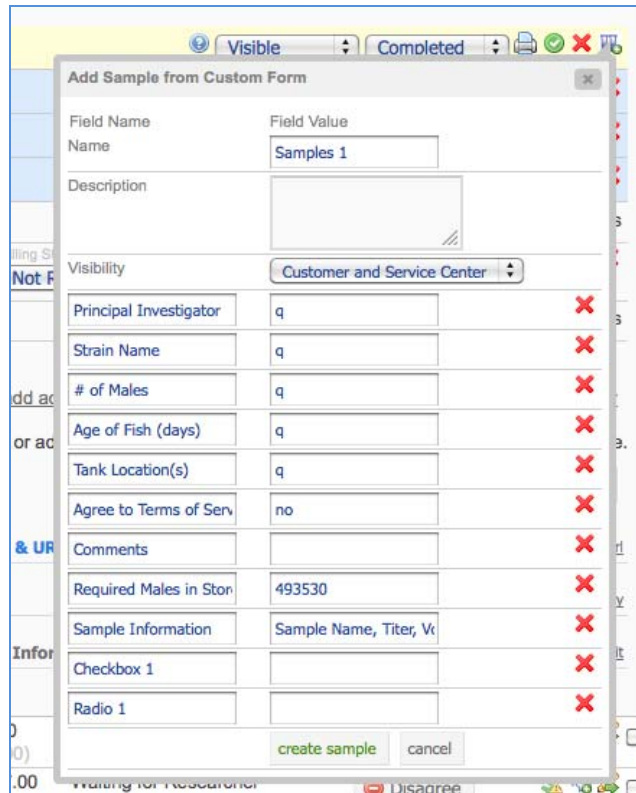
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Once the request has been reviewed and agreed to, the core may add the assets and the samples that were created for the researcher by clicking on the test tubes icon on the far right of the form.



A dialogue box opens reflecting the information captured in the custom form. This step allows for the asset to be created. Fill in the name of the asset, and any additional information before pressing the *create sample* button.

*Note: The next set of images are examples of what fields could be seen when entering inventory.



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Once the asset is created, open the field by clicking on the asset name. To add the individual samples (called instances) to the inventory, click the add link on the button right.

The screenshot shows the 'Samples 1' asset page. The top right corner indicates '0 instances'. The 'Details' section includes fields for Description, Comments, Required Males in Storage (493530), Sample Information (Sample Name, Titer, Volume), Checkbox 1, Principal Investigator (q), Strain Name (q), # of Males (q), Age of Fish (days) (q), Radio 1, Tank Location(s) (q), and Agree to Terms of Service? (no). A 'More Details' link points to a URL. Below the details is an 'Inventory' section with a table header: Date Added, Name, Label, Location, Amount, Type. Above the table are buttons: Change Location, Mark as Used, Remove Instances, Print Barcodes, Add Charges, and Customize Table.

To add the instances, select the number of strains created for this asset. Fill in the Tank # and/or name, and fill in the freezing number, amount, and date of birth. Then click "create instances".

The 'Add Sample from Custom Form' dialog box contains the following fields: Number of Instances (dropdown menu set to 1), Tank # / Name (text input with 'q'), Starting Freeze # (eg "aliquot A-7") (text input), Amount (eg "30 ml") (text input), and Date of Birth (text input). At the bottom are 'create instances' and 'Cancel' buttons.

The instances are added to the asset.

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Inventory										add
<a>Change Location <a>Mark as Used <a>Remove Instances <a>Print Barcodes <a>Add Charges <a>Customize Table										
Date Added	Name	Freeze #	Quantity	Used	Date	Date Of Birth	Location	Males Used	Quality	
▶ 2012-04-22	<a>Tank 2/RFD1	20	40	New		04/18/2012			0	
▶ 2012-04-22	<a>Tank 2/RFD1	21		New		04/18/2012			0	
▶ 2012-04-22	<a>Tank 2/RFD1	22	45	New		04/18/2012			0	
▶ 2012-04-22	<a>Tank 2/RFD1	23		New		04/18/2012			0	

To edit the information for each instance, open the sample by clicking on the blue arrow to the left of the date added. Once the information is updated, hit the *save* button.

Date Added	Name	Freeze #	Quantity	Used	Date	Date Of Birth	Location	Males Used	Quality	
▼ 2012-04-22	<a>Tank 2/RFD1	20	40	New		04/18/2012			0	

Details

Date of Birth:

Quality:

Used:

Quantity:

Location:

Freeze #:

Males Used:

Date:

Permissions

Name	Permission Level	
Aquatic Resources Group	share	
	owner	

Events add event

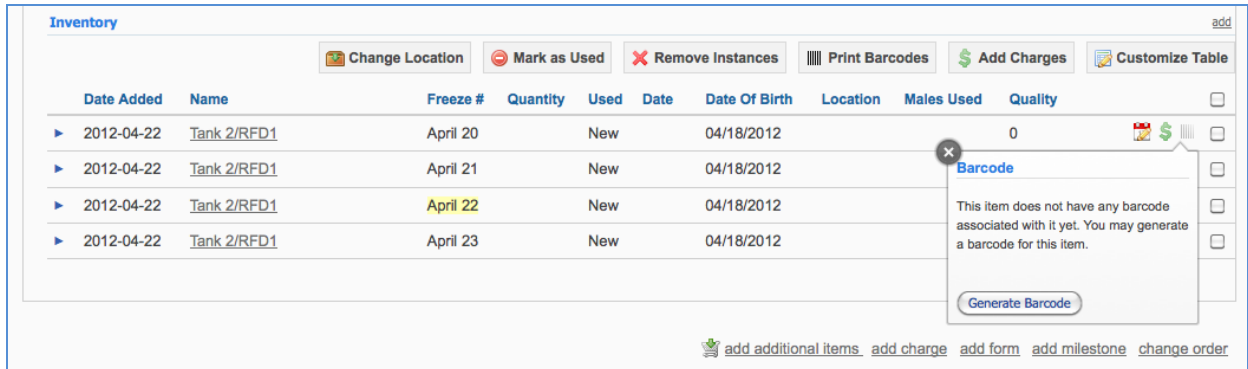
Comments add comment

Attachments add attachment

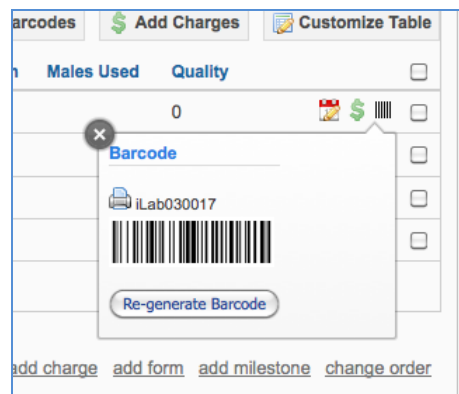
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Creating a Barcode

To add a barcode to each sampled, click on the grayed out barcode icon on the far right, and click the *Generate Barcode* button.



Once a barcode is created, the barcode can be printed by pressing the print icon. The barcode icon darkens to indicate a barcode has been created.



To use the barcode, click on the *find inventory* link on the left panel. The barcode can be scanned and then entered into the barcode label field. This field brings up the instance information. The information on the instance can be updated.

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home
communications (0)

find inventory
add inventory
manage locations

core facilities
Aquatic Resources
Program- Children's
Hospital Boston
my reservations
view requests
list all cores

manuals
Service cores
Scheduling cores

Inventory

Hide Filters
 Exclude Used Items

Change Location Mark as Used Remove Instances Print Barcodes Customize Table

Barcode Label
 Go

Keywords
 Go

Date Added
 Expiration
 Hazardous

Displaying 30 out of 194 result(s). (Page 1 of 7)

Date Added	Name	Label	Location	Amount	Expiration	Concentration	Notes	Type	Status	Owner
▶ 2012-04-22	Tank 2/RFD1	April 21							New	
▶ 2012-04-22	Tank 2/RFD1	April 22							New	
▶ 2012-04-22	Tank 2/RFD1	April 23							New	
▶ 2012-04-22	Tank 2/RFD1	April 20							New	
▶ 2012-04-18	strain1								New	

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Adding Charges to Instance

You can add a charge to each instance. The charge can be a service charge for instance or a recurring storage charge. To add a charge, click on the *add charges* button or on the dollar sign to the right of the instances.

Date Added	Name	Freeze #	Quantity	Used	Date	Date Of Birth	Location	Males Used	Quality
2012-04-22	Tank 2/RFD1	20	40	New		04/18/2012		0	
2012-04-22	Tank 2/RFD1	21		New		04/18/2012		0	
2012-04-22	Tank 2/RFD1	22	45	New		04/18/2012		0	
2012-04-22	Tank 2/RFD1	23		New		04/18/2012		0	

The *add charge* button opens a dialogue box with the charges. To add a charge, click on the green plus button next to the service charge. This charge is added to the service request.

Apply Charges to Inventory Item

Apply Existing Charges

Add a New Service Charge

Apply a new service charge

Search: by category | all

Name	Quantity	Price
Hourly Cryopreservation Rate	0	
new service 1	0	
new service 1	0	\$5.00
Quarterly Storage Charge Per Strain	0	\$3.00

add additional items add charge add form add milestone change or

If you have any questions please contact support@ilabsolutions.com.