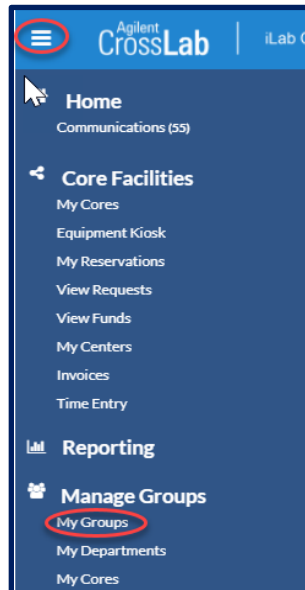
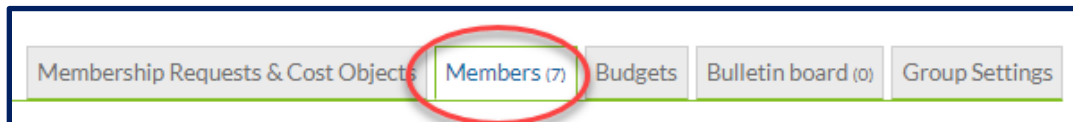


Removing a Lab Member from a PI Lab Account

1. Log into iLab and select the PI account from your My Groups menu by clicking the 3 horizontal bars from the upper left side of the page.

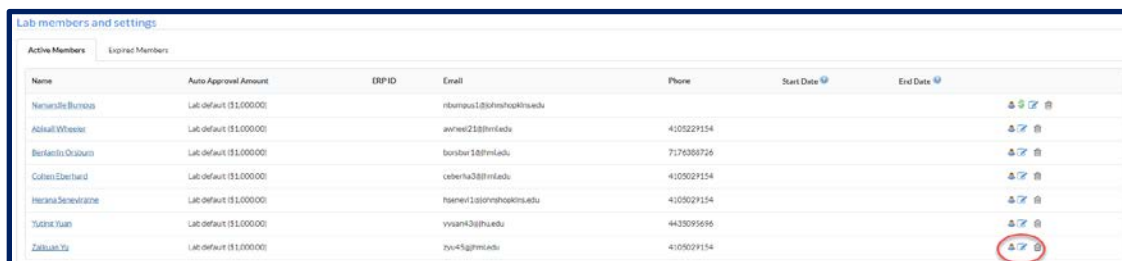


2. Click on the Members tab on the right side of the PI's account page.



3. Go to the lab member you wish to remove and click on the trash can icon on the right side of the page. That will remove the member from the lab account.

Please Note: If a dialogue box appears telling you that you cannot remove this individual because of pending service requests or charges, click on the edit pencil icon.



Name	Auto Approval Amount	DRPID	Email	Phone	Start Date	End Date	
Nersara De Burboa	Lab default (\$1,000.00)		nburpus1@ohiohockins.edu				⬇ ⬆ ⬇
Alicia Whiteaker	Lab default (\$1,000.00)		awhew21@ohioh.edu	4105229154			⬇ ⬆ ⬇
Berlanto Obizano	Lab default (\$1,000.00)		bonobw1@ohioh.edu	7176388726			⬇ ⬆ ⬇
Culum Eberhard	Lab default (\$1,000.00)		ceberha3@ohioh.edu	4105029154			⬇ ⬆ ⬇
Hercana Seneviratne	Lab default (\$1,000.00)		hsenev1@ohiohockins.edu	4105029154			⬇ ⬆ ⬇
Yuzhen Yuan	Lab default (\$1,000.00)		yyuan3@ohioh.edu	4433095696			⬇ ⬆ ⬇
Zhibiao Yu	Lab default (\$1,000.00)		zyu45@ohioh.edu	4105029154			⬇ ⬆ ⬇

- An Edit membership box will open. Go to the bottom and enter today's date as the end date of their membership in the lab. Click the blue Save button and you're done.

Removing a Lab Member from a PI Lab Account (cont'd)

The screenshot shows a web form titled "Edit membership" with three main sections: "Person Information", "Group Information", and "Association Information".

- Person Information:** Includes fields for "Email" (with subtext "Institutional e-mail is preferred") containing "zyu45q@hmi.edu" and "Phone number" containing "4105029154".
- Group Information:** Includes a field for "Auto Approval Amount" with a "\$" symbol.
- Association Information:** Includes a "Permission" dropdown menu set to "member", a "Can order?" checkbox, and "Start Date" and "End Date" date pickers. The "End Date" field is highlighted with a red rectangle.

At the bottom of the form are "Cancel" and "Save" buttons.