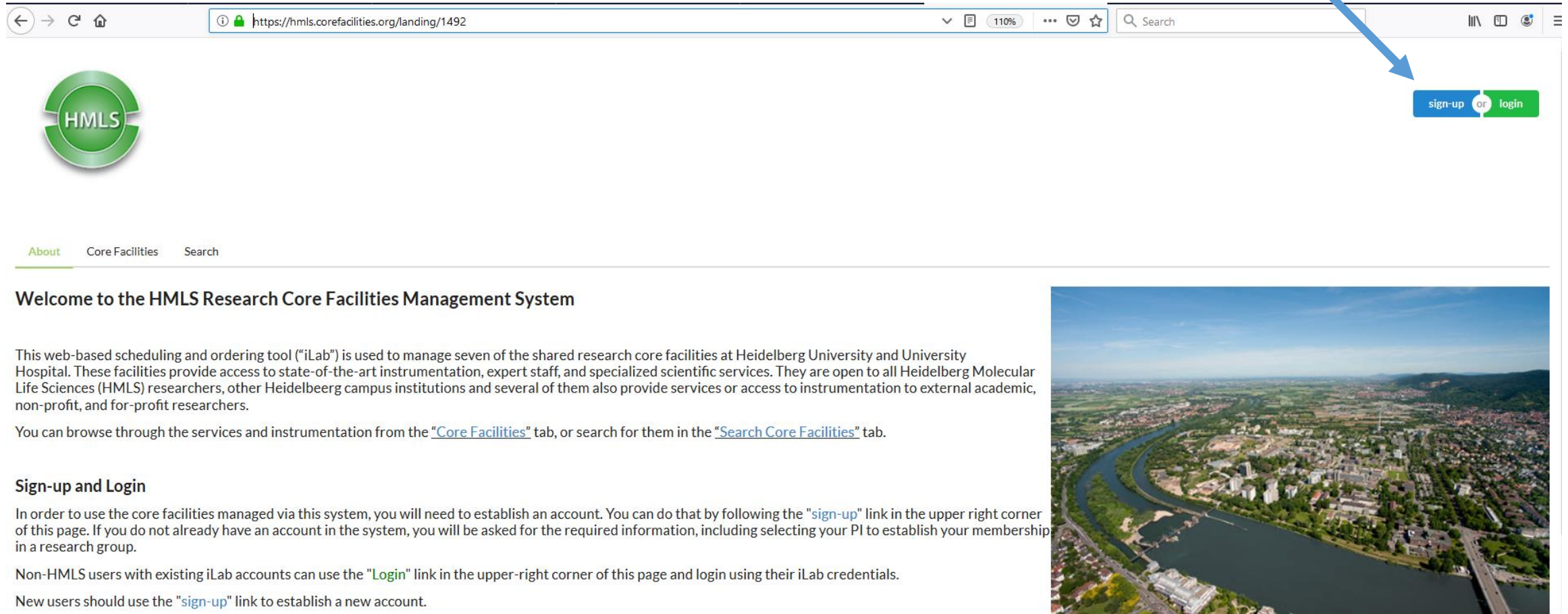


iLab – instruction for users

iLab: <https://hmls.corefacilities.org/landing/1492>

Please follow the registration procedure. You will get your login details within 24 hours. The PI has to have an account before group members can create an account.

Use sign-up to register. It takes about 24h, before you have access to iLab.



The screenshot shows a web browser window with the URL <https://hmls.corefacilities.org/landing/1492>. The page features the HMLS logo on the left and a navigation menu with 'About', 'Core Facilities', and 'Search'. The main heading is 'Welcome to the HMLS Research Core Facilities Management System'. Below this, there is a paragraph explaining the iLab system and its users, followed by instructions on how to browse services. A section titled 'Sign-up and Login' provides detailed steps for new users and existing users. On the right side of the page, there is a large aerial photograph of Heidelberg, Germany, showing the Neckar river and the city buildings. In the top right corner of the page, there is a green button with the text 'sign-up OR login'. A blue arrow points from the text above to this button.

[sign-up](#) OR [login](#)

[About](#) [Core Facilities](#) [Search](#)

Welcome to the HMLS Research Core Facilities Management System

This web-based scheduling and ordering tool ("iLab") is used to manage seven of the shared research core facilities at Heidelberg University and University Hospital. These facilities provide access to state-of-the-art instrumentation, expert staff, and specialized scientific services. They are open to all Heidelberg Molecular Life Sciences (HMLS) researchers, other Heidelberg campus institutions and several of them also provide services or access to instrumentation to external academic, non-profit, and for-profit researchers.

You can browse through the services and instrumentation from the ["Core Facilities"](#) tab, or search for them in the ["Search Core Facilities"](#) tab.

Sign-up and Login

In order to use the core facilities managed via this system, you will need to establish an account. You can do that by following the ["sign-up"](#) link in the upper right corner of this page. If you do not already have an account in the system, you will be asked for the required information, including selecting your PI to establish your membership in a research group.

Non-HMLS users with existing iLab accounts can use the ["Login"](#) link in the upper-right corner of this page and login using their iLab credentials.

New users should use the ["sign-up"](#) link to establish a new account.

How to initiate a request at iLAB

1. Once you have got your login details you can start a request.

About Our Core Schedule Equipment **Request Services** View All Requests Reservations Samples People Reporting Billing Administration

▼ Service Projects & Quote Requests

Sort manually Add a Service Project Template

Please note: An initial project consultation is **mandatory** for all projects unless a similar project has already been triggered in our facility.

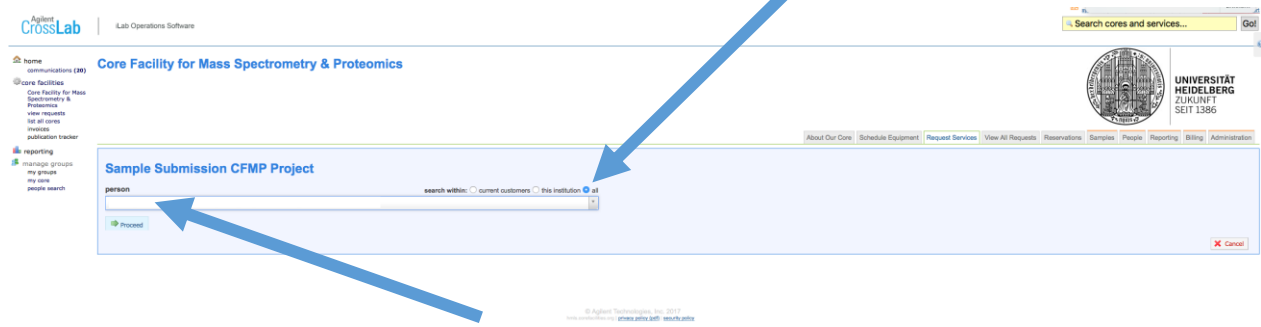
Discussion of projects (Discussion) initiate request

Discussion of projects

Sample Submission CFMP Project (MS-Analysis) initiate request

Please initiate this request **only** if you have already worked with our facility on a similar project. If not please contact us by mail to have an initial project consultation at ms-service@zmbh.uni-heidelberg.de.

2. Initiate request



klick all

Type your name

Sample Submission CFMP Project

Request Name: 234[CID]
Customer: Nicole Lübbehusen Lab: Admin (Heidelberg) Lab
Email: n.luebbehusen@zmbh.uni-heidelberg.de Phone:

Labels

Forms and Request Details

(see bottom of list to add items to this request) ☰

Upload Samples

Please fill in only one generic sample under sample number, like "1", and click "Confirm". We then fill out the precise sample names etc. for you.

Select Submission Type

submit individual samples

Select Services

LC-MS

CFMP provides a broad spectrum of services related to LC-MS-based protein analysis.

We help with:

- sample preparation
- protein digestion
- peptide separation
- data acquisition
- data processing

The sample type and corresponding analytical method can be selected below in customer "Form A".

LC-MS analysis of intact or enzymatically digested proteins ▼

Enter Sample Information

You can upload samples by entering your information directly into the grid below. Alternatively, you can download an Excel template, enter your sample information and then upload your file to the grid.

- via grid entry
 via excel upload

[clear out grid](#)

	NUMBER	Experiment	Fraction N°	Instrument	Comment
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

[Confirm Samples](#)

- Fill in as much as you know
- If you are unsure about something, the core personal will correct or do it for you

- Sample information can be uploaded via a grid or by uploading a file

Enter Sample Information

You can upload samples by entering your information directly into the grid below. Alternatively, you can download an Excel template, enter your sample information and then upload your file to the grid.

- via grid entry
 via excel upload

[1. Download template](#)

[Upload a file](#)

[Instructions](#) (accepted formats *.csv, *.xlsx)

[Confirm Samples](#)

Enter Sample Information

only use numbers

You can upload samples by entering your information directly into the grid or by downloading an Excel template, enter your sample information and then upload it.

via grid entry via excel upload

[clear out grid](#)

	NUMBER	Experiment	Fraction N°	Instrument	Comment
1	1	wt			
2	2	KO			
3	3	ctrl			
4					
5					
6					
7					
8					
9					
10					
11					

the sample name you use

Confirm Samples

- Confirm samples, otherwise the system will not accept your project
- Under „Number“, please use 1, 2, 3,x
- Use other columns to fill in other details about your experiment

After uploading the samples you can review and edit the entries

Upload Samples

Review Uploaded Samples

Edit Print

Sample Id	NUMBER	Experiment	Fraction N°	Instrument	Comment	Well number	Plate name
14628	1	300ul/min shiny					✗
14629	2	350ul/min shiny					✗
14630	3	300ul/min 2h					✗
14631	4	300ul/min shiny					✗
14632	5	350ul/min shiny					✗
14633	6	300ul/min 2h					✗

View Form: CFMP form A Completed

Sample delivered	description:	note: click to edit	Not Started
Sample cut	description:	note: click to edit	Not Started
Sample digested	description:	note: click to edit	Not Started
Sample measured	description:	note: click to edit	Not Started
Data analysis	description:	note: click to edit	Not Started

In the column „number“ only numbers are allowed

Use the column experiment for a more detailed description

Next step:
form A

An overview

The screenshot displays the Agilent CrossLab iLab Operations Software interface. At the top, there is a navigation bar with the logo, search bar, and user profile (Thomas Ruppert). Below this, a menu contains options like 'About Our Core', 'Schedule Equipment', 'Request Services', 'View My Requests', and 'Contact Us'. The main content area is divided into sections: 'Overview', 'Payment Information', and 'Forms and Request Details'. The 'Forms and Request Details' section includes an 'Upload Samples' area and a 'Review Uploaded Samples' table. The table lists six samples with columns for Sample Id, NUMBER, Experiment, Fraction N°, Instrument, Comment, Well number, and Plate name. Below the table, there is a 'View Form: CFMP form A' section with a table of sample-related tasks and their statuses. At the bottom, there are sections for 'Comments', 'Service Request History', and 'Billing Information'.

Sample Id	NUMBER	Experiment	Fraction N°	Instrument	Comment	Well number	Plate name
14628	1	300ul/min shiny					✗
14629	2	350ul/min shiny					✗
14630	3	300ul/min 2h					✗
14631	4	300ul/min shiny					✗
14632	5	350ul/min shiny					✗
14633	6	300ul/min 2h					✗

Task	Description	Note	Status
Sample delivered	description:	note: click to edit	Not Started
Sample cut	description:	note: click to edit	Not Started
Sample digested	description:	note: click to edit	Not Started
Sample measured	description:	note: click to edit	Not Started
Data analysis	description:	note: click to edit	Not Started

Date	Task	Quantity	Unit Price	Ext. Price	Tax	Total	Billing Status	Work Status
Apr 20 05:02 PM	LC-MS analysis: 60 min (1 h) separation LC-MS Analysis	4.0	€69.00	€276.00	€0.00	€276.00	Paid	Completed
Apr 20 05:02 PM	LC-MS analysis: 120 min (2 h) separation LC-MS Analysis	2.0	€94.00	€188.00	€0.00	€188.00	Paid	Completed
Jun 11 03:51 PM	LC-MS analysis: 60 min (1 h) separation LC-MS Analysis	4.0	€69.00	€276.00	€0.00	€276.00	Paid	Completed
Jun 11 03:51 PM	LC-MS analysis: 120 min (2 h) separation LC-MS Analysis	2.0	€94.00	€188.00	€0.00	€188.00	Paid	Completed

samples

Organism, proteolytic enzymes, PTMs

Communication by email

Uploading any type of file like gel images, excel files, pdf and so on.

If it is a gel based analysis, upload a gel image before bringing the samples

in more detail (fields marked in red are mandatory)

View Form: CFMP form A-Nov2023

Please fill in details about your project here.

Request creation date: November 20, 2023 12:04

Related Projects/discussions: [text input]

★ Description of biological question: Changes in the abundance of glycosyltransferases in ER and Golgi during cell differentiation, human pluripotent stem cells were differentiated to neuronal cells and cardiomyocytes

★ Description of experimental design: protein extraction using RIPA/benzonase
SP3 digest (Promega)
MRM (ALG), MRM Golgi, shotgun

★ Procedure: Intact protein mass determination
 Protein identification
 Immunoprecipitation
 BioID
 Proteome analysis

Note: The standard procedure is to digest the proteins using the SP3 protocol.
For Proteome analysis a protein amount of at least 10 ug is recommended

Number of samples: 13
If you submit multiple samples upload an excel table containing
-sample names
-measured protein concentrations
-sample volumes
[please upload]

★ Taxonomy or database: H. sapiens (human)

Posttranslational modification(s): Carbamidomethyl (C)
 Phosphorylation (STY)
 Other

Quantification method: Label-free
 SILAC
 Dimethyl labeling
 TMT

Provide details for SILAC: Unlabeled (light)
 Arg6 + Lys4 (medium)
 Arg10 + Lys8 (heavy)
 Leu-D3

MS-Instrument (can be filled by CFMP): Q-Exactive HF

Additional notes: [text area]

Additional attachment(s): [please upload]

If it is follow up experiment you can indicate the previous experiments

A short description is always helpful especially with complex experiments

select the desired service

which organism?

★ Taxonomy or database H. sapiens (human) ▾


Posttranslational modification(s)
 Carbamidomethyl (C)
 Phosphorylation (STY)
 Other





Quantification method
 Label-free
 SILAC
 Dimethyl labeling
 TMT

Provide details for SILAC
 Unlabeled (light)
 Arg6 + Lys4 (medium)
 Arg10 + Lys8 (heavy)
 Leu-D3

MS-Instrument (can be filled by CFMP) Q-Exactive HF ▾

Additional notes

Additional attachment(s)  please upload

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

- When you are finished, do not forget to save your data
- If you want to change something or add more info, do not forget to save completed form.

Cost

Please provide the customer with a final quote for this the course of the request.

Add value or percent buffer:

as percentage amount: 0

Quote (total predicted cost):

€0.00 (automatic total of any servi

Please review your shipping and billing information.

Billing Information

Name	Thomas Ruppert
Phone	+496223867991
Email	t.ruppert@zmbh.uni-heidelberg.de
Fax	
Department	
Institution	
Address1	Im Neuenheimer Feld 282
Address2	
Address3	
City	Heidelberg
State	
Country	Deutschland
Zip	69120

Skip approval?

Shipping Information

Name	
Email	
Phone	
Fax	
Institution	
Department	
Address1	
Address2	
Address3	
City	
State	
Country	
Zip	

- Never forget to submit the request to the core at the end of the document. If you forget, the project is not visible for the core personal.
- After submission you get an project number (for example 20-123) your samples should be labeled with the project number and the number indicated in the sample sheet (for example 10-123-01)



Please save your form! →

save completed form

save draft of form

lock and save form

Sample delivered		description: click to edit		note: click to edit		Finished						
Sample cut		description: click to edit		note: click to edit		Finished						
Sample digested		description: click to edit		note: click to edit		Finished						
Sample measured		description: click to edit		note: click to edit		Not Started						
Data analysis		description: click to edit		note: click to edit		Not Started						
▶ May 10 04:55 PM	In-Gel Digest Sample Preparation (Internal)		Total 9	Charge 9.0	Confirmed 0	Unit Price: €0.00	Ext. Price: €0.00	Tax: €0.00	Total: €0.00	Billing Status: Not Ready To	Work Status: Proposed	
▶ May 10 04:55 PM	LC-MS analysis: 25 min separation LC-MS Analysis (Internal)		Total 9	Charge 9.0	Confirmed 0	Unit Price: €52.00	Ext. Price: €468.00	Tax: €0.00	Total: €468.00	Billing Status: Not Ready To	Work Status: Proposed	

Comments

[add comment](#)

Attachments & URLs

[add attachment](#) [add url](#)

▶ Service Request History

▶ Billing Information

[edit](#) ▶ Shipping Information

[add to history](#)

Click to send us an email from iLab so everyone involved in the project can read it

Click to download data

Click to attach data (gel images, sequences)



 [19-82_Gel_19-82_cut.pptx](#) Ute Bach 2019 May 13 @14:58

▼ Service Request History

[add to history](#)

Person	Date	Notes
Renata Blatnik	May 10, 2019 16:55	Date changed: Submitted on to 2019-05-10 16:55:12 +0200 13 more
Ute Bach	May 13, 2019 11:24	Status Change: Processing
Ute Bach	May 13, 2019 11:27	Sample delivered has changed to Finished 1 more
Ute Bach	May 13, 2019 14:59	Sample digested has changed to Started
Ute Bach	May 14, 2019 07:45	Sample digested has changed to Finished

▶ Billing Information

[edit](#) ▶ Shipping Information

[edit](#)

- Click a small blue arrow on the left to open for more information

Informations about all your projects

Project number 20-103

In this example there are several projects with their project numbers

To see the detailed information of one project click on the triangle

The screenshot shows the Agilent CrossLab iLab Operations Software interface. The top navigation bar includes the Agilent CrossLab logo, 'iLab Operations Software', a search bar, and a user profile for Thomas Ruppert. Below the navigation bar are tabs for 'About Our Core', 'Schedule Equipment', 'Request Services', 'View My Requests', and 'Contact Us'. The main content area displays a list of projects with columns for Date, TOR, Service, Status, Cost, and Tax. Three projects are listed:

Date	TOR	Service	Status	Cost	Tax	Total
Jun 11 (Jun 11 2020)	Thomas Ruppert Ruppert, Thomas (Heidelberg) Lab	20-103 Sample Submission... MS-Analysis	Waiting for Core to Begin	€1,428.00 (€1,428.00)	€0.00	€1,428.00
Apr 29 (Apr 29 2020)	Thomas Ruppert Ruppert, Thomas (Heidelberg) Lab	20-82 Sample Submission... MS-Analysis	Processing Sample delivered	€864.00 (€864.00)	€0.00	€864.00
Apr 20 (Apr 20 2020)	Thomas Ruppert Ruppert, Thomas (Heidelberg) Lab	20-79 Sample Submission... MS-Analysis	Processing Sample delivered	€714.00 (€928.00)	€0.00	€928.00

Below the project list, there are sections for 'Overview', 'Payment Information', and 'Forms and Request Details'. The 'Forms and Request Details' section includes an 'Upload Samples' button and a 'Review Uploaded Samples' table:

Sample Id	NUMBER	Experiment	Fraction N°	Instrument	Comment	Well number	Plate name
14628	1	300ul/min shiny					✘
14629	2	350ul/min shiny					✘

Blue arrows point from the text annotations to the project list, the 'View My Requests' tab, and the expandable project entry.