

iLABS Walkthrough for Tissue and Molecular Pathology Shared Resource

1. Finding the website:
umich./corefacilities.org

Or Google: MICORES



**Quick tip:
watch out
for step #12!**

The screenshot shows the MICORES website interface. A yellow callout box with a blue border highlights a button that says "sign-up or login". The "sign-up" part is in a blue box and the "login" part is in a green box, separated by the word "or". A large yellow arrow points from this callout box to the actual "sign-up" and "login" buttons on the website's top right navigation bar. The website content includes a header with the MICORES logo, a navigation menu, and several sections of text explaining the system and providing login instructions. A circular diagram on the right side of the page illustrates the system's architecture, with "Core Facility Management" at the center, surrounded by "Add-on Modules" and "Add-on Integrations".

What is MICORES?

Initially adopted by the Medical School's Biomedical Research Core Facilities (BRCF) in Fall 2013, Agilent CrossLab iLab Operations Software is a core facility management system designed to support operations for a myriad of types and sizes of centralized labs and shared resource facilities.

The modular web-based software solution's functionality includes resource scheduling (calendars for reserving specific resources), hardware interlock functionality, (access control for sensitive or validated equipment), billing and reporting, and time and cost tracking against projects.

Through a collaboration between the Biosciences Initiative, the University of Michigan Office of Research, and the Medical School Office of Research, the software was branded internally as MICORES. MICORES is currently being implemented to cores, labs and shared resource facilities across the university community.

To login to MICORES, please click the green "login" button located at the top right side of this page.

Individuals from outside of the University of Michigan with iLab accounts can use their current account by clicking the green "login" button and then clicking the "Login using iLab credentials" checkbox in the "Not a UMich user?" section of the login dialogue box.

Need an iLab Account?

Click the green "login" button, located at the top right side of this page, to get started. The system is accessible to University of Michigan faculty, staff, and students through your username and [Level-1 \(UMICH\)](#) password. Individuals associated with the University of Michigan **without University credentials** will need to click the "register" link to create an iLab account. To register for an account, [follow these simple steps](#).

Once you complete the one-time registration process and are approved by your PI or Lab Manager, the system will enable you to place service requests, provide required approvals, and monitor progress. Please note: Some U-M cores require their users to be approved by the core staff prior to requesting services or reserving equipment.

Questions about MICORES?

More detailed information is available on the U-M MICORES [learning site](#) (log-in with your username and level1 (Kerberos) password if prompted). If you have systems-related issues, email Agilent support (ilab-support@agilent.com) to report your issue. For assistance with account access, system navigation, and more visit the [Agilent help site](#) or email Agilent support (ilab-support@agilent.com) for the most prompt service.

2. Click the green "Login" button on upper right

3. Enter username and Level 1 password (two-factor authentication)

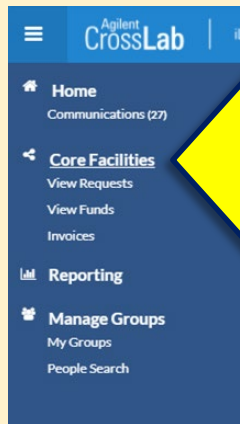
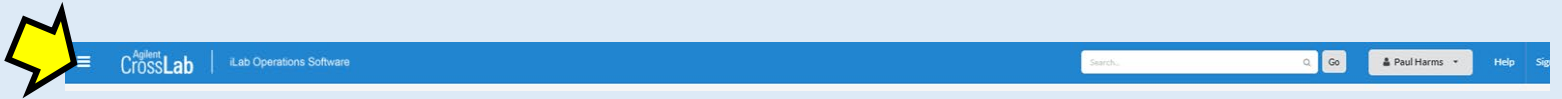
4. If you have difficulty logging in, please contact iLABS help (ilab-support@agilent.com). Other help links:

<https://sharepoint.umich.edu/sites/MiCORES/Pages/HomePage.aspx>

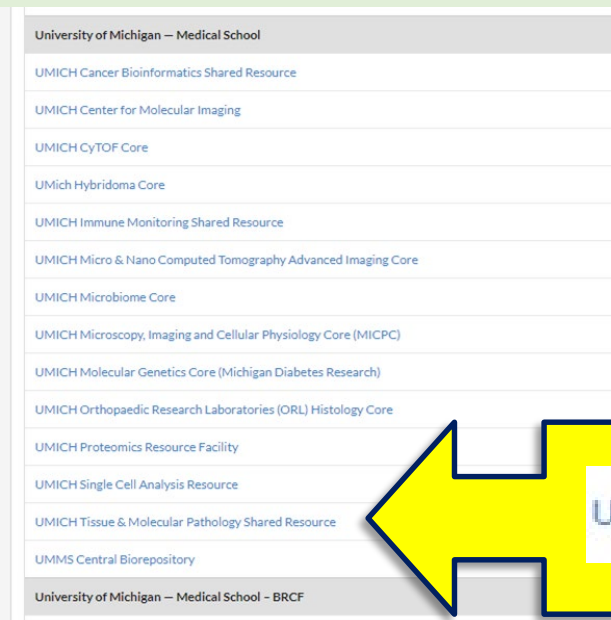
(users will need their unique name and Kerberos (level1) passwords to log in).

<https://help.ilab.agilent.com/35322-getting-started/299372-welcome-to-ilab-help>

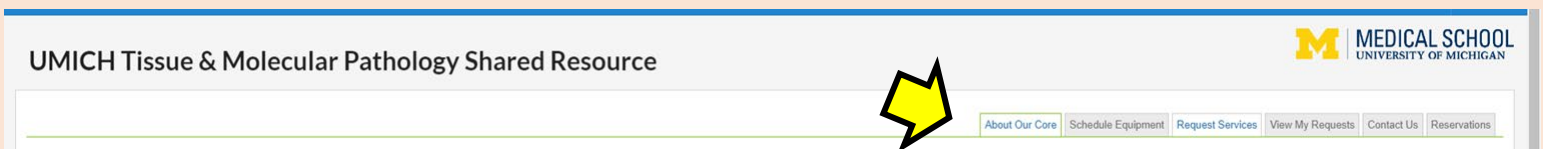
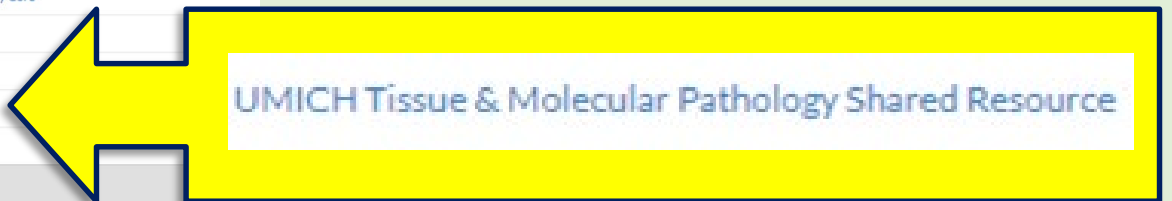
5. Click on the pancake menu (upper left corner of the page)



6. Select “Core Facilities” from the sidebar that appears



7. A long list of Cores appears. Under University of Michigan-Medical School (not BRCF), select UMICH Tissue & Molecular Pathology Shared Resource



8. Action tabs are on the upper right.

About the Core: FAQs, list of services and charges

Request Services: place an order

View My Requests: view orders

Contact Us: send a message to the Core

Reservations: Schedule a pickup for your completed order



9. Options will appear including histology (HIS) and molecular (MPRL) orders. Click “request service” on the right corresponding to the service you’re interested in.

UMICH Tissue & Molecular Pathology Shared Resource

HIS Request

Please select which lab the request is for:

10. Select your lab. If your lab does not appear, contact iLABS help (ilab-support@agilent.com) or Path-TMPSR-Histology@med.umich.edu

11. Select the options that describe your order.

These are total numbers for the project—e.g. if you would like 3 unstained sections each from 4 blocks, enter “12” in that field

This is a step where customers have trouble--read carefully, and make sure a radial button (Yes or No) is clicked for each item.

Date request submitted:

★ Cancer Center Member: Yes No

★ Please specify sample origin: Human Animal Species

★ Fixative:

★ Do you need bone decalcification done? Yes No

★ Submitted in: Paraffin Blocks Cassettes in 70% Ethanol Slides Frozen Other

★ DNA/RNA/Clean Protocol? Yes No

★ Embed only? Yes No

★ Do you need unstained slides? Yes No

★ Would you like your slides heated at 60 degrees for 1 hour? Yes No

★ Do you need H&E slides? Yes No

★ Special Stains:

★ Are we performing IHC for you? Yes

0 HIS - Special Stains (P... Tric

Add selected services

I am sending unstained slides to ... by ... Please stain for

NOTE: Please remember to acknowledge the core in your publications. Suggested wording: Research reported in th

Please don't inquire about the status of your project unless it has been OVER two weeks since you have submitted your pro
 We will email you upon your projects completion. Please pick up your work promptly. Thank you

12. Add any notes in the gray box. Confirm the #s in this box agree with those in the fields above. Then click "Add selected services". This generates a quote for the services that appears below:

Not clicking "Add selected services" is a common mistake!

Please save your form!

⚠ After saving your form, please submit your request to the core.

▶ Sep 03 08:27 AM	HIS - Group 1 Antibody (Investigator Supplied)/Per Slide HIS Services	Quantity: <input type="text" value="108.0"/>	Unit Price: \$30.21	Total: \$3,262.68	Billing: Not R
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13. Click "Save Completed Form".
 14. Enter shortcode information.

15. At bottom right, click "Submit request to Core".

16. You should now see your request with "Waiting for Core to Agree"

Displaying 5 out of 5 results. (Page 1 of 1)

<u>date</u>	<u>for</u>	<u>service id</u>	<u>status</u>
▼ Sep 03 (Sep 03 2020)	Paul Harms Harms, Paul (UMich) Lab	TMPSR-PH-403 HIS Request	Waiting for Core to Agree

"Waiting for Core to Agree" will be changed during order processing--no need to wait for this to change before your submit the materials



date	for	service id	status
Sep 03 (Sep 03 2020)	Paul Harms Harms, Paul (UMich) Lab	TMPSR-PH-403 HIS Request	Waiting for Core to Agree

17. Click on the caret at left and print the order.

MEDICAL SCHOOL
UNIVERSITY OF MICHIGAN

University of Michigan
UMICH Tissue & Molecular Pathology Shared Resource

Form associated with:
Service Project TMPSR-PH-308 (UMICH Tissue & Molecular Pathology Shared Resource (UMICH) Lab)

Histology Form

Date request submitted: August 24, 2020 09:31

Core Center Member: Yes No

Please specify sample origin: Human Animal Species

Protein: Formalin Other

Do you need bone decalcification done? Yes No

Submitted in: Paraffin Blocks Cassettes in 70% Ethanol Slides Frozen Other

DNARNAseClean Protocol? Yes No

Embed using? Yes No

Do you need unstained slides? Yes No

How many par blocks? 3

How many sections per slide? 1

Would you like your slides marked at 10x magnification? Yes No

Do you need H&E slides? Yes No

How many IHC blocks? 1

How many sections per slide? 1

Special Stains: None

Are we performing IHC for you? Yes No

Is the antibody provided by the core? Yes No

Is the antibody provided by you? Yes No

Do you have more than 1 antibody? (You may hit up to 4) Yes No

**Form associated with:
Service Project TMPSR-PH-403**

Make sure there is a project number at the top of the form.

Antibody name: UBERC

Antibody storage temperature: Freezer

Antibody vendor: abcam

Antibody catalog number: ab201979

Antibody submission volume (uL): na

Antibody 2 name: RET

Antibody 2 storage temperature: Freezer

Antibody 2 vendor: abcam

Antibody 2 catalog number: EP12271

Antibody 2 submission volume (uL): na

Antibody 3 name: Please select

Antibody 3 storage temperature: Please select

Antibody 3 vendor: Please select

Antibody 3 catalog number: Please select

Antibody 3 submission volume (uL): Please select

Antibody 4 name: Please select

Antibody 4 storage temperature: Please select

Antibody 4 vendor: Please select

Antibody 4 catalog number: Please select

Antibody 4 submission volume (uL): Please select

Please enter your number of samples for the desired sections and slides "add selected services":

- HES - Hematoxylin and Eosin
- HES - H&E slide
- HES - Unstained slides two section/one slide
- HES - IHC slide
- HES - IHC slide two section/one slide
- HES - IHC-Cover slip/cover slip
- HES - DNARNAseClean Protocol per block
- HES - Decalcification
- HES - Group 1 Antibody (weave/tear bagged)
- HES - Group 2 Antibody
- HES - Group 3 Antibody
- HES - Group 4 Antibody
- HES - Antibody 1st
- HES - Control Stain (PAS, Trichrome, Papanicolaou)

Selected charges added (see below). Check only to add again.

Special instructions: Please send extra plus slides to me.
For IHC, please do standard baking protocol and then stain 1 slide from each case.

RET 1:100H 45 B.BK3
UBERC 1:200H 30

NOTE: Please remember to acknowledge the core in your publications. Suggested wording:
Research reported in the Publication/Press Release was supported by the National Institute of Health under award number P30 CA048020.
Please don't inquire about the status of your project unless it has been OVER two weeks since you have submitted your project.
We will email you upon your projects completion. Please pick up your work promptly. Thank you.

IMPORTANT, BEFORE YOU SUBMIT THIS FORM: To complete this form, press the "add selected services button" please click the "save completed form" button then print off using the printer icon at the top right. Once your samples are ready to be submitted, please attach the print out to your submission. Once we receive your samples, we will then either agree or disagree to your submission. Thank you.

18. Submit the order printout with your materials to the Core.

19. The Core will notify you when your materials are ready for pickup.

UMICH Tissue & Molecular Pathology Shared Resource



[About Our Core](#) [Schedule Equipment](#) [Request Services](#) [View My Requests](#) [Contact Us](#) [Reservations](#)

20. Use the “Reservations” tab to schedule a time to pick up your project.

21. Click “TMPSR” option

Request Services View My Requests Contact Us **Reservations**

Select resources

Type to filter resources

Select: [my subscriptions](#) [my favorites](#) [all](#) [clear](#)

List style: [Alphabetically](#)

- unclassified
- TMPSR HISTOLOGY/IHC PROJECT PICK-UP RESERVATION CALENDAR : Instance 1**
- Vectra Scanner : Vectra Scanner

< Today one day three days **week** 8 Sep 2020 - 14 Sep 2020

Tue, September 8	Wed, September 9	Thu, September 10	Fri, September 11	Sat, September 12	Sun, September 13	Mon, September 14
Instance 1	Instance 1	Instance 1	Instance 1	Instance 1	Instance 1	Instance 1

22. Click “Instance 1” for the date of interest. Note that you cannot reserve <1 hour or >5 days into the future. It is helpful for our staff if you reserve at least several hours in advance.

Day - [] [] []

< Monday, 14 September 2020 >
Eastern Time (US & Canada)

Calendar Details

09:00 AM
10:00 AM
11:00 AM
12:00 PM
01:00 PM
02:00 PM
03:00 PM

PROJECT PICK-UP DURING LAB HOURS ONLY

23. Double-click the half-hour slot you would like to reserve.

24. Select your lab and click "Save Reservation" on the next form.

General Comments Contacts

Reservation details **Unsaved reservation - click save reservation**

For: Instance 1 - PROJECT PICK-UP DURING LAB HOURS ONLY (no charge) (needs approval) - My Reservation
Lab: Harms, Paul (UMich) Lab
Created on: September 08, 2020 16:11
Project pick-ups are only available during lab hours listed.

Event Notes: TEST RESERVATION [note visible to owner and core staff only]

Times

Scheduled	Start	End
Sep 09 2020 03:00 PM	Sep 09 2020 03:00 PM	Sep 09 2020 03:30 PM

This event can be modified or deleted before it is approved by the core. Once approved, further modifications may be disallowed.

Use and cost of reservation

Duration	Effective Rate	Amount	Use Type
0.5 hours	\$0.00	\$0.00	PROJECT PICK-UP DURING LAB HOURS ONLY
0.5 hours	Total Cost	\$0.00	Interval

Invite additional people to this event by email

Please enter a comma separated list of valid email addresses

Save Reservation Cancel Changes

Day - [] [] []

< Wednesday, 09 September 2020 >
Eastern Time (US & Canada)

Calendar Details

09:00 AM
10:00 AM
11:00 AM
12:00 PM
01:00 PM
02:00 PM
03:00 PM

PROJECT PICK-UP DURING LAB HOURS ONLY

Paul Harms 03:00 PM - 03:30 PM

25. You should now see your reservation highlighted on the calendar.

26. After the Core confirms your reservation, pick up your project in the hallway cart at the appropriate time.

THANK YOU FOR USING TMPSR HISTOLOGY!