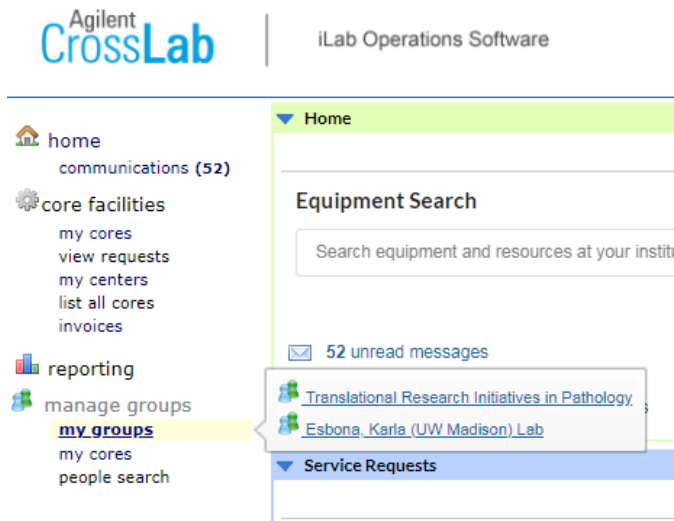


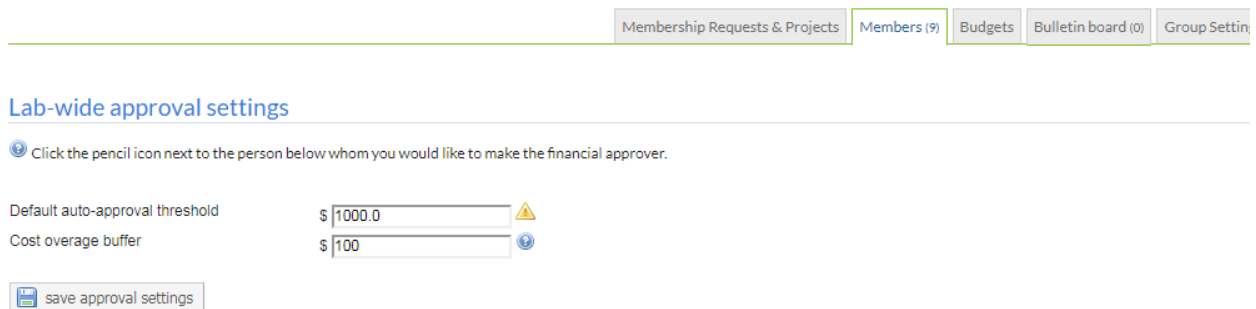
How to become a financial manager in iLab:

After you become a member of a lab in iLab, the PI or assigned alternate manager can make membership status changes such as selecting members as financial managers, adding/hiding funding, etc.

1. Under “Manage Groups”, hover over “My group” and select appropriate lab.



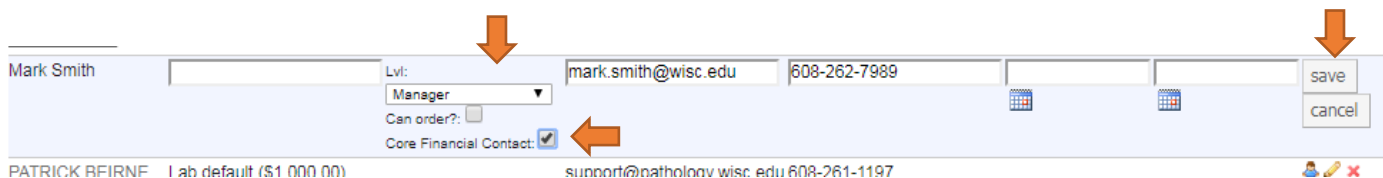
2. Under “Lab members and setting”, click on the yellow pencil next to the name of the person you want to change membership status.



Lab members and settings

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date	End Date	
Karla Esbona	Lab default (\$1,000.00)		kesbona@wisc.edu	6082625136			
Joe Cavanaugh	Lab default (\$1,000.00)		jcavanaugh3@wisc.edu	6082632572			
VICKIE MARTORELLI	Lab default (\$1,000.00)		vmartorelli@wisc.edu	608-265-8519			
Mark Smith	Lab default (\$1,000.00)		mark.smith@wisc.edu	608-262-7989			
PATRICK BEIRNE	Lab default (\$1,000.00)		support@pathology.wisc.edu	608-261-1197			

3. Under “Lvl:”, select “Manager” option and check the box for “Core Financial Contact”. Click Save.



Now, you will be able to check for invoices, work progress, change and update funding accounts, etc.