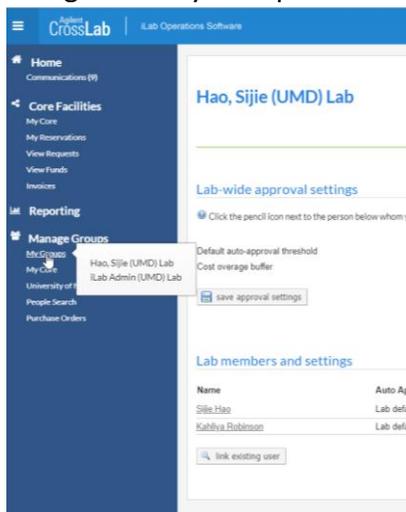


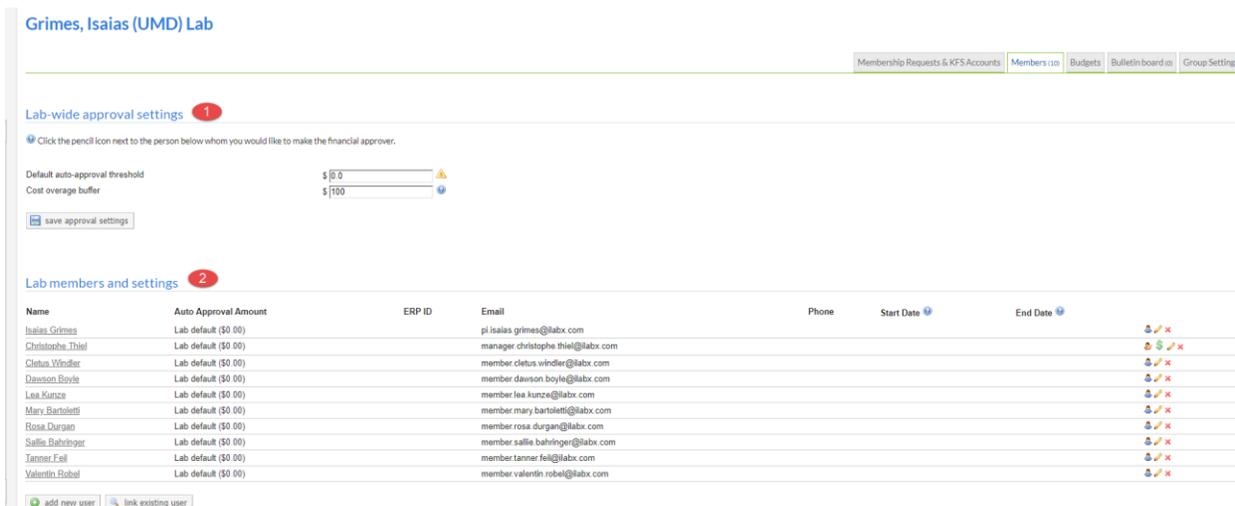
## Managing Labs within iLab

### 1. Navigate to My Groups



### 2. You will automatically land on the Members tab

## Editing Lab-Wide Approval and Members



- a. PIs and Lab Manager are able to edit the Lab-wide approval settings
  - I. This is a pre-approval amount. If a user from the lab makes a request that goes above the amount, the request will need your approval.
  - II. The amount defaults to the UMD institutional setting.
- b. PIs and Lab Manager can edit the Lab members and settings
  - I. Click the yellow pencil to edit a member's settings



- II. You can edit the members auto approval amount
- III. Click the *Lvl* drop down menu
  - 1. This is where you can designate the member as a PI, Manager, or Member
  - 2. If the person is a Financial Contact that should have access to KFS and spending information, you can check the box next to *Financial Contact* and a \$ icon will appear once you save
- IV. Click *Save*

## Managing Membership Requests and Account Codes

Grimes, Isaias (UMD) Lab

Membership Requests & KFS Accounts | Members (10) | Budgets | Bulletin board (0) | Group Settings

Membership Requests **1**

✔ No Access Requests require approval

Manage KFS Accounts **2**

▶ Customize KFS Account Grid

Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Filter KFS Account numbers

Filter Members

Name	Default KFS Account	1-11111	1-12347	1-234562	1-234567	1-345678	2-234567	2-34567
Isaias Grimes	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christophe Thiel	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cletus Windler	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dawson Boyle	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KFS Account Grid

1. Manage KFS Accounts will show you your fund grid with a list of members. Check/Uncheck the check box to assign/unassign a KFS Account to a lab member.