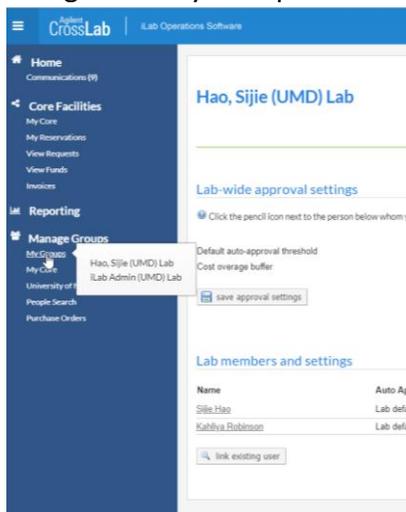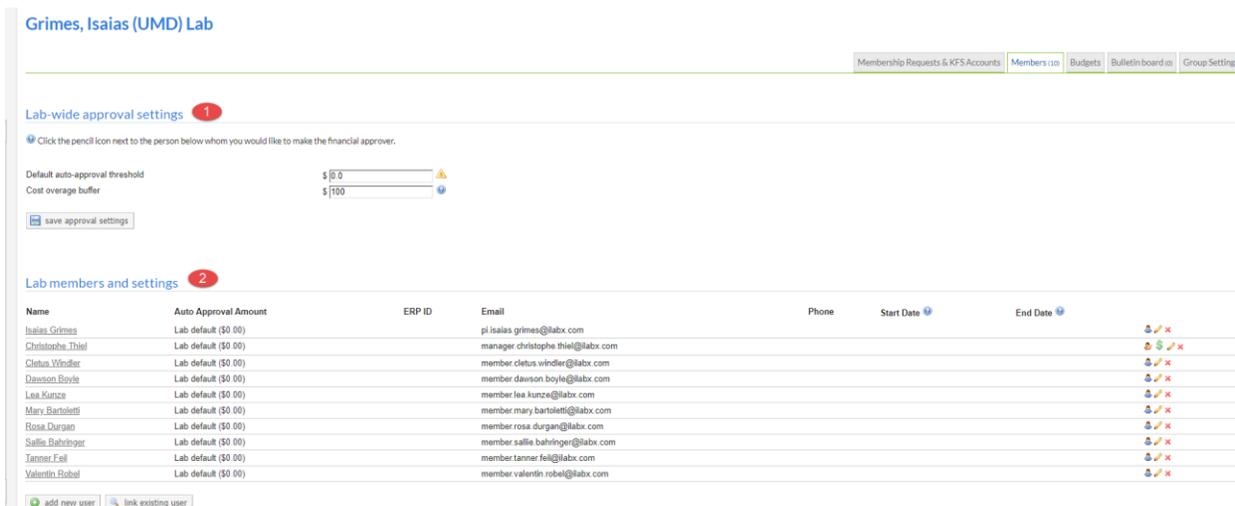## Managing Labs within iLab

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

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.