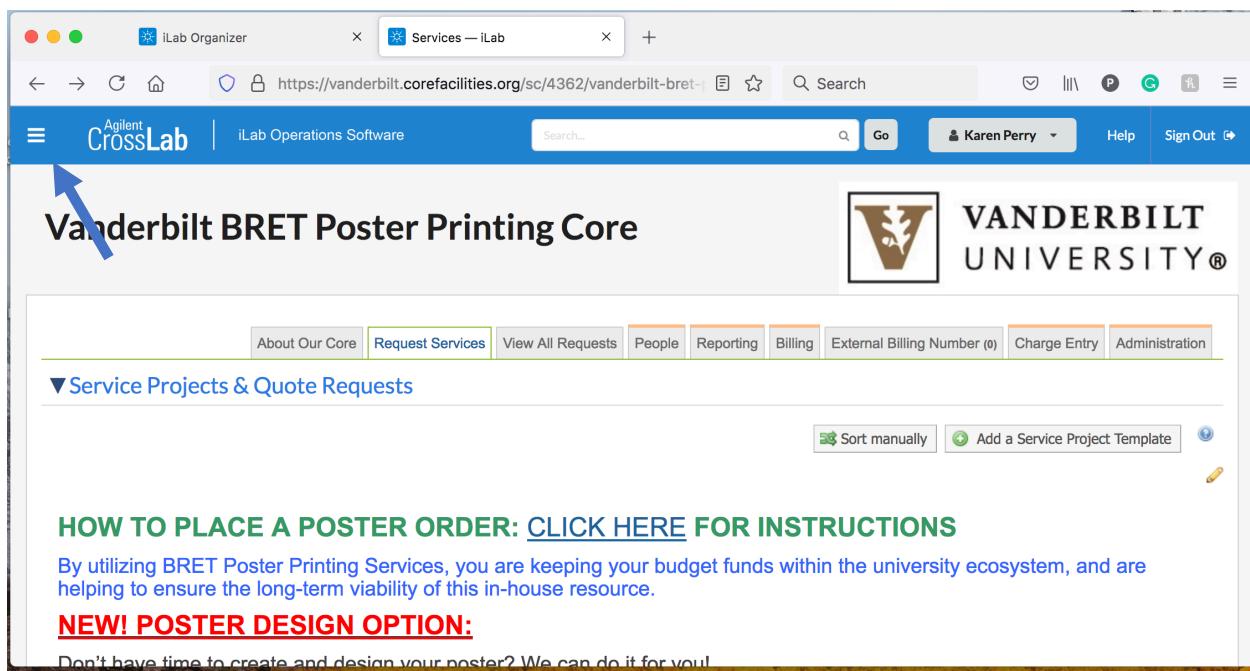


PLACING YOUR POSTER ORDER

Once you have an iLab account and a (VU) Lab:

- Log in to [iLab](#)
- Click on the three bars in the top left corner of the screen
- Go to “Core Facilities”
- Select “Vanderbilt BRET Poster Printing Core”
- Click on “initiate request →” at the bottom of the screen
- Type in the person’s name for whom you’d like to create a request
- Select your (VU) Lab
- Click “→ proceed”

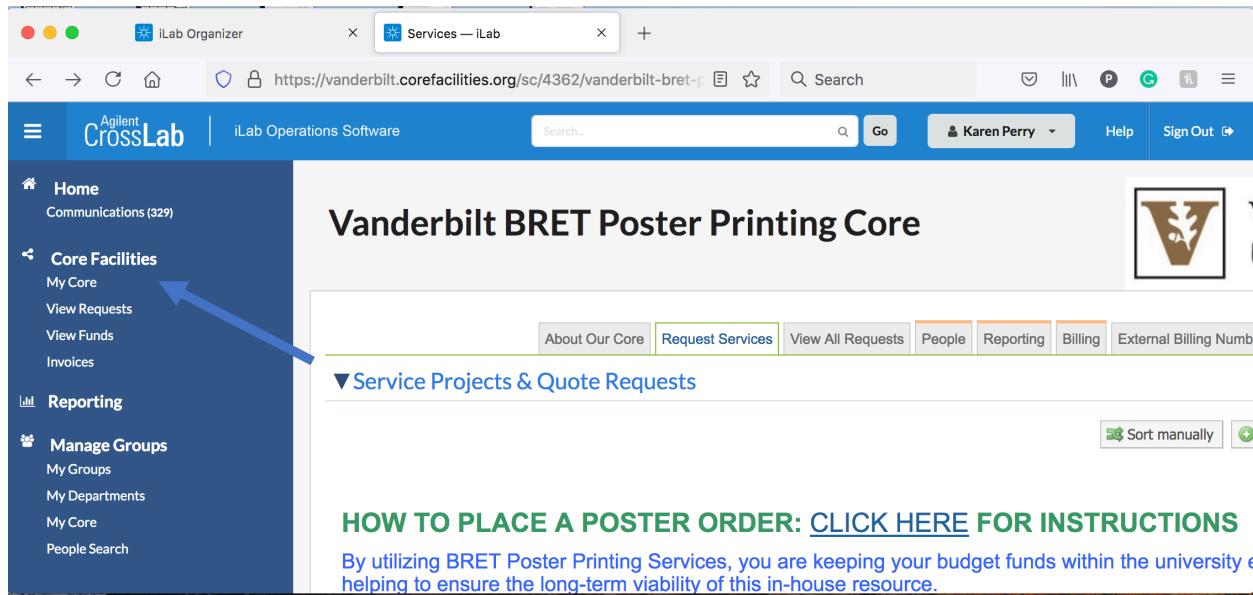
Complete, save, and submit the request form with the correct billing/cost



The screenshot shows the iLab Operations Software interface for the Vanderbilt BRET Poster Printing Core. At the top, there is a blue header bar with the Agilent CrossLab logo, the text "iLab Operations Software", a search bar, and a user profile for "Karen Perry". A blue arrow points to the top-left corner of the screen, where the three horizontal white lines of a hamburger menu icon are visible. The main content area has a white background. At the top of this area, the text "Vanderbilt BRET Poster Printing Core" is displayed next to the Vanderbilt University logo. Below this, there is a navigation bar with several buttons: "About Our Core", "Request Services" (which is highlighted in green), "View All Requests", "People", "Reporting", "Billing", "External Billing Number (0)", "Charge Entry", and "Administration". Under the "Request Services" button, there is a section titled "▼Service Projects & Quote Requests" with a "Sort manually" button and a "Add a Service Project Template" button. At the bottom of the main content area, there is a green banner with the text "HOW TO PLACE A POSTER ORDER: [CLICK HERE FOR INSTRUCTIONS](#)". Below this, a smaller text block reads: "By utilizing BRET Poster Printing Services, you are keeping your budget funds within the university ecosystem, and are helping to ensure the long-term viability of this in-house resource." There is also a red banner with the text "NEW! POSTER DESIGN OPTION:" and a note: "Don't have time to create and design your poster? We can do it for you!"

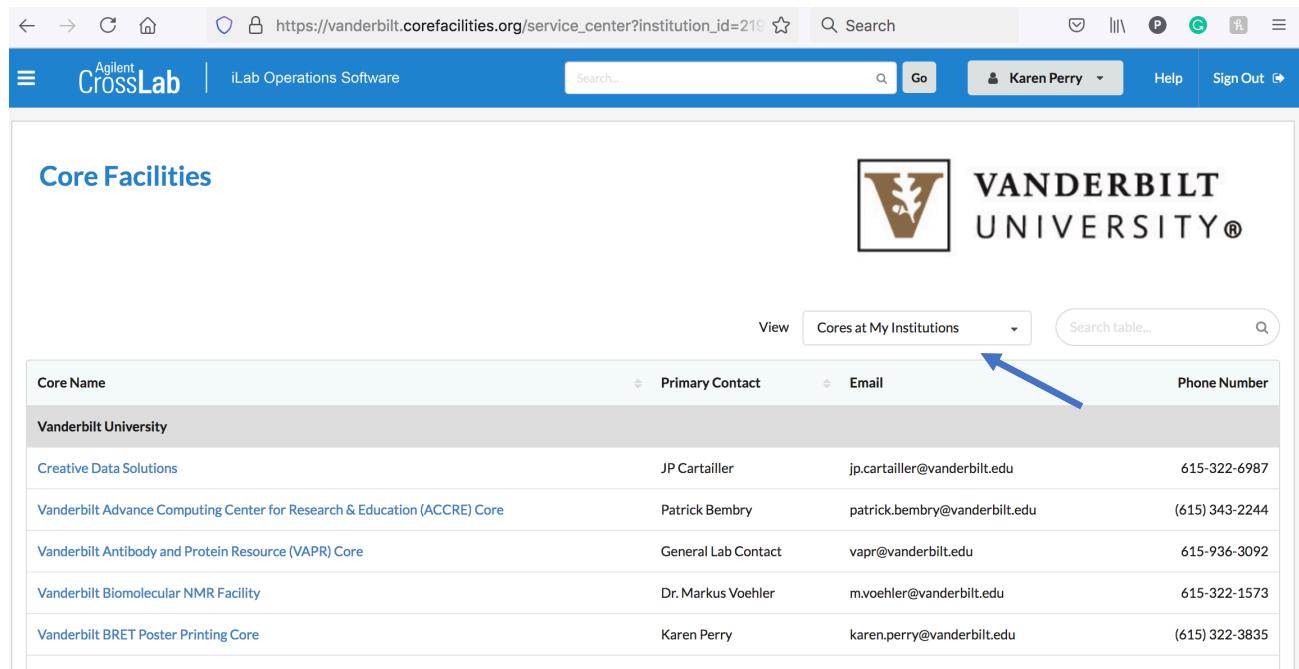
1. Go to the hamburger(three white lines) in the top left corner a menu will appear.

2. Click on Core Facilities



The screenshot shows a web browser window for the 'iLab Operations Software' on the 'Agilent CrossLab' platform. The URL is <https://vanderbilt.corefacilities.org/sc/4362/vanderbilt-bret->. The page title is 'Services — iLab'. The left sidebar has a dark blue background with white text. The 'Core Facilities' section is expanded, showing 'My Core' with 'View Requests', 'View Funds', and 'Invoices' options. A blue arrow points to the 'View Requests' link. Other sections include 'Home' (Communications 329), 'Reporting' (Manage Groups, My Groups, My Departments, My Core, People Search), and 'CrossLab' (Agilent CrossLab, iLab Operations Software). The main content area is titled 'Vanderbilt BRET Poster Printing Core' and features a large 'Vanderbilt' logo. Below the title are buttons for 'About Our Core', 'Request Services', 'View All Requests', 'People', 'Reporting', 'Billing', and 'External Billing Number'. A section titled '▼Service Projects & Quote Requests' is present. A green banner at the bottom says 'HOW TO PLACE A POSTER ORDER: [CLICK HERE FOR INSTRUCTIONS](#)'. Below it, a blue note says 'By utilizing BRET Poster Printing Services, you are keeping your budget funds within the university e...'.

3. Click on View option and a menu will appear.



The screenshot shows a web browser window for the 'iLab Operations Software' on the 'Agilent CrossLab' platform. The URL is https://vanderbilt.corefacilities.org/service_center?institution_id=21. The page title is 'iLab Operations Software'. The left sidebar has a dark blue background with white text. The 'Core Facilities' section is expanded, showing 'My Core' with 'View Requests', 'View Funds', and 'Invoices' options. A blue arrow points to the 'View Requests' link. Other sections include 'Home' (Communications 329), 'Reporting' (Manage Groups, My Groups, My Departments, My Core, People Search), and 'CrossLab' (Agilent CrossLab, iLab Operations Software). The main content area is titled 'Core Facilities' and features a large 'Vanderbilt' logo. Below the title is a search bar with 'View' and 'Cores at My Institutions' dropdown menus, and a 'Search table...' button. A table lists various cores with columns for 'Core Name', 'Primary Contact', 'Email', and 'Phone Number'. The 'Cores at My Institutions' dropdown is highlighted with a blue arrow. The table data is as follows:

Core Name	Primary Contact	Email	Phone Number
Vanderbilt University			
Creative Data Solutions	JP Cartailler	jp.cartailler@vanderbilt.edu	615-322-6987
Vanderbilt Advance Computing Center for Research & Education (ACCRE) Core	Patrick Bembry	patrick.bembry@vanderbilt.edu	(615) 343-2244
Vanderbilt Antibody and Protein Resource (VAPR) Core	General Lab Contact	vapr@vanderbilt.edu	615-936-3092
Vanderbilt Biomolecular NMR Facility	Dr. Markus Voehler	m.voehler@vanderbilt.edu	615-322-1573
Vanderbilt BRET Poster Printing Core	Karen Perry	karen.perry@vanderbilt.edu	(615) 322-3835

4. Click on Cores at Partner Institutions.

Screenshot of the iLab Operations Software interface showing the 'Cores — iLab' page. The page displays a list of core facilities with their contact information. A dropdown menu is open for 'View', showing options like 'Cores at My Institutions' (selected), 'Cores at Partner Institutions', 'Cores at Other Institutions', and 'Cores at Partner Networks'. The Vanderbilt University logo is prominently displayed.

Core Name	Primary Contact	Phone Number
Vanderbilt University		
Creative Data Solutions	JP Cartailler	615-322-6987
Vanderbilt Advance Computing Center for Research & Education (ACCRE) Core	Patrick Bembry	(615) 343-2244
Vanderbilt Antibody and Protein Resource (VAPR) Core	General Lab Contact	615-936-3092
Vanderbilt Biomolecular NMR Facility	Dr. Markus Voehler	615-322-1573
Vanderbilt BRET Poster Printing Core	Karen Perry	(615) 322-3835

5. Click on Vanderbilt BRET Poster Printing Cores
6. Then procedure to request for poster to be printed.