

# **C.O.R.E.S. and iLab systems: Training for VUMC-based core users**

February 16, 2016

# Agenda

- VU-VUMC and C.O.R.E.S. system transition
  - Overview
  - Guidance for Administrators and their delegates
  - Guidance for PIs and their delegates
- iLab Transition
  - Relevance to VUMC departments and labs
  - iLab overview and demo
  - Schedule for additional training and resources

# C.O.R.E.S. System Transition

VU and VUMC cores are now in “dress rehearsal” for the legal separation.

*There are now 2 separate C.O.R.E.S. systems*

- VU C.O.R.E.S.
  - <https://cores-vu.mis.vanderbilt.edu/>
- VUMC C.O.R.E.S.
  - <https://cfuis.mc.vanderbilt.edu/>

# How do you know which system to log into?

The list is posted on our CORES FAQ page:

<https://medschool.vanderbilt.edu/oor/CORES-update>

Core Application Guide	
VU C.O.R.E.S. Effective January 1, 2016 To access VU C.O.R.E.S., click here: <a href="https://cores.vu.mis.vanderbilt.edu">https://cores.vu.mis.vanderbilt.edu</a>	VUMC C.O.R.E.S. Effective January 1, 2016 To access VUMC C.O.R.E.S., click here: <a href="https://cfuis.mc.vanderbilt.edu">https://cfuis.mc.vanderbilt.edu</a>
ACCRC	Analytical Resource
Biochemistry Tissue Core	BCC
BRET Poster Printing Service	BioVU
CDB Equipment Core	Cardiovascular Translational Research
Cell Imaging Shared Resource	Cell Culture Supplies
Center for Innovative Technology - Agilent MS	CFAR-Clinical Discovery Core
Center for Innovative Technology - Arrayscan Microscope	CHTN
Center for Innovative Technology - Data Analysis	Clinical Trials Radiology Support Core
Center for Innovative Technology - General	Clinical Trials Center
Center for Innovative Technology - Instrument Training	Clinical Trials Shared Resource (CTSR)
Center for Innovative Technology - MALDI	CRC Adult Facilities Core
Center for Innovative Technology - Waters SYNAPT	CRC Cardiovascular Imaging Core
Creative Data Solutions	CRC Metabolic Core
CSB Biophysical Instrumentation Core Facility	CRC Nutrition Research Core
CSB Computational Structural and Chemical Biology	CRC Pediatric Facilities Core
CSB Computing Service Center	CRIS
CSB Mega Lab Core Facility	CTSR Clinical Processing
CSB NMR Core	Data Coordinating Center
DORS - Research Data Storage	DHSR
Mass Spectrometry Research Core (MSRC)	Diet, Body Composition, and Human Metabolism Core
MSRC - Proteomics Laboratory	Division of Animal Care
MSRC - Tissue Imaging & Biofluids Laboratory	Eicosanoid Fed Core
Mouse Metabolic Phenotyping Center (MMPC)	Energy Balance Core
RECRISDE Experimental Facilities	Epi-Biospecimen
VBI Instrument Core	Epi-Survey Research
VBI Mouse Neurobehavior Core Lab	Flow Cytometry
VBINeurochemistry Core	FRIM Core
VBI Rat Neurobehavior Core	Hormone Assay
VCSCB - Transgenic Mouse Core	HRPP
VCSCB Shared Equipment Facility	HSR Core
VICB - Antibody & Protein Core (VAPR)	IDASC
VICB Chemical Synthesis Core	IDS
VICB Compound Management	IDS Green Hills
VICB High Content Imaging & Functional Genomics	IDS-OHO
VICB High Throughput Screening Facility (HTS)	IDS-Oncology
VICB Informatics	Immunology Core
VICB Small Molecule NMR Facility	Islet Procurement
VIBRE Automated Biosystems Core	ITR
VIBRE Microfabrication Core	Kennedy Ctr Service
VINSE XPS Center	Lipid and Lipoprotein Core
VINSE Cleanroom	MCBR Products
VINSE EBL	MCBR Service
VINSE MERLIN SEM Center	Microimmunoflow
VINSE Nanocrystal Lab	Preventive Med - Computer Resource
VINSE SEM	Preventive Med - EIP Server
VINSE Osiris TEM	Pulmonary IHC
	Rat Metabolic
	Research Phlebotomy Core
	Sleep Research
	Southard-Smith EFIC
	TPSR
	VANGARD
	VANTAGE
	VICC Research Informatics
	VOMK Immunohistochemistry
	VOMK Phenotyping Pathophysiology
	VUIIS - Human Imaging
	VUIIS - Radiochemistry
	VUIIS - Small Animal
	Zebrafish Facility

# How do you know if you are in the right system?

Look for the list on the left when you log into either C.O.R.E.S. system:

The screenshot shows the VU Core Ordering & Reporting Enterprise System (C.O.R.E.S.) interface. The page title is "Vanderbilt University PROD 2.3.14" and the date is "Jan 12, 2016 at 03:56 PM". The interface includes a navigation menu on the left, a "Quick Links" section, and an "At a Glance" chart.

**News**

- You have logged into VU C.O.R.E.S. This system provides access to the following cores.
  - ACCRE
  - Biochemistry Tissue Core
  - BRET Poster Printing Service
  - Cell & Developmental Biology Equipment Resource
  - Cell Imaging Shared Resource
  - Center for Innovative Technology Cores
  - DIRS Core
  - Mouse Metabolic Phenotyping Center
  - MSRC Biomolecular Facility
  - MSRC Proteomics
  - MSRC Tissue Imaging
  - RER/ISDE Experimental Facilities
  - CSB Computing Service Center
  - CSB NMR
  - CSB Biophysical Instrumentation
  - CSB MegaLab
  - CSB Modeling
  - VBI Instrument Core
  - VBI Mouse Neurobehavior Core Laboratory
  - VBI Neurochemistry Core Laboratory
  - VBI Rat Neurobehavior Core
  - VCSCB Shared Equipment
  - VCSCB Transgenic Mouse / ES
  - VCSCB Creative Data Solutions
  - VICB Antibody and Protein Resource
  - VICB Chemical Synthesis Core
  - VICB Compound Management
  - VICB High Content Imaging & Functional Genomics
  - VICB High Throughput Screening Facility
  - VICB Informatics
  - VICB Small Molecule NMR
  - VIBRE Automated Biosystems Core
  - VIBRE Microfabrication Core
  - VINSE Cleanroom
  - VINSE ERL
  - VINSE MERLIN SEM Center
  - VINSE Nanocrystal Lab
  - VINSE Osiris TEM
  - VINSE SEM
  - VINSE XPS Center

Click here to access VUMC C.O.R.E.S.

**Quick Links**

**General**

- Billing Number Correction/Distribution

**Utilities**

- Add / Edit / Delete Billing Numbers

**Reports**

- Pre-Invoice
- Usage Reports
- PI Inactivity
- Voucher
- Query

**At a Glance**

Provost's Office: Jan, 2015 vs. Jan, 2016

Sales \$

JAN, 2015

**VU C.O.R.E.S**

For questions, contact [Cores@vumc.vanderbilt.edu](#)

More information | Contact Us | Log Out | System information

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# How do you know if you are in the right system?

Look for the list on the left when you log into either C.O.R.E.S. system:

The screenshot displays the VUMC Core Ordering System interface. At the top, the browser address bar shows the URL <https://cfuis.mc.vanderbilt.edu/index.cfm>. The page header includes the Vanderbilt University Medical Center logo and the text "VANDERBILT UNIVERSITY MEDICAL CENTER". Below the header, there is a navigation menu with options like "Invoice Menu", "Maintenance Menu", "Reports Menu", and "Request Billing Number Cards".

The main content area is divided into several sections:

- News:** A section titled "You have logged into VUMC C.O.R.E.S." with a list of core services including Analytical Resource Center, Biostatistics Collaboration Center, BioVU, Cardiovascular Translational Research Core, Cell Culture Supplies, CHTN Western - Cooperative Human Tissue Network, Clinical Research Information and Specimen Service, Clinical Trials Center (VCTR), Clinical Trials Radiology Support Core, Clinical Trials Shared Resource (VCC), CRC Adult Facilities Core, CRC Pediatric Facilities Core, CTGR Clinical Processing Core, Data Coordinating Center, Diet, Body Composition, and Human Metabolism Core, Digital Histology Shared Resource, Division of Animal Care, Licensure Core, Energy Balance Core, Epidemiology Biostatistics Core, Epidemiology Survey Research Core, Flow Cytometry Core, Free Radicals in Medicine Core, Health Services Research Core, Hormone Assay and Analytical Services Core, Immunology Core, Innovative Translational Research Shared Resource, Integrative Data and Services Core, Investigational Drug Services, Inlet Procurement and Analysis, Lipid and Lipoprotein Core, Molecular Cell Biology Resource, PHL Flex Cytometry, Preventive Medicine Computer Resource Cores, Pulmonary IHC Core, Rat Metabolic Physiology Core, Research Rheumatology, Sleep Research Core, Southard-Smith EPHC, Translational Pathology Shared Resource, Vanderbilt Kennedy Center Core Services, VANCARD, VANTAGE, VCC Research Informatics, VCM Immunohistochemistry, VCM Phenotyping Pathophysiology, VUIS - Center for Small Animal Imaging, VUIS - Human Imaging Core, VUIS - Radiochemistry Core, and Zebrafish Aquatic Facility.
- Quick Links:** A section with "General" links (Billing Number Correction/Distribution), "Utilities" (Add / Edit / Delete Billing Numbers), "Reports" (Pre Invoice, Usage Reports, PI Inactivity, Voucher), and "Query".
- At a Glance:** A chart titled "Provost's Office: Jan, 2015 vs. Jan, 2016" showing a bar for "JAN, 2015" with a value of approximately 1,000.

A red arrow points from the "News" section to a blue box containing the text "VUMC C.O.R.E.S.". The footer of the page includes links for "More Information", "Contact Us", "Core Catalog", "Log Out", and "System Information", along with a copyright notice for 2011-2016.

# Guidance for Department Administrators (and their delegates)



# What actions do VUMC Department Administrators need to take now during dress rehearsal?

Department Administrators will need to continue to make cost center number updates in **both** VU-C.O.R.E.S. and VUMC-C.O.R.E.S.:

- Add new cost centers
- Inactivate old cost centers
- Update existing cost centers

*Remember to add, inactivate or update cost centers twice: once in VU-C.O.R.E.S. and a second time in VUMC-C.O.R.E.S. until further notice.*

**Your current access to VUMC-C.O.R.E.S. will not be changing.**

# What actions do VUMC Department Administrators need to take now during dress rehearsal?

If you have the **Department Administrator** role, start planning now for the Post-Legal Close timeframe. Start by reviewing the list of PI/cost centers associated to your department:

- Log into the VUMC-C.O.R.E.S. system.
- If you have more than one role in C.O.R.E.S., select your *Department Administrator* role.
- Select Reports >> PI/Billing Number Report.
- Identify the PIs that your department will continue to support after Legal Close.
- Contact [CORESemail@vanderbilt.edu](mailto:CORESemail@vanderbilt.edu) with the list of PIs you need to retain access to. We will update your account to enable similar access in VU-C.O.R.E.S.

**Your current access to VUMC-C.O.R.E.S. will not be changing.**

## What will be different for VUMC Department Administrators after Legal Close?

- You will have a different user role in VU-C.O.R.E.S., ***Lab Manager/Assistant*** to each separate PI.
- When logging in to VU-C.O.R.E.S., you will need to select one Lab Manager/Assistant role at a time to access reporting data.
- You will need to send an email request to [CoresVU@vanderbilt.edu](mailto:CoresVU@vanderbilt.edu) to add, inactivate or update cost centers in VU-C.O.R.E.S.

Your current access to VUMC-C.O.R.E.S. will not be changing.

## What will be different for VUMC Department Administrators after Legal Close?

- The **Billing Number Correction/Distribution** function will no longer be available in VU-C.O.R.E.S.
- The **Pre-Invoice Report** will no longer be available VU-C.O.R.E.S.
- The **Approve/Dispute Invoice** function will no longer be available VU-C.O.R.E.S.
- Corrections to **move charges between your VUMC cost centers** will require a journal entry (VUMC Finance).
- **Refund requests** should be made by email to the specific VU core manager.

Your current access to VUMC-C.O.R.E.S. will not be changing.

# Guidance for PIs (and their delegates)

## What actions do VUMC PIs need to take now during dress rehearsal?

PIs may need to authorize Resource Users in **both** VU-C.O.R.E.S. and VUMC-C.O.R.E.S.

- Depending upon which cores/reservation calendars Resource Users need to access
- Contact the core manager or [CORESemail@vanderbilt.edu](mailto:CORESemail@vanderbilt.edu) if you need assistance.

Your current access to VUMC-C.O.R.E.S. will not be changing.

## What will be different for VUMC PIs after Legal Close?

- The **Billing Number Correction/Distribution** function will no longer be available in VU-C.O.R.E.S.
- The **Pre-Invoice Report** will no longer be available in VU-C.O.R.E.S.
- The **Approve/Dispute Invoice** function will no longer be available in VU-C.O.R.E.S.
- Corrections to **move charges between your VUMC cost centers** will require a journal entry (VU Finance).
- **Refund requests** should be made by email to the specific VU core manager.

Your current access to VUMC-C.O.R.E.S. will not be changing.

## What will stay the same for VUMC PIs after Legal Close?

- You will be able to log into VU-C.O.R.E.S. and make equipment reservations for VU cores.
- You will be able to authorize Resource Users to make equipment reservations on your behalf in VU-C.O.R.E.S.
- You will be able to use a **Scholarship** or a **VICTR StarBRITE voucher** to pay for core services in VU-C.O.R.E.S.

Your current access to VUMC-C.O.R.E.S. will not be changing.



# We are here to help.

Contact [CORESemail@vanderbilt.edu](mailto:CORESemail@vanderbilt.edu) if you need assistance with:

- Understanding your revised user role in VU-C.O.R.E.S.
- Generating reports in VU-C.O.R.E.S.
- Adding, deleting or updating cost centers in VU-C.O.R.E.S.
- Finding VU core manager contact information

## Why will VUMC Administrators and PIs use iLab Solutions?

- VUMC PIs (or delegate) will use iLab to purchase core services or reserve time on core instruments from VUMC Core Groups
- VUMC PIs (or delegate) will authorize lab members in iLab to make VUMC Core Group equipment reservations and purchases on behalf of the PI
- VUMC PIs and VUMC Department Administrators will use iLab to view VUMC Core Groups invoice reports
- VUMC PIs and VUMC Department Administrators will use iLab to update the payment number on pre-invoice reports for bills from VUMC Core Groups.

# iLab Solutions

Save money. Save time. Accelerate research.

Please hold specific questions to the end of the demo

# Training Sessions

- **VUMC Departments**
  - Future training sessions will be available

*Sign up for training:*

<https://medschool.vanderbilt.edu/oor/vanderbilt-cores-ilab-partnership>

# iLab and C.O.R.E.S. Clinics

- Weekly clinics offered from February to April
  - Every Monday
  - 10:00 am to 11:00 am
- Location
  - MCN D-2221
- Walk-in, no reservation necessary.
- *All system users welcome.*

# Questions?