How to select a Chartfield String (CFS) in iLab for accurate billing

**Acquisition**

Use the Account Number drop-down menu under Payment information.

**Sorting**

Enter the CFS in the comment section (“Any other special needs:”)

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Reservation details

**For:** [Redacted]

**Lab:** [Redacted]

**Created on:** April 21, 2015 14:52

**Scheduled:** 04/28/2015 04:00 PM - 04/28/2015 06:30 PM

**Logged:** 04/28/2015 04:42 PM - 04/28/2015 06:30 PM

**Billable:** 04/28/2015 04:00 PM - 04/28/2015 06:30 PM

**Event Notes:** note visible to anyone

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Reserve time on a linked schedule

- Reserve

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Use and cost of reservation

- 2.5 hours @ $40.00 = $100.00 (2.5 hours)

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Additional charges for this event

**Payment information:**

- Please enter the Account Number

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Any other special needs:

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Submission

1. After completing all fields in the form above, click the **SAVE COMPLETED FORM** button.
2. Click **Submit Request to Core** button to send your order to the Core.
3. You will receive email notification once the Core has provided a quote for your order. You will need to log in and approve the quote before service can proceed.