

## TO CREATE AN EQUIPMENT RESERVATION:

- Log into the system using your FHCRC or iLAB credentials. If you don't have an iLab account, go to <https://fhcrc.corefacilities.org/account/login> and hover your mouse on the 'Register' link on the top right-hand corner of the page



Sign in using [FHCRC](#) credentials

or

Sign in using [iLab](#) credentials

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- Select the *Schedule Equipment* tab

About Our Core

Schedule Equipment

Request Services

View My Requests

Contact Us

- Click on the *View Schedule* next to the instrument you'd like to use.

View Schedule

Request Training

- Click and drag on the time frame you would like to schedule your reservation for.

- A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.

**Reservation details** ! Unsaved reservation - click save reservation

For: Halo 2 (DE-480) - Training \$50.00/hr (needs approval) - My Reservation  
 Lab: [Shared Resources Administratio \(FHCRRC\) Group](#)  
 Created on: August 24, 2018 08:07

Specify the required resource: Halo 2 (DE-480) ▼ ⓘ

Event Notes:

note visible to anyone ▼ ⓘ

**Times**

	Start	End	
Scheduled	Aug 24 2018 10:00 AM	Aug 24 2018 10:30 AM	

**Reserve time on a linked schedule**

Reserve

**Repeating event**

Enabled

**Use and cost of reservation**

Aug 24 '18 10:00 AM - 10:30 AM	Training \$50.00/hr (needs approval) ▼
<b>Total:</b>	<b>\$25.0 (0.5 hours)</b>

**Payment information**

Please enter the Project ⓘ

1  % Project  
 ▼

100.0% total allocated ⓘ


Split Charge

Use the same payment information for all add-on charges

**Invite additional people to this event by email** ⓘ

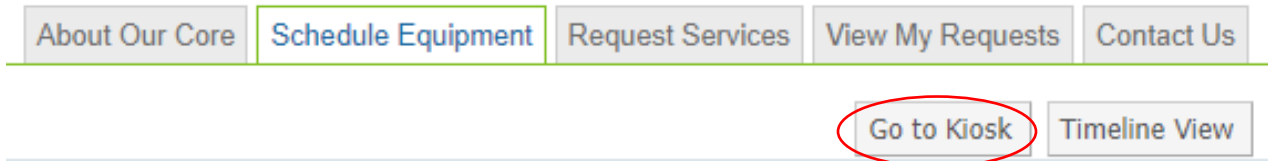
Please enter a comma separated list of valid email addresses

 Save Reservation

 Cancel Changes

## TO START YOUR SESSION WITH AN ALREADY EXISTING RESERVATION:

- Log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
- Select the *Schedule Equipment* tab and click on the *Go to Kiosk* button.



- Once logged in, you will see a list of your pre- scheduled reservations in “My kiosk sessions” (If you have multiple sessions, there is a search box to help guide you to the correct one you wish to start)
- Find your session, and to the right you should have a green “start” button. Once you click start, you will see the details of your reservation as well as a timer in the upper right-hand corner.

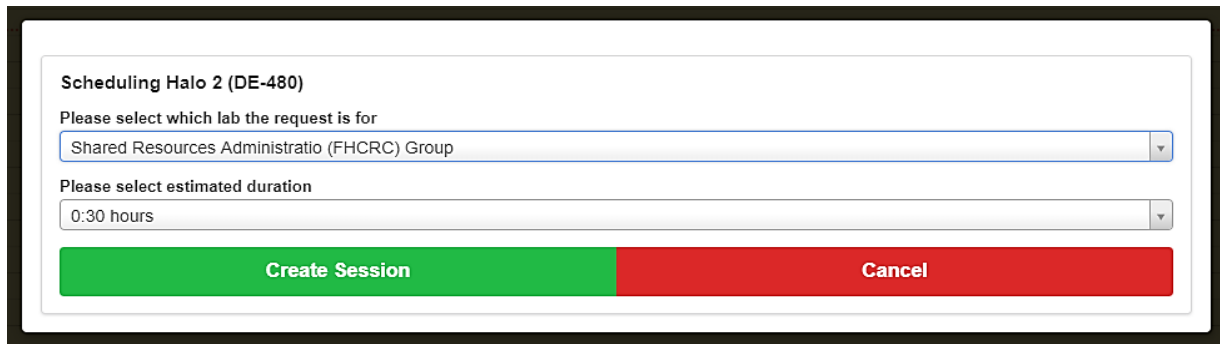
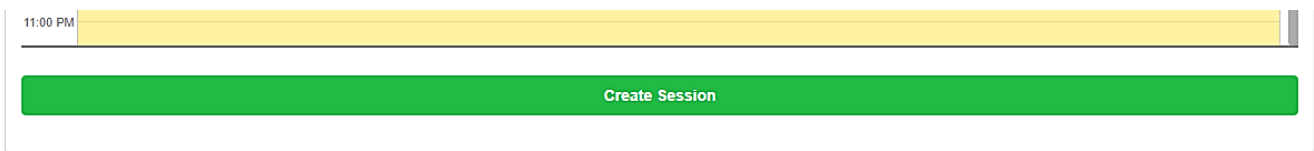
The screenshot shows the 'My kiosk sessions' interface. On the left, there is a sidebar with 'Equipment by category' including 'Analytical Lab', 'Nanoforce', and 'SEM'. The main area has a 'Refresh sessions' button and a 'Time scale: -24 hours to 24 hours' slider. Below that is a search box with the text 'Start typing to filter sessions' and a 'Clear' button. A table lists reservations with columns for 'Resource', 'Start', 'End', and 'Actions'. The first row is highlighted in yellow and has a green 'Start' button. An orange arrow points to this button. The second and third rows have blue 'Finish' buttons. The fourth row has a 'Details' button. On the right, there is a user profile dropdown menu showing 'Alice Researcher'.

Resource	Start	End	Actions
Dilatometer (Dilometer)	08 Jun 03:30 PM	08 Jun 05:30 PM	Start
SEM (No Charge Test Equipment)	08 Jun 02:22 PM	2 hours left	Finish
Dilatometer (Dilometer)	08 Jun 02:18 PM	0 minutes left	Finish
Electrospinning 1 (Electrospinning 1)	08 Jun 12:30 PM	08 Jun 03:00 PM	Details

- To navigate back to your list of sessions, click in the drop-down menu where you see your name. Click my reservations.
- You may log out while your session is in process. To log out, click the upper right-hand side menu and select Log out. On the log out screen, you will see your list of Active sessions.

## TO START YOUR SESSION AS A WALK IN:

- Log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
- Select the *Schedule Equipment* tab and click on the *Go to Kiosk* button.
- Select the instrument on the left-hand menu on which you would like to use.
- A calendar for the availability will appear, click “Create Session” to begin, select the desired duration, and click “Create Session” again.

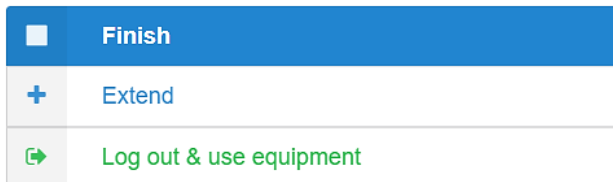


- A new window will appear with the details for that reservation. You may be required to enter in your payment information and the equipment use type.
- Once all required information is filled out, click the start button to begin your session. Once you click start, you will see a timer in the upper right-hand corner.
- To navigate back to your list of sessions, click in the drop-down menu where you see your name. Click my reservations.
- You may log out while your session is in process. To log out, click the upper right-hand side menu and select Log out. On the log out screen, you will see your list of Active sessions.

## TO END YOUR SESSION:

- Log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
- Select the *Schedule Equipment* tab and click on the *Go to Kiosk* button.
- Find your current reservation in the list under “My kiosk sessions” and click the blue Finish button.

Halo Analysis Workstations (Halo 4 (DE-480)) - Elizabeth |



- A pop-up box will appear, asking you to confirm your action. Click “Finish session” again. Your time on the instrument has been logged.

### Please confirm the action

Finishing the session will turn off the equipment, are you sure you want to finish this session?

