

Action

iLab Login Screen

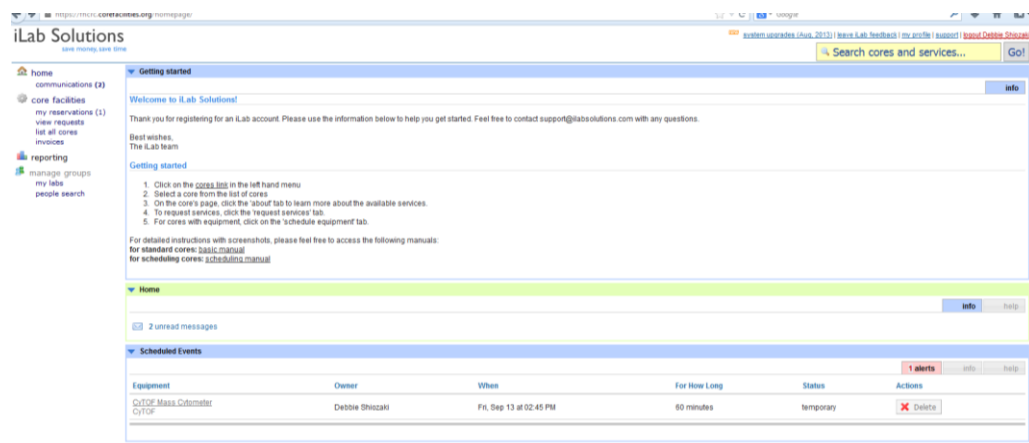


Steps

Note: You need to already have an account set up in iLab to schedule an instrument. If you don't, register at <https://fhcrc.corefacilities.org/account/login>

- Log in with your HutchNet ID and password or User login if an external customer

Home Page



- On the Home page, from the left hand navigation section, select the Core that has the instrument you want to reserve
- You will land on that Core's Reservations tab

Reservations Screen

The screenshot shows the 'Reservations' screen for 'Flow Cytometry - Cell Analysis Core'. At the top, there is a search bar and navigation links. Below that, a grid displays available time slots for various instruments: Aria II-1, Aria II-2, AutoMACS (1) and (2), Canto 1 and 2, Canto 2 (2), CyTOF, Influx, and FLSR II-1 and II-2. A blue row highlights the top of the grid, indicating where to click to select equipment.

- In the Blue row at the top of the grid, select the equipment you want to reserve by clicking on the instrument name

Schedule Calendar Screen

The screenshot shows the 'Schedule Calendar' for 'BD FACS Aria II - 2 (Flow Cytometry - Cell Analysis Core)'. The calendar is set to 'Week' view, showing Sunday, Sep 15 to Saturday, Sep 21. A green reservation block is visible for 01:30 PM to 02:00 PM on Tuesday, Sep 17. The interface includes navigation buttons for 'Day', 'Week', 'Month', and 'Multi View'.

- View the calendar by day, week, or month
- Select the desired date
- Click and drag the time desired on the calendar
- If you are a member of more than one FHCRC lab, in the pop-up window select which lab the request is for
- If you are an external customer, you will automatically be recognized by the system

Reservation Details Screen

- Leave a note under Event notes if needed
- Under Use & Cost of Reservation, select Assisted Use or Independent Use
- Invite additional people to the event if needed
- Under Payment Information choose Project ID or enter PO number. Leave blank if you don't use a PO
- Click Save Reservation

Home Page

- Your reservation will now be visible on your home page
- Cancellations are allowed up to 48 hours prior to scheduled time. Failure to cancel prior to 48 hours will result in a charge for the full amount of time reserved. Experimental failure or patient cancellation within the 48 hour window will result in no more than a one hour charge.
- To edit your reservation, select the equipment reserved; the calendar with your scheduled time will open
- Select the yellow Notebook icon to make changes to your registration
- Make needed changes and Save Reservation