

**Scheduling Calendar
&
Registration Guide**
udel.ilabsolutions.com

iLab

Core Facility Management
Software

Sign Up for iLab

1. Visit udel.ilabsolutions.com and select an option for UDEL user or Non-UDEL user.

2. UD Users will login with their UD username and password.

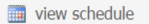
3. Non-UD Users will either need to A) login with their iLab credential if they already have one (Check the box to login) or B) Register for an account.

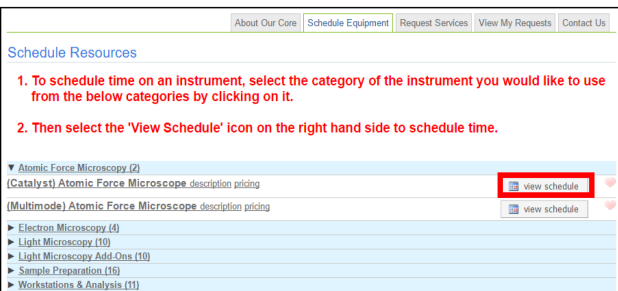
Login & Schedule Instrument Time

4. After logging in select the Core Facility you wish to use.

5. To schedule time on the instruments in the Bio-Imaging Center select the 'Schedule Equipment' Tab.

6. Click on the category name of the instrument you would like to schedule from the list.

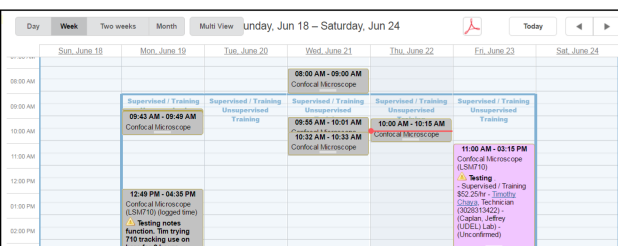
7. Select 'View Schedule'  to the right of the instrument name.



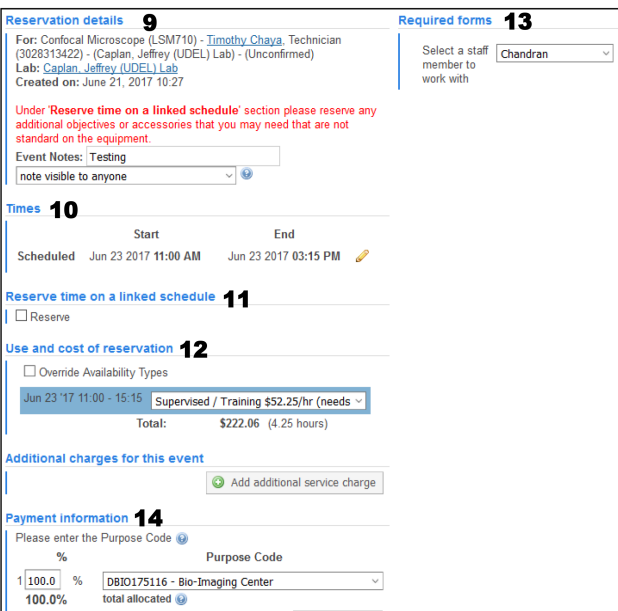
1. To schedule time on an instrument, select the category of the instrument you would like to use from the below categories by clicking on it.

2. Then select the 'View Schedule' icon on the right hand side to schedule time.

8. Click on the time slot you wish to schedule for and drag mouse to the end time. The schedule is broken into 15 minute time increments.



9. A Reservation Form will open. The Reservation Details section will populate from the instrument you are scheduling. Additional instructions for the equipment will be in red text and notes can be added. Steps 10 -14 describe of each of the reservation forms sections.



Reservation details 9

For: Confocal Microscope (LSM710) - Timothy Chaya, Technician (3028313422) - (Caplan, Jeffrey (UDEL) Lab) - (Unconfirmed)
Lab: Caplan, Jeffrey (UDEL) Lab
Created on: June 21, 2017 10:27

Under 'Reserve time on a linked schedule' section please reserve any additional objectives or accessories that you may need that are not standard on the equipment.

Event Notes: Testing
note visible to anyone

Times 10

Scheduled Jun 23 2017 11:00 AM Jun 23 2017 03:15 PM

Reserve time on a linked schedule 11

Reserve

Use and cost of reservation 12

Override Availability Types

Jun 23 '17 11:00 - 15:15 Supervised / Training \$52.25/hr (needs approval)
Total: \$222.06 (4.25 hours)



Additional charges for this event

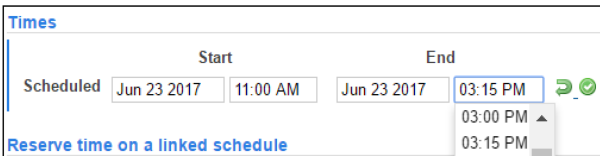
Add additional service charge

Payment information 14

Please enter the Purpose Code

100.0% % DB10175116 - Bio-Imaging Center
100.0% total allocated

10. The Times section can be modified by selecting the pencil  icon. Click on the date or time field that needs to be modified. When done select the green  checkmark to save your modifications.

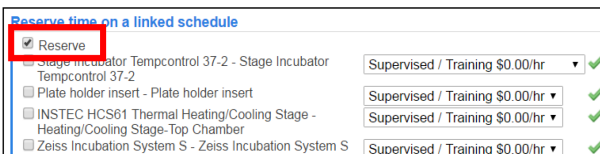


Start: Jun 23 2017 11:00 AM

End: Jun 23 2017 03:15 PM

Reserve time on a linked schedule

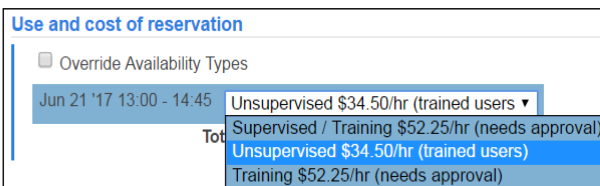
11. The Reserve Time on a Linked Schedule section is an optional step that allows a user to make multiple, linked reservations. It is mainly used to add additional equipment/accessories, such as objective lenses, incubators, detectors etc. To open the list of linked equipment, check the box next to Reserve. Next check off the equipment you want to reserve and the session type.



Reserve

<input type="checkbox"/> Stage incubator Tempcontrol 37-2 - Stage Incubator	Supervised / Training \$0.00/hr	<input checked="" type="checkbox"/>
<input type="checkbox"/> Tempcontrol 37-2	Supervised / Training \$0.00/hr	<input checked="" type="checkbox"/>
<input type="checkbox"/> Plate holder insert - Plate holder insert	Supervised / Training \$0.00/hr	<input checked="" type="checkbox"/>
<input type="checkbox"/> INSTEC HCS61 Thermal Heating/Cooling Stage - Heating/Cooling Stage-Top Chamber	Supervised / Training \$0.00/hr	<input checked="" type="checkbox"/>
<input type="checkbox"/> Zeiss Incubation System S - Zeiss Incubation System S	Supervised / Training \$0.00/hr	<input checked="" type="checkbox"/>

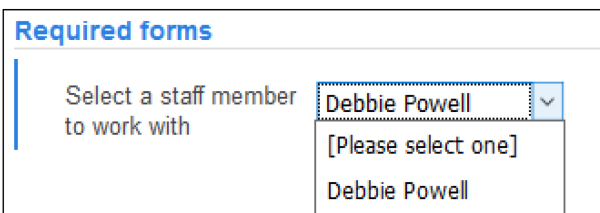
12. The Use and Cost of Reservation section is where you can select the session type for Training, Supervised or Unsupervised Sessions. It will also display the hourly cost for each session type.



Override Availability Types

Jun 21 '17 13:00 - 14:45	Unsupervised \$34.50/hr (trained users)
	Supervised / Training \$52.25/hr (needs approval)
	Unsupervised \$34.50/hr (trained users)
	Training \$52.25/hr (needs approval)

13. For Supervised and Training sessions select a staff member to work with from the Required Forms section (upper right hand side).



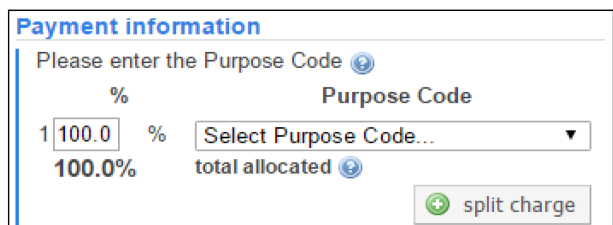
Select a staff member to work with

Debbie Powell

[Please select one]

Debbie Powell


14. For Payment Information select the drop down arrow next to 'Select Purpose Code' field. This will give you a list Purpose Codes to select from. **If you do not see your Purpose Code contact Stephanie Solomon, stephs@udel.edu for assistance.**



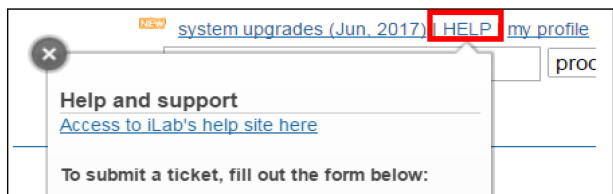
Please enter the Purpose Code

100.0% % Select Purpose Code...
100.0% total allocated

Optional: You are now able to split charges between multiple purpose codes by selecting the 'Split Charge' feature. Make sure to change the % to be charged for each code selected.

15. Save Reservation  when done.

16. If at any time you need help please select the HELP feature at the top right and fill out the iLabs request form. A member of iLabs will get back to you. **This is important to use especially on week-ends & off hours times for the most prompt assistance.**



HELP

Help and support

[Access to iLab's help site here](#)

To submit a ticket, fill out the form below:

FAQs - Visit iLabs 'Core Customer' topics at:

<http://help.ilab.agilent.com/core-facilities-customers>

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