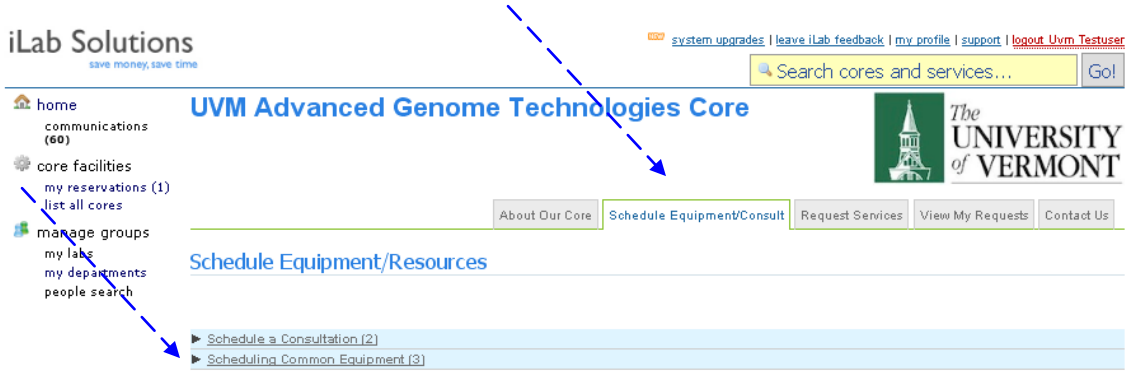
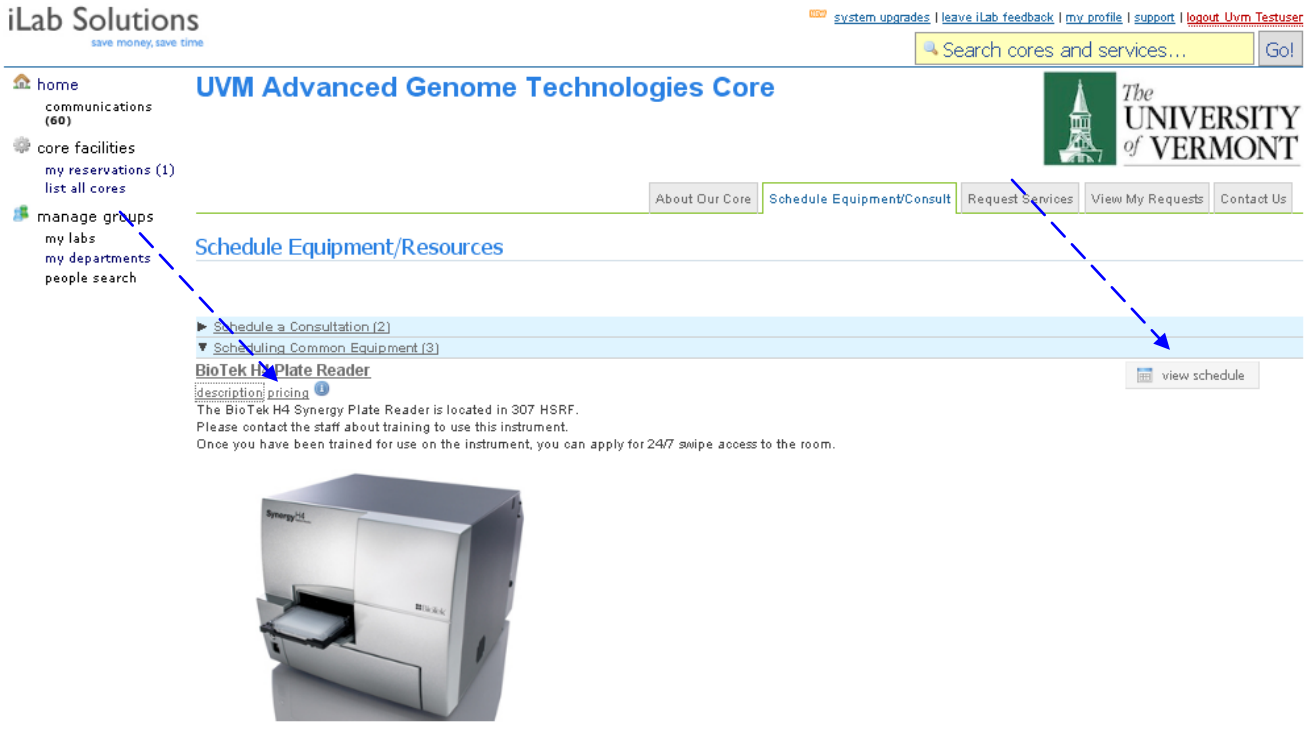
How to Reserve Time on an Instrument

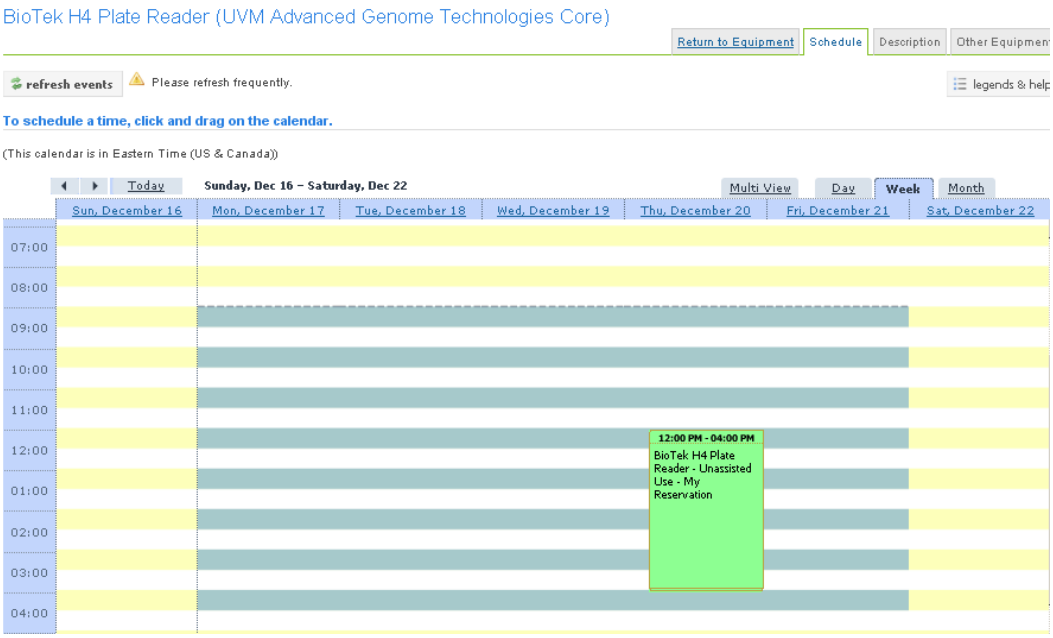
1. **Log in to your iLab account.**
2. **Click on the Schedule Equpiment/Consult tab and click on " Scheduling Common Equipment"**



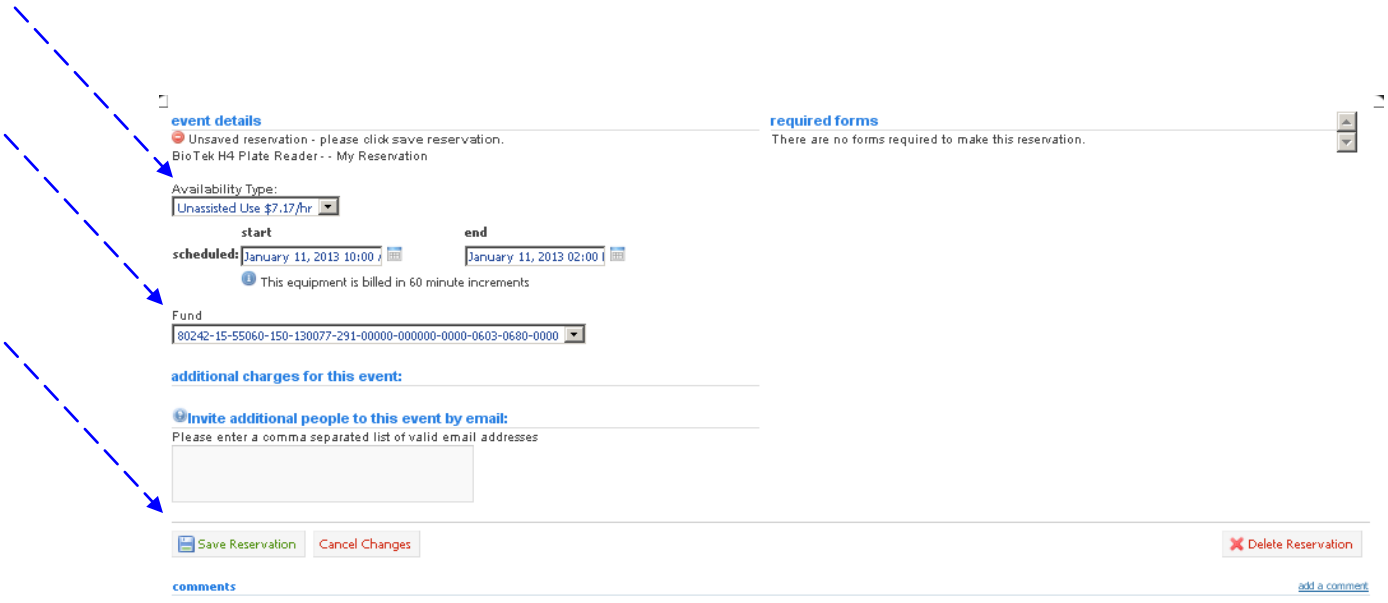
3. **You will see a photo and description of the Instruments available for signup in the DNA Analysis Facility. Usage of the BioRad Imagers (Versa-Doc and Pharos-FX) is handled as a Service Request (please see the mini-manual on this process). Click on "pricing" to see the cost of using the Instrument. Click on "view schedule" to schedule your time.**



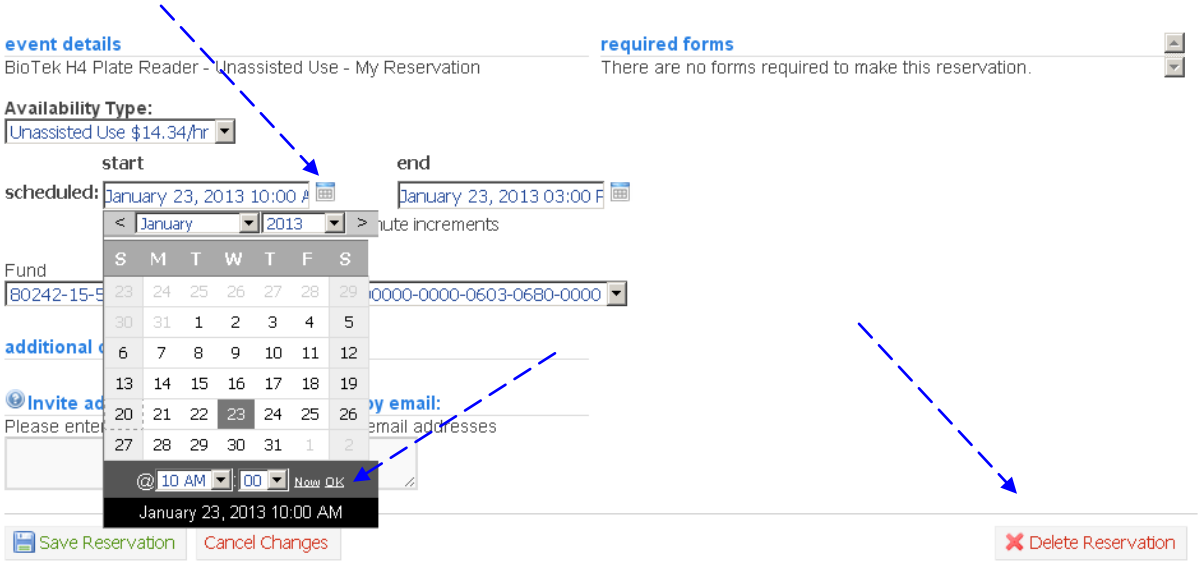
4. **Once you have been trained you can sign up for "Unassisted Use" which is available 24/7. Please be sure to fill out the paperwork to get swipe card access to the room. If you would like to be trained on the instrument, select a time slot indicated with the blue bars.**



5. **To schedule time, click and drag on the calendar at the desired time. An event Schedule window will pop open. If you are requesting a training session, change the "Availability Type" to Training. Select the appropriate chart string and click "Save Reservation".**



6. **You will be returned to the Calendar view and you will see your reservation as a new block. To edit or delete your time block at any time, double click anywhere in the green box to open the event details window. To Delete the Reservation, click the X Delete Reservation button. To edit the start to end time, click the calendar icon to the right of the scheduled time. A calendar and time window will open. Make changes and click OK. Then click Save Reservation.**



7. **You will get an email reminder of your time block 2 hrs before the start time. If you cannot use the time block that you scheduled, you MUST delete the time block, or you will be charged!**

This manual should serve as a guide to help you get your account set up. Occasionally, iLab makes changes to the site so the screen shots might not be exactly the same as what you see in your account! However, the basic content will not change to you should be able to find what you need. As always, the AGTC staff members are available to help you, just stop by!