

## How to Reserve Time on an Instrument

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

The screenshot shows the iLab Solutions website interface. At the top left, the logo reads "iLab Solutions" with the tagline "save money, save time". A navigation menu on the left includes "home", "communications (60)", "core facilities", "my reservations (1)", "list all cores", "manage groups", "my labs", "my departments", and "people search". The main header area displays "UVM Advanced Genome Technologies Core" and the University of Vermont logo. A search bar at the top right contains the text "Search cores and services..." and a "Go!" button. Below the header, a navigation bar features tabs: "About Our Core", "Schedule Equipment/Consult", "Request Services", "View My Requests", and "Contact Us". The "Schedule Equipment/Consult" tab is active, and a dropdown menu below it shows "Schedule a Consultation (2)" and "Scheduling Common Equipment (3)". A blue dashed arrow points from the "Schedule Equipment/Consult" tab to the "Scheduling Common Equipment (3)" option in the dropdown.

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.

This screenshot shows the "BioTek H4 Plate Reader" instrument listing on the iLab Solutions website. The page layout is similar to the previous screenshot, with the "Schedule Equipment/Consult" tab active. The dropdown menu now shows "Schedule a Consultation (2)" and "Scheduling Common Equipment (3)". Under "Scheduling Common Equipment (3)", the "BioTek H4 Plate Reader" is listed. Below the instrument name, there are links for "description" and "pricing". A "view schedule" button is visible to the right of the instrument listing. A blue dashed arrow points from the "pricing" link to the "view schedule" button.



- 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.

BioTek H4 Plate Reader (UVM Advanced Genome Technologies Core)

[Return to Equipment](#) [Schedule](#) [Description](#) [Other Equipment](#)

[refresh events](#) Please refresh frequently. [legends & help](#)

To schedule a time, click and drag on the calendar.

(This calendar is in Eastern Time (US & Canada))

Today Sunday, Dec 16 – Saturday, Dec 22 [Multi View](#) [Day](#) [Week](#) [Month](#)

	Sun, December 16	Mon, December 17	Tue, December 18	Wed, December 19	Thu, December 20	Fri, December 21	Sat, December 22
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
01:00							
02:00							
03:00							
04:00							

12:00 PM - 04:00 PM  
BioTek H4 Plate Reader - Unassisted Use - My Reservation

- 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”.

event details [required forms](#)

Unsaved reservation - please click save reservation.  
BioTek H4 Plate Reader - My Reservation

Availability Type:  
Unassisted Use \$7.17/hr

start end  
scheduled: January 11, 2013 10:00 | January 11, 2013 02:00 |

This equipment is billed in 60 minute increments

Fund  
80242-15-55060-150-130077-291-00000-000000-0000-0603-0680-0000

additional charges for this event:

Invite additional people to this event by email:  
Please enter a comma separated list of valid email addresses

[Save Reservation](#) [Cancel Changes](#) [Delete Reservation](#)

comments [add a comment](#)

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**.

event details required forms

BioTek H4 Plate Reader - Unassisted Use - My Reservation There are no forms required to make this reservation.

Availability Type:  
Unassisted Use \$14.34/hr

start end  
scheduled: January 23, 2013 10:00 AM January 23, 2013 03:00 PM

< January 2013 > minute increments

S	M	T	W	T	F	S
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Fund  
80242-15-5

additional c

Invite ad  
Please ente

by email:  
email addresses

@ 10 AM 00 Now OK  
January 23, 2013 10:00 AM

Save Reservation Cancel Changes X Delete 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!

