

**Scheduling Calendar  
&  
Registration Guide**  
[udel.ilabsolutions.com](http://udel.ilabsolutions.com)

# iLab

Core Facility Management  
Software

## Sign Up for iLab

1. Visit [udel.ilabsolutions.com](http://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.

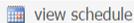
3. Non-UD Users will either need to A) login with their iLab credential if they already have one (Check the box to login) or B) Register for an account.

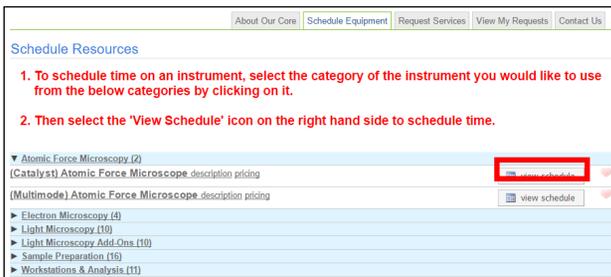
## Login & Schedule Instrument Time

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.



Schedule Resources

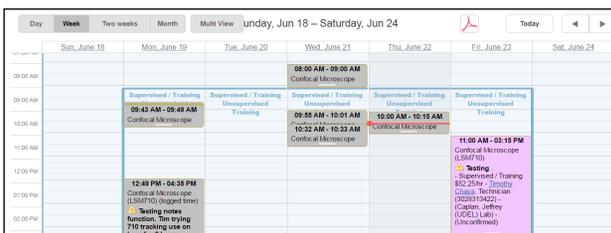
- To schedule time on an instrument, select the category of the instrument you would like to use from the below categories by clicking on it.
- Then select the 'View Schedule' icon on the right hand side to schedule time.

▼ Atomic Force Microscopy (2)  
 (Catalyst) Atomic Force Microscope -description pricing 

(Multimode) Atomic Force Microscope -description pricing 

▶ Electron Microscopy (4)  
 ▶ Light Microscopy (10)  
 ▶ Light Microscopy Add-Ons (10)  
 ▶ Sample Preparation (16)  
 ▶ Workstations & Analysis (11)

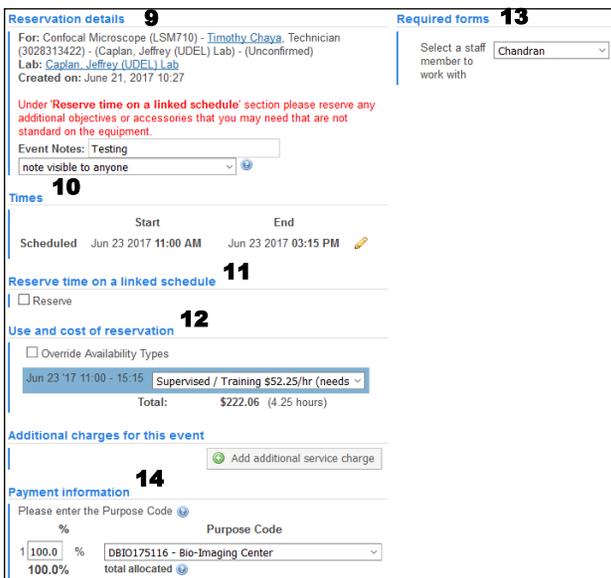
8. Click on the time slot you wish to schedule for and drag mouse to the end time. The schedule is broken into 15 minute time increments.



Day Week Two weeks Month Multi view Sunday, Jun 18 – Saturday, Jun 24 Today

Day	Week	Two weeks	Month	Multi view	Sunday, Jun 18	Monday, Jun 19	Tue, Jun 20	Wed, Jun 21	Thu, Jun 22	Fri, Jun 23	Sat, Jun 24
09:00 AM								08:00 AM - 09:00 AM Confocal Microscope			
09:15 AM								Supervised / Training Unsupervised Training			
09:30 AM								09:45 AM - 09:45 AM Confocal Microscope			
09:45 AM								09:59 AM - 10:01 AM Confocal Microscope			
10:00 AM								10:00 AM - 10:15 AM Confocal Microscope			
10:15 AM								10:32 AM - 10:33 AM Confocal Microscope			
11:00 AM								11:00 AM - 03:15 PM Confocal Microscope (LSM710)			
11:15 AM								Testing Supervised / Training 802.204 - Institute Chief, Technician (302813422) (Caplan, Jeffrey (UDEL) Lab) (Unconfirmed)			
12:00 PM								12:48 PM - 04:38 PM Confocal Microscope (LSM710) (logged time)			
1:00 PM								Testing notes function. Tim trying 710 reading use on www.doc3.com			
1:15 PM											
1:30 PM											
1:45 PM											
2:00 PM											

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** Required forms **13**

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

Select a staff member to work with: Chandran

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

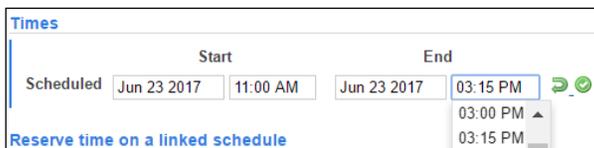
Add additional service charge

Payment information **14**

Please enter the Purpose Code

100.0% % DBIO175116 - 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.

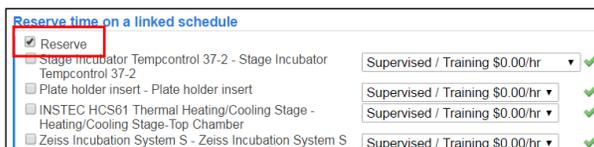


Times

Scheduled	Start	End
Jun 23 2017	11:00 AM	Jun 23 2017 03:15 PM 
		03:00 PM 
		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 time on a linked schedule

Reserve

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

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.

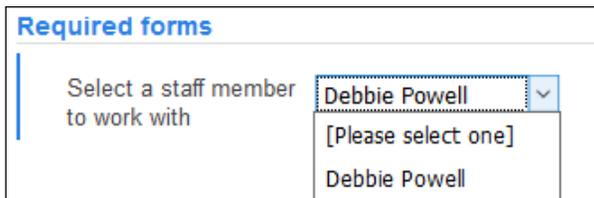


Use and cost of reservation

Override Availability Types

Time	Session Type	Cost
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).



Required forms

Select a staff member to work with

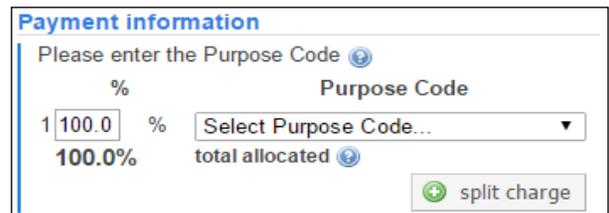
Debbie Powell 

[Please select one]

Debbie Powell

14. For Payment Information select the drop down arrow next to either 'Purpose Code or Standing PO'. This should give you a list to select from. If you don't see anything listed:

- \*UD users - Contact your PI or their Admin.
- \*External users - contact Bioimaging staff .



Payment information

Please enter the Purpose Code

100.0% % Purpose Code  
 100.0% total allocated

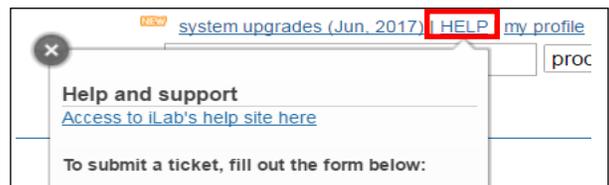
Select Purpose Code...

split charge

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 weekends & off hours times for the most prompt assistance.***



system upgrades (Jun. 2017) **HELP** my profile

Help and support  
 Access to iLab's help site here

To submit a ticket, fill out the form below:

proc

FAQs - Visit iLabs 'Core Customer' topics at:

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

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 Dr. Jeffrey Caplan  
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