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.

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 each of the reservation forms sections.

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.

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.

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.

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

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.

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.

FAQs - Visit iLabs ‘Core Customer’ topics at:
http://help.ilab.agilent.com/core-facilities-customers

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