TO CREATE AN EQUIPMENT RESERVATION:
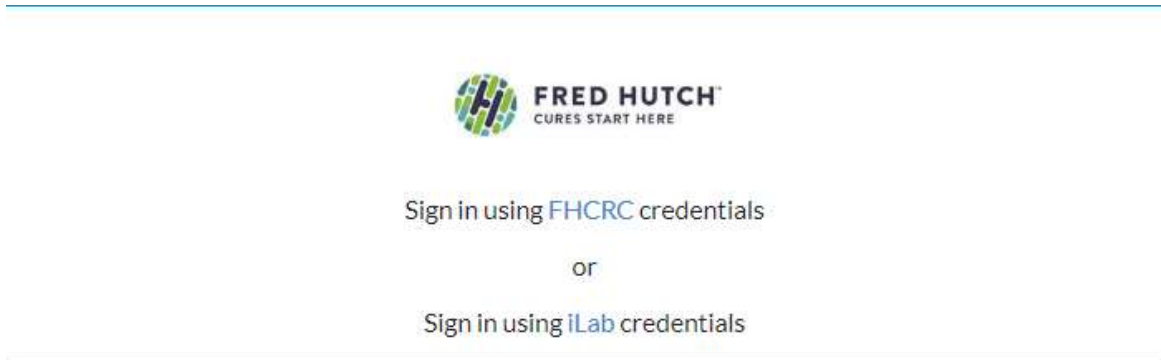
- Log into the system using your FHCRC or iLAB credentials. If you don't have an iLab account, go to https://fhcrc.corefacilities/org/account/login and hover your mouse on the 'Register' link on the top right-hard corner of the page.
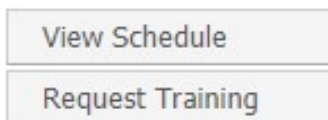

- To go directly to the imaging equipment list, please scan the QR code below, and login using your credientials.

- Select the *Schedule Equipment* tab

- Click on the *View Schedule* next to the instrument you'd like to use.

- Click and drag on the time frame you would like to schedule your reservation for.

- A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.

Reservation details ⓘ Unsaved reservation - click save reservation

For: Halo 2 (DE-480) - Training $50.00/hr (needs approval) - My Reservation
Lab: Shared Resources Administratio (FHCRC) Group
Created on: August 24, 2018 08:07

Specify the required resource: Halo 2 (DE-480) ▼ ⓘ

Event Notes: [   ]   note visible to anyone ▼ ⓘ

Times

	Start	End	
Scheduled	Aug 24 2018 **10:00 AM**	Aug 24 2018 **10:30 AM**	🖉

Reserve time on a linked schedule
☐ Reserve

Repeating event
☐ Enabled

Use and cost of reservation

Aug 24 '18 10:00 AM - 10:30 AM | Training $50.00/hr (needs approval) ▼
Total: $25.0 (0.5 hours)

Payment information
Please enter the Project ⓘ

	%		Project
1	100.0	%	Select Project... ▼

100.0%   total allocated ⓘ

Split Charge

☑ Use the same payment information for all add-on charges

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

💾 Save Reservation   ⚠ Cancel Changes

TO START YOUR SESSION WITH AN ALREADY EXISTING RESERVATION:

- Log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.

- Select the *Schedule Equipment* tab and click on the *Go to Kiosk* button or scan the QR code and login with your credential.

- Once logged in, you will see a list of your pre- scheduled reservations in "My kiosk sessions" (If you have multiple sessions, there is a search box to help guide you to the correct one you wish to start)

- Find your session, and to the right you should have a green "start" button. Once you click start, you will see the details of your reservation as well as a timer in the upper right-hand corner.
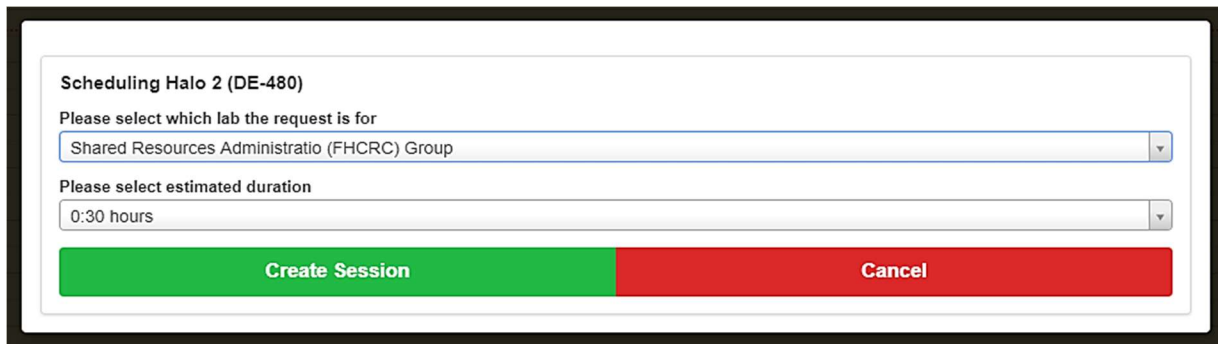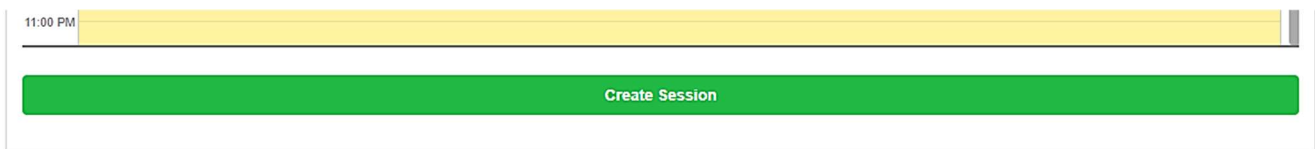

- To navigate back to your list of sessions, click in the drop-down menu where you see your name. Click my reservations.

- You may log out while your session is in process. To log out, click the upper right-hand side menu and select Log out. On the log out screen, you will see your list of Active sessions.

TO START YOUR SESSION AS A WALK IN:

- Log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
- Select the *Schedule Equipment* tab and click on the *Go to Kiosk* button.
- Select the instrument on the left-hand menu on which you would like to use.
- A calendar for the availability will appear, click "Create Session" to begin, select the desired duration, and click "Create Session" again.


- A new window will appear with the details for that reservation. You may be required to enter in your payment information and the equipment use type.
- Once all required information is filled out, click the start button to begin your session. Once you click start, you will see a timer in the upper right-hand corner.
- To navigate back to your list of sessions, click in the drop-down menu where you see your name. Click my reservations.
- You may log out while your session is in process. To log out, click the upper right-hand side menu and select Log out. On the log out screen, you will see your list of Active sessions.

TO END YOUR SESSION:

- Log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
- Select the *Schedule Equipment* tab and click on the *Go to Kiosk* button.
- Find your current reservation in the list under "My kiosk sessions" and click the blue Finish button.

Halo Analysis Workstations (Halo 4 (DE-480)) - Elizabeth

☐	**Finish**
✚	Extend
➡	Log out & use equipment
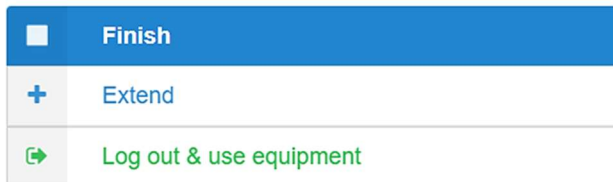
- A pop-up box will appear, asking you to confirm your action. Click "Finish session" again. Your time on the instrument has been logged.

Please confirm the action

Finishing the session will turn off the equipment, are you sure you want to finish this session?

Cancel	Finish session