HOW TO SCHEDULE TIME ON AN INSTRUMENT
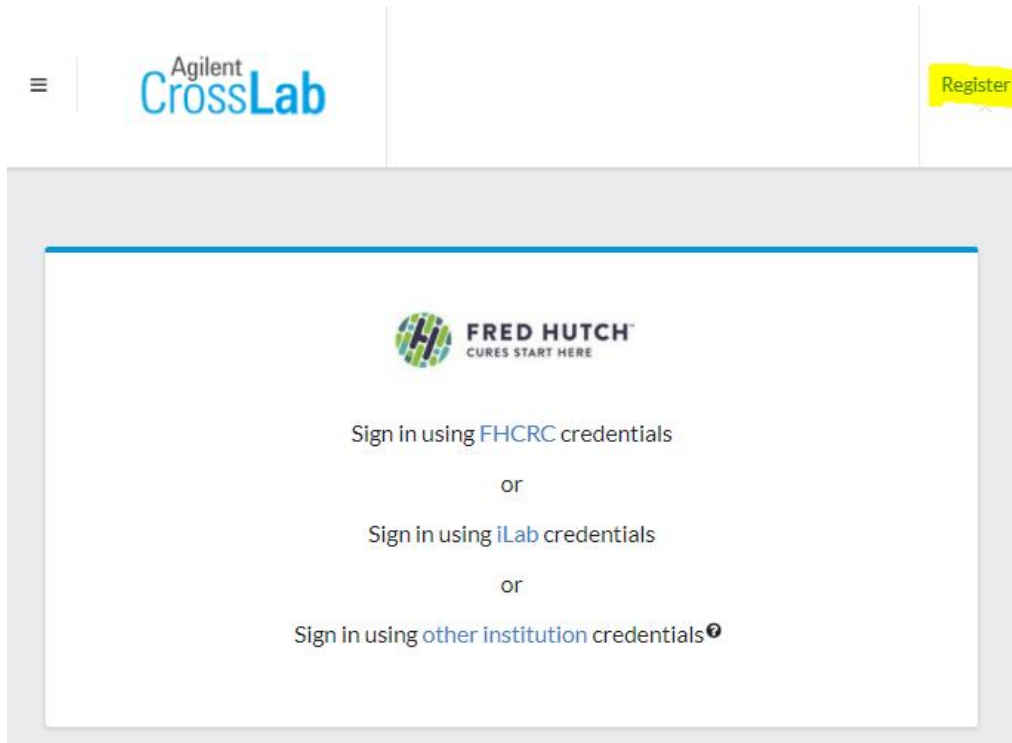
Action	Steps
iLab Login Screen	**Note:** You need to already have an account set up in iLab to schedule an instrument. Register for an iLab account via this link https://fhcrc.corefacilities.org/account/login **Internal customers** • Register using FHCRC credentials OR • Sign in using FHCRC credentials **External customers:** • Register for an iLab account OR • Sign in using iLab credentials or Sign in using other institution credentials

HOW TO SCHEDULE TIME ON AN INSTRUMENT

Home Page

Core Facilities

View	Cores at My Institutions ▾		Search table... 🔍

Core Name	Primary Contact	Email	Phone Number
Fred Hutchinson Cancer Research Center			
Cellular Imaging Core	David McDonald	davemcd@fredhutch.org	(206) 667-4205
Core Center of Excellence in Hematology	David Yadock	dyadock@fredhutch.org	206-667-4609
Experimental Histopathology	Staff	exphisto@fredhutch.org	206-667-6166
Flow Cytometry - Cell Analysis Core	Andrew Berger	flowcytometry@fredhutch.org	(206) 667-6195
Immune Monitoring Core	Jianhong Cao, Ph.D.	jcao@fredhutch.org	(206) 667-6455
Proteomics Core	Phil Gafken	proteomics@fredhutch.org	(206) 667-1051 (206) 667-2872

- The '**Core Facilities**' link in the left-hand side navigation will list all cores that are live in iLab

- On the Home page, select the Core that has the instrument you want to reserve

- You will land on that Core's '**Reservations**' tab

Reservations Screen

About Our Core	Schedule Equipment	Request Services	View My Requests	Contact Us	Reservations

Schedule Resources

	Go to Kiosk	Timeline View

Instrument 1 description pricing
Description appears here

View Schedule ❤️

- Click on the '**Schedule Equipment**' tab

- Access the calendar by clicking on the **instrument name** or the '**View Schedule**' button

HOW TO SCHEDULE TIME ON AN INSTRUMENT

Schedule Calendar Screen

- View the calendar by day, week, or month

- Select the desired date

- Click and drag the time desired on the calendar

- If you are a member of more than one FHCRC lab, in the pop-up window select which lab the request is for

- If you are an external customer, you will automatically be recognized by the system

Reservation Details Screen

- Leave a note under Event notes if needed

- Under Use & Cost of Reservation, select Assisted Use or Independent Use

- Invite additional people to the event if needed

- Under Payment Information choose Project ID or enter PO number. Leave blank if you don't use a PO

- Click Save Reservation

Home Page

My Reservations

Today's Reservations

You have no reservations today

Future Reservations

You have no future reservations

Past Reservations

Status	Name		Start Time	End Time	Duration
	Instrument 1	Go to Kiosk	Tue, Oct 20, 2020 at 11:00 AM	Tue, Oct 20, 2020 at 11:30 AM	0.50 hrs

- The "My Reservations" interface can be accessed from the left-hand side of the overall navigation, providing an overview of current, future and past reservations. Note that it is only available if you have already made reservations with a Core.

- Cancellations are allowed up to 48 hours prior to scheduled time. Failure to cancel prior to 48 hours will result in a charge for the full amount of time reserved. Experimental failure or patient cancellation within the 48 hour window will result in no more than a one hour charge.

- To edit your reservation, select the equipment reserved; the calendar with your scheduled time will open

- Select the yellow Notebook icon to make changes to your registration

- Make needed changes and Save Reservation