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To schedule on the microscope calendars, you must have a user account with iLabs Solutions.

To **set up** an iLabs user account:

- Contact Mike or Ashley and provide your name, work email address, phone number and the name of your PI.
- You will receive an email from iLab Solutions with instructions for creating your password.
- Make sure that ilabsolutions.com is a trusted site, so that you don't "spam" the email from iLabs.

To **schedule** time on a microscope calendar:

- 1) Go to <https://my.ilabsolutions.com/>
- 2) Login using your iLabs username and password. **IMPORTANT: On initial login, set your account time zone, click "update", then log out once to set the change.**
- 3) Once logged in, you will be on your home page. Once you have made reservations, they will be listed here.
- 4) Click on the "List all Cores" link on the left panel.
- 5) Click on the Fluorescence Microscopy Core link on this page.
- 6) Select the "Reserve Instrumentation" tab.
- 7) Select "Microscopes" and you will see the list of all Facility microscopes.
- 8) Click on "View Schedule" to the right of the microscope you need.
- 9) Click and drag on the time frame that you want to reserve.
- 10) The Event Details window will open:
 - Select the Availability Type (**Unassisted/Assisted/Training**)
 - You may adjust the scheduled date and time in this window.
 - PRs are required at this point. If you do not have a PR set-up then contact Mike or Ashley to schedule for you in the interim.

Ignore the Project box.

- 11) SELECT "SAVE RESERVATION".

*Availability type – Unassisted is for trained users on a microscope. If you do not see "Unassisted" as an option, check to make sure that you are trying to schedule on a microscope on which you are trained.

To **cancel** time on a microscope calendar:

- Select View Schedule for the microscope you have reserved time.
- Click on the Reservation block, then select the Details icon that appears to the left.
- The Event Details window for your reservation will open.
- Select "Cancel Reservation" at the bottom of the window.
- Your time will still appear – in pink highlight – but others can schedule in the same time block.
- **Please note that you can only cancel a reservation 48hrs before your scheduled time begins. This facility policy is to keep habitual cancellations unfairly affecting other users' ability to plan their experiments and image their samples.**

