

This document outlines the steps a Core Administrator should take to confirm and/or edit usage on recharge center equipment.

Access iLab	
Go to the iLab solutions site using the direct link or the <u>One</u> <u>Purdue Portal</u> and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey <u>can be found here</u> .	purdue.ilabsolutions.com Lab Management iLab ★★★★★ (0) i
Confirm Usage	
Click Schedule Equipment.	About Our Core Schedule Equipment Request Services View All Requests Reservations People Reporting Billing Administration
To confirm usage across multiple pieces of equipment, click Confirm usage . Select check-box of equipment and click Apply .	Confirm usage Image: Confirm
To review and confirm usage for a specific piece of equipment, click review usage , located to the right of the equipment name. <u>NOTE</u> : Equipment with unconfirmed usage will be noted with the following icon	View Schedule Review Usage Upload Usage Take Offline
Usage dates default to the current month.	Confirm Usage
Edit and click filter dates to change time frame.	April 30, 2016 To May 31, 2016 filter dates



	NovaNapoSEM (instances: NovaNapoSEM)	
Click confirm , to confirm usage	date person/lab start end Mon, May 09 Test User scheduled 03:00 PM 04:30 PM no charge: Solf Lico 4	
reservations individually.	on NovaNanoSEM Bryan(Test, Frances (PUR) Lab logged 03:00 PM 04:30 PM adjust Self Use S Charge Name: NovaNanoSEM (NovaNanoSEM) Monday, May 09	
Click checkboxes to confirm multiple usage reservations at once. OR Click all checkbox to confirm all unconfirmed usage for the equipment.	NovaNanoSEM (instances: NovaNanoSEM) Upload Usage Unconfirmed Usage Confirmed Usage date person/lab grant/sst, Frances (PUR) all NovaNanoSEM Icb: Fvo: 10 billat schei all Charge Name: NovaNanoSEM Frances (PUR) Lab schei ple: Image: Schei ple: Image: Schei On Frances (PUR) Lab Schei ple: Image: Schei ple: Image: Schei ple: Image: Schei Charge Name: NovaNanoSEM (NovaNanoSEM) Ming Schei ple: Image: Schei Image: Schei ple: Image: Schei Image: Schei ple: Image: Schei	
Editing Usage		
In the event the equipment went down in the middle of a session or the session lasted longer than the original scheduled reservation, billable usage can be edited.		
Click adjust .	NovaNanoSEM (instances: NovaNanoSEM) date person/lab start end Mon, May 09 on NovaNanoSEM Test User BryantTest, Frances (PUR) Iab FCF-WC-10 scheduled 03:00 PM 04:30 PM 04:30 PM no charge: Charge Name: NovaNanoSEM (NovaNanoSEM) Monday, May 09 Other and the start of the st	
Click of for Billable time frame to edit.	start end scheduled 03:00 PM 04:30 PM no charge: logged 03:00 PM 04:30 PM adjust Scheduled: May 09, 2016 03:00 PM - May 09, 2016 04:30 PM adjust Logged: 05/09/2016 03:00 PM - 05/09/2016 04:30 PM ✔ Billable: 05/09/2016 03:00 PM - 05/09/2016 04:30 PM ✔ Reset Apply) ↓	
Make adjustment. Click Apply .	Scheduled: May 09, 2016 03:00 PM - May 09, 2016 04:30 PM Logged: 05/09/2016 03:00 PM 05/09/2016 04:00 PM 05:00 PM 05:00 PM 05:00 PM 05:00 PM 05:00 PM 06:00 PM 06:00 PM	
Continue confirming usage.		