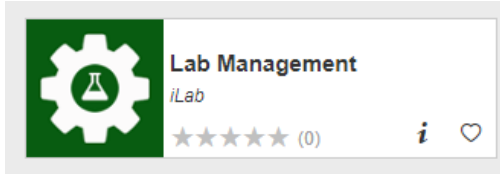
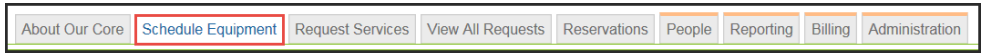
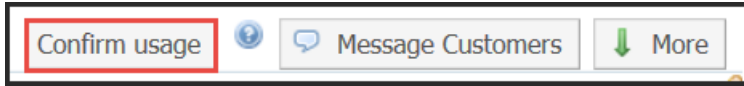
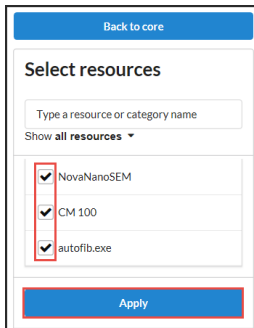

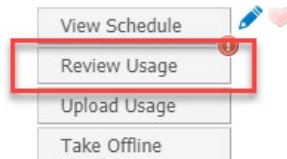
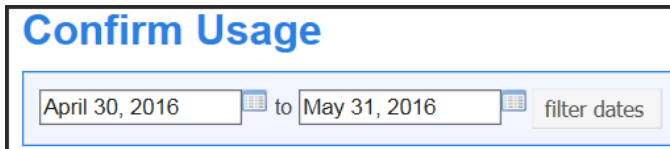
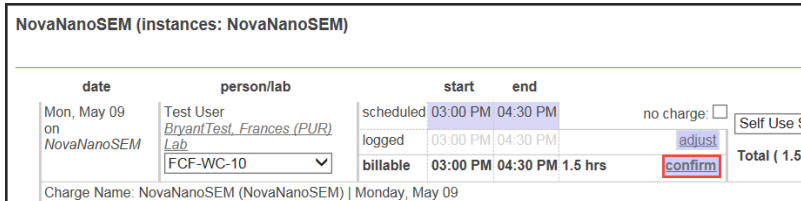


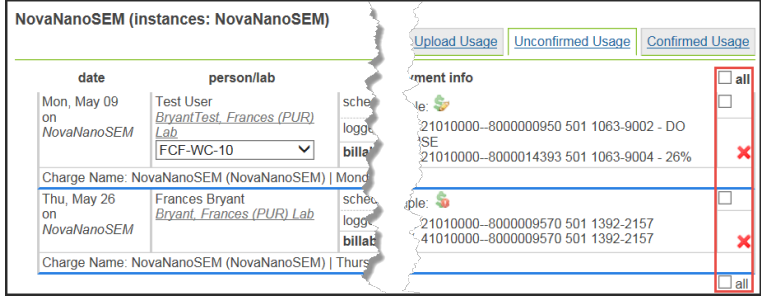
This document outlines the steps a Core Administrator should take to confirm and/or edit usage on recharge center equipment.

Access iLab	
<p>Go to the iLab solutions site using the direct link or the <a href="#">One Purdue Portal</a> and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey <a href="#">can be found here</a>.</p>	<p><a href="http://purdue.ilabsolutions.com">purdue.ilabsolutions.com</a></p> 
Confirm Usage	
<p>Click <b>Schedule Equipment</b>.</p>	
<p>To confirm usage across multiple pieces of equipment, click <b>Confirm usage</b>.</p> <p>Select check-box of equipment and click <b>Apply</b>.</p>	 
<p>To review and confirm usage for a specific piece of equipment, click <b>review usage</b>, located to the right of the equipment name.</p> <p><b>NOTE:</b> Equipment with unconfirmed usage will be noted with the following icon .</p>	
<p>Usage dates default to the current month.</p> <p>Edit and click <b>filter dates</b> to change time frame.</p>	

Click **confirm**, to confirm usage reservations individually.



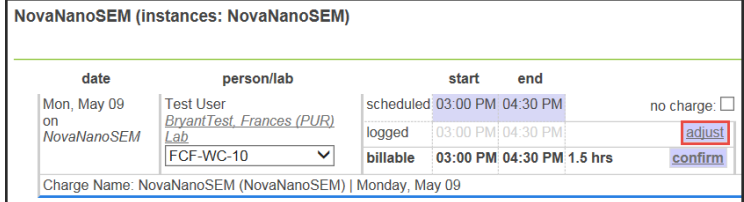
Click checkboxes to confirm multiple usage reservations at once.  
OR  
Click **all** checkbox to confirm all unconfirmed usage for the equipment.




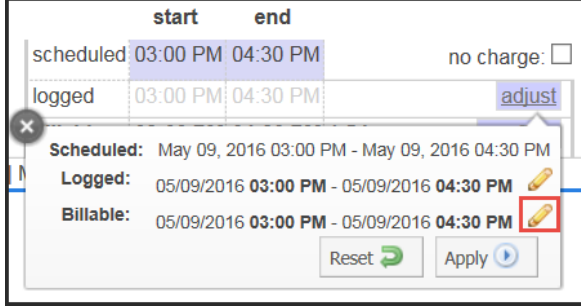
**Editing Usage**

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.

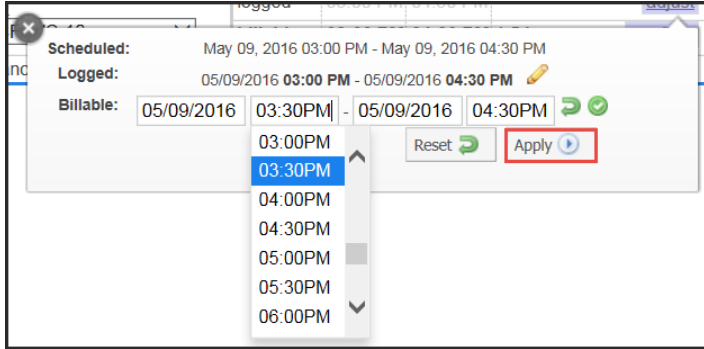
Click **adjust**.



Click  for **Billable** time frame to edit.



Make adjustment.  
Click **Apply**.



Continue confirming usage.