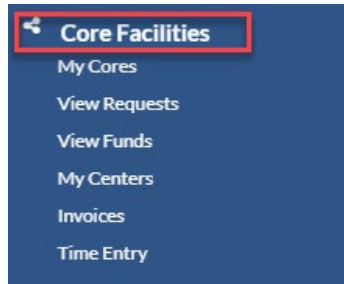

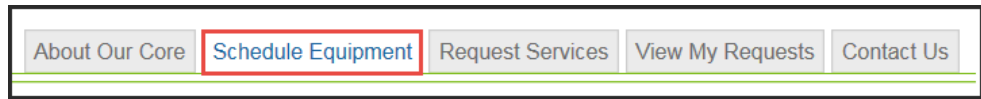
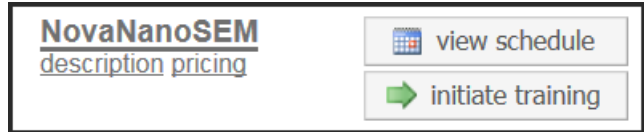
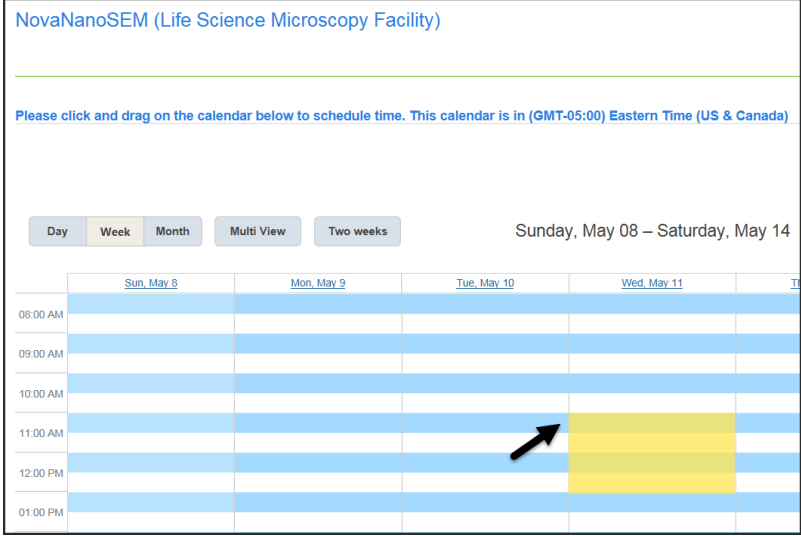
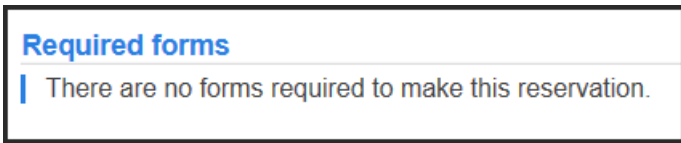
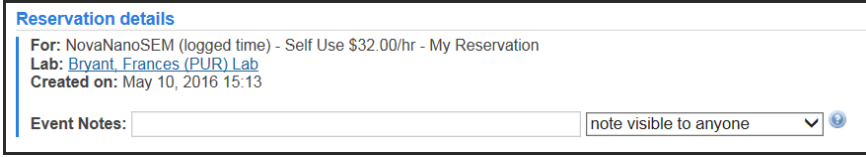
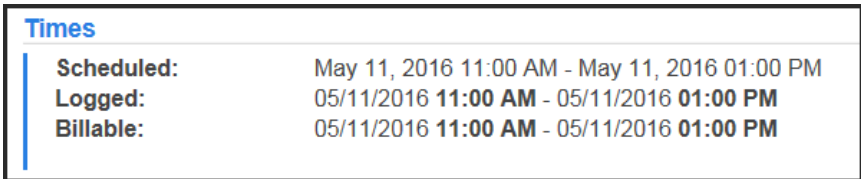
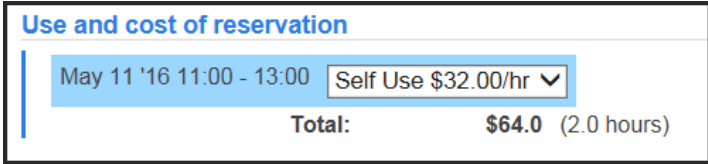
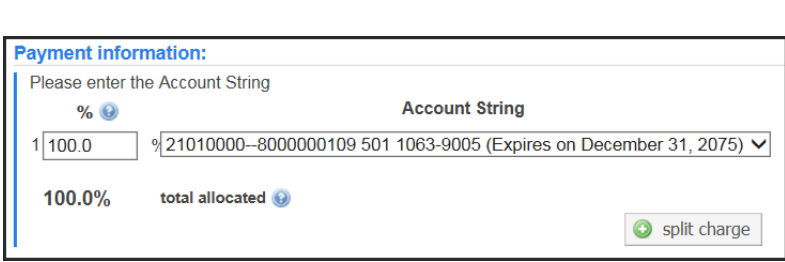


This QRC outlines the steps for using iLab to reserve time on equipment within a recharge center, lab or facility.

Access iLab	
<p>Go to the iLab solutions site using the direct link or the One Purdue Portal and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey can be found here.</p>	<p>purdue.ilabsolutions.com</p> 
Access Desired Facility	
<p>Click Core Facilities.</p>	
<p>Click the name of the desired facility for which you have access.</p>	
<p>The About Our Core page for the selected facility is displayed.</p>	
Select and Reserve Equipment	
<p>Click Schedule Equipment.</p>	
<p>Locate desired equipment and click the corresponding view schedule button.</p> <p>NOTE: If training on equipment is required, click initiate</p>	

<p>training and complete form to schedule training.</p>																																																									
<p>Navigate to desired week, locate day of the week and click and drag to select preferred time.</p>	 <p>NovaNanoSEM (Life Science Microscopy Facility)</p> <p>Please click and drag on the calendar below to schedule time. This calendar is in (GMT-05:00) Eastern Time (US & Canada)</p> <p>Day Week Month Multi View Two weeks Sunday, May 08 – Saturday, May 14</p> <table border="1"> <thead> <tr> <th></th> <th>Sun, May 8</th> <th>Mon, May 9</th> <th>Tue, May 10</th> <th>Wed, May 11</th> <th>Thu, May 12</th> <th>Fri, May 13</th> <th>Sat, May 14</th> </tr> </thead> <tbody> <tr> <td>08:00 AM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>09:00 AM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10:00 AM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11:00 AM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12:00 PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>01:00 PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Sun, May 8	Mon, May 9	Tue, May 10	Wed, May 11	Thu, May 12	Fri, May 13	Sat, May 14	08:00 AM								09:00 AM								10:00 AM								11:00 AM								12:00 PM								01:00 PM							
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<p>Requested forms contain any form that is required prior to use of the selected equipment. Complete form(s), if needed.</p>	 <p>Required forms</p> <p>There are no forms required to make this reservation.</p>																																																								
<p>Review Reservation details. Add Event Notes if reservation requires special instructions.</p>	 <p>Reservation details</p> <p>For: NovaNanoSEM (logged time) - Self Use \$32.00/hr - My Reservation Lab: Bryant, Frances (PUR) Lab Created on: May 10, 2016 15:13</p> <p>Event Notes: <input type="text"/> note visible to anyone <input type="checkbox"/></p>																																																								
<p>Review Times of reservation.</p>	 <p>Times</p> <p>Scheduled: May 11, 2016 11:00 AM - May 11, 2016 01:00 PM Logged: 05/11/2016 11:00 AM - 05/11/2016 01:00 PM Billable: 05/11/2016 11:00 AM - 05/11/2016 01:00 PM</p>																																																								
<p>Review Use and cost of reservation.</p>	 <p>Use and cost of reservation</p> <p>May 11 '16 11:00 - 13:00 Self Use \$32.00/hr</p> <p>Total: \$64.0 (2.0 hours)</p>																																																								
<p>All users have a default account assignment. Review Payment Information to ensure the proper account will be charged for this reservation.</p>	 <p>Payment information:</p> <p>Please enter the Account String</p> <p>% <input type="text"/> Account String</p> <p>1 100.0 % 21010000--8000000109 501 1063-9005 (Expires on December 31, 2075) <input type="checkbox"/></p> <p>100.0% total allocated <input type="checkbox"/></p> <p><input type="button" value="split charge"/></p>																																																								

To split charges among multiple accounts, click **Split Charge**. Allocate to each account by percentage.

NOTE: Only account for which access is authorized are displayed.

Payment information:

Please enter the Account String

%	Account String
1 <input type="text" value="50"/>	% 21010000-8000000109 501 1063-9005 (Expires on December 31, 2075) ▼
2 <input type="text" value="50"/>	% 21010000-8000001517 500 1063-8000 (Expires on December 31, 2075) ▼

100% **total allocated**

To notify a user in addition to the facility of this reservation, add email address.

Invite additional people to this event by email

Please enter a comma separated list of valid email addresses

Click **Save Reservation** to submit.

Click **Cancel Changes** or **Delete Reservation** to start over.

View Reservations

Under Core Facilities, click **my reservations**.

Core Facilities

- My Cores
- My Reservations (1)
- View Requests
- View Funds
- My Centers
- Invoices
- Time Entry

All reservations from the past, for today and for the future are listed.

Details can be reviewed and if the reservation has not yet been billed, account/payment information can be updated.

TODAY'S RESERVATIONS

Resource	Scheduled start time	Scheduled end time	Duration
NovaNanoSEM.Q - NovaNanoSEM	Thu, 12 at 02:30 PM	Thu, 12 at 03:30 PM	1.0 hrs

FUTURE RESERVATIONS

Resource	Scheduled start time	Scheduled end time	Duration
May			
NovaNanoSEM.Q - NovaNanoSEM	Wed, 18 at 09:30 AM	Wed, 18 at 11:30 AM	2.0 hrs

PAST RESERVATIONS

Resource	Actual start time	Actual end time	Duration
May			
NovaNanoSEM.Q - NovaNanoSEM	Wed, 11 at 11:00 AM	Wed, 11 at 01:00 PM	2.0 hrs
NovaNanoSEM.Q - NovaNanoSEM	Tue, 10 at 01:00 PM	Tue, 10 at 04:30 PM	3.5 hrs
NovaNanoSEM.Q - NovaNanoSEM	Tue, 10 at 10:00 AM	Tue, 10 at 12:00 PM	2.0 hrs
CM.100.Q - CM.100	Mon, 09 at 09:00 AM	Mon, 09 at 11:30 AM	2.5 hrs