

IncuCyte iLab reservation calendar update

Starting September 11, 2023, IncuCyte reservations will be modified so each of the six plate positions has its own schedule/calendar in iLab.

How to reserve (per plate):

- Log in to iLab via this link <https://fhcc.ilab.agilent.com/sc/3290/cellular-imaging>
- Enter your credentials.
- Select the *Schedule Equipment* tab

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- Click on the *View Schedule* next to the IncuCyte you would like to use.

View Schedule

- Click and drag on the time frame you would like to schedule your reservation for.
 - o For multi-day reservations, please book the entire duration of the experiment rather than blocking off each day as a separate reservation.
- Select the lab if you belong to multiple groups/labs.
- A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.
- In the pop up window *Event Notes* section, add your expected scan duration and frequency for each reservation.
 - o For example, *7 minute scan every 2 hours*.
 - o Estimate scan duration using the IncuCyte software or ask a Cellular Imaging staff member.
 - o Determine scan frequency per experimental need.
- When entering your plate position reservation, if you...
 - o **Cannot accommodate additional plates and scans**, such as when frequently scanning (for example scanning every 15 minutes), block all other plate positions. See **How to block plates** instructions below. Please block plate positions as a courtesy to other users.
 - o **Can share the IncuCyte with other plates**, such as when scanning for short durations every 2 or 4 hours, leave the other plate position calendars open.
 - o **Are adding your plates with existing plate position reservations**, use the scan duration and frequency information in the *Event notes* of existing reservations to calculate if there is capacity for to add your experiment.
 - If you are unsure, reach out to Cellular Imaging staff (imaging@fredhutch.org)
 - If reservations conflict, the one with an earlier *Created on* date gets priority.

General Comments Contacts

Reservation details ! Unsaved reservation - click save reservation

For: M_Plate1 - Instrument Use \$1.70/hr - My Reservation
 Lab: [Shared Resources Administration \(FHCC\) Group](#)
 Created on: September 06, 2023 06:49

If you need to schedule Training or Staff Assistance, please email imaging@fredhutch.org. Training for this instrument typically takes 30 minutes.

Specify the required resource: M_Plate1 🔍

M_Plate1

M_Plate2

M_Plate3

M_Plate4

M_Plate5

M_Plate6

Event Notes: note visible to anyone 🔍

Copy notes to the charge and display on the invoice

Times

	Start	End	
Scheduled	Sep 06 2023 07:00 AM	Sep 06 2023 08:00 AM	

This event can be modified or deleted before 11:00 PM PDT on Sep 05, 2023

Repeating event

Enabled

Use and cost of reservation

Duration	Effective Rate	Amount	Use Type
1.0 hours	\$1.70	-	\$1.70 Instrument Use Base Rate
1.0 hours	Total Cost	\$1.70	Internal

▶ Pricing Details

How to block plates:

- In the *Use and cost of reservation* area you can switch the price type to the ‘Blocked \$0.00/hr.’ for the plates not being occupied.
- Click on the grey *Pricing Details* button and it will list the different price types.

Use and cost of reservation

Duration	Effective Rate	Amount	Use Type
1.0 hours	\$1.70	= \$1.70	Instrument Use Base Rate
1.0 hours	Total Cost	\$1.70	Internal

▼ Pricing Details

Sep 06 '23 7:00 AM - 8:00 AM

- Instrument Use \$1.70/hr
- Instrument Use \$1.70/hr
- Development \$0.00/hr
- Blocked \$0.00/hr

Payment information

Please enter the Project

% %

Project

100.0% Total Allocated

[Save Reservation](#) [Cancel Changes](#)

- Select the Project/budget in the *Payment Information* section. For external customers, a blank text field would be displayed to enter Purchase Order (PO) number.
- Click the 'Save Reservation' button.

FAQ

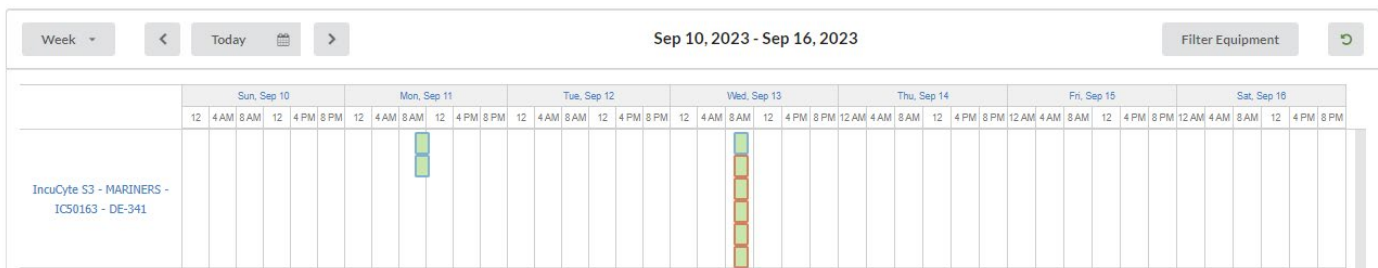
How do I find the soonest available IncuCyte slot?

- Use the *Timeline View* under the *Schedule Equipment* tab to graphically see which positions are available.

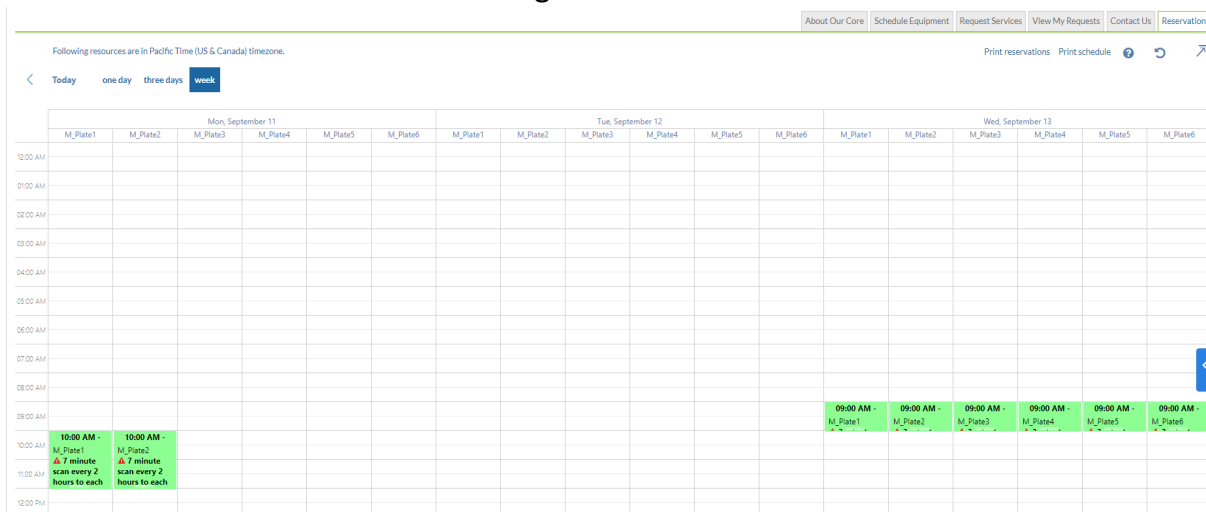
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[Go to Kiosk](#) [Timeline View](#)

The timeline view below shows that on Monday Mariners Plate 1 & 2 are occupied and all other plates are open. On Wednesday, Plate 1 is occupied and Plate 2-6 are blocked/unavailable.



- Use the *Reservation* tab to see existing reservations.



- Use *View Schedule* under the *Schedule Equipment* for additional plate position calendar views. Note the calendar looks different depending on the selected time domain drop down menu (day, week (5 day), week (7 day), or month).

Which plate number (#1-6) correlates to which position in the IncuCyte drawer/stage?

Rear of instrument

Plate 5	Plate 6
Plate 3	Plate 4
Plate 1	Plate 2

Front of instrument

What if I am not using a multi-well plate? What if I need to scan a different vessel type and tray (stage adapter)?

If you are not using the multi-well plate tray, reserve two laterally-adjacent plate positions (for example Plates 5 and 6). Since each IncuCyte holds three trays, you will be able to remove the multi-well plate tray and replace it with your required tray.

Does this change the way IncuCytes are billed for?

No, IncuCytes will continue to be charged per plate per hour, with a 3-hour minimum charge. Nobody will be charged for blocked/unavailable slots.

Do we still need to email other IncuCyte users for sharing IncuCyte microscopes?

No, by making a reservation in iLab you no longer need to email anybody to coordinate IncuCyte usage.

What if I need to change the incubator temperature or %CO₂?

Please coordinate your reservation with Cellular Imaging staff (imaging@fredhutch.org) if you need to change the environmental conditions. Unless an **unavailable** note is on the iLab IncuCyte calendar, you can expect 37C with 5% CO₂ conditions in the incubator.

What if I want to use the Green/Orange/NIR optics modules on an IncuCyte SX5?

As of September 2023, most users image with the Green/Red optics module on SX5 machines. Please contact Cellular Imaging staff (imaging@fredhutch.org) if you need to use the Near InfraRed channel. If demand rises, the Kraken IncuCyte SX5 will be changed to the Green/Orange/NIR module.