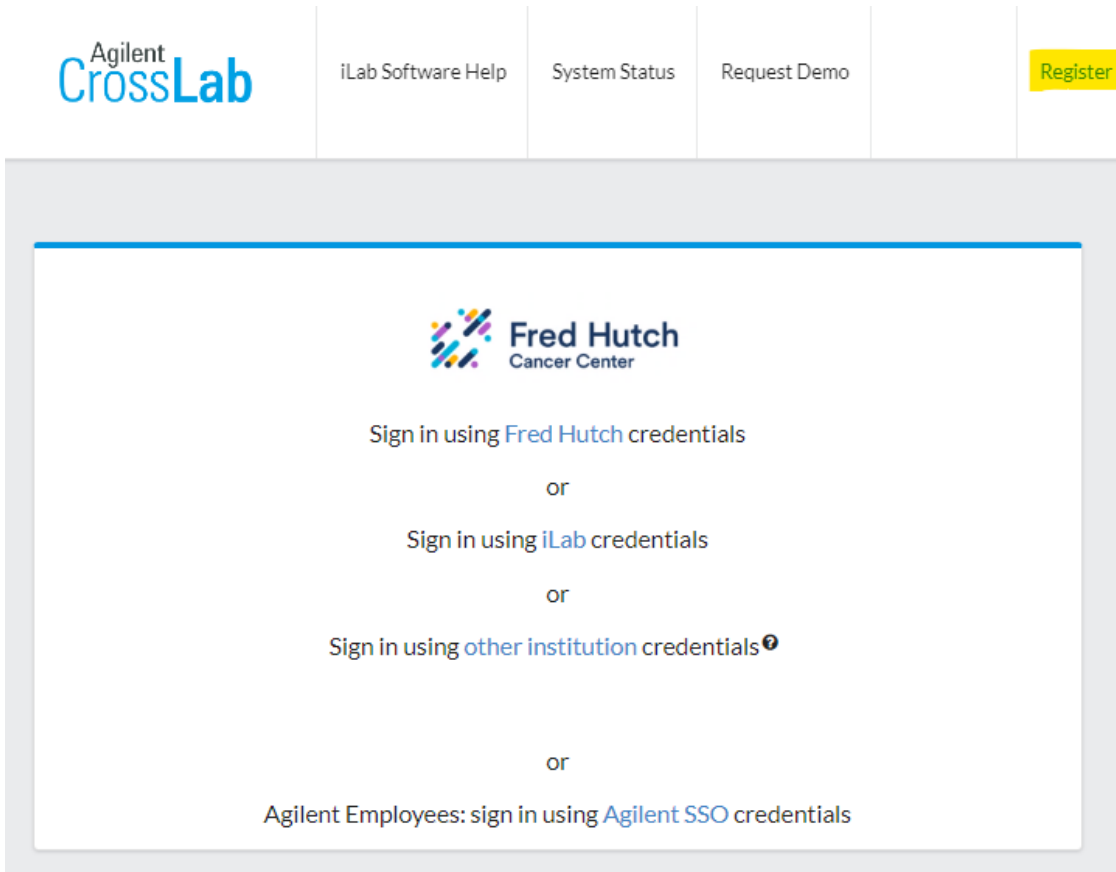


Action	Steps
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### iLab Login Screen



**Note:** You need to already have an account set up in iLab to schedule an instrument.

Register for an iLab account via this link  
<https://fhcc.ilab.agilent.com/account/login>

#### Internal customers

- Register using Fred Hutch credentials OR
- Sign in using Fred Hutch credentials

#### External customers:

- Register for an iLab account OR
- Sign in using iLab credentials or Sign in using other institution credentials

### Home Page

**Core Facilities**

View: Cores at My Institutions


Core Name	Primary Contact	Email	Phone Number
<b>Fred Hutchinson Cancer Research Center</b>			
Cellular Imaging Core	David McDonald	davemcd@fredhutch.org	(206) 667-4205
Core Center of Excellence in Hematology	David Yadock	dyadock@fredhutch.org	206-667-4609
Experimental Histopathology	Staff	exphisto@fredhutch.org	206-667-6166
Flow Cytometry - Cell Analysis Core	Andrew Berger	flowcytometry@fredhutch.org	(206) 667-6195
Immune Monitoring Core	Jianhong Cao, Ph.D.	jciao@fredhutch.org	(206) 667-6455
Proteomics Core	Phil Gafken	proteomics@fredhutch.org	(206) 667-1051 (206) 667-2872

- The **'Core Facilities'** link in the left-hand side navigation will list all cores that are live in iLab
- On the Home page, select the Core that has the instrument you want to reserve
- You will land on that Core's **'Reservations'** tab

### Reservations Screen

[About Our Core](#) | 
 [Schedule Equipment](#) | 
 [Request Services](#) | 
 [View My Requests](#) | 
 [Contact Us](#) | 
 [Reservations](#)

**Schedule Resources**

**Instrument 1** [description](#) [pricing](#)  

Description appears here

- Click on the **'Schedule Equipment'** tab
- Access the calendar by clicking on the **instrument name** or the **'View Schedule'** button

### Schedule Calendar Screen

Fred Hutch Sandbox Core > View Schedule

Instrument 1 ♥ ⓘ ★

Confirm Usage

Week (7 Days) 🗓 📅 < Sun, 18 Oct - Sat, 24 Oct 2020 > Pacific Time (US & Canada) Calendar Details

	Sun, 18 Oct	Mon, 19 Oct	Tue, 20 Oct	Wed, 21 Oct	Thu, 22 Oct	Fri, 23 Oct	Sat, 24 Oct
09:00 AM		Self Use -Trained User Assisted Use - Untrained User	Self Use -Trained User Assisted Use - Untrained User	Self Use -Trained User Assisted Use - Untrained User	Self Use -Trained User Assisted Use - Untrained User	Self Use -Trained User Assisted Use - Untrained User	
10:00 AM							
11:00 AM			11:00 AM - 11:30 AM Elizabeth Hironmetakij -- / Price: --				
12:00 PM							

- View the calendar by day, week, or month
- Select the desired date
- Click and drag the time desired on the calendar
- If you are a member of more than one FHCRC lab, in the pop-up window select which lab the request is for
- If you are an external customer, you will automatically be recognized by the system
- Click on the red heart to add the instrument to your favorite list

### Reservation Details Screen

General

Comments

Contacts

**Reservation details** ! Unsaved reservation - click save reservation

For: Instrument 1\_1 (logged time) - no availability - My Reservation  
 Lab: [Shared Resources Administration \(FHCRC\) Group](#)  
 Created on: October 22, 2020 16:39

Customer Instructions here

Event Notes:  note visible to anyone ⌵ 🔒

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**Times**

	Start	End	
Scheduled	Oct 20 2020 11:00 AM	Oct 20 2020 11:30 AM	
Logged	Oct 20 2020 11:00 AM	Oct 20 2020 11:30 AM	✎
Billable	Oct 20 2020 11:00 AM	Oct 20 2020 11:30 AM	✎

- Leave a note under Event notes if needed
- Under Use & Cost of Reservation, select Assisted Use or Independent Use
- Invite additional people to the event if needed
- Under Payment Information choose Project ID or enter PO number. Leave blank if you don't use a PO
- Click Save Reservation

### Home Page

#### My Reservations



#### Today's Reservations

You have no reservations today

#### Future Reservations

You have no future reservations

#### Past Reservations

Status	Name	Start Time	End Time	Duration
	Instrument 1 <a href="#">Go to Kiosk</a>	Tue, Oct 20, 2020 at 11:00 AM	Tue, Oct 20, 2020 at 11:30 AM	0.50 hrs

- The "My Reservations" interface can be accessed from the left-hand side of the overall navigation, providing an overview of current, future and past reservations. Note that it is only available if you have already made reservations with a Core.
- Please check with the core on 'no-show' and 'cancellation' policies.
- To edit your reservation, select the equipment reserved; the calendar with your scheduled time will open
- Select the yellow Notebook icon to make changes to your registration
- Make needed changes and Save Reservation

Any Questions? Contact [srilab@fredhutch.org](mailto:srilab@fredhutch.org)