

iLab Instructions for IMIL

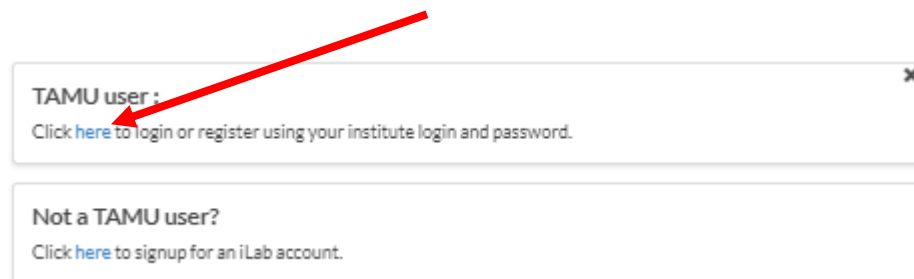
To register for an account:

To get started, you must register for an account:

1. Navigate to the core page: https://tamu.corefacilities.org/service_center/show/6207/
2. In the upper-right-hand corner of the screen where it says, 'Welcome Texas A&M,' click the sign-up button



3. A window will pop up. Select the **click here** link.



4. You will be directed to an authentication page where you will need to enter your NetID.
5. Once you have entered your credentials, click the 'Login' button.
6. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information.
7. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. They will need to approve your membership and assign any Institution Fund for your use. (See iLab-PI-Instructions-IMIL.pdf)

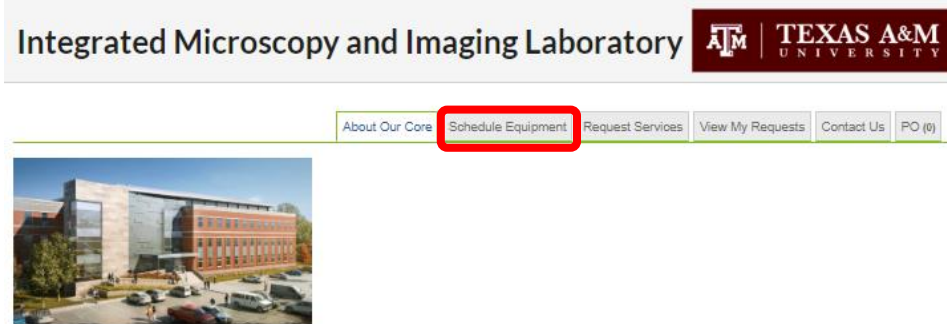
To Create an Equipment Reservation:

Once you have been accepted into your PI's lab and assigned Institution Funds, you can schedule equipment time.

1. Navigate to the core page: https://tamu.corefacilities.org/service_center/show/6207/
2. At the upper right hand of the page where it says, 'Welcome Texas A&M user, click here to log in or register,' select click here.



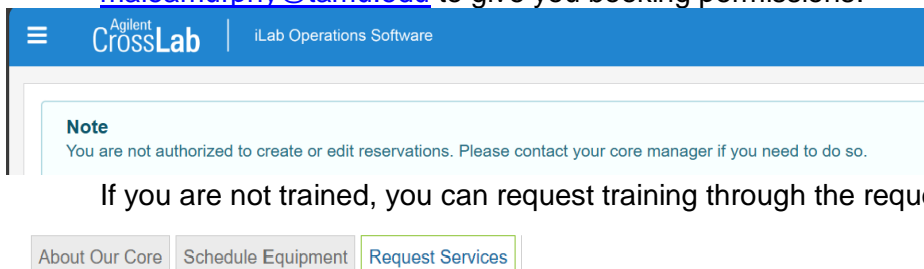
3. Enter your NetID and password, and sign in.
4. Select the Schedule Equipment tab.



5. Click on the 'View Schedule' button next to the instrument of interest.



6. If you see this Note and you have been trained on this machine contact maleamurphy@tamu.edu to give you booking permissions.



If you are not trained, you can request training through the request services tab.

7. Click and drag on the time frame to schedule your reservation.

Integrated Microscopy and Imaging Laboratory > View Schedule

FVMPE-RS MULTIPHOTON MICROSCOPE - OLYMPUS ♥ i ⏸ Receive cancellation notifications


Week (7 Days) 📅 🖨 < Sun, 11 Aug - Sat, 17 Aug 2024 > Calendar Details

Central Time (US & Canada)

	Sun, 11 Aug	Mon, 12 Aug	Tue, 13 Aug	Wed, 14 Aug	Thu, 15 Aug	Fri, 16 Aug	Sat, 17 Aug
03:00 AM							
04:00 AM							
05:00 AM							
06:00 AM			06:15 AM - 09:15 AM				
07:00 AM							
08:00 AM							
09:00 AM							

8. A window will pop up that will allow you to verify your reservations details. You can edit the start and end time by clicking the pencil.

Times

	Start	End
Scheduled	Aug 13 2024 06:15 AM	Aug 13 2024 09:45 AM 

This event can be modified or deleted before
06:15 AM CDT on Aug 12, 2024

9. It will show the cost and you will need to provide payment information before saving the reservation.

Use and cost of reservation

Duration	Effective Rate	Amount	Use Type
3.5 hours	\$80.00	= \$280.00	Self Use Base Rate
3.5 hours	Total Cost	\$280.00	External Academic

▶ Pricing Details

Payment information

Please enter the Standing PO.
You will have the opportunity to review the quote before being billed. ?

%	Standing PO	Amount
1 100.0 %	12345 (Unapproved) ⌵ Add new PO	
	Please select	
	12345 (Unapproved) ⌵	
100.0%	Total Allocated ⌵	

+ Split Charge

Use the same payment information for all add-on charges

[Invite additional people to this event by email](#) ?

📄 Save Reservation ⚠ Cancel Changes

How to use the Kiosk

To start your session with an already existing reservation:

IML iLabs Kiosk to sign in for your reservation or for walk-up



1. Please navigate to the Kiosk Interface URL: https://tamu.corefacilities.org/service_centers/6207/equipment_kiosk/dashboard QR code for kiosk is at every microscope.
2. You will log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
3. Once logged in, you will see a list of your pre-scheduled reservations in “My kiosk sessions” (If you have multiple sessions, there is a search box to help guide you to the correct one you wish to start)
4. Find your session, and to the right you should have a green “start” button. Once you click start, you will see the details of your reservation as well as a timer in the upper right-hand corner.

The screenshot shows the 'My Kiosk Sessions' interface. On the left, there is a 'Refresh Sessions' button and a 'Time Scale' slider ranging from -6 hours to 6 hours. Below this is a search bar with the text 'Start typing to filter sessions' and a 'Clear' button. A table lists sessions with columns for 'Resource', 'Start', 'End', and 'Actions'. One session is highlighted: 'FVMPE-RS MULTIPHOTON MICROSCOPE - OLYMPUS (FVMPE-RS MP MICROSCOPE - OLYMPUS)' with a 'Start' button. On the right, a detailed view of an active session is shown, including a 'Finish' button, a timer showing '00:00:35', and session details like 'Scheduled' and 'Logged' times.

5. To navigate back to your list of sessions, click in the drop-down menu where you see your name. Click my reservations.

This screenshot shows a user profile menu for 'Noah Researcher'. A red arrow points to the 'My Reservations' option in the dropdown menu. Other options include 'Back to Core' and 'Sign Out'. A timer in the background shows '00:01:46'.

6. If no one is scheduled after you, you may extend your session by clicking on the arrow and selecting extend. Select more time and continue imaging.

This screenshot shows the 'Extend session' dialog box. A red arrow points to the 'Extend' button in the 'Actions' column of the session table. The dialog box asks 'You have currently booked time for this session until 09 Aug 16:00. Do you need more time?' and provides a list of time increments to extend the session by: 0:15 hours, 0:16 hours, 0:30 hours, 0:45 hours, 1:00 hours, 1:15 hours, and 1:30 hours.

7. When your imaging is done, click Finish button and confirm to end session.

This screenshot shows the 'Finish session' confirmation dialog. A red arrow points to the 'Finish' button in the session table. The dialog box asks 'Please confirm the action' and 'Finishing the session will turn off the equipment, are you sure you want to finish this session?'. It has two buttons: 'Cancel' (red) and 'Finish session' (green).






To start your session as a walk in:

1. Please navigate to the Kiosk Interface URL:
https://my.ilab.agilent.com/service_centers/6207/equipment_kiosk/dashboard
2. You will log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
3. Click the Start Walkup Session button.



3. Select the instrument on the left-hand menu on which you would like to use and are trained.

Equipment by Category

- Image Analysis 
- IMARIS WORKSTATION 
- Optical Microscopy 
- VS120 SLIDE SCANNER - OLYMPUS 
- FVMPE-RS MULTIPHOTON MICROSCOPE - OLYMPUS 


4. A calendar for the availability will appear, click "Create Session" to begin, select the desired duration, and click "Create Session" again.

Fri, Sep 20, 2024




	FVMPE-RS	IMARIS	VS120 SLIDE
10:00 AM			
11:00 AM			
12:00 PM			
01:00 PM			
02:00 PM			
03:00 PM			
04:00 PM			
05:00 PM			
06:00 PM			
07:00 PM			
08:00 PM			

Scheduling FVMPE-RS MP MICROSCOPE - OLYMPUS

Please select estimated duration

1:00 hours 

Create Session **Cancel**

Create Session  **Create Session**  **Create Session** 

5. A new window will appear with the details for that reservation. You may be required to enter in your payment information and the equipment use type.

FVMPE-RS MULTIPHOTON MICROSCOPE
 - OLYMPUS (FVMPE-RS MP MICROSCOPE
 - OLYMPUS) - Noah Researcher

Inactive 🕒

▶ Start

LOGGED TIME

🗑️ Cancel

Scheduled	20 Sep 11:21 AM	20 Sep 12:21 PM
Logged	20 Sep 11:21 AM	20 Sep 12:21 PM

Report a Problem

Payment Information

Please enter the Standing PO.
 You will have the opportunity to review the quote before being billed. 🔒

%	Standing PO	Amount
1 100.0 %	12345 (Approved) ▼	
	Add new PO	

100.0% **Total Allocated** 🔒

+ Split Charge

Use and cost of reservation

Duration	Effective Rate	Amount	Use Type
1.0 hours	\$80.00	= \$80.00	Self Use Base Rate
1.0 hours	Total Cost	\$80.00	External Academic

Use Type	Duration
Self Use \$80.00/hr (Trained) ▼	1.0 hours (11:21 AM - 12:21 PM)
Total Duration	1.0 hours

Notes

Save information

6. Once all the required information is filled out, click the start button to begin your session. Once you click start, you will see a timer in the upper right-hand corner.

FVMPE-RS MULTIPHOTON MICROSCOPE
 - OLYMPUS (FVMPE-RS MP MICROSCOPE
 - OLYMPUS) - Noah Researcher

Active 🕒

■ Finish

00:00:25

+ Extend

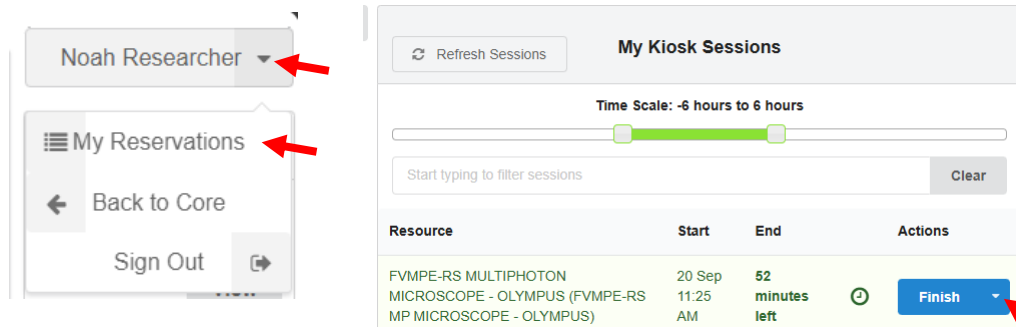
ELAPSED TIME

🔄 Log out & use equipment

Scheduled	20 Sep 11:21 AM	20 Sep 12:21 PM
Logged	20 Sep 11:25 AM	55 minutes left

Report a Problem

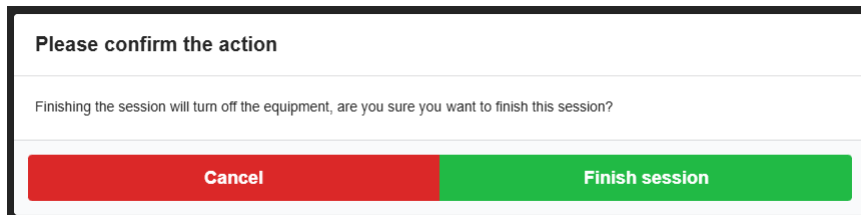
7. To navigate back to your list of sessions, click in the drop-down menu where you see your name. Click my reservations.



8. You may log out while your session is in process. To log out, click the upper right-hand side menu and select Log out. On the log out screen, you will see your list of Active sessions.

To end your session:

1. Please navigate to the Kiosk Interface URL:
https://my.ilab.agilent.com/service_centers/6207/equipment_kiosk/dashboard
2. You will log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
3. Find your current reservation in the list under “My kiosk sessions” and click the blue Finish button.
4. A pop-up box will appear, asking you to confirm your action. Click “Finish session” again. Your time on the instrument has been logged.



Additional help

Clicking on the “HELP” link in the upper right hand corner, or by navigating to our [iLab Help Site](#). For any questions not addressed in the Helpsite, click on the “HELP” link in the upper right-hand corner and submit a ticket, or email ilab-support@agilent.com.

IMIL iLabs website:

https://tamu.corefacilities.org/service_center/show/6207/
https://tamu.corefacilities.org/service_centers/6207/equipment_kiosk/dashboard