

## Reserving MMC Equipment with iLab

1. Login to iLab at <https://ohsu.corefacilities.org>
2. Click the **core facilities** link on the left side navigation menu
3. Choose **Multiscale Microscopy Core**
4. The default, **Schedule Equipment** tab, provides access to the MMC calendars including instruments, MMC personnel and workstations.
5. To create a reservation, click the resource name (Krios, Helios, Claudia Lopez, etc) or the **View Schedule** button to the right.
  - a. **NOTE:** If you need MMC staff assistance, make a reservation on the equipment schedule directly and be sure to check the **reserve time on a linked schedule** box within the reservation screen (step 7).

**Multiscale Microscopy Core (MMC)**

OREGON HEALTH & SCIENCE UNIVERSITY

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### Schedule Resources

All academic and commercial users are welcome to utilize the MMC microscopes. Imaging services, technical support and training are provided by MMC staff. We offer multiple levels of service that correspond with the analysis and/or training each user desires. Training on the instruments will be provided for individuals who anticipate having long-term EM projects.

If you need a technician's assistance, ensure the technician and the instrument are available at the desired date/time. OHSU users can view Claudia (lopezcl) and Melissa's(willmeli) schedule in Outlook .

- Create a reservation on the instrument schedule.
- Check the "Reserve Time on a Linked Schedule" box.
- Select a technician.
- The technician will receive an email and have the opportunity to confirm the request.

Claudia Lopez description pricing view schedule

Melissa Williams description pricing view schedule

Krios description pricing instrument info view schedule

Click either to schedule

6. On the schedule page, click and drag a desired reservation time.
7. Fill appropriate fields on the reservation form. Payment information is **required**:
  - a. OHSU users must choose an alias from the drop-down.
  - b. External users must type a value into the PO field.
  - c. *Be sure to answer required questions on the right side of the form.*
  - d. Reservation time can be adjusted if the click-and-drag time is inaccurate.
8. Check for Required fields on the right of the page indicated by a red star to the left of the field.
9. "Save Reservation" at bottom left.

*Unless you are trained as an independent user, all reservation requests are sent to MMC staff for approval. The approval process is managed through iLab after the request is saved. Tentative reservations appear on the schedule in orange. Approved reservations appear in purple.*

### Need Staff Assistance with using equipment?

1. Open the equipment's schedule.
2. Check the Reserve button under the **Reserve time on a linked schedule** heading.
3. Choose from the list of technicians.

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

For: Krios - Instrument Use \$60.00/hr (needs approval) - My Reservation  
 Lab: [Mazur, Craige \(TEST\) Lab](#)  
 Created on: June 01, 2016 14:11

If you need technician assistance or are making a training request, check the "Reserve time on a linked schedule" and select the technician.

Event Notes:

note visible to anyone

**Required forms**

★ Is this a training request?  No  Yes

Required field

**Times**

Scheduled: June 15, 2016 12:00PM - June 15, 2016 01:30PM

**Reserve time on a linked schedule**

Reserve

Claudia Lopez - Claudia Lopez Assistance \$60.00/hr (needs approval)  ✓

Melissa Williams - Melissa Williams Assistance \$60.00/hr (needs approval)  ✓

Krios Tech Support - Krios Tech Support Assistance \$60.00/hr  ✓

**Use and cost of reservation**

Jun 15 '16 12:00 - 13:30 Instrument Use \$60.00

Total: \$90.0 (1.5 hours)

**Payment information:**

Verify

- This event requires valid payment information. Please enter or select the appropriate information.

Please choose your Alias below

%

Alias

1 100.0 % Select Alias...

Need assistance? Click Reserve, then choose a technician.

Payment information is always required.

## Cancelling Reservations

The following restrictions apply to cancellations:

- Users may cancel their own reservations.

### To cancel a reservation:

1. Locate reservation on the calendar.
2. Edit reservation (double click or use the pencil symbol).
3. Scroll to the bottom
4. Click Cancel.

## Additional Support

- [OHSU iLab Documentation](#)
- [Managing Aliases](#)
- [Managing Lab Members](#)

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