

## Instructions for iLab scheduling for the KCRB Symphony – Analyzer

The KCRB Symphony analyzer has two separate linked calendars – one for CEDAR, and one for General Research. Each appointment must be linked to one of these calendars.

1. Log into iLab
2. Go to **Schedule Equipment** tab
3. Scroll down and click to expand **KCRB Analyzers**
4. Click on **Symphony Analyzer KCRB** to open calendar
5. Click **Linked Calendar** in the upper right corner  
This allows you to see when it is blocked off on either the CEDAR or the General calendar
6. Double click in an open space or click and drag to select the times you want
7. Select the lab you would like to book under if requested, and click **Next**
8. Under **Times**, click the pencil if you need to edit the scheduled times, and click **Save** before proceeding
9. Under **Reserve time on a linked schedule** click the box next to **Reserve**
10. Click the box next to the appropriate calendar (**CEDAR** if applicable, otherwise, **General Research**)
11. Under **Payment information**, select the alias that you want to use
12. Click **Save Reservation**