Dear Flow Lab user,

 Going forward, the Flow Cytometry Core at Oklahoma Medical Research Foundation is excited to start using a new online system, iLab, for scheduling time on our cell sorters. All facility users are invited to use the system, which requires a one-time registration as discussed below. After January 1 2019 this will be the only calendar system that we will utilize.

**To register for an account:**

1. Navigate to the core page: <https://OMRF.ilab.agilent.com/service_center/show_external/4780>
2. In the upper-right-hand corner of the screen click ‘Register’.
3. You will be directed to an authentication page where you will need to enter your Oklahoma Medical Research Facility credentials
4. Once you have entered your credentials, click the ‘Login’ button
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information
6. 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 OMRF Account Numbers for your use.

**To Create an Equipment Reservation:**

Once you have been accepted into your PI’s lab and assigned an account number (s), you can schedule equipment time.

1. Navigate to the core page: <https://OMRF.ilab.agilent.com/service_center/show_external/4780>
2. At the upper right hand of the page click ‘Sign In’.
3. Enter your OMRF Credentials and password, and sign in.
4. Select the *Schedule Equipment* tab and click on the ‘View Schedule’ button next to the instrument of interest. Click and drag on the time frame you would like to schedule as your reservation.
5. A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.
6. To schedule time on one of the two sorters, you will need to fill out the preapproval form for every appointment. There is a way to book multiple appointments for the same type of experiment to avoid filling it out multiple time for the same work.

**To use the equipment:**

Before starting to use one of the analyzers, you must login at our Kiosk. When you are finished, log out at the Kiosk. The logged time will determine the time of instrument use for billing. If you fail to use the Kiosk, the booked time on the schedule will be billed as reserved. So if you use less than your scheduled time, it will be imperative to use the Kiosk to avoid over billing, unless you tell Jacob or Diana to change the billed time.