

	SOP-BCR-9.2	<b>iLab</b>	Author: S. Clouthier  Tahra Luther Approved: M. Wicha 	Rev: 0	Issued: 8/8/14 Revised:
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## 1.0 Purpose

SOP 9.2 provides information on how to sign-up for iLab for the first time as well as how to login and use shortcodes to sign up to use different core equipment.

## 2.0 Scope

SOP 9.2 is intended to cover all resources, personnel and equipment in the BCR laboratory.

## 3.0 Procedure

- 3.1 Navigate to the new iLab-based scheduling system and register at <https://umich.corefacilities.org/> by logging in with your uniquename and level 1 password.
- 3.2 An e-mail notification will be sent to Shawn and Tahra at this point and they will approve it and assign shortcodes to each person.
- 3.3 You must then also request access from flow cytometry core specifically by going to [https://umich.corefacilities.org/service\\_center/show\\_external/3183](https://umich.corefacilities.org/service_center/show_external/3183) or by logging in to iLabs and clicking on “Core facilities” then selecting “Flow cytometry core” and then “request access”. The flow core will then approve this request.
- 3.4 For Wicha lab allotted time (on the whiteboard), continue to sign up on the whiteboard in B26 lab 320S and Tahra will submit the times to Flow core every Friday and they will input this time into iLab. Until then, it is blocked off from anyone to sign up during those allotted times.
- 3.5 You can sign up for any other time or machines using iLab, by logging in, clicking on “List all cores” on the left side, selecting flow cytometry (or whatever pertinent core you need) and selecting “Schedule equipment” tab in the top right corner. Here you can select the building and machine you would like to use. The times in grey are already booked and will have the person’s name, and the time in red are unavailable, usually allotted time that is waiting for sign-ups by the specific lab. If you find time you would like to reserve, double click the blue or white bar corresponding to that time, and complete the form that populates, including shortcode, and save the reservation.

## 4.0 Applicable References

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## 5.0 Change Description

Revision	Date	Reference	Description of Change