iLab Solutions
A part of **Agilent Technologies**

How do I schedule time on calendars?

Step 1: Schedule Equipment tab

To reserve time on calendars, login to the core's web page by going to
https://johnshopkins.corefacilities.org/service_center/3809/?tab=equipment. Then click on the
Schedule Equipment tab. (Figure 1)

Figure 1: You may use the *Schedule Equipment* tab to reserve time on a piece of
equipment.

Step 2: Access calendar.

To access the calendar, click on the resource name. Then, click the *view schedule* button to the
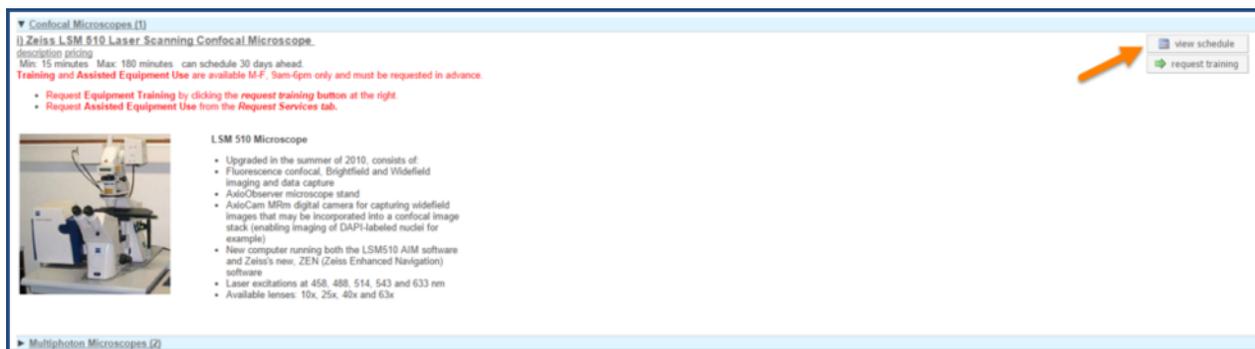right of the name. (Figure 2).

Figure 2: All equipment for this core will display. In some instances, an image of
the equipment will also display.

Reading the calendar

In the calendar, several tabs can be accessed: (Figure 3)

- **Return to Schedules:** This will return you to the list of facility resources window.

- **Schedule:** This tab displays current schedule for the all of the Resource sets for the listing in the Multi View, or the Day, Week of Month of the listing. To view a list of calendars, click on the *Equipment* or *Scheduling* tab after landing on the core's page.
- **Description:** This displays a description of the equipment.
- **Other Schedules:** This tab allows you to view and access other equipment listed and calendars. To see the reservations on other relevant calendars, click on the other relevant schedules, and then choose the other calendars you wish to see.

i) Zeiss LSM 510 Laser Scanning Confocal Microscope (Optical Microscopy Core)

Return to Schedules | Schedule | Description | Other Schedules

Please click and drag on the calendar below to schedule time. This calendar is in (GMT-08:00) Pacific Time (US & Canada)

Figure 3: Click on the *Schedule* tab to schedule the selected equipment.

The calendar will display events in various colors for easier reading. The color legend for events is as follows (Figure 4).

- **Green Events**: Your future reservations
- **Yellow Events**: Your past reservations
- **Red Events**: If the equipment is unavailable for selected amount of time
- **Orange Events**: In some cases, cores require core approval for reservations. If you have reserved time on the calendar that requires core approval, that event will be in orange. When the reservation has been approved you may receive an email and you will see the event turn to purple.
- **Purple Events**: When a reservation is approved by the core it will turn purple.

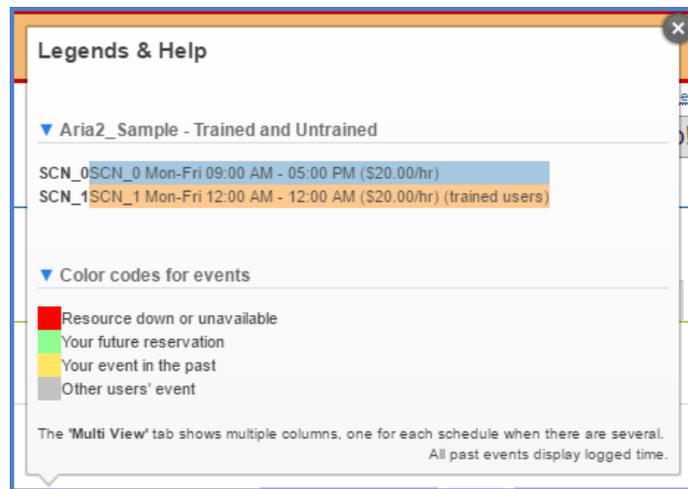You may view a legend of reservations by clicking the *Legends & Help* button on the top left.

Legends & Help

▼ Aria2_Sample - Trained and Untrained

SCN_0 SCN_0 Mon-Fri 09:00 AM - 05:00 PM ($20.00/hr)
SCN_1 SCN_1 Mon-Fri 12:00 AM - 12:00 AM ($20.00/hr) (trained users)

▼ Color codes for events

Resource down or unavailable
Your future reservation
Your event in the past
Other users' event

The 'Multi View' tab shows multiple columns, one for each schedule when there are several.
All past events display logged time.

Figure 4: Events are color-coded on the calendar to quickly determine the status of the appointment. Click the *Legends & Help* button to view a legend.

Scheduling the event
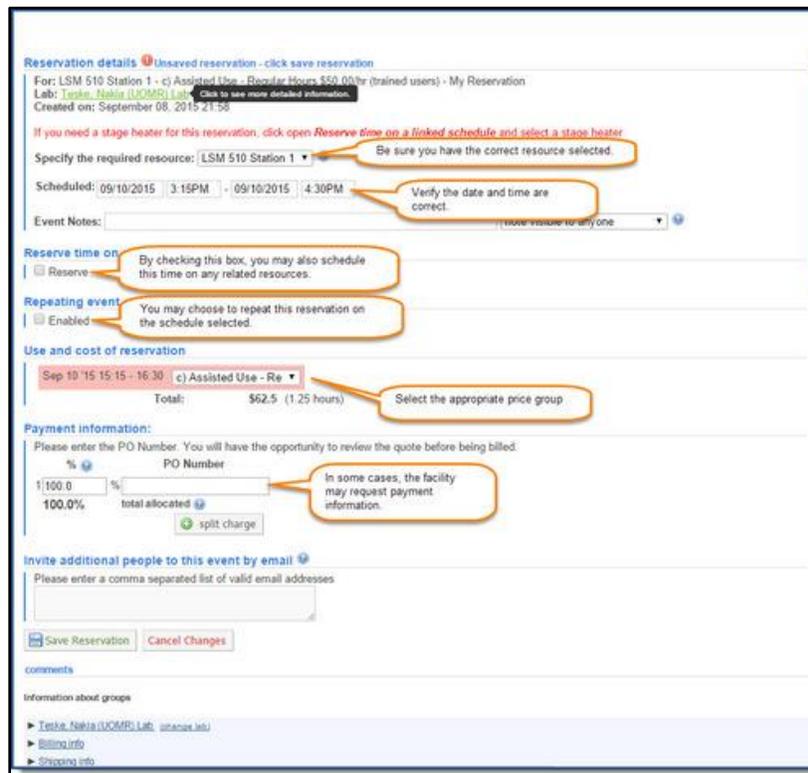
Step 1: Identify the correct lab

To schedule an event on the calendar, click and drag on the day and time of the intended usage. A pop-up window will display asking you to identify the lab for which the event is to be scheduled. Select the lab and click *Next*. (Figure 5)

Figure 5: Each lab you are a member of will display in the drop down box.

Step 2: Complete the form

Figure 6: Fields with a red star indicate required information.

Step 3: Now, save the reservation to book that time on the calendar.