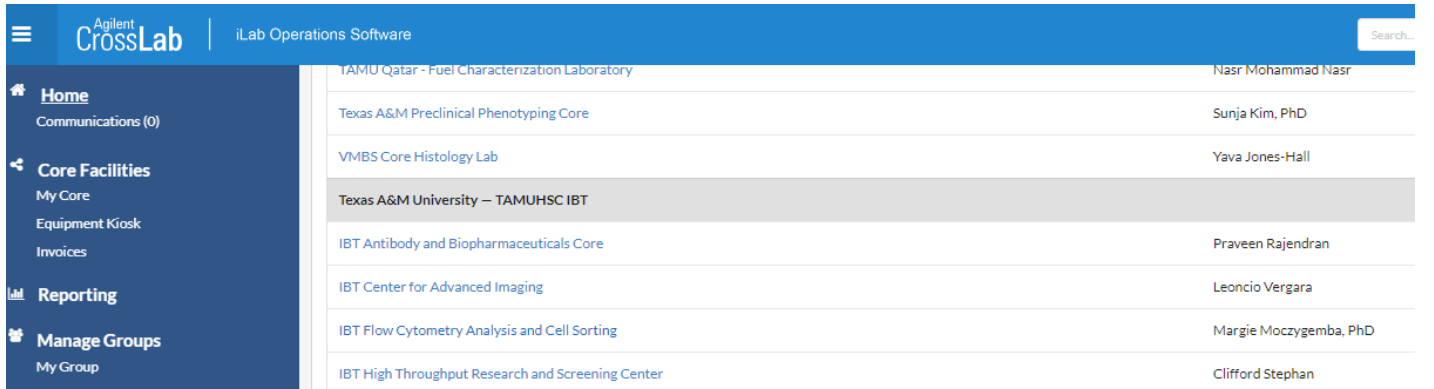


iLab Instructions for Standard Services IBT Flow cytometry core facility, Texas A&M Health

Reservation for standard services

1. Sign-in to [iLab Organizer \(corefacilities.org\)](http://corefacilities.org).
2. Select IBT Flow Cytometry Analysis and Cell Sorting
3. Select the “Schedule Equipment tab,” navigate to the instrument of interest.



IBT Flow Cytometry Analysis and Cell Sorting

[About Our Core](#) [Schedule Equipment](#)

[Schedule Resources](#)

[Cytek Aurora \(3L full spectrum cytometer\)](#) [description](#) [pricing](#)

[FACSria Fusion cell sorter \(BD\)](#) [description](#) [pricing](#)

[HTS BioRad ZE5 analysis](#) [description](#) [pricing](#)

[LSRII](#) [description](#) [pricing](#)

[Standard analysis on BioRad ZE5](#) [description](#) [pricing](#)

4. Click on the instrument of interest.
5. When the schedule is opened, click and drag on the desired time frame you would like to schedule.

LSRII ▾ ❤️ ⓘ ⚙️

	Sun, 05 Nov	Mon, 06 Nov	Tue, 07 Nov	Wed, 08 Nov	Thu, 09 Nov
12:00 AM	Trained User 24/7	Trained User 24/7	Trained User 24/7	Trained User 24/7	Trained User 24/7
01:00 AM					
02:00 AM					
03:00 AM					
04:00 AM					
05:00 AM					
06:00 AM					
07:00 AM					
08:00 AM					
09:00 AM		Trained User 24/7 Assisted Use	Trained User 24/7 Assisted Use	Trained User 24/7 Assisted Use	Trained User 24/7 Assisted Use
10:00 AM		10:15 AM - 01:15 PM			
11:00 AM					
12:00 PM					
01:00 PM					

6. After selecting the reservation time (yellow frame in the schedule), the reservation window opens.
7. Select and confirm your lab.
8. Click next.

02:00 AM - 03:00 AM Create Reservation

Cancel

Next

9. The reservation details page opens. Scroll to times section.

10. Click the pencil icon if desire any time adjustment. Click Save if you made changes.

General Comments Contacts

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

For: BD LSR II - _____ (TAMHSC) Lab) - (Unconfirmed)
 Lab: _____ (TAMHSC) Lab
 Created on: November 07, 2023 13:25

Event Notes: note visible to anyone
 Copy notes to the charge and display on the invoice

Times

	Start	End	
Scheduled	Nov 08 2023 10:15 AM	Nov 08 2023 11:00 AM	

Use and cost of reservation

Duration	Effective Rate	Amount	Use Type
0.75 hours	\$32.00	= \$24.00	Trained User 24/7 Base Rate
0.75 hours	Total Cost	\$24.00	Internal IBT

[▶ Pricing Details](#)

11. Scroll to Payment Information.

Select the correct account number (Texas A&M users select the account number for payment; external users select PO for billing). If the account number for payment is not listed you can schedule using an alternate existing account and contact the flow cytometry core to add the right account for charges into the system. For adding new accounts for payment contact the flow cytometry core ejo@tamu.edu; mmoczygemba@tamu.edu).

Payment information

Please enter the Standing PO.
You will have the opportunity to review the quote before being billed. ⓘ

%	Standing PO	
1 100.0 %	Please select ▼	Add new PO
100.0%	Total Allocated ⓘ	

Use the same payment information for all add-on charges

[+ Split Charge](#)

Service Project

Assign to an ongoing project of the same researcher and group

Select existing project ▼

Invite additional people to this event by email ⓘ

Please enter a comma separated list of valid email addresses

[Save Reservation](#)
[⚠ Cancel Changes](#)
[💰 Save & Confirm Usage](#)

12. Click save reservation.
13. A window will pop up that will allow you to verify your reservation's details.
14. If the equipment requires training for non-assisted use (like the LSR II) and you are not a trained user, return to the schedule page, click on the "Request Services" tab and initiate a training request.
15. If your PI has not assigned funds to you yet, you will get a pop-up that states you are missing payment information. You will need to talk to your PI about assigning you funds.
16. For scheduling problems contact the flow cytometry core (ejo@tamu.edu; mmoczygemba@tamu.edu).

To Edit or Cancel a reservation.

1. To modify the booked reservation, click on the calendar name. Open the reservation and modify it on the schedule (yellow pencil icon).
2. To cancel a reservation, click your reservation in the schedule, click the Delete Reservation button on the bottom right, and click ok.

General
Comments
Contacts

Reservation details

For: BD LSR II - Trained User 24/7 \$40.00/hr - My Reservation
 Lab: [Griffing, Lawrence \(TAMU\) Lab](#)
 Created on: November 14, 2023 09:22

Event Notes: note visible to anyone

Copy notes to the charge and display on the invoice

Times

Scheduled	Start	End	
	Nov 14 2023 12:45 PM	Nov 14 2023 01:30 PM	

This event can be modified or deleted before 12:15 PM CST on Nov 14, 2023

Use and cost of reservation

Duration	Effective Rate	Amount	Use Type
0.75 hours	\$40.00	= \$30.00	Trained User SAT Desk Rate
0.75 hours	Total Cost	\$30.00	Internal

[Pricing Details](#)

Payment information

Please enter the Account

% % Account

100.0% Total Allocated

Use the same payment information for all add-on charges

References:

[iLab Instructions for Students | Texas A&M University Engineering \(tamu.edu\)](#)

[FAQ – iLabs \(tamu.edu\)](#)

[iLab — Help Resources Hub \(agilent.com\)](#)