

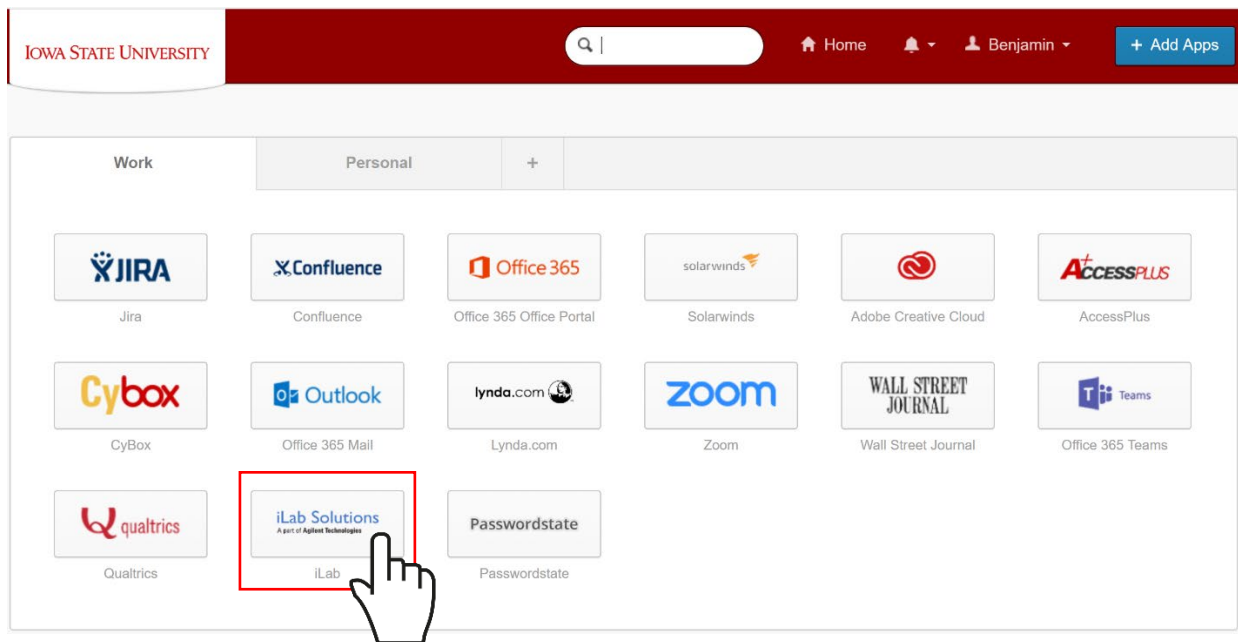
iLab Login & Scheduling for Lab Course Instructors:

Using iLab to schedule lab rooms, schedule class equipment use, block others from using equipment during lab time, how to view calendars at a glance, and how to start the reservation during class to enable the equipment.

1. Log into iLab

To do this, begin by navigating to ***iastate.okta.com*** in your web browser. *Works on mobile devices too!*

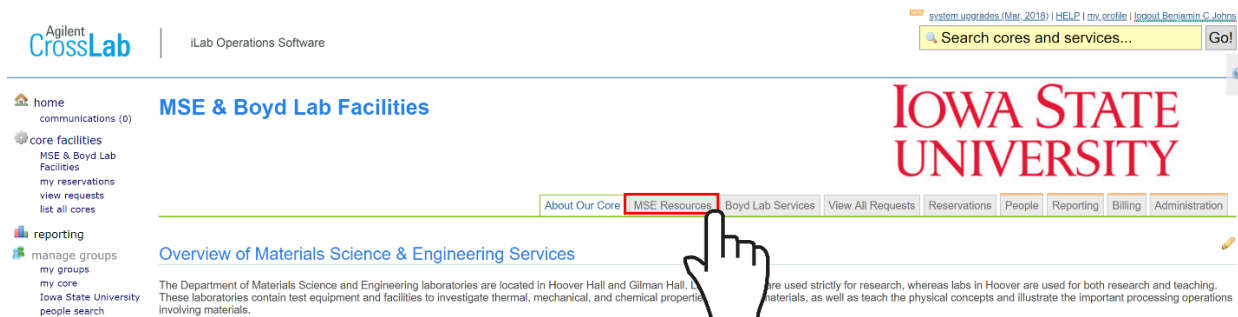
Once signed into Okta, click the ***iLab*** icon.



If the iLab icon does not appear as an app in Okta, you can add it by clicking on Add Apps and adding iLab Solutions.

2. Find Calendar

Once signed into iLab, find the MSE equipment calendars by clicking the **MSE Resources** tab.



Scroll down to the Room Reservation category and click on it to expand the list of labs available to schedule.

Agilent CrossLab Lab Operations Software

Search... Go Michelle Graves Help Sign Out

About Our Core MSE Resources Projects View All Requests Reservations People Reporting Billing Administration

- equipment-specific, in-person training by MSE lab personnel only
- lab membership and connected funding
- all required safety training

For Information on Training:

<https://www.mse.iastate.edu/research-and-teaching-laboratories/equipment-use-and-costs/>

Standard Operating Procedures (SOP's) can be found on the ISU MSE website:

[MSE Characterization Labs SOP's](#)

Billing Policy:

- **You will be billed on your reservation time unless you log into Kiosk and start the timer.**
- If you log into Kiosk and start the timer, you will be billed on your timed session from when you click start until you click finish.
- **If you are a "No Show", you will still be billed on your reserved time.**
- If you start your session but forget to finish it, your session will change to a "walk-out" one hour after the scheduled end of your session and you will be billed for the additional hour.

► Mechanical Testing (7)

► Microscopy (5)

► Sample Prep (6)

► X-Ray Diffraction (1)

► **Room Reservations (10)**

► Furnaces (10)

► Thermal Analysis

► GOM (17)

► 3D Printing (6)

► General Analysis

► Sputter Coating

► Thermo Lab Equipment (3)

► Vet Med Demo (1)

Once the calendar has been found, click **View Schedule**.

Hoover 3347 Materials Synthesis and Processing Lab description (There is no charge for the use of this resource)

Materials Synthesis and Processing Lab

The Materials Synthesis and Processing Laboratory is used by introductory MatE laboratory classes, senior design groups, and researchers. As the name suggests, this lab is widely used for synthesis and sample preparation using pellet presses and box furnaces. Mechanical characterization of ceramic materials is possible with a small-scale universal testing machine. Researchers and upper-level undergraduate courses may use the GPC and Zetasizer Nano-NS for molecular characterization of synthetic and natural polymers and proteins.

Take Offline

View Schedule

Review Usage

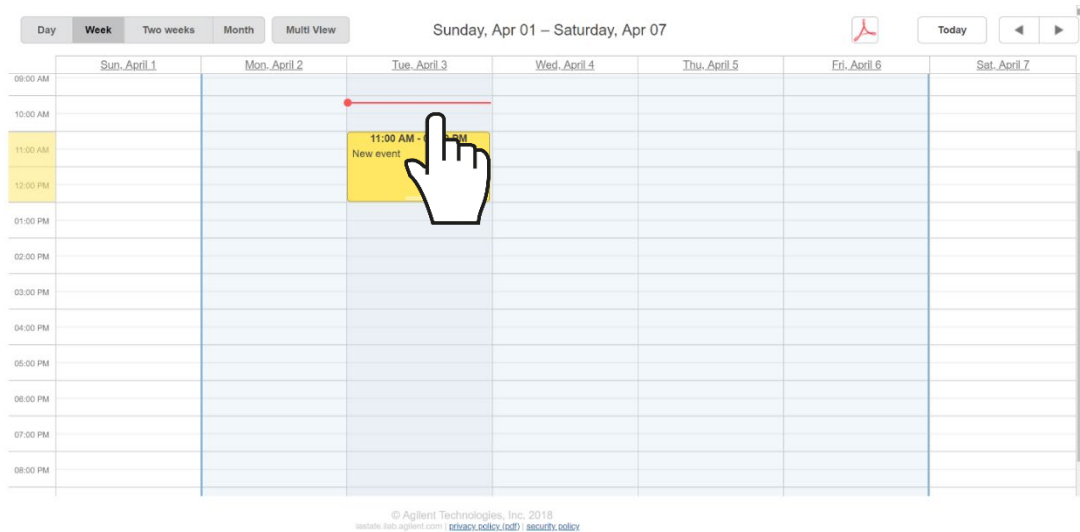
Upload Usage

Take Offline

****Pro Tip:** If you will be reserving multiple rooms, you can right click on "View Schedule" and open it in a new tab. That way you don't have to wait for the MSE Resources page to reload after each room is scheduled. You can continue to open the calendars in new tabs. This will save time.

3. Schedule Time

The calendar for the equipment selected is then displayed. **Schedule time** by clicking, holding the mouse down, and dragging directly on the time slot desired.



If you also have a research lab, you will have to choose the correct lab for your teaching use. Choose “MSE Course Instructors (ISU) Lab” as your Lab from the dropdown menu. If you do not have your own research lab, you will not see this box before you can fill in the reservation details in the next step.

09:00 AM - 11:00 AM Create Reservation

Event Type: Reservation

Search within: ☒ Current Customers ☐ This institution ☐ All

Customer: Steve W. Martin Martin, Steve W. (ISU) Lab (+1) swmartin@iastate.edu no phone Fund ✓

Lab: MSE Course Instructors (ISU) Lab Fund ✓

Cancel Next

Click Next.

A window pops up to finalize the time selected, equipment to reserve, and funding accounts to be used.

If you need to edit the Start or End time of the reservation:

- Click on the yellow pencil next to the scheduled times in the “Times” section.
- Edit the times using the drop-down menus.
- Click on the Green Check Mark to accept the times.
- Hint: do not wait for the spinning wheel near the bottom of the screen to stop spinning, it will spin until you click on the Green Check Mark.

The screenshot shows a reservation system interface. At the top, there's a header "Reservation details" with a warning icon and text "Unsaved reservation - click save reservation". Below this, it says "For: FEI SEM - Block During Class \$0.00/hr (Course Instructors) - My Reservation" and "Lab: Ames (ISU) Lab". It also shows "Created on: February 20, 2020 10:53". A note states: "During the Spring Semester, Mat E 444 will be using the SEM on Tuesdays and Thursdays from 1pm to 5pm. All other users must plan accordingly." There's an "Event Notes" section with a text area and a dropdown menu set to "note visible to anyone".


The "Times" section is highlighted with a red arrow. It shows a "Scheduled" row with "Start" and "End" columns. The "Start" column has a date "Apr 03 2020" and a time "11:00 AM" which is open to a dropdown menu. The "End" column has a date "Apr 03 2020" and a time "01:00 PM". A green checkmark icon is next to the end time, also pointed to by a red arrow. Below the "Times" section, there are options for "Reserve time on a linked schedule" (with a "Reserve" checkbox) and "Repeating event" (with an "Enabled" checkbox).

The "Use and cost of reservation" section at the bottom shows a yellow warning bar: "Please save or cancel your time edits to display the estimated price." Below this, there's a table with columns for "Duration", "Cost", and "Base Rate". The first row shows "2.0 hours", "\$0.00", and a spinning wheel icon. The second row shows "2.0 hours", "Total Cost", and "Internal". At the bottom, there are two buttons: "Save Reservation" and "Cancel Changes".

4. Book or Block Equipment

To either book equipment to use during class, or to block equipment from being used by researchers during class, check the Reserve box under the “Reserve time on a linked schedule” section.

****Pro Tip:** only reserve equipment use for class this way if you intend to use the equipment for the entire class period. Otherwise, make a separate equipment reservation on the corresponding calendar so that you don’t overpay.




General

Comments

Contacts

display on the invoice

Times

	Start	End	
Scheduled	Aug 24 2021 09:00 AM	Aug 24 2021 11:00 AM	

Reserve time on a linked schedule

☐ Reserve

Repeating event


☐ Enabled

Use and cost of reservation


Duration	Effective Rate	Amount	Use Type
2.0 hours	\$0.00	= \$0.00	<div>Room Reservation</div> <div>Base Rate</div>
2.0 hours	Total Cost	\$0.00	<div>Internal</div>

► Pricing Details

Additional charges for this event

 Add additional service charge


Payment information

Please enter the Worktag (Dept Detail ID) 


%


100.0 %


Worktag (Dept Detail ID)

Select Worktag... 

Dept Detail ID

Search for a Dept Detail ID 

100.0% Total Allocated 

 Split Charge

☒ Use the same payment information for all add-on charges

Once you check the Reserve box, you can choose the usage rate from the dropdown menu beside the piece of equipment.

Unassisted Use = the hourly rate to pay if your class will use the equipment

Take Offline During Class = the class will not be using this equipment, but you don't want researchers to be able to use the equipment during class.

Maintenance = for lab staff use only

General Comments Contacts

display on the invoice

Times

Scheduled Start Aug 24 2021 09:00 AM End Aug 24 2021 11:00 AM

Reserve time on a linked schedule

☒ Reserve

- ☐ Slow-Speed Diamond Saw - Gemini Apollo Ring Saw (water) Unassisted Use \$0.00/hr (All Customers) ✓
- ☐ Slow-Speed Diamond Saw - Isomet Slow-Speed Diamond Saw (oil) Unassisted Use \$0.00/hr (All Customers) ✓
- ☐ Slow-Speed Diamond Saw - Isomet Slow-Speed Diamond Saw (water) Unassisted Use \$0.00/hr (All Customers) ✓
- ☐ Hoover Teaching Labs - View Only Master Schedule - Instance 1 Room Reservations \$0.00/hr (All Customers) ✓
- ☐ Hoover Teaching Labs - View Only Master Schedule - Instance 2 Room Reservations \$0.00/hr (All Customers) ✓
- ☐ Hoover Teaching Labs - View Only Master Schedule - Instance 3 Room Reservations \$0.00/hr (All Customers) ✓
- ☐ Hoover Teaching Labs - View Only Master Schedule - Instance 4 Room Reservations \$0.00/hr (All Customers) ✓
- ☐ Hoover Teaching Labs - View Only Master Schedule - Instance 5 Room Reservations \$0.00/hr (All Customers) ✓
- ☐ Hoover Teaching Labs - View Only Master Schedule - Instance 6 Room Reservations \$0.00/hr (All Customers) ✓
- ☐ Imperial V 300 Oven - Imperial V 300 in 3347 Hoover Unassisted Use \$1.00/hr (All Customers) ✓
- ☐ Imperial V 300 Oven - Imperial V 300 in 3362 Hoover Unassisted Use \$1.00/hr (All Customers) ✓
- ☐ Thermolyne 47900 - Thermolyne 47900 #1 Unassisted Use \$3.00/hr (All Customers) ✓
- ☐ Thermolyne 47900 - Thermolyne 47900 #2 Unassisted Use \$3.00/hr (All Customers) ✓
- ☐ Thermolyne 47900 - Thermolyne 47900 #3 Unassisted Use \$3.00/hr (All Customers) ✓
- ☐ Thermolyne 47900 - Thermolyne 47900 #4 Unassisted Use \$3.00/hr (All Customers) ✓
- ☐ Thermolyne 47900 - Thermolyne 47900 #5 Unassisted Use \$3.00/hr (All Customers) ✓
- ☐ Thermolyne 47900 - Thermolyne 47900 #6 Unassisted Use \$3.00/hr (All Customers) ✓
- ☐ Thermolyne 47900 - Thermolyne 47900 #7 Unassisted Use \$3.00/hr (All Customers) ✓
- ☐ Thermolyne 47900 - Thermolyne 47900 #8 Unassisted Use \$3.00/hr (All Customers) ✓
- ☐ Thermolyne 47900 - Thermolyne 47900 #9 Unassisted Use \$3.00/hr (All Customers) ✓
- ☐ Malvern Omnisc GPC - Malvern Omnisc GPC Unassisted Use \$10.00/hr (All Customers) ✓
- ☐ Malvern Zetasizer Nano ZS - Malvern Zetasizer NS Unassisted Use \$10.00/hr (All Customers) ✓

Repeating event

☐ Enabled

Use and cost of reservation

Save Reservation Cancel Changes Save & Confirm Usage

Delete Reservation

****Pro tip:** You can book recurring reservations for a room or you can reserve, but you can't choose both on the same reservation. You can only choose one or the other of those options.

5. Choose the Worktag and Enter the Department Detail

Choose the Worktag available and enter the Department Detail. The Department Detail is necessary for tracking how much of our lab course fees have been spent. You will be given the DD for your course, please use it every time you book equipment.

General Comments Contacts

Use and cost of reservation

Duration	Effective Rate	Amount	Use Type
2.5 hours	\$0.00	\$0.00	Room Reservations
2.0 hours			
Total Cost		\$0.00	

Additional charges for this event

Add additional service charge

Payment information

Please enter the Worktag (Dept Detail ID)

100.0% Worktag (Dept Detail ID) Select Worktag Dept Detail ID

100.0%

Use the same payment information

Service Project

Assign to an ongoing project of the same kind group

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

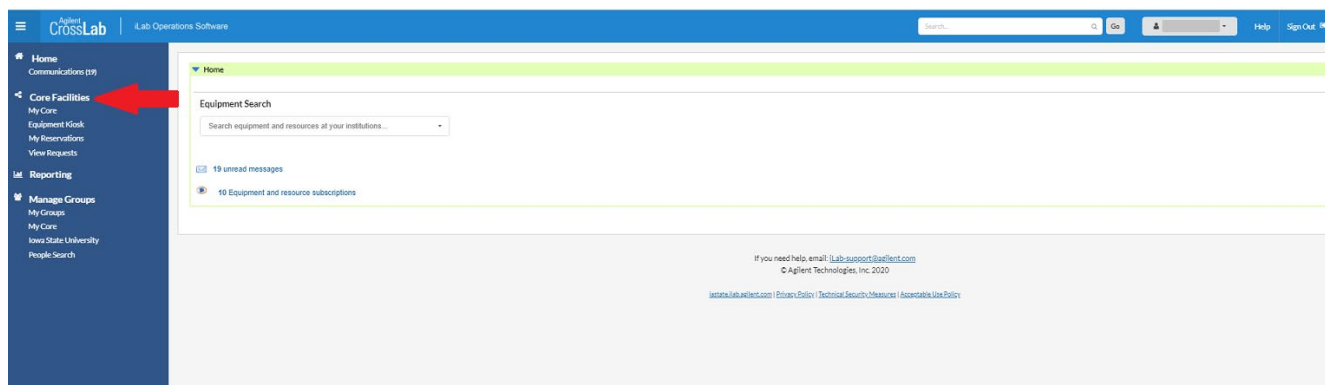
Delete Reservation

You can now click on Save Reservation. At this point, the reservation is booked and you may log out.

6. Viewing Reservations for Multiple Pieces of Equipment on iLab:

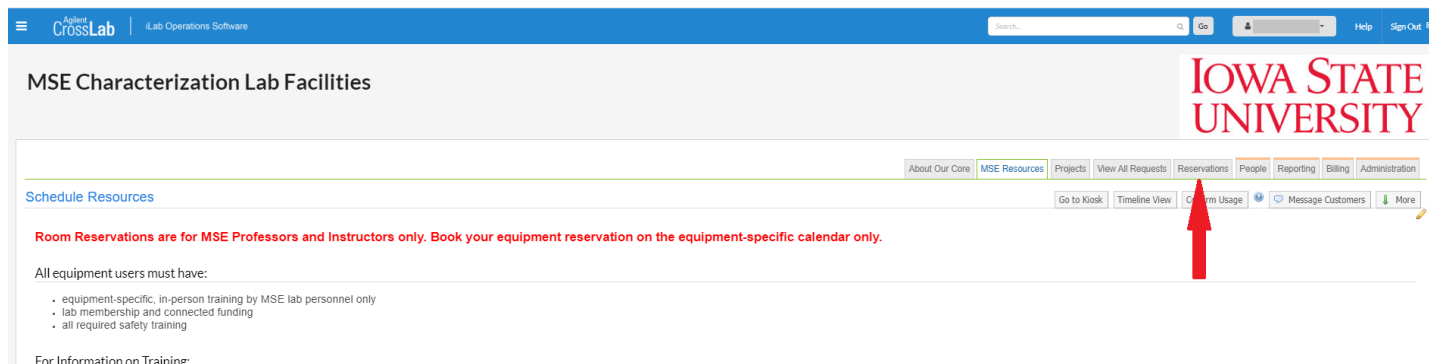
You can view all of the rooms or equipment you booked at a glance using the “Reservations” tab.

Once logged into iLab, from the Home Page, use the hamburger menu in the top left corner of the screen to navigate to “Core Facilities”



In Core Facilities, choose “MSE Characterization Lab Facilities” from the list.

From the tabs in the upper righthand corner, choose “Reservations”



Use the equipment Checkbox Menu on the righthand side of the screen to select which equipment you would like to see reservations for. You can also navigate to see different dates using the arrows by the date and the “one day”, “three day”, or “week” view.

The screenshot shows the CrossLab Lab Operations Software interface. The top navigation bar includes links for 'About Our Core', 'MSE Resources', 'Projects', 'View All Requests', 'Reservations', 'People', 'Reporting', 'Billing', and 'Administration'. The main content area displays a calendar for May 4-6, 2020, with a 'three days' view selected. A red arrow points to the 'Select resources' sidebar on the right, which contains a list of equipment items with checkboxes. The sidebar is titled 'Select resources' and includes a search bar, a 'List style' dropdown, and a list of equipment items with checkboxes.

7. Begin equipment usage

You do not have to begin the reservation for the room reservation. You will need to Start the reservation for any interlocked equipment you want to use during class. When you are ready to begin using the machine, log into iLab (shown in Step 1) and select **Kiosk**.

MSE & Boyd Lab Facilities

The screenshot shows the MSE & Boyd Lab Facilities page. The top navigation bar includes links for 'About Our Core', 'MSE Resources', 'Boyd Lab Services', 'View All Requests', 'Reservations', 'People', 'Reporting', 'Billing', and 'Administration'. The 'MSE Resources' link is highlighted. Below the navigation bar, there is a 'Schedule Resources' section with a 'Go to Kiosk' button highlighted by a red box and a hand cursor. The text below the button states: "All equipment users must have the proper training to use MSE labs and equipment. Training is held on Thursdays only in the hours of 9 a.m. and 3 p.m. Please schedule a training time on the Equipment Training Calendar below. Also, please email the certificates for the following Learn@ISU courses to labs@iastate.edu: Laboratory Safety: Core Concepts, Fire Safety and Fire Extinguisher Training, Emergency Response Guide Video. No training will be given without proof of passing those safety courses."

Kiosk Mode opens. Find your reservation and click **Start**.

Equipment by Category

Equipment Training Calendar

Electronics

Mechanical Testing

Microscopy

Sample Prep

Spectroscopy

X-Ray Diffraction

Room Reservations

Furnaces

Molecular Analysis

Thermal Analysis

3D Printer

Refresh Sessions

All Kiosk Sessions

Include completed sessions

Time Scale: -24 hours to 24 hours

Start typing to filter sessions

Clear

Owner	Resource	Start	End	Actions
Benjamin C Johns	FEI SEM (FEI SEM)	03 Apr 11:00 AM	03 Apr 01:00 PM	<div>Start</div>

The timer starts. You may leave this window open, or Log out & use equipment if someone else needs to use the computer you are logged into iLab with.

8. Stop Usage

When you are finished using the equipment, log back into Kiosk Mode (Step 4). Select **Finish**.

FEI SEM (FEI SEM) - Benjamin C Johns

Active

Finish

+

Log out & use equipment

Report a Problem

00:16:07

ELAPSED TIME

Scheduled	03 Apr 11:00 AM	03 Apr 01:00 PM
Logged	03 Apr 10:47 AM	2 hours left