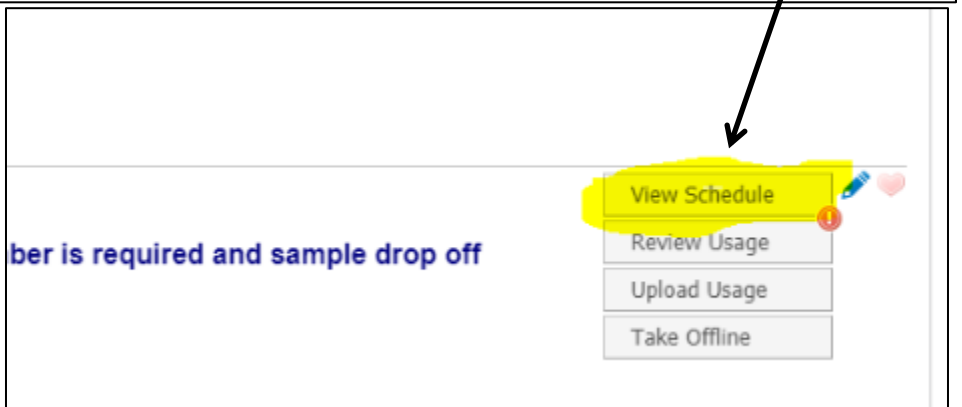
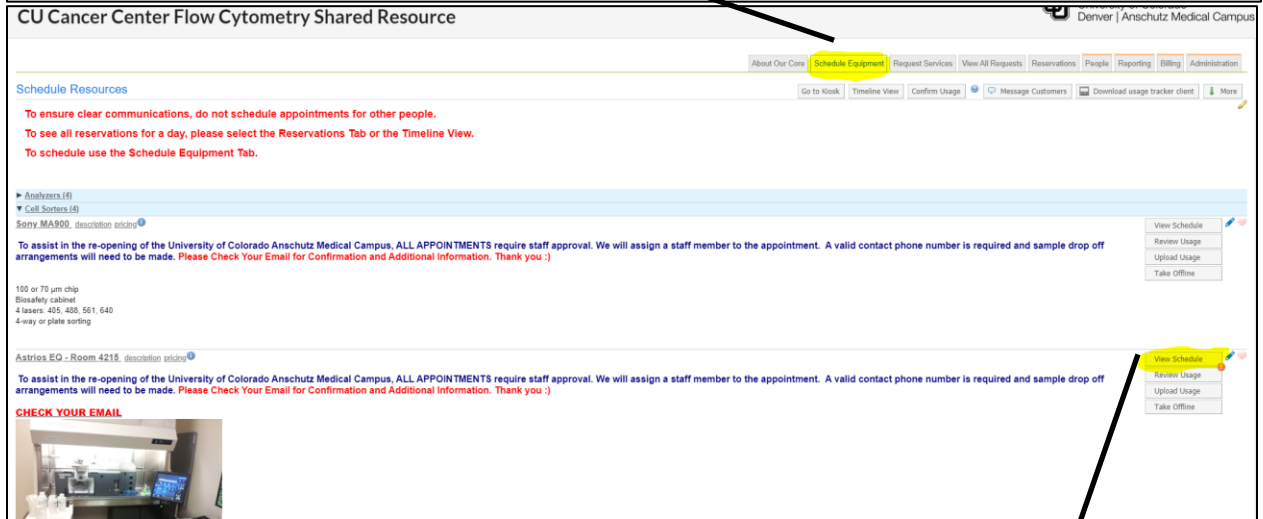
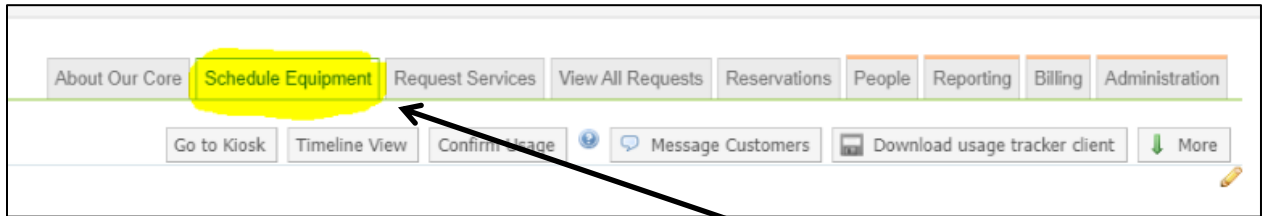


You can look at the regular instrument calendars in iLab for the availability of the instruments under the Schedule Equipment tab. Each instrument has its own schedule.

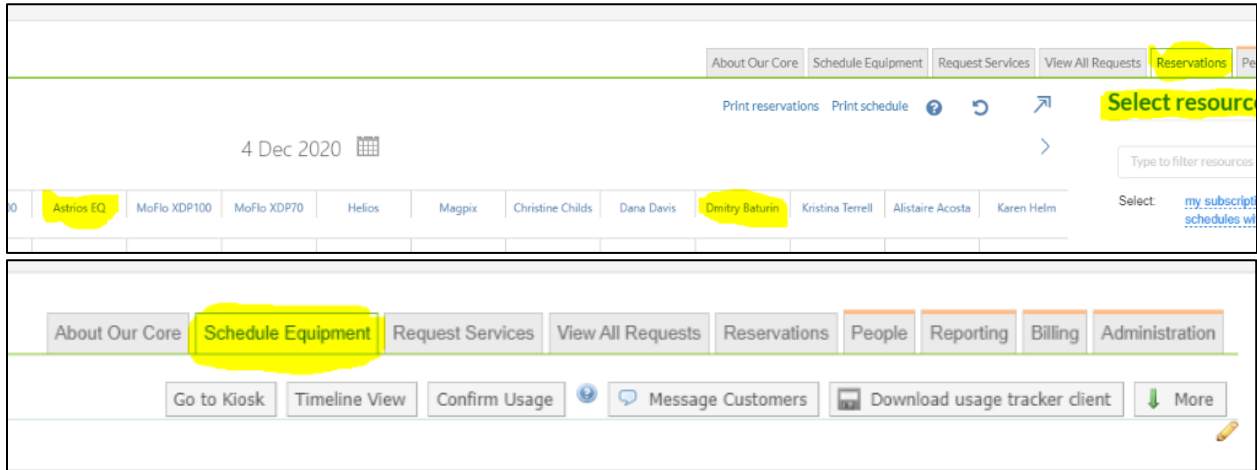


If you need to book a staff member, you can find staff availability under the Reservations tab. The screenshot below shows all the calendars but you can reduce the number of calendars by selecting which resources are displayed using the check boxes down the right side.

The screenshot displays the 'Reservations' tab of a scheduling system. At the top, a navigation bar contains several tabs: 'About Our Core', 'Schedule Equipment', 'Request Services', 'View All Requests', 'Reservations' (highlighted in yellow), 'People', 'Reporting', 'Billing', and 'Administration'. Below this bar, there are links for 'Print reservations' and 'Print schedule', along with a search icon and a refresh icon. A prominent yellow box labeled 'Select resources' is positioned above a search input field. The main content area is titled 'CU Cancer Center Flow Cytometry Shared Resource' and shows a calendar for '4 Dec 2020'. The calendar grid lists various resources as columns: Cyttek Aurora, Gallios, YETI, Gallios 561, Sony MA900, Astrios EQ, MoFlo XDP100, MoFlo XDP70, Helios, Magpix, Christine Childs, Dana Davis, Dmitry Baturin, Kristina Terrell, Alistare Acosta, and Karen Helm. The 'Astrios EQ' and 'Dmitry Baturin' resources are highlighted in yellow. On the right side, a 'Select resources' sidebar is visible, featuring a search box and a list of resources with checkboxes. The 'Dmitry Baturin' resource is checked. Other resources listed include Cyttek Aurora, Gallios, YETI, Sony MA900, MoFlo XDP100, MoFlo XDP70, Helios, Magpix, Christine Childs, Dana Davis, Kristina Terrell, and Alistare Acosta.

In this view you can find times when both the instrument you wish to use and our staff are available.

You can either click on the instrument name from the Reservations tab or go back to the Schedule Equipment tab to make the actual appointment request. There is no need to click on staff members' names or book in their schedules.



When you click on Linked Calendar in the appointment request you will see a list of staff who can operate that instrument and whether they are available, with a green checkmark. This availability is only for the time you selected for the instrument. Linking a staff member, with a blue checkmark, gives you a greater chance of getting the time you want approved.

