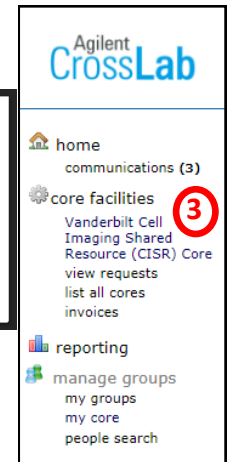
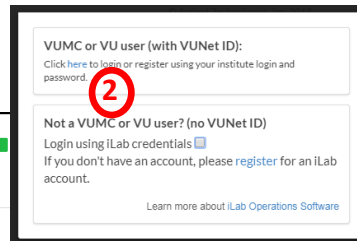
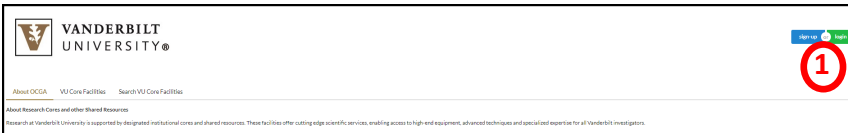


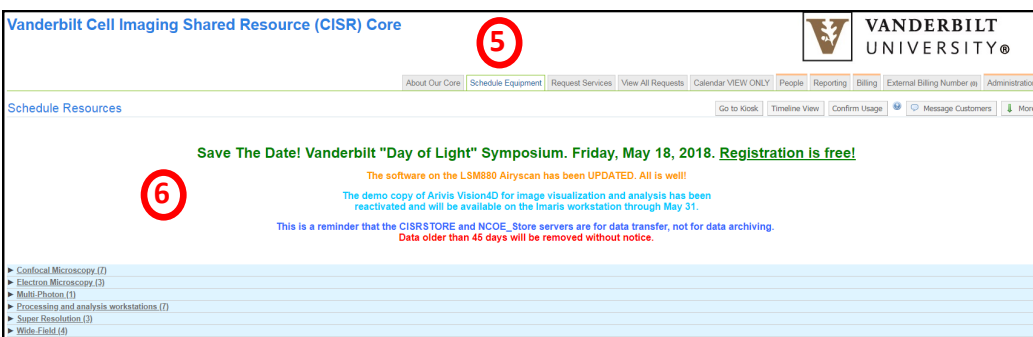
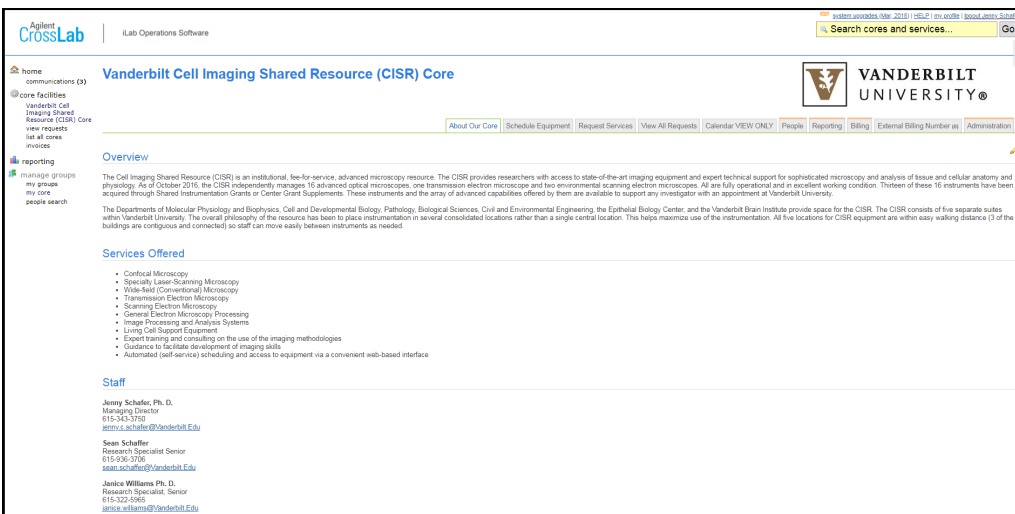
# Scheduling CISR Microscope Time in iLab

<https://vanderbilt.corefacilities.org/sc/4324/vanderbilt-cell-imaging-shared-resource-cisr-core/?tab=about>

1. Login in to iLab. ①
2. Enter your VUNetID and password. ②



3. Choose Vanderbilt Cell Imaging Shared Resource (CISR) from your list of cores on the left of the webpage. ③
4. You should see the main CISR landing page with an overview of the core. ④
5. To schedule microscope time, click on the “Schedule Equipment” tab. ⑤
6. You should see CISR news followed by a list of equipment by category. ⑥



**Questions?**  
Sean Schaffer—sean.schaffer@vanderbilt.edu, 615-936-3706  
Jenny Schafer—jenny.c.schafer@vanderbilt.edu, 615-322-6687

7. Choose the category of microscopy you wish to schedule by clicking underlined category name. (Example: Multi-photon) ①

8. Next to your microscope of choice, click “View Schedule” in the top, gray ② box on the far right.

9. You should see a scheduling calendar for the current week. ③

10. To make a reservation, either double click on your time choice or drag with your time choice. **NOTE: Increments are in 5 minutes.** Please confirm that your start and end times are correct. ④

### Questions?

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11. A popup window will open with your name and information. ①
12. Click green “Next” on far right. ②
13. Check that your COA/POET (center number) is correct. ③
14. Check that your desired reservation time is correct. You may edit with the pencil icon. ④
15. Click “Save Reservation” on bottom left. ⑤

**Create a new reservation**

Event type: Reservation

Customer: search within:  current customers  this institution  All

type in the person's first name then last name for whom you'd like to create a reservation

grace

Grace Researcher	OCGA Test (VU) Lab	stefanie.dunnegan+9090@labsolutions.com	6143221572	Fund ✓
Grace Zhang	Abdel-kader, Khaled (VUMC) Lab (+5)	grace.zhang@vanderbilt.edu	615-343-7772	

Next

**Create a new reservation**

Event type: Reservation

Customer: search within:  current customers  this institution  All

Grace Researcher OCGA Test (VU) Lab stefanie.dunnegan+9090@labsolutions.com 6143221572 Fund ✓

**This user is affected by the following capping rules**

Scope	Booked amount	Capped amount

Cancel Next

**Reservation details** Unsaved reservation · click save reservation

For: MPE 7149 MRB3 - Grace Researcher (6143221572) - (OCGA Test (VU) Lab) - (Unconfirmed)  
 Lab: OCGA Test (VU) Lab  
 Created on: April 11, 2018 09:55

Specify the required resource: MPE 7149 MRB3

Event Notes: note visible to anyone

**Times**

Scheduled	Start	End
	Apr 12 2018 13:25	Apr 12 2018 15:10

**Use and cost of reservation**

Override Availability Types

Apr 12 '18 13:25 - 15:10 Trained User \$20.00/hr (trained users)

Total: \$35.0 (1.75 hours)

**Additional charges for this event**

Add additional service charge

**Payment information**

Please enter the COA/POET

%	COA/POET
100.0	1551156789 (Warning: Expires on April 26, 2018)

100.0% total allocated

Use the same payment information for all add-on charges

**Service Project**

Assign to an ongoing project of the same researcher

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 Cancel Reservation Delete Reservation

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