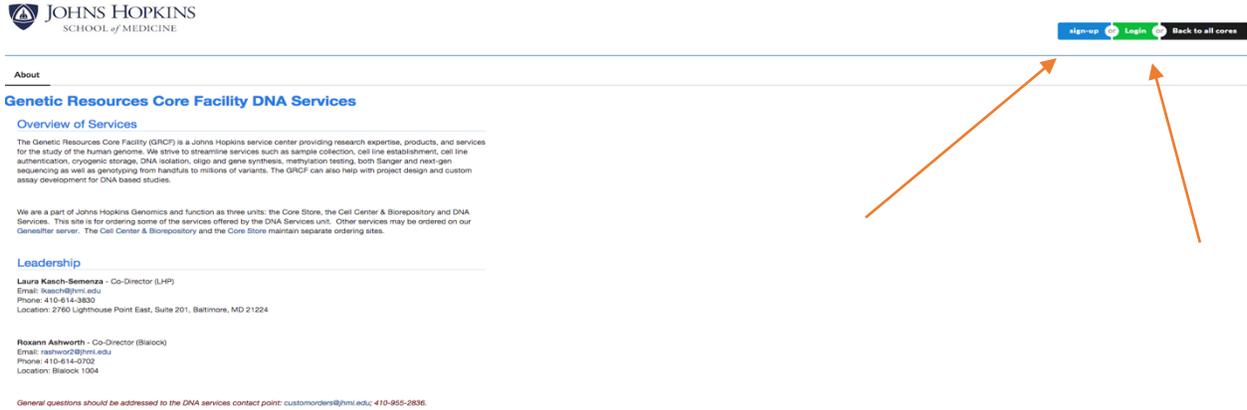
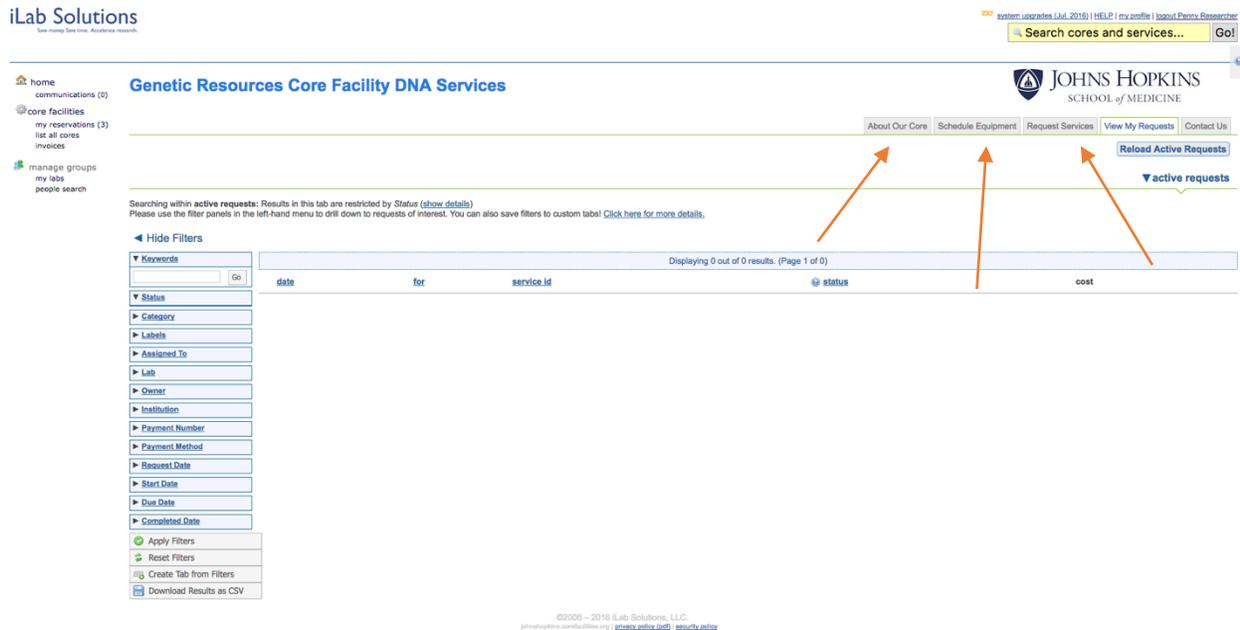


- 1) If you already have an iLab account, navigate to our web-site: https://johnshopkins.corefacilities.org/service_center/show_external/3774 and login into to your account by clicking on the ‘Login’ button in the upper left. You will login with your Jhed ID (internal customers). If you are not already registered in the system, you will need to do so by clicking the sign up button and following the instructions. Before you can use the system, your PI will be notified and will need to approve you as a user and assign budget numbers to you. Once that process is complete, you will be able to follow the instructions below.



- 2) Once logged in, you will be brought to your GRCF requests page. Feel free to learn more about our facility through the ‘About Our Core’ tab on the upper left. To make an appointment on a qPCR machine, click on the ‘Schedule Equipment’ tab. To view and request our other services, click on the ‘Request Services’ tab.



- 3) Scheduling an appointment on a qPCR machine: Select the machine/block combination that you would like to use. We have two machines (one hooked up to a desktop computer and one to a laptop) and three blocks (384 well, 96 well, and TLDA). The blocks are interchangeable between the machines.

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- 4) You should now see the week's schedule for the machine and block you have chosen. To schedule time on the machine, hover over the calendar and highlight the time that you would like.

- Time blocks on the qPCR machines:
 - The minimum time you can reserve on a machine is 3 hours.
 - If you are running two plates, we recommend a time block of 5 hours (each run is ~2 hours) and for three plates we recommend a time block of 7 hours.
 - If you not a trained user, the latest reservation you can make starts at 2 pm. The reservation must end by 5 PM. If you are a trained user, the latest reservation you can make begins at 4 pm (and ends at 7 PM). In that case, your plate will run overnight (since we close at 4:30 PM) and you may retrieve your data the next morning.

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- 5) You should now be brought to a page where you can confirm your reservation.
 - a. Event notes – This where you can make notes about your reservation
 - b. Times – Make sure that the times written in this section match with the times of your desired reservation.
 - c. Reserve time on a linked schedule - This is done to ensure that we can block off usage of the equipment so that others who want to use the same block on a different computer or vice versa cannot do so during your reservation. In order to ensure that you are charged correctly, **leave all three blue boxes on the left hand side checked but make sure that the drop down menu next to each is on the 'LINKED CALENDARS \$0.00/hr' option. If you fail to do this, you could be charged double, triple, or even quadruple the standard fee.**
 - d. Use and cost of reservation – Displays how much the you will be charged for your reservation. (A 3 hour reservation for an internal customer should be \$45.)
 - e. Payment information – Select your preferred payment method and enter the appropriate information. You can also split the cost by clicking the 'split charge' button and then entering the appropriate information.
 - f. Invite additional people to this event by email – Notifies the selected parties of your reservation.

Once complete, press the green 'Save Reservation' button at the bottom of the page. If you would like to delete your reservation, click the red 'Delete Reservation' button on the bottom right.

The screenshot shows a reservation confirmation page with the following sections and annotations:

- Reservation details:** Includes 'Event Notes' with a 'note visible to anyone' dropdown (labeled **a**).
- Times:** Shows 'Scheduled' times: Jul 29, 2016 11:30 AM - Jul 29, 2016 2:45 PM (labeled **b**).
- Reserve time on a linked schedule:** Lists three reservation items, each with a checked 'Reserve' box and a dropdown menu set to 'LINKED CALENDARS \$0.00/hr' (labeled **c*****).
- Use and cost of reservation:** Shows a total cost of \$58.5 for 3.25 hours (labeled **d**).
- Payment information:** Includes a 'Verify' section and a 'Please select the payment method:' section with a dropdown set to '100.0%' (labeled **e**).
- Invite additional people to this event by email:** A text input field for email addresses (labeled **f**).
- Buttons:** 'Save Reservation' (green) and 'Delete Reservation' (red) buttons are at the bottom.

- 6) Once your reservation is made, it should show up as a green box in the calendar. There should also be three gray boxes along with the green one – these are the linked reservations and indicate that you have created the linked calendars correctly.

- 7) To edit your reservation, you may hover over it and click on the square (underneath the pencil) on the left hand side of the box. You may also check this or your other reservations by clicking ‘My reservations’ on the left hand side under ‘core facilities’. Changes may be made to reservations up to one hour ahead of the reservation. If you need to make a change within the one hour window, you must call us at 410-955-2836 and we will make the change for you.

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system upgrades (Jul. 2016) | HELP | my profile | logout Penny Research

- home
- communications (2)
- core facilities
- my reservations (4) **←**
- list all cores
- invoices
- manage groups
- my labs
- people search

QuantStudio 12K Flex (Desktop - 384) (Genetic Resources Core Facility DNA Services)

[Return to Schedules](#) [Schedule](#) [Description](#) [Other Schedules](#)

Please click and drag on the calendar below to schedule time. This calendar is in (GMT-05:00) Eastern Time (US & Canada)

refresh frequently refresh events legends & help hide other relevant schedules

Day Week Month Multi View Two weeks Sunday, Jul 24 – Saturday, Jul 30 Today

	Sun, July 24	Mon, July 25	Tue, July 26	Wed, July 27	Thu, July 28	Fri, July 29	Sat, July 30
09:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
01:00 PM							
02:00 PM							
03:00 PM							
04:00 PM							

Event on QuantStudio 12K Flex (Desktop - 96) (click to see calendar), shown for information only

11:45 AM - 02:45 PM

12:00 PM - 03:00 PM

QuantStudio 12K Flex (Desktop - 384) - LINKED CALENDARS \$0.00/hr - My Reservation