

Time Tracking for BD FACS Aria II

All Phoenix Biomedical Cores utilize time tracking to provide accurate billing to our customers. When you book time on iLab to use a machine, you must verify that you are at and using the machine. Below are the steps to unlock the Software for the **ANY** machine.

REMEMBER TO FINISH YOUR SESSIONS (see final step) TO AVOID BEING CHARGED FOR THE FULL BOOKING OR ADDITIONAL TIME

STEP 1

Have you booked time on iLab for this machine? If not, please do so by visiting <http://ua.ilab.agilent.com>

- [You can access this page on your phone or any computer with internet access](#)

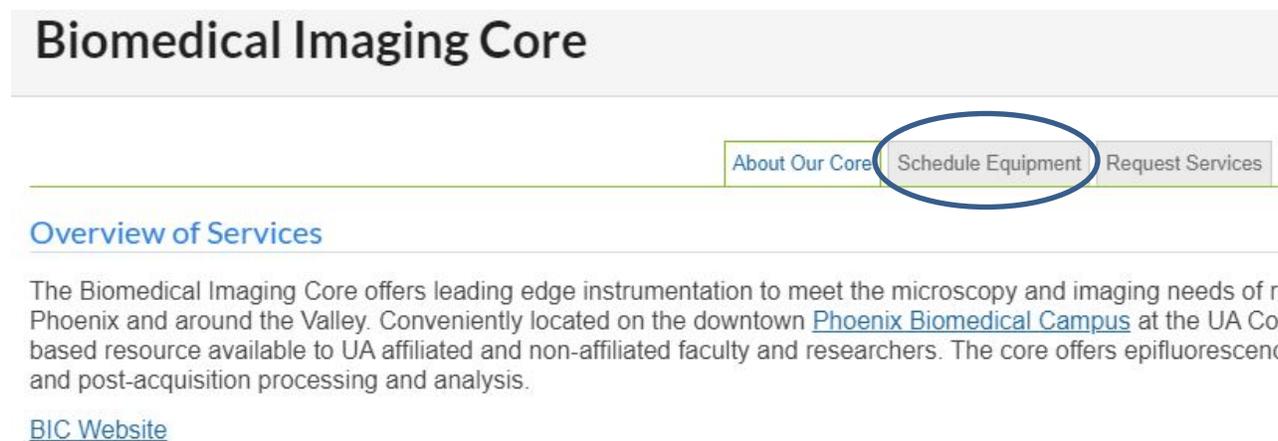
If you do not have an iLab account, please reference the document “**iLab Registration Instructions for Users.**”

STEP 2

Log-in to iLab via the onsite computer, or through your phone.

Once at the home screen of your selected Core, click on the

“Schedule Equipment” tab:



The screenshot shows the header of the Biomedical Imaging Core website. The main heading is "Biomedical Imaging Core". Below it is a navigation menu with three tabs: "About Our Core", "Schedule Equipment", and "Request Services". The "Schedule Equipment" tab is highlighted with a blue circle. Below the navigation menu is a section titled "Overview of Services" with a horizontal line. The text below the line describes the core's services and location.

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STEP 3

At the top of the page, click either of the two links for the Core Kiosk:

The screenshot shows the top navigation bar of the Biomedical Imaging Core website. The main heading is "Biomedical Imaging Core". Below it, there are three buttons: "About Our Core", "Schedule Equipment", and "Request Services". Underneath, there is a "Schedule Resources" section with a "Go to Kiosk" button circled in blue. Below this, there is a link "here" circled in blue, followed by the text "Click here to access the Biomedical Imaging Core Equipment Kiosk" and "You can schedule Consultation Time with the Core by using the Consultation Calendar".

STEP 4

You are now at the equipment Kiosk. You should see your name, the time you booked, and if you are within your time period, a green button that reads **“Start”**. Click this to begin your session. Doing so will unlock the Software to control the **BD FACSria II**.

The screenshot shows the equipment kiosk interface. At the top, there is a "time scale: 0 hours to 6 hours" slider. Below it is a search bar with the text "Start typing to filter sessions" and a "Clear" button. The main content is a table of sessions with columns for Owner, Resource, Start, End, and Actions. The first row is highlighted in yellow and has a green "Start" button circled in blue. The other rows have "Details" buttons.

Owner	Resource	Start	End	Actions
Andrew J Pickering	BD FACSria II (ARIA II)	07 Nov 11:45 AM	07 Nov 12:45 PM	Start
Aditi Bapat	LSR (LSR)	07 Nov 12:45 PM	07 Nov 01:15 PM	Details
Vimala Bharadwaj	Zeiss AXIOImager M2 Epifluorescent Microscope (Instance 1)	07 Nov 01:15 PM	07 Nov 03:15 PM	Details
Vimala Bharadwaj	Zeiss LSM 710 Confocal Microscope (Instance 1)	07 Nov 02:30 PM	07 Nov 06:00 PM	Details
Ashlee Frances Harris	Zeiss AXIOImager M2 Epifluorescent Microscope (Instance 1)	07 Nov 04:00 PM	07 Nov 05:00 PM	Details

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Once you start, you will see this screen:

The screenshot displays the user interface for the BD FACS Aria II (ARIA II) machine. At the top left, the text reads "BD FACS Aria II (ARIA II) - Andrew J Pickering". In the top right corner, there is a green "Active" status indicator with an information icon. Below the title, there is a control panel with three buttons: "Finish" (blue), "Extend" (white with a plus sign), and "Log out & use equipment" (white with a green arrow). A "Report a Problem" link is located below the "Log out & use equipment" button. To the right of the control panel, a large green digital timer shows "00:00:06". Below the timer, the text "ELAPSED TIME" is visible. Further right, a table shows the machine's status and timing:

Status	Start Time	End Time
Scheduled	07 Nov 11:45 AM	07 Nov 12:45 PM
Logged	07 Nov 12:03 PM	41 minutes left

The logged time is tracked on the right, you can extend time by clicking the extend button (provided no one has booked the machine after your time), and you can “log out & use equipment” if you prefer. (Note: logging out will not stop the tracker, and you will need to log back in at the end to finish).

When you are done using the machine, click “finish”. This will lock the software again, and the amount of time used will be reflected in your billing. If you do not click “finish” you will be billed for the entire booked time.