

Time Tracking for BD FACSAria 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 tab labeled **Create Your Account**.

STEP 2

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

Once at the home screen, click on the “Schedule Equipment” tab:

Phoenix Biomedical Core

[About Our Core](#) [Schedule Equipment](#) [Request Services](#)

[Overview of Services](#)

The College of Medicine-Phoenix Research Cores currently comprises three distinct cores: Biomedical Imaging Core (BIC), Flow Cytometry Core (FCC) and Molecula

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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 'Phoenix Biomedical Core' website. At the top right, there are three tabs: 'About Our Core', 'Schedule Equipment', and 'Request'. Below these is a 'Schedule Resources' section with a 'Go to Kiosk' button circled in blue. A legend identifies 'BIC - Biomedical Imaging', 'FCC - Flow Cytometry', and 'MAC - Molecular Analysis'. A blue oval highlights the text: 'Click [here](#) to access the Phoenix Biomedical Core Equipment Kiosk.'

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 FACSAria II**

The screenshot shows the equipment kiosk interface. At the top, there is a time scale slider from 0 to 6 hours. Below it is a search bar with the text 'Start typing to filter sessions' and a 'Clear' button. A table lists 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.

Owner	Resource	Start	End	Actions
Andrew J Pickering	BD FACSAria 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:

BD FACS Aria II (ARIA II) - Andrew J Pickering Active ⓘ

Finish

Extend

Log out & use equipment

[Report a Problem](#)

00:00:06
ELAPSED 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.