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 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:
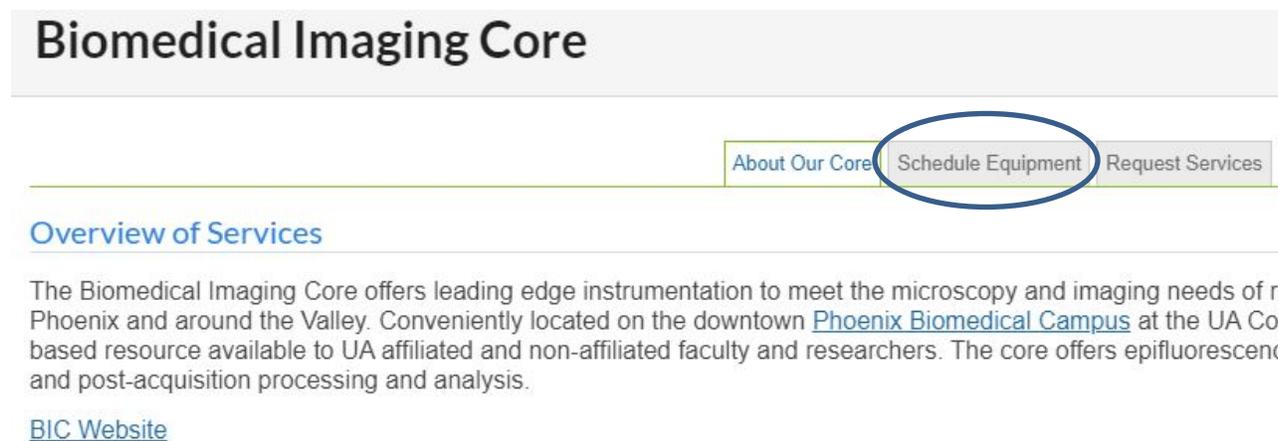
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STEP 3

At the top of the page, click either of the two links for the Core 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.**

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Once you start, you will see this screen:

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.