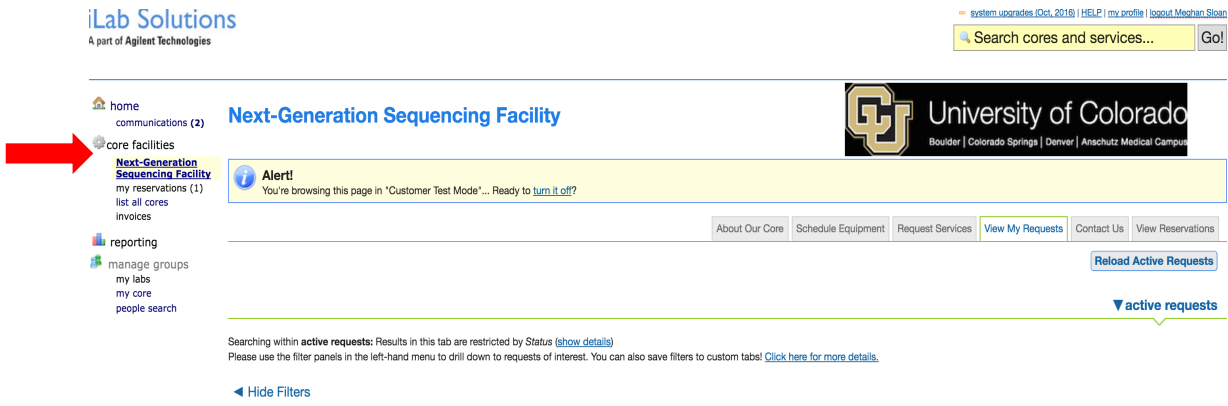


Scheduling Equipment: qPCR

Follow the instructions to schedule time on the qPCR.

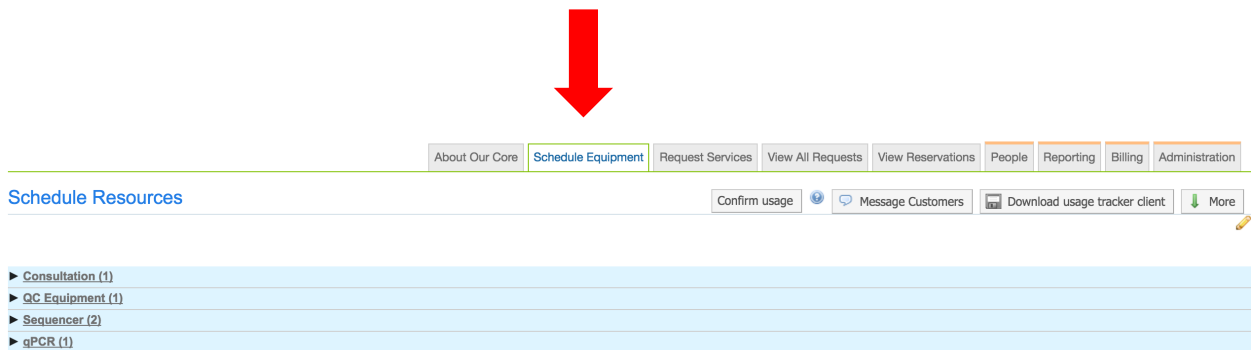
1. Log into iLab using the following link: <https://cu.corefacilities.org/account/login>
2. On the left side, under core facilities, click **Next-Generation Sequencing Facility**



The screenshot shows the iLab Solutions website interface. The top navigation bar includes 'home', 'communications (2)', and 'core facilities'. Under 'core facilities', the 'Next-Generation Sequencing Facility' is highlighted with a red arrow. The main content area displays the facility name, an alert, and a navigation menu with tabs for 'About Our Core', 'Schedule Equipment', 'Request Services', 'View My Requests', 'Contact Us', and 'View Reservations'. A search bar is visible at the top right.

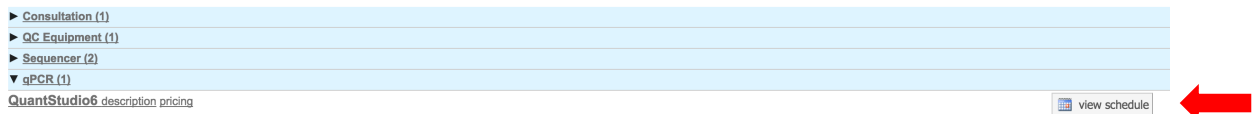
If the link for the Next-Gen sequencing facility is missing, click **list all cores** in the same area and find the facility

3. Click the Schedule Equipment tab at the top of the screen



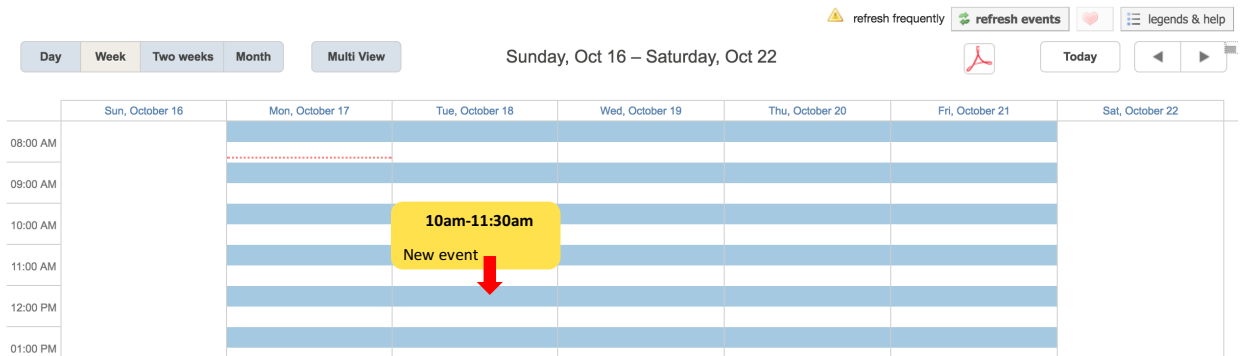
The screenshot shows the 'Schedule Resources' page. The top navigation bar has the 'Schedule Equipment' tab highlighted with a red arrow. Below the navigation bar, there are buttons for 'Confirm usage', 'Message Customers', and 'Download usage tracker client'. A list of instrument categories is displayed, including 'Consultation (1)', 'QC Equipment (1)', 'Sequencer (2)', and 'qPCR (1)'.

4. Expand the instrument you would like to schedule by clicking the instrument category. Then click **view schedule**



The screenshot shows the 'qPCR (1)' instrument category expanded. The 'view schedule' button is highlighted with a red arrow. The page also displays the instrument name 'QuantStudio6' and links for 'description' and 'pricing'.

5. On the calendar, click the start time and drag the cursor down to the end time.



6. This will take you to a new window to fill in necessary information for the machine.

7. In the event notes, type your first and last name followed by either 96-well or 384-well

Reservation details Unsaved reservation - click save reservation

For: QuantStudio6 - Assisted Use \$0.00/hr - My Reservation

Lab: [Next Generation Sequencing Facility \(UC Boulder\) Lab](#)

Created on: October 17, 2016 10:23

Required forms

There are no forms required to make this reservation.

The start of a reservation must be between 8:00am - 5:00pm, although it can extend past 5:00pm (you will not be able to access the facility until the next day we are open). Please indicate in the reservation 96-well or 384-well format.

Event Notes: Meghan Sloan, 96-well note visible to anyone

8. Edit the time if necessary

Times

Scheduled:

Oct 18, 2016

09:00 AM

- Oct 18, 2016

10:30 AM

9. The **Use and cost of reservation** is \$0. However, there will be a \$7/plate fee which needs to be added in the **Additional charges for this event** section. To do this, click **Add additional service charge**

Additional charges for this event

Please select the qPCR Plate charge below to complete this reservation.

[Add additional service charge](#)


10. This will bring up the qPCR instrument below. Click **qPCR (3)**

Additional charges for this event

Please select the qPCR Plate charge below to complete this reservation.

Search: [Add additional service charge](#)

| Name | Quantity | Show alphabetically |
|-------------------|----------|-------------------------------------|
| ▶ qPCR (3) | | |




11. Next to qPCR plate, enter the quantity of plates you would like to run and click the **+\$ (cost)** button to add the charge.

Additional charges for this event

Please select the qPCR Plate charge below to complete this reservation.

Search: [Add additional service charge](#)

| Name | Quantity | Show alphabetically |
|------------------------------|--------------------------------|-------------------------------------|
| ▼ qPCR (3) | | |
| qPCR Plate | <input type="text" value="1"/> | +\$7.00 |
| qPCR plate (before Nov 2016) | <input type="text" value="0"/> | +\$0.00 |
| qPCR plate included in QC | <input type="text" value="0"/> | +\$0.00 |



12. Enter the speedtype you would like to use.

Payment information:

Please enter the Speedtype [?](#)

| % | Speedtype |
|--------------------------------------|--|
| <input type="text" value="100.0"/> % | You do not have access to any Speedtypes. To resolve this problem, please contact the PI or financial manager of your lab. |

If you do not have any speedtypes, your PI may still need to assign a speedtype to you.

13. Click the **Save Reservation** at the bottom of the screen when all information is complete