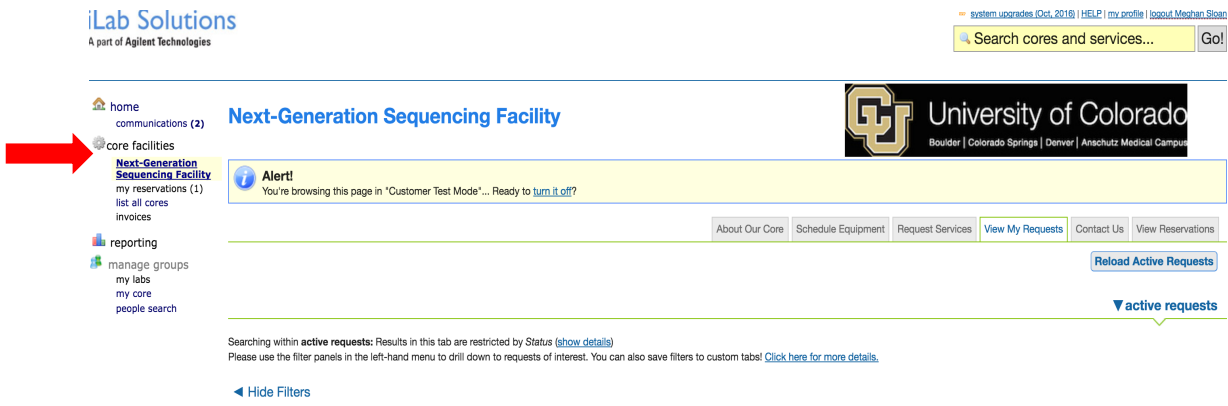


Scheduling a Consultation

Follow the instructions to schedule a free consultation with Jamie regarding your sequencing project. This will help ensure you maximize the data you get from sequencing, avoid pitfalls and budget appropriately.

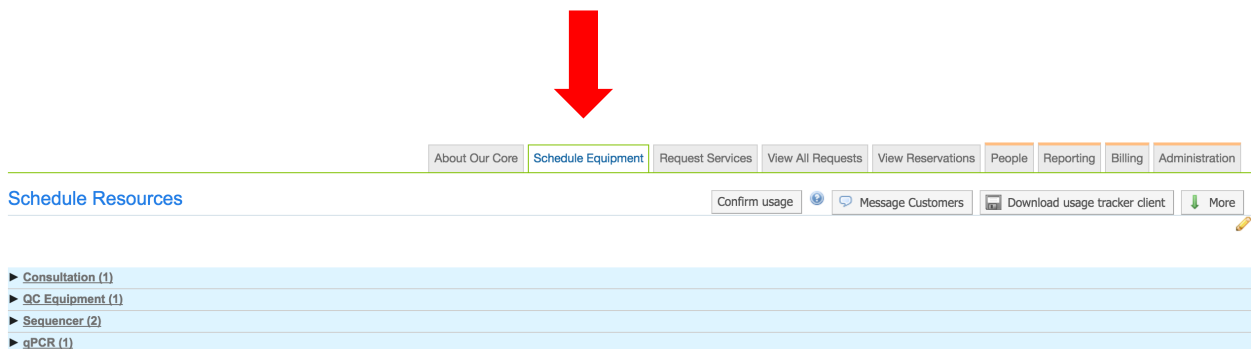
1. Log into iLab using the following link: <https://cu.corefacilities.org/account/login>
2. On the left side, under core facilities, click **Next-Generation Sequencing Facility**



The screenshot shows the iLab Solutions website interface. The top navigation bar includes the iLab Solutions logo, a search bar, and user links. The left-hand menu is expanded to show 'core facilities', with 'Next-Generation Sequencing Facility' highlighted. A red arrow points to this link. The main content area displays the 'Next-Generation Sequencing Facility' page, including an alert banner, navigation tabs, and a list of active requests.

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. A red arrow points to this tab. Below the navigation bar, there are several resource categories listed: Consultation (1), QC Equipment (1), Sequencer (2), and qPCR (1).

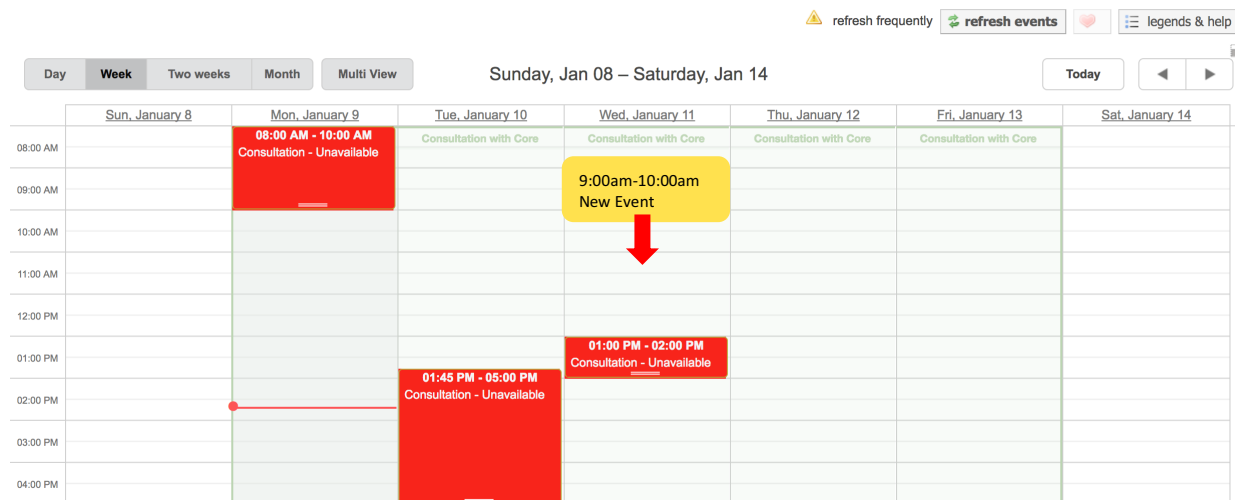
4. Expand the consultation drop down, and then click **view schedule**



The screenshot shows the 'Consultation' dropdown menu expanded. The 'view schedule' button is highlighted with a red arrow. The dropdown menu also displays the text 'Consultation description (There is no charge for the use of this resource)' and lists other resource categories: QC Equipment (2), Sequencer (2), and qPCR (1).

- On the calendar, click the start time and drag the cursor down to the end time for up to 1 hour.

This calendar is to schedule consultation time with Jamie Kershner, the Director of the BioFrontiers Sequencing Facility. Please schedule up to 1 hour consultations regarding new or ongoing projects, Jamie will confirm her availability via email.



- This will take you to a new window to fill in necessary information for the consultation.
- Edit the time if necessary

Times

Scheduled:

Oct 18, 2016

09:00 AM

- Oct 18, 2016

10:30 AM

- The **Use and cost of reservation** section should be zero
- Click the **Save Reservation** at the bottom of the screen when all information is complete