Welcome to the lab user training.

I Amerika Crow and I am the customer success manager that is working with the Yale University course.

Today I’m going to demonstrate how you were going to make your reservations and submit project requests to each core.

Before I begin,

I’d like to first walk through this Yale University registration guide.

This is the I lab registration process for internal users.

So what you will do is you will first navigate to the following
URL an it is yelledilab.ajilon.com. You will want to bookmark this URL for future use. What’s on the Ilab logon login page as select log in. At this point you will be prompted to provide your yell credentials and password. If this is your first time logging in, once you authenticate, you will be directed to a registration page. It’s going to look very similar to this screenshot here. Your first going to select the appropriate Pi from the drop down. And then your first name,
last name, and email address will be pre filled, but you must complete any remaining required fields and then you will click register. On the next page you will see will prompt you with my greetings page. The Pi that you select will be sent an email address informing them that they need to approve your account. That Pi is reminded each business day, but you have the opportunity to send an additional reminder. You will also receive a welcome email with a brief getting started instructions. Once your account has been approved, you will receive an email notifying you.
Now at that point you will be able to log in with the first few steps that we went over to start utilizing the core facilities within I lab. OK, now that we've gone through. So. Stration will work. We're going to walk through using the Corp from a user’s perspective. The page that I currently am on is called the external landing page. The cores that you will be working with will probably give you a link to their I love site. This link will take you directly to their external landing page.
which is what I have shown on my screen now.
In the top right hand corner you will notice that there is a sign in and a register button. I am if you sign in.
If you already have an account, you will click the sign in your credentials and I have the screen of where it will take you to put in your Yelp credentials with your password. For today I’m going to sign in as myself, so I’m going to sign in using my eye lab credentials, so I’m going to put in my credentials here. Once, once I am signed into the core, you will automatically be brought
to the about our core tab.

This tab is a replica of the external landing page I was previously on at the bottom of the about tab you will see a table of a list of Contacts for this core.

Now let’s navigate to the Schedule tab.

Equipment tab at the top here. Not every core will have the schedule equipment tab, but when you are looking to make a reservation on a piece of equipment, you will navigate here to this schedule equipment tab.

Where you will find a list of all the pieces of equipment this core offers.
Some courses do designate between trained and untrained users, so if you have been trained on a piece of equipment then typically that allows you to have increased access to schedule on a piece of equipment. You will click the view schedule to the right of that equipment. Now you are able to view the calendar for this piece of equipment. You will notice if I scroll down just a bit here. And that there is a red line. This will indicate to the current day and time. You will not be able to make
a reservation for a past time.

It must be done in the future.

Some cores may have restrictions on how soon in advance you can make a reservation and the minimum time that you can schedule for demonstration purposes.

Today, let’s look at next week, so I’m going to click this little arrow here to the right to take me to the following week.

Now to make a reservation you will simply find an empty reservation slot and click and drag on the time that you are wanting.
to make your reservation for.

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Once you release,

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you will be brought to this reservation details page on this page.

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You can adjust the time and day by clicking this little yellow pencil.

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You can attach notes in this event notes section.

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You can also see the use and cost of the reservation.

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This will be different across all cores.

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but for example for today we have this SC in underscore 0 usage.

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type and if there are additional availabilities you can click on

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pricing details and in the drop down
you will see the availabilities available. Next you will choose the payment information and so here is where I can select from. The charges API has granted me I’m going to choose the PS charge information and then. Before you save, you will want to make sure that at the top here the top area to the right, that there is not a form where I where there would be required information that the core is needing you to fill out. At this point you can then on the left hand side you can click save reservation and that will
00:07:10.336 --> 00:07:11.920 save that reservation.
NOTE Confidence: 0.891350269317627
00:07:11.920 --> 00:07:14.014 OK, you can see that my
NOTE Confidence: 0.891350269317627
00:07:14.014 --> 00:07:15.840 reservation is now listed here.
NOTE Confidence: 0.891350269317627
00:07:15.840 --> 00:07:18.269 If you hover over you can look
NOTE Confidence: 0.891350269317627
00:07:18.269 --> 00:07:20.470 at the details of that event.
NOTE Confidence: 0.891350269317627
00:07:20.470 --> 00:07:22.549 Also over on the right hand corner
NOTE Confidence: 0.891350269317627
00:07:22.549 --> 00:07:25.090 there is a calendar details button.
NOTE Confidence: 0.891350269317627
00:07:25.090 --> 00:07:26.690 If you click here,
NOTE Confidence: 0.891350269317627
00:07:26.690 --> 00:07:29.945 this will give you a legend on what
NOTE Confidence: 0.891350269317627
00:07:29.945 --> 00:07:33.001 the colors mean so you can see that.
NOTE Confidence: 0.891350269317627
00:07:33.010 --> 00:07:35.383 The the green color will let you
NOTE Confidence: 0.891350269317627
00:07:35.383 --> 00:07:37.560 know that that is your events.
NOTE Confidence: 0.891350269317627
00:07:37.560 --> 00:07:38.114 OK.
NOTE Confidence: 0.891350269317627
00:07:38.114 --> 00:07:40.884 Now to navigate away from
NOTE Confidence: 0.891350269317627
00:07:40.884 --> 00:07:42.546 the calendar interface,
NOTE Confidence: 0.891350269317627
00:07:42.550 --> 00:07:44.950 you’re going to click on
the top right hand corner, the core name, and that will take you back to your main schedule equipment tab.

K so now I’d like to talk about the Request Services tab at the top here. If you have a core that accepts projects or requests from users, this is where you will go to make that request. Chorus will have a number of different requests and some may have descriptions with those requests, so you can see in our example here. Some cores will also have a priceless...
below and that this is going to show you the individual services that are offered with the price and you can expand those out. Can see those prices here.

Now, if you would like to make a request on a project, you will select the request. Um request service button next to the appropriate requests. So I’m going to choose this DNA sequencing request.
and in this case we don’t have
one for today. But you can.
Some cores may already have, you know,
services attached to the individual requests.
You will see that there is a
payment information section and
this is where you can choose.
The The Fund information for
this request an at the bottom.
Here you will select select
these subquest decor.
Um? You can see that it will then
take you to a view my request tab.
This tab is a queue of all the requests
that you have that you have submitted with
the core and the status of those requests.

You can view the details of each request by clicking on the blue toggle.

To the left of next to the date and time.

If you have any questions or comments for the core, you can select the add comment button in the details of the request. Whenever you do leave a comment, it is then attached to this request in the core will also be able to reply to you with a running list of the communication.

The only Tom. That you will have to take action is.

If the core adds a number of services and send it to you for you to approve.
Um?

Those two statuses would be waiting for researcher approval or waiting for researcher to agree.

Are there any questions on this view my request tab? OK.

Lastly is the contact us tab.

If you have any questions for the core you can go here and submit your questions. The core will then receive an email with your questions. So this concludes the Ilab user training for today.

Thank you all for joining me.