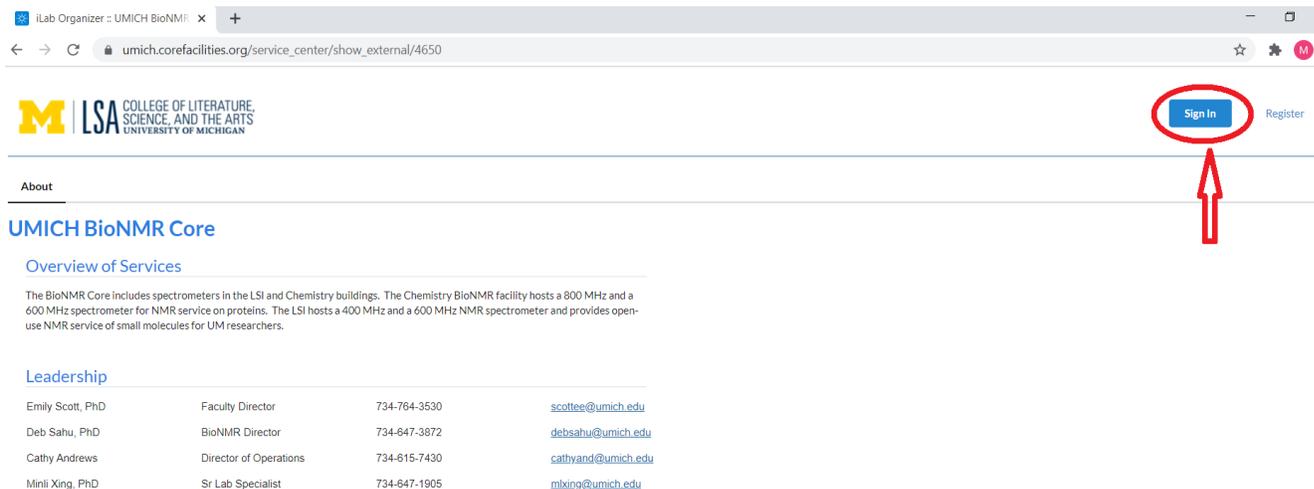


To create a reservation on the Mary Sue Coleman Hall (MSCH) LSI 400/600MHz NMR Calendar:

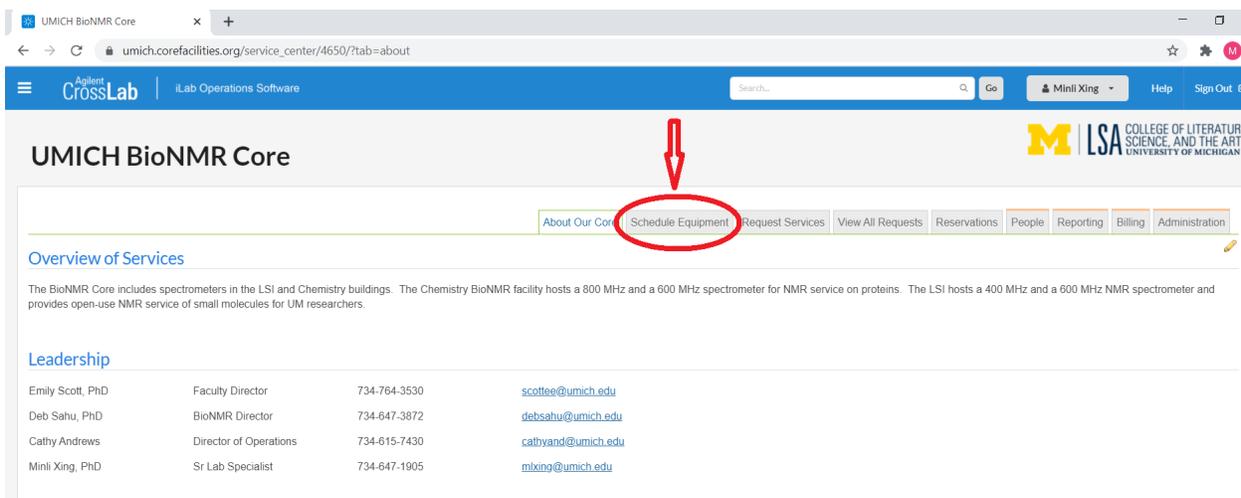
1. Navigate to the BioNMR core page:

https://umich.corefacilities.org/service_center/show_external/4650

2. At the upper right hand of the page, click the “**Sign In**” button and enter your iLab username and password.



3. After login, select the **Schedule Equipment** tab (NOT ‘reservation’ tab!)



4. Click on the instrument “**Bruker 600 MHz with Prodigy broadband probe (3214 LSI)**” to reserve the 600, or click on “**Varian 400 w/inverse probe (3214 LSI)**” to reserve the 400.

The screenshot shows the Agilent CrossLab iLab Operations Software interface. The browser address bar displays 'umich.corefacilities.org/service_center/4650/?tab=equipment'. The navigation menu includes 'About Our Core', 'Schedule Equipment', 'Request Services', 'View All Requests', 'Reservations', 'People', 'Reporting', 'Billing', and 'Administration'. The main content area lists three instruments: 'Bruker 800 MHz w/cryoprobe (1047 Chem)', 'Bruker 600 MHz w/cryoprobe (2060 Chem)', and 'Varian 400 MHz w/inverse probe (3214 LSI)'. The 'Bruker 600 MHz w/Prodigy broadband probe (3214 LSI)' is highlighted with a red box, and a red arrow points to it. To the right of each instrument listing is a menu with options: 'View Schedule', 'Review Usage', 'Upload Usage', and 'Take Offline'.

5. Click and drag on the time frame you would like to schedule your reservation for.

The screenshot shows the Agilent CrossLab iLab Operations Software interface displaying a calendar view for the week of Sun, 25 Oct - Sat, 31 Oct 2020. The calendar shows a grid of days and times. The time slots from 12:00 AM to 10:00 AM are labeled 'Self Use'. A yellow time frame '04:08 AM - 04:39 AM' is highlighted on Friday, 30 Oct. A red arrow points to this time frame, and a red text box below it says 'Click and drag on the time frame you would like to reserve'.

6. A window will pop up with reservation details. Enter your name and click “Next”

04:15 AM - 04:57 AM Create Reservation

Event Type: Reservation

Search within: Current Customers This institution All

Customer

type in the person's first name then last name for whom you'd like to create a reservation

enter your name

Please enter 2 or more characters

7. To modify the time, click on the **yellow pencil icon** and enter new time, and click on the **green check mark icon** to save the change. Under **payment information**, select the short code you want to use. When all is done, click on “**Save Reservation**” at the end of the screen on the left side.

General | Comments | Contacts

Reservation details ! **Unsaved reservation - click save reservation** R

For: LSI 600 - Self Use \$7.20/hr (All Customers) - My Reservation
Lab: [Sahu, Debashish \(UMich\) Lab](#)
Created on: October 30, 2020 11:22

Event Notes: note visible to anyone

Times

	Start	End	
Scheduled	Oct 30 2020 12:55 PM	Oct 30 2020 01:52 PM	<input checked="" type="button" value="Edit"/> ←

Repeating event

Enabled

Use and cost of reservation

Duration	Effective Rate	Amount	Use Type
0.95 hours	\$7.20	= \$6.84	<input checked="" type="button" value="Self Use"/> <input type="button" value="Base Rate"/>

Payment information

Please enter the Short Code 

%
1 %

Short Code



100.0%

Total Allocated 

Use the same payment information for all add-on charges

General

Comments

Contacts

Reservation details Unsaved reservation - click save reservation

For: LSI 600 - Self Use \$7.20/hr (All Customers) - My Reservation

Lab: [Sahu, Debashish \(UMich\) Lab](#)

Created on: October 30, 2020 11:22

Event Notes:

note visible to anyone



Times

	Start	End	
Scheduled	<input type="text" value="Oct 30 2020"/> <input type="text" value="12:55 PM"/>	<input type="text" value="Oct 30 2020"/> <input type="text" value="01:52 PM"/>	<input checked="" type="button" value="Save"/> <input type="button" value="Reset"/>

Repeating event

Enabled

Use and cost of reservation

Please save or cancel your time edits to display the estimated price.

