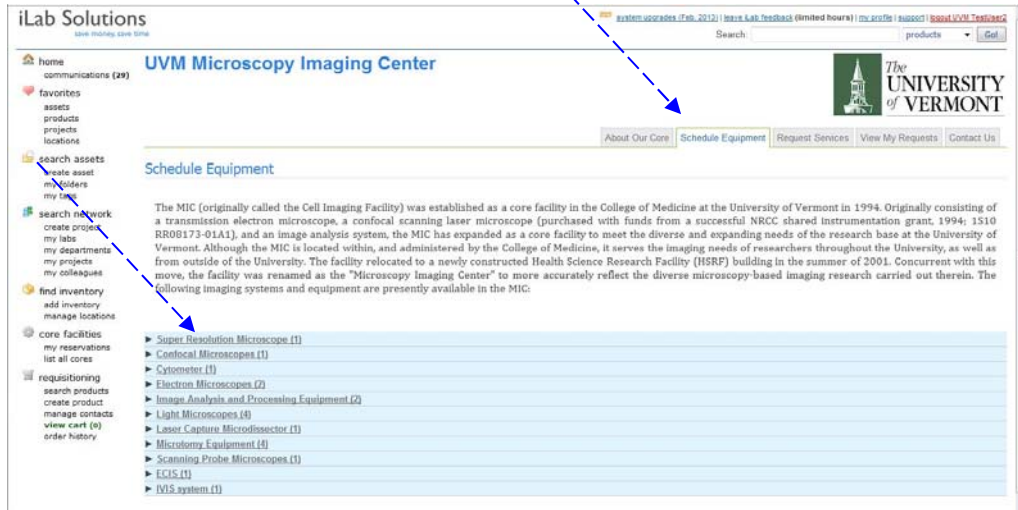
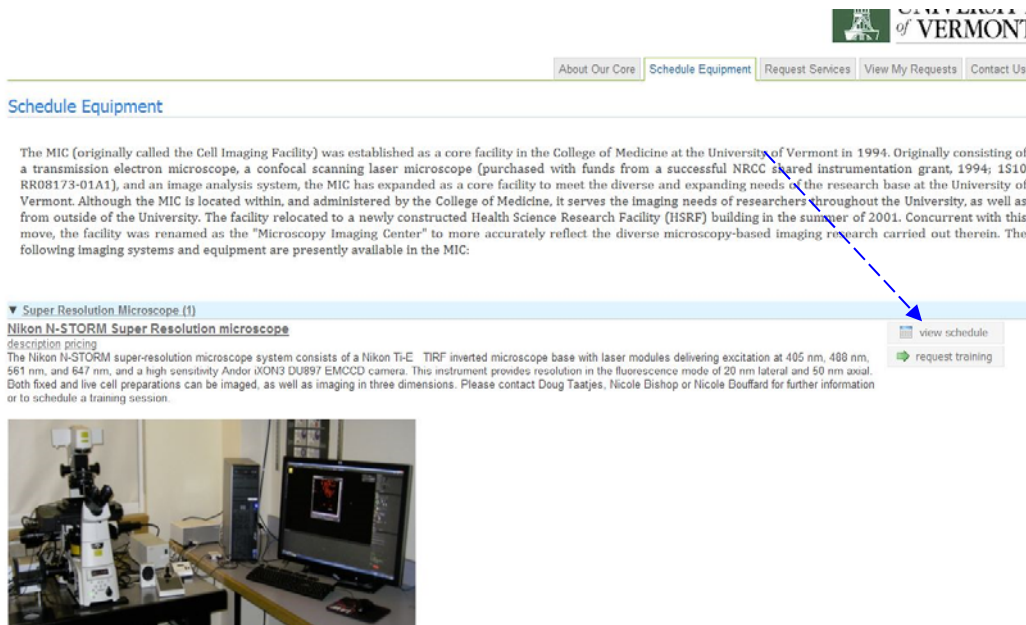


How to Adjust Time Usage

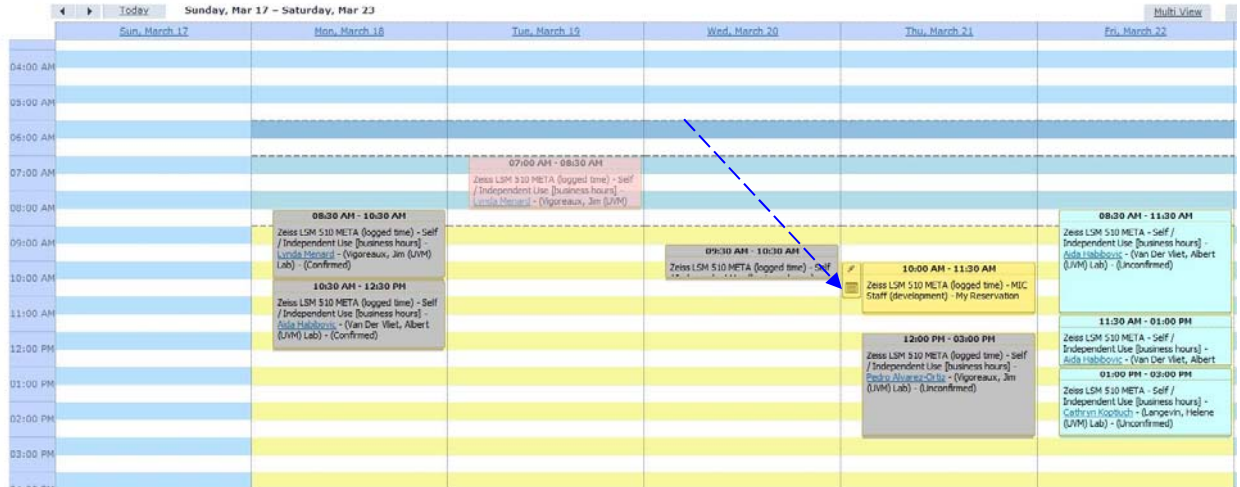
1. Log in to your iLabs account.
2. Click on the Schedule Equipment and click on the type of equipment you are looking for



3. You will see a photo and description of the Instruments available for sign up in the MIC. Click on "view schedule".



- Find the reservation that you have made on the calendar. Click on the notebook icon to the right of your reservation.



- A new dialog box will open. Click “edit” to the right of the logged time section. Then click on the little calendar icon that appears.

event details
Zeiss LSM 510 META - MIC Staff (development) - My Reservation

Availability Type:
MIC Staff (development) \$0.00/hr (trained users)

	start	end
scheduled:	March 21, 2013 10:00:00 AM	March 21, 2013 11:30:00 AM
logged:	March 21, 2013 10:00 AM	March 21, 2013 11:30 AM reset
billable:	March 21, 2013 10:00:00 AM	March 21, 2013 11:30:00 AM edit

% Fund 80242-15-55650-100-100001-201----0000-0000-0000
100.0% total allocated [add split](#)

Assign to an ongoing project of the same researcher:
 Select existing project

additional charges for this event:

[Invite additional people to this event by email:](#)
 Please enter a comma separated list of valid email addresses

[Save Reservation](#) [Cancel Changes](#)

6. Adjust your time in the drop down menu and click save reservation.

event details
Zeiss LSM 510 META - MIC Staff (development) - My Reservation

Availability Type:
MIC Staff (development) \$0.00/hr (trained users)

start: March 21, 2013 10:00:00 AM
end: March 21, 2013 11:30:00 AM

logged: March 21, 2013 10:00 AM
billable: March 21, 2013 10:00:00 AM

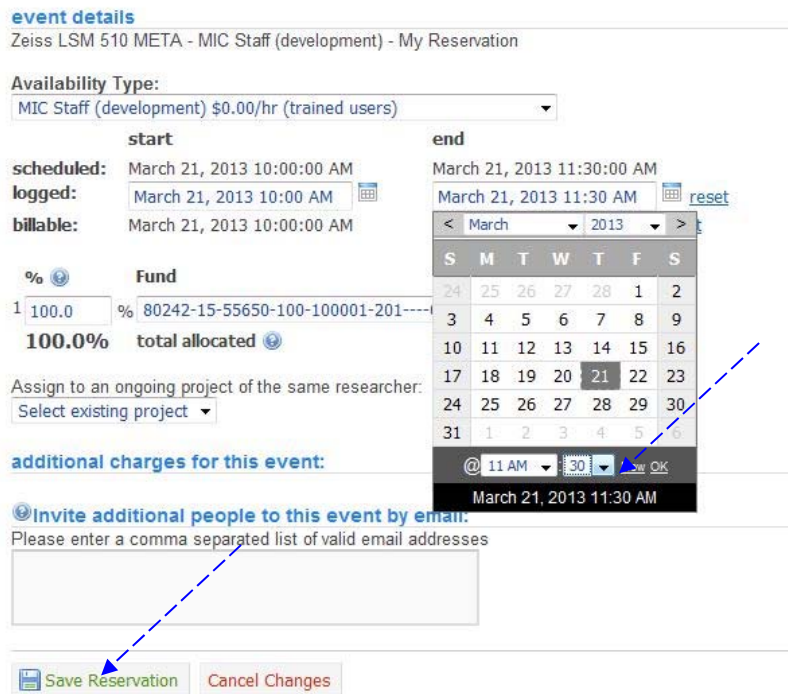
% Fund
1 100.0 % 80242-15-55650-100-100001-201-----
100.0% total allocated

Assign to an ongoing project of the same researcher:
Select existing project

additional charges for this event:

Invite additional people to this event by email.
Please enter a comma separated list of valid email addresses

Save Reservation Cancel Changes



NOTE: Users have 24 hours after the start of their reservation to adjust time on instruments. Once this time window has passed you will be charged for the total time reserved on the instrument.