

# Implementation Experience: Add Event Scheduling Testing Manual

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## Overview

Welcome the iLab Family! We are excited to have the opportunity to work with you and are eager to ensure your implementation experience runs smoothly. This manual includes materials and instructions to help supplement your iLab implementation experience.

## Implementation Experience Contact

Your Onboarding Manager is your contact during this initial phase of training. As we collaborate on this implementation, please email your Onboarding Manager with any questions, issues, concerns, or updates you have for your service center.

## Additional Resources

Additional resources can be found on the [iLab Help Site](#). You can also sign up for any of our editing [Webinars](#) at any time during or after implementation!

## iLab Registration & Login Guide

As a Service Center Manager or Staff Member, you will need access to iLab to continue your implementation meetings and to properly review your site.

iLab software serves a global user base, with institutions located across various continents. To optimize performance and comply with local data regulations, iLab is hosted on six different servers or instances. This regional server configuration ensures a more efficient and reliable user experience.

- [Regional Login Links](#)
- [Using the iLab Access Guide Widget](#)

### [Regional Login Links](#)

- **United States:** [my.ilab.agilent.com](https://my.ilab.agilent.com)
  - **Dana Farber Cancer Institute (DFCI):** [dfci.ilab.agilent.com](https://dfci.ilab.agilent.com)
  - **Stanford University:** [stanford.ilabsolutions.com](https://stanford.ilabsolutions.com)
  - **Important:**
    - If you already have an account on [my.ilab.agilent.com](https://my.ilab.agilent.com), you will need to create a separate account for the DFCI or Stanford instances to access their platforms.
    - Similarly, users with DFCI or Stanford accounts cannot use those credentials on [my.ilab.agilent.com](https://my.ilab.agilent.com) and will need to create an account for other U.S.-based locations.
- **Canada:** [ca.ilab.agilent.com](https://ca.ilab.agilent.com)
- **Europe:** [eu.ilab.agilent.com](https://eu.ilab.agilent.com)
- **Asia-Pacific:** [au.ilab.agilent.com](https://au.ilab.agilent.com)

If you are unsure which link to use, the [iLab Access Guide Widget](#) is available to assist you. This tool guides users to the correct iLab landing page based on their institution's requirements. Simply follow the predefined questions, and the widget will direct you to the appropriate signup or login page.

## Testing Instructions

- The training phase of your iLab Implementation is critical. During these sessions, you will collaborate with your iLab Onboarding Manager to understand your site's workflow and capabilities.
- Testing is essential for a successful go-live launch. It builds confidence and comfort with iLab and allows you to identify any workflow issues with your current setup.

Your Onboarding Manager will provide you with login credentials for a Test User to view and navigate the system from the **customer's perspective**.

**To comprehensively learn and test all parts of your core's site content and workflow**, please follow the steps outlined below. Login with the Test User account to see the site from the **customer perspective**. Then logout and follow the instructions to login with your own account for the **service center member experience**.

- **Quick tip:** Login to a browser as yourself and another browser or open an incognito window to login as your Test User. This will help you quickly walk through the workflow of each perspective.

## Add Event Testing

### Scheduling through *Add Events*:

1. *Login* as yourself
2. Click the *View All Requests* tab
3. Select the appropriate project and click the blue triangle to the left of it to toggle open its details
4. Locate and click the *add event* link to the right, below the form and any line items
5. Select the appropriate start/end date(s) and times from the top left
6. Click the short calendar name from the *Resources* section at the top left
7. Confirm the day/times in the blue bar are correct, and click the *Book* button (*please note, that bar will show as red if the selected time is already booked*)
8. Click the *X icon* at the top right to close the popup

Alternatively, you can link a reservation to a request from the reservation details:

### Linking a Reservation to a Request:

1. *Login* as yourself
2. Click the *Schedule Equipment* tab
3. Click on *View Schedule* of one of the calendars
4. Either create a new reservation, or double click on a pre-existing one
5. Scroll down to the *Service Project* section
6. Select the appropriate request from the dropdown (*please note: only requests for that user in a status of Processing will display in the dropdown*)
7. Click *Save Reservation*