



Research Platform Booking System

Quick Reference Guide

iLab

For Users (UoM)

– Biological Optical Microscopy Platform (BOMP)

12 January 2022

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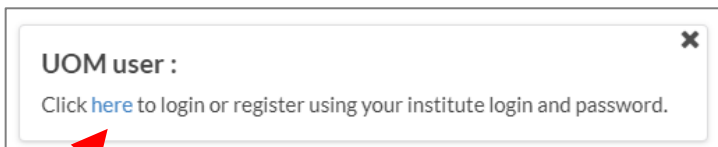
1. Register in iLab

If you are a University of Melbourne researcher, to get started you must register for an internal UoM account.

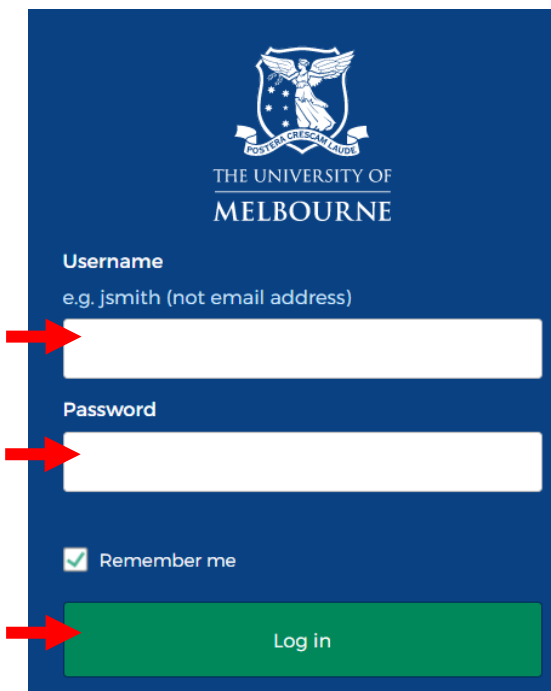


1. Go to The University of Melbourne iLab landing page <https://unimelb.ilab.agilent.com/>

2. Click on 'sign-up' button on the top right of the page



3. Click 'here' to login

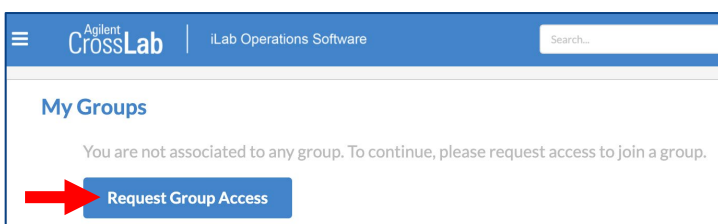


4. Use your UoM credentials to Log in.

Note that multi-factor authentication (MFA) is also active so you may be prompted to also authenticate via Okta

NOTE

For any issue, you can request support via University Service.



5. You will be directed to an iLab Registration page if you are not associated to any group.

6. Click on 'Request Group Access'

Request Group Access

Institution *
University of Melbourne

Group *
Cho, Ellie (UOM) Lab

Cancel Request Access

7. Select your Institution.
8. Select your PI/Lab.
9. Click 'Request Access'

Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab.

IMPORTANT: They will need to approve your membership and assign UoM Themis Code(s) for your training & access to the Platform.

2. Sign-in to iLab

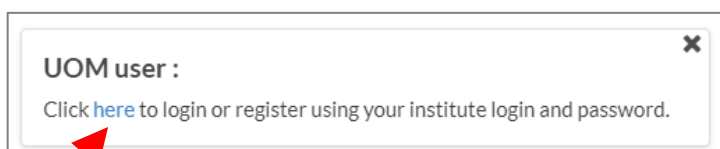
Once your registration is approved, you will receive an email notification.

https://unimelb.ilab.agilent.com/sc/4556/biological_optical_microscopy_platform/?tab=about

1. Go to The BOMP iLab landing page



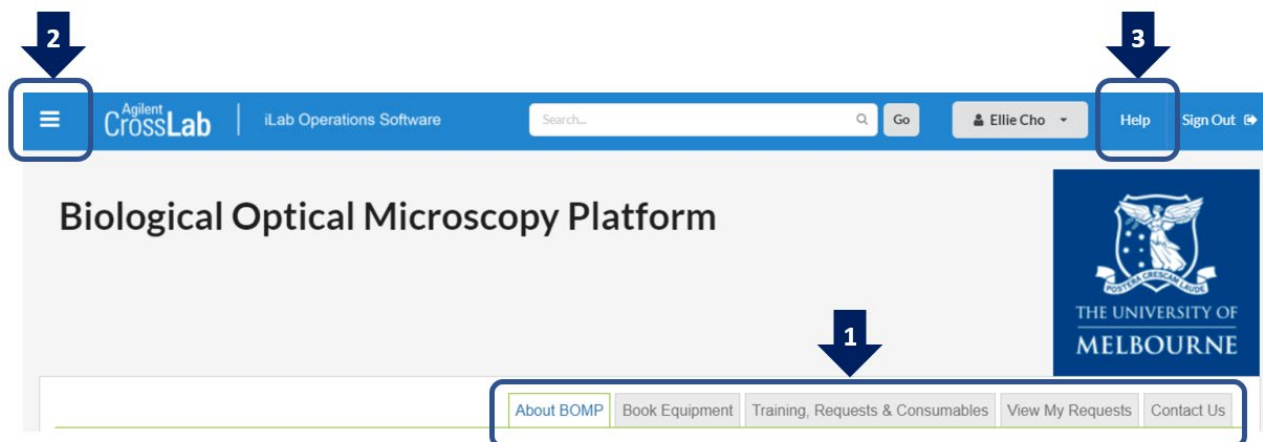
2. Click on 'login' button on the top right of the page.



3. Click 'here' for UOM user
4. Use your UoM credentials to Log in.

3. Navigating BOMP landing page

https://unimelb.ilab.agilent.com/sc/4556/biological_optical_microscopy_platform/?tab=about



1 – Navigation tabs

- **About BOMP** – An overview of the platform’s research capability, services and resources, as well as contact information for the platform leadership and staff
- **Book Equipment** – Access the research platform’s resources, viewing resource schedules and booking time on permitted resources
- **Training, Requests & Consumables** – Access the research platform’s services including general service/training requests, and specific services offered by the platform
- **View My Requests** – View requests that you have already submitted to the platform
- **Contact Us** – Submit a comment or question to the platform staff

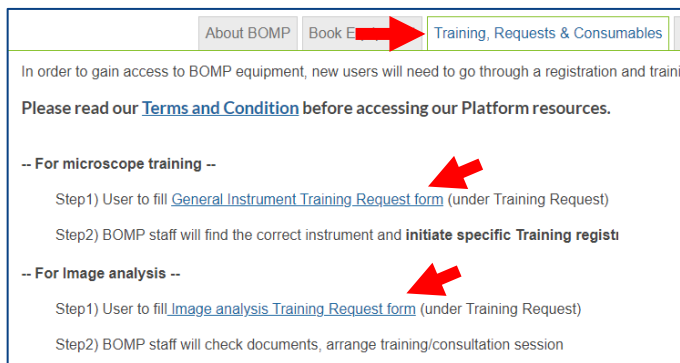
2 – ‘Hamburger icon’ left-hand pop-out menu

- **Home** – Access service requests, messages, your cores and institutions, and all features available in the left and top navigation panels
- **Core Facilities** – List and search all core facilities at your own institution, as well as at partner institutions and other outside institutions
- **My Groups** – Manage your group access and request access to new lab groups

3 – Help

- Access to iLab's support dashboard which provides help documentation, webinars, and access to the support portal to submit support tickets with Agilent (the system vendor)

4. Requesting a Training



1. Click on the 'Training, Requests & Consumables' tab to view the services available on the platform.
2. Click on **Training Request Form** link for either microscope training or for image analysis to initiate a request for the service

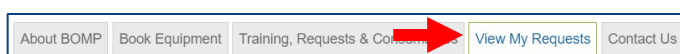
This screenshot shows the 'General Instrument Training Request' form. It includes fields for 'Request Name', 'Customer', 'Lab', 'Email', and 'Phone'. Below this is a section titled 'Forms and Request Details' with a link to 'View Form: Training Request Form'. A red arrow points to this link. The form content includes a heading 'For those that don't know which instrument they want to use' and a 'Preferred location' section with radio button options: Bio21 Institute, Biosciences, Eastern Hill Precinct, Medical Building, Peter Doherty Institute, Physics, and Most suitable instrument.

3. In the 'Forms and Request Details' section you will have a form that you will need to complete in order to submit the request.

Mandatory fields in forms will be marked with a red star (★)

This screenshot shows the 'Cost' section of the form. It contains a note: 'The core will review and update this projected cost. You will only be billed for completed work.' Below this is a 'Total Projected Cost' field with a value of '\$ 0.00'. A note states 'Training request & consultation will not be charged'. At the bottom are three buttons: 'submit request to core', 'save draft request', and 'Cancel Us'.

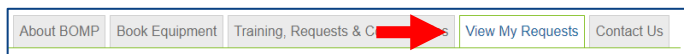
4. The Cost section for training & consultation will not display any costs as it will be charged by the actual instrument booking.
5. Finally, the service can be requested by clicking 'Submit Request to Core', or can be saved as a draft to be completed later.



6. Once you have submitted a request you will see your request appear in the 'View My Requests' tab which will allow you to keep track of your requests (see next page).

5. Completing Training request

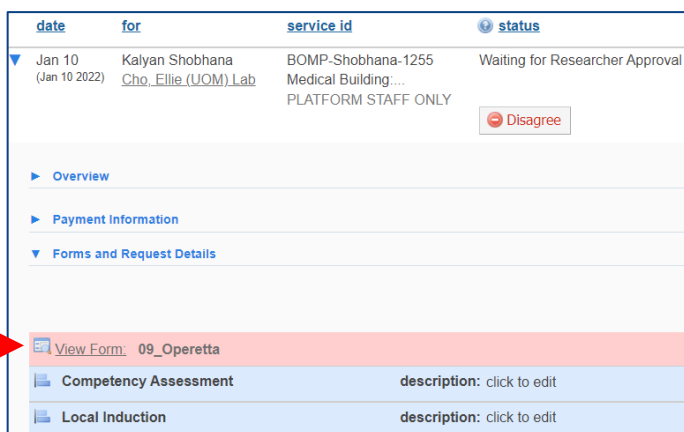
Once the general training request is processed, BOMP staff will initiate a new training request for specific instrument which you will need to complete.



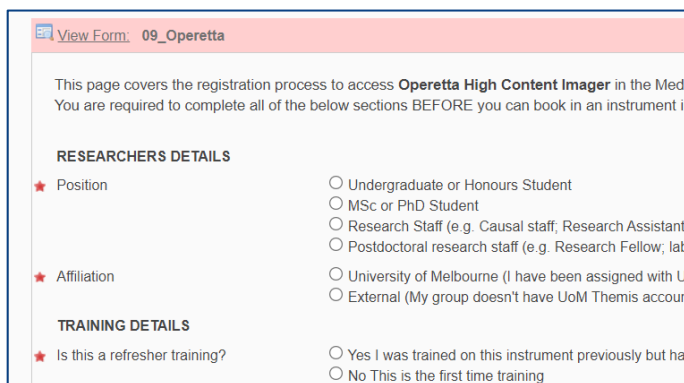
1. Click on the 'View My Request' tab.



2. Find the request raised for you. It will have 'PLATFORM STAFF ONLY' label under the service id. Click on the small blue arrow to see detail.

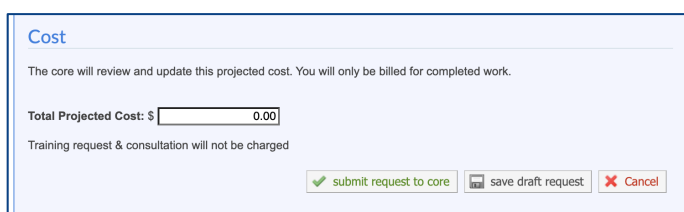


3. Under the Forms and Request Details section, you will see the Form highlighted in red. Click on the 'View Form' text to see detail.



The 'View Form: 09_Operetta' registration page. It contains a heading 'View Form: 09_Operetta' and a paragraph: 'This page covers the registration process to access Operetta High Content Imager in the Med... You are required to complete all of the below sections BEFORE you can book in an instrument in...'. Below this are two sections: 'RESEARCHERS DETAILS' and 'TRAINING DETAILS'. 'RESEARCHERS DETAILS' includes 'Position' (with a red star) and 'Affiliation' (with a red star). 'TRAINING DETAILS' includes 'Is this a refresher training?' (with a red star). Each item has radio button options.

4. Forms will ask you to provide specific details. Mandatory fields in forms will be marked with a red star (★). Some forms may ask you to upload OHS documentation which may take some time. You can save the form as a draft to complete later.



The 'Cost' section of the form. It has a heading 'Cost' and a paragraph: 'The core will review and update this projected cost. You will only be billed for completed work.' Below this is a text input field for 'Total Projected Cost: \$' with the value '0.00'. A note says 'Training request & consultation will not be charged'. At the bottom are three buttons: 'submit request to core' (green), 'save draft request' (grey), and 'Cancel' (red).

5. Once the form is completed, click 'Submit Request to Core' to notify BOMP staff. BOMP staff will check the document and contact you to arrange training session.

6. Booking Equipment

The screenshot shows the 'Book Equipment' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'About BOMP', 'Book Equipment', 'Training, Requests & Consumables', 'View My Requests', and 'Contact Us'. The main content area is titled 'Schedule Resources' and includes a 'Timeline View' button. A list of resources is shown, with 'Bio21 Institute (4)' expanded to show 'Zeiss Elyra/LSM880'. The resource details include a description, pricing, and a list of features: 'An inverted laser scanning confocal for fast & gentle live-cell imaging', 'Super-resolution: Fast Airyscan (lateral resolution down to 120nm)', 'Super-resolution: Single Molecule Localisation Microscopy', 'Contact: Hamid Soleimanejad (hamid.s@unimelb.edu.au)', and 'Specification Sheet'. To the right of the resource name are buttons for 'View Schedule' and 'Request Training', and a heart icon. A 'Leica SP8' resource is also visible below.

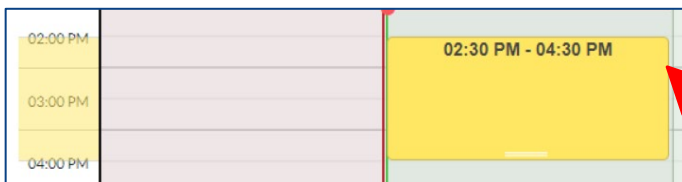
1. Click on the '**Book Equipment**' tab
2. Schedules is categorised by location. Expand the group (e.g. Bio21 Institute) to find the desired resource
3. You may designate favourite resources for quick access later by clicking the **heart icon**
4. Click on either the **resource name** or the '**View Schedule**' button to the right.

NOTE : If you see the message below you do not have permission to book the resource. If you are not trained, see section 4. Requesting a Training. If you are already trained, contact BOMP for further assist.

Note

You are not authorized to create or edit reservations. Please contact your core manager if you need to do so.

5. You should now see the calendar for the resource.



6. To create a new booking, left click on the time/day that you wish to book and that is available, then drag down to create a booking of the desired length of time. Selected time is highlighted in yellow.

The screenshot shows a dialog box titled '02:30 PM - 04:30 PM Create Reservation'. It contains a dropdown menu with 'Barlow, Anders (UOM) Lab' selected. At the bottom, there are 'Cancel' and 'Next' buttons.

7. If you are a member of multiple labs within iLab, you will be prompted to select the lab to which the work will be assigned against, pull down the list and select the correct lab, then click '**Next**'

8. A new window will appear with details about your reservation for you to enter and confirm. Shown here is an example of a reservation window in iLab, you will likely need to scroll to see all the information presented to you in the window.

8-2. Reservation details – Display of the resource, the usage type and rate and the lab under which you are creating this reservation.

An Event Note could be added to display on the schedule for either all users to see or only yourself and platform staff to see

8-3. Times – The scheduled time of the reservation. If the schedule time needs to be amended, click the yellow pencil icon and then save the adjusted times (see Amending Reservations below)

8-4. Linked schedules (optional)

Some resources may be linked together meaning that you can, or sometimes need to, book time on the linked schedule, here you can make these selections.

Duration	Effective Rate	Amount	Use Type
2.0 hours	\$20.00	= \$40.00	User Operated Base Rate
2.0 hours	Total Cost	\$40.00	Internal

8-5. Use and cost of reservation – Usage type that you are allowed to access and the corresponding rate for the resource. The total cost of the reservation is automatically calculated, if you have access to multiple usage types you can select this by clicking 'Pricing Details'

8-6. **Payment information** – Assigned Themis account string(s) available for you to use, these are set by your supervisor and are required to allow the reservation to be made, if no payment information is set please contact your supervisor to organise this.

8-7. **Save Reservation** – Once you have reviewed and completed the necessary information, click the 'Save Reservation' button to submit this to the platform

9. When the reservation is saved, you will be returned to the resource schedule where you will see your reservation at the chosen time.

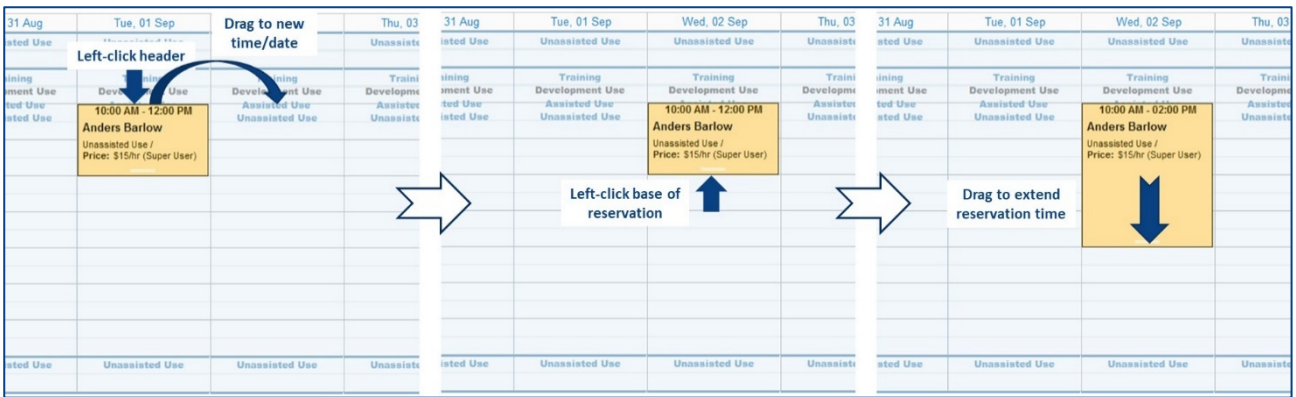
Amending reservations

Depending on the instrument booking rule, you may be able to amend a future reservation, such as changing the reservation date/time or the length of the reservation and alter financial information.

Note: once a reservation is approved or passed deadline you may not be able to alter a reservation without contacting platform staff.

If you need to shift a reservation to another day, earlier or later in the same day, or change the reservation length, with all other details the same, you can drag-and-drop the reservation directly on the schedule.

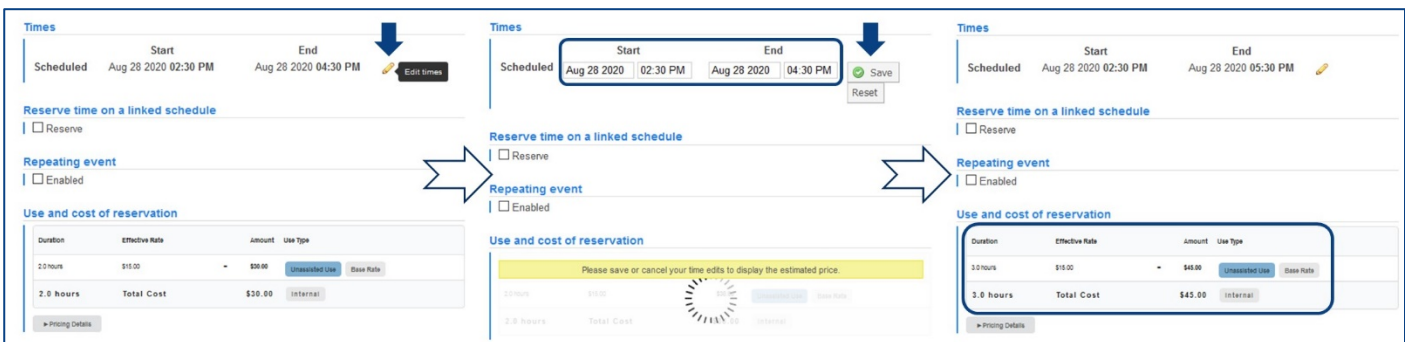
1. Navigate to the resource schedule and locate the reservation you wish to shift



2. Click on the reservation header and drag the reservation to a new time or date
3. To extend or shorten a reservation, click the bottom of the reservation and drag the reservation to the desired length of time

Reservations can be edited directly if you need to perform more precise changes.

1. Navigate to the resource schedule and locate the reservation you wish to amend
2. Double-click on the reservation



3. To alter the reservation time:
 - a. Click on the yellow pencil to the right of the scheduled times
 - b. Change the date and/or the required start and end times
 - c. Click the 'Save' button
 - d. The Use and Cost of reservation section and the Total Cost will update after the scheduled time has been edited
4. To change financial information, select the alternate Themis code from the pull-down menu
5. Click 'Save Reservation' when you have finished your amendments

7. Support

Request support via University Service ([link](#))

- For UoM SSO login issues
- For Creating a new Lab Group for a PI
- For support with financial payment information

Contact BOMP staff via bomp-enquiries@unimelb.edu.au for any resource, service or platform-specific support

More detail contact information can be found on the 'About Our Core' tab