Internal - Creating Service Requests & Reserving Time on Equipment

To Create a Service Request:

1. **Login into iLab** at ufl.corefacilities.org with your Gatorlink username and password
2. Upon initial login, **set your account time zone**, then click '*Update my time zone.*'
3. **Click** on the [≡] icon to open the iLab menu
4. **Select** *'Core Facilities'*
5. **Search** 'ICBR' and select your desired core
6. **Depending on the core**, you will either land on the '*Request Services'* tab or the *'Schedule Equipment'* tab. On the *'Request Services'* tab, **find the project** of interest and click on the the '*Request Service'* button to the right of the request
7. You will be asked to **complete a form** and **provide payment information** for your request before submitting to the core.
   a. Your payment options will be **Chartfield or Credit Card.**
8. Your request will be **pending review** by the core. The cores will add charges and may submit it back to you for your approval. ⭐**Make sure to watch for an email from iLab regarding your updated project.**

To Create an Equipment Reservation:

1. **Login** into iLab at ufl.corefacilities.org with your Gatorlink username and password
2. **Click** on the [≡] icon to open the iLab menu
3. **Depending on the core**, you will either land on the '*Request Services'* tab or '*Schedule Equipment*' tab. On the '*Schedule Equipment'* tab, **click** on the '*View Schedule'* or the '*Initiate Training'* button next to the instrument of interest. **Click and drag** on the time frame you would like to reservation for.
4. You may be asked to **complete a form** and **provide payment information** for your reservation before submitting to the core. If you do not have any chartfields assigned, **your PI or financial manager will need to add the chartfield** to the lab and assign to you.
5. **Your reservation may need to be approved by the core**, you can confirm this by clicking on the *Home* link on the upper left corner of iLab and viewing the Reservations panel.

ⓘ If you encounter issues at any step, please send an email to the ICBR iLab listserv at ICBR-iLab@ad.ufl.edu and a staff member will be in contact with you within 24 hours.