

Welcome to our new Flow Cytometry Core Facility Scheduler hosted by iLab

Reservations will be allowed beginning November 1st, 2015

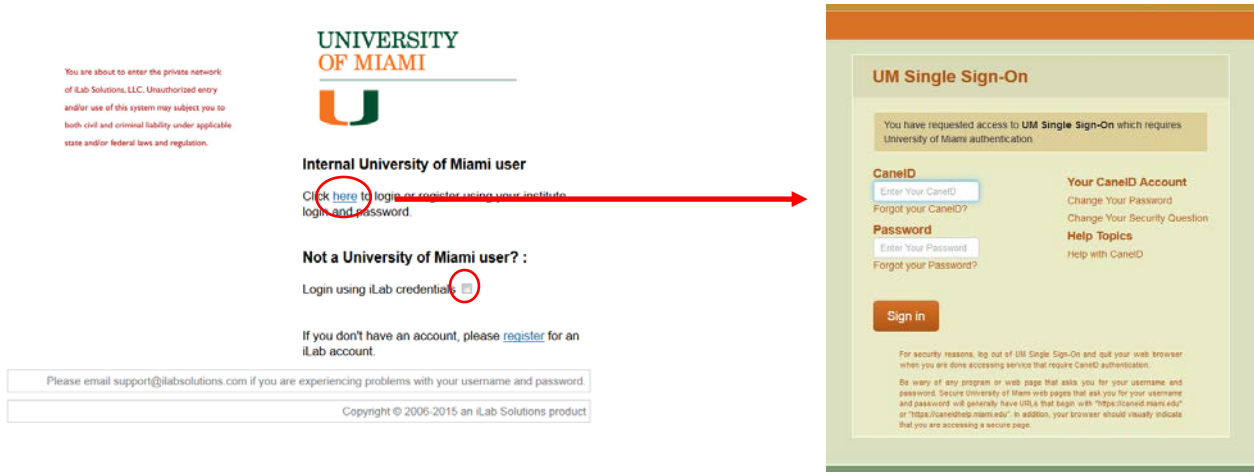
Making a Reservation for Flow Cytometry in iLab

NOTE: MUST USE FIREFOX, CHROME, OR SAFARI BROWSERS

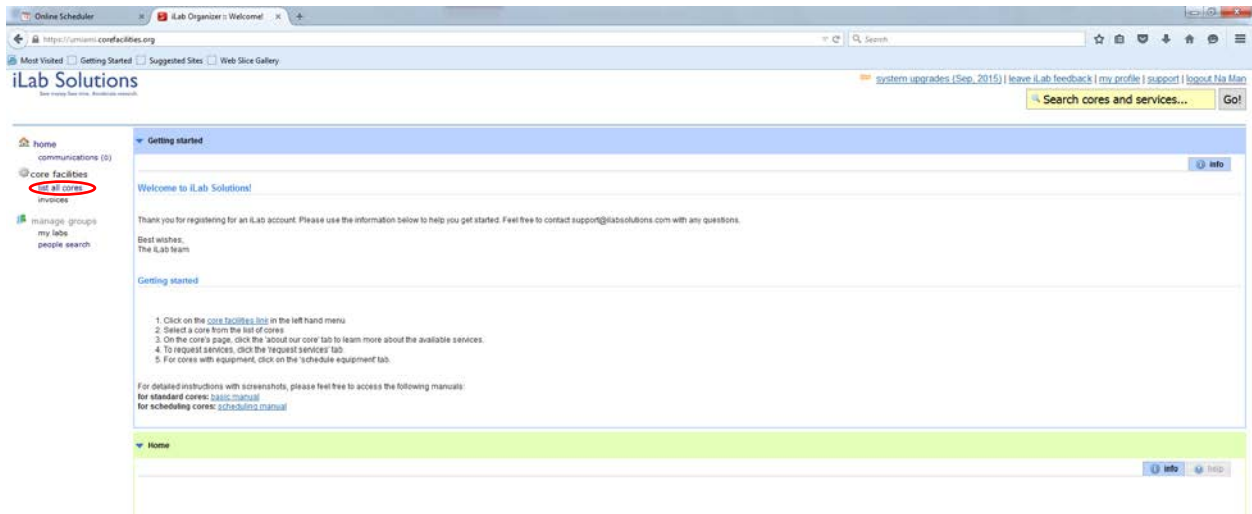
1. Access iLab through the following link:

umiami.corefacilities.org

2. Login into your iLab account using either your Cane ID credentials for “Internal University of Miami user” or your iLab credentials for “Not a University of Miami user”.



3. From your home page, search for the SCCC Flow Cytometry Core Facility through your “list all cores” link. This will show you all the core facilities you have access to.



4. Click on the “Flow Cytometry Core Facility (FCCF) – Sylvester Comprehensive Cancer Center (SCCC)” link to access the core’s page.

The screenshot shows the iLab Solutions website interface. On the left is a navigation menu with links like 'home', 'communications', 'core facilities', 'my reservations', 'my lab', and 'people search'. The main content area has a search bar and a list of cores. The 'Flow Cytometry Core Facility (FCCF) - Sylvester Comprehensive Cancer Center (SCCC)' is highlighted with a red circle. Below it, there are details for other cores like 'Biostatistics Collaboration and Consulting Core (BCCC)', 'High Content Screening Core (HCS) - Miami Project to Cure Paralysis', and 'Viral Vector Core (VVC) - Miami Project to Cure Paralysis'.

5. You will automatically be taken to the “Schedule services” tab of the Flow Cytometry Core Facility’s page. It is here where you will access the instruments for reservations. Carefully read all the information as this page contains answers to most of your questions.

The screenshot shows the 'Flow Cytometry Core Facility (FCCF) - Sylvester Comprehensive Cancer Center (SCCC)' page. The 'Schedule services' tab is selected. The page contains a section titled 'INSTRUCTIONS FOR USING THE NEW iLAB SYSTEM:' with a list of steps for making a reservation. Below this is a 'SERVICE INFORMATION' section with a '***Please Read***' notice. The notice states that it is required for all laboratories to return a 'bio-safety questionnaire' by the 15th of April each year, and provides a link to the 'Cell Analysis Questionnaire'.

6. Scroll down the page to view the instruments for reservations.

The screenshot shows the 'Flow Cytometry Fees' table and the 'Make your reservation (*) below:' section. The table lists various services and their associated rates. Below the table, there is a section titled 'Make your reservation (*) below:' with a list of links: 'Analyzers (4)', 'Sorters (3)', 'Other (2)', and 'Staff Calendars (1)'. The 'Analyzers (4)' link is highlighted with a red circle and an arrow pointing to it.

Service	*Base Rate	External Rate
Analysis: FACS, Canto-II	\$85	\$130
Analysis: LSR-II	\$85	\$130
Analysis: LSR-Fortessa-HTS	\$85	\$130
Sorting: FACS Aria-I	\$100	\$150
Sorting: FACS Aria-II	\$100	\$150
Sorting: FACS Aria-IIu	\$100	\$150
FlowJo (per seat, annually)	\$270	\$270

*NOTE: Sylvester Comprehensive Cancer Center members are eligible to receive a subsidy on these charges.

Make your reservation (*) below:

- [Analyzers \(4\)](#)
- [Sorters \(3\)](#)
- [Other \(2\)](#)
- [Staff Calendars \(1\)](#)

7. Find the instrument you wish to use and click on “view schedule” to make a reservation.

Most Visited ☐ Getting Started ☐ Suggested Sites ☐ Web Slice Gallery


About Our Core | **Schedule services** | Other Services | View My Requests | Contact Us | Reservations

Make your reservation (*) below:

▼ Analyzers (4)

→ **FACS Canto-II Analyzer**
description pricing


The three laser, fully digital FACS Canto-II analyzer is used for up to eight-color (ten-parameter) analysis of cell samples. It has a PC work-station, which runs the DiVa software.



[view schedule](#)
[request training](#)

▼ LSR-II Analyzer
description pricing

The LSR -II analyzer is a sophisticated analytical instrument, used for complex analysis of cell samples. Recently fully upgraded, it now has four lasers and is capable of 10-color analysis. This fully digital instrument is equipped with a PC which runs the DiVa-6 software.




[view schedule](#)
[request training](#)

▼ Analyzers (4)
▼ Sorters (3)

→ **BD FACS Aria-I**
description pricing


BD FACS Aria-I is a standard high-speed cell sorter. It has 3 lasers and is capable of up to 8-color simultaneous fluorescence analysis. No optical alignment is required and drop-delay calculation is automated. This is a good, basic-level sorter.



[view schedule](#)

→ **BD FACS SORP Aria-II (BSL-1)**
description pricing

BD FACS SORP Aria-II high-speed cell sorter has 4 lasers and is capable of up to 10 color simultaneous analysis.



[view schedule](#)

8. Once you click on “view schedule”, a calendar for that instrument will appear. Find the time and day you would like to book and highlight the time you need in 30 minute increments.

Most Visited ☐ Getting Started ☐ Suggested Sites ☐ Web Slice Gallery

240 11011111

communications (0)
core facilities
my reservations
list all cores
invoices

manage groups
my labs
people search

FACS Canto-II Analyzer (Flow Cytometry Core Facility (FCCF) - Sylvester Comprehensive Cancer Center (SCCC))

[Return to Schedules](#) | **Schedule** | Description | Other Schedules

Please click and drag on the calendar below to schedule time. This calendar is in (GMT-05:00) Eastern Time (US & Canada)

refresh frequently [refresh events](#) [legends & help](#) [show other relevant schedules](#)

Day Week Month Multi View

Sunday, Sep 20 – Saturday, Sep 26

	Sun, September 20	Mon, September 21	Tue, September 22	Wed, September 23	Thu, September 24	Fri, September 25	Sat, September 26
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9. If you have more than one PI associated with your account you will be prompted to choose which lab the reservation will be under. Make sure to choose the correct lab that will be billed.

Create a new reservation

Event type
Reservation

Customer: Patricia Guevara Admin (UMiami) Lab (+1) PGuevara@umail.miami.edu (305) 243-5571

Lab: select which group the request will be for

Cancel

Create a new reservation

Event type
Reservation

Customer: Patricia Guevara Admin (UMiami) Lab (+1) PGuevara@umail.miami.edu (305) 243-5571

Lab: select which group the request will be for

- Admin (UMiami) Lab
- Kruger Gray, How (UMiami) Lab

10. If you are trained for after-hour use, you have 24hr access 7 days a week. If you are not trained for after-hour use you have limited access from 9am to 5pm, Monday through Friday.

11. The reservation page will now open.

- Confirm that you have the correct instrument.
- Confirm that you have the correct lab.
- Confirm the time of the reservation.
- Make any necessary comments, if any.
- Reserve time with a staff member, if necessary.

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

For: FACS Canto-II Analyzer - Self Use \$85.00/hr (trained users) - My Reservation
Lab: Malek, Thomas (UMiami) Lab
Created on: September 16, 2015 08:58

If you would like assistance, please click "reserve time on a linked schedule" below to add time to a staff member's calendar when making reservation.

Scheduled: September 11:00 - September 01:00

Event Notes: note visible to anyone

Reserve time on a linked schedule

☐ Reserve

Use and cost of reservation

Sep 24 '15 11:00 - 13:00 Self Use \$85.00 -
Total: \$170.0 (2.0 hours)

Payment information:

Please enter the Fund Number

%	Fund Number
1 77.0	% You do not have access to any Fund Numbers. To resolve this problem, please contact the PI of your lab.
2 23.0	% Test Flow Subsidy
100.0%	total allocated

split charge

Reserve time on a linked schedule

	Staff Use \$0.00/hr
<input checked="" type="checkbox"/> Reserve	
<input type="checkbox"/> Staff Calendar - Huw	✓
<input type="checkbox"/> Staff Calendar - Jay	✓
<input type="checkbox"/> Staff Calendar - Patricia	✓
<input type="checkbox"/> Staff Calendar - Shannon	✓

12. If reserving the cell sorters, you will be required to complete a “Bio-hazard Cell Sorting” form provided within the reservation page.

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

For: BD FACS Aria-I - Operator Use \$100.00/hr (needs approval) - My Reservation
Lab: Malek, Thomas (UMiami) Lab
Created on: September 16, 2015 09:01

Sorting is available Monday - Friday 11AM-5PM by appointment.
Please click "reserve time on linked schedule" below to schedule a time on a staff member's calendar when making a reservation.
Reservations will need to be approved by the core.

Scheduled: September 11:30 - September 03:00

Event Notes: note visible to anyone

Reserve time on a linked schedule
☐ Reserve

Use and cost of reservation
Sep 17 '15 11:30 - 15:00 Operator Use \$ -
Total: \$350.0 (3.5 hours)

Payment information:
Please enter the Fund Number

Required forms

- * Cell type
- * Species
- * Are you sorting into a plate? ☐ yes ☐ no
- * Do you need UV laser? ☐ yes ☐ no
- * Known Infectious Organisms
- * Risk Group 1
- * Bio Safety Level 1
- * Human Cells: Have donors been screened for viruses? ☐ yes ☐ no
- * Have these cells been manipulated? ☐ yes ☐ no

Comments

Save Progress

13. When your reservation form is complete, make sure to “save reservation”. Sorting reservations require further Flow core approval.

Reserve time on a linked schedule
☐ Reserve

Use and cost of reservation
Sep 24 '15 11:00 - 13:00 Self Use \$85.00
Total: \$170.0 (2.0 hours)

Payment information:
Please enter the Fund Number

1 77.0 % You do not have access to any Fund Numbers. To resolve this problem, please contact the PI of your lab.
2 23.0 % Test Flow Subsidy
100.0 % total allocated

split charge

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

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

Save Reservation Cancel Changes

Delete Reservation

14. Once the reservation is saved, the instrument calendar will open and show your reservation.

FACS Canto-II Analyzer (Flow Cytometry Core Facility (FCCF) - Sylvester Comprehensive Cancer Center (SCCC))

Return to Schedules Schedule Description Other Schedules

Please click and drag on the calendar below to schedule time. This calendar is in (GMT-05:00) Eastern Time (US & Canada)

refresh frequently refresh events legends & help show other relevant schedules

Day Week Month Multi View

Sunday, Sep 20 - Saturday, Sep 26

09:30 AM - 11:30 AM
FACS Canto-II Analyzer - Self Use
\$85.00/hr (trained users) - My Reservation

15. You have successfully created your reservation.