

TAMU and AggieFab Core: Go-Live Guide

Kiosk Instructions:

To Create an Equipment Reservation: (booking an instrument in the future)

Using your iLab login credentials, you can place orders and schedule equipment time.

1. Register and log into the system using the steps in your welcome email
2. Select the *Schedule Equipment* tab and click on the *View Schedule* button next to the instrument of interest. Click and drag on the time frame you would like to schedule your reservation for.
3. A window will pop up that will allow you to verify your reservations details and provide payment information before saving the reservation.

To start your session with an already existing reservation:

1. Please navigate to the Kiosk Interface URL:
https://tamu.corefacilities.org/service_centers/4726/equipment_kiosk/dashboard
2. You will log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
3. Once logged in, you will see a list of your pre scheduled reservations in “My kiosk sessions” (If you have multiple sessions, there is a search box to help guide you to the correct one you wish to start)
4. Find your session, and to the right you should have a green “start” button. Once you click start, you will see the details of your reservation as well as a timer in the upper right hand corner.
5. To navigate back to your list of sessions, click in the drop down menu where you see your name. Click my reservations.
6. You may log out while your session is in process. To log out, click the upper right hand side menu and select Log out. On the log out screen, you will see your list of Active sessions.

To start your session as a walk in:

1. Please navigate to the Kiosk Interface URL:
https://tamu.corefacilities.org/service_centers/4726/equipment_kiosk/dashboard
2. You will log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
3. Select the instrument on the left hand menu on which you would like to use.
4. A calendar for the availability will appear, click “Create Session” to begin, select the desired duration, and click “Create Session” again.
5. A new window will appear with the details for that reservation. You may be required to enter in your payment information and the equipment use type.
6. Once all required information is filled out, click the start button to begin your session. Once you click start, you will see a timer in the upper right hand corner.

7. To navigate back to your list of sessions, click in the drop down menu where you see your name. Click my reservations.
8. You may log out while your session is in process. To log out, click the upper right hand side menu and select Log out. On the log out screen, you will see your list of Active sessions.

To end your session:

1. Please navigate to the Kiosk Interface URL:
https://tamu.corefacilities.org/service_centers/4726/equipment_kiosk/dashboard
2. You will log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
3. Find your current reservation in the list under “My kiosk sessions” and click the blue Finish button.
4. A pop up box will appear, asking you to confirm your action. Click “Finish session” again. Your time on the instrument has been logged.

Additional help

More detailed instructions are available in the [Kiosk Guidelines Document](#), clicking on the “HELP” link in the upper right hand corner, or by navigating to help.ilab.agilent.com. For any questions not addressed in the Helpsite, click on the “HELP” link in the upper right hand corner and submit a ticket, or email ilab-support@agilent.com.

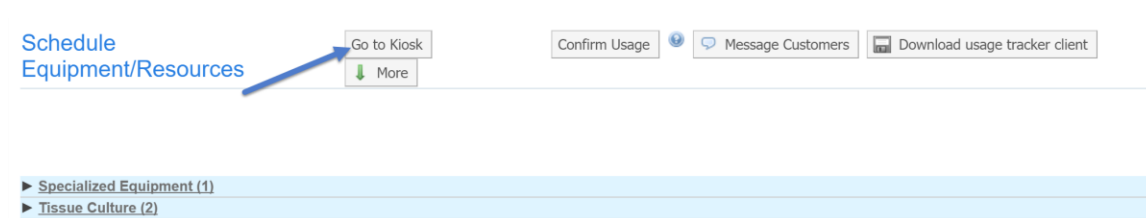
Sincerely,
The iLab - TAMU Team

Kiosk Document

The Kiosk is the “key-hole” that allows a user to use their credentials or “key,” and either sign-in to an existing reservation, or begin walk-up use of the selected piece of equipment. The use of the Kiosk will allow you to track the actual time used on a piece of equipment. Depending on your facility, Kiosk can be available on a centrally located computer, or on multiple computers throughout your lab.

How to Access your Kiosk:

As a core staff member, you can access your Kiosk through the *Schedule Equipment* tab. On the *Schedule Equipment* tab, click on the “**Go to Kiosk**” button.



After opening your equipment Kiosk page, you will see that the URL is specific to your Kiosk page, or what is called your **Kiosk Dashboard**. You may choose to have this specific URL bookmarked and open on a computer for the user to sign in and out of. Your user/customer can also access the Kiosk Dashboard from the core site, by clicking the “**Go to Kiosk**” button from the *Schedule Equipment* tab.

Your Kiosk Dashboard URL:

https://tamu.corefacilities.org/service_centers/4726/equipment_kiosk/authenticate



How to Navigate inside the Kiosk:

This is what your Kiosk Dashboard will look like before a user logs in. On the right-hand side, you will see any current active sessions.

Demonstration Bioanalysis Core - Testing Only

Username

Password

Login

Active sessions

SEM (No Charge Test Equipment)	Alice Researcher	in 123 minutes	View
Dilatometer (Dilometer)	Alice Researcher	in 33 minutes	View

As a core staff member, you have more options than a user/customer. Upon login, you will see a menu on the left side of the dashboard that allows you to navigate between your different pieces of equipment. Click on the equipment category to view your instruments from the drop down.

In the middle of the dashboard page, you can view the reservations for all your users/customers. You will have the option to start, finish, or view the details of each reservation.

Equipment by category

Analytical Lab

Dilatometer

Pycnometer

Nanoforce

Electrospinning 1

Heures 300C Polymer Oven

SEM

SEM

Refresh sessions

My kiosk sessions

Time scale: -24 hours to 24 hours

Start typing to filter sessions

Clear

Resource	Start	End	Actions
SEM (No Charge Test Equipment)	08 Jun 02:22 PM	2 hours left	Finish
Dilatometer (Dilometer)	08 Jun 02:18 PM	15 minutes left	Finish
Electrospinning 1 (Electrospinning 1)	08 Jun 12:30 PM	08 Jun 03:00 PM	Details
Dilatometer (Dilometer)	08 Jun 12:30 PM	08 Jun 03:00 PM	Details

Alice Researcher

My Reservations

Back To Core

Logout

In the upper right-hand corner, you will see your name as the person currently logged in. When you click your name, a menu expands:

- A: **All Reservations** – The main window where reservations can be viewed.
- B: **Manage Interlocks** – Only seen by core admins and core staff. This is where you go to configure interlock settings upon initial setup if your core facility is utilizing interlock.
- C: **Settings** – this is where core staff can adjust/manage settings for each calendar.
- D: **Back to core** – Clicking this will take you back to your main iLab site.
- E: **Logout** – This will log you out of the Kiosk Dashboard, and the Kiosk Login page will load.

The equipment category is labeled in green.

Click on the category to view the instruments within that category.

Julie Miller

- All Reservations
- Manage Interlocks
- Settings
- Back To Core
- Logout

Owner	Resource	Start	End	Actions
Alice Researcher	SEM (No Charge Test Equipment)	08 Jun 02:22 PM	2 hours left	Finish
Alice Researcher	Dilatometer (Dilatometer)	08 Jun 02:18 PM	28 minutes left	Finish
Alice Researcher	Electrospinning 1 (Electrospinning 1)	08 Jun 12:30 PM	08 Jun 03:00 PM	Details
Alice Researcher	Dilatometer (Dilatometer)	08 Jun 12:30 PM	08 Jun 03:00 PM	Details
Alice Researcher	Heures 300C Polymer Oven (Heures 300C Polymer Oven)	08 Jun 11:30 AM	08 Jun 01:30 PM	Details
Alice Researcher	SEM (No Charge Test Equipment)	08 Jun 10:15 AM	08 Jun 12:30 PM	Details
Alice Researcher	Pycnometer (Pycnometer)	08 Jun 10:15 AM	08 Jun 12:30 PM	Details

When a user logs in, they can only see their own reservations in the middle of the screen. On the upper right-hand side, they only see three options in the menu: My Reservations, Back to Core, and Log Out.

Changing Settings in your Kiosk Dashboard:

To open the settings, select your name in the upper right corner. From the drop-down menu, you will select 'Settings'.

Refresh sessions

Julie Miller

- All Reservations
- Manage Interlocks
- Settings
- Back To Core
- Logout

Owner	Resource	Start	End	Actions
Alice Researcher	SEM (No Charge Test Equipment)	08 Jun 02:22 PM	2 hours left	Finish
Alice Researcher	Dilatometer (Dilatometer)	08 Jun 02:18 PM	14 minutes left	Finish
Alice Researcher	Electrospinning 1 (Electrospinning 1)	08 Jun 12:30 PM	08 Jun 03:00 PM	Details
Alice Researcher	Dilatometer (Dilatometer)	08 Jun 12:30 PM	08 Jun 03:00 PM	Details

The first screen you see are your **Service center settings**. These are your default settings for every piece of equipment.

The screenshot shows the 'Service center settings' page. On the left, under 'Equipment by category', there are links for 'Analytical Lab', 'Nanoforce', and 'SEM'. The main area is titled 'Service center settings' and contains 'Time and duration settings' with the following fields:

- Minimum reservation time: 0 minutes
- Maximum reservation time: 0 minutes
- Time step: 15 minutes
- Time when reservation is considered a no-show (A): 120 minutes
- How much in advance can a reservation be started (B): 60 minutes
- Time when reservation is considered a walk-out (C): 120 minutes
- Time when to notify user about walk-out (D): 30 minutes

Below these are 'Common settings' with the following toggles:

- Allow walk-ups? (E): ☒
- Strict payment information? (F): ☒
- Allow multiple logons per reservation? (G): ☒
- Shut off equipment when terminating walk-out? (H): ☐

At the bottom left, a red arrow points to the 'Save' button.

A: Time when reservation is considered a no-show: How long after the start of the reservation and the original user does not show up. After this time passes, the next person is able to use the equipment.

B: How much in advance can a reservation be started: How soon in advance can a user start their reservation.

C: Time when reservation is considered a walk-out: How long after the end of the reservation is a user considered to have walked away even if their session is still running and the next person is allowed to start a session. This is mostly to help with people forgetting to end their session on the Kiosk after their work is done.

D: Time when to notify user about walk-out: How long before a session has been considered a walk-out should a user be notified.

E: Allow walk-ups: You can allow users to start a session on the spot if they did not make a reservation in advance on the calendar.

F: Strict payment information: Whether a payment number/information is required before a session can begin.

G: Allow multiple logins per reservation: Whether a user can have multiple sessions within one reservation. If this is turned off the user will not be allowed to restart a reservation after ending it.

H: Shut off equipment when terminating walk-out? Whether to shut off interlocked equipment when user has walked away and his kiosk session has been automatically terminated by the system. *This setting will only be used if you are utilizing interlock.*

Once you have set the Service center settings, you will need to review the settings for each individual piece of equipment. In the left navigation panel, you will see the categories of the equipment. Click on the category to expand each piece of equipment that falls under that category.

The screenshot displays the 'Service center settings' interface. On the left, a sidebar titled 'Equipment by category' lists categories: 'Analytical Lab' (highlighted), 'Dilatometer', 'Pycnometer', 'Nanoforce', 'Electrospinning 1', 'Heures 300C Polymer Oven', and 'SEM'. A callout points to 'Analytical Lab' with the label 'Category'. The main area, titled 'Service center settings', contains a section 'Time and duration settings' with the following fields: 'Minimum reservation time' (0 minutes), 'Maximum reservation time' (0 minutes), 'Time step' (15 minutes), 'Time when reservation is considered a no-show' (120 minutes), 'How much in advance can a reservation be started' (60 minutes), 'Time when reservation is considered a walk-out' (120 minutes), and 'Time when to notify user about walk-out' (30 minutes). A callout points to the 'Analytical Lab' category in the sidebar with the label 'Instruments within the category'. The top right corner shows the user 'Julie Miller'.

Select the piece of equipment to view the settings specifically for that instrument. You can either select individual settings per instrument or check the box to use the core default. Make sure to uncheck the use core default check box if you are creating individual settings. Click to save your changes at the bottom of the page. This needs to be done for each instrument to ensure that all settings are to your preference.

Using the Kiosk:

We will be going over two different scenarios, starting a reservation that was made in advance and starting a walk-up session.

NOTE: The following steps are from the perspective of a user, NOT a core staff member.

Starting a reservation that was made in advance:

If the user has scheduled a reservation in advance, they will see their reservation upon logging to the Kiosk Dashboard. They will need to select the green '**Start**' button next to the reservation. Once they select **Start**, they will be redirected to a reservation details page. As their time continues to track, the user will select '**Log out & Use Equipment**', which will log them out of the Kiosk.

Equipment by category
Analytical Lab
Nanoforce
SEM

Refresh sessions

My kiosk sessions

Alice Researcher

Time scale: -24 hours to 24 hours

Start typing to filter sessions

Clear

Resource	Start	End	Actions
Dilatometer (Dilatometer)	08 Jun 03:30 PM	08 Jun 05:30 PM	Start
SEM (No Charge Test Equipment)	08 Jun 02:22 PM	2 hours left	Finish
Dilatometer (Dilatometer)	08 Jun 02:18 PM	0 minutes left	Finish
Electrospinning 1 (Electrospinning 1)	08 Jun 12:30 PM	08 Jun 03:00 PM	Details

Equipment by category
Analytical Lab
Nanoforce
SEM

Dilatometer (Dilatometer) - Alice Researcher

Active

00:00:06

ELAPSED TIME

Finish

Log out & use equipment

Scheduled

08 Jun 03:30 PM

08 Jun 05:30 PM

Logged

08 Jun 03:28 PM

3 hours left

Payment information

Please enter the Fund

12345

Fund

100.0%

total allocated

split charge

Use and cost of reservation

Equipment use type	Unit price	Duration	Amount
Undergrad Students \$22.50/hr (trained users)	\$22.50	1.53 hours (03:28 PM - 05:00 PM)	\$34.32

Now that user has started their session and logged out, the login page of the Kiosk Dashboard will be available for a new user to log in and start their session. It is important to teach your users to always select *'Log out & Use Equipment'* so that the next user can access the kiosk dashboard.

Demonstration Bioanalysis Core - Testing Only

Username

Password

Login

Active sessions

SEM (No Charge Test Equipment)	Alice Researcher	in 56 minutes	View
Dilatometer (Dilatometer)	Alice Researcher	in 116 minutes	View

At any point, a user can log back in to view or end their session. If the user has completed work on the instrument, they will need to log in to end their session. To completely end the session, they will click on the blue **'Finish'** button, prompting them to confirm they would like to finish the session.

*Note: If the core has the setting to **Allow multiple logons per reservation** turned on, users will have the option to start and end a session multiple times*

The screenshot shows the 'My kiosk sessions' interface. On the left, there's a sidebar with 'Equipment by category' (Analytical Lab, Nanoforce, SEM). The main area has a 'Refresh sessions' button and a 'Time scale: -24 hours to 24 hours' slider. Below is a search bar and a table of sessions. The first session is 'Dilatometer (Dilatometer)' starting on 08 Jun 03:28 PM with 2 hours left. An orange arrow points to the 'Finish' button in the 'Actions' column for this session.

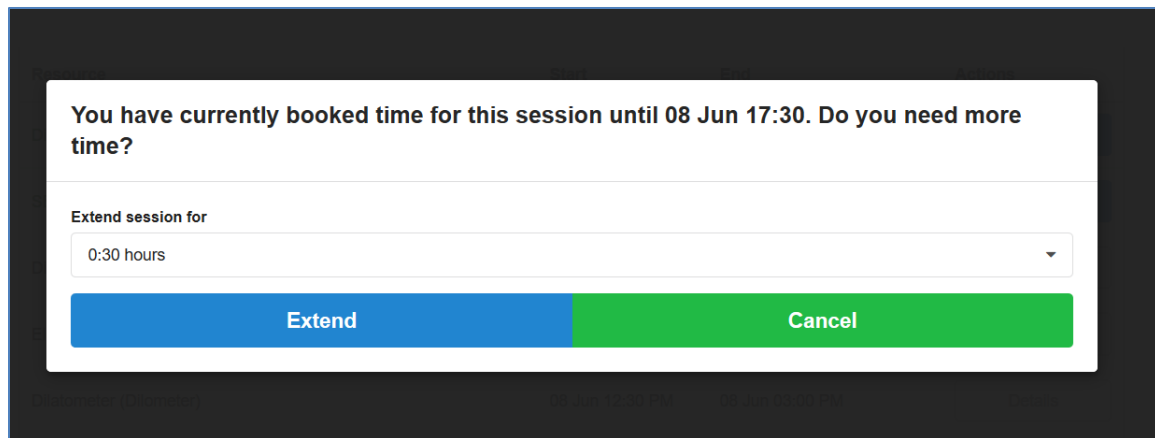
Resource	Start	End	Actions
Dilatometer (Dilatometer)	08 Jun 03:28 PM	2 hours left	Finish
SEM (No Charge Test Equipment)	08 Jun 02:22 PM	51 minutes left	+ Extend, Finish, Details
Dilatometer (Dilatometer)	08 Jun 02:18 PM	08 Jun 03:28 PM	Finish, Details

The screenshot shows a confirmation dialog box titled 'Please confirm the action'. The text inside says: 'Finishing the session will turn off the equipment, are you sure you want to finish this session?'. At the bottom, there are two buttons: 'Cancel' (red) and 'Finish session' (green).

If your core allows users to extend sessions, the user may also log in to increase the time of their reservation. To the right of the **'Finish'** button, the user can click on the blue triangle button to see the option to **'Extend'**.

This screenshot is similar to the first one, showing the 'My kiosk sessions' interface. An orange arrow points to the blue triangle button in the 'Actions' column for the first session, which is used to open a menu containing the 'Extend' option.

Resource	Start	End	Actions
Dilatometer (Dilatometer)	08 Jun 03:28 PM	2 hours left	Finish
SEM (No Charge Test Equipment)	08 Jun 02:22 PM	51 minutes left	+ Extend, Finish, Details
Dilatometer (Dilatometer)	08 Jun 02:18 PM	08 Jun 03:28 PM	Finish, Details



From the *My Reservations* page, users will see a small clock icon next to the reservations that have been started and ended. Hovering over the clock icon will display the scheduled time (the time which was reserved on the calendar) and the logged time (the time from when the user started and ended their session in the Kiosk).

Equipment by category		My kiosk sessions			
Analytical Lab		Refresh sessions			
Nanoforce		Time scale: -24 hours to 24 hours			
SEM		Start typing to filter sessions Clear			
		Resource	Start	End	Actions
		Dilatometer (Dilometer)	08 Jun 03:28 PM	2 hours left	Finish
		SEM (No Charge Test Equipment)	08 Jun 02:22 PM	45 minutes left	Finish
		Dilatometer (Dilometer)	08 Jun 02:18 PM	08 Jun 03:28 PM	Details

Creating a walk-up session:

If no reservation was made in advance on the calendar, the user can create a walk-up session to begin using an available instrument on the spot.

After logging into the Kiosk, the user would select a category from the left-hand navigation panel. Instruments that are available will display a green checkmark. Instruments that are currently in-use will display a yellow checkmark. A blue checkmark indicates that the resource was originally booked but the user did not show up, making the instrument now available to other users.

Equipment by category

- Analytical Lab
 - Dilatometer
 - Pycnometer
- Nanoforce
 - Electrospinning 1
 - Heures 300C Polymer Oven
- SEM
 - SEM

My kiosk sessions

Refresh sessions

Time scale: -24 hours to 24 hours

Start typing to filter sessions

Resource	Start	End	Actions
SEM (No Charge Test Equipment)	08 Jun 02:22 PM	2 hours left	Finish
Dilatometer (Pycnometer)	08 Jun 02:18 PM	15 minutes left	Finish
Electrospinning 1 (Electrospinning 1)	08 Jun 12:30 PM	08 Jun 03:00 PM	Details
Dilatometer (Dilatometer)	08 Jun 12:30 PM	08 Jun 03:00 PM	Details

Alice Researcher

My Reservations

Back To Core

Logout

After selecting the piece of equipment the user would like to use, the kiosk calendar will appear. To create a walk-up session, the user will select the green '*Create Session*' button at the bottom.

Equipment by category

- Analytical Lab
 - Dilatometer
 - Pycnometer
- Nanoforce
 - Electrospinning 1
 - Heures 300C Polymer Oven
- SEM
 - SEM

8 Jun 2017

Pycnometer

02:00 PM

03:00 PM

04:00 PM

05:00 PM

06:00 PM

07:00 PM

08:00 PM

09:00 PM

10:00 PM

11:00 PM

Create Session

Alice Researcher

Active sessions

SEM (No Charge Test Equipment) View

Dilatometer (Dilatometer) View

The user will be prompted to provide an estimated amount of time they will be using the instrument. Remember, the user can always come back to the Kiosk and extend their session.

Scheduling Pycnometer

Please select estimated duration

0:30 hours

Create Session **Cancel**

The user will click the second *Create Session* to save the duration.

The user will be directed to a reservation details screen, where they will be prompted to provide the details of their session, such as Equipment Use type and Payment Information. To begin the walk-up session, the user will click on the green **'Start'** button.

Equipment by category

- Analytical Lab
- Nanoforce
- SEM

Pycnometer (Pycnometer) - Alice Researcher

Start **Cancel**

LOGGED TIME

Scheduled	08 Jun 04 09 PM	08 Jun 04 39 PM
Logged	08 Jun 04 09 PM	08 Jun 04 39 PM

Additional information is required
Please fill out the required fields before starting this session

Payment information

Please provide payment information
You have to provide valid payment information in order to use the equipment

Please enter the Fund % Fund

1 % 12345 Fund

100.0% total allocated

split charge

Use and cost of reservation

Equipment use type	Unit price	Duration	Amount
Undergrad Students \$30.00/hr (trained users)	\$30.00	0.5 hours (04 09 PM - 04 39 PM)	\$15.00

After the user clicks **'Start'**, they will see the timer become active. As their time continues to track, the user will select **'Log out & Use Equipment'**, which will log them out of the Kiosk.

Equipment by category

- Analytical Lab
- Nanoforce
- SEM

Dilatometer (Dilatometer) - Alice Researcher

Finish **Log out & use equipment**

00:00:06 **ELAPSED TIME**

LOGGED TIME

Scheduled	08 Jun 03 30 PM	08 Jun 05 30 PM
Logged	08 Jun 03 28 PM	3 hours left

Payment information

Please enter the Fund % Fund

1 % 12345 Fund

100.0% total allocated

split charge

Use and cost of reservation

Equipment use type	Unit price	Duration	Amount
Undergrad Students \$22.50/hr (trained users)	\$22.50	1.53 hours (03 28 PM - 05 00 PM)	\$34.32

Users who create a walk-up session will also have the option to extend their sessions, if extended sessions are allowed by the core. Likewise, users that create a walk-up session will follow the same steps as a user that made an advance reservation, when ending their time.

Where these logged times will appear:

All the logged times from the Kiosk will appear under the Confirm Usage interface of core's *Schedule Equipment* tab. Please contact your implementation associate or view the [help site](#) for additional information on confirming usage.

Schedule
Equipment/Resources

Go to Kiosk
↓ More

Confirm Usage

Message Customers

Download usage tracker client

► Specialized Equipment (1)

► Tissue Culture (2)

