



How to use the Instrument KIOSK for an existing reservation

1. Navigate to the Kiosk Interface URL:
https://colostate.ilab.agilent.com/service_centers/3188/equipment_kiosk/dashboard
2. Log into the Kiosk interface using the same credentials you use to log into the main iLabs 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, to the right you should see 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.

NOTE: For walkup direct injection (no LC) TOF mass spec users (ESI or DART): please specify the number of samples you are going to analyze in the Add-on Charges section. Click “Add charge” and enter the number of samples for your session in the Quantity box. Press “Save”

Add-on Charges

Require at least one add-on charge for the event to be valid.

Require at least one add-on charge with a positive quantity for the event to be valid.

Charge	Added	Unit Price	Quantity	Total Price	No Charge
Walkup TOF - self service (\$12/EA)	May 03 at 10:20 AM	\$12.00	1.0	\$12.00	<input type="checkbox"/>
Total price: \$12.00				Save	+ Add charge

If you run more samples, you can still update this value and re-save after your session is done.

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.
7. When done don't forget to **end your session** (see below).

How to use the instrument KIOSK for Walk-up use (i.e. no existing reservation)

1. Navigate to the Kiosk Interface URL:
https://colostate.ilab.agilent.com/service_centers/3188/equipment_kiosk/dashboard
1. Log into the Kiosk interface using the same credentials you use to log into the main iLabs site for the core.
2. Select the instrument on the left hand menu on which you would like to use.
3. A calendar for the availability will appear, click “**Create Session**” to begin, select the desired duration, and click “**Create Session**” again.
4. 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.

NOTE: For walkup direct injection (no LC) TOF mass spec users (ESI or DART): please specify the number of samples you are going to analyze in the Add-on Charges section. Click “Add charge” and enter the number of samples for your session in the Quantity box. Press “Save”

Add-on Charges

Require at least one add-on charge for the event to be valid.

Require at least one add-on charge with a positive quantity for the event to be valid.

Charge	Added	Unit Price	Quantity	Total Price	No Charge	
Walkup TOF - self service (\$12/EA)	May 03 at 10:20 AM	\$12.00	1.0	\$12.00	<input type="checkbox"/>	

Total price: \$12.00

Save + Add charge



If you run more samples, you can still update this value and re-save after your session is done.

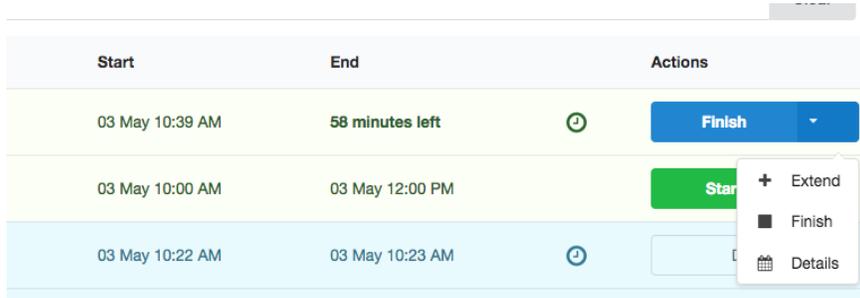
5. Once all required information is filled out, click the “**start**” button to begin your session. Once you click start, you will see a timer in the upper right hand corner.
6. To navigate back to your list of sessions, click in the drop down menu where you see your name. Click my reservations.
7. You 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.
8. When done don’t forget to **end your session** (see below).

How to end your session

1. Navigate to the Kiosk Interface URL:
https://colostate.ilab.agilent.com/service_centers/3188/equipment_kiosk/dashboard

1. Log into the Kiosk interface using the same credentials you use to log into the main iLabs site for the core.
2. Find your current reservation in the list under “My kiosk sessions” and click the blue Finish button.

NOTE: In the “Finish” dropdown, you have the option to “Extend” your session, or to edit the “Details” (e.g. if you need to update financial information or add more Add-on Charges for walk-up TOF use)



The screenshot shows a table with three columns: Start, End, and Actions. The first row is highlighted in yellow and shows a session starting at 03 May 10:39 AM with 58 minutes left. The second row is highlighted in light green and shows a session starting at 03 May 10:00 AM and ending at 03 May 12:00 PM. The third row is highlighted in light blue and shows a session starting at 03 May 10:22 AM and ending at 03 May 10:23 AM. A dropdown menu is open over the 'Finish' button of the second row, showing options: '+ Extend', 'Finish', and 'Details'.

Start	End	Actions
03 May 10:39 AM	58 minutes left	Finish
03 May 10:00 AM	03 May 12:00 PM	Start + Extend Finish Details
03 May 10:22 AM	03 May 10:23 AM	

3. A pop up box will appear, asking you to confirm your action. Click “Finish session” again. Your time on the instrument has been logged.