VINSE ILAB TUTORIAL
iLab Kiosk Landing Page

Log in using your VUnetID credentials. External users will use your iLab credentials.

Kiosk Link: https://vanderbilt.corefacilities.org/service_centers/4350/equipment_kiosk/authenticate
Direct iLab Link: https://vanderbilt.corefacilities.org/landing/2191
Select your Equipment by category on the left side of the page.

Analytical & Cleanroom cores require that you start by selecting an available (green) user slot from the “Charging Calendar” to begin. If a slot is in use it will be red, select the next available green slot. If using Imaging core, jump to slide 6.
You must then select “Create Session” before moving forward to selecting equipment.

Then select your estimated projected use time in the lab and select “Create Session”.

Create Session
Cancel
If you are on more than one project for payment – you will need to select the appropriate one to use – if not iLab will auto select for you.

Press “Start”, now the timer will begin for your session.
Select “Start Walkup Session” at the top left of the screen.

Select the tool you wish to use. Remember, if it is already in use, the symbol will be red. Complete the “create session” steps again – Start timer – you can then repeat the process if you will be using additional tools.
Your active sessions will be listed on the right side of the screen.

Select “Log Out and Use Equipment” when you are finished. The kiosk will now go back to the original screen and show the users logged into the CORE as well as which tools are currently in use.
When you are done with your tool, you can use the kiosk or your phone (rotated to landscape is much easier to view and use) to log back in and select "Finish" to end your session. *When you are completely finished in the charging calendar and are ready to leave the lab, you will Finish that session as well.
Now you will be billed appropriately. Remember to either return to the core to begin a new session or sign out so the next user is free to begin. (Drop down option by your name) Do not select “Back to Core” at this point.

**Remember to ALWAYS finish your sessions at the conclusion of your session.**

If you select “Back to Core” by mistake, you will be taken to the main core site, where reservations are scheduled in advance.
To schedule a reservation in advance, select the “Schedule Equipment” tab to the right.

Select the appropriate area to the left and a dropdown of tools will appear.

**Remember –** for analytical and cleanroom reservations you must reserve time on the “calendar” first before reserving the tool.
Click and drag the slot you want (at the top you can toggle between date ranges) and a detail screen will appear.

If you are assigned to more than one project for billing, you will need to select the appropriate one to move forward. You will then select Save reservation at the bottom – if you need special configurations, you will need to list them in “Event Notes” section. This may result in needing to move your reservation, if the configuration is not currently available.
Some tools may require a form - you will receive this notice.

Select the appropriate answer to the right.
Save Reservation. Now your reservation will populate on the calendar when it is time to use your reservation, it will populate at the kiosk once you log in.
NOTE: if you are in the kiosk and accidently select “Back to Core”, you can return to it by selecting “Go to Kiosk” under the “Schedule Equipment” tab.

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For questions, email vinse@vanderbilt.edu. Our administrative team is also happy to work with you in person.