Lab Resource Scheduler - Technology Innovation Lab

In order to use the shared lab equipment, all licensees and members must reserve the equipment through our online resource scheduler.

This equipment includes:

Bench-tops	Cell incubator
Centrifuge	Fume hoods
Mini-centrifuge	Bio-safety Hood

Bench-tops can be reserved for a maximum of 6 months. All other equipment can be reserved for up to one week.

A username and password will be created for you by the Technology Innovation Lab (Ti-Lab) upon signing your service agreement.

How to book Lab resources:

1. Go to bookingsystem.com and click login.
2. Enter your login information. The Organization ID is “tilchicago”.
3. Click “Book A Resource.”
4. Select the resource you wish to use.
5. Select the date and time you wish to use the resource for.
6. Select the duration of time you wish to use the resource for. The end time will automatically adjust.
7. Click submit.

8. If the resource is available, click the “Book Now” button. You can also repeat the booking by clicking the box labeled, “Repeat Booking.” Select the frequency of the booking, and an end date.
9. If the resource is not available, go to “View & Edit Bookings.”

How to Change/Cancel a Reservation:

1. Click View & Edit Bookings.
2. Select the resource and date you have reserved the resource for from the drop down menu. Click submit.
3. Click your reservation.
4. To change a reservation, select “Modify this booking” and make any necessary changes.
5. To cancel a reservation, select “Delete this booking.”

You can only modify or delete your own reservations. Please be respectful when reserving time; this is shared equipment for all members to use.

If you have any issues with the scheduling system, please contact the Technology Innovation Lab at techinnovationlab@uic.edu

Networking

ILF and Ti-Lab offer free, unsecured wireless internet service accessible to all members and guests. Additionally, each suite in ILF and office is equipped with one working data jack. Please be advised that the wifi is not password protected and therefore considered unsecured. Use it at your own risk.

To access the wireless network:

1. Open the network sharing center on your laptop.
2. Connect to “attwifi”.
3. The AT&T web page should automatically open to the connection page, if it doesn’t open, open a website using your browser.
4. Click “Get Connected.”

Rules for connecting to the wired network:

1. Computers will be supported on the network, so long as the Operating System vendor currently supports the Operating System.
2. For problems connecting to the wifi or the wired network connection, please submit a ticket to the Network Coordinator by contacting the AITS Service Desk at servicedeskaits@uillinois.edu or at (312) 996-4806. Please include contact information, location (ILF or Ti-Lab), and a problem description. The Network Coordinator is only available during normal business hours, M-F from 9am-5pm.

The Network Coordinator can only assist with network connectivity. Any and all other technical or desktop issues are the responsibility of the members/tenant. The Ti-Lab is not responsible for the loss of equipment or data.

Scheduling Conference Rooms

Once you have access to Ti-Lab's calendar you can book the large conference rooms for clients. Consult the calendar before letting an individual know if the large conference room is available for them to use. Same-day reservations can be made on the kiosk outside the large conference room.

For the small conference room (room 2023), print a weekly schedule and then place the schedule outside of the door for tenants to reserve the room themselves. The weekly schedule template is located in the "General Office Aide Documents" folder in Box.

Key Cards

If a tenant forgets their key card, use the master key in the desk organizer to open their office/lab for them. If a tenant loses a key card, there is a $50 replacement fee that is due upon pickup of the key.

Changing Access / Activating New Cards / Deactivating Old Cards

In the closet in room 2027, there is a computer monitor that you will use to activate and deactivate key cards. Go to System Administration. The system administration password is 2422.

Activating a new card:

1. Go to "Cardholder" and click "Add" at the bottom of the page.
2. Enter their last name, first name, and cardholder (or badge) ID (the key card number).

3. Click on “Badge” and enter the cardholder ID again in “Badge ID,” and change the card type to “Employee” via the drop down tab.
4. Go to “Access” and select “Ti-Lab Basic Membership”, and any other relevant rooms.
5. Click save.

Changing a card’s access:

1. Go to “Access Cards.”
2. Select “Search.” Enter last name, first name, or cardholder ID.
3. Select “Okay.” Make sure that the correct card has appeared.
4. Change access by selecting “Modify” and unselecting all access levels.

Deactivating a card:

1. Go to “Access Cards.”
2. Select “Search.” Enter last name, first name, or cardholder ID.
3. Select “Okay.” Make sure that the correct card has appeared.
4. Eliminate access by selecting “Modify” and unselecting all access levels.

Turn off the monitor and lights when exiting the closet.

Receiving Printer Totals For Invoicing

You will need to get printer totals around the 15th of the month of invoices.

How to get printer totals

Lexmark Printer by the front desk:

Menu → Reports → Device Statistics → (Automatically prints sheet with printer totals)

Canon IR-AVD Printer in the copy room:

“Settings/Registration” button on printer → User Management → Department ID Management → Print List → Yes

Creating Invoices

You will prepare invoices to distribute to tenants no later than the 16th of each month.

Creating an invoice:

1. After printing the printer totals, enter the printer data in the “Printer Usage” tab on the Membership Payments” spreadsheet for the appropriate month (Found under TIL file Room → Business and Finance → Monthly Ledgers and reconciliations → FY2_Monthly Reconciliations)
2. Make sure that the “Payments” tab is up-to-date.
3. Update the invoice month numbers in the “Invoice Numbers” tab for the appropriate month. Invoice numbers should pick up where they left off for the last month (ex: if the last one is INV-72, the next one is INV-73.) These are recorded in ZOHO Invoice.
4. Check “Index” for a more in depth list of instructions.

Account Payments

Technology Innovation Lab tenants can pay for their rent at the Ti-Lab front desk during normal business hours. We cannot accept cash or credit card information over the phone. The rent can be made in person either with a check or credit card. No matter how the rent is paid, when the payment is received, find the appropriate invoice in ZOHO Invoices, and mark as paid.

Check

If a tenant pays with check:

1. Verify that the check is filled out correctly.
   - ☐ The check is written to “University of Illinois”
   - ☐ Rent total is correct (can verify on Zoho).
2. Take the check and put it in the lock box (located in the top drawer of the large metal cabinet).
3. If they require a receipt, make one for them using the receipt book in the left green cart, giving them the top copy.
4. Stamp the check on the back with the stamp in the filing cabinet.
5. Scan each check and email to the director after receiving.
6. Place the check in the check box in the file cabinet.

Credit Card

The credit card machine is on top of the plastic file cabinet near the printer.

If a tenant pays with credit card:

1. Verify what their rent total is on ZOHO.

2. Press “Sale.”
3. Swipe the card.
4. Enter the last four digits of the credit card.
5. Enter the amount of the rent.
6. Press Enter.
7. Tear the first receipt, then press enter.
8. Tear the second receipt.
9. Have the tenant sign the first receipt, and give them the second receipt and credit card.
10. Put the signed receipt in the same lockbox as the check.
11. At the end of the day, press the “Settlement” button and then “Enter” when prompted and put those receipts in the same lock box.
12. Tape receipts with settlement receipts and email to the director.