Monash Business Behavioural Lab – Ilab supported booking system FAQs

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1. **Getting lost – Can’t find the MBBL Ilab Homepage**

Q: I am landing on a Monash Central iLab page. I can’t find the MBBL Ilab Homepage.

A: Click on the **Core Facilities** link in the left hand menu. It will take you to the **Monash Business Behavioural Lab**. We recommend you to bookmark this link for future use.
2. I don’t know which tab should I use, Request Services or Schedule Equipment

Request Services and Schedule Equipment are your mostly used tabs. The Request Services tab is used for registering a new Research Project or Borrowing equipment, while Schedule Equipment is for Booking the Lab and Equipment.

If you are still unclear whether you should go for Schedule Equipment or Request Services, the diagram below will show you which tab you should be used for which activities.

**Which tab? Schedule Equipment or Request Services**

- **Request Services**
  - Register a New Project
  - Borrowing Equipment
  - Tour/Training/Assisted Use Request

- **Schedule Equipment**
  - Booking the Lab for any activities of registered Projects
  - Designing tasks and testing
  - Data Collection
  - Data Analysis/Backup
  - Checking equipment/software etc.
3. Do I need to register my Project before booking the Lab?
- Yes. You do. This is a one-time registration for any projects. Under the Request Services tab, navigate to the Registration for New Projects form and click the Initiate Request button, Fill in the Form and Submit.

4. I don't know How to book the Lab?
- Select the ‘Schedule Equipment’ tab - ‘View Schedule’ button of the equipment you wish to book
- Click and drag on the time frame you would like to schedule
- Note down the type of activities and equipment/labware you need in the Event Notes
- Click Check Availability and Save
5. I need help with using the equipment? How do I register a training?
- Under the Request Services tab – navigate to Tour and Assisted Use/Training Request form and click the Initiate Request button. Fill in the Form and Submit.

6. How do I borrow an equipment?
- Under the Request Services tab – navigate to Equipment Borrowing Request form and click the Initiate Request button. Fill in the Form and Submit.
7. My reservation requires Approval. What does that mean?
If your reservation times are out of Business Hours (9am-5pm, Mon-Fri), your reservations need to be approved by the MBBL Admins. Once they approve your reservations, they will inform the Monash Security Team so that they are aware of your presence at the Lab after hours.

If you Register a new project, borrow equipment or request a training, your request will need an approval by the MBBL Admin.

8. How do I create multiple bookings?
You only need to register your Project once. After that, you can book as many Lab sessions (related to that Project) as you wish. To create your booking, select Schedule Equipment tab - choose the desired facility - View Equipment (see section 4). You can use the Repeating Event option on the Reservation Details page to schedule repeating sessions.
9. **How do I edit or cancel a reservation that I have made?**

   - Go to **Reservations** tab and click on the reservation you want to edit. This opens the page with reservation details, where you can change the reservation times. To save the changes, click the Save Reservation button. If you want to delete the reservation completely, click the Delete Reservation button.