

HOW TO SUBMIT A BOOKING REQUEST FOR THE COVARIS SYSTEM USING THE ILAB OPERATIONS SOFTWARE

You are required to book a timeslot and the number of tubes you require. Each booking must be approved by Micromon so as to prevent clashes with Micromon use. Bookings cannot be made within an hour of the intended use, nor bookings cancelled within the final hour of the booking. You must see a Micromon staff member on arrival to obtain your requested tubes. Micromon staff will turn on and pre-cool the system. Bookings can be extended but only through an additional booking in iLab.

LOGIN TO iLab

This guide assumes that you already have a registered account in iLab. Use the following direct access link:

monash.ilab.agilent.com/service_center/show_external/4451

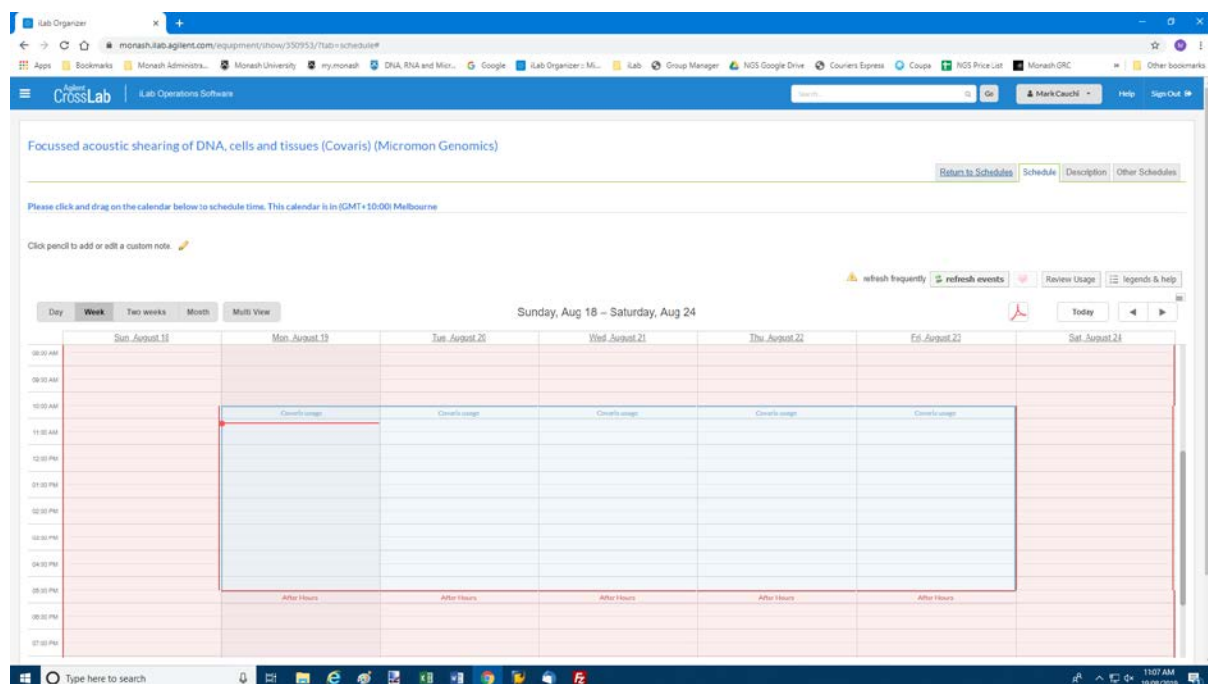
NAVIGATING THE MICROMON PAGE

There are several tabs.

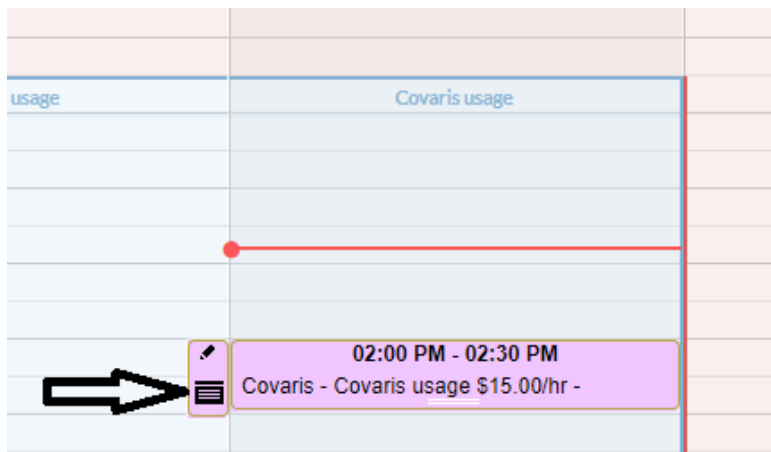
Select the COVARIS tab which will display the Covaris scheduling landing page. Click the link

[Focused acoustic shearing of DNA, cells and tissues \(Covaris\) descriptionpricing](#)

and the following schedule will display.



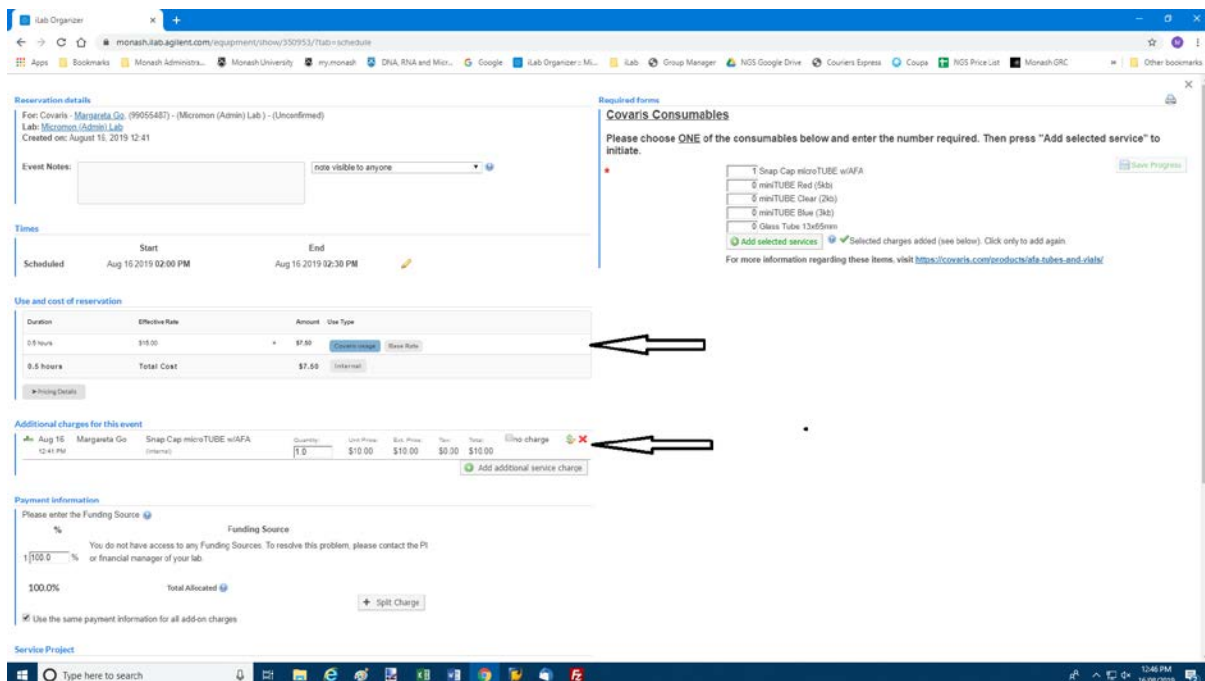
Click on the start of the period you wish to book and drag the cursor through the period.



Release the cursor and when the reservation window opens, type your name and click 'Next'.

The booking summary window will open showing:

- Event notes where you can insert comments
- Booked time
- Scheduling fee
- Payment information (you must select a funding source from the dropdown list)
- Covaris consumables – enter the number of tubes and click the 'Add Selected Services' button.



Once this is all complete, click the 'Save' button at the bottom of the screen.