

Scheduling and Canceling AIRC Reservations

1. Login to iLab at <https://ohsu.corefacilities.org>
2. Click the **core facilities** link on the left side navigation menu
3. Choose **Advanced Imaging Research Center**
4. You will land on the Schedule Equipment tab with a list of schedulable AIRC resources including instruments and the MRI Technologist.
5. Either click the resource name (3T, 7T, etc.) or the **View Schedule** button to the right.
 - a. **NOTE:** If you need the MRI Technologist's assistance with your scan, you must choose William Woodward's schedule...see the **Reserve with an MRI Technologist** section below.



6. On the schedule page, click and drag through the desired time for your reservation.
7. Fill out the appropriate fields on the reservation form. Payment information is required:
 - a. OHSU users must choose an alias from the drop-down.
 - b. External users must type a value into the PO field.
 - c. Be sure to answer required questions on the right side of the form.
 - d. Reservation time can be adjusted if there was a mistake during the click-and-drag.
8. "Save Reservation" at bottom left.

Scheduling an AIRC Operator

AIRC Operators are trained on all aspects of the MRI instrument operation and data collection, human subject handling, MRI safety, MRI suite and control room management, MRI data archiving, and will handle regular duties of an MRI operator. If your group would like to schedule an AIRC Operator for your study, schedule an AIRC reservation on iLab as usual, then:

1. Send an outlook calendar invite for the MRI scan to aircoperators@ohsu.edu.
2. Wait for confirmation of AIRC Operator coverage (usually within 24 hours)

Reserve with an MRI Technologist

Reserving with an MRI Technologist is only slightly different than without.

- a. Choose the **William Woodward** schedule.
- b. There are two options to see the equipment schedule simultaneously with the technologist schedule:

- i. Click the show other relevant schedules button (this option can look VERY busy because the technologist, 3T and 7T schedules will show simultaneously. It is difficult to navigate.
 - ii. Open the 3T or 7T schedule in another window and make sure the instrument and technologist are available at the same time.
- c. Check the 3T or 7T under **Reserve time on a linked schedule** heading.
- d. In Event Notes field, please enter: *PI Last Name / Woodward / Study short title / Phone contact for coordinator*

Reservation details ⓘ Unsaved reservation - click save reservation

For: MRI Technologist Assistance - MRI Technologist Assistance \$65.00/hr - My Reservation
 Lab: [AIRC \(OHSU\)](#)
 Created on: November 19, 2018 12:12

The 3T is automatically reserved when making an appointment on Bill Woodward's calendar. If you need Bill's assistance on a 7T scan, please change the selection from 3T to 7T.
If you see a red error message appear below "Reserve time on a linked schedule" next to the checked box "3T-3T..." or 7T, the 3T or 7T is not available.

Event Notes: note visible to anyone

Required forms 🖨️

If you require an injection(s), enter a quantity on the left hand side's "Injection Fees" field.

★ Does your reservation require an injection Save Progress

Yes
 No

Injection Quantity Enter an Injection Fee Quantity on the left side under the heading, "Additional charges for this event"

Times

	Start	End	
Scheduled	Nov 20 2018 10:45 AM	Nov 20 2018 12:15 PM	📌

Reserve time on a linked schedule

Reserve

3T - 3T Prime \$525.00/hr (Trained) ⓘ default resource not available, select a different time above

7T - 7T Prime \$525.00/hr (Trained) ✔

Use and cost of reservation

Override Availability Types

Nov 20 '18 10:45 AM - 12:15 PM MRI Technologist Assistance \$65.00/hr

Total: \$97.5 (1.5 hours)

Additional charges for this event

If your scan requires injections, enter an INJECTION FEE quantity.

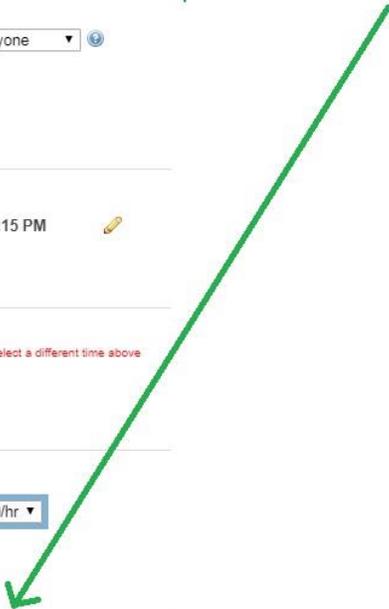
📅	Name	Injection Fee	Quantity	Unit Price	Total	
Nov 19 12:12 PM	Joshua Emmons		<input type="text" value="0.0"/>	\$114.00	\$0.00	<input type="checkbox"/> no charge ✔ ✖

➕ Add additional service charge

Payment information

Select your Alias below ⓘ

#	%	Alias
1	<input type="text" value="100.0"/> %	<input type="text" value="Select Alias..."/>



Cancelling Reservations

The following restrictions apply to cancellations in the AIRC:

- Users may only cancel their own reservations, they may not cancel for another lab member. If a user is unable to cancel their own reservation (i.e. the user who made the reservation is out of the office), to prevent the full scan charge from being applied, email Laura McMahon (mcmahola@ohsu.edu) and copy AIRCLab@ohsu.edu to notify the AIRC so that the iLab calendar can be updated accordingly.
- Reservations may be *cancelled* within 2 weeks. Note that a \$100 reservation fee will be applied.
- All canceled or amended studies should be cancelled in iLab before the start of the scan or they will be billed.
- If your appointment has been confirmed by the MRI Technologist and you need to cancel, please email the MRI Technologist, Laura McMahon, and copy AIRCLab@ohsu.edu to notify the technologist and for cancelation assistance.

To cancel a reservation:

1. Locate reservation on the calendar.
2. Edit reservation (double clicking or use the pencil symbol).
3. Scroll to the bottom
4. Click Cancel.

Additional Support

Laura McMahon (AIRC Scheduling and Finance) – mcmahola@ohsu.edu - 503-418-1540

Craige Mazur (Internal iLab support) – ilabsupport@ohsu.edu - 503-494-6563

Josh Emmons (AIRC Operator scheduling) – emmons@ohsu.edu – 503-418-1532