

# Equipment Reservation

## OVERVIEW

---

All instrument usage in the Water Sciences Laboratory is scheduled through a website service called QReserve, and users are able to reserve usage of a piece of equipment during a specified day and time of their choosing. All students, staff, and faculty using the lab must reserve all of their instrument usage on QReserve. This document will give instruction on how to sign up for QReserve, and how to navigate through the website once you have become a member of the Water Sciences Laboratory QReserve page.

## QRESERVE SIGN-UP

---

Please follow the steps below to sign up with QReserve:

1. Navigate to <https://www.qreserve.com>.
2. Create an account using your e-mail address and a password of your choosing.
3. On the 'Memberships' page, search for the Water Sciences Laboratory. A picture of the outside of the building will confirm that the site is the correct one.
4. Use the join code **ws116** to join the Water Sciences Laboratory QReserve site as a user.

## USING QRESERVE

---

In order to reserve your instrument or equipment time at the Water Sciences Laboratory, please follow the instructions listed below:


1. Follow instructions in the QReserve sign-up section to ensure you are a member of the Water Sciences Laboratory QReserve site.
2. When you log in, you will immediately be presented with your Dashboard. There, you will see a white box titled Active Memberships. If you followed the instructions above correctly, you should see the words Water Sciences Laboratory appear here. Click on the Laboratory name (which should be in blue) to proceed to the Water Sciences Laboratory page.

## Dashboard

**Welcome!**

Welcome to the new QReserve. We're faster, cleaner, and mobile friendly. If you need to access the old version of QReserve, use the link at the very bottom of the main menu.


**Your Reservations**



You have no upcoming reservations

**Active Memberships**

ADMIN

 [Water Sciences Laboratory](#)

**Latest Updates**

New Administration Updates Come to our Beta Version  
a month ago

QReserve is now hosted in Montréal, Québec, Canada!  
3 months ago


Scheduled Maintenance 10AM to 11AM EDT Saturday  
24 March  
3 months ago

[Show More](#)

- You are now at the Site page, and should see a large picture of the front of the lab. Up in the right-hand corner should be a button titled Site Scheduler. Click on this to navigate to the scheduling portion of the website.

## Site

Website
Administer
Site Scheduler



**Water Sciences Laboratory**  
University of Nebraska

**Resources**

Access	Resource Name
Reserve	203 (mainLab) SPE Manifold
Reserve	203 Clean Oven (no soil or powders)
Reserve	203 High Temperature Furnance
Reserve	203 pH Meter
Reserve	207 (back lab) SPE
Reserve	207 EVAP1 Vacuum Drier
Reserve	207 Heat Bath
Reserve	207 Incubator
Reserve	207 Main East bench space
Reserve	207 Main West bench space
Reserve	207 pH Meter
Reserve	207 Soil Drying Oven
Reserve	207 Water Bath

- You will now be presented with a window that shows all of the resources in the Water Sciences Laboratory that have been reserved for the current date, along with their reservations. Move the slider next to the words 'Only display resources with reservations' to the left in order to see all resources that are available for reservation, not just the ones that have already been reserved.

Calendar

Export Calendar

Date

Water Sciences Laboratory  
University of Nebraska

Create Reservation

June 26, 2018

Day Timeline Week Timeline Month Timeline Day Week Month

Resource

Resource	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm
207 (back lab) SPE	207 (back lab) SPE												
207 Main East bench space	207 Main East bench space												
207 Main West bench space	207 Main West bench space												
207 pH Meter	207 pH Meter												
207 Soil Drying Oven	207 Soil Drying Oven												
Balance #1	Balance #1												
Ion Chromatography/UV Vis													Ion Chromatography/UV Vis

List of Resources

Slide to See All Resources

Reservation

Only display resources with reservations
  Display maintenance logs that do not block resource booking

- 207 (back lab) SPE
- 207 Main East bench space
- 207 Main West bench space
- 207 pH Meter
- 207 Soil Drying Oven
- Balance #1
- Ion Chromatography/UV Vis

- You can click on a pre-existing reservation at any time to view more information about that reservation, including the user, duration, etc.

Reservation

203 (mainLab) SPE Manifold  
Water Sciences Laboratory

Victoria Wickham

Tue, Jun 26 2018 from 10:30 am to 3:30 pm

5 hours

\$0.00

Approved

Edit Duplicate Delete Reservation

- If you would like to check when a particular resource is reserved, or reserve a resource in advance, you can change the dates that are viewable in the window. This can be done using the buttons in the top right hand corner of the window. These include: Day Timeline, Week Timeline, Month Timeline, Day, Week, and Month. Each of these will change your view in the window. The arrow keys in the top left hand corner will show you the next unit in whatever timescale you have selected. For example, if you are in month view, it will display the next month, whereas if you are in day view, it will display the next day.

### Calendar

Use to move to next day, month, etc. This will change depending on your display option chosen.

Export Calendar Create Reservation

Water Sciences Laboratory  
University of Nebraska

June 26, 2018 Day Timeline Week Timeline Month Timeline Day Week Month

Resource	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm
207 (back lab) SPE	207 (back lab) SPE												
207 Main East bench space	207 Main East bench space												
207 Main West bench space	207 Main West bench space												
207 pH Meter	207 pH Meter												
207 Soil Drying Oven	207 Soil Drying Oven												
Balance #1	Balance #1												
Ion Chromatography/UV Vis	Ion Chromatography/UV Vis												

Only display resources with reservations   
  Display maintenance logs that do not block resource booking

207 (back lab) SPE

207 pH Meter

Ion Chromatography/UV Vis

207 Main East bench space

207 Soil Drying Oven

207 Main West bench space

Balance #1

- To make a reservation for a piece of equipment or instrumentation, navigate to the date that you would like to make a reservation, and ensure that you are in Day Timeline view. Click on the row that corresponds to the resource you would like to reserve. Another option is to select the Create Reservation button in the upper right hand corner of the screen. Regardless of the method used, a window titled 'Book this Resource' will pop up, and from here you will be able to specify your start time, end time, the date of your reservation, and the equipment being reserved. Once you have confirmed that all information is correct, click on the Reserve button in the lower right hand corner. You should now see your reservation appear in the timeline for the day and time you specified.

### Book this Resource



☰ Reservation

🔑 Maintenance

Start

📅 2018-06-26

🕒 12:00 PM

End

📅 2018-06-26

🕒 3:00 PM

Duration

3 hours

Resource

✔ Blowdown manifold ONLY

✕ Clear

Rates

\$0.00 per hour per unit ⌵

Reserved for User (Moderators Only)

✔ Victoria Wickham (vwickham2@gmail.com)

✕ Clear

Purpose

Optional

Note

Optional

Account Number

Optional

Reservation is For

Victoria Wickham

Reserve