Dates Active: June 26th, 2018 - Present

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## **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**

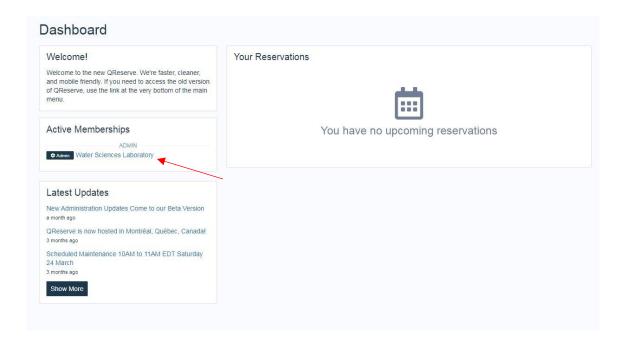
Please follow the steps below to sign up with QReserve:

- 1. Navigate to <a href="https://www.greserve.com">https://www.greserve.com</a>.
- 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 wsl16 to join the Water Sciences Laboratory QReserve site as a user.

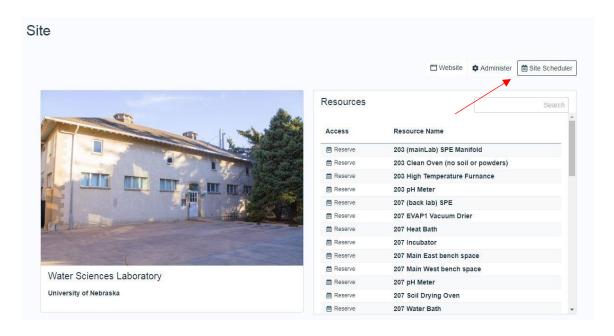
## **USING QRESERVE**

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

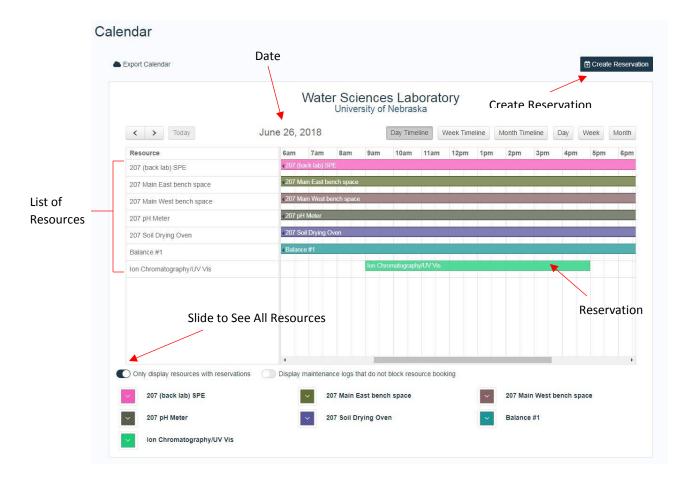
- 1. Follow instructions in the QReserve sign-up section to ensure you are a member of the Water Sciences Laboratory QReserve site.
- 2. When you log in, you will immediately be presented with your Dashboard. There, you will see a white box titled Active Memberships. If you followed the instructions 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.



3. 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.



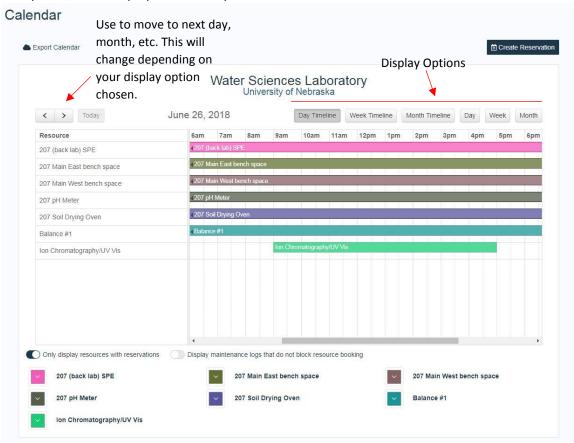
4. You will now be presented with a window that shows all of the resources in the Water Sciences Laboratory that have been reserved for the current date, along with their reservations. Move the slider next to the words 'Only display resources with reservations' to the left in order to see all resources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



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



6. 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.



7. 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.

