Laser Reservation Guide

User Guide

Architecture Department 8/13/14
Laser Reservation Guide

Revision Table

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Effective 1/27/2014, the SPSU Architecture Laser Reservations are online only.

The website for the reservation of laser cutters is:

http://www.supersaas.com/schedule/woodshop/equipment

It has been tested with several browsers, iPhones, Windows phones and Android phones. Screens on phones are different but the functionality is the same.

Getting Started

When you go to that site, you will see the following page which shows the calendar for the current week:

Click on “Sign In” in the upper right corner, and the following screen should appear:
From this screen you can log into the reservations system or create an account if you are a new user.

**New User Account Creation**

If you are a new user, click on “Create a new user account”, and the screen below should be displayed:

1. In the form above, enter your SPSU e-mail address,
2. a password that you will remember, and
3. your full name.
4. Click on “Create” to request creation of your user profile.
5. Close that window.
A verification e-mail will be sent to your SPSU e-mail address. You must respond to the verification e-mail in order to complete the registration.

Log on to your @spsu.edu e-mail account. You should have received an e-mail similar to the one below:

From: "SuperSaaS" <noreply@supersaas.com>
To: arch_student@spsu.edu
Sent: Thursday, January 16, 2014 1:47:15 PM
Subject: Please confirm your account for woodshop

Dear arch_student,

Please confirm your e-mail address by following this link:

http://www.supersaas.com/users/confirm/1640043?k=84ab9923

If your mail program does not let you click the above link you can copy and paste it into your browser.

Username: arch_student@spsu.edu

Thanks for signing up for On Line Laser Reservations.

You may now reserve lasers...

-------- Reservations are limited to a total of 2 hours per day.

-------- Reservations are limited to two weeks in advance.

Click on the link in the e-mail, and a window should open with the sign in screen for the laser reservation calendar.
Enter your password, and click on the Log In button to log into the reservation system. Your account creation is completed.
Creating a Laser Reservation

First select whether you want to see all of the machines or only one by clicking on the list in the upper right hand side (next to the small month view). The “ALL” view is shown below.

To make a reservation simply click on the date/time you want and a “New Reservation” window will appear. (If you are in the “ALL” view you will have to click in the correct column).

The “New Reservation” window will pop up with a one hour default time.

Reservations are limited to one hour duration.

You can only make two one hour reservations in a day.
In order to change the machine number, click on the equipment box.

- An e-mail confirmation of your reservation will be sent to your spsu.edu e-mail address.
- One hour prior to your reservation, a reminder e-mail will be sent to your spsu.edu e-mail address.
Updating or Deleting a Reservation

Log on to the Laser Reservation System.

Click on the reservation that you would like to Update or Delete.

An edit reservation pop up window should appear (see screen below).

Make the changes that you would like to make to your reservation, and click either “Update Reservation”, or “Delete Reservation”, as appropriate.

An e-mail confirmation of the action you requested will be sent to your spsu.edu e-mail account.