

# **MACHINE SHOP EQUIPMENT BOOKING SYSTEM**

**of**

## **LASSONDE SCHOOL OF ENGINEERING**

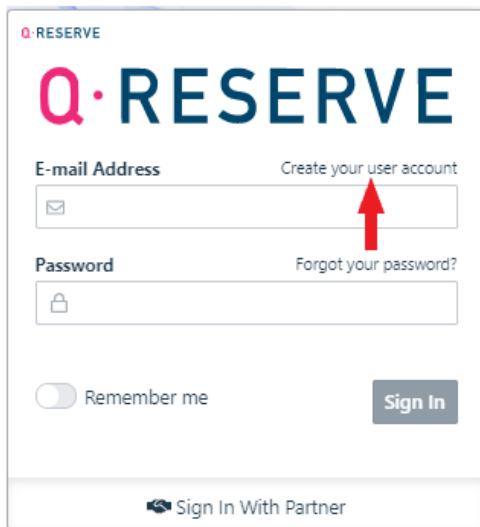
### **User Provisioning Guide**

## Table of Contents

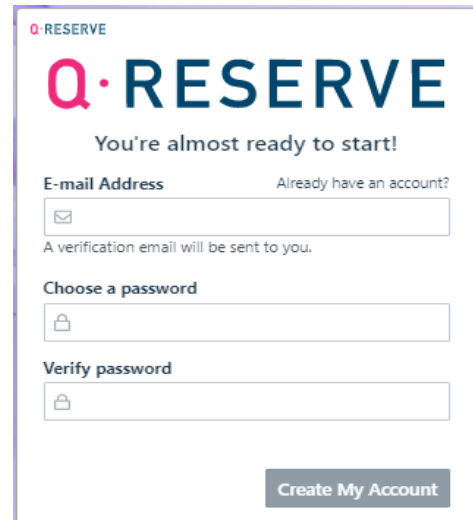
<b>Create account.....</b>	<b>3</b>
<b>Activate account.....</b>	<b>4</b>
<b>Join the site.....</b>	<b>5</b>
<b>Dashboard .....</b>	<b>6</b>

## Create account

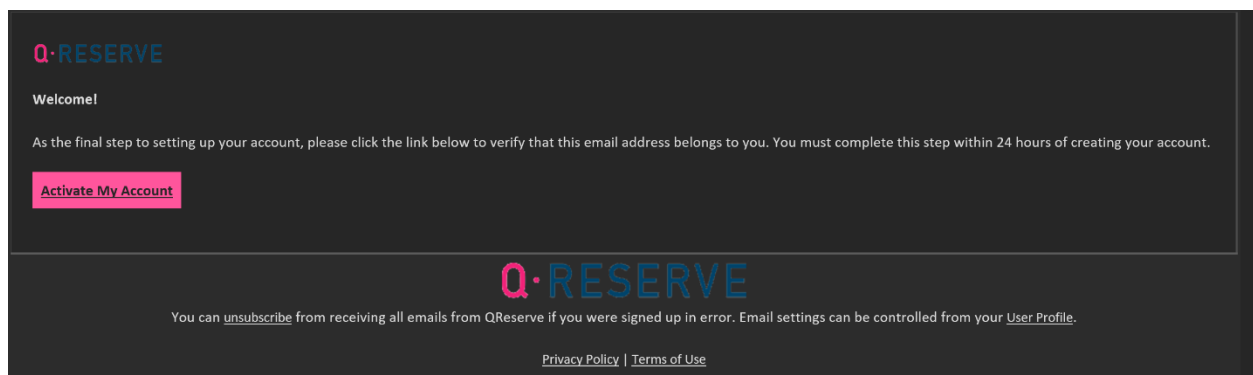
1. Access Qreserve using the URL <https://my.qreserve.com/login>
2. Click on “Create user account” in Picture # 1
3. You will see another screen as in Picture # 2
4. Please enter your work/student email address (This will be your username)
5. Also enter your password. (Please remember your password)
6. Once account is created, you will receive an email as shown in Picture # 3
7. Click on activate my account



Picture 1



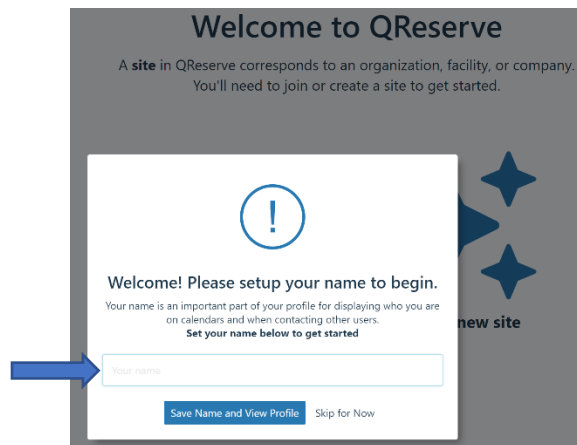
Picture 2



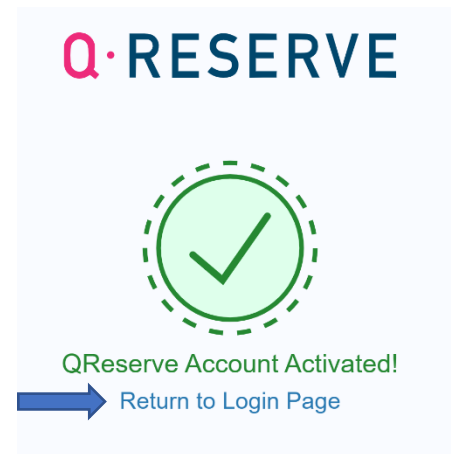
Picture 3

## Activate account

8. Once account is activated, you will see screen as shown in Picture # 4
9. Click on “Return to Login Page” and login using the credentials
10. Upon successful login you will see a screen as shown in Picture # 5
11. This is an optional step



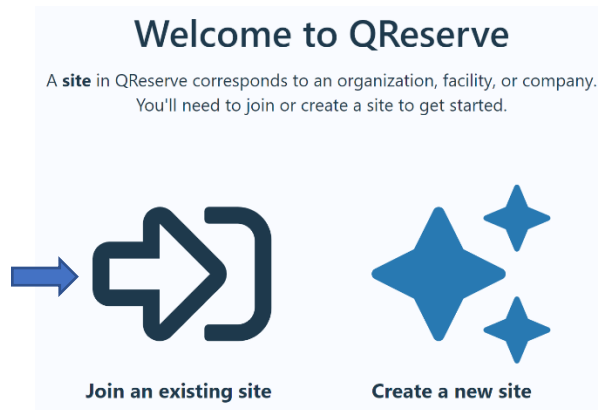
**Picture 5**



**Picture 4**

## Join the site

12. Once a name is setup you will see screen as shown in Picture # 6
13. Click on “Join an existing site”
14. You will see screen as shown in Picture # 7
15. In the search bar type “Lassonde”
16. You will see Lassonde School of Engineering as shown in Picture # 7
17. Click on “Join”
18. Congratulations! You have successfully joined Lassonde School of Engineering Machine Shop.



Picture 6

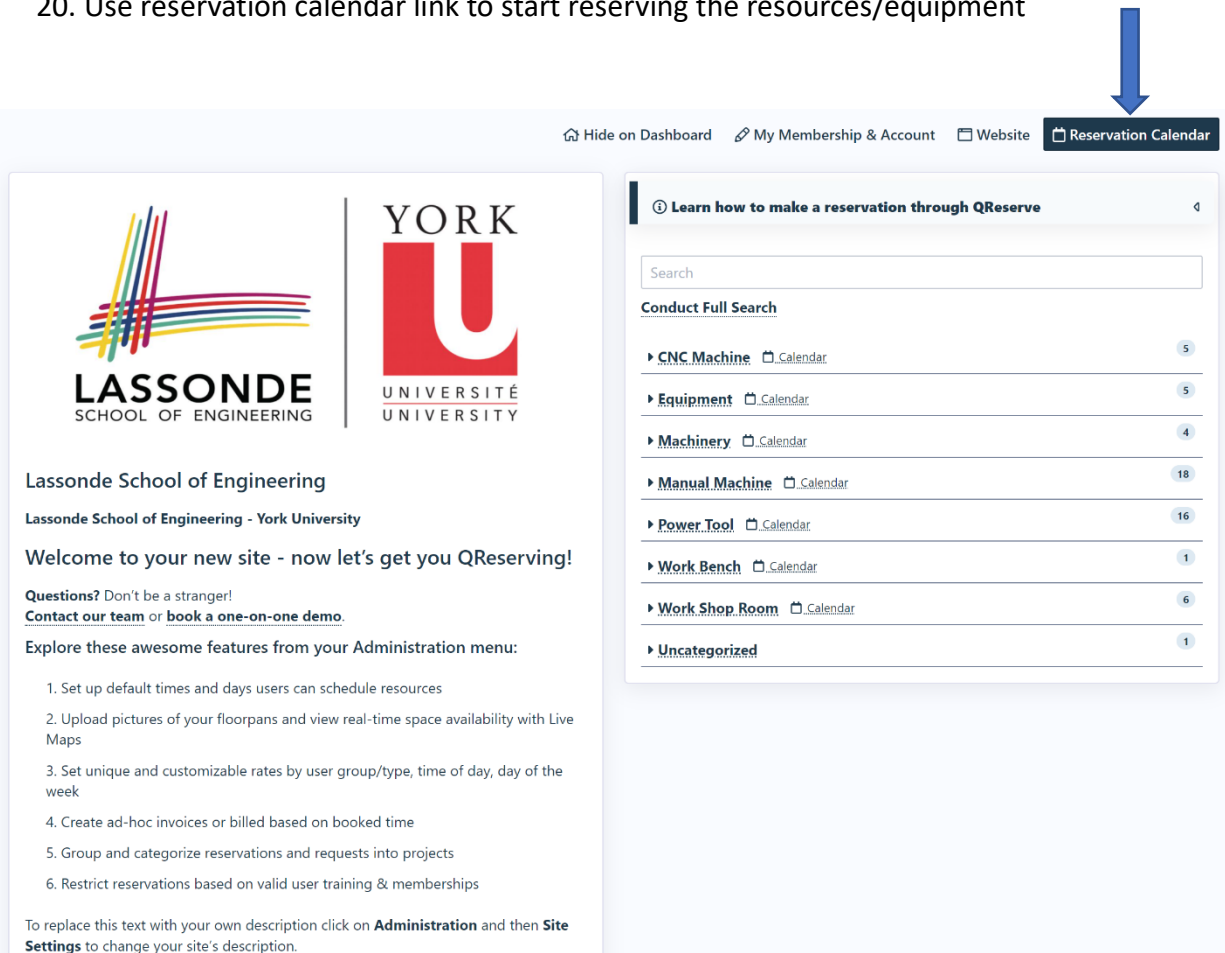


Picture 7

## Dashboard

19. Upon successful account creation and login to the system you will see your Dashboard as shown in Picture # 8

20. Use reservation calendar link to start reserving the resources/equipment



The screenshot shows the QReserve dashboard interface. At the top, there is a navigation bar with links: 'Hide on Dashboard', 'My Membership & Account', 'Website', and 'Reservation Calendar'. A blue arrow points to the 'Reservation Calendar' link. The main content area is divided into two columns. The left column contains the Lassonde School of Engineering and York University logos, a welcome message, and a list of features from the Administration menu. The right column contains a search bar and a list of resource categories with their respective counts.

**Navigation Bar:**

- Hide on Dashboard
- My Membership & Account
- Website
- Reservation Calendar

**Left Column Content:**

**Lassonde School of Engineering**  
Lassonde School of Engineering - York University

Welcome to your new site - now let's get you QReserving!

**Questions?** Don't be a stranger!  
**Contact our team** or **book a one-on-one demo.**

Explore these awesome features from your Administration menu:

1. Set up default times and days users can schedule resources
2. Upload pictures of your floorplans and view real-time space availability with Live Maps
3. Set unique and customizable rates by user group/type, time of day, day of the week
4. Create ad-hoc invoices or billed based on booked time
5. Group and categorize reservations and requests into projects
6. Restrict reservations based on valid user training & memberships

To replace this text with your own description click on **Administration** and then **Site Settings** to change your site's description.

**Right Column Content:**

**Learn how to make a reservation through QReserve**

Search

**Conduct Full Search**

Resource Category	Calendar Link	Count
CNC Machine	Calendar	5
Equipment	Calendar	5
Machinery	Calendar	4
Manual Machine	Calendar	18
Power Tool	Calendar	16
Work Bench	Calendar	1
Work Shop Room	Calendar	6
Uncategorized		1