

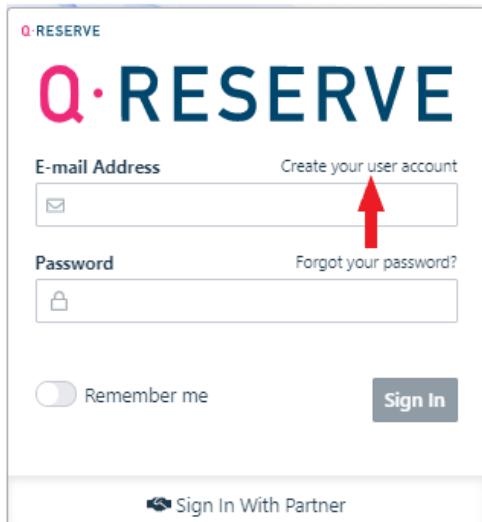
MACHINE SHOP EQUIPMENT BOOKING SYSTEM
of
LASSONDE SCHOOL OF ENGINEERING
User Provisioning Guide

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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



Q-RESERVE

E-mail Address

Create your user account [Create your user account](#)

Forgot your password? [Forgot your password?](#)

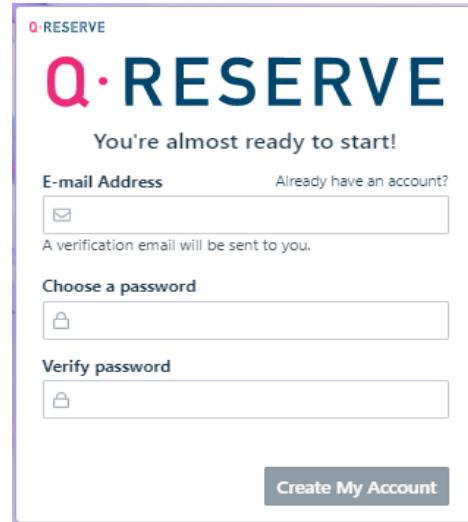
Password

Remember me

Sign In

Sign In With Partner

Picture 1



Q-RESERVE

You're almost ready to start!

E-mail Address

Already have an account? [Already have an account?](#)

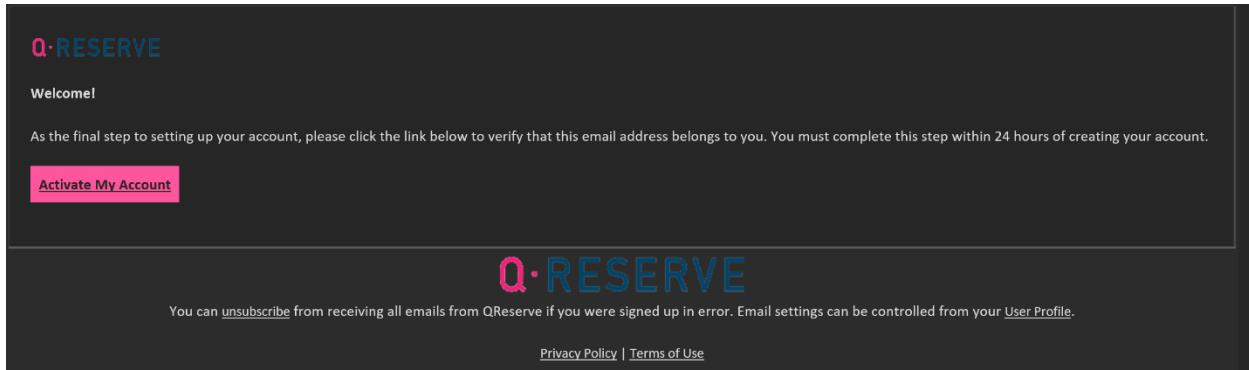
A verification email will be sent to you.

Choose a password

Verify password

Create My Account

Picture 2



Q-RESERVE

Welcome!

As the final step to setting up your account, please click the link below to verify that this email address belongs to you. You must complete this step within 24 hours of creating your account.

[Activate My Account](#)

Q-RESERVE

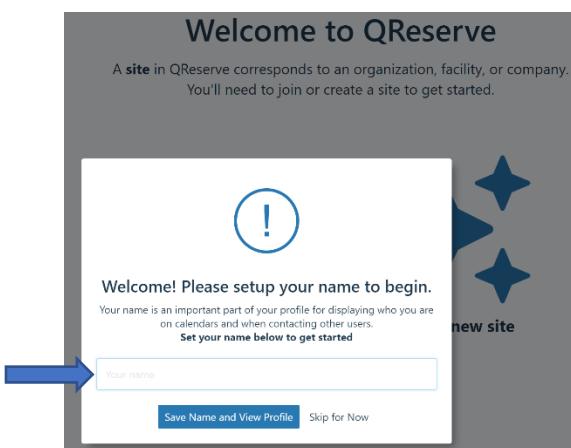
You can [unsubscribe](#) from receiving all emails from QReserve if you were signed up in error. Email settings can be controlled from your [User Profile](#).

[Privacy Policy](#) | [Terms of Use](#)

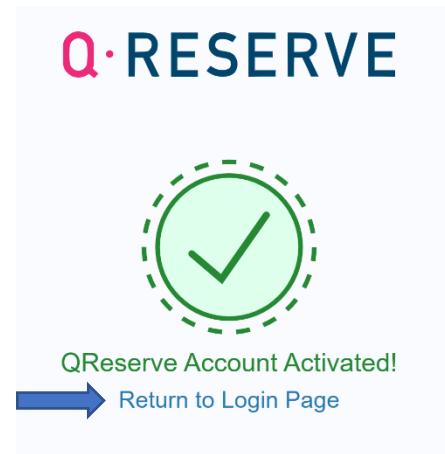
Picture 3

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



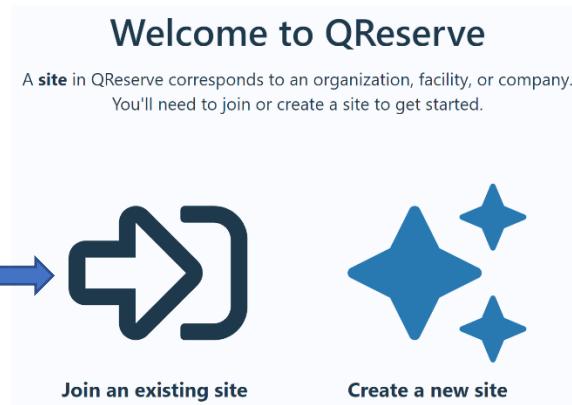
Picture 5



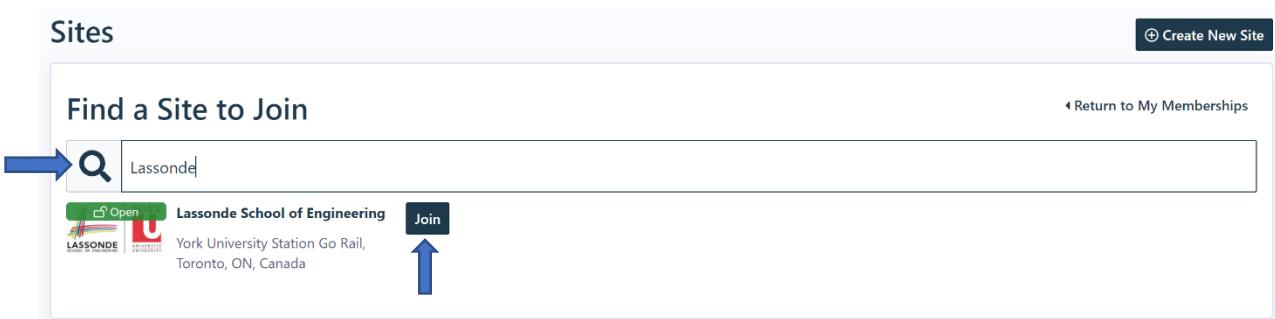
Picture 4

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

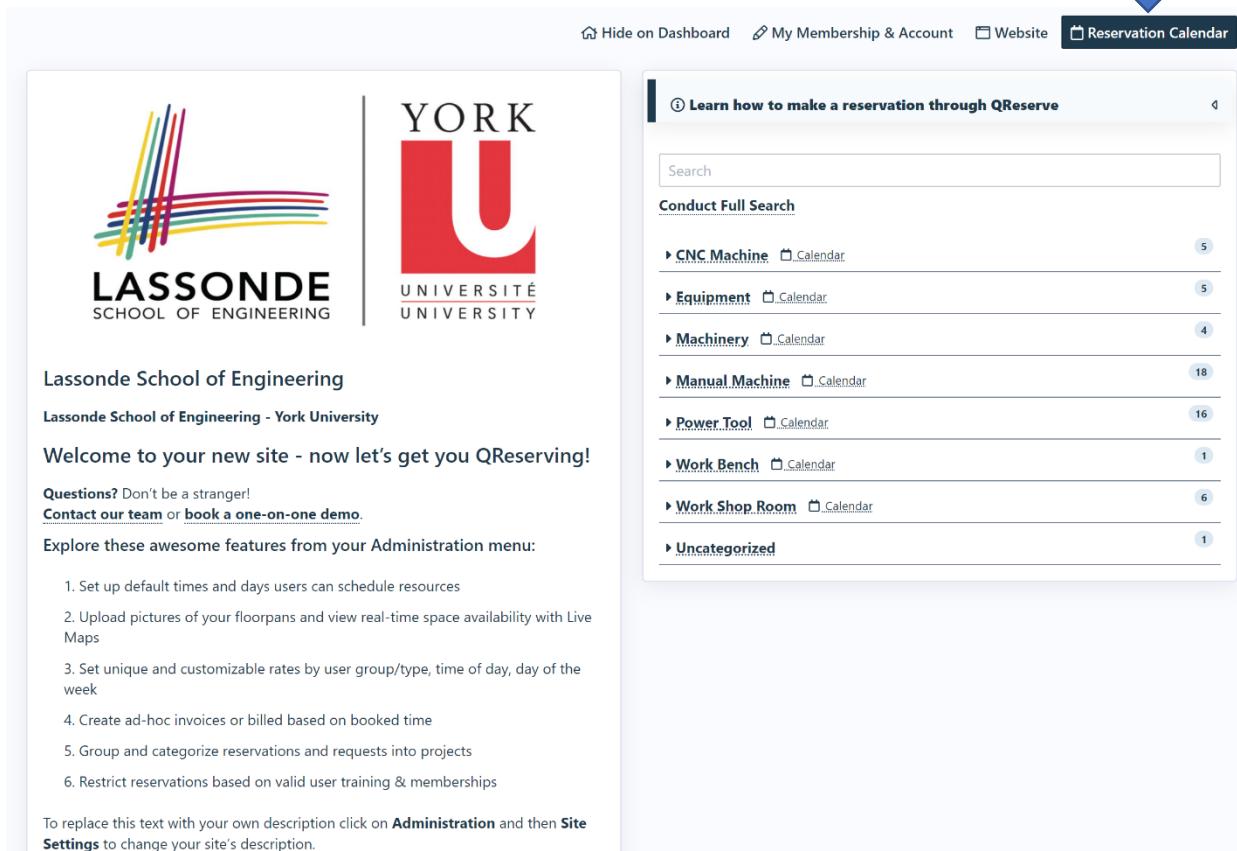

 A screenshot of a web page titled 'Find a Site to Join'. A search bar contains the text 'Lassonde'. Below the search bar, a list shows 'Lassonde School of Engineering' with an 'Open' button, a 'Join' button with a blue arrow pointing to it, and the text 'York University Station Go Rail, Toronto, ON, Canada'. A 'Create New Site' button is in the top right corner.

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 Lassonde School of Engineering Dashboard. At the top, there are links for 'Hide on Dashboard', 'My Membership & Account', 'Website', and 'Reservation Calendar'. The 'Reservation Calendar' link is highlighted with a large blue arrow pointing downwards. The main content area features the Lassonde School of Engineering and York University logos. Below the logos, there is a welcome message: 'Welcome to your new site - now let's get you QReserving!'. It includes a 'Questions?' section with contact information and a list of 'Explore these awesome features from your Administration menu:'. The list includes: 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. At the bottom, there is a note: 'To replace this text with your own description click on Administration and then Site Settings to change your site's description.'

Learn how to make a reservation through QReserve

Search

Conduct Full Search

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