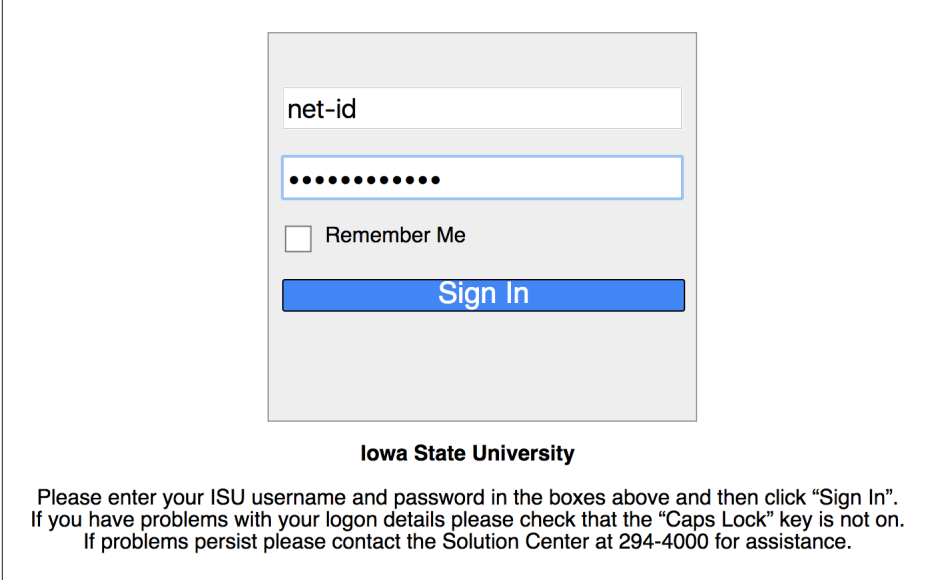


Laser Cutter Booking Instructions

1. Go to booking.its.iastate.edu.

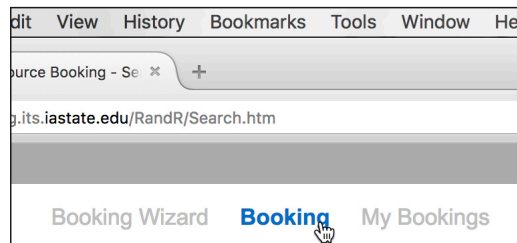
2. Login with your net-id and password. Note: You will NOT be able to book time on the cutters until you have completed the online laser cutter training course, and have received confirmation that your net-id has been authorized for use with the laser cutters.



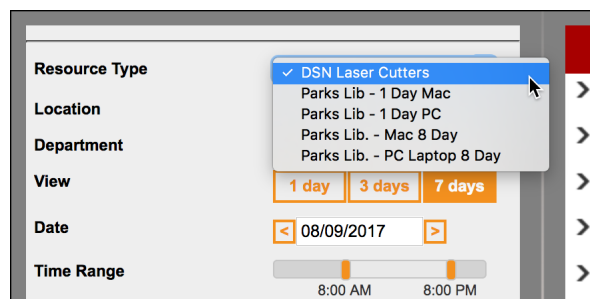
Iowa State University

Please enter your ISU username and password in the boxes above and then click "Sign In".
If you have problems with your logon details please check that the "Caps Lock" key is not on.
If problems persist please contact the Solution Center at 294-4000 for assistance.

3. Click the "Booking" link to get started.

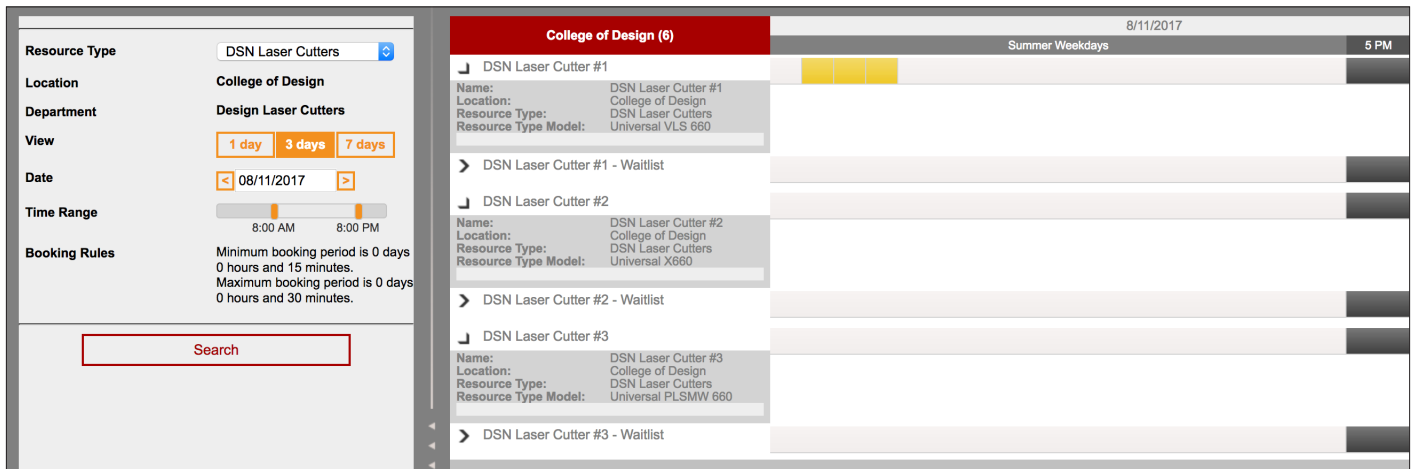


4. Set the Resource Type to "DSN Laser Cutters". You will see the current day's schedule for the laser cutters. Click the dark arrow at the left of the item to see more information for that item (including the laser cutter model).

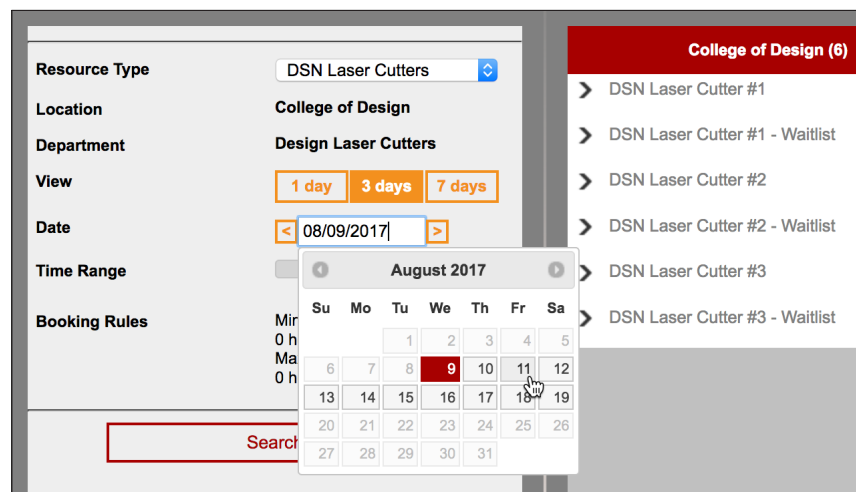


Note: There are two options for each cutter, one of which is marked "Waitlist". Use the wait list only if your preferred time is full, or if there are no available times on the main schedule for the laser cutter you wish to use. The wait list is a back-up list only! Users on the wait list will get preference when the user on the main list cancels or doesn't show up on time.

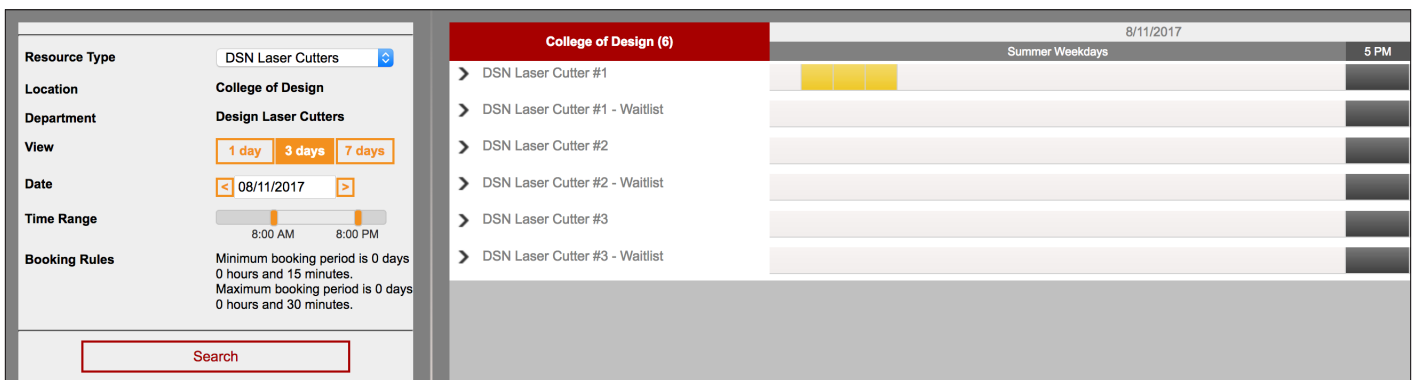
5. Click the 1-day, 3-day, or 7-day button and click "Search" to set how many days out you wish to view (you will need to scroll horizontally to see all days). You will be able to make a reservation up to 10 days in advance (provided we are open!).



6. To see the schedule for a specific date, click on the date, choose the desired date on the calendar, then click "Search". If a date is grayed out, it means the schedule is not yet available for that date (shows up to 10 days out).



7. Red rectangles mean someone has already reserved the laser cutter for that date/time. Yellow rectangles are sessions you have reserved. Dark gray rectangles indicate that the Output Center is closed, or the laser cutters are otherwise unavailable (maintenance, etc). Green means that the current reservation has not yet showed up, and blue means that the cutter is currently in use.



8. Click inside a light gray area to book a session. The default session length is 30 minutes, and you may reserve up to 3 sessions per day. You will have to sign up separately for each session (this is the way the software works, and the only way to efficiently use our available sessions).

The screenshot shows a web interface for booking laser cutter sessions. On the left, there is a sidebar with filters: Resource Type (DSN Laser Cutters), Location (College of Design), Department (Design Laser Cutters), View (1 day, 3 days, 7 days), Date (08/11/2017), Time Range (8:00 AM to 8:00 PM), and Booking Rules (Minimum booking period is 0 days 0 hours and 15 minutes; Maximum booking period is 0 days 0 hours and 30 minutes). A red box highlights the 'Search' button. The main area displays a calendar for 8/11/2017, showing 'Summer Weekdays' from 5 PM onwards. A list of resources is shown: DSN Laser Cutter #1, DSN Laser Cutter #1 - Waitlist, DSN Laser Cutter #2, DSN Laser Cutter #2 - Waitlist, DSN Laser Cutter #3, and DSN Laser Cutter #3 - Waitlist. A mouse cursor is hovering over the first session slot for DSN Laser Cutter #1.

9. Set the start time for your session, and set the end time for 30 minutes later. You will not be able to set the length of your session for more than 30 minutes at a time (you will get an error if you try).

The screenshot shows a modal dialog box titled 'Add Booking'. It contains the following fields: Resource (DSN Laser Cutter #1), Description (empty), Start Date/Time (08/11/2017, 8:00 AM), and End Date/Time (08/11/2017, 8:30 AM). Below these fields is a 'Booking Instructions' section with the following text: 'Your laser cutter reservation is complete. Please remember to bring your ISU ID with you to your session. You will get an emailed reminder as the time for your reservation approaches. *Warning: Your reserved session will be cancelled if you are 5 or more minutes late to your session. * We reserve the right to cancel any reservation in case of emergency maintenance or repair, fire in any of the cutters, or any other unforeseen event that places the cutters out of order. We will attempt to give advance warning when at all possible.' A red box highlights the 'Add' button at the bottom.

10. Click "Add" to complete your reservation. You will get an email from the system confirming your reservation.

11. Repeat as needed for a maximum of 3 sessions per day (90 minutes total).

12. Repeat for any other reservations you wish to make, up to 10 sessions per week (the week runs Sunday-Saturday).