



Plateforme de Recherche et d'Analyses des Matériaux (PRAM)


QReserve - Online Reservation Tool

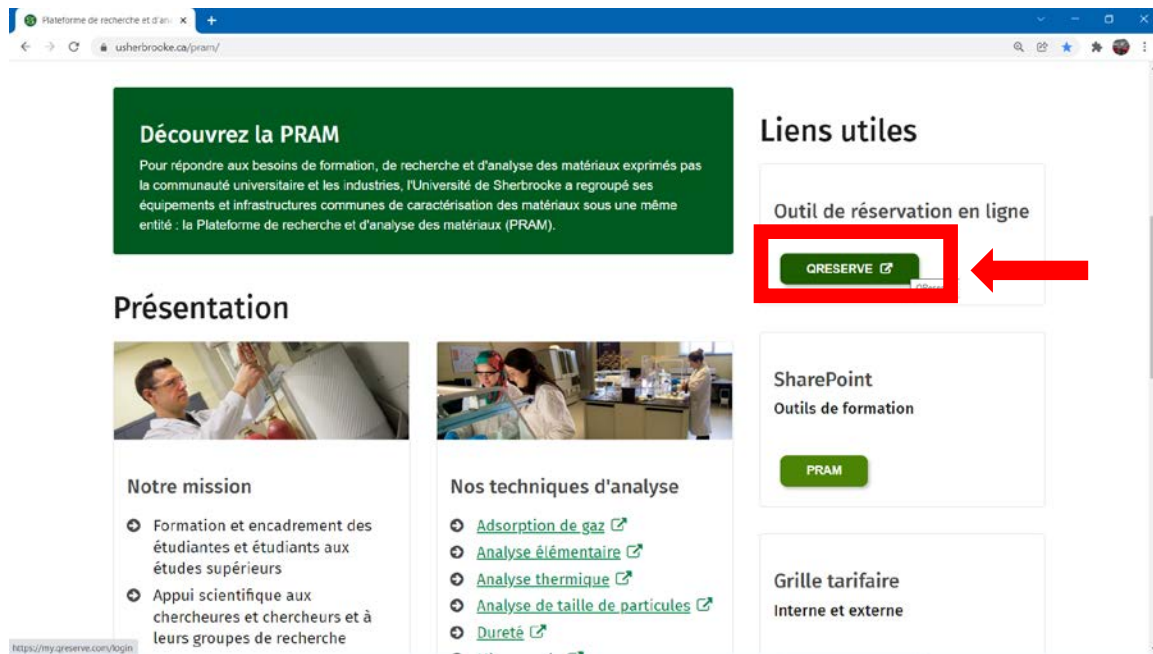
User Guide

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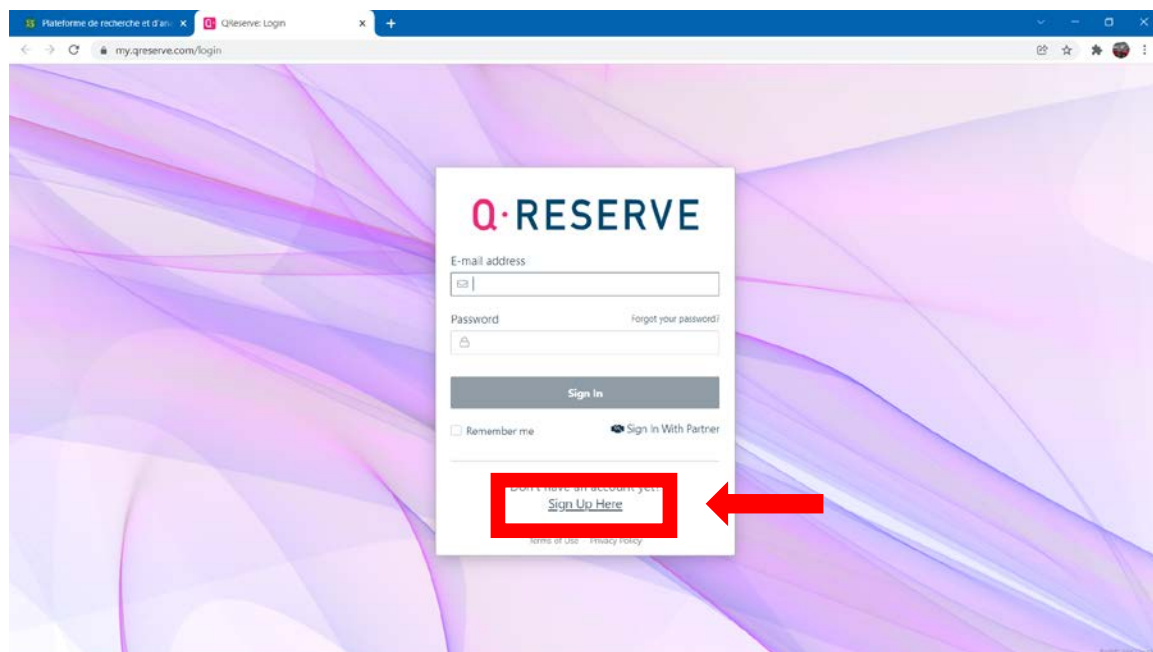
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1. QReserve User Account Creation

- Go to the PRAM website (www.usherbrooke.ca/pram).
- In section «**Outil de réservation en ligne**», click on **QRESERVE** 
- You will be redirected to the **QReserve** login interface.

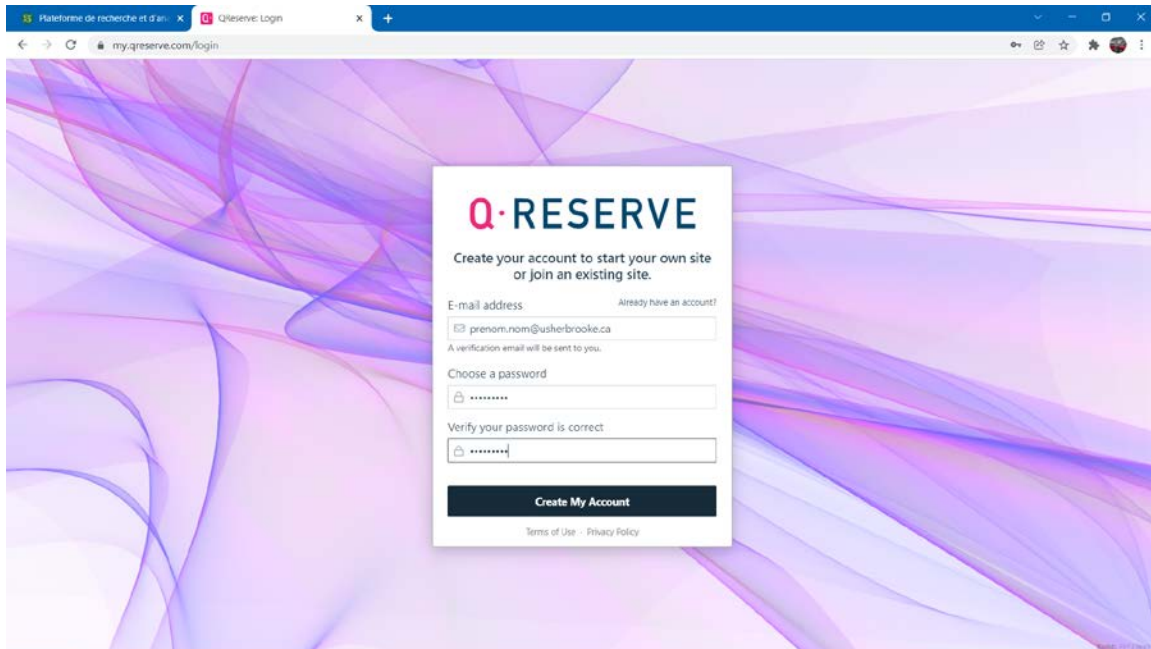


- Click «**Sign Up Here**» at the bottom of the window to create your user account.



- Enter your email address (firstname.lastname@usherbrooke.ca).

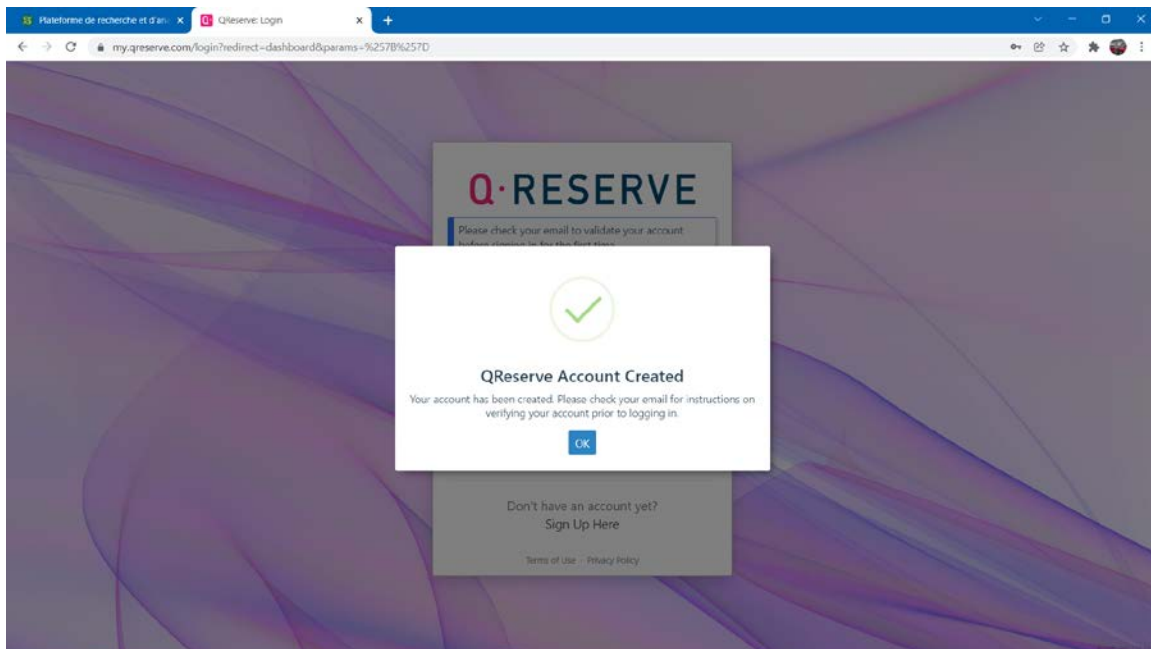
- Define your password.
- Click «**Create My Account**».



The screenshot shows a web browser window with the URL `my.qreserve.com/login`. The page features a purple and blue abstract background. A white form titled "Q-RESERVE" is centered on the page. The form contains the following elements:

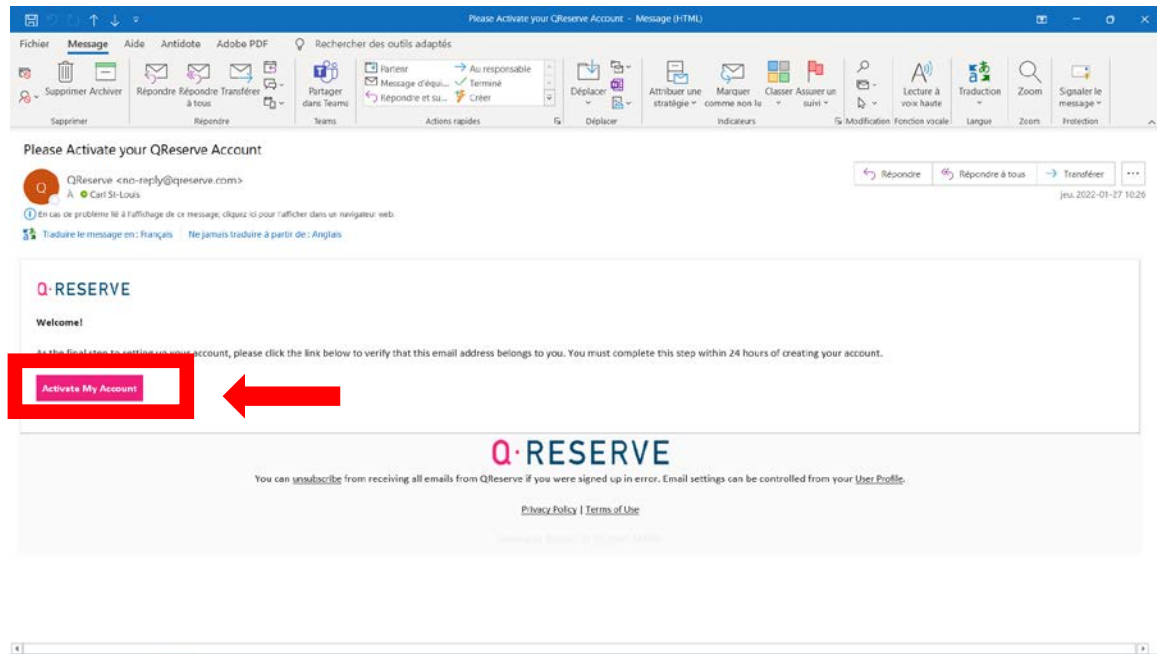
- A heading: "Create your account to start your own site or join an existing site."
- An "E-mail address" field with the placeholder text "Already have an account?". The email entered is `prenom.nom@usherbrooke.ca`. Below the field, it says "A verification email will be sent to you."
- A "Choose a password" field with a password icon and a series of dots for the password.
- A "Verify your password is correct" field with a password icon and a series of dots for the password.
- A black button labeled "Create My Account".
- Links for "Terms of Use" and "Privacy Policy" at the bottom.

- Your user account is now created. Click «**OK**» to close the window.
- Note: If your email address is already registered in QReserve database, this means that your account has been created on your behalf by an admin. In such case, ignore sections 2 and 3 and reset your password as described in section 8 of this document.

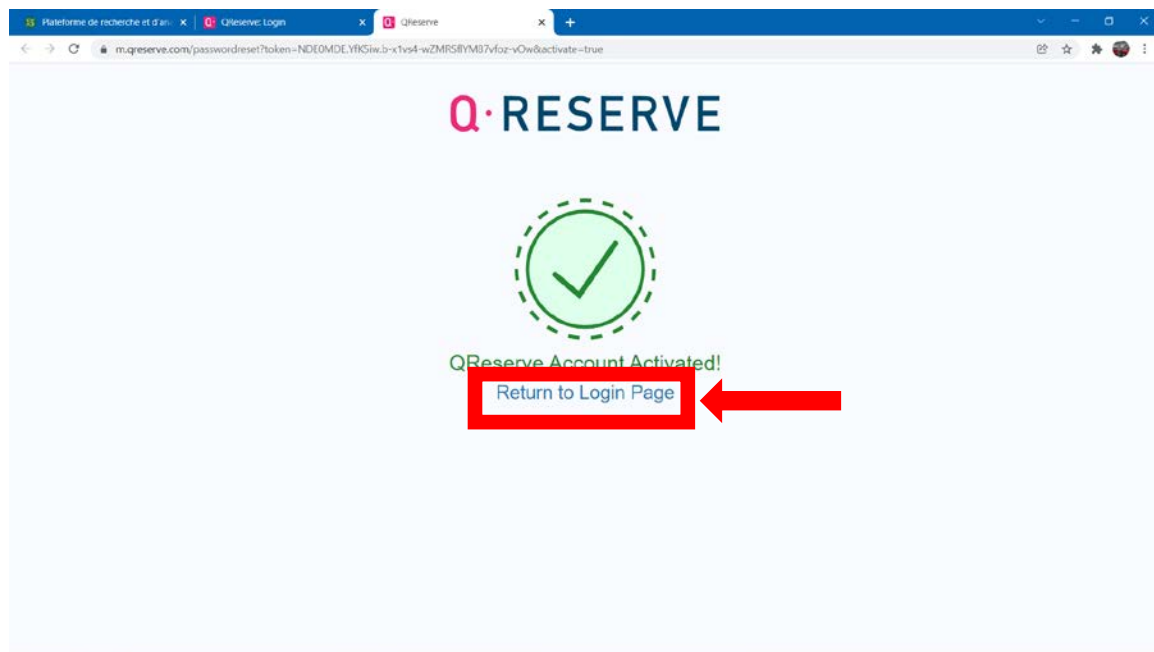


2. QReserve Account Email Address Validation

- From your email box, open the message with the subject: «**Please Activate your QReserve Account**».
- Click «**Activate My Account**».



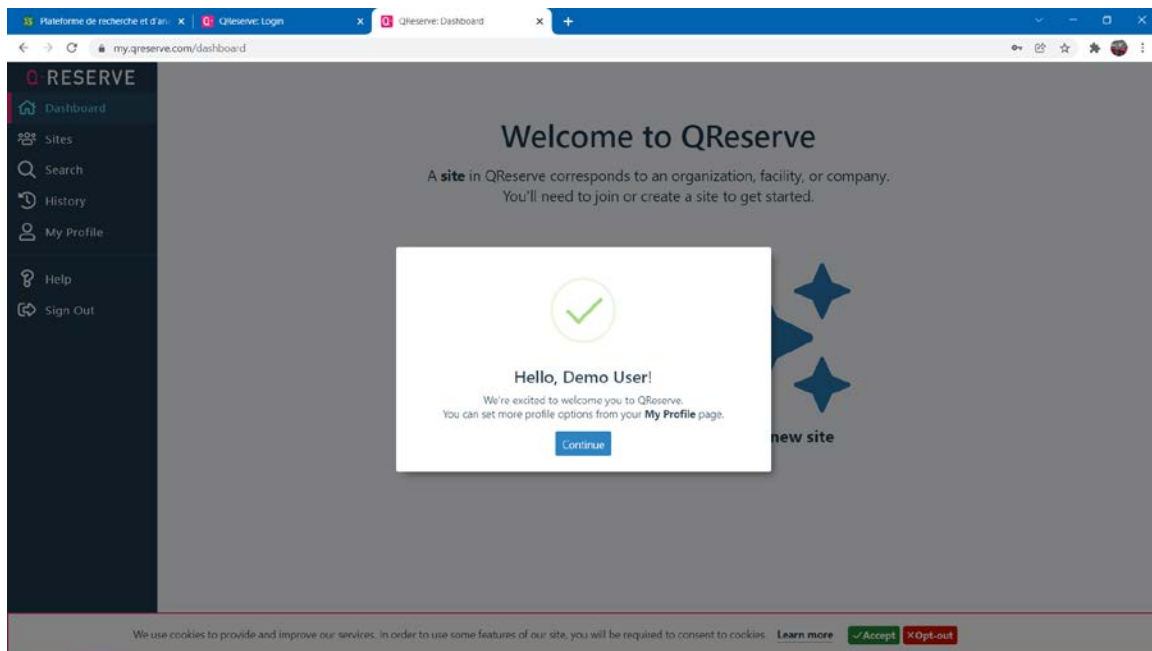
- Your email address is now confirmed, and your user account creation completed.
- Click «**Return to Login Page**».



- To open a session, enter your email address and password and click «**Sign In**».
- Check «**Remember Me**» for future login.

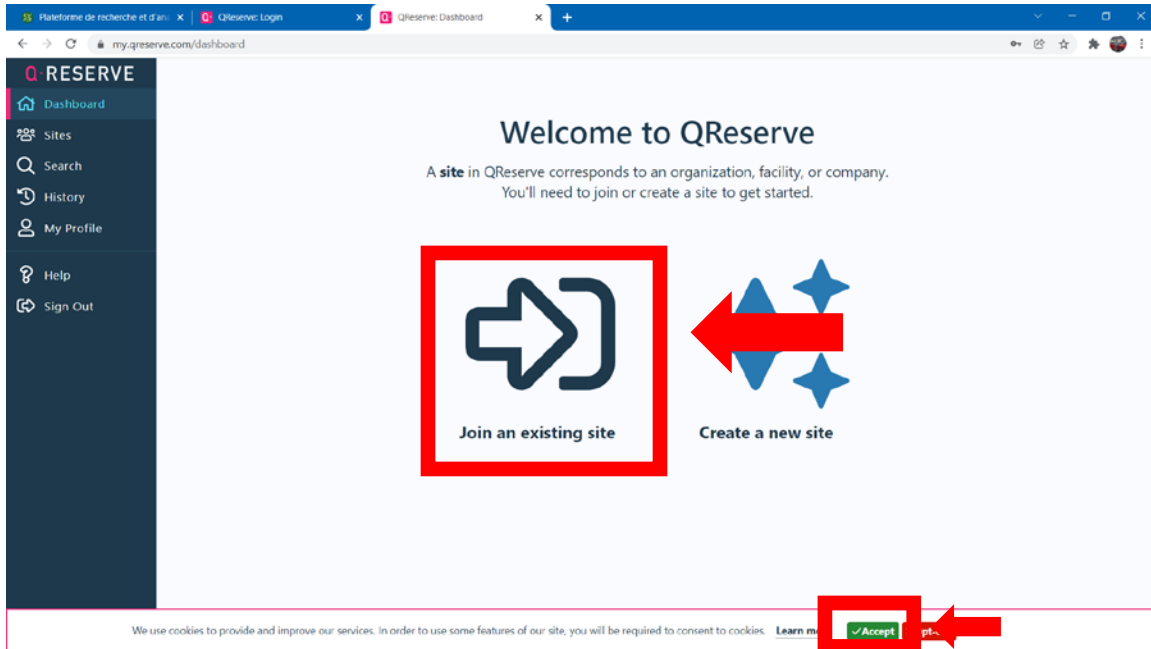
- Enter your name in the format [Firstname Lastname].
- Click «**Save My Name**».

Click «Continue».

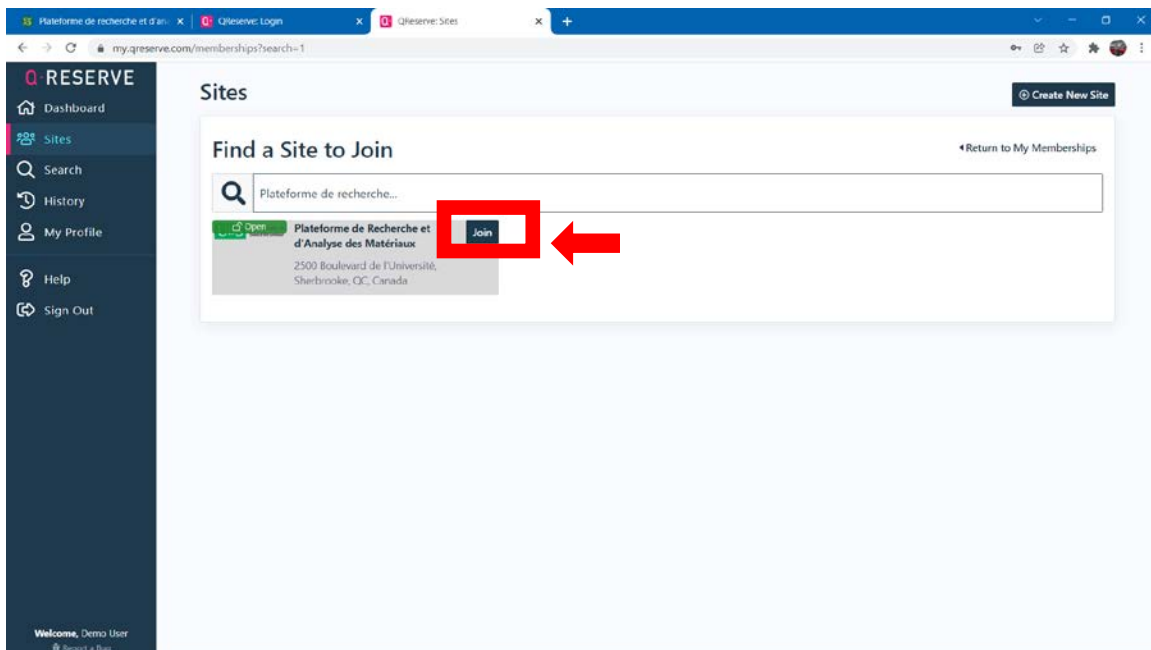


3. PRAM Reservation Site Joining

- Click «**Accept**» to accept cookies.
- Click «**Join an existing site**».

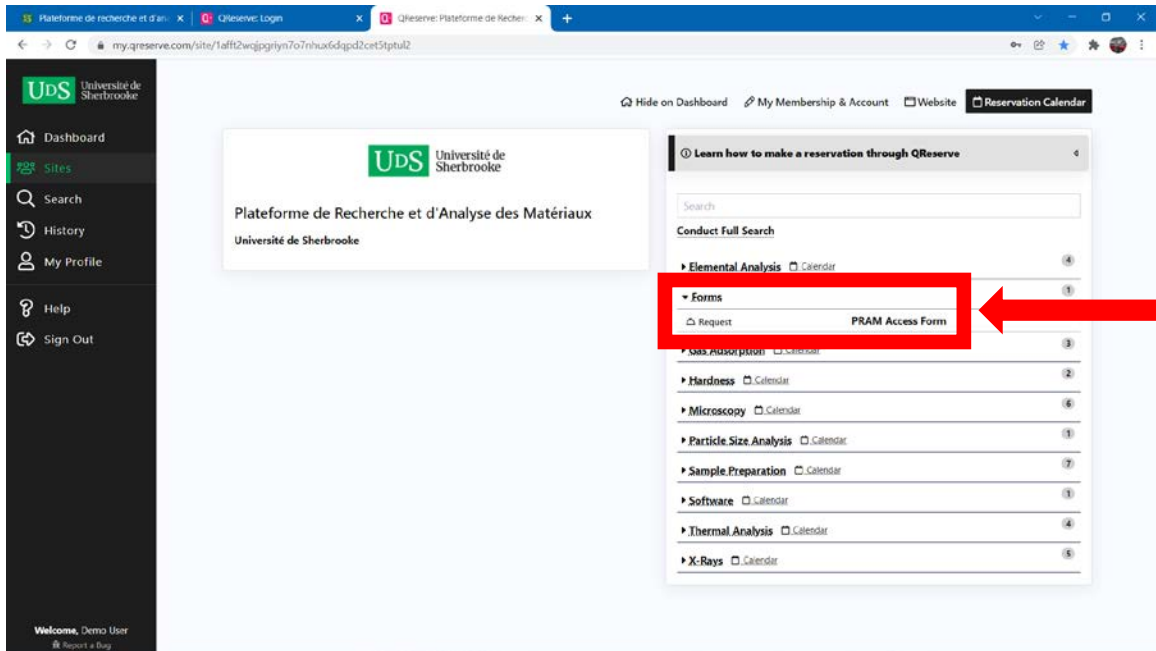


- In the search engine menu, enter «**Plateforme de recherche**» and click «**Join**» on the displayed site.

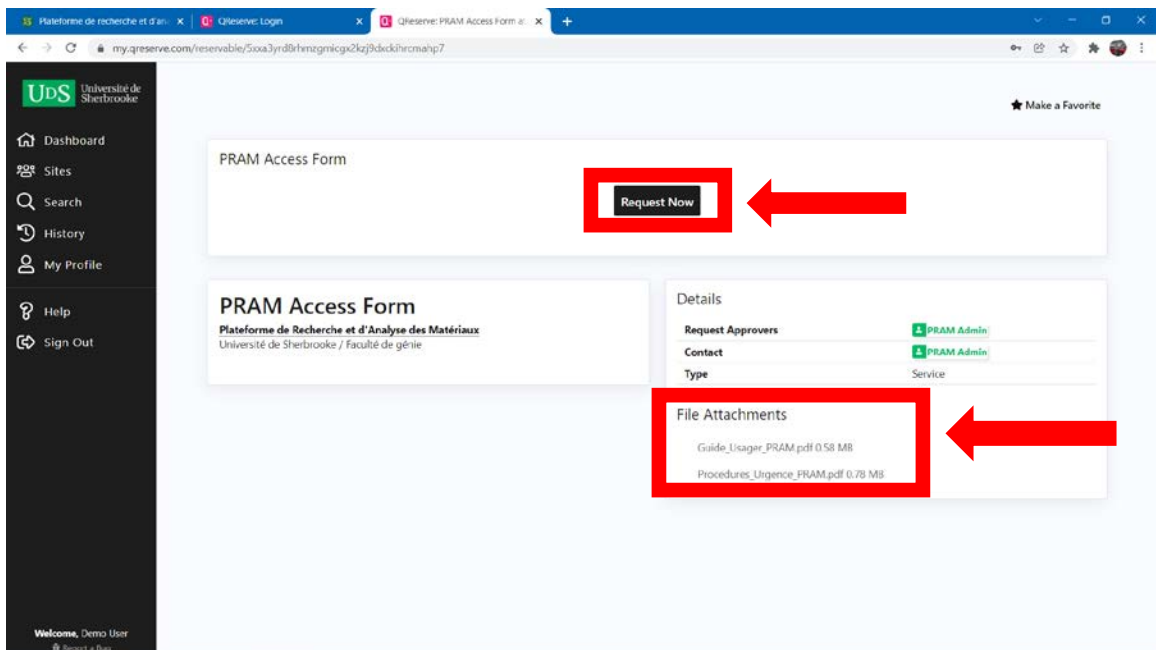


4. Request Acces to the PRAM

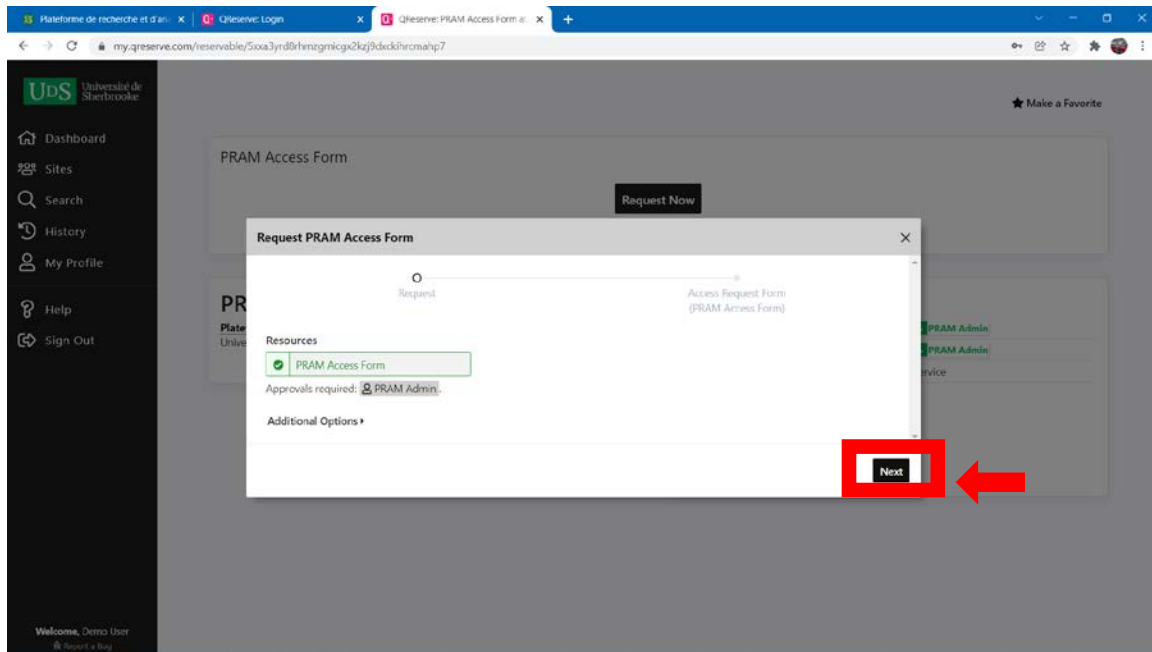
- In the «Forms» section, click «PRAM Access Form».



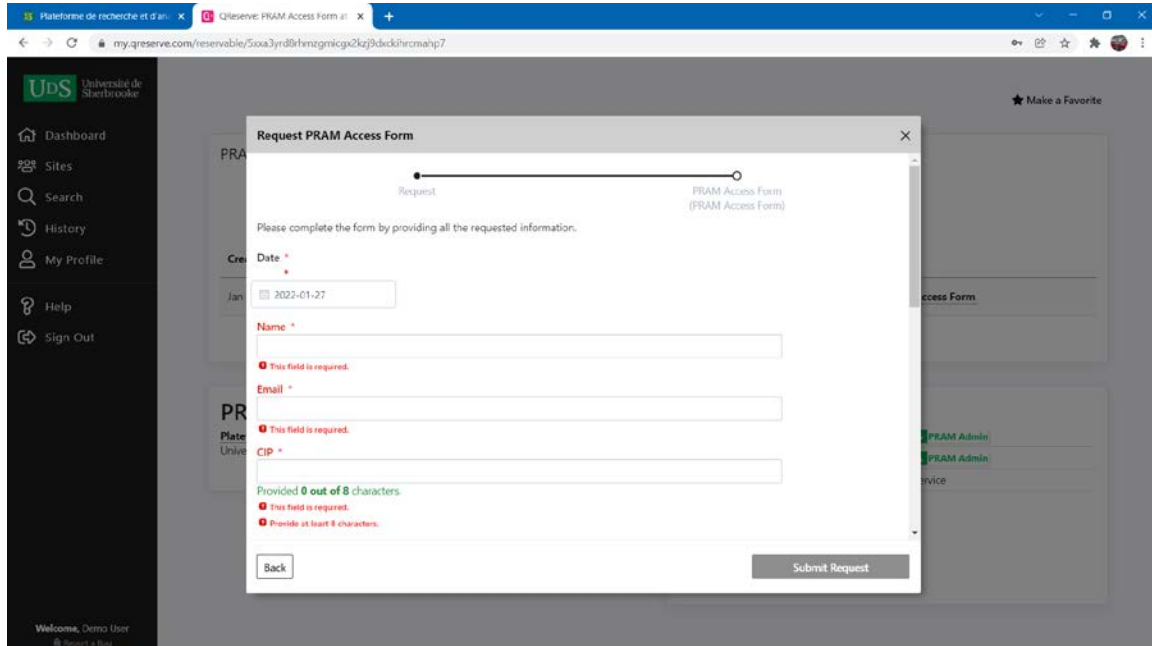
- In «Files Attachments» section, download and read «Guide Usager PRAM» and «Procedure Urgence PRAM» documents.
- Click «Request Now».



- Click «**Next**» to get access to the form.



- Fill all the required fields in the form and click «**Submit Request**».
- Note: You will have to provide a valid laboratory safety training certificate.



- After transmission, your request will be pending until approval by the PRAM administrators.

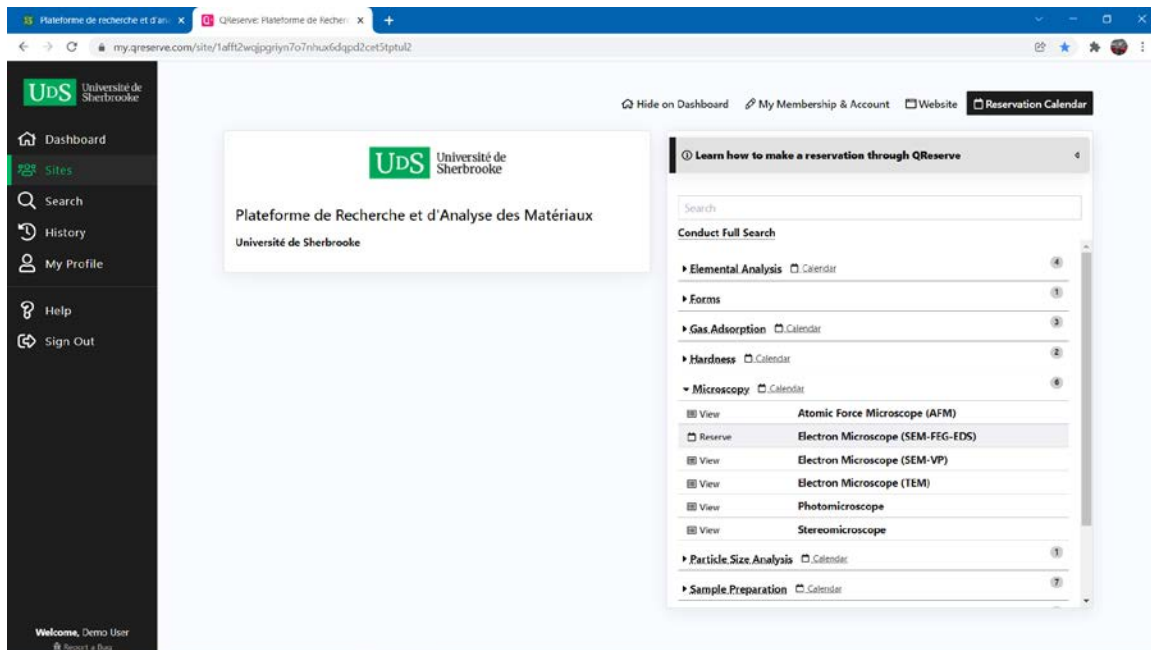
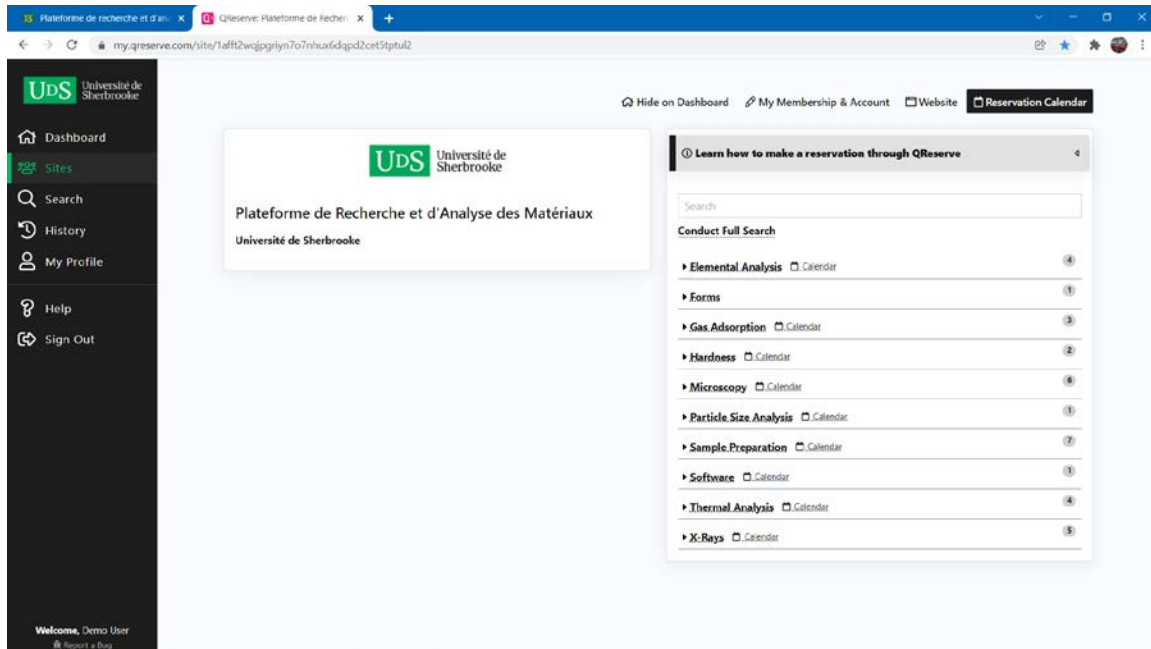
The screenshot shows the 'PRAM Access Form' interface. At the top, there is a 'Request Now' button. Below it, a table displays the form's status. The 'Approval' column shows a 'Pending' status, which is highlighted with a red box and a red arrow pointing to it. The table also shows the 'Created' date as 'Jan 27th 2022 11:04 AM' and the 'Last Updated' date as 'Jan 27th 2022 11:04 AM'. To the right of the table, there is a link to 'Access Request Form'. Below the table, there is a section for 'Details' which includes 'Request Approvers' (PRAM Admin), 'Contact' (PRAM Admin), and 'Type' (Service). There is also a section for 'File Attachments' with two files: 'Guide_Usager_PRAM.pdf 0.58 MB' and 'Procedures_Urgence_PRAM.pdf 0.78 MB'.


- Upon approval of your request, you will receive an email notification.
- From that point, you can contact PRAM team (pram@usherbrooke.ca) to take an appointment to complete your training.

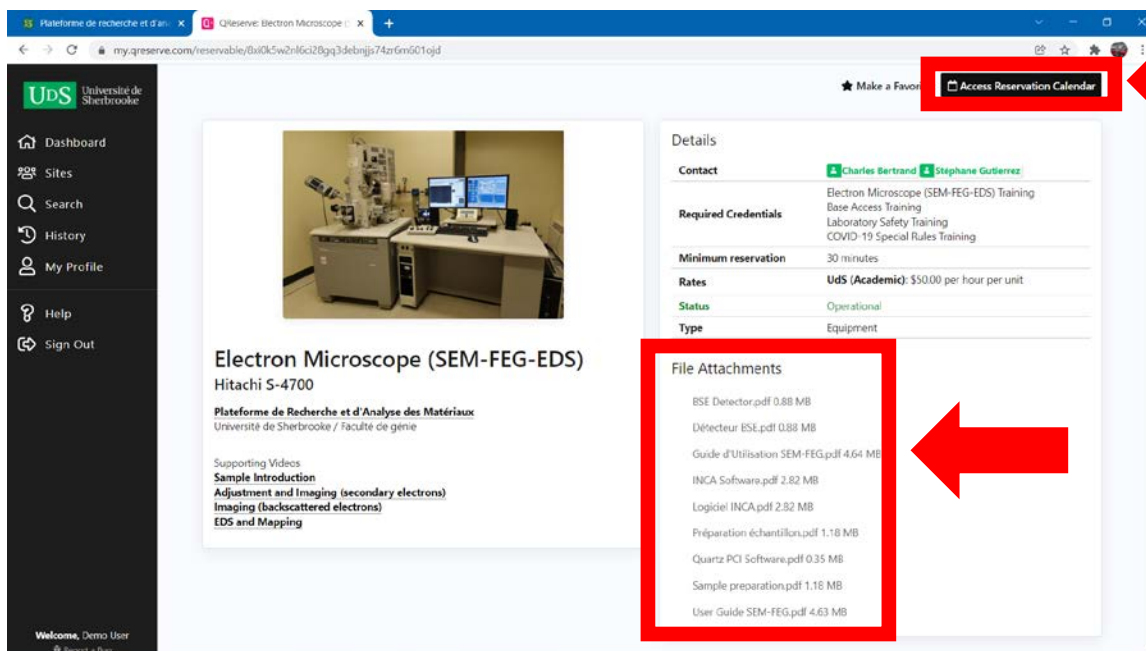
The screenshot shows the 'PRAM Access Form' interface, similar to the previous one, but with the 'Approval' status changed to 'Approved'. The 'Approved' status is highlighted with a red box and a red arrow pointing to it. The rest of the interface, including the 'Request Now' button, table headers, and details section, remains the same.

5. How to Make a Reservation

- From the listing, select the resource you want to reserve and click on it.
- Note: To make a reservation, a user must have completed all the required trainings related to a resource. The «**Reserve**» icon will appear, otherwise it will be accessible in «**View**» only.



- Click «**Access Reservation Calendar**».
- Tips: From the resource page, you have access to a library of documents the «**Files Attachments**» and video links in the «**Supporting videos**» sections.
Resource can be marked as favorite for a quicker access from the  **Dashboard**



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UdS Université de Sherbrooke

Dashboard
Sites
Search
History
My Profile
Help
Sign Out

Electron Microscope (SEM-FEG-EDS)
Hitachi S-4700

Plateforme de Recherche et d'Analyse des Matériaux
Université de Sherbrooke / Faculté de génie

Supporting Videos
Sample Introduction
Adjustment and Imaging (secondary electrons)
Imaging (backscattered electrons)
EDS and Mapping

Details

Contact: Charles Bertrand, Stéphane Gutierrez

Required Credentials: Electron Microscope (SEM-FEG-EDS) Training, Base Access Training, Laboratory Safety Training, COVID-19 Special Rules Training

Minimum reservation: 30 minutes

Rates: Uds (Academic): \$50.00 per hour per unit

Status: Operational

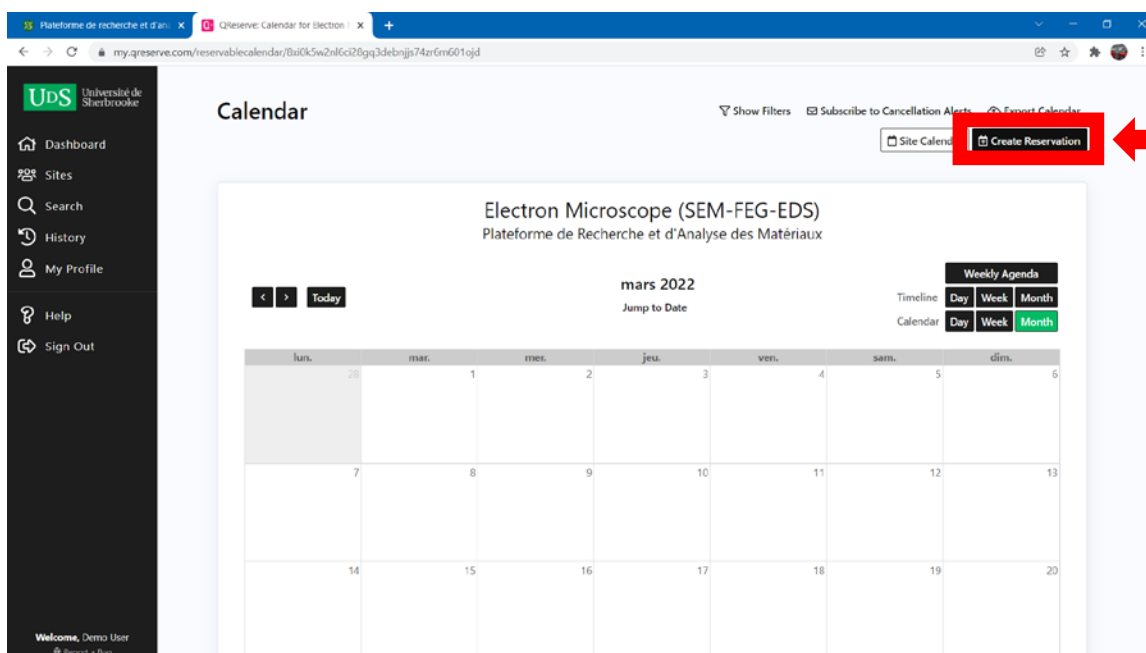
Type: Equipment

File Attachments

- BSE Detector.pdf 0.88 MB
- Détecteur BSE.pdf 0.88 MB
- Guide d'utilisation SEM-FEG.pdf 4.64 MB
- INCA Software.pdf 2.82 MB
- Logiciel INCA.pdf 2.82 MB
- Préparation échantillon.pdf 1.18 MB
- Quartz PCI Software.pdf 0.35 MB
- Sample preparation.pdf 1.18 MB
- User Guide SEM-FEG.pdf 4.63 MB

Welcome, Demo User
Report a Bug

- Click «**Create Reservation**».
- Note: The resource calendar can be presented on a daily, weekly or monthly basis according to your preference.



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UdS Université de Sherbrooke

Dashboard
Sites
Search
History
My Profile
Help
Sign Out

Calendar

Show Filters
Subscribe to Cancellation Alerts
Export Calendar

Site Calendar
Create Reservation

Electron Microscope (SEM-FEG-EDS)
Plateforme de Recherche et d'Analyse des Matériaux

Weekly Agenda

Timeline: Day, Week, Month
Calendar: Day, Week, Month

Today

mars 2022
Jump to Date

| lun. | mar. | mer. | jeu. | ven. | sam. | dim. |
|------|------|------|------|------|------|------|
| 28 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |

Welcome, Demo User
Report a Bug

- Enter the date, start and end time of the reservation and click «**Reserve**».
- Tips: You can set a «**Reminder**» to receive email notifications about your reservation.

The screenshot shows the 'New Reservation' form in the QReserve system. The form is titled 'New Reservation' and includes the following fields and options:

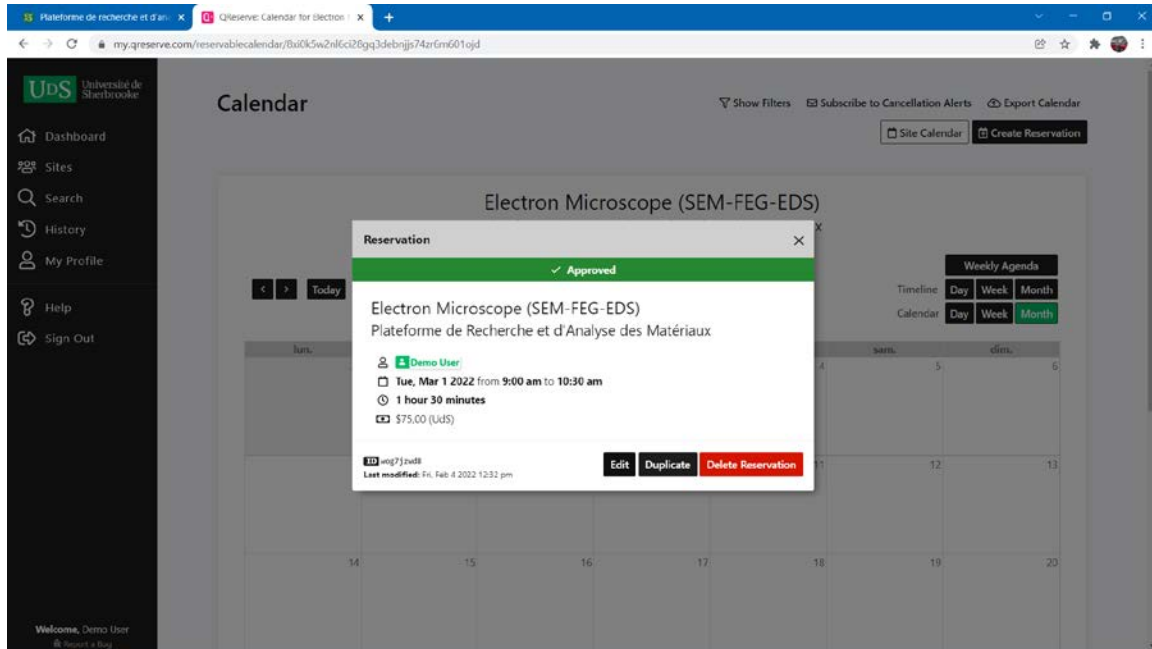
- Start:** 2022-03-01, 9:30
- End:** Same Day, 10:30
- Duration:** 1 hour 30 minutes
- Reminder:** No Reminder
- Resources:** Electron Microscope (SEM-FEG-EDS)
- Rate Selection:** \$50.00 Uds (per hour)
- Item total:** \$75.00
- Note:** Optional
- Account Number:** [Empty field]
- Additional Options:** [Expandable section]
- Estimated Total:** \$75.00
- Reserve:** [Button]

The background shows a calendar view for March 2022, with a 'Weekly Agenda' tab selected.

- Once created, your reservation will appear in the resource calendar. You will also receive an email confirmation.

The screenshot shows the 'Electron Microscope (SEM-FEG-EDS)' resource calendar. The calendar is titled 'Electron Microscope (SEM-FEG-EDS)' and 'Plateforme de Recherche et d'Analyse des Matériaux'. It displays a monthly view for March 2022, with a 'Today' button and a 'Jump to Date' link. The calendar shows a reservation for March 1st, from 9:30 to 10:30, labeled 'Demo User'. The background shows a calendar view for March 2022, with a 'Weekly Agenda' tab selected.

- To modify or delete a reservation, click on it from the calendar and «**Edit**» or «**Delete Reservation**».
- Note: A reservation cannot be modified or deleted less than 24 hours before it starts. To do so, the user must contact an administrator and provide justification.

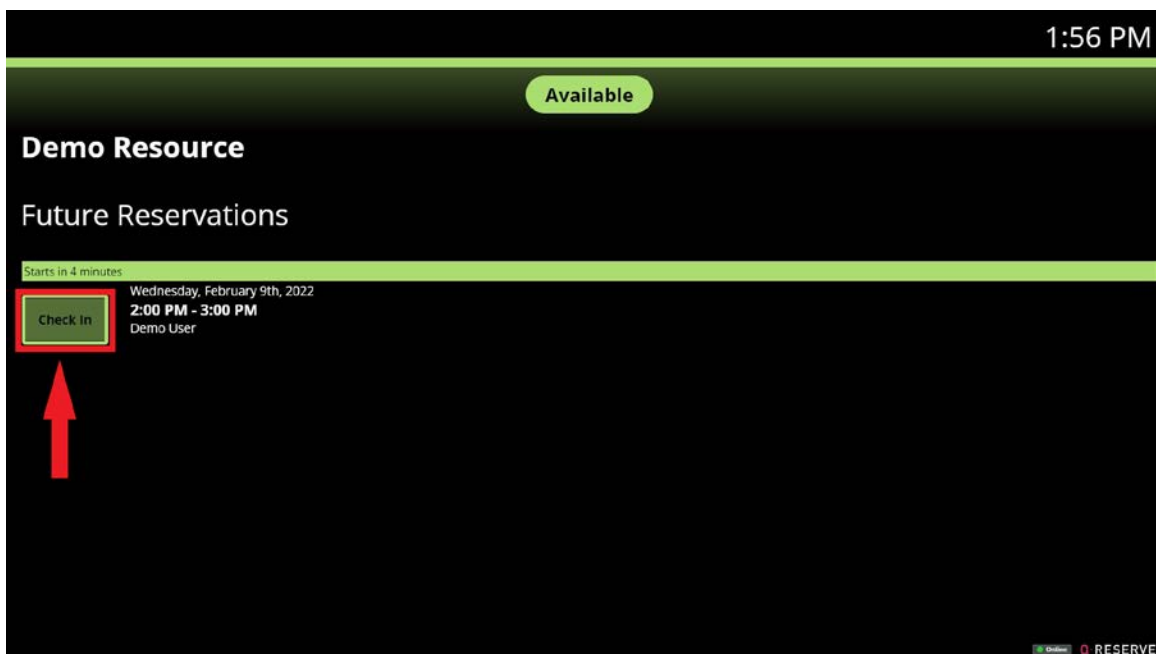


6. KIOSK Check In / Check Out

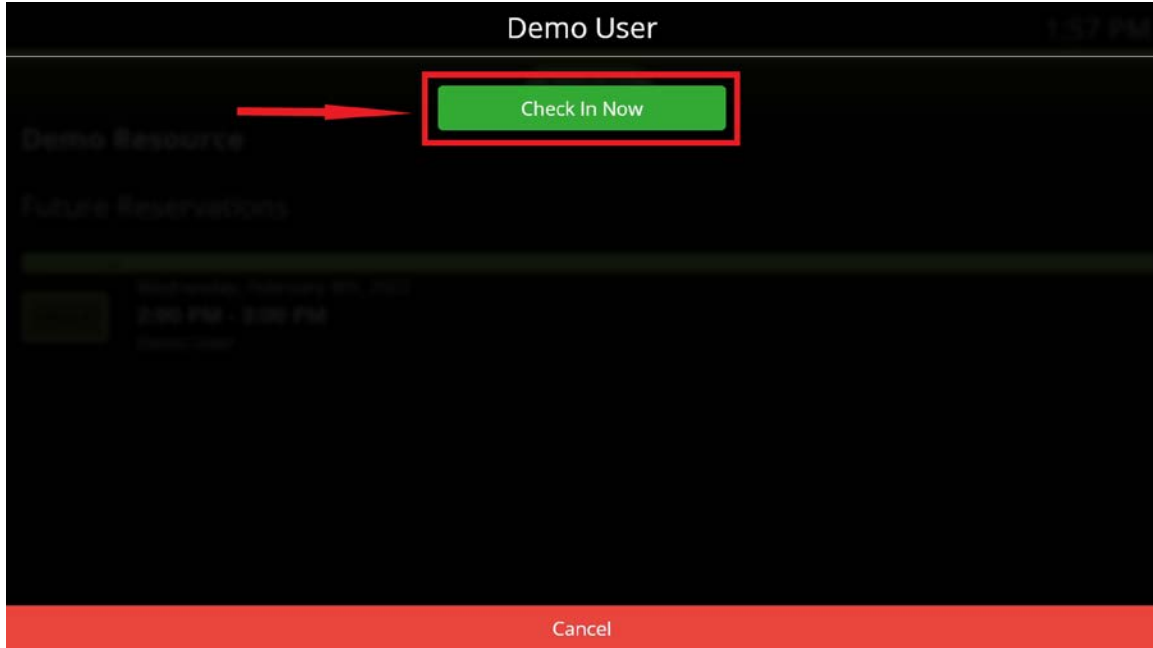
KIOSK is an interface linked to the QReserve database accessible from the resource or dedicated computer. It allows the user to interact with the reservation tool to confirm the start (**Check In**) and end (**Check Out**) time for the use of a resource linked to a reservation.

The resource KIOSK displays the **Status**, **Resource Name** and **Future Reservations**.

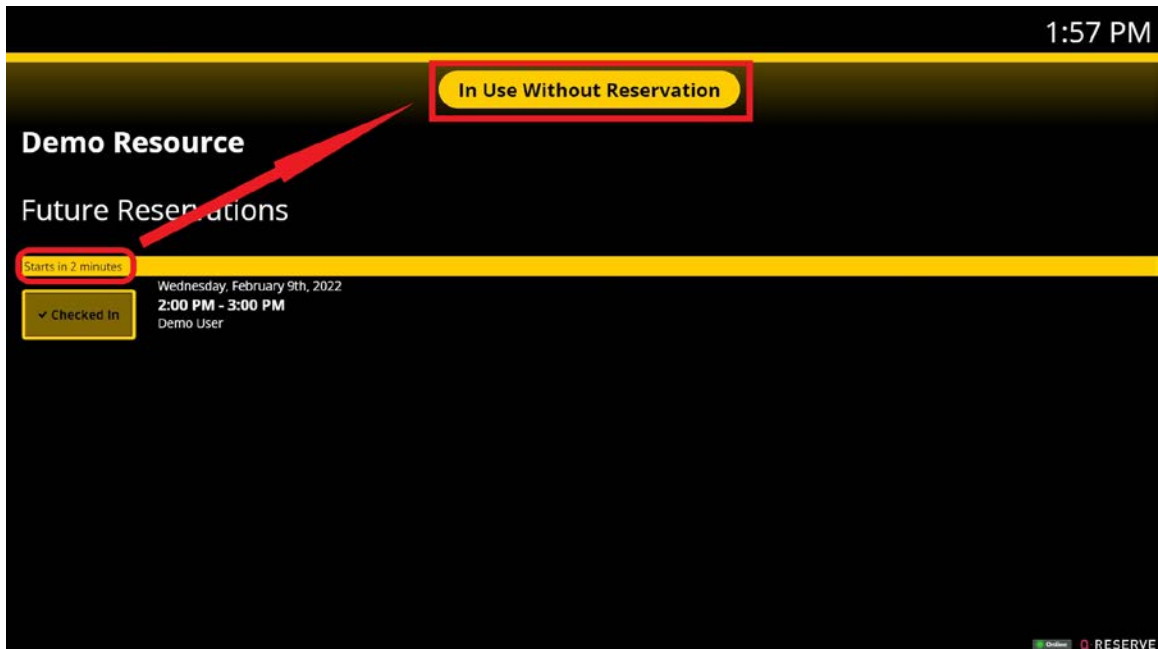
- From the resource KIOSK click «**Check In**» next to your reservation to indicate that you are starting to use the resource.
- From a multi resources KIOSK, you first need to select the appropriate resource from the interface to have access to the resource display and check in functionality.



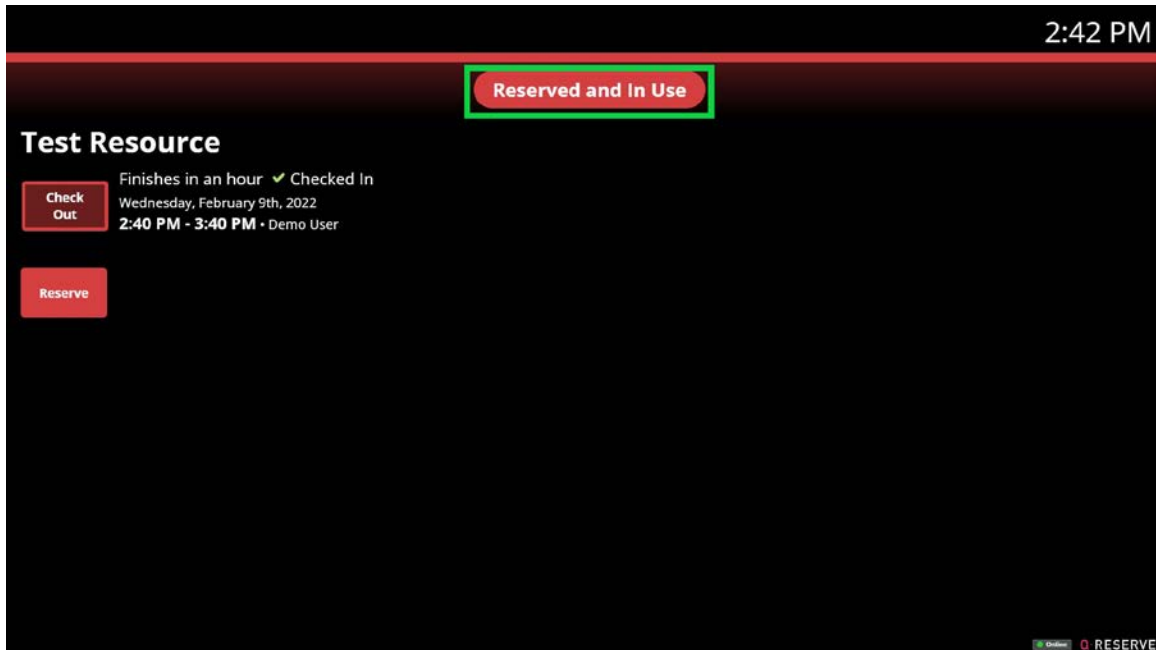
- Click «**Check In Now**» to confirm.



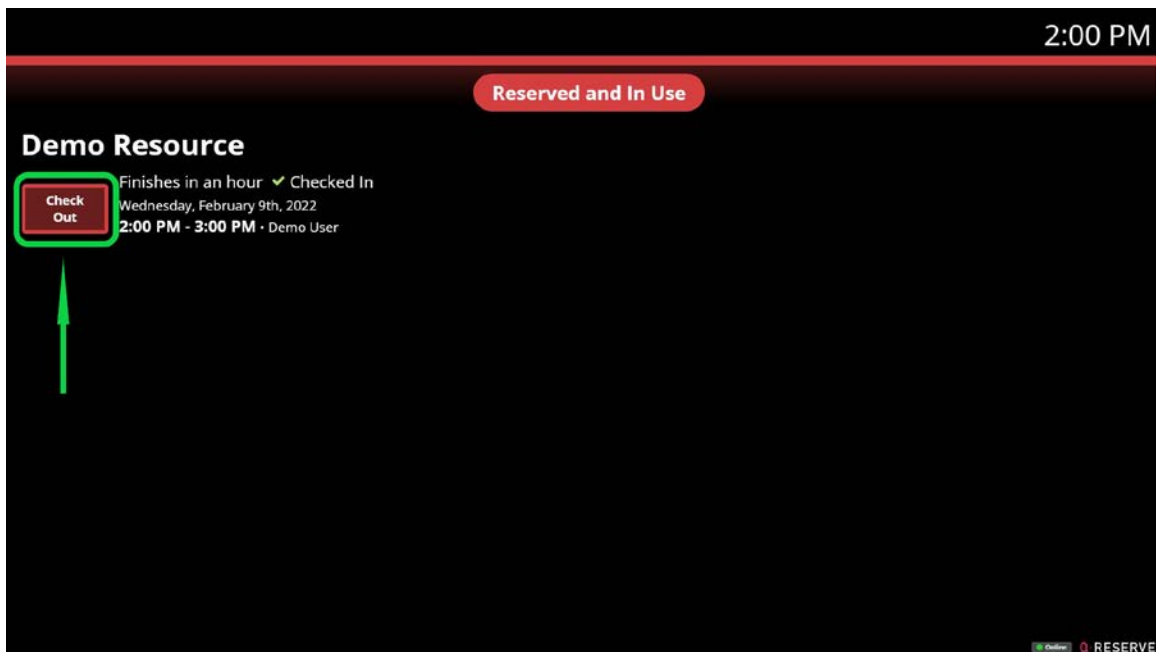
- If you checked in before the start time of your reservation, the resource display will indicate the status «**In Use Without Reservation**».
- Note: The exact start time will be recorded in the reservation tool database and the billing will be adjusted accordingly to reflect the real use time of the resource.



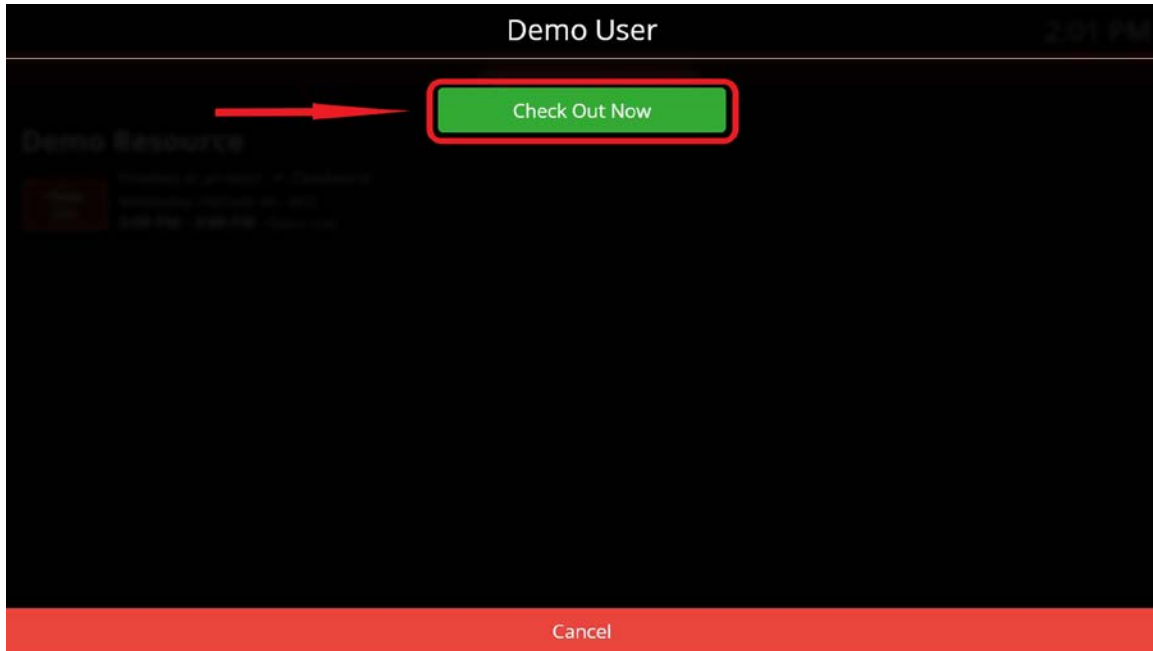
- Once the reservation time is reached, the resource status will change to «**Reserved and In Use**». If you check in after the start time of your reservation, the status display will directly indicate the «**Reserved and In Use**» status.
- Note: In opposition to check in earlier, late check in will not modify the use time in the reservation tool. This means the billing will be based on the reservation start time.



- Click «**Check Out**» from your reservation to indicate that you have finished to use the resource.

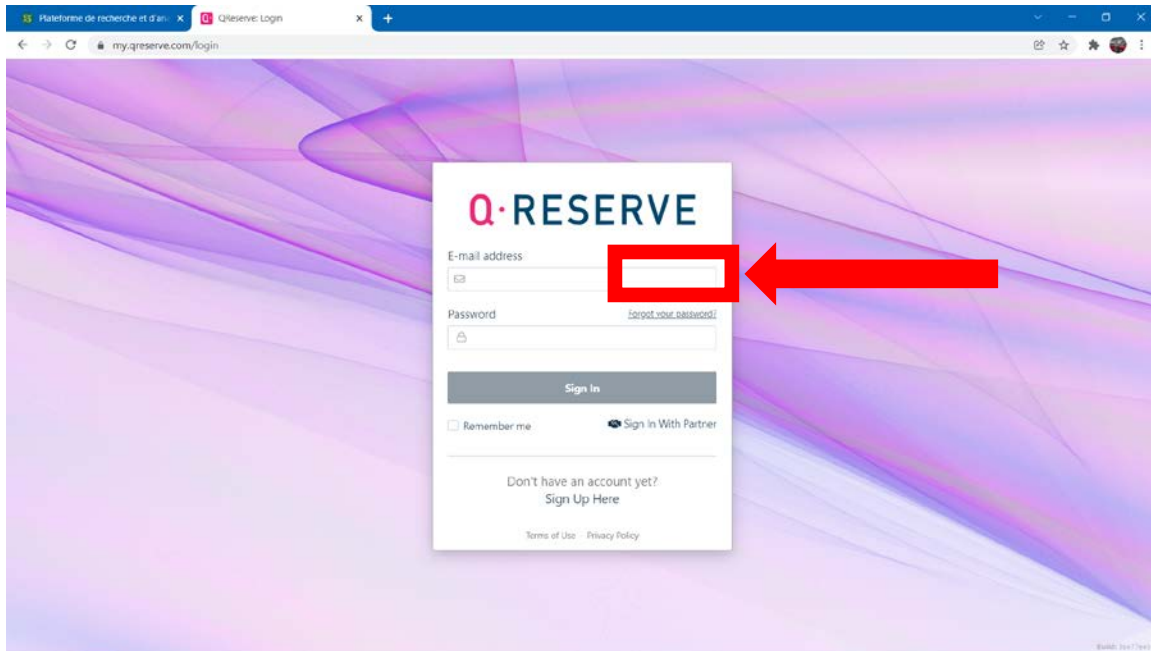


- Click «**Check Out Now**» to confirm.
- Note: Checking out of a reservation after the end time will also record the exact time to adjust billing accordingly. However, when checking out earlier, the billing will remain based on the reservation.

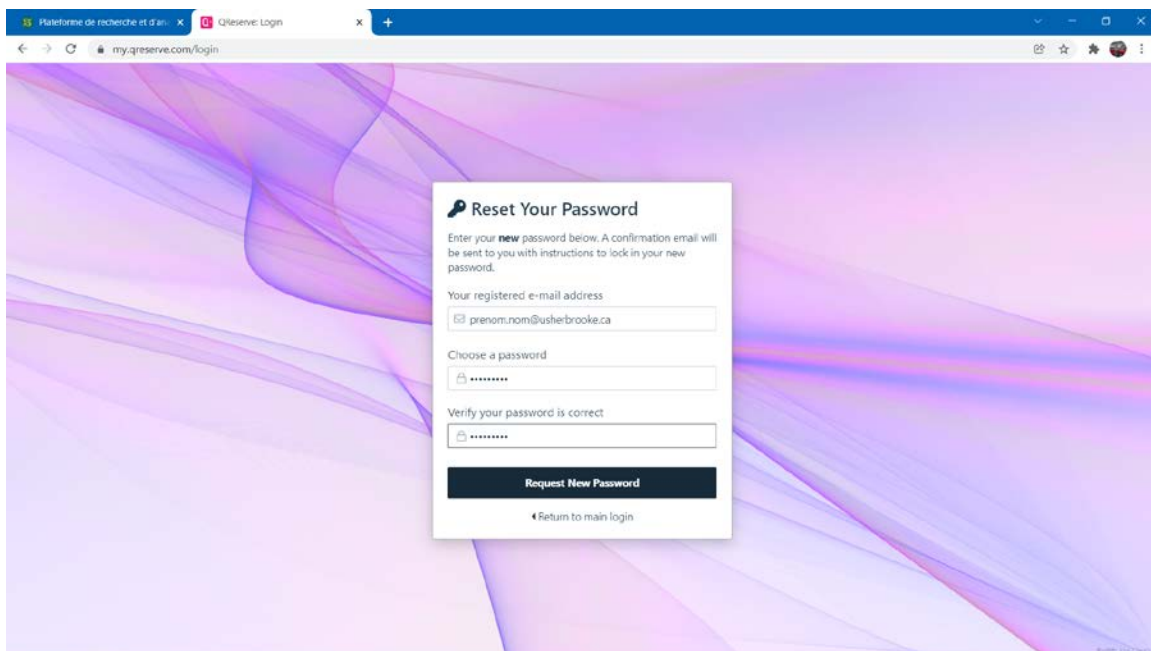


7. How to Reset your Password

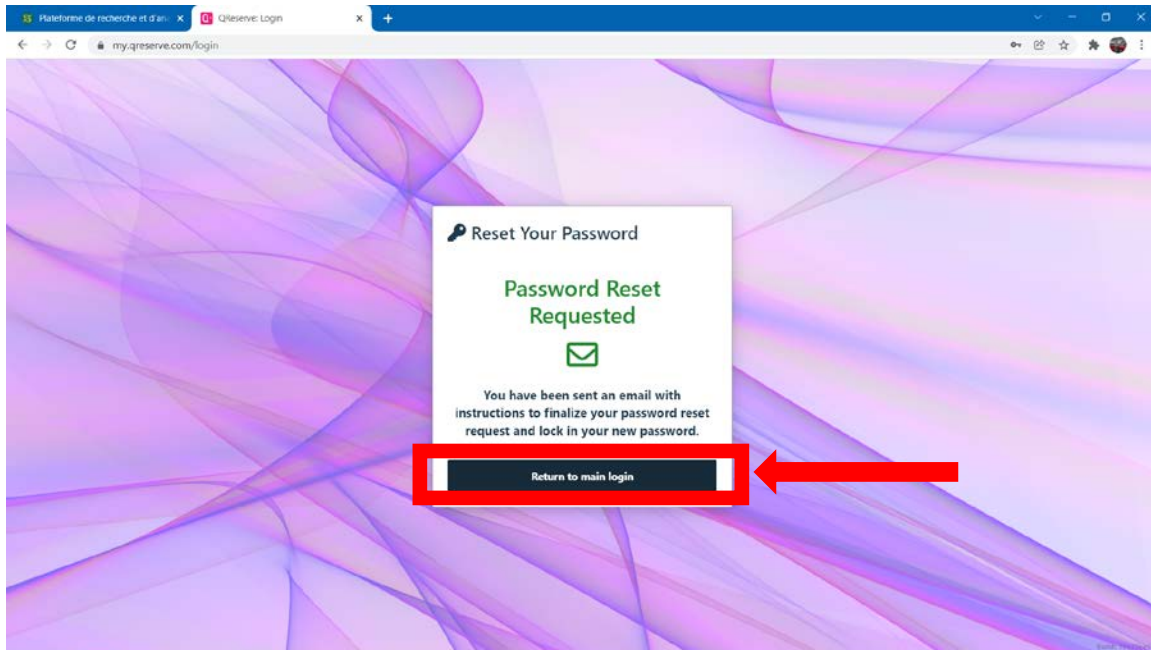
- From the login interface, click «**Forgot your password?**».



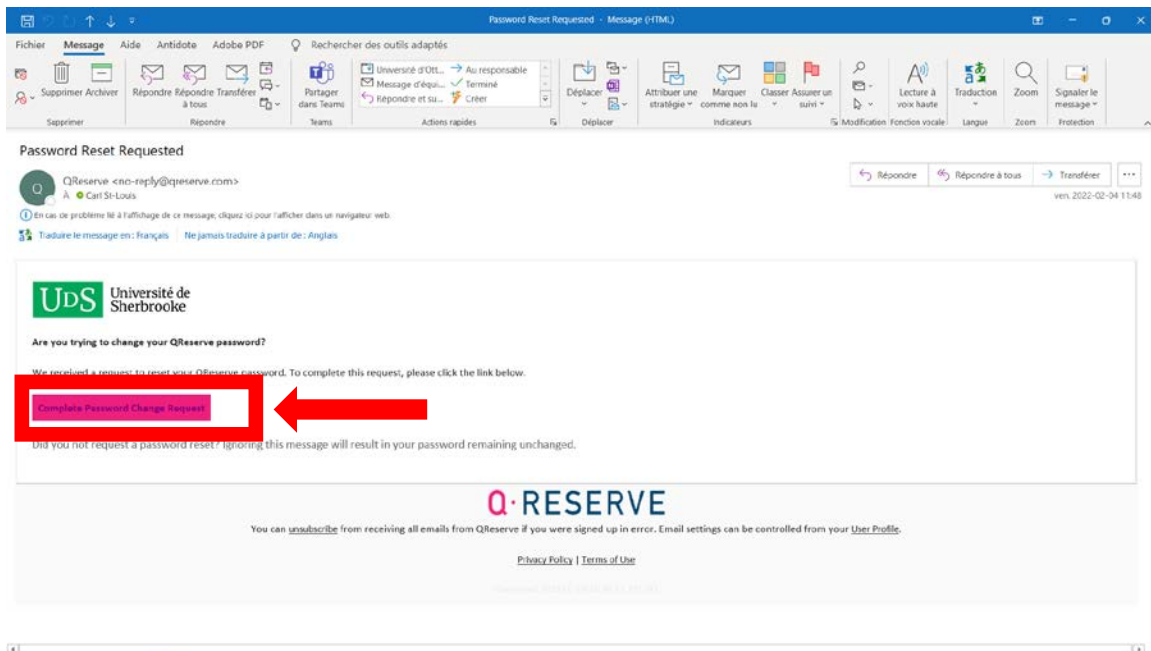
- Enter your email address, choose a new password and click «**Request New Password**».



- Click «Return to main Login».



- From your email box, open the message with the title: «Password Reset Request».
- Click «Complete Password Change Request».



- Click «Return to Login Page».

