

Q·RESERVE



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

QReserve - Online Reservation Tool

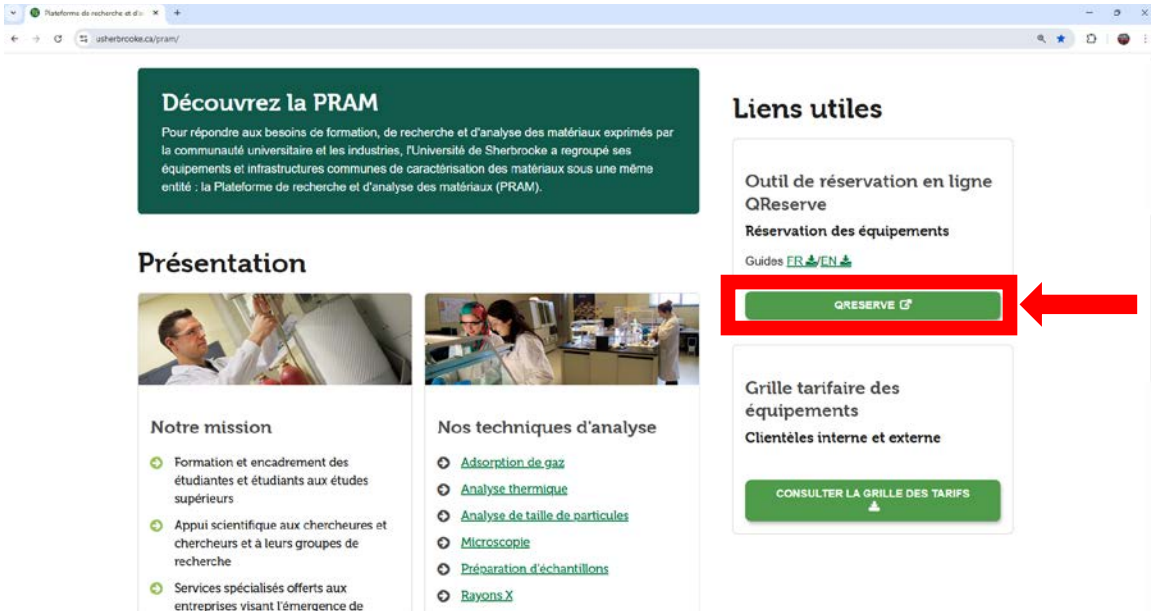
User Guide

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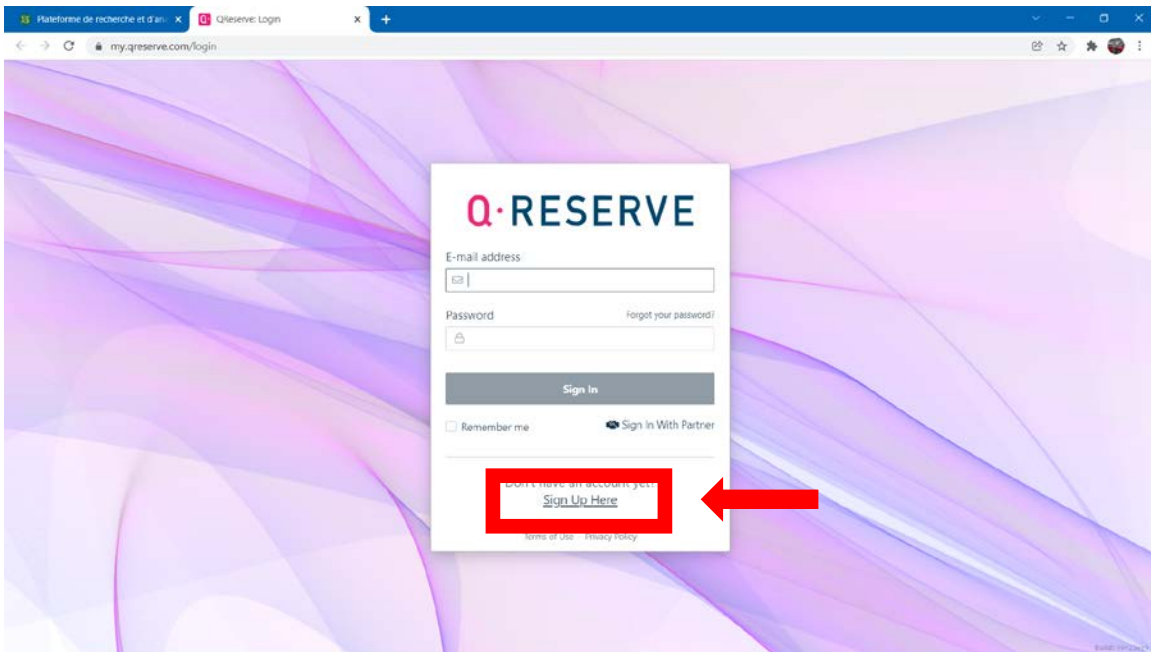
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1. QReserve User Account Creation

- 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.

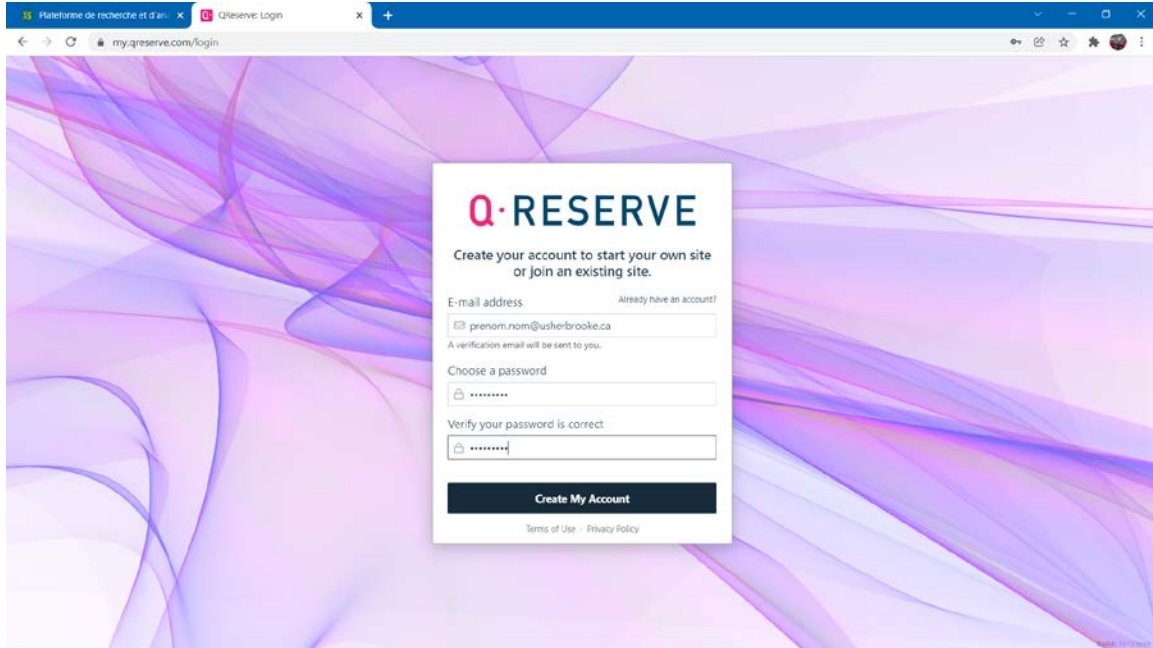


- Click «**Sign Up Here**» at the bottom of the window to create your user account.

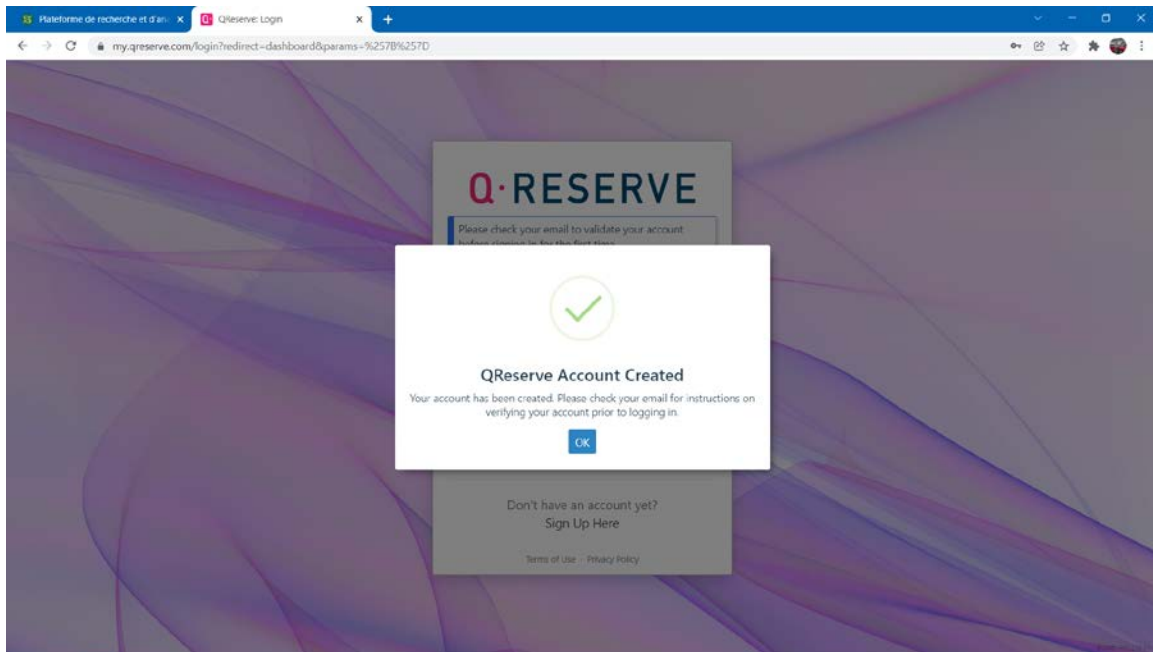


- Enter your email address (firstname.lastname@usherbrooke.ca).
- Define your password.

- Click «**Create My Account**».

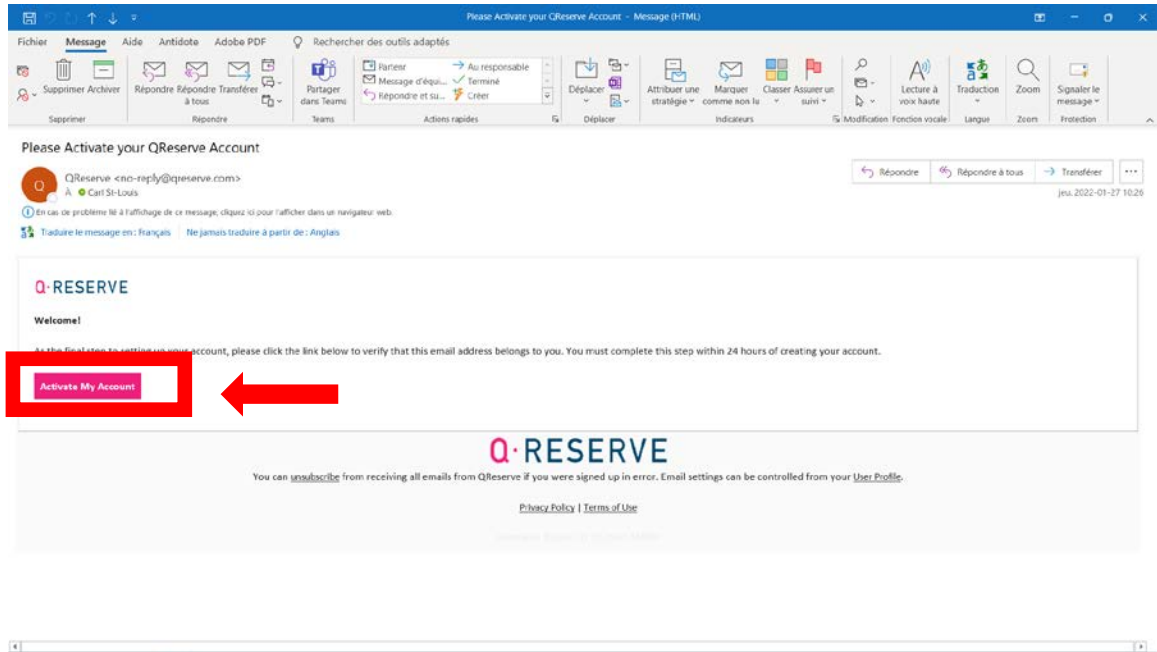


- Your user account is now created. Click «**OK**» to close the window.
- Note: If your email address is already registered in QReserve database, this means that your account has been created on your behalf by an admin. In such case, ignore sections 2 and 3 and reset your password as described in section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

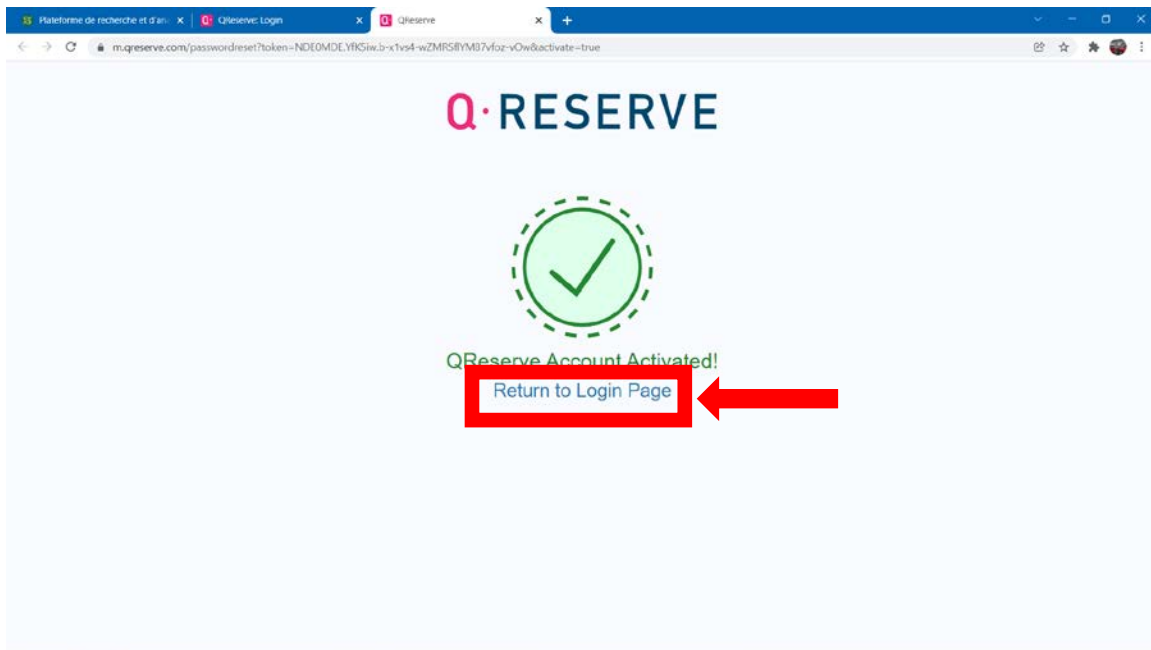


2. QReserve Account Email Address Validation

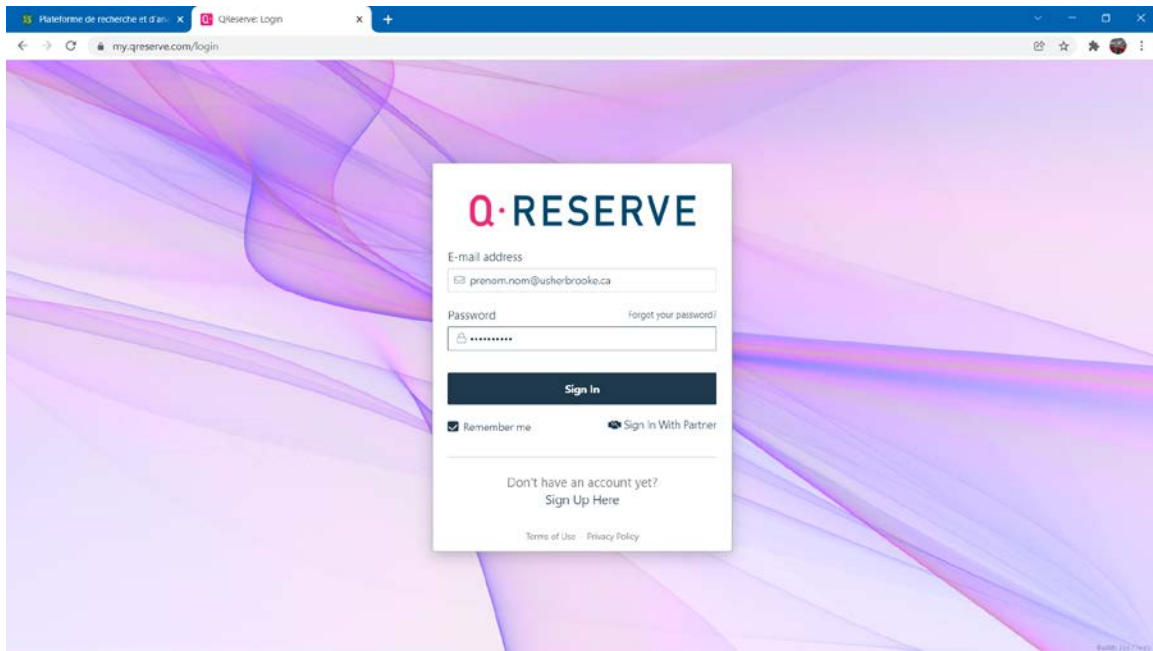
- From your email box, open the message with the subject: «**Please Activate your QReserve Account**».
- Click «**Activate My Account**».



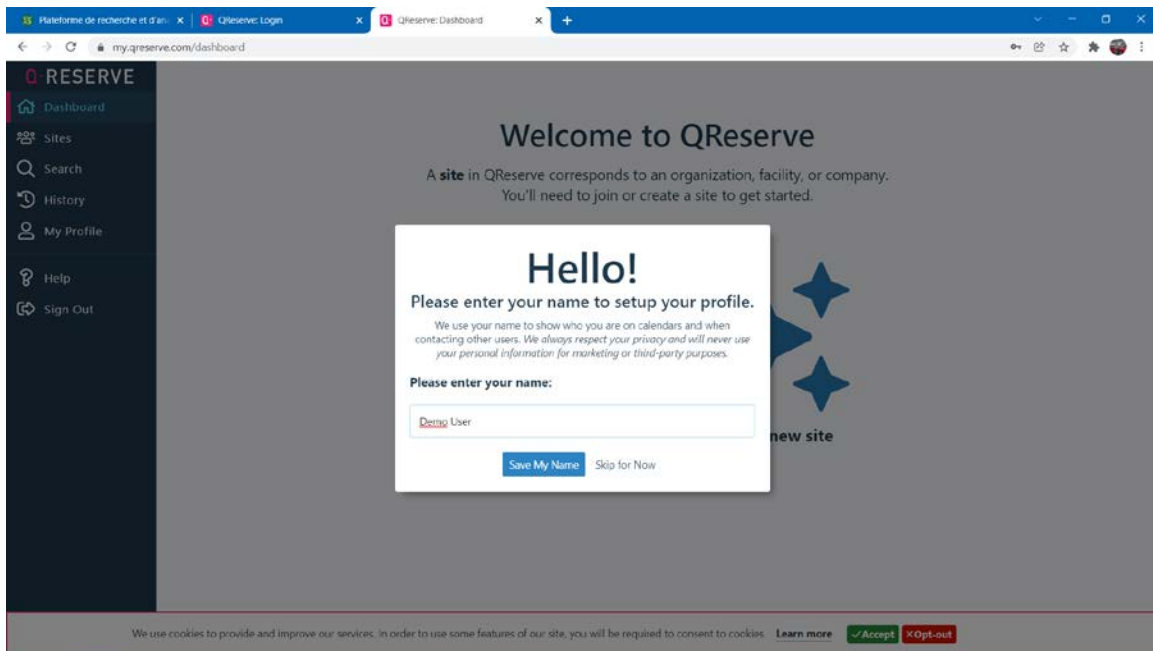
- Your email address is now confirmed, and your user account creation completed.
- Click «**Return to Login Page**».



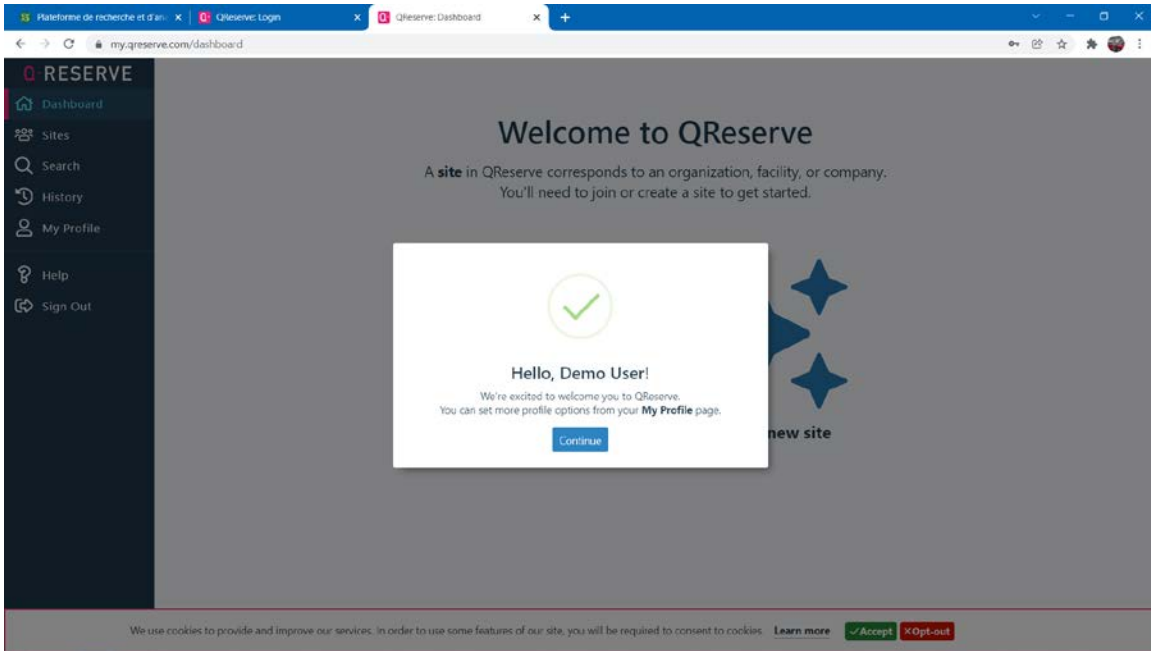
- To open a session, enter your email address and password and click «**Sign In**».
- Check «**Remember Me**» for future login.



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

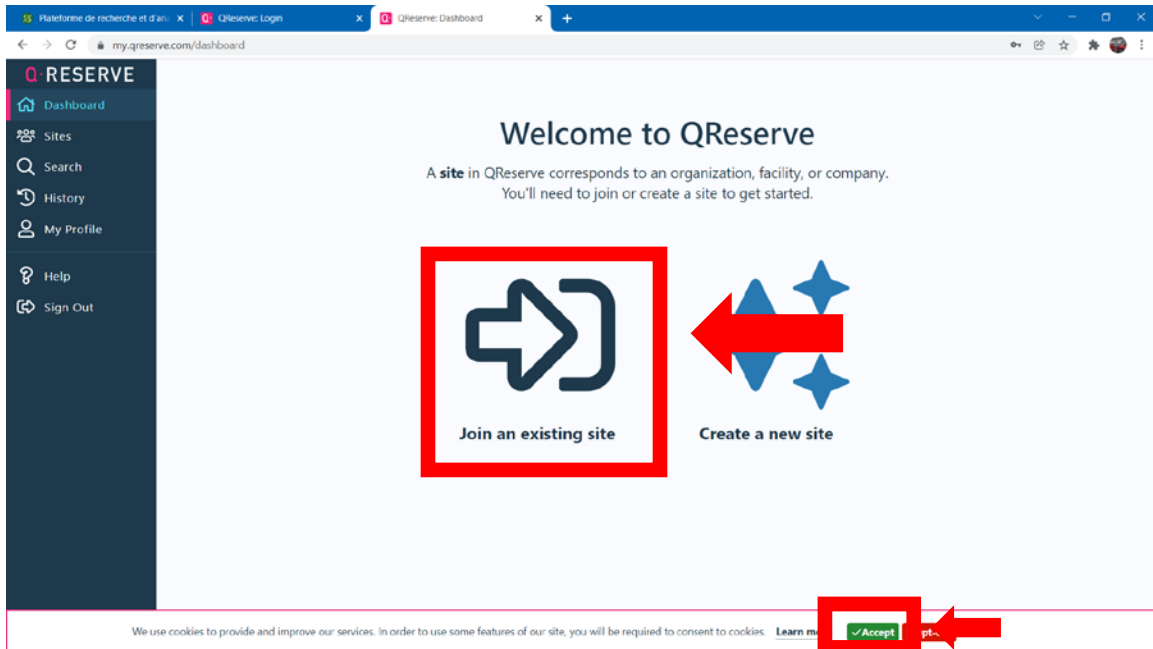


Click «**Continue**».

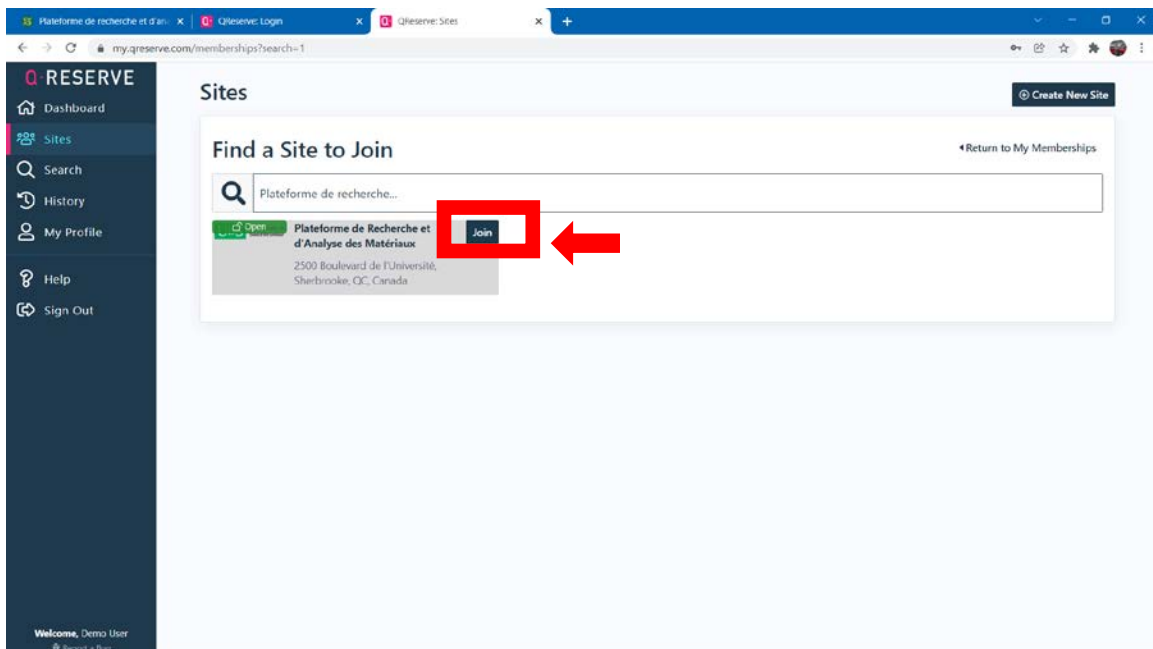


3. PRAM Reservation Site Joining

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

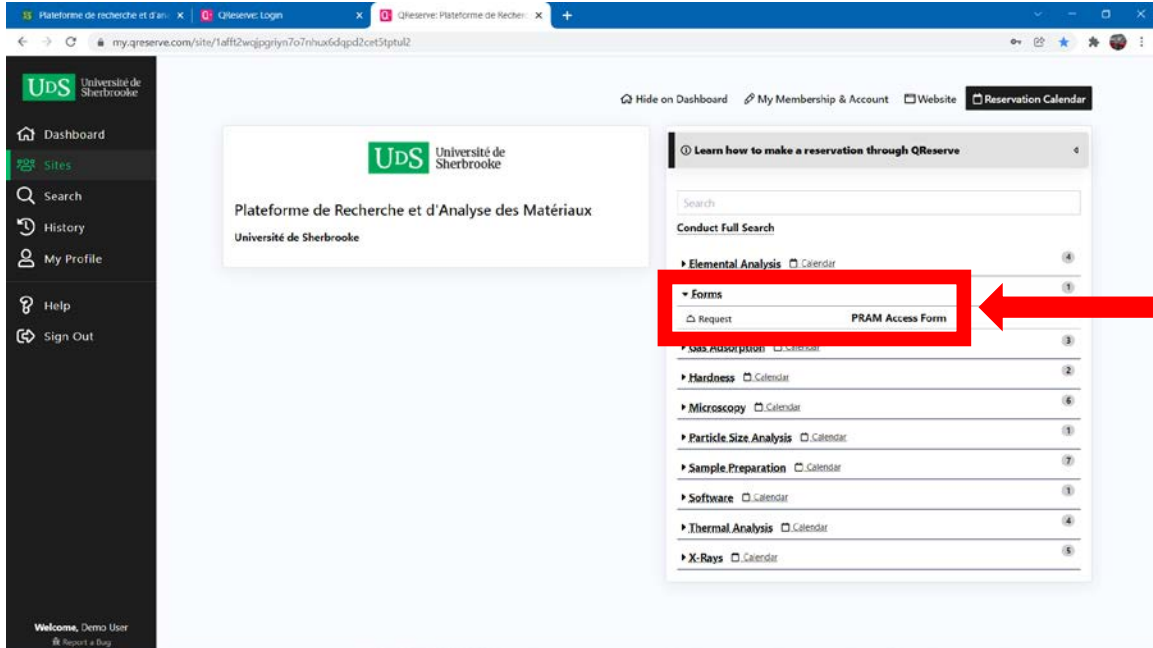


- In the search engine menu, enter «**Plateforme de recherche**» and click «**Join**» on the displayed site.

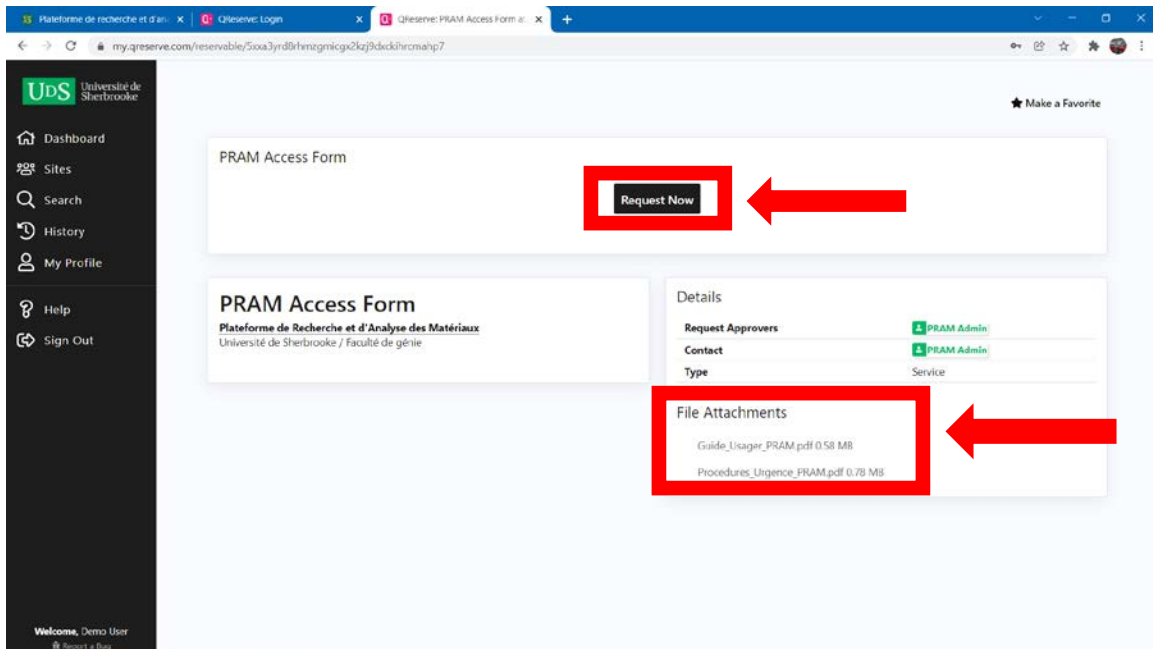


4. Request Acces to the PRAM

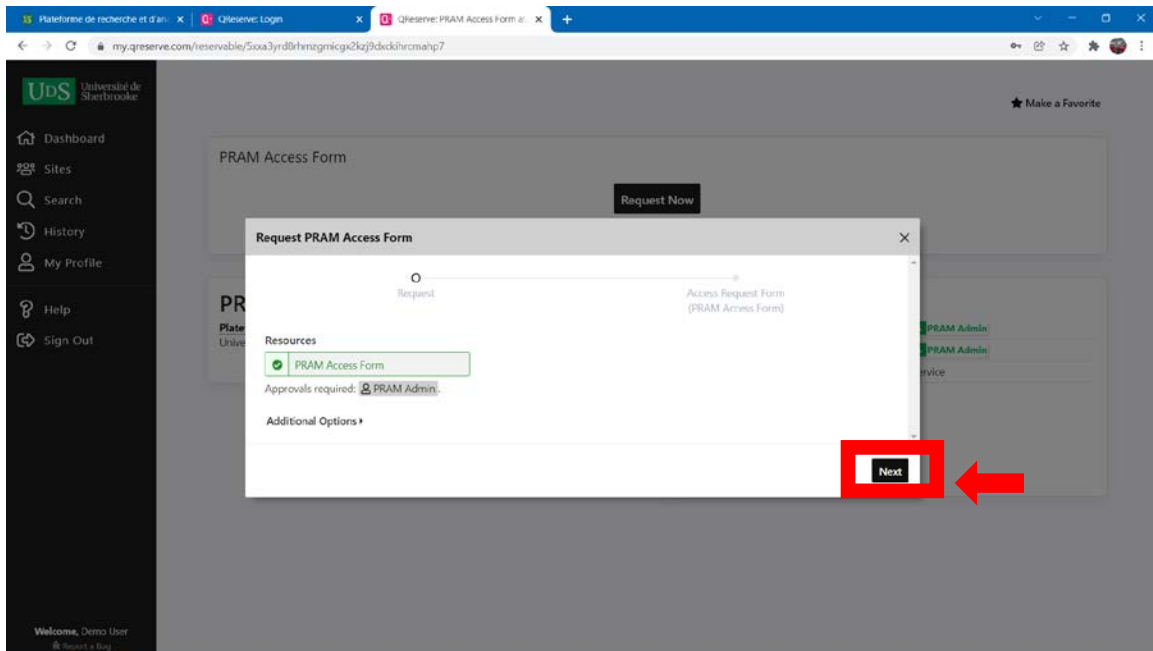
- In the «Forms» section, click «PRAM Access Form».



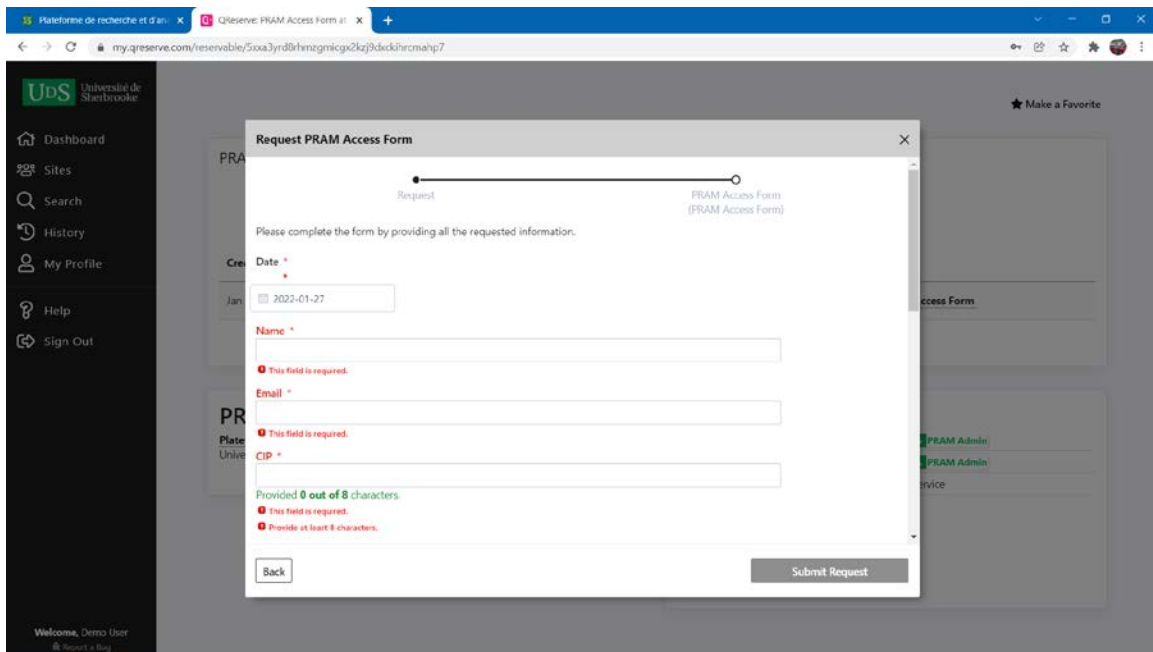
- In «Files Attachments» section, download and read «Guide Usager PRAM» and «Procedure Urgence PRAM» documents.
- Click «Request Now».



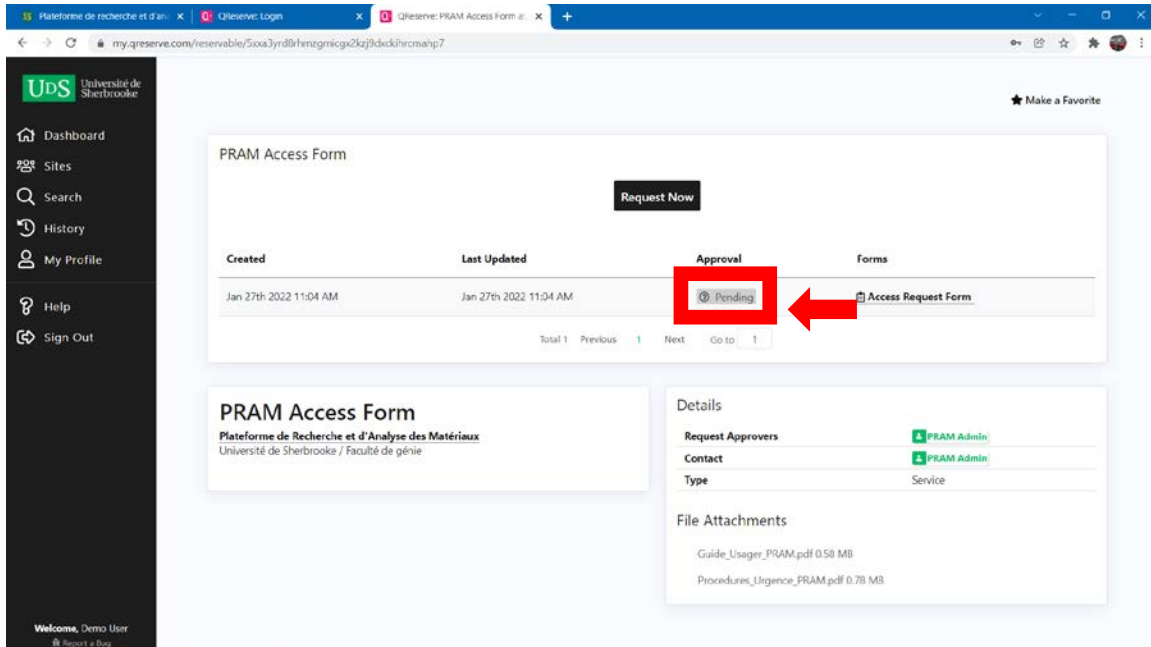
- Click «Next» to get access to the form.



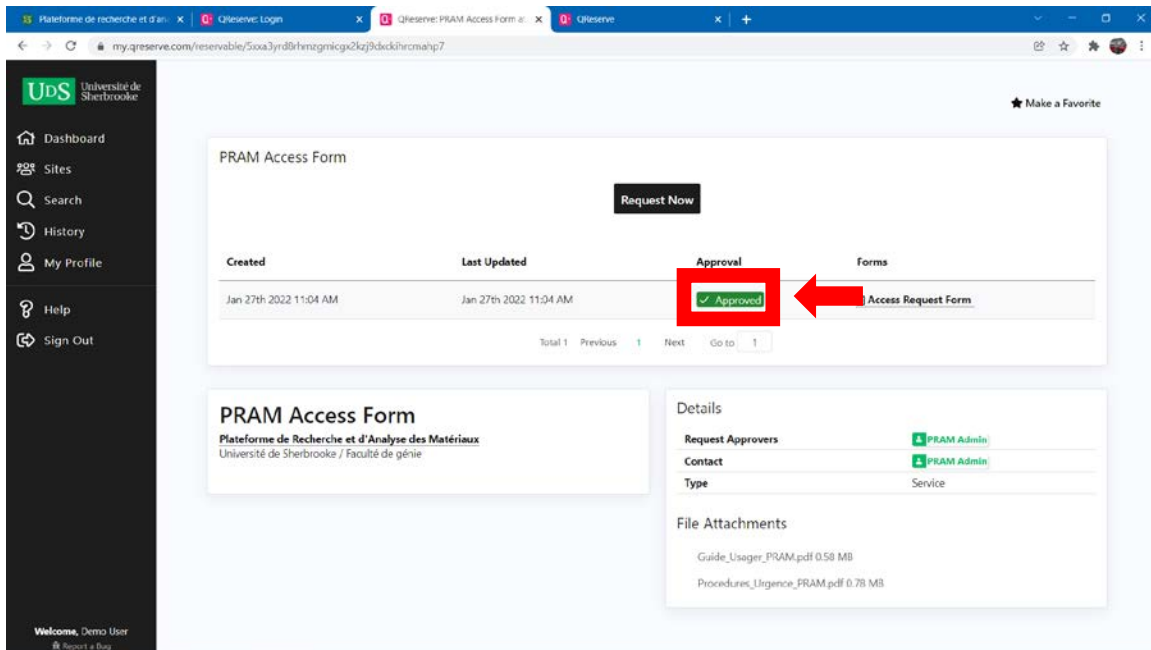
- Fill all the required fields in the form and click «**Submit Request**».
- Note: You will have to provide a valid laboratory safety training certificate.



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

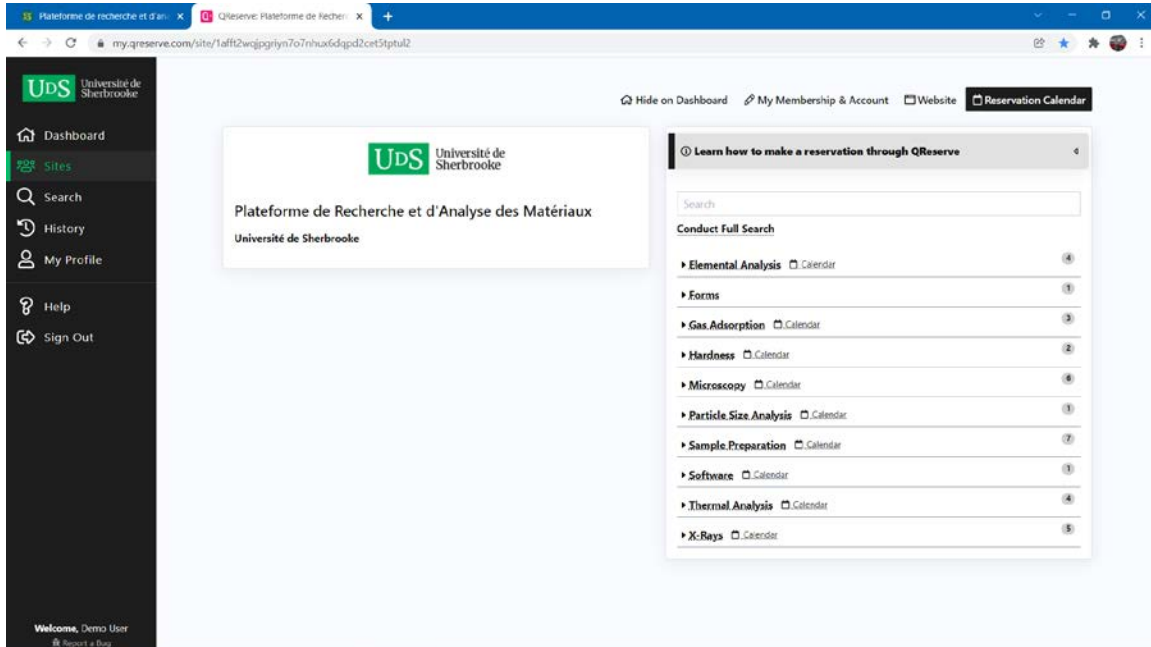


- Upon approval of your request, you will receive an email notification.
- From that point, you can contact PRAM team (pram@usherbrooke.ca) to take an appointment to complete your training.



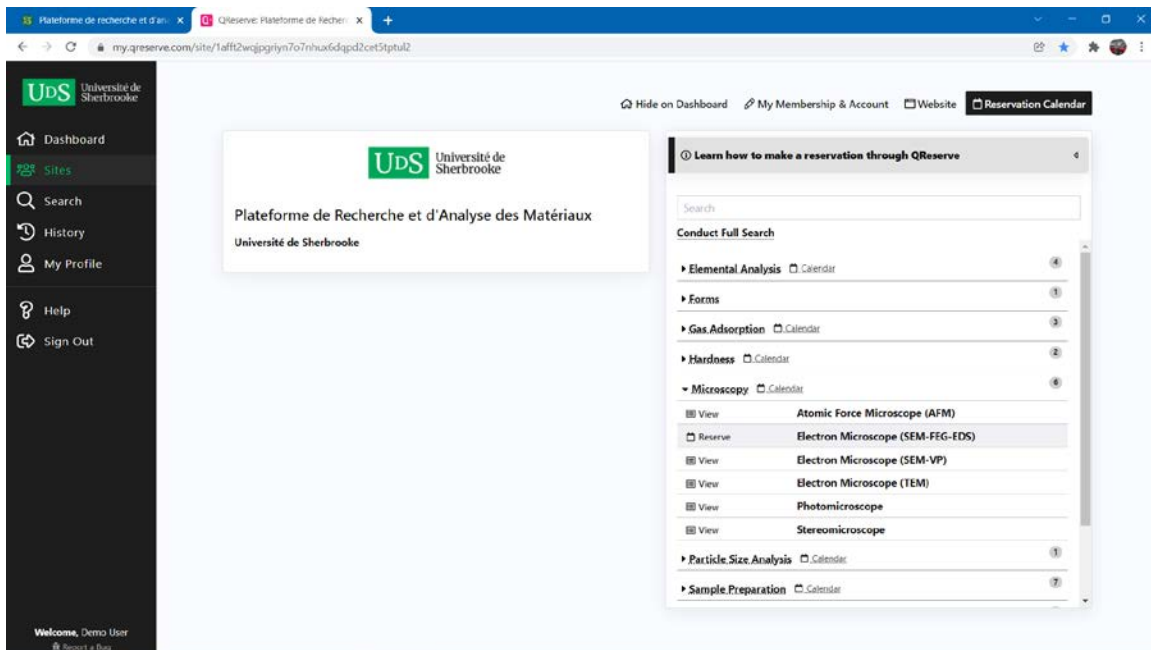
5. How to Make a Reservation

- 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.




The screenshot shows the QReserve platform interface. On the left is a navigation sidebar with options: Dashboard, Sites, Search, History, My Profile, Help, and Sign Out. The main content area features the UDS logo and the text "Plateforme de Recherche et d'Analyse des Matériaux Université de Sherbrooke". On the right, there is a section titled "Learn how to make a reservation through QReserve" with a search bar and a list of categories, each with a "Calendar" icon and a count:

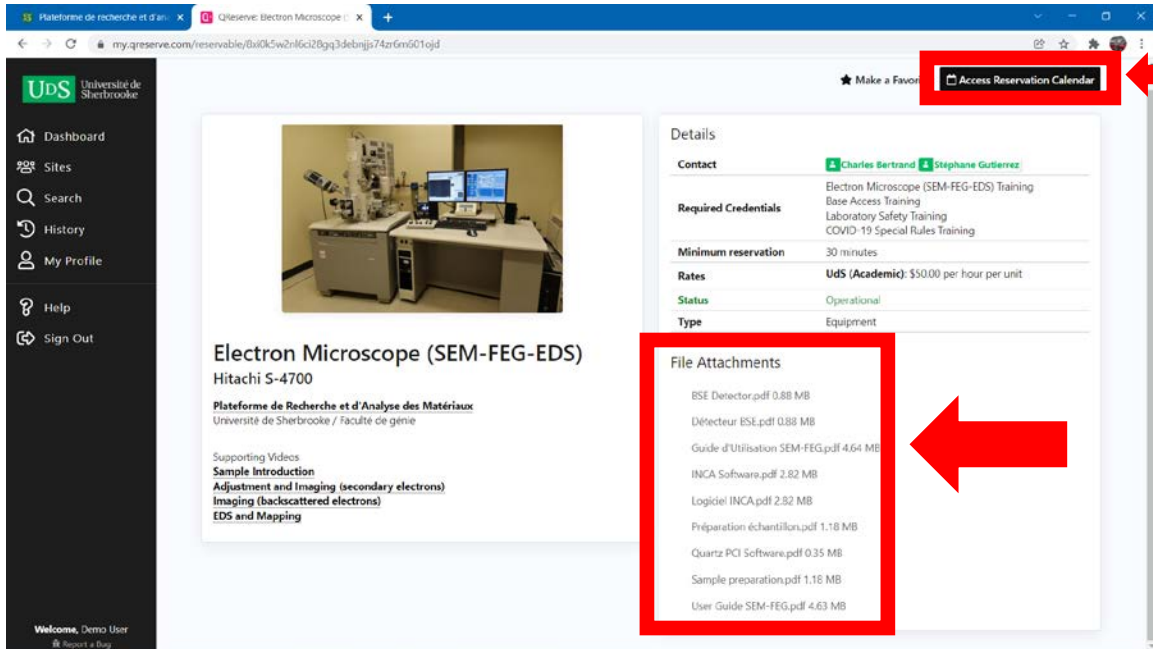
- Elemental Analysis (4)
- Forms (1)
- Gas Adsorption (3)
- Hardness (2)
- Microscopy (6)
- Particle Size Analysis (1)
- Sample Preparation (7)
- Software (1)
- Thermal Analysis (4)
- X-Rays (5)



This screenshot shows the same interface as above, but with the "Microscopy" category expanded. It displays a list of specific equipment with "View" and "Reserve" icons:

- View Atomic Force Microscope (AFM)
- Reserve Electron Microscope (SEM-FEG-EDS)
- View Electron Microscope (SEM-VP)
- View Electron Microscope (TEM)
- View Photomicroscope
- View Stereomicroscope

- 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**



Platforme de recherche et d'analyse des matériaux

Uds Université de Sherbrooke

Dashboard
Sites
Search
History
My Profile
Help
Sign Out

Welcome, Demo User
Report a Bug

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

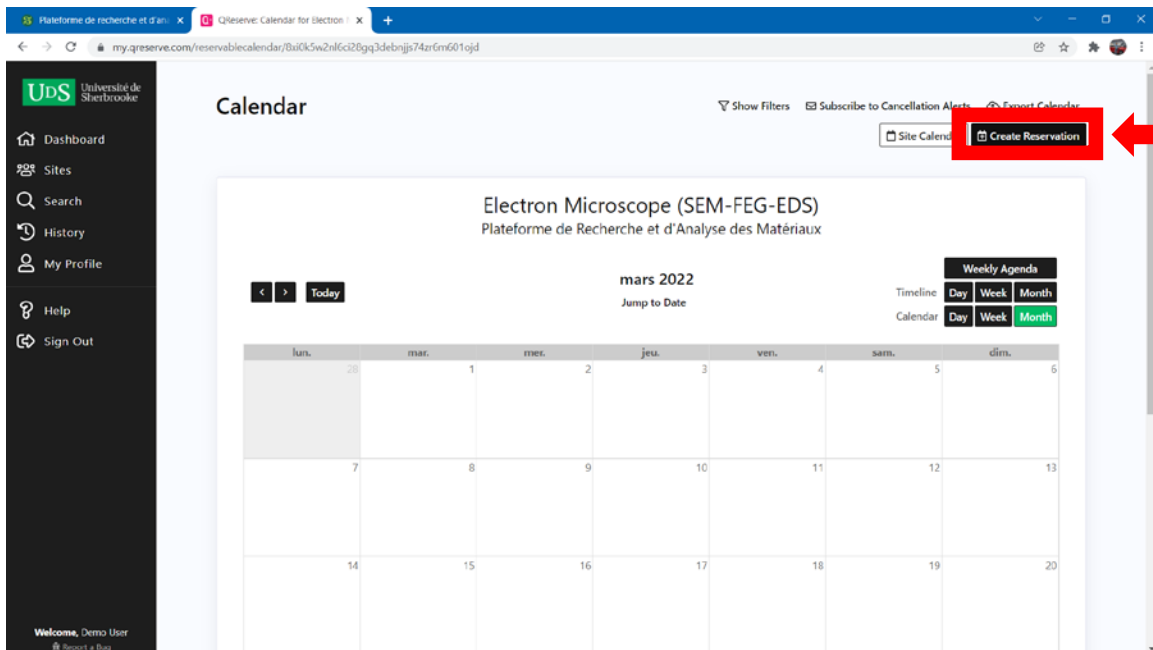
Status Operational

Type Equipment

File Attachments

- BSE Detector.pdf 0.88 MB
- Détecteur ESE.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

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



Platforme de recherche et d'analyse des matériaux

Uds Université de Sherbrooke

Dashboard
Sites
Search
History
My Profile
Help
Sign Out

Welcome, Demo User
Report a Bug

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

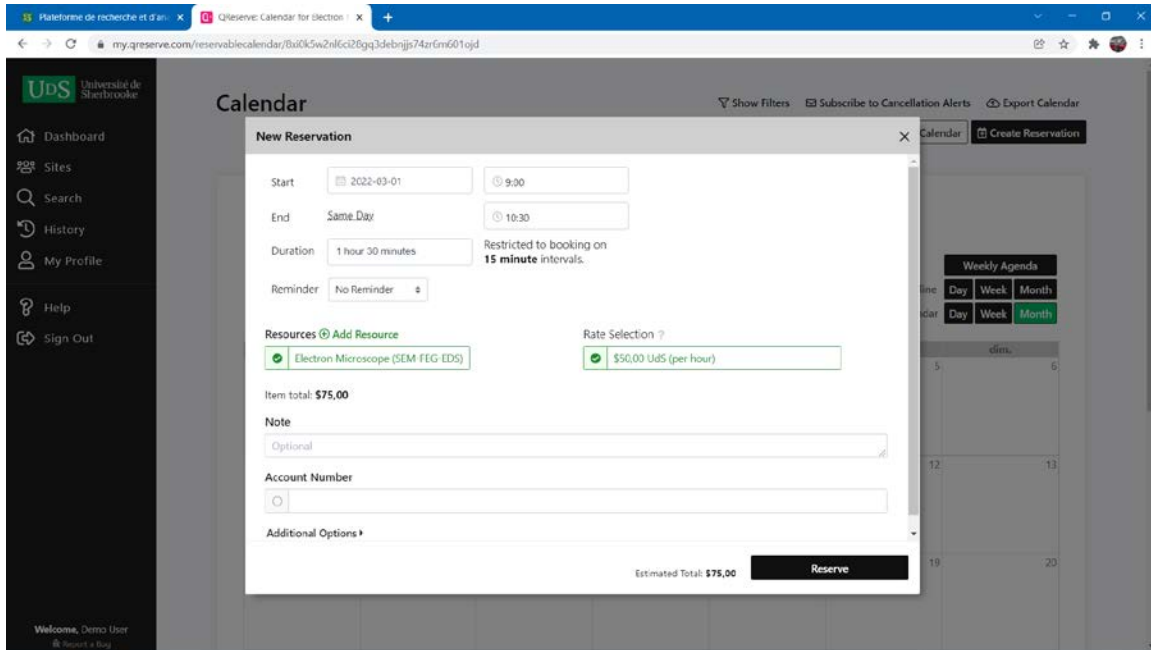
Calendar Day Week **Month**

Today

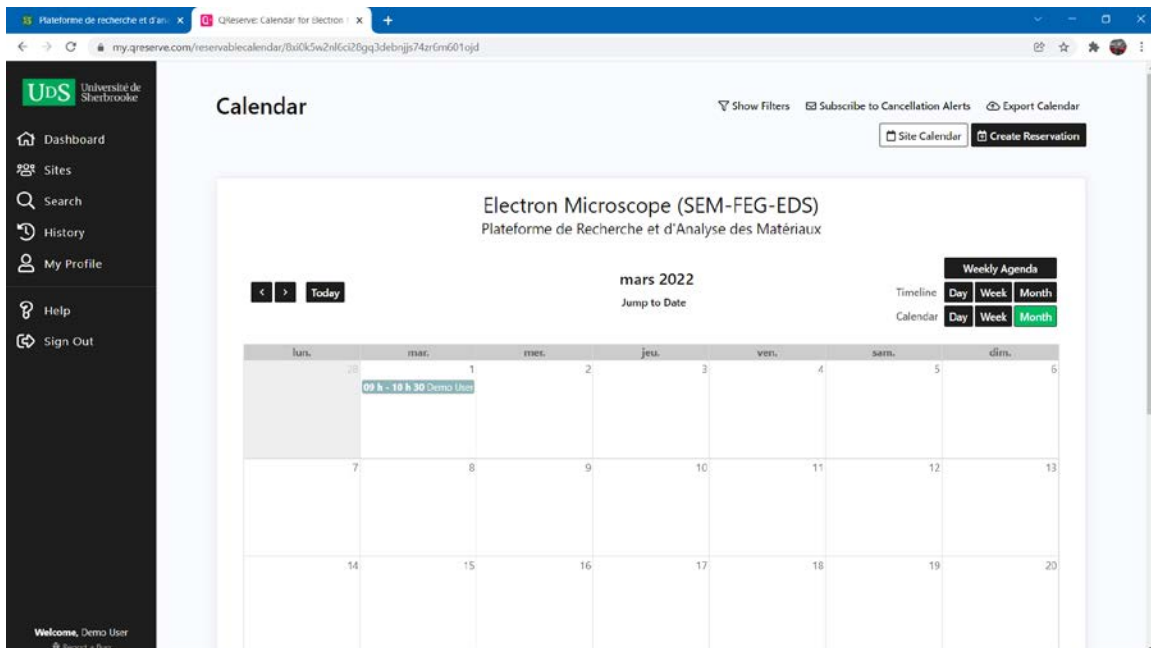
mars 2022
Jump to Date

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

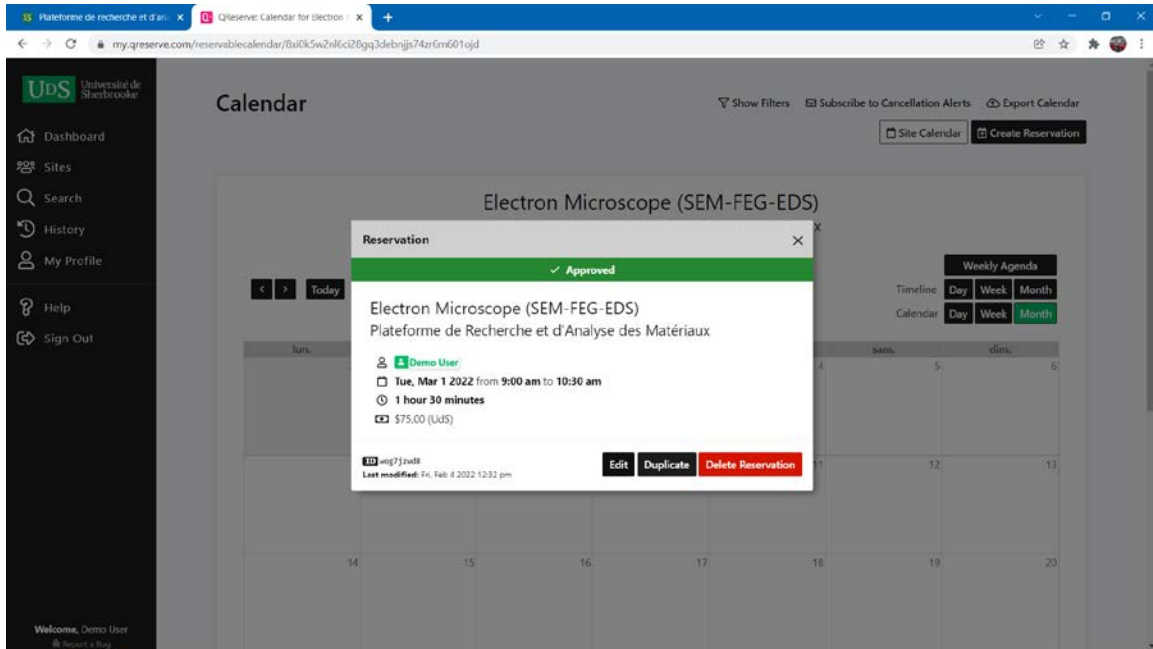
- Enter the date, start and end time of the reservation and click «**Reserve**».
- Tips: You can set a «**Reminder**» to receive email notifications about your reservation.



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



- 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.

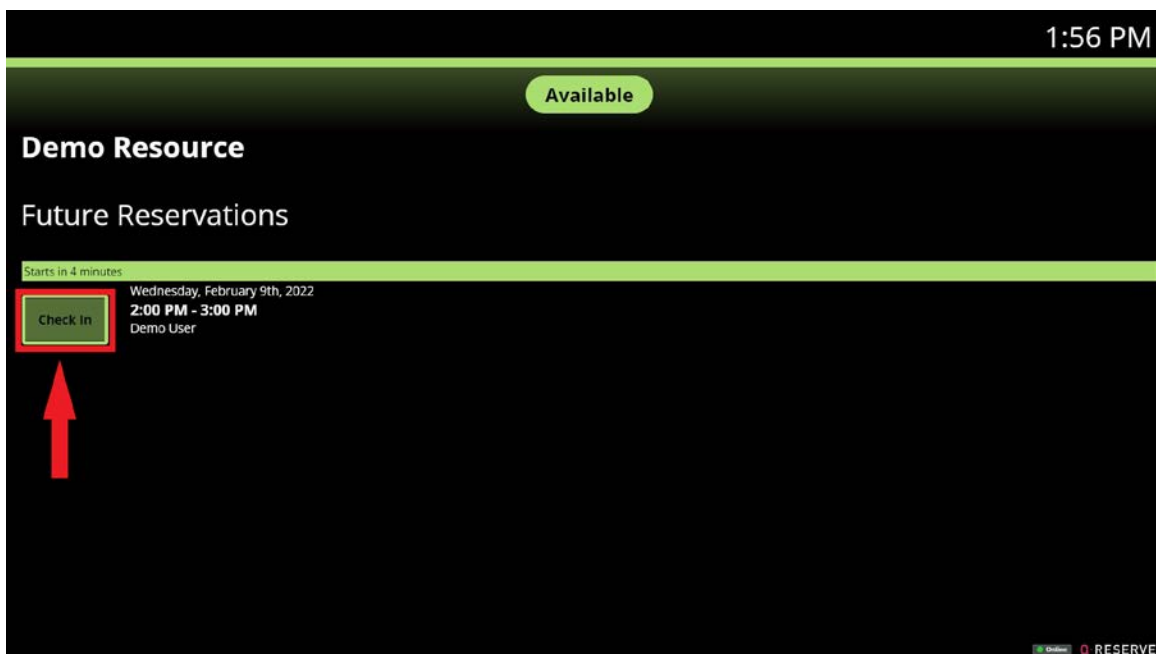


6. KIOSK Check In / Check Out

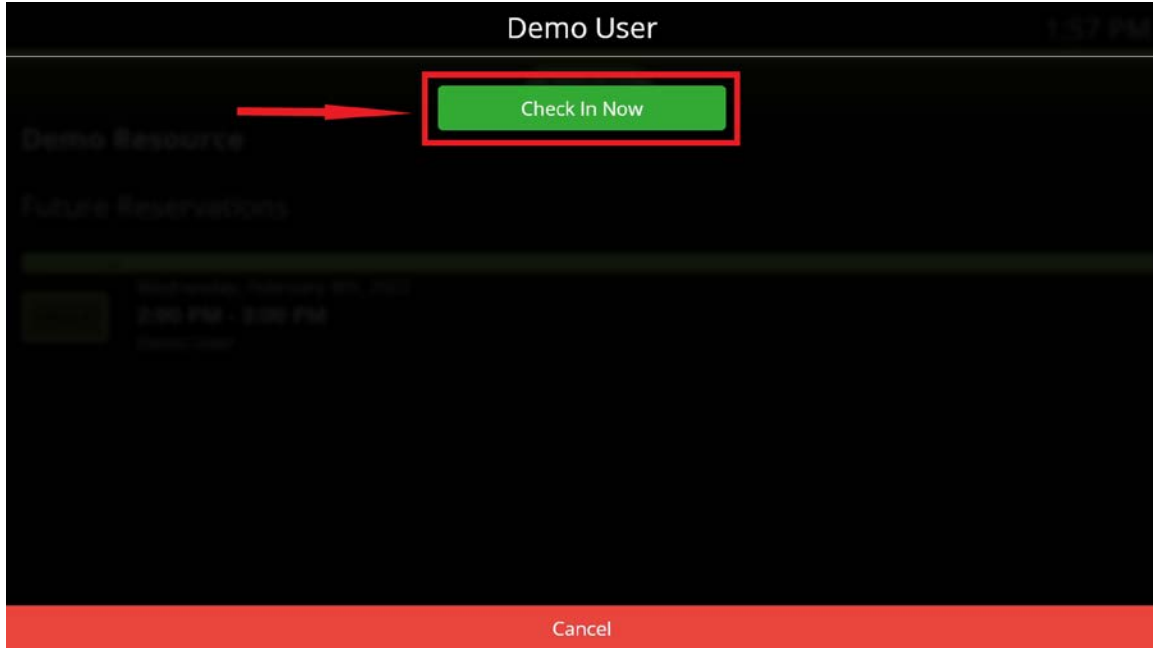
KIOSK is an interface linked to the QReserve database allowing a user to interact with the reservation tool to confirm the start (**Check In**) and end (**Check Out**) time for the use of a resource linked to a reservation.

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

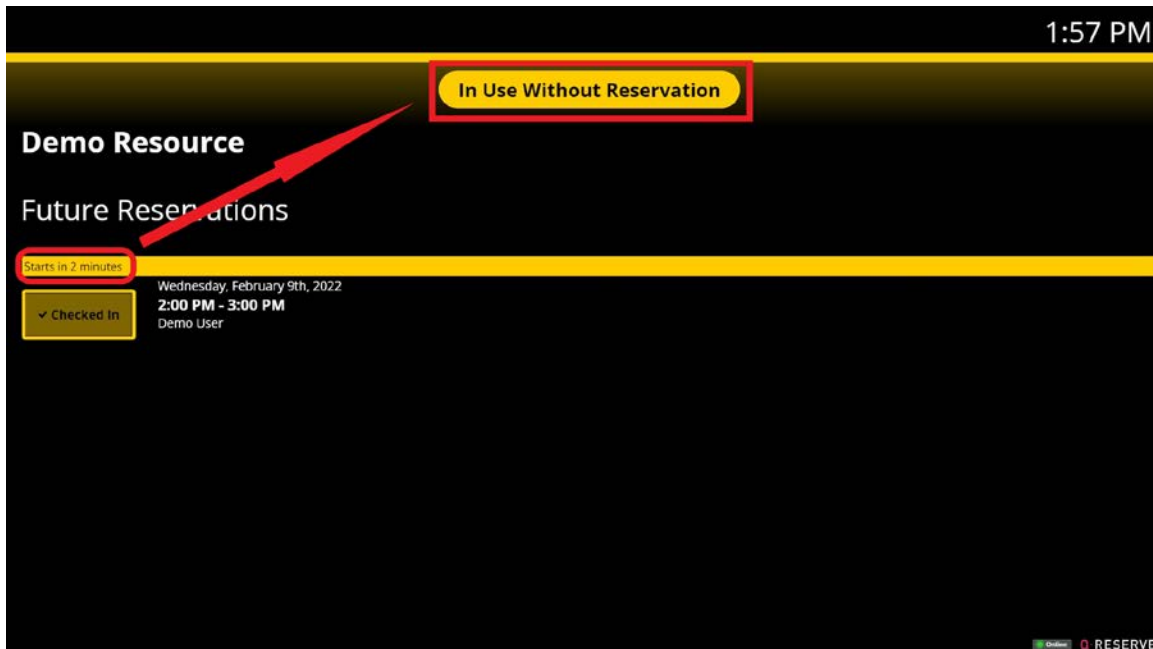
- From the resource KIOSK click «**Check In**» next to your reservation to indicate that you are starting to use the resource.
- From a multi resources KIOSK, you first need to select the appropriate resource from the interface to have access to the resource display and check in functionality.



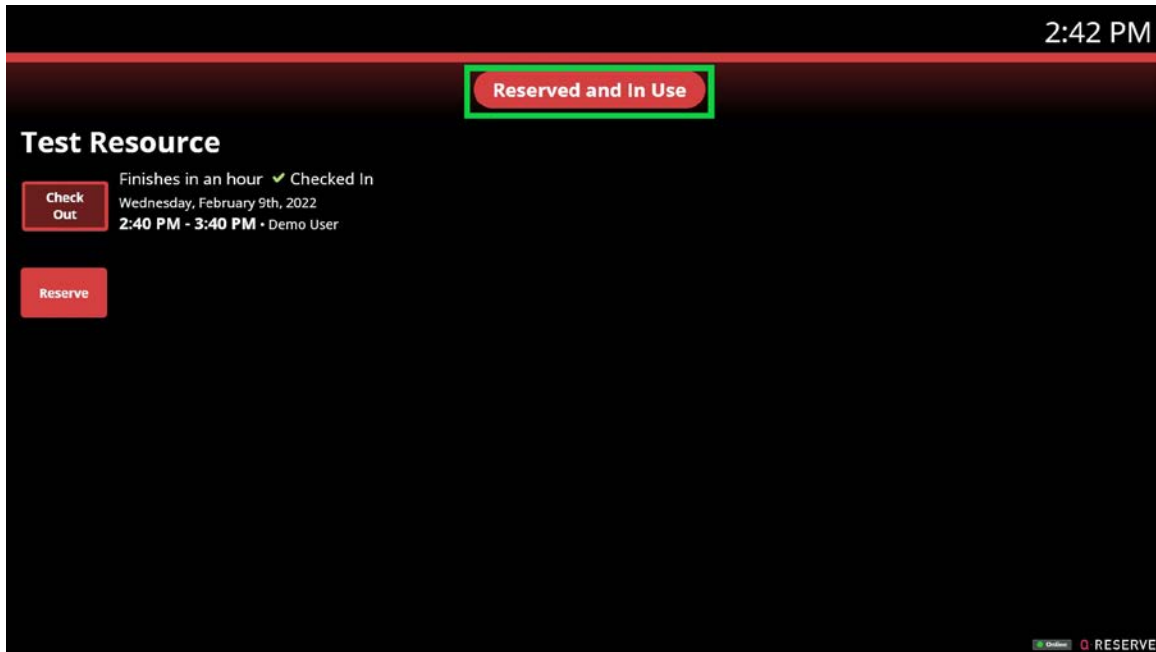
- Click «**Check In Now**» to confirm.



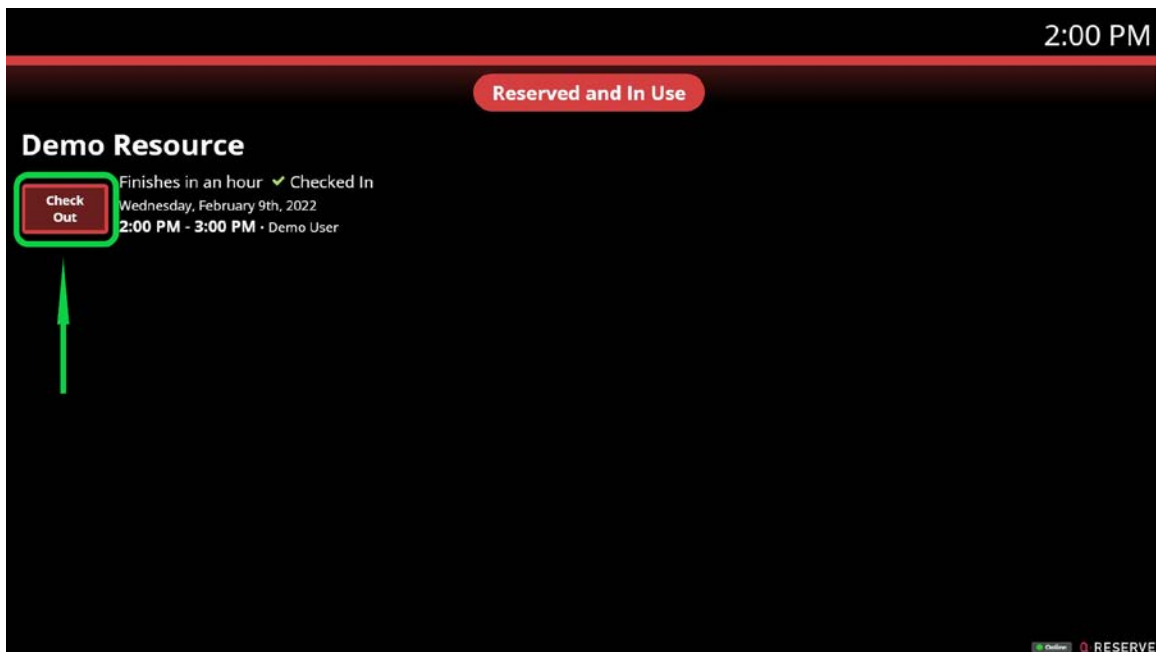
- If you checked in before the start time of your reservation, the resource display will indicate the status «**In Use Without Reservation**».
- Note: The exact start time will be recorded in the reservation tool database and the billing will be adjusted accordingly to reflect the real use time of the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



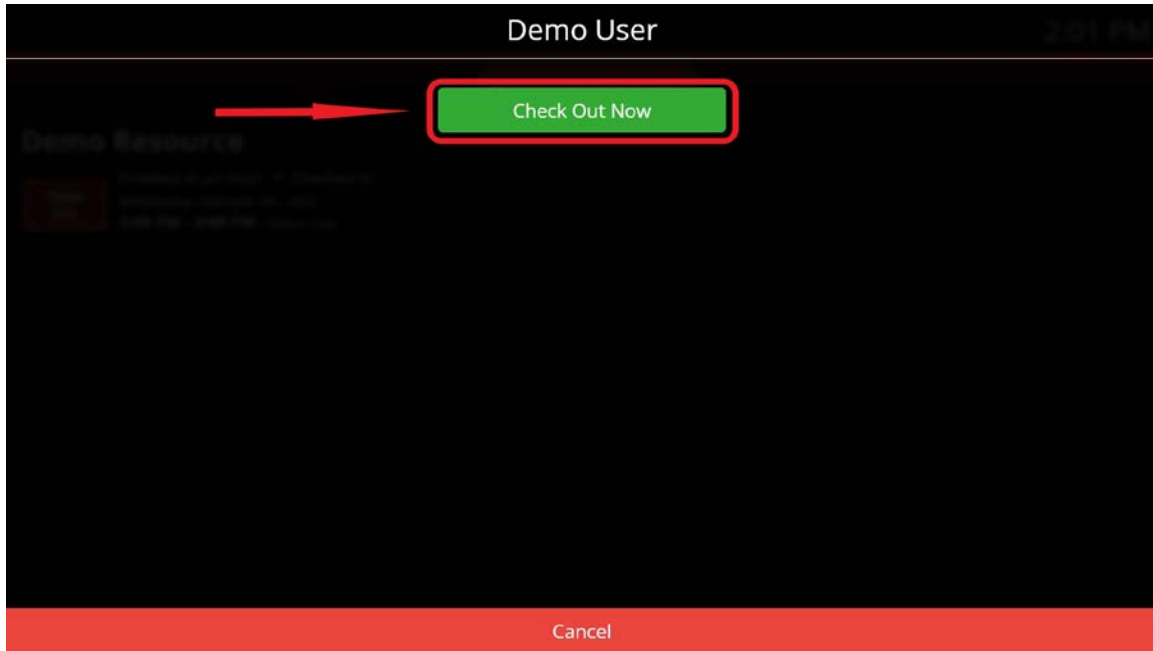
- Once the reservation time is reached, the resource status will change to «**Reserved and In Use**». If you check in after the start time of your reservation, the status display will directly indicate the «**Reserved and In Use**» status.
- Note: In opposition to check in earlier, late check in will 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.

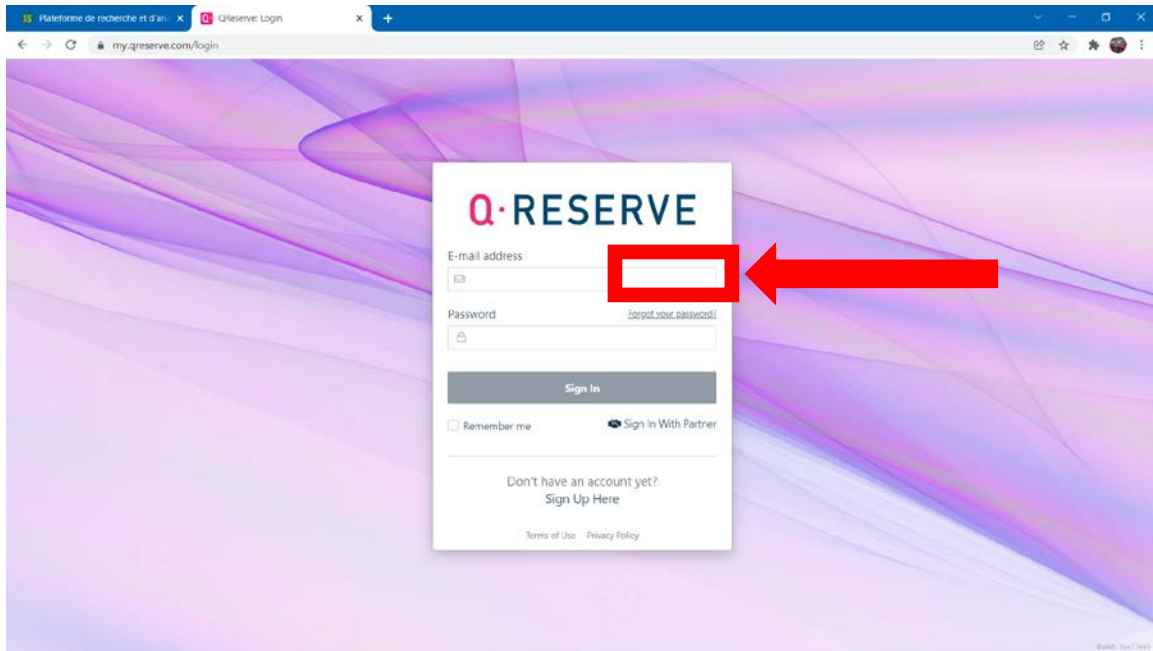


- Click «**Check Out Now**» to confirm.
- Note: Checking out of a reservation after the end time will also record the exact time to adjust billing accordingly. However, when checking out earlier, the billing will remain based on the reservation.

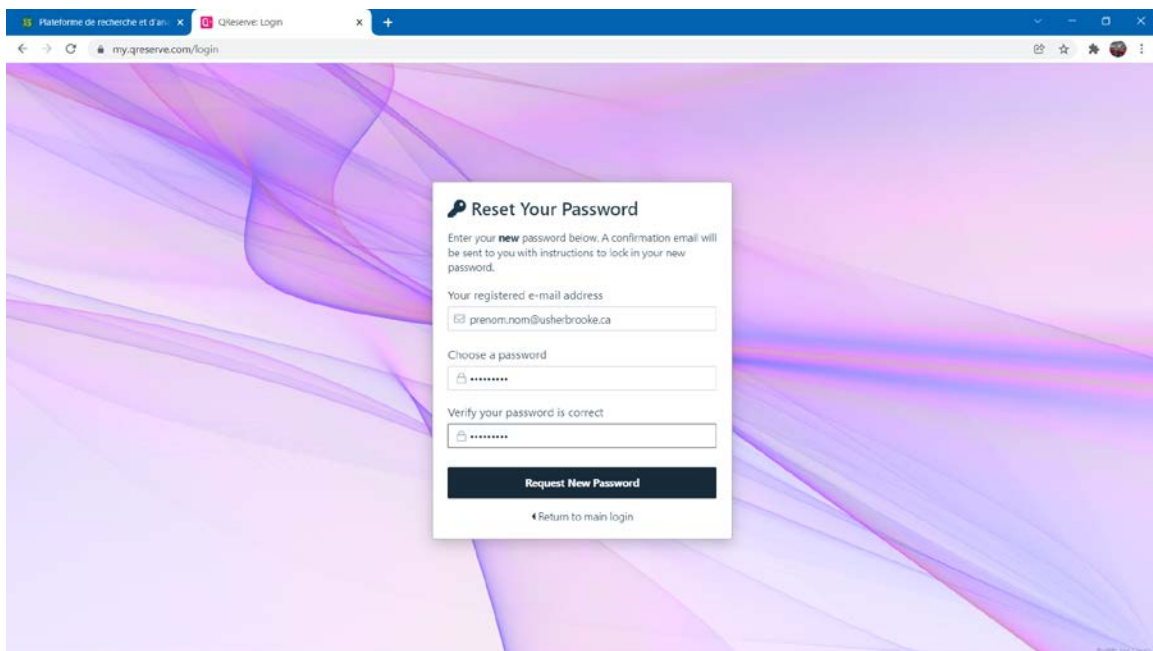


7. How to Reset your Password

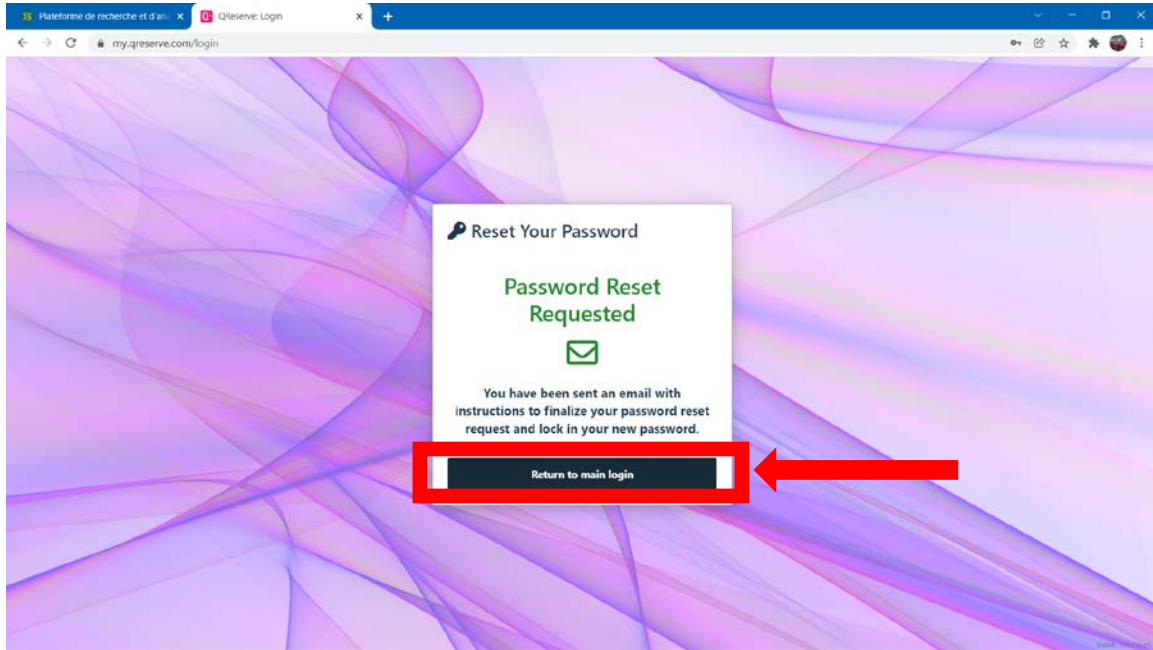
- From the login interface, click «**Forgot your password?**».



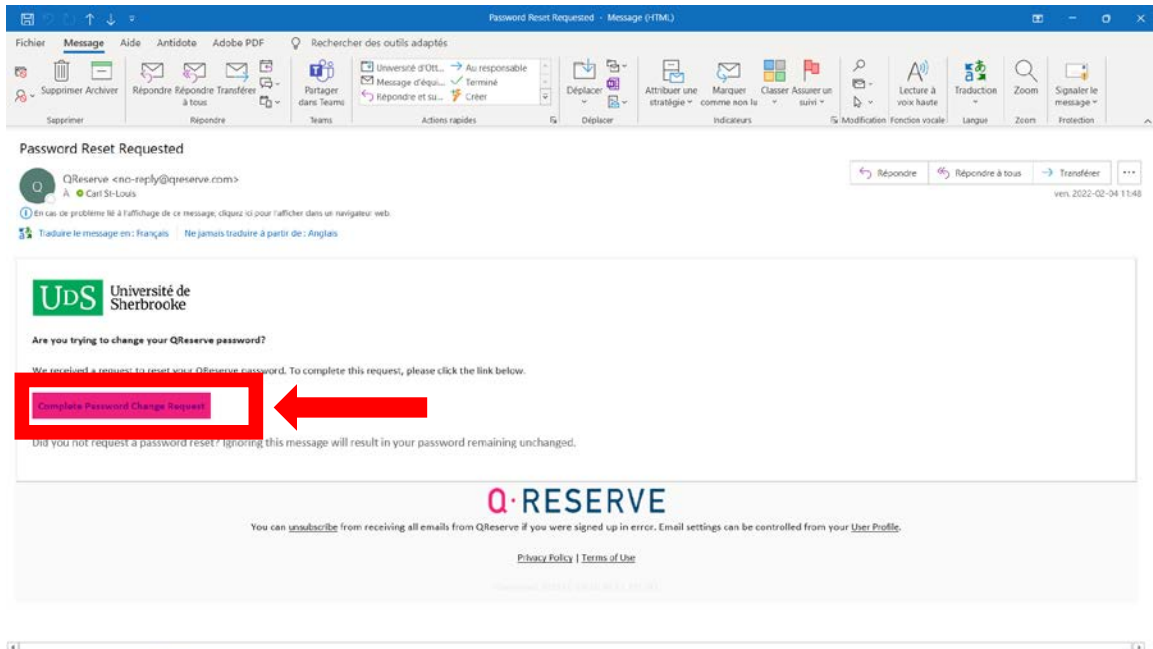
- Enter your email address, choose a new password and click «**Request New Password**».



- 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».

