

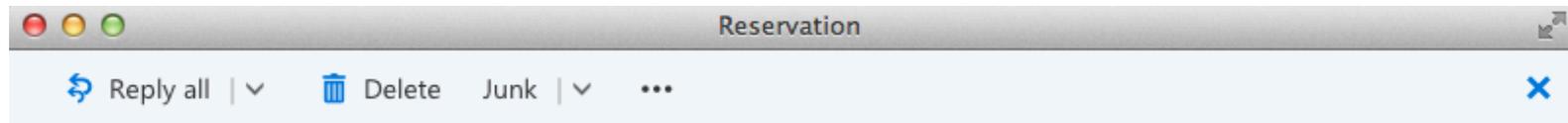
Q·RESERVE

Science Made Easier

Tutorial for the
Center for New Media
online
Equipment and Room
Reservation System

How To Get Started

- Please send Peter Galgano an email requesting to be added into the system - pgalgano@mxcc.edu
- Please include personal e-mail, cell phone, and class



Reservation



Virginia Galgano

Yesterday, 10:47 AM

Galgano Jr., Peter



Reply all

Inbox

You replied on 11/5/2016 9:24 AM.

Can you please add me to the QReserve reservation system for my Television Production and New Media classes? My personal e-mail and cell phone number are below.

Thanks,
--

Virginia Galgano

vgalgano@usa.com

555-123-4567 (cell)

- You will receive an e-mail asking you to create a password. Click on “[Please click here to setup your QReserve password](#)”

From: QReserve <hello@qreserve.com>
Subject: You've joined Center for New Media on QReserve
Date: November 5, 2016 10:00:03 AM EDT
To: Virginia Galgano
Reply-To: [QReserve <hello@qreserve.com>](mailto:hello@qreserve.com)

[Hide](#)



Q·RESERVE

Hello!

You are now a member of Center for New Media in QReserve (added by Peter Galgano).

New Media Production

You will need to setup a new password before accessing your QReserve profile.

[Please click here to setup your QReserve password.](#)

QReserve is an online application for finding, managing and booking time on resources and equipment within your organization. You can use QReserve to find resources, equipment and services that available to you close by and around the world. Keep in mind that there is no obligation to provide access to equipment or reply to requests.

You are responsible for abiding by the rules of the facility and may require additional training, orientation, and be subject to user fees prior to gaining access to equipment. For more information, please contact your site administrator from your membership page in QReserve.

This email was sent sent via QReserve.com. You can [unsubscribe](#) from receiving QReserve emails but this will prevent you from using our platform and receiving requests about facilities.

QReserve Inc. is located at 175 Longwood Rd. South, Suite 301A, Hamilton, Ontario Canada
Questions? Email us at hello@qreserve.com and we'll get right back to you.

- Once you click on that link, please create your password and hit SUBMIT.

Setup Password

vgalgano@usa.com

This email was used to create your user account and thus cannot be changed until after you log in.

New Password

Confirm Password



SUBMIT

[CONTACT](#) [ABOUT US](#) [FAQ](#) [LOGIN](#) [RESET PASSWORD](#) [SIGN UP](#)

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

 RESERVE

- When you hit SUBMIT, you will get this message saying your **password has been initiated and to check your email.**

Setup Password

 **Success!** Password Reset Initiated. Please check your email. 

Thank You

We have sent you an email to confirm you are the owner of this account. After completing the confirmation in that email you will have full access to the QReserve platform.

[CONTACT](#) [ABOUT US](#) [FAQ](#) [LOGIN](#) [RESET PASSWORD](#) [SIGN UP](#)

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

 QRESERVE



- When you go back to your email, click on link to **Complete Password Setup**

From: QReserve <hello@qreserve.com>
Subject: Password Reset Requested
Date: November 5, 2016 10:05:02 AM EDT
To: Virginia Galgano
Reply-To: QReserve <hello@qreserve.com>



Q·RESERVE

Hello!

Did you request your QReserve password to be reset? If so, please click the link below to complete your password reset request. If this was not you, feel free to delete this email and ignore the request to leave your password unchanged.



[Click Here to Complete Password Setup](#)

- or visit -

https://app.qreserve.com/#/resetpassword/NTUyOQ.Cv94Xg._eetidhHn8UzRgxTNIzZHS5_omE

This email was sent via [QReserve.com](#). You can [unsubscribe](#) from receiving QReserve emails but this will prevent you from using our platform and receiving requests about facilities.

QReserve Inc. is located at 175 Longwood Rd. South, Suite 301A, Hamilton, Ontario Canada
Questions? Email us at hello@qreserve.com and we'll get right back to you.

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

- When you click that link, this screen will appear. Click on [Log In To QReserve](#)

Password Reset

[Login](#)

Success!

Your new password has been setup successfully.



[LOG IN TO QRESERVE](#)

[CONTACT](#) [ABOUT US](#) [FAQ](#) [LOGIN](#) [RESET PASSWORD](#) [SIGN UP](#)

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

[Q RESERVE](#)

- Write in your email address and password and hit **Sign In**

Q·RESERVE

Science Made Easier

New around here? [Create Your Free Account](#)

Email

Password



SIGN IN

[Forgot your password?](#)

[CONTACT](#) [ABOUT US](#) [FAQ](#) [LOGIN](#) [RESET PASSWORD](#) [SIGN UP](#)

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

Q·RESERVE



- Just fill in the First Name and Last Name boxes and hit **SAVE**
- From here you will go to **Dashboard**

The screenshot shows the QReserve user profile page. The browser address bar displays https://app.qreserve.com/#/users/BYW_g4m4uHsYq78B2xQD6_Pz8Zg=. The page title is "QReserve". The navigation menu includes "Dashboard", "Search", "My Memberships", "My Subscriptions", and "Help". The user's name "Virginia Galgano" is visible in the top right corner.

The "My Profile" section contains the following fields and options:

- Profile Picture:** A placeholder with the letter "Q" and a "Choose File" button. A blue arrow points to the "Dashboard" link in the navigation menu.
- Receive Reservation Emails:** A toggle switch set to "Yes".
- First Name:** "Virginia" (Public)
- Last Name:** "Galgano" (Public)
- Display Name:** "Virginia Galgano" (Public)
- Website:** (Public)
- Affiliation:** (Public)
- Twitter Handle:** (Public)
- Primary Email:** "binnig1982@comcast.net" (Private). A "Change Primary Email Address" link is present.
- Alternative Email Addresses:** An "Add Email Address" button.
- Location:** A dropdown menu with the text "Enter your location". Below it, a note states: "Enter your full campus address for the most accurate search results. E.g. McMaster University, 1280 Main Street West, ON L8S 4L8, Canada".
- Expertise and Promotion Profile:**
 - Allow my profile to be returned in search results?** A radio button is selected for "No".
 - Description of yourself:** (Public) A text area with the placeholder "Description of yourself".
 - Your areas of expertise (one item per line):** (Public) A text area with the placeholder "Areas of expertise (one item per line)".

A blue arrow points to the "SAVE" button at the bottom of the page.

- In Dashboard, Click on **Center for New Media**

The screenshot shows the QReserve dashboard for Virginia Galgano. The browser address bar displays <https://app.qreserve.com/#/dashboard>. The navigation menu includes Dashboard, Search, My Memberships, My Subscriptions, and Help. The user's name, Virginia Galgano, is in the top right corner.

The main content area is titled "Virginia Galgano's Dashboard" and contains several sections:

- Your Memberships** (By Name): A list of memberships with "Center for New Media" highlighted by a blue arrow.
- QReserve News and Support**: A section with a "Got a question?" prompt and social media icons (email, Twitter, Facebook, LinkedIn).
- Cancellation Notifications, Approval Emails, and Site Membership Management**: A news item dated "15 days ago" about a weekly update.
- QReserve Server Migration Complete**: A news item dated "a month ago" about a successful server migration.
- October 9, 2016 -- We're moving!**: A news item dated "a month ago" about the company's growth and relocation.
- History, Approval Updates and Multi-day Maintenance**: A news item dated "a month ago" about recent updates and bug fixes.

On the right side, there is a "Reservation Overview" section with a checkmark icon and the text: "You don't have any reservations pending or to approve, but when you do, they'll appear here!". Below this is a link: "View your reservation and approval history".

- If you want to reserve **Equipment**, scroll down to the equipment you want to reserve.

The screenshot shows a web browser window with the URL https://app.qreserve.com/#/NG4QM69VTCq8CH_K5nAl_tFRupE=/list/reservables. The page header includes navigation links for Dashboard, Search, My Memberships, My Subscriptions, and Help, along with the user's name, Virginia Galgano. The main content area displays the profile for the Center for New Media at Middlesex Community College, including its location, organization, faculty, and department. Below the profile, there are tabs for Resources and Daily Scheduler. A search bar is present, and a message indicates that 49 resources are available for this facility. A blue arrow points to the 'FILTER' section, which is currently set to 'By Type'. Under 'By Type', 'Equipment' is selected with 45 items, and 'Locations' has 4 items. The list of resources shows three identical entries for '01 Camera Kit Pan AG-HMC80 HD', '02 Camera Kit Pan AG-HMC80 HD', and '03 Camera Kit Pan AG-HMC80 HD'. Each entry includes a description of the kit's contents and a small image of the camera.

MIDDLESEX COMMUNITY COLLEGE
MxCC
CENTER FOR NEW MEDIA

Center for New Media
Location: 100 Training Hill Rd, Middletown, CT 06457, USA
Organization: Middlesex Community College
Faculty: Broadcast and Multimedia
Department: Broadcast and Multimedia

Contact Site
Visit Facility Website

Resources
Daily Scheduler

Powered by Q RESERVE

Search here

This facility has 49 resources available.

FILTER

By Type

Equipment 45

Locations 4

01 Camera Kit Pan AG-HMC80 HD

Camera Kit 1 contains: Panasonic 80, S/N C4TDA0047, RE-50 microphone, XLR Cable, Headphone, Gray Bag, SD card and card reader, 2 batteries, battery charger.

02 Camera Kit Pan AG-HMC80 HD

Camera Kit 2 contains: Panasonic 80, S/N G3TDA0092, RE-50 microphone, XLR Cable, Headphone, Gray Bag, SD card and card reader, 2 batteries, battery charger.

03 Camera Kit Pan AG-HMC80 HD

Camera Kit 3 contains: Panasonic 80, S/N C4TDA0073, RE-50 microphone, XLR Cable, Headphone, Gray Bag, SD card and card reader, 2 batteries, battery charger.

- If you want to reserve a camera, click on the one that you want and the **Calendar** will open, for example:

01

Camera Kit Pan AG-HMC80 HD

The screenshot shows a web browser window with the URL https://app.qreserve.com/#/NG4QM69VTCq8CH_K5nAI_tFRupE=/list/reservables. The page displays the profile for the Center for New Media at Middlesex Community College, including its location, organization, faculty, and department. Below this, there is a search bar with the text "Search here" and a magnifying glass icon. A blue arrow points from the search bar down to the first search result. The search results are filtered by "Equipment" (15 items) and "Locations" (4 items). The first result is "01 Camera Kit Pan AG-HMC80 HD", which includes a description of the kit's contents and a small image of the camera. The second result is "02 Camera Kit Pan AG-HMC80 HD" and the third is "03 Camera Kit Pan AG-HMC80 HD", both with similar descriptions and images.

MIDDLESEX COMMUNITY COLLEGE
MxCC
CENTER FOR NEW MEDIA

Center for New Media
Location: 100 Training Hill Rd, Middletown, CT 06457, USA
Organization: Middlesex Community College
Faculty: Broadcast and Multimedia
Department: Broadcast and Multimedia

Contact Site
Visit Facility Website

Resources
Daily Scheduler

Powered by RESERVE

Search here

This facility has 49 resources available.

FILTER

By Type

Equipment 15

Locations 4

01 Camera Kit Pan AG-HMC80 HD

Camera Kit 1 contains: Panasonic 80, S/N C4TDA0047, RE-50 microphone, XLR Cable, Headphone, Gray Bag, SD card and card reader, 2 batteries, battery charger.

02 Camera Kit Pan AG-HMC80 HD

Camera Kit 2 contains: Panasonic 80, S/N G3TDA0092, RE-50 microphone, XLR Cable, Headphone, Gray Bag, SD card and card reader, 2 batteries, battery charger.

03 Camera Kit Pan AG-HMC80 HD

Camera Kit 3 contains: Panasonic 80, S/N C4TDA0073, RE-50 microphone, XLR Cable, Headphone, Gray Bag, SD card and card reader, 2 batteries, battery charger.

- Please read what is included in the **Camera Kit** and click on the date you want it and Reserve
- You may also want to reserve a **Tripod** and a **Light Kit**

QR00221426 ⓘ

01 Camera Kit Pan AG-HMC80 HD Equipment

✓ **Operational**

Camera Kit 1 contains: Panasonic 80, S/N C4TDA0047, RE-50 microphone, XLR Cable, Headphone, Gray Bag, SD card and card reader, 2 batteries, battery charger.

[Edit Resource](#)
[Subscribe to Cancellation Notifications](#)
[Set As Favorite](#)

Click a date below to reserve time on this resource.

Center for New Media
Middlesex Community College
[Contact Lab](#)

Approvers

- ES Elena Sanchez
- PQ Peter Galgano
- MS Monique Simon

[Export Calendar](#)

November 2016

Day's Summary Week's Summary Weekly Agenda **Month's Summary** < > Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
Birgetta Johnson (4 days)					12p Birgetta Johnson (4 days)	
					4p Reserved for close	12a Reserved for Clos
6	7	8	9	10	11	12
Birgetta Johnson (4 days)					4p Reserved for close	12a Reserved for Clos
13	14	15	16	17	18	19
12a Reserved for Clos					4p Reserved for close	12a Reserved for Clos

- Scroll down to the **Tripod**, click on it and reserve
- Scroll down to the **Light Kit** you want, click on it and reserve

The screenshot shows a web browser window with the URL https://app.qreserve.com/#/NG4QM69VTCq8CH_K5nAl_tFRupE=/list/reservables. The page header includes navigation links: Dashboard, Search, My Memberships, My Subscriptions, Administration, and Help. The user's name, Peter Galgano, is displayed in the top right corner.

The main content area lists several items for reservation:

- 25 Tripod - Manfrotto 055X Tripod**
Manfrotto Tripod for Panasonic AG-HMC 80 and AG-HMC 70 - 2 Tripod Available
- 26 Manfrotto 190XPro Tripod**
Manfrotto 190X Pro w/502 HeadTripod for Panasonic AG-HMC 80 and AG-HMC 70 - 1 Tripod Available
- 27 Manfrotto 190X Tripod**
Manfrotto 190X w/502 Head Tripod for Panasonic AG-HMC 80 and AG-HMC 70 - 3 Tripod Available
- 32 Switronix TorchLED Camera Lights**
4 Switronix TorchLED TL-50 Dimmable 5600K LED Light Fixture
- 33 Lowel Go Kit #1 Lights Hardcase**
2 Lowel VIP Pro-Light, 250 Watts 1 Lowel Rifa-Lite EX44 Softbox 250 Watt
- 34 Lowel Go Kit #2 Lights Softcase**
2 Lowel VIP Pro-Light, 250 Watts
- 35 Lowel Omni 3 Kit Lights**
3 Lowel Omni-Light 500 Watt Focus Flood Light

Two blue arrows point to item 26 and item 34, indicating the items to be reserved.

- If you want to reserve a room, click on **Locations**

The screenshot shows a web browser window with the URL `https://app.qreserve.com/#/NG4QM69VTCq8CH_K5nAj_tFRupE=/list/reservables`. The page header includes navigation links: Dashboard, Search, My Memberships, My Subscriptions, and Help. The user is identified as Virginia Galgano. A 'Revoke My Membership' link is visible in the top right.

The main content area features the logo for Middlesex Community College (MxCC) and the Center for New Media. Details provided include:
Location: 100 Training Hill Rd, Middletown, CT 06457, USA
Organization: Middlesex Community College
Faculty: Broadcast and Multimedia
Department: Broadcast and Multimedia
Links for 'Contact Site' and 'Visit Facility Website' are also present.

Below the facility information, there are tabs for 'Resources' and 'Daily Scheduler'. A search bar is located below these tabs, with the text 'Search here' and a magnifying glass icon. To the right of the search bar, it says 'Powered by RESERVE'.

Below the search bar, a message states: 'This facility has 49 resources available.'

A 'FILTER' section is shown on the left, with a blue arrow pointing to the 'Locations' filter. The filter options are:
By Type
Equipment 45
Locations 4

Three camera kits are listed on the right, each with a small image of the camera:
01 Camera Kit Pan AG-HMC80 HD
Camera Kit 1 contains: Panasonic 80, S/N C4TDA0047, RE-50 microphone, XLR Cable, Headphone, Gray Bag, SD card and card reader, 2 batteries, battery charger.
02 Camera Kit Pan AG-HMC80 HD
Camera Kit 2 contains: Panasonic 80, S/N G3TDA0092, RE-50 microphone, XLR Cable, Headphone, Gray Bag, SD card and card reader, 2 batteries, battery charger.
03 Camera Kit Pan AG-HMC80 HD
Camera Kit 3 contains: Panasonic 80, S/N C4TDA0073, RE-50 microphone, XLR Cable, Headphone, Gray Bag, SD card and card reader, 2 batteries, battery charger.

- For example, if you want to reserve time for the **Radio Station Room 631**, click on it and a calendar will open.

The screenshot shows a web browser window with the URL https://app.qreserve.com/#/NG4QM69VTCq8CH_K5nAJ_tFRupE=/list/reservables. The page header includes navigation links for Dashboard, Search, My Memberships, My Subscriptions, and Help, along with the user name Virginia Galgano. The main content area features the logo for the Center for New Media (MXCC) and organizational details: Middlesex Community College, Broadcast and Multimedia Faculty and Department. Below this is a search bar and a filter section with options for 'By Type', 'Equipment' (45), and 'Locations' (4). A list of resources is displayed, including 'Edit Suite A Room 628A', 'Edit Suite B Room 628B', 'Radio Station Room 631', and 'VO Booth/Audio Room 633'. A blue arrow points to the 'Radio Station Room 631' entry, which is described as a room used for New Media Production, Radio Club, and creating voice overs. Each resource entry includes a small thumbnail image of the room.

Organization: Middlesex Community College
Faculty: Broadcast and Multimedia
Department: Broadcast and Multimedia

Contact Site
Visit Facility Website

Resources
Daily Scheduler

Powered by RESERVE

Search here

This facility has 49 resources available.

FILTER

By Type

Equipment 45

Locations 4

Edit Suite A Room 628A
Edit Suite on RH Side as going into Green Room

Edit Suite B Room 628B
Edit Suite on LH Side going into Green Room

Radio Station Room 631
Room used for New Media Production, Radio Club, and creating voice overs

VO Booth/Audio Room 633
Room used for Audio Production, Audio for TV and Film, Voice Overs

- Click on a date and time that the room is available

QR00275015 [Subscribe to Cancellation Notifications](#)
[Set As Favorite](#)

Radio Station Room 631 Locations
 Radio 631, Audio 631, Radio A 631 **Operational**

Disclaimer
Please make sure you show dates and times of room usage on the reservation calendar.
 Room used for New Media Production, Radio Club, and creating voice overs

Click a date below to reserve time on this resource.

[Toggle Filter](#)

November 2016 [Day's Summary](#) [Week's Summary](#) [Weekly Agenda](#) [Month's Summary](#) [<](#) [>](#) [Today](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 12a Reserved for Coll	31 11a Andrew Wilcox (2 1p Reserved for New	1 4p Ian Howard (2 hou	2 1p Reserved for New	3	4	5 12a Reserved for Cha
6 12a Reserved for Coll	7 1p Reserved for New	8	9 1p Reserved for New	10	11	12 12a Reserved for Cha
13 12a Reserved for Coll	14 1p Reserved for New	15	16 1p Reserved for New	17	18	19 12a Reserved for Cha
20 12a Reserved for Coll	21 1p Reserved for New	22	23 1p Reserved for New	24	25	26 12a Reserved for Cha
27	28	29	30	1	2	3

- In this example, I clicked on November 11, 2016
- On the RH Side a New Reservation box opens

The screenshot shows a web browser window with the URL `https://app.qreserve.com/#/NG4QM69VTCq8CH_K5nAl_tFRupE=/view/reservables/E0P4TsG5J07RVimprkGoalBHnRc=`. The page title is "QReserve".

Navigation and Sidebar:

- Dashboard, Search, My Memberships, My Subscriptions, Help
- Center for New Media, Middlesex Community College
- Approvers: Elena Sanchez, Monique Simon, Peter Galgano
- Contact Lab, Export Calendar

Room Details:

- QR00275015
- Radio Station Room 631 (Locations)
- Radio 631, Audio 631, Radio A 631 (Operational)
- Disclaimer: Please make sure you show dates and times of room usage on the reservation calendar.
- Room used for New Media Production, Radio Club, and creating voice overs

Reservation Form (Right Side):

- Maximum Duration: 2 Hours
- Start: 11 November, 2016, 10:00 AM
- End: 11 November, 2016, 11:00 AM
- Rate: (\$0.00 per hour)
- Estimated Cost: \$0.00 (This is an estimate, not an invoice.)
- Purpose: [Text input field]
- Note: [Text input field]
- Account Number: [Text input field]
- Reserved For (Custom Name Text): Virginia Galgano
- Reserve button

Calendar (November 2016):

Sun	Mon	Tue	Wed	Thu	Fri
30 12a Reserved for Coll	31 11a Andrew Wilcox (2 1p Reserved for New	1 4p Ian Howard (2 hou	2 1p Reserved for New	3	
6 12a Reserved for Coll	7 1p Reserved for New	8	9 1p Reserved for New	10	
13 12a Reserved for Coll	14 1p Reserved for New	15	16 1p Reserved for New	17	
20 12a Reserved for Coll	21 1p Reserved for New	22	23 1p Reserved for New	24	
27	28	29	30	1	

Click a date below to reserve time on this resource.

- Click on the **Start** time and pick the time you want to reserve the room for

The screenshot shows the QReserve interface for reserving the Radio Station Room 631. The room is currently operational. A reservation calendar for November 2016 is displayed, showing various reservation slots. A blue arrow points to the 'Start' time dropdown menu, which is open and showing a list of times from 10:00 AM to 12:00 PM. The 10:00 AM option is highlighted in blue.

Radio Station Room 631 Locations
Radio 631, Audio 631, Radio A 631 **Operational**

Disclaimer
Please make sure you show dates and times of room usage on the reservation calendar.
Room used for New Media Production, Radio Club, and creating voice overs

Click a date below to reserve time on this resource.

November 2016 Day's Summary Week's Summary Weekly Agenda Month's Summary

Sun	Mon	Tue	Wed	Thu	Fri
30 12a Reserved for Coll	31 11a Andrew Wilcox (2 1p Reserved for New	1 4p Ian Howard (2 hou	2 1p Reserved for New	3	
6 12a Reserved for Coll	7 1p Reserved for New	8	9 1p Reserved for New	10	
13 12a Reserved for Coll	14 1p Reserved for New	15	16 1p Reserved for New	17	
20 12a Reserved for Coll	21 1p Reserved for New	22	23 1p Reserved for New	24	
27	28	29	30	1	

Maximum Duration: 2 Hours

Start
11 November, 2016 10:00 AM

End
11 November, 2016 9:30 AM
9:45 AM
10:00 AM
10:15 AM
10:30 AM
10:45 AM
11:00 AM
11:15 AM
11:30 AM
11:45 AM
12:00 PM

Estimated Cost: \$0.00
This is an estimate, not an invoice.

Purpose
Please make sure you show the reservation calendar.

Account Number

Reserved For (Custom Name Text)
Virginia Galgano

Reserve

Close

- Then click on the **End** time. For this room you can have up to 2 hours... Edit Suites can be reserved for 3 hour blocks

QReserve

https://app.qreserve.com/#/NG4QM69VTCq8CH_K5nAI_tFRupE=/view/reservables/E0P4TsG5J07RVimrpKG0alBHNrc=

Dashboard Search My Memberships My Subscriptions Help

Radio Station Room 631 Locations
Radio 631, Audio 631, Radio A 631 **Operational**

Disclaimer
Please make sure you show dates and times of room usage on the reservation calendar.
Room used for New Media Production, Radio Club, and creating voice overs

Click a date below to reserve time on this resource.

November 2016 Day's Summary Week's Summary Weekly Agenda Month's Summary

Sun	Mon	Tue	Wed	Thu	Fri
30 12a Reserved for Coll	31 11a Andrew Wilcox (2 1p Reserved for New	1 4p Ian Howard (2 hou	2 1p Reserved for New		3
6 12a Reserved for Coll	7 1p Reserved for New	8	9 1p Reserved for New	10	
13 12a Reserved for Coll	14 1p Reserved for New	15	16 1p Reserved for New	17	
20 12a Reserved for Coll	21 1p Reserved for New	22	23 1p Reserved for New	24	
27	28	29	30	1	

Maximum Duration: 2 Hours

Start: 11 November, 2016 10:00 AM

End: 11 November, 2016 11:00 AM

(\$0.00 per hour)

Estimated Cost: \$0.00
This is an estimate, not an invoice.

Please make sure you show the reservation calendar.

Purpose:

Note:

Account Number:

Reserved For (Custom Name Text): Virginia Galgano

Reserve

Close

- After your Start and End times are complete, fill in the **Purpose** you want the room for and hit **Reserve** at bottom

The screenshot shows the QReserve web application interface. The browser address bar displays the URL: `https://app.qreserve.com/#/NG4QM69VTCq8CH_K5nAi_tFRUpE=/view/reservables/E0P4TsG5J07RVImrpKGoalBHnRc=`. The page title is "QReserve".

The main content area displays details for "Radio Station Room 631" (QR00275015). The room is marked as "Operational" and is used for "New Media Production, Radio Club, and creating voice overs". A disclaimer states: "Please make sure you show dates and times of room usage on the reservation calendar." A blue arrow points to the "Reserve" button at the bottom of the reservation form.

The reservation form includes the following fields:

- Maximum Duration:** 2 Hours
- Start:** 11 November, 2016, 10:00 AM
- End:** 11 November, 2016, 11:00 AM
- Estimated Cost:** \$0.00 (This is an estimate, not an invoice.)
- Purpose:** Recording for New Media Production
- Account Number:** (Empty field)
- Reserved For (Custom Name Text):** Virginia Galgano
- Reserve:** (Pink button)

A calendar view for November 2016 is shown below the disclaimer. The calendar has tabs for "Day's Summary", "Week's Summary", "Weekly Agenda", and "Month's Summary". The calendar shows reservations for various dates, including "12a Reserved for Coll", "11a Andrew Wilcox (2)", and "4p Ian Howard (2 hou)". A blue arrow points to the "Reserve" button.

The left sidebar contains the following information:

- Center for New Media Middlesex Community College** (MxCC NEW MEDIA logo)
- Contact Lab** (Email icon)
- Approvers:**
 - ES Elena Sanchez
 - MS Monique Simon
 - PG Peter Galgano
- Export Calendar** (Calendar icon)

- You will notice that your name will appear on that date and the time will show. It will be a dull color, until approved

QR00275015 [Subscribe to Cancellation Notifications](#) [Set As Favorite](#)

Radio Station Room 631 Locations

Radio 631, Audio 631, Radio A 631 **Operational**

Disclaimer
Please make sure you show dates and times of room usage on the reservation calendar.

Room used for New Media Production, Radio Club, and creating voice overs

Click a date below to reserve time on this resource.

[Toggle Filter](#)

November 2016

Day's Summary Week's Summary Weekly Agenda **Month's Summary** < > Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 12a Reserved for Coll	31 11a Andrew Wilcox (2 1p Reserved for New	1 4p Ian Howard (2 hou	2 1p Reserved for New	3	4	5 12a Reserved for Cha
6 12a Reserved for Coll	7 1p Reserved for New	8	9 1p Reserved for New	10	11 10a Virginia Galgano	12 12a Reserved for Cha
13 12a Reserved for Coll	14 1p Reserved for New	15	16 1p Reserved for New	17	18	19 12a Reserved for Cha
20 12a Reserved for Coll	21 1p Reserved for New	22	23 1p Reserved for New	24	25	26 12a Reserved for Cha
27	28	29	30	1	2	3



Approvers

- ES Elena Sanchez
- MS Monique Simon
- PG Peter Galgano

[Export Calendar](#)

- You will get an email like this showing you the Approvers

Reservation for Radio Station Room 631 — Inbox

Delete Junk Reply Reply All Forward Address Print Flag

From: QReserve <hello@qreserve.com> Hide
Subject: Reservation for Radio Station Room 631
Date: November 5, 2016 10:19:02 AM EDT
To: Virginia Galgano
Reply-To: QReserve <hello@qreserve.com>

Q·RESERVE

Reservation Confirmation
 Last modified by Virginia Galgano.

Virginia Galgano

Approval Status: Pending

Radio Station Room 631

Center for New Media

Purpose: Recording for New Media Production

START DATE
Friday, November 11, 2016 at 10:00AM EST

END DATE
Friday, November 11, 2016 at 11:00AM EST

TOTAL DURATION
1.00 hours

Estimated Cost: **\$0.00** (\$0.00 per hour) *

* This is not an invoice. Actual price may vary.

Approval Statuses

Peter Galgano	Pending
Monique Simon	Pending
Elena Sanchez	Pending

Turn these emails off in your user profile on QReserve.

This email was sent via QReserve.com. You can [unsubscribe](#) from receiving QReserve emails but this will prevent you from using our platform and receiving requests

QReserve Inc. is located at 175 Longwood Rd. South, Suite 301A, Hamilton, Ontario Canada
 Questions? Email us at hello@qreserve.com and we'll get right back to you.

- The Approvers will get an email to approve your request
- Only one Approver needs to Approve your request

The screenshot displays an Outlook email interface. The top navigation bar shows "Office 365" and "Outlook". The left sidebar contains "Folders" and "Groups". The main content area shows an email from "Virginia Galgano via QReserve" with the subject "Approval required for Virginia Galgano". The email body contains the following information:

Q-RESERVE

Approval Requested

Virginia Galgano

Radio Station Room 631
Center for New Media

Purpose: Recording for New Media Production

START DATE
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END DATE
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At the bottom of the email content, there are three buttons: "Quick Approve" (green), "Approve with Comment" (green), and "Decline with Comment" (red).

- Once approved your name, with the time showing, on the reservation calendar will turn a bright color

QReserve

https://app.qreserve.com/#/NG4QM69VTCq8CH_K5nAl_tFRupE=/view/reservables/E0P4TsGSJ07RVimrpKGoal8HnRc=

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Virginia Galgano

QR00275015 [Subscribe to Cancellation Notifications](#) [Set As Favorite](#)

Radio Station Room 631 Locations
Radio 631, Audio 631, Radio A 631 **Operational**

Disclaimer
Please make sure you show dates and times of room usage on the reservation calendar.
Room used for New Media Production, Radio Club, and creating voice overs

Click a date below to reserve time on this resource.

[Toggle Filter](#)

November 2016 [Day's Summary](#) [Week's Summary](#) [Weekly Agenda](#) [Month's Summary](#) [Today](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 12a Reserved for Coll	31 11a Andrew Wilcox (2 1p Reserved for New	1 4p Ian Howard (2 hou	2 1p Reserved for New	3	4	5 12a Reserved for Cha
6 12a Reserved for Coll	7 1p Reserved for New	8	9 1p Reserved for New	10	11 10a Virginia Galgano	12 12a Reserved for Cha
13 12a Reserved for Coll	14 1p Reserved for New	15	16 1p Reserved for New	17	18	19 12a Reserved for Cha
20 12a Reserved for Coll	21 1p Reserved for New	22	23 1p Reserved for New	24	25	26 12a Reserved for Cha

Center for New Media
Middlesex Community College
[Contact Lab](#)

Approvers

- ES Elena Sanchez
- MS Monique Simon
- PG Peter Galgano

[Export Calendar](#)

- And you will receive a Reservation Confirmation email

Updated reservation for Radio Station Room 631 — Inbox

Delete Junk Reply Reply All Forward Address Print Flag

From: QReserve <hello@qreserve.com> Hide
Subject: Updated reservation for Radio Station Room 631
Date: November 5, 2016 10:27:03 AM EDT
To: Virginia Galgano
Reply-To: QReserve <hello@qreserve.com>

Q·RESERVE

Reservation Confirmation

Last modified by **Peter Galgano**.

Virginia Galgano

Approval Status: Approved

Radio Station Room 631

Center for New Media

Purpose: Recording for New Media Production

START DATE
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END DATE
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Approval Statuses

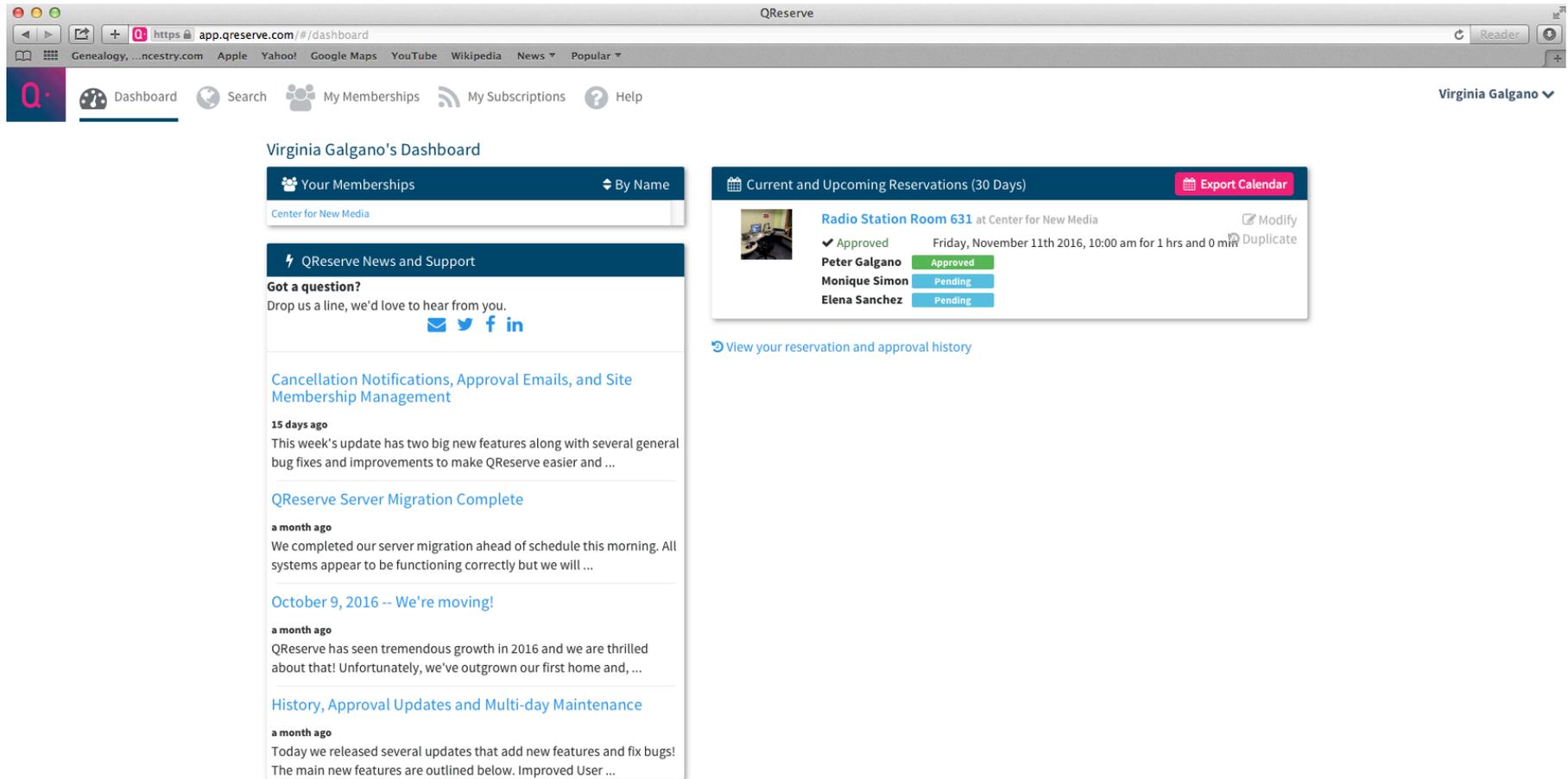
Peter Galgano	Approved
Monique Simon	Pending
Elena Sanchez	Pending

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This email was sent via QReserve.com. You can [unsubscribe](#) from receiving QReserve emails but this will prevent you from using our platform and receiving requests

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 Questions? Email us at hello@qreserve.com and we'll get right back to you.

- The Approval will also be on your Dashboard and **you can use the room... or** know that the equipment reservation is complete and **ready for you to pick up at your reserved date and time**



QReserve

https://app.qreserve.com/#/dashboard

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Dashboard Search My Memberships My Subscriptions Help Virginia Galgano

Virginia Galgano's Dashboard

Your Memberships

Center for New Media

QReserve News and Support

Got a question?
Drop us a line, we'd love to hear from you.
[Email](#) [Twitter](#) [Facebook](#) [LinkedIn](#)

[Cancellation Notifications, Approval Emails, and Site Membership Management](#)
15 days ago
This week's update has two big new features along with several general bug fixes and improvements to make QReserve easier and ...

[QReserve Server Migration Complete](#)
a month ago
We completed our server migration ahead of schedule this morning. All systems appear to be functioning correctly but we will ...

[October 9, 2016 -- We're moving!](#)
a month ago
QReserve has seen tremendous growth in 2016 and we are thrilled about that! Unfortunately, we've outgrown our first home and, ...

[History, Approval Updates and Multi-day Maintenance](#)
a month ago
Today we released several updates that add new features and fix bugs! The main new features are outlined below. Improved User ...

Current and Upcoming Reservations (30 Days)

[Export Calendar](#)

Radio Station Room 631 at Center for New Media [Modify](#)

✓ Approved Friday, November 11th 2016, 10:00 am for 1 hrs and 0 min [Duplicate](#)

Peter Galgano Approved

Monique Simon Pending

Elena Sanchez Pending

[View your reservation and approval history](#)

- The next time you want to make a **Reservation**, just log in

Q·RESERVE

Science Made Easier

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Q·RESERVE



Q·RESERVE

Science Made Easier

- This concludes the QReserve Tutorial
- If you have any questions or concerns. Please contact Media Associate, Peter Galgano

pgalgano@mxcc.edu

or call 860 343-5797