

Log on to the UNL Room reservation page. <https://unlscheduling.nebraska.edu/>

A list of rooms you are able to reserve will be listed. Architecture Laser cutter reservations are split into “Daytime” and “Night” due to different reservation limitations. (see “about” link below)

A modal window titled "About The 'Laser Cutter Reservations (Arch Hall 21) Daytime' Template". It contains a table of booking rules:

BOOKING RULES	
Maximum number of bookings allowed per reservation	1
Maximum number of minutes allowed	30
Cancel booking in progress	Yes
End booking in progress	No
Only allow new bookings within this number of days	7
Maximum number of bookings per day	2
Maximum number of bookings per date range	4

At the bottom, there are buttons for "Book Now With This Template" and "Close".A modal window titled "About The 'Laser Cutter Reservations (Arch Hall 21) Night' Template". It contains a table of booking rules:

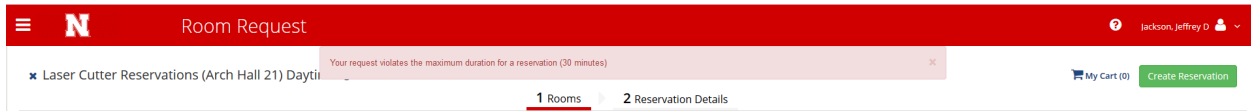
BOOKING RULES	
Maximum number of bookings allowed per reservation	1
Maximum number of minutes allowed	30
Cancel booking in progress	Yes
End booking in progress	No
Only allow new bookings within this number of days	7
Maximum number of bookings per day	2
Maximum number of bookings per date range	6

At the bottom, there are buttons for "Book Now With This Template" and "Close".

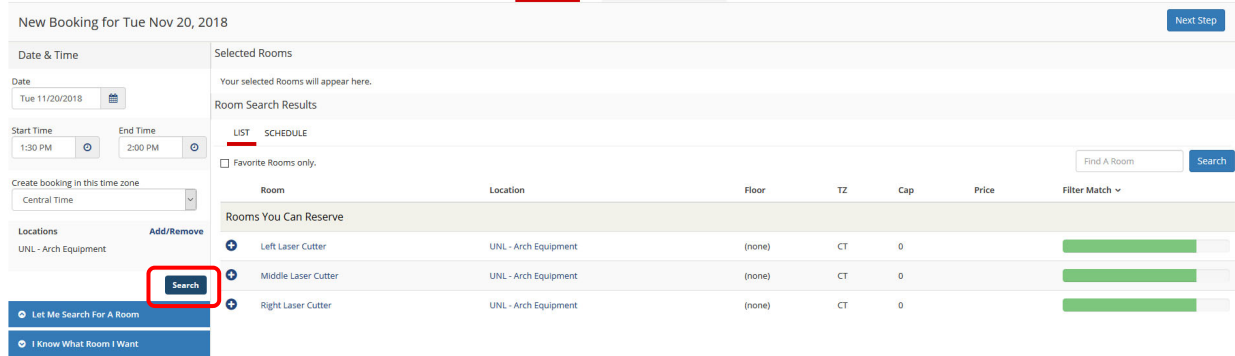
After you click the “book now” button you can select the date and time you wish to reserve a laser cutter. Clicking on the hour or minutes allows you to easily adjust your time slot.

A reservation form for the Daytime slot. It includes fields for "Date" (Tue 11/20/2018), "Start Time" (10:30 AM), and "End Time" (11:00 AM). The time zone is set to "Central Time". The location is "UNL - Arch Equipment". There are buttons for "Search", "Let Me Search For A Room", and "I Know What Room I Want". A "Room Name" search field is at the bottom.A reservation form for the Night slot. It includes fields for "Date" (Mon 11/19/2018), "Start Time" (11:00 AM), and "End Time" (11:00 PM). The time zone is set to "Central Time". The location is "UNL - Arch Equipment". There are buttons for "Search", "Let Me Search For A Room", and "I Know What Room I Want". A "Room Name" search field is at the bottom. A dropdown menu is open for the "End Time" field, showing options: 00, 15, 30, 45.

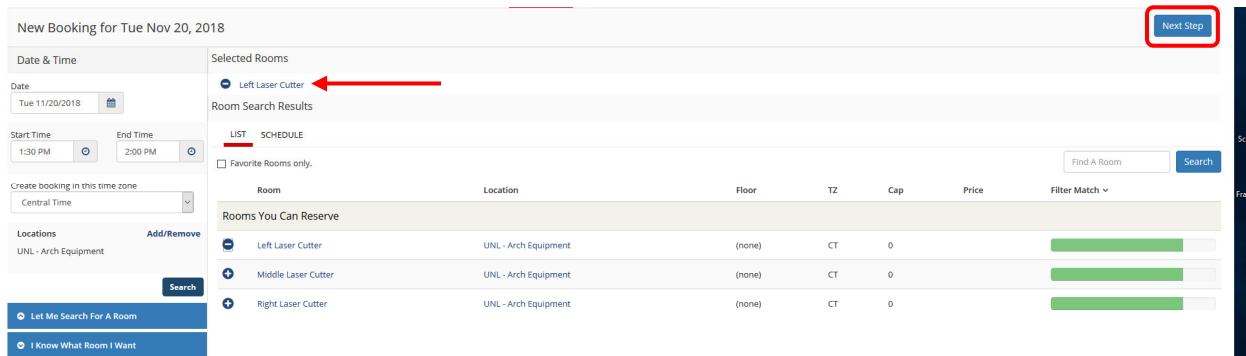
If you select a duration that is not allowed you will see this message at the top of the screen.



Once you have entered the date and time for a requested time slot, click the search button



Click the + sign next to the laser cutter you wish to reserve to add it to your cart. Now that laser cutter has been added to your "Selected Rooms" list. Now click "next step".



Complete the form, read and check the box to accept the “terms and condition”. Finish by clicking the green “Create Reservation” button.

The screenshot shows the 'Room Request' form for 'Laser Cutter Reservations (Arch Hall Z1) Daytime'. The form is divided into several sections: 'Reservation Details', 'Event Details', and 'Group Details'. In the 'Event Details' section, 'Event Name' is 'Laser Cutter Use' and 'Event Type' is 'Academic Class'. The 'Group Details' section includes fields for 'Group', '1st Contact', '1st Contact Phone', '1st Contact Email Address', '2nd Contact', '2nd Contact Phone', and '2nd Contact Email Address'. A checkbox labeled 'I have read and agree to the terms and conditions' is present at the bottom left. A 'Create Reservation' button is located at the bottom right. A 'My Cart (1)' button is also visible at the top right.

You will receive this message if the “terms and agreements” box is not checked.

The screenshot shows the 'Room Request' form with a modal window open for 'terms and conditions'. The modal contains the following text:



I acknowledge that I have completed the College of Architecture laser cutter training. I am responsible for being on time for my reservation, and being finished with the laser cutter at the end of reservation. I will not leave the laser cutter unsupervised while it is running. In case of fire, I will stop machine to extinguish fire. I will clean up any scrap material from inside the laser cutter and surrounding area that I am responsible for. I will abide by the approved materials list.


I understand that any scheduled time between the hours 8:00PM and 8:00AM will not include assistance from a Media Center worker. Any job that I sent to the laser cutter will automatically be charged to my PaperCut account during these hours. Lens plates will be left installed in the laser cutters when the Media Center is not staffed. Any student using the laser cutter without first reserving that time must relinquish control immediately if a student has reserved that time.


A 'Close' button is located at the bottom right of the modal. A notification banner at the top of the form states 'terms and conditions is required on the Reservation Details tab'.


You will receive an email from [architecture@unl.edu](mailto:architecture@unl.edu) as a confirmation of your reservation.

The screenshot shows a web application interface with a red header bar. On the left is a navigation sidebar with a menu icon, a large 'N' logo, and several menu items: HOME, CREATE A RESERVATION (highlighted with a red bar), MY EVENTS, BROWSE, EVENTS, and LOCATIONS. The main content area has a title 'Room Request' and a large heading 'Reservation Created'. Below the heading, it states 'A confirmation email has been sent to jeff.jackson@nebraska.edu' and asks 'What would you like to do now?' with a link to 'Edit this reservation.'


  Room Request


 HOME

 CREATE A RESERVATION

 MY EVENTS

BROWSE

 EVENTS

 LOCATIONS

## Reservation Created

A confirmation email has been sent to [jeff.jackson@nebraska.edu](mailto:jeff.jackson@nebraska.edu)

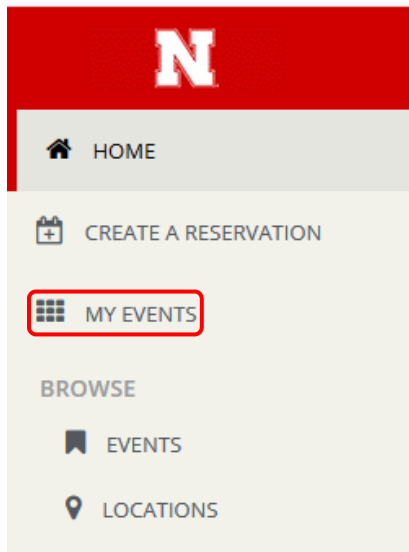
What would you like to do now?

[> Edit this reservation.](#)

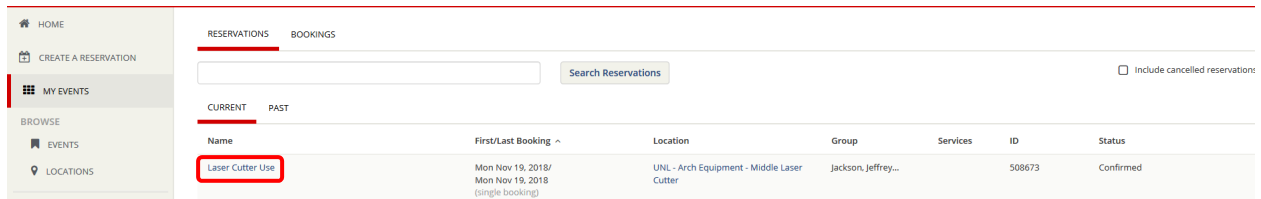
## Delete or edit Lasercutter reservations

Log on to the UNL Room reservation page. <https://unlscheduling.nebraska.edu/>

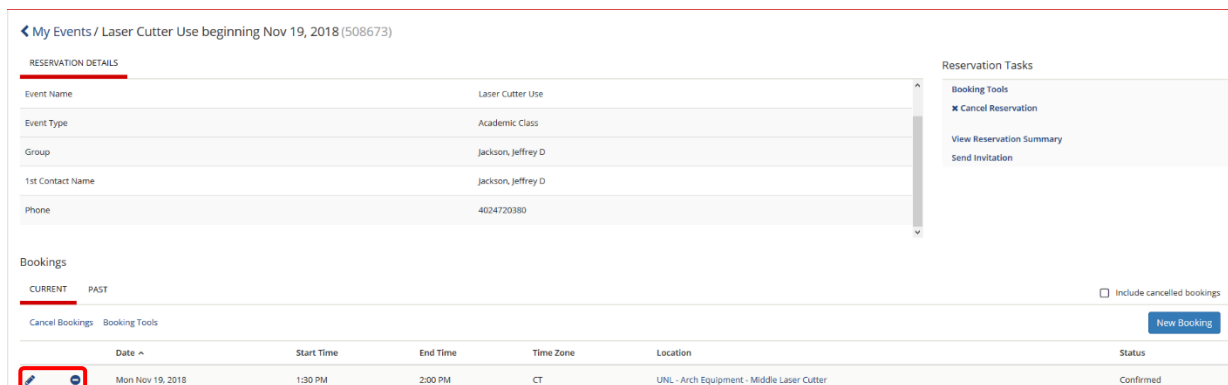
Click the “My Events” link



Click the reservation you wish to delete or modify.



Clicking the “-” button will delete the reservation. Click the pencil to edit the date or time.



Click the blue "Update Booking" to confirm changes.

Edit Booking Mon Nov 19, 2018 Update Booking

**Event Details**

**Event Name \***  
Laser Cutter Use

**Event Type \***  
Academic Class

**Date & Time**

**Date**  
Mon 11/19/2018

**Start Time** 2:30 PM **End Time** 3:00 PM

Create booking in this time zone  
Central Time

**Locations**  
UNL - Arch Equipment Add/Remove

**Room Search Results**

LIST SCHEDULE

Favorite Rooms only:

Find A Room Search

	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
<b>Rooms You Can Reserve</b>																						
UNL - Arch Equipment (...)	Cap																					
Middle Laser Cutter													Lase								Private	

< > Availability Legend

Update Booking Cancel