

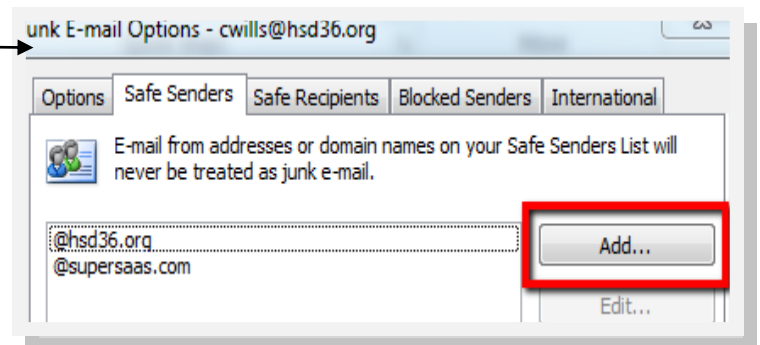
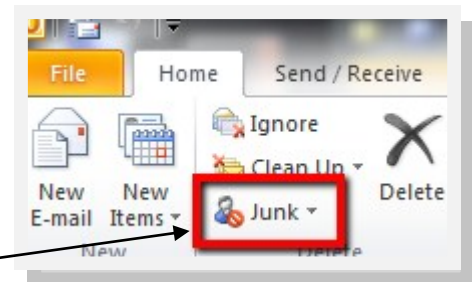
RESERVING TECHNOLOGY

Cameron Wills
Fall 2011



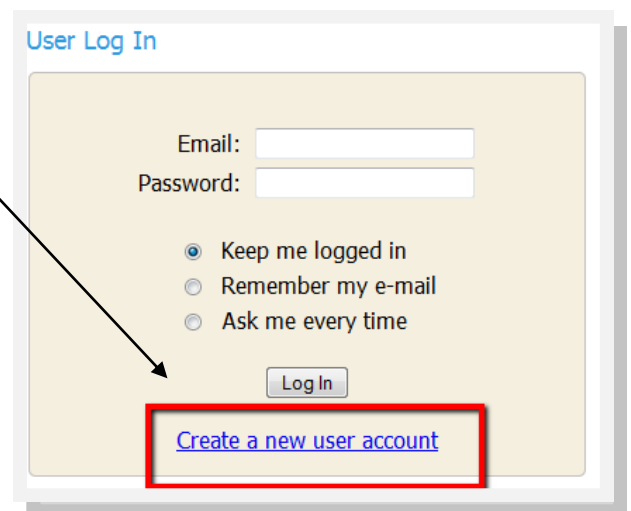
First: CONFIGURE OUTLOOK

1. Open your employee Outlook
2. Select the "Home" tab
3. Open the "Junk" drop down menu
4. Select "Junk e-mail Options"
5. Select the tab "Safe Senders"
6. Click "Add"
7. Enter "@supersaas.com"
8. Click "OK" until all dialog boxes close
9. COMPLETE



Step 2: CREATE LOGIN

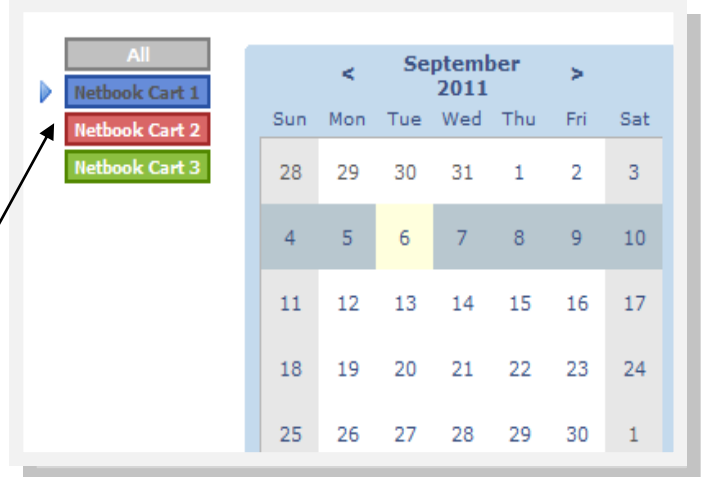
1. Visit www.supersaas.com/schedule/HSDTek/Technology
2. Select "Create a New User Account"
3. Fill out your information and submit
4. Check your e-mail for the confirmation link
5. Follow the link
6. COMPLETE



Step 3: SCHEDULING

1. Visit www.supersaas.com/schedule/HSDTek/Technology
2. Login using your @hsd36 email
3. Select the technology you would like to reserve
4. Select a Date and Time
5. Enter the Required information
6. Check whether or not you would like e-mail confirmation
7. COMPLETE

(note: please indicate where you will leave the technology after your reservation so that the next person knows where to find it)



The screenshot shows a 'New Reservation' form. The 'When' field is set to '9/7/2011 8:00am to 9/7/2011 8:45am'. The 'Full name' field contains 'Harrison Tech'. The 'Room Number' field is empty. The 'Return Location' field is empty. The 'Technology' dropdown menu is set to 'Netbook Cart 1'. The 'Confirm' section is highlighted with a red box and contains a checkbox for 'Send e-mail'. The 'Repeat' dropdown menu is set to 'None'. At the bottom, there are 'Create Reservation' and 'Cancel' buttons. A legend indicates that an asterisk (*) denotes a required field.