1 Access to the Reservation System

In order to gain access to the reservation system, first click on the ‘Lab Equipment Reservations’ tab on the UW Phonetics main page. On the page you are directed to, there is an embedded link to the equipment reservation system. When you click the link, you will be asked to log into your UW NetID. After doing this, or if you are already logged in, you will be redirected to a page with the following text:

“Welcome. You do not currently have permission to check out equipment. If this is your first time logging on, or you think this is in error, please contact the requisite lab director for access.”

Your request to access the reservation system site, via your UW NetID, has been sent to the administrators, which could take up to two full business days for approval. Please keep this in mind before reserving equipment for the first time\(^1\). You will receive an email informing you that your UW NetID has been approved, and you can access the reservation page by returning to the ‘reserve equipment’ link and logging in with your UW NetID and password.

\(^1\)After your UW NetID has been approved once, this step does not need to be repeated.
2 Navigating the Reservation System

After you have logged into the system using your UW NetID and password, you are taken to the main page with four options:

a. Make a reservation

b. View your reservations (View your own past, current, and upcoming reservation details. You also cancel reservations from this link)

c. View current reservations (View current reservation details from all members of the lab)

d. View all lab equipment (You cannot reserve equipment from this page, but you can view all of the equipment in the labs)
2.1 Make a reservation:

The ‘make a reservation’ link is where you will make your reservation. Making a reservation involves three steps: choosing a date and time, selecting the equipment, confirming the reservation.

2.1.1 Choose a date and time

Before you are brought to the equipment list, you are prompted to specify the date and time of the reservation. Please note that you must give at least 24-hour notice to reserve equipment. The system will generate an error message if you try to select a reservation time that is less than 24-hours away.
2.1.2 Select equipment

After choosing a date and time, you will be redirected to the reservable equipment in the labs. Please note that equipment that cannot be reserved by you, either due to your permissions or the dates of your reservation, will be grey.

By clicking on the name of the equipment, you will be redirected to details about the equipment, such as where the equipment is located, whether it is for lab use or field use, and the maximum amount of time you can reserve the equipment. Some equipment also has a link to the user manual and a wiki how-to.

You can also narrow down the equipment using the drop-down menus at the top of the page:

To reserve the equipment, click the box next to the equipment you would like to reserve (under the ‘Reserve this equipment’ column) and click the ‘Make Reservation’ box at the bottom of the page.
2.1.3 Confirm reservation

Once you have selected the equipment to make a reservation, you will be redirected to the following confirmation page:

On this page, you will confirm the details of your reservation. You must also provide the purpose for the reservation. After you have filled out the necessary fields, click the ‘Confirm Reservation’ box at the bottom of the page². You will receive a confirmation email with the details of your reservation.

2.2 View your reservations

The ‘View your reservations’ link allows you to view your past, current, and upcoming reservations. You also use this link to cancel a reservation and return equipment.

2.2.1 Cancel a reservation

From the ‘View your reservations’ page, scroll to the ‘Upcoming Reservations’ section, locate the equipment reservation you wish to cancel, and select ‘Cancel Reservation’. You will be redirected to a new page and asked to confirm the cancellation. You must select ‘Cancel Reservation’ again in order to complete the cancellation.

2.2.2 Return Equipment

From the ‘View your reservations’ page, scroll to the ‘Current Reservations’ section, locate the equipment you are returning, and select ‘Return Equipment’. You will be redirected to the following page:

²Currently, the confirmation from the system can take up to five minutes to load.
From this page, you will select the condition of the equipment being returned (OK, broken, lost) and confirm the return. You will receive an email confirmation. Please note that you must return the booth and the computers in the lab when you have finished using them.

2.3 View all reservations

This link allows you to see all reservations from all members of the lab.

2.4 View all lab equipment

This link allows you to view all of the lab equipment in both of the labs. Please note that you cannot reserve equipment from this page. You must reserve via the ‘make a reservation’ link.

By clicking on the name of the equipment, you will be redirected to details about the equipment. These details include specific details about the make and model of the equipment; whether the equipment belongs to the phonetics or sociolinguistics lab; where the equipment is located in the lab; whether the equipment can be used in the field, lab, or both; whether or not the equipment is reservable to you; and the maximum amount of time, in hours, that the equipment can be reserved. Some equipment also includes a link to the user manual and a wiki how-to.