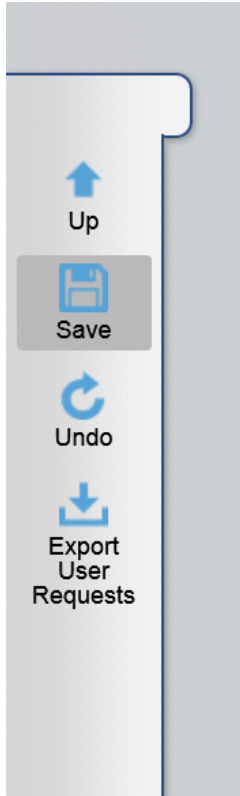


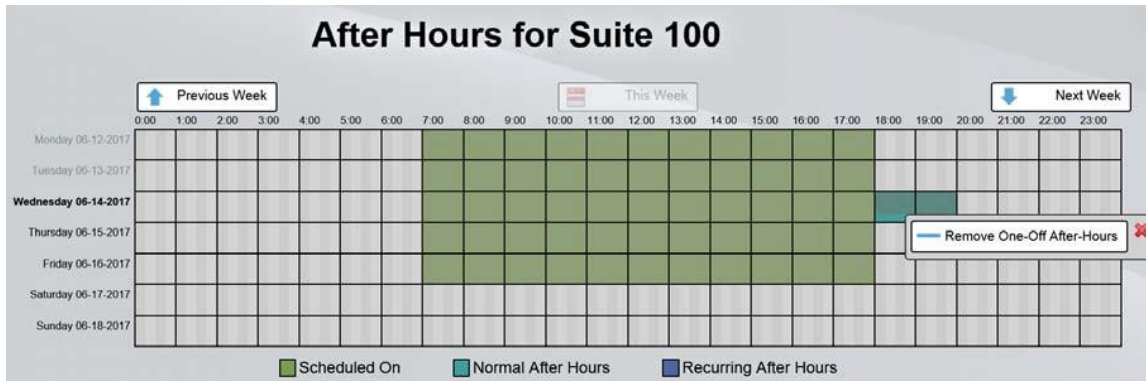


- Once you are satisfied with your request, click the Save button on the left-hand side.

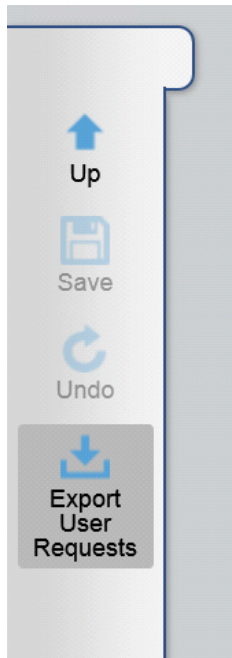


- If you've made a mistake or need to delete a time block you've already created simply click the time block and this will give you the option to remove it.

NOTE: You can delete a request up until 15 prior to the start time. Any requests that are not deleted by this time will be activated and you will be billed.



- To confirm you request or to see a list off all of your requests click the Export User Requests button on the left-hand side. This will generate a .pdf report.



- When finished, click your username at the top of the screen and click Log Out.

