

Wind Tunnel Reservation Procedure

January 5, 2011

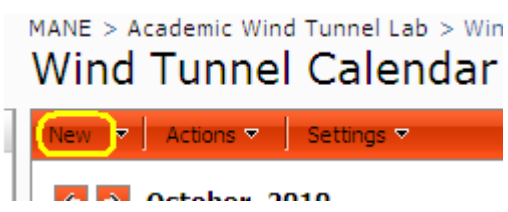
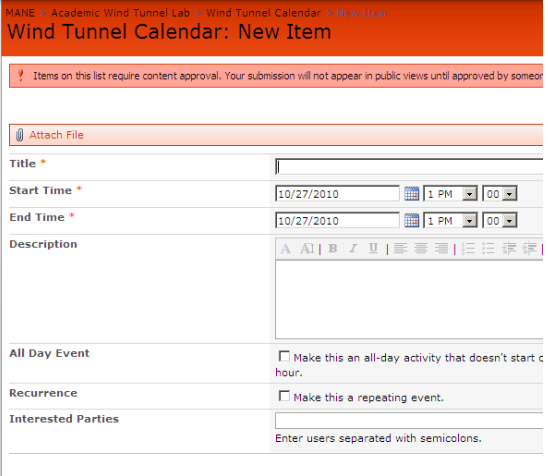
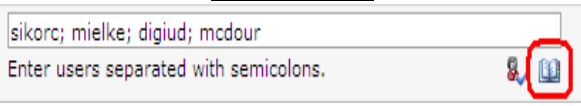
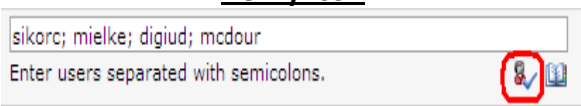
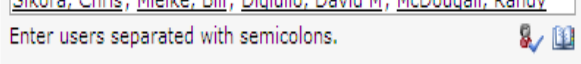
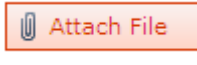
RESERVING THE WIND TUNNEL FOR A TOUR

1. Only members of the Wind Tunnel Oversight Committee, the MANE Technical Manager, or the MANE Academic Support Technician are to be contacted for tour requests.
2. Requests for a tour must be submitted two (2) weeks before the tour date using the online calendar via the Microsoft Sharepoint Service. Instructions to enter a tour request via the wind tunnel calendar are at the end of this document.
3. Requests submitted with less than two weeks notice are not guaranteed being granted.
4. The number of tour participants, including the name of the tour chaperone, is required.
5. All tour members must be instructed before the tour event that they are never to touch anything in the lab unless given permission by the department representative.
6. If the door to the wind tunnel is open, or someone is using the wind tunnel, this does not give anyone the right or permission to walk in with a tour.
7. The Wind Tunnel Oversight Committee and/or the MANE Technical Support Staff reserve the right to deny any party entrance to the Wind Tunnel Facility.
8. These rules are designed for the safety of visitors and users of the facility as well as the safety of the facility itself. As such, serious attention is paid to their adherence. Any violation will result with the cancellation of the tour. Disciplinary action may follow.

How to access the Academic Wind Tunnel Sharepoint Site

<p>1</p>	<p>Click the link to the right or browse to it using Internet Explorer. <i>(NOTE: Certain Sharepoint features may not work with browsers other than Internet Explorer.)</i></p>	<p>https://sharepoint.rpi.edu/sites/mane/windtunnel/default.aspx</p>
<p>2</p>	<p>Enter your RCS ID and password when prompted and click OK. <i>(NOTE: Please be sure to type "win\" before your RCS ID so that Sharepoint can resolve your account against the WIN domain.)</i></p>	
<p>3</p>	<p>On the left hand side of the screen you will see a list of links. Click the one labeled "Wind Tunnel Calendar" to review lab availability.</p>	

How to request access to the Academic Wind Tunnel

<p>1 Go the Wind Tunnel Calendar SharePoint site (see instructions above) and click “New” from the menu in the upper left hand side of the screen.</p>	
<p>2 Complete the form that appears. Fields marked with a red asterisk are required. Enter a name for the event or group requesting access to the Wind Tunnel, as well as a start and end time and date. Enter details about your request in the “Description” field.</p>	
<p>3 In the “Interested Parties” field, enter the RCSID any other party you would like to include on this request. For example you might enter other members of your group/team, your faculty advisor. If the party does not have an RCSID you will not be able to add them to this field. If you do not know a person’s RCSID you can look it up by clicking the “Browse” icon and search for them by name. When all of your parties are entered and separated by semicolons then click the verify icon to make sure they are all correct.</p>	<p style="text-align: center;">Browse Icon</p>  <p style="text-align: center;">Verify Icon</p>  <p style="text-align: center;">Sikora, Chris; Mielke, Bill; Digiulio, David M; McDougall, Randy</p> 
<p>4 If you will be doing testing in the Wind Tunnel, be sure to attach your Test Plan to your request by clicking “Attach File” at the top of the form.</p>	

<p>5</p>	<p>Click OK to submit your request. (<i>NOTE:Once your request is submitted you will not be able to go back and edit it.</i>) You will then be taken back to the Wind Tunnel Calendar, where your reservation request should be displayed.</p>	
<p>6</p>	<p>If you click your request on the calendar you can display the details. Note that the “Approval Status” will appear as “Pending” until your request has been reviewed by an administrator who will either approve or deny your request.</p>	
<p>7</p>	<p>If you click “Alert Me” from the red menu bar, you can setup an email alert to be sent to you and other members of your group informing them of any changes to your request.</p>	

If you encounter any issues or problems using this SharePoint site please contact Chris Sikora at sikorc@rpi.edu for further assistance.