

User Manual (Students and Staff)

Licensed Software Request System

King Mongkut's University of Technology Thonburi

Zercle Technology Co., Ltd.

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Preface

This User Manual (Students and Staff) is intended for students and staff who request the University's licensed software through LARS (License Allocation and Reservation Service). Administrative tasks are covered in a separate manual, the “Service Administrator and Staff Manual”.

If you find any errors or have suggestions, the authors welcome your feedback so that this document can be further improved.

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Chapter 1 Introduction

1.1 Objectives

1. To enable students and staff to request, borrow, and book the University's licensed software on their own.
2. To enable users to track their own licenses, bookings, and notifications.

1.2 Scope of This Manual

This manual covers the user functions available through a web browser: finding, requesting, borrowing, and booking software; viewing your own licenses and bookings; notifications; and personal data. Administrative tasks are covered in the “Service Administrator and Staff Manual”.

1.3 System Overview

LARS provides licenses for commercial software from providers such as Adobe and Zoom. Users request licenses through the system and receive them immediately, with no approval required. The system checks the requester's eligibility against University records. If a license is available, it is assigned immediately. If all licenses are in use, the request is automatically placed in a queue, and when someone returns a license or a license expires, the system automatically passes it to the next person in the queue.

Each software item is offered under one of the following four models:

Model	How It Works
Shared (queued)	Request a license and use it for the loan period. When the period ends, the system returns the license and passes it to the next person in the queue.
Borrow While in Use	Borrow a license only while you are using it. When you close the page or click Return, the license is immediately released to others.
Time-Slot Booking	Book the date and time you need in advance, e.g., a Zoom meeting room for teaching.
Permanent License	Assigned by an administrator and never expires.

1.4 Users and Roles

Role	Who Holds It	What They Can Do
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User	All students and staff who sign in with a University account	Request, borrow, and book licenses, and view their own licenses (User Manual)
Staff	Assigned personnel, e.g., service center staff	Grant and reclaim licenses; view and cancel bookings (Service Administrator and Staff Manual, Sections 2.3–2.4)
Service Administrator	The person responsible for the licensed software service	Everything Staff can do, plus resource settings, statistics, and site settings (Service Administrator and Staff Manual)

A higher role can do everything a lower role can. If you need the Staff or Service Administrator role, please contact the University's system administrator.

1.5 Definitions

Term	Meaning
License	One software license held by a user

Provider	The company that owns the software, e.g., Adobe or Zoom
Resource	One software item or license set offered in the system
Quota	The total number of licenses a resource can provide
Queue	The list of people waiting for a license when all licenses are in use
Priority	A level from 1 to 5 used to order the queue; level 1 receives a license first
Semester	The date range used to count the number of bookings
Attribute	User information used to determine eligibility, e.g., user type, faculty, or status

1.6 License Statuses

Status	Meaning
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Pending	The system is processing the request; this takes only a short time
Queued	All licenses are in use; waiting to receive a license
Active	License received
Borrowed	License borrowed while in use
Permanent	License granted with no expiry date
Completed	License returned
Expired	The loan period has ended, or the system reclaimed the license to pass it to someone in the queue
Cancelled	Left the queue or cancelled the request

Bookings have three statuses: “Booked”, “Cancelled”, and “Completed”.

Chapter 2 Using the System

2.1 Signing In

1. Open a web browser and go to

<https://license.kmutt.ac.th> The system displays

the home page, as shown in Figure 2-1.

2. Click the “Sign in” button.
3. The system redirects you to the Microsoft sign-in page. Enter your University email and password.
4. After signing in successfully, you are returned to the page you were on.

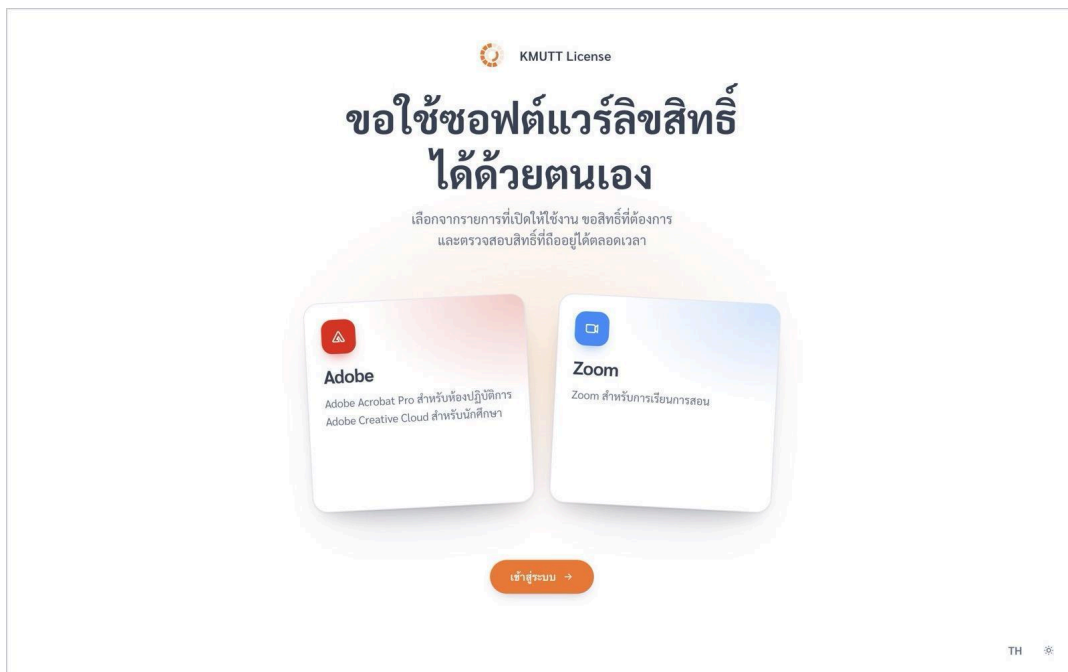


Figure 2-1 System home page

Note:

- The system uses information from your University account, such as user type and faculty, to determine which software you are eligible for. If your registration record changes, the system will use the new information the next time you sign in.
- Visitors who are not signed in can still view the list of available software on the home page.

2.2 Screen Layout

After signing in, the screen consists of a main menu on the side and a top bar, as shown in Figure 2-2.

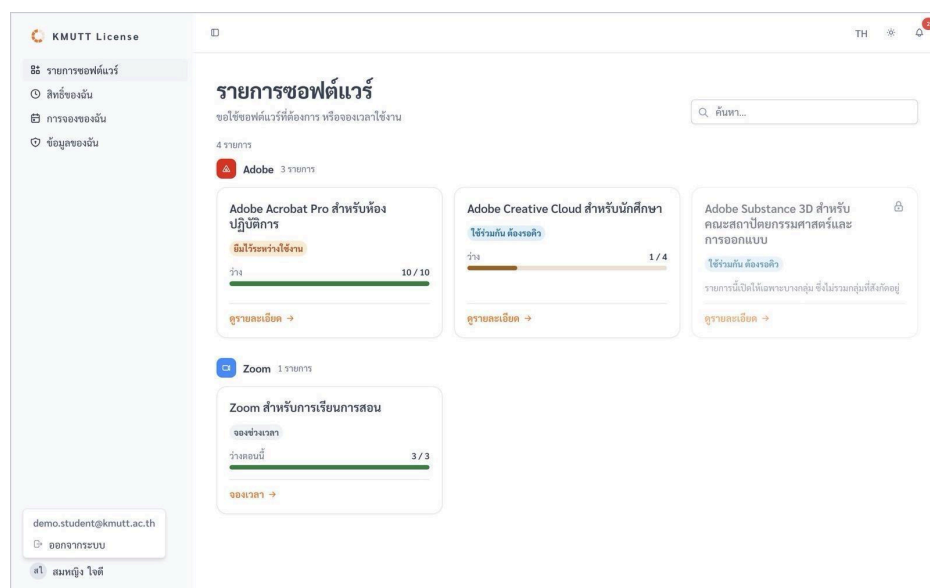


Figure 2-2 User screen layout

- **Main menu:** Contains “Software Catalog”, “My Licenses”, “My Bookings”, and “My Data”.

- **Language button:** Switches between Thai and English. The system remembers your chosen language on your account, so the same language is used when you sign in from another device.
- **Color mode button:** Three options: “System”, “Light”, and “Dark”.
- **Notification bell:** Shows the number of unread notifications.
- **Account menu:** (your name at the bottom of the side menu) Used to switch to other areas you have access to, such as “Service Management” or “System”, and to “Sign out”.

Note: If the top bar shows the message “System under maintenance”, an administrator has temporarily put the system, or certain providers, into maintenance. During that time, you cannot request, borrow, or book licenses from the affected provider. Please try again once maintenance has ended.

2.3 Finding Software

1. Click the “Software Catalog” menu. The system displays all available software, as shown in Figure 2-3.
2. Type the software name in the search box. The list is filtered instantly.
3. Click “View details” to open that software's page, or click “Book a time” for items that use booking.

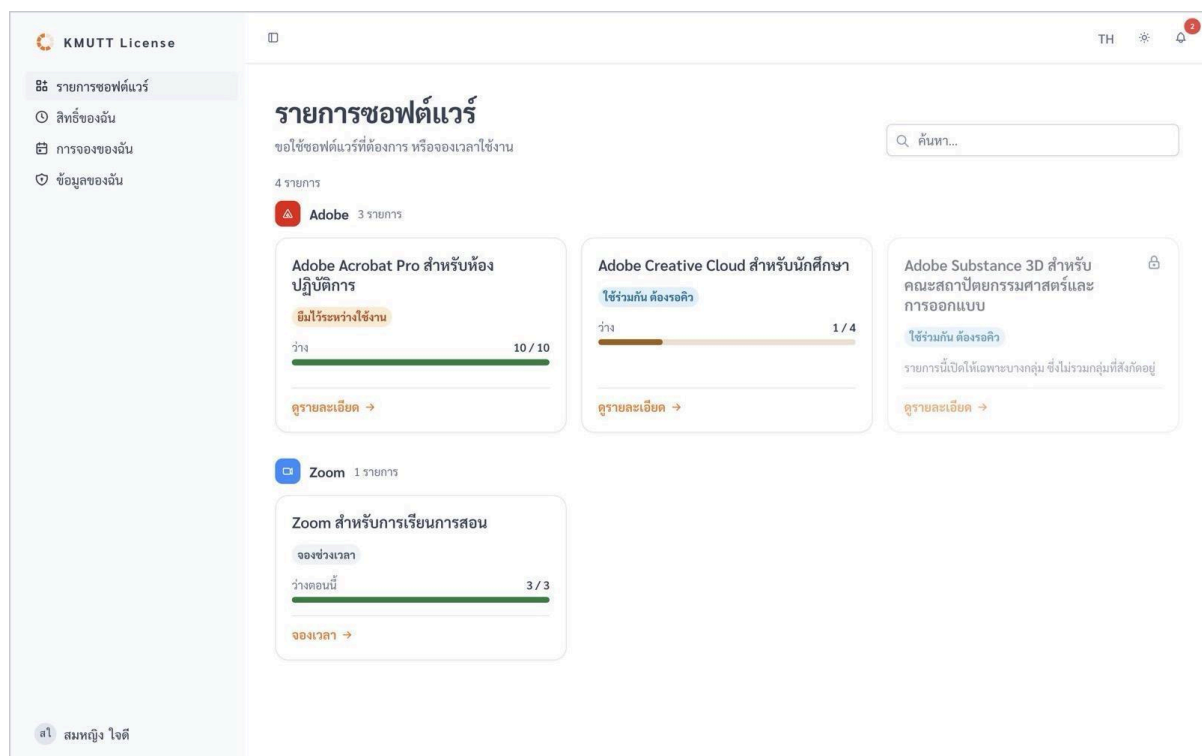


Figure 2-3 Software Catalog page

Each item's card shows the following information:

- Service model, e.g., “Shared”, “Borrow”, “Booking”, or “Permanent”

- The number of “Available” licenses out of the total
- For booking items, “Available now” or “Next available” with the date and time
- If a card shows “Not eligible”, your attributes do not meet the conditions for that item, e.g., the item is available only to staff or only to certain faculties.

2.4 Requesting a License (Shared)

1. Open the page of the software you want. The system shows an overview, usage instructions, the total number of licenses, and “My Status”, as shown in Figure 2-4.
2. Click the “Request license” button.
3. The system displays one of the following results:
 - “License granted”, with the date it is valid until
 - “Added to queue” if all licenses are in use; you will be notified when it is your turn
4. Afterwards, the “Request license” section shows that status instead of the button, together with a “View licenses held” link that takes you to the “My Licenses” page. You therefore cannot request the same item twice, as shown in Figure 2-5.

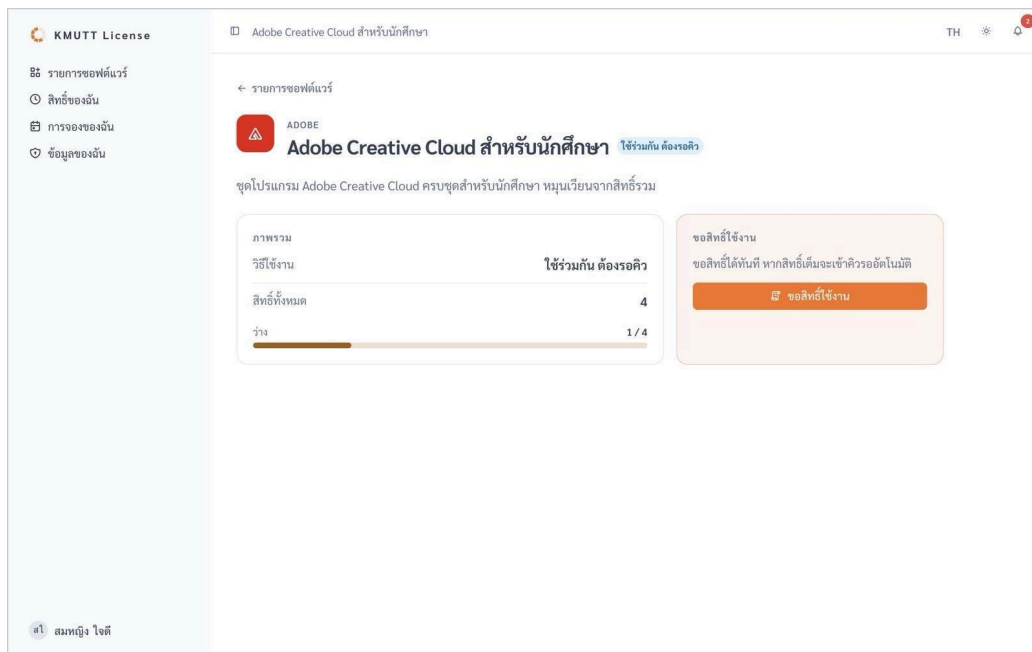


Figure 2-4 Software page and the Request license button

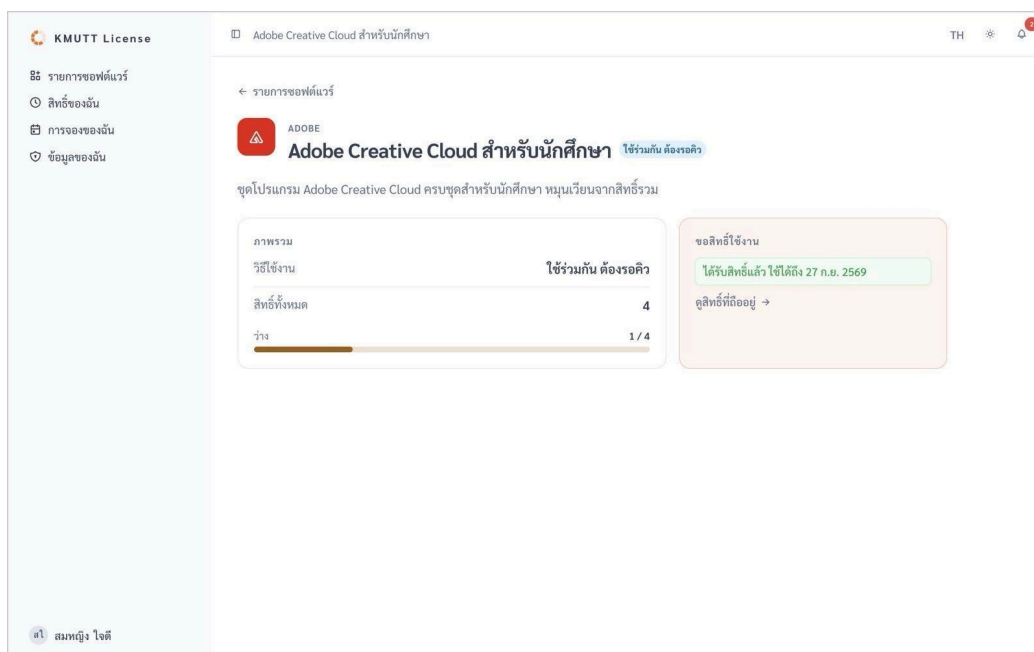


Figure 2-5 Software page after a license has been granted

Note:

- Requests do not require staff approval.

- People in the queue receive a license as soon as one becomes available, whether because someone returned it, it expired, or the system reclaimed it.
- The system sends a reminder 1 day before a license expires.

License rotation when people are waiting

When all licenses are in use and people are waiting, the system reclaims the license from the person who has held it the longest and passes it to the first person in the queue. A license can only be reclaimed after the holder has had it for the **minimum loan period** (typically 3 days); before then, no one's license is reclaimed. Holders may return their license themselves at any time. The date from which a license may be reclaimed is shown on the “My Licenses” page, and you will be notified when your license has been passed on.

2.5 Borrowing and Returning a License (Borrow While in Use)

1. Open the software page and click the “Borrow” button.
2. Once borrowed, the status changes to “Borrowed”, as shown in Figure 2-6.

Keep this page open for the entire time you are using the software.

3. When you have finished, click the “Return license” button. The license is immediately passed to the next person waiting.

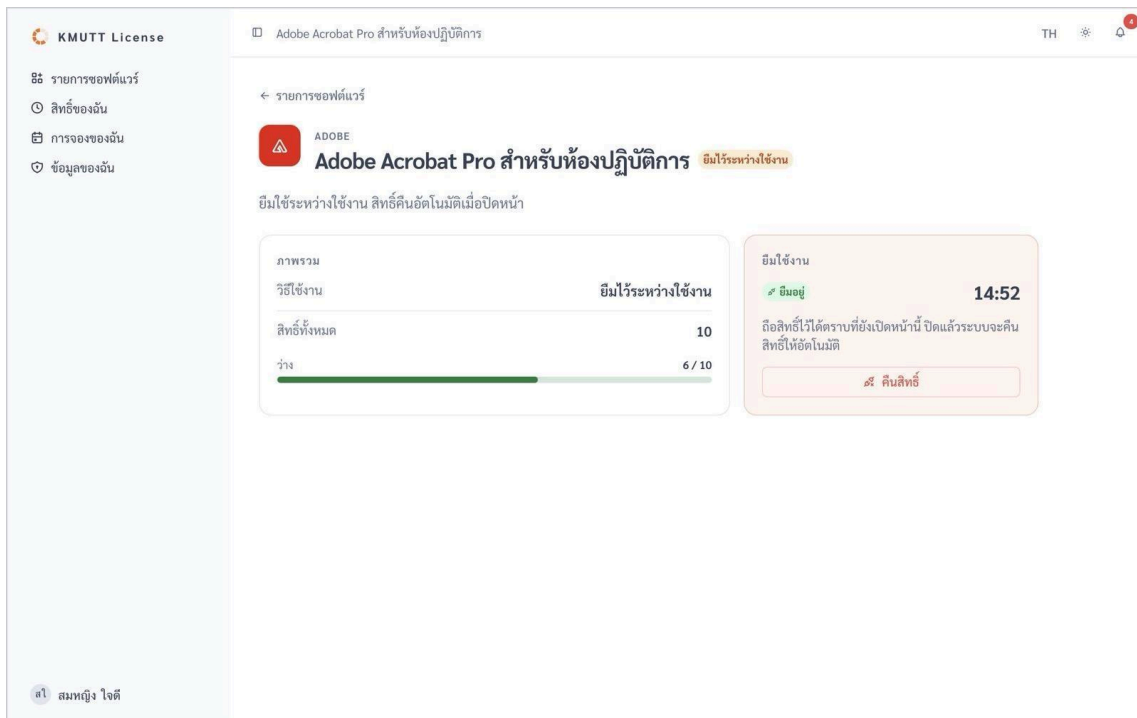


Figure 2-6 Borrowed status

Note:

- If you close this page or leave it open longer than allowed, the system automatically returns the license. If you still need the software, borrow it again.
- If the system reports “All licenses are in use”, please try again in a moment.

2.6 Booking a Time Slot (Time-Slot Booking)

Booking is suited to software used for specific periods, such as Zoom meeting rooms for teaching.

1. Open the software page. The system displays the “Book a time slot” calendar, as shown in Figure 2-7. You can switch between “Weekly” view (Monday to Sunday) and “Monthly” view, and navigate with the “Next week” or “Next month” buttons. Days that are partially or fully booked are marked.
2. Select a day, then choose a start time on the “All-day timeline” bar by pressing the start time and dragging to set the length, or click “Choose this time” next to “Earliest available” to select the nearest free slot.
3. Select the “Duration” of use.
4. Enter a “Title”, e.g., Physics 101 Section 2. The title appears in the booking list and is used as the meeting name.
5. To make a recurring booking, turn on “Repeat” and set:
 - “Frequency”: daily, weekly, monthly, or yearly; you can also choose days of the week.
 - “Until”: the end of the semester or a number of occurrences. The system summarizes the number of occurrences and the date range, as shown in Figure 2-8.

6. If some dates cannot be booked, the system shows the reason for each date, as listed in the table below.
7. Click “Book” or “Book N times”. The system shows the result, e.g., “13 bookings made”, with the buttons “View my bookings” and “Book another time”.

The screenshot displays the KMUTT License Zoom booking interface. The main content area is titled 'Zoom สำหรับการเรียนการสอน' (Zoom for Learning). It features a calendar view for the week of May 21-27, 2569. The selected date is May 23 (Friday). The booking details show a duration of 2 hours, starting at 10:00 and ending at 12:00. The booking is for a Zoom session titled 'Zoom สำหรับการเรียนการสอน'. The interface also shows a sidebar with navigation options like 'รายการซอฟต์แวร์' (Software List), 'สิทธิ์ใช้งาน' (Usage Rights), 'การจองใช้งาน' (Booking), and 'ข้อมูลใช้งาน' (Usage Information). The main content area includes a calendar view, a booking form, and a timeline bar at the bottom.

Figure 2-7 Booking calendar and timeline bar

KMUTT License

📄 รายการซอฟต์แวร์

🔍 สิทธิ์ของฉัน

📅 การจองของฉัน

📄 ข้อมูลของฉัน

📄 รายการซอฟต์แวร์

Zoom

Zoom สำหรับการเรียนการสอน

จองช่วงเวลา

จองบัญชี Zoom แบบมีลิขสิทธิ์สำหรับการสอนหรือการประชุม

กัณยาน 2569

📅 รายเดือน < >

จ. 21

วันนี้ 22

พ. 23

พท. 24

ศ. 25

ส. 26

อา. 27

ระยะเวลา

30 นาที

1 ชม.

1 ชม. 30 นาที

2 ชม.

3 ชม.

อื่นๆ

ชั่วโมง

2

นาที

0

เวลาเริ่ม

14:00

→ สิ้นสุด 16:00

🕒 วางเร็วที่สุด: อังคาร 22 ก.ย. 2569 - 09:00

เลือกเวลานี้

06:00

09:00

12:00

15:00

18:00

21:00

📅 การจองนี้

กดยกเลิกแล้วหากเพื่อกำหนดความยาว

📅 ใช้ไป 7 จาก 96 ครั้งใน 1/2569

หัวข้อ

ตรวจสอบกลางภาค ฟิสิกส์ 101

แสดงใบรายการจอง และใช้เป็นชื่อการประชุม

🔴 จองซ้ำ

ทุกวัน

ทุกสัปดาห์

ทุกเดือน

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จนถึง

สิ้นภาคการศึกษา (18 ธ.ค.)

กำหนดจำนวนครั้ง

📅 13 ครั้ง, 23 ก.ย. - 16 ธ.ค.

พุธ 23 ก.ย. 2569

14:00 - 16:00 - 2 ชม.

📅 จอง 13 ครั้ง

ส1

สมหญิง ใจดี

KMUTT License

รายการซอฟต์แวร์

สิทธิ์ของฉัน

การจองของฉัน

ข้อมูลของฉัน

Zoom สำหรับการเรียนการสอน

TH

← รายการซอฟต์แวร์

Zoom

Zoom สำหรับการเรียนการสอน

จองช่วงเวลา

จองบัญชี Zoom แบบมีลิขสิทธิ์สำหรับการสอนหรือการประชุม

กันยายน 2569

📅 รายเดือน < >

จ. 21

วันนี้ 22

ท. 23

พท. 24

ศ. 25

ส. 26

อา. 27

ระยะเวลา

30 นาที

1 ชม.

1 ชม. 30 นาที

2 ชม.

3 ชม.

อื่น ๆ

ชั่วโมง 2

นาที 0

เวลาเริ่ม

09:00

→ สิ้นสุด 11:00

🕒 วางเจ็ทที่สุด: อังคาร 22 ก.ย. 2569 : 09:00

เลือกเวลานี้

06:00

09:00

12:00

15:00

18:00

21:00

■ การจองนี้

📅 การจองอื่นของฉัน

กดที่เวลาเริ่ม แล้วลากเพื่อกำหนดความยาว

👍

จองแล้ว 13 ครั้ง

ตรวจสอบกลางภาค ฟิสิกส์ 101

พุธ 23 ก.ย. 2569 : 14:00–16:00

ดูการจองของฉัน

จองเวลานี้

ส1

สมหญิง ใจดี

Figure 2-8 Recurring booking settings and booking result

Reasons a date cannot be booked:

Message	Meaning
Fully booked	All licenses for that time slot are already booked
Your group's allocation is full	Licenses reserved for your group, e.g., your faculty, have all been used
Overlaps with your existing booking	You already have another booking at the same time
Exceeds the number of bookings allowed this semester	You have used all your bookings for this semester

Note:

- The license is active from 15 minutes before the start time until the end of the booking.
- Below the title field, the system shows how many bookings you have used in the current semester (if an administrator has set a limit).

- If an administrator has set a maximum booking duration, a message such as “Maximum 2 hrs per booking” appears below “Duration”, and only durations within that limit can be selected. Students and staff may have different limits.
- The system sends one booking confirmation notification per booking, not one for every occurrence of a recurring booking.

2.7 Permanent Licenses

Permanent licenses are assigned directly by an administrator. The software page shows a message stating that this license is assigned by the system administrator.

If you need it, please contact the system administrator.

2.8 When You Are Not Eligible

If your attributes do not meet the software's conditions, the software page shows one of the following reasons:

- “This item is available only to certain groups, which do not include yours”
- “Restricted to ...” followed by the name of the condition set by the administrator, e.g., staff only
- “You are not eligible for this item”

If you believe the information is incorrect, e.g., the system shows the wrong faculty, please contact the system administrator.

2.9 My Licenses

1. Click the “My Licenses” menu. The system shows the licenses you hold and those you are queued for, as shown in Figure 2-9.
2. The “Active” group shows licenses you have received with their expiry date, or “No expiry” for permanent licenses.
3. A borrowed license may show a message under its name, e.g., “From 25 Sep 2026, if all licenses are in use and people are waiting, the system may reclaim this license to pass it to someone in the queue.” This is the date on which the minimum loan period ends. After that date, if people are waiting, the license may be passed on before its expiry date.

4. The “Queued” group shows your position in the queue, e.g., “Position 3 in queue”, and your priority. If staff have moved you to the front, it shows “Moved to front by staff”.

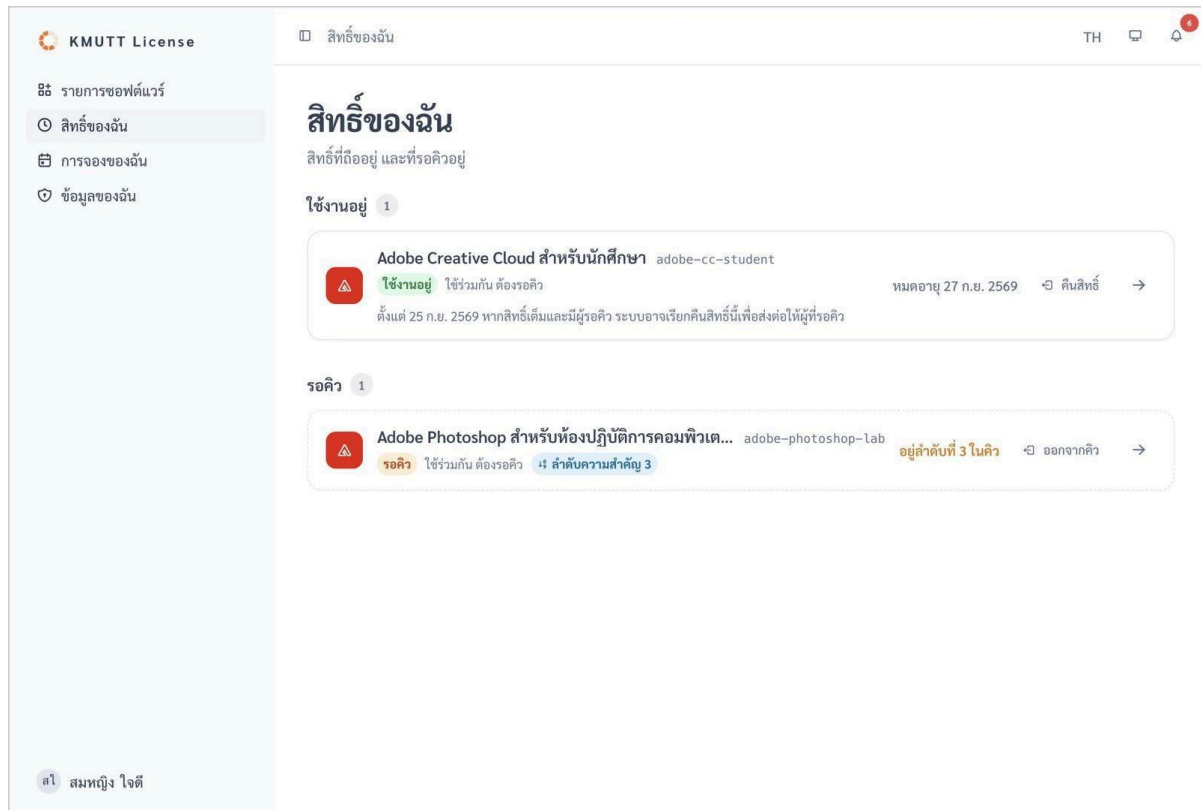


Figure 2-9 My Licenses page

Returning a license early

1. Click the “Return license” button on the item.

2. The system asks for confirmation. Click “Return license” again to confirm, or click “Keep” to cancel. Once returned, the license is passed to the next person in the queue.

Leaving the queue

1. Click the “Leave queue” button on the queued item.
2. The system asks for confirmation. Click “Leave queue” again to confirm, or click “Keep” to keep waiting.

2.10 My Bookings

Click the “My Bookings” menu. The system shows bookings in two tabs, “Upcoming” and “Past”. Each tab shows the number of items and is sorted with the nearest first, as shown in Figure 2-10. If there are many items, use the pagination controls at the bottom to change pages or select the number of items per page (25, 50, or 100). The “Past” tab is for viewing history only; its items cannot be edited or cancelled.

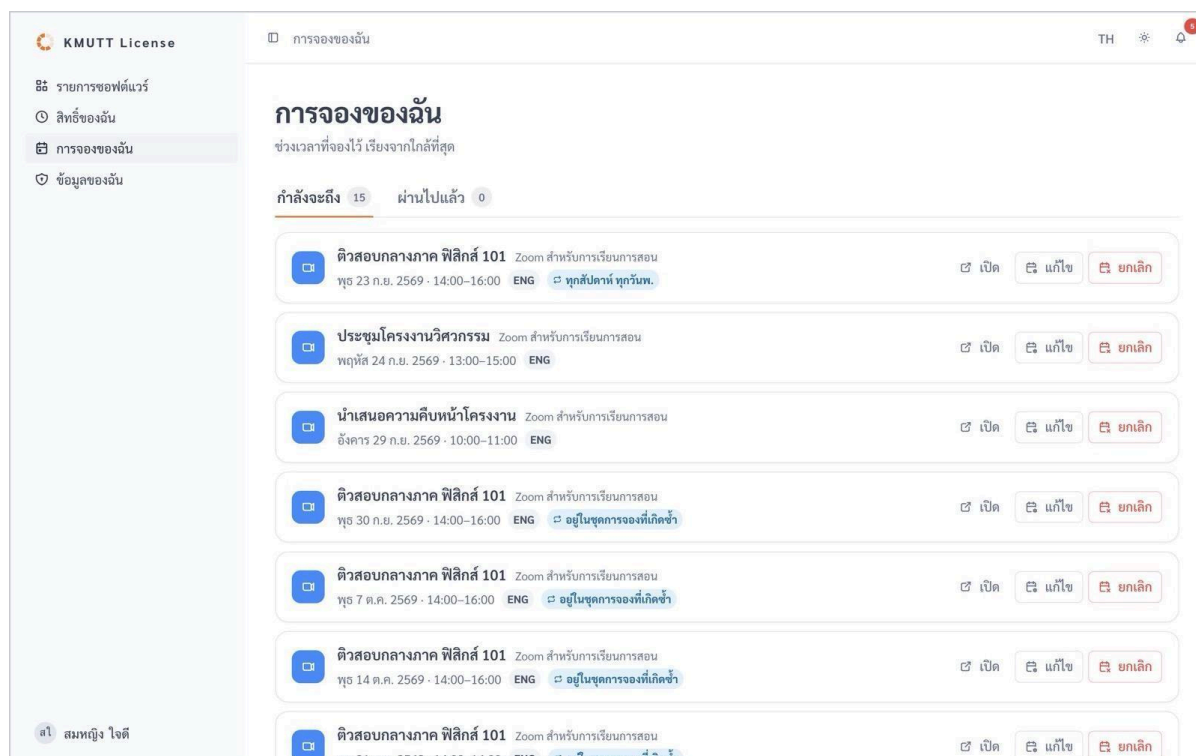


Figure 2-10 My Bookings page

Each booking shows the license status as follows:

Status	Meaning
License available at ...	The system will activate the license at the time shown
Activating license	The system is sending the license to the provider
License ready	Ready to use

License not received	The provider rejected it. The booking still stands; contact IT to check your account.
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For bookings that include a Zoom meeting room, a “Join meeting” button is shown. The person who booked is the meeting host and can share this link with participants. If it shows “No meeting room”, the booking is still valid; start the meeting directly from the Zoom app or contact IT.

Editing a booking

1. Click the “Edit” button on the booking.
2. Set the “New start time” and “Number of hours”.
3. For recurring bookings, choose what the change “Applies to”: this occurrence / this and following occurrences / the entire series. Following occurrences are shifted by the same amount.
4. Click “Save”. If the new time slot is already booked, none of the bookings are moved.

Cancelling a booking

1. Click the “Cancel” button on the booking. A single booking is cancelled immediately.
2. For recurring bookings, the system asks whether to cancel “This occurrence”, “This and following occurrences”, or “The entire series”.
3. Click “Cancel booking” to confirm, or “Keep” to go back.

Adding bookings to your calendar (the “In your calendar” section, as shown in Figure 2-11)

- “Download .ics” gives you a calendar file of all your bookings to import into Google Calendar, Outlook, or Apple Calendar. This file does not update itself; if a booking is moved, download it again.
- “Create link” gives you a private link that your calendar re-reads automatically and that updates with any changes. Click “Add to Google Calendar”, or “Copy” to paste it into another calendar application. Google Calendar checks the link every 8 to 24 hours.
- “Disable link” revokes the existing link.

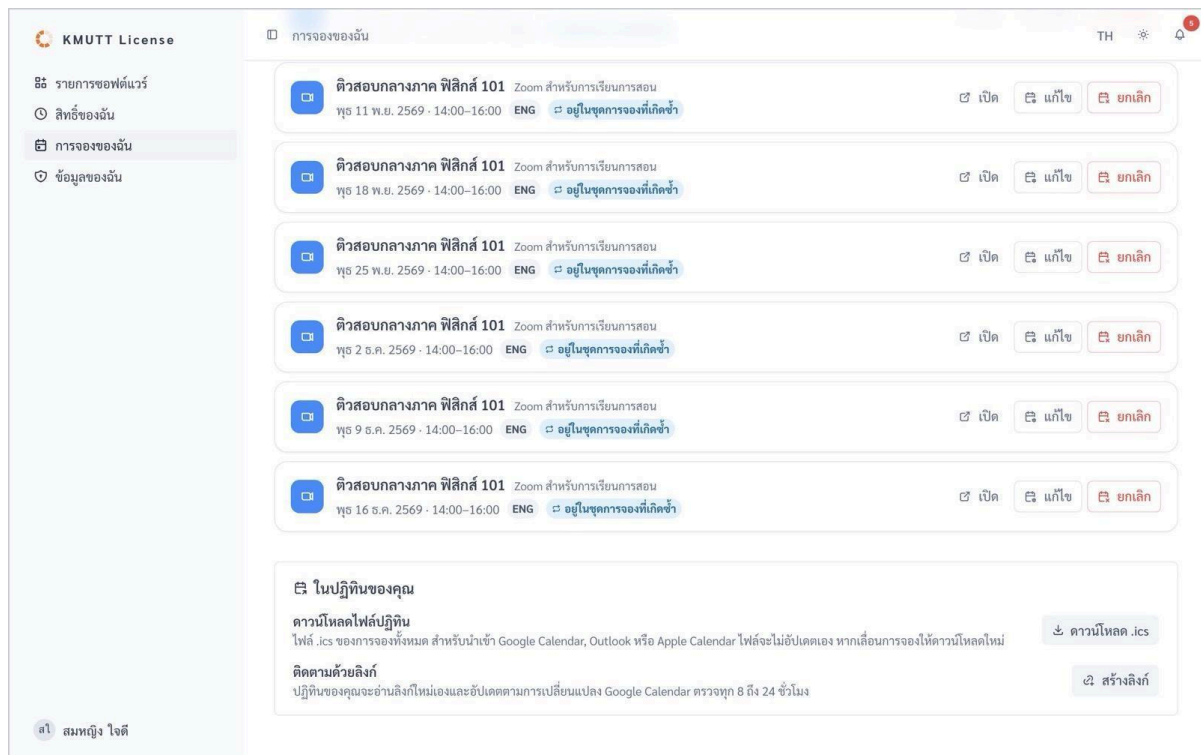


Figure 2-11 Add bookings to calendar section

Caution: Anyone who has the calendar link can see your bookings. The link is shown only once; if you lose it, create a new one, which also disables the old link.

2.11 Notifications

1. Click the notification bell. The system shows all notifications, as shown in Figure 2-12.

2. Click “Mark as read” on an item, or “Mark all as read” to mark every item as read.
3. If there are many notifications, use the pagination controls at the bottom to change pages or select the number of items per page (25, 50, or 100).

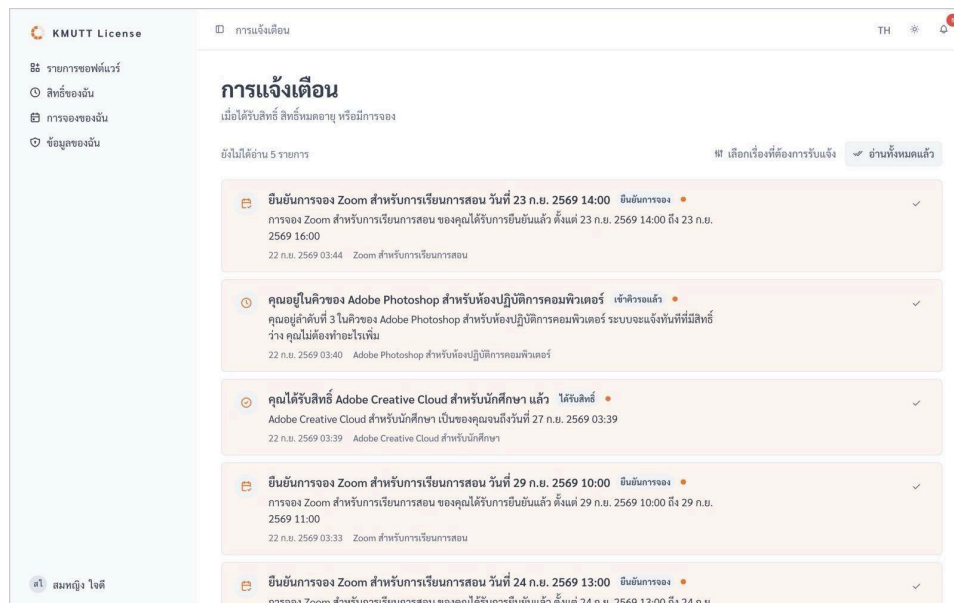


Figure 2-12 Notifications page

Choosing which notifications to receive

1. Click “Choose notifications”. The system shows the notification settings table, as shown in Figure 2-13.
2. Each row is an event and each column is a channel: “In-app” and “Email”.

3. Select the boxes you want, then click “Save”.

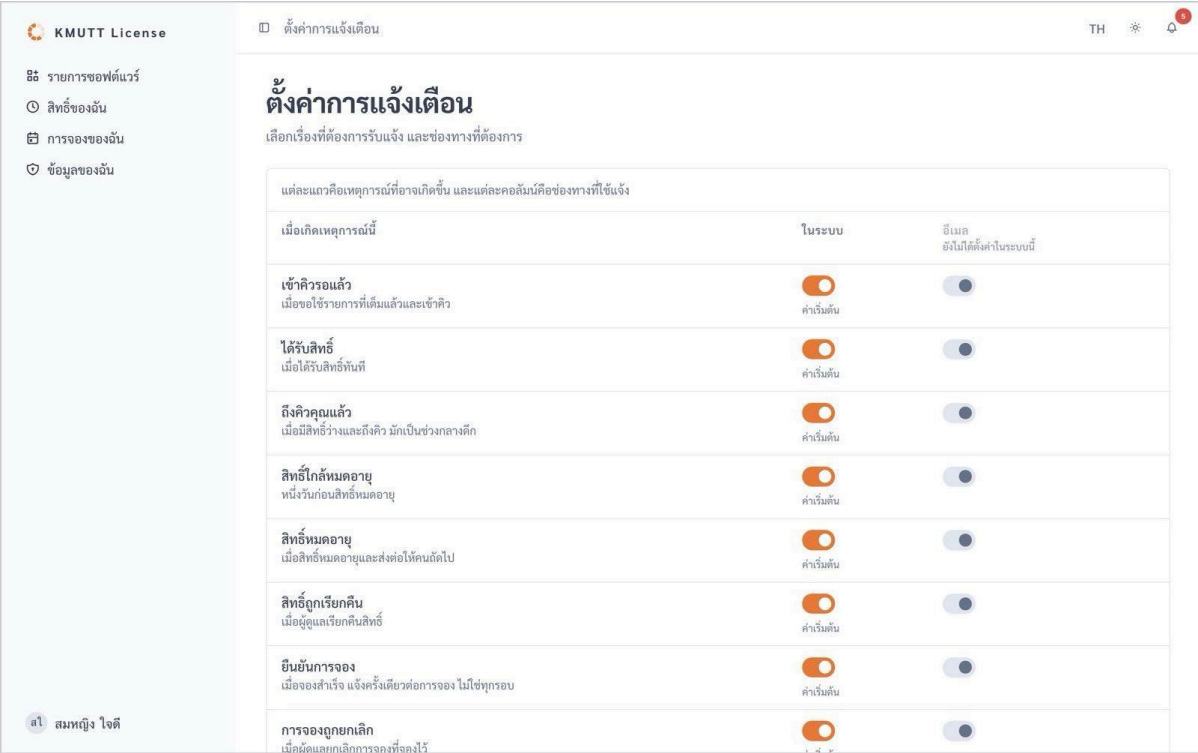


Figure 2-13 Notification settings page

Event	Sent When
Added to queue	You requested an item that is fully in use and were placed in the queue
License granted	You received a license immediately

It's your turn	A license became available and it is your turn (often overnight)
License expiring soon	One day before the license expires
License expired	The license expired and was passed to the next person
License reclaimed	An administrator reclaimed the license
License passed to queue	All licenses were in use, people were waiting, and you had held your license the longest, so the system passed it to someone in the queue
Booking confirmed	Booking successful
Booking cancelled	An administrator cancelled your booking
Permanent license granted	You received a permanent license
Request not approved	Your request was not approved

License borrowed / returned	Every time you borrow or return (off until you turn it on)
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2.12 My Data (Under the Personal Data Protection Act)

1. Click the “My Data” menu. The system shows the data it stores about you,
as shown in Figure 2-14.
2. Click the “Download a copy” button to get a JSON file containing:
 - Name, email, language, and roles in the system
 - Every license you have received, including expired ones
 - Every booking, including cancelled ones
 - Every notification message
 - Information provided by the University that is used to determine
eligibility

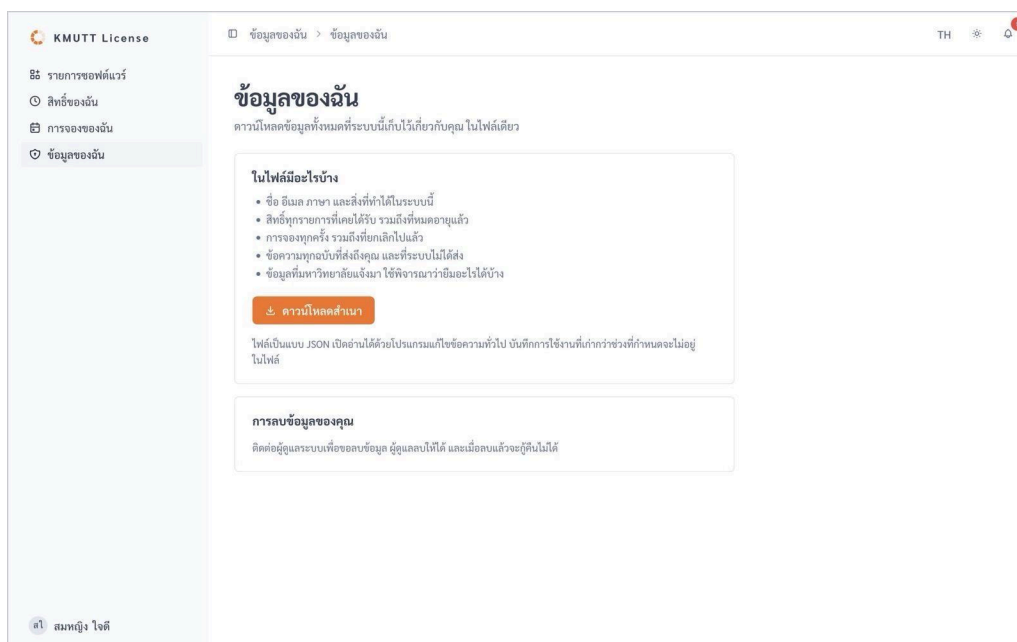


Figure 2-14 My Data page

To have your data deleted, please contact the system administrator. Deleted data cannot be recovered.

2.13 Signing Out

1. Click the account menu.
2. Click “Sign out”. The system shows the message “Signed out” with a “Sign in again” button.

2.14 Frequently Asked Questions

Q: I can't sign in. What should I do? **A:** Make sure you are using your University email and that your password has not expired. If you still cannot sign in, please contact the University's IT department.

Q: I've been in the queue for a long time. When will I get a license? **A:** The queue is ordered first by priority and then by waiting time. You can see your current position in the “My Licenses” menu, and the system will notify you as soon as it is your turn.

Q: Why was my license reclaimed before its expiry date? **A:** When all licenses are in use and people are waiting, the system passes on the license of the person who has held it the longest and has completed the minimum loan period, so that licenses rotate to everyone. If you still need it, you can request it again and the system will place you in the queue.

Q: I've been granted a license, but I still can't use the software. **A:** The system has to send the license to the provider, which may take a few minutes. Sign out of the software and sign in again. If it still does not work, please contact the system administrator.

Q: The software I want shows “Not eligible”. **A:** That item is restricted to certain groups. You can see the reason on the software page. If you believe the information is incorrect, please contact the system administrator.