Scheduling a Potential Employee for their WorkSTEPS Test

If you have any questions or concerns regarding this process, you can contact Physical Therapy Rehab Concepts, P.C. at 512.353.4575.

Logging into the Website

Step 1: Go to www.supersaas.com

Step 2: Click ‘Login’

Step 3: Enter account name (hr@txstate.edu) & password (5122452557) & click ‘Log In’
You will be taken to your Dashboard, which shows the calendar of available and scheduled slots for the week.
Creating a Reservation
The slots with little dots and that appear as below when you click on them are slots that are already full. You will not be able to schedule a new reservation in these slots.

Step 4: To create a reservation, click on an open slot

Step 5: Click ‘New Reservation’
The following will appear:
Step 6: Type in information
- **Full name** will be the name of the person being sent for testing
- **Company** will be “Texas State”
- **Position** will be “Texas State – PLEASE SPECIFY POSITION ON FOLLOWING FORM”

Step 7: Click ‘Create Reservation’ & you will be taken to the following page:
Step 8: Fill in form -

'Scheduler’s Name' will be your full name

'Contact Phone #,' enter your phone number

'Special Instructions/Comments,' enter the position the potential candidate is being considered for so we know what test to do. You can also enter any other information you feel we should know before testing the candidate

Step 9: Click ‘Submit’ & you will be directed back to the Dashboard, where you can see your scheduled reservation, which appears with a green check mark
Your reservation is now scheduled. You can easily see any reservations created under your account name with the green check marks on the calendar or you can click ‘Agenda’ to see a list of your scheduled reservations.
Click the ‘Edit’ icon to the right of the date & time to view the information for that reservation.
Deleting a Reservation
You can delete a reservation from your agenda view as well as your calendar view.

To delete from the calendar view, click on the slot

Click the ‘Edit’ icon on the right-hand side of the pop-up box

Click ‘Delete Reservation’
Please select an available appointment time. If you need an appointment before the next available time or to cancel/add an appointment within 8 hours of the scheduled time, please contact PTRC at (512)353-4575.

Reservation successfully deleted

To delete from the agenda view, click the edit icon next to the appointment date & time, then click the edit icon again that appears in the pop-up box.
Select ‘Delete Reservation’

If you have any questions or concerns regarding this process you can contact Jessi at PTRC via phone: 512.353.4575 or email: jessi@ptrc-tx.com