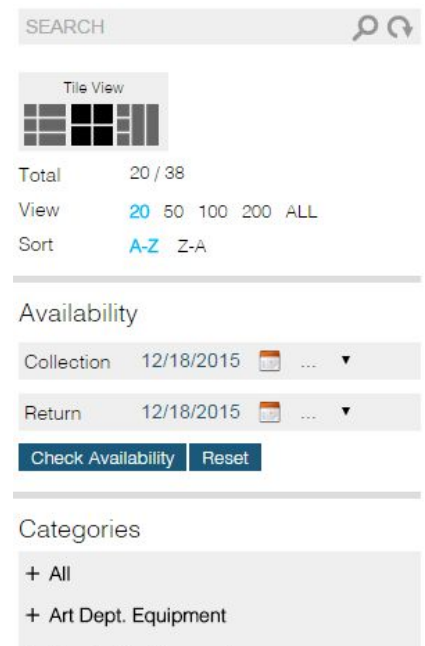


HOW TO MAKE A BOOKING

1. Log in to SiSo with your LC credentials (link: lclark.siso.co) and click on “Find Stock”.



2. You will be directed to a page where you can select the items/equipment that you would like to check out. Search for your item using the filters or the search bar.
 - a. Under the “Categories” section, expand the categories to narrow down types of equipment you would like to check out (cameras, projectors, etc.)
 - b. Under the “Availability” section, enter in the date you wish to collect your item from the Service Desk and the date you wish to return it. Standard loan periods are 3 days.
 - c. You can also change how you view items using the options under the search bar. The default is set to “Tile View,” but can be changed to a list, or grid.



3. Items that are available to book during your specified period will have a green check mark on the upper right-hand corner of the picture. Once you find an available item you would like to check out, add your item to your basket by clicking on the “+” button.



5. Once you are done choosing your item(s) to book, click on “Basket” under the “Bookings” tab.



6. On the right hand side, enter your collection and return dates/times for your item(s).

Add Asset(s) or Scan Barcode

Collection 12/18/2015 Return 12/18/2015 Or on Error I would like for a Duration of 72 hours

Canon PowerShot S100

Collection 12/18/2015 Return 12/18/2015

Picked Up By

Install Location

Booking Notes

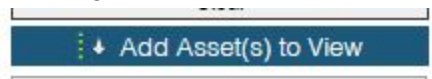
Update All Items* Update

- If someone else is picking up your item, put their name in "Picked Up By".
 - Click "Update" to update the item or "Update All Items" to update all the items in your basket.
7. When you are done, click on "Book". Read the Terms & Conditions and then click on the checkbox. Press Finish.



ANOTHER WAY TO BOOK EQUIPMENT

- Under the "Bookings" tab, click on "Booking Calendar".
- On the left-hand side of the page, click on "Add Asset(s) to View".



- Search for and select the checkboxes for the item(s) you would like to book. You can go through the categories on the left-hand side of the page, or filter the items by entering in keywords in the "Asset Name" and "Asset Description" boxes. When you are done, press Finish.

Select Asset(s) | 38

Show Rooms Categories	Asset Type	Barcodes	Asset Name	Asset Description
All				
Art Dept. Equipment	Stock	ART-SD 004	32 GB SD Card	Art dept. SD card.
Faculty/Staff Loaner Items	Stock	ART-SD 001	32 GB SD Card	Art dept. SD Card.
General Equipment	Stock	ART-SD 003	32 GB SD Card	Art dept. SD card.
Grad School Loaner Items	Stock	ART-SD 002	32 GB SD Card	Art dept. SD card.
Hoffman Gallery Storage	Stock	ART-CAM-DIG 009	Canon PowerShot S100	Canon PowerShot S100, ART-CAM
RHMS Dept. Equipment	Stock	ART-CAM-DIG 001	Canon Rebel T3	

4. Use your cursor to drag and select the dates you would like to have your item.

The image shows a 'Booking Calendar' interface. On the left is a calendar for December 2015, with dates 1 through 31. A date range from Dec 14 to Dec 20 is highlighted in purple. To the right of the calendar is a 'View My Bookings' button and a grid showing time slots (from 12:00 am to 11:00 am) for the days Mon Dec 14th, Tue Dec 15th, Wed Dec 16th, and Thu Dec 17th. The grid shows a blue shaded area for bookings from 2:00 am to 11:00 am on Dec 14th and Dec 15th, and a grey shaded area for Dec 16th and Dec 17th. Below the calendar is a 'Clear' button and a link to 'Add Asset(s) to View'. At the bottom left, there is a text prompt 'Click to Add Assets'.

5. Once you have done this, you will be given more options. If someone else is picking up your item, put their name in "Picked Up By". When you are ready to book, read the Terms & Conditions and then click on the checkbox. Press Book.

The image shows a 'Create Bookings' modal form. It has tabs for 'Booking Details', 'Associate', and 'Notes'. The 'Booking Details' tab is active. It contains fields for 'Collection Date' (12/14/2015), 'Time' (2:00 am), 'Return Date' (12/15/2015), and 'Time' (11:00 am). There is a checkbox for 'Canon PowerShot S100' and a dropdown for 'Install Location'. Below these is a warning message: 'From Date / Time is in the past (BAA024)'. The 'Booked To' field is filled with 'student test'. The 'Picked Up By' field is also filled with 'student test', with a 'Find User' button next to it. At the bottom, there is a checkbox for 'I have read and agree to the Terms & Conditions of service.' and two buttons: 'Book' and 'Clear'.