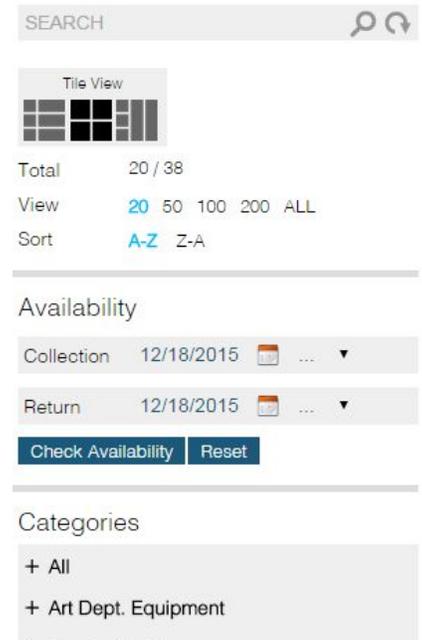


HOW TO MAKE A BOOKING

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.



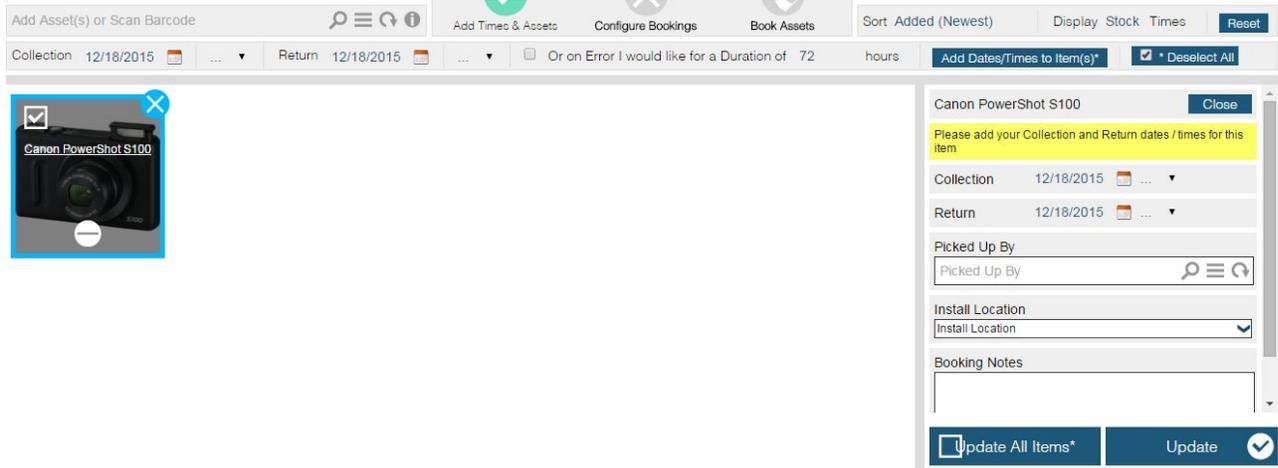
3. Items that are available to book during your specified period will have a green check mark on the upper right-hand corner of the picture. Once you find an available item you would like to check out, add your item to your basket by clicking on the “+” button.



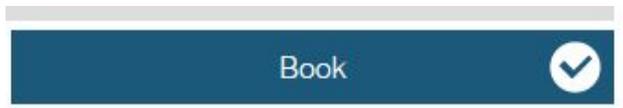
5. Once you are done choosing your item(s) to book, click on “Basket” under the “Bookings” tab.



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



- a. If someone else is picking up your item, put their name in “Picked Up By”.
 - b. 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

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



3. Search for and select the checkboxes for the item(s) you would like to book. You can go through the categories on the land-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		Asset Type	Barcodes	Asset Name	Asset Description
<input type="checkbox"/>		Stock	ART-SD 004	32 GB SD Card	Art dept. SD card.
<input type="checkbox"/>		Stock	ART-SD 001	32 GB SD Card	Art dept. SD Card.
<input type="checkbox"/>		Stock	ART-SD 003	32 GB SD Card	Art dept. SD card.
<input type="checkbox"/>		Stock	ART-SD 002	32 GB SD Card	Art dept. SD card.
<input type="checkbox"/>		Stock	ART-CAM-DIG 009	Canon PowerShot S100	Canon PowerShot S100, ART-CAM
<input type="checkbox"/>		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 screenshot shows a 'Booking Calendar' interface. On the left, there is a calendar grid for December 2015. The days of the week are labeled Mo, Tu, We, Th, Fr, Sa, Su. The dates 14, 15, 16, 17, 18, 19, and 20 are highlighted in purple. Below the calendar is a 'Clear' button and a link to 'Add Asset(s) to View'. The main part of the interface is a grid with time slots on the y-axis (from 12:00 am to 11:00 am) and dates on the x-axis (Mon Dec 14th, Tue Dec 15th, Wed Dec 16th, Thu Dec 17th). A blue shaded area covers the time slots from 12:00 am to 11:00 am on Monday and Tuesday. A green shaded area covers the time slots from 11:00 am to 1:00 pm on Wednesday. A grey hatched area covers the time slots from 12:00 am to 1:00 pm on Thursday.

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 screenshot shows the 'Create Bookings' dialog box overlaid on the booking calendar. The dialog has three tabs: 'Booking Details', 'Associate', and 'Notes'. Under 'Booking Details', the following information is entered:

- Collection Date: 12/14/2015
- Time: 2:00 am
- Return Date: 12/15/2015
- Time: 11:00 am

Below this, there are three colored boxes (red, green, blue) and the text 'Canon PowerShot S100'. An 'Install Location' dropdown menu is set to a default value. A warning message reads 'From Date / Time is in the past (BAA024)'. At the bottom, there are fields for 'Booked To' (student test) and 'Picked Up By' (student test), with a 'Find User' button next to the latter. A checkbox is present with the text 'I have read and agree to the Terms & Conditions of service.' At the very bottom are 'Book' and 'Clear' buttons.