

Equipment Reservation Procedures - August 2016

To ensure equipment availability, reservations should be made 24 hours in advance

1. Save the Check-Out Form for Future Use:

- a. Go to www.uncw.edu/com/
- b. Open the Check-Out Form
- c. **Save** the **Blank** form to your desktop and **close** the blank form.
- d. **Reopen** the form **from your desktop**, fill it out completely and save it.
 - i. You can edit and re-use your saved form for each new reservation.

2. Create a Reservation Event:

- a. Go to www.uncw.edu/com/ and click on the SharePoint link, log in with your UNCW username and password.
- b. Choose the appropriate reservation calendar.
- c. Click on the day, **see what is already reserved to determine what is available**.
- d. Decide on a checkout time **during equipment reservation hours** and double click that time on the calendar. A “New Item” box will appear.
- e. In the **Title** area, enter: YOUR NAME, specific equipment name and number and key accessories
 - i. **Example: Leah Davis, Panasonic 200 #1, Panasonic Tripod #1, etc...**
- f. In the **Location** area, enter your cell phone number, email address and location where you will be using the equipment.
- g. Using the date and time drop-down menus, select a start and end time for your reservation.
 - i. **This time range must occur on the same day.**
 - ii. Start = when you will be picking up equipment
 - iii. End = when you are returning **OR 11pm to indicate all-day reservation**
- h. In the **Description** window enter your course number, the project working title and describe what you will be doing.
- i. Click on **Attach File** and attach your completed Check-Out Form.
- j. Recurrence – Check “Make this a repeating event” **if you are reserving equipment for multiple days**.
 - i. Select Daily
 - ii. Start Date = Check-out Date
 - iii. End By = Return Date
- k. Click on **Save**. Your reservation should appear as a column during the day. If it appears as a row/bar across the top of the day check your Start and End dates (2-g).

3. Edit Recurrent Events:

- a. Go to the next day to edit your **Recurrent Reservation(s)**.
- b. **Always** check to see if someone has equipment reserved for the next day.
- c. Double click on your reservation, a box will appear, select **Edit Item**
- d. Change the Start Time to 7:00 a.m.
- e. Change the End Time to 11:00 p.m. (to indicate an all-day reservation)
 - i. **Do this for all days in-between your checkout day and your return day**

4. Edit Return Event:

- a. Go to the next day to edit your **Return Reservation**.
- b. Change the Start Time to 7:00 a.m.
- c. Change the End Time to the time you will be **returning** equipment
 - i. Equipment **must be returned during equipment reservation hours** and **prior to any reservations for the same equipment**.
 - ii. If you cannot return the equipment in time, notify the next user, your instructor AND COMReserves@uncw.edu