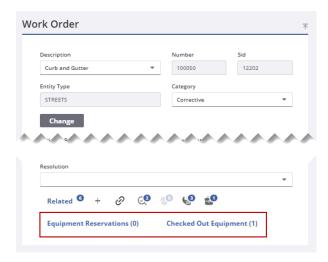


Utilize Equipment Check Out

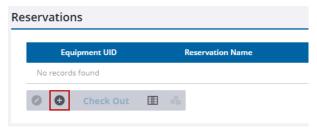
Equipment Check Out tracks the scheduling and use of equipment. Users must be licensed for equipment check out.

- 1. Open a work order.
- From the Work Order panel, click
 Equipment Reservations or Checked
 Out Equipment. Equipment check out
 can also be accessed from the
 Equipment Checkout on the work activity
 toolbar.



The **Equipment Checkout** page opens.

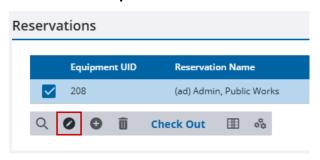
3. To reserve equipment, click **Create Reservation** in the **Reservations** panel.



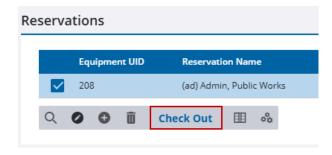
4. Complete the **Create Reservation** panel and click **Create**.



5. To edit a reservation, select the equipment and click **Update Reservation**.



6. To check out equipment, select the equipment and click **Check Out**.



7. To check in equipment, select the equipment in the **Checked Out Equipment** panel and click **Check In**.

