

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.
2. 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.

Work Order

Description: Curb and Gutter, Number: 100050, Sid: 12202

Entity Type: STREETS, Category: Corrective

Change

Resolution

Related: Equipment Reservations (0), Checked Out Equipment (1)

The **Equipment Checkout** page opens.

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

Reservations

Equipment UID	Reservation Name
No records found	

Check Out

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

Create Reservation

Work Order ID: 100050

Reserved For: (ad) Admin, Public Works

Reserved By: (ad) Admin, Public Works

Equipment: 208 - Large Aerial Device

Start Date: Apr 01, 2024, 11:07 AM

End Date: Apr 05, 2024, 12:00 AM

Duration Days: 5

Hours: 1

Reservation Name: Available, Fri Mar 29 2024 11:07:10 GMT-0500 (Central Daylight Time)

Check Out

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

Reservations

Equipment UID	Reservation Name
208	(ad) Admin, Public Works

Check Out

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

Reservations

Equipment UID	Reservation Name
208	(ad) Admin, Public Works

Check Out

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

Checked Out Equipment

Equipment UID	Reservation Name
211	(ad) Admin, Public Works
203	(ad) Admin, Public Works

Check In