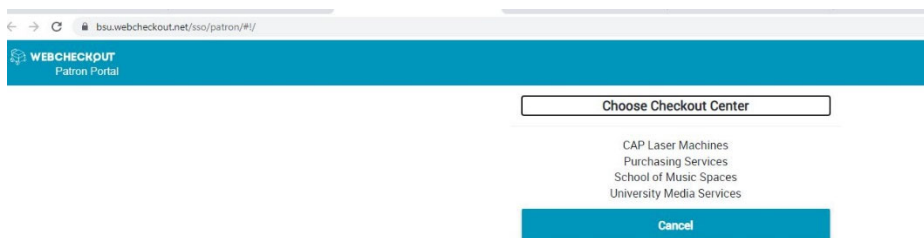


Laser Lab Reservation Process

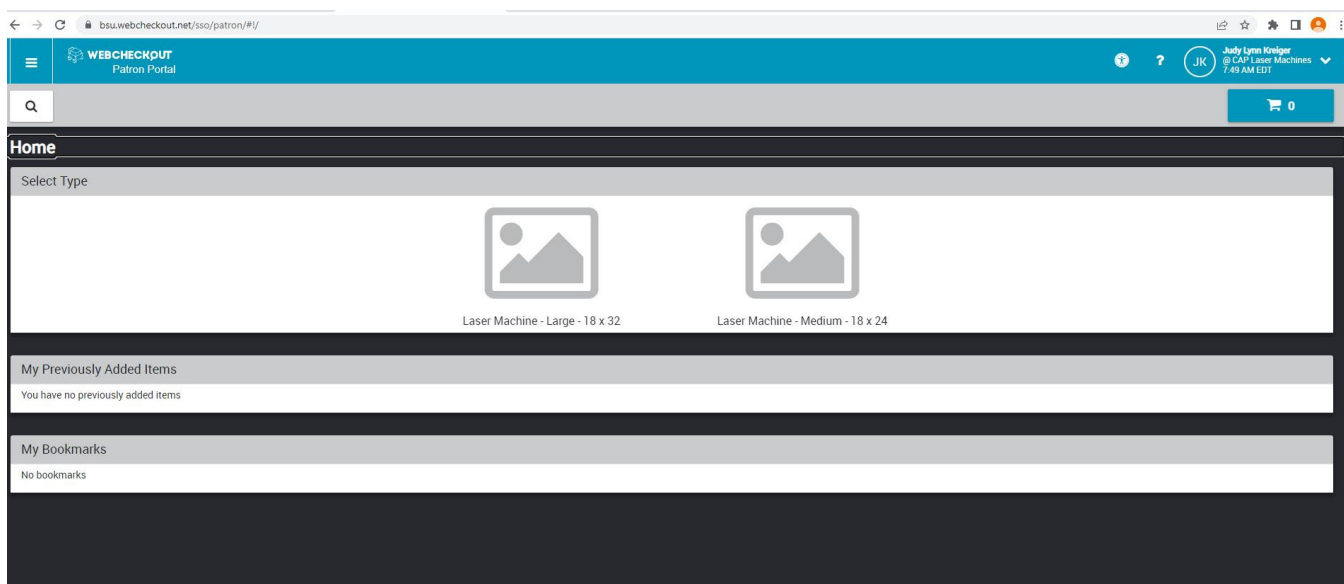
Laser machine reservations are going to migrate to WebCheckout this semester. The link you will use to make your reservation is at <https://bsu.webcheckout.net/sso/patron/#/>. Or you may find it on my.bsu under Additional Tools titled "WebCheckout Patron Portal". This link will show up for you if you have had training on the equipment and your name was shared with me. If you have not had training, I suggest you speak with your faculty person who has assigned use of the laser machine for your assignment for guidance regarding training.

Once you have accessed the link, a page will open, our check out is titled

CAP Laser Machines



Once you have accessed the link CAP Laser Machines Checkout Center, you will open our checkout center.



Choose a machine you wish to use, Large, 18 x 32, or Medium 18 x 24.

There are 3 large 18 x 32, they are identified as A, B, and C.

There is one medium, 18 x 24, it is identified as D.

I have chosen Large, 18 x 32.

WEBCHECKOUT Patron Portal

Home / Laser Machine - Large - 18 x 32

Laser Machine - Large - 18 x 32

General Information

Reserve one of this Type

Resource

- Laser Machine - A
- Laser Machine - B
- Laser Machine - C

Reset Search

First Page 1 Last Page

Decide if you would like A, B or C, add your selection to the cart. Then click the cart icon in the upper right corner. You are only able to reserve 1 machine at a time, 1 hour per day. Faculty who wish to reserve large blocks of time may contact me, I can make those arrangements for you.

In the Reservation window you will be able to select your time. Check out center policies such as limits to 1 hour daily are in place, you will be prompted about these policies in the window. You will not be able to reserve a machine for longer than 1 hour, however, you may stay if no one is scheduled after you.

Review Your Reservation

Start Time

08/19/2022

▼ 12:00PM

▼

End Time

08/20/2022

▼ 12:00PM

▼

Resources

✖ 1

▼ Laser Machine - A

Note to Checkout Center

Select a Delivery Location

Attachments

▲ Attachment

↕ Description

↕ Uploaded On

None

Add Attachment

Remove Selected

Checkout Center Hours

! Reservation has errors

▼ Max. checkout/reserve

- Resource type 'Laser Machine - Large

- 18 x 32': Maximum

Checkout/Reservation length is 1 hour.

Below is a reservation I have completed, it is ready for submission.

Please include your name and class in the Note to Checkout Center.

Review Your Reservation

Start Time

08/19/2022

▼ 01:00PM

▼

End Time

08/19/2022

▼ 02:00PM

▼

Resources

✕

1

▼ Laser Machine - A

Note to Checkout Center

Judy Kreiger ARCH 263

Select a Delivery Location

Attachments

^ Attachment

↕ Description

↕ Uploaded On

None

Add Attachment

Remove Selected

Checkout Center Hours

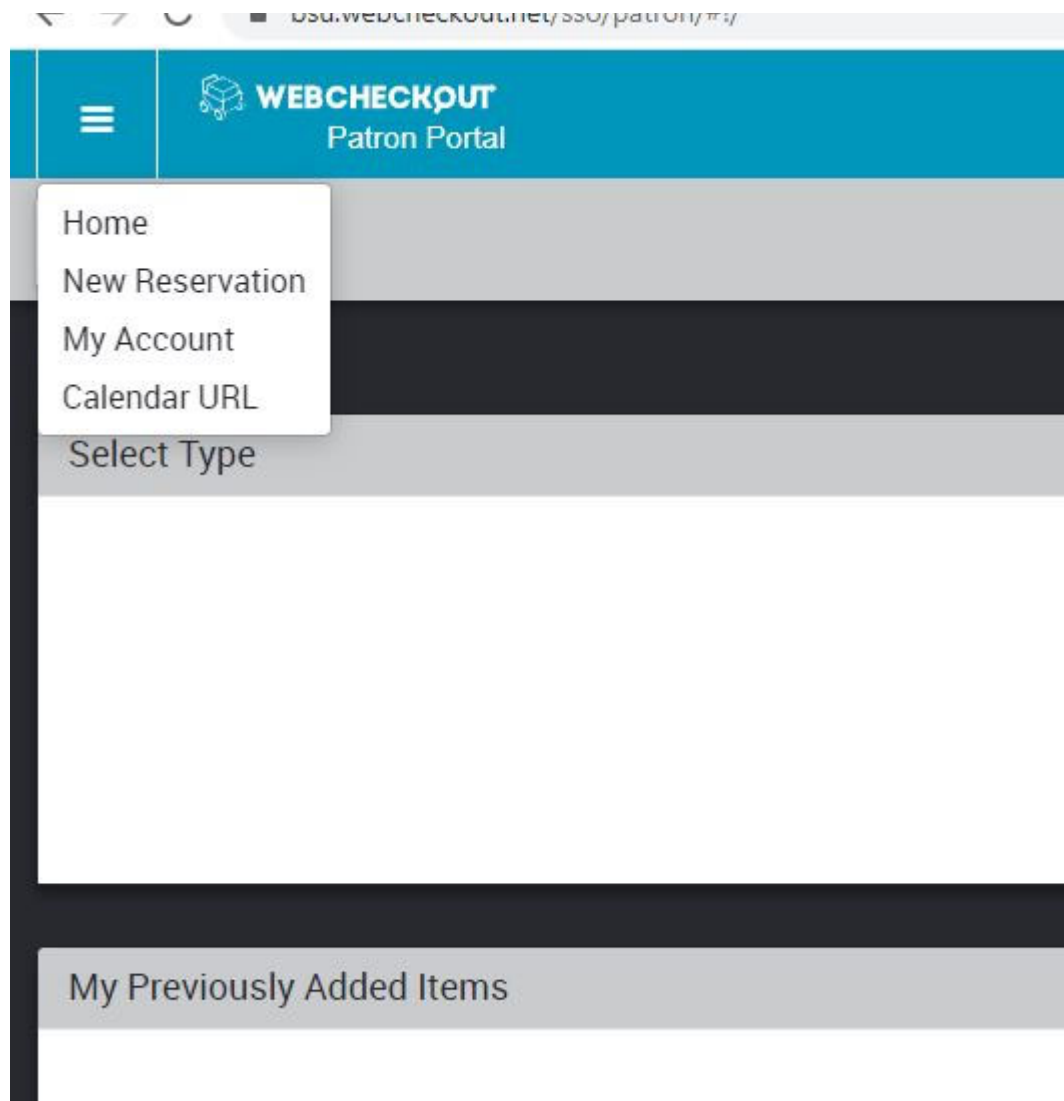
Submit reservation

Save for Later

Close

Reservations will be automatically approved unless the machine is already scheduled.

To view your reservation, you can visit “My Account” located in the upper left hand corner.



From My account you can see the reservation you just made and your reservation history.

My Account

My Reservations

Start Time	End Time	Allocation	Items
Fri, Aug 19, 2022 1:00 PM	Fri, Aug 19, 2022 2:00 PM	CK-244	Laser Machine - Large - 18 x 32

My Current Checkouts

No current checkouts

History

Actual Start	Actual End	Allocation	Items
Sun, Aug 14, 2022 5:36 PM	Mon, Aug 15, 2022 7:43 AM	CK-167	Laser Machine - Medium - 18 x 24

My Saved Lists

No saved lists

If you need to CANCEL your appointment, you can do so from My Account. Click on the reservation you wish to cancel. Choose Cancel Reservation.

View Reservation CK-244

Start Time

Fri, Aug 19, 2022 1:00 PM

End Time

Fri, Aug 19, 2022 2:00 PM

Allocation Notes

Judy Kreiger ARCH 263

Edit Reservation

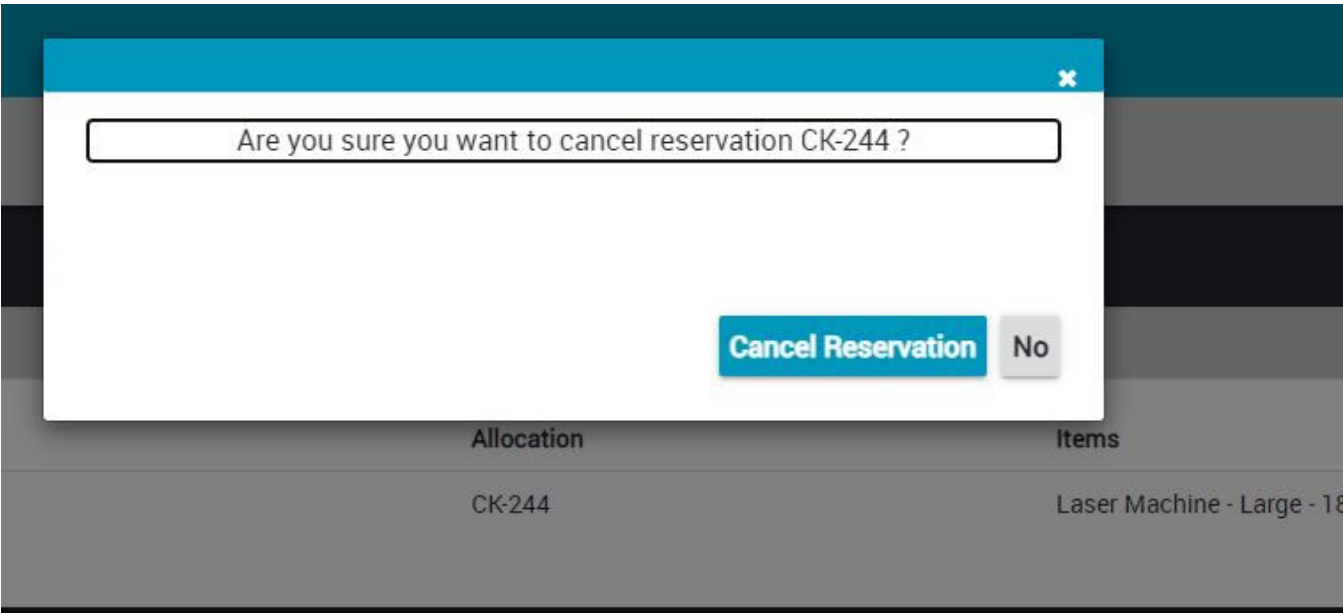
Items Reserved

Laser Machine - Large - 18 x 32

- Laser Machine - A

Cancel Reservation

You will be prompted to confirm you wish to cancel,



Click Cancel Reservation.

You will get notification on your screen that says it has been cancelled and it will disappear from your My Account Screen, as seen below.

