

Nanyang Technological University School of Art, Design and Media

Guidelines on How To Use Webcheckout

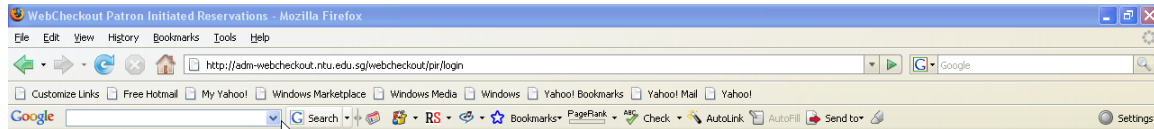
To reserve an equipment

Logging in:

To access the Webcheckout login page, click on the following url:

<http://adm-webcheckout.ntu.edu.sg/webcheckout/pir/login>

Enter your **UserID**: refers to student account, **Password**: refers to the student's matriculation number, then hit **Enter**. Note that the UserID and Password are case-sensitive. You should see a list of one or more available **checkout centers** depending on your selection of courses. Click on the desired **checkout center link**.



webcheckout

Please Log In	
User ID	ADMITSERVICES
Password	*****

Please select a location	
>	Facilities Booking
>	Foundation
>	IT Department
>	webcheckout

Figure 1: Webcheckout Home Page

Browsing Resources:

To see which resources are available for use, click on the **find resources** button at the top of the screen. The screen displays a list of equipment in a window labeled **Resource Types** on the left of the screen where you will be authorized to reserve.

Adding Equipment:

Click the **Add** link in the Actions column to add the equipment you have selected to your reservation-in-progress.

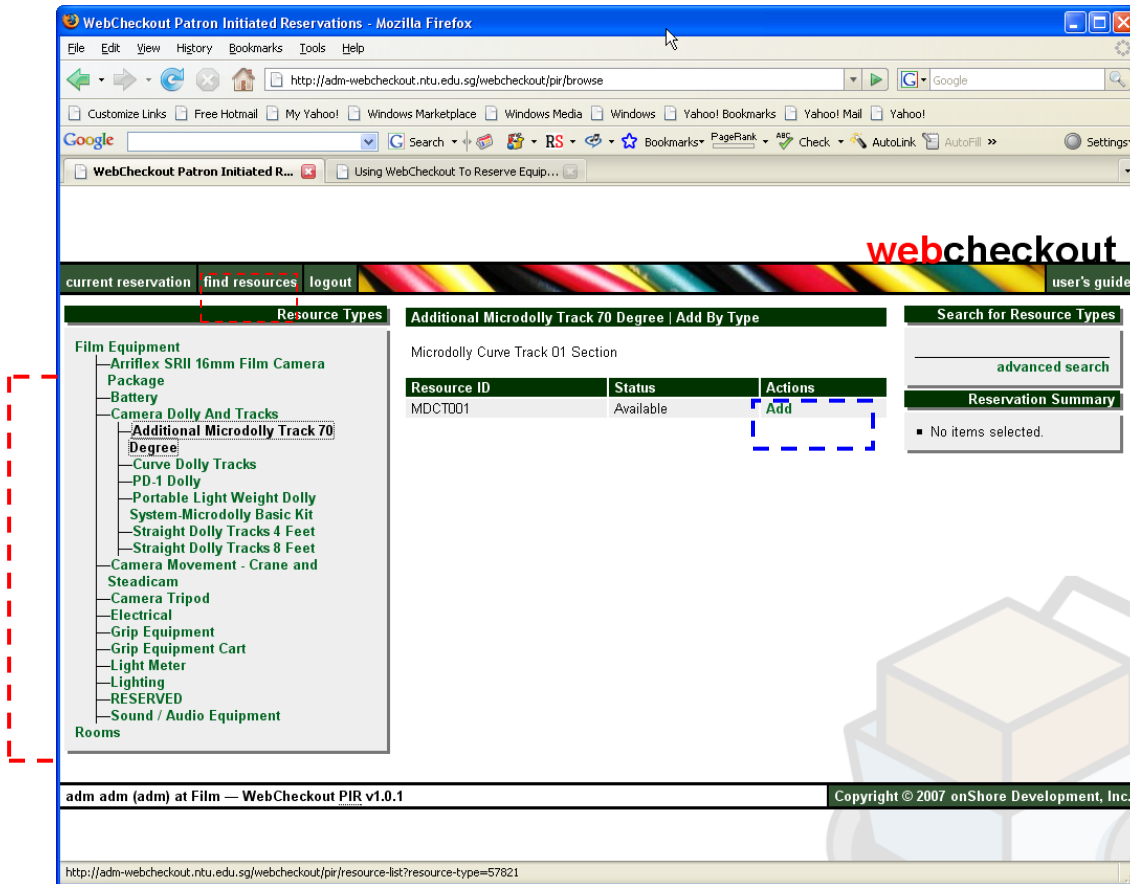


Figure 2: Webcheckout's Find Resources screen

When the selected equipment has been added, it will appear in the “Reservation Summary” window at the right of the screen and will no longer appear in the list of available resources.

Note that if each item that you have added to the Reservation Summary has a “Remove” link to the right of its name. When all the equipments have been added, the Reservation Summary window will contain all the equipment.

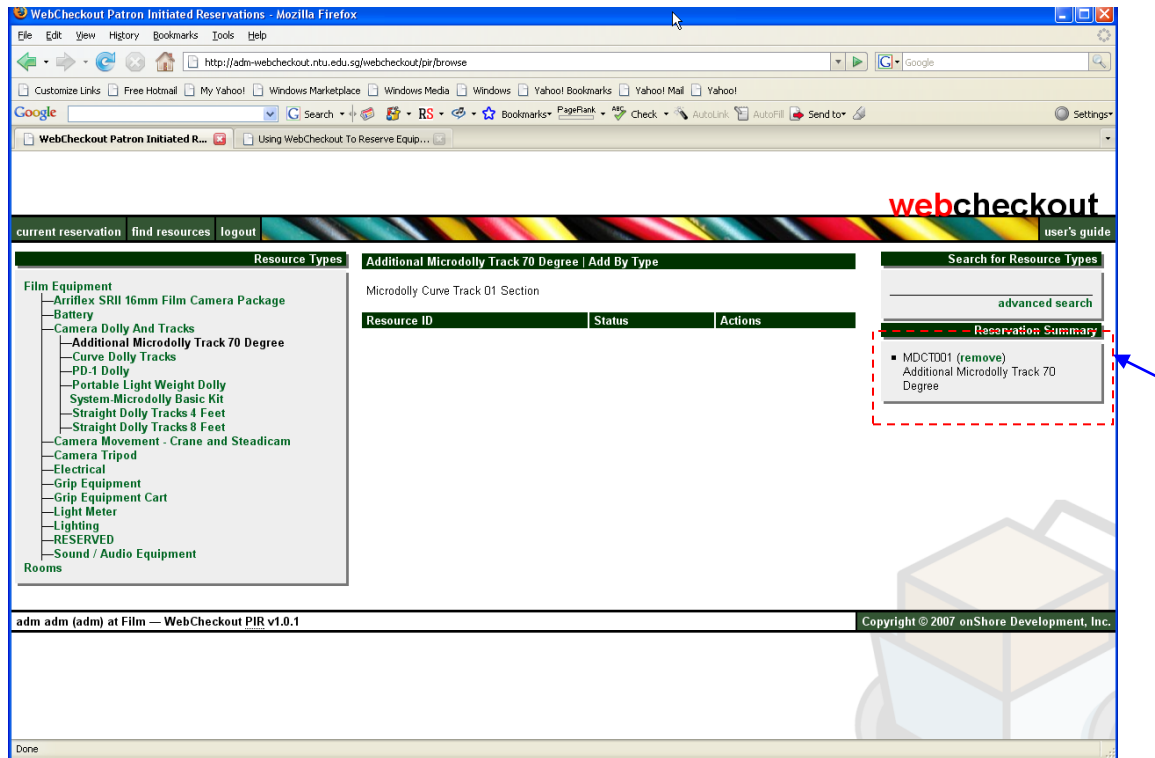


Figure 3: Webcheckout's Find Resources screen

Creating Reservations:

Setting Times

A starting and ending date must be chosen for your reservation. To save your reservation, click on the *Current Reservation* button at the top of the screen. You need to choose both a *Start Time/Date* and an *End Time/Date* before the reservation can be saved

A red box labeled *Problems* may appear underneath the reservation editing box to show any problems or conflict that may occur when you choose the dates and times for your reservation.

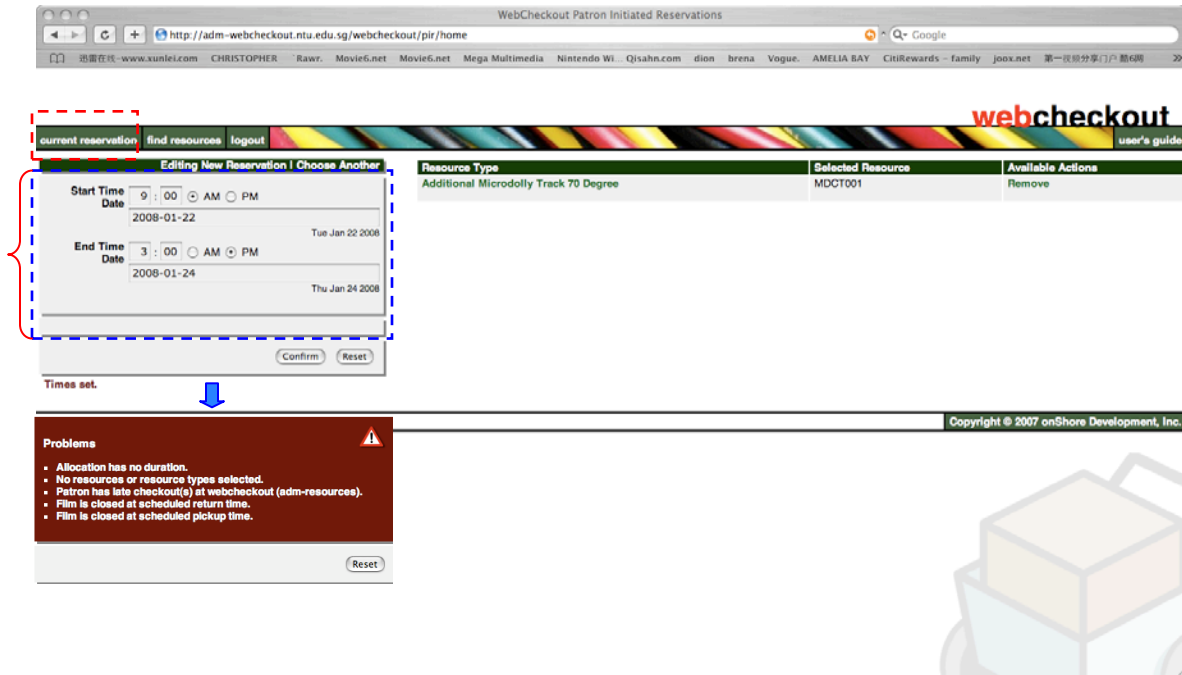


Figure 4: Webcheckout's Find Resources screen

Committing the Reservation

Once valid **Start and End Times** have been set and there are no other problems encountered, two buttons will appear at the bottom of the Edit Reservations window labeled *Confirm* and *Reset*. Clicking on the *Confirm* button will save your reservation permanently. (Clicking on the *Reset* button discards all your changes to the current reservation.)

Resource Type	Selected Resource	Available Actions
Additional Microdolly Track 70 Degree	MDCT001	Remove

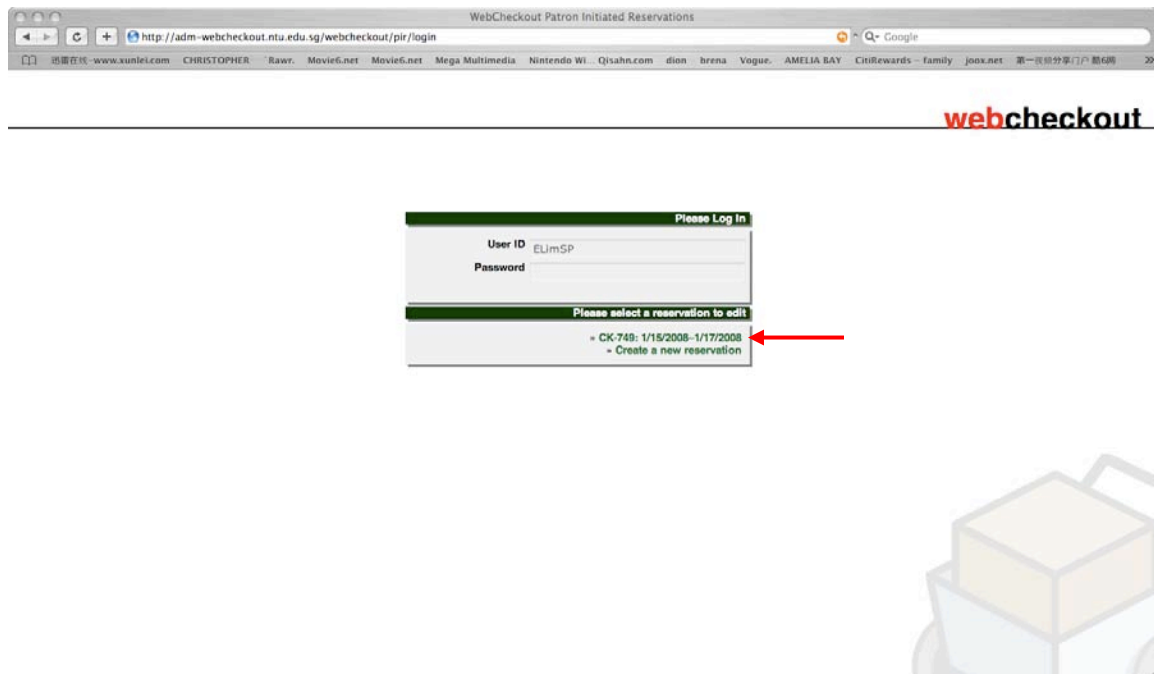
Times set.

Sue Ping Lim (ELimSP) at Film — WebCheckout PIR v1.0.1

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Viewing Reservations

You can see a list of your existing reservations during login, in a list that appears just after the list of checkout centers as shown.



Editing Reservations

Editing reservations can be edited even after they have been confirmed. Changes can be made to future Start and End Times and Start and End Dates, and equipments can be added or removed. Select a reservation, make the desired changes and click on the *Confirm* button to save the changes.

