

Tech Desk End-User flow

Updated: Dec. 2023

On Monday 18 December 2023, WebCheckout underwent a new upgrade that changed some features of the user interface. The main functionality and tools have remained the same, however basic functionality will require more deliberate attention to perform an action. This document shows how to navigate the interface as an end-user/client after the newest update- it looks a bit different from before.

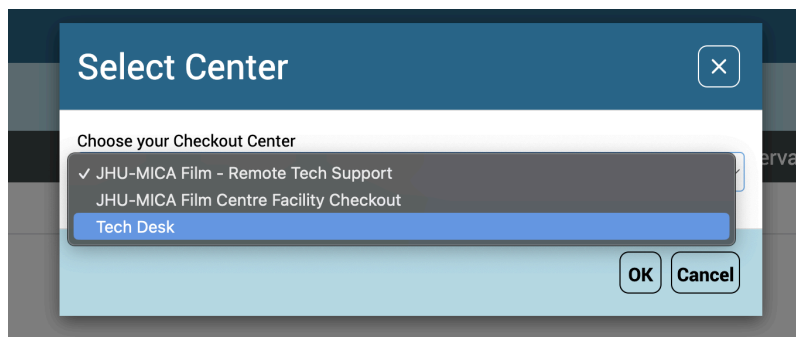
Making a reservation

Steps:

1. Login to <https://checkout.mica.edu/patron>
2. Select `Reserve` on left side pane
3. Select `Tech Desk` from Checkout Center dropdown menu
4. Select `OK`
5. Choose pickup time -> `Start time`; confirm by selecting checkmark
6. Choose return time -> `End time`; confirm by selecting checkmark
 - a. **Note:** ensure your reservation time is correctly set (48 hrs per item)
7. To browse inventory, select `Contents` (book icon)
8. Select desired equipment
9. Review and adjust any outstanding errors upon selection
 - a. **"No signature on file"** errors must be resolved via phone, IRL or email.
10. Submit reservation (green disc icon)

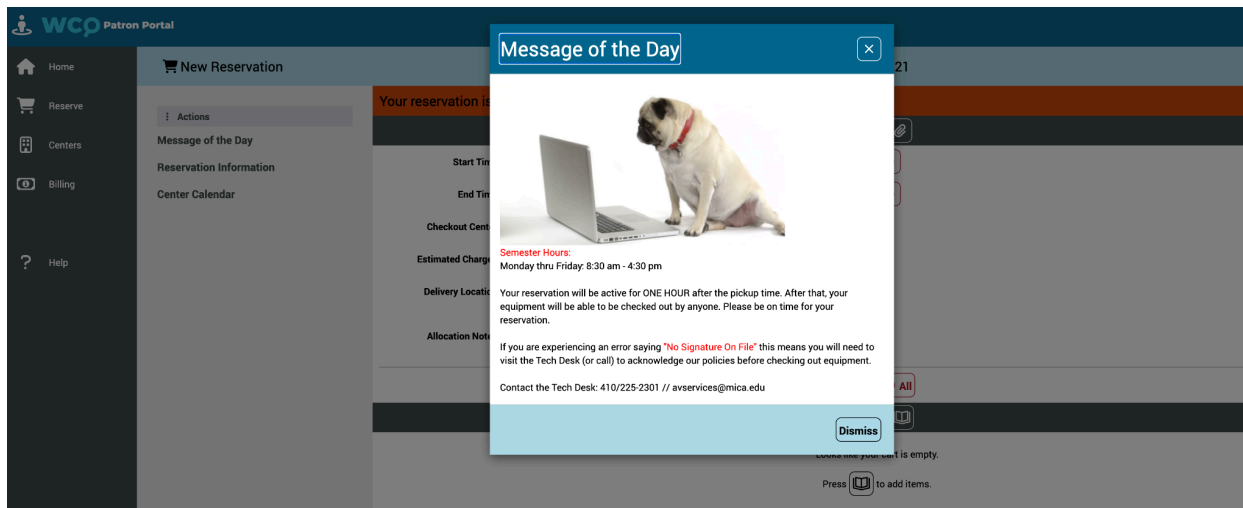
Flow (with images):

1. Select Checkout Center upon login by clicking `Reserve`



Select `Tech Desk`

2. View the Tech Desk greeting page

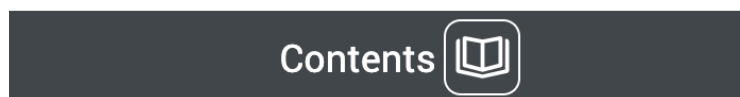


3. Set desired **Start time** (when to pick up) and **End time** (return 48 hrs. later)

Start Time	12/19/2023 ▼ 09:50AM ▼	<input checked="" type="checkbox"/>	<input type="button" value="↶"/>
End Time	12/21/2023 ▼ 09:49AM ▼	<input checked="" type="checkbox"/>	<input type="button" value="↶"/>

Confirm your times by clicking the checkmark icons

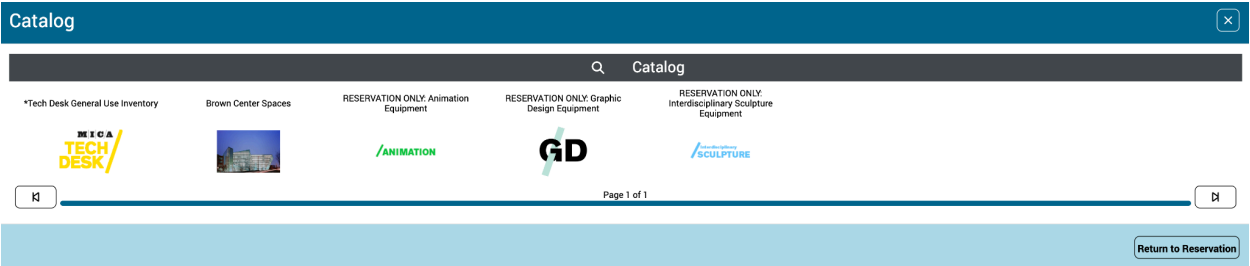
4. Begin adding Contents (equipment) to your cart by selecting the book icon



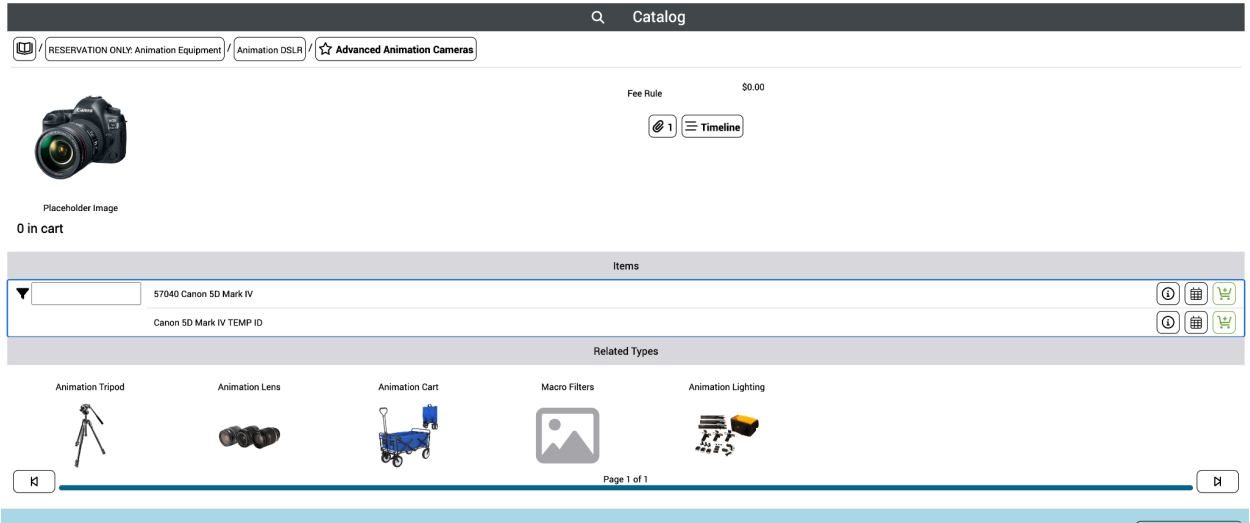
Looks like your cart is empty.

Press  to add items.

5. Select a catalog



6. Choose your equipment by browsing inventory catalogs



See availability of item



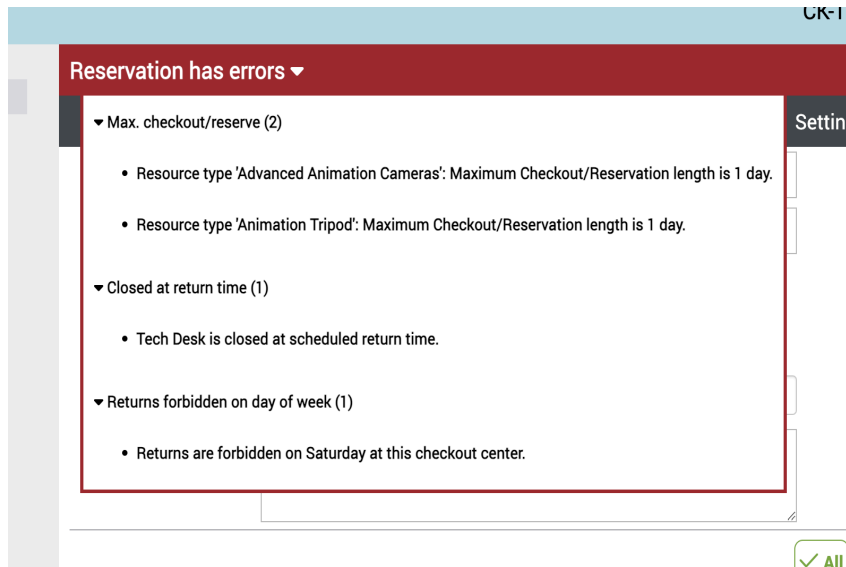
Add to cart for reservation



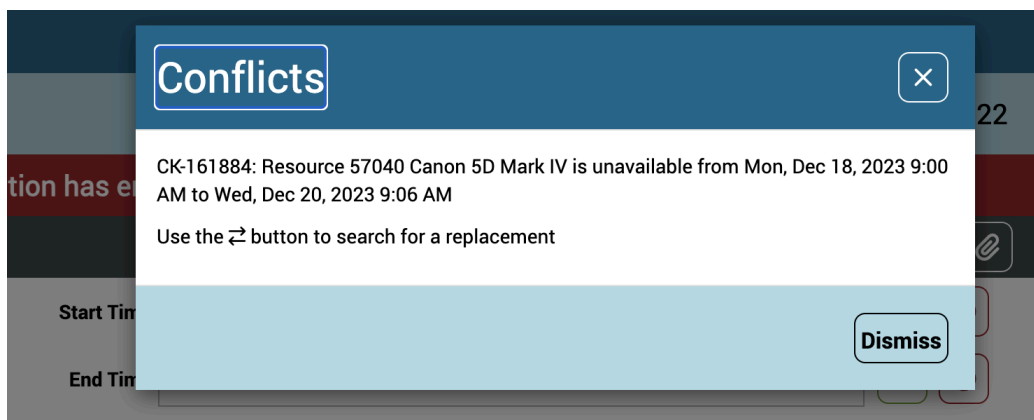
See asset information and additional details

7. Return to your cart to confirm your reservation

8. Be aware of any errors before reserving your equipment



Adjust your checkout times or equipment based on availability.



Scheduled return time is in the past. ✕

If you see this message, double-check your return date and time!

9. A correctly set reservation should look like this:

CK-161921

Ready to Save

Settings

Start Time

12/26/2023 09:05AM

End Time

12/26/2023 09:02AM

Checkout Center

Tech Desk

Estimated Charges

None

Delivery Location

Allocation Notes

Contents

Resources Added (2 items)

RESERVATION ONLY: Animation Equipment → Advanced Animation Cameras

Qty 1

57040 Canon 5D Mark IV

RESERVATION ONLY: Animation Equipment → Animation Tripod

Qty 1

52226 Sunpak 7001 DX



To confirm reservation

10. Once reservation has been confirmed, you may view/manage your current reservation:

Reservation

CK-161921

Settings

Start Time

Dec 25, 2023 9:02 AM

End Time

Dec 26, 2023 9:02 AM

Checkout Center

Tech Desk

Estimated Charges

None

Delivery Location

None

Allocation Notes

None

Reserved

Resource Description	Resource Type	Scheduled Return
57040 Canon 5D Mark IV	Advanced Animation Cameras	Dec 26, 2023 9:02 AM
52226 Sunpak 7001 DX	Animation Tripod	Dec 26, 2023 9:02 AM

Home

View

Upcoming Reservations

Current Checkouts

Checked Out Resources

History

Selecting Home shows wider reservation details, history, and outstanding fines.