



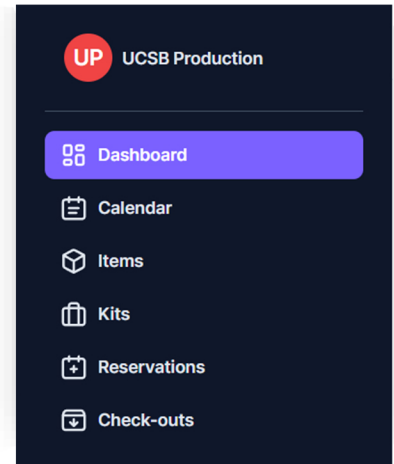
# CHEQROOM Essentials

Welcome to the UCSB Film & Media Studies equipment reservation system!

## Overview

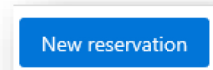
To get the most out of CHEQROOM and enjoy a hassle-free equipment loan experience, please read the following guide.

- Access CHEQROOM at any time by going to <https://app.cheqroom.com>. Log in with your **UCSB email address** and password.
- For mobile convenience, download the CHEQROOM app for both Android and Apple devices. (Not all options are available in the mobile app.)
- When you log in to the CHEQROOM website, you will land on the dashboard which provides reservation and check-out information at a glance.
- In the left-hand menu, there are five other options.
  - **Calendar:** View all reservations and checkouts by day and date.
  - **Items:** Browse all items which are available for loan, view photos and any attached guides.
  - **Kits:** View bundled items that are commonly used together.
  - **Reservations:** Manage your equipment reservations.
  - **Check outs:** View items you have checked out.



## Reserving Equipment

1. Select **Reservations** in the left-hand menu.
2. Click the blue **New Reservation** button.
3. Under **WHEN**, enter the dates and times you will need the equipment.(CHEQROOM will prevent you from booking pickup and drop-off times when Sound Stage is closed).



4. Under **Equipment**, select **Add item** or **kit**. You can search by category or keyword.

**NOTE:** You will only see items that are available during the dates and times you selected.

5. Select the item you want to reserve. You can select more than one item in the list.
6. Click the **Add items** button at the bottom right corner of the window.

**Add items or kits**

Items

Kits

Search item

Category is All

Show all items

Part of kit?

<input type="checkbox"/>	<b>Sony PXW-X70 XDCAM #1</b> <div>Broken CW1-0001</div> <div>Flagged</div>
<input checked="" type="checkbox"/>	<b>Sony PXW-X70 XDCAM #2</b> <div>CW1-0002</div>
<input type="checkbox"/>	<b>Sony PXW-X70 XDCAM #3</b> <div>Broken CW1-0003</div> <div>Flagged</div>
<input type="checkbox"/>	<b>Sony PXW-X70 XDCAM #4</b> <div>CW1-0004</div>
<input type="checkbox"/>	<b>Sony PXW-X70 XDCAM #5</b> <div>CW1-0005</div>

1 item selected

Cancel

Add items or kits

- After selecting all the items you need, click the **Reserve** button at the top right of the page. You will receive an email confirmation of your reservation.

Reservations > SONY PXW-X70 2

Actions

Reserve

## Editing a Reservation

Once you reserve items, the **Reserve** button changes to an **Edit** button so you can make changes. Click **Reserve** after making any changes.

## Recurring Reservations

- After entering a reservation, you can set it to recur or repeat.
- Click **Reservations** and then open the reservation that should recur.
- In the top right corner, click the **Actions** button and choose **Repeat reservation**.
- In the dialogue box that opens choose how often the reservation should repeat and what date it should end.
- Click **Repeat**.

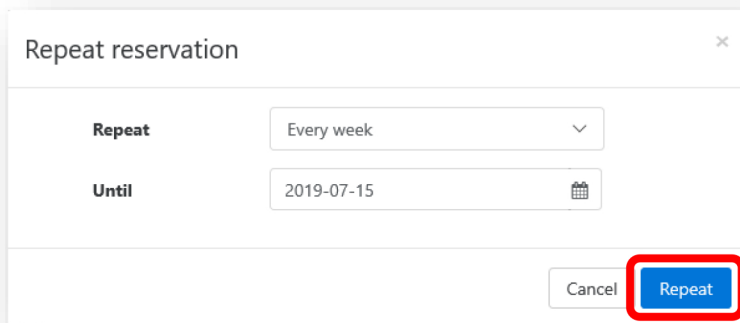
Actions

Reserve again...

Repeat reservation...

Go to check-out

Generate PDF



Repeat reservation

**Repeat** Every week

**Until** 2019-07-15

Cancel Repeat

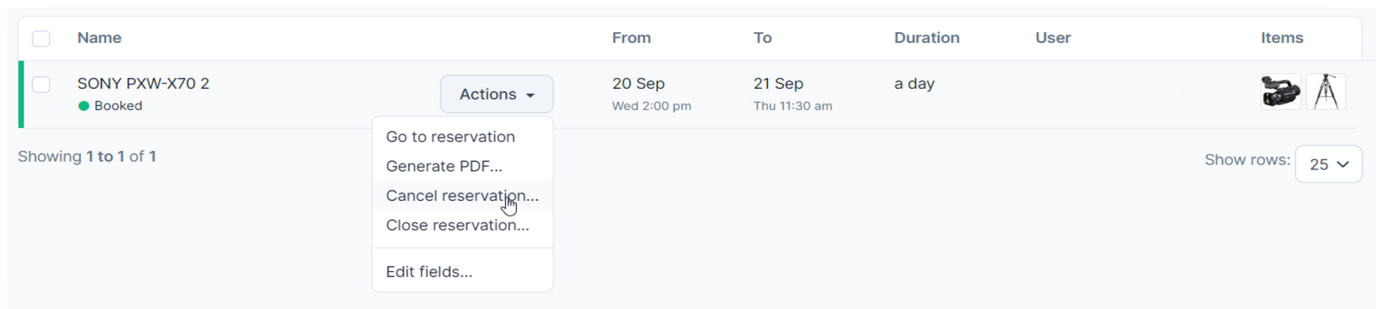
**Important!** The “Until” date must be set to a date **after** the last occurrence you wish to create.



**NOTE:** If you need to repeat a reservation more than one day in a week (for example, Monday, Wednesday, Friday), you must create a reservation for each day of the week first.

1. Open one of the repeating reservations, click the **Actions** button, and choose **Reserve again**.
2. Enter the date and times for the first new reservation and click **Reserve**.
3. Follow steps 1-5 above to set it to recur each week.

### Canceling a Reservation

1. Log in to CHEQROOM.
2. Click **Reservations**.
3. Place your mouse pointer over the reservation you wish to cancel and click **Actions**.
4. Choose **Cancel reservation**.



<input type="checkbox"/>	Name	From	To	Duration	User	Items
<input type="checkbox"/>	SONY PXW-X70 2 ● Booked	20 Sep Wed 2:00 pm	21 Sep Thu 11:30 am	a day		 

Showing 1 to 1 of 1

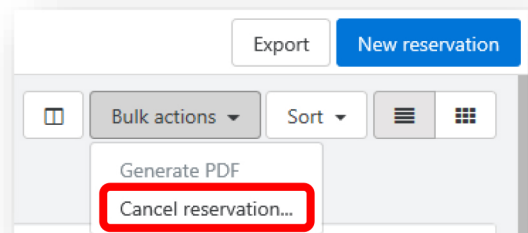
Actions

- Go to reservation
- Generate PDF...
- Cancel reservation...
- Close reservation...
- Edit fields...

Show rows: 25

5. When prompted, confirm the cancellation. You should receive an email confirmation of the cancellation.

**NOTE:** To cancel multiple reservations at once, select the checkbox beside each reservation, click the Bulk Actions button and choose **Cancel reservation**.



Export New reservation

Bulk actions

- Generate PDF
- Cancel reservation...

**Log in to CHEQROOM at any time to see the status of your reservations or check outs. For assistance with the application, visit Keith Boynton at the Sound Stage.**