**USER MANUAL**

**CTE EQUIPMENT MANAGEMENT SYSTEM**

**IOS APP**

The iOS App can run on any apple device. That is, iPhone and iPad. It has three main functionalities.

* **CHECK-OUT EQUIPMENT:**

(1) To check-out an Equipment. Click on the **Check Out** icon from the app dashboard.

(2) Click on the **QRCode** Icon to scan the faculty QRCode. Do the same to scan equipment QRCode

1. (b)

A screenshot of a cell phone

Description automatically generated

A screenshot of a cell phone

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(2)

(2)

(3)

(4)

(3 ) Select a CTE Staff carrying out the transaction by choosing from the **Dropdown** Menu in Image (b)

(4) Click on Signature. A signature box will appear where you can sign. You can clear to sign again. Once satisfied, click **Save**

(5) Once the complete form is filled click **Check out as shown in figure (C )**

**(C )**

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(5)

* **RETURN EQUIPMENT:**

1. To Return an Equipment. Click on the **Return** icon from the app dashboard.
2. Follow the same process as Check-Out. And click **Return item** as shown in Image (E) below

(D) (E)

A screenshot of a cell phone

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A screenshot of a cell phone

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(1)

(2)

* **TRACK EQUIPMENT:**

1. Click on the Track Icon from the App Dashboard, the click **All Shows** icon

(F) (G)

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A screenshot of a cell phone

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(1)

**WEB APPLICATION**

The web application can run on any modern browser. It is however recommended to use Chrome.

* **REGISTRATION:**
* **ACCOUNT VERIFICATION:**
* **PASSWORD RECOVERY:**
* **GENERATE QRCODE:**
* **ADD NEW FACULTY:**
* **ADD NEW EQUIPMENT:**
* **VIEW STATISTICAL REPORT:**
* **CHECK AVAILABLE EQUIPMENTS:**