

MAI Laptop Checkout

Add a laptop by filling out the form and clicking “Add Laptop”.

File Edit View Window Help

MAI

laptopcheckout

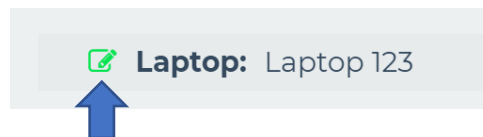
Laptop Name

Lease Date

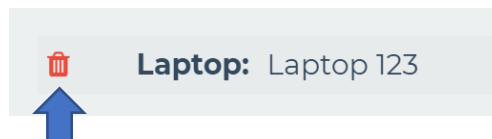
Add Laptop

Edit or delete a laptop by hovering the cursor to the left of its name and clicking the icon.

Edit



Delete



In the edit laptop form, click “Update Laptop” to save changes.

File Edit View Window Help

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Laptop: Laptop 123 **Lease Date:** 10/31/2019

Laptop Name: Laptop 123

Lease Date: 10/31/2019

[Update Laptop](#)

Click on a laptop to view its checkout information.

File Edit View Window Help

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Laptop: Laptop 123 **Lease Date:** 10/31/2019

Laptop Name

Lease Date

[Add Laptop](#)

To check out a laptop, fill out the form and click “Check out”.

File Edit View Window Help

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Laptop: Laptop 123

Lease Date: 10/31/2019

Available

User Name

Email

Approved By

Due Date

Check out

If the laptop is checked out, its current checkout information will be displayed. Click “Return Laptop” to clear the current checkout and make the laptop available. Click the back arrow to return to the laptop list.

File Edit View Window Help

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Laptop: Laptop 123

Lease Date: 10/31/2019

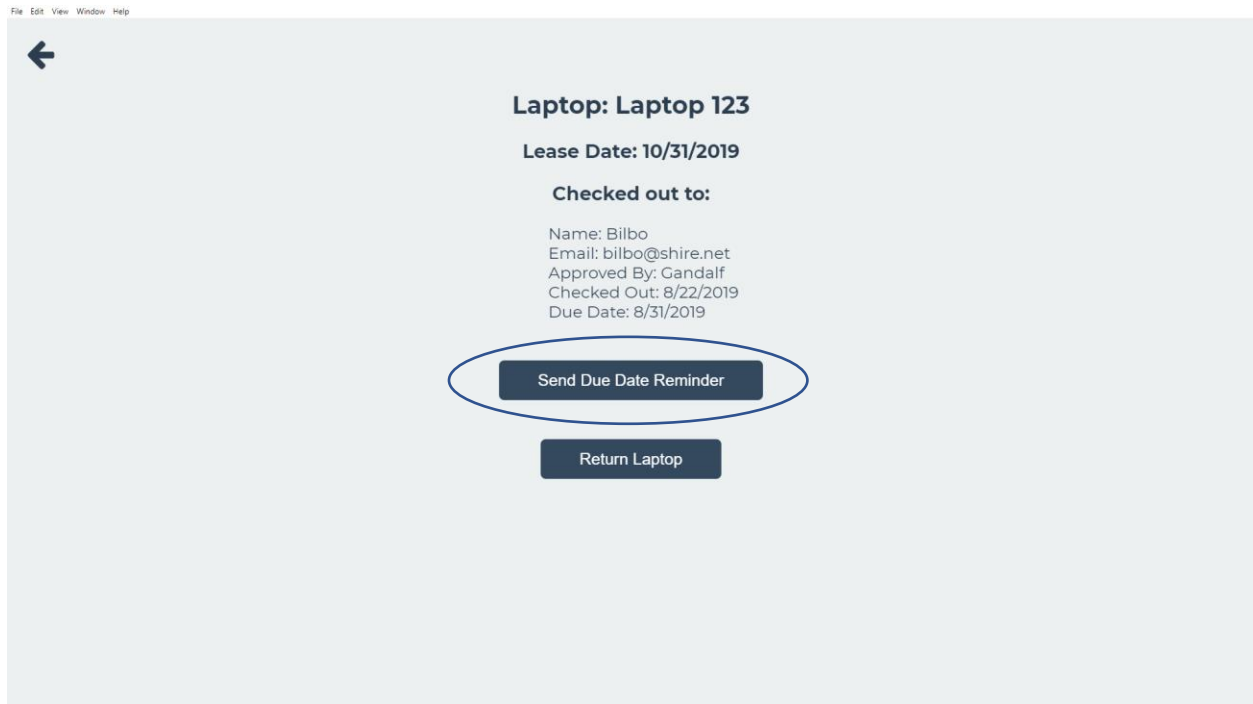
Checked out to:

Name: Bilbo
Email: bilbo@shire.net
Approved By: Gandalf
Checked Out: 8/22/2019
Due Date: 8/31/2019

Send Due Date Reminder

Return Laptop

Click “Send Due Date Reminder” to send an email reminder to the user’s specified email address. The email contains the laptop name, checkout date, and due date. If the laptop is overdue, the button will say “Send Overdue Notice” and the email will indicate that the laptop is overdue.



Edit the current checkout by hovering the cursor to the left of its name and clicking the icon.



A laptop that is overdue will be highlighted in red in the laptop list.

File Edit View Window Help

MAI

laptopcheckout

Laptop: Laptop 123 **Lease Date:** 10/31/2019

Add Laptop

Previous checkouts are displayed under “Checkout History”. Once again, edit or delete a checkout by hovering the cursor to the left of its name and clicking the icon.


File Edit View Window Help

←

Laptop: Laptop 123
Lease Date: 10/31/2019
Available

Check out

Checkout History

Name: Bilbo	Approved By: Gandalf	Checked Out: 8/22/2019	Due: 8/31/2019	Returned: 8/24/2019
 Name: Sam	Approved By: Frodo	Checked Out: 8/15/2019	Due: 8/17/2019	Returned: 8/22/2019
Name: Pippin	Approved By: Gandalf	Checked Out: 7/1/2019	Due: 7/20/2019	Returned: 7/27/2019

In the edit checkout form, click “Update Checkout” to save changes.

File Edit View Window Help

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Laptop: Laptop 123

Lease Date: 10/31/2019

User Name: Bilbo

Email: bilbo@shire.net

Approved By: Gandalf

Checkout Date: 8/22/2019

Due Date: 8/31/2019

Return Date: 8/24/2019

Update Checkout

Checkout History

Name: Bilbo	Approved By: Gandalf	Checked Out: 8/22/2019	Due: 8/31/2019	Returned: 8/24/2019
Name: Sam	Approved By: Frodo	Checked Out: 8/15/2019	Due: 8/17/2019	Returned: 8/22/2019
Name: Dinnio	Approved By: Gandalf	Checked Out: 7/1/2019	Due: 7/20/2019	Returned: 7/27/2019