

## MAI Laptop Checkout

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

File Edit View Window Help

# MAI

## laptopcheckout

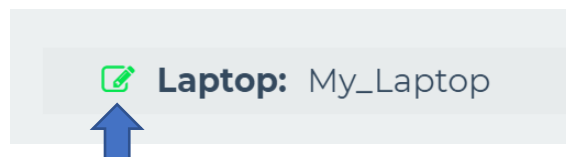
Laptop Name: My\_Laptop

Lease Date: 1/1/2020

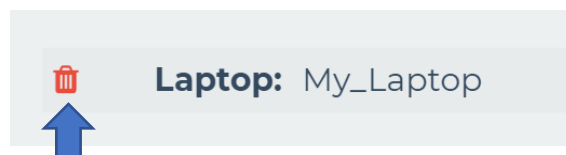
Add Laptop

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

Edit



Delete



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

File Edit View Window Help

# MAI

## laptopcheckout

**Laptop:** My\_Laptop **Lease Date:** 1/1/2020

Laptop Name: My\_Laptop

Lease Date: 1/1/2020

[Update Laptop](#)

Click on a laptop to view its checkout information.

File Edit View Window Help

# MAI

## laptopcheckout

<b>Laptop:</b> My_Laptop	<b>Lease Date:</b> 1/1/2020	
<b>Laptop:</b> My_Other_Laptop	<b>Lease Date:</b> 1/31/2020	Checked Out

Laptop Name

Lease Date

[Add Laptop](#)

To check out a laptop, fill out the form and click “Check out”. Click the back arrow to return to the laptop list.

File Edit View Window Help

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**Laptop: My\_Laptop**  
Lease Date: 1/1/2020  
**Available**

User Name

Email

Approved By

Due Date

Check out

Checkout History

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.

File Edit View Window Help

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**Laptop: My\_Laptop**  
Lease Date: 1/1/2020  
**Checked out to:**  
Name: Bilbo  
Email: bilbo@shire.net  
Approved By: Gandalf  
Checked Out: 8/15/2019  
Due Date: 8/31/2019

Send Due Date Reminder

Return Laptop

Checkout History

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

File Edit View Window Help

# MAI


## laptopcheckout

<b>Laptop:</b> My_Laptop	<b>Lease Date:</b> 1/1/2020	
<b>Laptop:</b> My_Other_Laptop	<b>Lease Date:</b> 1/31/2020	Checked Out


Add 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.

File Edit View Window Help



**Laptop: My\_Laptop**  
**Lease Date: 1/1/2020**  
**Checked out to:**  
Name: Bilbo  
Email: bilbo@shire.net  
Approved By: Gandalf  
Checked Out: 8/15/2019  
Due Date: 8/31/2019

 Send Due Date Reminder

Return Laptop

Checkout History

If the user was sent a notification email, the date of the last notification will be displayed. This includes emails sent automatically by the server. The app is set to send emails once a week by default, and only for laptops that are overdue or due in less than two weeks.



Name: Bilbo  
Email: bilbo@shire.net  
Approved By: Gandalf  
Checked Out: 8/15/2019  
Due Date: 8/31/2019

*Last Notified On: 8/29/2019*

Notification Sent

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

**Checked out to:**

  Name: Bilbo  
Email: bilbo@shire.net  
Approved By: Gandalf  
Checked Out: 8/15/2019  
Due Date: 8/31/2019

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

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**Laptop: My\_Laptop**

**Lease Date: 1/1/2020**

**Checkout History**

✓	<b>Name:</b> Bilbo	<b>Approved By:</b> Gandalf	<b>Checked Out:</b> 8/15/2019	<b>Due:</b> 8/31/2019	<b>Returned:</b> 8/29/2019
	<b>Name:</b> Frodo	<b>Approved By:</b> Bilbo	<b>Checked Out:</b> 8/2/2019	<b>Due:</b> 8/17/2019	<b>Returned:</b> 8/16/2019
	<b>Name:</b> Pippin	<b>Approved By:</b> Gandalf	<b>Checked Out:</b> 7/20/2019	<b>Due:</b> 8/1/2019	<b>Returned:</b> 8/10/2019
	<b>Name:</b> Gimli	<b>Approved By:</b> Aragorn	<b>Checked Out:</b> 7/5/2019	<b>Due:</b> 7/27/2019	<b>Returned:</b> 7/25/2019
	<b>Name:</b> Samwise	<b>Approved By:</b> Frodo	<b>Checked Out:</b> 5/25/2019	<b>Due:</b> 6/22/2019	<b>Returned:</b> 6/12/2019

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

File Edit View Window Help

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**Laptop: My\_Laptop**

**Lease Date: 1/1/2020**

User Name: Bilbo

Email: bilbo@shire.net

Approved By: Gandalf

Checkout Date: 8/15/2019

Due Date: 8/31/2019

Return Date: 8/29/2019

Update Checkout