MAI Laptop Checkout

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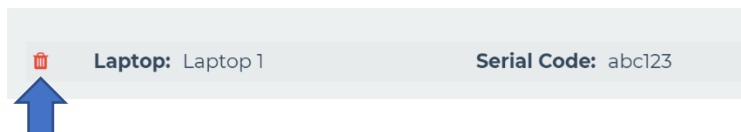

Edit or delete a laptop by hovering the cursor to the left of its name and clicking the icon.

Edit
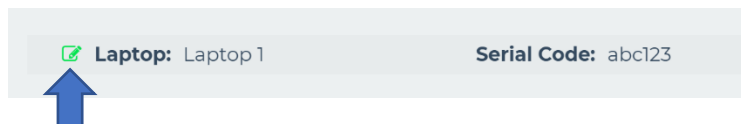
Delete

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

Click on a laptop to view its checkout information.

To check out a laptop, fill out the form and click "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.

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

Laptop 1

#abc123

Checked out to:

Name: Bilbo
Approved By: Gandalf
Checked Out: 7/1/2019
Due Date: 8/1/2019

Return Laptop

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

File   Edit   View   Window   Help

MAI
laptop**checkout**
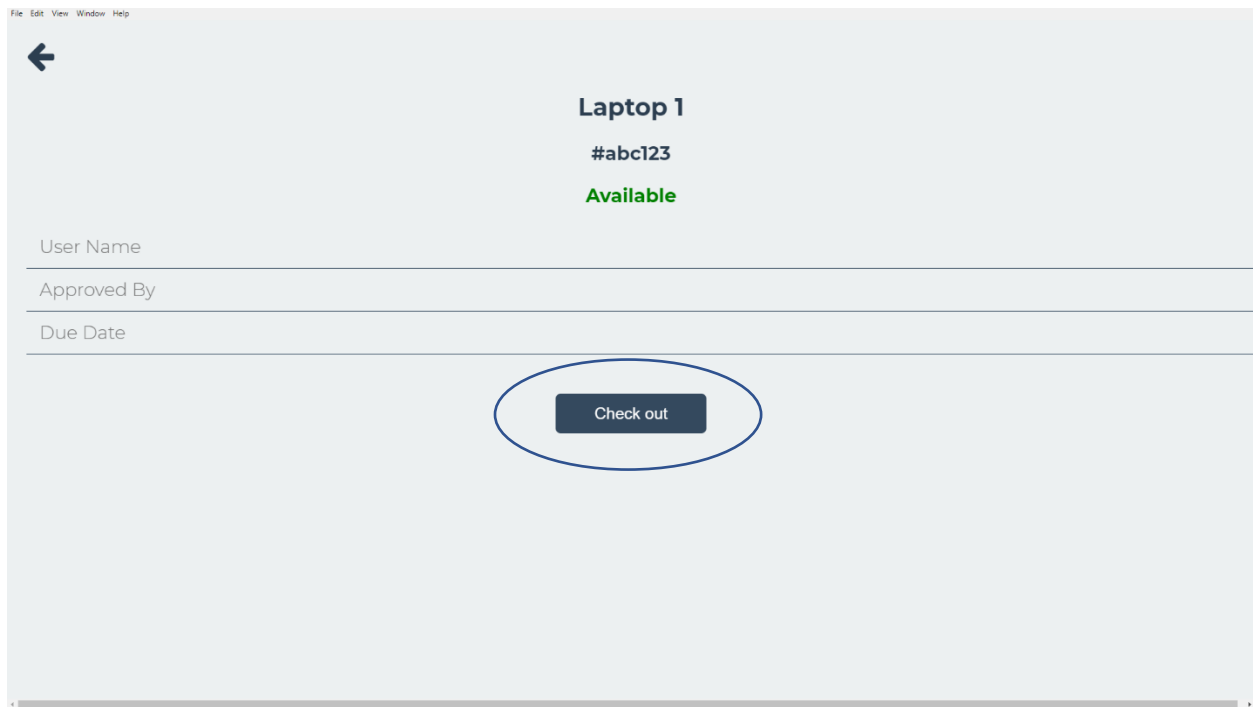
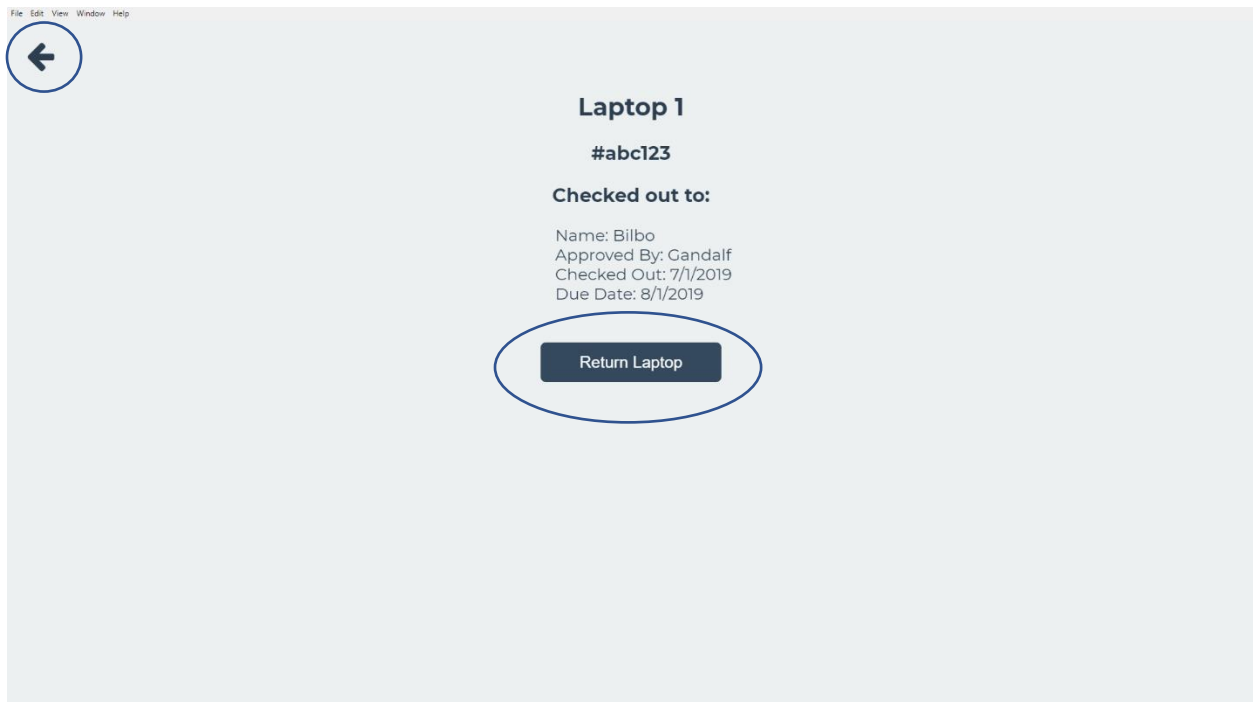**Laptop:** Laptop 1   **Serial Code:** abc123

Laptop Name

Serial Code

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.

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