1. Please ask Division chair to create an account for you.

2. After login you would see 4 options

    A. View reservations

        A. This contains all the information about online request made by students. If the date in Available Until is in red font that means the 48 hours period is over and you can issue based on the availability of the resource

        B. The In Stock column is where you are notified about the current stock of inventory

        C. If you come across request in which column, requested on has missing value then please go ahead and delete those reservations as those means that user started with request but never completed the entire request

        D. Make sure that you enter correct date when you edit the reservations and check in means whether the resource is returned or check -in back to DRC.

        E. Their can be difference in Estimated and Amount paid

        F. Please notify division office if any student do not return back the assessment more then a week

    B. Waiting List

        A. This contains all the information about users placed on waiting list

        B. The Send email icon only occurs if the In Stock status is greater then 0

        C. All the send emails occurs in send tab of drc gmail account.(Please ask division office if you are unaware of drc email account).

    C. Reports

        A. This sections contains information which you should submit to division chair whenever asked. You need to press Ctrl+P -> save as pdf and email

    D. Assessment Table

        A. This allows you to add or delete assessment from inventory list.

3. The menu bar contains Reset password which enables you to reset password for your account.