For offsite, equipment-only rentals, begin by clicking the Equipment column in the main calendar.



If the reservation is for more than one day, click the button underneath the start and end date. Choose the desired end date from the calendar.



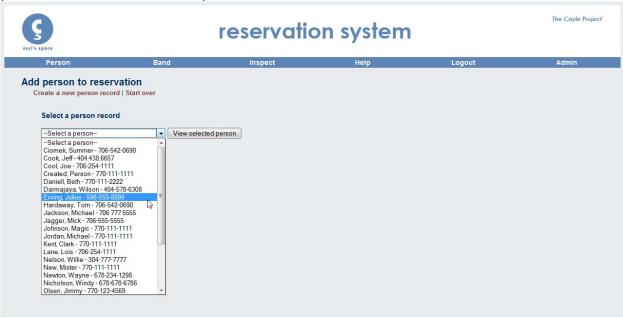
Then click Change End Date. The List of available equipment will update with equipment that is available for **all** the requested days of the reservation.



A list of equipment available for rental is displayed. Click the checkbox next to each piece of equipment a person would like to rent.



Choose the person who is making the reservation from the dropdown menu and click View selected person or click the "Create a new person record" link.



To add the person only to the reservation, click the Add this person to reservation" link underneath the person information. To add a person as a member of a band, click the "Add this band & person to reservation" link. A person can also be added to a band by choosing the band from the dropdown menu.



The reservation details are displayed.



When the person arrives to pick up equipment for an equipment only reservation, click the Equipment link to find the person's reservation.



Click the View Detail link to see the details of that person's reservation.



Click Check In to start the person's reservation.



Click OK when prompted.



Enter the person's credit card information and click Submit.



When the person returns the equipment, click the Equipment link from the header and then View Detail to find the reservation, just like in the Check In process. Click Checkout to stop the person's reservation.



Click OK when prompted.



The equipment charges are assessed by the day for this transaction. Proceed to payment if there are no additional charges or discounts.



Each time a piece of equipment goes off site, it must be inspected before it can be rented again. To see the list of equipment to be inspected, click the Inspect link from the header. Click the Inspect link next to the piece of equipment to be inspected.



Enter the inspector's initials and choose the status of the Inspection from the dropdown box. Then click Update Status. Equipment that fails inspection will show up on the administrator's inspection list for further action.



Once the equipment has been inspected, it will not longer show on this list.

