

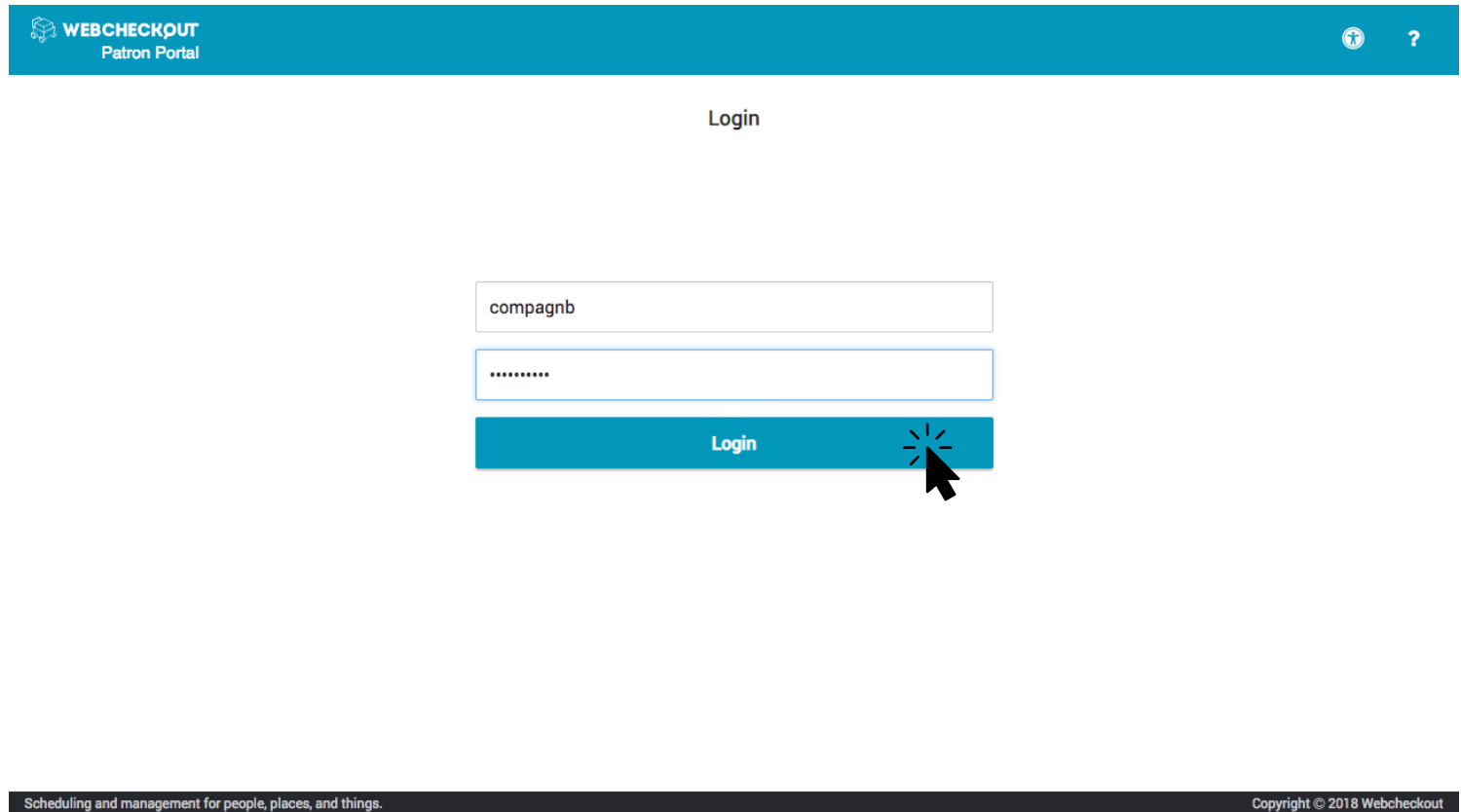
Making Center's Guide on Making Reservations

STEP 1:

Go to:
reservation.newschool.edu/

STEP 2:

Login using your
NetID (username)
and Password.
(These are the same
as your email login.)



The screenshot shows the Webcheckout Patron Portal login interface. At the top, there is a teal header bar with the Webcheckout logo and the text "WEBCHECKOUT Patron Portal" on the left, and a user icon and a question mark on the right. Below the header, the word "Login" is centered. There are two input fields: the first contains the username "compagnb" and the second contains a masked password "*****". Below these fields is a teal "Login" button. A mouse cursor is pointing at the right side of the button, and a small starburst icon indicates a click event. At the bottom of the page, there is a dark grey footer bar with the text "Scheduling and management for people, places, and things." on the left and "Copyright © 2018 Webcheckout" on the right.

STEP 3:

Choose a the shop where you would like to make your reservation.

Please note locations of different shops:

ERC
Equipment Rental Center
- 66 5th Ave, Lower Level

EQC
- Arnold Hall, 55 W 13th St,
9th Floor

L2 Tool Check Out
- 2 W 13th St, 2nd Floor



Choose Checkout Center

- EQC - Arnhold Hall 9th Floor
- Making Center E4 Laser Lab
- Making Center Equipment Resource Center
- Making Center Knitting Lab
- Making Center L2 3D Print Lab
- Making Center L3 CNC / Machine Shop
- edu Services Arnhold Hall 8th Floor



Cancel

STEP 4:

Click the
Create New Reservation
button.



Patron Dashboard

Create New Reservation



> My Reservations

> My Current Checkouts

> History

> My Groups

STEP 5:

Select a Start Time and Duration for your reservation.

STEP 6:

Click the Add Resources button to add equipment to your reservation.

Note: The colors on the timeline let you know when the equipment is available. Green highlights are your reservations, Yellow, Blue and Black highlights are the times when the equipment is unavailable.

Create New Reservation

Start Time

01/19/2019

12:00PM

Duration

30 minutes
an hour
an hour 30 minutes

End Time set to: Sat, Jan 19, 2019 12:30 PM

Add Resources

[Add note to Checkout Center staff](#)

Select a delivery location

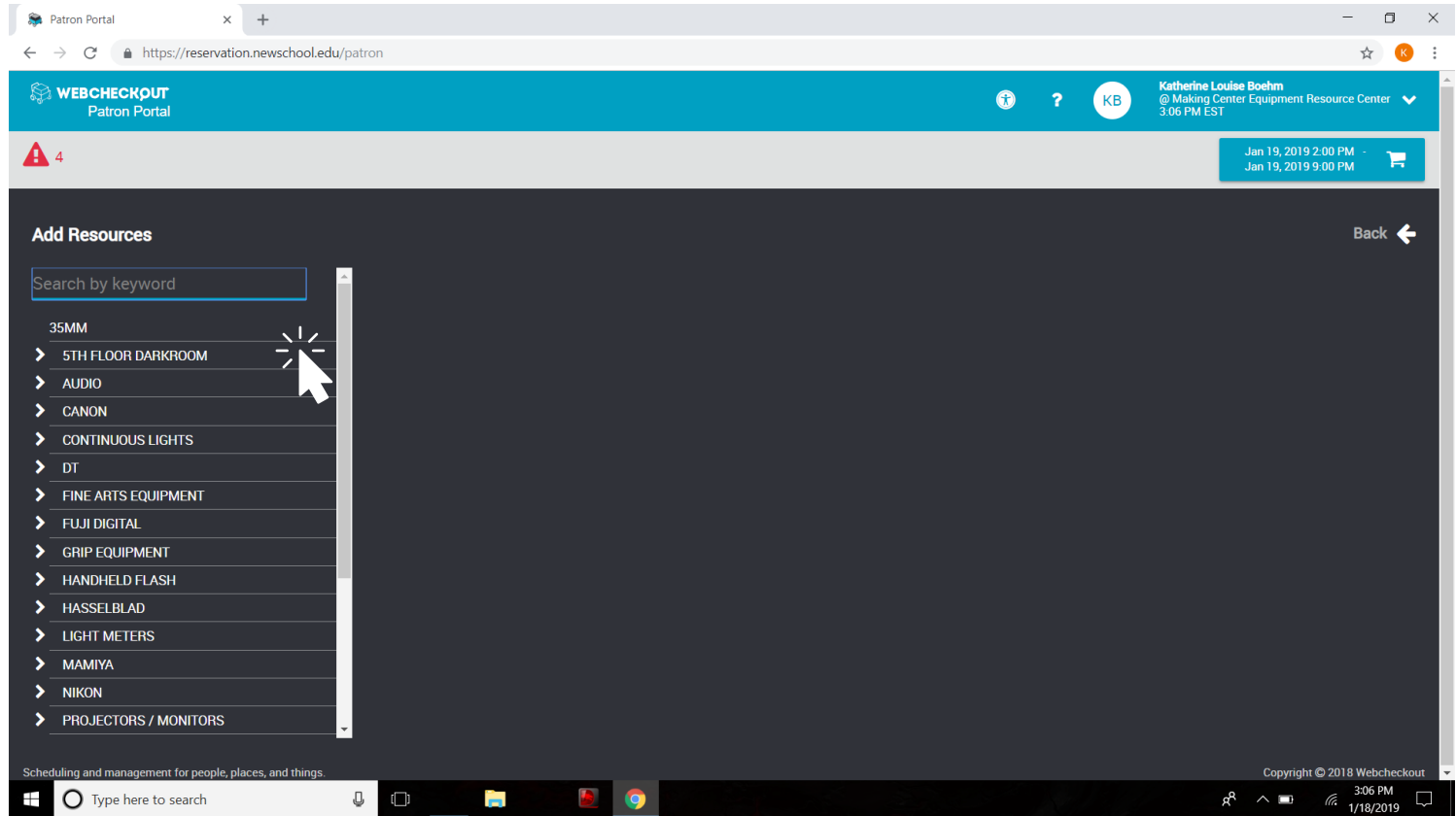
Use Text Field (below)

Cancel

Review and Submit

STEP 7:

Select the type of equipment you would like to add to your reservation from the Left side.



The screenshot shows a web browser window displaying the Patron Portal. The browser's address bar shows the URL <https://reservation.newschool.edu/patron>. The page header includes the WebCheckout logo and the user's name, Katherine Louise Boehm, with a profile icon and the text "@ Making Center Equipment Resource Center 3:06 PM EST". A notification bar at the top left shows a red triangle with the number 4. On the right of the notification bar, there are two date and time ranges: "Jan 19, 2019 2:00 PM - Jan 19, 2019 9:00 PM" and a shopping cart icon.

The main content area is titled "Add Resources" and features a search bar labeled "Search by keyword". Below the search bar is a list of equipment categories, each with a right-pointing chevron icon. A mouse cursor is hovering over the "5TH FLOOR DARKROOM" item. The list includes:

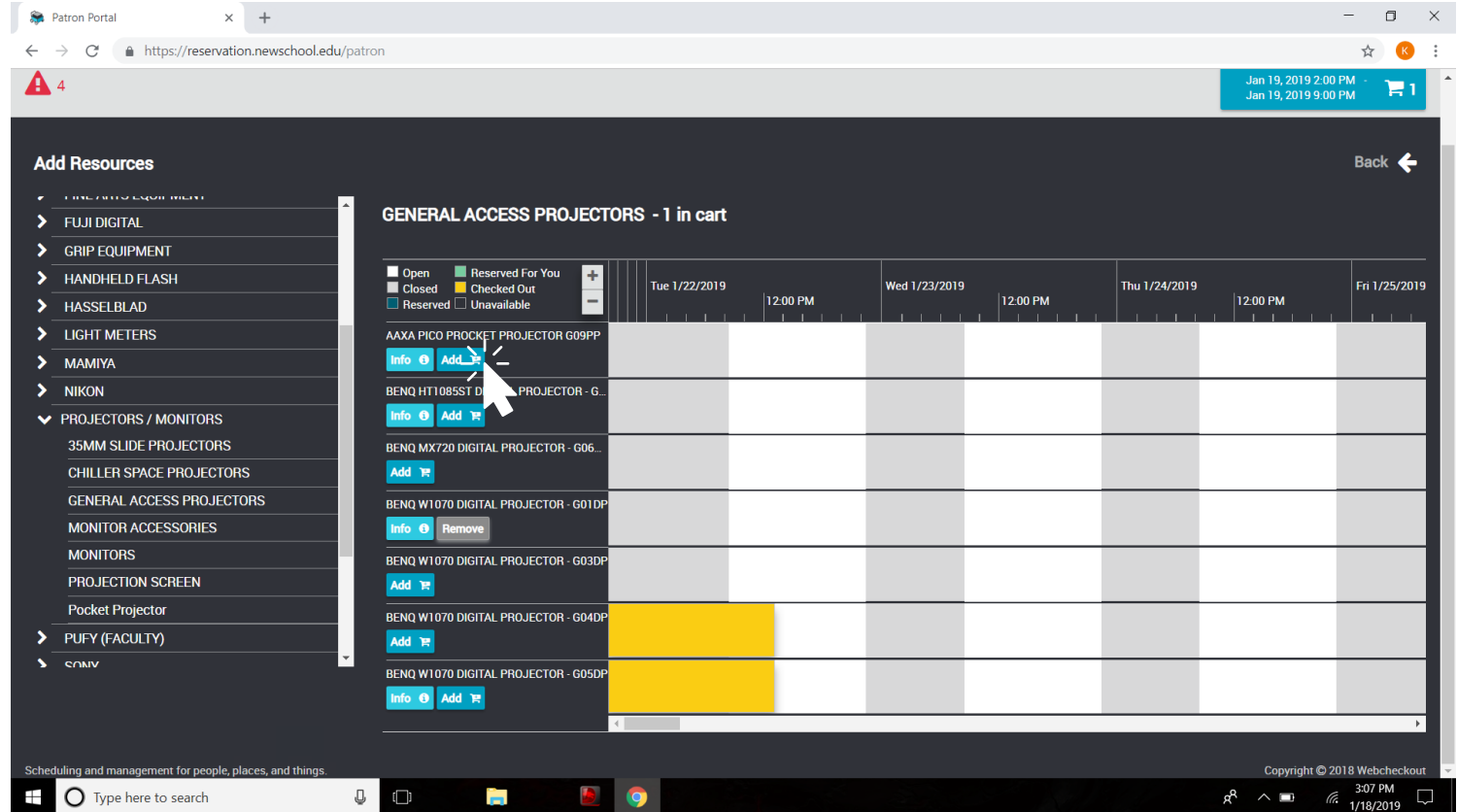
- 35MM
- > 5TH FLOOR DARKROOM
- > AUDIO
- > CANON
- > CONTINUOUS LIGHTS
- > DT
- > FINE ARTS EQUIPMENT
- > FUJI DIGITAL
- > GRIP EQUIPMENT
- > HANDHELD FLASH
- > HASSELBLAD
- > LIGHT METERS
- > MAMIYA
- > NIKON
- > PROJECTORS / MONITORS

At the bottom of the page, there is a footer with the text "Scheduling and management for people, places, and things." and "Copyright © 2018 Webcheckout". The Windows taskbar is visible at the very bottom, showing the search bar with "Type here to search" and several application icons.

STEP 8:

Click the Add To Cart button to add the item to your reservation

Repeat step 7 and 8 until all the equipment you would like to reserve is in your cart.



The screenshot shows a web browser window with the URL <https://reservation.newschool.edu/patron>. The page title is "Patron Portal". The main content area is titled "Add Resources" and displays a list of equipment categories on the left and a calendar view on the right. The calendar view is for "GENERAL ACCESS PROJECTORS - 1 in cart" and shows a grid of dates from Tuesday, 1/22/2019 to Friday, 1/25/2019. The legend indicates that yellow cells represent "Reserved For You" items. A mouse cursor is hovering over the "Add To Cart" button for the "AAXA PICO PROCKET PROJECTOR G09PP" item.

Add Resources

- ▶ FUJI DIGITAL
- ▶ GRIP EQUIPMENT
- ▶ HANDHELD FLASH
- ▶ HASSELBLAD
- ▶ LIGHT METERS
- ▶ MAMIYA
- ▶ NIKON
- ▼ PROJECTORS / MONITORS
 - 35MM SLIDE PROJECTORS
 - CHILLER SPACE PROJECTORS
 - GENERAL ACCESS PROJECTORS
 - MONITOR ACCESSORIES
 - MONITORS
 - PROJECTION SCREEN
 - Pocket Projector
 - ▶ PUFY (FACULTY)
 - ▶ SONY

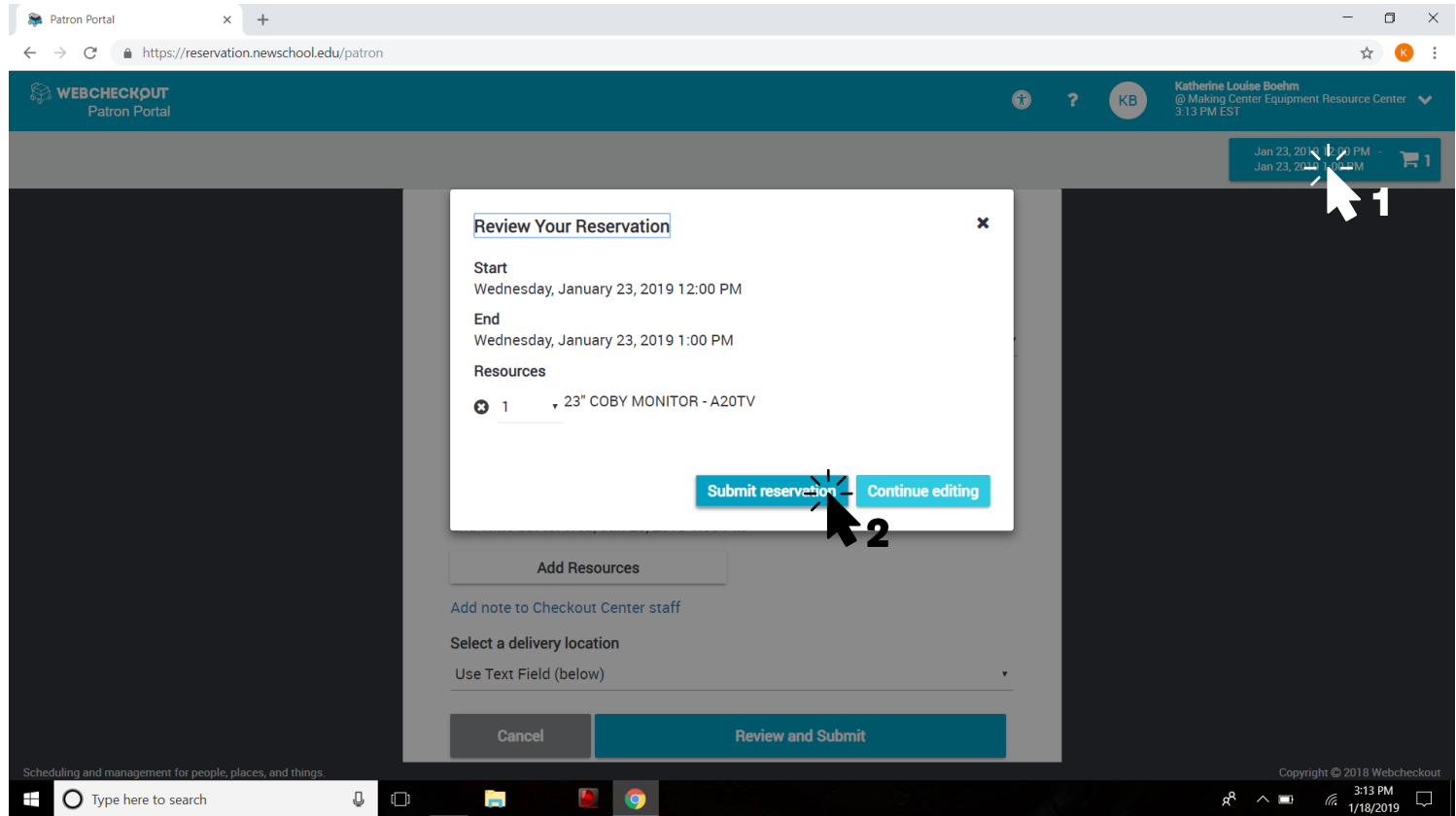
GENERAL ACCESS PROJECTORS - 1 in cart

	Tue 1/22/2019	Wed 1/23/2019	Thu 1/24/2019	Fri 1/25/2019
AAXA PICO PROCKET PROJECTOR G09PP				
BENQ HT1085ST D... PROJECTOR - G...				
BENQ MX720 DIGITAL PROJECTOR - G06...				
BENQ W1070 DIGITAL PROJECTOR - G01DP				
BENQ W1070 DIGITAL PROJECTOR - G03DP				
BENQ W1070 DIGITAL PROJECTOR - G04DP	Reserved For You			
BENQ W1070 DIGITAL PROJECTOR - G05DP	Reserved For You			

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STEP 9:

Click on the Cart button on the upper right side to confirm your reservation.



Congratulations!

You have successfully made a reservation at a Making Center space.

