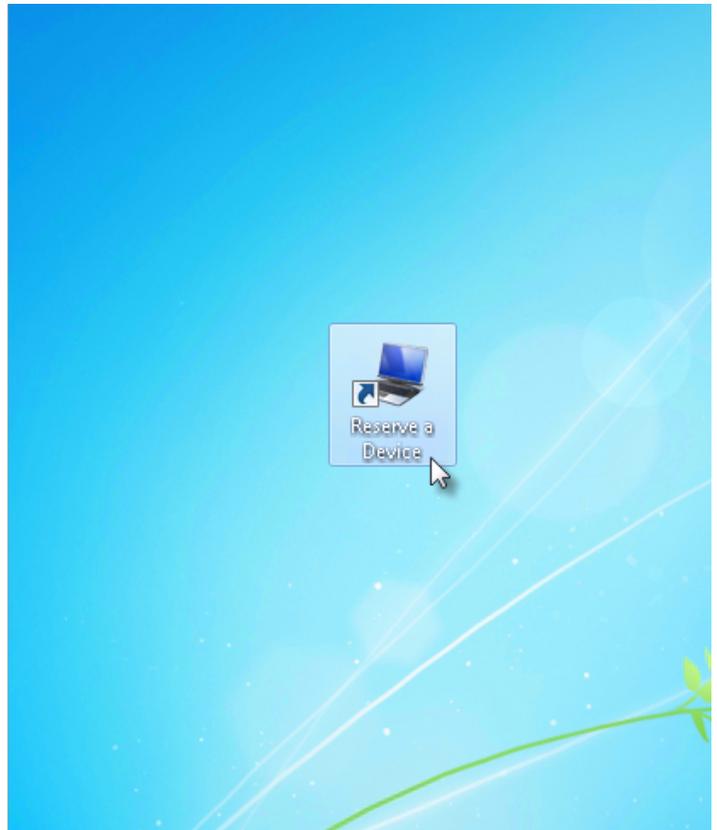
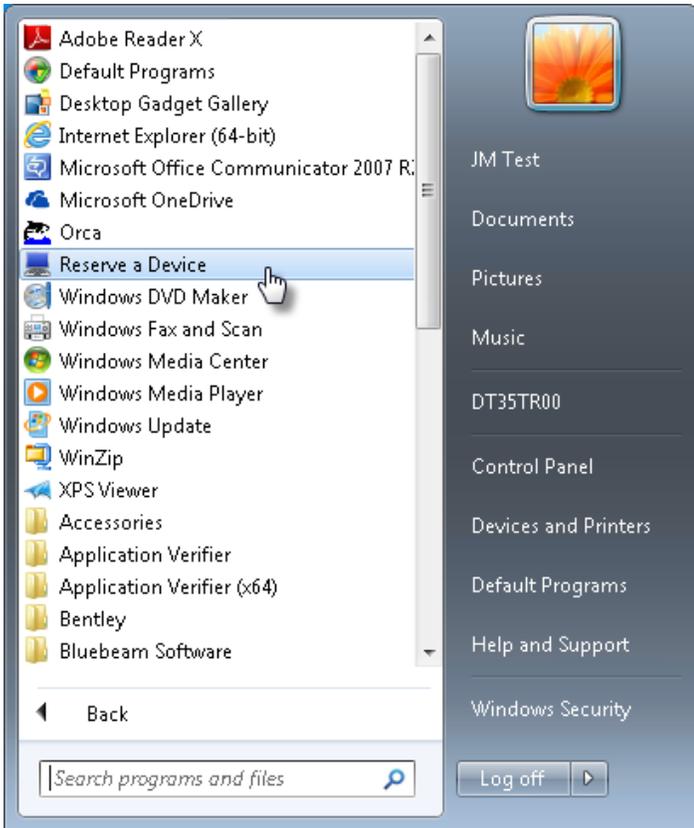
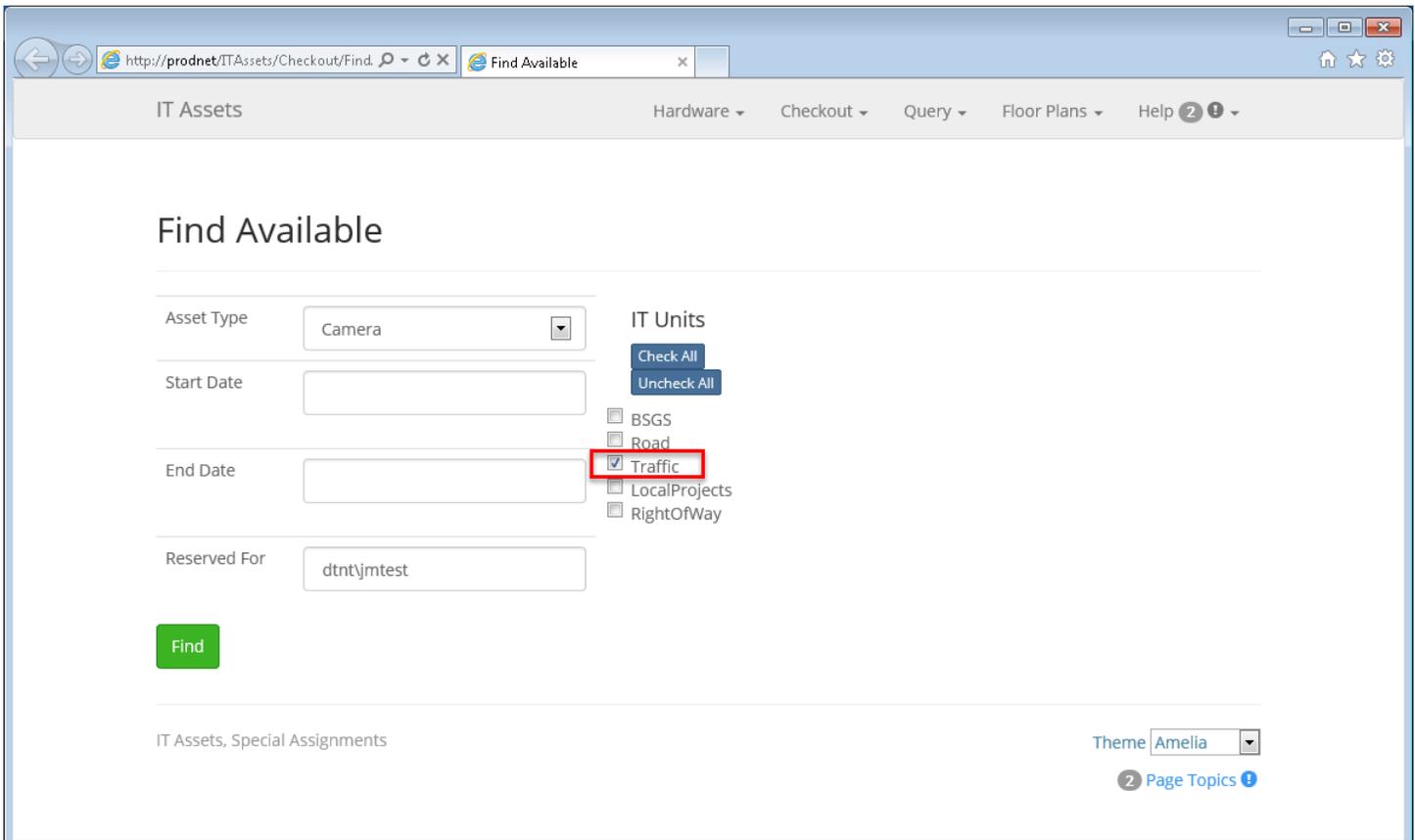


Checking out BTST Equipment

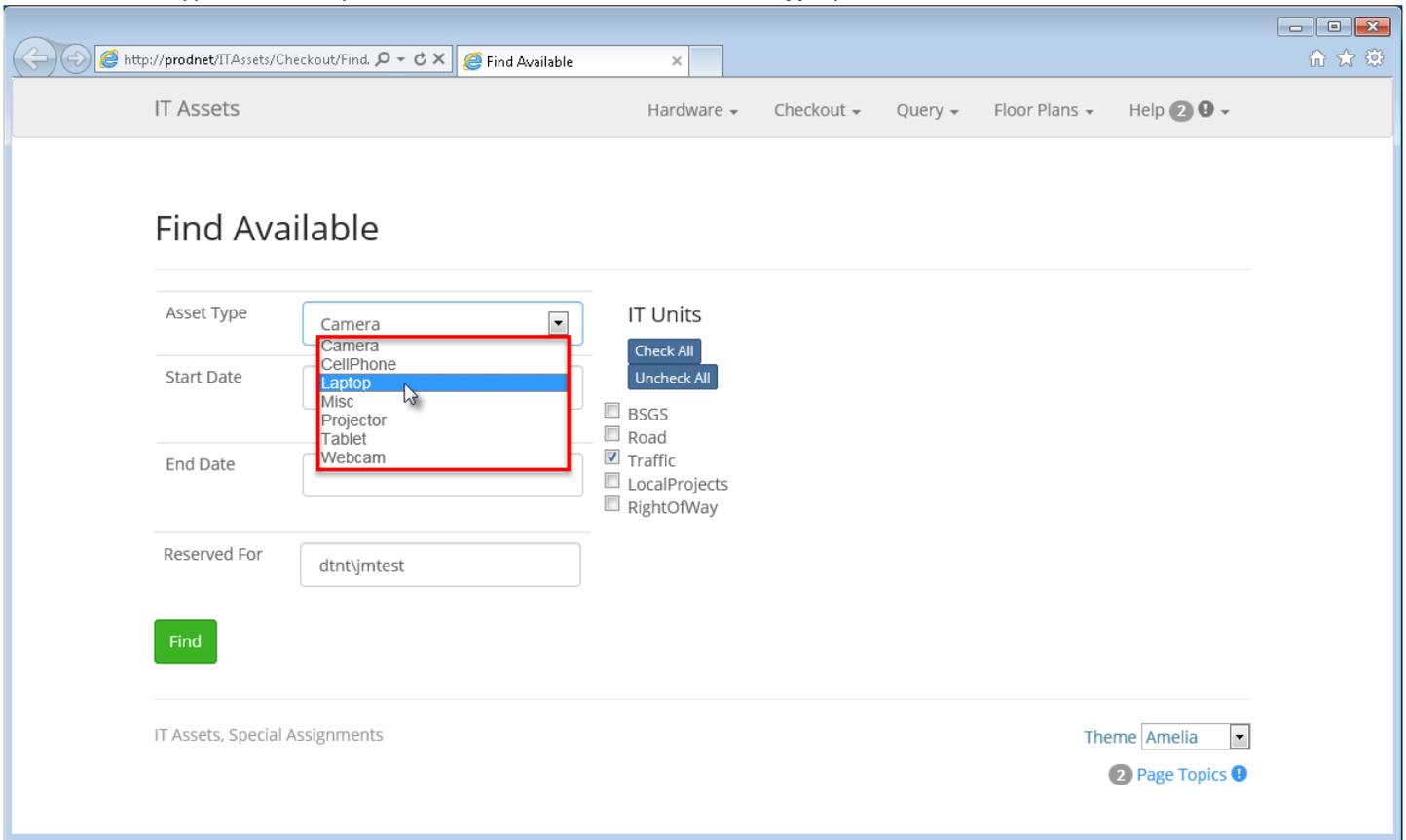
1. Locate and open the **Reserve a Device** shortcut on your desktop or start menu. You can also access the site [here](#).



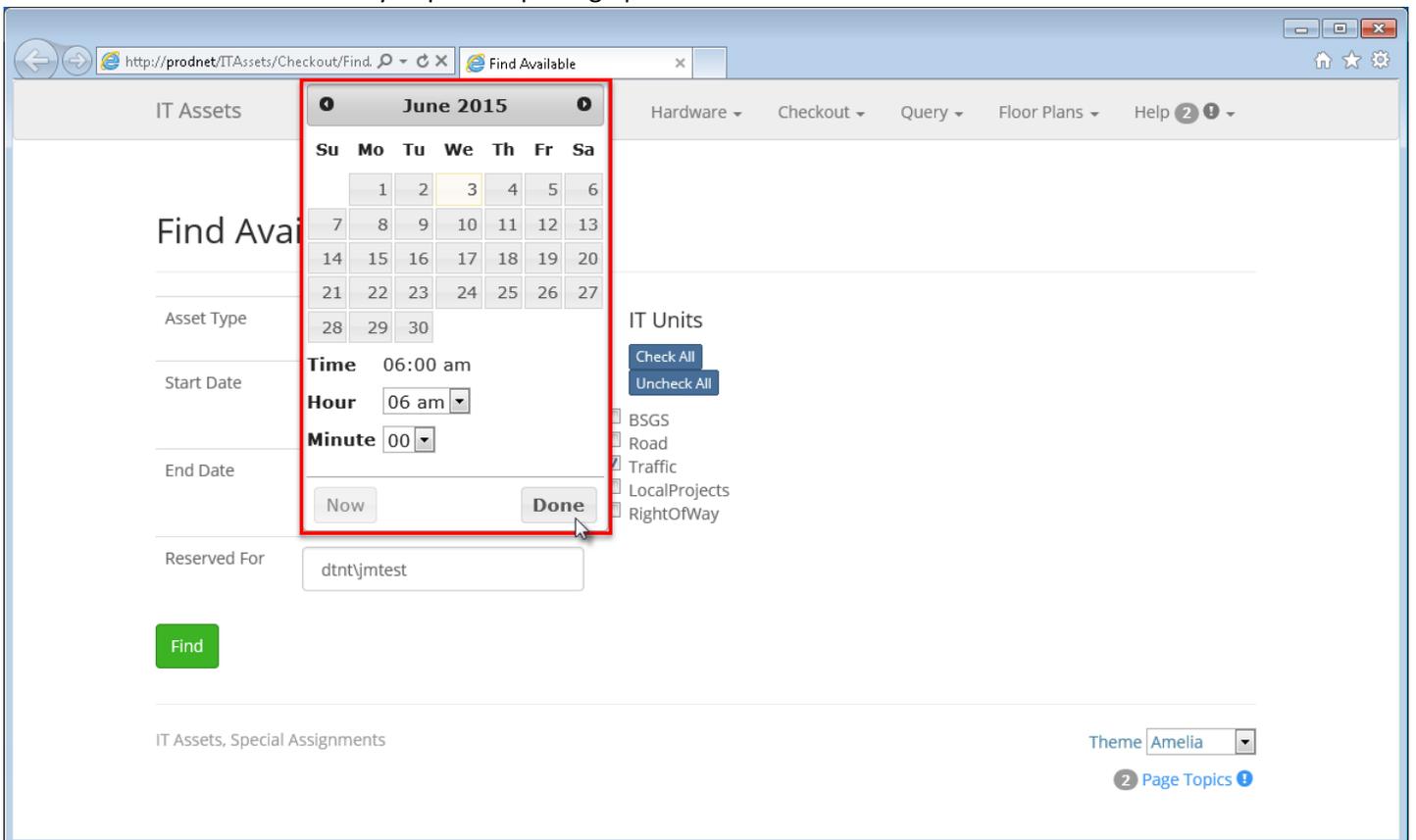
2. Select the checkbox next to **Traffic** from the **IT Units** list.



3. Select the type of device you wish to checkout from the **Asset Type** pulldown menu.



4. Set the **Start Date** for when you plan on picking up the device and click **Done**.



5. Set the **End Date** for when you plan on returning the device and click **Done**.

The screenshot shows the 'Find Available' web application interface. A calendar for June 2015 is open, showing the date selection process. The 'End Date' field is set to June 3rd. The 'Time' is set to 06:00 pm. The 'Hour' is set to 06 pm and the 'Minute' is set to 00. The 'Done' button is highlighted with a red box. The 'Reserved For' field contains 'dtnt\jmtest'. The 'Find' button is green. The page title is 'IT Assets, Special Assignments' and the theme is 'Amelia'.

IT Assets

Find Available

Asset Type

Start Date

End Date

Reserved For

dtnt\jmtest

Find

IT Units

- Check All
- Uncheck All
- BSGS
- Road
- Traffic
- LocalProjects
- RightOfWay

IT Assets, Special Assignments

Theme Amelia

Page Topics

Continued...

6. Click the **Find** button to see what equipment is available during the dates you specified.

IT Assets Hardware Checkout Query Floor Plans Help

Find Available

Asset Type: Laptop

Start Date: 06/03/2015 09:30 am

End Date: 06/05/2015 06:00 pm

Reserved For: dtntjmtest

IT Units

- Check All
- Uncheck All
- BSGS
- Road
- Traffic
- LocalProjects
- RightOfWay

Find

4 records returned.

	UnitName	AssetTypeName	Node_Number	Model_Number	Product_Number	Manufacturer	KDOT_Number
Reserve	Traffic	Laptop	DT35LP01	EliteBook Folio 9470m	B7S86AV	HP	918284
Reserve	Traffic	Laptop	DT35LP02	EliteBook Folio 9470m	B7S86AV	HP	918285
Reserve	Traffic	Laptop	DT35LP03	EliteBook Folio 9470m	B7S86AV	HP	918286
Reserve	Traffic	Laptop	DT35LP04	EliteBook Folio 9470m	B7S86AV	HP	918287

Optional:

You can enter a different name in the **Reserved For** field if you are checking a device out on behalf of someone else.

Continued...

7. Click **Reserve** next to the device you wish to check out.

IT Assets Hardware Checkout Query Floor Plans Help 2 1

Find Available

Asset Type: Laptop

Start Date: 06/03/2015 09:30 am

End Date: 06/05/2015 06:00 pm

Reserved For: dtntjmtest

IT Units

- Check All
- Uncheck All
- BSGS
- Road
- Traffic
- LocalProjects
- RightOfWay

Find

4 records returned.

	UnitName	AssetTypeName	Node_Number	Model_Number	Product_Number	Manufacturer	KDOT_Number
Reserve	Traffic	Laptop	DT35LP01	EliteBook Folio 9470m	B7S86AV	HP	918284
Reserve	Traffic	Laptop	DT35LP02	EliteBook Folio 9470m	B7S86AV	HP	918285
Reserve	Traffic	Laptop	DT35LP03	EliteBook Folio 9470m	B7S86AV	HP	918286
Reserve	Traffic	Laptop	DT35LP04	EliteBook Folio 9470m	B7S86AV	HP	918287

8. Review your reservation information and close the window. You've successfully checked out the device.

IT Assets Hardware Checkout Query Floor Plans Help 2 1

My Reservations

Note: Past reservations are not listed.

	Reserved By	Date/Time Start	Date/Time End	Asset Type	Node	Model Number	KDOT Number
Cancel Reservation	dtntjmtest	6/3/2015 9:30:00 AM	6/5/2015 6:00:00 PM	Laptop	DT35LP01	EliteBook Folio 9470m	918284

IT Assets, Special Assignments

Theme: Amelia

Page Topics