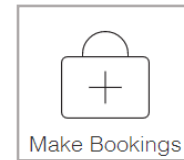


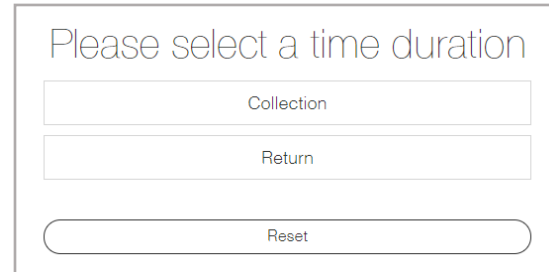
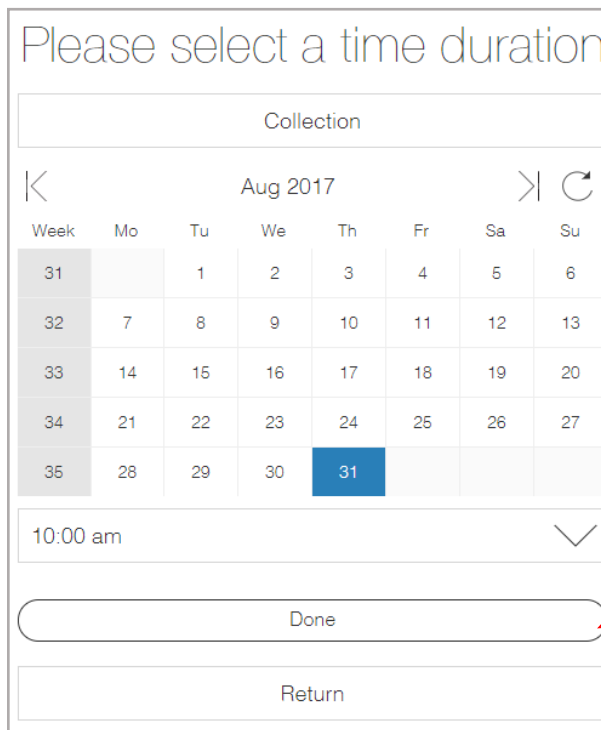
How to Make a Booking with SiSo

lclark.siso.co

1. Log in to SiSo (lclark.siso.go) with your L&C Credentials.
2. Click on “Make Bookings”.



3. Enter the collection and return dates for the item(s).

A form titled "Please select a time duration" in a light blue font. It contains three input fields: "Collection", "Return", and "Reset". Each field is a simple rectangular box with a thin grey border. The "Reset" field is a rounded rectangle.A form titled "Please select a time duration" in a light blue font. It contains a "Collection" input field at the top. Below it is a calendar for August 2017. The calendar shows days from 1 to 31, with the 31st highlighted in blue. Below the calendar is a time selection dropdown menu showing "10:00 am". At the bottom are "Done" and "Return" buttons.

1. Click “Collection”

2. Select the date from the calendar

3. Pick Time from the drop-down menu

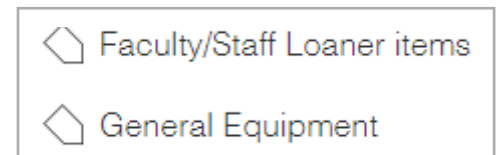
4. Click “Done”

5. Click “Return” and repeat the steps above


4. Once you have selected the dates, click on “Search Assets”.



5. Click on “General Equipment” if you are a student. Faculty/Staff can also check out equipment under “Faculty/Staff Loaner Items”.



6. Search for your item by clicking on the appropriate equipment categories until you find your item.

7. If you hover over the information icon , you can see whether it's available for checkout. If you click on it, you can get more information about the item.
8. To book the item(s), click "Book" on the right of the item's box.
 - a. If there are multiple items of the same make/model available, you will need to click "+" to add to your basket, and then click "Book".

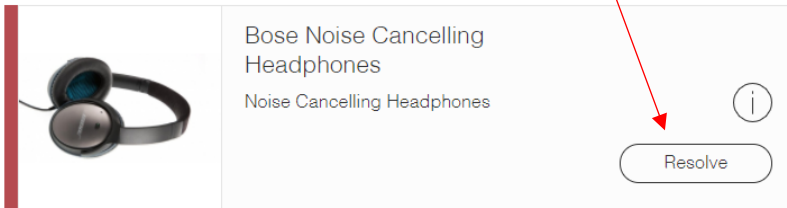


9. Under "Install Location", select "IT Service Desk"
10. If the item(s) will be picked up by someone besides yourself, type that person's name in the "Picked Up By" field.
11. Add your phone number.
12. Read the Terms and Agreements, and then click the toggle button to agree to them.



13. Click "Confirm" & you're done!

14. If the item you wish to check out is unavailable, you can click on "Resolve" to choose alternative checkout dates and times.



a. You can select a date from the "Suggested Times" or just change the collection and return dates manually.

