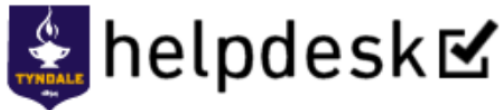



Reserving Loaner Laptops

1. **VISIT** Helpdesk.tyndale.ca on your browser

2. **ENTER** your Tyndale credentials.

3. **SELECT** the Assets tab and click Search



 Please log in using your Windows username & password.
If you cannot log in, please either send an email to ithelp@tyndale.ca or call ext 4357.

Log In

User Name

Password

Remember me



[Request](#) [History](#) **[Assets](#)** [FAQs](#) [Messages](#) [Profile](#)

Search Assets

Asset No.

Serial No.

Asset Type

Model

Location

Reservable Only

4. Place a checkbox on the number of loaner(s) you want to reserve.

5. Click **Reserve Checked** to select the pickup and return date range.

Search Assets

Asset No. Serial No.

Asset Type Model

Location

Reservable Only

No.	Serial No.	Asset Type	Model	Location	Notes	Reserve
201100613	R8-W2CKK	Laptop	LENOVO T420i	Bayview Campus	Loaner-2	<input type="checkbox"/>
201101273	R8-D6MFA	Laptop	LENOVO T420	Bayview Campus	Loaner-1	<input checked="" type="checkbox"/>
201101274	R8-D6MEW	Laptop	LENOVO T420	Bayview Campus	Loaner-5	<input checked="" type="checkbox"/>
201101369	PB-VBZA5	Laptop	LENOVO T420	Bayview Campus	Loaner-3	<input type="checkbox"/>
201101377	R8-ME1BP	Laptop	LENOVO T420	Bayview Campus	Loaner-4	<input type="checkbox"/>

5 items

6. The reservation period window will appear
click the maximize window.

The screenshot shows a web browser window titled "Web Help Desk - Select Reservation Period - Google Chrome". The address bar shows the URL "helpdesk.tyndale.ca/helpdesk/WebObjects/Helpdesk.woa/wo/15.21.2.3.13.3.14.13.1.0". The main content area displays a calendar for March 2018. The calendar has columns for "Sunday", "Monday", and "Tuesday". The dates shown are 24, 25, 26, 27, 3, 4, 5, 6, 10, 11, 12, 13, 17, 18, 19, and 20. A red box highlights the maximize button in the browser window's title bar, with a red arrow pointing to it. Below the calendar, there is a "Search" button. To the right of the calendar, there is a table with two columns: "Notes" and "Reserve". The table contains five rows of loaner items:

Notes	Reserve
Loaner-2	<input type="checkbox"/>
Loaner-1	<input checked="" type="checkbox"/>
Loaner-5	<input checked="" type="checkbox"/>
Loaner-3	<input type="checkbox"/>
Loaner-4	<input type="checkbox"/>

At the bottom of the page, there are navigation buttons (back, forward, search, refresh) and a "Reserve Checked" button.

6. Double click the date of pickup on the calendar. Select your Scheduled out date and time (example *March 29th*)

7. Set your scheduled out and scheduled return times.

Web Help Desk - Select Reservation Period - Google Chrome
helpdesk.tyndale.ca/helpdesk/WebObjects/Helpdesk.woa/wj/15.21.2.3.13.3.1.1.19.3.1.0

3 4 5 6 7 8 9
10 11 12 13 14 15
17 18 19 20 21 22
24 25 26 27 29
31 1 2 3 4 5

20160449 (Derick Opoku)

Cancel Save

- Click a day cell to move one end of the reservation.
- Click the date, or drag and drop, to move the entire reservation.

Reservation Details

No. 20160449
Client Derick Opoku

Scheduled Out 3/29/18 8 : 00 am pm
Checked-Out
Scheduled In 3/29/18 5 : 00 am pm
Checked-In

Cancel Save

8. **SET** your return date
(*example April 2nd*) on the
calendar.

9. **PRESS** save to complete the process.
Go to the IT office on the pickup date to
borrow the loaner(s) requested.

Web Help Desk - Select Reservation Period - Google Chrome
helpdesk.tyndale.ca/helpdesk/WebObjects/Helpdesk.woa/wo/37.27.1.3

3	4	5	6	7	8	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

20160449 (Derick Opoku)

20160449 (Derick Opoku)

Cancel Save

- Click a day *cell* to move one end of the reservation.
- Click the *date*, or drag and drop, to move the entire reservation.