

REQUESTING EQUIPMENT

1. On the **Welcome** page click on **Find Stock**
2. You can change how the screen displays – choose between **List View** and **Grid View** (we will use Grid View)
3. Find the item you want to book and click on the **+** symbol next to it.

☆ Find Stock | 56

Availability

Collection: 12/09/2019 09:00

Return: 12/09/2019 16:00

Check Availability Reset

Categories

- + All
- + Audio
- + Computer Equipment
- + Digital Stills
- + General
- + Grip
- + Lighting
- Parking Permits (for Kit Collection/Return)
- + Video

Grid View

Qty	Is Available	Asset Name	Asset Description
6	Check Availability	BATV 1 Panasonic AC160 kit.	BATV 1
12	Check Availability	BATV 1 SD Card	BATV 1
7	Check Availability	BATV 2 P2 card and reader pac	BATV 2
4	Check Availability	BEACH USE CAMERA AND TR	GENERAL USE
7	Check Availability	Boom Pole	GENERAL USE
2	Check Availability	Canon 200D	GENERAL USE
5	Check Availability	Canon 50mm Lens f/1.8	General Use
1	Check Availability	Canon SLR 580 Electronic Flas	BAIMP / BAIMMJ / ANIMATION
21	Check Availability	Clapperboard	BATV / MaCFT
4	Check Availability	DSLR Mic and Light Kit	General use
1	Check Availability	GoPole - Time Lapse Device (f	BATV / BAMP / BAIMMJ / MACFT / MAI
1	Check Availability	GoPro Grip Set #01	BATV/MACFT/BAMP
1	Check Availability	GoPro Grip Set #02	BATV/MACFT/BAMP
1	Check Availability	GoPro Grip Set #03	BATV/MACFT/BAMP
1	Check Availability	GoPro Harness #01	
1	Check Availability	GoPro Harness #02	

4. Using the drop down menus select the dates and times you want to collect and return the equipment (please remember to only select dates & times we are open).
Once selected click on **Check Availability**

When would you like to Book?

Collection: 17/09/2019 09:00

Return: 19/09/2019 16:00

Check Availability Close

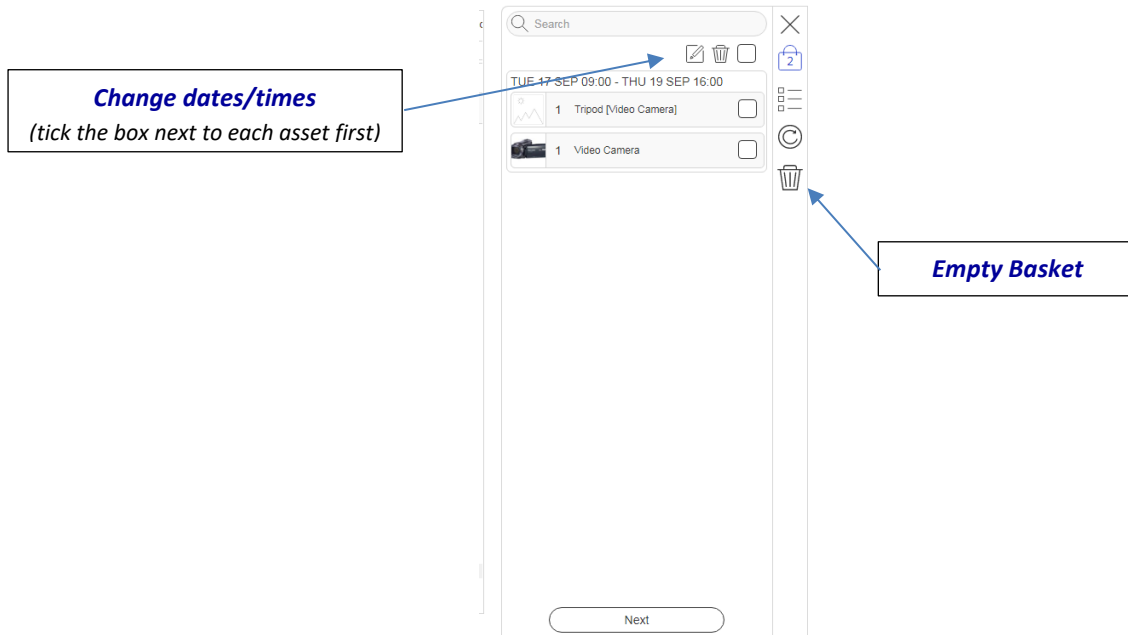
5. If available, click on **Add** (if the asset is not available you will be given options to modify the dates/times).

Tue 17 Sep 2019 09:00 Thu 19 Sep 2019 16:00 1/62

Add Change Date / Times Close

6. If you want to add more items to your basket repeat Steps 1-5. The system will store your selected dates/times so you may not need to re-enter this information (Step 4).
7. Click on **Show Basket** (top right)

8. The basket will open on the right-hand side of the screen:



9. Check the details and, if correct, click **Next**

10. Add your booking details:

You do not need to enter anything in these sections
The Risk Assessment is completed after you have made your booking

Send a Booking Form to your Tutor for Approval
Use drop down list to select your tutor's name

Enter who will be completing the RA
If the person changes closer to your shoot date please let us know by emailing sgcounter@bournemouth.ac.uk

Please enter your Booking Details

Basket Items 1

Associate Project to this Booking
Associate Project to this Booking

Associate Risk Assessment to this Booking
Associate Risk Assessment to this Booking New Risk Assessment

Request Approval, please select an approval lecturer
Request Approval, please select an approval lecturer

Picked Up By
Picked Up By

Booking Notes
Booking Notes

RISK ASSESSMENT: Who will be completing the Risk Assessment for this booking/project? (please enter your own name or another student's name)

RISK ASSESSMENT: Who will be completing the Risk Assessment for this booking/project? (please enter your own name or another student's name)

Book Close

11. Confirm you have read and agree to the **Terms and Conditions**

12. Click **Book**

ALL equipment requests MUST be approved by a Tutor (by either a Booking Form or Risk Assessment) within 5 days or they will be automatically cancelled. Once approved your bookings will remain on the system.

ALL equipment bookings MUST be linked to a Risk Assessment (in Section 3 of the Risk Assessment). The Risk Assessment MUST be approved by a Tutor by the time of collection or we cannot legally release the equipment.