

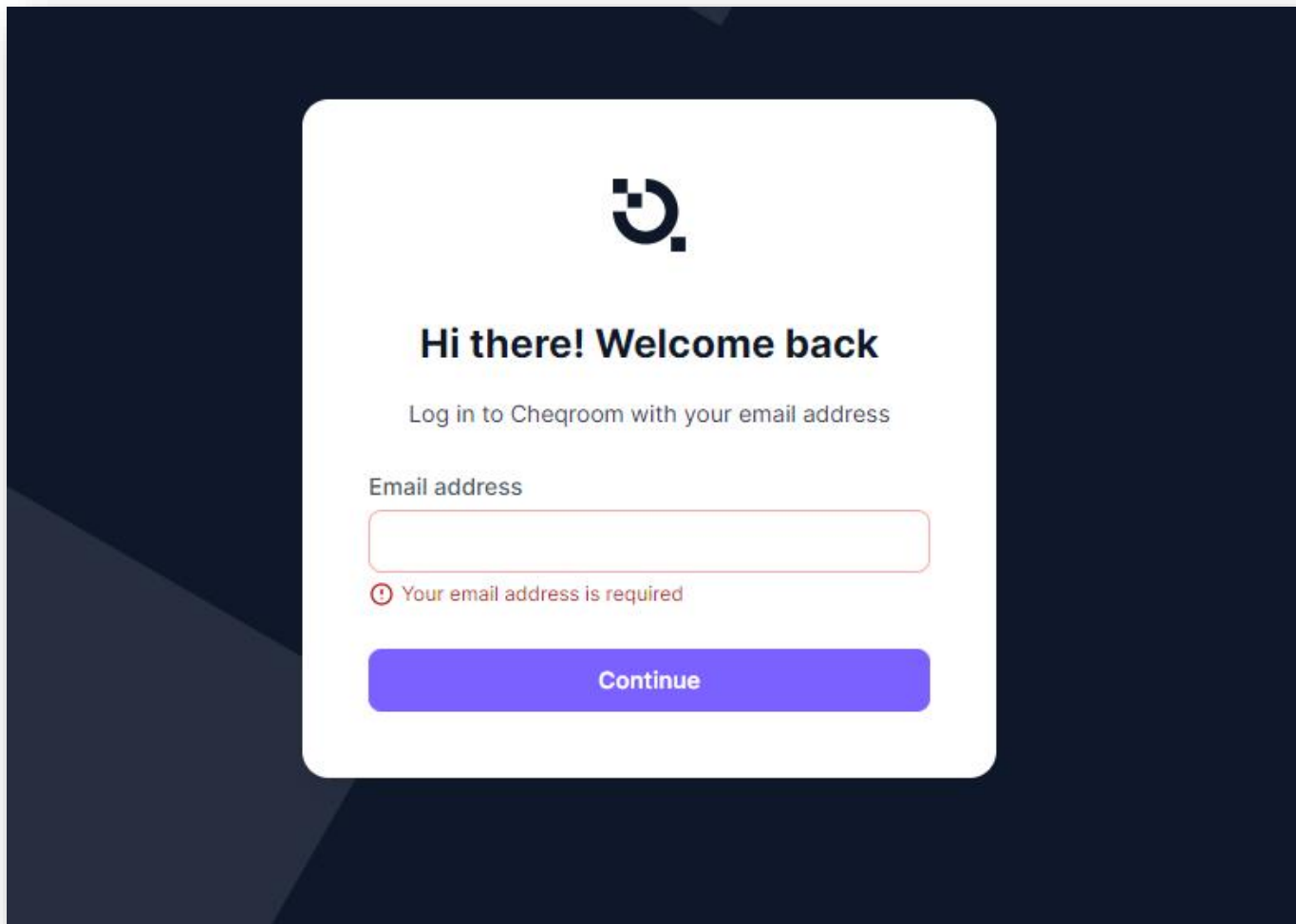
CHEQROOM Reservation STEPS:

*****Please Failure to Complete ALL required Information will result in Your Organization Not receiving your requested Items*****

Step 1. Login Into CHEQROOM

Before you login into CHEQROOM, you need to be added to the site inventory. Make sure to complete the account invite request form prior. [CHEQROOM Account Invite Request](#)

<https://login.cheqroom.com/>



Step 2. Once Logged in, click on the purple plus sign at the top middle of the page. Once clicked, you will see a box named "Reservation" click on it.

The screenshot shows a web dashboard for 'Student Orgs ...'. On the left is a dark sidebar with navigation options: 'All locations', 'Dashboard' (highlighted in purple), 'Calendar', 'Items', 'Kits', and 'Reservations'. The main content area has a search bar and a purple plus sign icon. Below this, there are two panels: 'My reservations' and 'My check-outs'. The 'My reservations' panel shows 0 Overdue, 1 Booked, 0 Draft, and 0 Converted. The 'My check-outs' panel shows 0 Overdue, 0 Open, 0 Draft, and 0 Completed.

My reservations		My check-outs	
0	1	0	0
Overdue	Booked	Overdue	Open
0	0	0	0
Draft	Converted	Draft	Completed

Step 3. Once you clicked on the “Reservation” button, it will bring you to the following screen. First, please title your reservation in the following format (Event Name-Student Org)

(Social Program-Ice Cream Club) Example in Step 4

The screenshot displays the 'Student Orgs' application interface. On the left is a dark sidebar with navigation options: All locations, Dashboard, Calendar, Items, Kits, Reservations (highlighted), and Check-outs. The main content area shows a search bar at the top, followed by a breadcrumb trail 'Reservations > Untitled reservation' and a 'Reserve' button. The title 'Untitled reservation' is prominently displayed, with a 'Draft' status indicator. Below the title are tabs for 'Info', 'Comments', and 'Attachments'. The 'Info' tab is active, showing two sections: 'WHEN' with 'From' and 'To' date pickers, and 'CONTACT' with a profile card for 'UWYO Student Orgs' featuring a blue 'U' logo and the email 'studentorgs@uwyo.edu'.

Step 4. Once you've titled your reservation, please select the date you'll be picking up your requested items and the date of the return of the items. If your program takes place on a weekend (Sat or Sun) please select Friday as your pick-up date and Monday as your return date.

The screenshot shows a web application interface for managing reservations. On the left is a dark sidebar with navigation options: All locations, Dashboard, Calendar, Items, Kits, Reservations (highlighted), and Check-outs. The main content area is titled 'Social Program-Ice Cream Club' and is currently in 'Draft' status. Below the title are tabs for 'Info', 'Comments', and 'Attachments'. The 'Info' tab is active, showing a 'WHEN' section with a date picker set to 'From Aug 21, 2022'. A calendar modal is open, displaying 'August 2022' with the 21st highlighted. Below the calendar, a summary bar shows 'Pick up on Sunday, August 21, 2022' and a 'Confirm' button. The 'CONTACT' section shows 'UWYO Student Orgs' with the email 'studentorgs@uwyo.edu'. A search bar and a '+ Add' button are at the top, and a 'Reserve' button is in the top right.

Su	Mo	Tu	We	Th	Fr	Sa
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Step 5. Once you've selected your dates, in the Timeline (Write a Comment) section please provide the following information

- **Pick Up Date/Time:**
- **Return Date/Time:**
- **Contact Individual of the Reservation: (Name and UWYO Email Address)**

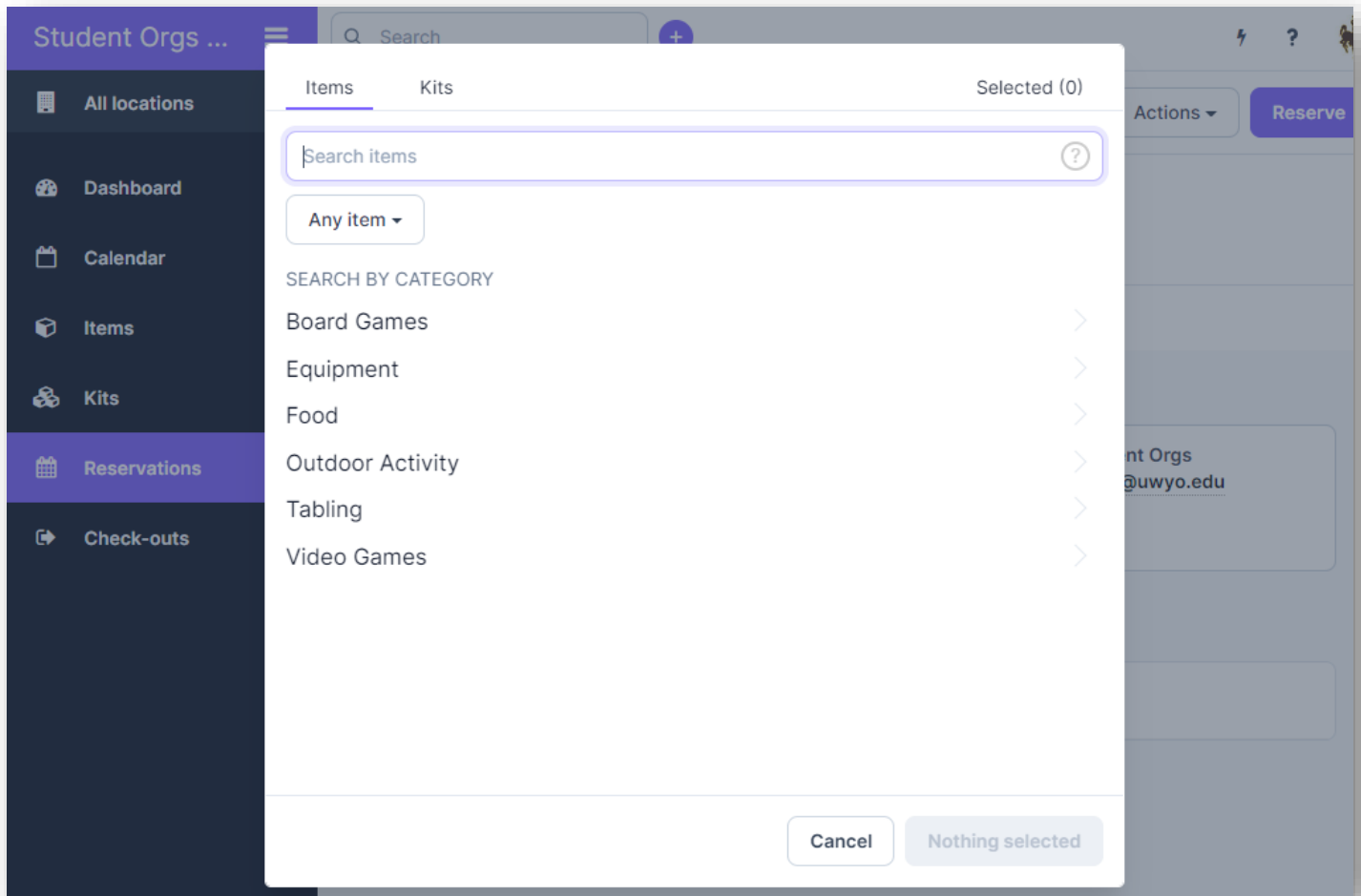
The screenshot shows the 'Reservations' page for 'Social Program-Ice Cream Club'. The page is in 'Draft' status. The 'WHEN' section has 'From' set to 'Aug 21, 2022' and 'To' set to 'Aug 28, 2022'. The 'CONTACT' section shows 'UWYO Student Orgs' with the email 'studentorgs@uwyo.edu'. The 'EQUIPMENT' section has a '+ Add item or kit' button. The 'TIMELINE' section has a 'Filter' dropdown and a comment box containing the following text:

- Pick Up Date/Time: 8/21 at 2:00 PM
- Return Date/Time: 8/22 at 9:00 AM
- Contact Individual of the Reservation: Gilbert Falcon, pfalcon@uwyo.edu

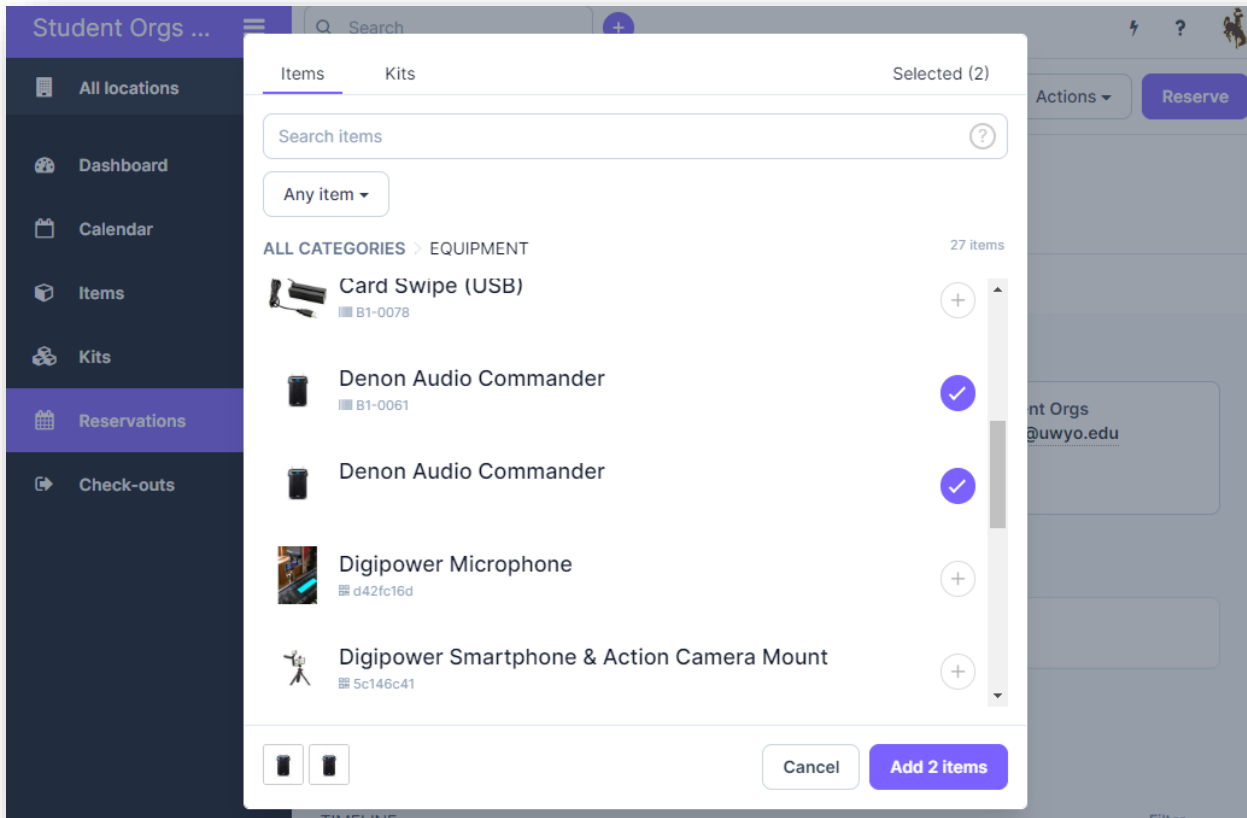
A 'Save' button is located at the bottom of the timeline section.

Once you've entered the above information make sure to hit the "Save" button

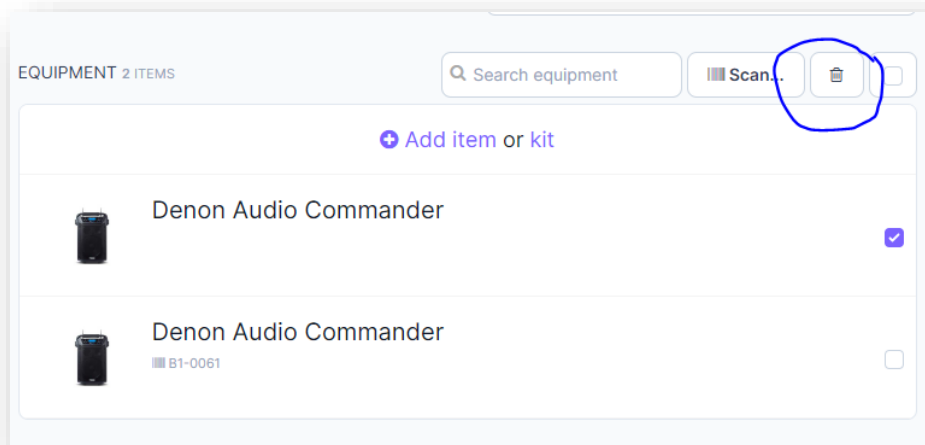
Step 6. Once completed, you can then select the button “Add Item or Kit” located in the middle of the page. After clicking on it you will find a drop-down menu to filter our various items (pending their availability).



After selecting an item, you click on the item to add it to your reservation



If you have an item, you would no longer like to request, you can click on the box to the right of the item, once highlighted with the "purple check mark" you'll move your cursor above to the image of the trash can, located next to the "Scan" barcode button.



Step 7. Once you have made your selection for your request you will then click on the purple “reserve” button. Once you’ll complete the process you should see a green dot with the word “Booked” next to each other. If that is there you’ve completed the reservation process. Make sure to sign out.

The screenshot shows the 'Reservations' page for 'Social Program-Ice Cream Club'. The interface includes a sidebar with navigation options: All locations, Dashboard, Calendar, Items, Kits, Reservations (highlighted), and Check-outs. The main content area shows the reservation details for a 'Booked' reservation with ID #RESERVATION-0213. The reservation is for the 'Social Program-Ice Cream Club' and is scheduled for August 21, 2022. The contact information is 'UWYO Student Orgs' with the email 'studentorgs@uwyo.edu'. The reservation includes one piece of equipment: 'Denon Audio Commander' with ID 'B1-0061'. A timeline of events is shown at the bottom, including a comment from 'UWYO Student Orgs' and a reservation created at 11:37am. The timeline also shows the reservation was reserved at 11:40am and a comment was written at 11:38am. The comment content includes: 'Pick Up Date/Time: 8/21 @10:00 AM', 'Return Date/Time: 8/21 @ 4:00 PM', and 'Contact Individual of the Reservation: Gilbert Falcon, pfalcon@uwyo.edu'.



Student Organizations
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