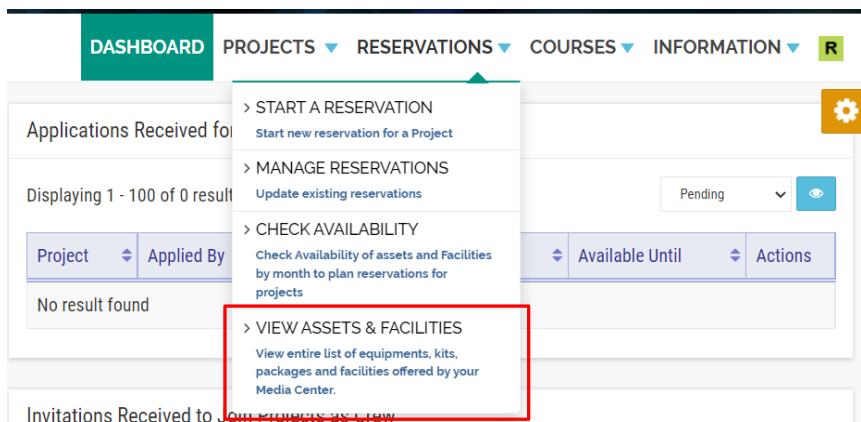


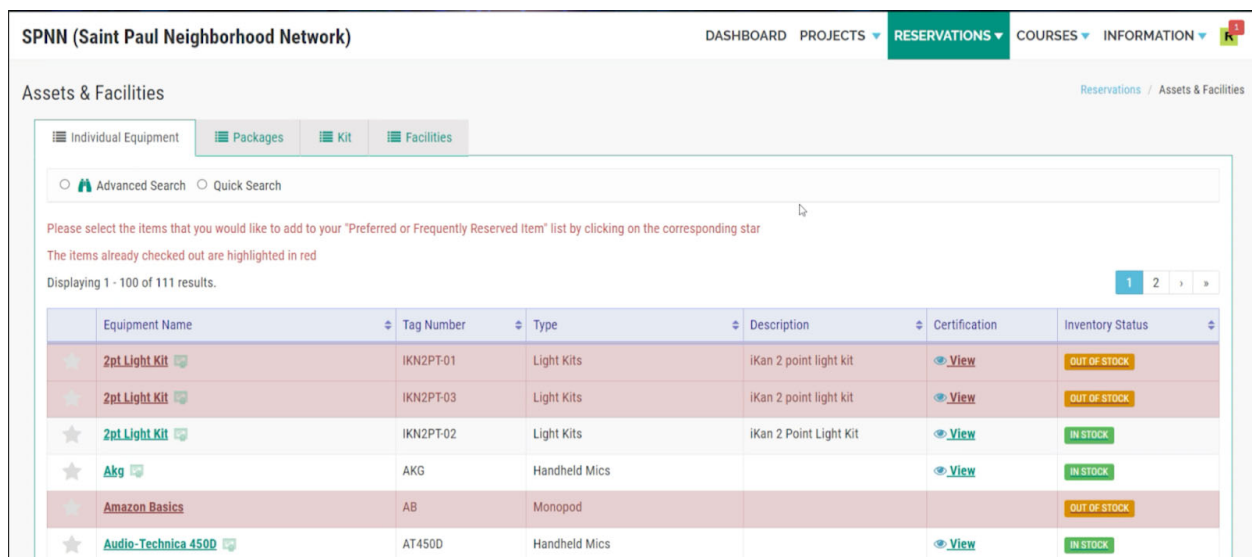
Preferred Equipment

Approach 1: Saving preferred equipment

1. Login.:
 - **Name of Public Media Center:** SPNN (Saint Paul Neighborhood Network)
 - **Username:** email address
 - **Password:** your password
2. Once logged in, go to the top menu, click on the **RESERVATIONS** tab, and then click **VIEW ASSETS & FACILITIES**



3. You should see the following page where you can select and unselect you preferred equipment.
 - Click the STAR icon to add a specific equipment to your list.
 - If the START is yellow and you want to remove an equipment form your list, just click the start again and it will be removed



4. After you are done, you can access your preferred equipment on step 3 of the reservation process under the tab **Frequently Reserved item** (blue) and then under **Equipment** (red). There you can add equipment to your order if it is not highlighted in red and complete your reservation.

SPNN (Saint Paul Neighborhood Network) DASHBOARD PROJECTS RESERVATIONS COURSES INFORMATION

NOTE - All items selected from the assets and facilities tab below will be reserved on the same selected Date/Time.

Individual Equipment Packages Kits Facilities **Frequently Reserved Item**

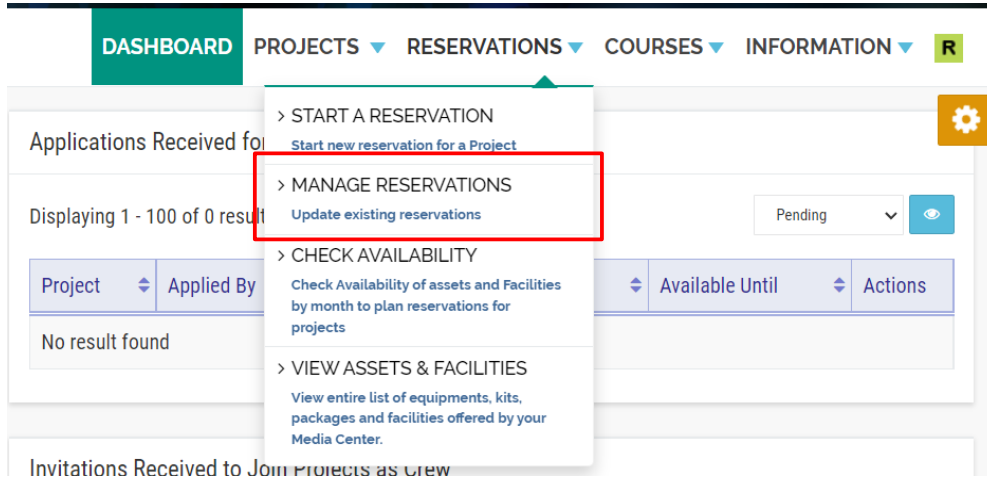
Equipments

Equipment Name	Tag Number	Type	Description	Certification	Add to Reservation Cart
Azden DX-S80	AZDX580-06	Handheld Mics		View	
Canon T4i Rebel	T4i-Andrea	Youth DSLR Camera			
Cell Phone Kit	Red	Phone Kits		View	
Memorex	MMX	Handheld Mics		View	
Reflector	reflect-02	Reflector		View	

Package

Approach 2: Copying a past reservation

1. Login.:
 - a. **Name of Public Media Center:** SPNN (Saint Paul Neighborhood Network)
 - b. **Username:** email address
 - c. **Password:** your password
2. Once logged in, go to the top menu, click on the **RESERVATIONS** tab, and then click **MANAGE RESERVATIONS**.

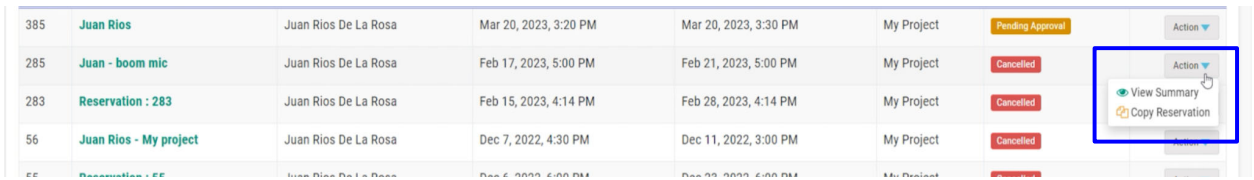


3. You should see the following page where you can access previous reservations you have made in the past.

The screenshot shows the 'Reservations' page in the Media Center Manager. The page title is 'SPNN (Saint Paul Neighborhood Network)'. The navigation bar shows 'RESERVATIONS' is selected. The page displays a list of reservations with the following columns: ID, Title, Project Owner, Start Date, End Date, Project, Status, and Action. The table shows 8 reservations, with the first one being 'Juan Rios' and the others being 'Juan - boom mic', 'Reservation : 283', 'Juan Rios - My project', 'Reservation : 55', and 'Reservation : 54'. The status of the reservations is 'Pending Approval' or 'Cancelled'.

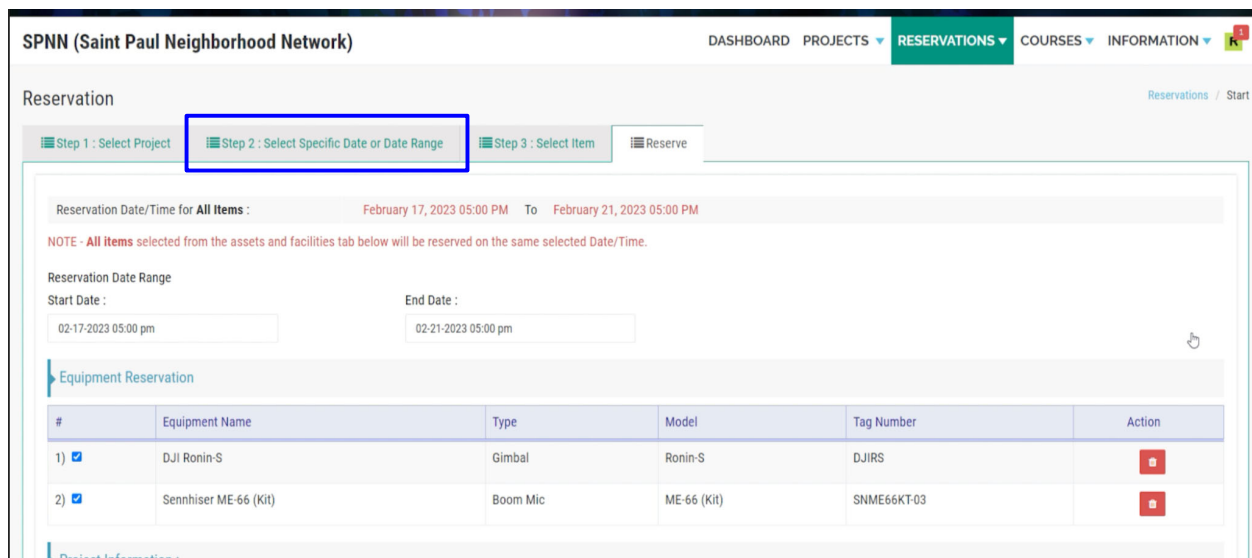
ID	Title	Project Owner	Start Date	End Date	Project	Status	Action
385	Juan Rios	Juan Rios De La Rosa	Mar 20, 2023, 3:20 PM	Mar 20, 2023, 3:30 PM	My Project	Pending Approval	Action
285	Juan - boom mic	Juan Rios De La Rosa	Feb 17, 2023, 5:00 PM	Feb 21, 2023, 5:00 PM	My Project	Cancelled	Action
283	Reservation : 283	Juan Rios De La Rosa	Feb 15, 2023, 4:14 PM	Feb 28, 2023, 4:14 PM	My Project	Cancelled	Action
56	Juan Rios - My project	Juan Rios De La Rosa	Dec 7, 2022, 4:30 PM	Dec 11, 2022, 3:00 PM	My Project	Cancelled	Action
55	Reservation : 55	Juan Rios De La Rosa	Dec 6, 2022, 6:00 PM	Dec 23, 2022, 6:00 PM	My Project	Cancelled	Action
54	Reservation : 54	Juan Rios De La Rosa	Dec 6, 2022, 6:00 PM	Dec 19, 2022, 6:00 PM	My Project	Cancelled	Action

4. Select the reservation you want to copy. Go to the **Action** button on the right side of, click it, and click **Copy Reservation**.



ID	Reservation Name	Asset/Facility	Start Date/Time	End Date/Time	Project	Status	Action
385	Juan Rios	Juan Rios De La Rosa	Mar 20, 2023, 3:20 PM	Mar 20, 2023, 3:30 PM	My Project	Pending Approval	Action
285	Juan - boom mic	Juan Rios De La Rosa	Feb 17, 2023, 5:00 PM	Feb 21, 2023, 5:00 PM	My Project	Cancelled	Action
283	Reservation : 283	Juan Rios De La Rosa	Feb 15, 2023, 4:14 PM	Feb 28, 2023, 4:14 PM	My Project	Cancelled	Action
56	Juan Rios - My project	Juan Rios De La Rosa	Dec 7, 2022, 4:30 PM	Dec 11, 2022, 3:00 PM	My Project	Cancelled	Action
55	Reservation : 55	Juan Rios De La Rosa	Dec 6, 2022, 5:00 PM	Dec 22, 2022, 5:00 PM	My Project	Cancelled	Action

5. You will be redirected to the last step of the reservation process. There you will need to change the date range (up to five days) to the one you would like. After you are done, submit your order for approval.



SPNN (Saint Paul Neighborhood Network) DASHBOARD PROJECTS **RESERVATIONS** COURSES INFORMATION 3

Reservation Reservations / Start

Step 1: Select Project **Step 2: Select Specific Date or Date Range** Step 3: Select Item Reserve

Reservation Date/Time for **All Items** : February 17, 2023 05:00 PM To February 21, 2023 05:00 PM

NOTE - **All items** selected from the assets and facilities tab below will be reserved on the same selected Date/Time.

Reservation Date Range

Start Date : End Date :

02-17-2023 05:00 pm 02-21-2023 05:00 pm

Equipment Reservation

#	Equipment Name	Type	Model	Tag Number	Action
1) <input checked="" type="checkbox"/>	DJI Ronin-S	Gimbal	Ronin-S	DJIRS	
2) <input checked="" type="checkbox"/>	Sennhiser ME-66 (Kit)	Boom Mic	ME-66 (Kit)	SNME66KT-03	

Project Information :