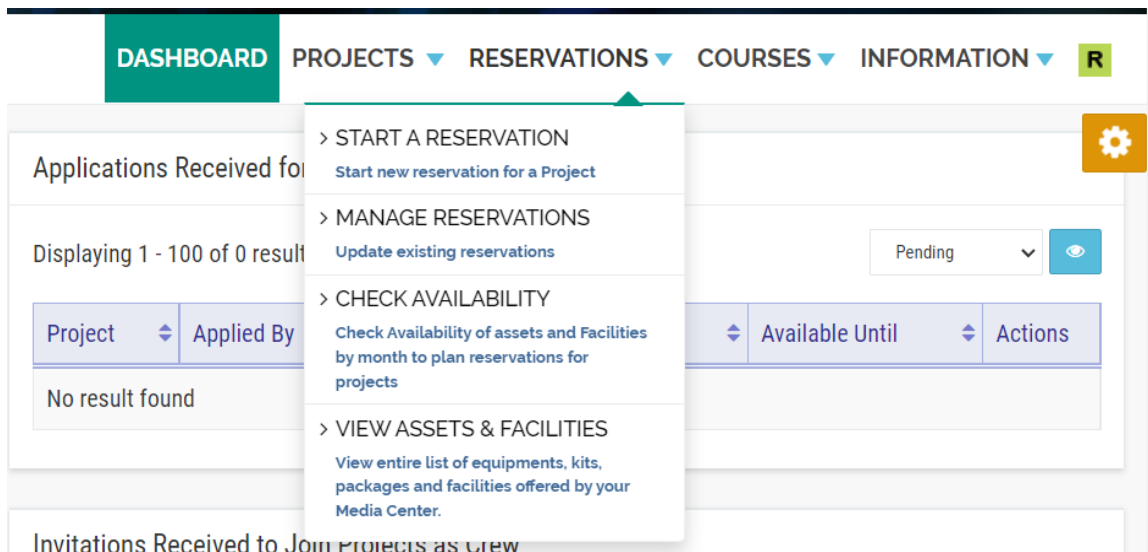
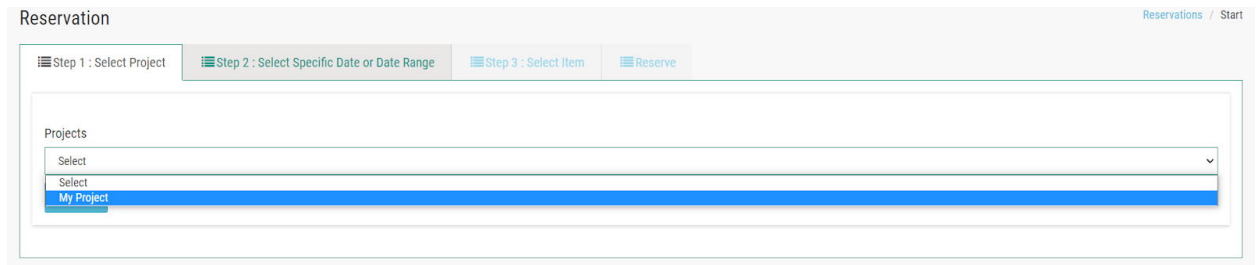


## SPNN Online Reservation Process:

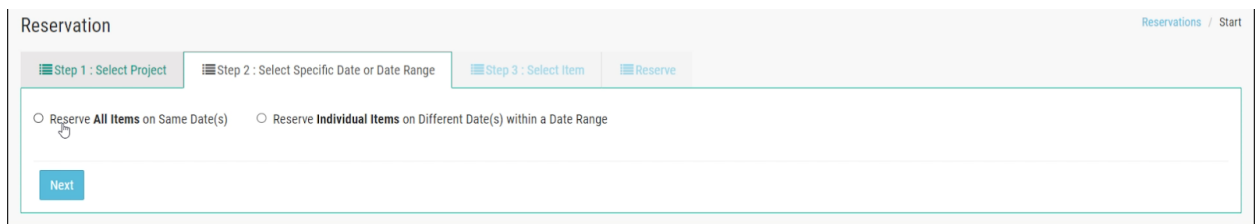
1. Login.:
  - **Name of Public Media Center:** Saint Paul Neighborhood Network
  - **Username:** email address
  - **Password:** your password
2. Once logged in, go to the top menu, click on the **RESERVATION** tab, and then click **START A RESERVATION..**



3. Select one of your projects from the dropdown and click the **Proceed** button. If you have no “projects” you will be prompted to create a new one. (We also have a video on how to create a project.)



4. On step 2, click on **Reserve All Items on Same Date(s)** .



5. Select the time frame (**up to five days**) for your equipment.

**NOTE:** please make sure you enter times within SPNN's open hours, otherwise, you will get an error message at the end.

Reservation

Reservations / Start

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

☒ Reserve **All Items** on Same Date(s) ☐ Reserve **Individual Items** on Different Date(s) within a Date Range

Start Date & Time to End Date & Time

December ~ 2022 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

03:50 pm  
03:55 pm  
04:00 pm  
04:05 pm  
04:10 pm  
04:15 pm

Copyright © 2022 ZeetaPro Inc.. All rights reserved.

6. After you have selected the dates, click the **Next** button.

Reservation

Reservations / Start

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

☒ Reserve **All Items** on Same Date(s) ☐ Reserve **Individual Items** on Different Date(s) within a Date Range

12-07-2022 04:00 pm to 12-16-2022 04:00 pm

Next

7. Click **Individual Equipment** to reserve the items you need or click **Facilities** to reserve a space (studio or editing suite).

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** : December 7, 2022 04:00 PM To December 16, 2022 04:00 PM

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

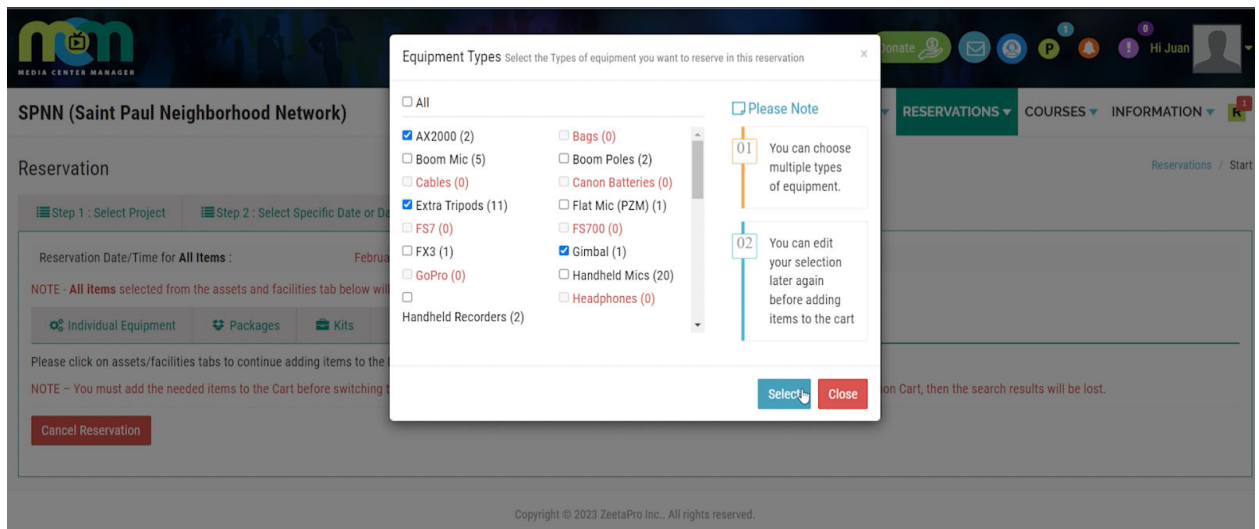
☒ Individual Equipment ☐ Packages ☐ Kits ☒ Facilities ☐ Frequently Reserved Item


Please click on assets/facilities tabs to continue adding items to the Reservation Cart

NOTE - You must add the needed items to the Cart before switching to another Tab / Page. If you leave a tab/page without adding the selected items to the Reservation Cart, then the search results will be lost.

Cancel Reservation

8. A pop-up window with different options should appear. Select and unselect the ones that you want to see available equipment for your time range.















9. You should be able to see a table like the following one. If you see the  icon and is not highlighted in red, you can add that individual equipment to your reservation.

**Note:** equipment that have an exclamation mark icon have a restriction because you have not taken a class linked to that equipment.

SPNN (Saint Paul Neighborhood Network)

DASHBOARD PROJECTS RESERVATIONS COURSES INFORMATION

Displaying 1 - 100 of 14 results.

Equipment Name	Tag Number	Type	Description	Certification	Inventory Status	Add to Reservation Cart
DJI Ronin-S	DJIRS	Gimbal		<a href="#">View</a>	IN STOCK	
Extra Tripod	MFTDSLRL-08	Extra Tripods		<a href="#">View</a>	IN STOCK	
Extra Tripod	MFTDSLRL-05	Extra Tripods		<a href="#">View</a>	IN STOCK	
Extra Tripod	extra-11	Extra Tripods			IN STOCK	
Extra Tripod	MFTDSLRL-02	Extra Tripods		<a href="#">View</a>	OUT OF STOCK	
Extra Tripod	MFTDSLRL-07	Extra Tripods		<a href="#">View</a>	OUT OF STOCK	
Extra Tripod	MFTDSLRL-04	Extra Tripods		<a href="#">View</a>	OUT OF STOCK	
Extra Tripod	extra-10	Extra Tripods			IN STOCK	
Extra Tripod	MFTDSLRL-09	Extra Tripods		<a href="#">View</a>	IN STOCK	
Extra Tripod	MFTDSLRL-01	Extra Tripods		<a href="#">View</a>	IN STOCK	
Extra Tripod	MFTDSLRL-06	Extra Tripods		<a href="#">View</a>	IN STOCK	
Extra Tripod	MFTDSLRL-03	Extra Tripods		<a href="#">View</a>	IN STOCK	

If you want to see more equipment options, click **Edit Selected Equipment Types** in order to see the same pop-up window from step 8.

The screenshot shows the 'Reservation' interface with the following elements:

- Header: Reservation / Start
- Steps: 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.
- Tabs: Individual Equipment, Packages, Kits, Facilities, Frequently Reserved Item
- Search Options: Advanced Search, Quick Search, **Edit Selected Equipment Types** (highlighted with a green box)
- Text: Here are the items in the category(s) (Type of Equipment) selected. Add the assets that you need to the **Reservation Cart**. The items already checked out are highlighted in red. Displaying 1 - 100 of 14 results.

10. After you add an equipment/ space, a pop-up should appear as your cart also updates.

The screenshot shows the SPNN (Saint Paul Neighborhood Network) interface with the following elements:

- Header: SPNN (Saint Paul Neighborhood Network), DASHBOARD, PROJECTS, **RESERVATIONS**, COURSES, INFORMATION
- Table of Equipment:

Equipment Name	Tag Number	Type	Description	Certification	Inventory Status
DJI Ronin-S	DJIRS	Gimbal			IN STOCK
Extra Tripod	MFTDSLRL-08	Extra Tripods			IN STOCK
Extra Tripod	MFTDSLRL-05	Extra Tripods			IN STOCK
Extra Tripod	extra-11	Extra Tripods			IN STOCK
Extra Tripod	MFTDSLRL-02	Extra Tripods			OUT OF STOCK
Extra Tripod	MFTDSLRL-07	Extra Tripods			OUT OF STOCK
Extra Tripod	MFTDSLRL-04	Extra Tripods			OUT OF STOCK
Extra Tripod	extra-10	Extra Tripods			IN STOCK
Extra Tripod	MFTDSLRL-09	Extra Tripods			IN STOCK

- Pop-up: A green checkmark icon and the text "Your Equipment has been added to your cart successfully!"
- Project: My Project
- Equipment: 1. DJI Ronin-S

11. Once you are done adding all the equipment you need, click on the **Proceed to Reservation Cart** button.

The screenshot shows the Saint Paul Neighborhood Network interface with the following elements:

- Header: Saint Paul Neighborhood Network, DASHBOARD, PROJECTS, **RESERVATIONS**, COURSES, INFORMATION
- Table of Equipment:

Equipment Name	Description	View	Cart
FX3	Sony FX3	View	
Gimbal	Gimbal for FX3 & A7iii	View	
Portable Mixer	Sound mixing		
Shoulder Mount	SHMT-01		
Sony HandyCam	Point and shoot Camera	View	
Tripods	Stand-alone Tripods	View	
Wireless Mic Kit	Wireless Lavalier & Handheld		
Z150	Sony Z150	View	

- Text: Please click on assets/facilities tabs to continue adding items to the Reservation Cart
- NOTE: You must add the needed items to the Cart before switching to another Tab / Page. If you leave a tab/page without adding the selected items to the Reservation Cart, then the search results will be lost.
- Buttons: Cancel Reservation, **Proceed to Reservation Cart**

12. Review your order, and if everything looks correct, scroll down to the end of the page, check the **“I agree that this Reservation follows all applicable policies and all information on this reservation is correct to the best of my knowledge”** box, and click submit.

Please add your name as a title

**Saint Paul Neighborhood Network**

DASHBOARD PROJECTS **RESERVATIONS** COURSES INFORMATION

1 Wireless kit Wireless kit 1

**Project Information :**

Project Name	Project Owner	Project Category
My Project	Juan Rios De La Rosa	SPNN Producer/Member

**Enter Reservation Information**

Title Description

☐ I agree that this Reservation follows all applicable policies and all information on this reservation is correct to the best of my knowledge.

**Submit**

13. After that, you should wait for your order to be approved. To check if your order is **Pending Approval** or **Pending Check Out**, click on **DASHBOARD** and look for the **My Reservation** table/ section where you can see your reservation status.

**Pending Check Out:** your order has been approved!

**Saint Paul Neighborhood Network**

**DASHBOARD** PROJECTS RESERVATIONS COURSES INFORMATION

**My Reservations**

AX/Z150 Access 102: Basic Camera Class Nov 11, 2022

Edit Access 103: Basic Editing Nov 11, 2022

Intro Class Nov 11, 2022 Certification attached to all ...

Manage Programs & Videos

Review / edit / cancel programs and manage / review / download / transfer video files

Displaying 1 - 100 of 0 results.

ID	Title	Project Owner	Start Date	End Date	Project	Status	Action
53	Reservation : 53	Juan Rios De La Rosa	Dec 7, 2022, 4:00 PM	Dec 16, 2022, 4:00 PM	My Project	Pending Check Out	Action