Laser Lab Reservation Process

Laser machine reservations have migrated to WebCheckout. You will find this system on my.bsu under Additional Tools titled "WebCheckout - Patron Portal".

Step 1

Once you have accessed the Patron Portal link, a page will open.

BALL STATE Patron	tal						
Home	Home						
Reserve	⊘ View	Upcoming Reservations					
Centers	Upcoming Reservations	None					
	Current Checkouts Checked Out Resources						
Help	History						
	몇 Cart						
	New Reservation						
	Well before Patron Home Reserve Centers Help	Forme Home Reserve • View Centers • Upcoming Reservations Centers • Current Checkouts Checked Out Resources History Help • Fact New Reservation New Reservation					

Step 2

From this page choose "new reservation". A window will open asking you to choose the checkout center *CAP Laser Machines.* Once you have made that selection, choose "ok".

Ŀ	BALL STATE Patron	Portal			
A	Home			Select Center	<
	Reserve	Ø View		Choose your Checkout Center	ervations
	Centers	Upcoming Reservations Current Checkouts Checked Out Resources	None	CAP Laser Machines	
? .	Help	History		OK Cancel	

Ŀ	BALL STATE Patron	Portal		
A	Home	📜 New Reservation		CK-27289
	Reserve	: Actions	Your reservation is e	mpty.
Ħ	Centers	Message of the Day		Settings
		Center Calendar	Start Time	11/03/2023 • 09:00 AM •
			End Time	11/03/2023 • 09:00 4M •
?	Help		Group	· · · · · · · · · · · · · · · · · · ·
			Checkout Center	CAP Laser Machines
			Allocation Notes	
				Contents
				Looks like your cart is empty.
				Press D to get started.

Step 3

Select your time and then click on the Green All Button.

Ŀ	BALL STATE Patros	Portal		
A	Home	Rev Reservation		СК-27288
	Reserve	i Actions	Your reservation is e	mpty.
Ħ	Centers	Message of the Day		Settings
		Center Calendar	Start Time	11/03/2023 • 01:00 PM •
			End Time	11/03/2023 • 02:00 PM •
?	Help		Group	× •
			Checkout Center	CAP Laser Machines
			Allocation Notes	
				Contents
				Looks like your cart is empty.
				Press (U) to get started.

Ł	BALL STATE Patron	Portal	ortal					
A	Home	📜 New Reservation		CK-27288				
	Reserve	: Actions	Your reservation is e	mpty.				
Ħ	Centers	Message of the Day		Settings				
LL C		Center Calendar	Start Time	11/03/2023 V 01:00 PM V				
			End Time	11/03/2023 • 02:00 PM •				
?	Help		Group	CAP Laser Access Group 🗸				
			Checkout Center	CAP Laser Machines				
			Allocation Notes					
				Contents				
				Looks like your cart is empty.				
				Press 🔟 to get started.				

Step 4: Select 'Choose Contents'

Ŀ	BALL STATE Patron	Portal	a de la constante de					
A	Home	📜 New Reservation	СК-27288					
	Reserve	i Actions	Your reservation is empty.					
Ħ	Centers	Message of the Day	Settings					
		Center Calendar	Start Time 11/03/2023 • 01:00 PM •					
			End Time 11/03/2023 • 02:00 PM •					
?	Help		Group CAP Laser Access Group					
			Checkout Center CAP Laser Machines					
			Allocation Notes					
			Contents 🛄					
			Look-like your cart is empty.					
			Press 🛄 to get started.					

Catalog Opens

Catalog			×
		Q Catalog	
Laser Machine - Large - 18 x 32	Laser Machine - Medium - 18 x 24		
N		Page 1 of 1	×
			_
			Close

Choose a machine you wish to use, Large, 18 x 32, or Medium 18 x 24.

There are 3 large 18 x 32 machines. They are identified as A, B, and C.

There is one medium, 18 x 24 machine, it is identified as D.

I have chosen Large, 18 x 32.

Catalog		×
	Q Catalog	
Placeholder Image D in cart	For a full description on the large laser machine, please click on this link. https://bsu.webcheckout.net/attachments/0270338/Large%20Laser%20Machine%2004	escription docx
	Items	
▼	Laser Machine - A	J#
	Laser Machine - B	(ji)
	Laser Machine - C	(Ħ)
		Close

To see availability, click on the timeline button circled in red below next to "Laser Machine – Large 18 x 32"

Catalog			×
D)/ 🗘 Laser Machin	e - Large - 18 x 32	Q Catalog	
Placeholder Image D in cart		For a full description on the large laser machine, please click on this link. http://bsu webcheckout net/artachmentr/05/78330/Jaceb200 aren%20Machine%20Description docx	
		Items	
T	Laser Machine - A		¥
	Laser Machine - B		1
	Laser Machine - C		(j.j.)
			Close

It will open a supplemental time line window so you can see when machines are available.

Laser Machine	- Large - 18	x 32								×
Closed Unavailable Out Selected Reserved RRT Laser Machine - A Laser Machine - C	+ Fri 11/3/2023	Sun 11/5/20	23 11:00 AM	Mon 11/6/2023	Tue 11/7/20	12:00 PM	Wed 11/8/2023	Thu 11/9/2023	12:00 PM	Fri 11/10/20
										Close

Decide if you would like A, B or C, add your selection to the cart. (I chose C.) Then select the 'Close' button.

Catalog	×
Q Catalog	
Тор	
Laser Machine - Large - 18 x 32 - 1 in cart For a full description on the large laser machine, please click on this link. https://bsu.webcheckout.net/attachments/6278338/Large%20Laser%20Machine%20Description.docx	
() Items	
Laser Machine - A	Add 🟋
Laser Machine - B	Add 펽
Laser Machine - C	Remove
	Close

The system will only allow you to reserve 1 machine at a time, 1 hour per day. It will prompt you that it is not ready to save until errors are resolved (ie, machine reserved for more than 1 hour per day, machine reserved with less than 1 minute of advance notice.) Faculty who wish to reserve large blocks of time may contact me, I can make those arrangements for you.

A	Home	📜 New Reservation		СК-27288	
	Reserve	1 Actions	Ready to Save		
Ħ	Centers	Message of the Day		Settings	
i i i	o a na s	Center Calendar	Start Time	11/03/2023 • 01:00 PM •	
		View Timeline	End Time	11/03/2023 • 02:00 PM •	
?	Help		Group	CAP Laser Access Group	
			Checkout Center	CAP Laser Machines	
			Allocation Notes		
				Contents	
				Resources Added (1 items)	
			Laser Machine - Large - 1	8 x 32 💌	Qty: 1 +
			Laser Machine - C		50

Step 5: After you have made your selection, 'Save Reservation'.

Your reservation will be pending until it is approved by myself or a lab attendant. In most cases, you may count on your appointment to be approved unless it falls within a block of time the lab is scheduled to be closed.

A	Home	📜 Pending Reservation				CK-27288			
	Reserve	: Actions	Approval is Pending						
E ?	Centers Help	Message of the Day Center Calendar Edit CK-27288 Cancel CK-27288	Start Time End Time Group	Nov 3, 2023 1:00 PM Nov 3, 2023 2:00 PM CAP Laser Access Group		Settings			
		Terr	Allocation Notes	Mono					
		Сору СК-27288							
						Reserved			
			Resource Description		Resource Type 🗢		Scheduled Return 🗢		
		Laser	Laser Machine - C		Laser Machine - Large - 18 x 32		Nov 3, 2023 2:00 PM		

Once this reservation is completed you will receive an email notification that it has been submitted. When it is approved, during wood shop business hours, you will receive a confirming email. A follow up email will be sent to you 1 hour prior to the appointment reminding you that you have an appointment. This reservation indicates that you need to use a machine. Please plan to attend even if you have not received an email confirmation that it is confirmed. Appointments are only approved during business hours for the wood shop. Unlike the Outlook Calendars, this system will hold your appointment without an internal approval and prevent double booking of machines. If you do not need your appointment, cancel it. No shows are flagged and charged a \$10 fee to bursar account.

How to Cancel

From the main page you can also cancel or edit your appointment.

For example, I would choose Cancel CK-27288

Click on the reservation in the home window.

A	Home	Home					
	Reserve	Upcoming Reservations					
Ħ	Centers	Upcoming Reservations	Allocation	Start Time 🖨	End	l Time ‡	Checkout Center
		Current Checkouts	CK-27288	Nov 3, 2023 1:00 PM	Nov	v 3, 2023 2:00 PM	CAP Laser Machines
		Checked Out Resources					
?	Help	History					
		🛒 Cart					
		New Reservation					
.i.	BALL STATE Patron	Portal					
	Hama					0// 27289	
	Home					UN-21288	
	Reserve	: Actions	Approved			Cattings	
	Centers	Message of the Day	Start Time	New 2 2022 1 00 PM		Settings	
		Center Calendar	Start Time	Nov 3, 2023 1:00 PM			
2	Help	Cancer CK-2/288	End Time	NOV 3, 2023 2:00 PM			
ŕ		₩ Cart	Group	CAP Laser Access Group			
		New Reservation	Checkout Center	CAP Laser Machines			
		Copy CR-2/288	Allocation Notes	None			
						Reserved	
			Resource Description		Resource Type 🖨		Scheduled Return 🖨
			Laser Machine - C		Laser Machine - Large - 18 x 32	2	Nov 3, 2023 2:00 PM

Another window will open, choose 'Cancel CK – 27288"

ė	BALL STATE Patro	n Portal					
A	Home	📜 Approved Reservation		Cancel		×	38
Ē	Reserve	: Actions	Approved	Are you sure you want to cancel reservation C	K-27288? This cannot be undone.		
······································	Centers Help	Message of the Day Center Calendar Cancel CK-27288 F Cart New Reservation	Che	Group CAP Laser Access Group	Yes No		S
		Copy CK-27288	Allo Resource Descri	cation Notes None	Resource Type 🗢	serve	d
			Laser Machine -	c	Laser Machine - Large - 18 x 32		

Ŀ	BALL STATE Patron	on Portal								
A	Home	🐺 Canceled Reservation	СК-27288							
H	Reserve	: Actions				Settings				
Ħ	Centers	Message of the Day	Start Time	Nov 3, 2023 1:00 PM						
		Center Calendar	End Time	Nov 3, 2023 2:00 PM						
			Group	CAP Laser Access Group						
2	Help	New Reservation	Checkout Center	CAP Laser Machines						
		Copy CK-27288	Allocation Notes	None						
						Reserved				
			Resource Description		Resource Type 🖨					
			Laser Machine - C		Laser Machine - Large - 18 x 32					

At the top in the dark red bar it says the reservation is cancelled. You will receive an email to your Ball State University email account that states the appointment has been cancelled.