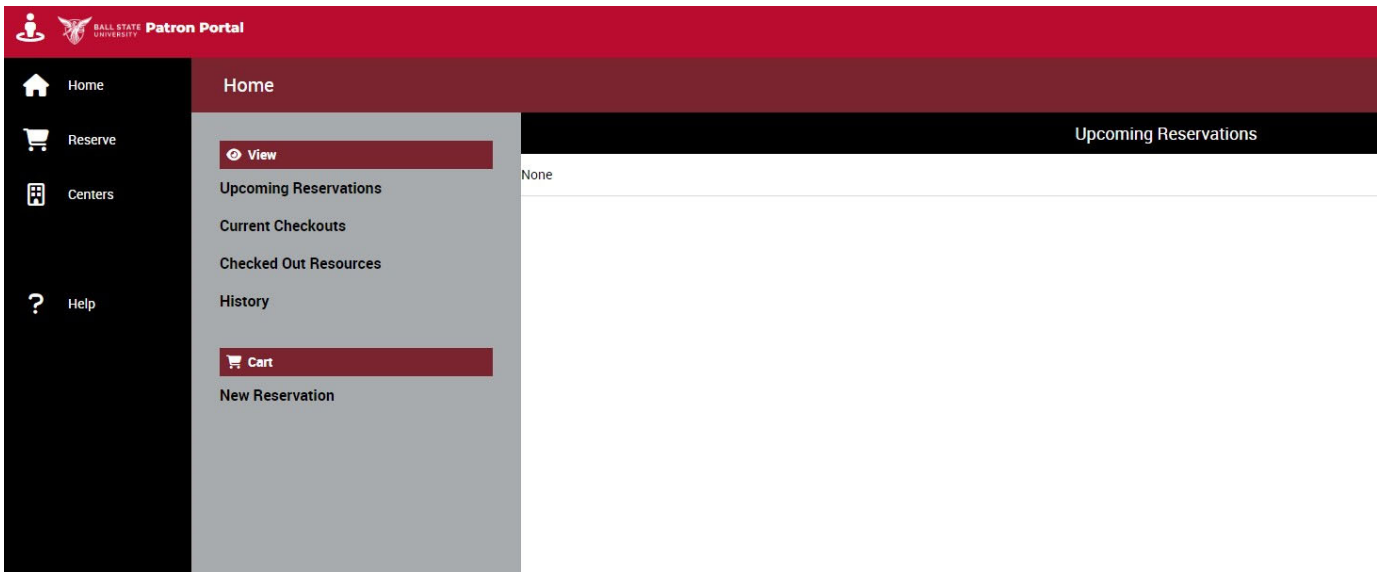


Laser Lab Reservation Process

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

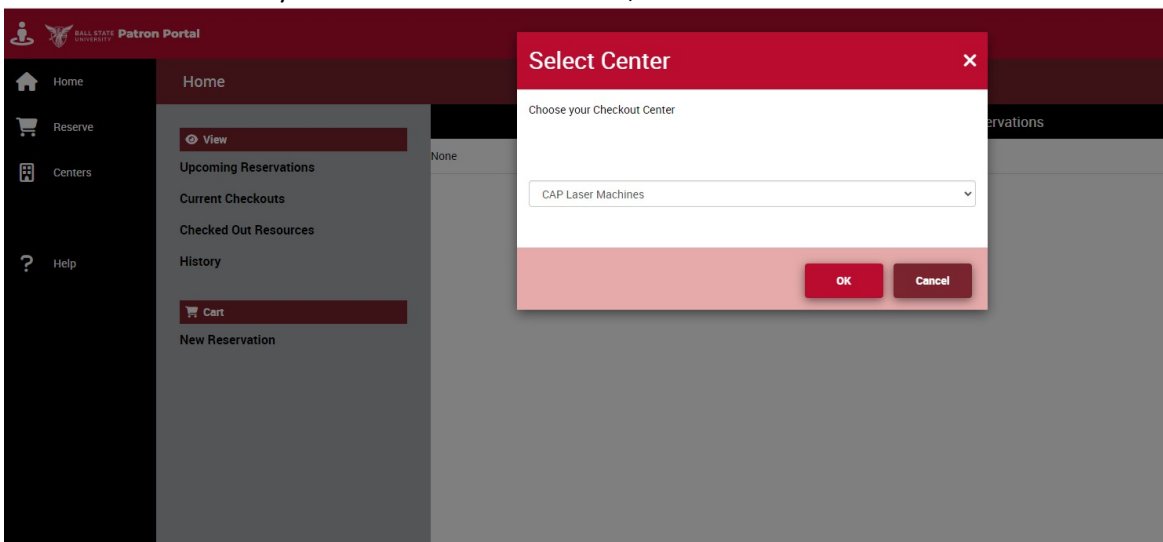
Step 1

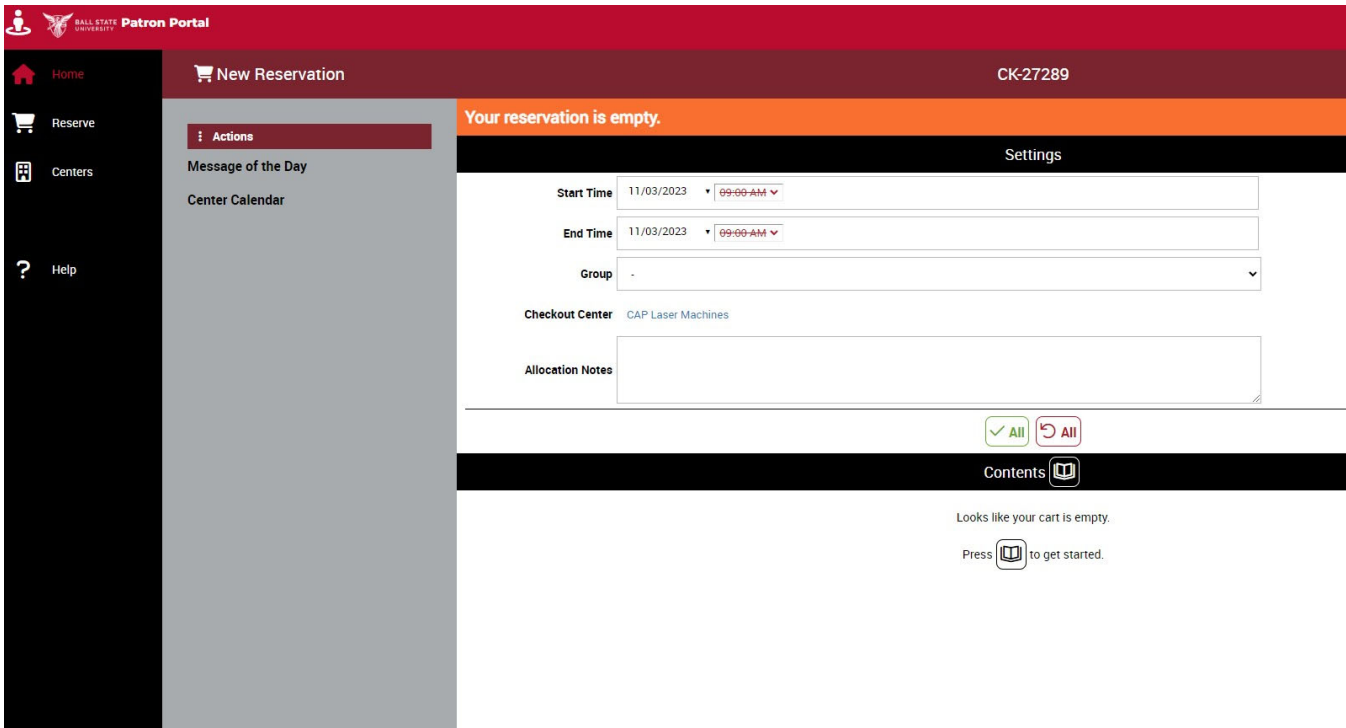
Once you have accessed the Patron Portal link, a page will open.



Step 2

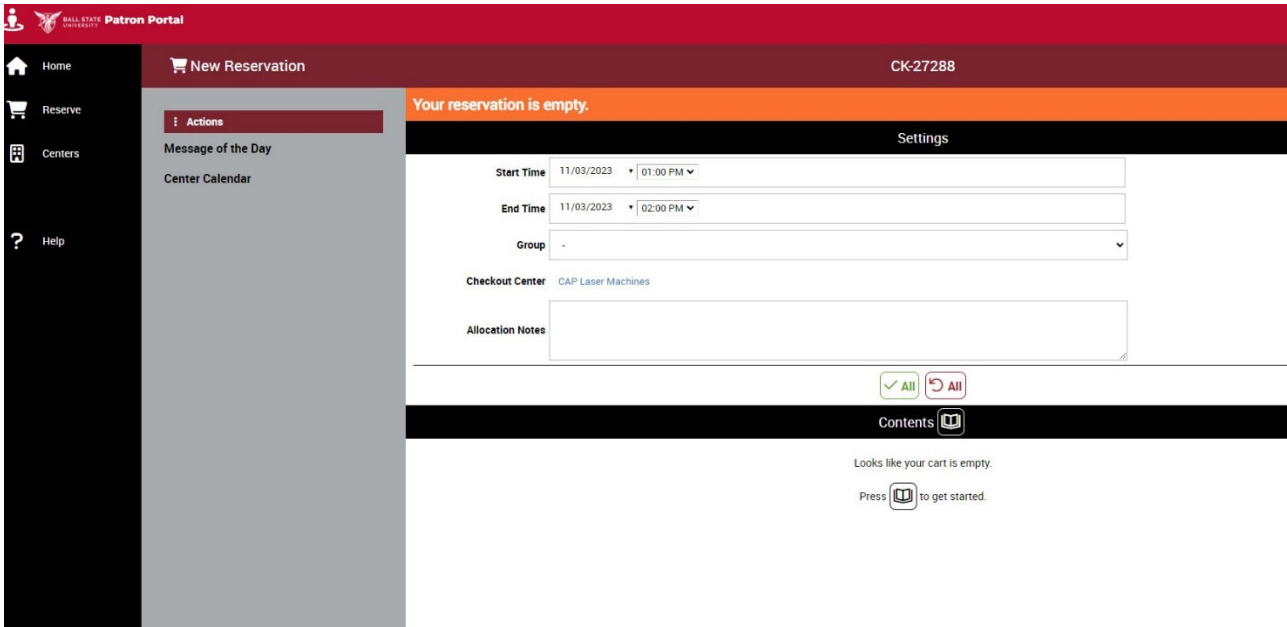
From this page choose “new reservation”. A window will open asking you to choose the checkout center *CAP Laser Machines*. Once you have made that selection, choose “ok”.





Step 3

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



BALL STATE UNIVERSITY Patron Portal

Home | **New Reservation** | CK-27288

Reserve | Centers | Help

Actions


Message of the Day
Center Calendar

Your reservation is empty.

Settings

Start Time: 11/03/2023 01:00 PM
End Time: 11/03/2023 02:00 PM
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'

BALL STATE UNIVERSITY Patron Portal

Home | **New Reservation** | CK-27288

Reserve | Centers | Help

Actions


Message of the Day
Center Calendar

Your reservation is empty.

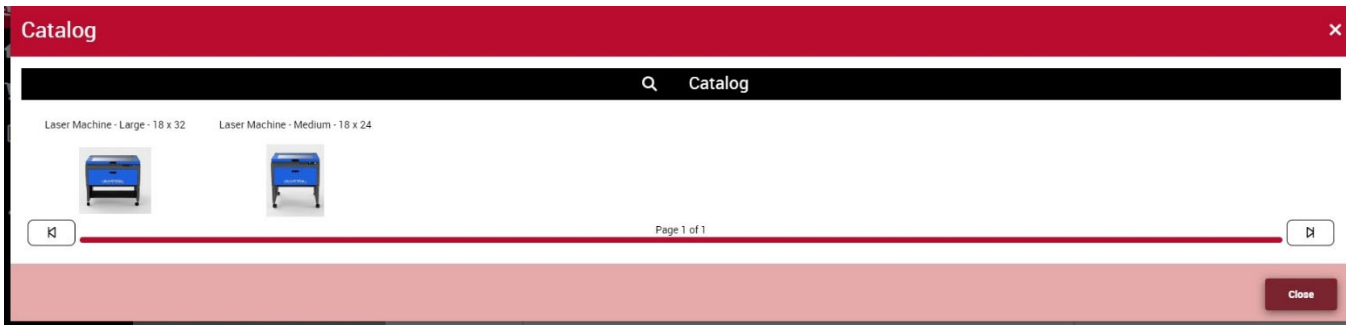
Settings

Start Time: 11/03/2023 01:00 PM
End Time: 11/03/2023 02:00 PM
Group: CAP Laser Access Group
Checkout Center: CAP Laser Machines
Allocation Notes

Contents

Looks like your cart is empty.
Press  to get started.

Catalog Opens

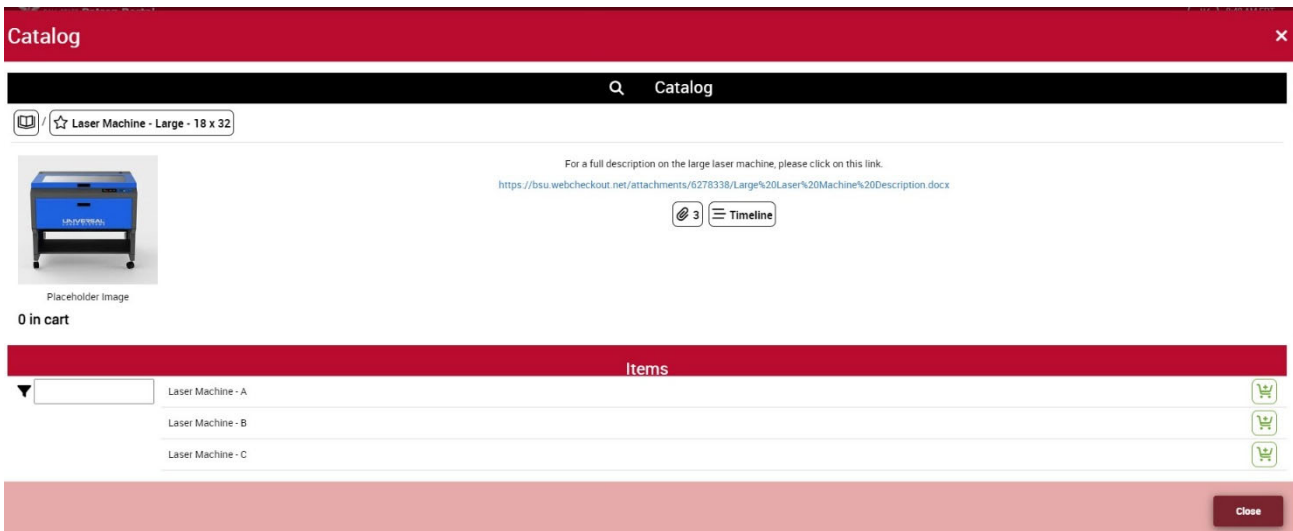


Choose a machine you wish to use, Large, 18 x 32, or Medium 18 x 24.

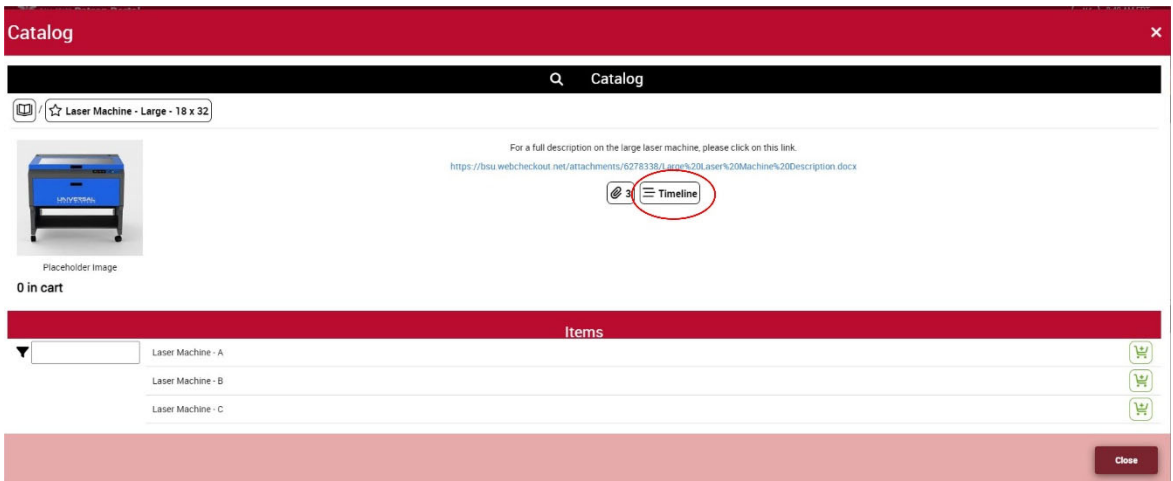
There are 3 large 18 x 32 machines. They are identified as A, B, and C.

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

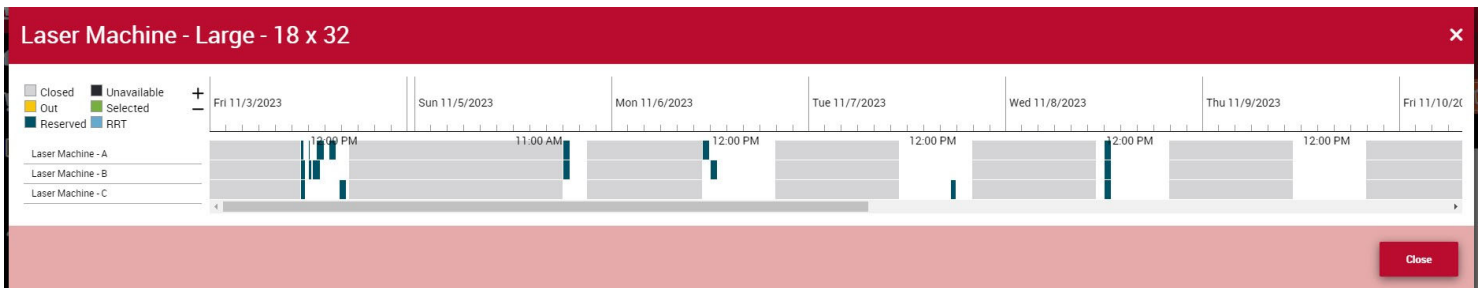
I have chosen Large, 18 x 32.



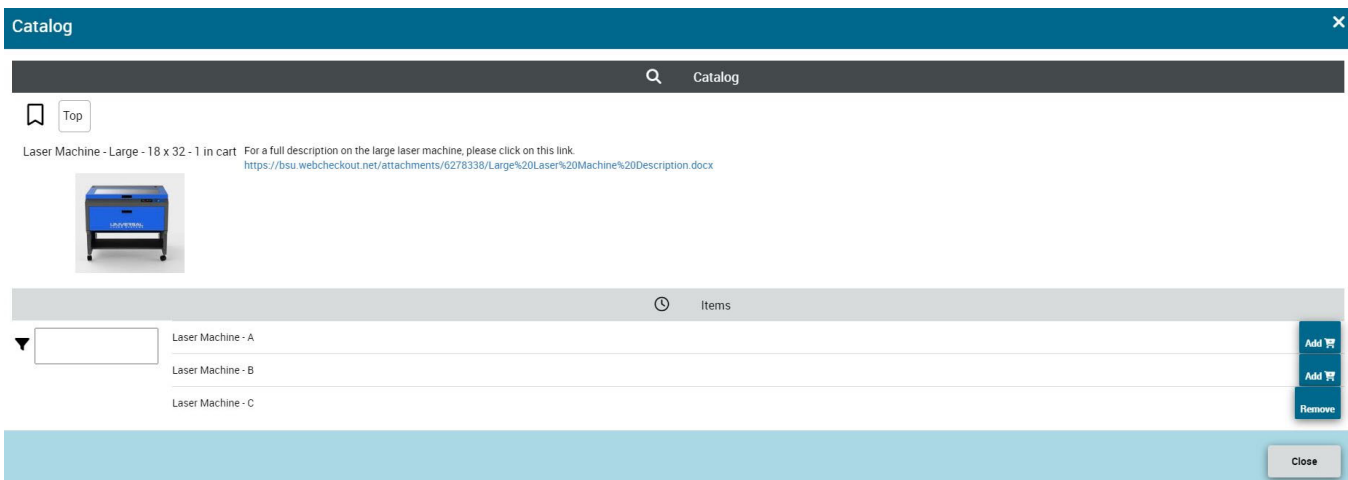
To see availability, click on the timeline button circled in red below next to “Laser Machine – Large 18 x 32”



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

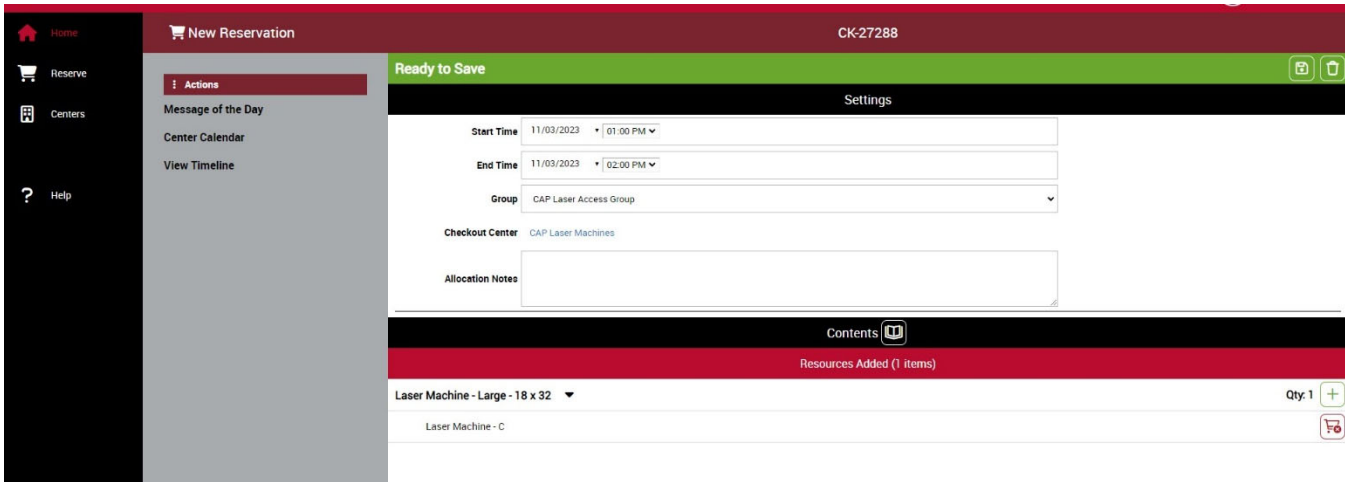


Decide if you would like A, B or C, add your selection to the cart. (I chose C.) Then select the ‘Close’ button.

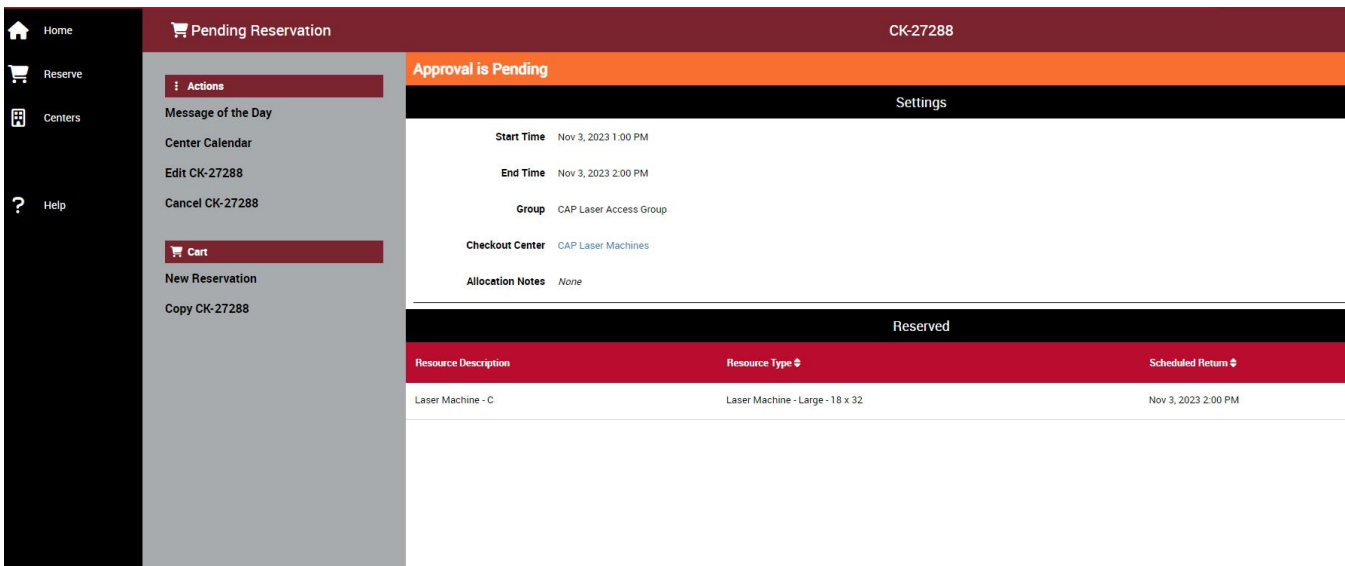


The system will only allow you to reserve 1 machine at a time, 1 hour per day. It will prompt you that it is not ready to save until errors are resolved (ie, machine reserved for more than 1 hour per day, machine reserved with less than 1 minute of advance notice.) Faculty who wish to reserve large blocks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

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.



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

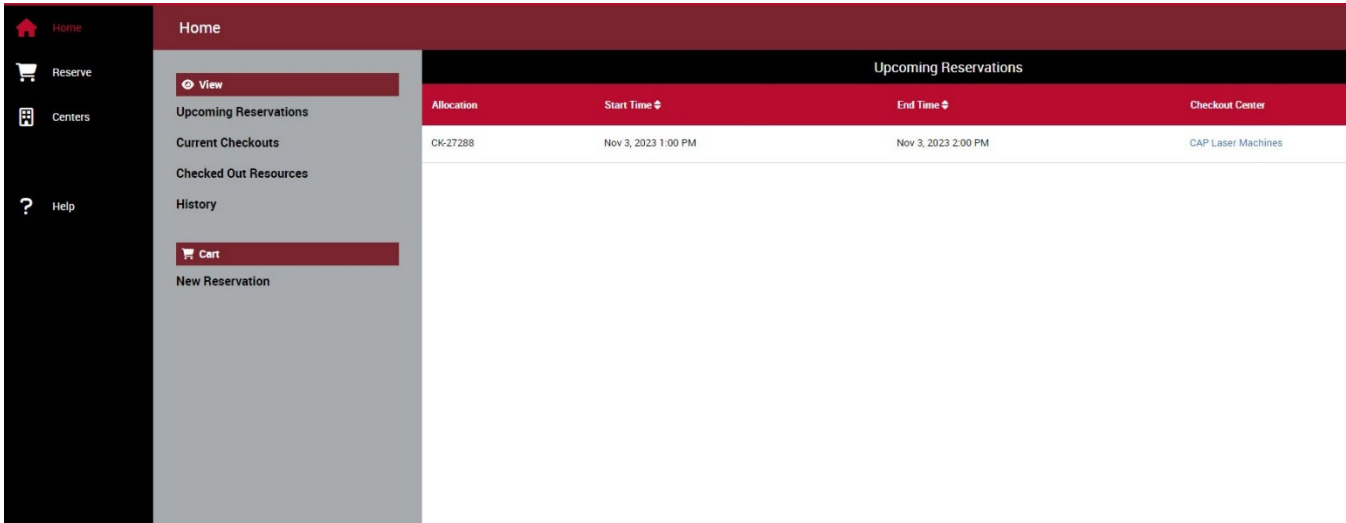
appointment without an internal approval and prevent double booking of machines. If you do not need your appointment, cancel it. **No shows are flagged and charged a \$10 fee to bursar account.**

How to Cancel

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

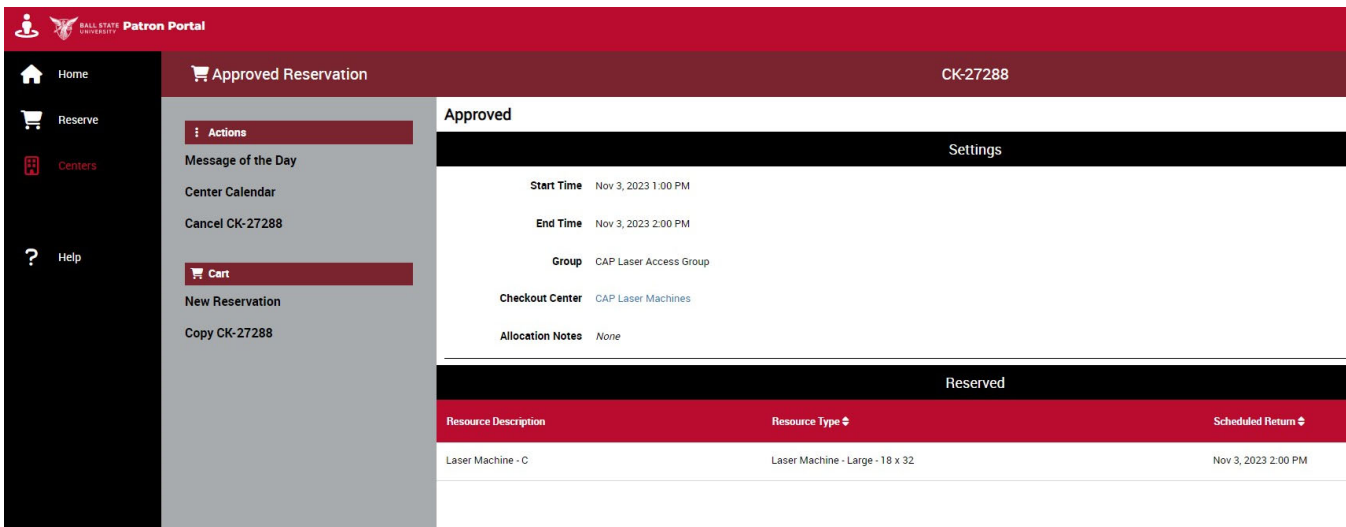
For example, I would choose Cancel CK-27288

Click on the reservation in the home window.



The screenshot shows the Patron Portal Home page. The left sidebar contains navigation options: Home, Reserve, Centers, and Help. The main content area is titled 'Home' and features a 'View' button. Below this, there are links for 'Upcoming Reservations', 'Current Checkouts', 'Checked Out Resources', and 'History'. A 'Cart' button is also visible, with a 'New Reservation' link below it. The 'Upcoming Reservations' table is displayed with the following data:

Allocation	Start Time	End Time	Checkout Center
CK-27288	Nov 3, 2023 1:00 PM	Nov 3, 2023 2:00 PM	CAP Laser Machines



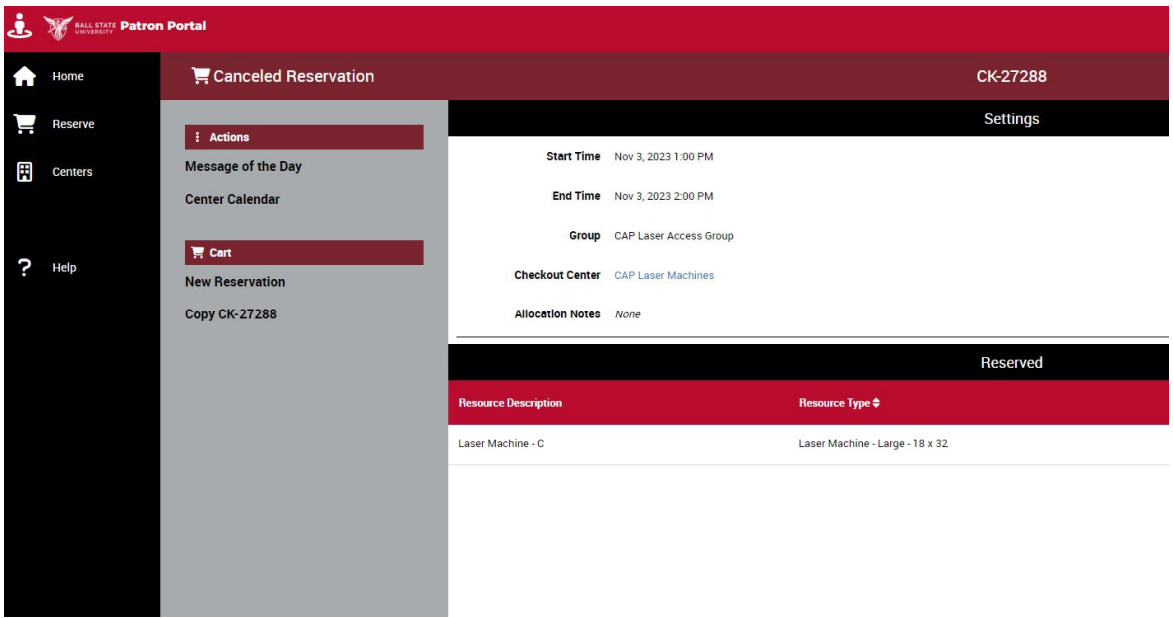
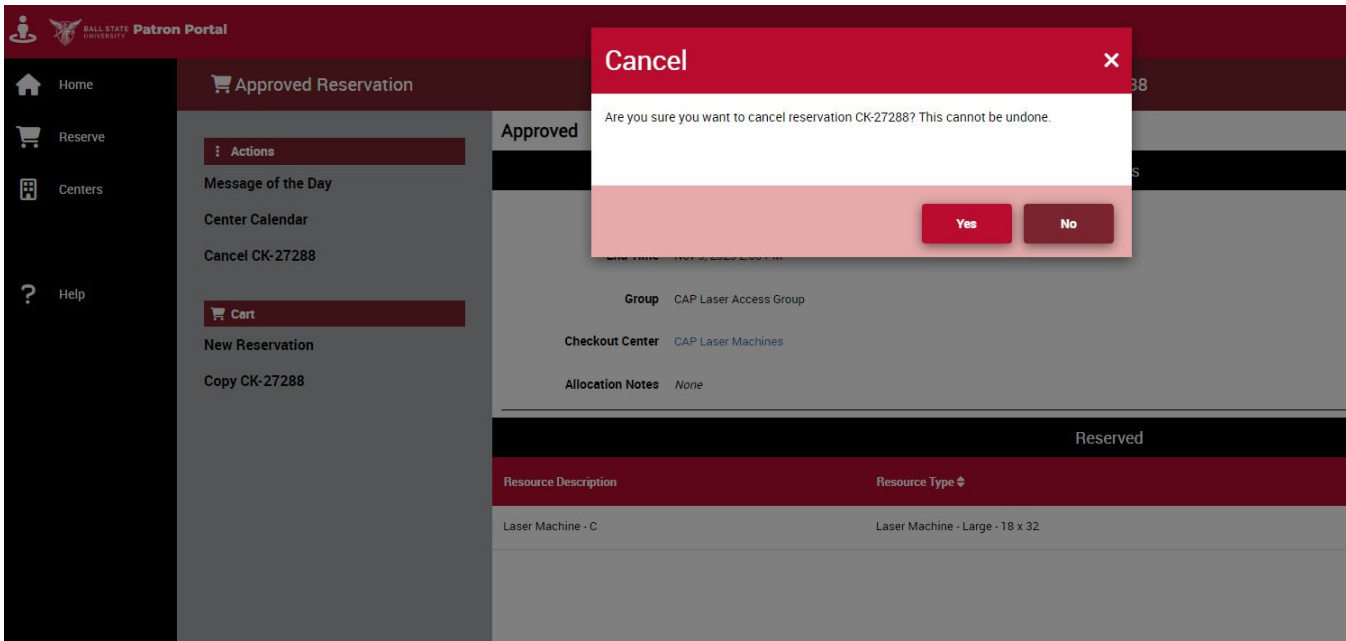
The screenshot shows the Patron Portal 'Approved Reservation' page for CK-27288. The left sidebar contains navigation options: Home, Reserve, Centers, and Help. The main content area is titled 'Approved Reservation' and features an 'Actions' button. Below this, there are links for 'Message of the Day', 'Center Calendar', 'Cancel CK-27288', 'New Reservation', and 'Copy CK-27288'. The 'Approved' section displays the following details:

- Start Time:** Nov 3, 2023 1:00 PM
- End Time:** Nov 3, 2023 2:00 PM
- Group:** CAP Laser Access Group
- Checkout Center:** CAP Laser Machines
- Allocation Notes:** None

The 'Reserved' section displays the following table:

Resource Description	Resource Type	Scheduled Return
Laser Machine - C	Laser Machine - Large - 18 x 32	Nov 3, 2023 2:00 PM

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



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.