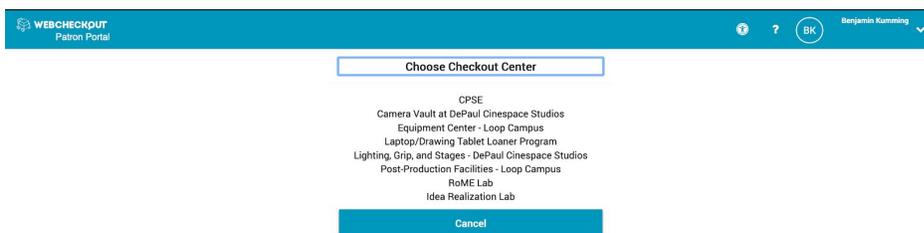


Using Webcheckout's Patron Portal to Reserve IRL Resources

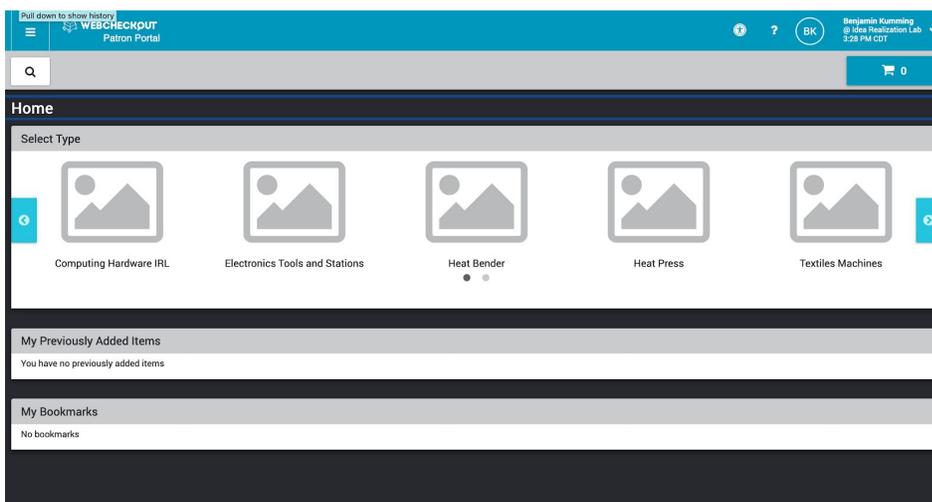
IRL users can reserve certain tools and workstations through the Webcheckout inventory checkout system's Patron Portal.

1. Log In

To begin, login with your DePaul Campus Connect information at <https://cdmwebcheckout.cdm.depaul.edu/patron>

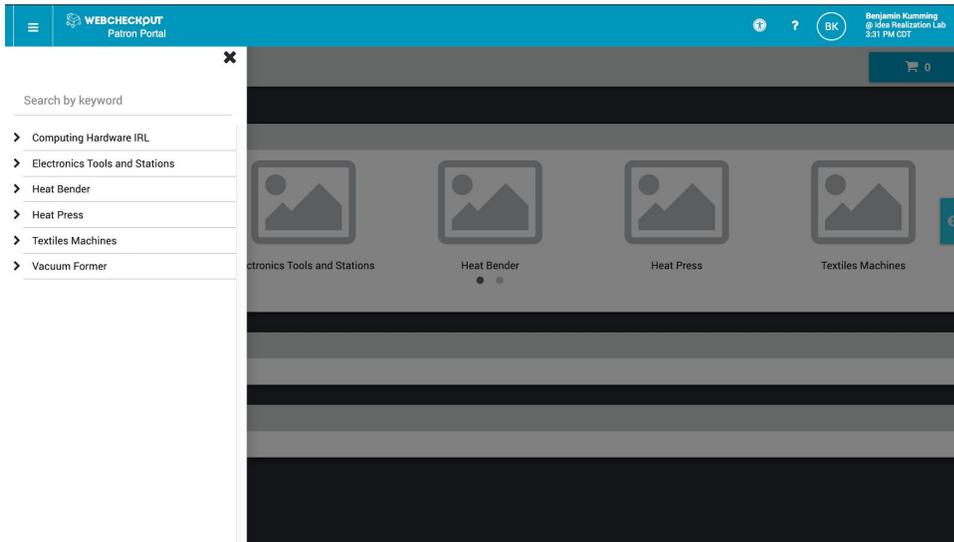


Select Idea Realization Lab from the list of available checkout centers. Depending on your involvement in other programs and departments at DePaul, you may have access to other checkout centers. Your dashboard will look something like this:

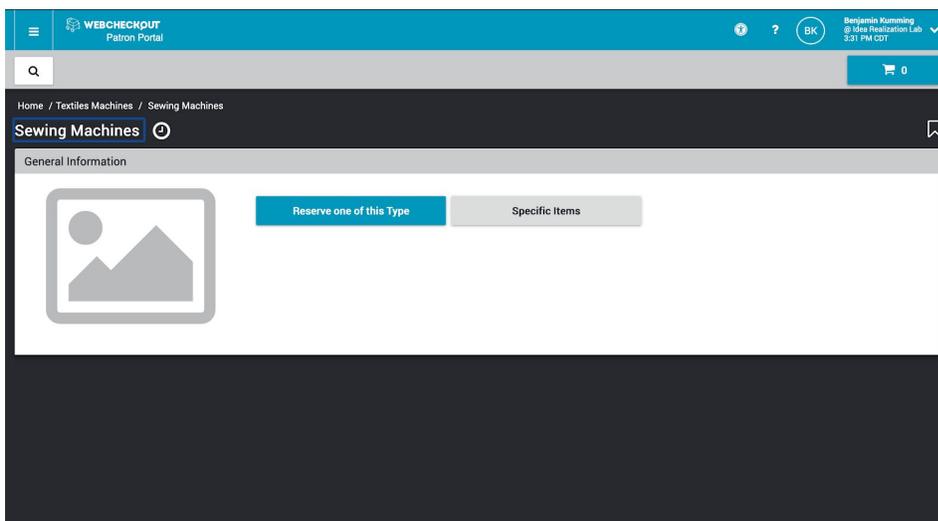


2. Select Your Resource(s)

From the list of resource types, select the appropriate category for the item or workspace you're looking for. If you don't know the appropriate category, you can also perform a search with the search button in the top left corner.



When you navigate through to your desired resource, you will be prompted to select either “Reserve One of this Type” or “Specific Items.”

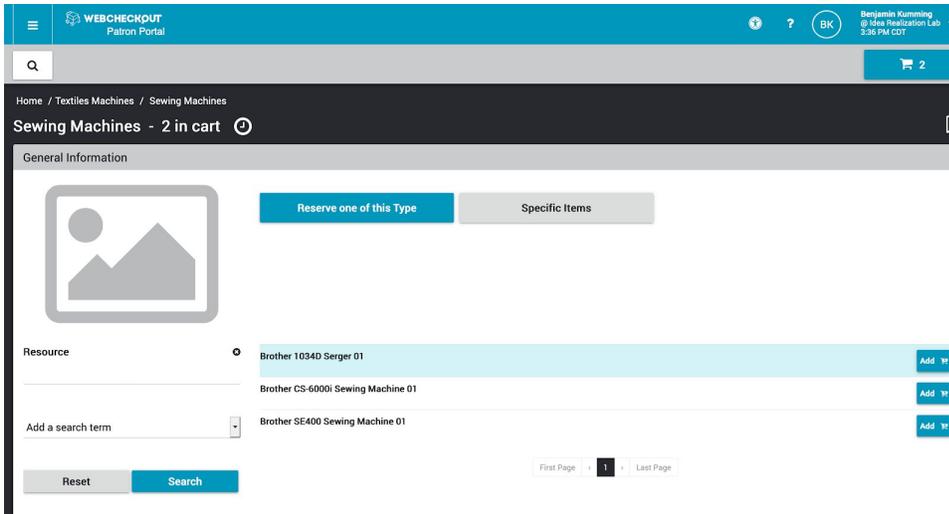


“Reserve One of this Type” will have the system automatically select an item for you. If you don't care what manufacturer or model of the item you get, this is the fastest way to proceed.

If you want a particular manufacturer or model, or a specific workstation, select “Specific Items” to see if that unit is available. Select the unit you’re looking for and click the “Add” button.

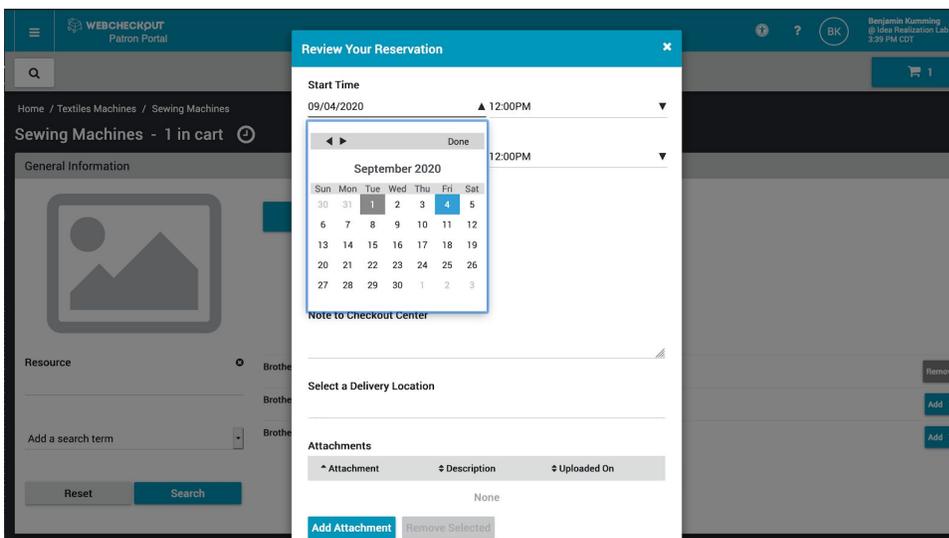
You can use the timeline scheduler to look over the availability of the item in the coming days and weeks by clicking on the Clock icon in the top left corner.

When you have added all of the items or workstations you’re looking for, click the Cart button to create the reservation and set your time frame.



3. Enter Pick-Up/Return Times and Submit the Request

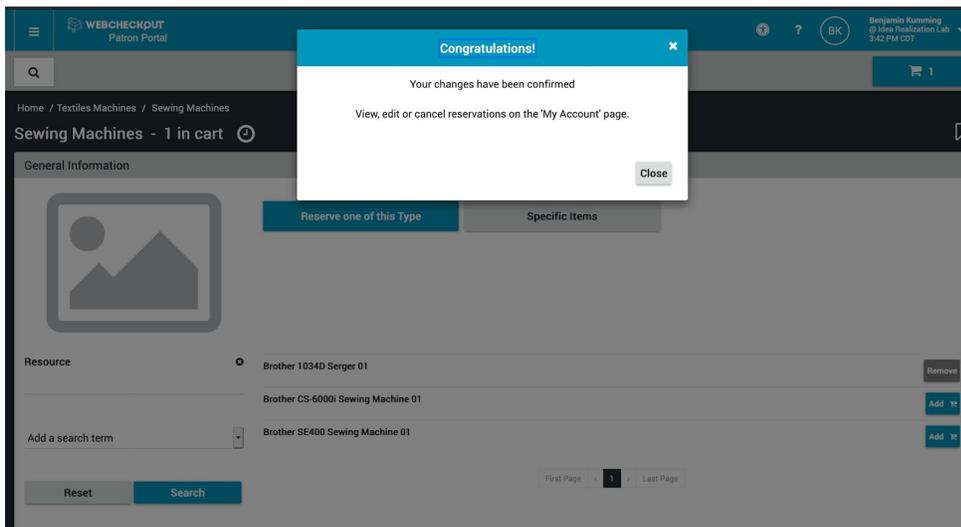
Use the date picker to select your pick up and return times.



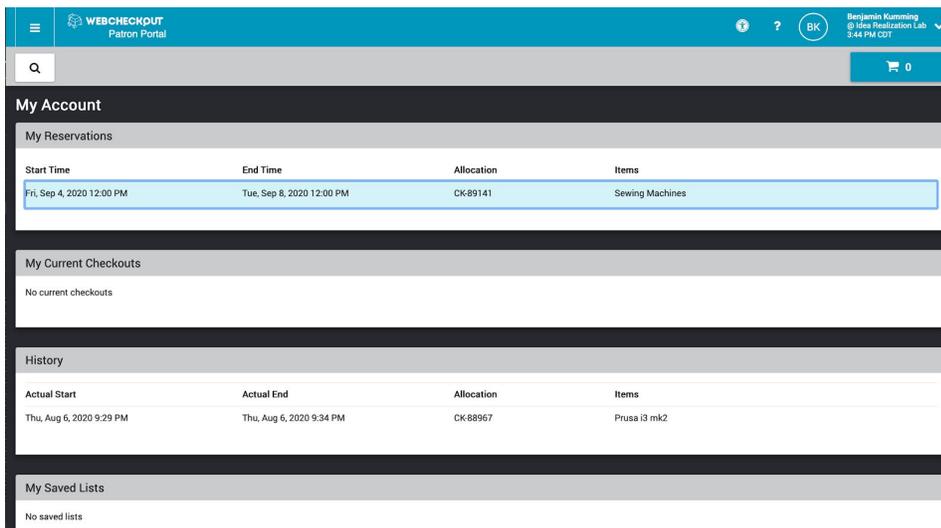
Please note: while the form gives you the option for a “delivery location,” the IRL does not offer delivery of reserved items. You may also send the IRL a note here with any pertinent information.

Any errors within the reservation will be noted in red at the bottom of the window. You will have to address all of these errors before submitting the reservation. Once you’re all set, click the Submit reservation button.

You will see a pop-up message confirming that your reservation request has been submitted.



From the home page, you can select “My Account” from the dropdown menu to review your upcoming reservation(s). From there, you can click on a reservation to make changes or cancel the reservation.



4. Approval and Confirmation

IRL staff will review and approve your reservation or contact you with any questions or issues. Once the reservation is approved, you will receive a confirmation email to the email address you have on file with the University. You will also receive reservation pickup reminders and return deadline reminders.