

# Cheqroom Essentials

## Welcome to the Whitman IT equipment reservation system!

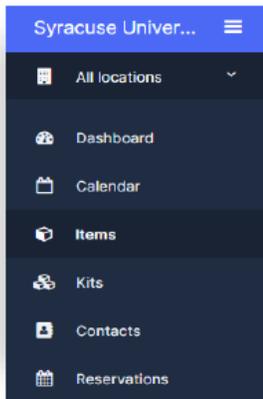
To get the most out of CHEQROOM and enjoy a hassle-free equipment loan experience, please read the following guide.

Cheqroom PDF. Guide: [Cheqroom-Essentials-v2.pdf](#)

- Access CHEQROOM at any time by going to <https://app.cheqroom.com>. Log in with your **SU email address** and
- For mobile convenience, download the CHEQROOM app for both Android and Apple devices. (Not all options are available in the mobile )
- When you log in to the CHEQROOM website, you will land on the dashboard which provides reservation and check-out information at a glance.
- In the left-hand menu, there are five other
  - **Calendar:** View all reservations and checkouts by day and
  - **Items:** Browse all items which are available for loan, view photos and any attached
  - **Kits:** View bundled items that are commonly used
  - **Reservations:** Manage your equipment
  - **Checkouts:** View items you have checked

## Reserving Equipment

1. Select **Reservations** in the left-hand
2. Click the blue **New Reservation**
3. Under **WHEN** enter the dates and times you will need the (CHEQROOM will prevent you from booking pickup and drop-off times when Student Technology Center is closed.)
4. Under **Equipment**, select **Add item or kit**. You can search by category or keyword.



**NOTE:** You will only see items that are available during the dates and times you selected.

Reservations / Laptop Reservation

### Laptop Reservation

Draft

Info   Comments   Attachments

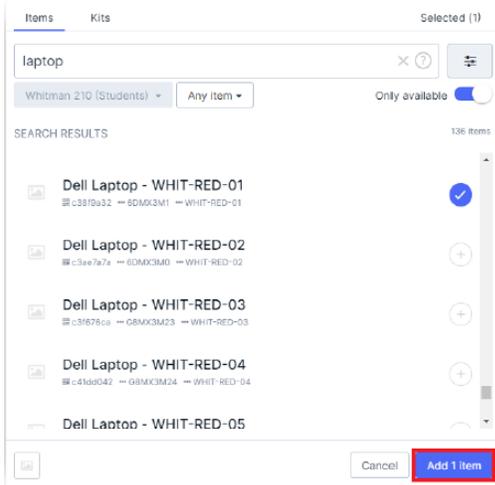
<b>WHEN &amp; WHERE</b>	<b>CONTACT</b>
At Whitman 210 (Students) x	Whitman STC WSM 210 x
From Jan 8, 2022 at 11:00 AM x	wsm114student@syr.edu
To Jan 8, 2022 at 03:45 PM x	

**EQUIPMENT**

[Add item or kit](#)

1. Select the item you want to reserve. You can select more than one item in the list.

2. Click the **Add items** button at the bottom right corner of the window.



3. After selecting all the items you need, click the **Reserve** button at the top right of the page. You will receive an email confirmation of your reservation.

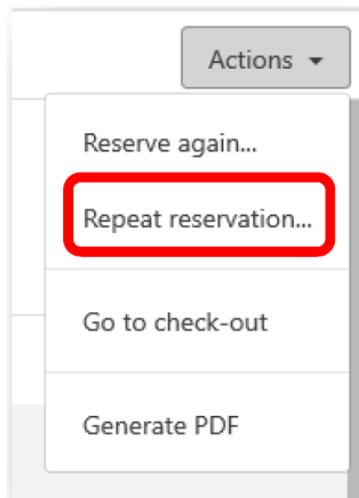


## Editing a Reservation

Once you reserve items, the **Reserve** button changes to an **Edit** button so you can make changes. Click **Reserve** after making any changes.

## Recurring Reservations

1. After entering a reservation, you can set it to recur or repeat.
2. Click **Reservations** and then open the reservation that should recur.
3. In the top right corner, click the **Actions** button and choose **Repeat reservation**.
4. In the dialogue box that opens choose how often the reservation should repeat and what date it should end.
5. Click **Repeat**.



## Repeat reservation



Repeat

Every week



Until

2019-07-15



Cancel

Repeat

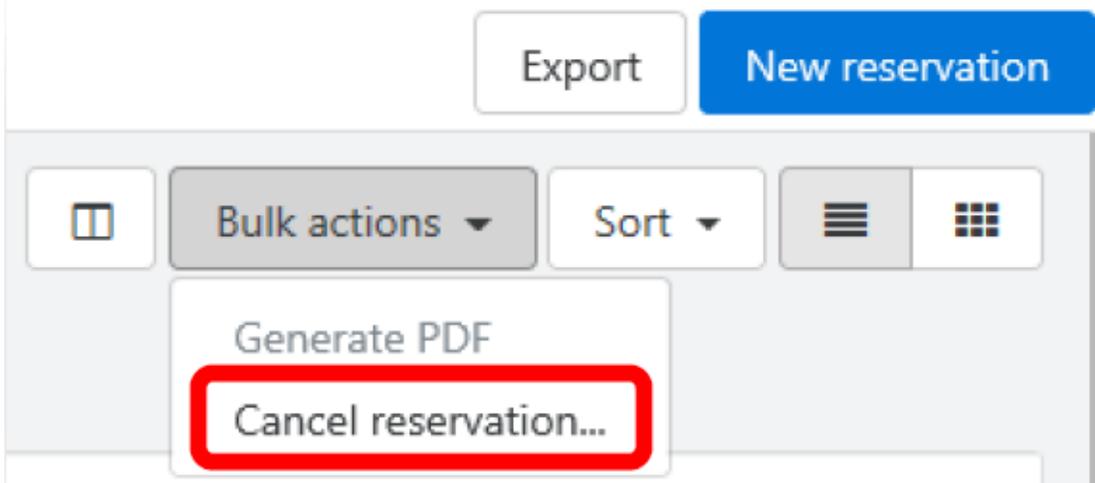
**Important!** The "Until" date must be set to a date **after** the last occurrence you wish to create.

**NOTE:** If you need to repeat a reservation more than one day in a week (for example, Monday, Wednesday, Friday), you must create a reservation for each day of the week first.

1. Open one of the repeating reservations, click the **Actions** button, and choose **Reserve again**.
2. Enter the date and times for the first new reservation and click **Reserve**.
3. Follow steps 1-5 above to set it to recur each

## Canceling a Reservation

1. Log in to Chegroom
2. Click **Reservations**.
3. Place your mouse pointer over the reservation you wish to cancel and click **Actions**.
4. Choose **Cancel reservation**.



5. When prompted, confirm the cancellation. You should receive an email confirmation of the cancellation

**NOTE:** To cancel multiple reservations at once, select the checkbox beside each reservation, click the Bulk Actions button and choose **Cancel reservation**.

The screenshot shows a reservation management interface. At the top left, there is a checkbox labeled 'Laptop Reservation' and a status indicator 'Booked'. Below this, an 'Actions' dropdown menu is open, displaying several options: 'Go to reservation', 'Generate PDF...', 'Cancel reservation...' (highlighted with a red box), 'Close reservation...', and 'Create Spotcheck'. The main area of the interface shows reservation details for '8 Jan' (Sat 11:00 am) to '8 Jan' (Sat 3:45 pm) for a duration of '5 hours' at 'Whitman STC WSM 210'. A 'Show rows: 25' dropdown is visible on the right side.

**Log in to CHEQROOM at any time to see the status of your reservations or check-outs. For assistance with the application, visit Student Technology Center in Whitman 210C.**