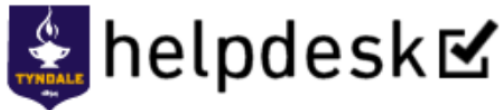# Reserving Loaner Laptops

1. **VISIT** Helpdesk.tyndale.ca on your browser

2. **ENTER** your Tyndale credentials.

3. **SELECT** the Assets tab and click Search

helpdesk☑

Please log in using your Windows username & password.
If you cannot log in, please either send an email to ithelp@tyndale.ca or call ext 4357.

Log In

User Name Johnsmith

Password ••••••••

☐ Remember me

Log In

helpdesk☑

Request   History   **Assets**   FAQs   Messages   Profile

Search Assets

Asset No. [   ]   Serial No. [   ]   Clear   Search

Asset Type [▼]   Model [▼]

Location [▼]

Reservable Only ☑

4. Place a checkbox on the number of loaner(s) you want to reserve.

5. Click Reserve Checked to select the pickup and return date range.

Search Assets

Asset No.		Serial No.		Clear	Search
Asset Type	▼	Model			
Location	▼				
Reservable Only ☑					

No.	Serial No.	Asset Type	Model	Location	Notes	Reserve
201100613	R8-W2CKK	Laptop	LENOVO T420i	Bayview Campus	Loaner-2	☐
201101273	R8-D6MFA	Laptop	LENOVO T420	Bayview Campus	Loaner-1	☑
201101274	R8-D6MEW	Laptop	LENOVO T420	Bayview Campus	Loaner-5	☑
201101369	PB-VBZA5	Laptop	LENOVO T420	Bayview Campus	Loaner-3	☐
201101377	R8-ME1BP	Laptop	LENOVO T420	Bayview Campus	Loaner-4	☐

|◀ ◀ **5 items** ▶ ▶|

Reserve Checked

6. The reservation period window will appear click the maximize window.

6. Double click the date of pickup on the calendar. Select your Scheduled out date and time (*example March 29*[th])

7. Set your scheduled out and scheduled return times.

Web Help Desk - Select Reservation Period - Google Chrome

helpdesk.tyndale.ca/helpdesk/WebObjects/Helpdesk.woa/wo/15.21.2.3.13.3.1.1.19.3.1.0

3	4	5	6	7	8	9
10	11	12	13	14	15	
17	18	19	20	21	22	
24	25	26	27		29	
31	1	2	3	4	5	

20160449 (Derick Op

- Click a day *cell* to move one end of the reservation.
- Click the *date*, or drag and drop, to move the entire reservation.

Cancel   Save

Reservation Details

No. 20160449

Client Derick Opoku ✉

Scheduled Out 3/29/18   8 ▼ : 00 ▼   ● am   ○ pm

Checked-Out

Scheduled In 3/29/18   5 ▼ : 00 ▼   ○ am   ● pm

Checked-In

Cancel   Save

8. SET your return date (*example April 2nd*) on the calendar.

9. PRESS save to complete the process. Go to the IT office on the pickup date to borrow the loaner(s) requested.

Web Help Desk - Select Reservation Period - Google Chrome

helpdesk.tyndale.ca/helpdesk/WebObjects/Helpdesk.woa/wo/37.27.1.3

3	4	5	6	7	8
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20160449 (Derick Opoku)

| 31 | 1 | 2 | | 4 | 5 | 6 |

20160449 (Derick Opoku)

- Click a day *cell* to move one end of the reservation.
- Click the *date*, or drag and drop, to move the entire reservation.

Cancel   Save