

Usher Equipment Checkout System

The Usher Equipment Checkout System allows students, faculty, and staff to checkout equipment or media from a wide variety of areas in the College of Communication.

Located at <https://web-apps.communication.utexas.edu/usher/Services/>

New Reservation

To create a new reservation you must first set your reservation dates. The College of Communication Checkout limits reservations to 3 days in length where as RTF checkout may be longer. To set your dates you can use the calendar and time-slot drop down to select your pick-up and return dates.

Start your reservation by selecting your dates

Pick-Up Date Return Date [Set Dates](#)

[Reservation History](#)

Welcome to Equipment Checkout

CEC Equipment Checkout - CMA - Located in CMA

WINTER BREAK: CLOSED - Mon. Dec. 17th - Sun. Jan. 13th
CHECKOUTS allowed over Winter Break.

January 2013

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Wednesday, January 16, 2013

Pick-up/Return: The latest pick-up/return time is 4:45pm. Do not schedule a pick-

Once your dates have been set you can begin searching for items by item name, category, brand, model, location, and availability.

Search for Equipment

Item: Category: Brand: Model: Available Location All BMC CMA RTF [Find Equipment](#)

0 items in cart

Once you have found the item you wish to reserve you can click on the Add to Cart button.

Search for Equipment

Item: Category: Brand: Model: Available Location All BMC CMA RTF [Find Equipment](#)

Item	Category	Manufacturer	Model	PickUp Location	Availability	
> Canon Rebel - 01	Camera-Still>Digital SLR Canon	Canon	Rebel XSI	CMA	Available	Add to Cart
> Canon Rebel - 02	Camera-Still>Digital SLR Canon	Canon	Rebel XSI	CMA	Available	Add to Cart
> Canon Rebel - 03	Camera-Still>Digital SLR Canon	Canon	Rebel XSI	CMA	Available	Add to Cart
> Canon Rebel - 04	Camera-Still>Digital SLR Canon	Canon	Rebel XSI	CMA	Available	Add to Cart

0 items in cart

You can continue to search for items and add them to your cart. When you are ready to complete your reservation click on the cart icon or the Proceed to checkout button.

Start your reservation by selecting your dates

Pick-Up Date Return Date [Change Dates](#)

Search for Equipment

Item: Category: Brand: Model: Available Location All BMC CMA RTF [Find Equipment](#)

Item	Category	Manufacturer	Model	PickUp Location	Availability	
> Canon Rebel - 02	Camera-Still>Digital SLR Canon	Canon	Rebel XSI	CMA	In your Cart	Remove from Cart

1 items in cart

Page: 1 of 1 [Go](#) Page size: 1 [Change](#) Item 1 to 1 of 1

[Proceed to Checkout](#)

You will now have an option to remove items from your cart or continue to reserve the items. You will be asked a few questions regarding your reservations and you will be asked to agree to the Policies and Procedures regarding the equipment checkout. Once you agree to those terms your reservation will be finalized and you should receive a confirmation email.

Add selected items to a new reservation

You can add items from a previous reservation to a new reservation by going to your [Reservation History](#). By reviewing a previous reservation you can add the same items to a new reservation by selecting those items and click the Add Selected Items to new reservation button.

Items								
	Item	Category	Manufacturer	Model	Date Pickedup	Date Returned	Status	
>	Zoom H4 - 08	Audio>Recorder - Solid State Card	Zoom	H4	October 18, 2012 8:42 AM	October 18, 2012 8:43 AM	Checked In	<input checked="" type="checkbox"/>
>	Zoom H4 - 09	Audio>Recorder - Solid State Card	Zoom	H4	October 18, 2012 8:42 AM	October 18, 2012 8:43 AM	Checked In	<input checked="" type="checkbox"/>

Item that are not selectable are no longer authorized for you to reserve.

[Add Selected Items to new Reservation](#)

You can now go to the normal reservation page and add additional items, change pick-up and return dates, and finalize this new reservation.

View your history

You can access your reservation history by going to <https://web-apps.communication.utexas.edu/usher/Equipment/History.aspx> and logging in. Your history is also available by going to the reservation system and clicking the Reservation History button. When reviewing your reservation history you can remove items from future reservations as well as add items from an old reservation into a new one.