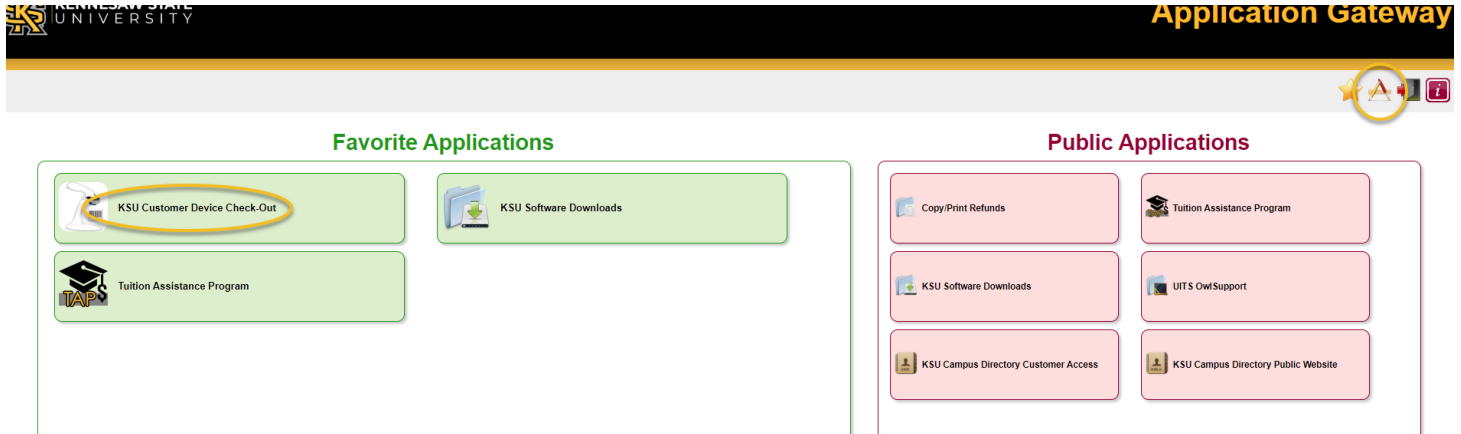


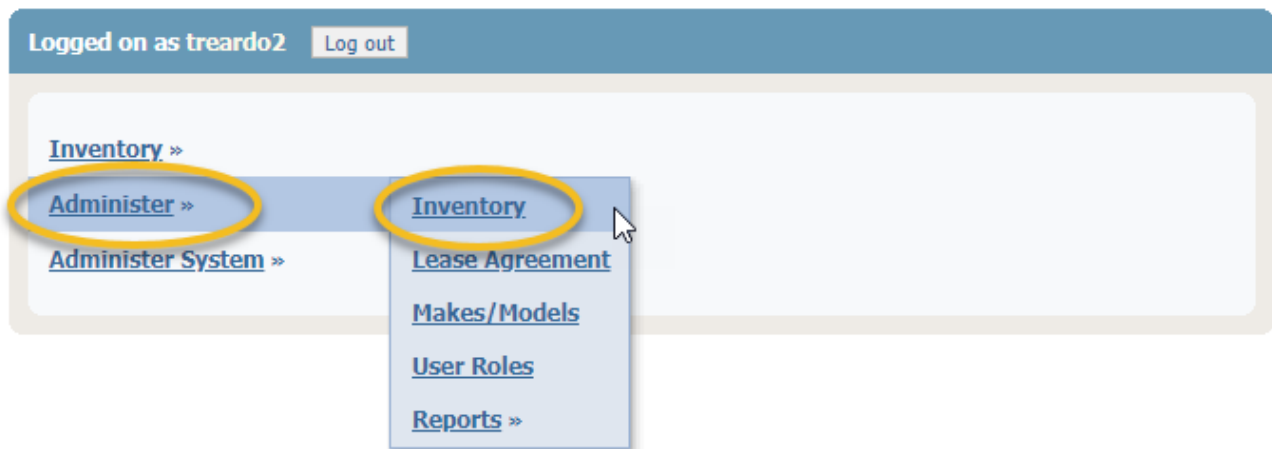
Using the Permanent Checkout Function in CHSS ODE Inventory

*The system may have slow load times.

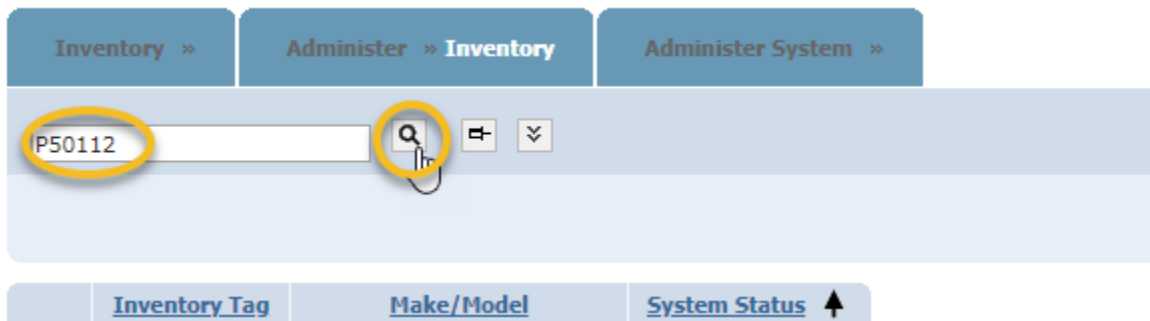
1. Go to <https://apps.kennesaw.edu> and log in with your KSU NetID and password.
2. Access the “KSU Customer Device Check-Out” application. If you cannot find it on the home page, click the Apps icon in the top right corner to see all apps available to you.



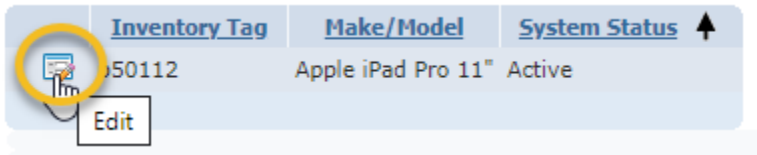
3. Hover the mouse over “Administer” and click “Inventory.”



4. In the search bar, type the asset tag number found on the device. For laptops and iPads, this will be a green or purple tag assigned by UITs. For all other technology, it will be a white tag printed from a label maker. Click the search icon.



5. Click the edit icon next to the device line item.



6. In the “System Status” dropdown menu, select “Permanent Loan.”

A screenshot of the 'Inventory Item' form. The form has several fields: 'Inventory Tag' (p50112), 'Serial Number', 'Decal Number', 'Make/Model' (Apple iPad Pro 11"), 'Purchase Date' (06/20/2019), 'Default Checkout Duration' (14), and 'System Status' (Active). The 'System Status' dropdown menu is open, showing options: 'Please select', 'Active', 'Damaged', 'Lost/Stolen', 'Permanent Loan', and 'Other'. The 'Permanent Loan' option is highlighted with a yellow circle. A legend at the bottom left indicates '* - Required field'. A 'Back to list' button is visible at the bottom right.

7. In the “Description” box, type today’s date and a note stating “permanent loan to [name]” with your initials next to it. Then click “Save.”

A screenshot of the 'Inventory Item' form. The 'System Status' dropdown menu is now set to 'Permanent Loan'. The 'Description' text area contains two lines of text: '6/21/19-added to inventory. TR' and '6/21/19-permanent loan to Tiffan Reardon. TR'. The second line is circled in yellow. At the bottom of the form, there are three buttons: 'Save', 'Reset', and 'Back to list'. The 'Save' button is circled in yellow. A legend at the bottom left indicates '* - Required field'.

8. To return an item to inventory, repeat steps 1-7, instead returning the status to “Active” and adding to the description the date, “returned to inventory,” and your initials.

The screenshot shows the 'Inventory Item' form with the following fields and values:

Inventory Item	
Inventory Tag	p50112 *
Serial Number	
Decal Number	
Make/Model	Apple iPad Pro 11" *
Purchase Date	06/20/2019 *
Default Checkout Duration	14 *
System Status	Active *
Description	6/21/19-added to inventory. TR 6/21/19-permanent loan to Tiffani Reardon. TR 10/18/19 - returned to inventory. TR

* - Required field

Buttons: Save, Reset, Back to list

9. You will see a confirmation line stating “ <<< Record updated >>>.”

The screenshot shows the 'Inventory Item' form with the confirmation message '<<< Record updated >>>' displayed at the top. The form fields are partially visible below:

Inventory Item	
<<< Record updated >>>	
Inventory Tag	p50112 *
Serial Number	
Decal Number	
Make/Model	Apple iPad Pro 11" *

Repeat these instructions for all accessories being assigned permanently with laptops and iPads. These items may include the following: Bluetooth mouse, headset, webcam, iPad keyboard case, Apple Pencil, stylus, adapters/dongles, etc.