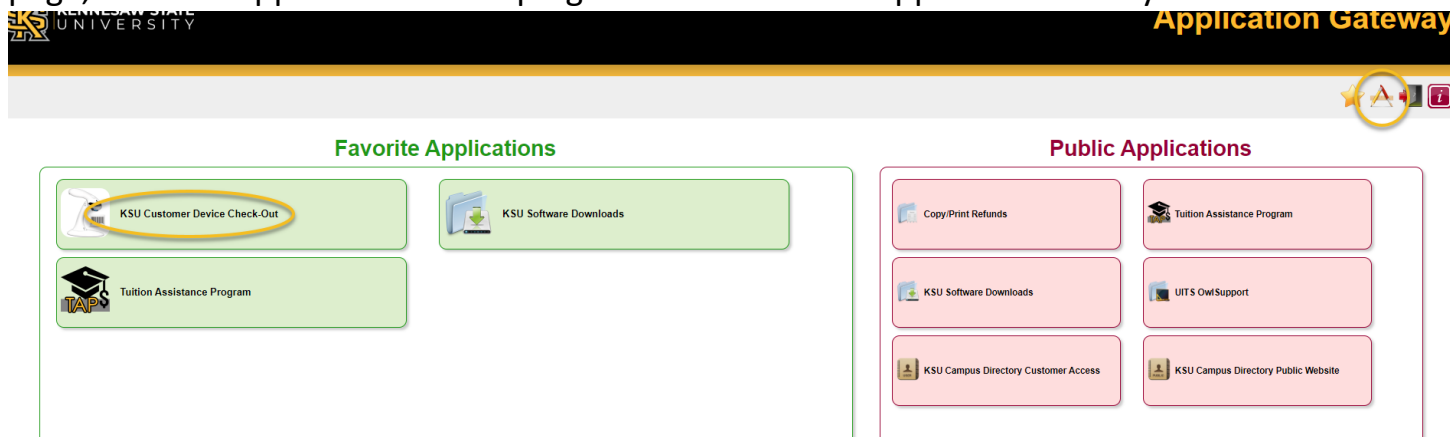


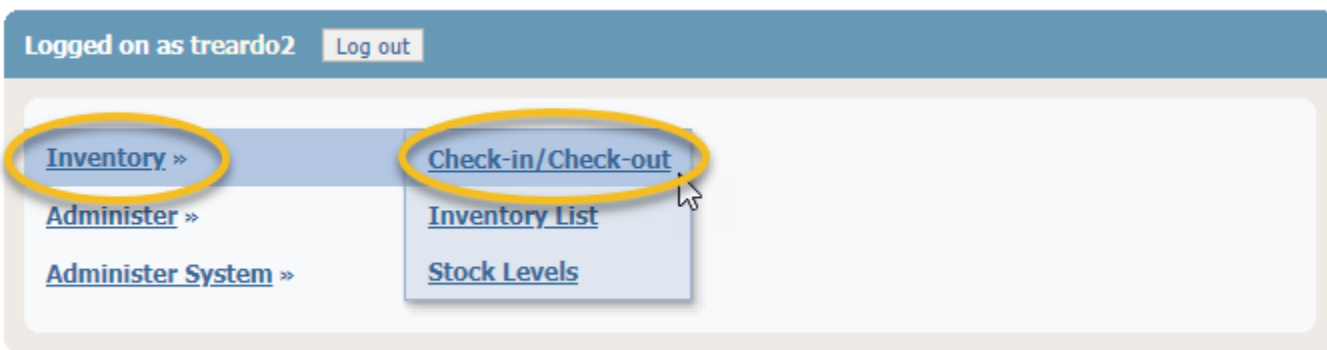
# Using the Temporary Checkout Function in CHSS ODE Inventory

\*The system may load slowly.

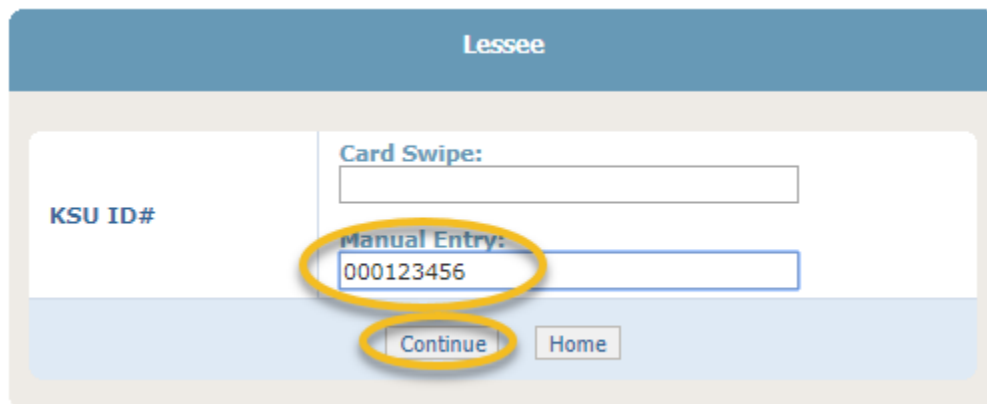
1. Go to <https://apps.kennesaw.edu> and log in with your KSU NetID and password.
2. Access the “KSU Customer Device Check-Out” application. If you cannot find it on the home page, click the Apps icon in the top right corner to see all apps available to you.



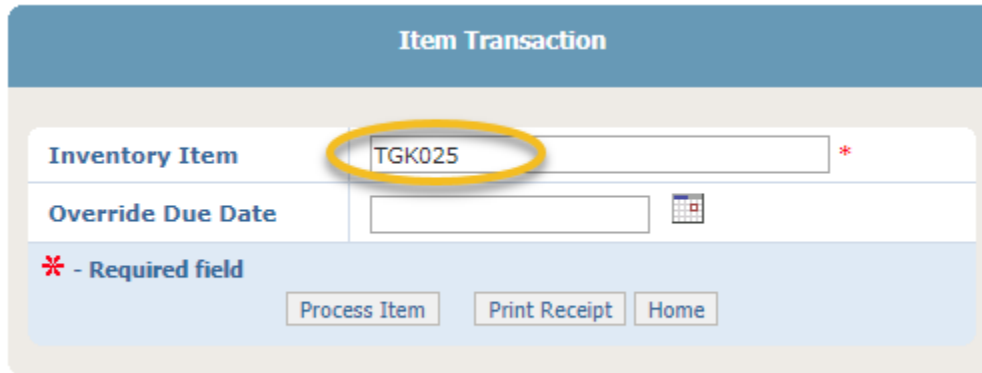
3. Hover the mouse over “Inventory” and click “Check-in/Check-out.”



4. In the “Manual Entry” line, type the person’s KSU ID number (this is the 000 number, not their NetID). Then click “Continue.”

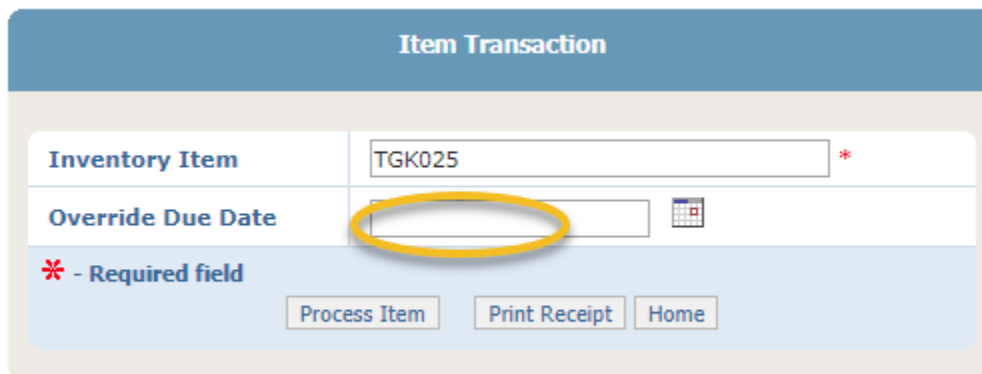


5. In the “Inventory Item” line, type the asset tag number found on the device. For laptops and iPads, this will be a green or purple tag assigned by UITs. For all other technology, it will be a white tag printed from a label maker.



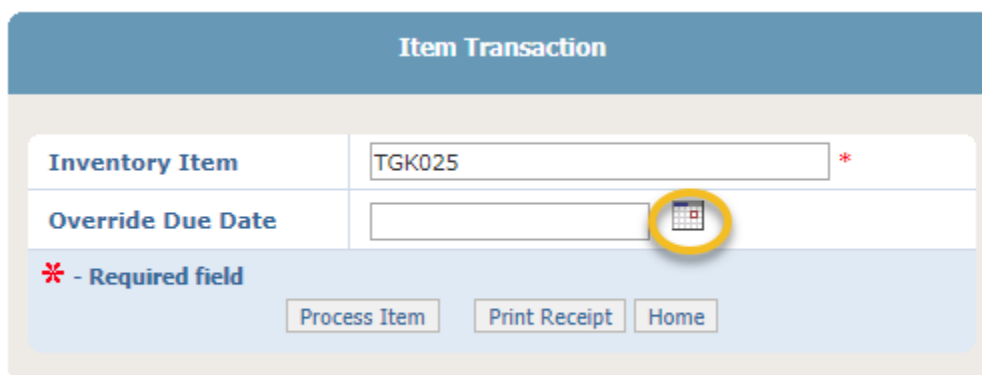
The screenshot shows the 'Item Transaction' form. The 'Inventory Item' field contains the text 'TGK025' and is circled in yellow. The 'Override Due Date' field is empty. A red asterisk and the text '\* - Required field' are visible below the fields. At the bottom, there are three buttons: 'Process Item', 'Print Receipt', and 'Home'.

6. To check the device out for the default checkout duration of two weeks, leave the “Override Due Date” box empty.



The screenshot shows the 'Item Transaction' form. The 'Inventory Item' field contains 'TGK025'. The 'Override Due Date' field is empty and circled in yellow. A red asterisk and the text '\* - Required field' are visible below the fields. At the bottom, there are three buttons: 'Process Item', 'Print Receipt', and 'Home'.

To check the device out for a specified amount of time, click the calendar icon next to the “Override Due Date” box and select a due date.



The screenshot shows the 'Item Transaction' form. The 'Inventory Item' field contains 'TGK025'. The 'Override Due Date' field is empty, and the calendar icon next to it is circled in yellow. A red asterisk and the text '\* - Required field' are visible below the fields. At the bottom, there are three buttons: 'Process Item', 'Print Receipt', and 'Home'.

7. Click "Process Item."

Item Transaction

Inventory Item: TGK025 \*

Override Due Date: [ ] [Calendar Icon]

\* - Required field

Buttons: Process Item (circled), Print Receipt, Home

8. You will see a confirmation line after processing. Ensure that it reads "Checking Out."

Item Transaction

<<< Record was added >>>

Inventory Item: [ ] \*

Override Due Date: [ ] [Calendar Icon]

\* - Required field

Buttons: Process Item (circled), Print Receipt, Home

Lessee: Tiffani Reardon

Inventory Tag	Make/Model	Check-In Date	Check-Out Date	Due Date	Status	Accessories
TGK025	Targus Bluetooth iPad Keyboard		1/16/2020 11:02:27 AM	1/05/2020 11:02:27 AM	Checking Out	Accessories

9. To check the device back in, repeat steps 1-8, ensuring that the confirmation line reads "Checking In" when finished.