EZ Office web version:
- Type [https://columbiagsappav.ezofficeinventory.com/users/sign_in](https://columbiagsappav.ezofficeinventory.com/users/sign_in) into your web browser and log in with your Columbia uni, will direct you to the lionmail login.
- Click on the **items** tab to view the equipment available to checkout.

- Under **assets** tab, items available for checkout are listed. *note the duplicate items as we have multiples, tagged by their respective AIN, scroll through the pages to see all equipment.
- To check out items for a reservation; **click on the item(s)** you wish to checkout, you'll be directed to the detailed page for the item, at the top-right hand side you will find the “**add to cart**” tab, click and select to add the items to the **current cart**.
- Once you’ve added all items that you wish to reserve, select the cart icon on top and find items selected. Click the “reserve cart” tab at the top-right to proceed.

- This will direct you to the reserve menu where you’ll select the date and time you wish to checkout the item(s). Select “Reserve” at the bottom and your are done. Visit us at the time of desired checkout to pickup.
EZ Office mobile app version: (only available for iPhone/iPad)
- Log in with your Columbia email/uni, will direct you to the lionmail login.
- The main menu tab (EZ) shows information regarding current and upcoming dues/reservations. The second tab (Assets) gives an overview of all our equipment, click on the item for details, or click on the image to select. The fourth tab is the cart tab, this will list the items you have selected for checkout.

To check out items for a reservation; In the assets tab, select the items you wish to reserve with “add to cart” - either by selecting the image of multiple items on a page, as a mass action from the main tab, or in the “Asset Actions” menu within the “Asset Details” window.
- Once you've added all items that you wish to reserve, select the cart tab, in the cart actions select “reserve cart”. This will direct you to the reserve menu where you'll select the dates you wish to checkout the item. Select “Reserve” at the bottom and that'll send us the reservation request, then visit us at the time of desired checkout to pickup.
Reserve Cart

From
09/04/2019   9:00 AM

To
09/06/2019   9:00 AM

Destination Location

Select Location

Reservation For
EZ Office User

Comments

Assets (1)

Video Camera
AIN # CLOUD1
LOCATION: --
GROUP: 48 HR

To complete reservation

Available

RESERVE CART