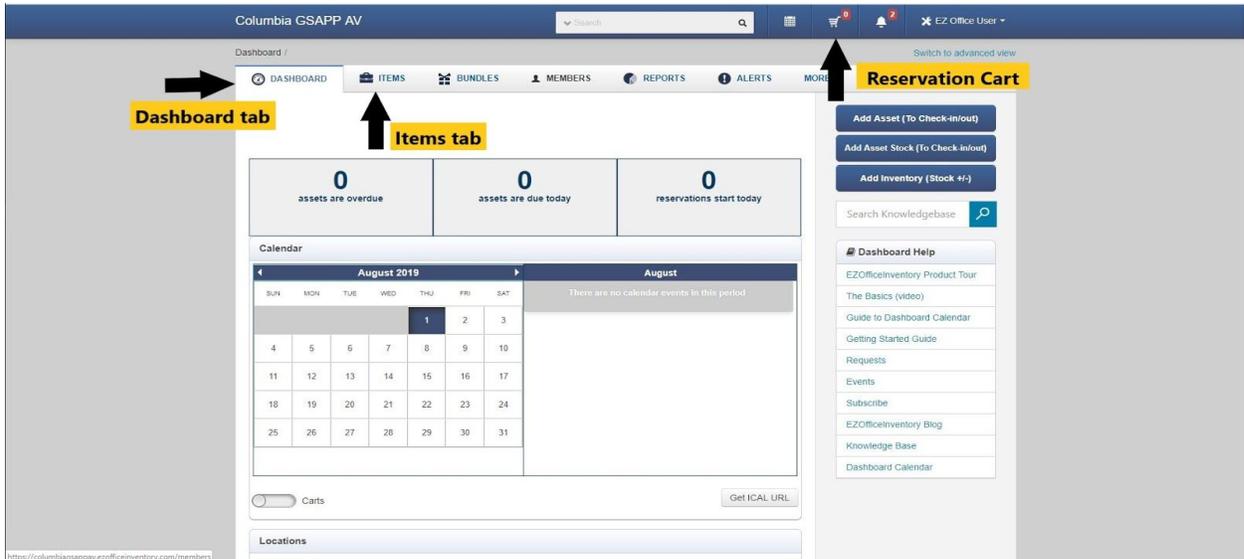
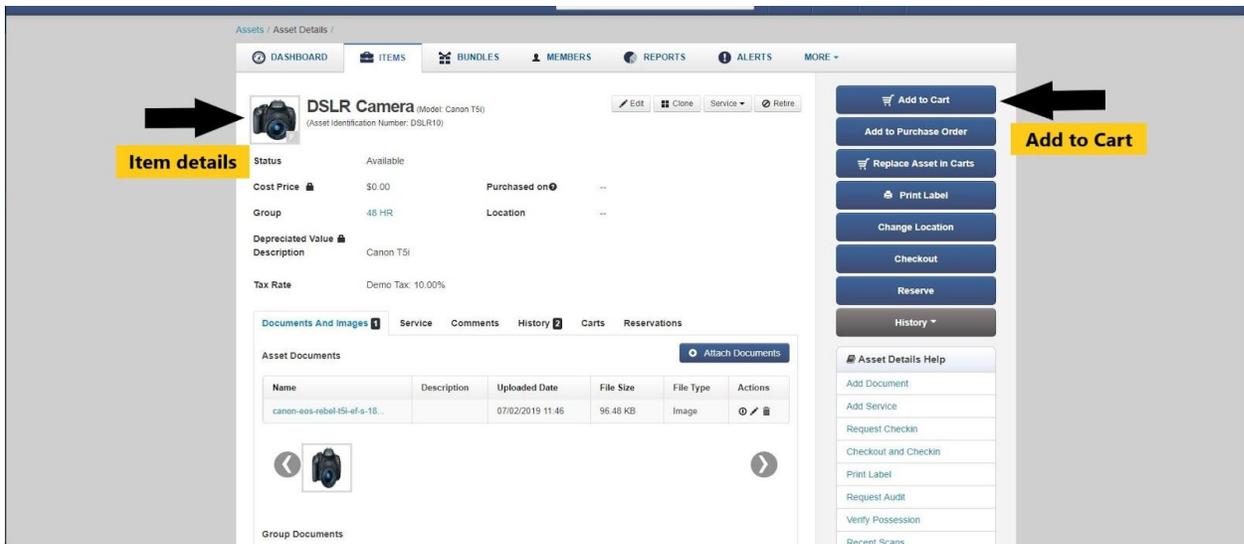


EZ Office web version:

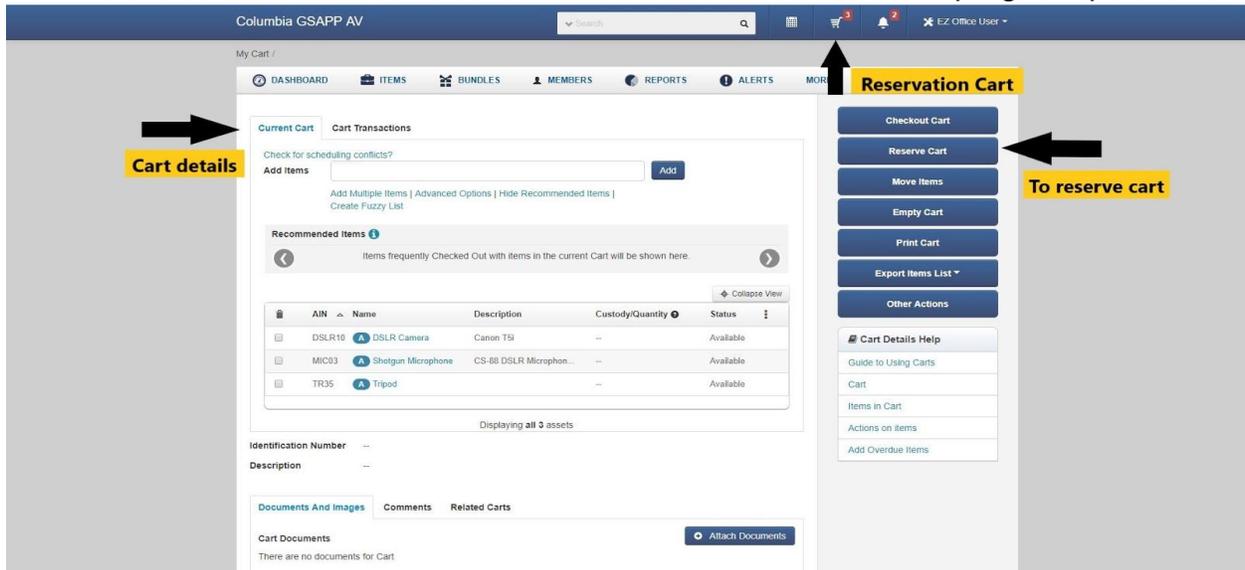
- Type https://columbiagsappav.ezofficeinventory.com/users/sign_in into your web browser and log in with your Columbia uni, will direct you to the lionmail login.
- Click on the **items tab** to view the equipment available to checkout.



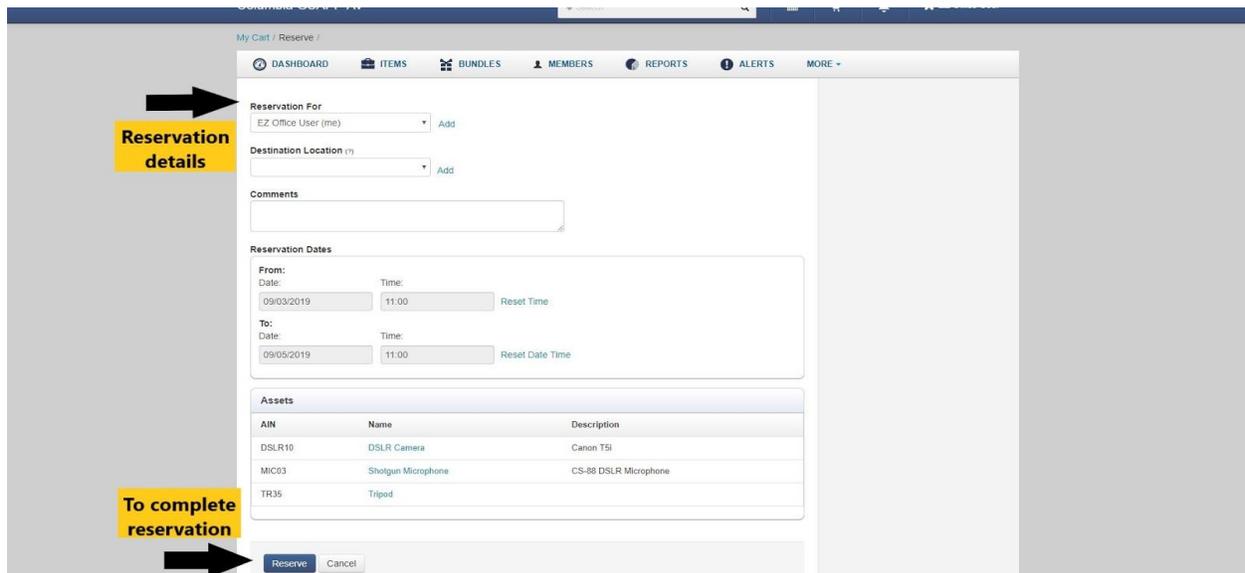
- Under **assets tab**, items available for checkout are listed. *note the duplicate items as we have multiples, tagged by their respective AIN, scroll through the pages to see all equipment.
- To check out items for a reservation; **click on the item(s)** you wish to checkout, you'll be directed to 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.

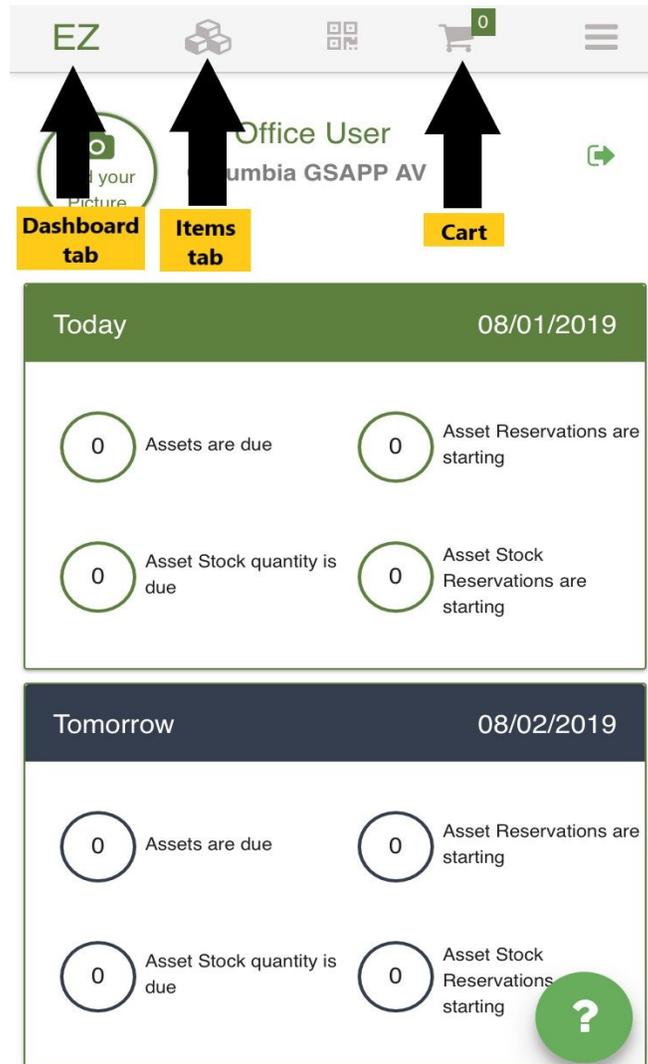


- This will direct you to the reserve menu where you'll select the **date** and **time** you wish to checkout the item(s). Select **"Reserve"** at the bottom and your are done. Visit us at the time of desired checkout to pickup.



EZ Office mobile app version: (only available for iPhone/iPad)

- Download: <https://apps.apple.com/us/app/office-inventory-tracking/id516935177>
- 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.

ASSET ASSET STOCK INVENTORY



Video Camera

AIN # HDV15
LOCATION: --
GROUP:48 HR



Available



DSLR Lens

AIN # LENS01
LOCATION: --
GROUP:48 HR

Available



DSLR Lens

AIN # LENS02
LOCATION: --
GROUP:48 HR

Available



DSLR Lens

AIN # LENS03
LOCATION: --
GROUP:48 HR

Available



Light Kit

AIN # LGHT3
LOCATION: --



Available

Video Camera

AIN # HDV15
Model: Canon Vixia HF R700

STATUS

Available

LOCATION

--

GROUP

48 HR

SUB GROUP

--

COST PRICE

\$ 0

DEPRECIATED VALUE

--

PURCHASED ON

--

DESCRIPTION

Canon Vixia HF R700

 SERVICES

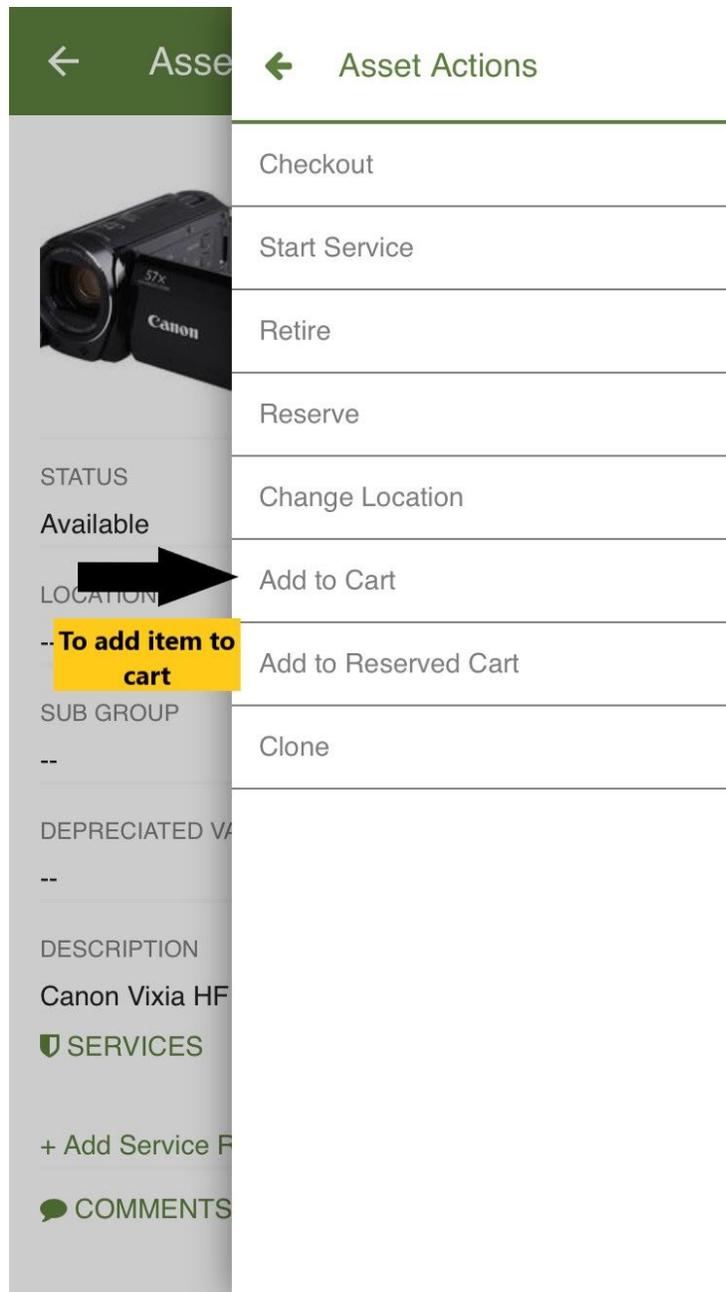
Tap to view all services

+ Add Service Record

 COMMENTS

Tap to view all and tap to add comments





- 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.

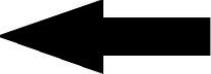
EZ 

← Cart Actions

CART

Checkout Cart

Edit Cart

Reserve Cart 

Print Cart **To reserve cart**

Move Items

Edit

Assets (1)

Video Camera

AIN # CLOUD1

LOCATION: --

GROUP:48 HR

CREATED ON

08/01/2019 11:2

LOCATION

--

EXPECTED DUE

--

DESCRIPTION

 CUSTOM FIE

← Reserve

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