ISD.IT for SLASH Equipment Loan Process

The process used to book the devices will be via an Outlook calendar similar to how you would book a resource/meeting room via Outlook. The calendar list containing all the devices is named as: ~SLASH.Loan Laptop

Please contact isditforslash@ucl.ac.uk if you have any questions or experience difficulties in booking a device.

INSTRUCTIONS - HOW TO BOOK LOAN LAPTOP:

1. Open Outlook
2. Click Calendar

Click on the date you want the loan and then click “New Meeting” under the home tab e.g. 01/02/18 selected [see below]:

![Outlook Calendar Example]

[Image of Outlook Calendar showing a date selected for a meeting]
3. Once ‘New Meeting’ window opens please action the following [see below]:

1) **Date and Time** required
2) Select **Busy**
3) Click **Scheduling Assistant**

4. Type ~SLASH on All Attendees section and the click – “**Check names**” [see below]:

5. Select your **desired laptop** and click **OK** [see below]:
6. After you selected the laptop it **blocks** the calendar [see below]:

   ![Calendar blocks](image1)

   **Please Note**: Scheduling Assistant – will help you if there is a possibility of **Double Booking or Clash** [see below]: – You will need to select a different laptop – e.g. **Select & Delete ~SLASHLoanLaptop1** and follow the booking process from Step 4.

7. Once Laptop has been selected – Click **Appointment** [see below]:

   ![Appointment click](image2)

8. Add a short description Click **Send** – to finalize the booking [see below]:

   ![Send to finalize](image3)

The request will then go to ISD.IT for SLASH team. The team will verify availability and then confirm the booking with acceptance with instructions on where to collect the device from.