Inventory Configuration

1. List the Catalogs names:
   Examples:
   - Equipment
   - Assistive Technology

2. List the Categories names:
   Examples:
   - Calculator
   - Walking Aids
   - Screen Reader

3. List of Products:
   Examples:
   - Kurzweil 3000
   - JAWS

** If you want to add more than 25 products, either we will train you to insert them manually or you will need to purchase a data migration for inventory **

Emails

Overdue Loan reminder:

Dear #<Loaned for firstname># #<Loaned for lastname>#,

We wish to remind you that your loan is overdue.
Please submit the product to us within 3 days or a charge will be applied.

Product Name: #<Product Name>#
Serial Number: #<Serial Number>#
Barcode: #<barcode>#

Yours sincerely,
#<Loaned by staff firstname># #<Loaned by staff lastname>#

Upcoming Reservation reminder:

Dear #<reservedforfirstname># #<reservedforlastname>#,

Your have reserved the following product:

Product Name: #<productname>#
Serial Number: #<serialnumber>#
Barcode: #<barcode>#

Please pick it up within 2 days or the reservation will be cancelled.

Yours sincerely,
#<reservedbystafffirstname># #<reservedbystafflastname>#

Here is an example of a product sheet and loan agreement. You can design your own template however you like using the same fields from our sample sheets.

Product Sheet

Product name: Calculator version 1

Product Id: 36

Owner: KRYSTEL OCAMPO
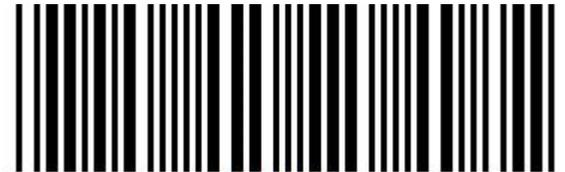
EQU36

Description

This is a calculator for advanced math..

Notes

5 inch.

Main properties

Unique Id	8ee7e6a3-a57e-4d93-80c4-60053034b481
Category	Equipment.Calculator.Calculator for basic math
Barcode	EQU36
Serial Number	4560165
Status	Normal
Group	Group
Location	Campus='Mississauga' ,Building='TechnoPro ' ,RoomNumber='150' ,Seat='2'
Is loaned	No

Equipment Loan Agreement

Semester:	❑ **Fall** ❑ **Winter** ❑ **Spring/Summer** **Year:** *2013 - 2014*
Name of student:	*Juanita V Avery*
Student Number:	*99006336* **Phone #:**
Email Address:	*krystel@clockworks.ca*
Equipment Name:	*test*
Barcode:	EQU34
Due Date:	*October 9, 2013*
Equipment ID#	*34*

I understand that this equipment loan is for a purpose related to specific **college/University course work**. I have received the above listed property in good condition, and I must not transfer that responsibility to any other person. I further understand that equipment which is lost, stolen or damaged while in my possession will be replaced or repaired by the college/University at my expense at current replacement cost. If the equipment is lost or stolen, it is my responsibility to provide the college/University with an official Police Report and to notify Student Services as soon as possible. I understand that any information stored on the loaned equipment will be deleted upon return. No back-up of the data will be retained.

I fully accept the above conditions.

Student Signature: _____

Date: *October 23, 2013*