

SIGN OUT (BORROW)

1. To sign out equipment, the UCM needs to SUBMIT AN EQUIPMENT SIGN-OUT REQUEST. The approver will receive an email with a link stating that there is a pending request that they need to approve or deny.



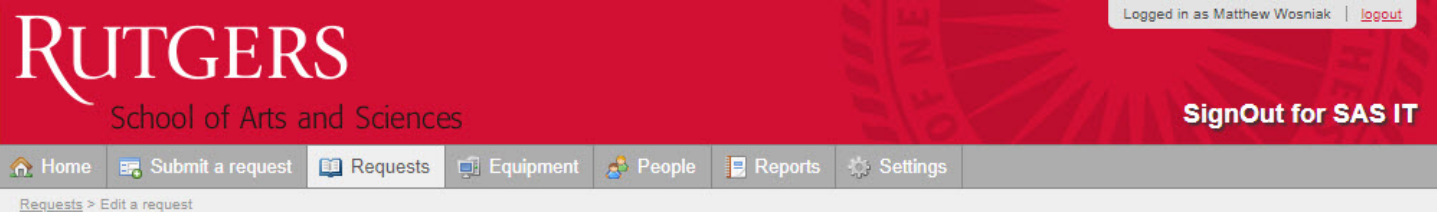
Henry Rutgers has submitted a request to sign out the following item:

Nickname	Serial #	Description
Sun Monitor	0131610-9938KE1481	Sun PN 365-1380-01

Please visit <https://secure.sas.rutgers.edu/apps/signout/default/request/edit/id/999> to approve or deny the request.

This is an auto-generated email. Please do not reply.

2. The approver will need to either approve or deny the request



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SignOut for SAS IT

Home | Submit a request | Requests | Equipment | People | Reports | Settings

Requests > Edit a request

Request # 999

Equipment Information	
Equipment Nickname:	Sun Monitor
Equipment Description:	Sun PN 365-1380-01
RU Tag #:	
P.O. #:	
Serial #:	0131610-9938KE1481

Request Information	
Time Submitted:	2018-06-05 2:26 PM
Requester:	rutgers
Department:	SAS - Dean's Office
Equipment Address:	123 Main Street New Brunswick, NJ 08901
Submitter:	wosniak

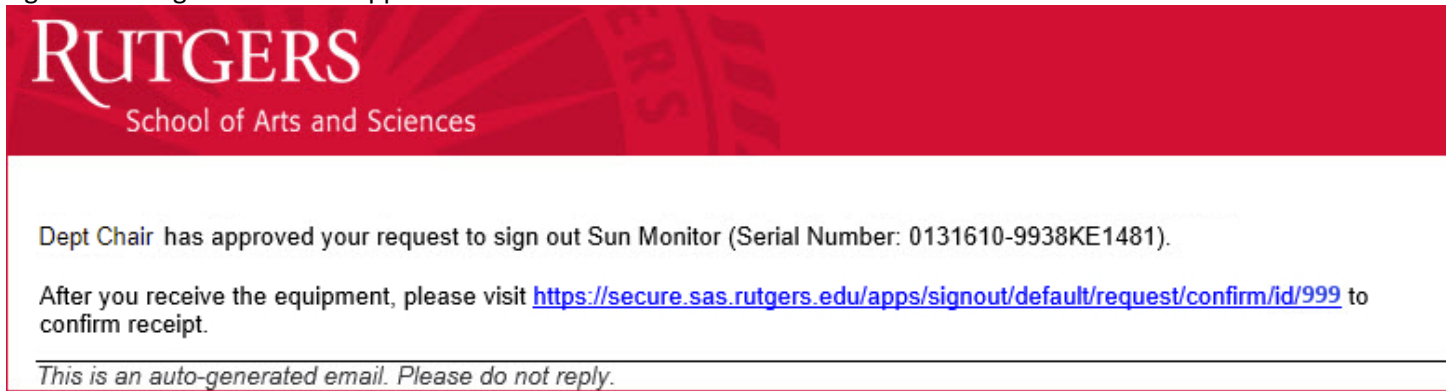
Your approval *

Approve

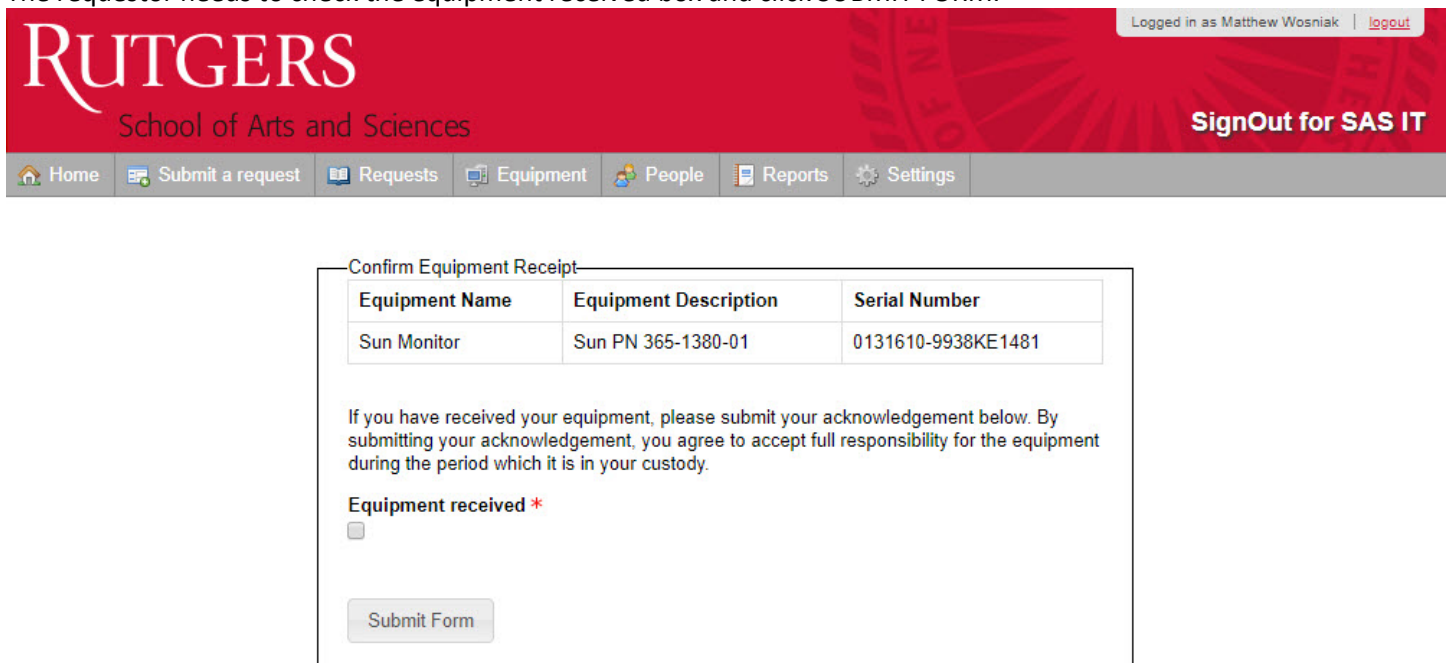
Reject

Submit Form

3. The requestor (person who is signing out equipment) will receive an email with a link stating that their request to sign something out has been approved.



4. The requestor needs to check the equipment received box and click SUBMIT FORM.



5. The equipment is now signed-out.

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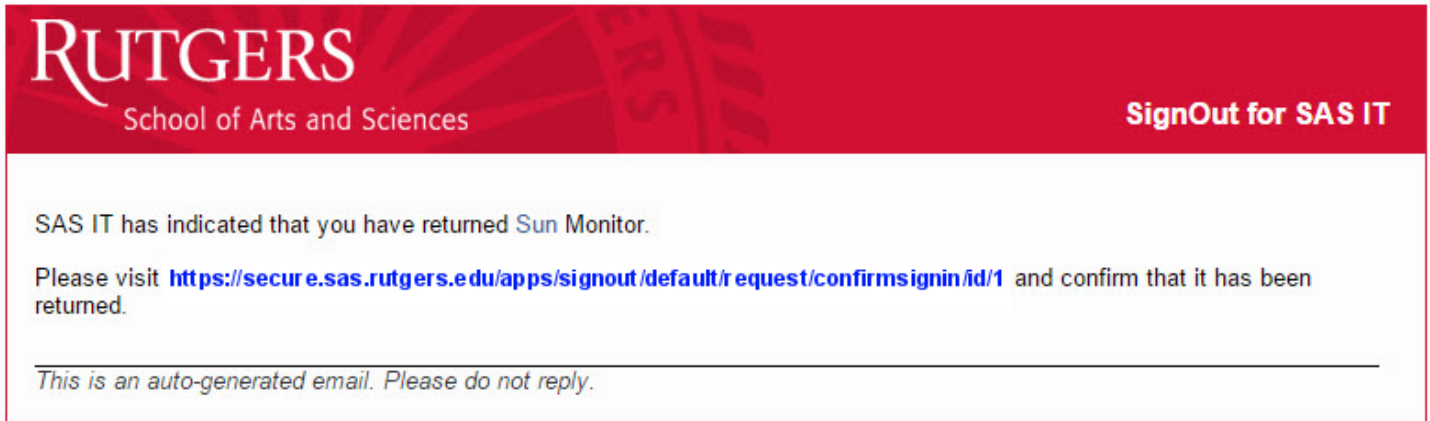
✔ You have acknowledged receipt of your equipment.

Confirm Equipment Receipt

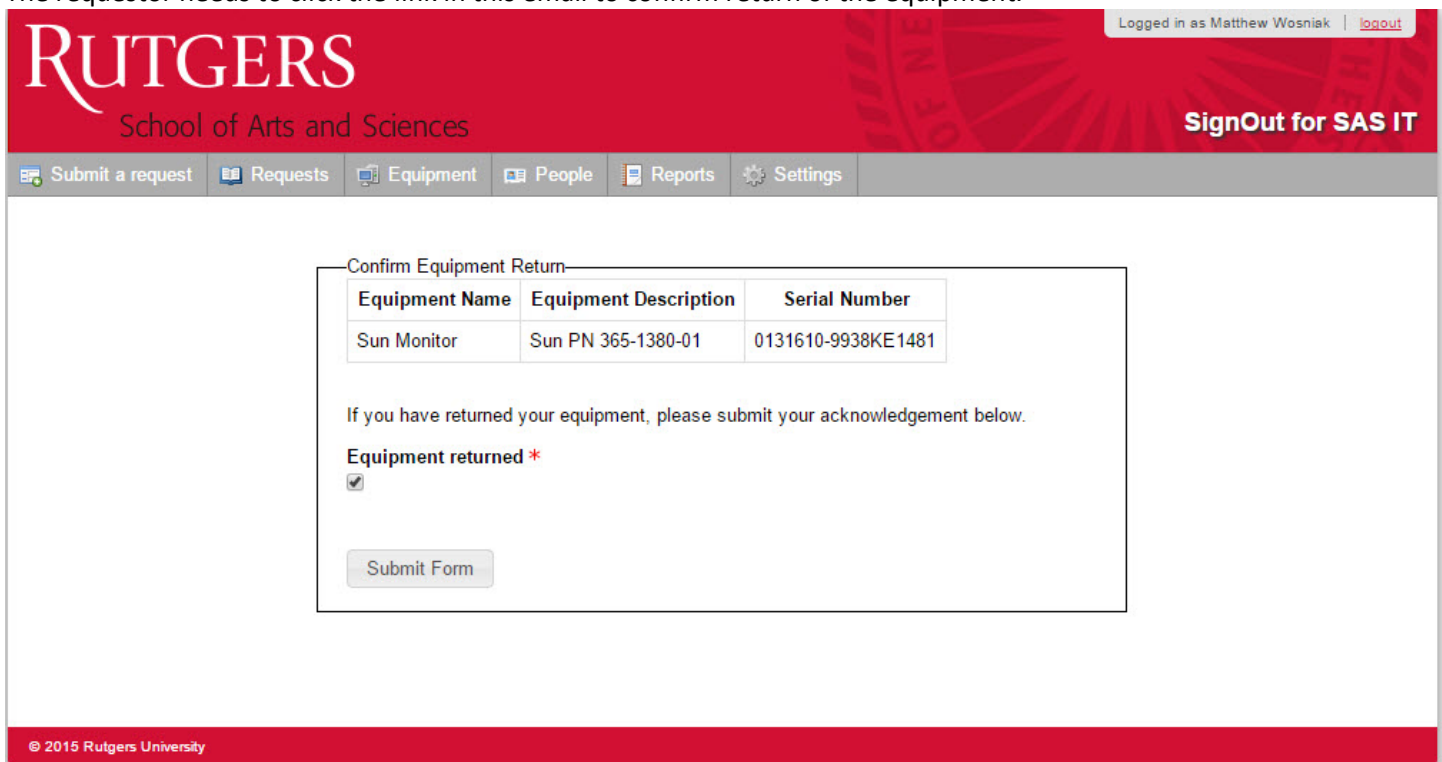
Thank you!

SIGN IN (RETURN)

1. To sign in equipment, the UCM will submit an EQUIPMENT SIGN-OUT REQUEST. The requestor will receive an email with a link stating that the equipment that had been signed-out has been returned.



2. The requestor needs to click the link in this email to confirm return of the equipment.



3. The equipment has been returned.

The screenshot shows a web application interface for Rutgers University. At the top left is the Rutgers logo and the text "School of Arts and Sciences". At the top right, it says "Logged in as Matthew Wosniak" with a "logout" link. Below this is a navigation bar with buttons for "Submit a request", "Requests", "Equipment", "People", "Reports", and "Settings". A green notification box in the center contains a checkmark icon and the text "You have acknowledged the return of Sun Monitor." Below the notification is a form titled "Confirm Equipment Return" with the text "Thank you!" inside. At the bottom left of the page, there is a copyright notice: "© 2015 Rutgers University".

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Submit a request | Requests | Equipment | People | Reports | Settings

✔ You have acknowledged the return of Sun Monitor.

Confirm Equipment Return

Thank you!

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