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## Classroom and Event Support Service

Seton Hall > Offices & Services > Our Services

- \* Indicates required fields

- \*This request is for Myself SomeoneElse
  - Who is requesting the Equipment.? If the user selects Someone Else, the form will expand to reveal the associated field to Search for a Name.

Search for a Name John Doe

\* Name

John Doe

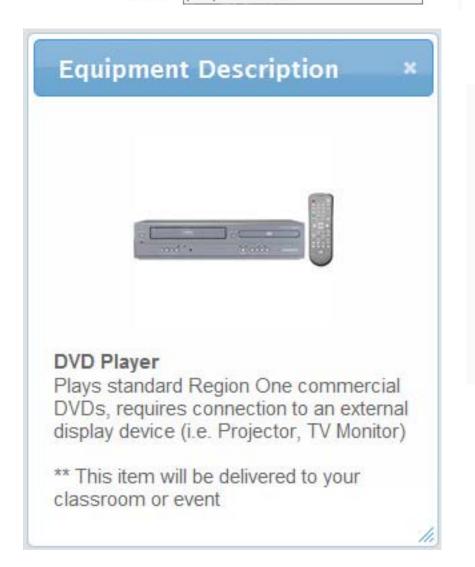
TLTC - Media Services Department

John.Doe@shu.edu

(973) 555 - 1234

## Select the equipment needed

- Portable PA System
- VCR
- - DVD Player
  - Slide Projector
  - Overhead Projector
  - Easel
  - Data Projector
  - TV/VCR Combo
- What Equipment is needed? The user will select the equipment by clicking on the selection box. To display asset details, click on the asset name for an overlay with the item description and image.



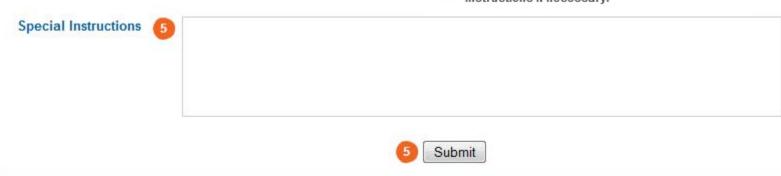
his equipment is for	Class	Event/Meeting	Choose Class Term	Fall 2010 ▼
	3	Ente	er the subject, number	
			and section	
	3	Why is it needed and Where? The user select if the equipment is for a class or an event. If for a class, the associated fields for Search a Class form will expand to reveal the associated field for Search a Class. If for an event, event name and sponsoring department will display.	* Subject	
			Title	
			Room	
			Class Start Time	
			Class End Time	
			Oldoo Ella Tillia	
This equipment is for	© Class	© Event/Meeting	* Event/Meeting Name	Event Name
			Sponsoring Dept	TLT Center
he equipment is due for Items for Delivery to Class or Event	DVD Playe	to tunionation date:	Items for Pick-up at Media Services	
4 * Deliver To			4 Pickup Date	1
* Delivery Date		12	Pickup Time	
* Delivery Time			Return Date	ĺ
Return Date		12	Return Time	
Return Time				
Does this repeat?	● No ◎	Yes	deli field dyn	en is the equipment due for either ivery/return or pickup? Date selection ds and a list of respective equipment will amically appear based on the selected lipment in step2.





When is the equipment due for either delivery/return or pickup? Date selection fields and a list of respective equipment will dynamically appear based on the selected equipment in step2.

5 Submit the Media Request and include specific instructions if necessary.



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