



COMMUNICATION ARTS

VALDOSTA STATE UNIVERSITY

Cheqroom – Web access

VERSION 0.1





Email

Password

Log in

[Forgot your password?](#)

Don't have an account yet? [Sign up](#)

Access Cheqroom online at

<https://app.cheqroom.com/#>

Log in using VSU username and password





All locations ^

Dashboard

Calendar

Items

Kits

Reservations

Check-outs

My reservations

0
Overdue

1
Booked

0
Draft

2
Converted

My check-outs

0
Overdue

0
Open

0
Draft

2
Completed

My open reservations

Upcoming 1

Monday 8:15 am - Monday 12:30 pm 4 hours

1 Microphone +3 other

● Booked



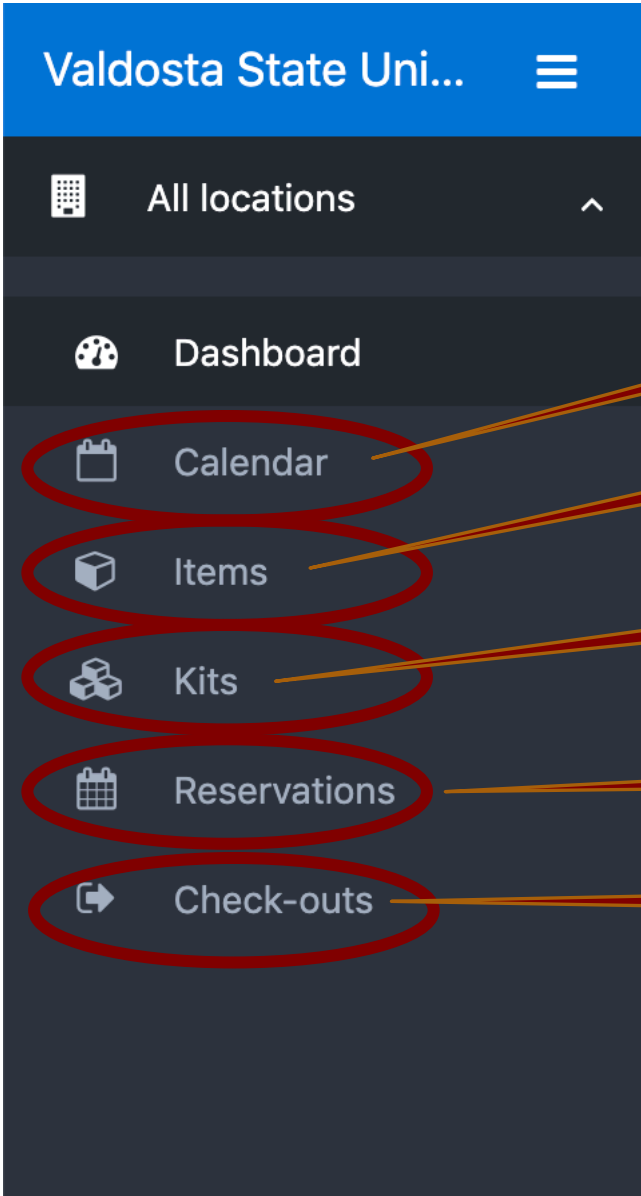
My open check-outs



No upcoming check-outs

Dashboard





Calendar view of reservations

List of individual items

Equipment kits

View and make reservations

View current equipment checkouts



Cage hours and equipment rules

Cage is open

- Monday through Thursday 8:30 am to 5:00 pm
- Friday 8:00 am to 3:00 pm

Reservation Rules

- Reservations can only be made in four-hour increments.
- Reservations made for pickup after 1:30 pm Monday through Thursday may be held overnight. Equipment must be returned by 9:00 am the following day
- Reservations made for pickup after 11:30 am on Friday may be held over the weekend. Equipment must be returned by the following Monday at 9:00 am
- Reservations are canceled if not picked up within 30 minutes



The image shows a two-part screenshot of a reservation system. The top part shows a navigation bar with a lightning bolt icon and a red circle containing 'MB'. Below this is a blue button labeled 'New reservation', which is circled in brown. Below the button are several control buttons: a list view icon, a 'Sort' dropdown menu, a hamburger menu icon, and a grid view icon. A red arrow points from the 'New reservation' button to the bottom screenshot.

The bottom screenshot shows a detailed reservation card with the following sections:

- Info** (selected), **Comments**, **Attachments**
- WHEN & WHERE**:
 - At**: Set location
 - From**: Set from date
 - To**: Set to date
- EQUIPMENT**:
 - + Add item or kit
- CONTACT**:
 - MB** Mark B
mgborzi@gmail.com
- Activity Timeline**:
 - Today
 - 9:38pm **MB** Mark B created reservation
 - Write a comment... (with edit and smiley icons)



Info

Comments

Attachments

Select location
VSU MM Building

WHEN & WHERE

At Set location

From Set from date

To Set to date

CONTACT



Mark B
mgborzi@gmail.com

Filter

MB

Write a comment...



Today

MB

9:38pm Mark B created reservation

+ Add item or kit

Select
equipment

Select start date and time

Select end date and time

EQUIPMENT



⚡ MB

Actions ▾ Reserve

Select Reserve

Completed reservation

Info Comments Attachments

WHEN & WHERE

At VSU MM Building

From Today at 10:00 pm

To Today at 10:15 pm


Duration: 15 minutes

CONTACT

MB Mark B
mgborzi@gmail.com

EQUIPMENT 1 ITEM

Search equipment

 CAMCORDER w/microphone
0 2001 42982657 175V6841 1400USD E

