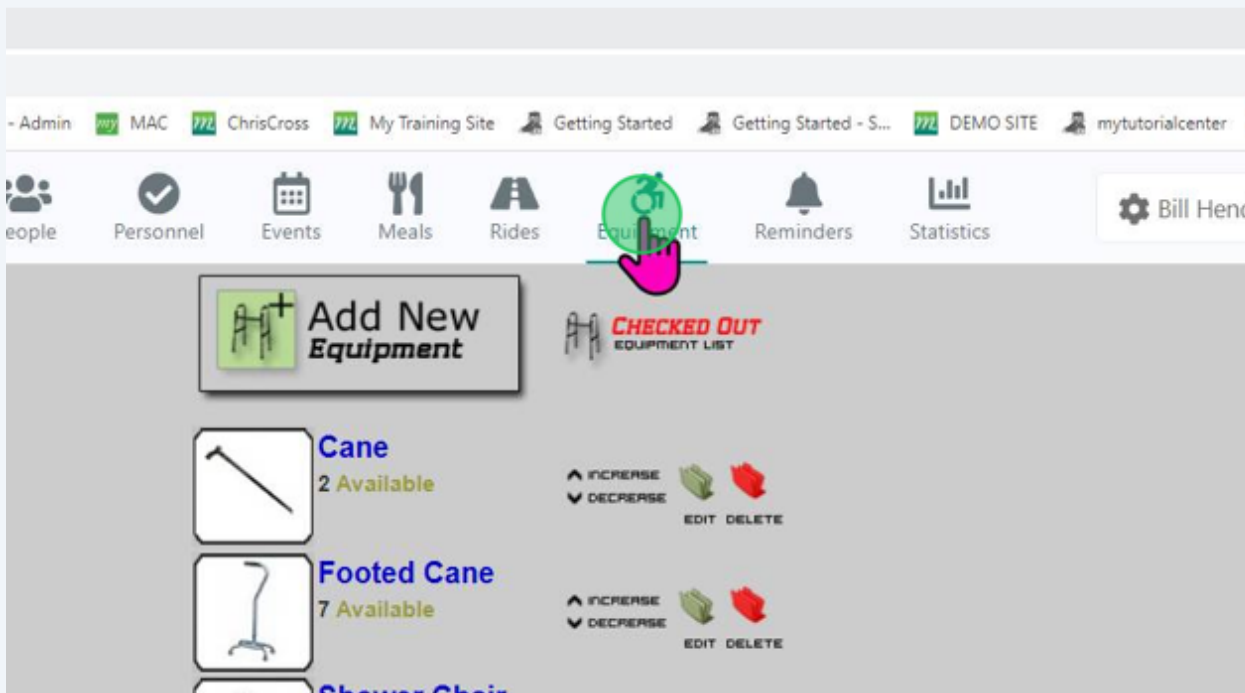


# The Equipment Tab

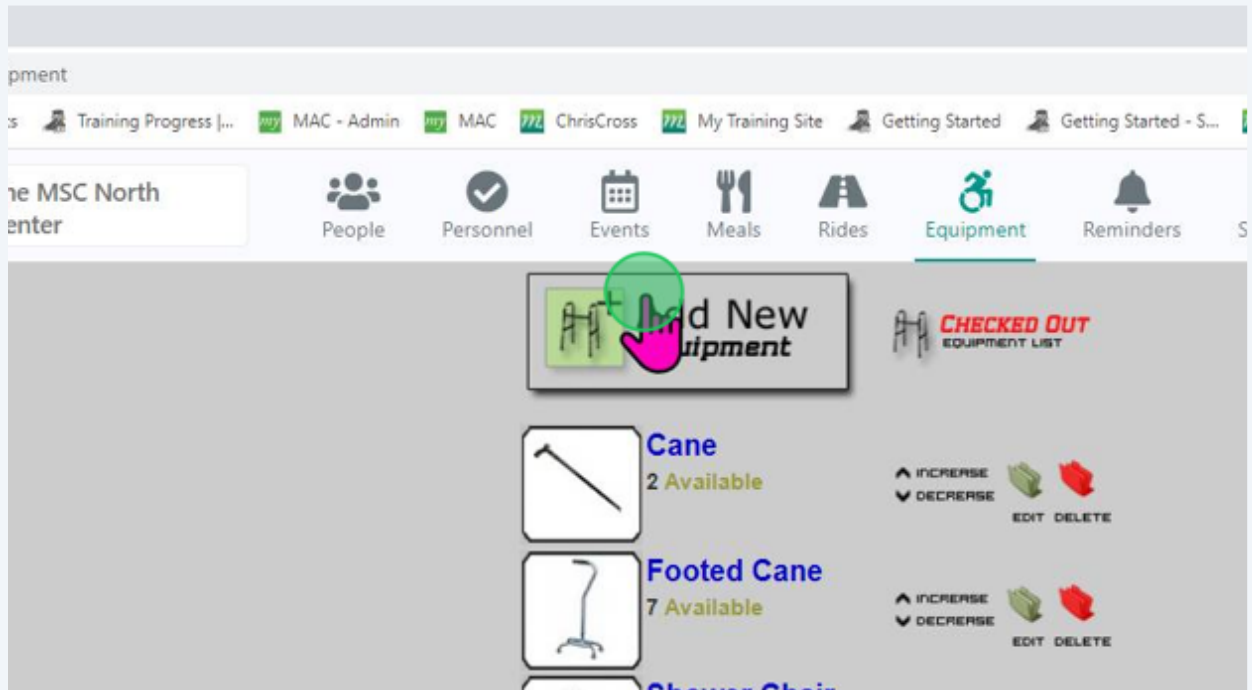
1 After Logging in go to the Events Tab



2

The equipment tab was designed to keep track of a loan closet. Lending out things like wheelchairs, walkers, shower chairs, etc. It really can be used to track anything at all. All you have to do to set it up is enter it in your inventory.

Click Add New Equipment.



3

Type "5"

4

Fill in the name, anything you want, choose an icon, choose a category, enter in how many you have in stock and any notes you may want to enter.

Click Add Equipment

Name	Barbells
Icon	40
Category	Fitness
Quantity	5
Notes	

Add Equipment

Type Qu  
Type the quantity of this  
Example: 2, 3

5

To lend something out go to the people tab.

er.myseniorcenter.net/msc/equipment

Seek&Deploy Wix Wix tasks Training Progress [...] MAC - Admin MAC ChrisCross My Training Site Getting S

The MSC North Center Personnel Events Meals Rides Equ

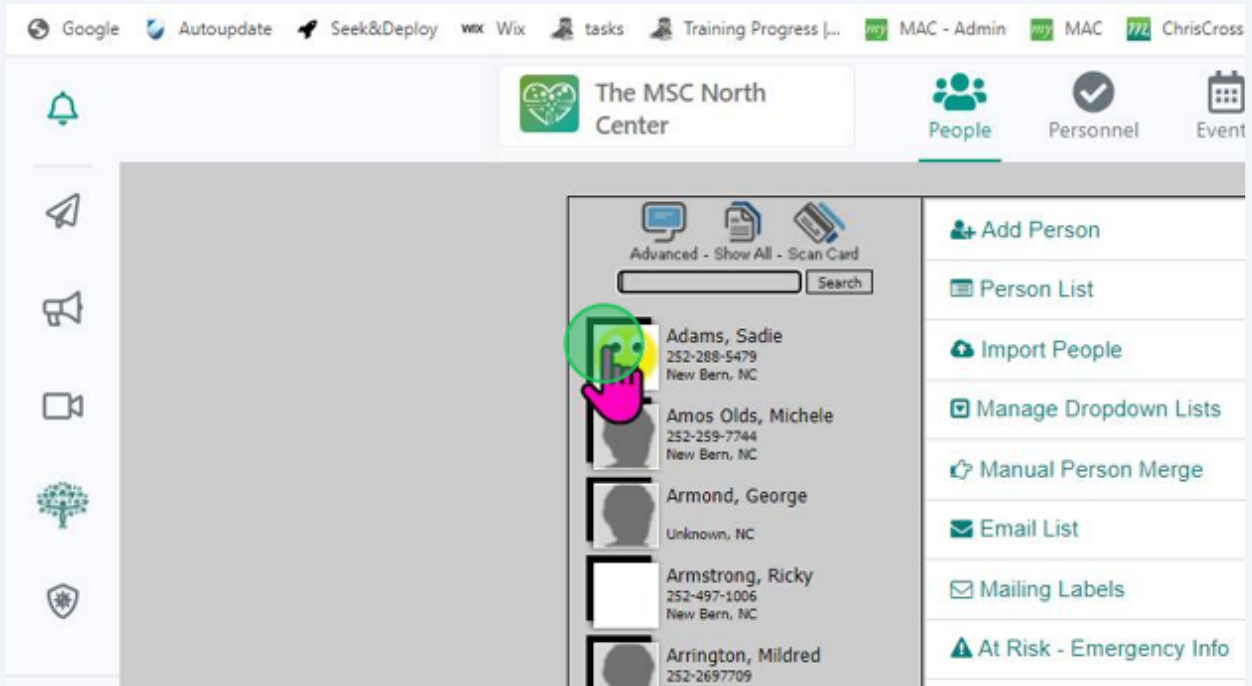
Add New Equipment

**FITNESS** Barbells 5 Available

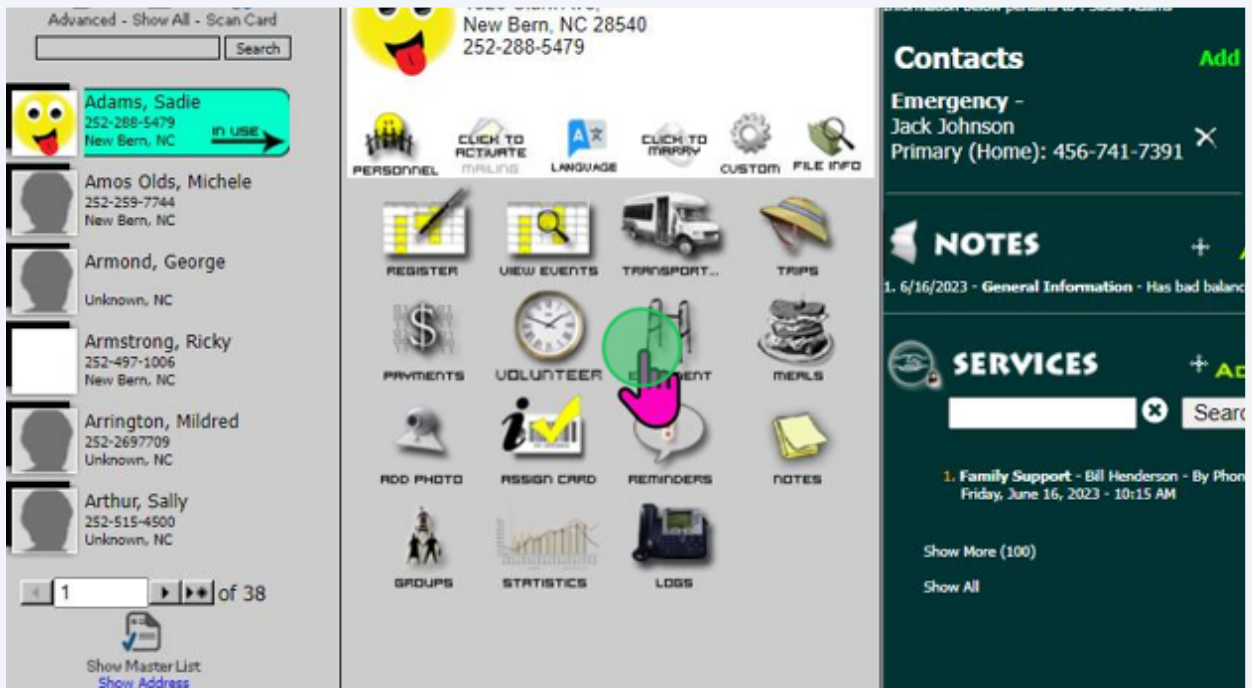
Cane 2 Available

Footed Cane

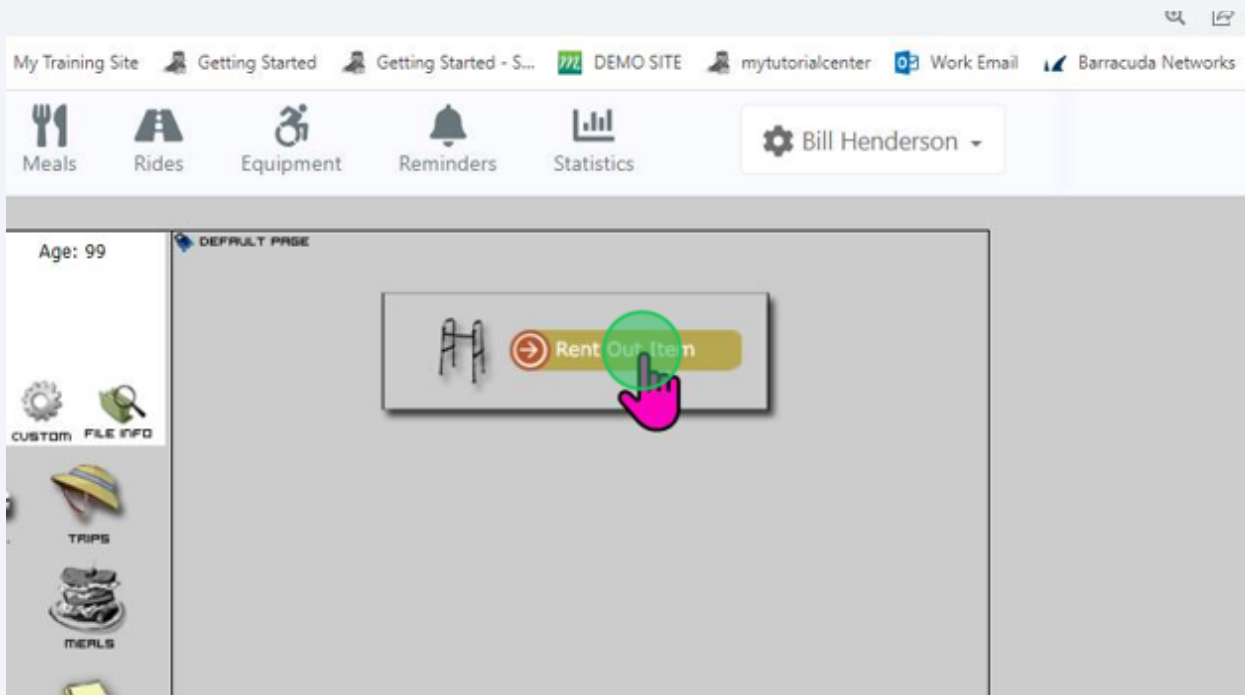
6 Click a person



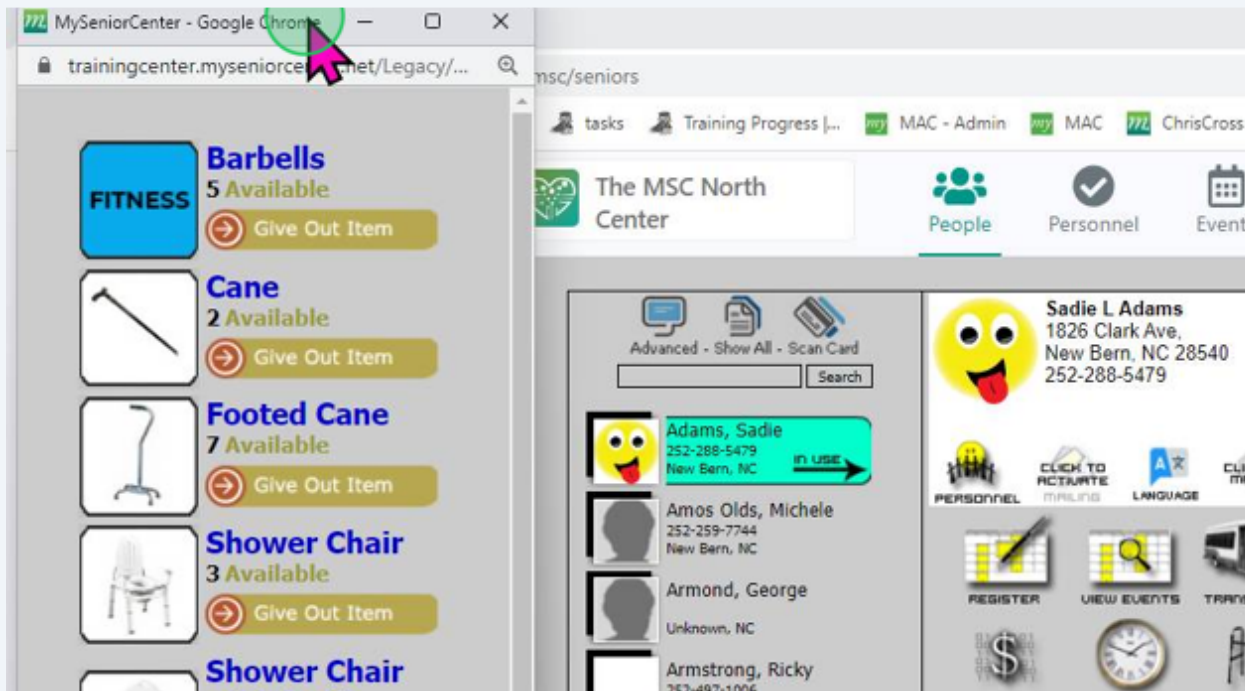
7 Click that person's Equipment icon.



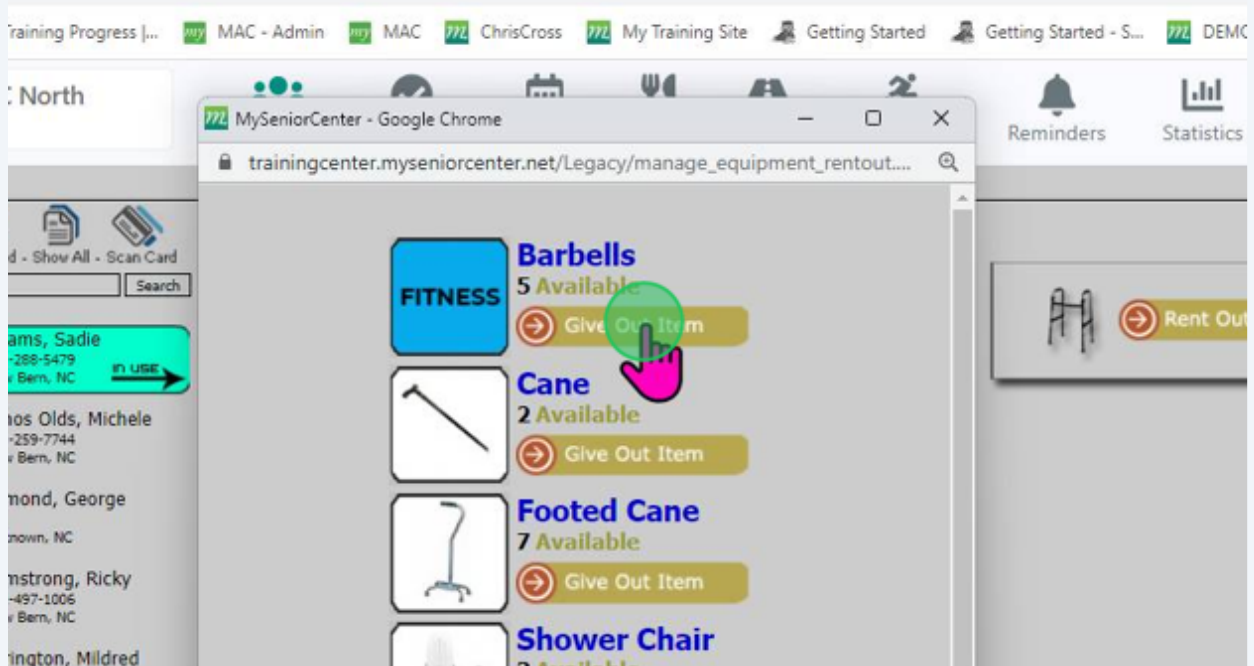
8 Click Rent Out Item



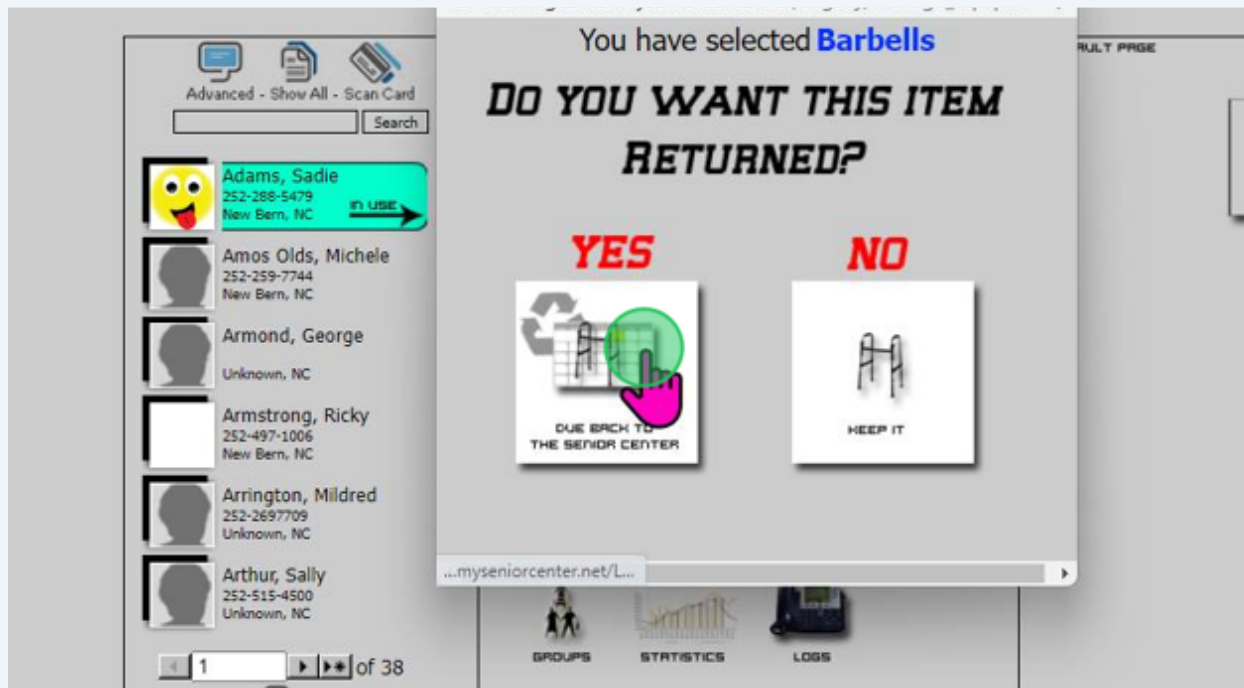
9 Here you'll see a list of what is available.



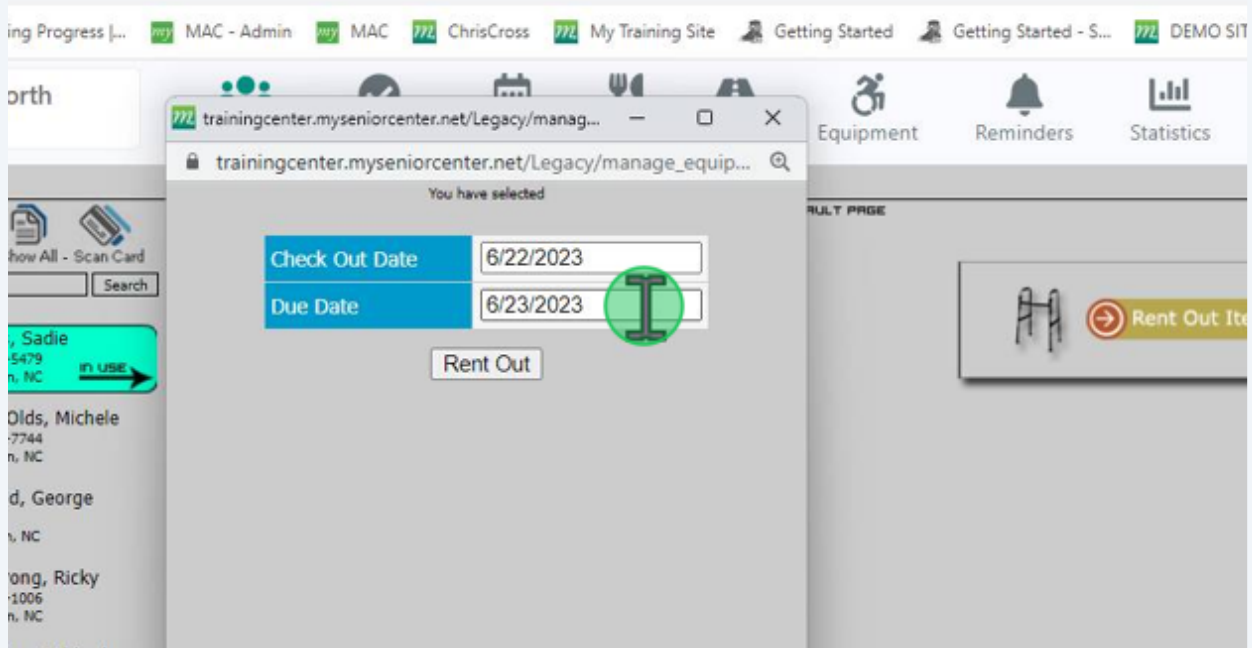
10 Click Give Out Item for the item you are lending.



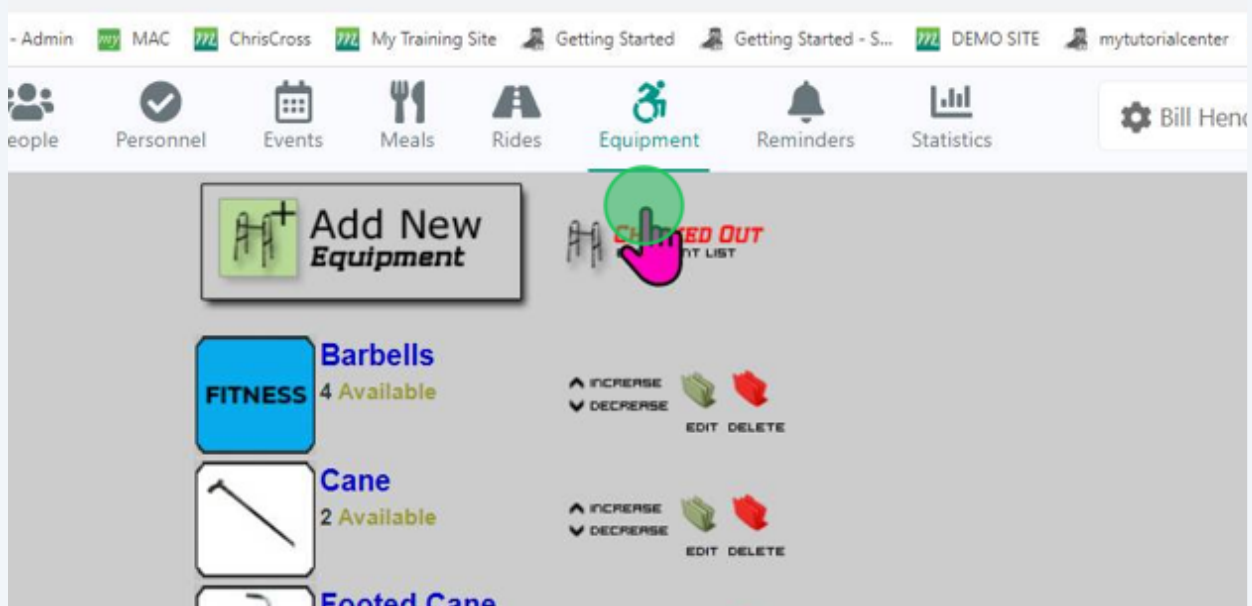
11 If you want it back click Yes when asked if you want it returned.



- 12 You have to enter in something for a due date.  
Click Rent Out.



- 13 If the person returns the item you'll simply click the return button but at any time you can go to the Equipment tab and you'll see that the number available has changed. If you click the Checked Out icon.....



14

You'll see who has what and when it's due back. Equipment does provide full statistics.

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People Personnel Events Meals Rides **Equipment** Reminders Statistics Bill Henry

### Due And Past Due Equipment

Entries in red are past due, entries in orange are rentals to people who are deceased.

Due Back Date	Checked Out Date	Equipment Name	Checked Out By	
6/23/2024	6/22/2023	Barbells	Sadie Adams	X