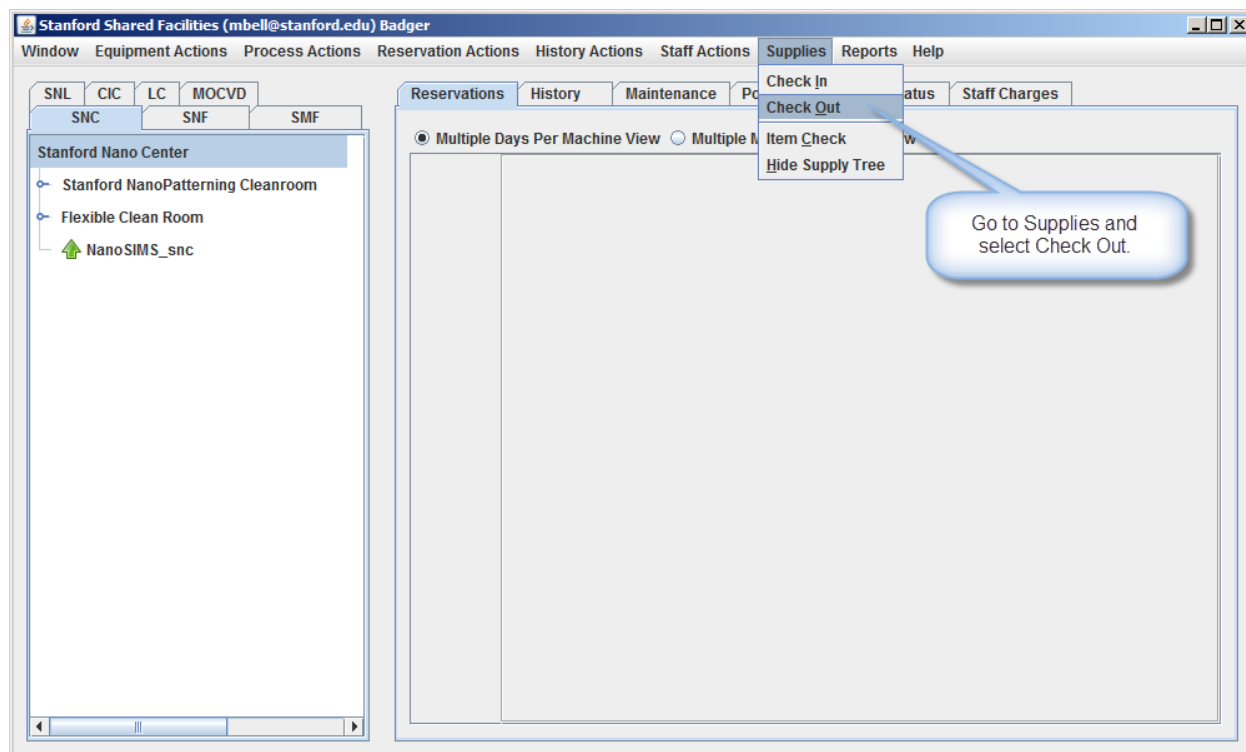


Badger Docs – Inventory Staff Checkouts

Some labs provide supplies to members. Check with lab staff for a price list of items in the lab. The supply tree does not display until you select Check Out as shown below.



Badger Docs – Inventory Staff Checkouts

Stanford Shared Facilities (mbell@stanford.edu) Badger

Window Equipment Actions Process Actions Reservation Actions History Actions Staff Actions Supplies Reports Help

SNF Reservations History Maintenance Policy Equipment Status Staff Charges

Stanford Name: [] Multiple Days Per Machine View Multiple Machines Per Day View

AFM Supplies

Chemicals (General)

- Acids
- Bases
- Solvents
- Oxidizers

Chemicals (Litho)

Cleanroom Supplies

Wafers

Storage

- Locker
- Small storage containers
- Medium storage containers
- Large storage containers

House Nitrogen

Supply Check Out Information

Agent: mbell@stanford.edu

Supply: Locker

Member: mbell@stanford.edu

Project: Bootstrap project

Account: Bootstrap account

Process: default

Quantity: 1

OK Cancel

Choose the appropriate lab.

Now open the supply tree area to display the items in that area.

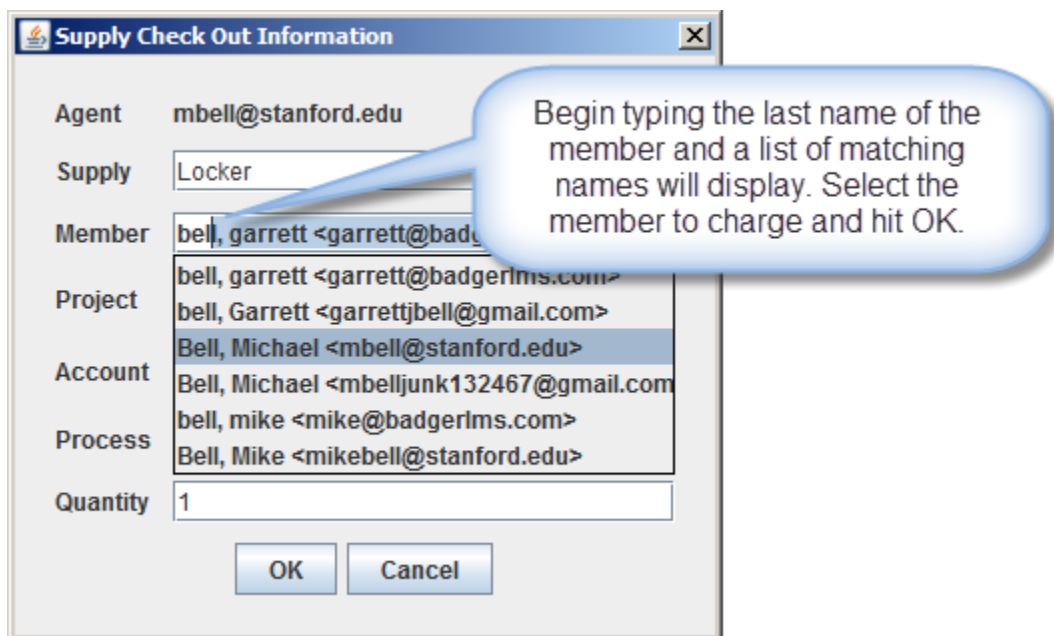
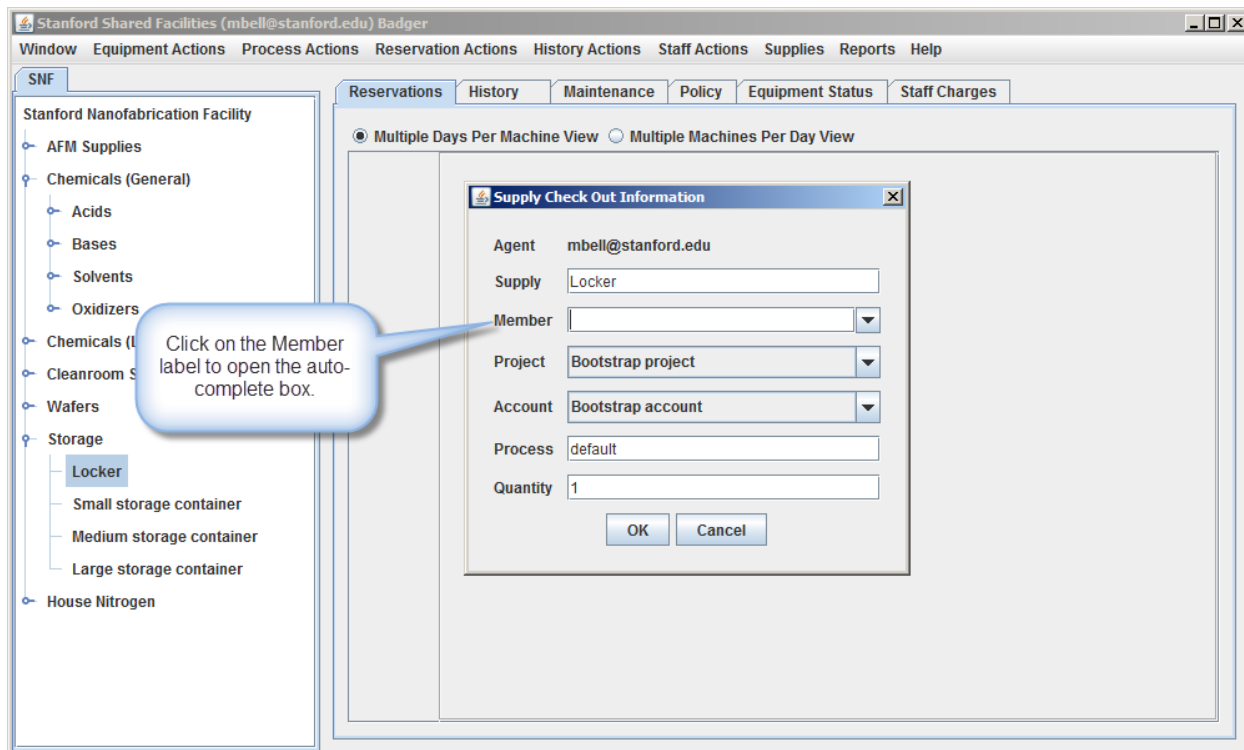
Highlight the item you want.

When you highlight an item it will appear in the Supply Check Out box.

Select the project / account you plan to charge as well as the quantity. Hit OK to complete the transaction.

Badger Docs – Inventory Staff Checkouts

Staff may check out items for lab members. To do this, once the item has been located click on the Member label. The label may not look like a button, but it is.



Badger Docs – Inventory Staff Checkouts

Once you've completed all charges close the supply tree to return to the equipment tree display.

