

AV REPAIR FORM INSTRUCTIONS

(continued from front)

If you did not fix the problem:

7. Reschedule up-coming reservations of that item:
 - In the Equipment Log go into Report by IRIS ID
 - bring up each MSR that has that same item (has that IRIS ID#) reserved.
 - Substitute another item of the same type (PZM mic for a PZM mic; DV Camcorder for a DV camcorder, etc).
8. If you can't make the substitution - that is if there is no piece of equipment available -
 - record the MSR# and the Check-out Date under # and Date on the form.
 - Put "<IRIS ID> is at repair, re-assignment conflicts" in that MSR's notes field on the computer.
9. Put your name in the space labeled Upcoming MSRs Reassigned by.
10. Remove the item from circulation
 - In the Equipment Log go into Equipment Inventory.
 - Under the drop-down menu [MODE] choose Find. Tab twice to position the cursor in the IRIS ID field and type in the IRIS ID - for instance DVC 1 or PZM 35. Make sure all other fields are empty. Hit return. That record will appear.
 - Near the bottom of the screen is the word Circulation followed by some radio button choices. Choose the At Repair button.
 - At the top of the screen choose Update circulating inventory button.
11. Put your name in Status changed to "at Repair"..... space.
12. Put equipment on Repair Cart (back by the mailboxes)

Put this form Michael's mailbox.