Badger Docs – Inventory Checkout

Some labs provide supplies to members. The supply tree does not display until you select Check Out as shown below. Function key 7 (F7) will also open the supply screen.

Once the supply tree displays, open the supply area you're interested in.

Supply items may be accessed by clicking on Supplies, then Check Out. You may also use F7.
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Open the area and choose the item you want or scan the barcode.

If you are checking out a single item click Save & Close. If you have several items use Save & New.
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Every time you click on Save & New you check out an item, but continue to display the checkout screen. A record of all items checked out displays at the top.

Save & Close will check out the item and return you to the equipment tree screen.
Of course, you can click Close and then Hide Supply Tree to close the screen and return to the equipment tree display.