

Favorites

Overview

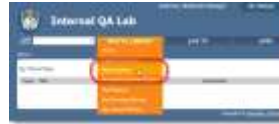
- ▶ Allows quick access to frequently used resources

Create

- ▶ From the *Toolbox*, click *Media Tools* > *Add to Favorites*

Access

- ▶ Click *My Favorites* from the custom tabs
- ▶ Click *My Favorites* from the *Digital Library* navigation menu to view/edit/delete favorites



Reservations

Overview

- ▶ Make a reservation for resources which limit simultaneous users

Create

- ▶ In the resource page *Toolbox*, click *Media Tools* > *Make a Reservation*

Specify

- Date
- Begin Time
- End Time
- Notes (if desired)

- ▶ Click *Reserve*



Reservations (cont.)

- ▶ From the navigation menu, click on *My Reservations* to view/edit/delete reservations

- ▶ From the custom tabs, click on *My Reservations*



Getting Help

- ▶ Tutorial materials available via the *Help* link at top-right
- ▶ Contact your local help desk
 - They will be aware of local network/power status
- ▶ Contact Technical Support:
 - support@inventivetec.com
 - 800.474.5128x3



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