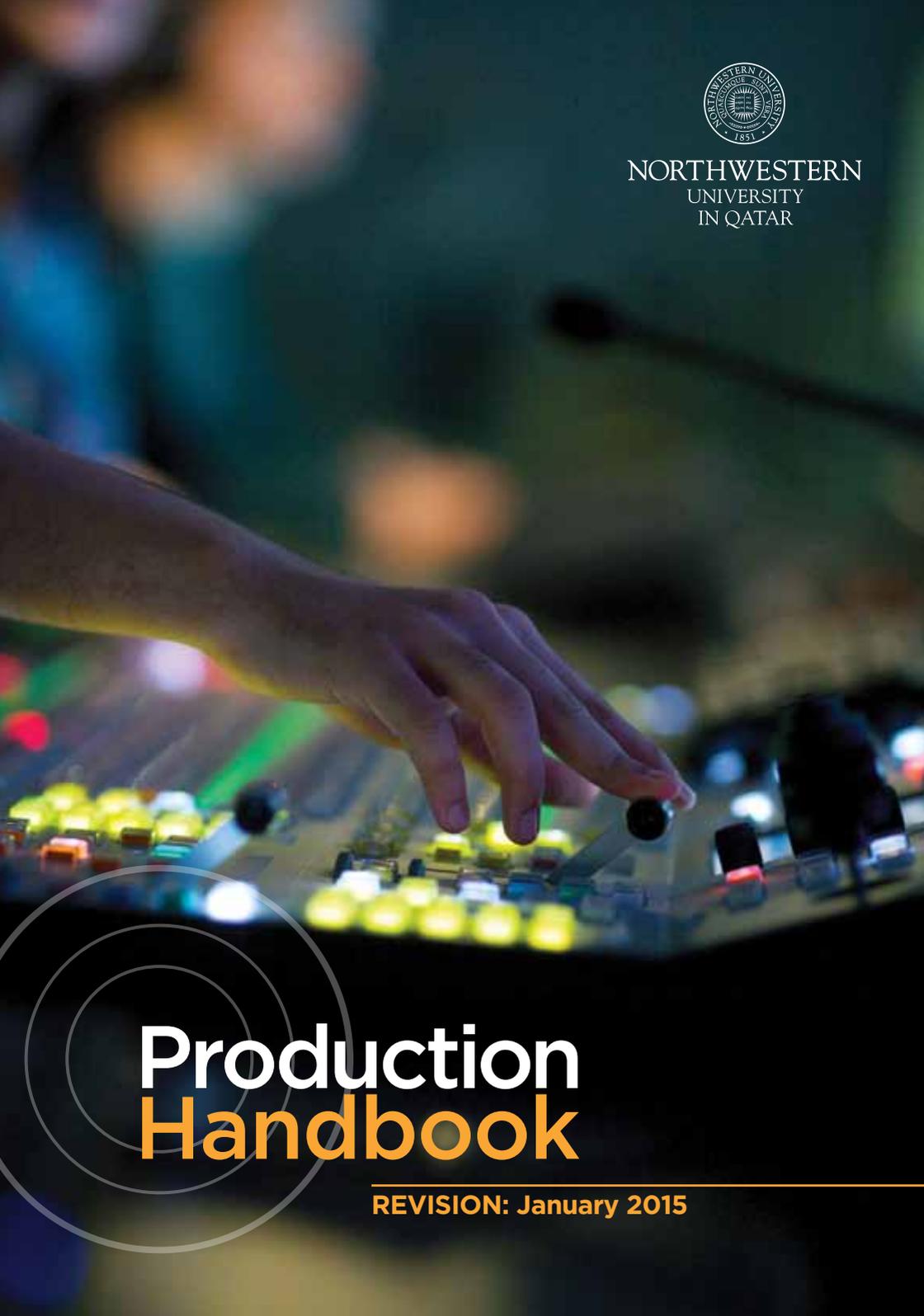




NORTHWESTERN
UNIVERSITY
IN QATAR

A close-up photograph of a person's hand resting on a control panel with various buttons and knobs, some of which are illuminated with yellow and green lights. The background is blurred, showing more lights and a microphone.

Production Handbook

REVISION: January 2015

A solid orange vertical bar runs along the left edge of the page.

Production Handbook

REVISION: January 2015

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Introduction

1.1. PURPOSE OF THIS DOCUMENT

This document outlines policies and procedures surrounding the use of equipment and facilities supported and managed by the Northwestern University in Qatar Production and Digital Media Services Department. This document is produced in collaboration with NU-Q senior management, Program directors, Faculty, Staff and Students.

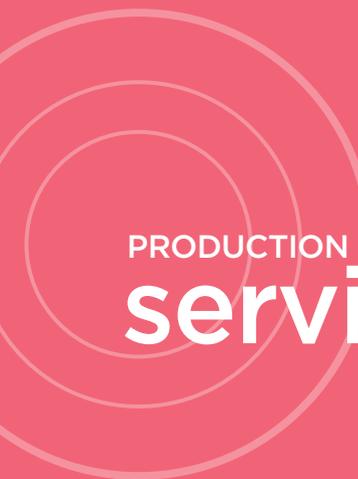
1.2. STUDIO BUILDING MAP



1.3. CMU BUILDING PRODUCTION ROOMS

Computer Lab: 3178

Large Video Edit Suites: 3216, 3218 (upon special request)



PRODUCTION AND DIGITAL MEDIA
services rules

2.1. EQUIPMENT CAGE RULES

- Only Production and Digital Media Services Staff are allowed in the equipment cage.
- Checked out equipment cannot be stored in the equipment cage. When equipment is checked out, it must be taken with you.
- Equipment checked out from the equipment cage must be returned ONTIME and in the state that it was received. Equipment must be clean and stored neatly in the cases provided upon return.
- If a piece of Equipment is damaged while checked out, the person(s) responsible for the equipment **must** inform the equipment cage and obtain a *Damaged Equipment Form*. The form must be filled out in its **entirety** and signed off by the person(s) responsible and a member of the Production and Digital Media Services Staff.
- Students, Faculty and Staff are served on a first come first served basis.

2.2. NU-Q STUDIO BUILDING RULES

- Equipment should not be left in corridors, classrooms, edit suites or with security guards.
- No food or drink is allowed in the:
 - Studios
 - Edit Rooms
 - TV Control Room
- Only faculty and staff are allowed in:
 - The Rack Room
 - The Faculty and Staff Lounge
- Edit suites should be cleaned and left in the same state they were found upon completion of their use. Nothing should be left behind in the edit suites.
- Please report any non-functioning items to a member of the Production and Digital Media Services Staff.
- Security Guards are not permitted to open Studios A & B, a key must be checked out from the equipment cage to gain access.
- Failure to adhere to any of the above rules will result in a penalty and potential loss of privileges to use production equipment and facilities.

POLICIES & PROCEDURES—

production equipment and facilities

05

3.1. EQUIPMENT PRIVILEGES FOR FACULTY, STAFF, STUDENTS AND ALUMNI

Equipment is for the exclusive use of NU-Q Faculty, Staff, Students and Alumni, who have signed an Equipment Loan Agreement form and been trained to use equipment by a Production and Digital Media Services staff member.

CHECK OUT OF EQUIPMENT FOR THE USE OF ANY NON-NU-Q COMMUNITY MEMBER IS NOT PERMITTED.

3.2. EQUIPMENT AVAILABLE WITHOUT TRAINING

The following equipment types are approved for all Faculty, Staff, Students, and Alumni without any prior training:

1. CF cards and readers
2. SD cards and readers
3. Batteries
4. Manfrotto Basic Tripod

3.3. EQUIPMENT RESERVATIONS

Equipment reservations can only be made online at <https://webcheckout.qatar.northwestern.edu/webcheckout/pir/login>
Log in using your NetID and password.

Instructions on how to reserve equipment with Webcheckout can be found in Appendix F.

Reservations can be made up to 30 days in advance.

EQUIPMENT AVAILABILITY CANNOT BE GUARANTEED WITHOUT A RESERVATION.

3.4. EQUIPMENT CAGE HOURS

Cage Opening Hours

8:30 AM–5:00 PM

Sunday through Thursday

(Excluding NUQ official holidays)

Check-in 9:00 AM–1:00 PM

Check-out 9:00 AM–5:00 PM

Term Breaks and Summer Cage Hours

During summer and term breaks the equipment cage will reduce its operating hours to:

9:00 AM–5:00 PM

Sunday through Wednesday

Check-in 9:00 AM–1:00 PM

(Equipment Cage Closed) 1:00 PM–2:00 PM

Check-out 9:00 AM–1:00 PM and 2:00 PM–5:00 PM

The Equipment Cage will be closed Thursdays during Summer and Term Breaks and will close completely three weeks before the start of Fall Semester.

3.5. CHECK-IN AND CHECK-OUT PROCEDURES

Equipment can be checked out for three days, except **Tuesday when check-out is two day**. Equipment check-out and check-in daily schedule:

Equipment checkout-day	Equipment check-in day
Sunday	Wednesday
Monday	Thursday
Tuesday*	Thursday
Wednesday	Sunday
Thursday	Sunday
Friday - no check-out	
Saturday - co check-out	

*Equipment checked out on Tuesday **MUST** be returned on Thursday, except Summer and Term Breaks when equipment is returned on Wednesday.

3.6. CLASS SCHEDULE CHECK-IN EXCEPTION

In cases where class schedules conflict with equipment return, students must make arrangements **during check-out** with the equipment cage personnel to return equipment at a specified hour.

3.7. SPECIAL REQUESTS AND EXTENSIONS

In special cases extensions on equipment checkout will be accepted however students must have a completed **Special Request form** signed by a faculty member or by the Director of Production & Digital Media in advance of the checkout. In most cases extension requests will be honored if equipment has not already been reserved.

3.8. EQUIPMENT CHECK-OUT

Students, faculty, staff and alumni can check out equipment at any time of day during the equipment cage operating hours.

Students, faculty, staff and alumni can only checkout equipment that they have been trained to use by a Production and Digital Media Services staff member and have submitted an ***Equipment training form*** to the equipment cage, as detailed in section **3.10 Equipment Training**.

All group members should be present during the check out and all members must sign the Checkout form. Walk up requests will be accepted for small accessory items, such as card readers, batteries, cables, recording media, microphones and tripods. All other equipment should be reserved using the online Webcheckout system. (See Appendix F)

Reserved equipment must be checked out by **5:00 PM** on the requested day. If you have a large equipment reservation, you should plan accordingly to ensure check out is completed before **5:00 PM**. Individuals or groups checking out equipment should verify it for accuracy with the check-out form and acknowledge proper operation before departing.

Once the *Check-out Form* has been signed, the student/group checking out has accepted that all items are present and in good working order. The student/group is fully responsible for the condition of the equipment listed on that form, as per the Equipment Loan Agreement. (See Appendix E)

3.9. EQUIPMENT CHECK-IN

All Equipment check in's should be completed before 1:00 PM on the agreed-upon date, extensions can only be granted **DURING CHECK OUT**, once the checkout form is signed the return date, and time is absolute.

When returning equipment any loss and/or damage to the equipment must be reported and appropriate form submitted to the equipment cage.

Production & Digital Media Services staff will not except that any item was not present or functioning during the check out. Once the Check out form was signed, the student/group confirmed that all items were present and in good working order, as per the Equipment Loan Agreement. (See Appendix E)

Equipment must be returned by the student/group who signed the check out form, if equipment is returned by anyone else this will result in a penalty.

Failure to return equipment ON TIME and in *satisfactory fashion** will result in the following penalties for individuals and all group members:

3.10. PENALTIES

Any Student, Faculty, Staff or Alumni who have not returned equipment on time, and/or in satisfactory fashion will incur penalties*.

- Penalty: 200 QR fine
- An additional 200 QR per week will be added to your account until equipment is returned.
- Repeated Offense (More than two Penalties incurred during semester): loss of equipment privileges for Summer and Term Breaks.

Fines must be paid in person at NU-Q Business and Finance, all equipment, edit suite and studio privileges will be suspended until a valid payment receipt is presented to the Equipment Cage.

Satisfactory fashion* means: machines turned off, cables coiled properly, all equipment packed in original cases, all tape removed from cables and cases, dirt or sand cleaned off. All recording media must be formatted and present at check in. **Equipment should be ready for use by the next person.

3.11. EQUIPMENT TRAINING

Equipment training sessions will be conducted by a member of the Production and Digital Media services staff, an **Equipment Training form** listing the equipment that was shown, must be signed by the attendee(s) and a Production and Digital Media Services staff member then submitted to the equipment cage to authorize check out and reservation privileges.

Individual and group training sessions can be requested by emailing production@qatar.northwestern.edu. Only students who have already completed a 100 level production class can avail this service.

3.12. FILMING PERMISSIONS

When filming inside Education City, a valid NU-Q Press badge must be displayed at all times, QF security personnel will request you to stop filming if a valid NU-Q Press badge is not displayed.

When filming outside of Education City, be sure to contact the owner or property manager prior to arrival on location, always get approval before filming, failure to do so may result in legal action and/or seizure of equipment by local authorities.

Filming of any government building is not permitted in the State of Qatar and can result in legal action, seizure of equipment and/or imprisonment.

Any equipment that is seized by authorities needs to be reported to the equipment cage, and a copy of the Police report must be submitted to the equipment cage.

3.13. LIABILITY

An individual who checks out equipment on their own is solely liable for any loss and/or damage to the equipment, as per the Equipment Loan Agreement. (See Appendix E) Students who are working in a group are jointly liable for any damage and/or loss to that equipment.

Checking out equipment on behalf of other NU-Q students or non NU-Q community members is not permitted and will result in a penalty and suspensions of privileges.

3.14. TOTAL LOSS OR THEFT OF EQUIPMENT

Any loss or theft of equipment should be immediately reported to the equipment cage. The student(s) responsible for the loss will have their equipment privileges suspended until the Director of Production and Digital Media or the NU-Q Review Committee makes a decision regarding the loss. See Appendix A for Review Committee details.

Students must file a police report with campus security if the loss occurred on school grounds or with the appropriate police if the loss has occurred off-campus. A copy of the report must be provided to the equipment cage with a Total Loss or Theft of Equipment Form.

If required, the NU-Q Production Review Committee will meet to determine the extent of financial liability and duration of loss privileges. See Appendix B for Financial Liability of Loss or Damaged Equipment details.

3.15. DAMAGE TO EQUIPMENT

During equipment check-in, any damage or operational problems with equipment should be reported immediately to Equipment Assistant or the Equipment Coordinator. Damage or operational problems with equipment must be documented using the Damaged Equipment Form and submitted with a photograph of the damage at check-in.

The student(s) responsible for the damage will have their equipment privileges suspended until a decision regarding the damage has been made by the Director of Production and Digital Media, the arbitration process or a payment for the damage has been made.

If required, the NU-Q Production Review Committee will meet to determine the extent of financial liability and duration of lost privileges. See Appendix A for Production Review Committee. See Appendix B for Financial Liability of Loss or Damaged Equipment details.

3.16. EQUIPMENT PRIORITY

Equipment required for class instruction has priority over any equipment reservations or usage. During periods of class instruction equipment will be offline up to the first eight weeks of semester or until class instruction is complete. Equipment access is based on the following priority:

3.16.1. FIRST PRIORITY

During fall and spring academic semesters, students enrolled at NU-Q have first priority usage.

A. First Priority students have reservation privileges for cage equipment on a first come, first serve basis for the entire semester.

B. First Priority students can only have access to cage equipment that they have been instructed to use by a Production and Digital Media Services staff member and have submitted a valid Equipment Training Form to the equipment cage, in accordance with the Equipment Loan Agreement.

3.16.2. SECOND PRIORITY

Second priority includes Faculty, Staff and Alumni.

Faculty and Staff members have access to equipment during their employment by NU-Q, to avail this service they must first sign a Faculty and Staff Equipment Loan Agreement form.

Alumni must first sign an Alumni Equipment Loan Agreement form and can then have access to equipment for a period of TWO YEARS following graduation.

Faculty, Staff and Alumni may check out equipment for a period of three days. Requests for extensions will be granted on a case-by-case basis. Equipment must be presented to the equipment cage for permission to extend the check-out period. If equipment is not found to be in satisfactory condition, no extension will be granted and you will face a fine.

- A. Second Priority** Faculty, Staff and Alumni have access to equipment on a first come, first serve basis.
- B.** Equipment reserved for classroom use and students take precedence over any second priority check-out.
- C.** Overdue Penalties are as follows: failure to return equipment on time in satisfactory fashion will result in:
 - Penalty: 200 QR fine
 - An additional 200 QR per week will be added to your account until equipment is returned.
 - Repeated Offense (More than two Penalties incurred during two year period): Permanent loss of equipment privileges.

Fines must be paid in person at NU-Q Business and Finance, all equipment privileges will be suspended until a valid payment receipt is presented to the Equipment Cage.

3.17. TERM BREAKS AND SUMMER ACCESS

Access to equipment is limited to Faculty, Staff, Alumni, and students enrolled in summer production courses, students finishing incomplete's from a previous semester, students with a studio 20Q grant and students with fewer than three penalties incurred during the previous semester.

Students working on Faculty sponsored projects and students finishing incomplete's must have a completed **Special Request form** signed by their advisor or instructor for equipment access to be granted.

All equipment is to be returned back to the Equipment cage **THREE WEEKS** before the start of Fall Semester. This allows equipment to be serviced before the beginning of the academic year.



POLICIES & PROCEDURES—
studios A & B

4.1. RESERVATIONS

Room reservations can only be made online at <https://webcheckout.qatar.northwestern.edu/webcheckout/pir/login>

Log in using your NetID and password and select Production Locations.

Full details on how to make online room reservations can be found in **Appendix F** of this document.

A list of all non NU-Q students (if any) who will be present at the time of the reservation must be included under the Notes section of the reservation. All visitors must sign in at the Security desk and surrender a valid ID. Visitor badges must be clearly visible at all times when not in the studio.

Students need to report to the equipment cage to check out a Key for access to the Studios. For weekend reservations students must check out a key on Thursday before 5:00 PM. Failure to do this will result in cancellation of your reservation.

Security Guards are not permitted to open Studios A & B

4.2. FLATS AND PROPS

Requests to use any Flats or Props should be submitted to the Production Coordinator using the Flats and Props Request form, detailing all requirements, no later than two days before the specified date.

Students may not damage or drill any holes in the flats. All flats should be returned and painted back to their approved color upon completion of use. Failure to do so will result in a fine and suspensions of reservation privileges.

All Flats and Props used for production should be neatly stored in their proper storage area at the end of the reserved time. Flats and props should not block any entrance or exit at anytime.

All painting should take place in the construction set area and should not be carried out inside the studios.

At the end of your reservation the studio floor should be cleared of all tape and markings and all items cleared from the space. Curtains should be tied off in the specified places.

4.3. LIGHTING GRID

Students may not use the studio lighting grid unless they have been trained to do so by a Production and Digital Media Services staff member.

4.4. SPECIAL EVENTS

Studio B can be reserved for Special Events. Event requests must be submitted to the NU-Q Facilities Management Department and a reservations must be made in Webcheckout. All technical requirements such as use of studio lighting should be detailed in the notes section of the reservation and a completed Special Request Form should be submitted to the equipment cage.

5.1. USAGE GUIDELINES

Students must first attend an *Edit Suite and Whisper Room Orientation training* in order to have access to the editing suites and whisper rooms. Training is conducted in all 100 level production classes and can be scheduled on an individual or group basis by emailing production@qatar.northwestern.edu

Students must follow the prescribed workflow outlined in the *Production and Digital Media Workflow* document at all times. Failure to adhere to this will result in loss of Edit Suite reservation privileges until another *Edit Suite Orientation training* has taken place.

Preventative maintenance of editing suites and whisper rooms will take place over the semester and will result in editing suites and whisper rooms being taking offline for short periods of time.

On a yearly basis editing suite and whisper room technology changes may take place and *Edit Suite and Whisper Room Orientation training* will need to be renewed.

NO FILES SHOULD BE SAVED ON THE DESKTOP.

POLICIES & PROCEDURES—

edit suites & whisper rooms

5.2. RESERVATIONS

Room reservations can be made online at <https://webcheckout.qatar.northwestern.edu/webcheckout/pir/login>

Log in using your NetID and password and select Production Locations.

Full details on how to make online room reservations can be found in **Appendix F** of this document.

All non-NU-Q students must sign in at the Security Desk when entering the building and surrender a valid ID, guests will be given a visitor badge that should be clearly displayed at all times. There is a limit of one (1) guest per student for editing suites.

Students must provide security with a valid Student ID and reservation in order to use the editing suites.

Non NU-Q students are authorized to use the editing suite technology.

5.3. STUDIO, EDIT SUITE, AND WHISPER ROOM PRIORITY

5.3.1. FIRST PRIORITY

During Fall and Spring academic semesters, students currently enrolled at NU-Q who have completed an ***Edit Suite Orientation training*** have first priority usage.

A. First Priority students have reservation privileges for Studios and Editing Suites on a first come, first serve basis for the entire semester.

B. First Priority students can only have access to facilities that they have been instructed to use by a Production & Digital Media Services staff member and submitted a valid ***Training Form*** to the equipment cage, in accordance with the Equipment Loan Agreement.

5.3.2. SECOND PRIORITY

Second priority includes Alumni.

Alumni must complete Edit Suite Orientation Training every year to have access to the facilities.

A. Second Priority Alumni have access to editing suites on a first come, first serve basis.

B. Editing suites reserved for class use and students take precedence over any second priority reservation.

5.4. AUDIO EDIT SUITES

Students enrolled in courses using PRO TOOLS are provided reservation privileges in the Audio Editing Suites after completing in class training.

Alumni who have previously taken a class using PRO TOOLS are given reservation privileges in the Audio Editing Suites. Alumni can request for individual training sessions by emailing production@qatar.northwestern.edu

Students who have taken a 300 level production course can request for individual training sessions by emailing production@qatar.northwestern.edu

5.5. TERM BREAKS AND SUMMER ACCESS

Edit Suite and Whisper Room access is limited to Students, and Alumni who have completed an ***Edit Suite and Whisper Room Orientation training*** and are enrolled in summer production courses, students finishing incomplete's from a previous semester and students with a studio 20Q grant. All Students and Alumni with fewer than two penalties from the previous semester may use the editing suites and whisper rooms.

POLICIES & PROCEDURES—

traveling with equipment

6.1. REQUESTS

Students wishing to travel outside of Qatar with equipment must fill out a ***Travel Request form ONE WEEK*** prior to their departure. Students traveling with large amounts of equipment must fill out a ***Travel Request form THREE WEEKS*** prior to departure in order to receive a travel letter from Qatar Foundation.

Students must provide the location(s), purpose of trip, and dates of travel along with a brief description of the project signed by a trip advisor/sponsor, faculty member or Director of Production and Digital Media in order to reserve equipment.

Failure to complete these requirements will result in cancellation of your reservation and ability to take equipment with you.

6.2. EQUIPMENT AVAILABLE FOR TRAVEL

Only specific equipment is available for travel outside of Qatar see Appendix C.

6.2.1. INDIVIDUAL TRAVEL

Students wishing to travel outside of Qatar with equipment must fill out a ***Travel Request form ONE WEEK*** prior to their departure. Students traveling with large amounts of equipment must fill out a ***Travel Request form THREE WEEKS*** prior to departure in order to receive a travel letter from Qatar Foundation.

Students must provide the location(s), purpose of trip, and dates of travel along with a brief description of the project signed by a trip advisor/sponsor, faculty member or Director of Production and Digital Media in order to reserve equipment.

Failure to complete these requirements will result in cancellation of your reservation and ability to take equipment with you.

6.2.2. UNIVERSITY SPONSORED TRAVEL

Faculty, Staff and Students traveling under a University sponsored travel program must specify the need for Production equipment as part of the Travel Application process, after submitting the application and receiving approval from the Deans Council Trip leaders should contact the Director Production and Digital Media to discuss equipment needs. The trip leader is required to contact the local Film commission or Film Development office of their destination in order to obtain approval for specified filming locations, a copy of the correspondence should be submitted to Production and Digital Media Services before equipment checkout is granted, a database of International Film Commissions can be found at <http://www.afci.org/film-commissions>, other countries not found in this database can be found under a web search, Production and Digital Media Services can assist if requested.

Students are required to checkout the approved equipment on a individual or group basis. Students should clear all fines with the cage in order to checkout equipment.

Students who will not be returning direct to Doha after the trip are not permitted to checkout any equipment. All equipment should be returned by the student or group who signed the checkout form, retuning of equipment for other students is not permitted and will result in a fine.



Appendix

Appendix A

NU-Q Review Committee

The NU-Q Review Committee is composed of the appropriate faculty or Dean, Financial Risk Management, Production Manager and Equipment Coordinator and shall meet to determine student penalties related to overdue equipment, equipment loss or damage.

Appendix B

NU-Q Student Liability Related to Loss or Damage to Equipment

Students are completely responsible and financially liable for all equipment checked out to them. Per university insurance policies, a student's liability exposure is limited to the first \$750.00 dollars or 15% of the total loss; whichever is greater, up to \$1000.00. Students will be notified of replacement costs by the Production Department and will receive a receipt for payment of costs. Payment for loss or damage of equipment must be made within thirty days once the student is notified of the replacement cost, or a payment schedule may be arranged with Business and Finance Department.

Appendix C

Equipment Available for Travel

The following equipment is approved for travel:

1. Nikon D90 DSLR and lenses
2. Nikon D5100 DSLR and lenses
3. Panasonic HDC-750 Video Camera
4. Canon 5D Mark II & III DSLR Cameras and lenses
5. Canon 6D
6. Canon 700D
7. Go Pro Hero One Kit
8. Olympus Handheld Recorder
9. Zoom Handy Recorder
10. Marantz Digital Recorder
11. Shure Handheld Omnidirectional Microphone
12. Tram TR-50 Lav Microphone
13. Audio-Technica Lav Microphone
14. Azden Shotgun Microphone
15. Manfrotto Tripod
16. Satchler Video Tripod
17. Gorillapod

Appendix D

Equipment Available to All NU-Q Students

The following equipment is approved for all students to check-out from the cage:

1. Portable Hard Drives
2. CF cards and readers
3. SD cards and readers
4. Batteries
5. Manfrotto Basic Tripod

Appendix E

Production Department Loan Agreement

I acknowledge that I will have the privilege of access to Production Department equipment during my study with Northwestern University in Qatar.

I understand and acknowledge that the equipment:

1. Is the property of Qatar Foundation and will be on loan to me from Northwestern University in Qatar
2. Is to be used for purposes directly related to my educational program at NU-Q and in accordance with the Production Department policies of Northwestern University and NU-Q
3. In my possession upon my separation from NU-Q (whether because of graduation, suspension, or my taking a leave of absence) must be returned to NU-Q in proper working order
4. May have to be returned at any time at the request of NU-Q Production Department personnel

I understand and agree that:

1. The equipment I check out is my responsibility and that I must safeguard it against damage and theft; it is my responsibility to check that the equipment is in working order before leaving the checkout counter
2. I will notify the Production Department personnel immediately if there are any malfunctions with the equipment I have checked out
3. I must return the equipment to NU-Q in good working order during check in, I will report any faults at the time of check in to a Production Department member
4. I will abide by the agreed equipment return timing specified during checkout
5. I must be adequately trained to use the equipment by an instructor before I am allowed access to it
6. I will not check out equipment for the use by individuals who are not enrolled at NU-Q or adequately trained to use the equipment by an instructor

Improper use, damage/loss, and/or failure to return the assigned equipment in good working condition as determined by NU-Q Production Department and described above could result in penalties, including but not limited to:

1. The inclusion on my student financial account of a charge for the full replacement cost of the equipment. Failure to pay that charge within 10 business days may cause NU-Q to institute a financial hold. The financial hold could have consequences including but not limited to:
 - Inability to continue my enrollment at NU-Q
 - Withholding of transcripts for courses already taken at NU-Q
 - Withholding of Northwestern University diploma on graduation
 - And/or the denial of exit visas from the State of Qatar

Appendix F

Instructions for Webcheckout Reservations

Log into Webcheckout at:

<https://webcheckout.qatar.northwestern.edu/webcheckout/pir/login>

Use your NetID and password and hit RETURN

Select a Location:

For Equipment reservations choose PRODUCTION

For Room reservations choose

PRODUCTION LOCATIONS

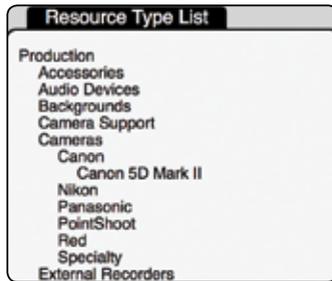
Click on Create a new reservation.

RESERVING EQUIPMENT

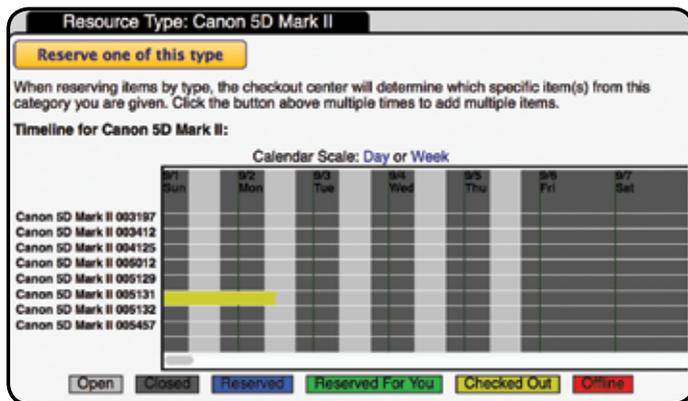
1. Set the date and time your reservation will begin and the duration using the calendar icon and the drop down menu.

2. Next, click on ADD RESOURCES at the top of the page and click on "Production" in the Resource Type List window. A list of Equipment will appear below "Production."

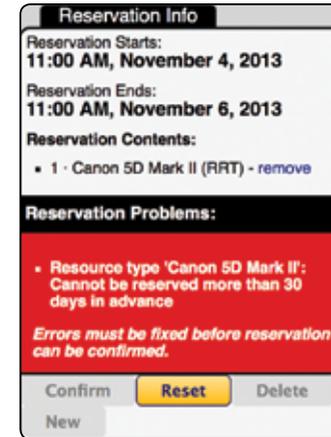
3. Choose the resource you need to check out. For example if you want to reserve a Canon 5D, click on “Cameras” then “Canon” then “Canon 5D Mark II”



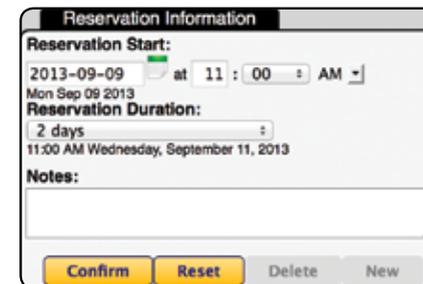
4. Once you have found the resource type you want to reserve, click on it and a Resource Type window will appear on the right with a calendar showing the availability of the item. Use the grey slider at the bottom of the timeline to view future dates on the calendar. Then Click on the yellow button “Reserve one of this type” to reserve one item. Click the button multiple times to reserve multiple items.



5. If there is an error in your request, a red box appears in the Reservation Info. Choose the “Reset” button to fix errors in order to confirm your reservation. Your reservation will not be made if there are errors.



6. When there are no errors in your reservation, a yellow “Confirm” button will appear in the Reservation Info. Click to confirm your reservation.



7. When the Reservation is confirmed, you will receive a Checkout confirmation number.

8. To add more items to your reservation, click on Add Resources at the top of the page and continue to add items from the Resource Type List.

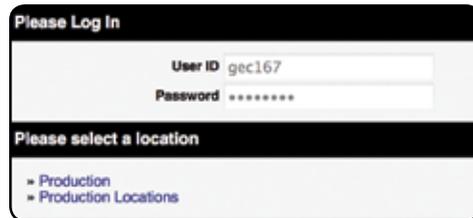
9. Hit “Confirm” and you will see your Reservation Contents and Timeline. Hit “Return” to save your reservation. You can now logout.

10. When you log back in, your upcoming reservations will appear with an opportunity to edit the reservation list or create a new reservation.

If you have any questions or concerns, contact the equipment cage or refer to the User’s Guide found at the top of the page.

RESERVING PRODUCTION FACILITIES

When logging into Webcheckout, choose Production Locations



Please Log In

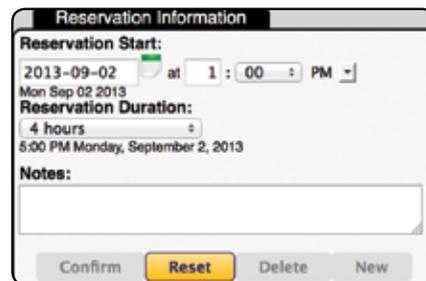
User ID gec167

Password *****

Please select a location

- Production
- Production Locations

1. Choose the date and time and Reservation Duration you wish to have. Edit Suites can be reserved for up to 4 hours. Studios can be reserved for up to 8 hours.



Reservation Information

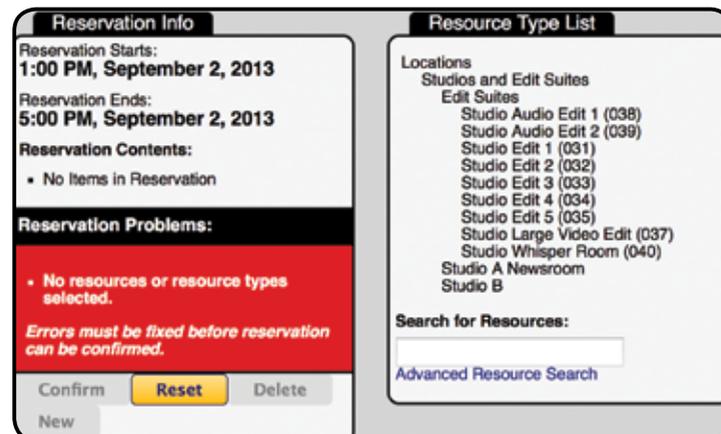
Reservation Start:
2013-09-02 at 1:00 PM
Mon Sep 02 2013

Reservation Duration:
4 hours
5:00 PM Monday, September 2, 2013

Notes:

Confirm Reset Delete New

2. Choose Add Resource from the top and then click on Locations in the Resource Type List to choose a space.



Reservation Info

Reservation Starts:
1:00 PM, September 2, 2013

Reservation Ends:
5:00 PM, September 2, 2013

Reservation Contents:
No Items in Reservation

Reservation Problems:
No resources or resource types selected.
Errors must be fixed before reservation can be confirmed.

Confirm Reset Delete New

Resource Type List

Locations

- Studios and Edit Suites
- Edit Suites
 - Studio Audio Edit 1 (038)
 - Studio Audio Edit 2 (039)
 - Studio Edit 1 (031)
 - Studio Edit 2 (032)
 - Studio Edit 3 (033)
 - Studio Edit 4 (034)
 - Studio Edit 5 (035)
 - Studio Large Video Edit (037)
 - Studio Whisper Room (040)
- Studio A Newsroom
- Studio B

Search for Resources:

Advanced Resource Search

3. Choose a room, for example the Large Video Edit room. A Timeline will appear on the right showing the availability of the room. Use the grey slider to move forward on the calendar.



Resource Type: Studio Large Video Edit (037)

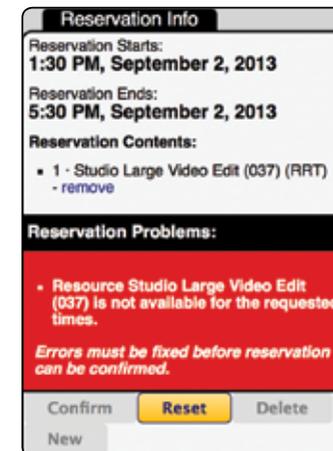
Timeline for Studio Large Video Edit (037):

Calendar Scale: Day or Week

Studio Facility Room 037 Large Video Edit

Open Closed Reserved Reserved For You Checked Out Offline

4. If the room is unavailable, a message will appear in the Reservation Info box.



Reservation Info

Reservation Starts:
1:30 PM, September 2, 2013

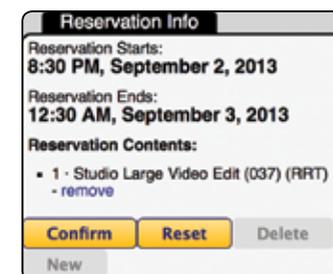
Reservation Ends:
5:30 PM, September 2, 2013

Reservation Contents:
1 - Studio Large Video Edit (037) (RRT)
- remove

Reservation Problems:
Resource Studio Large Video Edit (037) is not available for the requested times.
Errors must be fixed before reservation can be confirmed.

Confirm Reset Delete New

5. Make adjustments to your reservation time by pressing the reset button and choosing a new date or time. Then choose Add resource and add the room again.



Reservation Info

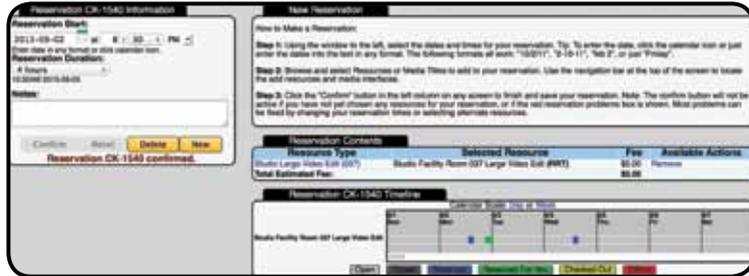
Reservation Starts:
8:30 PM, September 2, 2013

Reservation Ends:
12:30 AM, September 3, 2013

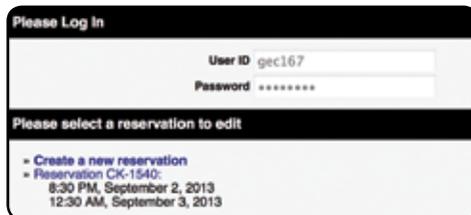
Reservation Contents:
1 - Studio Large Video Edit (037) (RRT)
- remove

Confirm Reset Delete New

6. Press the yellow Confirm button to make the reservation. You will be assigned a Checkout Confirmation number and a new window with the Reservation Contents and Timeline will appear.



7. You can now logout. When you login again, your reservation will appear when you choose Production Location with the option to Edit or Create a new reservation.



If you have any questions or concerns, email production@qatar.northwestern.edu or refer to the User's Guide found at the top of the page.

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