To **Check-Out** Equipment
Select the staff member you wish to assign the equipment to.

Click *Create*
Enter the tag number manually or select from the list by clicking the magnifying glass. Enter any comments you may have.

Click the **Add Asset** button.

Set the due date for the asset return. (It will default automatically to one year.)
If you added an incorrect asset by mistake, you can click **Remove Asset** and it will reflect its previous location.

The asset is now **Checked-Out**
To **Check-In** Equipment

Enter the **Check-Out Number**, **Tag Number** and **Condition**.

Click **Check-In**
The asset has now been **Checked-In**

**Note**

When equipment is checked back in, it’s location will reflect the same as before it was checked out. If the location needs to be updated, you will have to create an internal transfer.
To search for an existing asset that has been *Checked-In / Out*, you can either type in the number in the search field or click *Search Check-Out* below for a more detailed search.
To search for an existing asset that has been **Checked-In / Out**, you can either type in the number in the search field or click **Search Check-Out** below for a more detailed search.

By clicking **Search Check-Out**, you can search by a number of options.