

## **Redesigned Requester Screen**

01/05/2021

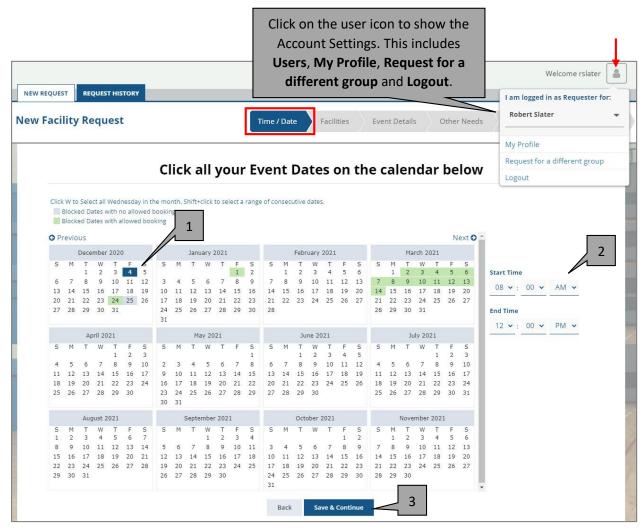
The **Requester Page** features a new and improved look that provides a better flow and easier navigation while making a Facility Request.

1. Requester Registration Form – Fill out the form.

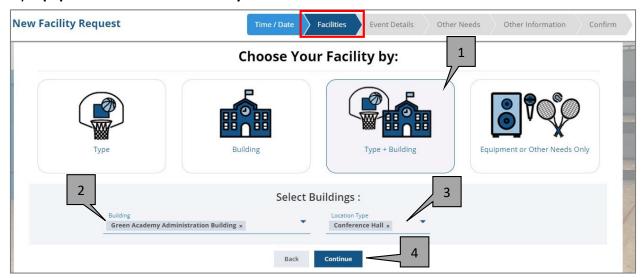


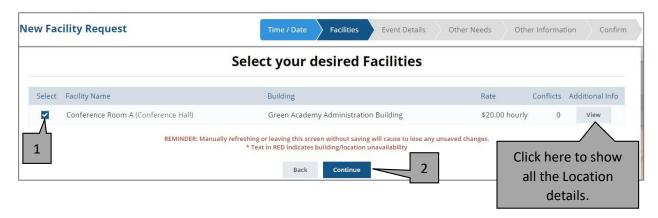
**2.** Requester Page – Once the Registration is approved, Clients can login to their accounts and proceed to the Requester Page. The **New Request** tab is selected by default.

**Time/Date** Screen – Choose the Date and Time of the Event and click on **Save and Continue** to proceed to the next screen.



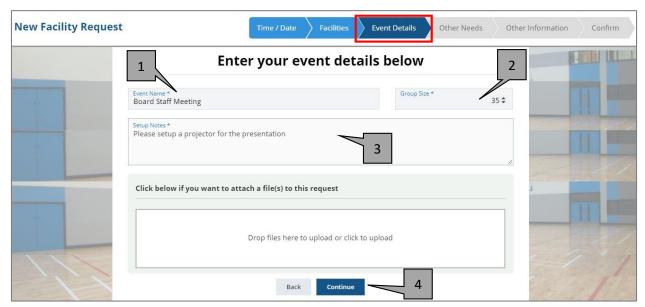
**Facilities** Screen – Choose the event's Facility/Location by **Type**, **Building**, **Type and Building**, or by **Equipment or Other Needs Only** and click **Continue**.



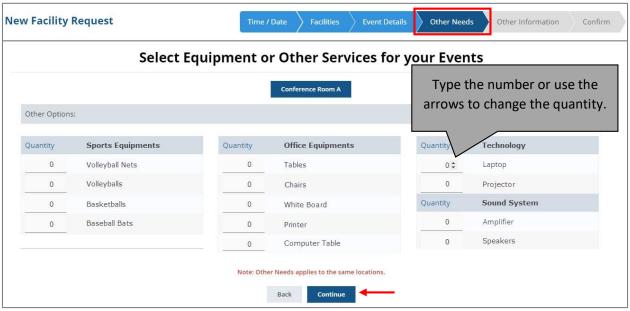


**Note:** Choosing **Equipment or Other Needs Only** will skip the facilities selection process and goes straight to the **Event Details** screen.

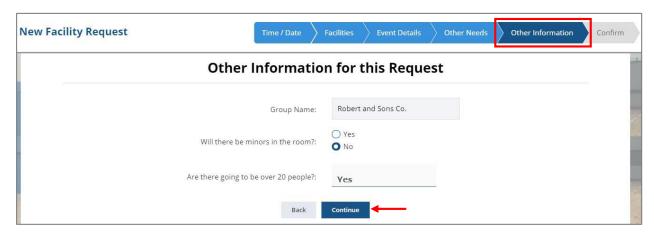
Event Details Screen - Add the event details and click Continue.



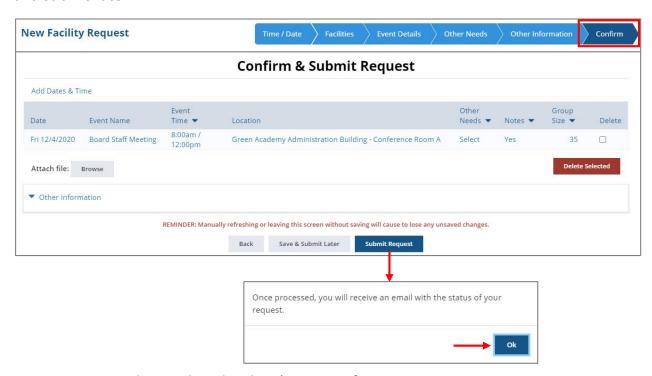
**Other Needs** Screen – Add the equipment and services needed for the event. Click **Continue** to proceed to the next screen.



Other Information Screen – Fill out the form if extra information is needed, then Continue.



**Confirm** screen – Review the event details before clicking on the **Submit Request** button or **Save** and **Submit Later**.



Request History tab – Displays the Client's History of Requests.

