

How to track equipment assignments and returns

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Knowing who has which equipment (and whether it has been returned) prevents loss and supports accountability.

Assigning equipment

1. Open the equipment record.
2. Go to the **Assignment, Checkout**, or similar section.
3. Assign the item to a staff member or volunteer.
4. Record the date assigned and any notes (condition, accessories included, expected return date).
5. Save.

Recording a return

1. Open the same equipment record.
2. Record the return date.
3. Update the status (e.g., back to "In Storage" or "Available").
4. Note the condition on return if relevant.

This process is especially important for laptops, projectors, cameras, and other portable items.
