

POUND HALL EQUIPMENT CHECKOUT

Purpose: To outline steps for equipment checkout at Pound Hall

Scope: Satellite Operations Staff and Managers

Procedures:

- I. USING FUSION
 - a. Login to Fusion on the Pound Hall desk computer
 - b. Scan the UGA ID of the individual wanting to use equipment for checkout
 - c. Select "Equipment"
 - d. Items for check out include:
 - i. Basketballs
 - ii. Volleyballs
 - e. AED/First Aid Kit
 - f. Select item to be checked out
 - g. Item should now be assigned to the individual