Using the T2 Website

The following explains how to login into the T2 website, request available equipment and review / print the equipment you have requested.

- **BASIC REQUIREMENTS**
    - Web Browser (IE, Chrome)
    - Minimum screen resolution of 1024 * 768, the higher the better.
    - T2 User Account and Password

- **HOME PAGE**
    - Using your browser, go to web site: https://www.clackamas.us/t2
      Which will bring you to the T2 Main Page
    - From here you can
        - Review general information on T2 program and history
        - review T2 Documents such as account request form
        - log into the T2 Request System to search / add / modify equipment request
    - To review T2 Documents, go to the section SUPPORT. A list of available documents including *Account Request* and *How To Use T2 are available*.

- **VIEW / REQUEST EQUIPMENT**
    - To Login, in the middle of the Home Page near the top, click on the large button called
      ### T2 REQUEST
    - You will be requested to enter your T2 assigned USERID / PASSWORD
    - This will place you on the main T2 EQUIPMENT PAGE. From here you can
        - Search through the **AVAILABLE** equipment to request
        - Review / modify the **REQUESTED** equipment
        - Review the equipment previously **DISBURSED** to your account

    - To view available equipment, click on tag **Available** in the upper left corner. The resulting list is all equipment available to be requested. It is listed in the order it was entered into the system.

    - To request an item, in the row of the desired equipment, in the far right there is a tag called **Request** this will remove the item from this view and place it in the Requested view for the user. Repeat this process for all items desired.
    - If the list does not fully fit on the screen, the web navigation bars will scroll the list.
    - The item requested is automatically reserved for the user, no saving or additional task is required to request the equipment.

- **REVIEW / CANCEL REQUEST**
    - o To Review or Cancel any requested items, click on tag **Requested** in the upper left corner. The resulting list is all the equipment requested by you and reserved for you to pick up. Any items previously requested but not picked up, will also display.
    - o IF the list is complete, <u>PRINT this list and bring it with you when you pick up the requested items in order to assist in processing your request.</u>
    - o IF any item is incorrect or no longer requested, in the row of the desired equipment, in the far right there is a tag called **Cancel Request**   If clicked, it will automatically remove the equipment from your request and placed back into the Available Items List.

- **REVIEW RECEIVED EQUIPMENT**
    - o If you need to see a list of all the equipment received by your account, click on the link **Disbursed** in the upper left corner.
    - o A list of items received by your account will be displayed in the order it was requested.
    - o If the report needs to be sorted differently, click on the link at the top of the column that has the type of type data you want to sort by.

- **LOGOUT**
    - o To logout and end your session, click on **LOGOUT** in the top right corner

- **QUESTIONS or PROBLEMS**
    - o For any questions or problems using this website or any other T2 related questions, please contact the T2 Administrator:

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