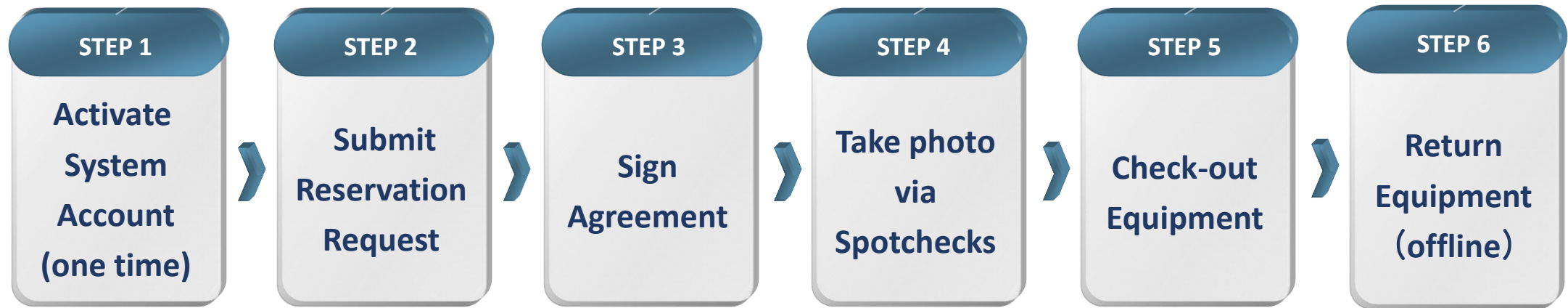


# Cheqroom System End User Manual

Jul 2025



# Steps for Equipment Check-out/in



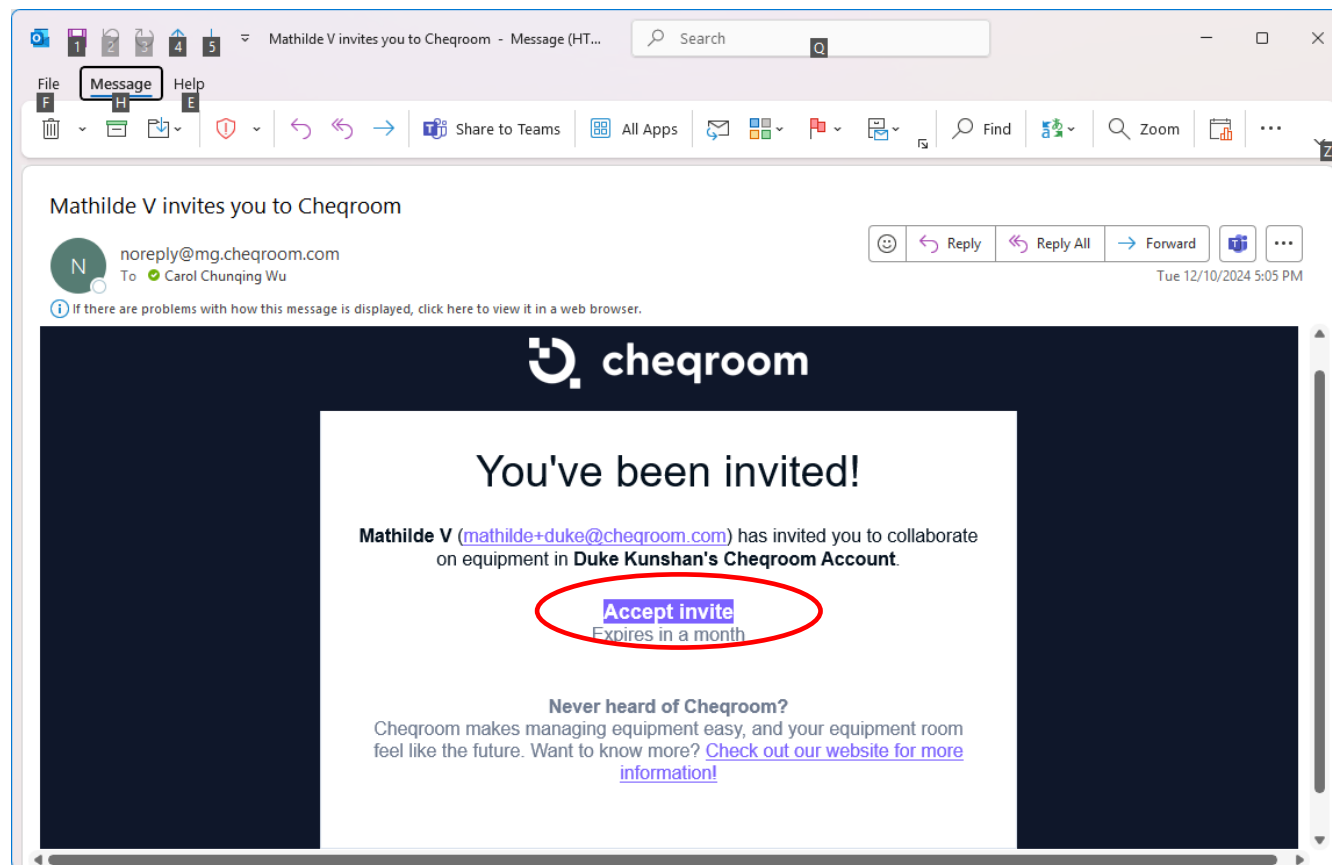


# PC Client



# Activate system account

After your user profile is created, you will receive a system notification email sent from [noreply@mg.cheqroom.com](mailto:noreply@mg.cheqroom.com). Click 'Accept Invitation' and follow the prompts in the pop-up window to activate your account.



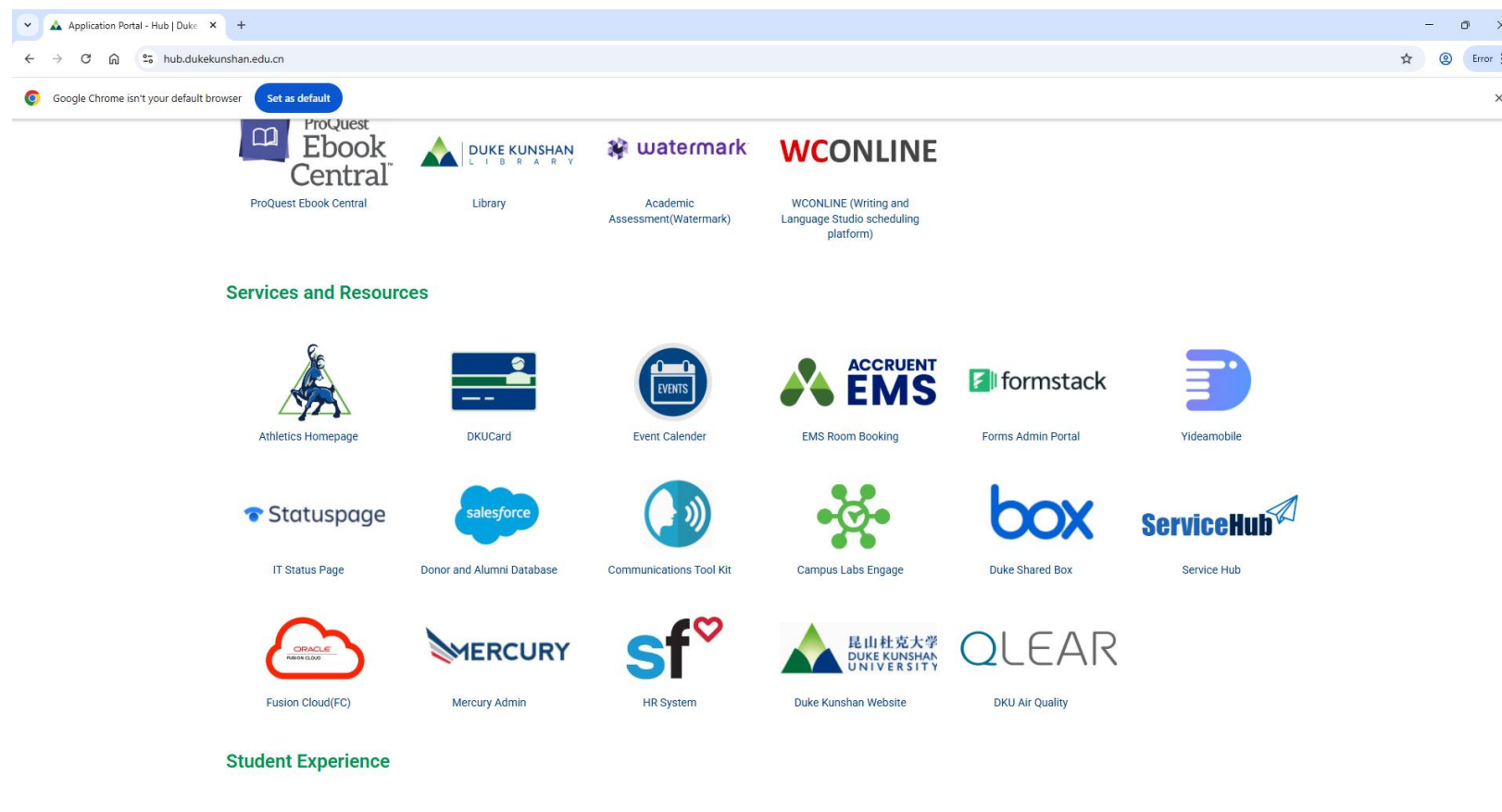
The screenshot shows the "Welcome to Cheqroom" activation form. At the top, there is a red error message: "This invite has expired. Please request a new invite from your administrator." Below this, the form asks the user to "Fill in your details to join your team on Cheqroom". The form fields are: "Full name" (with a red arrow pointing to it labeled "Your name"), "Email" (with a red arrow pointing to it labeled "Your DKU email address"), and "Password" (with a toggle for visibility and a note that the password must be at least 10 characters long and contain at least one number). There is also a checkbox for "I agree to the Terms of Use and Privacy Policy". A "Join team" button is at the bottom. At the very bottom, there is a link for "Already have an account? Log in" and the footer "cheqroom.com · contact support".



昆山杜克大学  
DUKE KUNSHAN  
UNIVERSITY



# Log in to the system



The login URL for Cheqroom is: <https://login.cheqroom.com/mV9hffCZAKFjyEphCmEa9K/login/strategy/SSO>.

Alternatively, you can find this login link through the DKU Application Portal.

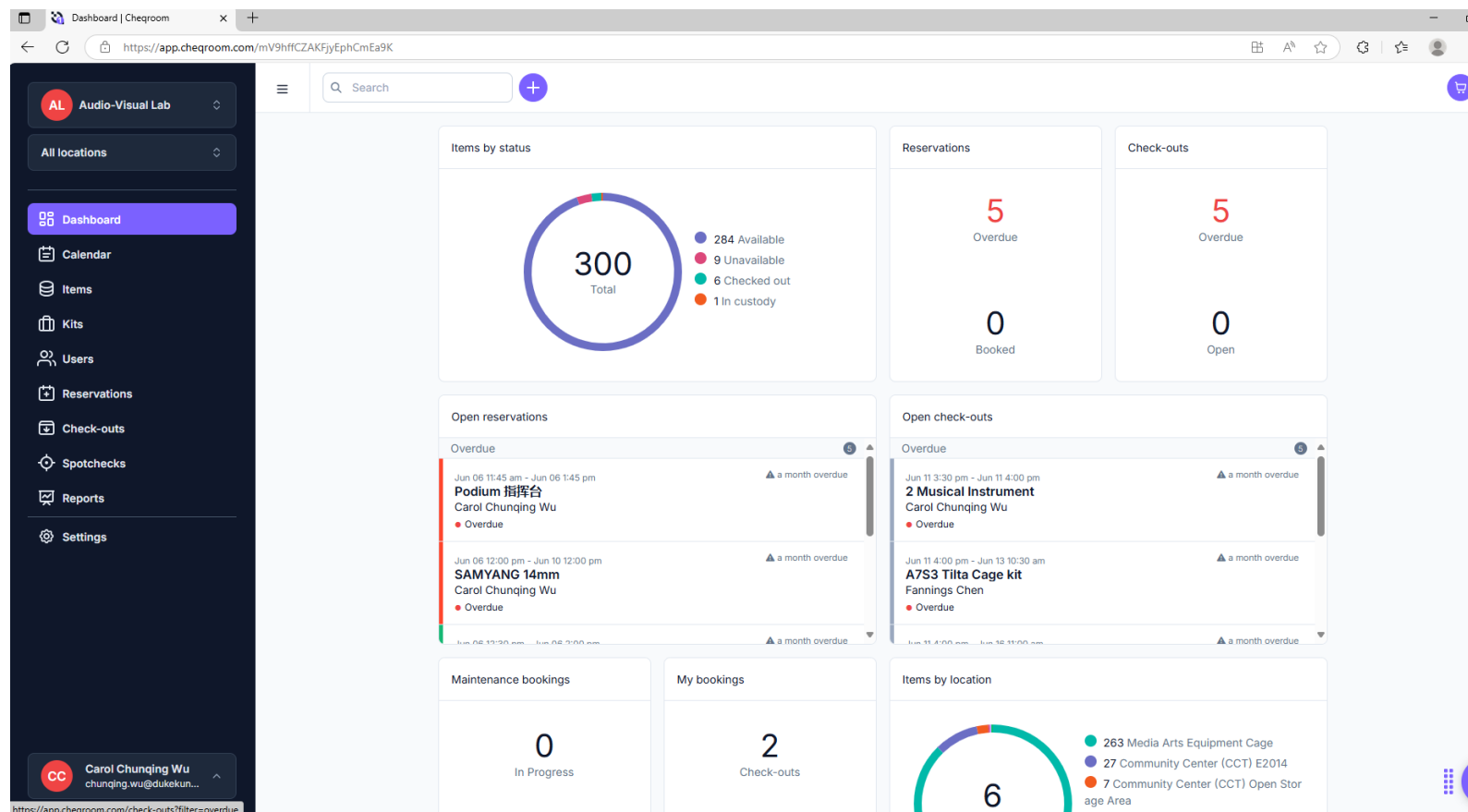
After clicking the link, you will be redirected to the Duke Single Sign-On page.

Please use your NetID to log in to the Cheqroom system.





# User Interface of Cheqroom



The left sidebar of Cheqroom serves as the navigation pane, providing access to all system functions available for your role.

You can click the dropdown arrow in the top-left corner to switch between workspaces.



# New reservations

Screenshot of the Cheqroom app interface showing the 'All reservations' page. The left-hand navigation pane is visible, with 'Reservations' highlighted. The main area displays a table of reservations with columns: Name, From, To, Duration, User, and Items. The table lists various equipment reservations, including camera accessories, podiums, KAWAI Electronic piano, SAMYANG 14mm lens, BMD 4K camera, and Cello. The user 'Carol Chungqing Wu' is listed for all reservations. The interface includes filters, search, and a 'New reservation' button in the top right corner.

Name	From	To	Duration	User	Items
1 Camera accessory +1 other ● Converted	6 Jun Fri 10:15 am	6 Jun Fri 10:45 am	30 minutes	CC Carol Chungqing Wu	
Podium 指挥台 ● Overdue	6 Jun Fri 11:45 am	6 Jun Fri 1:45 pm	2 hours a month overdue	CC Carol Chungqing Wu	
KAWAI Electronic piano 电子钢琴 ● Converted	6 Jun Fri 12:00 pm	8 Jun Sun 12:00 pm	2 days	CC Carol Chungqing Wu	
SAMYANG 14mm ● Overdue	6 Jun Fri 12:00 pm	10 Jun Tue 12:00 pm	4 days a month overdue	CC Carol Chungqing Wu	
BMD 4K mini extreme iso ● Closed	9 Jun Mon 10:30 am	9 Jun Mon 2:30 pm	4 hours	CC Carol Chungqing Wu	
KAWAI Electronic piano 电子钢琴 ● Converted	9 Jun Mon 1:30 am	9 Jun Mon 3:15 pm	14 hours	CC Carol Chungqing Wu	
Analog Filmmaking ● Converted	9 Jun Mon 2:15 pm	9 Jun Mon 2:45 pm	30 minutes	CC Carol Chungqing Wu	
Cello 高档手工大提琴 ● Overdue	6 Jun Fri 12:30 pm	6 Jun Fri 2:00 pm	2 hours a month overdue	CC Carol Chungqing Wu	
4 Camera ● Overdue	9 Jun Mon 9:30 am	11 Jun Wed 9:30 am	2 days a month overdue	CC Carol Chungqing Wu	
2 Musical Instrument ● Converted	11 Jun Wed 3:30 pm	11 Jun Wed 4:00 pm	30 minutes	CC Carol Chungqing Wu	

Please select 'Reservations' in the left-hand navigation pane, then click 'New Reservation' in the top-right corner to initiate your equipment reservation process.





# Submit reservation request

3 Musical Instrument

https://app.chegroom.com/mV9hffCZAKFjyEphCmEa9K/reservations/wh6JtGRYRfbYdtLo85UFnj

Audio-Visual Lab

All locations

Dashboard

Calendar

Items

Kits

Users

Reservations

Check-outs

Spotchecks

Reports

Settings

Carol Chungqing Wu  
chungqing.wu@dukekun...

Reservations > 3 Musical Instrument

3 Musical Instrument Pending Approval

Draft

Info Attachments History

Reservation details

Name  
3 Musical Instrument

Location  
Community Center (CCT) E2014

From  
Jul 18, 2025 at 10:30 AM

To  
Jul 18, 2025 at 11:00 AM

User  
Carol Chungqing Wu

Extra info  
Project code Add project code

Equipment  
3 items

Scan Add items or kits

Search in reservation

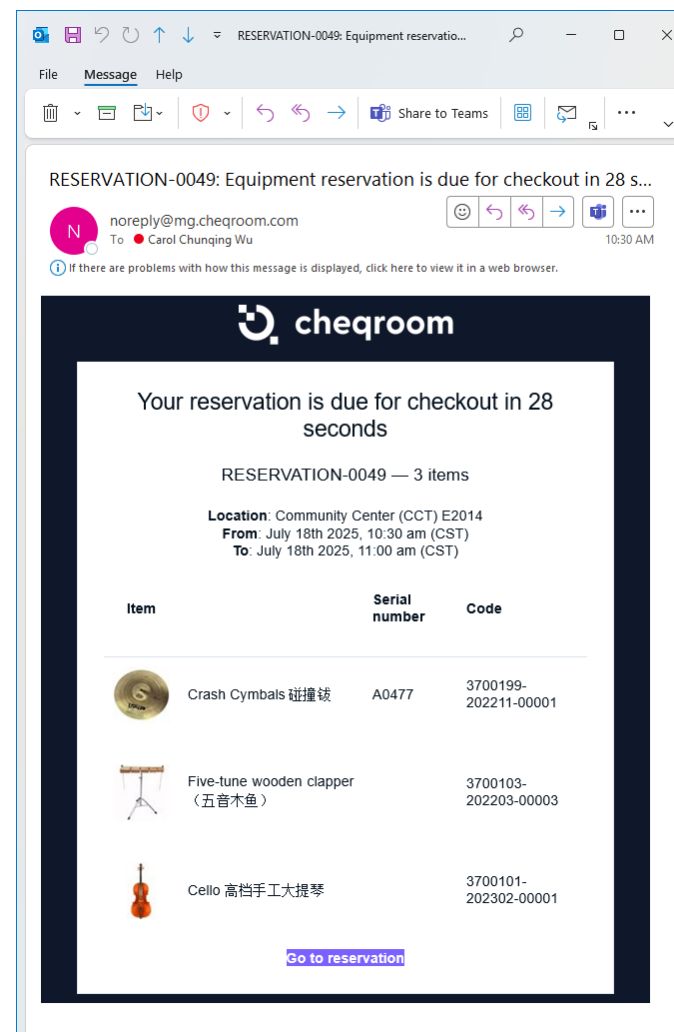
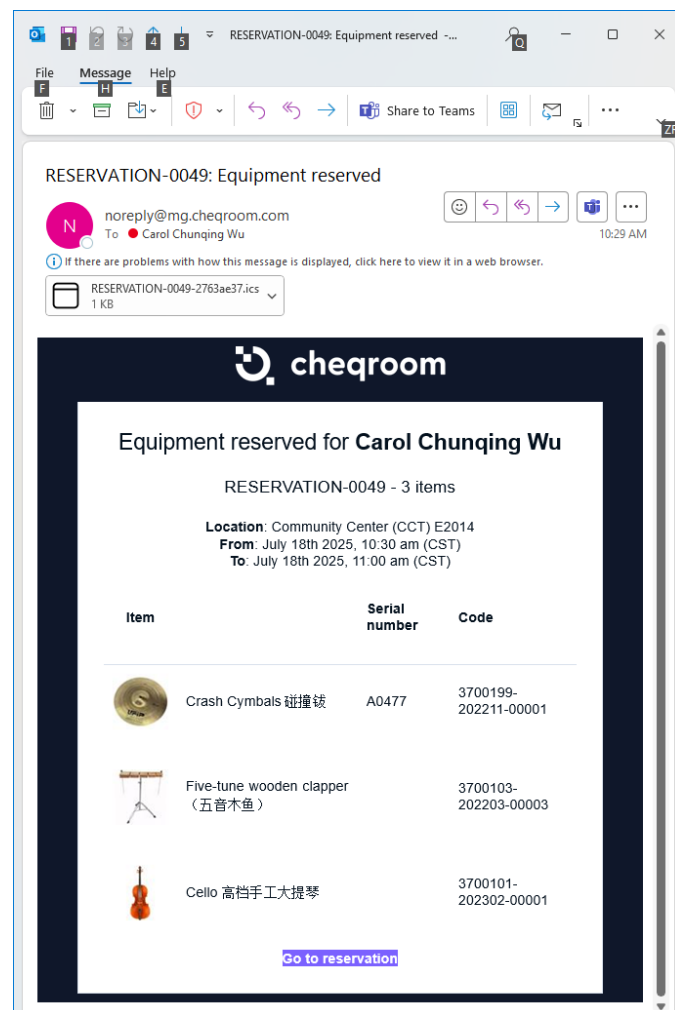
Item	Quantity
<input type="checkbox"/> Cello 高档手工大提琴     3700101-202302-00001 5/28/2025	1
<input type="checkbox"/> Crash Cymbals 碰撞钹     3700199-202211-00001 5/28/2025	1
<input type="checkbox"/> Five-tune wooden clapper (五音木鱼)     3700103-202203-00003 5/28/2025	1

After entering the usage time①, selecting the user①, and choosing the required equipment (items/kits) ②, click 'Reserve'③ to complete your reservation.





# Reservation notification



Upon submission of your reservation request, you will receive a system notification.

And as your scheduled 'From' time approaches, a reminder email will be sent prompting you to collect the reserved equipment (items/kits).



# Initiate check-out

Browser address bar: <https://app.cheqroom.com/Ro9wLtBu8jgKz2G6tPJWN9/check-outs>

Page title: All check-outs | Cheqroom

Search bar: Search

Progress bar: Your progress 75%

Buttons: Export, Check-in, New check-out

Filters: All, Search, Any location, Any label, Any user, Any time, Edit filters

Name	From	To	Duration	User	Items
Untitled check-out • Draft	21 Jul Mon 11:00 am	Not set yet		CC Carol Chungqing Wu	
1 Recording Equipment +1 other • Draft	21 Jul Mon 11:00 am	22 Jul Tue 11:00 am	a day	CC Carol Chungqing Wu	
3 Musical Instrument • Completed	11 Jun Wed 2:15 pm	11 Jun Wed 2:12 pm	2 minutes	CC Carol Chungqing Wu	
KOMPLET NI KOMPLET KONTROL A • Completed	10 Jul Thu 11:00 am	15 Jul Tue 4:33 pm	5 days	CC Carol Chungqing Wu	
Camera: Canon EOS R6 • Completed	15 Jul Tue 4:30 pm	15 Jul Tue 5:23 pm	an hour	CC Charlie Clausen	
2 Lighting • Overdue --- UL001001	18 Jul Fri 11:15 am	18 Jul Fri 12:00 pm	an hour 3 days overdue	CC Carol Chungqing Wu	
DELL Latitude 7450 BTX Ultra 7 • Open	21 Jul Mon 11:00 am	21 Jul Mon 11:30 am	32 minutes	CC Carol Chungqing Wu	

Showing 1 to 7 of 7

Show rows: 25

User profile: CC Carol Chungqing Wu, chungqing.wu@dukekun...

**Action dropdown for '1 Recording Equipment +1 other':**

- Go to check-out
- Delete check-out
- Edit fields...

Locate the reservation pending check-out, then select 'Go to check-out' from the Action dropdown.



# Generate PDF agreement

1 Recording Equipment + 1 other

Check-outs > 1 Recording Equipment + 1 other

1 Recording Equipment + 1 other

Open # CHECK-OUT-0017 This check-out is due back in 23 hours

Info Attachments History

Check-out details

Name 1 Recording Equipment + 1 other

Location CCT Recording Room

From Jul 21, 2025 at 11:12 AM

To Jul 22, 2025 at 11:00 AM

User CC Carol Chungqing Wu

Extra info

Project code [Add project code](#)

Tracking code [Add tracking code](#)

Equipment

2 items

Search in check-out

Status is All

2 items selected Select all Clear selection

<input checked="" type="checkbox"/>	KOMPLETE NI KOMPLETE KONTROL A49	1	
<input checked="" type="checkbox"/>	Philips Bluetooth Speaker	1	

Go to reservation

Generate PDF...

Create spotcheck

Scan

CC Carol Chungqing Wu chungqing.wu@dukekun...

On the 'Check-out' page, navigate to Action > Generate PDF to generate the agreement.



# Sign off and attach agreement

1 Recording Equipment + 1 other

https://app.cheqroom.com/Ro9wLtbu8jgKz2G6tPJWN9/check-outs/g3PvgLwP9DBCAMiKJeoy5B

CE Campus Engagement

All locations

Dashboard

Calendar

Items

Kits

Users

Reservations

Check-outs

Spotchecks

Reports

Settings

CC Carol Chungqing Wu  
chungqing.wu@dukekun...

Check-outs > 1 Recording Equipment

Open # CHECK-OUT-0

Info Attachments

Check-out details

Name

Location

From

To

User

Extra info

Project code

Tracking code Add tracking code

Generate PDF

Check-out agreement  
No signature

Check-out agreement (2)  
No signature

Campus Engagement  
Check-out Agreement

Document # CHECK-OUT-0017  
Checked out on 2025-07-21 11:12 AM  
Due back on 2025-07-22 11:00 AM

From Campus Engagement  
Address line 1  
Address line 2  
Phone number  
Website  
Email

To Carol Chungqing Wu  
chungqing.wu@dukekunshan.edu.cn

Item	Qty	Category	Kit	Serial number	Code
KOMLETE NI KOMLETE KONTROL A40	1	Recording Equipment			009acbd8
Philips Bluetooth Speaker	1	Speaker		7a341a15	

Notes:

Signature and date:

By signing this form, you agree to the following terms and conditions:  
1) You agree to promptly return the equipment at the end of the borrow period.  
2) You agree to pay for any damages or loss of equipment during your time of possession.  
3) You agree that equipment borrowed from Campus Engagement are solely for the benefit of the company and not to be used at your own

Cancel Generate

Actions Edit Extend Check in

Scan

Status is All

Quantity

1

1

Sign off the agreement and attach it to the Check-out record.



# Check out equipment

1 Recording Equipment +1 other

Check-outs > 1 Recording Equipment +1 other

1 Recording Equipment +1 other

Draft

Info Attachments History

**Check-out details**

Name  
1 Recording Equipment +1 other

Location  
CCT Recording Room

From  
Jul 21, 2025 at 11:11 AM

To  
Jul 22, 2025 at 11:00 AM

User  
Carol Chungqing Wu

**Extra info**

Project code [Add project code](#)

Tracking code [Add tracking code](#)

**Equipment**  
2 items

Scan Add items or kits

Search in check-out

Item	Quantity
<input type="checkbox"/> <b>KOMPLET NI KOMPLET KONTROL A49</b> 609acbd8 7/8/2025	1
<input type="checkbox"/> <b>Philips Bluetooth Speaker</b> 7e341a15 7/8/2025	1

actions Check out

Click 'Check out' to complete the check-out.



# Perform spotcheck

Browser tabs: All spotchecks | Chegroom, Browse Locations / EMS

URL: <https://app.chegroom.com/Ro9wLtBu8jgKz2G6tPJWN9/spotchecks>

CE Campus Engagement

All locations

Dashboard, Calendar, Items, Kits, Users, Reservations, Check-outs, **Spotchecks**, Reports, Settings

Your progress 75%

New spotcheck

All spotchecks

Search, Sort, Customize overview

Carol Chungqing Wu (Me), Any kind, Any time, Reset

Name	Started	Completed	Progress	Participants	Type
<input type="checkbox"/> DELL Latitude 7450 BTX i7 16GB 512GB SSD (1 item)  1 item	21 Jul Mon 10:59 am	21 Jul Mon 11:00 am		CC	
<input type="checkbox"/> DELL Latitude 7450 BTX i7 16GB 512GB SSD (1 item)  1 item	21 Jul Mon 2:54 pm	21 Jul Mon 2:54 pm		CC	
<input type="checkbox"/> DELL Latitude 7450 BTX Ultra 7 spotcheck (1 item)  1 item	21 Jul Mon 2:27 pm	21 Jul Mon 2:31 pm		CC	
<input type="checkbox"/> 2 Lighting (2 items)  2 items	18 Jul Fri 11:37 am	18 Jul Fri 11:38 am		CC	

Showing 1 to 4 of 4

Show rows: 10

Carol Chungqing Wu  
chungqing.wu@dukekunshan.edu.cn

**Actions**

- Go to spotcheck
- Archive spotcheck

On the 'Spotchecks' page, navigate to Action > Go to spotcheck.



# Capture and upload photo(s)

Browser tabs: All spotchecks | Cheqroom, Browse Locations / EMS, DELL Latitude 7450 BTX Ultra 7

URL: <https://app.cheqroom.com/Ro9wLtBu8jgKz2G6tPJWN9/spotchecks/GcGxvYcVqzejWKf6b8rfX>

CE Campus Engagement

All locations

Dashboard, Calendar, Items, Kits, Users, Reservations, Check-outs, **Spotchecks**, Reports, Settings

Search

Your progress 75%

Spotchecks > DELL Latitude 7450 BTX Ultra 7

DELL Latitude 7450 BTX Ultra 7

1 Laptop/iPad

Finished 1 item

Info, **Comments**, Attachments 1

1 Checked 0 Issues

DELL Latitude 7450 BTX Ultra 7

06b34b17

CHECK-OUT

Today 11:00 am - Today 11:30 am

**DELL Latitude 7450 BTX Ultra 7**

Carol Chungqing Wu

Overdue

DETAILS

Last activity Today at 2:57 pm

Started Today at 10:59 am

Address CV9X+269, Chuanshi Rd, Kun Shan Shi, Su Zhou Shi, Jiang Su Sheng, China, 215316

Participants (1)

C Carol Chungqing Wu

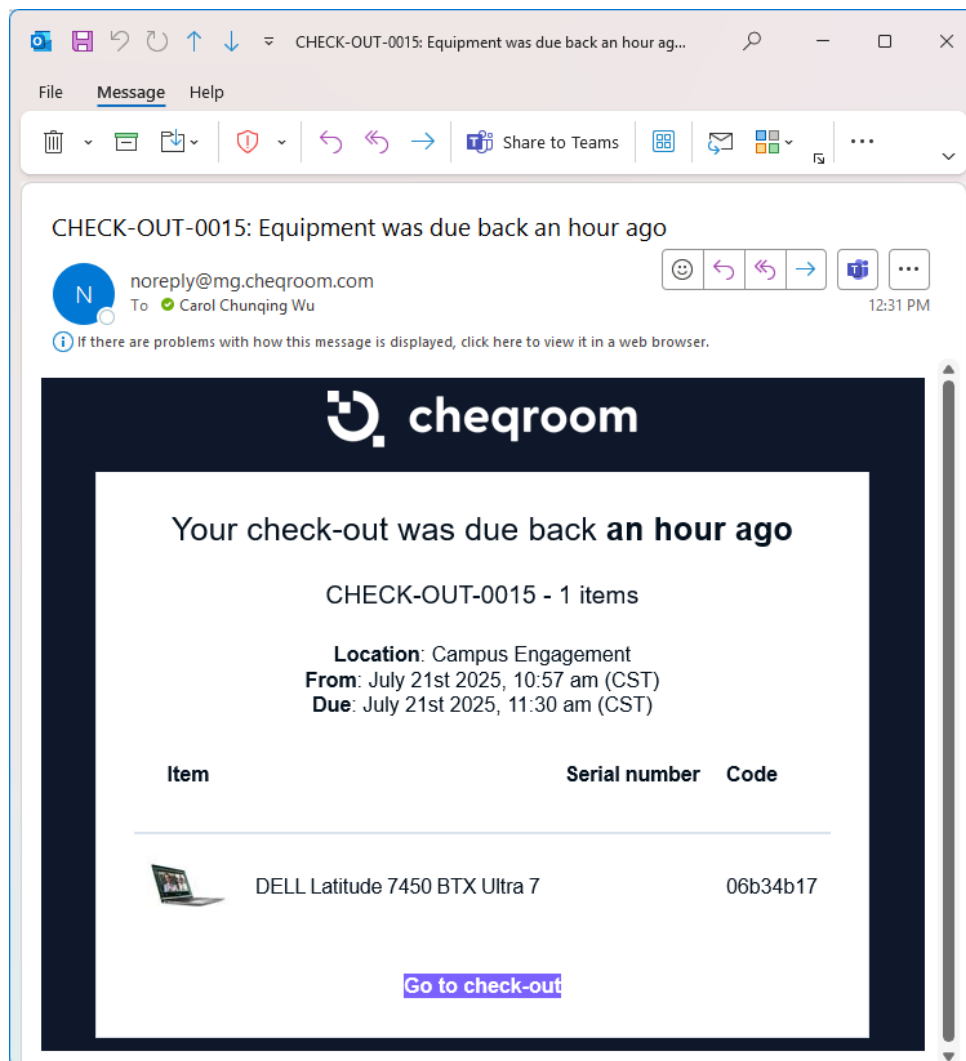
CC Carol Chungqing Wu chungqing.wu@dukekun...

Capture and upload equipment photo(s) to confirm receipt of the borrowed equipment.





# Overdue Equipment Alert



**Please return borrowed equipment by scheduled due date!**

**Failure to comply will trigger automated reminder emails. Prompt response required to avoid penalties per signed agreement.**



# Mobile Client



# Install Mobile APP of Cheqroom

## iOS

You can download the App via Apple Store.


## Android

You can download the .apk file through DKU Software Center?



# Log in to the system


https://login.cheqroom.com/



**Hi there! Welcome back**

Log in to Cheqroom with your email address

Previously used workspaces

 Campus Engagement →

Don't see your workspace?  
Log in to Cheqroom with your email address

Email address

By continuing, I agree to Cheqroom's [Privacy Policy](#) and [Terms of Use](#).

**Log in with password**

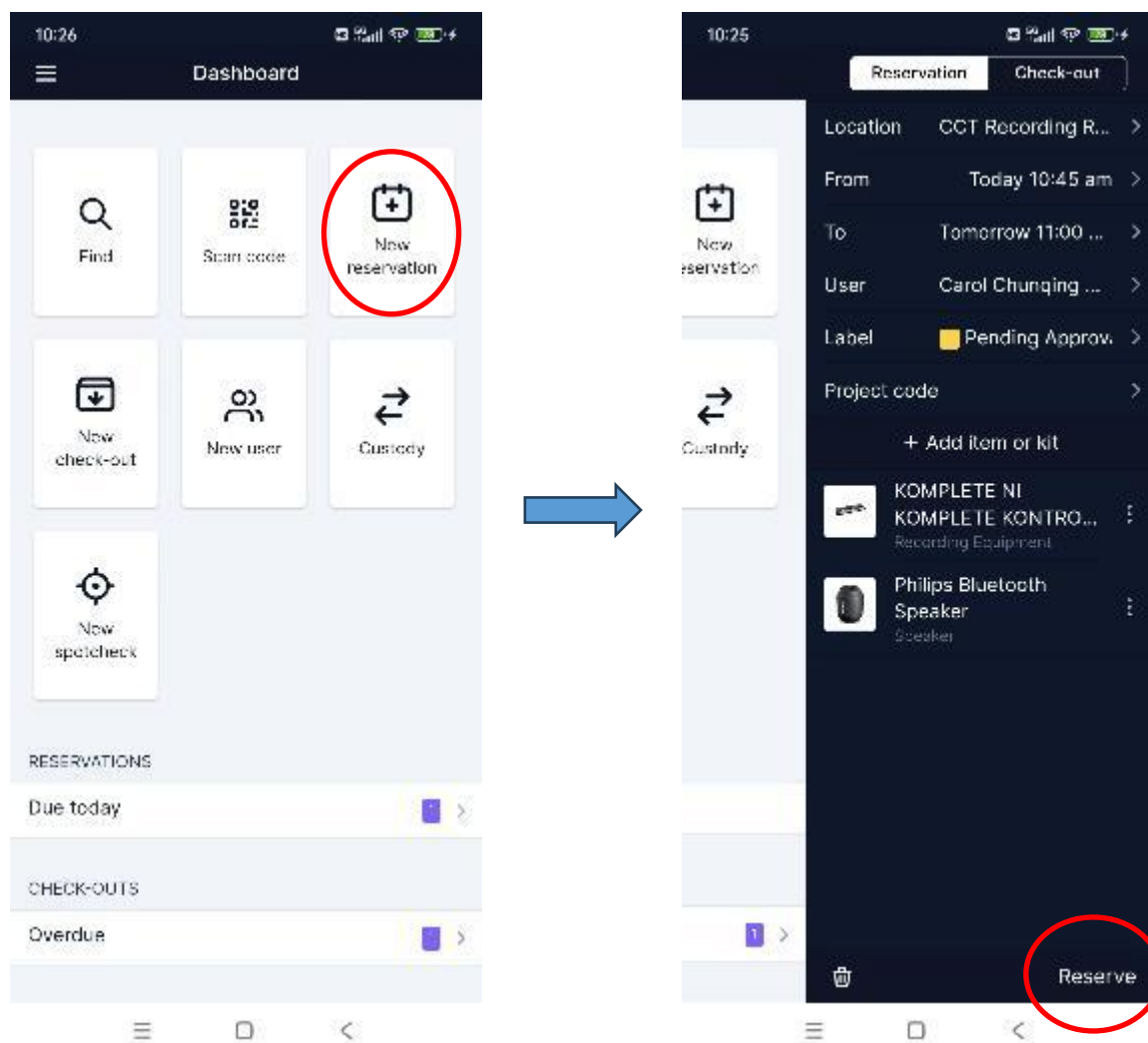
**Log in with SSO**

cheqroom.com · contact support

Open the mobile app, enter your DKU email address and click "Log in with SSO ", you will be redirected to the Duke Single Sign-On page. Please use your NetID to log in to the Cheqroom system.



# Submit reservation request

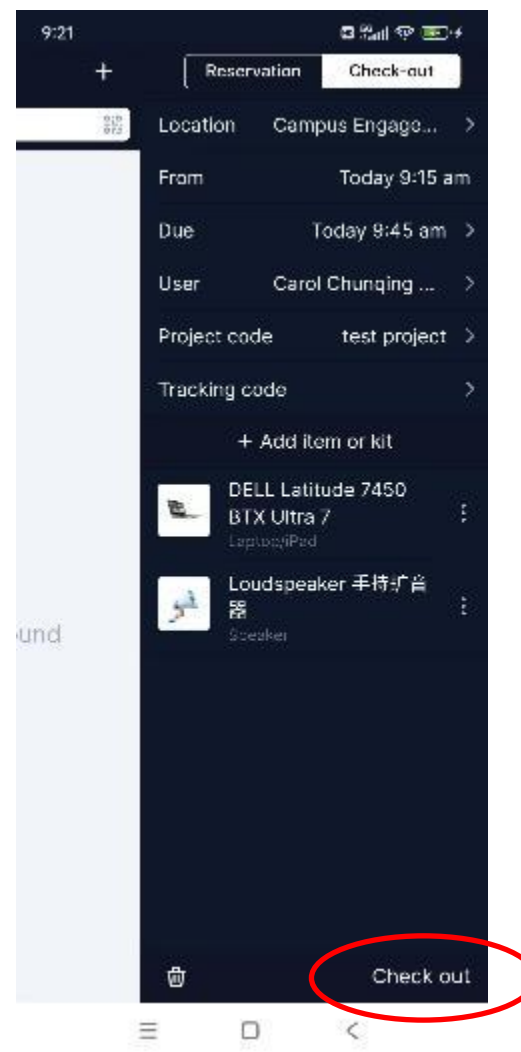
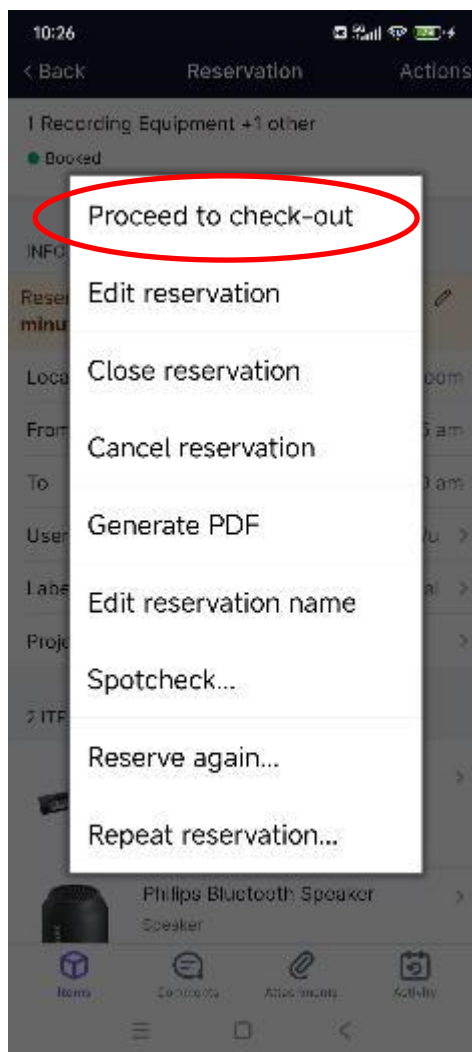


Click 'New reservation' on the Dashboard of Cheqroom App.

After entering the usage time, selecting the user, and choosing the required equipment (items/kits), click 'Reserve'.



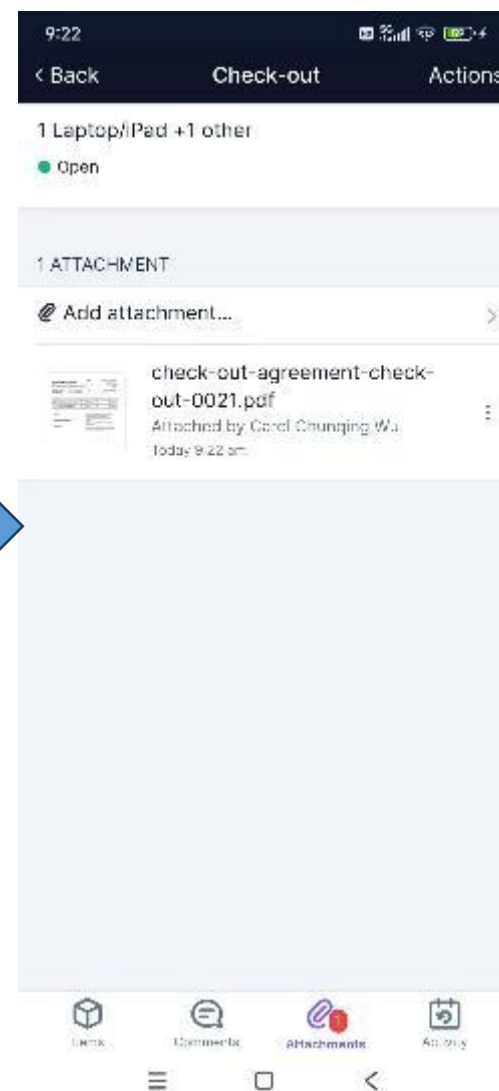
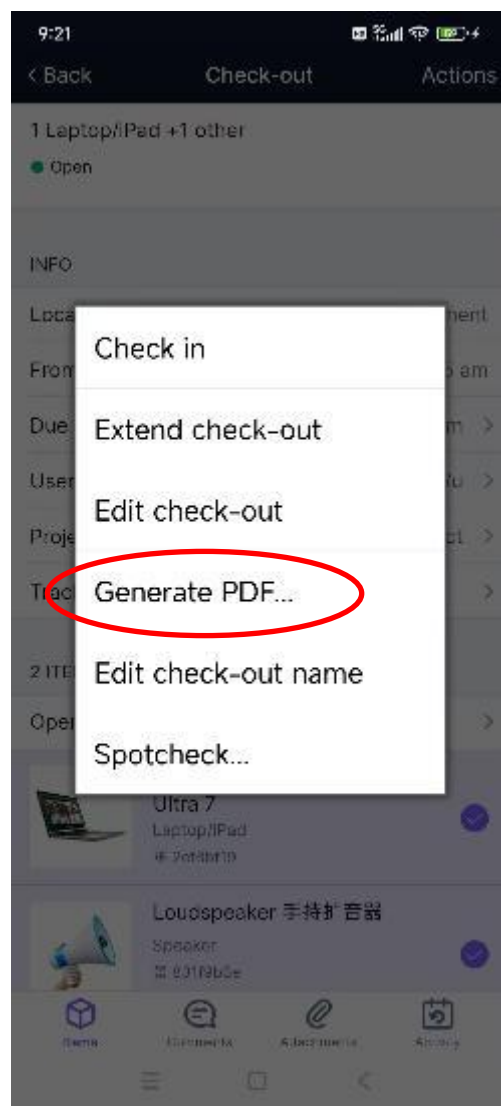
# Check out equipment



Locate the reservation pending check-out, then select 'Proceed to check-out' , and then click 'Check out' .



# Sign off agreement

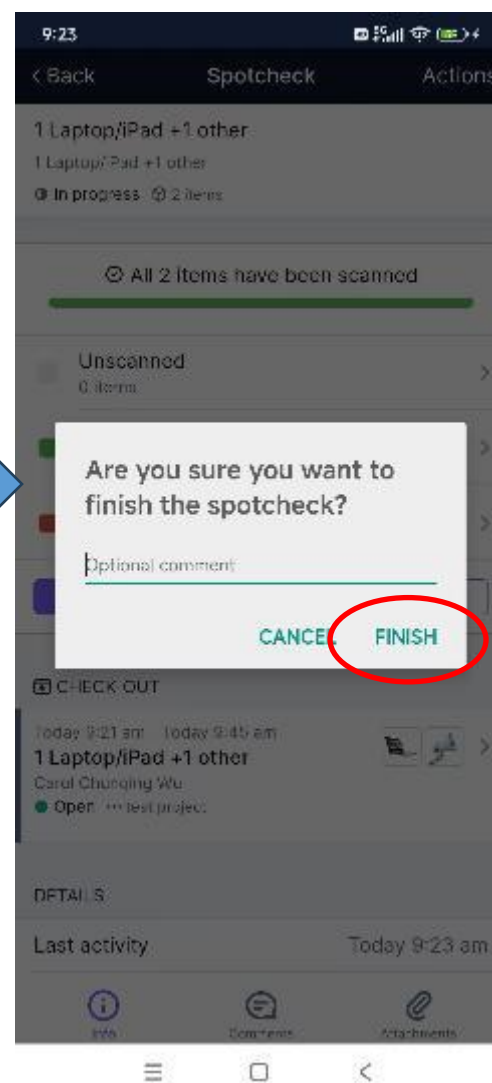
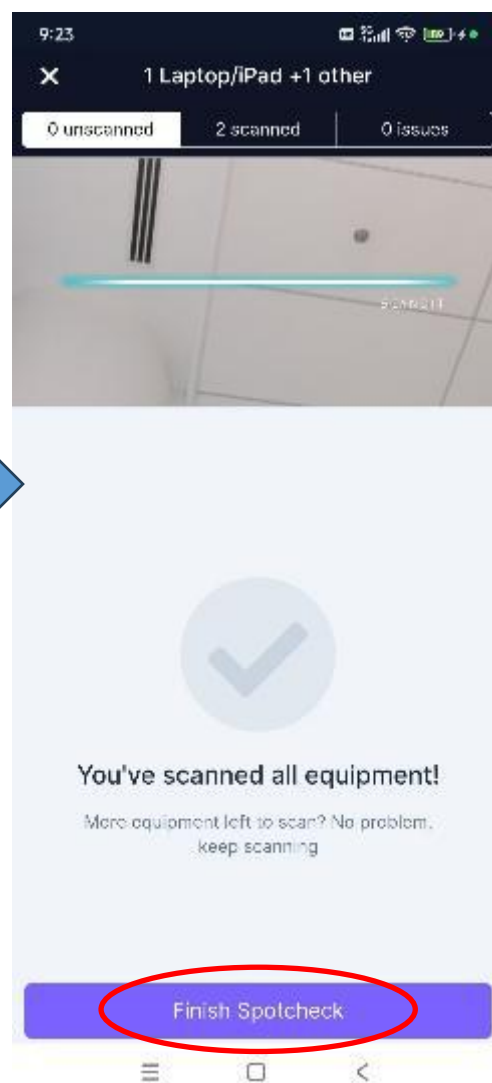
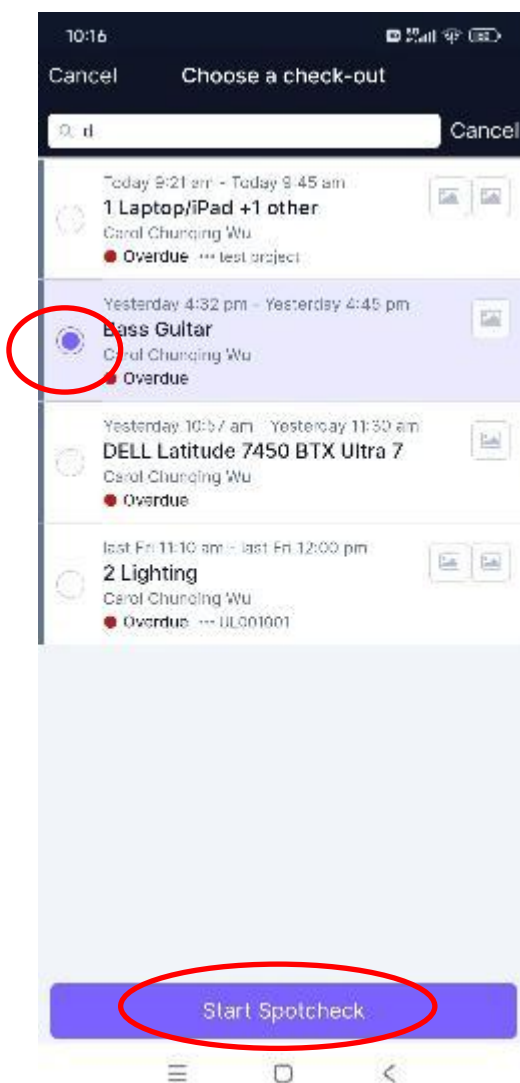


On the 'Check-out' page, navigate to Action > Generate PDF to generate the agreement.





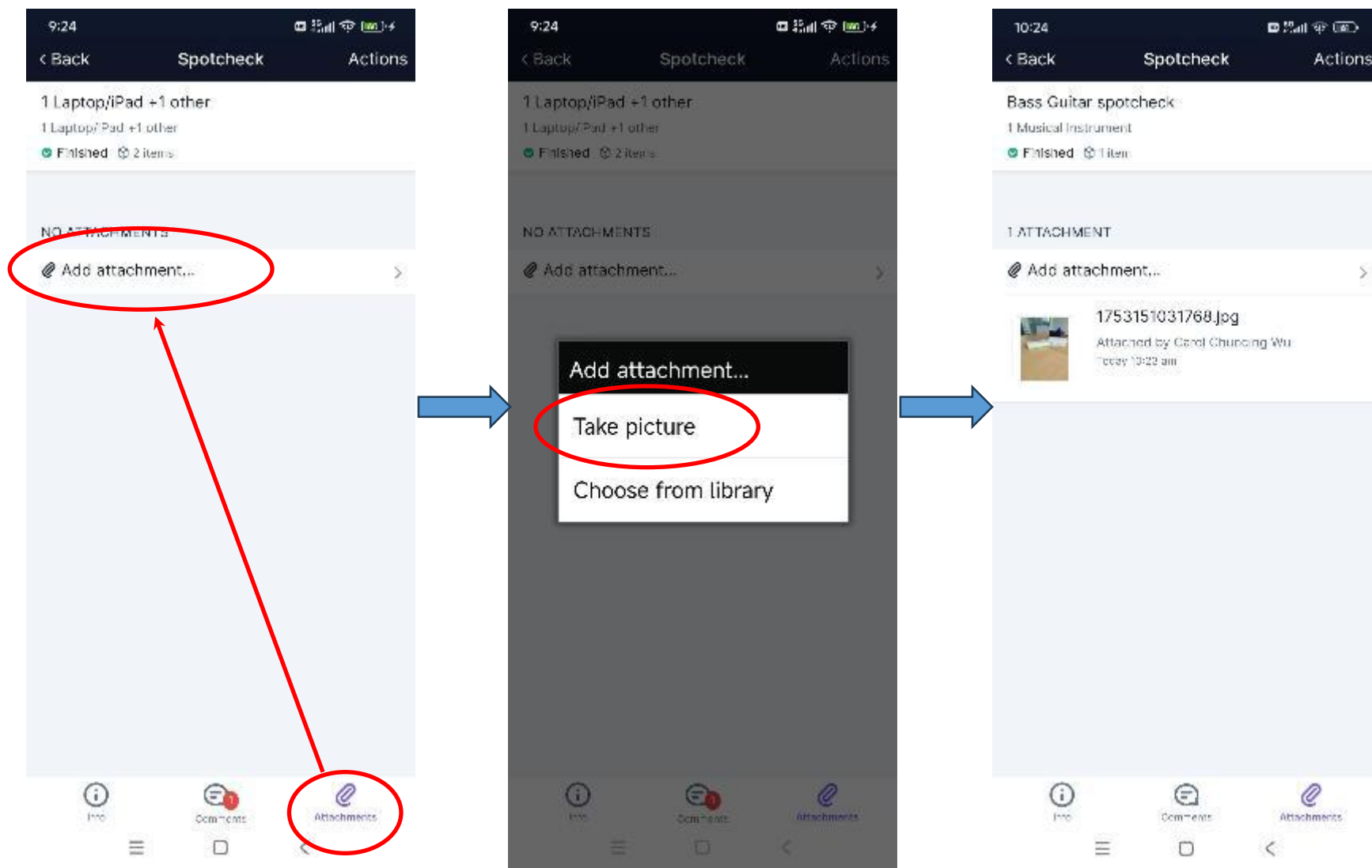
# Perform spotcheck



Locate the open check-out, then click 'Start Spotcheck', and then click 'Finish Spotcheck'.



## Attach photo(s) taken



**Click Add attachment, and then 'Take picture' to confirm receipt of the borrowed equipment.**

