

## Extending a patron's time to make an extra-long booking

Let's say your normal limits are 30-minute sessions for a total of 1 hour. A patron comes in and wishes to take a 2-hour online test. How can you accommodate this request?

There are three ways to accomplish this task:

### 1. Extend a patron's time and make consecutive bookings for the patron that consolidate into one BIG booking

- This is the procedure you may have followed in version 3.2.
- There are more steps than using Time Slot Manager, but it still works.
- Instructions for extending a patron's time:  
<http://www.scls.info/technology/telus/37documentation/37extend.pdf>

### 2. Create a Special Workstation Booking for the desired amount of time and log into it for the patron using the SWB username and password

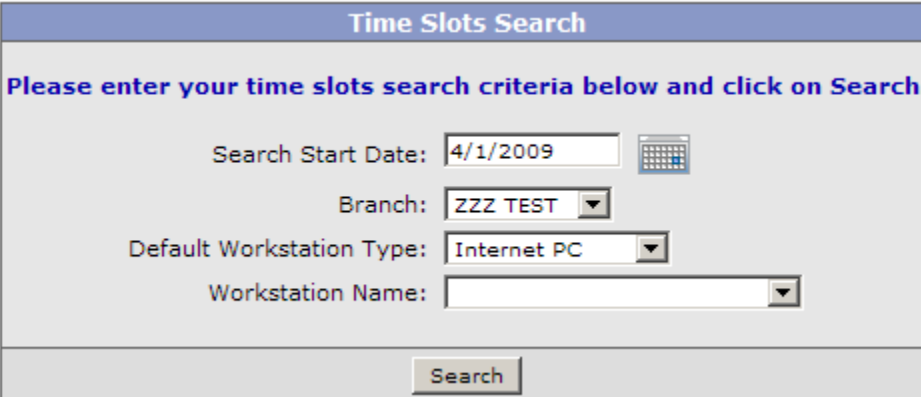
- This is a procedure you may have followed in version 3.2.
- This requires library staff to log into the special booking for the patron.
- Instructions for creating a Special Workstation Booking:  
<http://www.scls.info/technology/telus/37documentation/37sbook.pdf>

### 3. In Time Slot Manager, make an extra-long booking and check the boxes to override normal settings and grant the patron extra time

- This procedure is new in version 3.7. (5/28/09)
- Instructions to create an extra-long booking in Time Slot Manager:

These instructions assume you have logged into <http://libonline.scls.lib.wi.us/admin> using your library's username and password

1. From the admin site's Bookings menu, select Time Slot Manager. The Time Slot Search page appears.



The screenshot shows a web form titled "Time Slots Search". At the top, it says "Please enter your time slots search criteria below and click on Search." The form contains the following fields:

- Search Start Date: 4/1/2009 (with a calendar icon)
- Branch: ZZZ TEST (dropdown menu)
- Default Workstation Type: Internet PC (dropdown menu)
- Workstation Name: (empty dropdown menu)

At the bottom of the form is a "Search" button.

2. Enter the appropriate search start date, branch, and workstation type and click Search. (workstation name is optional – select this if you wish to search only for a specific PC’s availability)

**Time Slots Manager**

Please click on a time slot to view its detail.

Wednesday, April 01, 2009 Next Day >>

| Not Available        | Available                 | Booked(In Use)  | Booked(Pending) | Time Extension |
|----------------------|---------------------------|-----------------|-----------------|----------------|
| Workstation Name     |                           | Time Slot(s)    |                 |                |
| 3.2 Client w/o PM    | 4:24PM - 8:55PM<br>4:39PM |                 |                 |                |
| pretend tester       | 4:24PM - 8:55PM           |                 |                 |                |
| SCLPM01              | 4:24PM - 8:55PM           |                 |                 |                |
| SCLPM02              | 4:24PM - 8:55PM           |                 |                 |                |
| Test #3 (3.7, no PM) | 4:24PM<br>4:36PM          | 4:36PM - 8:55PM |                 |                |
| testing laptop       | 4:24PM - 8:55PM           |                 |                 |                |

New Search Refresh

3. Click on a time slot to view its details. A Time Slot Detail page appears.

**Time Slot Detail**

Workstation Name: pretend tester  
 Default Workstation Type: New Type with &  
 Date: Wednesday, April 01, 2009  
 Available Time: 4:25 PM - 8:55 PM  
 Workstation Type of Time Slot: New Type with &  
 Time Slot Length: 15 minutes

**Create New Booking:**

Card Number:

Start Time: 4 : 25 pm

End Time: 4 : 40 pm

Ignore Time Slot Length Restriction:

Automatically Extend Booking Limit Restriction:

Create Booking Done

This is where you can make the booking extra-long

4. Enter the patron’s card number.
5. By default, the start time will be the current time. The end time will be the end time for a normal booking slot.
- 6. Modify the times as needed.**
- 7. If you wish to create a booking that is longer than the normal time slot, check the box to “Ignore Time Slot Length Restriction”.**
- 8. If you wish to create a booking that is longer than the normal time or bookings that a patron has, check the box to “Automatically Extend Booking Limit Restriction”.**
9. Click on the “Create Booking” button.
10. If the booking is successful, you will get a screen that shows the booking’s details.