

## Changing how Workstation Types display on the Public Reservation Site

These instructions assume you have logged in to the Admin site (<http://libonline.scls.lib.wi.us/admin>) using your library's admin username and password

By default, workstation types are displayed alphabetically on the public reservation site.

If you have a workstation type that you'd like to display first (even though it does not fall first alphabetically), this is possible. For example: You have a "Children's PC" workstation type and also an "Internet PC" workstation type. Most of your reservations will be for the Internet PCs, so you'd like "Internet PC" appear at the top of the list of PC types.

1. Select System -> Branch Administration from the menu
2. Click on the Edit button for your branch
3. Select the appropriate Workstation Type

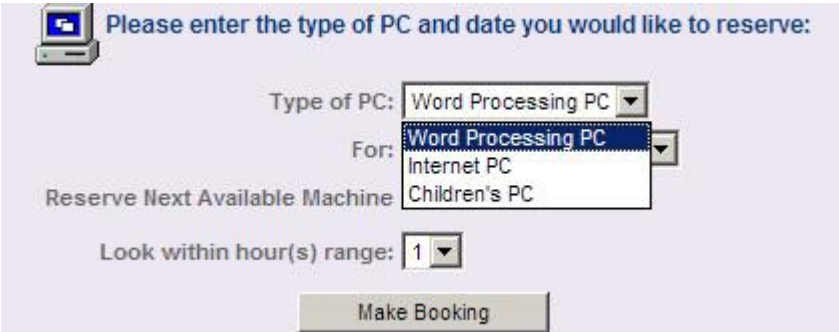
The Workstation Type setting that you'll need to change is "Public Ranking". In this example, you could change the public ranking for the Children's PC to "1" so that it is displayed after the Internet PC type ("0").

**If all the Workstation Types are set to the same Public Ranking ("0" by default), they will sort alphabetically.**

If you wish to completely change the order of your workstation types, you could give each of them a ranking

Example:

Word Processing PC	1
Internet PC	2
Children's PC	3



Please enter the type of PC and date you would like to reserve:

Type of PC: Word Processing PC

For: Word Processing PC  
Internet PC  
Children's PC

Reserve Next Available Machine

Look within hour(s) range: 1

Make Booking

If there is just one workstation type you wish to bump to the top, or shift to the bottom you can do this by setting just that one type to a different ranking.

Example: Super Special PC 0 ("0" will bump it to the top)  
Children's PC 1  
Internet PC 1 (all the rest that are ranked "1"  
Word Processing PC 1 will appear alphabetically)



Please enter the type of PC and date you would like to reserve:

Type of PC: Super Special PC

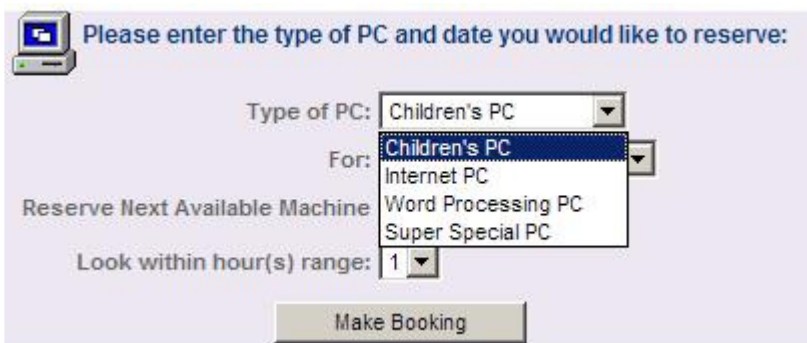
For: Super Special PC

Reserve Next Available Machine

Look within hour(s) range: 1

Make Booking

Example: Children's PC 0 (all the types that are ranked "0"  
Internet PC 0 will appear alphabetically)  
Word Processing PC 0  
Super Special PC 1 ("1" will bump this type to the  
bottom)



Please enter the type of PC and date you would like to reserve:

Type of PC: Children's PC

For: Children's PC

Reserve Next Available Machine

Look within hour(s) range: 1

Make Booking