

## Reassigning Workstation Bookings

If a workstation is unusable, use the Reassign Workstation Booking function to move an existing booking to a compatible workstation at the same branch.

**Note:** You can use the Reassign Workstation Booking function to reassign both regular bookings and Special Workstation Bookings.

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

### Reassigning Bookings from the Admin site menu

To Reassign a Workstation Booking

1. From the Bookings menu, select Reassign Workstation Booking.
2. Enter the Search Start Date and Search End Date
3. In the Branch drop-down, select the branch.
4. In the Workstation Name drop-down list, select the workstation
5. Click Search.
6. To select the originally assigned workstation, select the checkbox on left side of the page. If there is no compatible workstation available, the checkbox is not visible.
7. Perform one of the following:
  - a. Select a compatible workstation to reassign the booking to; OR
  - b. Select Any Compatible Workstation. Library Online finds an available workstation.
8. Click Reassign to reassign the booking.

**Note:** If the booking is successfully reassigned, it appears on the Booking Reassignments Result page. If the booking is not reassigned (i.e. there is no available compatible workstation to reassign the booking to), then the Booking Reassignments Result page is blank.

## Reassigning Workstation Bookings from the Time Slot Manager

To Reassign a Workstation Booking from the Time Slot Manager

1. From the Bookings menu, select Time Slot Manager.
2. Enter the Search Start Date
3. In the Branch drop-down, select the branch.
4. In the Default Workstation Type drop-down list, select the workstation type.
5. Click Search.
6. Click on the booking you would like to reassign. This will bring up the details of the booking.
7. Click on the Reassign button.
8. To select the originally assigned workstation, select the checkbox on left side of the page. If there is no compatible workstation available, the checkbox is not visible.
9. Perform one of the following:
  - a. Select a compatible workstation to reassign the booking to; OR
  - b. Select Any Compatible Workstation. Library Online finds an available workstation.
10. Click Reassign to reassign the booking.

**Note:** If the booking is successfully reassigned, it appears on the Booking Reassignments Result page. If the booking is not reassigned (i.e. there is no available compatible workstation to reassign the booking to), then the Booking Reassignments Result page is blank.