

Canceling a reservation made for repair or training

1. Log in to <http://libonline.scls.lib.wi.us/admin>
2. Choose "Bookings" from the top menu.
3. Choose "Special Workstation Booking".
4. Enter some criteria into the bottom of the form to search for the booking you want to cancel. The easiest criteria is probably "Branch". You MUST enter the date range.
5. A list of special workstation bookings that match your criteria will appear. Click in the box in the first column for any bookings that you want to delete. You can also click the "Select All" button to select all of the bookings that are displayed.
6. Click the "Delete" button.
7. You will be asked to confirm these deletions. Click "OK".
8. You will be returned to the search results screen. Your bookings have been deleted.