

Making a reservation from the public site

1. Go to <http://libonline.scls.lib.wi.us/>
2. Click on the "Reserve a Computer" button.
3. Click "OK" if it tells you to close the window when you are done.
4. Enter your FULL library card number and PIN and click "Submit."
5. Choose the library where you want to reserve a computer. You can choose from the pull-down menu or the map.
6. Choose a way to search for a computer. You can search by the type of computer (like a word processing or Internet computer) or by a specific application (like Internet Explorer or Microsoft Word).
7. Choose the type of computer or applications you want, and enter the date you are interested in.
8. Complete your reservation:

If you would like to reserve for a later date or time...

- a. Make sure "Reserve Next Available" is set to "No".
- b. Choose how to display the search results (by PC Type or by PC Name)
- c. Click "Search".
- d. To reserve a time, click on any time slot marked "available" .

If you would like to reserve the next available time slot...

- a. Make sure "Reserve Next Available" is set to "Yes".
- b. Change the "Look within hour(s) range" to the number of hours. you are willing to wait.
- c. Click "Make Booking".

9. A box will appear telling you the reservation has been created. Click "OK".
10. A reservation receipt will appear, which will list the library, the address, the computer, the date, and the time for your reservation. You can print this screen and bring it with you to the library. If you are finished making reservations, you can close the window by clicking on the X in the right-hand corner or you can end your session by clicking on the "Logout" button on the top of the screen.

Canceling a reservation from the public site

1. Go to <http://libonline.scls.lib.wi.us/>
2. Click on the "Reserve a Computer" button.
3. Click "OK" when it tells you to close the window when you are done.
4. Enter your library card number and PIN.
5. Click on the "My Reservations" link at the top of the screen.
6. A list of all of your reservations will appear. To cancel any reservation, click on the "Cancel Reservation" button below the reservation.
7. You will receive confirmation that your reservation was successfully cancelled. Click on the "OK" button to continue.
8. Once you are done, you can end your session by clicking on the "Logout" button at the top of the screen.