

When a workstation is temporarily replaced for maintenance

When your PC stops working:

Set your Workstation to be unavailable to patrons by making a Special Workstation Booking

These instructions assume you have logged into <http://libonline.scls.lib.wi.us/admin> using your library's regular or administrative account (ends in "lib" or ends in "adm")

1. From the "Bookings" menu, choose "Special Workstation Booking."
2. In the top portion of the box, select your library and click "Create."
 - a. Set the dates that you think the workstation may be out of commission (it doesn't hurt to make it longer than you think it might be).
 - b. Select the appropriate days of the week.
 - c. Select the Reason (Maintenance or Other)
 - d. Select the workstation that is out of commission
 - e. Click on "Show Conflict Bookings" for a report of existing bookings that conflict with the Special Workstation Booking you are about to create.
 - f. Click on "Create Bookings." If there are conflicts with existing reservations, you will have the opportunity to reassign those bookings.
 - g. Click "Done" to return to the Special Workstation Booking creation screen.

When a spare arrives:

Set the spare to take the place of your broken workstation and cancel your Special Workstation Booking.

These instructions assume you have logged into <http://libonline.scls.lib.wi.us/admin> using your library's administrative account (ends in "adm")

1. Change the actual name of your broken workstation to the name of the spare
 - a. From the "Workstations" menu, choose "Workstation Administration."
 - b. Select your branch and click "Search" to get a listing of your library's workstations.
 - c. Click "Edit" for your out-of-commission workstation.
 - d. Change the **Actual Workstation Name** to be the name of the spare PC (the name should be on a sticker on the spare PC).
 - e. Click on "Save Changes."
 - f. Click "Done" to return to the "Search" screen.

2. Cancel the Special Workstation Booking for the workstation so that patrons may use it again.
 - a. From the "Bookings" menu, select "Special Workstation Booking."
 - b. Select your library and click "Search."
 - c. Check the box for the appropriate Special Workstation Booking and click "Delete".
3. Reboot the "spare" PC to get the new Library Online configuration

When your original workstation returns home fixed:

Set your original workstation to take the place of the spare PC.

These instructions assume you have logged into <http://libonline.scls.lib.wi.us/admin> using your library's administrative account (ends in "adm")

1. Change the actual name of the workstation from the spare PC name back to your workstation name.
 - a. From the "Workstations" menu, choose "Workstation Administration."
 - b. Select your branch and click "Search" to get a listing of your library's workstations.
 - c. Click "Edit" for the workstation that is currently the spare PC (as found in the Actual Workstation Name column).
 - d. Change the **Actual Workstation Name** from the spare PC name back to your workstation's name (the name should be on a sticker on your PC).
 - e. Click on "Save Changes."
 - f. Click "Done" to return to the "Search" screen.
2. Reboot your "fixed" PC to get the new Library Online configuration