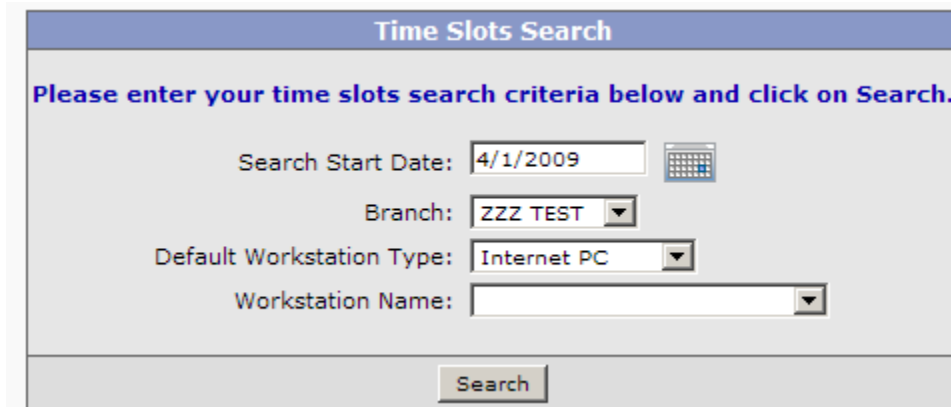


Canceling or reassigning a booking using Time Slot Manager

These instructions assume you have logged into <http://libonline.scls.lib.wi.us/admin> using your library's username and password

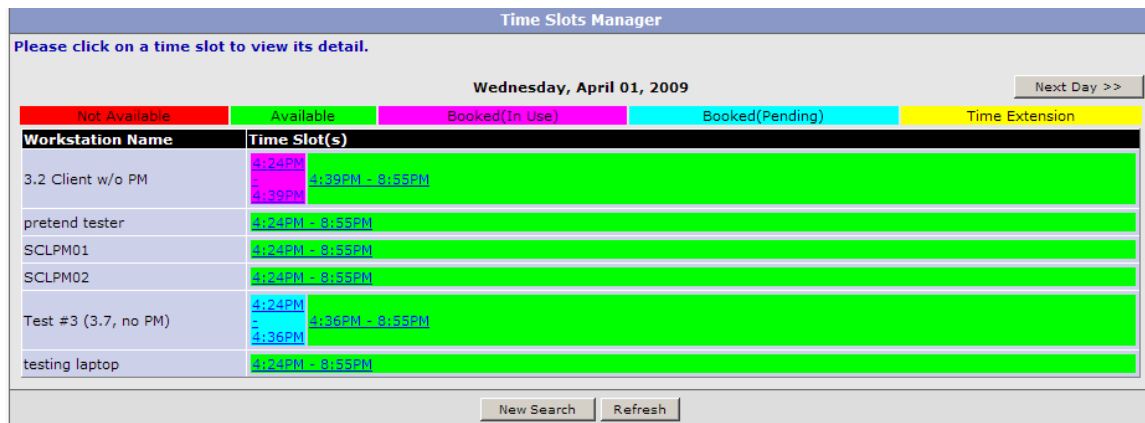
To Cancel or Reassign a Booking using the Time Slot Manager

1. From the admin site's Bookings menu, select Time Slot Manager. The Time Slot Search page appears.



The screenshot shows the 'Time Slots Search' form. It has a title bar 'Time Slots Search' and a subtitle 'Please enter your time slots search criteria below and click on Search.' The form contains four input fields: 'Search Start Date' with a date picker set to '4/1/2009', 'Branch' with a dropdown menu set to 'ZZZ TEST', 'Default Workstation Type' with a dropdown menu set to 'Internet PC', and 'Workstation Name' with an empty dropdown menu. A 'Search' button is located at the bottom center of the form.

2. Enter the appropriate search start date, branch, and workstation type and click Search. (workstation name is optional – select this if you wish to search only for a specific PC's availability)



The screenshot shows the 'Time Slots Manager' interface. It has a title bar 'Time Slots Manager' and a subtitle 'Please click on a time slot to view its detail.' The date is 'Wednesday, April 01, 2009' and there is a 'Next Day >>' button. A legend at the top shows five categories: 'Not Available' (red), 'Available' (green), 'Booked(In Use)' (magenta), 'Booked(Pending)' (cyan), and 'Time Extension' (yellow). Below the legend is a table with two columns: 'Workstation Name' and 'Time Slot(s)'. The table lists several workstations and their available time slots for the day.

Workstation Name	Time Slot(s)
3.2 Client w/o PM	4:24PM - 4:39PM 4:39PM - 8:55PM
pretend tester	8:24PM - 8:55PM
SCLPM01	8:24PM - 8:55PM
SCLPM02	8:24PM - 8:55PM
Test #3 (3.7, no PM)	4:24PM - 4:36PM 4:36PM - 8:55PM
testing laptop	8:24PM - 8:55PM

At the bottom of the interface are two buttons: 'New Search' and 'Refresh'.

3. Click on a time slot for the pending reservation (aqua-colored) to view its details. A Time Slot Detail page appears.

Booking Detail

Patron: KERRI A. HILBELINK (2907801248)
Branch: ZZZ TEST
Workstation Name: pretend tester
Date: Wednesday, April 01, 2009
Time: 4:25 PM - 4:40 PM
Workstation Type of Booking: New Type with &
Booking Status: Pending

Cancel Booking Reassign Done

4. To cancel the pending reservation, click on "Cancel Booking"
- OR -
5. To reassign the pending reservation, click on "Reassign"

Bookings Search Result

Please select the booking(s) you want to reassign.

<input type="checkbox"/>	Workstation	Patron	Booking Date and Time	Reassign To
<input type="checkbox"/>	pretend tester	KERRI A. HILBELINK (2907801248)	Wednesday, April 1 2009, 4:25PM - 4:40PM	Any Compatible Workstation

Reassign Back

- a. Check the box to select the booking you'd like to reassign.
- b. Select the type of workstation to which you'd like to reassign the booking from the drop-down.
- c. Click on the "Reassign" button.
- d. You will get a message with details about the reassignment result.