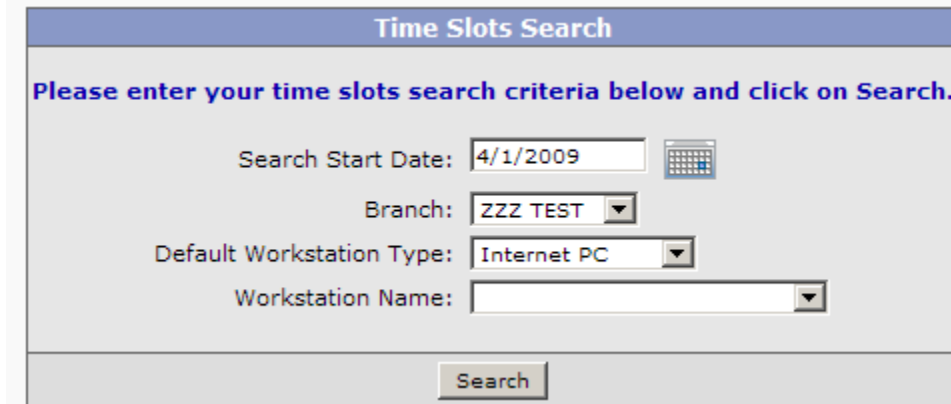


Creating a booking using the Time Slot Manager

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

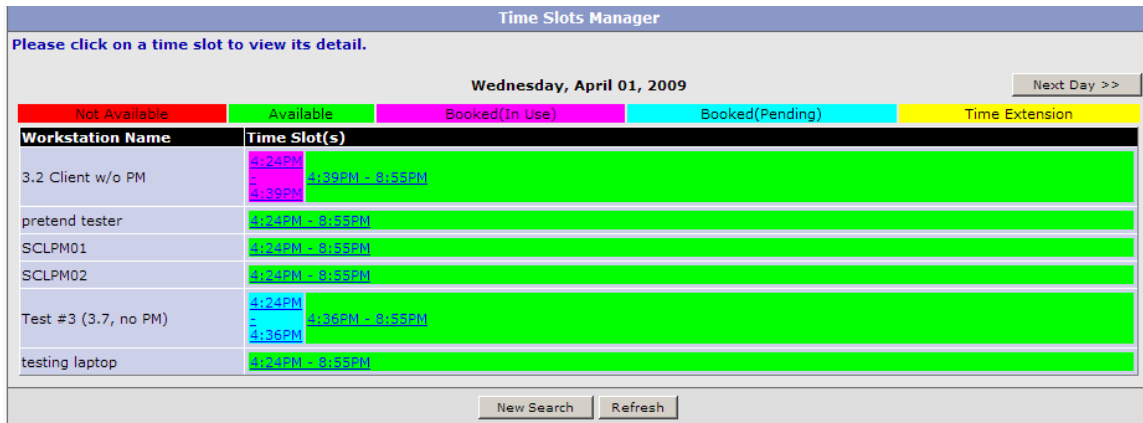
To Create a Booking using the Time Slot Manager

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 text box containing '4/1/2009' and a calendar icon; 'Branch' with a dropdown menu showing 'ZZZ TEST'; 'Default Workstation Type' with a dropdown menu showing 'Internet PC'; and 'Workstation Name' with an empty dropdown menu. A 'Search' button is located at the bottom center.

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 identifies five status 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 'New Search' and 'Refresh' buttons.

3. Click on a time slot to view its details. A Time Slot Detail page appears.

Time Slot Detail

Workstation Name: pretend tester
Default Workstation Type: New Type with &
Date: Wednesday, April 01, 2009
Available Time: 4:25 PM - 8:55 PM
Workstation Type of Time Slot: New Type with &
Time Slot Length: 15 minutes

Create New Booking:

Card Number:

Start Time: 4 : 25 pm

End Time: 4 : 40 pm

Ignore Time Slot Length Restriction:

Automatically Extend Booking Limit Restriction:

4. Enter the patron's card number.
5. By default, the start time will be the current time. The end time will be the end time for a normal booking slot.
6. Modify the times as needed.
7. If you wish to create a booking that is longer than the normal time slot, check the box to "Ignore Time Slot Length Restriction".
8. If you wish to create a booking that is longer than the normal time or bookings that a patron has, check the box to "Automatically Extend Booking Limit Restriction".
9. Click on the "Create Booking" button.
10. If the booking is successful, you will get a screen that shows the booking's details.

Booking was successful.

Booking Detail

Patron: KERRI A. HILBELINK (290780 [REDACTED])
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