

Reserving a computer for repair or training

Reserving computers through a "Special Workstation Booking" will allow library staff to use the computers, but will prevent them from being reserved by the public.

1. Log in to <http://libonline.scls.lib.wi.us/admin>
2. Choose "Bookings" from the top menu.
3. Choose "Special Workstation Booking".
4. Click on the "Create" button next to your library's name near the top of the window.
5. Fill in the form:
 - **Patron Card Number:** Click on the magnifying glass and select "badger4545" from the search window
 - **Date(s) of Booking:** Choose a starting and an ending date for reserving this computer.
 - **Start Time** and **End Time:** Put in the beginning and end of the time that you want to reserve this computer.
 - **Every:** Indicate what day of the week the special booking will occur.
NOTE: EVEN IF YOU ARE ONLY RESERVING THE COMPUTER FOR 1 DAY, YOU NEED TO FILL IN WHAT DAY OF THE WEEK IT IS!
 - **Reason:** Select a Reason from the pull-down menu.
 - **Activity Checking:** This determines if the non-activity period is enforced. If you are teaching a class, you will probably want to set this to "No" so students can sit idle and not be logged out.
 - **Keep Session to the End:**
 - Choose "No" if you want the special workstation booking to end when the patron logs out, and for the computer to automatically become available again.
 - Choose "Yes" if you want the special workstation booking to stay in effect until its exact end time. If the class ends early, you will need to cancel the special workstation booking manually.
6. Select the computers you want to reserve. You can select multiple computers by holding down your <Ctrl> key and clicking on each workstation you want to reserve.
7. If you want to see any patron's reservations that conflict with this time, click on "Show Conflict Bookings."

8. Click the "Create Bookings" button to reserve these computers. You'll get a screen with the details of your Special Workstation Booking and which lists any conflict bookings. If there are conflicts with existing reservations, you will have the opportunity to reassign those bookings to other workstations.
9. Click "Create Bookings" again to complete your Special Workstation Booking.
10. Click "Done" at the confirmation screen.
11. Click "Done" again to return to the Special Workstation Booking start screen.

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 checkbox in the header bar to select all of the bookings that are displayed.

Library Online Administration
v3.9

Patrons ▶ Reports ▶ Bookings ▶ Workstations ▶

View/Delete Special Workstation Bookings

To remove bookings, place a check mark next to the appropriate entry in the first column and press the delete button shown below.

<input type="checkbox"/>	Card Number	Workstation Name	Branch	Workstation Type	Booking Date / Time
<input type="checkbox"/>	badger4545	Internet 5	Adams County Public Lil	Internet Plus	Wednesday, May 19 201

Delete / Force End New Search

6. Click the "Delete/Force End" 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.