

## **In Library Online, how do I change...**

Note: These instructions all assume you have logged into <http://libonline.scls.lib.wi.us/admin> with your library's ADMINISTRATIVE password.

### **...my library's open hours**

See the separate "Changing your library's open hours" document for detailed instructions. (This is a little tricky!!)

### **...the days my library is closed or open unusual hours**

1. Choose "Booking Schedule Exceptions" from the "Bookings" menu.
2. Click on "Edit" next to an existing date to edit, or click on "Create New" to add a new date.
3. If you are adding a new date, set the date at the top of the window.
4. Change the booking schedule
  - a. If you are open unusual hours, set the Schedule column to "Open", and then fill in the hours you are open that day.
  - b. If you are closed, set the Schedule column to "Closed".
  - c. If you are open normal hours, set the Schedule column to "Unchanged".

(You will only need to use this if a schedule exception has been made for a day that your library is actually open normal hours.)

5. Check the box in the left column \*\* this is new in 3.9! You must do this in order to have your changes saved! \*\*
6. Click "Save Changes"

### **...the name of a workstation as it displays in Library Online**

1. From the "Workstations" menu, choose "Workstation Administration"
2. Click the "Search" button to see all of your workstations.
3. Click the "Edit" button in the right-hand column.
4. Change the "User Defined Workstation Name" to what you would like it to be. DO NOT CHANGE THE ACTUAL WORKSTATION NAME!!
5. Click "Save Changes" at the bottom.

### **...if a workstation can be reserved ahead by patrons**

1. From the "Workstations" menu, choose "Workstation Administration".
2. Click the "Search" button to see all of your workstations.
3. Click the "Edit" button in the right-hand column.
4. Changed the "Bookable from the outside" setting to "No".
5. Click "Save Changes"

### **...what type a workstation is**

In 3.9, you can again change what type a workstation is (behind the scenes, the old workstation is deleted and recreated in the new workstation type).

NOTE: Make sure there are no existing bookings for the workstation when you do this. (If you dchange the workstation type, it will cancel any existing bookings for the workstation because you are, in effect, deleting it).

### **...the time, booking, and other limits**

If you want to change overall limits for your library:

1. From the "System" menu, choose "Branch Administration"
2. Click on the "Edit" button for your library.
3. Change the values in the "Bookings:" area, including
  - a. Maximum minutes allowed at the branch per day
  - b. Number of advance booking days
  - c. Maximum number of active bookings (This is the number of sessions now or in the future a patron can have.)
  - d. Maximum number of bookings per day (Active+ Non Active) (This is the total number of sessions they can have per day)
  - e. The number of minutes a patron must wait between walkup bookings for the same machine
  - f. Override system level booking restriction
  - g. Calculation of booking usage should ignore bookings from other branches
  - h. Enable Internet filtering (this is not set up, so you should leave this at "No")
4. Click "Save Changes".

If you want to change limits for a type of workstation:

1. From the 'System" menu, choose "Branch Administration"
2. Click on the "Edit" button for your library.
3. From the Workstation Types pull-down menu (near the bottom of the screen, under "Device Types", choose the workstation type you want to change.
4. Change the values in the "Workstation Type Information" area, including:
  - a. If the workstation type is bookable (in most cases this will be "Yes")
  - b. Booking length
  - c. The maximum number of minutes per day
  - d. The number of minutes a booking is held before it is deemed a 'No Show' (your grace period)

- e. The number of minutes a public booking slot is held before it is deemed 'Unavailable' (This setting determines when a slot can no longer be reserved from the public reservation site. By default, it is set the same as your grace period.)
  - f. Blackout Period in minutes (This is the number of minutes that must be left in the booking slot in order for a patron to book the remaining time.)
  - g. The maximum number of minutes in a stand by session
  - h. Is a One Time User allowed to book this workstation type
  - i. Is a Temporary User allowed to book this workstation type
  - j. Number of advance booking days
  - k. Maximum number of Active Bookings (This is the number of sessions now or in the future a patron can have.)
  - l. Maximum Number of Bookings per Day (Active + Non Active) (This is the total number of sessions they can have per day)
  - m. Override branch and system level booking restrictions
  - n. Calculation of booking usage should ignore bookings from other workstation types
  - o. The number of consecutive remote bookings allowed
  - p. Allow Consolidation of consecutive remote bookings
  - q. Public Ranking
5. Click "Save Changes".

If you change any limits for a workstation type, make sure you also change the branch limits to meet or exceed any higher limits –OR- you can elect to override branch and system level settings (letter “m” in the list of settings)!

### **...fine limits**

1. From the 'System" menu, choose "Branch Administration"
2. Click on your library.
3. From the Workstation Types pull-down menu (near the bottom of the screen, under "Device Types", click on a workstation type in the list.
4. In the "Non-allowable patron types for Booking" area:
  - a. If you are blocking for fines at \$20, make sure all of the items beginning with "Fines above \$20" are checked.
  - b. If you are blocking for fines at \$10, make sure all of the items beginning with "Fines above \$10" AND "Fines between \$10 and \$20" are checked.
  - c. If you are blocking for fines at \$5, make sure all of the items beginning with "Fines above \$20" AND "Fines between \$10 and \$20" AND "Fines between \$5 and \$10" are checked.
5. Click "Save Changes".
7. Repeat for each workstation type.

### **...age limits**

1. From the "System" menu, choose "Branch Administration"
2. Click on the "Edit" button for your library.
3. From the Workstation Types pull-down menu (near the bottom of the screen, under "Device Types", click on a workstation type in the list.
4. In the "Non-allowable patron types for Booking" area, check the boxes for the ages you do NOT want to use the workstation type. Even if you are not restricting by fine limits, you will need to check each line that includes the age you want to restrict.

For example, if you want only patrons 7 or older to use a workstation, you would check:

- Fines above \$10 (6)
- Fines above \$10 (5)
- Fines above \$10 (4 and under)
- Fines between \$5 and \$10 (6)
- Fines between \$5 and \$10 (5)
- Fines between \$5 and \$10 (4 and under)
- 6
- 5
- Under 5

5. Click "Save Changes".
6. Repeat for each workstation type you want to restrict.

Please ask if you have any questions about limiting by fines and/or age!

### **...the library's Internet acceptable use policy**

1. From the "System" menu, choose "Branch Administration"
2. Click on the "Edit" button for your library.
3. Change the text in the "Disclaimer in Primary Language" box.
4. Click "Save Changes".

### **...the library's address and phone number**

1. From the "System" menu, choose "Branch Administration"
2. Click on the "Edit" button for your library.
3. Change the text in the "Address | Contact" box.
4. Click "Save Changes".

**...the way that my computers change from one type of workstation to another at a certain time of day.**

**\*This should be done first thing in the morning (ideally before the library is open). Otherwise, some of the percentages in the Average Booking Duration Report will be incorrect for that day.**

If you want to change an existing schedule:

1. From the "System" menu, choose "Branch Administration"
2. Click on the "Edit" button for your library.
3. In the "Workstation Type Schedules" area, choose the schedule to change.
4. Change the schedule
  - If you want to remove a day, uncheck "Select" next to that day of the week.
  - If you want to add a day, or add another time change for a day, click the "Add More Time Slots to this Schedule" and then follow the instructions below for changing a time slot.
  - If you want to change a time slot, change the start time and end time. BE CAREFUL ABOUT CHANGING THE WORKSTATION TYPE! You need to make sure you are changing to the type NOT specified in the workstation itself (See "what type a workstation is" on page 2)

If you want to add this feature, please see the "Using Library Online for different time limits at different times of day" document.

### **...what applications are on which workstations**

To add or remove an existing application:

1. From the "Workstation" menu, choose "Workstation Application Administration"
2. Do a search for the application you would like to change
3. From the results, click on "Edit" for the application you would like to change. (If the application isn't on the list, you'll need to follow the directions below for adding an application.)
4. Type the complete path of the application in the box for each computer with that application. Clear the path for each computer you don't wish to have that application.
5. DO NOT edit the information on the top portion of the screen – that will change the application for ALL libraries.
  - If you'd like applications other than the ones that already exist, you may add a new application.
  - If you have any questions about working with applications, please call for help!
6. Click "Save Changes"

To add a new application:

1. From the "Workstations" menu, choose "Workstation Application Administration"
2. Click the "Create New" button
3. Type the name of the application as you would like it to appear in the menu in the "Application Name" box.
4. Choose a type of application from the "Type" pull-down.
5. Decide whether you would like patrons to be able to search for this application on the public reservation site (in "search by application")
6. Do NOT add a message to show when launched--- any message entered here will be displayed on all PCs that have this application (if you create an application for only your library ex. PDS home page... then this might be okay)
7. Type the complete path in the "Application Path" box for all computers to which you'd like to add this application (If you'd like to add it to ALL computers, you can type the path in the "Set Application Path for All Workstations..." box and then click on the "Set All" button)
8. Click "Save Changes"