

Changing Workstation Names & Applications in Library Online for the XP upgrade 5/1/07

Perform these steps for each new XP workstation immediately after LINK technicians have installed it. **Workstations will not be available in Library Online until these steps have been completed.**

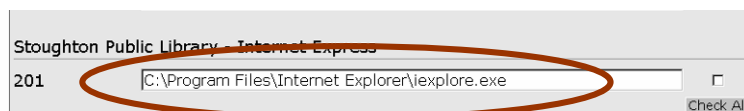
Note: You must log in to <http://libonline.scls.lib.wi.us/admin> with your library's ADMINISTRATIVE username (ends in "adm") and password. *If you need help, call Nichole (608-246-4521) or Dan (608-577-0788).*

Change the Actual Workstation Name

1. From the "Bookings" menu, choose "Workstation Administration."
2. Click the "Search" button to see all of your workstations.
3. Click the "Edit" button to the right of the workstation that has been replaced.
4. Change the "Actual Workstation Name" to the new workstation name provided by LINK staff.
5. Click "Save Changes" at the bottom, and continue to the next section.

Change the Applications Available on the Workstation

1. First, you must look up what applications are on the workstations:
 - a. While still looking at the Workstation Administration screen, click "Show Applications."
 - b. Make a note of the Program Name(s) available on the workstation. (Internet Explorer, LINKcat, and Zoomtext are the most likely applications.)
2. Next, you must delete all existing applications on the workstations:
 - a. From the "Bookings" menu, choose "Workstation Application Administration."
 - b. From the "Application" menu, choose an application (e.g. Internet Explorer).
 - c. From the "Branch" menu, choose your library.
 - d. Click the "Update" button.
 - e. Delete everything on the application path on the line to the right of the affected workstations' names (circled in the example below).



- f. Click "Save Changes" at the bottom.
 - g. If the workstation has more than one application, repeat step 2 for each application. Then proceed to step 3.
3. Finally, you must add "explorer.exe" (the desktop) as an application:
 - a. From the "Bookings" menu, choose "Workstation Application Administration."
 - b. From the "Application" menu, choose:
 - i. "Internet, Accessibility, OverDrive" if the workstation will have OverDrive available;
 - ii. "Internet, Accessibility" if not. *If you're not sure what is available on the new workstation, ask LINK staff.*
 - c. From the "Branch" menu, choose your library.
 - d. Click the "Update" button.
 - e. Type "explorer.exe" on the line to the right of the affected workstations' names.
 - f. Click "Save Changes."