

Making a reservation for a patron from the branch site

This site can be used as a way for staff to make reservations or for a dedicated public workstation site. These instructions are assuming that you are using it to make reservations for patrons.

1. Go to <http://libonline.scls.lib.wi.us/branchpublic>
2. Fill in the form:
 - Choose your library from the pull-down menu.
 - If you want to see what computers are available at only your library, check the box next to, "Show availability for this library only. (Recommended)
 - Since you are booking for a patron, choose "Yes".
 - Enter your User ID and Password.
3. Click on the "Reserve a computer" button.
4. Click "OK" when it tells you to close the window when you are done.
5. Enter the patron's library card.
6. Choose the library where you want to reserve a computer. You can choose from the pull-down menu or the map.
7. Choose a way to search for a computer. You can search by the type of computer (like a word processing or Internet computer) or by a specific application (like Internet Explorer or Microsoft Word).
8. Choose the type of computer or applications you want, and enter the date you are interested in. Click the "Search" button.
9. To reserve a time, click on any time slot that has the word "available" in it.
10. A box will appear telling you the reservation has been created. Click "OK".
11. A reservation receipt will appear, which will list the library, the address, the computer, the date, and the time for your reservation. You can print this screen and bring it with you to the library. To close the screen, click on the X in the right-hand corner.
12. Once you are done making reservations, you can end your session by clicking on the "Logout" button at the top of the screen.