

Reserving a computer for repair or training

Reserving computers through "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:
 - **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.
 - **Slot usable:** Choose "Yes" if you want to be able to log into the computer during the special workstation booking. Choose "No" only if you want the computer to be completely unusable during this time.
 - **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.
9. Click "OK" at the confirmation screen.