

## **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 "Select All" button to select all of the bookings that are displayed.
6. Click the "Delete" 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.

## **Canceling a reservation that has already been logged into**

1. Log in to <http://libonline.scls.lib.wi.us/admin>
2. From the "Reports" menu, choose "Bookings," then "Scheduled Bookings Report".
3. Choose your library and the correct date from the pulldown menus.
4. Click "Show Report".
5. Make a note of the "book id," i.e., booking ID, of the special workstation bookings you want to cancel. These bookings will be under the Patron Name "master master".
6. From the "Reports" menu, choose "Bookings," then "Scheduled Bookings Report".
7. On the "Scheduled Bookings Report" page, click the "Change Booking Status" button on the lower right.
8. Enter the Booking ID(s) from step #5.
9. Change Status in the pulldown menu to cancel (if it isn't already).
10. Click "Change Status".
11. Repeat steps #8-10 for each booking you want to cancel.