

## **When a workstation is temporarily replaced for maintenance**

When the spare arrives:

A. Check for reservations on your original workstation.

1. Go to <http://libonline.scls.lib.wi.us/admin>
2. Log in with your library's administrative account (which ends in "adm")
3. From the "Reports" menu, choose "Bookings," then "Booking History by Workstation."
4. From the "To" pulldown menu, choose the date that would be as far in the future as you allow patrons to make reservations.
5. From the "Machine Name" pulldown menu, choose the name of your original workstation.
6. Click "Show Report." If there are any future reservations, decide how to handle them – by rescheduling for the patron, simply informing the patron they must re-book, or a different method of your choice.

B. Look up the workstations.

1. From the "Bookings" menu, choose "Workstation Administration"
2. Click the "Search" button.
3. All of your library's workstations will be listed.

C. Change the "can be booked" status to "yes" on the spare workstation.

1. Click the "Edit" button at the end of the line for that workstation.
2. Change "Can Be Booked" to "Yes"
3. Click the "Save Changes" button.
4. You'll be returned to the "Search" screen.

D. Change the "can be booked" status to "no" on your original workstation.

1. Click the "Edit" button at the end of the line for that workstation.
2. Change "Can Be Booked" to "No"
3. Click the "Save Changes" button.
4. You'll be returned to the "Search" screen.

When the spare gets picked up:

A. Check for reservations on your original workstation.

1. Go to <http://libonline.scls.lib.wi.us/admin>
2. Log in with your library's administrative account (which ends in "adm")
3. From the "Reports" menu, choose "Bookings," then "Booking History by Workstation."
4. From the "To" pulldown menu, choose the date that would be as far in the future as you allow patrons to make reservations.
5. From the "Machine Name" pulldown menu, choose the name of your original workstation.
6. Click "Show Report." If there are any future reservations, decide how to handle them – by rescheduling for the patron, simply informing the patron they must re-book, or a different method of your choice.

B. Look up the workstations.

1. From the "Bookings" menu, choose "Workstation Administration"
2. Click the "Search" button.
3. All of your library's workstations will be listed.

C. Change the "can be booked" status to "yes" on your original workstation.

1. Click the "Edit" button at the end of the line for that workstation.
2. Change "Can Be Booked" to "Yes"
3. Click the "Save Changes" button.
4. You'll be returned to the "Search" screen.

D. Delete the spare workstation.

1. Click the "Edit" button at the end of the line for that workstation.
2. Click the "Delete" button on the lower right.
3. Confirm the deletion by clicking OK.
4. You'll be returned to the "Search" screen.