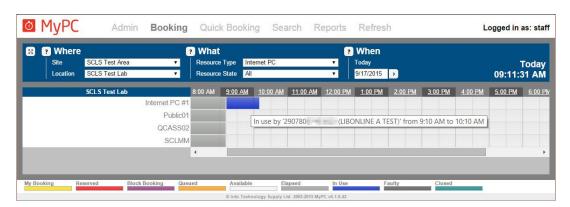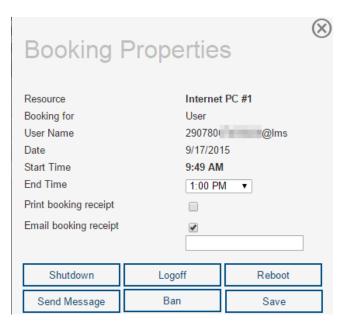# Controlling in-use computers

In MyPC, library staff can control in-use computers from the booking screen by clicking on the booking.
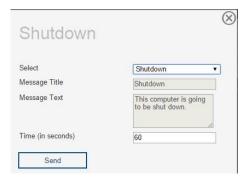




## End Time

This allows you to change the end time of the booking by reducing or extending the user's session. After selecting the desired time, click *Save* to finalize the changes. The end time of the user's booking will be changed immediately.

## Shutdown

Choosing this option will shutdown (power off) the selected PC.



You can select the canned Shutdown message or enter your own message using the *Free Text* option from the drop-down box.

You may also specify the time in seconds that MyPC should wait after the message is sent before the PC is shut down.

The logged-on user will lose any unsaved work when the shutdown is carried out.

## Logoff

Selecting this option logs off the user (after which Deep Freeze will automatically restart the PC). The process operates in exactly the same way as the Shutdown process documented above.

## Reboot

Selecting this option reboots the PC. The process operates in exactly the same way as the Shutdown process documented above.

## Send message

This option sends a message to the currently logged-in user. The Send Message dialog will be shown:



Messages sent to users will remain on their screen until the user acknowledges them or until the user is logged off at the end of their session.

## Ban

Selecting this option will ban the user from using computers controlled by MyPC.
*Note: Banning a user will not message them or automatically kick them off of a PC.* For more information about the *Ban* option, see the "Banned users" documentation.