Extending an in-use booking

It is easy to extend an in-use booking in MyPC when logged into MyPC with your library's staff account.

- 1. On the Bookings screen, click on the booking you'd like to extend.
- 2. Click on the End Time drop down to select the desired end time for the booking

Resource		Internet PC	#1
Booking for		User	
User Name		2907800	@lms
Date		9/17/2015	
Start Time		9:49 AM	
End Time		10:49 AM	•
Print booking receipt		10:00 AM	*
Email booking receipt		10:30 AM	
		11:00 AM	
		11:30 AM	
Shutdown	Logof	12:30 PM	Reboot
Send Message	Ban	1:00 PM 1:30 PM	Save
		2:00 PM	
		2:30 PM	
_	_	3:30 PM	
		4.00 PM	

3. Click Save

Note: If the End Time you've entered creates a booking that exceeds the patron's time limit, you will get a warning message. Just click *Save again* to override the normal limits and save your changes.

Booking F	Propertie	S	\otimes	
Resource	Interne	Internet PC #1		
Booking for	User			
User Name	290780	@lms		Don't let the
Date	9/17/20	15		warning message
Start Time	9:49 AM	1		warning message
End Time	1:00 P	M 🔻		🥒 stop vou.
Print booking receipt				
Email booking receipt				Click on Save again
V Click Save if you	alidation summary want to save the b	ooking anyway	K	to override normal
9/17/2015 Booking durat	ion greater than the	maximum allowe	li	limits.
Shutdown	Logoff	Reboot		
Send Message	Ban	Save		