Minimum Slot Time & Maximum Booking Duration

Minimum Slot Time and Maximum Booking Duration are configuration settings that control how a Location's PCs can be booked. Each library can decide what they would like these settings to be for each of their library's locations (location = group or area of PCs, like "Workstation Type" in Library Online).

Minimum Slot Time

From the MyPC documentation:

> "The Minimum Slot Time represents the shortest advanced booking that can be made using the MyPC Booking. This also represents the shortest Block Booking that can be made.
>
> In addition, Advanced or Block Booking lengths can only be multiples of the Minimum Slot Time. For example, if this is set to 15 minutes (the default) Advanced or Block Bookings may be made for 15, 30, 45, etc. minutes.
>
> The values shown are the Minimum Slot Times are 5, 10, 15, 20, 30, and 60 minutes. The default of 15 minutes works well for most environments.
>
> Please note that the Minimum Slot Time has no impact on Usage Statistics. MyPC Usage Statistics record the actual time used by the user. For example, if the Minimum Slot Time were set to 15 minutes but the user only logged on for 5 minutes, MyPC Usage Statistics would record 5 minutes usage."

Maximum Booking Duration

From the MyPC documentation:

> "Maximum Booking Duration represents the maximum length of time that a user can use a computer for in a single session. A session is started when the user logs on to the computer. The Maximum Booking Duration operates in two ways.
>
> - For a walk-up booking, the user will be allowed to use the computer for the time specified by the Maximum Booking Duration.
> - For an advanced booking made by a user, the Maximum Booking Duration represents the maximum length of time the user can make the advanced booking for.
>
> The default Maximum Booking Duration is 60 minutes."

Notes

- Changing the Minimum Slot Time to a smaller number can give staff and patrons more flexibility for scheduling booking start times. It can also create a longer Start Time, End Time, and Duration drop-downs lists (and more scrolling).
- Changing the Minimum Slot Time to a larger number reduces flexibility for booking start times, but creates a shorter Start Time, End Time, and Duration drop-down lists (and less scrolling).

An example…

A Workstation Type with these settings…

Minimum Slot Time: 10 minutes
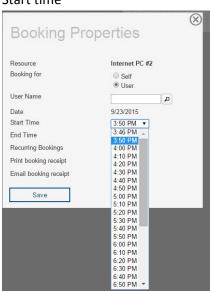
Maximum Booking Duration: 60 minutes

…will give the following options on the Quick Booking screen and in the normal Booking grid:

Booking grid with 10-minute slots

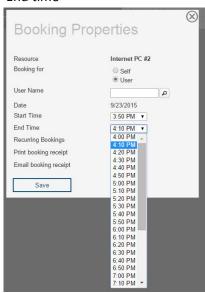## Creating a booking from the Booking grid (staff)

Start time   End time

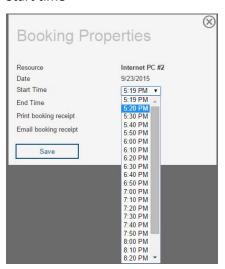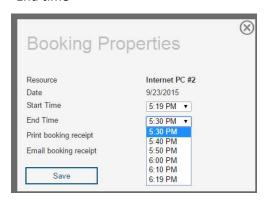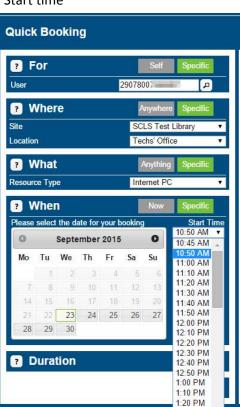## Creating a booking from the Booking grid (patron)

Start time   End time

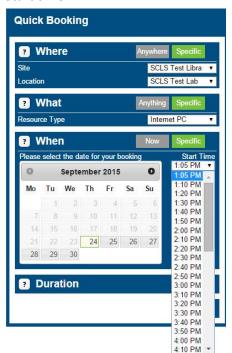## Creating a booking from the Quick Booking menu (staff)

Start time   Duration

Creating a booking from the Quick Booking Menu (patron)

Start time   Duration