

The MyPC public booking website

Logging into the MyPC public booking website

1. Go to **http://mypc.scls.info**
2. Enter your **entire library card number** and **PIN**.
3. Click **Login**.


MyPC public booking website menus

When logged into the MyPC website with your library card number and PIN, you may choose from these menu options:

The screenshot displays the MyPC public booking website interface. At the top, there is a navigation bar with the following options: **MyPC**, **Booking**, **Quick Booking**, **My Bookings**, and **Refresh**. A red arrow points to the **Booking** option, and another red arrow points to the **Refresh** option. The user is logged in as **2907800**. Below the navigation bar, there is a search filter section with three tabs: **Where**, **What**, and **When**. The **Where** tab is selected, showing **Site: SCLS Test Library** and **Location: SCLS Test Lab**. The **What** tab shows **Resource Type: Internet PC** and **Resource State: All**. The **When** tab shows **Today: 9/23/2015** and **05:14:28 PM**. Below the search filter, there is a booking grid for **SCLS Test Lab** showing the availability of **Internet PC #1**, **Internet PC #2**, **Internet PC #3**, and **Internet PC #4** from **8:00 AM** to **8:00 PM**. The grid shows that all resources are available from 8:00 AM to 5:00 PM. Below the grid, there is a legend for booking statuses: **My Booking** (yellow), **Reserved** (red), **Available** (white), **Elapsed** (grey), **In Use** (blue), **Faulty** (black), and **Closed** (green). At the bottom of the page, there is a copyright notice: **© Info Technology Supply Ltd. 2003-2015 MyPC v6.1.0.69**.

- **Booking** – Displays the Booking grid for making bookings. This option allows you to choose a specific computer you'd like to book.
- **Quick Booking** – Displays the Quick Booking feature for making bookings. This option *does not* allow you to choose the specific computer you'd like to book.
- **My Bookings** – Displays your future bookings. You may Edit a future booking to change the Start Time and/or End Time, or to delete the booking.
- **Refresh** – Refreshes the current menu.

Making a booking from the Booking menu

 **Booking** Quick Booking My Bookings Refresh

Where		What		When	
1	Site SCLS Test Library	Resource Type Internet PC	Today	3	
2	Location SCLS Test Lab	Resource State All	9/24/2015		

SCLS Test Lab	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM
Internet PC #1							
Internet PC #2							
Internet PC #3					4		
Internet PC #4							

1. Select your desired library from the **Site** pull-down menu.
2. Select your desired PC Type/Location from the **Location** pull-down menu.
3. Under “When,” choose your desired date using the arrow or by clicking in the box with the date.
4. Click on an available time slot to create your booking.
 - a. In the pop-up booking window...
 - a. Select the **Start Time** from the pull-down menu.
 - b. Select the **End Time** from the pull-down menu.
 - c. Click on the **Save** button.
 - b. Your booking will be created.
5. If you are unable to create a booking, please see library staff for assistance.
6. Click **Logout** in the upper right when you are finished.

Making a booking from the Quick Booking menu

1. **Where** – click on **Specific** to choose where you would like to make your booking.
 - a. Select your desired library from the Site pull-down menu.
 - b. Select your desired PC Type/Location from the Location pull-down menu.
2. **What** - You may skip this. An “Internet PC” will be selected by default.
3. **When** – Choose when you would like your booking.
 - a. Click on **Now** to make a booking starting immediately.
 - b. Click on **Specific** to select the Date and Start Time for your booking.
4. **Duration** – Select the desired length of your booking from the Duration pull-down menu
5. Click on the **Find** button
6. A booking matching your criteria will be displayed in the box on the right

Quick Booking

Where Anywhere Specific

Site: SCLS Test Libra
Location: SCLS Test Lab

What Anything Specific

Resource Type: Internet PC

When Now Specific

Please select the date for your booking Start Time

September 2015 11:00 AM

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Duration 60

Find

A booking matching your criteria can be created.

Start Time	11:00 AM
End Time	12:00 PM
Date	9/24/2015
Resource	Internet PC #2
Location	SCLS Test Lab
Site	SCLS Test Library

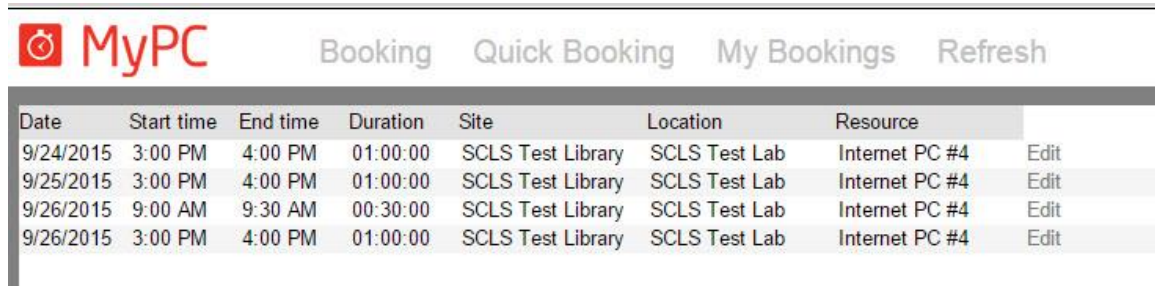
Do you wish to continue with this booking?

Yes **No**

7. Creating the booking
 - a. Click **Yes** if you wish to create the proposed booking.
 - b. Click **No** if you wish to change your criteria to create a different booking.
8. If you are unable to create a booking, please see library staff for assistance.
9. Click **Logout** in the upper right when you are finished.

Editing or canceling your bookings from the My Bookings menu

1. Click on the My Bookings menu. All of your future bookings will be displayed.



The screenshot shows the MyPC interface with a navigation bar containing 'Booking', 'Quick Booking', 'My Bookings', and 'Refresh'. Below the navigation bar is a table with the following data:

Date	Start time	End time	Duration	Site	Location	Resource	
9/24/2015	3:00 PM	4:00 PM	01:00:00	SCLS Test Library	SCLS Test Lab	Internet PC #4	Edit
9/25/2015	3:00 PM	4:00 PM	01:00:00	SCLS Test Library	SCLS Test Lab	Internet PC #4	Edit
9/26/2015	9:00 AM	9:30 AM	00:30:00	SCLS Test Library	SCLS Test Lab	Internet PC #4	Edit
9/26/2015	3:00 PM	4:00 PM	01:00:00	SCLS Test Library	SCLS Test Lab	Internet PC #4	Edit

2. To edit or cancel a booking, click the **Edit** button to the right of the booking details.
 - a. To *edit* the booking, adjust the **Start Time** and/or **End Time** as desired and click the **Save** button
 - b. To *cancel* the booking, click the **Delete** button.
3. Click **Logout** in the upper right when you are finished.