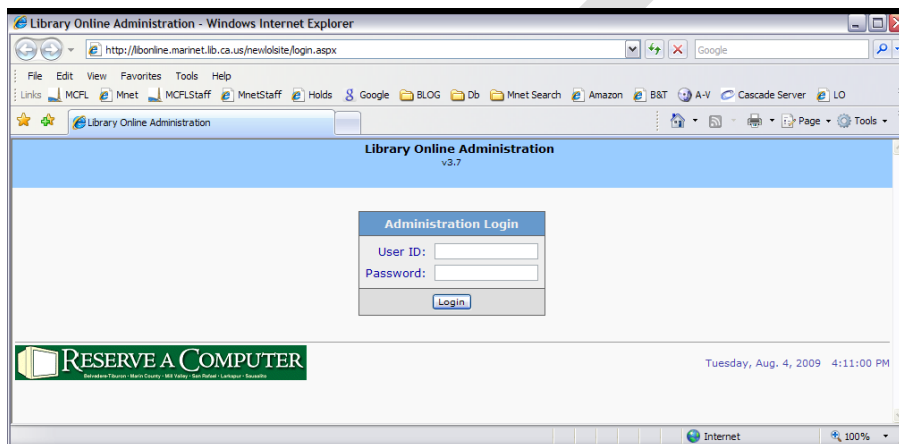


Special Workstation Bookings in Library Online

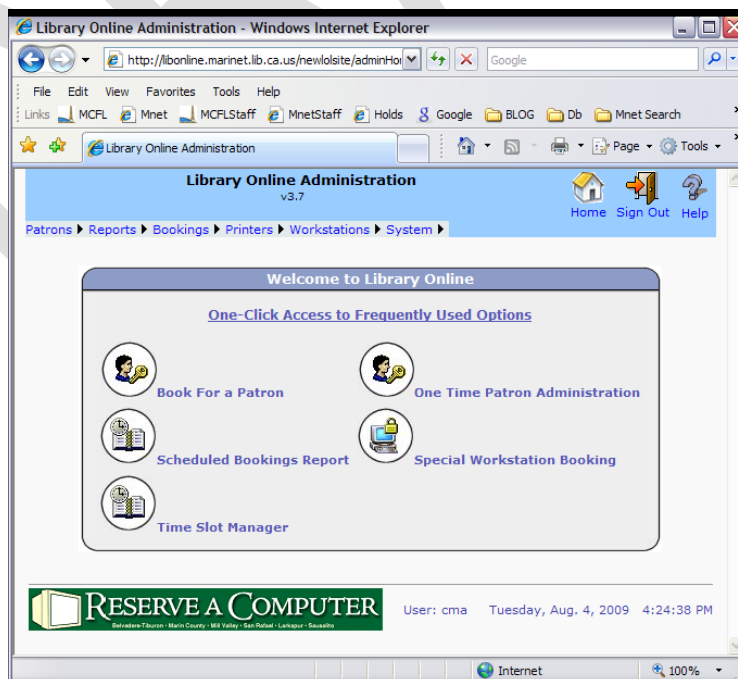
This procedure allows staff to reserve public computers using a master account. These bookings can be used to block public use/reservation of workstations in the event a computer is out of order, the computer area is being used for a meeting, or the workstation is being used for a library-sponsored computer class. Special workstation bookings are not subject to the same restrictions as public mode bookings, i.e., they may be made more than a week in advance, for greater than two hours at a time, and the reservation may be held to the end of the session, not just for ten minutes.

1. Log onto the Library Online Administrative Module using Internet Explorer. Please check with your supervisor for account and password information.

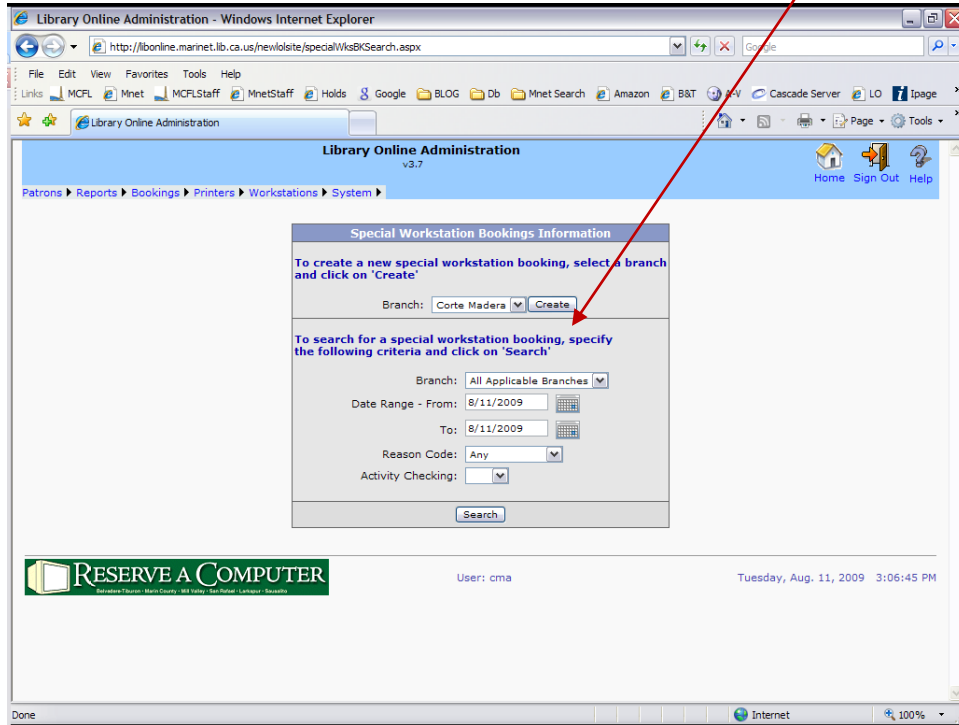
<http://libonline.marinet.lib.ca.us/newlolsite/login.aspx>



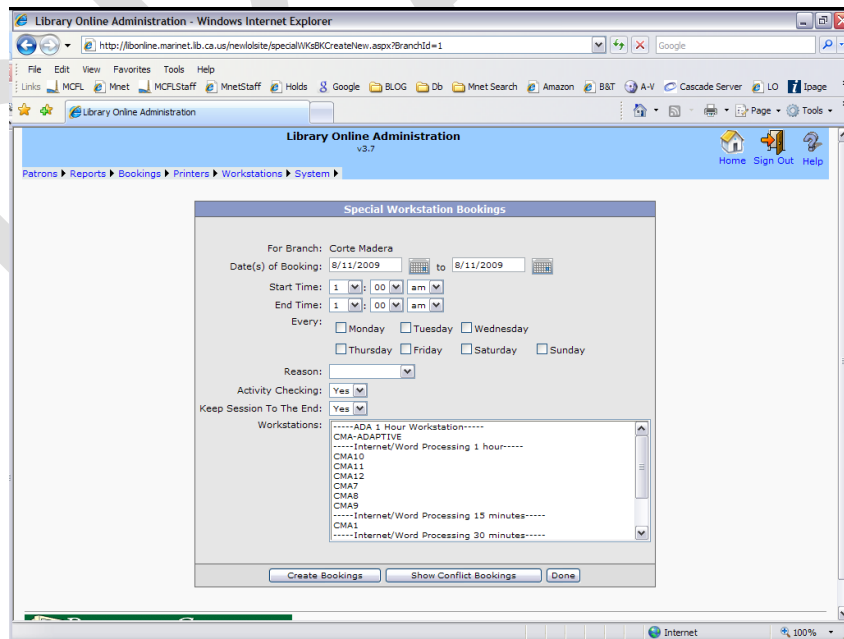
2. Select *Special Workstation Booking* from the Library Online home page.



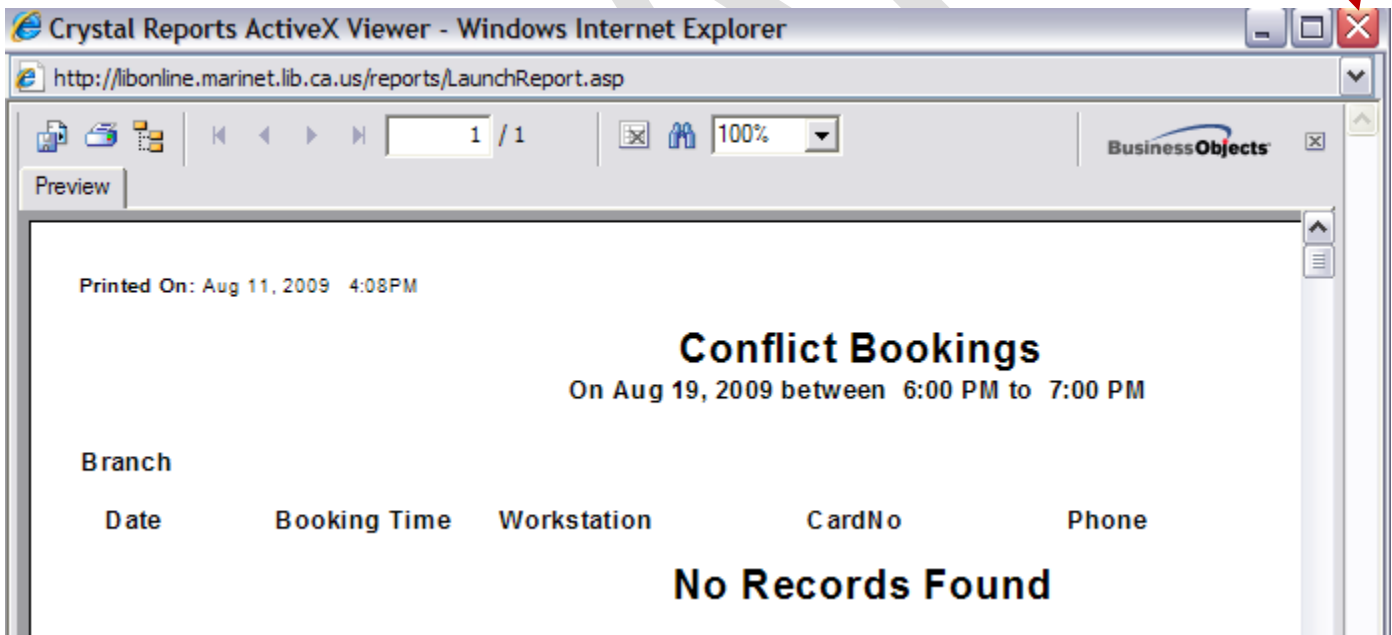
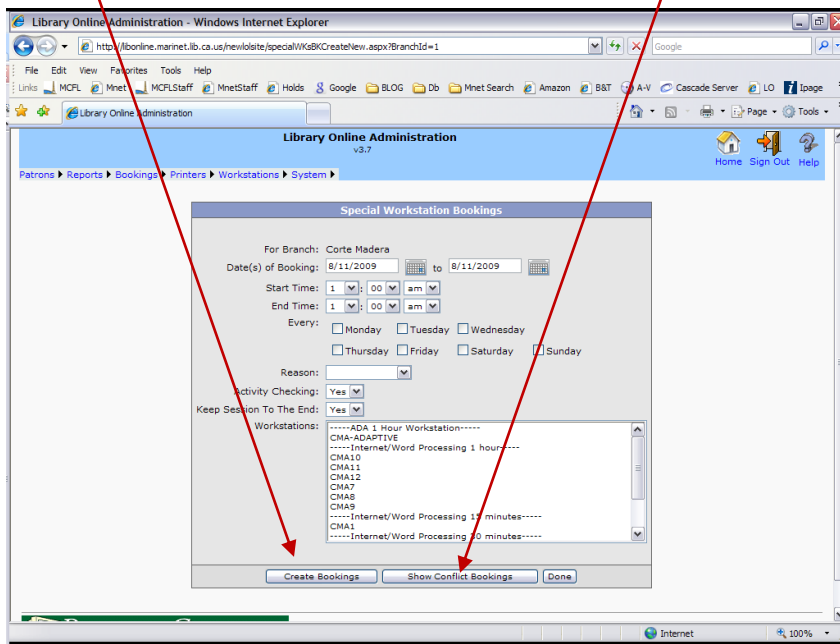
3. To create a new special workstation booking, select your branch from the drop-down menu and click on Create.



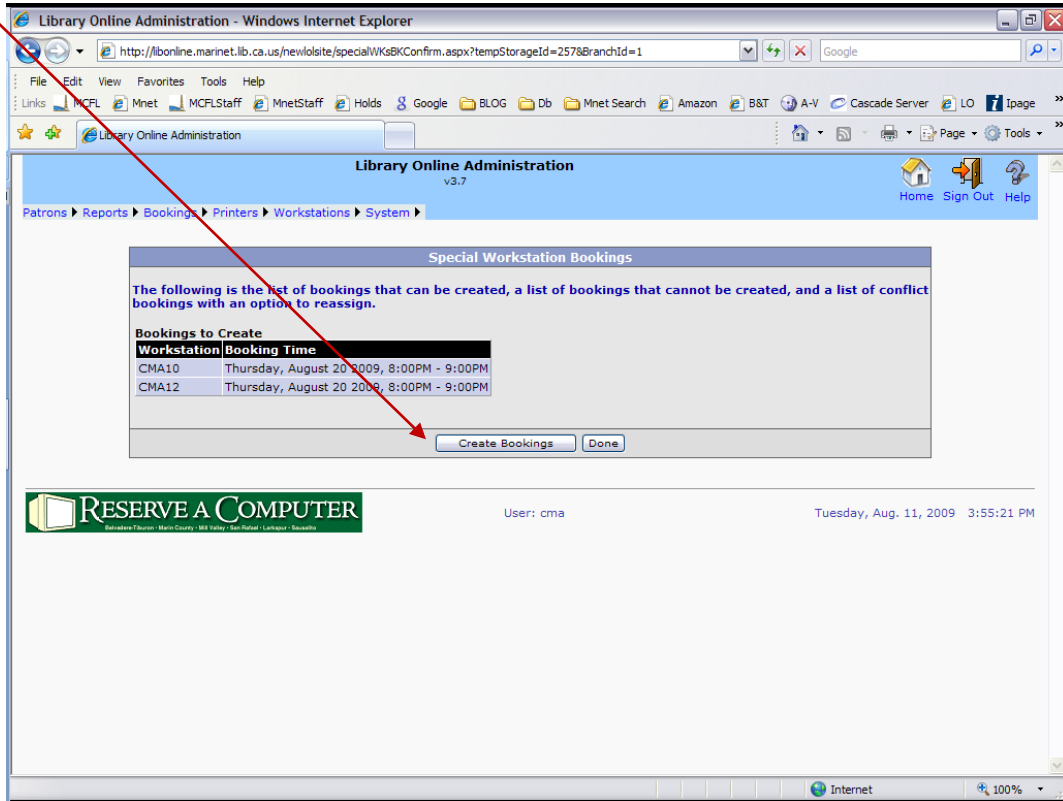
4. Select the date for the booking, start time, end time, day of the week, and reason. The fields for Activity checking and Keep Session to the End have the default entry of Yes, and may be left that way. Select the workstation(s) you'd like to reserve (more than one may be selected by depressing <Ctrl> and clicking on the individual entries.)



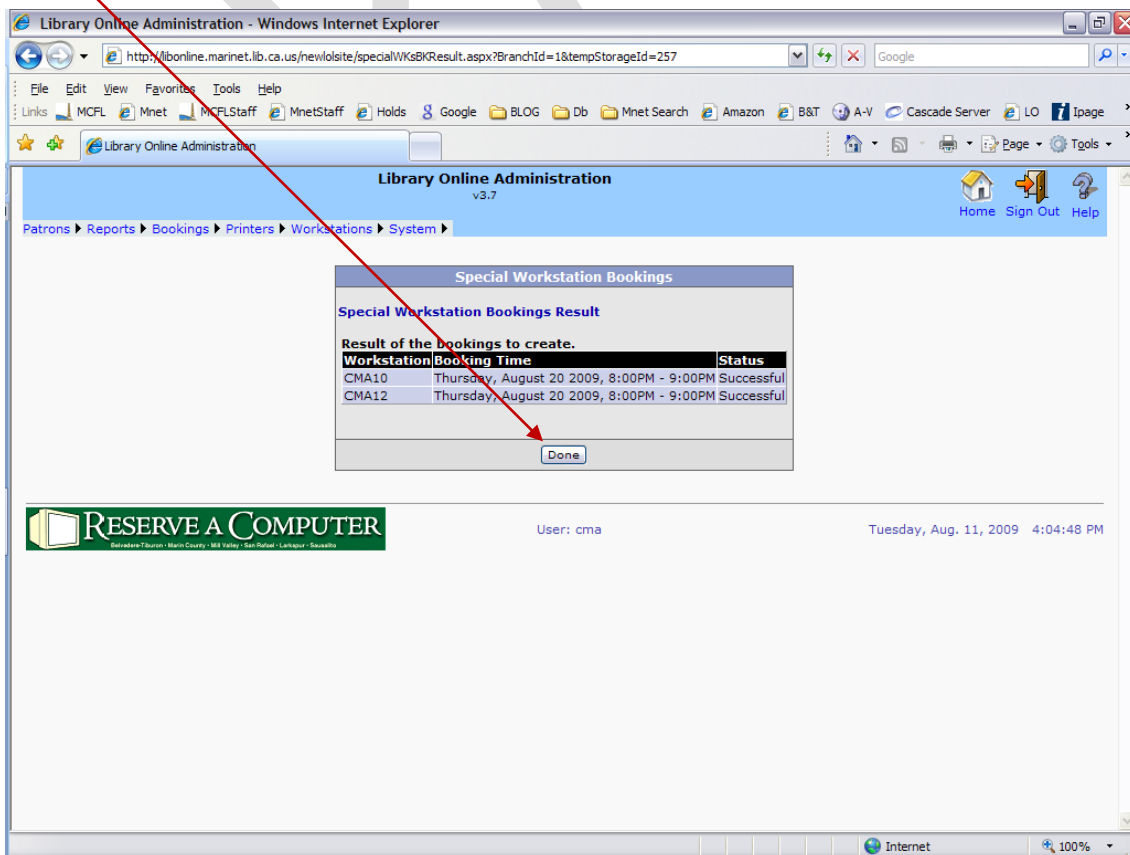
5. After selecting all the desired criteria for the booking, click on **Show Conflict Bookings**. A window will open to show **Conflict Bookings**. If there are no conflicts, close the **Conflict Bookings** window, and click on **Create Bookings**.



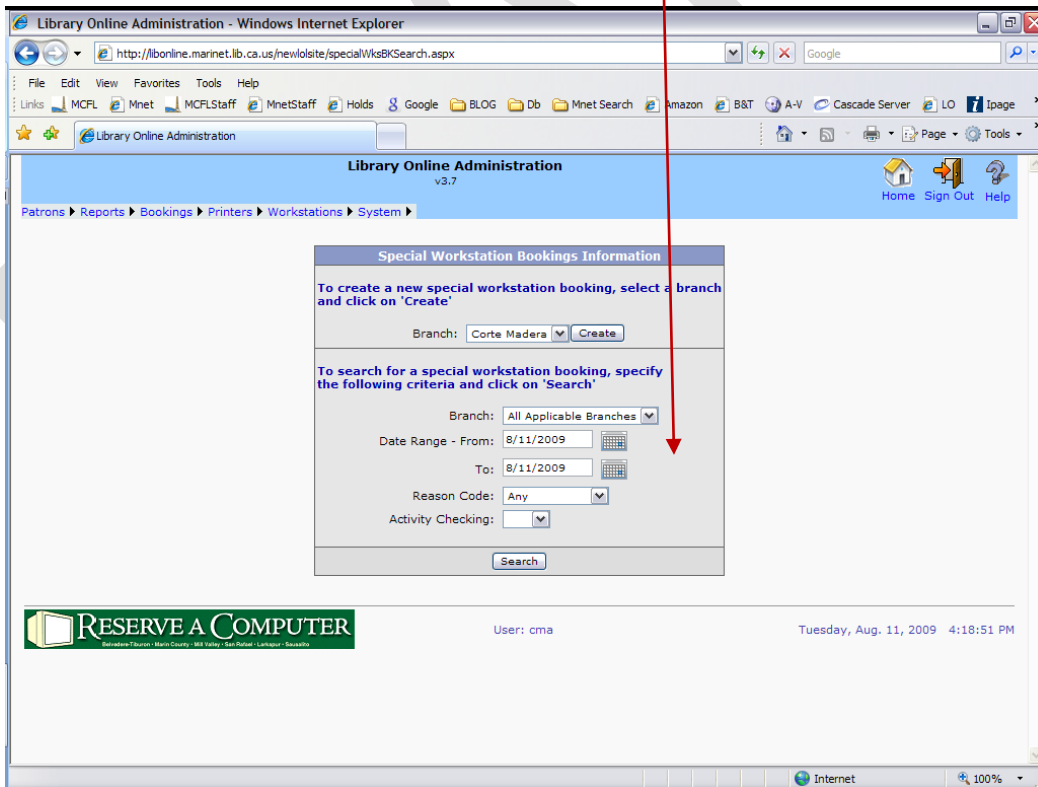
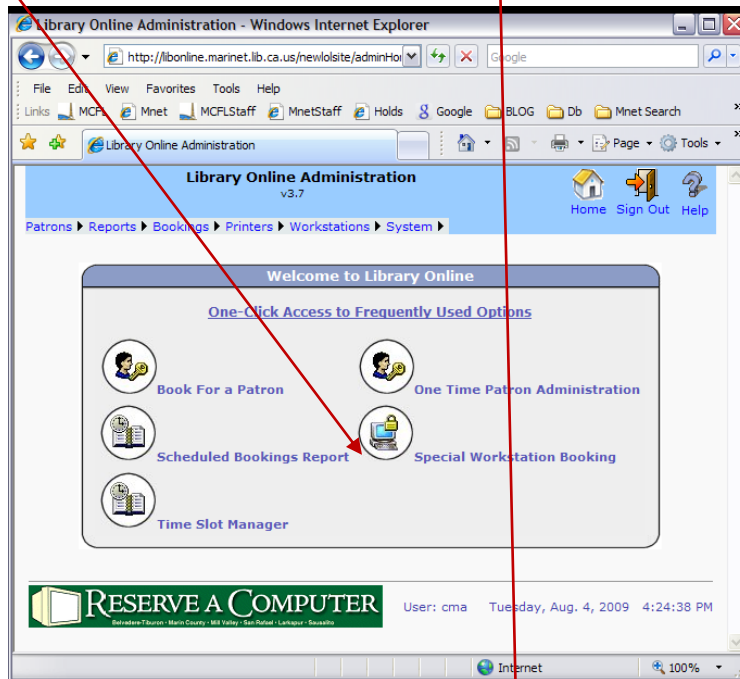
6. The Special Workstation Bookings window will open. Review the booking time and workstation. Click on Create Bookings.



7. Click on Done.



8. You can review your Special Workstation Bookings by going back to the Home page and selecting *Special Workstation Booking*. Then, in the bottom half of the Special Workstation Bookings Information window, select your branch from the drop-down menu, indicate a date range by clicking on the calendars, and click on Search.



9. The View/Delete Special Workstation Bookings window will open. Bookings may be deleted by checking the box next to the appropriate entry and clicking on the Delete button. Special workstation bookings may be deleted from this page, unless a staff member logged on to the workstation during the reservation period using the master account. To delete a booking if this has occurred, you must use the Time Slot Manager, available on the Library Online home page.

Library Online Administration - Windows Internet Explorer

http://lbonline.marinet.lib.ca.us/newlo/site/specialWksBKSearchListing.aspx

Library Online Administration v3.7

Patrons | Reports | Bookings | Printers | Workstations | System

Home Sign Out Help

View/Delete Special Workstation Bookings

To remove bookings, place a check mark next to the appropriate entry in the first column and press the delete button shown below.

<input type="checkbox"/>	Workstation Name	Branch	Workstation Type	Booking Date / Time	Reason	Activity Checking	Keep
<input type="checkbox"/>	CMA-ADAPTIVE	Corte Madera	ADA 1 Hour Workstation	Wednesday, August 12 2009, 10:00AM - 12:00PM	Out of Servic	Yes	Yes
<input type="checkbox"/>	CMA11	Corte Madera	Internet/Word Processing 1 hour	Wednesday, August 12 2009, 10:00AM - 12:00PM	Out of Servic	Yes	Yes
<input type="checkbox"/>	CMA12	Corte Madera	Internet/Word Processing 1 hour	Wednesday, August 12 2009, 10:00AM - 12:00PM	Out of Servic	Yes	Yes
<input type="checkbox"/>	CMA11	Corte Madera	Internet/Word Processing 1 hour	Monday, August 17 2009, 11:00AM - 12:00PM	Training	Yes	Yes
<input type="checkbox"/>	CMA11	Corte Madera	Internet/Word Processing 1 hour	Monday, August 17 2009, 1:00PM - 3:00PM	Training	Yes	Yes
<input type="checkbox"/>	CMA11	Corte Madera	Internet/Word Processing 1 hour	Monday, August 24 2009, 11:00AM - 12:00PM	Training	Yes	Yes
<input type="checkbox"/>	CMA11	Corte Madera	Internet/Word Processing 1 hour	Monday, August 24 2009, 1:00PM - 3:00PM	Training	Yes	Yes
<input type="checkbox"/>	CMA-ADAPTIVE	Corte Madera	ADA 1 Hour Workstation	Wednesday, August 26 2009, 10:00AM - 12:00PM	Out of Servic	Yes	Yes
<input type="checkbox"/>	CMA11	Corte Madera	Internet/Word Processing 1 hour	Wednesday, August 26 2009, 10:00AM - 12:00PM	Out of Servic	Yes	Yes
<input type="checkbox"/>	CMA12	Corte Madera	Internet/Word Processing 1 hour	Wednesday, August 26 2009, 10:00AM - 12:00PM	Out of Servic	Yes	Yes
<input type="checkbox"/>	CMA-ADAPTIVE	Corte Madera	ADA 1 Hour Workstation	Wednesday, August 26 2009, 6:30PM - 9:00PM	Out of Servic	Yes	Yes
<input type="checkbox"/>	CMA11	Corte Madera	Internet/Word Processing 1 hour	Wednesday, August 26 2009, 6:30PM - 9:00PM	Out of Servic	Yes	Yes
<input type="checkbox"/>	CMA12	Corte Madera	Internet/Word Processing 1 hour	Wednesday, August 26 2009, 6:30PM - 9:00PM	Out of Servic	Yes	Yes
<input type="checkbox"/>	CMA11	Corte Madera	Internet/Word Processing 1 hour	Monday, August 31 2009, 11:00AM - 12:00PM	Training	Yes	Yes
<input type="checkbox"/>	CMA11	Corte Madera	Internet/Word Processing 1 hour	Monday, August 31 2009, 1:00PM - 3:00PM	Training	Yes	Yes

Records: 1 - 15

Delete New Search

RESERVE A COMPUTER User: cma Tuesday, Aug. 11, 2009 4:25:17 PM