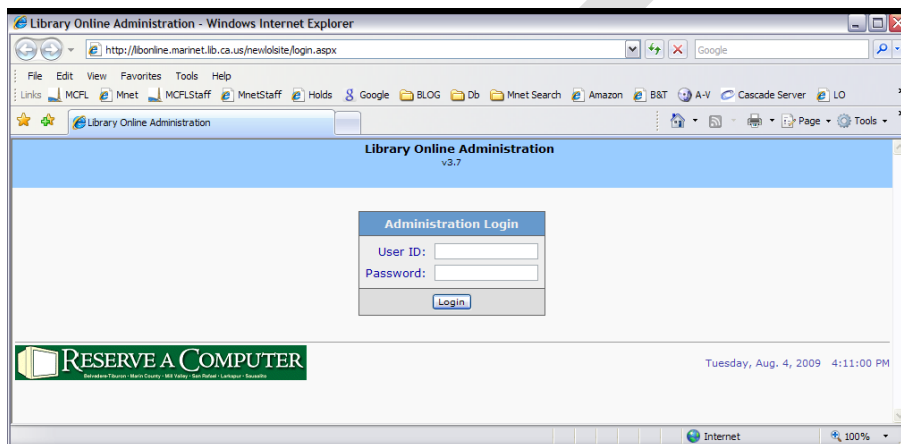


Library Online Time Slot Manager

The Time Slot Manager is a feature of the Library Online Administrative Module that allows staff to see what workstations are in use or booked, to end bookings, and to create bookings. If there has been a power outage or some other glitch, and workstations are not releasing reservations or sessions, the Time Slot Manager allows staff to override the reservation or end the session. The Time Slot Manager may also be used to end a session if a Special Workstation Booking session has been logged into, but the remainder of the session is not needed.

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

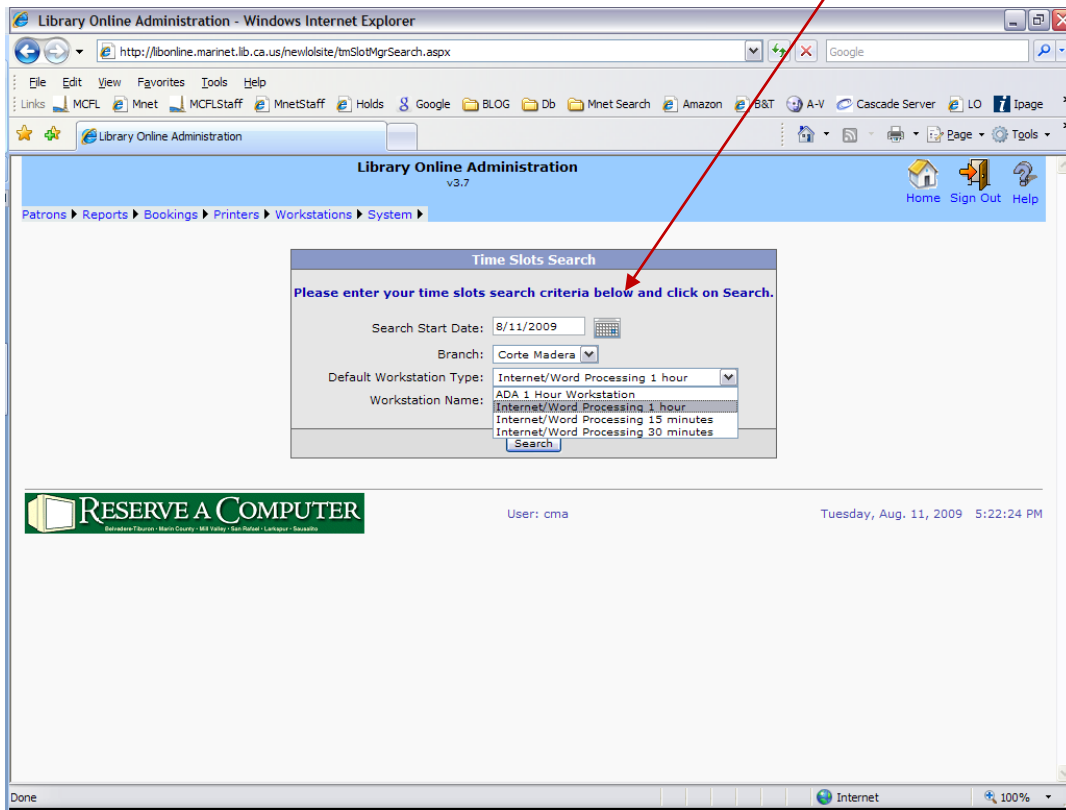
<http://libonline.marinet.lib.ca.us/newlolsite/login.aspx>



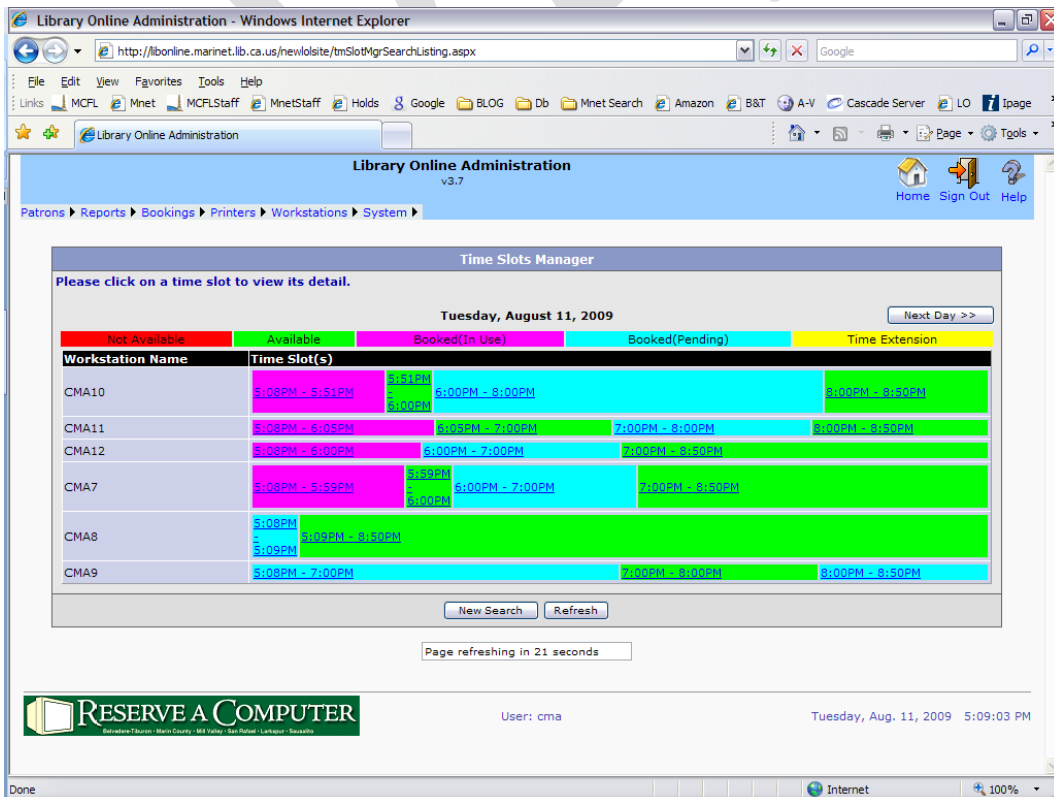
2. Select *Time Slot Manager* from the Library Online home page.



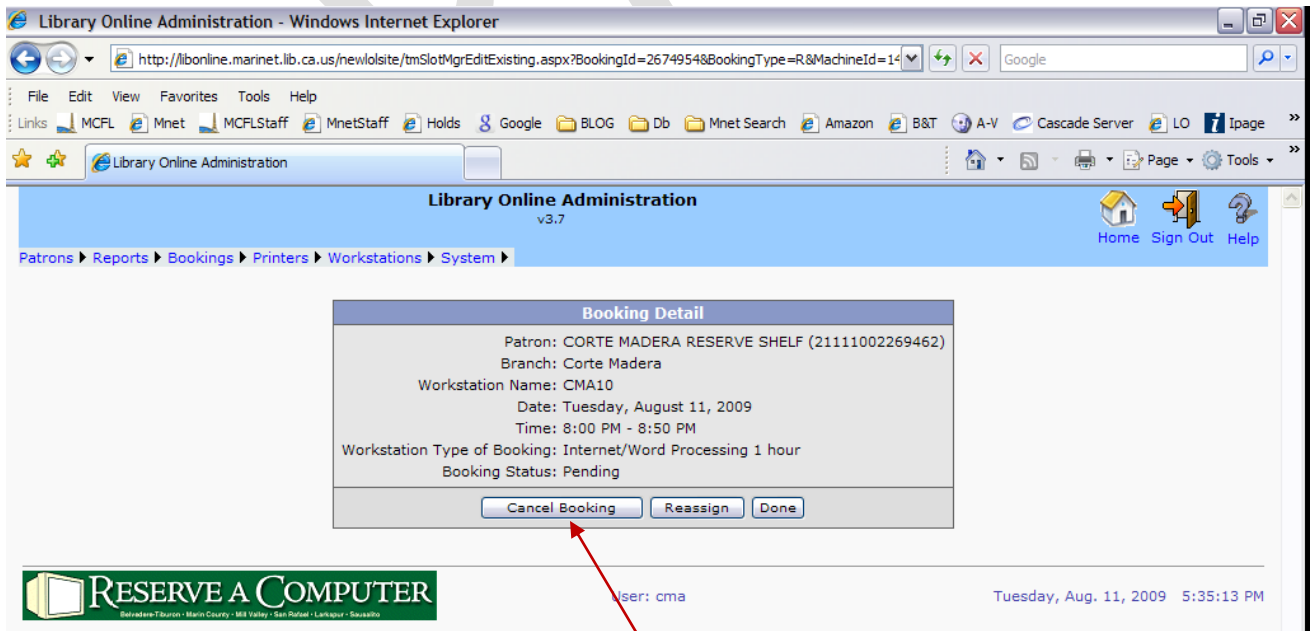
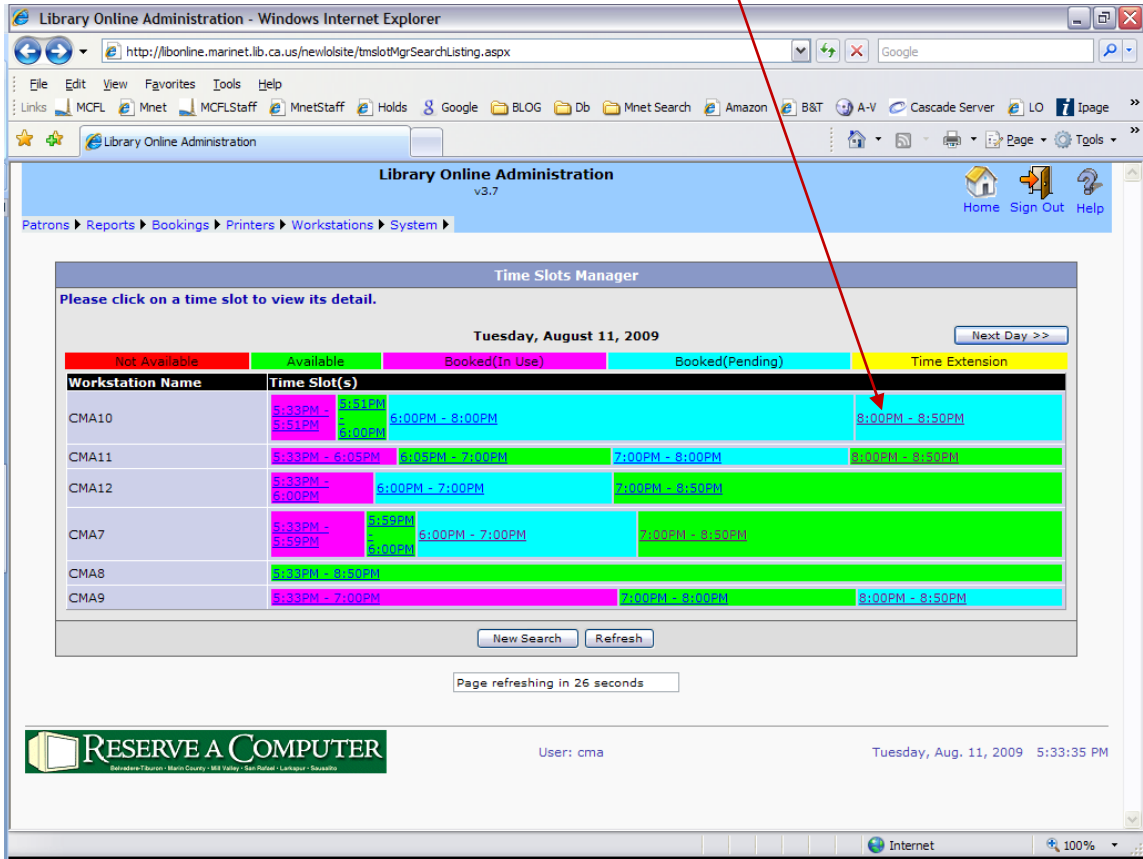
3. Select your branch, start date and workstation type from the drop-down menus. A specific workstation may also be selected, if desired.



4. The Time Slots Manager window will open. The page will refresh every 30 seconds.

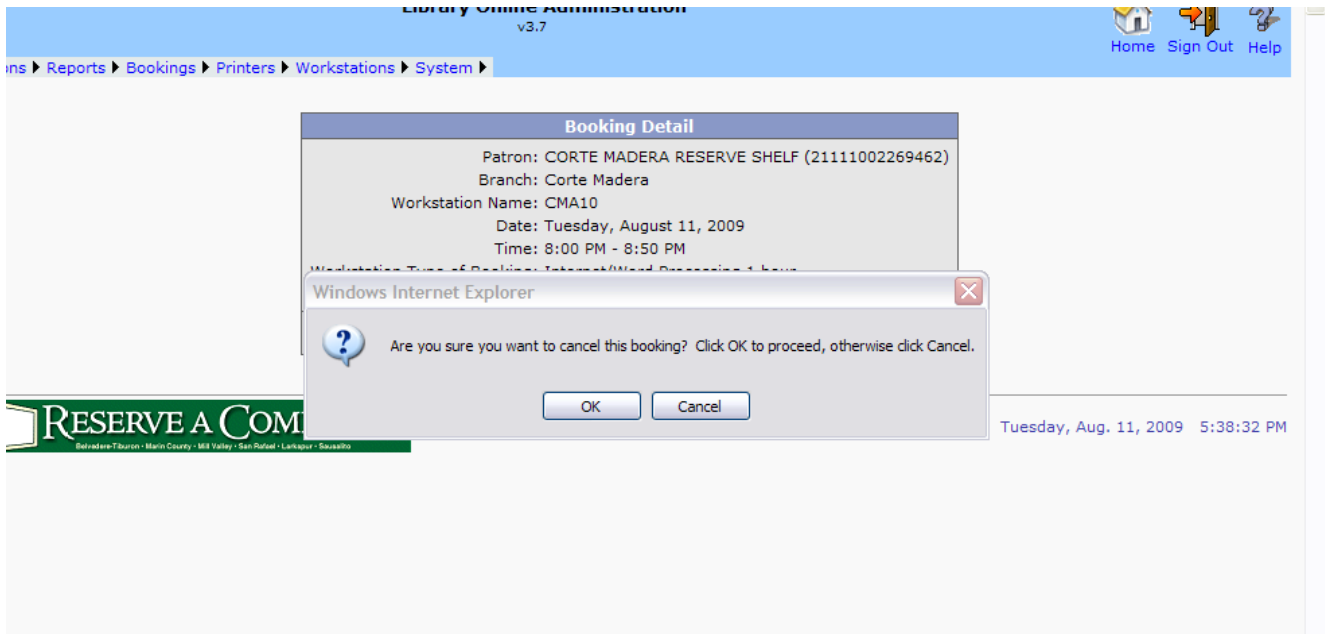


5. To view information about a time slot, click on the listed hours. A window will open, detailing the patron information.

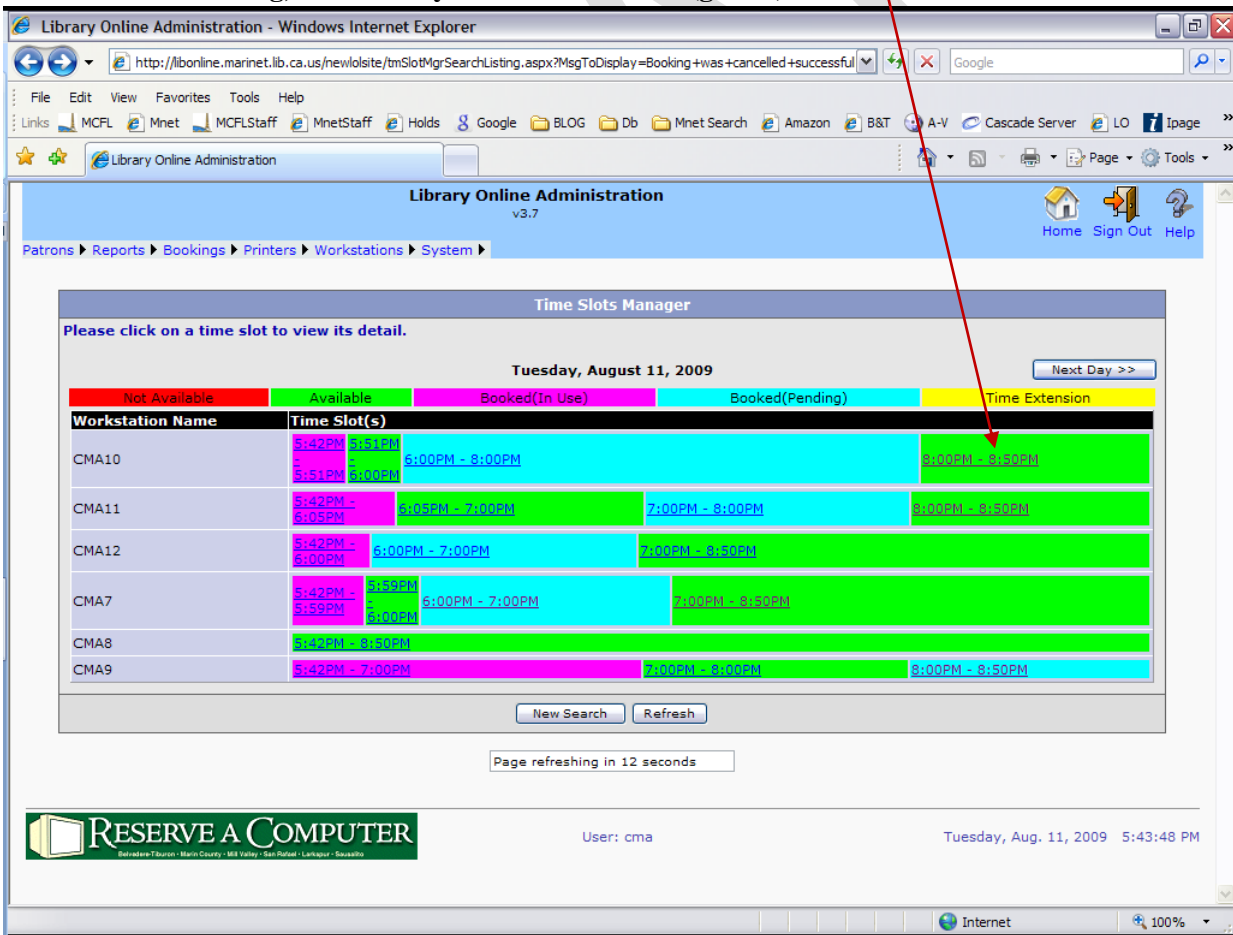


6. To delete a booking or session, click on the Cancel Booking button.

7. A window will open to verify the request. Click on OK to proceed.



8. To create a booking, click on any available time slot (green.)



9. Enter the library card barcode number and click on Create Booking.

The screenshot shows a web browser window titled "Library Online Administration - Windows Internet Explorer". The address bar contains the URL: <http://lbonline.marinet.lib.ca.us/newwebsite/tmSlotMgrCreateNew.aspx?SlotMachineTypeId=25&MachineId=144&SlotBeginDe>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and search. The main content area displays the "Library Online Administration v3.7" header with navigation links: Patrons, Reports, Bookings, Printers, Workstations, System. A "Time Slot Detail" form is centered on the page, containing the following information: Workstation Name: CMA11, Default Workstation Type: Internet/Word Processing 1 hour, Date: Tuesday, August 11, 2009, Available Time: 8:00 PM - 8:50 PM, Workstation Type of Time Slot: Internet/Word Processing 1 hour, Time Slot Length: 60 minutes. Below this, the "Create New Booking:" section includes a text input field for "Card Number:", "Start Time:" (8:00 pm), "End Time:" (8:50 pm), and two checkboxes: "Ignore Time Slot Length Restriction:" and "Automatically Extend Booking Limit Restriction:". At the bottom of the form are "Create Booking" and "Done" buttons. A "RESERVE A COMPUTER" banner is visible at the bottom left, and the footer shows "User: cma" and "Tuesday, Aug. 11, 2009 5:43:09 PM".

10. Click on Done to finish creating the booking.

The screenshot shows the "Library Online Administration v3.7" interface after a successful booking. The header and navigation menu are the same as in the previous screenshot. A green message box at the top center reads "Booking was successful." Below it is a "Booking Detail" form with the following information: Patron: CORTE MADERA RESERVE SHELF (21111002269462), Branch: Corte Madera, Workstation Name: CMA10, Date: Tuesday, August 11, 2009, Time: 8:00 PM - 8:50 PM, Workstation Type of Booking: Internet/Word Processing 1 hour, Booking Status: Pending. At the bottom of the form are "Cancel Booking", "Reassign", and "Done" buttons. The "RESERVE A COMPUTER" banner and footer information ("User: cma", "Tuesday, Aug. 11, 2009 5:48:44 PM") are also present.

jbm 8/11/09