

Printing Library Online One-Time Use Slips

While our Tec Support folks encourage us to use Firefox whenever possible, accessing Library Online is an exception to the rule. Many of its features are only Internet Explorer-compatible. So, **open** Internet Explorer; there's a short-cut icon next to the Windows Start button similar to this:



Click on the **LO Admin** shortcut in the shortcuts toolbar:
(or <http://libonline.marinet.lib.ca.us/newlolsite/login.aspx>)



Check with your supervisor for the password. Click on **Login**.

Administration Login	
User ID:	<input type="text" value="cma"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="Login"/>	

On the home page, click on **One Time Patron Administration**.

Welcome to Library Online

[One-Click Access to Frequently Used Options](#)

Book For a Patron	One Time Patron Administration
Scheduled Bookings Report	Special Workstation Booking
Time Slot Manager	

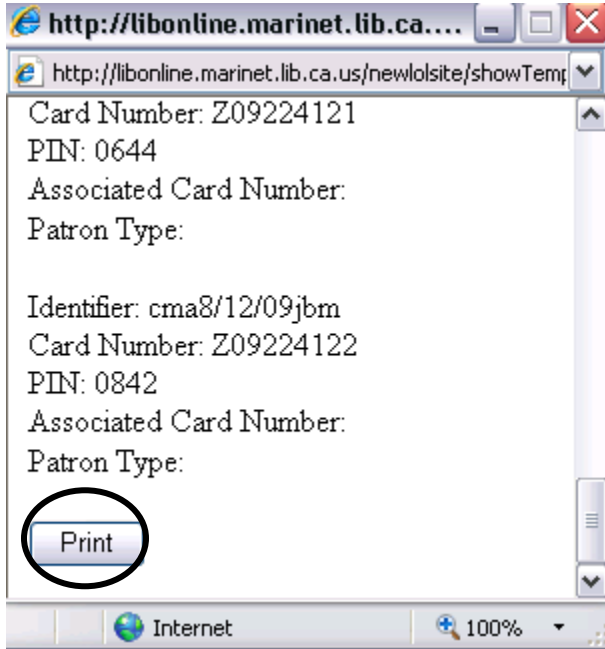
Click on **Create New**.

The screenshot shows a web form titled "One-time Patron Information". Below the title, there is a blue header bar. Underneath, a blue instruction reads: "Search for One-time patron by one or more of the criteria listed below:". The form contains several input fields: "Card number:" (empty), "Identifier:" (empty), "Associated Card number:" (empty), "Patron Type:" (dropdown menu with "Any" selected), and "Patron Status:" (dropdown menu with "Active" selected). At the bottom of the form, there are two buttons: "Search" and "Create New". The "Create New" button is circled in black.

Fill in the **Identifier** field with branch abbreviation, the date, and your initials. (In this example, at Corte Madera, Julie Magnus is creating one-time use slips on August 12, 2009.) Leave the **Patron Type** and **Associated Card number** fields blank. Change **Number to create** to 10. Click on **Save Changes**.

The screenshot shows the same "One-time Patron Information" form, but now with data entered. The "Identifier:" field contains the text "cma8/12/09jbm". The "Associated Card number:" field is empty. The "Patron Type:" dropdown menu is empty. A new field, "Number to create:", has been added and contains the value "10". At the bottom of the form, there are two buttons: "Save Changes" and "Done". The "Save Changes" button is circled in black.

A window will open with the One Time Patron Information. Scroll to the bottom of the window and click on **Print**. (Another print window probably will appear; click on Print again.) Use scratch paper if at all possible.



After printing is complete, click on the **X** to close the Library Online Print window. Click on **Sign Out**.

