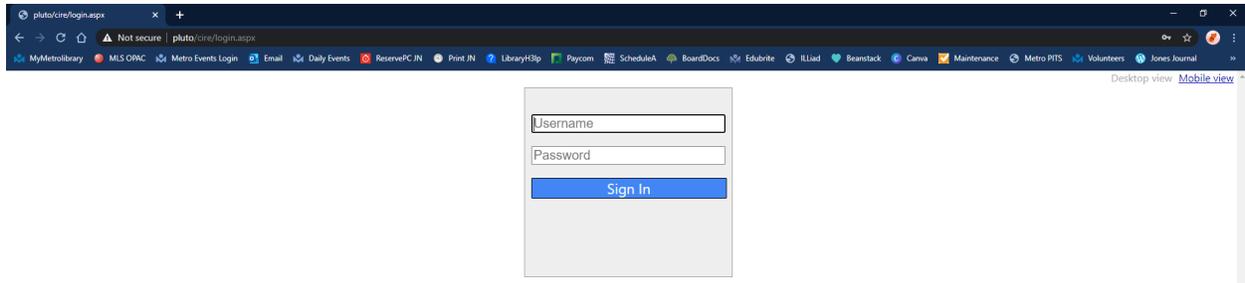
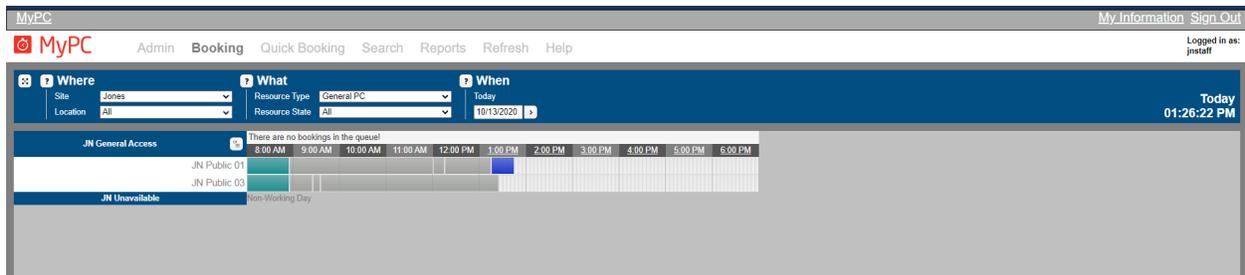

Staff – Public Computer Reservation Instructions

- Staff will need to use the following link to access the staff side of the new reservation system.
 - <https://pcres.metrolibrary.org/>
 - Choose the “Computer Reservation” option.
 - The following is what the login page will look like for staff.



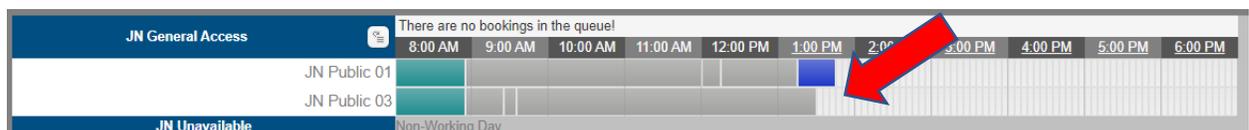
- Staff will need to enter their location’s username and password to access the printing system.
 - Example: Jones Library username is “jinstaff”
- Once the correct username and password are entered, staff can click the “Sign In” button.
- This is what the main page looks like when staff login to the printing system.



- Pay attention to the color-coded key at the bottom of the page to familiarize yourself with the various stages the public computers can be in.



- To reserve a public computer, staff need to double click an available time under one of the available public computers at the location.



- The following window will pop up on the screen.
 - Here staff will be able to reserve a computer for a patron.
 - Make sure that “User” option is selected
 - Type in the patron’s library card number in the “User Name” section

Booking Properties

Resource JN Public 01

Booking for Self User

User Name

Date 10/13/2020

Start Time 1:50 PM ▼

End Time 2:20 PM ▼

Recurring Bookings

Print booking receipt

Email booking receipt

Save

- Select the correct timeframe using the drop-down windows under the “Start Time” and “End Time” sections.
 - Patrons will only be able to login during their scheduled reservation unless updated by staff.

Booking Properties

Resource: JN Public 01

Booking for: Self User

User Name: 20213642

Date: 10/13/2020

Start Time: 1:50 PM

End Time: 2:20 PM

Recurring Bookings:

Print booking receipt:

Email booking receipt:

Save

- Staff have the option to print or email a booking receipt to patrons if needed.
 - Check the appropriate box; either “Print booking receipt” or “Email booking receipt”.
- Click “Save” to create the reservation

Booking Properties

Resource: JN Public 01

Booking for: Self User

User Name: 20213642

Date: 10/13/2020

Start Time: 1:50 PM

End Time: 2:20 PM

Recurring Bookings:

Print booking receipt:

Email booking receipt:

Save

- The patron’s reservation will show up in RED on the screen.

JN General Access

There are no bookings in the queue!

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM
JN Public 01											
JN Public 03											
JN Unavailable	Non-Working Day										

- Please keep in mind that staff can extend this time if needed (case-by-case basis).
 - Staff can extend a patron’s time by double-clicking the patron’s RED (reservation) or the BLUE (in use) box.
 - The “Booking Properties” screen will pop up; staff need to adjust the “End Time” to extend patron’s available time; then click “Save”.

Booking Properties [X]

Resource: JN Public 01

Booking for: Self User

User Name: 20213642@lms [P]

Date: 10/13/2020

Start Time: 2:15 PM [v]

End Time: 2:45 PM [v]

Print booking receipt:

Email booking receipt:

[Save] [Delete]

- Staff will get an error message if the timeframe exceeds the allotted time available.
 - Staff can bypass this error by clicking “Save” a second time.
 - Should only be bypassed if there is no one else waiting for that computer and if the patron needs to finish a project, etc.

Booking Properties [X]

Resource: JN Public 01

Booking for: Self User

User Name: 20213642@lms [P]

Date: 10/13/2020

Start Time: 2:25 PM [v]

End Time: 3:00 PM [v]

Print booking receipt:

Email booking receipt:

Validation summary
 Click Save if you want to save the booking anyway
 10/13/2020 Booking duration greater than the maximum allowed!

[Save] [Delete]

- When the computer is in use, staff have the following options, which they can access by double-clicking the BLUE (in use) box on the screen. Each option will open a pop up window with a timeframe of when to complete the task and an option to send a message to the patron as to why staff is enacting the task.

Booking Properties

Resource: **JN Public 03**

Booking for: User

User Name: 15822290@lms

Date: 10/13/2020

Start Time: **2:26 PM**

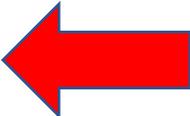
End Time: 2:56 PM ▾

Print booking receipt:

Email booking receipt:

Shutdown Logoff Reboot

Send Message Ban Save



- Shutdown

Shutdown

Select: Shutdown ▾

Message Title: Shutdown

Message Text: This computer is going to be shut down.

Time (in seconds): 60

Send

- Logoff
- Reboot
- Send Message
 - Message options include: Tornado Watch, Tornado Warning, and Inclement Weather

Send Message

Select: Tornado Watch ▾

Message Title: Tornado Watch

Message Text: Attention! The National Weather Service has issued a tornado watch for our

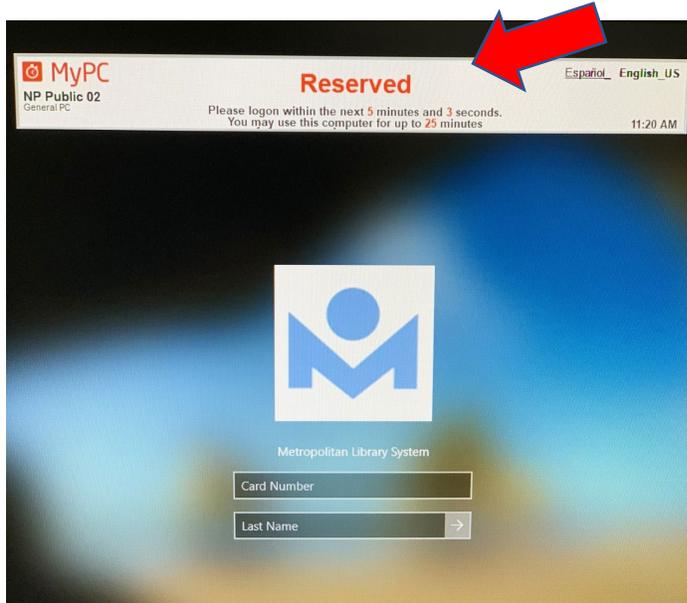
Send



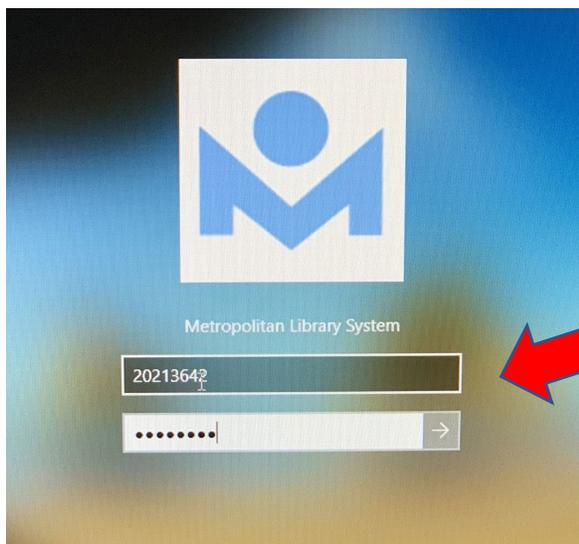
- Ban (if patron is violating the Rules of Conduct)
- Save (to extend time)

Patrons – Public Computer Reservation Instructions

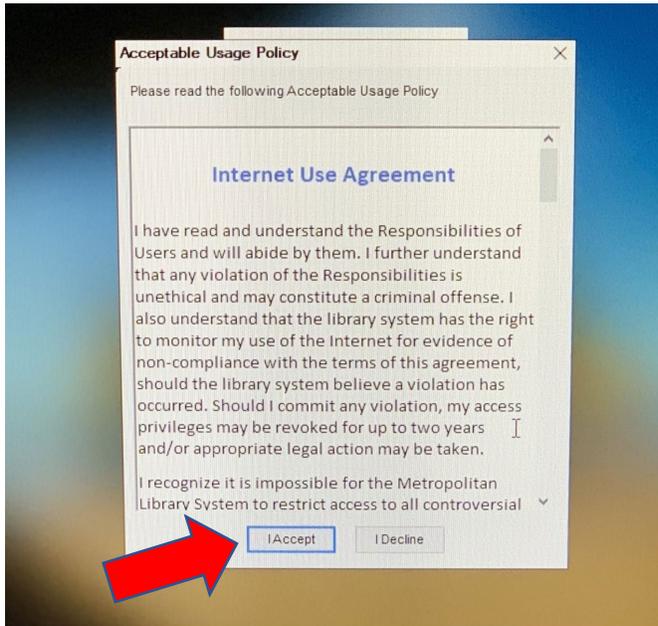
- This is what a public computer will show when it is reserved.
 - Patrons have ten minutes to login to the reserved computer before the system removes the reservation.



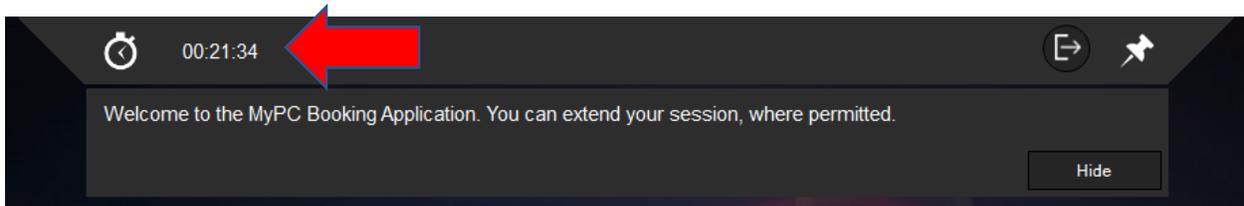
- The patron will then enter his/her library card number and Last Name.



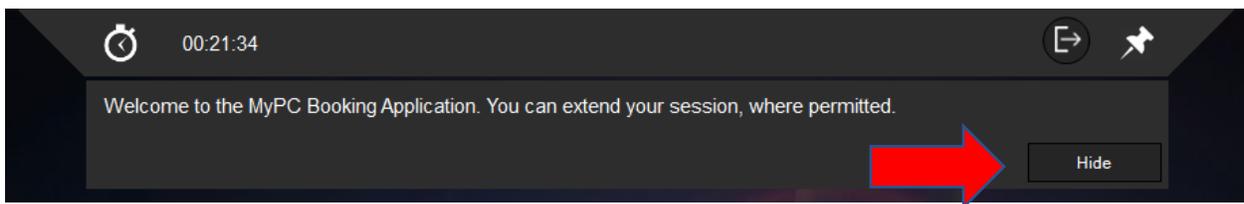
- The patron will need to click the “I Accept” button on the “Internet Usage Agreement” in order to proceed.



- This drop-down will be visible at the top of the screen when the patron first logs into the computer.
 - It will let the patron know how much time they have available.



- Patrons can hide this message by clicking the “Hide” button.



- Patrons have two other options in this drop-down.
 - Pin the “available time” bar to the top of the screen (pushpin icon)
 - Logout (bracket with the arrow)



00:21:34



Welcome to the MyPC Booking Application. You can extend your session, where permitted.

Hide

