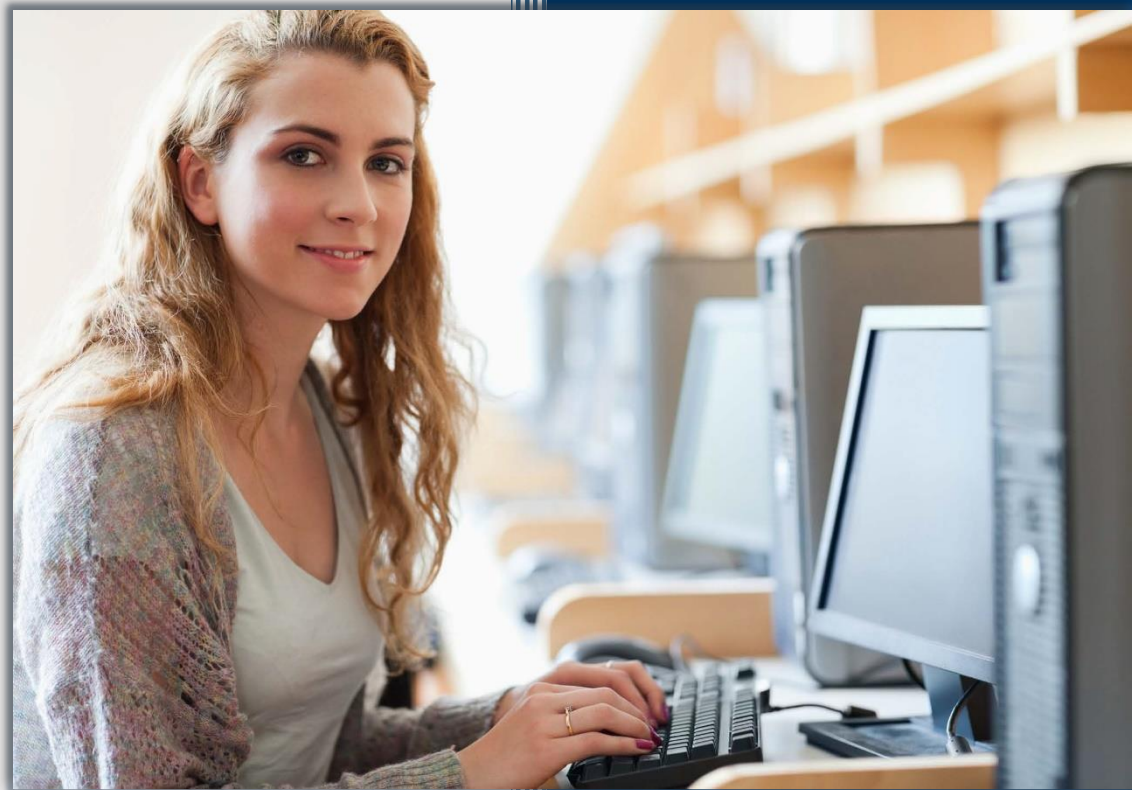


Computer Reservation

Online PC Reservation - User Guide



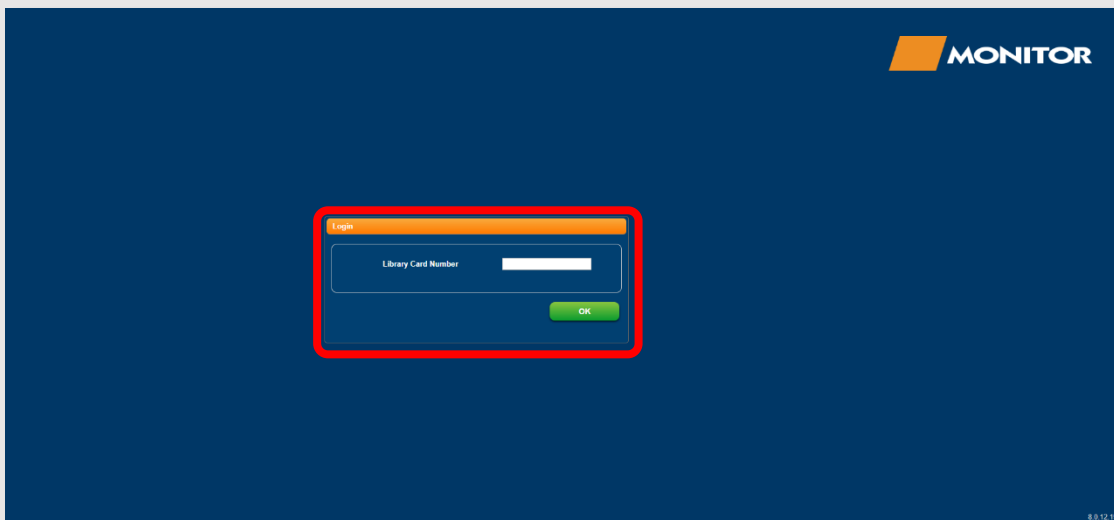
ONLINE PC RESERVATION - USER GUIDE

IMPORTANT NOTICE

NOTE: This guide is a generic document, images included are based on the default configuration and may be different based on the branding, configuration and design of the site you are accessing. The general user experience will be somewhat similar.

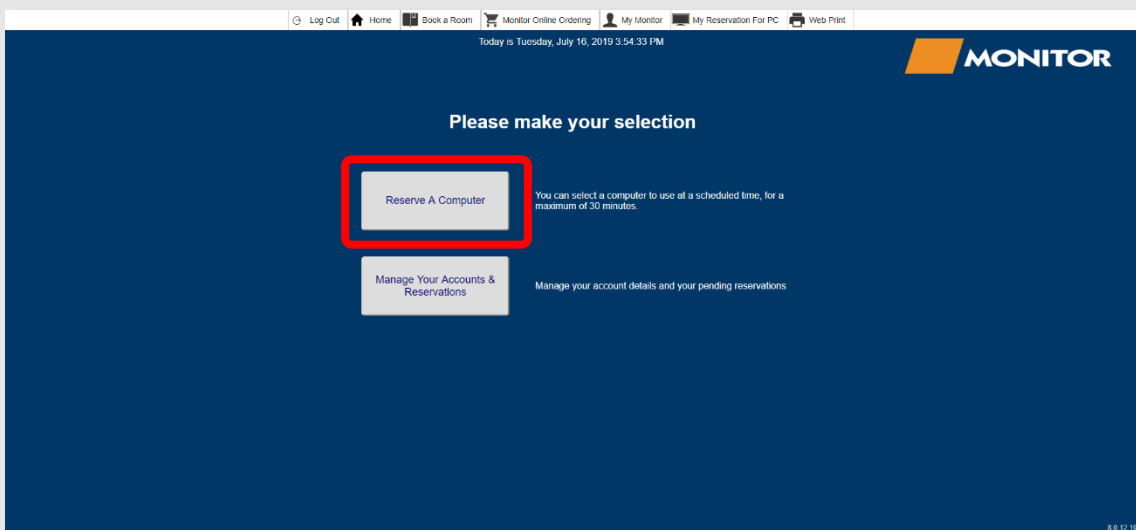
LOGGING IN

Sign in to the site using your "Library Card Number" and "Password".



RESERVING A PC

Select "Reserve A Computer".



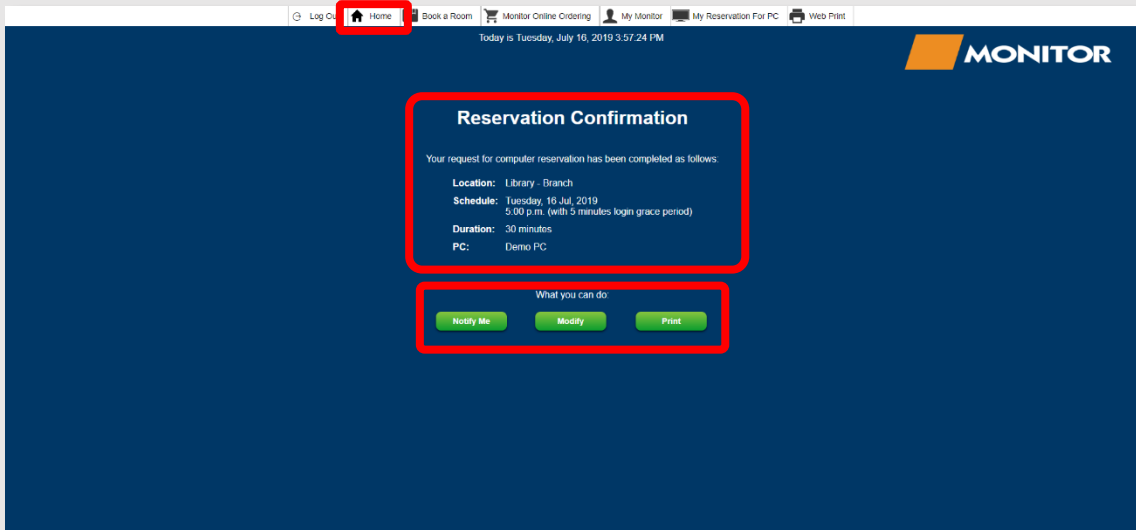
Select the Site and Location from the drop-down menus shown.

The screenshot shows the 'Please select options' form on the MONITOR website. At the top, there is a navigation bar with links for 'Log Out', 'Home', 'Book a Room', 'Monitor Online Ordering', 'My Monitor', 'My Reservation For PC', and 'Web Print'. The date and time are 'Today is Tuesday, July 16, 2019 3:56:10 PM'. The main heading is 'Please select options'. Below this, there are two drop-down menus: 'Site' (set to 'Library') and 'Location' (set to 'Branch'). These two menus are enclosed in a red rectangular box. Below the location menu is a date selector 'Select a day' set to '16/07/2019'. Underneath is a time selector 'Set the Times' with a start time of '3:57 p.m.' and an end time of '4:27 p.m.'. Below the time selector is a slider control with the text 'You can move or resize the slider to the desired start time and session duration.' The slider shows a green bar representing the selected session duration of '30' minutes. A legend below the slider indicates 'Available' (green) and 'Booked' (red). At the bottom of the form are two buttons: 'Go Back' (red) and 'Submit' (green).

Select the Time for your booking by either choosing from the drop-downs, or moving the slider.

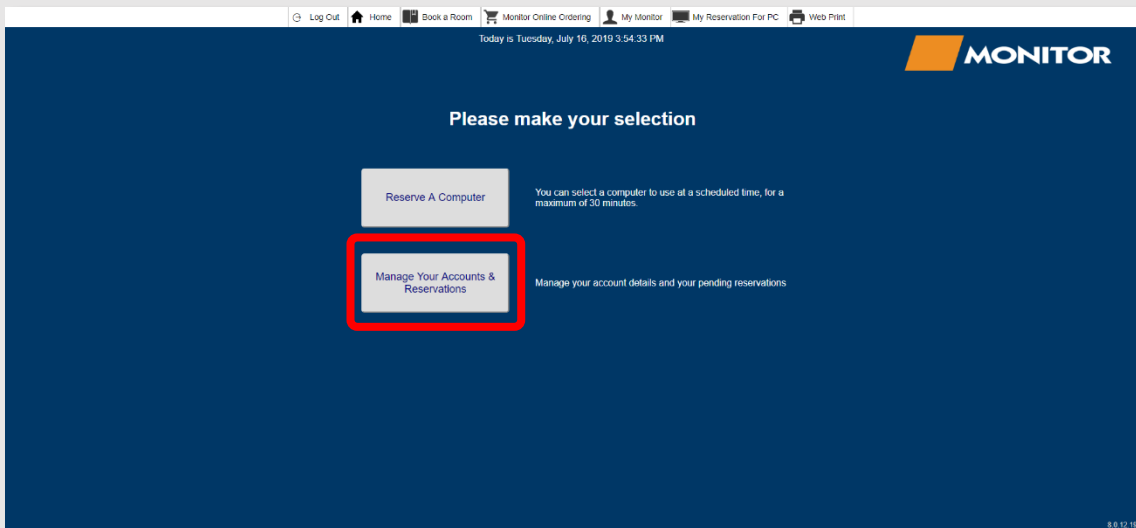
This screenshot is similar to the one above, showing the 'Please select options' form. The 'Site' and 'Location' menus are still set to 'Library' and 'Branch' respectively. The 'Set the Times' section is now highlighted with a red rectangular box. The start time has been changed to '5:00 p.m.' and the end time to '5:30 p.m.'. The slider below shows the session duration is still set to '30' minutes. The 'Go Back' and 'Submit' buttons remain at the bottom.

Confirm the details of your reservation and choose one of the available options or select “Home” to return to the main screen.



MODIFYING/CANCELLING RESERVATIONS

If you wish to edit/cancel a reservation select the “Manage your Reservations” button.



Select the reservation to highlight the one you wish to edit/cancel.

The screenshot shows the MONITOR user interface. At the top, there are navigation links: Log Out, Home, Book a Room, Monitor Online Ordering, My Monitor, My Reservation For PC, and Web Print. The date and time are displayed as "Today is Tuesday, July 16, 2019 3:59:29 PM". The user's profile information is shown on the left, including Name (Mr Test), Login Name (123456), Card ID Number (123456), Default Site (Library), Land Phone Number, and Address Line 1. On the right, account statistics are listed: Account Funds Balance (348.52), Used PC Reservations (1), PC Session Usage (1), Total Used PC Time (0:30 Used), Mobile Phone, and Email Address (mtest@monibm.com.au). Below the profile information is a "Save Changes" button. The main content area features a table with the following data:

Date	Reservation	Start Time	Duration	Computer Name	Computer Type	Site	Location
16/07/2019	Future Reservation	5:00p.m.	00:30	Demo PC		Double Bay Library	Double Bay Library Level 2

Below the table are "Refresh", "Modify", and "Delete" buttons. The "Modify" and "Delete" buttons are highlighted with a red box.

Select "Modify" or "Delete" to make changes.

This screenshot is identical to the previous one, but the "Modify" and "Delete" buttons at the bottom right of the reservation table are highlighted with a red box.

Don't forget to click "Log Out" when finished.

Supplementary Technical Service Guide

ONLINE PC RESERVATION - USER GUIDE

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Independently published on 16/07/2019 by:

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