

CybraryQ

2004.1.1

CybraryQ is a public or staff workstation signup system. A kiosk is setup with CytbraryQ. A patron or staff person inputs their name and library barcode and is notified which workstation is available for use.

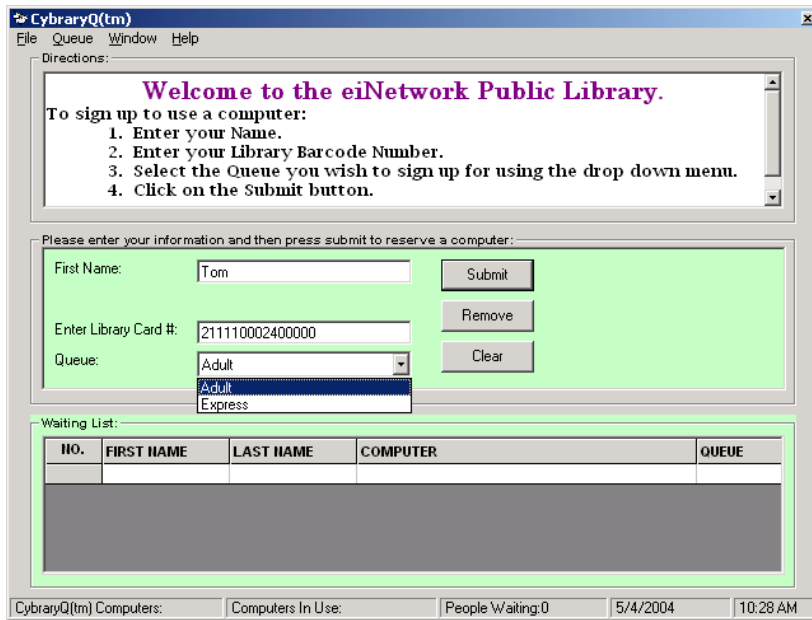
To open the Queue:

- Select the Start button.
- Select CybraryQ.

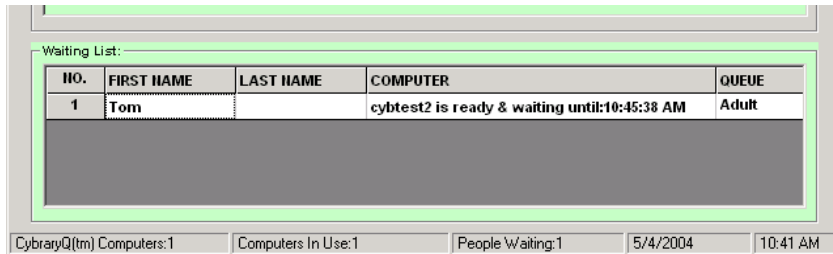
NOTE: When you open up CybraryQ a box will ask you “Would you like to delete the old database?” – answer NO to that question, otherwise you will remove current patrons from the queue.

To sign up from the queue, enter appropriate information:

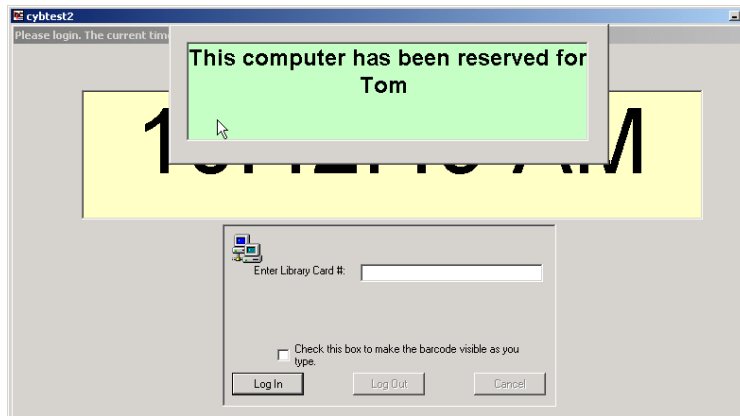
- Enter Name/Alias.
- Enter Barcode.
- Select the Queue / computer group from the drop down menu.



- A computer will be assigned when one is available.

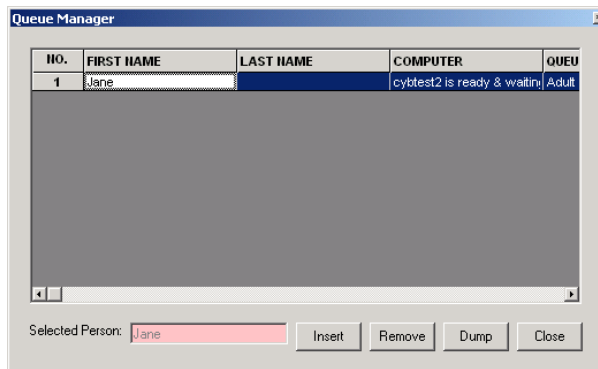


- The reserved PC will display a green reserved box with the Patron's name.
- Patron will need to enter their library barcode within the designated grace period to use the PC.



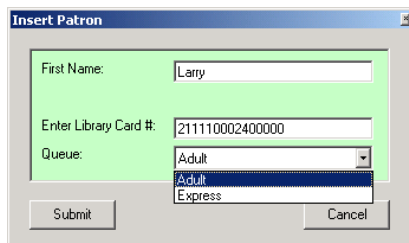
To remove a patron from the Queue:

- Select Queue → Queue Management from the Menu bar.
- Highlight the patron to be removed from the Queue.
- Select **Remove** button.

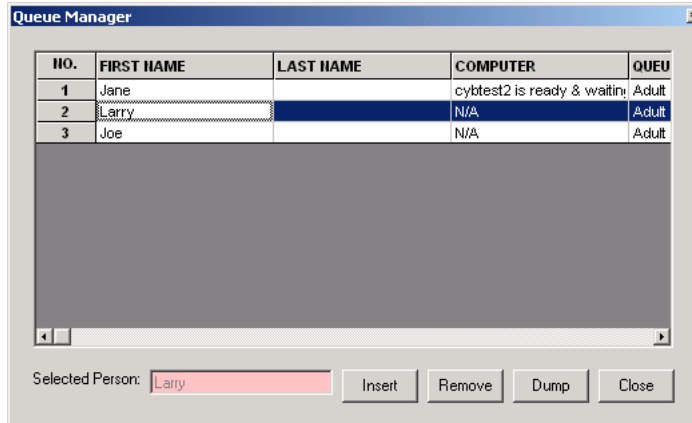


To insert a patron into the Queue:

- Select Queue → Queue Management from the Menu bar.
- Highlight the patron below where you want the new patron inserted in the Queue.
- Select **Insert** button.
- Enter information of patron in the **Insert Patron** box.



- Patron will be inserted above the highlighted patron.



To refresh the Queue Station:

- Select Queue from the Menu bar.
- Select Refresh.

To minimize the Queue Station when on a staff PC:

- Select Window from the Menu bar.
- Select Minimize.