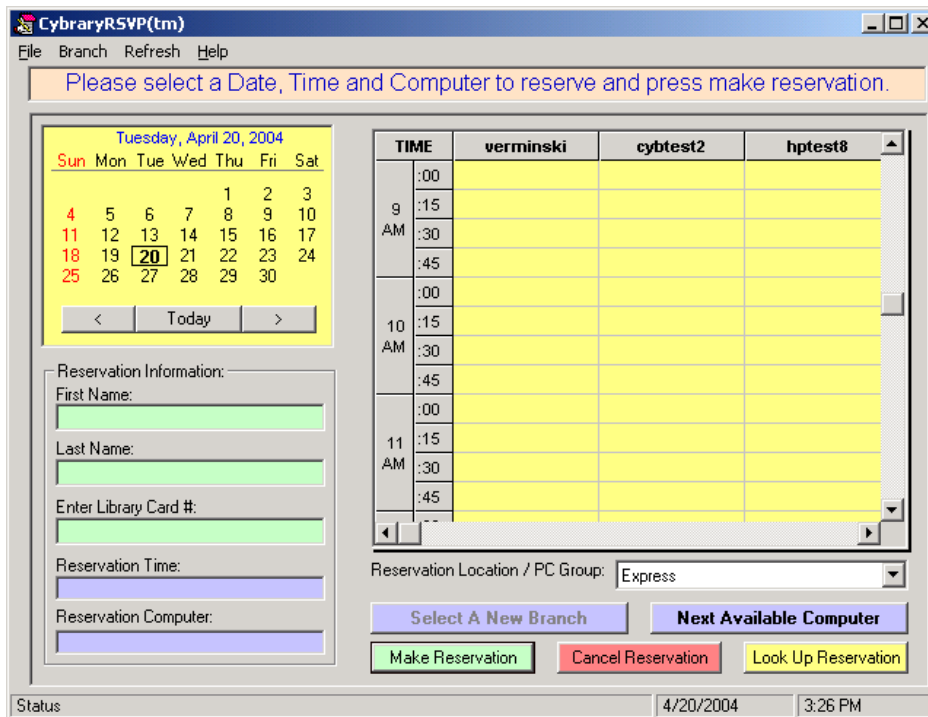


CybraryRSVP

2004.1.4

CybraryRSVP software allows users to reserve a particular PC at a user specified time. When the scheduled time arrives, the user signs onto the public PC by entering the same library barcode.



To make a reservation:

1. Select the **Reservation Location / PC Group** from the drop down menu.
2. Select the date using the calendar.
3. Enter the patron name.
4. Enter the patron library barcode.
5. Click on a starting time for a selected PC.
6. This information will automatically be entered into the **Reservation Time** and **Reservation Computer** boxes.
7. Click on the **Make Reservation** button and reservation will be entered.
8. You will receive a confirmation box, "**Your reservation has been accepted.**"

To cancel a reservation:

1. Highlight the first box of the entry in the time chart that you wish to cancel.
2. Select **Cancel Reservation** button.
3. You will receive a confirmation box, "**Reservation canceled.**"

Administration

File → Administration

Holiday Schedule Tab –allows you to add the days you are closed and do not take reservations.

1. Enter date in **Date of Holiday** box. Format for date is **mm/dd/yyyy**.
2. Select **Add Holiday** button.
3. Select **OK** button.

The screenshot shows the 'CybraryRSVP(tm) Administration' window with the 'Holiday Schedule' tab selected. The window has three tabs: 'Holiday Schedule', 'Batch Reservations', and 'Out Of Order'. The 'Holiday Schedule' tab contains a yellow box with 'Directions' text: 'In the box below type in the first date the library will be closed or the computers will not be available and then select add. If you would like to remove a holiday, simply choose the date from the holiday list and select remove.' Below this is a 'Date of holiday:' text box containing '7/4/2004'. To the right is a 'Holiday List' box containing '1/1/2004'. At the bottom of the main area are 'Add Holiday' and 'Remove Holiday' buttons. At the very bottom are 'OK' and 'Cancel' buttons.

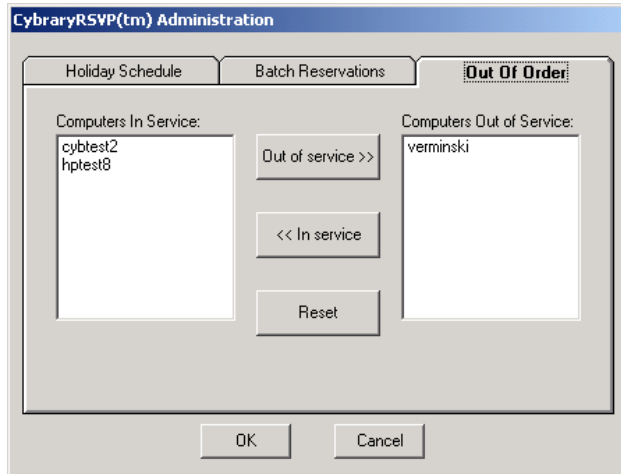
Batch Reservation Tab –allows you to create extended reservation time on a specific day. You may select multiple PCs or a single PC.

The screenshot shows the 'CybraryRSVP(tm) Administration' window with the 'Batch Reservations' tab selected. The window has three tabs: 'Holiday Schedule', 'Batch Reservations', and 'Out Of Order'. The 'Batch Reservations' tab contains an 'Available Computers:' list box with 'cybtest2', 'hptest8', and 'verminski'. To the right are several text boxes: 'Desired Date:' (4/22/2004), 'Starting Time:' (11:00am), 'Ending Time:' (1:00pm), 'First Name:' (Class), 'Last Name:', and 'Booking Code:' (Class). Below these are 'Make Batch Reservation' and 'Delete Batch Reservation' buttons. At the bottom are 'OK' and 'Cancel' buttons.

1. Select multiple computers by holding down the shift key and clicking on each computer you wish to select for Batch Reservation.
2. **Desired Date** –enter the date for the reservation. Format for date is mm/dd/yyyy.
3. **Starting Time** –enter the starting time using hours, minutes, and am or pm.
4. **Ending Time** –enter the end time using hours, minutes, and am or pm.
5. **First Name** –enter first name of the person.
6. **Last Name** –enter name of the person.
7. **Booking code** –enter an alpha/ numeric code. This code is necessary for any changes that need to be made to the Batch Reservation.
8. Select **Make Batch Reservation** to complete the reservation.

Out of Order Tab -allows you to remove computers from the list of available computers on your Reservation screen, if they are temporarily not working.

- To remove a computer
Highlight computer name and select **Out of Service** button.
- To Add a computer back:
Select computer from Out of Service list and select the **In Service** button.



Administration View

File → Administration View

The default view upon opening CybraryRSVP software is for patron/users. When a reservation is made, the only information that will show to patrons is the word "Reserved". Switching to Administrative View will allow the staff to see the name of the patron instead of the word "Reserved".

You should be in Administrative View when canceling a reservation, so that you do not need the patron's barcode.

TIME	cybtest2	hptest8
3 :45		
:00		
4 :15		
:30		
:45		
5 :00	Reserved	
:15	Reserved	
:30	Reserved	
:45	Reserved	
6 :00		
:15		
:30		
:45		

TIME	cybtest2	hptest8
4 :00		
:15		
PM :30		
:45		
5 :00	Sharon	
:15	Sharon	
:30	Sharon	
:45	Sharon	
6 :00		
:15		
PM :30		
:45		
7 :00		
PM		

Local Setup

File → Local Setup

General Tab

The screenshot shows the 'CybraryRSVP(tm) Setup' dialog box with the 'General' tab selected. The dialog has four main sections: Authentication, Usage / Labels, Other, and Email. Under 'Usage / Labels', there are sub-sections for 'File', 'Web', 'General', and 'Groups'. The 'General' sub-section is active and contains the following settings:

- How many days in advance can you reserve a computer? (14)
- No Show Check: Prevent bookings after how many no shows: (10)
- Expunge Patron Information after how many days: (15)
- Refresh reservations schedules, every how many seconds? (5)
- Maximum number of reservation per day: (5)
- Do not Print the Reminder notice.
- Use Patron Wizard
- Allow patron to book multiple reservations per day.
- Force Maximized.
- Allow patron to make a current time reservation.
- Hide Next Available Button
- Only allow reservations on the hour
- Display Alias for patrons.
- Force reservation to end on the hour
- Allow partial reservations
- Hide Patron Wizard welcome screen
- Hide Future Reservation Button

At the bottom of the dialog are buttons for 'OK', 'Cancel', 'Register', and 'Edit System Message File'.

1. **How many days in advance can you reserve a computer?** –allows you to designate how far in advance reservations can be made.
2. **No Show Check: Prevent bookings after how many no shows:** -allows you to track and deny reservations for patrons who reserve PCs but do not show up.
3. **Expunge Patron Information after how many days:** - this feature automatically clears the log file after the designated number of days.
4. **Refresh reservations schedules, every how many seconds?** –Entering a number of seconds causes the reservations to be automatically update/ refreshed. Enter a zero means the schedule will not refresh unless manually pressing the refresh button.
5. **Maximum number of reservations per day:** -limits patrons to a designated number of reservations in a one day time period.
6. **Do not print the reminder notice.** –Checking this box will disable the feature of a printed receipt for the reservation made.
7. **Allow patron to book multiple reservations per day.** –Checking this box will allow patrons to make multiple reservations in the same day. The default when left unchecked, is one reservation per day.
8. **Allow patron to make a current time reservation.** –Checking this box allows patrons to reserve a computer for immediate use.
9. **Only allow reservations on the hour.** –allows reservations to made at the top of each hour.
10. **Force reservation to end of the hour.**

11. **Hide Patron Wizard welcome screen.** –hides the first screen with welcome/ instructional information in the Patron Wizard mode.
12. **Use Patron Wizard.** –Uses a step by step approach on multiple screens.
13. **Force Maximized.** –forces the software to stay maximized on the screen. Used when PC is dedicated to RSVP software.
14. **Hide Next Available Button.**
15. **Display Alias for Patron.** –If checked , the patron’s real name would show up on the reservation list, even if you are not using administrative view. If this box is unchecked, and you are not in administrative view, you will see the words “reserved” instead of the patron name.
16. **Allow partial reservations.** –allows reservations for partial time period if PC is reserved within the reservation length
17. **Hide Future Reservation button.**

Usage / Labels Tab

The screenshot shows the 'Usage / Labels' tab in the 'CybraryRSVP(tm) Setup' dialog. It features a table for 'Hours of Operation' and a 'Custom Labels' section with input fields for various reservation-related fields.

Hours of Operation		Start	End	
Sunday	9:00 am	10:00 pm		Enter the time in the following format: Hour:Minute am or pm Note: Time must be in a 15 min increment
Monday	9:00 am	10:00 pm		
Tuesday	9:00 am	10:00 pm		
Wednesday	9:00 am	10:00 pm		
Thursday	9:00 am	10:00 pm		
Friday	9:00 am	10:00 pm		
Saturday	9:00 am	10:00 pm		

Custom Labels:

- First Name / Alias:
- Last Name / Alias:
- Barcode / ID Label:
- Next Computer:
- Future Reservation:

Buttons at the bottom: OK, Cancel, Register, Edit System Message File

Hours of Operation:

Hours of operation should be entered to ensure that reservations are allowed only during open hours.

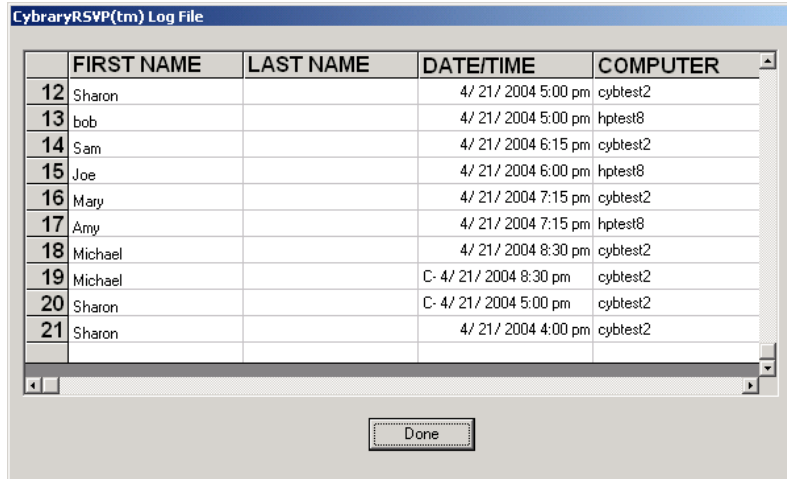
Custom Labels:

Display fields can be customized. If you do not want a field to display, enter the word “none”.

RSVP Log File

File → RSVP Log File

This feature generates a simple log file report. A log is created for every reservation and reservation cancellation.



The screenshot shows a window titled "CybraryRSVP(tm) Log File" containing a table with the following data:

	FIRST NAME	LAST NAME	DATE/TIME	COMPUTER
12	Sharon		4/ 21/ 2004 5:00 pm	cyblest2
13	bob		4/ 21/ 2004 5:00 pm	hptest8
14	Sam		4/ 21/ 2004 6:15 pm	cyblest2
15	Joe		4/ 21/ 2004 6:00 pm	hptest8
16	Mary		4/ 21/ 2004 7:15 pm	cyblest2
17	Amy		4/ 21/ 2004 7:15 pm	hptest8
18	Michael		4/ 21/ 2004 8:30 pm	cyblest2
19	Michael		C- 4/ 21/ 2004 8:30 pm	cyblest2
20	Sharon		C- 4/ 21/ 2004 5:00 pm	cyblest2
21	Sharon		4/ 21/ 2004 4:00 pm	cyblest2

Below the table is a "Done" button.

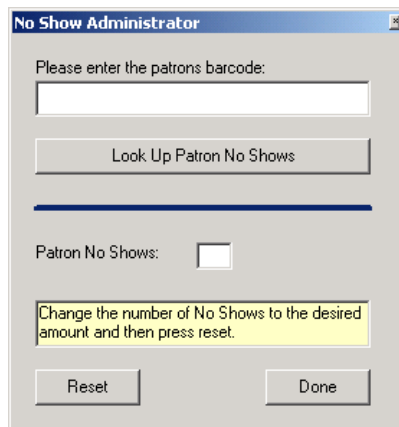
No Show Administration

File → No Show Administration

This feature allows you to reset the number of no shows for a particular patron/user.

To reset the number:

1. Enter their barcode number.
2. Select **Look UP Patron No Show** button.
3. Enter the appropriate amount of no shows in the **Patron No Shows** box.
4. Select the **Reset** button.
5. Select the **Done** button.



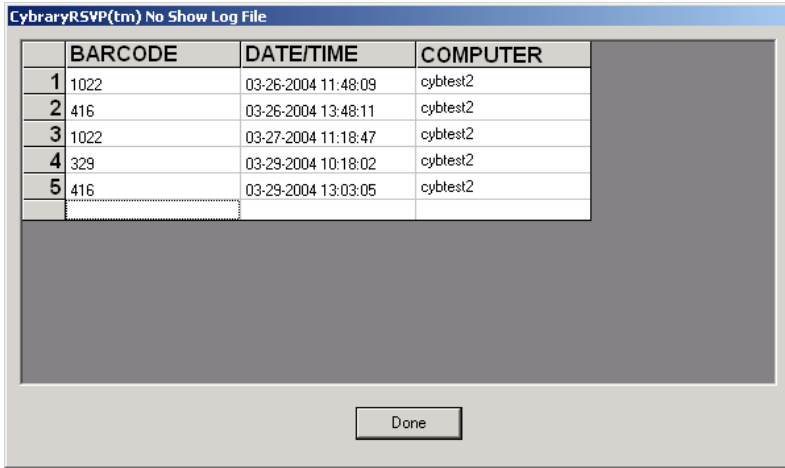
The screenshot shows a window titled "No Show Administrator" with the following fields and buttons:

- A text input field with the prompt "Please enter the patrons barcode:"
- A "Look Up Patron No Shows" button.
- A "Patron No Shows:" label followed by a small square input field.
- A yellow highlighted text box containing the instruction: "Change the number of No Shows to the desired amount and then press reset."
- "Reset" and "Done" buttons at the bottom.

No Show Log File

File → No Show Log File

Displays the barcodes with Date/Time and Computer where a patron did not keep a reservation.



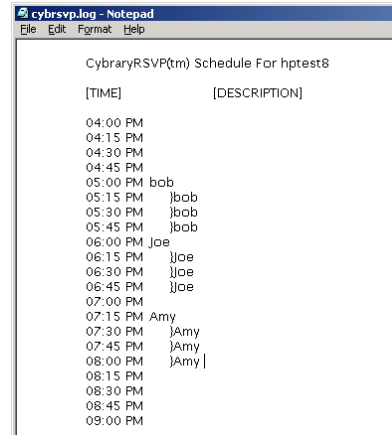
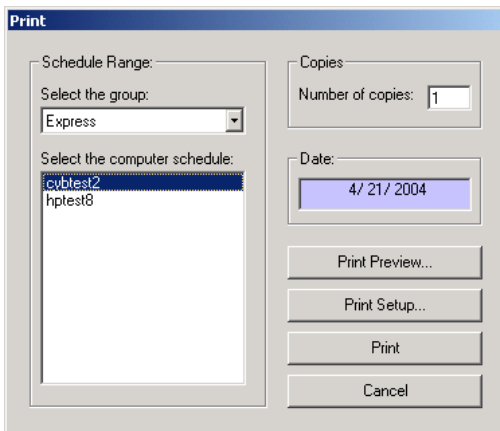
	BARCODE	DATE/TIME	COMPUTER
1	1022	03-26-2004 11:48:09	cybtest2
2	416	03-26-2004 13:48:11	cybtest2
3	1022	03-27-2004 11:18:47	cybtest2
4	329	03-29-2004 10:18:02	cybtest2
5	416	03-29-2004 13:03:05	cybtest2

Print

File → Print

Displays and prints a list of reservations for a selected date.

1. Select the date to be displayed/ printed from the calendar.
2. Select File → Print
3. Select the group
4. Select the PC
5. Select **Print** button
6. The schedule will be printed for the PC & date selected.



```
CybraryRSVP(tm) Schedule For hptest8
[TIME]           [DESCRIPTION]
04:00 PM
04:15 PM
04:30 PM
04:45 PM
05:00 PM bob
05:15 PM }joe
05:30 PM }bob
05:45 PM }bob
06:00 PM Joe
06:15 PM }joe
06:30 PM }joe
06:45 PM }joe
07:00 PM
07:15 PM Amy
07:30 PM }Amy
07:45 PM }Amy
08:00 PM }Amy|
08:15 PM
08:30 PM
08:45 PM
09:00 PM
```

Patron Wizard

File → Patron Wizard

Patron Wizard is a registration view mode that walks you through making a reservation on multiple screens.

