



## COMPUTER BOOKING/PRINT MANAGEMENT

### COMPUTER BOOKING

#### CREATE A NEW COMPUTER BOOKING

1. Go to **Assets > Computer**.
2. Click **Find Patron** to search for an individual patron or select a patron from the right grid.
3. Use the date field to book a computer ahead of time.
4. Select the computer and time you wish to book in the bottom grid.
5. If you wish to book a time other than on the hour or half hour, click **Book By Time**.
6. Select the time limit.
7. Click **OK**.
8. If you wish to make a note, use the booking notes on the right-hand side.
9. Click **Book**.

**Note:** Choose whether to book by the hour or the half hour by logging into the Admin All account, going to **Administration > System Setting > Custom Setting**, and setting ComputerBookingPeriod to 0 for half hour blocks or 1 for full hour blocks.

#### CANCEL A COMPUTER BOOKING

1. Go to **Assets > Computer**.
2. Search for the calendar day by clicking the calendar icon and change the date.
3. Select the booking to be cancelled in the grid.
4. Click **Cancel**.

#### SET UP PATRON GROUP AS GUESTS

1. In the Admin All account, go to **Patron > Patron Groups**.
2. Click **New**.
3. Enter the name and security level.
4. Select if the group is a Student, Staff or Other group. This will add a Student ID field in for the student groups and leave it out of the Staff and Other groups.
5. Select the Computer check box if you want this group to appear in the computer booking quick list as guests.
6. Click **Save**.

#### BOOK AS GUEST

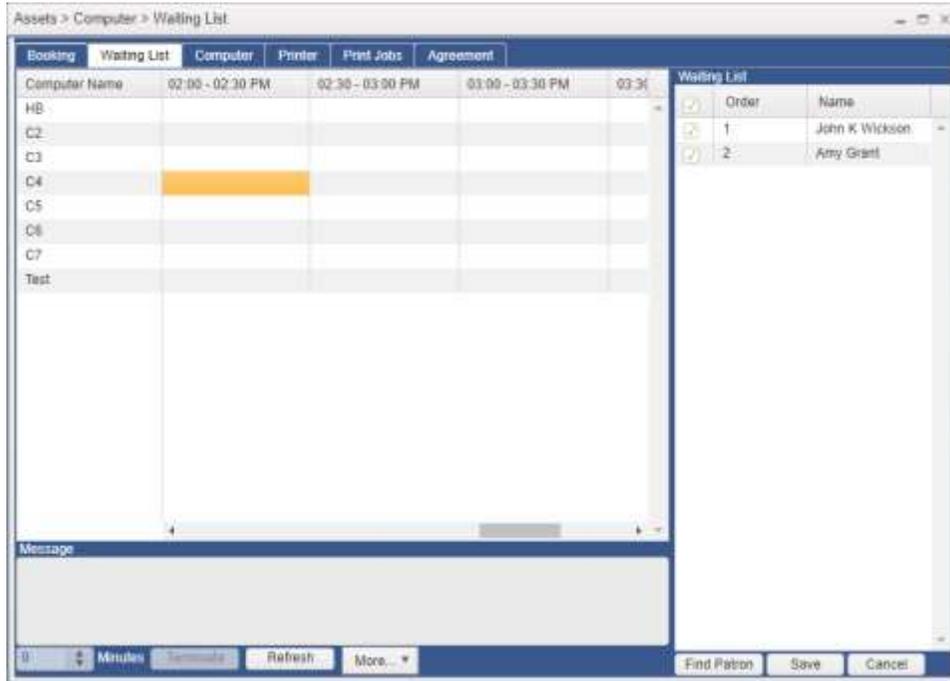
1. Go to **Assets > Computer**.
2. Select the guest's name from the Patron List on the right side.
3. Book days in advance by changing the date in the date field or click the calendar icon and change the date by selecting in on a calendar.
4. Select the computer you wish to book from the bottom grid.
5. Select a time frame to book in the displayed grid by clicking on it by the *hour* or by the *half hour*.
6. If you wish to make a note, use the booking notes on the right-hand side.
7. Click **Book**.

#### WAITING LIST

The Computer Booking Waiting List maintains a list of patrons in the library who would like to use a computer when all stations are in use. Patrons are listed in the order that they arrive. The next available station is automatically assigned to the next patron on the list.



1. Go to **Assets > Computer**.
2. Add patrons to the waiting list on the right by clicking **Find Patron**. In the pop-up window, search for the patron and select the checkbox beside their name.
  - 1.1. Click **OK**.
2. Click **Save** to save the list.



## COMPUTER

1. Go to **Assets > Computer**.
2. Select the Computer tab.
3. Click **Add**.
4. Add the computer information to the new line.
5. Select the checkbox to make the computer available for use.
6. Continue to add computers.
7. Click **Save** when finished.



#201 2544 Ellwood Drive, Edmonton, Alberta, Canada, T6X 0A9  
insigniasupport@insigniasoftware.com  
insigniasales@insigniasoftware.com  
866-428-3997 or 780-428-3997  
www.insigniasoftware.com

Available	Monitor Printing	Alias	Computer Name	IP Address	Start Time	End Time		Setting
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HB	HBXP	192.168.10.117	08:00	23:59	⌵	Add
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C2	Computer 2	192.168.10.117	08:00	22:00	⌵	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C3	Computer 3	192.168.10.117	08:00	22:00	⌵	Save
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C4	Computer 4	192.168.10.117	08:00	22:00	⌵	Cancel
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C5	Computer 5	192.168.10.117	08:00	22:00	⌵	More...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C6	Computer 6	192.168.10.117	08:00	22:00	⌵	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C7	Computer 7	192.168.10.117	08:00	22:00	⌵	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C8	Computer 8	192.168.10.131	08:00	22:00	⌵	

## PRINTER

Printers can be added to the ILS system and printing fees can be set to be calculated on patron's accounts.

1. Go to **Assets > Computer**.
2. Select the Printer tab.
3. Click **Add**.
4. Enter the printer information (Server IP, Server Name, Printer Name, Print/Cost Page).
5. Click **Save**.



#201 2544 Ellwood Drive, Edmonton, Alberta, Canada, T6X 0A9  
insigniasupport@insigniasoftware.com  
insigniasales@insigniasoftware.com  
866-428-3997 or 780-428-3997  
www.insigniasoftware.com

Server IP	Server Name	Printer Name	Print Cost/Page
192.168.10.7	HP	B/W/Year	0.45
192.168.10.22	HP	Color	1.00
192.168.10.22	HP	B/W2	0.10
192.168.10.190	TOSHIBA	B/W	0.10
10.1.2.90	Samsung	Color Multi	0.10

## PRINT JOBS

1. Go to **Assets > Computer**.
2. Select the Print Jobs tab.
3. Enter the dates of the print jobs or select the computer.
4. Click **Search**.

## AGREEMENT

This tab allows the setup of the internet use agreement. Patrons must sign this agreement in order to be able to book computers. The patron agreement is indicated in the **Patron > Find/Add Patron > Patron** tab – check the **Internet Usage Agreement** checkbox.

1. Go to **Assets > Computer**.
2. Select the Agreement tab.
3. To edit, click **Edit**, make changes and click **Save**.