

Public Computer Reservation Guide

Step 1: Logging On

1. Enter your Logon ID (Library Card Number) & Password.
2. Use the drop down arrow to select the Library Branch (Greystanes, Merrylands or Wentworthville).



3. Click 'Log on'.
4. The Self-booking screen will appear.

Step 2: Reserving Your Session

1. **Computer Type:** Use the drop down box to select.
Note: This option only applies to reservations made for Merrylands Branch. For Wentworthville and Greystanes there is only one option 'Single Seat PC'.



2. **Duration:** This will display the maximum of 60 minutes.

Public Computer Reservation Guide

- Day:** Choose the day you would like to make a Reservation by clicking on the corresponding date. Reservations can be made up to 7 days in advance.
- Time:** Use the drop down box to select the Time.
Note: If a message says that no sessions are available, reduce the "Duration" as a shorter session may still be available.



The screenshot shows the 'Make a Reservation' form in the Pharos SignUp Vx3 interface. The form includes the following fields and options:

- Computer Type:** Double Seat PC
- Duration:** 30 Minute(s)
- Day:** A calendar for January 2011 with the 19th selected.
- Time:** 9:30am

A blue button labeled 'Reserve a Computer' is located at the bottom of the form. The page header shows 'Pharos SignUp Vx3' and 'Nerve Center'. The user's Logon ID is p1090992 and the branch is Merrylands.

- Click the blue button 'Reserve a Computer' and a confirmation screen will appear with your Reservation Details.



The screenshot shows the 'Reservation Details' confirmation screen in the Pharos SignUp Vx3 interface. The screen displays the following reservation details:

Logon ID	p1090992
Computer Name	PUBLIC2
Scheduled Time	19/01/2011 1:00:00 PM
Computer Type	Double Seat PC
Computer Group (Location)	Internet PCs
Computer Description	PUBLIC2
Branch	Merrylands

An 'OK' button is located at the bottom right of the confirmation screen. The page header shows 'Pharos SignUp Vx3' and 'Nerve Center'. The user's Logon ID is p1090992 and the branch is Merrylands.

- Take note of your Reservation Details, Computer Name, Date, Time and Branch.

Public Computer Reservation Guide

Additional Information

To view existing Reservations click on the 'Your Details' tab.



The screenshot shows the Pharos SignUp Vx3 web application interface. At the top, there is a navigation bar with the Pharos logo and 'SignUp Vx3' text. Below the logo, there are two tabs: 'Your Details' (selected) and 'Make a Reservation'. To the right of the tabs, there is a 'Nerve Center' logo and a utility bar with 'Help', 'Refresh', and 'Log Off' buttons. Below the navigation bar, there is a section titled 'Your Details' with a timestamp 'Thursday, 13 January 2011 4:57:04 PM'. This section contains a table of user statistics. Below this, there is a section titled 'Pending Reservations' with a table listing reservation details and a 'Cancel' button for each row.

Your Details		Thursday, 13 January 2011 4:57:04 PM	
Logon ID	p1090992	User Group	public
Alias	p1090992	Card ID	
Sessions Allowed Today	Unlimited	Minutes Allowed Today	120
Sessions Completed Today	0	Minutes Completed Today	0
Total Sessions Completed	115		
Maximum Pending Scheduled Reservations Allowed			2

Pending Reservations					
Start Time	Requested Duration	Computer Group	Computer Type	Computer	
19 January 2011 1:00pm	30 Minutes	Internet PCs	Double Seat PC	PUBLIC2	Cancel
20 January 2011 4:00pm	60 Minutes	Internet PCs	Scanner PC	PUBLIC1	Cancel

Under the 'Your Details' tab you will see your Recent Usage History.

You may also cancel any Pending Reservations here.

To do this, click 'Cancel' next to the Reservation you no longer require.

If you wish to book a second session at a different Branch 'Log Off' your current session then 'Log on' to another Branch. (See Step 1, Point 2).

Once you have finished using the Reservation System, ensure you click **'Log Off'** to end your session.