APNK ≫ MONITORBM

Quick Start Guide
for Library Staff

SIGNING IN

monitoradmin.apnk.nz

SESSION MANAGEMENT

1. **Reservation**
   > Management
2. Right-click on active session in timeline
   - **Edit** *(change end-time)*
   - **End Session**
   - **Receipt**

FUTURE BOOKING

1. **Reservation**
   > Management
2. **Create Reservation**
3. Select Reservation type
4. **Select User** *(eg Account #)*
5. **Select Computer(s)**
   (or leave blank)
6. Select **Queue Position** or **Booking TIme**

GUEST PASSES

1. **Accounts**
   > Primary Accounts
2. **Create Account**
   > Guest Account
3. **Number of tickets**
4. Tick **"One ticket per page"**
5. **Finish > Print**

PRINT RELEASE

1. **Print > Print Release**
2. Enter **Account #** or **Job ID**
3. Select Print Job
4. OPTIONAL:
   - **Change Attributes**
   - **Preview**
5. **Print**
6. **Select Printer > Next**
7. **Cash / EFTPOS > Finish**
8. OPTIONAL: **Print receipt**

aotearoa
people's
network
kaharoa