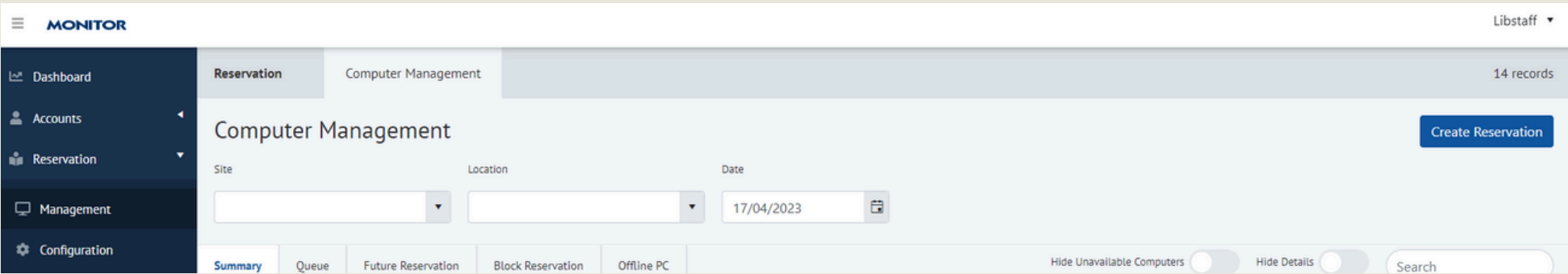


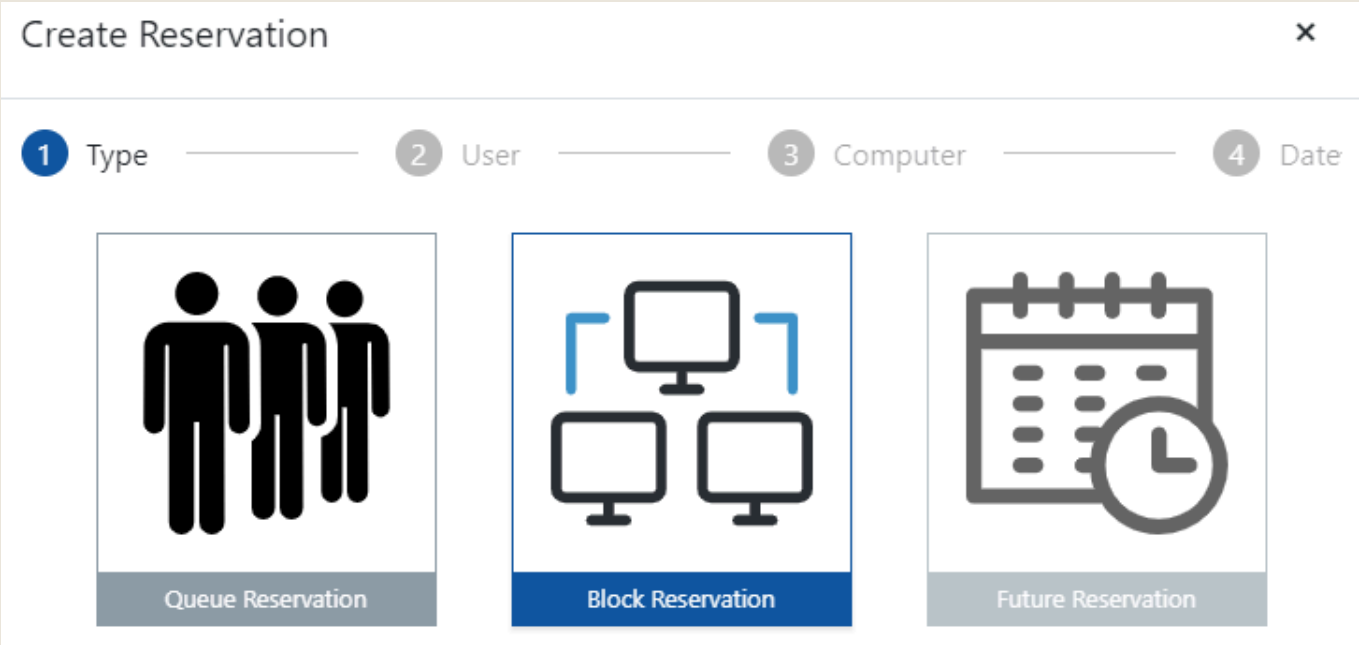
MEDIA LAB

HOW TO BOOK A MEDIA LAB PC

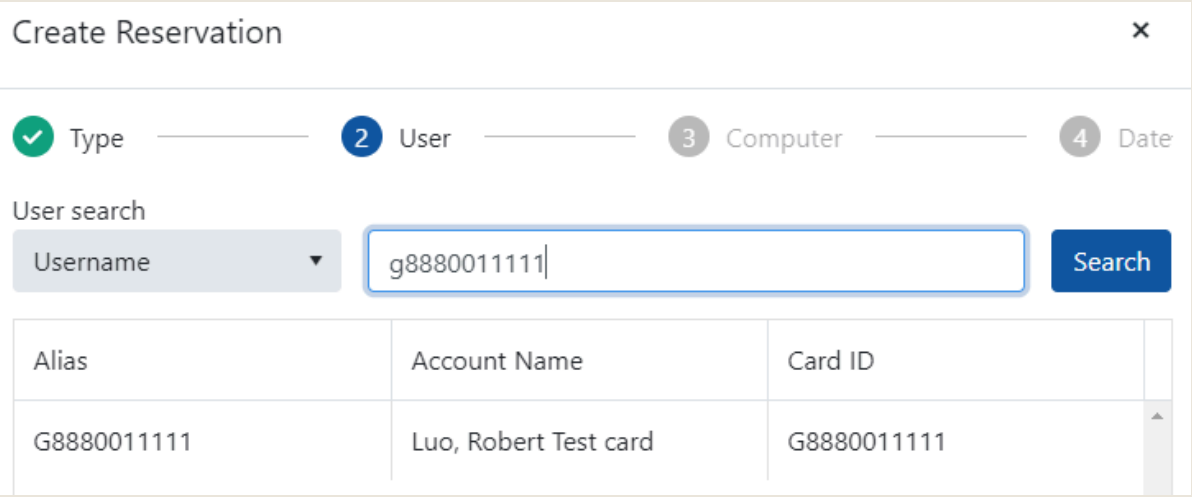
- 1. Go to <https://georgesriverapp.mymonitor.cloud/webadministrator>
- 2. User ID: libstaff Password: GRClibstaff
- 3. Navigate to "Reservation" then "Management" then "Create Reservation".



- 4. Select "Block Reservation", then "Next".



- 5. Insert the customer's library card number, select the customer and press next.



MEDIA LAB

HOW TO BOOK A MEDIA LAB PC

6. Select Site = "Hurstville Library", Location = "Hurstville", Computer Type = "Media Lab PCs" and then "Select computers from list". Then click next.

Create Reservation

✓ Type

✓ User

3 Computer

4 Date

Site

Hurstville Library

Location

Hurstville

Computer Type

Media Lab PCs

Computers

None selected

Select computers from list

Select computers from map

7. Select the PCs from the list. Here we select all four. Click "use selected", then click next.

Computers

Search

	Computer	Description	IP Address
<input checked="" type="checkbox"/>	MEDIALAB-1	MEDIALAB-1	192.168.45.154
<input checked="" type="checkbox"/>	MEDIALAB-2	MEDIALAB-2	192.168.45.183
<input checked="" type="checkbox"/>	MEDIALAB-3	MEDIALAB-3	192.168.45.166
<input checked="" type="checkbox"/>	MEDIALAB-4	MEDIALAB-4	192.168.45.198

Cancel

Set to blank

Use selected

MEDIA LAB

HOW TO BOOK A MEDIA LAB PC

8. Then create the reservation by inputting the name of the reservation. This can be the name of an individual or group. For login option select "unauthenticated". Then the date and time, then click finish.

Create Reservation

✓ Type

✓ User

✓ Computer

4 Date

Reservation Name

Test

Login Option

UNAUTHENTICATED

Date

17/04/2023

Start

10:00 am

End

11:00 am

Recurrence

None

9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm

Previous

Finish

MEDIA LAB

HOW TO BOOK A MEDIA LAB PC


9. The reservation will be confirmed with a reference number – this is the number to key in to the PCs. As we have selected unauthenticated login option, the system won't ask the user to log in with the library card and pin, which makes the process easier. What you need to do is to provide this reference number (BXXXXXXX) to the user or facilitator.

Receipt

Print

Reservation Confirmed

User	Luo, Robert Test card
Reservation Name	Test
Date	17/04/2023
Start	10:00:00 am
End	11:00:00 am
Computers	MEDIALAB-1 MEDIALAB-2 MEDIALAB-3 MEDIALAB-4



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10. To confirm that the booking has been correctly made navigate to Reservation > Management. Then select "site", "location" and "date".

Computer Management

Site

Location

Date

Hurstville Library

Hurstville

21/05/2022

Summary

Queue

Future Reservation

Block Reservation

Offline PC

Hide Unavailable Computers

Hide D

Computer	Description	Status	9am	10am	11am	12pm
4SBZ132	Quick Printing Left	Available				
C482B92	Quick Printing Right	Available				
MEDIALAB-1	MEDIALAB-1	Available		Luo, Robert Test card 9:55am - 1pm		
MEDIALAB-2	MEDIALAB-2	Available		Luo, Robert Test card 9:55am - 1pm		
MEDIALAB-3	MEDIALAB-3	Available		Luo, Robert Test card 9:55am - 1pm		
MEDIALAB-4	MEDIALAB-4	Available		Luo, Robert Test card 9:55am - 1pm		