

OWLS 2021

Meet with Supervisor:

- Add and then remove a printer to the computer.
- Change the Default printer.
- Envisionware:
 - Create a guest pass and use that guest pass to create a computer reservation.
 - From a staff computer, release a print job to the Print Station in the Computer Lab.
 - Add funds to a patron account.
- Lower and raise the shades and adjust lighting in the community room.
- Set up laptop, DVD player, and microphones in Community Room.
- Grab a to-go storytime kit and read one of the stories out loud.
- Bring along your favorite book and do a quick review of it.
- Sign into your Beanstack account or register for one.
- Send a document from your phone to the printer in the Computer Lab.
- Save a copy of the 2021 Local Mileage form to Jeni's folder on the R drive. Rename it using your last name and date (2021 Local Mileage Schomber 6.30.21.)
- Demonstrate how to e-mail the front page of the March 10th, 1970 Beloit Daily News.
- Place and then cancel a hold for "A Prayer for Owen Meany" using the SHARE catalog.
- Place and then cancel a hold for "Roots of Life" by Olgivanna Wright using WISCAT.
- What are two ways we may accept money from a patron using Workflows – two wizards?
- Demonstrate how to bill yourself 1.00 for damage. Now, using cash management, pay that bill with "cash." Whoops, you do not actually have any "cash." Do you void or refund that transaction? (DO NOT actually do this so you do not mess up the cash drawer)
- Using Workflows, place your favorite novel on hold for yourself to be picked up at Beloit Library. Modify the hold pickup location to Beloit Curb. Remove the hold, unless you just want the item you placed on hold. Use the proper "wizards."
- Using Workflows, how do you mark an item Missing/Lost and what is the difference between the two? (DO NOT actually do this, just tell your supervisor how to do it)
- Using Workflows, how do you discard materials? How do you put materials in mending? (DO NOT actually do this, just tell your supervisor how to do it)