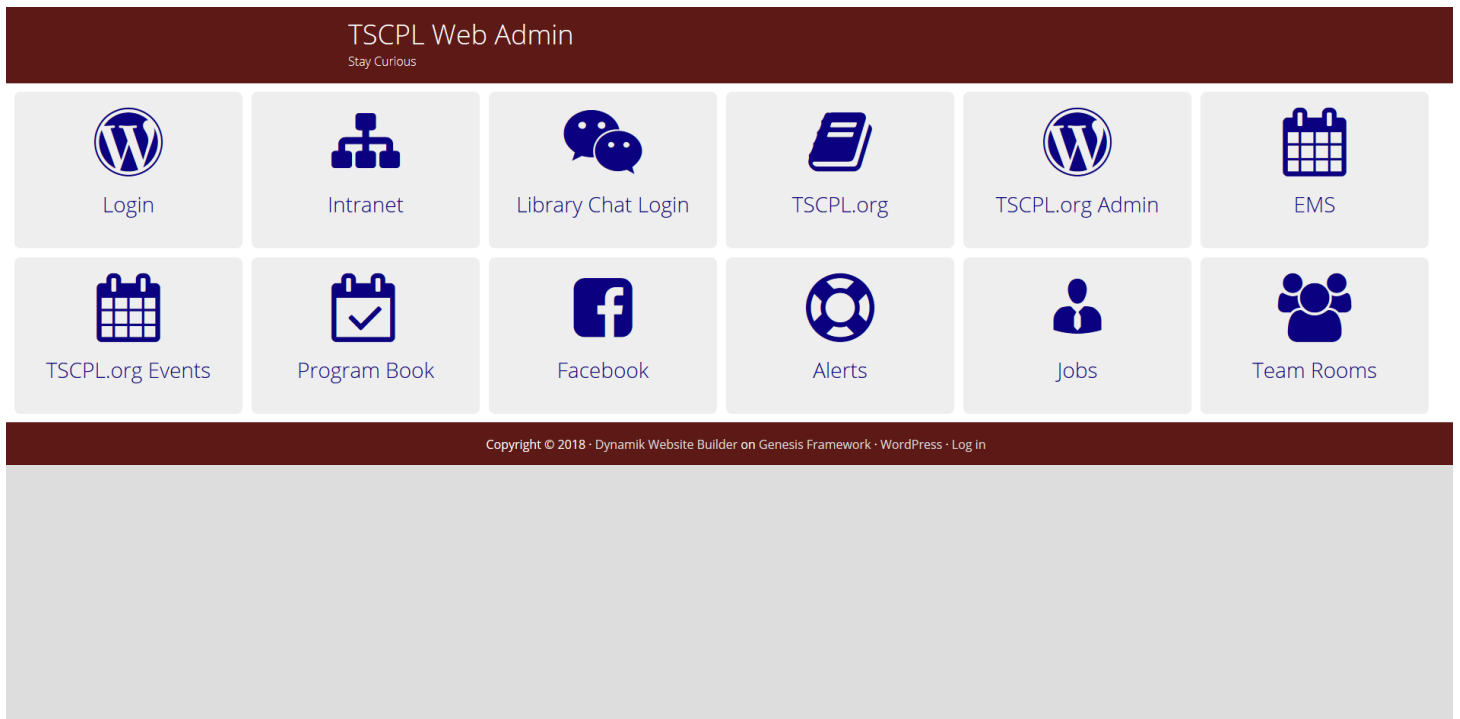


# Team Room Reservations – Administration

The Team Room Administration can be accessed by logging in to the Admin web site at:

<https://admin.tscpl.org>



Click on the Login button and use your Windows Username and Password to log in.

Then click on the “Team Rooms” button.

This will take you to the admin screen for the Team Rooms.

The screenshot shows the 'Team Rooms' admin page. At the top, there are filters for 'All (2,014)', 'Mine (59)', 'Published (1,473)', 'Drafts (541)', and 'Trash (83)'. Below these are dropdown menus for 'Bulk Actions', 'Apply', 'All dates', 'All Rooms', 'All Patrons', 'All Reservations', and 'Any Checked In'. A 'Filter' button and an orange 'Inline Edit' button are also visible. The table below lists reservations with columns for Title, Team Room, Patron, Reservation Date, Reservation Time, Duration, Checked In status, Last Modified, and Source.

Title	Team Room	Patron	Reservation Date	Reservation Time	Duration	Checked In	Last Modified	Source
Lissa	Team Room 5	23247003131315	02/26/2018	3:00 pm	1 Hour	✗	02/25/18 8:47 pm	web
Tammy lee	Team Room 1	23247007391535	02/25/2018	4:00 pm	3 Hours	✗	02/25/18 8:40 pm	web
Marci P	Team Room 7	23247007373277	02/25/2018	8:00 pm	1 Hour	✓	02/25/18 8:03 pm	ipad
Charlotte M	Team Room 7	23247007017767	02/26/2017	9:00 am	3 Hours	✗	02/25/18 7:47 pm	ipad
Shelby K	Team Room 1	23247007391543	02/25/2018	7:30 pm	3 Hours	✓	02/25/18 7:33 pm	ipad
Sheryl R	Team Room 7	23247007392509	02/25/2017	9:00 am	2 Hours	✗	02/25/18 6:47 pm	ipad
Perezhilkumaran M — Draft	Team Room 3	23247007369010	02/25/2018	6:00 pm	2.5 Hours	✓	02/25/18 8:03 pm	ipad
Taylor Deatherage — Draft	Team Room 5	23247007364086	02/25/2018	6:30 pm	2.5 Hours	✓	02/25/18 8:54 pm	web
Bonnie Y	Team Room 6	23247007046477	02/25/2018	6:00 pm	3 Hours	✓	02/25/18 6:03 pm	ipad

You can scroll through the list to find an existing reservation.

The “Search Posts” on the upper right only works with the Title/User Name.

You can filter reservations by date if you click on the “All Reservations” dropdown and select your desired date, then click the “Filter” button.

You can also filter reservations by room if you click on the “All Rooms” dropdown and select the room. Please note that Room 9 does not exist, it’s just for beta testing new code.

You can also select a combination of the two, so select a date and a specific room number to see only the reservations for that room on the specified date.

If the “Inline Edit” button is not colored orange (as see above), click on it to turn it on. That will enable a small pencil next to the items that can be edited from the Admin screen.

For example, clicking on a “red x” next to a reservation will check that reservation in. Clicking on the “green check” will uncheck them. This is NOT THE SAME as checking someone out, a red X indicates that the customer never checked into the room.

Title	Team Room	Patron	Reservation Date	Reserervation Time	Duration	Checked In	Last Modified	Source
Lissa	Team Room 5	23247003131315	02/26/2018	3:00 pm	1 Hour	✗	02/25/18 8:47 pm	web
Tammy lee	Team Room 1	23247007391535	02/25/2018	4:00 pm	3 Hours	✗	02/25/18 8:40 pm	web
Marci P	Team Room 7	23247007373277	02/25/2018	8:00 pm	1 Hour	✓	02/25/18 8:03 pm	ipad
Charlotte M	Team Room 7	23247007017767	02/26/2017	9:00 am	3 Hours	✗	02/25/18 7:47 pm	ipad
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Sheryl R	Team Room 7	23247007392509	02/25/2018	9:00 am	2 Hours	✗	02/25/18 6:47 pm	ipad
Perezhikumar M — Draft	Team Room 3	23247007369010	02/25/2018	6:00 pm	2.5 Hours	✓	02/25/18 8:03 pm	ipad
Taylor Deatherage — Draft	Team Room 5	23247007364086	02/25/2018	6:30 pm	2.5 Hours	✓	02/25/18 8:54 pm	web
Bonnie Y	Team Room 6	23247007046477	02/25/2018	6:00 pm	3 Hours	✓	02/25/18 6:03 pm	ipad

In the above image, let's look at "Marci P". We can see they reserved room 7 on 2/25/2018 at 8:00pm for 1 hour. And they checked in to their reservation. The reservation was made on the iPad. We can assume Marci used the full hour because the status of the reservation is not "Draft".

So, let's look at the reservation for "Taylor Deatherage". They reserved room 5 on 2/25/2018 at 6:30pm for 2.5 hours. They made the reservation on the web site. They checked in to their reservation. And because the status is "Draft", they checked out of the room early.

Customer "Tammy Lee" used the web site to make a reservation for room 1 on 2/25/2018 at 4pm for 3 hours and they never checked in.

Clicking on the name/title of a reservation will open up the edit screen for that reservation.

The screenshot shows the 'Edit Reservation' interface in the TSCPL Web Admin. The main form contains the following fields:

- Reservation Name:** Charlotte M
- Reservation Date:** 02/26/2017
- Reservation Time:** 9:00 am
- Duration:** 3 Hours
- Patron ID:** 23247007017767
- Team Room:** Team Room 7
- Checked In:** No

The right sidebar shows the following information:

- Status:** Published
- Visibility:** Public
- Published on:** Feb 25, 2018 @ 19:47
- Buttons:** Update, Copy to a new draft, Move to Trash

The title area below “Edit Reservation” is the name associated with the reservation. It can be the customer’s name, business name, group name or pretty much anything and it’s what is displayed as the name on the iPads.

**IMPORTANT! – When you edit or add a reservation in the admin screen, there is no checking for conflicts. You can create an overlap by creating or changing a reservation on this screen, so be careful and check your reservation after you’ve modified or added it. If you are adding a reservation, it’s better to use the form on the TSCPL.ORG web site which will prevent overlaps from occurring.**

For “Patron ID” you can put something besides a valid library card number, however, the customer will not be able to check in or check out. A valid library card is required to use the CHECK IN/CHECK OUT buttons on the iPads.

To add a new reservation, simply click the “Add New” on the left sidebar or at the top of the page.

Click the “Update” button to update an existing reservation or the “Publish” button to create a new reservation.

Click on “All Reservation” in the sidebar menu to return to the complete list of reservations.

The screenshot shows the 'Team Rooms' section of the TSCPL Web Admin interface. The main content area displays a table of reservations with the following columns: Title, Team Room, Patron, Reservation Date, Reserervation Time, Duration, Checked In, Last Modified, and Source. The table contains several rows of reservation data. A 'QUICK EDIT' form is overlaid on the table, allowing users to change the title, slug, date, and status of a reservation. The status is currently set to 'Published'.

Title	Team Room	Patron	Reservation Date	Reserervation Time	Duration	Checked In	Last Modified	Source
Lissa	Team Room 5	23247003131315	02/26/2018	3:00 pm	1 Hour	✗	02/25/18 8:47 pm	web
Tammy lee	Team Room 1	23247007391535	02/25/2018	4:00 pm	3 Hours	✗	02/25/18 8:40 pm	web
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Perezhilikumar M — Draft	Team Room 3	23247007369010	02/25/2018	6:00 pm	2.5 Hours	✓	02/25/18 8:03 pm	ipad
Taylor Deatherage — Draft	Team Room 5	23247007364086	02/25/2018	6:30 pm	2.5 Hours	✓	02/25/18 8:54 pm	web

If you hover your mouse over the name of a reservation you will see a link to “Quick Edit” which will give you the form shown above for the selected reservation.

This allows you to change the “status” of a reservation from “Published” to “Draft”.

If the “Checked In” column has a “Red X” and you change the status to “Draft”, this indicates that you are cancelling the reservation.

If the “Checked In” column has a “Green Check” and you change the status to “Draft”, this indicates that you are checking the customer out from their reservation early.

Do NOT delete a reservation. Doing so removes all record of it and we can’t use it for reporting. The proper way to cancel a reservation or check a customer out early is to change the status from “Published” to “Draft”.

Also, if you edit reservation details in the Admin area, you can create overlaps. There are no checks and balances in the Admin area when editing an existing reservation or creating a new reservation.