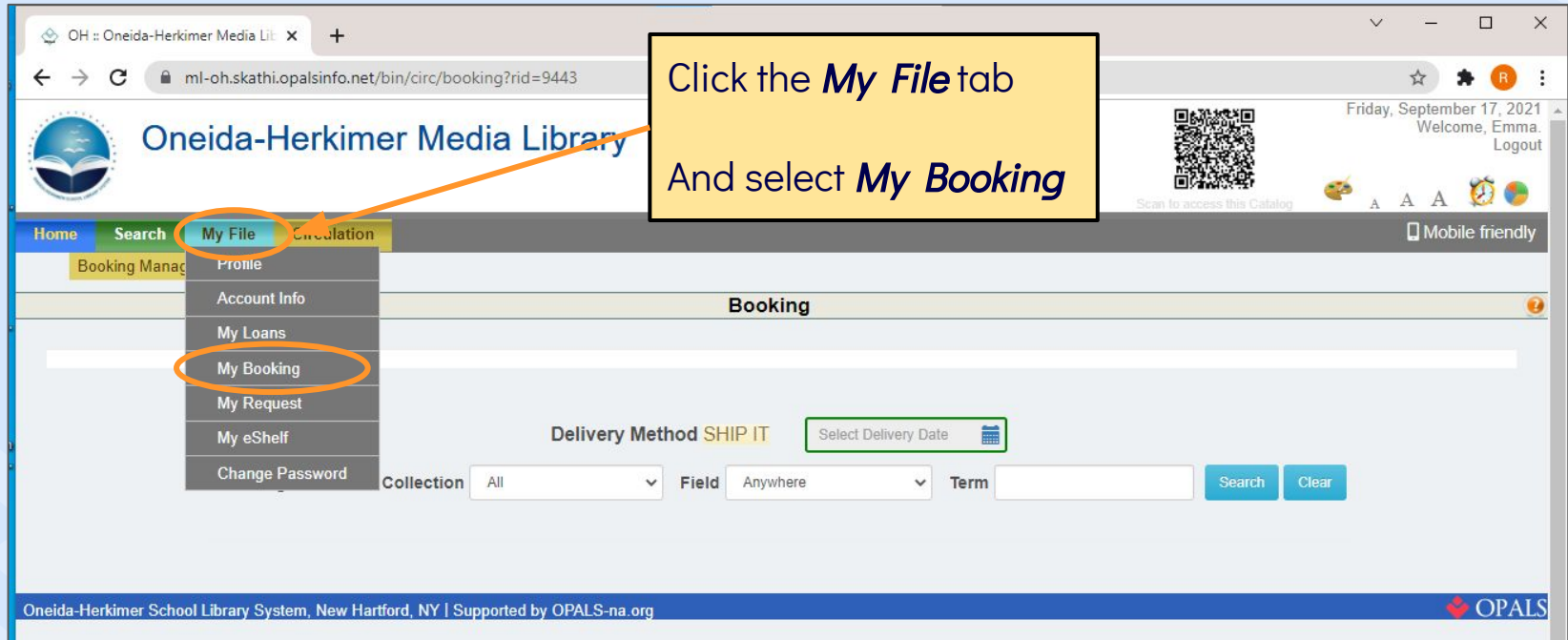


# ▶ Check the Status and/or Cancel a Booking step 1



The screenshot shows a web browser window with the URL `ml-oh.skathi.opalsinfo.net/bin/circ/booking?rid=9443`. The page header includes the Oneida-Herkimer Media Library logo and navigation tabs: Home, Search, My File, and Circulation. The 'My File' tab is highlighted with a yellow box and an orange arrow pointing to it. A dropdown menu is open under 'My File', with 'My Booking' highlighted by an orange circle. The page content shows a 'Booking' section with a 'Delivery Method' dropdown set to 'SHIP IT', a 'Select Delivery Date' field, and search filters for 'Collection' (All), 'Field' (Anywhere), and 'Term'. The footer contains the text 'Oneida-Herkimer School Library System, New Hartford, NY | Supported by OPALS-na.org' and the OPALS logo.

Click the *My File* tab  
And select *My Booking*

Home Search **My File** Circulation

Booking

Delivery Method SHIP IT Select Delivery Date

Collection All Field Anywhere Term Search Clear

Oneida-Herkimer School Library System, New Hartford, NY | Supported by OPALS-na.org



# Check the Status and/or Cancel a Booking step 2

The system will display a list of your bookings.

Friday, September 17, 2021  
Welcome, Emma.  
Logout

Home Search My File Circulation  
Profile Account Info My Loans My Booking My Request My eShelf Change Password

Collection All Anywhere Search Terms Search Clear Advanced

### My Booking List

ACTIVE

BID	Date Request	Status	Quantity	Title	Author	Call number	Booked From	Booked To	Action
00000022	2021-09-17	PENDING	2	Catching fire	Collins, Suzanne.	MB02051 1	2021-12-01	2022-01-26	CANCEL
				Catching Fire	Collins, Suzanne	CD00398 1	2021-12-01	2022-01-26	

The status (pending, shipped, etc.) will be displayed here.

If you need to cancel a booking, click the **CANCEL** button.



# ▶ Check the Status and/or Cancel a Booking step 3

The screenshot shows a web browser window with the URL `ml-oh.skathi.opalsinfo.net/bin/circ/booking?rid=9443`. The page header includes the Oneida-Herkimer Media Library logo and navigation tabs: Home, Search, My File, and Circulation. The 'My File' tab is highlighted with an orange circle, and a yellow callout box points to it with the text 'Click the *My File* tab'. Below the 'My File' tab, a dropdown menu is open, listing options: Profile, Account Info, My Loans, My Booking, My Request, My eShelf, and Change Password. The 'My Booking' option is highlighted with an orange circle, and a yellow callout box points to it with the text 'Select *My Booking*'. The main content area is titled 'Booking' and features a search form with fields for 'Collection' (set to 'All'), 'Field' (set to 'Anywhere'), and 'Term'. There are 'Search' and 'Clear' buttons. The footer contains the text 'Oneida-Herkimer School Library System, New Hartford, NY | Supported by OPALS-na.org' and the OPALS logo.

Click the *My File* tab

Select *My Booking*

Oneida-Herkimer Media Library

Home Search **My File** Circulation

Booking

My Booking

Collection All Field Anywhere Term Search Clear

Oneida-Herkimer School Library System, New Hartford, NY | Supported by OPALS-na.org



# Check the Status and/or Cancel a Booking step 4

The screenshot shows the Oneida-Herkimer Media Library website. The page title is "Oneida-Herkimer Media Library". The date is Friday, September 17, 2021. The user is logged in as Emma. The page shows a "My Booking List" table with the following data:

BID	Date Request	Status	Quantity	Title	Author	Call number	Booked From	Booked To	Action
00000022	2021-09-17	PENDING	2	Catching fire	Collins, Suzanne.	MB02051 1	2021-12-01	2022-01-26	CANCEL

The "Status" column for the first row is highlighted with an orange box. The "Action" column for the first row contains a red "CANCEL" button, also highlighted with an orange box. A yellow callout box points to the "Status" column with the text "The status will be listed here:". Another yellow callout box points to the "CANCEL" button with the text "To cancel a booking: Find the one you wish to cancel And click **CANCEL**."

The status will be listed here:

To cancel a booking:

Find the one you wish to cancel

And click **CANCEL**.

# THANKS!

Do you have any questions?

Email us at  
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CREDITS: This presentation template was created by **Slidesgo**, including icons by **Flaticon**, infographics & images by **Freepik**

