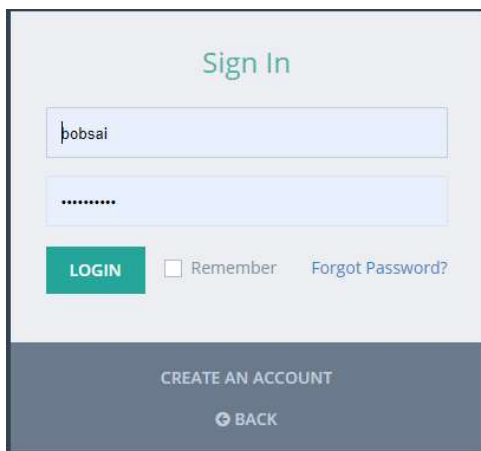
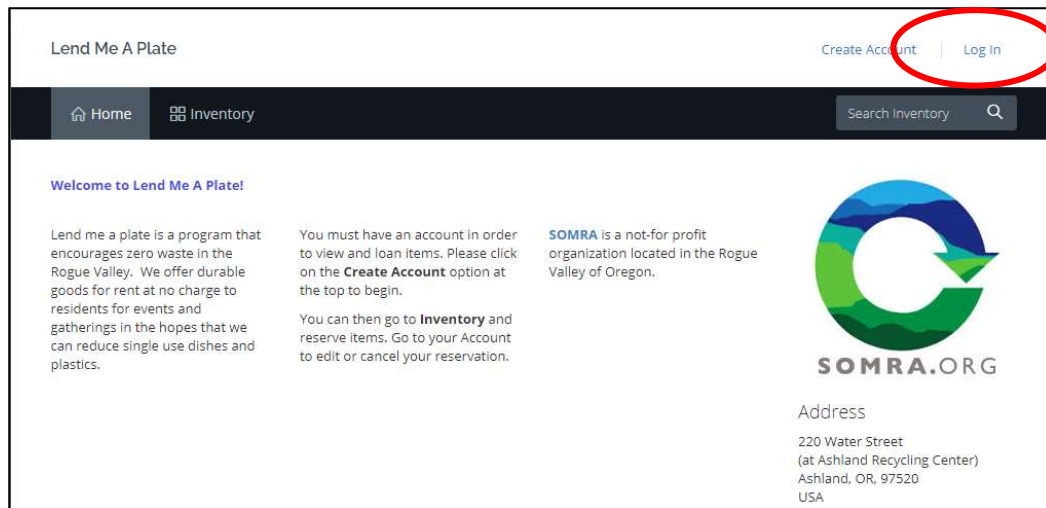
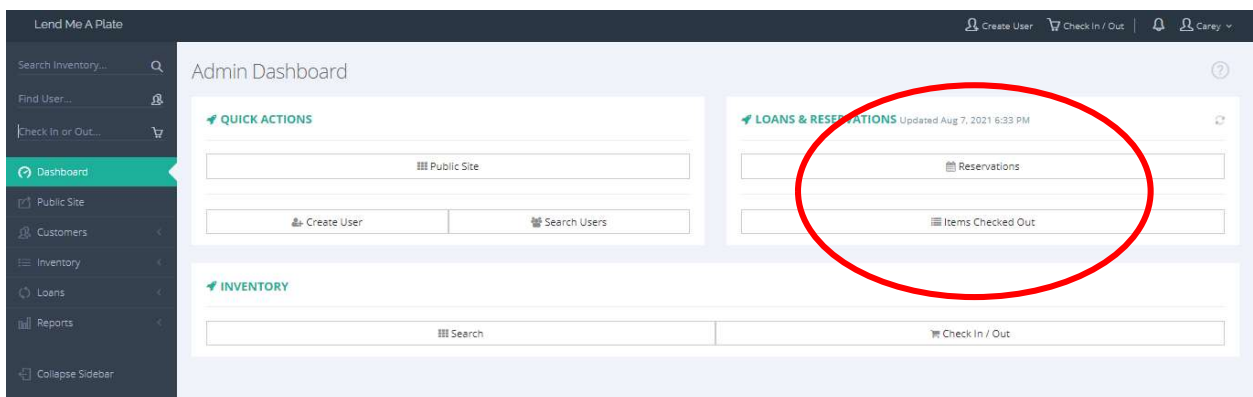


Processing Reservations in MyTurn for LMAP

1. Login with your Host account to <https://lmap.myturn.com/library/>



2. Default page for a Host account is the “Dashboard” where you can get a quick overview of most recent requests



3. View Reservations by clicking on **Reservations** button.
 - a. If no reservations for that day, a message appears near the top stating that.

b. Scroll down to see the upcoming reservations.

Reservations

There are no reservations for 8/7/2021

LIST RESERVATIONS

Filter by Status: Pending Approved Denied Canceled by user

Filter by User:

Show Fulfilled:

[Refresh](#)

« Previous Today Tomorrow

Aug 28, 2021–Sep 1, 2021 Submitted Aug 7, 2021 6:18 PM #142072 for Sam Hill [Borrower](#) Approved

[Deny](#) [Build Order](#) [More Actions](#)

#	ID	Name	Location	Quantity
1	1	Beverage Carafes		1
2	10	Beverage Dispensers		1

c. Review the order:

- i. **Name of borrower**, reservation date and date submitted appear at the left
- ii. **Email borrower** option appears in the center
- iii. **Build Order** on the right
- iv. **Items requested** appear below

Aug 28, 2021–Sep 1, 2021 Submitted Aug 7, 2021 6:18 PM #142072 for Sam Hill [Borrower](#) Approved

[Deny](#) [Build Order](#) [More Actions](#)

#	ID	Name	Location	Quantity
1	1	Beverage Carafes		1
2	10	Beverage Dispensers		1
3	11	Bowls; box of 25		1

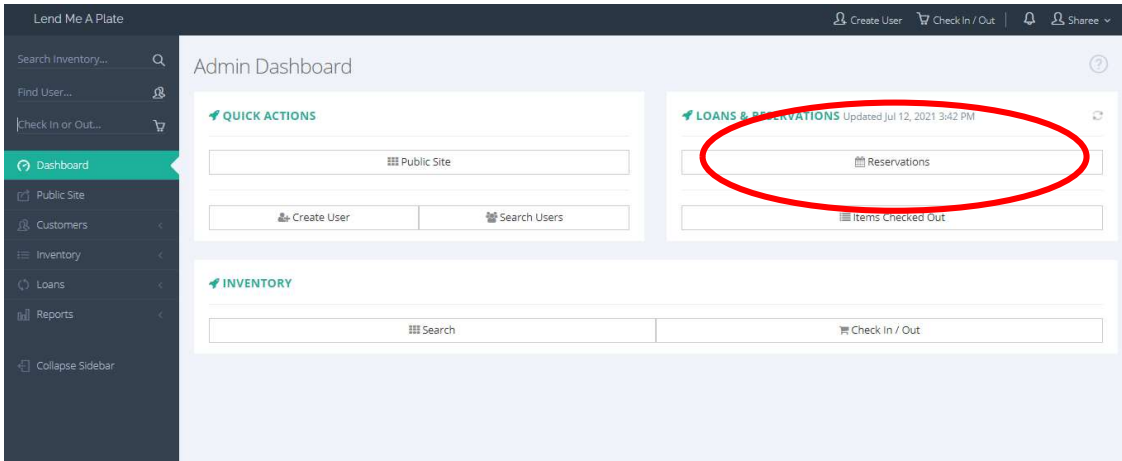
Aug 31, 2021–Sep 4, 2021 Submitted Aug 7, 2021 6:28 PM #142075 for Sharee Hunt [Borrower](#) Approved

[Deny](#) [Build Order](#) [More Actions](#)

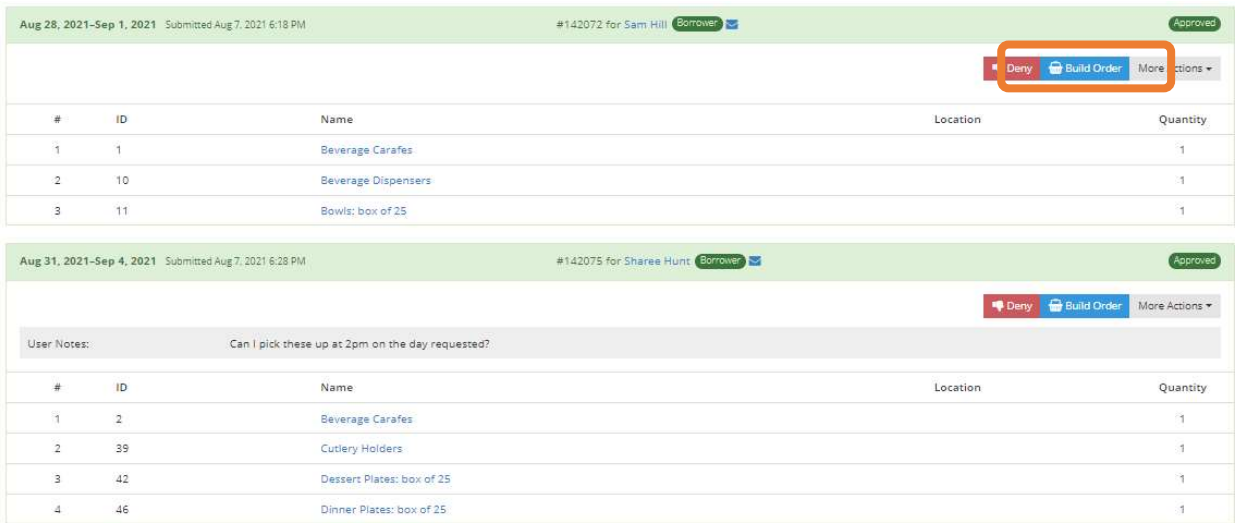
User Notes: Can I pick these up at 2pm on the day requested?

#	ID	Name	Location	Quantity
1	2	Beverage Carafes		1
2	39	Cutlery Holders		1
3	42	Dessert Plates; box of 25		1
4	46	Dinner Plates; box of 25		1

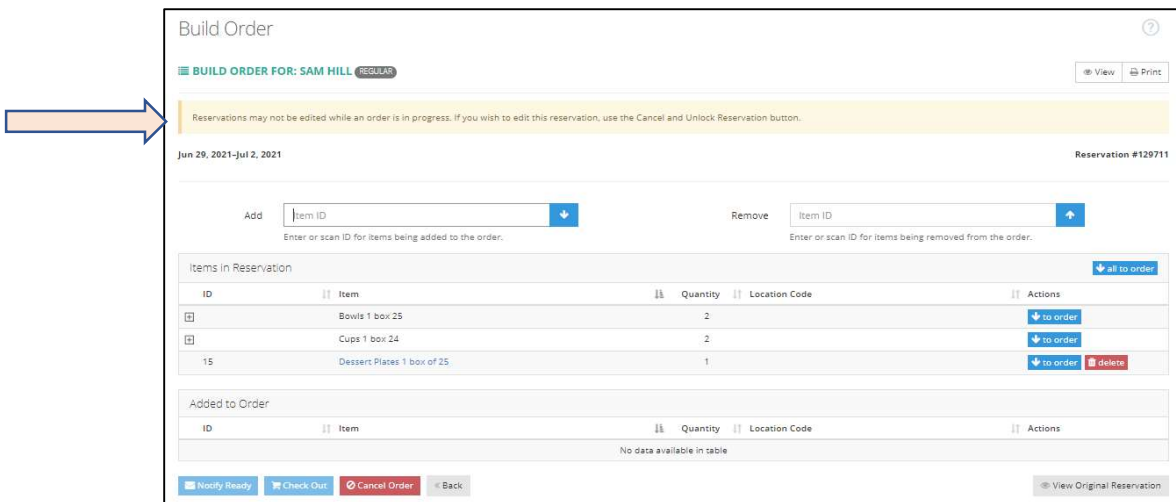
v. Any note the borrower added to their reservation appears highlighted in grey




4. Process Requests by clicking on Build Order.



NOTE: The top message is just telling you that a reservation cannot be changed once you click Build Order. To change the reservation for any reason, you have to click Cancel Order first. Cancelling the order does not cancel the reservation.



- a. Click **All to Order** to add all the items in a reservation to order. If for any reason all items are not available, use the To Order button  to place individual items into order.

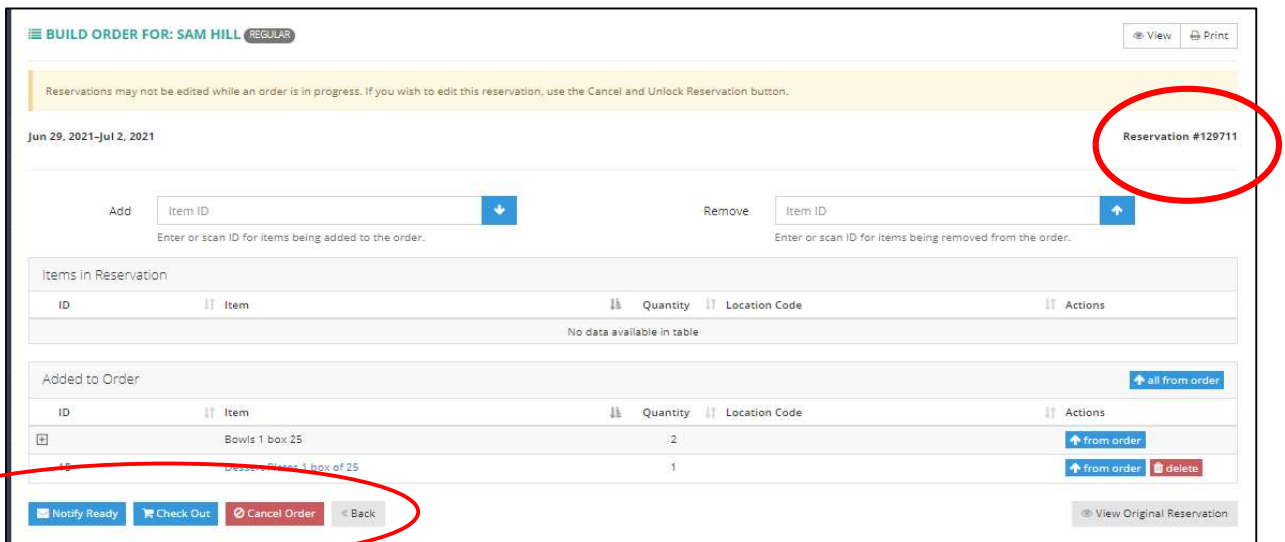


Items in Reservation				
ID	Item	Quantity	Location Code	Actions
No data available in table				

Added to Order				
ID	Item	Quantity	Location Code	Actions
75	Knives: box of 25	1		From Order Delete

Buttons: Notify Ready, Check Out, Cancel Order, Back, View Original Reservation

- b. If there's been an error or want to make a change, you can easily click on the Cancel Order button and start over. Cancel order will not remove the Reservation.
- c. You can use the Notify Ready button to send the borrower a reminder their order is ready to be picked up.



BUILD ORDER FOR: SAM HILL (REGULAR) View Print

Reservations may not be edited while an order is in progress. If you wish to edit this reservation, use the Cancel and Unlock Reservation button.

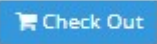
Jun 29, 2021-Jul 2, 2021 Reservation #129711

Add: Add Remove: Remove

Items in Reservation				
ID	Item	Quantity	Location Code	Actions
No data available in table				

Added to Order				
ID	Item	Quantity	Location Code	Actions
	Bowls 1 box 25	2		from order
	Dishes 2011 1 box of 25	1		from order delete

Buttons: Notify Ready, Check Out, Cancel Order, Back, View Original Reservation

- d. Click on Checkout button 
- e. Review Checkout

Check In / Out

CART FOR: SHAREE HUNT BORROWER Update Warning

Check In or Renew

Check Out

Check Out: + Due Date: 8/13/2021 Update due date for all items

Save date as session default

Item	Qty	Due Date	Comments	Actions
Knives: box of 25 (75)	1	8/13/2021	1 knife is missing from box	Remove

Membership

Record Transaction

- f. Use the Comments box to put any message
- g. You can change the Due Date at this point if need be.

Apply new date to all items already in the cart?

Yes NO

- h. Click **Record Transaction** and process is finished. Click on Email Receipt

Transaction #2118134

Email sent to carylibrary94@gmail.com

TRANSACTION RECEIPT for Sam H

This transaction was handled by tablet.
Transaction details (reference #2118134):

Customer Sam H Email: carylibrary94@gmail.com Telephone: 323-456-7890	Lend Me A Plate 228 Water Street, (at Ashland Recycling Center), Ashland, OR, 97132, USA	Main Hours Monday: 10:00 AM-4:00 PM Tuesday: 10:00 AM-4:00 PM Wednesday: 10:00 AM-4:00 PM Thursday: 10:00 AM-4:00 PM Friday: 10:00 AM-4:00 PM Saturday: 10:00 AM-4:00 PM Sunday: Closed
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Pick up and drop off of borrowed items are available between the hours above, by appointment only. Times for pick up and drop off are arranged at the time a request is placed and approved. **Borrowers will receive an email from "Hest" to schedule pickup and drop off times.**

Summary

Check Out: Dessert Plates 1 box of 25 (19)	Due Date: 7/2/2021
Check Out: Bowls 1 box 25 (10/0)	Due Date: 7/2/2021
Check Out: Bowls 1 box 25 (10/1)	Due Date: 7/2/2021

Replacement Cost

Items:	Amount:
Bowls 1 box 25 (10/0)	
Bowls 1 box 25 (10/1)	
Dessert Plates 1 box of 25 (19)	
Total Replacement Cost	\$0.00

Print Email Receipt