

## 6.4.1 Checking Software out with Machines

To check out manuals or software to a student who is logging into a machine, or is already on a machine is a simple process. Go to the correct machine card, if not there already (Figure 6.7 below). There are check boxes on the left hand side of the card next to the names of software and manuals that the lab checks out frequently. There are two per line, one for disks, the other for the manual for the title. Just click on the box of the requested item. If the title of the item is not there, click on the check box for "Other." A Dialog box will appear asking "What item is to be checked out?" with the options "OK" and "Cancel" (Figure 6.8 below). Type in the item requested, and then click on the "OK" button on the Dialog box, or press the Return key. The word "Other" will be replaced with the string just typed (Figure 6.9 below).

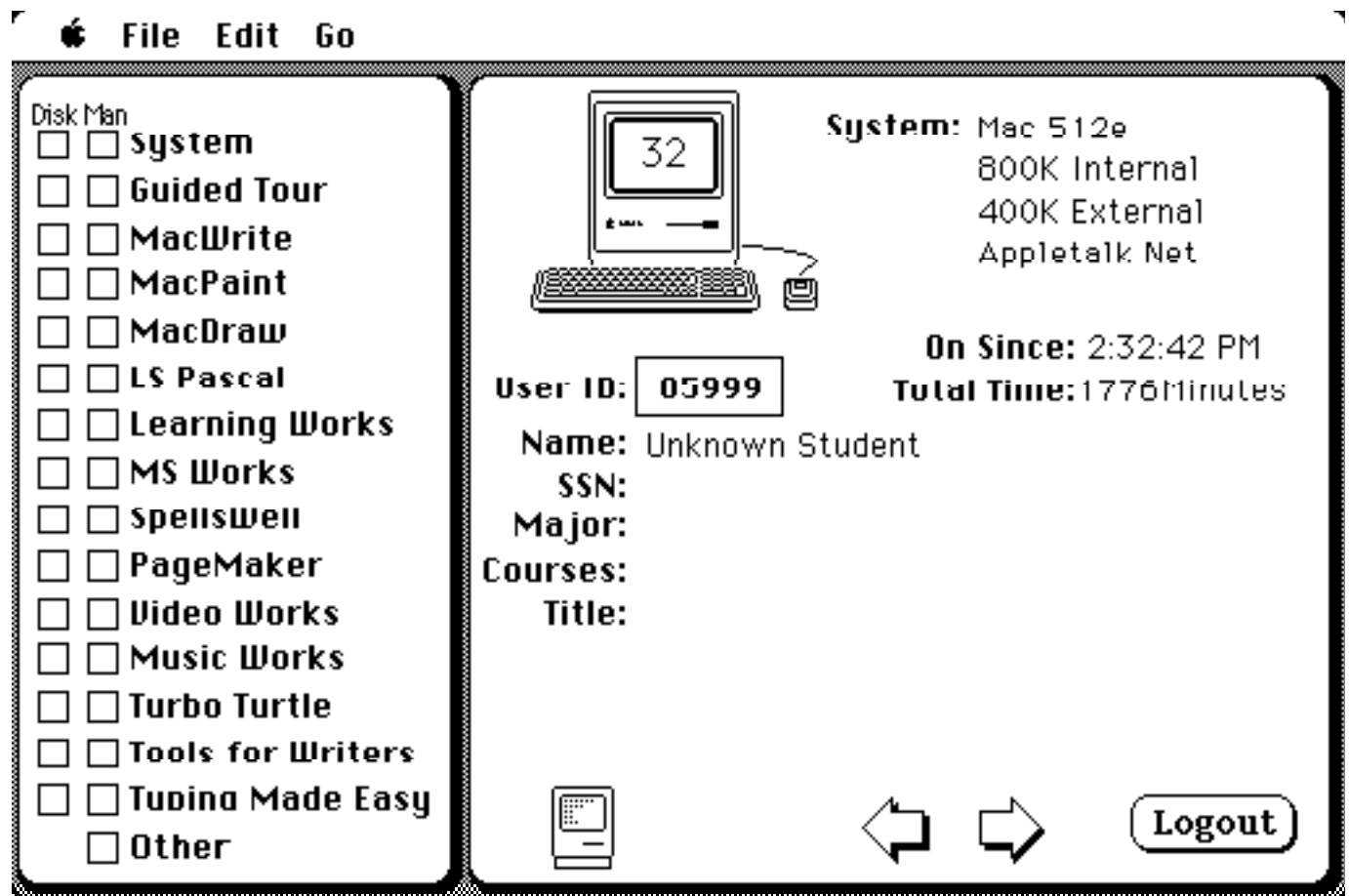


Figure 6.7 Example Machine card

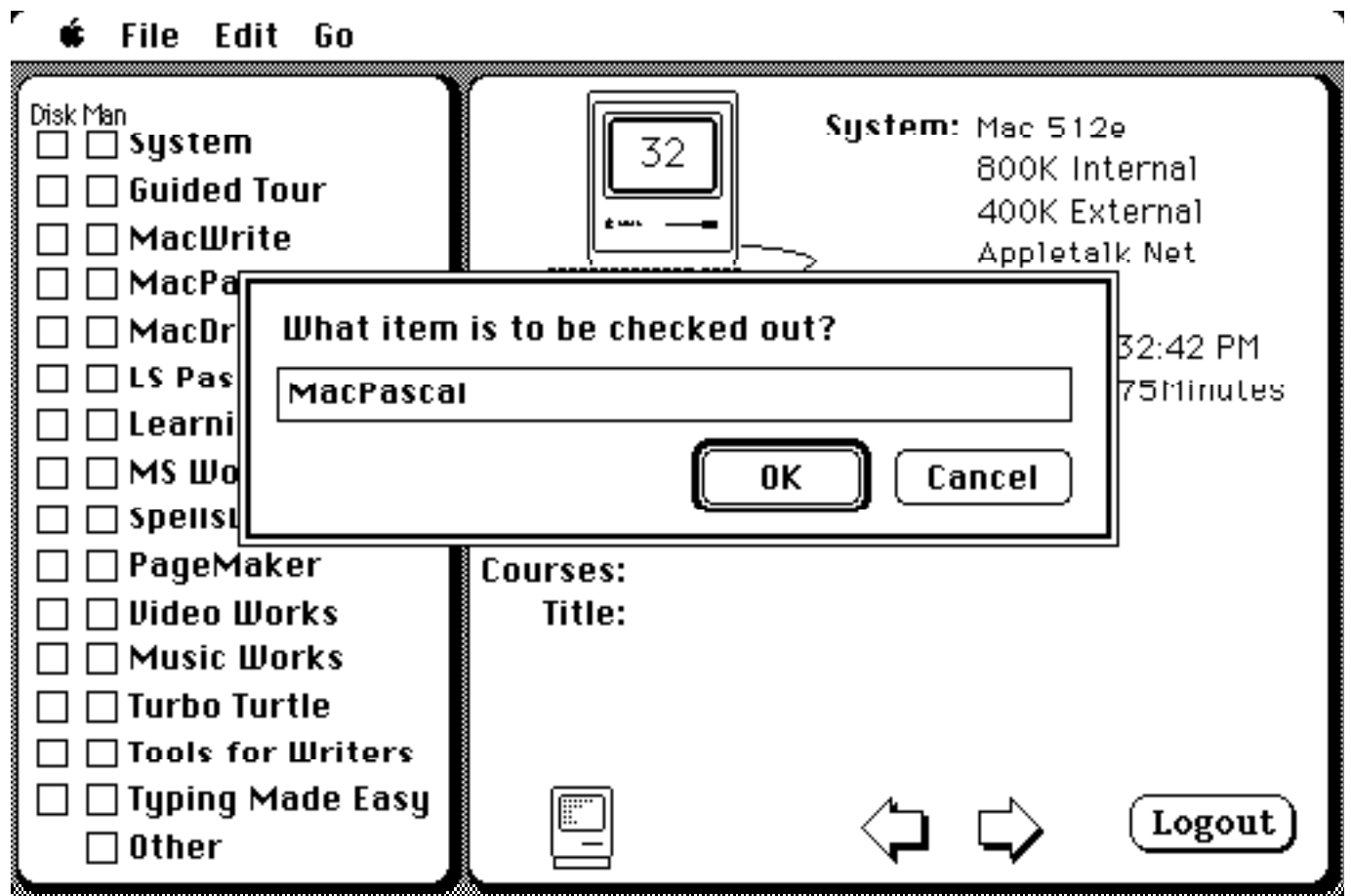


Figure 6.8 Dialog box for checking out software using the "Other" choice

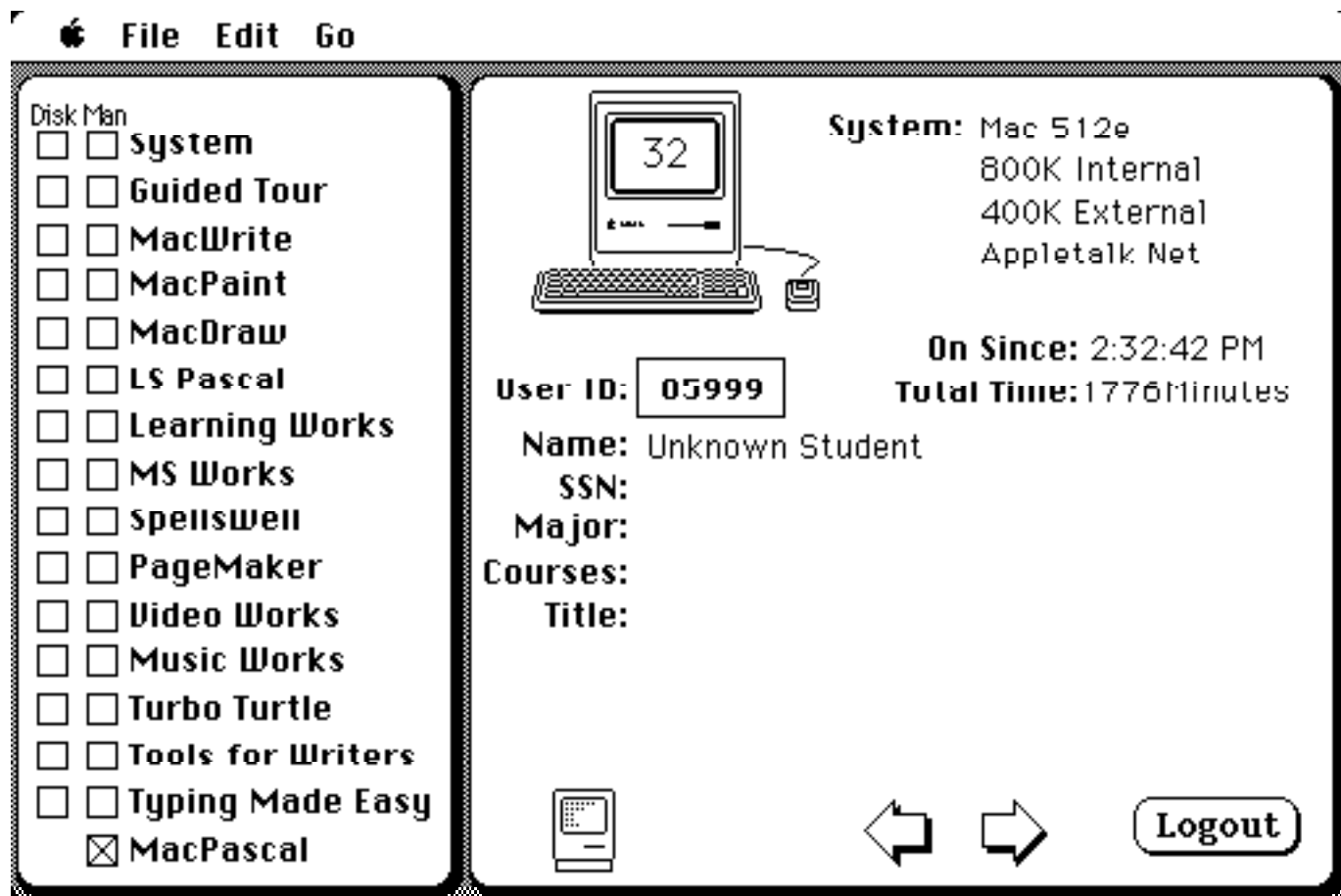


Figure 6.9 Machine card after checking out something not on the standard list

## 6.4.2 Checking out Manuals ONLY

The process for checking out manuals only is similar to what was stated above. The only differences are, one, the card is slightly different (Figure 6.10 below), and two, that it is imperative that this process is done upon logging the person in. In this way, there is no chance of a checked out manual to be lost somehow.

The screenshot shows a window with a menu bar at the top containing an Apple logo, 'File', 'Edit', and 'Go'. The window is divided into two main panels. The left panel, titled 'Manuals', contains a list of manual options with checkboxes: 'Unify', 'Unix', 'LightSpeed Pascal' (checked), 'LightSpeed C -24hr', 'Anatool Manual-24hr', and three 'Other' entries. The right panel, titled 'System: Manual Check Out', displays a graphic of a manual labeled '6'. Below this, it shows 'User ID: 02999' in a text box, 'Out Since: 9:55:11 AM Fri, Aug 12', and 'Total Time: 40 Minutes'. Further down, it lists 'Name: Choipes, Melvin Gonzo', 'SSN: 515-86-3921', 'Major: Botany', and 'Courses: CS 101, CS 562'. The 'Title' is set to 'special'. A note at the bottom of the right panel reads: 'Left card in lab for third time. Warn him that his lab priveledges will be revoked if it happens again.....'. At the bottom of the window, there is a small computer icon, two navigation arrows (left and right), and a 'Logout' button.

Manuals	
<input type="checkbox"/>	Unify
<input type="checkbox"/>	Unix
<input checked="" type="checkbox"/>	LightSpeed Pascal
<input type="checkbox"/>	LightSpeed C -24hr
<input type="checkbox"/>	Anatool Manual-24hr
<input type="checkbox"/>	Other
<input type="checkbox"/>	Other
<input type="checkbox"/>	Other

System: Manual Check Out	
User ID: <input type="text" value="02999"/>	Out Since: 9:55:11 AM Fri, Aug 12
	Total Time: 40 Minutes
Name: Choipes, Melvin Gonzo	
SSN: 515-86-3921	
Major: Botany	
Courses: CS 101, CS 562	
Title: special	
Left card in lab for third time. Warn him that his lab priveledges will be revoked if it happens again.....	

Logout

Figure 6.10 Example Manual card

## 6.5 Changing Schedules

All schedules consist of fields. The field showing the date is alterable so a user can change it from term to term. Each day's column is an alterable field also so to change a schedule, just erase the selected field, and type in the new schedule. This is true for the Teachers Assistant Lab Office hours, Consultant hours, Assistant hours, as well as the phone list for staff.

## 7. Updates

For current information on Lab Logger, or any Updates, contact:

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