

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).

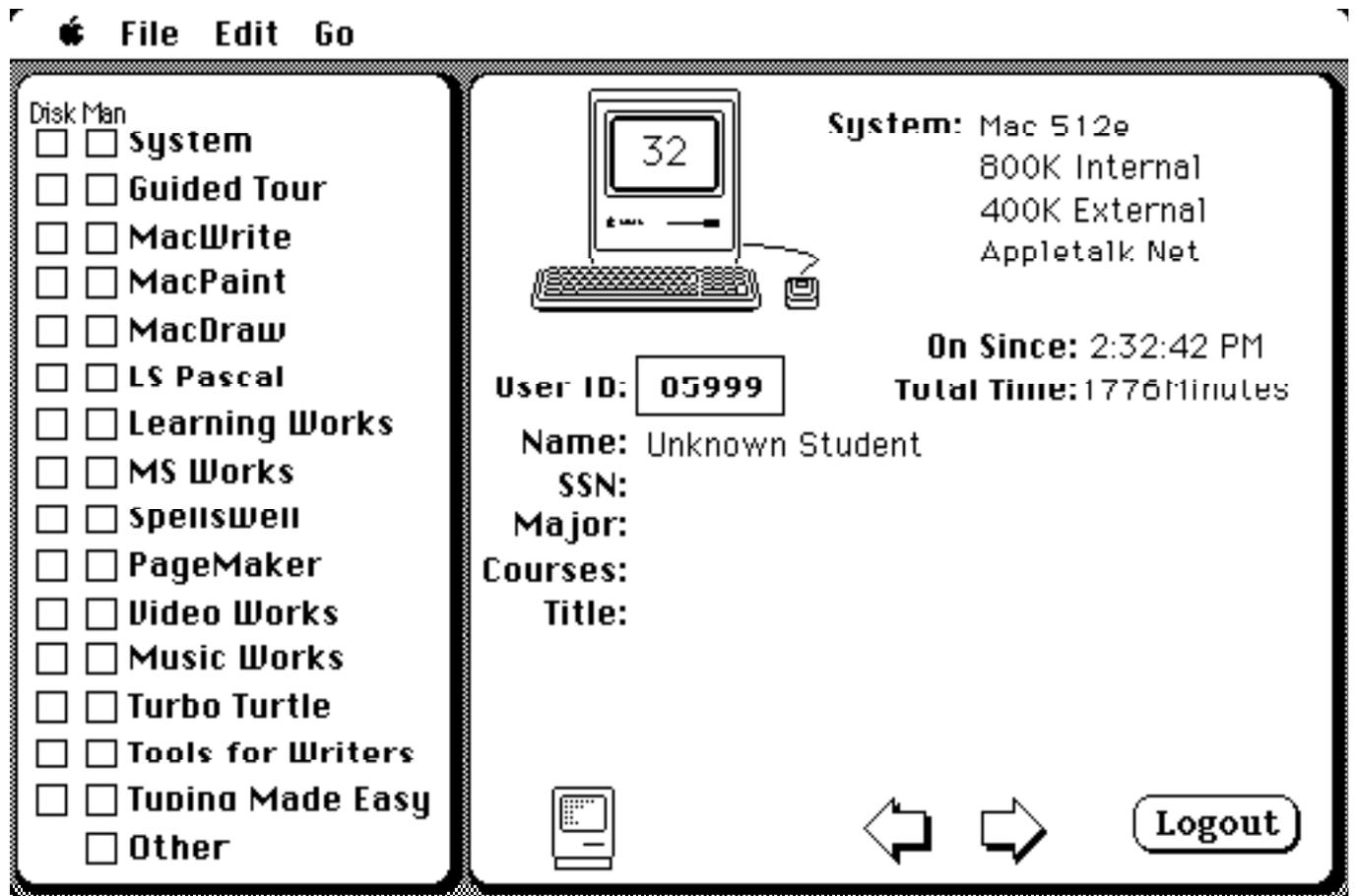


Figure 6.7 Example Machine card

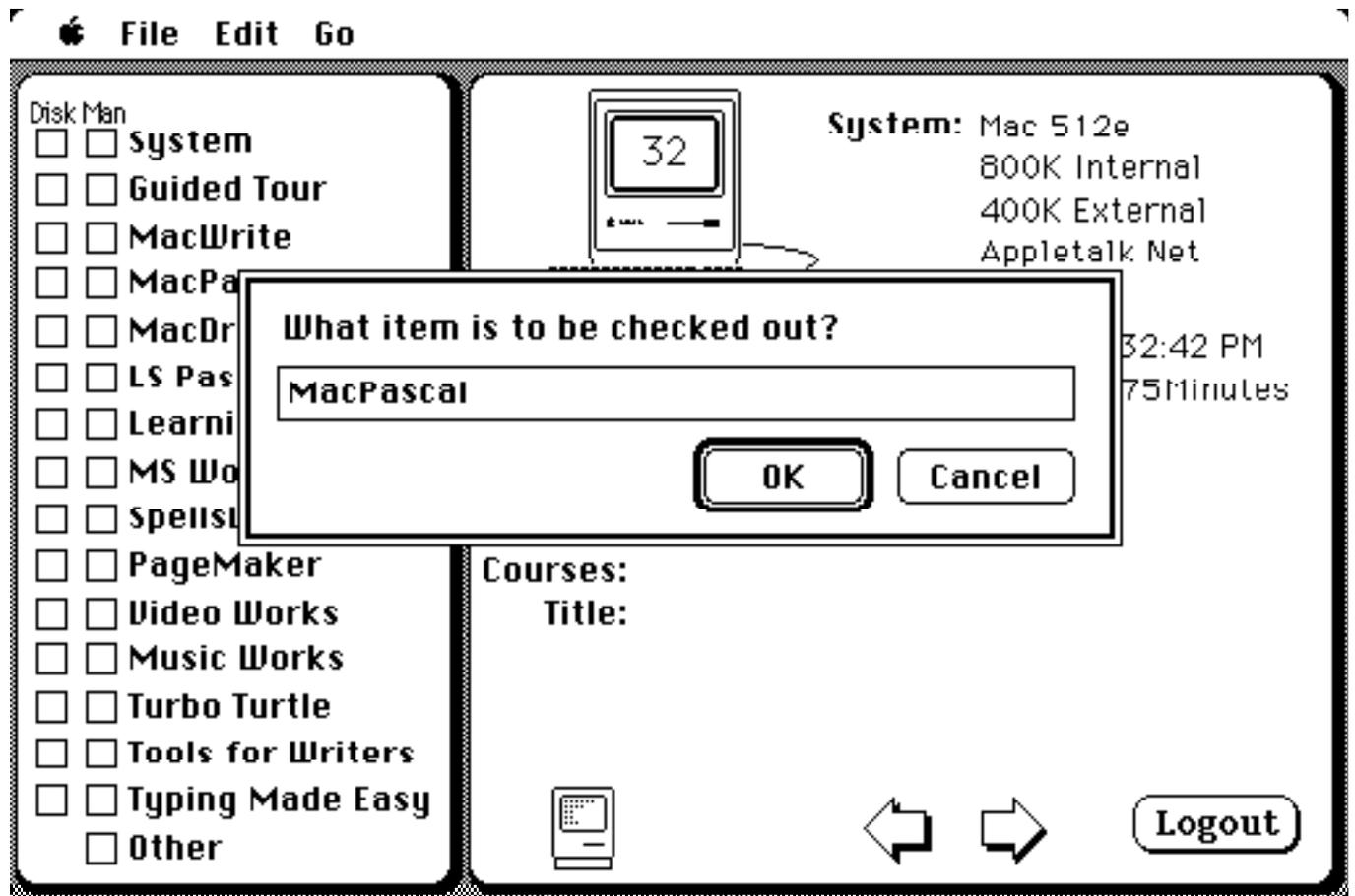


Figure 6.8 Dialog box for checking out software using the "Other" choice

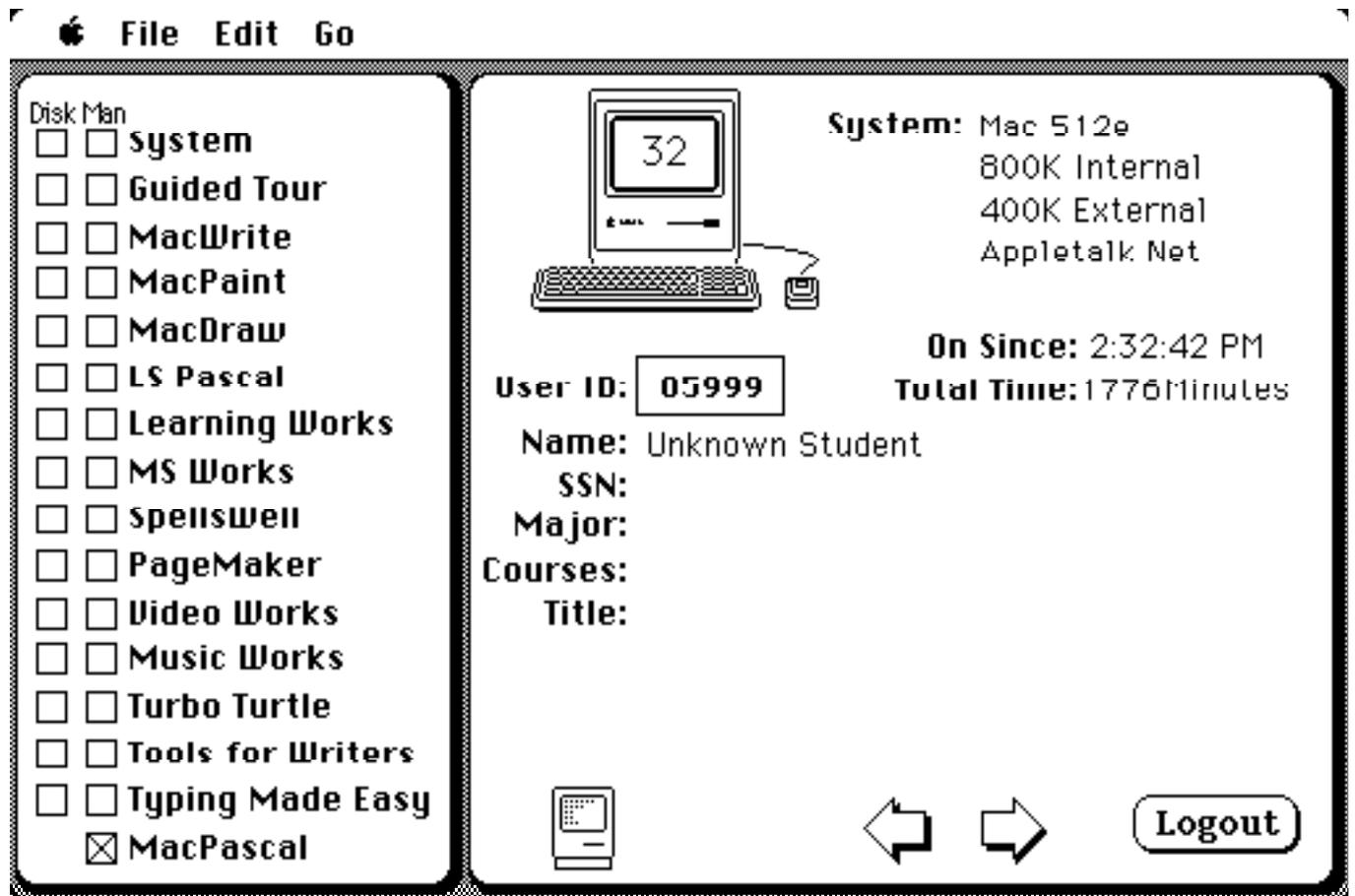


Figure 6.9 Machine card after checking out something not on the standard list

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.

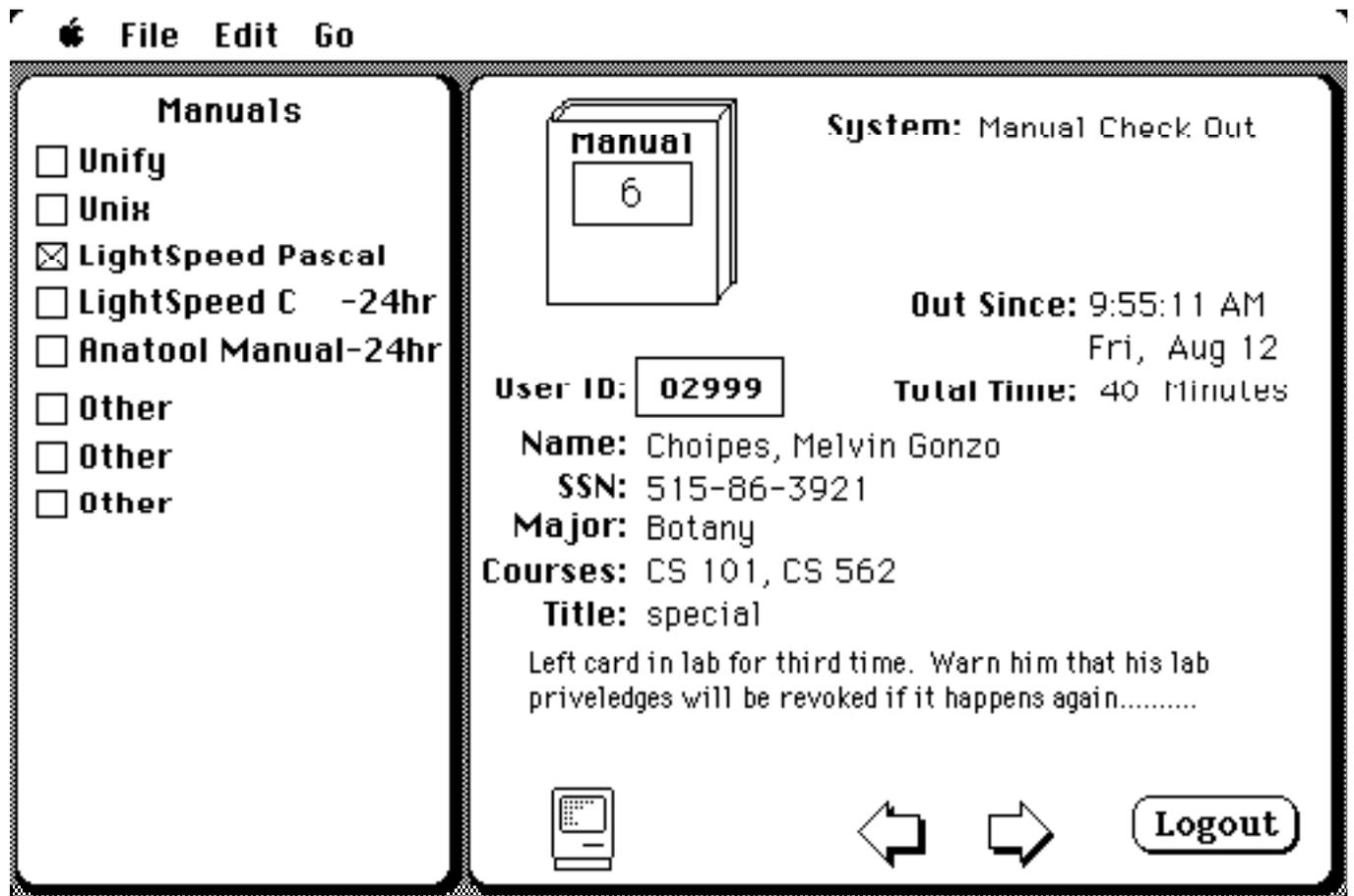


Figure 6.10 Example Manual card

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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