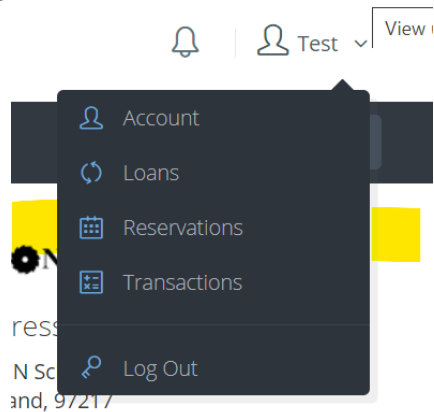


How to Modify or Cancel a Reservation

1. Log in to the North Portland Tool Library tool catalog: <https://nptl.myturn.com/library/>
2. Hover over your name in the upper right corner:



3. Click on “Reservations.”
4. Look over your reservations screen.

#	Name	Cost	Quantity
Oct 3, 2020-Oct 10, 2020 (1:00 PM-2:00 PM) #94893			
1	Grain shovel		1
2	Plastic Rake		1
Oct 3, 2020-Oct 10, 2020 (1:00 PM-2:00 PM) #94894			
1	Screen tool		1

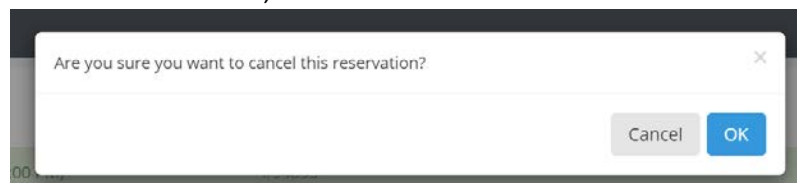
In this case, NPTLTEST has made the mistake of taking two slots to pick up 3 tools. They need to move all the tools into one reservation.

They will do this by canceling one reservation and then adding the tools to the remaining reservation.

5. Before you cancel a 2nd reservation, click on a tool name(s) to get the tool number:

Screen tool (3679)

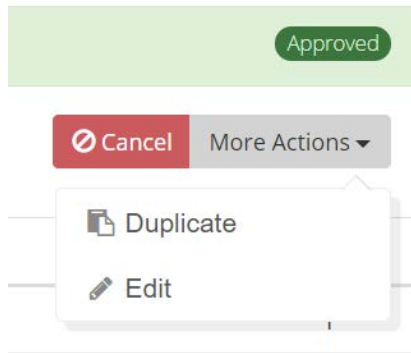
6. Write down the tool ID number and click the back button.
7. When you have a list of all the tool numbers, click the cancel button.



8. Click “OK.”

		Today	Tomorrow
Oct 3, 2020-Oct 10, 2020 (1:00 PM-2:00 PM)		#94893	Approved
		Cancel	More Actions
#	Name	Cost	Quantity
1	Grain shovel		1
2	Plastic Rake		1
Oct 3, 2020-Oct 10, 2020 (1:00 PM-2:00 PM)		#94894	Approved
		More Actions	
#	Name	Cost	Quantity
1	Screen tool		1

- The reservation is cancelled and the heading for it becomes pink.
- Click on the “More Actions” button on the remaining reservation.



- Select “Edit.”

Note: no changes will be made until you re-submit the reservation. You can save your edits and come back to finish changes later.

Reservation from: 10/3/2020 to 10/10/2020 (1:00 PM-2:00 PM) Change Date(s)

Adjust quantities and submit reservation request when complete.

Name	Requested	Unit Cost	TOTAL	Actions
Grain shovel	1	\$0.00 per loan	\$0.00	Remove
Plastic Rake	1	\$0.00 per loan	\$0.00	Remove

Notes or requests about this reservation:

Save Add Items Submit Changes Discard Changes

- Click on the “Add Items” button on the bottom left of the screen.
- Enter the tool number and click the search icon:

North Portland Tool Library

3679

- Click on the blue “Reserve” button.
- When you’ve selected all your tools hover your cursor over the cart. Click the blue arrow to go to your cart.
- Click on the “Submit Changes” button.