

# HOW TO CANCEL THE RESERVATION ONLINE

## STEP – 1

Open the browser and type (<http://libcat.nitrkl.ac.in/webopac>)

The screenshot shows the webopac interface for Biju Patnaik Central Library. The browser address bar shows [libcat.nitrkl.ac.in/webopac/html/SearchForm](http://libcat.nitrkl.ac.in/webopac/html/SearchForm). The page features a search bar with the text "Search word(s)", a dropdown menu for "in Any Field", and a "No of Records" dropdown set to "10". Below the search bar, there are options for "Restricted By" (Database: Books, Document Type: ---Select---) and "Sort By" (Sort By: Title, UnSorted). A vertical "PUBLISHING YEAR" label is visible. The page footer includes the copyright notice: "Copyright © 2005 LibSys Ltd., Gurgaon. All rights reserved."

## STEP – 2

Click on Check-outs and enter your ID and Password (Follow the screen given below).

The screenshot shows the "Login" page of the library. It has a blue header with the text "Login". Below the header, there are two input fields: "Employee ID" with the value "2131104" and "Password" with masked characters "•••". A "Go" button is located to the right of the password field. Below the input fields, there is a link for "Login Problem" and a "Click here" link. The page footer includes the copyright notice: "Copyright © 2005 LibSys Ltd., Gurgaon. All rights reserved."

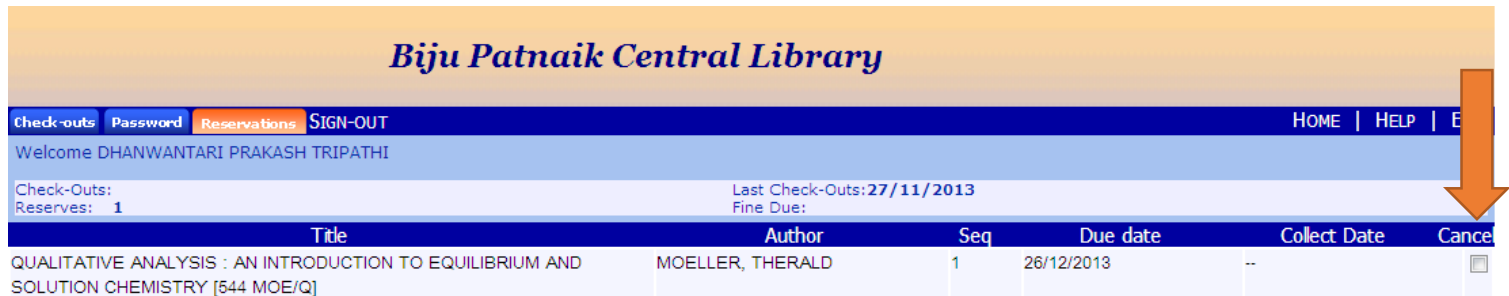
## STEP – 3

As soon as you enter User ID and Password and press on Go button, it will display the check-outs detail.

The screenshot shows the "Check-outs" page of the library. The page features a blue header with the text "Biju Patnaik Central Library". Below the header, there are navigation tabs for "Check-outs", "Password", "Reservations", and "SIGN-OUT". The page displays the user's name "Welcome DHANWANTARI PRAKASH TRIPATHI" and the date "Last Check-Outs: 27/11/2013". The "Check-Outs" section shows "Reserves: 1" and "Fine Due: ". A red banner at the bottom of the page displays the text "NO CHECK-OUT". The page footer includes the copyright notice: "Copyright © 2005 LibSys Ltd., Gurgaon. All rights reserved."

## STEP – 4

Just click on 'Reservations' button. It will display the list of books already reserved by you. You will observe a 'Cancel' check-box in the right corner of screen.



**Biju Patnaik Central Library**

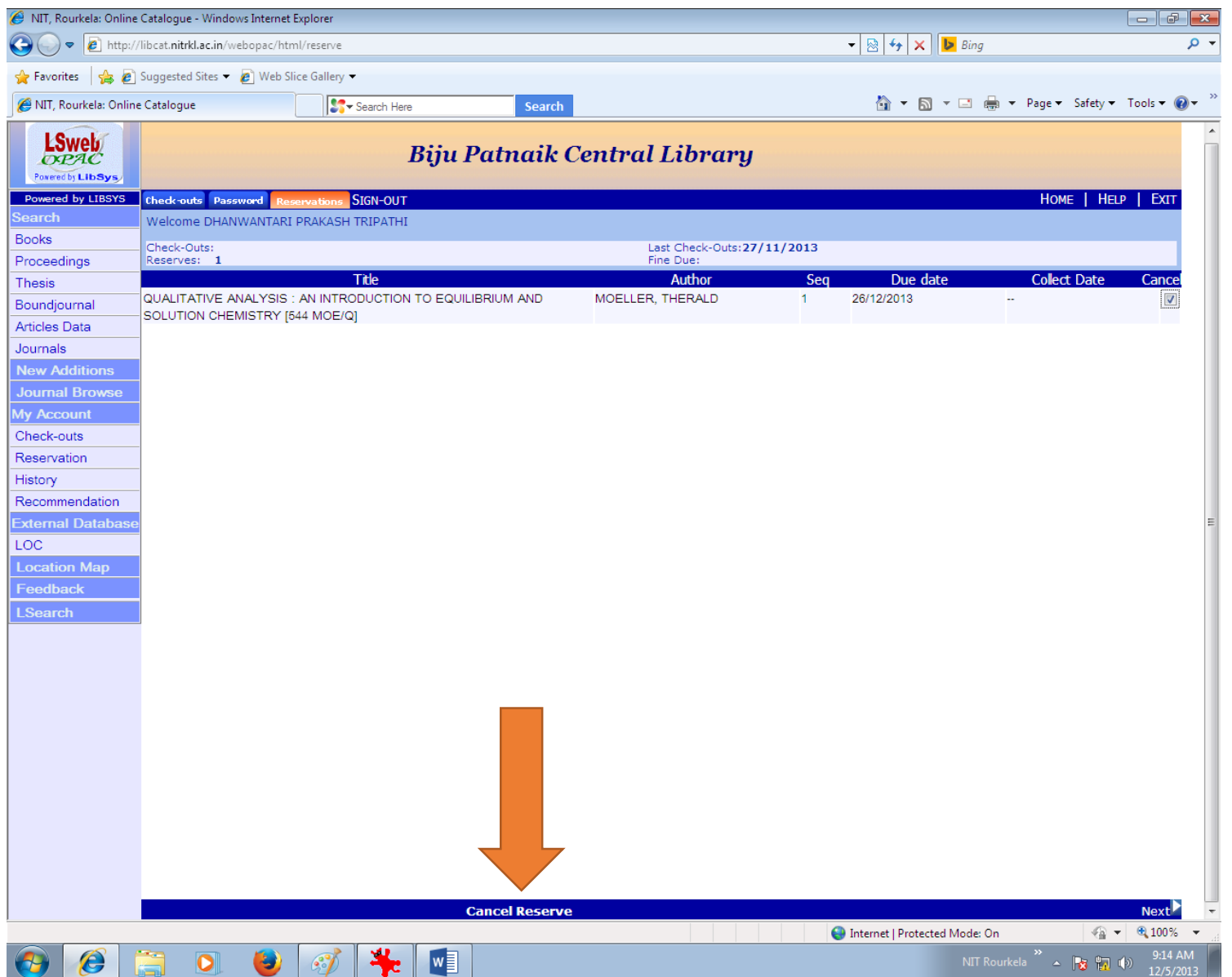
Check-outs Password **Reservations** SIGN-OUT HOME | HELP | E

Welcome DHANWANTARI PRAKASH TRIPATHI

Check-Outs: Last Check-Outs: 27/11/2013  
Reserves: 1 Fine Due:

Title	Author	Seq	Due date	Collect Date	Cancel
QUALITATIVE ANALYSIS : AN INTRODUCTION TO EQUILIBRIUM AND SOLUTION CHEMISTRY [544 MOE/Q]	MOELLER, THERALD	1	26/12/2013	--	<input type="checkbox"/>

Just check the 'Cancel' check-box and click on 'Cancel Reserve' button given below (Follow the screen).



NIT, Rourkela: Online Catalogue - Windows Internet Explorer

http://libcat.nitrkl.ac.in/webopac/html/reserve

NIT, Rourkela: Online Catalogue Search Here Search

**Biju Patnaik Central Library**

Powered by LIBSYS Check-outs Password **Reservations** SIGN-OUT HOME | HELP | EXIT

Welcome DHANWANTARI PRAKASH TRIPATHI

Check-Outs: Last Check-Outs: 27/11/2013  
Reserves: 1 Fine Due:

Title	Author	Seq	Due date	Collect Date	Cancel
QUALITATIVE ANALYSIS : AN INTRODUCTION TO EQUILIBRIUM AND SOLUTION CHEMISTRY [544 MOE/Q]	MOELLER, THERALD	1	26/12/2013	--	<input checked="" type="checkbox"/>

Cancel Reserve Next

Internet | Protected Mode: On 100% 9:14 AM 12/5/2013

## STEP – 5

As soon as you press 'Cancel Reserve' button, it will cancel the reserved book and screen will appear as given below.

The screenshot shows the Biju Patnaik Central Library online catalogue interface. The browser window title is "NIT, Rourkela: Online Catalogue - Mozilla Firefox". The URL is "libcat.nitrkl.ac.in/webopac/html/reserve". The page header includes the library name "Biju Patnaik Central Library" and navigation links "HOME | HELP | EXIT". The main content area displays a reservation for the book "QUALITATIVE ANALYSIS : AN INTRODUCTION TO EQUILIBRIUM AND SOLUTION CHEMISTRY [544 MOE/Q]" by "MOELLER, THERALD" with sequence number "1" and due date "26/12/2013". A confirmation dialog box is overlaid on the page, containing the following text:

QUALITATIVE ANALYSIS : AN INTRODUCTION TO EQUILIBRIUM AND SOLUTION CHEMISTRY [544 MOE/Q]	MOELLER, THERALD...	RESERVE CANCELL PROCESS
--	---------------------	-------------------------

The dialog box also features a green checkmark icon in the top-left corner. The browser's status bar at the bottom shows "Cancel Reserve" and "Next". The system tray at the bottom right indicates the time as 9:18 AM on 12/5/2013.

In this way, book reservation can be cancelled online.