

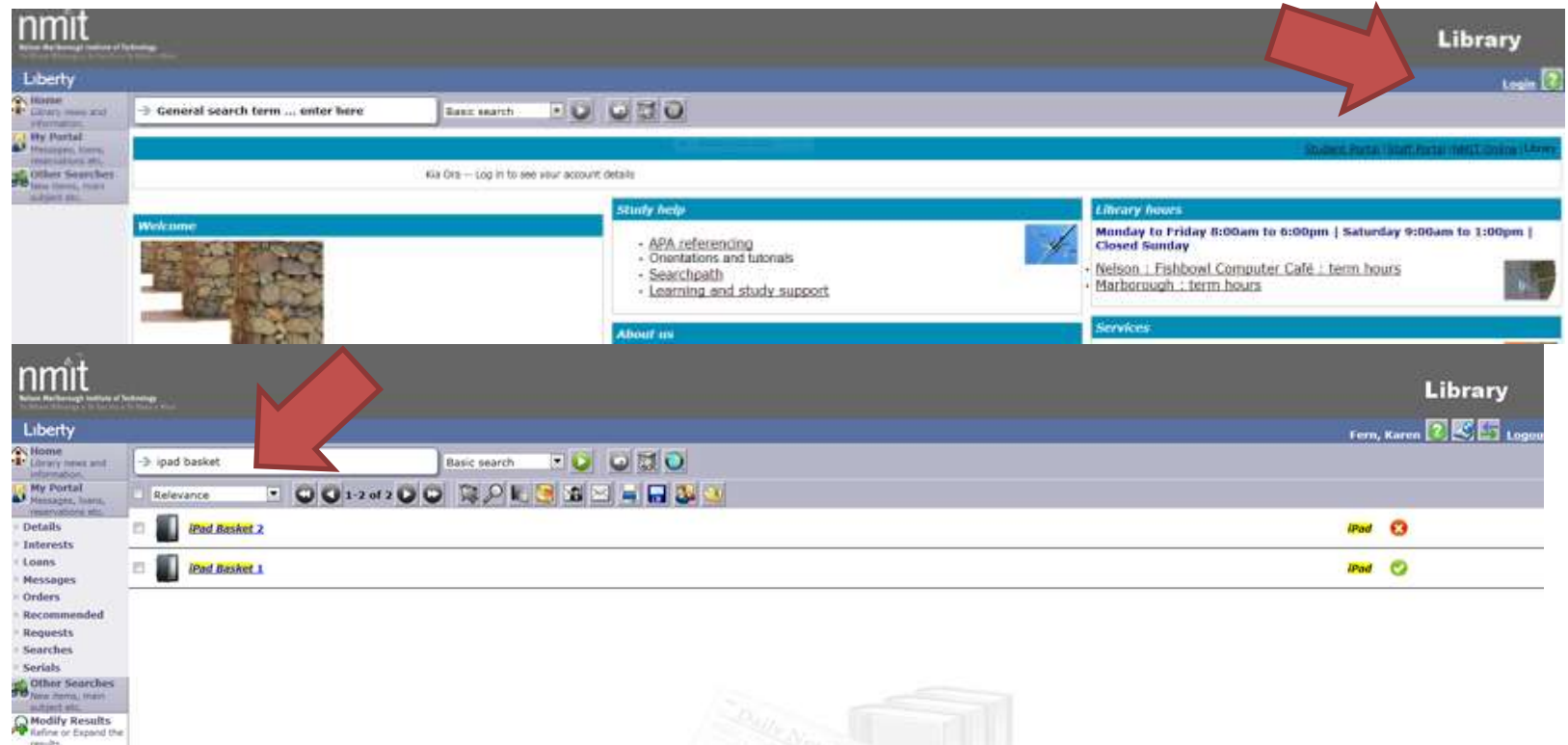
# How to book ipad's

iPad's are issued per basket with 5 iPad's per basket.

They cannot be booked or issued individually.

Baskets are booked for fixed periods; morning 8am – 12.30pm or afternoon 12.30pm – 6pm

1. Login to Library with your user name and Library Password e.g Joe.Bloggs :12345Jb

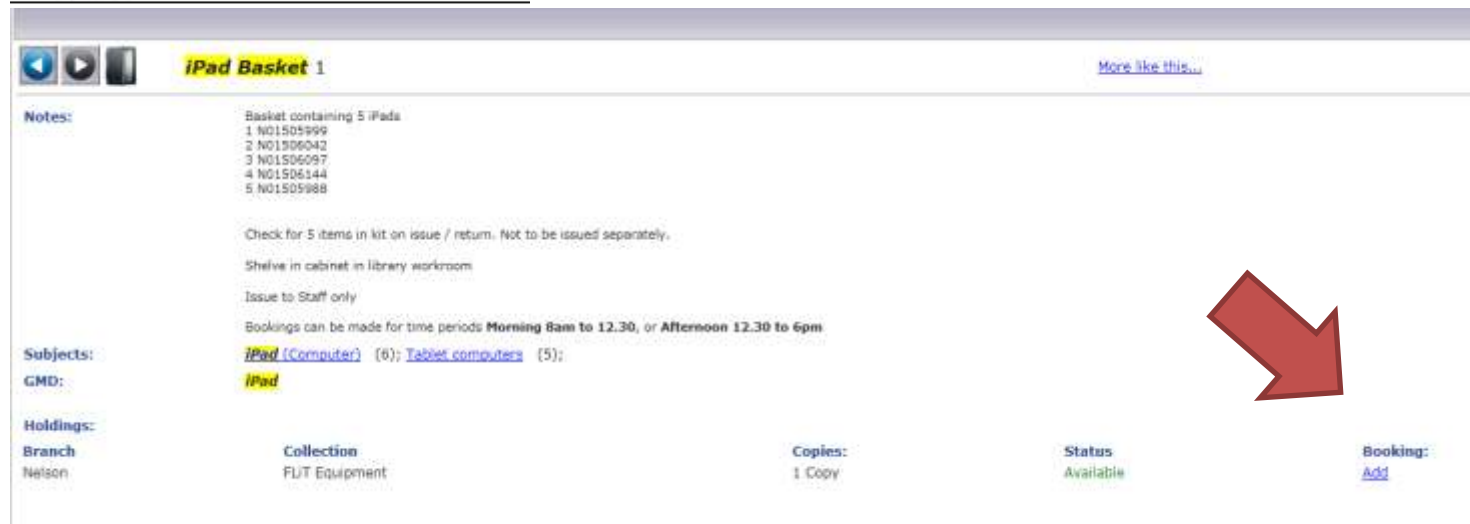


2. Enter **ipad basket** in search box

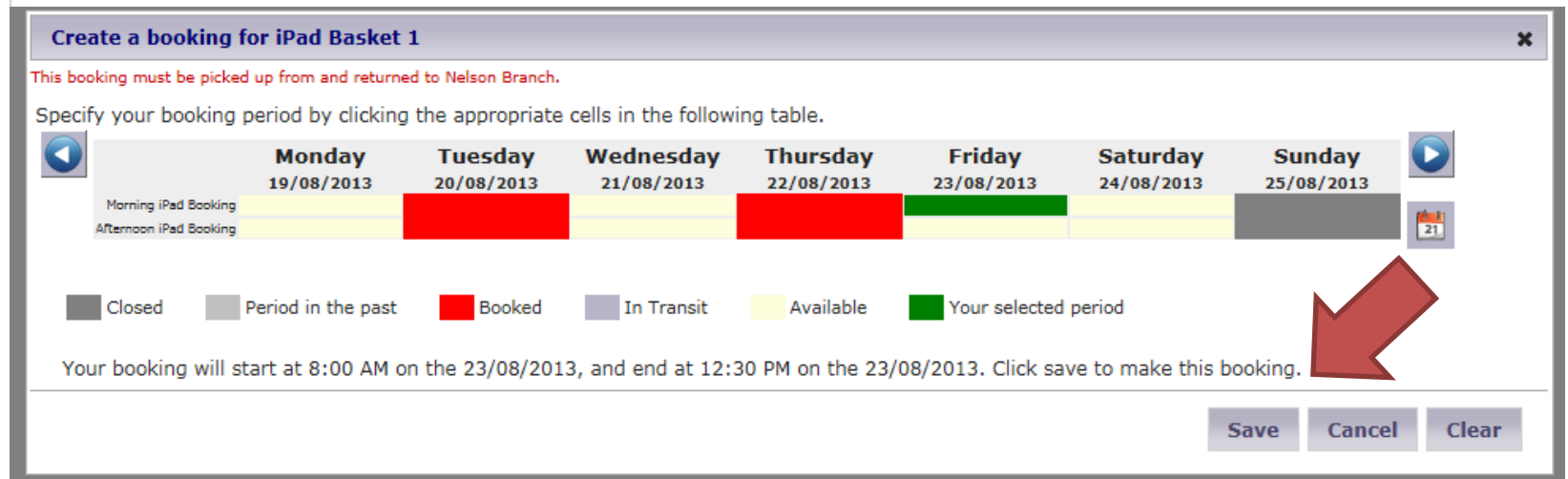
3. Click on [iPad Basket 1](#) or [iPad Basket 2](#)



4. Click on **Add**



5. Click in the session space/s you want to book, then **Save**



If you require both baskets you will need to book each basket separately, i.e. select another basket and complete steps 2-5 above.