Sierra Materials booking

Checklist

# The following checklist is meant to be a guide to help you organize day-to-day administration of the Sierra System.

# The frequencies we suggest are only recommendations. Your library may perform certain activities more or less often depending upon your needs and policies.

# As Needed

[ ]  [Print](https://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_book_printslips.html) bookings slips.

[ ]  Maintain events in [Bookings Events Maintenance](https://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_book_event_maint.html) (Add events, change event information, etc.)

[ ]  View [Bookings Circulation Reports](https://documentation.iii.com/sierrahelp/Default.htm#sgwr/sgwr_circ_booking_activity.html).

[ ]  [Clear cancelled and expired booking](https://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_book_clearing.html).

[ ]  Maintain [Self Booking Settings](https://documentation.iii.com/sierrahelp/Default.htm#sgwpac/sgwpac_setup_self_booking.html).

[ ]  Update [Circulation Parameters](https://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_circ_parameters.html). For example, update the Days Closed and Hours Open tables.

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