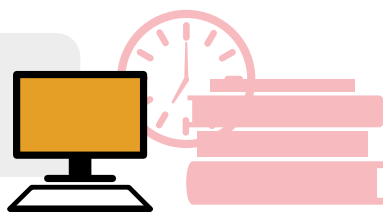


Beanstack desktop instructions: How to **log reading**...



WESTMONT
PUBLIC LIBRARY

- 1 In the upper left corner, click on **Log Reading**



- 2 If your account includes more than one Reader, choose who you'd like to log for using the dropdown menu.

Then, click **Log Books** or **Log Minutes**, depending on the challenge.

- 3 Optionally, choose the date on which to log reading. If you don't select a specific date, it will be logged on today's date.

Then, enter **Time Spent Reading** or answer **How many books did you complete?** depending on whether you're logging minutes or books.

- 4 If you logged by minutes or completed a single book, you have the option to add a title and author.

- 5 Click **Log Reading** to finish the current logging session.

You can log more reading, or, if you are finished, click the **X** at the upper right to exit.