

# Quick Start Guide

Different tabs and how to use them:

## 1. Search tab

Text field:

Enter a search string into the text field. The string may be partial or complete ISBN, book name or author name. You can ignore case for searching. E.g. If you are looking for a book named **'Creative Visualization: Use The Power Of Your Imagination To Create What You Want In Your Life'** you may enter either the full name or a part of the name like **'use power imagination'**.

Search button:

After entering a search string, click on this button to display all the results in the table below that match the search criteria. Search results remain on the page unless a new search is conducted. Also, to refresh the data for a previous search, please click on this button again.

Use this button once per search query.

Next and Previous buttons:

Use these buttons to navigate between 50 results per page for a query which gives more than 50 results.

Table:

Displays all the results of the search query 50 per page. You can select a box and copy the value from there to use elsewhere.

## 2. Check Out tab

ISBN Field:

Enter the ISBN of the book to be checked out. You can ignore case.

Card ID field:

Enter the Card ID of the borrower who wants to check out a book.

Checkout Button:

Click on this button to check out the book for the entered card ID.

## 3. Check in tab

ISBN Field:

Enter the ISBN of the book to be checked in. You can ignore case.

Card ID field:

Enter the Card ID of the borrower who wants to check in a book.

**Note:** You can enter values in both the fields as well.

Show active books button:

Use this button to display all the active books for the given card ID and(or) ISBN. Click on this button also for refreshing the data displayed (especially after checking in a book).

Table of results:

This displays all the active books for the given card ID and(or) ISBN. To check in a book, select the required single row and click on the Check In button.

Check In button:

Allows a selected book to be checked in. If the book is past the due date, you will be prompted to pay the fine. Navigate to the fines page to pay the fine. (See description of fines tab)

#### 4. Fines tab

Card ID field:

Enter the Card ID of the borrower who wants to view fines.

Drop down menu:

Select the payment status for which the fines are to be viewed. Change or re-select the value of this dropdown to refresh the table data (especially after a fine payment or checking in a book).

Table:

Shows all the fines that are chosen to be displayed. Select a single row to pay the fine for that row.

Pay fine button:

Click this to pay the fine for selected row.

#### 5. Overdue Books tab

Card ID field:

Enter the Card ID of the borrower who wants to view overdue books.

Show overdue Books button:

Click on this button to show the overdue books for the entered card ID. Also, click on this button again to refresh the table data (especially after a check in).

Table:

Displays all the overdue books for the entered card ID.

#### 6. Add Borrower tab

Text fields:

Enter the information as directed on the form. SSN is a mandatory field here.

Add Borrower button:

Click on this button to add the borrower to the system.