# **USER GUIDE**

## **Home Library**

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## 1. Register/Login

## 1.1 Chosing action

You can choose between two actions. You can Login if you already has an account, or create new one if you want to have your own account.



## 1.2 Register

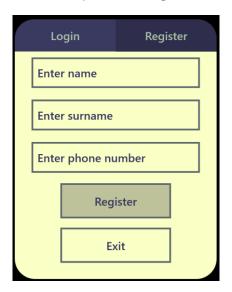
#### Step 1:

- Go to the Library Manager registration page.
- Enter the following information:
  - Email address type your valid email (e.g., example@email.com).
  - Username choose a username
  - Password create a strong password
- Click Continue.



#### Step 2:

- Fill in the second registration form
- Enter your personal details:
  - First Name type your real first name (e.g., John).
  - Last Name type your surname (e.g., Doe).
  - Phone number provide a valid phone number
- Click the Register button to complete the registration.



## 1.3 Login

- Open the Library Manager login page.
- Enter your login credentials:
  - Username type the username you used during registration.
  - Password type your password.
- Click the Login.
- If the username and password are correct, you will be logged into your Library Manager account.



## 2. Menu

## 2.1 Info User

• On every site there is Info User. If we hover over it, it will highlight.



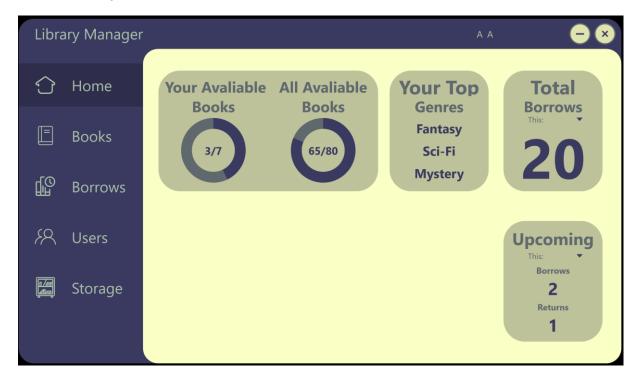
• If we click, a window with information will appear.



#### 2.2 Home

- The main page shows us statistics. Each statistic corresponds to its caption.
- In "Total Borrows" we can choose how we want to see it. We can choose:
  - Year
  - Month
  - Day

- In "Upcoming" we can choose how we want to see it. We can choose:
  - Year
  - Month
  - Day



#### 2.3 Books

• On this subpage we can see all information about the books that are available in our library. There are two pages: "All books" and "Book copies".

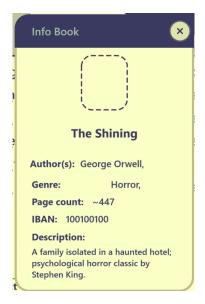
#### 2.3.1 All books

This Page shows all books inserted into the system.

- There are columns:
  - Title
  - Author
  - Genre
  - Page Count
  - Available



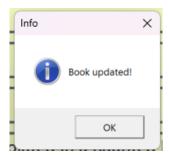
 If you click "Info", there will appear box with extended informations about the book.



• If you click "Edit", there will appear box in which you can change every data that refers to this book. You can choose if you want to "Discard" or "Save"



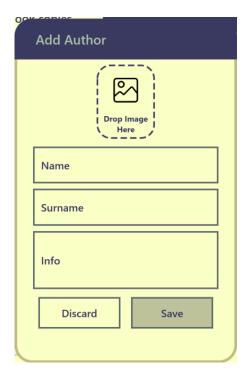
- If you click "Discard", none of the changes will be saved.
- If you want to save, new box will appear that will inform you that the informations were updated.



- There is small "+" on right lower corner. If you click on it there are two options:
  - Add Author
  - Add Book

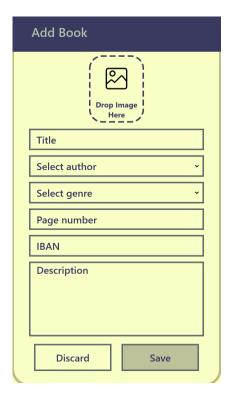


- If you click on "Add Author", new window will appear in which you can add new Author and some information about him.
- If you click "Discard", none of the changes will be saved.
- If you click "Save", Author will be added to the list of Authors.

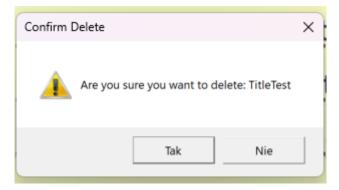


- If you click on "Add Book", new window will appear in which you can add new Book and some information about it. You can select author that was previously added.
- If you click "Discard", none of the changes will be saved.

• If you click "Save", Book will be added to the list of Books.

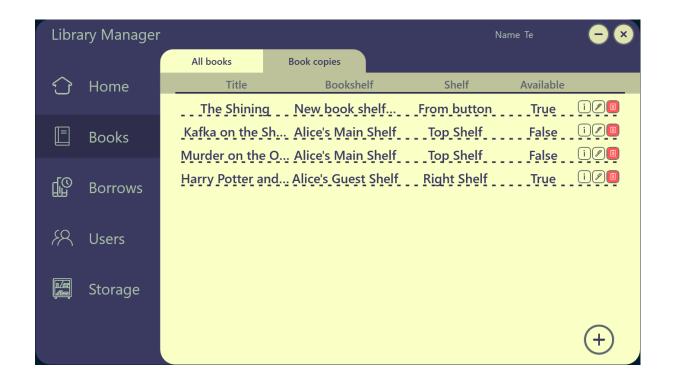


- If you choose book and than click "Delete", new window will appear asking if we really want to delete it.
- If we choose "Tak", the book will be deleted.
- If we choose "Nie", the book won't be deleted.



#### 2.3.2 Book copies

• On this page you can view, edit and delete all the book copies of currently logged in user. If you click on "+" and choose "Add Book Copy" than new window will appear.



#### 2.3.3 Add new book copy

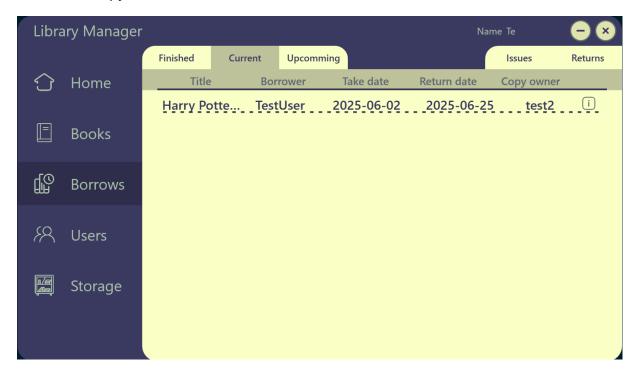
- Here you can add a copy and set if it is available or not.
- If you click "Discard", none of the changes will be saved.
- If you click "Save", new copy will be added.



#### 2.4 Borrows

#### 2.4.1 Finished & Current

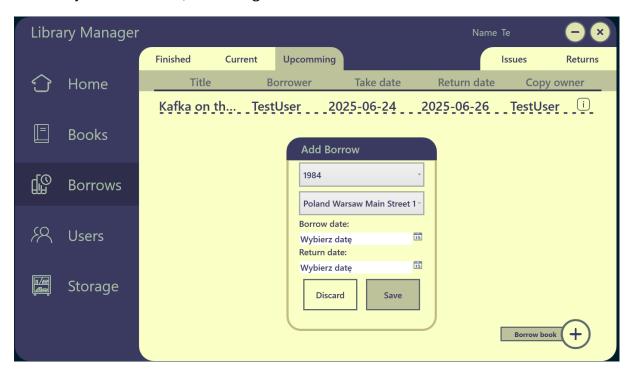
- In those you can see the informations about Borrows such as:
  - Title
  - Borrower
  - Take date
  - Return date
  - Return date
  - Copy owner



#### 2.4.2 Upcoming

- In those you can see the informations about Borrows such as:
  - Title
  - Borrower
  - Take date
  - Return date
  - Return date
  - Copy owner
- You can click on "+" and choose "Borrow book". New window will appear in which you can choose the book that you want to borrow, from which location you want to borrow it, and you can choose the Borrow date and Return date.
- If you click "Discard", none of the changes will be saved.

• If you click "Save", Borrowing will be saved.

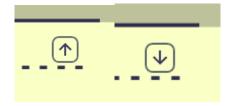


#### 2.4.3 Issues & Returns

- In those you can see the information about borrow issues and returns such as:
  - Book
  - Borrower
  - Issue date

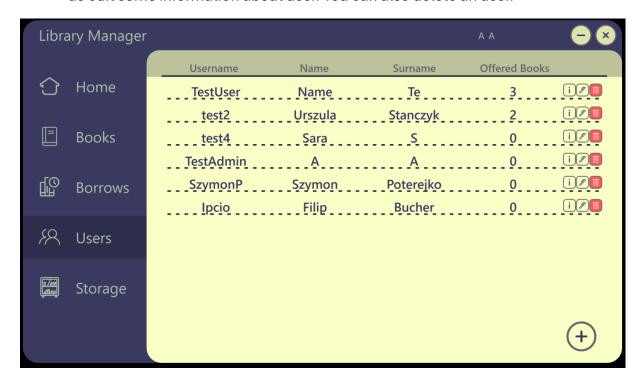


Next to every issue and return entry there is a button for confirmation that the book was returned or picked up by the borrower.

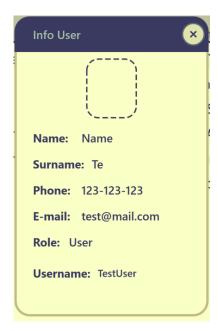


#### 2.5 Users

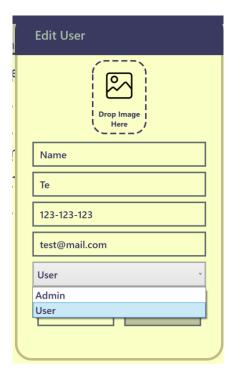
• On this page you can see all the users and get more detailed information as well as edit some information about user. You can also delete an user.



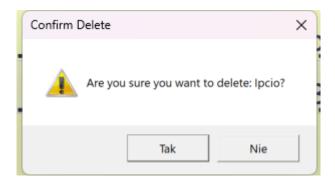
• If you click on "i", new window will appear in which you get detailed information about specific user.



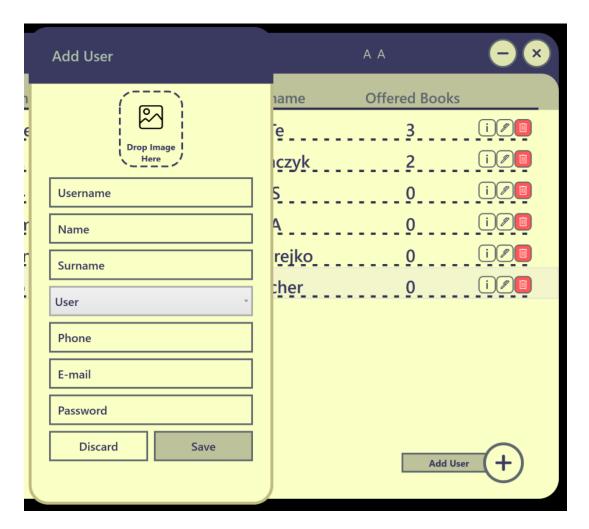
- If you click on edit, new window will appear in which you can change information about specific user.
- If you click "Discard", none of the changes will be saved.
- If you click "Save", information will be saved.



- If you want to delete you should click on trash icon. Than the window will appear asking you if you want to delete User.
- If we choose "Tak", the User will be deleted.
- If we choose "Nie", the User won't be deleted.

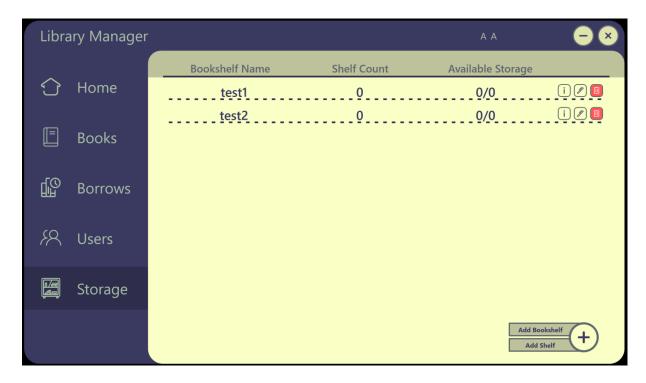


- If you click on "+" button and choose "Add User", you can add new user. Process of creation is similar to Registration Page, but here you can choose a role if you are Admin.
- If you click "Discard", none of the changes will be saved.
- If you click "Save", information will be saved.



## 2.6 Storage

- On this page you can see the storage. The informations are:
  - Bookshelf Name
  - Shelf Count
  - Available Storage



• If you click on "i", new window will appear in which you get detailed information about specific Bookshelf.



- If you click on edit, new window will appear in which you can change information about specific Bookshelf. You can also add new shelves.
- If you click "Discard", none of the changes will be saved.
- If you click "Save", information will be saved.



- If you click on "+", than new window will appear in which you can add the:
  - Name
  - Capacity
- If you click "Discard", none of the changes will be saved.
- If you click "Save", information will be saved.



- If you click on "+" and than "Add Shelf", new window will appear in which you can add the:
  - Name
  - Capacity
  - Bookshelf name
- If you click "Discard", none of the changes will be saved.
- If you click "Save", information will be saved.

