Project Management Quick Reference Guide
## for Project 2010

1 Data Filter and Import

Before importing data, data must be carefully checked to remove or correct noise as much as possible. This step is especially important for noisy data and should not be omitted.

1. **Rough Filter**

Click on. to open data file -> click on to read and parse the file -> click on to setup the filter rule and click on to write the processed file.

2. **Further Filter**
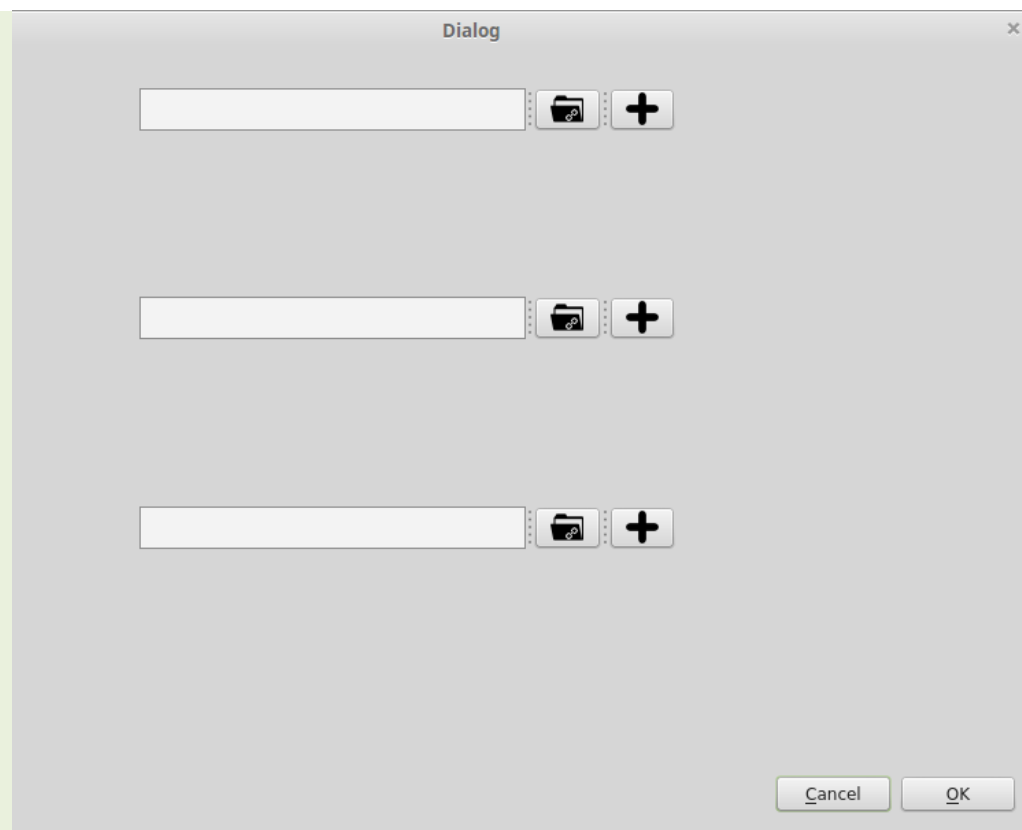
Click on the Import database , and then click .to set up filter rule and click on to write the file

3. **Import data**

Click on and select no. Select the file on the pop-up dialog and follow the instruction

Dialog ✕
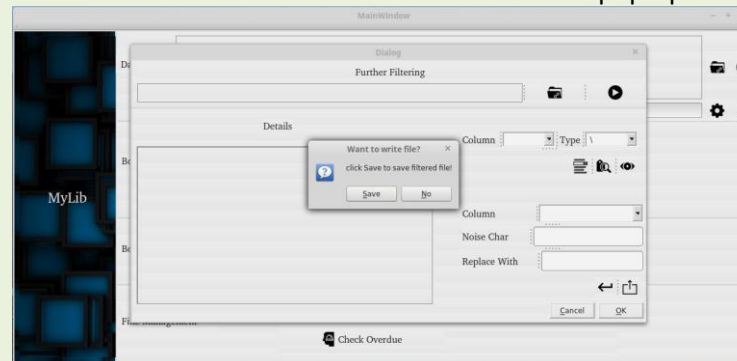
Here user may load his own data files. Click on + to add more file.

2 Book Management

1. **Book Search and Availability**

   Click on 🔍 Book Search and Availability and input any information (any combination of Isbn, title, book author or their substrings to search the record

2. **Check Out**

   Click on ↩ Check out and input any book information in the search bar, click on any book wanted. The program supports multiple selection and automatic memory that a user may search, select a book, then search again and select another book. All the books selected during the entire process will be memorized by the program and is available for further processing.

   Then click on ❯ to switch to the next page. Here user may select some of the books from the pre-selected ones and input the borrower information (any field provided is ok) to find the borrower and check out. Refer to User Guide/ for detail information.

Dialog

Branch id [1 ▼] Branch Name [Oak Lawn ▼] Branch Address [4100 Cedar Springs Road, 75219 ▼]

Search [harry] 🔍

Borrower 👁

Card No [　　　　　　　　　　　　　　　]

SSN [　　　　　　　　　　　　　　　]

Fname [mark]

Lname [　　　　　　　　　　　　　　　]

Address [　　　　　　　　　　　　　　　]

Phone [　　　　　　　　　　　　　　　]

	Card_no	SSN	Fname	Lname	email	
1	ID000001	850-47-3740	Mark	Morgan	mmorgan0@g.co	567
2	ID000021	876-61-5170	Mark	Hamilton	mhamiltonk@deliciousdays.com	764
3	ID000064	218-81-6261	Mark	Morgan	mmorgan1r@ed.gov	5 M
4	ID000076	727-25-3782	Mark	Riley	mriley23@theglobeandmail.com	490
5	ID000766	430-93-4149	Mark	Fields	mfieldsl9@wordpress.com	03

Book Selected

|	ISBN	Book Authors
1	0439136369	Sandra Brown
2	006019295X	Richard Bausch
3	0743245520	J.K. Rowling;Mary GrandPré
4	0439064864	J. K. Rowling;Mary GrandPré
5	0439139600	J.K. Rowling;Mary GrandPré

👁 Check Loans   👁 Check Fine

3. **Check In**

Similar to check out. Except after selected borrower and/or book information (any one or combination is ok). Press Check Loan to locate loan record. Select one or multiple loan record and then click on check in. Check In support loan record searching with any combination of book information or borrower information. For example, the combination of Isbn and borrower gives only the loan records of this particular borrower for books with the given Isbn. Refer to User Guide/ directory for detail instruction.

3 Borrower Management

1. **Create Borrower**

Click on and input user information .Missing required information toggles a system warning. Note: user name, address and ssn is required.

2. **View Borrower**

Click on and a window pops up. Click on directly to show all the borrower information inside the database. Click on to enter information for a specific borrower and shows only this borrower.

3. **Edit Borrower**

Click on and a window pops up. Search for a borrower is similar to 'view borrower'.

Select a borrower and Click on to input new borrower information.

4. **Delete Borrower**

Click on and a window pops up. Search for a borrower is similar to 'view borrower'.

Select a borrower and click on to delete this borrower. If the borrower has no unpaid fine or overdue book that has not been returned, the operation completes successfully. Otherwise, a system warning will be triggered.

4 Fine Management

1. **Check Fine**

   Click on ![Check Fine] and a window pops up. Click on 🔍 to search for a specific borrower. Once a borrower is selected, this borrower's fine information is shown in the window. User may select a fine record and pay the fine with [   ] 🖐️. Application supports partial or full amount of fine payment.

2. **Setting**

   This window is used to set up the fee rate for calculating fine amount for an overdue book

3. **Check Overdue**

   Click on ![Check Overdue] and a window pops up. User can click on 👁️ directly which shows all overdue books in the database or select a specific borrower and check his/her overdue books.