

Online Help Manual

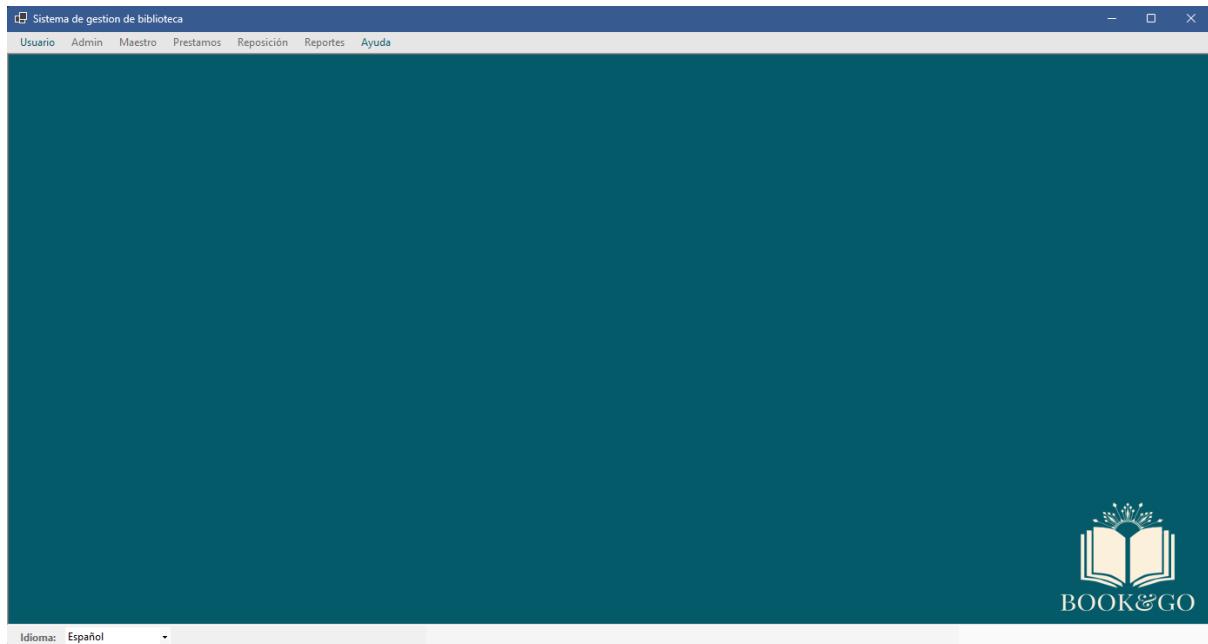
Book&Go



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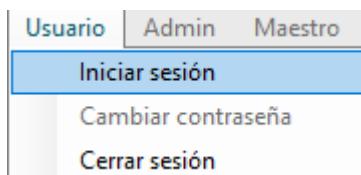
Basic Functions (User):



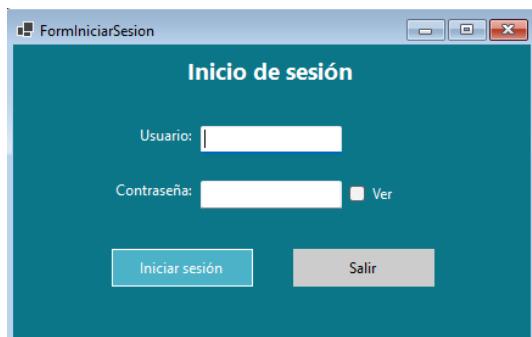
Login:

Once the program is opened, you will see this screen. Initially, you must log in by going to the User tab and then Login.

The following form will open:



Once this is done, the following form will open:

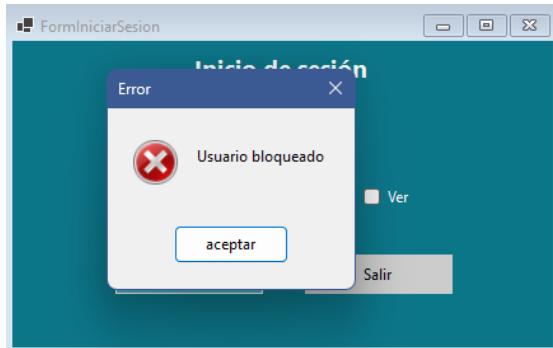


In it, you must enter the credentials provided by the administrator to access the system. By default:

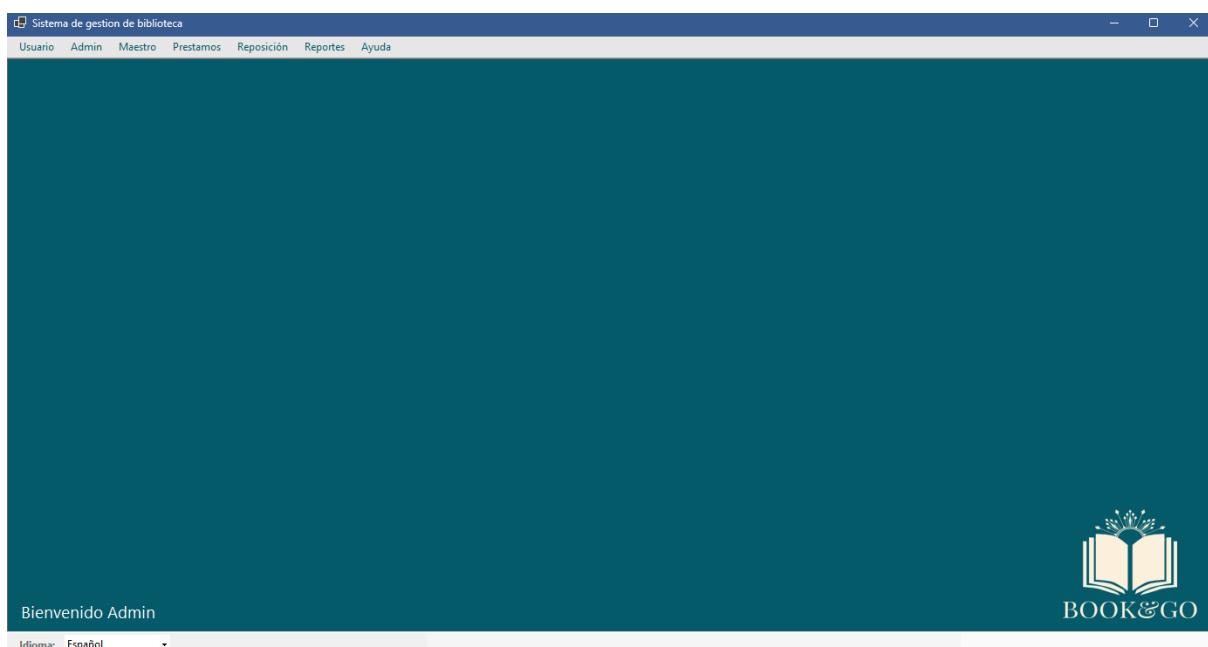
- **User:** is a combination of the user's DNI (national identity document) with their first name.
- **Password:** Combination of the user's DNI with their last name.

It is recommended to change the password once you log in for the first time.

In case the user incorrectly enters the credentials 3 times within the last 3 hours, the account will be blocked and they must contact an administrator.



When you successfully access your user account, all the options you can access will load in the upper navigation bar.



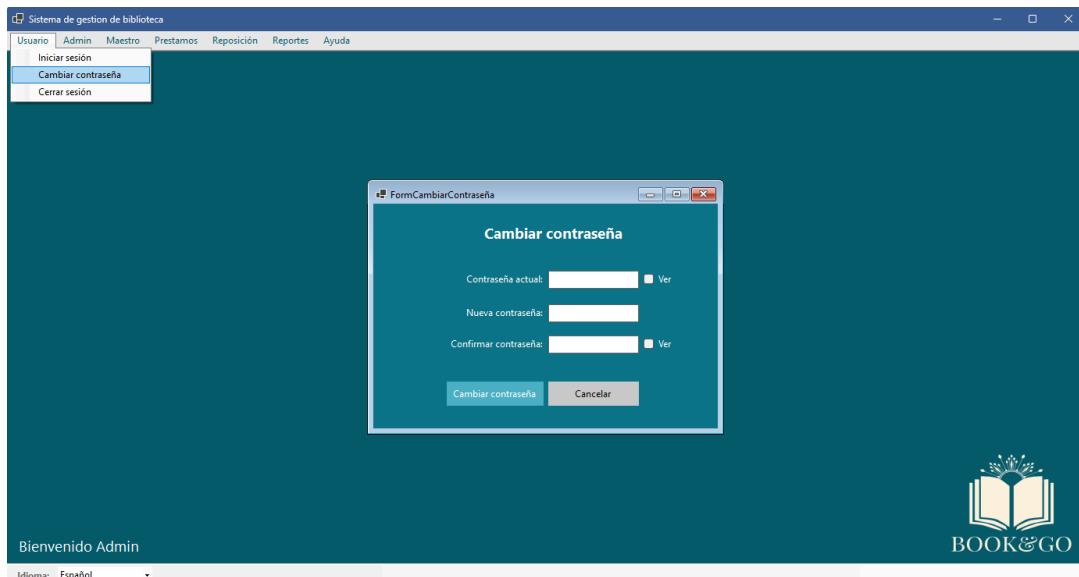
Change language:

In the lower navigation bar, you have a dropdown menu where you can change the language from Spanish to English or vice versa.



Change Password:

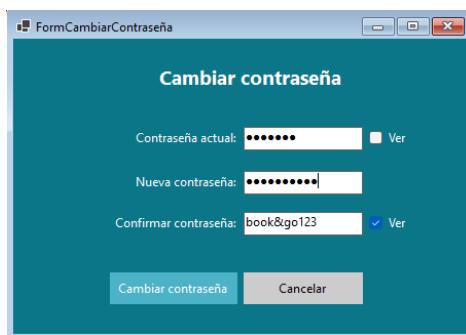
If we want to change the user's password, we must access the "users" menu → **"Change password"**.



There we will see this form in which we must enter:

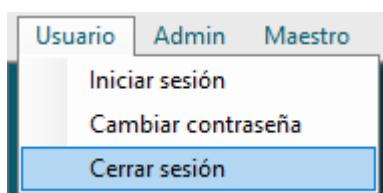
- **Current Password:** The password you used to log into the system.
- **New Password:** The password you want to change the current one to.
- **Confirm Password:** We enter the password you are changing the current one to again to verify that there are no errors.

We will also have selectable boxes that will display the password once checked.

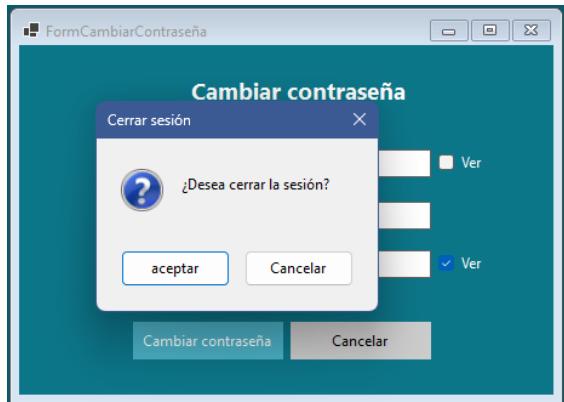


Logout:

Once we want to close the session, we will go to the "user" dropdown menu and select the "**logout**" option.

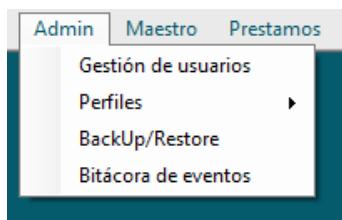


Finally, we confirm the session closure.



Administrator:

The system has different types of users, one of which is the administrator. This user will have access to sensitive functions of the system. The following are detailed:



User Management:

Upon opening the option, we will find the user management form, which will allow us to perform operations on the different users already loaded, load new ones, or deactivate existing ones.

In the upper controls, we can click "**Active**" to see the users active as of today's date in the grid, and if we press "**All**", it will update the grid with active and deactivated users. The latter will be highlighted in gray.

Add:

The **Add** button will change the mode to "Add". In this mode, we can fill the control with the data of the user we want to add to the system.

DNI	<input type="text"/>
Apellido:	<input type="text"/>
Nombre:	<input type="text"/>
Correo	<input type="text"/>
Rol	<input type="text"/>
Usuario	<input type="text"/>

- **DNI:** 8 digits without periods or commas.
- **Last Name:** User's last name in text.
- **First Name:** User's first name in text.
- **Email:** User's email address in the format: "`<nombreApellido@ejemplo.com>`"
- **Role:** we will select one of the profiles registered in the system.

Rol	<input type="text"/>
Usuario	<input type="text"/> Bibliotecario Basico Admin

Once we complete all the data correctly, we press "**apply**" and the grid will update with the new data.

Gestión de usuarios

Usuarios

Activos Todos Cantidad de usuarios: 3

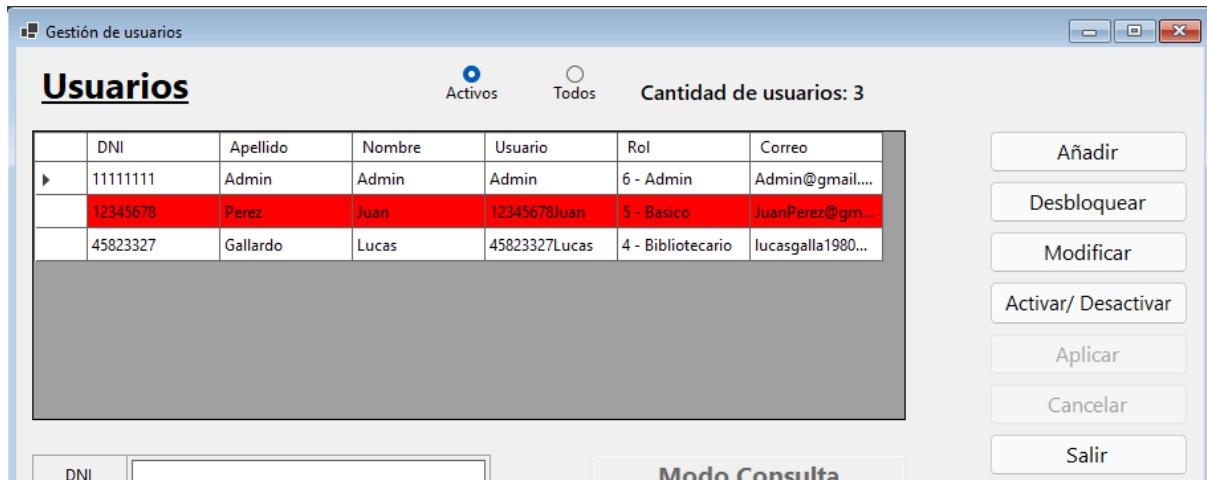
	DNI	Apellido	Nombre	Usuario	Rol	Correo
	11111111	Admin	Admin	Admin	6 - Admin	Admin@gmail....
►	12345678	Perez	Juan	12345678Juan	5 - Basico	JuanPerez@gm...
	45823327	Gallardo	Lucas	45823327Lucas	4 - Bibliotecario	lucasgalla1980...

Añadir Desbloquear Modificar Activar/ Desactivar Aplicar Cancelar Salir

DNI Modo Consulta

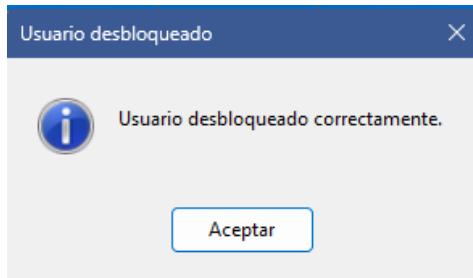
Unlock:

A user can block their account by incorrectly entering the password too many times. In that case, the grid will show the blocked user highlighted in red:



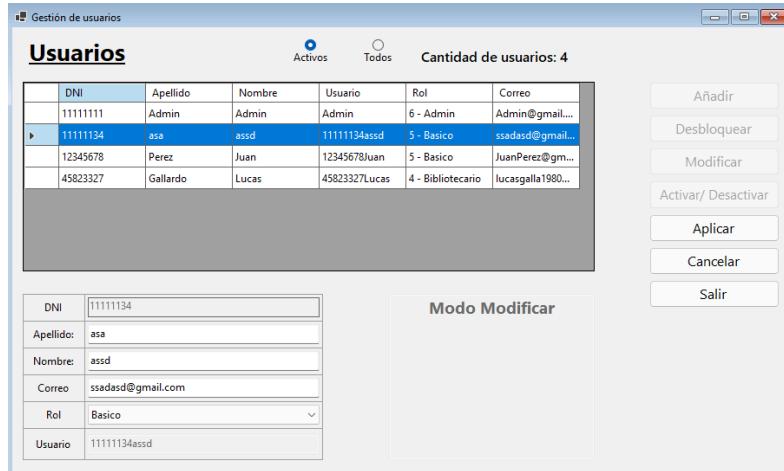
The **Unlock** button will change the mode to unlock and will ask us to select a blocked user. Once selected in the grid, we will press the "**apply**" button to unlock the user and restore their password to the DNI + last name format.

If everything worked correctly, we will see the following message:

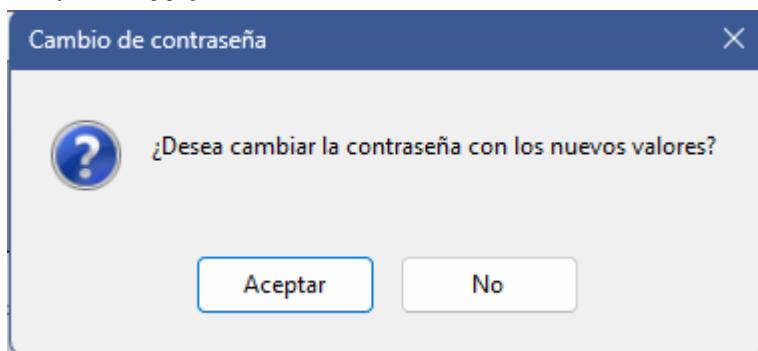


Modify:

Modify allows changing the data of an entered user if necessary. By pressing the **Modify** button, it will ask us to select a user from the grid. Once done, the content of the controls will be replaced by that of the selected user.



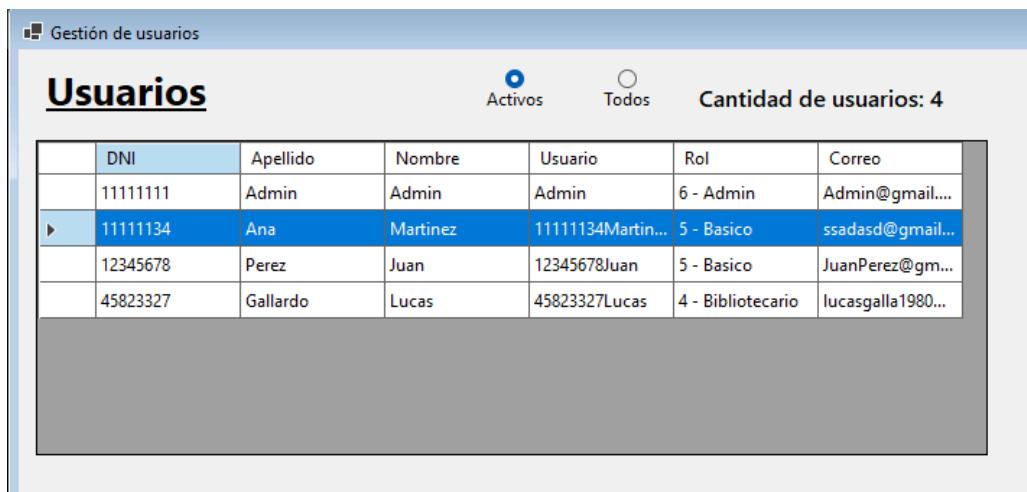
We can modify the content of the Last Name, First Name, Email, and Role controls of the user and press **Apply** once we finish. When we do this, we will see the following message:



By pressing "**Accept**", the password will return to the DNI + Last Name format with the data we changed in this operation.

By pressing "**No**", we will keep the current password.

Once we finish, the changes will be reflected in the grid.



note: It is not possible to modify the username in any way.

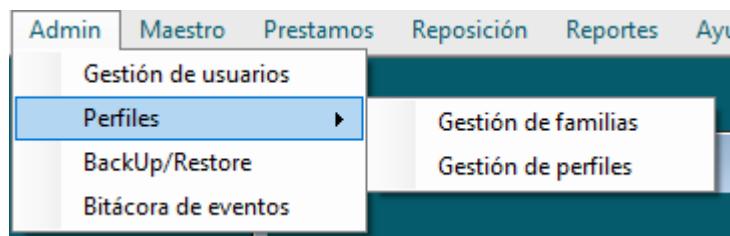
Activate/Deactivate:

If we want to deactivate a user so they cannot enter the system with their account, we must switch to the "**Activate/Deactivate**" mode. In it, it will ask us to select which user we want to perform the action on. We select it in the grid and press "**Apply**".

- If the selected user is activated, it deactivates them and they will not be able to log into their account.
- If the selected user is deactivated, it will activate them and allow them to log in again with their credentials.

Profiles

In the profiles tab, we can control the profiles assigned to users and determine the permissions they have over the application. We can choose between family management (groups of families that contain other families or permissions) and profile management (groups of families and permissions that are assigned to the user).



Family Management:

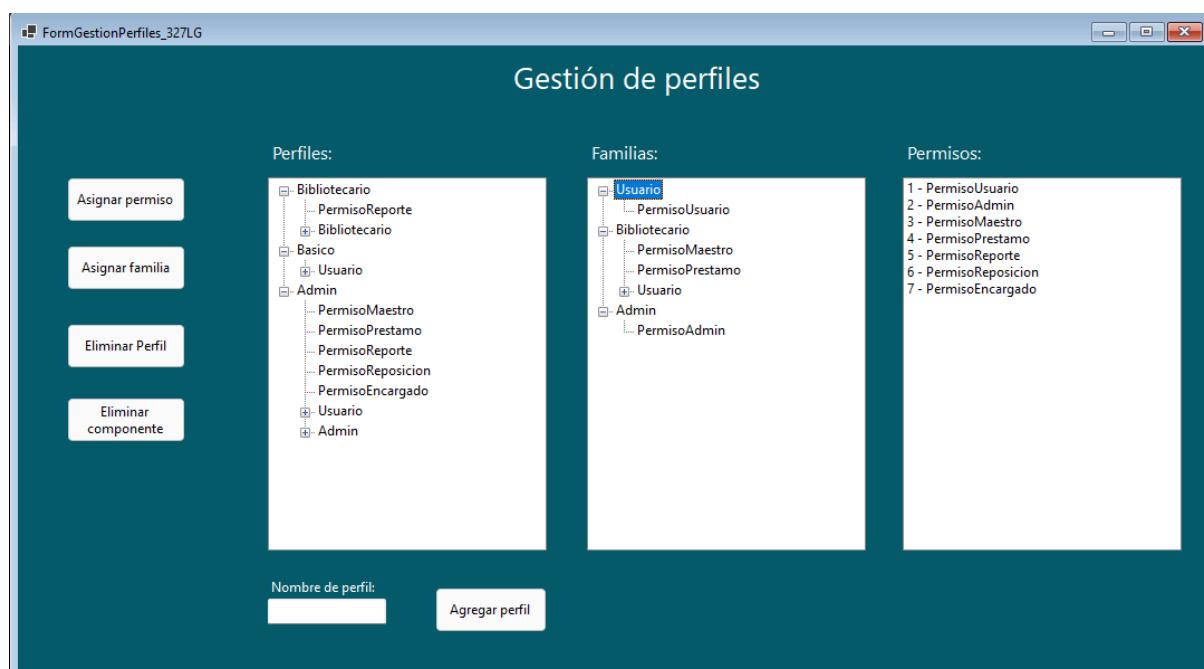
A screenshot of a window titled 'FormGestionFamilia_327LG' showing the 'Gestión de familias' interface. The window is divided into three main sections: 'Familia base:' on the left, 'Familia a agregar:' in the center, and 'Permisos:' on the right. On the far left, there are four buttons: 'Asignar permiso', 'Asignar familia', 'Eliminar familia', and 'Eliminar componente'. The 'Familia base:' section shows a tree view with nodes like 'Usuario', 'Bibliotecario', 'Admin', and their respective permission children. The 'Familia a agregar:' section shows a similar tree view for a new family being added. The 'Permisos:' section lists seven permission items numbered 1 to 7. At the bottom, there is a 'Nombre de familia:' input field and an 'Agregar familia' button.

In this form, we can create different families that contain permissions and families to facilitate permission management.

- Assign Permission: Allows us to assign the selected permission in the "Permissions" list to the family selected in the "Base Family" list.
- Assign Family: Allows us to assign the selected family in the "family to add" list to the family selected in the "Base Family" list.
- Delete Family: Deletes the family selected in the "Base Family" list.
- Delete Component: We will unassign the selected family or permission in the "Base Family" list from the family that contains it.
- Add Family: We must write a "Family Name" in the text box next to it. Once the "Add Family" button is pressed, we will create a new empty family in the system.

note: Once the family is assigned to a profile used by a user, it cannot be modified until no user contains it. Nor can we assign a family or permission that the base family already contains.

Profile Management:



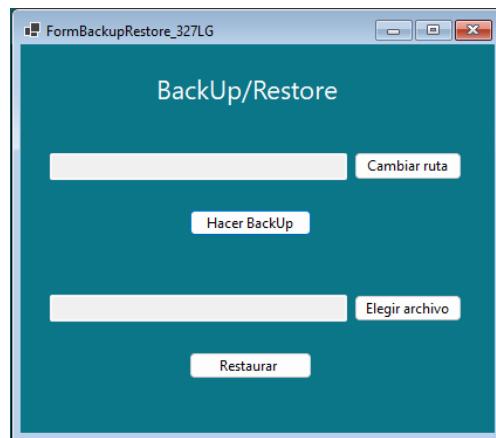
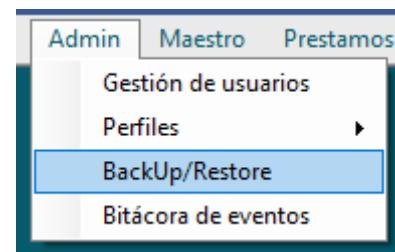
In profile management, we can perform operations very similar to those in family management, but these will be done on the profiles that we will assign to users.

- Assign Permission: Allows us to assign the selected permission in the "Permissions" list to the family selected in the "Profiles" list.
- Assign Family: Allows us to assign the selected family in the "family to add" list to the family selected in the "Profiles" list.
- Delete Profile: Deletes the family selected in the "Profiles" list.
- Delete Component: We will unassign the selected family or permission in the "Profiles" list from the profile that contains it.
- Add Family: We must write a "Profile Name" in the text box next to it. Once the "Add Family" button is pressed, we will create a new profile without permissions in the system.

note: Just as in family management, we cannot assign families or permissions that the profile already contains, whether directly or indirectly.

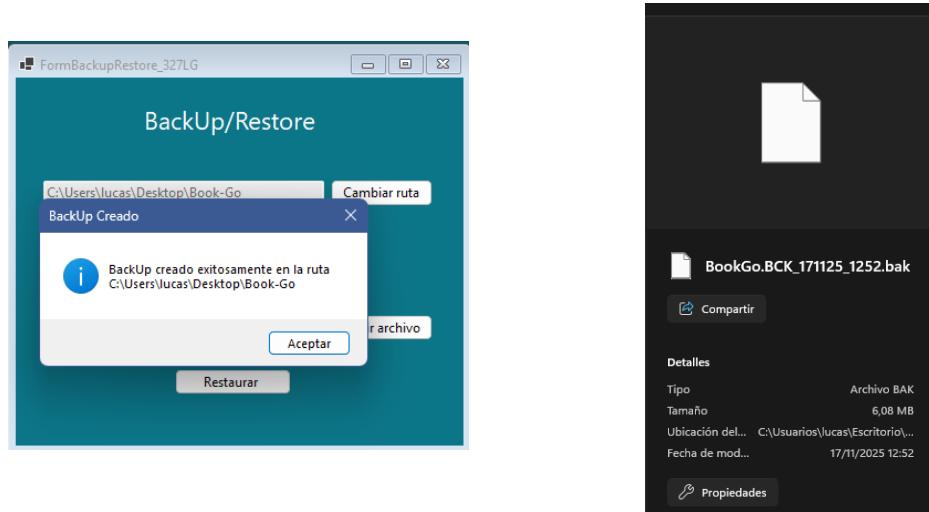
Backup/Restore:

In the "**BackUp/Restore**" tab, we can manage the backups created of the database. We can both create our backup with the current data of the database and restore a backup that we select.



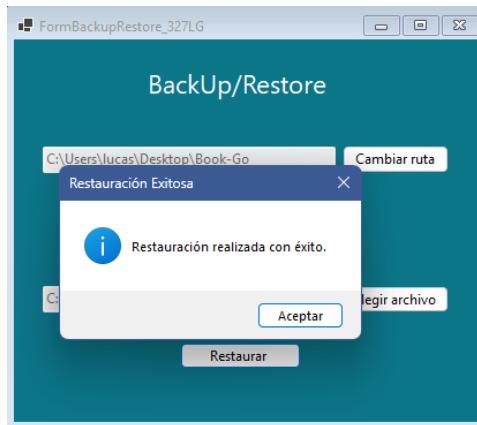
Perform a Backup

Before making a backup, we must press the "**change path**" button and choose where we want the backup to be saved. If the backup creation was correct, the following message will be displayed and in the chosen path, we will find a file similar to the following.



Restore Database:

To restore a previous database, we only have to press the "**Choose file**" button and select the .bak file we want to restore. If everything worked correctly, we will see the following message and the database will have returned to that restoration point.



Event Log:

The system is integrated with a record of important actions that users can perform, in this way, a record is kept of which user triggered which action and at what time.

FormBitacoraEventos_327LG

Bitácora de eventos

IdEvento	Login	Fecha	Hora	Módulo	Evento	Criticidad
20251116-065	Admin	16/11/2025	23:55:45	Gestión de usuarios	Cierre de sesión	2
20251116-064	Admin	16/11/2025	23:55:41	Gestión de usuarios	Inicio de sesión exitoso	1
20251116-063	Admin	16/11/2025	23:55:36	Gestión de usuarios	Cierre de sesión	2
20251116-062	Admin	16/11/2025	23:55:00	Gestión de usuarios	Inicio de sesión exitoso	1
20251116-061	Admin	16/11/2025	23:54:51	Gestión de usuarios	Cierre de sesión	2
20251116-060	Admin	16/11/2025	23:54:47	Gestión de usuarios	Inicio de sesión exitoso	1
► 20251116-059	45823327L...	16/11/2025	23:54:39	Gestión de usuarios	Cierre de sesión	2
20251116-058	45823327L...	16/11/2025	23:54:31	Gestión de usuarios	Inicio de sesión exitoso	1

Nombre:

Apellido:

Login Fecha inicio Fecha fin Filtrar fecha

Módulo Evento Criticidad

When the form is opened, the events that occurred in the last 3 days are loaded into the grid. Showing: Username of the one who did the action, date it was recorded, time it was recorded, module the event belongs to, triggered event, and criticality of the event (expressed with a number from 1 to 5, 1 extreme criticality and 5 mild criticality).

By selecting an event, we can see the full name of the person whose user generated the event.

We will see different controls; these will allow us to filter event queries that will be reflected in the grid.

The fields by which you can filter are:

- **Login:** Username who generated the event.
- **Start Date:** Events filtered from this date.
- **End Date:** Events filtered until this date.
- **Module:** System module where the event was generated.
- **Event:** Event that was generated.
- **Criticality:** Severity of the filtered event.

note: By selecting a module in the dropdown control, the event control will be updated to show only the events associated with that module.

The "Apply" button updates the grid with the filters selected in the controls.

The "Clear" button clears all filters and updates the grid to the records of the last 3 days.

The "Print" button generates a PDF document with the current query displayed in the grid.

Masters:

The masters section will allow us to perform creation (alta), deletion (baja), and modification operations on certain elements of the system. These being Books, Copies, Clients, and Distributors.

Books:

ISBN	Titulo	Autor	Editorial	Edicion
97800001	El Quijote	Miguel de Cervantes	Alfaguara	1
97800002	Cien Años de Soledad	Gabriel García Márquez	HarperCollins	2
97800003	1984	George Orwell	Penguin libros	3
97800004	El Principito	Antoine de Saint-Exupéry	Nova	2
97800005	Harry Potter y la Piedra Filosofal	J.K. Rowling	Planeta	1

In this master, we will load the general data of each book. In the form, we can perform 3 operations.

- **Load Book:** Creates a new book taking the data entered in the fields.
- **Modify Book:** Modifies the data of a selected book with the new data we enter.
- **Delete:** Deletes the selected book, causing it to be deactivated.

To complete these actions, we will have different fields that we must fill in, these are:

- **ISBN:** Universal identifier code for each book. 13 digits.
- **Title:** Name of the book.
- **Author:** Name of the book's author.
- **Publisher:** Book's publisher.
- **Edition:** Edition number.

Copies:

In the copies master, we can add new copies of the books. Copies are the specific copies that each book has.

Maestro Ejemplares

Libros:

	ISBN_327LG	título_327LG	autor_327LG	editorial_3...	edicion_32
▶	97800001	El Quijote	Miguel de C...	Alfaguara	1
	97800002	Cien Años de Soledad	Gabriel Garcí...	HarperC...	2
	97800003	1984	George Orwell	Penguin ...	3
	97800004	El Principito	Antoine de S...	Nova	2
	97800005	Harry Potter y la Piedra Filosofal	J.K. Rowling	Planeta	1

Cantidad
1

Agregar ejemplares

In the form, we will have to select a book from the grid for which we want to enter copies, enter the quantity of copies to enter, and finally press the "Add copies" button.

In this way, we add the copies to the system.

note: If we add copies in the replacement section, when receiving deliveries, it is not necessary to re-enter the copies in this window.

Client:

In the client master, we register the clients who come to the library to request a loan. **The clients we register are not the same as users.**

FormRegistrarCliente

Registrar cliente

Desencriptar

DNI	Nombre	Apellido	Correo	Dirección	Teléfono
▶ 40000001	Juan	Pérez	yDiUxJfwQeMPPF1ZHkTXA==	Helguera 4157	011 2233-4455
40000002	Maria	López	A6w4lghgp7Cq9HqbA5Pot9FYGiQT8Yks...	Av. SiempreViva 742	011 9876-5432
40000003	Carlos	Gómez	jqlsoQNW0NC64alod4JAE2zpfTE/RqBop...	San Martín 300	11 4455-6677
40000004	Ana	Martínez	7VzV7P36Tofep4HJftAqw==	Belgrano 500	011 7778-8899
44111222	David	García	MYc+vBfoaS2b7PvfWly3zB2gUVXvmix4...	Calle del Sol 1	11 5555-1111
45823327	Lucas	Gallardo	Z4jhhu3e2Th1rh52FPItERn/4FNt8/k...	Pedro moran 2981	11 3061-3554
55222333	Sofia	Rodríguez	QNDCVgAVZkp4QZZvx0Wd4GnBYgeDSJ...	Rivadavia 450	11 5555-2222

Modo: Consulta

Serializar
Archivo Deserializado

DNI
Nombre
Apellido
Correo
Dirección
Teléfono

Registrar
Eliminar
Modificar
Cancelar
Aplicar

Actualizar grilla

Register, Delete, Modify:

In the form, we will have the Register button, to enter new clients, Delete to deactivate existing ones that we select in the grid, and Modify to change the data of the selected client. To carry out these options, we will have fields that we must fill in:

- DNI: 8 numerical identification characters for the client.
 - Name: Client's first name.
 - Last Name: Client's last name.
 - Email: Client's email address in the format “<nombreApellido@ejemplo.com>”
 - Address: Client's home address.
 - Phone: Client's phone number in the format “011 1234-5678”

note: The emails are stored encrypted in the database; we can see the unencrypted content by checking the “decrypt” box.

Serialize, Deserialize:

In addition to the creation, deletion, and modification functions, we can serialize the loaded clients into an XML file and deserialize them to display them on the grid. The "**Update Grid**" button will serve to reload the clients that are in the database.

This is what the file will look like once serialized.

Distributors

En el maestro de distribuidores podremos registrar los distribuidores encargados de proveer los libros para la biblioteca.

In the distributors master, we can register the distributors in charge of supplying books to the library.

We have the option to register, modify, and delete distributors with the data we enter in the fields:

- **CUIT:** 11 numerical identification characters for the distributor. Format: "12-34567890-1"
- **Company:** Name of the distributor.
- **Phone:** Distributor's phone number in the format "011 1234-5678"
- **Address:** Distributor's address.
- **Email:** Distributor's email address in the format "<nombreApellido@ejemplo.com>"

Book_C:

In the Book_C form, we will find the change log for the books. There we can see all the changes generated on the books loaded in the system.

IdCambio	ISBN	Fecha	Hora	Título	Autor	Editorial	Edicion	Eliminado	Activo
1	97800005	17/11/2025	08:59:46.8...	Harry Potter y la Piedra Filosofal	J.K. Rowling	Planeta	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	97800004	17/11/2025	08:59:46.8...	El Principito	Antoine de Saint-Exup...	Nova	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	97800003	17/11/2025	08:59:46.8...	1984	George Orwell	Penguin libros	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	97800002	17/11/2025	08:59:46.8...	Cien Años de Soledad	Gabriel García Márquez	HarperCollins	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	97800001	17/11/2025	08:59:46.8...	El Quijote	Miguel de Cervantes	Alfaguara	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>

With the **Filter** button, we can filter the grid results according to the different fields.

With the **Clear** button, we will clear the filters and update the grid with all the results.

By touching the "**Activate**" button, we can change the current status of the book to the one we select in the grid. In this way, we can undo changes made to the books.

Loans:

Register Loan:

In the register loan form, we can load the loan requested by the client.

DNI	Nombre	Apellido	Correo	Dirección	Teléfono
40000001	Juan	Pérez	yDiUrXJfwQ...	Helguera 4157	011 2233-4455
40000002	Maria	López	A6w4Ighgp...	Av. Siempreviva 742	011 9876-5432
40000003	Carlos	Gómez	jq1soQNw0...	San Martín 300	11 4455-6677
40000004	Ana	Martínez	7VzZv7P36T...	Belgrano 500	011 7778-8899
44111222	David	García	MYc+vBfoa...	Calle del Sol 1	11 5555-1111
45823327	Lucas	Gallardo	Z4jhhUw3e...	Pedro moran 2981	11 3061-3554
55222333	Sofia	Rodríguez	QNDCVgAV...	Rivadavia 450	11 5555-2222

Libro seleccionado: - No seleccionó ningún libro

Registrar préstamo

To select the book the client wants to borrow, we must press the "**select book**" button and we will see the following form:

Seleccionar libro

Libros disponibles:					
	ISBN	Título	Autor	Editorial	Edición
▶	97800001	El Quijote	Miguel de Cerv... a	Alfaguara	1
	97800002	Cien Años de Soledad	Gabriel García M...	HarperCollins	2
	97800003	1984	George Orwell	Penguin lib...	3
	97800004	El Principito	Antoine de Saint...	Nova	2
	97800005	Harry Potter y la Piedra Filosofal	J.K. Rowling	Planeta	1

Disponibles
7

Dañados
0

Desaparecido
0

Prestados
0

Cancelar

Tomar prestado

In this form, we can select a book to see the number of available copies of it. Once the book is selected, if we press the "**borrow**" button and there are available copies of the selected book, it will be added to the loan request.

Now we return to the original form and must select the client who will request the loan in the grid. If they are not registered, we can press "**register client**" to load them into the database.

- The client cannot be selected for a loan if they already have an active one.
- The client cannot be selected for a loan if they have 3 loaded sanctions.

Finally, once the book to be loaned and the client are selected, we press the **Register Loan** button and the form to collect the loan deposit will open.

FormCobrarSeña

Cobrar seña

Método de pago	Monto a cobrar		
<input type="text" value="Tarjeta"/>	<input type="text"/>		
Nombre del titular	Número de la tarjeta	Código de seguridad	Vencimiento
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Cobrar"/>			

We complete the payment details and press **Collect**. If they are correct, the bank will accept the payment and the payment and loan will be registered.

Register Return:

Once the client returns to deliver the loan, we must enter the register return form.

In the form, we can see all the loaded loans in the grid, with overdue loans highlighted in red and those already returned in green. With the "**Filter loans**" button, we can filter the loans by the client's DNI.

Once the unreturned loan is selected, we must indicate the condition in which the book was entered and we will touch the **Register Return** button.

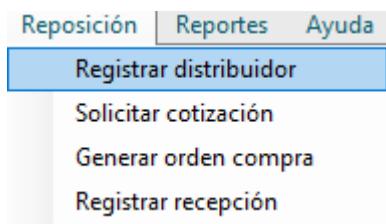
In case the loan was returned late or the book was in poor condition, the sanctions form will open.

In it, we must enter a description of the reason and press the **Register Sanction** button to load it into the database.

And thus, we will have finished with the return registration.

Replenishment:

In the replacement tab, we can take care of the library's stock management. The first form is to register a distributor (explained in the masters section).



Request Quotation:

The screenshot shows the 'Solicitar cotización' form. It has two main sections: 'Libros disponibles' (List of available books) and 'Libros seleccionados' (Selected books). The 'Libros disponibles' section contains a grid of book information (ISBN, Title, Author, Editorial, Edition, Available, Borrowed) and search/filter fields. The 'Libros seleccionados' section has buttons for 'Agregar libro a solicitud' (Add book to request) and 'Quitar libro de la solicitud' (Remove book from request). Below these are 'distribuidores' sections with similar logic for selecting/deselecting distributors.

ISBN	Título	Autor	Editorial	Edición	Disponibles	Prestados
9780001	El Quijote	Miguel de Cervantes	Alfaguara	1	7	0
9780002	Cien Años de Soledad	Gabriel García Márquez	HarperCollins	2	7	0
9780003	1984	George Orwell	Penguin libros	3	7	0
9780004	El Principito	Antoine de Saint-Exupéry	Nova	2	7	0
9780005	Harry Potter y la Piedra Filosofal	J.K. Rowling	Planeta	1	6	0

CUIT	Empresa	Teléfono	Dirección	Correo
20-45923327-7	Libros.com	011 4356-7543	Av. Libertador 400	libros@gmail.com

In the quotation request form, we can register requests to the distributors loaded in the system.

We will have to select the books to add to the request in the "**List of available books**" grid and touch the "**Add book to request**" button. We can also select a book in the "**selected books**" list in the same way and touch the "**remove book from request**" button not to add it to the request.

Then we must do the same with the distributors; we can select more than one distributor and different requests will be generated for each one.

Finally, when we have already selected the distributors and books, we press the "**generate request**" button to load it into the database.

Generate Purchase Order:

The next step is to generate the purchase order based on the quotation request we generated.

This screenshot shows the 'Generar orden de compra' (Generate Purchase Order) window. On the left, there's a table titled 'Lista de solicitudes' (List of Requests) with one item: '20251117-001' from 'Libros.com' on '17/11/2025' with '2' articles. On the right, there's a table titled 'Libros de la solicitud' (Books of the Request) with two items: '97800003' (Title: '1984', Author: 'George Orwell', Editorial: 'Penguin libros', Cantidad: 3, Precio Unit.: \$ 10,000,00, Subtotal: \$ 50,000,00) and '97800004' (Title: 'El Principito', Author: 'Antoine de Saint-Ex...', Editorial: 'Nova', Cantidad: 0, Precio Unit.: \$ 0,00, Subtotal: \$ 0,00). Below the tables are buttons for 'Seleccionar' (Select), 'Cancelar' (Cancel), 'Actualizar' (Update), 'Eliminar' (Delete), and 'Generar orden' (Generate Order).

We can see the generated requests in the "**list of requests**" grid. We must select one in the grid and press the "**select**" button to start loading the agreed prices and desired quantities.

This screenshot shows the same 'Generar orden de compra' window after selecting the first request. The 'Libros de la solicitud' grid now shows the detailed information for each book: '1984' by George Orwell and 'El Principito' by Antoine de Saint-Ex... Both have a quantity of 3 and a unit price of \$ 10,000,00, resulting in a subtotal of \$ 50,000,00. The 'Actualizar' (Update) button is highlighted.

We can load the desired quantities and the agreed price in the "unit price" and "quantity" fields, then press the "Update" button to load it.

With the "Delete" button, we can remove the book from the purchase order.

Finally, we generate the order by pressing the "Generate Order" button.

This screenshot shows the 'Pagar orden de compra' (Pay Purchase Order) window. It has fields for 'CUIT' (20-45823327-7), 'CBU' (empty), 'Banco' (empty), and 'Monto a pagar' (\$ 50000). Below these are fields for 'Nombre del titular' (empty), 'Número de la tarjeta' (empty), 'Código de seguridad' (empty), and 'Vencimiento' (empty). A large 'Cobrar' (Charge) button is at the bottom.

To finish the order registration, we must fill in the payment details and press the **Pay** button.

Register Receipt:

In the register receipt form, we can select a purchase order for which not all the books have been registered. In order to load the copies and the receipt into the database.

FormRegistrarRecepcion_327LG

Registrar recepción

Ordenes de compra:

Nro Orden	Fecha	Distribuidor	Total	Estado
20251117-001	17/11/2025	Libros.com	50000,00	Solicitado

Libros de la orden:

ISBN	Título	Cant. Pedida	Cant. Recibida	Cant. Ingresar

Seleccione libro

Actualizar

Registrar recepción

We will select the purchase order belonging to the book order that arrived at the library in the left grid.

FormRegistrarRecepcion_327LG

Registrar recepción

Ordenes de compra:

Nro Orden	Fecha	Distribuidor	Total	Estado
20251117-001	17/11/2025	Libros.com	50000,00	Solicitado

Libros de la orden:

ISBN	Título	Cant. Pedida	Cant. Recibida	Cant. Ingresar
978000003	1984	5	0	0

Seleccione libro

Actualizar

Registrar recepción

Now we will select the book for which copies arrived and enter the quantity that arrived. Once the quantities of all the books have been loaded, we press the **Register Receipt** button and the copies will be loaded into the database. In case any ordered book is missing, the order will be marked as incomplete until the missing books are entered.

Reports:

The application comes with 3 types of reports: Invoice report, purchase order report, and intelligent report.

Reportes

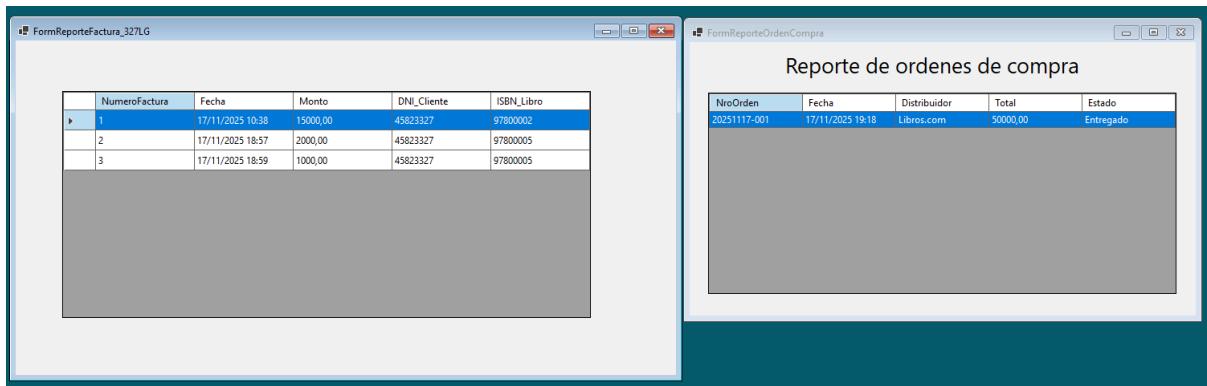
Ayuda

Factura

Orden de compra

Reporte inteligente

In the first two, we will have forms similar to these. To generate the report, we must double-click on the invoice or purchase order we want to view.



In the case of the intelligent report, we will have the following form where the only thing we need to press is **Generate Intelligent Report**.



In the intelligent report, we can see: Most requested books for loans, clients with the most sanctions, and finally, a timeline of the last year showing the loans requested per month.