

Online Help Manual

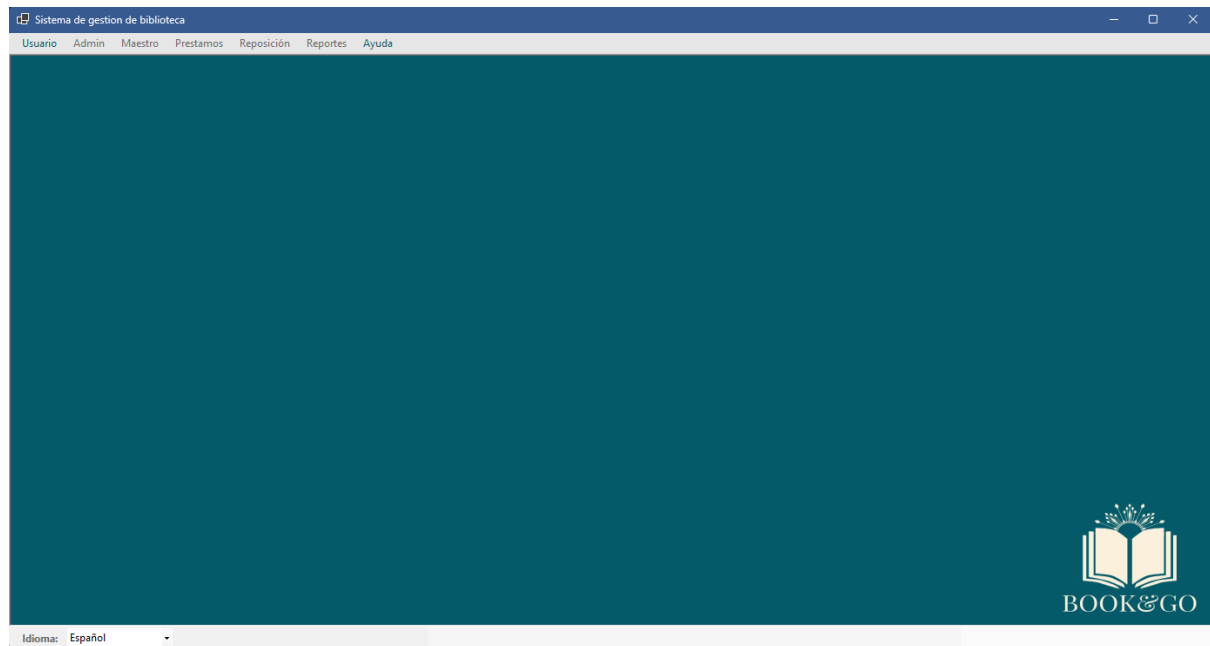
Book&Go



Index:

Basic Functions (User):	3
Login:	3
Change language:	4
Change Password:	5
Logout:	5
Administrator:	6
User Management:	6
Add:	7
Unlock:	8
Modify:	8
Activate/Deactivate:	10
Profiles	10
Family Management:	10
Profile Management:	11
Backup/Restore:	12
Perform a Backup	12
Restore Database:	13
Event Log:	13
Masters:	15
Books:	15
Copies:	15
Client:	16
Register, Delete, Modify:	17
Serialize, Deserialize:	17
Distributors	17
Book_C:	18
Loans:	19
Register Loan:	19
Register Return:	20
Replenishment:	22
Request Quotation:	22
Generate Purchase Order:	23
Register Receipt:	24
Reports:	24

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:

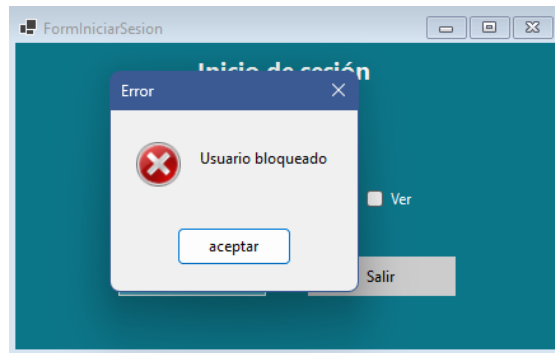
Once this is done, the following form will open:

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

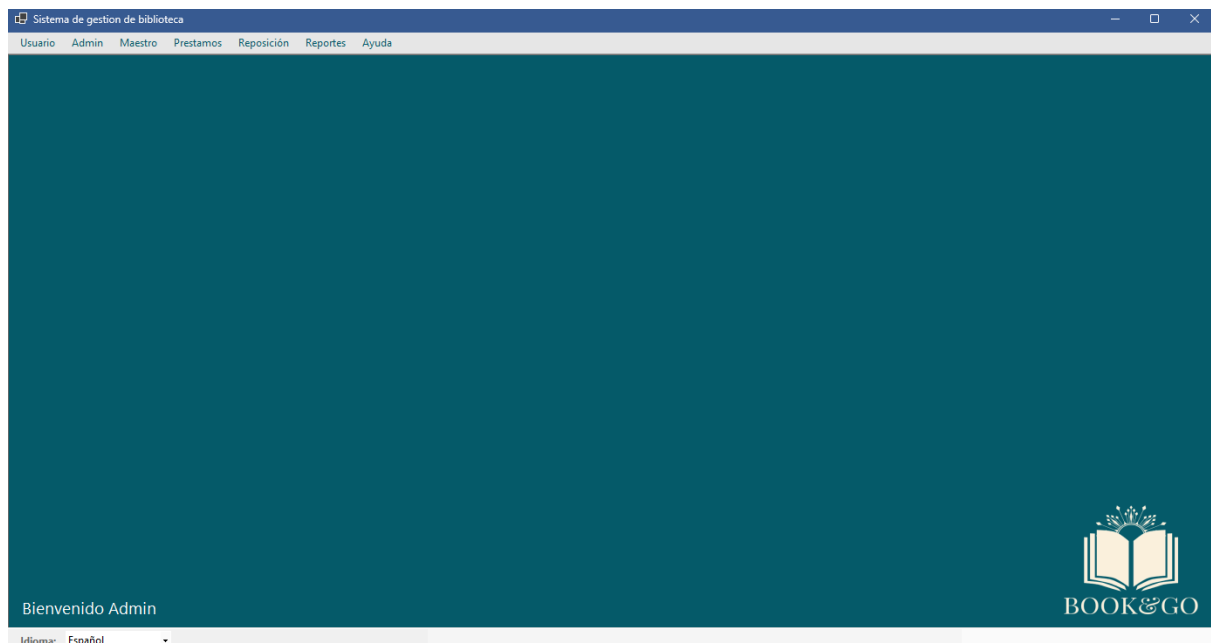
- **User:** is a combination of the user's DNI (national identity document) with their first name.
- **Password:** Combination of the user's DNI with their last name.

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.

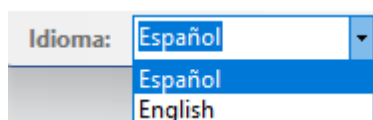


When you successfully access your user account, all the options you can access will load in the upper navigation bar.



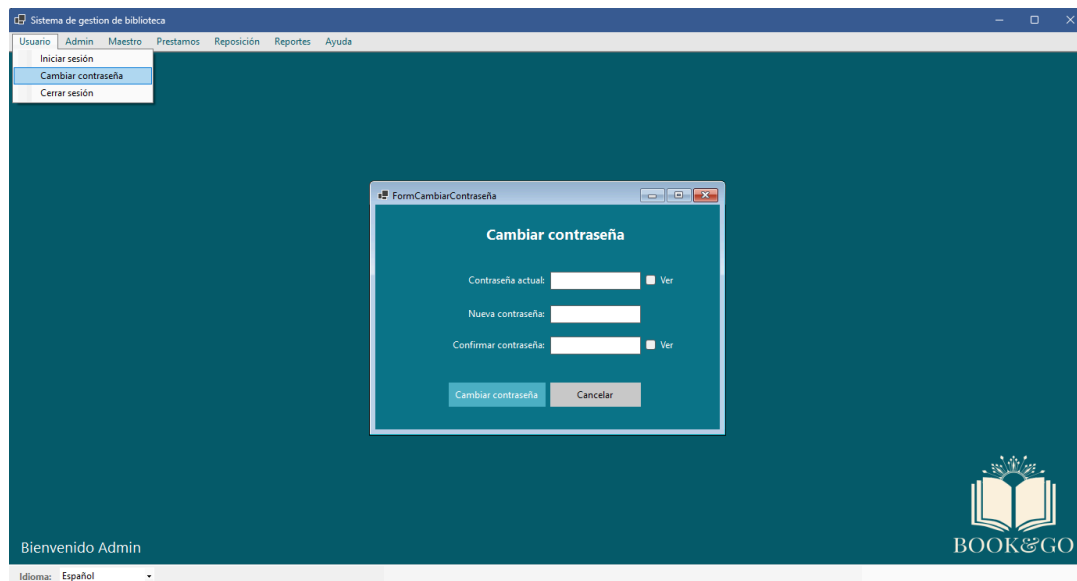
Change language:

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:

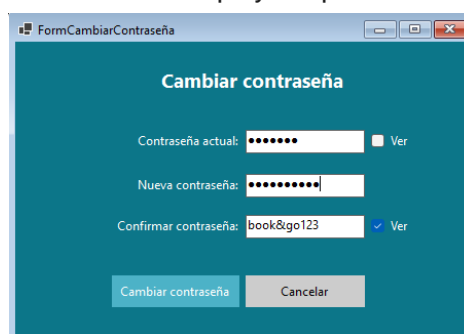
If we want to change the user's password, we must access the **"users"** menu → **"Change password"**.



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

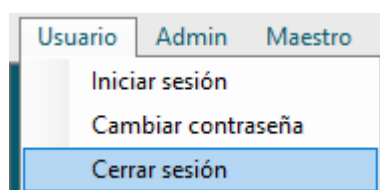
- **Current Password:** The password you used to log into the system.
- **New Password:** The password you want to change the current one to.
- **Confirm Password:** We enter the password you are changing the current one to again to verify that there are no errors.

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

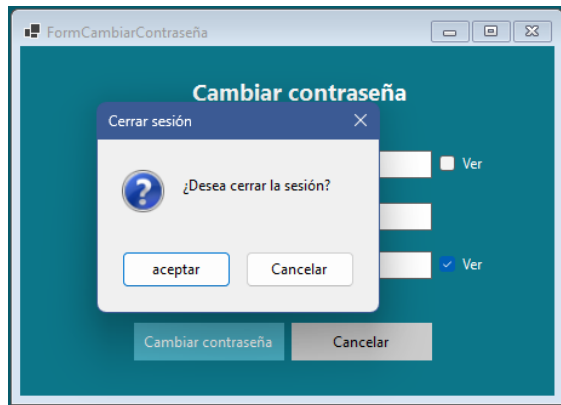


Logout:

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

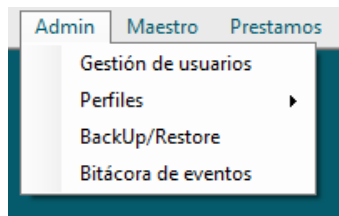


Finally, we confirm the session closure.

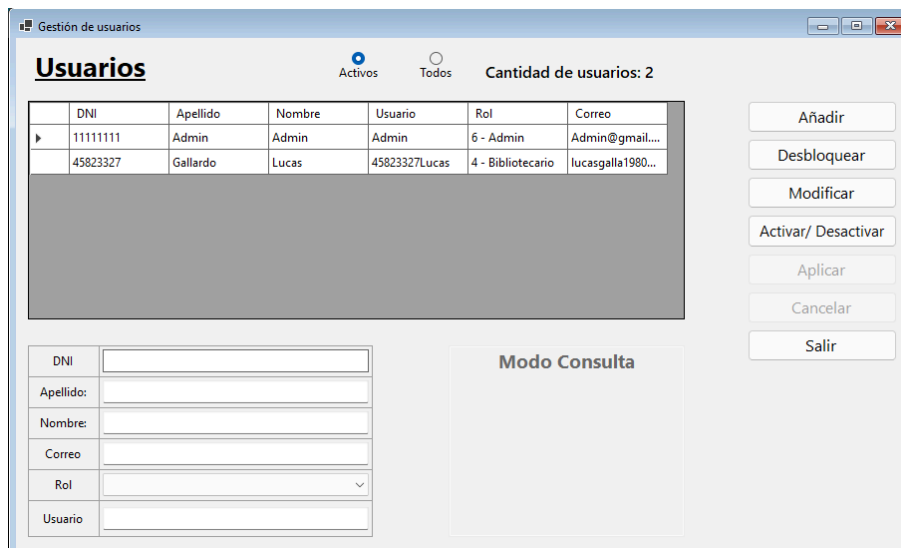


Administrator:

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" value="v"/>
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" value="v"/>
Usuario	<input type="text" value="Bibliotecario"/> <input type="text" value="Basico"/> <input type="text" value="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...

Modo Consulta

Añadir

Desbloquear

Modificar

Activar/ Desactivar

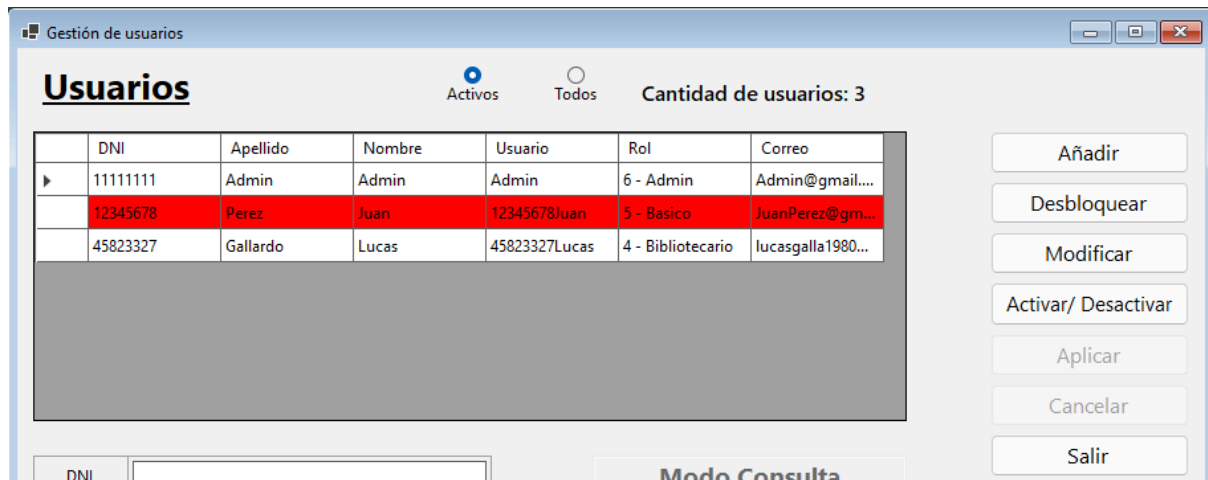
Aplicar

Cancelar

Salir

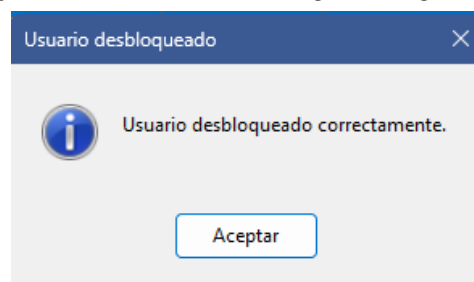
Unlock:

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.

Gestión de usuarios

Usuarios
Activos
Todos
 Cantidad de usuarios: 4

DNI	Apellido	Nombre	Usuario	Rol	Correo
11111111	Admin	Admin	Admin	6 - Admin	Admin@gmail...
11111134	asa	assd	11111134assd	5 - Basico	ssadasd@gmail...
12345678	Perez	Juan	12345678Juan	5 - Basico	JuanPerez@gm...
45823327	Gallardo	Lucas	45823327Lucas	4 - Bibliotecario	lucascalla1980...

Añadir
 Desbloquear
 Modificar
 Activar/ Desactivar
 Aplicar
 Cancelar
 Salir

DNI: 11111134
 Apellido: asa
 Nombre: assd
 Correo: ssadasd@gmail.com
 Rol: Basico
 Usuario: 11111134assd

Modo Modificar

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:

Cambio de contraseña

¿Desea cambiar la contraseña con los nuevos valores?

Aceptar
 No

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.

Gestión de usuarios

Usuarios
Activos
Todos
 Cantidad de usuarios: 4

DNI	Apellido	Nombre	Usuario	Rol	Correo
11111111	Admin	Admin	Admin	6 - Admin	Admin@gmail...
11111134	Ana	Martinez	11111134Martin...	5 - Basico	ssadasd@gmail...
12345678	Perez	Juan	12345678Juan	5 - Basico	JuanPerez@gm...
45823327	Gallardo	Lucas	45823327Lucas	4 - Bibliotecario	lucascalla1980...

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

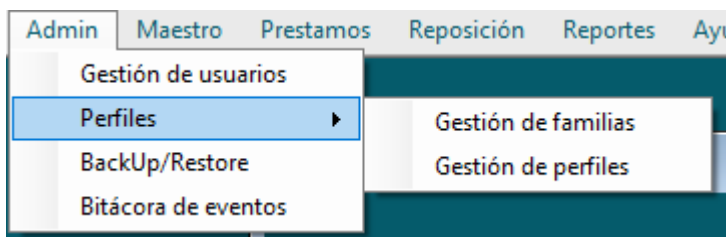
Activate/Deactivate:

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"**.

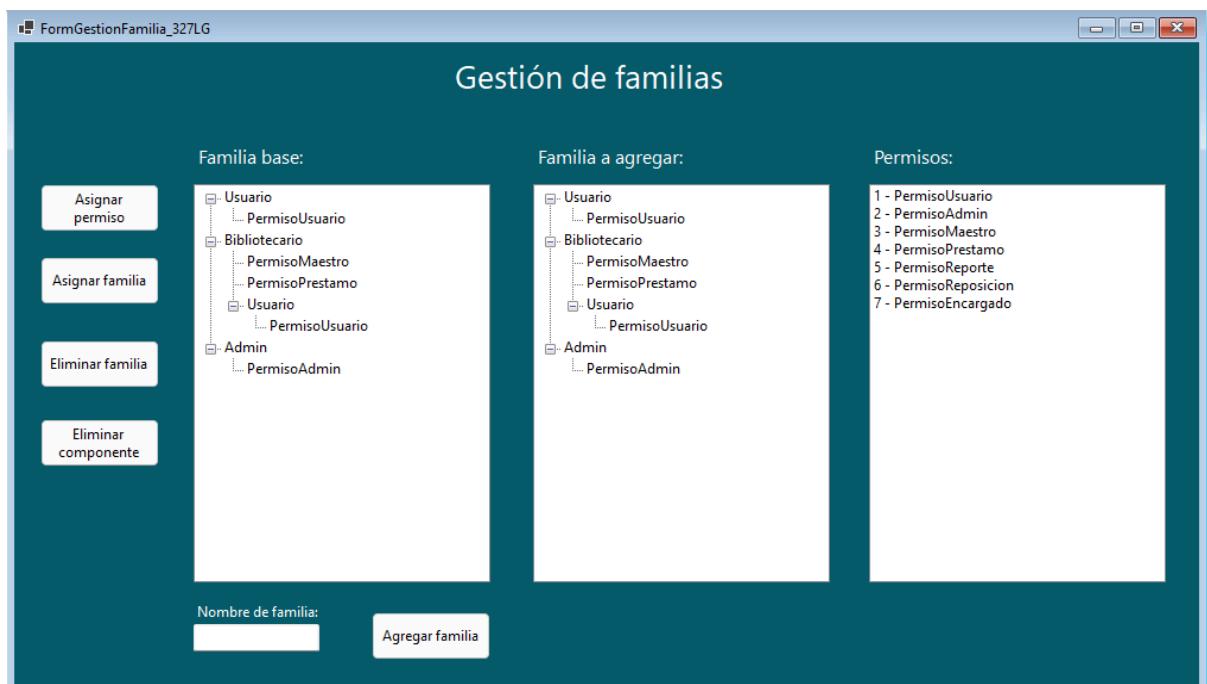
- If the selected user is activated, it deactivates them and they will not be able to log into their account.
- If the selected user is deactivated, it will activate them and allow them to log in again with their credentials.

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:



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:

FormGestionPerfiles_327LG

Gestión de perfiles

Asignar permiso

Asignar familia

Eliminar Perfil

Eliminar componente

Perfiles:

- Bibliotecario
 - PermisoReporte
- Basico
 - Usuario
- Admin
 - PermisoMaestro
 - PermisoPrestamo
 - PermisoReporte
 - PermisoReposicion
 - PermisoEncargado
 - Usuario
 - Admin

Familias:

- Usuario
 - PermisoUsuario
- Bibliotecario
 - PermisoMaestro
 - PermisoPrestamo
- Usuario
 - PermisoPrestamo
- Admin
 - PermisoAdmin

Permisos:

- 1 - PermisoUsuario
- 2 - PermisoAdmin
- 3 - PermisoMaestro
- 4 - PermisoPrestamo
- 5 - PermisoReporte
- 6 - PermisoReposicion
- 7 - PermisoEncargado

Nombre de perfil:

Agregar perfil

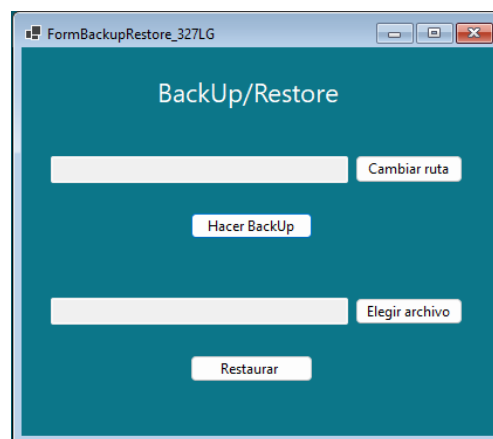
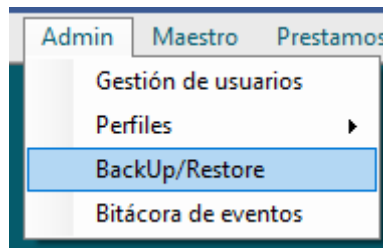
In profile management, we can perform operations very similar to those in family management, but these will be done on the profiles that we will assign to users.

- 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.

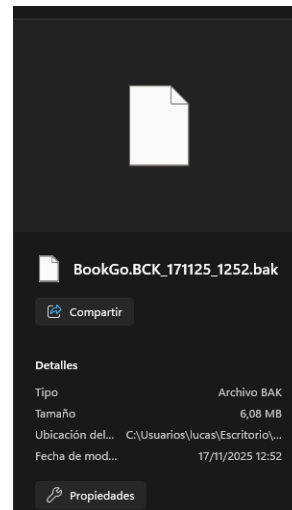
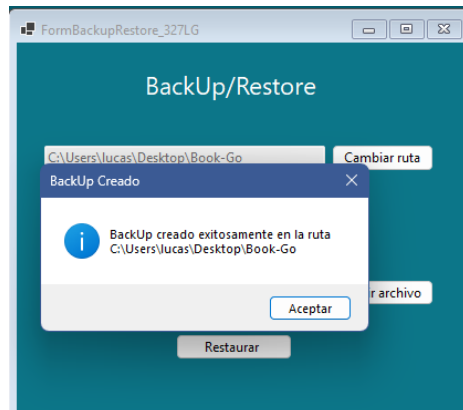
Backup/Restore:

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.



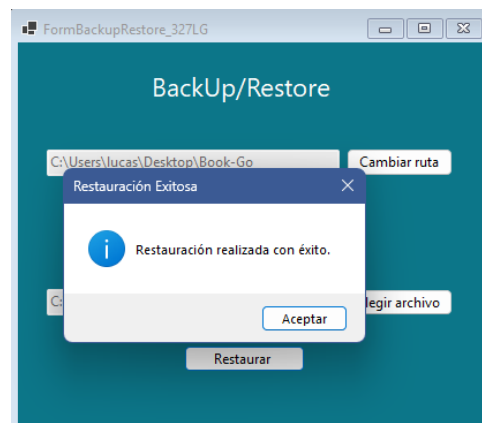
Perform a Backup

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

ISBN: Titulo: Autor: Editorial: Edición:

Refrescar

Cargar libro
Modificar
Eliminar
Aplicar
Cancelar

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.

FormEjemplarMaestro_327LG

Maestro Ejemplares

Libros:

	ISBN_327LG	titulo_327LG	autor_327LG	editorial_327LG	edicion_327LG
▶	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	yDiUrXJfwQeMePF1ZHkTXA==	Helguera 4157	011 2233-4455
	40000002	María	López	A6w4lghgp7Cq9HqbASPot9fYGt8Yks...	Av. Siempreviva 742	011 9876-5432
	40000003	Carlos	Gómez	jq1soQNW0NC64alod4JAe2zpfTE/RqBop...	San Martín 300	11 4455-6677
	40000004	Ana	Martínez	7VzZv7P36Tofep4UftAqw==	Belgrano 500	011 7778-8899
	44111222	David	García	MYc-v8foa52b7PvFWlv3zB2gUVxvmix4x...	Calle del Sol 1	11 5555-1111
	45823327	Lucas	Gallardo	Z4jhhUw3e2Th1lrhS2FPITiERn/4FNt8/kc...	Pedro moran 2981	11 3061-3554
	55222333	Sofía	Rodríguez	QNDCVgAVZkp4QZZvxoWd4GnBYgeDSJ...	Rivadavia 450	11 5555-2222

Modo: Consulta

Serializar
Archivo Deserializado

DNI
Nombre
Apellido
Correo
Dirección
Teléfono

Registrar
Eliminar
Modificar
Cancelar
Aplicar

Serializar Deserializar Actualizar grilla

Register, Delete, Modify:

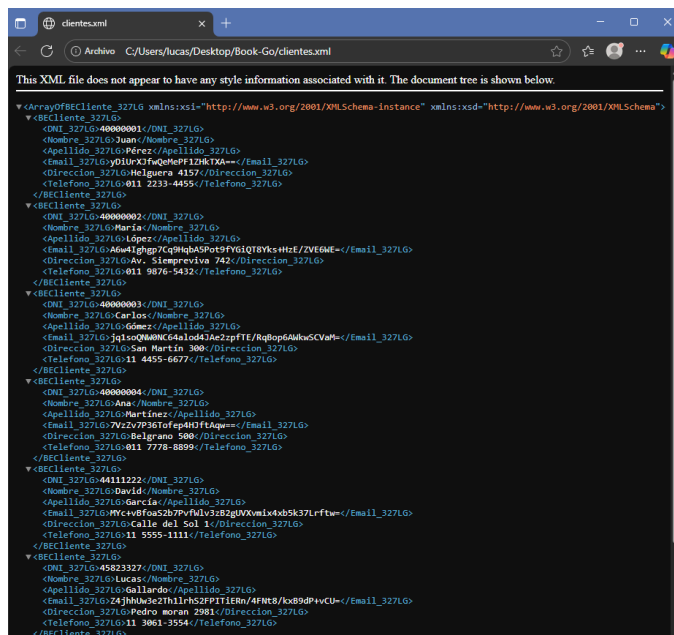
In the form, we will have the Register button, to enter new clients, Delete to deactivate existing ones that we select in the grid, and Modify to change the data of the selected client. To carry out these options, we will have fields that we must fill in:

- 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.



Distributors

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

FormRegistrarDistribuidor_327LG

Registrar distribuidor

CUIT	Empresa	Teléfono	Dirección	Correo

CUIT
 Empresa
 Teléfono
 Dirección
 Correo

Modo: Consulta

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.

FormLibro_C_327LG

Bitácora de cambios

IdCambio	ISBN	Fecha	Hora	Título	Autor	Editorial	Edición	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"/>

ISBN
 Título
 Autor
 Editorial
 Edición

Fecha inicio
 Fecha fin
 ☐ Filtrar fecha

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.

FormRegistrarPrestamo

Registrar préstamo

Clientes registrados: ☐ Ver mail

DNI	Nombre	Apellido	Correo	Direccion_327LG	Telefono_327LG
40000001	Juan	Pérez	yDiUrXJfwQ...	Helguera 4157	011 2233-4455
40000002	María	López	A6w4lghgp...	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	Sofía	Rodríguez	QNDCVgAV...	Rivadavia 450	11 5555-2222

Seleccionar libro

Registrar cliente

Seleccionar cliente

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 Cerva...	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

Libros seleccionado:

Disponibles: 7
Dañados: 0
Desaparecidos: 0
Prestados: 0

Título: Autor: Editorial: Edición:

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:

Nombre del titular: Número de la tarjeta: Código de seguridad: Vencimiento:

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.

Registrar Devolución

Prestamos del cliente:

	nro. Prestamo	Fecha de devolución	Fecha a devolver	Título de libro
▶	10	20/1/2025	10/1/2025	1984
	11	25/2/2025	15/2/2025	1984
	12	11/3/2025	1/3/2025	El Principito
	13	17/11/2025	20/3/2025	1984
	14	17/11/2025	1/2/2025	Cien Años de Soledad

DNI Cliente: Estado del libro:

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.

Registrar sanción

Razón:

Descripción:

Prestamos de

	nro. Prestamo
	41
	42
▶	43

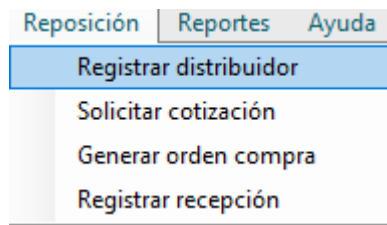
DNI Cliente:

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

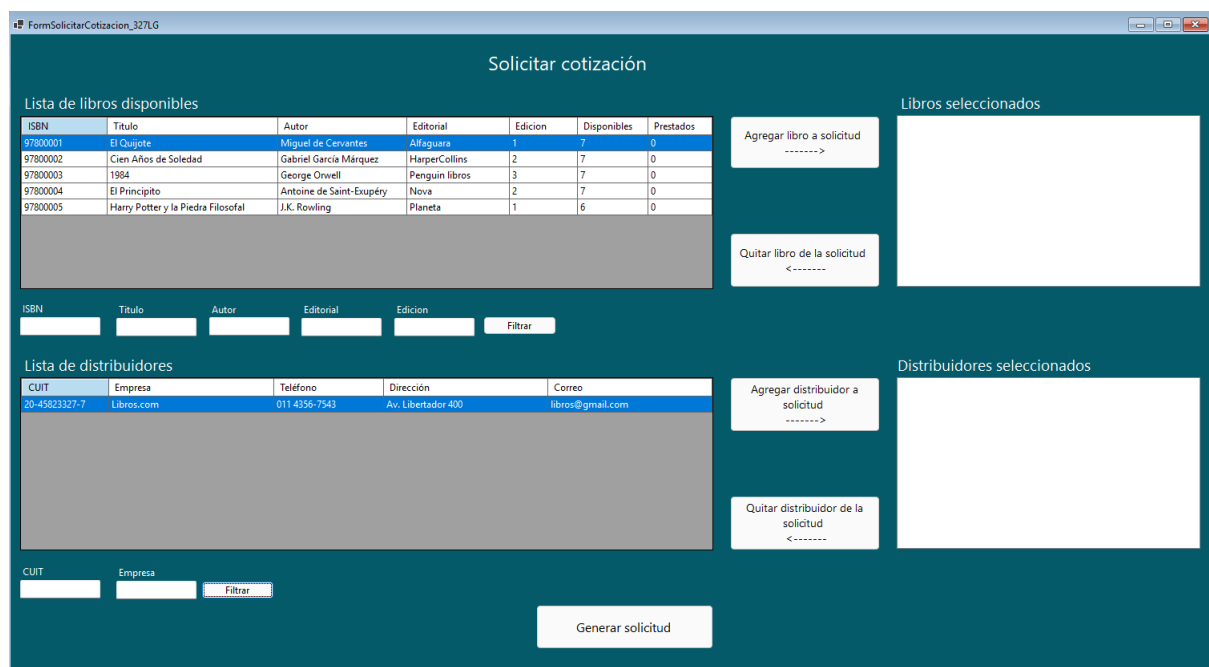
And thus, we will have finished with the return registration.

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:



ISBN	Título	Autor	Editorial	Edición	Disponibles	Prestados
97800001	El Quijote	Miguel de Cervantes	Alfaguara	1	7	0
97800002	Cien Años de Soledad	Gabriel García Márquez	HarperCollins	2	7	0
97800003	1984	George Orwell	Penguin libros	3	7	0
97800004	El Principito	Antoine de Saint-Exupéry	Nova	2	7	0
97800005	Harry Potter y la Piedra Filosofal	J.K. Rowling	Planeta	1	6	0

CUIT	Empresa	Teléfono	Dirección	Correo
20-45623327-7	Libros.com	011 4396-7943	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.

FormGenerarOrdenCompra_327LG

Generar orden de compra

Lista de solicitudes:

Nro Solicitud	Distribuidor	Fecha	Articulos
20251117-001	Libros.com	17/11/2025	2

Libros de la solicitud:

ISBN	Titulo	Autor	Editorial	Edicion	Cantidad	Precio Unit.	Subtotal
------	--------	-------	-----------	---------	----------	--------------	----------

Seleccionar Cancelar

Cantidad Precio unitario Actualizar Eliminar

Generar orden

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.

FormGenerarOrdenCompra_327LG

Generar orden de compra

Lista de solicitudes:

Nro Solicitud	Distribuidor	Fecha	Articulos
20251117-001	Libros.com	17/11/2025	2

Libros de la solicitud:

ISBN	Titulo	Autor	Editorial	Edicion	Cantidad	Precio Unit.	Subtotal
97800003	1984	George Orwell	3	Penguin libros	5	\$ 10.000,00	\$ 50.000,00
97800004	El Principito	Antoine de Saint-Ex...	2	Nova	0	\$ 0,00	\$ 0,00

Seleccionar Cancelar

Cantidad 5 Precio unitario 0 Actualizar Eliminar

Generar orden

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.

FormPagarOrdenCompra_327LG

Pagar orden de compra

CUIT CBU Banco Monto a pagar

20-45823327-7 | | 50000

Nombre del titular Número de la tarjeta Código de seguridad Vencimiento

| | | |

Cobrar

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.

The screenshot shows a web application window titled 'FormRegistrarRecepcion_327LG'. The main heading is 'Registrar recepción'. There are two main sections: 'Ordenes de compra:' and 'Libros de la orden:'. The 'Ordenes de compra:' section has a table with columns: Nro Orden, Fecha, Distribuidor, Total, and Estado. It shows one order: 20251117-001, dated 17/11/2025, from Libros.com, with a total of 50000,00 and status 'Solicitado'. Below the table are 'Seleccionar' and 'Cancelar' buttons. The 'Libros de la orden:' section has a table with columns: ISBN, Título, Cant. Pedida, Cant. Recibida, and Cant. Ingresar. It is currently empty. Below this table is a 'Cantidad a ingresar' input field and an 'Actualizar' button. At the bottom center is a 'Registrar recepción' button.

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

ISBN	Título	Cant. Pedida	Cant. Recibida	Cant. Ingresar
------	--------	--------------	----------------	----------------

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

This screenshot shows the same form after selecting the purchase order. The 'Ordenes de compra:' table remains the same. The 'Libros de la orden:' table now contains one entry: ISBN 97800003, Título 1984, Cant. Pedida 5, Cant. Recibida 0, and Cant. Ingresar 0. The 'Cantidad a ingresar' input field now has the value '0'. The 'Actualizar' button is still present. The 'Registrar recepción' button is at the bottom.

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

ISBN	Título	Cant. Pedida	Cant. Recibida	Cant. Ingresar
97800003	1984	5	0	0

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.

The screenshot shows a menu with the title 'Reportes' and a sub-menu 'Ayuda'. The main menu has three items: 'Factura', 'Orden de compra', and 'Reporte inteligente'.

- 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.

FormReporteFactura_327LG

	NumeroFactura	Fecha	Monto	DNI_Cliente	ISBN_Libro
▶	1	17/11/2025 10:38	15000,00	45823327	97800002
	2	17/11/2025 18:57	2000,00	45823327	97800005
	3	17/11/2025 18:59	1000,00	45823327	97800005

FormReporteOrdenCompra

Reporte de ordenes de compra

NroOrden	Fecha	Distribuidor	Total	Estado
20251117-001	17/11/2025 19:18	Libros.com	50000,00	Entregado

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**.

FormReporteInteligente_327LG

Reporte inteligente

Generar reporte inteligente

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.