

Library Management System

User Manual

Collection Management

➤ Add a New Material / Collection

1. Click **List** tab.
2. Click **Add New Collection** button.
3. A **form** will appear for you to fill up the needed information.

Dashboard

Library Management System

Dashboard

Collection Management

Dashboard / Collection Management

Collection Management

Update Delete Add New Collections Refresh List

Category: Select material Search:

Accession	Title	Author	Publisher	Subject	Department	Status
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3.

Accession: 20230425104356

Title:

Author:

Publisher:

Language:

Subject:

Category:

Department:

Location:

Date Publish: Tuesday , April 25, 2023

Quantity: 0 Pages: 0

Save Clear

1.

List

Logout

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Category: Select material

This feature is to filter the category of the collections in the table, either book, article, archives etc.

Search:

You search specific collection using this search bar.



This feature enables you to see the full details of the collection.

➤ Delete Material / Collection

1. Click **Delete button**
2. A **confirmation message** will appear where you need to choose “yes” or “no”.

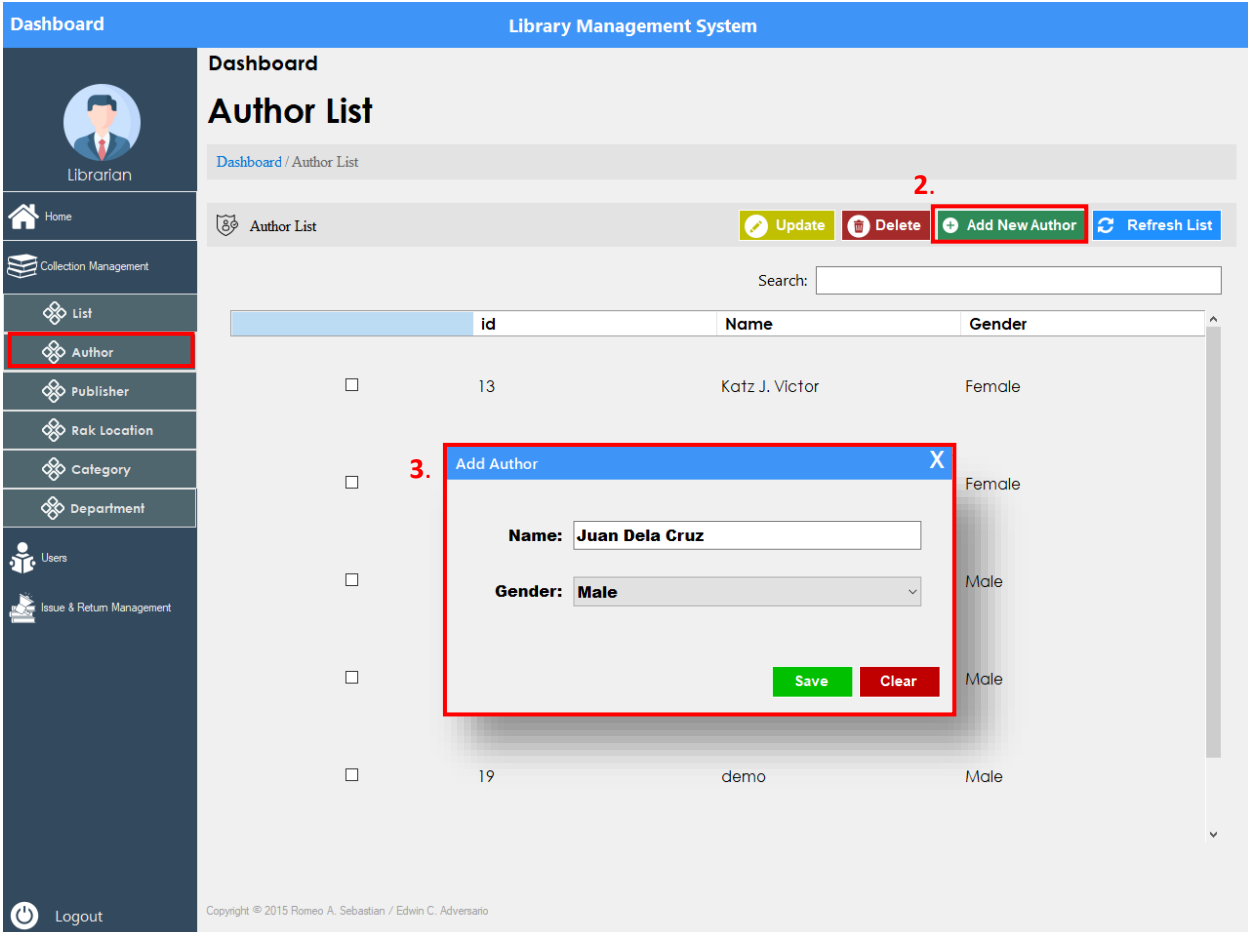


Note: you can only delete a material if the status is “Not Available”.

➤ Add a New Author

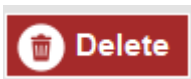
1. Click the **Author** tab.
2. Click **Add New Author** button.
3. A **form** will appear where you need to put the information needed.

1.

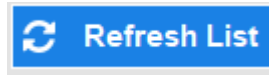


The screenshot shows the 'Author List' page in a 'Library Management System'. On the left is a sidebar with a 'Librarian' profile and navigation links: Home, Collection Management, List, Author (highlighted with a red box and labeled '1.'), Publisher, Rak Location, Category, Department, Users, and Issue & Return Management. At the bottom of the sidebar is a 'Logout' button. The main content area has a header 'Dashboard' and 'Author List'. Below the header is a breadcrumb 'Dashboard / Author List'. A toolbar contains buttons for 'Update', 'Delete', 'Add New Author' (highlighted with a red box and labeled '2.'), and 'Refresh List'. Below the toolbar is a search bar. A table lists authors with columns 'id', 'Name', and 'Gender'. The table has five rows, with the first row containing '13', 'Katz J. Victor', and 'Female'. A modal window titled 'Add Author' (labeled '3.') is open in the foreground, containing a 'Name' field with 'Juan Dela Cruz' and a 'Gender' dropdown menu set to 'Male'. At the bottom of the modal are 'Save' and 'Clear' buttons. The footer of the page includes a copyright notice: 'Copyright © 2015 Romeo A. Sebastian / Edwin C. Adversario'.

	id	Name	Gender
<input type="checkbox"/>	13	Katz J. Victor	Female
<input type="checkbox"/>			Female
<input type="checkbox"/>			Male
<input type="checkbox"/>			Male
<input type="checkbox"/>	19	demo	Male



This button is for deleting author in the



This button is manually refreshing the table, when you add or delete.

Add New Publisher

1. Click the **Publisher** tab.
2. Click the **Add new Publisher** button.
3. A **form** will appear where you need to put the information needed.

Dashboard Library Management System

Dashboard

Publisher List

Dashboard / Publisher List

Update Delete Add New Publisher Refresh List

Search:

	id	Name	Gender
<input type="checkbox"/>	14	Boss Apo	Male

1. Publisher

3. Add Publisher

Name: Arthur Nery

Gender: Male

Save Clear

Prev Page 1 of 4 Next

Logout

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This button is for deleting publisher in the table.



This button is manually refreshing the table, when you add or delete.

Issue and Return Management

➤ Return Material

1. Click **Issued List** tab.
2. Select the specific **library Id** using checkbox.
3. Then click **Return** button.

Dashboard Library Management System

Dashboard

Manage Issued List


Dashboard / Manage Issued List

Manage Issued List

3. [Return](#) [Refresh List](#)

Search:

2.	Library_ID	User	Accession	Status
<input type="checkbox"/>	11-03312023152146	Charlie Gutierrez	20230403120616	OUT
<input type="checkbox"/>	11-03312023152146	Charlie Gutierrez	20230403120830	OUT

< Back Next > 

Logout

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This button is to see the full issued details of the account.

➤ Request Onsite

1. Click **Request Onsite** tab.
2. Select a **material** using check box.
3. Then click **Issue Book** button.
4. **Form** will appear where you need to search the **library Id** of the student.

The screenshot displays the 'Library Management System' dashboard. The sidebar on the left contains a 'Librarian' profile and navigation tabs: Home, Collection Management, Users, Issue & Return Management, Issued List, **Request On-site** (highlighted with a red box and labeled '1.'), Request Online, and Return List. The main content area is titled 'Issue Management' and includes a search bar and two buttons: 'Issue a Book' (highlighted with a red box and labeled '3.') and 'Refresh List'. Below these is a table with columns: Accession, Title, Author, Department, and Available. The first row of the table is highlighted with a red box and labeled '2.', showing an accession number of 20230403120616 for 'American world lit...' by Paul Giles in the 'School Of Education' department. A modal window titled '+ Issue Book' (labeled '4.') is open, featuring a 'User Id' dropdown menu, a 'Usertype' text input, and a 'label2' field containing the value '20230403120616'. The modal has 'Save' and 'Close' buttons at the bottom.

Accession	Title	Author	Department	Available	
<input type="checkbox"/>	20230403120616	American world lit...	Paul Giles	School Of Education	1

Search:

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Search:

You can also search the material or any collection that you need to find using this search bar.

➤ Request Online

1. Click **Request Online** tab.
2. Select a **request** in the table using check box.
3. Then click either "**Reject**" or "**Approve**".

Dashboard Library Management System

Librarian

Home

Collection Management

Users

Issue & Return Management

Issued List

Request On-site

1. Request Online

Return List

Logout

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Dashboard Requested List

Dashboard / Requested List

Requested List

3. Reject Approve Refresh List

Search:

2.	Id	Accession	requestedBy	dateRequest	statusRequest
<input type="checkbox"/>	2	20230403120830	Jemille	2023-04-19	REJECTED
<input type="checkbox"/>	3	20230403121333	Jemille	2023-04-19	APPROVED

➤ Return List

1. Click **Return list** tab.
2. **Select** the data you desire.
3. Click the **eye** icon to see the full details of the data.

Dashboard Library Management System

Dashboard

Return Material Management

Dashboard / Manage Return Materials

Manage Return Materials Delete Refresh List

Search:

2.	Id	Library_ID	User	Title	Status
<input type="checkbox"/>	1	11-03042023153842	Jemille	A Conceptual intr...	RETURNED
<input type="checkbox"/>	2	11-03042023153842	Jemille	3D game animati...	RETURNED
<input type="checkbox"/>	3	11-03032023174556	Renzelle Apolinario	American world lit...	RETURNED
<input type="checkbox"/>	4	11-03032023174556	Renzelle Apolinario	A Conceptual intr...	RETURNED
<input type="checkbox"/>	5	11-04142023143149	Example3	American world lit...	RETURNED

1. Return List

3. 👁

Logout

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If you want to delete a data, you need to select a data in the table then click this delete button.