**User Guide - Steps**

1. **Librarian Login:**

Open <http://localhost/welcome.php> in chrome browser.

Username: root

Password: root

Click Login button. This will show list of options available

1. **Search for a book:**

Click on ‘Book Search’ menu.

Fill the input form.

You can search with ISBN and/or Book Title and/or Author Name

By clicking on HomePage link, you can go back to menu page.

1. **Manage book loans**

Click on ‘Book Loan” menu.

1. Check out a book

Click on Check-out option.

Book ISBN & borrower id needed to check out a book

1. Check-in a book

Click on Home Page link

Click on ‘Book Loan” menu.

Click on Check-in option.

Book ISBN & borrower id needed to check in a book

1. **Check fine amount:**

Click on Fine Management menu

Enter Card id or borrower name or loan id to check fine amount