

An abstract graphic featuring three blue circles of varying sizes. The largest circle is in the top right, a medium-sized one is in the center, and another large one is in the bottom right. Two thin, light blue diagonal lines cross the page, one from the top left to the center and another from the top right to the bottom right.

# **Book Management**

User Manual

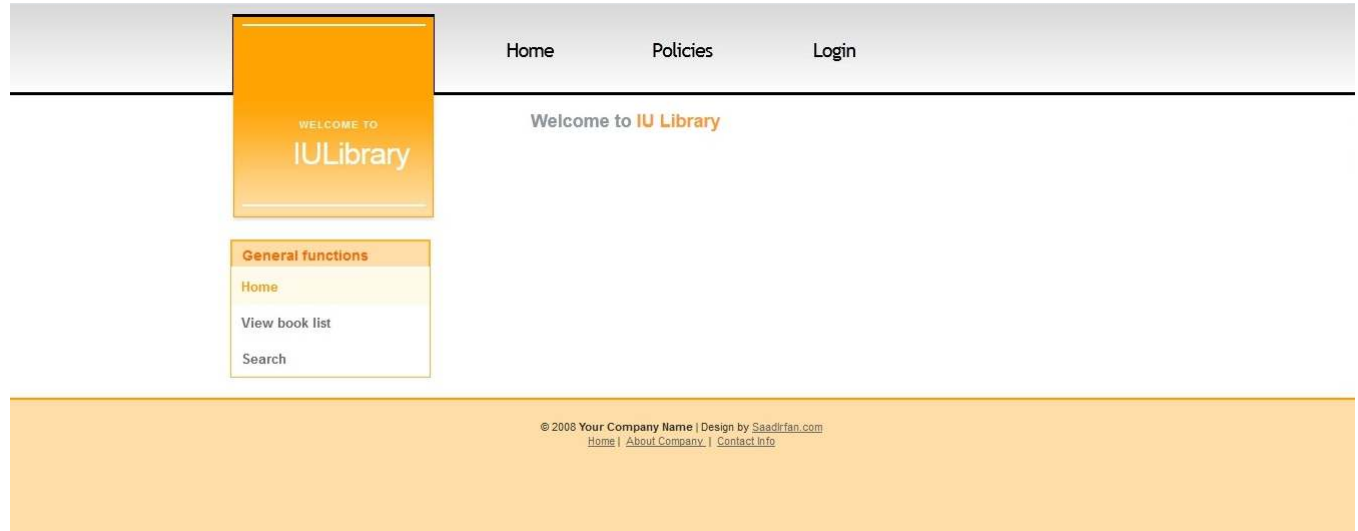
**11/19/2012**

# User Guides

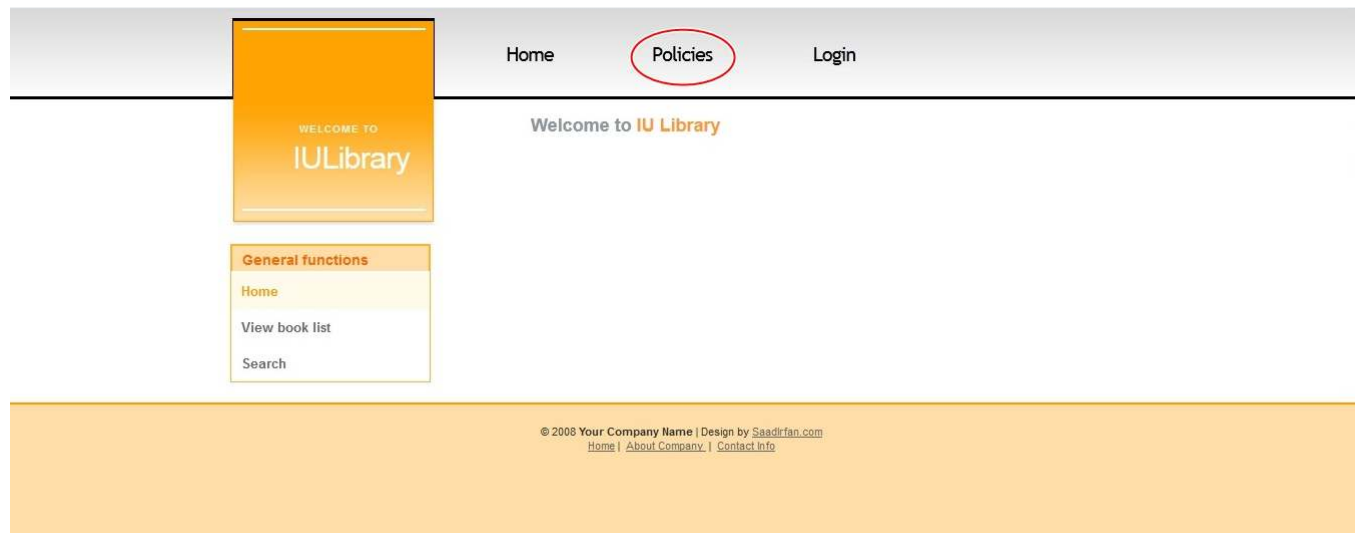
## 1 General Functions

### 1.1 View library policies

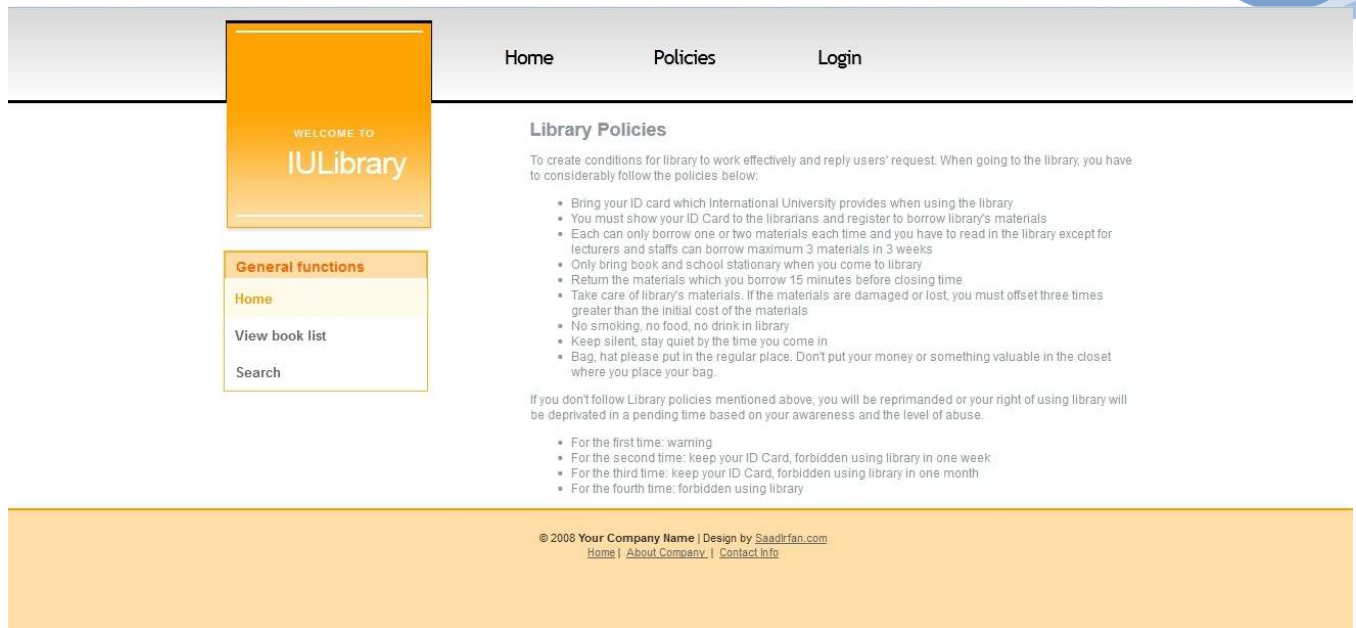
**Step1:** Open the web browser and go to <http://library.hcmiu.edu.vn>



**Step 2:** Click on 'Policies' on the top bar

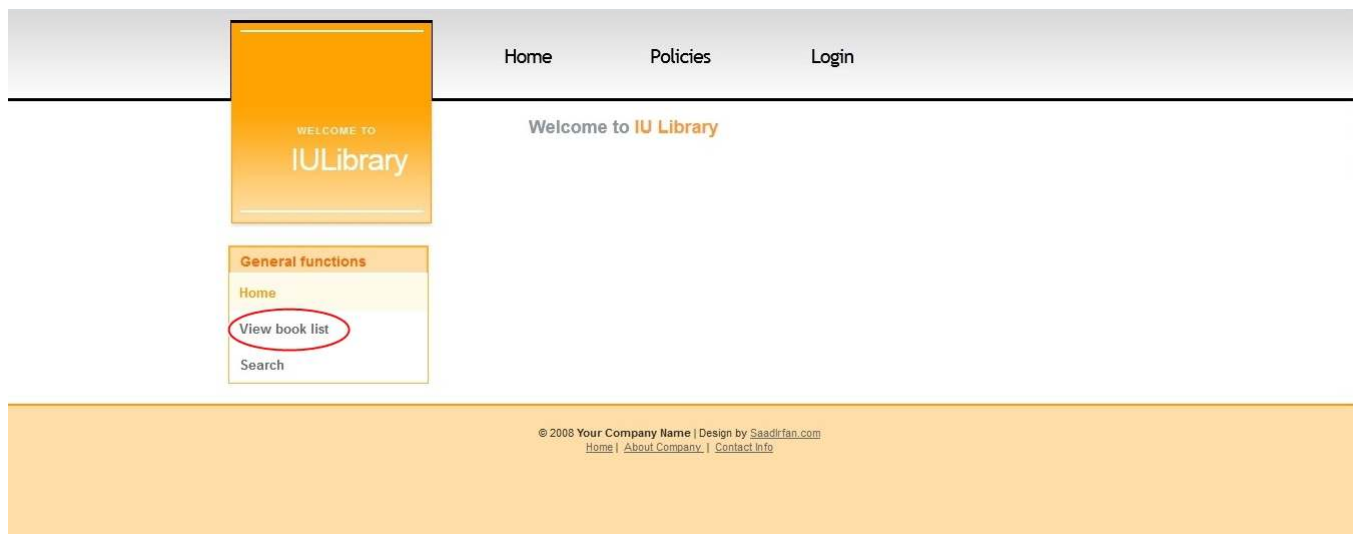


Then, library policies will display on the screen like below.



## 1.2 View book list

**Step 1:** Click on the 'View book list' function on the left side bar to view all the books that library has.



The book list will display after you perform this action like below.

Book List	
Book name:	Agile Project Management: Creating Innovative Products
Book name:	Agile Software Development with Scrum (Series in Agile Software Development)
Book name:	Basic Electronics Engineering
Book name:	Biotechnology for Beginners
Book name:	Biotechnology: Demystifying the Concepts
Book name:	Designing For iPhone
Book name:	Financial Modeling
Book name:	Gone with the wind
Book name:	Harry Potter and the Deathly Hallows
Book name:	Introductory Econometrics for Finance
Next	

**Step 2:** Click on the book title if view the information of the book. The detail page will display after that.

Book Detail	
ID:	18
Name:	Agile Software Development with Scrum (Series in Agile Software Development)
Author:	Ken Schwaber
Category:	Textbook
Major:	IT
Year:	2001
Quantity:	15
Remainder:	13
Book Summary	
"The description of empirical vs. defined process is worth the price alone."	

## 1.3 Search

**Step 1:** Click on the 'Search' function on the left side bar to search for a book you want.

General functions
Home
View book list
Search

**Step 2:** Then a form will show up and you need to fill in the form in order to find the book you want. Then the result will display after you click 'Search' button. If there are books have the similar attributes that you input, the list will show up.



A search form titled "Search?" with four input fields: "Book Name", "Author", "Category" (a dropdown menu), and "Major" (a dropdown menu). Below the fields is a "search" button.

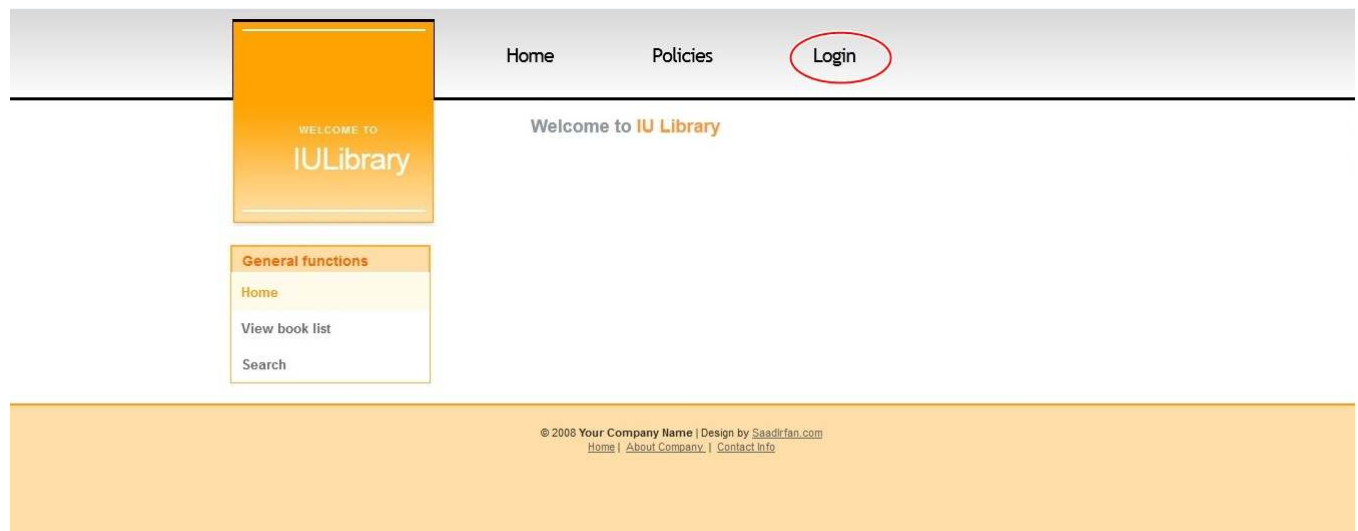
If there are no books have the similar attributes that you input, a message will inform you that the library doesn't have the book you want.



A message box titled "Search Result" containing the text "Book not found!!!".

## 1.4 Login

**Step 1:** Click on 'Policies' on the top bar



**Step 2:** The login box will show up and you need to fill in the box with the account that OAA generated for you if you are an IU student or you can input the special account which is generated for only librarian.



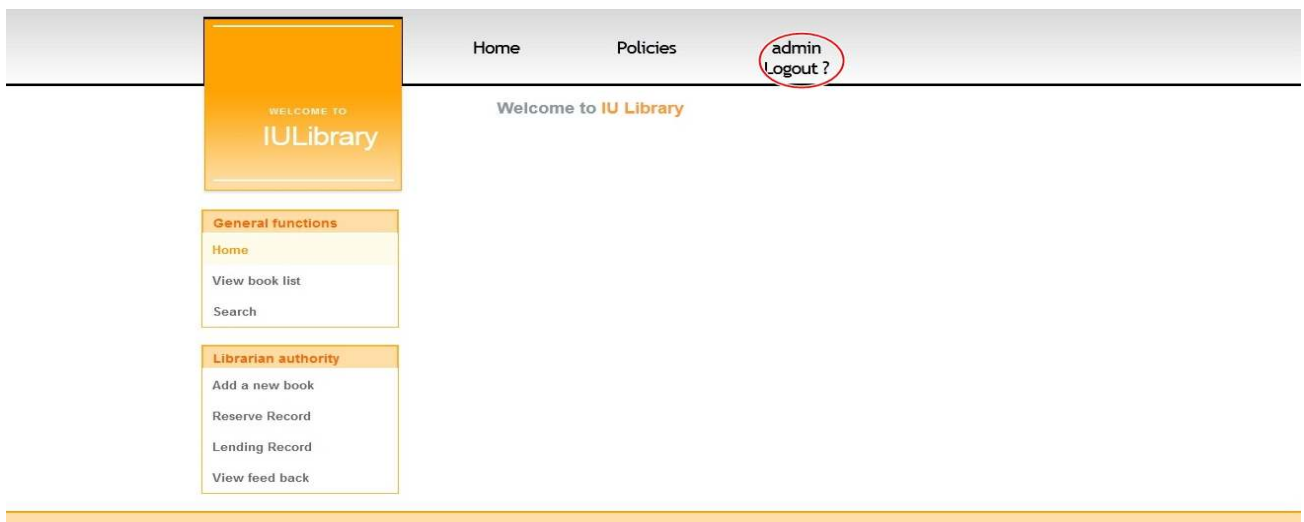
A login form with an orange header bar containing the text "Login?". Below the header are two input fields: "User name" and "Password". A "Login" button is positioned below the "Password" field.

If you enter wrong username or password, there will be an alert for you. You can click 'Try' to reenter your account again.



An alert box with an orange header bar containing the text "Wrong ID or password". The main content area displays "You login failed" and a "Try again" button, where the word "Try" is circled in red.

**Step 3:** If you want to log out, click on 'Logout' on the top bar.



A screenshot of the IU Library website interface. At the top is a navigation bar with links for "Home", "Policies", and "admin Logout ?" (the latter is circled in red). Below the navigation bar is a large orange box with the text "WELCOME TO IU Library". To the left of the main content area is a sidebar with two sections: "General functions" (containing links for "Home", "View book list", and "Search") and "Librarian authority" (containing links for "Add a new book", "Reserve Record", "Lending Record", and "View feed back"). The main content area displays "Welcome to IU Library".

There will be a message to confirm your logout.

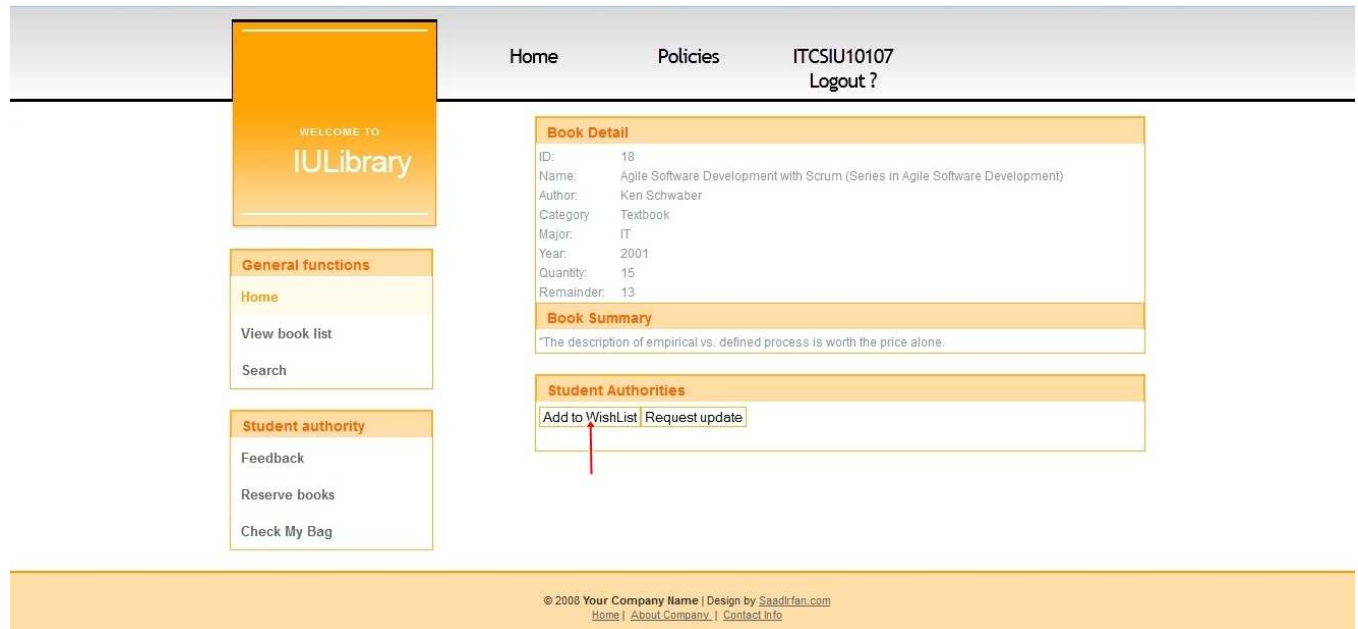


A confirmation message box with an orange header bar containing the text "Log out". The main content area displays "You have signed out".

## 2 Student Functions

### 2.1 Reserve a book

**Step 1:** After logging with your Student account, go to the book detail page. There will be 'Add to Wish List' button for you to put the book you want into your Wish list.



If you already have the book in your Wish list or you have borrowed, there will be an alert for you.



**Step 2:** Choose 'Reserve books' in Student authority box to see your wish list as well as your reservation



**Step 3:** The reserve page will display like below. If you want to borrow the book, click 'Reserve'. If you want to cancel, click 'Remove reservation'

Wish List			
Book ID	Book Name	Book Remainder	Action
17	Agile Software Development, Principles, Patterns, and Practices	0	Out of order
11	Harry Potter and the Deathly Hallows	17	<b>Reserve</b>

Reserved List				
Book Name	Reserved Date	Author	Major Category	Action
Agile Project Management: Creating Innovative Products	2012-11-18	James A. Highsmith	IT Textbook	<b>Remove reservation</b>

If you haven't reserved any book or add any books to your Wish List yet, there will be an announcement for you.

Wish List
You have not add any book in Wish List

Reserved List
You have not reserve any book

## 2.2 Check my bag

Choose 'Check My Bag' on the side bar to see which book you are keeping.

Student authority
Feedback
Reserve books
<b>Check My Bag</b>



The page will show the book, return day for you information.

Student's Bag							
StudentID	Book ID	Book Name	Date Borrow	Date Return	Author	Major Category	
ITCSIU10107	21	Biotechnology for Beginners	2012-11-10	2012-11-12	Reinhard Renneberg, Arnold L. Demain	BT	Reference

## 2.3 Request update and recommend book

**Step 1:** Go to book detail page and click on 'Request update'

Student Authorities	
Add to WishList	Request update

Or click on Feedback on the side bar

Student authority
Feedback
Reserve books
Check My Bag

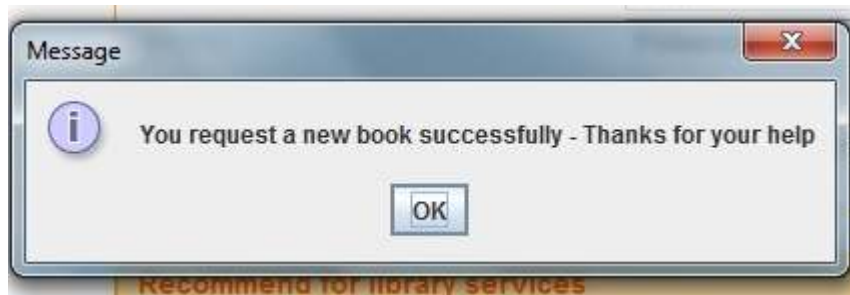
**Step 2:** Fill in the feedback form after the feedback page display and then click 'Send the update'

Book Detail	
ID:	18
Name:	Agile Software Develo
Author:	Ken Schwaber
Category:	Textbook
Major:	IT
Year:	2001
Book Summary	
<p>"The description of empirical vs. defined process is worth the price alone.</p>	
<p>Send the update</p>	

**Request New Book**  
Name of the book:   
Author:   
Category:   
Major:

**Recommend for library services**  
Feedback:

A message will announce that your feedback is already stored



### 3. Librarian Functions

#### 3.1 Add a book

**Step 1:** After logging with your Librarian account, click on 'Add a new book' function.

**Librarian authority**

**Step 2:** Fill in the form and press 'addNewBook'

**Book Details**

Book Name  Check-[Search](#) first to sure this is new!

Author

Category **Textbook** ▼

Major **IT** ▼

Year

Quantity  Required/Only number is acceptable

Remainder  Require/Only number is acceptable - Must be the same with quantity

**Summary**

**addNewBook** **Reset**

If the book is already had. Only the quantity of this book increase, and it depend on the compare between name of the book you add.

Then it will show a successful message to inform you that the book has been added in database.

**You are successfully add a new book**

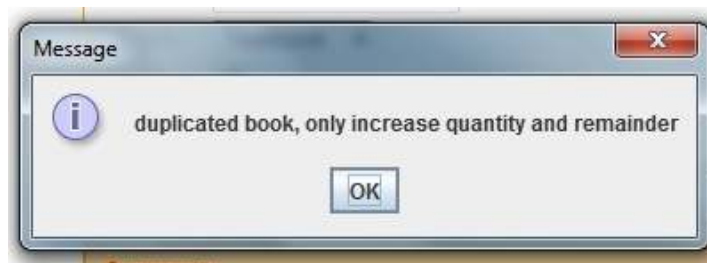
**Info of new book**

Name:	Naruto
Author:	MrZero
Category	Comic
Major:	FN
Year:	1999
Summary:	war of ninja
Quantity:	20
Remainder:	20

**Book Summary**

war of ninja

If the book is already in database, an alert will pop up to inform you.



### 3.2 Edit a book

**Step 1:** Go to book list page and click on 'Edit' beside the book title.

Book List			
Book name:	Agile Software Development, Principles, Patterns, and Practices	Remove	Edit
Book name:	Agile Project Management: Creating Innovative Products	Remove	Edit
Book name:	Agile Software Development with Scrum (Series in Agile Software Development)	Remove	Edit
Book name:	Basic Electronics Engineering	Remove	Edit
Book name:	Biotechnology for Beginners	Remove	Edit
Book name:	Biotechnology: Demystifying the Concepts	Remove	Edit
Book name:	Designing For iPhone	Remove	Edit
Book name:	Financial Modeling	Remove	Edit
Book name:	Gone with the wind	Remove	Edit
Book name:	Harry Potter and the Deathly Hallows	Remove	Edit
Next			

**Step 2:** Fill in the form and press 'Save'

Edit book		
Name:	Agile Project Management: Creating Innovative Products	Agile Project Manager
Author:	James A. Highsmith	James A. Highsmith
Category:	Textbook	Textbook ▾
Major:	IT	IT ▾
Year:	2009, 2th Edition	2009, 2th Edition
Quantity:	10	10
Remainder:	9	9
Book Summary		
<p>"Full of great tips for the agile manager. Useful for non-software projects as well,"</p> <p>"Full of great tips for the agile manager. Useful for non-software projects as well."</p>		
<div>Save</div>		

The changed details of book will display for you to check.

Book Detail After Editing	
Name:	Agile Project Management: Creating Innovative Products
Author:	James A. Highsmith
Category:	Textbook
Major:	IT
Year:	2009, 2th Edition
Quantity:	10
Remainder:	9
Book Summary	
"Full of great tips for the agile manager. Useful for non-software projects as well."	

### 3.3 Remove a book

**Step 1:** Go to book list page and click on 'Remove' beside the book title.

Book List		
Book name:	Harry Potter and the Deathly Hallows	Remove Edit
Book name:	Introductory Econometrics for Finance	Remove Edit
Book name:	MVC model	Remove Edit
Book name:	Naruto	Remove Edit
Book name:	Popular Science	Remove Edit
Book name:	Principles of Corporate Finance	Remove Edit
Book name:	Sherlock Holmes	Remove Edit
Book name:	Shin - cau be but chi	Remove Edit
Book name:	Slanted Magazine The Stimulus Issue	Remove Edit
Book name:	software	Remove Edit
Previous	Next	

**Step 2:** Choose 'Yes' to confirm that you want to remove the unused book.

### Confirmation

Are you sure about delete this book

ID:	17
Name:	Agile Software Development, Principles, Patterns, and Practices
Author:	Robert C. Martin
Category:	Textbook
Major:	IT
Year:	2002
Summary:	"Jolt-Award winning book, chock-full of great advice and code."
Quantity:	20
Remainder:	0
	<input checked="" type="button" value="yes"/> <input type="button" value="no"/>

And here is the result

**You are successfully remove this book**

### 3.4 Lending a book

**Step 1:** Click on 'Reserve Record' on the side bar.



**Step 2:** Input Student ID to view the record and press 'Lend book'

**Announcement**  
 We have 1 record that overdate

**Put the ID number here**  
 View Reservation

**Reserved List**

Student ID	Book Name	Date Reserve	Author	Major Category	Action
ITCSIU10107	Agile Project Management: Creating Innovative Products	2012-11-18	James A. Highsmith	IT Textbook	Lend book

**Step 3:** If student hasn't have a reservation yet but he wants to borrow a book, go to book detail page and input his Student ID then press 'Lend at Court'

**Librarian Authorities**  
 Lend at court Student ID:

If the book is not available, librarian cannot perform this action.

**Librarian Authorities**  
 Out of order to lend

### 3.5 Return a book

**Step 1:** Click on 'Lending Record' on the side bar.

**Librarian authority**

Add a new book

Reserve Record

**Lending Record**

View feed back

**Step 2:** Input Student ID to view the record and press 'Return book'

**Announcement**

We have 2 record that overdate

Click [here](#) to see the list of that

**Put Information here**

Search by StudentID:

Search by Book Name:

**View Lending Record**

**Lend List**

StudentID	Book ID	Book Name	Date Borrow	Date Return	Author	Major Category	Action
ITCSIU10103	21	Biotechnology for Beginners	2012-11-18	2012-11-20	Reinhard Renneberg, Arnold L. Demain	BT Reference	<b>Return book</b>
ITCSIU10040	18	Agile Software Development with Scrum (Series in Agile Software Development)	2012-11-18	2012-11-20	Ken Schwaber	IT Textbook	<b>Return book</b>

### 3.6 View feedback

**Step 1:** Click on 'View Feedback' on the side bar.



**Librarian authority**

- Add a new book
- Reserve Record
- Lending Record
- View feed back**

**Step 2:** Choose the option to view the record and press 'View feedback'



**Choose the kind of feedback**

Request New Book ▼ View feedback

**Feedback list - Wrong attribute of book**

Student ID	Feedback
ITCSIU10107	You have wrong attribute at book with ID: 27 Name: Naruto Author: Mr.Nakiasawa Category: Manga Major: ALL Year: 1999 Summary: Fantatsic world with ninja in many village. Some powerfull jutsu