Book Management

User Manual
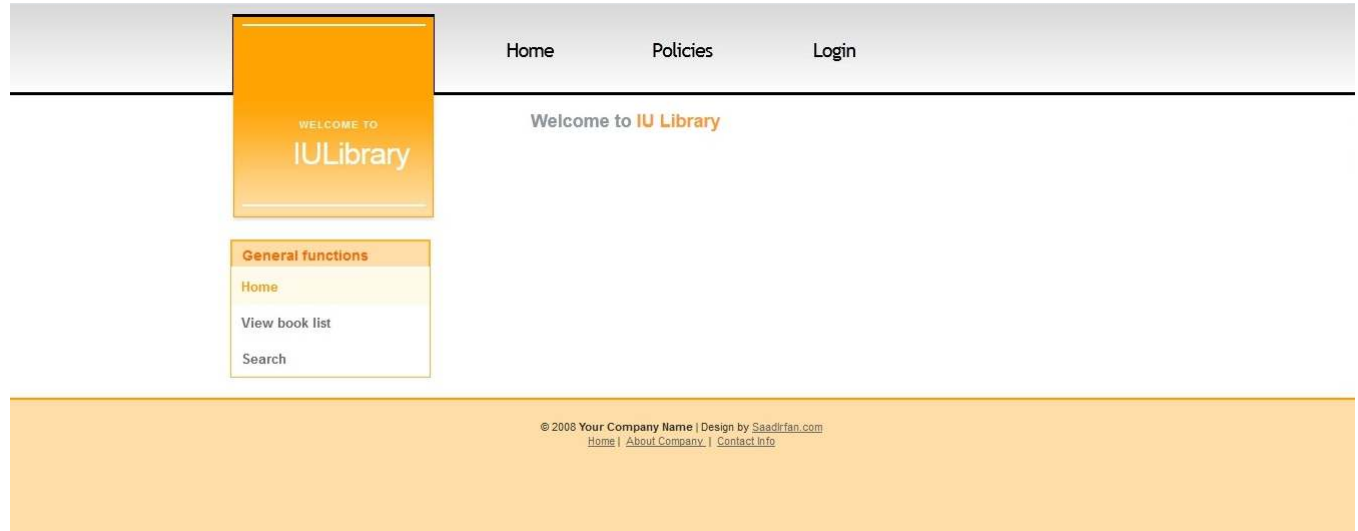
11/19/2012

User Guides

1 General Functions

1.1 View library policies

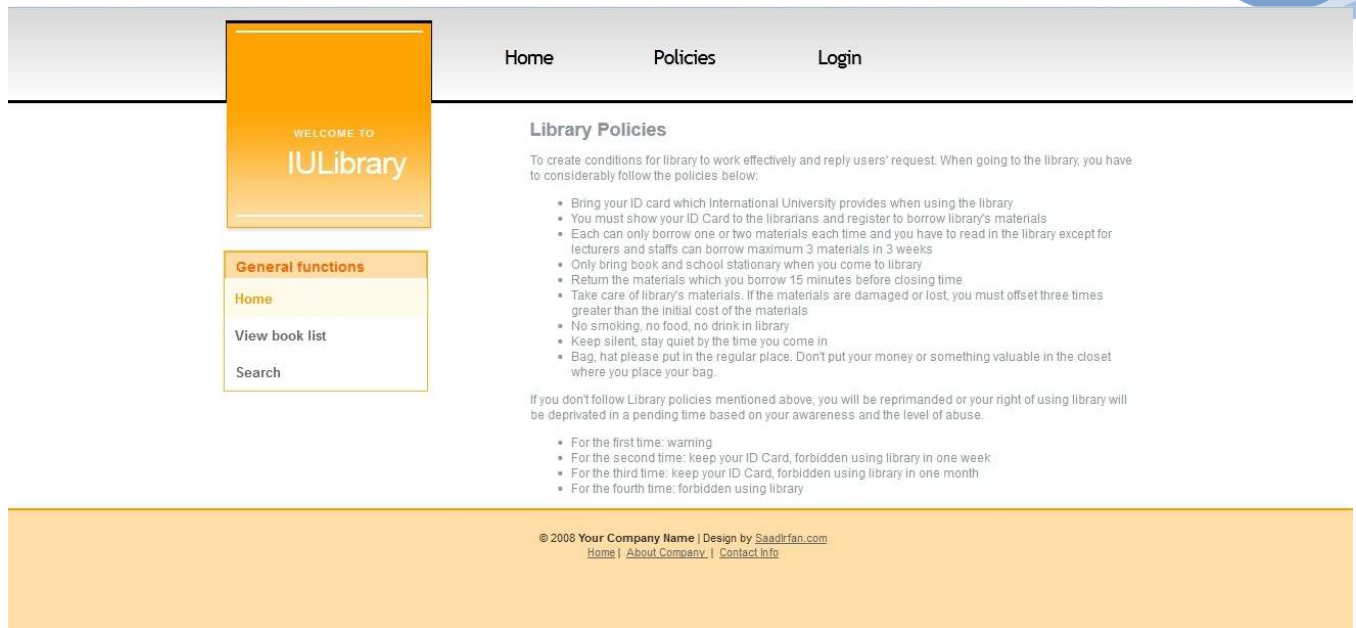**Step1:** Open the web browser and go to http://library.hcmiu.edu.vn
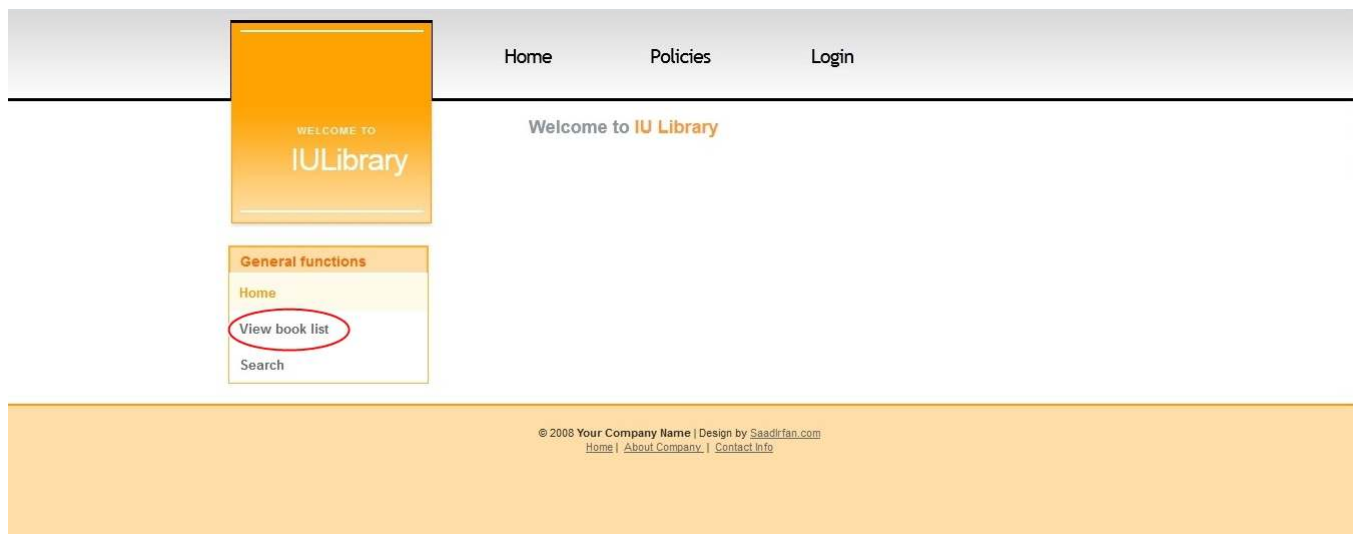

Step 2: Click on 'Policies' on the top bar
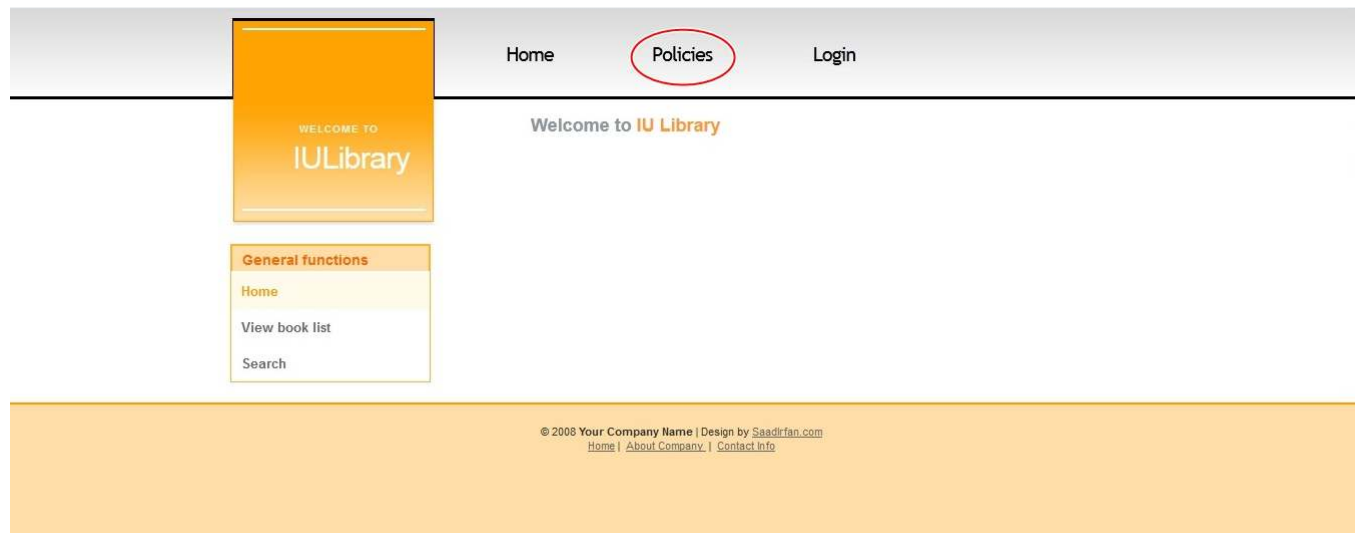
Then, library polices will display on the screen like below.

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.

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

1.3 Search

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

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.
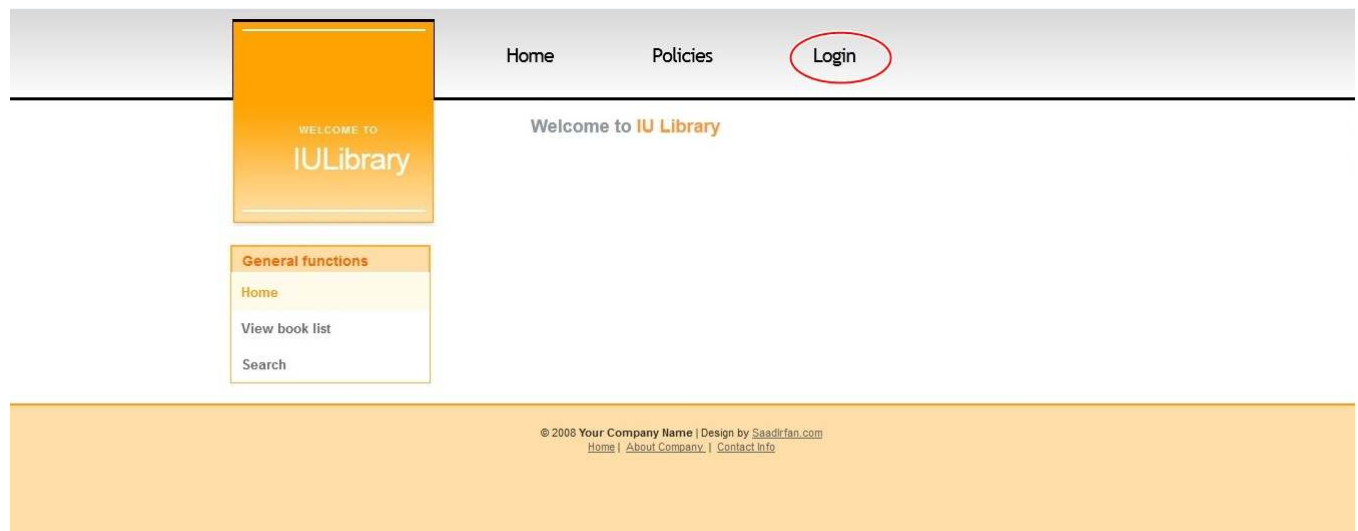

 If there are no books have the similar attributes that you input, a message will inform you that the library doesn't have the book you want.

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.
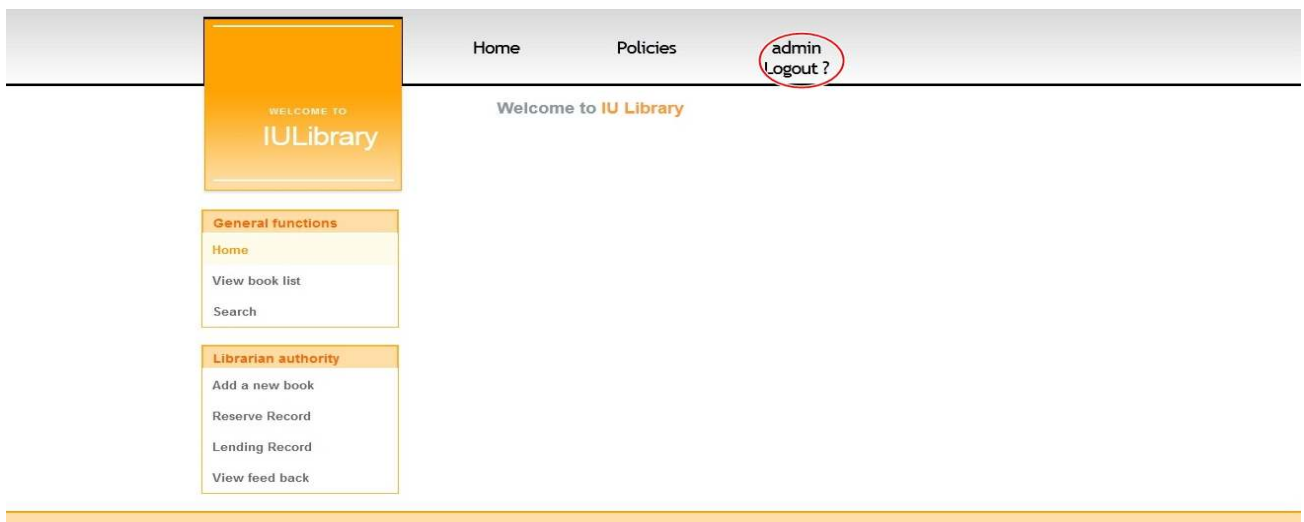

If you enter wrong username or password, there will be an alert for you. You can click 'Try' to reenter your account again.

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

There will be a message to confirm your logout.

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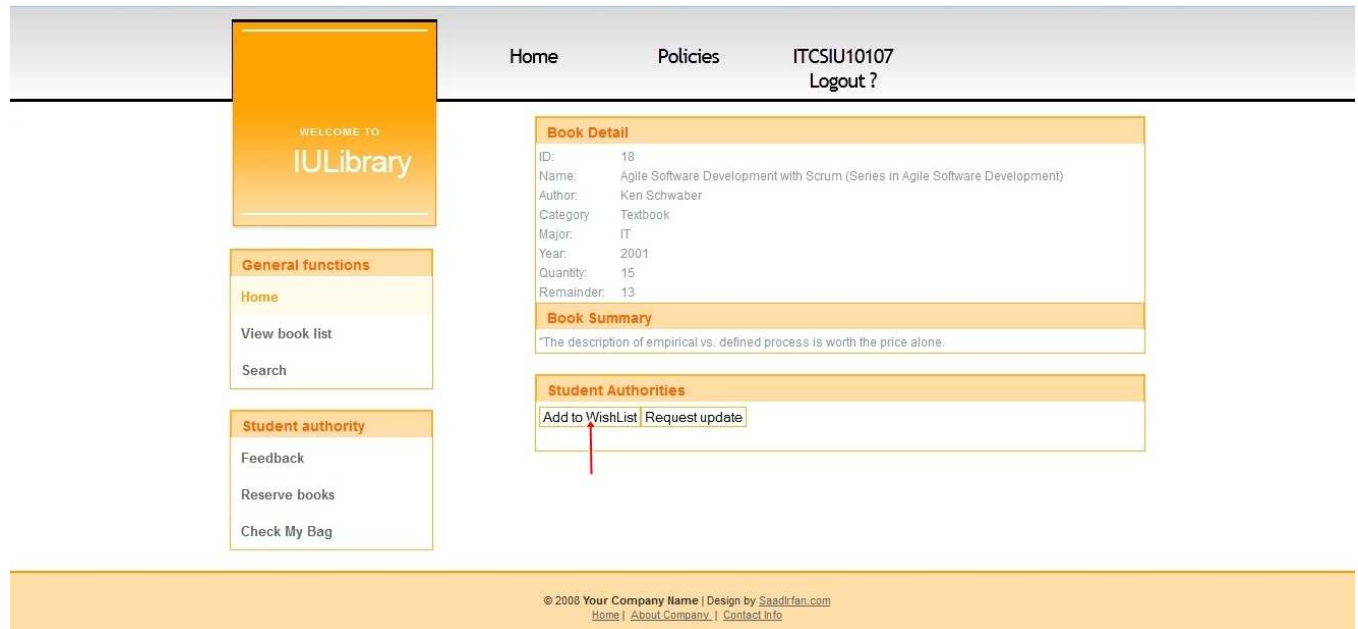
If you already have the book in your Wish list or you have borrowed, there will be an alert for you.

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'

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

2.2 Check my bag

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

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

2.3 Request update and recommend book

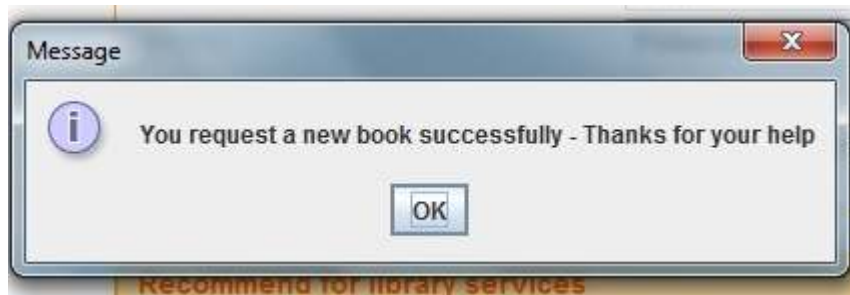**Step 1:** Go to book detail page and click on 'Request update'

Or click on Feedback on the side bar

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

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.

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

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

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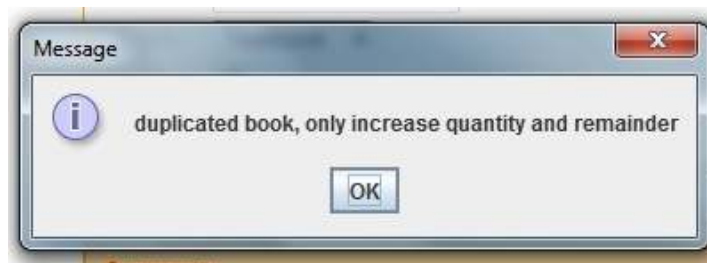
3.2 Edit a book

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

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

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

3.3 Remove a book

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

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

And here is the result

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'

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'

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

3.5 Return a book

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

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

3.6 View feedback

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

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