# User Guide

## Home

1. In the **center**, you have 2 buttons, select one to change between the specific windows depending on the button that you press.
2. Press the logout button in the **right top corner** to close the system.

If you have pressed the manager button you will have access to the next windows:

## Librarians

1. At the **top**, you have the navigation bar, if you select the home button you will go back to the home windows, and if you want to close the system press the logout button.
2. For adding a librarian, you must fill all the fields. Write the desired data and press the “Add Librarian” button.

Graphical user interface, text, application

Description automatically generated

1. After pressing the button, the added librarian will be displayed in the librarian list **on the right**
2. If you want to delete a librarian first select the librarian that you want to delete and press the button “Remove”.

Graphical user interface, text, application

Description automatically generated

If you have pressed the librarian button you will have access to the next windows:

## Home Librarian

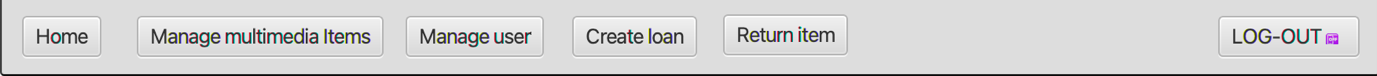
1. In the window you have 4 buttons select one to change between the different windows as a librarian.

Diagram, text

Description automatically generated

## Library User

1. At the **top**, you have the navigation bar, select one to change between the different windows as a librarian.



1. For adding a library user, you must fill all the fields. Write the desired data and press the “Add User” button.

Graphical user interface, text, application

Description automatically generated

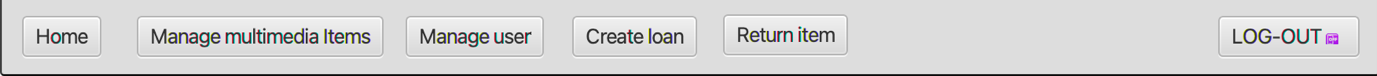
1. After pressing the button, the added library user will be displayed in the library user list **on the right.**
2. If you want to delete a library user first select the library user that you want to delete and press the button “Remove”.

Text

Description automatically generated

## Create Loan

1. At the **top**, you have the navigation bar, select one to change between the different windows as a librarian.



1. To create a loan first you must set the social security number (SNN). Write the social security number of the library user to whom you want to lend a multimedia item and press the “OK” button.

A picture containing shape

Description automatically generated

1. After pressing “OK” the name of the library user will be displayed. In the bottom left corner chose between “Book” or “Magazine” depending on what you want to lend.
2. If you press “Book” it will display a list of the available books. Select the desired book and press “Lend Book”.

Graphical user interface, text, application, chat or text message

Description automatically generated

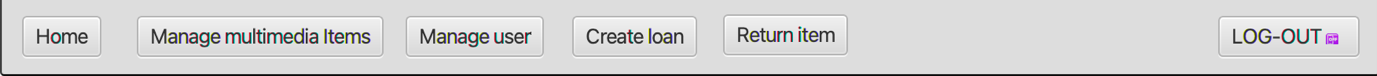
1. If you press “Magazine” it will display a list of the available books. Select the desired book and press “Lend Magazine”.

Graphical user interface, text, application, chat or text message

Description automatically generated

## Return Item

1. At the **top**, you have the navigation bar, select one to change between the different windows as a librarian.



1. To return a loan first you must set the social security number (SNN). Write the social security number of the library user to whom you want to return a multimedia item and press the “OK” button.

A picture containing shape

Description automatically generated

1. After pressing “OK” the name of the library user will be displayed. In the bottom left corner chose between “Book” or “Magazine” depending on what you want to return.
2. If you press “Book” it will display a list of the loaned books. Select the desired book and press “Return Book”.

Graphical user interface, text, application, chat or text message

Description automatically generated

1. If you press “Magazine” it will display a list of the loaned books. Select the desired book and press “Return Magazine”.

Graphical user interface, text, application, chat or text message

Description automatically generated

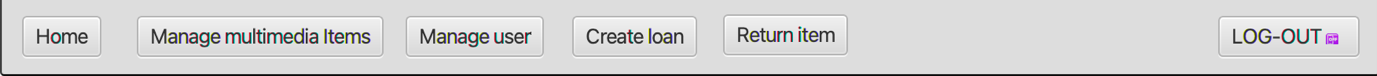
## Chose Item

1. In the **center**, you have 2 buttons, select one to change between the specific windows depending on the button that you press.
2. Press the logout button in the **right top corner** to close the system.

If you have pressed the “Books” button you will have access to the next window:

## Books

1. At the **top**, you have the navigation bar, select one to change between the different windows as a librarian.



1. For adding a book, you must fill all the fields. If you want to and a genre first, you must select the desired genre and press “Add Genre”. You can repeat this as many times as you want. Write the desired data and press the “Add Book” button.

Graphical user interface, application

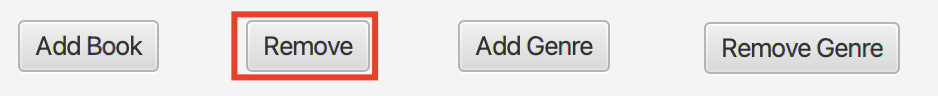
Description automatically generated

1. After pressing “Add Book”, the added book will be displayed in the book list on the right.

Graphical user interface, text, application

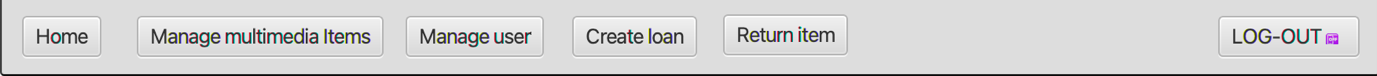
Description automatically generated

1. If you want to delete a Book first select the book that you want to delete and press the button “Remove”.



## Magazine

1. At the **top**, you have the navigation bar, select one to change between the different windows as a librarian.



1. For adding a Magazine, you must fill all the fields. Write the desired data and press the “Add Magazine” button.

Graphical user interface, text, application

Description automatically generated

1. After pressing “Add Magazine”, the added book will be displayed in the Magazine list on the right.

Graphical user interface, text, application

Description automatically generated

1. If you want to delete a Magazine, first select the magazine that you want to delete and press the button “Remove”.