

# RAMTHAR VENG YMA LIBRARY SOFTWARE DOCUMENTATION

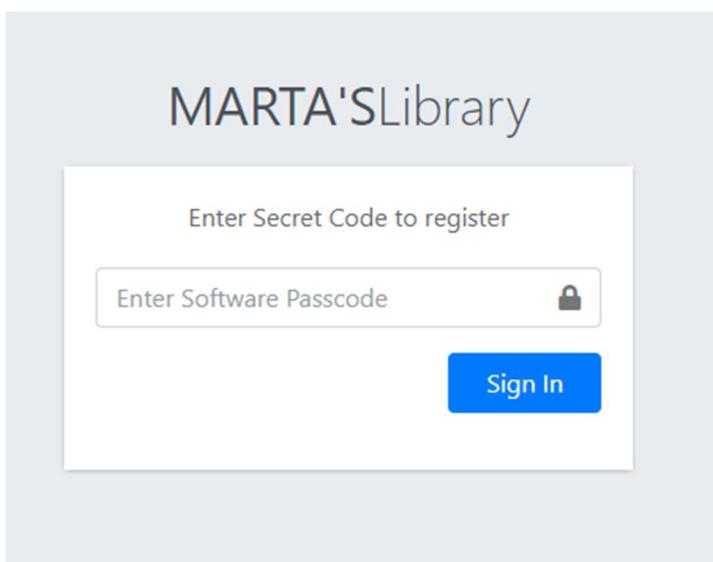
## USERS REGISTRATION & LOGIN

1. Login and Register page (Landing Page)



2. Registration Process :

When you click Register located Right Corner of landing page, you have to enter the Software code to proceed for users registration. Here you can create administrator's privileges only.



3. Users Registration:

Steps to create users:

- a) **Full name:** You have to select/choose user name and it will be used as Display Name.
- b) **Email:** You can use dummy or existing email addresses which have a correct email format (eg. [xxx@email.com](mailto:xxx@email.com)). This email address is used for login credentials.
- c) **Password:** You can create any word or phrase not less than 8 characters. This password is used for login credentials.
- d) **Retype Password:** You have to enter exactly the same as you have entered in the Password field.

Click on Register button to register the new users. Make sure Full Name and Email is not already registered.

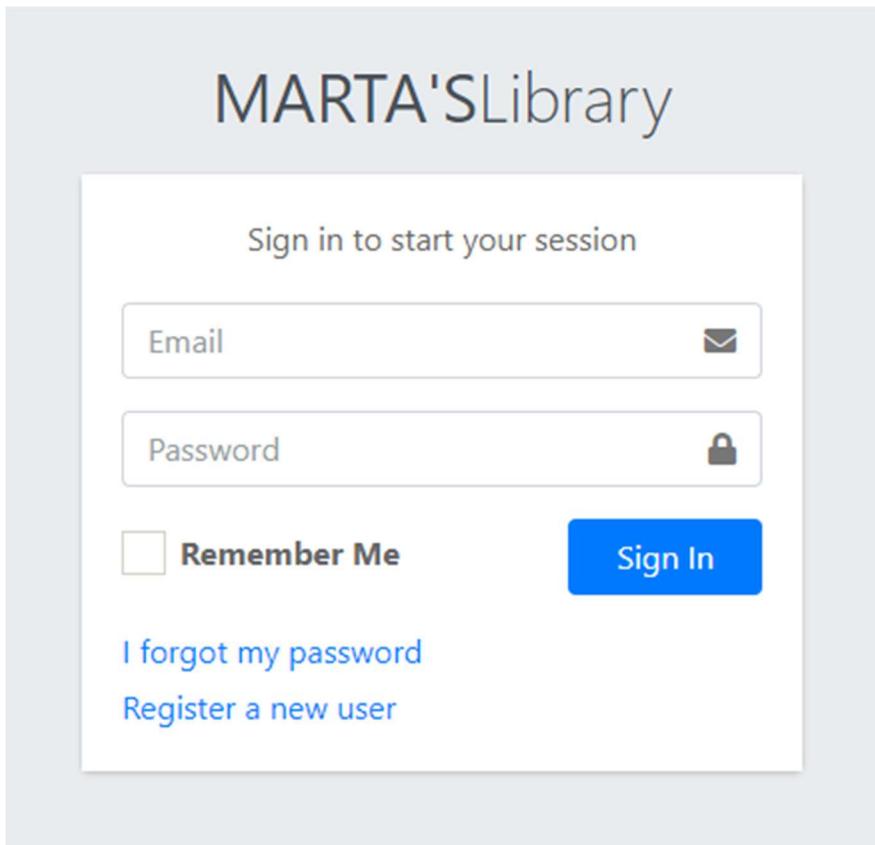
The screenshot shows a registration form titled "Register a new user (administrator)". The form consists of four input fields: "Full name" (with a person icon), "Email" (with an envelope icon), "Password" (with a lock icon), and "Retype password" (with a lock icon). Below the fields is a blue "Register" button. At the bottom left of the form, there is a link "I already have a membership". The background features the "MARTA'SLibrary" logo at the top.

4. Login:

When you click Login located Right Corner of landing page, you have to enter the details you have entered during Users Registration.

- a) **Email:** Enter your email address that you have entered during registration.
- b) **Password:** Enter your password that you have entered during registration.

- c) I forgot my password: When you forgot your password, you can retrieve through this link and provide a valid email address. **But this link is useable only when your domain have supported a mail services only.**



The image shows a login interface for 'MARTA'S Library'. At the top, the library's name is displayed in a large, dark font. Below it, a white rectangular box contains the login form. The form includes fields for 'Email' and 'Password', each accompanied by a small icon (envelope for Email and lock for Password). There is also a 'Remember Me' checkbox and a blue 'Sign In' button. Below the form, two links are visible: 'I forgot my password' and 'Register a new user'.

MARTA'S Library

Sign in to start your session

Email 

Password 

Remember Me Sign In

[I forgot my password](#)

[Register a new user](#)

**Note:** 1) When you login with the administrator privilege user, you can create another user as well as you can change the password or other details of the users.

## DASHBOARD

- After you Login to the system, first page is the Dashboard. Here, you can have many functions and information one click away. Lets dig in.

The screenshot shows the MARTA'S Library dashboard. On the left is a sidebar with user info (Mawitea) and navigation links: Dashboard, Books, Circulation of Library, Member Management, Database, ACCOUNTS, and Logout. The main area has a header with Home and Contact links. Below is a 'Dashboard' section with four cards: 'Books' (3326), 'Members' (3, Active: 2, Inactive: 1), 'Users' (1), and 'Books not Returned' (1). A 'Most Borrowed Books' table lists two entries: Chatuan Nunna Kailawn by Raphael Thangmawia (1 borrowing) and Zocareer by Lalhrualtuanga (1 borrowing). A 'Register 2024' section features a bell-shaped distribution chart. To the right is a 'To Do List' with a '+ Add Task' button.

### a) Menu:

The sidebar menu includes the library logo, user name (Mawitea), and the following links: Dashboard (highlighted in blue), Books, Circulation of Library, Member Management, Database, ACCOUNTS, and Logout.

Menu is located at the left side of the page.

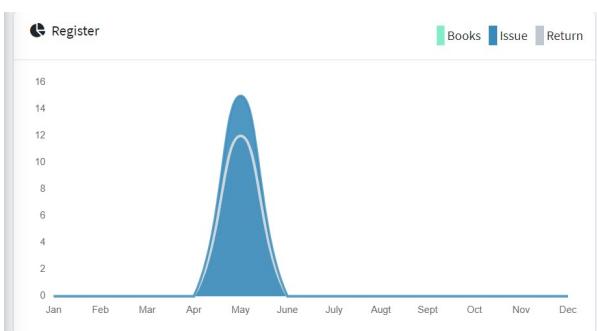
- Library YMA:** This enable to navigate to a landing page.
- User:** This will navigate you to a page where you can edit your users details.
- Dashboard:** It will navigate to Dashboard page.
- Books:** It will navigate to a page where you can create, view, search, edit and delete books.
- Member Management:** It will navigate to a page where you can create, view, search, edit, give rating and delete members, Member ID Card print, sort member rating list, List out inactive users and activating/renew of membership.
- Circulation of Library:** It will navigate to a page where you can Issue Book, Return Book, View Receipt of Late Fees Payments, Print Books Code(Bar Codes or QR Codes) and Transactions (Returned and Lending books).
- Back Up:** It will back up all the database and save it to your PC.
- Logout:** It will logging you out of the system.

b) Information tab:

Information tabs are located at the top of a Dashboard page.

BOOKS	MEMBERS	USER	Books not return
The blue info tab represents Number of books. Book with Plus sign icon is a link to enter new books.  More info link will navigate you to view, search, edit, create and delete books page.	The green info tab represents Number of members. The number appears in the left corner is total members is active and inactive.  Image with Plus sign icon is a link to enter new Members.  More info link will navigate you to view, search, edit, create and delete members page.	The yellow info tab represents Number of users. Circle with Plus sign icon is a link to enter new users. This icon appears only with the Admin user.  More info link will navigate you to view, search, edit, create and delete users page. <b>You can reset users password.</b>	The red info tab represents Number of books that is on loan and still not returned by members.  More info link will navigate you to a page where you can return a book.

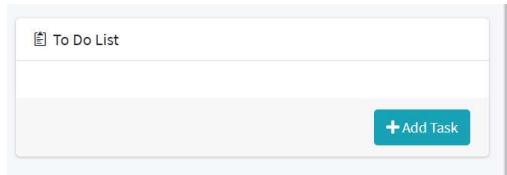
c) Registers:



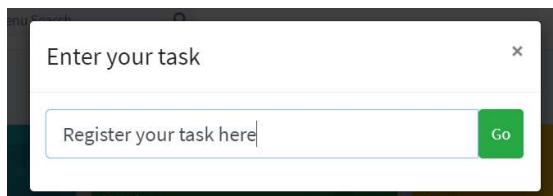
The register is a graphical representation of Total Books, Total Issue and Total Return of lending books of a year per month. Total number of books is represented by the green color line, Total issue is represented by the blue color line and the Total return is represented by the grey color line. The highest line color will be used as the background color of the graph.

d) To Do List:

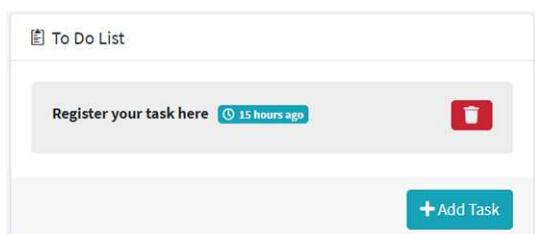
The To Do List is acting as a note book which you can write some information or notes and delete when done.



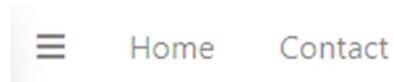
- i) When Clicking **Add Task** button, it will open a pop up dialog box where you can enter your important notes.



- ii) When you want to delete your task, point the mouse to the task and **Delete** button will show up, and click the Trash button.



e) Menu Search Bar:



- i) **3 horizontal Line**: The 3 horizontal lines are used to toggle Side Bar Menu Hide/Show.
- ii) **Home**: This link is used for directing to Dashboard.
- iii) **Contact**: This navigates to About the Software and Software developer details. It can be viewed only from the Dashboard page.

## BOOK ENTRY & BOOK MENU

- When you click on Books Menu, Books Page will open. Here you can view list of books, search, edit, delete and enter new books.



- You can view all the books record in the form of a table by clicking ***View All Books*** button

Book List

Dashboard / Books / Book List

Show	entries	Search:									
#	Title	Author	Edtn.	Publisher	Acc. No	Clas. No	Subject	Source	Status	Action	
1	14th November	TC. Vanlalrova	1st	Author	1960	8 MZ. 3	Mizo Tawng Thawnthu Phuachhawp	State Library	Available		
2	2000 AD Thlarau thara rawngbawina	Upa T Lalrinawma	1st Ed	Author	350	200	Religion	RRRLF	Available		
3	2002 World Cup	AVL YMA	1st	LV. Art	1626	700	Arts, Graphic Design, Thlaklam, Rimawi music lam, Hla leh a phuahute	Donate	Available		
4	2025 Kum Hui Ni Tla Tur & Suangtuhna Blaithu	Laihmingthanga	1st	Author	2127	8 MZ. 2	Lemchan	State Library	Available		
5	43525	Linda Zorinpuii	1st	Lengdohawn Press	2207	8MZ3	Mizo Tawng Thawnthu Phuachhawp	Donate	Available		
6	5th Mizoram General Knowledge	Laihmachuana Zofa	5	Author	100	0	Generalities	RRRLF	Available		
7	5th Youth Women National Boxing Championship	Laihmingmawia Ralte	1	Souvenir Committee	103	0	Generalities	Donate	Available		
8	66 Indra	R. Lalhimpuiia	1st	Author	2138	8 MZ. 2	Lemchan	State Library	Available		
9	8 Schedule-a Mizo Tawng Dah Iuh Zirchianna Bu	Delhi MZP	1st	Author	1428	400	Language	Donate	Available		
10	A bin thawk	Jimmy Ngaih	2nd	Author	2604	8 MZ 8	Chawhchawrwi Chawhpawl	Donate	Available		

Showing 1 to 10 of 3,326 entries

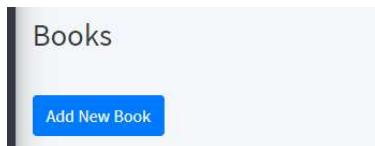
Previous 1 2 3 4 5 ... 333 Next

- Show and Search modules:

- Show entries:** This enables you to select number of Books shows in one page; you have 10, 25, 50 and 100 options to choose.
- Search:** You can search any column of the table by typing into the Search text fields. It will list out on the table if the text you type is match with the content of the table.

4. Adding Books Procedure:

- a) **Add New Book:** This **Add New Book** button is used to create a new book to the system.



- b) **Add Books:** Add Books page is navigate after clicking the **Add New Book** button.

A screenshot of a "Lehkhabu thar dahluhna" (Add Books) form. The form has a blue header bar with the text "Lehkhabu thar dahluhna". Below the header are several input fields: "Title \*", "Author \*", "Edition", "Volume", "Year \*", "Publishers \*", "Pages \*", "Accession No \*", "Source \*", "Price \*", "Location", and "Number of Copies \*". Each field is accompanied by a text input box. There are also dropdown menus labeled "Search author here" and "Search publisher here" with their respective placeholder texts "Enter new author here..." and "Enter new publisher here...". At the bottom of the form are two buttons: a blue "Submit" button and a dark gray "Back" button.

- i) **Title:** Enter the Book Title here
- ii) **Author:** Enter the Author of the Book in the text field if not already entered, else select the author from dropdown list.
- iii) **Edition:** Enter the edition of the Book here, Just the edition(eg. 1<sup>st</sup>, 3<sup>rd</sup>, etc)
- iv) **Year:** Enter the publishing year of the book
- v) **Publishers:** Enter the publisher of the Book in the text field if not already entered, else select the publisher from dropdown list.
- vi) **Pages:** Enter the number of page of the book.
- vii) **Accession No:** Enter the accession no, this accession number cannot be same as another. So make sure it is unique before entering.
- viii) **Volume:** Enter Volume No as Library guidelines.
- ix) **Subject:** Enter Subject to describe the Book itself (eg. Mizo, English, Science, etc.)
- x) **Source:** Enter Source of the book whether it is donated or buy by the Library. Mention the donator name only.
- xi) **Price:** Enter Price of the book.
- xii) **Location:** Enter Location as Library guidelines.
- xiii) **Number of Copies:** The default value is 1. When you enter only one book, you do not need to modify. But to enter more than one copies of the same book, you can enter the number of copies and enter only once.

After entering all the fields, click on **Submit** button to create new book to the system.

*Note: 1) All the red star fields are required. So, fill the entire text field.  
 2) Most of the error will be pop up.  
 3) Before entering books into the system, issue and return cannot be done.*

##### 5. Edit Book details:

In the list of book table, the last column i.e. Action has a button. The blue button of Action column is used to edit an individual book.

Show 10 entries											Search:
#	Title	Author	Edtn.	Publisher	Acc. No	Clas. No	Subject	Book No	Source	Status	Action
1	Aizawl Tiangval	Lalhrualtuanga Chawngte	1st	The Mizos	23	004	Mizo	117	City Library	Available	 
2	Aizawl Tiangval	Lalhrualtuanga Chawngte	1st	The Mizos	24	004	Mizo	117	City Library	Available	 

- a) When edit button is clicked, it will navigate to an edit page.

### Edit book details

**Title**  
Zo Hnahthlak

**Author**  
A. Sawihlira (TRL)

**Edition**

**Volume**  
2

**Year**  
2012

**Publishers**  
3J Enterprise

**Pages**  
122

**Accession No**  
134991

**Source**  
DOname

**Price**  
₹ 120

**Location**

**Update** **Back**

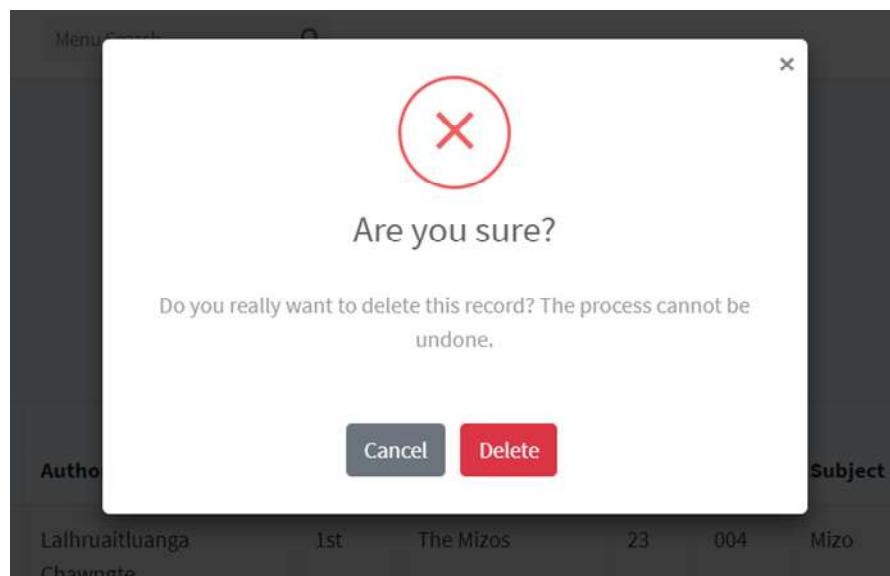
- b) After making changes to the fields as required. Click on **Update** to Save the changes made.

## 6. Delete Book:

In the list of book table, the last column i.e. Action has a button. The red button of Action column is used to Delete an individual book.

#	Title	Author	Edtn.	Publisher	Acc. No	Clas. No	Subject	Book No	Source	Status	Action
10	Aizawl Tlangval	Lalhrualuanga Chawngte	1st	The Mizos	23	004	Mizo	117	City Library	Available	 
11	Aizawl Tlangval	Lalhrualuanga Chawngte	1st	The Mizos	24	004	Mizo	117	City Library	Available	 

- a) Click on the trash button (Red button) to delete an individual book record. A confirm popup message will show.



- b) Click on **Delete** to completely remove the book record from the system. But there is no undelete button or recover deleted books option.

*Notes: i) Before deleting a book from a system, you must be sure the book you have selected to delete is purely necessary or required as the book is damage or lost.*

*ii) Books which are still out for lending cannot be deleted. To delete those book which are still out on lending, you need to returned from the Return Section.*

## 6. Book Status:

The Book Status is located at the second last column of the Book table, Available are those available at the Library for lending and borrowed are those out from Library and details of **Borrower** and **Issuer** of books borrowed is shown when move mouse pointer over the binocular icon.

#	Title	Author	Edtn.	Publisher	Acc. No	Clas. No	Subject	Book No	Source	Status	Action
7	Angel And The Beast	Robert Jane	2nd	Blue Hill	46	099	English	127	Mr. Dokunga	Available	 
8	Cinderella	Jonas Barbara	4th	Mc Bride Production	99	0778	English	344	City Library	Borrowed 	 

## MEMBER ENTRY & MEMBER MANAGEMENT

When you click on Member Management Menu, it will breakup and shows its Sub-Menu: Member, ID Card, Rating List and Inactive Users.

When you click on Member Menu, Member Page will open. Here you can view list of members, search, edit, view member transactions, delete and enter new members. The book is listed in alphabetic order by its Title.

The screenshot shows the 'Members' page. On the left is a sidebar with a user profile picture and name 'Lalchawimawia'. Below the profile are navigation links: Dashboard, Books, Circulation of Library, Member Management (selected), Member (selected), ID Card, Rating List, Inactive Members, Back Up, ACCOUNTS, and Logout. The main content area has a title 'Members' and a blue button 'Add New Member'. A dropdown menu 'Show' is set to 10 entries. A search bar is labeled 'Search:'. Below these are two table rows. The first row contains data for member 1: Lalhriatpuia, Saidawla, Lalzawmi, Vanapa, C-77, Ramthar Tlangveng, RL/21/001. The second row contains data for member 2: Lalremsanga, V. Zokungpuia, Lalhrualmawii, Khuangchera, H-66, Golden Street, Near YMA Hall, RL/21/002. Each row has three action buttons: a checkmark, a yellow square, and a red trash bin. At the bottom, a message says 'Showing 1 to 2 of 2 entries' and there are 'Previous' and 'Next' buttons.

- a) **Adding Member Procedure:** Click on the **Add New Member** button located in the left top corner of the page. The following page will open.

The screenshot shows the 'Add New Member' form. It has a blue header bar. The form fields are: Name \* (text input), Gender \* (dropdown menu), Family Relationship (dropdown menu and text input), Mobile Number \* (text input), Address (text input with placeholder 'Address (House No, Street Name, Upa Bial)' and 'Default Address : Ramthar Veng, Aizawl, Mizoram'), ID Number (text input with value 'RVPC/24/004') and a file upload section ('Choose file' and 'Browse'). At the bottom are 'Submit' and 'Back' buttons.

- i) **Name:** Enter the member name. Write in a proper order as this will appear in the ID Card as you entered here.
- ii) **Gender:** Select the gender of a member from dropdown list.
- iii) **Family Relationship:** Enter the relationship if available, this fields are not mandatory.
- iv) **Mobile Number:** Enter mobile number of a member or where the member can be contacted. Enter only numerical is allowed with a digit of 10.
- v) **Address:** Enter address of the member. Here you have to enter House No, Street Name or building name which can specify the location of members' resident. You do not need to enter the default Resident Address which you can preset through settings **Default ID Value**.
- vi) **ID Number:** ID Number is auto generated as suggest by the Library Committee. No need to edit, you can edit the prefix from setting **Default ID Value**.
- vii) **Choose image:** You can choose a members image by clicking **Browse** button to it. This image will be shown in the ID Card of a Library. The image should be clear and well posted, you have to crop the image for clear picture and it will not exceed 2 Mb in size. If image is not selected, a default image of undefined figure will appears as image of the member, this can be change afterwards.

After filling all the necessary fields Click on **Submit** button to create new member.

- Note: 1) Since there can be a common name among the members, entering multiple name is enabled, so make sure you do not enter duplicate members as the system did not keep track on duplicate members.*
- 2) *Creating of member is necessary in order to make issue of books.*
  - 3) *The ID given to member is permanent. So, in order to renew the membership, the same ID will be assigned to its member renewed.*

b) Edit Member details:

In the list of member table, the last column i.e. Action has a button. The blue button of Action column is used to edit an individual member.

#	Name	Family Relationship	Mobile	Address	ID Number	Action
1	Lalruatpuia	N/A	9837647733	N/A	RVPC/24/0003	  
2	Lalthlamuana	N/A	9837745734	N/A	RVPC/24/001	  
3	Zohlimpuii	N/A	3276436355	N/A	RVPC/24/002	  

Showing 1 to 3 of 3 entries

Previous  Next

When Edit button i.e. the blue button is clicked, it will navigate to a member edit page.



Edit Member details Active until : 2026 

★★★★★ 0.00

**Name**

**Gender**

**Father/Mother/Spouse's Name**

**Mobile Number**

**Address**

**ID Number**

**Member Image** (Leave it blank if image is not available)

- i) **Star Rating:** Star Rating of a member can be made by moving mouse pointer over the grey star and left click when desired position is reached. The rating will be highlighted in yellow stars as well as in numbers just below the stars with a label of Rating.
- ii) **Change member image:** In the last field of a form, click on Browse and select image of a member. This will override the existing image and the old image cannot be taken back.
- iii) **Extend Membership Validity:** At the right hand side of the top corner, an admin user can extend the membership validity.

After entering or making changes of the information. Click on **Update** button to save the changes.

- Notes: 1) You can make rating several times for one member, the users who give ratings (the latest) is registered and displayed.*
- 2) Changing of ID Number is not suggested as there might be severe problem regarding the previous transactions.*
- 3) Changing of member image multiple times is accepted, but when new image is uploaded, the old image is deleted permanently.*

c) Member Transaction:

In the list of member table, the last column i.e. Action has a button. The yellow button of Action column is used to view transaction (Borrowing of books and Returning of books) of an individual member.

When Transaction button i.e. the yellow button is clicked, it will navigate to a Transaction of a members page.

Transaction Report of Lalhriatpua (All Returned)

Dashboard / Members / All Returned
Returned Transaction
Not Returned Transaction

Show	Search:				
10					
entries					
#	Book Title	Date of Lending	Issue Auth	Date of Return	Return Auth
1	Aizawl Tlangval	11-May-2021	Admin	13-May-2021	Admin
2	Aizawl Tlangval	13-May-2021	Admin	13-May-2021	Admin
3	Aizawl Tlangval	13-May-2021	Admin	13-May-2021	Admin
4	Aizawl Tlangval	13-May-2021	Admin	14-May-2021	Admin
5	Aizawl Tlangval	13-May-2021	Admin	13-May-2021	Admin
6	Aizawl Tlangval	13-May-2021	Admin	19-May-2021	Admin

Showing 1 to 6 of 6 entries

Previous
1
Next

- i) The first transaction page contain All Returned Books that the member has made. It will shows every transaction, date of book he borrowed, Date of Return and the Books he have borrowed.

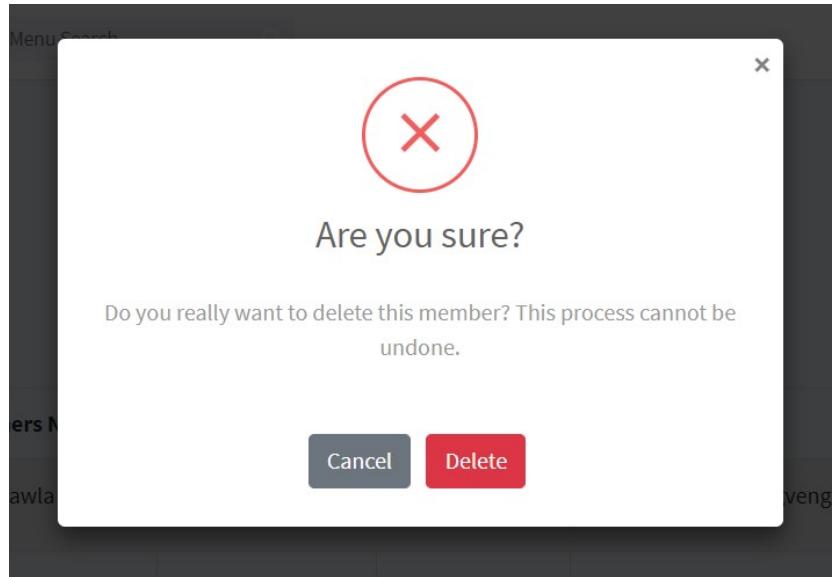
Transaction Report of Lalremsanga (Not Return)

Dashboard / Members / Not Return

All Returned Transaction	Not Returned Transaction			
#	Book Title	Date of Lending	Last Date of Return	Issue Auth
All books were retuned.				

- ii) When clicked on the Blue button i.e. **Not Returned Transaction** button it will navigate to Not Return Transaction Page which will list all the transaction that is still exists. That is the member is still borrowing the books and did not return the books.
- d) Delete member:

In the list of member table, the last column i.e. Action has a button. The red button of Action column is used to delete an individual member.



After clicking the trash button or the Red button, a popup will appear. If you click **Delete**, the member will delete from the system and all the records will also be gone. This process cannot be undone.

If you try to delete a member who still have a books to return, then the delete could not be proceed. In order to delete the member, you have to return all the books borrowed by the member.

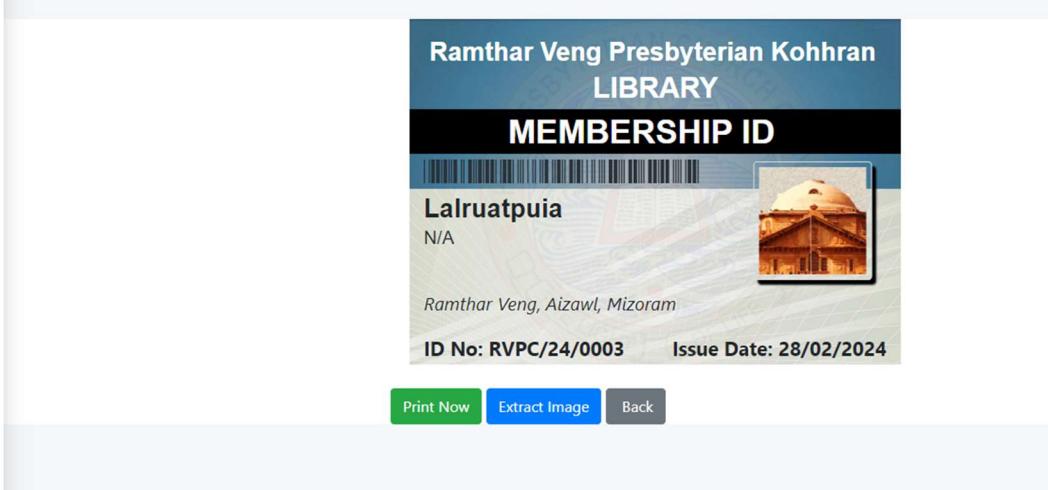
## ID CARD GENERATION

When you click on Member Management menu it will open a sub menu. From the sub menu Click on ID Card and Generate ID Page will open. Here you can view all the active members. Members are listed in alphabetic order by its Name.

#	Name	Family Relationship	Action
1	Lalruatpuia	N/A	
2	Lalthlamuana	N/A	
3	Zohlimpuui	N/A	

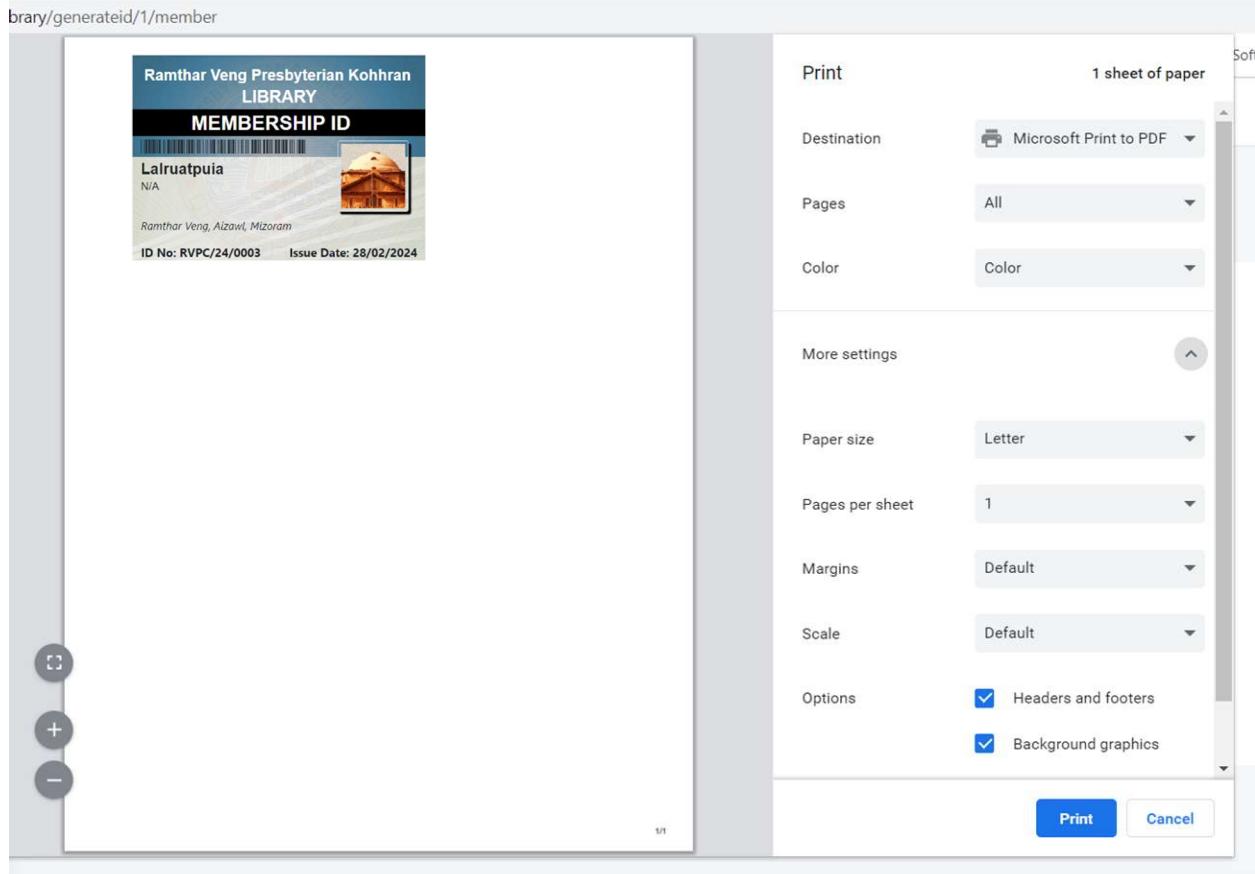
Clicked on the yellow button under the Action column, then it will open the ID Preview Page.

ID Preview



The image shows a digital representation of a membership ID card. The card has a blue header with the text "Ramthar Veng Presbyterian Kohhran LIBRARY" and "MEMBERSHIP ID". Below the header is a barcode. The card features a photograph of a building on the right side. The member's details are printed on the card: Name "Lalruatpuia", Relationship "N/A", and Address "Ramthar Veng, Aizawl, Mizoram". At the bottom, the ID number "ID No: RVPC/24/0003" and issue date "Issue Date: 28/02/2024" are visible. Below the card, there are three buttons: "Print Now" (green), "Extract Image" (blue), and "Back" (grey).

You can click on **Print Now** button to print if the member details and images are correct.



If you do not find the graphic of ID is correct. Then you have to select the Background graphic check mark from the Right pane of print option and unselect the Headers and footers for undisturbed output. Make any other changes if necessary.

## MEMBER RATING LIST

When you click on Member Management menu it will open a sub menu. From the sub menu Click on Rating List and Ratings of Members Page will open. Here you can view all the ratings of members. Members are listed in descending order by its Ratings given by the users.

Ratings of Members								Dashboard / Ratings of Members
Show		entries						Search:
#	Name	Section	Star	Ratings	Member Since	Rate Auth	Status	
1	Lalhriatpuia	Vanapa	★★★★★	4.00	2021	Lalchawimawia	Active Member	
2	Lalremtsanga	Khuangchera	★★★★★	3.00	2021	Admin	Active Member	

Showing 1 to 2 of 2 entries

Previous 1 Next

You can search an individual member from the search bar or by the rating numbers given by the users.

You can also sort the order by clicking in the column name e.g. click on Rating column header will change the list of descending order to ascending order and vice versa.

## INACTIVE MEMBERS/ACTIVATING MEMBERS

When you click on Member Management menu it will open a sub menu. From the sub menu Click on Inactive Users and Inactive users Page will open. Here you can view all the inactive member. Members are listed in descending order by its Ratings given by the users.

The screenshot shows the 'Inactive Members' page. On the left is a dark sidebar with navigation links: Admin, Dashboard, Books, Library Management, Member Management (selected), Member, ID Card, Rating List, and Inactive Members (highlighted). Below these are ACCOUNTS and Logout. The main content area has a title 'Inactive Members' and a sub-header 'Show 10 entries'. It includes a search bar and a table with columns: #, Name, Member Since, and Action. One entry is listed: Lalhriatpuia, Member Since 2020, with a 'Renew Membership' button in the Action column. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has Previous and Next buttons.

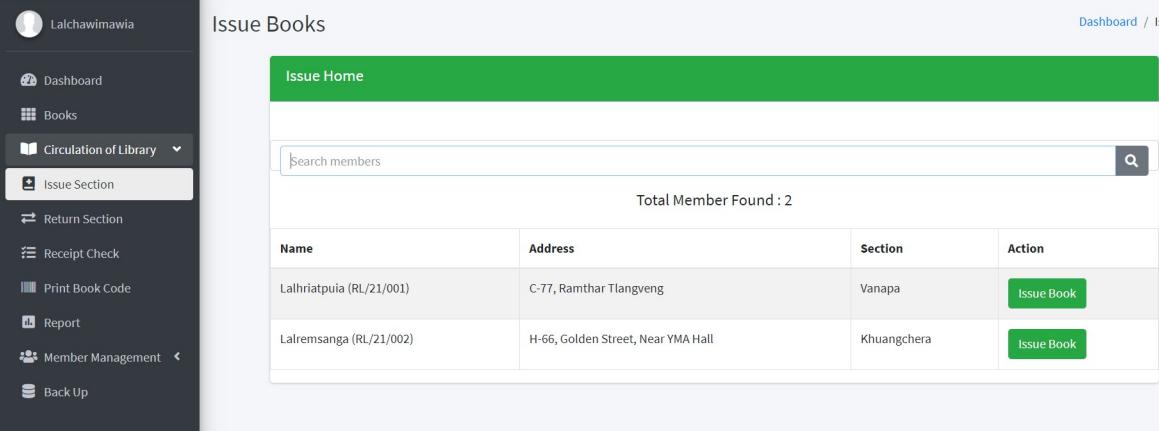
To activate the inactive members, you can click on the green button i.e. **Renew Membership** to renew the membership for the current year. You can search an inactive members by its name or Id number from the search bar.

## CIRCULATION OF LIBRARY

When you click on Circulation of Library\_Menu, it will breakup and shows its Sub-Menu: Issue Section, Return Section, Receipt Check and Report.

### 1. PROCEDURE OF ISSUE BOOKS

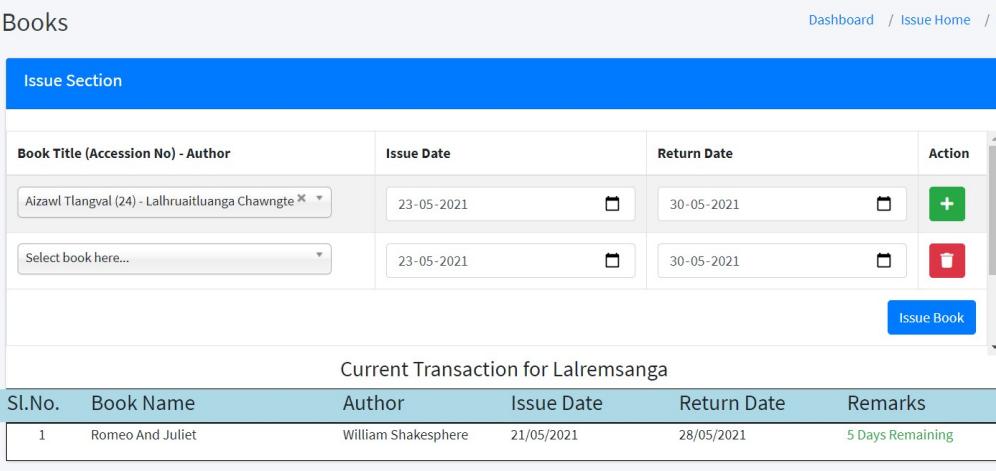
When you click on Issue Section, Issue Book Page will open. Here you can view list of active members and Issue Book in the Action column. The member name is listed in alphabetic order by its Title.



The screenshot shows the 'Issue Books' page. On the left is a sidebar with a user profile (Lalchawimawia), navigation links (Dashboard, Books, Circulation of Library, Issue Section, Return Section, Receipt Check, Print Book Code, Report, Member Management, Back Up), and account links (Logout). The main area has a green header 'Issue Home'. Below it is a search bar 'Search members' and a message 'Total Member Found : 2'. A table lists members with their names, addresses, sections, and 'Issue Book' buttons:

Name	Address	Section	Action
Lalhriatpuia (RL/21/001)	C-77, Ramthar Tlangveng	Vanapa	<button>Issue Book</button>
Lalremsanga (RL/21/002)	H-66, Golden Street, Near YMA Hall	Khuangchera	<button>Issue Book</button>

- The search field i.e. Search members field is used to search by member name and Member ID only.
- Click on **Issue Book** button or the green button of a member that you want to issue books.



The screenshot shows the 'Issue Section' page. At the top is a blue header 'Issue Section'. Below it is a table for selecting a book to issue, with columns for Book Title (Accession No) - Author, Issue Date, Return Date, and Action (with '+' and '-' icons). Below this is a section titled 'Current Transaction for Lalremsanga' with a table showing the current transaction details:

Sl.No.	Book Name	Author	Issue Date	Return Date	Remarks
1	Romeo And Juliet	William Shakesphere	21/05/2021	28/05/2021	5 Days Remaining

- An Issue Section page will open, here we have two sections: The Book selection pane i.e located at the top part of the page and The Transaction List Pane i.e located at the bottom of the page.

- d) At the Book Selection pane, we can search the book we can to issue by – Book Title, Accession No or Book Author by Just typing it to *Select book here...* dropdown list and select the book with a mouse pointer.
- e) The *Issue date* and *Returned date* are set automatically, you can change if necessary.
- f) The last column i.e. Action column has a **Plus** icon button which enables you to issue more than one book at a time.
- g) After selecting all the books that is to be issued, click on the **Issue Book** button or the blue button, and all the books selected are now issued to the member.
- h) These issued books were automatically displayed in the *Transaction list* as soon as you press the **Issue Book** button. By default, 3 books can be issued to one user and the **Issue Book** button is disabled when *Transaction list* reaches the limit. You can set the limit and duration of loan period from **Settings->Issue Policies**.

*Note:* i) The Transaction List pane display only the current borrowings of the member.

## 2. PROCEDURE OF RETURN BOOKS

When you click on Return Section, Return Book Page will open. Here you can view list of active members and Issue Book in the Action column. The member name is listed in alphabetic order. You can return the books in two ways: (i) Return Using Member (Borrower) or Member ID (ii) Return Using Book (Borrowed) or Accession Number.

Name	Address	Section	Action
Lalhriatpuia (RL/21/001)	C-77, Ramthar Liangveng	Vanapa	<b>Return Book</b>

(i) **Return Using Member (Borrower) or Member ID:** This is the First Page that opens when you click Return Section from the menu.

- a) The search field i.e. Search members field is used to search by member name and Member ID only.
- b) Click on **Return Book** button or the red button of a member that you want to return books with.

#	Book	Issue Date	Return Date	Duration	Action
1	Romeo And Juliet	21/05/2021	28/05/2021	4 Days Remaining	<b>Return Book</b>

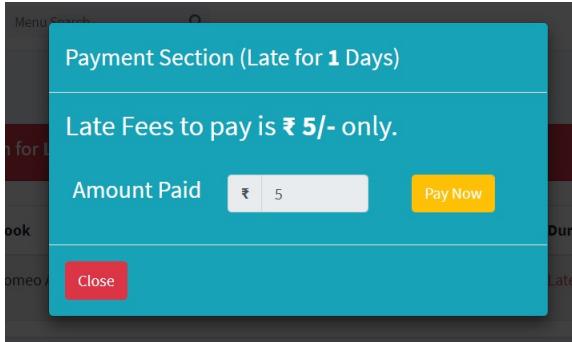
- c) The list of borrowed book of a member will be shown. You can Click the ***Return Book*** button or the Green button to return the particular book.
- d) You can have another option or output in this page as the book might not be returned during the period given. So, it will prompt the day of returning days with a button to pay a Late Fees i.e ***Pay Fine*** button.

Return Books

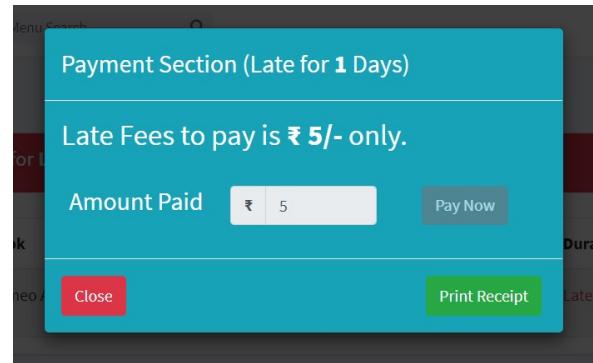
Dashboard / Return Home / Return Books

Return Section for Lalremsanga					
#	Book	Issue Date	Return Date	Duration	Action
1	Romeo And Juliet	21/05/2021	22/05/2021	Late for 1 Days	<b>Pay Fine</b>

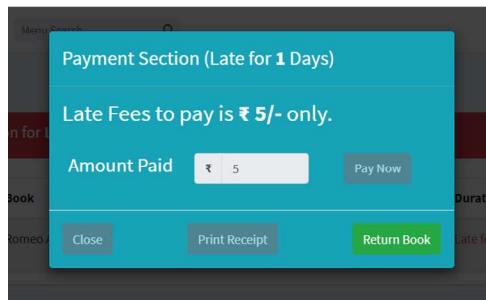
- e) To return the books which are late for return date, Click on the ***Pay Fine*** button and it will bring up a pop up page.



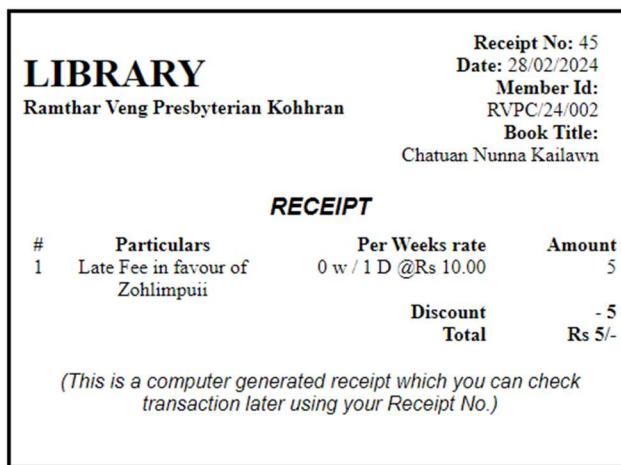
- f) If the late fees is paid, then click on ***Pay Now*** button. To cancel the payment, click on ***Close*** button (It will not enable to return the book that is late to return when you click on ***Close*** button). If you want to make discount, you can enter the final amount in the textbox.



- g) After Clicking ***Pay Now*** button, A new button ***Print Receipt*** will appear at the right bottom corner. Click on a ***Print Receipt*** button to acknowledge and print out the late Fee payment receipt.



- h) After pressing the ***Print Receipt*** button, the receipt will automatically downloaded as **Receipt.pdf** and will be stored on your PC Download folder.  
Then a new button ***Return Book*** will appear. Now, you can Click on ***Return Book*** to return the book that is late for return.



- i) If you open the downloaded **Receipt.pdf**, you will find the details about the payment of late fees. You have to note down the Receipt No which is located on the Top Right Corner for further references. Receipt can be verify and recheck from **Receipt Check** menu item.

#	Name	Member ID	Receipt No	Book	No Of Days	Receipt Date
1	Lalremsanga	RL/21/002	9	Romeo And Juliet	1	23/05/2021
2	Lalremsanga	RL/21/002	2	Romeo And Juliet	1	23/05/2021
3	Lalremsanga	RL/21/002	3	Romeo And Juliet	1	23/05/2021

### 3. PRINT BOOK CODE

Print Book Code Display all the recorded books with a ready to print its code. You can print the book code as Barcode format or QR Code format. You can also print multiple code.

Print Book Code								Dashboard / Print Book Code
								Search:
Show	10	#	Title	Author	Edtn.	Vol.	Publisher	Acc. No
entries		1	14th November	TC. Vanlalrova	1st	N/A	Author	1960
		2	2000 AD Thlarau thara rawngbawina	Upa T Lalrinawma	1st Ed	N/A	Author	350
		3	2002 World Cup	AVL YMA	1st	N/A	LV. Art	1626
		4	2025 Kum Hui Ni Tla Tur & Suangtuhna Bialthu	Laihmingthanga	1st	N/A	Author	2127
		5	43525	Linda Zorinpuii	1st	N/A	Lengchawn Press	2207
		6	5th Mizoram General Knowledge	Laihmachhuana Zofa	5	N/A	Author	100
		7	5th Youth Women National Boxing Championship	Laihmingmawia Ralte	1	N/A	Souvenir Committee	103
		8	66 Indona	R. Lalhlipuia	1st	N/A	Author	2138
		9	8 Schedule-a Mizo Tawng Dah luh Zirchianna Bu	Delhi MZP	1st	N/A	Author	1428
		10	A bin thawk	Jimmy Ngaih	2nd	N/A	Author	2604

To print Barcode of a book, you can click on the Green Button under the Action column.



To print QR code of a book, you can click on the Blue Button under the Action column.



Click on **Print Now** button and you can paste the printed code to the book associated. Then this code can be used use for further search the book as follows:

- How to use in Book Menu:** Put the cursor or Click the mouse pointer to the Search Text Box, which is located just above the right corner of the table. Scan the code that is pasted in the book with a Barcode or QR Code scanner, then the Accession Number of the book will automatically appears in the search fields and will list out the book in the table.

- b) **How to use in Issue Section:** After clicking to **Issue Book** button, and the Issue Section opens, click on Select Book here... and scan the code that is pasted in the book with a Barcode or QR Code scanner, then the Accession Number of the book will automatically appears in the search fields and will list out the book in the table.
- c) **How to use in Return Section:** After clicking to **Return Using Book** button, and the Return Book page opens, scan the code that is pasted in the book with a Barcode or QR Code scanner, then the Accession Number of the book will automatically appears in the search fields and will list out the book in the table.

You can also print a consecutive accession number of a books using the **Print Multiple** button which is located at the top left of the page.



When you click a **Print Multiple** button, a new page will open and in that new page you can enter the starting accession number of a book you want to print the code. By default, the bar code will generate a range of 65 books starting from the input and QRCode will generate 24 books starting from the input given.

Enter Your Starting Accession No.

Back

Enter the accession below

Dashboard / Select Accession Range

The list of books will be displayed and all are selected. If you want some books to be excluded to print, you can unselect from the corresponding checkbox. Click on the **Print Bar Code** button to print the selected books.

Print Multi BarCode

Print Bar Code Back

#	Title	Author	Edtn.	Publisher	Acc. No	Select <input checked="" type="checkbox"/>
1	Zocareer	Lalhrualtuanga	1	Zocareer solutions	1	<input checked="" type="checkbox"/>
2	Zocareer	Lalhrualtuanga	1	Zocareer solutions	2	<input checked="" type="checkbox"/>
3	Zocareer	Lalhrualtuanga	1	Zocareer solutions	3	<input checked="" type="checkbox"/>
4	Year Book 2002	Competition success	1	Competition success	4	<input checked="" type="checkbox"/>
5	G.K	Datason RP	142	NLP, N Delhi	5	<input checked="" type="checkbox"/>
6	Year Book 2009	Bright PS	1	Competition Refresher	6	<input checked="" type="checkbox"/>
7	GK 2018	Pandey Manohar	1	Arihant , N Delhi	7	<input checked="" type="checkbox"/>
8	General Knowledge	Pandey Manohar	Ed	Author	8	<input checked="" type="checkbox"/>
9	Big Book of GK	Goyal,Tarun	Ed	GBDP,Kolkata	9	<input checked="" type="checkbox"/>
10	Objective General Knowledge	Goyal,Tarun	Ed	Arihant, Meerut	10	<input checked="" type="checkbox"/>
11	Preparatory note on FAQ	Lalringngheta, MC	2019	Author	11	<input checked="" type="checkbox"/>

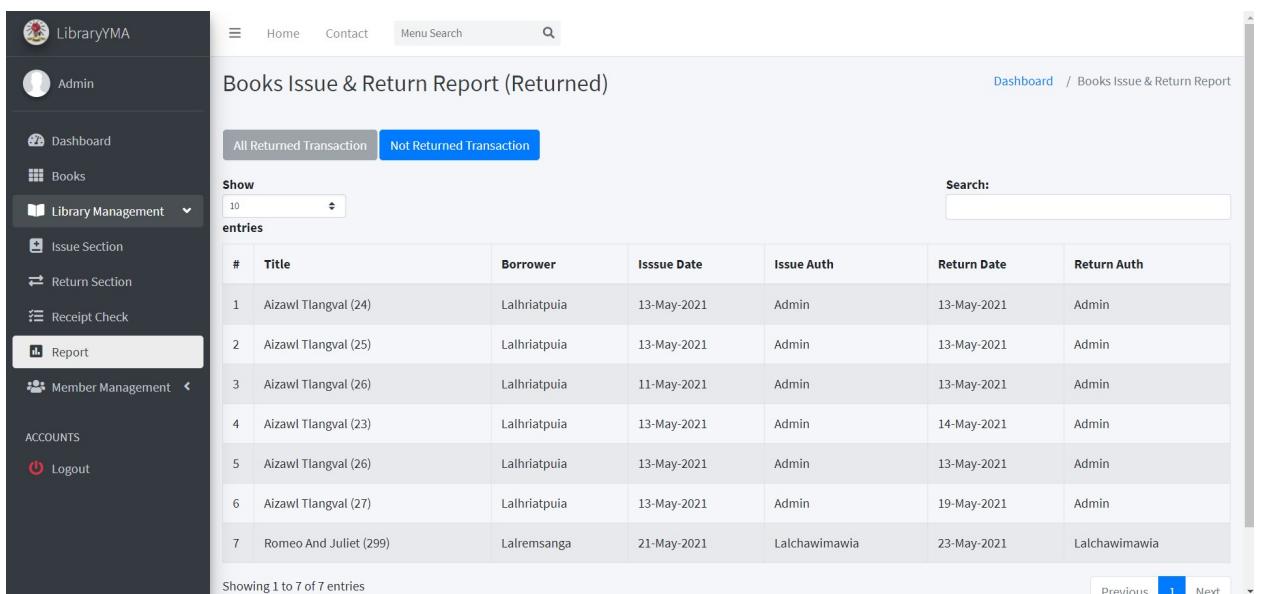
Dashboard / Print Multi BarCode

#### 4. REPORT

Report page acts as a register of a Library. It shows all the transaction made. It contains two page i.e. a) Books Issue & Return Report (Returned) b) Books Issue & Return Report (Not Returned)

a) **Books Issue & Return Report (Returned):** Here all the finished transaction i.e. borrowed and returned books are shown with Book Title, Borrower, Issue Date, Issuing Authority, Return Date and Return Authority. You can use Search box to sort the table on relation to any column.

Eg. The Title Column contains the Book Title with the Accession number, the accession no is shown inside the bracket. Type the Title name on the Search box will result in bringing out the exact Title of a book present in the table automatically, or type the Accession Number in the search box will show only a row that have the accession number entered. And so on.



The screenshot shows a web application interface for a library management system. On the left is a dark sidebar menu with options like Admin, Dashboard, Books, Library Management (selected), Issue Section, Return Section, Receipt Check, Report (selected), Member Management, Accounts, and Logout. The main content area has a header 'Books Issue & Return Report (Returned)' and a breadcrumb 'Dashboard / Books Issue & Return Report'. Below the header are two buttons: 'All Returned Transaction' (grayed out) and 'Not Returned Transaction' (highlighted in blue). There are also 'Show' dropdown and 'Search' input fields. The main part is a table with columns: #, Title, Borrower, Issue Date, Issue Auth, Return Date, and Return Auth. The table lists seven entries, each with a different title and borrower, and all marked as 'Admin' for both issue and return authority. At the bottom, it says 'Showing 1 to 7 of 7 entries' and includes 'Previous' and 'Next' navigation buttons.

#	Title	Borrower	Issue Date	Issue Auth	Return Date	Return Auth
1	Aizawl Tlangval (24)	Lalhriatpuia	13-May-2021	Admin	13-May-2021	Admin
2	Aizawl Tlangval (25)	Lalhriatpuia	13-May-2021	Admin	13-May-2021	Admin
3	Aizawl Tlangval (26)	Lalhriatpuia	11-May-2021	Admin	13-May-2021	Admin
4	Aizawl Tlangval (23)	Lalhriatpuia	13-May-2021	Admin	14-May-2021	Admin
5	Aizawl Tlangval (26)	Lalhriatpuia	13-May-2021	Admin	13-May-2021	Admin
6	Aizawl Tlangval (27)	Lalhriatpuia	13-May-2021	Admin	19-May-2021	Admin
7	Romeo And Juliet (299)	Lalremtsanga	21-May-2021	Lalchawimawia	23-May-2021	Lalchawimawia

b) **Books Issue & Return Report (Not Returned):** Here all the issued transaction, borrowed but not returned books i.e. books that are still borrowed by members are shown with Book Title, Borrower, Issue Date, Issuing Authority, Return Date and Return Authority. You can use Search box to sort the table on relation to any column.

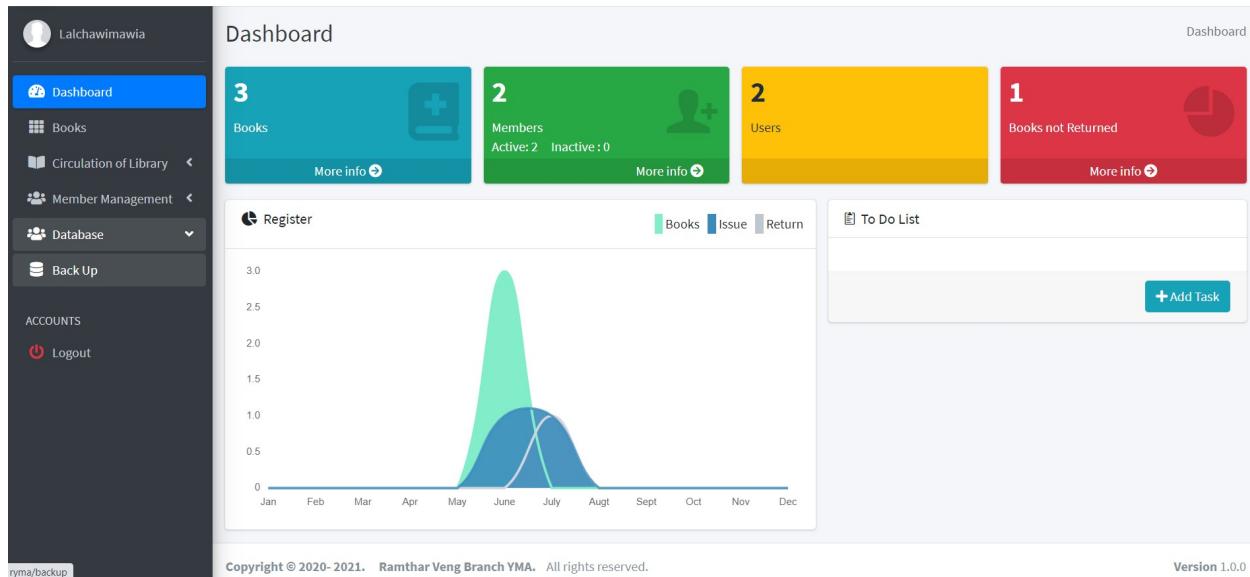


The screenshot shows the same web application interface as the previous one, but for the 'Not Returned Transaction' report. The sidebar and header are identical. The main content area has a header 'Books Issue & Return Report (Not Returned)' and a breadcrumb 'Dashboard / Books Issue & Return Report'. Below the header are two buttons: 'All Returned Transaction' (highlighted in green) and 'Not Returned Transaction'. There are also 'Show' dropdown and 'Search' input fields. The main part is a table with columns: ID, Title, Borrower, Issue Date, Return Date, and Issue Auth. The table lists one entry, 'Cinderella (99)', which was borrowed by 'Lalhriatpuia' on '19-May-2021' and is due to be returned on '26-May-2021' by 'Admin'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons.

ID	Title	Borrower	Issue Date	Return Date	Issue Auth
1	Cinderella (99)	Lalhriatpuia	19-May-2021	26-May-2021	Admin

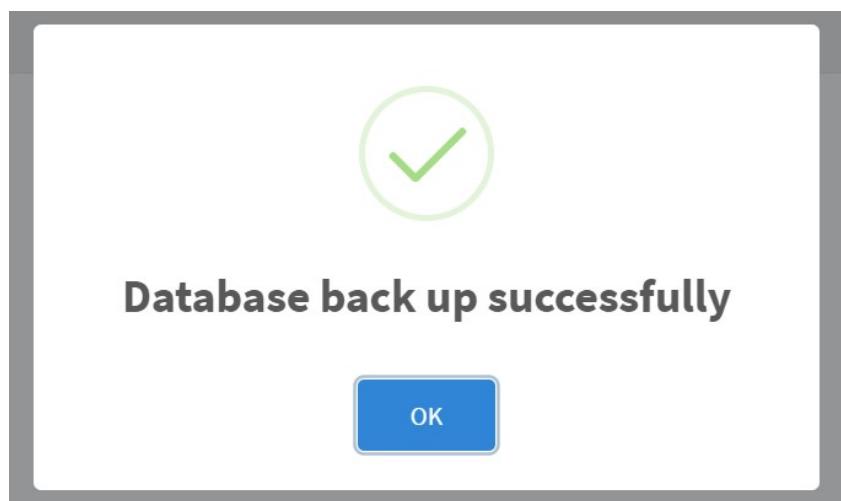
## BACK UP

Back Up is used to backup all the data that is running and used in this software. There is a situation where there is an error or breakdown of a PC and might sometime need to reset all its content, in such situations this back up files is what you need to restore and continue to work with smoothly. When you click on the Database Menu, it will show Back Up Menu, you have to wait for sometimes (around 1 to 2 minutes depending on number of data stores in the system) to prompt the success message.



You can click Back Up menu from any page, when you click you will notice that in the page tab there is a loading symbol which means that backing up of data is still in progress. Within this time, do not click any link or refresh or back, if do so; **it will cancel the back up process.**

Upon successful back up of data, the Success Message pop up will appear and this back up will be stored in wamp folder e.g. D:\wamp64\www\project\storage\app\backups\Laravel.



This can be breakup as:

**D**-> it is the Drive where software install.

**wamp64**-> it is the main folder of the server.

**www**->it is the content of all the project of a server.

**project**->it is the name of the project, main folder of a software.

**storage**->It is a sub-folder of Project.

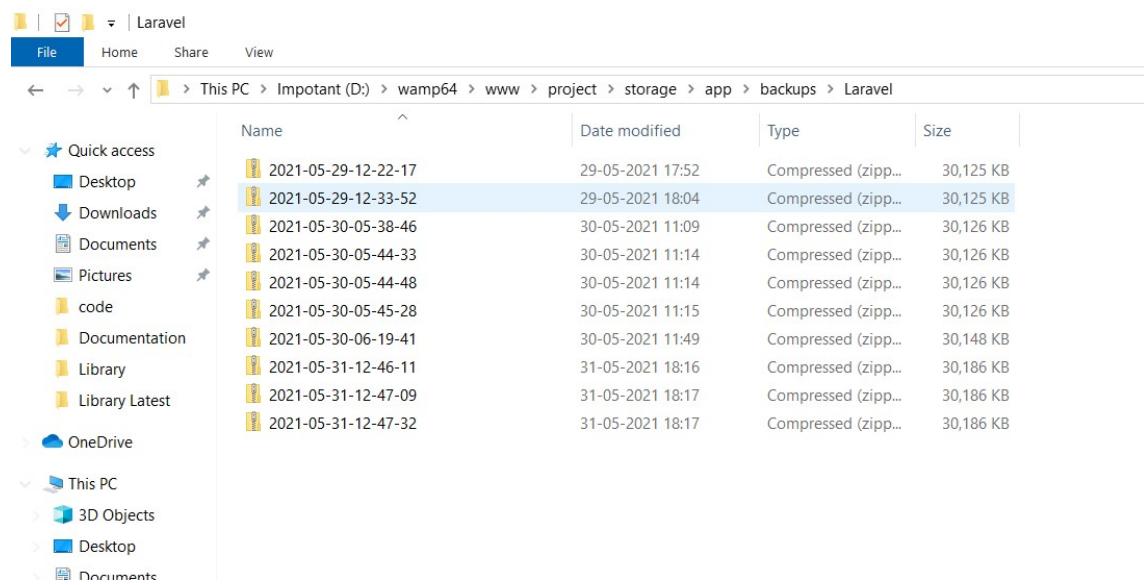
**app**->It is a sub-folder of storage folder.

**backups**->It is a sub-folder of app folder.

**Laravel**->It is a sub-folder of backups folder. This folder contains the database backup files in compressed format named by its date and time when it backups the data.

In case of severe difficulties faced by the PC, it is suggested this backup file are to be stored in other places like pendrive, external hard drive, other PC, Google Drive, etc.

It is also suggested to delete old backup files as this files can occupy large amount of storage space.



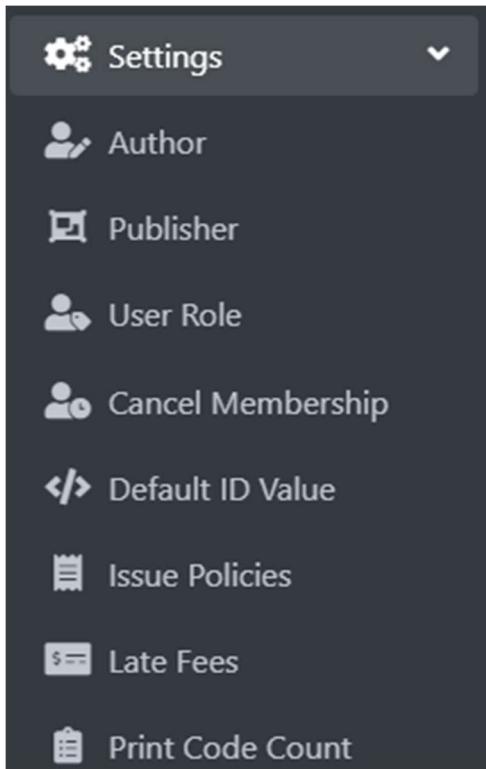
The screenshot shows a Windows File Explorer window with the following details:

- Path:** This PC > Impotent (D:) > wamp64 > www > project > storage > app > backups > Laravel
- File Explorer View:** Quick access, Home, Share, View
- Table Headers:** Name, Date modified, Type, Size
- Table Data:** A list of compressed files (zipped) from May 2021, each 30,125 KB in size. The files are named with dates and times: 2021-05-29-12-22-17, 2021-05-29-12-33-52, 2021-05-30-05-38-46, 2021-05-30-05-44-33, 2021-05-30-05-44-48, 2021-05-30-05-45-28, 2021-05-30-06-19-41, 2021-05-31-12-46-11, 2021-05-31-12-47-09, and 2021-05-31-12-47-32.

Name	Date modified	Type	Size
2021-05-29-12-22-17	29-05-2021 17:52	Compressed (zipp...)	30,125 KB
2021-05-29-12-33-52	29-05-2021 18:04	Compressed (zipp...)	30,125 KB
2021-05-30-05-38-46	30-05-2021 11:09	Compressed (zipp...)	30,126 KB
2021-05-30-05-44-33	30-05-2021 11:14	Compressed (zipp...)	30,126 KB
2021-05-30-05-44-48	30-05-2021 11:14	Compressed (zipp...)	30,126 KB
2021-05-30-05-45-28	30-05-2021 11:15	Compressed (zipp...)	30,126 KB
2021-05-30-06-19-41	30-05-2021 11:49	Compressed (zipp...)	30,148 KB
2021-05-31-12-46-11	31-05-2021 18:16	Compressed (zipp...)	30,186 KB
2021-05-31-12-47-09	31-05-2021 18:17	Compressed (zipp...)	30,186 KB
2021-05-31-12-47-32	31-05-2021 18:17	Compressed (zipp...)	30,186 KB

## SETTINGS

The settings menu is available only for the privilege users i.e who have the administrator role. The users registers through the system register module using the system secret code are assign as administrator.



- a) **Author** : The author module is used to add, edit and delete the author.

A screenshot of the "Authors" module. It shows a list of 8 authors with their names and actions. The columns are #, Name, and Action. The Action column contains two buttons: a blue edit button and a red delete button. The names listed are: 4 Cee Publication, 5CMI, A & C Dept. Mizoram, A Legal Services Authority, A Sundaram, A. Sawihlira (TRL), A. Thanglura, and Abdul Malik. There are also buttons for "Add New Author", "Authors CSV/Excel", and "Authors CSV/Excel" at the top. A search bar is on the right.

You can import and export the authors using the **Authors CSV/Excel** (pacific blue color) for export and the **Authors CSV/Excel** (green color) for import. If the book database have authors\_id as 0, then the sync yellow button will appear and will sync when click.

- b) **Publisher** : The publisher module is used to add, edit and delete the publisher.

Publishers		Dashboard / Publishers
		Add New Publisher     Publishers CSV     Publishers CSV
Show	10	Search:
entries		
#	Name	Action
1	1st	
2	3 Brothers Offset	
3	3 J	
4	3 J Publication	
5	3J	
6	3J Enterprise	
7	3J Publication	
8	3J Publisher	

You can import and export the authors using the **Publishers CSV/Excel** (pacific blue color) for export and the **Publishers CSV/Excel** (green color) for import. If the book database have publisher\_id as 0, then the sync yellow button will appear and will sync when click.

- c) **User Role** : The user role module is used to assign a user an administrator role or not just by selecting the checkbox.

User List		Dashboard / User List
Show	entries	Search:
20		
#	Name	Administrator Privilege
1	Mawitea	<input checked="" type="checkbox"/>
Showing 1 to 1 of 1 entries		
<a href="#">Previous</a> <a href="#">1</a> <a href="#">Next</a>		

- d) **Cancel Membership** : The cancel membership module is used to deactivate the member right away by clicking the **Deactivate Membership** button.

Deactivate Member					Dashboard / Deactivate Member
Show	entries	Search:			
10					
#	Name	ID Number	Valid Till	Action	
1	Lalruatpuia	RVPC/24/0003	2026		
2	Lalthlamuana	RVPC/24/001	2024		
3	Zohlimpuui	RVPC/24/002	2024		
Showing 1 to 3 of 3 entries			<a href="#">Previous</a>	<a href="#">1</a>	<a href="#">Next</a>

- e) **Default Id Value** : This module is used to assign a default value for a members.

### Edit Default ID Value

Default Prefix for your Member ID (eg. ML/(year)/(id\_number))

Default Membership Capacity Per Year (eg. ML/2024/001 | It will change the leading zeros)

Default ID Address (eg. Ramthar Veng, Aizawl, Mizoram)

**Update**

- f) **Issue Policies** : This module is used to set the limit number of books allowed to be borrowed by a member and a duration of a loan period borrowed which will affect upon update.

### Issue Policies

Maximum Borrowed Books Allowance per Member (Including currently borrowed books)

Loan Period for Borrowed Books (In days)

**Update**

- g) **Late Fees** : This module is used to set Late fees regarding borrowed books.

### Late Fees

Late Fees Charge Duration

Late Fees per Day (Minimum 0. Allow up to 2 Decimal Places indicating paise.)

**Update**

- h) **Print Code Count** : This module is used to set the number of barcode counts when printing in a page.

### Edit Number of Code Print Per Page

**Barcode**

**QRcode**

Update

## **EXTRA NOTES**

1. To install a software in new machine, you have to follow the steps below (Internet connection might be required):
  - a) Install these software (recommended as other same software might be available):  
Wamp Server 64 bit : <https://www.wampserver.com/en/>  
Git Bash : <https://git-scm.com/downloads>  
Composer : <https://getcomposer.org/download/>.
  - b) Copy and paste the main folder of a software to wamp64/www/ .
  - c) Create database named : **library** in MySQL.
  - d) Open Git Bash pointing to the directory of main folder of the software i.e wamp64/www/project just by opening the folder and Right Click and open Git Bash from the Right Click Menu list.
    - i) **Re-configure composer:** This require internet connection, you can skip but it is recommended. This will refresh the composer dependencies of your current project by running the composer command.  
***composer install***
    - ii) **Generate new key:** Generating fresh key to application by running the artisan command.  
***php artisan key:generate***
    - iii) **Clear the cache:** This will clear the cache of previous work experience, route etc. just by running the artisan command.  
***php artisan cache:clear***
    - iv) **Migration of database:** You have to insert a table to your database created. To do this, run the artisan command.  
***php artisan migrate***
    - v) **Seeding database:** You have to insert the required value to database you have created. To do this, run the artisan command.  
***php artisan db:seed***
    - vi) **Link the media:** In order to work properly with all the graphics, you have to delete the existing folder of storage under wamp64/www/project/public/ . If you find storage folder, delete it. If not found, then you can run the command.  
***php artisan storage:link***

2. To access the software from other Local PC's or Mobiles, you can run the command in the command line interface such as Command Prompt, Git Bash, etc.

Command : `php artisan serve --host=192.168.1.7 --port=8000`

Here, you have to change the host IP i.e 192.168.1.7 as your machine IP which you can check it from **ipconfig** command. To run the command, you have to install Composer in your system.

After successfully run the command, you can connect the Library software from your PC and Mobile just by entering the host IP to your PC or mobile browser. You have to make sure that the connection of internet is from the same router or the same line i.e. all the system must connect to the same network.

3. Sometimes you may find the image or graphic do not show properly. In that case, you have to delete the shortcut folder of **storage**: **wamp64\www\project\public\storage**.  
After delete, open the Command prompt, Git Bash, etc.  
Run the command: **php artisan storage:link**  
After that, all the graphics will be automatically fixed.
4. After installing a software, it is recommended that you change the setting of a MySQL password system by :
  - a) Open Wamp server.
  - b) Left Click on local server logo (located in taskbar, right side, it might be hidden)
  - c) Point to MySQL to show the menu.
  - d) Then, click on the MySQL Console.
  - e) The default password is not set, so press Enter Key when asked. (Password might be different if changed by the user).
  - f) Enter this command to the console : **alter user 'root'@'localhost' password expire never;**
  - g) Press Enter key and you are set.
5. If Backup is not working properly, try checking the settings of a database.php file located in: project/config/database.php. Then, search for mysql array, and change to the line relating :  
**'dump\_binary\_path' => 'D:\wamp64\bin\mysql\mysql8.0.18\bin'**,  
as required. Notice the Drive given and the drive where your server install.

--END--