**START GUIDE FOR LIBRARIAN SYSTEM USERS**

# **Login**

1. Go to the below URL: http://ec2-18-219-60-86.us-east-2.compute.amazonaws.com:8080/ords/f?p=185:LOGIN\_DESKTOP:1069487674333:::::
2. Provide the username and password
3. Sign-In

# **Navigation Pane**

1. Navigation pages are present on the right.
2. Different functionalities can be navigated by clicking on each of these pages.

# **Search books**

1. Click on the Home Icon.
2. Enter either one of the details as below to search for the books:

ISBN

TITLE

AUTHOR

1. Select all branches button to display the book availability in all the branches.
2. Alternatively, select a branch to see the book availability in the preferred branch.

# **New Borrower**

1. Click on the page ‘Add new Borrower’.
2. Click on Add row.
3. Enter the below field values:

Card No, SSN, First name, Last name, Borrower address, Phone, Email, City, State

1. Save the new record.
2. Once inserted successfully, A success message is received.

# **Book Check out**

1. Click on the ‘BookLoan\_Checkout’ page.
2. Check the availability of the book by entering the ISBN10.
3. Enter ISBN10, Card\_no, Branch\_id and submit.
4. A success message – ‘Book checkout of the borrower is successfully recorded!’ is received after the record is inserted successfully.

# **Fines**

1. Click on Page ‘**Fines’**.
2. Select a borrower from the drop-down list to check the fine amount and paid status for a borrower.
3. Click on **Display Fines** button
4. If the paid status is ‘**N**’ and to be changed to ‘**Y**’, click on ‘**settle fines’**.
5. Enter the loan\_ID and click on ‘**Check**’ button.
6. Click on Back button twice to verify the changes of the payment status.
7. The status must be changed from ‘N’ to ‘Y’

# **Book Check-in**

1. Click on ‘**Books\_Check-in**’ Page.
2. Click on ‘**Edit**’ button.
3. Enter today’s date for date in column.
4. Click on ‘**Save’** button.
5. The data will no longer be displayed in the list.
6. Success message ‘**changes saved’** is displayed.
7. Click on ‘**Books\_Checkin\_Verification**’ to check the books check out for today’s date
8. Click on ‘**update fine**’ button.
9. Select the loan\_id.
10. Click on ‘check and add fine’.
11. If the return date is after due date, the record will be inserted.