



Vtabu Virtual Library

Web portal User Manual

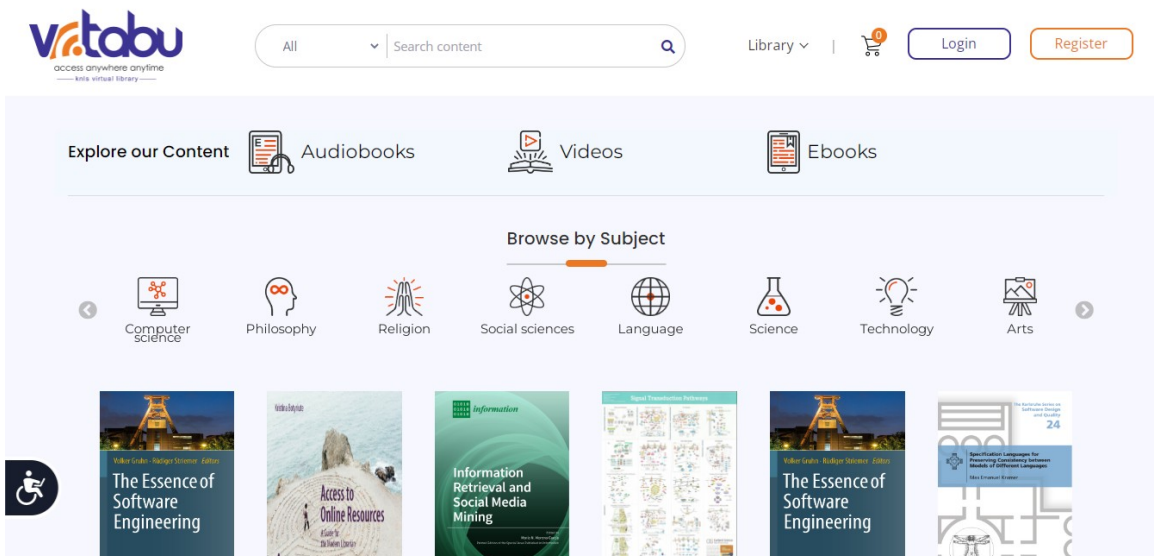
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General Information

vtabu is a virtual library software developed by the Kenya National Library Service. It has a public website and a cross-platform (iPhone & Android) smartphone application. Users can navigate to the public site and browse through the library catalog; this allows them to view content in various formats such as eBooks, Audiobooks, Maps, Videos, Journals & Periodicals, Music, Manuscripts, and Pictures.

The public site can be accessed via the URL <https://vtabu.knls.ac.ke/>. From this site a user can search for any desired content using the search box, or filter the content by subject or format.



Home page

The resources on vtabu are packaged into three content access models namely free, for members, and for sale. On the public site, users have unlimited access to free content. To access the membership and for-sale content, users would need to register an account. Once registered, the users can log in to the system, and have access to premium content by choosing and subscribing to the available membership plans.



Content Access Models

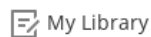
Registration Form

System Features

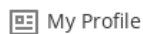
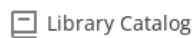
Once the user is logged in as a reader, they will be redirected to a dashboard that provides a view of user-specific content. Using the left side navigation panel, users can access other features by selecting a menu item.



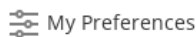
Dashboard



The reader dashboard categorized as follows;

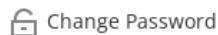


 Membership plans

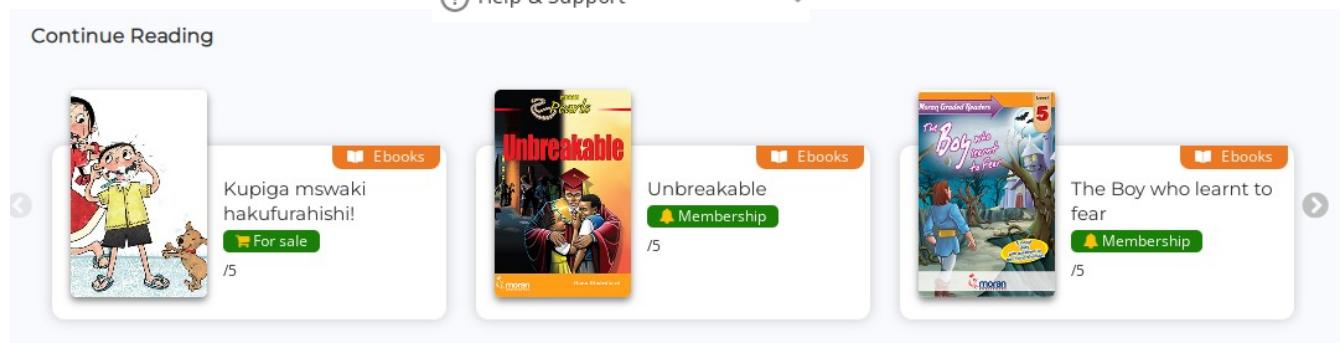


1. Continue Reading

This is a list of content that a

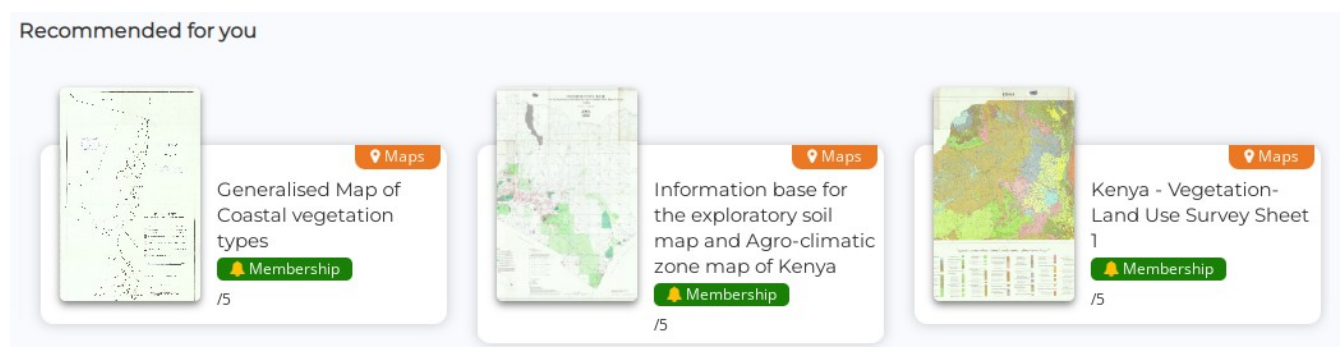


user is currently reading.



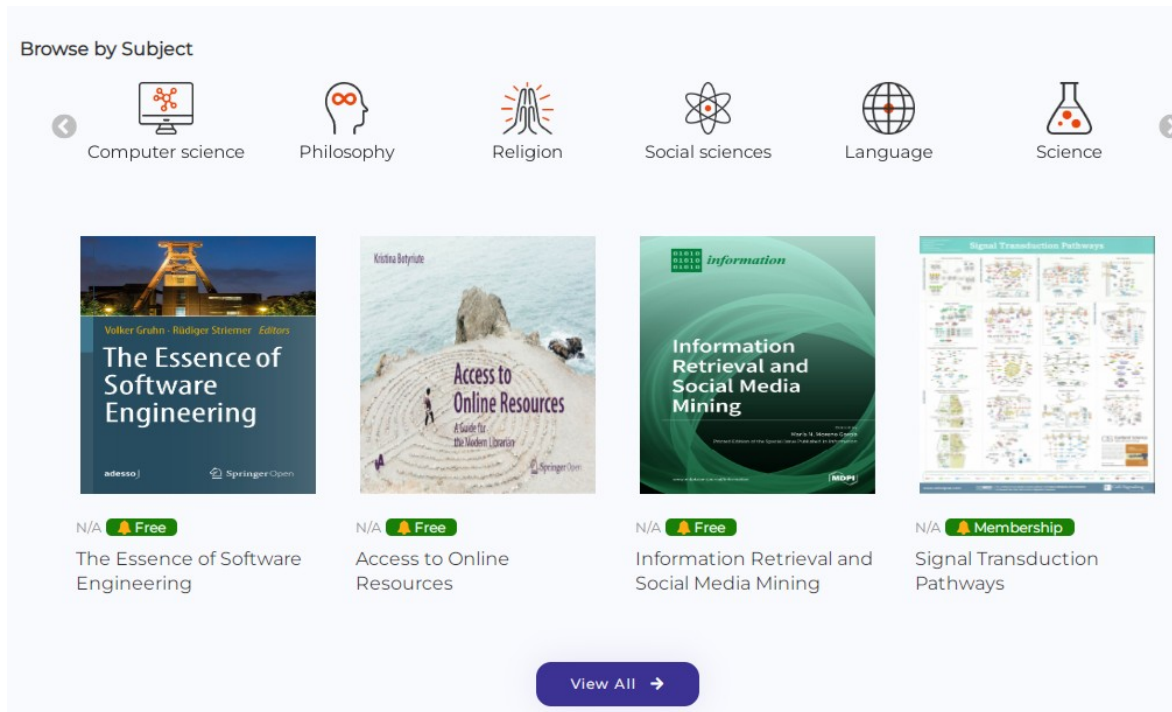
2. Recommended For You

This list displays content related to the user's preference.



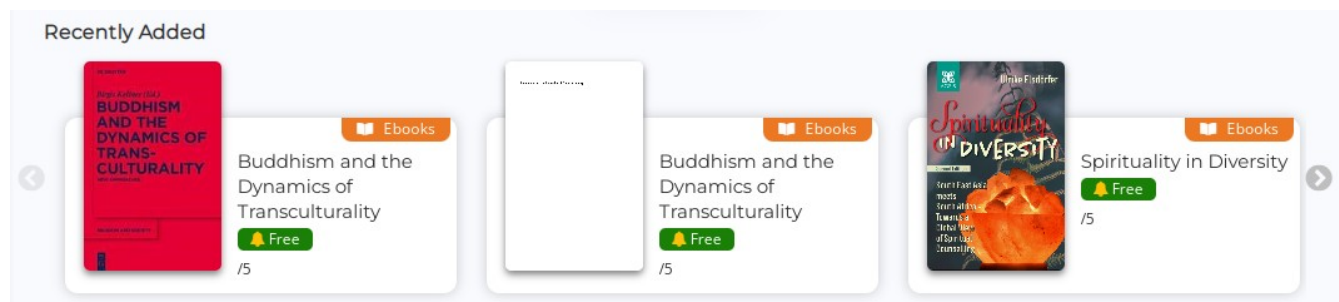
3. Browse by subject

This list categorizes content by subjects. Once a subject is selected the content related to that subject is displayed.



4. Recently added

This displays the content that was recently added into the system.


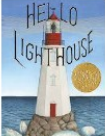


My Library

This section consists of the following tabs:-

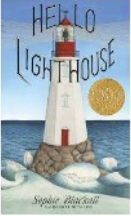
1. My Wishlist

Readers can use the wish list to save titles that they might be interested in reading later. Content can be added into or removed from the wishlist by clicking on the 'Add to wishlist' or 'Remove from wishlist' buttons from the content detail page.

My Wishlist			
My wishlist			
20 Records			
Content	Title	Type	Class
	This is my sample audio	For sale	Audiobooks
	My talents	For sale	Ebooks
	sample free map	Free	Maps

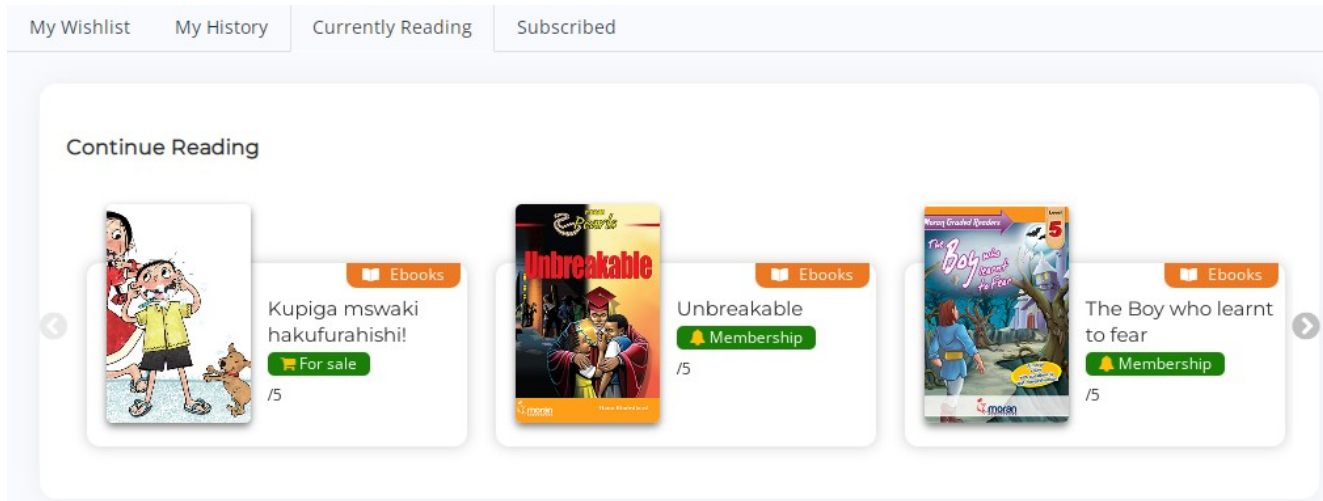
2. My History

This tab displays users' content subscription history.

My History						
Subscription History						
10 Records						
Content	Title	Type	Class	Subscription start	Subscription end	Action
	sample map 2022	Free	Maps	2022-01-18	2022-02-17	<button>Subscribe</button>

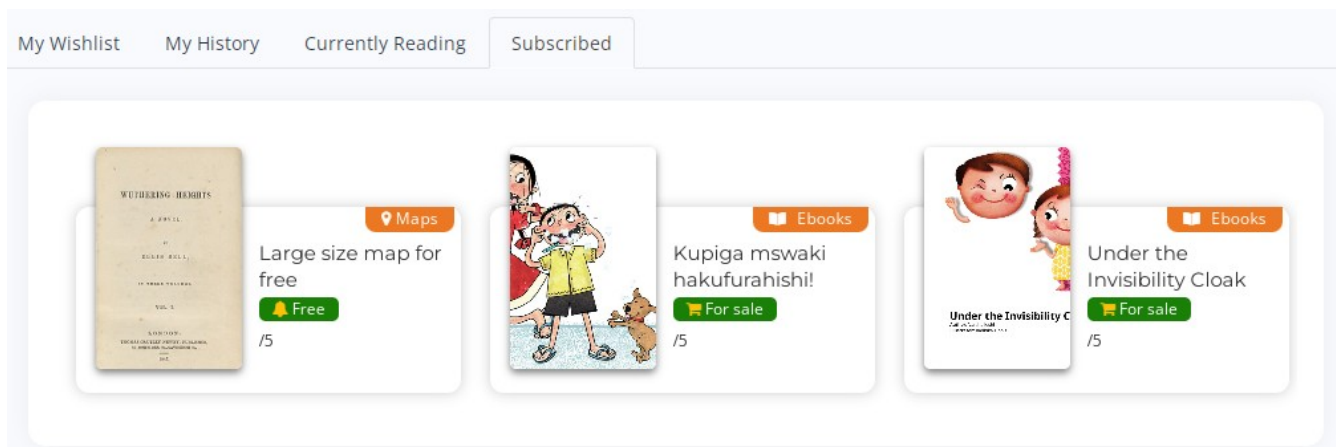
3. Currently Reading

This is a list of content that a user is currently reading



4. Subscribed

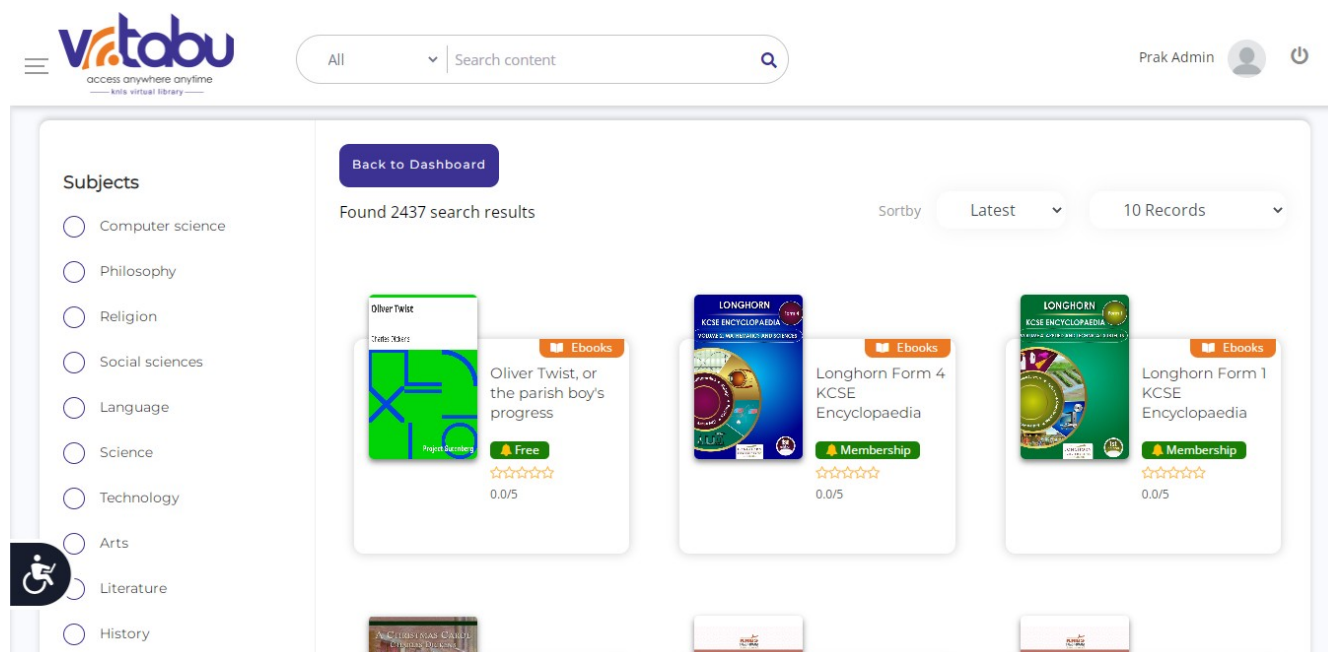
This tab displays content which a user has subscribed to. The content in this list will be removed once the subscription period has expired.



Library Catalog

The library catalog page presents to the user all the content that is available in vtabu; from this page a user can search for any desired content using the search box, and can also utilize the left pane filters to sort out content by subjects, formats, year of publication or content access models. Along with this, the user can also sort the content by date; from the oldest or the latest. Users can also choose the number of content they wish to be displayed on the page.

Once filters are applied, the searched content would then be displayed. By clicking on the particular content, a user would be able to land on the content detail page where the details of the content such as description, year of publication, language of the resource, content access models, edition, and subject will be displayed. If users have a desire to dig deeper into the descriptive details of the content selected, they have an option to click on the 'More Details' button. Along with all this, there is a section at the bottom called "you may also like" which displays the content related to the selected resource.



My Profile

This menu item contains the user information and personal details. To update the profile details such as profile picture, name, date of birth and address. Click on the save button and profile details would be updated.

My Profile

Personal Details

First Name
Amit

Last Name
Vyas

Date of Birth
1981 October 15

Identification Number
pqr123455377@

Profile Image

Choose file No file chosen

Accepted Type : .jpg, .jpeg, .png Single image only

Delete Account

Membership Plans

This is the page where a user can subscribe to a plan or if already subscribed to any plan, then the user can see the details of subscription.

Hi **Amit Vyas**, you don't have an active membership, please choose one from the following options:

- ☒ Kshs. 20 Per Day
- ☐ Kshs. 100 Per Week
- ☐ Kshs. 500 Per Month
- ☐ Kshs. 1500 For 6 Months
- ☐ Kshs. 2500 Per Year

To subscribe a user can select a plan from the list, and after the selection it will display the payment options. Currently there are two payment options; M-Pesa and card options. By selecting any payment method, user can enter details of their payment and proceed to purchase their subscription.

Payment options

☐ MPESA

☒ Card

First Name

Amit

Last Name

Vyas

Email

reader@gmail.com

Mobile

8452361975

CONFIRM PAYMENT: 20KSH

My Preferences

In this page a user can select an area of interest and save it. So the content based on this interest would be displayed on the recommended content list.

Area Of Interest

- ☐ Computer science
- ☐ Philosophy
- ☐ Religion
- ☐ Social sciences
- ☐ Language
- ☐ Science
- ☐ Technology
- ☐ Arts
- ☐ Literature
- ☐ History
- ☐ Fiction
- ☐ Rare Content
- ☐ Government Publications

Save

From the list of categories, user can select multiple categories and click on save button to save their preferences.

Change password

This is the page where user can change their own password. First user needs to enter the old password, and then new password and confirm new password after that click on the save button and your password will be updated. Now user would be able to use new password after logout.

Change password

Old Password

Enter Old Password

New Password

Enter New Password

Confirm Password

Enter Confirm Password

Save

Help & Support

This is a menu where user can request for help. Also user can see the system Frequently Asked Questions, Sitemap & Manual.

- Request for Help
- FAQ
- Manual
- Sitemap

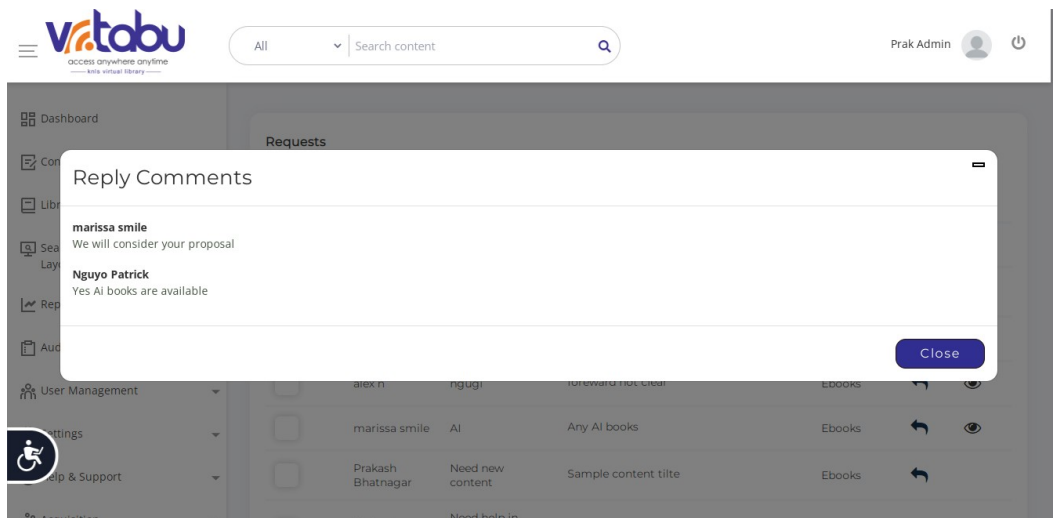
Request for Help

This is the page where user can add a request for help with subject, title & description. And after adding the requests, the administrator will reply to your request.

The screenshot displays the Vritobu library system interface. The top header includes the Vritobu logo, a search bar with 'All' and 'Search content' options, and a user profile for 'Prak Admin'. The left sidebar contains a menu with items like Dashboard, Content Review & Publishing, Library Catalog, Search Portal(s) Design and Layout, Reporting & Statistics, Audit, User Management, Settings, Help & Support, and Acquisition. The main content area is titled 'Requests' and contains a table with the following data:

	Username	Title	Description	Subject	Action	View Reply
<input type="checkbox"/>	alex n	fees confirmation	confirm	Membership	↩	👁
<input type="checkbox"/>	ALEX KENYANSA	Borrowing	Can I borrow Ngugi's "The River Between..."	Ebooks	↩	👁
<input type="checkbox"/>	Evans O	Cant load	Can't load the book who moved my chee...	Ebooks	↩	👁
<input type="checkbox"/>	alex n	ngugi	foreward not clear	Ebooks	↩	👁
<input type="checkbox"/>	marissa smile	AI	Any AI books	Ebooks	↩	👁
<input type="checkbox"/>	Prakash Bhatnagar	Need new content	Sample content tilte	Ebooks	↩	
<input type="checkbox"/>	Prakash	Need help in			↩	

To check all the messages discussed for the request, user will be able to view all the messages by clicking on view reply button. A popup will appear to display the messages.



FAQ

It is the place where user can see the all FAQ added in the system.

FAQ

How to Find E-Books

Locating e-books in the Libraries collection involves two steps: searching for material using relevant words and phrases, and refining the search results to display only eBook titles.

How do I pay fines?

Fines may be paid online, by phone, in person or by mail.

How do I login?

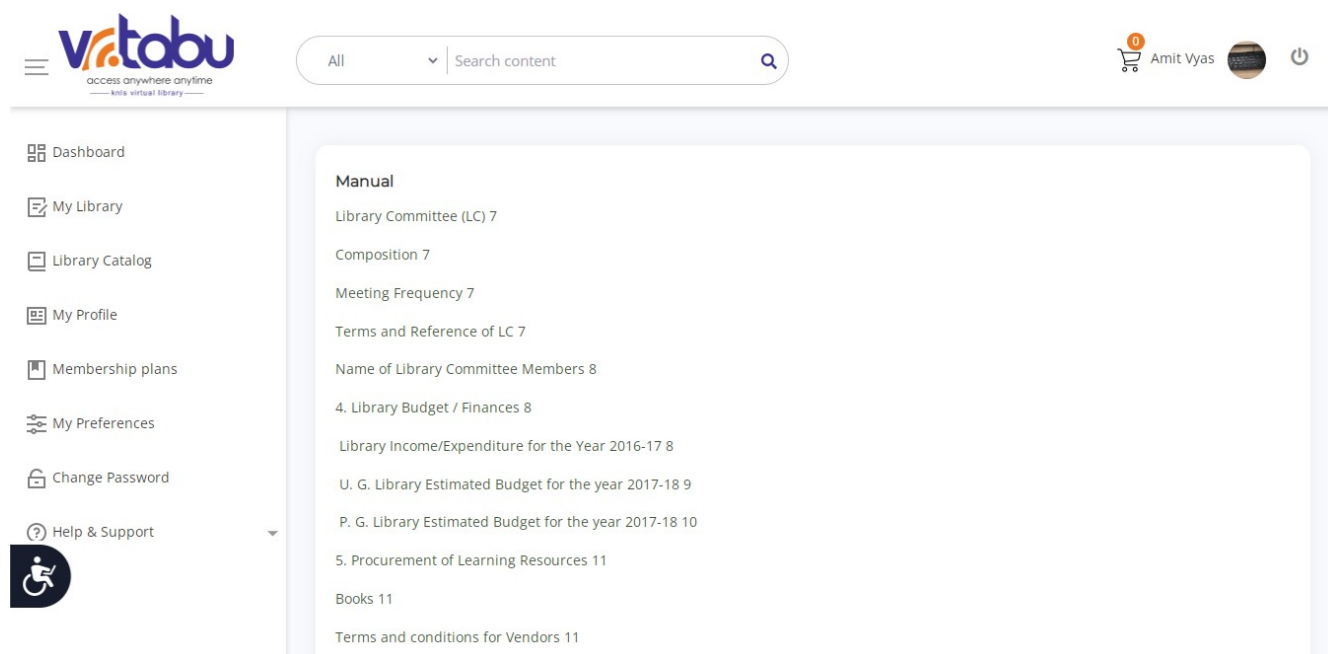
You can log into all Online Library resources using your Portal username and password. This is the same username and password you use to log into your Virtual Learning Environment. Your Portal username is usually your initials followed by some numbers, e.g. ab123.

I have forgotten my Portal password can I change it?

If you have forgotten your password, click the link under "Forgotten password?" on the Portal login page.

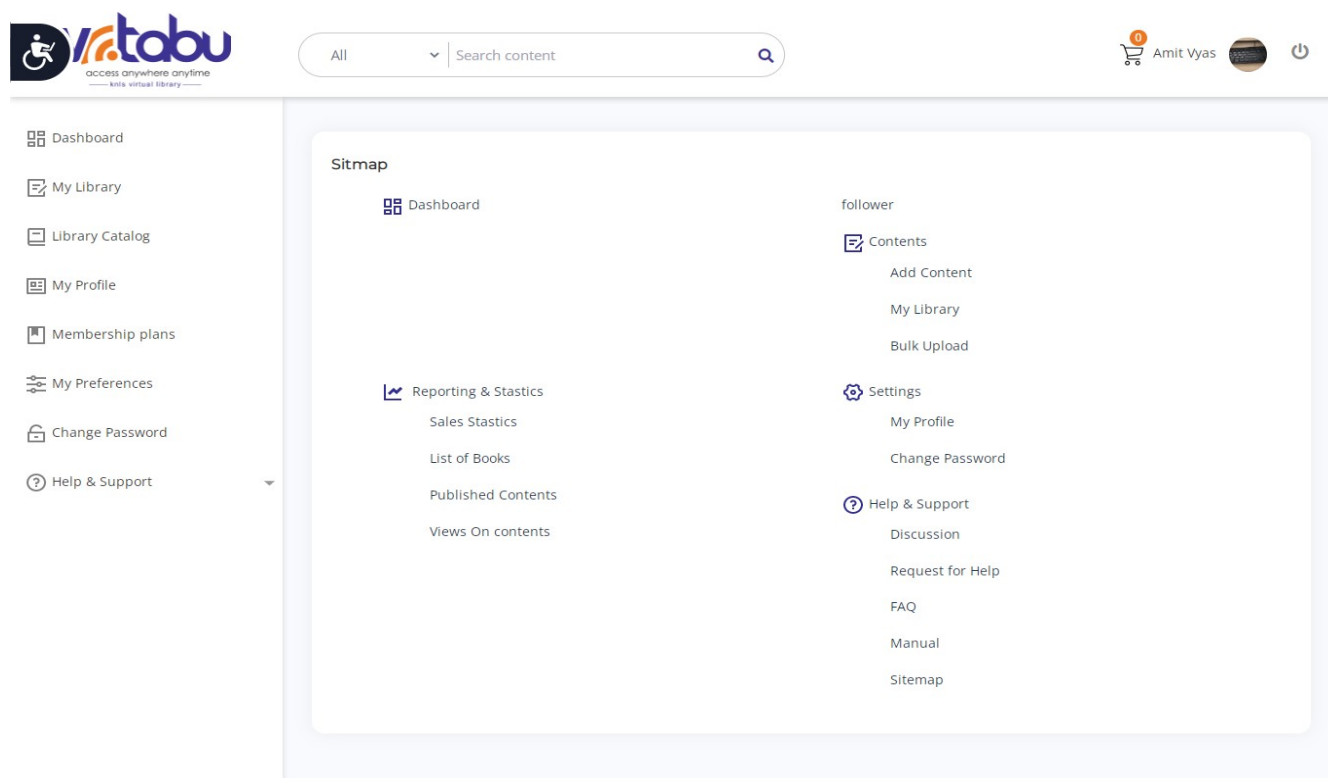
Manual

This is the page where user can see all the manuals of the system.



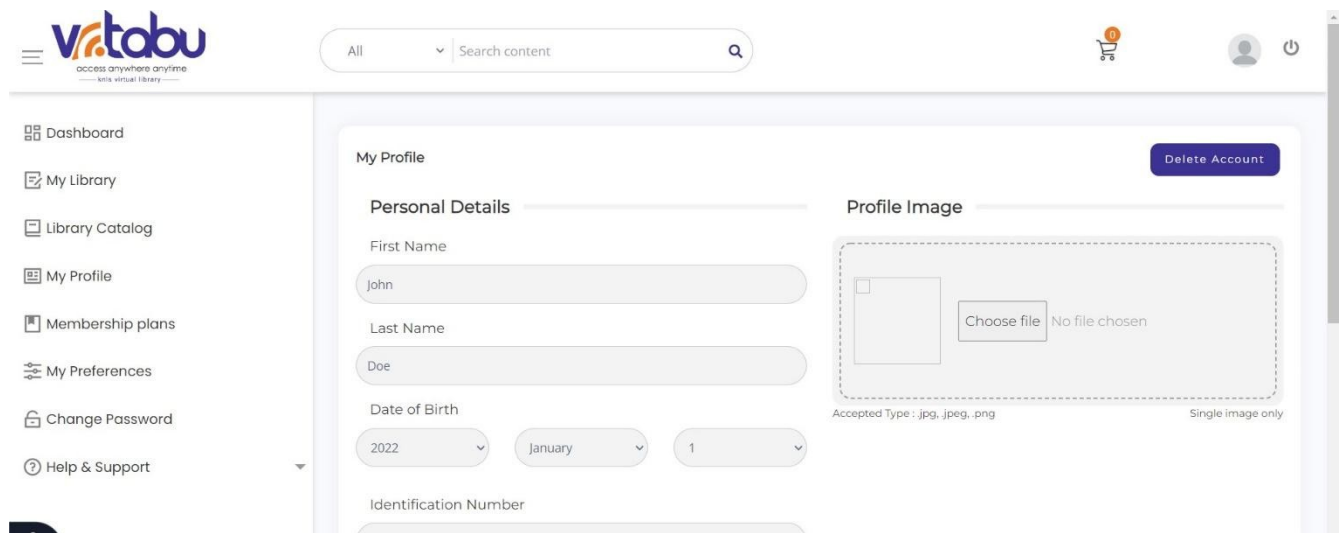
Sitemap

This is like a quick access page where links to all other pages are organized.



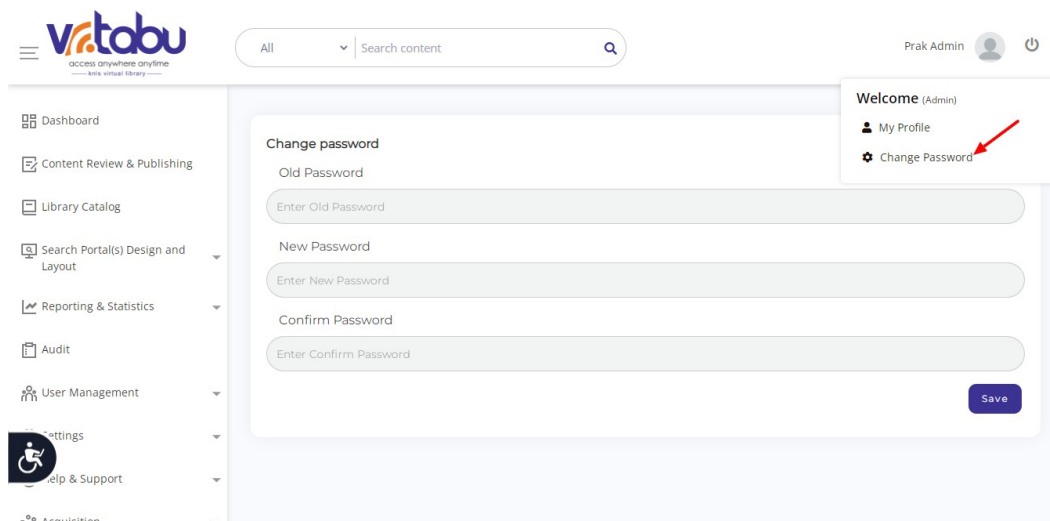
Manage Profile and sign out

There are options to which a user can update their profile information in the right-side top header for manage profile and sign out, clicking on My profile link would open a page to update the user profile details such as profile picture, name, date of birth and address etc. Clicking on save button will update the profile details.



The screenshot shows the 'My Profile' page in the Vitabu system. The page has a sidebar on the left with navigation links: Dashboard, My Library, Library Catalog, My Profile, Membership plans, My Preferences, Change Password, and Help & Support. The main content area is titled 'My Profile' and includes a 'Delete Account' button. It is divided into two sections: 'Personal Details' and 'Profile Image'. The 'Personal Details' section contains input fields for First Name (John), Last Name (Doe), and Date of Birth (2022, January, 1). There is also a field for Identification Number. The 'Profile Image' section shows a placeholder for a profile picture with a 'Choose file' button and the text 'No file chosen'. Below this, it specifies 'Accepted Type : .jpg, .jpeg, .png' and 'Single image only'.

There is also a link to change password, this is the page where user can change their own password click on the save button will update the user password. The user can now use new password after logout.



The screenshot shows the 'Change password' page in the Vitabu system. The page has a sidebar on the left with navigation links: Dashboard, Content Review & Publishing, Library Catalog, Search Portal(s) Design and Layout, Reporting & Statistics, Audit, User Management, Settings, Help & Support, and Announcements. The main content area is titled 'Change password' and contains three input fields: Old Password, New Password, and Confirm Password. A 'Save' button is located at the bottom right. In the top right corner, there is a user profile dropdown menu for 'Prak Admin' with options: Welcome (Admin), My Profile, and Change Password. A red arrow points to the 'Change Password' option.

To sign out from the system, click on the logout button in the top right corner.

