Vtabu Virtual Library
# *Administrator 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/.**

This is where a user can search for any desired content within the search box, and can also filter the content by utilizing the left panel filters which include the following: subjects, formats, categories, publishers, and authors. Along with this, the user can also choose filters from the header, such as the number of content to be displayed per page and sort by date i.e. the latest and the oldest.

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, the language of the resource, license type, 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 content.
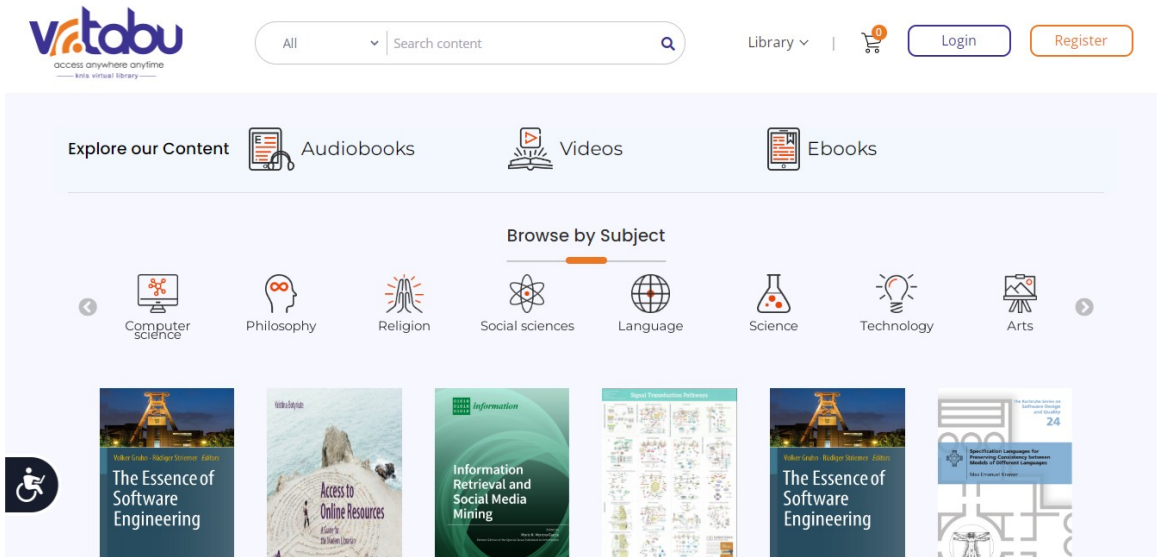
The content on vtabu is packaged into three tiers namely free, for members, and for sale. On the public site, users have unlimited access to free content.

To access the membership and for-sale content, users would need to register an account. The picture below illustrates the registration page.

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.

The picture below illustrates the log in process after a successful registration.

Authorized use permission

The system is available to the general public as well as authorized users. The admin can access all the system features when logged in to the system. There are various user roles defined in the system. There are also different interfaces available as well. All the user roles that are available in the system are as listed below.

- Admin
- Reader
- Junior Reader
- Publisher
- Librarian
- Senior Librarian
- Finance
- Attendant
- Analytics

System Features

Once the admin user is logged into the system, it redirects them to the dashboard page where a summary of the system statistics as well as revenue collected through the system is displayed. The left navigation panel(as shown in the picture below) is used to access the various system functionalities; a user can click on each menu item to access all the features of the menu. The navigation panel is available on all the pages.

Dashboard

Content Review & Publishing

Library Catalog

Search Portal(s) Design and Layout

Reporting & Statistics

Audit

User Management

Settings

Help & Support

Acquisition

Dashboard

The admin dashboard consists of the following data shown below.

1. Digital Resources

This displays the total content count according to the different formats that have been added to the system. There are different durations including year, month, and week for filtering the the counts and other statistical data on the dashboard.
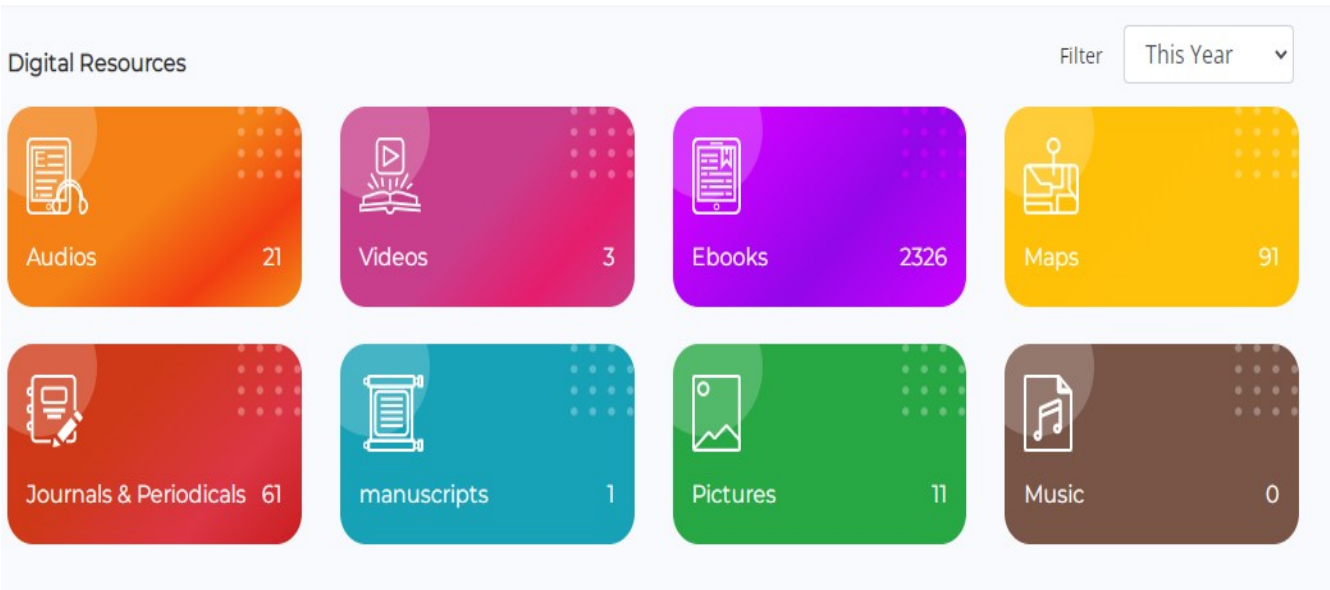
2. Statistics

This displays the total revenue generated in the current and previous year plus all the content sales. There's also a filtering option to check the revenue from the readers, publishers, and content. Revenue is generated by the content purchased and the membership fees taken by the registered users.
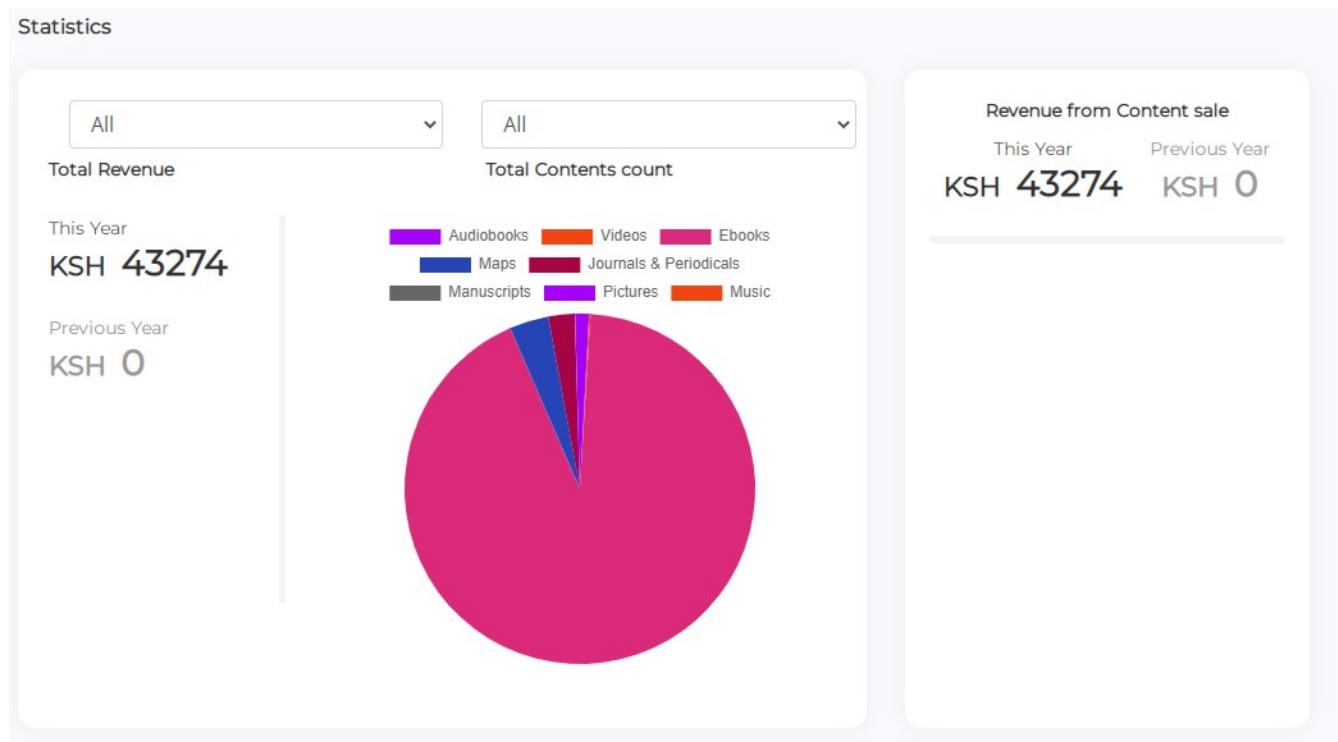
3. User Section

This part consists of two sections. The right and left panels. The left panel of this section displays the total number of users and the number of available active users registered within the system. The right part of the section is for displaying the total number of users who have purchased subscriptions.
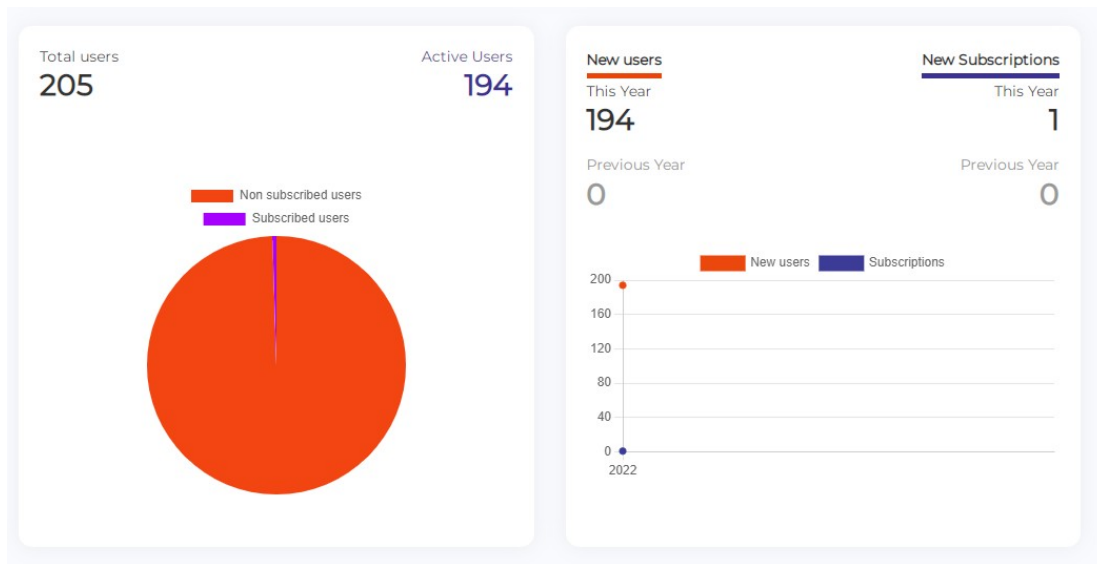
Content Review & Publishing

This is the section where all the uploaded content is displayed.

The Admin can review content and perform actions on individual content such as deleting, rejecting, approving, and editing.

The following actions shown below can also be done to the individual content.

1. **Delete**

This gives the option to delete the content, and after the deletion, the content will be erased from library catalog
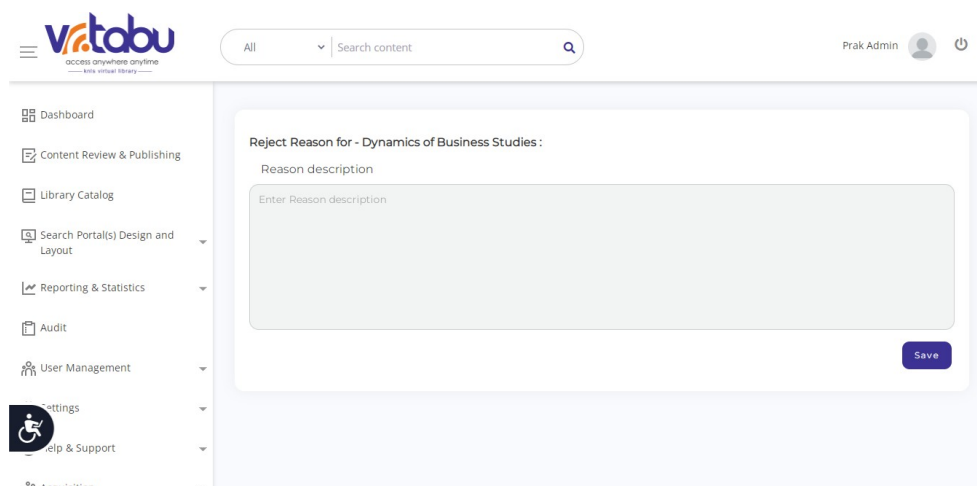
2. **Edit**

This gives the option to modify the content details such as the content file, cover image, description, etc.

3. **Reject**

This is the option where the admin can reject the content. Once you click on the "Reject" button, another page will be displayed where the admin has to provide a valid reason for rejecting the content.

4. **Approve**

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This gives the option to approve content. Once clicked, the content gets marked as published. Immediately after the content is approved, it will be displayed in the library catalog.

DRM settings

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The contents list also has the DRM settings for each content.

Admin can update the following DRM settings

- Copying and Paste – User wouldn't be able to copy/paste content
- Printing – Users wouldn't be able to print the content.
- Number of devices – Allow the content to be displayed on a given number of devices.
- Downloads – It will allow the user to download the content on mobile for offline viewing.

[+ Bulk Upload] [+ Add New]

Along with the content list, there is an option "+ Add New" to add new content, and "+ Bulk Upload" to add multiple contents.

Library Catalog

This is the page where all the published content is only available to read, play & listen in the public site which is free and marked as an unlimited number of copies. Users must be registered in the system to read, play & listen to the content.
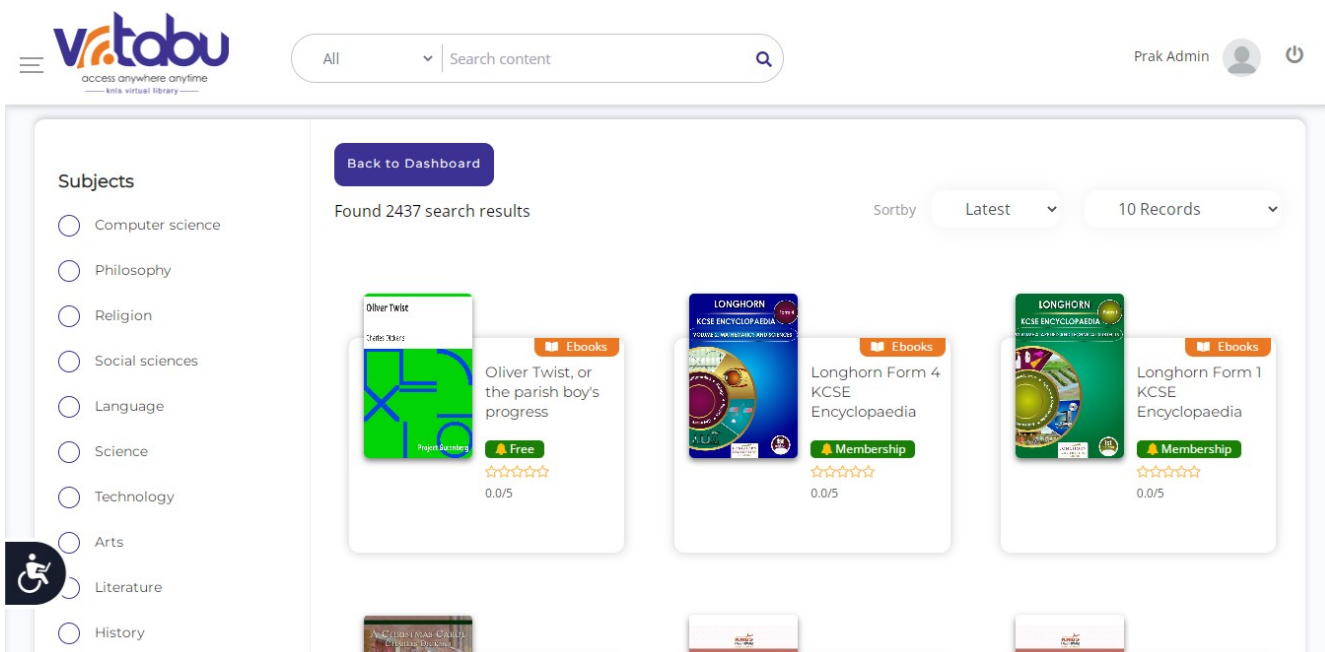
Also, the catalog consists of various filters such as formats, subjects, publishers, authors, sort by, and the number of records per page. The contents can be searched by entering the title/subtitle in the search box in the top header section.

Search Portal Design Layout

This is the place where the admin can configure the library catalog filters. Advance search field inputs can be checked or unchecked. If the input is unchecked, then it would be erased from the search portal.
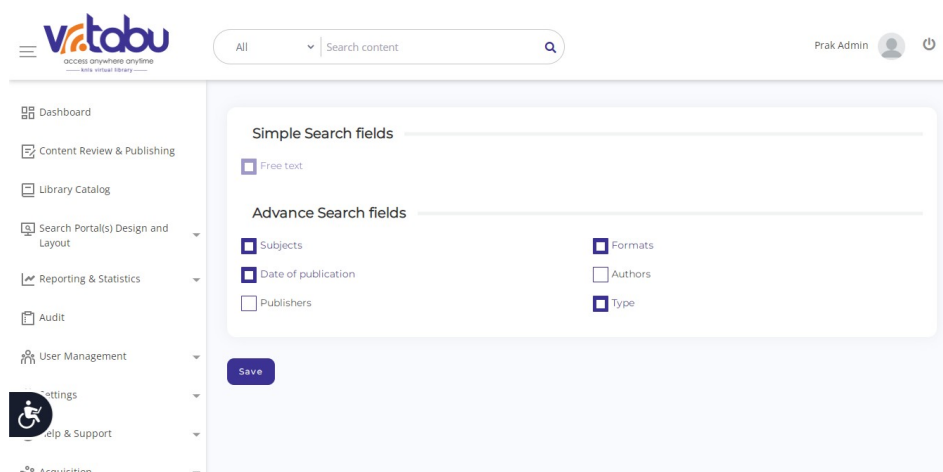
Reporting and statistics

Reporting and statistics are displaying various types of reports with tabular format, pie & line charts. Reports can be generated in PDF and CSV formats and the admin can print them.


the following are the reports and statistics

- Sales Statistics
- Search Content
- DRM Report
- Logged In Users
- Views On contents

1. Sales Statistics

This report displays the total revenue in the system. There are various filters available to filter the revenue and they include the following: - title, publishing house, date range, content format, category, sub-category, and the number of records per page.

2. Search Content

This report displays the top searched content data based on keywords, formats, categories, authors, and publishers. And along with this, it also displays the count per category.
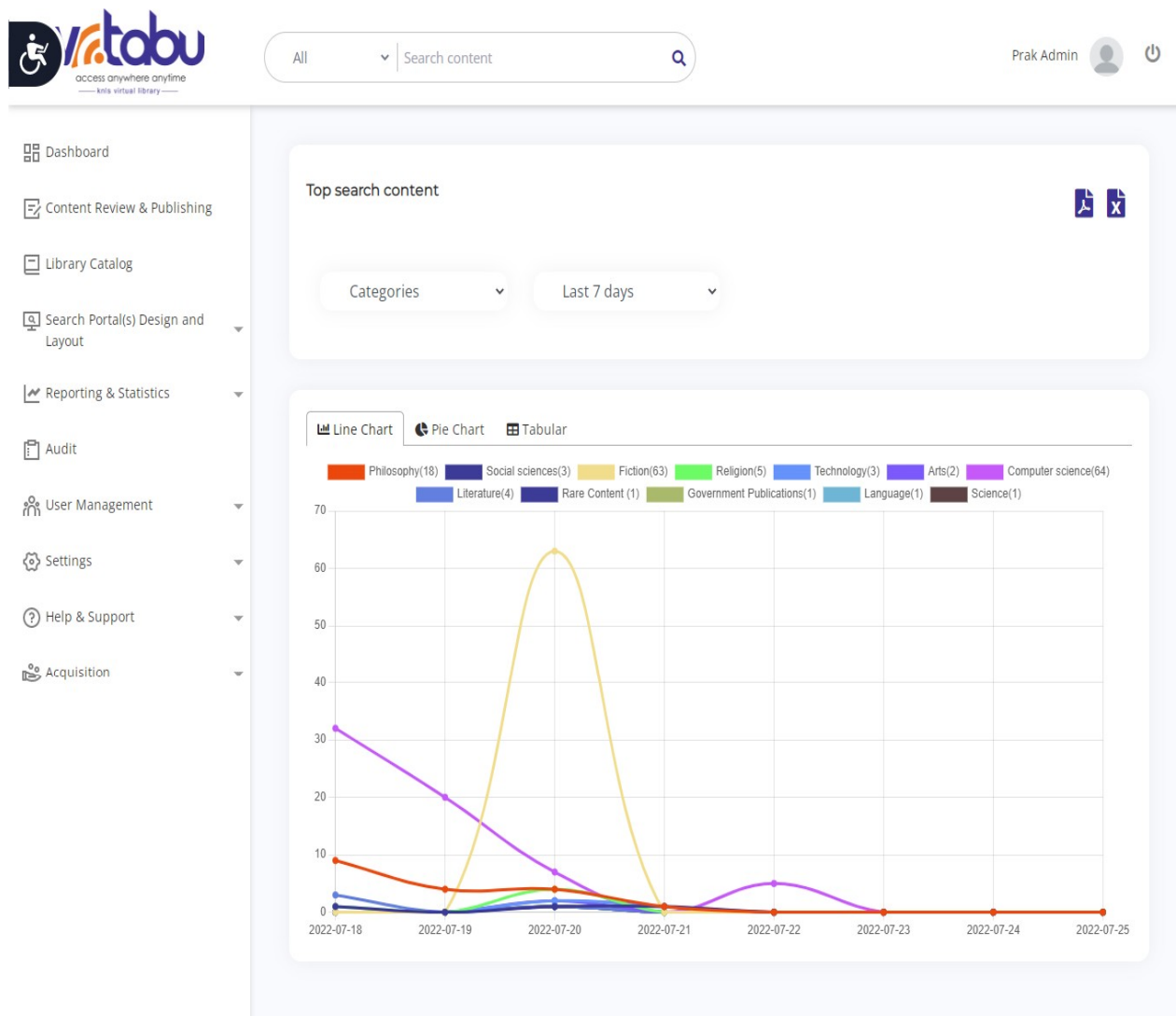

3. DRM Report

The DRM report displays the list of contents where each can be displayed on several devices and can be copy-pasted before printing or downloading. In addition, there is an option for filtering the report according to the search by title, date range, publisher, sort by, and the number of records per page.
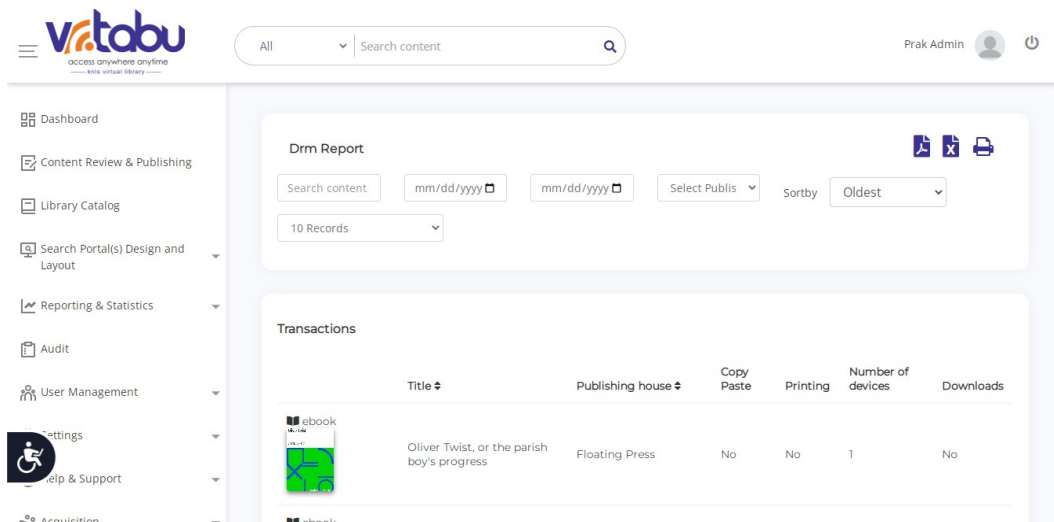
4. Logged in users

Here, the system displays the user's list with the last login time, and also there is a view more button to display the user login history with the details such as Device, IP address, and login time.
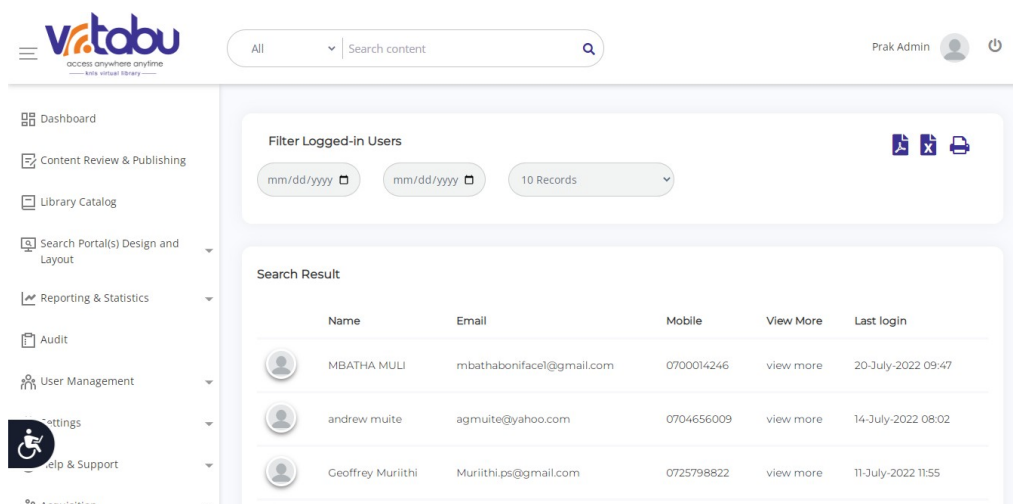
5. View on contents

View on contents report displays the list of contents with the total number of views per content. there is a button to view more such as total user view count.

Audit

This section displays the complete audit record of the system such that when new content is added to the system, or a new user is registered by the admin or user self-registration, it will display all the details such as the date and time when the user was registered.,
In the case of content, when it is added, updated, or deleted, there is a view log link to display the complete detail of a particular record when the content has been updated, or if the user

profile has been updated, the records will display the details such as the old value and new value for the individual record.
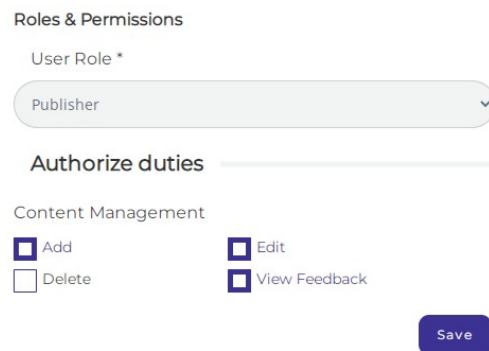
In addition, there are various filters available to filter the audit records such as date range, module, activity, and the number of records per page.

User Management

It is in this section where the admin can manage all the system users, such as update user details and their roles, see the list of users and add new users. In addition, there is a filter option by which all the users are filtered and displayed based on an area of interest, user role, date range and the number of records per page.

It is categorized as given below.

1.Manage Users – manages user roles and permissions, there is a role drop-down to select the user role, and for each role, there are different sets of permissions, and these permissions can be assigned by the checkbox with a check and unchecked option. Finally, click on the "Save" button and the user role will be assigned the selected permissions.
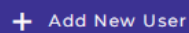

2.List – displays the list of registered users. There is an Edit button to update each user's details such as Role, Photo, address, etc. there is also a button to Block/Unblock users. if the user is blocked then he/she will not be able to login into the system. Lastly, there is an option to delete multiple users by ticking the main header checkbox or can also delete single users by ticking the individual checkbox.

	Name	Email	Mobile	Block/Unblock	Edit
☑	MBATHA MULI	mbathaboniface1@gmail.com	0700014246	⬤▢	✎
☑	andrew muite	agmuite@yahoo.com	0704656009	⬤▢	✎

Along this list of users, there is a button in the header to add a new user to the system.

+ Add New User

Settings - This is where the admin can configure the payment method, manage the category and subcategories for the system, and manage the subscription plans.

Payment – To configure the payment method, the admin can select which method should be run in the system. Once the checkbox is checked for the payment methods, the selected methods would be available to make payment for the subscription and the paid content in the system.

Payment methods

☑ MPESA   ☐ Bank   ☑ Card

Category –the admin can add a new category and its subcategory as well as update the title of the category and subcategory.

Content Categories   **+ Add New Category**

✎ Computer science
✎ Philosophy
✎ Religion
✎ Social sciences

Once you click on add a "New Category" button, a popup will appear and the admin will input the category details such as category title and icon image. Finally, by clicking on the "Save" button, a new category will be added.
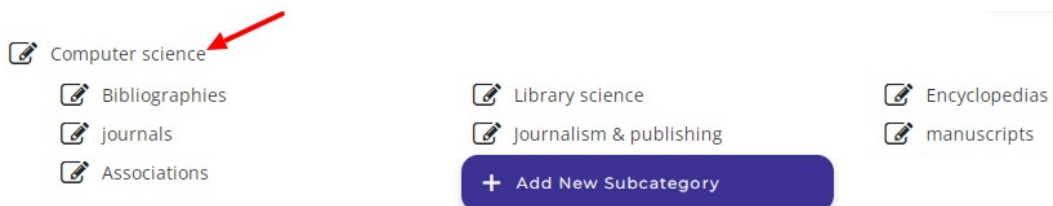

To add the subcategory under the category, click on the category title according to the screenshot below,

Subscription – This is the section where the admin creates a new subscription plan, and updates existing subscription plan details such as title, charges, and the number of days. When a user chooses a plan and subscribes to it, then they will have to pay subscription charges. Once a user is subscribed to a plan successfully, then they would be able to read, play & listen to the membership type of content up to the number of days available in the selected plan.
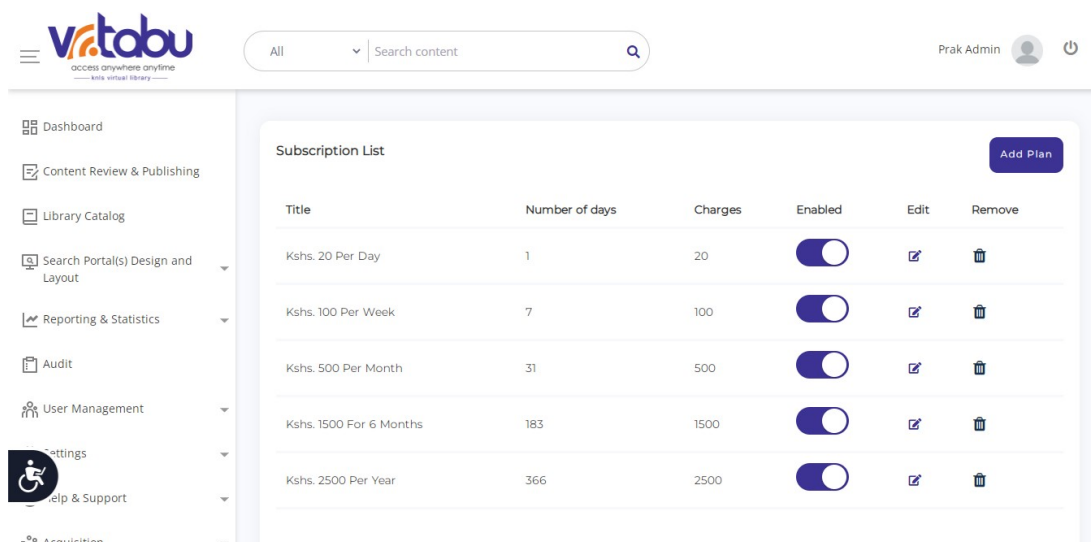
Help & Support

This is the place where the admin can check the support request generated by the system users.

The admin can manage to update the system FAQ (**frequently asked question**), Sitemap & Manual. Below are the options to manage

- Readers Request
- FAQ-frequently asked question
- Manual
- Sitemap

Readers Request

Admin can see all the requests generated by the readers on the system, where readers can add the request with the subject, title & description. with this list the admin can respond to each of the requests and also check the complete thread of messages.
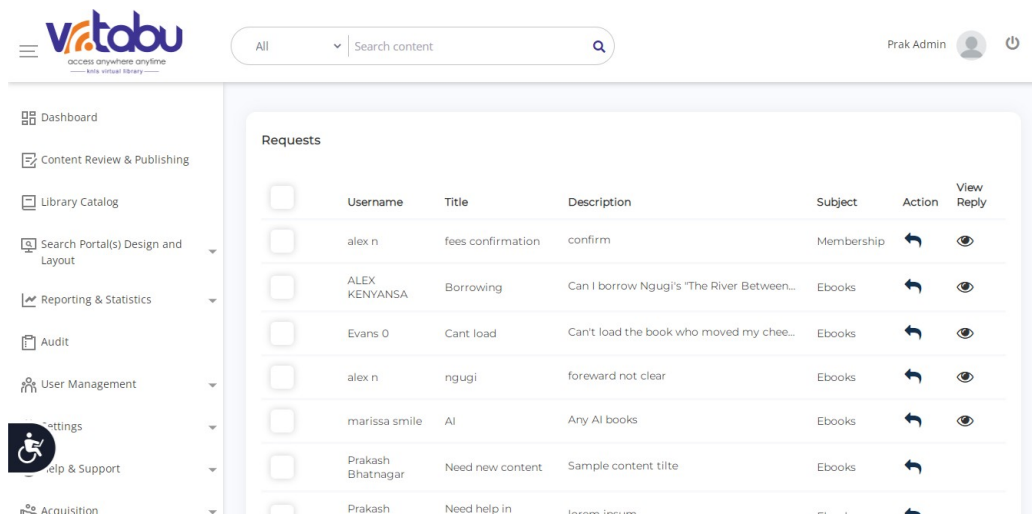
Once the user generates a request, Admin would be able to see all the requests, and by clicking on the action reply button, the page will appear to enter the text message for the request generated.
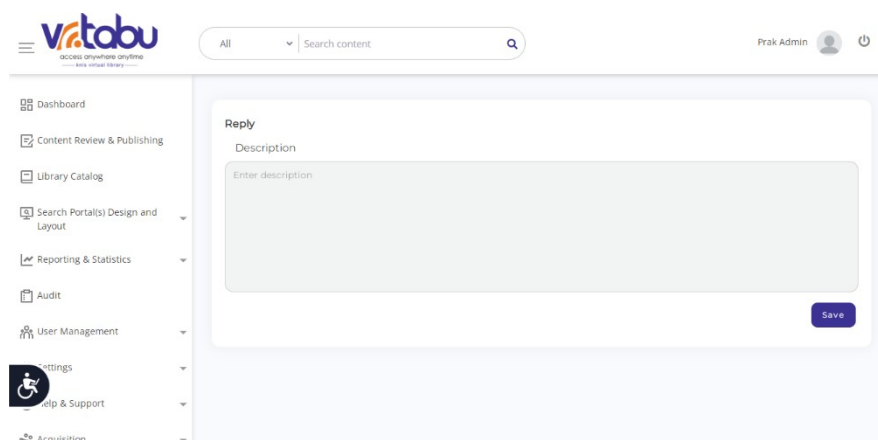

To check all the messages discussed for the request, the Admin can click on the "View Reply" button and a popup will appear displaying the messages.
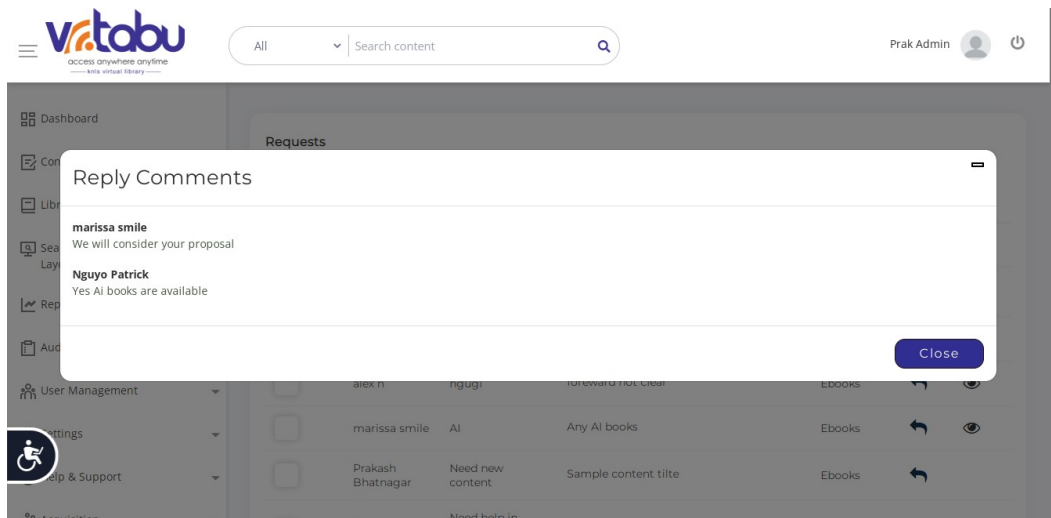
FAQ

In full it's known as *frequently asked question*

It is the place where the admin can add/update the FAQ. By clicking on the "Add" button, the editor will be displayed and the admin will enter the FAQ details accordingly. Finally, the admin will click on the "Save" button and the FAQS will be available to all the users.
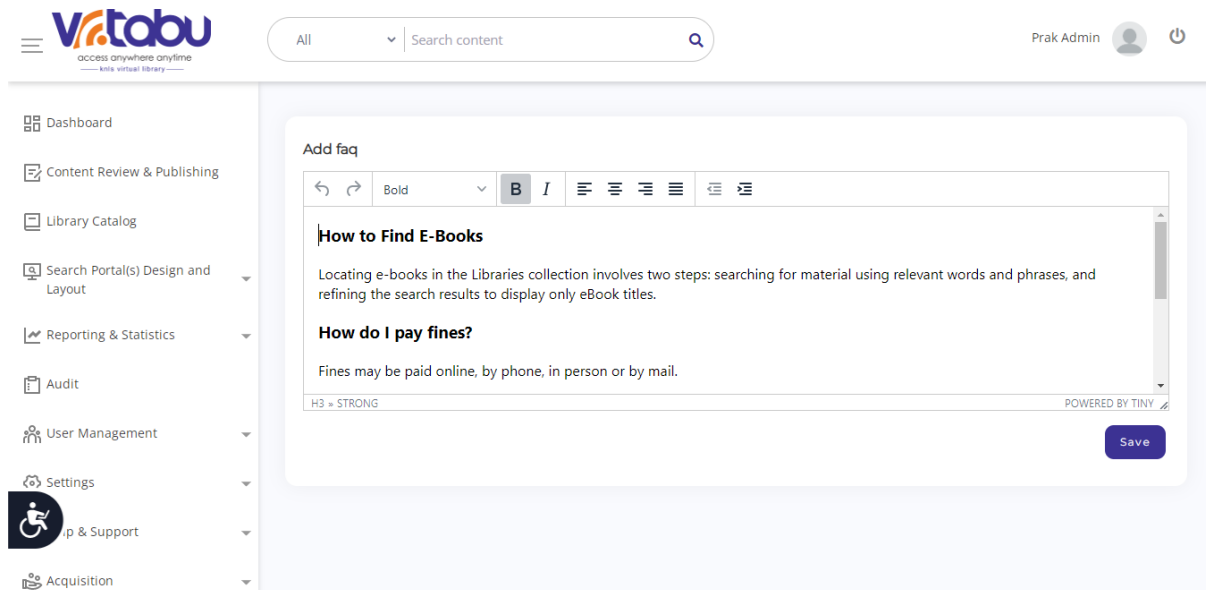
Manual

It is the section where the admin can add the Manual of the system. clicking on the "Add New" button would display the editor to enter the manual description, and clicking on the "Save" button would save the manual in the system.

Sitemap

This is the page where all the page links are organized and clicking on the link would open the corresponding page.

Acquisition

It is the place where the admin can manage the budget and vendors in the system. The Following are the options used to manage the acquisition in the system.

Add Budget – To add/update the budget by selecting the financial year and amount.
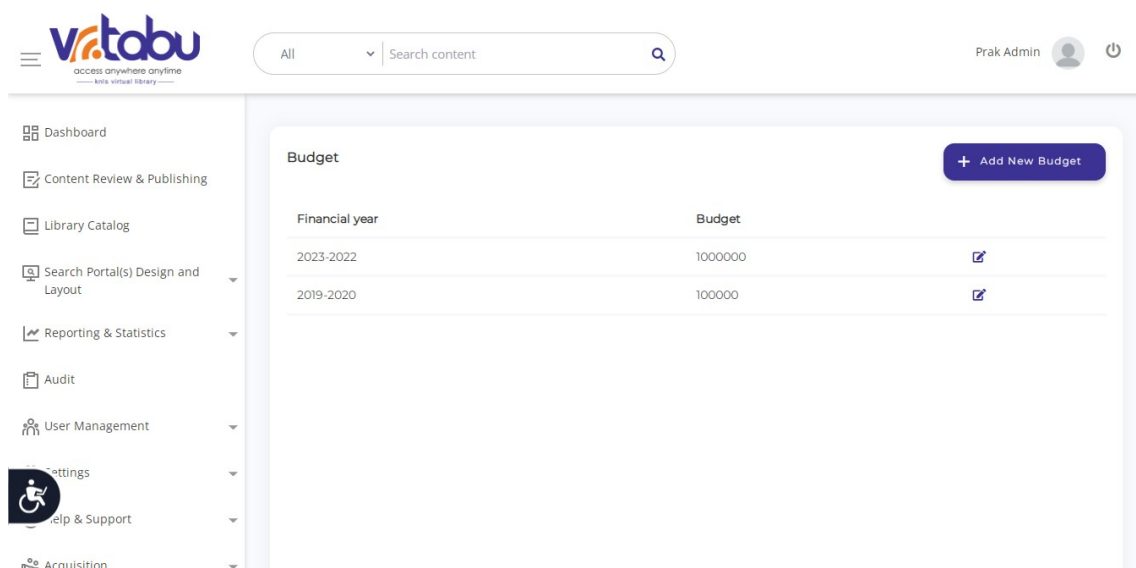
To create a new budget, click on the "Add New" Budget button. This would open a page where the budget details can be entered, the financial year selected and the amount added. clicking on the "Save" button would add the budget.
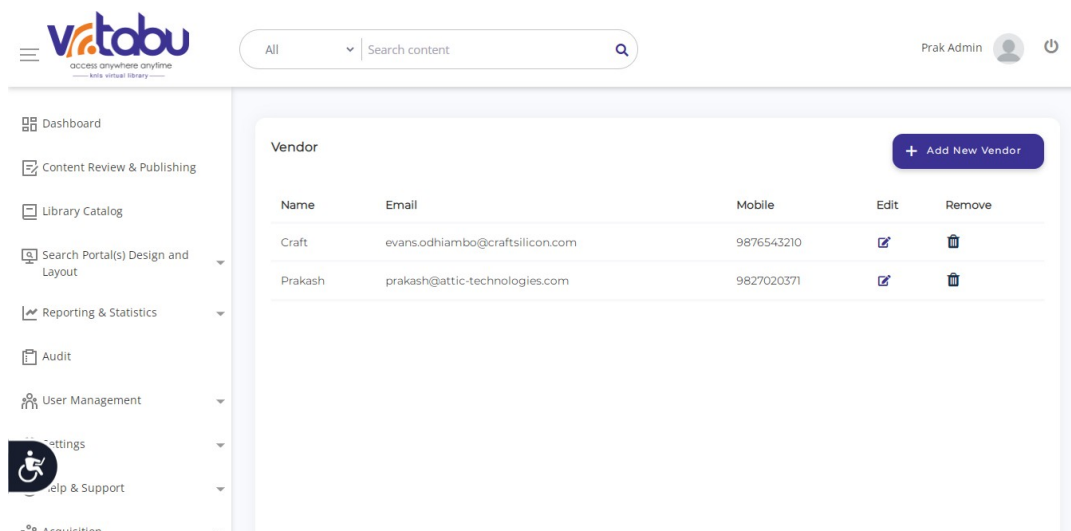
Also, there is an option to update the budget by clicking on the "Edit" button in the vendors' list.

Vendor Management – To add/update the vendor in the system. Also, there is an option to delete the vendor.

To add a new vendor, click on the "Add New Vendor" button, the page would appear to enter the vendor details as given below.

To update the existing vendor detail, click on the "Edit" button in the list. This will open the page with all the editable inputs, and clicking on the "Save" button would update the details.

Manage Profile and sign out - There are options in the right-side top header for managing the profile and signing out, clicking on the "My Profile" link would open a page to update the user profile details such as profile picture, name, date of birth, address, etc. Clicking on the "Save" button would update the profile details.

There is a link to change the password and this would allow the user to change their password.
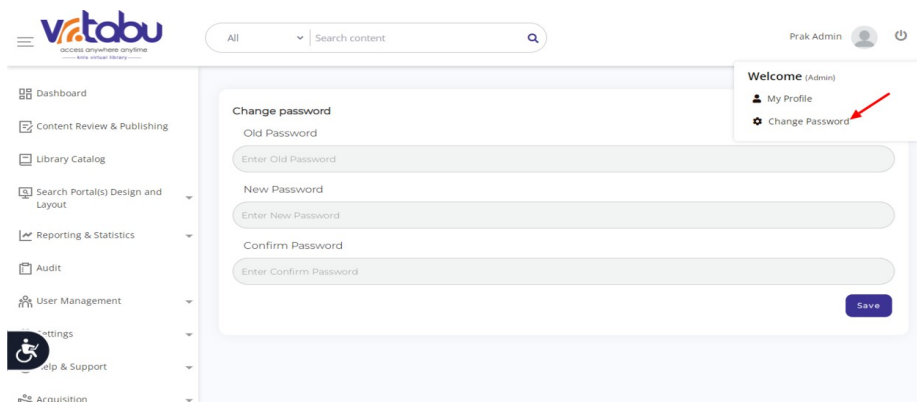
To sign out from the system, it can be done by clicking on the "Logout" button at the top right corner.