Quick Start Guide

-Niranjan Ravichandran

Introduction

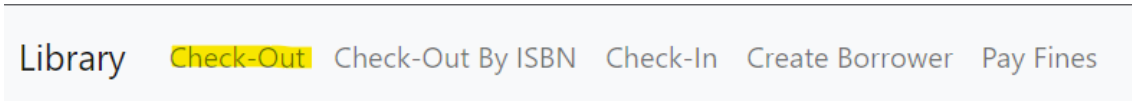
This Guide will help you through all the key functionalities of the library system

Table of Contents

1. Search for Books and Availability
2. Check-Out Books from Search
3. Check-Out Book by ISBN
4. Check-In Books
5. Create a borrower
6. Make payments and Update Fines

1. Search for Books and Availability

1.1 Navigate to Check-Out Tab



1.1 Enter the ISBN, Title or Author you're looking for and click search

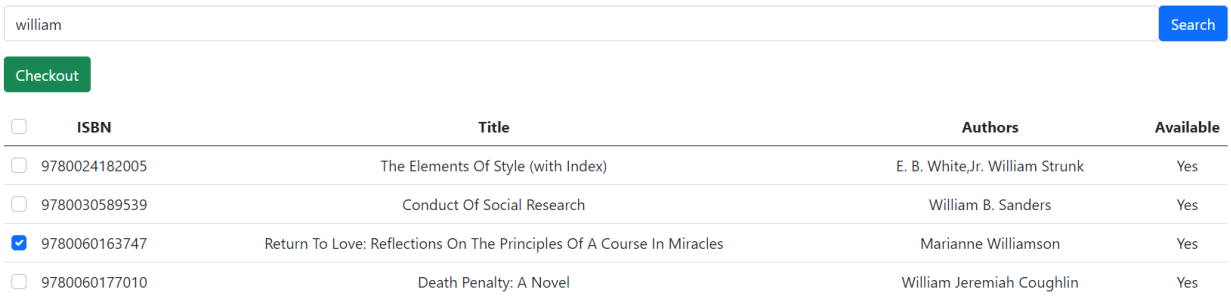
1.2 You will see a list of books matching the search criteria and if the book has already been checked out or is available

ISBN	Title	Authors	Available
9780024182005	The Elements Of Style (with Index)	E. B. White,Jr. William Strunk	Yes
9780030589539	Conduct Of Social Research	William B. Sanders	Yes
9780060163747	Return To Love: Reflections On The Principles Of A Course In Miracles	Marianne Williamson	Yes
9780060177010	Death Penalty: A Novel	William Jeremiah Coughlin	Yes
9780060527792	Charlotte's Web	E. B. White,Garth Williams	Yes
9780060915766	Writing To Learn, 1st, First Edition	William Zinsser	Yes
9780060916015	Dateline Soweto: Travels With Black South African Reporters	William Finnegan	Yes
9780060931803	The Map That Changed The World: William Smith And The Birth Of Modern Geology	Simon Winchester	Yes
9780061009884	Hostile Witness	William Lashner	Yes
9780061013713	Tidewater Blood	William Hoffman	Yes
9780061030956	Wild Thorn	William Hoffman	Yes

2. Check-Out Books from Search

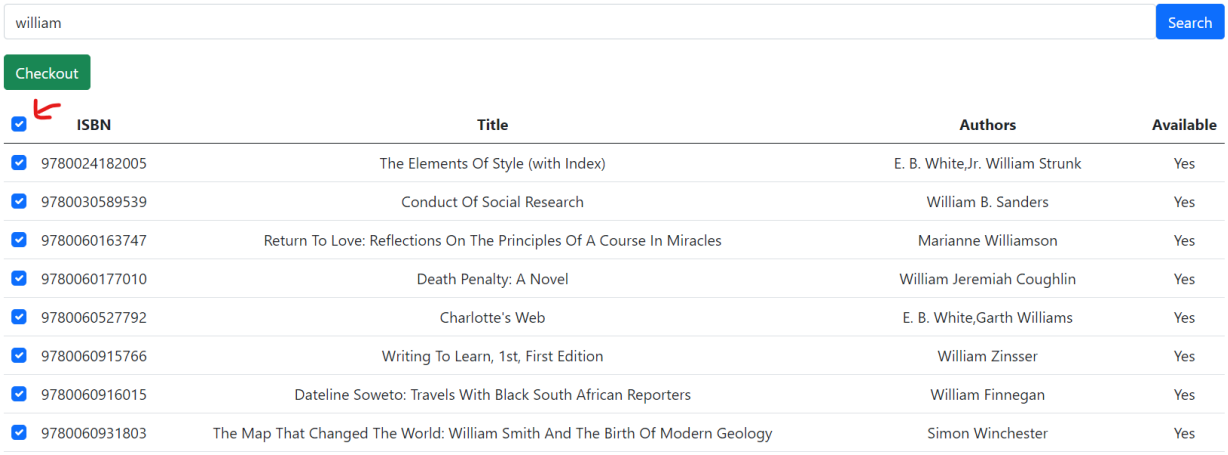
2.1 Navigate to Check-Out tab and follow steps from 1 (Search for Books and Availability)

2.2 Select the books you would like to check out by selecting the checkbox in the first column for the corresponding book



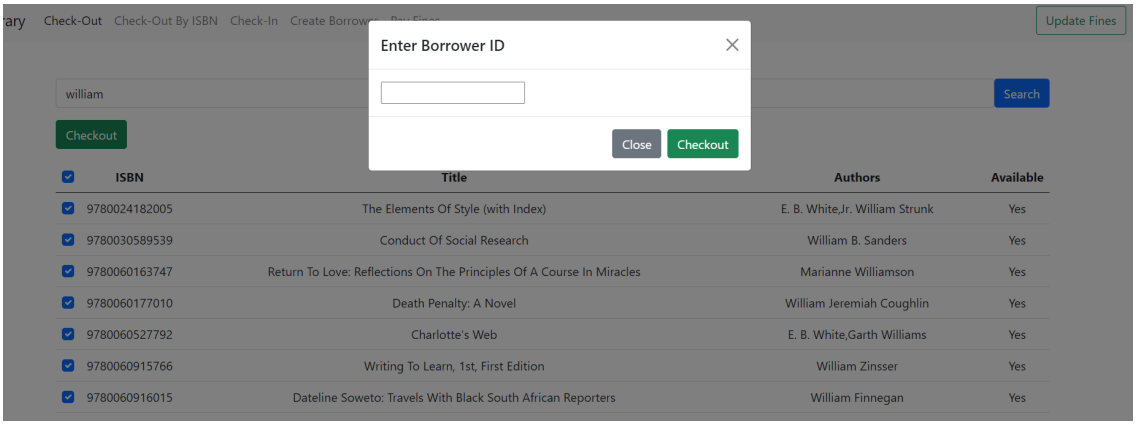
ISBN	Title	Authors	Available
9780024182005	The Elements Of Style (with Index)	E. B. White,Jr. William Strunk	Yes
9780030589539	Conduct Of Social Research	William B. Sanders	Yes
9780060163747	Return To Love: Reflections On The Principles Of A Course In Miracles	Marianne Williamson	Yes
9780060177010	Death Penalty: A Novel	William Jeremiah Coughlin	Yes

2.3 Or if you would like to checkout all the books in the list, select the checkbox next to the column names



ISBN	Title	Authors	Available
9780024182005	The Elements Of Style (with Index)	E. B. White,Jr. William Strunk	Yes
9780030589539	Conduct Of Social Research	William B. Sanders	Yes
9780060163747	Return To Love: Reflections On The Principles Of A Course In Miracles	Marianne Williamson	Yes
9780060177010	Death Penalty: A Novel	William Jeremiah Coughlin	Yes
9780060527792	Charlotte's Web	E. B. White,Garth Williams	Yes
9780060915766	Writing To Learn, 1st, First Edition	William Zinsser	Yes
9780060916015	Dateline Soweto: Travels With Black South African Reporters	William Finnegan	Yes
9780060931803	The Map That Changed The World: William Smith And The Birth Of Modern Geology	Simon Winchester	Yes

2.4 Once you have selected the desired books, click Checkout and you will be prompted to enter the ID of the borrower



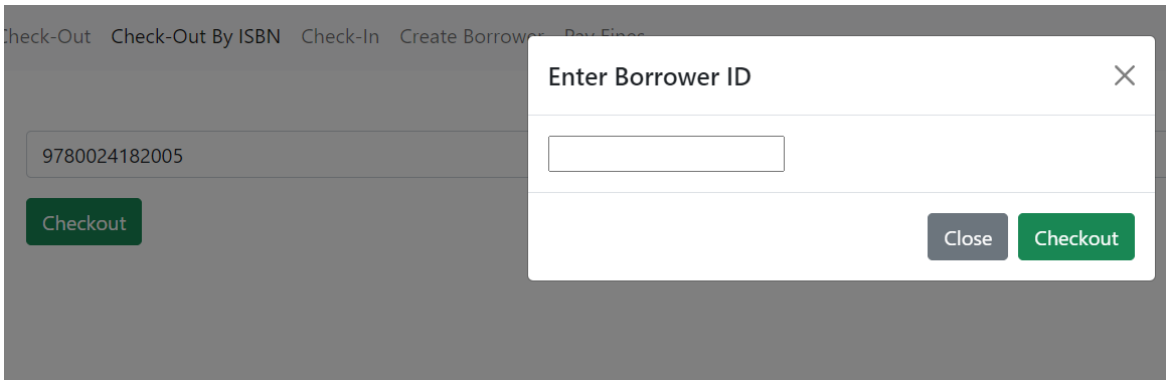
2.5 Enter the borrower ID and click Checkout, If the request was valid, you have checked out successfully

3. Check-Out Book by ISBN

3.1 Navigate to Check-Out by ISBN tab

3.2 Enter the exact ISBN of the book you would like to checkout

3.3 Click on Checkout and you will be prompted for borrower ID

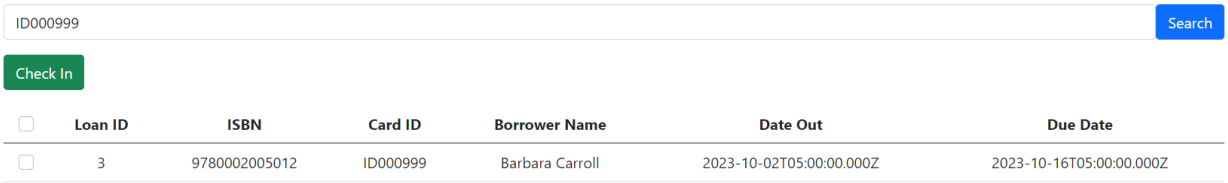


3.4 Once you enter borrower ID, click check out, if the request was valid you would be prompted that the checkout was successful

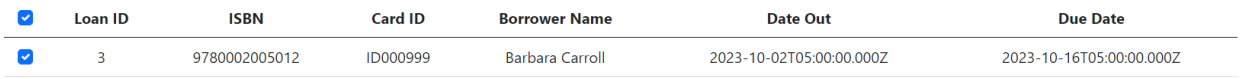
4. Check-In Books

4.1 Navigate to the Check-In tab

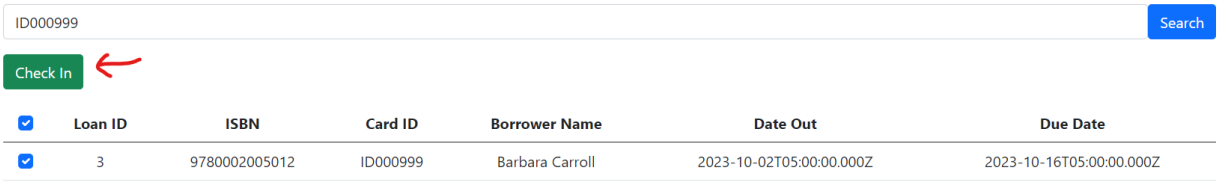
4.2 Enter Borrower ID, Borrower Name, or ISBN of the book to Check-In



4.3 Select the loan records that you would like to check in by selecting the checkbox for corresponding records or select all the records from the search by selecting the checkbox next to the column names



4.4 Click Check-In to check in the selected books



5. Create a borrower

5.1 Navigate to Create Borrower

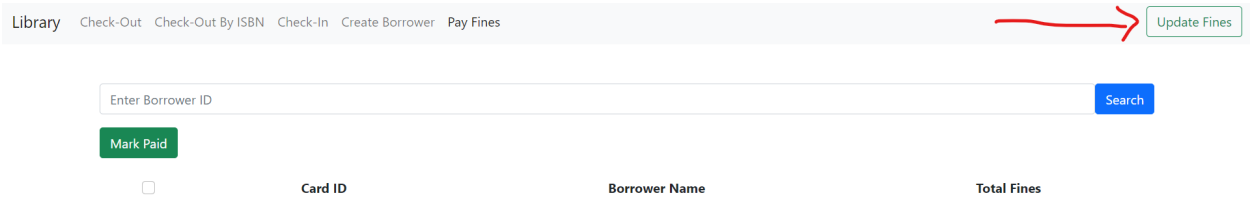
5.2 Fill Out the form with the borrower information with the following requirements

- SSN Format - 123-45-6789
- First Name and Last name cannot have numbers
- Phone Number format - (123)123-1234
- All fields are required

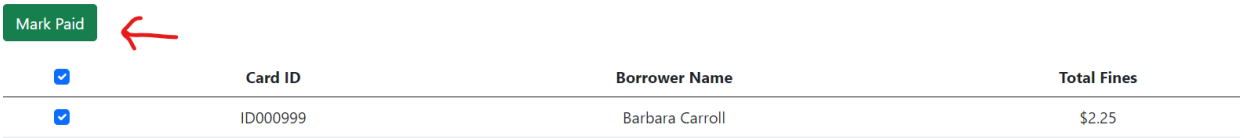
5.3 Click Submit once you have completed filling out the form to create the borrower

6. Make payments and Update Fines

6.1 To update the existing fines table with new records and updated fines, click update fines button on top-right



6.2 You can search for fines for a specific borrower by searching for their exact borrower ID

6.3 Check the records for which payment was received from the borrower

6.4 Click on Mark paid once you have selected the records to set the fines for the selected borrower as paid