Zion Bible College

Library System User's Manual

Table of Contents

Introduction

This comprehensive User's Guide introduces the main features of this application software. It provides the user a step by step instruction on how to operate the system easily and conveniently. The use of graphics in illustrating the 'User-friendly' operation of the application makes it very easy to understand and enjoyable as you learn the ropes of the software.

The beta version of this application may not be free of bugs having yet to undergo a thorough examination and testing of the software by the software development team. We wish to apologize with some probable bugs that may arise during your usage of this Beta version software.

If you experience any bugs as you use this application, please email us at vtckierulf@yahoo.com . we shall be happy to know that the software provides the organization an easier management of your library as you use the Zion Library Management System.

Goodluck and enjoy!

-Software Development Team
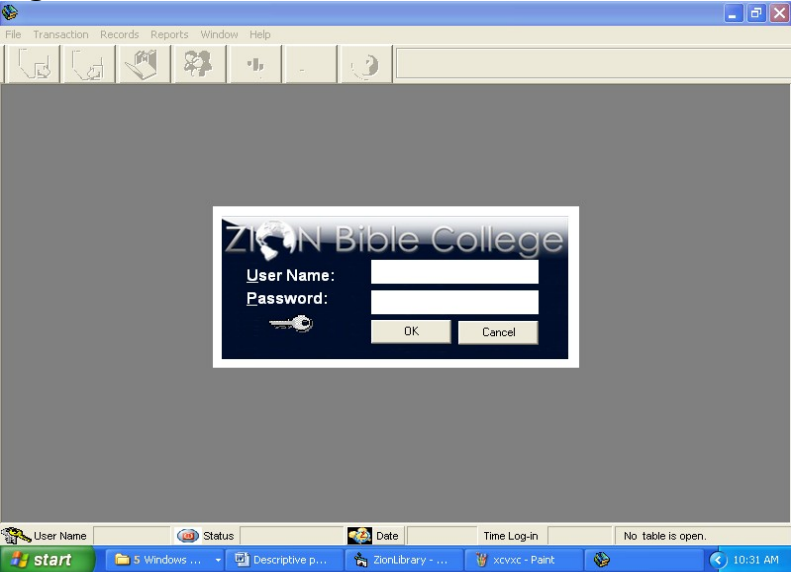
I. System Access

Double-click the Zion icon on the desktop. **(see Fig. 1)**

Fig. 1

In the Login Form: **(see Fig. 2)**

Fig. 2

Simply fill-up the fields Username and Password then press 'Enter'.

Note:
User need not hit the 'Tab' key to transfer the focus to the 'Enter" key
and hit 'Enter' to login.
Simply hit the 'Enter' key to log-in after all the fields are filed up.

When wrong Username and/or Password is typed-in, the program
prompts "Username and/or Password mismatch!". Otherwise, the program
prompts "Acces Code Accepted!".

**Note: You may use the mouse and click 'OK' to Login or 'Exit' if you change
your mind and decides not to proceed.**

II. The Main form and its elements (see Fig. 3)

The Main form serves as the command center for this Graphical User Interface Application. It serves as the central access point to the different input and output forms of the system.

So let's have a tour of its elements.
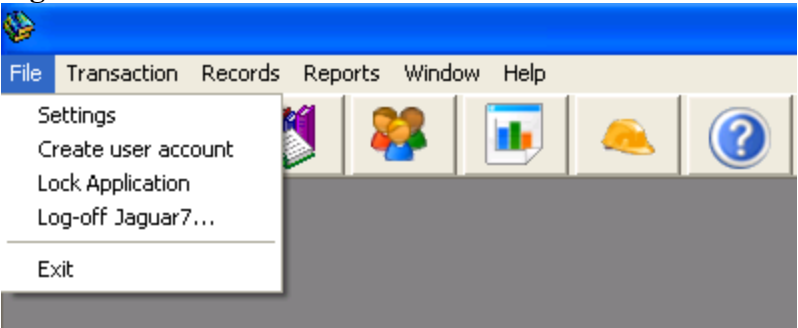
Fig. 3

Menu Commands:

The Menu Commands serves as the 'doors' to the different input and output forms of the system. So lets familiarize ourselves with the different commands of the menu system.

Let's Start.

The File Menu (see Fig. 4)
Fig. 4

The File Menu has 4 Menu Commands namely:

1. Settings
2. Create user account
3. Lock Application
4. Log-off…
5. Exit

The Transaction Menu (see Fig. 5)
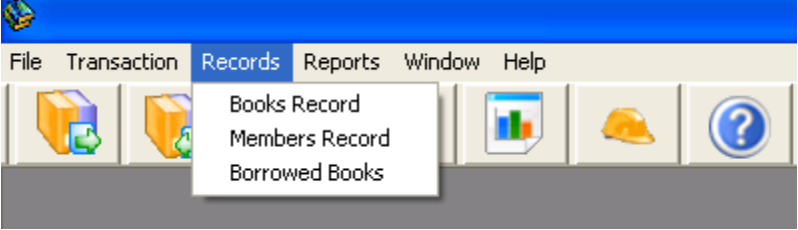
Fig. 5

The Transaction Menu has 2 Menu Commands namely:

1. Issue
2. return

The Records Menu (see Fig. 6)
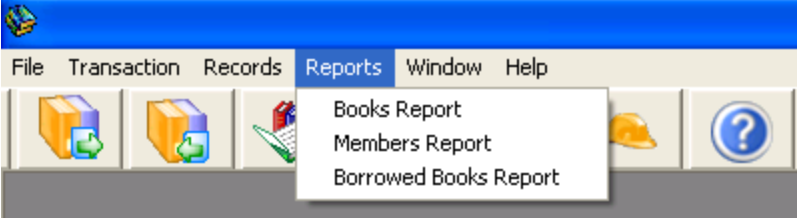**Fig. 6**

The Records Menu has 3 Menu Commands namely:

1. Books Record
2. Members Record
3. Borrowed Books

The Reports Menu (see Fig 7)

Fig. 7

The Reports Menu has 3 Menu Commands namely:

1. Books Report
2. Members Report
3. Borrowed Books report

The Window Menu (see Fig. 8)

Fig. 8
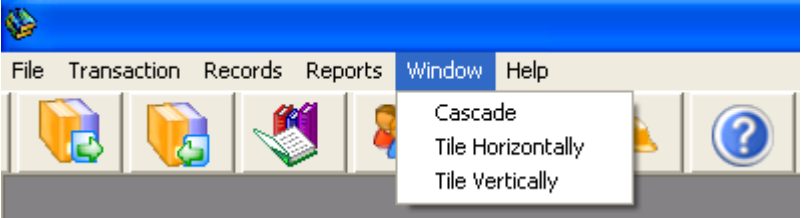
The Window Menu has 3 Menu Commands namely:

1. Cascade
2. Tile Horizontally
3. Tile Vertically

The Help Menu (see Fig. 9)

Fig. 9

The About Menu has 2 Menu commands namely:

1. About
2. End User License Agreement

The Toolbar button (see Fig. 10)

The Toolbar buttons serves as a quick access point to the different input and output forms of the system.

Fig. 10

Again, let us get familiar with these 'doors' to the other parts of the Application.

Let us start.

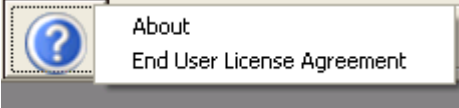The Toolbar buttons has 7 buttons (from left to right) namely:

1. Issue
2. Return
3. Books Record
4. Members Record
5. Reports which has three sub commands; Books report, Members Report and Borrowed Books Report (see Fig. 11)

    Fig. 11

6. Settings

7. Help with two sub commands; About and End User License Agreement (see Fig. 12)

    Fig. 12

The Status Bar (see Fig. 13)

Fig. 13

The Status Bar is used to display information such as the Username of the user; Status or Access level of the user; Date ; Time Log-in; and the User Views open.

III.   User Accounts:

Three types of User Account namely:

1. Administrator;
2. Assistant; and
3. Guest.

User account restrictions and access Level

The <u>Administrator</u>, as the name suggests, is the highest type of user account.
He can do everything. Add, Edit or Delete entries in the database. He can also
process transactions such as Issuing and Returning of books. Most of all, this type of
account is the only one that can create another.

In Contrast, the <u>Assistant</u> user account cannot do everything. This user account type
cannot add, edit and delete entries in the database. He can only process transactions
such as Issuing and returning of books.

Moreover, the <u>Guest</u> account , which has a 'Read-Only' capability, cannot process a
Transaction; cannot add, edit and delete records.
The system just provides a Read-Only permission for this type of user account.

Creating User Accounts

To Create an Account; click 'File' then click 'Create User account. **(see Fig. 14)**

Fig. 14
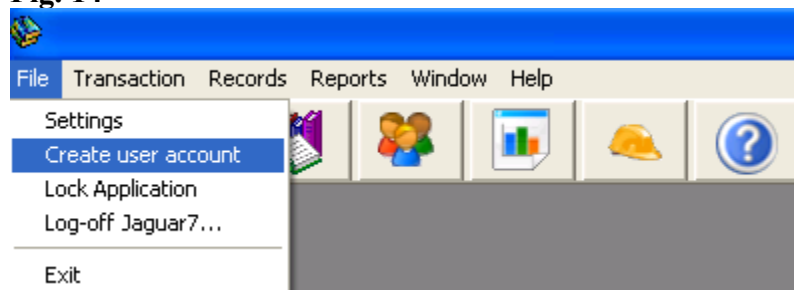
In the 'Create User Account form. **(see Fig. 15)**

Fig. 15

Notice the focus is on the 'Add' button. So, to Add a user simply click (or hit 'Enter' key) The 'Add' button.

Once 'Add' button is clicked, the form would appear like this: **(see Fig. 16)**
Fig. 16

Notice the User ID field is automatically filled with ID no. '004' then the focus is set to Username field (notice the cursor).

So, lets Fill-up the form. (**See Fig. 17, Filled-up form below**)

Fig. 17

The fields are filled-up with the following:

Username field with 'Rain', Status/Level field with 'Assistant',
and the two Password fields with 'fly', concealed by asterisks .

Notice when you hit 'Tab' key after you fill up the last Password field,
The focus is already with 'Save' button.

Now You're ready to 'Save' a new entry…

Simply hit the 'Enter' key or click 'Save' with your mouse.

Once 'Save' button is clicked, program prompts you "Rain is now a registered user".
(see Fig. 18)

Fig. 18

Once 'OK' button is pressed, program would ask if you wish to add another.

If the answer is yes, program would set you up for another round of the registration
process. Conversely, if the answer is no the program just stops and waits for another
user initiated event.

Deleting User Accounts

Let' say you have already added 'Rain' as user '004' with an 'Assistant' type User account So the form would look like this: **(see Fig. 19)**

 Fig. 19

To delete a record, simply select a record in the table (datagrid) and click the Delete button. **(see Fig. 20)**

Fig. 20

Once Delete button is clicked, of course program would still ask you ,
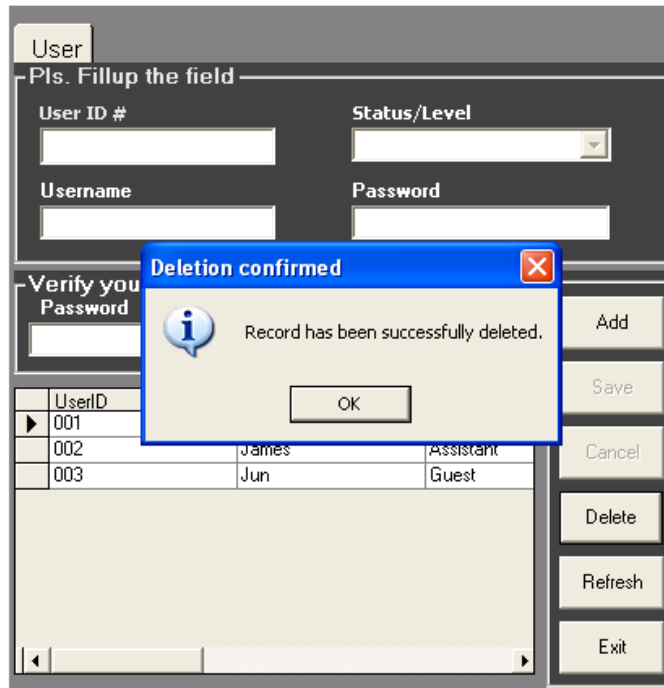"Are you sure you want to delete the selected record?" **(see Fig. 21)**

Fig. 21
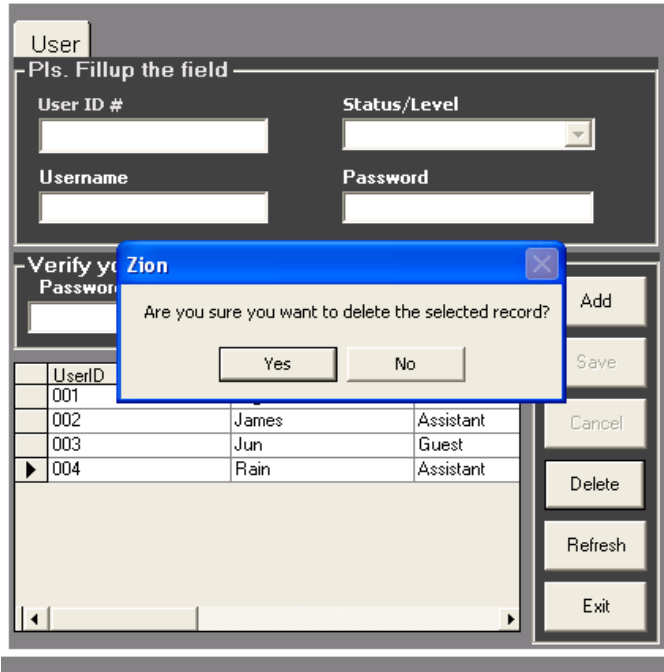
If you hit the 'Yes' button the program deletes the selected record, **(see Fig. 22)**
Fig. 22

and a confirmation is given that the record is already deleted.
Otherwise, program just waits for another user initiated
Event.

IV. 3 User Views and Sub-User Views

The system has three main user views with sub user views providing you a flexible viewing of information stored in these tables.

The Books Record (see Fig. 27-28)

The books record contains all information about the books stored in the database.

To access, click 'Records' Menu, then click 'Books Records';(see Fig. 25 below)
Fig. 25

or you may click the quick access button (see highlighted button in Fig. 26 below)
**Fig. 26**

Definition of the two sub user views:

I. Grid View – displays records in a data grid to allow user to view several records simultaneously. The user view is a READ-ONLY window to showcase the multiple records view of books.
(refer to Fig. 27 Grid View – Books Record.)

II. Form View – displays records as a single record view. The same with the grid view, It is also a READ-ONLY window to showcase a single view of each book's entry. (refer to Fig. 28 Form View - Books Record)
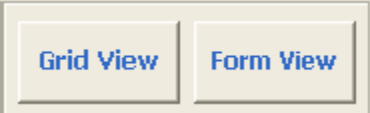
Fig. 27 Grid View
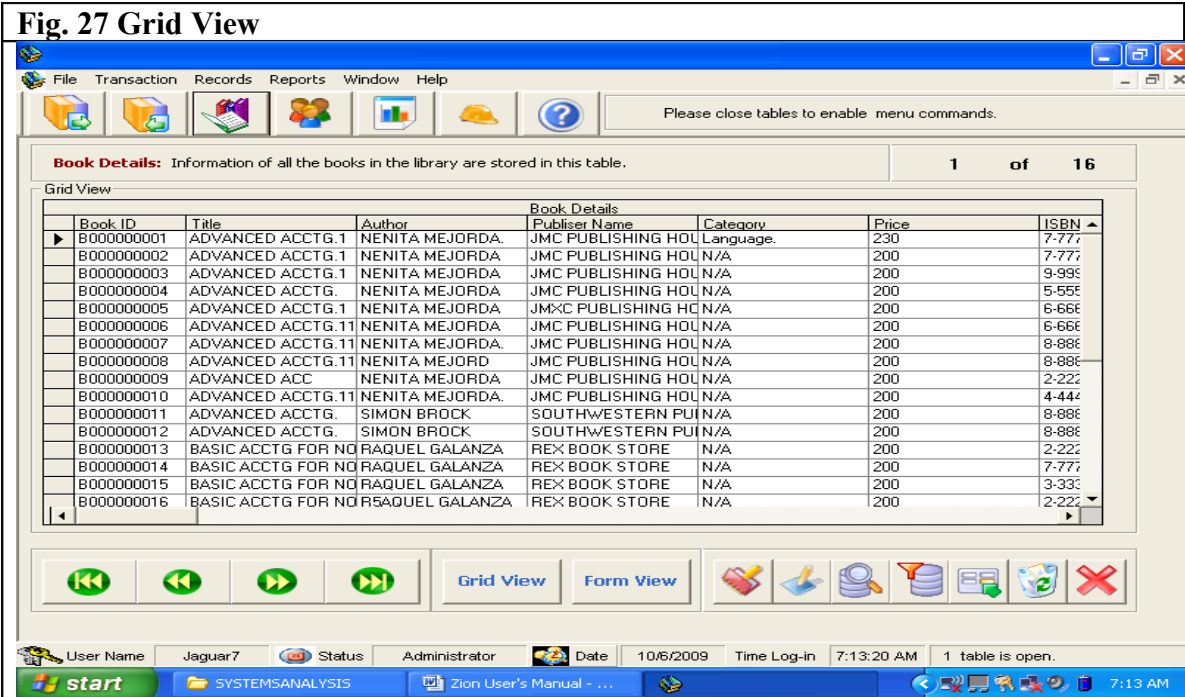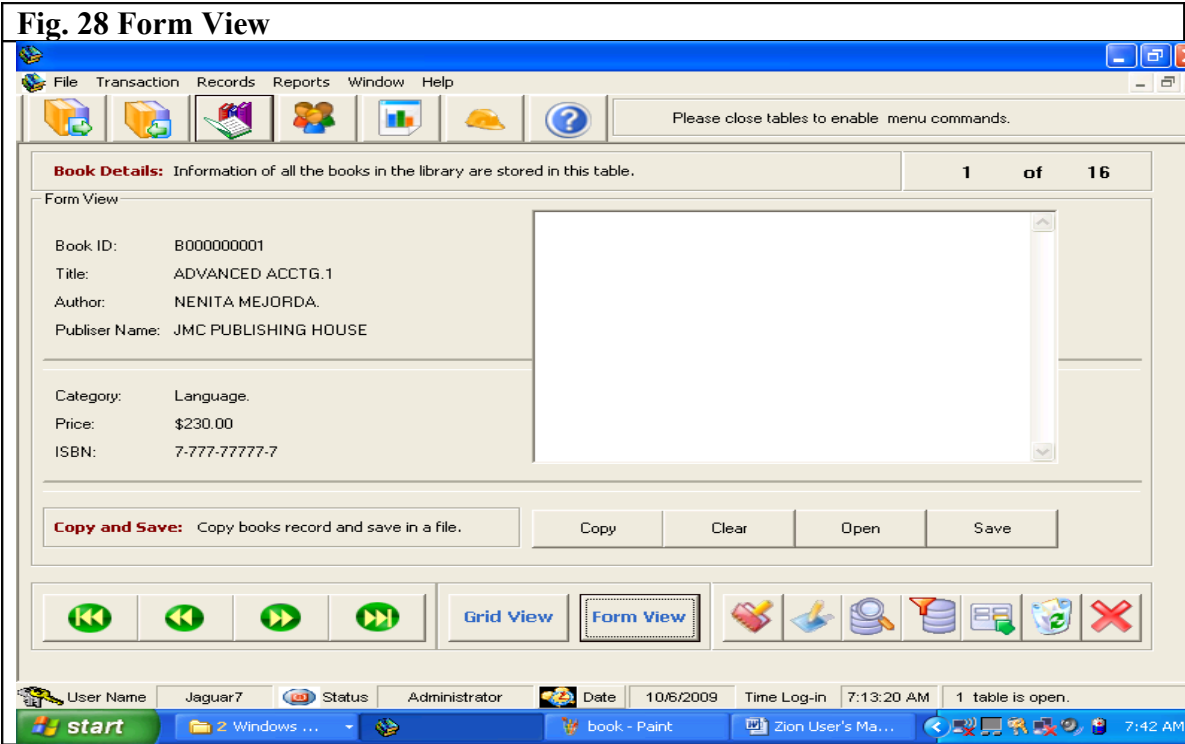
Fig. 28 Form View

Buttons of the form

Using Shift buttons

To shift between these two Views; use the Shift buttons ;'Grid View' and 'Form View' buttons. **(see Fig. 29 below)**

Fig. 29 Shift buttons

Using Navigation buttons

Let us now identify the buttons that will move us through the record entries in the database.

The Recordset **Navigation buttons.**

Fig. 30 (Navigation buttons)

The first button of the set is the **First button**.

The second button of the set is the **Previous button**.

The third button of the set is the **Next button**.

The fourth button of the set is the **Last button**.

Navigating the Recordset

Regardless of where you are (Either Grid or Form View), the navigation buttons will move you through the records of the database.

For instance , in the Grid view window , when the records table is first loaded, the cursor points to the first record of the table – Advanced Accounting by Nenita Mejorda.
(refer to Fig. 31)

Fig. 31
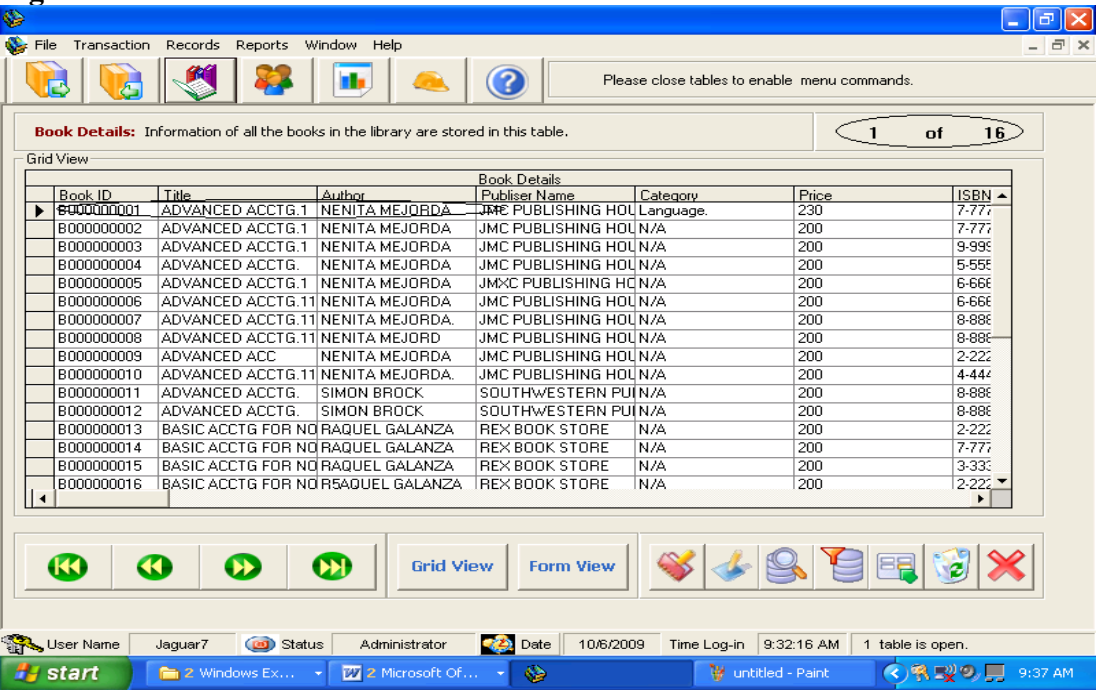
Simultaneously, in the Form view window , the record of the book Advanced Accounting is also loaded. Thus when the user moves along the record in the grid view, The record in the form view also moves.(Refer to Fig. 32)

Fig. 32
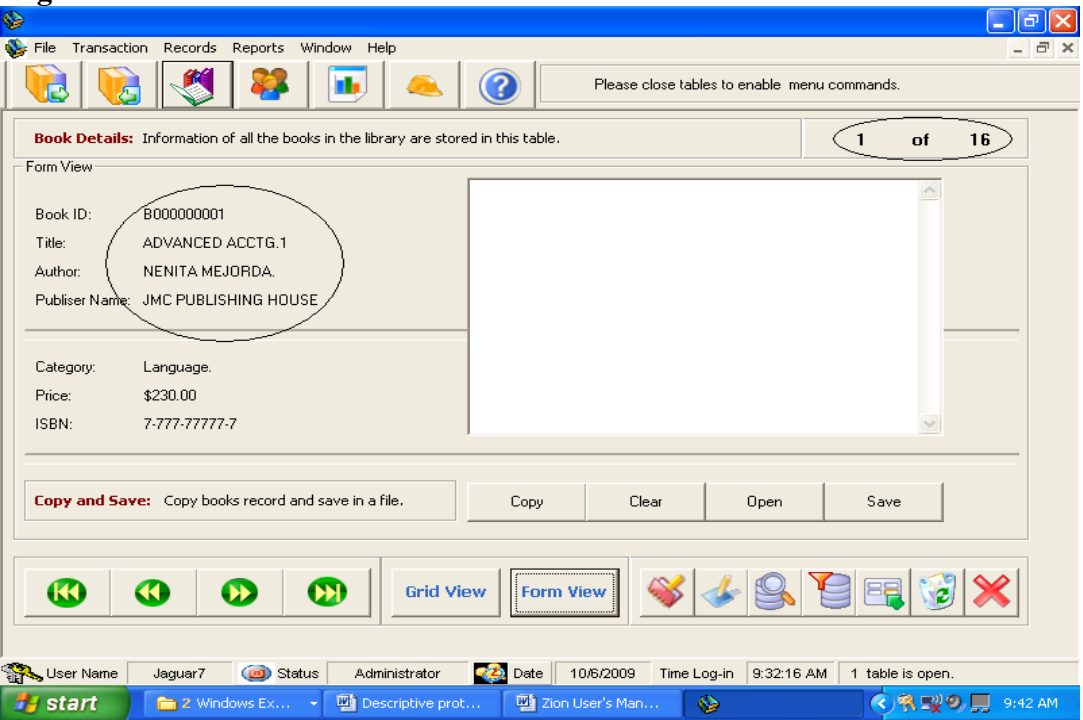
Having explained that the movement of the two user views goes simultaneously as we traverse through the Recordset , Let us just focus on the Navigation buttons.

For the purpose of illustrating the use of Navigation buttons, let us just focus on one sub user view – the grid view.

Thus, to move to the next record , just click the **Next button**.

Notice the cursor moves to the record, incidentally the same book, Advanced Accounting by Nenita Mejorda (Refer to Fig.33)
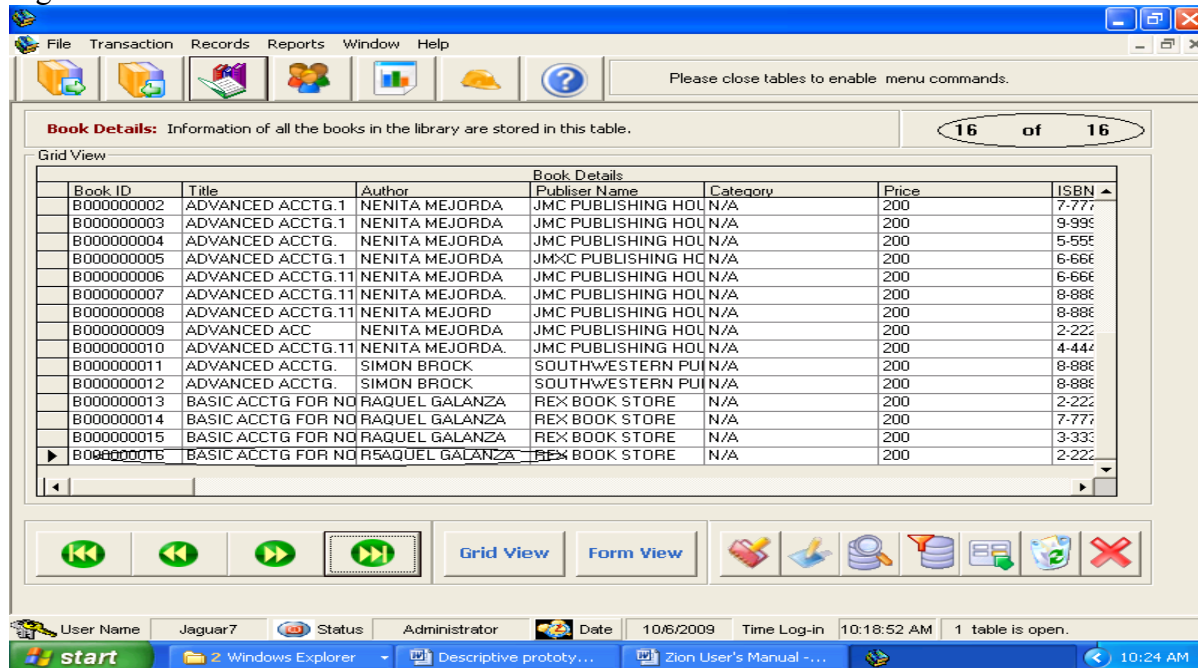
Fig. 33
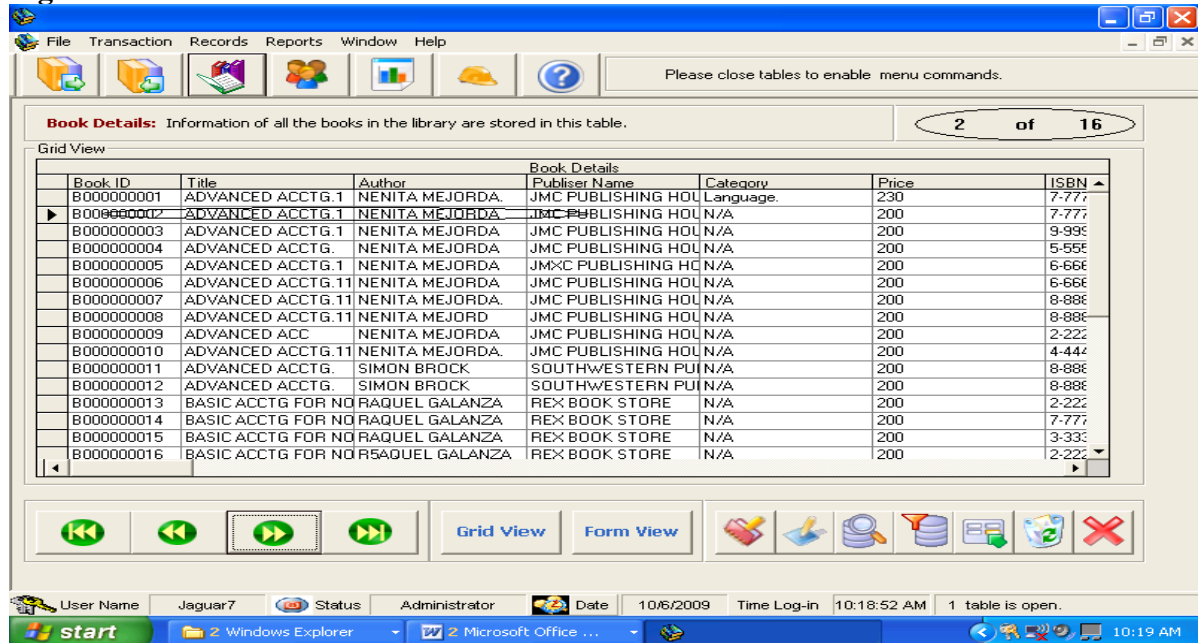
Then, to move to the last record , click the **Last button**.

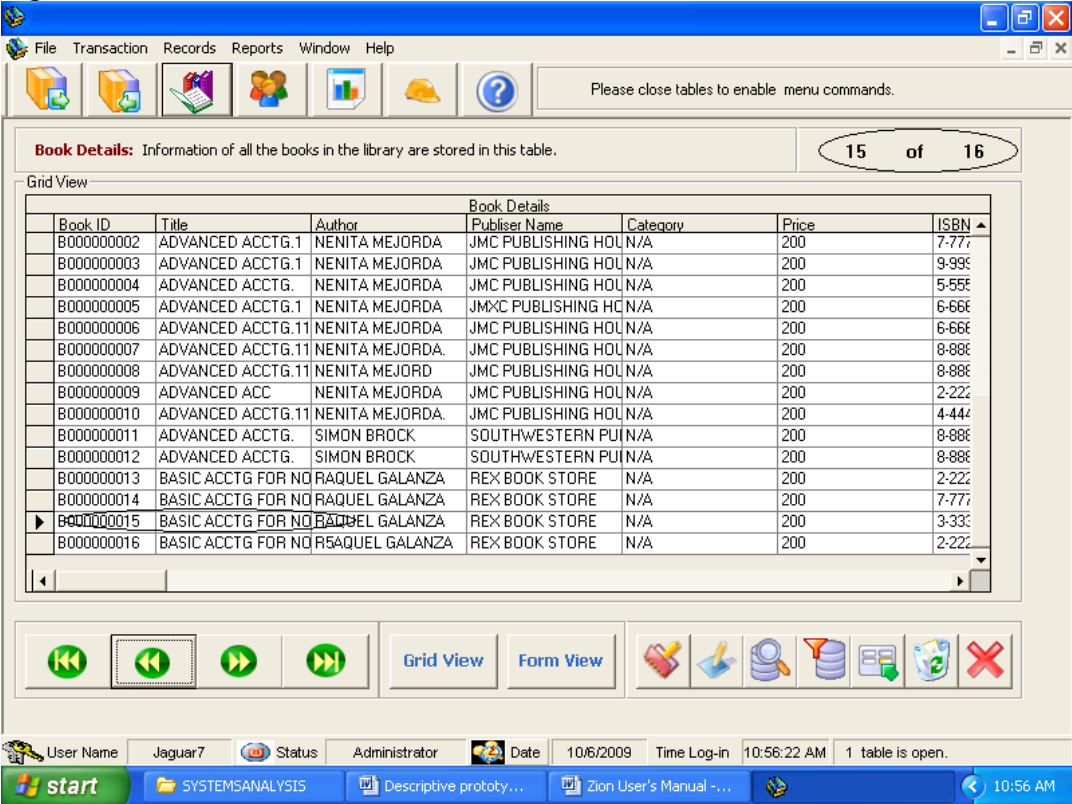Now the cursor moves to the record of the book Basic Accounting (Refer to Fig. 34)

Fig. 34

Then, to move to the previous record, click the **Previous button**.

Notice the cursor moves to the record of the book ,incidentally the same book ,Basic Accounting (Refer to Fig. 35)
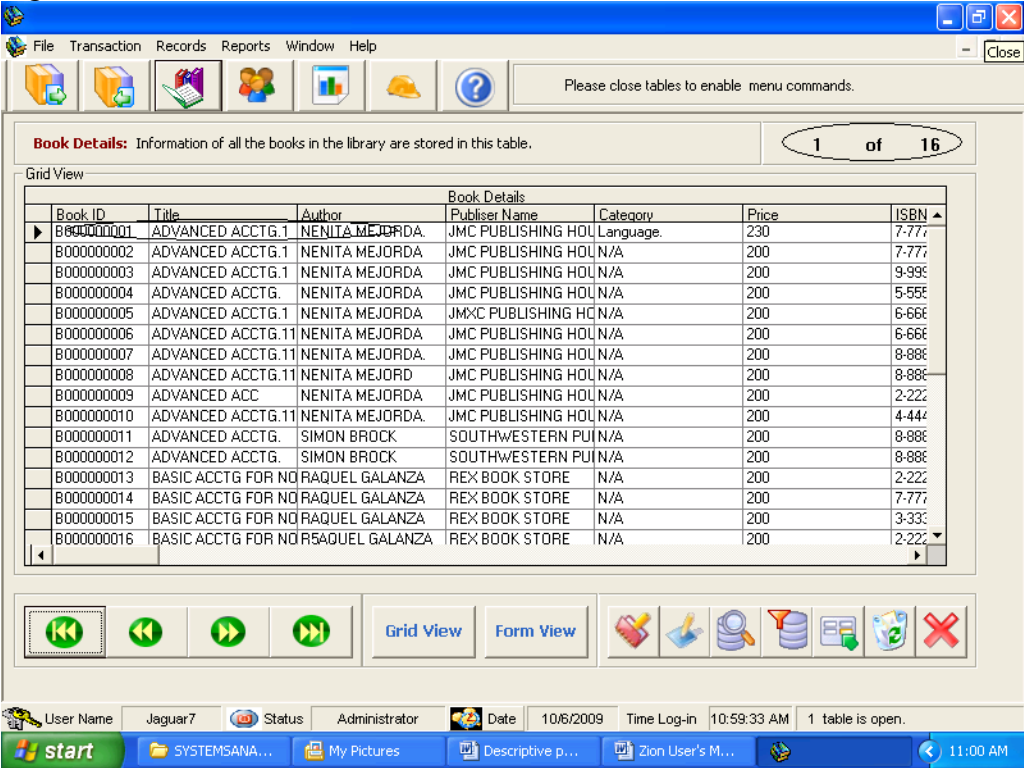Fig. 35

Then, to move to the first record, click the **First button**.
Now the cursor moves back to the first record in the database (Refer to Fig. 36)
Fig. 36

Notice of the change in the display of the Recordcount display as we move through (1 of 16 - the record of Advanced Accounting) (2 of 16 - the record of Advanced Accounting) (16 of 16 - the record of Basic Accounting)
(15 of 16 - the record of Basic Accounting) the Recordset.

The Members Record (see Fig. 39-40)

The Members records contains the information of all the library users.

To access, click 'Records' Menu, then click 'Members Records';(see Fig. 37 below)
Fig. 37

or you may click the quick access button (see highlighted button in Fig. 38 below)
**Fig. 38**

Definition of the two sub user views:

III.   Grid View – displays records in a data grid to allow user to view several
         records simultaneously. The user view is a READ-ONLY window
         to showcase the multiple records view of members.
         (refer to Fig. 39 Grid View – Members Record.)

IV.   Form View – displays records as a single record view. The same with the grid
         view, It is also a READ-ONLY window to showcase a single view of each
         member's entry. (refer to Fig. 40 Form View - Members Record)

Fig. 39 Grid View-Members Record
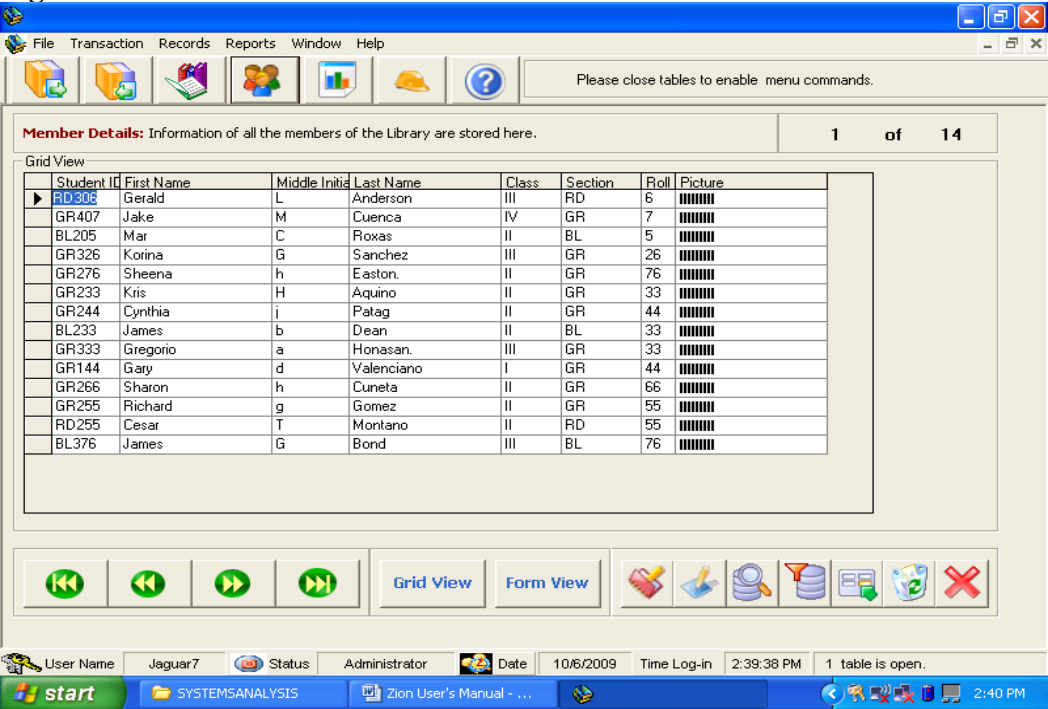
Fig. 40 Form View-Members Record
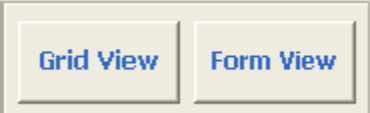
Fig. 40

Buttons of the form

Using Shift buttons

To shift between these two Views; use the Shift buttons ;'Grid View' and 'Form View' buttons. **(see Fig. 41 below)**

Fig. 41 Shift buttons

Navigating the Recordset

To move to the next record, click the 'Next Button'. (see Fig. 42)
Fig. 42

The record moves to the next record- the record of Jake Cuenca.

To move to the last record, click the 'Last Button'. (see Fig. 43)
Fig. 43

The record moves to the last record- the record of Coco Martin.

To move to the previous record, click the 'Previous Button'. (see Fig. 44)

Fig. 44

The record moves to the previous record- the record of Cesar Montano.

The Borrowed Books Record (see Fig. 46)

The borrowed books record contains information about the borrowed books in the library.

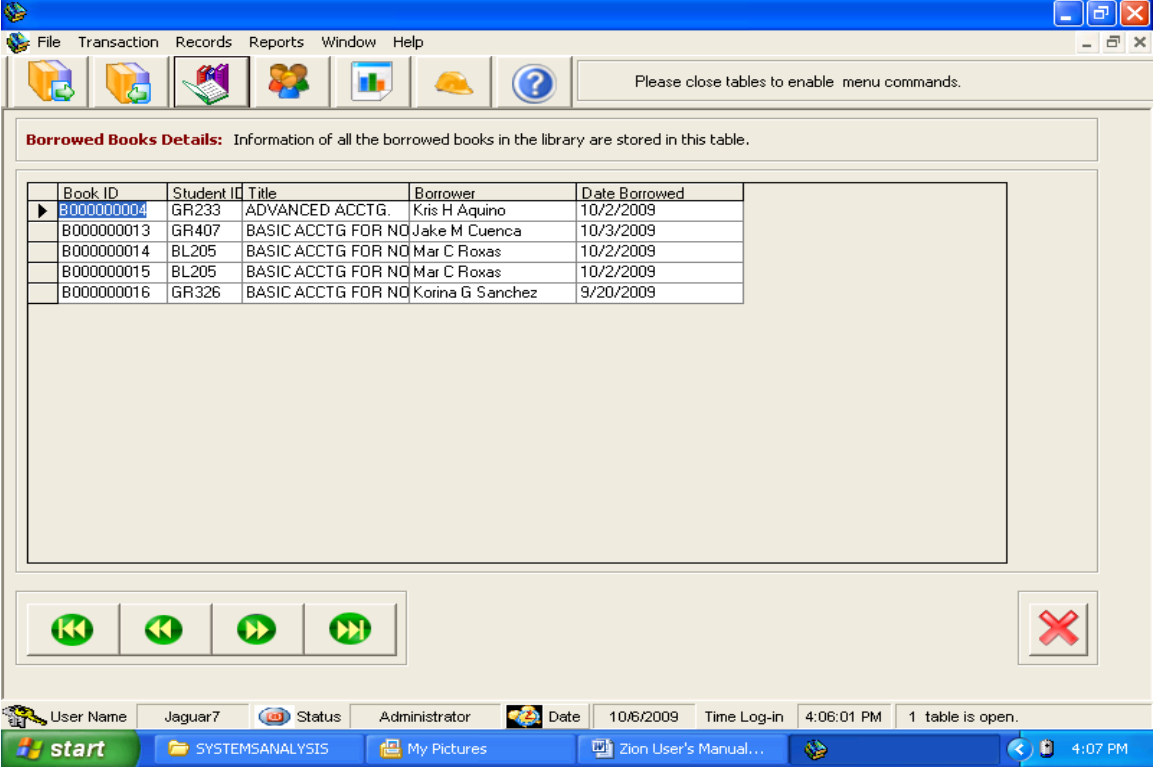To access, click 'Records' Menu, then click 'Borrowed Books';(see Fig. 45 below)

Fig. 45

Fig. 46

V. Adding , Editing and Deleting Entries in the Recordset

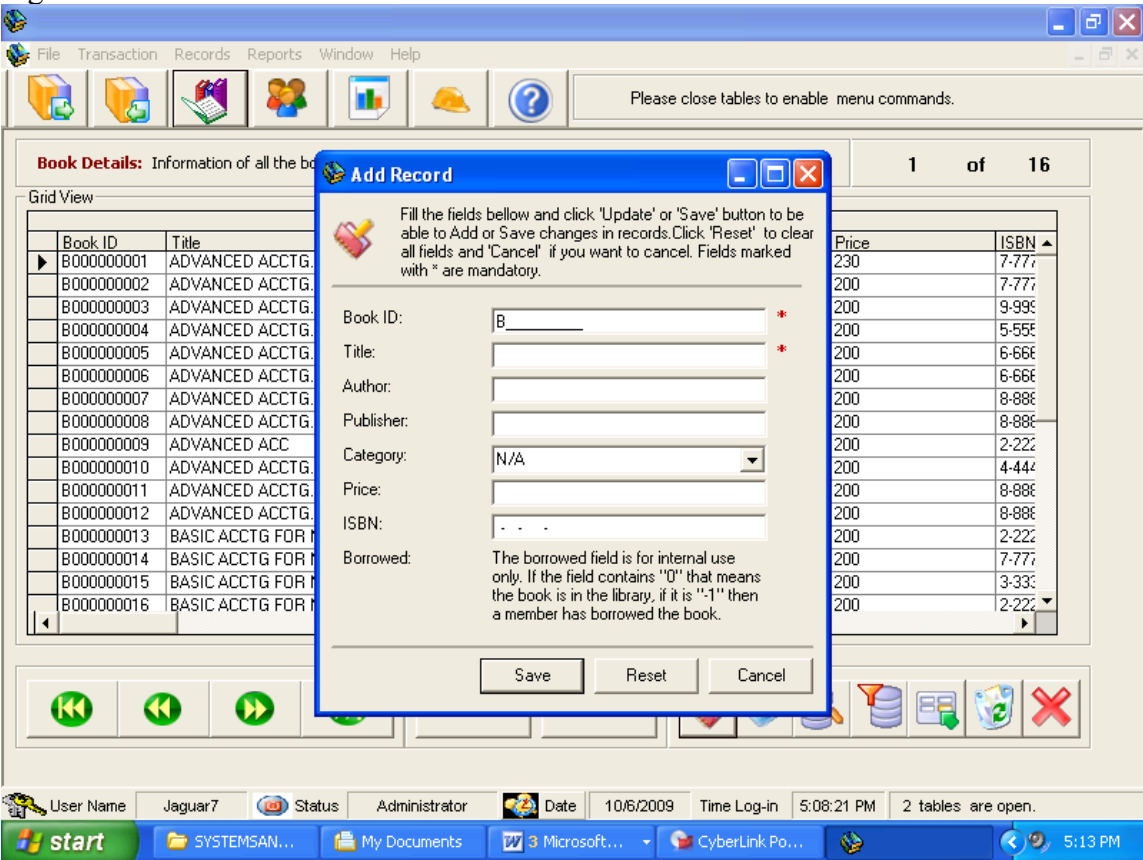## *Adding new entries*

To Add a record, click Add button. **(see fig. 47)**

Fig. 47

Once Add button is clicked, Add form appears. (see Fig. 48)

Fig. 48

Fill up the form for your new record. Notice the Recordcount is 16 , so in the Book ID field, type '000000017' , in the Title field 'Telephone' , in the Author field 'Graham Bell' , in the Publisher 'Rex Publishing' in the category field 'Technology (Applied Sciences)' in the Price field '200' and ISBN '1234567890'.
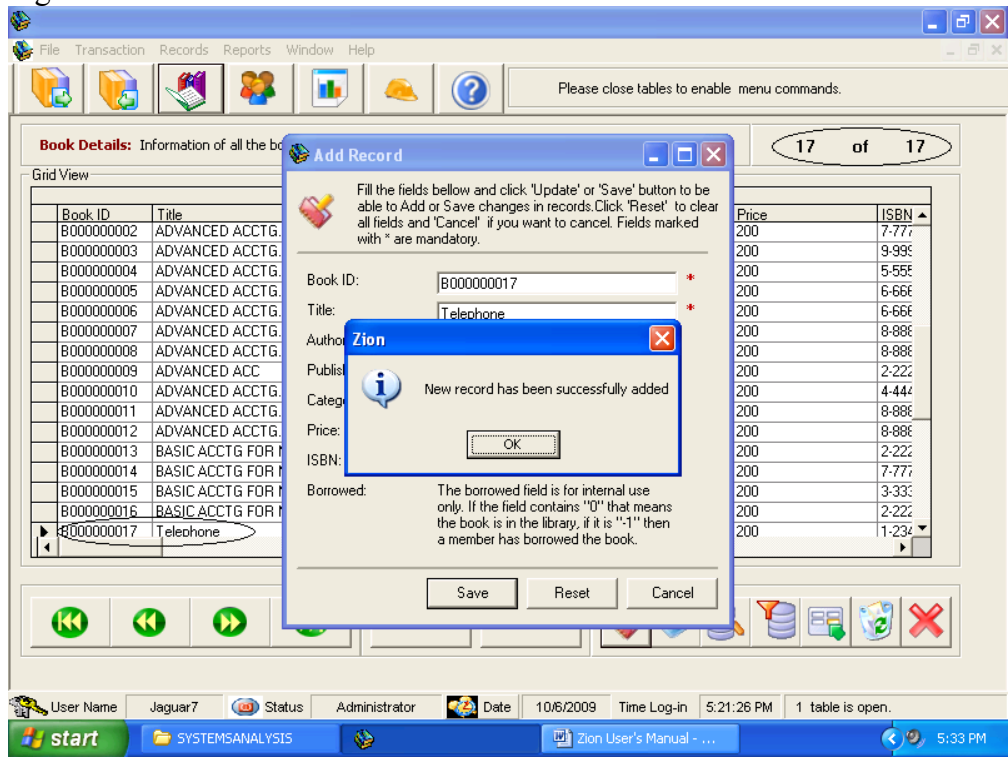
So by now, the form would look like this. (see Fig. 49)
Fig. 49
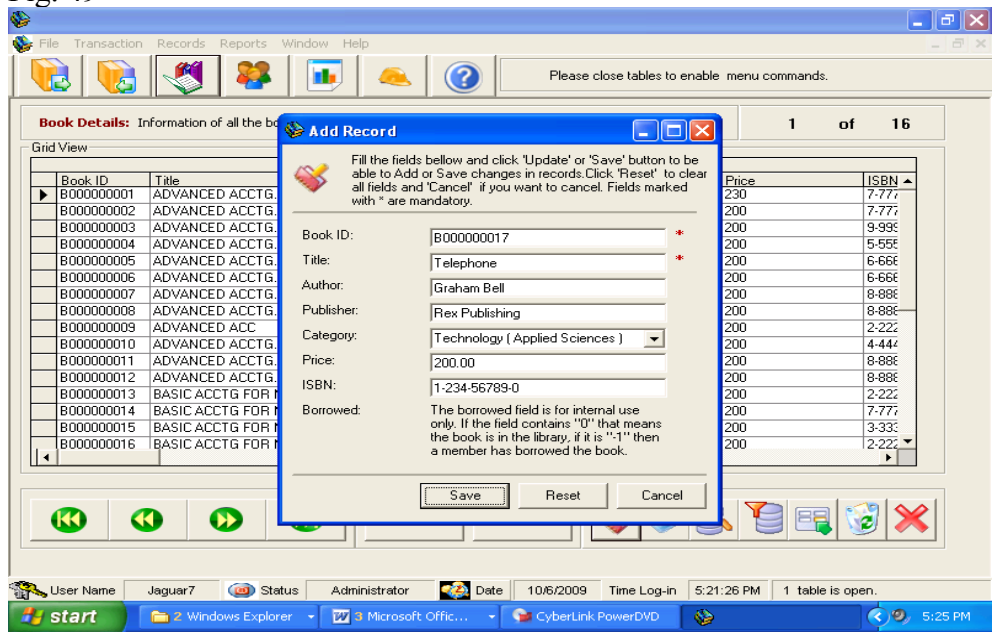
Now you are ready to 'Save' a new entry.

Notice the Recordcount display is on '1 of 16' before you click the 'Save' button.

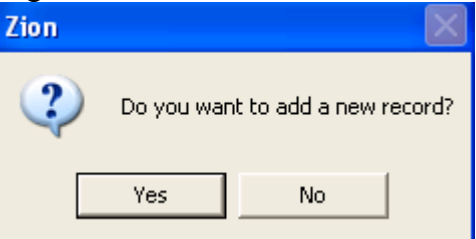When you click 'Save', notice the changes: (see Fig. 50)
Fig. 50

"New record has been successfully added" , the program prompts you.
Notice the Recordcount display is on '17 of 17' and record 'B000000017' is Added in the datagrid.

When you click 'OK' you will be asked if you want to add another record.
(see Fig. 51)

Fig. 51

If you click 'YES', You will be up for another round of the Add process.
Otherwise, if you click 'NO', program awaits for another user initiated event.

Note: you may also Add a record while in the 'Form View'.

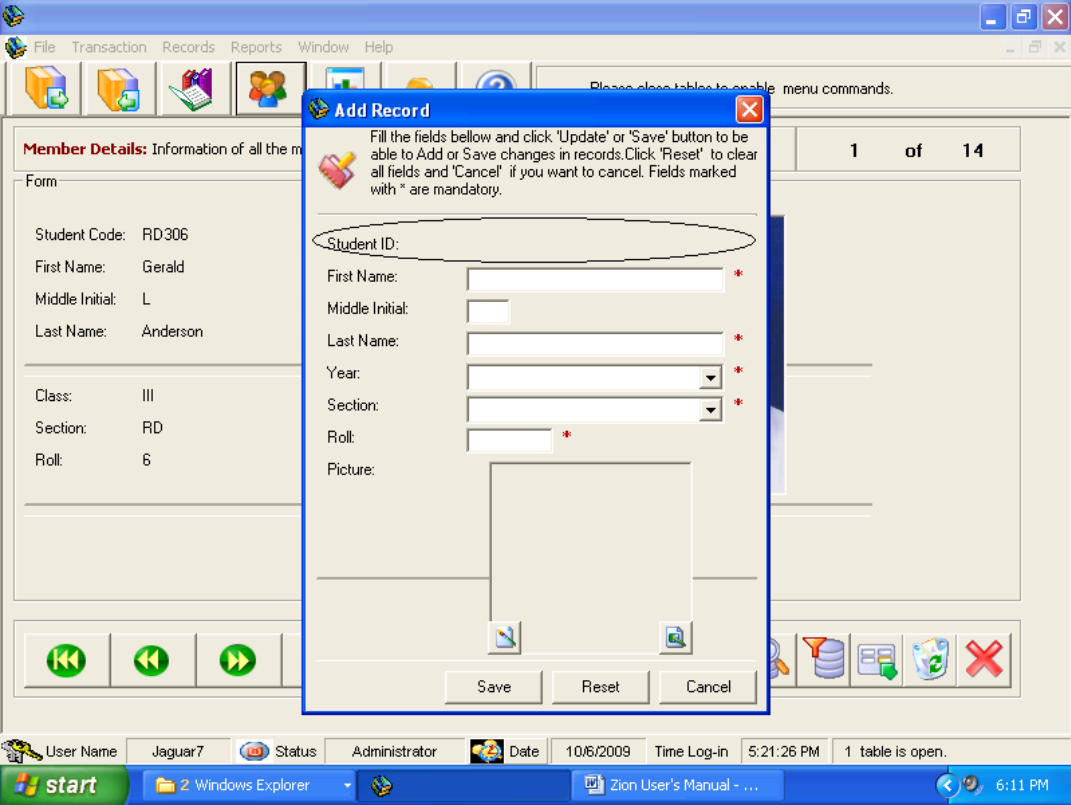For the purpose of clear illustration. Let us Add a new Member record.

In the Members table, click Add button. (see Fig. 52)

Fig. 52

When the Add form loads, notice the Student ID field is concealed. Or is it ?
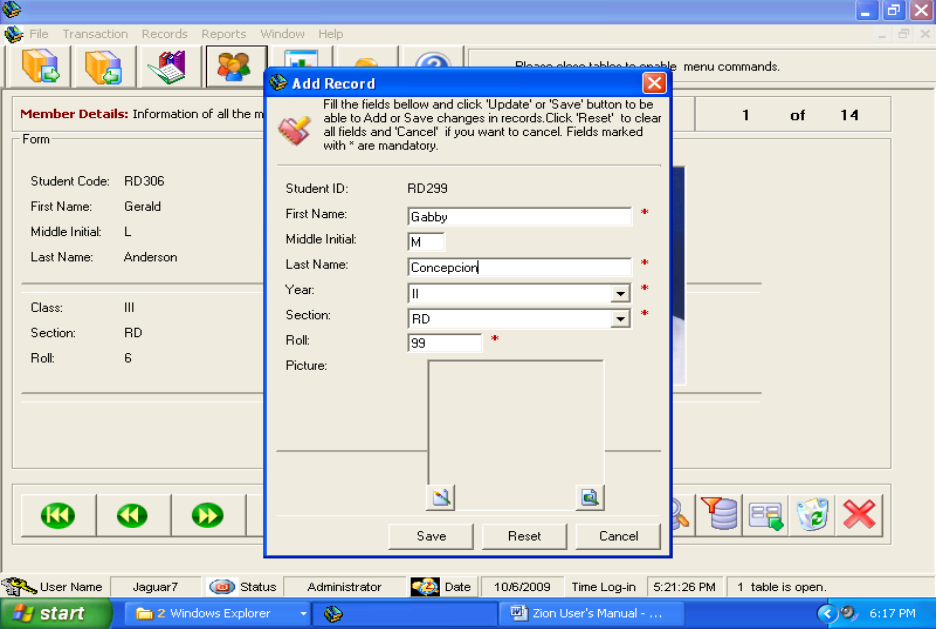(see Fig. 53)
Fig. 53

For now, lets us fill up the form fields available.

So let us type in 'Gabby' in the First Name field, 'M' in the Middle Initial field, 'Conception' in the Last Name field, 'II' in the Year field, 'RD' in the section field and '99' in the roll field.

Notice that when you are done filling up the 'Roll' field and hits the tab key, Student ID 'RD299' is automatically generated.
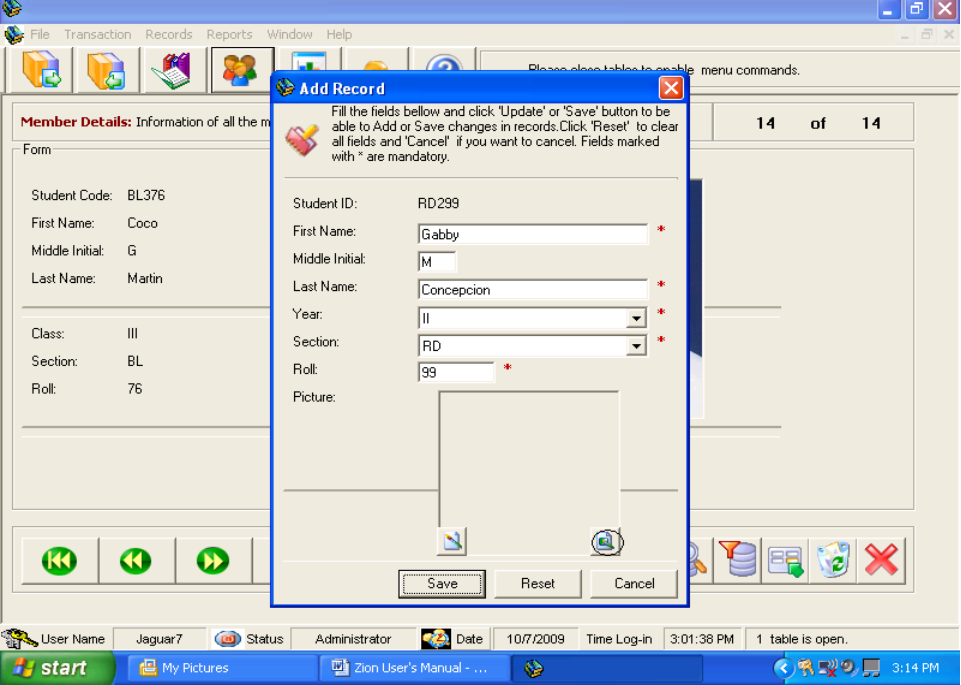So by now the form looks like this (see Fig. 54)

Fig. 54

But it seems like the picture box is still blank.

You may add a photograph for better identification of members.

To add click 'Browse for picture..' button then, double click a picture file to select and load a picture to the picture box.
(see Fig. 55)
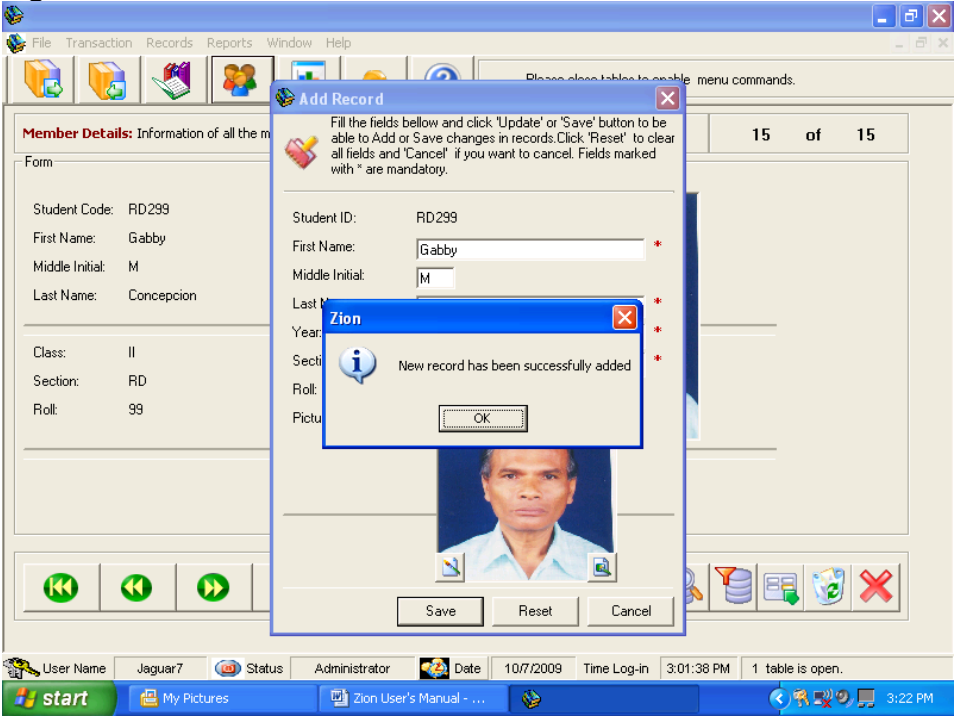Fig. 55

Now you are ready to 'Save'.(see Fig. 56)

Fig. 56

To Save just click 'Save' button.

When the 'Save button is clicked you will be prompted by the program, "New record has been successfully added". (see Fig. 57)
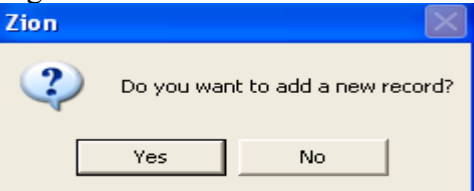
Fig. 57

When you click 'OK' you will be asked. (see Fig 58)
Fig. 58

If your answer is 'Yes' , you will be set up for another round of the Add process.

If your answer is no , the add form unloads and cursor will point to the current added record - the record of Gabby M Concepcion.

Editing entries

For the purpose of demonstrating editing let us assume that you want some information changed in the record of Kim Chu.
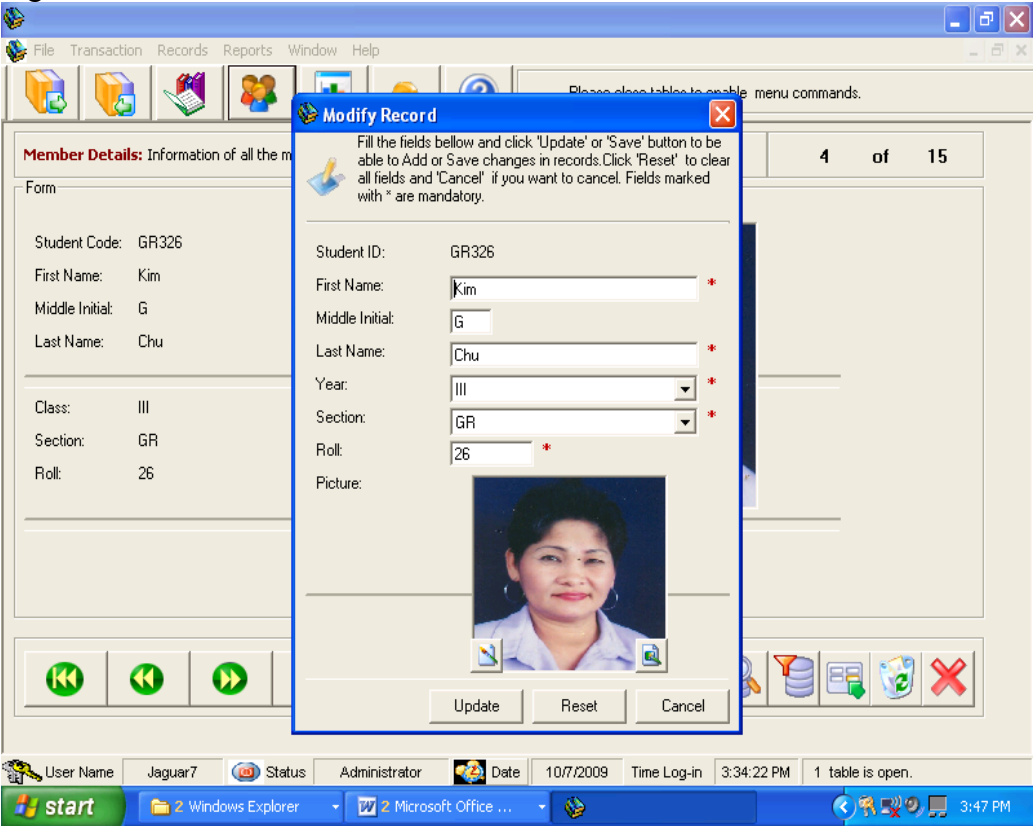
So let us start editing her record.

To Edit click 'Edit' button (see Fig. 59)

Fig. 59

When the Edit form loads it will look like this.(see Fig. 60)
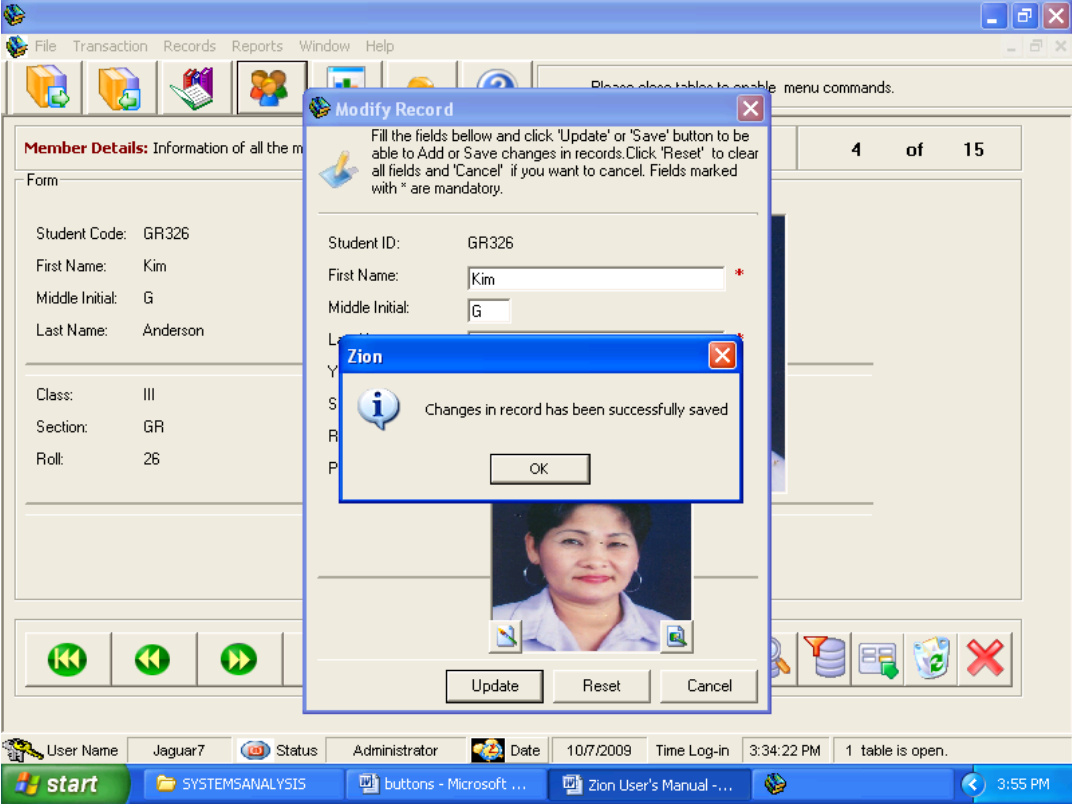
Fig. 60

Let us say Gerald Anderson married Kim Chu, so Kim will have to assume the Family name of Gerald Anderson. So we have to change the family name of Kim, from Chu to Anderson.

So we change that information in the Last Name field of the Edit form then click 'Update' to effect the change.

When 'Update' button is clicked, the form will appear like this (see Fig. 61 below)
Fig. 61

Deleting Entries

For the purpose of demonstrating this feature, let us just assume that we want something changed in the members record- we want to delete an inactive member's record.

So let us start doing that.

So let us open the members record, let us click access it through the Tooolbar button Books Record (see Fig 62 below)
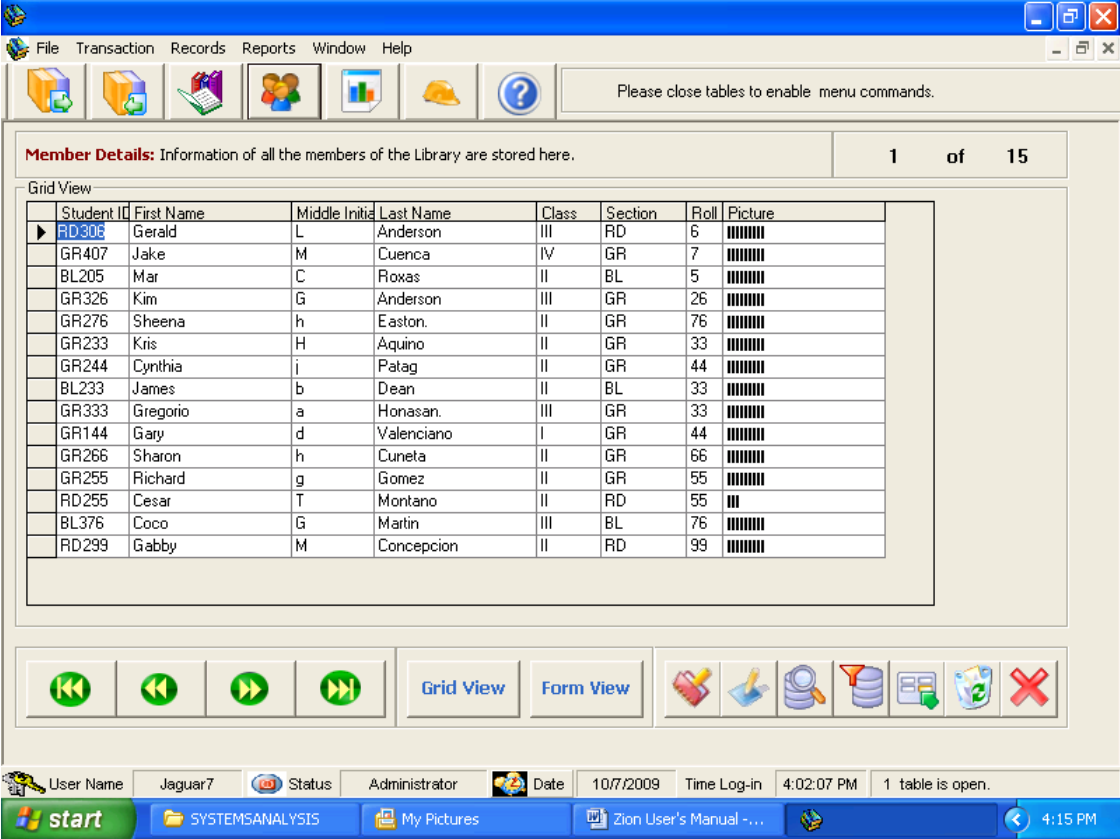Fig. 62

When the form loads, the datagrid is displayed. (see Fig. 63)
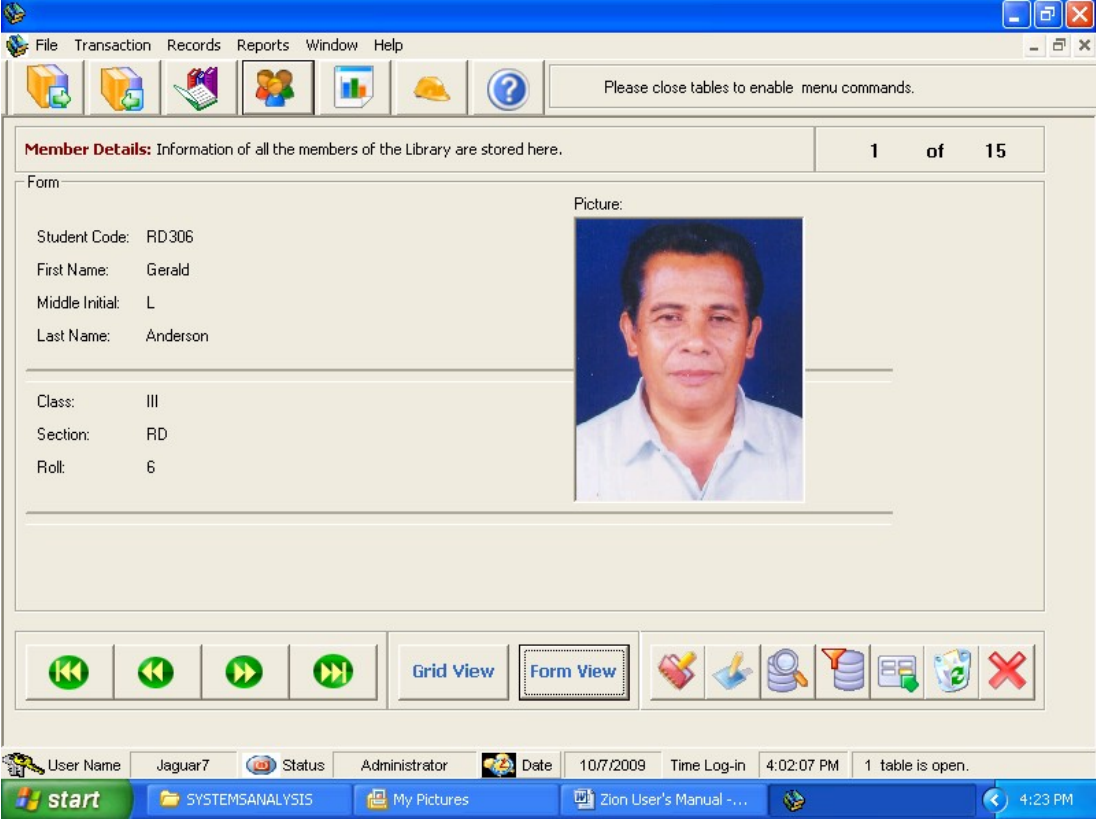
Fig. 63

Note: we may delete record in the datagrid view or in the form view.

Let us just click 'Form View' button to shift view (with photograph) for better identification of our members.(see Fig. 64)

Fig. 64

In the Form View we see the first record. The record of Gerald Anderson.
(with his photograph)

So whose record do we wish to delete?
Hmmmmnnnn… let us say we want to delete the record of Sharon Cuneta.

To do that let us move through the Recordset using the Navigation buttons.
Let us move forward using the 'Next' button.

We have clicked the next button several times then finally we found the record of 'Sharon Cuneta', record number 11 of the Recordset. (see Fig. 65)

Fig. 65

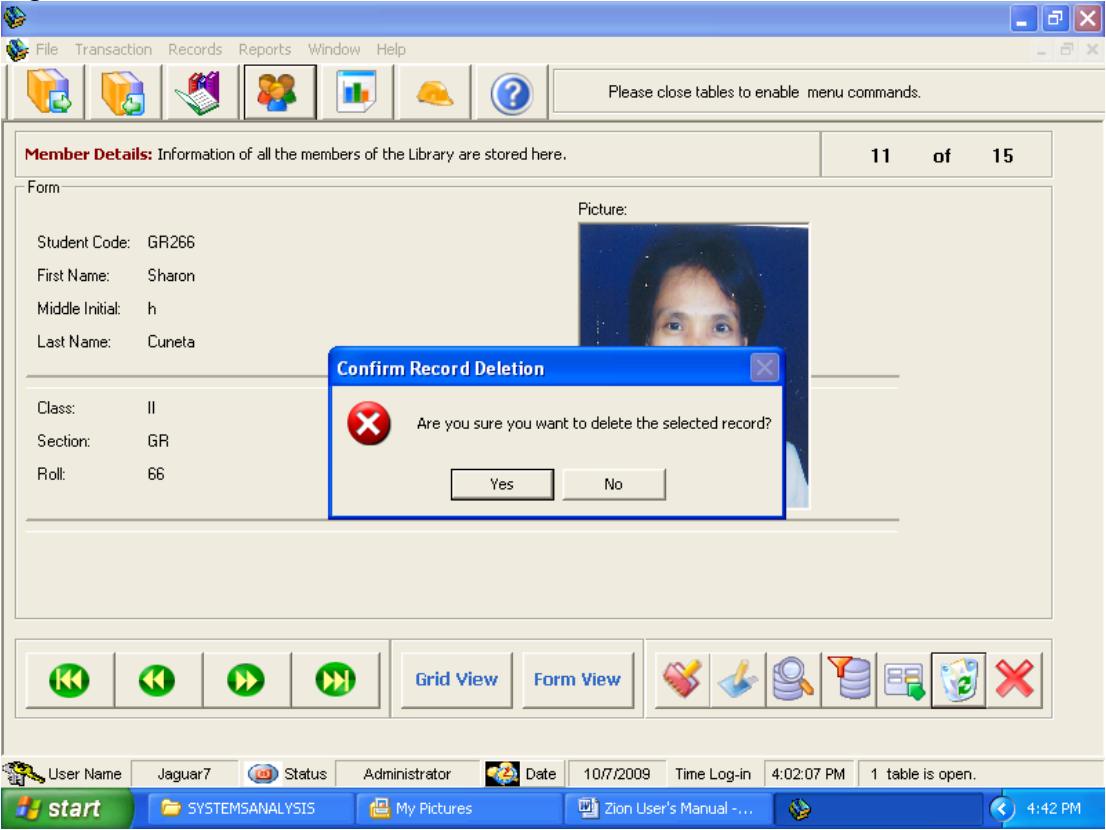To delete this record simply click the 'Delete' button. (See Fig. 66)

Fig. 66

When we click the button, the program prompted us "Are you sure you want to delete the selected record" (see Fig 67 below)
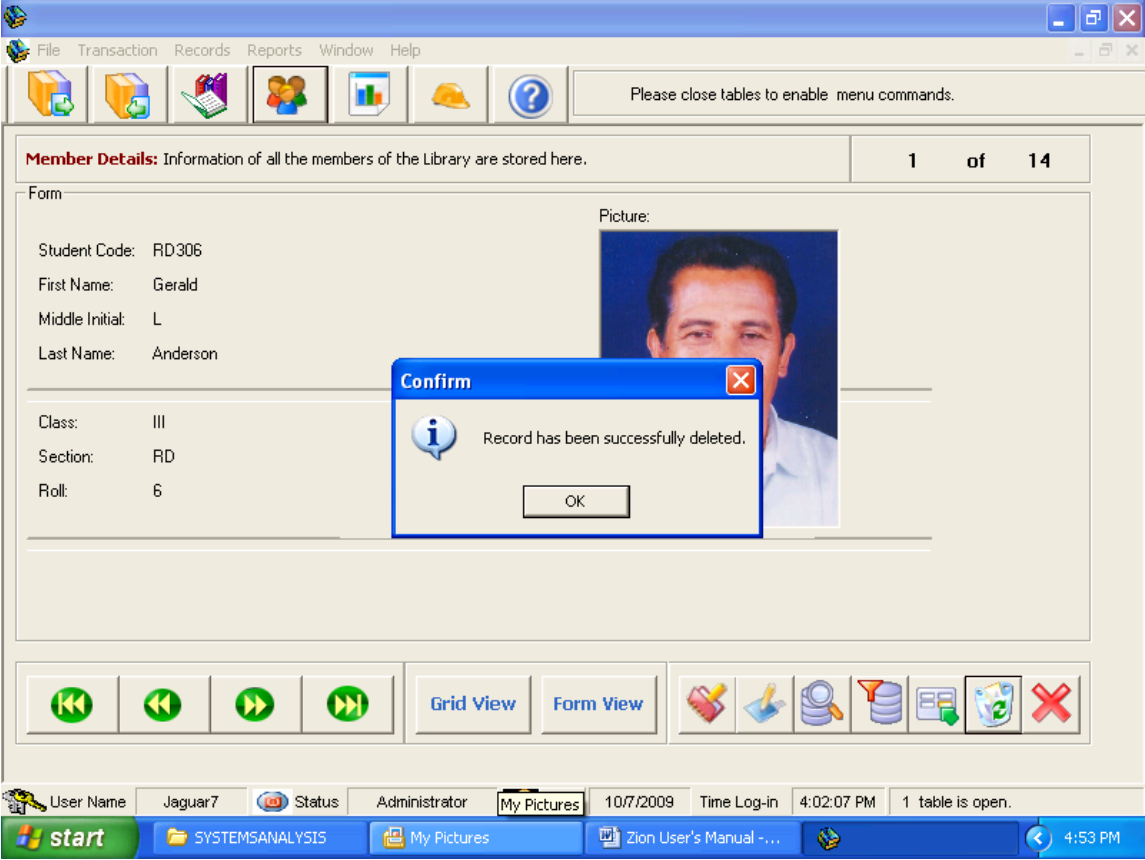
Fig. 67

We click yes of course, cursor points back to the first record , then the program prompts us again " Record has been successfully deleted". (see Fig 68)

Fig 68

VI. Search, Filter and Sort Entries in the Recordset

Searching an entry

A Search feature is essential in any business application. It facilitates the transaction of any automated system.

To Search an entry, open the table you want to search an entry from then click 'Search' button.

For the purpose of demonstrating the search facility of the software, let us search from the books table.
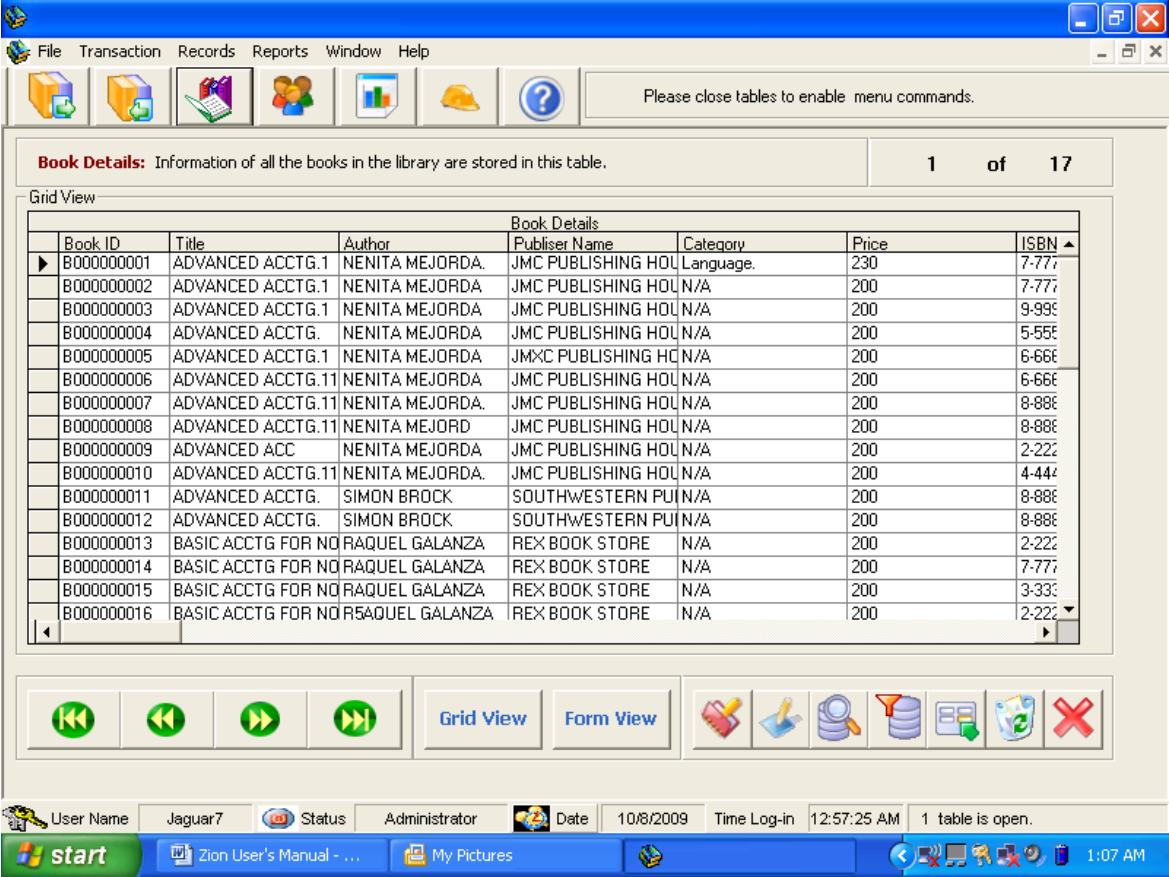
So to open the books table click the 'Books Record' button. (see Fig. 69)

Fig 69

Once in the books table, the Datagrid View will be displayed. For optimum demonstration of the search facility let us 'Search' for an entry in this pane. (see Fig 70 below)
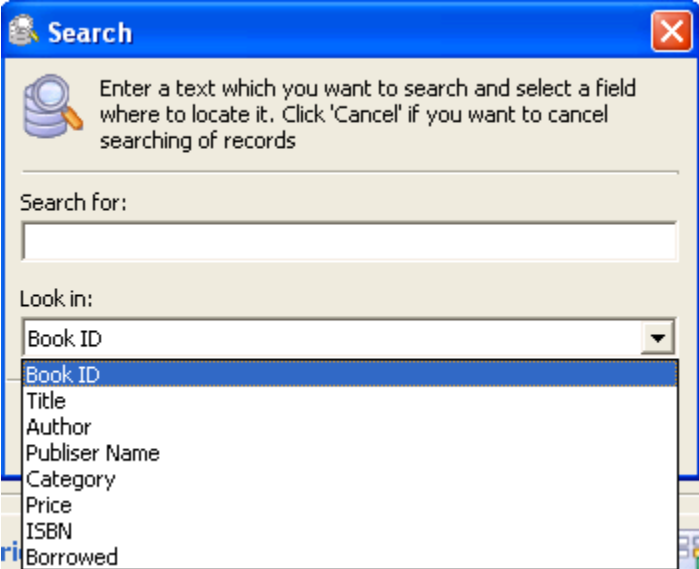
Fig. 70

To search an entry click the 'Search' button (see Fig. 71 below)
Fig 71

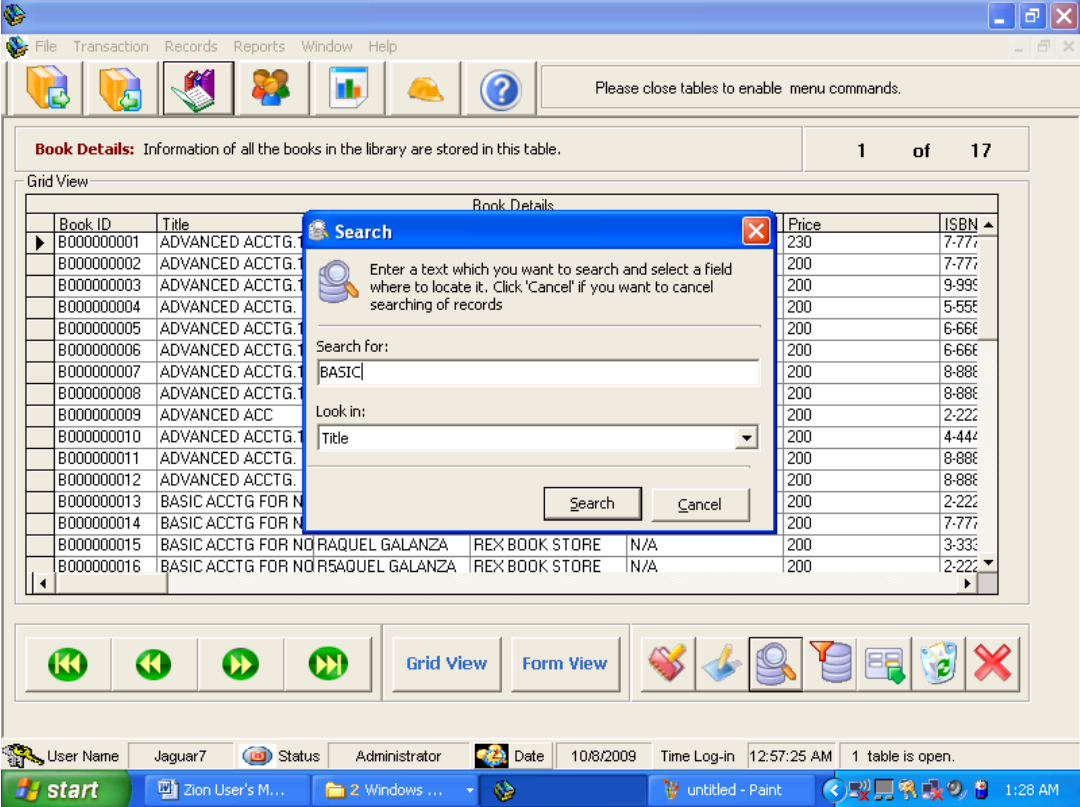Once the search button is open. (see Fig. 72 below)
Fig 72

Select for an item in the combo box to filter your 'Search'.
Let us pick 'Title' in the combo box to filter our search, then let us Search for the word 'Basic'. (type it in the text box above the combo box)

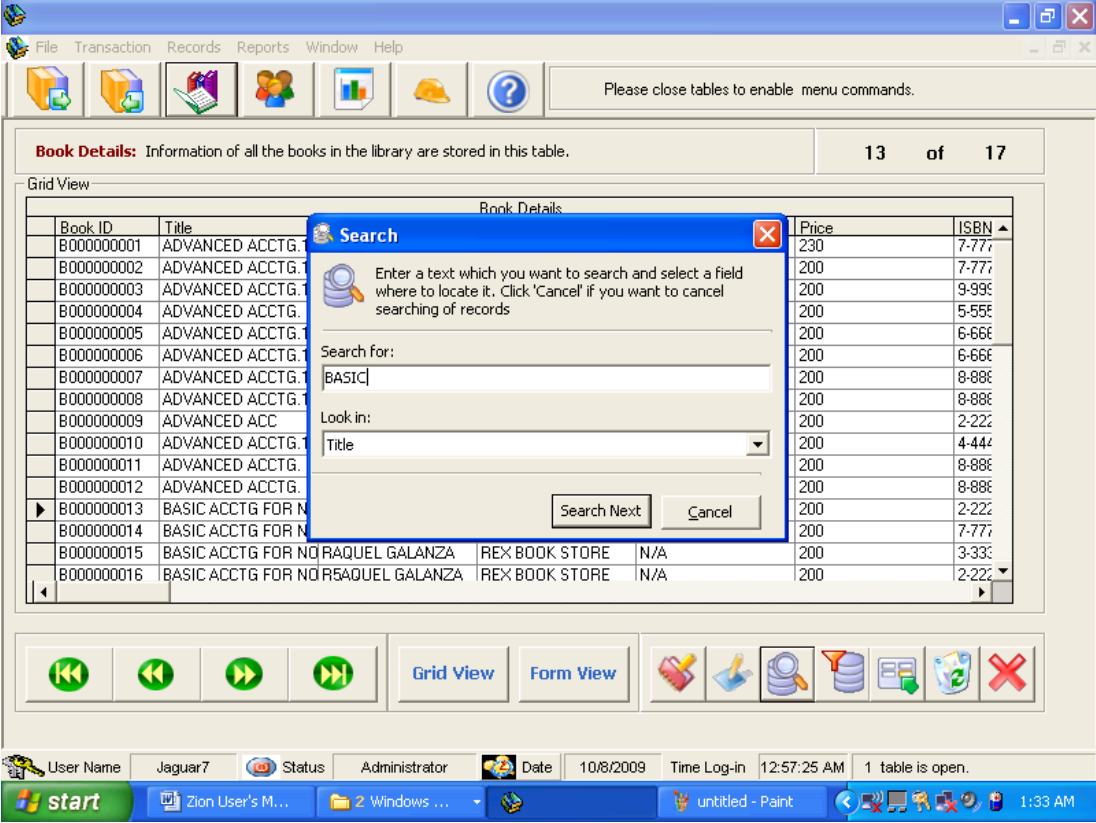By now the form would appear like this. (see Fig 73 below)
Fig 73

Lets us now hit the enter key to run the 'Search'.

When the 'Search' button is clicked notice the cursor points to entry number 13 .
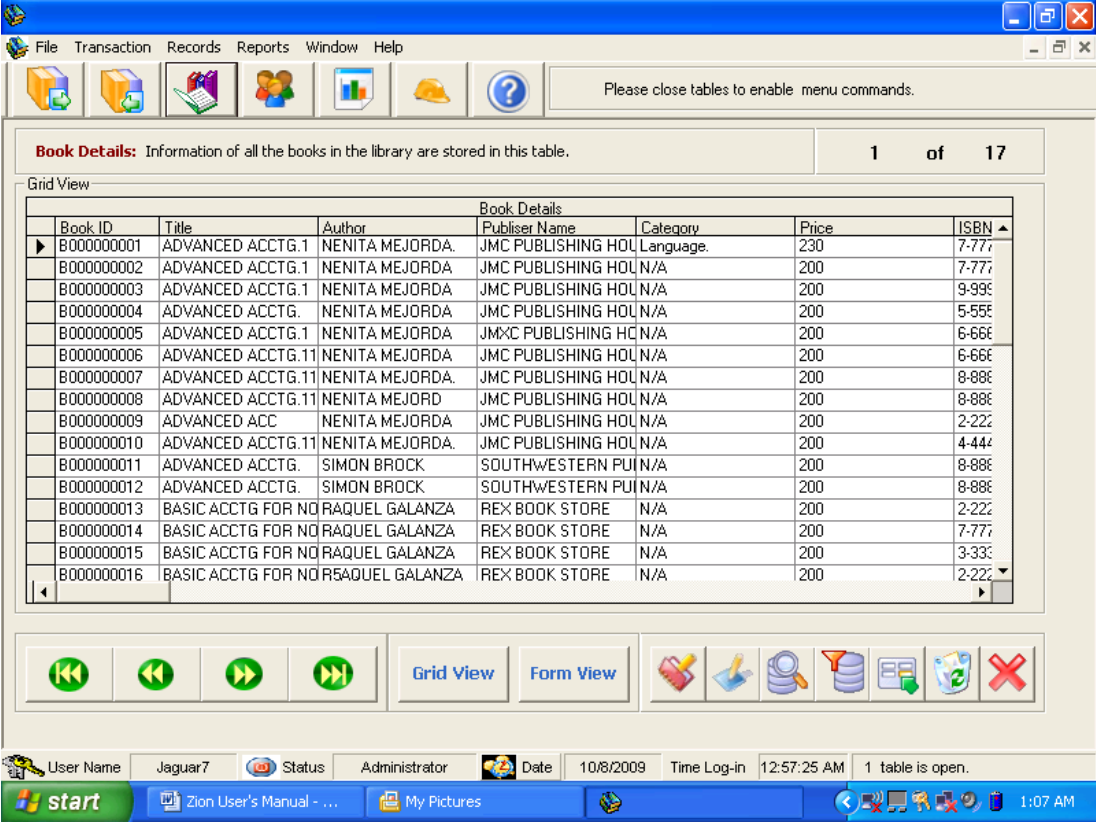The search is found! (see Fig 74 below)
Fig 74

Filtering

For the purpose of demonstrating this feature let us just stay with the books record. (see Fig 75 below)
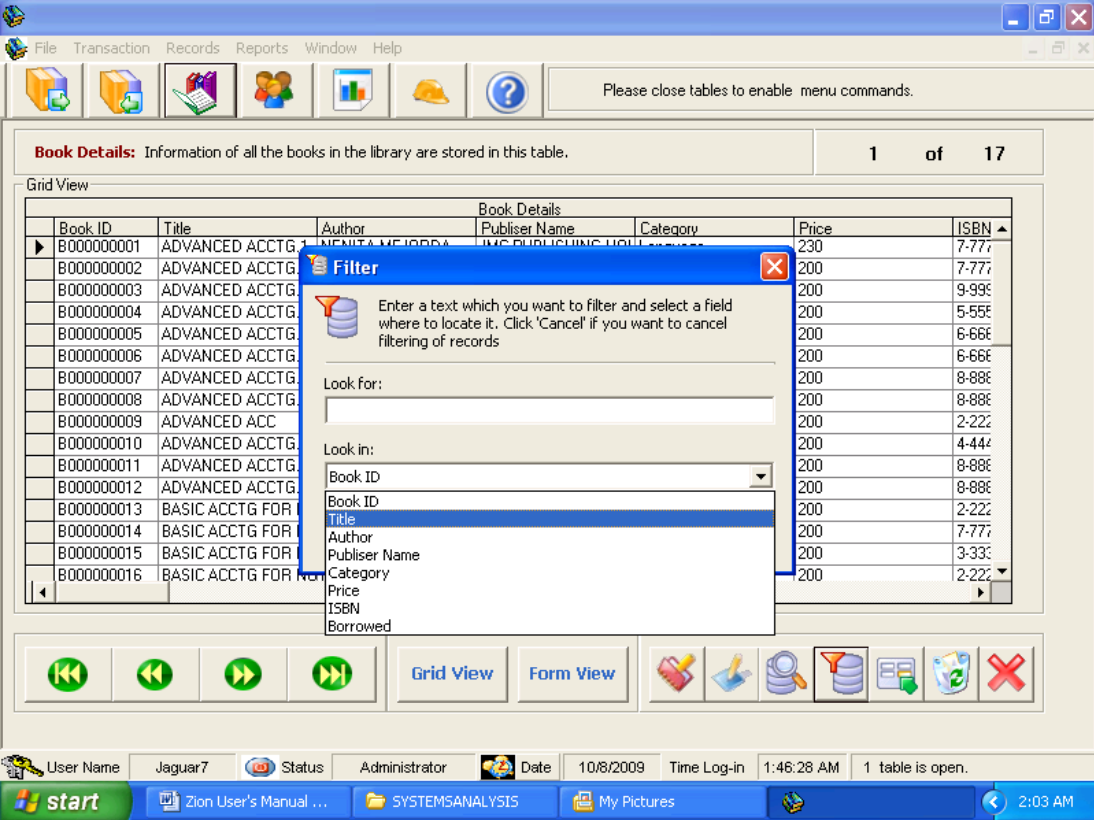Fig 75

To filter click the 'Filter' button. (see Fig 76 below)
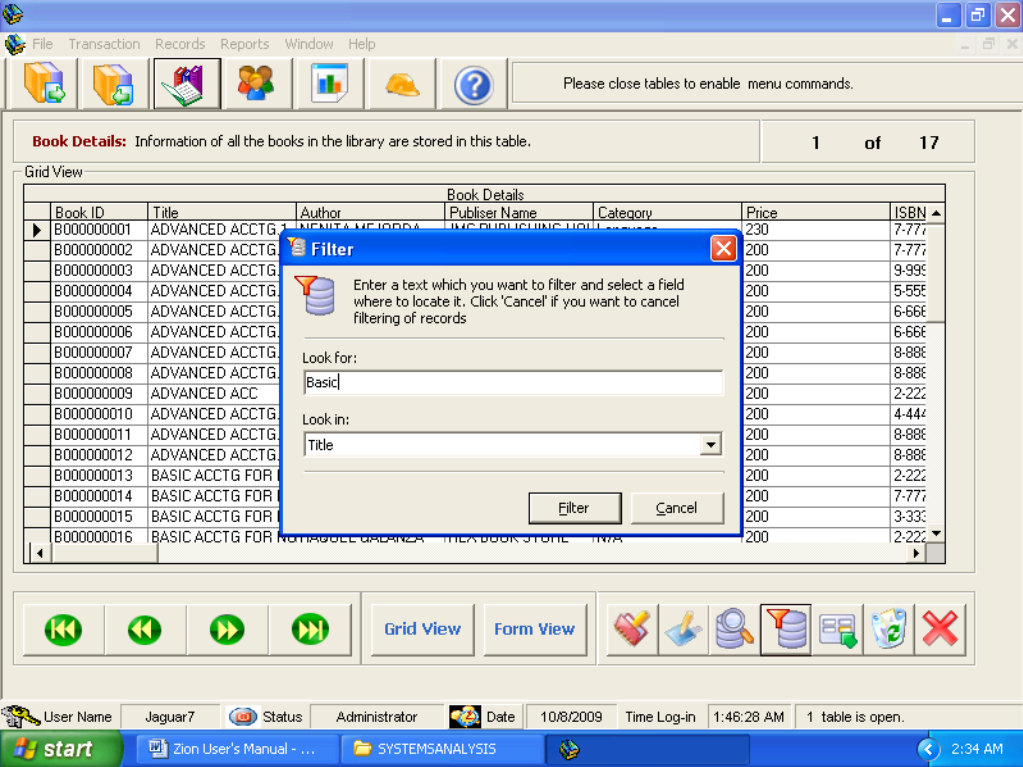Fig 76

Once the 'Filter' button is clicked, the Filter form appears. (see Fig 77 below)
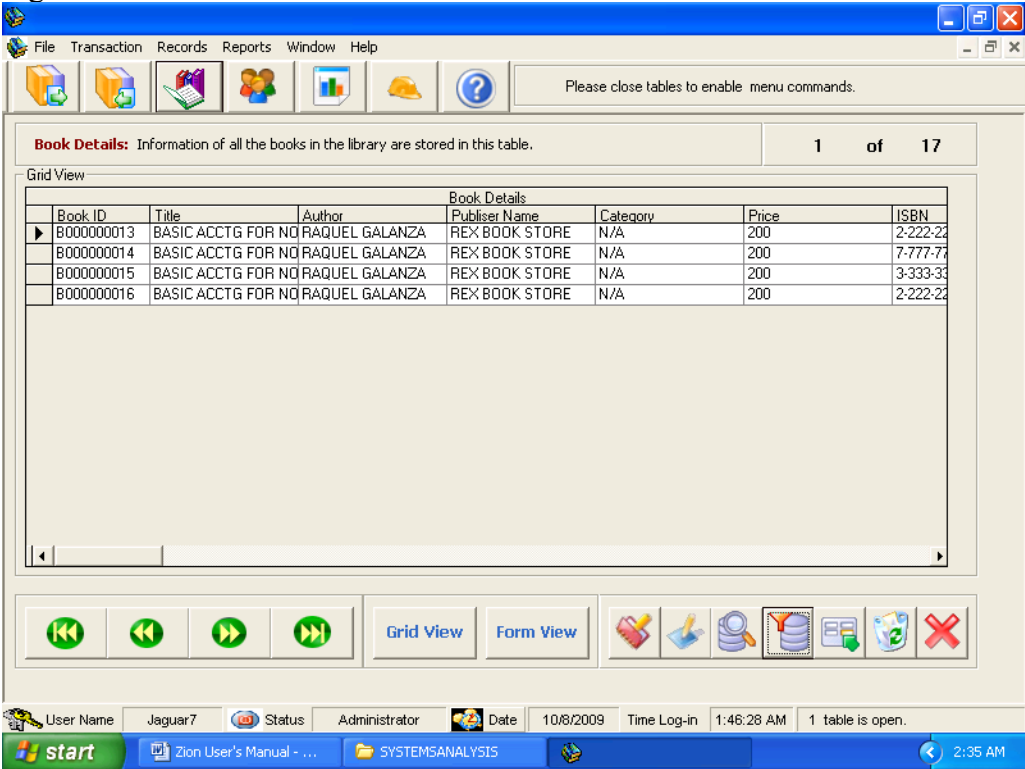Fig 77

Let us now select an item in the combo box, like what we did in the 'Search' form.
Let us pick 'Title' in the combo box and type in the text box the word 'Basic'.

By now the form appears like this. (see Fig 78 below)
Fig 78

Let us hit the 'Filter' button.
Notice the Books table. (see Fig 79 below)
Fig 79

It filtered the records displaying only Basic Acctg by Raquel Galanza.

Sorting

For the purpose of demonstrating the sort feature of this software, we will be sorting from the members table.

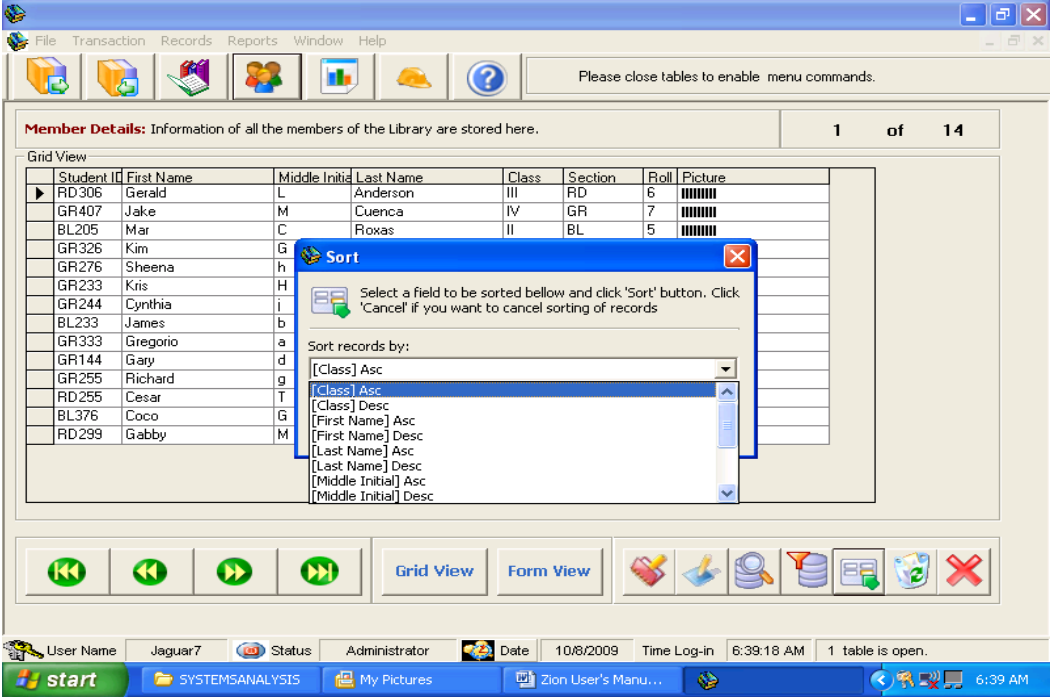To open the members table click the 'Books Record' button.(see Fig 80 below)
Fig 80

Once the button is clicked the sort form appears. (see Fig 81 below)

Fig 81

In the sort form you may select your sort criteria. You may sort the table in two ways - Ascending and Descending.
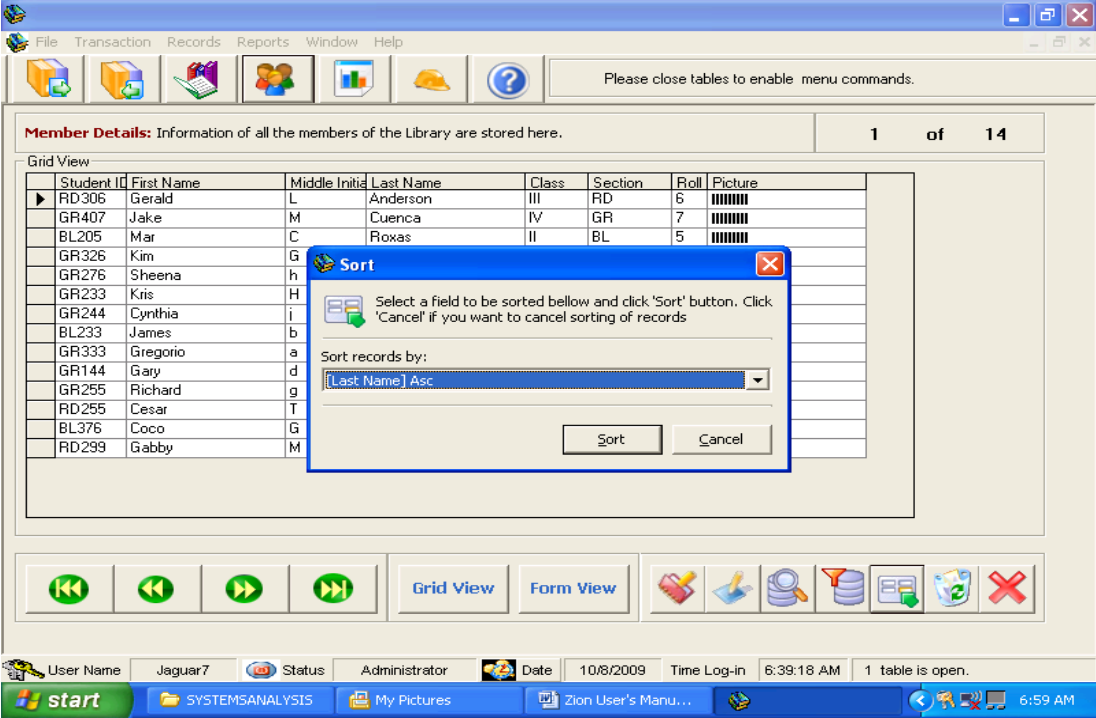
You may pick a sort criteria from the combo box.
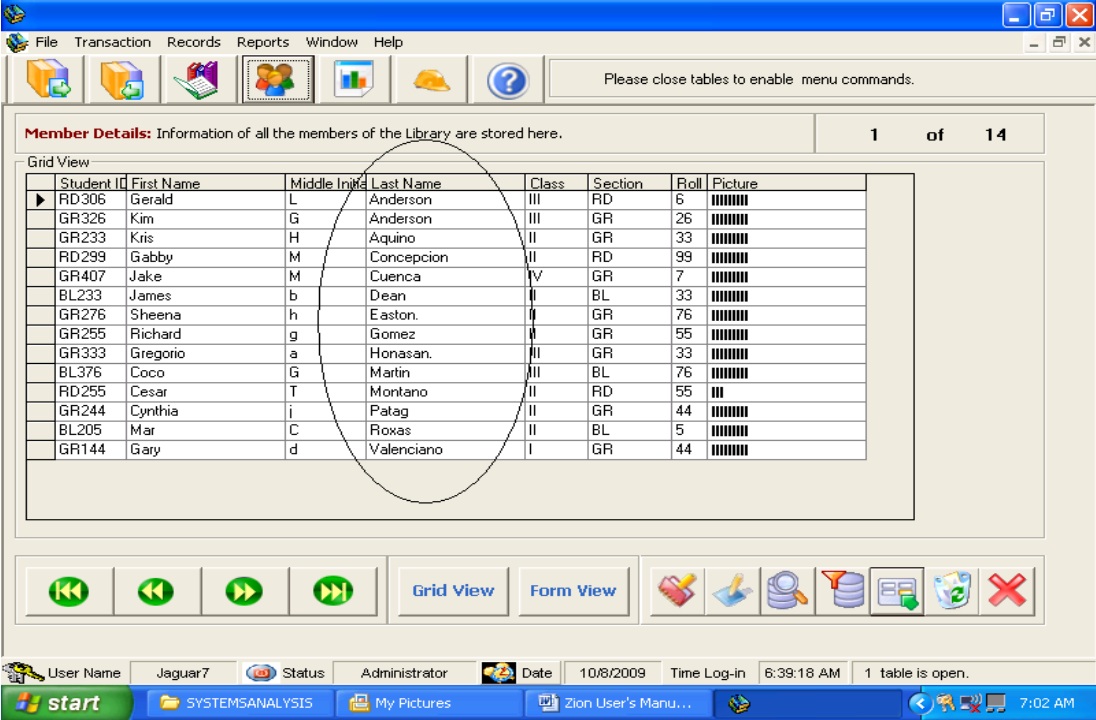
Thus we sort Records by :

1. Class;
2. First Name;
3. Middle Name;
4. Last Name;
5. Roll ;
6. Section; and
7. Student ID

Let us assume we want to alphabetically see the entries by Last Name, so we select Last Name Asc in the combo box. By now the form appears like this (See Fig 82 below)

Fig 82

When we hit the 'Enter' key, the members table is sorted by Last Name Ascending. (see Fig 83 below)

Fig. 83
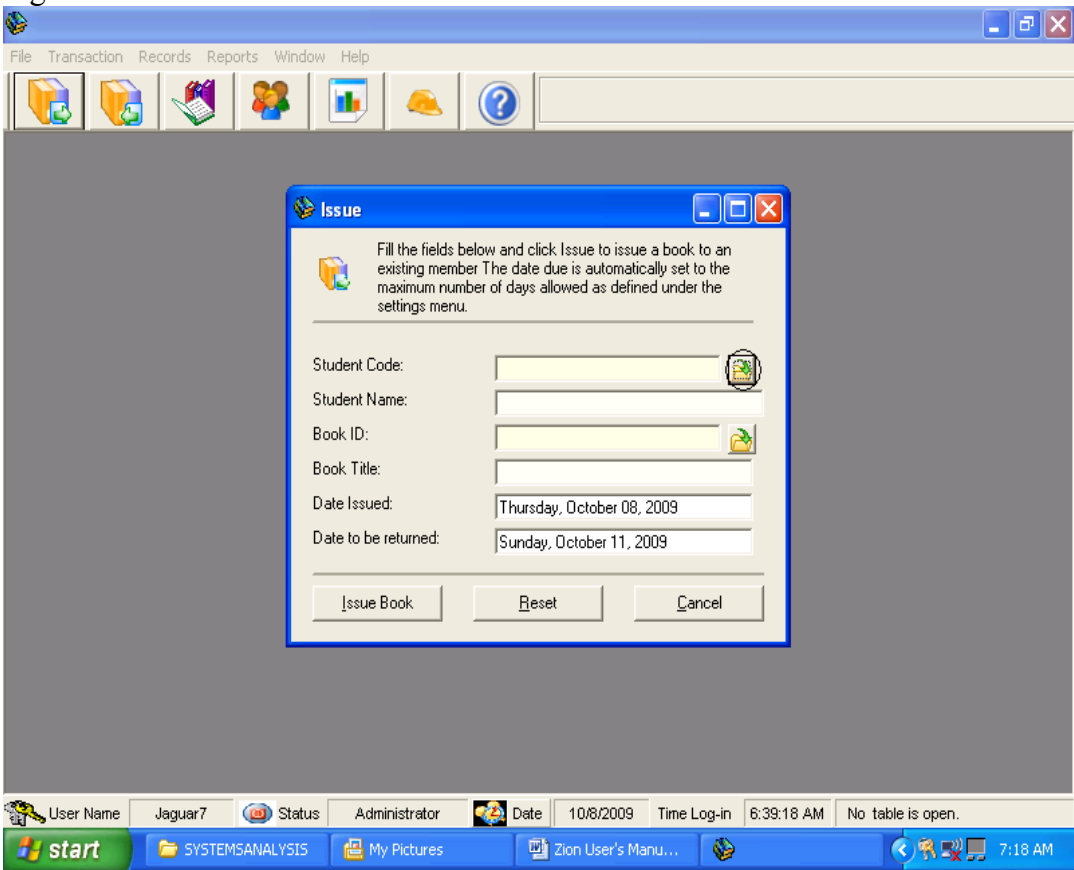
VII. Transaction

Issue

To Issue click the 'Issue' button from the toolbar. (see Fig 84 below)
Fig 84

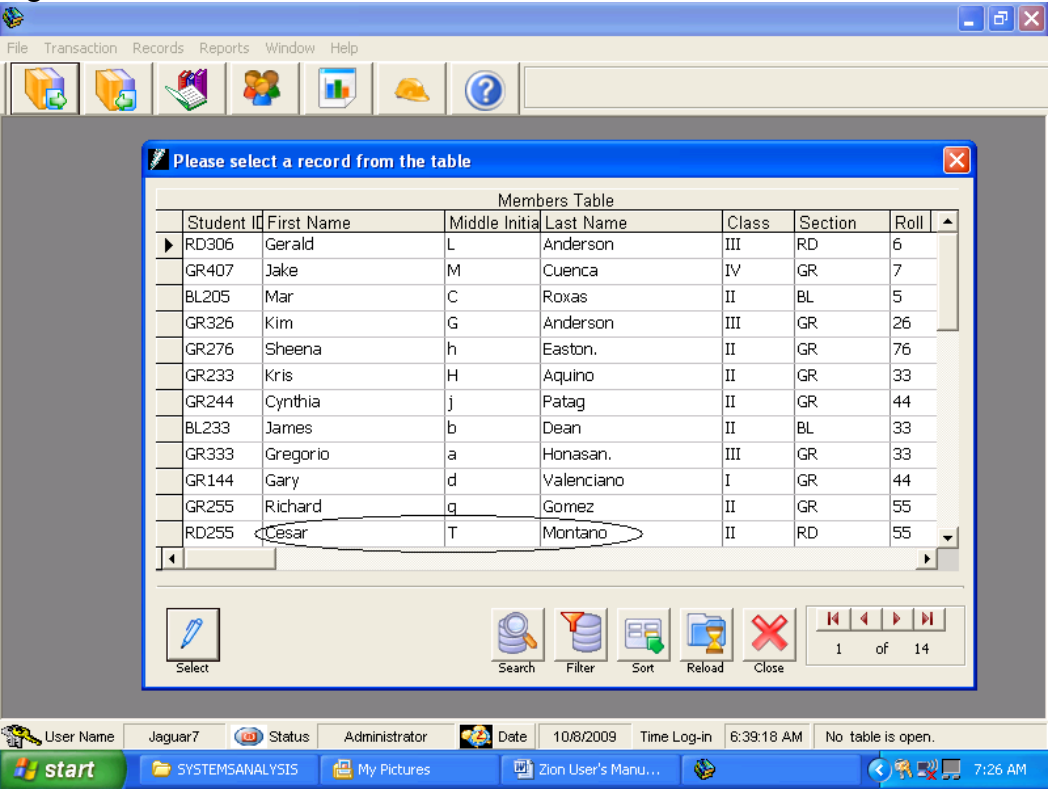When the 'Issue' button is clicked the issue form appears (see Fig 85 below)
Fig. 85

Notice the focus is already with the student code browse button (see encircled button above Fig 85)

When the student code browse button is clicked, a table to select from appears.
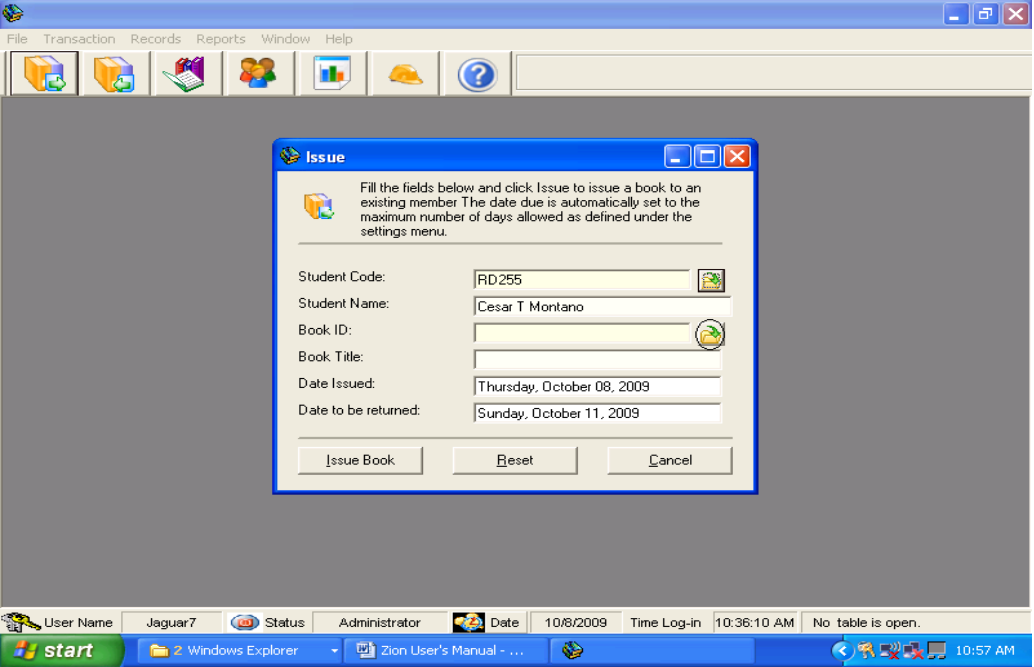(see Fig. 86 below)

Fig. 86

From the table, double-click the name of the student to borrow a book.

Let say you double clicked the name 'Cesar Montano'. (see Fig 86 above)

Notice the name 'Cesar Montano', It was loaded onto the text box. (see Fig 87
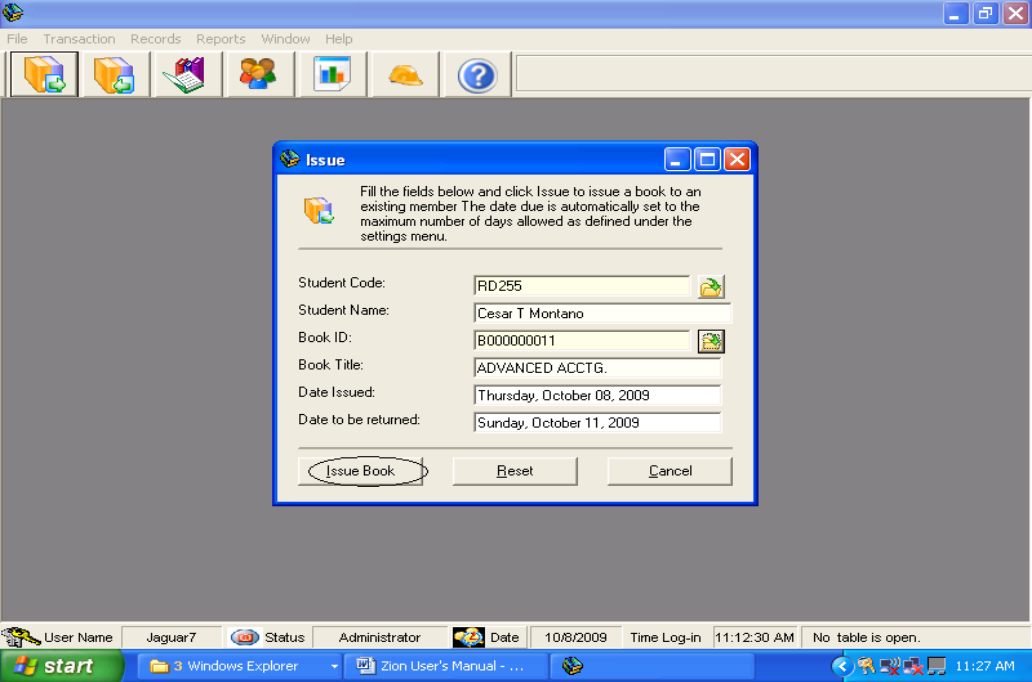below)
Fig. 87

At this point , you need to click the browse button for the book to be borrowed.
(see encircled button above Fig 87)

When the button is clicked and the book Advanced Acctg is double-clicked, the issue form would appear like this (see Fig. 88 below)

Fig 88

Now you are ready to 'Issue' ADVANCED ACCTG to 'Cesar Montano'.
Jus click the 'Issue' button and the book is issued.

After you click the 'Issue' button, you will be prompted by the program "the book B000000011 has been issued to RD255 Do you want to create another issue instance?"

If your answer is yes, you will be up for another round of the issue process.
Otherwise, issue form unloads and the program waits for another user initiated event.

Return

To return click the 'Return' button from the Toolbar (see Fig. 89 below)
Fig 89

After you click the 'Return' button, a return form appears. (see Fig 90 below)

Fig. 90

Click the browse button for the book to be returned.
(see encircled button above- Fig 90)

After you click the browse button, a table to select book to return will display.
Now, you double click a book to load it to the return form text box.
Let say you double-clicked 'Telephone' borrowed by 'Sheena Easton'. (see Fig. 91 below)

After entry B000000017(or Telephone) is double- clicked, it is loaded onto the form text box ready for returning. Then you click return (see Fig 92 below)

After you consummated the return transaction , you will be prompted by the program, "the book B000000017 has been returned from GR276 Do you want to create a new return book instance?".

If your click 'Yes' , you will be up for another round of a return instance.
Otherwise, the return form unloads and the program awaits for another user initiated event.

Note: Some messages by the program are still to be reviewed for possible flaws and grammatical errors, please bear with the software development team for the meantime.

Settings

Settings are the initially set at 3 days maximum for each borrowed book and P 5 Fine for every day late of the given duration for borrowing.
System 'Administrator' (or Administrator account) can reset it anytime provided by prior information is given to the library members.
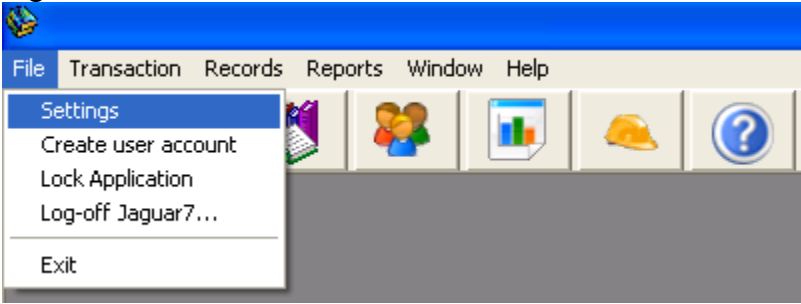
Note: to reset settings make sure you login using an 'Administrator' account

To reset settings click 'File' menu then click settings. (see Fig 93 below)
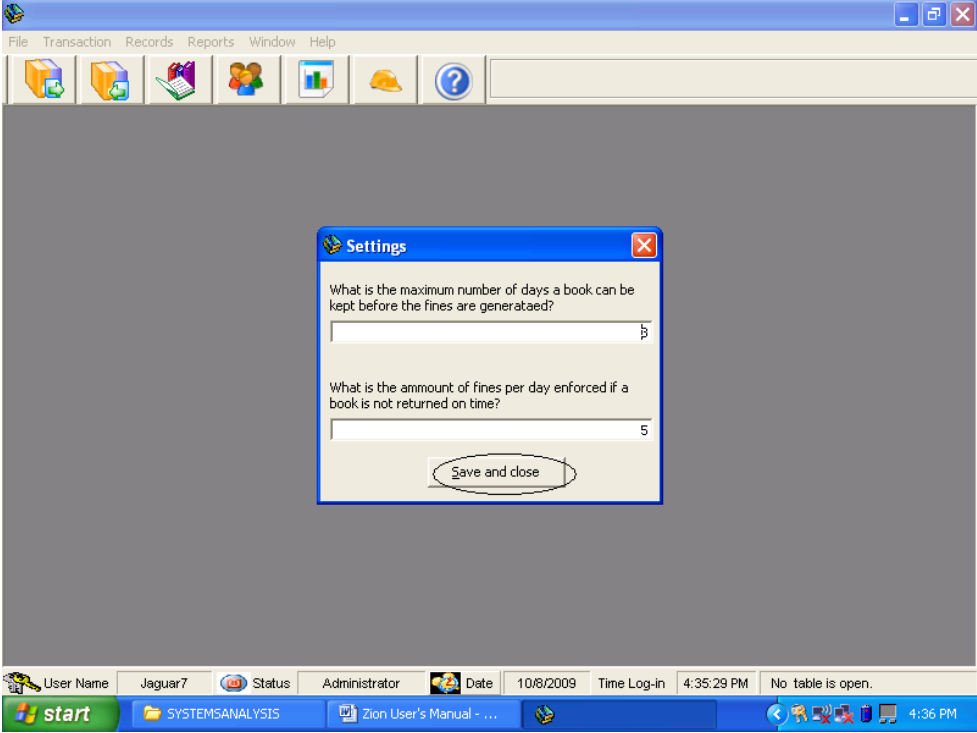
Fig. 93

Or you may click the 'Settings' button. (see Fig. 94 below)
Fig. 94

Once the 'Settings' form is loaded, just replace the figures in the text boxes then click 'Save and close' button. (see Fig 95 below)
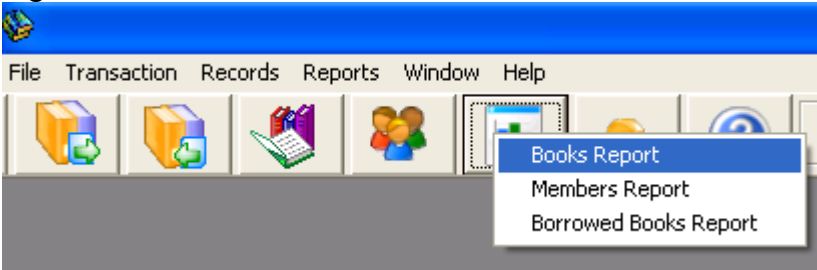Fig. 95

VIII. Reports

Books Report

To open and view books report click 'Reports' menu then click 'Books Report'.
(see Fig. 96 below)
Fig. 96

User may also access the books report by clicking the 'Reports' button and clicking 'Books Report' in the selection available. (see Fig. 97 below)
Fig. 97

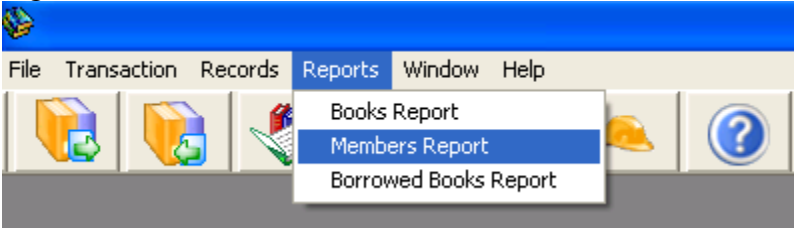The 'Books Report' ready for printing.(see Fig. 98 below)
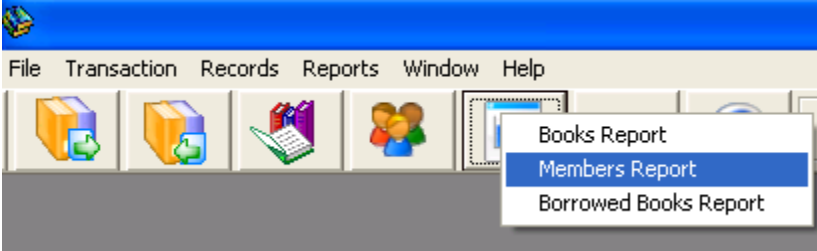Fig. 98

Members Report

To open and view members report click 'Reports' menu then click 'Members Report'. (see Fig. 99 below)
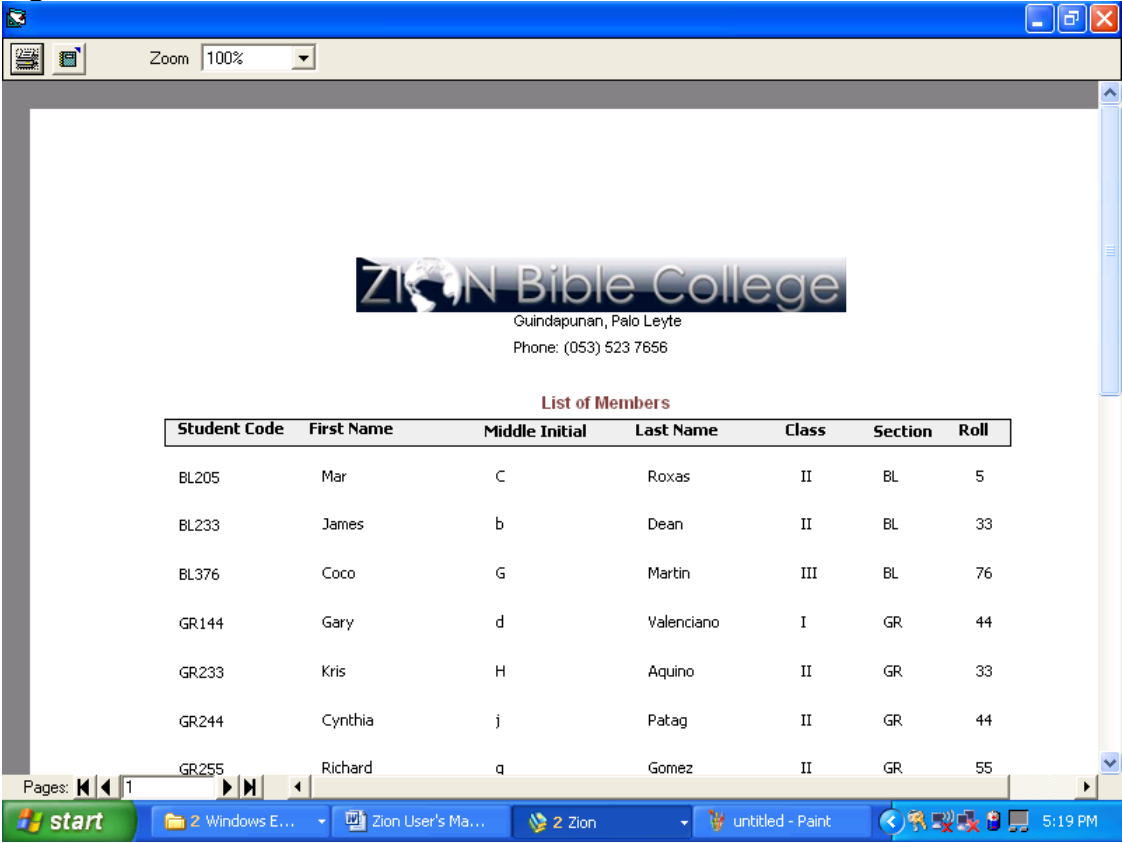Fig. 99

User may also access the members report by clicking the 'Reports' button and clicking 'Members Report' in the selection available. (see Fig. 100 below)
Fig. 100

The 'Members Report' ready for printing (see Fig. 101 below)
Fig. 101

Borrowed Books Report

To open and view borrowed books report click 'Reports' menu then click 'Borrowed Books Report'. (see Fig. 102 below)
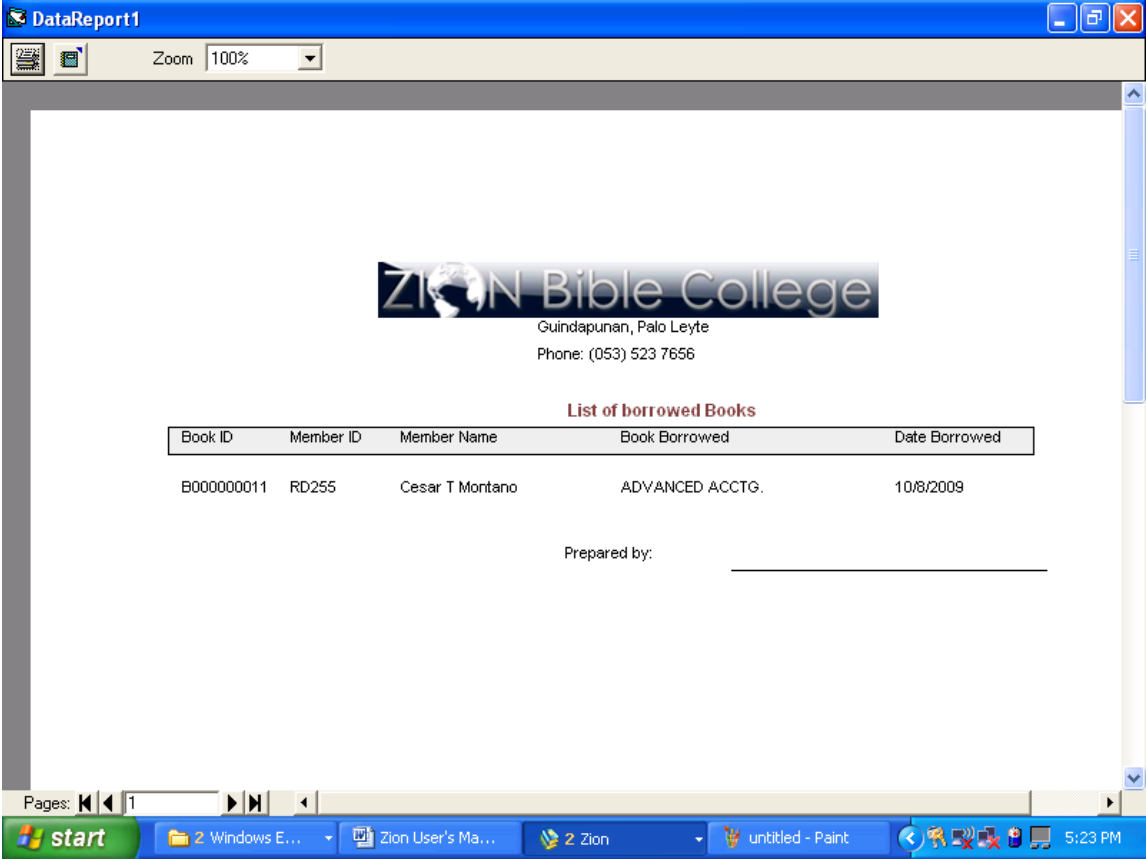Fig. 102

User may also access the borrowed books report by clicking the 'Reports' button and clicking 'Borrowed Books Report' in the selection available. (see Fig. 103 below)
Fig. 103

The 'Borrowed Books Report' ready for printing.(see Fig. 104 below)
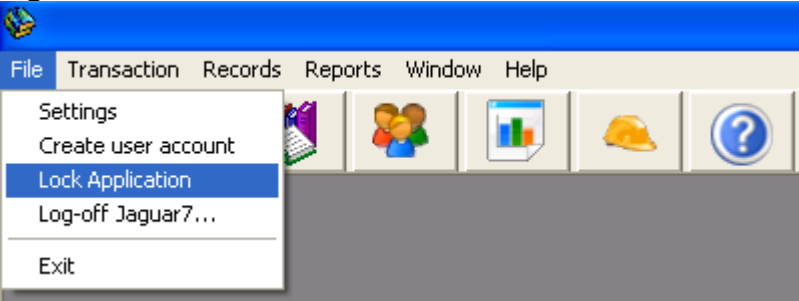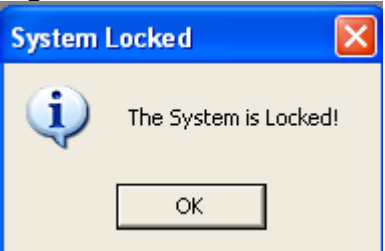Fig. 104

IX. Locking the system

To lock the system click 'File' menu then click 'Lock application'.
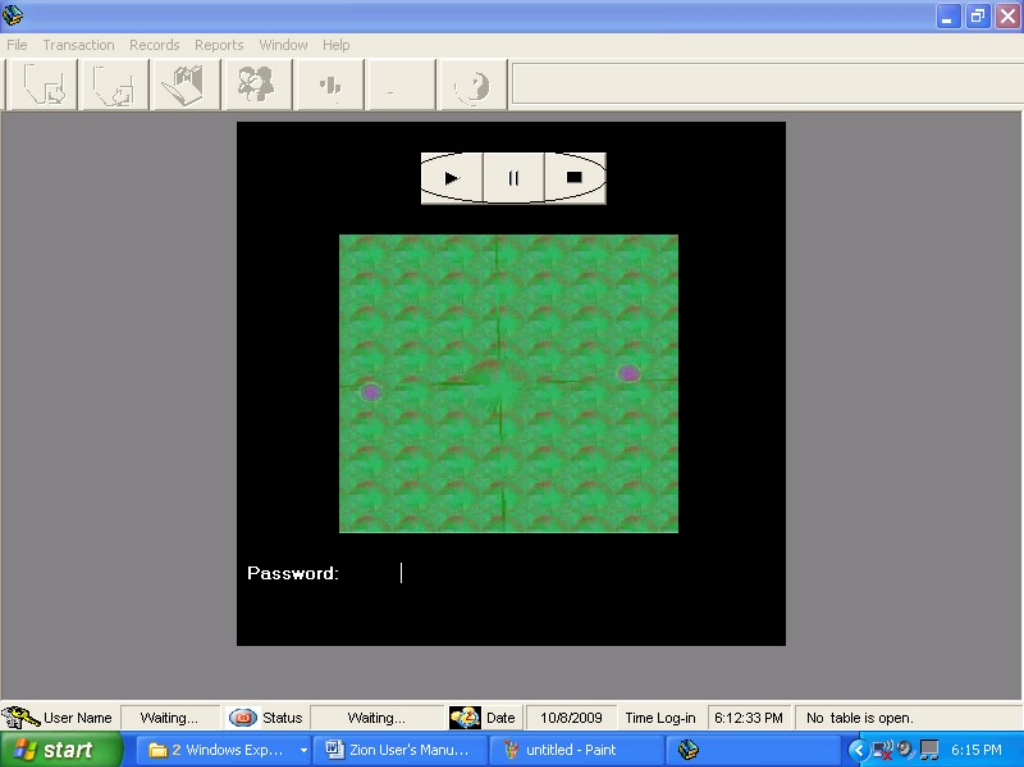(see Fig. 105 below)
Fig. 105

After the menu command is clicked program prompts you "The program is locked".
(see Fig. 106 below)
Fig. 106

When 'Ok' is clicked the system locks. (see Fig. 107 below)

The locked system has a multimedia player for the user. It displays visuals and user
may play an audio while the system is on lock mode. User may manipulate
multimedia player using its controls- Play , Pause and Stop. (see encircled
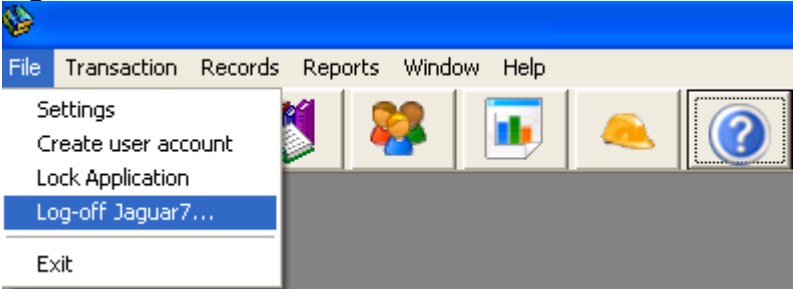multimedia control panel-Fig. 107)

Unlocking the system

To unlock the system just type in a Password and hit 'Enter' button.
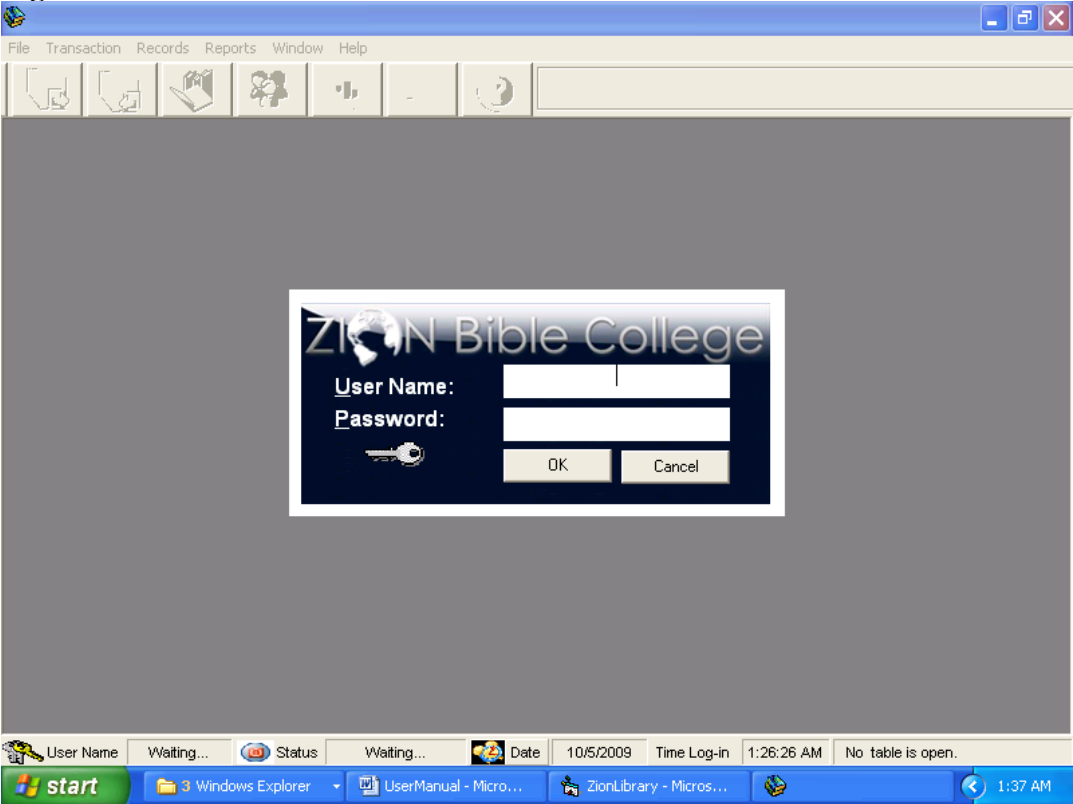
X. User Log-off

The User Log-off feature allows the user to log off the system without terminating the program.

To Log- off simple click 'File' menu then click 'Log-off…'. (see Fig. 108 below)
Fig. 108

Once 'Log-off is clicked. Login form is displayed (see Fig. 109 below)
Fig. 109

Menu commands and buttons are disabled, and cursor is placed in the 'Username' field.
Notice also that Panel 2 and 4 of the Status bar is set to 'Waiting…' mode.
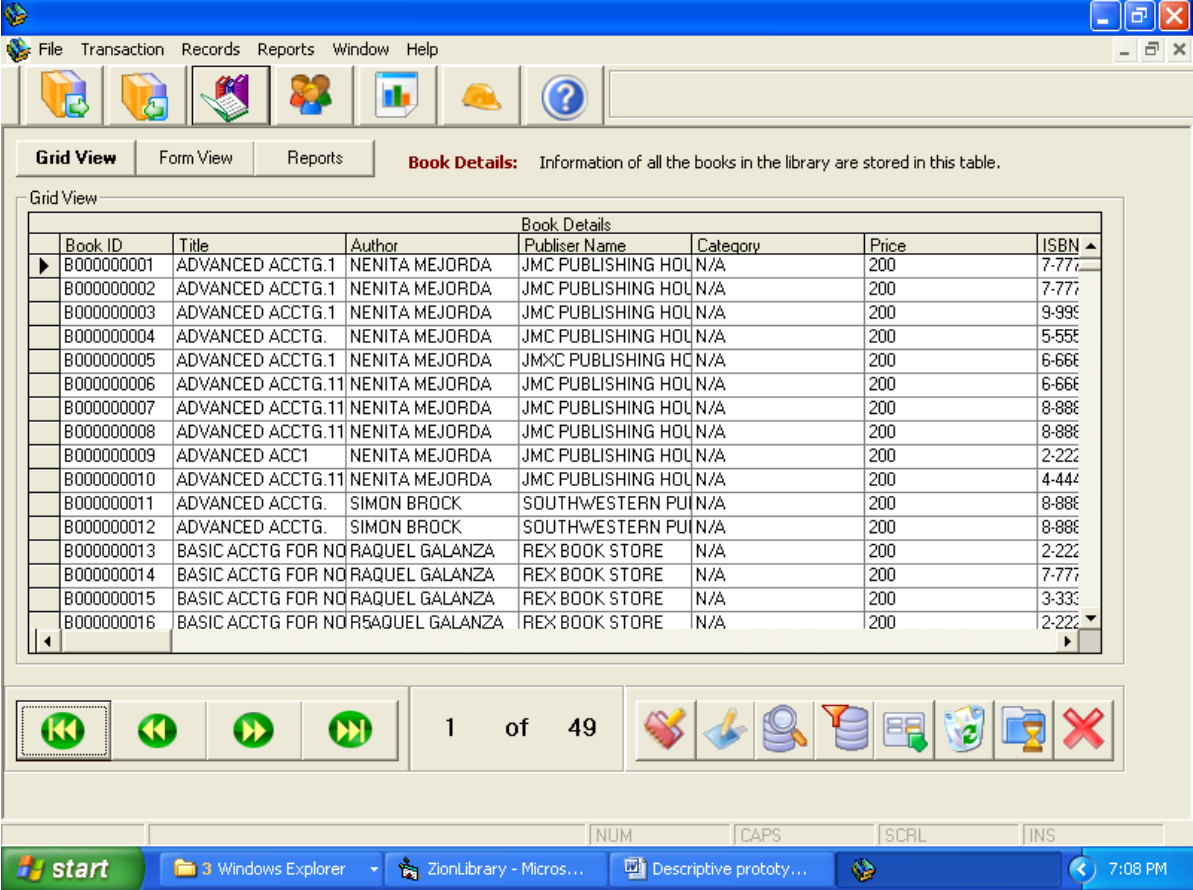The program, at this point, waits for the user to relogin or waits for another user to login.

XI. Window

Just like the Windows feature, we use this to place two or more forms in order.
Observe the program having loaded two forms, the books record and the members record.
(see Fig. 110 below) only one of them is visible - the books record.

Fig. 110

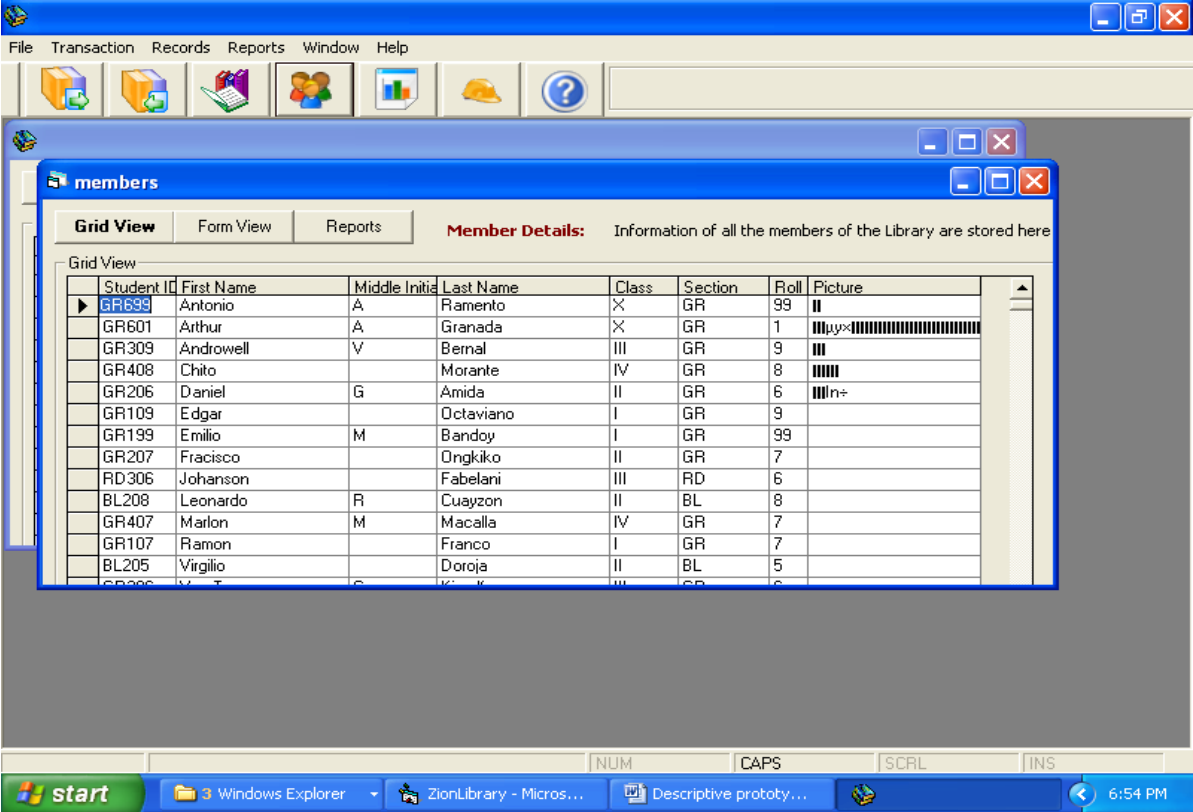So to put them in Cascading order , we click the 'Cascade' menu command.
 (see Fig. 111)

Fig. 111

The two forms are Cascaded. (see Fig.112)
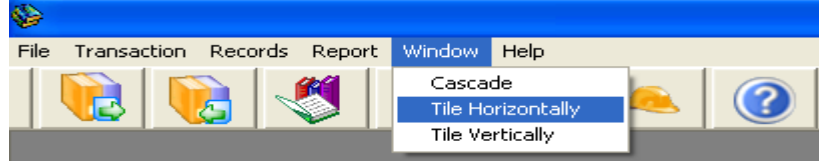
Fig. 112

Then, to display the forms in Tiled Horizontal click the **Tile Horizontally** menu command (see Fig. 113)

Fig. 113

Vrrrrrrrrooooom!! The two forms are placed one on top of the other. (see Fig. 114)
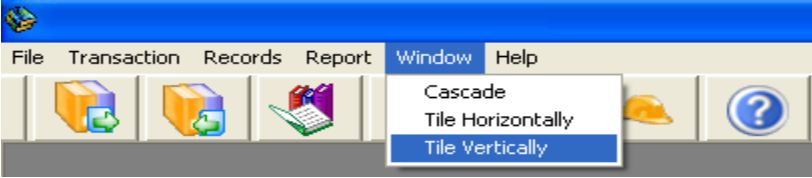
Fig. 114
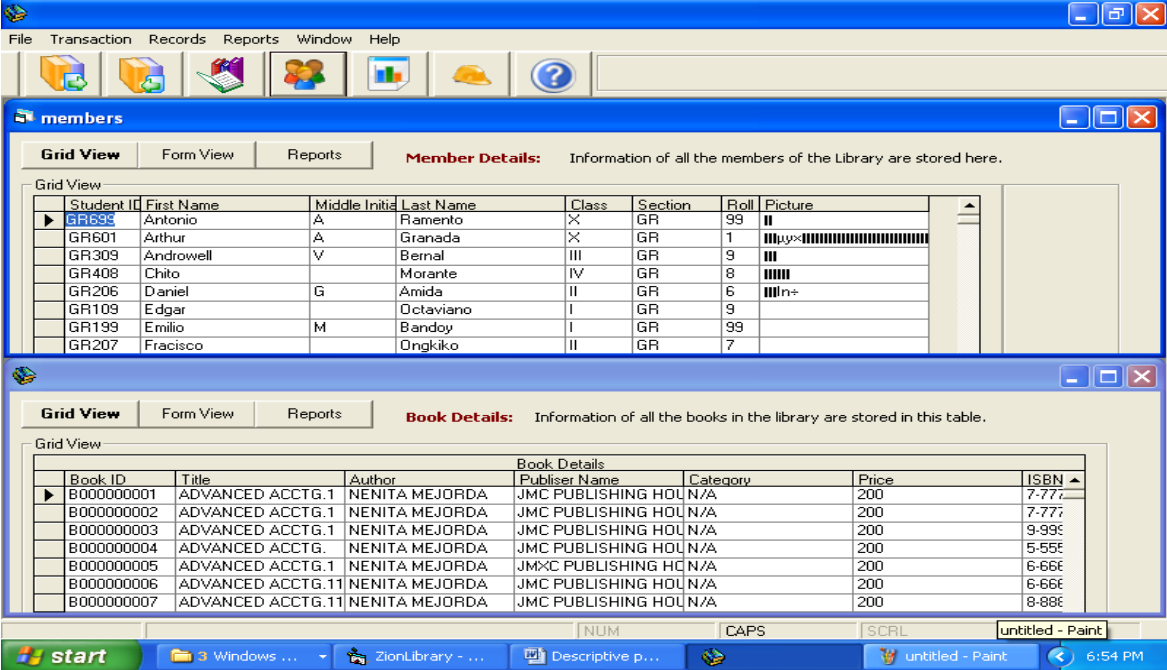
Then, to display the forms in tiled vertical click the **Tile Vertically** menu command
(see Fig. 115)

Fig. 115

Katsvoooooooooooom! The two form are placed side by side.
(see Fig. 116)

Fig. 116
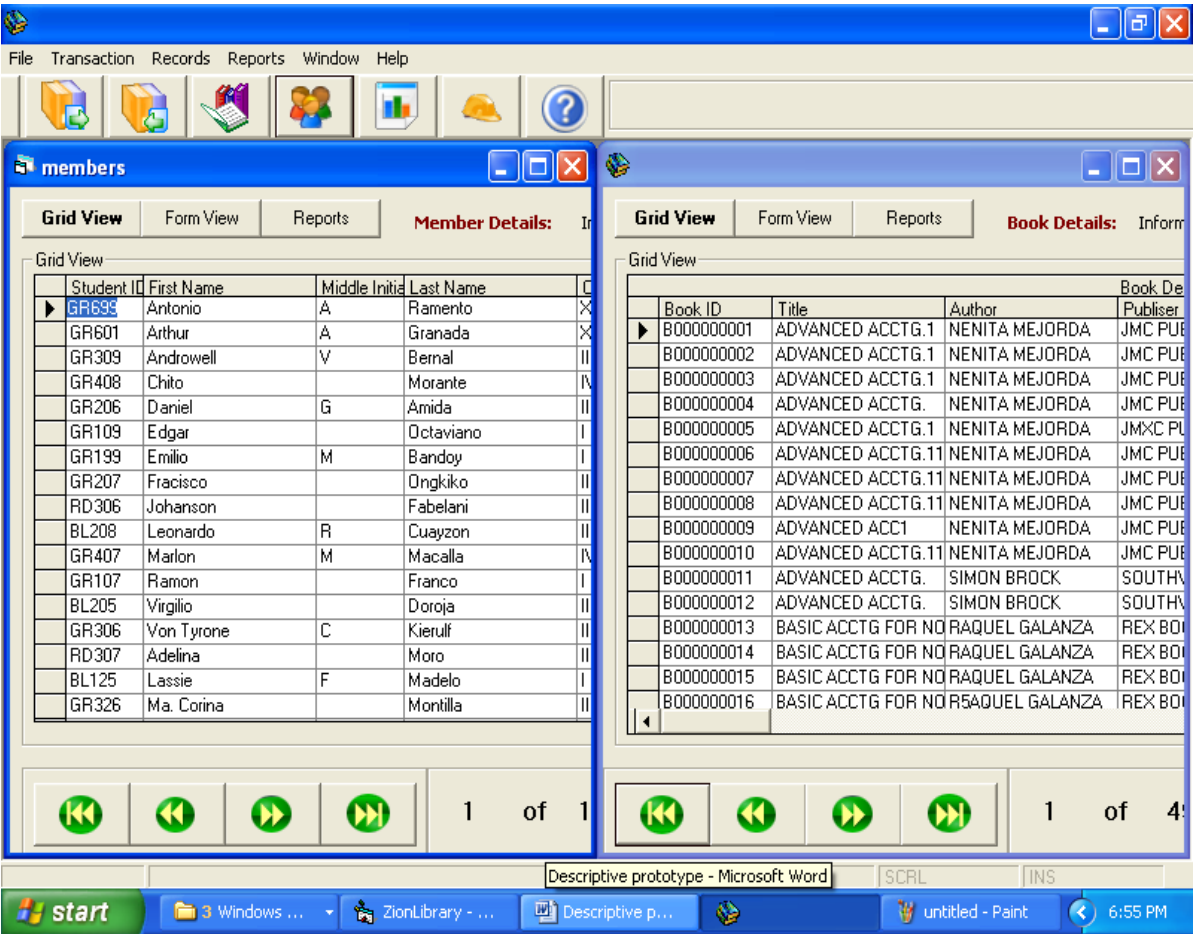
XII. Help

Zion Library Help

To Open Zion Help click 'Help' Menu then click Zion Library help
(see Fig. below)
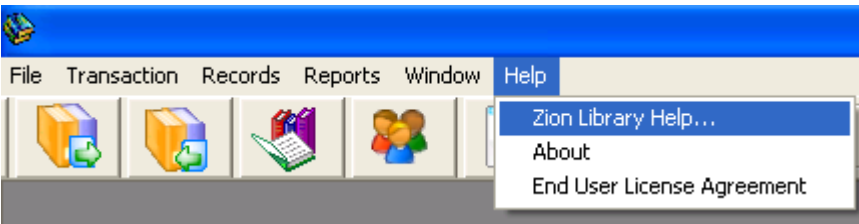
About

To open click 'About' menu command (see Fig. 117)
Fig. 117

About menu command shows the credits of the program.
(see Fig. 118)

Fig. 118
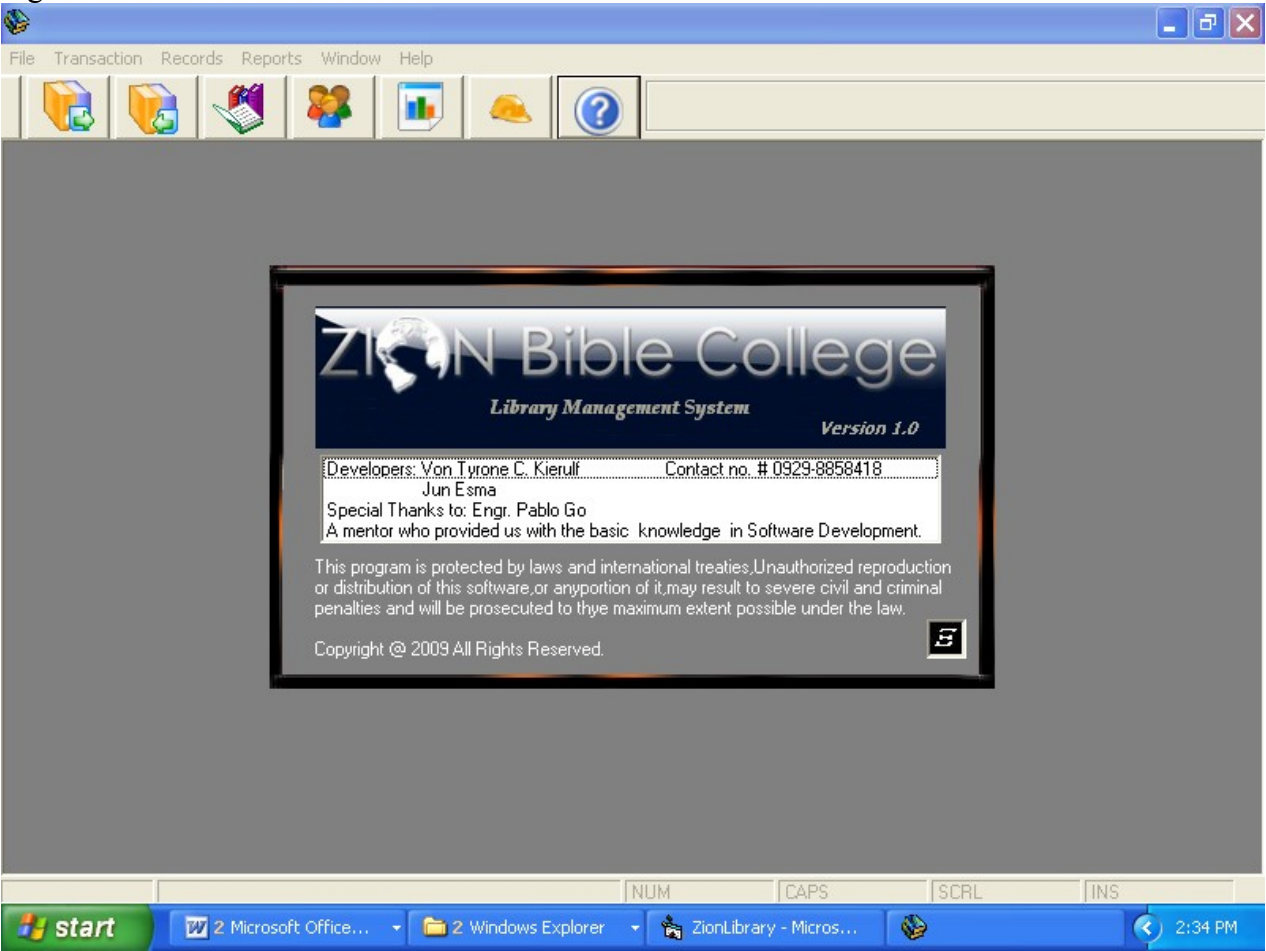
End User License Agreement

To open , click the 'End User License Agreement' menu command. (see Fig. 119)

Fig. 119

It shows the EULA of the program. (see Fig. 120)

Fig. 120
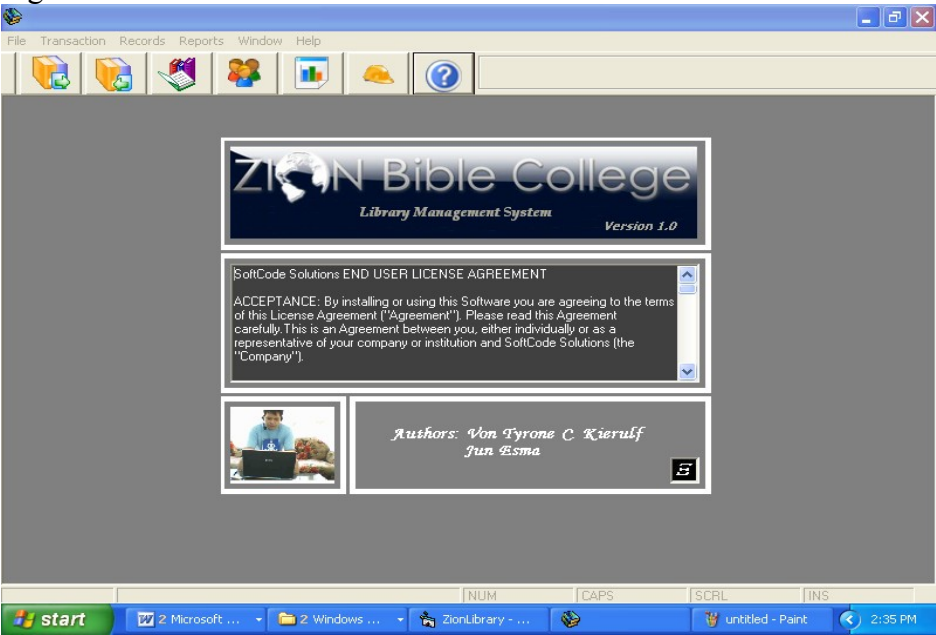
XIII. Terminating the program

To terminate the program just click the windows close button,
(see the encircled red X in the right upper side of the graphic) or
You may click 'File' menu then click 'Exit'. (see the encircled 'Exit' menu command in the 'File' menu in the left side of the graphic) (see Fig. 121)
Fig. 121
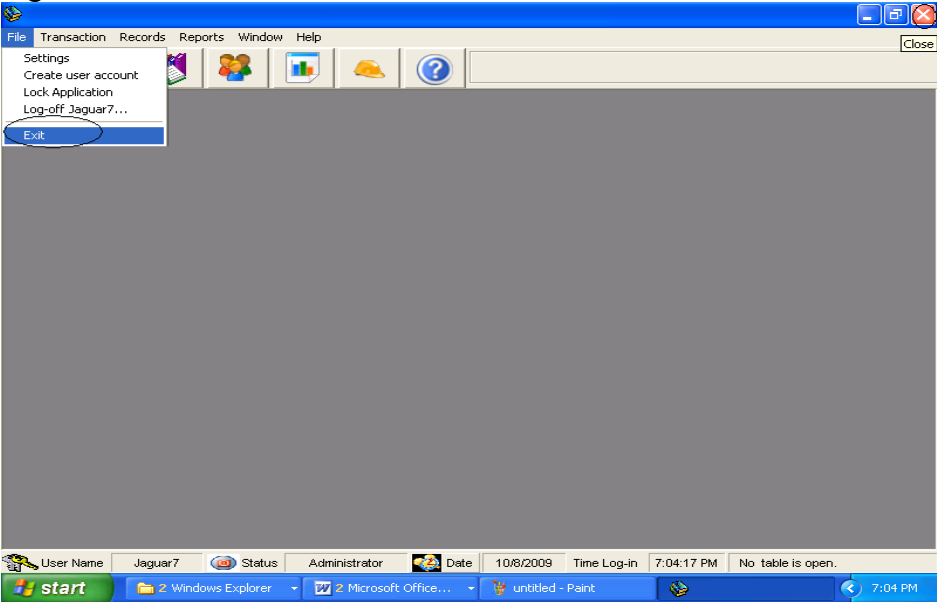
XIV. Utilities

Set-up Zion Screen Saver

To create a Zion custom screen saver follow instruction below:

1. Right-click desktop, then click Properties.
2. Once Display Properties is opened, click the Screen Saver tab.

3. On the Screen saver combo box click My Pictures Slideshow.
4. Click Settings beside the combo box
5. In the My Pictures Screen Saver Options pane click 'Browse' button

6. In the Browse for Folder pane look for the folder ZIONLIBRARY then select 'saver' folder (containing saver4.bmp), then click 'OK';

7. In My Pictures Screen Saver Options Pane, click 'OK';
8. In Display Properties pane, click 'OK'.

Text Pad

The Text Pad serves as a text editor just like Notepad. The main function of the feature is to allow users to Copy individual book records to the Text Pad for saving and/or printing. The text file may be used by users for verification purposes of the entry's informational accuracy, to be compared from the information contained in the book itself.

Copying individual book entries to the text Pad

To Copy an entry open the Books Record then Shift to 'Form View'.

1. In the 'Form View', using the 'Navigation' buttons, select an entry you wish to Copy to the Text Pad.
2. Then click 'Copy' button
3. If you wish to Copy several entries, do the same procedure over again.
4. Once finished copying entries, you may opt to save or print.
5. To save just click the 'Save' button.
6. To print just click the 'Print' button.

Note: you may use the 'Clear' button to clear the Text Pad.

Calculator

The calculator is used to replace automated processed amount entered into the fines collection text field of the 'Return' transaction. You may notice that a user cannot manually alter the amount automatically entered into the text field by the program. User may also use it to enter an amount that shall come from a borrower for payment for a damage made to a book.

To enter or change an amount in the text field , click the 'Calculator' button.

When the Calculator is opened, type in a numeric value then click the 'Export' button. You may note that the numeric value will automatically be entered into the fines collected text field of the 'Return' form.

Note: the Calculator may also be used as an ordinary Calculator as the need arises.