

USER MANUAL

MEMBERS:

Library members are the most basic users on the system. They can log in, view the books in store and check their profiles for any past or present books they reserved.

VIEWING BOOKS:

To view the books you don't even need to log in, just simply click the books like in the top menu for access to the book listing. Remember that you are not logged in so you can't reserve any books until you log in.

LOGGING IN:

Logging in is a simple process, on the top right corner of the menu there is a link named 'login' that will take you straight to the login page. If you do not have an account you can always make one by clicking the 'Create Account' option in the upper left menu and filling out the simple form.

MAKING A RESERVATION:

If you would like to reserve a book, open the 'books' menu item and click the 'reserve' button on any of the desired books.

From here you will be presented with a similar book listing but this one shows you all the list of copies of the book you just selected, these copies are in different languages and different state of condition for you to choose.

Once you have decided what book you would like, once again select the 'reserve' button to confirm your reservation.

This last screen has some information about the book you just reserved and some important notices about how long you have to pick up your book and how long you have before you must return it.

VIEWING YOUR RESERVATIONS:

If you want to see your reservation details then all you have to do is log in to your account and select the 'profile' menu item next to the 'login' item, from here you will see all your reservations made since you created your account. You will see information about the name of the book, the language and what day you picked up the book so you know how long you have till you have to return it.

LIBRARIANS:

Librarians can login exactly like normal users can.

EDETING BOOKS:

As a librarian you can manage books. From the catalog page(list of books) instead of seeing a 'reserve' button you will see two adittional buttons, one to edit the properties of the book and another to delete the book from the library(also deleting all copies).

The edit button will take us to the same page as when we add a book, from here the properties of the book will already be written and all you have to do is edit the changes and save the book.

The delete button just leads to a simple yes or no confirmation page to delete the chosen book.

EDETING COPIES:

From the book listing page you can click on a button that will list all the copies of the books in the library. Here you will also have the same two buttons that lead to deleteing a copy or edeting the copy of a book.

ADDING BOOKS AND COPIES:

Each book listing page(books and copies) has its own button that leads to a small form like the one for edeting. This page allows you to add a new book or copy to the library.

RESERVATIONS:

You can check all the reservations that are in the database to see wich user own books and to see previous records.

At the end of the table there is a column indicationg how many days the user has had the book, if the user has surpassed the 20 days it will be marked in red as OVERDUE.

ADMINISTRATORS:

Administrators can do the same as the librarians but with an additional feature:

USERLIST:

Administrators can list all the users in the system as well as edeting and creating new ones. All these features can be found in the 'UserList' menu item.