

# User Manual for the Library Management Application

## Table of Contents

## Contents

Table of Contents .....	1
1. Introduction .....	2
2. System Requirements .....	2
3. Navigating the Application.....	2
Home Page .....	2
Author Section.....	2
Books Section .....	2
Borrowings Section.....	2
Members Section.....	2
4. Common Features.....	2
Adding New Records .....	2
Searching Records .....	2
Editing and Deleting Records.....	2
5. Troubleshooting .....	3
6. Contact Support.....	3

## 1. Introduction

The Library Management Application is designed to simplify library operations by managing authors, books, borrowing activities, and member records. This user-friendly application ensures efficient workflows for librarians and staff.

## 2. System Requirements

- A device with a modern web browser (e.g., Chrome, Edge).
- Microsoft Power Apps license for access.
- Internet connection for real-time data updates.

## 3. Navigating the Application

### Home Page

The home page provides quick access to the main sections: Authors, Books, Borrowings, and Members. Click on a section to navigate to its corresponding page.

### Author Section

View a list of all authors in the library database. Search for authors using the search bar. Add new authors by clicking the '+ New' button. Edit or delete author records as needed.

### Books Section

Access the complete catalog of books in the library. Search for books by title, author, or genre. Add new books using the '+ New' button. Update or delete book information.

### Borrowings Section

Track and manage all borrowing activities. Search borrowing records by member or book title. Add a new borrowing record with details like borrowing and return dates.

### Members Section

Manage member information, including contact details and membership status. Search for members by name or ID. Add new members using the '+ New' button. Edit or remove member records as required.

## 4. Common Features

### Adding New Records

- Navigate to the desired section (Authors, Books, Borrowings, or Members).
- Click the '+ New' button.
- Fill in the required fields (e.g., Name, Title, or Borrowing Details).
- Save the record.

### Searching Records

- Use the search bar at the top of each section to quickly find specific records.

### Editing and Deleting Records

- Select the record from the list.

- Click 'Edit' to update details or 'Delete' to remove the record.
- Confirm your changes.

## 5. Troubleshooting

- **Issue**: Unable to load data.

**Solution**: Check your internet connection and refresh the page.

- **Issue**: Error when adding or editing a record.

**Solution**: Ensure all required fields are filled and the data format is correct.

- **Issue**: Search not returning results.

**Solution**: Verify the search term spelling or adjust the filters.

## 6. Contact Support

For additional help, contact the support team at [40-adc-0030@kdu.ac.lk](mailto:40-adc-0030@kdu.ac.lk) or call 078 1149827.