User Manual

Pamantasan ng Lungsod ng Muntinlupa
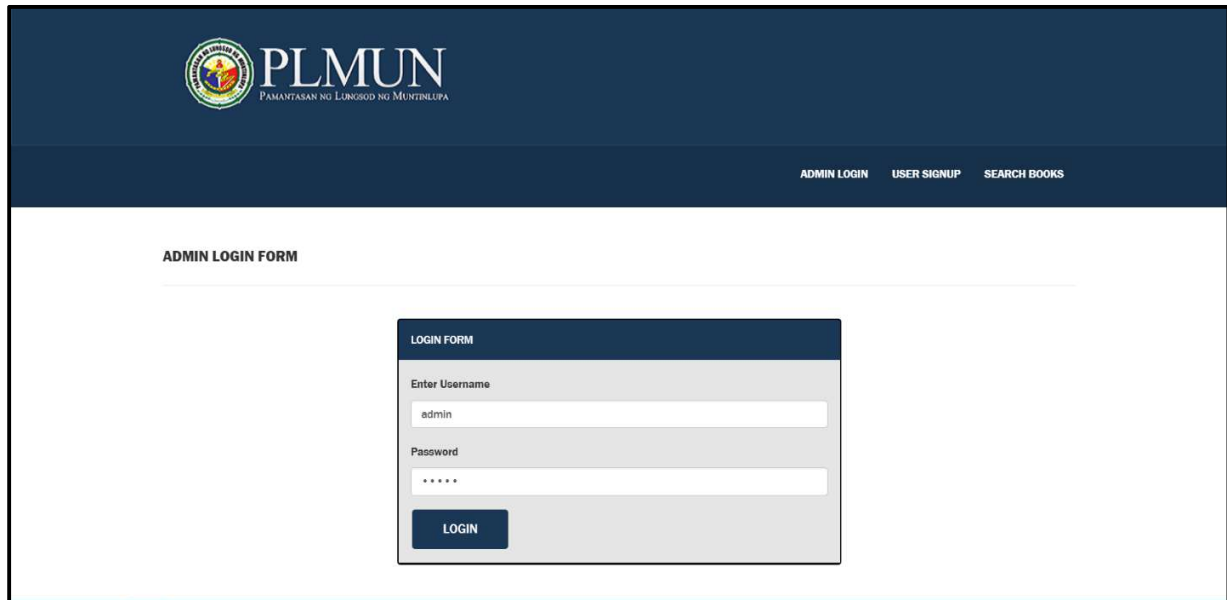
Cabael, Alexander Nivanne C.

Dayao, Leo Francis A.

Santillan, Jose Mari P.
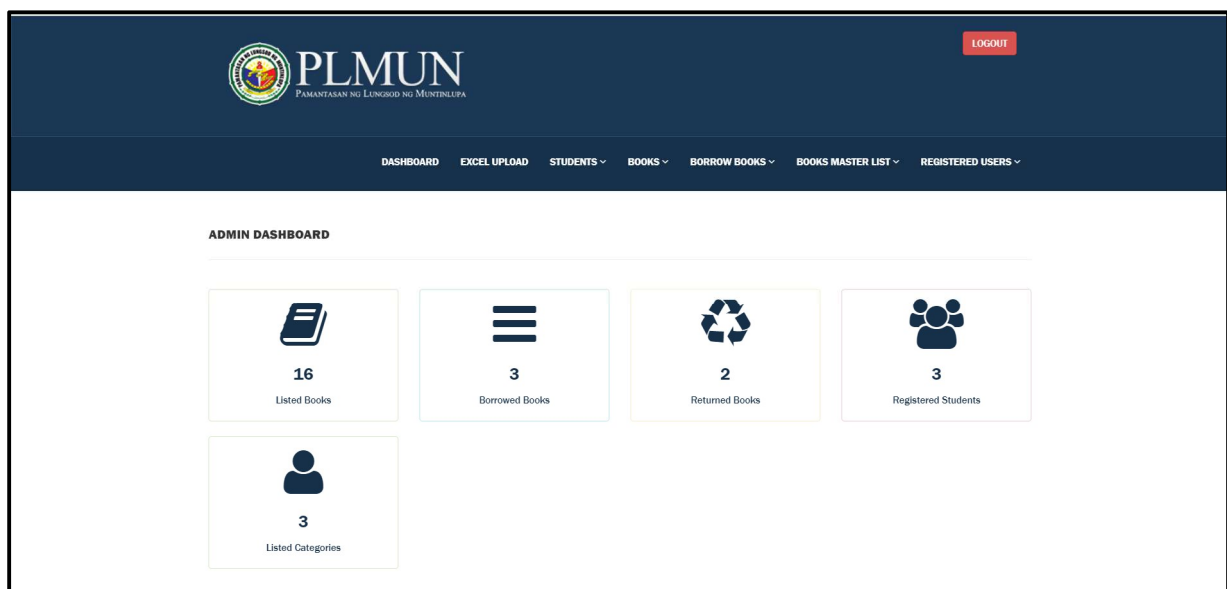
Bachelor of Science in Information Technology

ADMINISTRATOR/LIBRARIAN

Homepage for Admin

The administrators are the head or the developers of this system for the librarian to have access they have to log in the credentials. Username: admin Password: admin
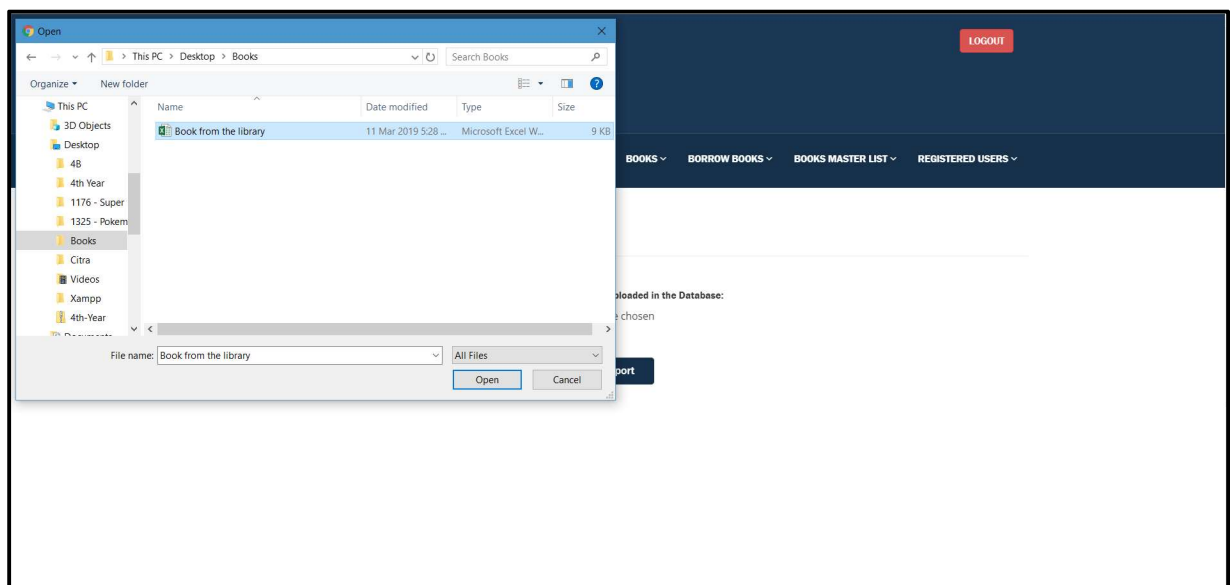

Dashboard for Admin

After loging in, it shows the admin dashboard all the icons presented can be clicked to access the menus shown for the librarian.

1. Excel Upload of Books
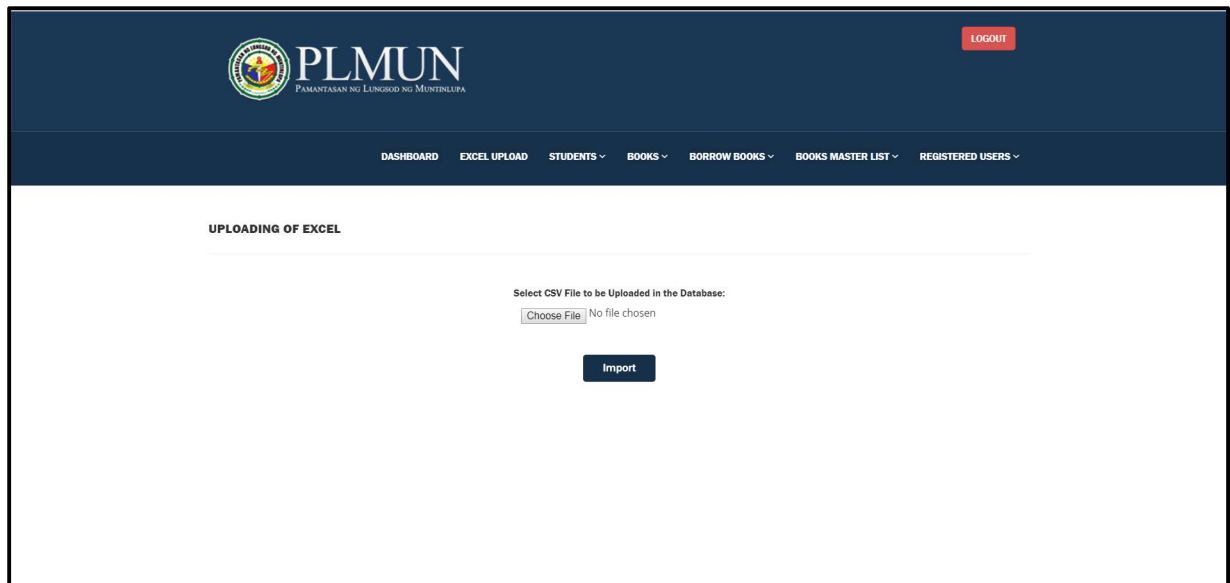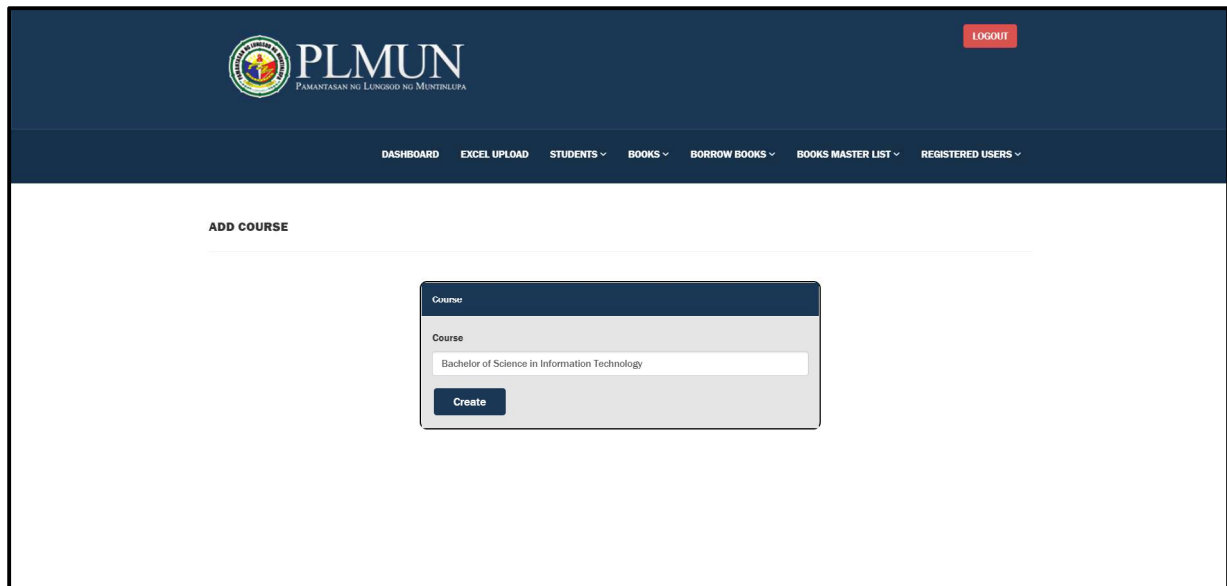

Page 1.1 Upload Excel File

Here you can import the list of books from the library so that the librarian does not need to input the books one by one.

Page 1.2 Uploading the excel file

Here you can choose the file of the list of books that the admin can upload.
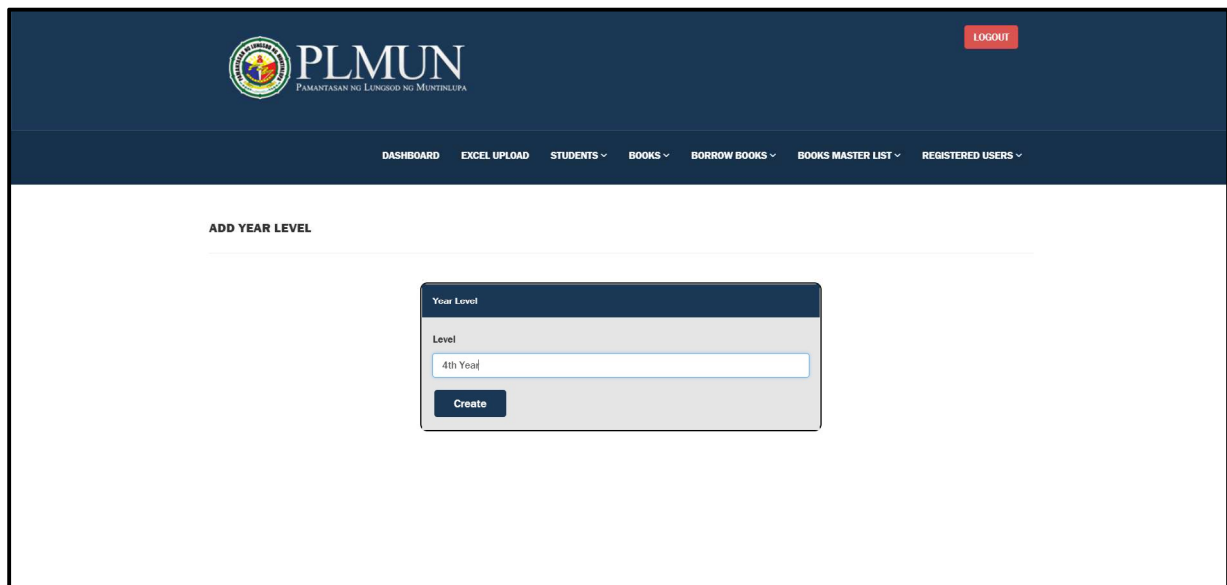
2. Students Tab

Page 2.1 Adding Course in Students Tab

In this tab the admin can add the course in case if the school adds a new course for updating.

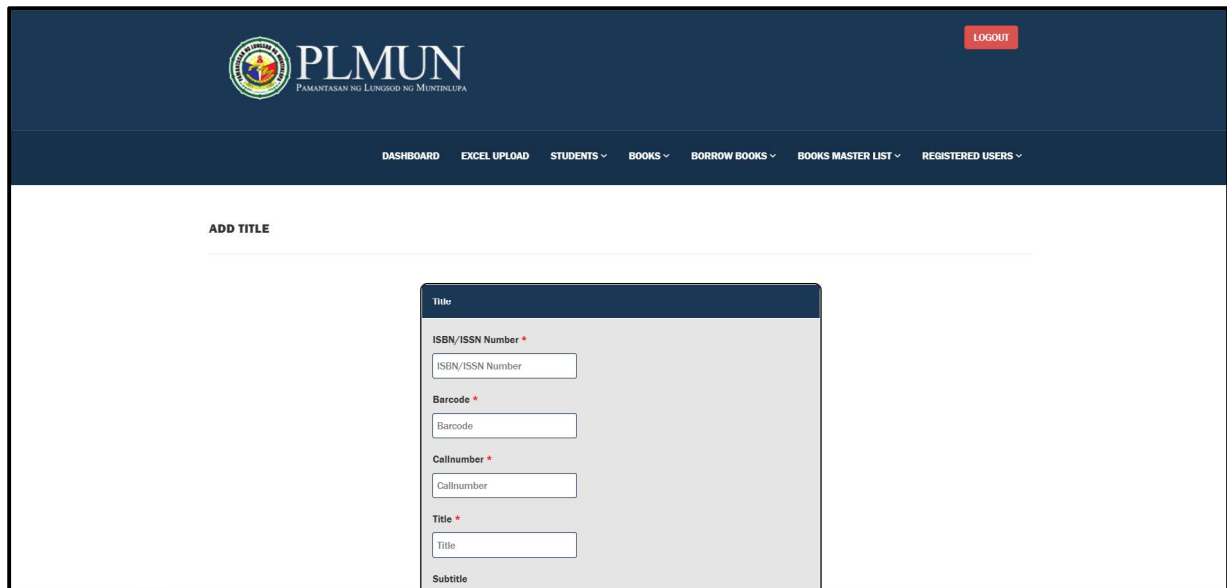Page 2.2 Adding Year Level in Students Tab

This tab allows the user to input a year level in case if the school adds a new year in their school.

3. Adding Books Tab

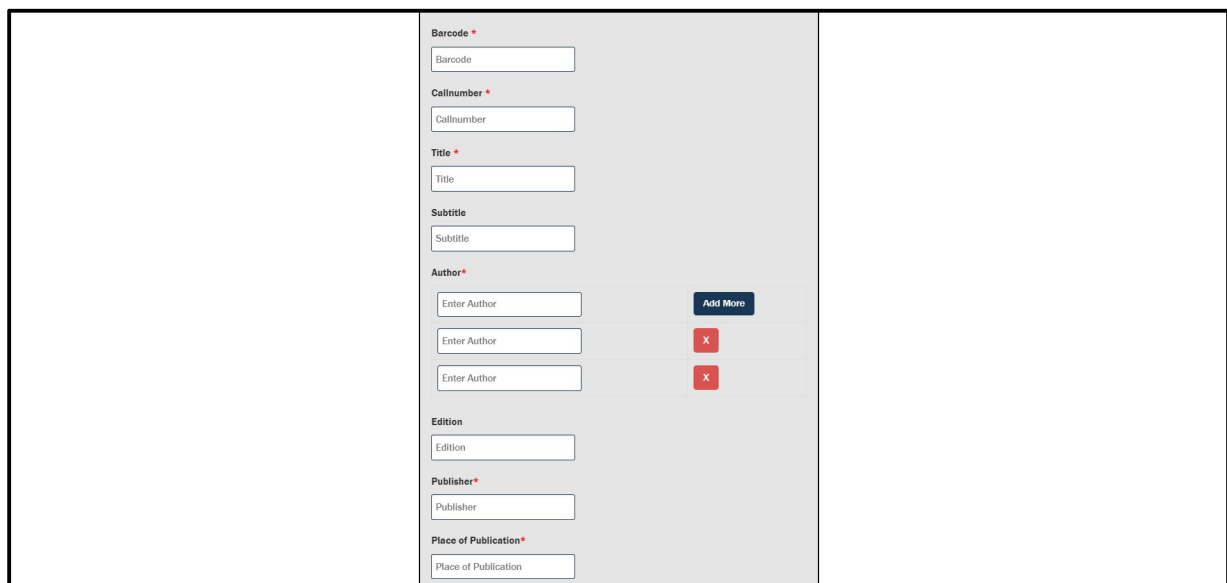Page 3.1 Add Books Tab
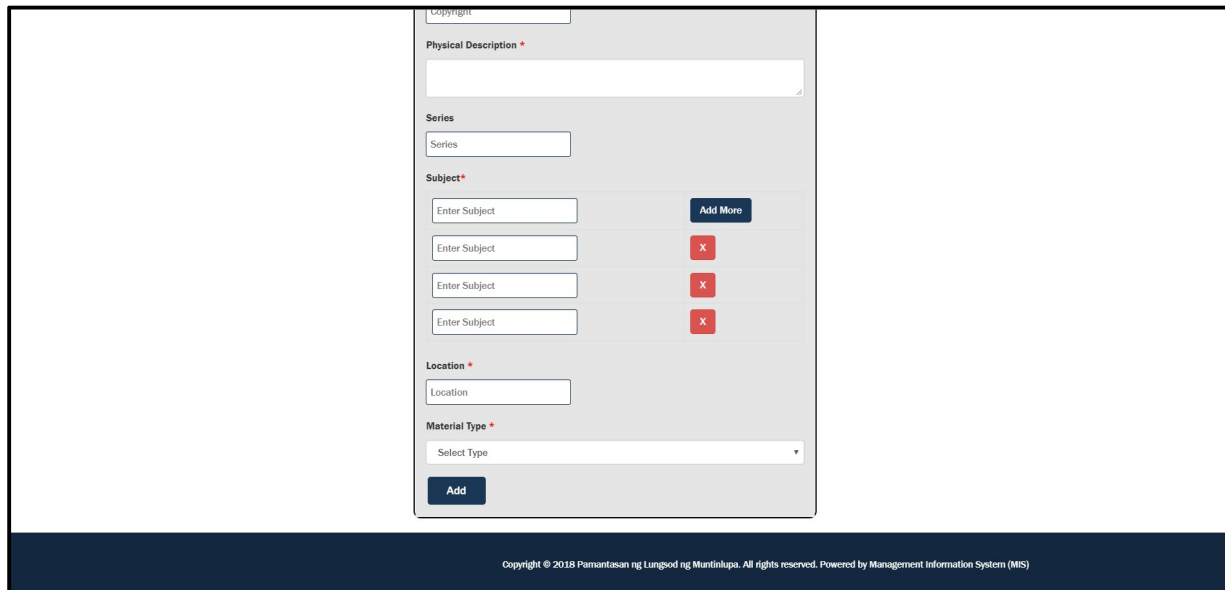
This is the page where the user can add a specific book for the books list.

Page 3.2 Add More Authors

In this page the admin can add more or delete the tabs for authors in case of not one but many authors are involved in one book.

Page 3.3 Adding more subjects

In this page the admin can also add more subjects in case if the books is involved with two or more subjects.

4. Adding Material Tab

Page 4.1 Reading Adding Materials

This page the admin can add a material for updating in the school's library.

5. Adding Book Copies

Page 5.1 Adding book copies page

In this page it shows that the admin can add more copies of one book by entering the barcode and the book specified.

6. Issue New Books

Page 6.1 Issue New Books

1. You can issue new books by selecting the Borrow books tab and clicking Borrow New book.

2. This is for inputting the student's ID Number in order to issue a book.

3. This is for inputting the barcode of the book.

3.5 This tab shows the book that you input in the barcode tab.

4. You can input the date of expiration of the issued book.

Page 6.2 List of Available Books

This Tab shows the list of available books and also the barcode.

7. Managed Issued Books

Page 7.1 Manage Issued Books

You can view here all the books that has been issued by the librarian.

1. You can manage issued books by selecting the Borrow books tab and clicking Manage issued books.

2. You can return the book and add a penalty with the edit button.
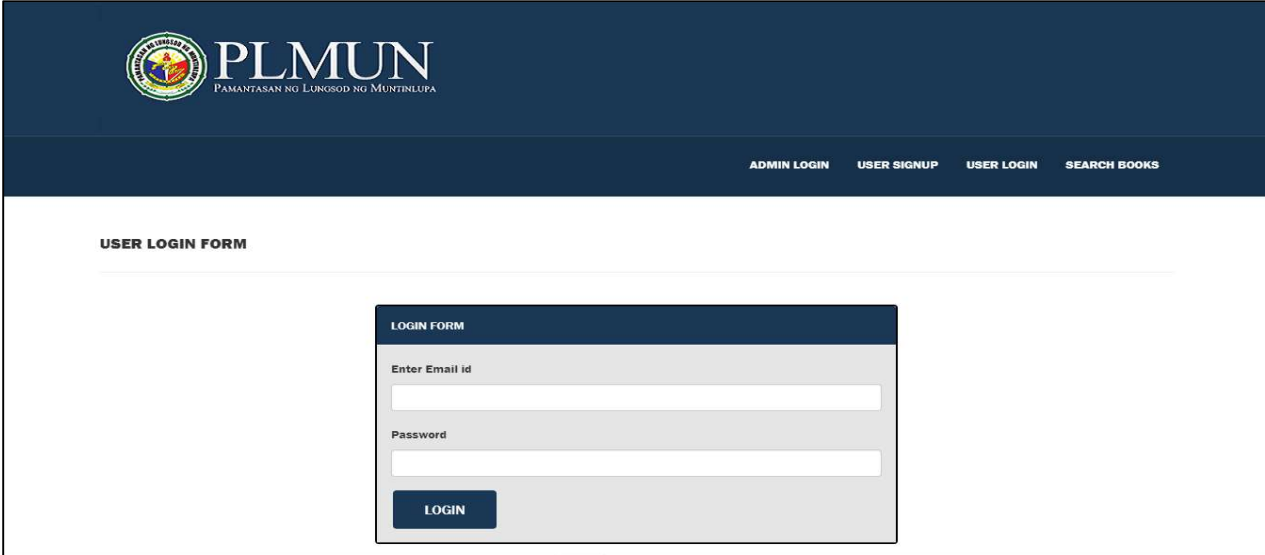

Page 7.2 issue Book details

You can manage the book details by selecting the edit button in the manage issued book tab.

1. You can add a penalty for the user on the selected book by inputting the correspondent penalty issued by the librarian, then by clicking the return book button it automatically sets the return date of the book

USER/STUDENT

1. Searching of Books

Page 1.1 Homepage

If you don`t have any accounts but you want to search for a specific book, you can still go to the Book searching page. Go To -> Search Books Tab

Page 1.2 Searching for Books Page

After clicking the Search Books tab, you will be navigated to the searching of books page. In this page you will see all the books and the data of the books (The ISBN, Barcode, Title, Author, Etc.)

If you want to search for a specific book you, just type anything in the search Box inside the List.

Page 1.3 Searched Books

As you can see, the user searched for the book that has a "9780062427892" ISBN, the table showed what book/s that has an ISBN with "9780062427892".

2. Availability of Books

To check the availability of the book inside the library Go to -> Searching Books Page, then at the bottom of the table, scroll the scroll bar to the right to show the additional fields in the table of books.

Page 2.1 Table of Books

The table shows how many copies of the books are still available inside the library and the last tab shows if the book is still available inside the library or not.

3. What is the difference between a user that does not have an account and a user that has an account?

The searching of books can be used by both user with or without an account. For the user without an account, the searching of books can be seen beside the "User Login" tab. And for the user with an account, it can be seen in the "Search books" tab beside the "Barrowed books Tab".

Page 3.1 Searching Books Tab (Users without an account)

Page 3.2 Searching of Books Tab (Users with an account)

The difference between a user without an account and a user with an account is that, A user with an account can see the history of all his transactions while a user without an account can only use the searching function. If a user does not have an account, then the user cannot borrow a book since an ID number is needed when borrowing a book.

4. Creating an account

If you wish to create an account, you need to Go to -> User Signup

Page 4.1 User Signup Page
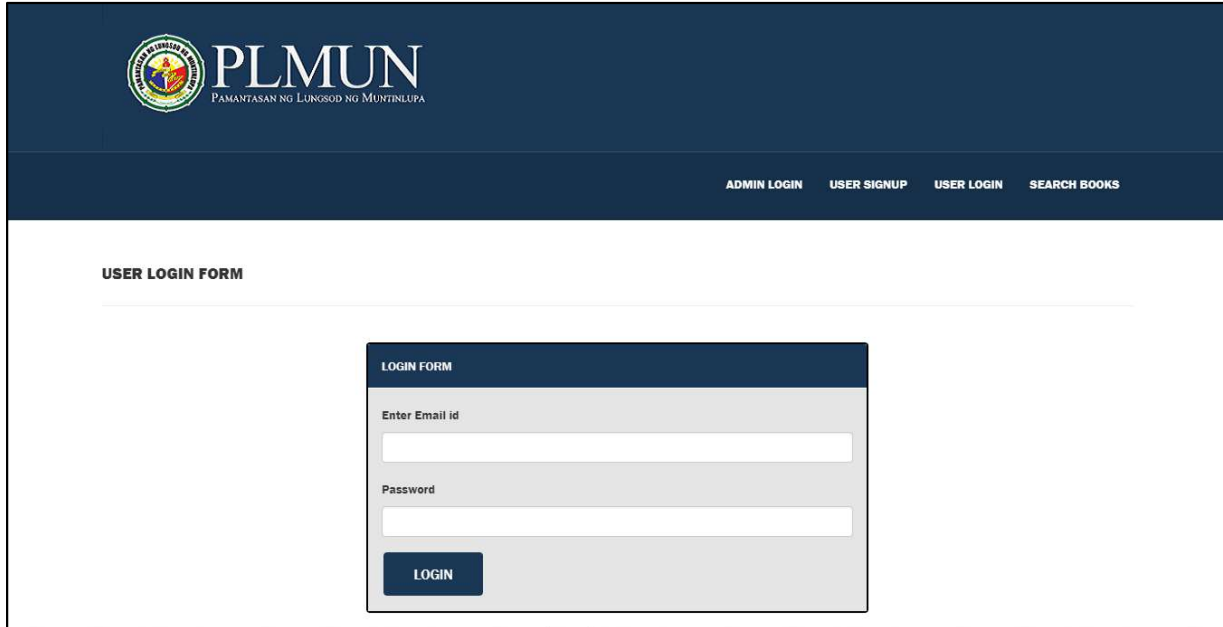
In this page, you need to fill out all the necessary fields before creating an account.

Note: When Selecting a profile image, the image should be less than 2MB

After Creating an account proceed to -> User Login page

5. Logging In
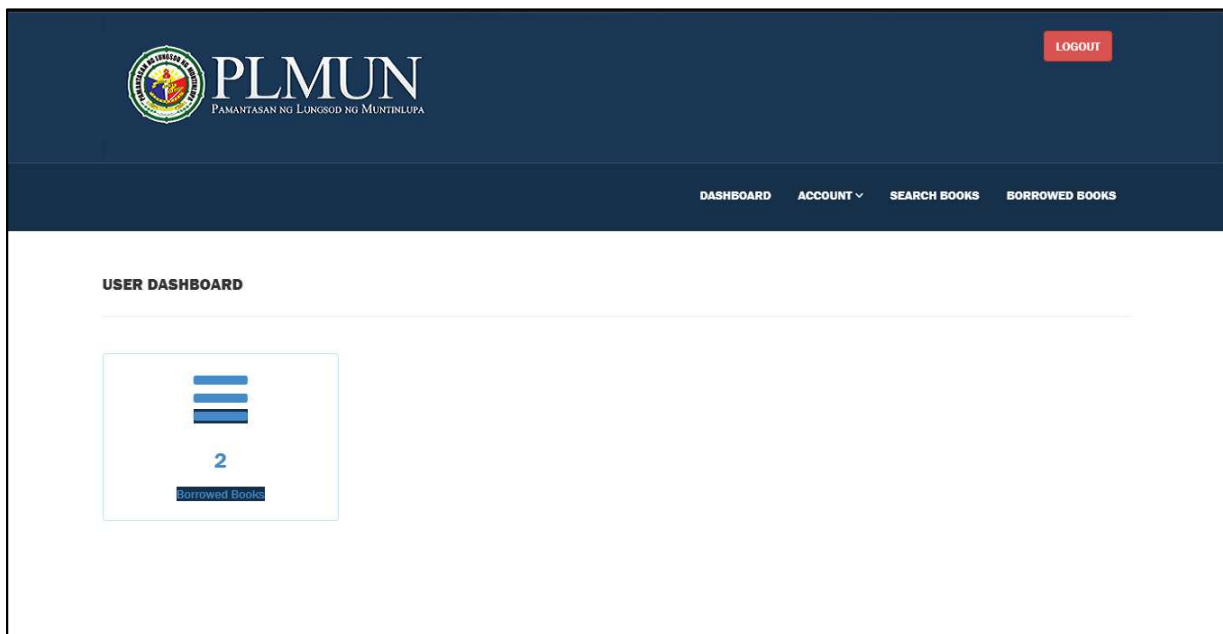
After Creating an account or if you have an account already Go to -> User Login

Page 5.1 Login Page

To Log in, put the email address that you used in creating an account and the correct password that you used.

Page 5.2 Logged on Homepage

After successfully logging in, you will be directed in the dashboard (Homepage) of the account.

6. Checking your Profile Account

If you want to check your account, Go To -> Account Tab, Under the Account the tab choose -> "My Profile" tab
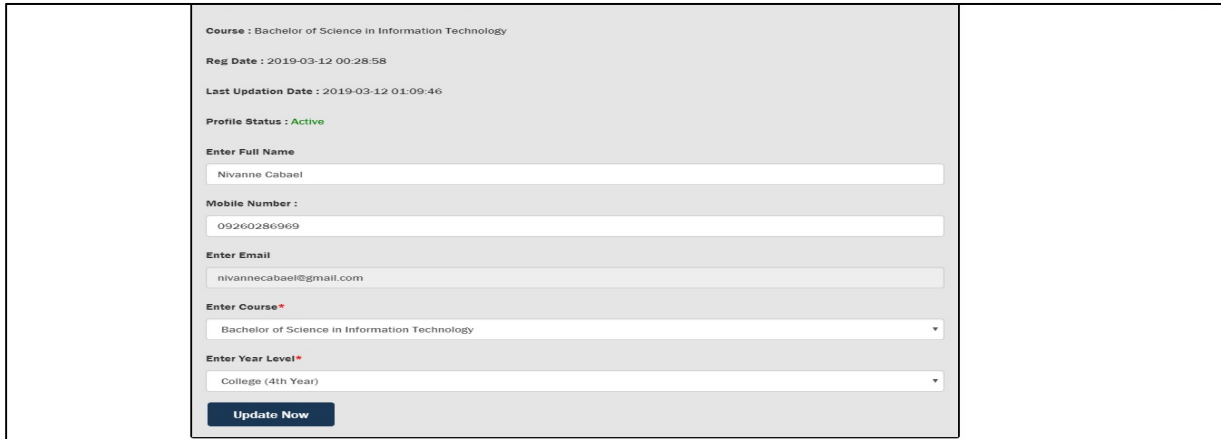

Page 6.1 Profile Account Page

After clicking the "My Profile" tab you will be directed on your profile.

Note: Make sure that all the information in this page is correct.

7. Updating the user account

If the user wants to update his/her account or if he/she mistyped something when registering just log your account and Go to -> Account Tab, Under the Account the tab choose -> "My Profile" tab. This will navigate the user to his/her account. After you arrive at your account, just go to the bottom of the page wherein you will see all the information that you had typed.
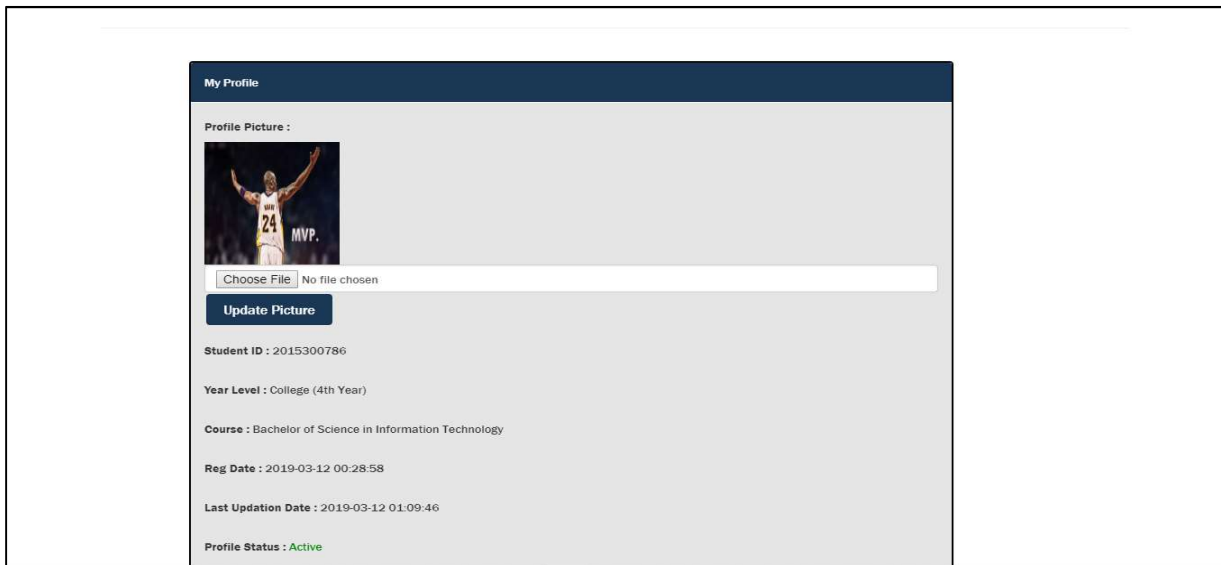

Page 7.1 Information of the User

If the user wants to update a specific information, there are textboxes provided at the bottom of the page. Just replace the information that the user wishes to change, then after changing just click the "Update Now" button. After clicking the button, the information will be changed and saved.

If the user also wishes to change the profile picture, just click the "Choose File" button for the user to choose the picture that he/she wants. After the user is done choosing the photo, click the "Update Picture" to save the changed photo.

Page 7.2 Changing of Profile Picture

8. Checking of Past Transactions

If the user borrowed at the library and if he/she wants to know I the book was returned or not, log your account and Go To -> Borrowed Books

Page 8.1 Borrowed Books Page

In this page, the user will see all the transactions that he/she had done. The table of books will show the user if the book that he/she borrowed was returned or not, it will also show when the book will expire and need to be returned, and the page will also show if the user has any penalties regarding the returning of books.

Note: if the book was not returned, the user will see the phrase "Not Returned yet" on the table meaning that the user has not yet returned the book.

If the user had already returned the book, the page will show when and what time did the user returned the book and it will also show how much the user will pay.