

User Manual



Pamantasan ng Lungsod ng Muntinlupa

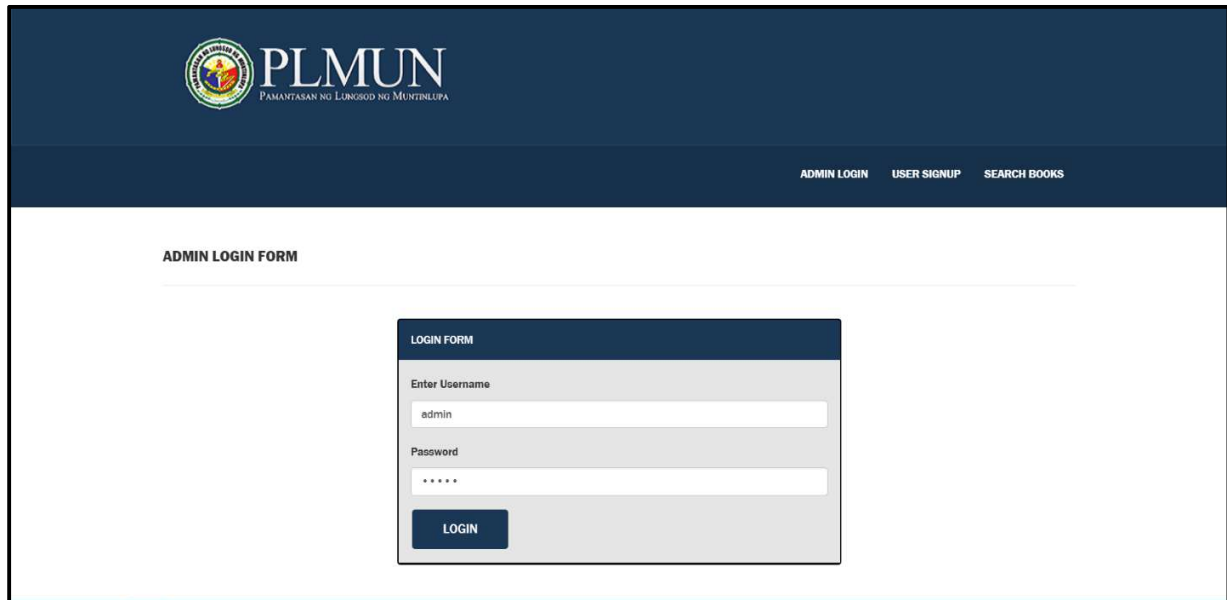
Cabael, Alexander Nivanne C.

Dayao, Leo Francis A.

Santillan, Jose Mari P.

Bachelor of Science in Information Technology

ADMINISTRATOR/LIBRARIAN



The screenshot shows the PLMUN (Pamantasan ng Lungsod ng Muntinlupa) Admin Login Form. The header features the PLMUN logo and navigation links for Admin Login, User Signup, and Search Books. The login form itself has fields for Username (pre-filled with 'admin') and Password (masked with dots), and a LOGIN button.

ADMIN LOGIN FORM

LOGIN FORM

Enter Username

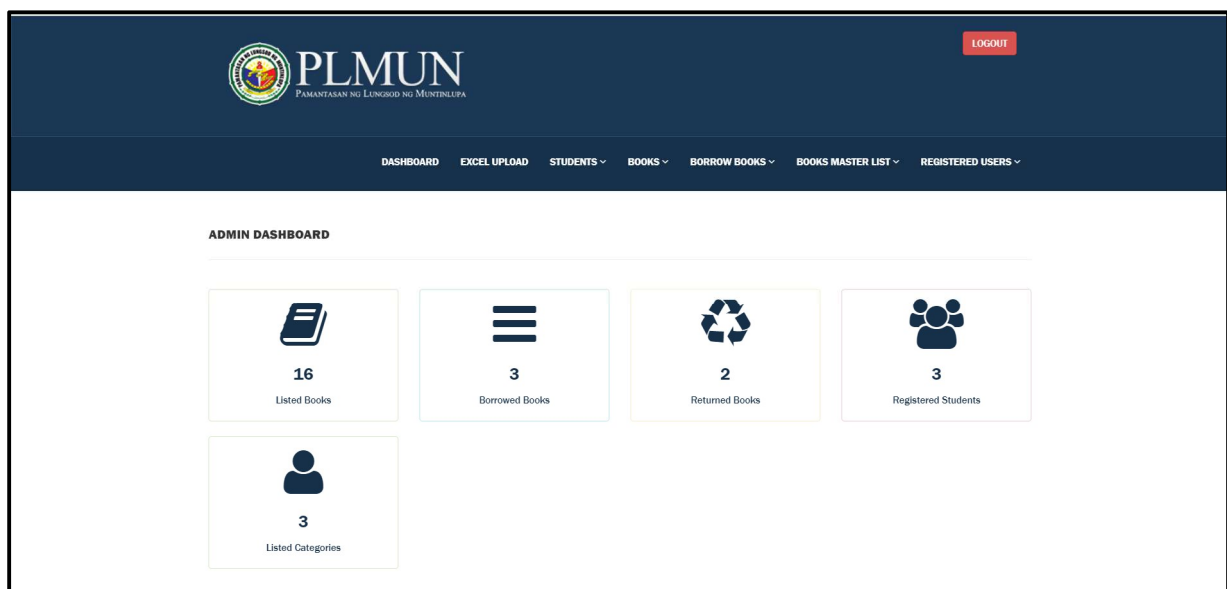
admin

Password

LOGIN

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



The screenshot shows the PLMUN Admin Dashboard. The header includes the PLMUN logo, a LOGOUT button, and a navigation menu with links for Dashboard, Excel Upload, Students, Books, Borrow Books, Books Master List, and Registered Users. The dashboard displays five statistics: Listed Books (16), Borrowed Books (3), Returned Books (2), Registered Students (3), and Listed Categories (3).

ADMIN DASHBOARD

16
Listed Books

3
Borrowed Books

2
Returned Books

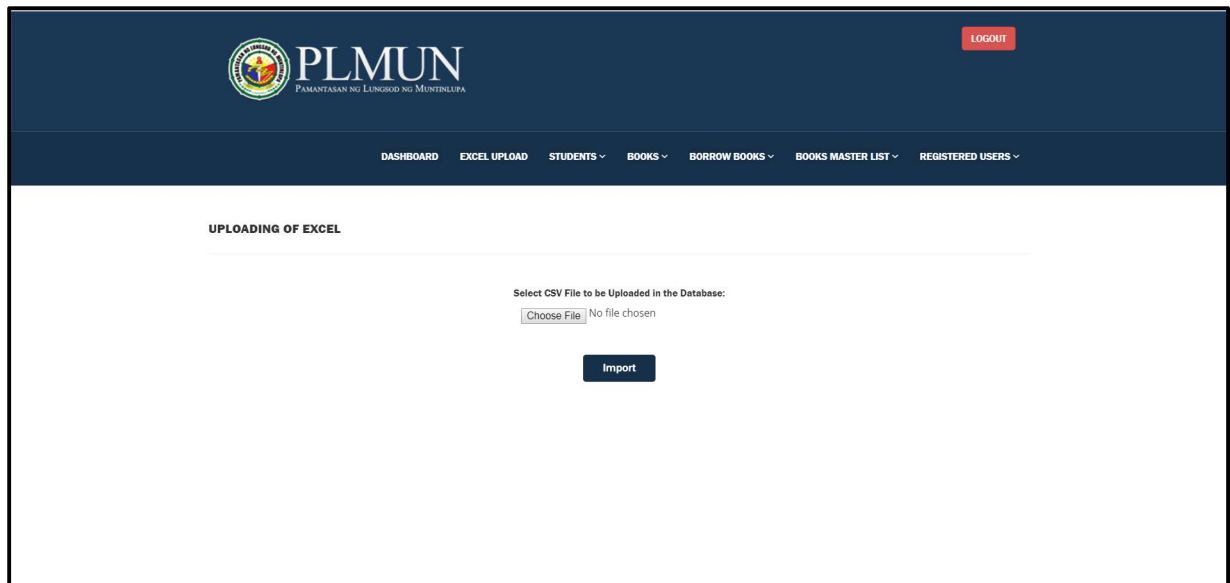
3
Registered Students

3
Listed Categories

Dashboard for Admin

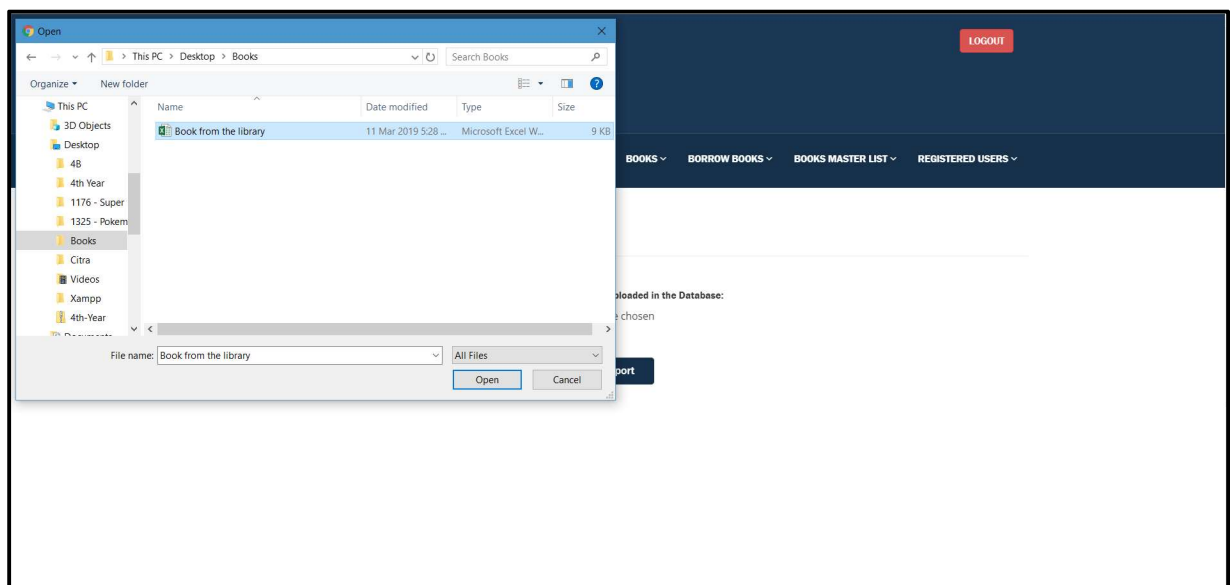
After logging in, it shows the admin dashboard all the icons presented can be clicked to access the menus shown for the librarian.

1. Excel Upload of Books



Page 1.1 Upload Excel File

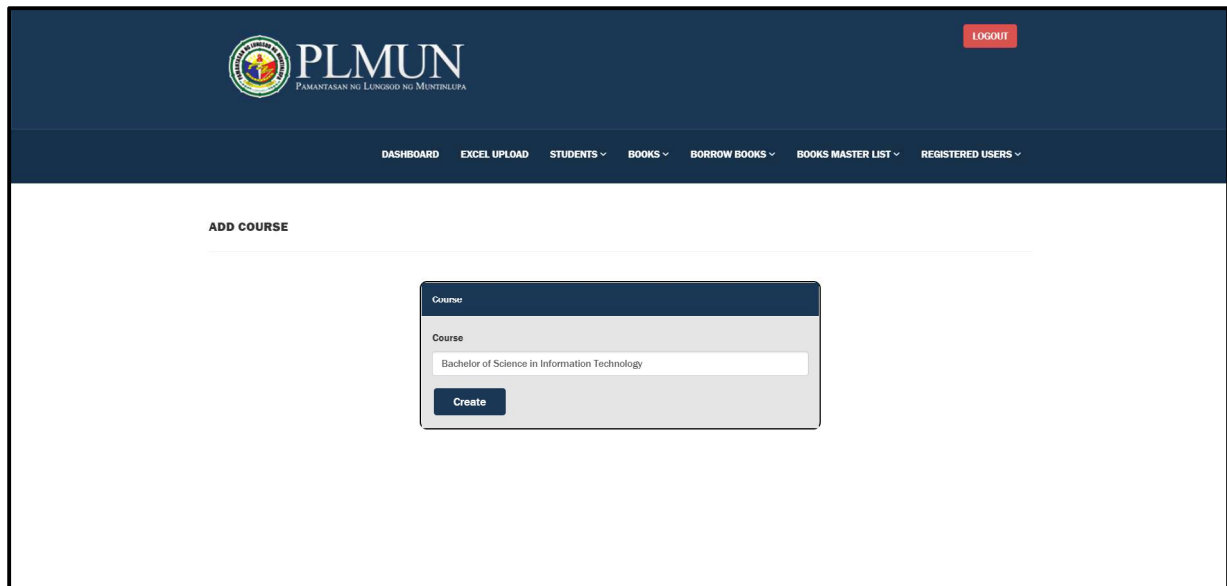
Here you can import the list of books from the library so that the librarian does not need to input the books one by one.



Page 1.2 Uploading the excel file

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

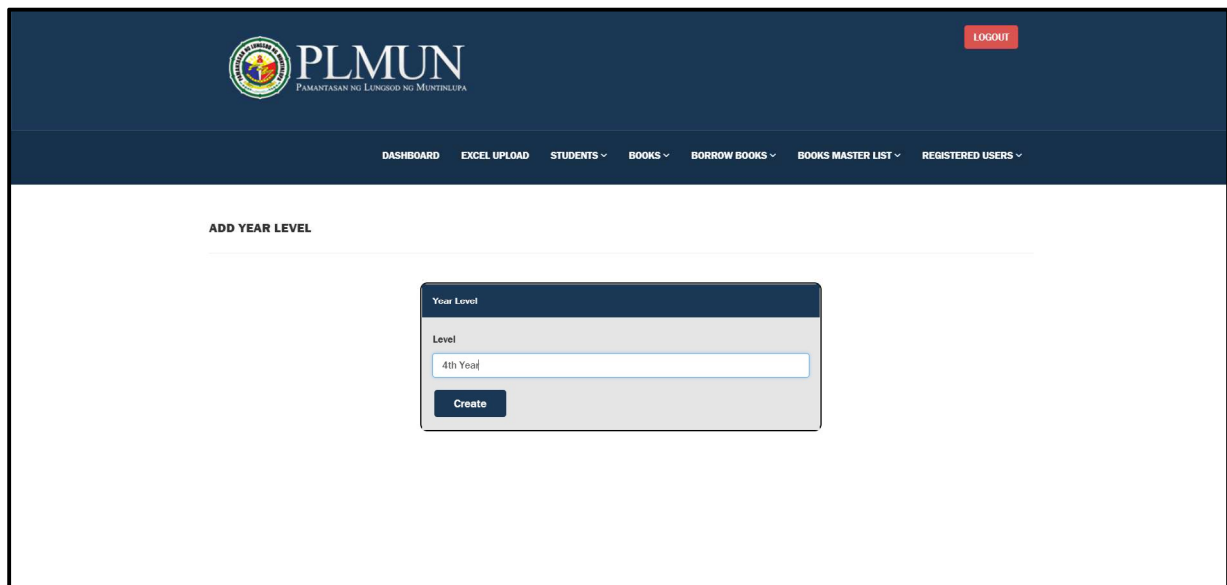
2. Students Tab



The screenshot shows the PLMUN web application interface. At the top is a dark blue header with the PLMUN logo and name on the left, and a red 'LOGOUT' button on the right. Below the header is a navigation bar with links: DASHBOARD, EXCEL UPLOAD, STUDENTS (active), BOOKS, BORROW BOOKS, BOOKS MASTER LIST, and REGISTERED USERS. The main content area is titled 'ADD COURSE' and contains a form. The form has a title bar 'Course' and a label 'Course' above a text input field containing 'Bachelor of Science in Information Technology'. Below the input field is a blue 'Create' button.

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.

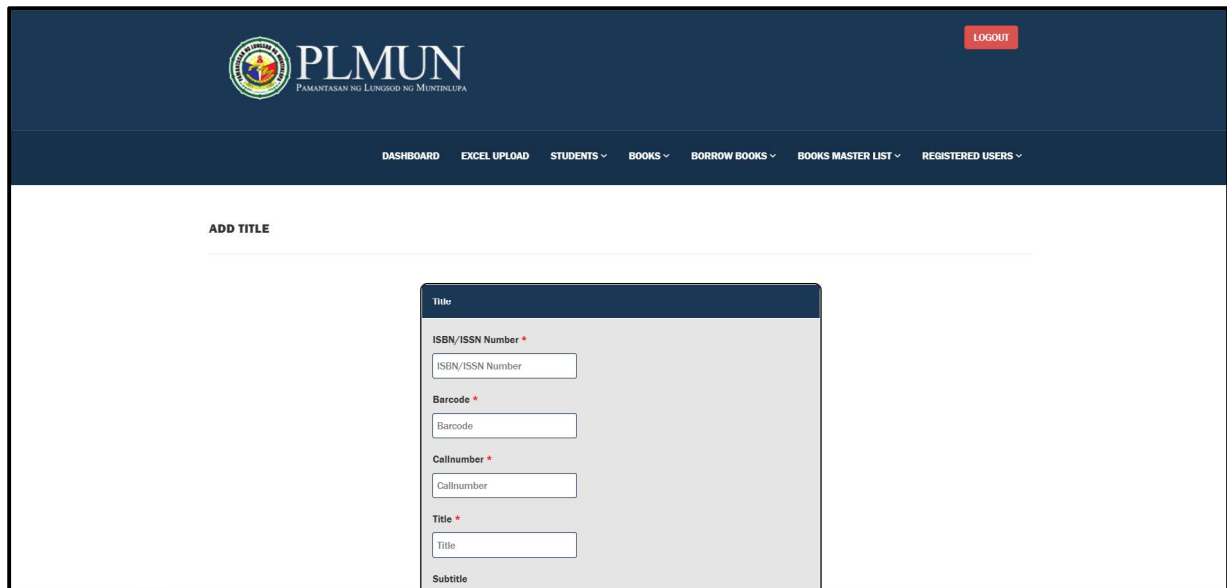


The screenshot shows the PLMUN web application interface. At the top is a dark blue header with the PLMUN logo and name on the left, and a red 'LOGOUT' button on the right. Below the header is a navigation bar with links: DASHBOARD, EXCEL UPLOAD, STUDENTS (active), BOOKS, BORROW BOOKS, BOOKS MASTER LIST, and REGISTERED USERS. The main content area is titled 'ADD YEAR LEVEL' and contains a form. The form has a title bar 'Year Level' and a label 'Level' above a text input field containing '4th Year'. Below the input field is a blue 'Create' button.

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.

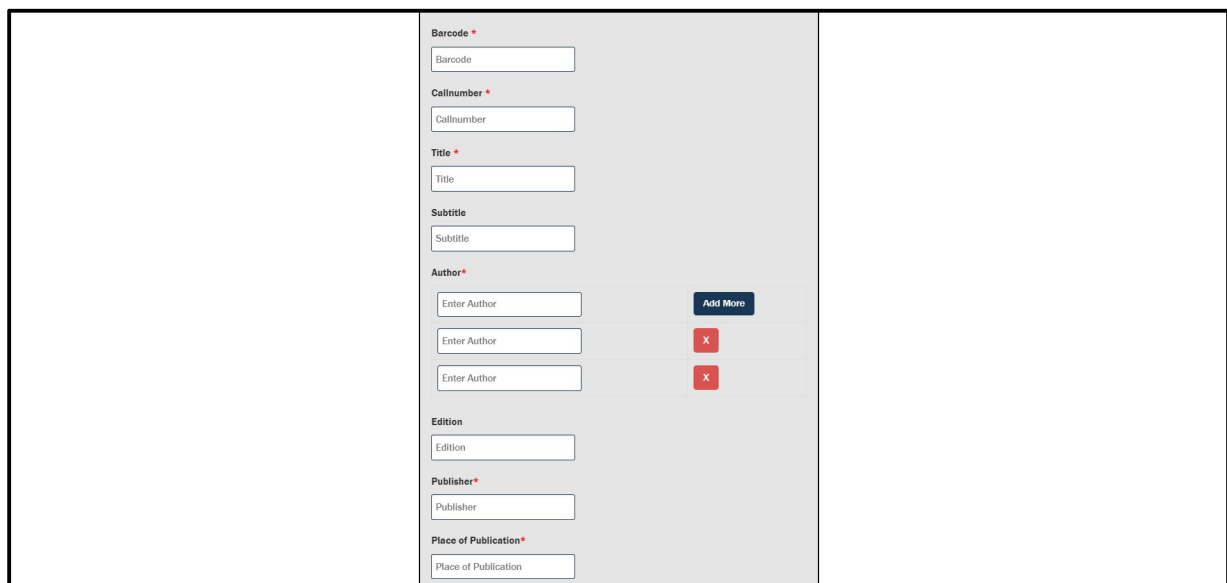
3. Adding Books Tab



The screenshot shows the 'ADD TITLE' form within the PLMUN application. The header includes the PLMUN logo and a 'LOGOUT' button. A navigation bar contains links for DASHBOARD, EXCEL UPLOAD, STUDENTS, BOOKS, BORROW BOOKS, BOOKS MASTER LIST, and REGISTERED USERS. The form itself is titled 'ADD TITLE' and contains several input fields: ISBN/ISSN Number, Barcode, Callnumber, Title, and Subtitle. Each field is preceded by a red asterisk indicating it is a required field.

Page 3.1 Add Books Tab

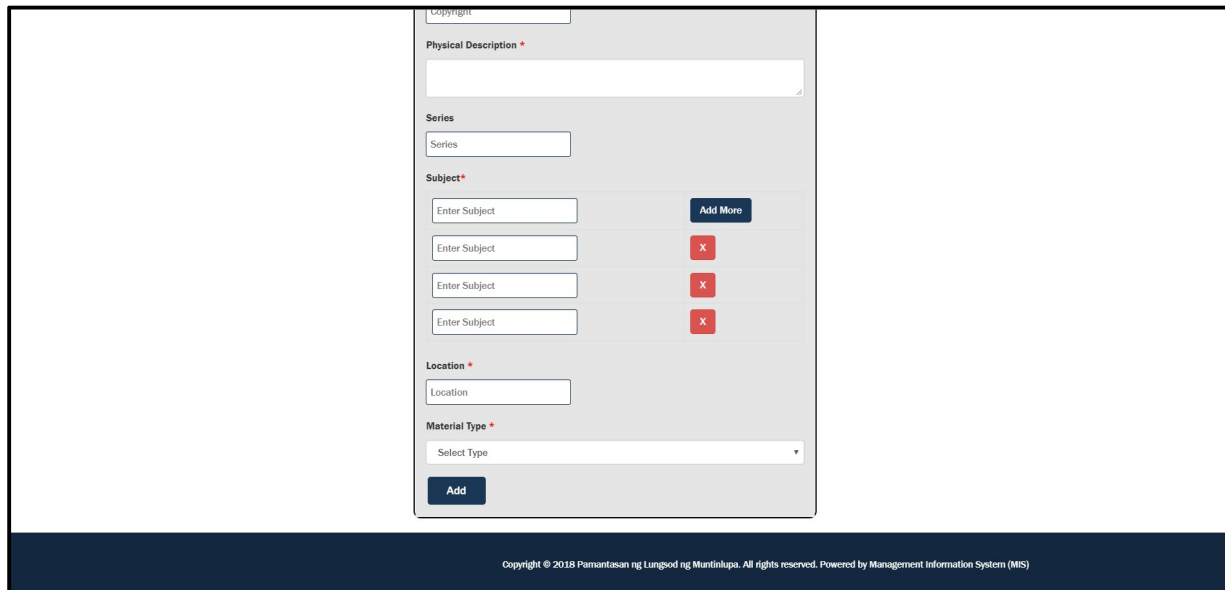
This is the page where the user can add a specific book for the books list.



The screenshot shows a form for adding more authors to a book. It includes input fields for Barcode, Callnumber, Title, Subtitle, Edition, Publisher, and Place of Publication. The 'Author' section is highlighted, showing a list of authors with an 'Add More' button and red 'X' icons for deletion. Each field is preceded by a red asterisk indicating it is a required field.

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.



Copyright

Physical Description *

Series

Subject *

Add More

Location *

Material Type *

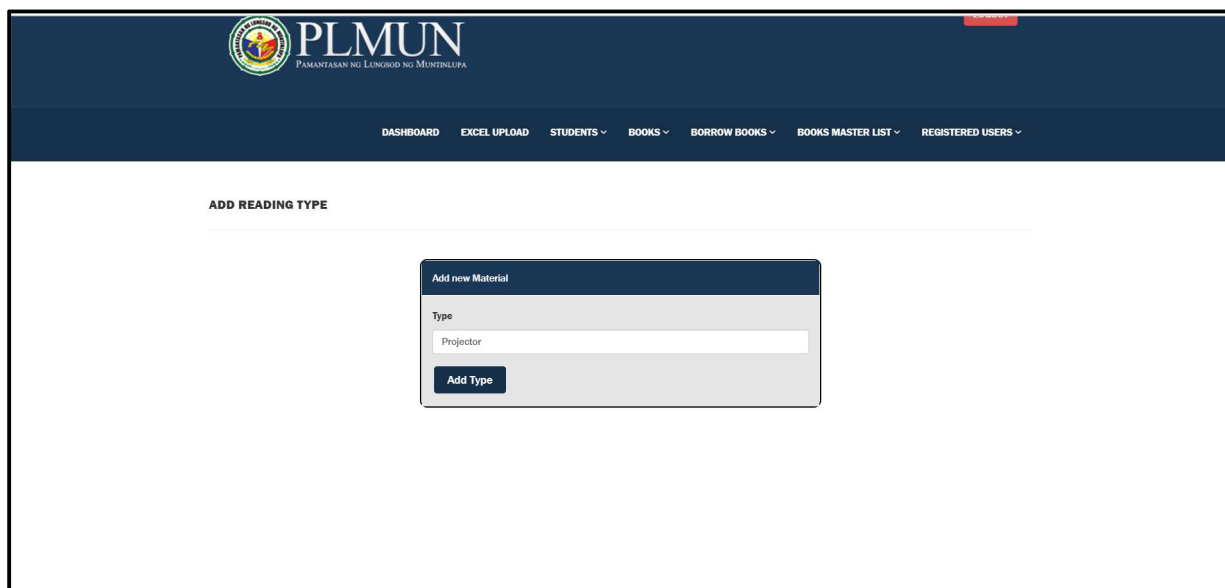
Add

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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



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DASHBOARD EXCEL UPLOAD STUDENTS BOOKS BORROW BOOKS BOOKS MASTER LIST REGISTERED USERS

ADD READING TYPE

Add new Material

Type

Projector

Add Type

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

ADD BOOK COPIES

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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

ISSUE A NEW BOOK

localhost/library/admin/issue-book.php

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.

List of Available books											
#	ISBN	Barcode	Callnumber	Title	Subtitle	Author	Edition	Publisher	Place of Publication	Copyright	Physical Description
1	ISBN Number1	Barcode1	Callnumber1	Title1	Subtitle1	Author1	Edition1	Publisher1		Copyright1	Desc1

Page 6.2 List of Available Books

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

7. Managed Issued Books

MANAGE ISSUED BOOKS

Issued Books

10 records per page Search:

#	Student Name	BarCode	Expiration Date	Return Date	Status	Action
1	User	1020	2018-10-27	2018-10-26 16:59:40	Not Returned	Edit
2	User	1018		2018-10-22 16:09:26	Not Returned	Edit
3	User3	1017		2018-10-22 15:12:26	2018-10-22 15:12:37	Edit
4	User2	1009		2018-10-22 15:12:00	2018-10-22 15:12:43	Edit
5	User	1003		2018-10-22 15:11:39	Not Returned	Edit

Showing 1 to 5 of 5 entries Previous 1 Next

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.

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DASHBOARD EXCEL UPLOAD STUDENTS BOOKS BORROW BOOKS BOOKS MASTER LIST REGISTERED USERS

ISSUED BOOK DETAILS

Student Name : User

BarCode : 1020

Book Issued Date : 2018-10-26 16:59:40

Book Returned Date : Not Return Yet

Penalty :

Return Book

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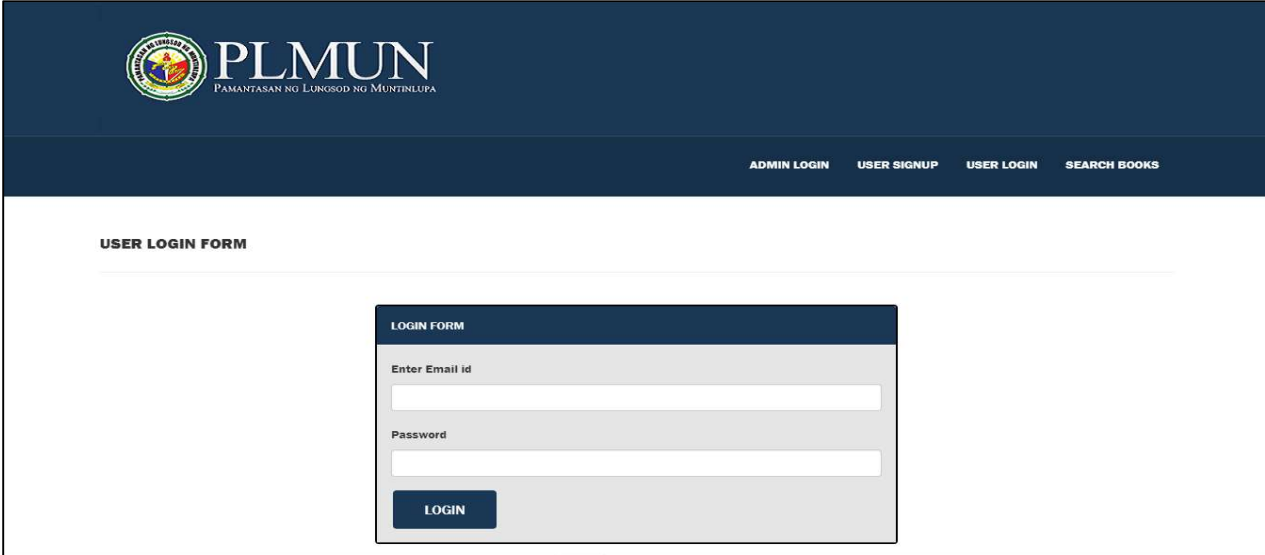
Page 7.2 issue Book details

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



The screenshot displays the PLMUN (Pamantasan ng Lungsod ng Muntinlupa) website interface. At the top, there is a dark blue header containing the PLMUN logo and name. Below the header, a navigation bar includes links for ADMIN LOGIN, USER SIGNUP, USER LOGIN, and SEARCH BOOKS. The main content area features a 'USER LOGIN FORM' section. Within this section, there is a 'LOGIN FORM' box with two input fields: 'Enter Email id' and 'Password'. A 'LOGIN' button is positioned below these fields.

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



SEARCH BOOKS

Available Books														
10 records per page										Search: <input type="text"/>				
#	ISBN	Barcode	Callnumber	Title	Subtitle	Author	Edition	Publisher	Copyright	Physical Description	Series	Subject	Location	Material
1	9780062427892	1010	sample	The Fault	In our stars	John Grey	Edition1	Publisher1	Copyright1	Desc	Series1	Subject1	Location1	Books
2	ISBN Number4	Barcode4	Callnumber4	Title4	Subtitle4	Author4	Edition4	Publisher4	Copyright4	Desc4	Series4	Subj4	Location4	Books
3	ISBN Number2	Barcode2	Callnumber2	Title2	Subtitle2	Author2	Edition2	Publisher2	Copyright2	Desc2	Series2	Subject2	Location2	Books
4	ISBN Number2	Barcode2	Callnumber2	Title2	Subtitle2	Author2	Edition2	Publisher2	Copyright2	Desc2	Series2	Subject2	Location2	Books

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.



SEARCH BOOKS

Available Books															
10 records per page										Search: 9780062427892					
#	ISBN	Barcode	Callnumber	Title	Subtitle	Author	Edition	Publisher	Copyright	Physical Description	Series	Subject	Location	Material	Availa
1	9780062427892	1010	sample	The Fault	In our stars	John Grey	Edition1	Publisher1	Copyright1	Desc	Series1	Subject1	Location1	Books	4
Showing 1 to 1 of 1 entries (filtered from 5 total entries)															

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.

SEARCH BOOKS

Available Books

page

Search

Barcode	CallNumber	Title	Subtitle	Author	Edition	Publisher	Copyright	Physical Description	Series	Subject	Location	Material	Available Books	Status
1010	sample	The Fault	In our stars	John Grey	Edition1	Publisher1	Copyright1	Desc	Series1	Subject1	Location1	Books	4	Available
Barcode4	CallNumber4	Title4	Subtitle4	Author4	Edition4	Publisher4	Copyright4	Desc4	Series4	Subj4	Location4	Books	2	Available
Barcode2	CallNumber2	Title2	Subtitle2	Author2	Edition2	Publisher2	Copyright2	Desc2	Series2	Subject2	Location2	Books	1	Available
sample	CallNumber3	Title3	Subtitle3	Author3	Edition3	Publisher3	Copyright3	Desc3	Series3	Subj3	Location3	Books	2	Available
Sample Barcode	Sample CallNumber	Sample Title	Sample Subtitle	Sample Author	Sample Edition	Sample Publisher	Sample Copyright	Sample Desc	Sample Series	Sample Subject	Sample Location	Books	2	Available

tries

Previous1Next

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”.

The screenshot shows the PLMUN website header with the logo and name. The navigation bar includes links for ADMIN LOGIN, USER SIGNUP, USER LOGIN, and SEARCH BOOKS (highlighted in yellow). Below the header, the 'SEARCH BOOKS' section is visible. It features a table titled 'Available Books' with a search bar and a dropdown for records per page (set to 10). The table has 15 columns: #, ISBN, Barcode, Callnumber, Title, Subtitle, Author, Edition, Publisher, Copyright, Physical Description, Series, Subject, Location, and Material. The first three rows of data are visible, showing sample book information.

#	ISBN	Barcode	Callnumber	Title	Subtitle	Author	Edition	Publisher	Copyright	Physical Description	Series	Subject	Location	Material
1	9780062427892	1010	sample	The Fault	In our stars	John Grey	Edition1	Publisher1	Copyright1	Desc	Series1	Subject1	Location1	Books
2	ISBN Number4	Barcode4	Callnumber4	Title4	Subtitle4	Author4	Edition4	Publisher4	Copyright4	Desc4	Series4	Subj4	Location4	Books
3	ISBN Number2	Barcode2	Callnumber2	Title2	Subtitle2	Author2	Edition2	Publisher2	Copyright2	Desc2	Series2	Subject2	Location2	Books

Page 3.1 Searching Books Tab (Users without an account)

The screenshot shows the PLMUN website header with the logo and name. The navigation bar includes links for DASHBOARD, ACCOUNT (with a dropdown arrow), SEARCH BOOKS (highlighted in yellow), and BORROWED BOOKS. A red 'LOGOUT' button is visible in the top right corner. Below the header, the 'SEARCH BOOKS' section is visible. It features a table titled 'Available Books' with a search bar and a dropdown for records per page (set to 10). The table has 15 columns: #, ISBN, Barcode, Callnumber, Title, Subtitle, Author, Edition, Publisher, Copyright, Physical Description, Series, Subject, Location, and Material. The first three rows of data are visible, showing sample book information.

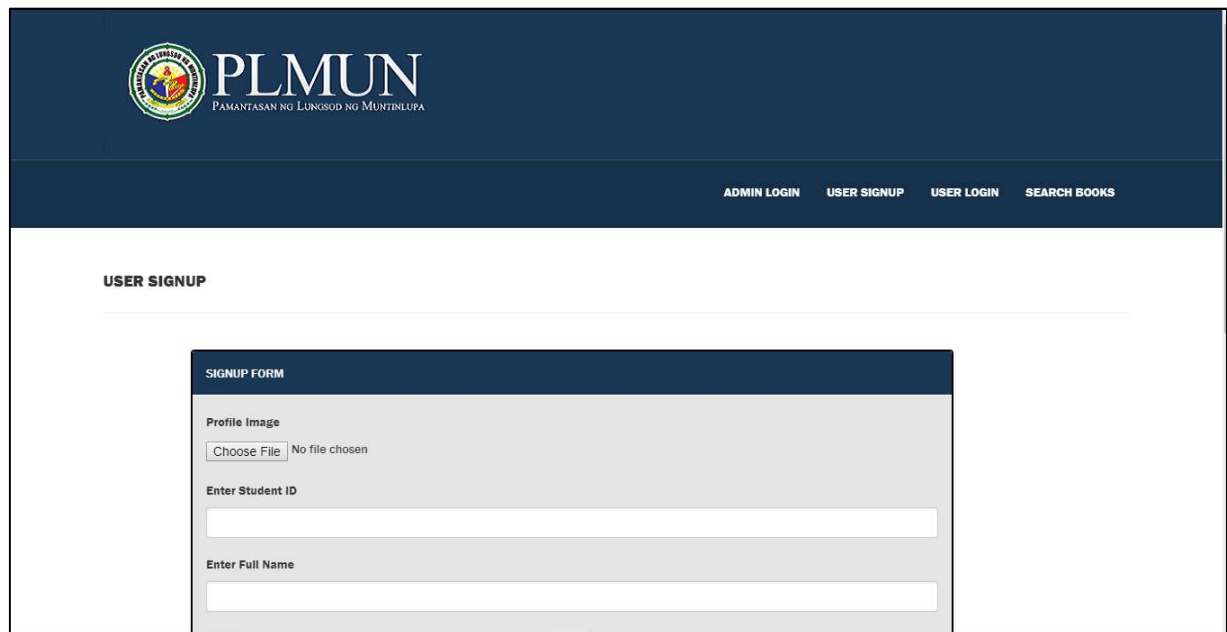
#	ISBN	Barcode	Callnumber	Title	Subtitle	Author	Edition	Publisher	Copyright	Physical Description	Series	Subject	Location	Material
1	9780062427892	1010	sample	The Fault	In our stars	John Grey	Edition1	Publisher1	Copyright1	Desc	Series1	Subject1	Location1	Books
2	ISBN Number4	Barcode4	Callnumber4	Title4	Subtitle4	Author4	Edition4	Publisher4	Copyright4	Desc4	Series4	Subj4	Location4	Books
3	ISBN Number2	Barcode2	Callnumber2	Title2	Subtitle2	Author2	Edition2	Publisher2	Copyright2	Desc2	Series2	Subject2	Location2	Books

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

The screenshot shows the PLMUN (Pamantasan ng Lungsod ng Muntinlupa) website's user signup page. The header is dark blue with the PLMUN logo and name on the left, and navigation links (ADMIN LOGIN, USER SIGNUP, USER LOGIN, SEARCH BOOKS) on the right. The main content area is white and features a 'USER SIGNUP' heading. Below this is a 'SIGNUP FORM' box with a dark blue header. The form contains three input fields: 'Profile Image' with a 'Choose File' button and 'No file chosen' text, 'Enter Student ID' with a text input field, and 'Enter Full Name' with a text input field.

Page 4.1 User Signup Page

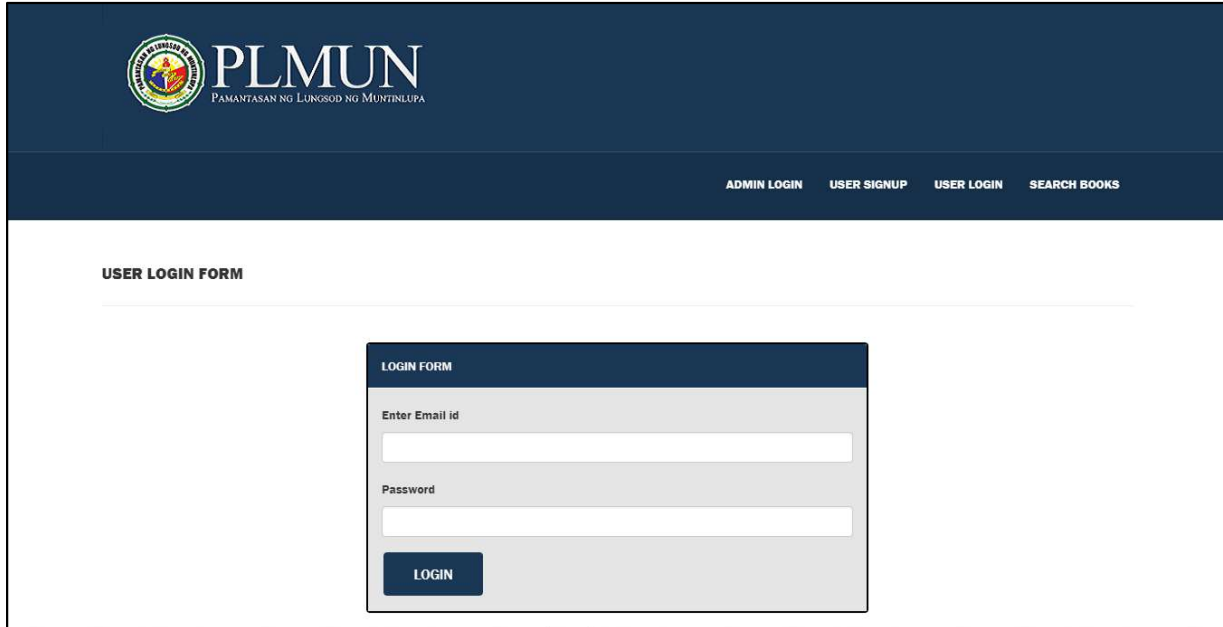
In this page, you need to fill out all the necessary fields before creating an account.

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

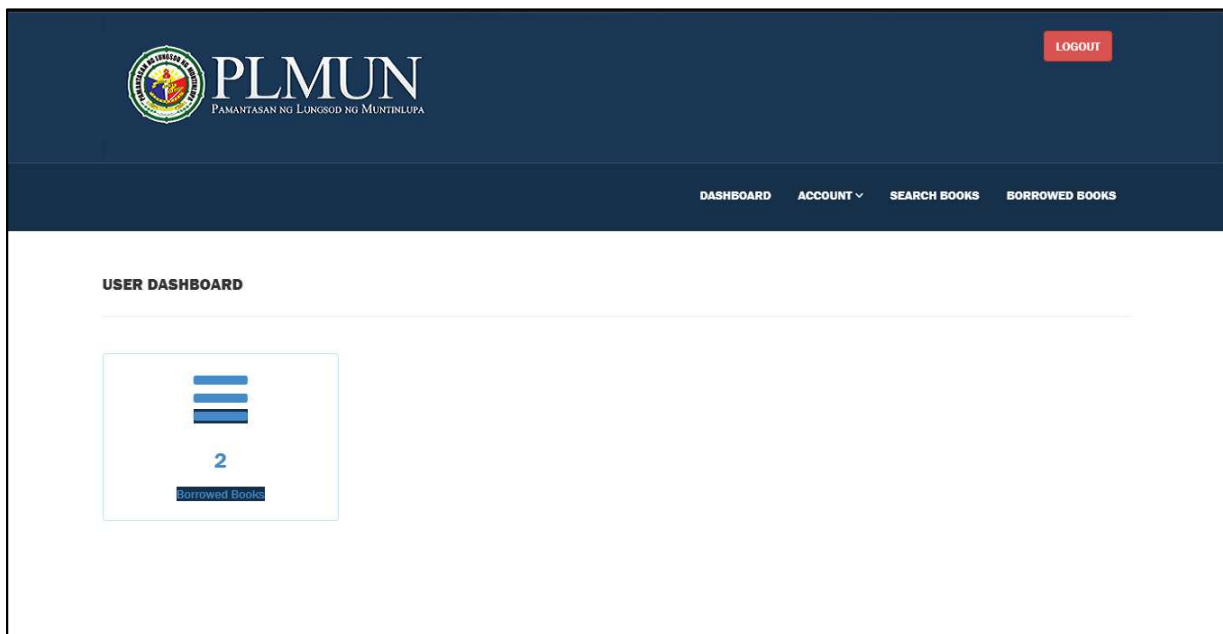
After Creating an account or if you have an account already Go to -> User Login



The screenshot shows the PLMUN (Pamantasan ng Lungsod ng Muntinlupa) website's user login interface. The header features the PLMUN logo and name. A navigation bar includes links for ADMIN LOGIN, USER SIGNUP, USER LOGIN, and SEARCH BOOKS. The main content area is titled 'USER LOGIN FORM' and contains a login form with fields for 'Enter Email id' and 'Password', and a 'LOGIN' button.

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.



The screenshot shows the PLMUN website's user dashboard after a successful login. The header includes the PLMUN logo and name, and a 'LOGOUT' button. The navigation bar shows links for DASHBOARD, ACCOUNT, SEARCH BOOKS, and BORROWED BOOKS. The main content area is titled 'USER DASHBOARD' and displays a card with a blue icon representing a bookshelf, the number '2', and the text 'Borrowed Books'.

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

MY PROFILE

My Profile

Profile Picture :



No file chosen

Student ID : 2015300786

Year Level : College (4th Year)

Course : Bachelor of Science in Information Technology

Reg Date : 2019-03-12 00:28:58

Last Update Date : 2019-03-12 01:09:46

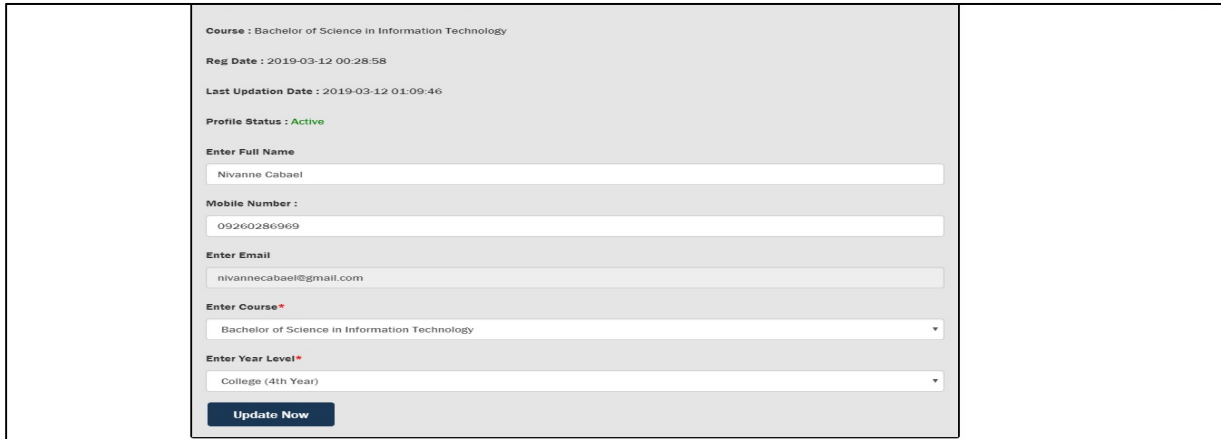
Page 6.1 Profile Account Page

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.



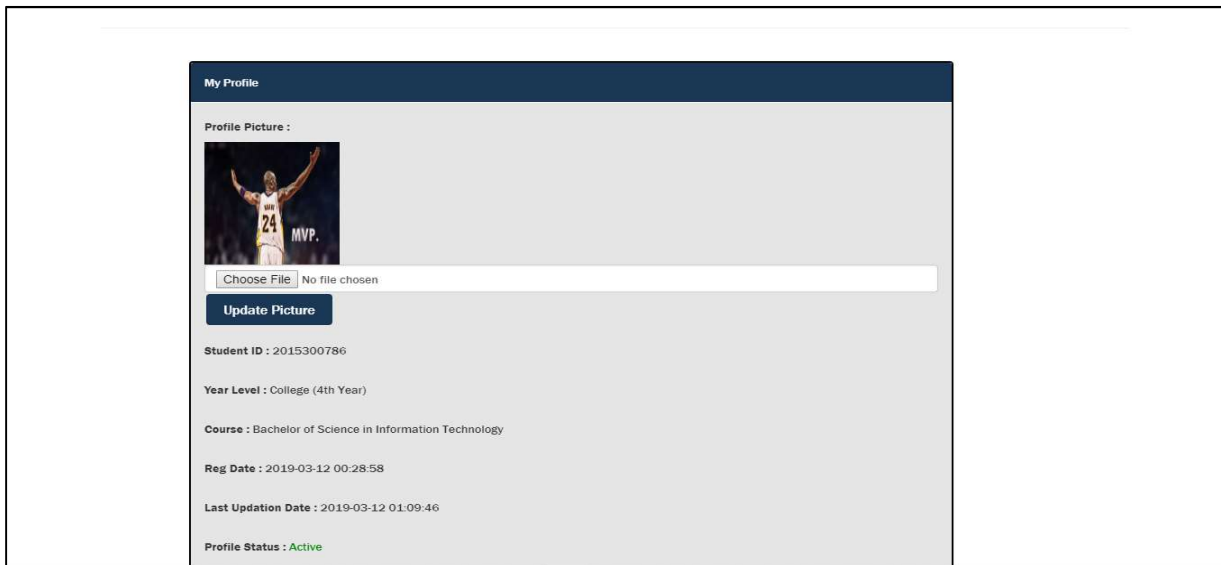
The screenshot displays a user profile page with the following details and input fields:

- Course :** Bachelor of Science in Information Technology
- Reg Date :** 2019-03-12 00:28:58
- Last Updation Date :** 2019-03-12 01:09:46
- Profile Status :** Active
- Enter Full Name**: Input field containing "Nivanne Cabael"
- Mobile Number :** Input field containing "09260286969"
- Enter Email**: Input field containing "nivannecabael@gmail.com"
- Enter Course***: Dropdown menu showing "Bachelor of Science in Information Technology"
- Enter Year Level***: Dropdown menu showing "College (4th Year)"
- Update Now**: A dark blue button at the bottom.

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.



The screenshot shows the profile picture update section of the 'My Profile' page:

- My Profile**: Section header.
- Profile Picture :** Label above the profile picture.
- Profile Picture**: A placeholder image of a basketball player with jersey number 24 and 'MVP.' text.
- Choose File**: A button to select a new profile picture.
- No file chosen**: Text indicating no file has been selected.
- Update Picture**: A dark blue button to save the changes.
- Student ID :** 2015300786
- Year Level :** College (4th Year)
- Course :** Bachelor of Science in Information Technology
- Reg Date :** 2019-03-12 00:28:58
- Last Updation Date :** 2019-03-12 01:09:46
- Profile Status :** Active

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 if the book was returned or not, log your account and Go To -> Borrowed Books

MANAGE ISSUED BOOKS

Issued Books

10 records per page Search:

#	Barcode	Issued Date	Expiry Date	Return Date	Penalty
1	Barcode1	2019-02-15 12:55:14	2019-02-15	Not Return Yet	
2	Barcode3	2019-02-15 12:50:52	2019-02-06	2019-02-15 12:52:28	0

Showing 1 to 2 of 2 entries Previous 1 Next

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.