

QUICK START GUIDE

The Library software allows for the storage of borrowers, as well as books and their associated authors. Upon running the application 5 options are available. Search, Loan, Fine, Manage, and Exit. The options are discussed below.

SEARCH

The search window allows you to search through your library's catalog of books and authors. Type the title of a book, an author, or even key words of a title and a table of books that match that search will appear. The title, ISBN, and author for each book of the result set will be displayed as a table of rows. If a row is clicked, a confirmation window will appear prompting you to confirm that you want to check out that book. If you select yes, a window prompting you to input the card ID of the borrower that wants to check out the book will appear. Once a valid card ID is inputted, a window confirming that the book was checked out will appear. Click ok to close the window and continue browsing.

LOAN

The loan window will allow you to check in books, check out books, and view all the loans of borrowers. The check in option will prompt you to enter a borrower's name, borrower's card ID, and/or the ISBN of a book that is being check in. This will pull up a list of active loans that match that search. This table consists of the card ID associated with the loan, ISBN of the book that was checked out, the date the book was checked out, and the due date. If you click on a row it will check in that loan. A message will be displayed before the book is checked in to confirm that you want to check out that book. If you select no, the book will not be checked in. If you select yes, the book will be checked in and a message confirming that the book was checked in will appear. Click ok to close the window and continue searching for loans. The view all option will prompt you for the card ID, ISBN, and/or user's name and will display a table of all loans that match that search including loans for books that have already been checked back in.

FINE

The fine window will allow you to manage the fines of borrowers who have failed to return books on time. The window has 4 options. The pay fine option allows you to process the payment of a borrower who wants to make a payment on their fine. The view all fines option allows you to view all fines for a borrower including past paid off fines and currently active fines. The view paid fines option allows you to only view fines that are no longer active and have been completely paid off. The view unpaid fines option allows you to only view fines that are active and have not been paid off. This options all prompt you to enter a card ID then a table of corresponding fines will appear.

MANAGE

The manage option allows you to add borrowers to the system. The window will prompt you to enter the borrower's first name, last name, SSN, street address, city, state, and phone number.

The borrower must provide every single piece of information or else the borrower cannot be added to the system.

EXIT

The exit option simply asks you if you are sure you want to exit before closing. This can be done at any point in the day and will not cause any data from the database to be lost.