User Guide

Introduction

This is the user guide about how to use the library management system (LMS). Following these steps, you can easily use the system to search for books, check records and notices even as a first-time user. It can also provide analysis report to manager. Our library system can only be accessed by existing users, if you don't have account, please ask our staffs for further help.

Enter the system:

Before logging in, you have to get connected with PuTTY first. After logging in your PuTTY account, type the command below first:

java -jar lms.jar

And then press the enter button, then you can see the log in page.

For patrons,

Log in:

Enter your ID and password, remember the case sensitive. If you enter the wrong ID or password, please try again. If you forget you ID or password, please contact our library staff. If the account is deactivated, please contact our library staff. After log in successfully, you can access the main page.

Main page:

There are 5 functions in the main page: searching for books, checking records, viewing important notice, returning books and canceling reserve. If you want to quit the system, please enter quit.

Search for books:

Enter "1" in the main page to search for books, then you can access the searching page.

Searching page:

Please input information of the book you want. Case sensitive does not matter here. If there is anything you do not know, please enter "/". Remember not to enter the wrong information. Then the relevant information will be displayed, including book ID, book name, author, ISBN, category, and location.
If you want to back to the main page, please enter "back".

Borrow and reserve books

After checking the book list, you can select the book you want by entering the number of the book we provided on the screen. After that, if the book is available now, you can enter"1" to borrow the book for 28 days. You can also enter "2" to reserve the book and come to take it in three days.
If the book is unavailable now, you can enter"1" to desire it, and when the book is available, the system will send you an email to notice you.

Check record:

Enter "2" in the main page to check records, then you can access the record page.

Record page:

This page will show borrow, reserve, and desire records.
If you want to back to the main page, please enter "back".

Notice:

Enter "3" in the main page to check notices, then you can access the notice page.

Notice page:

This page will show you 2 parts:
1. The deadline of returning the books you borrowed
2. When your desired books are available

These notices will also be sent to you by email when it occurs, no matter you are logging in or not.

Returning books:

In the main page, you can enter "4" to return the book you have borrowed. After that, the system will list the books you have borrowed on the screen. When you need to return the book, please enter the number above the book name on the screen, then the system will confirm that you have returned the book.

Cancel reserves:

In the main page, you can enter "5" to cancel the reserves you have made. After that, the system will list the books you have reserved on the screen. When you need to cancel it, please enter the number above the book name on the screen, then the system will confirm that you have canceled this reserve.

For managers,

Log in

Enter your manager ID and password, remember the case sensitive. If you enter the wrong ID or password, please enter again. After log in successfully, you can access the main page.

Main page

The main difference of the manager account main page is that it offers 3 more functions: Providing the report, deactivating and activating accounts.

Report

In the managers' main page, you can enter "6" to view the report. The report will show the borrowing, reserving and desiring record of each book, and all the deactivated accounts. The record covers all the books in the library. It will show the borrowed times, reserved times and desired times of each book. By this the manager can get the popular books recently.

The accounts that are deactivated now will be also shown in the report. To perform further operations, please enter "quit" to back to the main page and enter "8" to activate them.

Deactivating and activating patrons' account

In the managers' main page, you can enter "7" to manually deactivate the accounts. Then you can directly enter a patron account ID, and after that this account will be deactivated. When the user enters his or her account ID in the log in page, the system will show him/her that his/her account is deactivated and stop him/her logging in.

Meanwhile, you can also enter "8" to activate the deactivated accounts. In this page,you can directly enter a patron account ID. If the account is deactivated before, you can activate it again by this procedure. Then the account can be used normally again.