User Manual:

Product Name: Library Circulation Desk

Getting started:

Opening the Library Circulation Desk Application:

1. Open a browser and enter the following URL
   http://ec2-18-219-60-86.us-east-2.compute.amazonaws.com:8080/ords/f?p=292:LOGIN_DESKTOP:2985363607638:::::
2. After the URL is loaded, Enter Username and pass word, when prompted.
3. Click on Sign In.
4. User successfully logged in.

Choosing your navigation view in the Library Circulation Desk application:

1. Click on ☰ button to list out the options in the menu bar.

Searching for books and Book Checkout:

1. Click on **Home** button in the menu bar.
2. Once Book Search page is loaded successfully, Enter ISBN/Title/Author to search for a book.
3. Select the branch name so that the book corresponding to that selected branch is listed in the search result.
4. Click on **Submit**.
5. For checkout, Enter ISBN/Title/Author to search for a book. Select the required book and click checkout option which is present on right bottom.
6. Enter ISBN, card number of borrower and select the branch name from where the book is going to be borrowed. Click **Checkout**.
7. Book successfully checked out success message is displayed.

Adding a new borrower:

1. Click on **Add Borrower** tab on the menu list.
2. Click on **Add Row** to add a new borrower. Fill all the required details like Card No, SSN, First Name, Last Name, Borrower Address, Phone, Email, City, State.

3. Click on **Save.**

4.New borrower added successfully.

Checking Fine Details and Book Overdue:

1. Click on **Fines** tab on the menu list.
2. Enter **Borrower Card No** and then click on **Fine Details** to find out the outstanding fine amount for that borrower.
3. If you want to update the status of the fine to paid, Select the book id which is listed in the drop down. Click on **Pay fine** to update the status to Paid.
4. Click on **Back** to go back to the Fines main page.
5. Click on **Borrower Overdue** to check whether the borrower has any outstanding books.

Checking in books:

1. Click on **Check In** tab on the menu list.
2. Enter book ISBN/Borrower Id to display the book linked with the borrower which needs to be returned to the library.
3. Click on Check In button to return the book to the library.

Exporting Reports:

1. Click on the respective reports (Top 5 loaned out books, Top 10 Fines Defaulters & Branches and Outstanding Fines) tab in the menu list to see the corresponding report.
2. Under Actions drop down, Click on Download to download the respective report.