**Quick Starter Guide**

* To Search for books:
* Enter ISBN/Title/Author in the search bar in home page of the portal and click submit button.
* You will be navigated to the ‘Books’ screen, where you will find all the book(s) based on the search string entered.
* In the ‘books’ screen you will find a table with ‘ISBN’, ‘TITLE’, ‘AUTHOR(s)’, ‘AVAILABILITY’, ‘CHECKOUT’ columns.
* If ‘AVAILABILITY’ is ‘YES’ then that book is available for checkout otherwise that book is not available.
* ‘CHECKOUT’ column provides a link to checkout that book.
* To Checkout:
* After the book has been searched based on the first section, now it time to check out.
* Click on the checkout link against the book the borrower wants only when availability is ‘YES’ otherwise will navigate to a screen that displays ‘Book has already been checked out’
* Now you will be navigated to checkout screen.
* Enter borrower’s Card Number/ID and submit. Message ‘Checking out Successful’ will be displayed. This confirms that the book is checked out.
* To Check in:
* CheckIn link is found on the home screen.
* CheckIn is used to return books. Click on the link and you will be navigated to ‘Check In’ screen where you will be asked to enter ISBN or Card ID. Enter a valid ISBN/Card ID and click on submit.
* Table is displayed that gives the information about the book (ISBN), Card ID, Borrower Name and CheckIn link to check in the book.
* Click on CheckIn to check in the book. Success message is displayed to confirm.
* To Add Borrower:
* Create New Borrower link is found on the home page of the portal.
* Click on it to create a new borrower. Then you will navigate to ‘Create New Borrower’ screen.
* You have 4 text fields 1) Full Name 2) SSN 3) Address 4) Phone. First 3 are mandatory and marked with asterisk (\*) and phone is optional.
* Format for SSN (eg. 850-47-3740) and it is a 10-digit number. When creating a new borrower make sure that SSN is unique otherwise ‘Borrower already exists, enter a unique SSN to create a new borrower’ will show up.
* Format for phone (eg. (469) 904-1438), follow this format while filling out phone field.
* Update Fines:
* Update Fines link is found on the home screen of the application.
* Click on the link to update fines for all the borrowed books that are yet to be returned and past due date.
* Just a click of the link updates all the fines and displays a confirmation message ‘Fine is updated for all the borrowers who have not returned the book even after the due date’.
* Pay Pending Fines:
* To settle fines, click on Pending Fines link on the home screen of the application. You will be navigated to ‘Pay fines by Card ID’. Enter the Card ID of the borrower and click on submit.
* Total pending fines and fines that can be payed are displayed for that Card ID. Settle fines by clicking on the Pay link against the Card ID in the ‘Fines that can be payed now table’. ‘Total liable fines’ table shows the total fines owed by the borrower (both returned and not returned). ‘Fines that can be payed now table’ are fines for those books the borrower has returned.
* Once the fines are settled for that Card ID, confirmation message is displayed.