User Manual

for

Metu NCC Library Management

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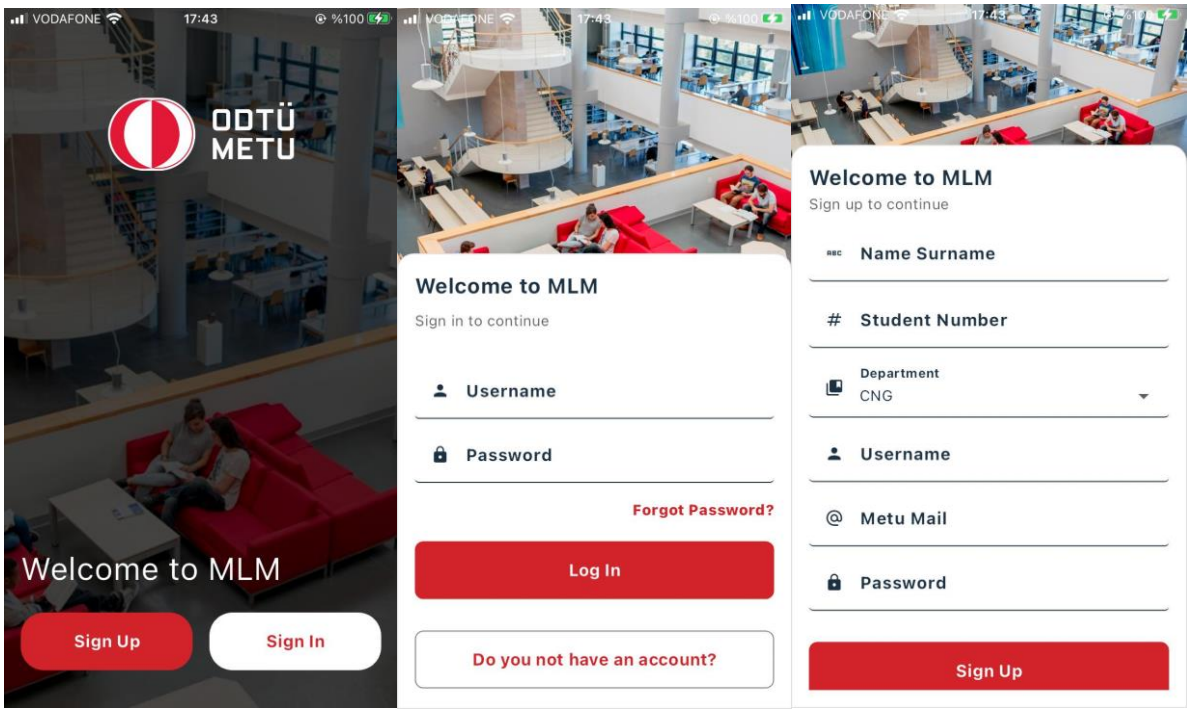
USER MANUAL

Our project, Metu Library Management, has three different aspects in our mobile application separated by users, lecturers and admins.

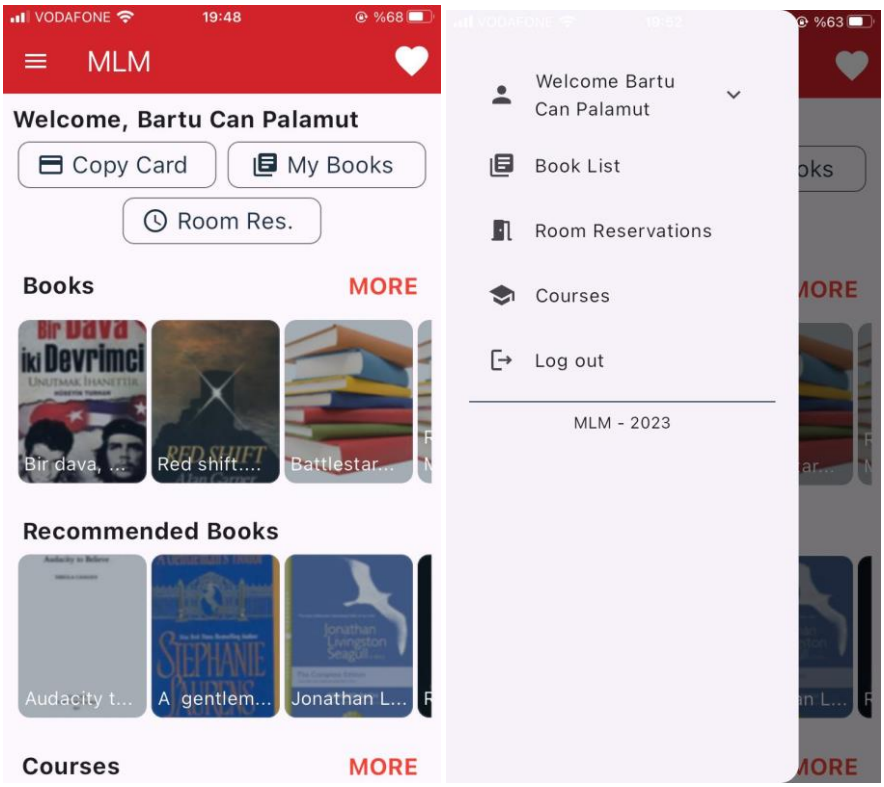
1 USER OPERATIONS

1.1 Login/Register

It is necessary to have an account to be able to use our application. If you already have an account you can login. If you don't have an account you can register with metu mail.

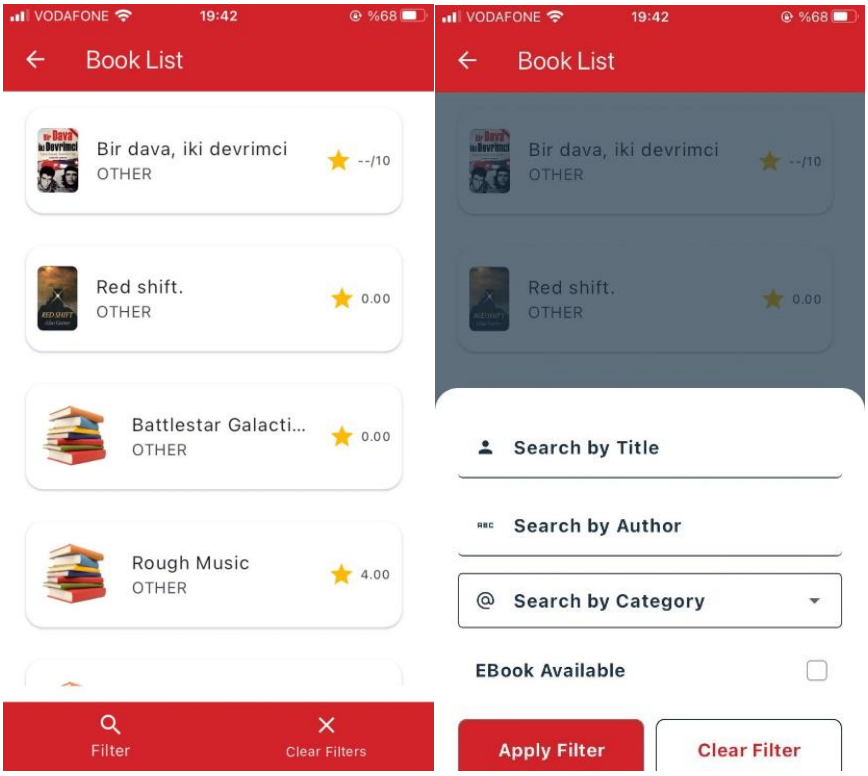


This is user homepage. Users can navigate through the app using the buttons in the homapege or by using the left sidebar.

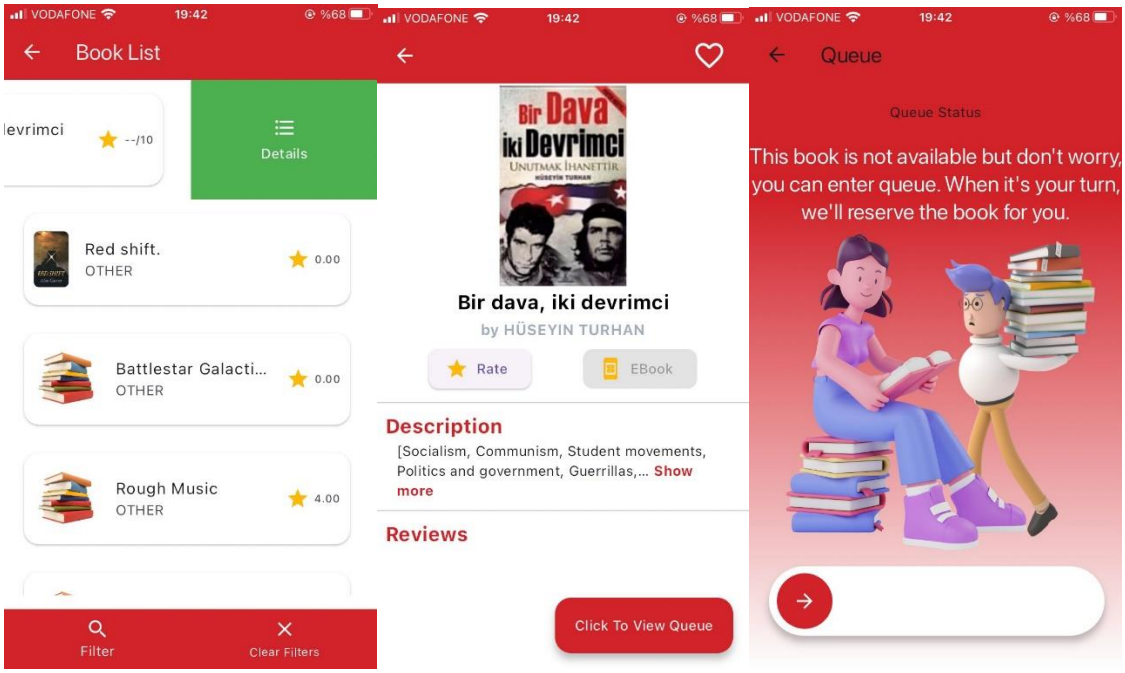


1.2 Book Operations

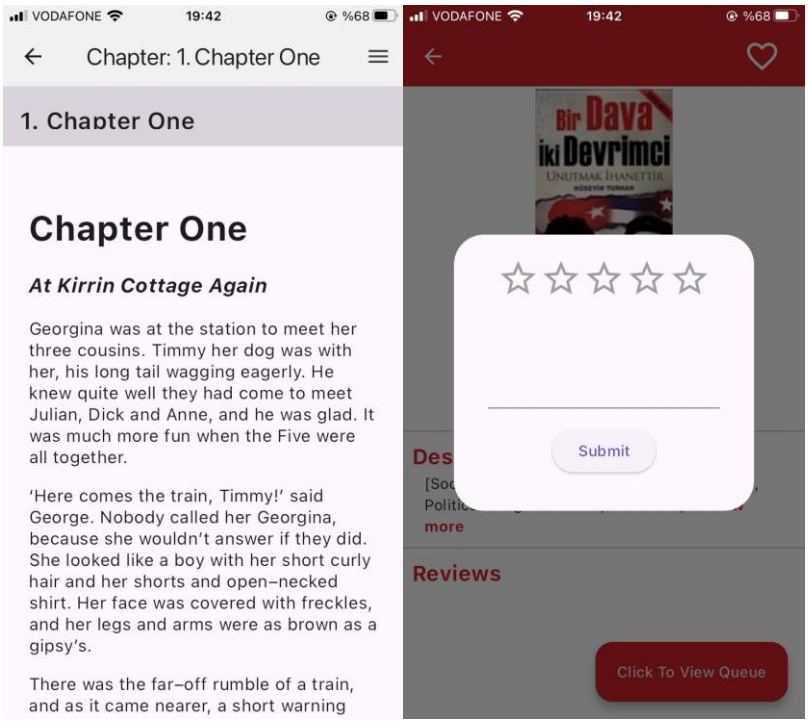
By clicking "MORE" on books or clicking "Book List" on the siderbar menu, user can view the list of books in the system. Using filters they can search for specific books.



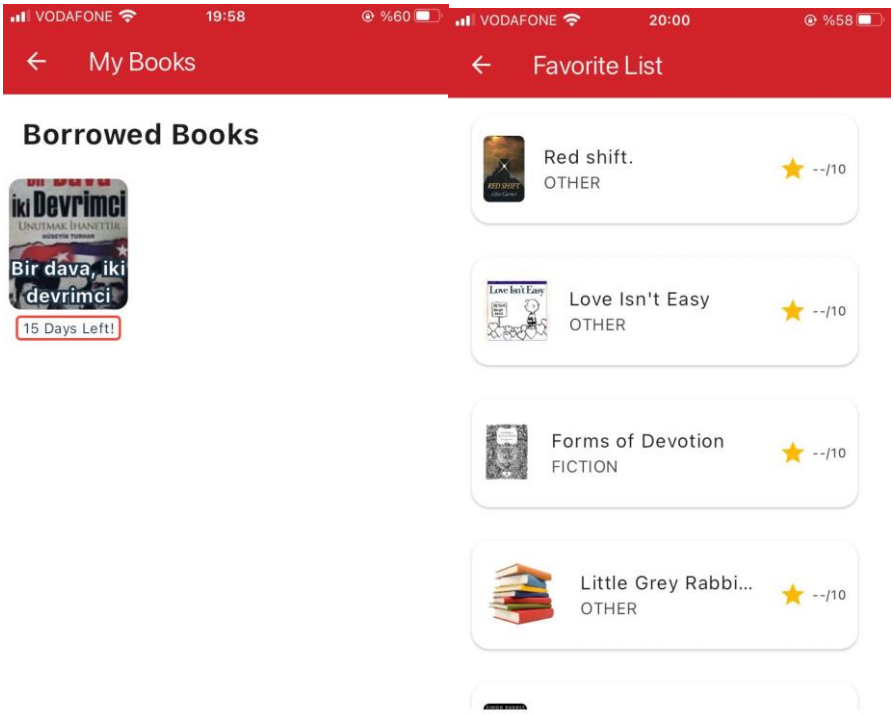
By sliding a book to the left and clicking "Details" they can see the details of a book. By clicking to view queue they can see if the book is available or not and enter queue if it is not available. They can also favourite a book by clicking the heart icon on top right.



They can read the ebook version of the book if it available or rate and review the book.

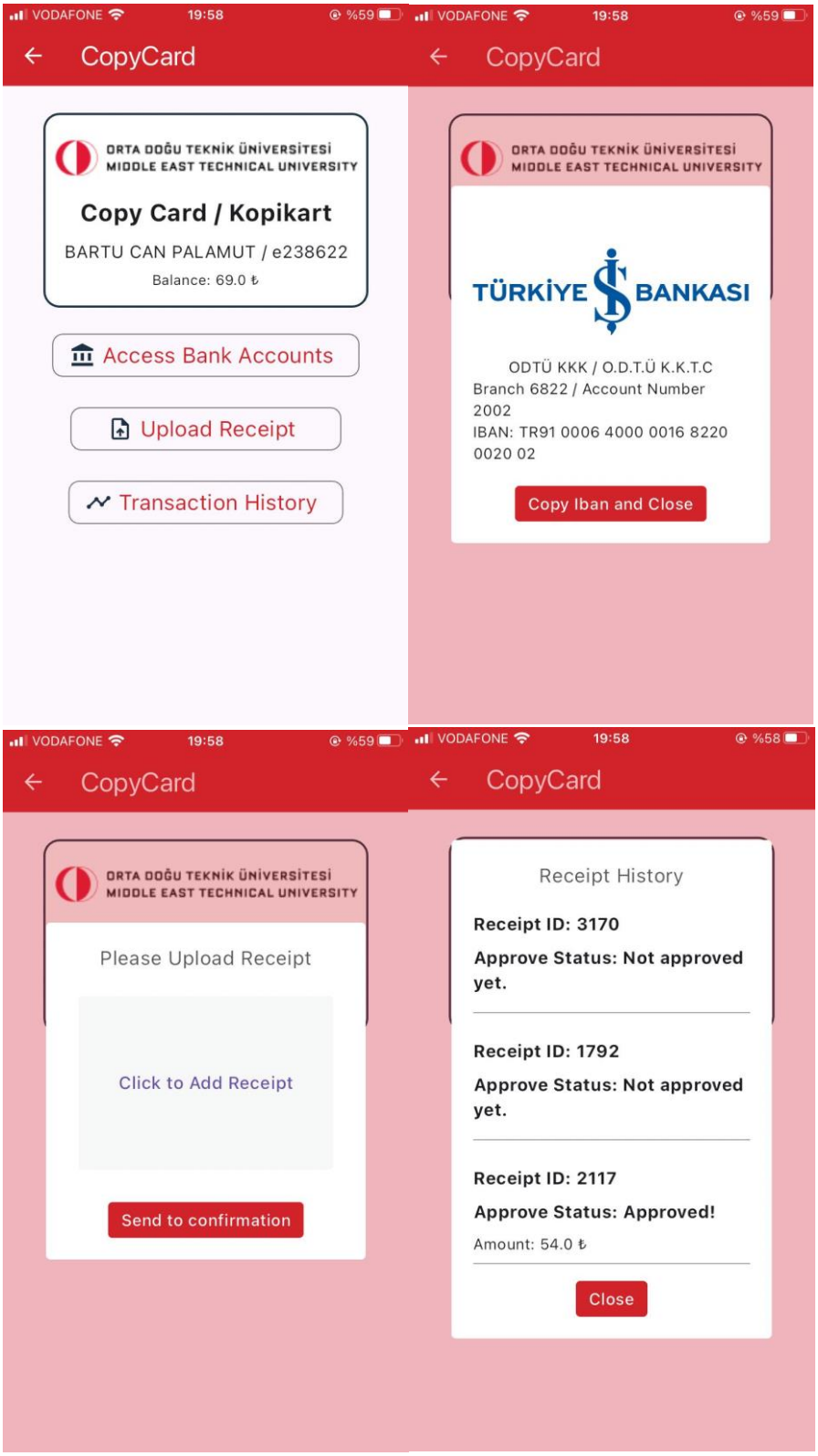


By clicking the "My Books" button in the homepage, they can view the books they have borrowed and how many days are left for them to return it. By clicking the heart icon in the homepage, they can view the books they favourited.



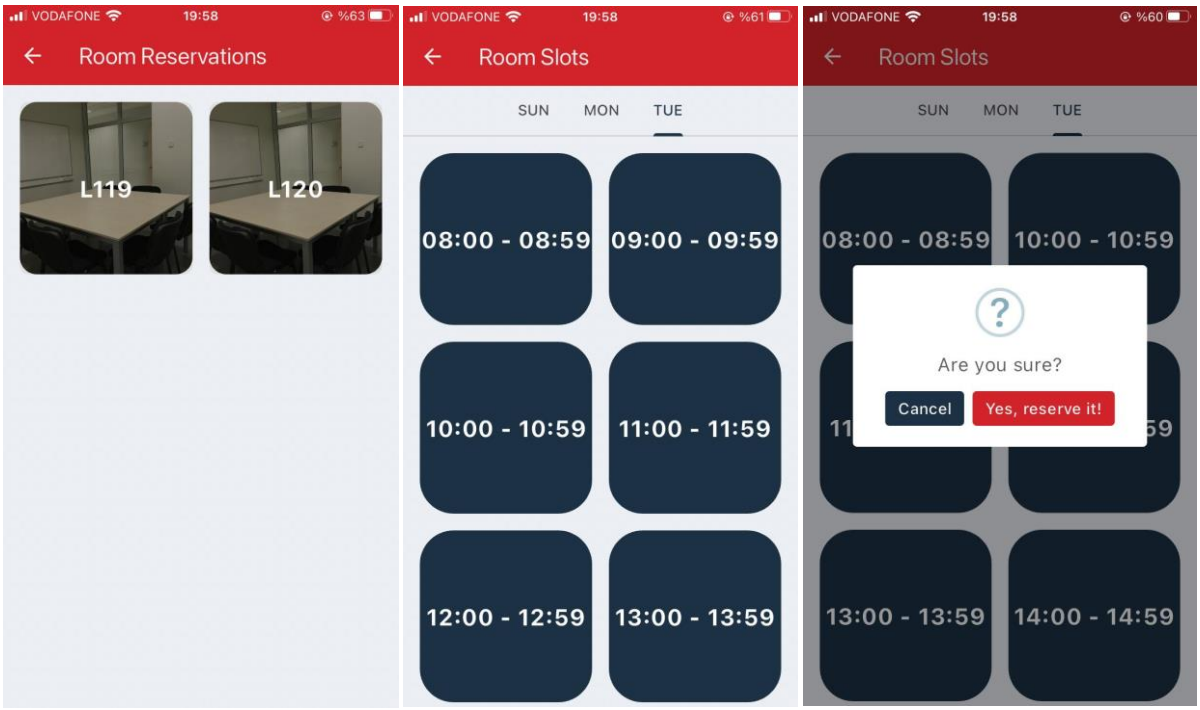
1.3 Copy Card Operations

In the Copy Card menu, user can view the bank account details, upload a new receipt to the system for librarian to approve or view their receipt history.

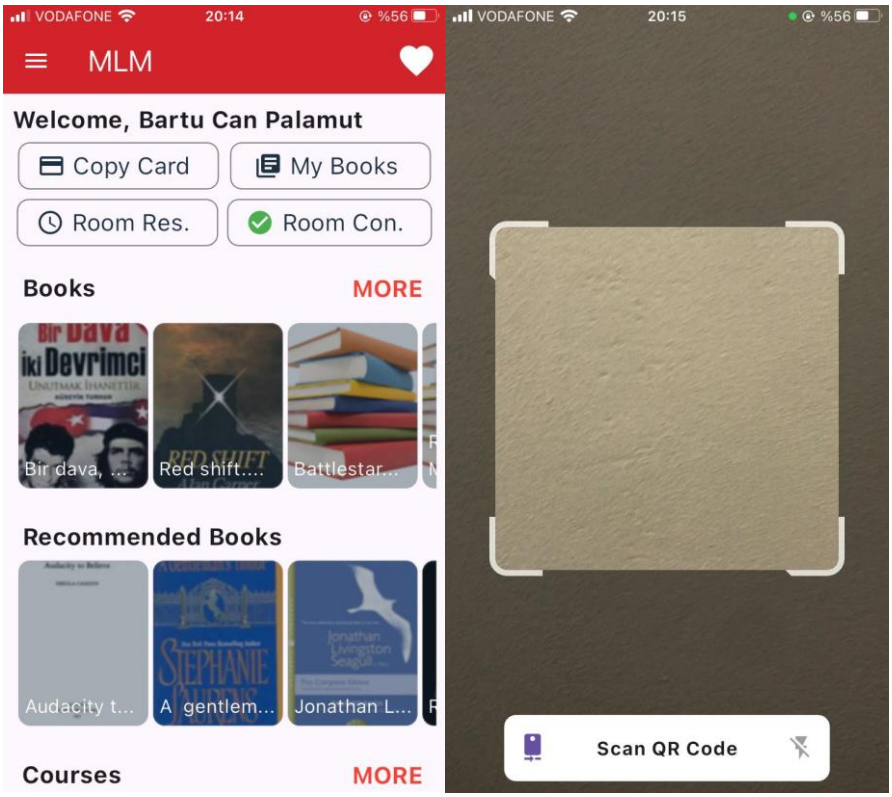


1.4 Room Operations

In the Room menu, user can view the rooms, view their time slots and reserve rooms.

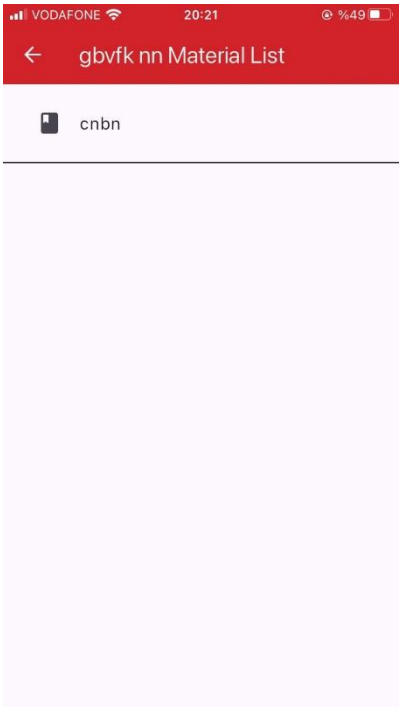


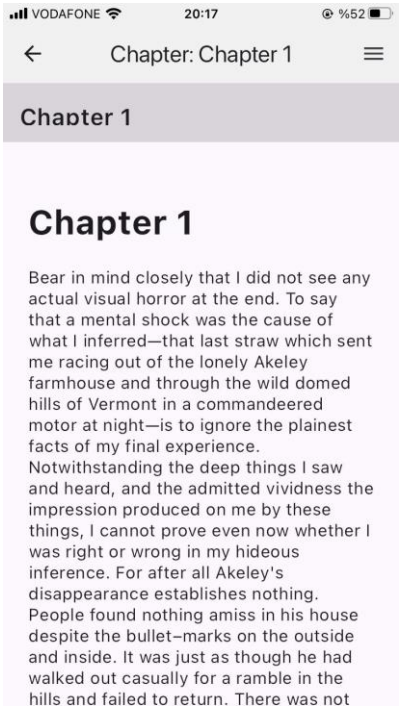
When it is time for their reservation. A Room Confirmation button will appear on the home page for user to scan to QR code of the room.



1.5 Course Operations

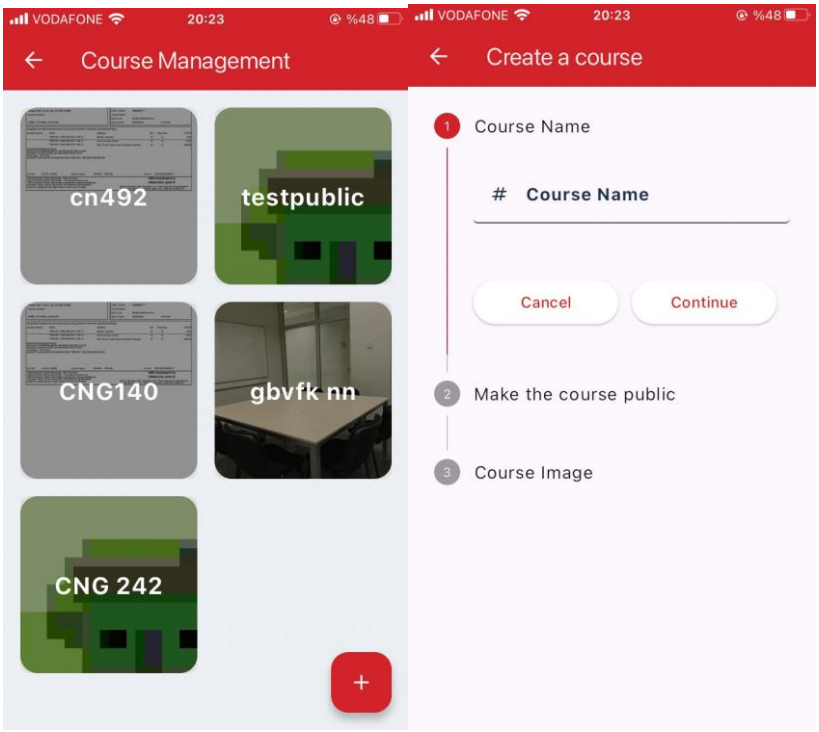
By clicking "More" on Courses or "Courses" on the sidebar, user can view the courses they are registered to and view their materials.



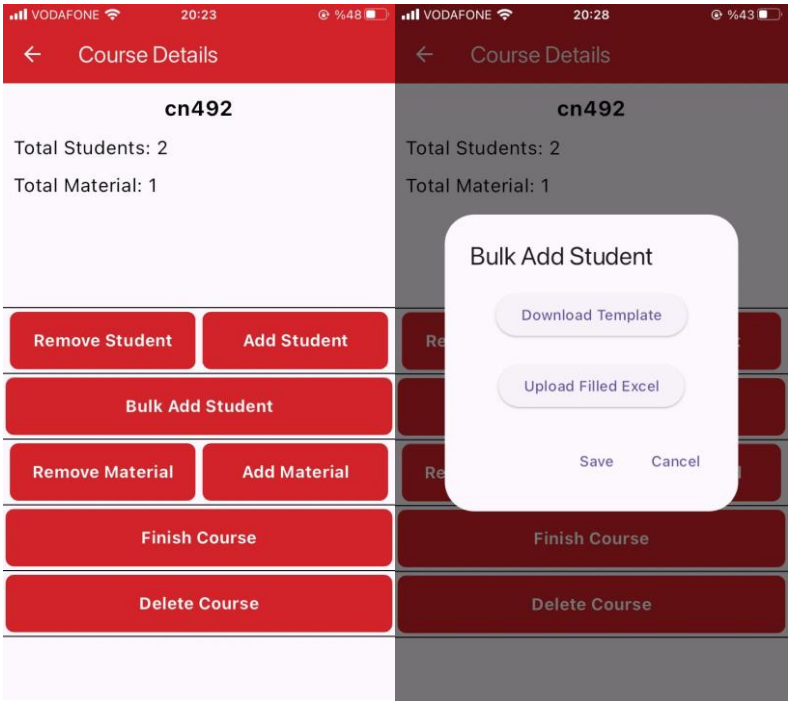


2 LECTURER OPERATIONS

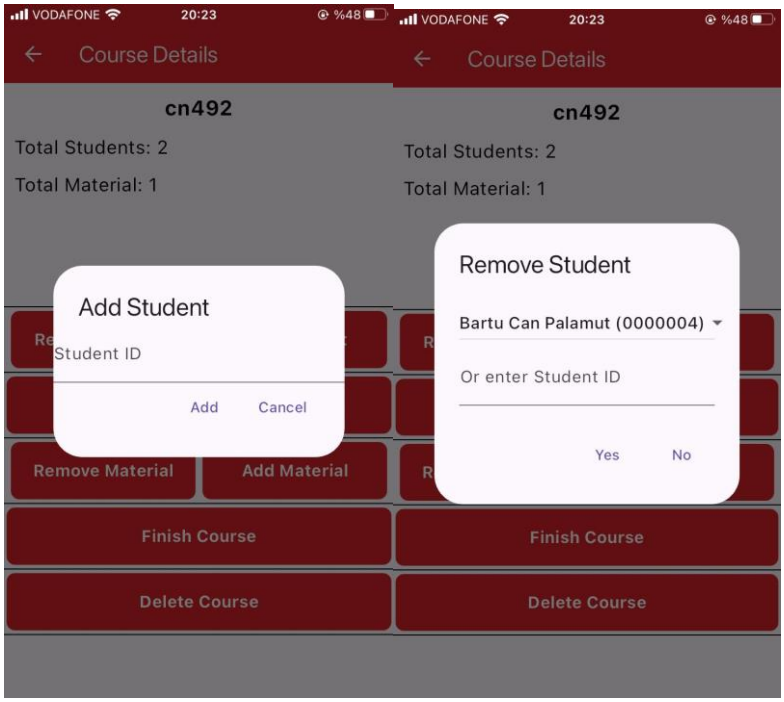
In the Courses menu, lecturers can view their courses. Or create new courses by clicking the "+" icon on bottom right. They can make the course available to public or invite only.



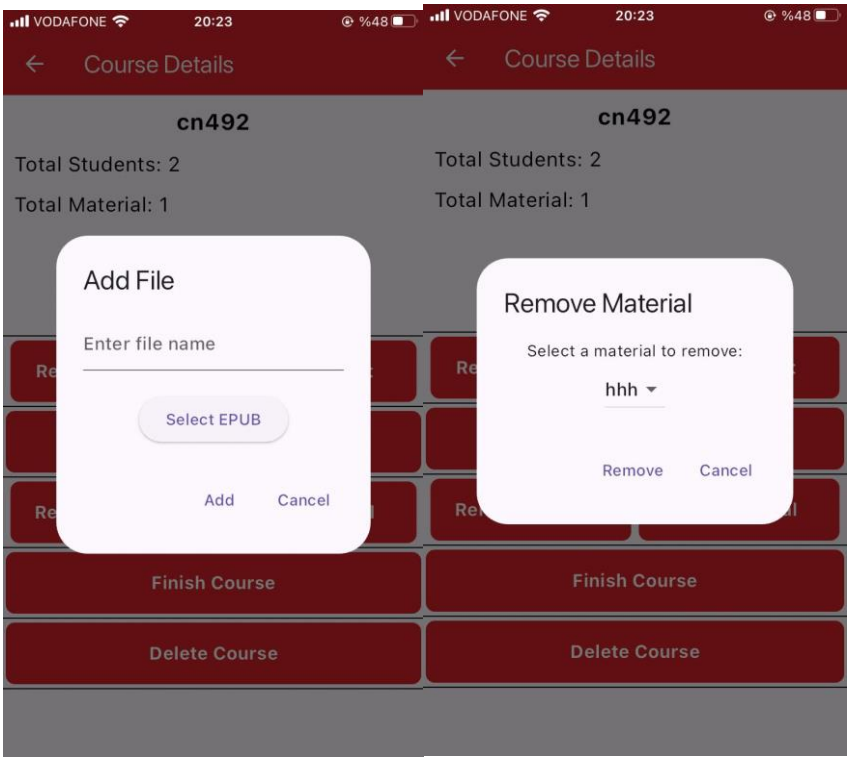
By clicking on an existing course they can view the details of that course. They can delete a course, or "finish a course". This option will keep the course and its materials but remove all enrolled students. They can bulk add students by downloading an excel template, filling it with student ID's and uploading the file to the system.



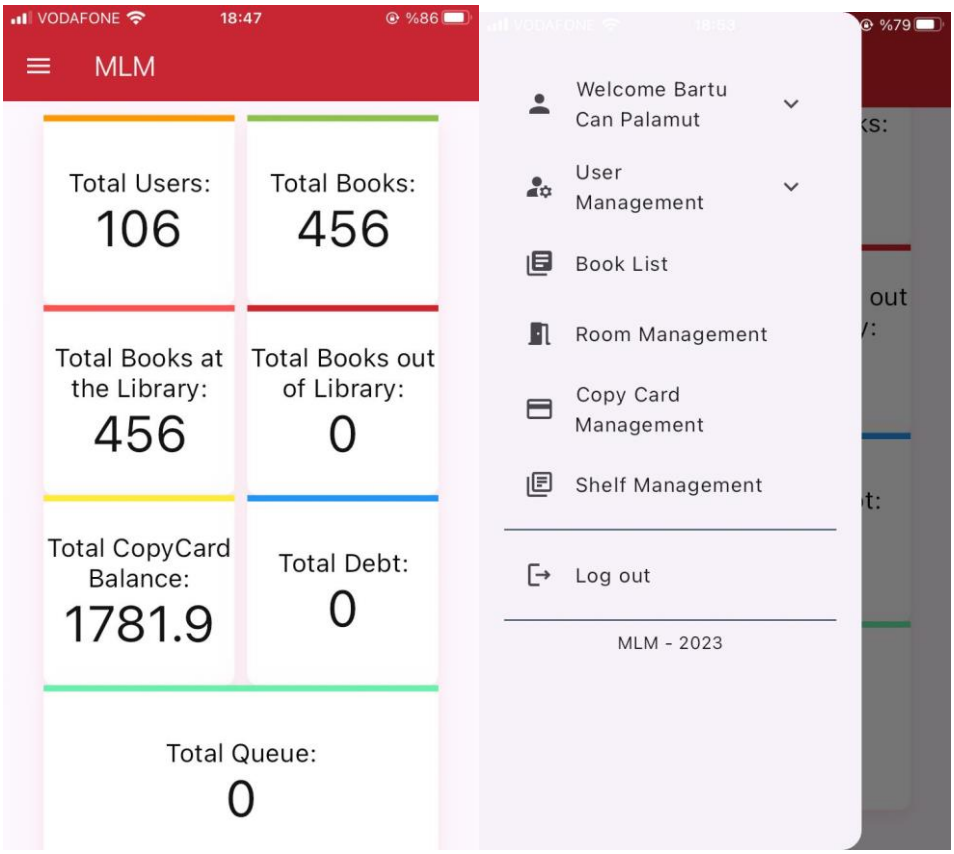
Or they can add students one by one manually by entering their student ID's. They can also remove students by selecting from the enrolled students or entering a student ID.



They can add course materials as epubs or remove existing materials.



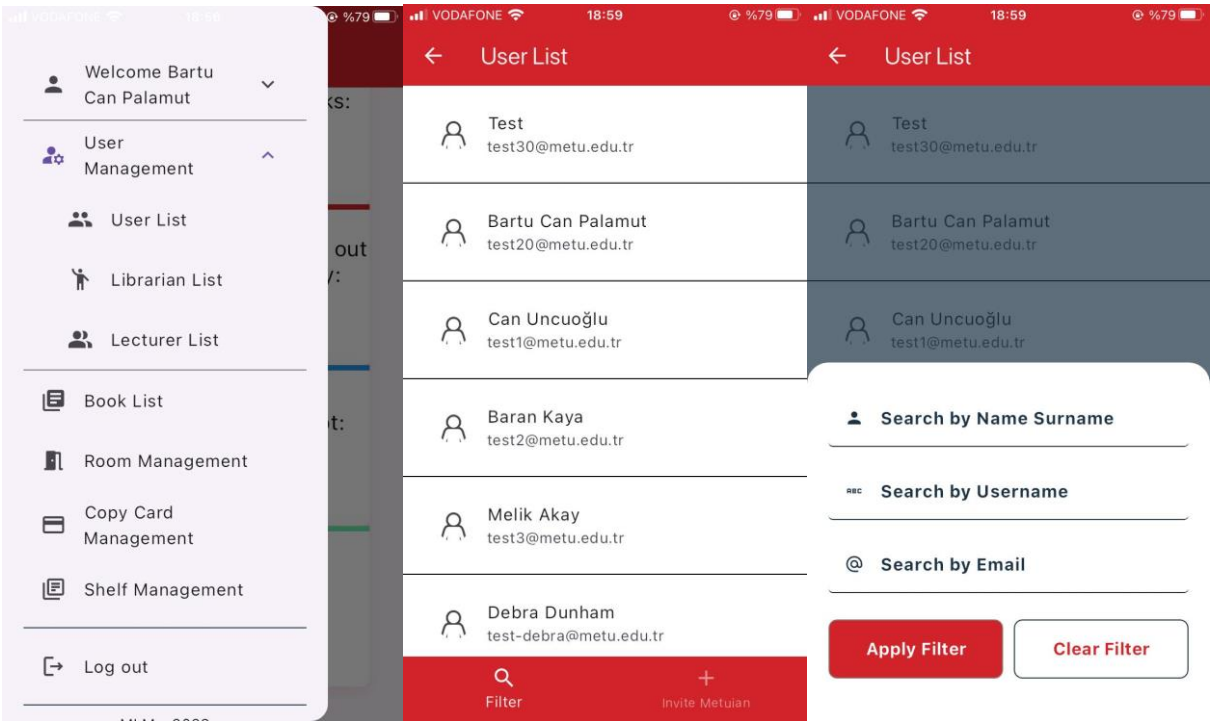
3 ADMIN OPERATIONS



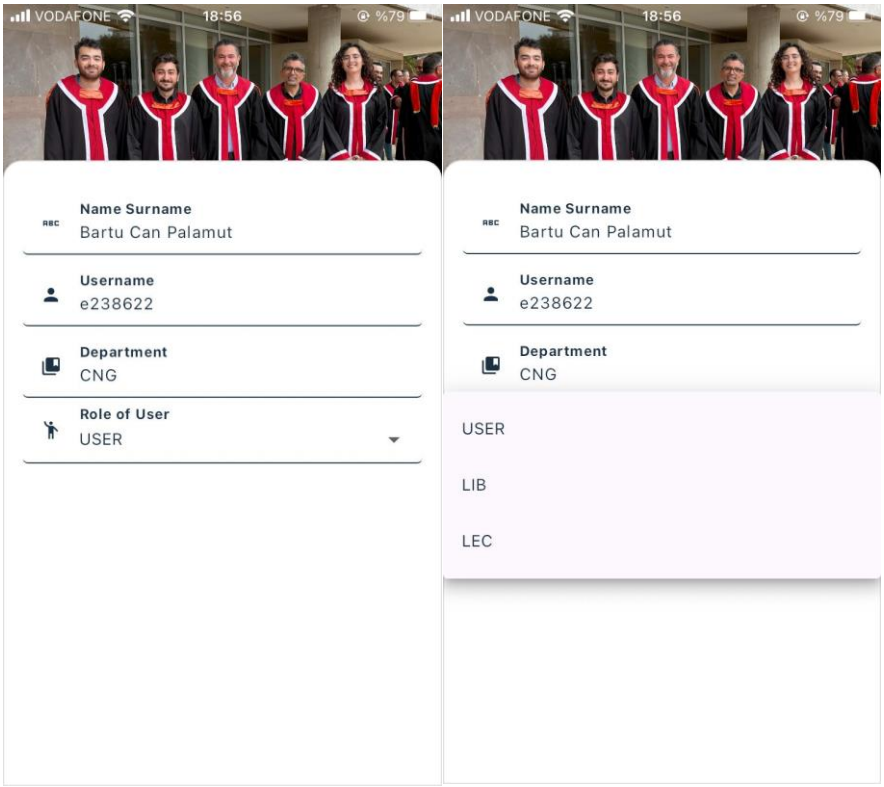
This is the admin homepage. Here admin can see some statistics about the system. Admin can also use left sidebar menu to manage the system.

3.1 User Management

By expanding the User Management button, admin can choose to view the list of users, lecturers or admins in the system. Admin can use filters to search for specific users.

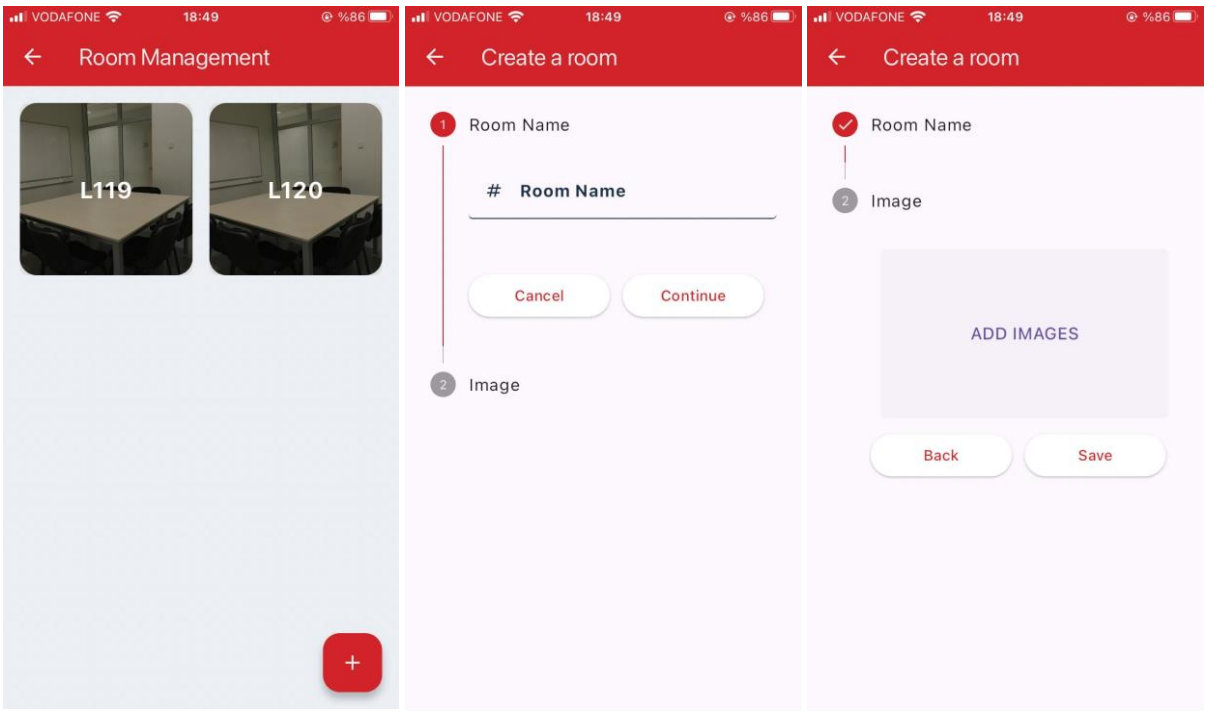


Admin can also see details of a user and change their role in order to assign new lecturers or admins to the system.

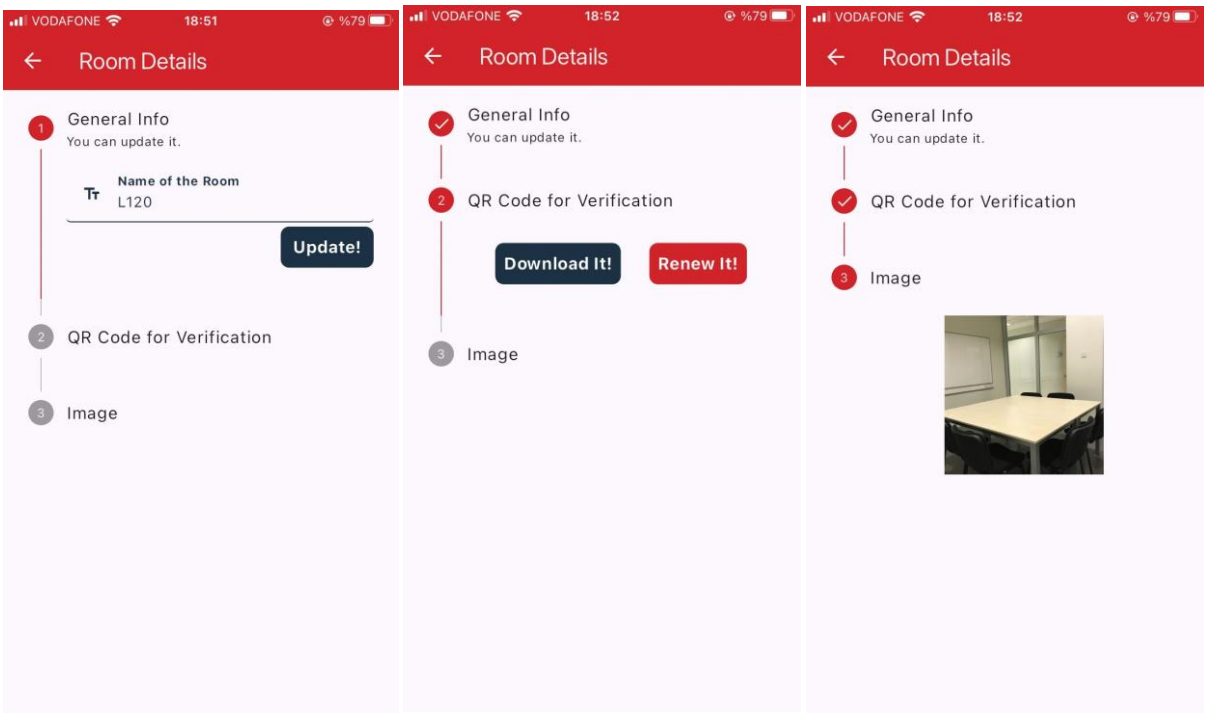


3.2 Room Management

In the room management menu admin can see the list of the rooms. By clicking the "+" icon bottom right, admin can add a new room to the system.

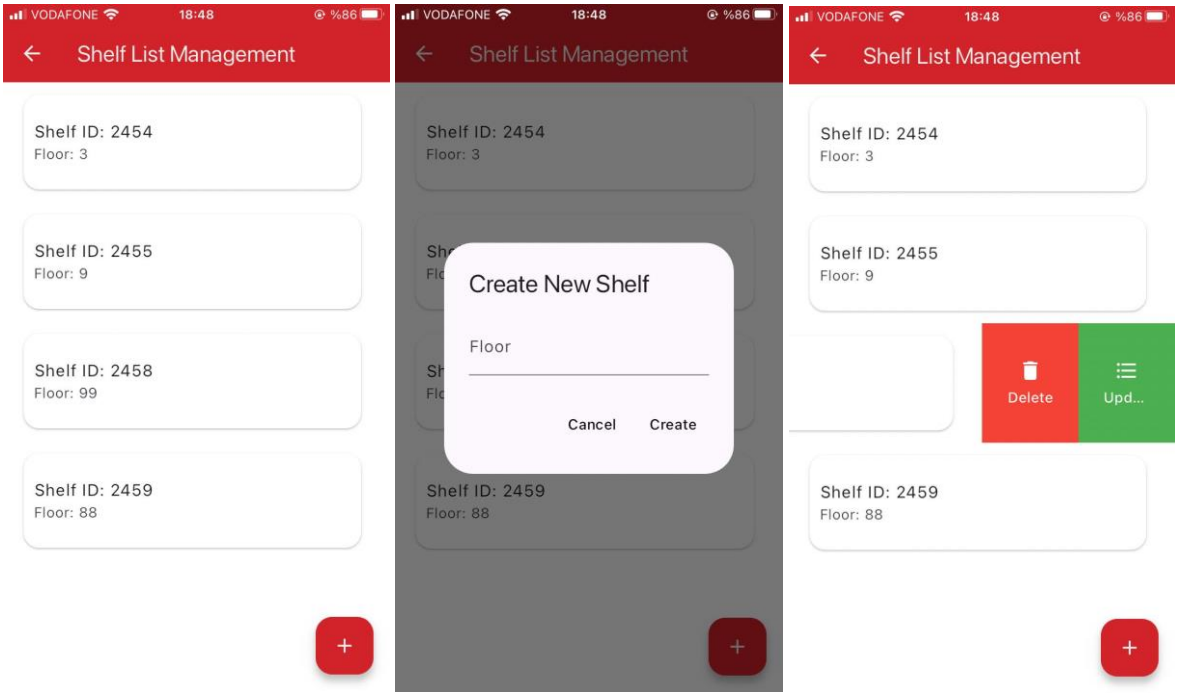


By clicking a room, admin can update the room name, image or the QR code.



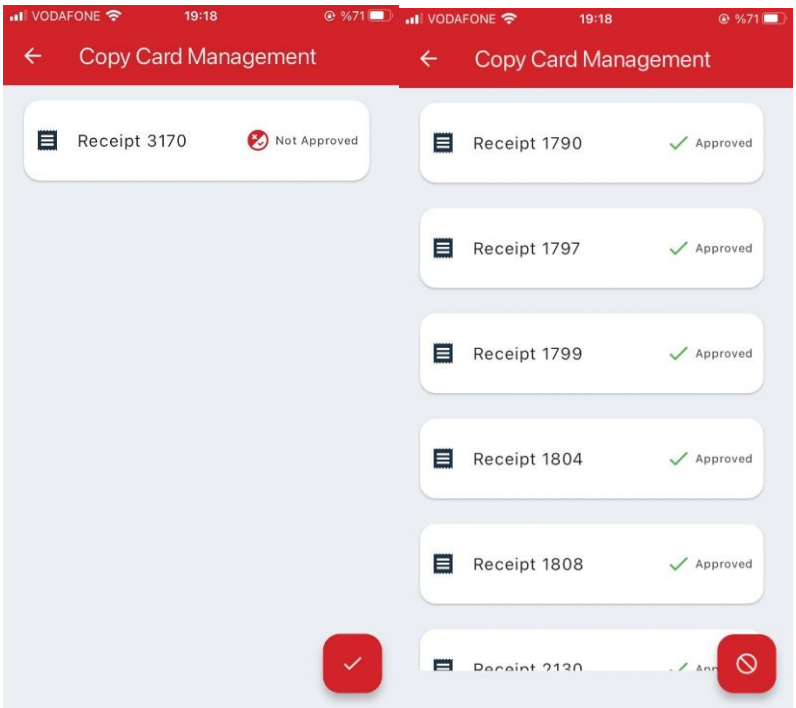
3.3 Shelf Management

In the Shelf Management menu admin can see the list of shelves. By clicking the "+" icon admin can add a new shelf to the system. Or by sliding an existing shelf to the left admin can delete or update the shelf.

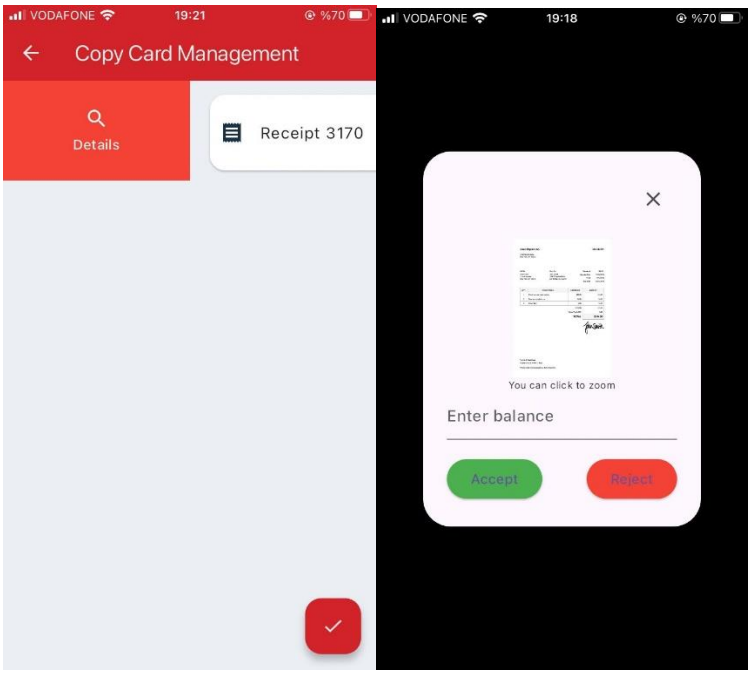


3.4 Copy Card Management

In the Copy Card Management menu, admin can see the list of receipts uploaded to the system by users. By clicking the icon on bottom right admin can switch between viewing unapproved and approved receipts.

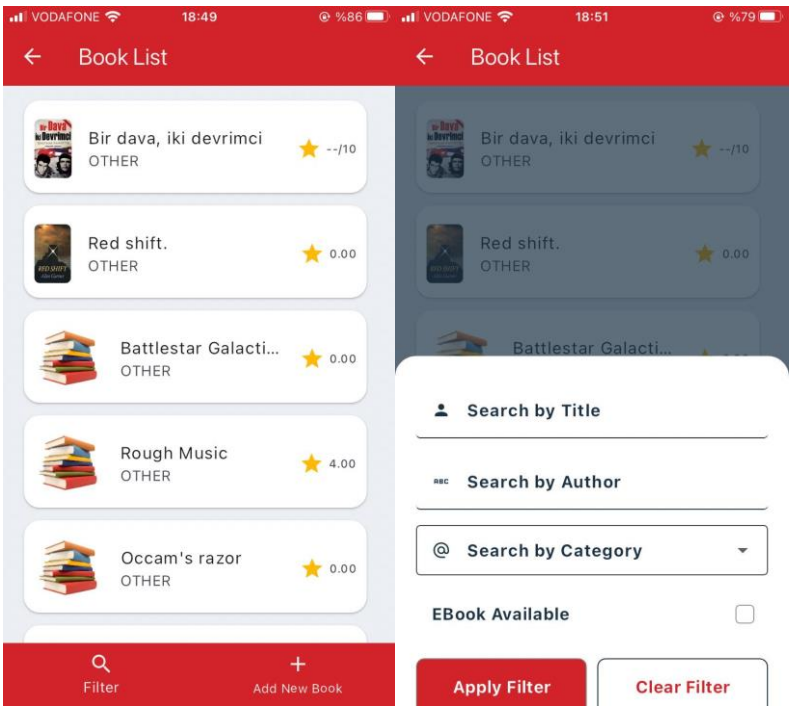


By sliding a receipt, the admin can choose to view the details of it. Admin can either reject the receipt or enter a balance and approve it.

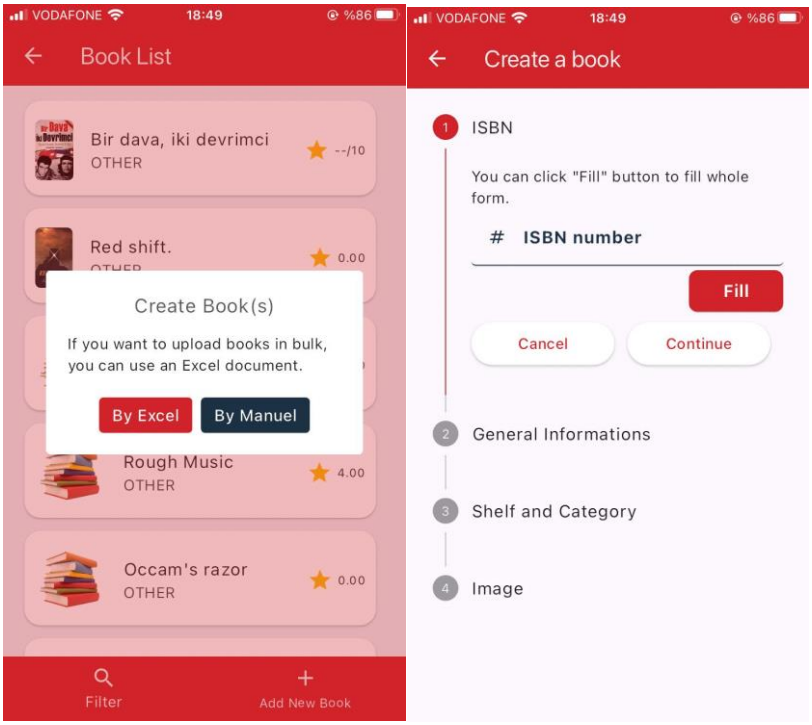


3.5 Book Management

In the Book Management menu admin can see the list of books inside the system. Admin can use filters to search for a specific book.



Admin can click on "+" icon to add new books to the system. A pop-up will open to choose whether add a single book manually or multiple books by using an excel file. If manual method is chosen, admin can fill the ISBN number of the book and then click on "Fill" button to fetch the information about the book from Google Books API. Or just enter them manually.



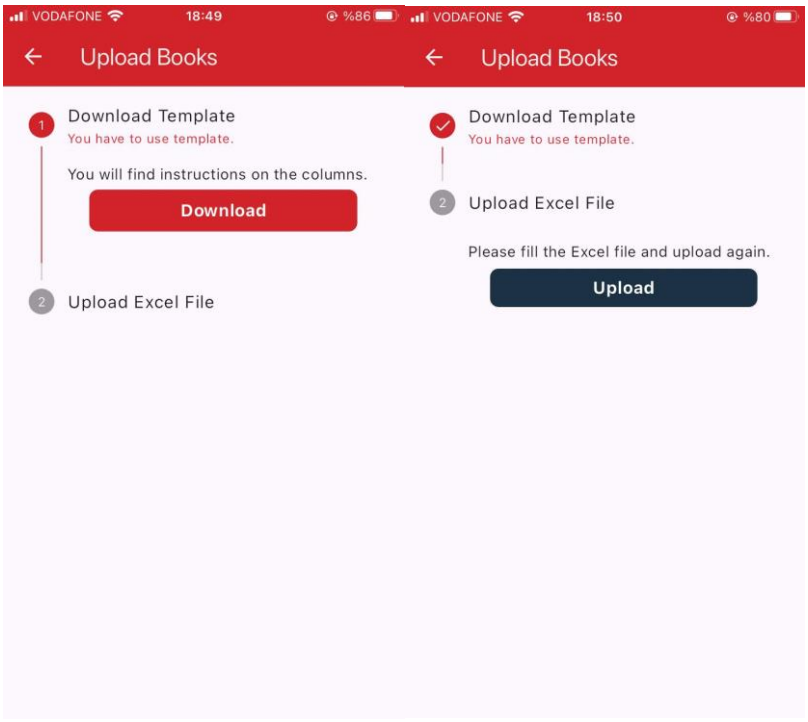
If excel method is chosen, admin will be provided an already formatted excel file by the system. Admin should fill ISBN Number, Shelf and Category columns. Shelf and Categories are already provided in the excel for reference.

	A	B	C	D	E	F	G
1	ISBN Number*	Book Name	Book Description	Book Publisher	Book Author	Shelf*	Category*
2							
3							
4							
5							

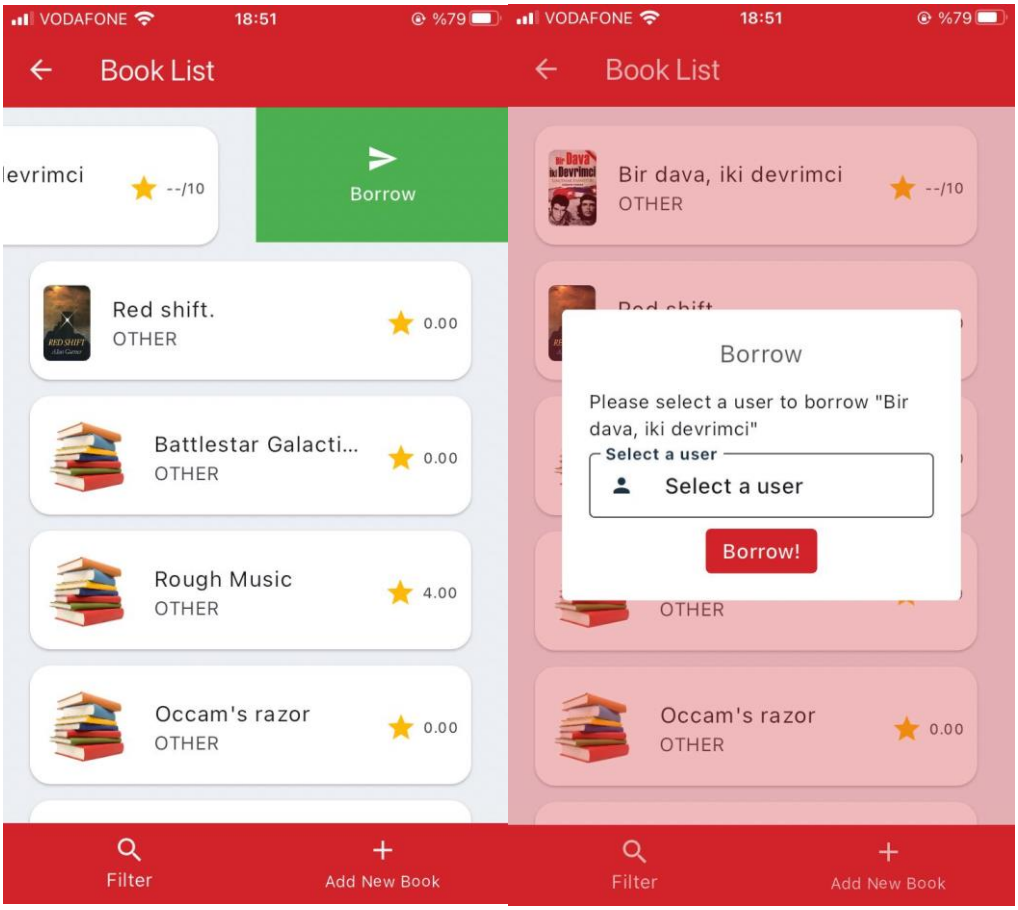
	A	B
1	ID	Floor
2	2454	3
3	2455	9
4	2458	99
5	2459	88
6		

	A	B
1	KEY	Description
2	FICTION	Fiction
3	NONFICTION	Non-Fiction
4	FANTASY	Fantasy
5	HORROR	Horror
6	MYSTERY	Mystery
7	POETRY	Poetry
8	ROMANCE	Romance
9	SCIFI	Science Fiction
10	THRILLER	Thriller
11	BIOLOGY	Biology
12	CHEMISTRY	Chemistry
13	MATH	Mathematics
14	PHYSICS	Physics
15	COMPUTERSCIENCE	Computer Science
16	FINANCE	Finance
17	BUSINESS	Business
18	ECONOMICS	Economics
19	HISTORY	History
20	BIOGRAPHY	Biography
21	PSYCHOLOGY	Psychology
22	OTHER	Other
23		
24		

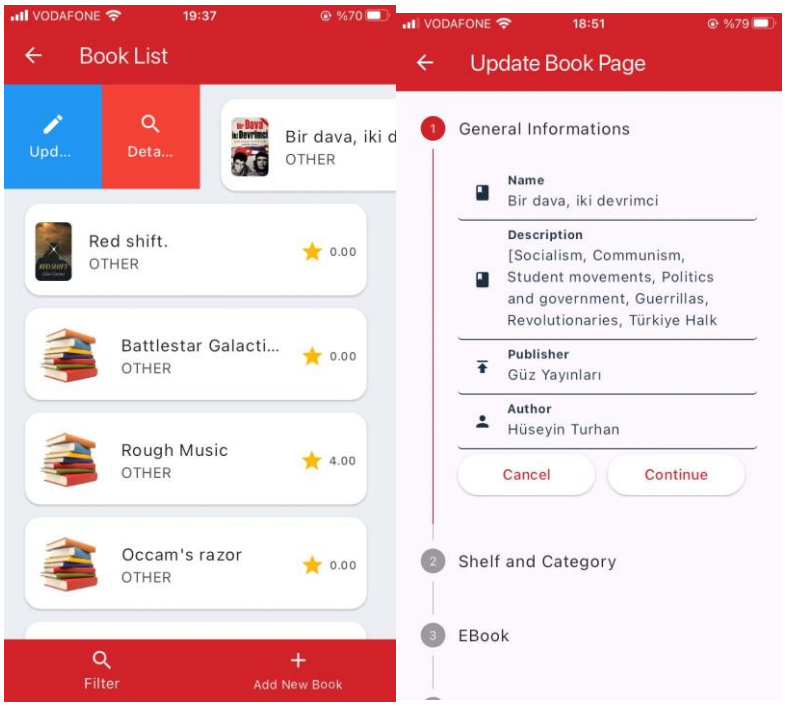
Then the admin can upload the excel they have modified.



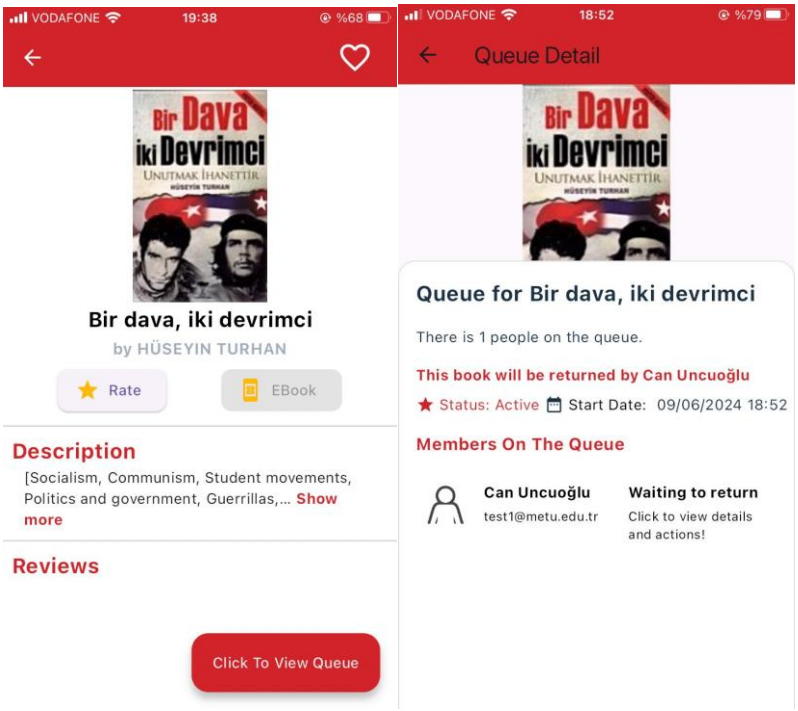
In the book list menu, by sliding a book to the left admin can borrow it to a user.

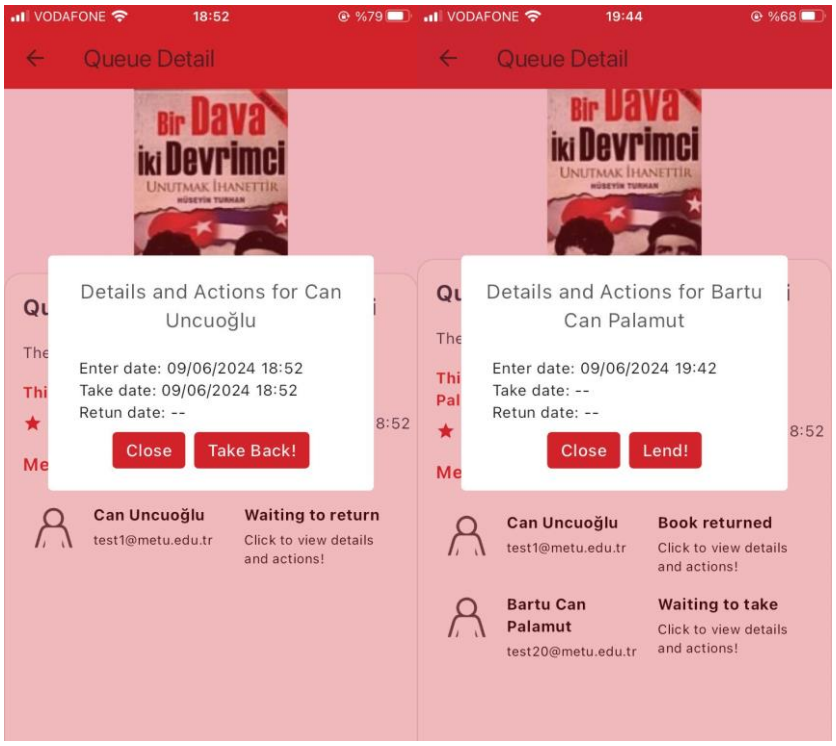


Or by sliding the book the the right, admin can view the details of a book or update it.



In the book details page, admin can view if there is a queue on the book. Take back the book from current older and give it to the next person on the queue.




VODAFONE
18:52
%79
Queue Detail
Bir Dava iki Devrimci
Unutmak İhanettir
Hüseyin Turhan
Details and Actions for Can Uncuoğlu
Enter date: 09/06/2024 18:52
Take date: 09/06/2024 18:52
Retun date: --
Close
Take Back!
Can Uncuoğlu
test1@metu.edu.tr
Waiting to return
Click to view details and actions!
VODAFONE
19:44
%68
Queue Detail
Details and Actions for Bartu Can Palamut
Enter date: 09/06/2024 19:42
Take date: --
Retun date: --
Close
Lend!
Can Uncuoğlu
test1@metu.edu.tr
Book returned
Click to view details and actions!
Bartu Can Palamut
test20@metu.edu.tr
Waiting to take
Click to view details and actions!