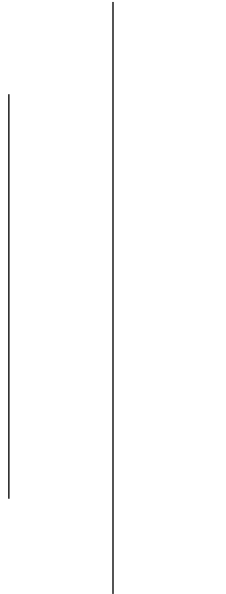




## Oracle Computer Institute

Nadipur, Pokhara

## User Manual

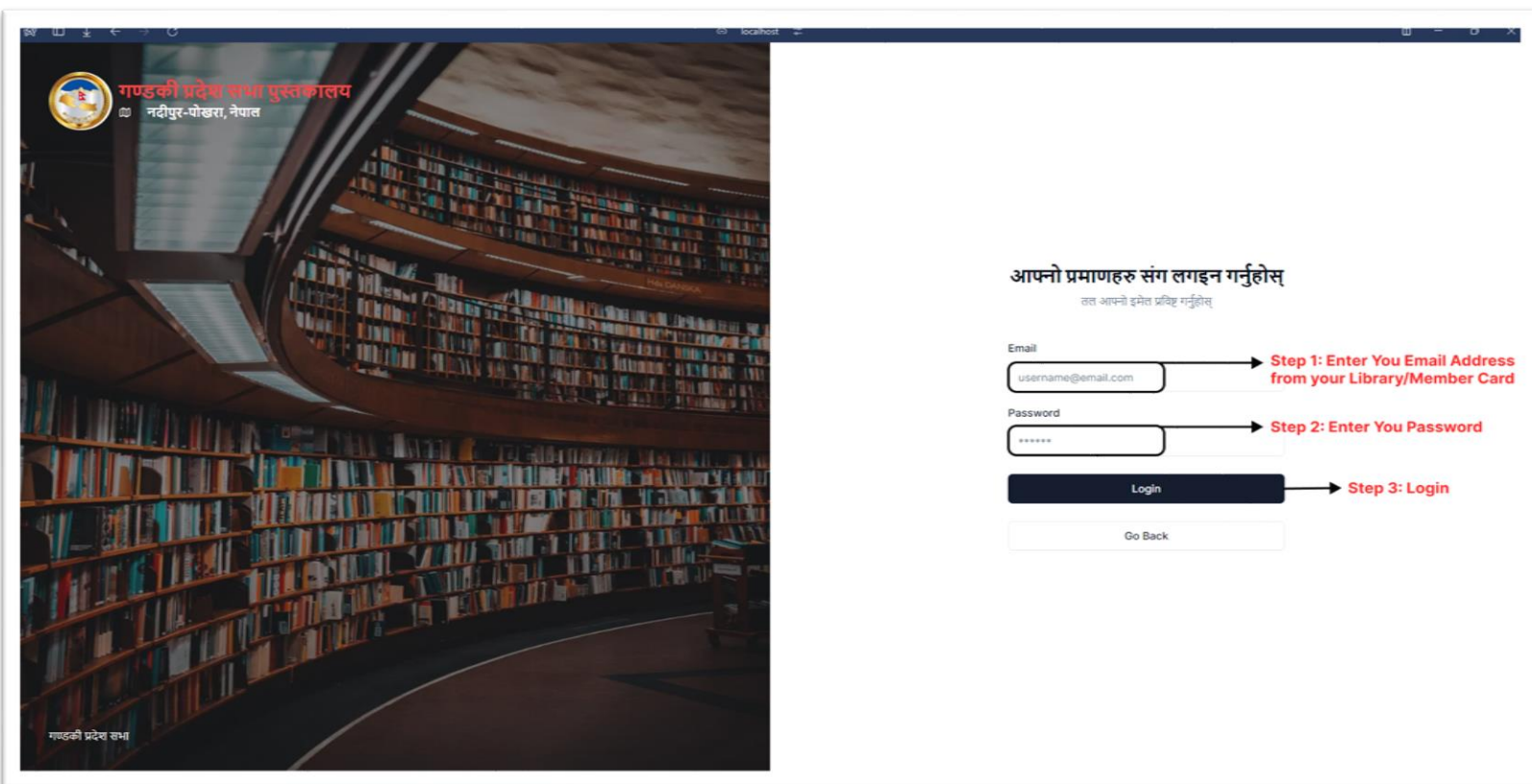


गण्डकी प्रदेश सभा पुस्तकालयको लागि प्रयोगकर्ता पुस्तिका

## How to open website (कसरी वेबसाइट खोल्ने):

- Open chrome or any other browser in your computer ( आफ्नो कम्प्युटरमा क्रोम वा अन्य कुनै ब्राउजर खोल्नुहोस् )
- After that open website by typing [gpaslibrary.immortalsms.com](https://gpaslibrary.immortalsms.com) or [lib.gandakipradeshsabha.gov.np](https://lib.gandakipradeshsabha.gov.np) in address bar ( त्यसपछि ठेगाना बारमा [gpaslibrary.immortalsms.com](https://gpaslibrary.immortalsms.com) वा [lib.gandakipradeshsabha.gov.np](https://lib.gandakipradeshsabha.gov.np) टाइप गरेर वेबसाइट खोल्नुहोस्।)

## How to login into the website



**गण्डकी प्रदेश सभा पुस्तकालय**  
नदीपुर-पोखरा, नेपाल

आफ्नो प्रमाणहरू संग लगइन गर्नुहोस्  
तल आफ्नो ईमेल प्रविष्ट गर्नुहोस्

Email  
 → **Step 1: Enter Your Email Address from your Library/Member Card**

Password  
 → **Step 2: Enter Your Password**

→ **Step 3: Login**

## Some information about dashboard

The screenshot shows the Gandaki Pradesh Library dashboard. On the left is a sidebar with a list of navigation items: Dashboard, Issue Book, Return Record, Books, Shelves, Members, and Reports. The main area displays four summary cards:

- Total Members**: 195 (Total members enrolled in library)
- Total Books**: 1661 (Total books added in the library)
- Total Book In Stock**: 1649 (Total books available in the library as of now)
- Total Book Issued**: 12 (Total book issued by library)

Annotations with arrows point to the sidebar and the four summary cards, providing detailed descriptions of each.

**This is the Sidebar**

**Total Numbers of Members in Library**

**Total number of books in library including issued books**

**Total Number of Books available in library at stocks ( without including issued books )**

**Total Number of Book Issued From Library ( currently )**

## How to Issue / Return Book



The screenshot shows the 'Issue Records (2)' page. The sidebar on the left has 'Issue Book' highlighted. The main area features a search bar and a table of issue records. Annotations guide the user through the process of issuing and returning books.


**Step 1: Click Here** (points to the 'Issue Book' sidebar item)

**Click here to Issue Book to Member** (points to the '+ Issue Book' button)

**Click Here To Open Popup To Return Book** (points to the three-dot menu icon in the table row)

**Click Here To Return Book From Member** (points to the 'Return Book' button in the actions menu)

Name	Book	Date	Book Id	
Darshan	 शिक्षा सेवा आयोग, नियामरी २०५७ र २०५८	May 26th 2024	1490395787871	...
Darshan	 नेपाल एन संग्रह, खण्ड १५ (२०७५)	May 26th 2024	5768337842645	...



Gandaki Pradesh Library

Dashboard

Issue Book

Return Record

Books

Shelves

Members

Reports

D

←

### Issue Book

Issue a book to member

Select...

Step 1: Click Here And Scan The Barcode of The Member From Member Card

Scan Qr while focusing here

Step 2: Click Here And Scan The Barcode of The Book


Add Book

Issue Book

Click Here to Issue Two Or More Books Or Press Enter

Step 3: Issue Book

## How to Create / Update / Delete Book



Gandaki Pradesh Library

Dashboard

Issue Book

Return Record

Books

Shelves

Members

Reports

D

←

### Books (1016)

Manage books for your school

Search






Step 1: Click Here


Click Here To Add / Create New Book

+ Add New

Bulk Registration

Click here to add/ create many books using excel

Image	Name	Book Id	Authors	In Stock	Total Books	
	समसामयिक अध्ययन	4848484848	केदारनाथ अर्याल	0		<div>Click Here</div>
	समसामयिक अभिरुची परिचय	3636363636	टंक केसी	0	1	<div><div>To Update Book</div><div>To Delete Book</div><div>Actions</div><div>Update</div><div>Delete</div></div>
	समसामयिक अध्ययन - ....	6969696969	.	0	1	...
	शासन संचालनका नवीन मान्यताहरू - चण्डीप्रसाद निरौला	3838383838	.	0	1	...
	Paulo Coelho	0505050505	.	0	1	...



Gandaki Pradesh

Library

Dashboard

Issue Book

Return Record

Books

Shelves

Members

Reports

D

←

Create Book

Add a new Book

Id / Qr

Enter Qr code

Book Name \*

Book name

Book Description

Enter book description

Book Publication \*

Enter Publication Name

Book Author Name \*

Enter Author Name

Total Book Available \*

Enter the amount of book in stock

Shelf Number

Select a Shelf Number

Shelf Category (A/B/C/D/E) \*

Enter book category

Price

9.99

Total Pages

645

Category

Enter book category

Book Published Date


Enter book published date

Create

Step 1: Click Here And Scan The Barcode of The Book

Step 2: Fill Up the Above Form

Step 3: Create / Add New book



Gandaki Pradesh

Library

Dashboard

Issue Book

Return Record

Books

Shelves

Members

Reports

D

←

Bulk Creation Of Books

Create huge amount of books using excel

Id

Book Name

Book Publication

Authors

Total Books/Stocks

Shelf Id

Shelf Category

A Preview of books to upload.

Download Excel Format

Import Excel File

Choose File No file chosen

Insert All Books

Step 1: Click Below to Download Excel Format

Step 2: Fill Up The Excel File With Book Data

Step 3: Import You Excel File With Book Data

Step 4: Click Here to Insert All Books

# How to Generate Member Card and Create / Update / Delete Member

**Gandaki Pradesh Library**

Dashboard  
Issue Book  
Return Record  
Books  
Shelves  
**Members**  
Reports

**Members (195)**  
Manage members for your library

Search

**Step 1: Click Here**

Click Here To Create / Add New Member

Click here to add huge amount of members using excel

Click Here To generate Library / Member card of all members

Click Here To Open Popup

Click Here To Create / Print Member Library Card

Click Here To Update Member Info

Click Here To Delete Member

Image	Name	Phone	Issued Books	
	मा. अशोक कुमार श्रेष्ठ	9856023654		...
	मा. कल्पना सिवायी	9856030245	None	...
	मा. कुसुम बुढा पुन	9857636713	None	...
	मा. कृष्ण प्रसाद पित्तल	9856027904	None	...
	मा. कृष्ण प्रसाद पाठक	9857620772	None	...
	मा. खगराज अधिकारी	9856026835	None	...
	मा. गणेशमान गुरुङ	9851021959	None	...

**Gandaki Pradesh Library**

Dashboard  
Issue Book  
Return Record  
Books  
Shelves  
**Members**  
Reports

**Create Member**  
Add a new Member

Choose File No file chosen

**Step 1: Pick The Image of member if Available**

Email  
Enter member email address

Password  
Enter member password

Name  
Enter member name

Post/Designation  
Enter member post / designation

Phone Number  
Enter member phone number

Address  
Enter member address

Create

**Step 2: Fill up the form. Note Email can be any dummy/random email**

**Step 3: Create Member**

Gandaki Pradesh Library

Dashboard  
Issue Book  
Return Record  
Books  
Shelves  
Members  
Reports

D

←

### Bulk Creation Of Members

Create huge amount of members using excel

Id	Name	Post	Phone	Email	Image
A Perview of members to upload.					

Insert All Members → Step 4: Add / Create Members

Step 1: Click Here To Download Excel Format

Download Excel Format

Import Excel File  
Choose File No file chosen

Step 2: Fill Up The Excel File With Member Information

Step 3: Click Here To Import The Excel Containing Member Information

## How to Generate Reports

Gandaki Pradesh Library

Dashboard  
Issue Book  
Return Record  
Books  
Shelves  
Members  
Reports

D

←

### Report Generation

Generate Report Of Library Between Two Dates

Choose Two Dates

From :  To :

Generate Reports → Step 3 : Generate Reports

Step 1: Click Here

Step 2: Choose Starting and Ending Dates

After Pressing Generating Reports A Popup Will Occur Then Just Press Print Button At Right Top Corner