

Textbooks Database User Guide:

Intro:

This guide is intended to make the use of our database easy, intuitive, and hassle free. If you have concerns that are not addressed in this guide please refer to the FAQ section or reach out and contact us via the links at the bottom of the page.

Section 1 - pages of the site:

→Home page

This section is the landing page [or home page] of the site. It provides a friendly greeting to the anyone who accesses the domain. On the homepage of the database one can observe a few things:

1. Logo
2. Database name
3. Navigation button(s)
4. Welcome message
5. Copyright info
6. Contacts
7. Links

[1] The logo is as it states, the logo of the organization through which the site is run or endorsed by. [2] This is followed by the name of the database. [3] On the far side of this banner section is where the login button is located. By clicking this button the user is prompted to sign-in via an email and password (*Note*: A user has to have an account in order to sign in!). If the user is on a page other than the home page, there will be a home button in this section to navigate back to it at any time.

[4] Underneath the banner (or header) section is the body of the site. Being the only thing in this section for this page, the welcome message is a friendly greeting to all visitors and returning users of the site.

[5] The first item in the footer section, the copyright info simply states that the content of the site is made and protected against any intellectual theft or misuse of the software that runs the database. [6] The contacts of the site administrators/developers are the next items here. By clicking on these links a user can contact them through email. Please keep in mind that requests will be monitored and recorded. Any requests will be processed based on a priority system. [7] Lastly, the links section of the footer allows users to access the FAQ and the user guide of the site (That's how you got here, after all!).

→Login page

This simple page is accessed by clicking on the login button located in the banner at the top of the page. With a simplistic and intuitive design, the login page allows users to log into the site by inputting their email and password associated with their account(s). These fields are case sensitive. To finalize a login attempt the user must click the submit button below the text fields.

The login attempt will fail if the text input into these fields does not exactly match the records on the database. A message (in red) will appear stating "username or password not found". The user will have to re-enter their login credentials until it is successful.

→[FAQ page](#)

This page is accessed by clicking the FAQ link in the links section of the footer of the site. Common questions about features and functionality are presented and subsequently answered on this page. If there are any concerns not addressed on this page please feel free to contact one of the site administrators via the contact section.

→[User Guide page](#)

This page contains the user guide for the site. You are viewing it right now. This page contains the features, functions, and basic functionality of the database.

→[Textbook add/edit/delete/search page](#)

This page is arguably the most complicated of the site. It contains all of the main functionality of the database. The page is only accessible once the user has signed in via the login page. This page has three main sections.

Section 1: The first being the "add new textbook" section. As the name suggests, this is where (authorized) users are able to add new textbooks to the database by inputting usable data into all of the text fields.

Section 2: The second section is the "search textbooks" section. This section is where the user will be able to search the database for either all of the books in the database, a book with keywords in one of the search parameters, or a exact phrase or keyword in one of those parameters.

All of the search parameters in this section are reflected by the text fields of the "add textbook section" listed above. By clicking the "exact matches only" checkbox at the bottom, the search will only yield results that exactly match the text input into the search bar.

The user can make a broad search by simply clicking the submit button. This will yield all of the books in the database. The user can also choose to type a keyword or phrase into the search bar to yield results with only what was typed into the search bar. Keywords or phrases that do not match anything in the database will yield no results, as expected.

By clicking on the drop-down menu below the search bar, the user can pick between the different search parameters such as textbook name, author, ISBN, etc. As stated above, the user can click the checkbox below the search parameters in order to do an exact search. If the text input into the fields does not exactly match anything in the database there will be no results when the checkbox is checked. Regardless of which option is taken to search for textbooks the user is required to click the submit button in order for any search results to appear. In order to start a new search via a keyword or phrase typed into the search bar, the text has to be deleted or written over first.

Section 3:

This section is the "search results" section. Any and/or all of the search results will be displayed here. The extent of what appears here is determined by the search the user has made in the section above it. If no matches are made or no search request has been made then nothing will be displayed. If there are textbooks displayed in this section they will be listed in a table with each field of the table listed at its header.

Section 2 - Advanced Features:

→Adding Books

Books can be added on the search/add/edit/delete page of the site. Again, this page can only be accessed once a user has signed in. Adding books to the database is only for authorized users such as instructors or administrators. This feature is located in the "add new textbook" section as described in the section 1 of this particular page above. The fields that can be manipulated are as follows:

1. Course
2. Semester
3. Lead
4. Title
5. Author
6. ISBN

[1] Course is the course number associated with the textbook. This field is the 2 or 3 digit number that designates the course that the college will use the text in.

[2] Semester is the semester in which the textbook will be used. For example, if it says 201953, this means that the book will be used in 2019 for the summer semester. The last 2 digits denote the semester (51 = fall, 52 = spring, 53 = summer).

[3] Lead is the initials of the instructor who adopted the book to be used at the college.

[4] Title, as the name suggests, is the name of the textbook.

[5] Author is the author of the textbook.

[6] ISBN is an acronym that stands for international standard book number. This is the easiest way to track, search, and order textbooks regardless of the database or interface it's being used in.

Once the submit button is pressed the book will be added to the database. Upon successful addition of said book to the database a message will appear to the right of the text field in green stating "SUCCESS! Added [title name] to database.". Simply clicking the submit button in the "search textbooks" section will load/reload the contents of the database to the screen.

→Editing and Deleting Books

Once books have been added to the database their entries can be edited. Despite the reason to do this, sometimes entries made to the database are not always accurate and need to be fixed; this is where this feature is useful.

In order to edit a textbook entry the user has to do a search for the book via the "search textbooks section". The easiest way to do this is to search by a keyword in the title or the authors name (ISBN is preferable if you happen to know the number).

Once the list is populated in the section below an authorized user will see two icons on the right-hand side of the entry panel in the table. The one on the left looks like a pad and pencil; this is the edit button. The one on the right looks like a trash can; this is the delete button.

Clicking the edit button will activate the edit function. This allows the user to mouse over to the appropriate field(s) in the textbook entry to edit them. Upon activating the edit function 2 more buttons will appear to the left of the edit button. The one on the left is the save button (looks like a floppy disk) and the one on the right is the undo button (a counter-clockwise circular arrow). Simply click the area that needs to be fixed and type-in the corrections. Once the corrections have been made the user can either hit the undo button to undo anything that was just done to the entry or the save button to commit the changes. The changes will be reflected both on the page and in the database.

Deleting textbooks from the database is arguably easier than editing them. Follow the same steps as editing them (as outlined above) to get the entries to populate in the list. Once populated, simply click the delete button on the line of the entry that need to be deleted. The entry will cease to be part of the list and cleared out of the database.

Section 3 - Conclusion:

Hopefully this user guide illuminates the features and functionality of the site and database clearly and effectively. If there are any questions please feel free to check out the FAQ page to see if the issues are addressed there. If further assistance is needed, please don't hesitate to contact us via the contact section in the footer of this site. We will try to be as prompt as possible. Lastly and certainly not least, much thanks you for using our product!