User Manual "Mediatheque"

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Overview

This User Manual walks you through the basic functionalities of this Web Application.

Once set up and/or deployed, the App provides a Homepage including a Login-Screen. The Usage without a valid login is permitted.

There are two user groups: Users and Employees. Both can log in via the same Interface and automatically get redirected to the corresponding Interfaces.

Login & Register

The Homepage is the starting point for every user. A recurring user can simply log on.

Whereas a new user can register to the website's services.

Please consider the README for the login credentials.

The Process of Registering only applies for Users of the Mediatheque.Newly registered users are not directly activated. Please find the section below on how to activate a new user.

Back Office Interface for Employees

The predefined Employee Users can find a Interface with the following Menu Items:

Mediatheque

The landing page after the login. It contains a sorted list of all items the mediatheque is currently holding. The visible fields for an entry are: Title, Author, Cover Picture, Genre, Date of Publication, Date of Borrow, Users email. In the EDIT and CREATE view the description of the item is made visible.

The Cover Picture can be clicked on to view.

Every Row has a button on the right to get to the EDIT screen.

A Batch-DELETE function is available after selecting the checkboxes.

The Employee can apply a filter so search for a defined Genre.

Finally the Employee can add new media items to the library.

After inserting the as compulsory marked fields, the form can be submitted. The employee can directly continue to add the next item, if wanted.

Every item holds a Cover Picture which can be uploaded during the Creation or Editing process of the item.

The Editing form basically looks identical, just that the form is already filled with the known data.

Borrowed Items

Once a User has reserved and picked up one or more items from the mediatheque, the Employee can view a list of all borrowed items. The functionality of this view is similar to the RETURN DESK, with the difference in changing the status of the item regarding the loan.

If the switch saying "Picked Up?" is toggled to inactive, the item will go back to a RESERVED state and will appear in the ISSUE DESK and disappears here. Hence, the Reservation of the user will **not** be lost.

Issue Desk

All reserved items (Reservations) from users will be visible on this view.

Manipulating the switch will result in a confirmation of the reservation done by a user beforehand. The concerned item will disappear from this list and will be visible in the returnable items on the RETURN DESK.

Due Items

Once an item, reserved and eventually picked up by a user, has been borrowed for more than 21 days, it will be listed in this view and warns the Employee of a violation of the mediatheque usage terms.

Return Desk

Finally there is a dedicated view for the case of a user coming back to the mediatheque and returning a borrowed item.

After manipulating the switch, the item is made available again for all users to reserve.

Genres

In order to manage different categories (genres) for the items of the mediatheque, Employees can VIEW/EDIT/ADD and DELETE genre entries. The only attribute of importance is the name/type of a genre.

User

The user view holds a list of all registered users. All user properties (except the password field) can be VIEWed and EDITed. An existing user can also be deleted.

This view is mainly used to activate a newly registered user with the switch saying ACTIVATED?

Logout

The logout button ends the current session of the Employee and redirects him to the login page.

User Interface

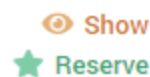After a regular user logged in he will find the following interface.

Available Items

Once the user has logged in he will find a landing page showing the currently available catalogue of the mediatheque. The list can be filtered and sorted as the user wishes.

Next to every item there are two buttons.

The **Show Button** leads the user to a DETAIL view of the selected mediatique item, where the description is shown.

The user can now decide to proceed to the reservation page **or** to go back to the list of the available mediatheque items.

The button GO TO RESERVATION leads the user to another page where he can make his reservation for the selected item.

This view will also appear directly when the user chooses to click on the **Reserve Button** on the initial home page of the application.

Once the reservation is made, the corresponding item will not be available anymore to other users.

My Reserved Items

After the user has decided to make a reservation of one or more items from the catalogue, the associated items will be shown in this view.

The formerly made reservations can be deleted here. But the user is directed to another page first, to confirm his choice.

My Borrowed Items

The case that a user will come to the mediatheque and pick up his reserved items, will lead to an update of the list in this view. The user can track his history of borrowed items and when they have been reserved/picked up. No changes can be done in this view. It only serves as an informational view.

My Dues

Finally the user is presented with a list of items which are due to be brought back to the mediatheque. 21 days after the reservation of items, the user is thereby invited to bring back his due items.

Logout

The logout functionality ends the session of the user and redirects him to the login page.