ILS:
ICS LIBRARY SYSTEM

Administrator Manual of Operations and Frequently Asked Questions Document

Prepared by the iLS DevTeam
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ADMINISTRATOR MANUAL OF OPERATIONS

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1 LOGGING IN

HowTo:

1. Enter the URL **icslibsystem/admin/login**. (This link is only for the **system administrator**, which in this case, is the **librarian**.)
2. Enter your user name and password then click the **Log In** button.

Problems(s) you may encounter:

1. **You receive 'Incorrect username/password'.**
   Please try to type your user name and password again.

2 OVERVIEW

HowTo:

1. After a successful login, you will be redirected to the admin dashboard, which displays **two** charts:
   a. The **bar graph** shows the weekly activity inside the library system over the course of four weeks. The **blue bar** denotes the **current number of materials in circulation**, the **red bar** for the **borrowed materials**, and the **yellow bar** for the **number of library materials in total**.
   b. The **pie chart** shows the current count of materials in circulation and on hand.
2. An option to **generate an inventory report** is also present.

3 ADDING A LIBRARY MATERIAL

HowTo:

1. Choose the **Add a Material** from your side panel.
2. Fill up the form with the correct information then click the **Add material** button. Various form validations are present to check each form input.
3. If the material has been successfully added, the page will be redirected to the View All Library Materials page, with the information of the newly-added material displayed just below the search bar.

4 UPDATE/EDIT A LIBRARY MATERIAL

HowTo:

1. Click the **View All Materials** link from the sidebar.
2. **Search** for the material you wish to edit, and at the rightmost column (the **Actions** column), select the white **Edit** button.
3. A modal window will open up, with the current list of data preloaded in the form.
4. Apply the wanted changes on the said material, and click the **Submit** button situated below.

Problems(s) you may encounter:

1. **Your changes didn't reflect on the material right away.**
   Make sure you're connected to the Internet when you edit the material. Try refreshing the page and see if the information have been updated accordingly.

5 DELETE A LIBRARY MATERIAL

HowTo:

1. Click the **View All Materials** link from the sidebar.
2. **Search** for the material you wish to edit, and at the rightmost column (the **Actions** column), select the red **Delete** button.
3. An alert window will open up, with a prompt that will confirm your intent to delete the material. Click **Ok**.
4. **Please be reminded that deleting a material is irreversible and permanent.**

Problems(s) you may encounter:

1. **The material still exists after deleting it from the system.**
   Make sure you're connected to the Internet when you edit your material. Try refreshing your page and see if the material have been deleted successfully.

6 VIEW ALL LIBRARY MATERIALS

HowTo:

1. Click the **View All Materials** link from the sidebar. In this page, you can view all information regarding the materials present in the library.
2. You can **search** for specific materials to edit or delete. You can thoroughly filter your search by **type of search query** (free-text search, author, course, or title), **Library Material Type**, **Accessibility**, and **Availability**.
3. You could also **sort** them by their **Library Material ID** (usually with the format XX123-X12), **Library Information** (titles sorted alphabetically), **Requirements**, and **Available Copies** (onhand over total in the library).

Problems(s) you may encounter:

1. **A library material is not displayed in the search results.**
   Make sure you typed the search query correctly.

7 VIEW RESERVED MATERIALS

HowTo:

1. Click the **Reserved Materials** page, which displays all currently reserved materials, with the borrower's student/employee number who is at the top of the reservation queue.
2. The admin has to **notify** the borrower that the material is ready for borrowing before the said borrower can **claim** the material physically from the library.

Problems(s) you may encounter:

1. **The material has been claimed, but is still displayed in the page.**
   Try to refresh the page.

8 VIEW BORROWED MATERIALS

HowTo:

1. Click the **Borrowed Materials** page, which displays all currently borrowed materials, with the borrower's student/employee number, start and due date, and the corresponding fine for overdue books.
2. The admin has to click the **return** button when the borrower returns the material physically and has paid the fine if the book was returned later than the due date.

Problems(s) you may encounter:

1. **The material has been returned, but is still displayed in the page.**
   Try to refresh the page.

9 SPECIAL FEATURE: GENERATE INVENTORY REPORT

HowTo:

1. In the **Overview** page, click the **Generate Report** button situated below the bar graph and pie chart.
2. You will be redirected to a new tab which displays the **PDF file**, including the **inventory count** of all **library materials** sorted by their **type**.
3. You may choose to print the said report and affix your signature at the last page.

10 SPECIAL FEATURE: ADMINISTRATOR SETTINGS

HowTo:

1. The **Settings** page could be found at the upper-rightmost part of the page, with the gears symbol.
2. You can do either of the following in the page:
   a. Set the **fine** for overdue books,
   b. Determine the **start date** and **end date** of the semester, and
   c. **Update** administrator password.
3. When the semester ends, you can **clear the reservation** queue for every library material.

SECTION B

FREQUENTLY ASKED QUESTIONS

1. **Where do I get the admin log in URL?**
   The admin log in URL is given the first time the library is presented to the librarian who will handle the system.

2. **I forgot the admin log in URL. What do I do?**
   The URL is icslibsystem/admin/login. It's best if you keep a copy of the link in the future.

3. **In the Overview page, what does the charts symbolize?**
   The bar graph shows the weekly activity inside the library system over the course of four weeks. The blue bar denotes the current number of materials in circulation, the red bar for the borrowed materials, and the yellow bar for the number of library materials in total. The pie chart, on the other hand, shows the current count of materials in circulation and on hand.

4. **A library material has more than one author.**
   The library system is designed to cater to add library materials with one or more authors. In the "Add material" page, click the "+" button found next the first author's last name.

5. **I accidentally entered the wrong/misspelled information on a new/existing material.**
   Search for the item in the "View all Material" page and edit the correct material's information.

6. **I accidentally deleted a library material from the system.**
   As mentioned above, material deletion is both permanent and irreversible, so if amid the confirmation prompt you still deleted the material, you would need to add the said material again.

7. **Can I edit/delete a library material that is currently reserved/borrowed?**
   You can edit library information for reserved/borrowed items, but you CANNOT delete items onhand.

8. **I cannot find the library material I was searching for.**

Check your search query if you've typed it correctly, or you haven't deleted or edited the said material prior to searching.

9. **Can the borrower automatically get the material from the library without notifying them beforehand?**
By default, the system requires that you notify them before setting the material as claimed.

10. **Can I edit the information that must be shown in the inventory report?**
The system is designed to automatically generate a report with fixed data to display, and the data is reflected by the current activities inside the system for the past semester.

11. **Can I have a negative value for my fine? What is the range of values for the fine?**
No, it catches negative values. And the range for the fine is from one to two digits only. It accepts decimal values up to the hundredth place to denote centavos.

12. **How many months are there in a semester?**
In a regular semester, there are around five to six months (approximately 160 days). The system validates the entered start and end of semester.