

# **ILS: ICS LIBRARY SYSTEM**

## **User Manual of Operations**

*Prepared by the iLS DevTeam  
last edited March 8, 2014*

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## 1 CREATING AN ACCOUNT

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### HowTo:

1. Visit the iLS website, then click the **Sign Up** button at the upper-right corner of the page. Accomplish the form given and click the button below.
2. An email containing your verification link will be sent to the email address you provided in the **Sign Up** form.

### Problem(s) that may have encountered:

1. **You receive a notification 'Email already exists'.**  
This only means that the email you tried to enter is already in the system's database. The system follows a 1:1 rule – one iLS user is to one email address. This means that an email address can only be used **once** inside the system.
2. **You receive 'Not in SystemOne'.**  
You are not yet in the student roster. iLS is connected to the SystemOne database in order to verify if you are a student of UPLB. Thus, if you do not have a SystemOne account, or if your SystemOne account is currently deactivated, then you are not allowed to create a library account in the iLS.

Please approach Mr. Rommel Bulalacao at C-116 in the Physical Sciences Building regarding your SystemOne account or refer to the SystemOne Manual.

## 2 VERIFYING YOUR ACCOUNT

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### HowTo:

1. Log in to the email you used to register your iLS account or type in your ID number.
2. Look for the **verification email** from iLS.
3. Open the email and click the **verification link** provided.
4. Once you've successfully verified your account, you can now log in.

**Problem(s) that may have encountered:**

**1. You did not receive the verification email.**

This is probably caused by a problem encountered in configuring the sending of the verification message to your email. You can choose the **Resend verification email** then repeat the HowTo mechanics.

### **3 LOGGING IN**

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**HowTo:**

1. Provide your **student number** or the **email address** you used in creating your account and your **password** combination then hit the **Log In** button.
2. When you've successfully logged in, you are going to be redirected to your profile page.

**Problem(s) that may have encountered:**

**1. You receive 'Your username/password is incorrect'.**

Check if you have correctly typed either your username or password. Also, make sure you have created and verified your account before logging in for the first time.

**2. You forgot your username/password.**

Go to the home page of the iLS then click the **Forgot Password** link, which is found just below the **Log In** form. Provide the email address you used to register your account and wait for an email to be sent to you.

Copy the **verification code** and paste it in the input box provided for you. You will be asked to change your password. After making your desired changes, you can now log in with your new password.

### **4 VIEWING THE PROFILE SUMMARY**

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**HowTo:**

1. After logging in, you will be redirected to the **profile** page containing the **summary** at the leftmost part of the page. It displays the **given name**, **student/employee number**, **course**, and **college** of the borrower.
2. It also displays the number of **overdue**, **borrowed**, and **reserved** materials at the moment.

**Problem(s) that may have encountered:**

1. **There are discrepancies or mistakes in the information given.**

If there are mistakes in your profile information, please consult Mr. Bulalacao at the Physical Sciences Building C-116 or the Office of the University Registrar immediately. The system gets the information directly from the SystemOne database and is not responsible for any discrepancies in either your name or college information.

2. **You have already returned/claimed a library material but their count is still included in the borrowed/reserved page.**

There is a chance that the librarian has not yet acknowledged your request. Please contact the librarian for more inquiries.

## **5 SEARCHING FOR A LIBRARY MATERIAL**

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**HowTo:**

1. If you're logged in, type in your search query in the search box (found in the profile page) then hit the **Search** button. Once the search results are displayed, you have the chance to reserve library materials or cancel reservations. (This is under the assumption that the said library materials are available for reservation.)
2. For visitors or users that have not logged in, type in your search query in the search box then hit the **Search** button. You may view the search results, but cannot reserve.
3. If you're to find specific materials, you can use the **Advanced Search** feature. Click the **Advanced Search** button to narrow your query according to material **type**, **accessibility**, and **availability**.

**Problem(s) that may have encountered:**

**1. An error occurred after you hit the Search button.**

This will actually never happen. The iLS was designed in such a way that any of your mischievous inputs (e.g. <?php echo something php>) will be handled. Thus, if you tried to enter any code snippets, it will only return a text that states “**No results found**”.

**2. You cannot reserve for a specific library material.**

Given that you are logged in, the reason could possibly be you’ve already waitlisted for this material, it’s for “room use” only, or you are currently borrowing this material.

## 6 RESERVE A LIBRARY MATERIAL

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**HowTo:**

1. Type in your search query in the search box then hit the **Search** button.
2. The results that will be returned to you will have a **Reserve** action. Hit the **Reserve** button to reserve the library material you need.
3. Remember, you are **required to log in** to your account to perform this action.

**Problem(s) that may have encountered:**

**1. The library material doesn’t have a reserve button.**

Some library materials are not allowed to be taken out of the library. Hence, instead of a Reserve button, there will be a **Room-use**. If you want to browse or borrow a library material but it’s for room-use only, you can visit the library, and then ask the librarian for the library material. If it’s not used by anyone, you can read the book in the library.

## 7 CANCEL RESERVATION

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**HowTo:**

1. Choose the **Reserved Books** tab from your dashboard.
2. Look for the library material you wish to cancel your reservation to then hit the ‘X’ button.

3. Click the “Ok” button on the prompt window and your cancellation request will be successfully executed.

**Problem(s) that may have encountered:**

1. **Your reservation failed to cancel.**  
Try to refresh the page or click the button again.

## 8 MANAGING YOUR PROFILE

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**HowTo:**

1. From your side panel, choose the **Manage profile**. You can choose to **edit** your **email address** or **password**.
2. Hit the **Save** button if you’re satisfied with the changes you made.

**Problem(s) that may have encountered:**

1. **You receive ‘Email already exists’.**  
This only means that the email you tried to enter is already in the system’s database. The system follows a 1:1 rule – one iLS user is to one email address. This means that an email address can only be used **once** inside the system.

## 9 SPECIAL FEATURE: NOTIFICATIONS

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**HowTo:**

1. Log in to your account.
2. Click the **Message** icon from your profile’s header. A dropdown of notifications will appear. These notifications are grouped into three: **overdue books**, **reserved books**, and **ready-to-claim**.

**Problem(s) that may have encountered:**

1. **A notification about an overdue book that has already been returned is still showing in your notifications.**  
Make sure you have properly returned the material. If it's still displayed, though, please check with the librarian for more inquiries.

2. **A notification about a reserved book is not showing in your notifications.**  
Check your Ready To Claim notifications.

## 10 SPECIAL FEATURE: RATING

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### HowTo:

1. Type in your search query in the search box then hit the **Search** button.
2. Below each results returned from your query are two sets of five stars: one allotted for the average rating and the other for your personal rating.
3. Choose your desired rating for the library material.

### Problem(s) that may have encountered:

1. **Rating failed to reflect on the material.**  
Try to refresh the page.