

ILS: ICS LIBRARY SYSTEM

Administrator Manual of Operations

*Prepared by the iLS DevTeam
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IMPORTANT:

It's best that you download/save a copy of this Manual of Operations for your future reference.

1. LOGGING IN
2. ADDING A LIBRARY MATERIAL
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6. NOTIFYING A BORROWER (RE: READY-TO-CLAIM RESERVATIONS)
7. HANDLING CLAIMED/ RETURNED LIBRARY MATERIAL
8. SPECIAL FEATURE: GENERATE INVENTORY REPORT
9. SPECIAL FEATURE: VIEW SYSTEM LOG

1 LOGGING IN

HowTo:

1. Enter the URL **icslibsystem/admin/login**. (Remember this link.)
2. Enter your user name and password then click the **Log In** button.

2 ADDING A LIBRARY MATERIAL

HowTo:

1. Choose the **Add a Material** from your sidebar.
2. Fill up the form with correct and valid information.
3. Click the **Add** button.

3 ADDING MULTIPLE MATERIALS

HowTo:

1. Choose the **Add a Material** from your sidebar.
2. Click the **Add Multiple Materials** button.
3. Upload a .csv file with valid information. (The system will automatically check if the information in your file already exists in the system's database.) It follows a **strict format**:
 - Material Id, ISBN, Title, Course, Availability, Accessibility, Type, Year, Edition, Requirement/s, Quantity, Author/s (First Name, Middle Name, Last Name)
 - **Rules** in typing the appropriate values are displayed on the page.

Example:

CS150-A56, 1567890234, Matrix Computation, CMSC 150, 0, 3, Book,
2003, 3, 0, 1, John, Jude, Doe

4. Click the **Insert to Database** button.

4 UPDATING/EDITING A LIBRARY MATERIAL

HowTo:

1. Click the **View All Materials** link from your sidebar.
2. Search for the material you wish to edit.
3. Select the white **Edit** button from the Action column.
4. Apply your wanted changes on the said material, and click the **Update** button.

5 DELETING A LIBRARY MATERIAL

HowTo:

1. Click the **View All Materials** link from your sidebar.
2. Search for the material you wish to delete.
3. Click the red '**X**' button from the Action column. (Please be reminded that deleting a material is irreversible and permanent.)

6 NOTIFYING A BORROWER

HowTo:

1. Click the **Reserved Materials** from your sidebar.
2. Once a reservation is ready to be claimed, click the **megaphone** icon from the Action column to notify the borrower.

7 HANDLING CLAIMED/RETURNED LIBRARY MATERIAL

HowTo:

If a reserved library material has been claimed:

1. Choose the **Reserved books** from your sidebar panel.
2. Search for the library material that has been claimed.
3. Click the **rightmost** button from the Action column to update the status of the library material.

If a borrowed library material has been returned:

1. Choose the **Borrowed books** from your sidebar panel.
2. Search for the library material that has been returned.
3. Click the **check** button from the Action column to update the status of the library material.

8 SPECIAL FEATURE: GENERATE INVENTORY REPORT

HowTo:

1. Choose the **Overview** from your sidebar.
2. Click the **Generate Report** button.

9 SPECIAL FEATURE: VIEW SYSTEM LOG

HowTo:

1. Click the gears icon from your dashboard's header to go to the **Settings**.
2. Click the **View system log** button.