

ILS: ICS LIBRARY SYSTEM

Frequently Asked Questions Document

*Prepared by the iLS DevTeam
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IMPORTANT:

It's best that you download a copy of this FAQ document for your future reference.

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 for future reference.

3. 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 beside the first author's last name.

4. I accidentally deleted a library material from the system.

Material deletion is both permanent and irreversible, so if amid the confirmation prompt you still deleted it, you would need to add the said material again.

5. Can the borrower automatically get their reserved material from the library without notifying them beforehand?

By default, the system requires that you notify them before setting the material as claimed.

6. Can I edit the information that must be shown in the inventory report?

No. The system is designed to automatically generate a report from the data currently stored in the database.

7. What are the files supported by the Add Multiple Materials feature?

Comma-separated Values (.csv) file format is supported by the system.