DEPARTMENT OF SCIENCE AND TECHNOLOGY
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
PHILIPPHINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES
RESEARCH AND DEVELOPMENT

Science Library Integrated Management System (SLIMS)

USERS' MANUAL

PATRON MODULE

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Patron Module

INTRODUCTION

Patron Module is a web-based application for handling library patrons. This module will help the user manage their patrons. Patrons will be registered online to have their identification number and photo attachments for quick and easy identification. This module will discuss the main features and functionality of Matron Module.

I.   Getting to the Patron Page (Front-End)

A. Logging-In

The user should have a registered account in OPAC to access the Patron page

1. Input the username.
2. Input the password.
3. Click the *Log In* button.
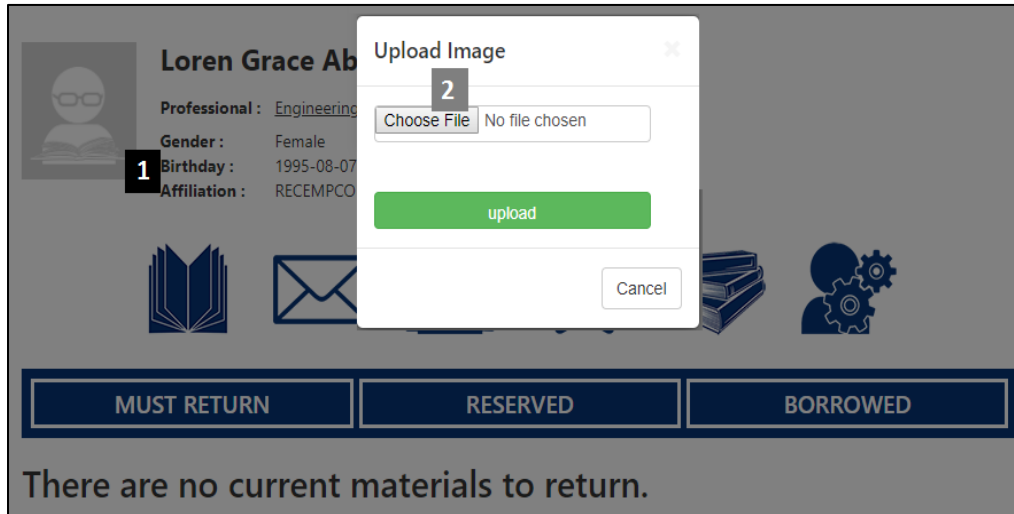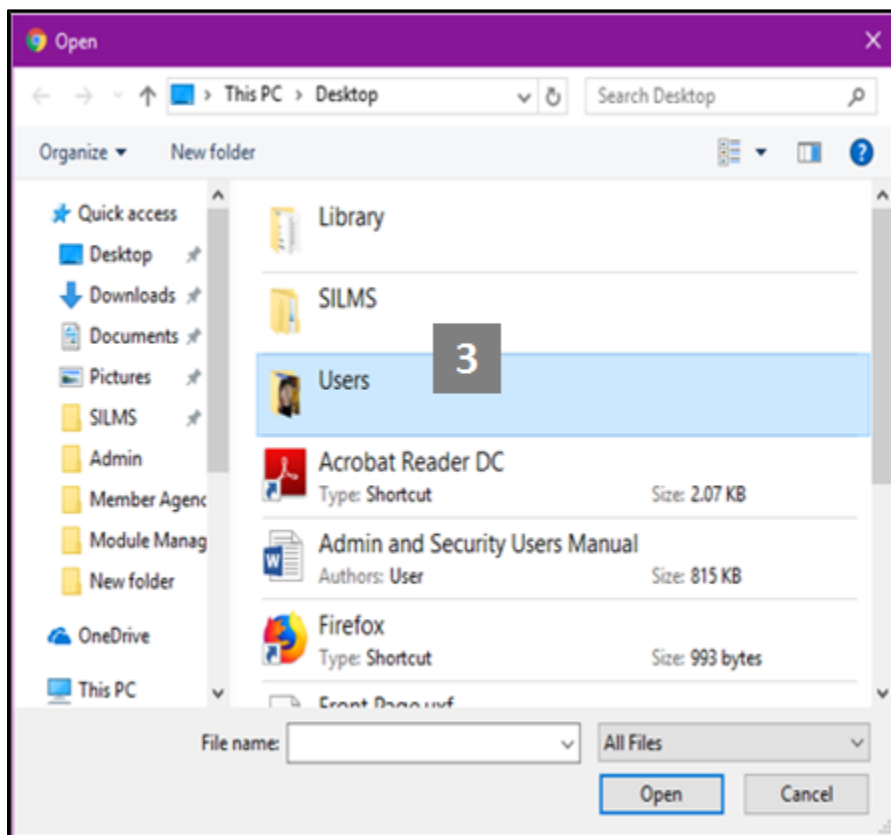
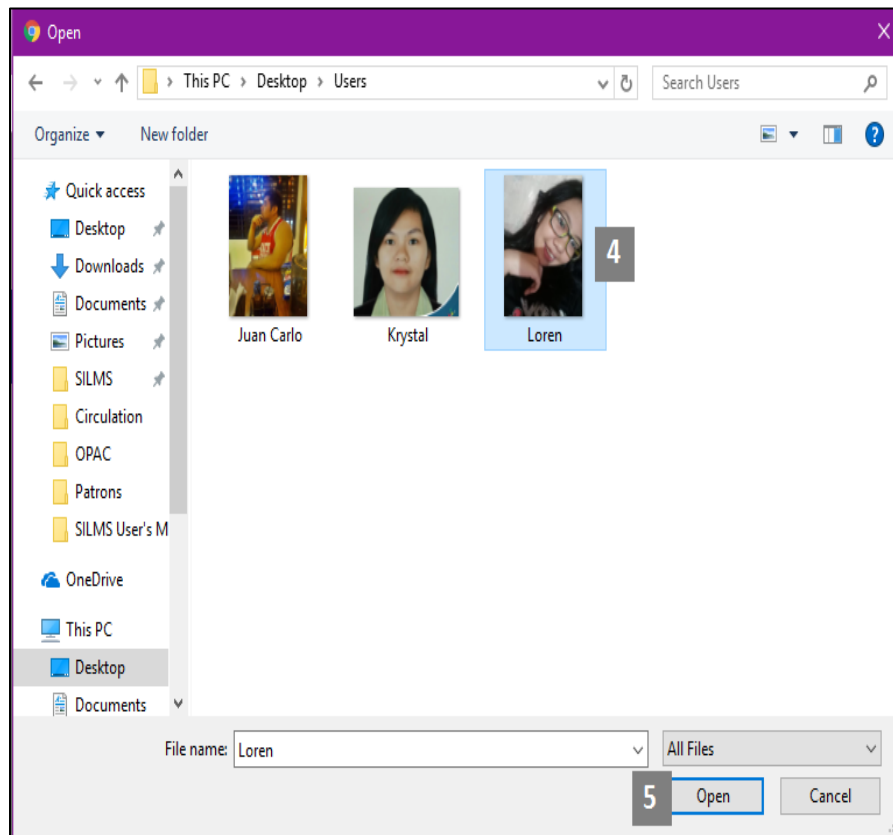**II.   Attach Photo**

1. In the Patrons Profile, click the photo area.
2. Upload image form will show, then click the *Choose File* button.
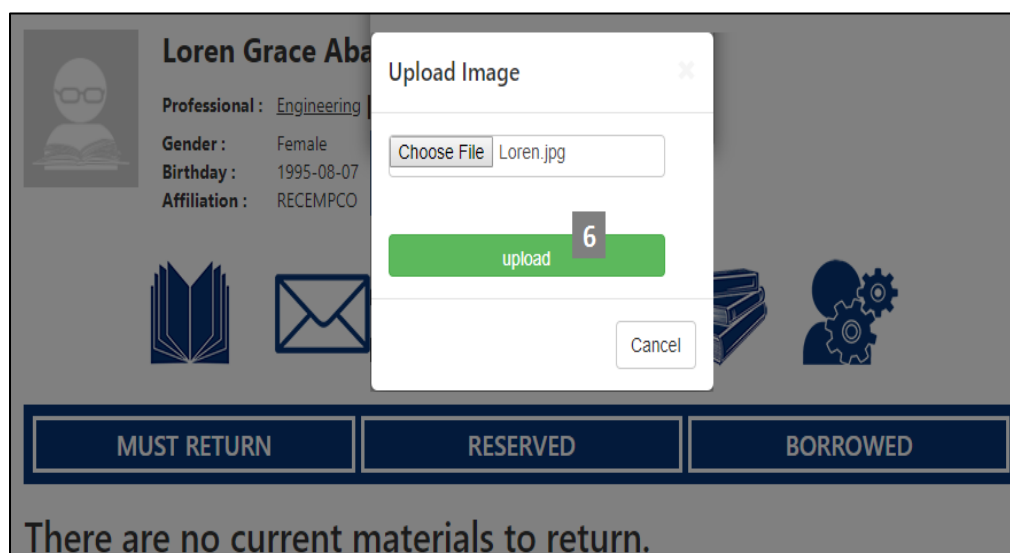

3.   From the dialog box, find the location of the image file.

4. If the file location has been found, select the filename or image of the picture to be uploaded.
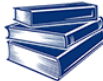
5. Click *Open* button.

6. Click the *Upload* button.

The photo will be displayed on the profile once the user successfully uploaded the photo.

If the photo was not successfully uploaded, an error message will show

III.   **Administering Messaging**

This will let the user send a private message to any available librarian/s of the system.

A. **Getting to the Message Page**

Go to the profile, then click the *Message* section.

B. To Send Message

From the Librarians section, check who are the available librarians and click their chat box.

Private Message form will show.
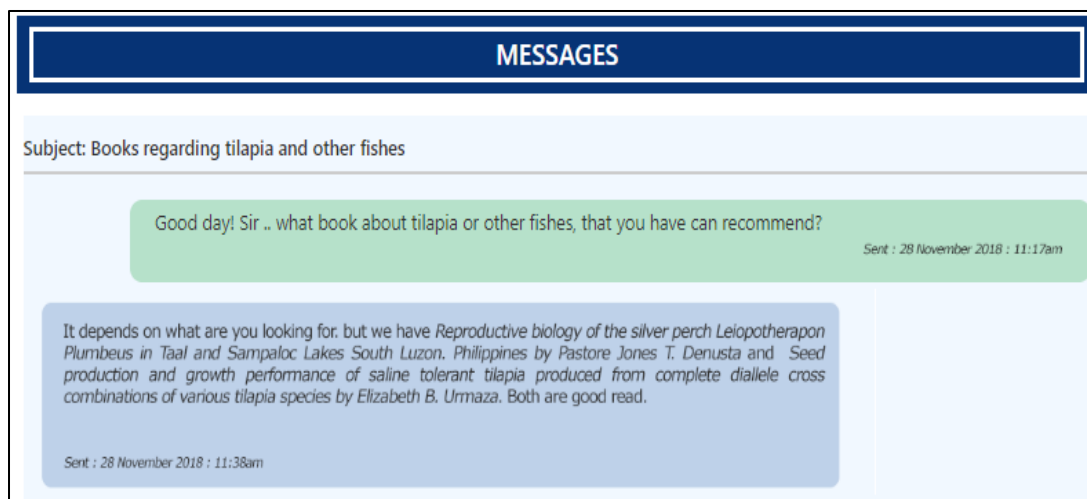

1. Input the subject.
2. Input the message.
3. Once done, click *Send* button.

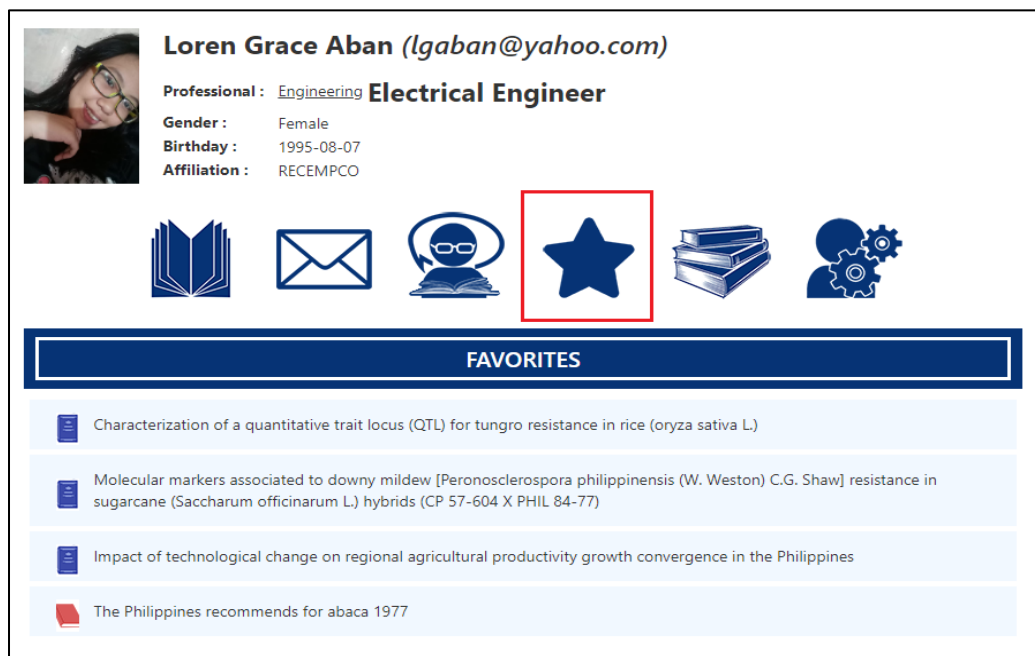The message will be listed to the message section.

IV.   Administering Favorites

This will let the user save their favorite material. So, if the user wants to reserved that certain material, they can easily find it in the favorites page.

A. Getting to the Favorites Page

Go to the profile, then click the *Favorites* section.

B. To add Favorites

In the OPAC search results click the record then the Catalog Details form will show.

In the upper right side of the Catalog Details form, click the *Star* button then that material will be added to the favorites page. Once done, click the Close button.

The user will see that their added favorites record was already in favorites list.

V.   Administering Inquiries

This will let the user view their inquiries,either general inquiry(ies) or material inquiry(ies).

A. Getting to the Inquiry Page

Note: The user can inquire to the Ask a librarian Page.

VI.   Administering Update Profile Page

This will let the user update their profile either their personal or account details.

To Edit Profile

In personal Details Form

1. Input the Full Name.
2. Input the e-mail.
3. Input the contact no.
4. Input the birthdate.
5. Input the location.
6. Input the affiliation.
7. Once done, click the *Update Info* button.
Note: The user does not have to change all their information.

In Account Details Form

1. Input the password.
2. Re-type the password.
3. Once done, click the *Change Password* button.

1. Select the recovery question.
2. Input the recovery Answer
3. Once done, click *Update Recovery* button

VII.   Administering Reader's Corner

This will let the user ask a question to the librarian, suggest any book and give rating and feedback to the system.
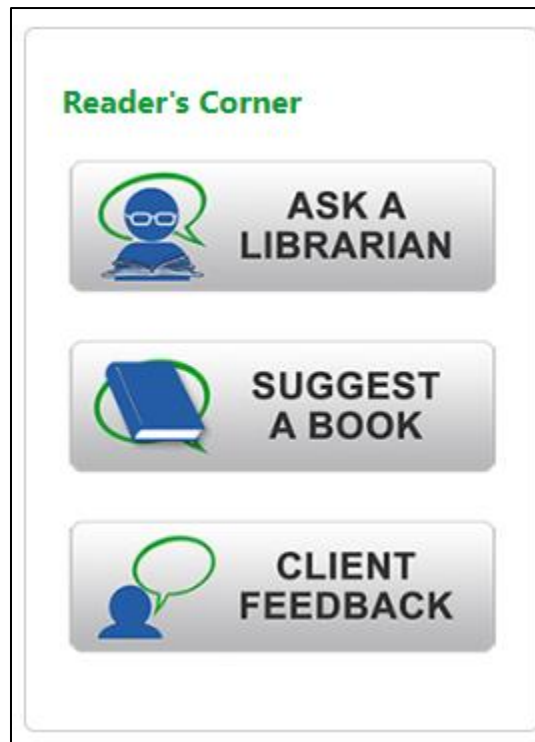
A. Administering Ask a librarian Page (Front- End)

In this module the user can ask any question to the available librarians.

Click the *Ask a Librarian* button. The recent inquires and pinned post of the authorized librarians will show.

To ask a librarian

From the reader's corner click the *Ask a Librarian* button.

The recent inquiries will be shown, on the right side, click the *Ask a Librarian* button to display the *Ask A Librarian* form.

After the Ask a Librarian form was shown, the user can input the subject and their question on the textbox. Once done, click the *Submit* button or if they do not want to continue just click the *Close* button.

After clicking the *Submit* button, their question will be added to the recent inquiries and will be displayed on top.

B. Administering Ask a librarian Page (Back-End)

To Access the Ask a Librarian (Back-End), the user should have an authorized account created by a Level 1 User.

1. Input the username.
2. Input the password.
3. Click *Log In* button.
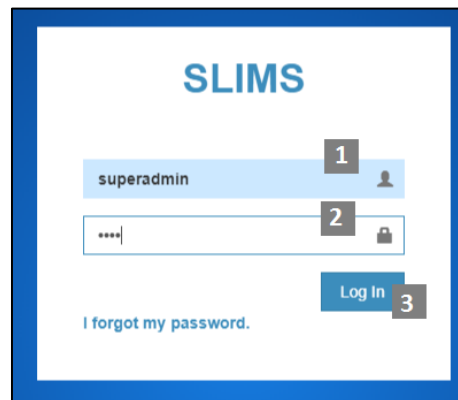
In the main menu, click the *Content Management* Link then there will be two subsection that will be shown. Choose and click the *Reader's Corner* module.

Readers Corner Management Page will be shown and it consist of general inquiry list and pinned posts.

In general inquiry list, this are the questions of all the users.
In the pinned posts, this are the questions that the librarians selected and post.

To pin a post to the front end of Ask a Librarian page

In general inquiry list, the user should

1. Choose and select any inquiry in the list, then click the *Details* button.

2. Click the *Pin Post* button.
3. Input the title for pinned post and click the *Set* button.

If the post has been successfully pinned, a confirmation message will appear.

The Pinned posts will appear on the pinned list. Then it will appear on the pinned posts section of the Ask a Librarian page in the OPAC (front end).

Reader's Corner Management

| General Inquiry List | Pinned Posts |

General Inquiry List

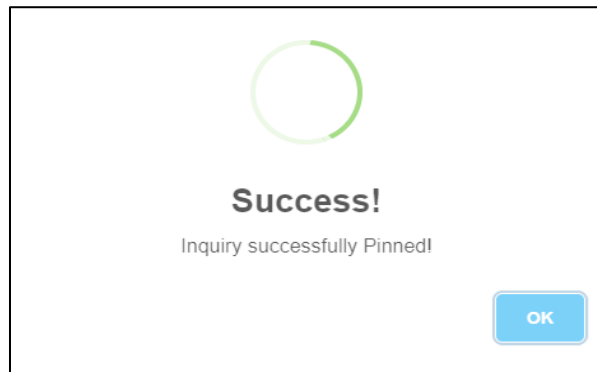Show 10 entries   Search:

Reference No.	Subject	Inquired By	Date of Inquiry	Status
AAL-75	Agriscience	Loren	2019-04-29 14:19:49	Details
AAL-74	Principles of Agriculture, Food and Natural Resour	Loren	2019-04-29 14:18:24	Details
AAL-73	Gold	Samantha	2019-04-29 11:14:11	Details
AAL-72	Milk fish	maymay	2019-04-29 11:11:29	Details
AAL-71	Water	Eunice	2019-04-29 10:57:36	Details
AAL-70		Jayan	2019-04-29 10:56:52	Details
AAL-69	Theses	Loren	2019-04-29 10:56:10	Details
AAL-68	News	krystal	2019-04-29 10:55:04	Details
AAL-67	Tilapia	YourAwesomeness	2019-04-29 10:53:31	Details
AAL-66	Yo	kweeknee	2019-04-12 15:25:39	Details

To Showing 1 to 10 of 23 entries   Previous 1 2 3 Next

The user can unpin the post on the general inquiry list or pin the post list.

1. On the Pinned Post List, choose the post and click the *Details* button
2. Click the Unpin Post button.

If the post has been successfully unpinned, a confirmation message will appear.
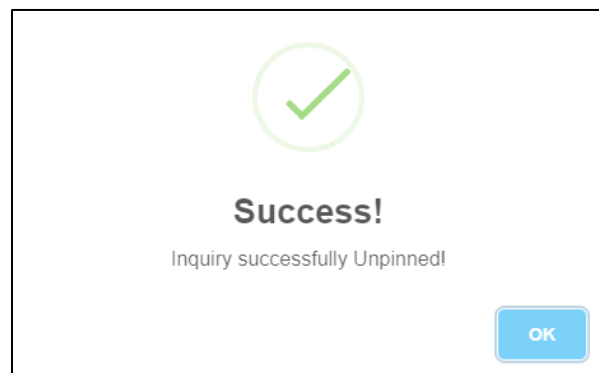
C. Administering Suggest a Book Page (Front-End)

From the reader's corner, click the *Suggest a Book* button.
The available material and top suggested materials will show.

To suggest a material

In the suggested material list, click the" +" button. The *Suggest A Material Form* will show.

1. Select the subject.
2. Input the title.
3. Input the author.
4. Input the publisher.
5. Input information about that material.
6. Once done, click the *Submit* button.

After clicking the *Submit* button, their suggested material will be added to the recent suggested material list.

Existing Suggested Material

If the material that the user suggests is existing, then that material will appear on the top-rated suggested materials section and they will see how many users vote for that certain material.

Top rated suggested materials

Title	Upvotes
Agricultural Nitrogen use and its Environmental Im	2
The Health Benefits of Food	1
rinciples of Agriculture, Food and Natural Resourc	1
Agricultural Nitrogen use and its Environmental Im	0
What are the concerns about tilapia farming?	0

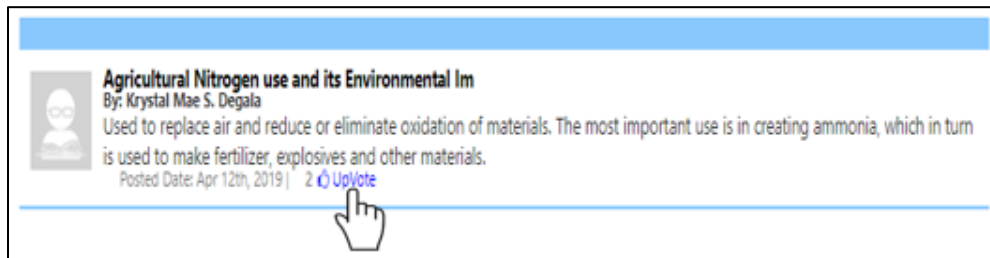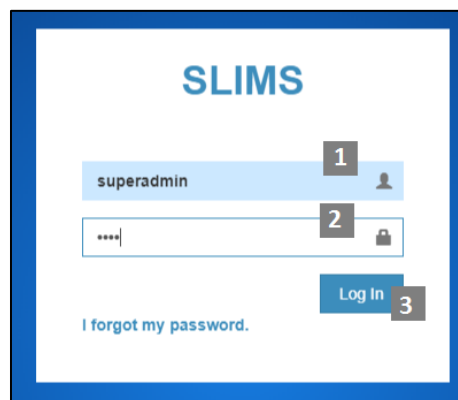In order to vote to a certain suggested material, in the suggested material list, select that existing material and click the [2 👍 UpVote] button.
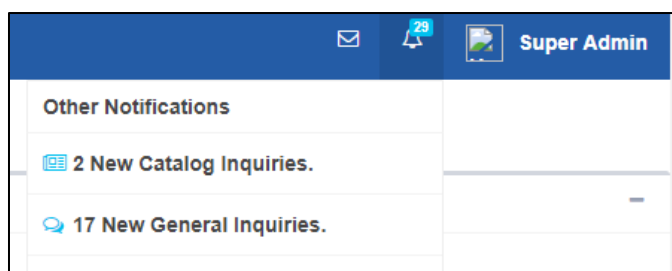
D. Administering Suggest a Book Page (Back-End)

To Access the Suggest a Book (Back-End) the user should have an authorized account created by a Level 1 User.

1. Input the username.
2. Input the password.
3. Click *Log In* button.

On the upper right side of the system, click the notification. Select and click the *Material Suggestions* link.

All the suggested materials list will show.

To monitor a suggested material

The Suggested Material that was already monitored will be added to the monitoring index so that the librarian/s can anytime set the availability of tat material.

1. From the suggested material list select any suggested material and click the *Monitor* button.
2. That certain suggested material will be listed to monitoring index list.

To unmonitored a suggested material

1. Select any suggested material. Click the *Un-Monitor* button.
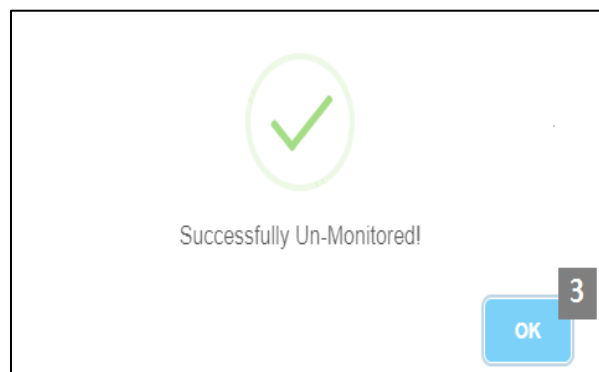
2.   The system will ask the user to confirm the activity.
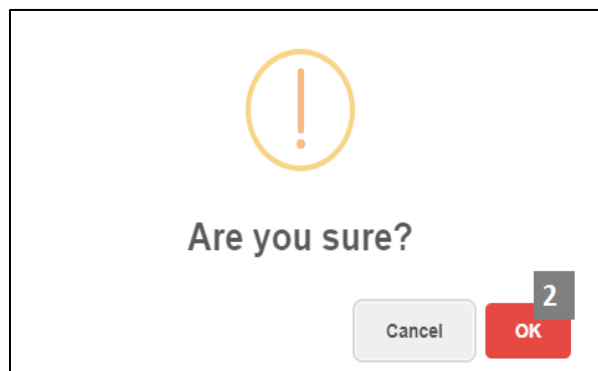
3.   If the post has been successfully un-monitored, a confirmation message will appear.

To set the suggested material as an available material

1.   From the monitoring index list. Select any suggested material and click the *Lookup* button
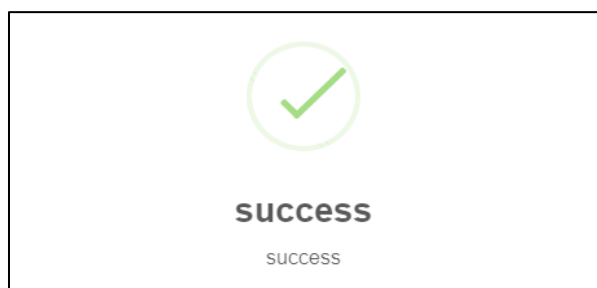
2. Suggested Details Form will show. Click the *Set as Available* button.

3. If it was successfully set as an available material, click the *Ok* button.

On the "Now Available" section in the right side of the user, they see the material in the Now available list.

1. Client Feed Back

From the reader's corner click the *Client Feedback* button.
Client Feedback Page will show.

Note: If the user is in the other module, they can click the "*Feedback*" button found at the right side below of every page of the OPAC.

To rate

1. Point the cursor to the Stars icon.
2. The user may input any comments or suggestions (optional).
3. Select the overall ratings which are represented by emoticons.
4. Once done, click the *Submit* button.

After clicking the *Submit* button. There will be a notification that will show