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

ADMINISTRATION AND SECURITY MODULE

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ADMIN AND SECURITY MODULE

INTRODUCTION

The Admin and Security module of the DOST PCAARRD Science Library Integrated Management System (SLIMS) stores the records of the privileges given to a user. It handles different system access permission for the librarians of DOST PCAARRD. This module allows the admin to limit the access to another module, depending on their assigned role.

In this module, data entry for adding a new account who have a role in the system is available. It also has a feature that can group users according to their role to the library modules. This module also has functions such as adding, editing and deleting user group, agencies, and library modules

In this module the user will find:

- **SLIMS Access Level**

- **Logging in the System**

- **Administering System Access Level User**

- **Administering Patrons (Back-end)**

- **Administering System Access Level Users Group**

- **Administering Agency**

- **Administering Module**

- **Administering Data Library**

- **Administering Logs**

- **Administering Account Settings**

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I.   **SLIMS Access Level**

The Administration and Security Module features four access level that users can be assigned to such as *Super Admin (Level 1 User)*, *Library Admin (Level 2 User)*, *Data Processor (Level 3 User)* and *User (Level 4 User)*. Each role signifies different access to the system. *Super Admin (Level 1 User*) is the highest level and has the over-all authority to the system. *Library Admin (Level 2 User)* will be created by a level 1 user and has the authority to administer its own library activities and its level 3 users. *Data Processor (Library 3 User)* can access the modules that Level 1 or Level 2 User have assigned to them. *User (Level 4 User)* can only access the Online Public Access Catalog (OPAC) because they have no user account in the system.

A. Super Admin (Level 1 User)

The *Super Admin (*Level 1 User) account have the full administrative functions of managing user accounts, patrons, users' groups, modules, data library, logs, and Online Public Access Catalog (OPAC). The following are the specific functions and privileges of a Level 1 User.

- **Creating personal profile**

    This user may create and personalize their profile which also include adding their profile picture.

- **Changing Password**

    This user may change their login password as often as needed to secure the account.

- **Administering Users**

    This user has the full control on managing the SLIMS user account. This user can create other system access level user such as *Level 2* and *Level 3* User then activate or inactivate them as well. Users may have access to the member agencies and library modules depending on the permission given.

- **Administering Groups**

    This user has a function of managing user's group. This user can create group account and activate/inactivate them. This user can also set a multi access group where members of this group will be able to access other member agencies group modules or a single access member agency only.

- **Administering Agencies**

    This user may add new member agency to SLIMS database and assign each agency by a unique agency id.

- **Administering Patrons**

  This user may manage the records and numbers of registered patrons for the Online Public Access Catalog (OPAC).

- **Administering Modules**

  This user has a function of adding modules that can be accessed by the system access level user.

- **Administering Data Library**

  This user can add any default library data.

- **Administering Logs**

  This user can view all the transaction records and modifications made by a Level 2 User and a Level 3 User.

B. Library Admin (Level 2 User)

The Library Admin (Level 2 User) account will be created by a Level 1 User and will be given a privilege to access only the permitted modules. This user is also authorized to add a Level 3 User for specific activities in the library.

- **Creating personal profile**

  This user may create and personalize their profile which also include adding their profile picture.

- **Changing Password**

  This user may change their login password as often as needed to secure the account.

- **Administers Users**

  As Level 2 User, one of the key functions is managing level 3 user where the Level 2 user belong by giving librarians an account to access SLIMS.

- **Accessing modules**

  Access to all the library modules is for a particular agency only to monitor the accuracy of information by librarians of DOST-PCAARRD and be updated about their library activities.

C. Data Processor (Level 3 User)

The Data processor (Level 3 User) login allows access only to the library management module/s that the library admin has assigned to the user. As Librarian, one can perform the following functions and privileges.

- **Creating personal profile**

   This user may create and personalize their profile which also include adding their profile picture.

- **Changing Password**

   This user may change their login password as often as needed to secure the account.

- **Accessing library modules**

   This user can only access the library modules that is assigned by a Level 1 user or a Level 2 user.

D. Users of SLIMS (Level 4 User)
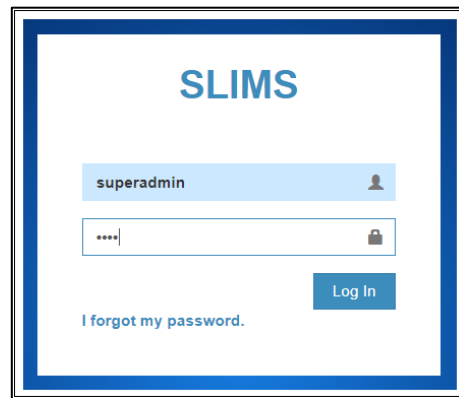
Users of SLIMS are users who have no valid login account on the system. They can only access the Online Public Access Catalog (OPAC) where they can search any information from the cataloged and published library collections of DOST-PCAARRD.

II.   **Logging in**

A. Getting to the SLIMS Page

To login on the system. To the SLIMS website http://10.10.140.23/slimsadmin/

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

Note: Password is case sensitive. Input information as exactly as what has been created for the user.

A message will appear in the screen whenever a wrong username and/or password has been typed.
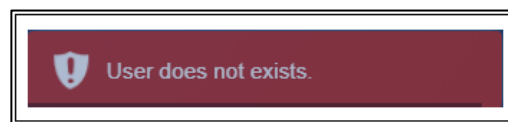
If the user has successfully logged in, the links for the library modules that are accessible for the user will be displayed in the left side of the main navigation.
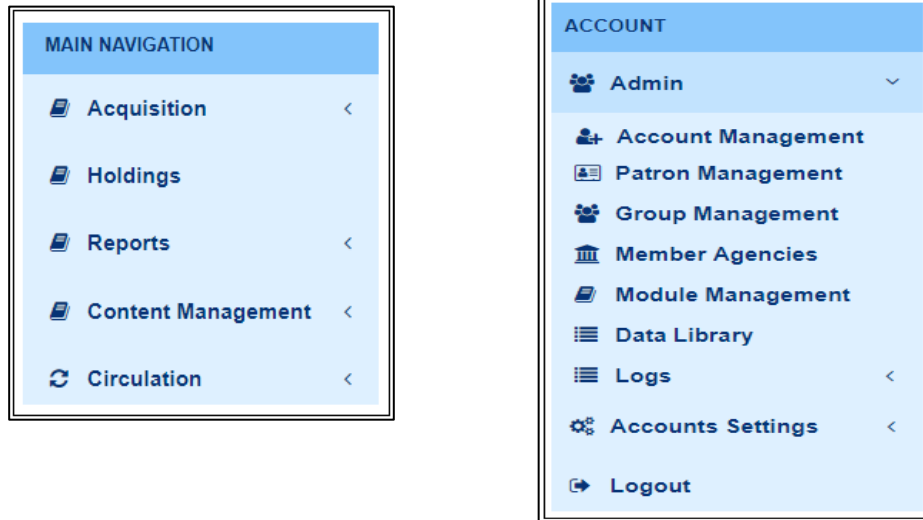
The modules accessible in the main menu varies on role assigned to the user. Refer to SLIMS System Access Level for more detailed information about the functions and privileges of different logins.

1. Main Menu for *Super Admin/ Level 1 User.*
2. Main Menu for *Library Admin/ level 2 User.*
3. Main Menu for *Data Processor/ Level 3 User.*

III.   Administering Account Management

This function will enable the user to add new user account, assign their access level, and assign their group.

A. Getting to the account management page

On the admin navigation, click the *Account Management* submodule.

By default, this will display all the current users of SLIMS.

However, if the user is a level 2 user, they can only view the account that they created.
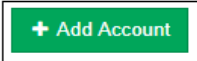
B. Adding new Account

From the main menu, click *Account Management* link*.* A list of user accounts will be displayed.
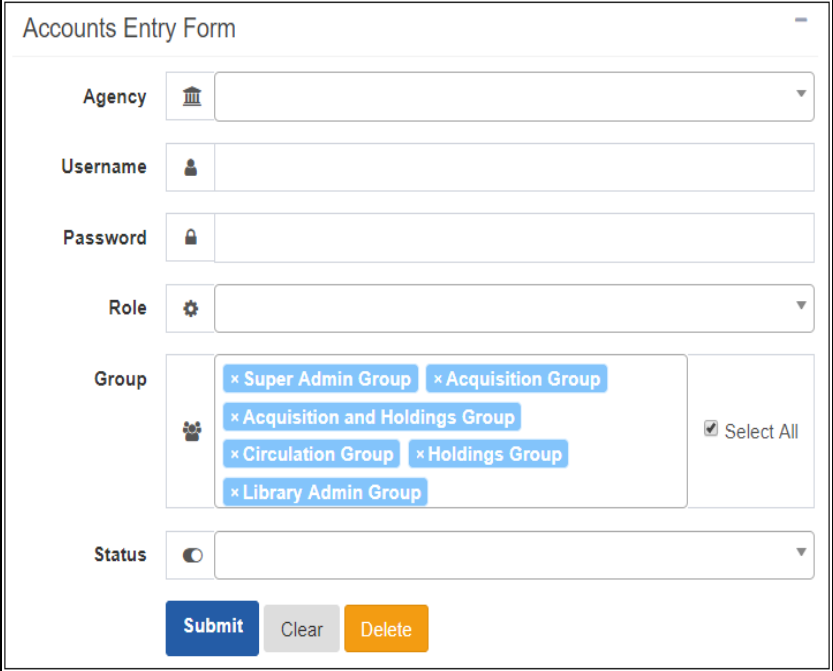
There are two ways to access the account entry form.

- The user can click the   or;
- Click the plus sign button found at the bottom.

As Level 1 User:

As Level 1 User, they have the authority to create account for SLIMS that may have an access level 1,2 or 3 .

Accounts Entry Form   −

Agency	🏛	[▼]
Username	👤	[ ]
Password	🔒	[ ]
Role	⚙	[▼]

Group 👥   × Super Admin Group   × Acquisition Group   × Acquisition and Holdings Group   × Circulation Group   × Holdings Group   × Library Admin Group   ☑ Select All

| Status | ◐ | [▼] |

Submit   Clear   Delete

To add a new account:

1. On the Agency field, choose the agency.
2. Input the username.
3. Input the password.
4. On the Role field, choose the access level of the user.

5. On the Group field, select any group module that system access level user can access.
    Note: A system access level user can be a member of one or more group.

6.   On the Status field, choose the status of system access level user assigned, it is either active or inactive.
    Note: When they choose inactive status, they may activate the account later.

7. Once done, click the *Submit* button.

If the account has been successfully added to the database, a confirmation message will appear below the form.

Option	Description
Agency	Refers to the agency where the account user is affiliated.
Username	Refers to the account user's username to enable access to SLIMS.
Password	Refers to the account user's password to enable access to SLIMS.
Role	Refers to the account user's access level (i.e. super admin, librarian admin and data processor).
Group	Refers to the name of the group/s where a account user's is assigned.
Status	Refers to the active /inactive status of system access level user.
Submit	Adds another user.
Clear	Clears the textboxes.
Delete	Delete user from the database.
Save	Saves new user to the database.

As level 2 User:

If the user is logged in as level 2 User, they can create another system access level user (Level 3 User) account and assigned any library modules for them to access. Only the level 1 User can put a system access level user to a multi-access group. Below is the data entry form for Level 2 user.

To add a new account:

1. On the Agency field, choose the agency.
2.   Input the username.
3.   Input the password.
4.   On the Role field, choose the access level of the user.
5.   On the Group field, select any group module that system access level user can access.
     Note: A system access level user can be a member of one or more group.

6.   On the Status field, choose the status of system access level user assigned, it is either active or inactive.
     Note: When they choose inactive status, they may activate the account later.

7.   Once done, click the *Submit* button.

C. Editing User's Account

User's account can be easily edited on the Account Management Module. On the List of Account, click the username of the record to be edited. The record containing all the information of the selected user will appear.

 Editing User's Account as a Level 1 User

 After clicking the username, a form with user's information will appear. Logged as Level 1 User, they may edit any user's records any time.

1.   From the List of Accounts, click the username to be edited.

2. Edit the information on the desired field.

3. Once done, click *save* button.

If the account has been successfully edited, a confirmation message will appear.

Account: (testlib) has been successfully updated.

Note: Level 1 User is not allowed to user accounts. But level 1
user can activate/inactivate any account of user. Contact the programmer to delete
any system access level user.

Editing User's Account as a Level 2 User

After clicking the username, a form with user's information will appear.
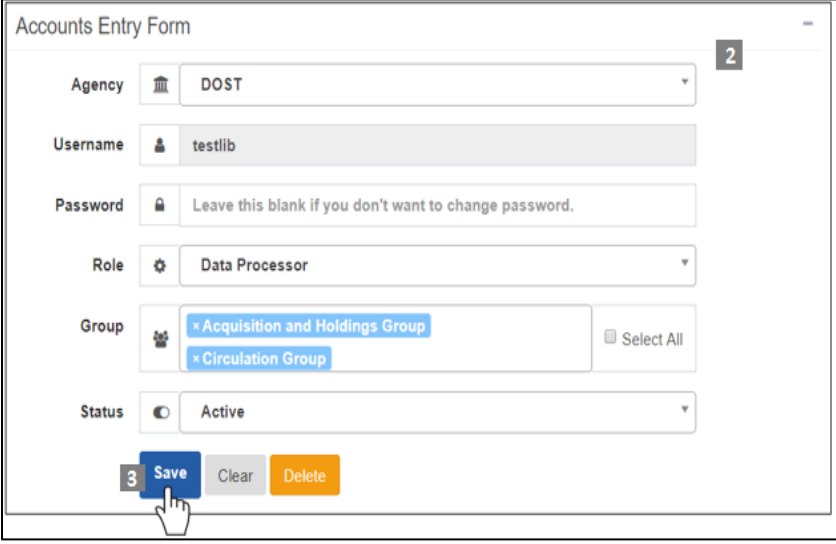
To edit system access level users:

1.   From the List of Accounts, click the username to be edited.

2.   Edit the information on the desired field.

3.   Once done, click *save* button.

If the account has been successfully edited, a confirmation message will appear.

D. Searching User's Account

The Account Management submodule provides a search box where the user can easily find a particular user by simply providing keywords.

1. On the search box, input the keyword.

2. The system will automatically filter the list.

User Accounts Management

List of Accounts   −

+ Add Account

Search: testlib [1]

Role	Username	Agency	Group	Status	Created
Data Processor	testlib [2]	DOST	Acquisition and Holdings Group	active	03/13/2019 11:45 PM

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

Previous **1** Next

IV.   **Administering Patron (Back-end)**

This will enable the user to view the list of registered patrons in OPAC and their account details.

A. Getting to the Patron Management page

On the Main Menu, click the Patron Management submodule.
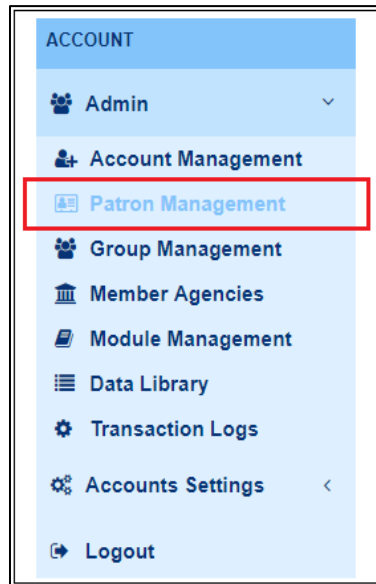
The registered OPAC users list will display.

B.   Viewing of OPAC Users

From the admin navigation, click *Patron Management* submodule*.* A list of OPAC users account will displayed.

1.   From the patron list, select any patron then click the *Details* button.

2.   The account details of the chosen patron will be show in the right side.

V.   Administering Users' Group

This function will create groups to be assigned to either a *level 2 user* or a *level 3 user.* There are two types of user's group can be activated or inactivated such as:

1.   *Single-access group -* members are given access on one particular module of an agency;

2.   *Multi-access group -* members are given access on two or more modules of any of the agencies.

A. Getting to the Group Management Page

On the main menu, click the *Group Management* submodule.
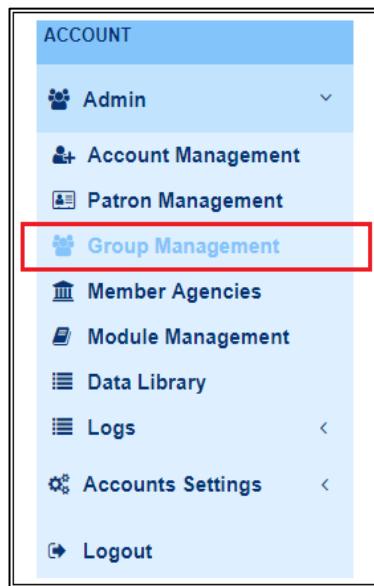
The Group Management page will display all the current groups of SLIMS.

B. Adding new Users' Group

From the Main menu, click *Group Management* submodule. A list of current groups will be displayed.

There's two way to access the account entry form.

- The user can click the   **＋ Add Group**   or;

- Click the plus sign button found at the bottom.

Group Entry Form   ＋

To add a new users' group:

__Creating Single-access group:__
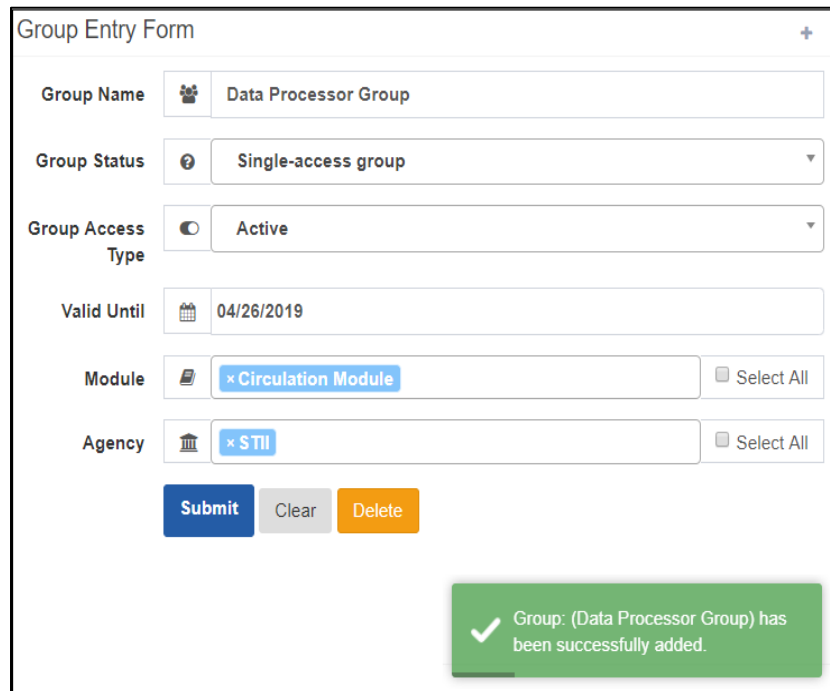
In creating single-access group, select the single-access group from the dropdown box "group access type" and proceed with the instruction below.

1. Input the group name.

2. On the Group Status field, select the group status.
    Note: a group can be a single-access or multiple- access group.

3. On the Group Access Type field, select the group access type.
    Note: When the user chooses inactive status, they may activate the group later.

4. On the Valid Until field, select the validity date of the group.
5. On the Module field, choose the module applicable.
6. On the Agency field, choose an agency.
7. Once done, click the *Submit* button.

If the group has been successfully added to the database, a confirmation message will appear below the form.

Group Entry Form		✛
Group Name	👥	Data Processor Group
Group Status	❓	Single-access group ▾
Group Access Type	◑	Active ▾
Valid Until	📅	04/26/2019
Module	📖	× Circulation Module ☐ Select All
Agency	🏛	× STII ☐ Select All

Submit   Clear   Delete

✓ Group: (Data Processor Group) has been successfully added.

Creating Multi-access group:

In creating multi-access group, select the multi-access group on the dropdown box "group access type" and proceed with the instruction below.

1. Input the group name.

2. On the Group Status field, select the group status.
   Note: a group can be a single-access or multiple- access group.

3. On the Group Access Type field, select the group access type.
   Note: When the user chooses inactive status, they may activate the group later.

4. On the Valid Until field, select the validity date of the group.
5. On the Module field, choose the module applicable.
6. On the Agency field, choose an agency.
7. Once done, click the *Submit* button.

They will notice that the newly added group is already included in the group list.
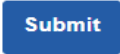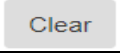
Option	Description
Group Name	Refers to the agency where the user account is affiliated.
Group Status	Refers to the group status either single-access or multi-access group.
Group Access Type	Refers to the status of system access level user.
Valid Until	Refers to the validity of a group.
Module	Refers to the name of the group/s where a user's account is assigned.
Agency	Refers to the agency where the user's account is affiliated.
Submit	Adds another group.
Clear	Clears the textboxes.
Delete	Delete group from the database.
Save	Saves new group to the database.

C. Editing Users' Group:

1. From the Group Management list, click a group name to edit.
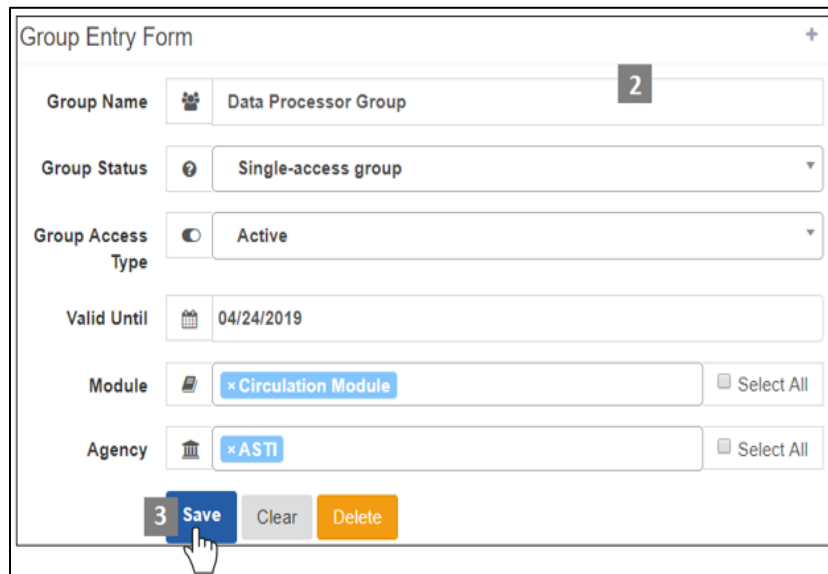
2. After clicking the group name of a record, a form with group information will appear. Input the necessary changes.

3. Once done, click the *save* button.

If the group has been successfully edited, a confirmation message will appear.

D. Deleting Users' Group:
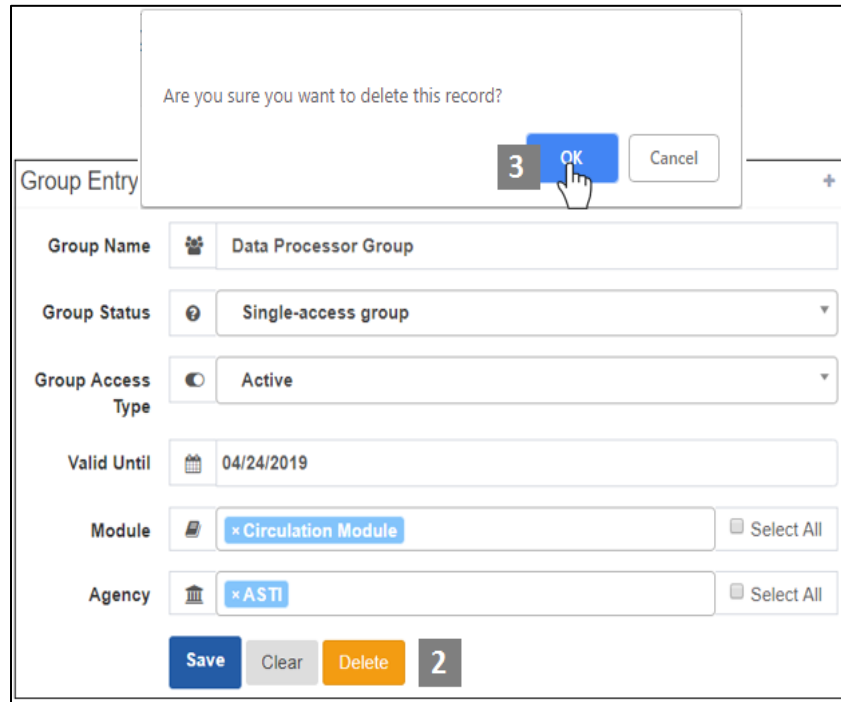
1. From the Group Management list, click the group name of the group to delete.

2. After clicking the group name, a form with group information will appear, click the *delete* button.

3. A confirmation message will appear. At the confirmation dialog box, click OK button to continue or the user may click Cancel to cancel deletion.

If the group has been successfully deleted, a confirmation message will appear.

E. Searching for Users' Group:

The Group Management submodule provides a search box where the user can easily find a particular group by simply providing keywords.

1. On the search box input the keyword.

2. Then the system will automatically filter the list.
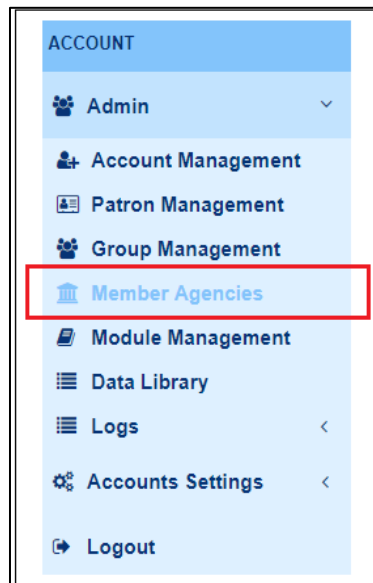
VI.   Administering Agency

This module will enable the user to add another agency. Organizing and monitoring the list of agencies is the responsibility of the level 1 user.

A.   Getting to the Member Agencies page

On the Main menu, click the *Member Agencies* submodule.

The Member Agencies submodule will display a list with all the current agencies of SLIMS.

B.   Adding a new Member Agency

On the Main menu, click *Member Agencies* submodule*.* A list of member agencies will be displayed.

There's 2 way to access the account entry form.

- The user can click the   **+ Add Agency**   or;

- Click the plus sign button found at the bottom.

An agency data entry form will be displayed.

Agency Entry Form   –

Agency Code	</>	
Agency Name	🏛	
Home Page	◎	
Fax No.	☎	
Telephone No.	☎	
Agency ID	▥	
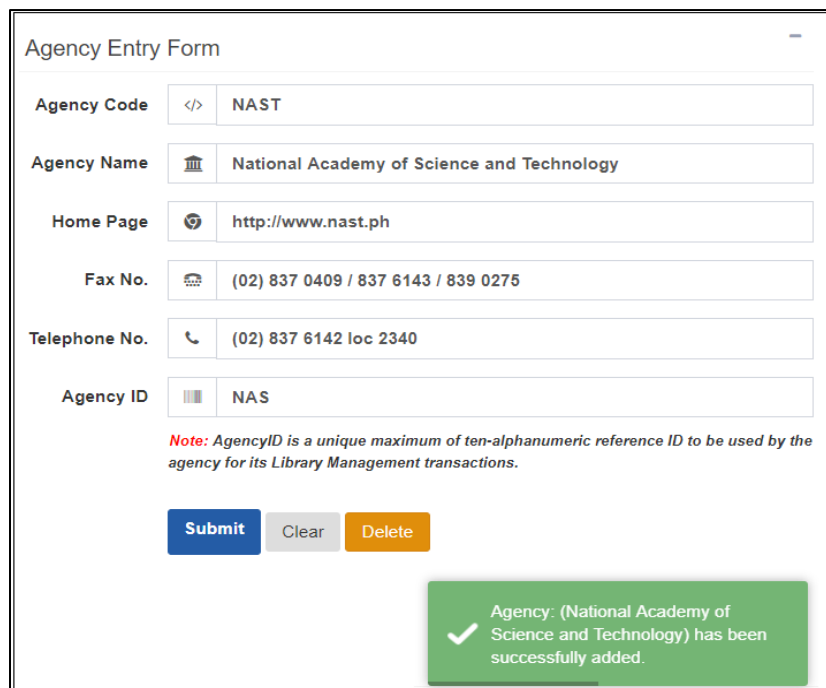
Note: AgencyID is a unique maximum of ten-alphanumeric reference ID to be used by the agency for its Library Management transactions.
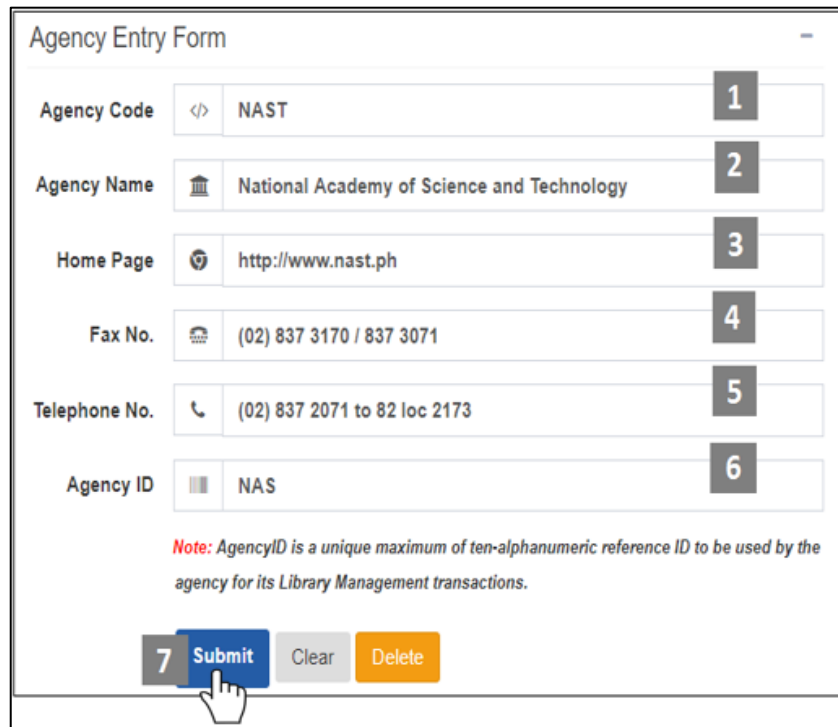
Submit   Clear   Delete

To add new member agency:

1. Input the agency code.

2. Input the agency name.

3. Input the home page.

4. Input the fax. No.

5. Input the telephone no.

6. Input the Agency I.D

7. Once done, click the *Submit* button.

If the agency has been successfully added to the database, a confirmation message will appear below the form.

Option	Description
Agency Code	Refers to the acronym of the agency.
Agency Name	Refers to the complete name of the agency.
Home Page	Refers to the website of the agency.
Fax No.	Refers to the Fax No. of the agency.
Telephone No.	Refers to the telephone number of the agency.
Agency I. D	Refers to the agency ID.
Submit	Adds another agency.
Clear	Clears the textboxes.
Delete	Delete agency record from the database.
Save	Saves agency record to the database.

C. Editing a Member Agency:

Agency record can be easily edited on the Member Agency list. On the agency list, click the agency code of the record to edit. Then the record containing all the information about the agency will appear. Necessary changes can now be made on the record.

1. From the agencies list, click the agency code.

2. After clicking the agency code, a form with agency information will appear. Input the necessary changes.
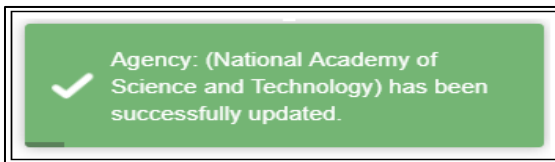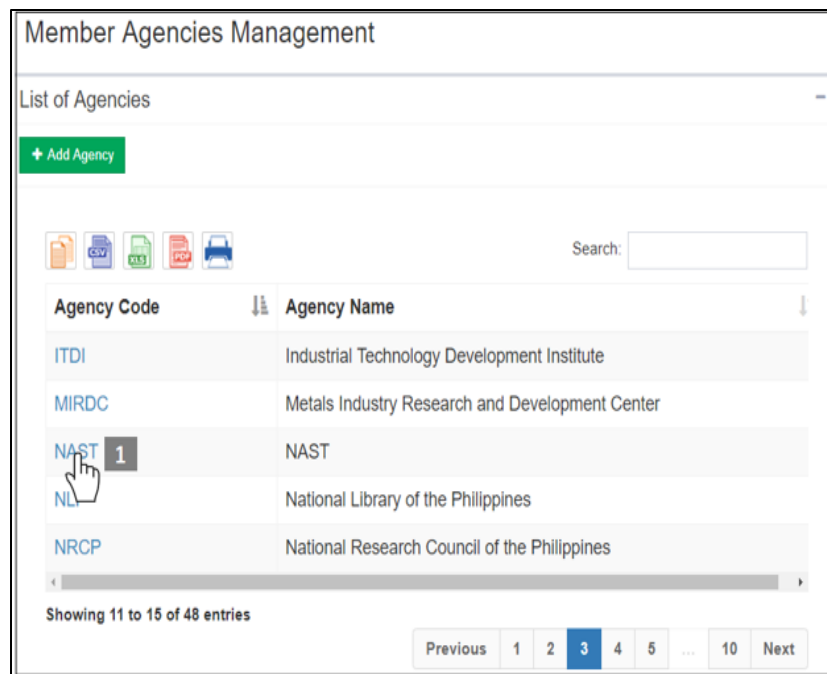
3. Once done, click the *Save* button.

If the agency has been successfully edited, a confirmation message will appear.

D. Deleting a Member Agency:

Agency record can be easily deleted on the member agency list. On the agency list, click the agency code of the record to be deleted. The record containing all the information about the agency will appear. When the record is deleted, all users who are associated with this agency will become inactive. Inactive users could not login to SLIMS until they are connected with any agency again.

1. From the agency list, click the agency code to be deleted.

2. After clicking the agency code, a form with agency information will appear, then click the *delete* button.

3. A confirmation message will appear. At the confirmation dialog box, click *OK* button to continue or the Cancel button to cancel deletion.

If the agency has been successfully deleted, a confirmation message will appear.

E. Searching a Member Agency

The Member Management submodule provides a search box where the user can easily find a particular group by simply providing keywords.

1. On the search box input the keyword.

2. Then the system will automatically filter the list.

Member Agencies Management

List of Agencies   —

+ Add Agency

Search: NAST   **1**

Agency Code		Agency Name
NAST **2**		National Academy of Science and Technology

Showing 1 to 1 of 1 entries (filtered from 48 total entries)

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VII.   Administering Modules

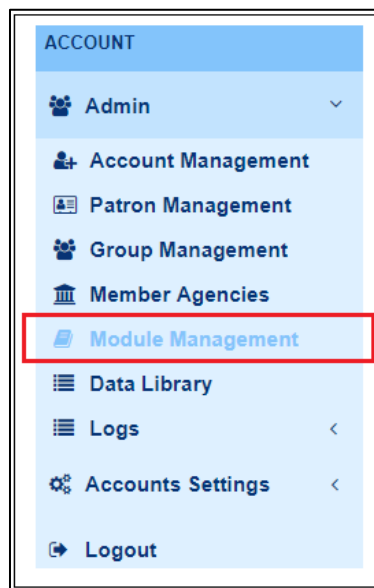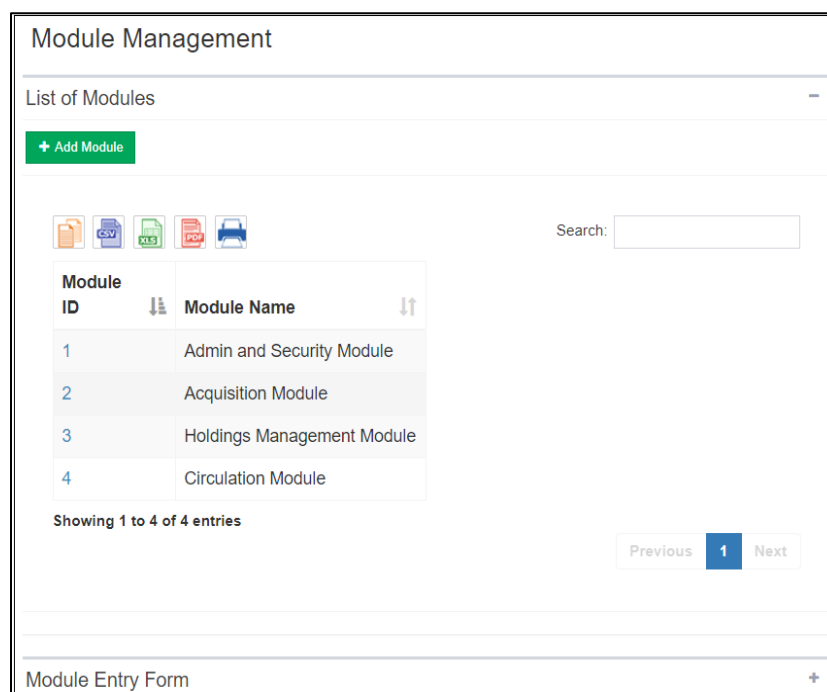The modules that the user may access and manage are visible on the main menu. However, access to modules varies upon the permission given by to the user.

A.   Getting in to Module Management page

On the main menu, click the *Module Management* submodule.

The Module Management submodule displays all the current modules of SLIMS

B.   Adding new Modules

On the Main Menu, click *Module Management* submodule*.* A list of library modules will be displayed.
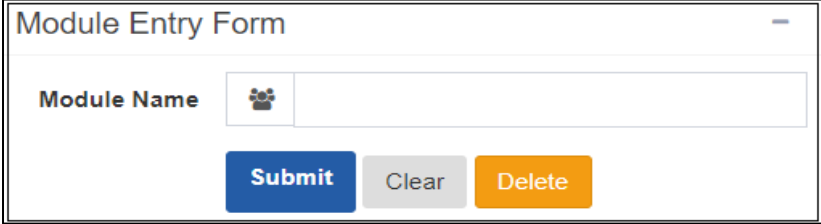
There are 2 way to access the module entry form.

- The user may click the   [**+ Add Module**]   or;

- Click the plus sign button found at the bottom.
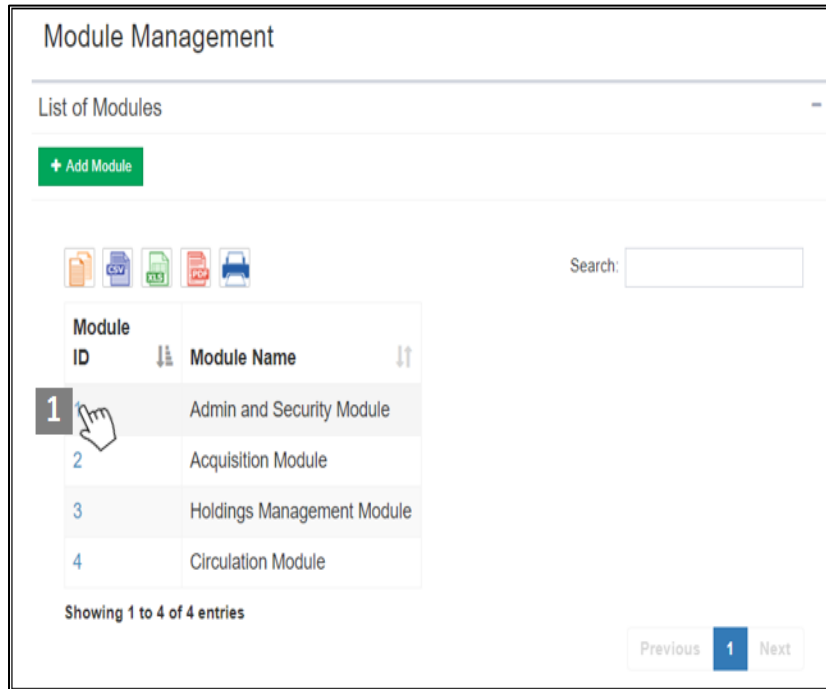
Module Entry Form	✛

To add new library module:

1.   Input the module name.

2.   Once done, click *submit* button.

Module Entry Form	−
Module Name 👥	
[**Submit**] [Clear] [Delete]	

C.   Editing Modules:

1. From Module Management list, click the module I.D.

2. Input the necessary changes.

3. Once done click the *save* button.

D.   Searching Modules:

The Module Management submodule provides a search box where the user can easily find a particular group by simply providing the module name.

1. On the search box type the library module name.

2. Then the system will automatically load the result.

If there are no results found the system will show:

Note: Library modules cannot be deleted if the created library modules are already Assigned to any system access level users. But if the created library modules are not yet assign to any system access level user then level 1 user can delete that module.

Different library modules are:

- **Acquisitions Module**

  This module enables the user to manage all the acquired material type such as books, serials, theses/dissertations, non-prints, vertical files, investigatory projects, technical reports and reprints.

- **Holdings Module**

  This module enables the user to manage the bibliographic records of the library collection.

- **Circulation Module**

  This module enables the user to manage the circulation activities of the library such as reservation, returning, borrowing and renewing library materials.

- **Report Generation**

  This module enables the user to generate browser-based reports for their library.
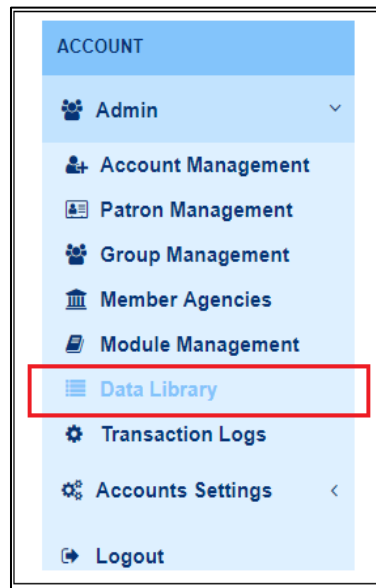
- **Patron Module (Back-end)**

  This module enables the user to manage their patrons or library users.
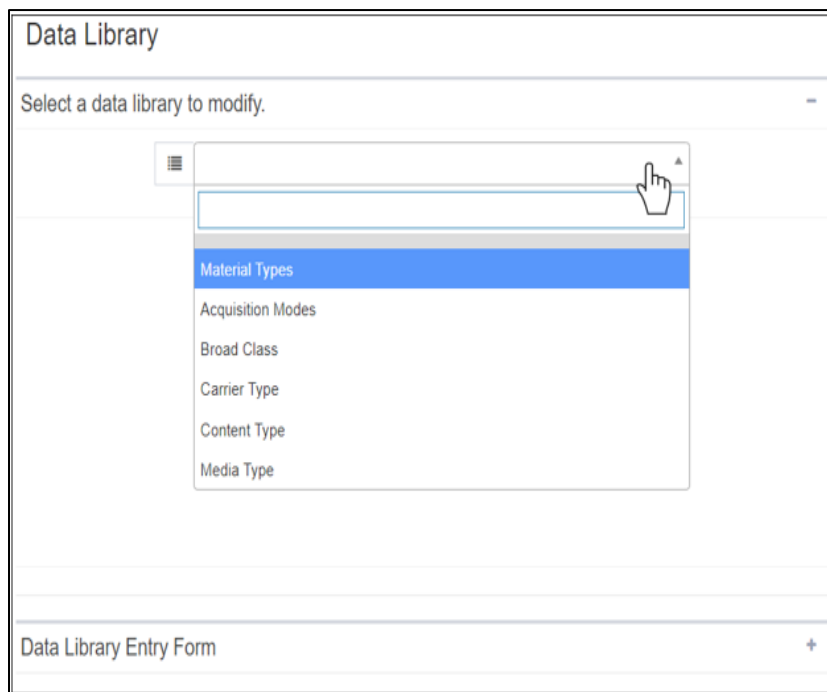
VIII.   Administering Data Library

This function will enable the user to add new default library data to data library.

A.   Getting to the Data Library Page

On the admin navigation, click the *Data Library* submodule.

By default, data library dropdown box will display all the current library data.

B.   Adding new Data Library

From the main menu, click *Data Library* submodule. A list of data library will be displayed.

To go data library form, just click the plus sign found at the bottom.

Data Library Entry Form	+

To add data library:

1. Input the data library information.
   Note: Different data library entry form will show to different default library data.

2. Once done, click the *Submit* button.

Different data library entry form of the default library data:

IX.   Administering Logs

This function will enable the user to monitor the activities and modification of their legitimate system access level users.

A.   Getting to the Logs Page

From the admin navigation, click the Logs submodule and the user will see two subsections of logs such as *transaction logs* and *user logs*.
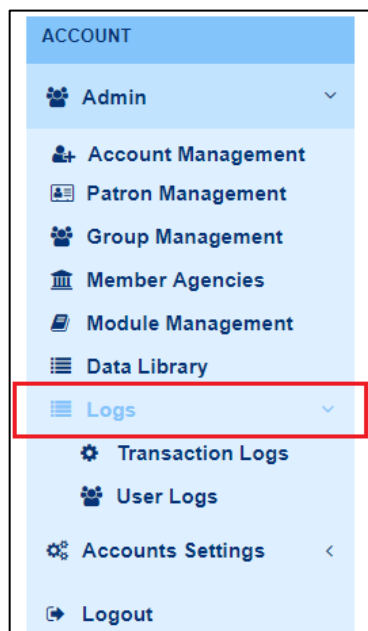
B.   Getting to the Transaction Logs Page

1. On the main menu, click the Logs submodule.
2. Then click the *Transaction Logs* subsection.
3. By default, transaction logs list will be shown.

Searching transaction logs

The Transaction Logs subsection page provides a search box for the transaction logs where the user can easily find a particular user and his activities to the system by simply providing any of the following data: ID, username, module, module feature, transaction, log date, and IP address. The the system will automatically filter the list.

1. On the search box, input any of the following data: ID, admin username, module, module feature, transaction, log date and IP address.

2. Then the system will automatically filter the result.

Transaction Logs

List of Transaction Logs

Search: testlib **1**

ID	Admin Username	Module	Module Feature	Transaction	Log Date	IP Address
testlib **2**	superadmin	Admin and Security	Account Management	edit record	03/19/2019 07:43:35 PM	10.10.140.6
testlib	superadmin	Admin and Security	Account Management	edit record	03/19/2019 07:43:00 PM	10.10.140.6
testlib	superadmin	Admin and Security	Account Management	edit record	03/13/2019 11:51:30 PM	10.10.140.6
testlib	superadmin	Admin and Security	Account Management	edit record	03/13/2019 11:49:56 PM	10.10.140.6
testlib	superadmin	Admin and Security	Account Management	add record	03/13/2019 11:45:27 PM	10.10.140.6
testlib2	superadmin	Admin and Security	Account Management	add record	03/13/2019 11:43:56 PM	10.10.140.6

Showing 1 to 6 of 6 entries (filtered from 1,332 total entries)

Previous **1** Next

C.   Getting to the User Logs

1. On the main menu, click the *Logs* submodule.

2. Then click the *User Logs* subsection.

3. List of User logs will be shown.

Searching User Logs

The User Logs subsection page provides a search box for transaction logs where the user can easily find a particular user's system activities by simply providing any of the following data: ID, username, module, module feature, transaction, log date, and IP address. The system will automatically filter the list.

1. On the search box, input any of the following data: ID, admin username, module, module feature, transaction, log date and IP address.

2. Then the system will automatically filter the result.

### X.   Administering Account Settings

This module enables the user to update their profile.

A.   Updating Profile

1. On the main menu, click the *Account Setting.*
2. Two submodules will be shown, Update Profile and Change Password. Click the *Update profile* submodule.
3. Update Profile form will be shown, they can add or change their personal information.
4. Once done, click *Submit* button.

Adding picture to the profile

1. Click the *choose file* button to find the location of the picture the user want to attach. A dialog box will appear.
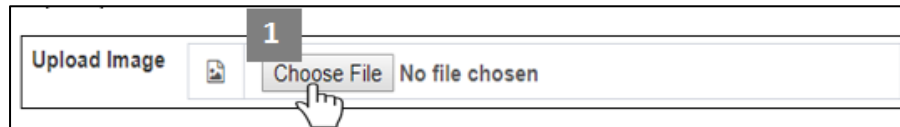

2. From the dialog box, find the location of the image file.
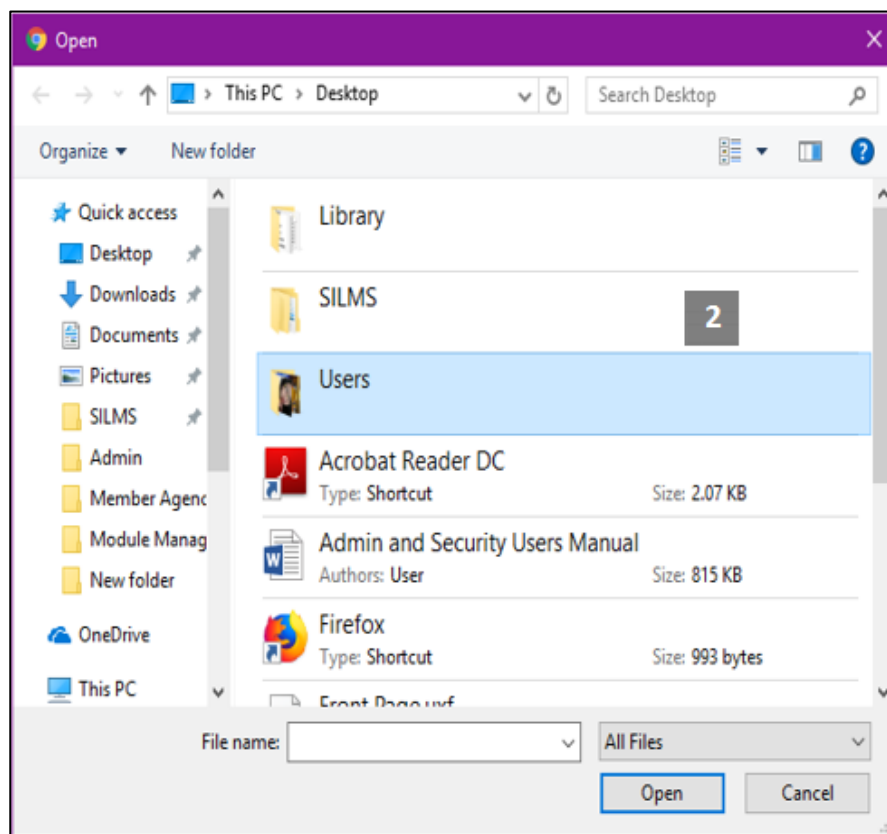
3. If the file location has been found, select the filename of the picture that the user wants to upload. Click the view menu and select Thumbnails to view the images on the chosen location.
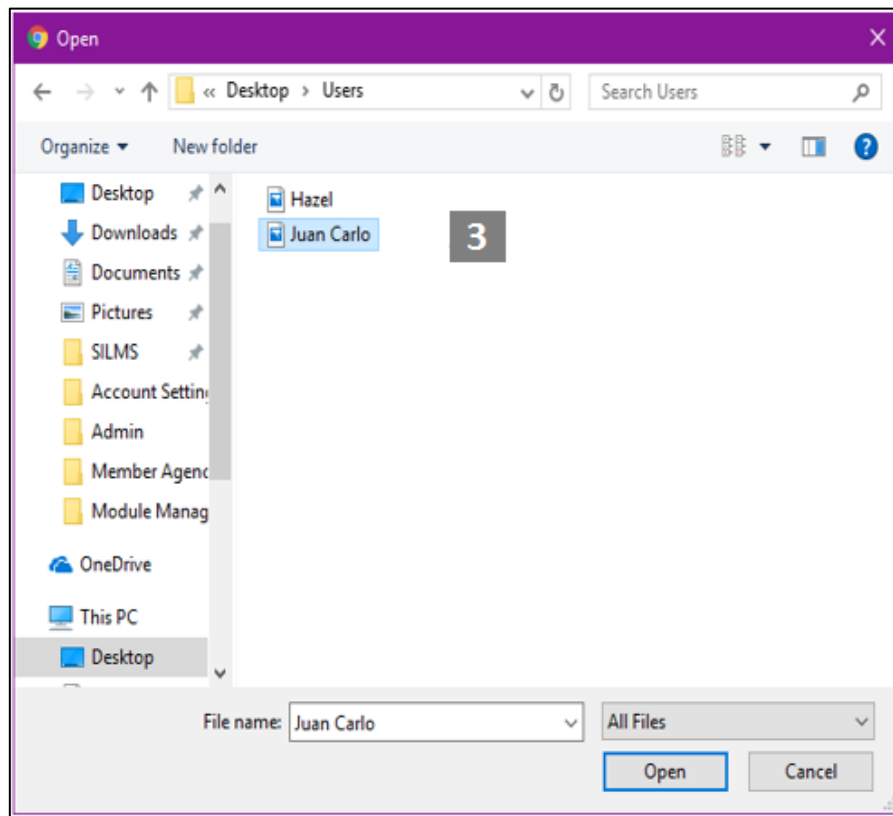
4. Click Open button. The Dialog box will closed and file image will automatically be placed in the Picture Location text box.

5. Once done, click *Open* button.
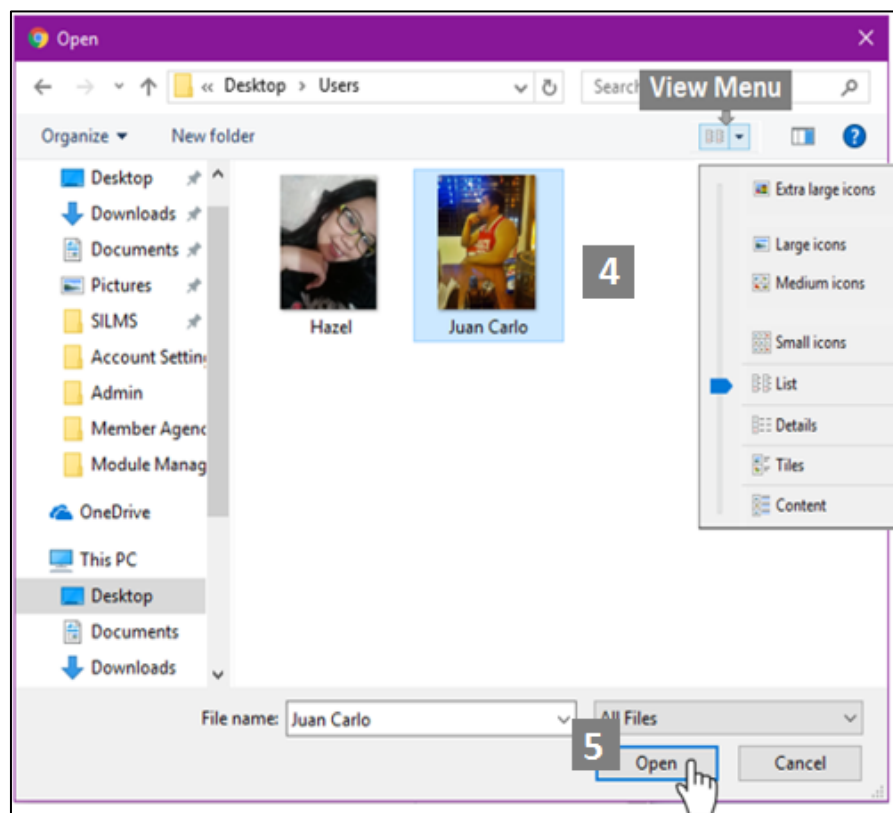
The user's personal profile with their uploaded picture will be shown.

Update Profile

Update Profile Form

Username	👤	superadmin
Full Name	👤	Super Admin
Position/Designa	💼	Librarian
Email	✉	jclongamen@gmail.com
Fax No.	☎	
Telephone No.	📞	09653314296
Office Address	📖	DPITC e-Library
Upload Image	🖼	Choose File No file chosen

Submit   Clear

B.   Changing Password

1. From the main menu, click the *Account Settings*.

2. Click *Change password* submodule.

3. Input the current password.

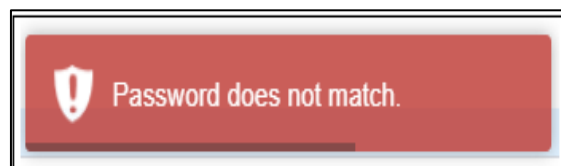4. Input the new password.

5. To confirm, retype new password.

6. Click the submit button.

When the password is successfully changed, a message stating "You have successfully updated your password".
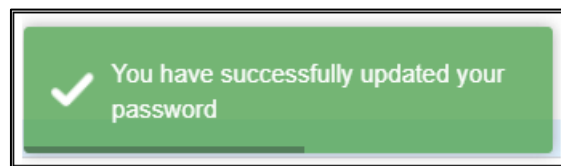
If the user mistyped their old password, the new password will not be saved. An error messaged will appear.

XI.   Logging-out

To finish user's session on SLIMS, click the Logout link on the admin navigation. This will automatically logout the account.