



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

Science Library Integrated Management System (SLIMS)

USERS' MANUAL

HOLDINGS MODULE

Table of Contents

Introduction	1
I. Getting to the Holdings Module	2
A. Logging in	2
B. Main Navigation	2
C. Holdings Module Index page	3
II. Administering Uncataloged Records	4
A. Getting to the Uncataloged Page	
Tool Tips	5
Fixed Entries and Disabled Links	5
Repeatable Entries	6
III. Administering Cataloged Records	9
A. Getting to the Cataloged Page	9
Cataloged Page Part1	9
Cataloged Page Par2	10
IV. Administering Author	11
A. Getting to the Author Entry Form	11
B. Adding new author	12
Author Data Entry for Personal Author	13
Author Data Entry for Corporate Author	14
C. Edit Author Records	15
D. Delete Author Records	17
E. Searching for Author Records	18
V. Administering Publications	19
A. Getting to the Publications Entry Form	19
B. Adding new Publications Details	20
C. Edit Publications Details	22
D. Delete Publications Details	24
E. Searching for Publications Details	26
VI. Administering Holdings Copy	27
A. Getting to the Holdings Entry Form	27
B. Edit Holdings Copy	28
C. Delete Holdings Copy	30

VII. Administering Subjects	32
A. Getting to the Subjects Entry Form	32
B. Adding new Subject	33
Subject Data Entry Form for different Subject Type	34
C. Edit Subject	37
D. Delete Subjects	39
E. Searching for Subjects	41
VIII. Administering Attachments	42
A. Getting to the Attachments Entry Form	42
B. Adding new Attachments	43
C. Delete Attachments	47
D. Searching for Attachments	48
IX. Administering Cover Page	48
A. Getting to the Cover Page Entry Form	48
B. To Upload Cover Page	49
X. Administering Analytics	52
A. Getting to the Analytics Page	52
B. Searching for Analytics Records	53
First Method	53
Second Method	54
C. Filling-up the Analytics Entry Form. Search Article	55
XI. Administering Holdings Report	58
A. Getting to the Holdings Report Page	58
B. Inventory Report Page	59
C. Selecting Reports	60

Annex A

Holdings Module

INTRODUCTION

This chapter discusses the Holdings Module's primary functions such as cataloging and uncataloging of holdings records, administering sub features (such as author, holdings copy, publications, subjects, attachments and cover page) and administering analytics. Username and password accounts are provided in the Administration and Security Module which allow the user to manage the library holdings.

In this module the user will find:

- **Getting to the Holdings Module**
- **Administering Uncataloged Records**
- **Administering Cataloged Records**
- **Administering Author**
- **Administering Publications**
- **Administering Holdings Copy**
- **Administering Attachments**
- **Administering Subjects**
- **Administering Cover Page**
- **Administering Analytics Records**
- **Administering Holdings Report**

I. Getting in to the Holdings Page

A. Logging-in

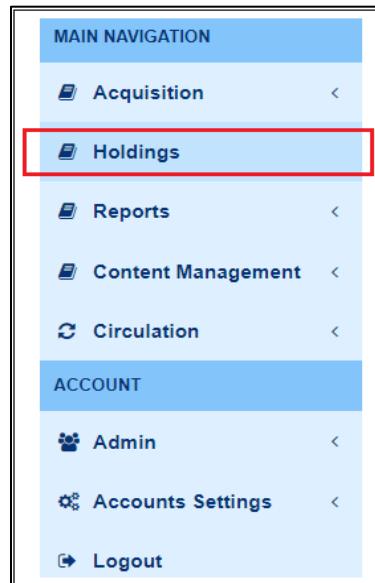
A valid user account is needed to get into the Holdings Module Page.



Note: The username and password accounts are acquired through the administrator or through Level 1 User. If the user were not given any accounts, contact the respective administrator to assign the username, password and the module.

B. Main Navigation

Once successfully logged-in, the system will direct the user to the main menu where they can access their assigned module.



C. Holdings Module Index page

Below is the screenshot of the Holdings Module Index Page. The functions and procedures included in Holdings Module will be discussed in succeeding pages.

The screenshot shows the Holdings Module Index Page. At the top, there are two main sections: 'Materials' and 'Material Types'. Under 'Materials', there are two buttons: 'Uncataloged' and 'Cataloged'. Under 'Material Types', there is a grid of nine icons representing different types of materials: Books, Theses & Dissertations, Serials, Non-Prints, Vertical Files, Investigatory Projects, Technical Reports, Reprints, and Analytics. Below these sections is a table titled 'Material Type Definition' with nine rows, each containing an icon, a title, and a detailed description.

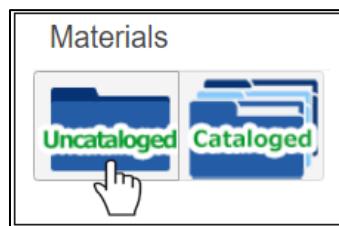
Material Type	Description
Books or Monographs	A division of literary work, which is separately published and has an independent physical existence, although its pagination may be continuous with other volumes, if more than a volume.
Theses or Dissertations	Original researches on a specific field or discipline prepared as a condition for the award of a degree or diploma.
Serials	Publications in any format issued under the same title in successively numbered and/or dated parts or issues, appearing at regular or irregular intervals and intended to be continued indefinitely (e.g. newspapers, newsletters, magazines, and journals) and their electronic counterparts, as well as annuals, yearbooks, transactions, proceedings and monographic series cataloged separately.
Nonprints	Materials published in a format other than writing or print on paper, including microfiche and microfilm, slides, filmstrips, films, videorecordings, audiorecordings, and information in digital format such as machine-readable data files (CD-ROM, VHS, etc.) and mostly require special equipment for listening and/or viewing.
Vertical Files	A collection of loose clippings, pictures, illustrations, pamphlets, leaflets, flyers, posters or other materials of little or no permanent value or materials of brief currency but has reference value or sufficient literacy or historical importance to merit permanent archival storage which, because of size and format, are usually organized in folders by subject or some other classification system to facilitate retrieval and are stored in a filing cabinet.
Investigatory Projects	These are research activities which aim to develop one's ability to identify and determine possible explanations of a particular phenomenon. Usually conducted by high school students.
Technical Reports	A scientific paper or article describing research or other significant developments in a field of the applied sciences and may be "classified" or subject to other access restrictions. Usually contains the results or findings of conducted R&Ds.
Reprints	A copy of a material made from the original, with which it is identical except for possibility of a new title-page and a note on the verso of the title-page of the number and date of reprinting and the corrections of minor errors. It is a contribution to a periodical afterwards issued separately.
Analytics	An entry in a catalog for a part of a book, periodical or other publication, article or contribution of separate authorship in a collection (e.g. journal articles, papers in proceedings, chapter in a book, monographic series).

II. Administering Uncataloged Records

Uncataloged records are records that will be coming from acquisitions module. First thing to do is to record all the newly acquired library materials from the Acquisitions module, then when that happen, all the acquired library materials that has been recorded to Acquisitions module will be save to Uncataloged records list.

A. Getting to the Uncataloged Page

1. From the main menu, click the holdings module.
 2. In the upper left side, click the *Uncataloged* button.

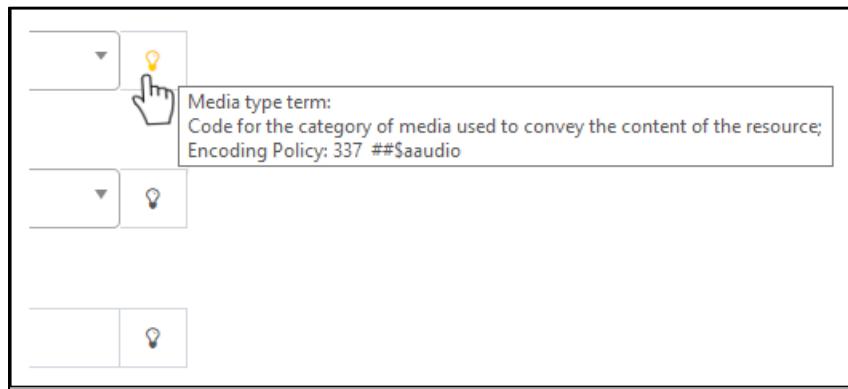


By default, the Uncataloged records list will show:

Tool Tips

Tool tips are provided for standard inputting of data in each field. The tool tip icon is located beside the input text fields.

1. Tool tip will pop out once the user put their mouse pointer over the tool tip icon.
2. To close the tool tip, just remove the mouse pointer on the tool tip icon.



Predefined Entries

Predefined entries are entries that are automatically provided by the system once the empty form is loaded. Below are the lists of all predefined entries upon form loading.

- **Material Type**
- **Language Code**
- **Broad Classification**
- **Content Type Term**
- **Content Type Code**
- **Media Type Term**
- **Media Type Code**
- **Carrier Type Term**
- **Carrier Type Code**
- **Series Statement**

Repeatable Entries

Material Type (006), Language Code (041a), Broad Classification, Catalog Source (040), Title (Subtitle , Remainder of the Title and Statement of Responsibility), Physical Extension (300a), Physical Description (300b), Physical Dimensions (300c), Accompanying Material (300e), Content Type Term (336a), Content Type Code (336b), Source (336\$2), Media Type Term (337a), Media Type Code (337b), Source (337\$2), Carrier Type Term (338a), Carrier Type Code (338b), Source (338\$2), General Note (500a) and Summary (Scope and Content and Summary) are all the repeatable fields together with their subfields in Uncataloged Data Entry Form.

NOTE: The standard input for all of these fields are available at the field's respective tool tip.

Material Type
006

Material Type represents the type of material for the record to be added.

Language Code
041a

Language Code (041a) refers to the languages of the item being catalog.

Broad Classification

Catalog Source
040

Catalog Source (040) refers to the name of the organization(s) that created the original bibliographic record.

Title
245a
Subtitle
Remainder of the Title
245b
Statement of Responsibility
245c

Title (245a) refers to the title taken from the title page of a book, serials, theses/dissertations, non-prints, vertical files, investigatory projects, technical reports, reprints and title of the articles taken from journals.

It includes Remainder of title (245b) and Statement of Responsibility (245c).

Physical Extension(300a)
300a
Physical Description(300b)
300b
Physical Dimensions(300c)
300c
Accompanying Material
300e

Physical Description (300b) includes Physical Extension (300a), Physical Dimensions (300c) and Accompanying Material (300e).

Content Type Term
336a unspecified
Content Type Code
336b zzz
Source
336\$2

Content Type includes Content Type Term (336a), Content Type Code (336b) and Source (336\$2).

Media Type Term	
337a	microscopic
Media Type Code	
337b	p
Source	
337\$2	

Media Type includes Media Type Term (337a), Media Type Code (337b) and Source (337\$2).

Carrier Type Term	
338a	unspecified
Carrier Type Code	
338b	zu
Source	
338\$2	

Carrier Type includes Carrier Type Term (338a), Carrier Type Code (338b) and Source (338\$2).

General Note	
500a	

<input checked="" type="checkbox"/> Summary
Scope and Content:
520a
Summary

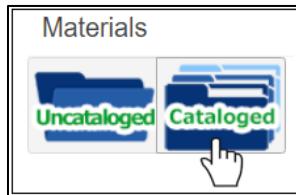
Summary includes of Scope and Content (520a) and Summary.

III. Administering Cataloged Records

This module will record all the records that has been already cataloged to Uncataloged module, it may be published or unpublished.

A. Getting to the Cataloged Page

1. From the main navigation, click the holdings module.
2. In the upper left side, click the *Cataloged* button.



By default, the Cataloged Records List will show.

Cataloged Page Part1: in part the user will see the basic information such as holdings I.D, material type, title, circulation number, call number, catalog number, catalog date and catalog by.

Cataloged Records									
Holdings		ID	Material Type	Title	Circulation Number	Call Number	Catalog Number	Catalog Date	Catalog By
PCRD-H00002	Theses/Dissertations	Ecological and socio-economic impacts of the cage culture of maliputo (Caranx ignobilis Forsskal) in Taal lake, Batangas, Philippines	PCAARRD-TH-00072	T SH137.3 A42 2011	000003		2018-05-30	jc	
PCRD-H00003	Serials	PCAARRD farm news	PCAARRD-FS-00787	F1(S) S542.P5 P33	000002		2018-05-30	jc	
PCRD-H00004	Theses/Dissertations	Managing local government units in five selected towns of Laguna province	PCAARRD-TH-00073	T HD30.28 A68 2001	000005		2018-05-31	jc	
PCRD-H00005	Theses/Dissertations	Resource productivity and profitability of milkfish (Chanos chanos) cage culture in five coastal areas along Lingayen Gulf in Pangasinan	PCAARRD-TH-00074	T SH167 A22 2005	000006		2018-05-31	jc	
PCRD-H00006	Theses/Dissertations	Parasitosis of pond-reared Nile Tilapia (Oreochromis niloticus L.) in Central Luzon, Philippines	PCAARRD-TH-00075	T SH167 R48 2011	000008		2018-05-31	jc	
PCRD-H00007	Theses/Dissertations	Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens	PCAARRD-TH-00076	T SH389 A88 2011	000009		2018-05-31	jc	
PCRD-H00008	Theses/Dissertations	Probiotics as control for luminescent vibriosis in mud crab(<i>Scylla serrata</i> Forsskal, 1775) larval rearing	PCAARRD-TH-00077	T SH380.4 C35 2010	000010		2018-05-31	jc	
PCRD-H00009	Theses/Dissertations	Ultrastructure and molecular phylogeny of paraphysomonas vestita (stokes) de saedeler isolated from Laguna de Bay, Philippines	PCAARRD-TH-00078	T SH329 P47 2009	000011		2018-05-31	jc	
PCRD-H00010	Theses/Dissertations	Dinoflagellate cyst composition, abundance and horizontal distribution in Bolinao, Pangasinan	PCAARRD-TH-00079	T SH329 B38 2009	000012		2018-05-31	jc	
PCRD-H00011	Theses/Dissertations	Some aspects on the reproductive biology of a mangrove Polychaete <i>Morphypha</i> sp. In Northern Iloilo	PCAARRD-TH-00080	T SH167 M65 2010	000013		2018-05-31	jc	

Note: To proceed to part 2 move the scroll bar in the lower part to the right

Cataloged Page Part 2: in this part the user will see the sub features such as author, publications, holdings copy, attachments, subjects and cover page

Cataloged Records										
Holdings	ID	Material Type	Title	By	Authors	Publications	Holdings Copy	Attachments	Subject	Cover Page
PCRD-H000002	Theses/Dissertations	Ecological and socio-economic impacts of the cage culture of maliputo (<i>Caranx ignobilis</i> Forskål) in Taal lake, Batangas, Philippines	Author	Publications	Copy	Attachments 0	Subject	Cover Page		
PCRD-H000003	Serials	PCAARRD farm news	Author	Publications	Copy	Attachments 0	Subject	Cover Page		
PCRD-H000004	Theses/Dissertations	Managing local government units in five selected towns of Laguna province	Author	Publications	Copy	Attachments 0	Subject	Cover Page		
PCRD-H000005	Theses/Dissertations	Resource productivity and profitability of milkfish (<i>Chanos chanos</i>) cage culture in five coastal areas along Lingayen Gulf in Pangasinan	Author	Publications	Copy	Attachments 0	Subject	Cover Page		
PCRD-H000006	Theses/Dissertations	Parasitosis of pond-reared Nile Tilapia (<i>Oreochromis niloticus</i> L.) in Central Luzon, Philippines	Author	Publications	Copy	Attachments 0	Subject	Cover Page		
PCRD-H000007	Theses/Dissertations	Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens	Author	Publications	Copy	Attachments 0	Subject	Cover Page		
PCRD-H000008	Theses/Dissertations	Probiotics as control for luminescent vibriosis in mud crab (<i>Scylla serrata</i> Forsskål, 1775) larval rearing	Author	Publications	Copy	Attachments 0	Subject	Cover Page		
PCRD-H000009	Theses/Dissertations	Ultrastructure and molecular phylogeny of paraphysomonas vestita (stokes) de saedeler isolated from Laguna de Bay, Philippines	Author	Publications	Copy	Attachments 0	Subject	Cover Page		
PCRD-H000010	Theses/Dissertations	Dinoflagellate cyst composition, abundance and horizontal distribution in Bolinao, Pangasinan	Author	Publications	Copy	Attachments 0	Subject	Cover Page		
PCRD-H000011	Theses/Dissertations	Some aspects on the reproductive biology of a mangrove Polychaete <i>Morphysia</i> sp. in Northern Iloilo	Author	Publications	Copy	Attachments 0	Subject	Cover Page		

IV. Administering Authors

A. Getting to the Author Entry Form

From the main menu, click Holdings Module.

1. Click the *Catalogued* button.
2. The catalogued records list will show.
3. Choose any records.
4. Click *Author* button.



5. The Author List will show.

Authors		
PCRD-H000007 - Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens		
 <input type="text" value="Search:"/>		
Author ID	Author Tag	Author Name
757	100	sandra
759	110	Amelia Mondragon
760	100	Cassie Moo
761	110	Dessa Lopez
762	100	Daniela Andrade
763	110	Neil Rest
764	100	Samantha Jones
765	100	Gray Lo
766	110	Andy Suns
767	100	Paulo Contis

B. Adding new Author

Under the authors list. The user will see the *author data entry* (it represents by "+" in the lower right corner) button.

The screenshot shows the 'Authors' list page. At the top, there is a search bar and several export icons (CSV, XLS, PDF, Print). Below the header, a table lists 10 entries:

Author ID	Author Tag	Author Name
757	100	sandra
759	110	Amelia Mondragon
760	100	Cassie Moo
761	110	Dessa Lopez
762	100	Daniela Andrade
763	110	Neil Rest
764	100	Samantha Jones
765	100	Gray Lo
766	110	Andy Suns
767	100	Paulo Contis

Below the table, it says 'Showing 1 to 10 of 10 entries'. At the bottom right, there are 'Previous', '1', and 'Next' buttons. A large 'Author Data Entry' button with a '+' sign is located at the bottom right of the main content area.

Dropdown box for author type will show.

The screenshot shows the 'Author Data Entry' modal. On the left, there is a label 'Author' and a small icon. To the right is a dropdown menu with the following options:

- Personal
- Corporate
- Added Personal
- Added Corporate

Author data entry for Personal Author

1. On the dropdown box menu of author type, choose "Personal". Then the data entry form will show.
2. Input the personal name.
3. Input the Numeration.
4. Input the titles and words associated with a name.
5. Input the relator name.
6. Input the dates associated with a name.
7. Input the fuller form of a name.
8. Input the affiliation.
9. Once done, click the *Submit* button.

The screenshot shows the 'Author Data Entry' screen. At the top, there is a dropdown menu labeled 'Author' with 'Personal' selected. To the right of the dropdown are numbered boxes: 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10. A large arrow points from the dropdown down to the input fields. The main area is titled 'Personal Author' and contains the following fields:

- Author Entry:** A dropdown menu showing '100' and 'Forename'. Box 2 is positioned above this field.
- Personal Name:** An input field containing '100a'. Box 3 is positioned above this field.
- Numeration:** An input field containing '100b'. Box 4 is positioned above this field.
- Titles and words associated with a name:** An input field containing '100c'. Box 5 is positioned above this field.
- Relator Term:** An input field containing '100e'. Box 6 is positioned above this field.
- Dates Associated with a Name:** An input field containing '100d'. Box 7 is positioned above this field.
- Fuller Form of Name:** An input field containing '100q'. Box 8 is positioned above this field.
- Affiliation:** An input field containing '100u'. Box 9 is positioned above this field.

At the bottom right of the form are three buttons: 'Submit' (blue), 'Clear' (grey), and 'Delete' (red). A hand cursor icon is placed over the 'Submit' button. To the right of the main form, there are two vertical panels. The top panel lists categories: 'Personal', 'Corporate', 'Added Personal', and 'Added Corporate'. The bottom panel is titled 'Forename' and lists 'Forename', 'Surname', and 'Family Name'.

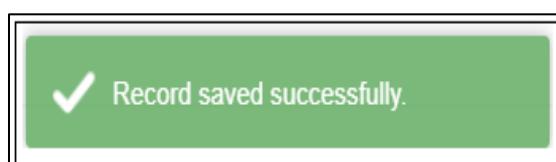
Author data entry for Corporate Author

1. On the dropdown box menu of author type, choose "Corporate". Then the data entry form will show.
2. Choose the corporate author entry to the dropdown box.
3. Input the corporate name or jurisdiction name as entry element
4. Input the subordinate unit.
5. Input the location of meeting.
6. Input the date of meeting or treaty signing.
7. Input the number of part/section/meeting.
8. Once done, click the *Submit* button.

Note: The user does not have to fill out all the information.

The screenshot shows the 'Author Data Entry' screen. At the top left, it says 'Author' and 'Corporate'. To the right is a dropdown menu with options: Personal, Corporate, Added Personal, and Added Corporate. Numbered callouts point to specific fields: 1 points to the 'Corporate' dropdown; 2 points to the 'Inverted Name' field; 3 points to the 'Corporate Name or Jurisdiction Name as Entry Element' field; 4 points to the 'Subordinate Unit' field; 5 points to the 'Location of Meeting' field; 6 points to the 'Date of Meeting or Treaty Signing' field; and 7 points to the 'Number of Part/Section/Meeting' field. At the bottom right are three buttons: 'Submit' (blue), 'Clear' (grey), and 'Delete' (red).

If the author has been successfully added, a confirmation message will appear.



C. Edit Author records

Author record can be easily edited on the author list. On the author list, click the author name of the record to be edited. Then the record containing all the information about the author will appear. Necessary changes can now be made on the record.

1. From the authors list, click the author name.

The screenshot shows a table titled "Authors" with the following data:

Author ID	Author Tag	Author Name
757	100	sandra
759	110	Amelia Mondragon
760	100	Cassie Moo
761	110	Dessa Lopez
762	100	Daniela Andrade
763	110	Neil Rest 1
764	100	Samantha Jones
765	100	Gray Lo
766	110	Andy Suns
767	100	Paulo Contis

Showing 1 to 10 of 10 entries

Search:

Previous **1** Next

2. After clicking the author name of the record to be edited, a form with author information will appear. The user may input the necessary changes.

Author Data Entry

Author

Personal Author 2

Author Entry	100 <input type="text" value="Forename"/>
Personal Name	100a <input type="text" value="Ayukil III, Leopoldo G."/>
Numeration	100b <input type="text"/>
Titles and words associated with a name	100c <input type="text"/>
Relator Term	100e <input type="text"/>
Dates Associated with a Name	100d <input type="text"/>
Fuller Form of Name	100q <input type="text"/>
Affiliation	100u <input type="text"/>

3

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

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



D. Delete Author records

Author record can be easily deleted on the author list. On the author list, click the author name of the record to be deleted. The record containing all the information about the author will appear.

1. From the authors list, click the author name.
2. After clicking the author name of the record to be deleted, a form with author information will appear. Click the *Delete* button.
3. A confirmation message will appear. At the confirmation dialog box, click *OK* button or the user may cancel the deletion by clicking the *Cancel* button.

Author ID	Author Tag	Author Name
757	100	sandra
759	110	Amelia Mondragon
760	100	Cassie Moo
761	110	Dessa Lopez
762	100	Daniela Andrada
763	110	Neil Rest 1
764	100	Samantha Jones
765	100	Gray Lo
766	110	Andy Suns
767	100	Paulo Contis

Showing 1 to 10 of 10 entries

Previous **1** Next

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



E. Searching for Author records

The Author page provides a search box where the user can easily find a particular author by simply inputting the author ID, author tag or author name then the system will automatically filter the result.

1. On the search box, the user may type any author ID, author tag or author name.
2. Then the system will automatically filter the result.

The screenshot shows a search results page for authors. At the top, there is a search bar with the text "Neil Rest" and a dropdown menu showing the number "1". Below the search bar, there are icons for CSV, XLS, PDF, and Print. A table follows, with columns labeled "Author ID", "Author Tag", and "Author Name". The first row of the table contains the values "763", "110", and "Neil Rest". A small number "2" is positioned next to the "Author Name" column header. At the bottom of the table, it says "Showing 1 to 1 of 1 entries (filtered from 10 total entries)". At the very bottom, there are "Previous" and "Next" buttons, with the number "1" in the center.

Author ID	Author Tag	Author Name
763	110	Neil Rest

V. Administering Publications

A. Getting to the Publications Entry Form

1. From the main menu, click Holdings Module.
2. Then click the cataloged page link. The cataloged records list will show.
3. Choose the records.
4. Click Publications button



5. Publications List will show.

The screenshot shows a 'Publications' list page. At the top, there is a header with a search bar and icons for CSV, XLS, PDF, and Print. Below the header is a table with the following data:

Publication ID	Publication	Publication Year
6	Visayas	2011
752	Manila	2012
753	Diliman	2013
754	Los Baños	2014
755	Mindanao	2015
756	Cebu	2016

Showing 1 to 6 of 6 entries

Previous 1 Next

B. Adding new Publications Details

Under the publications list. Click the *publications data entry* (it represents the “+” button).

The screenshot shows a list of publications under the heading "Publications". The list includes:

- PCRD-H000007
- Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens

Below the list is a table with columns: Publication ID, Publication, and Publication Year. The data is as follows:

Publication ID	Publication	Publication Year
6	Visayas	2011
752	Manila	2012
753	Diliman	2013
754	Los Baños	2014
755	Mindanao	2015
756	Cebu	2016

At the bottom of the table, it says "Showing 1 to 6 of 6 entries". Below the table are buttons for "Previous", "1", and "Next".

At the bottom right of the main area is a button labeled "Publication Data Entry" with a plus sign.

Publications Data Entry form will show.

The screenshot shows the "Publication Data Entry" form. It contains several input fields and dropdown menus:

- List of Imprint:** A dropdown menu showing "264 Not Applicable/Not provided/Earliest". An arrow points from this menu to a larger panel on the right containing a list of options: "Not Applicable/Not provided/Earliest", "Intervening", and "Current/Last".
- List of Type of Imprint:** A dropdown menu showing "264 Publication". An arrow points from this menu to a smaller panel on the right containing a list of options: "Publication", "Production", and "Publication".
- Place of Production, Publication, Distribution, Manufacture:** A dropdown menu showing "260a".
- Name of Producer, Publisher, Distributor, Manufacturer:** A dropdown menu showing "260b".
- Date of Production, Publication, Distribution, Manufacture, or Copyright Notice:** A dropdown menu showing "260c".

At the bottom of the form are buttons for "Submit", "Clear", and "Delete".

1. On the dropdown menu choose list of Imprints.
2. On the second dropdown menu choose list of type of Imprint.
3. Input the place production, publication, distribution, manufacture.
4. Input the name of producer, publisher, distributor, and manufacturer.
5. Input the date of production, publication, distribution, manufacture or copyright notice.
6. Once done, click *Submit* button.

Publication Data Entry +

List of Imprint 1

264	Current/Last	
-----	--------------	---

List of Type of Imprint 2

264	Publication	
-----	-------------	---

Place of Production, Publication, Distribution, Manufacture 3

260a	Diliman	
------	---------	---

Name of Producer, Publisher, Distributor, Manufacturer 4

260b	University of the Philippines	
------	-------------------------------	---

Date of Production, Publication, Distribution, Manufacture, or Copyright Notice 5

260c	2013	
------	------	---

6 Submit Clear Delete

If the publication record has been successfully added, a confirmation message will appear.



C. Edit Publications Details

Publication Record can be easily edited on the publication list. On the publication list, click the publication of the record to be edited. Then the record containing all the information about the publication will appear. Necessary changes can now be made on the record.

1. From the publications list, click the publication record.

The screenshot shows a 'Publications' list page. At the top, there is a header bar with icons for file operations (Word, CSV, Excel, PDF, Print) and a search input field. Below the header is a list entry for 'PCRD-H000007' which includes a link to a detailed view of 'Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens'. The main content area is a table titled 'Publications' with columns: Publication ID, Publication, and Publication Year. The table contains six entries:

Publication ID	Publication	Publication Year
6	Visayas	2011
752	Manila 1	2012
753	Diliman	2013
754	Los Baños	2014
755	Mindanao	2015
756	Cebu	2016

Below the table, a message says 'Showing 1 to 6 of 6 entries' and a navigation bar shows 'Previous' and 'Next' buttons with the number '1' in the center. At the bottom of the page, there is a footer section labeled 'Publication Data Entry' with a plus sign (+).

2. After clicking the publication of the record to be edited, a form with publication information will appear. The user may input the necessary changes.

Publication Data Entry

List of Imprint 2

264 Not Applicable/Not provided/Earliest

List of Type of Imprint

264 Publication

Place of Production, Publication, Distribution, Manufacture

260a Manila

Name of Producer, Publisher, Distributor, Manufacturer

260b University of the Philippines

Date of Production, Publication, Distribution, Manufacture, or Copyright Notice

260c 2012

3 Save Clear Delete

3. Once done, click the Save button.

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



D. Delete Publications Details

Publications record can be easily deleted on the publication list. On the publication list, click the publications of the record to be deleted. The record containing all the information about the publications will appear.

1. From the publications list, click any publication record.

The screenshot shows a table titled "Publications" with the following data:

Publication ID	Publication	Publication Year
6	Visayas	2011
752	Manila 1	2012
753	Diliman	2013
754	Los Baños	2014
755	Mindanao	2015
756	Cebu	2016

Below the table, there is a message: "Showing 1 to 6 of 6 entries". A navigation bar includes "Previous", a page number "1", and "Next". At the bottom, there is a link "Publication Data Entry" followed by a plus sign (+).

2. After clicking the publication of the record to be deleted, a form with publication information will appear. Click the *Delete* button.
3. A confirmation message will appear. At the confirmation dialog box, click *OK* button or the user may cancel the deletion by clicking the *Cancel* button.

Are you sure you want to delete this record?

3 OK Cancel

Publication Data Entry

List of Imprint
264 Not Applicable/Not provided/Earliest

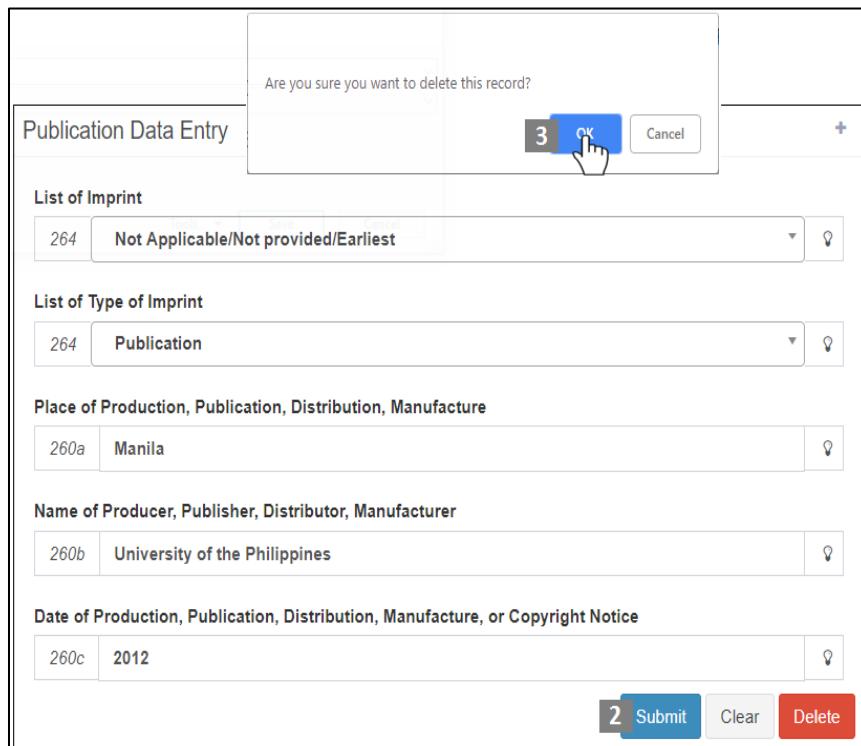
List of Type of Imprint
264 Publication

Place of Production, Publication, Distribution, Manufacture
260a Manila

Name of Producer, Publisher, Distributor, Manufacturer
260b University of the Philippines

Date of Production, Publication, Distribution, Manufacture, or Copyright Notice
260c 2012

2 Submit Clear Delete



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



E. Searching for Publications Details

The Publication Page provides a search box where the user can easily find a particular publication by simple type the publication ID, publication and publication year then the system will automatically filter the result.

1. On the search box, the user can type publication ID, publication and publication year
2. Then the system will automatically filter the result.

Publications

PCRD-H000007
- Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens

Search: Manila **1**

Publication ID	Publication	Publication Year
752	Manila 2	2012

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

Previous **1** Next

VI. Administering Holdings Copy

A. Getting to the Holdings Entry Form

1. From the main navigation, click Holdings Module.
2. Then click the catalogued page link. The catalogued records list will show.
3. Choose any records.
4. Click Publications button



1. Holdings Copy List will show.

A screenshot of a 'Holdings Copy' list page. The title 'Holdings Copy' is at the top. Below it is a search bar and a row of icons for exporting data: CSV, XLSX, PDF, and Print. A table lists four entries with columns: Acquisitions ID, Circulation Number, CopyNumber, and Front Page. The entries are:

Acquisitions ID	Circulation Number	CopyNumber	Front Page
PCRD-A000008	PCAARRD-TH-00076	c1	Front Page
PCRD-A001148	PCAARRD-TH-000800	c2	Front Page
PCRD-A001149	PCAARRD-TH-000801	c3	Front Page
PCRD-A001150	PCAARRD-TH-000802	c4	Front Page

Showing 1 to 4 of 4 entries

Previous 1 Next

B. Edit Holdings Copy

Copy of any library holdings record can be easily edited on the holdings copy list. On the holdings copy list, click the circulation number of the record to be edited. Then the record containing all the information about the copy of a library holdings record will appear. Necessary changes can now be made on the record.

1. From the holdings copy list, click the circulation number of a record.

Acquisitions ID	Circulation Number	CopyNumber	Front Page
PCRD-A00008	PCAARRD-TH-00076	c1 1	Front Page
PCRD-A001148	PCAARRD-TH-000800	c2	Front Page
PCRD-A001149	PCAARRD-TH-000801	c3	Front Page
PCRD-A001150	PCAARRD-TH-000802	c4	Front Page

Showing 1 to 4 of 4 entries

Previous 1 Next

2. After clicking the circulation number of a record to be edited, a form with a copy of library holdings information will appear. The user may input the necessary changes.

Holding Copy Data Entry

Location

Sub Location 852b

Item Information - Basic Bibliographic Unit

Material Type	006 Books
Accession Number	876a 18-0000700
Circulation Number	876b PCAARRD-TH-000800
Date of Acquisition	876d
Acquisition Mode	876e Donation
Source	876f
Use restrictions	876g For room use only
Item Status	876j Inventoried
Temporary Location	876l
Copy Number	876t c2
Nonpublic Note	876x
Copyright Date	876y
Copy Number	876t c2
Nonpublic Note	876x
Copyright Date	876y

Inventory Status:

Uninven...

Date of Inventory

dd/mm/

Save **Clear** **Delete**

3. Once done, click the Save button.

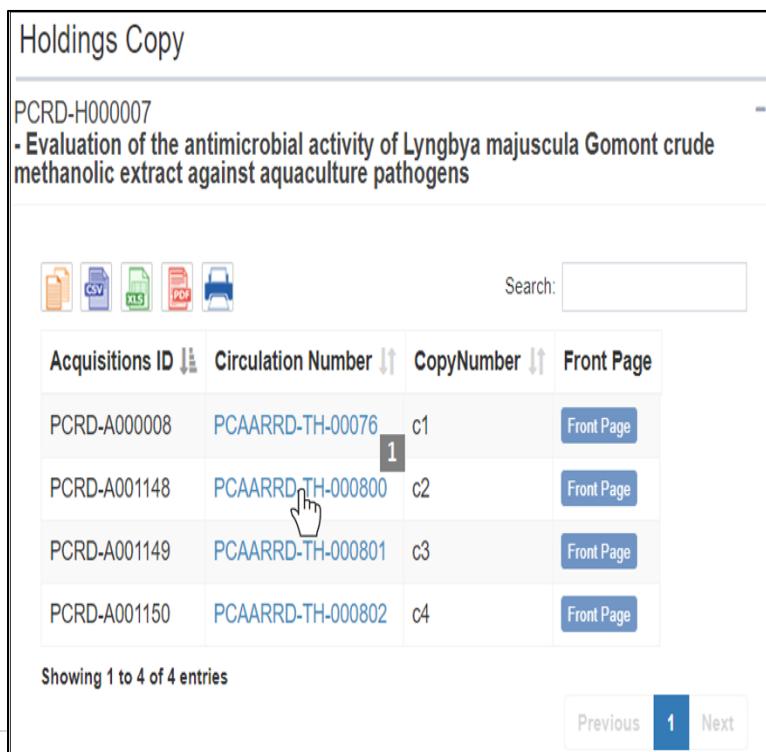
Note: The user may only edit and delete any copy of library holdings record in this page. If they want to create another copy of a certain library holding record. Go to acquisitions module and do the following

1. Click the *Add acquisitions* button and a blank data entry form will show.
 2. When the blank data entry form show, do the following such as choose material type.
 3. Input the author (personal author and corporate author).
 4. Input the title.
 5. Input the publication year, then the information of a certain record will show.
 6. Input the copy number.
 7. Click the *Submit* button. The record of another copy of a record will be list in the holdings copy page.
-

C. Delete Holdings Copy

Copy of any library holdings record can be easily delete on the holdings copy list. On the holdings copy list, click the circulation number of the record to be deleted. Then the record containing all the information about the copy of a library holdings record will appear.

1. From the holdings copy list, click any circulation number of a record.



Acquisitions ID	Circulation Number	CopyNumber	Front Page
PCRD-A000008	PCAARRD-TH-00076	c1	Front Page
PCRD-A001148	PCAARRD-TH-000800	1	Front Page
PCRD-A001149	PCAARRD-TH-000801	c2	Front Page
PCRD-A001150	PCAARRD-TH-000802	c3	Front Page
		c4	Front Page

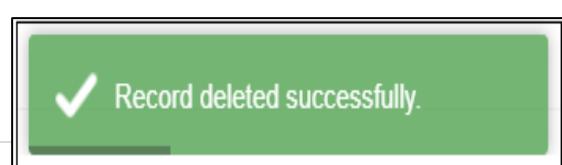
Showing 1 to 4 of 4 entries

Previous 1 Next

2. After clicking the circulation number of the record to be deleted, a form with copy of library holdings information will appear. Click the *Delete* button.
3. A confirmation message will appear. At the confirmation dialog box, click *OK* button or the user may cancel the deletion by clicking the *Cancel* button.

The screenshot shows the 'Holding Copy Data Entry' screen. At the top right, a confirmation dialog box asks 'Are you sure you want to delete this record?' with 'OK' and 'Cancel' buttons. The number '3' is highlighted over the 'OK' button. Below the dialog, the main form contains item information fields such as Material Type (006 Books), Accession Number (876a 18-0000700), Circulation Number (876b PCAARRD-TH-000800), Date of Acquisition (876d), Acquisition Mode (876e Donation), Source (876f), Use restrictions (876g For room use only), Item Status (876j Inventoried), Temporary Location (876l), Copy Number (876t c2), Nonpublic Note (876x), and Copyright Date (876y). At the bottom, there are fields for Inventory Status (checkbox for Uninven...), Date of Inventory (date picker dd/mm/), and buttons for Save (blue), Clear (grey), and Delete (red).

If the copy of library holdings record has been successfully deleted, a confirmation message will appear.



VII. Administering Subjects

Subject refer to the keyword that best describe the document.

A. Getting to the Subjects Entry Form

This will help the user get into the Subject Form and use functions available for the users.

1. From the admin navigation, click Holdings Module.
2. Then click the cataloged page link. The catalogued records list will show.
3. Choose any records.
4. Click *Subject* button.



5. Subjects List will show.

A screenshot of a 'Subjects' list page. The title 'Subjects' is at the top, followed by a subtitle 'PCRD-H000007' and a detailed description '- Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens'. Below this is a toolbar with icons for file formats (Word, CSV, XLS, PDF, Print) and a search input field. A table follows, with columns 'Subject', 'Type', and 'Subject Heading'. The data in the table is as follows:

Subject	Type	Subject Heading
650		Algae
650		Aquatic plants
650		Algae
650		Majuscula
650		Lyngba

Showing 1 to 5 of 5 entries

Previous 1 Next

B. Adding new Subject

Under the subject list. Click the *subject data entry* (it represents the "+") Button.

The screenshot shows a 'Subjects' page with a header 'PCRD-H000007' and a note '- Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens'. Below this is a table with columns 'Subject Type' and 'Subject Heading'. The entries are:

Subject Type	Subject Heading
650	Algae
650	Aquatic plants
650	Algae
650	Majuscula
650	Lyngba

Below the table, it says 'Showing 1 to 5 of 5 entries' and has 'Previous' and 'Next' buttons. At the bottom, there is a 'Subjects Data Entry' section with a '+' button, and 'Submit', 'Clear', and 'Delete' buttons.

Subject type dropdown box will appear

The screenshot shows a dropdown menu titled 'Topical Term' under the 'Subject' heading. The menu items are:

- Topical Term
- Personal Name
- Corporate Name
- Meeting/Conference
- Uniform Title
- Geographic

The 'Topical Term' item is highlighted with a blue background.

Subject Data Entry Form for different Subject Type:

Subjects Data Entry

Subject Topical Term

Topical Term

Topical Term Subject Heading

Subject Subdivision

Form Subdivision

Subject Chronology

Heading Geography

Subject Data Entry Form for Topical Term

Subjects Data Entry

Subject Personal Name

Personal Name

Personal Name Subject Heading

Titles and other words associated with a name

Subject Subdivision

Form Subdivision

Chronological Subdivision

Geographic Subdivision

Subject Data Entry Form for Personal Name

Subjects Data Entry

Subject Corporate Name

Corporate Name

Corporate Name Subject Heading	610a		
Corporate Name Subordinate Unit	610b		
General Subdivision	610x		
Form Subdivision	610v		
Chronological Subdivision	610y		
Geographic Subdivision	610z		

Submit **Clear** **Delete**

Subject Data Entry Form for Corporate Name

Subjects Data Entry

Subject Meeting/Conference

Meeting / Conference

Meeting/Conference Name Subject Heading	611a		
Date	611d		
Location	611c		

Submit **Clear** **Delete**

Subject Data Entry Form for Meeting/Conference

Subjects Data Entry

Subject Uniform Title

Uniform Title

Uniform Title Subject Heading	630a		
Subject Subdivision	630x		
Form Subdivision	630v		

Submit **Clear** **Delete**

Subject Data Entry Form for Uniform Title

Subjects Data Entry

Subject Geographic

Geographic

Geographic Name Subject Heading	651a		
Geographic Name Subject Subdivision	651x		
Form Subdivision	651v		

Submit **Clear** **Delete**

Subject Data Entry Form for Geographic

C. Edit Subject

Subjects can be easily edited using the Subjects list. On the Subjects list, click the subject heading of the record to be edited. Then the record containing all the information about the subjects of a subject's record will appear. Necessary changes can now be made on the record.

1. From the subjects list, click the subject heading of a record.

The screenshot shows a 'Subjects' list page. At the top, there is a header with the identifier 'PCRD-H000007' and a descriptive text: '- Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens'. Below the header are several export icons (Word, CSV, XLS, PDF, Print) and a search bar. A table lists five subject entries:

Subject Type	Subject Heading
650	Algae
650	Aquatic plants
650	Algae
650	Majuscula
650	Lyngba 1

Below the table, a message says 'Showing 1 to 5 of 5 entries'. At the bottom right of the table area are 'Previous', '1', and 'Next' buttons. A cursor is hovering over the 'Lyngba' entry. Below the table is a 'Subjects Data Entry' form with a plus sign, a 'Submit' button, a 'Clear' button, and a 'Delete' button.

2. After clicking the subject heading of a record to be edited, a form with a subject's information will appear. The user may input the necessary changes.

Subjects Data Entry 2 +

Subject Topical Term

Topical Term

Topical Term	650a	Lyngba
Subject Heading	?	

Subject	650x	?
Subdivision	?	

Form Subdivision	650v	?
Chronology	?	

Heading	650z	?
Geography	?	

3 Save Clear Delete

3. Once done, click the Save button.

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



D. Delete Subjects

Subjects record can be deleted on the subjects list. On the subjects list, click the subject heading of the record to be deleted. Then the record containing all the information about the subject's record will appear.

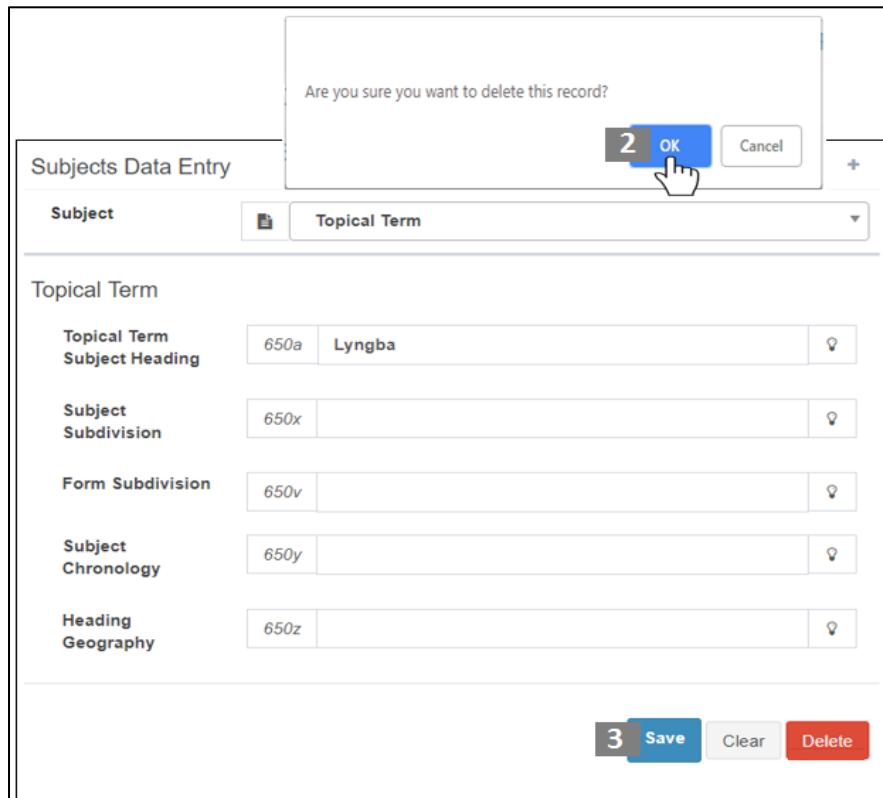
1. From the subjects list, click any subject heading of a record.

The screenshot shows a web-based application interface for managing subjects. At the top, there is a header with the title 'Subjects'. Below the header, a search bar contains the identifier 'PCRD-H000007' and a descriptive text: '- Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens'. Underneath this, there is a table with columns for 'Subject Type' and 'Subject Heading'. The table contains five rows of data:

Subject Type	Subject Heading
650	Algae
650	Aquatic plants
650	Algae
650	Majuscula
650	Lyngba 1

Below the table, a message says 'Showing 1 to 5 of 5 entries'. At the bottom of the page, there is a navigation bar with 'Previous' and 'Next' buttons, and a page number '1'. At the very bottom, there is a section titled 'Subjects Data Entry' with a '+' button, and a row of buttons labeled 'Submit', 'Clear', and 'Delete'.

2. After clicking the subject heading of the record to be deleted, a form with subject's information will appear. Click the Delete button.



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

If the subject's record has been successfully deleted, a confirmation message will appear.



E. Searching for Subjects

The Subjects page provides a search box where they can easily find a particular subject's record by simple type subject type or subject heading then the system will automatically filter the result.

1. On the search box, the user can type subject type or subject heading.
2. Then the system will automatically load the result.

Subjects

PCRD-H000007
- Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens

Search: 1

Subject Type	Subject Heading
650	Lyngba 2

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

Previous 1 Next

NOTE: Different subject type data entry form have different fields.

VIII. Administering Attachments

A. Getting to the Attachments Entry Form

From the main menu, click Holdings Module.

1. In the upper left part, click the Cataloged button. The cataloged records list will show.
2. Choose any records.
3. Click *Attachments* button.



4. By default, the attachments list will show.

A screenshot of a 'Attachments' list page. The title 'Attachments' is at the top. Below it, there is a brief description: 'PCRD-H000007 - Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens'. There are four small icons above a search bar. A table follows, with columns: Multimedia, ID, File Name, Type, File Location, Attachment, Action, and Restriction. Two entries are listed:

Multimedia	ID	File Name	Type	File Location	Attachment	Action	Restriction
	6	Morphological Chemical and Genetic Diversity of Tropical Marine_PCRD-H000007	pdf	./upload/Morphological Chemical and Genetic Diversity of Tropical Marine_PCRD-H000007.pdf		Delete	<input type="radio"/> Viewable <input type="radio"/> Downloadable <input checked="" type="radio"/> Restricted
	9	Identification and structure elucidation of antimicrobial compounds from Lyngbya and Aphanothecae bullosa_PCRD-H000007	pdf	./upload/Identification and structure elucidation of antimicrobial compounds from Lyngbya and Aphanothecae bullosa_PCRD-H000007.pdf		Delete	<input type="radio"/> Viewable <input type="radio"/> Downloadable <input checked="" type="radio"/> Restricted

Showing 1 to 2 of 2 entries

Previous **1** Next

B. Adding new Attachments

Under the attachments list, click the add attachments button.

The screenshot shows a table titled "Attachments" with the following data:

Multimedia ID	File Name	File Type	File Location	Attachment	Action	Restriction
6	Morphological Chemical and Genetic Diversity of Tropical Marine_PCRD-H000007	pdf	./upload/Morphological Chemical and Genetic Diversity of Tropical Marine_PCRD-H000007.pdf			<input type="radio"/> Viewable <input type="radio"/> Downloadable <input checked="" type="radio"/> Restricted
9	Identification and structure elucidation of antimicrobial compounds from Lyngbya and Aphanothecus bullosa_PCRD-H000007	pdf	./upload/Identification and structure elucidation of antimicrobial compounds from Lyngbya and Aphanothecus bullosa_PCRD-H000007.pdf			<input type="radio"/> Viewable <input type="radio"/> Downloadable <input checked="" type="radio"/> Restricted

Below the table, there is a "Search:" input field and a "Showing 1 to 2 of 2 entries" message. At the bottom, there are "Previous" and "Next" buttons, and "Submit" and "Clear" buttons.

Then the attachments form will show.

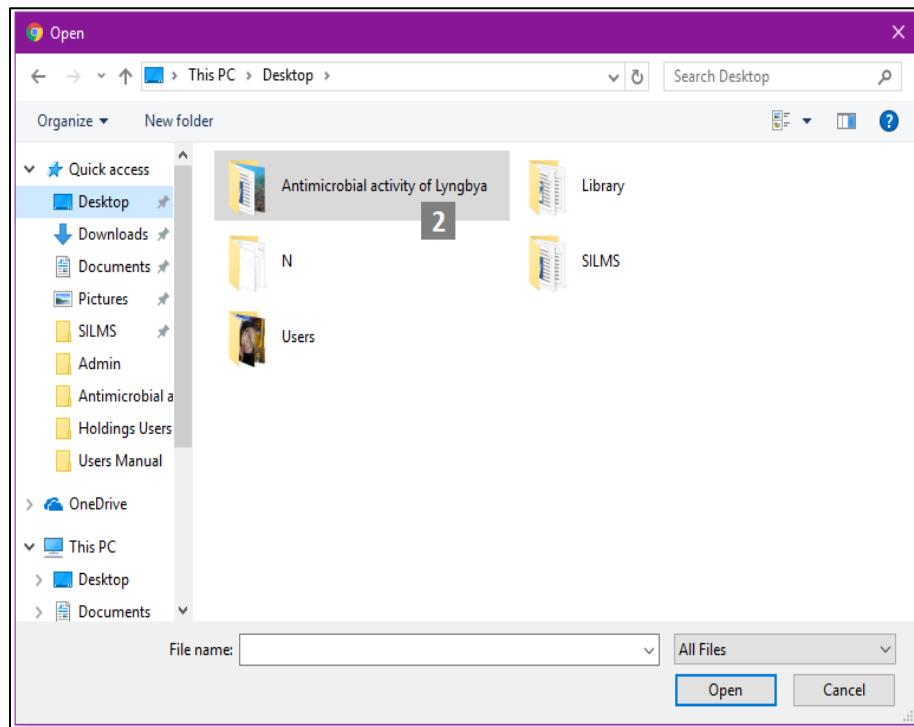
The screenshot shows a form titled "Multimedia" with the following fields:

- Upload Attachment:** A file input field labeled "Choose File" with "No file chosen".
- Restriction:** A dropdown menu set to "Restricted".
- Buttons:** "Submit" and "Clear" buttons at the bottom right.

1. Click the *Choose file* button to find the location of the file to be uploaded. A dialog box will appear

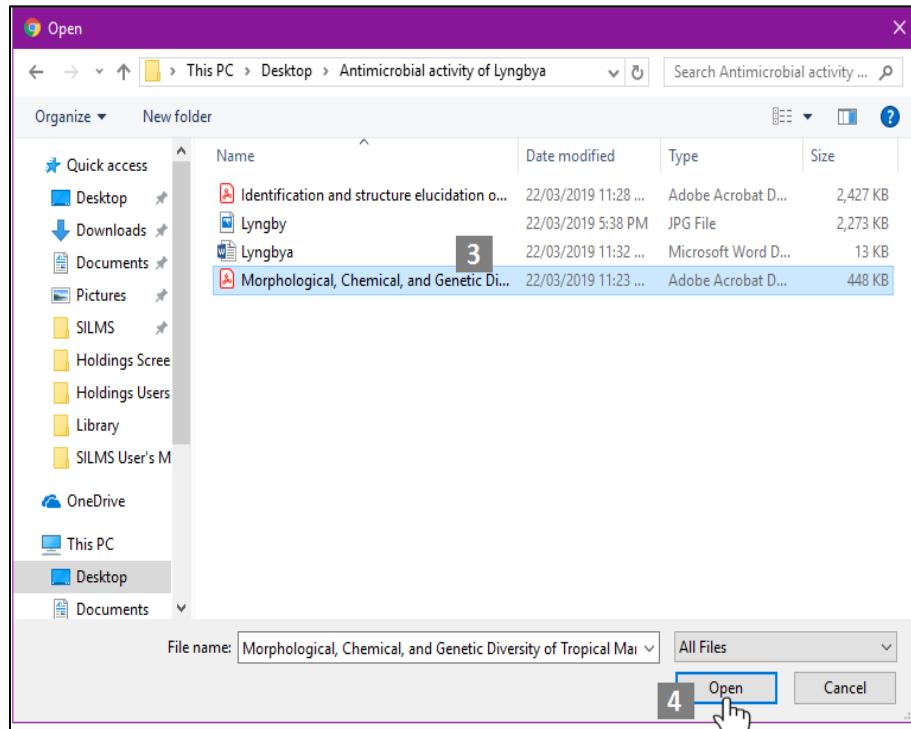


2. From the dialog box, find the location of the file.



3. If the file location has been found, select the filename of the file that to upload.

4. Click *Open* button.



5. Choose the restriction of the file.
6. Once done, click *Submit* button.

A screenshot of a 'Multimedia' upload interface. The title bar says 'Multimedia'. Below it is a 'Upload Attachment' section with a 'Choose File' button and a dropdown menu showing 'Morphological, Chemical, and Genetic Diversity of Tropical Marine.pdf'. Underneath is a 'Restriction:' section with a dropdown menu. The 'Restricted' option is selected and highlighted with a blue box (callout '5'). To the right of the dropdown are 'Submit' and 'Clear' buttons (callout '6').

If the attachment has been successfully added, it will be on the attachments list

Attachments						
PCRD-H00007 - Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens						
Multimedia	ID	File Name	Type	File Location	Attachment	Action
	6	Morphological Chemical and Genetic Diversity of Tropical Marine_PCRD-H00007	pdf	./upload/Morphological Chemical and Genetic Diversity of Tropical Marine_PCRD-H00007.pdf		Delete <input type="radio"/> Viewable <input type="radio"/> Downloadable <input checked="" type="radio"/> Restricted
	9	Identification and structure elucidation of antimicrobial compounds from Lyngbya and Aphanothecae bullosa_PCRD-H00007	pdf	./upload/Identification and structure elucidation of antimicrobial compounds from Lyngbya and Aphanothecae bullosa_PCRD-H00007.pdf		Delete <input type="radio"/> Viewable <input type="radio"/> Downloadable <input checked="" type="radio"/> Restricted

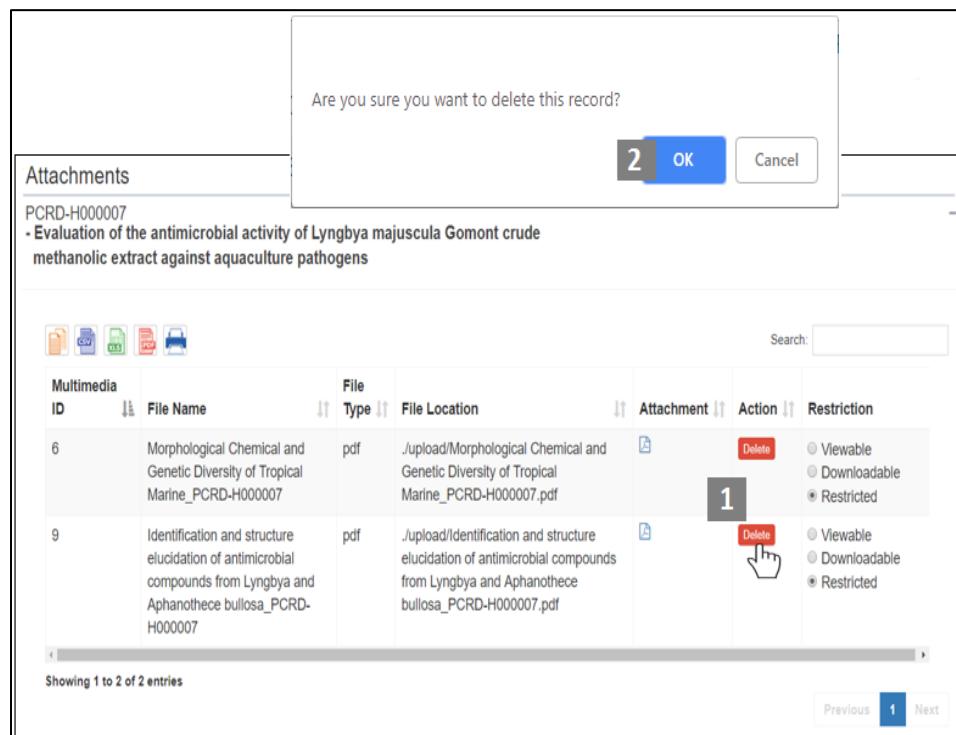
If the attachments have been successfully added, a confirmation message will appear.



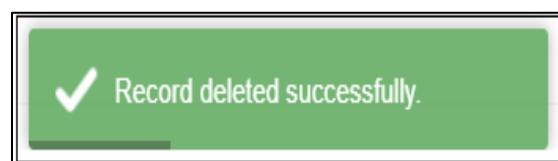
C. Delete Attachments

Attachments Record can be deleted on the attachments list. On the attachments list, click the *Delete* button of the record to be deleted.

1. From the attachments list, choose the file to be deleted. Then click the *Delete* button.
2. A confirmation message will appear. At the confirmation dialog box, click *OK* button or the user may cancel the deletion by clicking the *Cancel* button.



If the attachments have been successfully deleted, a confirmation message will appear.



D. Searching for Attachments

The Attachments page provides a search box where the user can easily find a particular file by simply typing the multimedia ID or file location. The system will automatically load the result.

1. On the search box, the user can type any type the multimedia ID or file location.
2. Then the system will automatically filter the result.

The screenshot shows a search results page titled "Attachments". The search term "PCRD-H000007" was entered in the search bar, resulting in one entry:

- Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens**

The table below lists the attachment details:

Multimedia ID	File Name	Type	File Location	Attachment	Action	Restriction
11	Identification and structure elucidation of antimicrobial compounds from Lyngbya and Aphanothecae bullosa_PCRD-H000007	pdf	./upload/Identification and structure elucidation of antimicrobial compounds from Lyngbya and Aphanothecae bullosa_PCRD-H000007.pdf		Delete	<input type="radio"/> Viewable <input type="radio"/> Downloadable <input checked="" type="radio"/> Restricted

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

IX. Cover Page

A. Getting to the Cover Page Entry Form

From the main menu, click Holdings Module.

1. In the upper left part, click the Cataloged button. The cataloged records list will show.
2. Choose any records.
3. Click *Cover Page* button.

The screenshot shows the "Holdings Cataloged" screen. At the top, there are several buttons: Authors, Publications, Holdings Copy, Attachments, Subject, and Cover Page. The "Cover Page" button is highlighted with a blue background and a hand cursor icon pointing at it.

4. By default, the cover page will show.

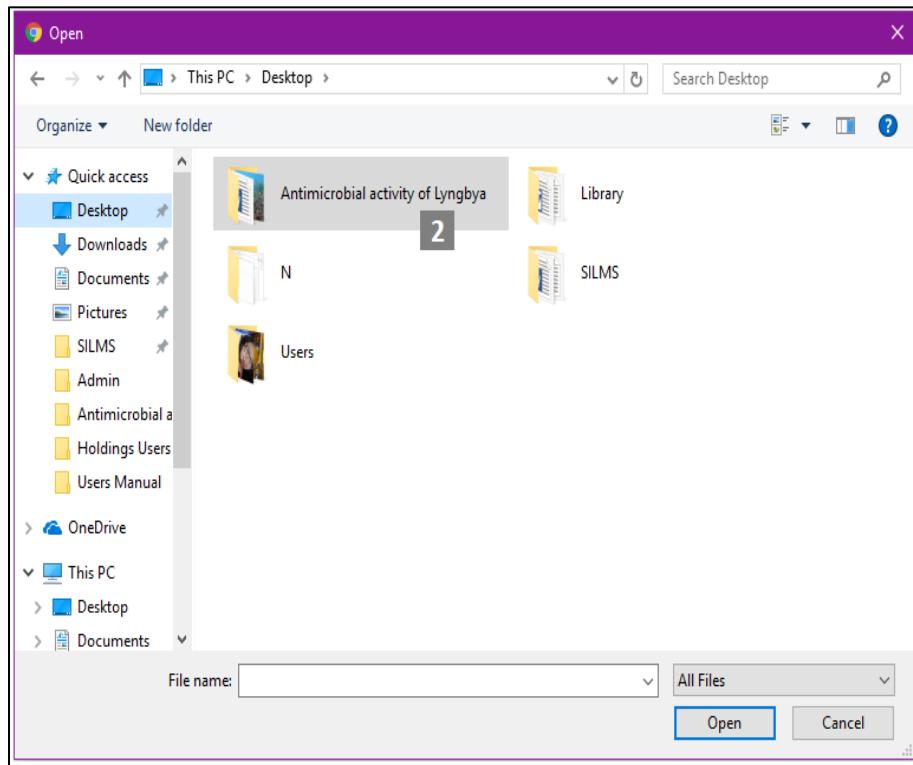
The screenshot shows a 'Cover Page' section. At the top, there is a document title: 'PCRD-H000007 - Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens'. Below this, there is a form titled 'Upload Cover Page' with a file input field containing 'No file chosen'. At the bottom right of the form are three buttons: 'Submit' (blue), 'Clear' (gray), and 'Delete' (red).

B. To Upload Cover Page:

1. Click the *Choose file* button to find the location of the file to be uploaded. A dialog box will appear.

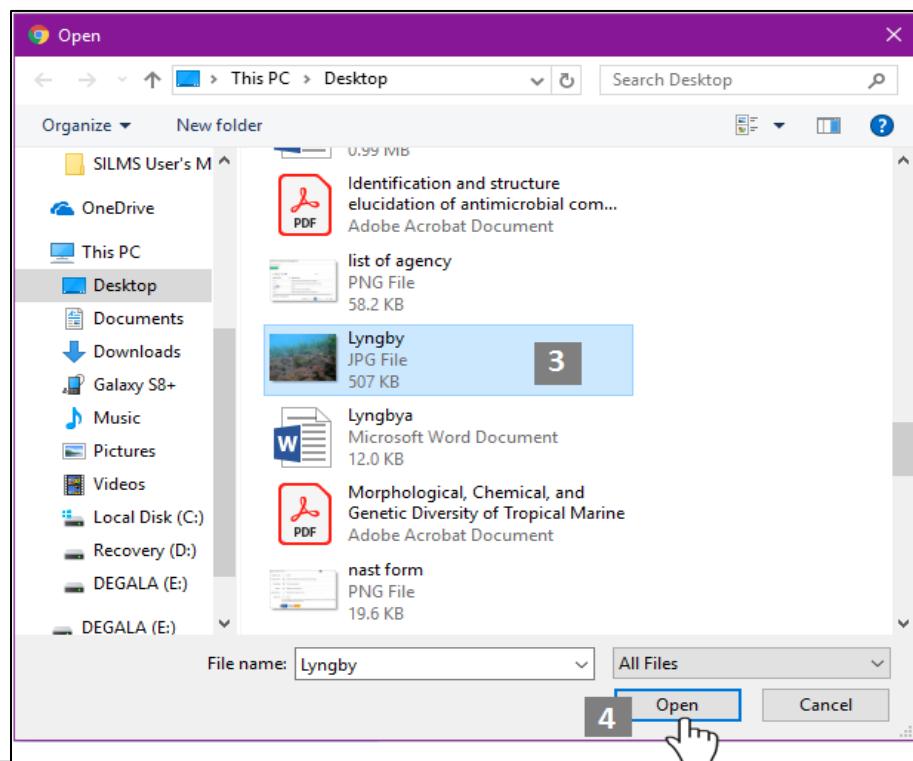


2. From the dialog box, find the location of the file.



3. If the file location has been found, select the filename of the file that to be uploaded.

4. Click *Open* button.



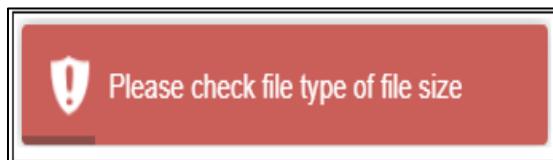
- Once done, click the *Submit* button.



The cover page that has been uploaded will appear on the page. A confirmation message will appear under the cover page form that the cover page has been uploaded successfully.

A screenshot of a "Cover Page" section. At the top, there is a thumbnail image of an underwater scene with green algae and rocks. Below the image, the title "PCRD-H000007" and subtitle "- Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens" are displayed. Underneath the image, there is another "Upload Cover Page" form identical to the one above, showing the file "Lyngby.jpg" selected. A green notification bar at the bottom right of the form area says "Frontpage uploaded successfully!" with a checkmark icon.

If the image size was too large, a notification will show like this



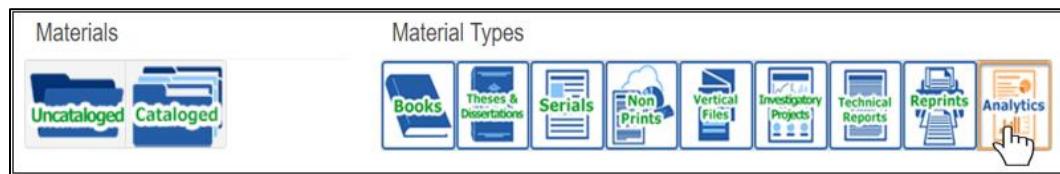
X. Administering Analytics

Analytics consists of entries created from analyzed data of a larger resource (e.g. journals articles, papers in proceedings, chapters in a book, monographic series) and these entries are called "analytical entry".

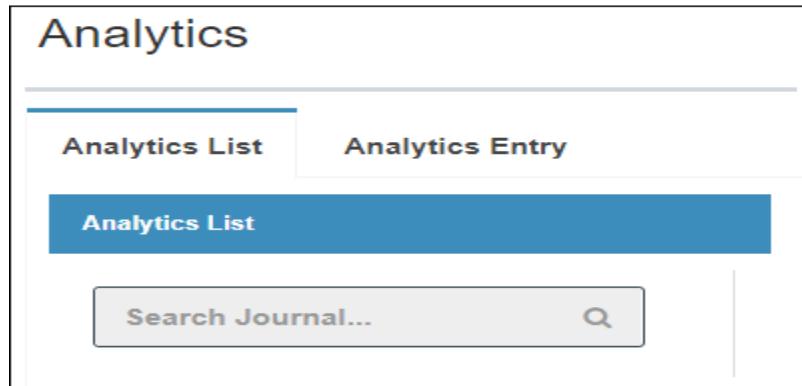
This module is for the extracted data from journal/serials.

A. Getting to the Analytics Page

1. From the main menu, click the holdings module.
2. On the upper right side, click the *Analytics* button.



By default, the Analytics List and Entry page will show.



B. Searching for Analytics Records

By clicking the *Analytics* Button, Article search bar will be displayed. Upon searching, related journals will be listed and its analytics will be displayed in the data table.

There are methods for searching:

First Method:

On the search box, if the user want to view all the article records just type the “-all” then click the search tool found in the right side of the search box and all the records will show.

The screenshot shows a search interface titled "Analytics". At the top, there are two tabs: "Analytics List" (which is highlighted in blue) and "Analytics Entry". Below the tabs is a search bar containing the text "-all". To the right of the search bar is a magnifying glass icon with a hand cursor pointing at it, indicating it is a search button. The main area displays a list of search results, each consisting of a small blue square icon followed by a title and a left arrow icon. The titles listed are: PCAARRD Farm news, The program-planning cycle of PCAARR, Scientific literature service center, Honoraria guidelines of researchers, res....., The implication of the word development, Research management capability program (....., The PCAARRD directors, A catalogue of PCAARRD publications 1972....., Pantas and tanglaw awards 1974 - 1983, The agricultural research development p....., PCARRD, Resource generation for agriculture and, The agricultural research development pr....., The National research and development ne....., Manpower resources development program, Philippine hoyas, and Lagundi (Vitex negundo L.).

Result	Action
PCAARRD Farm news	<
The program-planning cycle of PCAARR	<
Scientific literature service center	<
Honoraria guidelines of researchers, res.....	<
The implication of the word development	<
Research management capability program (.....	<
The PCAARRD directors	<
A catalogue of PCAARRD publications 1972.....	<
Pantas and tanglaw awards 1974 - 1983	<
The agricultural research development p.....	<
PCARRD	<
Resource generation for agriculture and	<
The agricultural research development pr.....	<
The National research and development ne.....	<
Manpower resources development program	<
Philippine hoyas	<
Lagundi (Vitex negundo L.)	<

Second Method:

On the search box, if the user wants to view a certain record, just input the title or any keyword then click the search icon found in the right side of the search box.

The screenshot shows the 'Analytics' interface with the 'Analytics List' tab selected. A search bar at the top contains the keyword 'highlights'. A magnifying glass icon (labeled 2) is positioned to the right of the search bar. Below the search bar, a list of results is displayed, each starting with a small icon followed by the title. One result, 'Highlights '91', is highlighted with a red rectangle and labeled 3. To the left of this result, a number 4 is enclosed in a box. Below the main list, there is a dropdown menu with options: 'Volume', 'Volume 1', 'Volume 2', 'Volume 3', 'Issue Number 1', and 'Issue Number 2'. The 'Volume 3' option is highlighted with a blue rectangle and labeled 5. To the left of this dropdown, a number 6 is enclosed in a box. At the bottom of the page, a blue button labeled 'View All Volumes and Issues' is visible, with a number 7 to its left. On the right side of the page, there is a data table with columns for Title, Author, Subject, and Attachments. The table contains two entries: 'PCAARRD Highlights' and 'Philippine Carabao Center'. Each entry has three green buttons labeled 'Edit Author', 'Edit Subject', and 'Edit Attachments'. Below the table, it says 'Showing 1 to 2 of 2 entries'. Navigation buttons for 'Previous' and 'Next' are also present.

1. From the search box, type the article title or any keyword.
2. Click the search tool.
3. The results will show, select and click that record.
4. The existing volume number and issue number will show, click the volume number.
5. And select and click the issue number.
6. The records will show in data table form.
7. To view all the volumes and issues, click the *View all volumes and issues* button.

Volumes and Issues		
Volume	Issue Number	Title
1	1	H '91
2	1	'91
2	1	PREFACE Research and Development Office Surigao State College
3	1	Philippine Carabao Center
3	1	PCAARRD Highlights
3	2	

Showing 1 to 7 of 7 entries

Previous **1** Next

[Close](#)

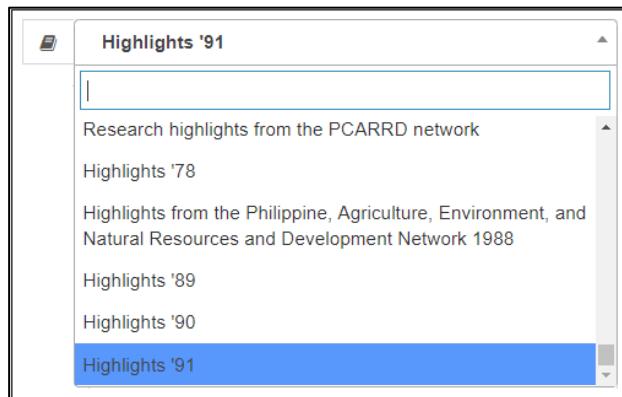
C. Filling-out the Analytics Entry Form.

Note: The journal/ serials record shall have a volume number and issue number upon the entry in the Acquisitions module.

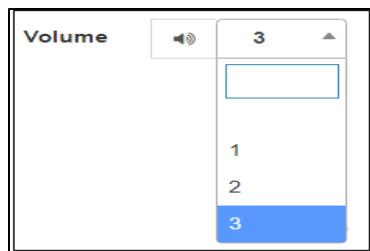
If the user wants to add or create another volume number and issue number of a certain record, do the following steps:

1. Go to the Acquisitions module.
2. Click the *Add Acquisitions* Button.
3. The Acquisitions Data Entry Form will show.
4. Select the material type.
5. Input the Author.
6. Input the Title.
7. Input the Publication Year.
8. Input the volume number.
9. Input the issue number.
10. Input the Accession Number.
11. Input the Circulation Number.
12. Once done click the submit button.

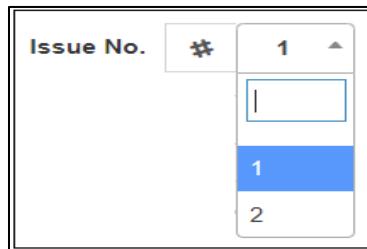
1. Select the journal title from the dropdown box list.



2. Select the volume number.



3. Select the issue number.



4. Input the Catalog source.
5. Select the language to the dropdown box list.
6. Select the broad class to the dropdown box list.
7. Input the information for the sub fields of the Call Number such as
 - Classification Number.
 - Author Number.
 - Publication Date/Copyright Date.
8. Input the information for the subfields of the Article number.
 - Remainder of title.
 - Statement of Responsibility.
9. Input the information for the subfields of the Physical Description.
 - Extent
 - Other Physical Details
10. Input the information from the dropdown box list of media type.
 - Term
 - Code
 - Source

11. Once done, click the Submit button.

Below the analytics entry form, the existing records of an article will show (if any).

Analytics

Analytics List Analytics Entry

Analytics Entry

Journal Title	Highlights '91	1
Volume	3	2
Issue No.	1	3

Catalog Source	005 PCAARRD-DOST	4
Language	041a English	5
Broad Class	Agriculture	6

Call Number	050a S491 R36 2002 050b R36 050c 2002	7
-------------	---	---

Article Title	245a Philippine Carabao Center 245b agricultural resources management, volume 1 245c Philippine Council for Agriculture, Aquatic, and Natural Reso	8
---------------	--	---

Physical Description	300a Extent 300b Other Physical Details	9
----------------------	--	---

Media Type	337a Term 337b Code 337\$2 Source	10
------------	---	----

Submit **Clear** **Delete**

Search:

Title	Author	Subject	Attachments
PCAARRD Highlights	Edit Author	Edit Subject	Edit Attachments

Showing 1 to 1 of 1 entries

Previous **1** **Next**

XI. Administering Inventory Report

A. Getting to the Holdings Report Page

This will guide the user to generate the reports of all the inventoried report in holdings.

From the main navigation, click the Reports Module then there will be 2 subsections that will show. Choose and click the *Inventory Report* link.



B. Inventory Report Page

Inventory and Summary Report Generation

Date Range:

Apr 2019						May 2019							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6	28	29	30	1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8

Report Type:

From and To:

Inventoried By:

Report Type:

Inventory Report

Material Type:

Sorted By:

Generate Report Clear

Ascending Descending

superadmin
jc
nelly
testlib
krystal

Books

- Books
- Serials
- Theses/Dissertations
- Non-Prints
- Vertical Files
- Investigatory Projects
- Technical Reports
- Reprints
- Analytics

C. Selecting Reports

This will allow the user to select specific records for a report generation.

1. Choose either date inventoried or date acquired.

2. Select the starting and end date.

Note: the date format is mm/dd/yy.

3. Choose who created the report.

4. Choose the report type.

5. Choose the material type.

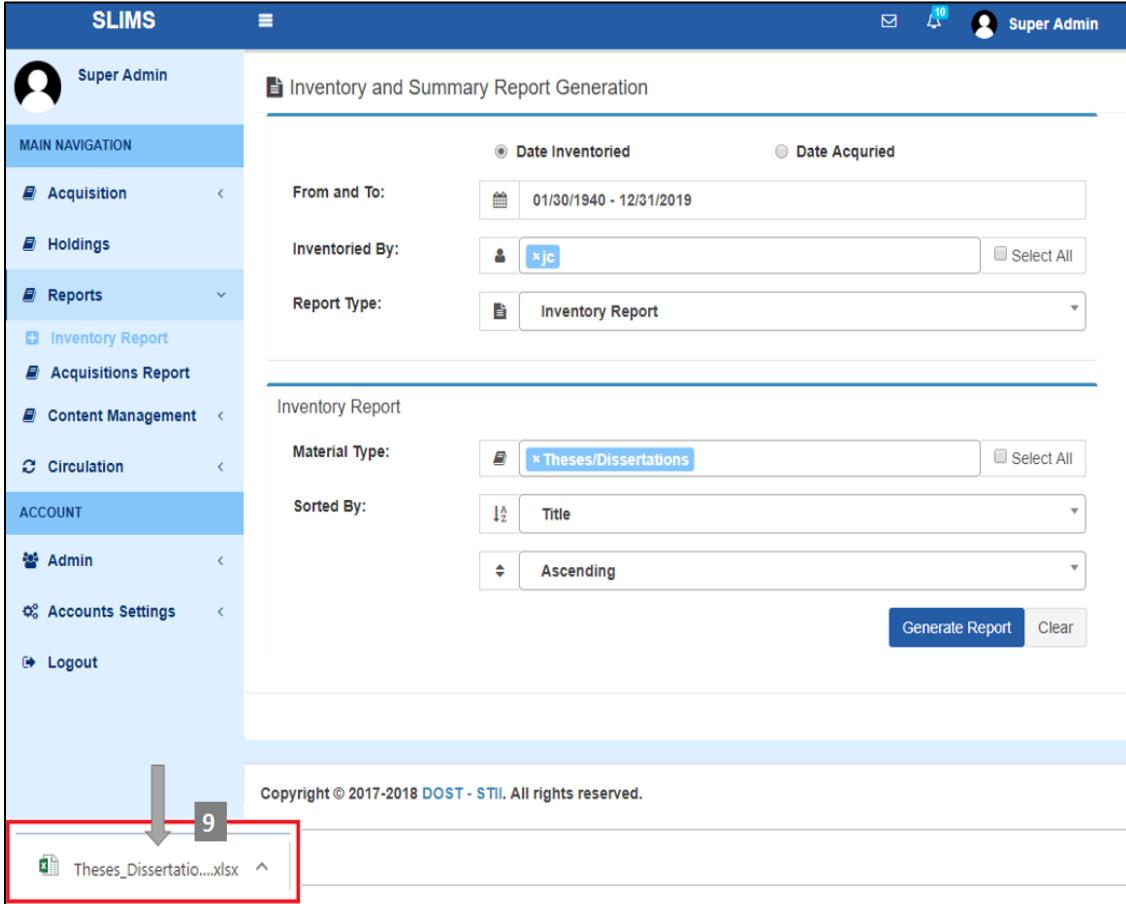
6. Choose the sorting type.

7. Choose ascending or descending.

8. Once done, click the Generate Report Button.

The screenshot shows a web-based application for generating reports. At the top, there is a title bar with the text "Inventory and Summary Report Generation". Below the title, there are two radio buttons: "Date Inventoried" (selected) and "Date Acquired".
Step 1: A "From and To:" field with a calendar icon and the date range "01/30/1940 - 12/31/2019".
Step 2: An "Inventoried By:" field with a user icon and the text "superadmin", followed by a "Select All" checkbox.
Step 3: A "Report Type:" dropdown menu set to "Inventory Report".
Step 4: A section titled "Inventory Report" which includes:
Step 5: A "Material Type:" field with a search icon and the text "Books", followed by a "Select All" checkbox.
Step 6: A "Sorted By:" field with a sorting icon and the text "Title", followed by a dropdown menu.
Step 7: A dropdown menu set to "Ascending".
At the bottom right of the form are two buttons: "Generate Report" (highlighted with a hand cursor icon) and "Clear".

3. The result will convert to excel form that will be seen in the lower part of the system.



The screenshot shows the SLIMS (System for Library Information Management Software) interface. The left sidebar has a 'Super Admin' profile and a 'MAIN NAVIGATION' section with links for Acquisition, Holdings, Reports (Inventory Report, Acquisitions Report, Content Management), Circulation, and ACCOUNT (Admin, Accounts Settings, Logout). The right panel is titled 'Inventory and Summary Report Generation'. It includes filters for 'From and To' (Date Inventoried: 01/30/1940 - 12/31/2019), 'Inventoried By' (jc, Select All), and 'Report Type' (Inventory Report). Below this is the 'Inventory Report' section with 'Material Type' (Theses/Dissertations, Select All), 'Sorted By' (Title, Ascending), and a 'Generate Report' button. At the bottom, there's a copyright notice: 'Copyright © 2017-2018 DOST - STII. All rights reserved.' A red box highlights the download link 'Theses_Dissertation.xlsx' at the bottom left, which is preceded by a small number '9' in a grey box and followed by a downward arrow icon.

Annex A

Uncataloged Data Entry Form for Books

Data Entry

Material Type	Catalog Source
006 Books	040
Language Code	
041a English	
Broad Classification	
Ag Agriculture	

Title	245a
Subtitle	245b
Statement of Responsibility	245c

Production, Distribution and Year Submitted	
Address of the Implementing Agency	264a
Name of the Implementing Agency	264b
Year of Completion of the Project	264c

Physical Extension(300a)	Content Type Term
300a	336a unspecified
Physical Description(300b)	Content Type Code
300b	336b zzz
Physical Dimensions(300c)	Source
300c	336\$2
Accompanying Material	
300e	

Media Type Term	Carrier Type Term
337a unspecified	338a unspecified
Media Type Code	Carrier Type Code
337b z	338b zu
Source	Source
337\$2	338\$2
Type of Recording	
344a	
Recording Medium	
344b	
Playing Speed	
344c	

490 Series Traced	
Series Title	490v
Volume / Sequential Designation	490v

Restrictions on Access Note		
Terms Governing Access	506a	
Jurisdiction Name	506b	
Physical Access Provisions	506c	
Types of Report and Period Covered Note		
Type of Report	513a	
Period Covered	513b	
Bibliography	504a	
Formatted Contents	505a	

<input checked="" type="checkbox"/> Summary	
Scope and Content:	
520a	
Summary	

Additional Physical Form Available Note

Additional Physical Form Available Note:

530a

Availability Source:

530b

Availability Conditions:

530c

Status:

Unprocess

Uncataloged Data Entry Form for Serials

Data Entry

Material Type
006 Serials

Catalog Source
040

ISSN
022

Call Number
Classification Number
050a

Language Code
041a

Item number
050b

Broad Classification

Publication Date
050c

Edition Statement
250a

Remainder of Edition Statement
250b

Title
245a

Subtitle
Remainder of the Title
245b

Statement of Responsibility
245c

Physical Extension(300a)	Content Type Term
300a	336a unspecified
Physical Description(300b)	Content Type Code
300b	336b zzz
Physical Dimensions(300c)	Source
300c	336\$2
Accompanying Material	
300e	

Media Type Term	Carrier Type Term
337a unspecified	338a unspecified
Media Type Code	Carrier Type Code
337b z	338b zu
Source	Source
337\$2	338\$2

Series Statement	
490	Series Traced
Series Title	490v
<input checked="" type="checkbox"/> Show Additional Fields	
Volume / Sequential Designation	490v
General Note	500a
Bibliography	504a
Formatted Contents	505a

Summary

Scope and Content:

520a	
------	--

Summary

--	--

Additional Physical Form Available Note

Additional Physical Form Available Note:

530a	
------	--

Availability Source:

530b	
------	--

Availability Conditions:

530c	
------	--

Status:

<input checked="" type="checkbox"/>	Unprocess	▼
-------------------------------------	-----------	---

Submit **Clear** **Delete**

Uncataloged Data Entry Form for Theses/Dissertations

Data Entry

Material Type 006 Theses/Dissertations	Catalog Source 040
Language Code 041a	Call Number Classification Number 050a
Broad Classification 042	Item number 050b
	Publication Date 050c

Title
245a

Subtitle

Remainder of the Title
245b

Statement of Responsibility
245c

Physical Extension(300a)
300a

Content Type Term
336a unspecified

Physical Description(300b)
300b

Content Type Code
336b zzz

Physical Dimensions(300c)
300c

Source
336\$2

Accompanying Material
300e

Media Type Term 337a unspecified	Carrier Type Term 338a unspecified
Media Type Code 337b z	Carrier Type Code 338b zu
Source 337\$2	Source 338\$2

General Note 500a
<input checked="" type="checkbox"/> Dissertation Note
Dissertation Note 502a
Degree Type 502b
Name of Granting Institution 502c
Year Degree Granted 502d

<input checked="" type="checkbox"/> Summary
Scope and Content: 520a
Summary

Additional Physical Form Available Note

Additional Physical Form Available Note:

530a

Availability Source:

530b

Availability Conditions:

530c

Status:

Unprocess

Uncataloged Data Entry Form for Non-Prints

Data Entry

Material Type
006 Non-Prints

Catalog Source
040

ISBN
020

Call Number
Classification Number
050a

ISSN
022

Item number
050b

Language Code
041a

Publication Date
050c

Broad Classification

Title
245a

Subtitle

Remainder of the Title
245b

Statement of Responsibility
245c

Abbreviated Title
210

Physical Extension(300a)	Content Type Term
300a	336a unspecified
Physical Description(300b)	Content Type Code
300b	336b zzz
Physical Dimensions(300c)	Source
300c	336\$2
Accompanying Material	
300e	
Playing Time	
300\$1	

Media Type Term	Carrier Type Term
337a unspecified	338a unspecified
Media Type Code	Carrier Type Code
337b z	338b zu
Source	Source
337\$2	338\$2
Type of Recording	Dates of Publication and/or Sequential Designation
344a	362
Recording Medium	Time Period of Creation
344b	388
Playing Speed	
344c	

Series Statement

490	Series Traced	<input type="button" value="▼"/>	<input type="button" value="💡"/>
Series Title		490v	<input type="button" value="💡"/>
<input checked="" type="checkbox"/> Show Additional Fields			
Volume / Sequential Designation		490v	<input type="button" value="💡"/>
General Note		500a	<input type="button" value="💡"/>
Bibliography		504a	<input type="button" value="💡"/>
Formatted Contents		505a	<input type="button" value="💡"/>

Citation / References Note

Name of Source	510a	<input type="button" value="💡"/>
Uniform Resource Identifier	510u	<input type="button" value="💡"/>

Summary

Scope and Content:

520a	<input type="button" value="💡"/>
------	----------------------------------

Summary

Additional Physical Form Available Note

Additional Physical Form Available Note:

530a		
------	--	--

Availability Source:

530b		
------	--	--

Availability Conditions:

530c		
------	--	--

Status:

<input checked="" type="checkbox"/>	Unprocess	
-------------------------------------	-----------	--

Submit Clear Delete

Uncataloged Data Entry Form for Vertical Files

Data Entry

Material Type

006	Vertical Files		
-----	----------------	--	--

Catalog Source

040			
-----	--	--	--

ISBN

020		
-----	--	--

Language Code

041a			
------	--	--	--

Broad Classification

--	--	--	--

Series Statement

490	Series Traced		
-----	---------------	--	--

Series Title

490v			
------	--	--	--

Show Additional Fields

Volume / Sequential Designation

490v		
------	--	--

General Note

500a		
------	--	--

Bibliography

504a		
------	--	--

Formatted Contents

505a		
------	--	--

Summary

Scope and Content:
520a

Summary

Status:
 Unprocess

Uncataloged Data Entry Form for Investigatory Projects

Data Entry

Material Type
006 Investigatory Projects

Catalog Source
040

Language Code
041a

Call Number
Classification Number
050a

Broad Classification

Item number
050b

Publication Date
050c

Title
245a

Subtitle

Remainder of the Title 245b

Statement of Responsibility 245c

Physical Extension(300a)	Content Type Term
300a	336a unspecified
Physical Description(300b)	Content Type Code
300b	336b zzz
Physical Dimensions(300c)	Source
300c	336\$2
Accompanying Material	
300e	

Media Type Term	Carrier Type Term
337a unspecified	338a unspecified
Media Type Code	Carrier Type Code
337b z	338b zu
Source	Source
337\$2	338\$2

General Note	500a
<input checked="" type="checkbox"/> Dissertation Note	
Dissertation Note	502a
Degree Type	502b
Name of Granting Institution	502c
Year Degree Granted	502d

Summary

Scope and Content:

520a	
------	--

Summary

Additional Physical Form Available Note

Additional Physical Form Available Note:

530a	
------	--

Availability Source:

530b	
------	--

Availability Conditions:

530c	
------	--

Status:

<input checked="" type="checkbox"/>	Unprocess
-------------------------------------	-----------

Submit Clear Delete

Uncataloged Data Entry Form for Technical Reports

Data Entry

Material Type

006	Technical Reports
-----	-------------------

Catalog Source

040	
-----	--

Language Code

041a	
------	--

Call Number

Classification Number	050a
-----------------------	------

Broad Classification

--	--

Item number

050b	
------	--

Special Coded Dates

046	
-----	--

Publication Date

050c	
------	--

Title			
245a			
Subtitle			
Remainder of the Title	245b		
Statement of Responsibility	245c		

Production, Distribution and Year Submitted			
Address of the Implementing Agency	264a		
Name of the Implementing Agency	264b		
Year of Completion of the Project	264c		

Physical Extension(300a)	Content Type Term
300a	336a unspecified
Physical Description(300b)	Content Type Code
300b	336b zzz
Physical Dimensions(300c)	Source
300c	336\$2
Accompanying Material	
300e	

Media Type Term 337a unspecified	Carrier Type Term 338a unspecified
Media Type Code 337b z	Carrier Type Code 338b zu
Source 337\$2	Source 338\$2

General Note 500a
Restrictions on Access Note
Terms Governing Access 506a
Jurisdiction Name 506b
Physical Access Provisions 506c
Types of Report and Period Covered Note
Type of Report 513a
Period Covered 513b

Summary

Scope and Content:

520a ?

Summary

Status:

Unprocess ▼

Submit **Clear** **Delete**

Uncataloged Data Entry Form for Reprints

Data Entry

Material Type

006 Reprints ▼ ?

Catalog Source

040 ?

Language Code

041a ▼ ?

Call Number

Classification Number 050a ?

Broad Classification ▼ ?

Item number 050b ?

Publication Date 050c ?

Title

245a ?

Subtitle

Remainder of the Title 245b ?

Statement of Responsibility 245c ?

Production, Distribution and Year Submitted

Address of the Implementing Agency	264a	
Name of the Implementing Agency	264b	
Year of Completion of the Project	264c	

Physical Extension(300a)	Content Type Term
300a	336a unspecified
Physical Description(300b)	Content Type Code
300b	336b zzz
Physical Dimensions(300c)	Source
300c	336\$2
Accompanying Material	
300e	

Media Type Term	Carrier Type Term
337a unspecified	338a unspecified
Media Type Code	Carrier Type Code
337b z	338b zu
Source	Source
337\$2	338\$2
Dates of Publication and/or Sequential Designation	
362	

Series Statement

490	Series Traced	<input type="button" value="▼"/>	<input type="button" value="💡"/>
Series Title		490v	<input type="button" value="💡"/>
<input checked="" type="checkbox"/> Show Additional Fields			
General Note		500a	<input type="button" value="💡"/>
Bibliography		504a	<input type="button" value="💡"/>
Formatted Contents		505a	<input type="button" value="💡"/>

Citation / References Note

Name of Source	510a	<input type="button" value="💡"/>
Uniform Resource Identifier	510u	<input type="button" value="💡"/>

Summary

Scope and Content:

520a	<input type="button" value="💡"/>
------	----------------------------------

Summary

Status:

<input checked="" type="checkbox"/>	Unprocess	<input type="button" value="▼"/>
-------------------------------------	-----------	----------------------------------

Uncataloged Data Entry Form for Analytics

Data Entry

Material Type 006	Analytics	Catalog Source 040
Language Code 041a		Call Number Classification Number 050a
Broad Classification 		Item number 050b
		Publication Date 050c

Title
245a

Subtitle

Remainder of the Title
245b

Statement of Responsibility
245c

Production, Distribution and Year Submitted

Address of the Implementing Agency
264a

Name of the Implementing Agency
264b

Year of Completion of the Project
264c

Physical Extension(300a)	Content Type Term
300a	336a unspecified
Physical Description(300b)	Content Type Code
300b	336b zzz
Physical Dimensions(300c)	Source
300c	336\$2
Accompanying Material	
300e	

Media Type Term	Carrier Type Term
337a unspecified	338a unspecified
Media Type Code	Carrier Type Code
337b z	338b zu
Source	Source
337\$2	338\$2
Dates of Publication and/or Sequential Designation	
362	

Series Statement	
490	Series Traced
Series Title	490v
<input checked="" type="checkbox"/> Show Additional Fields	
General Note	500a
Bibliography	504a
Formatted Contents	505a

Citation / References Note

Name of Source	510a	<input type="button" value=""/>
Uniform Resource Identifier	510u	<input type="button" value=""/>

Summary

Scope and Content:

520a	<input type="button" value=""/>
------	---------------------------------

Summary

Status:

<input checked="" type="checkbox"/>	Unprocess	<input type="button" value=""/>
-------------------------------------	-----------	---------------------------------

Submit **Clear** **Delete**