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

OPAC MODULE

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Online Public Access Catalog (OPAC) Module

INTRODUCTION

The main objective of the catalog is to facilitate the research worth both of professional and students as well. Any prospective library user need not to go from one library to another in search of information materials. What the user has to do is to access the union catalog and check whether the material he needed is available or not. The user can make a reservation to that material. After the reservation, the user should go to the library to borrow the material and return to the librarian in the desk.
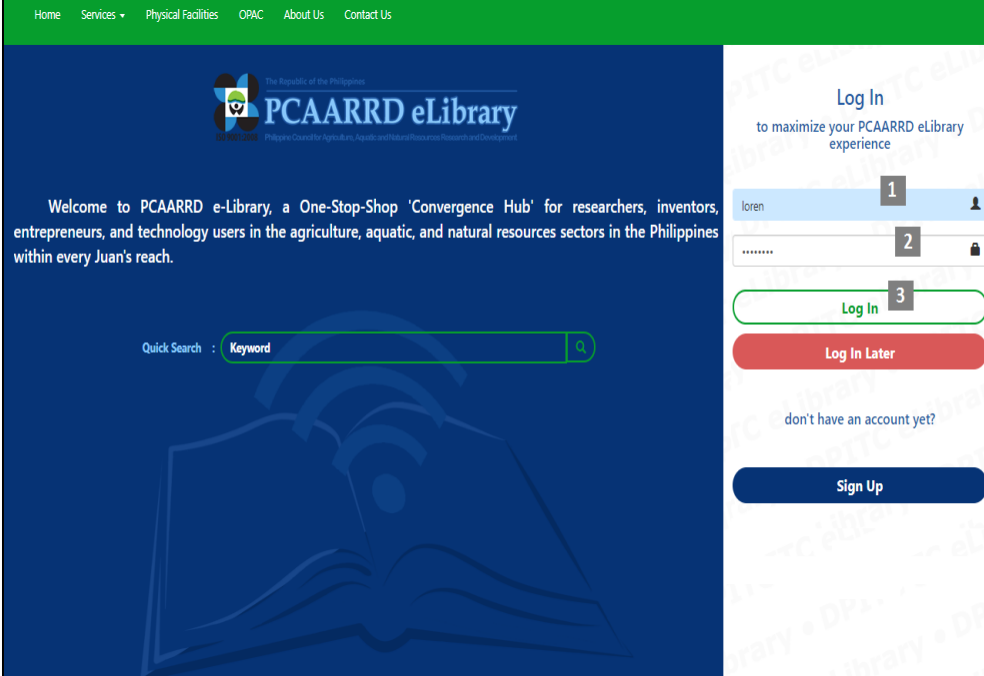
In this module the user will find:

- **Getting the OPAC Module**

- **Administering Registration Page**

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- **Administering List of the recently Acquired Material**

- **Administering Latest Acquisitions**

- **Administering Latest News (Front-End)**

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- **Searching for a Catalog**

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- **Administering Catalog Inquiries (Back-End)**

I.   **Getting the OPAC Module**

This section will teach the user to get into the Online Public Access Catalog (OPAC). This system allows the user to search for records in DOST PCAARRD.

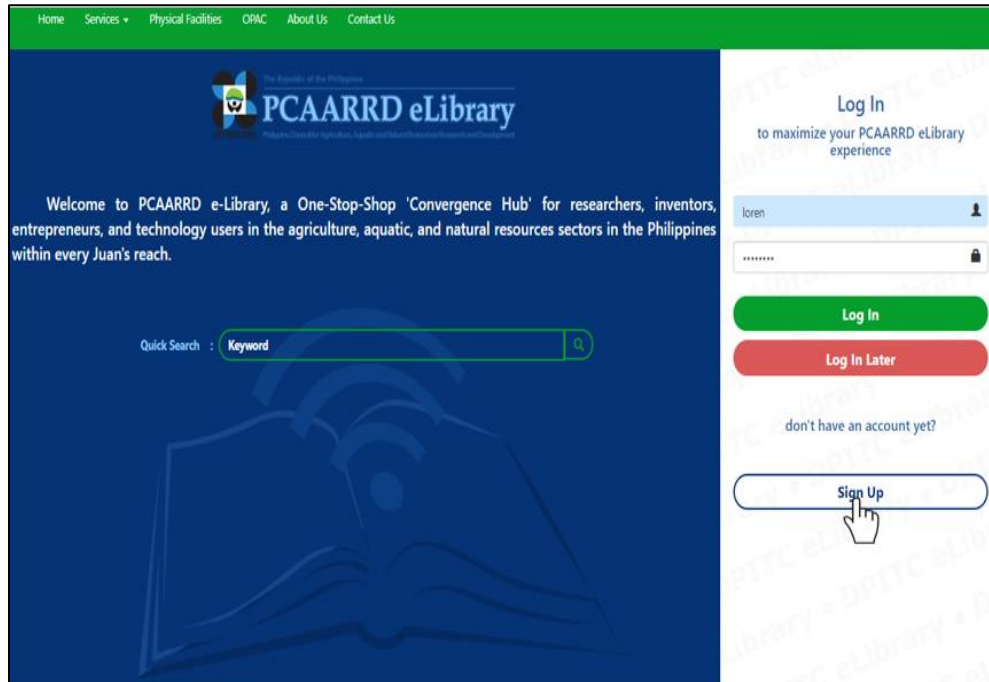An account is required to access the OPAC. To log-in, follow these simple steps to begin.

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

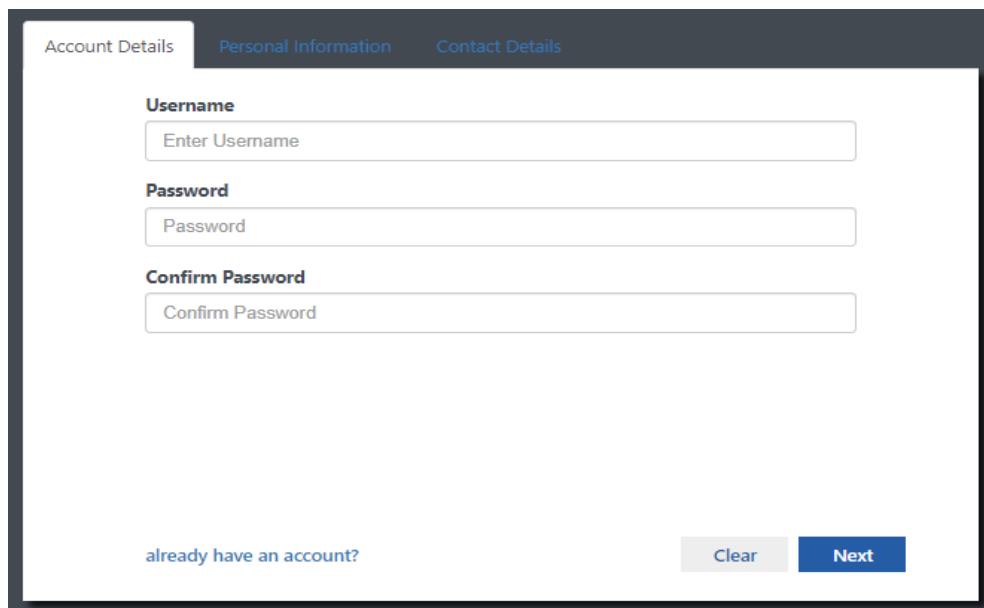However, registration is required if a user do not have an account yet.

II.   Administering Registration Page

This will let the user know how to create the account to access the whole features of OPAC.

Below the *Log in Form*, click the *Sign-Up* button.

A. Registration Blank Form

| Account Details | Personal Information | Contact Details |

Username

Enter Username

Password

Password

Confirm Password

Confirm Password

already have an account?   Clear   Next

| Account Details | Personal Information | Contact Details |

Full Name

Full Name

Sex   **Birthdate**

▾   dd/mm/yyyy

User Category

Select Category   ▾

Previous   Next

| Account Details | Personal Information | Contact Details |

Location / Address

Contact Number

E-mail Address

Affiliation

*separate via commas

Previous   Submit

Account Details Module

1. Input the Username.
   Note: Username must have at least 5 characters.
2. Input the Password.
   Note: Password must be at least 8 characters.
3. Retype the password.
4. Click the *Next* button.

Personal Information Module

1. Input the full name.
2. Select the gender.
3. Select the birthdate.
   Note: Date format mm/dd/yy.
4. Select the user category.
5. Once done, click the *Next* Button.

Contact Details Module

1. Input the location/address.
2. Input the contact number.
3. Input the e-mail address.
4. Input the affiliation.
5. Once done, click the *Next* button.
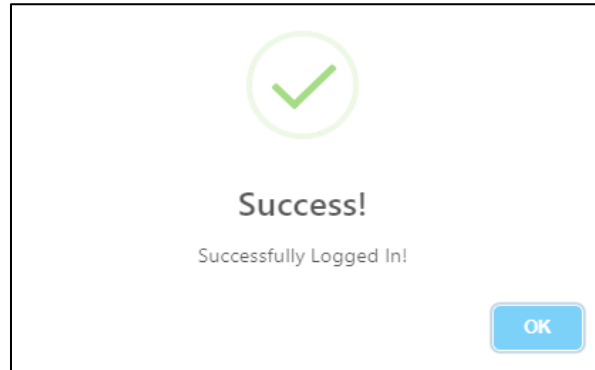

After filling-up all the information the system will prompt the user a message to make sure that all the information is true. Once done click the *Ok* button to proceed.
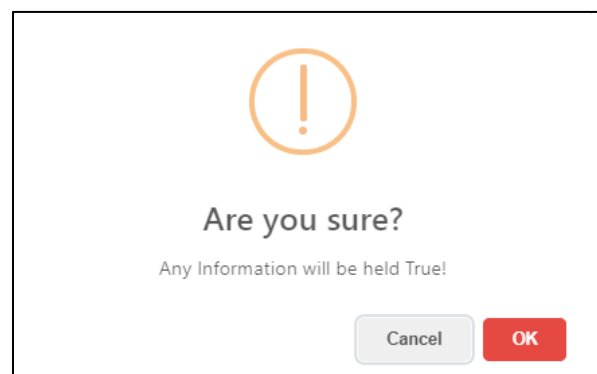
The user now has an account and a message will show that the user is successfully logged in to the system.

III.   **Online Public Access Catalog (OPAC) Index Page**

Below is the screenshot of the Online Public Access Catalog (OPAC) Page. The functions and procedures included in OPAC Module will be discussed in succeeding pages.

In OPAC Page, there are a lot of sections, such as readers corner section. (Ask a librarian, suggest a book and client feedback)

IV.   **Administering List of the recently Acquired Materials**

Below the readers corner section is the list of the recently acquired materials.

This are the 50 recently acquired materials that are included in Acquisitions Module and Cataloged in Holdings Module.

List of Recently Acquired Materials

No.	Title	Acquired Date
1	Highlights '91	January 4, 2019
2	Highlights '90	January 4, 2019
3	Highlights '89	January 4, 2019
4	Highlights from the Philippine, Agriculture, Environment, and Natural Resources and Development Network 1988	January 4, 2019
5	Highlights '78	January 4, 2019
6	Research highlights from the PCARRD network	January 4, 2019
7	PCARRD research network : research highlights 1983	January 4, 2019
8	Research highlights from the PCARRD network 1984	January 4, 2019
9	Highlights 1987	January 4, 2019
10	Highlights '98	January 4, 2019
11	Highlights '99	January 4, 2019
12	Highlights 2000	January 3, 2019
13	Rice flourmill	December 20, 2018
14	Rice flourmill	December 20, 2018
15	Research management service (RMS)	December 20, 2018
16	Research management service (RMS)	December 20, 2018
17	Bamboo one-node culm cutting technology	December 20, 2018
18	Bamboo one-node culm cutting technology	December 20, 2018
19	Chemical induction of flowering in dendrobium	December 20, 2018
20	Chemical induction of flowering in dendrobium	December 20, 2018
21	Ugnay award	December 20, 2018
22	Ugnay award	December 20, 2018
23	Maligaya rice hull stove	December 20, 2018
24	Maligaya rice hull stove	December 20, 2018
25	Mango comprehensive technology transfer program	December 20, 2018
26	Mango comprehensive technology transfer program	December 20, 2018
27	Quick-test kit for the rapid detection of organophosphorus pesticide residues	December 20, 2018
28	Quick-test kit for the rapid detection of organophosphorus pesticide residues	December 20, 2018
29	PCARRD human resource development program	December 20, 2018
30	Manually operated multicap high pressure sap displacement (hpsd) treating equipment for bamboo	December 20, 2018
31	Manually operated multicap high pressure sap displacement (hpsd) treating equipment for bamboo	December 20, 2018
32	Manually operated multicap high pressure sap displacement (hpsd) treating equipment for wood	December 20, 2018
33	Manually operated multicap high pressure sap displacement (hpsd) treating equipment for wood	December 20, 2018
34	Commercial UMMB production using mixer and molder	December 20, 2018
35	Commercial UMMB production using mixer and molder	December 20, 2018
36	NTA multicrop solar dryer	December 20, 2018
37	NTA multicrop solar dryer	December 20, 2018
38	Compost pulverizer-shredder	December 20, 2018
39	Compost pulverizer-shredder	December 20, 2018
40	Solid wood bending technology	December 20, 2018
41	Solid wood bending technology	December 18, 2018
42	The integrated research and development program	December 18, 2018
43	The integrated research and development program	December 18, 2018
44	The integrated coconut research and development program (ICRDP)	December 18, 2018
45	The integrated coconut research and development program (ICRDP)	December 18, 2018
46	PCAARRD Information Bulletin	December 18, 2018
47	Integrated ornamental horticulture research and development program	December 18, 2018
48	Integrated ornamental horticulture research and development program	December 18, 2018
49	Integrated ornamental horticulture research and development program	December 18, 2018
50	Integrated ornamental horticulture research and development program	December 18, 2018

V.   Administering Latest Acquisitions

Below the search button for the cataloged materials, is the Latest Acquisitions Page. In this section, the 12 latest acquired materials will be posted.
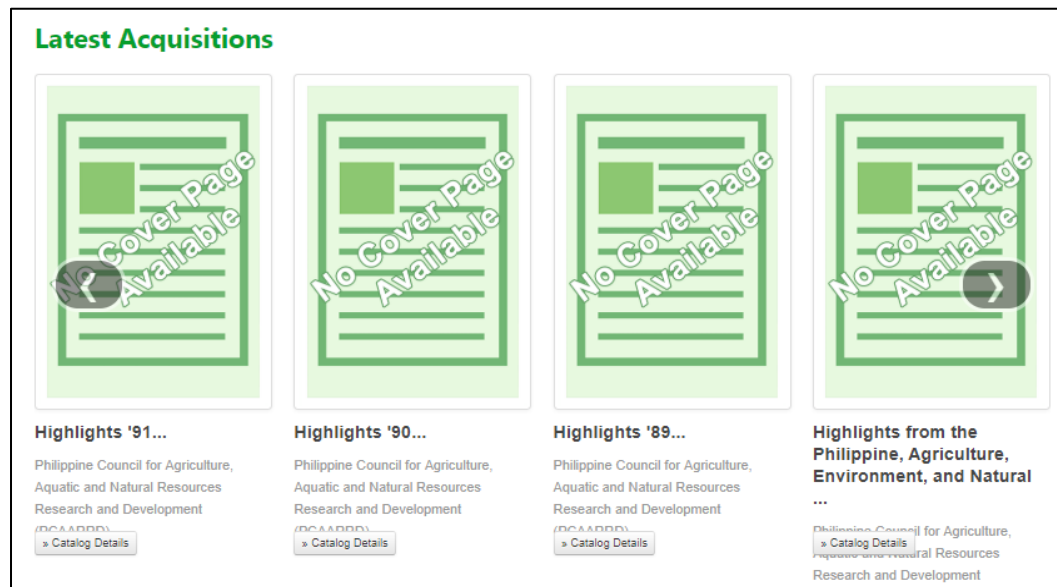
VI.   Administering Latest News (Front-End)

In the upper right side of the page is the Latest News Section. The user will see the current event of DOST-PCAARRD that will be posted by the authorized librarian in the back-end.

VII.   Administering Latest News (Back - End)

This will let the user view the latest events to DOST-PCAARRD.

A. Logging – In

First, the user must have an admin or librarian account and the Circulation Module must be included on their accessible modules.

1. Input the username.
2. Input the password.
3. Click *Log In* button.
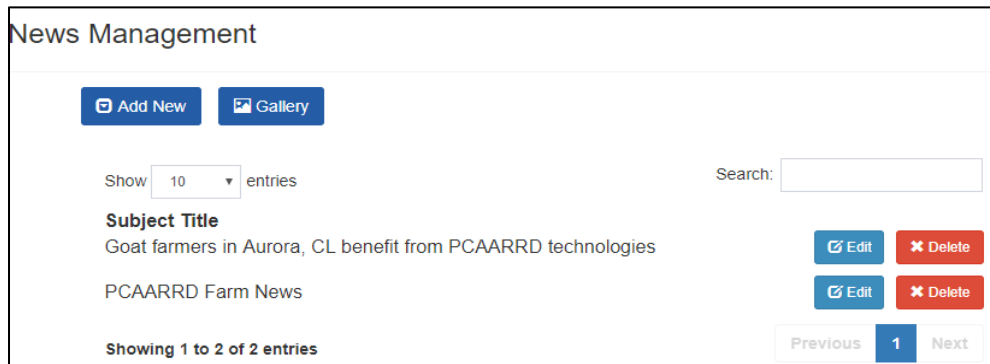
Once the user has successfully logged-in their account, the system will redirect them to the main menu, click the *Content Management* Link.
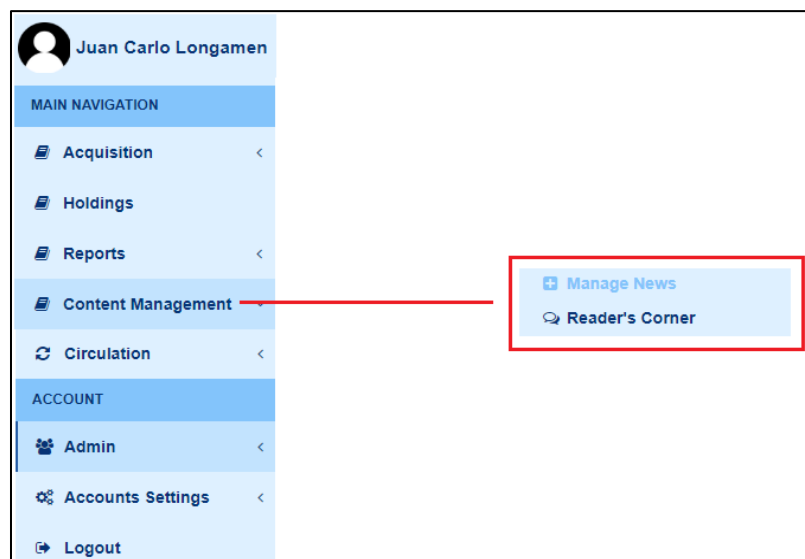
Content Management has two sub sections such as manage news and reader's corner.

By default, the latest news list will show.
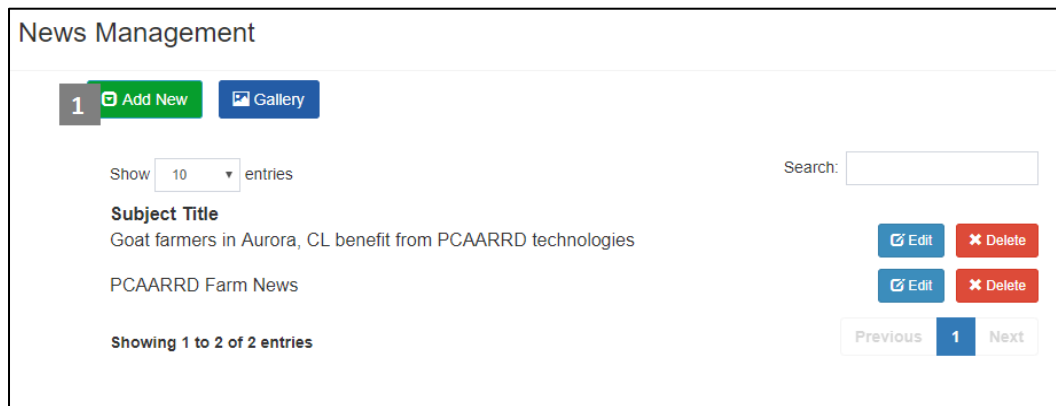
B. To Add News

From the Main Menu, click the *Content Management* Link and the two-sub section will show select. Once this appeared, click the *Manage News* Link. The Latest News list will show.

1. Click the *Add New* button.

2. News Form will show. Input the subtitle
3. Once done. Click the *Create* button.

C. To Upload Photo to the news:

1. Select news and click the *Edit* button.

2. Click the *Gallery* button
3. Then click the *Upload Image* button.
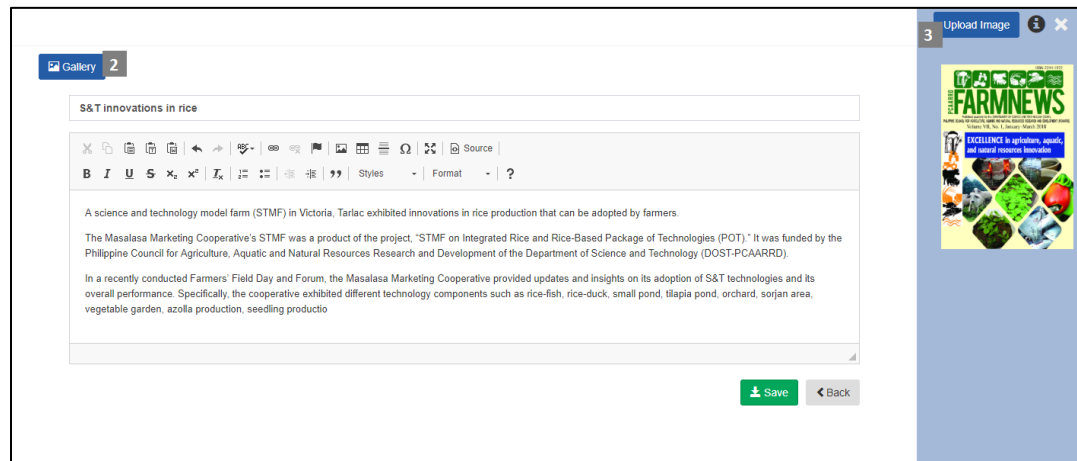
4. Click the *Choose File* button.
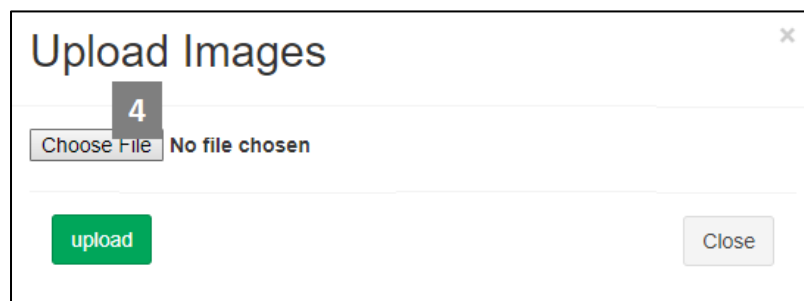
5. Select and click the Image.
6. Click *Open* button.
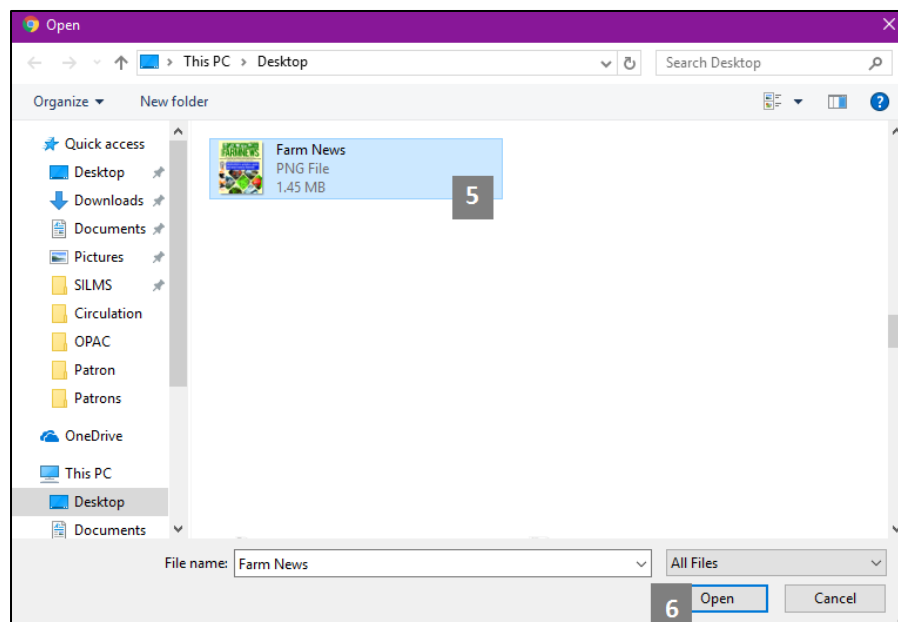
7. The Image will show, click the *Upload* button.

If the image was successfully added, a confirmation message will appear.

D. Edit News

1. From the latest news list, select news and click the *Edit* button.

News Management

🔘 Add New   🖼 Gallery

Show [10 ▼] entries   Search: [   ]

Subject Title

S&T innovations in rice   [1] 📝 Edit ✖ Delete

Goat farmers in Aurora, CL benefit from PCAARRD technologies   📝 Edit ✖ Delete

PCAARRD Farm News   📝 Edit ✖ Delete

Showing 1 to 3 of 3 entries   Previous [1] Next
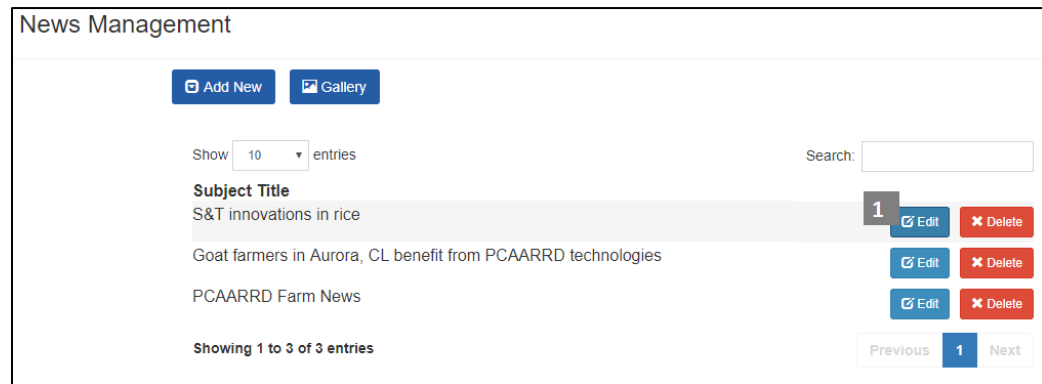
2. The News form will show. Input the necessary changes.
3. Once done, click the *Save* button.

News Management

🖼 Gallery

S&T innovations in rice

[2]

B *I* U S x₂ x² ... Styles - Format - ?

A science and technology model farm (STMF) in Victoria, Tarlac exhibited innovations in rice production that can be adopted by farmers.

The Masalasa Marketing Cooperative's STMF was a product of the project, "STMF on Integrated Rice and Rice-Based Package of Technologies (POT)." It was funded by the Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development of the Department of Science and Technology (DOST-PCAARRD).

In a recently conducted Farmers' Field Day and Forum, the Masalasa Marketing Cooperative provided updates and insights on its adoption of S&T technologies and its overall performance. Specifically, the cooperative exhibited different technology components such as rice-fish, rice-duck, small pond, tilapia pond, orchard, sorjan area, vegetable garden, azolla production, seedling productio

[3] ⬇ Save   ‹ Back

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

✔ Successfully updated!

E.   Delete News

1.   From the latest news list, select the news and click the *Delete* button.
2.   A confirmation message will appear that they are about to delete the news. Click *Ok*
     button.
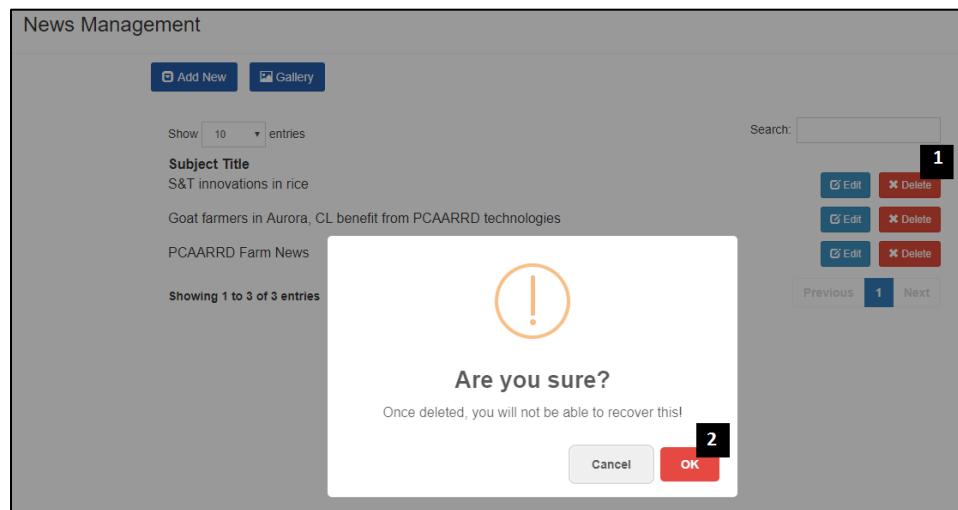
3.   If the news has been successfully deleted, a confirmation message will appear click
     Ok button.
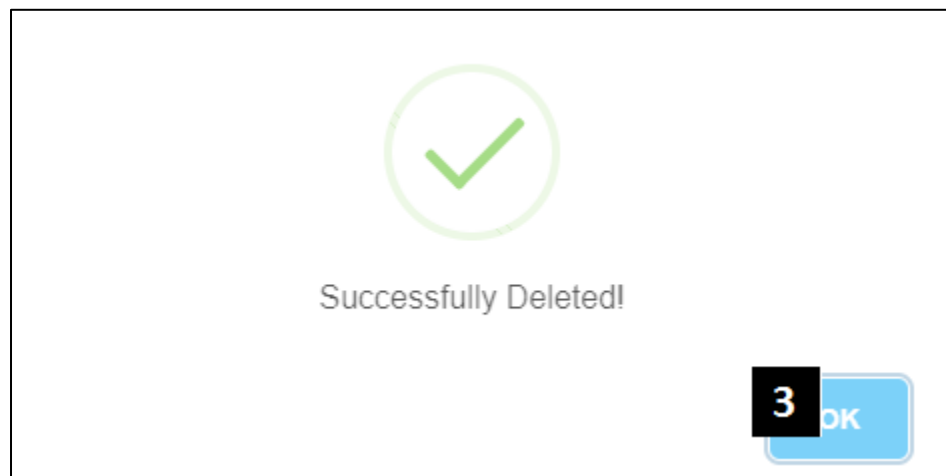
VIII.   Searching for a Catalog

Searching is used when the user needs to find a specific record in the DOST-PCAARRD Holdings. There are two ways on how to search for specific record – (1) Quick Search and (2) Advance Search.

A.   Quick Search:

Quick Search is generally used for fast material searching. To use the quick search facility, the user should:

To Access the Quick Search. Go to the OPAC website.

1.   In the search textbox, input the keyword/s the user wants to search.

2.   Click the *Search* button to load the result.

Then the OPAC search result will appear.

If the user clicks any of the result, they will see the catalog details. Below the form, there is a note that the user must login or sign up to use all the features of the OPAC.

The OPAC search result will show.

If there are no result the system will load no result.

B.   Advance Search

Advanced Search is designed for more detailed and specific catalog searching. Because of this, it can easily help the user in searching more defined searches.

In the search box, the user can click any material type and if the color change to gray it means that the material type is disabled. This means that the disabled material type will be excluded from all the results.

If the material type was in their respective color it means that the material type is enabled. This means that the enabled material type will be included from all the results.

Just point the cursor to the material type the user want to enable or disable.

To Access OPAC Module's the Advance Search

In the right side, click the *Advance Search* Button.

And the page for advance search will show.

To Search

1. Input the title or any keyword.

2. Input the author.
    Note: The user can add up to three authors (Just click the + button to add the text box)

3. Input the publisher.
    Note: The user can add up to three publishers (Just click the + button to add the text box)

4. Input the subject.
    Note: The user can add up to three subjects (Just click the + button to add the text box)

5. Click the Search button.
6. Then the result will show at the bottom.

Note: The user can type the exact information or just a keyword/s and if there are related record the results will show at the bottom.

IX.   **Administering Catalog Inquiries (Front-End)**

This will let the user inquire about the material they are going to reserve.

From the OPAC search result, select and click a certain record. Then the Catalog Details Form will show.

1. Click the Inquire button at the bottom of the catalog details form.
2. Inquiry form will show. Input the inquiry
3. Once done click the *Submit* button.

4. If the inquiry was successfully submitted, click *Ok* button.
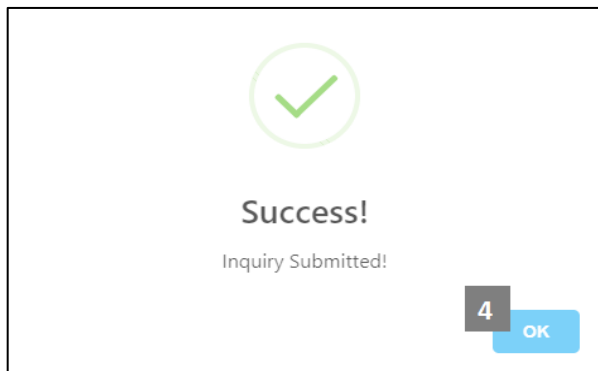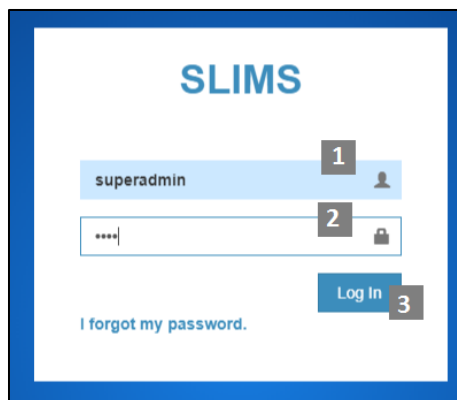

X.   **Administering Catalog Inquiries (Back-End)**

A. **Getting to the Catalog Inquiry/ies Page**

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

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

In the upper right side of the system, click the *Notification*. Select and click the *Catalog Inquiries* link.

B.   To Monitor Catalog Inquiry

This will let the authorized librarian to monitor the recently inquiry/ies of the patrons.

1.   In the Catalog inquiry/ies list, select catalog inquiry and click the *Monitor* button.
2.   After clicking the *Monitor* button, the catalog inquiry will be added to the monitoring index.

C.   To Answer the Catalog Inquiry/ies

1. From the monitoring index. Select any catalog inquiry/ies and click the *Look-Up* button.
2. Catalog Inquiry Form will show. Input the response.
3. If successfully inquired, a notification will show at the bottom of the form. Click the *Close* button to close the form.

Note that the response of the librarians will be posted to the inquiry section of the patron's profile (front-end).