



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

ADMINISTRATION AND SECURITY MODULE

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ADMIN AND SECURITY MODULE

INTRODUCTION

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

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

In this module the user will find:

- **SLIMS Access Level**
- **Logging in the System**
- **Administering System Access Level User**
- **Administering Patrons (Back-end)**
- **Administering System Access Level Users Group**
- **Administering Agency**
- **Administering Module**
- **Administering Data Library**
- **Administering Logs**
- **Administering Account Settings**
- **Logging-out**

I. SLIMS Access Level

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

A. Super Admin (Level 1 User)

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

- **Creating personal profile**

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

- **Changing Password**

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

- **Administering Users**

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

- **Administering Groups**

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

- **Administering Agencies**

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

- **Administering Patrons**

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

- **Administering Modules**

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

- **Administering Data Library**

This user can add any default library data.

- **Administering Logs**

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

B. Library Admin (Level 2 User)

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

- **Creating personal profile**

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

- **Changing Password**

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

- **Administers Users**

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

- **Accessing modules**

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

C. Data Processor (Level 3 User)

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

- **Creating personal profile**

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

- **Changing Password**

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

- **Accessing library modules**

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

D. Users of SLIMS (Level 4 User)

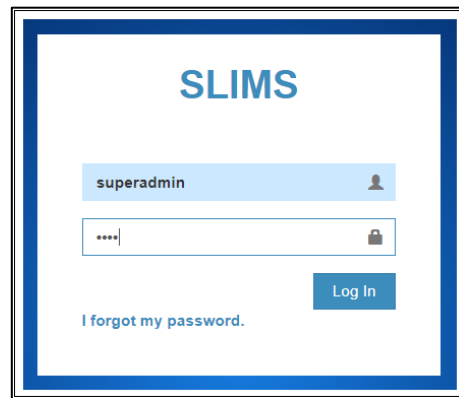
Users of SLIMS are users who have no valid login account on the system. They can only access the Online Public Access Catalog (OPAC) where they can search any information from the cataloged and published library collections of DOST-PCAARRD.

II. Logging in

A. Getting to the SLIMS Page

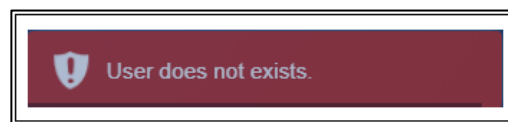
To login on the system. To the SLIMS website <http://10.10.140.23/slimsadmin/>

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

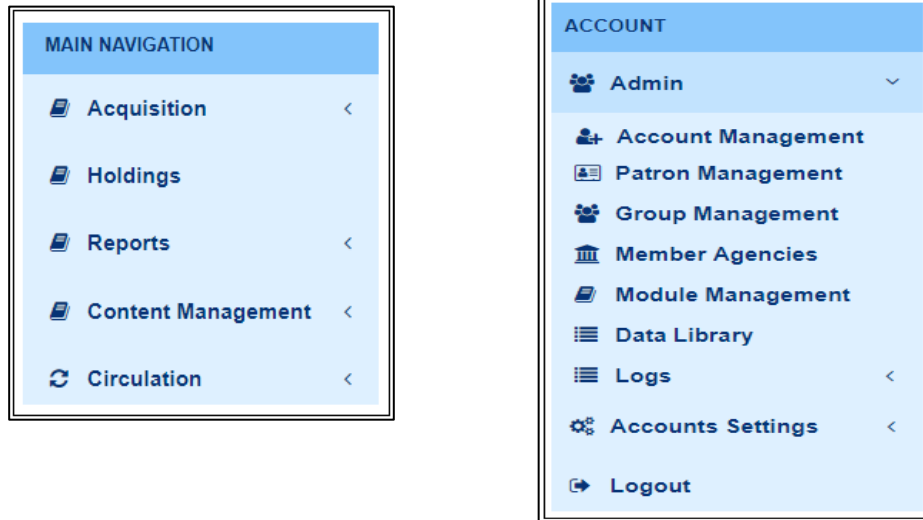
A screenshot of the SLIMS login page. The page has a white background with a blue border. At the top center, the word "SLIMS" is displayed in blue. Below it, there is a light blue input field containing the text "superadmin" and a small user icon. Underneath that is a white password input field with four asterisks "****" and a small lock icon. To the right of the password field is a blue "Log In" button. At the bottom left, there is a link that says "I forgot my password."

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

A message will appear in the screen whenever a wrong username and/or password has been typed.

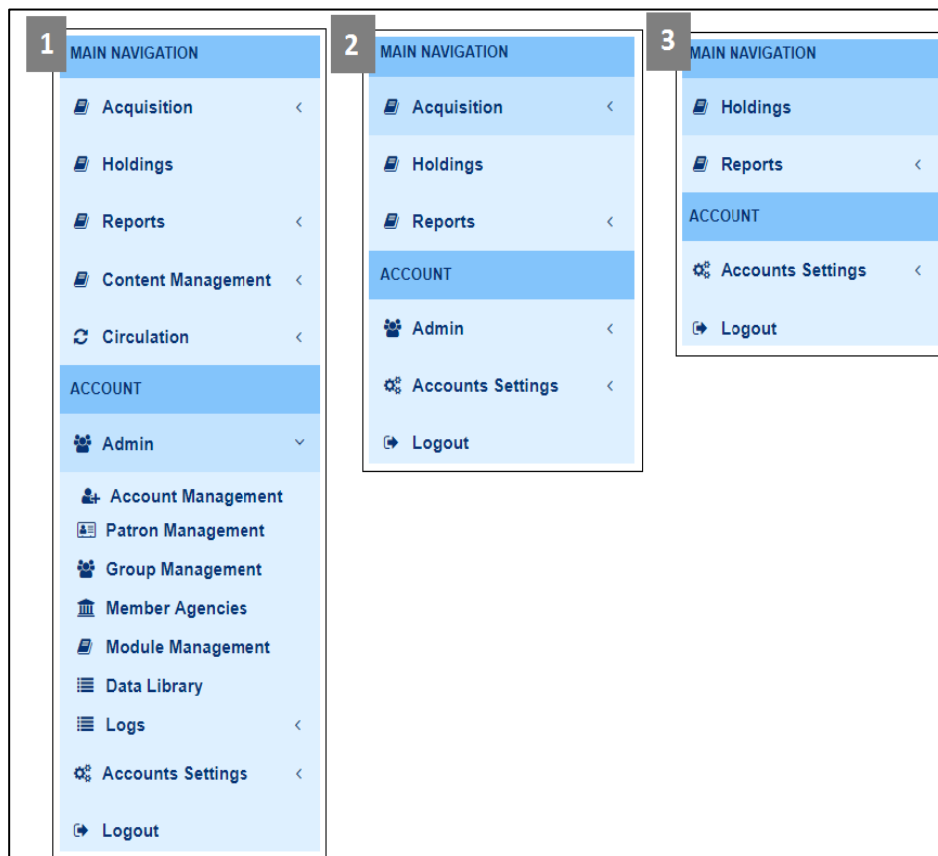


If the user has successfully logged in, the links for the library modules that are accessible for the user will be displayed in the left side of the main navigation.



The modules accessible in the main menu varies on role assigned to the user. Refer to SLIMS System Access Level for more detailed information about the functions and privileges of different logins.

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








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

User Accounts Management

List of Accounts

+ Add Account



Search:

Role	Username	Agency	Group	Status	Created
Data Processor	testlib	DOST	Acquisition and Holdings Group	active	03/13/2019 11:45 PM
Data Processor	krystal	STII	Holdings Group	active	03/14/2019 11:15 PM

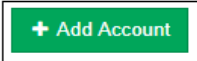
Showing 1 to 2 of 2 entries

Previous 1 Next

B. Adding new Account

From the main menu, click *Account Management* link. A list of user accounts will be displayed.

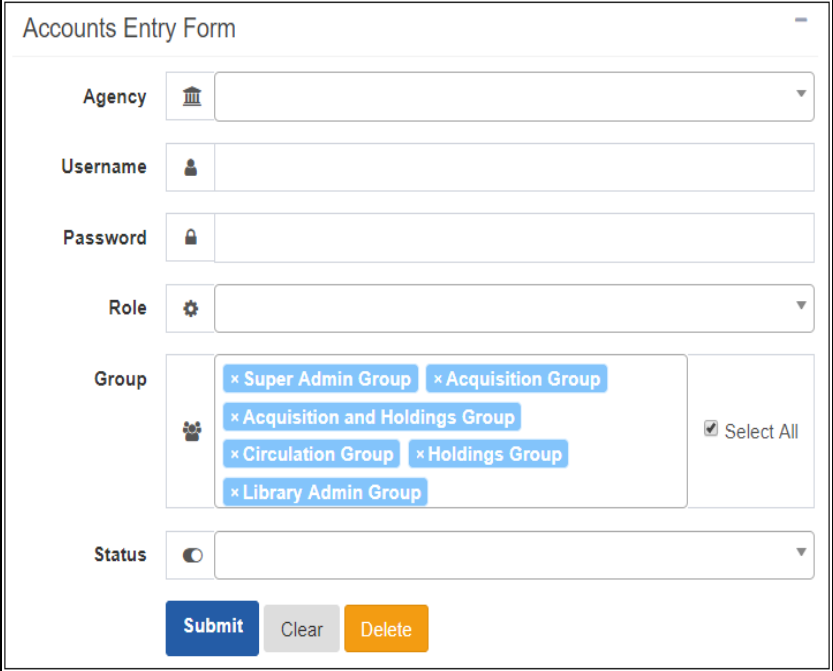
There are two ways to access the account entry form.

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

Accounts Entry Form 

As Level 1 User:

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

A screenshot of the 'Accounts Entry Form' interface. The form contains several input fields: 'Agency' with a building icon, 'Username' with a person icon, 'Password' with a lock icon, 'Role' with a gear icon, and 'Status' with a radio button icon. The 'Group' field is a multi-select box containing six options: 'x Super Admin Group', 'x Acquisition Group', 'x Acquisition and Holdings Group', 'x Circulation Group', 'x Holdings Group', and 'x Library Admin Group'. To the right of the group options is a 'Select All' checkbox. At the bottom of the form are three buttons: 'Submit' (blue), 'Clear' (grey), and 'Delete' (orange).

To add a new account:

1. On the Agency field, choose the agency.
2. Input the username.
3. Input the password.
4. On the Role field, choose the access level of the user.
5. On the Group field, select any group module that system access level user can access.
Note: A system access level user can be a member of one or more group.
6. On the Status field, choose the status of system access level user assigned, it is either active or inactive.
Note: When they choose inactive status, they may activate the account later.
7. Once done, click the *Submit* button.

The image shows the 'Accounts Entry Form' with the following fields and callouts:

- 1: Agency dropdown menu (STII)
- 2: Username text input (krystal)
- 3: Password text input (masked with dots)
- 4: Role dropdown menu (Library Admin)
- 5: Group selection area with checkboxes for Super Admin Group, Acquisition Group, Acquisition and Holdings Group, and Circulation Group. A 'Select All' checkbox is also present.
- 6: Status dropdown menu (Active)
- 7: Submit button

On the left, a vertical list of agencies is visible: ARMM, ASTI, CAR, CARAGA, DAOSEC, DOST, DOST-NCR, FNRI, FPRDI, ICTO, ITDI, MIRDC, NAST, NLP, NRCP, OSEC, PAGASA, PCAARRD, PCAMRD, PCASTRD, PCHRD, PCIERD, PCIERD, PES, PHIVOLCS, PNRI, PSHS, PTRI, RO1, RO2, RO3, RO4-A, RO4-B, RO5, RO6, RO7, RO8, RO9, ROS, ROX, ROXI, ROXII, SEI, STII, TAPI, TRC, UP.

On the right, two dropdown menus are shown with arrows pointing to the Role and Status fields in the form:

- Role dropdown: Super Admin, Library Admin, Data Processor
- Status dropdown: Active, Inactive

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

The image shows the 'Accounts Entry Form' after successful submission. The fields are:

- Agency: STII
- Username: krystal
- Password: masked with dots
- Role: Data Processor
- Group: Holdings Group (with a 'Select All' checkbox)
- Status: Active

Buttons: Submit, Clear, Delete.

A green confirmation message box at the bottom right states: "✓ Account: (krystal) has been successfully added."

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

As level 2 User:

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

Accounts Entry Form

Agency
STII

Username

Password

Role
Data Processor

Group

× Super Admin Group
× Acquisition Group
× Acquisition and Holdings Group
× Circulation Group
× Holdings Group
× Library Admin Group

☒ Select All

Status
Active

Submit
Clear
Delete

To add a new account:

1. On the Agency field, choose the agency.
2. Input the username.
3. Input the password.
4. On the Role field, choose the access level of the user.
5. On the Group field, select any group module that system access level user can access.
Note: A system access level user can be a member of one or more group.
6. On the Status field, choose the status of system access level user assigned, it is either active or inactive.
Note: When they choose inactive status, they may activate the account later.
7. Once done, click the *Submit* button.

The screenshot shows the 'Accounts Entry Form' with the following fields and values: Agency (STII), Username (Nikko), Password (masked with four dots), Role (Data Processor), Group (Acquisition Group), and Status (Active). A dropdown menu for the Group field is open, showing a list of groups: Acquisition Group (selected), Super Admin Group, Acquisition and Holdings Group, Circulation Group, Holdings Group, and Library Admin Group. The form has three buttons at the bottom: Submit (blue), Clear (grey), and Delete (orange). Numbered callouts 1 through 7 point to the Agency, Username, Password, Role, Group, Status, and Submit buttons respectively.

C. Editing User's Account

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

Editing User's Account as a Level 1 User


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

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

User Accounts Management

List of Accounts

[+ Add Account](#)

 Search:

Role	Username	Agency	Group	Status	Created
Data Processor	testlib	DOST	Acquisition and Holdings Group	active	03/13/2019 11:45 PM
Data Processor	krystal	STII	Holdings Group	active	03/14/2019 11:15 PM
Library Admin	jc	PCAARRD	Super Admin Group	active	05/30/2018 01:38 AM
Library Admin	nelly	STII	Acquisition and Holdings Group	active	03/13/2019 10:18 PM
Super Admin	superadmin	STII	Super Admin Group	active	04/29/2018 04:56 PM

Showing 1 to 5 of 5 entries

[Previous](#) [1](#) [Next](#)

2. Edit the information on the desired field.

3. Once done, click save button.

Accounts Entry Form

Agency:

Username:

Password:

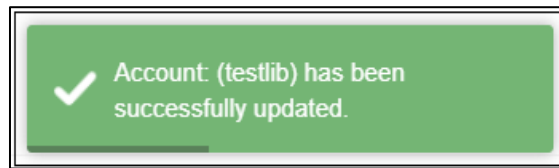
Role:

Group:
 [Select All](#)

Status: ☒ Active

[3 Save](#) [Clear](#) [Delete](#)

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



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

Editing User's Account as a Level 2 User

After clicking the username, a form with user's information will appear.

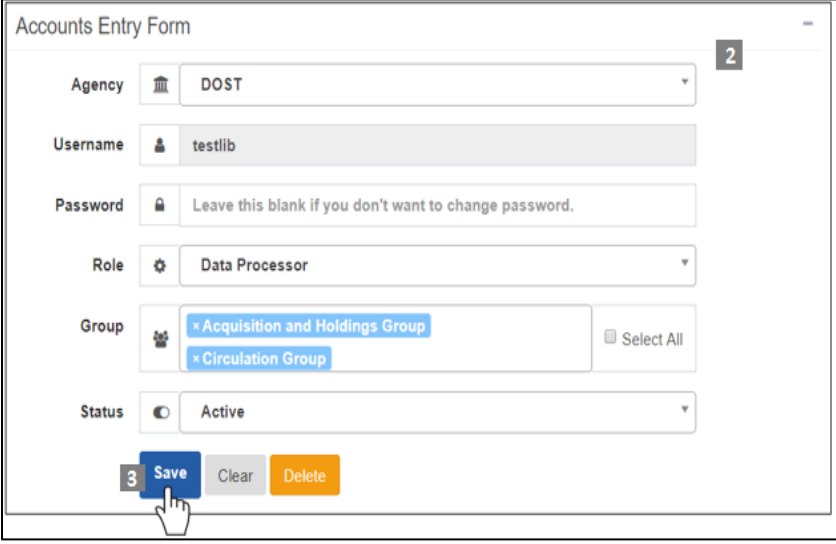
To edit system access level users:

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

The screenshot shows the "User Accounts Management" interface. At the top, there's a "List of Accounts" section with an "Add Account" button. Below this is a table with columns: Role, Username, Agency, Group, Status, and Created. There are two entries in the table. The first entry has the username "testlib" which is highlighted with a blue box and a cursor pointing to it. The second entry has the username "kry-stal". At the bottom, it says "Showing 1 to 2 of 2 entries" and there are "Previous", "1", and "Next" buttons.

Role	Username	Agency	Group	Status	Created
Data Processor	testlib	DOST	Acquisition and Holdings Group	active	03/13/2019 11:45 PM
Data Processor	kry-stal	STII	Holdings Group	active	03/14/2019 11:15 PM

2. Edit the information on the desired field.
3. Once done, click save button.

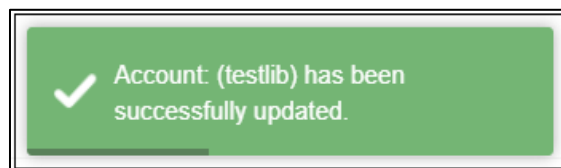


The screenshot shows the 'Accounts Entry Form' with the following fields and values:

- Agency:** DOST
- Username:** testlib
- Password:** Leave this blank if you don't want to change password.
- Role:** Data Processor
- Group:** x Acquisition and Holdings Group, x Circulation Group (with a 'Select All' checkbox)
- Status:** Active

At the bottom, there are three buttons: 'Save' (blue), 'Clear' (grey), and 'Delete' (orange). A hand icon is pointing to the 'Save' button, which is labeled with a '3' in a grey box. A '2' in a grey box is located in the top right corner of the form area.

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



D. Searching User's Account






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

1. On the search box, input the keyword.
2. The system will automatically filter the list.

User Accounts Management

List of Accounts

[+ Add Account](#)



Search:

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

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

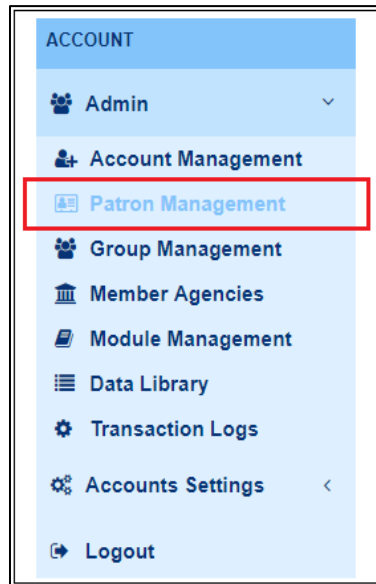
[Previous](#) [1](#) [Next](#)

IV. Administering Patron (Back-end)

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

A. Getting to the Patron Management page

On the Main Menu, click the Patron Management submodule.



The registered OPAC users list will display.

Patron Management		
Show	10	entries
	Search:	
Patron full name	Username	
grace	grace	Details
grae buenaventura	grae123	Details
Graemar Buenaventura	grae	Details
Hazel Anne Mercado	Hazel	Details
Jennifer Tengco	Jennifer	Details
John Jeffric Lagunsad	Jeffric	Details
Karylle Laureano	Karylle	Details
Krystal Mae S. Degala	maymay	Details
Krystal Mae S. Degala	krystal	Details
Loren Grace Aban	Loren	Details
Showing 51 to 60 of 90 entries		
<div> Previous 1 ... 5 6 7 8 9 Next </div>		

B. Viewing of OPAC Users

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

1. From the patron list, select any patron then click the *Details* button.
2. The account details of the chosen patron will be show in the right side.

Patron Management

Show entries

Search:

Patron full name	Username	
Graemar Buenaventura	grae	Details
Jayan Claire Tolosa	Jayan	Details
Alice Maranaan	alice	Details
Juan Carlo J. Longamen	beardman09	Details
Cindy Tawali	Cindy	Details
Eunice Anne Pascua	Eunice	Details
Loren Grace Aban	Loren	Details
Paolo Contis	Paolo	Details
Sidro Mallari	sidro	Details
sandra sung	Sandra	Details

Showing 51 to 60 of 87 entries

[Previous](#) [1](#) [...](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next](#)

Account Details 2

Full Name: **Eunice Anne Pascua**
Username: **Eunice**
Recovery Question:
Recovery Answer:
Email: **eunicepascua@yahoo.com**
Birthdate: **1997-05-08**
Location: **Block # Lot # X Subdivision Y Barangay, Z City Zipcode, Metro Manila**
UserCat: **Professional**
contactNo: **09156782457**
affiliation: **Uni Silver**

Last logged IN:
Last logged OUT: **04/24/2019 == 10:16:17**
Last IP Used:
Account status: **INACTIVE**

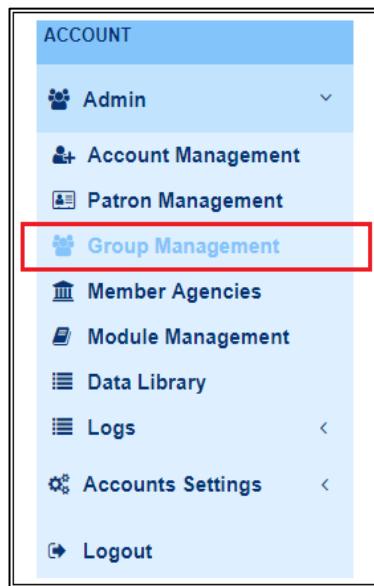
V. Administering Users' Group

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

1. *Single-access group* - members are given access on one particular module of an agency;
2. *Multi-access group* - members are given access on two or more modules of any of the agencies.

A. Getting to the Group Management Page

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



The Group Management page will display all the current groups of SLIMS.

Group Management

List of Groups

[+ Add Group](#)

Group Name	Group Type	Valid Until	Status
Acquisition and Holdings Group	active		Multi-access group
Acquisition Group	active		Single-access group
Circulation Group	active		Single-access group
Holdings Group	active	04/17/2019	Single-access group
Library Admin Group	active	04/24/2019	Multi-access group

Showing 1 to 5 of 6 entries

[Previous](#)
[1](#)
[2](#)
[Next](#)

B. Adding new Users' Group

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

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

- The user can click the [+ Add Group](#) or;
- Click the plus sign button found at the bottom.

Group Entry Form [+](#)

To add a new users' group:

Creating Single-access group:

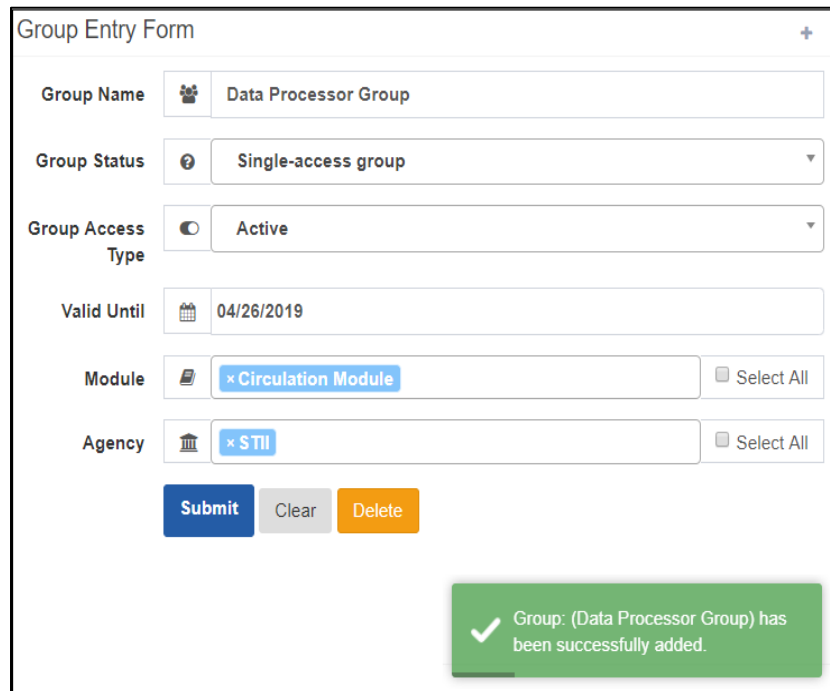
In creating single-access group, select the single-access group from the dropdown box "group access type" and proceed with the instruction below.

1. Input the group name.
2. On the Group Status field, select the group status.
Note: a group can be a single-access or multiple- access group.
3. On the Group Access Type field, select the group access type.
Note: When the user chooses inactive status, they may activate the group later.
4. On the Valid Until field, select the validity date of the group.
5. On the Module field, choose the module applicable.
6. On the Agency field, choose an agency.
7. Once done, click the *Submit* button.

The screenshot displays the 'Group Entry Form' with the following fields and actions:

- Group Name:** A text input field containing 'Data Processor Group', marked with a '1'.
- Group Status:** A dropdown menu showing 'Single-access group', marked with a '2'. An arrow points to a callout box showing the options: 'Single-access group' (selected) and 'Multi-access group'.
- Group Access Type:** A dropdown menu showing 'Active', marked with a '3'. An arrow points to a callout box showing the options: 'Active' (selected) and 'Inactive'.
- Valid Until:** A date input field showing '04/26/2019', marked with a '4'.
- Module:** A dropdown menu showing 'x Circulation Module', marked with a '5'. An arrow points to a callout box showing a list of modules: 'x Admin and Security Module', 'x Acquisition Module', 'x Holdings Management Module', and 'x Circulation Module' (selected), with a 'Select All' button.
- Agency:** A dropdown menu showing 'x STU', marked with a '6'. A 'Select All' button is also present.
- Buttons:** At the bottom, there are three buttons: 'Submit' (marked with a '7' and a hand icon), 'Clear', and 'Delete'.

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



The screenshot displays the 'Group Entry Form' with the following fields and values:

- Group Name:** Data Processor Group
- Group Status:** Single-access group
- Group Access Type:** Active
- Valid Until:** 04/26/2019
- Module:** x Circulation Module (with a 'Select All' checkbox)
- Agency:** x STL (with a 'Select All' checkbox)

At the bottom of the form are three buttons: 'Submit' (blue), 'Clear' (grey), and 'Delete' (orange).


A green confirmation message box at the bottom right states: 'Group: (Data Processor Group) has been successfully added.'


Creating Multi-access group:


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


1. Input the group name.
2. On the Group Status field, select the group status.
Note: a group can be a single-access or multiple- access group.
3. On the Group Access Type field, select the group access type.
Note: When the user chooses inactive status, they may activate the group later.
4. On the Valid Until field, select the validity date of the group.
5. On the Module field, choose the module applicable.
6. On the Agency field, choose an agency.
7. Once done, click the *Submit* button.


Group Entry Form

Group Name  Data Processor Group **1**

Group Status  Multi-access group **2**


Group Access Type  Active **3**

Valid Until  04/19/2019 **4**

Module 

- ☒ Admin and Security Module
- ☒ Acquisition Module
- ☒ Holdings Management Module
- ☒ Circulation Module

☒ Select All **5**

Agency 

- ☒ ARMM
- ☒ ASTI
- ☒ CAR
- ☒ CARAGA
- ☒ DAOSEC
- ☒ DOST
- ☒ DOST-NCR
- ☒ FNRI
- ☒ FPRDI
- ☒ ICTO
- ☒ ITDI
- ☒ MIRD
- ☒ NLP
- ☒ NRCP
- ☒ OSEC
- ☒ PAGASA
- ☒ PCAARRD
- ☒ PCAMRD
- ☒ PCARRD
- ☒ PCASTRD
- ☒ PCHRD
- ☒ PCIEERD
- ☒ PCIERD
- ☒ PES
- ☒ PHIVOLCS
- ☒ PNRI
- ☒ PSHS
- ☒ PTRI
- ☒ RO1
- ☒ RO2
- ☒ RO3
- ☒ RO4-A
- ☒ RO4-B
- ☒ RO5
- ☒ RO6
- ☒ RO7
- ☒ RO8
- ☒ RO9
- ☒ ROS
- ☒ ROX
- ☒ ROXI
- ☒ ROXII
- ☒ SEI
- ☒ STII
- ☒ TAPI
- ☒ TRC
- ☒ UP
- ☒ NAST

☒ Select All **6**

7

Single-access group
Multi-access group






Active
Inactive

They will notice that the newly added group is already included in the group list.

Group Management

List of Groups

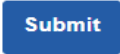
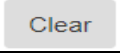


[+ Add Group](#)

     Search:

Group Name	Group Type	Valid Until	Status
Acquisition and Holdings Group	active		Multi-access group
Acquisition Group	active		Single-access group
Circulation Group	active		Single-access group
Data Processor Group	active	04/19/2019	Single-access group
Holdings Group	active	04/17/2019	Single-access group

Showing 1 to 5 of 7 entries

Previous **1** 2 Next

Option	Description
Group Name	Refers to the agency where the user account is affiliated.
Group Status	Refers to the group status either single-access or multi-access group.
Group Access Type	Refers to the status of system access level user.
Valid Until	Refers to the validity of a group.
Module	Refers to the name of the group/s where a user's account is assigned.
Agency	Refers to the agency where the user's account is affiliated.
	Adds another group.
	Clears the textboxes.
	Delete group from the database.
	Saves new group to the database.






C. Editing Users' Group:

1. From the Group Management list, click a group name to edit.


Group Management

List of Groups

+ Add Group

Search:

Group Name	Group Type	Valid Until	Status
Acquisition and Holdings Group	active		Multi-access group
Acquisition Group	active		Single-access group
Circulation Group	active		Single-access group
Data Processor Group  1	active	04/24/2019	Single-access group
Holdings Group	active	04/17/2019	Single-access group

Showing 1 to 5 of 7 entries

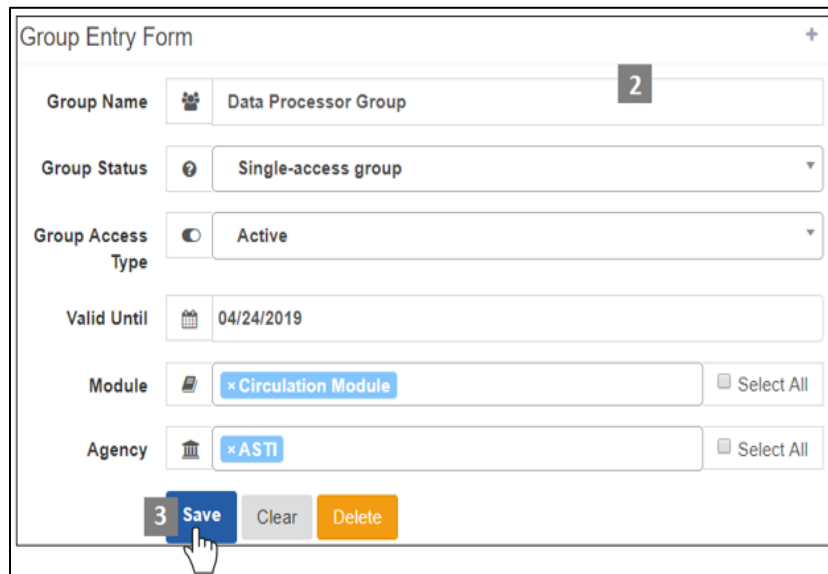
Previous

1

2

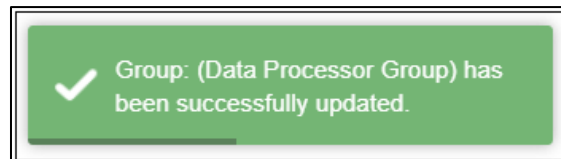
Next

2. After clicking the group name of a record, a form with group information will appear. Input the necessary changes.
3. Once done, click the save button.



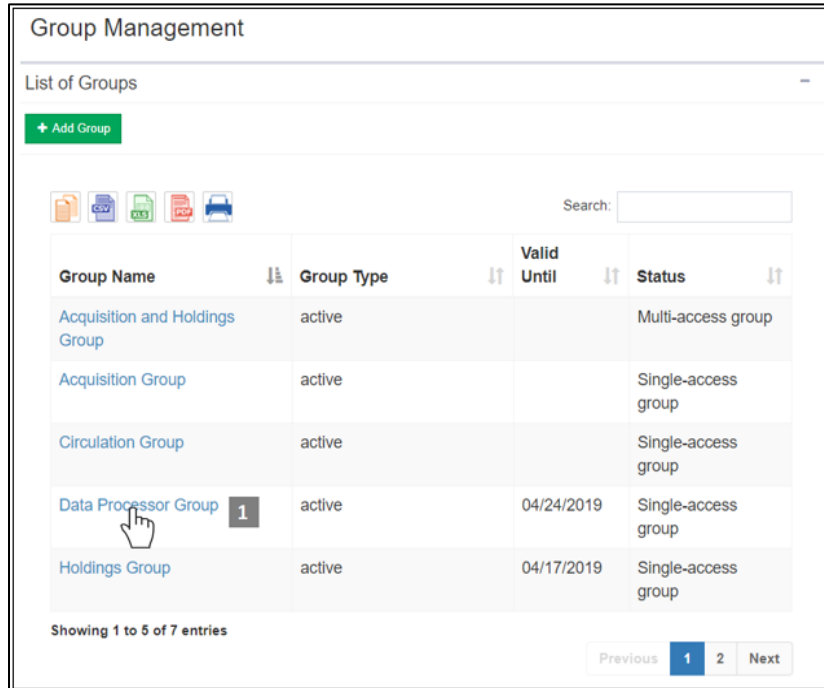
The screenshot shows the 'Group Entry Form' interface. It contains several input fields: 'Group Name' with a group icon and the text 'Data Processor Group' (marked with a '2'), 'Group Status' with a dropdown menu showing 'Single-access group', 'Group Access Type' with a toggle switch and a dropdown menu showing 'Active', 'Valid Until' with a calendar icon and the date '04/24/2019', 'Module' with a dropdown menu showing '× Circulation Module' and a 'Select All' button, and 'Agency' with a dropdown menu showing '× ASTI' and a 'Select All' button. At the bottom, there are three buttons: '3 Save' (with a hand cursor icon), 'Clear', and 'Delete'.

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



D. Deleting Users' Group:

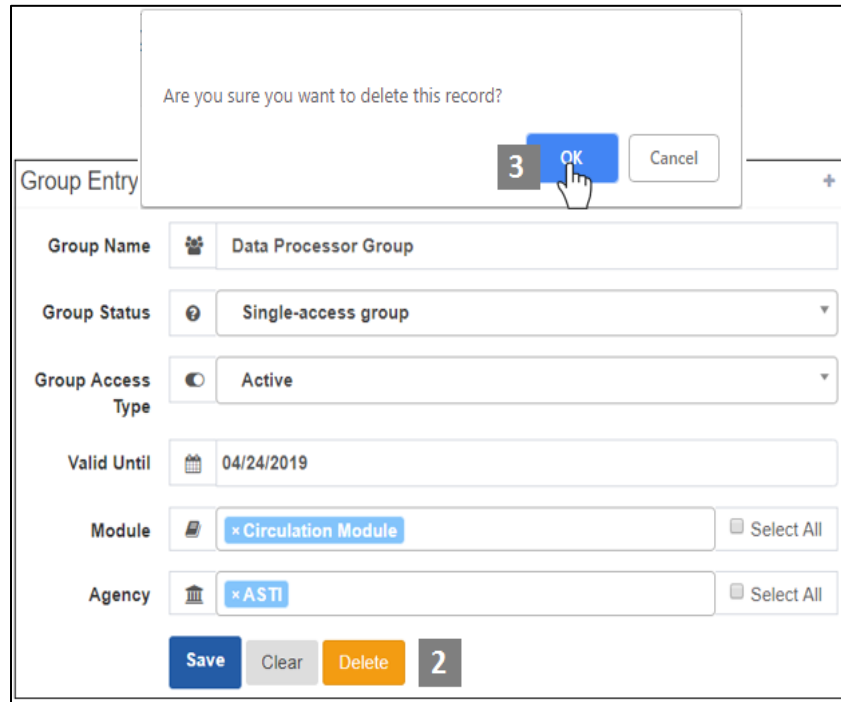
1. From the Group Management list, click the group name of the group to delete.



The screenshot displays the 'Group Management' interface. At the top, there's a header 'Group Management' and a sub-header 'List of Groups'. Below this is a green '+ Add Group' button. A search bar is located on the right. The main content is a table with the following columns: Group Name, Group Type, Valid Until, and Status. The table lists five groups: 'Acquisition and Holdings Group' (Multi-access group), 'Acquisition Group' (Single-access group), 'Circulation Group' (Single-access group), 'Data Processor Group' (Single-access group, highlighted with a mouse cursor and a small '1' in a grey box), and 'Holdings Group' (Single-access group). The 'Data Processor Group' is the target for deletion. At the bottom, it says 'Showing 1 to 5 of 7 entries' and has pagination controls: 'Previous', '1', '2', and 'Next'.

Group Name	Group Type	Valid Until	Status
Acquisition and Holdings Group	active		Multi-access group
Acquisition Group	active		Single-access group
Circulation Group	active		Single-access group
Data Processor Group	active	04/24/2019	Single-access group
Holdings Group	active	04/17/2019	Single-access group

2. After clicking the group name, a form with group information will appear, click the *delete* button.
3. A confirmation message will appear. At the confirmation dialog box, click OK button to continue or the user may click Cancel to cancel deletion.

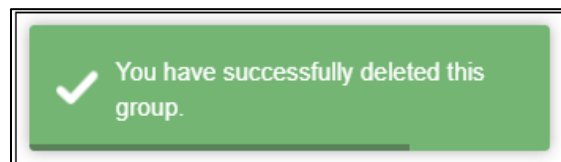


The screenshot shows a 'Group Entry' form with a confirmation dialog box overlaid. The dialog box asks, 'Are you sure you want to delete this record?' and has 'OK' and 'Cancel' buttons. A hand icon is clicking the 'OK' button. The form fields are as follows:

Field	Value
Group Name	Data Processor Group
Group Status	Single-access group
Group Access Type	Active
Valid Until	04/24/2019
Module	x Circulation Module
Agency	x ASTI

At the bottom of the form are buttons for 'Save', 'Clear', 'Delete', and a small '2' icon.

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



E. Searching for Users' Group:






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

1. On the search box input the keyword.
2. Then the system will automatically filter the list.

Group Management

List of Groups

[+ Add Group](#)



Search:

Group Name	Group Type	Valid Until	Status
Super Admin Group	active		Multi-access group

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

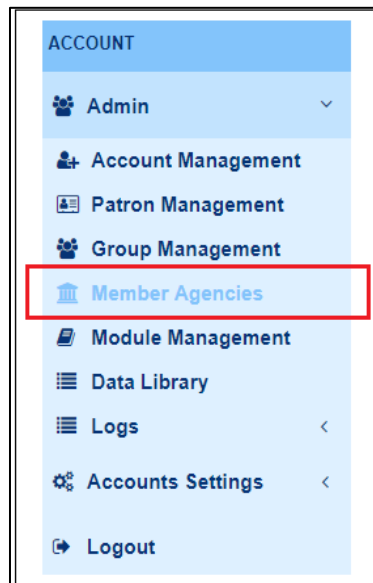
[Previous](#) [1](#) [Next](#)

VI. Administering Agency

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

A. Getting to the Member Agencies page

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








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

Member Agencies Management

List of Agencies

+ Add Agency



Search:

Agency Code	Agency Name
ARMM	DOST-ARMM
ASTI	Advanced Science Technological Institute
CAR	DOST- Cordillera Administrative Region
CARAGA	DOST CARAGA
DAOSEC	Department of Agriculture

Showing 1 to 5 of 48 entries

Previous

1

2

3

4

5

...

10

Next

B. Adding a new Member Agency

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

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

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

Agency Entry Form


An agency data entry form will be displayed.

Agency Entry Form


Agency Code

</>


Agency Name




Home Page




Fax No.



Telephone No.



Agency ID



Note: AgencyID is a unique maximum of ten-alphanumeric reference ID to be used by the agency for its Library Management transactions.

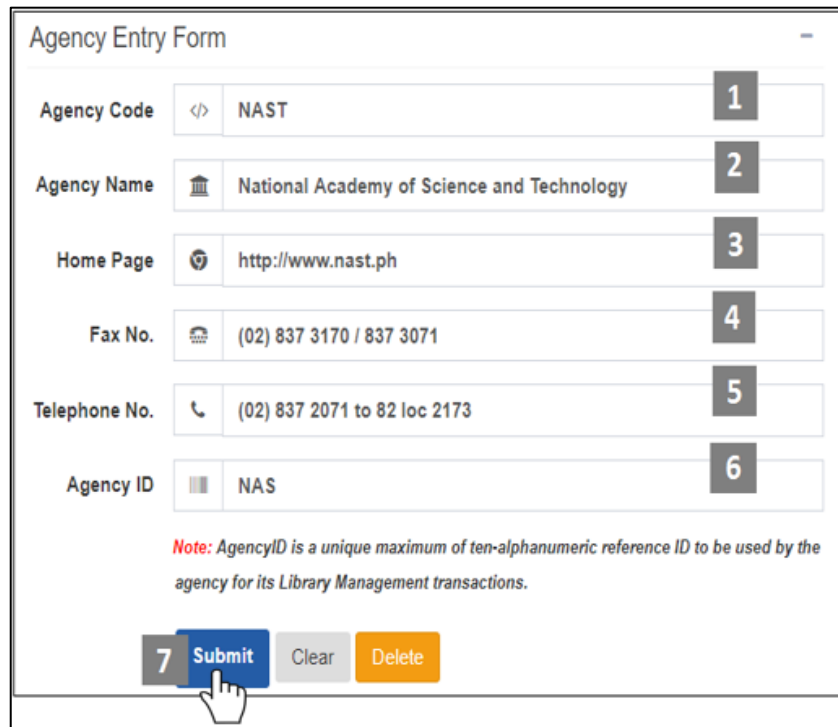
Submit

Clear

Delete

To add new member agency:

1. Input the agency code.
2. Input the agency name.
3. Input the home page.
4. Input the fax. No.
5. Input the telephone no.
6. Input the Agency I.D
7. Once done, click the *Submit* button.



Agency Entry Form

Agency Code 1

Agency Name 2

Home Page 3

Fax No. 4

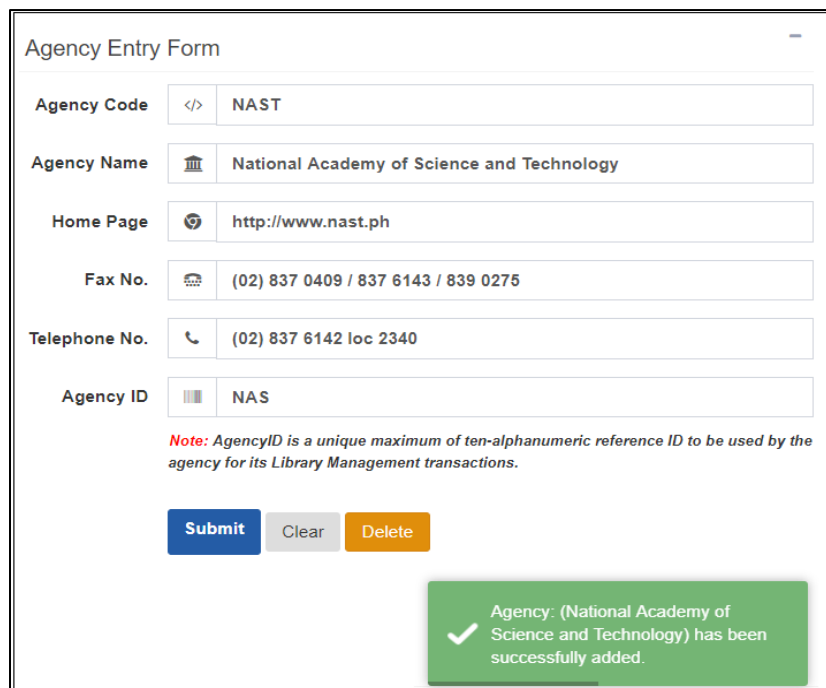
Telephone No. 5

Agency ID 6

Note: AgencyID is a unique maximum of ten-alphanumeric reference ID to be used by the agency for its Library Management transactions.

7 Submit Clear Delete

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



Agency Entry Form

Agency Code

Agency Name

Home Page

Fax No.

Telephone No.

Agency ID

Note: AgencyID is a unique maximum of ten-alphanumeric reference ID to be used by the agency for its Library Management transactions.

Submit Clear Delete

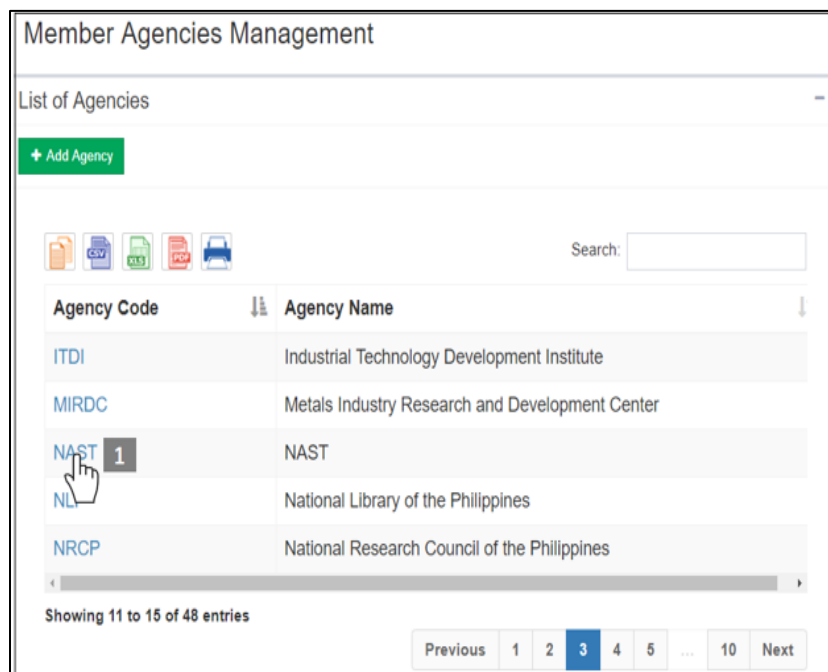
✓ Agency: (National Academy of Science and Technology) has been successfully added.

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

C. Editing a Member Agency:

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

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








2. After clicking the agency code, a form with agency information will appear. Input the necessary changes.

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

Agency Entry Form

2

Agency Code	</>	NAST
Agency Name		National Academy of Science and Technology
Home Page		http://www.nast.ph
Fax No.		(02) 837 3170 / 837 3071
Telephone No.		(02) 837 2071 to 82 loc 2173
Agency ID		NAS

Note: AgencyID is a unique maximum of ten-alphanumeric reference ID to be used by the agency for its Library Management transactions.

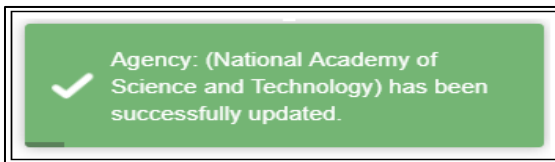
3

Save

Clear

Delete

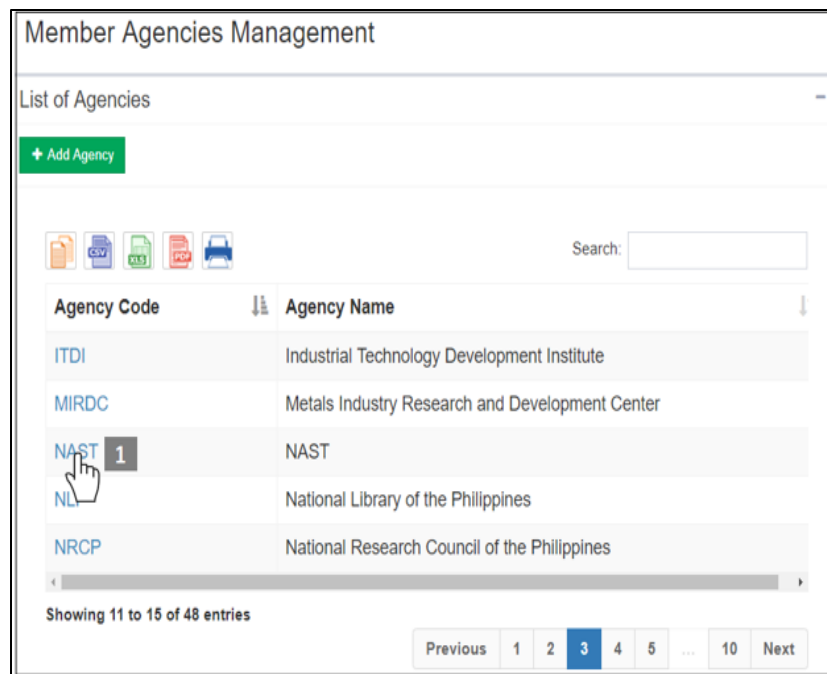
If the agency has been successfully edited, a confirmation message will appear.



D. Deleting a Member Agency:

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

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



2. After clicking the agency code, a form with agency information will appear, then click the *delete* button.
3. A confirmation message will appear. At the confirmation dialog box, click *OK* button to continue or the *Cancel* button to cancel deletion.

Are you sure you want to delete this record?

3 OK Cancel

Agency Entry Form

Agency Code

</>

NAST

Agency Name

National Academy of Science and Technology

Home Page

http://www.nast.ph/

Fax No.

(02) 837 3170 / 837 3071

Telephone No.

(02) 837 2071 to 82 loc 2173

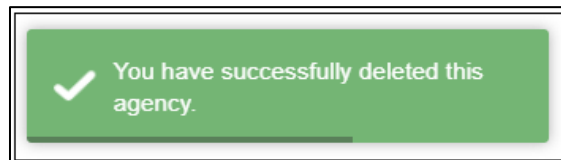
Agency ID

NAS

Note: AgencyID is a unique maximum of ten-alphanumeric reference ID to be used by the agency for its Library Management transactions.

2 Save Clear Delete

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



E. Searching a Member Agency






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

1. On the search box input the keyword.
2. Then the system will automatically filter the list.

Member Agencies Management

List of Agencies

+ Add Agency



Search:

Agency Code	Agency Name
NAST	National Academy of Science and Technology

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

Previous

1

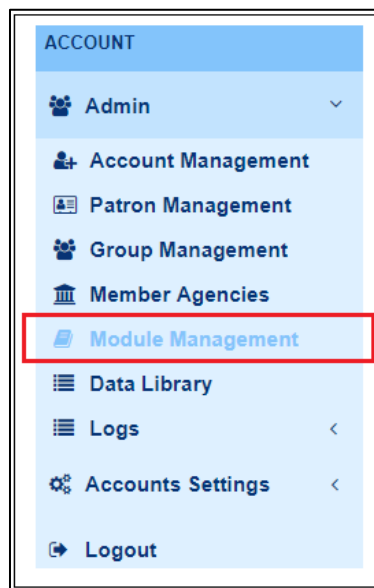
Next

VII. Administering Modules

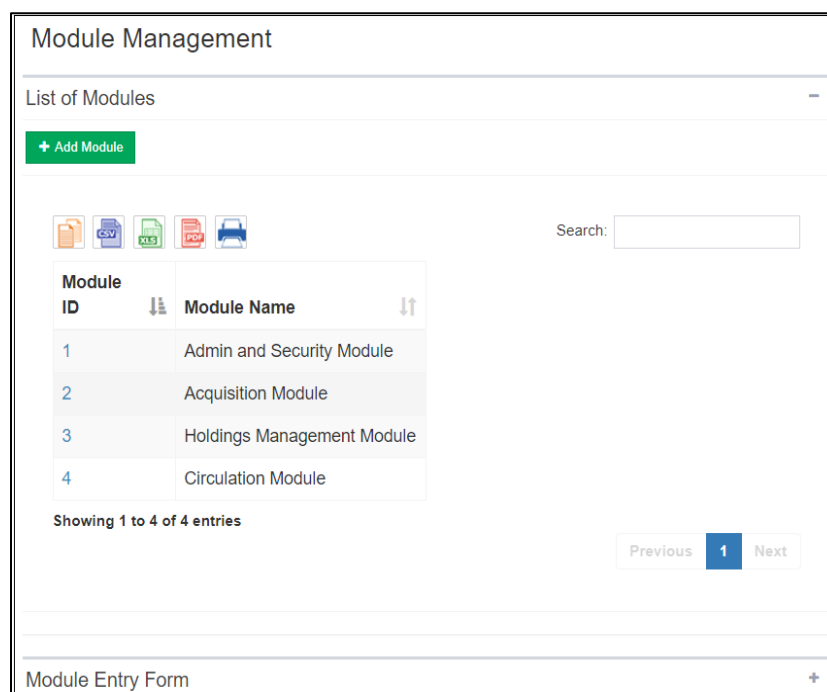
The modules that the user may access and manage are visible on the main menu. However, access to modules varies upon the permission given by to the user.

A. Getting in to Module Management page

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




The Module Management submodule displays all the current modules of SLIMS



B. Adding new Modules

On the Main Menu, click *Module Management* submodule. A list of library modules will be displayed.

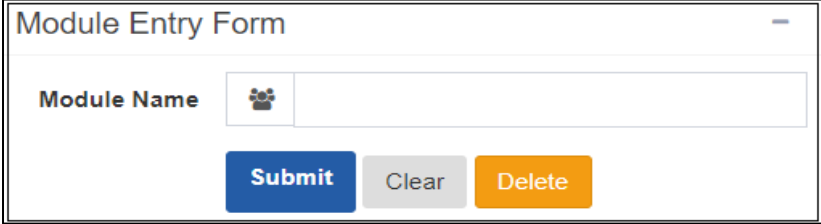
There are 2 way to access the module entry form.

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



To add new library module:

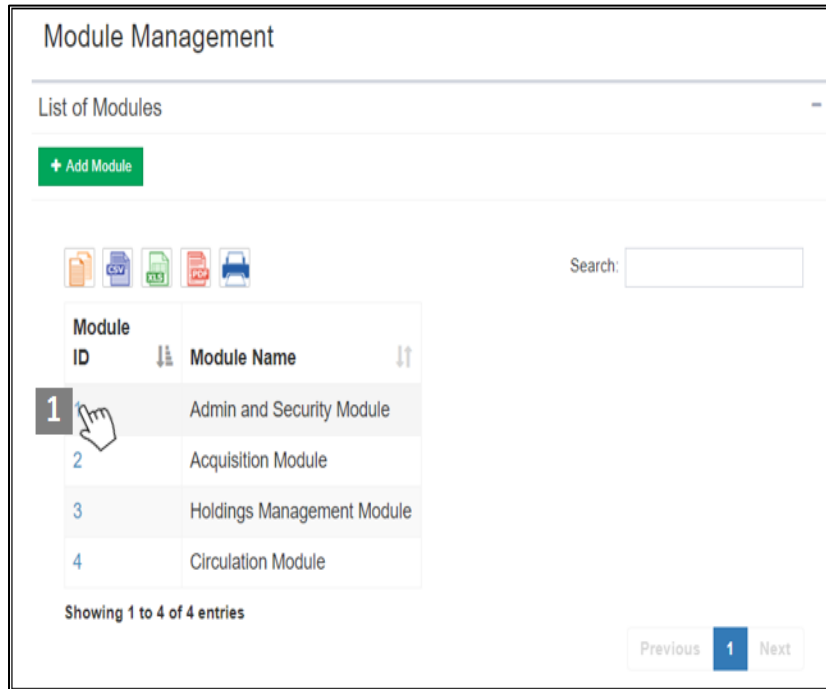
1. Input the module name.
2. Once done, click *submit* button.



The screenshot shows a web form titled "Module Entry Form". It contains a label "Module Name" followed by a text input field with a small icon of three people. Below the input field are three buttons: "Submit" (blue), "Clear" (grey), and "Delete" (orange).

C. Editing Modules:

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



Module Management

List of Modules

+ Add Module

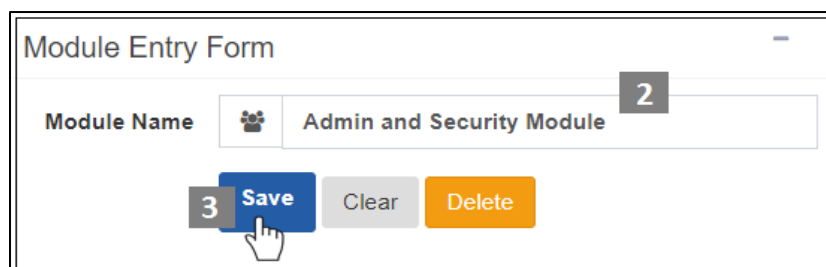
Search:

Module ID	Module Name
1	Admin and Security Module
2	Acquisition Module
3	Holdings Management Module
4	Circulation Module

Showing 1 to 4 of 4 entries

Previous 1 Next

2. Input the necessary changes.
3. Once done click the save button.



Module Entry Form

Module Name

Save Clear Delete

D. Searching Modules:

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

1. On the search box type the library module name.
2. Then the system will automatically load the result.

The screenshot shows the 'Module Management' interface. At the top, there's a 'List of Modules' section with a '+ Add Module' button. Below this, there are icons for different file formats: PDF, CSV, XLS, XLSX, and DOCX. To the right of these icons is a search box labeled 'Search:' containing the text 'Circulation'. A small '1' is placed above the search box. Below the search box is a table with two columns: 'Module ID' and 'Module Name'. The table has one row with the value '4' in the 'Module ID' column and 'Circulation Module' in the 'Module Name' column. A small '2' is placed to the left of the '4'. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 4 total entries)'. At the bottom right, there are 'Previous', '1', and 'Next' buttons.

Module ID	Module Name
4	Circulation Module

If there are no results found the system will show:

The screenshot shows the 'Module Management' interface. At the top, there's a 'List of Modules' section with a '+ Add Module' button. Below this, there are icons for different file formats: PDF, CSV, XLS, XLSX, and DOCX. To the right of these icons is a search box labeled 'Search:' containing the text 'Patron'. Below the search box is a table with two columns: 'Module ID' and 'Module Name'. The table is empty, and the text 'No matching records found' is displayed in the center. Below the table, it says 'Showing 0 to 0 of 0 entries (filtered from 4 total entries)'. At the bottom right, there are 'Previous' and 'Next' buttons.

Module ID	Module Name
-----------	-------------

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

Different library modules are:

- **Acquisitions Module**

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

- **Holdings Module**

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

- **Circulation Module**

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

- **Report Generation**

This module enables the user to generate browser-based reports for their library.

- **Patron Module (Back-end)**

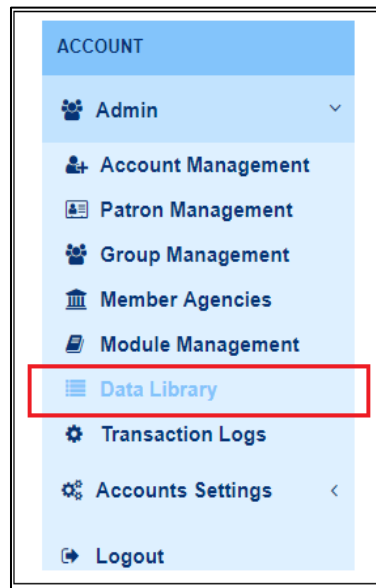
This module enables the user to manage their patrons or library users.

VIII. Administering Data Library

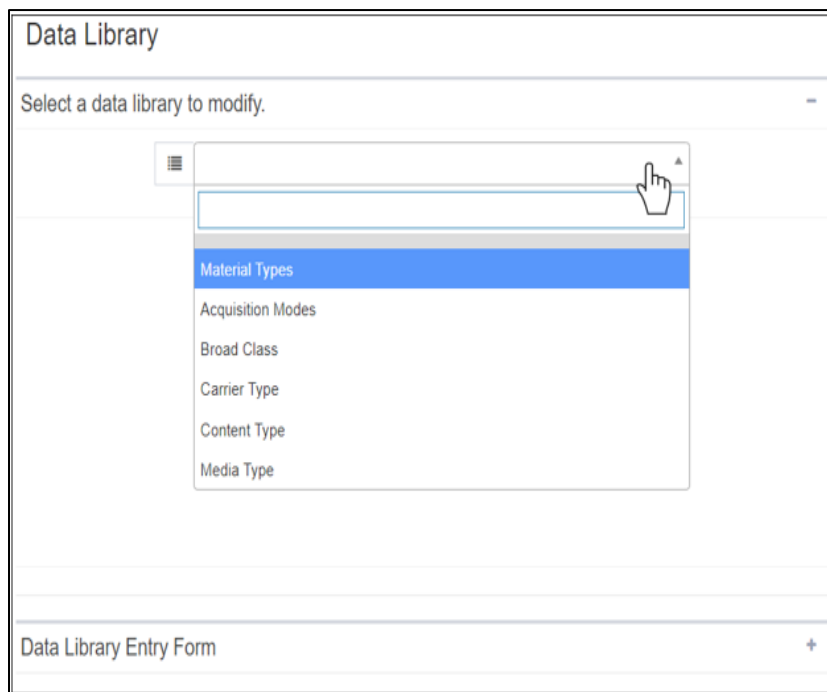
This function will enable the user to add new default library data to data library.

A. Getting to the Data Library Page

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



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



B. Adding new Data Library

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

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

Data Library Entry Form +

To add data library:

1. Input the data library information.
Note: Different data library entry form will show to different default library data.
2. Once done, click the *Submit* button.

Data Library Entry Form -

1

2 Submit Clear

Different data library entry form of the default library data:

Data Library Entry Form -

Acquisition Mode

Submit Clear

Data Library Entry Form -

Broad Class

Submit Clear

Data Library Entry Form -

Carrier Type Code

Carrier Type Term

Submit Clear

Data Library Entry Form

Content Type Code

Content Type Term

Submit

Clear

Data Library Entry Form

Media Type Code

Media Type Term

Submit

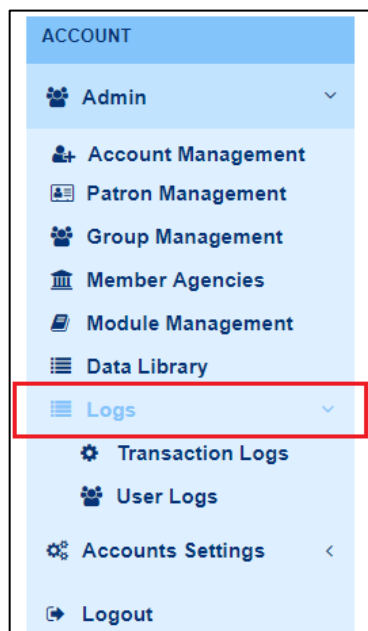
Clear

IX. Administering Logs

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

A. Getting to the Logs Page

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



B. Getting to the Transaction Logs Page

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

Transaction Logs

List of Transaction Logs

3

Search:

ID	Admin Username	Module	Module Feature	Transaction	Log Date	IP Address
Library Admin Group	superadmin	Admin and Security	Group Management	add record	03/15/2019 12:26:57 AM	10.10.140.6
krystal	superadmin	Admin and Security	Account Management	add record	03/14/2019 11:15:30 PM	10.10.140.6
Holdings Group	superadmin	Admin and Security	Group Management	add record	03/14/2019 09:48:16 PM	10.10.140.6
testlib	superadmin	Admin and Security	Account Management	edit record	03/13/2019 11:51:30 PM	10.10.140.6
testlib	superadmin	Admin and Security	Account Management	edit record	03/13/2019 11:49:56 PM	10.10.140.6
Circulation Group	superadmin	Admin and Security	Group Management	add record	03/13/2019 11:49:38 PM	10.10.140.6
testlib	superadmin	Admin and Security	Account Management	add record	03/13/2019 11:45:27 PM	10.10.140.6
testlib2	superadmin	Admin and Security	Account Management	add record	03/13/2019 11:43:56 PM	10.10.140.6
jc	superadmin	Admin and Security	Account Management	edit record	03/13/2019 11:42:51 PM	10.10.140.6
Circulation Module	superadmin	Admin and Security	Module Management	add record	03/13/2019 11:27:58 PM	10.10.140.6

Showing 31 to 40 of 1,332 entries

Previous 1 2 3 4 5 ... 134 Next


Searching transaction logs

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

1. On the search box, input any of the following data: ID, admin username, module, module feature, transaction, log date and IP address.
2. Then the system will automatically filter the result.

Transaction Logs

List of Transaction Logs



Search:

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

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

Previous
1
Next

C. Getting to the User Logs

1. On the main menu, click the *Logs* submodule.
2. Then click the *User Logs* subsection.
3. List of User logs will be shown.

The screenshot displays the 'User Logs' interface. On the left is a navigation menu under the 'ACCOUNT' header, listing various submodules. The 'Logs' submodule is highlighted with a '1' and a red box, and the 'User Logs' subsection is highlighted with a '2' and a red box. The main content area is titled 'User Logs' and 'List of User Logs'. It features a search bar and a table of log entries. A '3' is placed above the table. The table has columns for Username, User Type, Login Time, Logout Time, Log Date, and IP Address. Below the table, it says 'Showing 21 to 30 of 64 entries' and includes a pagination control with 'Previous', '1', '2', '3' (selected), '4', '5', '6', '7', and 'Next'.

Username	User Type	Login Time	Logout Time	Log Date	IP Address
superadmin	Super Admin	12:26 PM		03/16/2019	10.10.140.6
superadmin	Super Admin	12:24 PM		03/16/2019	10.10.140.6
superadmin	Super Admin	12:24 PM		03/16/2019	10.10.140.6
superadmin	Super Admin	12:22 PM		03/16/2019	10.10.140.6
superadmin	Super Admin	10:30 AM		03/15/2019	10.10.140.6
superadmin	Super Admin	10:30 AM	10:30 AM	03/15/2019	10.10.140.6
superadmin	Super Admin	10:23 AM		03/15/2019	10.10.140.6
superadmin	Super Admin	05:02 AM		03/15/2019	10.10.140.6
superadmin	Super Admin	12:25 PM		03/15/2019	10.10.140.6
krystal	Data Processor	12:17 PM	12:25 PM	03/15/2019	10.10.140.6


Searching User Logs

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

1. On the search box, input any of the following data: ID, admin username, module, module feature, transaction, log date and IP address.
2. Then the system will automatically filter the result.

User Logs

List of User Logs



Search: testlib

Username ↑↓	User Type ↑↓	Login Time ↑↓	Logout Time ↑↓	Log Date ↑↓	IP Address ↑↓
testlib	Data Processor	09:10 AM	09:11 AM	03/14/2019	
testlib	Data Processor	12:02 PM	12:02 PM	03/14/2019	
testlib	Data Processor	11:50 AM	11:51 AM	03/13/2019	
testlib	Data Processor	11:45 AM	11:46 AM	03/13/2019	

Showing 1 to 4 of 4 entries (filtered from 57 total entries)

Previous 1 Next

X. Administering Account Settings

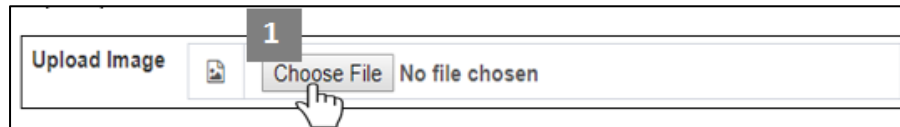
This module enables the user to update their profile.

A. Updating Profile

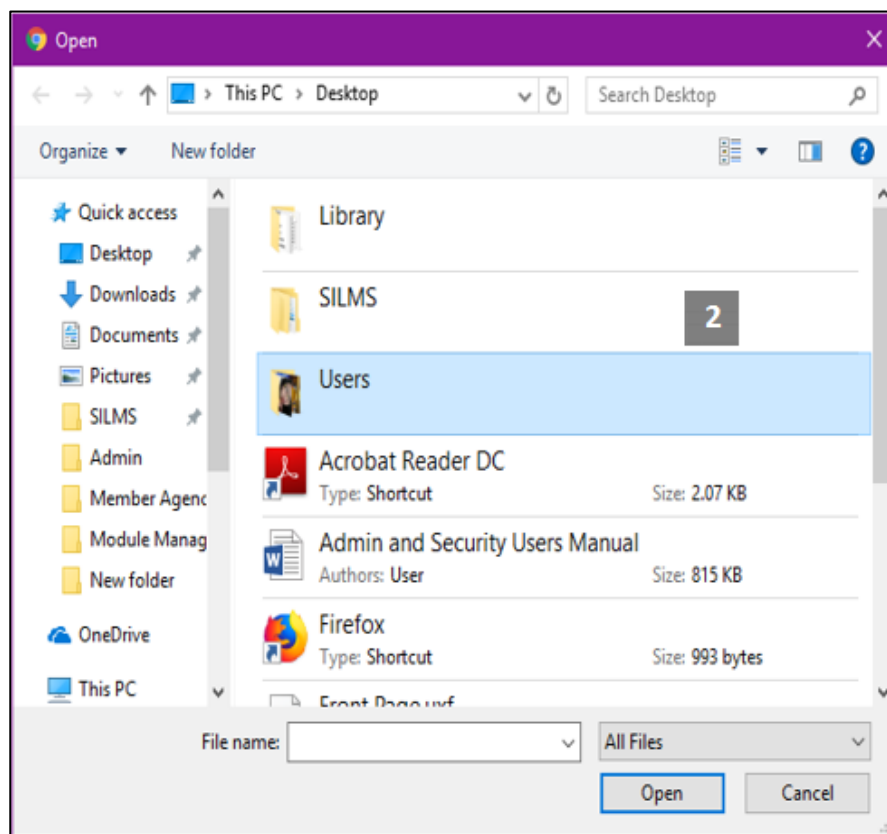
1. On the main menu, click the *Account Setting*.
2. Two submodules will be shown, Update Profile and Change Password. Click the *Update profile* submodule.
3. Update Profile form will be shown, they can add or change their personal information.
4. Once done, click *Submit* button.

Adding picture to the profile

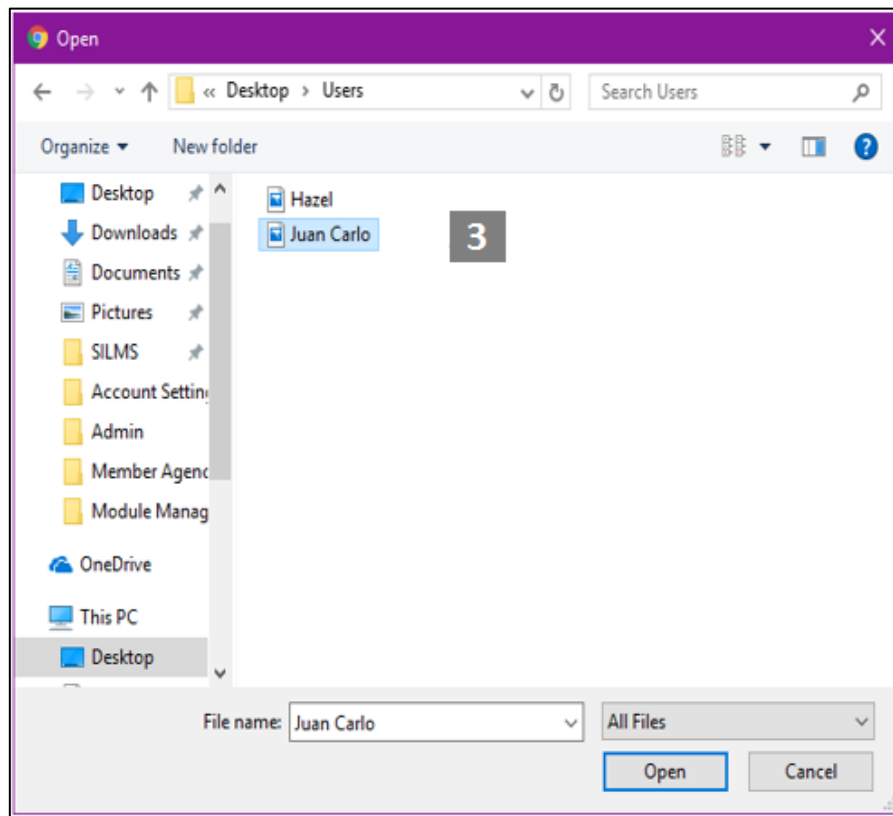
1. Click the *choose file* button to find the location of the picture the user want to attach. A dialog box will appear.



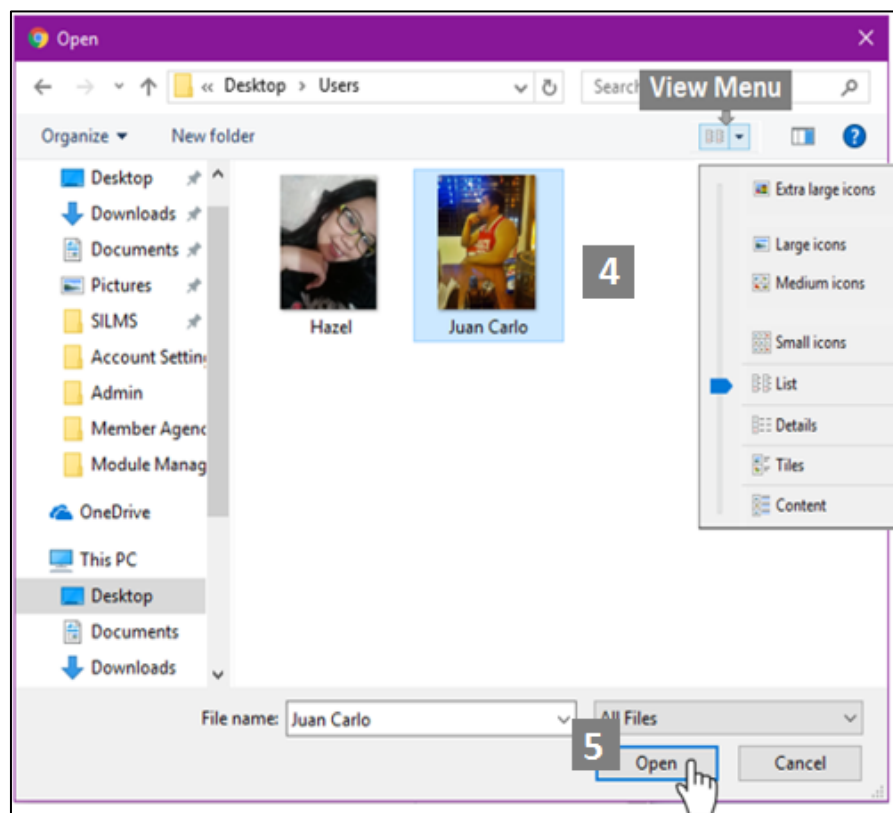
2. From the dialog box, find the location of the image file.



3. If the file location has been found, select the filename of the picture that the user wants to upload. Click the view menu and select Thumbnails to view the images on the chosen location.




4. Click Open button. The Dialog box will closed and file image will automatically be placed in the Picture Location text box.
5. Once done, click *Open* button.




The user's personal profile with their uploaded picture will be shown.

Update Profile


Update Profile Form




Username

 superadmin


Full Name

 Super Admin


Position/Designation

 Librarian


Email

 jclongamen@gmail.com


Fax No.




Telephone No.

 09653314296

Office Address

 DPITC e-Library

Upload Image

 No file chosen

B. Changing Password

1. From the main menu, click the *Account Settings*.
2. Click *Change password* submodule.
3. Input the current password.
4. Input the new password.
5. To confirm, retype new password.
6. Click the submit button.

Change Password

Change Password Form

ACCOUNT

- Admin
- Accounts Settings 1
- Update Profile
- Change Password 2
- Logout

Username

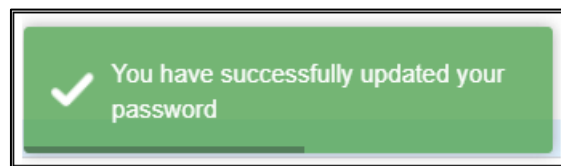
Current Password 3

New Password 4

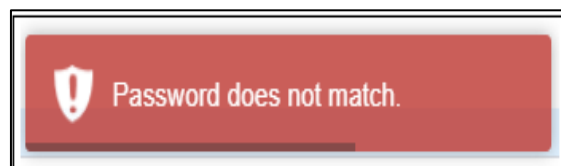
Confirm New Password 5

6 **Submit**

When the password is successfully changed, a message stating "You have successfully updated your password".



If the user mistyped their old password, the new password will not be saved. An error message will appear.



XI. Logging-out

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

