DDS - Workflow

1. Logging in: Users can use the same credentials as before to log in to the application.
2. New Home Page: Added a new home/landing page that provides information about DDS at IIT Gandhinagar.
3. Navbar: The navbar has been given an updated look, with the following tabs: Home, Entries, Manage (Institutions, Document Sources, Patrons), Requests, Reports, Users. Home is the home page, Entries is the original page where entries are entered.
4. Entries page: It has been given an updated look, with many functional improvements as well. Users can use the “Add New Entry” button to add an entry, filling all the details. Each entry has a checkbox in the first column. These checkboxes can be ticked to select which entries to mail. When entries are selected, and the “Send Mail” button is clicked, the bibliographic details of that entry are added to the body of the email to be sent to other institutions. The “Remove All” button can be used to remove all selected entries at once. There is a new Filter menu, which can be used to quickly filter the entries table by Status, Document Type, or Patron Category. There is also a dropdown “Search In” to select which columns to search using the Search input box.
5. Status of an Entry: An entry can have 5 different statuses:
   1. Pending, meaning the entry has just come in and nothing has been done about it yet;
   2. Approached, meaning institutes have been mailed about the document, but no reply has come yet. On a mail being sent for an entry, the status is automatically changed to Approached
   3. Complete, meaning the requested document for that entry has been acquired
   4. Received, used in cases where a patron has requested multiple documents but not all of them have been acquired, the ones that have been acquired are set to Received, and all the entries are set to Complete once all of them have been received
   5. Closed, meaning despite trying to the best of their ability, the library is unable to acquire the document.
6. Institute Mail: The automatic institute mail has been fixed. On clicking “Send Mail” on the Entries page, the Institute Mail page will open. Here, users can select which institutions to mail, add Cc and Bcc, and modify the Subject and Body of the mail. On clicking Send, the mail will be sent to all the institutes automatically.
7. Once an institute sends the requested document, the user can click the Edit button for that entry, change the status to Complete (or Received in the case that the patron has other documents pending), attach the relevant document, and select which of the mailed institutes sent the document.
8. Requests Page: To mail the requested documents to the patron, the user has to go to the Requests page. Here, the requests of the patrons will be visible with a basket number. By default, the Requests page will show 3 types of requests for the last month:
   1. Incomplete: This means none of the documents for that request are complete.
   2. Partially complete: This means at least one of the documents is acquired.
   3. Complete (but not sent all documents): This means that all the documents for that entry are acquired, but have not yet been mailed to the patron.

Going to the request for which mail has to be sent, the user has to click Show. This will show all the documents for that entry with their Status. The user can then select the entries to mail using the checkbox, and click Submit.

1. Patron Mail: On clicking Submit, the Patron Mail page will open. Here, the user will be able to see the list of attached files, see the Patron’s email ID, add Cc and Bcc, and modify the subject and body of the mail. Clicking Send Mail will send the attached files to the patron.
2. Manage->Institutions: Going to the Institutions page, the user can see the details of all the institutions that the library can mail to. The user can click “Add Institution”, filling all the relevant details. The email ID in the Email column is the one that is used for sending requests.
3. Manage->Document Sources: Going to the Document Sources page, the user can see all the sources for documents with the relevant details. The user can click the “Add Source” button to add a source with all the relevant details. This list of sources is used when adding a new entry in the Entries page.
4. Manage->Patrons: Going to the Patrons page, the user can see the list of patrons for the library with the relevant details. The user can click “Add Patron” to add a new patron to the list with all the relevant details. The email ID in the “Email” column is the one that is used to send documents to the patron.
5. Reports: Going to the Reports page, the user can see various statistics in a card format: no. of entries based on status, and no. of entries based on category of patron. Scrolling down, the user can see various tables with more detailed statistics. The tables are: by patron category, by source of document, by institutions (no. of times the institution has been requested for a document, and no. of times they have sent the requested document), by document type, by patron name, by delivery time of request, and by department of patron. Each table has a date filter, as well as a “Current Month” button to quickly filter the table by the data of the current month.
6. Statistics: On the Reports page, the navbar changes to show a link to the Statistics page. Going to this page, the user can see various bar graphs and pie charts to give a visual representation of the data. Each of the graphs includes a date filter, as well as the “Current Month” button.
7. Users: The last link on the navbar goes to the Users page. This page is only available to users who have the “Admin” user type. There are three types of user types:
   1. Admin: Have access to all features of the application.
   2. User: Have access to everything except for the Users page.
   3. Normal User: Cannot add new entries to the database, can only view the entries table.

On the Users page, the Admin can manage the users of the application. The admin can click the “Add User” button to add a new user, entering their username, user type, and password.