

# L.I.S. Help Document

*Library Information System; 'Read' en Français*

<b>Purpose</b>	<b>2</b>
<b>Install</b>	<b>3</b>
<b>How To Guide</b>	<b>7</b>
Sign In	7
Home Screen/Search	8
Top Panel	9
Logout	9
Help	9
Settings	9
Side Panel	9
Book Card	10
Add Book	11
View All Books	12
Edit/Remove Books	13
Sign Out Books	14
Return Books	15
Overdue/Renewals	16
Client Card	17
Add Client	19
View All Clients	20
Edit/Remove Client	21
Chromebooks	22
<b>Special Features</b>	<b>24</b>
Email Service	24
Fee Preferences	25
Credential Settings	26
Intelligent Search	26

## Purpose

The purpose of this program is meant to dramatically increase the efficiency and productivity of local Libraries by eliminating the need for tedious paper trails to keep track of book inventory, client profiles, book records and other library tasks by creating a digital substitute for all the Librarians needs. After extensive research online and interviews with two local librarians, this system incorporates the essential features that are needed in a Library system to allow the library to function more efficiently. The main features are the Circulation Section, the Book Database Management Section, the Client Database Management Section and the Chromebook Reservation Section. This program also incorporates a variety of other special features to create a more efficient and comprehensive-easy-to-use system.

The Circulation Section of LIS is meant to help manage the flow of books and fees in and out of the library. In the Circulation Section, you, as the librarian, will be able to sign out and return books to and from clients. The purpose of this section also allows you to view all of the books that are overdue or late in one easy-to-view space and manage those books more efficiently. In this section you will also be able to renew books and access clients who have an outstanding fee.

The Book Client Database sections are very similar in their functionality and purpose. Each of these sections is meant to provide you a space to manage the records that are stored in the system: to edit, remove or add a records. You will also be able to view all of the records in the chosen databases in an interactive table that provides the means for you to access individual records more effectively.

The chromebook feature is an extra feature meant to help your library manage your growing responsibilities surrounding technology usage. This feature can be easily adapted to account for the variety of technologies that you have in your library - Camera Sets, Ipads or even 3-D printer access. The built in Chromebook features are meant to provide you with a taste of how the technology reservation system will work.

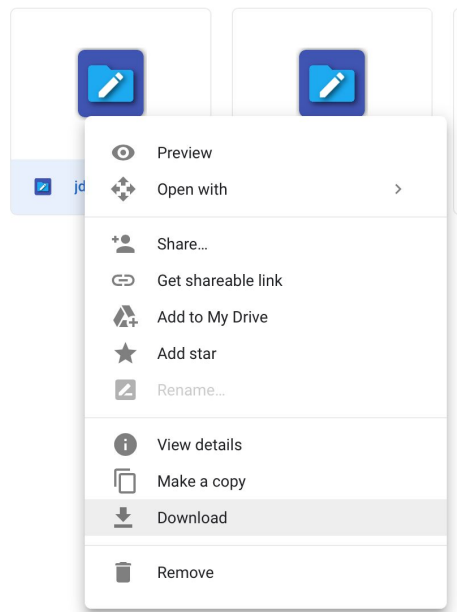
One of the most prominent special features is the automated email service. The purpose of this feature is to take the responsibility of tracking clients down to pay their fees away from the librarian/teacher and make that tedious task the role of the program. You will still be able to send additional emails to clients but the initial notice will be automated. The purpose of the intelligent search feature, that is incorporated into each search field, is to make the searching experience in LIS a little bit more friendly. This feature is the newest feature in the LIS and still remains in its beta phase. The current purpose of that feature is to allow you to search for a record even if you do not know how to spell the identifier correctly or remember the entire record identifier.

# Install

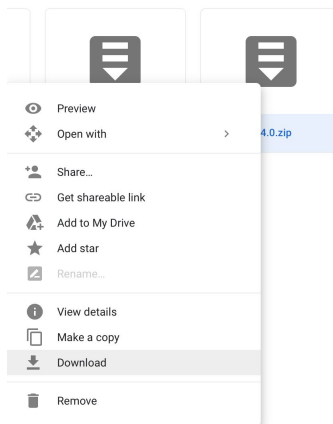
All of the files needed for the installation are located [here](#).

Note: This Demonstration is specifically designed for Mac Computers but all of the steps will be the same on a PC except for the first step in which you must download `jdk-8u171-nb-8_2-windows-x64.exe` instead.

1. [Click](#). Download file `jdk-8u171-nb-8_2-macosx-x64.dmg`



2. Download and Unzip most recent LIS Folder

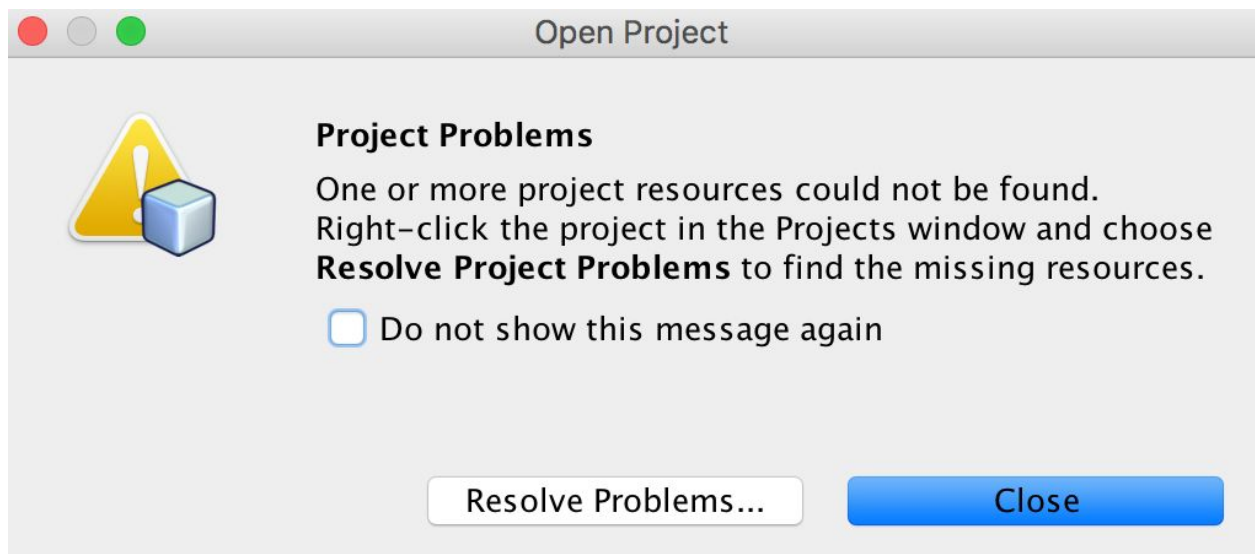


3. Open Netbeans installer and complete necessary steps in the installer to complete the installation of Netbeans.

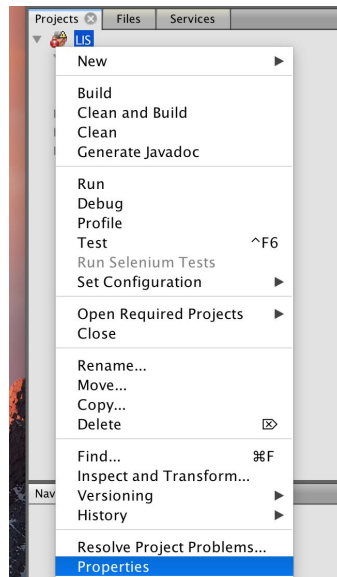
  
NetBeans 8.2 with JDK 8  
Update 171.pkg



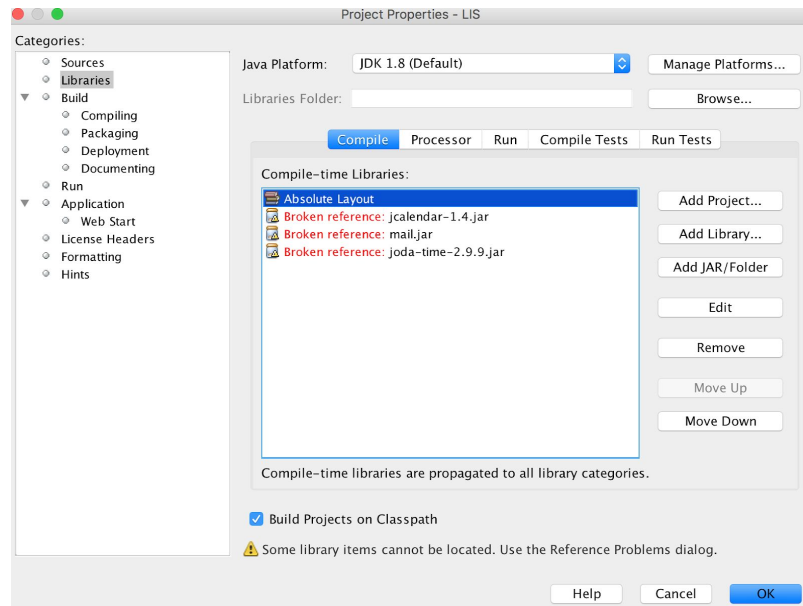
4. Open Netbeans 8.2
5. File > Open Project > LIS Folder (unzipped)
6. You will encounter this screen, press CLOSE



7. Right Click The LIS Project Icon and you will see this popup menu

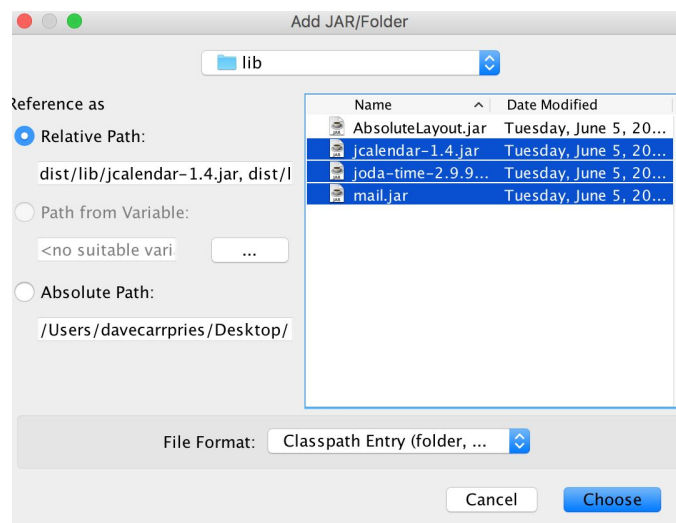


8. Properties > Libraries > Add JAR/Folder

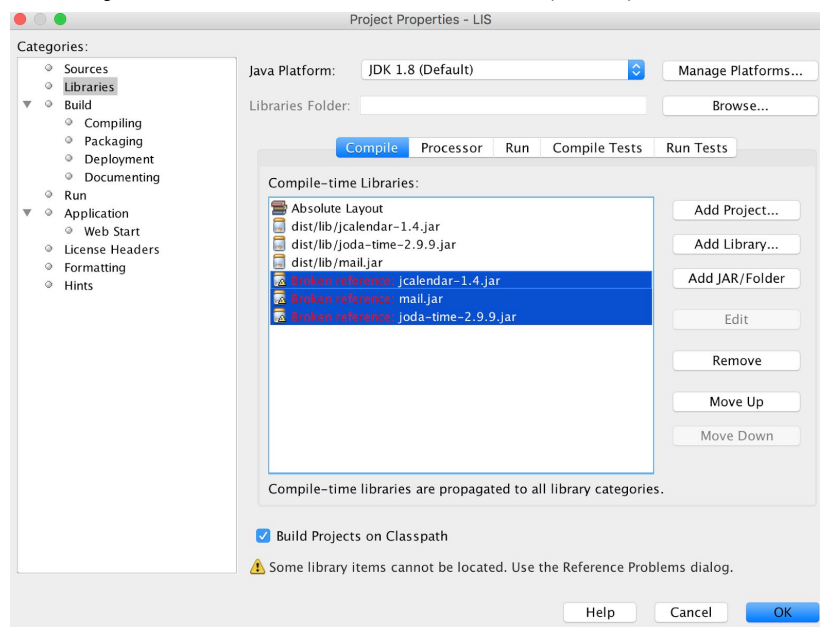


9. Find LIS (project folder) > dist folder > lib (folder)

10. Select the three jar files and then choose the three jar files (Not Absolute Layout)

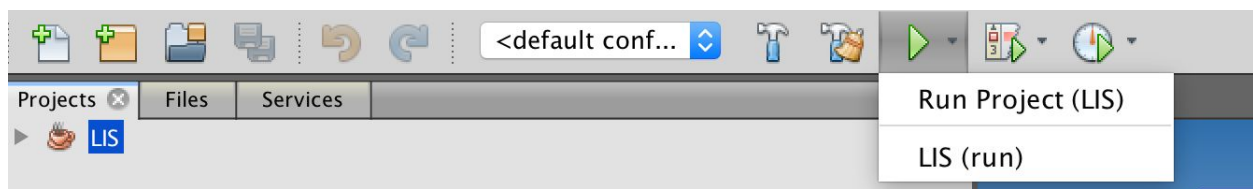


11. Select the three jar files labeled broken reference (in red) and remove them



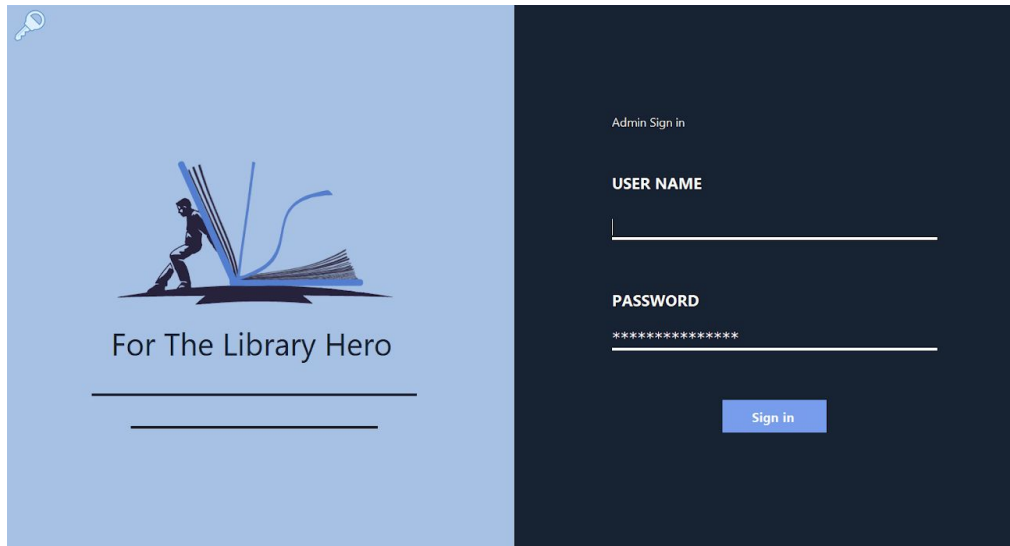
12. Select OK to close the properties window

13. Press the play button to Run Project (LIS)



# How To Guide

## Sign In

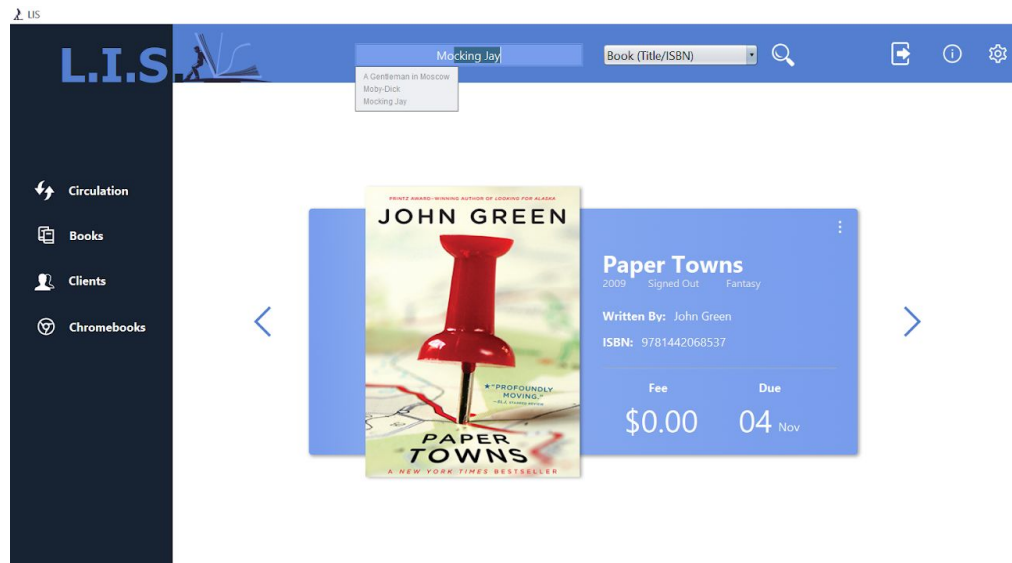


There are only a few features on the login screen. One of the features that you may have noticed before the login screen was the Splash screen that played as the application loaded. That will play as the your library information system loads and opens. As you may have noticed the binding and the opening pages of the book logo work together to spell the word LIS. LIS stands for Library Information System but it is also a double entendre representing the French verb, to read.

### **Sign In**

To log-in to the application, for the first time, there will be two default username/ passwords. The first one is no username and default message already inputted into the password field 'jPasswordField1'. The second one is 'admin' for both the username and password. Once the fields are entered then press enter or Sign In. If the password or username is invalid then an error message will appear and you may try again. You will be able to change your password/username in the program. After which you will enter those credentials to enter the program.

## Home Screen/Search



When you enter the application you will notice a few things. The most obvious of which will be the Book Card in the center of the screen. This displays randomly selected Book Cards from your library. The arrow keys can be used to flip through the library randomly. If you ever click LIS or the Logo you will return to this home screen with the Book Card catalog.

### Search

The first step to completing a search is selecting the directory/database that you will be searching in by using the drop down menu located beside the search field. You can choose to search for a book by the book's Title or ISBN or you can choose to search for a client by their full name or ID. All searches are case INSENSITIVE but must the **book identifier must be spelt exactly**. To assist your search there is an intelligent search system implemented that will provide you with suggested searches that contain your current partial search. You won't be able to click any of the options but you can use them to figure out the spelling or to help you find the book/client you are looking for. To complete your search you can press enter or click the search icon. If you are searching for a book, and a result exists, the book card will appear in the centre panel. If you are searching for a client, and a result exists, the profile panel will appear in the centre panel. If no record is found then the error message will appear in the main search field, replacing your search.



## Top Panel



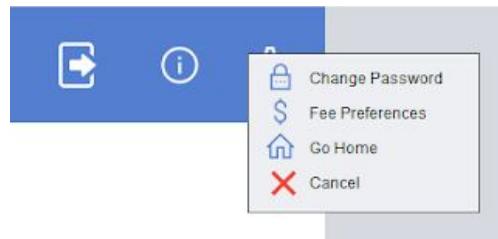
### **Logout**

In the top right corner of the application, you will notice three buttons. The first button, when clicked, will return you to the Sign In screen.

### **Help**

The second button is the information button that will direct your browser to this google document. This document will be frequently updated with all the latest features, fixes, FAQ, and improvements.

### **Settings**



The third button is the settings button. When clicked, a popup menu will appear to give you three options: Change your password, edit fee preferences and go home. To exit the popup menu you can click anywhere outside the menu or click 'Cancel'. The [Change Password](#) and [Fee Preference](#) options will be discussed in more detail later on in this document. The Go Home button will return you to the application home page that was previously described under [Home Screen/ Search](#).

## Side Panel

The side panel is the dark blue strip on the far left-hand side of the application. As like the top panel, this panel is present on all screen throughout the application. This panel is used to navigate through all of the main features/screens in LIS. As you hover over the four main categories - "Circulation", "Books", "Clients", and "Chromebooks" you will notice that subcategories will appear in the adjacent drop-down menu. Those subcategories comprise all of the main features in this application. To access any of those subtasks merely move your cursor over to that option and click.

## Book Card



The book card is the main viewing platform to see and manage book records. As you can see from this screen capture all of the information of the book is displayed in a convenient manner for your viewing pleasure. The books cover photo and title are displayed as the focal points of the book card to ensure that the book you are looking for corresponds to the current book card. You will also notice the publish date, status and genre are nestled under the title. The author and ISBN number are also conveniently located in the centre of the card. If the book is signed out or overdue the fee and due date will be displayed in the bottom right-hand corner of the card. To hide the book card you can press the return arrow. To access the book card menu click the three dots in the top right corner of the book card.


### Book Card Menu



In the book menu, you have access to four of the main book features right at your fingertips. In order from left to right, the buttons are 'Return', 'Sign Out/Renew', 'Edit Book', and 'Remove Book'. The Return and Sign Out/Renew options will only function if the book is able to be returned or signed out/renew, respectively. These buttons will open their corresponding task windows with the selected book information already filled in. If remove is clicked a popup menu will appear as a confirmation window to remove the book. **If 'Delete Record?' is selected the record will be deleted automatically.** If the sign out button is clicked and the book is already signed out it will open the renew window in order to extend its due date. This menu serves as a convenient way to access the book functions by finding the book record first.

## Add Book

Add Book



---

ISBN	<input type="text" value="9780439023511"/>	Status	<input type="text" value="Available"/>	
Title	<input type="text" value="Mocking Jay"/>	Publish Date	<input type="text" value="13-Jun-2012"/>	
Genre	<input type="text" value="Dystopian"/>	Author	<input type="text" value="Suzanne Collins"/>	
Location	<input type="text" value="Teen Fiction"/>	<input type="button" value="Select Cover Photo"/>		

---

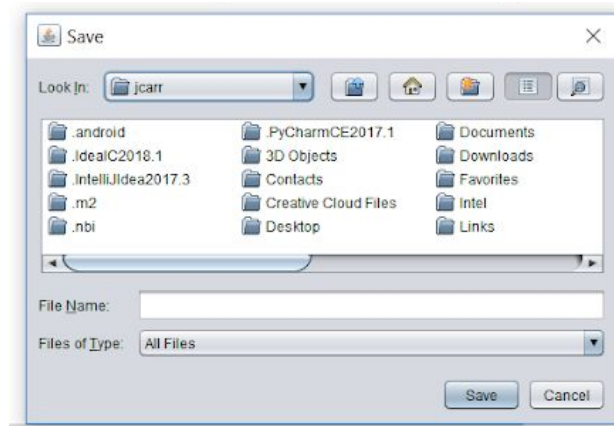
The add book panel is the place where you can add a book record to your library inventory. There are a few steps that you must take to properly create a new record:

1. The ISBN must be unique and an integer
2. The Title must not already exist and be unique
3. The Genre, Location, Author fields must not be left blank
4. The Publish date must be selected
5. The cover photo must be selected

Once these steps are complete you will be able to add you record successfully. If any of these steps are skipped or ignored the system will prevent you from adding the record by displaying a warning message.

**Note:** the cover photo cannot be changed at a later date so make sure you select the correct image before clicking confirm.

## Select Cover Photo



When 'Select Cover Photo' is clicked the system will open a finder tab that will allow you to search through your computer files. You can filter your files to only reveal images by selecting '\*.images' under 'Files of Type:'. After you have located your image file you can click save and that image will be saved to the application and will be displayed in the image area. If an error occurs an error message will appear in the image area. To ensure that the image will not be distorted please choose images that are close to the dimensions 2:1 (h:w).

## View All Books

### All Books



							Sort
Title	Author	Status	Location	Signed Out By	ISBN	Genre	Title
The Da Vinci Code	Dan Brown	Available	Adult Fiction		97803855042...	Religious Mystery	Author
Divergent	Veronica Roth	Available	Youth Fiction		97800620770...	Dystopian	Status
The Hunger Games	Suzanne Collins	Available	Teen Fiction		97804390234...	Dystopian	Location
Catching Fire	Suzanne Collins	Available	Dystopia		97804390234...	Teen Fiction	Signed Out By
Mocking Jay	Suzanne Collins	Available	Teen Fiction		97804390235...	Dystopia	ISBN
The Maze Runner	James Dashner	Available	Teen Fiction		97805535115...	Science Fiction	Genre
The 5th Wave	Rick Yancey	Available	Teen Fiction		97803991624...	Science Fiction	Fee
The Selection	Kiera Cass	Available	Teen Romance		97800620599...	Dystopia	\$0.00
City of Bones	Cassandra Clare	Available	Teen Fantasy		97814169142...	Dark Fantasy	\$0.00
The Girl on the Train	Paula Hawkins	Available	Mystery		97808575239...	Murder	\$0.00
The Fault in Our Stars	John Green	Available	Teen Fiction		97805254263...	Coming of Age	\$0.00
The Lord of the Rings	J.R.R. Tolkien	Available	Classics		97806186456...	Fantasy	\$0.00

When you open the View All Books window you will see a table that is displaying every book record in your library. You can sort these records in ascending/alphabetical order by title, author, status, location, the client that signed the book out, ISBN, genre and fee using the sort drop-down menu in the top right corner of the window. This program as not enabled the automatic sort features of JTables for two reasons. The first was to use insertion sorts, and switch statements and the second was to implement a proper numerical sort on the fees and the ISBNs.

### Access Book Card from Table

Title	Author	Status	Location	Signed Out By	ISBN	Genre	Fee
Indian Horse	Richard Wagamese	Available	Adult Novels		9781571311306	Native American	\$0.00
Lord Of The Flies	William Golding	Available	Classics		9789381529614	Fiction	\$0.00
Moby-Dick	Herman Melville	Available	Classics		9780553213119	Moral Stories	\$0.00
Mocking Jay	Suzanne Collins	Signed Out	Teen Fiction		9780439023511	Dystopia	\$0.00
Oliver Twist	Charles Dickens	Available	Classics		9781514640371	Fiction	\$0.00
Origin	Dan Brown	Overdue	Fiction	Sophia Litmen	900	Mystery	\$1.20
Paper Towns	John Green	Signed Out	Youth Fantasy	James Carr-Pries	9781442068537	Fantasy	\$0.00

When you click a row in the View All Books Table a popup menu will appear with the option to view the book record. If this option is selected the corresponding [Book Card](#) will appear. To hide the popup menu just move your mouse off of the menu or select Cancel.

### Edit/Remove Books

### Edit/Remove Book

Enter the ISBN or Title of the book record you wish to handle...

ISBN

Status

Title

Publish Date

Genre

Due Date

Author

Location

When the Edit or Remove Book panels are opened through the side panel it will open to a screen like shown above. Here you must enter the title or ISBN of the book you wish to Edit/Remove. Once 'Search' is clicked and a book record is found (or this window is accessed through the Book Card) the book records current information will be filled into the designated fields.

### Edit/Remove Book

Mocking jay


Search

#### Edit the Book Record

ISBN	<input type="text" value="9780439023511"/>	Status	<input type="text" value="Available"/>
Title	<input type="text" value="Mocking Jay"/>	Publish Date	<input type="text" value="01-Sep-2010"/>
Genre	<input type="text" value="Dystopian/Fantasy"/>	Due Date	<input type="text"/>
Author	<input type="text" value="Suzanne Collins"/>	Location	<input type="text" value="Teen Fiction"/>

Edit

Remove



### Edit Book

If the book is available the screen will provide options to change the status. If the book is overdue or signed out that you will have the option to change the due date and the current fee of the book. The same steps that had to be followed in the add book panel must be followed in this panel as well in order to successfully add a book:

1. The ISBN must be unique and an integer
2. The Title must not already exist and be unique
3. The Genre, Location, Author fields must not be left blank
4. The Publish date must be selected

Once these steps are complete the book can be edited successfully by clicking the 'Edit' button and the ensuing Confirmation option in the popup menu.

### Remove Book

After the book record has been successfully found and displayed you may delete the book record by selecting 'Remove' and then selecting 'Remove Book' from the ensuing confirmation popup menu. **Once confirmation is received the book will be permanently deleted from the library records.**

## Sign Out Books


**Sign Out Book** 

---

Enter the ISBN or Title of the book being Signed Out.

Search

When the signout panel is accessed through the side menu bar the window will open displaying a partial screen like you see above. In order to sign out a book, you must input the name of an existing book that is available and press search or enter. If a record is not found or unavailable you will receive a notification message that will replace the current information label. This search field along with all of the others are accompanied by the intelligent search feature that is present in the main search field. This will help ease your search. CAUTION: the search engine will provide you with a name of all the books containing your current partial search, regardless of its availability.

**Sign Out Book** 

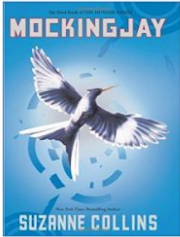
---

Please Enter Due Date and Client's Information

Mocking Jay

Search

---



Select Due Date

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	1	2	3	4	5	6
28	8	9	10	11	12	13
29	15	16	17	18	19	20
30	22	23	24	25	26	27
31	29	30	31			

2018

Enter the full Name or ID of Client


James Carr-Pries

Search

Sign Out

Once a successful search is completed or this window is entered through the Book Card Menu the results panel will be shown. This will include the calendar to select the due date, the search field to select the client who is signing the book out and the book's cover to ensure the right book is selected. The default date on the calendar is set to the date two weeks from the current day which is the standard period for a signed out book. In order to complete a sign out, you must first enter and search for the name of a client in the database. Once that search is successfully made the information label will display "Press 'Sign Out' to Confirm" and the sign out button will be enabled.


## Return Books

**Return Book** 

---

Enter the ISBN or Title of the book being Returned.

When the Return Book window is entered through the side menu bar it will appear as shown above. In order to return a book, you must search a book that is either overdue or signed out. If the book is not signed out or overdue the information label will display a message reading: 'Book is Available'. If the book doesn't exist the notification will say so. Just like in the Sign Out window this search engine is equipped with the intelligent search but does not filter results based on the book's status.

**Return Book** 

---

Press 'Return' to confirm

---

Book Signed Out By:

Fee Due: **\$0.00**

Once a successful search is completed or this panel is accessed through the Book Card it will appear as above. Verify that the information is correct and then click return. Once the return is confirmed the fee associated with the book will transfer to the client who has signed out the book. If that client has an existing fee the new fee will add to it. The book's status will become Available, its fee will become \$0.00 and the due date will be nullified.



## Overdue/Renewals

### Renewals/Overdues

Outstanding Fees: \$15.25

Title	Fee	Status	Renew Book	Pat by	ISBN
Origin	\$0.80	Overdue	<div>Renew Book</div> <div>Cancel</div>	Carr-Pries	900
I Am Number 4	\$0.80	Overdue		TRACK Team	9780062007995
Frankenstein	\$0.60	Overdue		Sophia Litmen	9780141439471
Paper Towns	\$0.00	Signed Out		James Carr-Pries	9781442068537

First	Fee	Last	Email	ID
James	\$2.10	Carr-Pries	jcarrpries@gmail.com	2
Sophia	\$10.95	Litmen	jcarrpries@gmial.com	800

When the overdue panel is entered you will see two tables that display all the books that are signed out or overdue and the other displaying all of the clients that have an outstanding fee. The total outstanding fees outstanding for the library are totaled and displayed in the top right corner of the screen. When a row is selected in the book table a popup menu will appear and provide you with the option to renew the book. If this is selected a new window will appear to allow you to renew the book. If you click on a row in the client table, a popup menu will display showing the option to edit the client's fee. If this is clicked the edit client panel will show up and you will be able to edit the fee. Refer to [Edit/Remove Client](#) section for more details on this window.

## Renew Book

### Renew Book

Please Enter New Due Date

Mocking Jay

Search

#### Select Due Date

June

2018

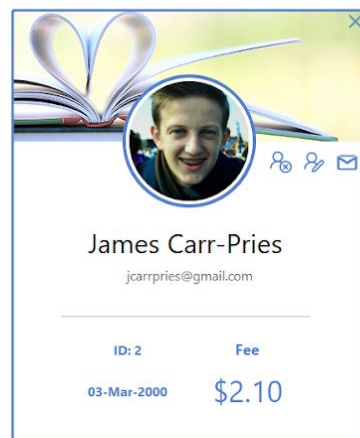
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
22						1	2
23	3	4	5	6	7	8	9
24	10	11	12	13	14	15	16
25	17	18	19	20	21	22	23
26	24	25	26	27	28	29	30

Sign Out

When the Renew Book window is open the current due date will be set as the default date in the calendar. Once you have selected the extended due date you can click 'Sign Out' and the due date will be extended.

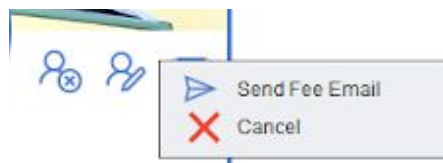
**Note:** If there is a fee attached to the book it will stay attached to the book until it is either returned or edited in the Edit Book window. If a book is damaged/lost/stolen the fee can be removed from the Edit Book window and the client charge can be added manually through the Edit Client window.

## Client Card



Just like the book card is the predominant medium for accessing functions pertaining to books and viewing book information, the Client Profile Card is the same for clients. The client profile card is comprised of three sections: the main information, extra information, and the Client Profile Card Menu. The main information section includes the client's image, full name, and email address. This section is central to the client card to ensure that you have the right client selected. The extra information section is comprised of the client's ID, client's date of birth and the outstanding fee of the client. The Profile Card is the window that will open if a client is searched or navigated to through the view all client table (Explained later on).

### Client Card Menu



The third section of the client card is the Client Card Menu. This menu includes three functions that you can perform on a client record. The three buttons from, left to right, are: Remove Client, Edit Client, and Email Client. If the Remove Client Icon is clicked a confirmation menu will pop up. **If 'Remove Record' is selected the client record will be permanently deleted from the system.**

The edit icon will deliver you to the [Edit Client](#) screen, which will be further explained later. In the edit panel, you will be able to edit the client information and fee. This where you can remove any fee associated with a client record or charge an extra fee to the client.

If the envelope icon is clicked a popup menu with the option to 'Send Fee Email' will appear. **If send email is clicked an automatically generated email will be sent to the client.** This email includes all of the books that the user has signed out, their corresponding due dates and fees. Ex:

*\*\*\*This is an automated library notice: Do Not Reply\*\*\**

*Hello James Carr-Pries,*

*You have signed out the following book(s):*

*Origin - Overdue Fee: \$0.80*

*Paper Towns - Due Day: 04-Nov-2018*


*You have an outstanding overdue fee of \$ 2.90.*

*Every day the book is late the fee will increase by \$0.20 per book.*



*Kind Regards,*

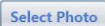
*Your Librarian*

## Add Client

**Add Client** 

---

First Name	<input type="text" value="James"/>	
Last Name	<input type="text" value="Carr-Pries"/>	
ID	<input type="text" value="2"/>	
Email	<input type="text" value="jcpflash@gmail.com"/>	
Date of Birth	<input type="text" value="01-Mar-2000"/> 	



---

When the add client window is open from the side panel you will face four empty text fields, a date selector, and an image selector. In the fields you put the First Name, Last name, ID, and email of the client you wish to add in the corresponding field. To select the date of birth from the date selector you can either click the small calendar icon beside the field to open up a calendar and select the client's date of birth or you can simply type the client's date of birth in the text field in the form dd-MMM-yyyy (ex 23-Jan-1943). To select a profile photo you must click 'Select Photo'. The application will open up a finder menu and you will be able to search your computer for the desired profile photo. Once you have found the desired photo you will press the 'Save' button in the finder window.

In order to successfully add a client:

1. All fields must not be left empty
2. The ID must be an integer
3. The email must contain an '@' and a '.'
4. A Date of Birth must be selected
5. A photo must be chosen
6. The Client must not already exist
7. Click Confirm

If all of these steps are not completed then the program will provide an error message that tells you what you must do.

**Note: Once a client is successfully added the profile photo cannot be changed at a later date.**

## View All Clients

### All Clients

First	Last	Client ID	Email	DOB	Fee	
Chris	Tarence	746	jcpflash@gmail.com	07-Jul-1975	\$0.00	
Nacy	Malica	789	jcpflash@gmail.com	19-Nov-1978	\$0.00	
Jessica	Langora	5682	jcpflash@gmail.com	14-Dec-1978	\$0.00	
Jason	Clay	9080	jcpflash@gmail.com	19-Jan-1980	\$0.00	
Camara	Chamber	12	jcpflash@gmail.com	12-May-1984	\$0.00	
Lauren	Welch	1890	jamecarr961@ed.amd...	14-Nov-1987	\$0.00	n
George	Brown	22	jcpflash@gmail.com	17-Nov-1987	\$0.00	n
Micheal	Josslin	1890	jcpflash@gmail.com	02-Dec-1989	\$0.00	n
Steffan	McTavish	876	jcpflash@gmail.com	09-Jul-1990	\$0.00	n
Hannah	Stewart	098	jcpflash@gmail.com	18-Aug-1994	\$0.00	n
James	Carr-Pries	2	jcarrpries@gmail.com	03-Mar-2000	\$3.10	y
Track	Team	3	2018jamcar@student.r...	09-May-2018	\$0.00	y

Sort

Date of Birth

First Name

Last Name

Client ID

Email



Date of Birth

Fee Due

When the view all clients window is opened a table will be filled with all of the clients in each row. Each row will contain the client's Name, ID, email, DOB, fee and whether or not an email has been sent to them since they last time their fee was \$0.00. This table is used as a place to quickly gather useful information about many clients or to locate a client record that you can't remember enough to complete a search. The automatic sort function in this table are disabled and you can instead use the sort drop down menu to sort the table based on your selected criterium. This is useful for grouping clients based on certain attributes.

In order to access a client's record, simply click the row of the client you wish to pull up and a popup menu will appear asking if you would like to view the record of the selected client. If you click 'View Client?' then the Client Profile Card will show up and allow you to manage that record from there. If you happen to select the wrong row just simply move your cursor out of the popup menu or click cancel and the menu will disappear and allow you to click a new client row.

## Edit/Remove Client

**Edit/Remove Client**  

Client's Full Name

Search

Enter the first & last name of the client you wish to handle...

First Name

Email

Last Name

Fee

ID

Date of Birth





Edit

Remove

If the Edit/Remove Panel is accessed by clicking the Edit Client or Remove Client option in the side panel than a blank window will be opened and the focus will be set on the topmost text field. In order to commence your edit/remove you must first locate the record that you wish to edit/remove by completing a successful search for a client using the top text field. In order to complete a successful search, you must enter the exact first and last name of the desired client (case does not matter). If the search is unsuccessful you will be notified by an error message displayed in the info label currently displaying 'Enter the first & last name of the client you wish to handle...'.

## Edit Client Record

### Edit/Remove Client



Client's Full Name

Search

Edit the Client's Information

First Name

Email

Last Name


Fee

ID

Date of Birth

Edit

Remove



Once a successful search is complete or this window is accessed through the overdue/renew window or the client profile panel, the edit and remove buttons will be enabled, the search button will be disabled, and all of the client's current information will be imputed in the corresponding field. It is in the window that you can remove the client's fee once they have paid the library. This is also the window that you can add a fee to the client's record if any charge must be laid. You can also edit any other client information.

The information entered must abide by the following conditions:

1. All fields must not be left empty
2. The ID must be an integer
3. The email must contain an @ and a '.'
4. A Date of Birth must be selected

Once the client information has been updated, confirm the edit by clicking the 'Edit' button and 'Confirm Changes' option in the popup menu. In order to select a new client to edit, you must re-enter through the side menu and enter a new search or enter the window again through the overdue/renew window or the client profile panel.

## Remove Client Record

Once the successful search is completed or this window is accessed through overdue/renew window or the client profile panel, then click the Remove. When remove is clicked, a popup menu, will appear with the option to 'Remove Client'. **If 'Remove Client' is clicked, the client record will be permanently deleted.** In order to get rid of the popup menu you can select cancel or click outside the menu.

## Chromebooks

Choose Date:



June 2018

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
22						1	2
23	3	4	5	6	7	8	9
24	10	11	12	13	14	15	16
25	17	18	19	20	21	22	23
26	24	25	26	27	28	29	30

Confirm Date New Date

The Chromebook window can only be accessed through the side panel. The purpose of this screen is to sign out, edit or remove reservations of the Chromebook sets. When the window is entered you will see a calendar where you can select the day of the reservation you wish to set. Once you have selected a date you can confirm the selection by clicking confirm the date. In order to select a New Date, once a date is selected, press 'New Date', select the new date on the calendar, and then click confirm date again.

Select your desired period and chromebook set to reserve or edit reservation:

May 23	Set One	Set Two
Period 1	<button>Reserve</button>	<button>Reserve</button>
Period 2	<button>Reserve</button>	<button>Reserve</button>
Period 3	<button>Reserve</button>	<button>Reserve</button>
Period 4	<button>Reserve</button>	<button>Reserve</button>
Period 5	<button>Reserve</button>	<button>Reserve</button>

Once the date is confirmed the window will fill up with the current reservations for the selected date for each set and each period. If the tab has a client name in it that means that the corresponding set is reserved for the corresponding period. In the screenshot above, James Carr-Pries has reserved Chromebook Set 1 for Period 1 on May 23. If the button reads 'Reserve' the corresponding set is available for the corresponding period on the selected date. In order to reserve or edit a reservation, select the desired period and set.

The screenshot shows a mobile application interface for confirming a reservation. At the top, there is a back arrow and the title 'Date'. Below the title, 'Period 1' and 'Set 1' are displayed. A horizontal line separates this header from the main content area. The main content area contains a prompt 'Enter the name of the client reserving the chromebook set' followed by a text input field with the value 'James Carr-Pried'. At the bottom of the panel, there are two buttons: 'Confirm Reservation' and 'Cancel Reservation'.

When one of those buttons are selected the above panel will open up. The chosen date, set and period of the reservation will be displayed at the top of the reservation panel.

### **Reserve Chromebook**

In order to complete a reservation, you must search the client who is signing the Chromebook out. Once you have entered the client's full name or ID you can click Confirm. If the client exists you will be brought back to the selection window that has been updated based on your recent reservation.

### **Cancel Reservation**

When a period and set are selected the reservation panel will be displayed with the name of the client who currently reserves the set in the text field. In order to cancel a reservation, simply click 'Cancel Reservation'. Note: there will be no confirmation for the action since it can be easily undone.

## **Special Features**

### **Email Service**

There are a few special features in LIS that require some additional explanation. The first feature is the automated email service. Whenever the application is opened, the program will cycle through the book database and look for all books that are overdue. When an overdue book is found the client record of the client who has signed out the book will be located. If this client has not already been sent a message since the last time their fee was \$0.00 the program will send the client a message from LIS's personal gmail account. This message will outline all of the



books that the client has signed out, their due dates and the total outstanding fee for the client. The message will also highlight the current fee policies. This message can also be generated by clicking send fee email in the client profile card menu. The following is an example of an email sent using the automated messaging service:

*\*\*\*This is an automated library notice: Do Not Reply\*\*\**

*Hello James Carr-Pries,*

*You have signed out the following book(s):*

*Origin - Overdue Fee: \$0.80*

*Paper Towns - Due Day: 04-Nov-2018*

*You have an outstanding overdue fee of \$ 2.90.*

*Every day the book is late the fee will increase by \$0.20 per book.*

*Kind Regards,*

*Your Librarian*

## Fee Preferences

### Fee Settings \$

---

The Current Fee per days late, in dollars, is: \$0.20

The fee is initiated after 0 days late

☒ Fee on Weekends

---

### Enter New Fee Preferences

New Fee, in dollars, per day:

Days after overdue before fee is initiated:

☐ Fee on Weekends

The second special feature is located in the settings menu which can be accessed by clicking the setting icon in the top right corner of the application window. This panel is used to

manage how the overdue book fee is calculated. When the window opens the current preferences will be displayed in the top half of the window. The three preferences that you can change are the fee per day, the postpone date, and if the fee will be counted on the weekend. The fee per day is the amount, in dollars, that the library will charge for each day passed the due date a book is late. (Ex if a book is 10 days late and the fee per day is \$0.20, the overdue fee will be \$2). The postpone date can also be called the 'grace period'. This is the amount of time, in days, that a client has to return the book after the due date before the fee begins to accumulate. The final preference is whether or not a client's book overdue fee is calculated on the weekend. This may be important for some libraries that are closed on the weekend and do not want to charge their clients if they are not open to receive the return. If fee on weekends is selected the overdue fee will be counted every day.

In order to successfully change the fee preferences, you must enter an integer for the postpone date and a decimal/integer number for the fee per day. Once you have entered your changes you may click 'Change' to confirm your edits. When 'Change' is clicked and the preferences follow the above criteria then a message displaying 'Restart program to initiate fee changes' will appear. This means that in order to see the updated overdue fees on a book you must close and reopen the application. The changes will only be implemented once the application is reopened and will not be implemented on previous client fees. You may make changes to the changed fee preferences before restarting.

## Credential Settings

The password settings window is a place where you are able to customize your username/password. When the program is first run the default credentials are :

password: admin	username: admin
password: jPasswordField1	username:

In order to change your password or username enter your current password and username and the revised/new password and username. Once you have entered the current and new credentials click 'Change' to confirm revisions. If the current credentials are verified than your credentials will be updated. Please write down your new credentials so you will be able to get into the program at a later date. There is no way to change your credentials or get into the application without knowing your current username/password. Once the credentials are changed you will be able to sign in to the program using them.

## Intelligent Search



The intelligent search is the latest update to LIS. This feature is not fully completed and polished but its overarching goal is to assist you while you make searches without hindering your search experience. Currently, this system only provides a list of unselectable suggestions that contain your current partial search and suggests the completion of one of those options. The intelligent search will only add the ending of the suggested search and not the entire search. The suggested ending can be ignored by continuing to type since the suggested addition is highlighted.

Intelligent Search is implemented in all search fields throughout the program. It allows the user to more easily find a title/ISBN/name/ID. Also, the intelligent search feature allows you to press 'Enter' on your keyboard to perform the action of the search button. When using the intelligent search feature on the main search field make sure that you have the correct database selected (use drop down menu to select book or client).

**Warning:** since the intelligent search only adds the ending of the suggested search, if you have not entered the beginning of the desired search your search will not be found. Make sure that you have the entire search filled in before clicking search. If, in the example above, enter was clicked the search engine would not be able to find a book 'the flies'. In order to search for that book you must delete your search and type Lord of the Flies. As you are typing that search the intelligent search will fill in the remainder of the search and then you can press enter.

In later updates this feature, will be improved to allow you to use your arrow keys or mouse to select an option from the suggested list and if selected perform the search automatically. Also, in future updates, the only-end-completion feature will be manipulated to more effectively handle searches.