

# Software Operating Manual

Created for the BookStore Inventory Application



*BookStore*

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# Chapter 1: Introduction

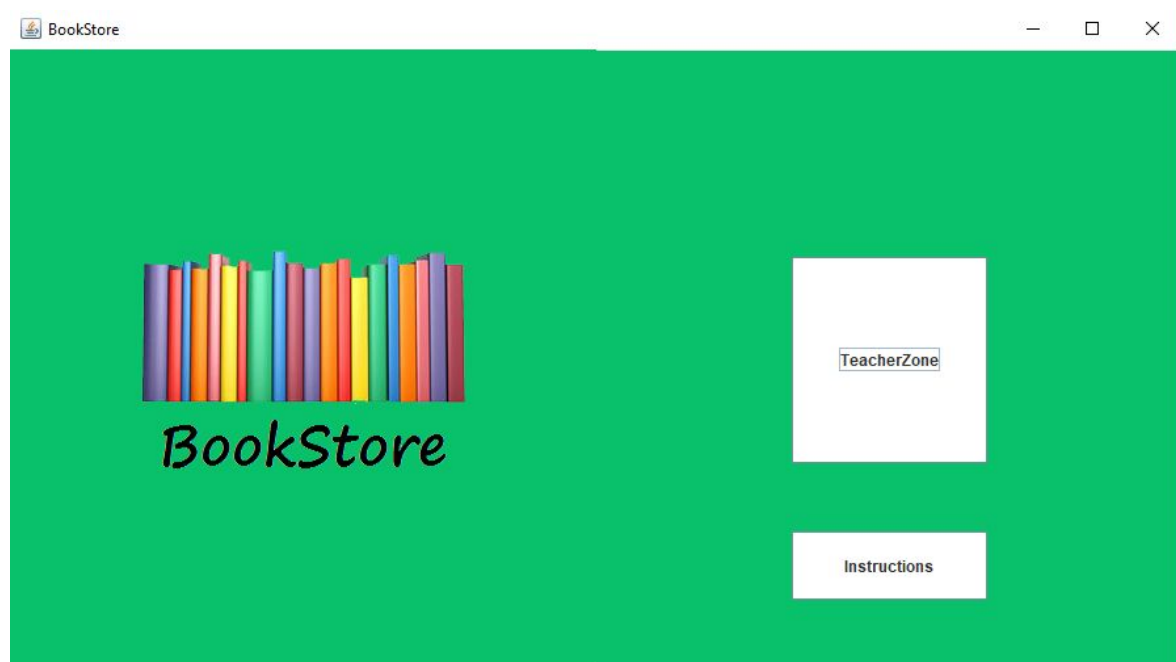
The BookStore application is a basic book inventory system. BookStore has two main functions, viewing information about all of a department's books and being able to sign them out to students.

BookStore keeps track of books based on their name and this is referred to as a book set in the manual. A book set can have many books in it, all with different IDs and can be assigned to different students. However, all books in a book set must be of the exact same name otherwise they will be assigned to another book set. An example of a book set can be a specific textbook or novel. These books can be removing and assigned through a window in the software.

As well, periods are included in the software and can be added to a teacher. For example, a teacher can have 3 periods each with a different set of books loaned out to students. Through BookStore, teachers can keep track of what books are signed out and what books are available. Each period also has a check in feature, which the teacher can use to acknowledge the return of a book from a student and back into the general inventory.

# Chapter 2: Opening The Application

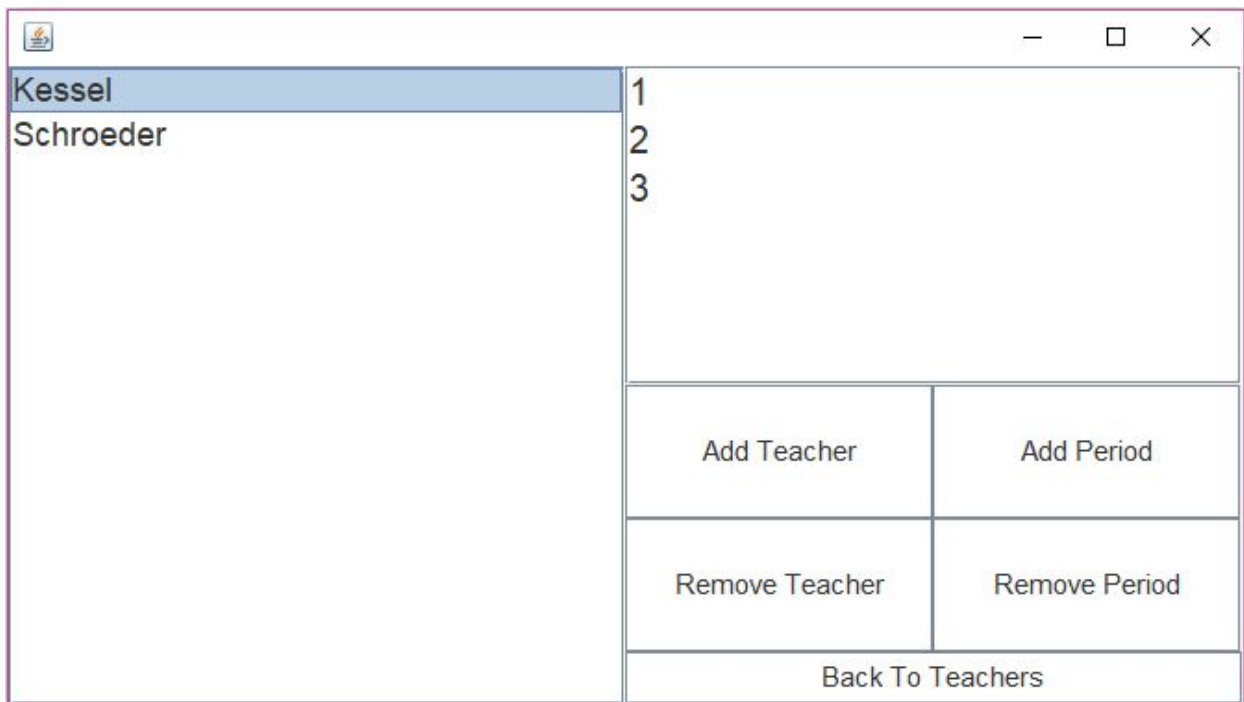
When opening BookStore for the first time, the user is greeted with a menu screen. Here there is the logo for BookStore along with two buttons. The first button, "Enter BookStore," allows the user to enter the main part of the program where they can deal with the inventory. The second button for instructions will open a PDF manual on the user's computer. Please note that this will not work if your computer has no application to view a PDF document on.



## Chapter 3: Teacher Functionality

### Adding Teachers

Once in the teacher edit window, the user will be shown a list of existing teachers along with multiple buttons that serve different purposes. The first button will allow the user to add a new teacher to the system by entering the name of that teacher. Once added, the new teacher can be assigned periods and books.



The screenshot shows a window titled "Teacher Edit" with a list of teachers on the left and a control panel on the right. The list contains "Kessel" (highlighted) and "Schroeder". The control panel has buttons for "Add Teacher", "Add Period", "Remove Teacher", "Remove Period", and a "Back To Teachers" button at the bottom.

Teacher	Period
Kessel	1
Schroeder	2
	3

Add Teacher

Add Period

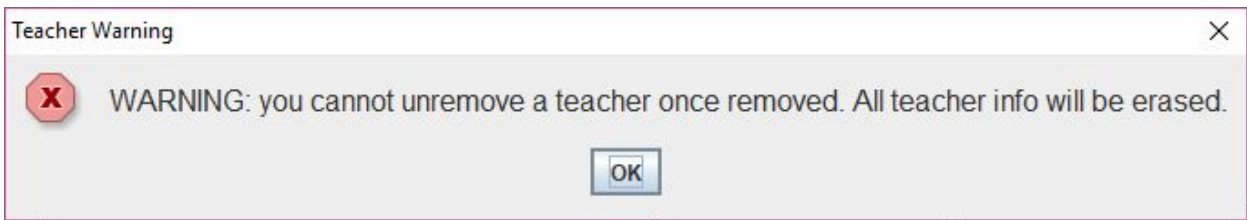
Remove Teacher

Remove Period

Back To Teachers

### Removing Teachers

When a teacher is selected in the list, they can be removed by clicking on the remove teacher button. When the button is clicked, a dialog box will appear warning the user that they are about to permanently delete a teacher from the system. After the dialog box appears and is clicked, a new window will pop up with a list of teachers and another remove button. The teacher can be selected in this window and can be permanently removed by selected the remove teacher button once again. This repetition is to ensure that there is no mistaken deletion of teachers because once removed, a teacher's data cannot be retrieved by the system.



### Editing Teacher Periods

When a teacher is selected, there is another list on the right that shows the periods assigned to that teacher. By selecting a period from that list, it can be removed by clicking on the remove period button. If the user wishes to add a period, then they must select the add period button and they will be directed to a new window where they can enter what period needs to be added. Once added, the period will show in the list for that teacher.

## **Chapter 4: General Inventory Window**

### The Book Set List


The main window of the general inventory tab contains a list of all book sets currently in the system. Each book set can be selected and this will lead the user to a new window where they can view and remove books.

Towards the bottom, there is a row of information that allows the user quick access to some basic statistics of the book set. This includes the number of books along with their availability.



## Signing Out a Book

In order to sign out a book, the book must be selected in the table first. Once selected, the user can press the sign out button and enter the period along with the student's name. Once signed out, the book can be viewed in the period tab in which it is associated. The book now has a corresponding student and teacher name which can be seen in the general inventory.


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Book ID	Status	Student Name	Teacher Name	Price
101010	In Stock	N/A	N/A	42.01

Remove Selected Book

Sign Out Book

Back to General Inventory

## Adding a New Book

In the main window, the user is allowed to add a new book to the inventory. If the book's name corresponds with an existing book set, that book will be automatically be placed in that book set. However, if the book has a name that does not match any existing book sets then a new book set will be created exclusively for that new book. In order to create a book, the name, ID and price must be input into the text fields of the window.

BookStore

General Inventory Period 1 Period 2 Period 3

Hamlet

Great Gatsby

The Tempest

1984

Brave New World

Romeo and Juliet

Gatsby

Number of Books: 3 In Stock: 3 # of Books Checked Out: 0

View Bookset Add New Book

Back To Teachers

## Chapter 5: Periods and Checking In Books

### Viewing Periods

When a teacher is selected, the user is brought to a window with several tabs. The first tab is for the general inventory but the rest are created for each of the periods that the teacher has. In a period tab, the teacher can view the books signed out to students in that period.

Book Name	Book ID	Student Name
Hamlet	1	John

Check In Book

### Checking In Books

In order to check in a book, select the book that you wish to return to the general inventory and select the check in button. Note that you can only select one book to return at a time.

Book Name	Book ID	Student Name
Hamlet	1	John

Check In Book