

# UPB-LIS

USER MANUAL

University of the Philippines  
Baguio Library Inventory  
System

C 2  
M 0  
S 2  
C 0  
- 2  
1 0  
2 2  
8 1



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- 1 Meet the Project Team
- 2 What is UPB-LIS?
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# MEET THE PROJECT DEVELOPERS

CMSC 128 AY 2020-2021



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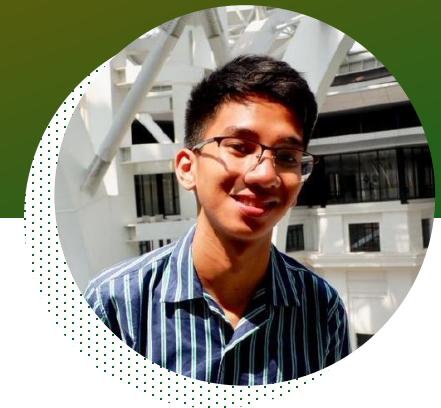


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# MEET THE PROJECT DEVELOPERS

CMSC 128 AY 2020-2021



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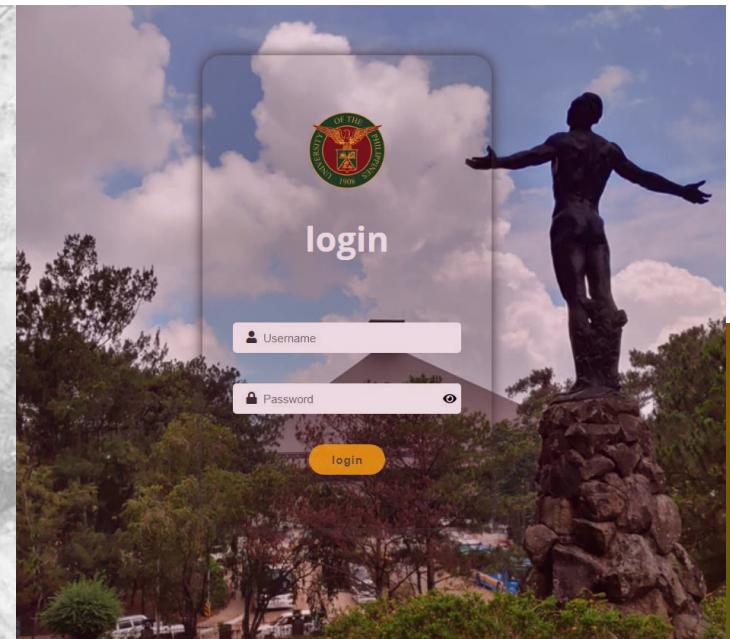
# What is UPB-LIS?

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## UPB LIBRARY INVENTORY SYSTEM

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The University of the Philippines Baguio – Library Inventory System is a web-based application intended to be used by the UPB Main Library staff. The goal of the project is to develop a fully automated, efficient, and user-friendly software that will aid the staff in inventory management.



NEXT >

# SYSTEM INSTALLATION

How to install the system?

## ’’ PREREQUISITES

This program requires [XAMPP](#) to handle server-side scripts (PHP codes) and to create the MySQL database.

*Download XAMPP version according to your Operating System (i.e., Windows, Linux, Mac OS, etc.) and hardware requirements.*

The screenshot shows the Apache Friends XAMPP Download page. At the top, there's a navigation bar with links for Apache Friends, Download, Add-ons, Hosting, Community, and About, along with a search bar and language selection (EN). The main section is titled "Download" and contains a brief description of XAMPP: "XAMPP is an easy to install Apache distribution containing MariaDB, PHP, and Perl. Just download and start the installer. It's that easy." Below this is a section for "XAMPP for Windows 7.3.28, 7.4.20 & 8.0.7" which lists three versions with their checksums and download links. Another section for "XAMPP for Linux 7.3.28, 7.4.20 & 8.0.7" follows, also listing three versions. To the right, there's a sidebar with "Documentation/FAQs" (mentioning no manual), a list of FAQs (Linux, Windows, OS X, OS X XAMPP-VM), and a "Add-ons" section featuring icons for Bitnami tools like WordPress, Joomla!, and Drupal.

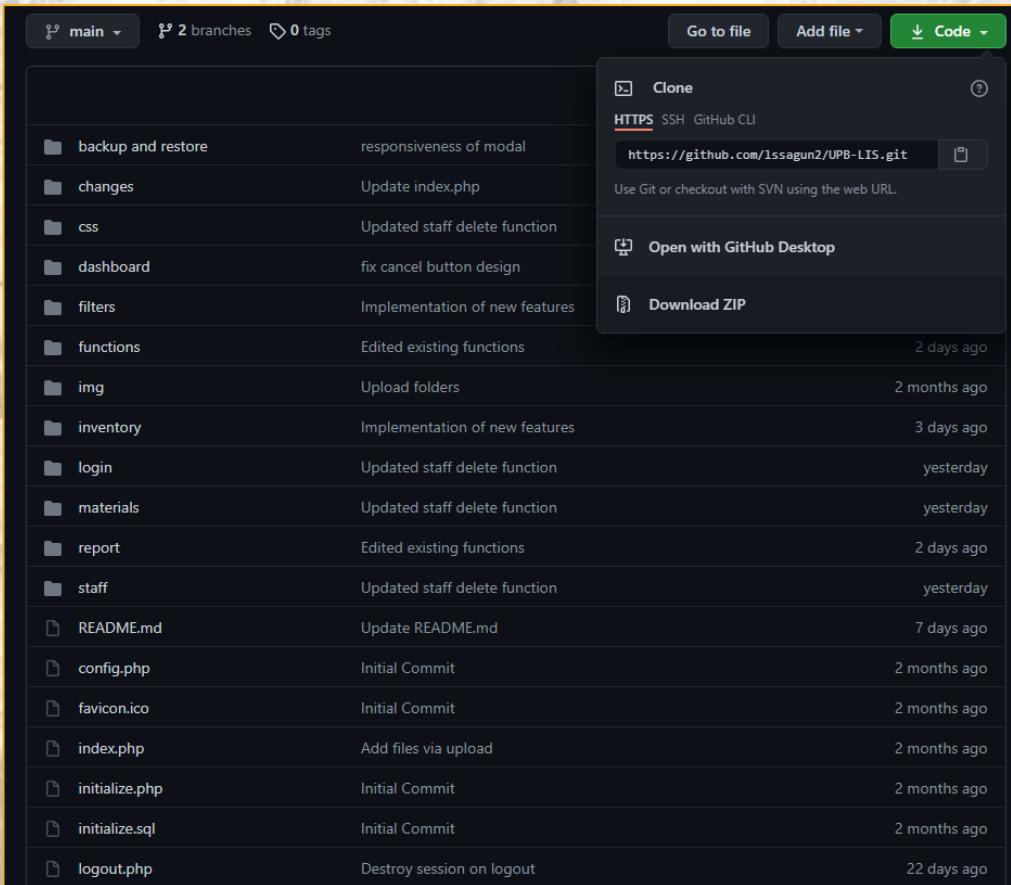
Version	Checksum	Size
7.3.28 / PHP 7.3.28	What's Included? md5 sha1	<a href="#">Download (64 bit)</a> 155 Mb
7.4.20 / PHP 7.4.20	What's Included? md5 sha1	<a href="#">Download (64 bit)</a> 156 Mb
8.0.7 / PHP 8.0.7	What's Included? md5 sha1	<a href="#">Download (64 bit)</a> 157 Mb

Version	Checksum	Size
7.3.28 / PHP 7.3.28	What's Included? md5 sha1	<a href="#">Download (64 bit)</a> 151 Mb
7.4.20 / PHP 7.4.20	What's Included? md5 sha1	<a href="#">Download (64 bit)</a> 154 Mb

# SYSTEM INSTALLATION

01

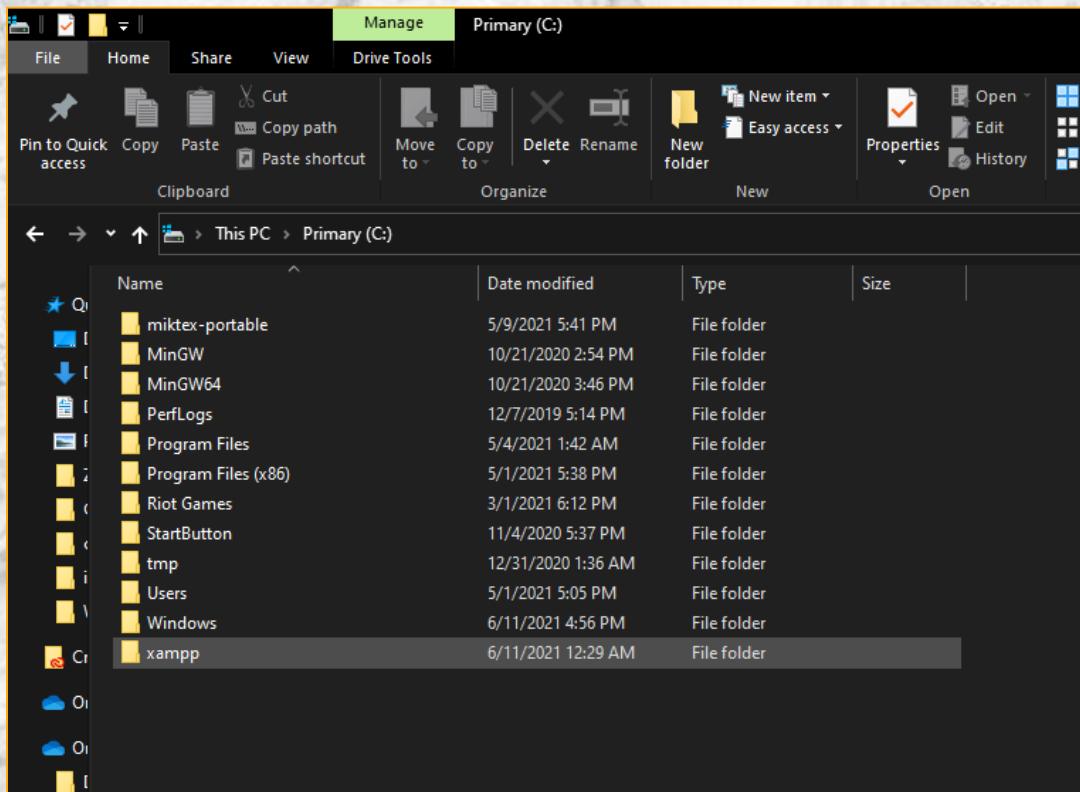
Download the repository as a .zip file



# SYSTEM INSTALLATION

02

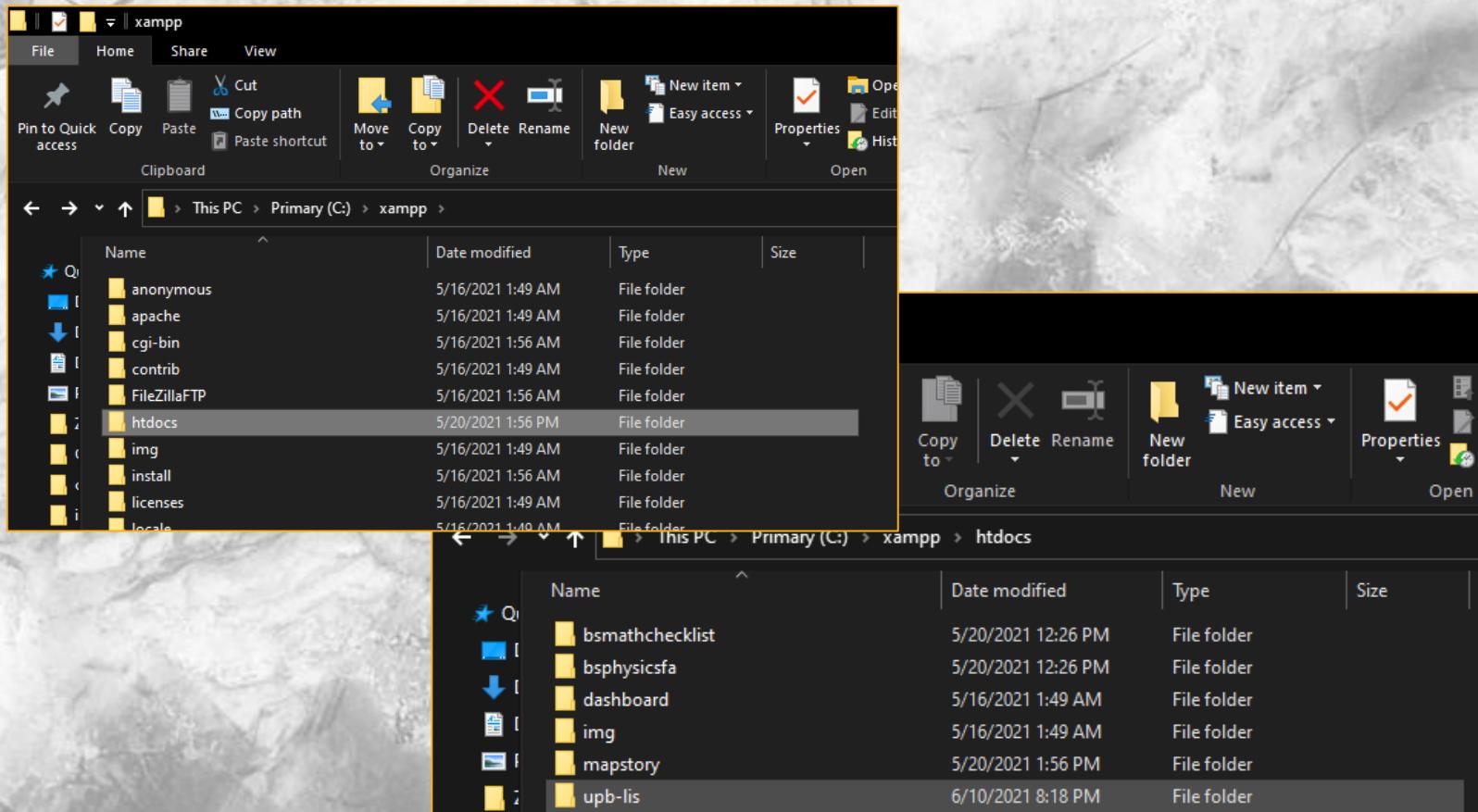
Locate your XAMPP installation folder



# 03

# SYSTEM INSTALLATION

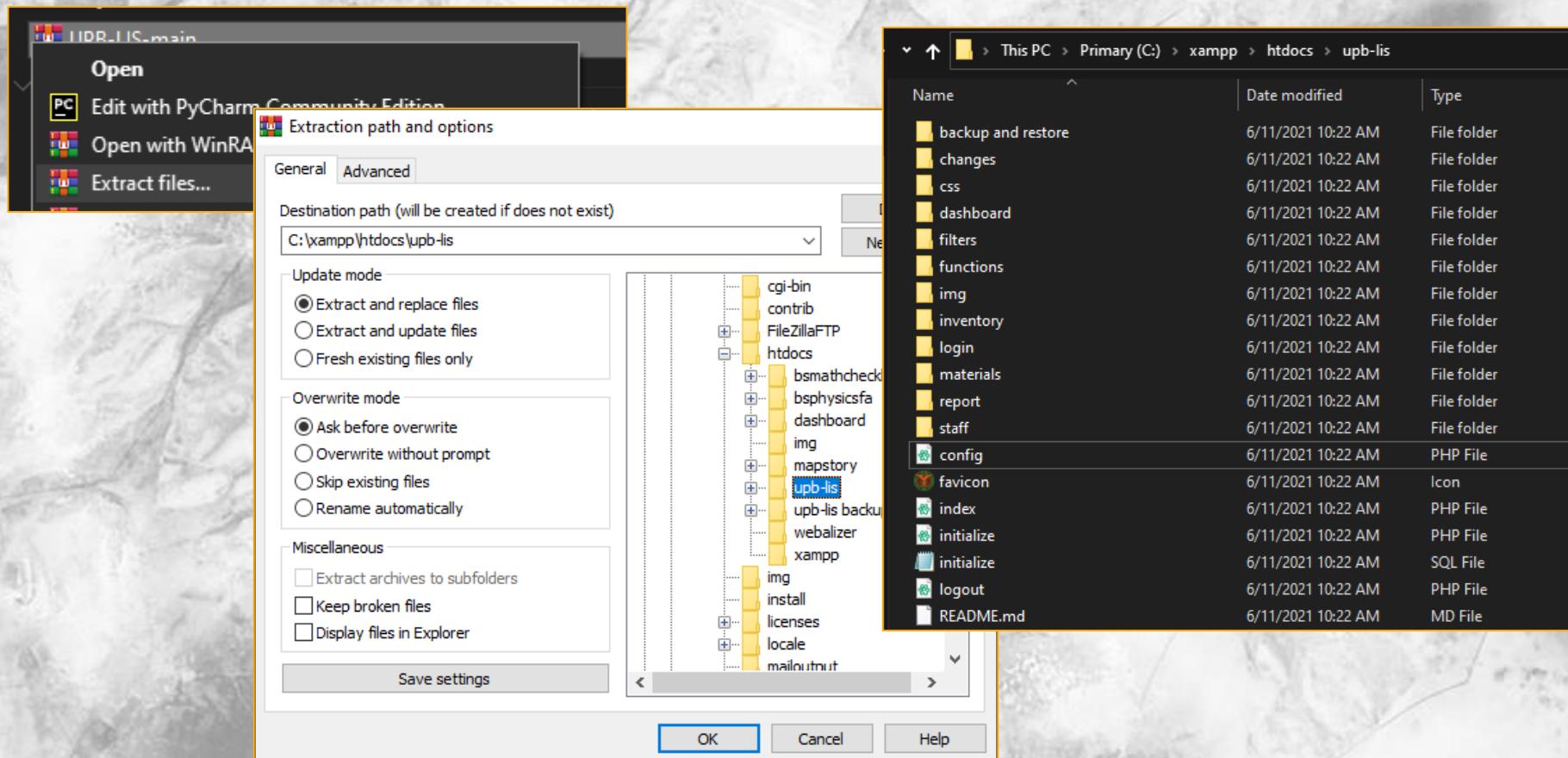
Go to xampp/htdocs and create a folder named upb-lis



## 04

# SYSTEM INSTALLATION

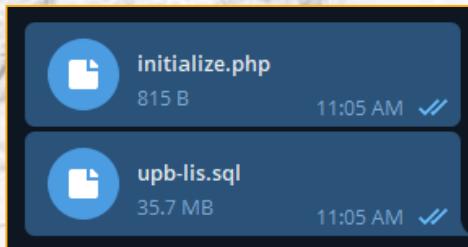
From the .zip file, open the folder and extract all files and folders into xampp/htdocs/upb-lis



# SYSTEM INSTALLATION

05

Download the PHP and SQL files (to be given directly by the developers)



06

Place the **initialize.php** in the xampp/htdocs/upb-lis folder and the **upb-lis.sql** file in the xampp/mysql/bin folder

07

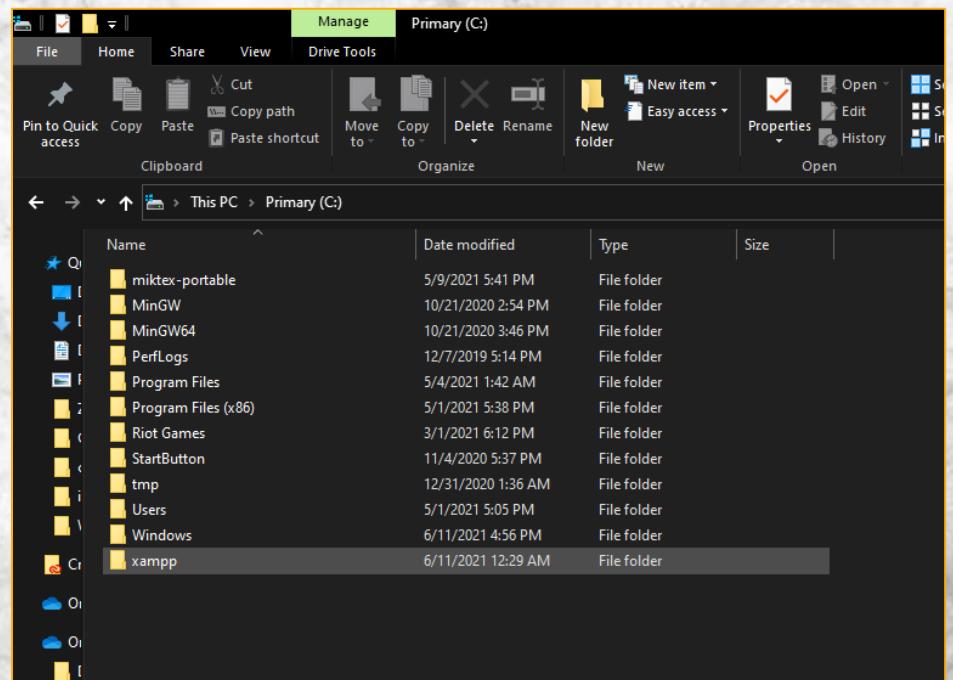
Proceed to [XAMPP Application](#)

# XAMPP APPLICATION

How to use XAMPP?

01

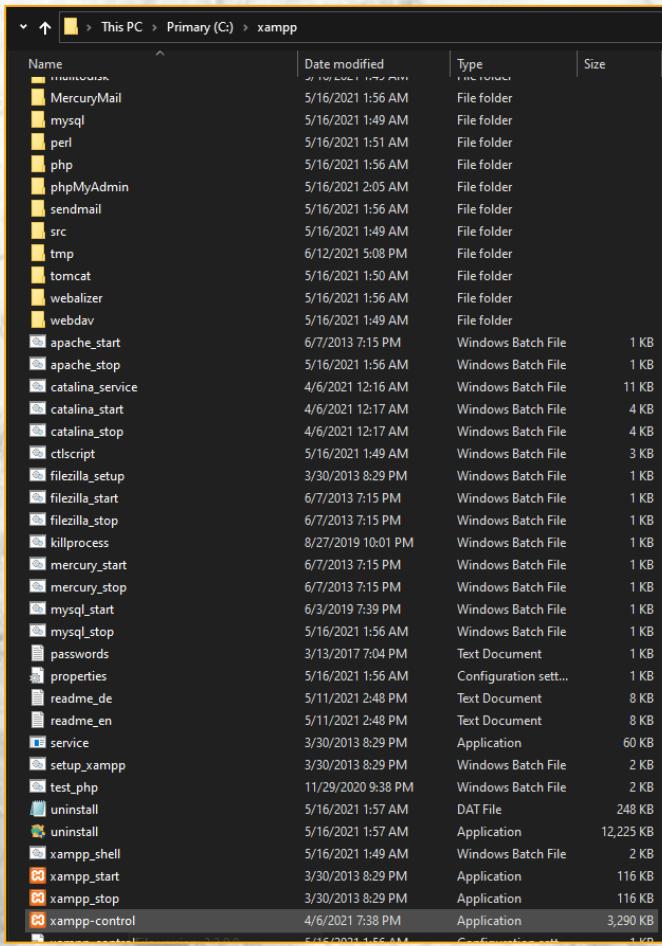
Locate your XAMPP  
installation folder



02

# XAMPP APPLICATION

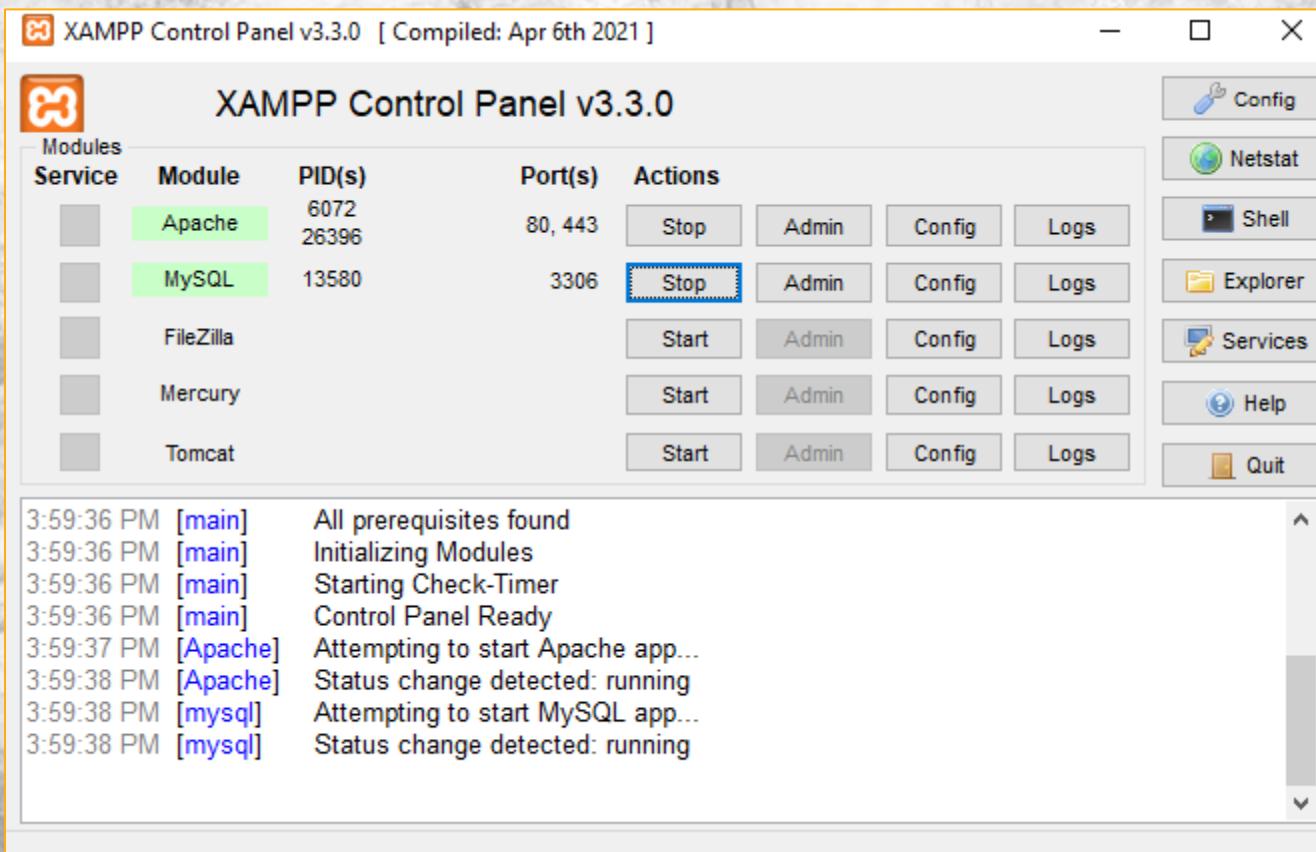
Scroll down through the XAMPP folder and find **xampp-control**



03

# XAMPP APPLICATION

Open xampp-control and start Apache and MySQL modules

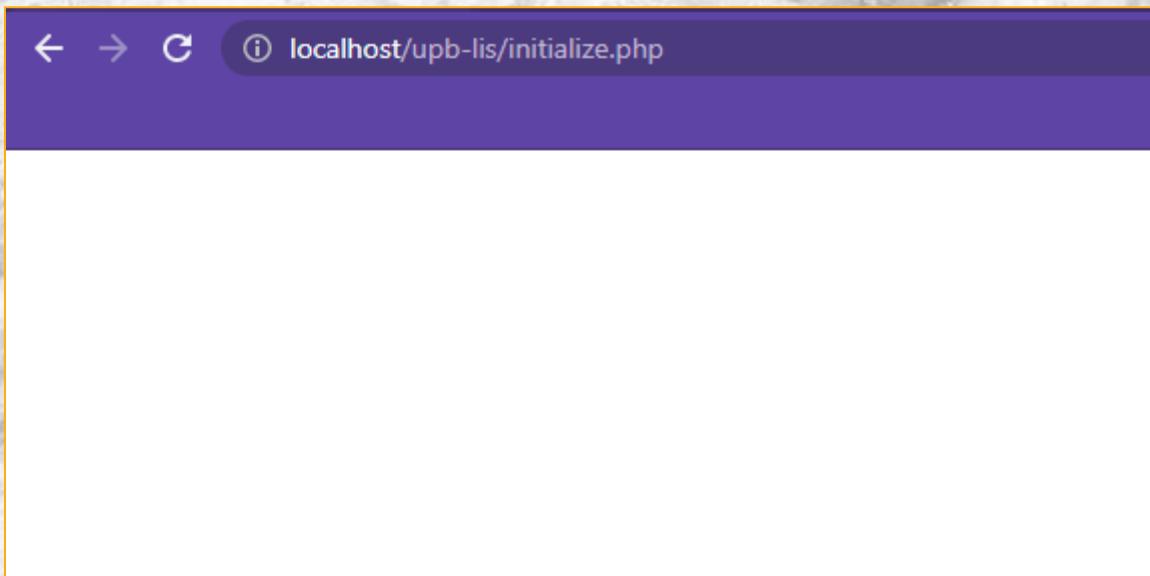


04

# XAMPP APPLICATION

For the first run, initialize the program by loading the following in any browser:

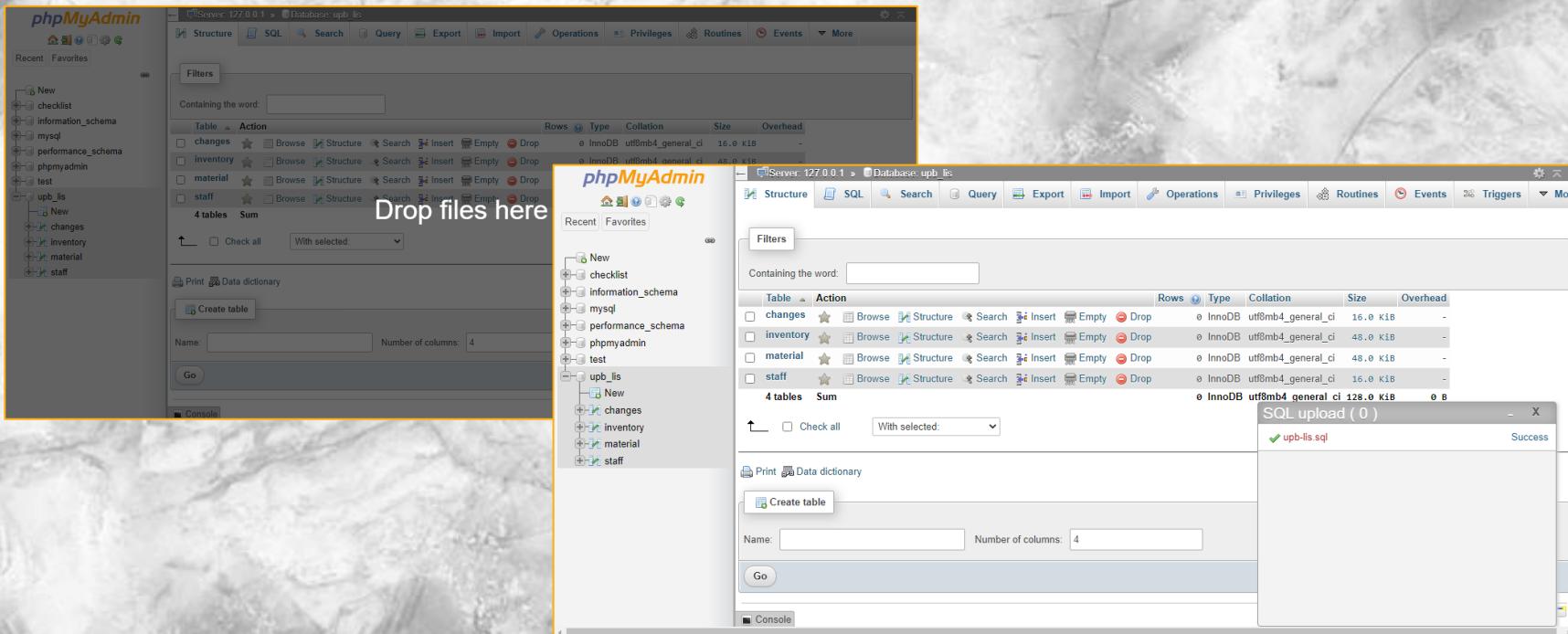
localhost/upb-lis/initialize.php



# 05

# XAMPP APPLICATION

Go to `localhost/phpMyAdmin` in your browser and import **upb-lis.sql** from the `xampp/mysql/bin` folder to the `upb_lis` database by just dragging the SQL file



06

# XAMPP APPLICATION

Refresh the page and check the number of rows in the ‘rows’ column of the ‘inventory’ and ‘material’ table, the expected value is 94,601 materials

Table	Action	Rows	Type	Collation	Size	Overhead
announcements	<a href="#">Browse</a> <a href="#">Structure</a> <a href="#">Search</a> <a href="#">Insert</a> <a href="#">Empty</a> <a href="#">Drop</a>	1	InnoDB	utf8mb4_general_ci	16.0 KiB	-
changes	<a href="#">Browse</a> <a href="#">Structure</a> <a href="#">Search</a> <a href="#">Insert</a> <a href="#">Empty</a> <a href="#">Drop</a>	0	InnoDB	utf8mb4_general_ci	16.0 KiB	-
inventory	<a href="#">Browse</a> <a href="#">Structure</a> <a href="#">Search</a> <a href="#">Insert</a> <a href="#">Empty</a> <a href="#">Drop</a>	~94,340	InnoDB	utf8mb4_general_ci	4.5 MiB	-
material	<a href="#">Browse</a> <a href="#">Structure</a> <a href="#">Search</a> <a href="#">Insert</a> <a href="#">Empty</a> <a href="#">Drop</a>	33,642	InnoDB	utf8mb4_general_ci	8.5 MiB	-
staff	<a href="#">Browse</a> <a href="#">Structure</a> <a href="#">Search</a> <a href="#">Insert</a> <a href="#">Empty</a> <a href="#">Drop</a>	0	InnoDB	utf8mb4_general_ci	16.0 KiB	-
5 tables	<b>Sum</b>	~127,983	InnoDB	utf8mb4_general_ci	13.1 MiB	0 B



Table	Action	Rows	Type	Collation	Size	Overhead
announcements	<a href="#">Browse</a> <a href="#">Structure</a> <a href="#">Search</a> <a href="#">Insert</a> <a href="#">Empty</a> <a href="#">Drop</a>	1	InnoDB	utf8mb4_general_ci	16.0 KiB	-
changes	<a href="#">Browse</a> <a href="#">Structure</a> <a href="#">Search</a> <a href="#">Insert</a> <a href="#">Empty</a> <a href="#">Drop</a>	0	InnoDB	utf8mb4_general_ci	16.0 KiB	-
inventory	<a href="#">Browse</a> <a href="#">Structure</a> <a href="#">Search</a> <a href="#">Insert</a> <a href="#">Empty</a> <a href="#">Drop</a>	94,601	InnoDB	utf8mb4_general_ci	4.5 MiB	-
material	<a href="#">Browse</a> <a href="#">Structure</a> <a href="#">Search</a> <a href="#">Insert</a> <a href="#">Empty</a> <a href="#">Drop</a>	33,642	InnoDB	utf8mb4_general_ci	8.5 MiB	-
staff	<a href="#">Browse</a> <a href="#">Structure</a> <a href="#">Search</a> <a href="#">Insert</a> <a href="#">Empty</a> <a href="#">Drop</a>	0	InnoDB	utf8mb4_general_ci	16.0 KiB	-
0 table(s)	<b>Sum</b>	0	InnoDB	utf8mb4_general_ci	0 B	0 B

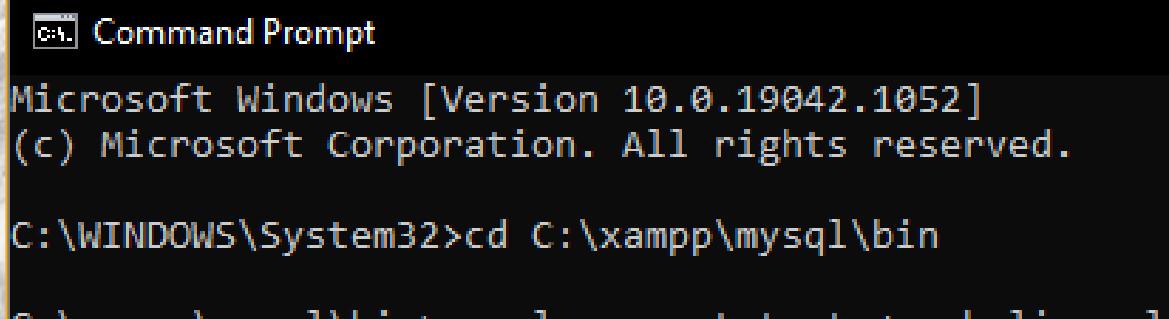
# XAMPP APPLICATION

\*07

Proceed to this step if the number of rows in step 6 is not accurate

If step 06 does not work, you can manually import the SQL file through a command-line interface or CMD or a terminal. Run the code below and repeat step 6:

```
cd drive:\xampp\mysql\bin  
mysql -u root test < upb-lis.sql
```



The screenshot shows a Windows Command Prompt window titled "Command Prompt". The title bar also displays the text "Microsoft Windows [Version 10.0.19042.1052]" and "(c) Microsoft Corporation. All rights reserved.". The main area of the window contains the following text:

```
C:\WINDOWS\System32>cd C:\xampp\mysql\bin  
  
C:\xampp\mysql\bin>mysql -u root test < upb-lis.sql  
  
C:\xampp\mysql\bin>
```

**Disclaimer:** Both steps 5 and 7 may take a few minutes to import

# 08

# XAMPP APPLICATION

Insert an entry into the staff table

The screenshot shows the phpMyAdmin interface for the 'staff' table in the 'upb\_lis' database. The table has six columns: 'staff\_id', 'staff\_username', 'staff\_firstname', 'staff\_lastname', 'staff\_password', and 'staff\_type'. The 'staff\_id' column is of type int(10) unsigned and is set to auto-increment. The other five columns are of type varchar(20). The 'staff\_type' column currently contains 'admin'. The 'Ignore' checkbox is checked at the bottom.

Column	Type	Function	Null	Value
staff_id	int(10) unsigned			
staff_username	varchar(20)			user_admin
staff_firstname	varchar(20)			Sample
staff_lastname	varchar(20)			Admin
staff_password	varchar(20)			admin
staff_type	varchar(10)			admin

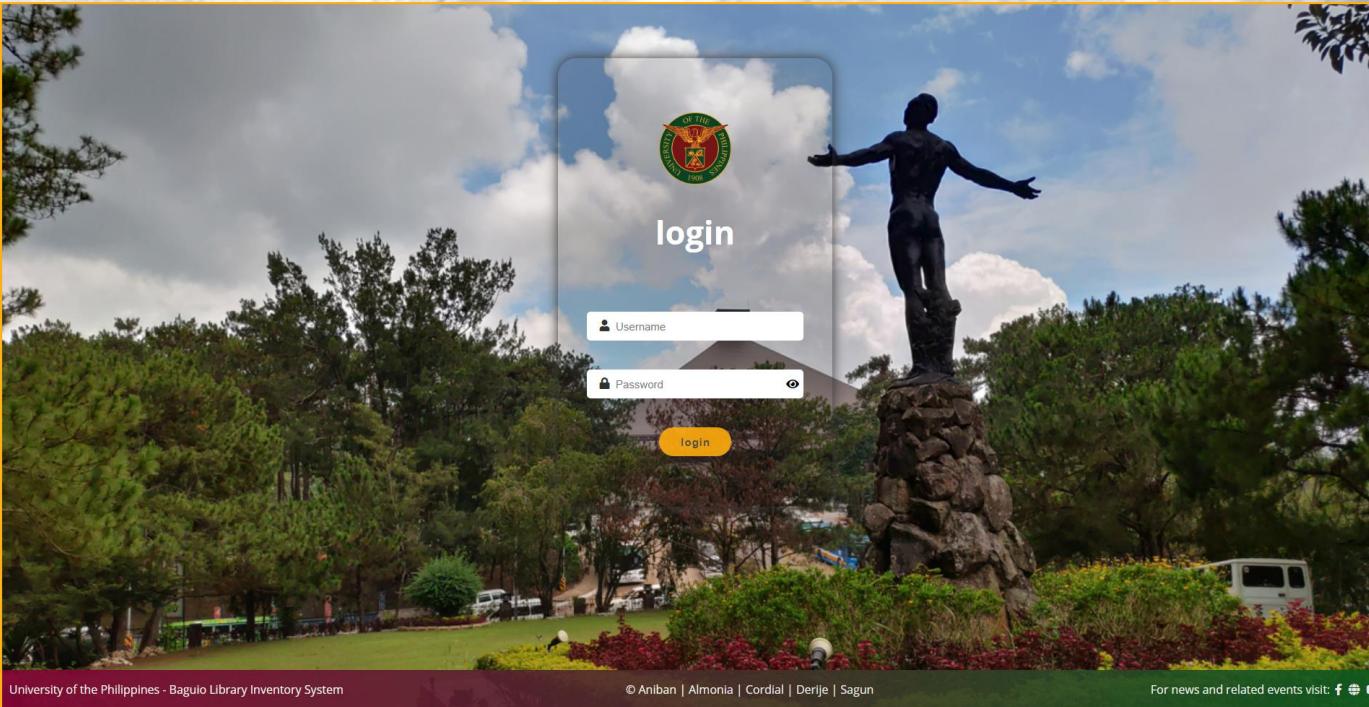
Ignore

09

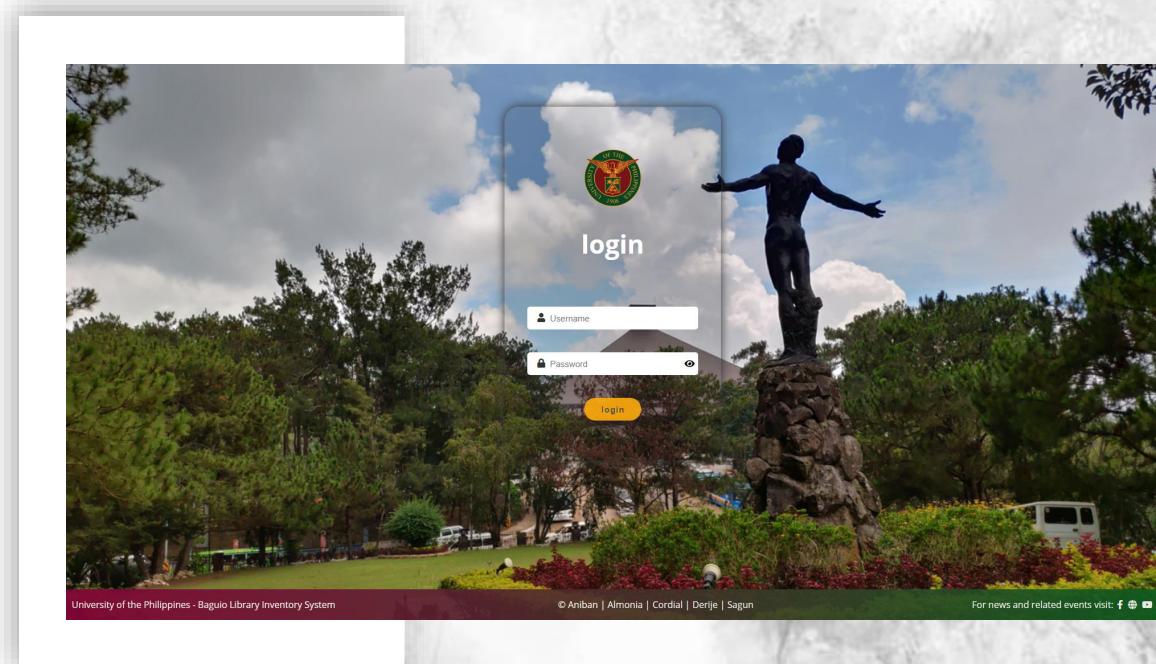
# XAMPP APPLICATION

After inserting an entry, in your browser, enter:

localhost/upb-lis/login/index.php



# SYSTEM FEATURES



### Announcements

Add Announcement

Test Announcement  
See More  
Posted By: Leandrei Sagun  
Time posted: 2021-06-09 21:46:54

### JUNE Wed Jun 16 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

### TODOList

What do you need to do? +

Test Task

You Have 1 Pending Tasks.



## ANNOUNCEMENTS

A section for important announcements. Content can be seen and accessed by all users. Administrators can also edit and delete old announcements.

## CALENDAR

A calendar conveniently placed on the user's dashboard. Calendar shows the current month and highlights the current date.

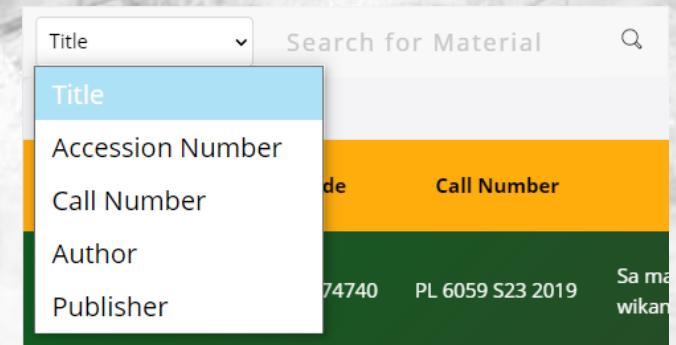
## TO-DO LIST

A section for task reminders and notes. Content is unique for every user. List content cannot be accessed by other users, even administrators.

## MATERIAL SEARCH BAR

A search bar to easily access specific items in the materials database. Users can search for specific information about a material's title, accession number, call number, author, or publisher.

04



## MATERIAL FILTER

A feature that allows user to filter the type of materials that would show up on the table. Users can choose and combine different kinds of materials depending on its circulation type, material type, status, and location.

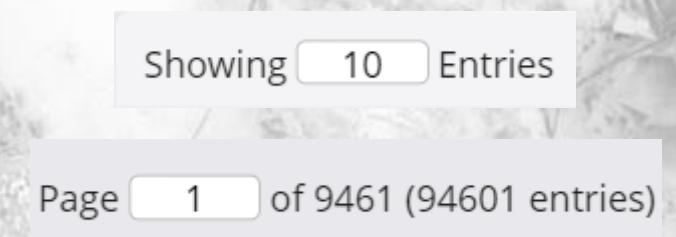
05

A screenshot of a modal dialog box titled "FILTER MATERIALS". It contains five dropdown menus for filtering: "Circulation Type" (with option "...none..."), "Material Type" (with option "...none..."), "Status" (with option "...none..."), "Location" (with option "...none..."), and a large empty text input field below them. At the bottom right of the dialog are two buttons: "Cancel" and "Update" (highlighted in orange).

## NAVIGATION TOOLS

A feature that gives the user an option on how many material entries are going to appear per page on the table. Page navigator for convenient page viewing. Total number of entries also appear beside the page navigator.

06



## Accession Number ▼

**ADD NEW MATERIAL**

Accession Number	Accession Number..
Barcode	Barcode..
Call Number	Call Number..
Title	Title..
Author	Author..
Volume	

**Add**

**EDIT EXISTING MATERIAL**

Accession Number	BC-72051
Barcode	UBULB0074740
Call Number	PL 6059 523 2019
Title	Sa madaling salita : kasaysayan at pag-unlad ng wikang pambansa
Author	Author..
Volume	

**edit**

**07**

## SORTING FEATURE

A feature that arranges certain categories alphabetically in ascending or descending order. Arrows indicate whether the contents are arranged in ascending order (up arrow) or in descending order (down arrow). Categories that can be arranged are the Accession Number, Barcode, Call Number, Title, and Inventory Item Number.

**08**

## ADD NEW MATERIAL

Upon clicking the add button under the materials table, a modal pop-up appears to manually input information for a new material. The accession number is necessary to add a new material to the database. Accession numbers are unique for each material.

**09**

## EDIT MATERIAL INFORMATION

Upon clicking the edit button beside each entry, a modal pop-up appears to give the user an option to edit a material's information.

# BACK UP & RESTORE

To help prevent the loss of data, a back up feature is available for the users to save a copy of the whole database before doing any deletion or editing of entries.

In the case that the users have to restore the original state of the database, a restore feature is available to revert the system back to its content during the back up.

# EXPORT DATA

An export feature is available in the Report Generation page. Upon clicking this icon, the system exports a .csv file of the selected data. This .csv file can be accessed by the user in a spreadsheet program like Microsoft Excel.

# ADMIN PRIVILEGES

Administrators are given additional features as compared to a regular user. Mainly, these privileges are only used to help maintain the site and its users. Some privileges include, posting of announcements, accessing the staff page,

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localhost says  
Database backed up successfully!

Back up

## RESTORE DATABASE

Please select an appropriate .sql backup file

Choose File 2021-06-16 0... UPB\_LIS.sql

Restore

11

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Materials Report																
2	Date Crea	Jun 16, 2021															
3	Time Crea	#####															
4	Filters:																
5	Location	Knowledge and Training Resource Center															
6	Search:	none															
7	Number o	904															
8																	
9	Accession Barcode	Call Num;Title	Author	Volume	Year	Edition	Publisher	Publicatio	Circulatio	Type	Status	Source	Location	Inventory	Last Year Inventoried		
10	KTRC-640	UBULB009 HD 1265 P Second view from the paddy A		0		Institute c	1983	Room Use Book		On Shelf			Knowledge and Trai				
11	KTRC-723	HN 720 ZB How part Castillo, Gella Tagun		0				Room Use Book		On Shelf			Knowledge and Trai				
12	KTRC-665	G 532 P5 R Piratubo -Rodolfo, Kelvin S.		0				Room Use Book		On Shelf			Knowledge and Trai				
13	KTRC-642	HD 2090 B Women ai Illo, Jeanne Frances		0		Institute c	1988	Room Use Book		On Shelf			Knowledge and Trai				
14	KTRC-435	HC 411 A1 Asian development outlook : A		0				Asian Dev 1989-	Room Use Book	On Shelf			Knowledge and Trai				
15	KTRC-625	UR 441 79 Environmental changes in South		0		Boulder	1990	Barcode & Book		On Shelf			Knowledge and Trai				

12

Username	First Name	Last Name	Password	Type	Action
alaniban	Adrienne	Aniban	1234	admin	 
gaordial	Charles	Cordial	1234	admin	 
goderrie	Gisselle	Derrie	1234	admin	 
Issagun	Leandrei	Sagun	1234	admin	 
tpalmonia	Tristan	Almonia	1234	admin	 
sample	Sample	User	1234	staff	 

THE MATERIAL WAS SUCCESSFULLY INVENTORIED.

### MATERIAL INFORMATION

Accession Number	BG-4785
Barcode	UBULB0019272
Call Number	Call Number..
Title	The calculus 7
Author	Leithold, Louis
Volume	Volume..
Year	0
Edition	Edition..
Publisher	

**Input Accession Number**

**Cancel** **Submit**

**INPUT ACCESSION NUMBER**

13

### GENERATE REPORT

Choose report to generate:

- Materials
- Materials**
- Inventory
- Comparison

**GENERATE REPORT**

14

THE MATERIAL WAS SUCCESSFULLY INVENTORIED.

### MATERIAL INFORMATION

Accession Number	BG-7394
Barcode	UBULB0043267
Call Number	Call Number..
Title	An analysis and case study of the role of environ
Author	Dole, David
Volume	Volume..
Year	0
Edition	Edition..
Publisher	

**Scan Barcode**

**Cancel**

**SCAN BARCODE**

15

## INVENTORY BY ACCESSION NUMBER

After clicking the Input Accession Number button in the Inventory Page, a modal pop-up will show up and would allow the user to manually input the accession number of the material being inventoried. After adding the material to the inventory list, users can also edit the information of the material on the left side.

## GENERATE REPORT

Upon clicking the Generate Report Button, a modal pop-up shows up and asks the user to choose what type of report the user wants to generate. The Inventory option also asks the user to select a year before generating a report about the selected year. The Comparison option generates a report about two selected years by the user.

## INVENTORY BY BARCODE SCANNER

After clicking the Scan Barcode button in the Inventory Page, a modal will pop-up and would allow the user to either manually input the barcode of the material or use a barcode scanner to automatically encode the barcode upon scanning. Similar with the input by accession number option, users can edit the information of the material on the left side.

# HOW TO USE THE UPB LIBRARY INVENTORY SYSTEM?

The screenshot shows a web-based library inventory system. On the left, there's a vertical sidebar with icons for Home, Search, Add, Edit, and Delete. The main content area displays a search results table with the following columns: Accession Number, Barcode, Call Number, Title, Author, Volume, Year, Edition, Publisher, Publication Year, Circulation Type, and Type. The table contains six entries:

Accession Number	Barcode	Call Number	Title	Author	Volume	Year	Edition	Publisher	Publication Year	Circulation Type	Type
Vertical File 15	VF-15	Vertical File 15	Industrial ecology : a primer on green strategy for business	Frio, Ma. Mutya L.	0	1998	Industrial Ecology Module	Non-Circulation	Book	Multimedia Material	Cor
VDR-a9	VDR-a9	VDR-a9	Manay po 2 overload		0					Multimedia Material	Cor
VDR-a8	VDR-a8	VDR-a8	Total yoga fire		0					Multimedia Material	Cor
VDR-a7	VDR-a7	VDR-a7	Man's relentless search	Hubbard, L. Ron	0					Multimedia Material	Mu
VDR-a6	VDR-a6	VDR-a6	Unbreakable		0					Multimedia Material	Cor
VDR-a5	VDR-436	VDR-436	Katutubo memory of dances		0					Cordillera-Multimedia	Cor

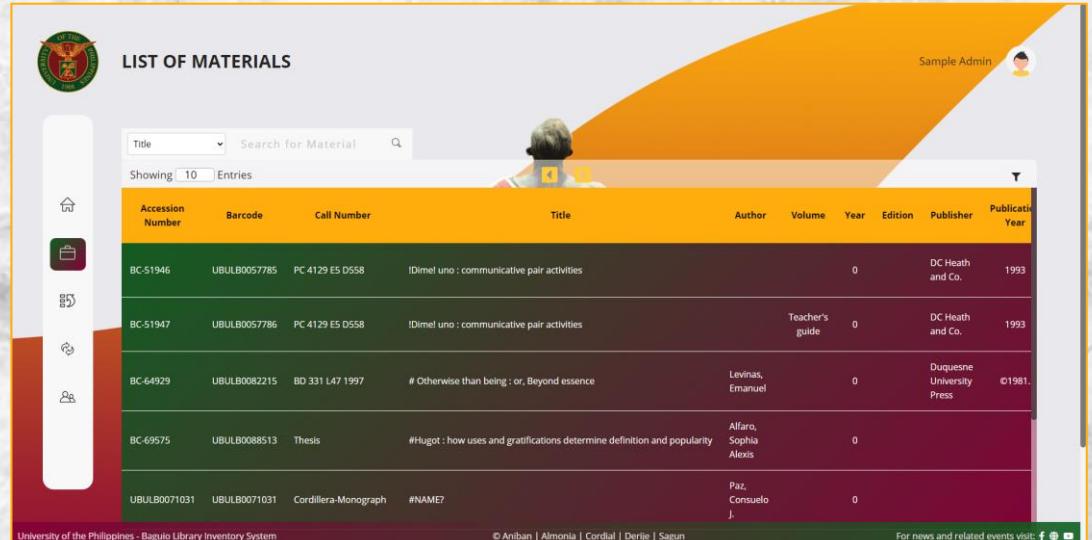
At the bottom of the table, it says "Page 1 of 9461 (94602 entries)". To the right of the table is a sidebar for a "Sample Admin" user, featuring a profile picture, "Edit Profile", and "Create Backup" buttons. At the very bottom of the page, there's a footer with links to "University of the Philippines - Baguio Library Inventory System", "Logout", and names: "© Aniban | Almonia | Cordial | Derije | Sagun".

# ADDING A NEW ENTRY

How to manually input a new material in the database?

01

Locate the All Materials button  located at the navigation bar on the left part of the user's screen.



The screenshot shows a web-based library management system interface titled "LIST OF MATERIALS". The page features a header with the university's crest and a "Sample Admin" user profile. On the left, there is a vertical navigation bar with icons for Home, Add New, Edit, and Delete. The main content area displays a table of material entries with the following columns: Accession Number, Barcode, Call Number, Title, Author, Volume, Year, Edition, Publisher, and Publication Year. The table lists five entries:

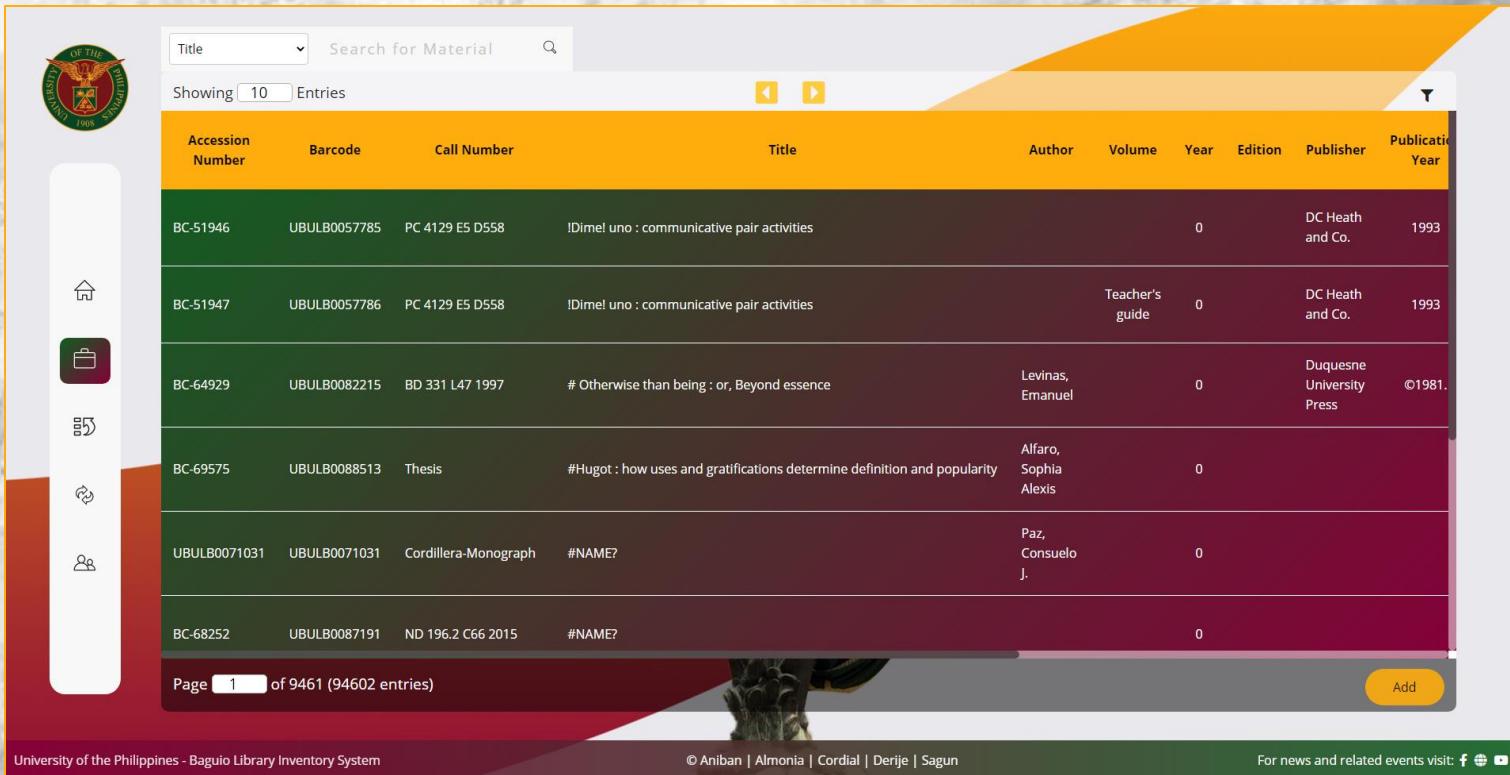
Accession Number	Barcode	Call Number	Title	Author	Volume	Year	Edition	Publisher	Publication Year
BC-51946	UBULB0057785	PC 4129 E5 D558	#Dimel uno : communicative pair activities		0			DC Heath and Co.	1993
BC-51947	UBULB0057786	PC 4129 E5 D558	#Dimel uno : communicative pair activities	Teacher's guide	0			DC Heath and Co.	1993
BC-64929	UBULB0082215	BD 331 L47 1997	# Otherwise than being : or, Beyond essence	Levinas, Emanuel	0			Duquesne University Press	©1981.
BC-69575	UBULB0088513	Thesis	#Hugot : how uses and gratifications determine definition and popularity	Alfaro, Sophia Alexis	0				
	UBULB0071031	UBULB0071031	Cordillera-Monograph	#NAME?	Paz, Consuelo J.	0			

At the bottom of the page, there are links for "University of the Philippines - Baguio Library Inventory System", "© Aniban | Almonia | Cordial | Derije | Sagun", and "For news and related events visit: [f](#) [o](#) [t](#)".

## 02

# ADDING A NEW ENTRY

Scroll down the All Materials page and click the Add button  located on the lower right corner of the screen. A modal pop-up will appear upon clicking the button.



The screenshot shows the 'All Materials' page of the library inventory system. At the top left is the university's logo. To its right is a search bar with dropdown menus for 'Title', 'Barcode', and 'Call Number'. Below the search bar is a message 'Showing 10 Entries'. On the far right of the header is a small 'T' icon for text size adjustment. The main content area displays a table of material entries with columns for Accession Number, Barcode, Call Number, Title, Author, Volume, Year, Edition, Publisher, and Publication Year. The first entry is 'BC-51946 UBULB0057785 PC 4129 E5 D558 #Dime! uno : communicative pair activities'. The second entry is 'BC-51947 UBULB0057786 PC 4129 E5 D558 #Dime! uno : communicative pair activities'. The third entry is 'BC-64929 UBULB0082215 BD 331 L47 1997 # Otherwise than being : or, Beyond essence'. The fourth entry is 'BC-69575 UBULB0088513 Thesis #Hugot : how uses and gratifications determine definition and popularity'. The fifth entry is 'UBULB0071031 UBULB0071031 Cordillera-Monograph #NAME?'. The sixth entry is 'BC-68252 UBULB0087191 ND 196.2 C66 2015 #NAME?'. At the bottom of the table is a page navigation bar showing 'Page 1 of 9461 (94602 entries)'. In the bottom right corner of the table area is a yellow 'Add' button. To the left of the table is a vertical sidebar with five icons: a house (Home), a briefcase (Materials), a document (Search), a person (User), and a gear (Settings).

Accession Number	Barcode	Call Number	Title	Author	Volume	Year	Edition	Publisher	Publication Year
BC-51946	UBULB0057785	PC 4129 E5 D558	#Dime! uno : communicative pair activities		0	DC Heath and Co.	1993		
BC-51947	UBULB0057786	PC 4129 E5 D558	#Dime! uno : communicative pair activities	Teacher's guide	0	DC Heath and Co.	1993		
BC-64929	UBULB0082215	BD 331 L47 1997	# Otherwise than being : or, Beyond essence	Levinas, Emanuel	0	Duquesne University Press	©1981.		
BC-69575	UBULB0088513	Thesis	#Hugot : how uses and gratifications determine definition and popularity	Alfaro, Sophia Alexis	0				
UBULB0071031	UBULB0071031	Cordillera-Monograph	#NAME?	Paz, Consuelo J.	0				
BC-68252	UBULB0087191	ND 196.2 C66 2015	#NAME?		0				

Page 1 of 9461 (94602 entries)

Add

University of the Philippines - Baguio Library Inventory System

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## 03

# ADDING A NEW ENTRY

This modal pop up contains the fill-up form necessary for adding a new entry to the database. Upon completion of the form, click the Add Material button **Add Material** to finalize the addition of the new material. The new material should appear on the materials table. Note that the Accession Number is required when adding a new material.

### ADD NEW MATERIAL

Accession Number	<input type="text"/>
Barcode	<input type="text"/>
Call Number	<input type="text"/>
Title	<input type="text"/>
Author	<input type="text"/>
Volume	<input type="text"/>
Type..	<input type="text"/>
Status..	<input type="text"/>
Location..	<input type="text"/>
Source..	<input type="text"/>
Inventory Item Number..	<input type="text"/>
Last Year Inventoried..	<input type="text"/>

**Add Material**

# EDIT MATERIAL INFORMATION

*How to edit a material's information in the database?*

01

Locate the All Materials button located at the navigation bar on the left part of the user's screen.

The screenshot shows a web-based library inventory system. At the top, there is a search bar with dropdown menus for 'Title' and 'Search for Material'. Below the search bar, it says 'Showing 10 Entries'. The main area is a table with the following columns: Author, Volume, Year, Edition, Publisher, Publication Year, Circulation Type, Type, Status, Source, Location, Inventory Item Number, Last Year Inventoried, and Action. There are six rows of data in the table. On the far left of the table, there is a vertical sidebar with four icons: a house (Home), a briefcase (Materials), a document (All Materials), and a person (User). At the bottom of the page, there is a footer with the text 'University of the Philippines - Baguio Library Inventory System', '© Aniban | Almonia | Cordial | Derije | Sagun', and 'For news and related events visit: f g m'.

Author	Volume	Year	Edition	Publisher	Publication Year	Circulation Type	Type	Status	Source	Location	Inventory Item Number	Last Year Inventoried	Action
	0			DC Heath and Co.	1993	Circulation Book	Book	On Shelf		Main Library	0	0	
	Teacher's guide	0		DC Heath and Co.	1993	Circulation Book	Book	On Shelf		Main Library	0	0	
Levinas, Emanuel		0		Duquesne University Press	©1981.	Circulation Book	Book	On Shelf		Main Library	0	0	
Alfaró, Sophia Alexis		0				Thesis - Room Use Only	Thesis	On Shelf		Main Library	0	0	
Paz, Consuelo J.	0					Room Use Only	Book	On Shelf		Main Library	0	0	
	0					Circulation Book	Book	On Shelf		Main Library	0	0	

# 02

# EDIT MATERIAL INFORMATION

Browse and choose a material to edit in the Materials table and click the Edit icon located on the rightmost side of each material. A modal pop-up will appear upon clicking the button.

The screenshot shows a web-based library inventory system interface. On the left, there is a vertical sidebar with icons for Home, Materials, Books, and Circulation. The main area features a search bar at the top with dropdown menus for 'Title' and 'Search for Material'. Below the search bar is a table titled 'Materials' with 10 entries. The table columns include: Author, Volume, Year, Edition, Publisher, Publication Year, Circulation Type, Type, Status, Source, Location, Inventory Item Number, Last Year Inventoried, and Action. Each row in the table has an 'Edit' icon (a yellow circle with a white pencil) in the 'Action' column. The table is set against a background of a university building's facade.

Author	Volume	Year	Edition	Publisher	Publication Year	Circulation Type	Type	Status	Source	Location	Inventory Item Number	Last Year Inventoried	Action
		0		DC Heath and Co.	1993	Circulation Book	Book	On Shelf		Main Library	0		
	Teacher's guide	0		DC Heath and Co.	1993	Circulation Book	Book	On Shelf		Main Library	0		
Levinas, Emanuel		0		Duquesne University Press	©1981.	Circulation Book	Book	On Shelf		Main Library	0		
Alfaro, Sophia Alexis		0				Thesis - Room Use Only	Thesis	On Shelf		Main Library	0		
Paz, Consuelo J.		0				Room Use Only	Book	On Shelf		Main Library	0		
		0				Circulation Book	Book	On Shelf		Main Library	0		

Page 1 of 9461 (94602 entries)

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## 03

# EDIT MATERIAL INFORMATION

This modal pop up contains the fill-up form necessary for editing a material's information in the database. Upon completion of the form, click the Save Changes button to finalize the changes of the material. The edited material changes should appear on the materials table.

### EDIT EXISTING MATERIAL

Accession Number	<input type="text" value="BC-72051"/>
Barcode	<input type="text" value="UBULB0074740"/>
Call Number	<input type="text" value="PL 6059 S23 2019"/>
Title	<input type="text" value="Sa madaling salita : kasaysayan at pag-unlad ng wikang pambansa"/>
Author	<input type="text" value="Author.."/>
Volume	<input type="text" value="0"/>

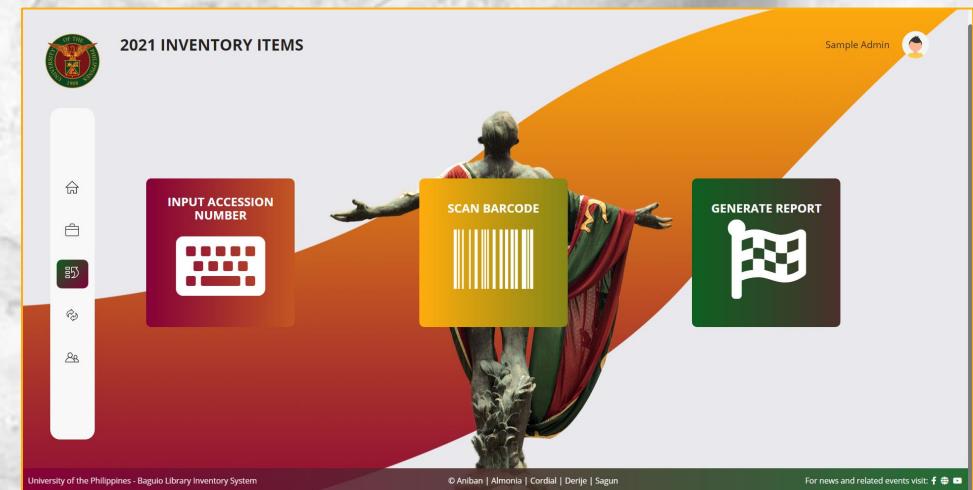
Book	<input type="text" value=""/>
Status	<input type="text" value="In Process"/>
Location	<input type="text" value="Main Library"/>
Source	<input type="text" value="Source.."/>
Inventory Item Number	<input type="text" value="Inventory Item Number.."/>
Last Year Inventoried	<input type="text" value="0"/>

# INVENTORY USING ACCESSION NUMBER (MANUAL INPUT)

How to inventory through  
*manual input of a material's*  
accession number

01

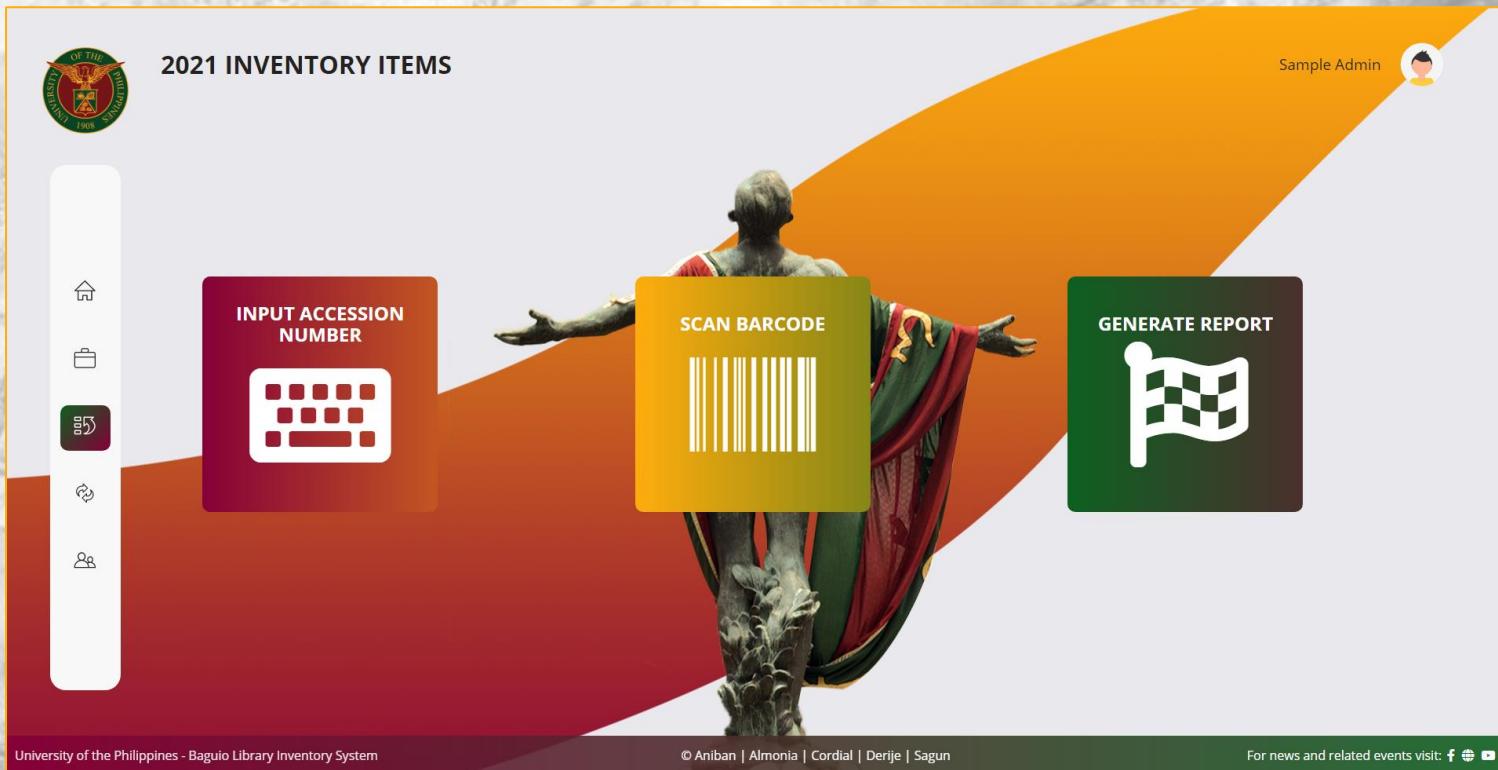
Locate the Inventory button  located at the navigation bar on the left part of the user's screen.



## 02

# INVENTORY USING ACCESSION NUMBER (MANUAL INPUT)

On the Inventory page, the user is given three options, for the manual input, click on the Input Accession Number button.  A modal pop-up will appear upon clicking the button.



# 03

# INVENTORY USING ACCESSION NUMBER (MANUAL INPUT)

A modal pop up that looks like the one below will appear after clicking the Input Accession Number button. Manually input the material's accession number on the fill-up form located on the right side of the modal and click the Submit button when finished.

**MATERIAL INFORMATION**

Accession Number

Barcode

Call Number

Title

Author

Volume

Year

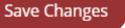
Edition

Publisher

**Input Accession Number**

## 04

# INVENTORY USING ACCESSION NUMBER (MANUAL INPUT)

Upon clicking the submit button, a message prompt will appear on top of the modal if the inventory was successful. The material information will also appear on the left side of the modal. The user has an option to edit the inventoried material's information on the fly. Just click on the Save Changes button  when finished.

THE MATERIAL WAS SUCCESSFULLY INVENTORIED.

### MATERIAL INFORMATION

Accession Number

Barcode

Call Number

Title

Author

Volume

Year

Edition

Publisher

**Input Accession Number**

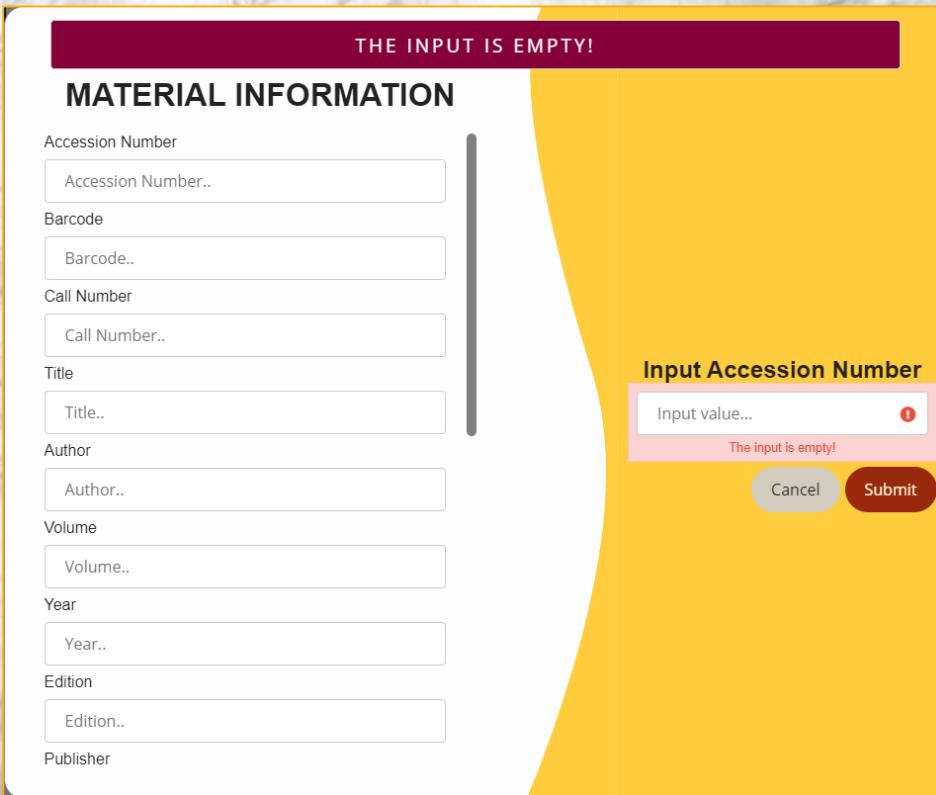


**Cancel** **Submit**

## 05

# INVENTORY USING ACCESSION NUMBER (MANUAL INPUT)

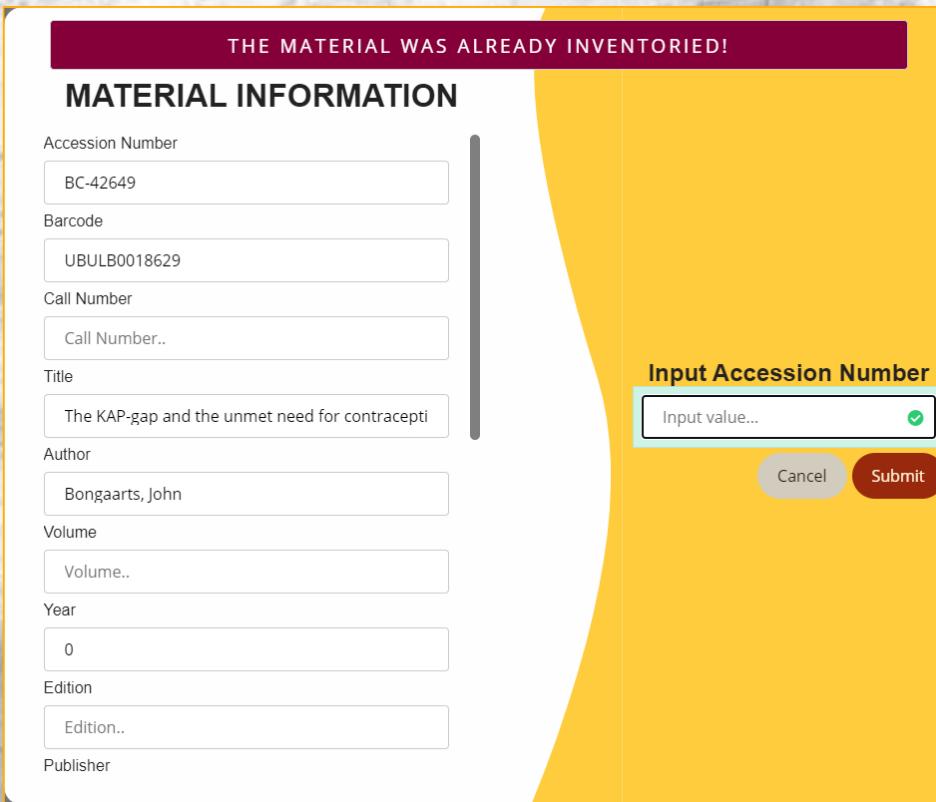
Error prompts may appear when there is an error after clicking the submit button in the Input Accession Number modal. One of these prompts happen when the form is submitted without anything manually inputted. The prompt will appear like the image below.



## 06

# INVENTORY USING ACCESSION NUMBER (MANUAL INPUT)

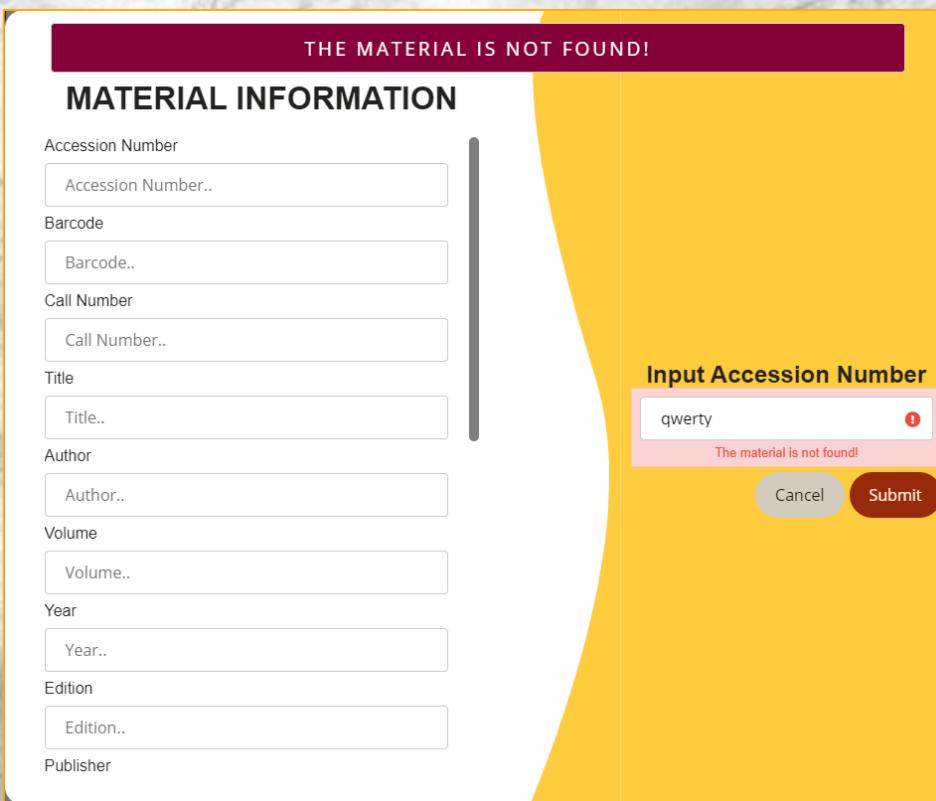
The next error prompt will appear when the user inputs an Accession Number that was already inventoried by the user or by a different user. The error prompt appears like the image reference below. Note that the material's information can still be edited despite the error prompt.



## 07

# INVENTORY USING ACCESSION NUMBER (MANUAL INPUT)

The last error prompt appears when the user inputs an accession number that does not belong to any material in the database. The error prompt appears like the reference image below.

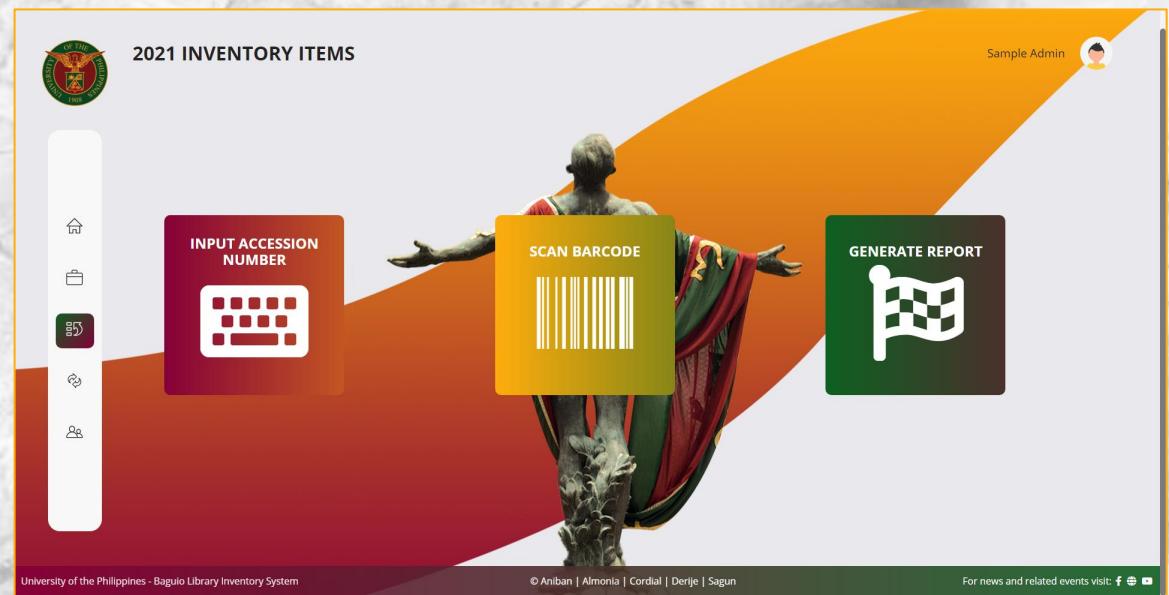


# INVENTORY USING BARCODE (AUTOMATED INPUT)

How to inventory through automated input of a material's barcode

01

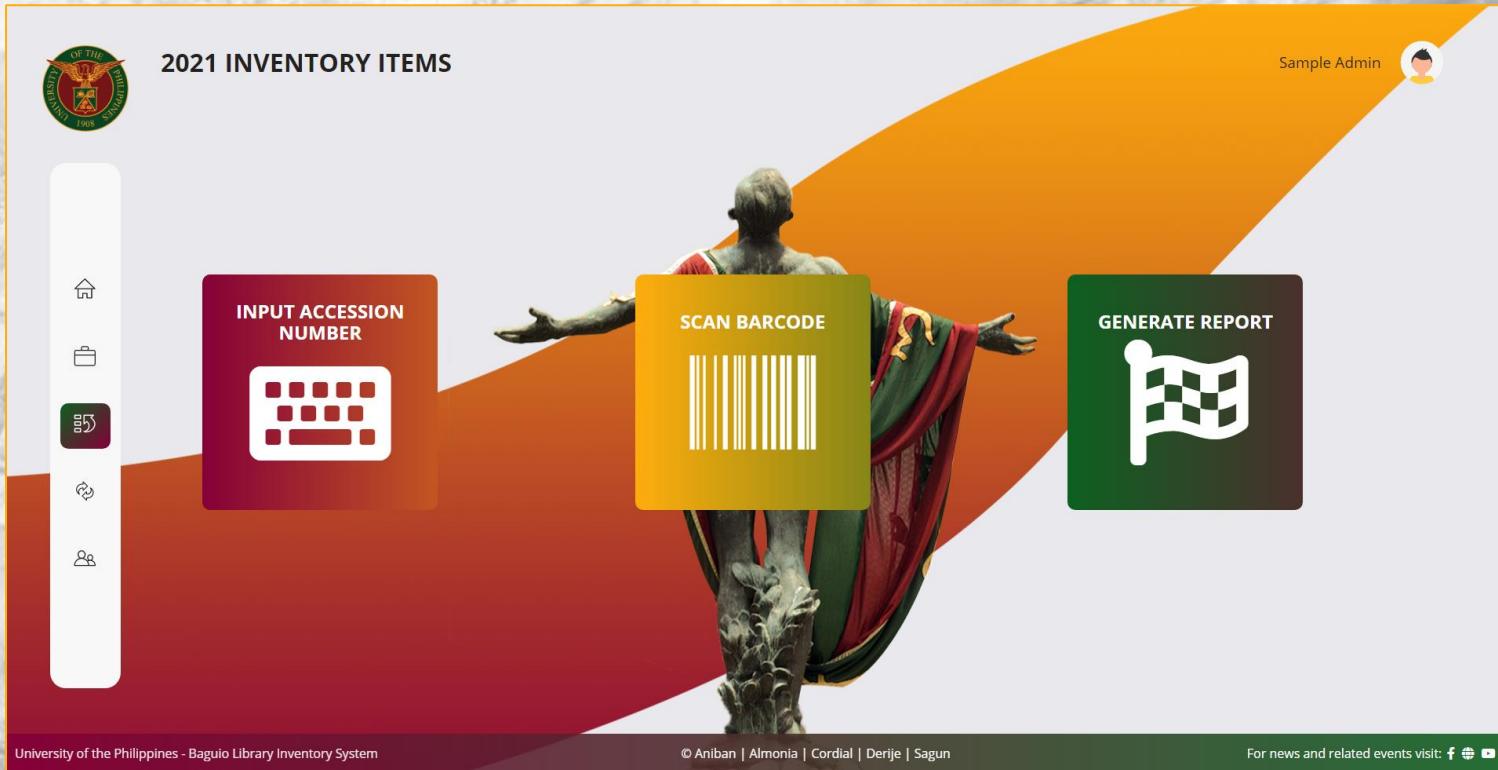
Locate the Inventory button  located at the navigation bar on the left part of the user's screen.



# 02

# INVENTORY USING BARCODE (AUTOMATED INPUT)

On the Inventory page, the user is given three options, for the automated input, click on the Scan Barcode button.  A modal pop-up will appear upon clicking the button.

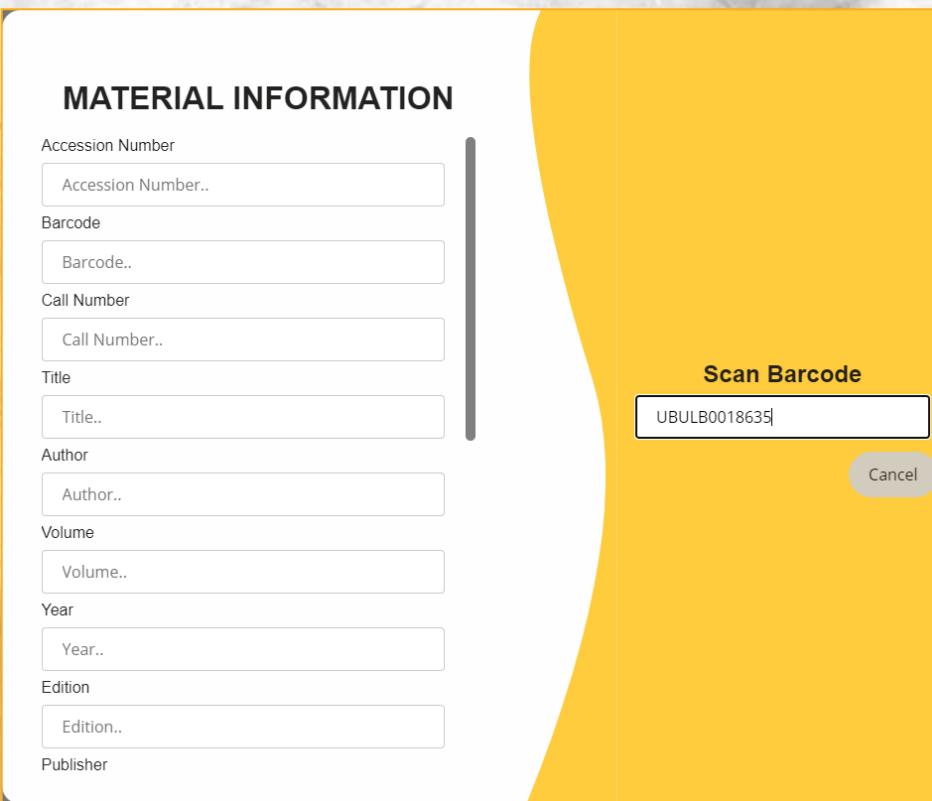


The screenshot shows the '2021 INVENTORY ITEMS' page. At the top left is the University of the Philippines Baguio logo. On the right is a user profile for 'Sample Admin'. A vertical sidebar on the left contains icons for Home, Inventory, Reports, and Help. The main area features a statue of a man in a red robe with arms outstretched. Three large buttons are overlaid: 'INPUT ACCESSION NUMBER' with a keyboard icon, 'SCAN BARCODE' with a barcode icon (which is highlighted in yellow), and 'GENERATE REPORT' with a checkered flag icon. The bottom of the screen includes a footer with the text 'University of the Philippines - Baguio Library Inventory System', copyright information for Aniban, Almonia, Cordial, Derije, and Sagun, and links for news and events.

# 03

# INVENTORY USING BARCODE (AUTOMATED INPUT)

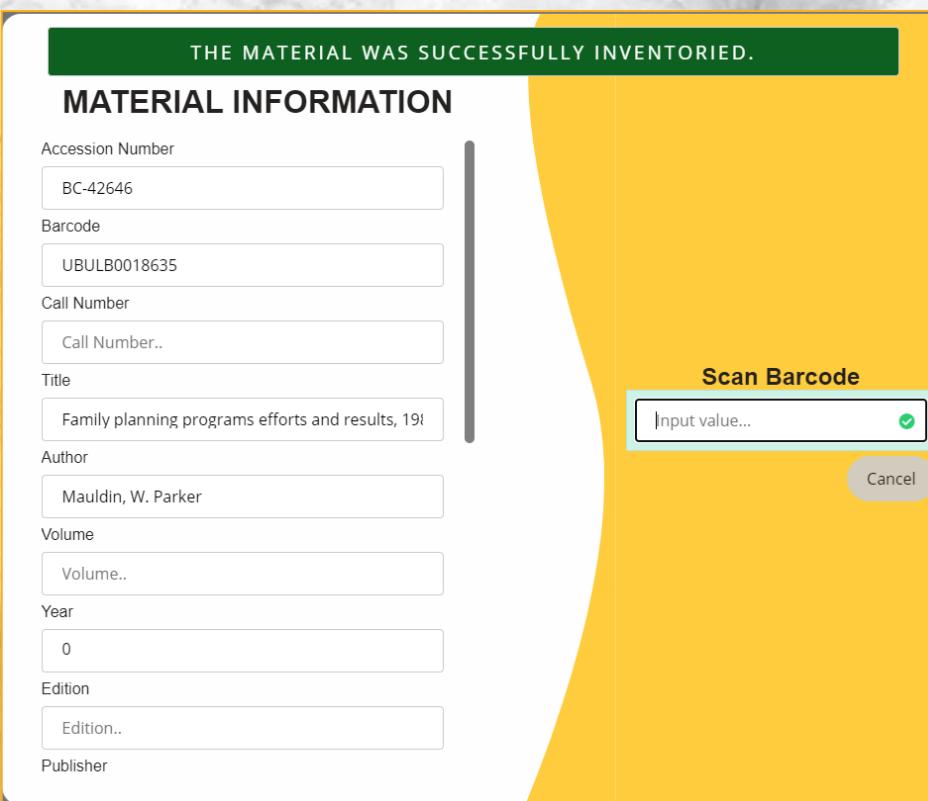
A modal pop up that looks like the one below will appear after clicking the Scan Barcode button. The user has the option to use a barcode scanner or manually input the material's barcode. Some barcode scanners automatically enter after scanning. If scanner does not automatically enter or if the barcode is manually inputted, press Enter to add the material to the inventory.



## 04

# INVENTORY USING BARCODE (AUTOMATED INPUT)

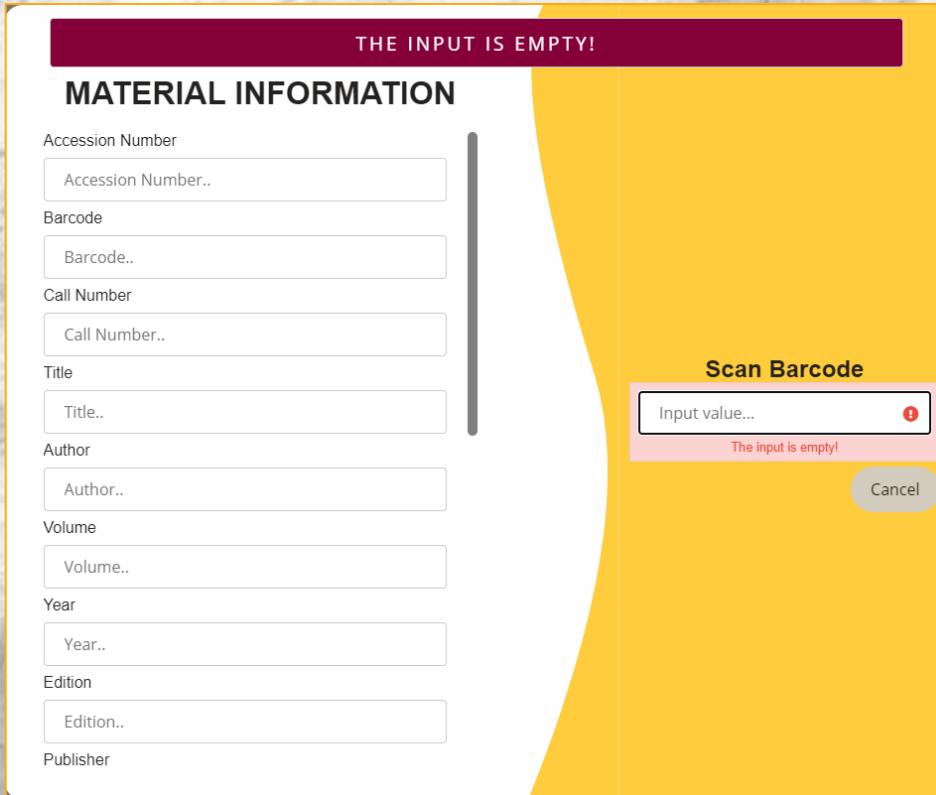
Once the material's barcode is entered, the material's information will appear on the left side of the modal. Likewise with the Input Accession Number modal, the user can edit the material's information on the fly. Just click on the Save Changes button  when finished.



## 05

# INVENTORY USING BARCODE (AUTOMATED INPUT)

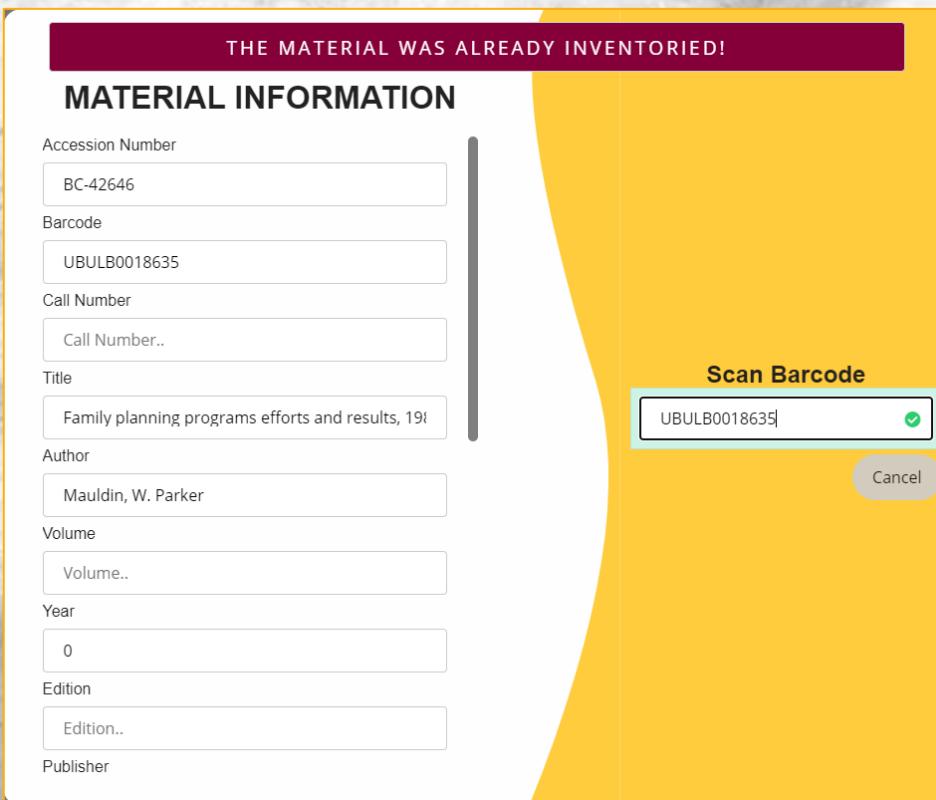
Like with the Input Accession Number option, error prompts may appear when there is an error after entering something in the Scan Barcode modal. One of these prompts happen when the form is entered without anything inputted. The prompt will appear like the image below.



## 06

# INVENTORY USING BARCODE (AUTOMATED INPUT)

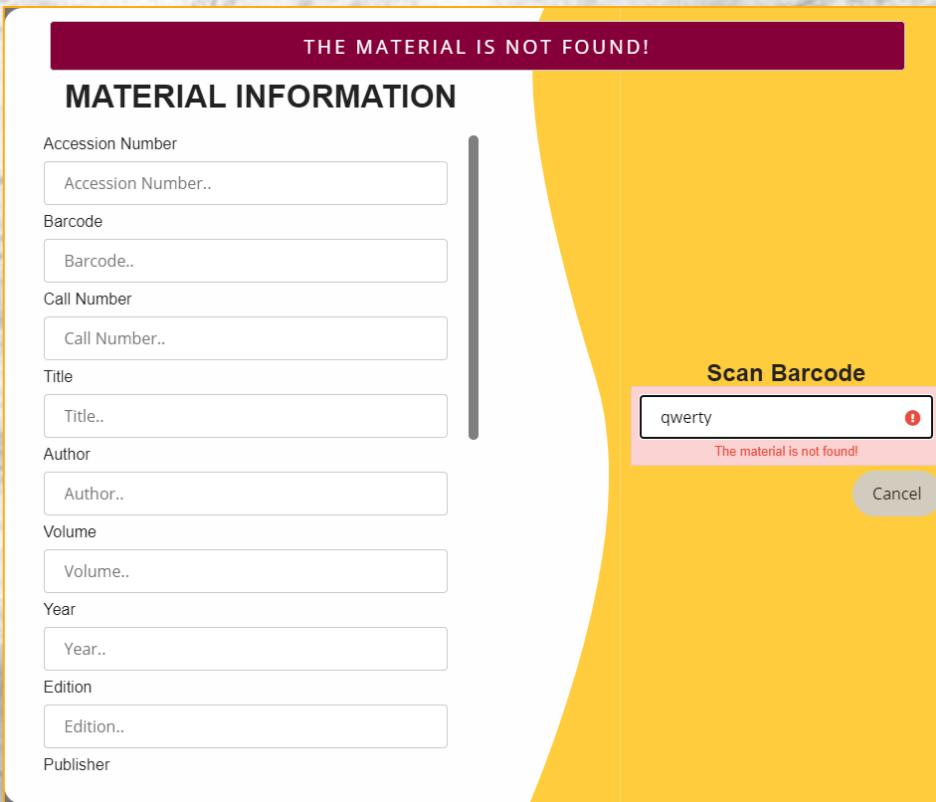
The next error prompt will appear when the user enters a Barcode that was already inventoried by the user or by a different user. The error prompt appears like the image reference below. Note that the material's information can still be edited despite the error prompt.



07

# INVENTORY USING BARCODE (AUTOMATED INPUT)

The last error prompt appears when the user enters a barcode that does not belong to any material in the database. The error prompt appears like the reference image below.

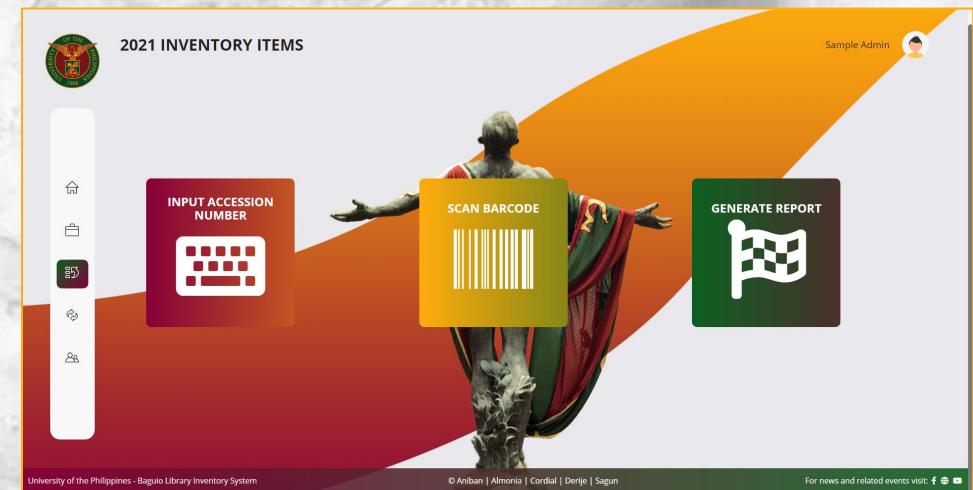


# MATERIALS REPORT GENERATION

How to generate a report  
*on the database's*  
materials?

01

Locate the Inventory button ⠁ located at the navigation bar on the left part of the user's screen.



# MATERIALS REPORT GENERATION

02

On the Inventory page, the user is given three options, for the material report generation, click on the Generate Report button.



A modal pop-up will appear upon clicking the button.

The screenshot shows the '2021 INVENTORY ITEMS' page. At the top left is the university's crest. On the right, there is a user profile for 'Sample Admin'. A vertical sidebar on the left contains icons for Home, Inventory, Reports, and Help. The main area features three buttons: 'INPUT ACCESSION NUMBER' with a keyboard icon, 'SCAN BARCODE' with a barcode icon, and 'GENERATE REPORT' with a checkered flag icon. In the background, there is a large image of a classical statue with arms outstretched. The footer includes the text 'University of the Philippines - Baguio Library Inventory System', copyright information for Aniban, Almonia, Cordial, Derije, and Sagun, and links for news and events.

2021 INVENTORY ITEMS

Sample Admin

INPUT ACCESSION NUMBER

SCAN BARCODE

GENERATE REPORT

University of the Philippines - Baguio Library Inventory System

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# MATERIALS REPORT GENERATION

03

A modal pop up that looks like the one below will appear after clicking the Generate Report button. The user has the option to choose what report to generate. For this instance, choose the Materials option. Then, press the Generate Report button.

## GENERATE REPORT

Choose report to generate:

Materials

Cancel

Generate Report

# MATERIALS REPORT GENERATION

04

The user will then be redirected to a page that looks like the reference photo below. On the upper left, a summary report of the total number of materials and number of unique titles are given. Every row in the breakdown is clickable. Clicking on one row will show all the materials under that category.

The screenshot shows a web-based library inventory system. At the top left is the University of the Philippines Baguio logo. To its right is the title "MATERIALS REPORT". On the far right is a user profile placeholder labeled "Sample User". A vertical sidebar on the left contains four icons: a house (Home), a briefcase (Materials), a document with a barcode (Inventory), and a circular arrow (Search). In the center, there's a summary box with the text "Total Number of Materials: 94601" and "Number of Unique Titles: 62300". Below this is a large image of a classical statue with arms outstretched. To the right of the statue are two tables. The first table, titled "Breakdown by Material Type", lists categories and counts: Article (8), Book (84926), Computer File (1582), Map (40), Mixed Material (1), Music (288), Serial (5), Thesis (5624), and Visual Material (2127). The second table, titled "Breakdown by Status", lists statuses and counts: Available Online (1143), In Process (2636), In Stacks Area (25), Long Overdue (159), Lost (590), On Loan (608), On Shelf (89386), and Preservation Copy (54). The bottom navigation bar includes links for "University of the Philippines - Baguio Library Inventory System", "© Aniban | Almonia | Cordial | Derije | Sagun", and "For news and related events visit: f g t".

Breakdown by Material Type	
Article:	8
Book:	84926
Computer File:	1582
Map:	40
Mixed Material:	1
Music:	288
Serial:	5
Thesis:	5624
Visual Material:	2127

Breakdown by Status	
Available Online:	1143
In Process:	2636
In Stacks Area:	25
Long Overdue:	159
Lost:	590
On Loan:	608
On Shelf:	89386
Preservation Copy:	54

## 05

# MATERIALS REPORT GENERATION

For example, the user clicks on the number beside the Material Type – Article, upon clicking the number, the user is shown a table of materials that has the conditions of what category the user chose. For this instance, the user is shown a table of materials under the article material type.

The screenshot shows a web-based library management system. At the top left is the university's logo. To its right is the title "MATERIALS REPORT". On the far right, there is a placeholder for "Sample User" with a small profile icon. The main content area features a large orange diagonal graphic with a classical statue in the background. On the left, there is a vertical sidebar with icons for Home, Catalog, and Reports. The central area displays two tables: "Breakdown by Material Type" and "Breakdown by Status".

**Total Number of Materials:** 94601  
**Number of Unique Titles:** 62300

Material Type	Count
Article	8
Book	84926
Computer File	1582
Map	40
Mixed Material	1
Music	288
Serial	5
Thesis	5624
Visual Material	2127

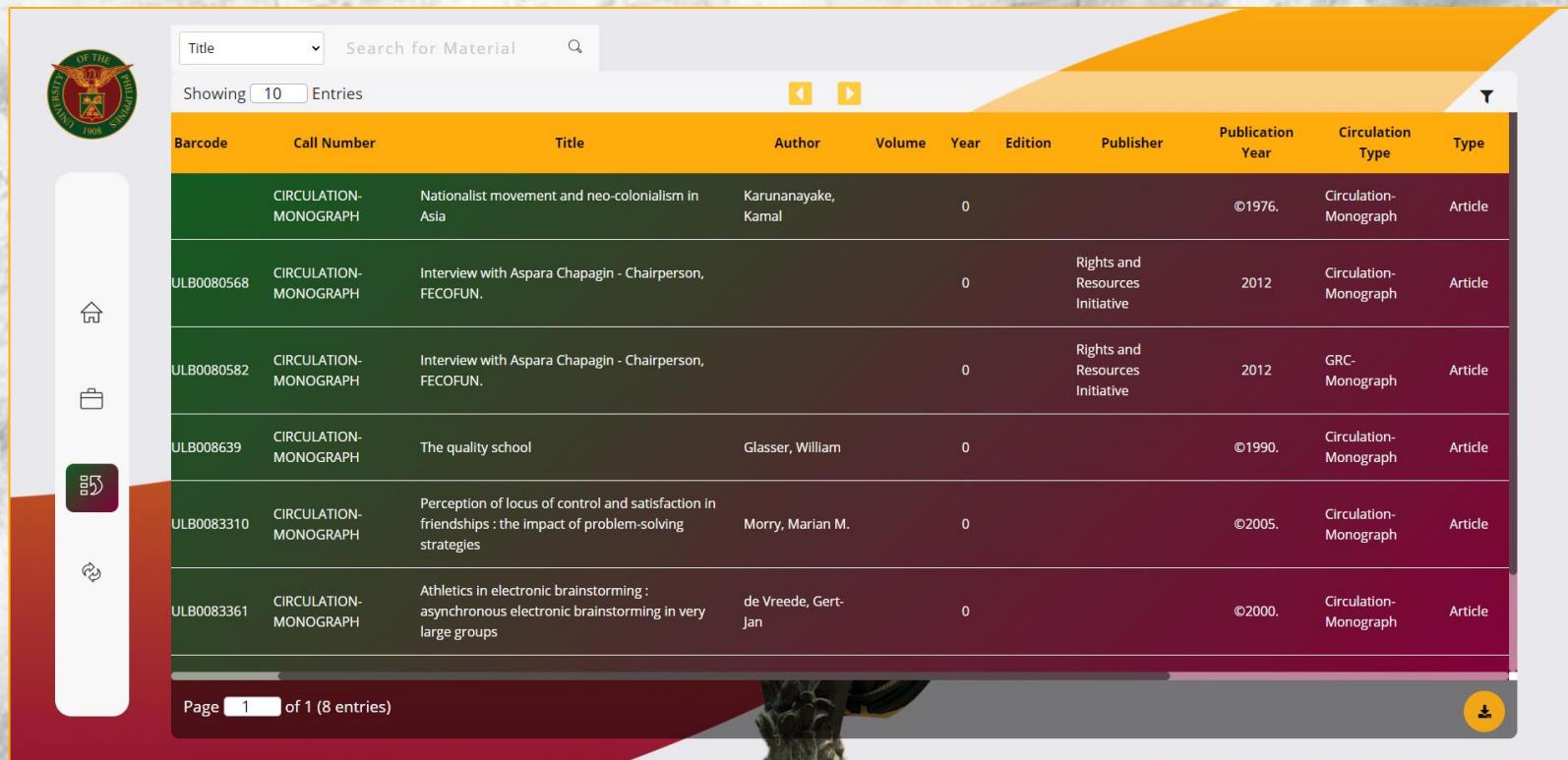
Status	Count
Available Online	1143
In Process	2636
In Stacks Area	25
Long Overdue	159
Lost	590
On Loan	608
On Shelf	89386
Preservation Copy	54

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## 06

# MATERIALS REPORT GENERATION

The table that will appear is similar to the one that can be seen in the All Materials page, except that materials cannot be added and edited here. Materials listed depend on what the user chose in the rows. On the bottom right corner, an export button  is available for data exportation.



Barcode	Call Number	Title	Author	Volume	Year	Edition	Publisher	Publication Year	Circulation Type	Type
	CIRCULATION-MONOGRAPH	Nationalist movement and neo-colonialism in Asia	Karunananayake, Kamal	0				©1976.	Circulation-Monograph	Article
ULB0080568	CIRCULATION-MONOGRAPH	Interview with Aspara Chapagin - Chairperson, FECOFUN.		0			Rights and Resources Initiative	2012	Circulation-Monograph	Article
ULB0080582	CIRCULATION-MONOGRAPH	Interview with Aspara Chapagin - Chairperson, FECOFUN.		0			Rights and Resources Initiative	2012	GRC-Monograph	Article
ULB008639	CIRCULATION-MONOGRAPH	The quality school	Glasser, William	0				©1990.	Circulation-Monograph	Article
ULB0083310	CIRCULATION-MONOGRAPH	Perception of locus of control and satisfaction in friendships : the impact of problem-solving strategies	Morry, Marian M.	0				©2005.	Circulation-Monograph	Article
ULB0083361	CIRCULATION-MONOGRAPH	Athletics in electronic brainstorming : asynchronous electronic brainstorming in very large groups	de Vreede, Gert-Jan	0				©2000.	Circulation-Monograph	Article

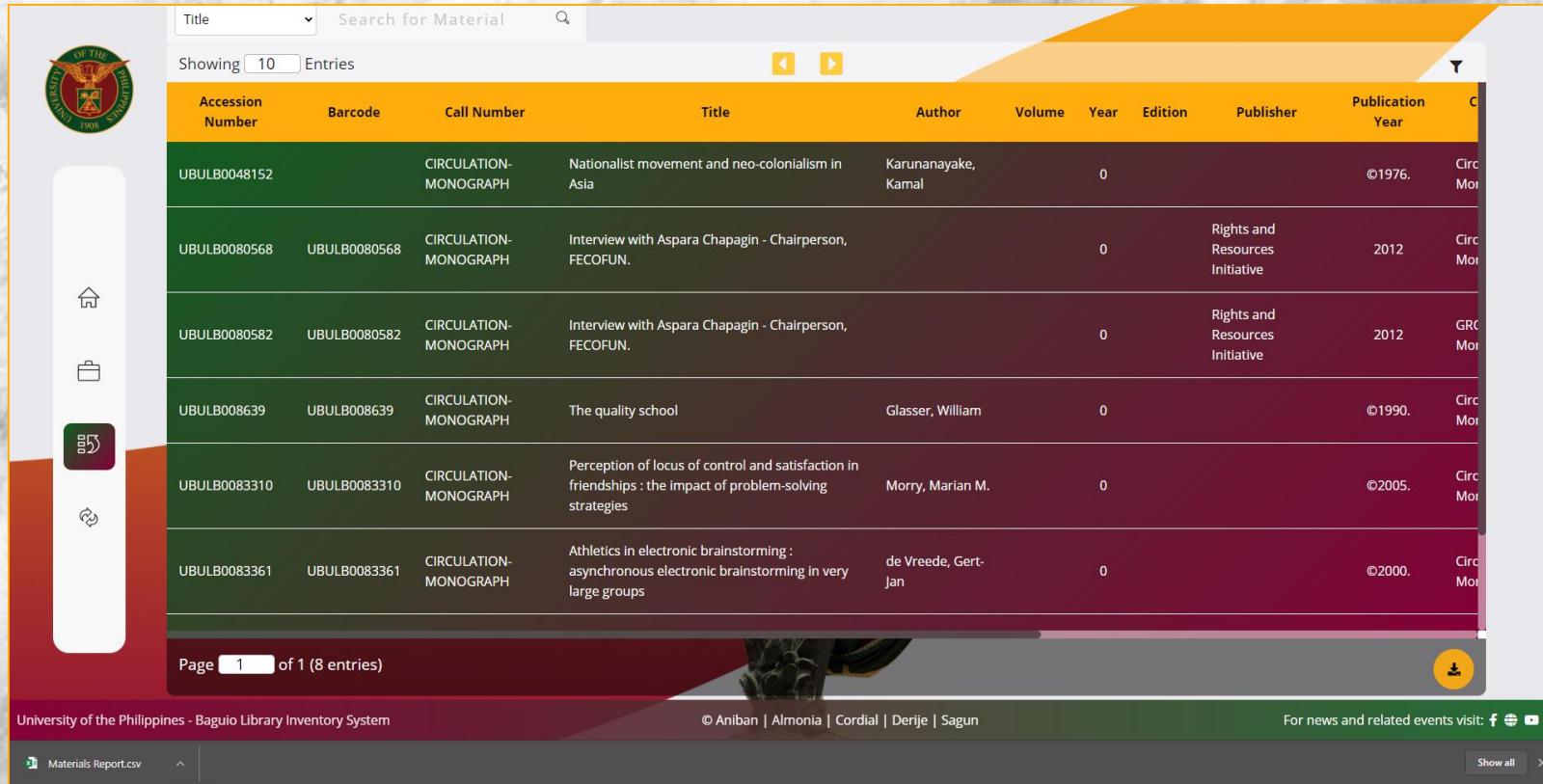
Page 1 of 1 (8 entries)



## 07

# MATERIALS REPORT GENERATION

Upon clicking the export button,  a .csv file will be exported. This .csv file contains all the materials listed under the chosen category of the user. The .csv file is viewable using a spreadsheet software like Microsoft Excel.



The screenshot shows a library management system interface. On the left, there's a sidebar with icons for Home, Catalog, and Materials Report (which is highlighted). The main area displays a table of materials with the following columns: Accession Number, Barcode, Call Number, Title, Author, Volume, Year, Edition, Publisher, Publication Year, and Category. The table lists six entries, each with a detailed description. At the bottom right of the table is a yellow circular button with a downward arrow icon, labeled 'CSV'. The footer includes links to the University of the Philippines Baguio website and social media, along with a 'Show all' button.

Accession Number	Barcode	Call Number	Title	Author	Volume	Year	Edition	Publisher	Publication Year	Category
UBULB0048152		CIRCULATION-MONOGRAPH	Nationalist movement and neo-colonialism in Asia	Karunanayake, Kamal	0				©1976.	Circ Mon
UBULB0080568	UBULB0080568	CIRCULATION-MONOGRAPH	Interview with Aspara Chapagin - Chairperson, FECOFUN.		0		Rights and Resources Initiative	2012		Circ Mon
UBULB0080582	UBULB0080582	CIRCULATION-MONOGRAPH	Interview with Aspara Chapagin - Chairperson, FECOFUN.		0		Rights and Resources Initiative	2012		GRC Mon
UBULB008639	UBULB008639	CIRCULATION-MONOGRAPH	The quality school	Glasser, William	0				©1990.	Circ Mon
UBULB0083310	UBULB0083310	CIRCULATION-MONOGRAPH	Perception of locus of control and satisfaction in friendships : the impact of problem-solving strategies	Morry, Marian M.	0				©2005.	Circ Mon
UBULB0083361	UBULB0083361	CIRCULATION-MONOGRAPH	Athletics in electronic brainstorming : asynchronous electronic brainstorming in very large groups	de Vreede, Gert-Jan	0				©2000.	Circ Mon

Page 1 of 1 (8 entries)

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Materials Report.csv Show all X

# MATERIALS REPORT GENERATION

08

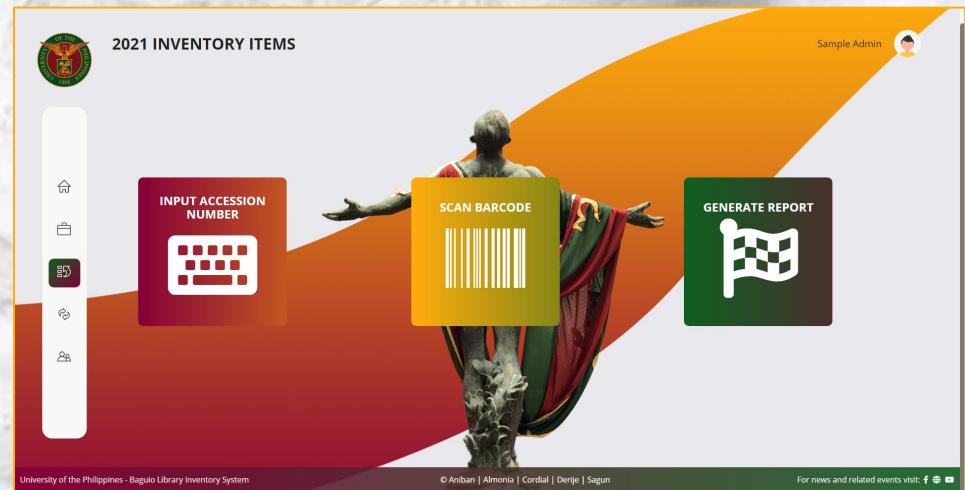
The exported .csv file looks something like the reference photo below. The exported file contains all necessary information stored in the database. This data can now be used by the user for whatever purpose it may serve.

# MATERIALS REPORT GENERATION

How to generate a report  
on the inventory count?

01

Locate the Inventory button  located at the navigation bar on the left part of the user's screen.



# INVENTORY REPORT GENERATION

02

On the Inventory page, the user is given three options, for the inventory report generation, click on the Generate Report button.



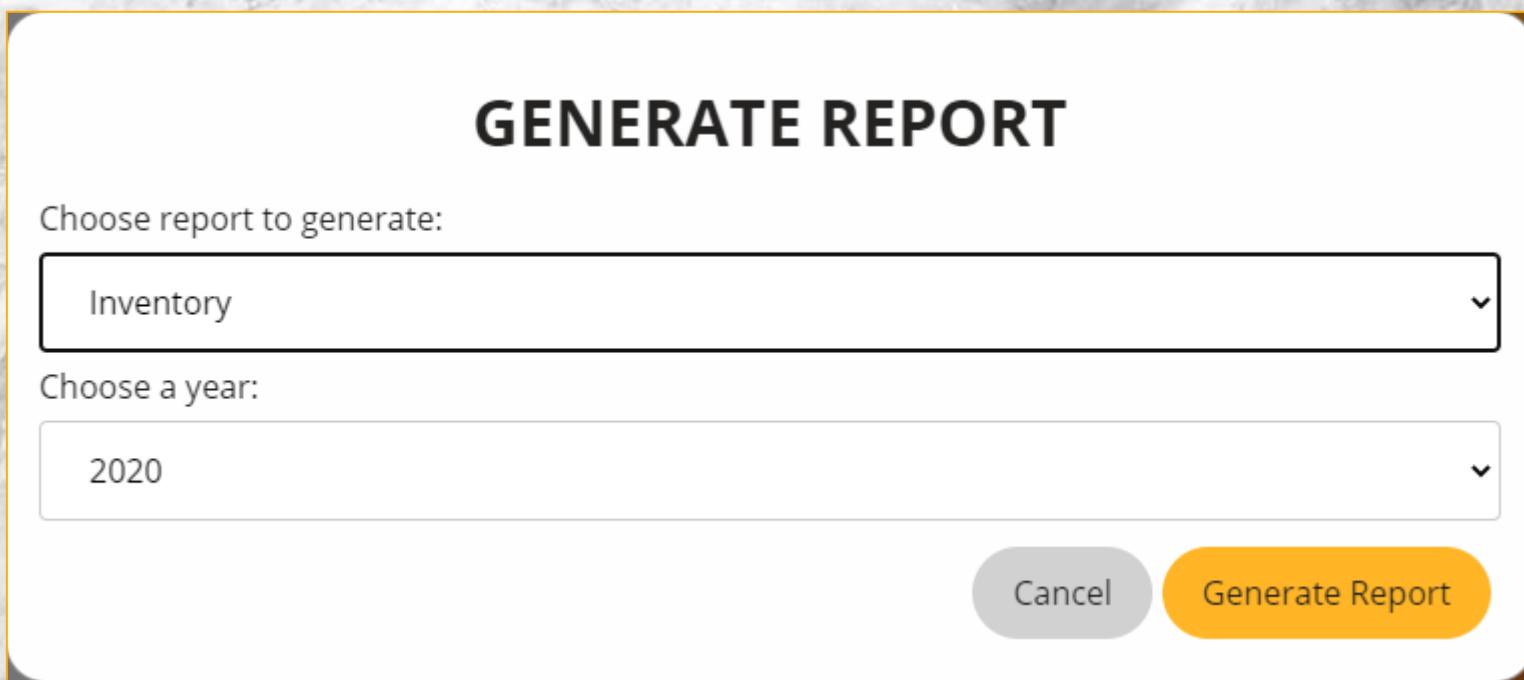
A modal pop-up will appear upon clicking the button.

A screenshot of the University of the Philippines Baguio Library Inventory System homepage. The page features a large background image of a classical statue with arms outstretched. Overlaid on the page are several interactive elements: a sidebar on the left with icons for Home, About, Services, and Contact; a red box labeled "INPUT ACCESSION NUMBER" with a keyboard icon; a yellow box labeled "SCAN BARCODE" with a barcode icon; and a green box labeled "GENERATE REPORT" with a checkered racing flag icon. At the top left is the university's crest and the text "2021 INVENTORY ITEMS". At the top right is a user profile for "Sample Admin". The footer contains the text "University of the Philippines - Baguio Library Inventory System", copyright information for Aniban, Almonia, Cordial, Derije, and Sagun, and links for news and events.

# INVENTORY REPORT GENERATION

03

A modal pop up that looks like the one below will appear after clicking the Generate Report button. The user has the option to choose what report to generate. For this instance, choose the Inventory option. Next, choose a year of inventory. Then, press the Generate Report button.



## 04

# INVENTORY REPORT GENERATION

The user will then be redirected to a page that looks like the reference photo below. A summary report of the total number of materials, inventoried and not inventoried materials, not acquired, and new acquisitions are shown. Every category, except the total number of materials, is clickable. Clicking on one category will show all the materials under that category.

The screenshot shows a web-based inventory report interface. At the top left is the university's logo. To its right, the title "2021 INVENTORY REPORT (AS OF JUN 19, 2021 - 5:16:17 AM)" is displayed. On the far right, there is a "Sample User" profile icon. The main content area features a large, stylized graphic of a figure in red and green robes with arms outstretched, set against a background of orange and white diagonal stripes. Below this graphic, a summary table provides the following data:

Total Number of Materials: 94601					
Inventoried:	20001	Not Inventoried:	59999	Not Acquired:	14601
New Acquisitions:	19999				

To the left of the main content is a vertical sidebar with four icons: a house (Home), a briefcase (Materials), a document with a barcode (Inventory), and a gear (Settings).

At the bottom of the page, the footer contains the text "University of the Philippines - Baguio Library Inventory System" and "© Aniban | Almonia | Cordial | Derije | Sagun". It also includes links for social media and news: "For news and related events visit: f g m".

# 05

# INVENTORY REPORT GENERATION

For example, the user clicks on the number beside the Inventoried materials, upon clicking the number, the user is shown a table of materials that has the conditions of what category the user chose. For this instance, the user is shown a table of inventoried materials.

The screenshot shows a web-based inventory report interface. At the top left is the University of the Philippines Baguio logo. In the center, the title "2021 INVENTORY REPORT (AS OF JUN 19, 2021 - 5:16:17 AM)" is displayed. On the right, there is a "Sample User" profile icon. Below the title, a summary table provides the total number of materials and their categories:

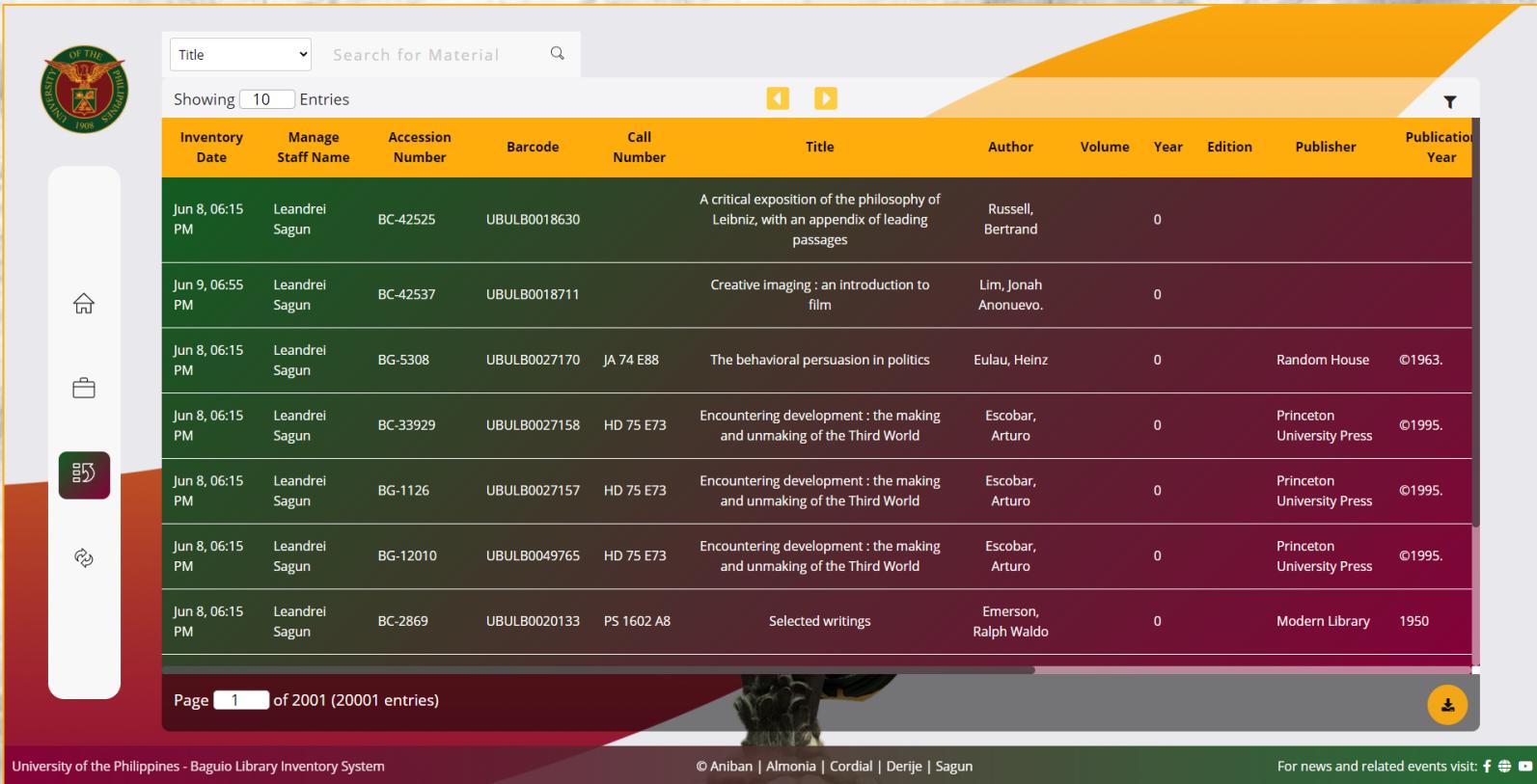
Total Number of Materials: 94601							
Inventoried:	20001	Not Inventoried:	59999	Not Acquired:	14601	New Acquisitions:	19999

A vertical sidebar on the left contains navigation icons: a house (Home), a briefcase (Inventory), a document with a gear (Reports), and a circular arrow (Search). The background features a large, stylized image of a statue's torso and arms, draped in red and green fabric, set against a gradient background from orange to white.

At the bottom, the footer includes the text "University of the Philippines - Baguio Library Inventory System", copyright information ("© Aniban | Almonia | Cordial | Derije | Sagun"), and a link for news and events with social media icons for Facebook, YouTube, and Instagram.

# INVENTORY REPORT GENERATION

The table that will appear is similar to the one that can be seen in the All Materials page, except that materials cannot be added and edited here. Materials listed depend on what category the user chose. On the bottom right corner, an export button  is available for data exportation.



The screenshot shows a web-based library inventory system interface. At the top left is the university's logo. To its right is a search bar with dropdown menus for 'Title' and 'Search for Material'. Below the search bar is a table header with columns: Inventory Date, Manage Staff Name, Accession Number, Barcode, Call Number, Title, Author, Volume, Year, Edition, Publisher, and Publication Year. The table body contains seven rows of data. The first row lists 'Jun 8, 06:15 PM' as the inventory date, 'Leandrei Sagun' as the staff name, 'BC-42525' as the accession number, 'UBULB0018630' as the barcode, and 'A critical exposition of the philosophy of Leibniz, with an appendix of leading passages' as the title. The author is 'Russell, Bertrand'. The second row lists 'Jun 9, 06:55 PM' as the inventory date, 'Leandrei Sagun' as the staff name, 'BC-42537' as the accession number, 'UBULB0018711' as the barcode, and 'Creative imaging : an introduction to film' as the title. The author is 'Lim, Jonah Anonuevo.'. The third row lists 'Jun 8, 06:15 PM' as the inventory date, 'Leandrei Sagun' as the staff name, 'BG-5308' as the accession number, 'UBULB0027170' as the barcode, 'JA 74 E88' as the call number, and 'The behavioral persuasion in politics' as the title. The author is 'Eulau, Heinz'. The fourth row lists 'Jun 8, 06:15 PM' as the inventory date, 'Leandrei Sagun' as the staff name, 'BC-33929' as the accession number, 'UBULB0027158' as the barcode, 'HD 75 E73' as the call number, and 'Encountering development : the making and unmaking of the Third World' as the title. The author is 'Escobar, Arturo'. The fifth row lists 'Jun 8, 06:15 PM' as the inventory date, 'Leandrei Sagun' as the staff name, 'BG-1126' as the accession number, 'UBULB0027157' as the barcode, 'HD 75 E73' as the call number, and 'Encountering development : the making and unmaking of the Third World' as the title. The author is 'Escobar, Arturo'. The sixth row lists 'Jun 8, 06:15 PM' as the inventory date, 'Leandrei Sagun' as the staff name, 'BG-12010' as the accession number, 'UBULB0049765' as the barcode, 'HD 75 E73' as the call number, and 'Encountering development : the making and unmaking of the Third World' as the title. The author is 'Escobar, Arturo'. The seventh row lists 'Jun 8, 06:15 PM' as the inventory date, 'Leandrei Sagun' as the staff name, 'BC-2869' as the accession number, 'UBULB0020133' as the barcode, 'PS 1602 A8' as the call number, and 'Selected writings' as the title. The author is 'Emerson, Ralph Waldo'. The bottom of the table shows a footer with 'Page 1 of 2001 (20001 entries)' and a yellow export button with a download icon.

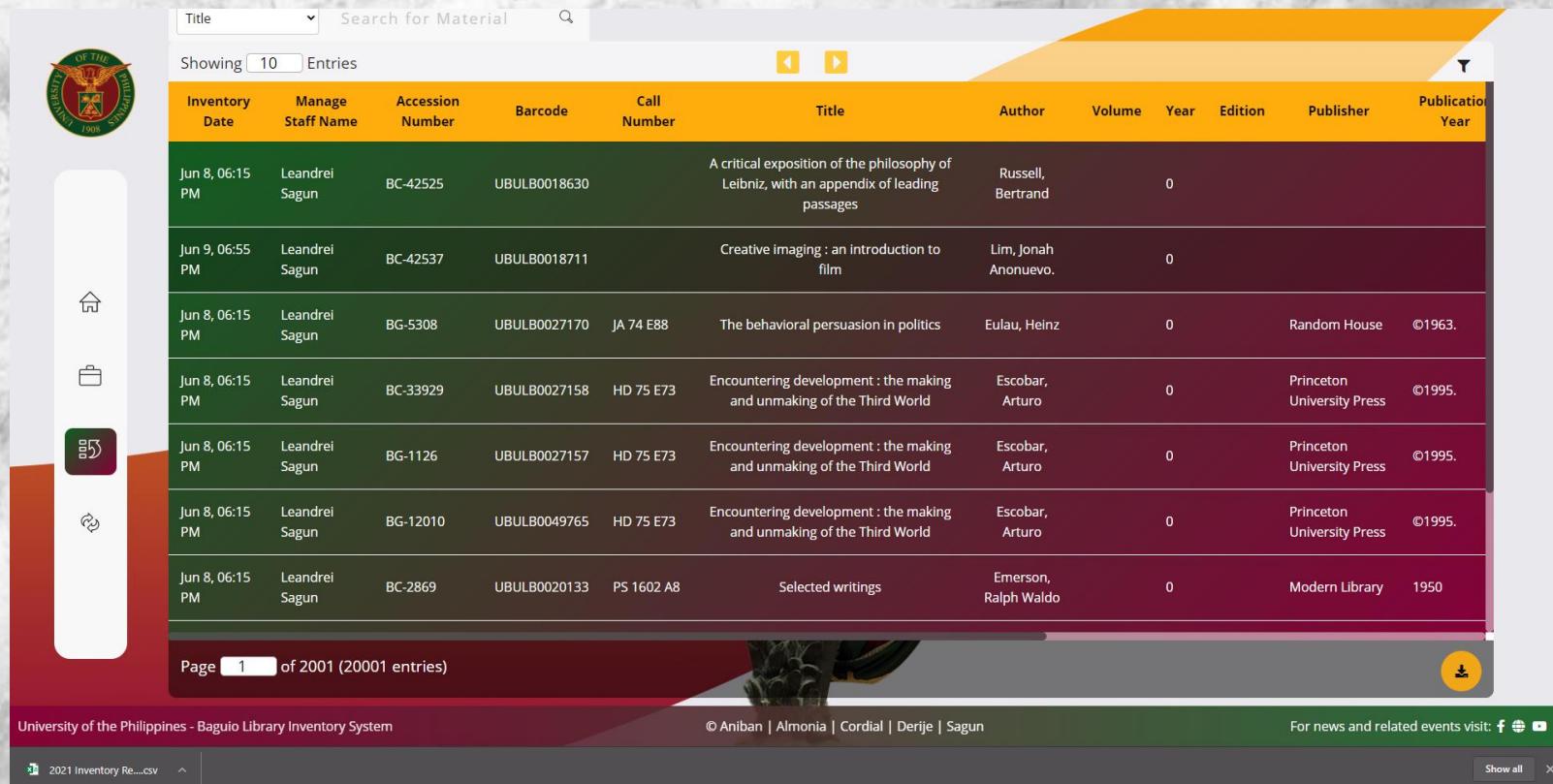
Inventory Date	Manage Staff Name	Accession Number	Barcode	Call Number	Title	Author	Volume	Year	Edition	Publisher	Publication Year
Jun 8, 06:15 PM	Leandrei Sagun	BC-42525	UBULB0018630		A critical exposition of the philosophy of Leibniz, with an appendix of leading passages	Russell, Bertrand	0				
Jun 9, 06:55 PM	Leandrei Sagun	BC-42537	UBULB0018711		Creative imaging : an introduction to film	Lim, Jonah Anonuevo.	0				
Jun 8, 06:15 PM	Leandrei Sagun	BG-5308	UBULB0027170	JA 74 E88	The behavioral persuasion in politics	Eulau, Heinz	0			Random House	©1963.
Jun 8, 06:15 PM	Leandrei Sagun	BC-33929	UBULB0027158	HD 75 E73	Encountering development : the making and unmaking of the Third World	Escobar, Arturo	0			Princeton University Press	©1995.
Jun 8, 06:15 PM	Leandrei Sagun	BG-1126	UBULB0027157	HD 75 E73	Encountering development : the making and unmaking of the Third World	Escobar, Arturo	0			Princeton University Press	©1995.
Jun 8, 06:15 PM	Leandrei Sagun	BG-12010	UBULB0049765	HD 75 E73	Encountering development : the making and unmaking of the Third World	Escobar, Arturo	0			Princeton University Press	©1995.
Jun 8, 06:15 PM	Leandrei Sagun	BC-2869	UBULB0020133	PS 1602 A8	Selected writings	Emerson, Ralph Waldo	0			Modern Library	1950

Page 1 of 2001 (20001 entries) 

## 07

# INVENTORY REPORT GENERATION

Upon clicking the export button,  a .csv file will be exported. This .csv file contains all the materials listed under the chosen category of the user. The .csv file is viewable using a spreadsheet software like Microsoft Excel.



The screenshot shows a library inventory system interface. At the top, there is a search bar labeled "Search for Material" with a magnifying glass icon. Below the search bar, it says "Showing 10 Entries". On the left side, there is a vertical sidebar with icons for home, files, and a search function. The main content area displays a table of book entries:

Inventory Date	Manage Staff Name	Accession Number	Barcode	Call Number	Title	Author	Volume	Year	Edition	Publisher	Publication Year
Jun 8, 06:15 PM	Leandrei Sagun	BC-42525	UBULB0018630		A critical exposition of the philosophy of Leibniz, with an appendix of leading passages	Russell, Bertrand		0			
Jun 9, 06:55 PM	Leandrei Sagun	BC-42537	UBULB0018711		Creative imaging : an introduction to film	Lim, Jonah Anonuevo.		0			
Jun 8, 06:15 PM	Leandrei Sagun	BG-5308	UBULB0027170	JA 74 E88	The behavioral persuasion in politics	Eulau, Heinz	0			Random House	©1963.
Jun 8, 06:15 PM	Leandrei Sagun	BC-33929	UBULB0027158	HD 75 E73	Encountering development : the making and unmaking of the Third World	Escobar, Arturo	0			Princeton University Press	©1995.
Jun 8, 06:15 PM	Leandrei Sagun	BG-1126	UBULB0027157	HD 75 E73	Encountering development : the making and unmaking of the Third World	Escobar, Arturo	0			Princeton University Press	©1995.
Jun 8, 06:15 PM	Leandrei Sagun	BG-12010	UBULB0049765	HD 75 E73	Encountering development : the making and unmaking of the Third World	Escobar, Arturo	0			Princeton University Press	©1995.
Jun 8, 06:15 PM	Leandrei Sagun	BC-2869	UBULB0020133	PS 1602 A8	Selected writings	Emerson, Ralph Waldo	0			Modern Library	1950

At the bottom, it says "Page 1 of 2001 (20001 entries)". There is also a yellow "Export" button with a download icon. The footer includes links to the University of the Philippines Baguio Library Inventory System, copyright information, social media links, and a "Show all" button.

## 08

# INVENTORY REPORT GENERATION

The exported .csv file looks something like the reference photo below. The exported file contains all necessary information stored in the database. This data can now be used by the user for whatever purpose it may serve.

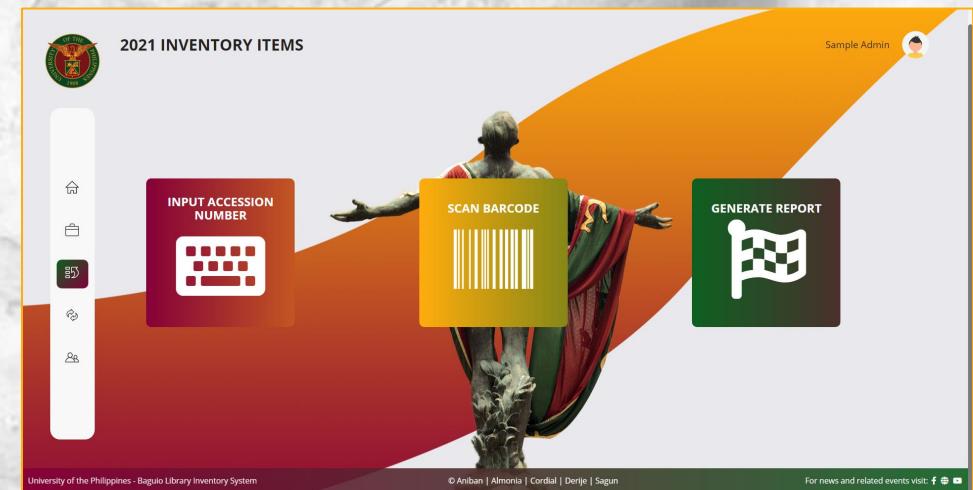
2021 Inventory Report (Inventoried Materials)		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	2021 Inventory Report (Inventoried Materials)																					
2	Date Created:		Jun 19, 2021																			
3	Time Created:		5:32:04 am																			
4	Filters:		none																			
5	Search:		none																			
6	Sorted by:		none																			
7	Number of Inventoried Materials:		20001																			
8	Date Inventoried																					
10	June 8, 2021	Time Inventoried	6:15:56 pm	Inventory #	LeandreisBC-42525	Accession Barcode	UBULB0018630	Title	Author	Volume	Year	Edition	Publisher	Publication	Circulation Type	Status	Source	Location	Inventory	Last Year	Inventoried	
11	June 9, 2021		6:55:03 pm		LeandreisBC-42537		UBULB0018711	Critical Russell, Bertrand Creative i	Lim, Jonah Anonuev		0			Circulatio	Book	On Shelf	Main Library	0				
12	June 8, 2021		6:15:56 pm		LeandreisBG-5308		UBULB0021A74E84	The behav Eulau, Heinz			0			Random H	©1963	Circulatio	Book	On Shelf	Main Library	0		
13	June 8, 2021		6:15:56 pm		LeandreisBG-33920		UBULB002HD 75 E73	Encounter Escobar, Arturo			0			Princeton	©1995	Circulatio	Book	On Shelf	Main Library	0		
14	June 8, 2021		6:15:56 pm		LeandreisBG-1126		UBULB002HD 75 E73	Encounter Escobar, Arturo			0			Princeton	©1996	Circulatio	Book	On Shelf	Main Library	0		
15	June 8, 2021		6:15:56 pm		LeandreisBG-12018		UBULB004HD 75 E73	Encounter Escobar, Arturo			0			Princeton	©1995	Circulatio	Book	On Shelf	Main Library	0		
16	June 8, 2021		6:15:56 pm		LeandreisBC-2869		UBULB002PS 1602 A	Selected Emerson, Ralph Waldo			0			Modern Li	1950	Circulatio	Book	On Shelf	Main Library	0		
17	June 8, 2021		6:15:56 pm		LeandreisBC-12367		UBULB002N 5303 E4	Purposes Elsen, Albert E.			0			Holt, Rine	©1972	Circulatio	Book	On Shelf	Main Library	0		
18	June 8, 2021		6:15:56 pm		LeandreisBC-33000		UBULB002P 118.2 E4	The study Ellis, Rod			0					Circulatio	Book	On Shelf	Main Library	0		
19	June 8, 2021		6:15:56 pm		LeandreisBC-34932		UBULB001P 118.2 E4	The study Ellis, Rod			0					Circulatio	Book	On Shelf	Main Library	0		
20	June 8, 2021		6:15:56 pm		LeandreisBC-36094		UBULB001P 118.2 E4	The study Ellis, Rod			0					Circulatio	Book	On Shelf	Main Library	0		
21	June 8, 2021		6:15:56 pm		LeandreisBC-12626		UBULB002JA 76 E58	Political sociology : a reader			0			Basic Bool	©1971	Circulatio	Book	On Shelf	Main Library	0		
22	June 8, 2021		6:15:56 pm		LeandreisBC-28363		UBULB002HD 4901 E	Modern Ia Ehrenberg, Ronald G			0			HarperCol	©1991	Circulatio	Book	On Shelf	Main Library	0		
23	June 8, 2021		6:15:56 pm		LeandreisBG-4787		UBULB001HD 4901 E	Modern Ia Ehrenberg, Ronald G			0			HarperCol	©1991	Circulatio	Book	On Shelf	Main Library	0		
24	June 8, 2021		6:15:56 pm		LeandreisBG-6055		UBULB002HD 4901 E	Modern Ia Ehrenberg, Ronald G			0			Addison-V	©1997	Circulatio	Book	On Shelf	Main Library	0		
25	June 8, 2021		6:15:56 pm		LeandreisBC-31714		UBULB003HQ 663.2 J	Family, ge Jacobson, Jodi			0					Circulatio	Book	On Shelf	Main Library	0		
26	June 8, 2021		6:15:56 pm		LeandreisBC-30949		UBULB003HQ 759.9	The new / Cherlin, Andrew J.			0					Circulatio	Book	On Shelf	Main Library	0		
27	June 8, 2021		6:15:56 pm		LeandreisBC-3617		UBULB001HQ 781 E7	Childhooc Erikson, Erik H.			0			Norton	1950	Circulatio	Book	On Shelf	Main Library	0		
28	June 8, 2021		6:15:56 pm		LeandreisBG-1359		UBULB001HQ 781 E7	Childhooc Erikson, Erik H.			0			Norton	1950	Circulatio	Book	On Shelf	Main Library	0		
29	June 8, 2021		6:15:56 pm		LeandreisBC-30838		UBULB001HQ 781 E7	Childhooc Erikson, Erik H.			0			Norton	1963	Circulatio	Book	On Shelf	Main Library	0		
30	June 8, 2021		6:15:56 pm		LeandreisBG-2327		UBULB001HQ 781 E7	Childhooc Erikson, Erik H.			0			Norton	1963	Circulatio	Book	On Shelf	Main Library	0		
31	June 8, 2021		6:15:56 pm		LeandreisBG-9210		UBULB005HQ 781 E7	Childhooc Erikson, Erik H.			0			Norton	1963	Circulatio	Book	On Shelf	Main Library	0		
32	June 8, 2021		6:15:56 pm		LeandreisBC-13037		UBULB001HQ 781 W	Six cultur Whiting, Beatrice Bl			0			Wiley	1963	Circulatio	Book	On Shelf	Main Library	0		
33	June 8, 2021		6:15:56 pm		LeandreisBC-24501		UBULB001HQ 783 M	Guidance Marion, Marian			0			Merrill	©1987	Circulatio	Book	On Shelf	Main Library	0		
34	June 8, 2021		6:15:56 pm		LeandreisBC-3284		UBULB003HQ 785 J4	These are Jenkins, Gladys Gard			0			Scott, For	©1953	Circulatio	Book	On Shelf	Main Library	0		
35	June 8, 2021		6:15:56 pm		LeandreisBC-10062		UBULB001HQ 792 R9	Two worl Bronfenbrenner, Uri			0			Russell Sa	1970	Circulatio	Book	On Shelf	Main Library	0		
36	June 8, 2021		6:15:56 pm		LeandreisBC-30561		UBULB001HQ 1090 N	Men, masculinities & social the			0					Circulatio	Book	On Shelf	Main Library	0		
37	June 8, 2021		6:15:56 pm		LeandreisBC-14198		UBULB001HF 5718 A	Organizati Allen, Richard K.			0			Harper & I	©1977	Circulatio	Book	On Shelf	Main Library	0		

# COMPARISON REPORT GENERATION

How to generate a comparison report on the inventory data of two years?

01

Locate the Inventory button ⠁ located at the navigation bar on the left part of the user's screen.



## 02

# COMPARISON REPORT GENERATION

On the Inventory page, the user is given three options, for the comparison report generation, click on the Generate Report button.



A modal pop-up will appear upon clicking the button.

The screenshot shows the '2021 INVENTORY ITEMS' page. At the top left is the university's crest. On the right, there is a profile picture for 'Sample Admin'. A vertical sidebar on the left contains icons for Home, Inventory, Reports, and Help. The main area features three buttons: 'INPUT ACCESSION NUMBER' with a keyboard icon, 'SCAN BARCODE' with a barcode icon, and 'GENERATE REPORT' with a checkered flag icon. In the background, there is a large image of a classical statue with arms outstretched. The footer includes the text 'University of the Philippines - Baguio Library Inventory System', copyright information for Aniban, Almonia, Cordial, Derije, and Sagun, and links for news and events.

2021 INVENTORY ITEMS

Sample Admin

INPUT ACCESSION NUMBER

SCAN BARCODE

GENERATE REPORT

University of the Philippines - Baguio Library Inventory System

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For news and related events visit: [f](#) [g](#) [y](#)

# COMPARISON REPORT GENERATION

03

A modal pop up that looks like the one below will appear after clicking the Generate Report button. The user has the option to choose what report to generate. For this instance, choose the Comparison option. The user has the option to choose two years for comparison. Then, press the Generate Report button.

Generate Report

## GENERATE REPORT

Choose report to generate:

Comparison

Choose first year:

2020

Choose second year:

2021

Cancel

Generate Report

# 04

# COMPARISON REPORT GENERATION

The user will then be redirected to a page that looks like the reference photo below. A summary of inventory data between the two years is presented on the page. Every category is clickable. Clicking on one category will show all the materials under that category.

The screenshot shows a comparison report for the University of the Philippines Baguio Library Inventory System. The title "2020 AND 2021 INVENTORY COMPARISON" is at the top left, next to the university's logo. On the right, there is a profile picture for "Sample User". The interface has a sidebar with icons for Home, Catalog, and Reports. The main content area is divided into two sections: "2020" and "2021". In the 2020 section, the data is:

Category	Value
Inventoried:	0
Not Inventoried:	60001
Not Acquired:	34600

In the 2021 section, the data is:

Category	Value
Inventoried:	20001
Not Inventoried:	59999
Not Acquired:	14601
New Acquisitions:	19999

Below these sections, there are four cards with counts:

- Materials inventoried in 2020 and 2021: 0
- Materials inventoried in 2020 only: 0
- Materials inventoried in 2021 only: 2
- Materials not inventoried in 2020 and 2021: 59999

At the bottom, the footer includes links to Aniban, Almonia, Cordial, Derije, and Sagun, and a note about news and events on social media.

# 05

# COMPARISON REPORT GENERATION

For example, the user clicks on the number under the Materials not inventoried in 2020 and 2021, upon clicking the number, the user is shown a table of materials that has the conditions of what category the user chose. For this instance, the user is shown a table of materials that were not inventoried in both years.

The screenshot shows a web-based inventory comparison tool. At the top left is the University of the Philippines Baguio logo. To its right is the title "2020 AND 2021 INVENTORY COMPARISON". On the far right is a user profile placeholder labeled "Sample User". Below the title, there are two main sections: "2020" and "2021". Each section contains three data points:

Category	2020	2021
Inventoried:	0	20001
Not Inventoried:	60001	59999
Not Acquired:	34600	14601

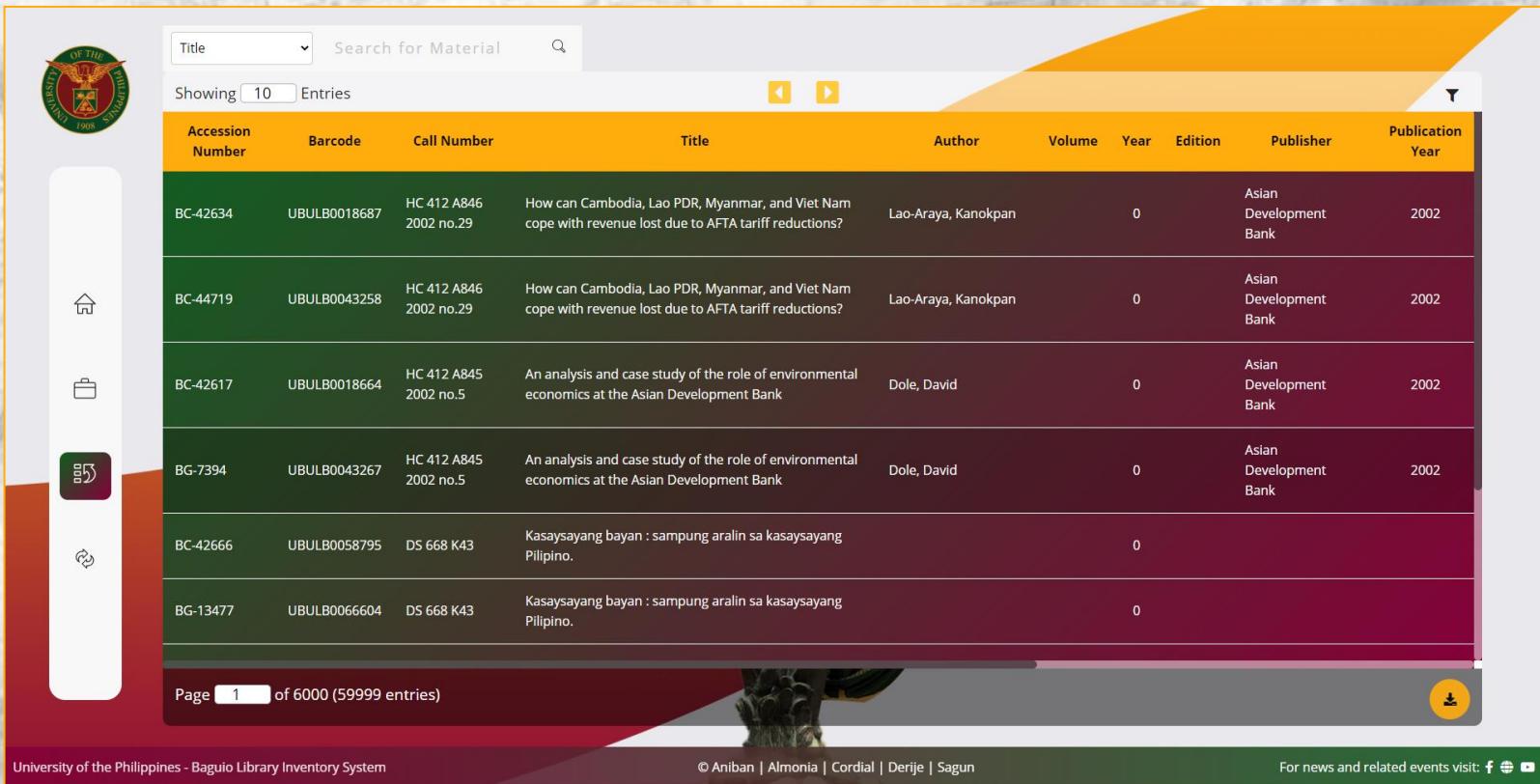
Below these sections are four summary boxes:

- Materials inventoried in 2020 and 2021:** 0
- Materials inventoried in 2020 only:** 0
- Materials inventoried in 2021 only:** 2
- Materials not inventoried in 2020 and 2021:** 59999

At the bottom of the page, there is a footer bar with the text "University of the Philippines - Baguio Library Inventory System", the names of the library staff members (Aniban, Almonia, Cordial, Derije, Sagun), and a link for news and events with social media icons for Facebook, Twitter, and YouTube.

# COMPARISON REPORT GENERATION

The table that will appear is similar to the one that can be seen in the All Materials page, except that materials cannot be added and edited here. Materials listed depend on what category the user chose. On the bottom right corner, an export button  is available for data exportation.



The screenshot shows a library inventory system interface. At the top left is the university's logo. To its right is a search bar with dropdown menus for 'Title' and 'Barcode', and a placeholder 'Search for Material' with a magnifying glass icon. Below the search bar is a message 'Showing 10 Entries'. To the right of the search area are navigation icons for back and forward. The main content is a table with the following columns: Accession Number, Barcode, Call Number, Title, Author, Volume, Year, Edition, Publisher, and Publication Year. The table contains six rows of data. A vertical sidebar on the left features icons for home, folder, and search. At the bottom is a footer with page information and social media links.

Accession Number	Barcode	Call Number	Title	Author	Volume	Year	Edition	Publisher	Publication Year
BC-42634	UBULB0018687	HC 412 A846 2002 no.29	How can Cambodia, Lao PDR, Myanmar, and Viet Nam cope with revenue lost due to AFTA tariff reductions?	Lao-Araya, Kanokpan	0			Asian Development Bank	2002
BC-44719	UBULB0043258	HC 412 A846 2002 no.29	How can Cambodia, Lao PDR, Myanmar, and Viet Nam cope with revenue lost due to AFTA tariff reductions?	Lao-Araya, Kanokpan	0			Asian Development Bank	2002
BC-42617	UBULB0018664	HC 412 A845 2002 no.5	An analysis and case study of the role of environmental economics at the Asian Development Bank	Dole, David	0			Asian Development Bank	2002
BG-7394	UBULB0043267	HC 412 A845 2002 no.5	An analysis and case study of the role of environmental economics at the Asian Development Bank	Dole, David	0			Asian Development Bank	2002
BC-42666	UBULB0058795	DS 668 K43	Kasaysayang bayan : sampung aralin sa kasaysayang Pilipino.		0				
BG-13477	UBULB0066604	DS 668 K43	Kasaysayang bayan : sampung aralin sa kasaysayang Pilipino.		0				

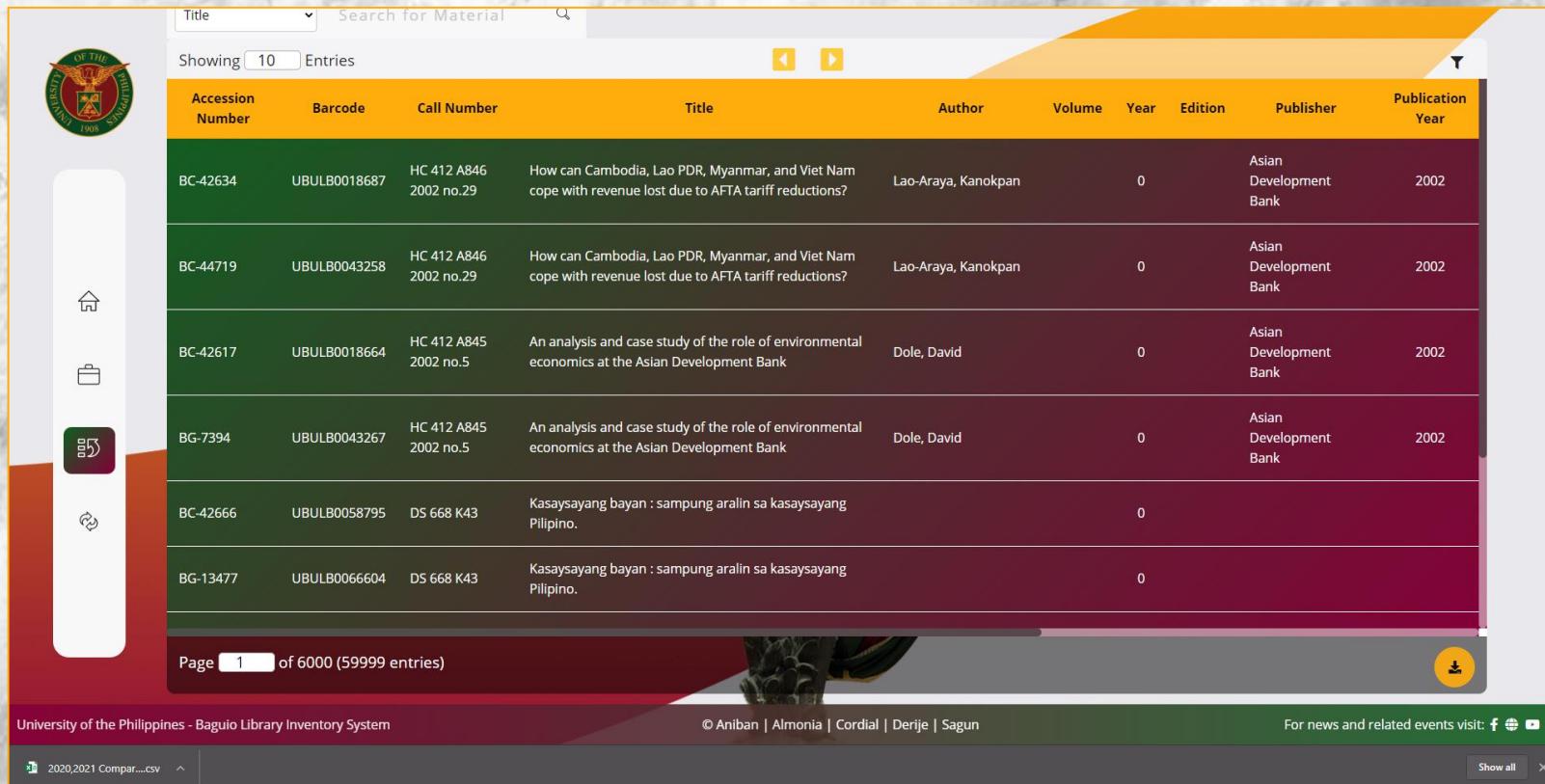
Page 1 of 6000 (59999 entries)

University of the Philippines - Baguio Library Inventory System © Aniban | Almonia | Cordial | Derije | Sagun For news and related events visit: [f](#) [g](#) [t](#)

## 07

# COMPARISON REPORT GENERATION

Upon clicking the export button,  a .csv file will be exported. This .csv file contains all the materials listed under the chosen category of the user. The .csv file is viewable using a spreadsheet software like Microsoft Excel.



The screenshot shows a library management system interface. On the left, there's a vertical sidebar with icons for Home, Bag, Books, and a magnifying glass. The main area has a search bar at the top with dropdown menus for 'Title' and 'Search for Material'. Below the search bar, it says 'Showing 10 Entries'. The data is presented in a table with the following columns: Accession Number, Barcode, Call Number, Title, Author, Volume, Year, Edition, Publisher, and Publication Year. There are six entries listed:

Accession Number	Barcode	Call Number	Title	Author	Volume	Year	Edition	Publisher	Publication Year
BC-42634	UBULB0018687	HC 412 A846 2002 no.29	How can Cambodia, Lao PDR, Myanmar, and Viet Nam cope with revenue lost due to AFTA tariff reductions?	Lao-Araya, Kanokpan	0			Asian Development Bank	2002
BC-44719	UBULB0043258	HC 412 A846 2002 no.29	How can Cambodia, Lao PDR, Myanmar, and Viet Nam cope with revenue lost due to AFTA tariff reductions?	Lao-Araya, Kanokpan	0			Asian Development Bank	2002
BC-42617	UBULB0018664	HC 412 A845 2002 no.5	An analysis and case study of the role of environmental economics at the Asian Development Bank	Dole, David	0			Asian Development Bank	2002
BG-7394	UBULB0043267	HC 412 A845 2002 no.5	An analysis and case study of the role of environmental economics at the Asian Development Bank	Dole, David	0			Asian Development Bank	2002
BC-42666	UBULB0058795	DS 668 K43	Kasaysayang bayan : sampung aralin sa kasaysayang Pilipino.		0				
BG-13477	UBULB0066604	DS 668 K43	Kasaysayang bayan : sampung aralin sa kasaysayang Pilipino.		0				

At the bottom, it says 'Page 1 of 6000 (59999 entries)' and features a yellow 'Export' button with a CSV icon. The footer includes links to the University of the Philippines Baguio website and social media icons.

## 08

# COMPARISON REPORT GENERATION

The exported .csv file looks something like the reference photo below. The exported file contains all necessary information stored in the database. This data can now be used by the user for whatever purpose it may serve.

2020,2021 Comparison Report (Materials Not Inventoried in Both 2020 and 2021)																		
1	Date Created:	Jun 19, 2021																
2	Time Created:	5:58:35 am																
3	Filters:	none																
4	Search:	none																
5	Sorted by:	none																
6	Number of Materials Not Inventoried in Both 2020 and 2021:	59999																
7	Accession Number	Barcode	Call Num	Title	Author	Volume	Year	Edition	Publisher	Publication	Circulation	Type	Status	Source	Location	Inventory	Last Year	Inventoried
10	BC-42634	UBULB0018667	HC 412 A8	How can C Lao-Araya, Kanokpar		0	Asian Dev	2002	Filipinian	Book	On Shelf		Main Library		0			
11	BC-44719	UBULB0043258	HC 412 A8	How can C Lao-Araya, Kanokpar		0	Asian Dev	2002	Filipinian	Book	On Shelf		Main Library		0			
12	BC-42617	UBULB0018664	HC 412 A8	An analysi Dole, David		0	Asian Dev	2002	Filipinian	Book	On Shelf		Main Library		0			
13	BG-7394	UBULB0043267	HC 412 A8	An analysi Dole, David		0	Asian Dev	2002	Filipinian	Book	On Shelf		Main Library		0			
14	BC-42666	UBULB0058795	DS 668 K4	Kasaysayang bayan : sampung		0			Filipinian	Book	On Shelf		Main Library		0			
15	BG-13477	UBULB0066604	DS 668 K4	Kasaysayang bayan : sampung		0			Filipinian	Book	On Shelf		Main Library		0			
16	BG-13478	UBULB0066603	DS 668 K4	Kasaysayang bayan : sampung		0			Filipinian	Book	On Shelf		Main Library		0			
17	BC-42649	UBULB0018629	HQ 766.5 T1	KAP-é Bongaarts, John		0	Populatio	1991	Circulatio	Book	On Shelf		Main Library		0			
18	BC-42646	UBULB0018635	HQ 766.5 Family	ple Mauldin, W. Parker		0	Populatio	1991	Circulatio	Book	On Shelf		Main Library		0			
19	BC-31601	UBULB0015636	PN 2916 N	The heat: Buenaventura, Cristi		0			Filipinian	Book	On Shelf		Main Library		0			
20	BC-31422	UBULB0015651	PN 6120 T	Teleplay : Villanueva, Rene O.		0			Filipinian	Book	On Shelf		Main Library		0			
21	BC-33145	UBULB0017107	PS 9993 D	Penmansí Dalsay, Jose Y.		0			Filipinian	Book	On Shelf		Main Library		0			
22	BC-36483	UBULB0008204	HG 4244.8	Philippine corporate finance		0	Developm	1997	Filipinian	Book	On Shelf		Main Library		0			
23	BC-38002	UBULB0008736	HG 4244.8	Philippine corporate finance		0	Developm	1997	Filipinian	Book	On Shelf		Main Library		0			
24	BC-35994	UBULB0007450	HG 4244.8	Philippine corporate finance		0	Developm	1998	Filipinian	Book	On Shelf		Main Library		0			
25	BC-33652	UBULB0006829	PL 6165.41	Bulaklak r Landicho, Domingo C		0			Filipinian	Book	On Shelf		Main Library		0			
26	BG-4143	UBULB0009947	PL 6165.41	Bulaklak r Landicho, Domingo C		0			Filipinian	Book	On Shelf		Main Library		0			
27	BC-31677	UBULB0009659	PL 6165.41	Ang bundi Bonifacio, Amelia La		0			Filipinian	Book	On Shelf		Main Library		0			
28	BC-31678	UBULB0009643	PL 6165.41	Ang bundi Bonifacio, Amelia La		0			Filipinian	Book	On Shelf		Main Library		0			
29	BC-31695	UBULB0006872	DS 689 M2	By sword : Aluit, Alfonso J.		0			Filipinian	Book	On Shelf		Main Library		0			
30	BC-35188	UBULB0008280	HD 2741 S1	Business f Soriano, Ev.1		0			Sinag-Tala Å© 1983.									
31	BC-32232	UBULB0006824	DS 689 C3	Carigara		0			Filipinian	Book	On Shelf		Main Library		0			
32	BC-32233	UBULB0006823	DS 689 C3	Carigara		0			Filipinian	Book	On Shelf		Main Library		0			
33	BC-30270	UBULB0007916	SB 191 R5	Rainfed rice production in the		0			Filipinian	Book	On Shelf		Main Library		0			
34	BC-32101	UBULB0017296	PS 9993 L4	Ragay : a Leveriza, Jose P.		0			Filipinian	Book	On Shelf		Main Library		0			
35	BC-33143	UBULB0015848	PS 9993 A1	Project pa Anozo, Jose E.C.		0			Filipinian	Book	On Shelf		Main Library		0			
36	BC-32086	UBULB0017321	PS 9993 M	Choice : s Moore, Lina Espina		0			Filipinian	Book	On Shelf		Main Library		0			

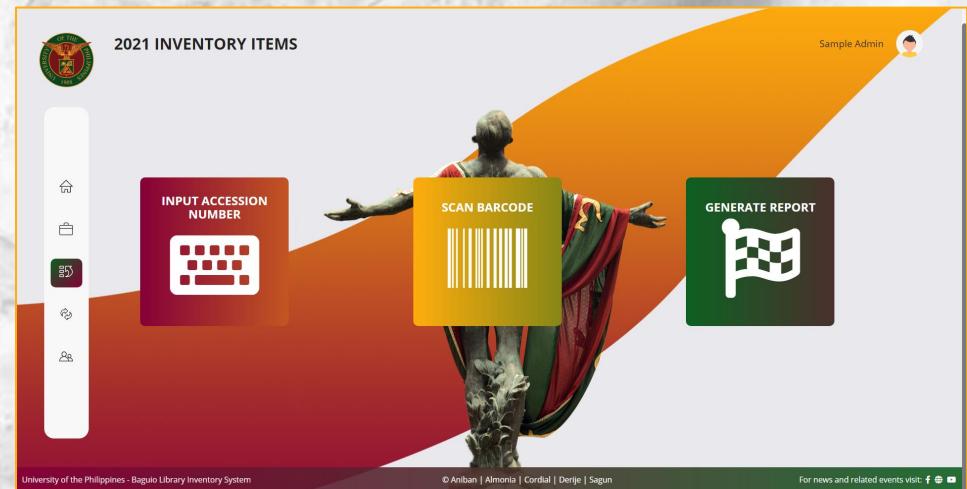
# ADD NEW USER

How to add a new user in  
the database?

01

Locate the Manage Staff  
button  located at the  
navigation bar on the left  
part of the user's screen.

**NOTE:** Only admin users  
can access this page.



# ADD NEW USER

02

On the Manage Staff page, a table containing the users of the database is shown. To add a new user to the database, click the Add button. A modal pop up will show upon clicking the button.



## MANAGE STAFF

Username	First Name	Last Name	Password	Type	Action
aianiban	Adrienne	Aniban	1234	admin	
cacordial	Charles	Cordial	1234	admin	
gdderije	Gisselle	Derije	1234	admin	
lssagun	Leandrei	Sagun	1234	admin	
sample2	Sample	Admin	1234	admin	
tpalmonia	Tristan	Almonia	1234	admin	
sample	Sample	User	1234	staff	

Sample Admin

Add

University of the Philippines - Baguio Library Inventory System © Aniban | Almonia | Cordial | Derije | Sagun For news and related events visit: [f](#) [e](#) [t](#)

# ADD NEW USER

03

The modal pop up will look like something similar to the reference photo below. Fill up all necessary information to add new user. Make sure to make the username unique. Once all filled up, click the Add button  to finish adding the new user. The new user should appear on the table list and is now ready for use.

### ADD STAFF

Username

First Name

Last Name

Password  
 

Confirm Password  
 

Account Type

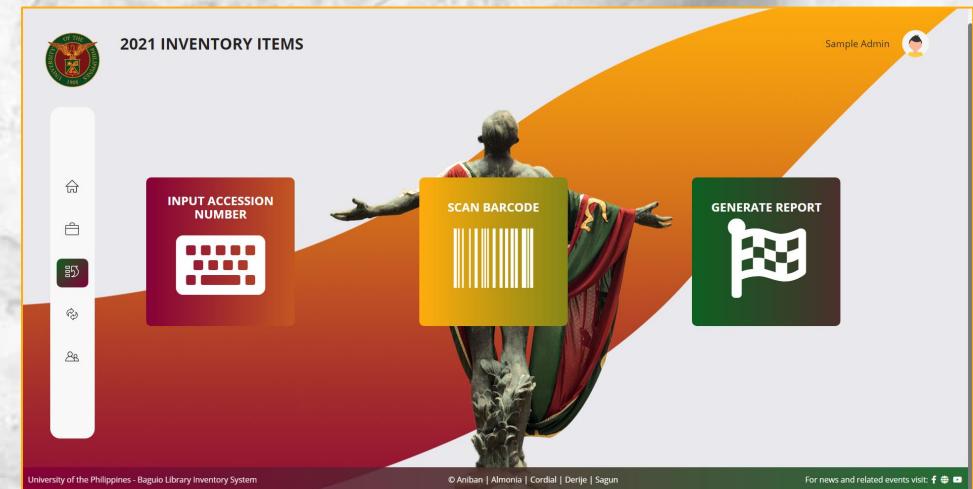
# EDIT EXISTING USER INFORMATION

How to edit an existing user's *information in the database?*

01

Locate the Manage Staff button  located at the navigation bar on the left part of the user's screen.

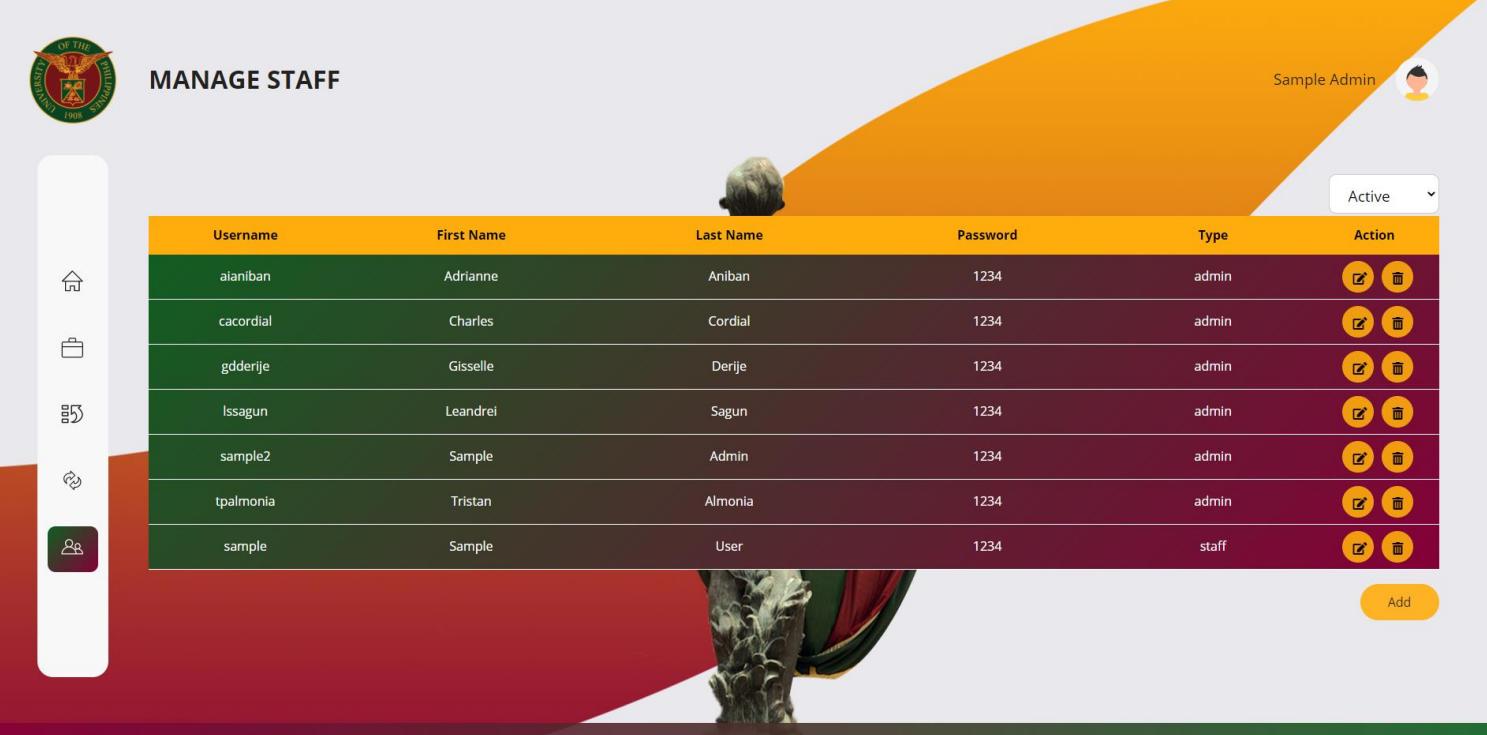
**NOTE:** Only admin users can access this page.



## 02

# EDIT EXISTING USER INFORMATION

On the Manage Staff page, a table containing the users of the database is shown. To edit a user's existing information, click on the Edit button  on the far-right side of the selected user. A modal pop up will show upon clicking the button.



The screenshot shows the 'MANAGE STAFF' page of a library inventory system. The page features a header with the university logo and a 'Sample Admin' profile. On the left, there's a vertical sidebar with icons for home, staff management, reports, and users. The main area displays a table of users:

Username	First Name	Last Name	Password	Type	Action
aianiban	Adrienne	Aniban	1234	admin	 
cacordial	Charles	Cordial	1234	admin	 
gdderije	Gisselle	Derije	1234	admin	 
lssagun	Leandrei	Sagun	1234	admin	 
sample2	Sample	Admin	1234	admin	 
tpalmonia	Tristan	Almonia	1234	admin	 
sample	Sample	User	1234	staff	 

At the bottom, there are links for the University of the Philippines - Baguio Library Inventory System, copyright information, and social media links.

03

# EDIT EXISTING USER INFORMATION

The modal pop up will look like something similar to the reference photo below. Replace all necessary information that admin user wishes to edit. Once finished editing, click the Save Changes button to finish all the updates in the user's information. The changes on the user's information should reflect on the table.

### EDIT STAFF

Username

First Name

Last Name

Password  
 (

Confirm Password  
 (

Account Type

Cancel Save Changes

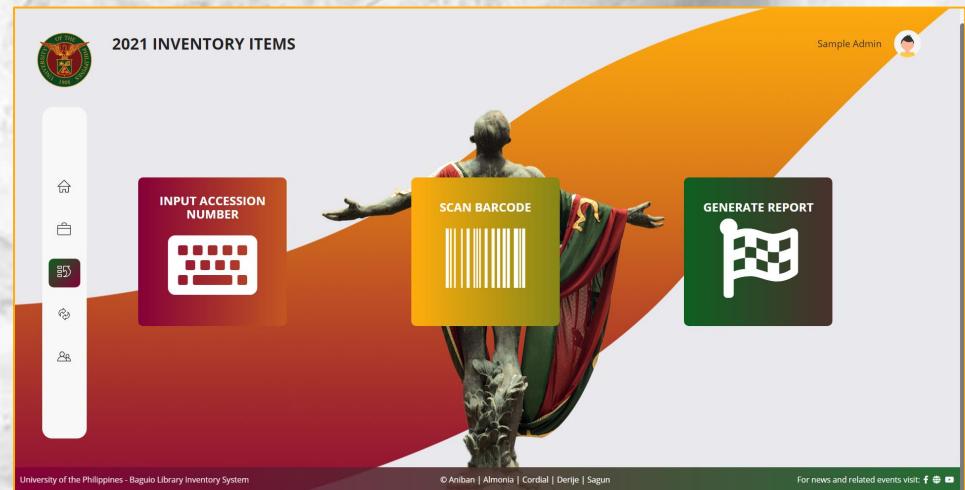
# DELETE AN EXISTING USER

How to delete an existing user in the database?

01

Locate the Manage Staff button  located at the navigation bar on the left part of the user's screen.

**NOTE:** Only admin users can access this page.



# DELETE AN EXISTING USER

02

On the Manage Staff page, a table containing the users of the database is shown. To delete a user, click on the Delete button. A modal pop up will show upon clicking the button.

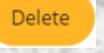
The screenshot shows the 'Manage Staff' page of a library inventory system. The page features a header with the University of the Philippines Baguio logo, the title 'MANAGE STAFF', and a user profile for 'Sample Admin'. On the left, there's a vertical sidebar with icons for Home, Staff, Reports, and a magnifying glass over a person icon. The main content area displays a table of users:

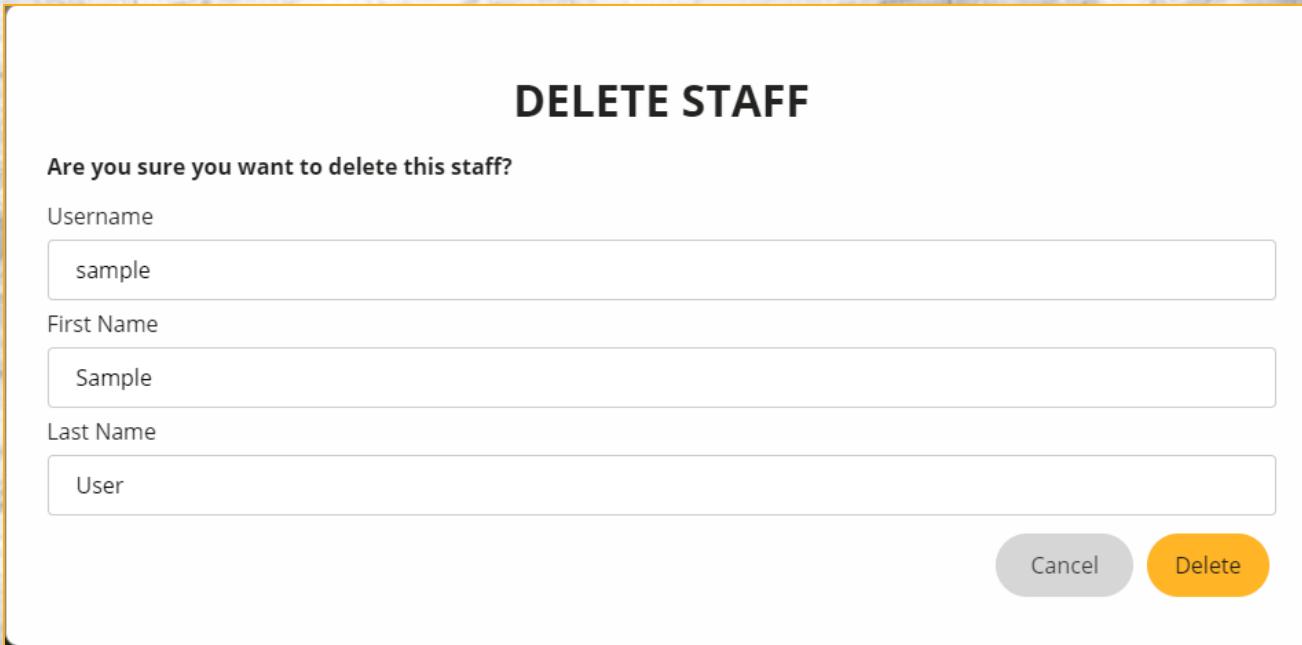
Username	First Name	Last Name	Password	Type	Action
aianiban	Adrienne	Aniban	1234	admin	
cacordial	Charles	Cordial	1234	admin	
gdderije	Gisselle	Derije	1234	admin	
lssagun	Leandrei	Sagun	1234	admin	
sample2	Sample	Admin	1234	admin	
tpalmonia	Tristan	Almonia	1234	admin	
sample	Sample	User	1234	staff	

At the bottom right of the table is a yellow 'Add' button. The footer contains the text 'University of the Philippines - Baguio Library Inventory System', a copyright notice for 2018, and links for news and events.

# DELETE AN EXISTING USER

03

The modal pop up will look like something similar to the reference photo below. This pop up contains the information of the user to be deleted. This also serves a confirmation to avoid accidental deletion of users. Once deletion is final, click on the Delete button  and the user should be removed from the list immediately.

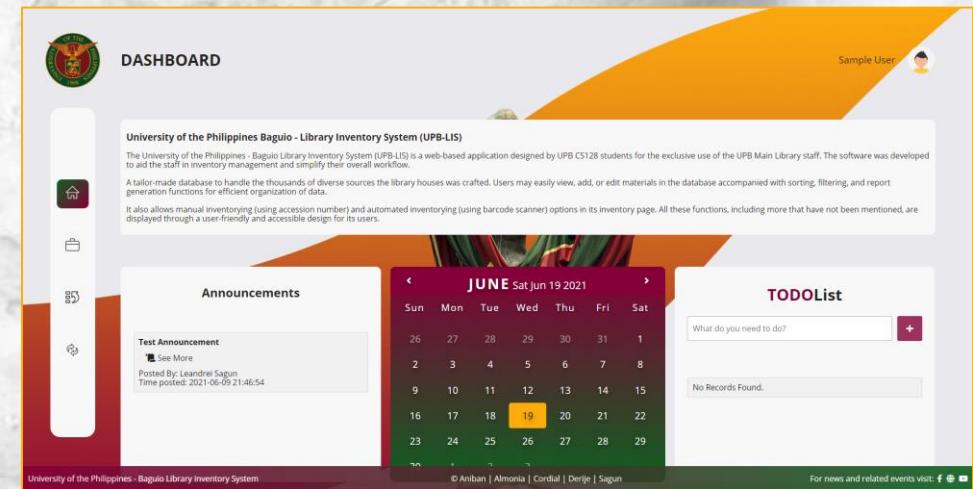


# EDIT PERSONAL INFORMATION

How to edit personal credentials like username, password, or name?

01

Locate the user icon  located at the upper right corner of the user's screen beside the user's name.

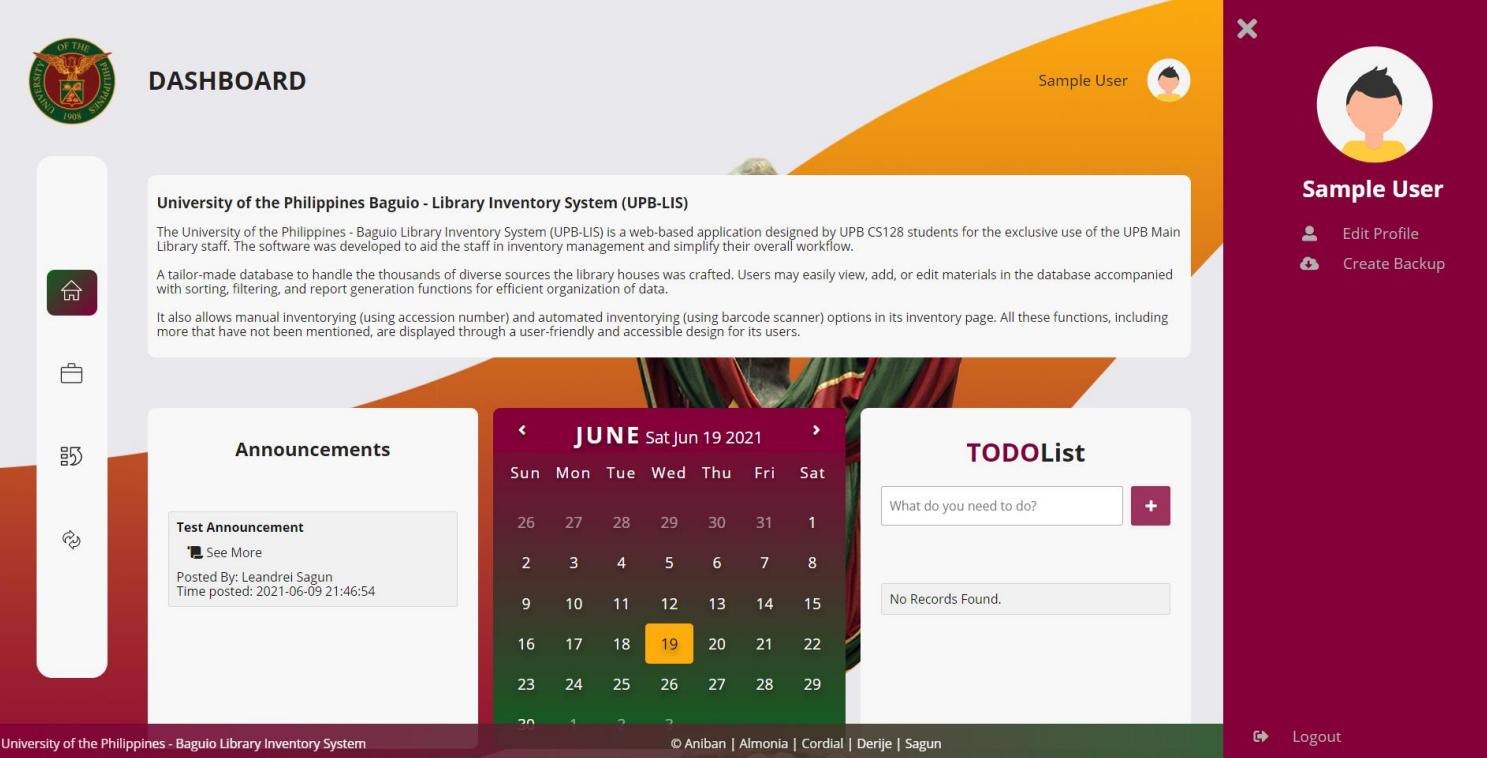


# EDIT PERSONAL INFORMATION

02

A sidebar will slide from the right and will display the user's full name with the options to edit profile, create backup, and logout. For editing personal information, click on the edit profile button.

 Edit Profile



The screenshot shows the University of the Philippines Baguio Library Inventory System (UPB-LIS) dashboard. On the left, there is a vertical sidebar with icons for Home, Announcements, Calendar, and Help. The main content area has a header "DASHBOARD" and a section about the system. Below this are three cards: "Announcements" (with a test announcement), a calendar for June 2021 (with June 19 highlighted in yellow), and a "TODOList" card (which is currently empty). In the top right corner, there is a user profile for "Sample User" with options to "Edit Profile" and "Create Backup". At the bottom right, there is a "Logout" link.

**DASHBOARD**

**University of the Philippines Baguio - Library Inventory System (UPB-LIS)**

The University of the Philippines - Baguio Library Inventory System (UPB-LIS) is a web-based application designed by UPB CS128 students for the exclusive use of the UPB Main Library staff. The software was developed to aid the staff in inventory management and simplify their overall workflow.

A tailor-made database to handle the thousands of diverse sources the library houses was crafted. Users may easily view, add, or edit materials in the database accompanied with sorting, filtering, and report generation functions for efficient organization of data.

It also allows manual inventorying (using accession number) and automated inventorying (using barcode scanner) options in its inventory page. All these functions, including more that have not been mentioned, are displayed through a user-friendly and accessible design for its users.

**Announcements**

**Test Announcement**  
 See More  
Posted By: Leandre Sagun  
Time posted: 2021-06-09 21:46:54

**JUNE** Sat Jun 19 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**TODOList**

What do you need to do? 

No Records Found.

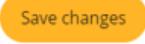
University of the Philippines - Baguio Library Inventory System

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 Logout

# EDIT PERSONAL INFORMATION

03

A modal pop up that looks like the reference photo below will pop up. The user is given an option to edit all fields in their information. Once the user is finished editing their information, the system requires the user to confirm their password to confirm their information changes. Click on the Save Changes  to finalize the changes.

### UPDATE MY INFORMATION

Username

First Name

Last Name

Password  
 

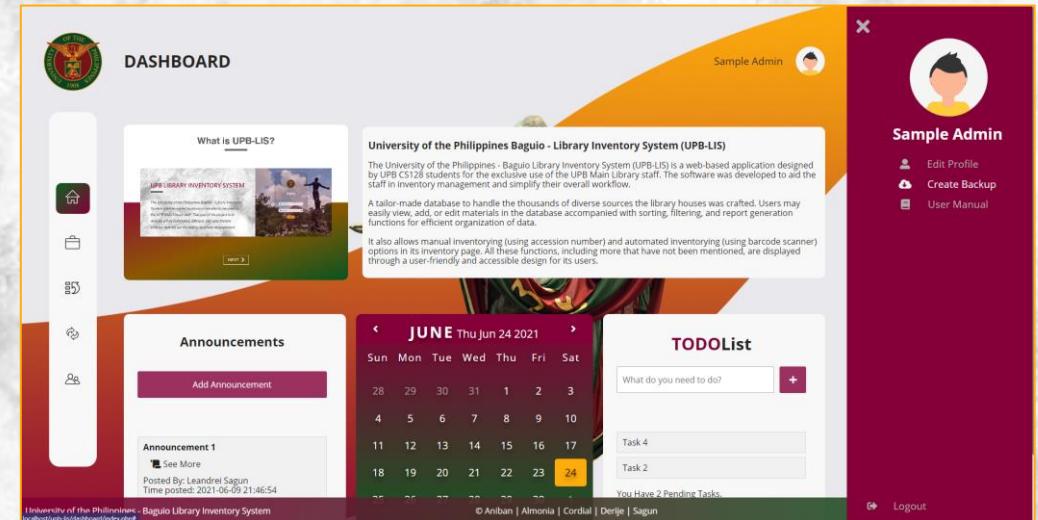
Confirm Password  
 

# CREATE A BACKUP COPY

How to create a backup copy of the database?

01

Locate the create backup icon  by clicking the user avatar.



# CREATE A BACKUP COPY

02

Choose a backup type, either in the server pc or in the computer being used.

## DATA BACKUP

Choose a backup type:

Create backup in the server

Create backup in the server

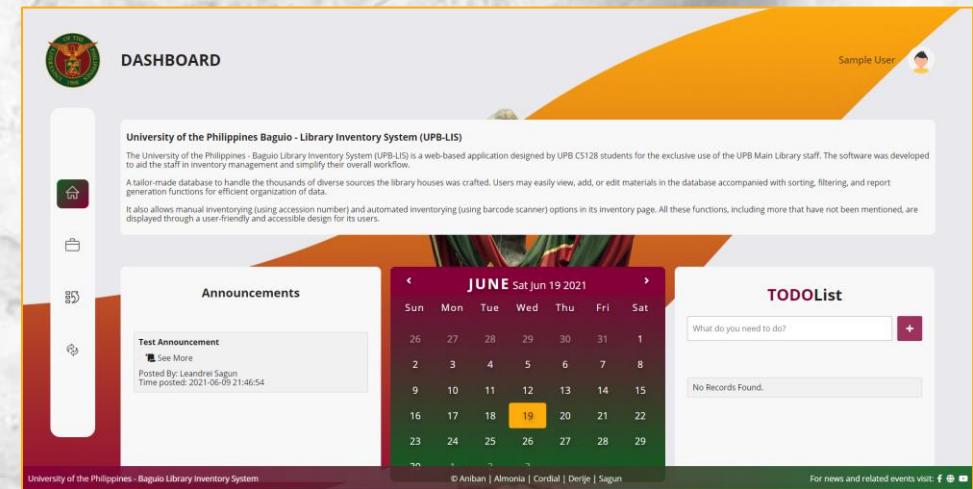
Create backup in this computer

# LOG OUT

How to log out?

01

Locate the user icon  located at the upper right corner of the user's screen beside the user's name.



# LOG OUT

02

A sidebar will slide from the right and will display the user's full name with the options to edit profile, create backup, and logout. For editing personal information, click on the logout button.

Logout

The screenshot shows the UPB-LIS dashboard. On the left is a vertical sidebar with icons for Home, Inventory, Announcements, and Settings. The main content area includes the university logo, a title card for the UPB-LIS, an announcements section with a test announcement, a calendar for June 2021 with the 19th highlighted, and a todo list section. A maroon sidebar on the right displays the user "Sample User" with a profile picture, edit profile, create backup, and logout options. The footer contains the university name and a logout link.

**DASHBOARD**

**University of the Philippines Baguio - Library Inventory System (UPB-LIS)**

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**Announcements**

**Test Announcement**  
See More  
Posted By: Leandre Sagun  
Time posted: 2021-06-09 21:46:54

**JUNE** Sat Jun 19 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**TODOList**

What do you need to do?

No Records Found.

University of the Philippines - Baguio Library Inventory System

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Logout