

## **User Guide**

### **CSCI 327**

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Welcome to our library website! Please follow this helpful guide for instructions on navigating the website.

1. Please enter your user id and your password in the spaces provided. You may press the 'Reset' button to erase anything entered in the spaces for your convenience. Once completed, please press the 'Login' button to log into your account.


If you are a library member; Skip over step 3

2. You may click on your selection between our five given options. Please turn to the continued instructions below that are in accordance with your selection.
  - a. Search for a Document
    - i. Enter the document id, title, or publisher of the document you are looking for in the search bar
    - ii. Press the 'Search' button
    - iii. Take a look at our listing(s) with that correlating document id, title, or publisher
    - iv. Press the 'Back to Menu' link to return to the main menu
    - v. Press the 'Log out' link to log out of your account
  - b. Check Out a Document
    - i. Enter the document id of the selected material you wish to check out
    - ii. Press the 'Check Out' button
    - iii. Press the 'Back to Menu' link to return to the main menu
    - iv. Press the 'Log out' link to log out of your account
  - c. Return a Document
    - i. Enter the document id and the copy number of the selected material you wish to return
    - ii. Press the 'Return' button
    - iii. Press the 'Back to Menu' link to return to the main menu
    - iv. Press the 'Log out' link to log out of your account
  - d. Compute Your Fine
    - i. Enter the document id and the copy number of your selected document
    - ii. Press the 'Compute' button
    - iii. Press the 'Back to Menu' link to return to the main menu
    - iv. Press the 'Log out' link to log out of your account
  - e. Search Documents by Publisher
    - i. Enter the publisher of the document you are looking for in the search bar
    - ii. Press the 'Search' button
    - iii. Take a look at our listing(s) with that correlating publisher
    - iv. Press the 'Back to Menu' link to return to the main menu
    - v. Press the 'Log out' link to log out of your account

If you are an administrator; Skip over step 2

3. You may click on your selection between our five given options. Please turn to the continued instructions below that are in accordance with your selection.
- Add a New Document Copy
  - Search for a Document Copy
  - Top 10 Frequent Borrowers
  - Top 10 Most Borrowed Books
  - Average Fine Per Reader

Here is the main menu:



## Welcome to the Library!

Log in to continue:

Here is the administrator's view:

## Welcome to the Library System, User 12!

You are logged in as: **ADMINISTRATOR**

Add a New Document Copy

Search for a Document Copy

Add new reader

Top 10 Frequent Borrowers

Top 10 Most Borrowed Books

Average Fine Per Reader

Here is the member's view:

## **Welcome to the Library System, User 1!**

**You are logged in as: LIBRARY MEMBER**

**Search for a Document**

**Check Out a Document**

**Return a Document**

**Compute Your Fine**

**Search Documents by Publisher**

**Log out**