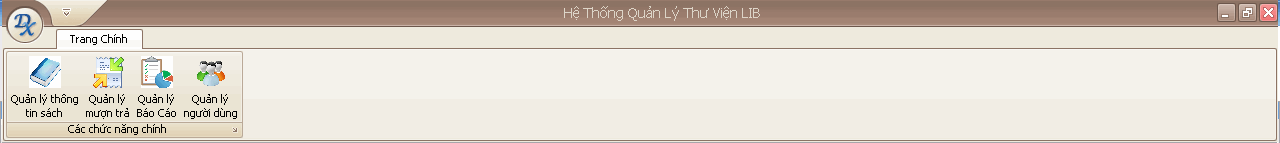
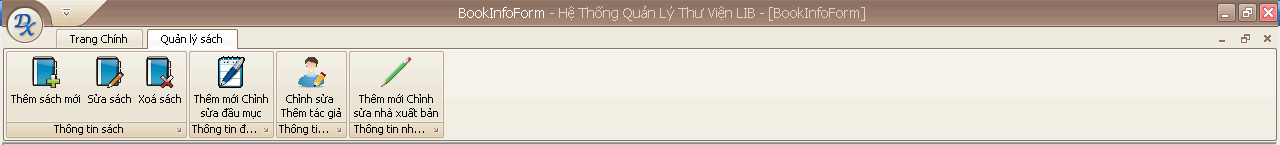
1. Catalogue management
   1. Insert catalogue

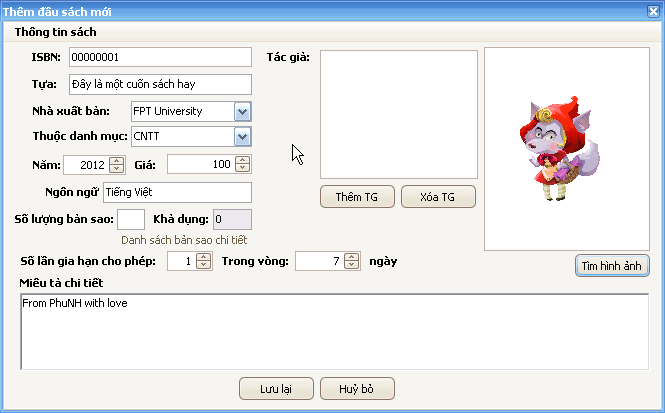
Step 1: Click “Quản lý sách thông tin” menu



Step 2: Choose “Thêm sách mới” button

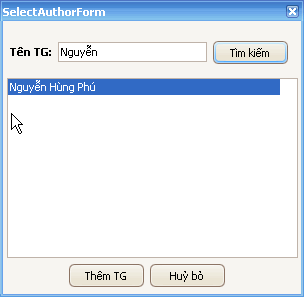


Step 3: Enter required fields.

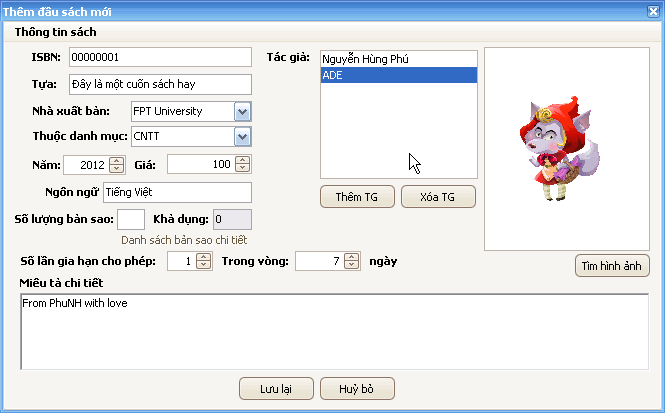


If you enter a number to “Số lượng bản sao” textbox so the system will automatic generate barcode for this number of books to the database (default is 0)

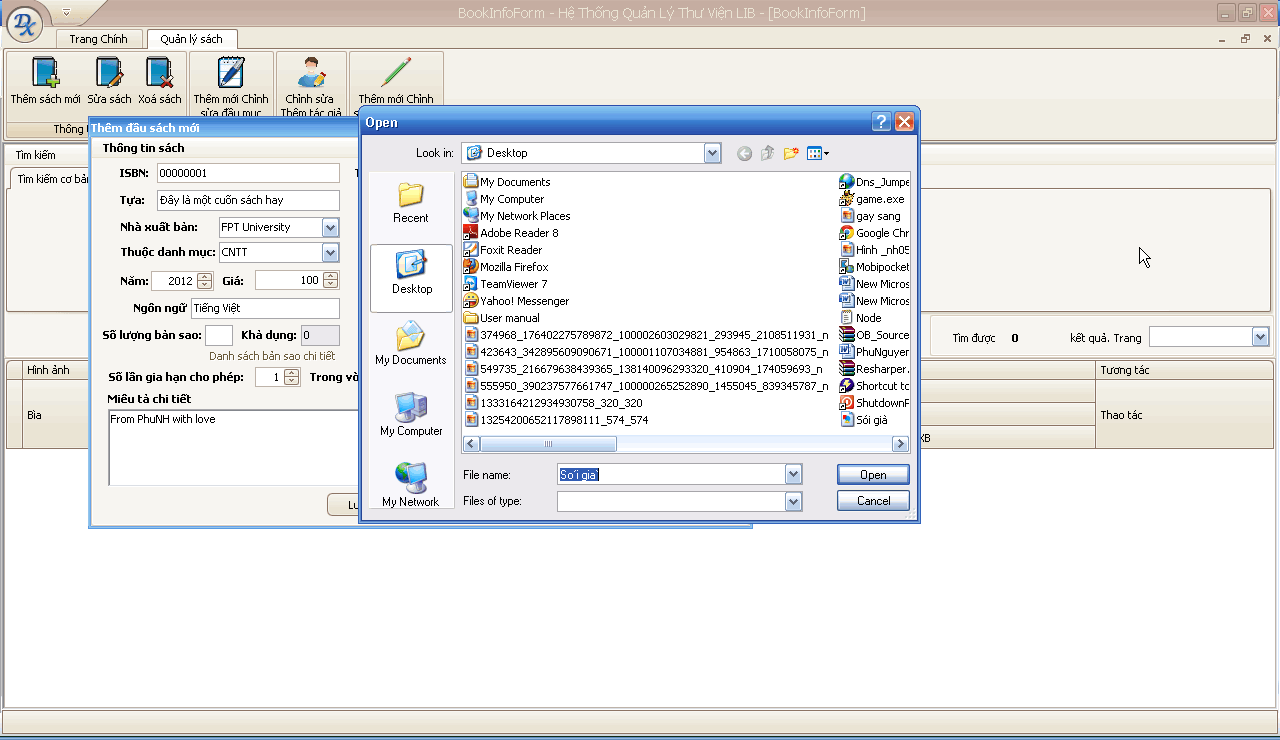
Choose author for the book by click “Thêm TG” button. Then a new form will appear. And you choose the appropriate author and click “Thêm TG” then the information of the author will be included in the catalogue’s information.



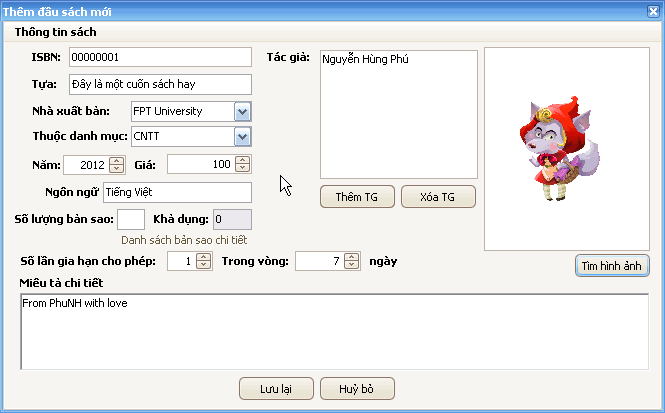
If you want to remove the author from the list author of book, click the author’s name and then press the “Xóa TG” button.



If you want to add a picture for the catalogue, click “Tìm hình ảnh” button then choose the appropriate picture and click “Open”



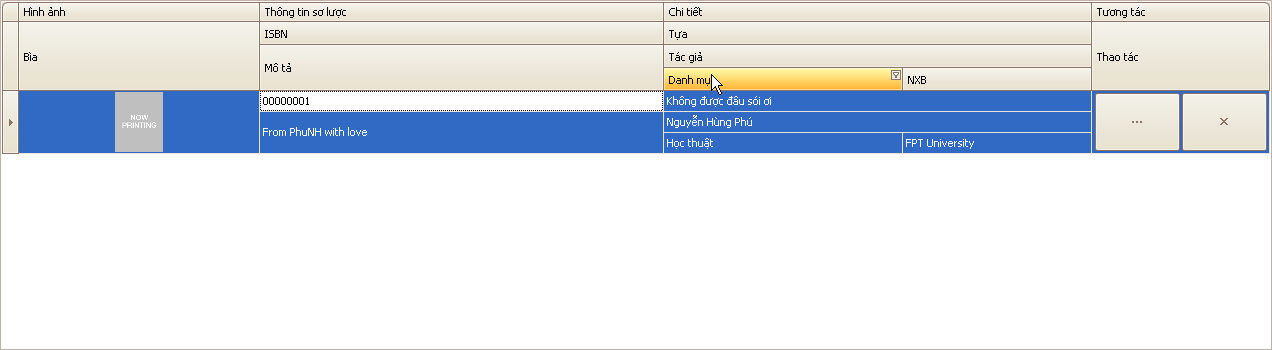
Step 4: After finished to fill in the catalogue’s information, click “Lưu lại” button



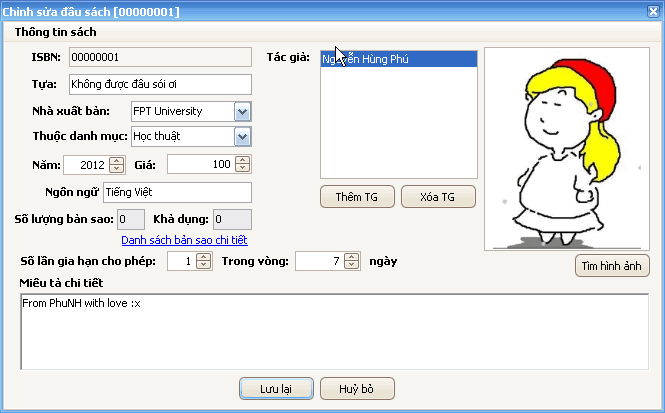
Then the catalogue will be inserted to the database

* 1. Edit a catalogue’s information

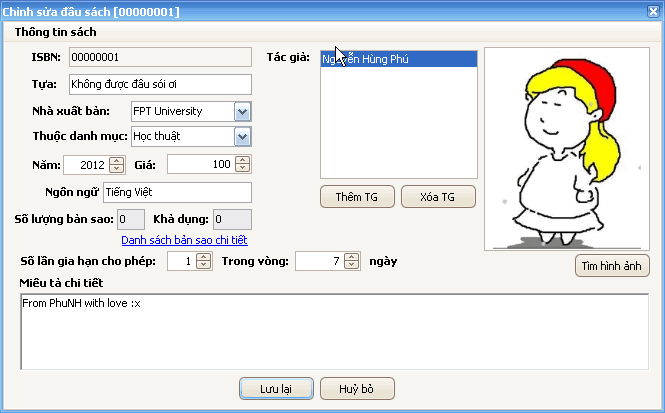
Step 1: Choose the catalogue which you want to edit then double click to it or you can also click to the button “…” in the right side of the catalogue list’s grid



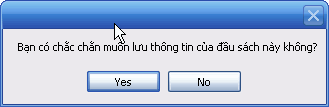
Step 2: Edit the fields which you want to edit



Step 3: Click “Lưu lại” button



Step 4: Click “Yes” button

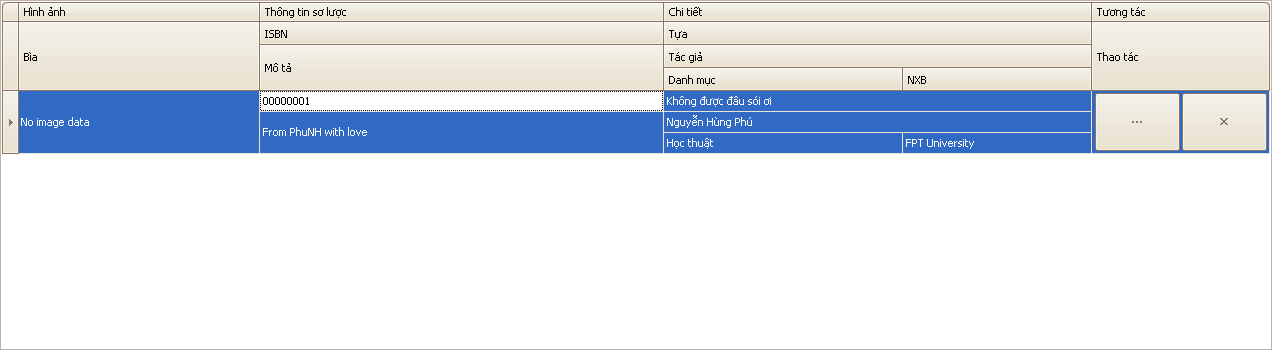


Step 5: Click “OK” button

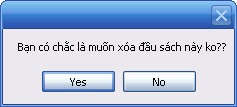


* 1. Delete a catalogue

Step 1: Choose the catalogue which you want to delete by click to the button “x” in the right side of the catalogue list’s grid

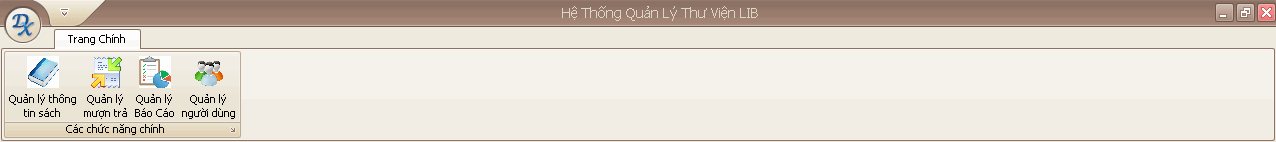


Step 2: Click “Yes” button

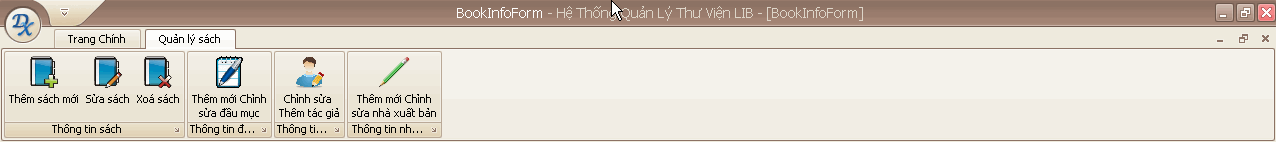


1. Author management
   1. Insert an author

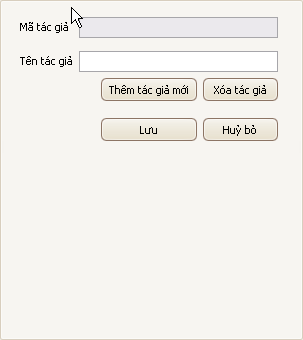
Step 1: On the main form click on “Quản lý thông tin sách” button



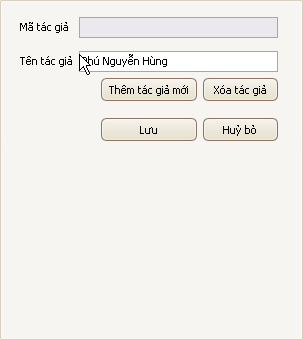
Step 2: Click “Chỉnh sửa thêm tác giả” button



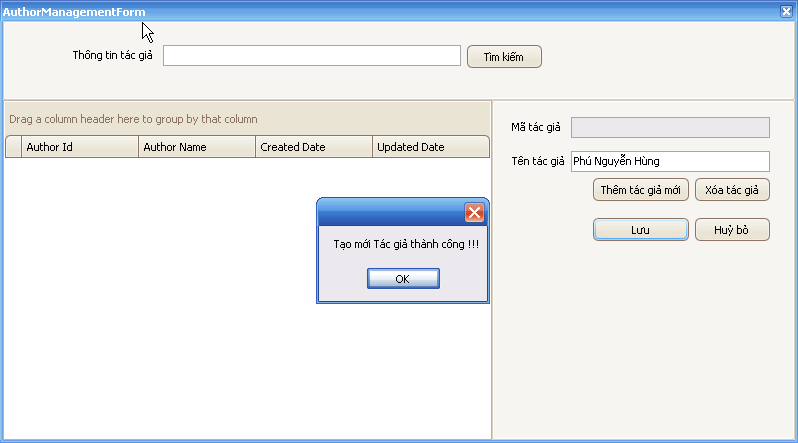
Step 3: Click on “Thêm tác giả mới” button



Step 4: Enter the author’s name

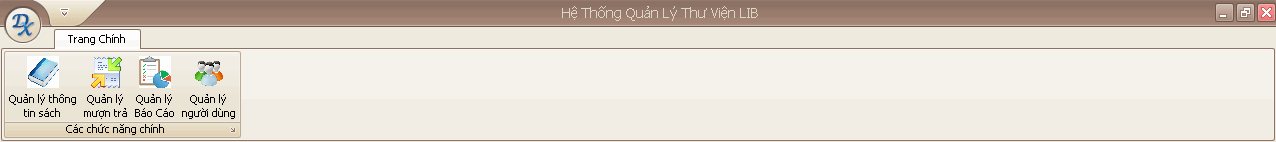


Step 5: Click “Lưu lại” button

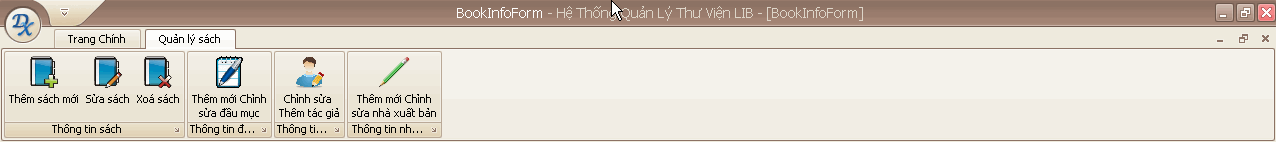


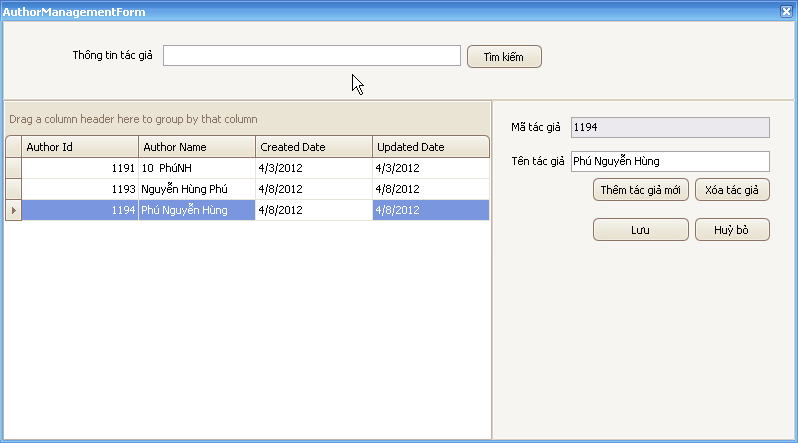
* 1. Edit an author’s information

Step 1: On the main form click on “Quản lý thông tin sách” button

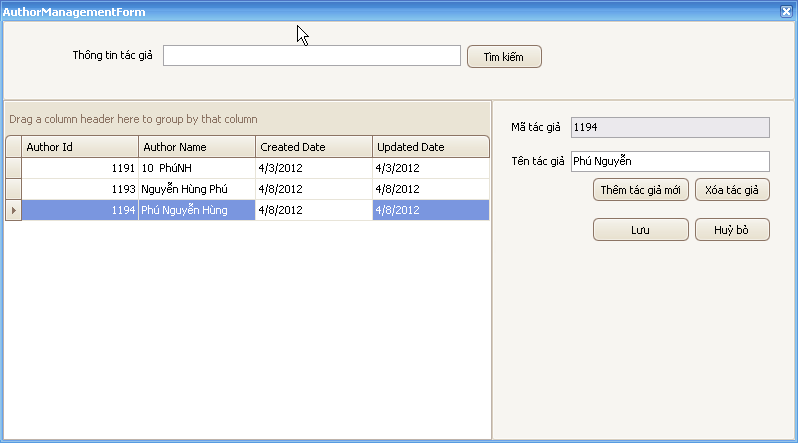


Step 2: Click “Chỉnh sửa thêm tác giả” button

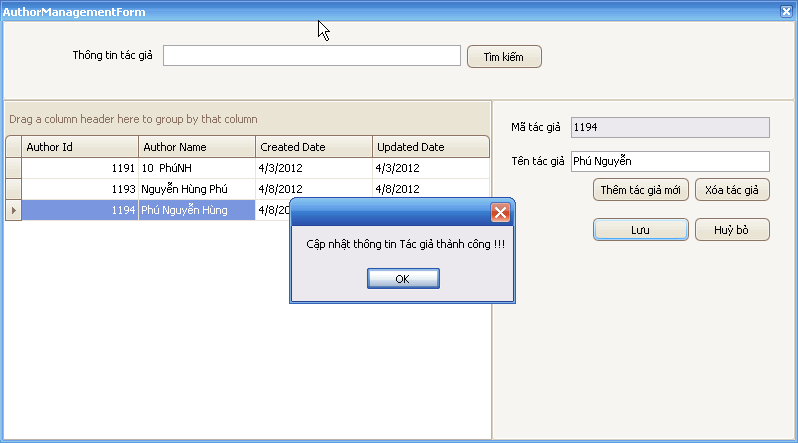


Step 3: Choose the author which you want to edit information

Step 4: Edit the author’s name

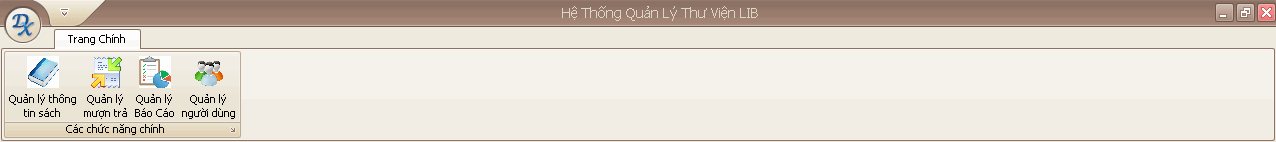


Step 5: Click “Lưu” button

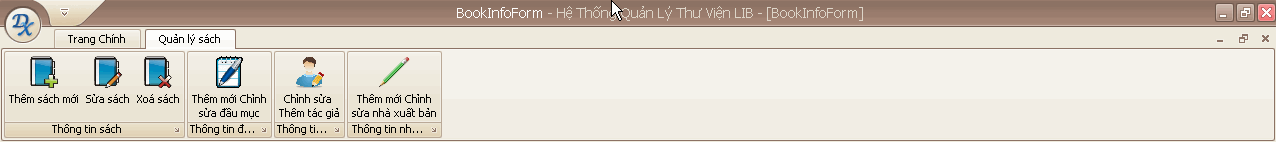


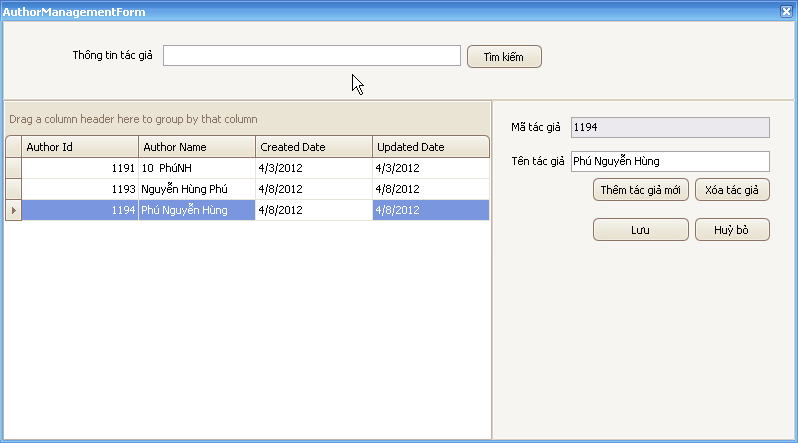
* 1. Delete an author

Step 1: On the main form click on “Quản lý thông tin sách” button

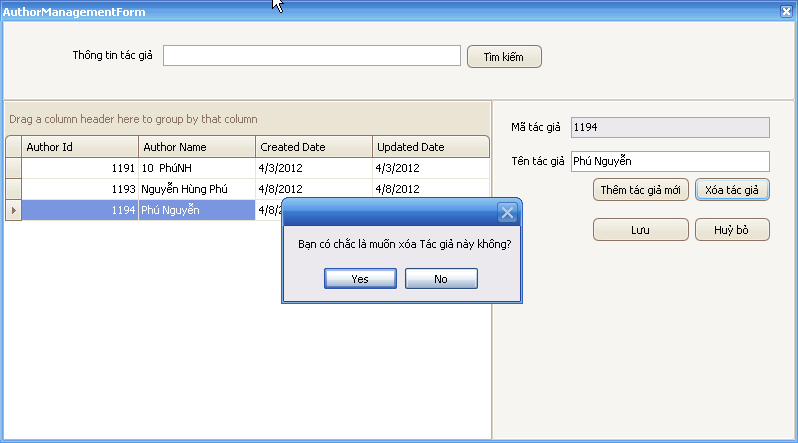


Step 2: Click “Chỉnh sửa thêm tác giả” button

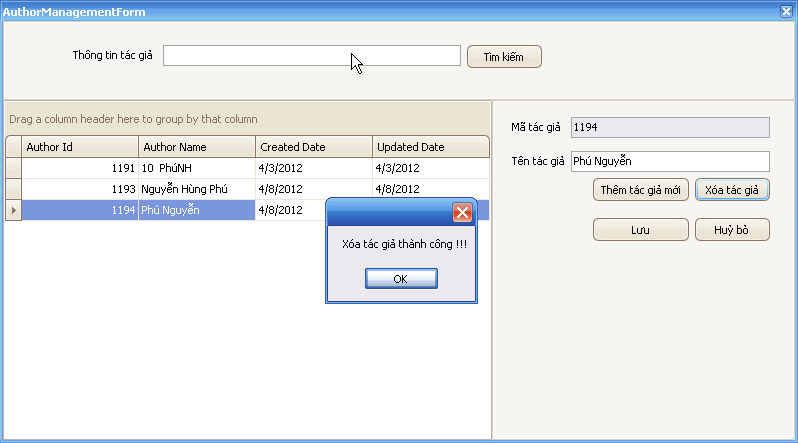


Step 3: Choose the author which you want to delete

Step 4: Click “Xóa tác giả” button

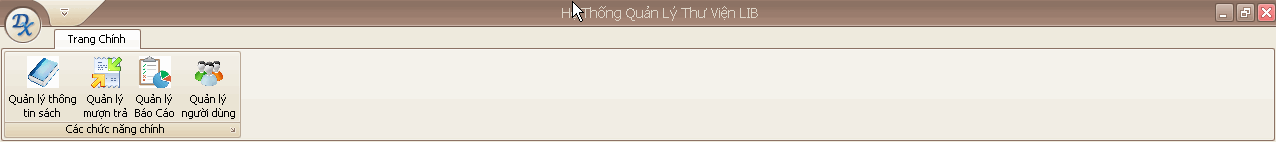


Step 5: Click “Yes” button

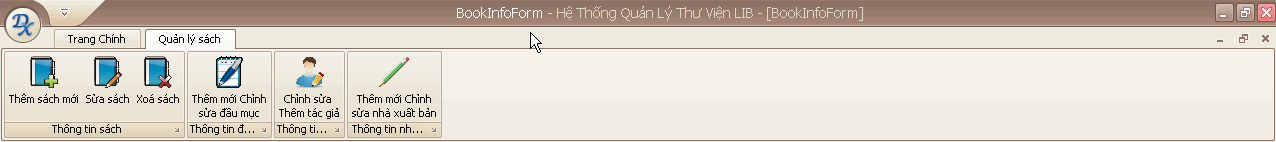


1. Publisher management
   1. Insert a publisher

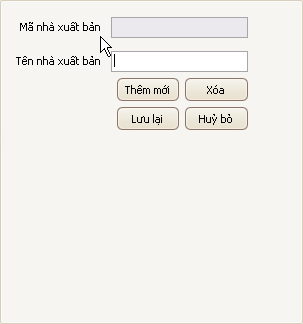
Step 1: Click “Quản lý thông tin sách” button



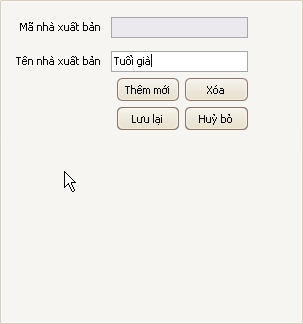
Step 2: Click “Thêm mới Chỉnh sửa nhà xuất bản” button



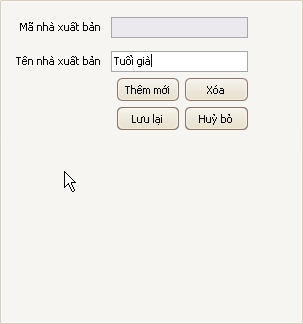
Step 3: Click “Thêm mới” button



Step 4: Fill in the publisher’s name



Step 5: Click “Lưu” button

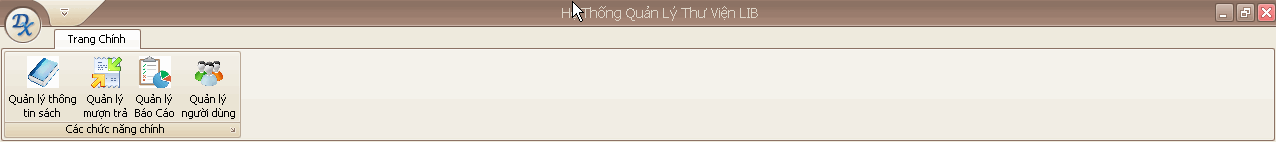


Step 6: Click “OK” button

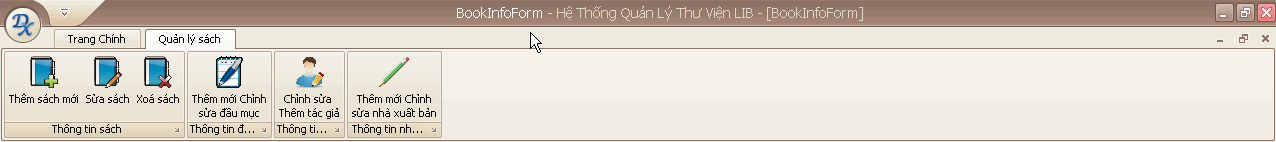


* 1. Edit a publisher’s information

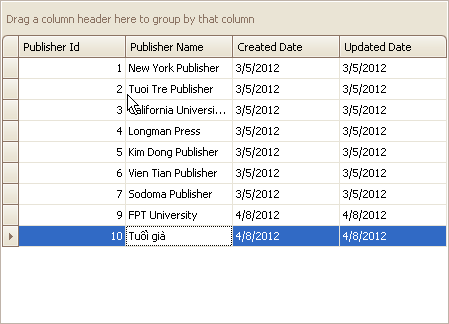
Step 1: Click “Quản lý thông tin sách” button



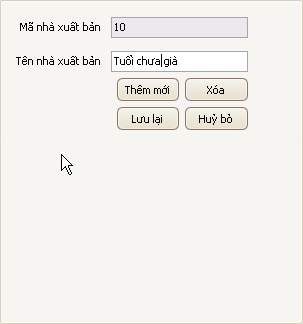
Step 2: Click “Thêm mới Chỉnh sửa nhà xuất bản” button



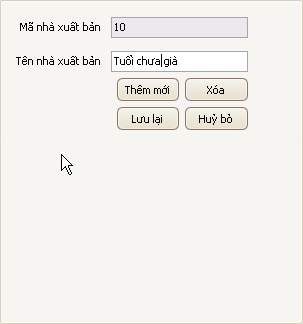
Step 3: Choose the appropriate publisher



Step 4: Edit the publisher’s information



Step 5: Click “Lưu lại” button

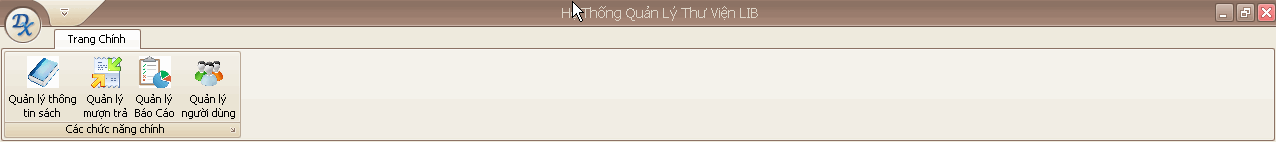


Step 6: Click “OK”

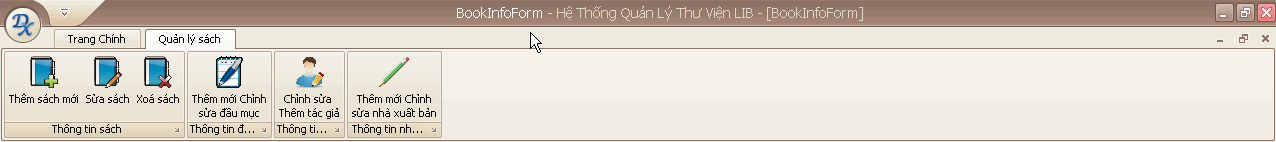


* 1. Delete a publisher

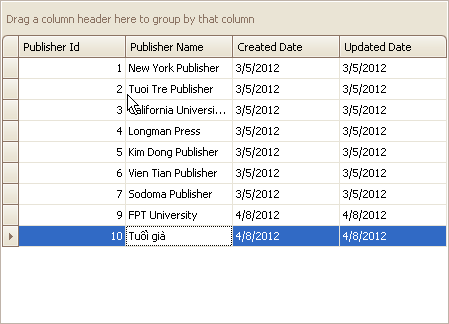
Step 1: Click “Quản lý thông tin sách” button



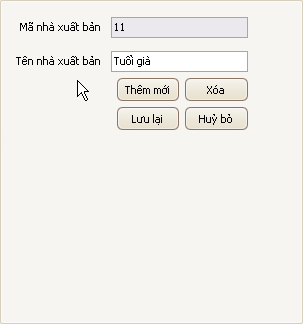
Step 2: Click “Thêm mới Chỉnh sửa nhà xuất bản” button



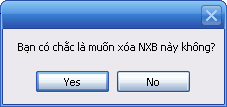
Step 3: Choose the appropriate publisher



Step 4: Click “Xóa” button



Step 5: Click “Yes” button

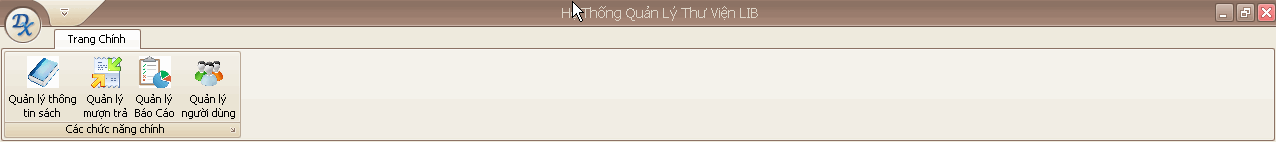


Step 6: Click “OK” button

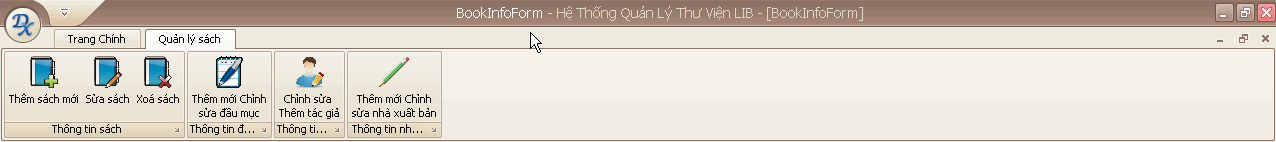


1. Category management
   1. Insert a category

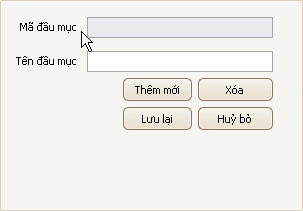
Step 1: Click “Quản lý thông tin sách” button



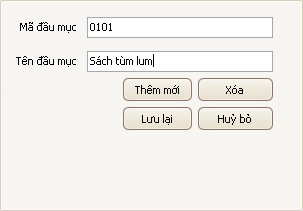
Step 2: Click “Thêm mới Chỉnh sửa nhà xuất bản” button



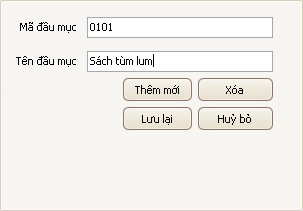
Step 3: Click “Thêm mới” button



Step 4: Fill in the category’s information



Step 5: Click “Lưu lại” button

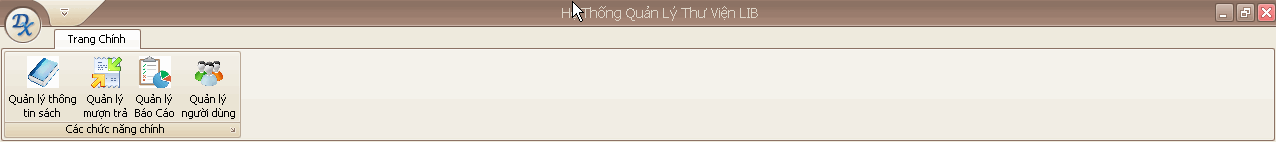


Step 6: Click “OK” button

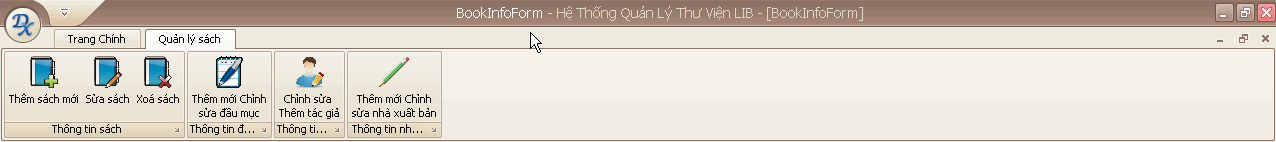


* 1. Edit a category’s information

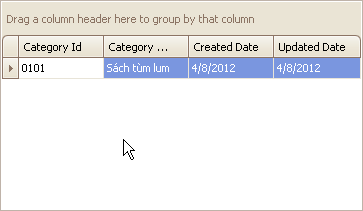
Step 1: Click “Quản lý thông tin sách” button



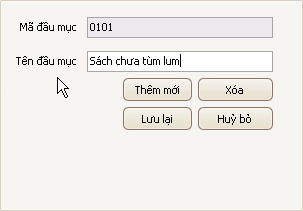
Step 2: Click “Thêm mới Chỉnh sửa đầu mục” button



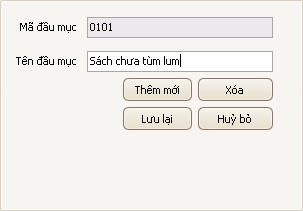
Step 3: Choose the appropriate category



Step 4: Edit the category’s information



Step 5: Click “Lưu lại” button

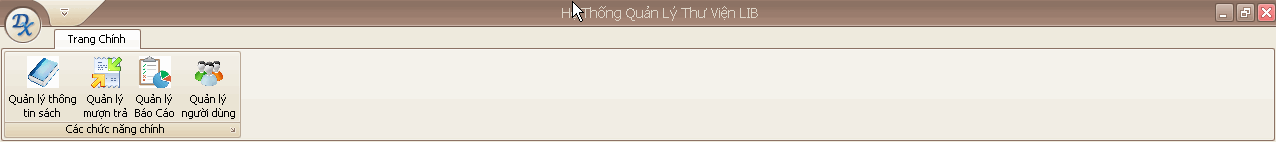


Step 6: Click “OK” button

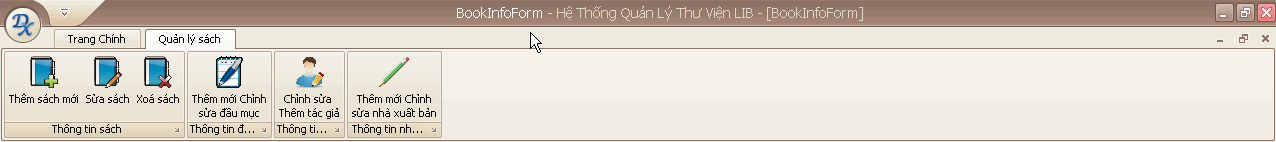


* 1. Delete a category

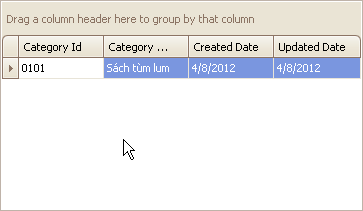
Step 1: Click “Quản lý thông tin sách” button



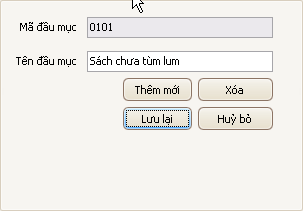
Step 2: Click “Thêm mới Chỉnh sửa đầu mục” button



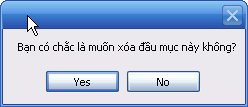
Step 3: Choose the appropriate category



Step 4: Click “Xóa” button



Step 5: Click “Yes” button

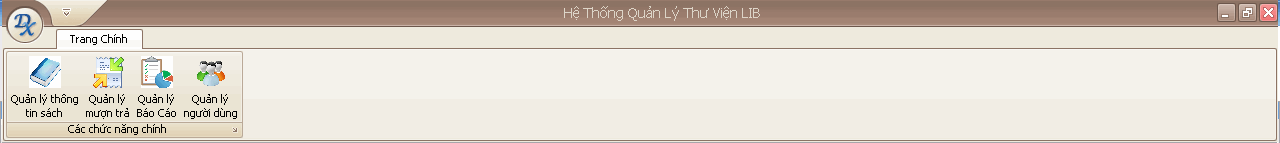


Step 6: Click “OK” button

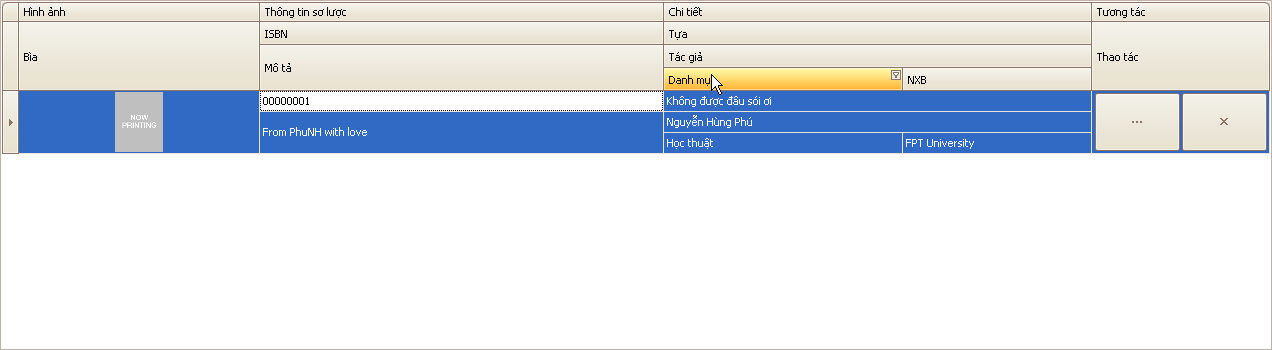


1. Copies management
   1. Insert copies

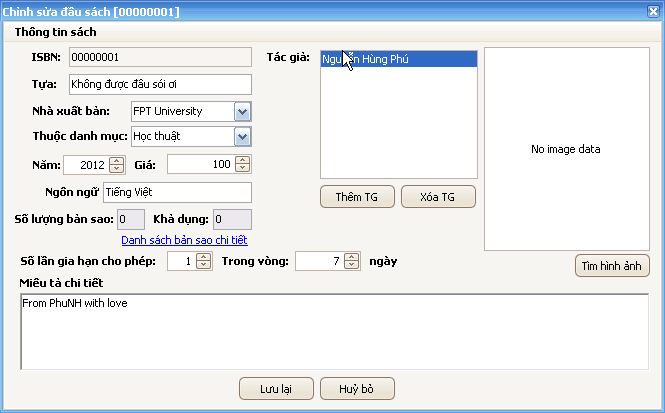
Step 1: Click “Quản lý sách thông tin” menu



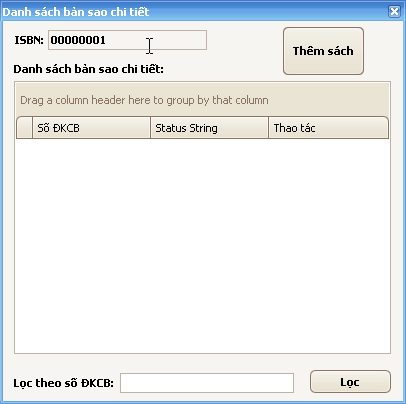
Step 2: Choose the catalogue which you want to add copies then double click to it or you can also click to the button “…” in the right side of the catalogue list’s grid



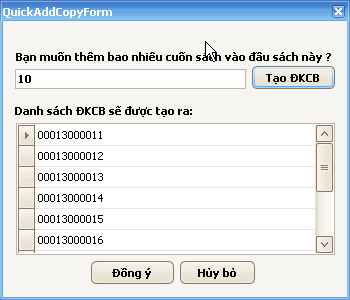
Step 3: Click “Danh sách bản sao chi tiết” link



Step 4: Click “Thêm sách” button

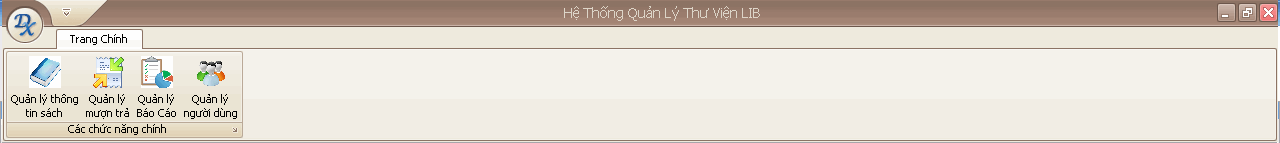


Step 5: Enter the number of copies you want to insert. Then click “Tạo ĐKCB” button. Then click “Đồng ý” button

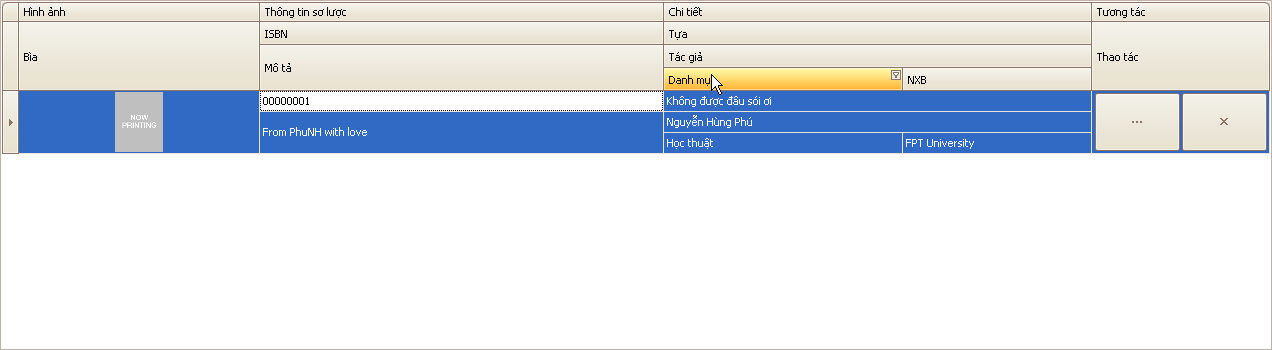


* 1. Delete copy

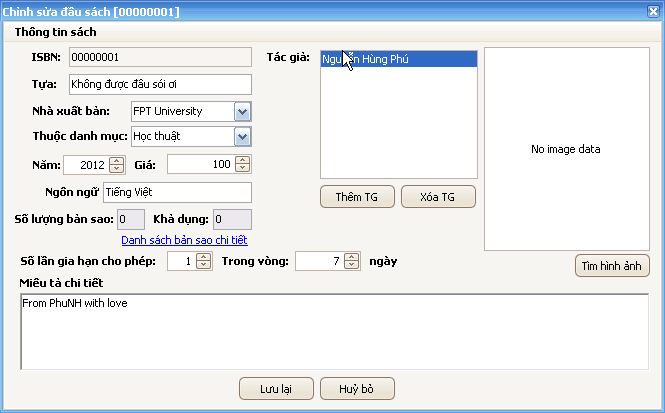
Step 1: Click “Quản lý sách thông tin” menu



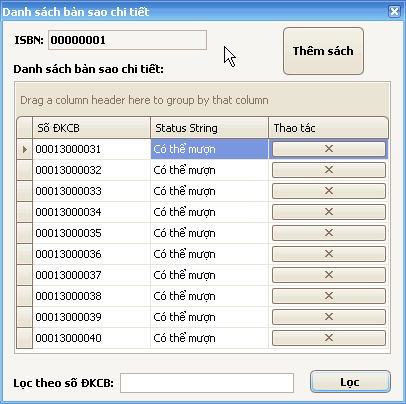
Step 2: Choose the catalogue which you want to add copies then double click to it or you can also click to the button “…” in the right side of the catalogue list’s grid



Step 3: Click “Danh sách bản sao chi tiết” link



Step 4: Click the “X” button to delete copy with the specific barcode in the same line



Step 5: Click “OK” button

