<u>**User Manual**</u>

<u>**A Brief Introduction to the System**</u>

The system we have designed for you is a state of the art in Database technologies that millennia of human knowledge has allowed us to embrace, experience, and give to great utility for the public.

Libraries are one of the most influential structures of human civilization and Will Smith promoted in one of his videos saying if you want the key to life, learn to run and read. I, on the behalf of my team, want to give you the full experience and exposure of this amazing database software that we have assembled for your enjoyment and the enjoyment of all borrowers to come.

Welcome to Arnoldopolis 2.0, the new cutting edge approximation of water bottle computer integration. Just kidding.

<u>**Using the program…**</u>

The program is split into a clerk tab, borrower, and librarian, and each of these has sub tabs.

Clerk has sub tabs new borrower, checkout, return, and check overdue. The clerk tab would be used by the clerk.
Using the new borrower tab, information for a new borrower can be added to the database and submitted pressing the add borrower button.
Using the checkout tab, a borrower can be lent an item with the call number of the item and by pressing the "check out" button.
An item can be returned by a borrower by pressing "return" once borrowing id has been put into the system under the return tab.
Finally, a clerk can check all overdue items on the check overdue tab. Selecting check all overdue items will show a list of all the overdue items of the borrowers based on their ids listed on the table.

Borrower has sub tabs search, check account, and place hold. The borrower tab would be used by a client of the library.
Using the search tab, the person can search for a title of a book. This is more detailed with an author field and a subject field for the user to use to find a more specific search result.
Using the check account tab, the borrower can also check their account for any outstanding fines, checked out books, or hold requests.
Finally, the borrower can place a hold under "place hold" tab by putting in their borrower id and the call number of the item they want, followed by pressing "place hold".

As the librarian, the have three sub tabs of adding a book, checking out a book, and seeing the most popular books respectively. Adding books there are two options: to add a new book or to add a copy of a book. Both forms of adding books are easy to follow as they simply ask for information of that specific book then are submitted with add book copy or add book button. To see if a book is checked out, we can go to the "checked out" tab, type in a title of a book and search for it. If the search result does exist it will be listed in the table below the search feature. Lastly, the most popular tab can find the most popular books based on number of times checked out in a given year. By searching for a given year and a number of items, the results will be shown below to the search window.

The GUI of the system is easy to use and follow. There is also an init Database function and a Purge Database function under the file menu bar. They initialize a new database under the student database account and purge it respectively.