

User Guide

for

Library Inventory Control

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Revision History

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Introduction

This guide outlines the basic functions available in the Library Inventory Control System and how to utilize those functions. This system was designed to store books and the data associated with those books in an intuitive fashion. When you first run the system and login (using default username “test12” and default password “test12”), you will be on the home screen (referred to as “Home”). All of the instructions for using the functions will assume you are logged in and starting from Home.

Add a New Book

Click on the button labelled “Add New Book”. You will be taken to a screen where you will see fields corresponding to the book data (Title, Authors, Publish Date, Status, Shelf Location, ISBN 10, ISBN 13, Due Date). If you attempt to add a book without completing the minimally required data fields, you will see an error message in red. Once you have completed all of the required fields, you can click the button labelled “Create Book”. This will add the book to the library inventory and return you to Home.

*Note: The book’s Status can be set to Checked In, Checked Out, Hold, Late, Lost, or Reserve. When first entering a book into the inventory system, the Status should be set to Checked In.

Update Information About a Book

Click on the book in the book list for which you would like to update information. You will notice that the screen you are taken to is exactly like the screen for adding a new book. Here you can edit the data stored in the inventory system for the book. When you are finished editing, click “Update Book” to save your changes.

Remove a Book

Click on the book you would like to permanently remove from inventory. You will be taken to a screen that looks exactly like the screen to update information about a book. Click “Remove Book” to permanently delete the book from inventory.

Check Out a Book

Click on the book and change the Status on the book to Checked Out. You will also set the Due Date and choose a user for Checked Out By. Now click “Update Book” to save your changes.

Check In a Book

Click on the book and change the Status on the book to Checked In and then click “Update Book”. The system will automatically remove the Due Date since the book is now back in the library.

Issue a New Library Card

To issue a new library card, you will click the “Users” link at the top of the screen beneath the Library Inventory Control header. Once here you will see a list of current users, these include both librarians and patrons. Click on the button “Add New User”. This will take you to a screen where you will enter the information about the user you are adding to the system. Again, required fields will prompt you for an entry if you leave them blank. Click “Create User” to add that user to the system and allow the user to check out books from the library.

Revoke Library Card

In order to revoke check out privileges for a user, you simply go to the Users screen by clicking the “Users” link at the top of the Home screen then find the user in the list. Click on the user and uncheck the box for “Allow Checkout”.

Search for a Book

You can search for a book using the title or any other information you have handy. Start typing in the information in the search field at the top of the book list and the list of books will start to narrow dynamically as you type in your search criterion.

Generate Report

The lists on Home and also on Users (the page you get to by clicking the “Users” link at the top of the Home screen) are configurable to generate a report based on a number of criteria. To see all of the books that are checked out, for example, type “checkedout” in the search field at the top of the Books listing (from Home). The books shown are the books checked out.

You can sort the data in any of the listings by clicking the header of the data you’d like to sort by in the Book or User list table.