

User Manual for Library Users Management System

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Senior Librarian

Logging in

1. In the main page of the Library Users Management System Click on the Senior Librarian button.
2. In the login page that appears type the user name and password provided in the Username and Password Textboxes respectively.
3. The Senior Librarian Main page is displayed.

Overview of the Senior Librarian Main Page

The senior librarian main page contains the following options

1. A display box that shows the number of users currently in and those visited the library in the current day.
Note: This display box updates entries every five seconds.
2. Users Currently in button
3. Current Day Report button
4. Report Over Custom Range button
5. Report of A User button
6. Add Single User button
7. Delete Single User button
8. Add Batch of Users button
9. Delete Batch of Users button
10. Manage Accounts button
11. Add Group of Photos button
12. Change Password button
13. Logout button

Users Currently in Report

1. Click the Users Currently in Button in the Main Page for the currently in report.
2. The Users in Display box shows the table of details of the users currently in.
3. There are two buttons provided Namely-Library and DigiLib. Each of these buttons update the Display box below them with the usage statistics of their respective operational Areas I.e. Clicking the DigiLib button updates the display with the Digital library users list
4. The details displayed are ID card Number, Name, Login Time and photo(optional) of the user. There are also two buttons in the reports namely-PDF and Excel. These buttons generate the displayed report in PDF or Excel Formats respectively.
5. To Return to the main page Click the Home button.

Current Day Report

1. Click the Current Day Report Button in the Main Page for the current day report.
2. The Day Report Display box shows the table of details of the users who have used or using the library in the current day.
3. There are two buttons provided Namely-Library and DigiLib. Each of these buttons update the Display box below them with the usage statistics of their respective operational Areas I.e. Clicking the DigiLib button updates the display with the Digital library users list

4. The details displayed are ID card Number, Name, Login Time and Logout Time of the user. There are also two buttons in the reports namely-PDF and Excel. These buttons generate the displayed report in PDF or Excel Formats respectively.
5. To Return to the main page Click the Home button.

Custom Report

Click the Report over Custom Range Button in the Main Page for the custom report.

1. To generate the required report, the following details, have to be entered
 - Select Entrance or DigiLib from the radio buttons provided
 - Select the start date in the calendar to the left.
 - Select the end date in the calendar to the right.
 - Enter the department of the Students or the Designation of the staff in the Department/Designation text box(Optional).
 - Enter the ID of the student or staff to filter in the ID textbox(Optional).
2. Click the Search button.
3. The required report is generated and displayed.
4. The PDF button can be clicked to export the report to a PDF file.
5. Click the Home button to return to the main page.

User Report

Click the Report of a User Button in the Main Page for the user report.

1. To generate the required report, the following details, have to be entered
 - Enter the ID of the student or staff to filter
 - Select the month from the dropdown list box
 - Enter the year in the respective textbox.
2. Click Enter
3. The Display box to the left Displays the main Library Usage of the User and the Display box to the right displays the Digital Library Usage of the User.
4. The Name and the Image of the user is displayed aside these contents.
5. Both the reports contain the following data- Date, Login Time, Logout Time.
6. Both the reports have a PDF button which can be clicked to generate the report in PDF format.
7. Click the home button to return to the Main Page.

Add Single User

Click the Add Single User Button in the Main Page for Adding a user.

1. To add a single user, the following details are to be entered
 - The ID of the user
 - Name of the user
 - Details of the user (specify department/designation)
 - Select an Image of the user(optional)
2. Click Load Image to verify the Image uploaded.
3. Click Add User to Add the user to the Database.
4. Click the Home Button to return to the main page.

Modify a single user

Click the modify user button in the main page for modifying a user

1. To modify a single user, enter the id and click the search button

2. Change the details you want to modify
3. Click the update button to modify the user
4. Click the home button to return to the main page

Delete a Single User

Click the delete single user button in the Main Page for deleting user

1. The following details are to be entered
 - ID of the user
 - Name of the user
 - Details of the user (specify department/designation)
2. Click the Search button to search for any such entry.
3. If found, click the delete button to remove the user from the database.
4. Click Home Button to return to main page

Adding a batch of users

Click the Add batch of users button to display the batch adding page

1. Select the Excel Sheet that contains the name list of the students or staff
Note: The excel sheet should be in the format as specified, namely, it should contain three columns ID, Name, Details.
2. Click the Load button to load the file to the page and verify the file details.
3. Click the Upload Button to add the batch of users to the database
4. Click Home button to return to the main page

Add Photos for a batch of users

1. Click the Add batch of users button to the batch adding page
2. In the Batch Adding Page click on the Add group of photos button
3. Chose a group of photos using the browse button
4. You can add an optional prefix and suffix to rename the given file to the match the user ID.
5. Click on the load button and then click on the Upload button to Add the group of photos to the database.

Deleting a batch of Users

Click the Delete Batch of Users button to display the batch delete page

1. Enter the Part of the ID that is common for the batch of students to be deleted in the department textbox
2. Click Load to search for and display the users that match the entered partial ID
3. Check if the list is correct and click delete button to remove the records from the database
4. Click Home button to return to the main page

Managing other accounts

Details of other staff accounts can be modified using the Manage Accounts Option. Following options are available under the Manage Accounts Option

- Add new Library Staff Account
- Delete existing Library Staff Account
- Reset the passwords of both Entrance and DigiLib logins

Changing the Password

1. Click the Change Password button to change your password

2. To change the password, the following details are to be entered
 - Your Login Username
 - Current password
 - New password
3. Click the Change Password Button
4. Click the Home button to return to the main menu.

Exporting reports to PDF or Excel Formats.

1. All reports generated can be exported to PDF format and some reports can be exported to Excel Sheets.
2. This can be done by Clicking on the PDF or Excel buttons when the required reports are displayed.

Library Staff

Logging in

1. In the main page of the Library Users Management System Click on the Assistant Librarian button.
2. In the login page that appears type the user name and password provided in the Username and Password Textboxes respectively.
3. The Staff Main page is displayed.

Overview of the Library Staff Main Page

The library staff main page contains the following options

1. A display box that shows the number of users currently in and those visited the library in the current day.

Note: This display box updates entries every five seconds.

2. Users Currently in button
3. Current Day Report button
4. Report Over Custom Range button
5. Report of A User button
6. Add Single User button
7. Change Password button
8. Logout button

Users Currently in Report

1. Click the Users Currently in Button in the Main Page for the currently in report.
2. The Users in Display box shows the table of details of the users currently in.
3. There are two buttons provided Namely-Library and DigiLib. Each of these buttons update the Display box below them with the usage statistics of their respective operational Areas I.e. Clicking the DigiLib button updates the display with the Digital library users list
4. The details displayed are ID card Number, Name, Login Time and photo(optional) of the user. There are also two buttons in the reports namely-PDF and Excel. These buttons generate the displayed report in PDF or Excel Formats respectively.
5. To Return to the main page Click the Home button.

Current Day Report

1. Click the Current Day Report Button in the Main Page for the current day report.
2. The Day Report Display box shows the table of details of the users who have used or using the library in the current day.
3. There are two buttons provided Namely-Library and DigiLib. Each of these buttons update the Display box below them with the usage statistics of their respective operational Areas I.e. Clicking the DigiLib button updates the display with the Digital library users list
4. The details displayed are ID card Number, Name, Login Time and Logout Time of the user. There are also two buttons in the reports namely-PDF and Excel. These buttons generate the displayed report in PDF or Excel Formats respectively.
5. To Return to the main page Click the Home button.

Custom Report

Click the Report over Custom Range Button in the Main Page for the custom report.

1. To generate the required report, the following details, have to be entered
 - Select the start date in the calendar to the left.
 - Select the end date in the calendar to the right.
 - Enter the department of the Students or the Designation of the staff in the Department/Designation text box(Optional).
 - Enter the ID of the student or staff to filter in the ID textbox
2. Click the Search button.
3. The required report is generated and displayed.
4. The PDF button can be clicked to export the report to a PDF file.
5. Click the Home button to return to the main page.

User Report

Click the Report of a User Button in the Main Page for the user report.

1. To generate the required report, the following details, have to be entered
 - Enter the ID of the student or staff to filter
 - Select the month from the dropdown list box
 - Enter the year in the respective textbox.
2. Click Enter
3. The Display box to the left Displays the main Library Usage of the User and the Display box to the right displays the Digital Library Usage of the User.
4. The Name and the Image of the user is displayed aside these contents.
5. Both the reports contain the following data- Date, Login Time, Logout Time.
6. Click the home button to return to the Main Page.

Add Single User

Click the Add Single User Button in the Main Page for Adding a user.

5. To add a single user, the following details are to be entered
 - The ID of the user
 - Name of the user
 - Details of the user (specify department/designation)
 - Select an Image of the user
6. Click Load Image to verify the Image uploaded.
7. Click Add User to Add the user to the Database.
8. Click the Home Button to return to the main page.

Changing the Password

1. Click the Change Password button to change your password
2. To change the password, the following details are to be entered
 - Your Login Username
 - Current password
 - New password
3. Click the Change Password Button
4. Click the Home button to return to the main menu.

Exporting reports to PDF or Excel Formats.

1. All reports generated can be exported to PDF format and some reports can be exported to Excel Sheets.
2. This can be done by Clicking on the PDF or Excel buttons when the required reports are displayed.

Entrance and DigiLib Logins

Logging in

1. In the main page of the Library Users Management System Click on the Main Entrance or Digital Library buttons respectively.
2. In the login page that appears type the user name and password provided in the Username and Password Textboxes respectively.
3. The Usage Scan page is displayed.

Scanning in Users

1. Home Campus Users can be scanned in through the main scanning page itself.
2. To scan in Non-Campus Users like visiting professors and other campus students click the Visitors button in the scanning page.
3. It will redirect you to the visitors scanning page where their details can be entered.
Note: The visitors scanning page will expire in one minute after which the visitors button has to be clicked again.

Logging out

1. To log out of the scanning page click the Send out all users button.
2. Enter your password in the ID textbox.
3. Click logout to Send out all currently in users and logout of the scan page.