

# Quick User Guide

Here is a quick guide to help you manage the books in the library.

## **Search file:**

Enter either the ISBN, name or title of the author to search the book. This will display all the tables that match our search criteria.

## **Check Out book:**

1. You can check if a book has been searched or not.
2. Only 1 book can be checked at a given time from a card ID.
3. Each card ID can check out 3 books only.

## **Borrower:**

1. A borrower can be inserted by the librarian by filling out all the fields.
2. One SSN has only one card ID.

## **Checking Out a book:**

1. A librarian can search for a borrower by entering the card ID, ISBN or user name of the borrower in the text field.
2. You will get multiple results, you can check-in and the date will be counted as today's date.

## **Fines update:**

1. It updates all the fine amounts in fine table for all the fines that is not paid yet.

### **• Display fines:**

1. It tells the total fine of the person based on the card id. It only calculates the unpaid fines.

### **• Fine Payments:**

1. It updates the fine field as paid for the users whose fines have been paid.