

Quick Start user guide

1. To keep fines amount updated daily, please click “Fine Update” before using other functional button and text field.
2. To search the book that you want to check out, just type any letters, words or numbers involved in the ISBN, author name and title of books in the text field after the label “Book Search”, and click the button “Book Search”
3. To create a new account of borrower, please type in the Name, SSN and Address after each label, then click button “Add Borrower”.
 - 3.1. If a new borrower is attempted with the same SSN, the middle text area will return an error message “ERROR: The SSN has been used.”
4. Before checking out the book, please confirm the column of availability whether it is “No” or “Yes”. If it is “Yes”, you can select this row and type in borrower card number in the text field after the label “Card ID”, then click the button “Check Out”.
 - 4.1. If the availability is “No”, and you click “Check Out”, the middle text area will return an error message “ERROR: The Book has been borrowed.”
 - 4.2. If a borrower has reached the borrow limitation (3 book), the middle text area will return an error message “ERROR: A Maximum of Three Borrowed Books.”
5. When a borrower comes to return a book, you can type in three different kinds of keywords “ISBN”, “Card_ID” and “Borrower Name”. Please confirm the checkbox of text field you type in is checked. Then click the button “Check In Search”
6. The table of check-in will display all the results related to your research keywords, select one of them and click button “Check In”.
7. If a borrower just checks in the book and finds the book return is overdue, the borrower needs to be asked to pay the fine. After the borrower finishes the payment, please select the corresponding row the borrower just paid in the Check-in Table, then click the button “Pay Fine” to update the paid status.
8. To check the total fine amount of each borrower, please click the button “Fine Update”

The results will be displayed in the fine table

9. If you want to filter out the paid fine amount of each borrower, please click “Fine Filter”, the fine table will be refreshed and updated.