# User Manual for ShelfMinder: Kota Samarahan Public Library Management System

## 1. Introduction

Welcome to ShelfMinder, the Kota Samarahan Public Library Management System. This user manual is designed to guide you through the various functionalities of the system, ensuring that you can make the most of its features whether you are an admin, staff member, or regular user.

## 2. System Requirements

- A device with internet access (desktop, laptop, tablet, or smartphone)  
- A modern web browser (Chrome, Firefox, Safari, Edge)  
- Internet connection for full functionality (limited offline features available)

## 3. Getting Started

### User Registration

1. Visit the library’s website and click on the “Register” button.  
2. Fill in your personal details including name, email, and contact information.  
3. Submit the registration form. An admin will review your request and approve it if all information is correct.  
4. Once approved, you will receive an email with your login credentials.

### Logging In

1. Visit the library’s website and click on the “Login” button.  
2. Enter your email and password.  
3. Click “Login” to access your dashboard.

## 4. User Interface Overview

### Homepage

The homepage provides a brief overview of the system and allows users to register or log in.

### Dashboard

Upon logging in, users are directed to their dashboard, which displays personalized information such as borrowed books, due dates, and notifications.

### Navigation Menu

The navigation menu allows users to easily access different sections of the system, including book search, user profile, and help.

## 5. Admin Functions

### Managing Users

1. Navigate to the “Manage Users” section from the admin dashboard.  
2. View, approve, or reject user registration requests.  
3. Edit user information or reset passwords as needed.

### Managing Books

1. Go to the “Manage Books” section.  
2. Add new books by entering details like title, author, ISBN, and shelf location.  
3. Update or delete book entries as required.

### Generating Reports

1. Access the “Reports” section.  
2. Generate various reports such as borrowing statistics, user activity, and overdue books.

### Viewing Transaction History

1. Navigate to the “Transaction History” section.  
2. View detailed records of all transactions including book issues, returns, and fines.

## 6. Staff Functions

### Issuing Books

1. Log in to the staff dashboard.  
2. Enter the user’s membership ID or scan their library card.  
3. Scan the book’s barcode to issue it to the user.  
4. Confirm the transaction.

### Returning Books

1. Enter the user’s membership ID or scan their library card.  
2. Scan the book’s barcode to mark it as returned.  
3. Confirm the return and update the system records.

### Managing Penalties

1. View the list of users with outstanding penalties.  
2. Send reminders for overdue fines.  
3. Record payments and update user accounts accordingly.

## 7. User Functions

### Searching for Books

1. Use the search bar on your dashboard to look for books by title, author, or ISBN.  
2. Filter results by genre, availability, and other criteria.

### Borrowing and Reserving Books

1. Select a book from the search results.  
2. Click “Borrow” to check out the book if it is available.  
3. If the book is currently borrowed, click “Reserve” to place a hold on it.

### Viewing Borrowed Books

1. Navigate to “My Borrowed Books” from your dashboard.  
2. View the list of books you have currently borrowed and their due dates.

### Receiving Notifications

1. Ensure your contact information is up to date in your user profile.  
2. Receive notifications about due dates, reserved books availability, and library announcements via email or SMS.

## User Accounts (Based on roles)

These are the account used for testing the system

**Admin:**

Email: [admin@example.com](mailto:admin@example.com)

Password: Admin123

**Staff:**  
Email: [ekay@gmail.com](mailto:ekay@gmail.com)

Password:user123

**User(Library Member)**

Email:iqbal@gmail.com/iqbal@email.com

Password: user123