



User's manual for Sarasvati Library

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## Introduction

Sarasvati is a known deity from the Hindu mythology, which is considered one of the main goddesses and spouse of the god Brahma. She is in charge of all referred to knowledge and methods of obtaining it. She is also known for having four arms that symbolizes mind, vigil, ego and intellect. What she holds on her arms are elements that has any kind relationship with knowledge and focus, like the Sitar (a musical instrument from India) and a printed book.

The program Sarasvati is identified with that goddess, straightly because it is a library type program, which is in charge of registering all those belongings related to knowledge and learning, such as books, magazines and movies. Besides, as the program can lend those materials to the public, it can also tell you which materials are being lent and the days it is lent. Besides, it can tell the borrower of the material by a electronic mail, that he or she must remember to return the material, in case a long time has passed since the borrowing date and the return date. Therefore, the program does all the warning work for both sides of the lending by using a graphical interface or by an email, like an intermediary.

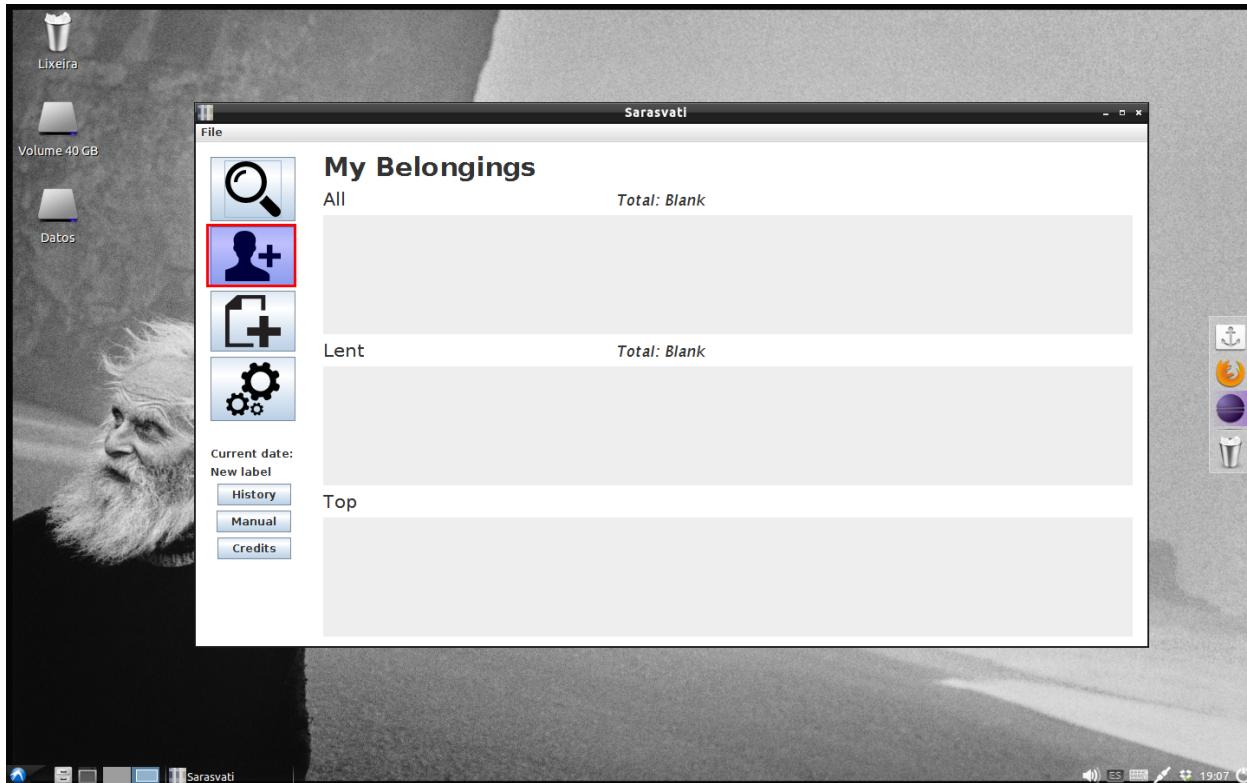
## Project's Purpose

- Give to the client an effective way of managing his/her audiovisual and lecture material library, in a more friendly and simple style and avoiding complications.
- Work as a lending system, which is in charge of telling the user and the borrower in case of having lendings that are due or late in a friendly way.
- Offer the client lots of options and settings to modify important conditions for the lending, such as limit days, tolerance days (a quantity of days after the limit days), and others.
- Create a modern system which is in charge of being interactive respect to the pending lending alerts and late returnings, by electronic mails.

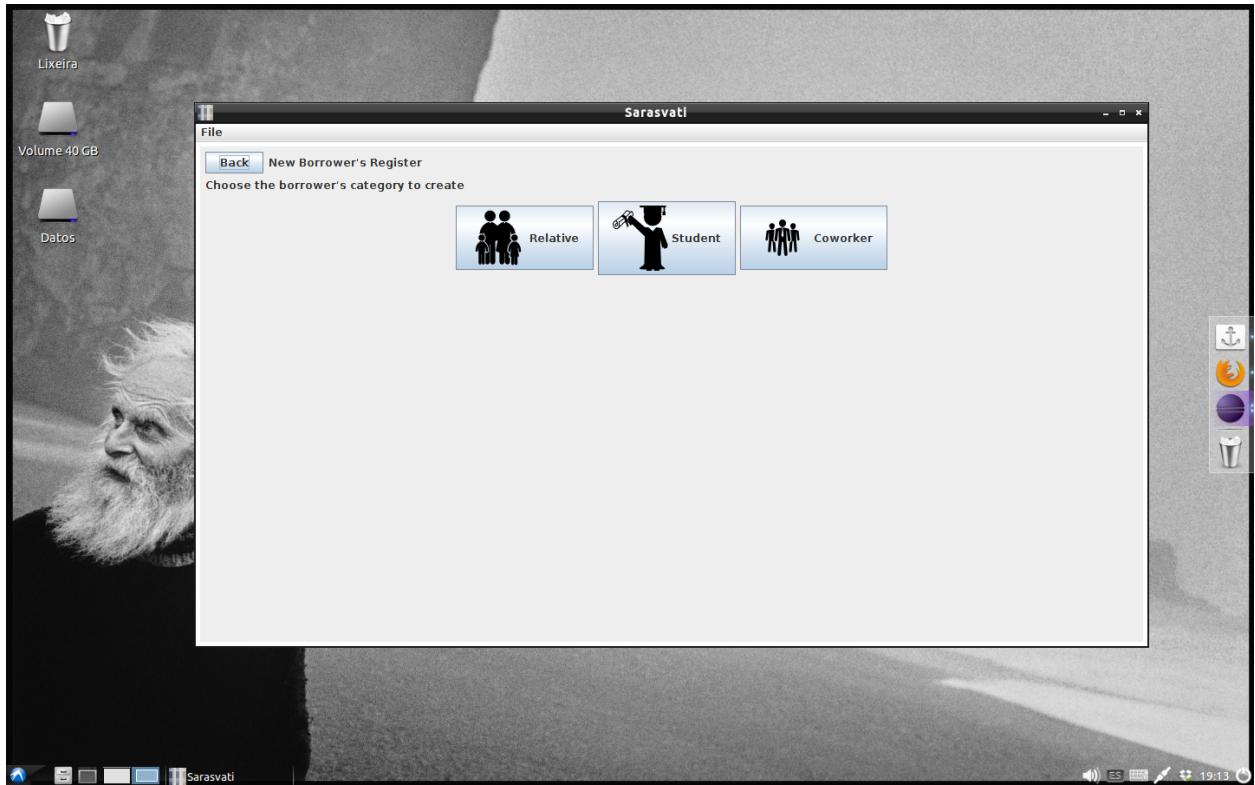
## Borrower Register

Inside Sarasvati program, it is possible to register three kinds of borrowers: Your relatives, students and coworkers. Generally, to register them, you must follow the next steps, after initiating the program:

1. Click on the “add borrower” button (it is symbolized with a person’s bust silhouette and a plus symbol on its right, as it can be seen on the image below).



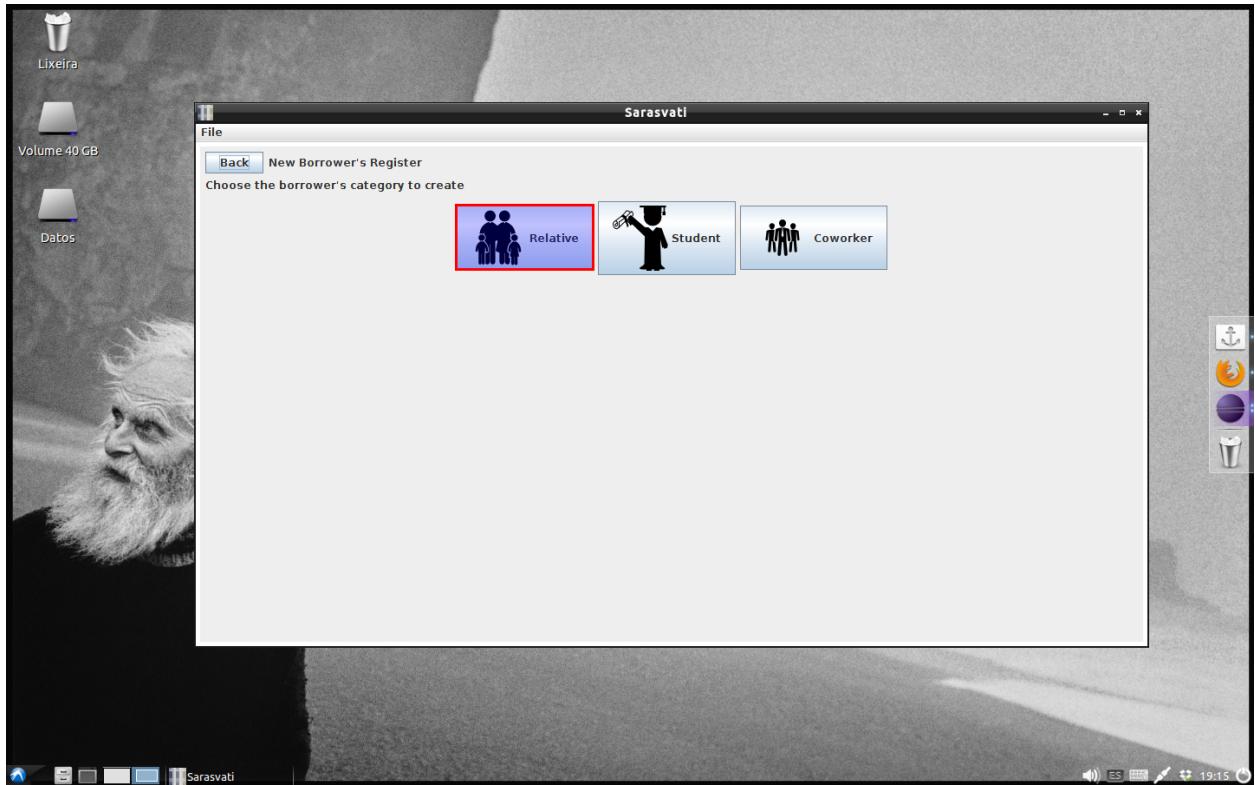
2. Now, a menu will be shown, where you can choose which kind of borrower you wish to register and you can add.



### 3.1 Registering a relative

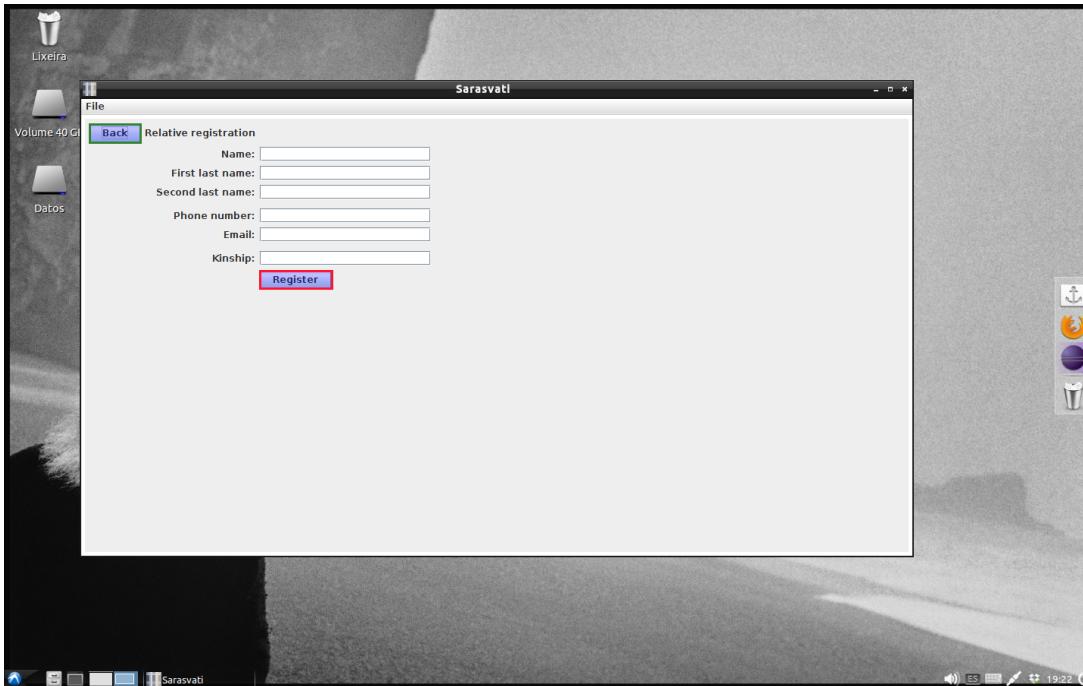
First, let's register a relative. To make this procedure, we follow the next steps:

1. Click on the “Relative” button (symbolized with a family icon, as shown in the red bordered square on the image below).



2. Here, a window with text boxes will be shown to you, where you can put all the relative's information. Remember, you must put all information, because they are required for the program for special cases (Don't worry, we won't give this information to anybody, unless you lend the program to somebody else). If you want to get back to the previous screen, you can click on the "Back" button (shown in the green bordered square on the image below).

If you have finished putting all the information, then click on the "Register" button Si ya has concluido con la edición, dale al botón de Register (shown in the red bordered square on the image below).

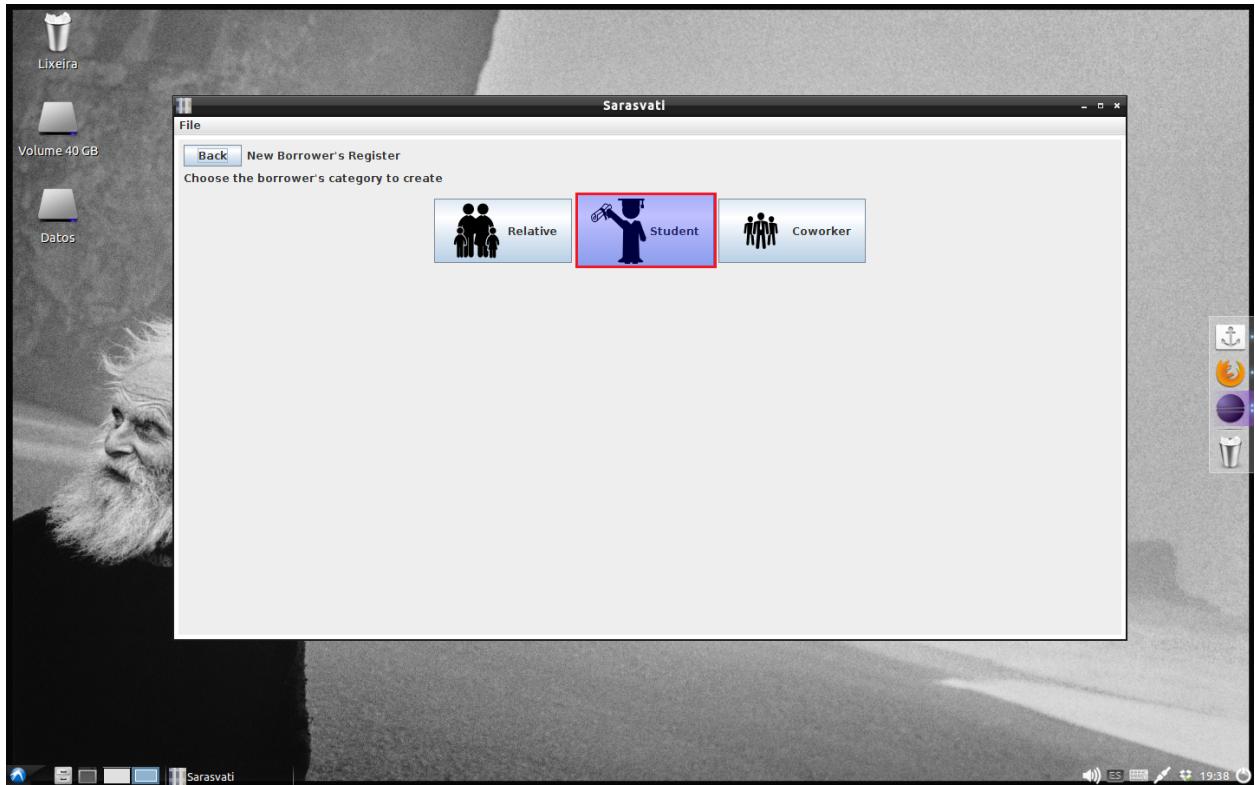


3. If everything went fine, a window will appear to the user and it will say that the registering process were successful. If not, another window will be shown telling the user that not all the text boxes have the required information, so you must correct or put the required information to have a successful register.

### 3.2 Registering a student

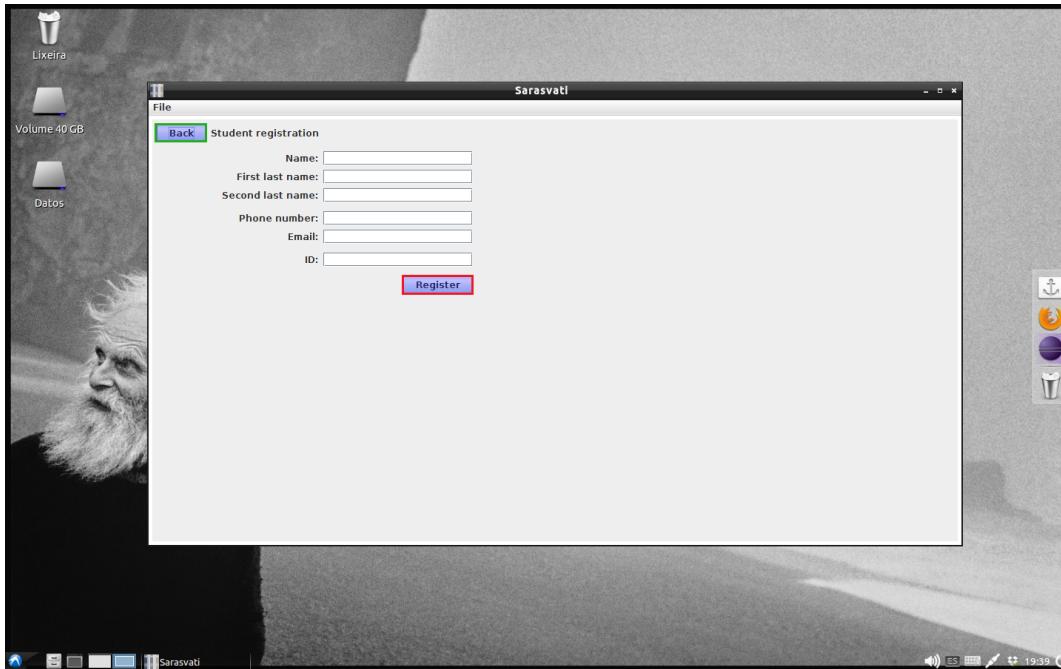
If you wish to add a student to your borrowers list, no problem, follow the next steps:

1. Click the “Student” button (symbolized with an icon of a silhouette with a certificate on its hand, as shown in the red bordered square on the image below).



2. Here, a window with text boxes will be shown to you, where you can put all the student's information. Remember, you must put all information, because they are required for the program for special cases (Don't worry, we won't give this information to anybody, unless you lend the program to somebody else). If you want to get back to the previous screen, you can click on the "Back" button (shown in the green bordered square on the image below).

If you have finished putting all the information, then click on the "Register" button Si ya has concluido con la edición, dale al botón de Register (shown in the red bordered square on the image below).

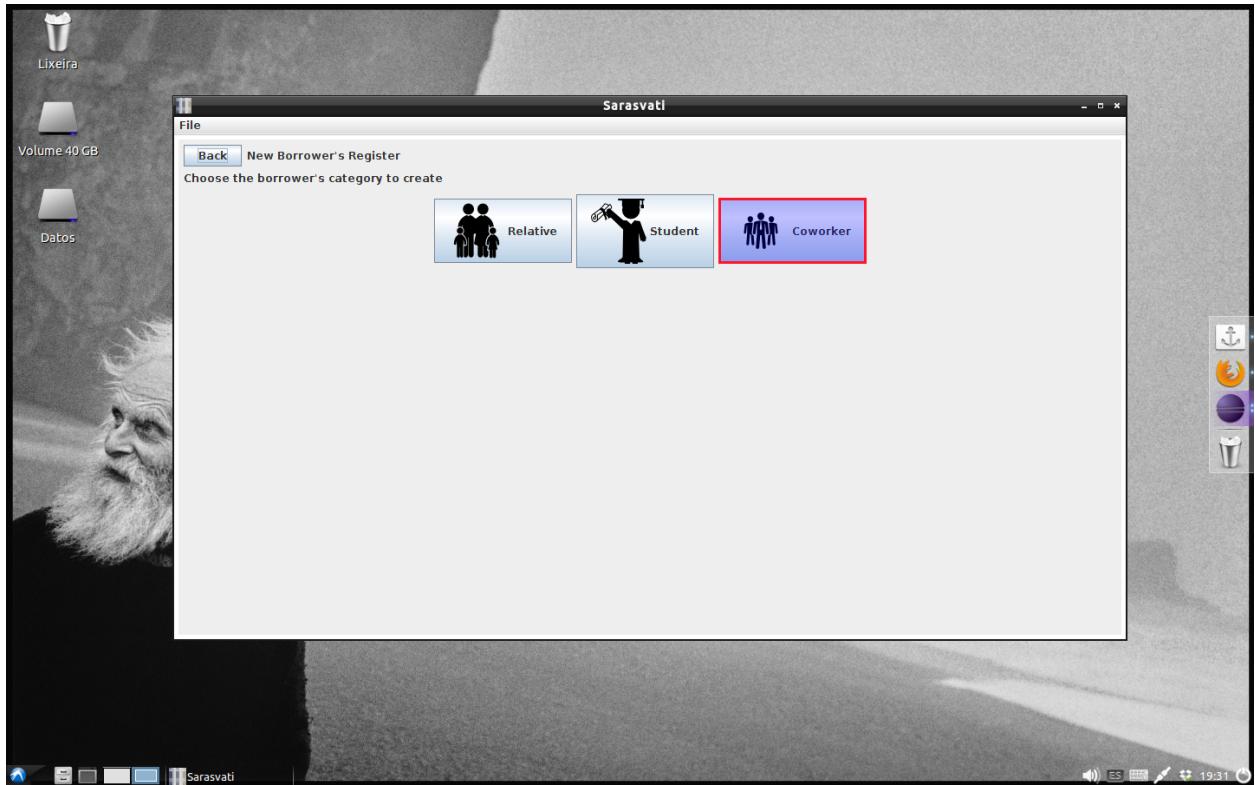


3. If everything went fine, a window will appear to the user and it will say that the registering process were successful. If not, another window will be shown telling the user that not all the text boxes have the required information, so you must correct or put the required information to have a successful register.

### 3.3 Registering a coworker

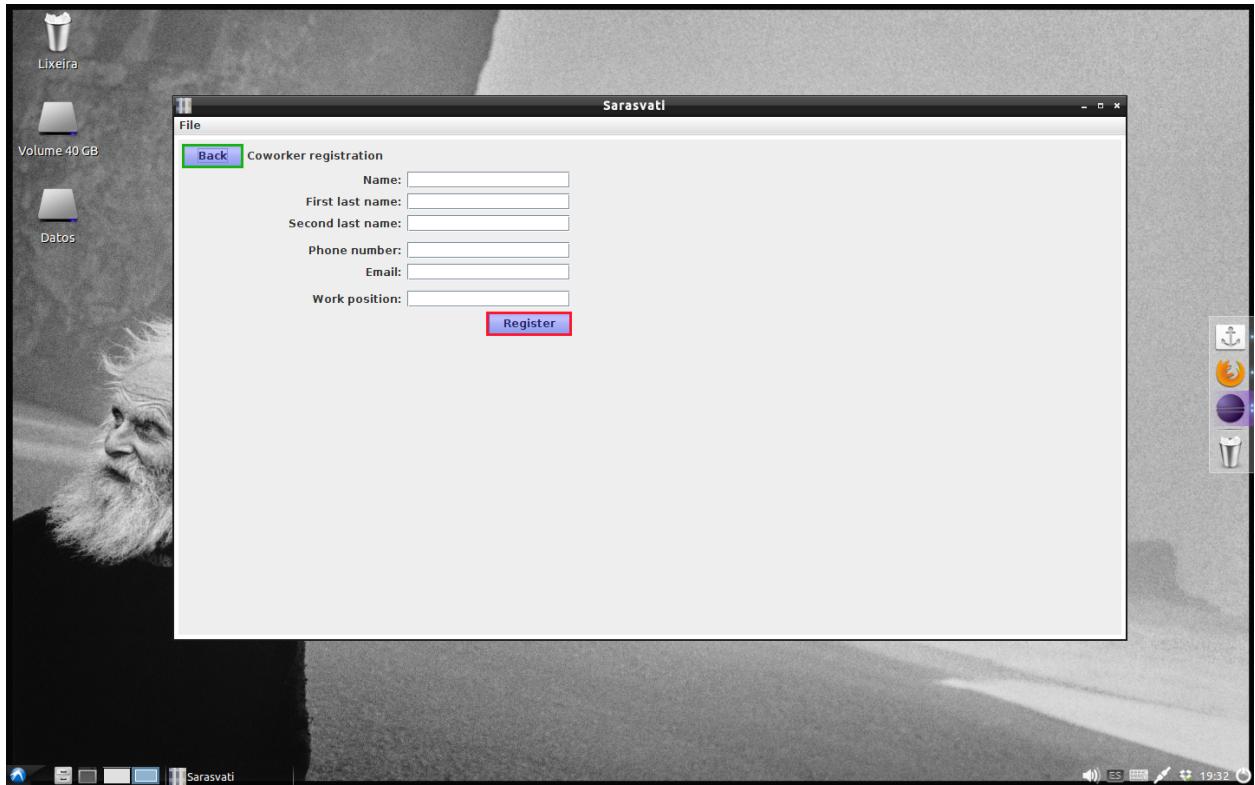
Finally, if you wish to add a coworker of yours inside the borrowers list of Sarasvati, follow these steps:

1. Click the “Coworker” button (symbolized with an icon of three silhouettes, on which the middle one has a tie, as shown in the red bordered square on the image below).



2. Here, a window with text boxes will be shown to you, where you can put all the coworker's information. Remember, you must put all information, because they are required for the program for special cases (Don't worry, we won't give this information to anybody, unless you lend the program to somebody else). If you want to get back to the previous screen, you can click on the "Back" button (shown in the green bordered square on the image below).

If you have finished putting all the information, then click on the "Register" button Si ya has concluido con la edición, dale al botón de Register (shown in the red bordered square on the image below).

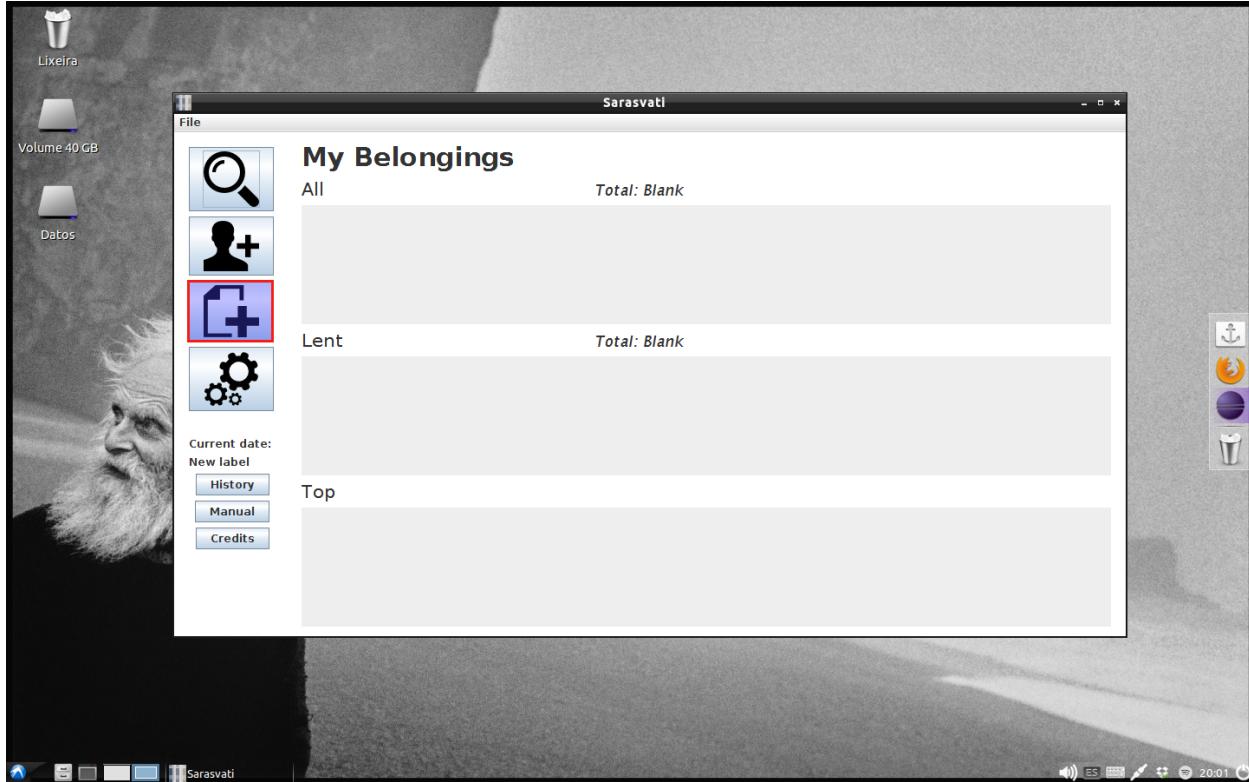


3. If everything went fine, a window will appear to the user and it will say that the registering process were successful. If not, another window will be shown telling the user that not all the text boxes have the required information, so you must correct or put the required information to have a successful register.

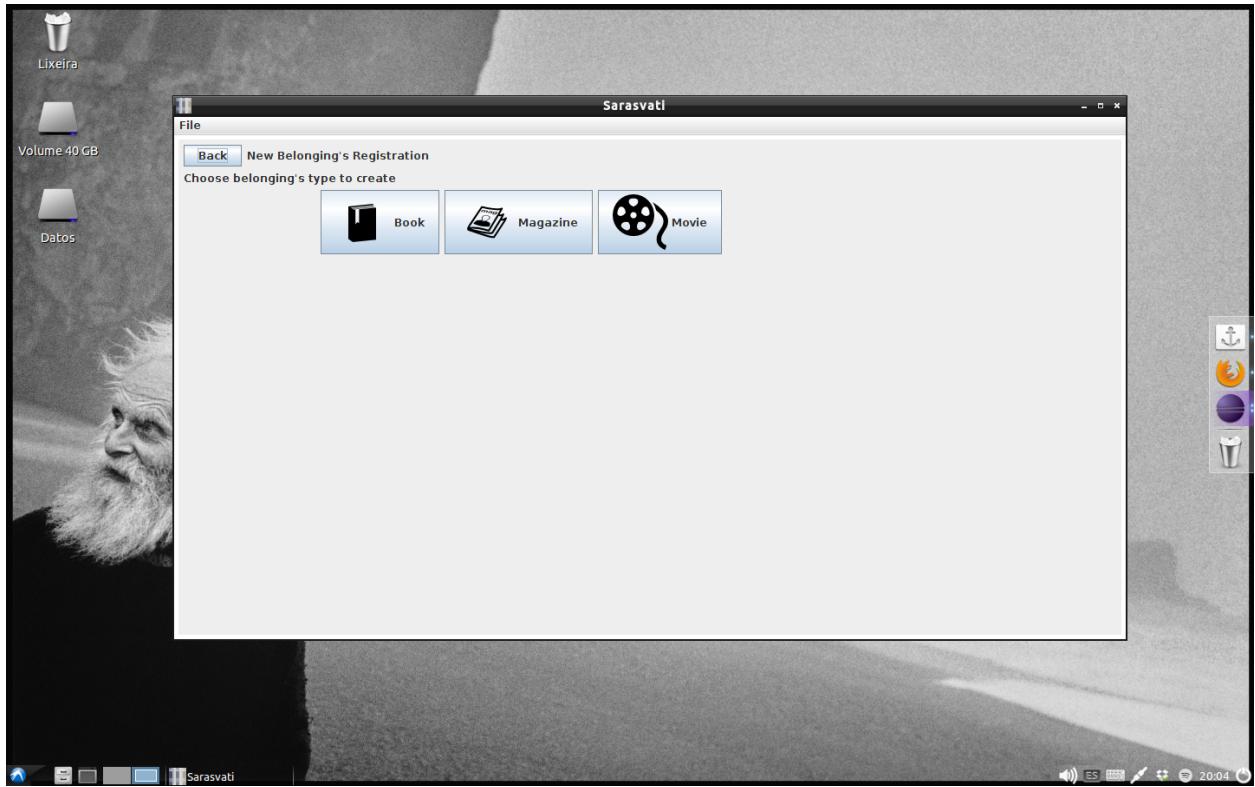
## Belongings register

Another basic function of Sarasvati is to store a library of audiovisual and lecture materials, such as movies, magazines and books. In this section, we will show you how to register your belongings to the program, after initiating the program.

1. Click the “Add belonging” button (This button is symbolized with a sheet with one of its superior tips folded, and a plus button on its inferior right, as shown on the red bordered square on the image below).



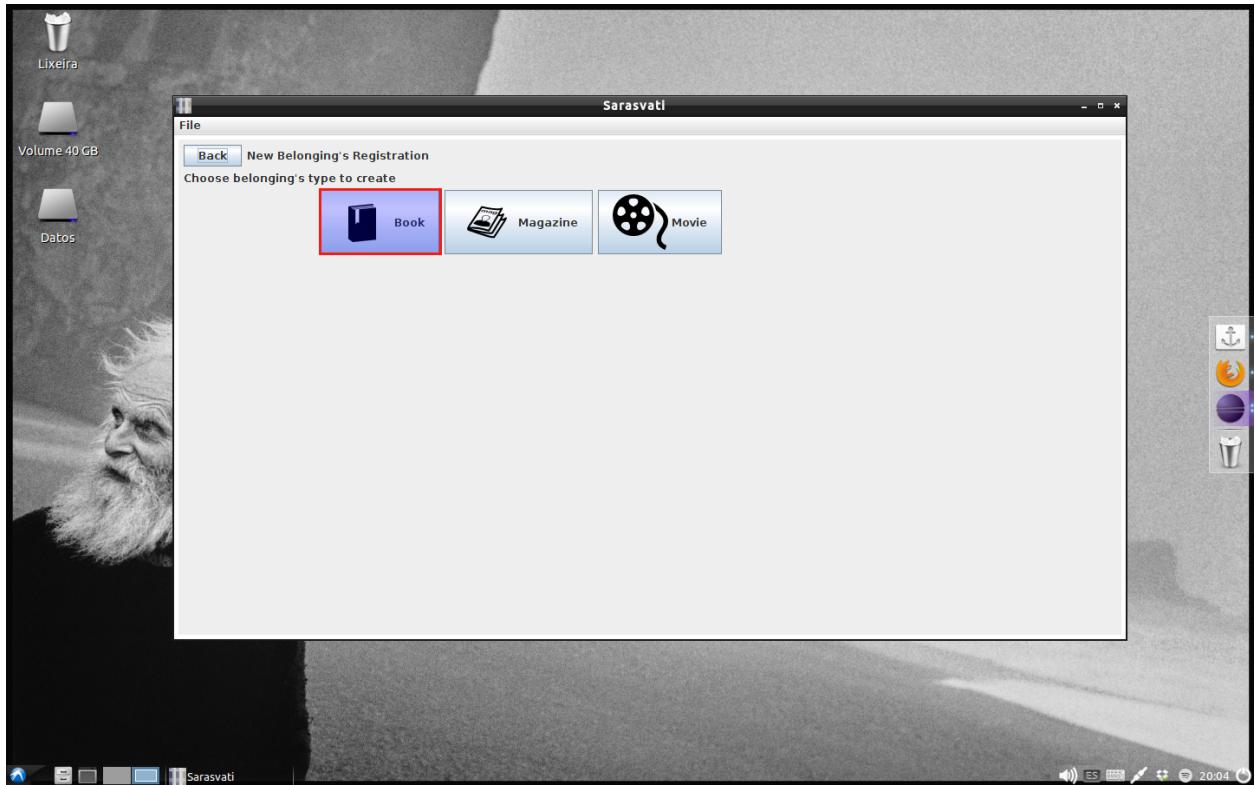
2. Now, a menu will be shown where you can choose the different types of belongings you can register.



## 4.1 Registering a book

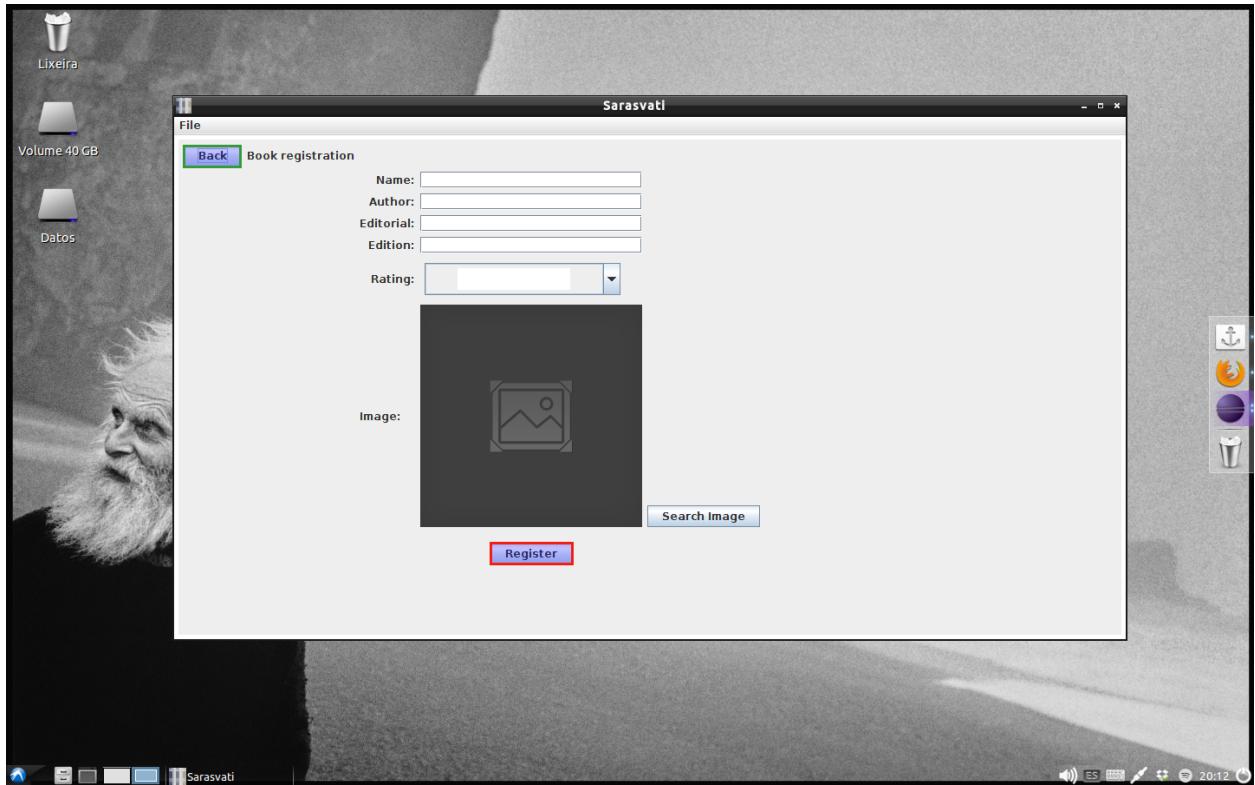
Let's begin! To register a book of your choice and that you possess, we should follow the next steps:

1. Click on the “Book” button (this button has an icon of a book, as shown on the red bordered square on the image below).



2. Here, a window with text boxes will be shown to you, where you can put all the book's information. Remember, you must put all information, because they are required for the program for special cases. If you want to get back to the previous screen, you can click on the “Back” button (shown in the green bordered square on the image below).

If you have finished putting all the information, then click on the “Register” button.

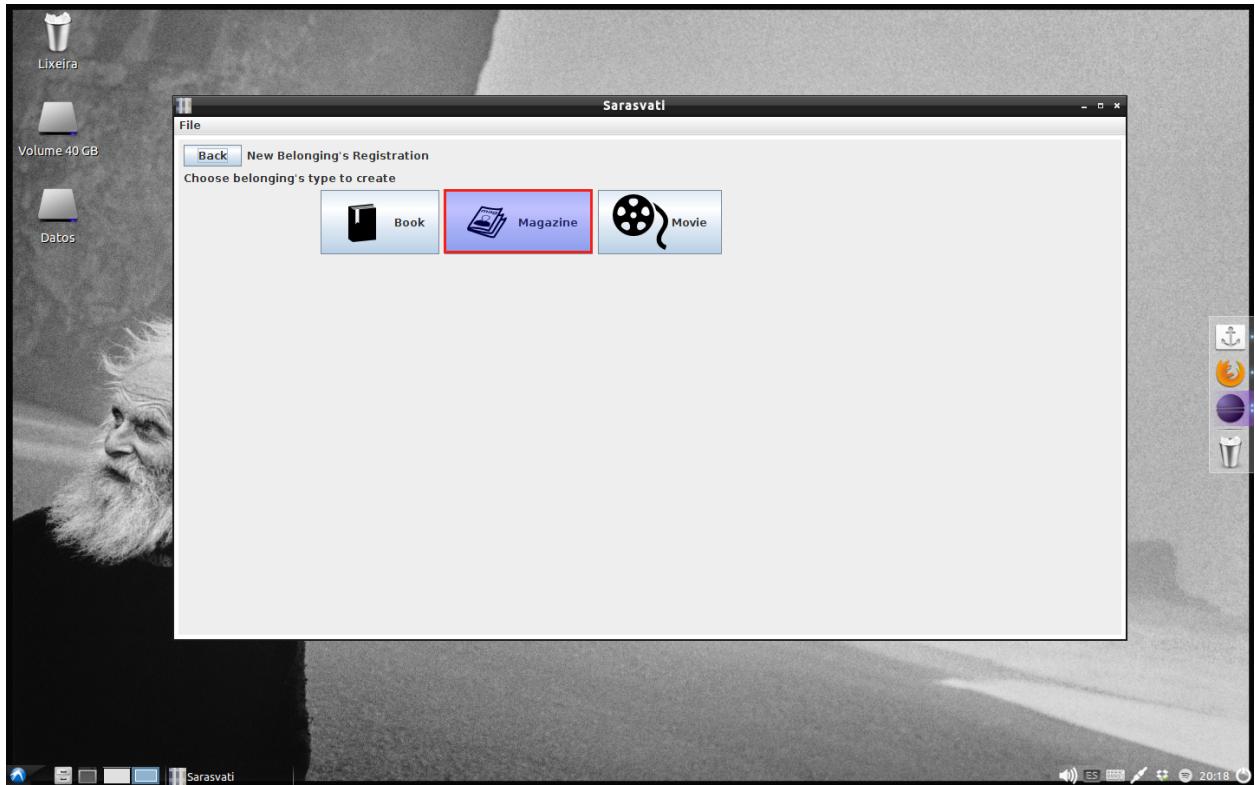


3. If everything went fine, a window will appear to the user and it will say that the registering process were successful. If not, another window will be shown telling the user that not all the text boxes have the required information, so you must correct or put the required information to have a successful register.

## 4.2 Registering a magazine

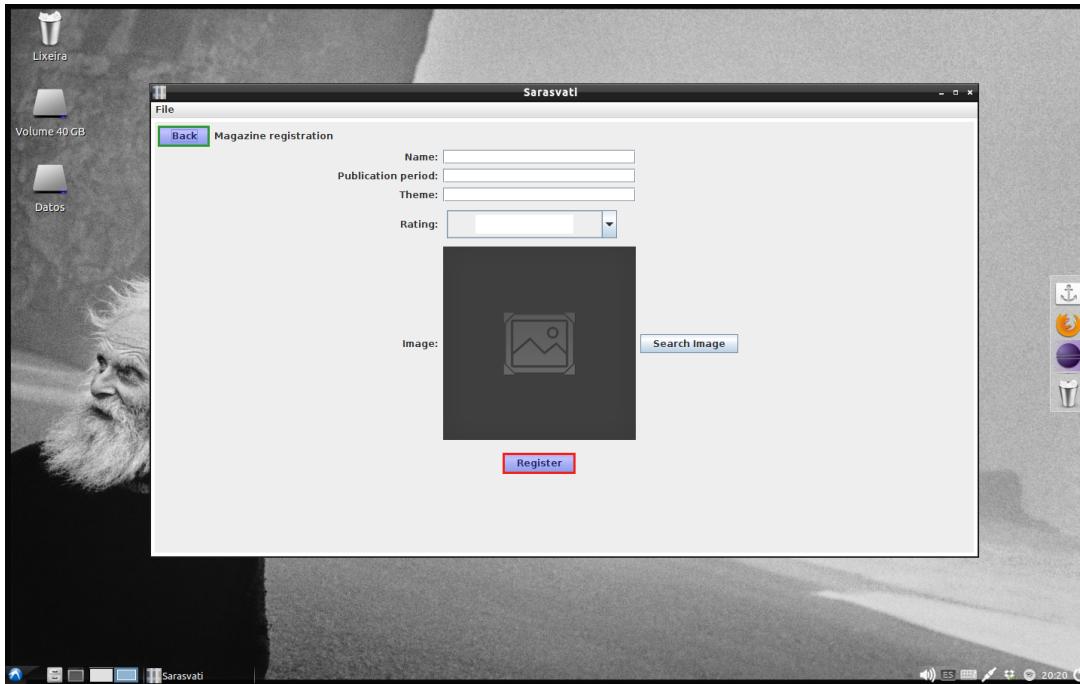
If we have a magazine we want to lend in a future, we should follow the next steps:

1. Click on the “Magazine” button (shown with an icon of a magazine, as shown on the image below, on the red bordered square).



2. Here, a window with text boxes will be shown to you, where you can put all the magazine's information. Remember, you must put all information, because they are required for the program for special cases. If you want to get back to the previous screen, you can click on the "Back" button (shown in the green bordered square on the image below).

If you have finished putting all the information, then click on the "Register" button.

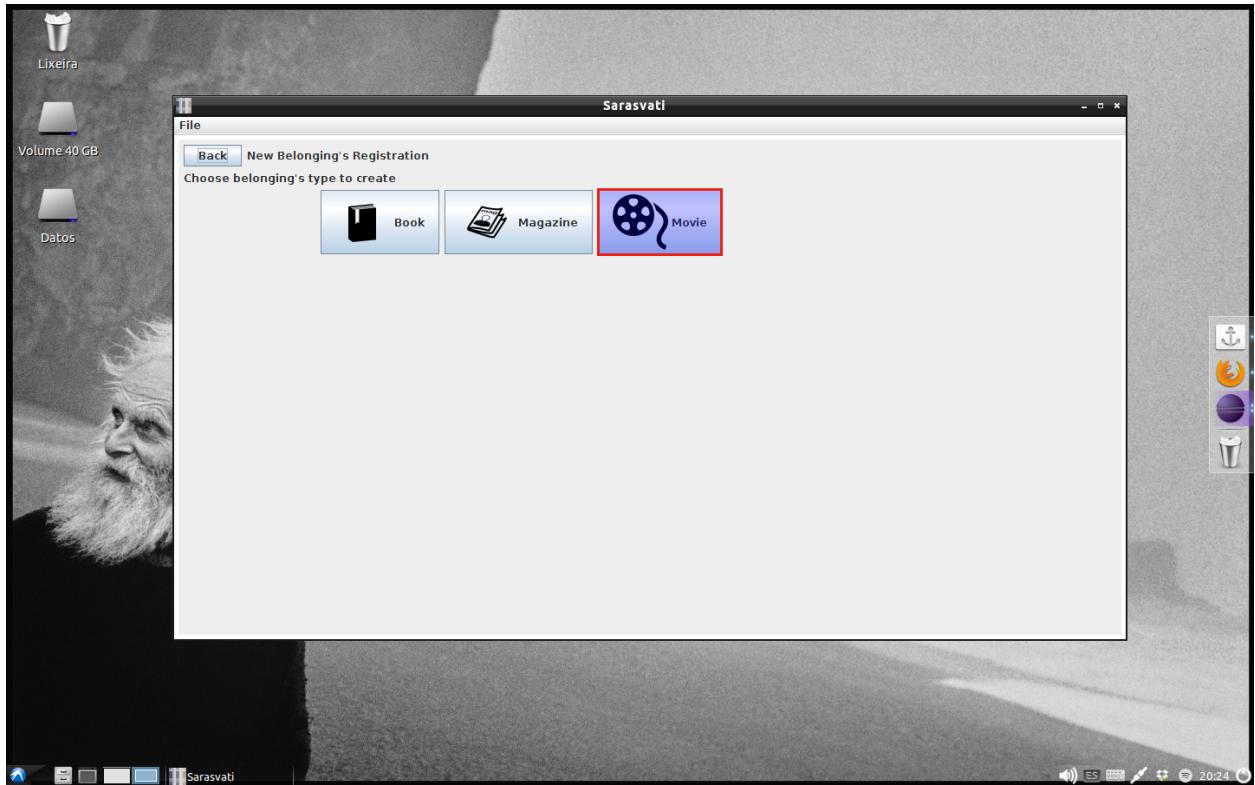


3. If everything went fine, a window will appear to the user and it will say that the registering process were successful. If not, another window will be shown telling the user that not all the text boxes have the required information, so you must correct or put the required information to have a successful register.

#### 4.3 Registering a movie

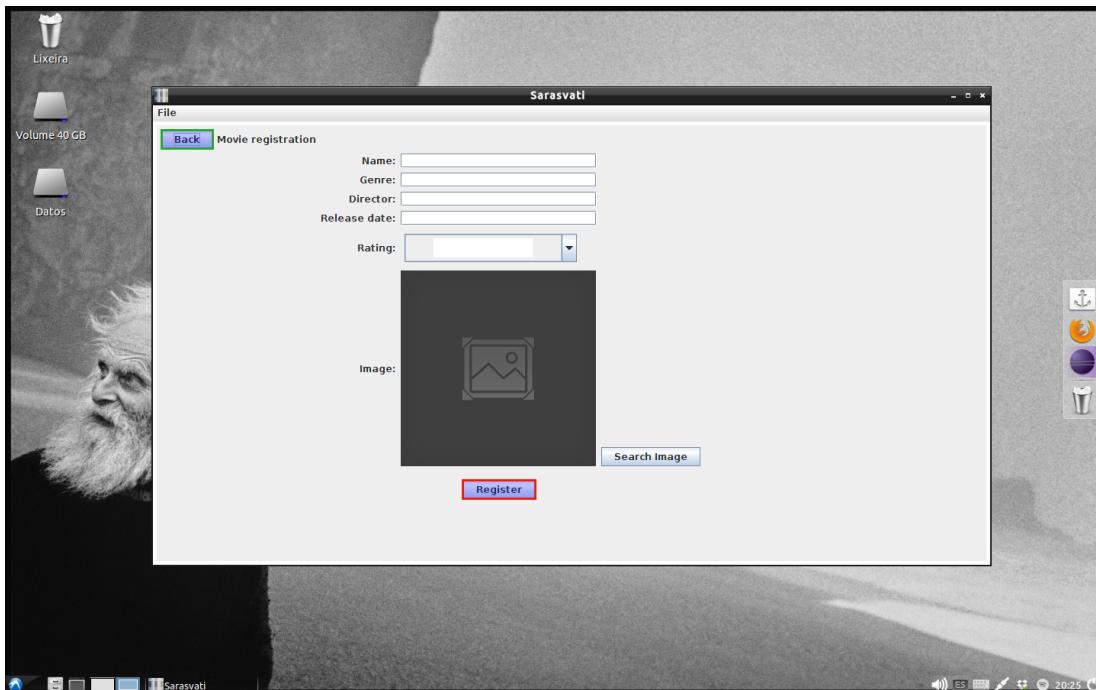
Finally, we will now register a movie in our collection. We must follow the next steps to do it:

1. Click the “Movie” button (the one with a film roll, as shown in the image below).



2. Here, a window with text boxes will be shown to you, where you can put all the magazine's information. Remember, you must put all information, because they are required for the program for special cases. If you want to get back to the previous screen, you can click on the "Back" button (shown in the green bordered square on the image below).

If you have finished putting all the information, then click on the "Register" button.

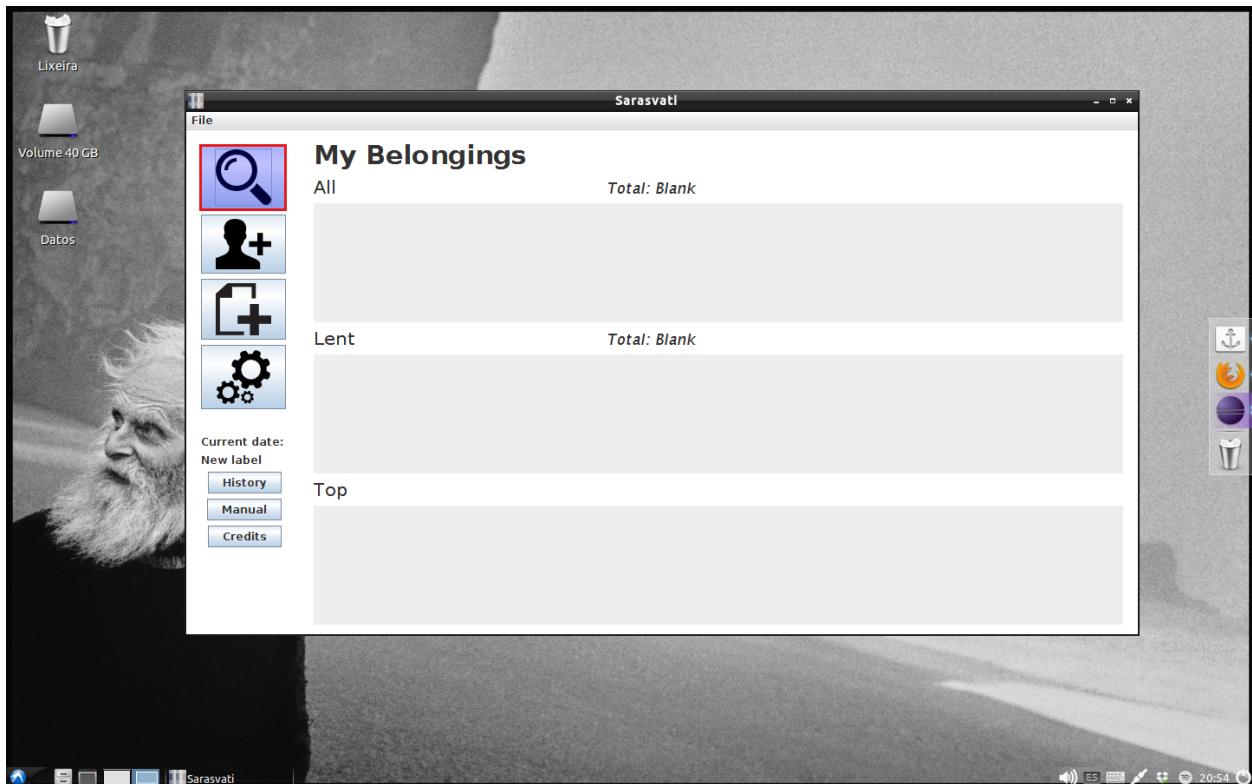


3. If everything went fine, a window will appear to the user and it will say that the registering process were successful. If not, another window will be shown telling the user that not all the text boxes have the required information, so you must correct or put the required information to have a successful register.

## Search Engine

If you want to find any specific material inside the library, such as books from certain author, books you have lent more or see the list of books you have lent to a certain borrower, Sarasvati can do the job for you! To do that, you should follow the next steps, knowing the program has been initiated and it is on the main menu.

1. Click on the “Search” button (this button is represented by a magnifier, as shown on the image below).



2. Now, a menu will be shown, where you can choose the searches for each kind of material (Book, magazine, movie). There are five types of search:

- Search by filter, which applies to the chosen library.
- Search by borrower, which shows the material lent to a certain borrower.
- Search by available material, which shows a list of all material you have available to lend.
- Search by Top X, which shows an X quantity of most lent materials.<sup>[1]</sup>.
- Special searches, which shows the materials that were lent more than X times during the last Y months<sup>[1]</sup>.

<sup>[1]</sup>The X and Y parameters are editable on the Settings menu.