

# Quick start

Navigation links are on the left part of the page.

**Click “WELCOME” to return to the initial welcome page.**

This page contains some simple instructions for use.

**Click “CHECK OUT” to search books and check out books.**

This page contains a search form.

Enter any or any combination of the following items to search for a book:

Isbn13, Isbn10, Book Title, Author Name.

Items can be partially entered.

Click CHECK OUT button to go to the checkout page.

Enter the borrower’s ID and click CHECK OUT to check out the book.

**Click “CHECK IN” to search loan records and check in books.**

This page contains a search form.

Enter any or any combination of the following items to search for a loan record:

Card ID, Borrower's Name, Isbn13, Book Title.

Items can be partially entered.

Click CHECK IN button to directly return the book.

**Click “BORROWERS” to get into the management of borrowers.**

Click ADD NEW to create new borrower.

The Add Borrower page has a registration form. The items with stars \* are obligatory items.

Every borrower must have a unique Ssn number.

Enter Card ID, Borrower's Name or their combination to search for borrower's information.

**Click “FINES” to view and pay fines.**

Click UPDATE AND VIEW RECORDS to update fine records and show all the fines unpaid by card id.

Click FINES HISTORY to view all the fine records including the fines paid.

Enter Card ID to search for a borrower's unpaid fine. Details records will be shown too.

Click PAY NOW to pay the fine.

Borrowers should return the book to pay the fine.