



INVOICE

Date: 21st Sept 2013

Invoice No: AI/1311

To,
The Principal
Prof. Sambhajirao Kadam College
Deur Tal.-Koregaon ,Dist.-Satara

Sr.No	Description	Qty	Rate	Amount
1.	License Copy of "AutoLib" Library Management software to Prof. Sambhajirao Kadam College Deur Server with 3 Users and Barcode Scanners (Inclusive All Taxes)	1	1,10,000/-	1,10,000/-

Total:1,10,000/-

In Words: Rupees. One Lakh Ten Thousand Only.

For Akash Infotech

Authorised Signatory



Receiver's Signature

* Recommended to issue the payment

Voucher No. 10
Paid & Correctly
(32111201)

21/09/2013



II Bahujan Hitay II

Shri Mudhaidevi Shikshan Sanstha's

Prof. Sambhajirao Kadam College, Deur

Tal. Koregaon, Dist. Satara, Pin: 415524. Maharashtra (India)

Estd: 1999

Affiliated to Shivaji University, Kolhapur

(NAAC Accredited 'B' Grade)

Off. Ph: (02371)254368, Sanstha: (02371) 254227, Fax: (02371) 254368, E-mail: principalpskod@gmail.com

2. STATEMENT OF INCOME & EXPENDITURE

Additional Assistance to Colleges already covered under Section 12 (B)

Audited statement of Income & Expenditure in respect of **Additional Assistance to Colleges already covered under Section 12 (B)** approved by the UGC vide letter no. **F.73-921/12 (WRO)** XI Plan dated **30/04/2013**

Sr. No.	Income	Year	Total Amt. (In Rs.)	Sr. No.	Expenditure	Year	Total Amt. (In Rs.)
		2013-14				2013-14	
1	Grant from UGC		1700000	1	College Virtual Mgmt. System Office Mgmt. Soft.		51000
2	Grant from State		0	2	Autolib Library Mgmt. Soft.		110000
3	College Contribution		250	3	Digital Lang. Lab Lang. Lab. Software		95000
				4	Desktop Computers		774000
				5	Laser Printer- Colour		45000
				6	Laser Printer- B/W		53100
				7	Dot Matrix Printer		12800
				8	Scanners		24000
				9	Xerox Machines		240000
				10	Digital Cameras		63850
				11	Audio Sound System		164000
				12	Video System- 3D Plasma TV, Blue Ray Player		67500
	Total		1700250		Total		1700250


Principal

I/C PRINCIPAL
Prof. Sambhajirao Kadam College,
Tal. Koregaon, Dist. Satara.



Chartered Accountant





Table of Contents

Table of Contents	1
Introduction	3
Installation	3
AutoLib NG Menu	8
Login Screen Information	10
AutoLib NG Main Screen	11
Institute	12
Miscellaneous Masters	13
Book Type / Sub Type Master	14
Serial Control Type / Sub Type Master	14
Supplier Master	15
Holiday Master	16
Budget / Scheme Master	17
Accession Master	18
Serial Control	23
Serial Control Renewal	26
News Paper Master	27
Project Report	29
Member Category	30
Member Master	31
Update Member Information	33
Change Class	34
Request	35
Books Approval	36
Purchase Order	37
Purchase Order Letter	38
Delivery Challan Entry	39
Bill Entry	40
Reader Info	41
Manual Issue Books	41
Manual Return Book	44
Book Reservation	45
Barcode Issue	46
Barcode Return	47
Change Book Type / Sub Type	48
Change Book Status	49
Penalty and Receipts	50
Deposit Refund	51
Indexing Entry	52
News Paper Daily Entry	54

News Paper Payment Details	55
On Line Public Access Catalogue	56
Advanced On Line Public Access Catalogue	58
AACR2 Card	59
On Line Search.....	60
Reports	61
Books History.....	72
Member History.....	72
Catalogue Card Printing.....	73
Title List with Group Accession Numbers.....	74
Selected Accession Numbers	74
Missing Accession Numbers.....	75
Books Barcode	76
Students Barcode	78
Spine Labels	79
Book Card	80
Students I Card.....	81
Staff I Card.....	82
Financial Year	83
Parameter Master	84
Login Monitor	85
Stock Checking	85
Delete Accession Entry	86
Bar Code Generation.....	86
Backup.....	87
User Creation.....	88



Introduction

About the Company

Mission

Our mission is to provide our clients with the highest quality available technical and functional services across the enterprise. Our commitment is simple – **customer satisfaction**. Our means are invaluable – **hard work and dedication**.

Overview

Akash Infotech is a professional services provider specializing in Enterprise Resource Planning, Enterprise Relationship Management, E-Commerce applications and Customized Software Development. Akash Infotech has vast experience in full-scale IT implementation, integration and development services, staff augmentation and individual tasks.

Akash Infotech is one of the fast upcoming IT companies committed to providing the best business application solutions.

We undertake projects from the pre-implementation to post-implementation stage including Software evaluation, Project management, Analysis, Customization, Design, Development, Testing and implementation of application software. We have vast pool of consultants with project experience.

Our **Quality Motto** of the company has been '**Commitment towards Perfect & Accurate Software & Service Support to the Customer**' with an objective of promoting professionally managed Software Business houses to provide excellent Software Support globally all over India.

The company has well infrastructure & SETUP with the latest state-of-the-art hardware including Higher end servers & Latest PCs, ISDN connectivity with private secured web Server, in house multimedia equipments & peripherals like scanners, digital camera and audio-video blaster pro card and adequate power backup for the whole system.

About the AutoLib NG

AutoLib NG is the real-time online Library solution. **AutoLib NG** has been designed for integrated information management. This comprises of independent modules for facilitating library management, querying, porting the information. The software package covers all areas within the librarian for efficient information management. Simultaneously, it provides a priceless tool to all members, to have these resources at their fingertips.

Database Security Data security is of most important aspect in Library. Unique Login feature for each user ensures safety of data. **AutoLib NG** has rights definable as per Users profile to Every Menu option. The Login and Passwords may be assigned to groups of individuals depending on their designation or department. In addition, every User can have an individual password to access his personal information (e.g. Books outstanding etc.). For e.g. you may allow public access only to the book search, book reservation features and not to the features of adding, modifying book record or for that matter to the facility of making a book return entry, while the Librarian should have access to all the features. **AutoLib NG** makes this easy.

Installation on Server Machine

As a client server technology we have to create one Machine as Database Server and other machines as clients.

Before you start the installation, make sure that any windows or windows server operating system is already installed on your system. (AutoLib NG is not supported on windows XP / Linux)

To install the “**AutoLib NG**” Library software on server:

If you installing software first time on computer follow following procedure.

1. Step 1 – Install .Net Framework 4.5

First Check for .Net Framework 4.5 version is installed on the computer. If not please Install .Net Framework 4.5 version.

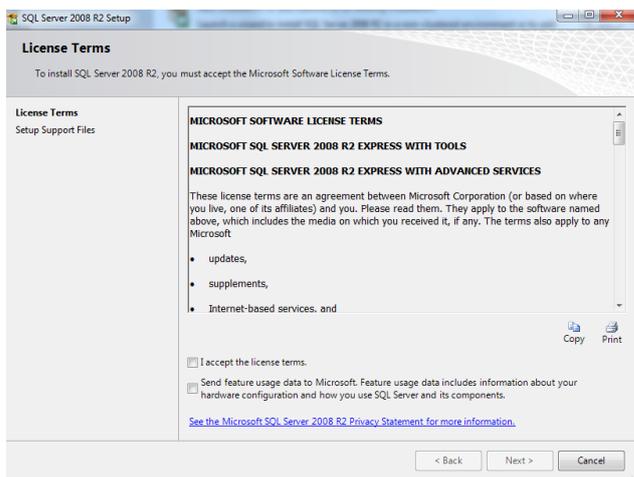
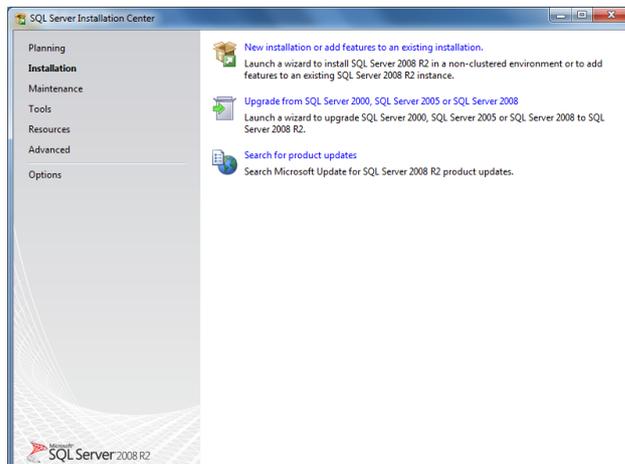
2. Step 2 – Install MS-SQL Express

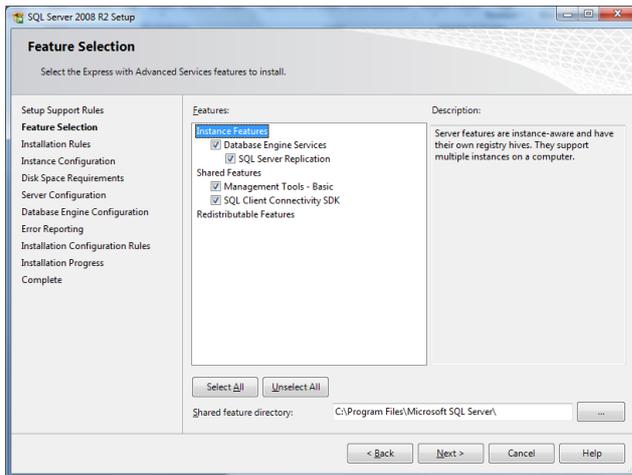
Install MS-SQL Express 2008 R2 setup from AutoLib NG CD. (If you have already MS-SQL Express / Server Installed please check for version of MS-SQL Server. It should be MS-SQL 2008 R2 and above)

For MS-SQL Installation please follow following procedure.

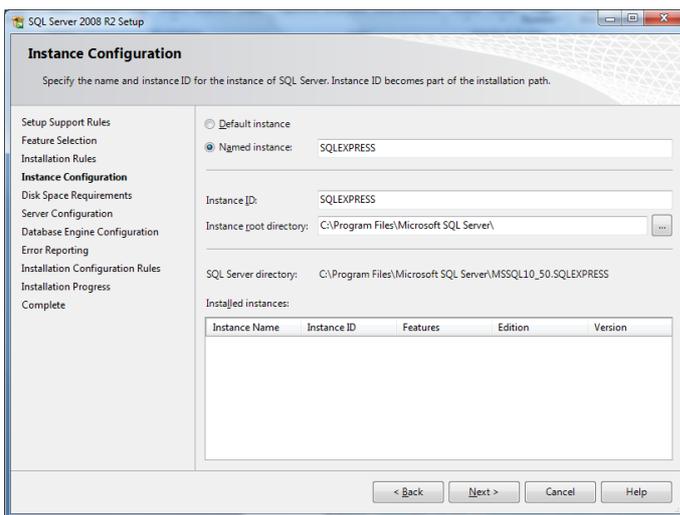
Double click on file given in CD on following File.

SQLEXPRT_x86_ENU

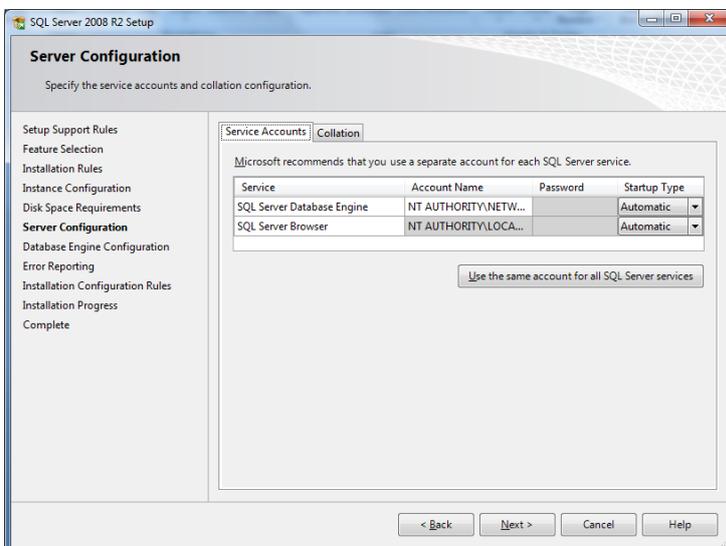




Click on Select All Button then Click on Next Button

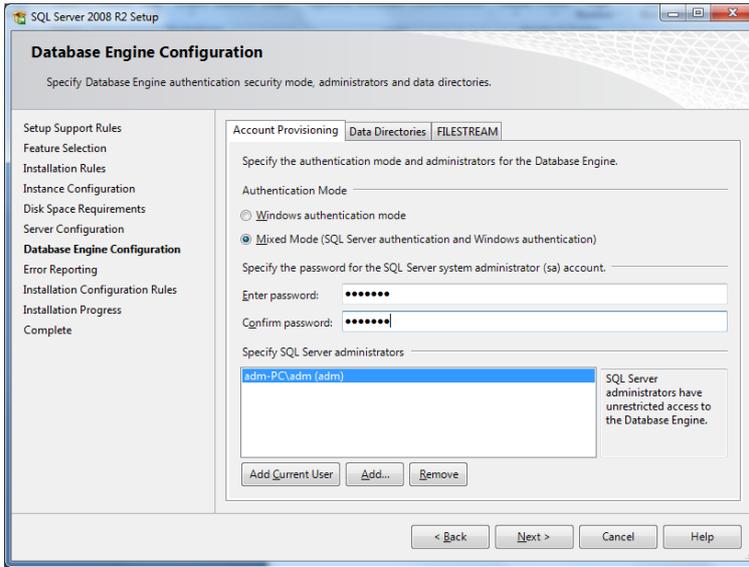


Click on Next Button

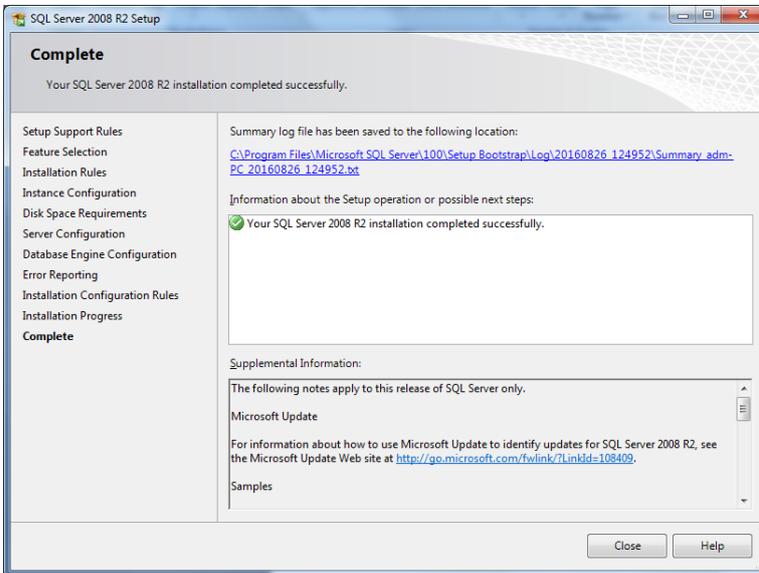


Click on Next Button

In following figure (Database Engine Configuration) –
**Select Mixed Mode (SQL Server Authentication and Windows Authentication).
Assign password for default SQL Server User**



Click on Next Button



Click on Close Button

3. Install Crystal Reports Runtime

In CD open folder CRforVS – double click on **CRRuntime_32bit_13_0_11** to install.

4. Step 4 – Install AutoLib NG Setup

5.



Installation on Client Machine

Before you start the installation, make sure that any windows or windows server operating system is already installed on your system. (AutoLib NG is not supported on windows XP / Linux)

To install the “**AutoLib NG**” Library software on server:

If you installing software first time on computer follow following procedure.

1. Step 1 – Install .Net Framework 4.5

First Check for .Net Framework 4.5 version is installed on the computer. If not please Install .Net Framework 4.5 version.

2. Step 2 – Install MS-SQL Express Runtime files for Client

Install SQLSysClrTypes

Install sqlIncli7 or sqlIncli8

Install SharedManagementObjects.

3. Install Crystal Reports Runtime

In CD open folder CRforVS – double click on **CRRuntime_32bit_13_0_11** to install.

4. Step 4 – Install AutoLib NG Setup



Using **"AutoLib NG"** Library Software

Once the setup is complete, it creates a program group called **"AutoLib NG"** Library.

Click on "Start" from windows menu and select "Programs".

Select program group as **"AutoLib NG"** Library

Click on the **"AutoLib NG"** Library item.

When software is run first time, user has to set Path for database file. Following screen will display. (Database Path Setting)

To set database path for local Machine follow following procedure.

Select the drive letter on which software is installed from look in, then double click on the AutoLib NG folder, again double click on Database folder, select the dbLibrary file from database folder and click on open button.

To set database path for Client Machine from Server follow following procedure.

Click on My Network Places,

Select the Server computer name from displayed list

Select the drive letter on which software is installed from look in, then double click on the AutoLib NG folder, again double click on Database folder, select the dbLibrary file from database folder and click on open button.

Now a Login screen will appear.

Enter the necessary information for login and Click "OK" to move further, or click on "Exit" to quit from the system.

OR

Double Click on Short cut of AutoLib NG Icon on your Desktop.
Icon as shown in Figure

Minute

For reinstallation of software please check for existence to AutoLib NG folder on any drive. If found take backup o entire folder and follow the Installation procedure as described above.

Copy Existing Database dbLibrary.mdb file from backup to newly installed AutoLib NG\Database folder.

If 52 bad file error occurs then open MS_SAN_SERIF.INI file from AutoLib NG\Ini folder. Go to at the end of file delete DatabasePath Line. Save the file. Follow the Database path Setting procedure give on previous page.

AutoLib NG Menu Options



Fig.1 AutoLib NG Main Menu

List of Menus Options

Master

- College Master
- Institute
- Series Mapping
- Master Entries
- Material Type
- Serial Type
- Supplier
- Holiday
- Budgets
- Budgets Amount
- Accession
- Serial Control
- Serial Control Renewal
- News Paper
- Project Reports
- Time Slot

Member

- Member Category
- Member Info
- Update Member Info
- Change Class
- Change Category

Acquisition

- Books Request
- Books Approval
- Order

Circulation

- Reader Info
- Issue
- Return
- Reservation
- Class Wise Issue
- Change Material
- Change Book Status
- Penalty
- Dues Collection
- Deposit Refund
- Indexing
- Serial Binding
- News Paper Daily Entry
- News Paper Payment Details
- Newspaper Article

Tools

- OPAC
- AACR2 Card
- OPAC for Advanced Users

Search

- Book Search

Reports

- Reports
- Book History
- Member History
- Title List with Group Accession Nos.
- Selected Accession Nos.
- Multi Select Reports

Prints

- Books Bar Code
- Students Bar Code
- Spine Labels
- Book Card
- Receipt Print

System Admin

- Financial Year
- Parameter
- Login Monitor
- Stock Checking
- Generate Bar Code
- Bulk Updating
- Update Database
- Update Accession (Book Cover and Abstract)
- Import Export Date
- Import Photo Sign
- Export Photo Sign
- Email Template
- Send Email Templates
- Backup
- Announcement
- Media Links
- User Creation
- Backup
- Internet Settings

Help

- Help Index
- About

Exit

Common Screen Information

This section includes the information regarding screens that are commonly used in the system.

Button Bar Information

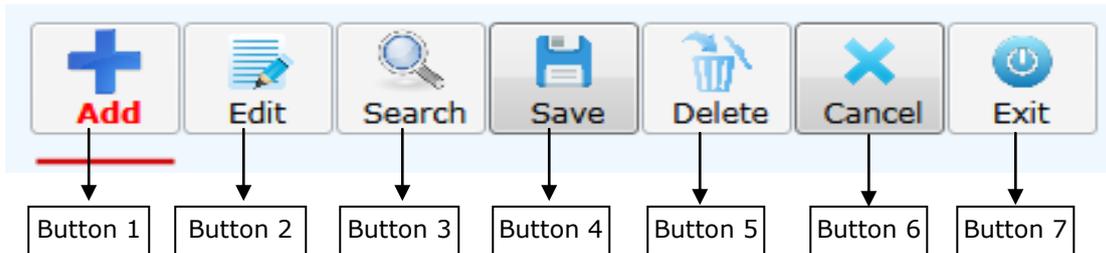


Fig. 2 Button Bar

The user can use the following buttons or the Hot-keys:

- Click on **Button 1** or **F2** key to **Add** a new record.
- Click on **Button 2** or **F3** key to **Modify** an existing record.
- Click on **Button 3** or **F4** key to **Save** a record.
- Click on **Button 4** or **F5** key to **Search** an existing record.
- Click on **Button 5** or **F6** key to **Delete** an existing record.
- Click on **Button 6** or **F7** key to **Cancel** the current operation.
- Click on **Button 7** or **F10** key to **Exit** the selected form.

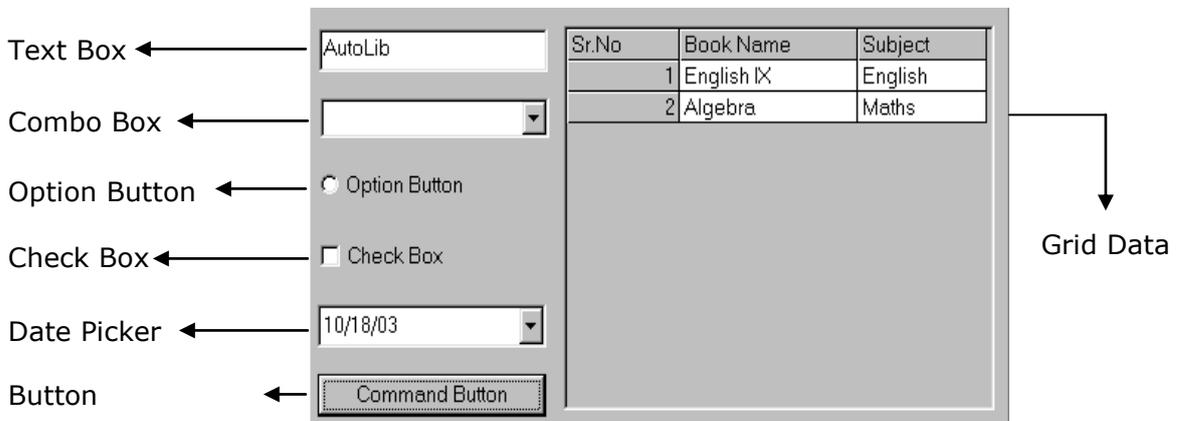
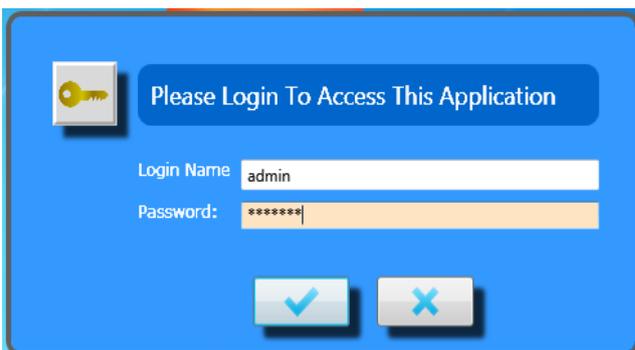


Fig. 2 Common Objects Used in Description

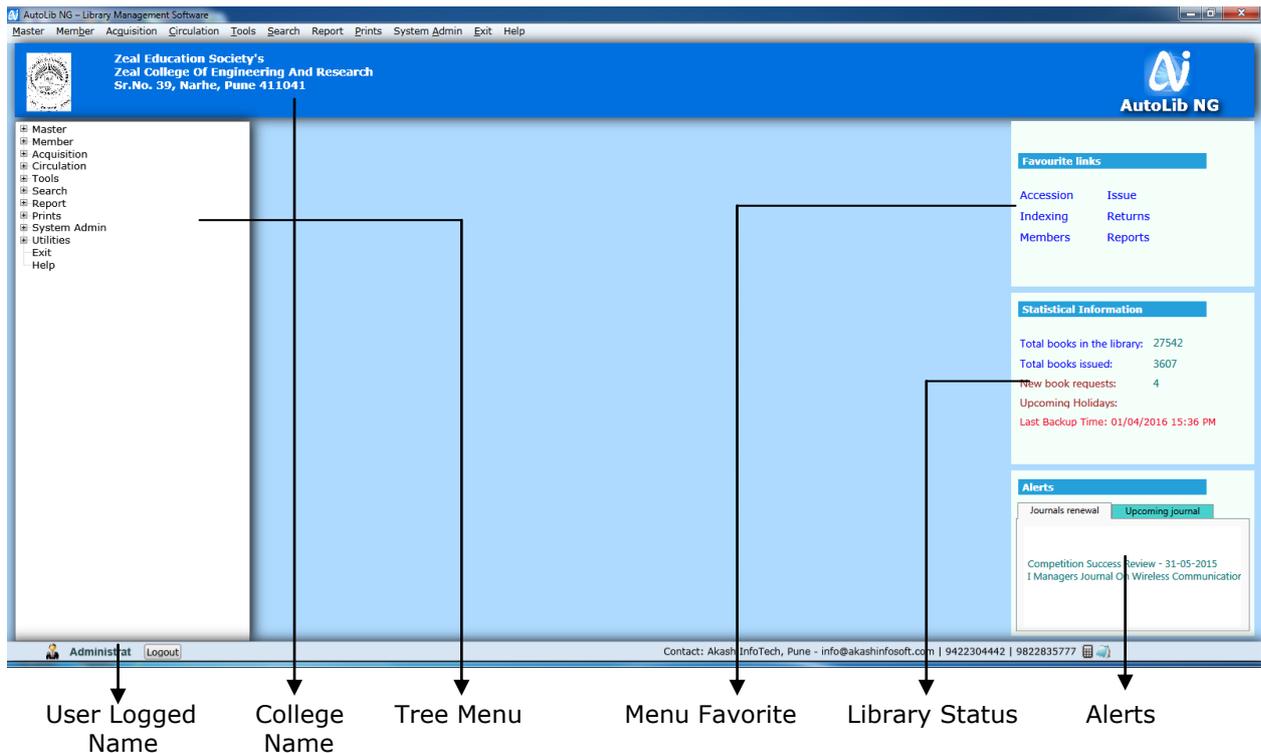
- ❑ **Blue Color Labels** indicates as the compulsory entry.

Login Screen Information



The user has to enter user name and the password in the respective textboxes. After entering the data click on "OK" button to go to main menu. The user can click on the "Cancel" button to cancel the login operation. Unless user logs in successfully user is not allowed the access to any menu option. *User Name and password is case sensitive.*

AutoLib NG Main Screen



Menu Short Cut: User can access frequently used menus by just clicking on any shout cut buttons. User can access accession master, Indexing, Barcode Issue, Barcode Return, Member Info and Reports

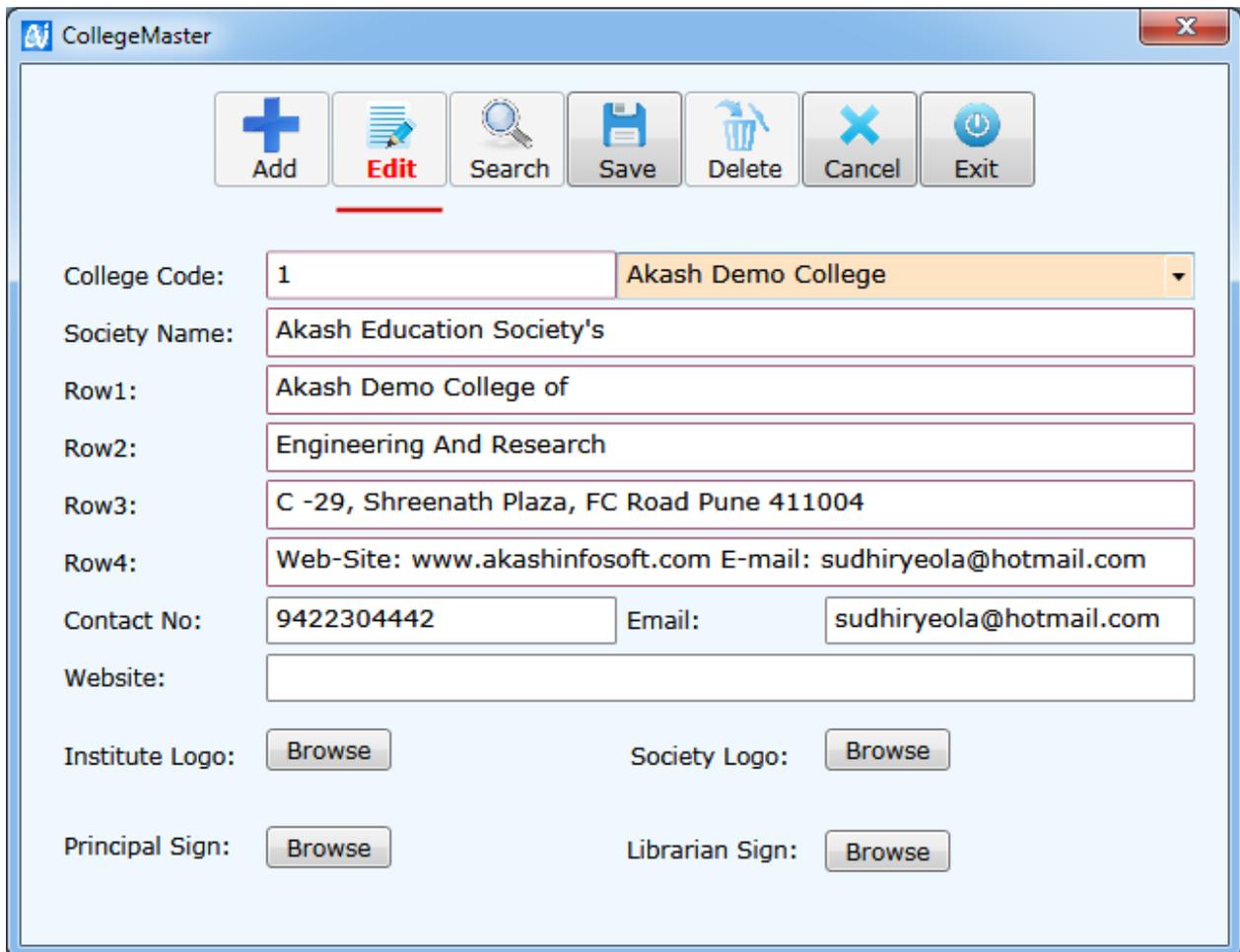
User Logged Name: It displays the name of User who have logged in currently.

Library Books Status: It shows total no of Books available in library and currently issued books count.

Tree Menu: Tree menu displays all menu options given in main menu. User can operate from tree menu all menu options easily by keyboard just pressing enter key on highlighted menu or by mouse double clicking.

College Information

College Information is stored using this form. User can edit only college information.



The screenshot shows the 'CollegeMaster' application window. At the top, there is a toolbar with icons for Add, Edit, Search, Save, Delete, Cancel, and Exit. The 'Edit' button is highlighted with a red underline. Below the toolbar, the form contains the following fields:

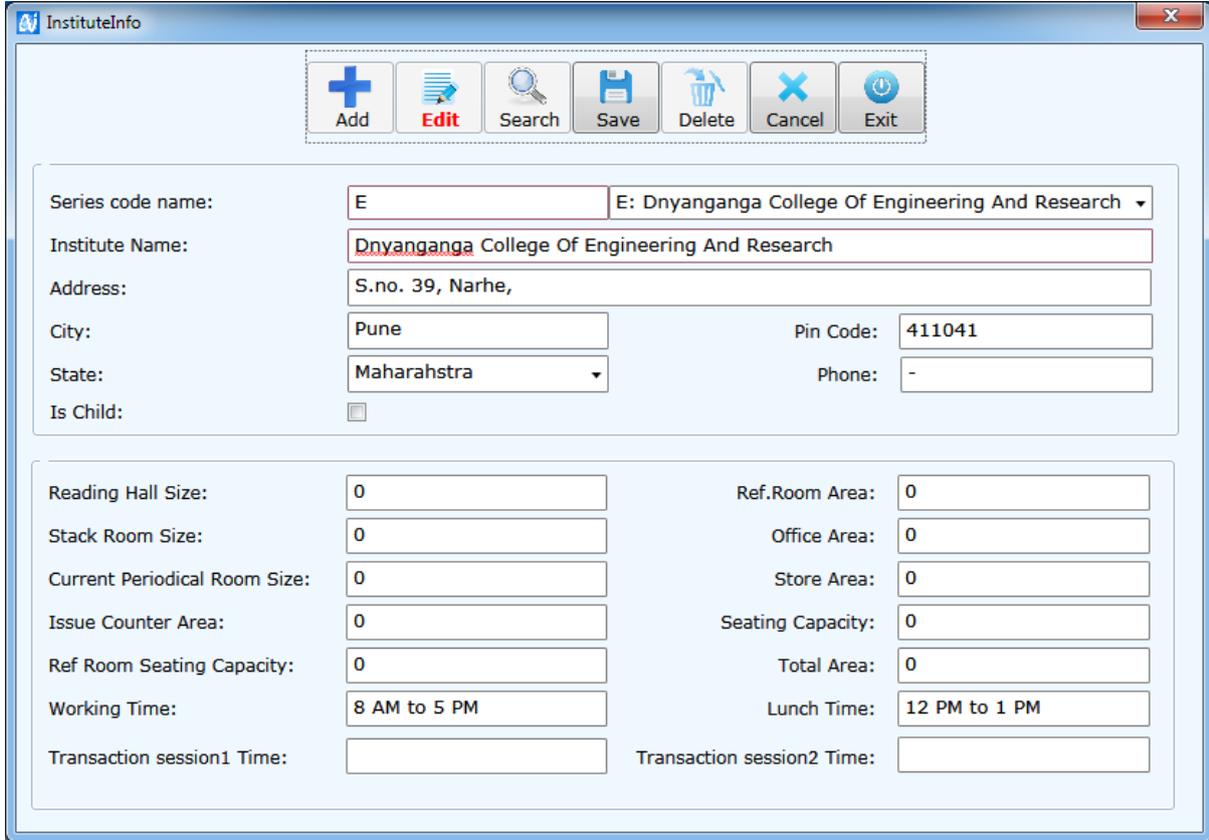
- College Code: 1 (text box) and Akash Demo College (dropdown menu)
- Society Name: Akash Education Society's (text box)
- Row1: Akash Demo College of (text box)
- Row2: Engineering And Research (text box)
- Row3: C -29, Shreenath Plaza, FC Road Pune 411004 (text box)
- Row4: Web-Site: www.akashinfosoft.com E-mail: sudhiryeola@hotmail.com (text box)
- Contact No: 9422304442 (text box) and Email: sudhiryeola@hotmail.com (text box)
- Website: (empty text box)
- Institute Logo: Browse (button) and Society Logo: Browse (button)
- Principal Sign: Browse (button) and Librarian Sign: Browse (button)

To Modify existing information

1. Click on Edit button.
2. Combo Box will appear on screen along with other text boxes.
3. Change the data which is to be modify
4. Don't Change the society Name.
5. To change college, Society logo click on browse button
6. To change Principal, Librarian signature click on browse button
7. Click on Save button to save the data.
8. Confirmation Box will display asking about Save record Yes or No. Click on Yes to save the data.

Institute Master (Accession Series)

In any Library, user has to maintain multiple Accession registers, Using this windows user can create Series code for multiple accession registers. e.g. User can maintain its Junior College, Senior College, and Post-Graduation Accession Registers separately with giving some Accession series code.



The screenshot shows the 'InstituteInfo' window with the following fields and values:

- Series code name:** E (with a dropdown menu showing 'E: Dnyanganga College Of Engineering And Research')
- Institute Name:** Dnyanganga College Of Engineering And Research
- Address:** S.no. 39, Narhe,
- City:** Pune
- Pin Code:** 411041
- State:** Maharashtra
- Phone:** -
- Is Child:**
- Reading Hall Size:** 0
- Stack Room Size:** 0
- Current Periodical Room Size:** 0
- Issue Counter Area:** 0
- Ref Room Seating Capacity:** 0
- Working Time:** 8 AM to 5 PM
- Transaction session1 Time:** (empty)
- Ref.Room Area:** 0
- Office Area:** 0
- Store Area:** 0
- Seating Capacity:** 0
- Total Area:** 0
- Lunch Time:** 12 PM to 1 PM
- Transaction session2 Time:** (empty)

Fig. 4 Institute Master Window

To Add Accession Series Code

1. Click on Add button. Series Code Name is Short Name, which is used throughout the operations as a Institute Code. *Series Code Name should be maximum of 3 characters.*
2. Enter all the fields Information.
3. Click on Save button to save the data.
4. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the data.

To Modify existing information

1. Click on Edit button.
2. Combo Box will appear on screen along with other text boxes.
3. Either type the Institute Id In text box and press Enter Key or Select the Institute name from Combo box. On Enter key of Text box selection of Institute name from combo box all data is displayed.
4. Change the data which is to be modify
5. Follow the step 4 of add procedure.

To Delete Accession Series information

1. Click on Delete button.
2. Combo Box will appear on screen along with other text boxes.
3. Either type the Institute Id In text box and press Enter Key or Select the Institute name from Combo box. On Enter key of Text box selection of Institute name from combo box all data is displayed.
4. Click on save button to delete the

To Search or View Institute information

Follow the step 1 to 3 of delete procedure

Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window.

Series Mapping

In AutoLib NG we have functionality of auto entry to accession register of accompanying material, Journals etc. Using this window user can map the accession series as parent to child. E.g. if user is having books accession register series name as, E and for CD's accession register series is CD. Whenever new books entry will takes place and it has accompanying material in that case entry of accompanying material CD will automatically updated in CD series accession register.

Parent Series	Child Series	Series Type
1 B	CD	AccompanyingCD
2 E	CD	AccompanyingCD
3 E	J	Journal

To add Institute information

5. Click on Add button. Institute id is Short Name, which is used throughout the operations. *Institute ID should maximum of 3 characters.*
6. Enter all the fields Information.
7. Click on Save button to save the data.
8. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the data.

To Modify existing information

6. Click on Edit button.
7. Combo Box will appear on screen along with other text boxes.
8. Either type the Institute Id In text box and press Enter Key or Select the Institute name from Combo box. On Enter key of Text box selection of Institute name from combo box all data is displayed.
9. Change the data which is to be modify
10. Follow the step 4 of add procedure.

To Delete Institute information

5. Click on Delete button.



6. Combo Box will appear on screen along with other text boxes.
7. Either type the Institute Id In text box and press Enter Key or Select the Institute name from Combo box. On Enter key of Text box selection of Institute name from combo box all data is displayed.
8. Click on save button to delete the

To Search or View Institute information

Follow the step 1 to 3 of delete procedure

Cancel Button

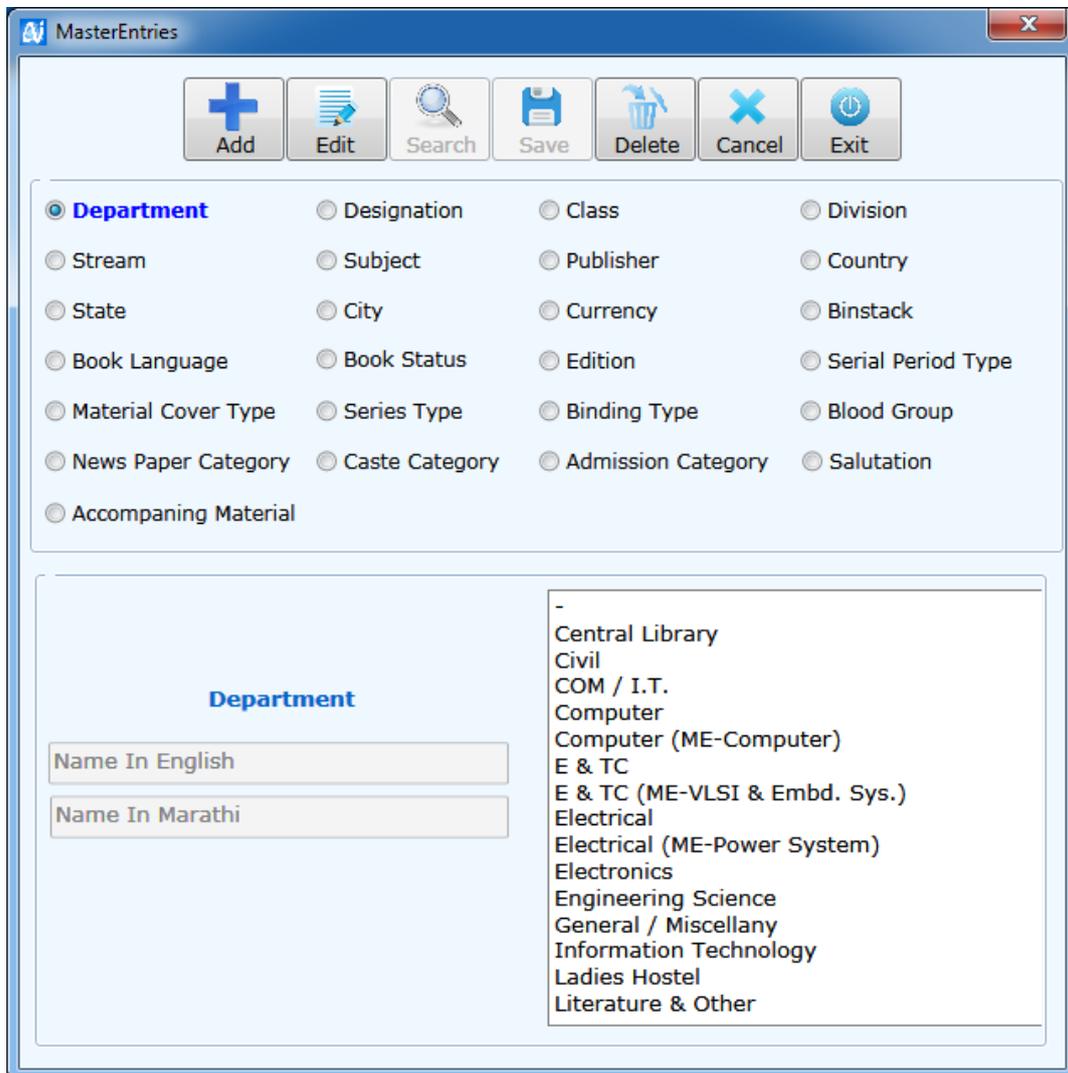
Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window.

Masters Entries

User can add various master entries from this window. User has to select any one master type from 31 different masters. By default Department is selected. User can click on any option button, for which user wants to do operations like add or modify the data. When user selects any master that selected master name color is changed to blue and its name in bold font.



First click on master option button for which master type user wants to operate. On Selection of master selected types existing data gets filled in List Box. As shown in above fig.

To Add New Data

1. Click on Add button.
2. Enter the fields Information.
3. Duplicate Data is not allowed.
4. Click on save button to save the data.
5. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the date.
6. If user select Subject one more filed will appear known as Classification no which is compulsory that is user has to enter classification number or just give dash '-' if not having classification no.



7. Also, if user select class, then a field will be displayed known as Projects, select this if for particular class member have to submit projects at the end of that year then only these class name will be displayed in projects window.
8. Bin Stack

To Modify Existing Data

1. Select the Data to be modified from List by click on it and click on Edit button.
2. Change the data
3. Follow the step 3 and 4 of add procedure.

To Delete Information

1. Follow the step 1 and 4 of add procedure.
2. If data is used in accession entry. Deletion is not possible.
3. To delete the data first remove the entry from accession entry.

Cancel Button

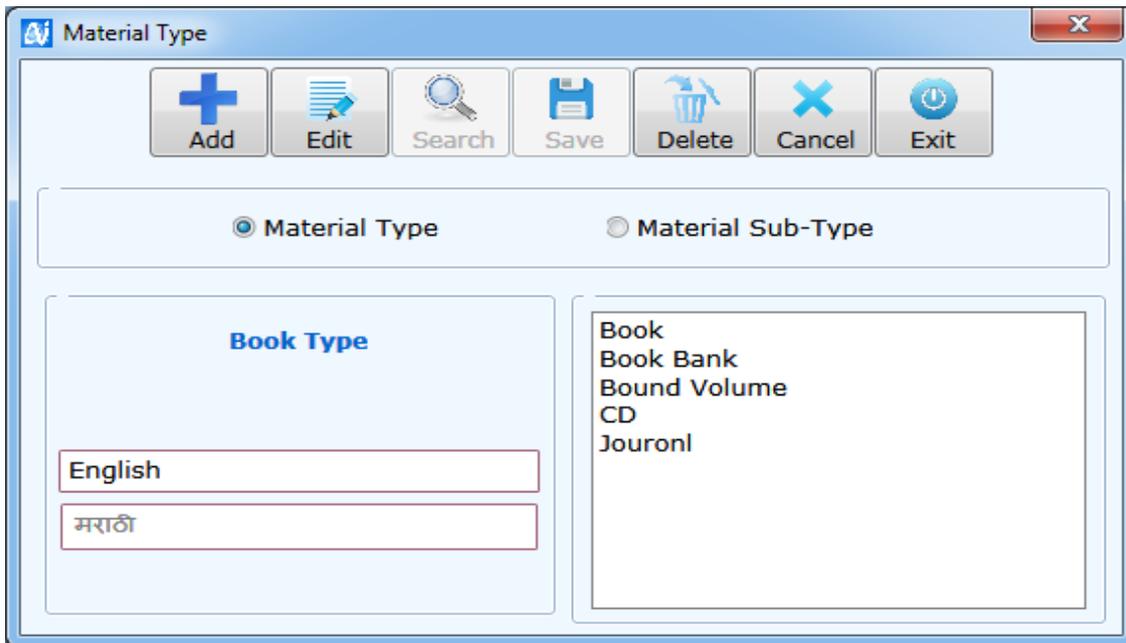
Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window.

Book Type / Sub Type Master

Serial Control Type / Sub Type Master



User can enter Book Type / Sub Type entries from this window. User has to select any one type from 2 different types. By default Book Type is selected. User can click on any option button, which he wants to enter or modify the data.

First click on option button for which master type user wants to operate. On Selection of master selected types existing data gets filled in List Box. As shown in above fig.

To Add New Data

1. Click on Add button.
2. Enter the fields Information. If Book sub type is selected then first select the Book Type from combo box and then enter the book sub type description.
3. Click on Save button to save the data.
4. Confirmation Box will display asking about Save record Yes or No. Click on Yes to save the date.

To Modify Existing Data

1. Select the Data to be modified from List by click on it.
2. Click on Edit button.
3. Change the data
4. Follow the step 3 and 4 of add procedure.

To Delete Information

1. Follow the step 1 and 4 of add procedure.
2. If data is used accession entry. Deletion is not possible.
3. To delete the data first remove the entry from accession entry.

Cancel Button

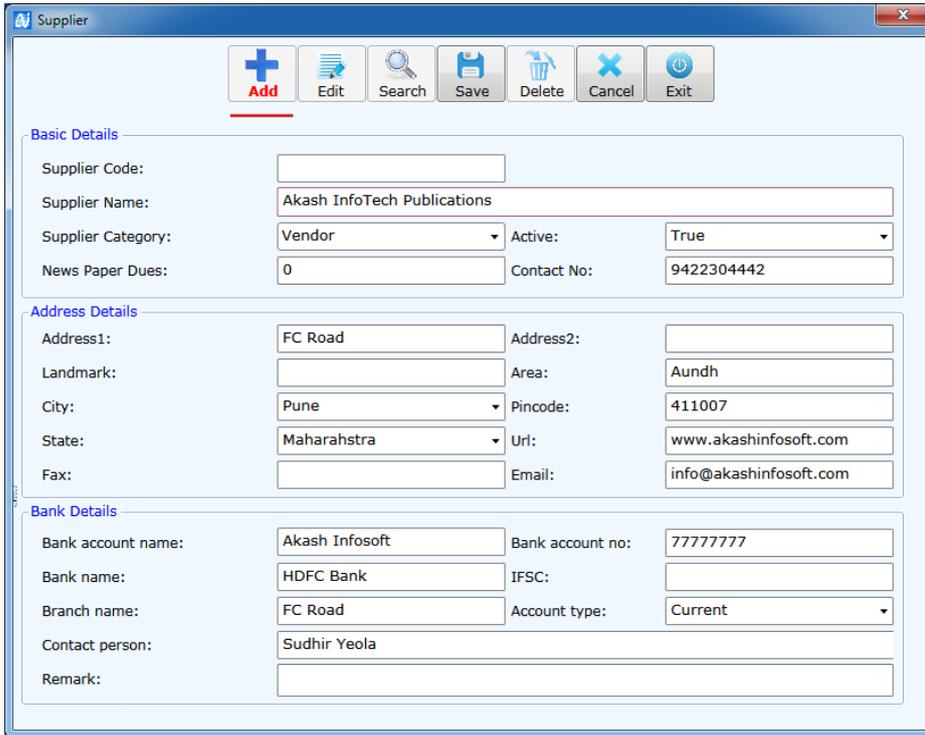
Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window.

Supplier Master

User can enter supplier's personal details from this window (Form)



Basic Details	
Supplier Code:	<input type="text"/>
Supplier Name:	<input type="text" value="Akash InfoTech Publications"/>
Supplier Category:	<input type="text" value="Vendor"/>
Active:	<input type="text" value="True"/>
News Paper Dues:	<input type="text" value="0"/>
Contact No:	<input type="text" value="9422304442"/>

Address Details	
Address1:	<input type="text" value="FC Road"/>
Address2:	<input type="text"/>
Landmark:	<input type="text"/>
Area:	<input type="text" value="Aundh"/>
City:	<input type="text" value="Pune"/>
Pincode:	<input type="text" value="411007"/>
State:	<input type="text" value="Maharashtra"/>
Url:	<input type="text" value="www.akashinfosoft.com"/>
Fax:	<input type="text"/>
Email:	<input type="text" value="info@akashinfosoft.com"/>

Bank Details	
Bank account name:	<input type="text" value="Akash Infosoft"/>
Bank account no:	<input type="text" value="77777777"/>
Bank name:	<input type="text" value="HDFC Bank"/>
IFSC:	<input type="text"/>
Branch name:	<input type="text" value="FC Road"/>
Account type:	<input type="text" value="Current"/>
Contact person:	<input type="text" value="Sudhir Yeola"/>
Remark:	<input type="text"/>

To Add New Data

1. Click on Add button.
2. Don't Enter the Supplier Id. It is generated automatically while saving the entry.
3. Enter all Personal information about supplier. Select Supplier category and Its Active status from combo box. Supplier active status can be YES / NO
4. Click on save button to save the data.
5. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the date.

To Modify Existing Data

1. Click on Edit button.
2. Combo Box will appear on screen along with other text boxes.
3. Either type the Supplier Id In text box and press Enter Key or Select the Institute name from Combo box. On Enter key of Text box selection of Suppliers name from combo box all data is displayed.
4. Change the data which is to be modify
5. Follow the step 4 of add procedure.

To Delete Supplier Information

1. Follow the step 1 and 4 of add procedure.
2. If data is used accession entry. Deletion is not possible.
3. To delete the data first remove the entry from accession entry.

Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window.

Holiday Master

From Date	To Date	Description	Total Holidays
22/09/2007	26/09/2007	Ganesh Utsav Holiday	5
05/11/2007	11/11/2007	Diwali Utsav	7
14/02/2008	19/02/2008	Sports and Gathering	6
06/03/2008	06/03/2008	Mahashivratri	1
15/03/2008	15/03/2008	Third Saturday	1
20/03/2008	22/03/2008	Id-E-Milad. Good Friday. Dhulivandan	3
05/04/2008	06/04/2008	First Saturday and Sunday	2
18/04/2008	20/04/2008	Mahaveer Jayanti and Third Saturday	3
09/10/2008	09/10/2008	Dasera	1
26/10/2008	02/11/2008	Diwali Holidays	8
17/01/2009	18/01/2009	h	2

For every new academic year user can enter Holidays details like date and reason from this window. Holiday details are taken into account while calculating Fine / Penalty dues from the member.

To Add New Holiday Details

1. Click on Add button.
2. Enter the holiday From date to date. To date should be greater or equal to from date.
3. Specify the Holiday reason.
4. Click on save button to save the data.
5. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the date.

To Modify Existing Holiday Details

1. Select the Data to be modified from Grid List by click on it.
2. Click on Edit button.
3. Change the holiday date or reason.
4. Follow the step 4 and 5 of add procedure.

To Delete Information

1. Follow the step 1 and 4 of Modify procedure.

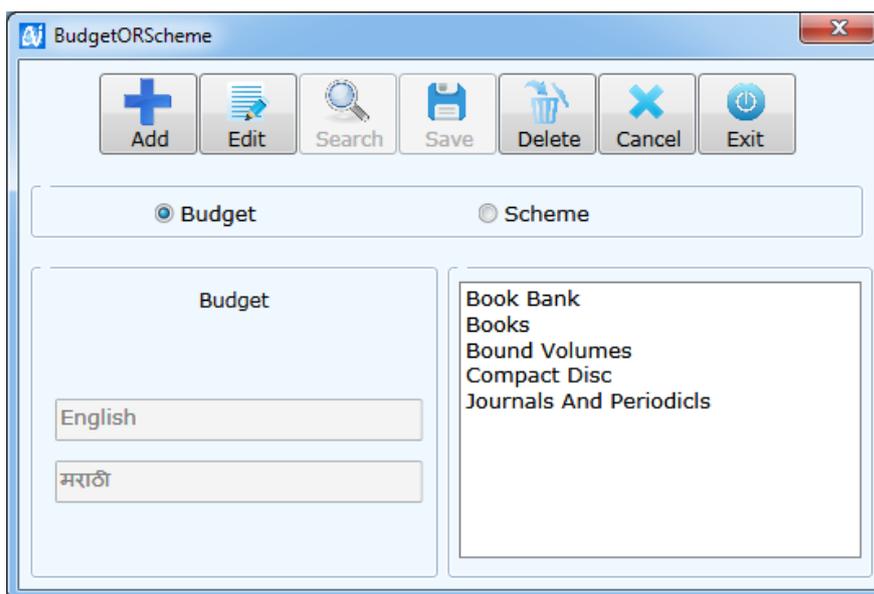
Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window.

Budget / Scheme Master



User can maintain the books purchase budget heads and various schemes entries from this window. Schemes are defined under budgets.

User has to select any one type from 2 different types. By default Budget is selected. User

can click on any option button, which he wants to add or modify the data.

First click on option button for which master type user wants to operate. On Selection of master selected types existing data gets filled in List Box. As shown in above fig.

To Add New Data

1. Click on Add button.
2. Enter the Budget Head name.
3. If Scheme is selected then first select the Budget Head from combo box and then enter the Scheme description and scheme start date and end date. Budget head selection is compulsory.
4. Click on Save button to save the data.
5. Confirmation Box will display asking about Save record Yes or No. Click on Yes to save the date.

To Modify Existing Data

1. Select the Data to be modified from List by click on it.
2. Click on Edit button.
3. Change the data
4. Follow the step 3 and 5 of add procedure.

To Delete Information

1. Follow the step 1 and 4 of add procedure.
2. If data is used in accession entry. Deletion is not possible.
3. To delete the data first remove the entry from accession entry.

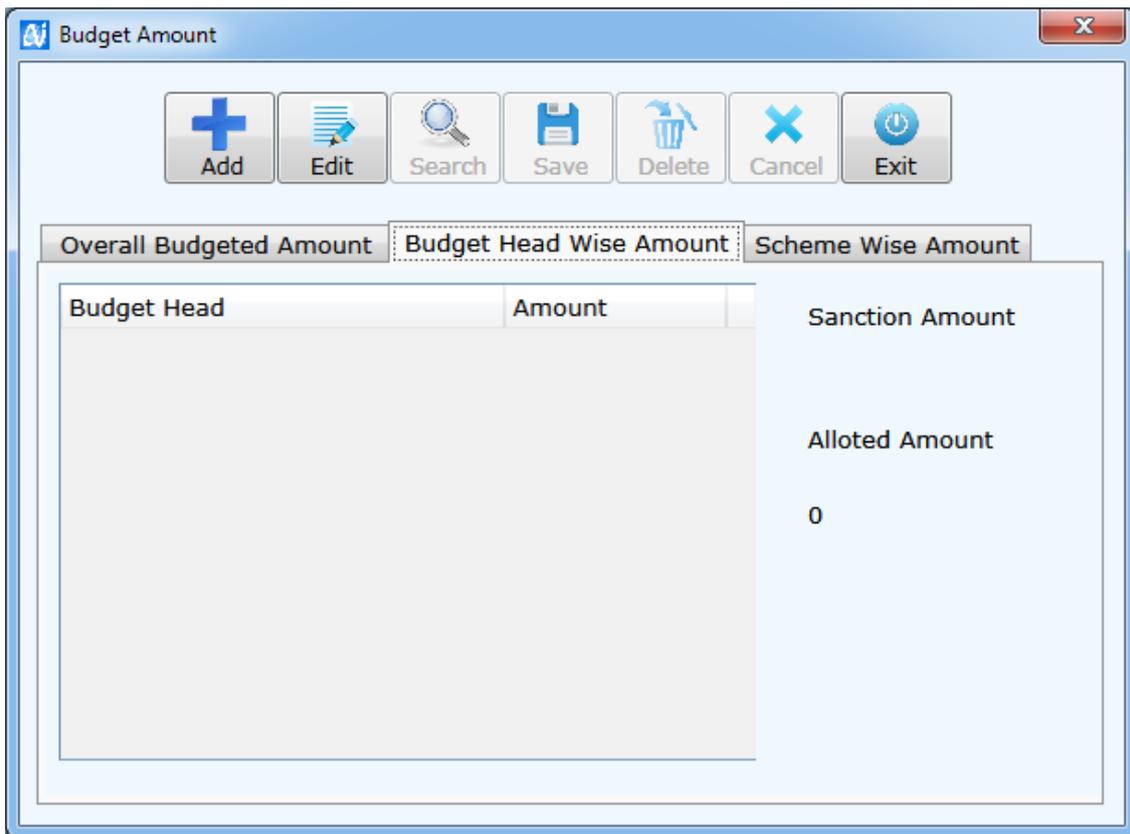
Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window.

Budget Amount



Budget Amount

Add Edit Search Save Delete Cancel Exit

Overall Budgeted Amount **Budget Head Wise Amount** Scheme Wise Amount

Budget Head	Amount
-------------	--------

Sanction Amount

Alloted Amount

0

Accession Master

X

+ Add
 ↶ Edit
 🔍 Search
 💾 Save
 🗑️ Delete
 ✖ Cancel
 🔌 Exit

Purchase Type: Purchase

Book Details
Other Details
Accompanying Material
Abstract/Links

ISBN : Get Book Info

Title Type: New Title Existing Title

Accession No:

Last Accession No :27547

Accession No: 27548 Accession Date: 04/06/2016

Type Of Book: Book Book Sub Type: Text Book

Title Of Book: Modern Control Systems an Introduction

Other Title:

Authors: Tripathi S M / Deshpande, A. M.

Keywords: Management, Structure, Handbook

Book Language: English Authors Short Name:

Class: No. Of Copies: 9

Department: Electrical Subject: trol System / Matlab / Pattern Recognition

Stream: Mechanical No. Of Pages: 227

Classification: 624.11 Call No: 624.11/MOD/TRI/E

Institute Code: E

Fig A1

X

+ Add
 ↶ Edit
 🔍 Search
 💾 Save
 🗑️ Delete
 ✖ Cancel
 🔌 Exit

Purchase Type: Purchase

Book Details
Other Details
Accompanying Material
Abstract/Links

Edition: - Volume:

Budget: Scheme:

ISBN: 9789380298337 ISSN:

Publication: Firewal Media Publication Place: Mumbai

Year Of Pub: 2010 Vendor Name: Vaibhav Book House, Pune

Invoice Date: 04/06/2016 Invoice No:

PO Date: 04/06/2016 PO No:

Currency: RUPPE Currency: 1 Currency Date:

Book Cost: 195.00 Discount: Percent %: 16.00 31.20

Bin No/Stack: A2 Front 2 Cover/Binding Type:

Book Size: Series:

Remark: Review:

Content List:

Copy catalogue Data:

Fig A2

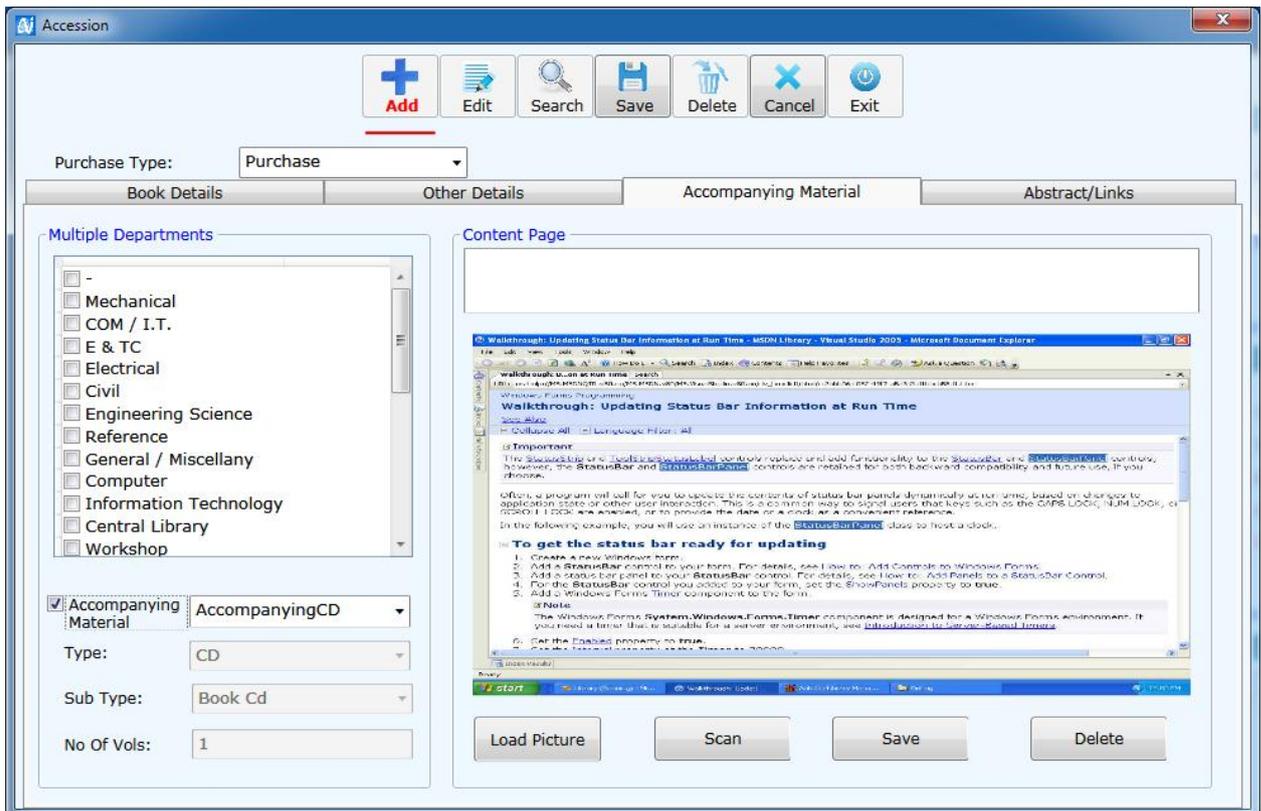


Fig A3

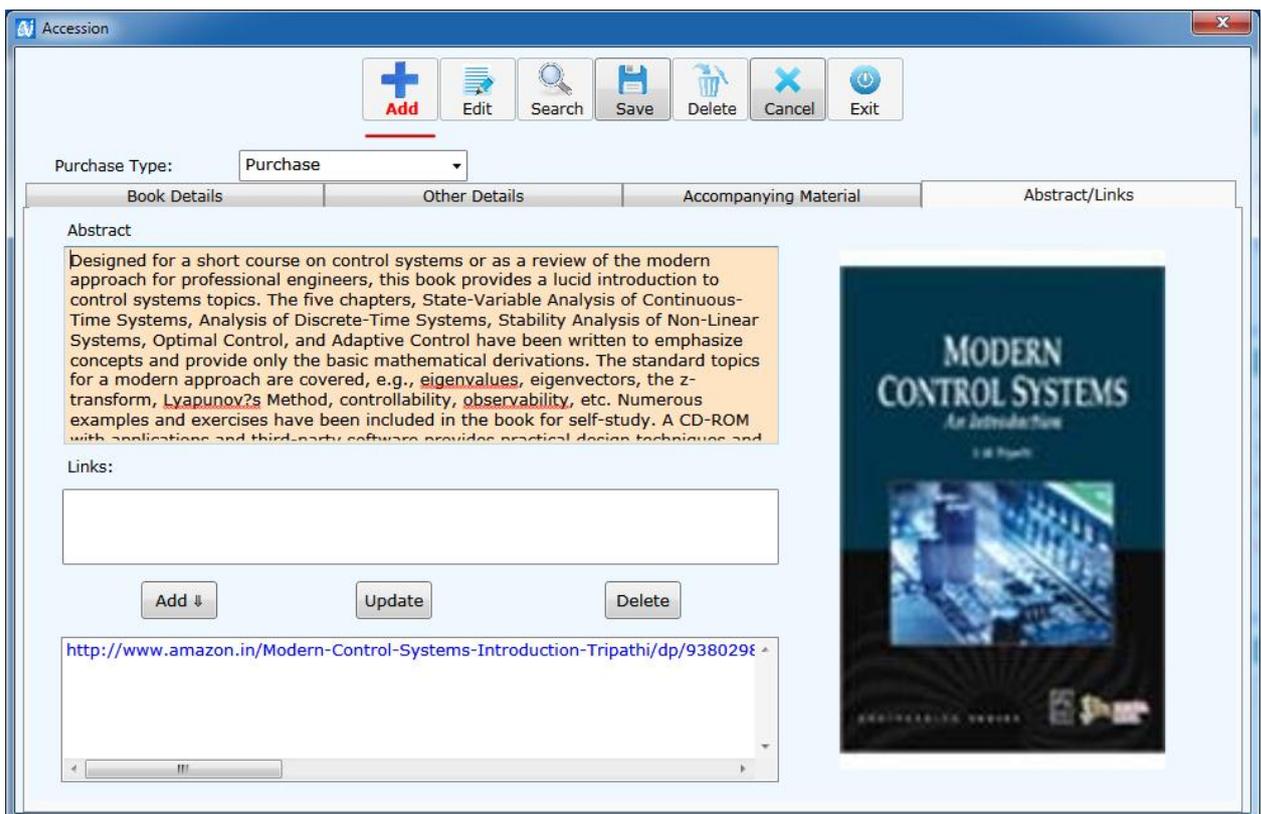


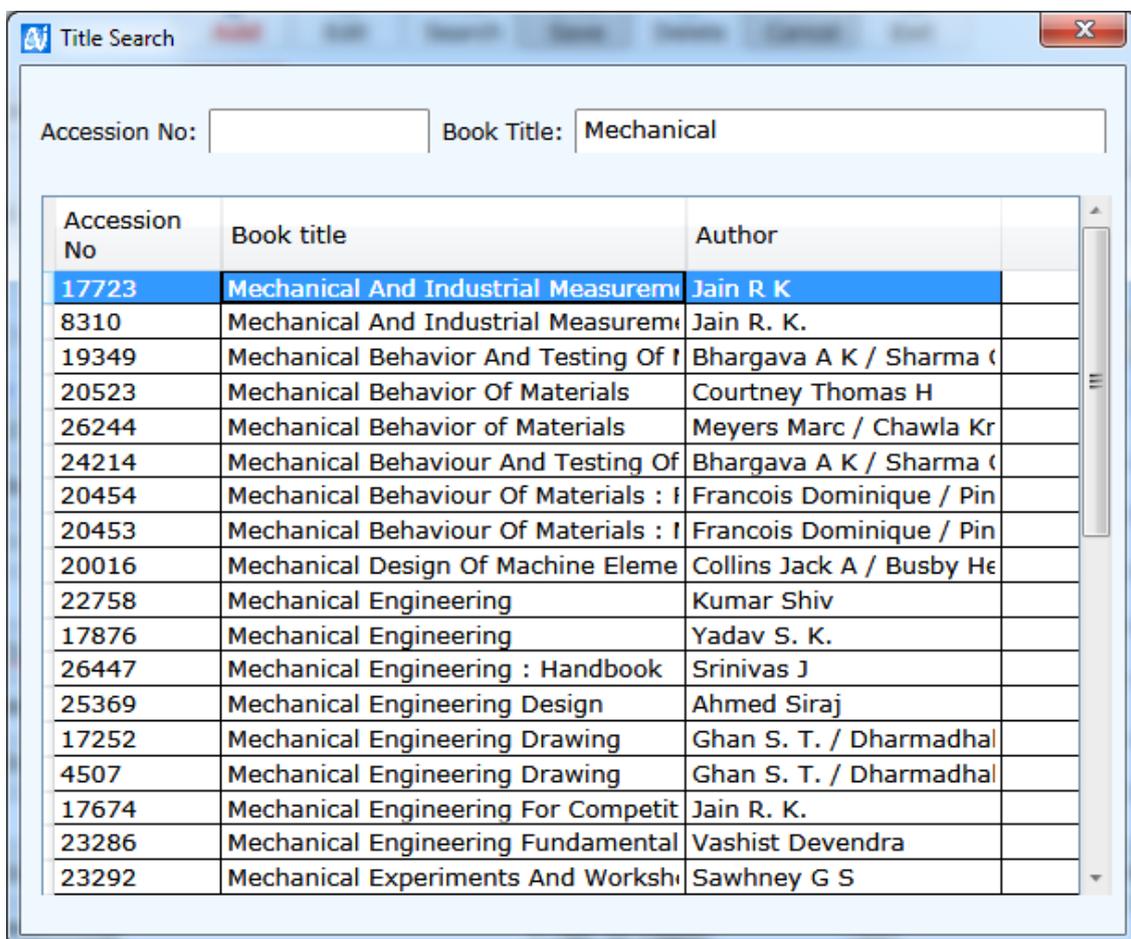
Fig 4

This system has an Exclusive benefit of accessioning new records. Keeping in view the previous record, the system provides the old information; by which user can enter the new record using previous Books accession number. While entering for most fields selection list is provided. Because of these facilities lot of data entry time and manpower time is saved. It also maintains the uniformity of data.

Accession number is Generated Automatically depending on user setting if user has set Auto number generates parameter to Yes it generates automatically other wise user can enter Accession number manually.

To Add New Title (Book)

1. Click on "Add" button.
2. Select Book Language option from English or Marathi. Default English is selected.
 - a. If Book Language is selected as Marathi, Book Title and Author name has to type in Marathi. Software automatically changes the English front to Marathi font. For Marathi keyboard layout see Utilities Menu – Keyboard Layout Sub Menu.
3. Select the Institute Code. Default first alphabetical institute selects code.
4. If book title is New then click on New Title option button.
5. If Book of specific Title is already exists then select Existing book option.

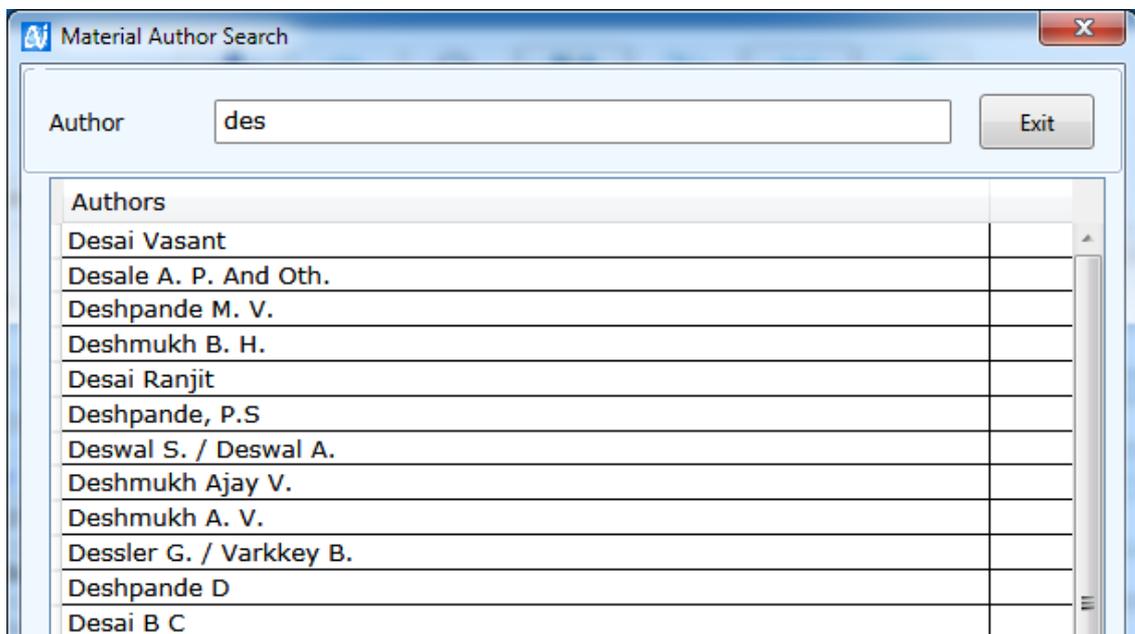


- a. Enter the Accession no of existing book and press enter key. Otherwise press **F10** function key to search the title. Search window will appear on

screen as shown in fig. Search the title and press enter key to go back to accession window and press enter key to display existing titles data. Change the desired information (Like Order no, edition, price, invoice no, purchase date etc)

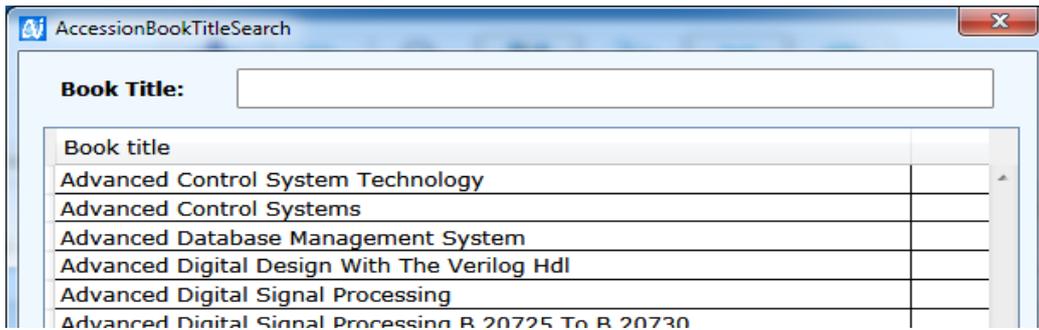
- b. User can Type title in Title text box and click side button having picture of binuclear to get list of matching titles. View the accession number from list repeat the procedure of point a
 - c. User can Type Authors in Authors text box and click side button having picture of binuclear to get list of matching Authors. View the accession number from list repeat the procedure of point a
6. If specific title is exist with different author or you know few words of that title then user can search title by pressing **F10** key from Title field which show Following window

Type title name, which shows search result as shown in above fig. and select desired title and press enter key or double click on selected title which appears title in title field at accession window. This reduces typing time for same title.

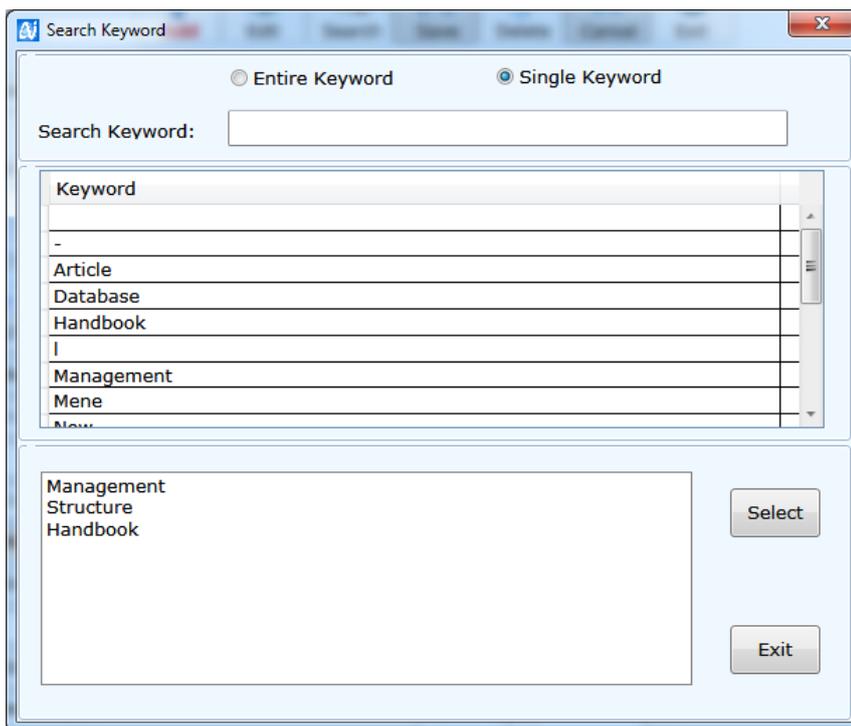


7. Also, for authors and keywords user can follow same procedure, then following windows will appear

Keywords are those words by which user want to search the book. Keywords should are other than Book title, Authors. Use **F10** function Key from keyword field to display above keywords selection window. By default Entire keyword option is selected. Thru this option user can select set of keywords given to existing books. if user wants single keyword then click on single keyword option and type required keyword in search textbox then select that keyword and double click on that row. After getting all keywords click on select button to return to Accession window.



8. Duplicate Accession number is not allowed. If user enters duplicate accession number system popup message with duplicate Accession Number. Retype the accession number.
9. Select the Book Type and sub Book Type from combo box
10. Type the Title. Press F9 function key for existing titles List.
11. Other title means if book is having other title in Marathi or user wish to enter title in Marathi then enter that title in other title field.
12. Type the Author. For multiple authors separate author names by **Slash (/)**. Press F9 function key for existing titles List. Please Follow Rules for Authors Entry.
 - a. Enter Authors start with Surname then comma (,) then space then either Initials separated with dots.
 - b. Follow one method of entering data to produce proper output.
13. Type Keywords. For multiple authors separate author names by **Comma (,)**.



14. If user is adding information in Marathi then user has to enter Author short name in English Letter, first three letters of Authors Surname in English. Otherwise system generates author's short name automatically.

15. Enter all the information of title carefully in respective text boxes or Select from combo boxes. In combo box user can select the data by typing first few letters of data. If Desired data is not available in combo box then user can add from misc master without exiting from current window
16. In Date Picker move between dd/mm/yyyy by arrow keys. User can directly type the numbers.
17. User also can save content pages , to save content pages go to accompanying material tab as shown in Fig A3 in that if Load content page if it is JPG or BMP image(Photo) file or user can scan pages by clicking on Scan picture. After loading picture click on save picture button.
18. While adding new data if in the no of copies field user mentioned more than one copies then user can save that much number of content pages.
19. Click on "Save" button to save the data.
20. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the data.

To Modify Title (Book) details

1. Click on "Edit" button
2. Select Book Language option from English or Marathi. Default English is selected.
3. Select the Institute Code. Default first alphabetical institute selects code.
4. Enter the Accession no of existing book and press enter key. Otherwise press **F9** function key to search the title. Search window will appear on screen. Search the title and press enter key to go back to accession window and press enter key to display existing titles data.
5. Accession Number is not changeable.
6. Change the data
7. Follow the step 12 and 13 of Add title procedure.
8. To load previously added content pages click on list showing content page name.
9. To clear view click on cancel button.
10. To delete content pages select content page name from list and click on delete button from accompanying material tab.

To View Title (Book) details

1. Click on "Search" button
2. Select Book Language option from English or Marathi. Default English is selected.
3. Select the Institute Code. Default first alphabetical institute selects code.
4. Enter the Accession no of existing book and press enter key. Otherwise press **F9** function key to search the title. Search window will appear on screen. Search the title and press enter key to go back to accession window and press enter key to display existing titles data.
5. In search user can't change any data.

Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

Note

If desired data doesn't found in select combo box then, first add that data from master window of the particular filed e.g. if user wants select Subject as "English" but the data is not available then add the data first from Subject master window.

Serial Control

The screenshot shows the 'SerialControl' application window. At the top, there is a toolbar with icons for Add, Edit, Search, Save, Delete, Cancel, and Exit. Below the toolbar is a dropdown menu for 'Institute' with the value 'E'. The main section is titled 'Journal Details' and contains the following fields:

Journal No:	1	Journal Country:	<input checked="" type="radio"/> Indian <input type="radio"/> Foreign
Type Of Journal:	Journal	Journal Subtype:	Journal Text
Journal Name:	International Mechanical Engineering and Science		
Language:	English	Subject:	Mechanical
Department:	Mechanical	Publication:	Academic Press
Vendor Name:	Apex Subscription Pvt. Ltd.	Periodical Status:	Normal
Periodicity:	Monthly	Subscription No:	1234567
ISSN:	405-123456	Is Complementary:	<input type="checkbox"/>

Serial controls and Periodicals are subscribed in the college. Use can add master details from this window. Thru this window use can add basic information of serial controls like name, language, periodicity etc as shown in above figure.

To Add New Serial Control

1. Click on "Add" button.
2. Select the Institute Code. Default first alphabetical institute selects code.
3. Journal number is Generated Automatically depending on user setting if user has set Auto number generates parameter to Yes.
4. Select Journal Country from Indian or Foreign option. Default Indian is selected.
5. Select the Serial Type and Serial Sub Type from combo box.
6. Type the Journal name to be subscribe
7. Select Language, Subject, Form which department Journal belongs to, Vendor Name.
8. Select Periodical Status, Normal means currently subscribing and other status are Discontinued, Suspended, and Owned etc.
9. Select Periodicity of journal like Monthly, Weekly etc. Using this periodicity expected Issue are Calculated for further use.
10. Click on "Save" button to save the data.
11. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the data.

To Modify Serial Control details

1. Click on "Edit" button
2. Select the Institute Code. Default first alphabetical institute selects code.
3. On screen next to Institute Code Journal No text box and combo box will appear. Select the Journal name from combo box or enter the Journal number in text box and press enter key to display Journal's information.
4. Journal Number is not changeable.



5. Change the data
6. Follow the step 10 and 11 of Add Serial Control procedure.

To View Serial Control details

1. Click on "Search" button
2. Select the Institute Code. Default first alphabetical institute selects code.
3. On screen next to Institute Code Journal No text box and combo box will appear. Select the Journal name from combo box or enter the Journal number in text box and press enter key to display Journal's information.
4. In search user can't change any data.

Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

Note

If desired data doesn't found in select combo box then, first add that data from master window of the particular filed e.g. if user wants select Subject as "English" but the data is not available then add the data first from Subject master window.

Serial Control Renewal

SerialControlRenewal

+

Add

Edit

Search

Save

Delete

Cancel

Exit

Institute Code: E Journal No: International Mechanical Engineering and Science

Journal No/Name: 1 International Mechanical Engineering and Science

Subscription No: 1234567 Subscription: 01/01/2016

Period: 12 Months Subscription To: 31/12/2016

Total Issue: Monthly 12 Publication Date: 04/01/2016

Volume No: XII Issue Start No: 1

Invoice Date: 04/01/2016 Invoice No: 12345

Amount: 450 Currency: Rs.

Currency Rate: 1 Currency Date: 04/01/2016

Bank Name: HDFC Bank Ltd

Chq./DD/RTGS: 04/01/2016 Chq./DD/RTGS: 125450

Remark:

This menu is to add Journals Subscription details, like Publication Date, Subscription From and To Date, Subscription Period, Total Issues etc. Using this form user can renew journals which he subscribed previously.

To Renew Serial Control

1. Click on "Add" button to **renew** the journal or magazine.
2. Select the Institute Code. Default first alphabetical institute selects code.
3. Enter Journal number or Type Journal Name in combo box next to Journal No Textbox and press Enter Key.
4. Publication Date – Date of Issue Published from publisher, using this date software generates expected issues dates.
5. Enter Subscription From Date. Enter Subscription from Date same as Publication Date or less than Publication Date.
6. Enter Subscription Period in Months or Years like 1 Year or 12 Months and press Enter which automatically generates Subscription to date accordingly.
7. Enter number of Issues Expected
8. Enter Volume No.
9. Enter Issue Start No.
10. Enter Invoice Date, Invoice No, Amount, Currency, Bank Name, Cheque/DD date, Cheque/DD No and Remarks

11. Enter all the information of Serial Control carefully in respective text boxes or Select from combo boxes. In combo box user can select the data by typing first few letters of data.
12. In Date Picker move between dd/mm/yyyy by arrow keys. User can directly type the numbers.
13. Click on "Save" button to save the data.
14. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the data.

To Modify Serial Control Renewal details

1. Click on "Edit" button
2. Select the Institute Code. Default first alphabetical institute selects code.
3. On screen next to Institute Code Journal No text box and combo box will appear. Select the Journal name from combo box or enter the Journal number in text box and press enter key to display Journal's information.
4. Journal Number is not changeable.
5. If user has marked any one issued as received from Indexing entry, then user can change the date of publication. To change publication date first delete received issues from indexing windows.
6. Change the required data
7. Follow the step 12 to 14 of Add Serial Control procedure.

To View Serial Control Renewal details

1. Click on "Search" button
2. Select the Institute Code. Default first alphabetical institute selects code.
3. On screen next to Institute Code Journal No text box and combo box will appear. Select the Journal name from combo box or enter the Journal number in text box and press enter key to display Journal's information.
4. In search user can't change any data.

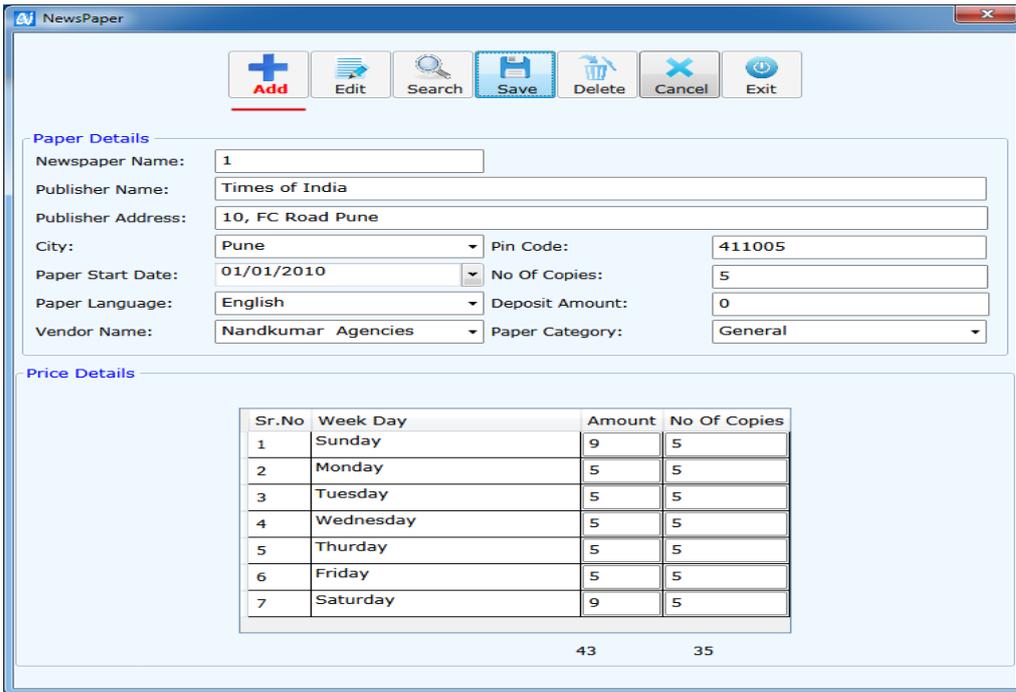
Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

News Paper Master



Sr.No	Week Day	Amount	No Of Copies
1	Sunday	9	5
2	Monday	5	5
3	Tuesday	5	5
4	Wednesday	5	5
5	Thursday	5	5
6	Friday	5	5
7	Saturday	9	5

User can add the entries of daily newspaper. This is a master entry which user has to enter once after that user do news paper daily entry from News Paper Daily Entry window.

To Add New News Paper

1. Click on "Add" button.
2. Enter News Paper No, Name, Publishers Address, City, Pin code.
3. Select Paper Start date from Date picker
4. Enter No of Copies subscribed per day.
5. Select Paper Language.
6. Enter deposit amount if any.
7. Select Vendor Name and Paper Category like General, Economics.
8. Then go to Price Detail Tab as shown above.
9. Enter amount and No of Copies for each week day.
10. Click on "Save" button to save the data.
11. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the data.

To Modify News Paper details

1. Click on "Edit" button
2. On screen next to Journal No text box News Paper combo box will appear. Select the Journal name from combo box or enter the Journal number in text box and press enter key to display Journal's information.
3. Journal Number is not changeable.
4. Change the data
5. Follow the step 10 and 11 of Add News Paper procedure.

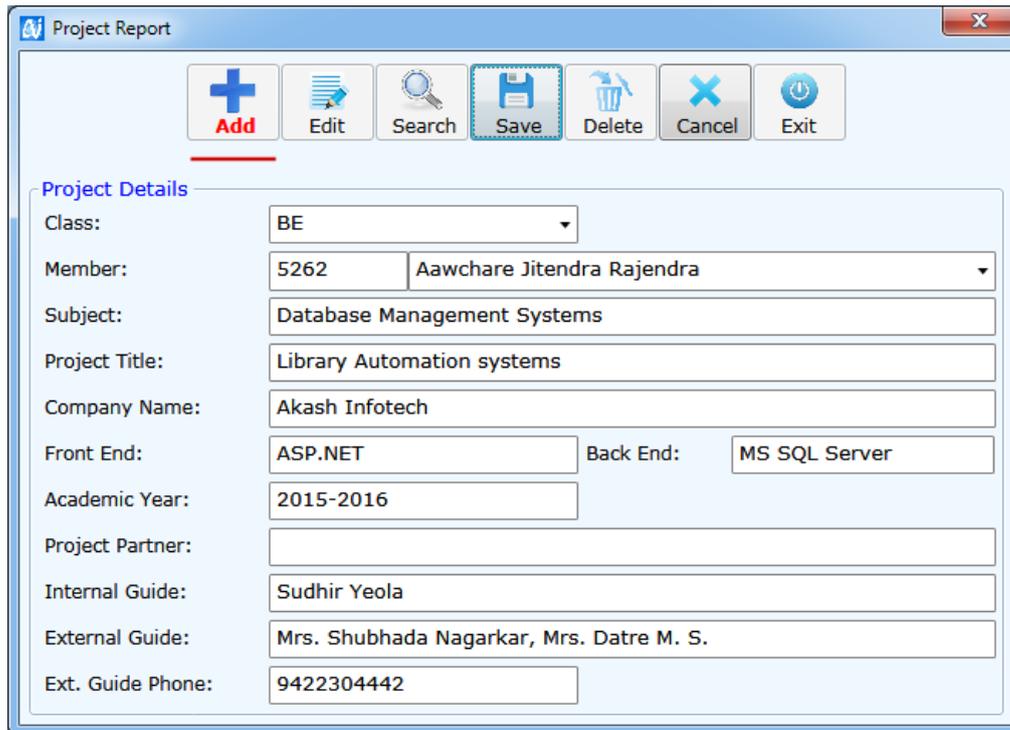
Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

Project Report



Project Details	
Class:	BE
Member:	5262 Aawchare Jitendra Rajendra
Subject:	Database Management Systems
Project Title:	Library Automation systems
Company Name:	Akash Infotech
Front End:	ASP.NET
Back End:	MS SQL Server
Academic Year:	2015-2016
Project Partner:	
Internal Guide:	Sudhir Yeola
External Guide:	Mrs. Shubhada Nagarkar, Mrs. Datre M. S.
Ext. Guide Phone:	9422304442

User can add the project reports and thesis submitted by students at year-end. To add project report user has to set for which class projects are allotted only those class names will be displayed at class combo box and at selection of class name only selected class members will get filled in member's combo box. User can not add more than one project report details for a member.

To Add Project Report

1. Click on "Add" button.
2. Select the Class from combo box.
3. Enter the Member No or Select member name from Combo Box list.
4. Type the Subject, Project Title, Company name
5. Front End and back End may blank for thesis. It has to enter for computer department projects. It is not compulsory.
6. Academic Year is system generated, Project Partner, Internal Guide, External guide, and External guide phone number.
7. Click on "Save" button to save the data.
8. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the data. IF user clicks on Yes button system displays the project number generated by system. Class wise generates Numbers.

To Modify Project details

1. Click on "Edit" button
2. Select the class name first
3. Type the Project Number to be edited.
4. Change the data
5. Follow the step 7 and 8 of Add procedure.

To Delete Project details

1. Click on "Delete" button
2. Select the class name first
3. Type the Project Number to be deleted.

4. Follow the step 7 and 8 of Add procedure.

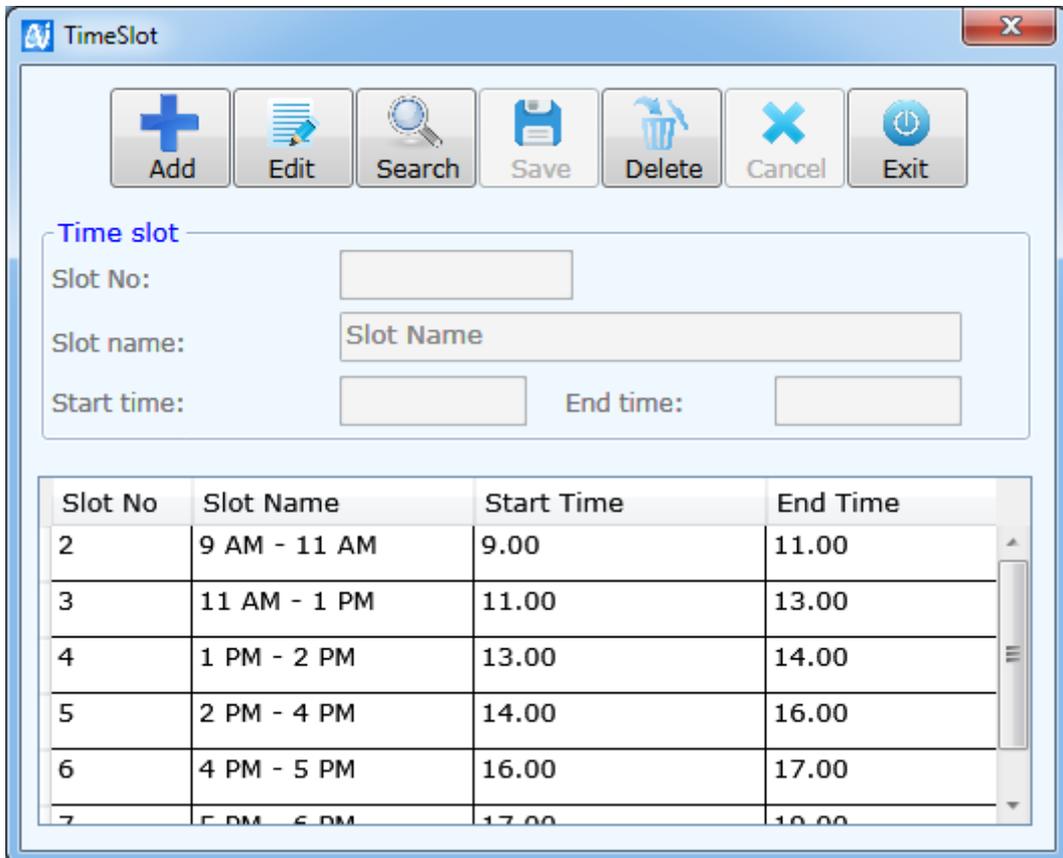
Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

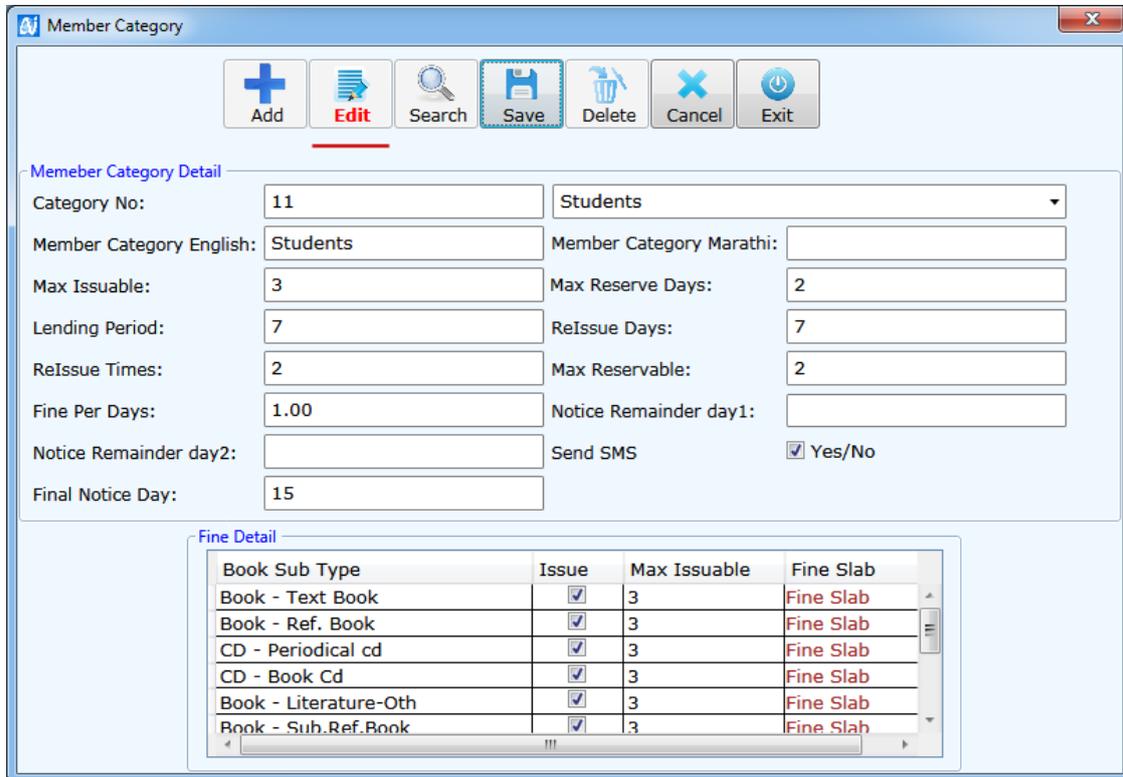
Click on Exit button to close the window

Time Slots



Member Category

User can create number of categories for issue return purpose. Use set the different rules for like Maximum limits for books issue, Reserve Days, Landing Period, Book can reserve, Reissue book, reissue days and Late book return fine per day for students, teaching staff, non teaching staff. In short user can define his own rules as per his requirement for library operation. Category is assigned to member at the time of adding member's data in member info window.



The screenshot shows the 'Member Category' window with the following details:

Member Category Detail

Category No: 11 Students

Member Category English: Students Member Category Marathi:

Max Issuable: 3 Max Reserve Days: 2

Lending Period: 7 ReIssue Days: 7

ReIssue Times: 2 Max Reservable: 2

Fine Per Days: 1.00 Notice Remainder day1:

Notice Remainder day2: Send SMS Yes/No

Final Notice Day: 15

Fine Detail

Book Sub Type	Issue	Max Issuable	Fine Slab
Book - Text Book	<input checked="" type="checkbox"/>	3	Fine Slab
Book - Ref. Book	<input checked="" type="checkbox"/>	3	Fine Slab
CD - Periodical cd	<input checked="" type="checkbox"/>	3	Fine Slab
CD - Book Cd	<input checked="" type="checkbox"/>	3	Fine Slab
Book - Literature-Oth	<input checked="" type="checkbox"/>	3	Fine Slab
Book - Sub.Ref.Book	<input checked="" type="checkbox"/>	3	Fine Slab

To Add new member category

1. Click on Add button.
2. Don't enter the Member category number. Number is generated automatically by system.
3. Enter all the information in respective text boxes.
4. Click on "Save" button to save the member category.

To Edit member category

1. Click on Edit button.
2. On screen next to Category Code combo box will appear. Select the Category name from combo box or enter the Category Code in text box and press enter key to display Category information.
3. Change the information in respective text boxes.
4. Click on "Save" button to save the modified details of category.

To View Member Category details

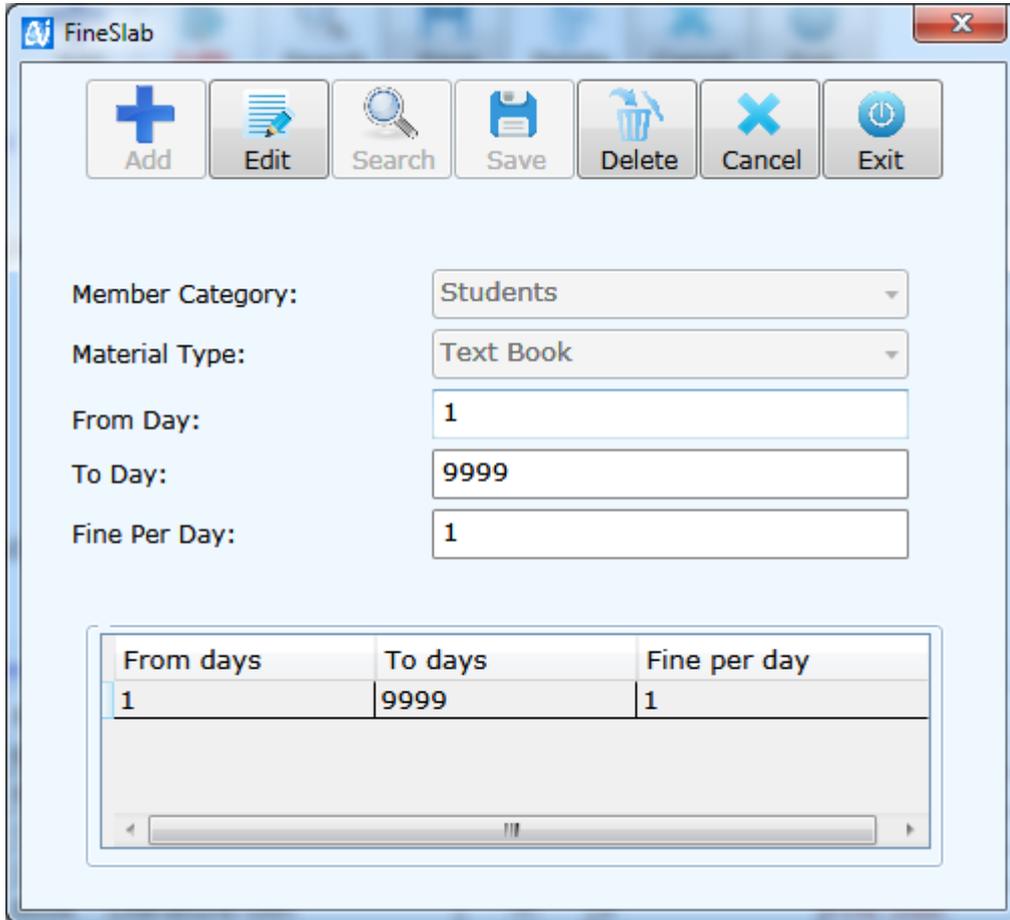
1. Click on "Search" button
2. On screen next to Category Code combo box will appear. Select the Category name from combo box or enter the Category Code in text box and press enter key to display Category information.
3. In search user can't change any data.

Cancel Button

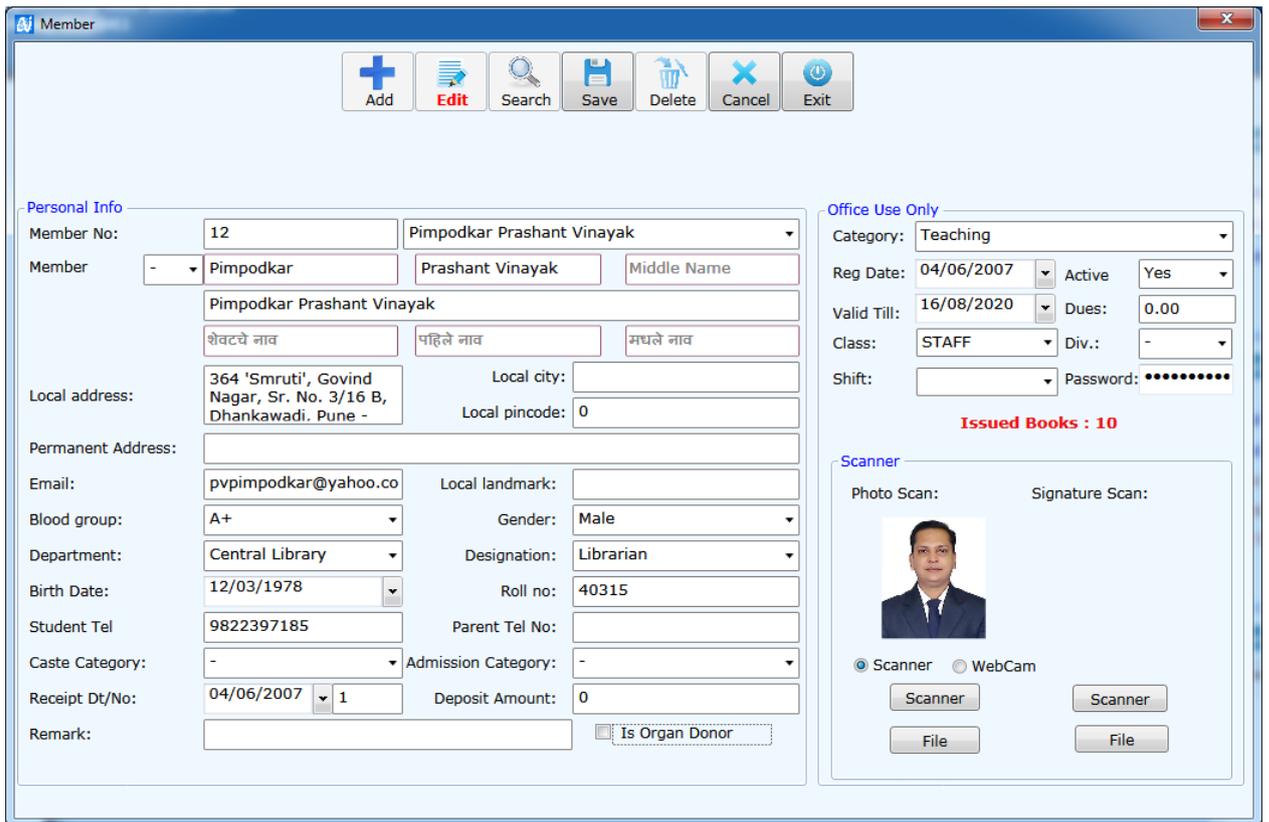
Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window



Member Master



To Add New Member Information

1. Click on Add button.
2. Member Number is generated automatically by system if the Parameter is set to ONLINE. Other wise user has to enter manually Member Number and in that case Last member number gets displayed by the system.
3. Enter all the information in respective text boxes.
4. Select the Sex, Department, and Designation from combo box.
5. Every member is given login name and Password (Tel. No).
6. Enter Birth Date of Member. If user doesn't want to enter birth date, uncheck the box in date picker. If check box is unchecked then blank date is stored in Database.
7. Enter Roll No; here user can use combination of Letters and Numbers.
8. If member has taken the admission for another course in same institute then check the check box of Dual Course and Select member's dual class and enter dual course roll no.
9. Enter library deposit Receipt date, Number and deposited amount.
10. In office use frame select Category of Member like student, Staff etc.
11. Set the members Registration date i.e. Admission date and valid till date e.g. if student member has taken admission on 01/07/2009 for 4 years degree course then 01/07/2009 is a Reg. Date and 30/06/2013 will be Valid till date
12. Select member ship Active status as YES or NO. If Active option is set to NO software doesn't allows books issuing to this member.
13. Select member Class, Class-year from combo box.
14. Enter any pending dues to be recovered.
15. User can store the member's photograph and Signature. User can scan directly Photo from scanner by clicking on Acquire from scanner directly or can from

Existing Picture file by clicking Acquire from picture from Click on "Save" button to save the new member details.

16. Click on "Save" button to save the member information.
17. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the data.

To Edit Member Information

1. Click on Edit button.
2. On screen next to Member no combo box will appear. Select the member name from combo box or enter the member no in text box and press enter key to display member information.
3. Change the information in respective text boxes.
4. If user wants to change the member photo then only click on Acquire from Scanner or Acquire from file buttons.
5. Click on "Save" button to save the modified details of category.

To View Member details

1. Click on "Search" button
2. On screen next to Member no combo box will appear. Select the member name from combo box or enter the member no in text box and press enter key to display member information.
3. In search user can't change any data.

Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

Note

<p>If desired data doesn't found in select combo box then, first add that data from master window of the particular filed e.g. if user wants select Department as "ACCOUNTS" but the data is not available then add the data first from Master entries window.</p>
--

Update Member Information.

Class:

Division:

Search on Member No Search on Member Name

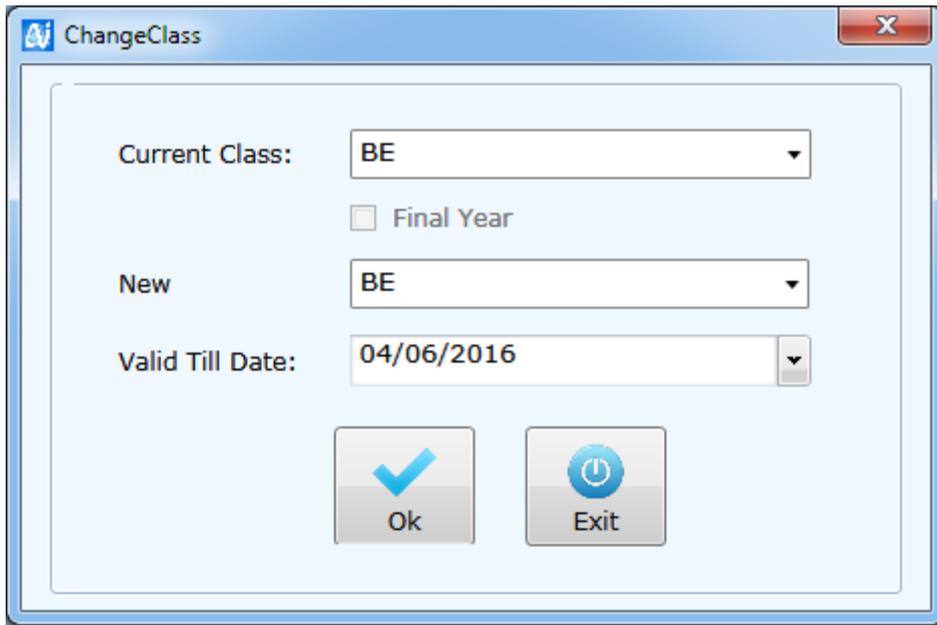
Old RollNo	New RollNo	Name	Address	Pincode	City	Email	Permanent Address	Phone	Mark Id
1700		Kanade Apurva Vijay	C/17, Sunder Residen	0					
1709		Roman Siddharth Uday	C/O Uday Roman, D-11, CWPRS Colony,	0				986083640	
1713		Khasnis Anand Narayan	M-12,Lane-6, Tulshib	0				808769638	
1761		Syed Zeeshan Jalal	H.No. 8-1-186, Mandl	0				976213072	
1813		Butte Rohit Ramesh	22/23, Premanand Ho	0				982367571	
1827		Alandkar Koustubh S.	Flat No 7 'Yashada Ap					880609746	
1832		Dhadave Akshay Navanath	Shri Dattaprasad Apt.						
1842		Vhanale Nivrati Tanaji	Indraprasta', Sr.No 8/	0				902179533	
1878		Nair V.Vishnu	Gardenia Co. Op. Soci	0				950325039	
1911		Ghutugade Vrushali Shamrao	Salshinge Road , Vita	0				842176977	
2060		Shukla Anas Ambade	Rajeev Market, Laxmi	0				982323230	

User can update member information from this menu.

Edit information.

1. Select Class name and Division (Division Selection is optional) from combo box and click on OK button.
2. After clicking on OK button system will display active member's information of selected class and division. If division is not selected the system will display all records for selected class.
3. User can change required information.
4. After changing information click on Save button.
5. If user wants to save members information in EXCEL, then click on Save to Excel button which will save member information for selected system with the name Report.xls in the AutoLib NG folder on your system.

Change Class



Before operating this menu option it is strictly recommended to take backup of the Database compulsory

It is compulsory to Pass out Students first then change the class of students. Change class option has to follow down to up Trend.

Pass Out

To pass out students click on Pass out option as shown above Fig 1. Select the last year class that is Third Year or Last/ Final Year class and click on Ok button as shown in above Fig 1. This transfers all Third year BA students as a pass out and their active status become No so their name will not come in Issue/Return.

Change Class

Change class option has to follow down to up Trend. i.e. least most class to least most second class. e.g. 2nd Year to 3rd Year then 1st Year to 2nd Year.

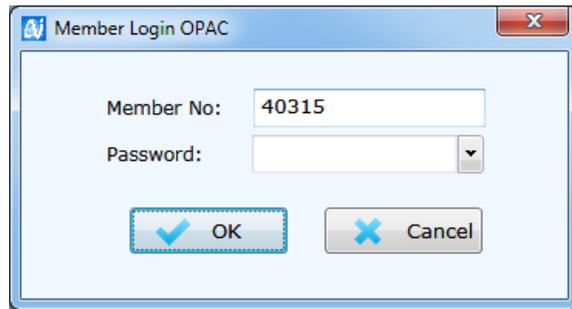
Select Change class option as shown in above fig 2. Select the least most class as current class and least most second class as new class. Enter the Academic Year end date as Valid Till Date.

If user wants to Transfer second year students to BA to third year BA. Select current class as SYBA and new class as TYBA and enter next years date as valid till date and click on ok button. This will transfers all SYBA students to TYBA class

Follow same step to transfer FYBA student to SYBA class. This reduces your time to type same information again and again. If some students get failed then for those members you have to set active status No manually from Member Info window.

Request

Any member of the library can request any type of Book not available in the Library. This request is further sent for approval concern authorities for approval. Concern authorities can approve or Reject the request. While doing any request member has to log on first. Only valid members can make a request.

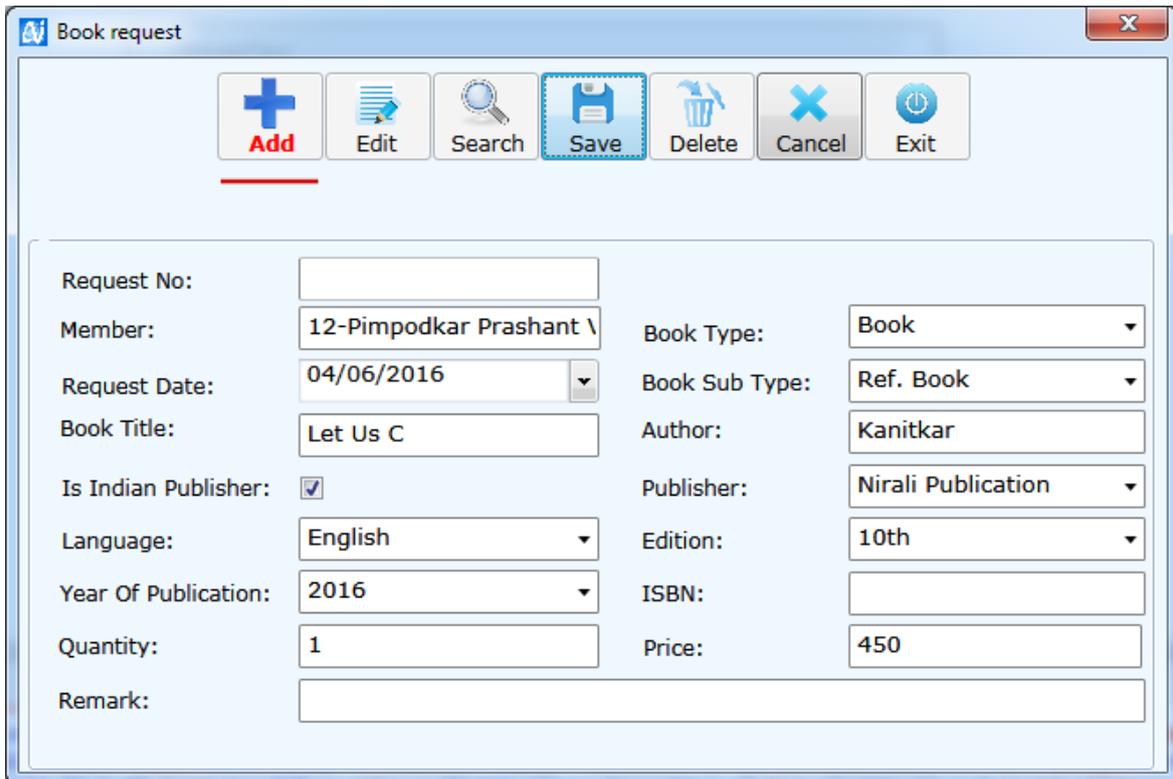


Member Login OPAC

Member No: 40315

Password:

OK Cancel



Book request

Request No:

Member: 12-Pimpodkar Prashant \ Book Type: Book

Request Date: 04/06/2016 Book Sub Type: Ref. Book

Book Title: Let Us C Author: Kanitkar

Is Indian Publisher: Publisher: Nirali Publication

Language: English Edition: 10th

Year Of Publication: 2016 ISBN:

Quantity: 1 Price: 450

Remark:

To Add New Request

1. Click on Add button.
2. Don't enter the Request Number. Number is generated automatically by system.
3. Enter all the information in respective text boxes.
4. Click on "Save" button to save the request.
5. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the data.

To Edit Request Information

1. Click on Edit button.
2. On screen next to Request no combo box will appear. Select the Book Title from combo box or enter the Request no in text box and press enter key to display Request information.
3. Change the information in respective text boxes.
4. Click on "Save" button to save the modified details of request.

To View Request details

1. Click on "Search" button

2. On screen next to Request no combo box will appear. Select the Book Title from combo box or enter the member no in text box and press enter key to display Book Title information.
3. In search user can't change any data.

Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

Books Approval

The librarian is informed with the new request. He evaluates the request and processes it to Library in charge. On Approval from authority the letter is sent to the vendors according to the approved request.

Title	Editor	Publication	Edition	MaterialSubType
Emc Edu				
Enginee		IK Publicatio		
asdf		asdf		

Approval no: 3 Approval: 06/06/2016
Book: Book Book sub: Ref. Book
Budget: Books Scheme: General
Book title: Engineering Graphics
Editor/Author: Bhattacharyya & Bera
Publication: IK Publication
Edition: Year of pub: 2015
Price: 250.00 Request qty: 1
Request no: 2 Request by: Dr. Walvekar Pralhad Pr
Discount: Approved: Administrator App. status: Approved
Reason:

Each request is checked and approved by the concern authority.

To Approve Request

1. Click on Add button.
2. Select the Approval type from Request Approval or Direct Approval option button. By default Request Approval is selected.
 - a. Request Approval – Approve the Book titles, which had been requested either by students or any staff members.
 - b. Direct Approval – Without request titles are approved by concern authorities.
3. If Request Approval option button is selected then select the request from grid. On selection selected data will be displayed like Title, Author, and Publication.
4. For Direct Approval user has to key in all information.
5. Don't enter the Approval Number. Number is generated automatically by system. Enter all the remaining information in respective text boxes. (Like approved by, request status etc.)
6. Click on "Save" button to save the request.

7. Confirmation Box will display asking about save record Yes or No. Click on Yes to save the data.

Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

Purchase Order

	Approval no.	Title	Editor	Publication	Edition	Appro
1	2	New Title	Pimpodkar	Academic Press	-	8/11/

On books approval Purchase order is given to vendors. To give order to vendors this window is used. All approved books list is display in the list box. To place the Purchase orders follow following steps.

1. Click on "Add" button.
2. Select order date from calendar.
3. Either enter the vendor id in vendor text box and press enter key or select the vendor name from listbox.
4. Specify the discount expected on the books.
5. Enter the books expected deliver date.
6. Click or press space bar on check box which books order has to be given to selected vendor.
7. Click on Save button to save the order data.
8. On successful saving system will ask for print the Purchase order as shown in above fig. Click on Yes button to print the order otherwise click on No to cancel the order printing.

Reader Info

 Reader Type Selection
X

Reader Type ▼

✓ Select

 Reading Hall Reader Information
X

Reader Information

Member:

Entry Date:

▼

Class STAFF



OK

	Member No	Date	In Time	Out Time
1	415-16202	06-06-2016	10:32:17 AM	10:33:03 AM
2	5100	06-06-2016	10:32:28 AM	10:33:08 AM
3	414-15699	06-06-2016	10:32:40 AM	10:33:16 AM
4	415-16417	06-06-2016	10:32:46 AM	
5	2662	06-06-2016	10:32:53 AM	
6	40315	06-06-2016	10:33:39 AM	10:33:48 AM

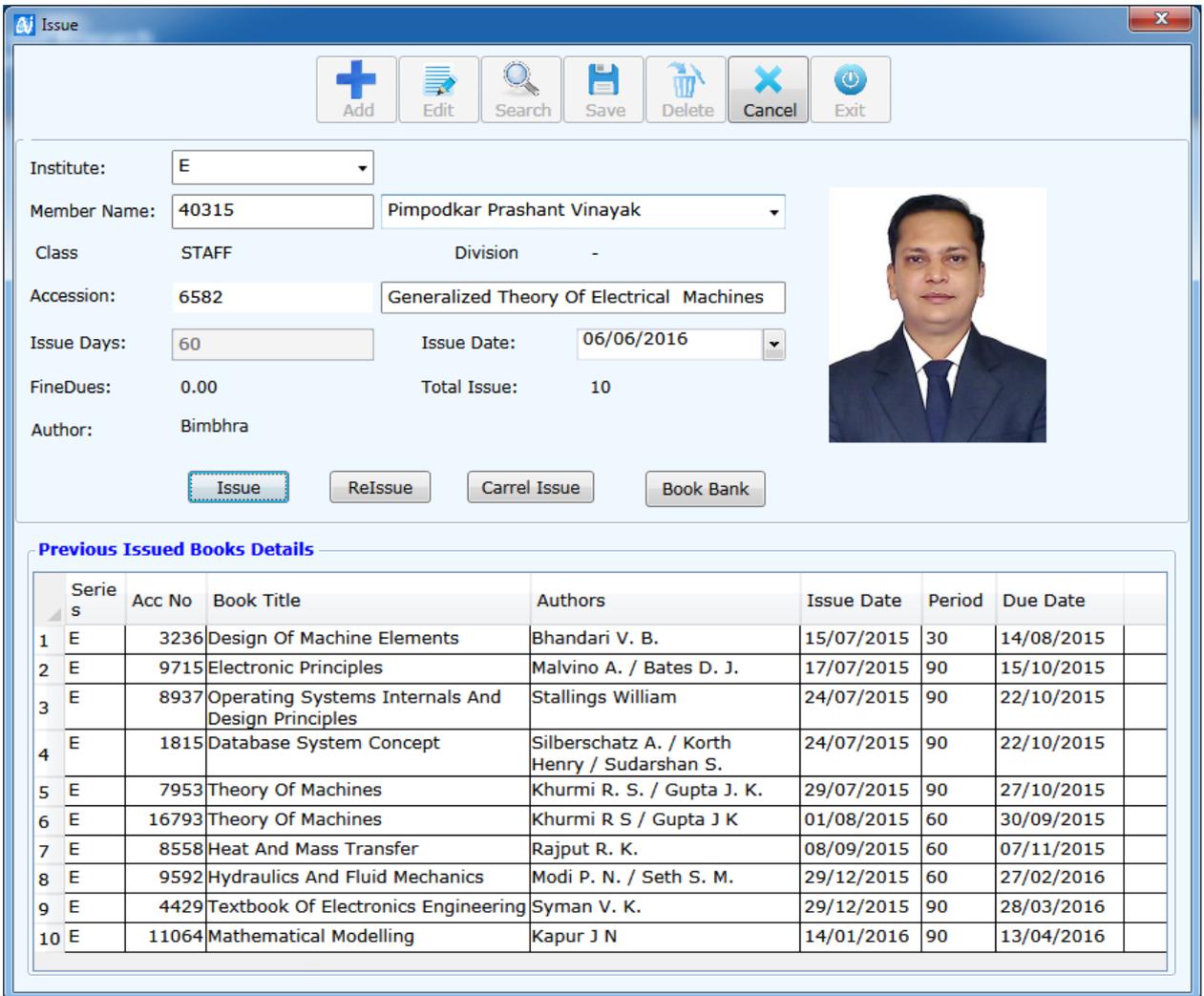
User can keep track of how many members used reading hall facility. Their usage time and at what time particular member came in to reading hall and at what time he/she leaves reading hall, with this module.

To add information

1. Enter member number or use barcode scanner to read barcode from Card.
2. If user has entered the member number manually click on OK button or press enter key after entering member number.
3. This will add member number with In Time as shown in above figure.
4. If user again enter same member number then software record Out Time for that member number.
5. Again if user entered same number Out Time for that member will be added.

Material Issue

This is the most important part of any Library Management. Using this window user can issue the Books to the valid members. While issuing user can view the No of books issued, dues pending and Photograph (if attached).



Issue

Institute: E

Member Name: 40315 Pimpodkar Prashant Vinayak

Class: STAFF Division: -

Accession: 6582 Generalized Theory Of Electrical Machines

Issue Days: 60 Issue Date: 06/06/2016

FineDues: 0.00 Total Issue: 10

Author: Bimbhra

Issue ReIssue Carrel Issue Book Bank

Previous Issued Books Details

Serie s	Acc No	Book Title	Authors	Issue Date	Period	Due Date
1	E 3236	Design Of Machine Elements	Bhandari V. B.	15/07/2015	30	14/08/2015
2	E 9715	Electronic Principles	Malvino A. / Bates D. J.	17/07/2015	90	15/10/2015
3	E 8937	Operating Systems Internals And Design Principles	Stallings William	24/07/2015	90	22/10/2015
4	E 1815	Database System Concept	Silberschatz A. / Korth Henry / Sudarshan S.	24/07/2015	90	22/10/2015
5	E 7953	Theory Of Machines	Khurmi R. S. / Gupta J. K.	29/07/2015	90	27/10/2015
6	E 16793	Theory Of Machines	Khurmi R S / Gupta J K	01/08/2015	60	30/09/2015
7	E 8558	Heat And Mass Transfer	Rajput R. K.	08/09/2015	60	07/11/2015
8	E 9592	Hydraulics And Fluid Mechanics	Modi P. N. / Seth S. M.	29/12/2015	60	27/02/2016
9	E 4429	Textbook Of Electronics Engineering	Syman V. K.	29/12/2015	90	28/03/2016
10	E 11064	Mathematical Modelling	Kapur J N	14/01/2016	90	13/04/2016

To Issue Book

1. Click on "Issue" button
2. Select the Issue Type.
 - a. Library Card – For Home Lending
 - b. I Card Issue – For Reference Books Issue
 - c. Journal Issue – For Journal issue on Library Card
3. Select the Institute Code. Default first alphabetical institute code selects
4. Enter the member no text box or select the member name from combo box and press enter key.
5. System will display the total Books issued, dues pending and members Photograph. The system checks all limits set to member category including dues.
6. Depending on member category issue period in days is displayed.
7. Enter the books accession number.
8. User can change the Issue Date If the parameter is set YES for Allow issue date entry then Issue date can be changed other wise system takes system date as default issue date.

9. Click on "Save" button to issue the book or press F4 button.

User can't edit the issued details. By mistake user enters the wrong accession number or member number. User has to do return entry of the book from return window. Reissue the book with corrected information.

To ReIssue Book

1. Click on "Issue" button
2. Enter the member no text box or select the member name from combo box and press enter key.
3. System will display the total Books issued, dues pending and members Photograph. The system checks all limits set to member category including dues.
4. Depending on member category issue period in days is displayed.
5. Select the row which book is to reissue. After selection Double Click of row to reissue the book.

Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

Material Return

Return
✕

+ Add
 ✎ Edit
 🔍 Search
 💾 Save
 🗑️ Delete
 ✖ Cancel
 🔌 Exit

Institute:

Member:

Class: STAFF Division: -

Accession:

Return Date:

Total: **6** Late days: **499** Fine Y / N

Fine Dues: **0** Current Fine: **0** Return



Previous Issued Books Details

Series	Acc No	Book Title	Authors	Issue Date	Period	Expected Date
1	E 1768	Data Communication And Networking	Forouzan B. A.	25/11/2014	30	25/12/2014
2	E 1597	Computer Networks	Tanenbaum A. S.	25/11/2014	30	25/12/2014
3	E 14768	Wireless Communications And Networking	Garg Vijay K	25/11/2014	30	25/12/2014
4	E 22484	Wireless Networks	Nicopolitidis P / Oba	22/12/2014	30	21/01/2015
5	E 22406	Optical Networks	Ramaswami Rajiv /	22/12/2014	30	21/01/2015
6	E 15466	Gate : Computer Science And Information Technology	Handa A	18/11/2015	60	17/01/2016

To Return Book

1. Click on "Return" button
2. Enter the member no text box or select the member name from combo box and press enter key. System will display the total Books issued in Grid List
3. Or in Book name text box enter the Accession number. System will display the member details along other issued books.
4. Select the book to be return by member from Grid List. On Selection Book title and Accession no is displayed in respective boxes below member name combo box. Also calculates the fine due till date.
5. Check on Fine Y / N check box. if check box is checked fine added to his fine account.
6. Click on "Save" button to return the book.
7. Also if to return more than one book double click on book list displayed in data grid, then a confirmation box will appear asking to return book Yes or No. Click yes to return book.
8. User also search for specific book by searching book no in data grid by entering accession no.

User can't edit the Return details. By mistake user enters the wrong accession number or member number. User has to do Issue entry of the book from Issue window. Return the book with corrected information.

Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window.

Book Reservation

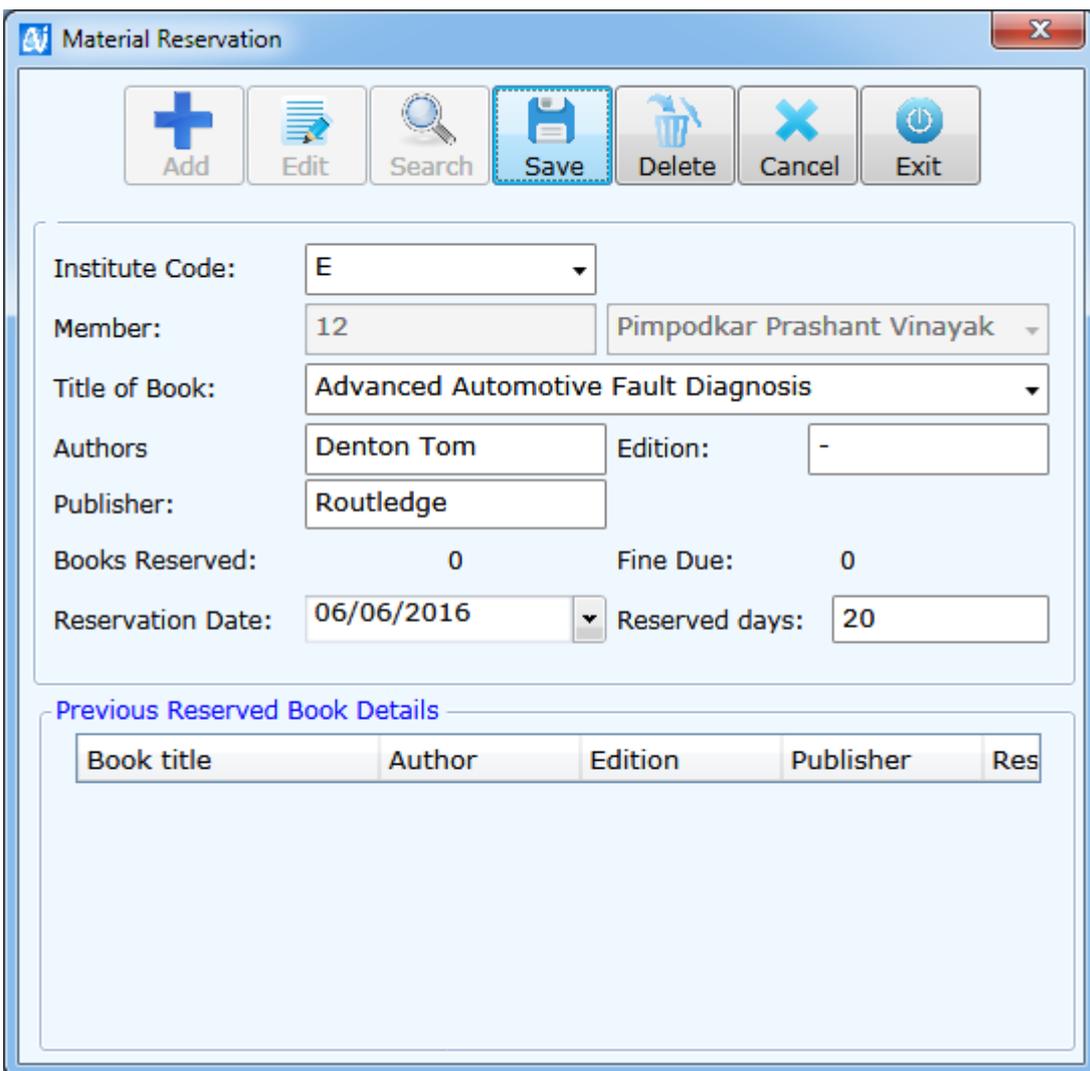


Member Login OPAC

Member No: 40315

Password:

OK Cancel



Material Reservation

Add Edit Search Save Delete Cancel Exit

Institute Code: E

Member: 12 Pimpodkar Prashant Vinayak

Title of Book: Advanced Automotive Fault Diagnosis

Authors: Denton Tom Edition: -

Publisher: Routledge

Books Reserved: 0 Fine Due: 0

Reservation Date: 06/06/2016 Reserved days: 20

Previous Reserved Book Details

Book title	Author	Edition	Publisher	Res
------------	--------	---------	-----------	-----

To Reserve Book

1. Click on "ADD" button
2. Select the Institute Code. Default first alphabetical institute code selects
3. Enter the member no text box or select the member name from combo box and press enter key.

4. System will display the total Books reserved, dues pending and members Photograph. The system checks all limits set to member category including dues.
5. Enter the books accession number or select the book name from combo list. Priority is set by system for books reservation. E.g. member no 1 reserves the Accession 10 book morning then 1st priority will be to member no 1. same Book is reserved by member no 12 in afternoon then his priority will on no 2.
6. Click on "Save" button to issue the book or press F4 button.

User can't change the priority details. By mistake user enters the wrong accession number or member number. User has to cancel the reservation, as per the following procedure.

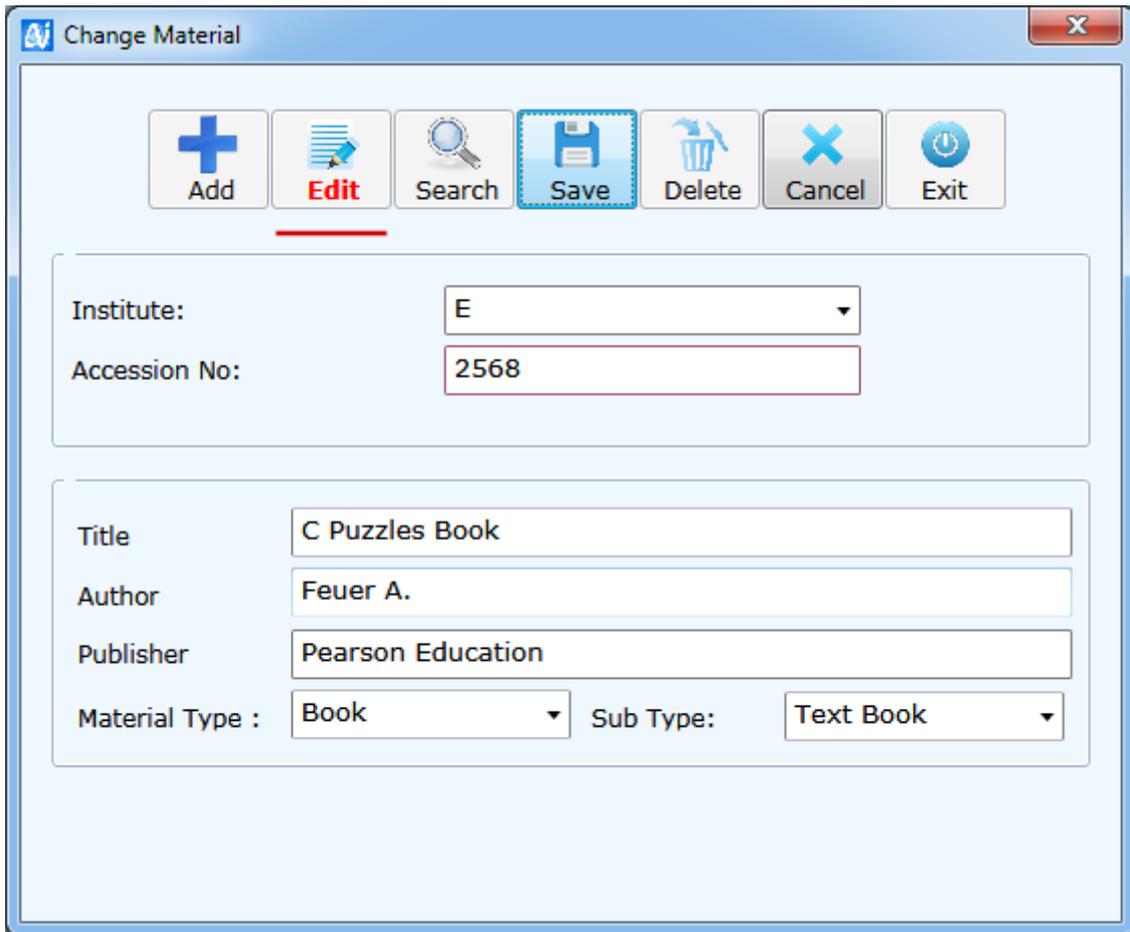
To Cancel Book Reservation

1. Click on "Delete" button
2. Select the Institute Code. Default first alphabetical institute code selects
3. Enter the member no text box or select the member name from combo box and press enter key.
4. System will display the total Books reserved, dues pending and members Photograph. The system checks all limits set to member category including dues.
5. Select the row from grid, which books reservation, want to cancel.
6. Click on "Save" button to cancel Book reservation.

Exit Window

Click on Exit button to close the window

Change Book Type / Sub Type



Change Material

+ Add **E** Edit **S** Search **S** Save **T** Delete **X** Cancel **P** Exit

Institute: E

Accession No: 2568

Title: C Puzzles Book

Author: Feuer A.

Publisher: Pearson Education

Material Type: Book Sub Type: Text Book

To change the Books Type and sub type

1. Click on Edit button
2. Select Institute code for which institute user want to change books type and sub type.
3. Select the language
4. Enter the accession no or press F9 function for search book title window. In search window select the book title and press enter key to return to main window. Press enter key to display information press enter key.
5. Change the type and sub type
6. Click on save button to store the changes.

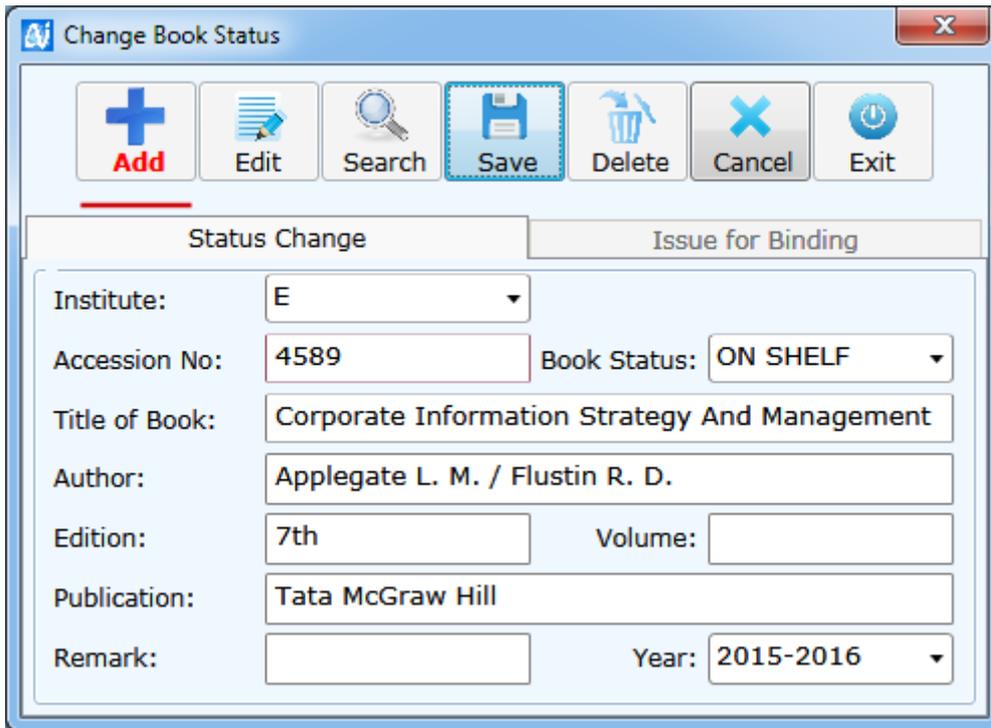
Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window.

Change Book Status



Whenever a book is lost, has become very old, damaged or given for binding user has to change book status to keep track of every book in library. Using this window user change the book status. Book status can define by user. In System by default following status are defined.

e.g. ON SHELF, ISSUED, LOST, DAMAGED, FOR BINDING, WITHDRAWAN

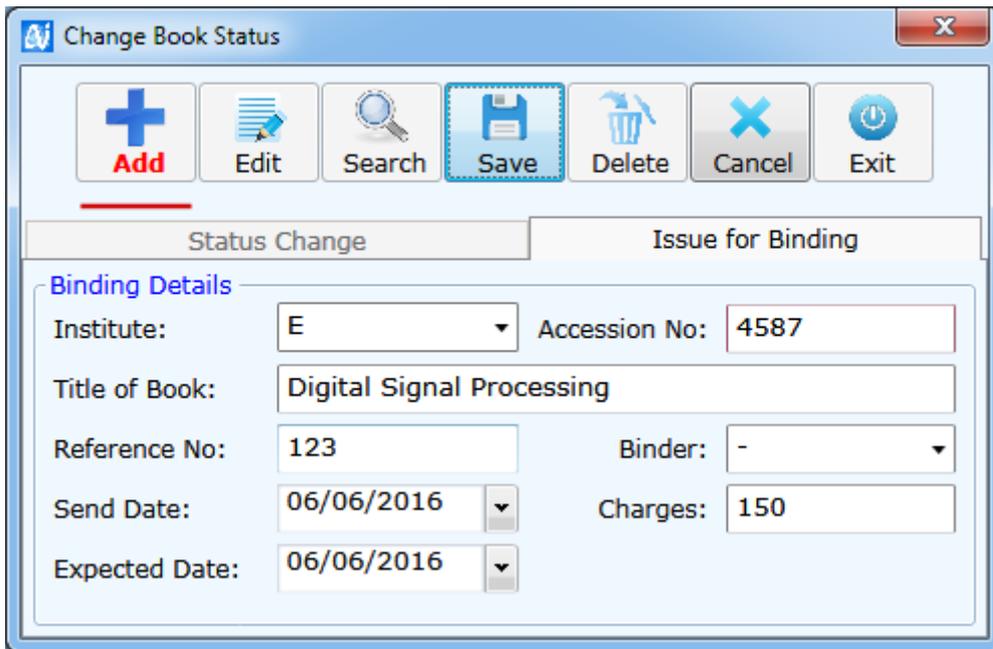
To change the status

1. Click on Add button
2. Select the option status change
3. Select Book Language
4. On status change selection status change tab is activated otherwise Issue for binding tab is active.
5. In status change (As shown in Fig.
6. Select the Institute code
7. Enter the Accession no or Press F9 function to display search window.
8. Select the status to be changed of book from combo list only.
9. Type the remark for status change.

To Issue for binding

1. Click on Add button
2. Select the option Issue for Binding.
3. Select Book Language
4. On status change selection status change tab is activated otherwise Issue for binding tab is active.
5. In status change (As shown in Fig.
6. Select the Institute code
7. Enter the Accession no or Press F9 function to display search window.
8. Enter the Reference No
9. Select the binder name from combo box
10. Enter the Send date and Expected date. Along with charges.

11. Click on save button to store the data.



The screenshot shows a software window titled "Change Book Status". At the top, there is a toolbar with seven icons: a red plus sign labeled "Add", a pencil labeled "Edit", a magnifying glass labeled "Search", a floppy disk labeled "Save", a trash can labeled "Delete", a blue X labeled "Cancel", and a power button labeled "Exit". Below the toolbar are two tabs: "Status Change" and "Issue for Binding". The "Issue for Binding" tab is selected. Underneath, there is a section titled "Binding Details" containing several input fields: "Institute:" with a dropdown menu showing "E", "Accession No:" with a text box containing "4587", "Title of Book:" with a text box containing "Digital Signal Processing", "Reference No:" with a text box containing "123", "Binder:" with a dropdown menu showing "-", "Send Date:" with a date picker showing "06/06/2016", "Charges:" with a text box containing "150", and "Expected Date:" with a date picker showing "06/06/2016".

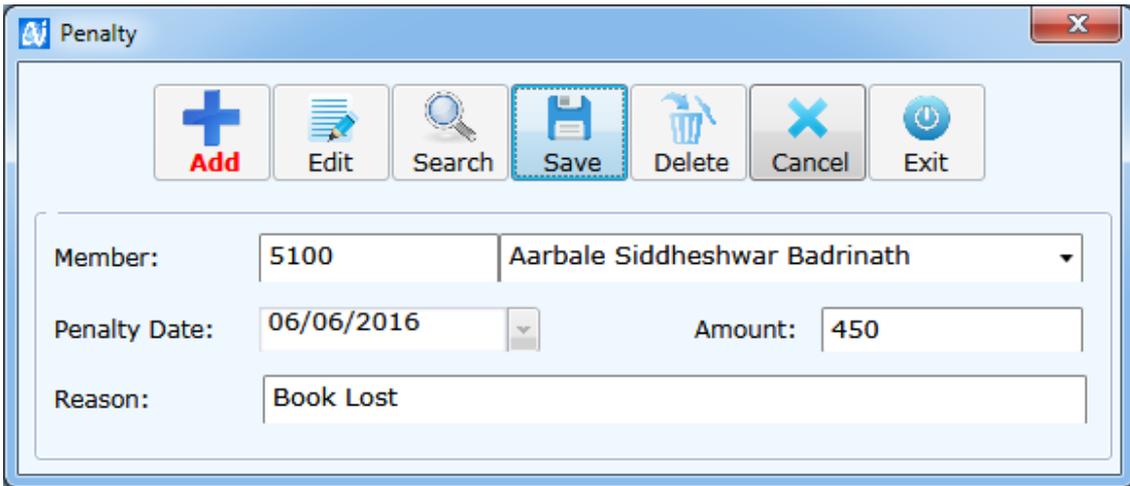
Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window.

Penalty



The screenshot shows a software window titled "Penalty". At the top, there is a toolbar with seven buttons: "Add" (blue plus sign), "Edit" (blue pencil), "Search" (blue magnifying glass), "Save" (blue floppy disk), "Delete" (blue trash can), "Cancel" (blue X), and "Exit" (blue power button). Below the toolbar, the window contains several input fields: "Member:" with a text box containing "5100" and a dropdown menu showing "Aarbale Siddheshwar Badrinath"; "Penalty Date:" with a date picker showing "06/06/2016"; "Amount:" with a text box containing "450"; and "Reason:" with a text box containing "Book Lost".

To Add Penalty Information

1. Click on Add button.
2. Don't enter the Penalty Number. Number is generated automatically by system.
3. Select the member name from combo box or enter the member no in text box and press enter key to display member information.
4. Enter Penalty date , Amount of Penalty and Reason of Penalty.
5. Click on "Save" button to store the Penalty information.

To Edit Penalty Information

Penalty can be edited once the Penalty is received.

1. Click on Edit button.
2. Follow the steps 2 to 6 of add Penalty procedure

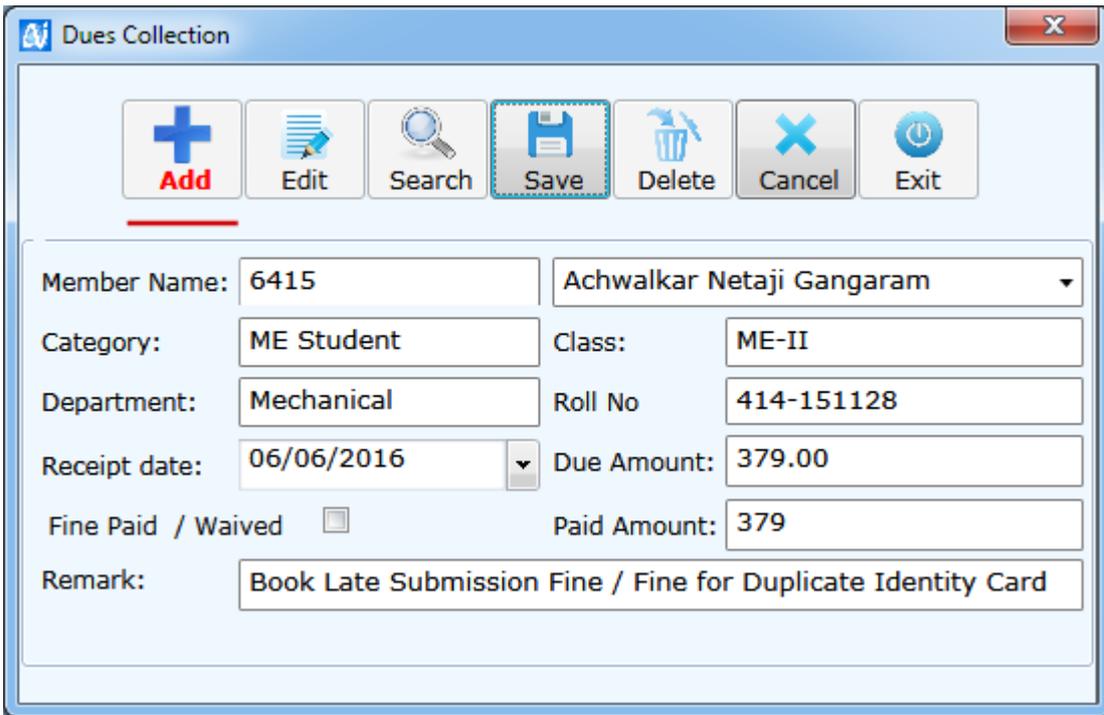
Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

Receipts



Member Name:	6415	Achwalkar Netaji Gangaram	
Category:	ME Student	Class:	ME-II
Department:	Mechanical	Roll No	414-151128
Receipt date:	06/06/2016	Due Amount:	379.00
Fine Paid / Waived	<input type="checkbox"/>	Paid Amount:	379
Remark:	Book Late Submission Fine / Fine for Duplicate Identity Card		

For New Receipt

1. Click on Add button.
2. Receipt No is generated automatically.
3. Select the member name from combo box or enter the member no in text box and press enter key to display member information.
4. Enter date of Receipt.
5. Amount of Penalty Paid and Remark.
6. Click on "Save" button to store the Receipt information.

Cancel Button

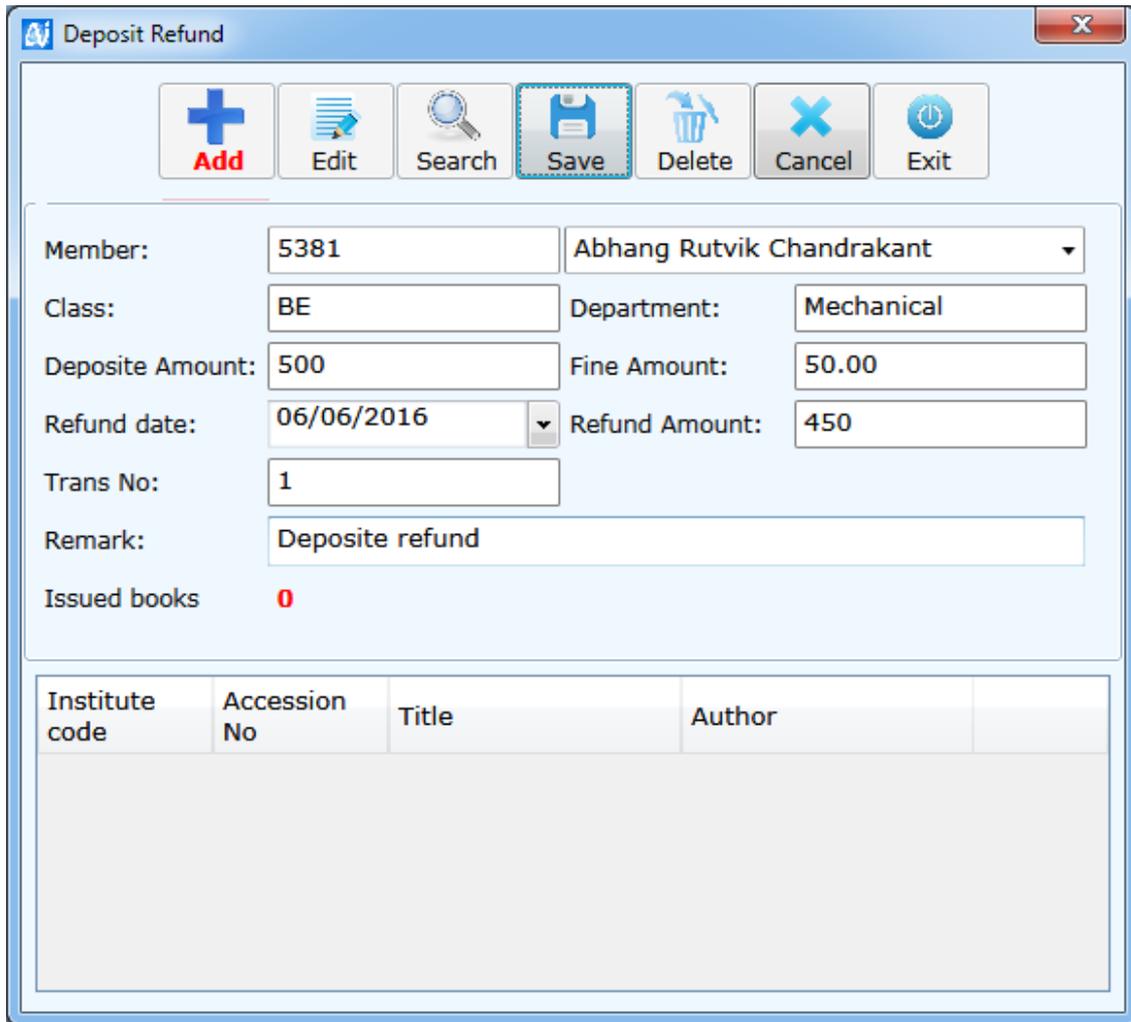
Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

Deposit Refund

Using this user can add library deposit refund record.



Institute code	Accession No	Title	Author
----------------	--------------	-------	--------

To Add Record

1. Click on add button.
2. Enter member number or select member name from list. User only select student category members.
3. This will display deposit amount, fine amount if any.
4. Enter refund date, refund amount and remark if any.
5. Click on save button to save data.

To Edit Record

1. Click on edit button
2. Enter member number or select member name from list. User can edit only those records to which refund given has added in software.
3. Then change appropriate data
4. Click on save button to save data

To Delete Record

1. Click on delete button.
2. Enter member number or select member name from list. User can delete only those records to which refund given has added in software.

3. Click on save button to delete data. After deleting a record user can add refund details again for that member.

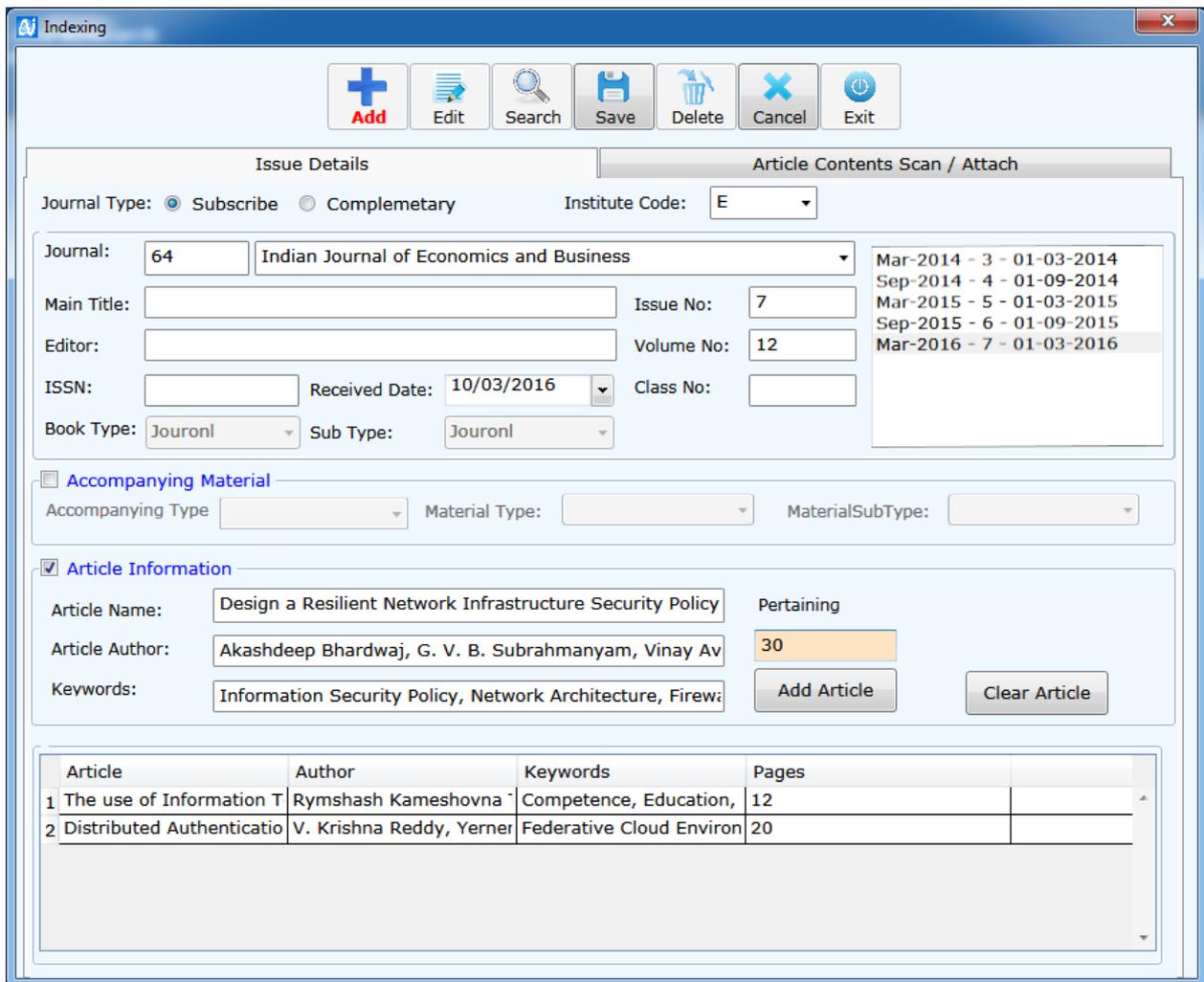
Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

Indexing Entry



Journal Type: Subscribe Complementary Institute Code: E

Journal: 64 Indian Journal of Economics and Business

Main Title: Issue No: 7

Editor: Volume No: 12

ISSN: Received Date: 10/03/2016 Class No:

Book Type: Journl Sub Type: Journl

Accompanying Material

Accompanying Type Material Type: MaterialSubType:

Article Information

Article Name: Design a Resilient Network Infrastructure Security Policy Pertaining

Article Author: Akashdeep Bhardwaj, G. V. B. Subrahmanyam, Vinay Av 30

Keywords: Information Security Policy, Network Architecture, Firewa Add Article Clear Article

Article	Author	Keywords	Pages
1 The use of Information T	Rymshash Kameshovna	Competence, Education,	12
2 Distributed Authenticatio	V. Krishna Reddy, Yerner	Federative Cloud Environ	20

Cataloguing information is stored or manipulated by this window. User can add number of articles from the serial controls and its search key words.

To Add Issue Information

1. Click on Add button.
2. Select the Institute Code.
3. Select the Serial Control name from combo box or enter the Serial Control Number in text box and press enter key.
4. On Serial Control Selection List box will be filed with Expected Issues Details. Click on the issue no.
5. Enter all the information about Main Title and other details.
6. Enter Received date of journal issue.
7. User can change Issue no, Volume no, Loose Issue No
8. If all issues in the Issue list box does not appear then please check you have entered right publication and Subscription from date in Serial Control Renewal. Also, after adjusting system date from control panel remaining issues will be displayed. Like e.g. in above fig Up to Oct issues are displayed after adjusting system date to December remaining issues will be displayed.
9. To enter Article Information click on Article Information check box and enter article name, author keywords and page number in pertaining pages and click

on Add button to add article information. User can add multiple article information as described.

10. If you have already added some article information then to change article information double click on that information edit required information and again click on add article button to add information.
11. To delete article select article from article list, press delete key to delete the article.
12. Click on "Save" button to store the information.

To Edit Issue Information

1. Click on Edit button
2. Select Institute code and enter journal no or select name from combo box.
3. This will display all journal issue that you have marked as received in software.
4. Change required information
5. After selecting issue for editing information, user can view additional button besides Exit button named Duplicate Issue. Using this user can record selected issue to be received as duplicate issue.
6. Now click on Save button to save data.

To Delete Issue

1. Click on delete button
2. Select institute code, enter journal no or select name from combo box
3. This will display all journal issue that you have marked as received in software.
4. Click on save button to delete record.

Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

News Paper Daily Entry

Paper Name:
Month-Year:
Ok

S.N.	Day	Date	Rate	No Of Copy	Amount	Arrived(Yes/No)	Articles	Keywords
1	Wednesda	01-06-2016	3.00	1	3.00	<input checked="" type="checkbox"/>		
2	Thursday	02-06-2016	2.00	1	2.00	<input checked="" type="checkbox"/>		
3	Friday	03-06-2016	2.00	1	2.00	<input checked="" type="checkbox"/>		
4	Saturday	04-06-2016	3.00	1	3.00	<input checked="" type="checkbox"/>		
5	Sunday	05-06-2016	5.00	1	5.00	<input checked="" type="checkbox"/>		
6	Monday	06-06-2016	2.00	1	2.00	<input checked="" type="checkbox"/>		
7	Tuesday	07-06-2016	2.00	1	2.00	<input checked="" type="checkbox"/>		
8	Wednesda	08-06-2016	3.00	1	3.00	<input checked="" type="checkbox"/>		
9	Thursday	09-06-2016	2.00	1	2.00	<input checked="" type="checkbox"/>		
10	Friday	10-06-2016	2.00	1	2.00	<input checked="" type="checkbox"/>		
11	Saturday	11-06-2016	3.00	1	3.00	<input checked="" type="checkbox"/>		

81


Save


Cancel


Exit

User can add news papers daily details.

To add or Change News Paper Daily Details

1. Select News paper from Combo box and Select Month and Year for which you want to add details and click on OK button. If user has already entered details for selected newspaper, month and year system will display existing data else it will display new data.
2. Then enter Rate, Copies or Amount if it is changed for that particular date and click on Check box if selected news paper not arrived for that day.
3. Enter the Article Information.
4. Enter Keywords.
5. Click on "Save" button to store the information.

Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window.

News Paper Payment Details

	Paper Name	Month	Year	Amount
42	The Indian Express	Jul	2011	87.50
43	Lokmat	Aug	2011	34.00
44	Loksatta	Aug	2011	72.00
45	The Times Of India	Aug	2011	71.00

Using this window user can add payment details with respect to vendor

To Add Payment details

1. Click on add button, Select Vendor Name which we have added while doing the entry in news paper master.
2. Then in the list box below the combo box shows the news papers list for which payments for that vendor has not paid. Click on check boxes in front of news paper no to add them in paid list which also reduce due amount.
3. Enter Paid Date, Select Payment Mode, default mode cheque is selected.
4. If payment mode is cheque then enter cheque no, cheque date, bank name, remark.
5. Click on save button to pay the bill.

To Modify Payment Details

1. Click on Edit button Select Vendor Name
2. Select Bill no from Combo box named as Paid bills, this displays details of paid bills where user can modify bills i.e. can add un paid news papers.
3. Follow the step 4 and 5 to save data.

To Delete Payment Details

1. Click on Delete button Select Vendor Name

2. Select Bill no from Combo box named as Paid bills, this displays details of paid bills.
3. Click on Save button to Delete the Payment Details.

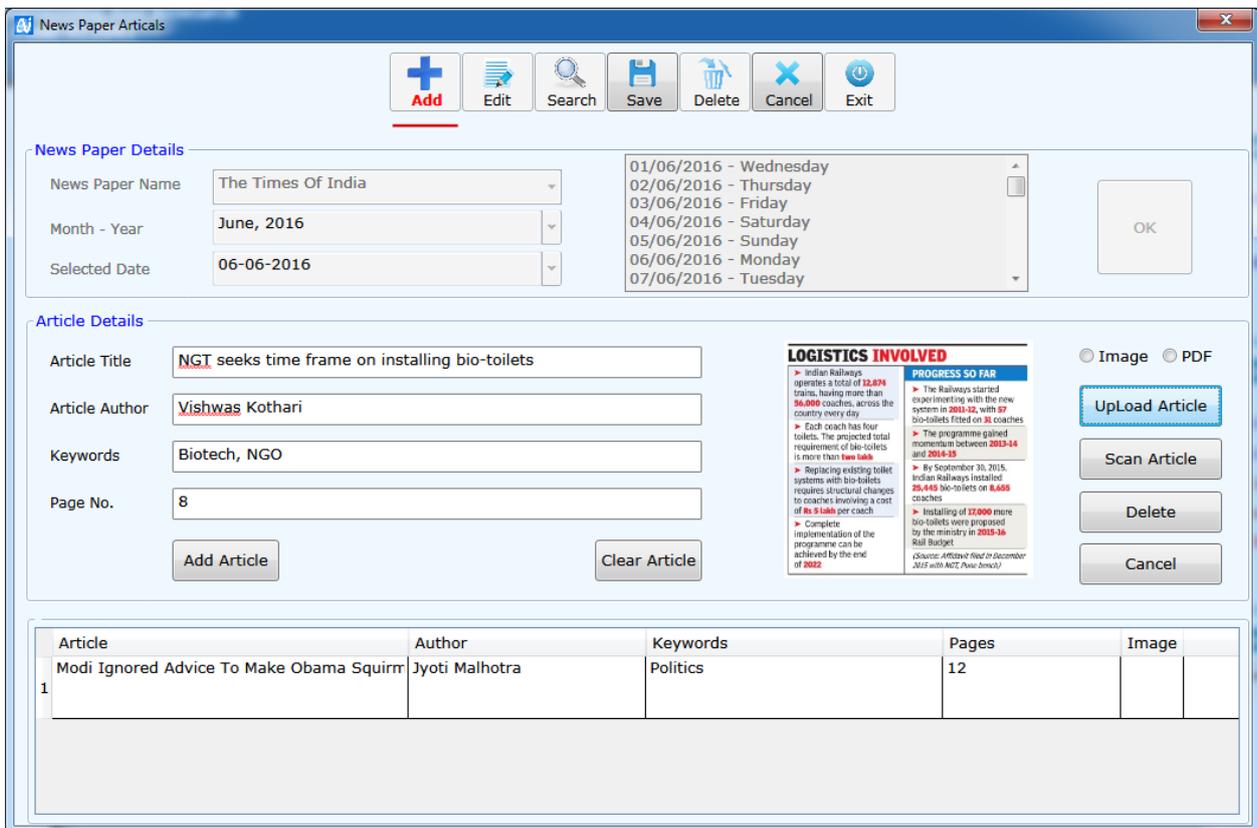
Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window

News Paper Article Details



News Paper Details

News Paper Name: The Times Of India
 Month - Year: June, 2016
 Selected Date: 06-06-2016

01/06/2016 - Wednesday
 02/06/2016 - Thursday
 03/06/2016 - Friday
 04/06/2016 - Saturday
 05/06/2016 - Sunday
 06/06/2016 - Monday
 07/06/2016 - Tuesday

Article Details

Article Title: NGT seeks time frame on installing bio-toilets
 Article Author: Vishwas Kothari
 Keywords: Biotech, NGO
 Page No.: 8

LOGISTICS INVOLVED

Indian Railways operates a total of 12,834 trains, having more than 50,000 coaches, across the country every day. Each coach has four toilets. The projected total requirement of bio-toilets is more than two lakh. Replacing existing toilet systems with bio-toilets requires structural changes to coaches involving a cost of Rs 8 lakh per coach. Complete implementation of the programme can be achieved by the end of 2022.

PROGRESS SO FAR

The Railways started experimenting with the new system in 2013-12, with 57 bio-toilets fitted on all coaches. The programme gained momentum between 2013-14 and 2014-15. By September 30, 2015, Indian Railways installed 25,449 bio-toilets on 8,655 coaches. Installing of 12,000 more bio-toilets were proposed by the ministry in 2015-16 Rail Budget.

(Source: Affidavit filed in December 2015 with NGT, Pune bench)

Article	Author	Keywords	Pages	Image
1 Modi Ignored Advice To Make Obama Squirm	Jyoti Malhotra	Politics	12	

On Line Public Access Catalogue

The screenshot shows the OPAC Material Search interface. It includes search filters for Institute, Material Type, and search criteria (Title, Author, Subject, Publisher, ISBN, Classification, Keyword). Search options include Exact, Anywhere, and Starting With. A search for 'database' yielded 59 titles. The results table is as follows:

Book Title	Authors	Publisher	Subject	Edition	Classification
Database Design Application Developmen	Mannino M.	Tata McGraw Hill	DBMS & Data Process	-	625.5
Database Management	Sudhir Yeola	Nirali Publication	Accounting & Audit M:	-	125.20
Database Management System	Post Gerald V.	Tata McGraw Hill	DBMS & Data Process	3rd	625.5

The selected record is expanded to show a book description for 'Database Management System' by Post Gerald V., published by Tata McGraw Hill in 2006. The description includes a book cover image and the following details:

- Book title : Database Management System
- Book Author : Post Gerald V.
- Publisher : Tata McGraw Hill
- Subject : DBMS & Data Processing
- ISBN : 9780070635265
- Edition : 3rd
- No. Of Copies : 15
- No. Of Issues : 5
- Classification : 625.5

The screenshot shows the AACR2 Card interface for the book 'Database Management System'. It displays book details, abstract, and content pages. The book details section shows:

- Classification: 625.5
- Author: Post Gerald V.
- Title: Database Management System / Post Gerald V. / New Delhi : Tata McGraw Hill : 2006 ; Rs.375.00
- Accession No: 3142
- Status: ON SHELF

The interface also includes a table showing the book's availability across different accessions:

	Accession No	Status	Binstack	Issued Date	Period	Due Date	Member No	Name
7	E - 3148	ON SHELF						
8	E - 3149	ON SHELF						
9	E - 3150	ISSUED		01/09/2010	150	29/01/2011	503	INFORMATION TE
10	E - 3151	ON SHELF						
11	E - 3152	ISSUED		25/10/2010	365	25/10/2011	502	COMPUTER DEPA
12	E - 3153	ISSUED		25/06/2009	15	10/07/2009	502	COMPUTER DEPA
13	E - 3154	ISSUED		25/10/2010	365	25/10/2011	502	COMPUTER DEPA

Fig A

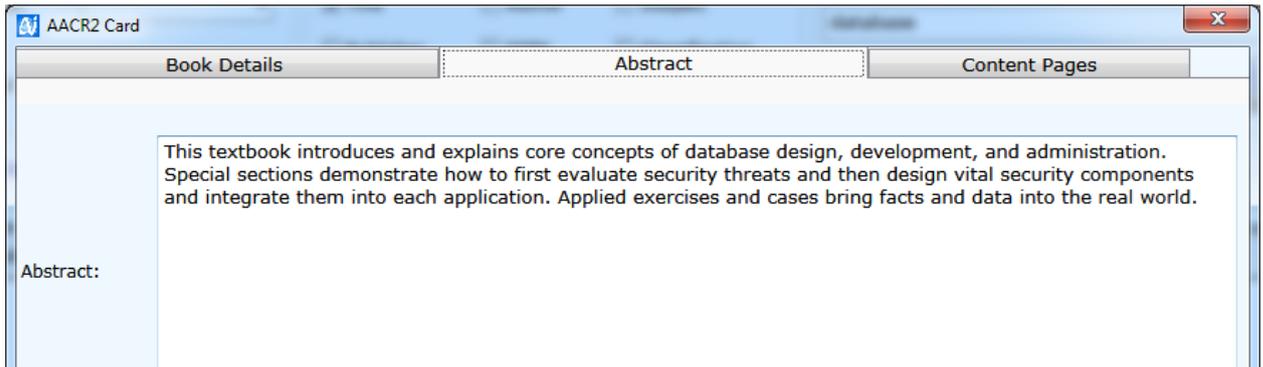


Fig B

The important part of library is Online Public Access Catalogue (**OPAC**). This is useful in search of books, Projects and journals (periodicals).

Any part – Display all books where the search text anywhere in the data.

Starting with – Search those data which details starts with search text.

To search type the text in search text box and click on search button to the book details.

Book Search

To search Book related information of Title, Author, Publisher, Subject, ISSN, ISBN any one or in combination.

1. Select Search for Option.

2. Check the button in which user wants to search. For e.g. user wants to search Title data, check on Title check box. Type word(s) in text box and click on search button.
3. System displays the result as shown in above figure. Click on row of grid to display the titles information like no of copies available and issued for selected title.
4. To view the details of selected titles details press enter or double click on the row. (As shown In Fig B)

Books Keywords Search

1. Select Keywords Option.
2. Type keyword(s) in text box and click on search button.
3. System displays the result as shown in above figure. Click on row of grid to display the titles information like no of copies available and issued for selected title.
4. To view the details of selected titles details press enter or double on the row. (As shown In Fig B)

Periodicals / Journals Search

1. Select Indexing Option.
2. Check the button in which user wants to search. For e.g. user wants to search Title data, check on Title check box. Type word(s) in text box and click on search button.
3. System displays the result as shown in figure A. Click on row of grid to display the titles information like no of copies available and issued for selected title.

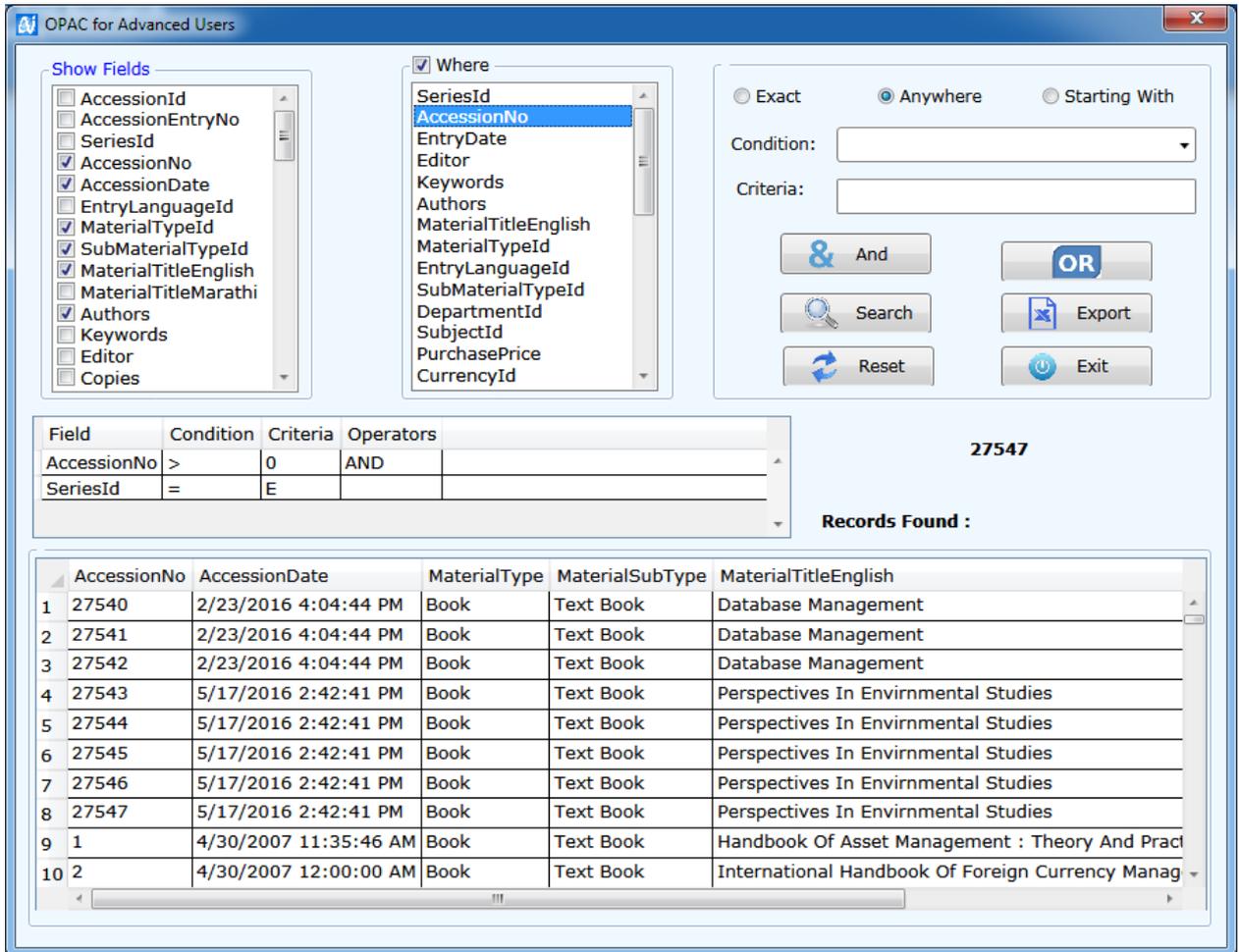
Project Search

1. Select Project Option.
2. Select the Class from combo box.
3. Type word(s) in text box and click on search button.
4. System displays the result as shown in figure A.

Note

If user wants to Print the searched data click on print button to print the result. Click on clear button to clear the current search data.

Advanced On Line Public Access Catalogue



The screenshot shows the OPAC for Advanced Users search interface. It includes a 'Show Fields' list on the left, a 'Where' list in the center, and search options on the right. Below these is a search criteria table and a results table.

Field	Condition	Criteria	Operators
AccessionNo	>	0	AND
SeriesId	=	E	

27547

Records Found :

	AccessionNo	AccessionDate	MaterialType	MaterialSubType	MaterialTitleEnglish
1	27540	2/23/2016 4:04:44 PM	Book	Text Book	Database Management
2	27541	2/23/2016 4:04:44 PM	Book	Text Book	Database Management
3	27542	2/23/2016 4:04:44 PM	Book	Text Book	Database Management
4	27543	5/17/2016 2:42:41 PM	Book	Text Book	Perspectives In Environmental Studies
5	27544	5/17/2016 2:42:41 PM	Book	Text Book	Perspectives In Environmental Studies
6	27545	5/17/2016 2:42:41 PM	Book	Text Book	Perspectives In Environmental Studies
7	27546	5/17/2016 2:42:41 PM	Book	Text Book	Perspectives In Environmental Studies
8	27547	5/17/2016 2:42:41 PM	Book	Text Book	Perspectives In Environmental Studies
9	1	4/30/2007 11:35:46 AM	Book	Text Book	Handbook Of Asset Management : Theory And Pract
10	2	4/30/2007 12:00:00 AM	Book	Text Book	International Handbook Of Foreign Currency Manag

This is useful to search the books with multiple criteria's or without any criteria. User also can view particular fields as per his selection. For example librarian wants to search the all the titles details like Institute Code, Accession no, Title and authors whose subject is CHEMISTRY. System will show the result as shown in above fig.

How to search the Data

Select the fields to be display in search data result from show field's list box. Click on check box to select the filed. For deselecting the filed click on check box again. It works as toggle button on and off.

For conditional search

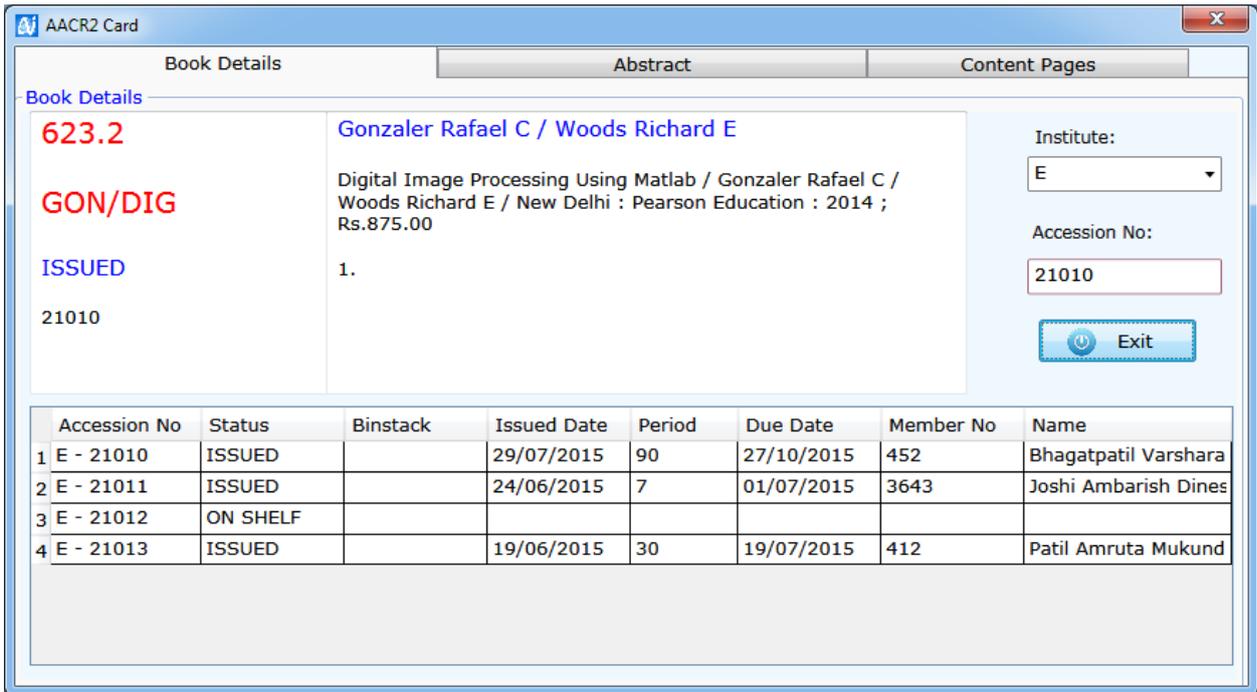
Click on "where" Checkbox and select the conditional filed name from list box. If user doesn't click on "where" Checkbox system will retrieve all information of selected fields.

Select the selection Condition from combo box like Accession No >= 300, in this while searching ">=" is condition that user have to select from condition combo box. Also if user wants to search on Department then select condition "Like" from condition combo box.

Enter the criteria in criteria textbox or select if combo box appears, combo box appears only for Subject, Department, Class, Book Type, Book Sub Type, Division etc.

If user want to search on more than two conditions then use And/ Or buttons, e.g. Search Titles ,Authors Where Department like Physics And Subject like Solid State Physics. In this we use "And" condition for search criteria Department and Subject. Also, Search Titles, Authors where Department like Commerce or Department like English. In this we use "Or" condition for search criteria.

AACR2 Card



The screenshot shows the AACR2 Card software interface. It has three tabs: "Book Details", "Abstract", and "Content Pages". The "Book Details" tab is active, displaying the following information:

- 623.2** (Call number)
- GON/DIG** (Library code)
- ISSUED** (Status)
- 21010** (Accession number)
- Gonzalez Rafael C / Woods Richard E** (Authors)
- Digital Image Processing Using Matlab / Gonzalez Rafael C / Woods Richard E / New Delhi : Pearson Education : 2014 ; Rs.875.00** (Title and price)
- 1.** (Volume number)
- Institute:** E (dropdown menu)
- Accession No:** 21010 (input field)
- Exit** button

Below the book details is a table showing the issuance history:

	Accession No	Status	Binstack	Issued Date	Period	Due Date	Member No	Name
1	E - 21010	ISSUED		29/07/2015	90	27/10/2015	452	Bhagatpatil Varshara
2	E - 21011	ISSUED		24/06/2015	7	01/07/2015	3643	Joshi Ambarish Dines
3	E - 21012	ON SHELF						
4	E - 21013	ISSUED		19/06/2015	30	19/07/2015	412	Patil Amruta Mukund

As shown in above figures user can view AACR2 card. This displays all information of a book like Authors, Price, Publication Year, and book status like Withdrawn/Issued/ONSHELF etc.

Also if user scans content pages then in content page tab user can view all scanned pages for specified book. To view content pages click on list of content page name, this displays content pages as shown above.

This card also shows to which member book is issued.

On Line Search

The screenshot shows a 'Book search' window with the following elements:

- Search by:** Radio buttons for Book number, Book title (selected), Book Author, Book subject, Keyword, and Other title.
- Search text:** A text box containing 'Management'.
- Search Result:** 100 Books Found.
- Buttons:** Print and Exit.
- Table:** A table with 8 columns: Institute code, Accession no, Title, Authors, Publisher, Subject, Keywords, and Edit.

Institute code	Accession no	Title	Authors	Publisher	Subject	Keywords	Edit
B	114	Management Information System	Davis G. B. / Olson M. H	Tata McGraw Hi	Manag. Info. Sy		2nd
B	115	Management Information System	Davis G. B. / Olson M. H	Tata McGraw Hi	Manag. Info. Sy		2nd
B	116	Management Information System	Davis G. B. / Olson M. H	Tata McGraw Hi	Manag. Info. Sy		2nd
B	117	Management Information System	Davis G. B. / Olson M. H	Tata McGraw Hi	Manag. Info. Sy		2nd
B	118	Management Information System	Davis G. B. / Olson M. H	Tata McGraw Hi	Manag. Info. Sy		2nd
B	273	Management Accounting	Rao A. P.	Everest	Accounting & A		12th
B	274	Management Accounting	Rao A. P.	Everest	Accounting & A		12th
B	275	Management Accounting	Rao A. P.	Everest	Accounting & A		12th
B	276	Management Accounting	Rao A. P.	Everest	Accounting & A		12th
B	277	Management Accounting	Rao A. P.	Everest	Accounting & A		12th
B	296	Management Information System	Jawadekar W. S.	Tata McGraw Hi	Manag. Info. Sy		4th
B	297	Management Information System	Jawadekar W. S.	Tata McGraw Hi	Manag. Info. Sy		4th
B	298	Management Information System	Jawadekar W. S.	Tata McGraw Hi	Manag. Info. Sy		4th
B	299	Management Information System	Jawadekar W. S.	Tata McGraw Hi	Manag. Info. Sy		4th
B	300	Management Information System	Jawadekar W. S.	Tata McGraw Hi	Manag. Info. Sy		4th
B	301	Management Information System	Jawadekar W. S.	Tata McGraw Hi	Manag. Info. Sy		4th
B	302	Management Information System	Jawadekar W. S.	Tata McGraw Hi	Manag. Info. Sy		4th
B	303	Management Information System	Jawadekar W. S.	Tata McGraw Hi	Manag. Info. Sy		4th
B	304	Management Information System	Jawadekar W. S.	Tata McGraw Hi	Manag. Info. Sy		4th
B	305	Management Information System	Jawadekar W. S.	Tata McGraw Hi	Manag. Info. Sy		4th
B	566	Management Of Technology	Khalil Tarek M	Tata McGraw Hi	Management		-

Fig. Books Search Window

User can search the book from this window. First select the search on field's option from following option button options.

- Accession Number
- Book Title
- Author
- Subject
- Keyword

Select Book Language for which Language user wants to search the book.

Type the data in search textbox to be search. In grid system will display the criteria matching records. e.g. If user selects Book Title as search and types comp word in text box then system will display those records whose title starts with comp. In grid system displays the data as the text box contains get changed.

To print search result click on print button which displays result in report format which can be printed directly from printer or export in word or excel.

Also, if user select particular book name and double click on that book name then all details for that book will be displayed like Authors, Edition, Publication place, Publisher, Price etc. with books status as shown in Online Public Access Catloge menu on Page No. 5

Reports

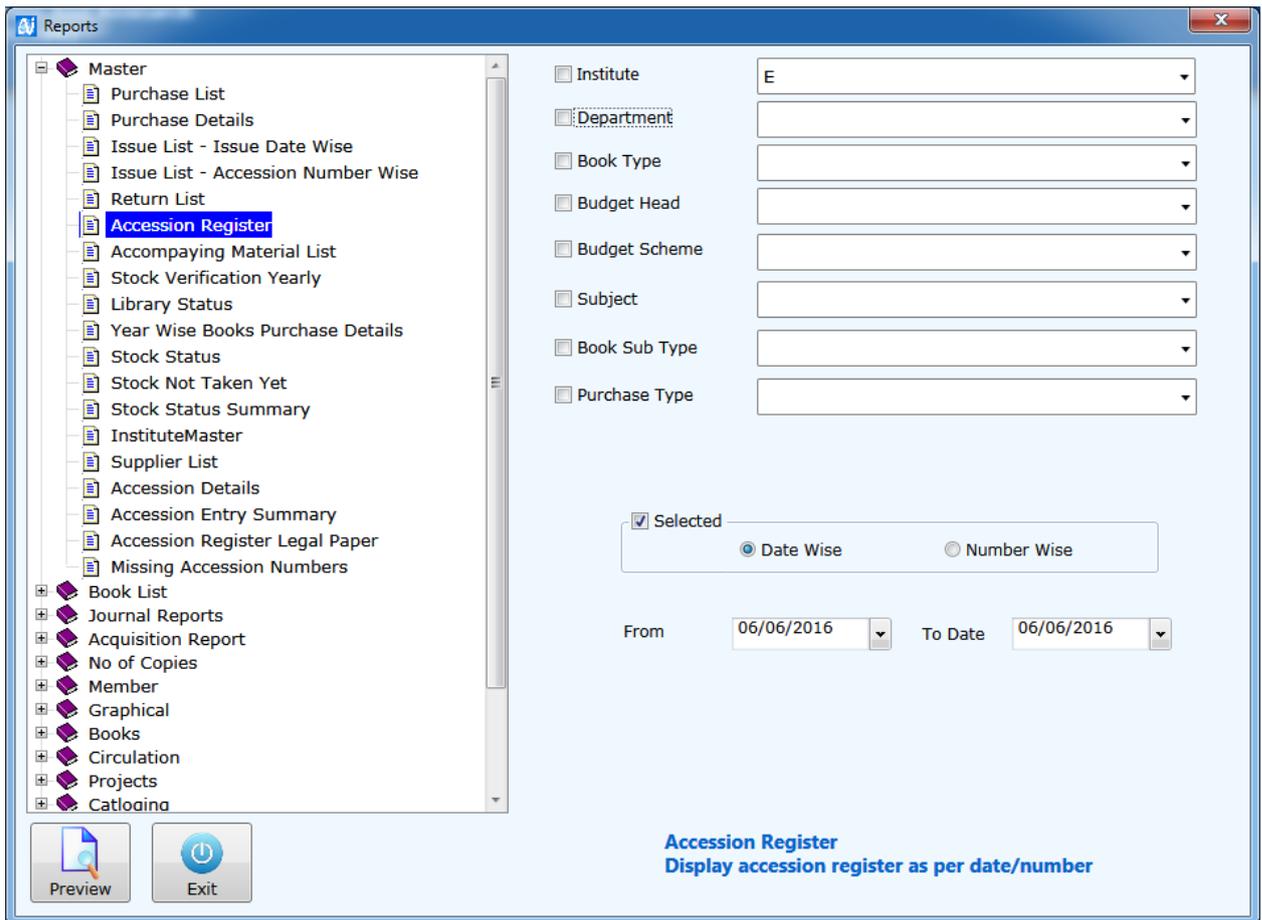


Fig. Reports Window

Reports are noting but statistical information and it is the backbone of the any Library. Reports give the librarian any required information on his fingertips. Click on Institute Code Check box for selected Institute's Information otherwise all Institutes information will display.

Depending on Reports parameters settings combo box long with check box and Selected frame will display on screen. If check box is checked then it will display the information for selected items information from combo box otherwise all information will display.

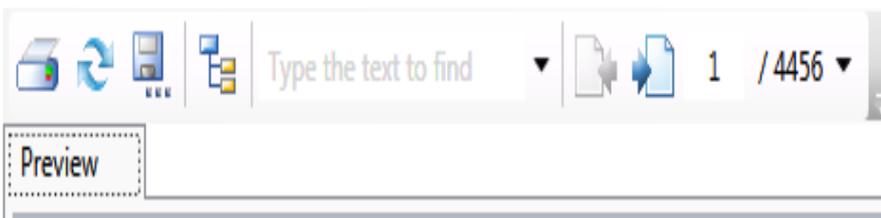
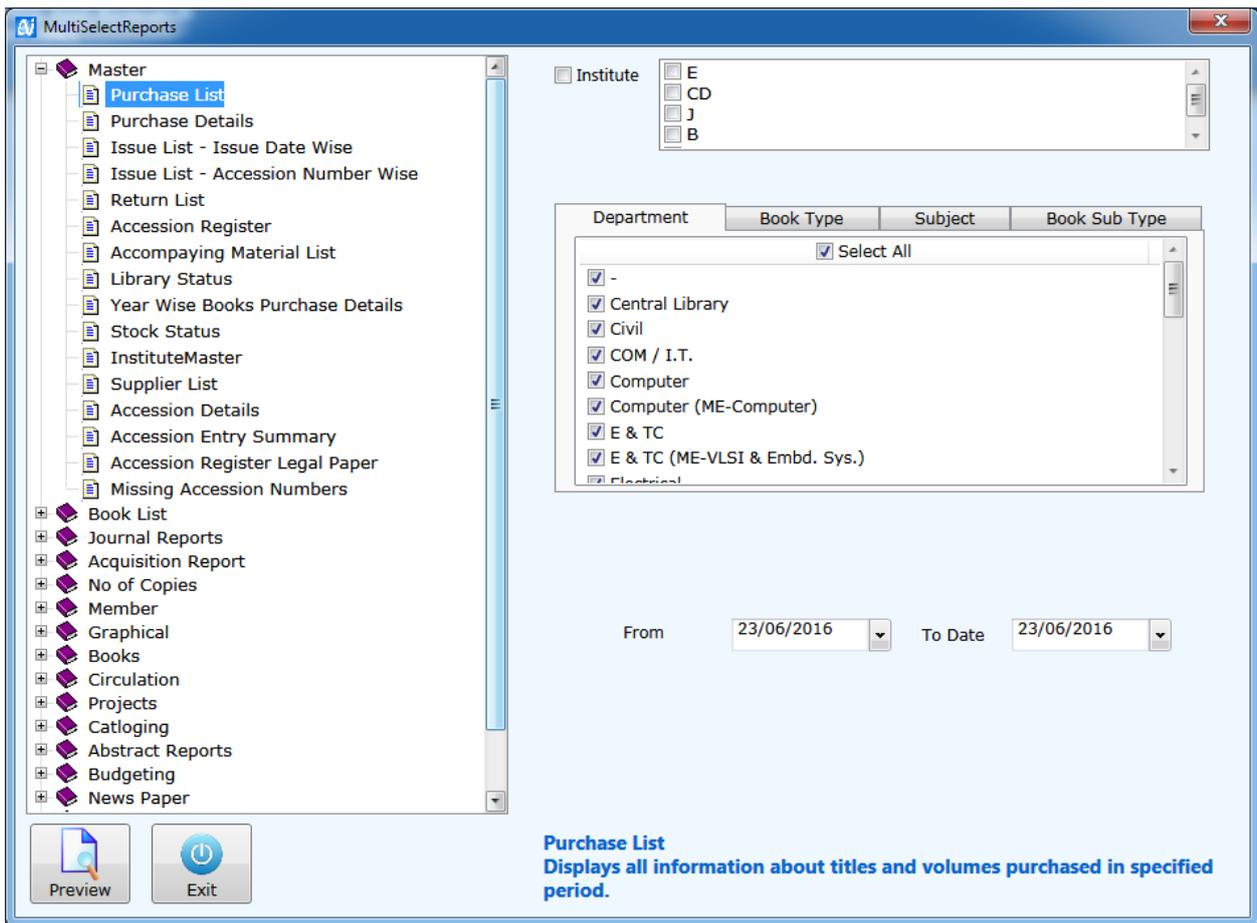
For example as shown in above fig Department check box displayed. If user checks the check box and selects the Department as Computer Science reports will display only those records information whose department is Computer Science in report. Else all records will in report.

Same way for selected frame. On Date option selection user has to specify from date and to date. On Number wise option selection user has to specify the start and end number range.

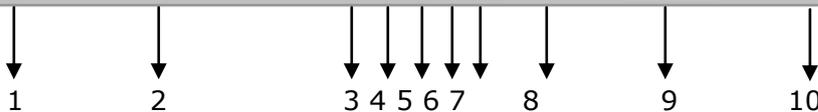
Click on + sign to expand the branch. Click on Report Name to be viewed. Depending on parameters select others details and click on Preview button to view the report.

Click on - sign to collapse the branch.

To clear the selected details click on the report name again.



Report Window Tool Bar (Fig. rpt1)



1. Close the Window
2. Move on Page Number
3. Print Report
4. Printer Setup
5. Refresh Report
6. Export Report
7. Group Preview on / off Toggle button
8. Report Zoom

9. Search Data
10. No of Records.

Exit Window

Click on Exit button to close the window

Following reports can be viewed in detail

Sr. no.	Report name	Same report can be viewed with this parameters	Report Description (Output)
1.	Purchase list	1. Department, 2. Book type, 3. Subject 4. Date(c)	Displays all information about titles and volumes purchased in specified period with copies price and total amount.
2.	Purchase list details	1. Department 2. Class 3. Date(c)	Display all information about purchased book in specified period with accession no, accession date and invoice no.
3.	Issue list-issue date wise	1. Book name 2. Department 3. Category 4. Class 5. Book sub type 6. Designation 7. Date/number(s)	As on date books issued list
4.	Issue list-accession number wise	1. Book name 2. Department 3. Category 4. Class 5. Book sub type 6. Designation 7. Date/number(s)	As on date books issued list accession number wise
5.	Return list	1. Book name 2. Department 3. Category 4. Class 5. Book sub type 6. Designation 7. Date/number(s)	As on date books return list date wise
6.	Accession register	1. Department 2. Book type 3. Date/number(s)	Display accession register as per date/number
7.	Accompanying material list	1. Material Type	Shows list of accompanying materials which are comes along with books.
8.	Stock verification yearly	No extra parameter	Current years stock taking list of books according to their status like ONSHELF, ISSUED.



9.	Library status	1. Department 2. Book type	Displays summary of books and non book available in library
10.	Year wise book purchase details	1. Department 2. Date/number(s)	This report shows summary of year wise total purchase amount and no of copies along with bar chart
11.	Stock Status	1. Department 2. Book Type 3. Year	This report shows status of all books like On Shelf, Issued etc.
12.	Stock not taken yet	1. Department 2. Book Type 3. Year	This report shows book list whose stock has not been taken yet for the current year.
13.	Institute Master	No extra parameter	Displays institutes masters information with all Institute Id that user created in software.
14.	Supplier List	No extra parameter	Displays all supplier list.
15.	Accession number wise	1. Department 2. Book type 3. Date/number(s)	Report shows accession register accession number wise
16.	Title wise	1. Department 2. Book type 3. Date/number(s)	Report shows accession register title wise
17.	Status wise books list	1. Book status 2. Department 3. Book type 4. Book sub type 5. Year	Report shows status wise book list like ONSHELF ,ISSUED ,Missing etc.
18.	Publication wise	1. Department 2. Book type 3. Date/number(s)	Report shows publication wise book list
19.	Author wise	1. Department 2. Book type 3. Date/number(s)	Report shows author wise book list
20.	Journal list	No extra parameter	Report shows general info about journals.
21.	Journal list country wise	No extra parameter	Report shows country wise journal list
22.	Publication type wise list	1. Publication type	Report shows publication type wise journal list
23.	Due for renewal	1. Date(c)	Report shows list of date wise dues for renewal of journals/ periodicals
24.	Expected journal	1. Date(c)	This report shows list of expected journals by given date
25.	Renewal date of subscription	1. Date(c)	This report shows list of renewal date of subscription

26.	Department wise Journal list	1. Department	Displays Department wise journal list.
27.	Subject wise journal list	1. Subject	This report show subject wise list of periodicals or journals
28.	Not arrived journal list	No extra parameter	This report shows list of journals that are not arrived in a expected date
29.	Arrived journals list	No extra parameter	This report shows list of arrived journals
30.	Arrived journal list-journal wise	No extra parameter	This report show journal wise list of arrived journals
31.	Accessioned	1. Department 2. Date/number(s)	This report shows list of titles which are acquired in a library by given department/date
32.	Approved	No extra parameter	
33.	Bills	1. Supplier 2. Date/number(s)	This report show bill wise list of books with specified supplier and date
34.	Request	No extra parameter	This report shows book request from members
35.	Titles and their copies	1. Department 2. Book type 3. Subject	This report shows title list with no of copies by given department/book type/subject
36.	Titles department wise	1. Department 2. Book type 3. Subject	This report shows list of titles department wise
37.	Titles class no wise	1. Classification number	This report shows list of titles by classification no wise.
38.	Title and their copies author wise	No extra parameter	This report shows author wise list of titles
39.	Titles subject wise	1. Subject	This report shows subject wise list of titles
40.	Member list-roll no wise	1. Category 2. Class name 3. Department 4. Designation 5. Date/number(s)	This report shows roll no wise list of members
41.	Penalty due list-ledger	1. Category 2. Class name 3. Department 4. Date/number(s)	This report shows member wise penalty due list with members Fine and it's paid details
42.	Penalty due list	1. Category 2. Class name 3. Department	This report shows penalty due list in summary form for every member.
43.	Members not visited	1. Category 2. Class name 3. Department	This report shows list of not visited members to library i.e. not Issued any book.



44.	Member history	<ol style="list-style-type: none">1. Category2. Class name3. Member name4. Date/number(s)	This report shows circulation list of members i.e. Issue return done by member.
45.	Issue list member wise	<ol style="list-style-type: none">1. Category2. Class name3. Member name4. Date/number(s)	This report shows list of issued books member wise with late days and fine.
46.	Member history ex-student	<ol style="list-style-type: none">1. Category2. Class name3. Member name4. Date/number(s)	This report shows ex-members histories which are passed out from the institute.
47.	Member mailing labels	<ol style="list-style-type: none">1. Category2. Class name	This report shows list of members address in label format.
48.	Dual course members list	No extra parameter	This report shows list of members of dual course
49.	Member list name wise	<ol style="list-style-type: none">1. Category2. Class name	This report shows name wise member list
50.	Male-female count	No extra parameter	This report displays male-female count for current year.
51.	Expected fine list	<ol style="list-style-type: none">1. Category2. Class name3. Department	This report shows fine list expected from members.
52.	Roll call list	<ol style="list-style-type: none">1. Category2. Class name3. Date/number(s)	This report shows roll call list of all members
53.	Member wise book usage	<ol style="list-style-type: none">1. Category2. Class name3. Department4. Date/number(s)	This report shows book usage of members
54.	Member information	<ol style="list-style-type: none">1. Category2. Class Name3. Division	This report displays all information of members which is entered in member info form
55.	Refund Paid Details	<ol style="list-style-type: none">1. Category2. Class Name3. Date/No(s)	Displays member list whose deposit has refunded.
56.	Refund not paid details	<ol style="list-style-type: none">1. Category2. Class Name3. Date/No (s)	Displays member list whose deposit has not refunded along with dues details.
57.	Receipt Details	<ol style="list-style-type: none">1. Category2. Class Name3. Date(c)	Displays receipt of refund paid details from selected date.

58.	Department wise copies	1. Graph type	This report shows list of department wise copies of books with graphical representation
59.	Subject wise books	1. Graph type	This report shows subject wise book list
60.	Department wise titles and copies	1. Graph type	This report shows department wise list of titles and no of copies
61.	Issue count	1. Category 2. Department 3. Date (c)	This report shows issue summary by specifying date
62.	Issue count-category wise	1. Date(c)	This report shows summary of issue in a specified date by category
63.	Issue count-department wise	1. Date(c)	This report shows issue summary in a specified date department wise
64.	Book on shelf	1. Book type 2. Sub book type	This report shows list of books which are on shelf
65.	Book given for binding	1. Book type 2. Sub book type	This report shows list of books which are given for binding
66.	Books list	No extra parameter	This report gives all list of books in the library
67.	Accompanying material list	No extra parameter	This report gives list of accompanying material
68.	Book list with no of copies	No extra parameter	This report shows title list with no of copies and their accession no
69.	Book list with copies and cost	1. Book Type 2. Book Sub Type 3. Subject 4. Department	Displays book list with accession nos. according to their copies and cost with subject as their main group.
70.	Title list	1. Department	This report gives title list department wise
71.	New arrivals	1. Department 2. Date(c)	This report give list of newly arrived titles in a specified date
72.	Books issued list	1. Book type 2. Sub book type	This report gives list of issued books
73.	Books circulation list	1. Category 2. Class 3. Department 4. Book type 5. Sub book type 6. Date(c)	This report gives list of book circulation in a specified date
74.	Books in demand	No extra parameter	This report shows which books are issued number of times
75.	Books due list	1. Category 2. Class 3. Department 4. Book type 5. Sub book type 6. Date(c)	This report show list of books which are due in a specified date

76.	Not return till date	1. Category 2. Class 3. Department	This report shows list of titles not return till date with member no, name and expected and issued date
77.	Notice	1. Category 2. Class 3. Department	This report gives notice which asks to return of books with predefined notice format having member name with books due with them.
78.	Book reservation	No extra parameter	This report gives list of book reservation, by which member reserved it.
79.	Daily issue return summary	1. Date(c)	This report gives date wise issue return summary
80.	Books issue count	1. Department	This report gives books issue count
81.	Books not issued	1. Department	This report gives list of titles that are not issued till date
82.	Reader Details	1. Date (c)	Displays readers details used reading hall facility for selected date
83.	Reader Summary	1. Date (c)	Displays no of readers used reading hall facility for selected date.
84.	Project list	1. Class 2. Year	This report gives list of projects
85.	Cat loge Card 5*3	1. Department 2. Book type 3. Date/number(s)	This gives cat loge card in a 5*3 size
86.	Cat loge Card title 5*3	1. Department 2. Book type 3. Date/number(s)	This report gives title wise cat loge card in 5*3 size
87.	Cat loge card author 5*3	1. Department 2. Book type 3. Date/number	This report gives author wise cat loge card
88.	Cat loge card common	1. Department 2. Book type 3. Date/number(s)	This report gives common cat loge card
89.	Total collection	No extra parameter	This gives summary of total collection of books
90.	Subject abstract	1. Department 2. Book type 3. Subject	This gives abstract report of titles subject wise
91.	Purchase abstract	No extra parameter	This report shows summary of book purchase with year of book purchase.
92.	Subject wise purchase list	1. Department 2. Book type 3. Subject 4. Date/number	This report gives list purchased titles subject wise

93.	Subject summary	<ol style="list-style-type: none"> 1. Department 2. Book type 3. Subject 4. Date/number (S) 	This report gives subject wise list of no of titles, copies and amount.
94.	Year wise purchase abstract	<ol style="list-style-type: none"> 1. Department 2. Subject 3. Book type 4. Book sub type 5. Date/number (S) 	This report gives year wise list of no of titles, copies and price purchased.
95.	Department abstract	<ol style="list-style-type: none"> 1. Department 2. Book type 3. Subject 	This report gives list purchased titles department wise
96.	Budget allotted amount	<ol style="list-style-type: none"> 1. Budget Head 2. Scheme 3. Year 	This report shows allotted budget amount year wise.
97.	Budgetwise purchase details	<ol style="list-style-type: none"> 1. Budget Head 2. Scheme 3. Date(c) 	This report gives details of budget wise purchase of titles with budget head and scheme head.
98.	Budgetwise purchase summary	No extra parameter	This report gives budget wise purchase summary
99.	Book list with copies and cost	<ol style="list-style-type: none"> 1. Book type 2. Book sub type 3. Subject 4. Department 	This report gives subject wise book list including no of copies and cost
100.	Purchase abstract	No extra parameter	This report shows summary of book purchase
101.	News paper details	<ol style="list-style-type: none"> 1. Vendor 2. Category 3. Language 	This report gives general information of news papers
102.	News paper cost details	<ol style="list-style-type: none"> 1. Vendor 2. Category 3. Language 	This report gives news papers daily cost details
103.	News paper monthly bill	<ol style="list-style-type: none"> 1. Month 2. Year 3. Paper name 4. Date (s) 	This report shows monthly bill of papers
104.	News paper bill paid details	<ol style="list-style-type: none"> 1. Month 2. Year 3. Vendor 4. Date (s) 	This report shows for which papers bill has paid
105.	News paper bill not paid details	<ol style="list-style-type: none"> 1. Month 2. Year 3. Vendor 4. Date(s) 	This report shows for which papers bill has not paid
106.	Login Details	<ol style="list-style-type: none"> 1. User Name 2. Computer Name 3. Date(s) 	Login details with login time and log out time.

In above table **S** means that parameter is optional, that if user wants report to be viewed by selecting that parameter then select that parameter otherwise do not. **C** means that parameter is compulsory, means that parameter should be selected or value for that parameter must be given otherwise proper result may not displayed.

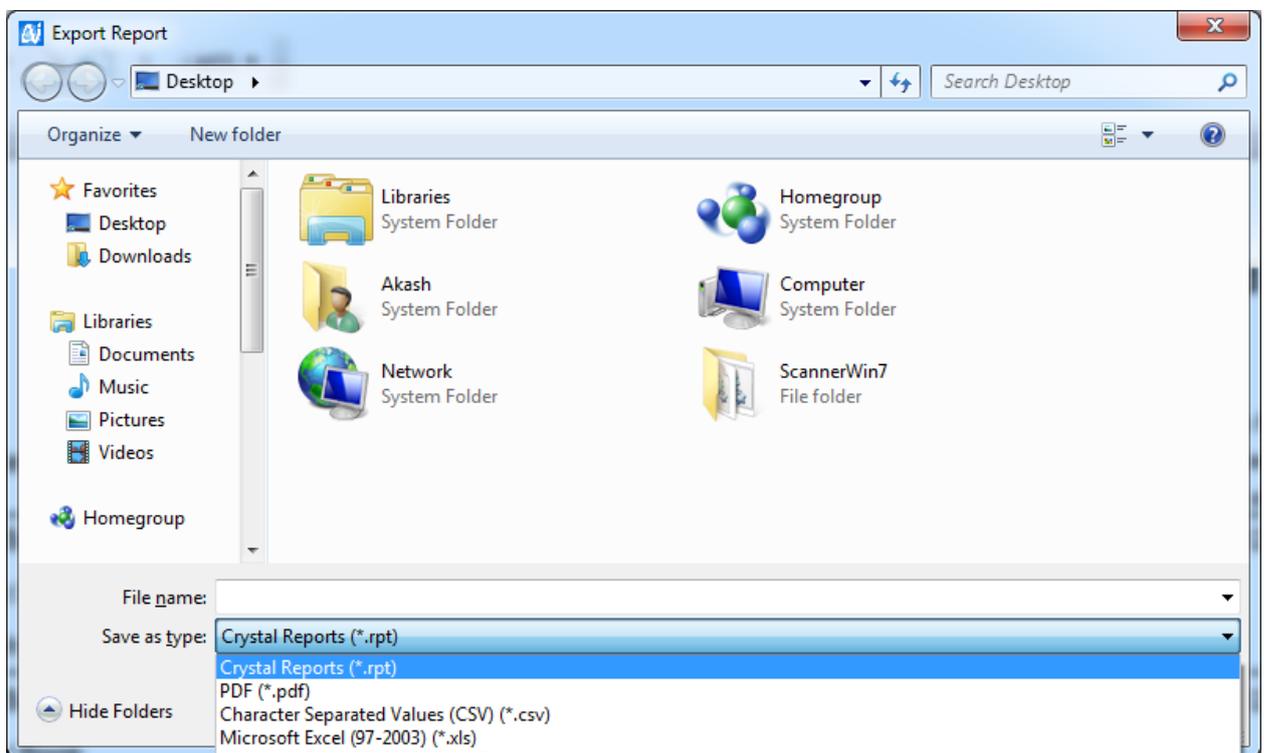
User can view these reports by selecting parameters as mentioned in above table as per their requirement. User can select one parameter at a time or all parameters at a time and preview report, then report generated according to selected parameter like if user select Department as a parameter then for selected parameter report will be previewed.

Other wise if user clicks on Preview button without selecting any parameter then report is generate with all default parameters.

Note that above mentioned parameters can be change as per requirement.

To export report in Word or Excel format use following procedure.

As shown in fig rpt1 on page 62, click on button 6 named as Export report button then following window will be display, in that select Excel 8.0 (Extendedd) as shown below and click on Ok button.



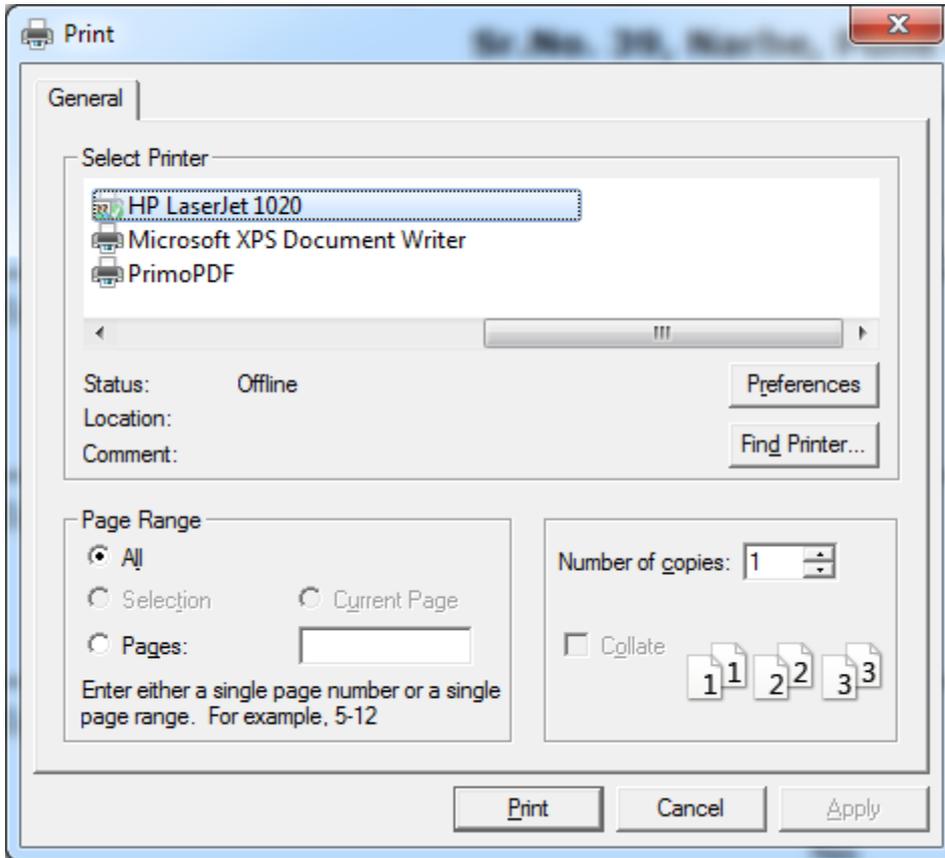
This displays following window.

From this window select Tabular format which arrange all data in tabular format and click on Ok button, then you will get following window asking where to store/export a report, select path to store the report

For example on Desktop, enter file name if any and click on save button, this will export your report in excel format.

To export report in word select word for windows document instead of Excel which export report in word as it is.

To print reports directly from printer then click on button 3 as shown in fig rpt1. If this button is disabled then click on button 4 as shown in fig rpt1 this shows following window, in that select correct printer name, set paper size and Orientation and click on Ok button. After this your Print report button will be enabled.



Now click on print report button which displays following window, in that if you want to print all pages then keep Print range as All other wise give some specified range like From: 15 To: 50 and click on Ok button to print pages.

Books History

BooksHistory

X

Institute Code

Book Name
Additional Solved Examples In Engineering Mechanics: Statics ▾

Author : Nitsure Suhas And Sawant Hemant Edition : -
 Publication : Technical Location : Pune
 Publication Year : 2007 Book cost : 295.00

Book Issued Details

	EnrollNo	FullNameEnglish	IssueDate	IssueDays	ReturnDate	IssuedBy	TakenBy
1	40315	Pimpodkar Prashant Vinayak	28/12/2007	60	28/12/2007	LS	LS
2	1116	Pandole Pranoti Ravindra	03/01/2008	7	08/01/2008	LS	AdminZeal
3	1102	Brahmapurkar Shruti Gangadharrao	08/01/2008	7	14/01/2008	AdminZeal	LS
4	1078	Patil Vivek Tanaji	14/01/2008	7	16/01/2008	LS	LS
5	1018	Shitole Neelima Bhausaheb	17/01/2008	7	25/01/2008	LS	LS
6	1020	Kulkarni Bharati Manohar	25/01/2008	7	31/01/2008	LS	LS
7	1018	Shitole Neelima Bhausaheb	31/01/2008	7	07/02/2008	LS	LS
8	1012	Lade Anil Laxman	09/04/2008	7	23/04/2008	AdminZeal	LS
9	1012	Lade Anil Laxman	23/04/2008	7	12/05/2008	LS	LS
10	1012	Lade Anil Laxman	12/05/2008	7	13/06/2008	LS	LS
11	1370	Lambate Harichandra Prabhakar	27/01/2009	7	03/02/2009	AdminZeal	AdminZeal
12	1370	Lambate Harichandra Prabhakar	03/02/2009	7	05/02/2009	AdminZeal	AdminZeal
13	2088	Moghe Ashish Girish	14/01/2010	7	13/04/2010	AdminZeal	LS
14	1759	Pandey Atul	05/06/2010	7	08/06/2010	LS	LS
15	2208	Shinde Prakash Chimaji	25/01/2011	7	01/02/2011	LS	LS
16	2208	Shinde Prakash Chimaji	01/02/2011	7	08/02/2011	LS	LS
17	2208	Shinde Prakash Chimaji	08/02/2011	7	15/02/2011	LS	LS
18	2208	Shinde Prakash Chimaji	15/02/2011	7	22/02/2011	LS	LS

Book circulation count : 43

User can view the books Issue and return details from this window. To view the details select the institute code. Enter the accession number or select the book name from combo box to display the book history.



Member History

User can view the members books Issue and return details from this window. To view the details enter the member number or select the member name from combo box to display the member history. It displays details like total circulation count, fine due, expected fine, Total fine. Double click on Books to be received text to preview the books to be return reports. Same report can be printed.

MemberHistory

Current Members Left/Passout Members

Member Name :

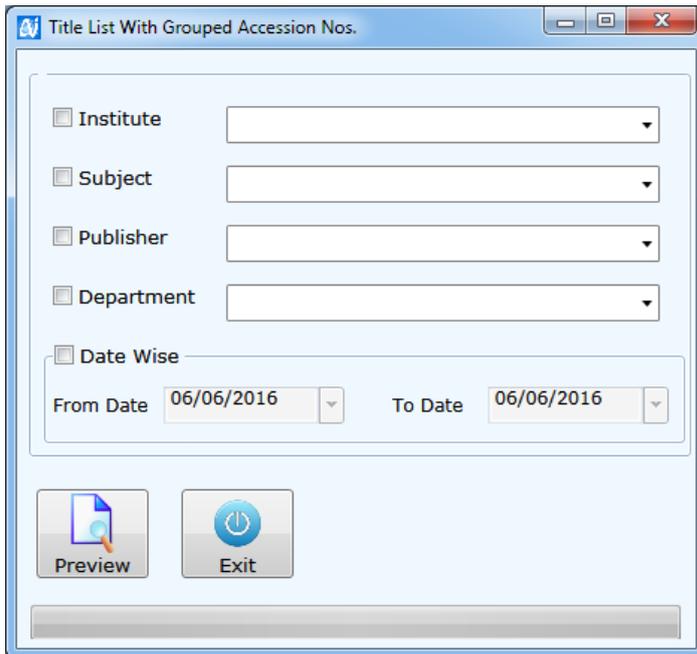
Circulation Details

	Acc No	Book Title	Issue Date	Period	Return Date	Late Days	Fine	Issued By	Taken By
1	E 15110	Basic Civil And Environmental Engineering	18/08/2012	7	27/08/2012	2	2.00	LS	LS
2	E 15672	Basic Electronics	21/08/2012	7	27/08/2012	0	0.00	LS	LS
3	E 16367	Basic Electronics	28/08/2012	7	01/09/2012	0	0.00	LS	LS
4	E 15669	Basic Electronics	31/08/2012	7	07/09/2012	0	0.00	LS	LS
5	E 5712	Basic Civil Engineering	05/09/2012	7	12/09/2012	0	0.00	LS	LS
6	E 15669	Basic Electronics	07/09/2012	7	15/09/2012	1	1.00	LS	LS
7	E 5712	Basic Civil Engineering	12/09/2012	7	14/09/2012	0	0.00	LS	AdminZe
8	E 6091	Engineering Graphics - I I	14/09/2012	7	17/09/2012	0	0.00	AdminZeal	LS
9	E 5769	Engineering Mathematics - I	24/09/2012	7	01/10/2012	0	0.00	LS	LS
10	E 5418	Engineering Mathematics	24/09/2012	7	02/10/2012	1	1.00	LS	LS
11	E 16797	Advanced Engineering Mathematics	11/10/2012	7	19/10/2012	1	1.00	LS	LS
12	E 8045	Basic Civil And Environmental Engineering	18/10/2012	7	19/10/2012	0	0.00	LS	LS
13	E 15090	Engineering Graphics I	19/10/2012	7	22/10/2012	0	0.00	LS	LS

Circulation	Fine	Expected Fine	Total Fine	Book To Be Receive
55	246	0	246	0
Remark				

Current Members History

Title List with Group Accession Nos.

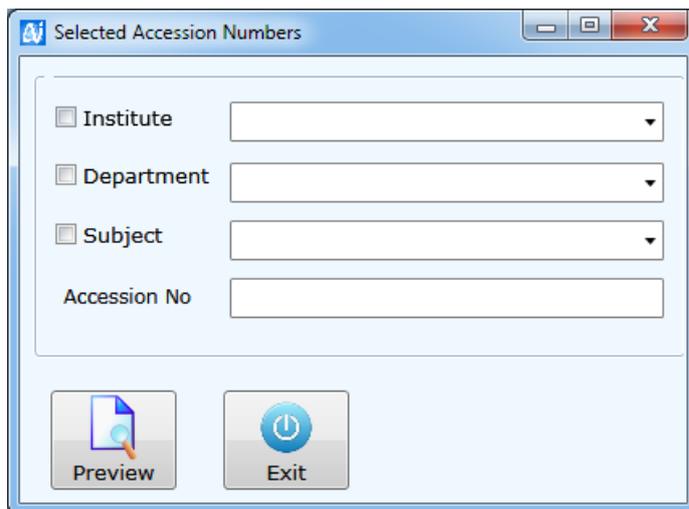


This is a new report which shows title list with accession numbers in groups like 40-50, 125, and 1001 with Subject wise shows cost details according to no of copies.

To preview this report

1. Select Institute Code and click on Institute label.
2. Then user can select subject and publisher to view report accordingly.
3. Also, user can view date wise report
4. Then click on Preview button.

Selected Accession Nos.



This view this report user has to enter accession numbers as non serial as shown in figure separated by comma (,) and for serial numbers separated by dash (-).

To preview this report

1. Enter accession numbers
2. If user wants subject wise and / or department wise report then user can select it.
3. Click on preview

button to view report.

Books Barcode

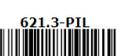
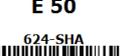
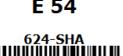
The image shows two screenshots of the 'Book Barcode' application window. Both windows have a title bar with the 'AutoLib NG' logo and the text 'Book Barcode'. The left window has the following settings: '65 Labels' selected, 'Without Logo' selected, 'Print Only Author' selected, 'Print' selected, 'Institute Code' set to 'E', 'Subject' set to '-', 'Bin / Rack' set to '-', 'Serial Number' selected, 'Start No.' set to '1', 'End No.' set to '65', 'Columns' set to '1', 'Rows' set to '1', 'No. of Copies' set to '1', and 'Print Spine Label' unchecked. The right window has the following settings: '65 Labels' selected, 'Without Logo' selected, 'Print Only Author' selected, 'Print' selected, 'Institute Code' set to 'E', 'Subject' set to '-', 'Bin / Rack' set to '-', 'Non Serial Numbers' selected, 'Start No.' set to '12101-12105,54,12,58,44-50,301-305', 'Columns' set to '1', 'Rows' set to '1', 'No. of Copies' set to '1', and 'Print Spine Label' checked. Both windows have 'Preview Bar Code' and 'Exit' buttons at the bottom.

User can print books barcode using this window.

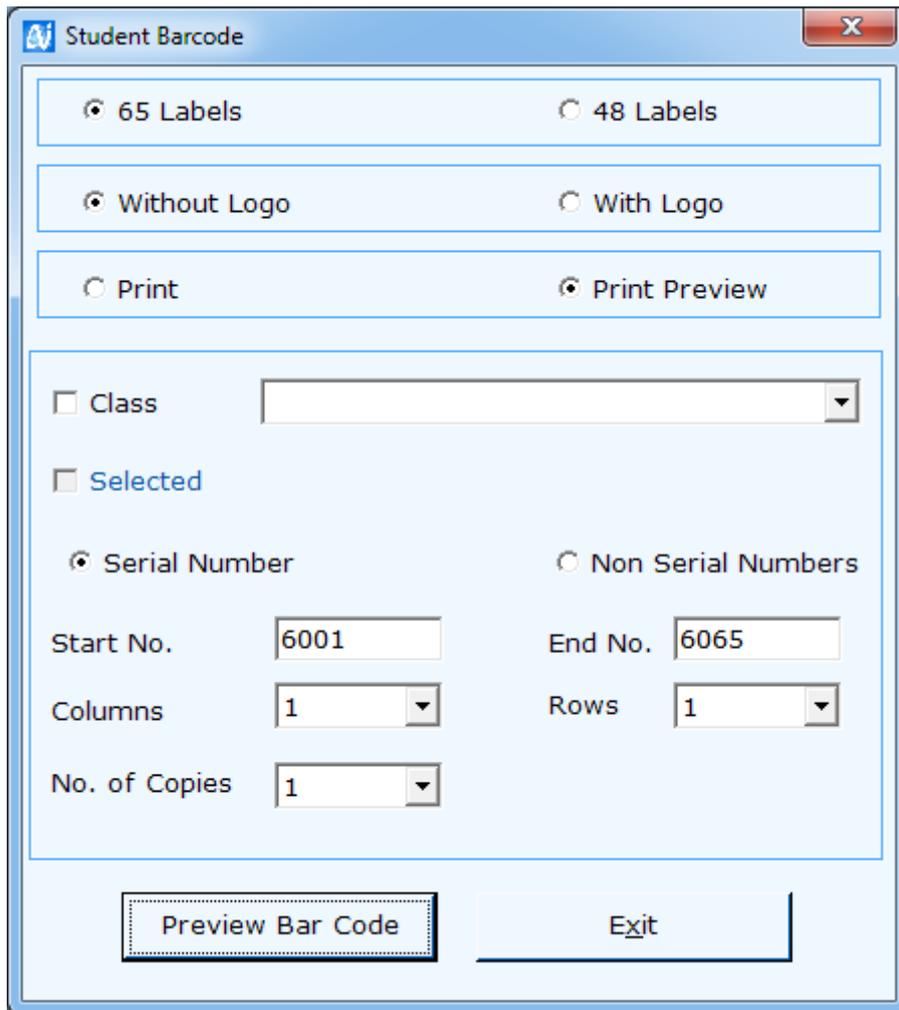
To Print Barcode

1. Select Print Only Author or Print Author / Title option. Default Print Author / Title are selected.
2. To Preview barcode select print preview option. Default print option are selected which directly prints barcode from attached printer.
3. After selecting print preview option, Select Institute Code which is compulsory, because for selected Institute code only barcode will be generated.
4. Then, select Serial Numbers if you want serial no barcode to be printed like 1 to 65 and after selection of this option enter 1 in to From No and 65 in to no and click on Print barcode button. This will preview barcode as shown below in fig. BB1
5. If you choose Non Serial numbers then enter number randomly like 5, 12, 24-36 etc. and click on Print barcode. This will preview barcode as shown below in fig. BB2
6. If you want to print more than one no of copies of the barcode for same number then enter that number in No of Copies field e.g. 2. This will print 2 copies for each barcode as shown in below fig. BB3
7. If your barcode printing page remain blank after printing some barcode then you can adjust barcode by giving appropriate row and column according to your barcode printing page as shown in fig. BB4. E.g. col is 2 and row is 3.
8. To adjust Barcode, Spine labels according to printer before printing user have to adjust one parameter for each of them as follows
9. Go to system admin menu, in that open Parameter menu, click on edit button and select TopMargin_Barcode parameter value from that. For this parameter default Param value is 0.55, user have to adjust this value by trial and error method. It may be greater than 0.55. After setting this value for Books barcode it can apply for Students barcode and spine labels. This adjustment is needed otherwise barcode not printed in proper format.

624-KAT  E 11	621-DES  E 12	625.24-EVJ  E 43	625.22-HOR  E 44	625-SIN  E 45
620-SCH  E 46	540.5-VIS  E 47	621-CHA  E 48	621.18-SUK  E 49	621.3-PIL  E 50
622.1-RAJ  E 54	622.1-RAJ  E 56	622.1-RAJ  E 58	625.21-AGA  E 69	624-SHA  E 301
624-SHA  E 302	624-SHA  E 303	624-SHA  E 304	624-SHA  E 305	625.20-NII  E 356
621.81-GUP  E 357	625.77-HAL  E 358	621.14-AUS  E 359	622.4-HAY  E 360	622-DAV  E 361
625.21-KAN  E 12101	625.21-KAN  E 12102	625.21-KAN  E 12103	625.21-KAN  E 12104	625.21-KAN  E 12105

 621-DES E 12	621 DES E 12	 625.22-HOR E 44	625.22 HOR E 44	 625-SIN E 45
625 SIN E 45	 620-SCH E 46	620 SCH E 46	 540.5-VIS E 47	540.5 VIS E 47
 621-CHA E 48	621 CHA E 48	 621.18-SUK E 49	621.18 SUK E 49	 621.3-PIL E 50
621.3 PIL E 50	 622.1-RAJ E 54	622.1 RAJ E 54	 622.1-RAJ E 58	622.1 RAJ E 58
 624-SHA E 301	624 SHA E 301	 624-SHA E 302	624 SHA E 302	 624-SHA E 303
624 SHA E 303	 624-SHA E 304	624 SHA E 304	 624-SHA E 305	624 SHA E 305
 625.21-KAN E 12101	625.21	 625.21-KAN E 12103	625.21	 625.21-KAN E 12105

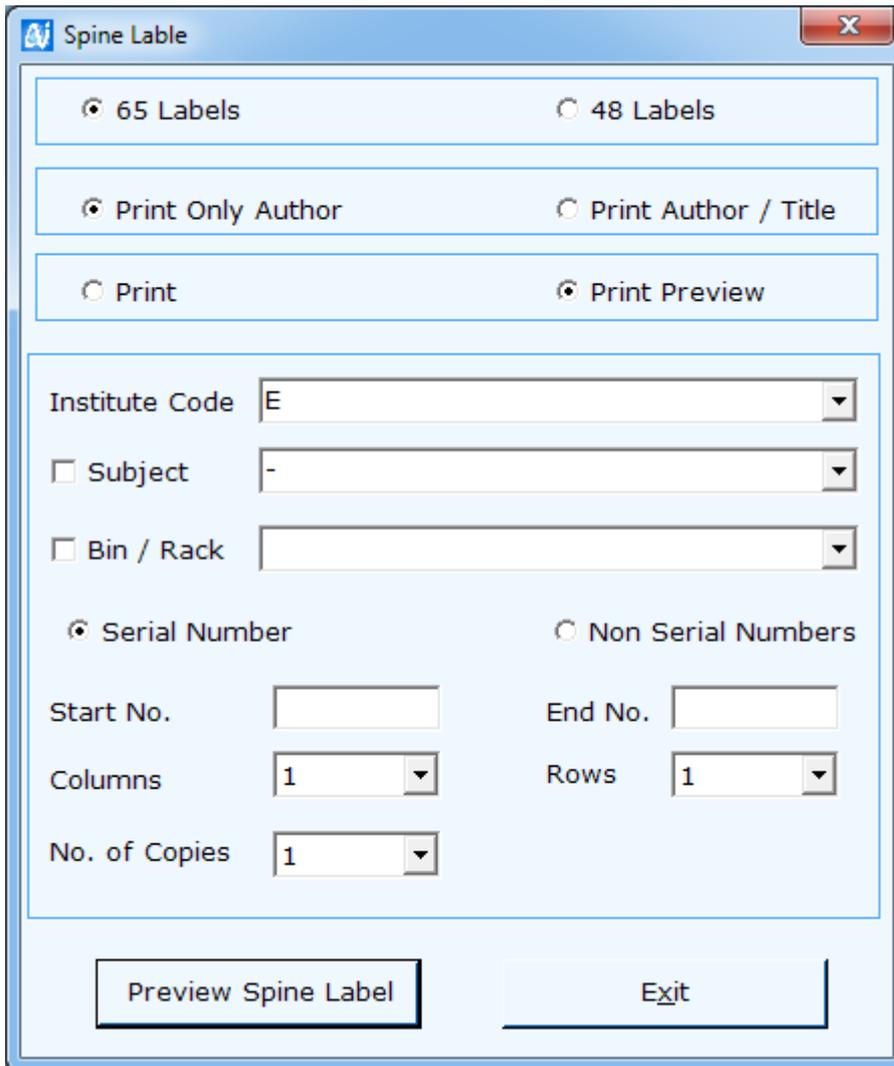
Students Barcode



User can print students' barcode as follows

1. Select Print option to print barcode directly from printer or select Print preview option to view barcode.
2. User can select class name from combo box to print barcode class wise or user can enter member no by clicking on Selected check box to print selected member numbers barcode or also user can select both class and selected member no to print barcode.
3. It is as shown in above figure. Select class name check box and select class name. Then select selected check box and enter member no, in from member no and to member no.
4. And click on Print barcode button.
5. Other options are same like Books barcode. Like Row, col adjustment and No of Copies.

Spine Labels



Spine Label

65 Labels 48 Labels

Print Only Author Print Author / Title

Print Print Preview

Institute Code

Subject

Bin / Rack

Serial Number Non Serial Numbers

Start No. End No.

Columns Rows

No. of Copies

Preview Spine Label **Exit**

To print spine labels:

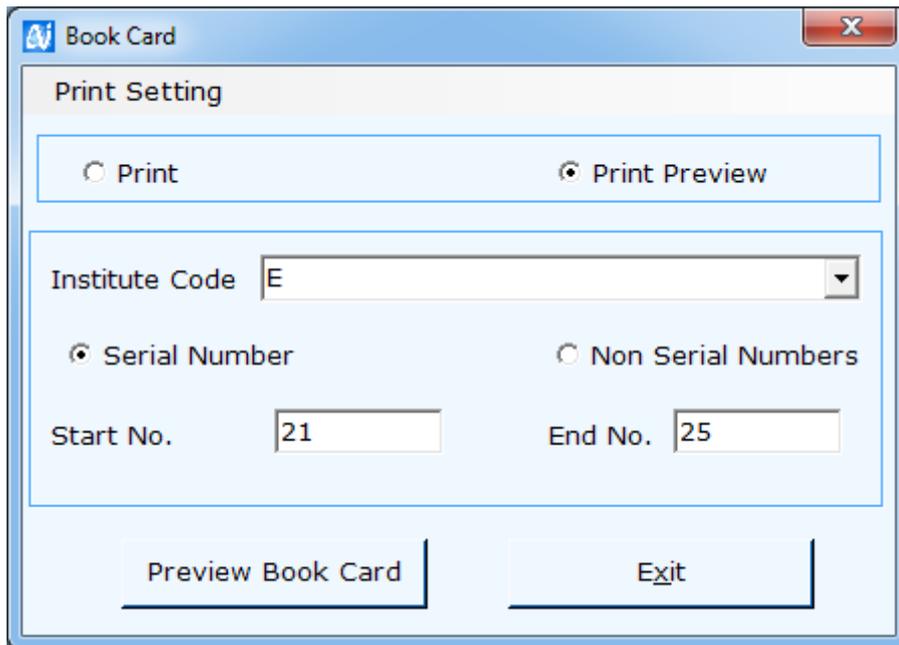
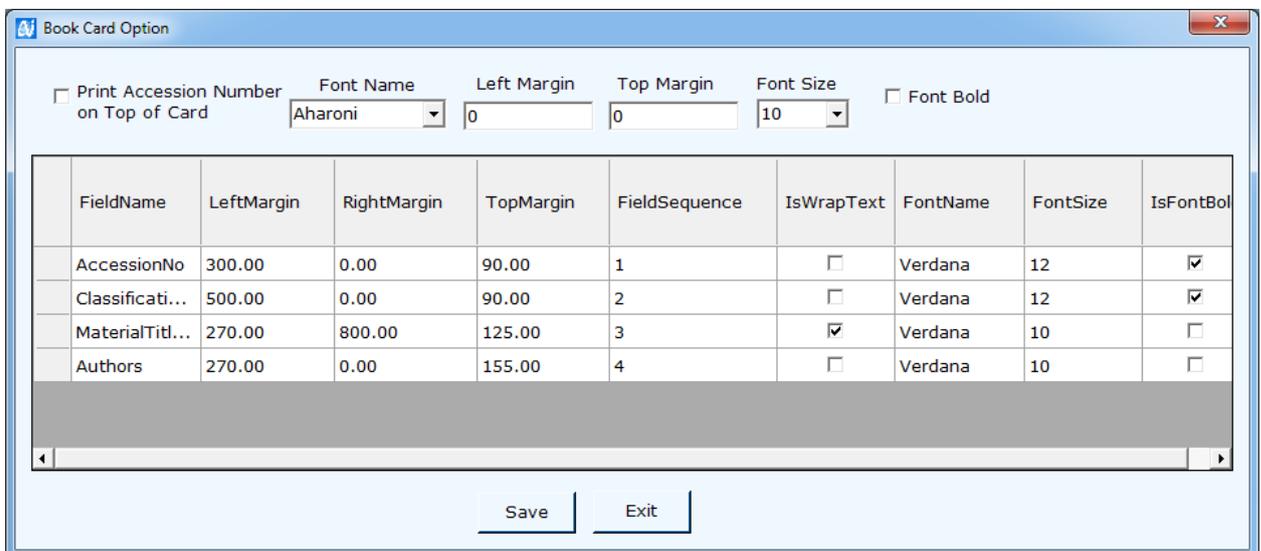
1. Select Print only author/ Print both author / Print Author or Title option. Default Print Author / Title is Selected.
2. If you choose Print Only Author then If for that accession number more than one author exist then only one author printed.
3. If you choose Print both authors then if for that accession number more than one author exist then two of them authors first three initials are printed.
4. If you choose Print Author/Title then first authors' first three letters and titles first three letters will be printed.
5. Choose Print or Print Preview option which was explained earlier in Student barcode and Books Barcode.
6. Select Institute Code
7. Then enter Start no and End no if you choose Serial numbers otherwise enter accession numbers in random format like 5, 12, 24-36. Also explained earlier in Books barcode.
8. And click on Print Spine Label button.
9. Remaining options are same like books barcode



891.463 BHA / VYA 0 2	891.464 KAR / SPA 0 5	891.463 DES / BAT 0 6	MAD / THO 0 8	891.463 KET / BRA 0 11
891.463 PHA / JAD 0 15	DAN / SHI 0 16	928.9146 ATR / MI 0 17	891.464 JOS / HAS 0 19	INA / ZUN 0 20
541 KUL / ORG 0 24	891.463 KOL / SUD 0 25	APT / PAN 0 26	KUL / OMK 0 34	PUN / POP 0 35
SAR / MAZ 0 36	891.463 DES / SWA 0 39	891.464 GOK / MAN 0 41	BHA / RUT 0 44	891.463 PAD / VID 0 45
891.463 PHA / DAU 0 48	BED / RAN 0 61	928.9146 ATR / KAR 0 63	ATR / KAR 0 64	

Exit
1
-- of --
1
Go to
1

Book Card

FieldName	LeftMargin	RightMargin	TopMargin	FieldSequence	IsWrapText	FontName	FontSize	IsFontBol
AccessionNo	300.00	0.00	90.00	1	<input type="checkbox"/>	Verdana	12	<input checked="" type="checkbox"/>
Classificati...	500.00	0.00	90.00	2	<input type="checkbox"/>	Verdana	12	<input checked="" type="checkbox"/>
MaterialTitl...	270.00	800.00	125.00	3	<input checked="" type="checkbox"/>	Verdana	10	<input type="checkbox"/>
Authors	270.00	0.00	155.00	4	<input type="checkbox"/>	Verdana	10	<input type="checkbox"/>

To Print Book Cards

1. First check adjustment of book card Left, Right, Top Margin and Fields. If not proper then click on Printing Options menu and according to your book card enter margin values as shown in above figure 2.
2. Also user can change Font Name and Font Size from given list, this font are applicable to all fields.
3. Click on save button and close both the windows, Book Card Options as well as Book Card and reopen Book Card Window.
4. As shown in figure 1 Select Institute Code from Institute list and enter from no, to no then click on preview button to view book card. To print book card from printer select Print option and click on Preview button.



E 21 625

Engineering Computing

Chabbra P. D. / Kakkar Sumedha

Receipt Printing

Member Details

Current Members Left/Passout Members

Member Name 3844 Amale Rohit Diliprao

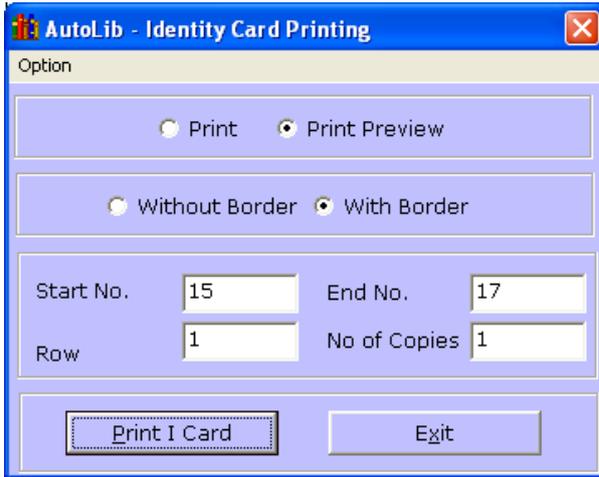
Receipt Details

	Receipt No	Receipt Date	Receipt Amount	Remark
1	3554	16/11/2015	300.00	Fine for Duplicate Identity Card
2	3119	06/05/2015	300.00	Rec. No. 3113
3	2070	24/07/2013	172.00	Rec. No. 2050

Total Fine Paid **772.00**

Students ICard

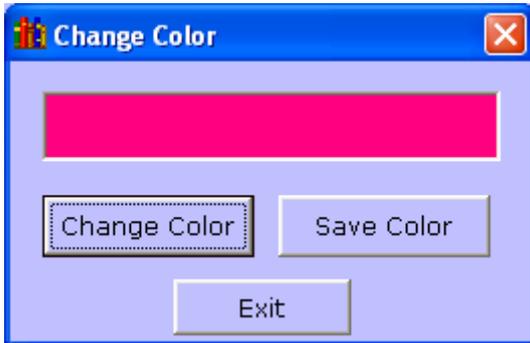
User can print student icard using following window. Select Print Preview option to view Icards.



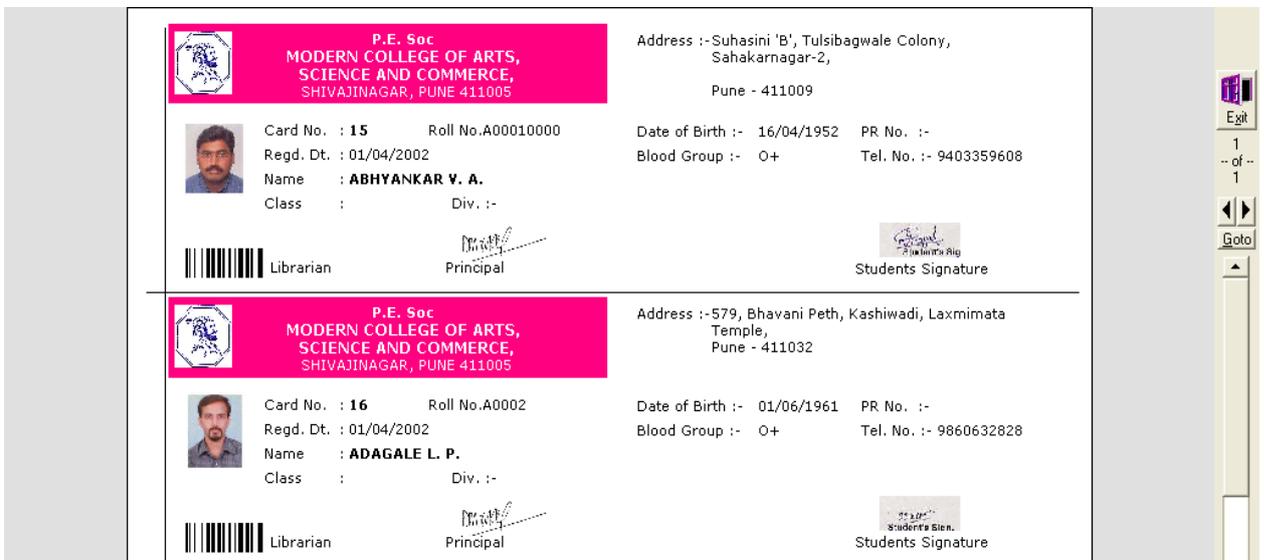
Select With border option to print Icard with some background color. If Without border option is selected then Institute name and address text will be printed in that specified color.

To choose different color click on Option menu and Change background colour sub menu. This displays following window (Change Color) Click on Change color button which Displays following window (Color) Select color from this window and click on Ok button. Selected color will display on change color window, click

on save color button to save color and exit to close change color window.



Now click on Print I Card button to print/ preview I card. Previewed I card will display as follows



User also add institute logo on I card for that scan institute logo and paste copy of that logo in AutoLib NG folder with name as Logo in jpg file format.

Staff I Card

User can print staff icard using following window. To print I card select print option.

To preview I card select print preview option.

Enter Start no and end no that is member no of staff members

Enter row as 1 to print I card from row 1

Here also user can specify different background color to Institute name and address.

Change color procedure is as explained in Student I card.

Option

Print Print Preview

Start No. 20 End No. 21

Row 1 No of Copies 1

Print I Card Exit

Staff I card is as follows

P.E. Soc
MODERN COLLEGE OF ARTS,
SCIENCE AND COMMERCE,
SHIVAJINAGAR, PUNE 411005

Address :- B-44, A/2, Indira Nagar, Uppar, Bibve Wadi, Pune - 411037

Identity Card

Name : AMBEDE A. B. Date of Birth :- 04/06/1957
Designation: Senior Grantable Blood Group :- Tel. No. :-
Qualification :
Department: CHEMISTRY

Principal Signature

P.E. Soc
MODERN COLLEGE OF ARTS,
SCIENCE AND COMMERCE,
SHIVAJINAGAR, PUNE 411005

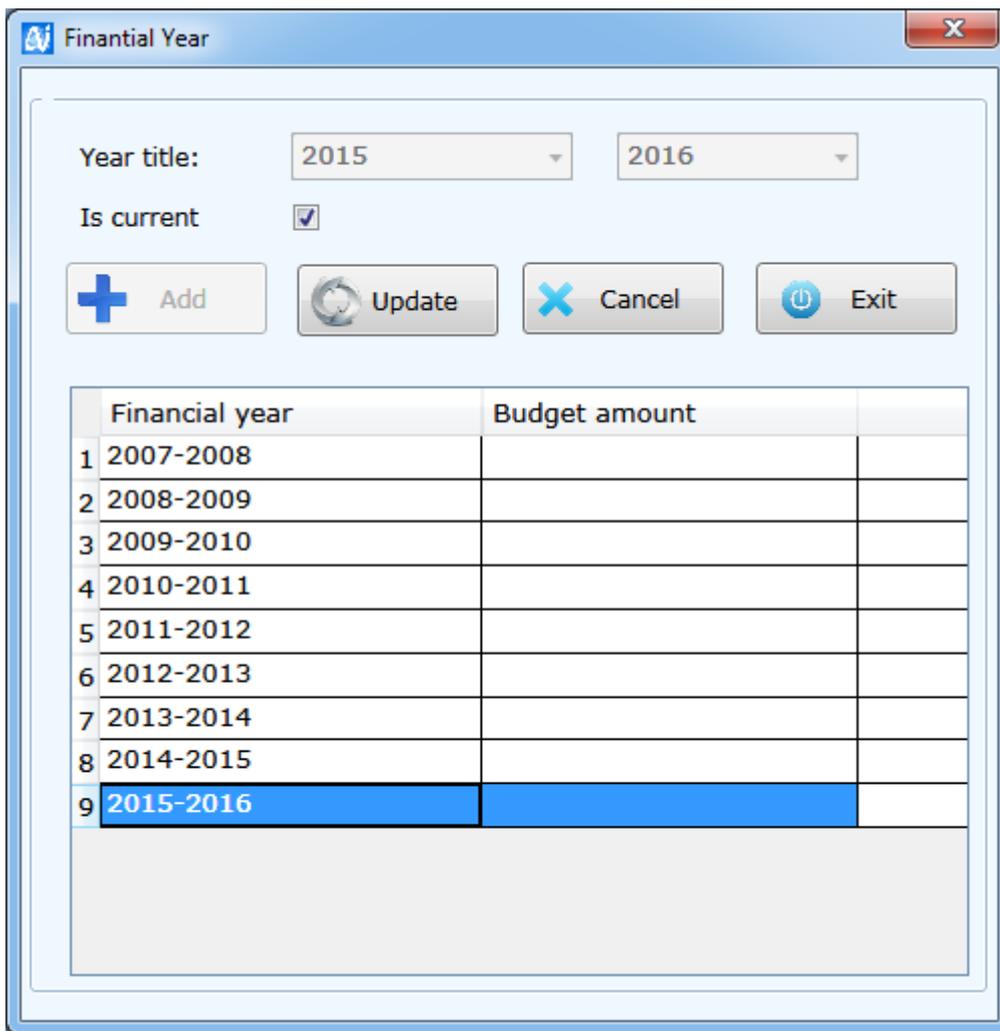
Address :- B3-12, Sarita Vaibhav, Sinhgad Road, Pune - 411030

Identity Card

Name : APTE A. S. Date of Birth :- 13/11/1967
Designation: Junior Non Grant Blood Group :- B+ Tel. No. :- 9881203389
Qualification :
Department: ELECTRONICS

Principal Signature

Financial Year



	Financial year	Budget amount
1	2007-2008	
2	2008-2009	
3	2009-2010	
4	2010-2011	
5	2011-2012	
6	2012-2013	
7	2013-2014	
8	2014-2015	
9	2015-2016	

Fig 1

User can create new financial year using this window. This is useful while adding budget allocation amount to library.

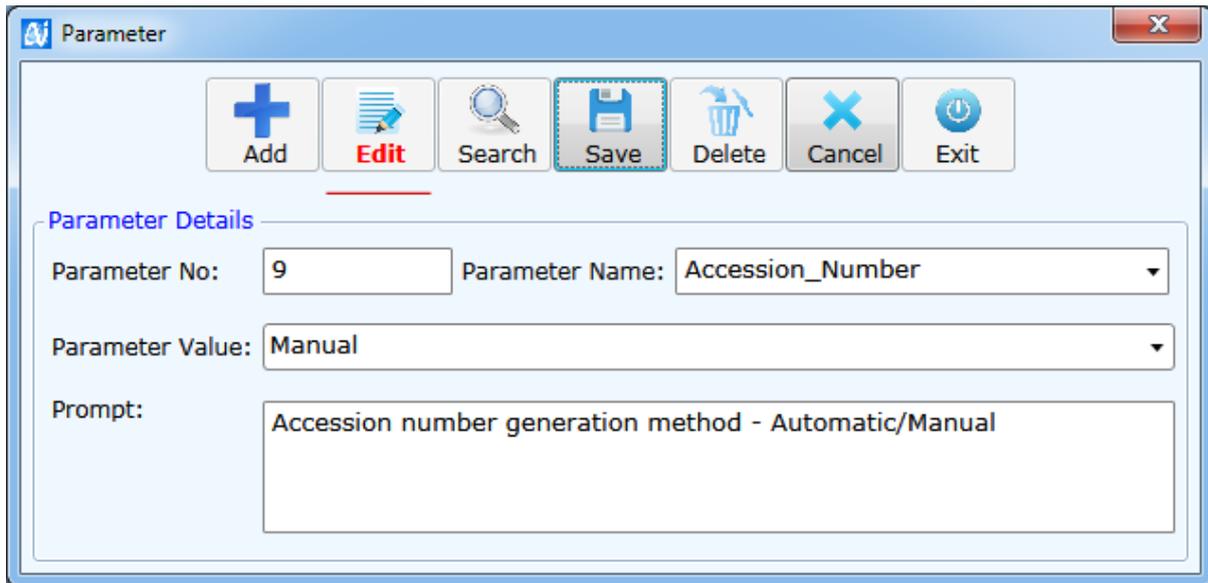
After setting financial year If user add allotted amount using budget allocation window then for selected year budget will be allotted.

To select year click on Select Year button and select appropriate year from list as shown in above fig 2. and click on Ok button.

To add new year click on New Year button then a confirmation box appears asking that do you want to create new financial year click on yes button to create new year otherwise click on no button.

New year will be created from previous year or year that is already in list. For example after year 2007-2008 new year will be added as 2008-2009 and so on.

Parameter Master



To change parameter value

1. Select param name from combo box then from Prompt text select valid text that you want to set and right click on this text and copy it and go to Param value field and again select param value and on that value again right click and paste copied prompt value.
2. And click on save button to save changes. After saving data user have restart software to take changes effect.

User can set various parameters to get result accordingly.

Sr. No.	Parameter Value	Parameter Name	Prompt	Dropdown
1	Yes	Acc_Reg_Diff_PageNo	Accession Register User Page Numbering	Yes, No
2	Manual	Accession_Number	Accession number generation method - Automatic/Manual	Automatic, Manual
3	Yes	Backdated_IssueReturn	Backdated Issue Return allow Yes / No	Yes, No
4	Bisque	Background_Color	Set the selected object's (for editing) background color to a predefined color Textboxes (app.xml) Bisque #FFFFFFE1	NULL
5	AccessionNo	Barcode_Footer	Barcode print: print barcode number or "series code space accession number" on barcode	AccessionNo, Barcode

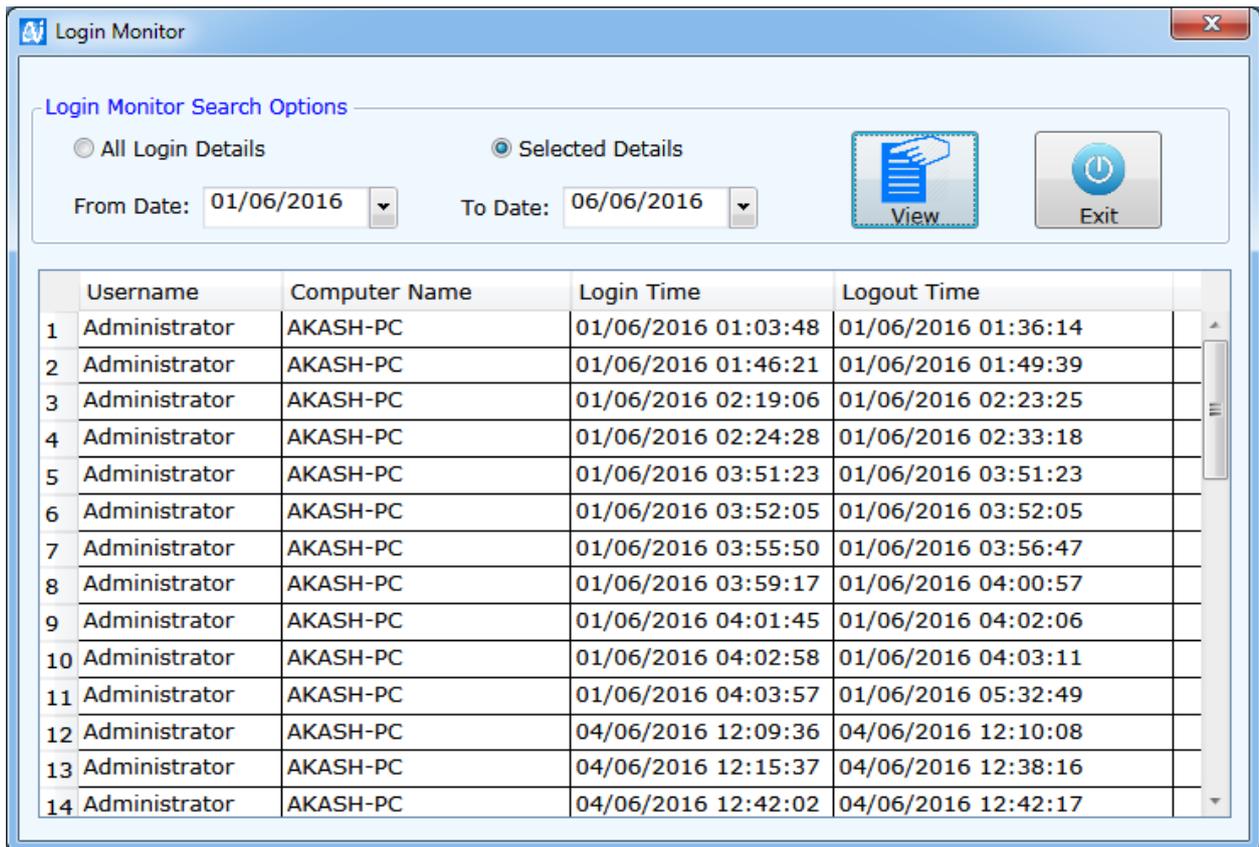
6	InstituteCode	Barcode_Gen_Type	Barcode Generation on Institute Code + Accession Number or Institute Code Name + Accession Number - check boxes to include these things and	InstituteCode Name, InstituteCode, BookSerial
7	Classification Number	Barcode_Header	Heading: "College Short Name" OR "Title 3 chars / Author 3 chars - classification number"	College, Classification Number
8	9	Barcode_Length	Barcode length - 9/13	9, 13
9	Rack	BinStack_Entry	Bin stack entry from combo selection or manually by user	Manual, Rack
10	No	EResource_Login	Whether to ask for login when user access EResource page - Yes/No	Yes, No
11	Yes	Fine_Adjustment	Allow Fine adjustment option – Yes / No to user in while creating user (Fine Concession in DB??)	Yes, No
12	0	Fine_AfterDue_Period	Fine period - no of days for which fine is not applicable after due date	NULL
13	No	Fine_StopIssue	Fine Stop Issue - Yes/No	Yes, No
14	No	Fine_Window	Display Fine Adjustment Window	Yes, No
15	82	HitCounter	Number of Users Visited to WEB OPAC	NULL
16	No	Holidays_Penalty	Include holidays for fine calculations - Yes/No (Sundays are considered for penalty calculations)	Yes, No
17	Principal	IDCard_Authority	Principal_Director: specify whether to print principal or director on ID card	NULL
18	red	IDCard_Bkg_Staff	Staff background color	NULL
19	Blue	IDCard_Bkg_Student	Student background color	NULL
20	Yes	Issue_Return_Confirmation	Saving Issue Return records confirmation Yes / No	Yes, No
21	Roll number	Issue_Return_Mode	Issue return on Member No or Roll Number	Member, Roll number
22	ffff0080	LibCard_Bkg_Staff	Student Library Card background color	NULL



23	Blue	LibCard_Bkg_Student	Student Library Card background color	NULL
24	Manual	Member_ID	Member number generation method - Automatic/Manual	Manual, Automatic
25	DOB	Member_Pwd_Type	User password generation method - Random/Mobile number/ DoB (DDMMYYYY)	DOB, Mobile number, Random
26	AutoLib NG NG	MsgBox_Caption	Message box Caption	AutoLib NG NG
27	No	OPAC_Login	Whether to ask for login when user access OPAC - Yes/No	Yes, No
28	No	Overdue_StopIssue	Overdue Stop Issue - Yes/No	Yes, No
29	1	Page_Start_No	Accession Register Printing Start Page Number	NULL
30	20000	Penalty_Limit_Amount	Set Penalty limit beyond which user cannot take an item from library	NULL
31	No	Project_AllMembers	Display All Active / Inactive Member's Names in List for Project Entry	Yes, No
32	Automatic	ReaderInfo_AutoUpdate	Reader Information Automatic or Manual Updation.	Automatic, Manual
33	1	Receipt_Copies	Print the Student Fine Penalty Receipt Number of Copies	NULL
34	Yes	Receipt_Print	Print the Student Fine Penalty Receipt	Yes, No
35	Yes	Renew_Overdue	Allow renewals for overdue Items - Yes/No	Yes, No
36		Send_Email_Password	Email Address password of College to send emails	NULL
37		Send_EmailID	Email Address of College to send emails	NULL
38	Yes	Set_Penalty_Limit	Set Yes/No option to trigger this limit	Yes, No
39		SMS_AdditionalMsg	Additional text to send with Every Issue Return SMS	NULL
40	No	SMS_AttachMsg	Send Predefined Message with every Issue / Return SMS- Yes/No	Yes, No
41	No	SMS_Facility	SMS facility activated?	Yes,

			Yes/No	No
42		SMS_Password	NULL	NULL
43		SMS_Sender_ID	NULL	NULL
44		SMS_Service_Provider	Service Provider Details	NULL
45		SMS_Username	NULL	NULL
46	587	SMTP_Port	SMTP server port for sending emails 587	NULL
47	smtp.gmail.com	SMTP_Server	SMTP server address for sending emails smtp.gmail.com	NULL
48	No	Spine_With_Barcode	Print the Barcode and Spine label together	Yes, No
49	No	SpineLbl_Dept	Print department in spine label - Yes/No (At the bottom)	Yes, No
50	As it is	Text_Case	Text format while saving the data in text fields - Upper/Lower/As it is/Camel/Proper	Upper, Lower, AsItIs, Camel, Proper
51	8	TopMargin_Barcode_48	Set this value to adjust barcode prints for 48 Label Sheet	NULL
52	45	TopMargin_Barcode_65	Set this value to adjust barcode prints for 65 label sheet	NULL
53	2	TopMargin_SpineLabel	Set Top Margin of Spine Label	NULL
54	2	TopMargin_Student_Barcode	Set this value to adjust barcode prints for 65 label sheet	NULL
55	Yes	Web_OPAC_Renew	Allow Material Renewal thru WEB-OPAC - Yes/No	Yes, No
56	No	WebOPAC_Login	Web OPAC Login compulsory for all operations.	Yes, No

Login Monitor



	Username	Computer Name	Login Time	Logout Time
1	Administrator	AKASH-PC	01/06/2016 01:03:48	01/06/2016 01:36:14
2	Administrator	AKASH-PC	01/06/2016 01:46:21	01/06/2016 01:49:39
3	Administrator	AKASH-PC	01/06/2016 02:19:06	01/06/2016 02:23:25
4	Administrator	AKASH-PC	01/06/2016 02:24:28	01/06/2016 02:33:18
5	Administrator	AKASH-PC	01/06/2016 03:51:23	01/06/2016 03:51:23
6	Administrator	AKASH-PC	01/06/2016 03:52:05	01/06/2016 03:52:05
7	Administrator	AKASH-PC	01/06/2016 03:55:50	01/06/2016 03:56:47
8	Administrator	AKASH-PC	01/06/2016 03:59:17	01/06/2016 04:00:57
9	Administrator	AKASH-PC	01/06/2016 04:01:45	01/06/2016 04:02:06
10	Administrator	AKASH-PC	01/06/2016 04:02:58	01/06/2016 04:03:11
11	Administrator	AKASH-PC	01/06/2016 04:03:57	01/06/2016 05:32:49
12	Administrator	AKASH-PC	04/06/2016 12:09:36	04/06/2016 12:10:08
13	Administrator	AKASH-PC	04/06/2016 12:15:37	04/06/2016 12:38:16
14	Administrator	AKASH-PC	04/06/2016 12:42:02	04/06/2016 12:42:17

User can view the Login and logout details from this window. Administrator can check the login details at any time. This is very useful to keep track of libraries working staff. Select the All login option button to display all information. If user wants to view details of selected periods click on selected details. Select start date, end date and click on view button to display the login details.

Exit Window

Click on Exit button to close the window

Stock Checking

Year:
Term:

Stock Checking Count : 35404

InstituteCode:

Title:

Author:

Publication: Edition:

Stock Status:

Rack:

Summary

Status	Total Count
Binding	2
ISSUED	3608
Money Recovered	120
ON SHELF	31873
Pending	5

35608

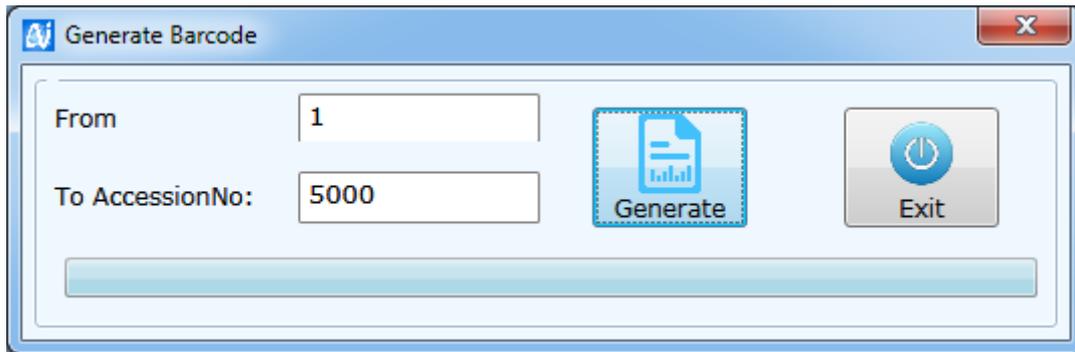
Accession No Barcode

User can take stock checking using this.

To take stock checking

1. Select Institute code and current year is selected in year combo box.
2. Now type or scan accession number as per parameter that you have selected. If you selected parameter as manual then you have to type accession number or if you set parameter as barcode then scan barcode using barcode scanner on books.
3. And click on save button.
4. This will save entered accession number with current year's status as ONSHELF and for remaining books which do not save using this procedure, its status remain blank.

Bar Code Generation



User has to generate bar code of new acquisition books. Enter the Accession Start and end number. Click on generate button to generate bar code.

Exit Window

Click on Exit button to close the window

Update Database



Update Existing Accession Details using ISBN

Bulk Update from Excel Accession No Bar Code Manual Updation

 Accession No

 ISBN

Abstract:

Import-Export Excel Data [X]

Import **Export** Date Format
 Accession Member dd/MM/yyyy mm/dd/yyyy

Import/Export

[Text Field] [Browse]

[Dropdown] [Import]

Category [Dropdown]

Department [Dropdown]

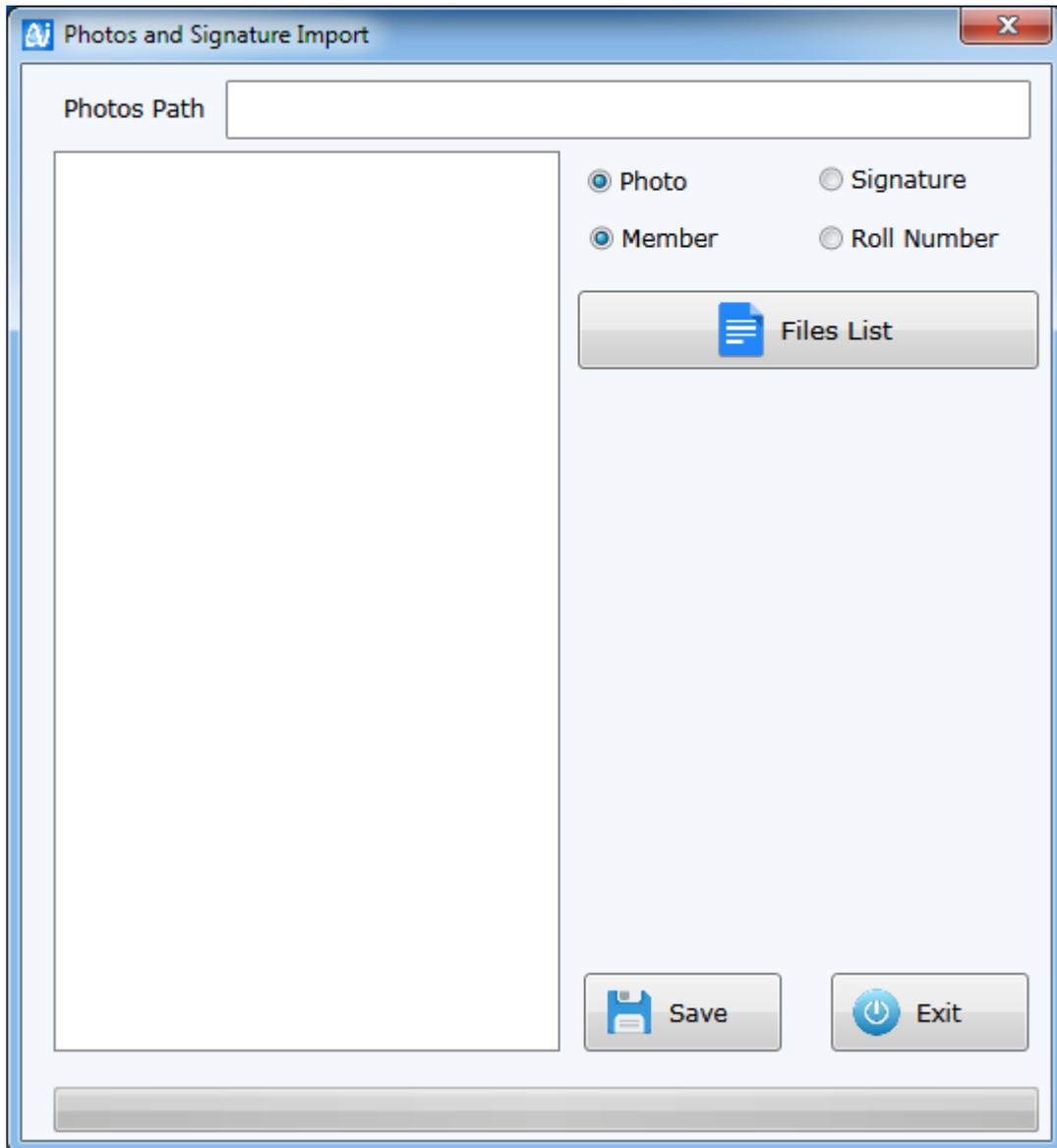
Designation [Dropdown]

Class [Dropdown]

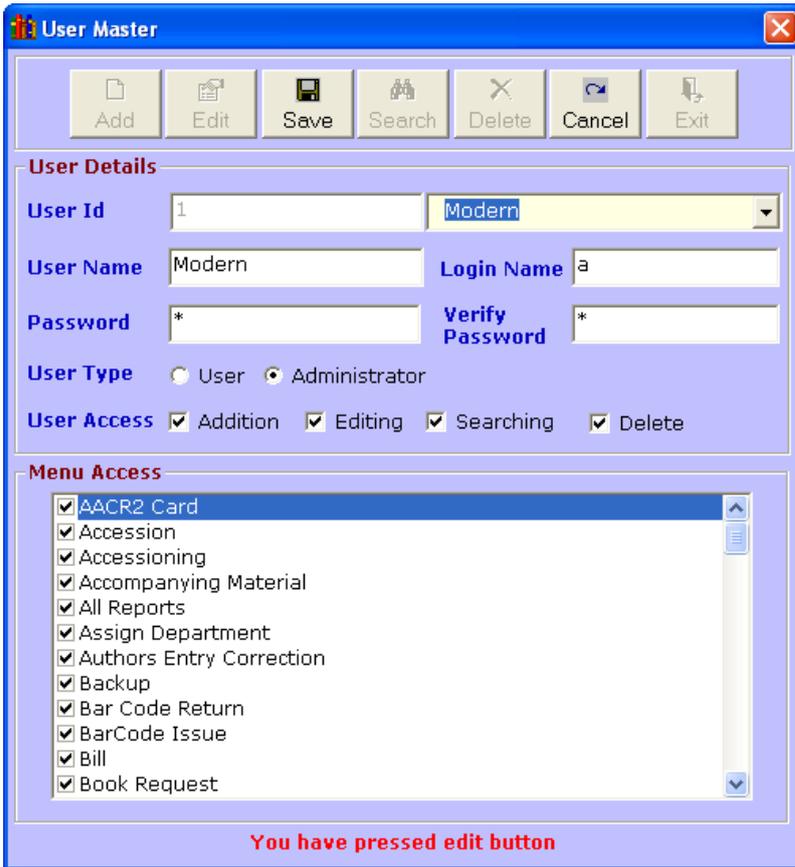
Division [Dropdown]

Academic Year [Dropdown] [Export]

[Progress Bar]



Creation



The screenshot shows the 'User Master' window with the following fields and options:

- User Id:** 1
- User Name:** Modern
- Login Name:** a
- Password:** *
- Verify Password:** *
- User Type:** User, Administrator
- User Access:** Addition, Editing, Searching, Delete
- Menu Access:** A list of menu items with checkboxes, all of which are checked: AOCR2 Card, Accession, Accessioning, Accompanying Material, All Reports, Assign Department, Authors Entry Correction, Backup, Bar Code Return, BarCode Issue, Bill, Book Request.

At the bottom of the window, a red message states: "You have pressed edit button".

Through this window Administrator can add the new user, or can modify the password and user rights of existing users.

To add new user account

1. Click on add button to add new user
2. Don't Enter the User Id. System generates it automatically.
3. Enter the users name
4. Enter the login name
5. Enter password
6. Enter verify password (same password entered in password box)
7. Select the user type as User or Administrator by clicking on option button.
8. If administrator is selected then all rights are given to user by default.
9. If user option is selected, then click on respective check box to grant the access. To revoke the access click again on the check box.
10. Specify the user access to give rights of data addition, Data modification (alteration) and data deletion rights to the user, select the respective check boxes to give rights.
11. Click on save button to store the new users account information.

To Modify User Account

1. Click on Edit button
2. Enter the User Id or select the user name from combo box.
3. Change the information in respective text boxes.
4. Specify users' rights in User Access frame.
5. Select the user type as User or Administrator by clicking on option button.
6. If administrator is selected then all rights are given to user by default.
7. If user option is selected, then click on respective check box to grant the access. To revoke the access click again on the check box.
8. Click on save button to store the modified information of users account.

Cancel Button

Cancel button cancels the selected operation and clears the displayed information.

Exit Window

Click on Exit button to close the window.