

eLibrary Management System

Language & Library Department

Government of Rajasthan

User Manual

Version 1.3

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1 Document Control

1.1 Sign Off

Name	Role / Responsibility	Signed	Date

1.2 Version Control

Version	Date	Change	Distributed To	Author
1.0	05/11/2012	Drafted	Team	Kalpana
1.0	29/11/2012	Reviewed		Ramakrishna Hebbar
1.1	19/04/2013	Rework	Team	Madhavi J
1.1	20/04/2013	Reviewed		Ramkrishna Hebbar
1.2	29/04/2013	Rework	Team	Madhavi J
1.3	13/05/2013	Rework	Team	Madhavi J

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2 e-LIBRARY

2.1 How to access

Step 1: User shall enter URL "http://elibtest.rajasthan.gov.in/" in the web browser and following page of Rajasthan e-Library MIS portal will be displayed on the screen.



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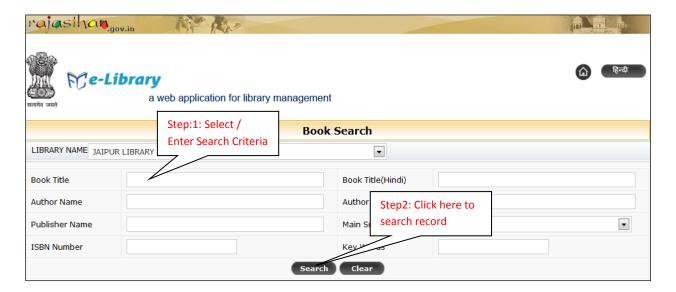


2.2 Book Search

Step 1: User can search the books on the basis of:

- Book Title
- Book Title(Hindi)
- Author Name(Hindi)
- Author Name
- Publisher Name
- ISBN Number
- Key Word
- Main Subject

Step 2: "Clear" button is provided; to clear the entered data.



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2.3 Feedback Form

2.3.1 Feedback Creation

Step 1: User can select "Feedback" to submit Feedback. User will register application and Library related issue to the system. System will generate Feedback number, after registering the complaint

Following are the fields user shall enter and click on submit.

Following are fields use shall enter. All "*" marked are mandatory fields.

- First Name (*)
- First Name (Hindi) (*)
- Middle Name (*)
- Middle Name (Hindi) (*)
- Last Name (*)
- Last Name (Hindi) (*)
- Mobile Name (*)
- Email Address
- Feedback Text (Description) (*)
- Captcha Image Text (*)

Step 2: User shall enter all compulsory fields and click on "Save" button.

Step 3: User shall click on "Clear" button to clear text from all controls.

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2.4 Login Process

2.4.1 Log In

All application users can access the application through valid login credentials.

Step 1: Enter Email ID. For Example User Name: rahulk Step 2: Enter Password For Example Password:pass@123 Step 4: Click for Hindi & Step 3: Click on login button to enter in the application. **English** rajasthan, gov.in Step 2: Enter Password ook Search Step 1: Enter Log In Ce-Library a web application for library management Login ID Step 3: Click Log In Step 5: Click for Forgot **Password** Membership Form (Child) Shiyali Ramamrita Ranganathan Research Cabin Form A Legendary statesman of Indian librarianship was born on 12 th August, 1892, in the village Shiyali of Thanjavur district of the then Madras Presidency. His father, N.Ramamrita Iyer (1866-98) was a Shaivite brahmin of Ubhayavedanthapuram village, where india.gov.in he did farming. His mother Seethalakshmi (1872-1953) was a religious lady. He started teaching physics and mathematics in Visitor counter government colleges of his home state. In January, 1924 he was Ranganathan appointed chief librarian of the Madras University. His first and most significant book Five laws of library science was published in 1931 and Colon Classification in 1933. He died on 27th September, 1972 after a brief illness due to bronchitis. In 1957, the Government of India honoured him with Padmashri. more

After successful login, the following page will appear on the screen with menu list. Application will show username and last login date and time of user who has logged in. Users will also have view of quick link "Dashboard, Change Password and Log out". In middle of the page Dashboard of selected Library will be displayed.

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If user has access to multiple libraries, the user can change the working library and data. Accordingly Dashboard will give view of selected library and selected library's data will be mapped and stored in database. Following is the description of Library Tables. Dashboard will give overview of all Transactions to all users.

• Membership Registration

This section of Dashboard shows number of members registered for month and Year in the library. These records are sorted on Month-Year Column and give last 6 months details.

• Reader of the Year

This Section of Dashboard shows member and total number of books issued to the member of library. These records are sorted on maximum books issued and give last 1 year details.

• Book Availability Status

This section of Dashboard shows status of all books in library. These records are sorted on Book Status and give current status.

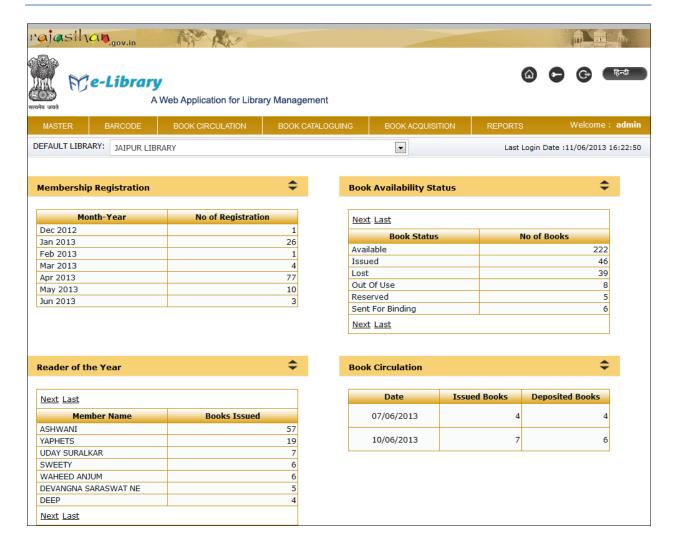
• Book Circulation

This section of Dashboard shows daily number of books issued and deposited. These records are sorted on Date of Book Circulation and give last 1 week details.

Step 4: This application is available in Hindi and English. On Language Selection interface will be converted into selected language

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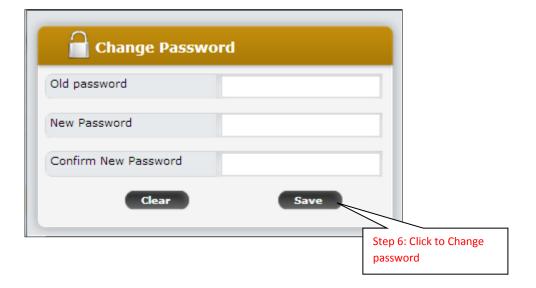


Step 5: User can change his/her password as and when required. User needs to enter his or her following details to change password.

- Old Password
- New Password
- Confirm New Password

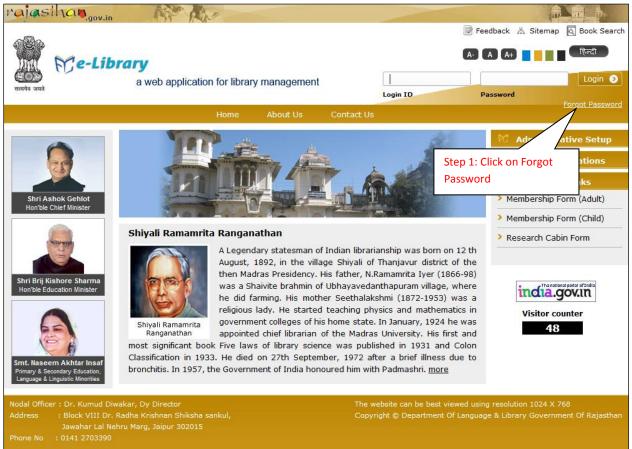
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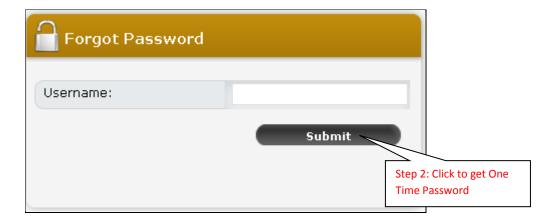
2.4.2 Step 6: User needs to click on save button to save password. Clear button will clear text from controls of change password. Forgot Password

Step 1: In case user has forgotten password, user will click on "Forgot Password" option and following screen will be displayed.



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Step 2: User will enter username and click on Submit. New one time password (OTP) will be triggered to the user by SMS.

Dear User, Your One Time Password is :767877, for JL library. Please Login with this password within one hour.

Step 3: User needs to log in to the system with one time password. Change password interface will appear on login and user forcefully needs to change the password.

2.5 User Management

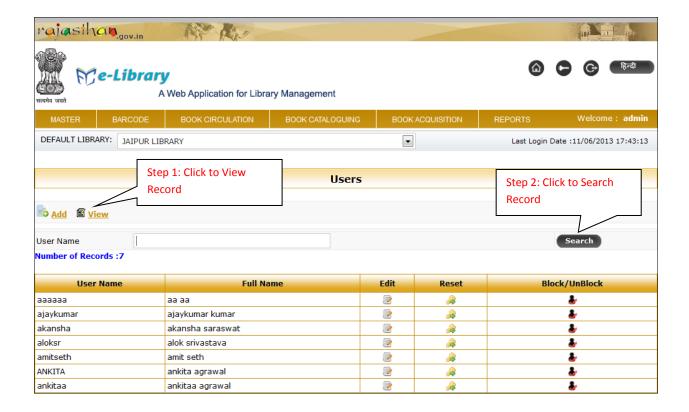
2.5.1 Search User

Step 1: To access "User Management" user will click on "Users" from "User Management". By default search screen will be shown on the screen and User will get view of all users created. User shall click on "View" link to get view of records created.

Step 2: User will enter letter or username and click on "Search" button to search records. User will have the view of searched record.

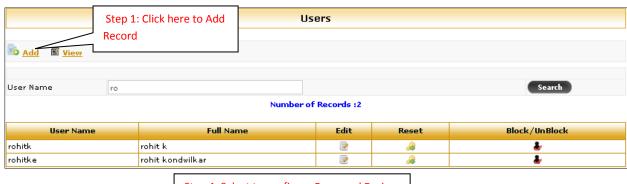
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2.5.2 Create User

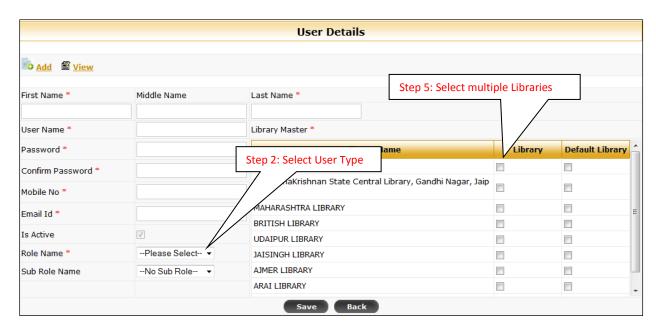
Step 1: User shall click on button "Add" to create new user. By default following screen will be displayed.



Step 4: Select to configure Password Expiry

Version: 1.3 Step 5: Click to Save Record





Step 2: User should select user type for whom user needs to be created. In case of user Member and Staff, Membership No/ Staff Code will be populated in the dropdown list.

Step 3: In case of Member/Staff Name, Mobile Number, Email ID and Libraries will be populated from member master / staff master. And for other option user needs to enter all required fields.

Step 4: Following is the list of fields user shall enter. All "*" marked are mandatory fields.

- First Name (*)
- Middle Name
- Last Name (*)
- User Name (*)
- Password (*)
- Confirm Password (*)
- •
- Mobile No (*)
- Email Id(*)
- Is Active (By default it is checked)
- Role Name (*)
- Sub role Name (Is populated on selection of role name)
- Library Master (*)

Step 5: User must fill mandatory fields marked as red "*" before clicking "Save" button User can have access of multiple libraries by selecting multiple libraries. User will select any one of the selected library as default library. And user will have view of default library on log on.

Step 6: On creation of user, SMS will be triggered to the user. Following is the format of SMS:

"Your User id is: Jatink and Password is: Jatin@123"

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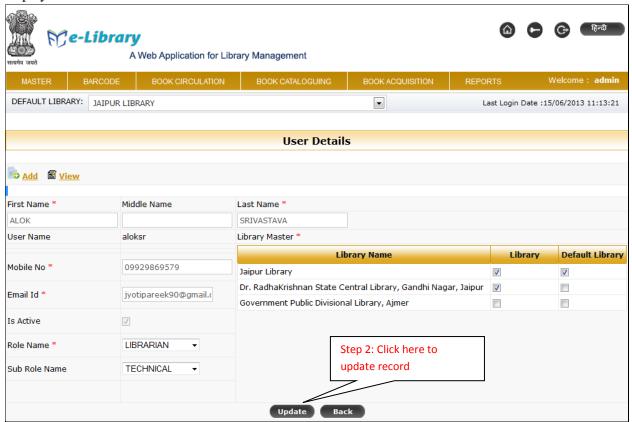
Step 7: While logging in to the system, system will prompt user to change password forcefully for first time log in.

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2.5.3 Edit User

Step 1: User shall select record to be edited from search records. Following is the edit screen displayed.



Step 2: User can update details as per requirement. User can change Role name and accordingly rights of user will be changed.

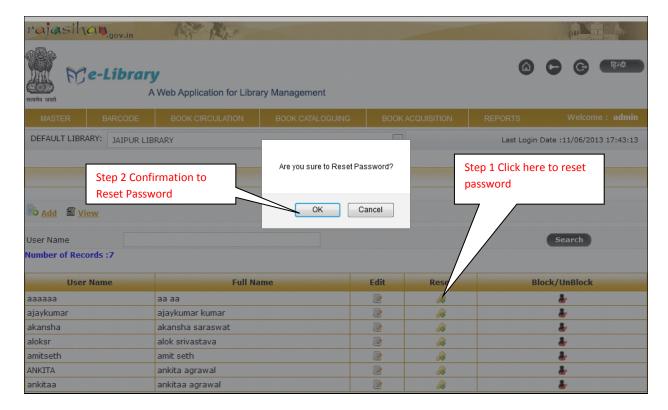
2.5.4 Reset User Password

Step 1: User shall select record for whom password need to reset from search records. Following is the Search result screen.

Step 2: On confirmation from user, password of the user will be reset. Following is screen for the same.

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Step 3: On password reset Email and SMS will be triggered to the user. Following is the format for the same:

Dear Jatin, Your Password has been reset for duration of one hour. Your new Password is admin#123 Please change your password if necessary in the mean time

Step 4: While logging in to the system, system will prompt user to change password forcefully for first time log in.

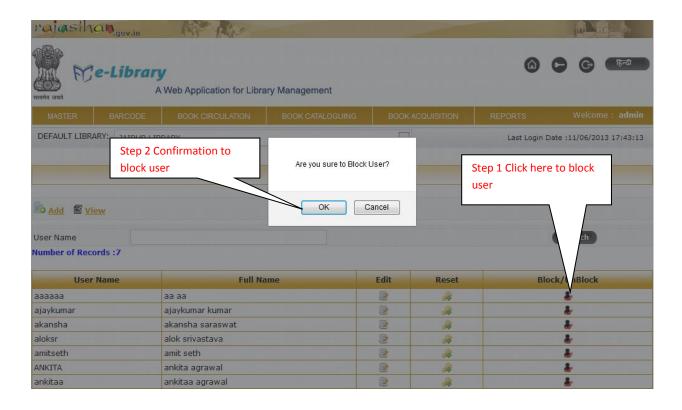
2.5.5 Block / Unblock User

Step 1: To block or unblock, user will select record from search records.

Step 2: On confirmation from user, selected user will be blocked or unblocked. Following is screen for the same

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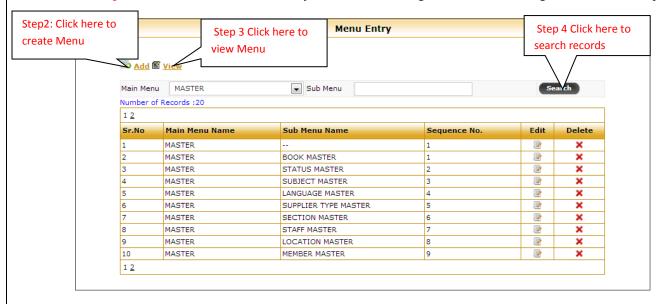
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2.6 Role Management

2.6.1 Search Menu

Step 1: User will select "Menu Entry" from User Management and following screen will be displayed



Step 2: User shall click on "Add" link to create new menu.

Step 3: Also user can select main menu, enter Submenu and click on "Search" button to search records. On search result will be displayed in the grid.

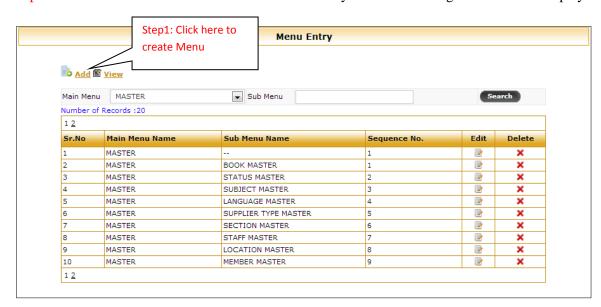
Step 4: User shall click on "View" link to get view of all menus created.

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2.6.2 Create Menu

Step 1: User shall click on "Add" link to create menu. By default following screen will be displayed.





Following are fields use shall enter. All "*" marked are mandatory fields.

- Menu Categories(*)
- Main Menu(*) (On selection of Menu categories main menu will be populated)
- Menu Name (English) (*)
- Menu Name(Hindi) (*)
- Page Url (*)Sequence No

Step 2: User shall enter all compulsory fields and click on "Save" button.

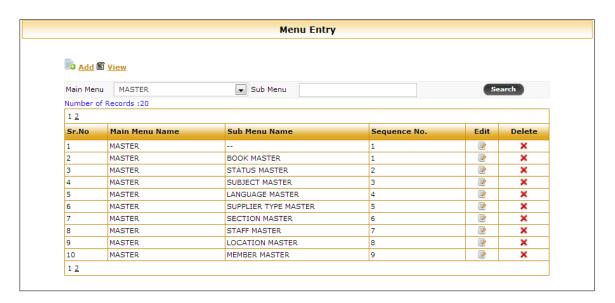
Step 3: User shall click on "Clear" button to clear text from all controls.

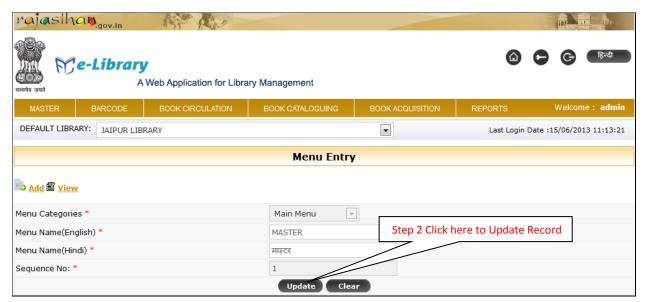
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2.6.3 Edit Menu

Step 1: User shall select record to be edited from Search Screen. Following screen will be displayed





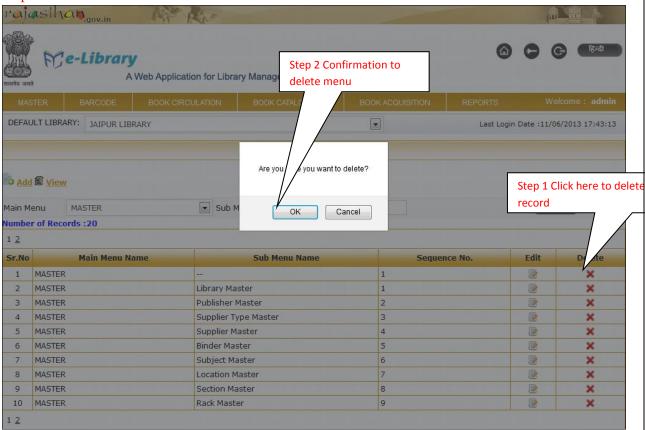
- Step 2: User can update details as and when required and click on "Update" button.
- Step 3: User shall click on "Clear" button to clear text from all controls.

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2.6.4 Delete Menu

Step 1: User shall select record to be deleted from Search Screen and click on "Delete" icon.



Step 2: On Confirmation from user, record will be deleted

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S



2.6.5 Create Menu Rights

Step 1: After Menu Creation, user shall create rights for the menu created. User shall select "Menu Rights" from User Management. Following screen will be displayed.

	Menu	ı Rights	
			Step 2 Click here to save
Parent Menu	SELECT	•	Assigned Right s to menu
Menu Name	SELECT	•	
Rights Name	SELECT	J	
		Save	

Following are the fields that shall be selected by user:

- Parent Menu (*)
- Menu Name (*) (Menu name is related to Parent Menu. On selection of parent menu, menu names will be populated)
- Right Name (Predefined Rights) (*)

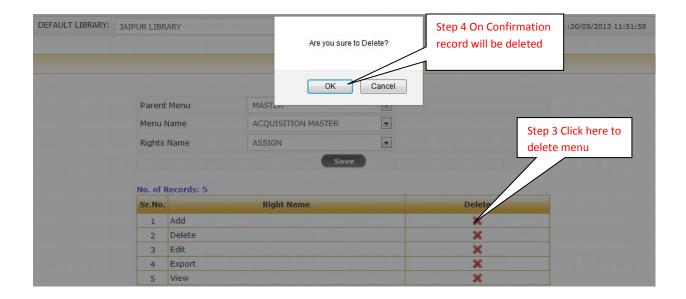
Step 2: User shall select values from above mentioned fields and Click on "Save" button. Data will be added in the grid and already selected right will be removed from "Right Name". Following is the screen

	Menu Rig	hts	
Parent Menu	MASTER	•	
Menu Name	ACQUISITION MASTER	•	
Rights Name	SELECT		
	Save		
No. of Records: 4			
Sr. No.	Right Name		Delete
1	Add		×
2	Delete		×
3	Edit		×
4	View		×

Step 3: User shall delete the record by clicking on "Delete" icon.

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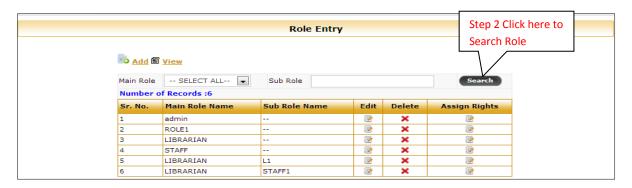




Step 4: On confirmation from user, record will be deleted.

2.6.6 Search Role

Step 1: To create "Role" user will click on "Roles and Rights Management" from "User Management". By default search screen will be shown on the screen and User will get view of all Roles created.



Step 2: User shall select "Main Role" and enter "Sub Role" and click on "Search" button to will be filterthesearch result.

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2.6.7 Create Role

Step 1: User shall click on "Add" link to create Role. By default following screen will be displayed.



Following are the fields that shall be selected and entered by user

- Role Categories (*)
- Role Name (English)(*)
- Role Name(Hindi) (*)

Step 2: User shall enter all compulsory fields and click on "Save" button.

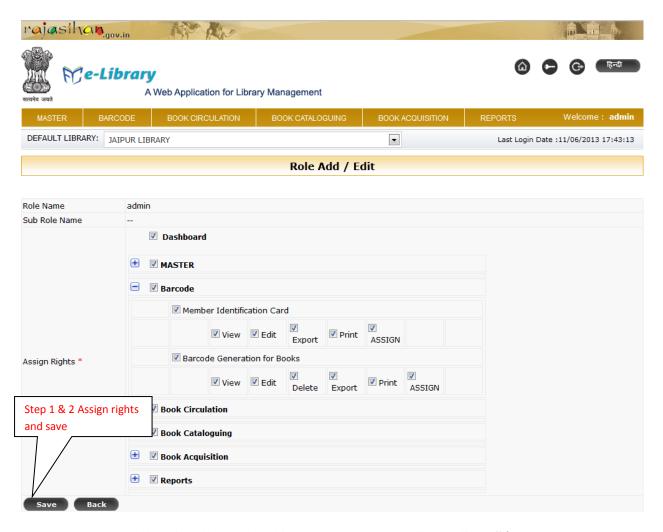
Step 3: User shall click on "Clear" Button to Clear controls.

2.6.8 Assign Rights

Step 1: User shall click on check boxes to assign rights to roles created. Following screen will be displayed.

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Step 2: User shall Assign right by checking on checkbox and Click on "Save" button.

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2.6.9 Edit Role

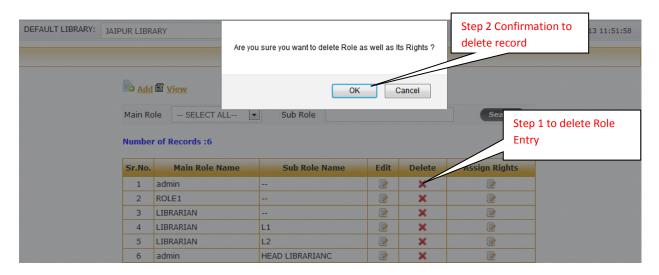
Step 1: User can click on record to be edited from search result. On selection of record following screen will be displayed



Step 2: User can edit the record and click on "Update" button to update record.

2.6.10 Delete Role

Step 1: User can click on record to be deleted from search result.



Step 2: On confirmation from user records will be deleted from database

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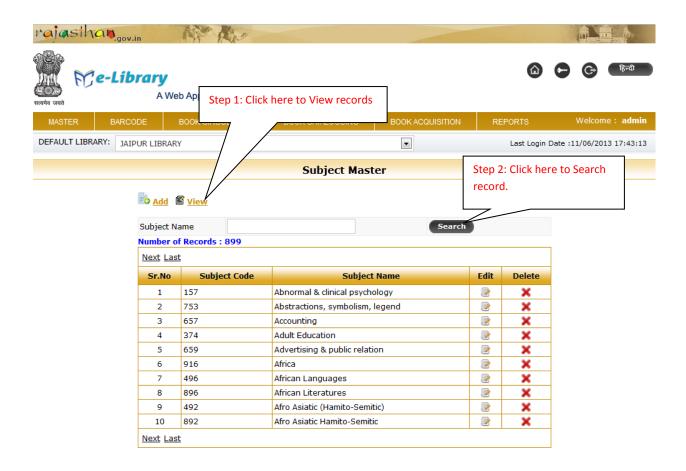


2.7 Master Creation

2.7.1 Subject Master

2.7.1.1 Search Subject Master

Step 1: User will select "Subject Master" from "Master". This Master is generated to store master data of book Subject. By default search page will be displayed. User shall click on "View" link to get view of records created.



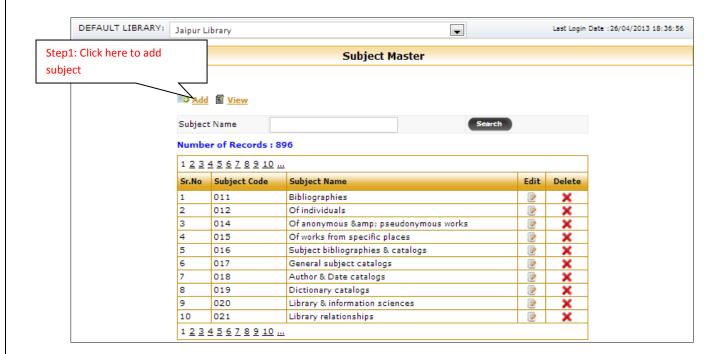
Step 2: User shall enter value in "Subject Name" to search record and click on "Search" button. According to search values, filtered data will be displayed in the grid.

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2.7.1.2 Create Subject Master

Step 1: User shall click on "Add" link to create new Subject and following screen will be displayed





Step 2: User shall enter data required in all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields:

- Subject Code (*)
- Subject Name (*)
- Subject Name (Hindi) (*)

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

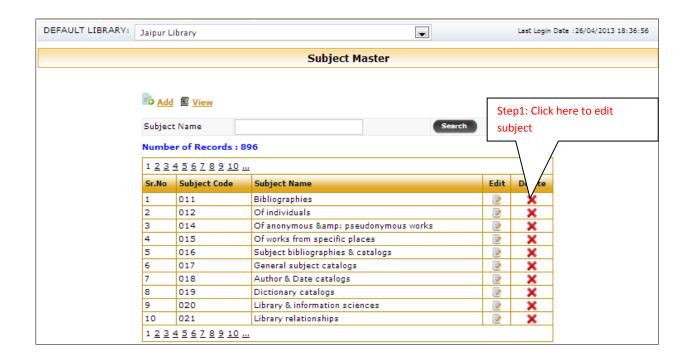
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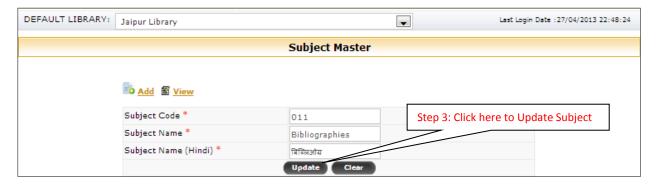


Step 4: User shall click on "Clear" button to clear the data from controls.

2.7.1.3 Edit Subject Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.





Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create Subject Master.

Step 3: User shall click on "Update" button to update data in database.

2.7.1.4 Delete Subject Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.

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Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result.

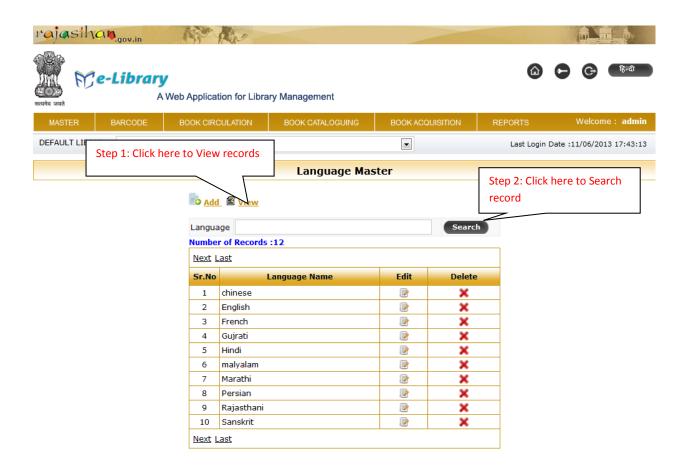
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2.7.2 Language Master

2.7.2.1 Search Language Master

Step 1: User will select "Language Master" from "Master". This Master is generated to store master data of book Language. By default search page will be displayed. User shall click on "View" link to get view of records created.



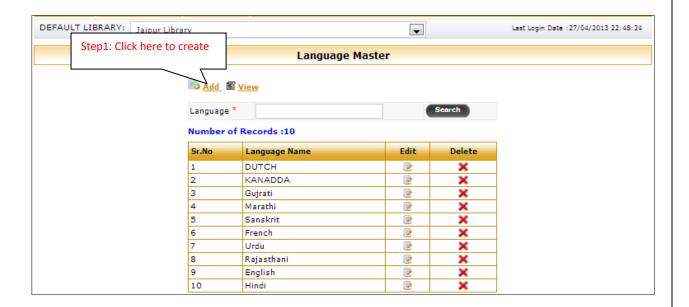
Step 2: User shall enter value in "Language" and click on "Search" button to search record. According to search values filtered data will be displayed in the grid

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2.7.2.2 Create Language Master

Step 1: User shall click on "Add" link to create new Language and following screen will be displayed





Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields:

- Language Name (*)
- Language Name (Hindi)(*)

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

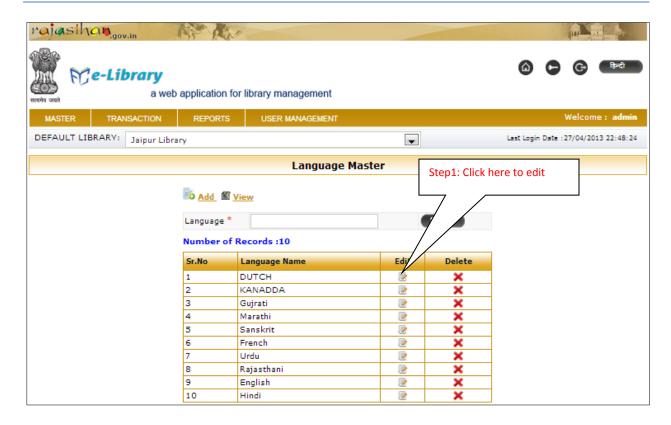
Step 4: User shall click on "Clear" button to clear the data from controls.

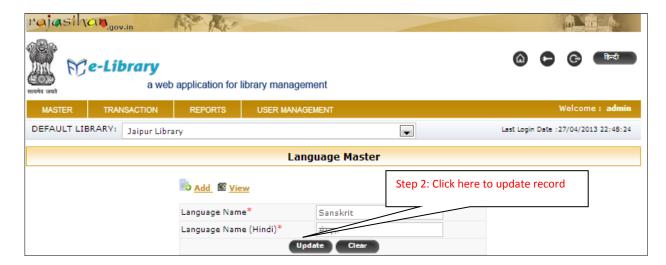
2.7.2.3 Edit Language Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.

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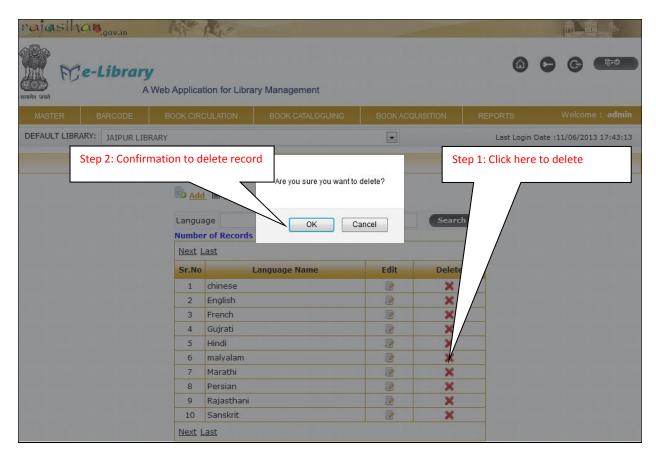
- Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of create language master.
- Step3: User shall click on "Update" button to update data in database.

2.7.2.4 Delete Language Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.

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Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result.

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2.7.3 Supplier Type Master

2.7.3.1 Search Supplier Type Master

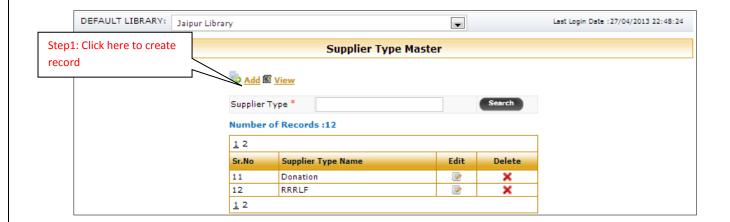
Step 1: User will select "Supplier Type Master" from "Master". This Master is generated to store master data of book Supplier Type. By default search page will be displayed. User will click on "View" link to get view of records created.



Step 2: User shall enter value in "Supplier Type" and click on "Search" button to search record. According to search values filtered data will be displayed in the grid.

2.7.3.2 Create Supplier Type Master

Step 1: User shall click on "Add" link to create new Supplier and following screen will be displayed



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Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields:

- Supplier Type (*)
- Supplier Type(Hindi)(*)

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

Step 4: User shall click on "Clear" button to clear the data from controls.

2.7.3.3 Edit Supplier Type Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.



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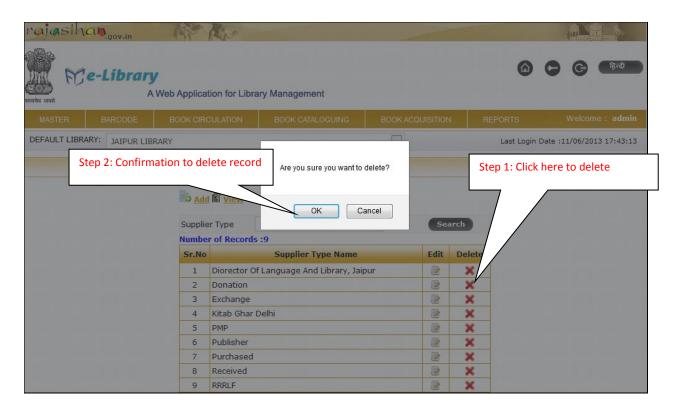


Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create Supplier Type Master.

Step 3: User shall click on "Update" button to update data in database.

2.7.3.4 Delete Supplier Type Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



Step 2: System will show confirmation message as shown above. On confirmation record will be displayed and removed from Search Result.

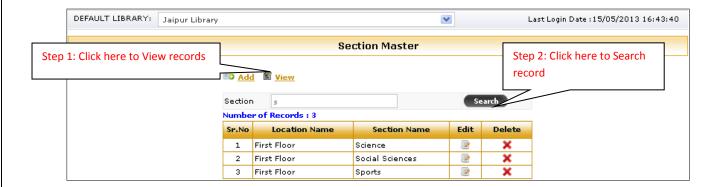
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2.7.4 Section Master

2.7.4.1 Search Section Master

Step 1: User will select "Section Master" from "Master". This Master is generated to store master data of Library Section. By default search page will be displayed. User shall click on "View" to get view of records created in case user in edit or add mode.



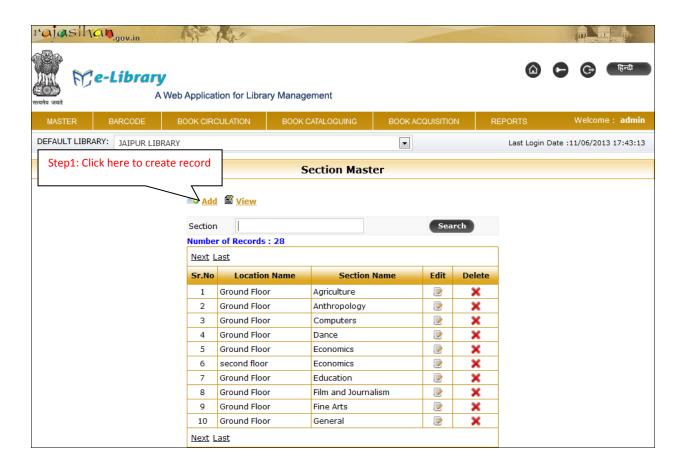
Step 2: User shall enter value in "Section" and click on "Search" button to search record. According to search values, filtered data will be displayed in the grid.

2.7.4.2 Create Section Master

Step 1: User shall click on "Add" link to create new Section and following screen will be displayed

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- Step 2: User shall enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields: Section Name (Hindi)(*)
- Section Name(Hindi))(*)

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

Step 4: User shall click on "Clear" button to clear the data from controls.

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2.7.4.3 Edit Section Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.





Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create Section Master.

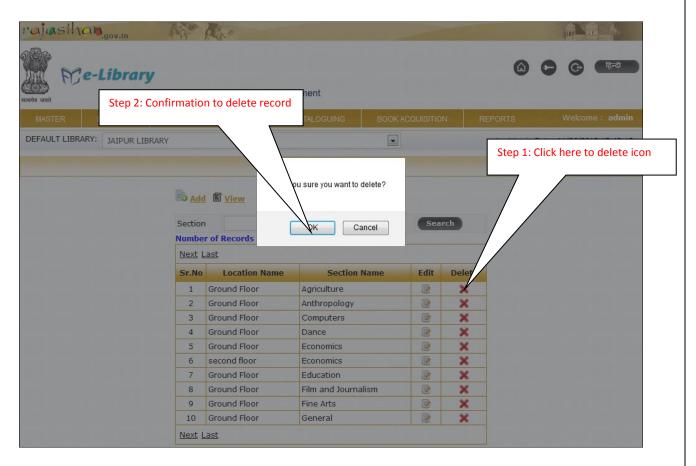
Step3: User shall click on "Update" button to update data in database.

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2.7.4.4 Delete Section Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



Step 2: System will show confirmation message as shown above. On confirmation record will be removed from Search Result.

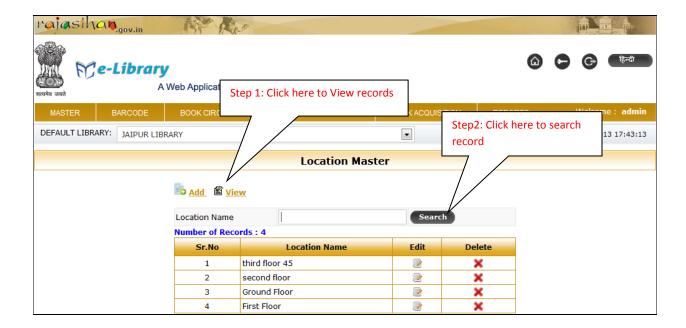
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2.7.5 Location Master

2.7.5.1 Search Location Master

Step 1: User will select "Location Master" from "Master". This Master is generated to store master data of book Location. By default search page will be displayed. User shall click on "View" to get view of created records.



Step 2: User shall enter value in "Location Name" and click on "Search" button to search record. According to search values, filtered data will be displayed in the grid.

2.7.5.2 Create Location Master

Step 1: User shall click on "Add" link to create new Location and following screen will be displayed



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Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

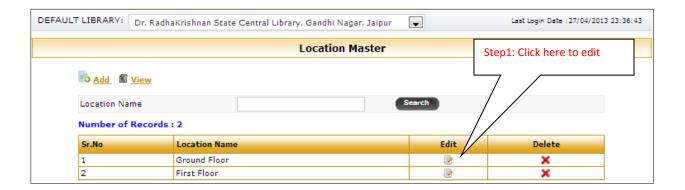
- Location Name (*)
- Location Name (Hindi) (*)

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

Step 4: User shall click on "Clear" button to clear the data from controls.

2.7.5.3 Edit Location Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.



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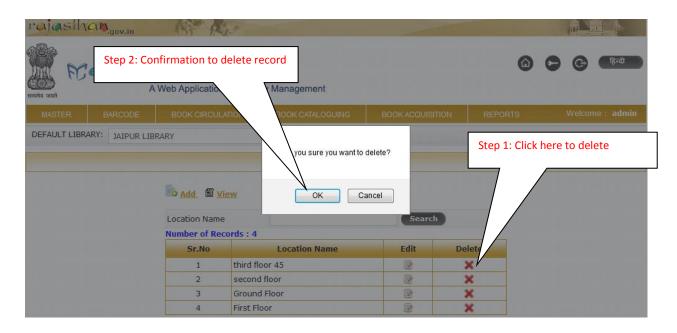


Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create

Step3: User shall click on "Update" button to update data in database.

2.7.5.4 Delete Location Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result.

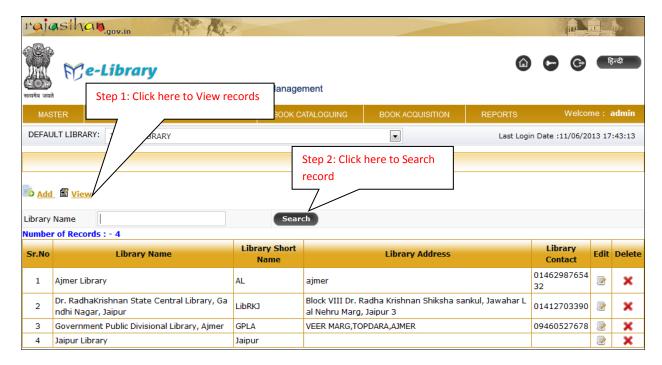
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2.7.6 Library Master

2.7.6.1 Search Library Master

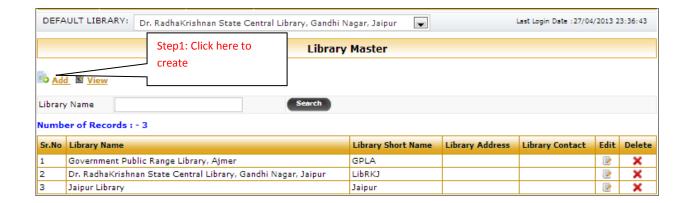
Step 1: User will select "Library Master" from "Master". This Master is generated to store master data of Library. By default search page will be displayed. User shall click on "View" to get view of records created in case user in edit or add mode.



Step 2: User shall enter value in "Library Name" and click on "Search" button to search record. According to search values, filtered data will be displayed in the grid.

2.7.6.2 Create Library Master

Step 1: User shall click on "Add" link to create new Library and following screen will be displayed



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Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

- Library Name (*)
- Library Name (Hindi) (*)
- Library Short Name (*)
- Library Short Name (Hindi) (*)
- Library Address(*)
- Library Address (Hindi) (*)
- Library Contact No(*)

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

Step 4: User shall click on "Clear" button to clear the data from controls.

2.7.6.3 Edit Library Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.



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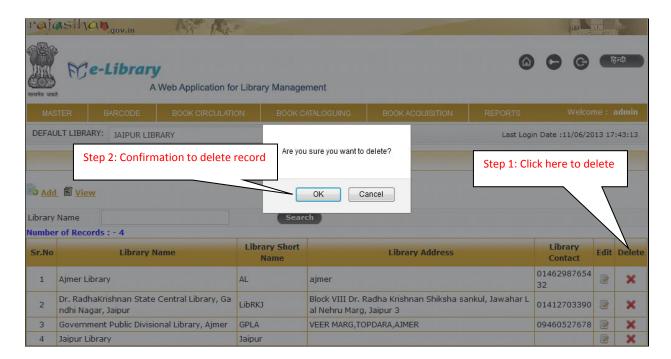


Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create Library Master.

Step3: User shall click on "Update" button to update data in database.

2.7.6.4 Delete Library Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result.

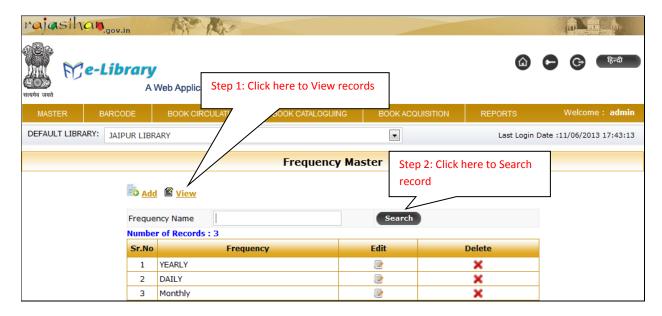
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2.7.7 Frequency Master

2.7.7.1 Search Frequency Master

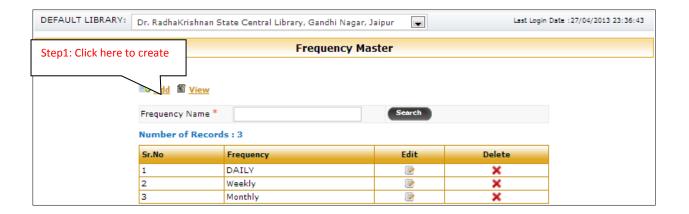
Step 1: User will select "Frequency Master" from "Master". This Master is generated to store master data of Frequency for newspaper or Periodical. By default search page will be displayed. User shall click on "View" to get view of records created in case user in edit or add mode.



Step 2: User shall enter value in "Frequency Name" and click on "Search" button to search record. According to search values, filtered data will be displayed in the grid.

2.7.7.2 Create Frequency Master

Step 1: User shall click on "Add" link to create new Frequency and following screen will be displayed



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Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

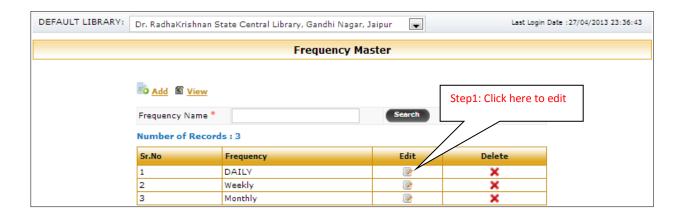
- Frequency Name (*)
- Frequency Name(Hindi) (*)

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

Step 4: User shall click on "Clear" button to clear the data from controls.

2.7.7.3 Edit Frequency Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.



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Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create Frequency Master.

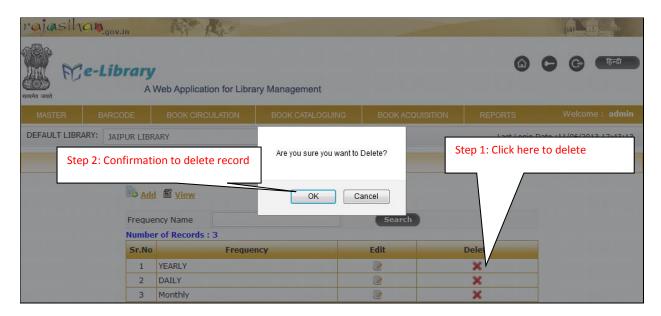
Step3: User shall click on "Update" button to update data in database.

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2.7.7.4 Delete Frequency Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



Step 2: System will show confirmation message as shown above. On confirmation record will be Deleted and removed from Search Result.

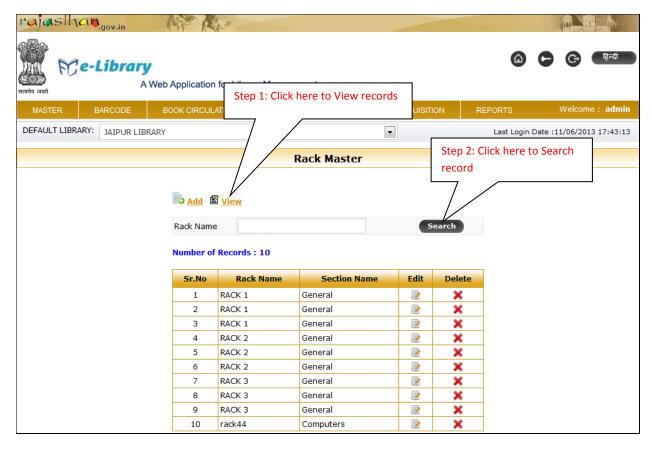
2.7.8 Rack Master

2.7.8.1 Search Rack Master

Step 1: User will select "Rack Master" from "Master". This Master is generated to store master data of book Rack. By default search page will be displayed. User shall click on "View" to get view of records created in case user in edit or add mode.

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Step 2: User shall enter value in Rack name to search record. According to search values, filtered data will be displayed in the grid.

2.7.8.2 Create Rack Master

Step 1: User shall click on "Add" link to create new Rack and following screen will be displayed



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Step 2: User shall enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

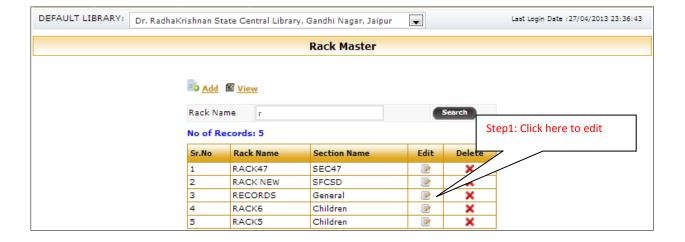
- Section Name(*)
- Rack Name (*)
- Rack Name(Hindi) (*)

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

Step 4: User shall click on "Clear" button to clear the data from controls.

2.7.8.3 Edit Rack Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.



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Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create Rack Master.

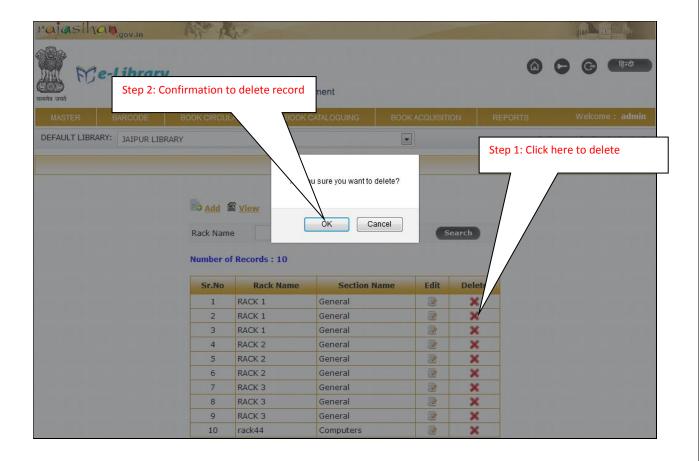
Step3: User shall click on "Update" button to update data in database.

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2.7.8.4 Delete Rack Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result.

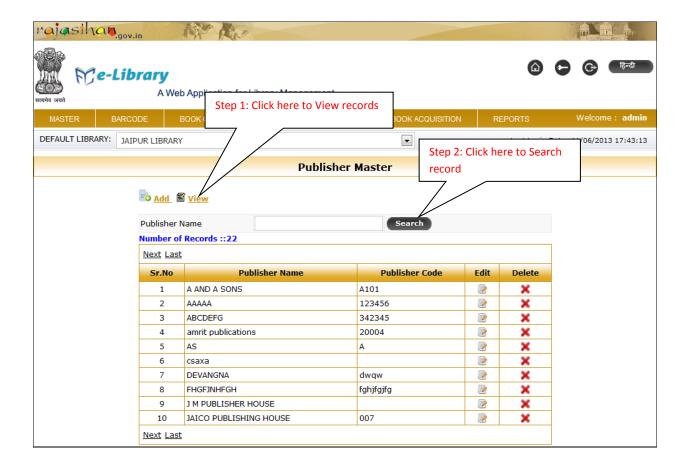
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2.7.9 Publisher Master

2.7.9.1 Search Publisher Master

Step 1: User will select "Publisher Master" from "Master". This Master is generated to store master data of Publisher. By default search page will be displayed. User shall click on "View" to get view of records created in case user in edit or add mode.



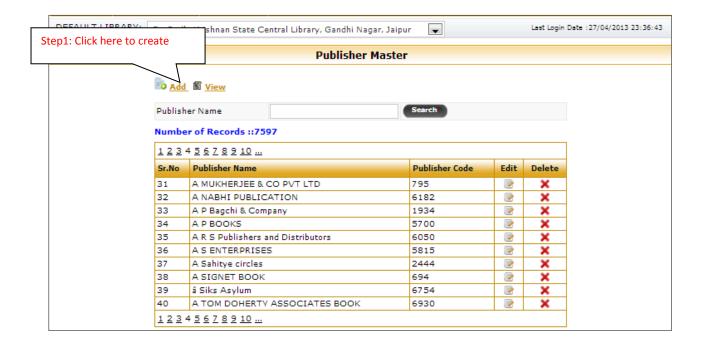
Step 2: User shall enter value in "Publisher Name" and click on "Search" button to search record. According to search values, filtered data will be displayed in the grid.

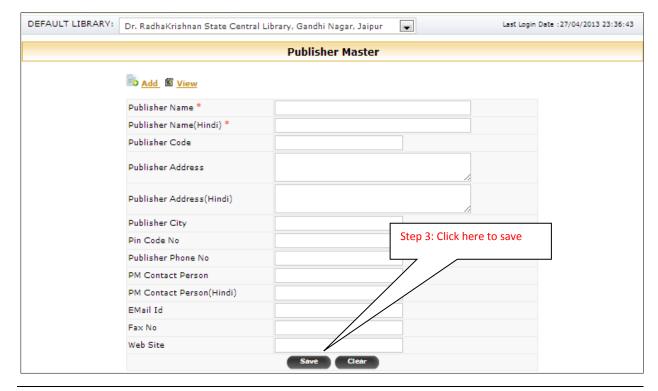
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2.7.9.2 Create Publisher Master

Step 1: User shall click on "Add" link to create new Publisher and following screen will be displayed





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Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

- Publisher Name(*)
- Publisher Name(Hindi) (*)
- Publisher Code
- Publisher Address
- Publisher Address (Hindi)
- Publisher City
- Pincode No
- Publisher Phone No
- PM Contact Person
- PM Contact Person (Hindi)
- Email Id
- Fax No
- Website

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

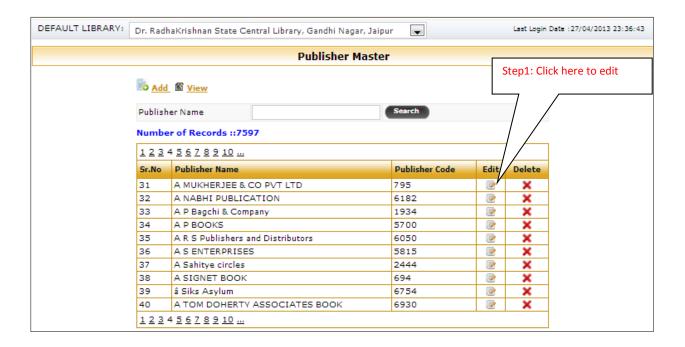
Step 4: User shall click on "Clear" button to clear the data from controls.

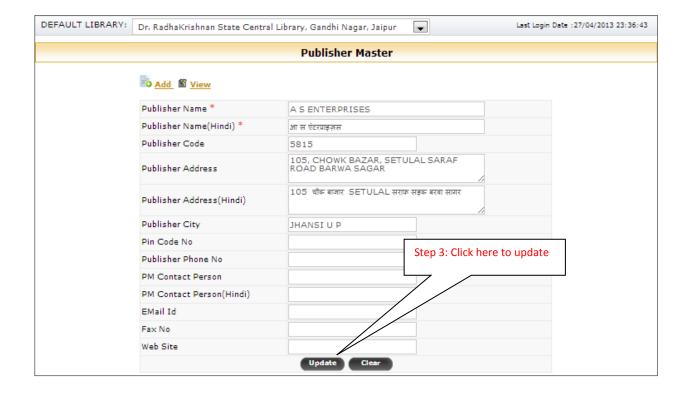
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2.7.9.3 Edit Publisher Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.





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Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create Publisher Master.

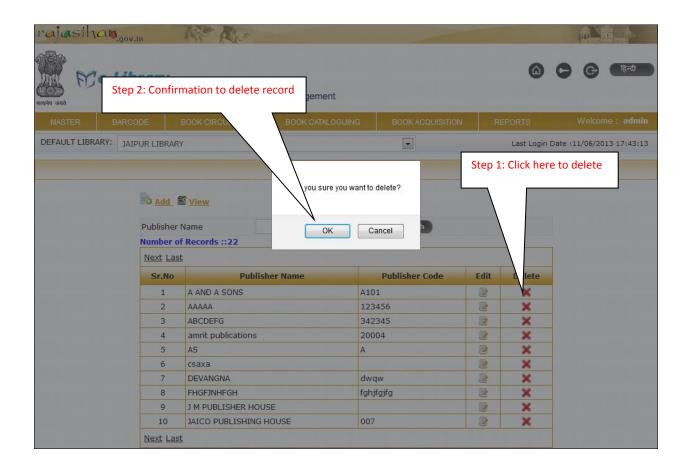
Step3: User shall click on "Update" button to update data in database.

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2.7.9.4 Delete Publisher Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result.

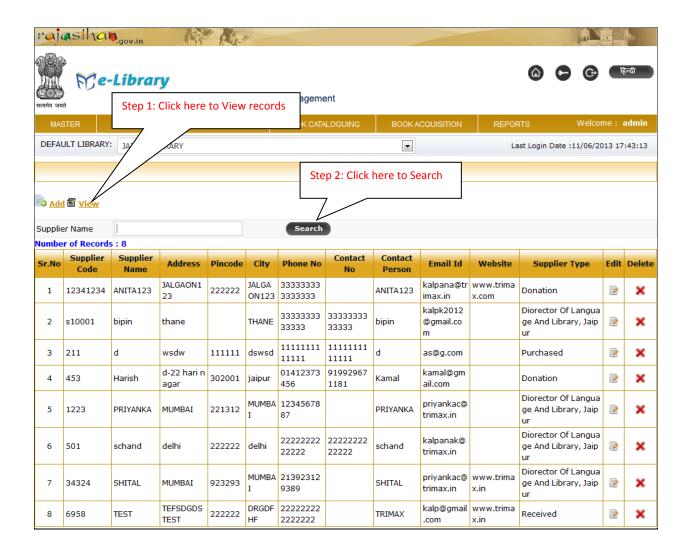
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2.7.10 Supplier Master

2.7.10.1 Search Supplier Master

Step 1: User will select "Supplier Master" from "Master". This Master is generated to store master data of Supplier. By default search page will be displayed. User shall click on "View "to get view of records created in case user in edit or add mode.



Step 2: User shall enter value in "Supplier Name" and click on "Search" button to search record. According to search values, filtered data will be displayed in the grid.

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2.7.10.2 Create Supplier Master

Step 1: User shall click on "Add" link to create new Supplier and following screen will be displayed





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Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

- Supplier Code
- Contact Person(*)
- Contact Person (Hindi) (*)
- Supplier Name(*)
- Supplier Name(Hindi) (*)
- Supplier Address(*)
- Supplier Address (Hindi) (*)
- City(*)
- City (Hindi) (*)
- Type (*)
- Phone No(*)
- Email Id(*)
- Contact person No(*).
- Website
- Pin code No

•

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

Step 4: User shall click on "Clear" button to clear the data from controls.

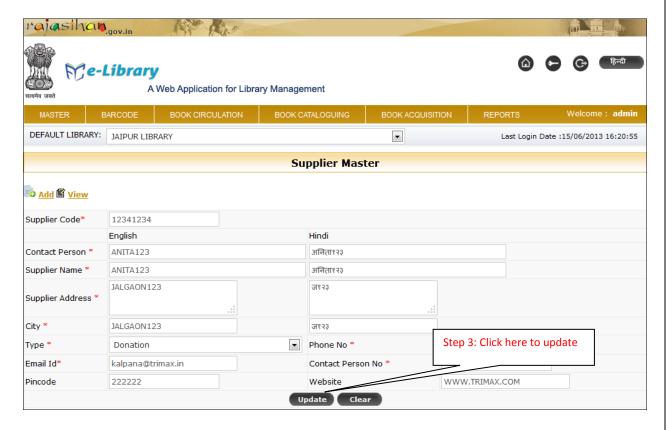
2.7.10.3 Edit Supplier Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.

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Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create Supplier Master.

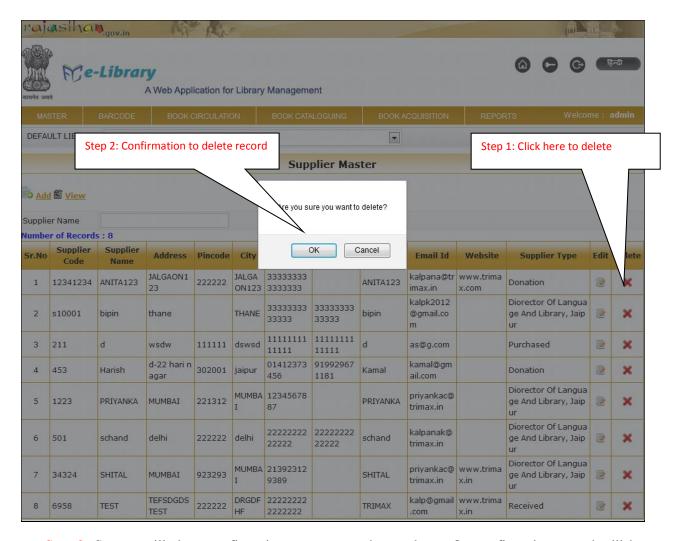
Step3: User shall click on "Update" button to update data in database.

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2.7.10.4 Delete Supplier Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result.

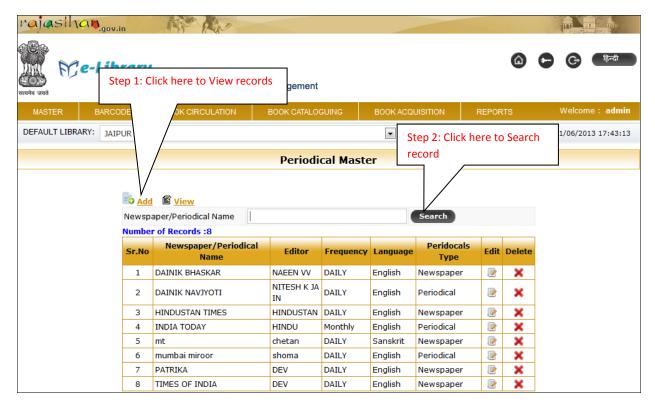
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2.7.11 Periodical Master

2.7.11.1 Search Periodical Master

Step 1: User will select "Periodical Master" from "Master". This Master is generated to store master data of Periodical. By default search page will be displayed. User shall click on "View" to get view of records created in case user in edit or add mode.



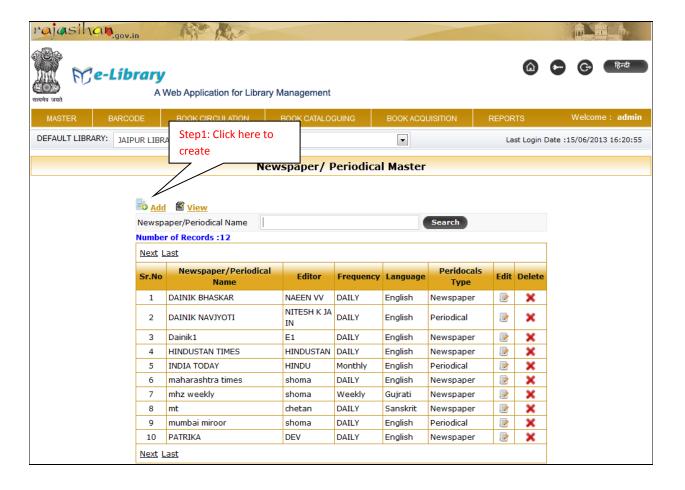
Step 2: User shall enter value in "Newspaper/Periodical Name" to search record. According to search values, filtered data will be displayed in the grid.

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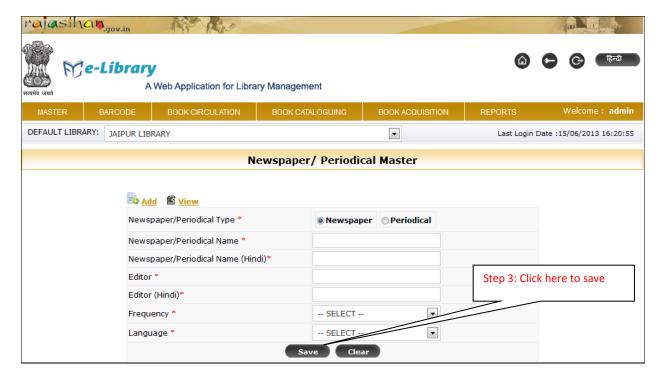
2.7.11.2 Create Periodical Master

Step 1: User shall click on "Add" link to create new Periodical and following screen will be displayed.



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Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

- Periodical Type(*)
- Periodical Name (*)
- Periodical Name (Hindi) (*)
- Editor (*)
- Editor (Hindi) (*)
- Frequency(*)
- Language(*)

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

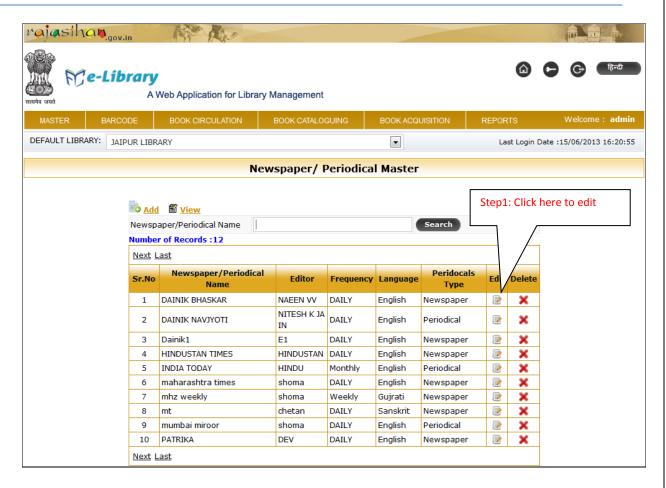
Step 4: User shall click on "Clear" button to clear the data from controls.

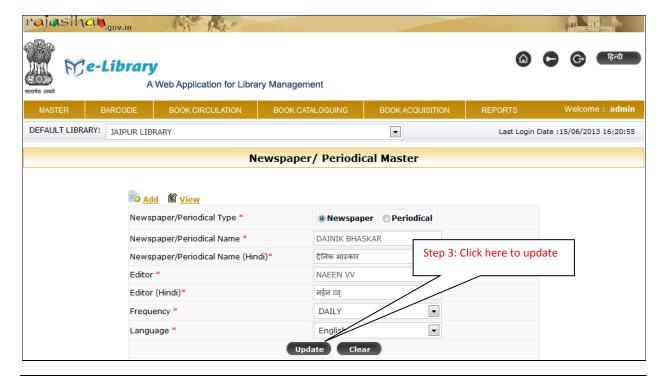
2.7.11.3 Edit Periodical Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.

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Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create Periodical Master.

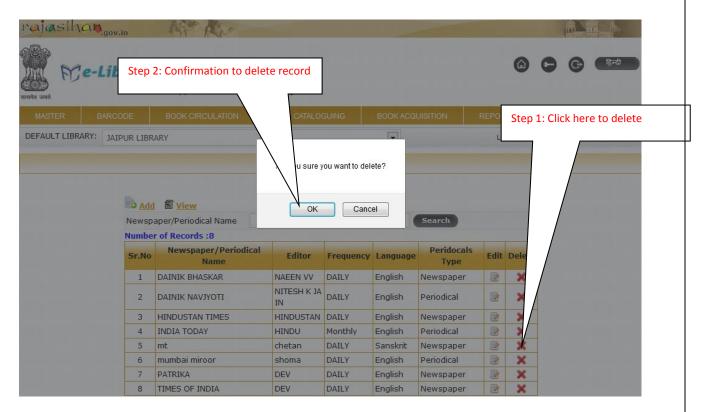
Step3: User shall click on "Update" button to update data in database.

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2.7.11.4 Delete Periodical Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



Step 2: System will show confirmation message as shown above. On confirmation record will be Deleted and removed from Search Result

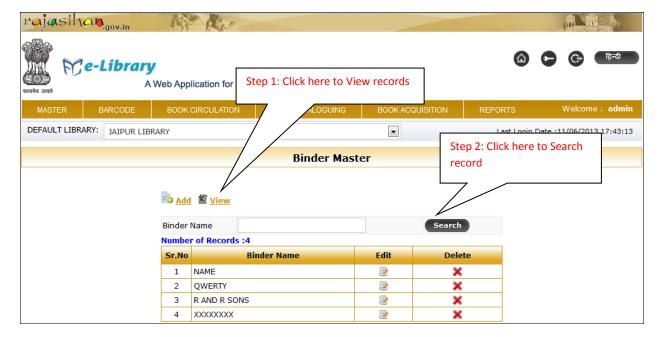
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2.7.12 Binder Master

2.7.12.1 Search Binder Master

Step 1: User will select "Binder Master" from "Master". This Master is generated to store master data of book Binder. By default search page will be displayed. User shall click on "View" to get view of records created in case user in edit or add mode.



Step 2: User shall enter value in "Binder Name" and click on "Search" button to search record. According to search values filtered data will be displayed in the grid

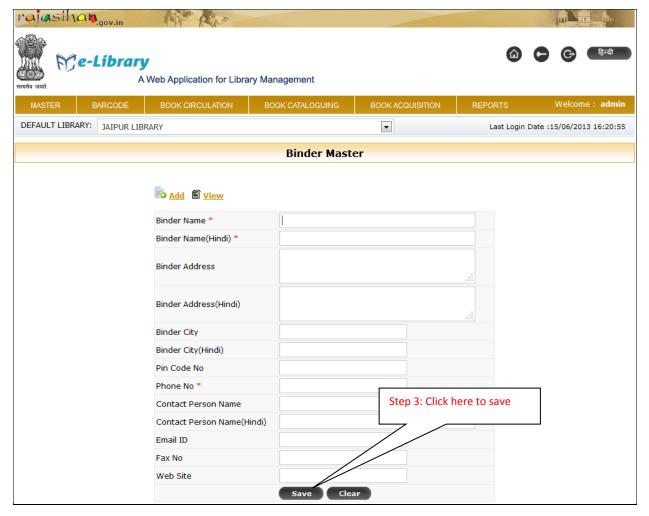
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2.7.12.2 Create Binder Master

Step 1: User shall click on "Add" link to create new Binder and following screen will be displayed





Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

• Binder Name (*)

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- Binder Name (Hindi) (*)
- Binder Address
- Binder Address (Hindi)
- Binder City
- Binder City (Hindi)
- Pin code no.
- Phone No (*)
- Contact Person Name
- Contact Person Name (Hindi)
- Email Id
- Fax No
- Website

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

Step 4: User shall click on "Clear" button to clear the data from controls.

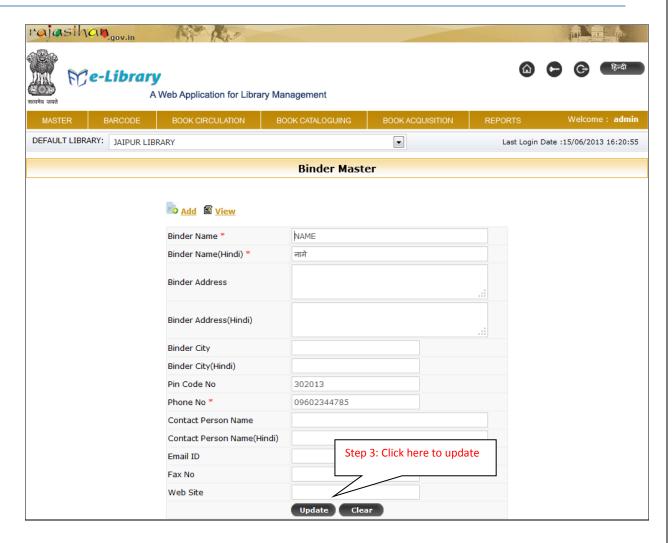
2.7.12.3 Edit Binder Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.



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Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create Binder Master.

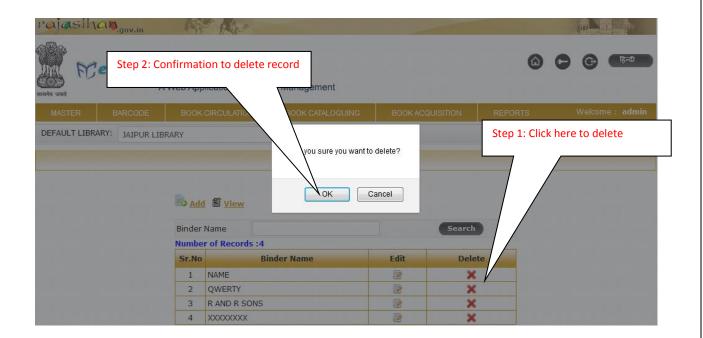
Step3: User shall click on "Update" button to update data in database.

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2.7.12.4 Delete Binder Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result.

2.8 Book Acquisition

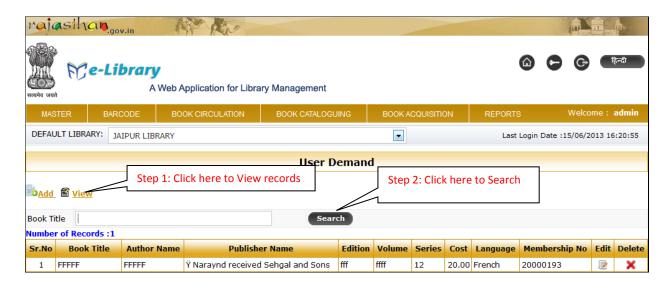
2.8.1 User Demand

2.8.1.1 Search User Demand

Step 1: User will select "User Demand" from "Transaction". This page allow member to create requirement of books. By default, User Demand search screen will display. User shall click on view to get view of records created in case user in edit or add mode

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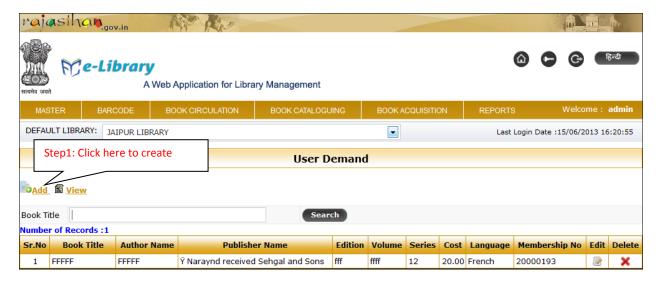




Step 2: User shall enter value in book title to search record. According to search values filtered, data will be displayed in the grid

2.8.1.2 Create User Demand

Step 1: User will click on "Add" link to create new user demand and following screen will be displayed.



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सत्यमेव जयते	-Library	/ Web Application for Libra	ary Management			6	→ ② (R-d)
MASTER	BARCODE	BOOK CIRCULATION	BOOK CATALOGUING	BOOK AC	QUISITION	REPORTS	Welcome : admin
DEFAULT LIBRARY: JAIPUR LIBRARY			v			Last Login Date :15/06/2013 16:20:55	
User Demand							
Add Sview							
Book Title*			Autho	r Name*			
Book Title(Hindi)*			Autho	r Name(Hindi)*			
Publisher Name	Select	•	Langu	iage Name	Select	•	
Membership No*		Step 3: Click here to save					
Cost	0						
Edition							
Save Clear							

Step 2: User shall enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list.

- Book Title(*)
- Author Name(*)
- Publisher Name(*)
- Language Name(*)
- Membership no(*)
- Volume
- Cost
- Series
- Edition

Step 2: After enter above mentioned fields, user shall click on "Save" button to save data in database.

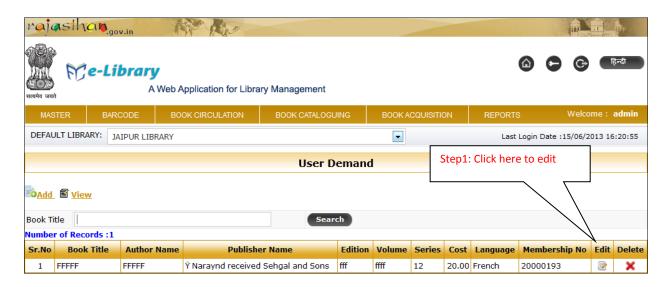
.Step 3: User shall click on clear button to clear the data from controls.

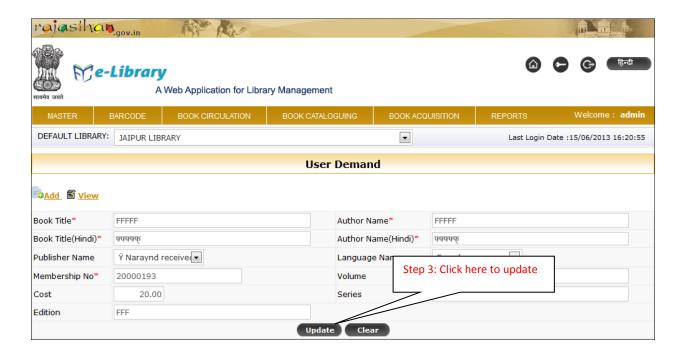
2.8.1.3 Edit User Demand

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.

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Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create

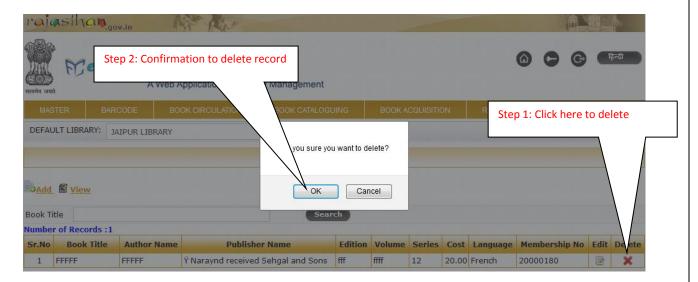
Step3: User shall click on "Update" button to update data in database.

2.8.1.4 Delete User Demand

Step 1: User shall click on "Delete" link of search and following screen will be displayed.

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Step 1: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result

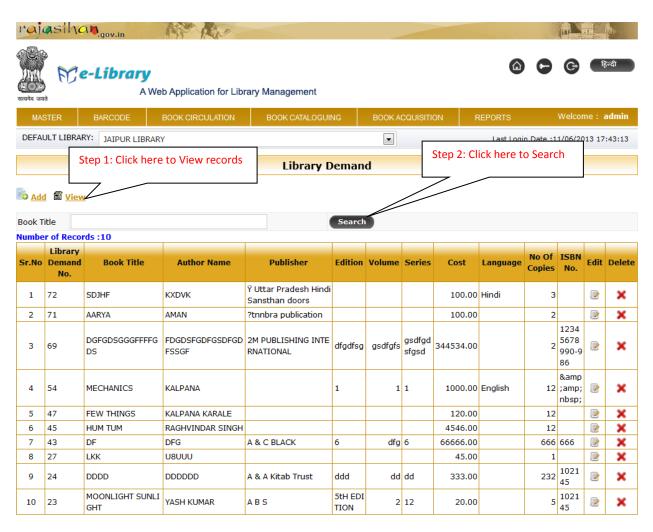
2.8.2 Library Demand

2.8.2.1 Search Library Demand

Step 1: User will select "Library Demand" from "Transaction". This Master is generated to store master data of Library demand. By default search page will be displayed. User shall click on view to get view of records created in case user in edit or add mode

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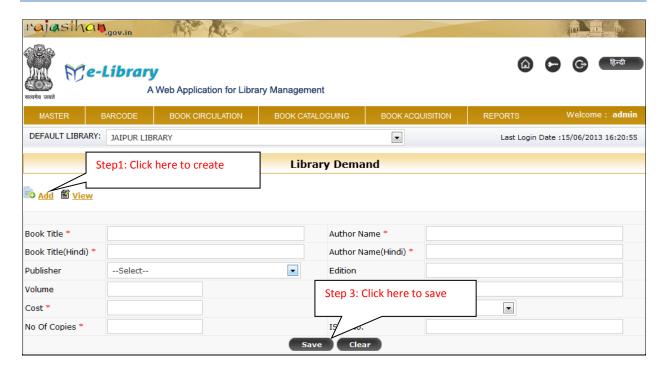
Step 2: User shall enter value in Book Title to search record. According to search values filtered data will be displayed.

2.8.2.2 Create Library Demand

Step 1: User shall click on "Add" link to create new Library Demand and following screen will be displayed.

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Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

- Book Title(*)
- Book Title(Hindi) (*)
- Author Name(*)
- Author Name(Hindi) (*)
- Publisher Name
- Edition
- Volume
- Series
- Cost(*)
- Language Name
- No of Copies(*)
- ISBN No.

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

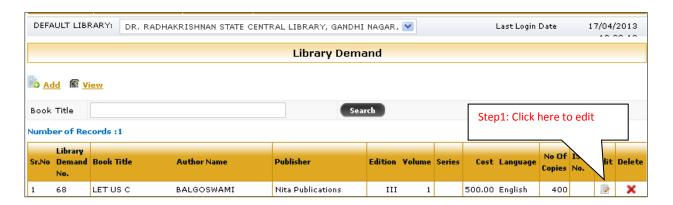
Step 4: User shall click on clear button to clear the data from controls.

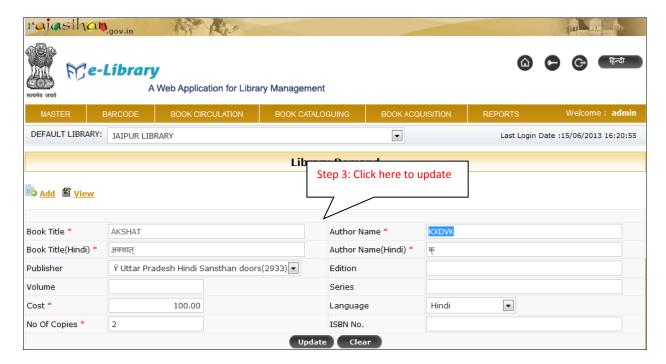
2.8.2.3 Edit Library Demand

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.

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Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create

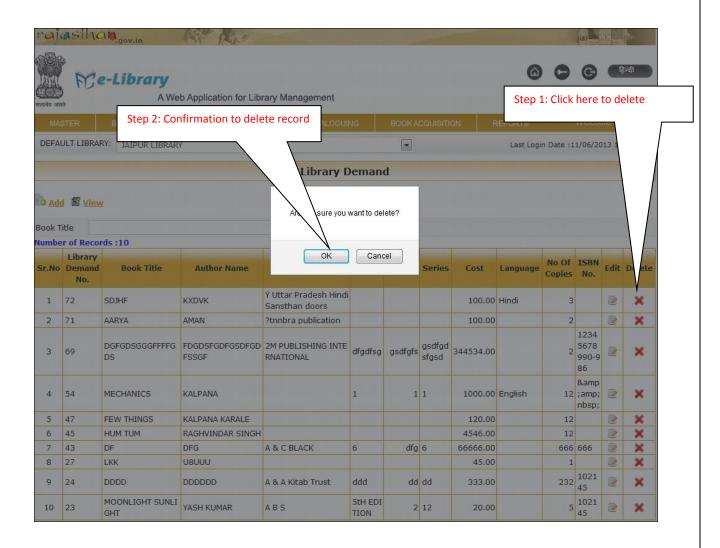
Step3: User shall click on "Update" button to update data in database.

2.8.2.4 Delete Library Demand

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.

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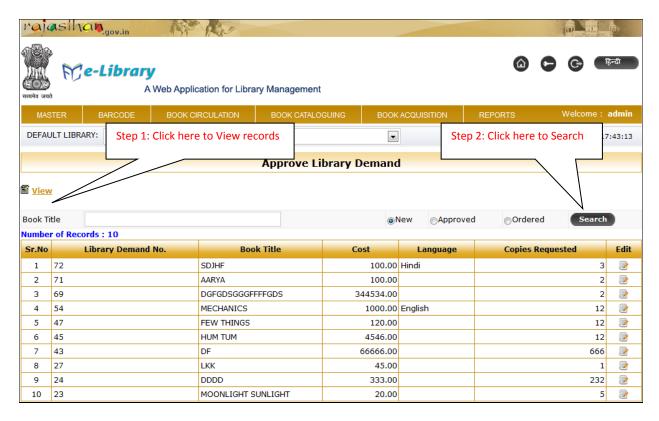
Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result

2.8.2.5 Approve Library Demand

Step 1: User will select "Approve Library Demand" from Transaction. By default Search view will be displayed.

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Step 2: User will search records by Book Title (New/Approved/Ordered).

Step 3: System will display all new library demand for approval by default. User must select record to be edited. Library demand will be approved by approval authority before going for order



Step 4: User must fill mandatory fields marked as red "*" before clicking Update option.

- Approved copies (*)
- Approved By (*)
- Approval date is current date. (*)

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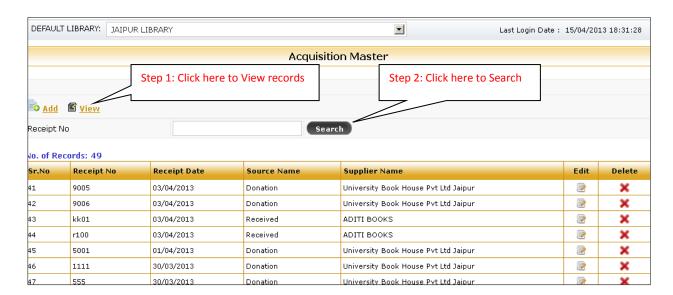


2.8.3 Acquisition Master

Acquisition will store acquisition information associated with books.

2.8.3.1 Search Acquisition Master

Step 1: User will select "Acquisition Master" from "Master". This Master is generated to store master data of book Acquisition. By default search page will be displayed. User shall click on view to get view of records created in case user in edit or add mode



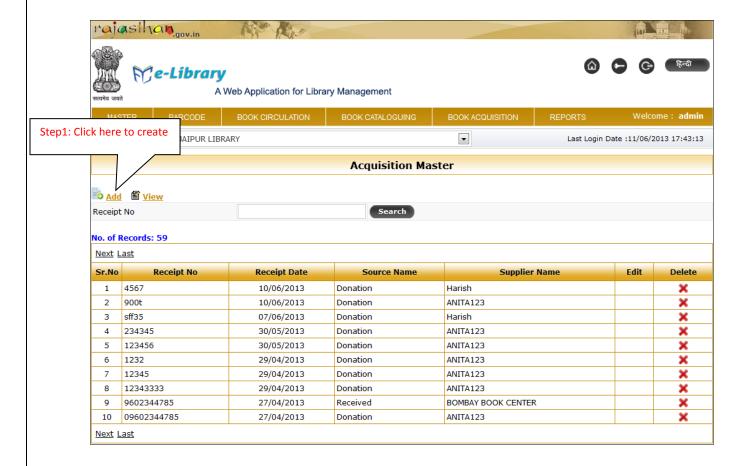
Step 2: User shall enter value in Receipt Number to search record. According to search values filtered data will be displayed in the grid

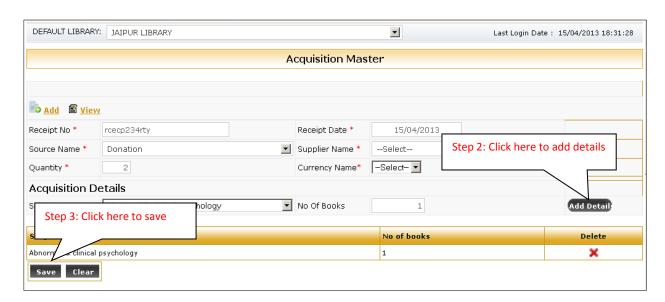
2.8.3.2 Create Acquisition Master

Step 1: User shall click on "Add" link to create new Acquisition Details and following screen will be displayed

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Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

- Receipt No(*)
- Receipt Date(*)
- Source Name(*)

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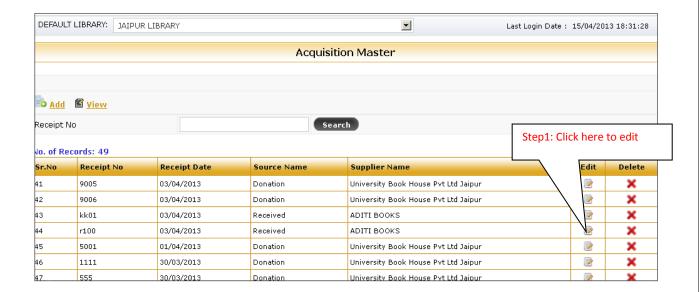
- Supplier Name(*)
- Quantity(*)
- Currency Name(*)
- Acquisition Details (Multiple Records)
 - o Subject Name
 - Number of books

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

Step 4: User shall click on clear button to clear the data from controls.

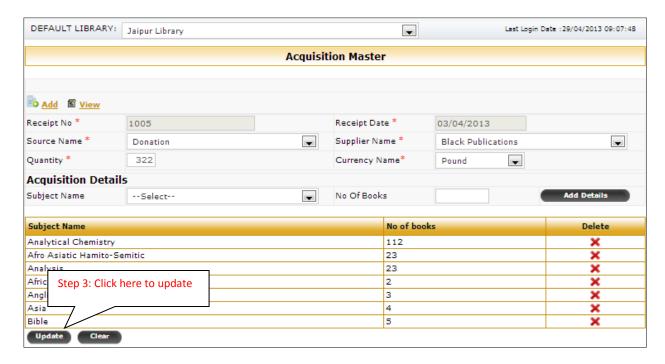
2.8.3.3 Edit Acquisition Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.



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Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create

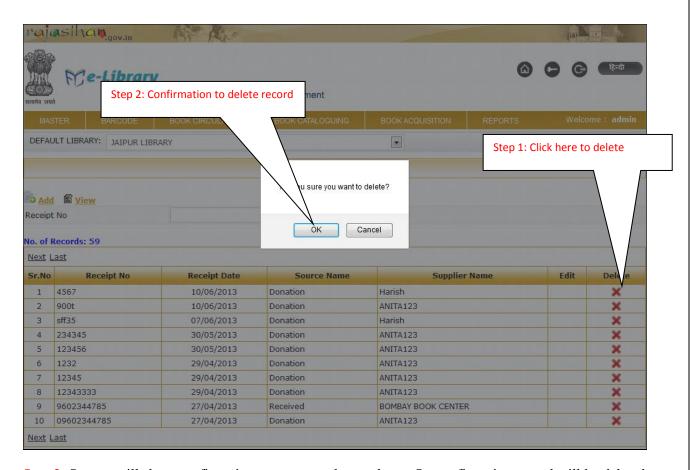
Step3: User shall click on "Update" button to update data in database.

2.8.3.4 Delete Acquisition Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.

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Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result

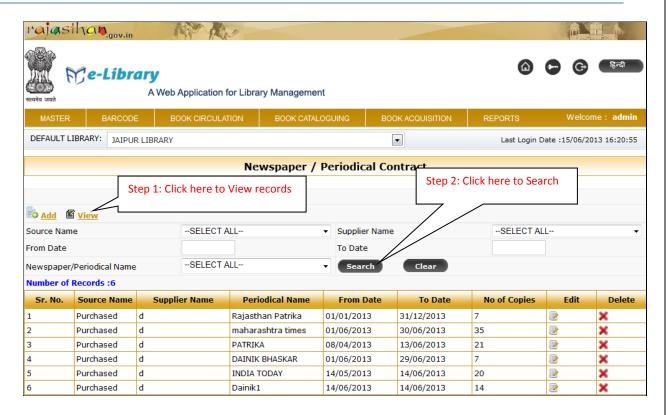
2.8.4 Newspaper Periodical

2.8.4.1 Search Newspaper Periodical

Step 1: User will select "Newspaper Periodical" from "Master". This Master is generated to store master data of Newspaper Periodical. By default search page will be displayed. User shall click on view to get view of records created in case user in edit or add mode

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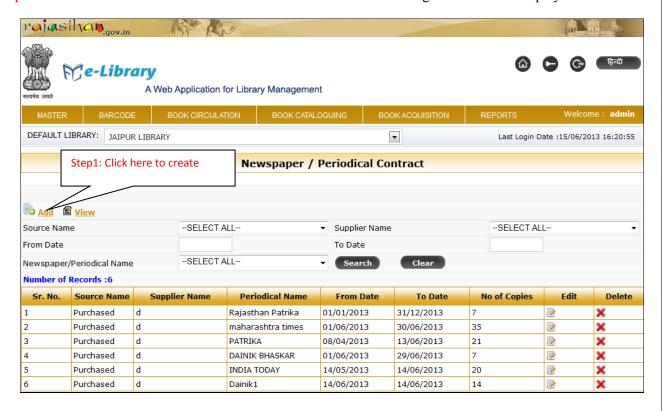
Step 2: User shall enter value in Newspaper Periodical name to search record. According to search values filtered data will be displayed in the grid

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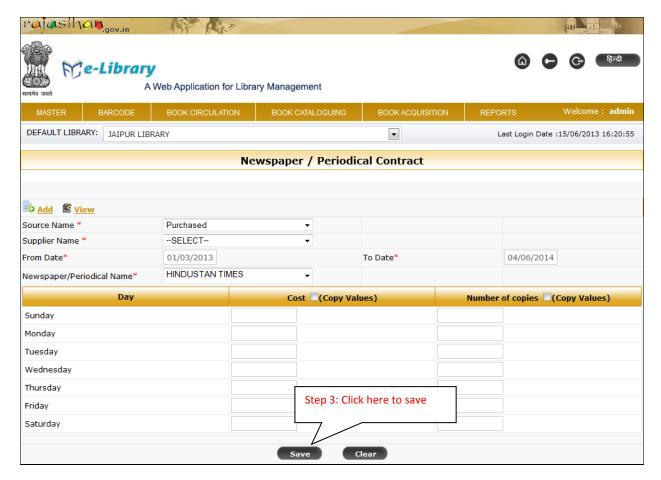
2.8.4.2 Create Newspaper Periodical

Step 1: User shall click on "Add" link to create new Binder and following screen will be displayed



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Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

- Newspaper Periodical Name (*)
- Select Source Name(*)
- Bill No
- Bill Date
- Valid From (*)
- Valid To(*)

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

Step 4: User shall click on clear button to clear the data from controls.

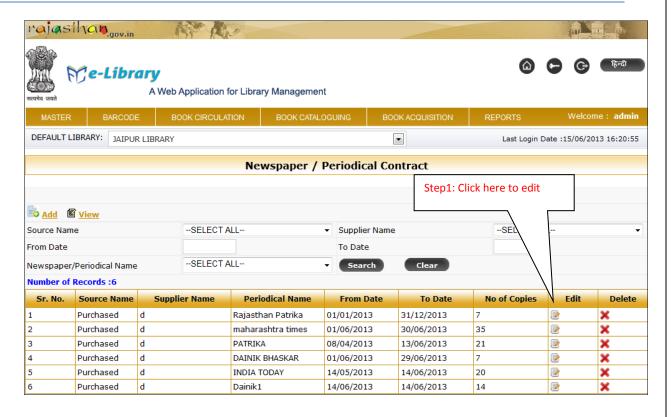
2.8.4.3 Edit Newspaper Periodical

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.

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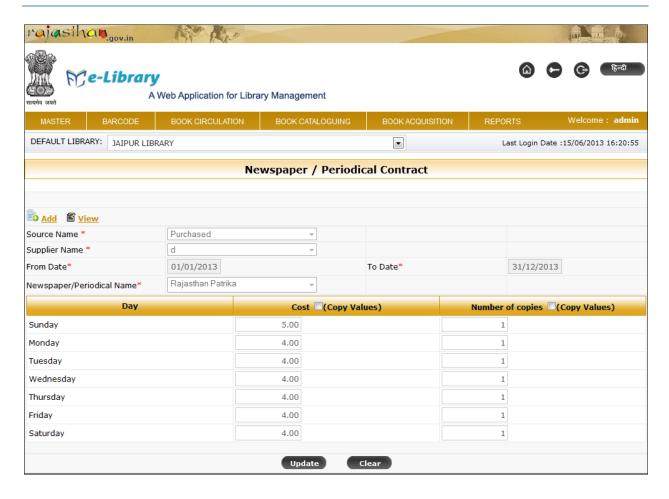






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Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create

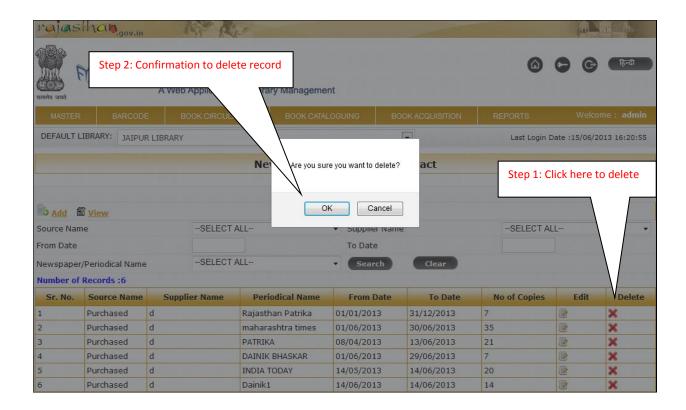
Step3: User shall click on "Update" button to update data in database.

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2.8.4.4 Delete Newspaper Periodical

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



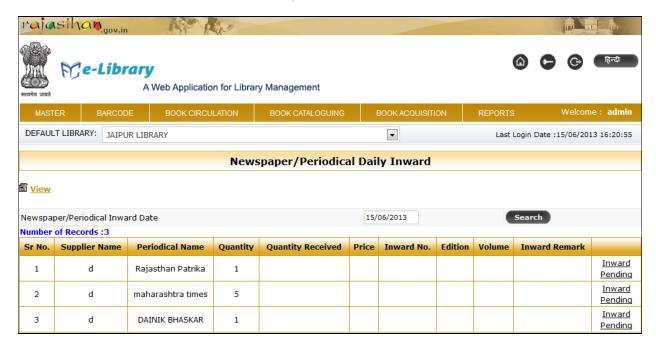
Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result

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2.8.5 Newspaper Periodical Inward

Step 1: User will select "Newspaper Periodical Inward Daily" from Transactions. By default System will display periodical names from Master data of Newspaper Periodical. And user can search data on date selection. User shall click on view to get view of records created in case user in edit or add mode



Step 2: User can mark the received periodicals for the day. And on click of save data will be stored in the database

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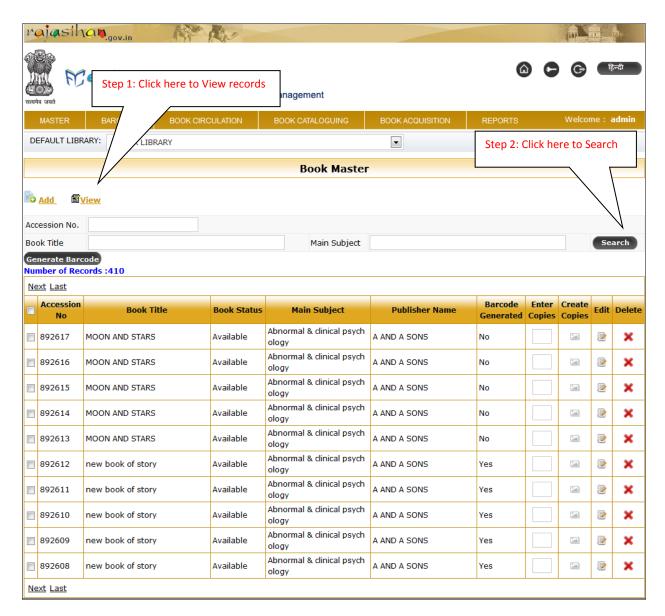


2.9 Book Master

2.9.1 Book Master

2.9.1.1 Search Book Master

Step 1: User will select "Book Master" from "Master". This Master is generated to store master data of books. By default search page will be displayed. User shall click on view to get view of records created in case user in edit or add mode



Step 2: User shall enter combination values in Accession No, Book Title and Main Subject to search record. According to search values filtered data will be displayed in the grid

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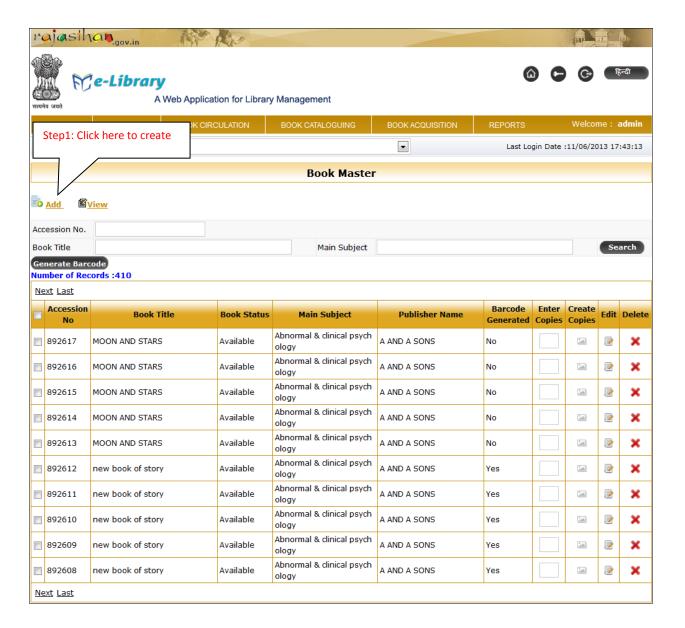


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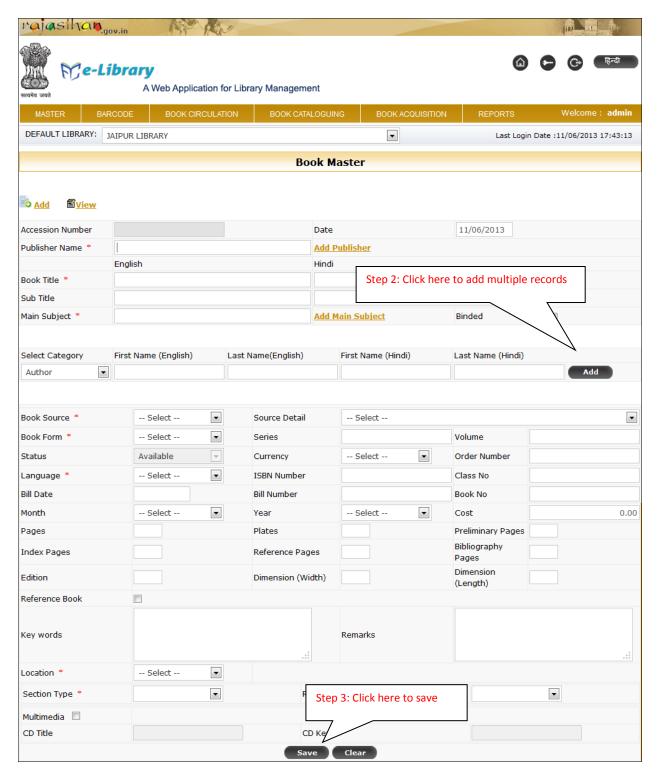
2.9.1.2 Create Book Master

Step 1: User shall click on "Add" link to create new Binder and following screen will be displayed



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Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

- Accession No (System Generated)
- Date (*)
- Book Details

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- Publisher Name (shortcut link is provided to publisher Master) (*)
 - Book Title(*)
 - O Book Title (Hindi) (*)
 - o Sub Title
 - o Sub Title (Hindi)
 - Main Subject(*)
 - o Binded Y/N
- Author/ Translator/Editor/Reviser Details (One book can have multiple and combination of Author/ Translator/Editor/Reviser
 - o Select category (Author /Translator/Editor/Reviser
 - First Name
 - o Last Name
- Other Book Details
 - Book Source(*)
 - o Source Details
 - Book Form(*)
 - Series
 - Volume
 - Status (By default "Available")
 - o Currency
 - o Order Number
 - Language(*)
 - o ISBN No
 - o Class No
 - o Bill No
 - o Bill Date
 - o Book No
 - Month
 - o Year
 - o Cost
 - o Pages
 - o Plates
 - o Preliminary Pages
 - Index pages
 - Reference Pages
 - Bibliography Pages
 - o Editions
 - Book Dimensions
 - Width length
 - o Reference book Y/N
 - o Keywords
 - o Remarks
- Multimedia Details
 - o CD Title
 - o CD Key



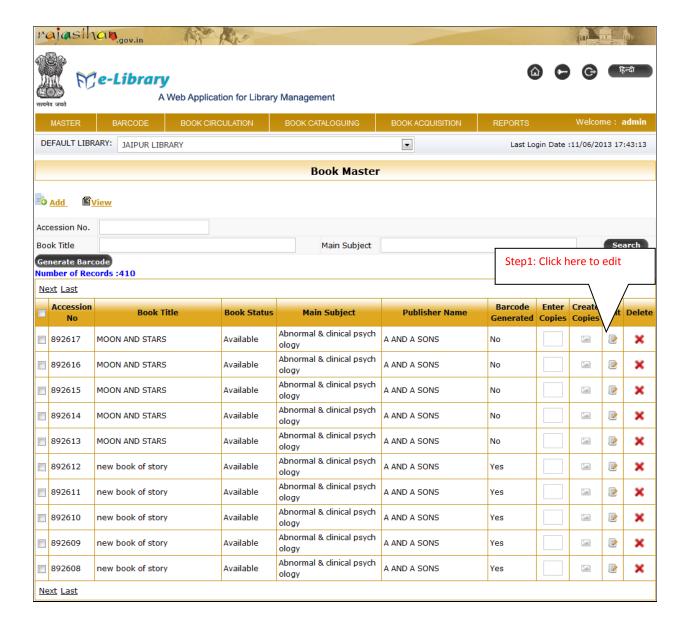
- Book Location Details in Library
 - Location(*)
 - Section Type(*)(Section type is mapped with Location on change of Location section will be changed)
 - Rack No (Rack No is mapped Section type. on change of Section type rack No will be changed)
- Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.
- Step 4: User shall click on clear button to clear the data from controls.

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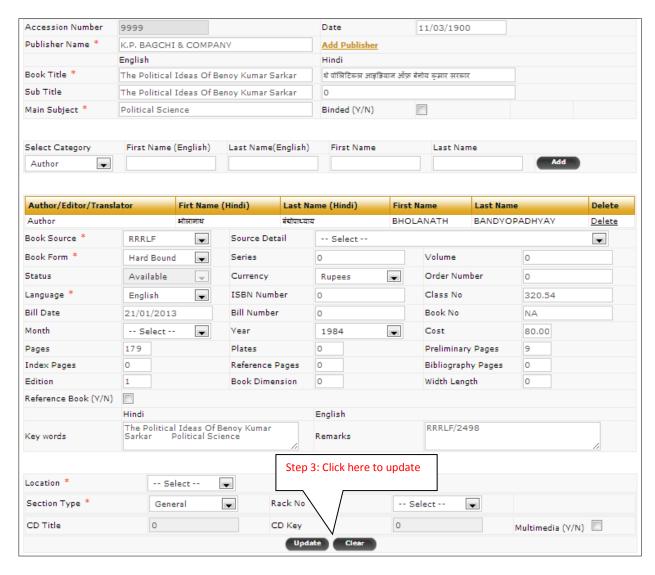
2.9.1.3 Edit Book Master

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.



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Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Create

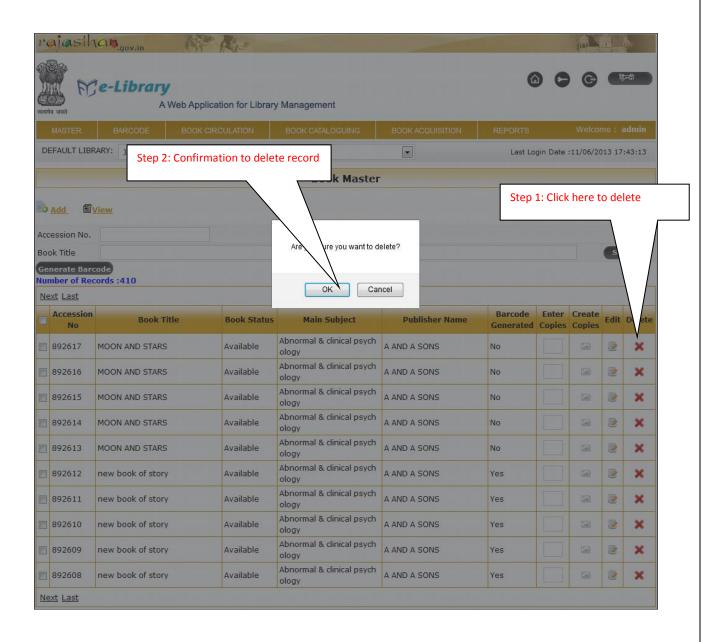
Step3: User shall click on "Update" button to update data in database.

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2.9.1.4 Delete Book Master

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



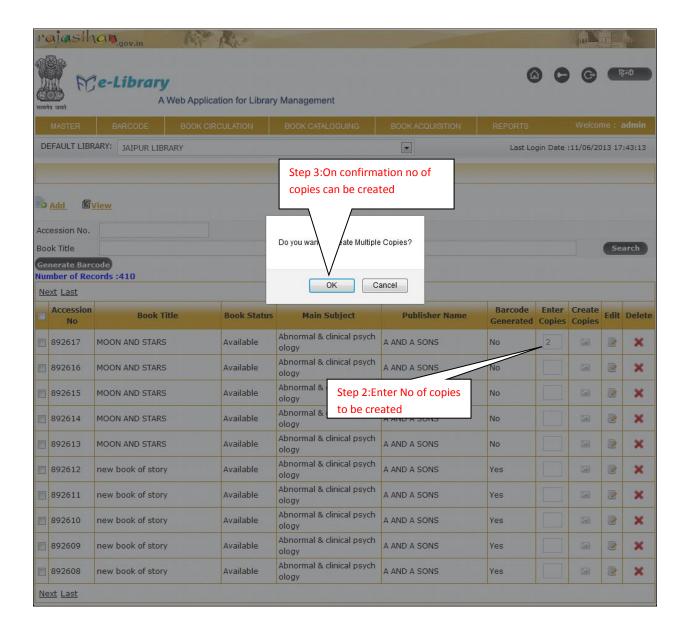
Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result

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2.9.1.5 Create Copies of Books

Step 1: In the search result grid, user will enter number of copies to be created of book and click on "create copy" link in next column. Following is the screen for the same



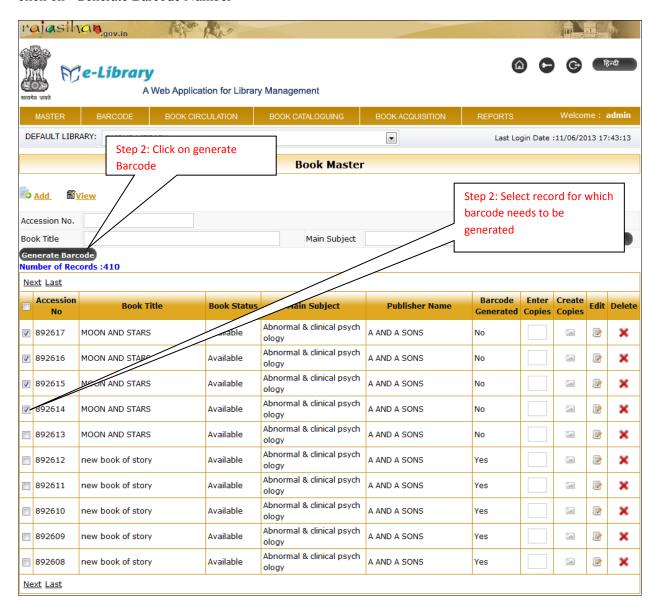
Step 2: System will show confirmation message to create number of copies. User shall click on "OK" button to create desired number of copies and desired number of records will be created with unique accession Number

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2.9.1.6 Generate Barcode

Step 1: In the search result grid, user will select records for which barcode needs to be generated. And click on "Generate Barcode Number"



Step 2: User can check on records for which barcode to be generated and click Generate Barcode.



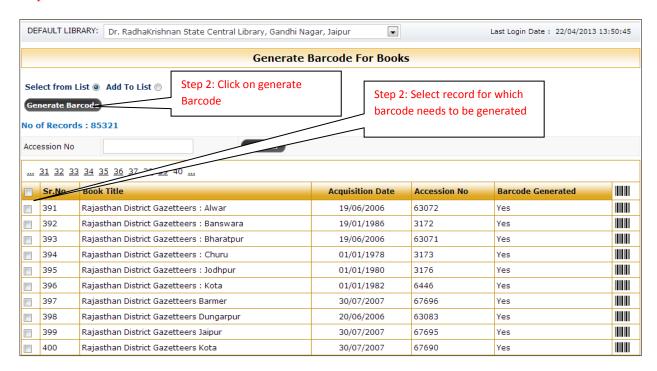
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2.9.2 Barcode generation

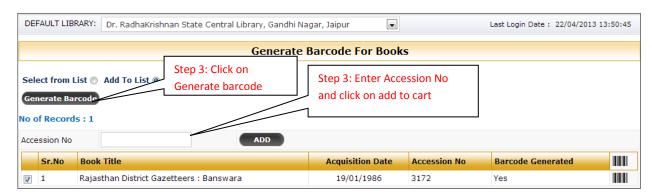
Step 1: User will select "Barcode generation" from Transaction. There are two options are available

Step 2: Select From List



User will click on checkboxes of record for which barcode to be generated and Click on Generate Barcode. User can take print out for the same and label books with barcodes

Step 3: Add to Cart



User will add records with accession no and click on checkboxes of record for which barcode to be generated and Click on Generate Barcode. User can take print out for the same and label books with barcodes

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BACK

Rajasthan District Gazetteers : Rajasthan District Gazetteers : Rajasthan D

Banswara

Step 3:Print Barcode Labels

azetteers: Rajasthan District Gazetteers: Bansy

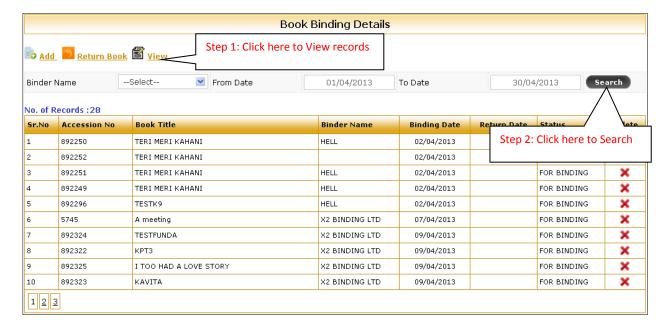
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2.9.3 Book Binding Details

2.9.3.1 Search Book Binding

Step 1: User will select "Book Binding Details" option from Transaction. By default search option will be displayed. User shall click on view to get view of records created in case user in edit or add mode



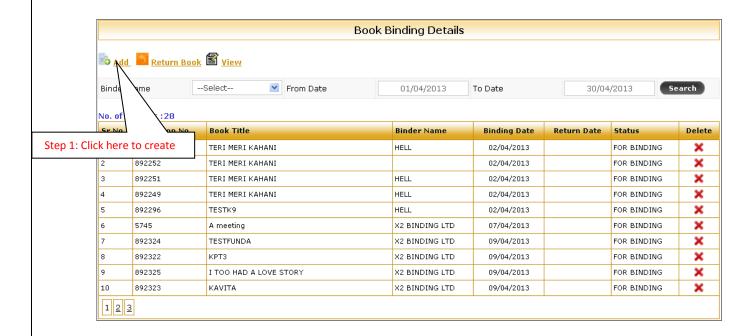
Step 2: User shall select binder name, from date and to date to search record. According to search values filtered data will be displayed in the grid

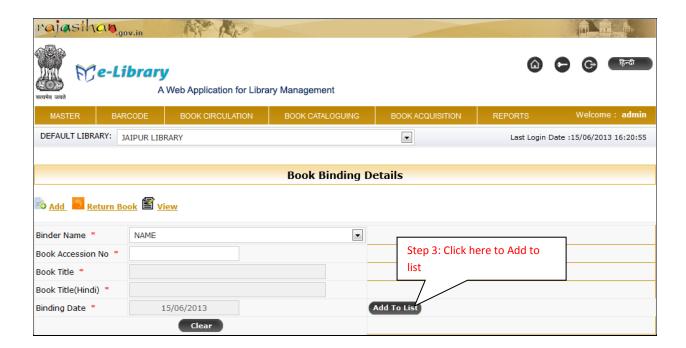
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2.9.3.2 Create Book Binding

Step 1: User shall click on "Add" link to create new Binding details and following screen will be displayed





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Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following fields will be entered and Click on "Save"

- o Binder Name (*)
- o Book Accession No (*)
- o Book title (Accession No will populate Book Title) (*)
- o Book title (Accession No will populate Book Title in Hindi) (*)
- Binding Date would be Current Date(*)

Step 3: After entering above mentioned fields, user shall click on "Save" button to save data in database.

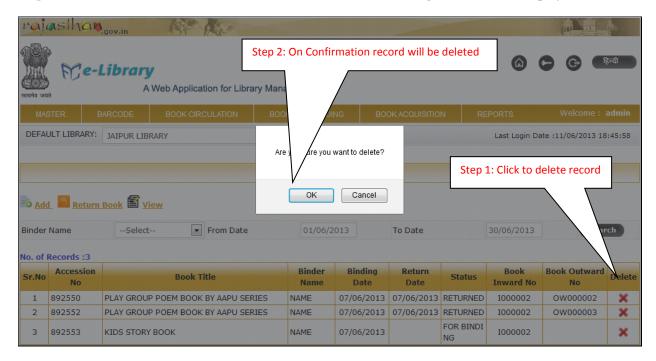
Step 4: User shall click on clear button to clear the data from controls.

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2.9.3.3 Delete Book Binding

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



Step 2: System will show confirmation message as shown above. On confirmation record will be Deleted and removed from Search Result

2.9.3.4 Return Book Binding

Step 1: On book return from binding user will click on "Return Book" option.



Step 2: User need to select binder name and it will give you view of Books assigned to binder. User will check the record for which book is returned and click on returned.

Step 3: On click of book return, status of book will updated in binding details as "Returned" and "Available" in book Master.

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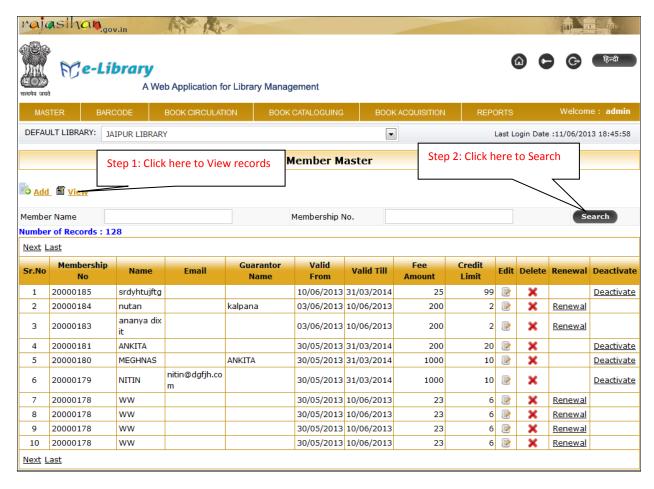


2.10 Member Registration & Renewal

2.10.1 Member Registration

2.10.1.1 Search Member

Step 1: User will select "Member Master" option from Master. By default search option will be displayed. User shall click on view to get view of records created in case user in edit or add mode



Step 2: User shall enter value in Member name to search record. According to search values filtered data will be displayed in the grid

2.10.1.2 Create Member and Membership

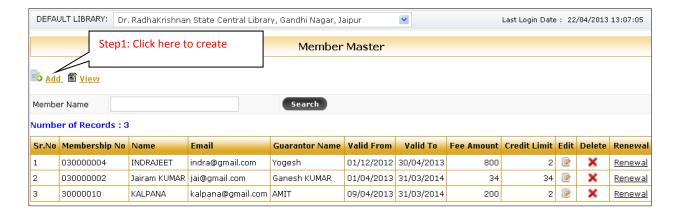
Step 1: User will click on "Add" button to create new Member. And following screen will be displayed

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DEFAULT LIBRARY: DR. RADHAKRISHNAN STATE CENTRAL LIBRARY, GANDHI NAGAR, JAIPUR 🔻 Last Login Date :15/05/201										ate:15/05/201312:44:13			
Member Master													
<u> </u>	<mark>Boundard Street Stree</mark>												
Basic	Info	mation											
Date*		15/05/2013			Membership I	No.	Auto Genera	ated					
			English				Hindi						
Name	*												
Fathe	rs/Hu	ısband Name *											
Gende	er*		Male ○ Female ⊙										
Date	of Bir	th *					Age *	0					
Photo	Photo												
Qualif	icatio	in											
			English				Hindi						
Occup	ation	1											
Present Address *					.::			.::		Click if Permanent Address same as Present Address			
Perma	anent	: Address	.ii				.::						
Mobile	e No.	*	+91			Permanent Ph. No.							
Email	Addr	ess					Section Type *	Select -	🗸				
Guara	antor	Details 🗹											
			English				Hindi						
Name													
Desig	natio	n											
Resident Address			.::					.::					
Office	Addr	ess			.::								
Mobile	e No.		+91				Office Phone No.						
		ip Information											
Fee Amount *							Fee Receipt No.						
Guarantee Amount Valid from*		15/05/	(2012			Credit Limit * Valid Till*	31/03/201	14					
ID	10111	Document	13,03,	2013	Document Details	-	valid Till	31,03,20	LT				
		Oriving Licenose			Document Details	,							
		Adhar Card											
		Passport											
		Pan Card											
		Ration Card Electric Bill											
		Phone Bill											
. 8		OTHERS					C.I						
						Save	Clear						





Step 2: User shall enter all enter all compulsory fields. All "*" marked fields are compulsory fields. Following is the list of all fields.

- Basic Information
 - o Name (*)
 - Father/Husband's Name(*)
 - Gender(*)
 - Date of Birth(*)
 - o Qualification
 - o Occupation
 - Present Address(*)
 - Permanent Address (User can copy Present address to Permanent address by clicking on "click if Permanent address is same as present address"
 - Mobile No(*)
 - o Permanent Ph. No
 - o Email Address
 - Section Type
- Guarantor Details (if Guarantor is present then Guarantee amount is not compulsory)
 - o Name
 - o Designation
 - o Residential Address
 - o Office Address
 - o Mobile No
- Membership Information
 - Fee Amount(*)
 - o Fee Receipt No
 - Guarantee Amount(*)
 - o Credit Limit
 - Valid From(*)
 - Valid Till(*)
- Supporting Document Details

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- Driving License
- o Aadhar Card
- Passport
- o Pan Card
- Ration Card
- o Electric Bill
- o Phone Bill
- Other
- Step 3: User will click on capture button to capture photo of member. And click on save
- Step 4: On Membership creation following SMS will be triggered to Member

Your membership has been accepted and your membership number is 020000002

Step 5: In case of Guarantor, SMS will be triggered to Guarantor.

Dear Jatin,

Pawan Pareek has given your name as Guarantor Library for Membership.

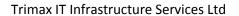
2.10.1.3 Edit Membership

Step 1: User shall click on "Edit" link of search result and following screen will be displayed.



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DEFAULT LIBRARY: DR. RADI	HAKRISHNAN STATE CENTRAL LIBRA	RY, GANDHI NAG	AR, JAIPUR 💌		Last Login D	ate :15/05/2013 12:44:13					
Member Master											
Add S View											
Basic Information											
Date* 21/11/2012	Membership I	No.	030000001								
	English		Hindi								
Name *	Radha										
Fathers/Husband Name *	Kumari										
Gender *	Male ○ Female ⊙										
Date of Birth *	02/03/2000		Age *	21							
Capture											
Qualification											
	English		Hindi								
Occupation											
Present Address *	ASDF					Click if Permanent Address same as Present Address					
Permanent Address	.::			.:							
Mobile No. *	+91 23444444444		Permanent Ph. No.								
Email Address			Section Type *	General	~						
Guarantor Details 🗹											
	English		Hindi								
Name	JASBIR										
Designation	SERVICE										
Resident Address	ASDFi										
Office Address				.:							
Mobile No.	+91		Office Phone No.								
Membership Information Fee Amount *	1000		Fee Receipt No.	1212							
Guarantee Amount	100	Credit Limit *									
Valid from*	01/11/2012		Valid Till*	18/01/2013							
ID Document	Document Details	s									
1 Driving Licencse											
2 Adhar Card											
3 Passport											
4 Pan Card											
5 Ration Card											
6 Electric Bill											
7 Phone Bill											
8 OTHERS											
		Update	Clear								



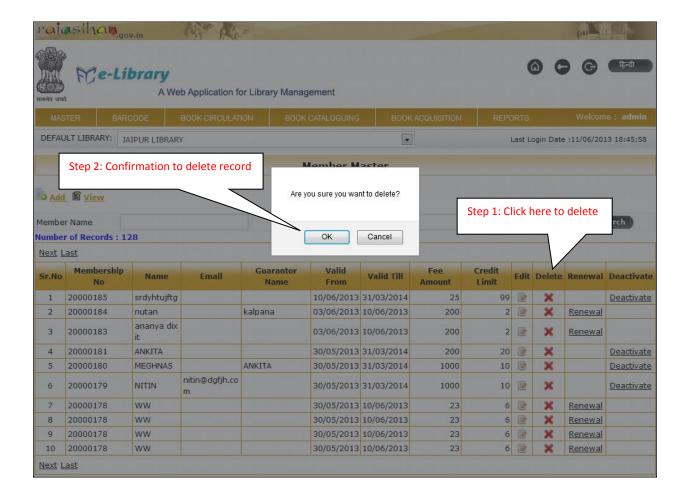


Step 2: User shall edit fields as per requirement. Field list is provided in step 2 of Add

Step3: User shall click on "Update" button to update data in database.

2.10.1.4 Delete Membership

Step 1: User shall click on "Delete" link of search result and following screen will be displayed.



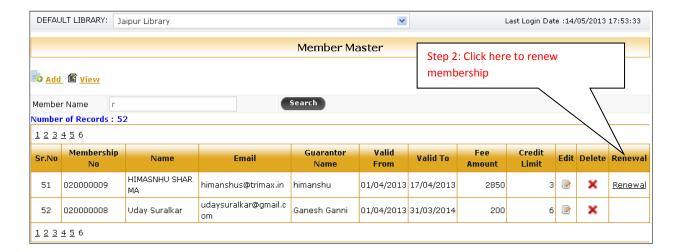
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Step 2: System will show confirmation message as shown above. On confirmation record will be deleted and removed from Search Result

2.10.2 Membership Renewal

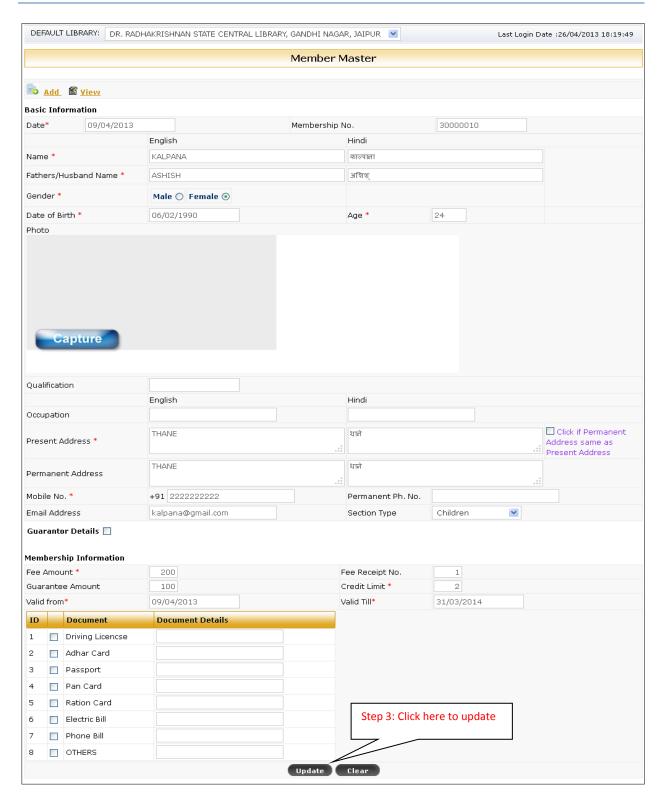
Step 1: User will click on "Member Master" from "Master" and Select Renew Link to re-new membership. User can search desired member name to be renewed



Step 2: User will click on renewal link and following form will be displayed. Renewal link will be activated 15 days before expiry of renewal.

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Step 3: User will update

- Fee Amount(*)
- Fee Receipt No
- Guarantee Amount(*)
- o Credit Limit

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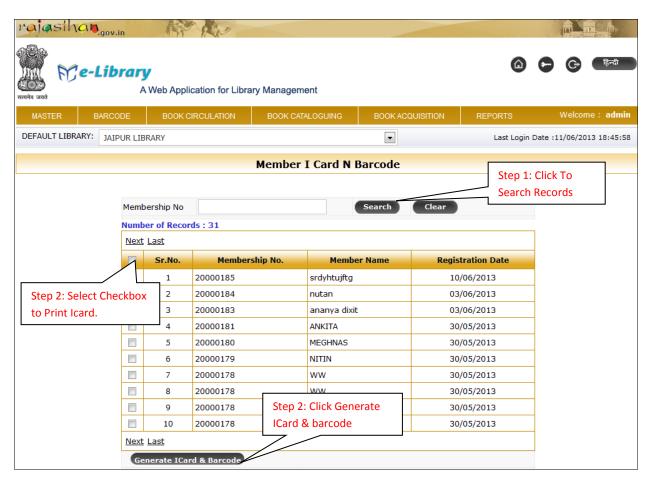


- Valid From(*)
- o Valid Till(*)

And Click on Update button. And Membership will be renewed. Membership number will be same for next year and only card will printed with updated information like Membership date and other.

2.10.3 Member Barcode and I-Card Generation

Step 1: User needs to select "Member I-card N Barcode" of Transaction Menu. User will enter member no and click on search



Step 2: User will select records for which barcode and Membership card needs to be generated and click on Generate Barcode and I-Card. Popup will display I-Card of member and Print out for the same need to be taken to handover same to members. Following is format of Membership card

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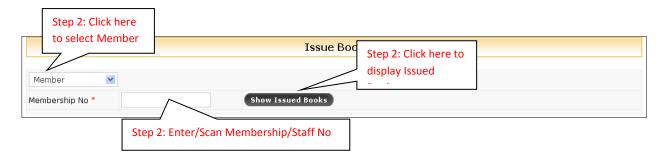


Jaipur Library JAIPUR								
			Membership No :	20000168				
B			Member Name:	SARIKA SABLE				
IPS			Section Type :	General				
Father's Name:	AMIT	SETH	Expire Date:	31/03/2013				
DOB:	13/06	/1989	Guarantee Amount	400				
Tel Number:	09892772746			HOD Scal & Sign				

2.11 Book Circulation

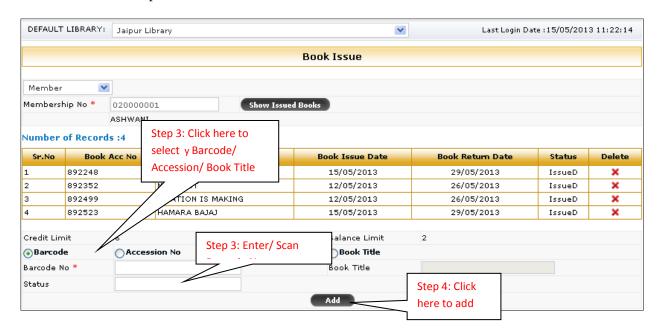
2.11.1 Book Issue

Step 1: User will select "Book Issue" from Transaction



Step 2: User will select "Member Type". It could be either member or staff.

- With barcode scanner Membership no will be scanned.
- Member Name and issue details will be displayed for valid membership number.
- Credit Limit and Balance Limit will be displayed
- Delete link is provided to delete record of issued books



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Step 3: User will select Accession No or Book Title or Barcode Number to get the details of book. By default Barcode detection is selected.

- On Selection of barcode number, user will scan barcode number and book title will be populated
- On Selection of Accession number, user will enter accession no and book title will be populated
- On Selection of Book Title. Book title will be selected from auto complete and accession number will be populated

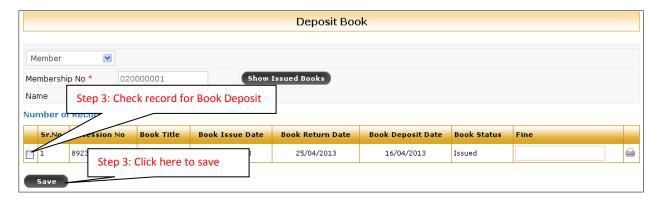
Step 4: On click of "Add" button, Book status will be updated to issue and System will generate book return date. In case of complete utilization of credit limit, system will not allow to issue new book to member

Step 5: Following SMS will be trigger to member

Book Accession Number "892419" has been issued to your account

2.11.2 Book Deposit

Step 1: User will select "Book Deposit" from Transaction



Step 2: User will select "Member Type". It could be either member or staff.

- With barcode scanner Membership no will be scanned.
- Member Name and issue details will be displayed for valid membership number on "Show Issued books" button.

Step 3: User will check on the records of books to be return. In case of late deposit of books fine amount will be entered and click on save. On Save book status of selected record will be updated as "Available" and Actual Book Return date will be updated.

Step 4: following SMS will be triggered to Member

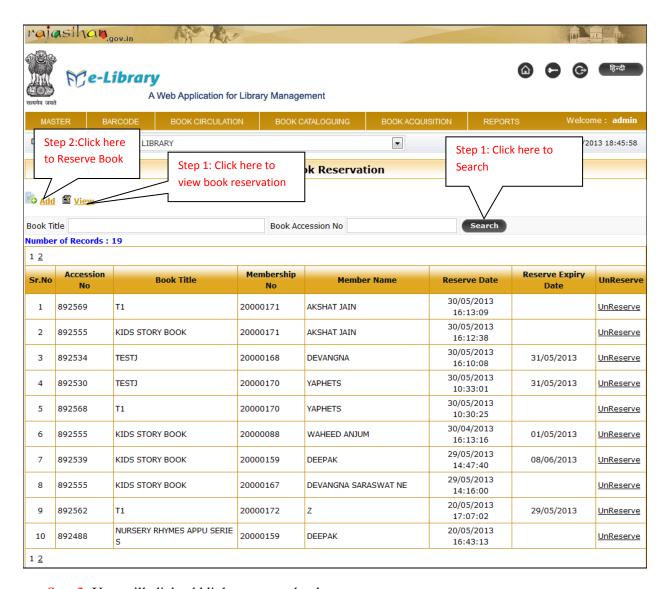
Book Accession Number 892416 has been deposited to your account

2.11.3 Book Reserve

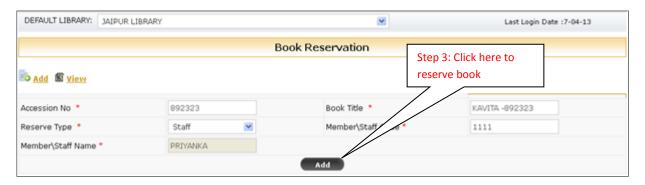
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Step 1: User will select "Book Reserve" from Transaction to reserve book, in case book is not available to issue. User can search desired Book Title and Book Accession No. User can click on "view" to get view of created records if user is in add mode



Step 2: User will click add link to reserve book



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Step 2: User will enter "*" marked fields and click on add button to reserve book

- Accession No (Valid Accession no will display Book Title)(*)
- Reserve Type (Member) (*)
- Membership (valid code will display Member) (*)

Book reservation will be for 2 days i.e. Reserve day + 1 day. Book Reservation will lapse in 2 days and user needs to reserve it again in case of requirement

Step 3: following Email will be triggered to Member, once it is book is available to issue

Dear Member,

Book With accession:025254

Title: Indian History is now available, which is reserved for you till 02/04/2013 .Please visit the library asap.

Note: During book issue process, book will be issued to the person who has reserved it first

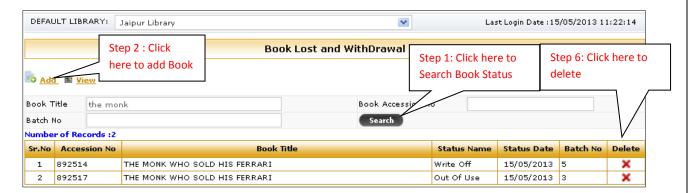
Step 3: Un-reserve link is provided in view screen. On confirmation from user book will be unreserved

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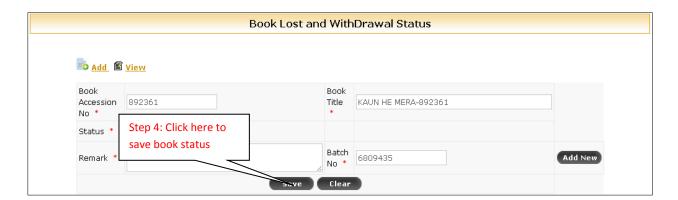


2.11.4 Book Lost & Withdrawal

Step 1: User will select "Book Lost & Withdrawal" option from Transaction. By default search option will be displayed. User can search records by entering search criteria. User can click on "view" to get view of records created.



Step 2: User will click on add link to add Lost and Withdrawal details of book



Step 3: User will enter following fields with multiple records for different accession no.

- Book Accession No(*)
- Book Title (will be populated by validating accession no) (*)
- Status(*)
- Remark(*)
- Batch(*)

Step 4: User will update book status as lost or withdrawn. Once it is updated to lost or withdrawn, book won't be available for issue

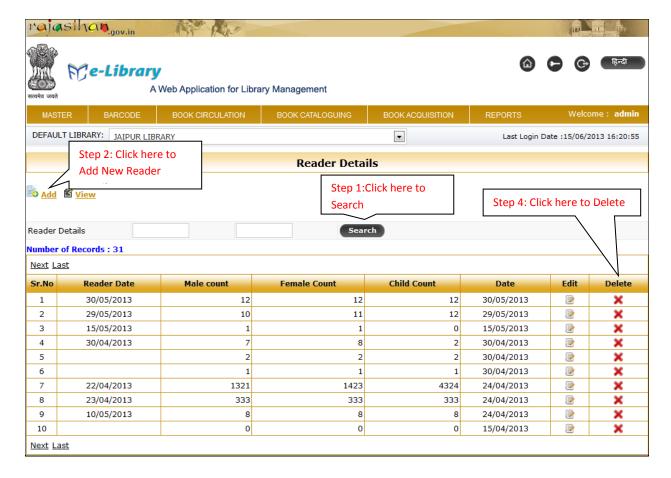
Step 5: User can delete record by selecting record. On confirmation data will be deleted from the database

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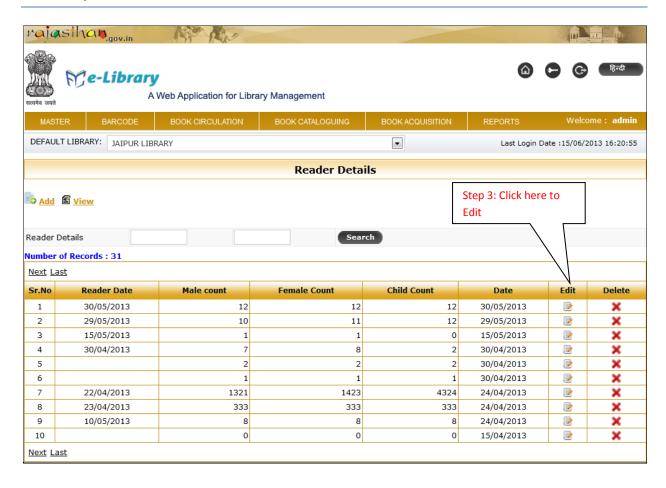
2.11.5 Reader Details

Step 1: User will select "Reader Details" from Transaction. By default it has Search view. It shows daily reader counts section wise.

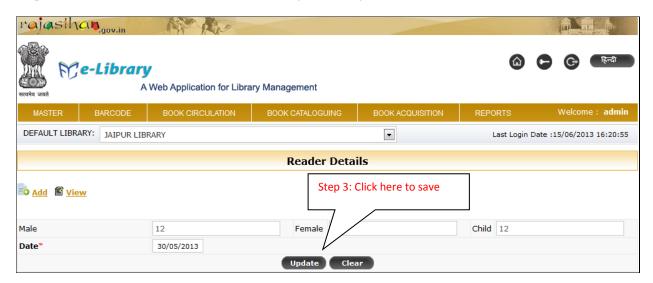


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Step 2: User will click on add button to add daily new entry of readers count



Step 3: User will select date for which count needs to be entered and only one record is allowed for date

Male

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- Female
- Child
- Date (Default Date Current Date) (*)

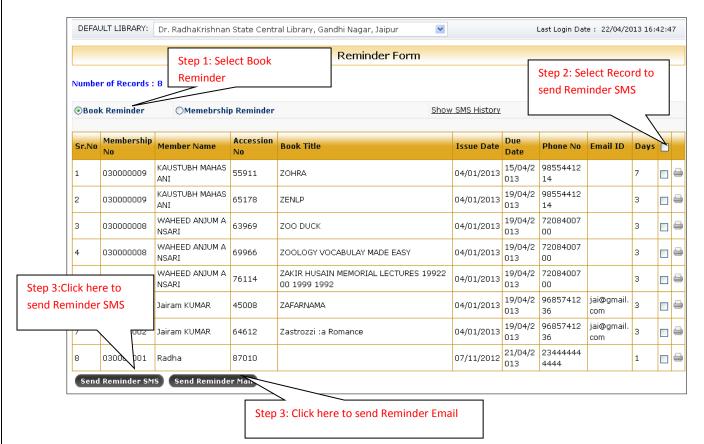
Step 4: User needs to select record to be edited. User will edit record of fields mentioned in step 3 and click on update

Step 5: User needs to select record to be deleted. On confirmation record will be deleted from database.

2.11.6 Reminder Generation

Step 1: User will select "Reminder" from Transaction. There are two reminders

- Book Return Reminder
- Application will get view of Book returned date expiry



Membership Renewal Reminder

Application will get view of Membership expiry

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Step 2: User will select records to which reminder needs to be send

Step 3: User will click on Send Reminder SMS and SMS will be sent to the member/staff. In case of click on Send Reminder Email, Email will be send to member / staff

Book Reminder (SMS & Email)

Dear Jatin Kala,

Book with Title YOU CAN WIN PART2 having due date 19/04/2013 is due with you.

So kindly return immediately.

• Membership Reminder (SMS & Email)

Dear Jatin Kala,

Your membership is due to be renewed on 14 Apr 2013.

So kindly renew your membership as soon as possible.

Step 4: Show SMS History will provide view of SMS sent so for to the member

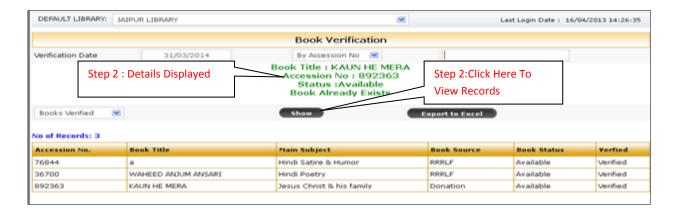
2.11.7 Book Verification

Book verification will be done before end of financial year

Step 1: By default verification screen will displayed and it will show books which are already verified. User will select the option by which book needs to verified

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Step 2: if user selects "by barcode no", user will scan books by barcode number on book and status of books will be done as "verified" and details will be entered in the database.

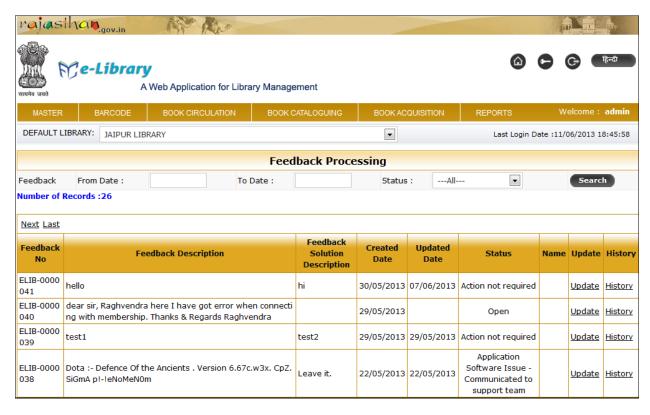
Step 3: if user selects "by Accession no", User will enter accession no and status of books will be done as "verified" and details will be entered in the database.

2.11.8 Feedback Processing

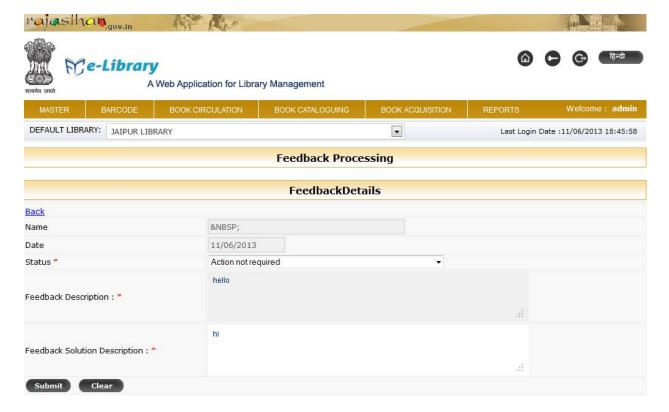
Step 1: User can select "Feedback Processing" from Transactions and Resolve Feedback.

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Step 2: By default Search screen will be displayed. User can search Feedbacks created by and Update the status of the application to the system.



Step 3: User can also view the history and status of Feedback created as and when required.

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2.12 Reports

Step 1: User needs to select report to be viewed. Following are the list of reports available in the system.

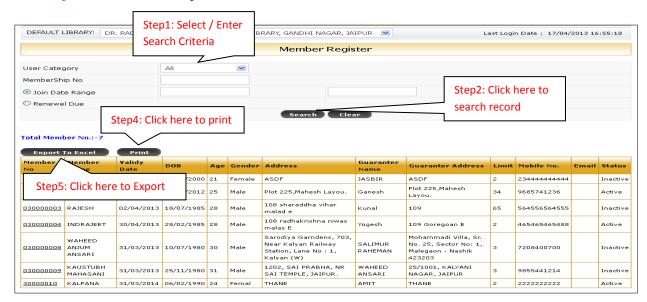
Step 2: User will select / Enter search criteria in the system and records from the same will be displayed in the grid.

2.12.1 Member Register

Step 1: User can search record on the basis of

- User Category(*)
- Join Date Range(*)
- Renewal Due(*)
- Membership No. (*)

Step 2: "Clear" button is provided; to clear the entered data.



- Step 3: On click of membership number, membership details would be shown
- Step 4: Click on the Print button for print the report
- Step 5: Click on the Export button to export the report in to excel format

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				Mer	nber Maste	r			
Date*					20/04/2013				
Membership No					020000001				
Name	ASHWANI		Fathers/Husba	ind Name		V	/ K Verma		
Date of Birth			Age			23			
Sex	OMale @	Female	Qualification			В	Tech		
Present Address	Mira Road								
Permanent Address	Rajistan								
Mobile no.	992071040	9920710404 Email Address				re	rohit.kondwilkar@gmail.com		
Occupation	Salaried								
						S	ection Type		General
Guarantor Details									
	Englisl	า		Hindi					
Name *	WAHE	EED 3		अस्दास्द सामीर्					
Designation	SERVI	VICE							
Resident Address *	wahee	ed		सादास्दास्द					
Office Address									
Mobile No * 34444444444		Office Phone		ne No					
Membership Informa	tion								
Fee Amount * 200				F	Fee Receipt No *		25	i478	
Guarantee Amount * 25478		25478			C	Credit Limit *		6	
Valid from* 10/04/2013		3		V	Valid Till*		31	/03/2014	

2.12.2 Accession Register

Step 1: User can search record on the basis of

- Accession No.
- Date Range
- Category
- Supplier Type
- Author, Publisher
- Language Status.

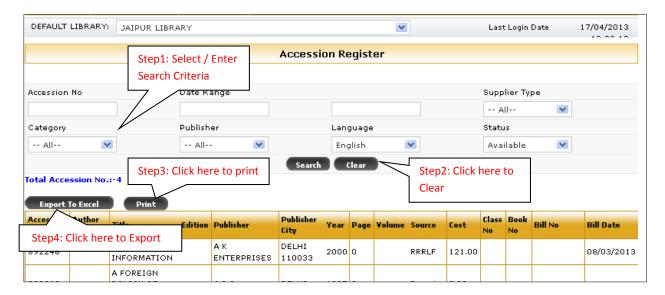
Step 2: "Clear" button is provided; to clear the entered data.

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E-Library

Trimax IT Infrastructure Services Ltd





Step 3: Click on the Print button for print the report

Step 4: Click on the Export button to export the report in to excel format

2.12.3 Book Search

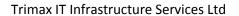
Step 1: User can search record on the basis of

- Accession No.
- Book Title Hindi
- Book Title
- Main Subject
- Author Name Hindi
- Author Name
- Translator Name
- Editor Name
- Publisher Name
- Edition
- Volume
- ISBN Number

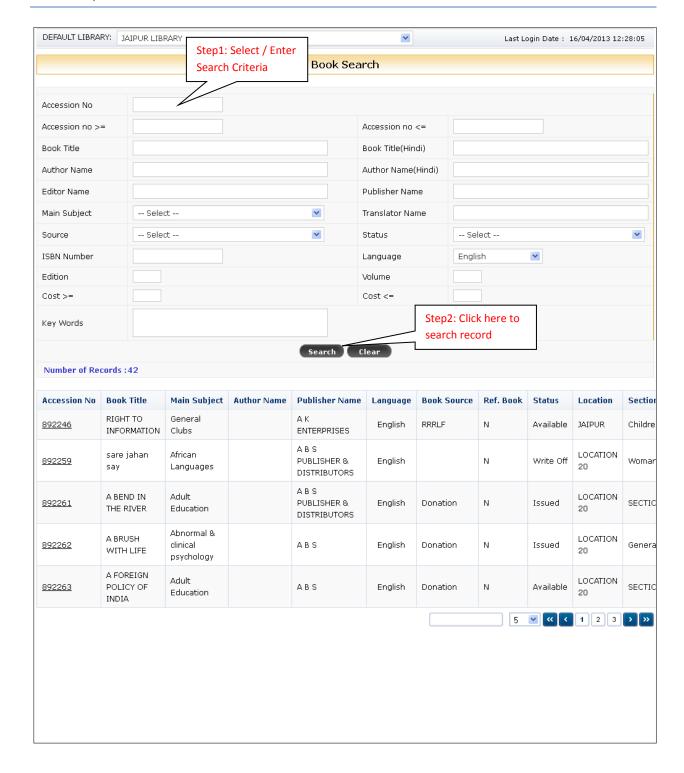
Step 2: "Clear" button is provided; to clear the entered data.

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E-Library







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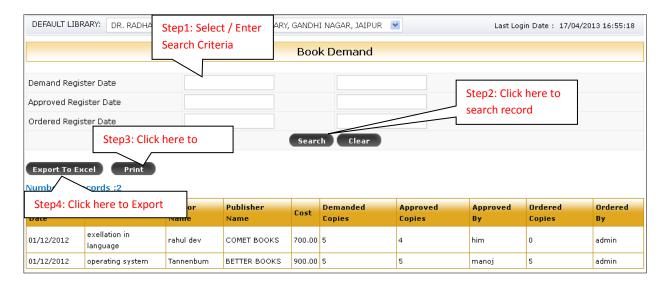


2.12.4 Book Demand

Step 1: User can search record on the basis of

- Demand Register
- Approved Register
- Ordered Register

Step 2: "Clear" button is provided; to clear the entered data.



- Step 3: Click on the Print button for print the report
- Step 4: Click on the Export button to export the report in to excel format

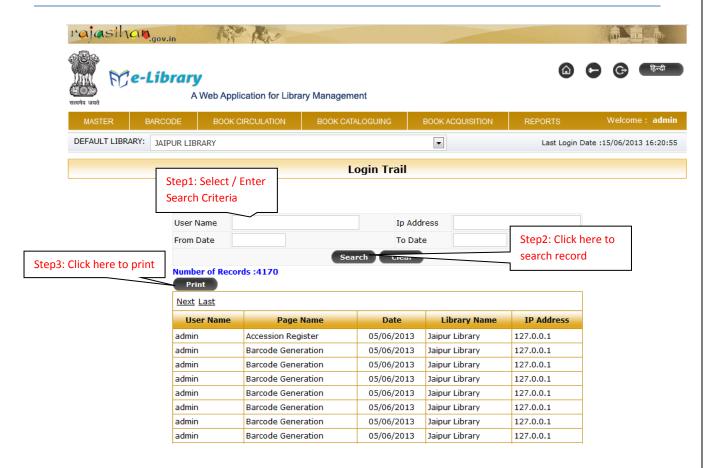
2.12.5 Login Trail

Step 1: User can search record on the basis of Date Range

Step 2: "Clear" button is provided; to clear the entered date

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Step 3: Click on the Print button for print the report

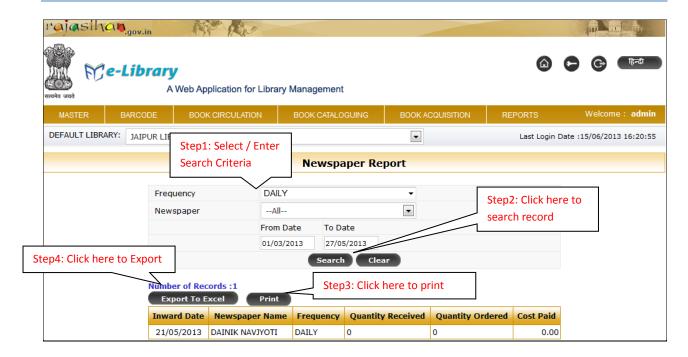
2.12.6 Periodical Report

Step 1: User can search record on the basis of Periodical Name.

Step 2: "Clear" button is provided; to clear the entered data.

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Step 3: Click on the Print button for print the report

Step 4: Click on the Export button to export the report in to excel format

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