REVA
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LIBRARY

LIBSOFT USER MANUAL

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LIBSOFT- Library Manual

Environ
LIBSOFT®
Ver-9.0.0

User's Guide

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Environ LIBSOFT® User's Guide

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PREFACE

Library is a growing organisation and is essentially a service department in any institution and not a revenue-fetching one. Today's world is the world of information. Several lakhs of Books, Journals, Technical papers are printed and published every year which in turn become a part of the Library. In this fast changing scenario the most important aspect is information – the right information at the right time. To maintain the books, journals and periodicals information through manual database system is very difficult. Hence, it is required to adopt computer software technology for LIBRARY MANAGEMENT SYSTEM.

LIBSOFT is a package designed and developed for effective management of a library. This package has been designed to handle huge volumes at lightening speed thus saving manpower. Libsoft is Windows based software and it runs on any Windows environment and hence it has excellent Graphical User Interface.

This software can be used for catering the problem of storing and retrieving the data on thousands of books, journals, technical papers and periodicals which a Librarian would face daily and the output can be displayed graphically, in the format required by the user. This software helps in major technical services like acquisitions, cataloguing, accessing the library materials. This package gives the information of the material details, employee details, source and purchasing details of materials and does not have any limitation on number of records of the above details.

This package also allows to add, modify, view particular details interactively. The output can be stored in data file or can be displayed graphically, in whatever format required by the user, on the monitor or can be redirected and can be taken daily print out of issues or returns of library materials.

Salient Features of LIBSOFT

❖ Absolutely user-friendly software that requires minimum training.

❖ Simplified package, which needs minimum user interaction.

- ❖ Multi user package with database loaded in the server. The individual nodes across different departments can share the data from the server.

- ❖ Interactive features for data handling i.e. Storing, Backup etc.

- ❖ Create/Modify/Delete different users (password protected), with restrictions set by the administrator at the time of creation.

- ❖ Generates Purchase Orders on vendors that can be sent through email. The system keeps track of the items arrived as against the items ordered.

- ❖ Multiple Material (Books, Journals etc.) and Media (CD, Audio / Video cassette, Microfilm, Maps etc.) cataloguing, all in one place.

- ❖ Cataloguing of Digital Library material / documents, Virtual Library addresses

- ❖ Expenditure monitoring through budget control for user defined grants.

- ❖ Circulation with barcode interface wherein the user needs very few interactions with the system.

- ❖ Excellent multiple reservation facility to reserve the book which has been issued.

- ❖ Enhanced search facility to locate books, members, purchase orders and vendors quickly. Transactions of members can also be searched. Unique Titles list based on Title, Author and Volume combination for user defined search criteria can be generated.

- ❖ Enhanced documentation facility for preparing detailed reports the way the user prefers.

- ❖ Graphical representation of expenditure, books in demand, new arrivals, material distribution, member transaction details, stock status etc.

- ❖ ID Card for members with Barcode.

- ❖ Automatic Barcode generation for Accession numbers for items (Books, journals etc.)

- ❖ Allows users to search for material by creating a user exclusively for users and giving access only to OPAC search. This allows the users to get the information about the availability of books from anywhere inside the campus.

- ❖ Digital Library search, which allows members to access any kind of digital material across the network.

- ❖ Virtual Library search allows members to directly access Web addresses already catalogued, through Internet.

- ❖ Contains extensive online help facility to guide the user.

- ❖ Auto remainder for Material reservations, returns.

How Do I Begin   **1**

This section gives the brief description about the steps involved in the LIBSOFT application software developed by Environ Software Pvt. Ltd.

When we start this application, the splash screen will be displayed on the computer screen. It gives the details about the product license and copyright law.

This screen stays on the monitor till the application is completely initialized.

After the application gets initialized, the splash screen disappears and a dialog box appears as shown above.

Enter the **Username** and **Password** in the respective boxes and then **click** on **<Login>** button to start the application. Correct username and password is a MUST to enter into the application. To discard the changes/ to close the dialog box **click** 0n <**Cancel>** button.

If the username and password is correct then the main window will appear.

A brief description of the menus, which appears in the main window are given below.

File

The submenus in the file menu are

Backup	-	For saving the database files.
Restore	-	To restore the database from the Saved backup files.
MARC Tags Register	-	MARC Tag settings
Import Members	-	Import Member Details
Clear Old Transactions	-	To take a backup of Old Transactions before data overflows.
Clear Old Purchase orders	-	To take a backup of Old Purchase Orders before data Overflows.
Clear Dailies Register	-	To take a backup of Dailies Register before data overflows.
Exit	-	To quit the application.

Administrator

It is better only if the System administrator handles the File menu. The Administrator has the rights to do the following operations.

Add new users, delete the existing user, modify the information given at the time of adding new user etc. Modification involves changing of the existing password, extending the expiry date and changes in the access to various modules for the existing users.

Add User

This form can be used to add new user. Here the user may be a student or a librarian or any member, who wants to use this system. By entering the new user name, password twice and the modules to access, we can add users, those who are going to use this application.

Delete User

This form can be used to delete the user, created earlier using Add user.

Modify User

This form can be used to modify the details about the user and the permissions given by the administrator at the time of adding.

Centre Master

This form can be used to create Centres for sharing Resources.

Find and Replace - Materials

This is used to correct the spelling mistakes in data entries of materials.

Member Category

In Member Category, the details such as member category (eg. student, lecturer, professor) and the due days for each category, fine amounts etc are created.

Acquisition

Acquisition Module enables the librarian to place the orders for the materials and receive the requisitions from the users for the material in demand. The three forms available in this module are Purchase Master, Purchase Requisition Approval and Scheduled Master.

Regular Purchase

In Regular Purchase, the details related to purchases such as order number, Purchase serial number, vendor, type of purchase, title, author etc. for materials are entered to generate the purchase order form. Order forms are maintained in the database for future reference.

Subscription

Subscription is used to place the orders for materials such as magazines, journals etc., which will be issued according to the schedule. In Subscription, the details such as purchase order number, subscription reference number, vendor, type of purchase, title, author, period of schedule etc. for journals, magazines are entered to generate the purchase order form. Order forms are maintained in the database for future reference.

Schedule Master

It maintains the information about the Schedules. For e.g. If it is a monthly edition the no. Of days between one issue to another issue are 30days.

Cataloguing

This module maintains the master details of materials, members, vendors, budget, currency and holidays. Transactions take place based on this module, which maintains the database.

Material Catalogue

The Material Catalogue is further classified into 8 categories i.e. Material Category, Material Master, Journals Transaction, Create Fields, DDC Master, Subject Master, Department Master, Language Master, Ignore Keywords.

Material Category

Materials in a library may belong to different categories such as books, journals, magazines, charts, maps etc. It contains the category id and category name.

Subject Master

This is used to add the entire subjects, which are available in the library. New subjects can be added and wrong entries can be deleted here.

Ignore Keywords

This is used in material master while generating automatic keywords from the Title. Add all the words here, which has to be ignored from the entered title while generating the keywords. E.g. a, an, the, then, their, there, them, for, from, in, into etc.

DDC Master

In this, for a particular class No., a set of keywords can be added and also this can be viewed in the material master by giving title or keywords whenever required.

Material Master

In Material Master the unique details of each and every item or material in the library are entered. It is not a must to enter all the details. For example, if the category is books, the details corresponding to the book i.e. accession number, title, author, classification number, ISBN etc are entered.

Journal Catalogue

This Module maintains the master details of journals, journals transaction, and journals bindings. Journals issues will be circulated based on this module, which maintains the database.

Journals Master

In journals master the unique details of each and every serial in the library can be entered. Each serial will have a unique serial code. Serial name, periodicity, publisher, electronic links etc can be maintained.

Journals Transaction

In journals transaction each and every issue of all the journals can be entered. Each issue will have a unique Record ID. Volume number, issue number, date of publication, abstract etc can be maintained separately for all the issues.

Member Catalogue

The Member Catalogue is further classified into 3 categories. i.e Sub Category and the Member Registration.

Member Sub Category

In Member Sub Category, the subcategory details of the members i.e. the departments in an institution are maintained.

Member Registration

In Member Registration the personal details of the members like Member id, Password, ID Card Number, Contact Number, address etc., are maintained.

Vendor Catalogue

In Vendor Master the vendor details like vendor name, contact person, address etc., are maintained

Budget Master

In Budget Master the budget details like period of budget, amount allocated and the department to which the fund is allocated is maintained.

Currency Values

In Currency values, the different country currencies and the value against rupees are maintained.

Dailies Cost Master

In Dailies Cost Master, the price details of dailies can be entered as per the Day. The entered price will be used in Dailies/Magazines Register.

Dailies/Magazines Register

In Dailies/Magazines Register, the details of the materials that are daily used can be seen. And also the details of the particular Newspaper or a magazine can be stored.

Holidays Master

In Holiday Master, the holiday's list for a period of time is entered, so that those days can be exempted from the fine collection.

Transaction

Transaction menu deals with the process of circulation and binding.

Circulation

Circulation is used to issue the books and taking returns (maintains the issuing details and returning details of the books). It maintains day-to-day transactions take place in the library.

Reservation/Cancellation

This is to Reserver/cancel the materials based on the Member ID or Accession Number.

Purchase Requisition Approval

By clicking on the Search button gives the information about the requisitions from the users for the materials. This information will be displayed in the grid, which is in the form.

Binding

In Binding, the details of the materials that are sent for binding are maintained.

Documentation

Documentation Module is mainly developed for reports. A flexibility of choosing the required fields is given. It contains the following reports.

Material Reports

For material catalogue report, select the material category and the fields required in the report. The fields displayed on the grid can be saved to file and if necessary hard copy can be taken.

Expenditure Analysis

In Expenditure Analysis, the details of the expenditure on items for a particular period can be obtained. These details can be saved as an Excel sheet and a hard copy can be taken using a Printer.

Dailies Report

The details of the dailies received, not received and the total amount to pay for a particular month can be obtained in an excel sheet. Hard copy can be taken if necessary.

Unique Titles

For Unique Titles report, select the material category and the fields required in the report. The fields can be saved to file and if necessary hard copy can be taken.

Stock Verification

Stock verification is the process of checking physically the existing materials in the database. It helps in tracing the missing and withdrawn materials for a particular period. Reports sent for binding can be taken here. These details can be viewed or saved as an Excel sheet and if necessary hard copy can be taken.

Membership Report

The details of the membership expiry in a particular period can be obtained by selecting the category. These details can be viewed or saved as an Excel sheet and if necessary hard copy can be taken.

Reservation Reports

It gives the information about the Reservations have taken place in a particular period. These details can be viewed or saved as an Excel sheet and if necessary hard copy can be taken.

Circulation Reports

It gives the information about the transactions have taken place in a particular period. These details can be viewed or saved as an Excel sheet and if necessary hard copy can be taken.

Journals Report

All the journals available in the library can be viewed and report can be taken. Option is given to select the required fields and click on the display button to display the results in the grid. The results can be saved as an Excel sheet file and if necessary hard copy can be taken.

Periodicals not received

The details of the periodicals (materials), not received in a particular period, can be obtained. These details can be viewed or saved as an Excel sheet and if necessary hard copy can be taken.

Vendor Report

In Vendor Report, a report of the vendors to whom we place orders can be obtained. These details can be viewed or saved as an Excel sheet and if necessary hard copy can be taken.

Purchase Order Report

In purchase Order Report, a report of all Purchase orders are recorded. These details can be viewed or saved as an Excel sheet and if necessary hard copy can be taken.

Holiday Report

It gives the information about decleared holidays. These details can be viewed or saved as an Excel sheet and if necessary hard copy can be taken.

Overdue Remainder

It is an automatic mailing system for overdue. These details can be viewed or saved as an Excel sheet and if necessary hard copy can be taken.

Statistics

In Statistics menu, graphical reports can be taken for analysis. Reports in different forms such as pie chart, bar chart and line graph can be viewed or saved and if necessary hard copy can be taken.

Materials in Demand

A graphical report of the materials that are taken frequently or the materials in Demand in a particular period can be generated.

Best Readers

A graphical report of the best readers or the members using the library to the maximum, can be generated.

Circulated Circulation Rate

A graphical report of the circulation rate in a particular period can be generated.

Material Expenditure

A graphical report of the expenditure of the material in a particular period can be generated.

Missing Material Analysis

A graphical report of the missing material in a particular period can be generated.

OPAC

OPAC is the only one module that can provide access to everybody to search for the material, to view the materials in the library, to take the material and for reservation.

Material Search

Search is used to search or to know the status of the material and to reserve the materials.

Windows

Windows menu has three options. They are as follows:

Cascade

This option cascades different windows opened, in a sequential manner one below another

Tile

This option arranges the different windows opened in a tiled manner.

Help

Help menu has two sub menus. These are the Contents and About Us.

Contents

In Contents, the help topics are listed down and on clicking on a particular topic or by typing the topic letters in index mode, the user can go to that topic in help documentation for detailed explanation.
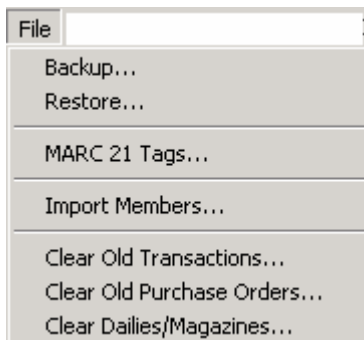
About Us

In About Us, the details about the Environ Software (P) Ltd. are available.

File   2

The following submenus appear as soon as you click on the file menu.

```
File
    Backup...
    Restore...

    MARC 21 Tags...

    Import Members...

    Clear Old Transactions...
    Clear Old Purchase Orders...
    Clear Dailies/Magazines...
```

Backup

A dialog box appears when you click on the Backup. The default file name is Libdb_[current date]. Enter a different name or choose a different directory and **left click** on **<Save>** button to save the file as backup. . To discard the changes and close the dialog box **left click** on **<Cancel>** button. Backup helps to avoid loss of data.

Restore

A dialog box appears when this menu item is clicked. Enter a file name or choose a file name from the corresponding directory and **left click** on **<Open>** button to restore the file from the backup. To discard the changes and close the dialog box **left click** on **<Cancel>** button.
Note:

Restoring from backup erases the current data. so Before restoring from backup, **PLEASE TAKE A BACKUP OF THE EXISTING DATABASE**. **PROCESS THIS WITH UTMOST CARE**.

MARC Tag Register

MARC Record is Machine Readable Cataloging Record. Each MARC record contains a little "table of contents" to the record, according to a predefined standard. The MARC 21 format uses "260" "$a" "$b" and "$c" to mark the field that holds imprint data instead of storing the words.

Download the MARC Tags and Map it to MARC Fields and save it

MARC Tag

Enter the MARC Tag (Ex: 260$)

Mapping Fields

Select the appropriate fields from the Dropdown box and click add button.

Clear Old Transactions

A dialog box appears when this menu item is clicked. The default name is oldtrans_[current date]. Enter a different name or choose a different directory and **left click** on **<Save>** button to save the file as backup. . To discard the changes and close the dialog box **left click** on **<Cancel>** button.

Here a backup of the previous transactions are taken to empty that file so that transactions remain faster. This can be done once in three months or based on the speed of transaction in the system i.e., rate of issue and return.

Clear Old Purchase Orders

A dialog box appears when this menu item is clicked. The default name is oldpurch_[current date]. Enter a different name or choose a different directory and **left click <Save>** button to save the file as backup. To discard the changes and close the dialog box **left click <Cancel>** button.

Here a backup of the previous purchase orders are taken to empty that file, so that purchase orders generation remain faster. This can be done once in three months or based on the rate of purchase.
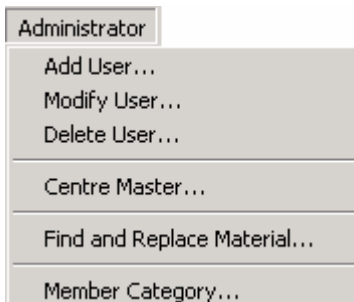
Clear Dailies Register

On clicking this, it shows the following message as " You are about to Clear the Dailies/Magazines Register. If you click 'Yes', you won't be able to undo this Clear Operation. Are you sure you want to clear the register? On clicking 'Yes', it will clear all the earlier details.

Administrator 3

The following menu appears as soon as the Administrator Menu is clicked.

Administrator
Add User...
Modify User...
Delete User...
Centre Master...
Find and Replace Material...
Member Category...

Add User

Left click on **Add User** to get this dialog box.

Add User	
User Name	
Password	
Retype Password	
Valid Date	02/14/2008
Access to Centre	☐ Environ ☐ HTSLB-Main ☐ HTSLM-Main
Access to User	☐ File ☐ Administrator ☐ Acquisition ☐ Cataloguing ☐ Transaction ☐ Documentation

Add	Clear	Exit
F3 - Add	F10 - Clear	F12 - Exit

This form is used to add the new users to the Libsoft. User Name, Password, Expiry Date and the access to modules can be given here. Any number of users can be created with access to different modules.

User Name

In User name box, enter the user name. Name should be minimum 4 characters length. Otherwise a message box appears with the message "User name should have a minimum of four characters".

Password

In Password box, enter the password of that user (minimum four characters). Otherwise a message box appears with the message "Password should have a minimum of four characters".

Retype Password

In Retype Password, enter the same password once again. Otherwise a message box appears with the message "**verify the password**".

Expiry Date

In Expiry Date, the expiry date of the application for a particular user must be entered. The default date is exactly one month from the current date.

Access to Centre

Administrator gives access to different Centres for various Locations. To select the Centre, **left click** on the required modules and tick mark (✓) appears against each selected Centre.

Access to User

Administrator gives access to different users for various modules depending on the requirement. To select the modules, **left click** on the required modules and tick mark (✓) appears against each selected module. Authority has provided to access only the selected modules for a particular user and the remaining modules remain disabled.

Select All

Click on **Select All** to select all the modules and tick mark (✓) appears against all the modules.

Deselect All

Click on **Deselect All** to deselect all the modules and the tick mark (✓) disappears.

Add Users   *Short cut Key for Add User - F3*

After entering the data in the required fields and selecting the modules, **left click** on **<Add User>** button to add the new user and clear the boxes. Otherwise, a message box appears with the message to fill the missing details.

Exit   *Short cut Key for Exit - Alt X*

Left click on <Exit> button discard the changes and exit from the current dialog box.

Delete User

This form is to delete the unwanted users. Select the username from the list and click on the delete button to delete the selected user.

User Name List

Left click on the user name to select the unwanted user from the list. The user name to be deleted gets highlighted. Only one user can be selected at a time.

Delete   *Short cut Key for Delete - F9*

This button gets enabled only if a user name is selected from the list. **Left click** on **<Delete>** button to delete the selected user. Once the delete button is clicked the user name is automatically deleted from the list as well as from the database.

Modify User

This form is for modifying the existing Libsoft user's data, password, access to the modules, expiry date etc.

Enter User Name

In Enter User Name box, enter an already existing User Name. If the name entered in the box is not a valid one, then a message box appears with the message "enter correct user name".

Enter Old Password

In Enter the Old Password box, enter the current password. If a wrong password is entered then a message box appears with the message "enter correct old password".

Enter New Password

In Enter New Password box, enter a new password of minimum four characters. Otherwise a message box appears with the message "enter password of minimum four characters".

Retype New Password

In this box, enter the new password again without any changes. Otherwise a message box appears with the message "verify the new password".

Expiry Date

In Expiry Date, the expiry date of the application for a particular user must be entered. If necessary, the expiry date can also be modified. The default date is one month ahead to the current date.

Access to User

The modules accessed by a particular user are shown with tick mark (✓) automatically when the existing user name is entered with correct password.

To select the modules, **left click** on the required modules and a tick mark (✓) appears against the selected modules.

Select All

Click on **<Select All>** to select all the modules from the list and a tick mark (✓) appears against all the modules.
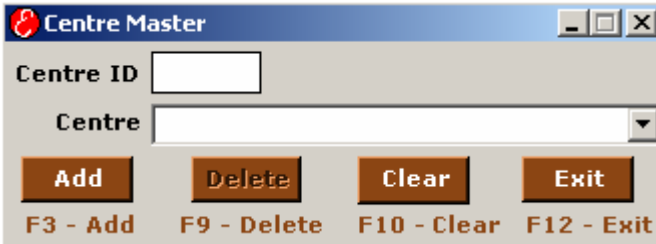
Deselect All

Click on **Deselect All** to deselect all the modules and the tick mark (✓) disappears automatically.

Change   *Short cut Key for Change - F6*

After entering the new password, new expiry date and selecting the access to the modules **left click on <Change>** button to accept the changes and clear the boxes. It updates the database. Otherwise, a message box appears with the message to fill the missing details.

Centre Master

Add
- Enter the centre Id in centre id text box, which accepts only two characters.
- Enter the name of the Centre in Centre box.

Click on Add button to add the new Centre to the database. Entering an existing Centre ID or Centre displays the respective error message to the user.

Delete
- Select the Centre, which has to be deleted.
- Make sure that no record related to centre is entered related to the selected in Material master or Member Registration before deleting.

Click on Delete button, which asks the user confirmation. If user clicks on Yes then delete the selected centre from the Database permanently.

Find and Replace – Materials

This form is to correct the spelling mistakes in data entries of materials. Select the field from the Choose fields drop down box. Enter the text to be replaced in the Find text box and enter the correct text in the Replace text box. When you click on the Replace button a conformation message will be displayed. You cannot undo the replace operation. If you are not familiar with the replace operation, take a database backup and then try to execute the replace operation. If you have done any mistake we can restore from the backup. Processing record Status will be displayed in the status bar of the form. A message box will be displayed with the number of replacements for your kind information.

Field Name
Select the field from the drop down list to do the replace operation.

Find Text

Enter the text to be replaced in the find text box. This text will be replaced with the replace text in all the records of the selected field.

Replace Text

Enter the replace text in the replace text box. This text will replace the find text in all the records of the selected field.

Match Case

Click on the Match Case checkbox to replace the text that matches exactly with the same case of find text. "**N**ote" and "**n**ote" are different when Match Case is selected.

Match Whole Word

Click on the Match Whole Word checkbox to replace the text that matches as a whole word of the find text. "**Note**" and "**Notes**" are different when Match Whole Word is selected.

Find Criteria

Select the field name from the list given in Criteria area and select the operator and give the value in value text box and click on save button to add the criteria to the search query. Keep on adding if more than one criteria need to be added to the query.

Update

Click on **Update** button to start the replace operation. A conformation message will be displayed, Click on the Yes button to continue the replace operation.

Member Category

Members usually belong to different categories (Like Manager, Student, Professor etc.). Member Category is used for entering the category to which the member belongs. All Designations and due days, fine details etc can be entered here.

Category ID

Enter the Category Identification. A maximum of two characters is allowed for category ID and it remains unique for each category. Press <**Tab**> to go to the next box. If an existing Category Id is typed then all the details pertaining to that category will be loaded in their respective boxes.

Category Name

Enter the category name under which the members are to be classified. It is displayed in the box automatically if an existing category ID is entered. Press <**Tab**> to go to the next box.

Fine Days

This is to specify the fine per period beyond due date for a category. **Left click** on right hand side of the box to get the period. Choose the fine days for a particular category. By default the value in fine days is daily.

Slab Type

After due days, a duration is given to return the materials with minimum fine. This duration is termed as slab. Slab remains different for different categories. After the slab period the fine value is increased. There are two different Slab types viz. One Time Slab and Progressive Slab. One Time Slab defines that the slab fine will remain constant for all the slab fine days whereas In Progressive Slab, the slab fine will increase progressively based on the fine days. If the slab day is daily and the slab fine is Rs.1, then the slab fine for the 1st, 2nd, 3rd, 4th etc days are Rs.1, Rs.2, Rs.3, Rs.4 etc respectively. The total fine for 2 days are 2+1=Rs.3, for 3 days are 3+2+1=Rs.6 and for 4 days are 4+3+2+1=Rs.10.

Slab Days

Enter the number of slab days for each category. Normal fine will be calculated for the slab days and slab fine will be calculated after the slab days. In this only positive values should be entered. Otherwise a message box appears with the message to **enter positive numbers**

Total Cards

Enter the total no. of cards (General Cards, BookBank Cards…) allowed for the category

Reservation Cards

This represents the no. of reservations allowed

First Grid

This Grid is used to select material categories (e.g. Books, Digital library…) allowed, due days allowed for the selected material category, Normal fine amount, Extended fine amount.

Category

In this Column double-click the current cell then the combo appears from which user should select the material category. Press <enter> to focus to the next cell

Due Days

In this cell enter the no of due days allowed for the selected material category. This can be changed and there can be different due days for different categories. In this only positive values should be entered. Otherwise a message box appears with the message to **enter positive numbers**.
Press <enter> to focus to the next cell

Normal Fine

In this cell enter the normal fine amount allowed for the selected material category. This is to specify the fine per day beyond due date for a category. By default the value in the fine box is 0. This can be changed and it remains different for different categories. In this only positive values should be entered. Otherwise a message box appears with the message to **enter positive numbers**
Press <enter> to focus to the next cell

Slab Fine/Extended Fine

In this cell enter the slab/extended fine amount allowed for the selected material category. If the material is not returned even after the slab period then the amount of fine collected is increased from normal fine. The increased

fine is the slab fine. This fine is calculated till the material comes back to the library. In this only positive values should be entered. Otherwise a message box appears with the message to **enter positive numbers**
Press <enter> to add one more row

Second Grid

Based on the details entered in the above fields, the member category details are displayed in the grid. The data in the grid is read only and cannot be modified. Taking the mouse pointer to the right extreme of the required column where in the shape of the cursor changes can stretch vertical columns of the grid. Press the left button of the mouse down when the cursor changes and drag the mouse to the right (to increase the width) or to the left (to decrease the width) by keeping the left button of the mouse in pressed state. Release the mouse button when the required width is obtained.
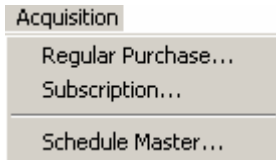
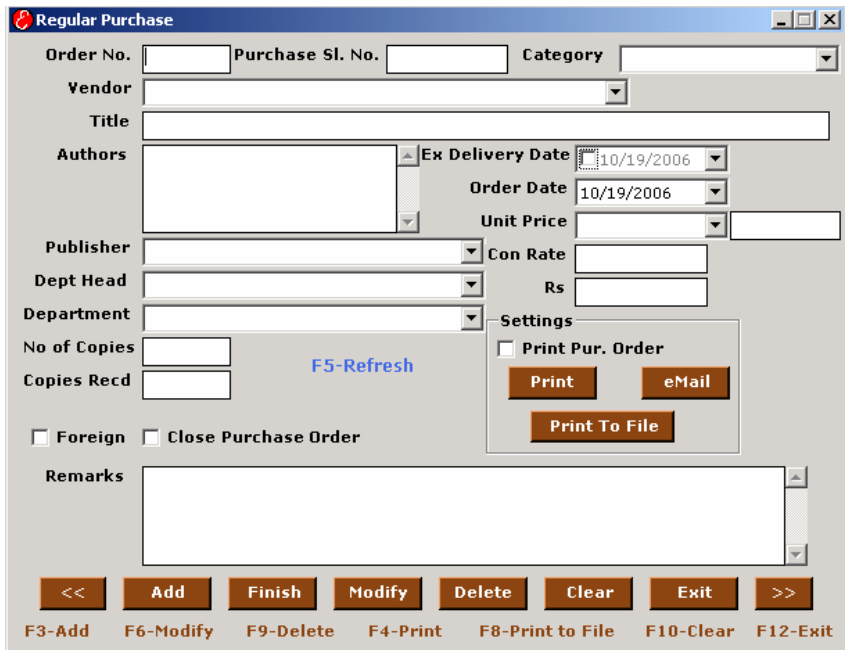# Acquisition   **4**

Acquisition deals with the Purchase orders for the library. The purchase order may be a Regular purchase or Subscription.

The following menu appears if the Acquisition Menu is clicked.

```
Acquisition
    Regular Purchase...
    Subscription...

    Schedule Master...
```

Regular Purchase
The following screen represents regular purchase form.

Order No

Each purchase order must have an order number. Order number is a numeric value and is displayed by default. Click the **<Finish>** button to enter the details into the database and generate a new order number. Purchase serial number is unique for each title and an order can have more than one purchase serial number. Only numerical value should be entered. Otherwise a message box appears with the message "enter Numeric Values". This Order No. is used in various modes of report generation and search.

Purchase Sl. No.

New purchase serial number is displayed by default. The new purchase serial number is displayed according to the order number entered. If an existing purchase serial number is entered then the details pertaining to that purchase number are automatically displayed in the remaining boxes. The Purchase Sl. No. should start with RG followed by numeric values. Any change in this format gives a message box with the message "Invalid purchase no., Should start with RG".

Vendor

The default name in the vendor box is the first name in the vendors list. Left click on the right side of the box to get the list of the existing vendors.

Category

Left click on the right side of the box to get the drop down list of the existing material categories. Choose the required category from the list by a left click on it. This box is enabled when a new invoice number is entered. The new purchase number is displayed according to the purchase category entered in the box.

Title

Enter the title of the item to be ordered. If an existing purchase number is entered then the title is automatically displayed.

Authors

Enter the authors of the material (Book or Journal) to be purchased. If an existing purchase number is entered then the authors are automatically displayed. If numerical value is entered in the beginning, then a message box appears with the message to enter characters. In order to enter more than one author name press <Enter> key.

Ex Delivery Date

The expected delivery date for the items ordered is entered. If any value other than date is entered then a message "invalid date" appears.

Order Date

In this box the current date is displayed when the dialog box is opened. The order date remains enabled and if necessary changes can be done. Enter only the date in this box. If any value other than date is entered then a message "invalid date" appears. This date is automatically displayed when an existing purchase serial number is entered.

Publisher

Enter the publisher of the material or item in this box. If numerical value is entered in the publisher box then a message box appears with the message <enter characters>. Publisher is automatically displayed if an existing purchase serial number is entered.

Total Amount

Here the currency of the country to which the order is placed is to be entered. Left click on the currency drop down box and select the required currency (US DOLLAR or EURO etc.) In this new currency symbol cannot be typed.

In the next box enter the cost of the item as per the currency chosen. It should be a numerical value. If character value is entered then a message "enter numerical values" is displayed.

Con Rate

If a currency is chosen, then the conversion rate for that currency is displayed automatically in this box. This conversion rate can be changed but it is not advisable. If this conversion rate has to be modified, it is better to choose the **Currency Values** option from the **Cataloguing menu** and modify the value in the master database.

Rs.

Based on the amount entered in a particular currency, the total value against rupees is automatically displayed.

No of Copies

By default the number of copies remain as 1. Enter the number of copies of that item to be purchased.

Copies Recd

This box is disabled and the value in it is automatically displayed depending on the no of copies received in the master material dialog box. Since this box is disabled no modifications can be done here.

Foreign

Choose this button and a tick mark appears if it is a foreign order.

Close Purchase Order

Click on this to close the order on a particular serial number. After closing the order, if materials arrive with that particular purchase serial number it cannot be entered in the material master.

Remarks

If necessary, remarks can be entered.

Settings

This gets enabled only if the print purchase order is chosen.

Print Pur Order

To print the current purchase order select this option and a tick mark appears indicating the selection.

Print

Shortcut Key for Print - F4

The Print button is enabled only when the Print Purchase Order is selected. **Click** this button to get the hard copy of the current purchase order form. This printing is designed for any 80 column printer. This can be extended to 130 columns on request.

email

Left click on **email** to send the purchase order to the vendor through mail. The mail goes to the MS Outlook box and when Internet is connected, the mail is automatically sent.

Print to File   *Shortcut Key for Print to File - F8*

The Print to File button is enabled only when the print purchase order is selected. Click this button to save the current purchase order form in a file. Enter the file name and the directory in the dialog box that appears to save the file. Now the file can be viewed, edited and hard copy can be taken as per user's requirement. The order forms are saved in the form of word document.

Add   *Shortcut Key for Add - F3*

Left click <Add> button after entering all the details about a particular material. The next purchase serial number is displayed automatically when this button is clicked. If this button is clicked without entering either Purchase ID or Purchase Description then the respective messages boxes appears with the message to enter the missing details.

Finish   *Shortcut Key for Finish – F11*

Click on **<Finish>** button if a new invoice number is to be entered. This button is disabled when an existing purchase number is entered.

Modify   *Shortcut Key for Modify - F6*

This button is enabled when an existing invoice number with an existing purchase serial number is entered. **Left click** on this button to save the changes.

If an existing Purchase serial number is entered then the purchase descriptions are displayed automatically. Modify button gets enabled and Add button gets disabled.

Delete   *Shortcut Key for Delete - F9*

This button is enabled when an existing invoice number with an existing purchase serial number is entered. **Left click** on this button to delete the contents from the database. Before deletion a message box appears with the warning message "Do you want to delete?" to make sure whether it should be deleted or not.

Clear   *Shortcut Key for Clear - F12*

This button is enabled when an existing invoice number with existing purchase number is entered. **Left click** on this button to clear the contents in the boxes and in the database.

Exit   *Shortcut Key for Exit – Alt + X*

Left click on **Exit** button to discard the changes and to exit from the current dialog box.

                                              Shortcut Key - Page -Up

Click this button to move back within an order form. Within an order, if the contents of the first purchase serial number are displayed then this button gets disabled.

>>

Click this button to move forward within an order form. Within an order, if the contents of the last purchase serial number are displayed then this button gets disabled.

Subscription

The following menu appears when subscription menu is clicked.

Order No

Each purchase order must have an order number. Order number is a numeric value and is displayed by default. Click the **<Finish>** button to generate a new order number. Purchase serial number is unique for each title and an order can have more than one purchase serial number. Only numerical value should be entered. Otherwise a message box appears with the message to enter Numeric

Values. This Order No is used in various modes of report generation and search.

Purch Sl No

New purchase serial number is displayed by default. The new purchase serial number is displayed according to the order number entered. If an existing purchase serial number is entered then the details pertaining to that purchase number are automatically displayed in the remaining boxes. The Purchase Sl No. Should start with SB followed by numeric values. Any change in this format gives a message box with the message "Invalid purch no. Should start with SB".

Vendor

The default name in the vendor box is the first name in the vendors list. **Left click** on the right side of the box to get the list of the existing vendors.

Title

Enter the title of the item to be ordered. If an existing purchase number is entered then the title is automatically displayed.

Dept Head

Enter the Dept Head, which places the order for that particular material. This is automatically displayed if an existing purchase serial number is entered. Press <**Tab**> to go to the next box.

Schedule

This box is enabled when the subscription is selected. **Left click** on the right side of the box to display the existing schedules. Left click on the required schedule. Here no new Schedule can be entered. Addition of new schedule can be done in Schedule Master. The data is automatically displayed when an existing purchase number is entered.

No of Copies

By default the number of copies remain as one. Enter the number of copies of that item to be purchased.

Denied

Click on this to deny that particular Subscription.

Remarks

If necessary, remarks can be entered.

Schedule Master

Schedule

Left click on the right hand side of the box to get the drop down of the existing schedules. **Click** on the type of schedule required, the number of days is automatically displayed. To enter a new schedule type the schedule in the schedule box and the days corresponding to it in the no of days box.

No of Days

Number of days is automatically displayed when an existing schedule is selected. This can be modified for an existing schedule. The value in this box must be numbers. If the value entered contains characters then a message box appears with the message to enter numbers.

Cataloguing   **5**

The following menu appears when the cataloguing menu is clicked.
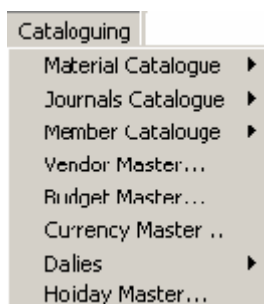
Administrator should take utmost care in giving accession to this module because it involves handling the master database. Permission to accession can be given to the librarians having sufficient knowledge in handling the database.

Material Catalogue

The following submenu appears when this menu item is clicked.
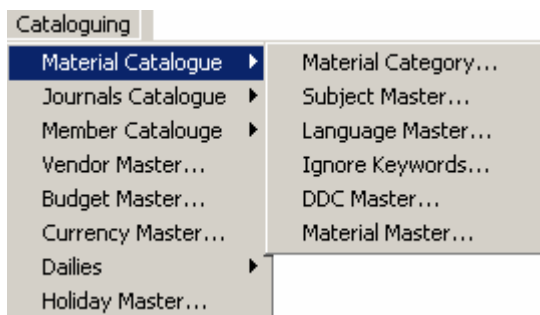
Material Category

This form is used to create new categories for library materials. Any number of categories can be created here and the material details can be entered in Material Master under this category. Enter the Category ID and Category Name to create a new category. For e.g. MA-Manuals, XR-Xerox Reports etc.

Category ID

In Category ID box, enter the Category Identification of maximum two characters. Press **<Tab>** to go to the next box.

Category Name

In Category Name box, enter the category of the material under which the material has to be classified.

Material Master

Material Master is used for adding new materials such as books, magazines, journals etc. This is the main form where the entire details about each and every material are entered. Digital Library Materials and Virtual Library Links are entered here.

The following screen appears when material master menu is clicked.

Category

Left click on the right hand side of the box to select a category from the list displayed. **Choose** the required category from the list. If an already existing accession number is entered, then the category is displayed automatically from the master database. Press **<Tab>** to go to the next box.

Date

The current date is automatically displayed when this dialog box is opened. If necessary, the date can be modified.

Language

Select the language of the material. To enter multilingual materials, first set the related language font name and font size for the language in Language Master available in Material Catalogue of Cataloguing Module. If the language is selected automatically the fonts will be changed into the language selected and later all the entries will be in the selected language.

Call No

Classification number remains unique for a unique combination of title and authors. For example if there are 10 books by the same author and title combination, then all these books have the same call number but different accessionion number. To enter this value, **left click** on the DDC Box and enter the value. If the existing title is clicked then the call number belonging to that particular title is automatically displayed.

Author

In Authors box, authors of the material (Book or Journal) must be entered. If the accessionion number entered is a new one, then the author name is to be entered. If any numerical value is entered in the beginning, then a message box appears with the message to **enter characters**. In order to enter more than one author's name press <**Enter**> key. If the accessionion number entered is an existing one then the authors of that particular material are automatically displayed. Press **<Tab>** to go to the next box.

Title

This is to enter the title of the book or any material. When any character is entered the already existing title will be displayed and the same title can be selected from the list. This will avoid the wrong entries of same title in different formats. This title is automatically displayed when an existing accession ion number is entered.

Sub Title

This is to enter the sub title of the book or journal or magazine. This sub title is automatically displayed when an existing accessionion number is entered.

Edition

Enter the edition of that particular material. If an existing accessionion number is entered then the edition is automatically displayed.

Example: 4, Fourth etc.

Place of Publication

Enter the place of publication in this box. The existing place will be displayed in the list, which can be selected or a new place can be entered.

Publisher

In this box enter the publisher of the book. If numerical value is entered in the publisher box then a message box appears with the message to enter characters. Publisher is automatically displayed if an existing accession number is entered.

Date/Year of Publication

In this box the year of publication of books or month and year of journals or date, month and year of magazines are entered. Date/Year is automatically displayed if an existing accession number is entered.

Example: 1999(for Books) or 1st Week of January 1997 (For Magazine) etc.

Import

To import MARC Tags

Physical Description

Enter the number of pages of that book. It accepts alphanumeric values. This value is displayed automatically if an existing accessionion number is entered.

Example: If the total number of pages is 300, then enter the value as 300. For some materials such as technical papers, the page number starts at 210 and ends at 320. In that case enter the value as 210-320.

Size

Enter the size of each book in any form as the user follows. If an existing accessionion number is entered then if there is any part for that particular book, it is automatically displayed.

ISBN

Enter the ISBN value of that particular material. Generally this is required only for books. If an existing accessionion number is entered then the ISBN value of that particular item is displayed.

Guide

If the category is project reports, then in this box the project guide for that particular project should be entered. In order to enter more than one project guide name press <**Enter**> key. If any numerical value is entered in the beginning, then a message box appears with the message to **enter characters**. If the accession number entered is an existing one then the guides of that project are automatically displayed. Press **<Tab>** to go to the next box.

Links Details

Copies

By default the value of the number of copies remains as one. In this box only numerical values must be entered. If character values are entered then a message box appears with the message to **enter numbers**. If the number of copies is more than one then the accession number gets incremented depending on the value in the number of copies box and is displayed (For example if the accession No. is 20 and if the number of copies is 10 then the new accession number after the Add operation becomes 30).

Accessionories

No of CDs, Floppies, Audio Cassettes, Charts, Maps, Video Cassette, Micro FilmThe numbers of accessionories like CDs, Floppies, Charts, Audiocassettes, Videocassettes, Maps and Microfilms available for a particular material can be entered. It must be a numeric value. If any other value other than numerals is entered then a message box appears with the message to **enter numbers**. This value is automatically displayed when an existing accession number is entered. Press <**Tab**> to go to the next box.

Link Accessionories

This will hold the linked accessionories for the material. This allotted accession numbers for the accessionories will be automatically stored in this box and the accessionories will hold the linked material accession number.

Electronic Link

Digital library is a folder in which all types of files are stored. To keep a record of the down loaded materials; copy the files to the digital library folder. Choose the category as digital library and enter the title. Now press <**Download Link**> and a dialog box with the files is displayed. Choose the file to be mapped and press <**Open**>. The path gets mapped automatically. The materials in the digital library remain as reference material.

Web Link

Enter the web link of the material in this box. This link can be viewed in OPAC search, which will direct to the web path entered here.

Subject

Select the subject details of the material. All the subjects from the subject master is loaded in the list. To add a new subject, enter the subject in the subject master available in the material catalogue of cataloguing module. This entry is useful to take subject wise cataloguing reports.

Series

This is to enter the series to which the book belongs. If an existing accession number is entered then the Series to which the particular book belongs to is automatically displayed.

Department

Select the department details of the material. All departments from the budget master is loaded in the list. To add a new department, enter the department in the budget master available in the cataloguing module. This entry is useful to take department wise cataloguing reports.

Volume

In volume box, the volume of the particular material (For example Engineering Mathematics – Volume **1**) must be entered. If the accession number entered is an existing one then the volume is displayed automatically.

Issue No

Here issue number of an item is entered. Generally this is required for journals and technical papers only. If an existing accession number is entered then issue number if any for that particular item, it is automatically displayed.

Binding

Enter the binding details of the material. This can also be selected from the list. e.g. Hardbound etc.

Location

Enter the shelf number and rack number where the particular material is located. This is automatically displayed when an existing accession number is entered.

Reference

Left click on this box and a tick mark (**v**) appears indicating that this is a reference material and it cannot be issued. If the box is clicked again, then the tick mark disappears indicating that the material can be issued.

Withdrawn

Left click on this box and a tick mark (**v**) appears indicating that this material is withdrawn from the library. A material is removed from the library if it gets damaged. If a book is withdrawn then it cannot be circulated or reserved.

Missing

Left click on this box and a tick mark (**v**) appears indicating that this material is missing. Click this box to avoid the reservation of the missing material.

Gifts/Compliments

Left click on this box and a tick mark (**v**) appears indicating that this material is a gift or compliment copy.

Abstract & Remarks

Abstract/Article

Enter the abstract of the journals and magazines in this box. Any number of characters can be entered in this box. It remains useful at the time of search for a particular magazine or journal or technical paper. .

Remarks

Remarks of the material can be entered. The user can give additional information about the material if required, in this box.

Keywords

Enter the keywords to locate or find a particular material easily. This helps to search for a material with a particular keyword easily. In search menu, if the keywords are given, it lists out all the materials with that particular keyword. Any number of keywords can be entered. Press **<Enter>** key if more than one keyword is to be entered.

Billing

Vendor

Enter the vendor for that particular material. If an existing purchase serial number is entered then the vendor name is displayed automatically. Vendor name is automatically displayed when an existing accession number is entered. Press <**tab**> to go to the next box.

Purchase Sl No

The purchase serial number of particular material is to be entered. If a non-existing purchase serial number is entered a message box appears with the message "**Purchase Order number does not exists"**. The vendor is displayed automatically if the purchase serial number is entered.

Dept Head

Enter the department Head, which places the order for that particular material. This is automatically displayed if an existing accession is entered.

Withdrawal No

In this box enter the withdrawal number of the Cheque or DD and the date of withdrawal.

Example: 330507 DT: 12/07/1999.

Bill No

In Bill Number box the bill number of the material can be entered. If an existing accession number is entered then the bill number, if any, is displayed.

Bill Date

In this box the date of purchase of the material as mentioned in the bill, can be entered and it must be a valid date. Alphanumeric values are not allowed. If an invalid date or character is entered then a message box appears with the warning message to enter the correct date format. If the existing accession number is entered then this date is automatically displayed.

Currency

Select the currency from the list. The conversion rate will be displayed from the currency master. Add and edit currency details in currency master available in cataloguing module.

Conversion Rate

By default the value in the conversion rate remains as 1, which is the conversion rate of Indian currency (RS). If a currency is chosen, then the conversion rate for that currency is displayed automatically in this box. This conversion rate can be changed but it is not advisable. If this conversion rate has to be modified, it is better to choose the **Currency Values** option from the **Cataloguing menu** and modify the value in the master database.

Price

By default the Indian currency RS is displayed. For other currencies **left click** on the price drop down box and select the required currency (**US DOLLAR** or **EURO** etc.) In this, new currency symbol cannot be typed.

In the next box enter the cost of the item as per the currency chosen. It should be a numerical value. If a character value is entered then a message box appears with the message to **enter numerical values.**

Price in RS

Based the amount entered in a particular currency, the total value against rupees is automatically displayed.

Discount and Discounted Price

Percentage of the discount offered for an item or group of items can be entered (If discount is 10% for all the items mentioned in the bill then that discount holds good for each and every item mentioned in the list). The discounted price is displayed discounted price box.

Choose Existing Records

Click **< Choose Existing Records >** to reduce the time of entry. If a copy of an already existing material arrives to the library then **left click < Choose Existing Records >** Select Category and enter the title or author of the material. Immediately the details of that material are displayed on the material master form. Thus it reduces the repeated entry of the same data.

Title

Enter the complete title or part of the title to be chosen. The details of the material with that title are displayed in the Grid.

Authors

Enter the author of the required material. The details of the material with that author are displayed in the Grid.

Grid

Based on the details entered in the above fields, the material details are displayed in the grid. The data in the grid is read only and cannot be modified.

Taking the mouse pointer to the right extreme of the required column where in the shape of the cursor changes can stretch vertical columns of the grid. Press the left button of the mouse down when the cursor changes and drag the mouse to the right (to increase the width) or to the left (to decrease the width) by keeping the left button of the mouse in pressed state. Release the mouse button when the required width is obtained.

Add   *Shortcut Key for Add - F3*

This button is enabled if the accession number in the box is a new one. **Left click** on **Add** button to add the new item after entering all the details of the item in the respective boxes. Add button remains disabled for an already existing accession number. To add any material it is a must to fill the category and title. Otherwise a warning message to fill the missing details is displayed. After adding, all the boxes are cleared and the next accession number appears in the accession number box. Please don't increment the accession numbers unnecessarily. It results in wrong count of materials. Hence change the values in accession number box only to enter an existing accession number for modification or deletion.

Modify   *Shortcut Key for Modify - F6*

This button is enabled when an existing accession number is entered. After modifying the required details, **left click** on the **modify** button, to save the changes done in the boxes. However accession number cannot be modified, as it is a unique reference value.

Delete   *Shortcut Key for Delete - F9*

This button is enabled when an existing accession number is entered. **Left click** on the **Delete** button to delete a particular item from the material list. The moment it is clicked that item is deleted from the database clearing all the boxes. This process leaves a gap in the accession number and hence it is not advisable to use this option. This option should be used only in extreme cases where deleting an item becomes a must and preferably when it is the last item in the database. Otherwise, just click on **withdrawn** box so that a tick mark appears in the box and press **Modify** button indicating that the item is withdrawn and is no longer available for circulation.

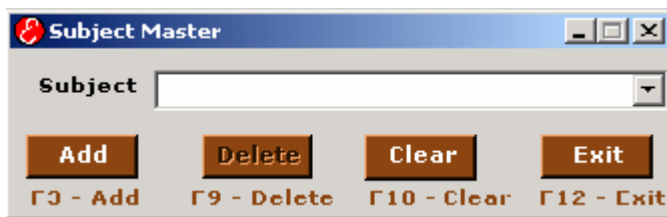**Clear**   *Shortcut Key for Clear - F12*

Left Click on **Clear** button to clear the details from all the box and will generate a new accession number of the selected category.

Exit   *Shortcut Key for Exit - Alt X*

Left click on **Exit** button to discard the changes and to exit from the current dialog box.

Subject Master

It contains the names of the subjects, which are available in the library. This can be used to add a new subject. By clicking on the drop down list, the existing subjects are displayed.

Subject

In this text box the required subject can be entered. New subjects should be added here. New subject cannot be added directly to the master material.

Language Master

This form is for Multilingual Cataloguing. Enter the Language and select the corresponding font to use.

Language

Enter the Language in this field. Add button will enable for new language and modify and delete button will enable for existing languages.

Ignore Keywords

This is to ignore the keywords typed in the text box. A particular word can be selected and can be ignored. In Material Master based on the Title, keywords will be generated automatically. Enter the words here to ignore from the title while generating the Keywords.

DDC Master

Class No.

This is the No. given for a particular keyword

Class Title

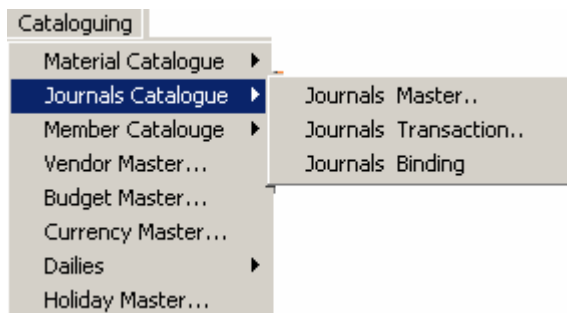In this text box, the title for a given set of keywords is given.

Keywords

In this, the keywords for that particular title is entered and if it is not entered it will consider the title itself as a keyword by default

Journals Catalogue

Journals Catalogue is further classified into Journals Master, Journals Transaction and Journals Binding.

Cataloguing
Material Catalogue ▶
Journals Catalogue ▶
Member Catalouge ▶
Vendor Master...
Budget Master...
Currency Master...
Dailies ▶
Holiday Master...

Journals Master..
Journals Transaction..
Journals Binding

Journals Master

In journals master the unique details of each and every serial in the library can be entered. Each serial will have an unique serial code. Serial name, periodicity, publisher, electronic links etc can be maintained.

Date

Enter the date of the journals acquired to the library. The current date is automatically displayed when this dialog box is opened. If necessary, the date can be modified.

Journal Code

Each journal will have a unique journal code. If an already existing journal code is entered then all the details of the journals are automatically displayed. If the entered value is a new one then all the boxes are cleared automatically.

Journal Name

This is to enter the title of the journal. This title is automatically displayed when an existing journal code is entered.

Periodicity

It maintains the information about the periodicity. Select the periodicity of the journals from the list. For eg. If it is a monthly edition select periodicity as monthly and the no. of issues will be 12.

Publisher

Enter the publisher of the journal. Publisher is automatically displayed when an existing journal code is entered.

Cushion Days

Enter the cushion days for the journal. If it is a foreign subscription, it takes a minimum of three to four weeks to reach us from the date of issue. The minimum period taken in terms of days is given as cushion days.

Electronic Links

Enter the electronic link of the journal in this box.

Abstract / Remarks

Enter the abstract of the journals in this box. Any number of characters can be entered in this box. It remains useful at the time of search for a particular journal.

Add   *Shortcut Key for Add - F3*

Left click on the Add button after entering all the journal details to save the entered values. The next journal code is displayed automatically in the journal code box. Add button will be enabled only for the new journals. If the journal code is already exists add button will be disabled, modify and delete button will be enabled.

Modify   *Shortcut Key for Modify - F6*

Left click on the Modify button to save the modified values. The latest journal code is displayed automatically in the journal code box.

Delete   *Shortcut Key for Delete - F9*

Left click on this button to delete the selected journal details from the database. Before deletion a message box appears with the warning message "Do you want to delete?" to make sure whether it should be deleted or not.

Previous   *Shortcut Key Page Up*

Click on this button to view the previous journal details stored in the database.

Next   *Shortcut Key Page Down*

Click on this button to view the next journal details stored in the database.

Clear   *Shortcut Key for Clear - F12*

Left click on this button to clear the contents in the boxes.

Exit   *Shortcut Key for Exit - Alt X*

Left click on Exit button discard the changes and exit from the current dialog box.

Journals Transaction

In journals transaction each and every issue of all the journals can be entered. Each issue will have a unique RecordID. Volume number, issue number, date of publication, abstract etc can be maintained separately for all the issues. First all the issues for a particular period should be generated and along with the due date it will be stored in the database. Then when the issues received, select the record and update the status as received and enter the received date and other details of the issue. Here if any two issue comes in a same issues then one issue which is already generated can be deleted and the other issue detail can be modified as both the issues.

For e.g. 12 issues has been generated for a monthly journal. A unique record id is allotted for each issue and volume number, issue number and the due

date is stored in the database. If the issue is not received before the due date the received status will show as missing. If the issue is received, it shows as yes and other it shows as not arrived. When journal issue is received, then enter the journal code and select the reference number displays all the details in the grid.

Journal No

Enter the journal No into the Box. The corresponding journal name, vendor, schedule etc will be displayed.

Generate

Left click on this button to generate all the issues for the particular year based on the start volume and start issue number. The generated issues will be displayed in the grid.

Grid

All the existing issues for the selected reference number will be displayed in the grid. For new reference number the generated issues will be displayed in the grid. Double click on the grid to view the details of each issue in journal issue entry form.

Received and Received Date

Click on the received button when an issue is received. Tick marks appear for the conformations of received and enter the received date in the respective box.

Record ID

Each issue is represented by an unique record id. This id cannot be changed or entered. This generated automatically at the time of adding the issue details first for the particular period.

Abstract

Enter the abstract details of the journal issue in this box. The abstract details can be scanned and the text file can be selected through the load abstract button to supply all the details to the issue abstract field.

Remarks

Enter the remarks detail of the issue in this box.

Articles Indexing

The articles of the journal issue can be entered here. Click on the articles button to display the articles indexing form. The article title, authors and the detailed description etc can be entered.

Reference No

Enter the reference number for the article. The reference number should be any existing record id. Record id represents the journal issues.

Article No

Article number is generated automatically. An article number should refer each article details. One-Journal issues can have any number of articles.

Title

Enter the title of the article. Article search can be done using this article title and report can be taken based on the title in Article search.

Authors

Enter the author's detail of the article. Multiple authors can be entered in this box.

Subjects and Keywords

Enter the subject details and keywords of the article. Search can be done using these values.

Abstract

Article abstract can be entered in this box. The abstract details can be scanned and copied to a notepad file and can be entered here using Load abstract.

Add

Left click on this button to add all the rows generated and display in the grid. Volume no, issue no, date of publication, received status, due date, record id will be stored in the database.

Delete

Click on the delete button to delete the entered article details. The article details will be completely removed from the database.

Clear

Left click on this button to clear the values from all the box.

Exit   *Shortcut Key for Exit – Alt + X*

Left click on Exit button to discard the changes and to exit from the current dialog box.

Member Catalogue

Member Catalogue is further classified into Member category, Sub Category and Member Registration.
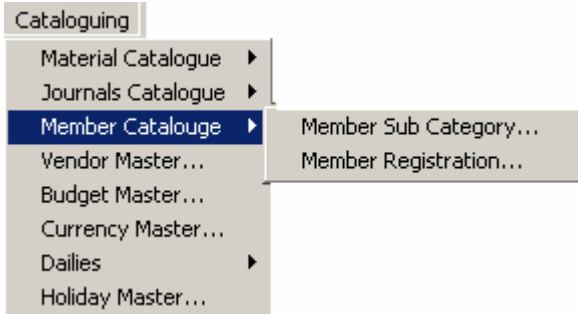
Member Sub Category
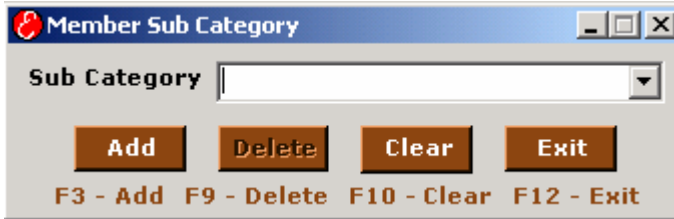
Sub Category
In Sub category box, the subcategory or department to which a particular category member belongs to is entered. If characters are not entered then a message box appears with the message to **enter characters**. If an existing subcategory is chosen from the list displayed when the arrow at the right hand side of the box is clicked, then Add button is disabled and Delete button is enabled.

Member Registration

In Member Registration, the personal details of the members are maintained.

Member ID

A unique member id is given to all the members of the library. By default the new member id is displayed. If an already existing number is entered, the details of that particular member are displayed automatically. Only numerical values should be entered.

Registration Date

In Registration Date box the current date is displayed. This date cannot be modified. If an already existing member id is entered then the date of registration is displayed automatically.

First Name, Middle Name, Last Name

Enter the name of the member to be enrolled to the library. Enter only character values. If numerical values are entered then a message box appears with the message to **enter characters**. This name is automatically displayed when an existing member id is entered. First Name and Last Name are mandatory.

Parent Name and Date of Birth

Enter the parent name and date of birth of the member in the respective box.

Category

In order to choose the category of the member **left click** on the right hand side of the box. A list of existing categories appears. Select the category for that particular member from the list.

Sub Category

In order to choose the sub category **left click** on the right hand side of the sub category box. A list of existing sub categories are displayed. Select the sub category for that particular member from the list. This is automatically displayed if an existing member id is entered.

Present Address and Permanent Address

Enter the present address and permanent address of the member in this box. This address detail is displayed automatically when an existing member id is entered.

Phone (Off), Phone (Residence) and Mobile

Enter the office phone number, residence phone number and mobile number of the member. Phone numbers are automatically displayed if an existing member number is entered.

Email

Enter the email Id of the member. If an existing member id is entered then the email Id is automatically displayed.

ID Card Number

Enter the member's college identification card number. This value is automatically displayed when an existing member id is entered.

ID Card Date

Enter the date of issue of the college ID card. This accepts only date format. This is automatically displayed if an existing member id is entered.

SCST Cards

Enter the maximum number of items a member can take at a time from the SCST books. Only numerical values should be entered. If alpha characters are entered then a message box appears with the message to **enter numerals**.

BB Cards

Enter the maximum number of items a member can take at a time from the Book Bank books. Only numerical values should be entered. If alpha characters are entered then a message box appears with the message to **enter numerals**.

BB Amount

The total Book Bank amount will be displayed here. The Book Bank amount will be taken from the Member Category for the selected Category.

BB Validity

Enter the date until which the Book Bank membership is valid. A Valid date should be entered if the BB Cards is allowed for the member. This box must be filled before adding the member if the BB Cards is more than zero.

Valid Till

The date until which the membership is valid must be entered here. This accepts only date format. This is automatically displayed if an existing member id is entered. This box must be filled before adding the member. Otherwise a message box appears with the message to enter the valid date.

Cancelled On

Enter the date of cancellation of the membership. This date is entered if the membership is withdrawn before the validity date. For new members this should be left blank. This accepts only date format.

Password

Password is a must for each and every member. Alphanumeric values can be entered. Password is used for the purpose of reservation. This box must be filled before adding the member. Otherwise a message box appears with the message to enter the password.

Remarks

In this box the remarks, if any about the member can be entered.

Vendor Catalogue

The following box appears when this menu item is clicked In Vendor Master; the details of the Vendors are maintained.

Date

The current date is automatically displayed when this dialog box is activated.
If an already existing vendor number is entered, the date of entry of that vendor is displayed automatically. This box is disabled so that no modifications can be done here.

Category

Category is further classified into vendor and publisher. Select appropriate option

Vendor

If the details of a new vendor are to be entered choose the vendor category and a dot appears near the vendor. For an already existing vendor number dot appears automatically.

Publisher

If the details of a new publisher are to be entered choose the publisher category and a dot appears near the publisher. For an already existing publisher dot appears automatically.

Vendor Number

As the name goes, this box accepts numerals alone and it will not accept alpha characters. If the value entered in this box already exists, then all the details of the vendor are automatically displayed. If the entered value is a new one then all the boxes are cleared automatically. By default, a new vendor number appears after any operation (Add or Modify or Delete).

Vendor/Publisher

Enter the name of the vendor or the publishing company. If an already existing vendor number is entered, then all the details of the vendor are automatically displayed.

Contact Person

Enter the contact person name in this box. The contact person name is Automatically displayed if an existing vendor number is entered.

Address1

In address1 box the address of the vendor is entered. This address is displayed automatically when an existing vendor number is entered.

Address2

In address2 box the second address of Vendor, if any can be entered. This is automatically displayed if an existing vendor number is entered.

Telephones

In Phone box the phone numbers of the vendor and the contact person are entered. If an existing vendor number is entered then it is automatically displayed.

Telex

In Telex box the telex of the vendor is entered. If an existing vendor number is entered then it is automatically displayed.

Fax

In Fax box the fax number of the vendor is entered. If an existing vendor number is entered then it is automatically displayed.

Email

In this box enter the email ID of the vendor. If an existing vendor number is entered then the email is automatically displayed.

Home Page

In this box the home page address of the Vendor can be entered. If an existing vendor number is entered then it is automatically displayed.

Web site

In this box the web site address of the vendor is entered. If an existing vendor number is entered then it is automatically displayed.

Remarks

In this box the remarks if any can be added. If an existing vendor number is entered then it is automatically displayed.

Budget Master

Budget No

Enter the budget number in this box. By default the new budget number to be entered is displayed. If an already existing number is entered, the details about that budget are displayed.

Check Exp

Click this button to keep a track on the amount spent. A tick mark appears automatically, when this button is clicked. Press <Tab> to go to the next box.

Start Date

Generally budgets are done for a period of time. Enter the starting date of that budget period. Press <Tab> to go to the next box.

End Date

Generally budgets are done for a period of time. Enter the ending date of that budget period. Press <Tab> to go to the next box.

Department Head and Department

Enter the department head and department for which the amount is sanctioned. In order to choose the already existing heads **left click** on the right hand side of the box. A list of existing values is displayed. Select the department and head for which the fund is allocated. This is automatically displayed if an existing budget number is entered.

Amount (Rs)

Enter the budget amount allocated for that period. Only numerical values should be entered. Otherwise a message box appears with the message to enter numbers.

Currency Values

Currency

In Currency box the currency type must be entered. The currency type once entered cannot be modified. Only the currency value can be modified.

Value Against Rupee

In this box the value of the currency in terms of rupees must be entered. The value in this box must be numbers. If the value entered contains characters then a message box appears with the message to **enter numbers**.

Dailies Cost Master

Enter the daily costs for each daily in this form. Select the Name of the daily from the list, Select the day and enter the price of the selected daily for that day. New dailies cannot be entered here. Enter the new dailies in the Material Master under Material Catalogue Menu of Cataloguing Module. Select the Category as Daily and enter the Title in Material Master.

Title of Daily

This box will list all the dailies entered in Material Master under Dailies Category. Select the daily from the list. Press F4-Function Key to view the list and choose using the Up and Down arrows. This cannot be edited.

Day

In Day box the all the weekdays will be displayed. Select the day from the list. If the Price does not exists for the selected daily and day Add button will be enabled. If the record exists then price will be displayed and Modify and delete button will be enabled. The Day box cannot be edited.

Price

Enter the Price for the Daily on the selected Day. This will accept only numeric values.

Dailies/Magazines Register

This form is used to enter all the dailies and magazines details. Select the Magazine or Daily from the list and enter the currency, price and no of copies. Monthly Report can be generated for the entered Dailies and Magazines. Price will be displayed automatically for dailies if the Price exists for those Dailies in Dailies Cost Master.

Id

This will be generated automatically. Whenever you type the existing Id then the corresponding record will be displayed.

Date

This will have the current date by default. It can be selected using the date picker.

Magazines/Daily

Select the name of the daily newspaper or the name of the magazine from the list. This cannot be edited. Enter New Daily and Magazine in Material Master under Dailies and Magazines Category respectively. Material Master is available in Cataloguing Module under Material Catalogue Menu.

Currency

In this, the type of currency is selected.

Price

The amount of that particular material is entered in the text box.

No. of Copies

In this text box, the No. of copies taken is entered.

Holiday Master

From

Enter the starting date of the holiday duration. Only date format is accepted. For example if the holiday is for Independence Day, then enter the same date for both the boxes, from and upto. Enter Independence Day in the description box. Press **<Tab>** to go to the next box.

Upto

Enter the ending date of the holiday duration. Only date format is accepted. For example if the holiday is for Independence Day, then enter the same date for both the boxes, from and upto. Press **<Tab>** to go to the next box.

Description

Enter the reason or description of the holiday. Press **<Tab>** to go to the next box.
Week End Generation

If the library remains closed on weekends, then choose the day from the list and the description comes as weekend automatically. Press **<Tab>** to go to the next box.

Transaction   6

The following menu appears as soon as the transaction menu is clicked.

Transaction
Transaction...
Reservation / Cancellation...
Purchase Requisition Approval...
Binding...

Circulation

This menu is used for the circulation of the materials such as Issue, Return and Renewal.

In circulation, enter the member ID of the member. The details about that member are displayed automatically. Enter the accession number of the material to be issued, returned or renewed and all the details about that material are displayed automatically. The item that is already issued cannot be issued again. Details of items returned and renewed are maintained. If the item is returned on or before due dates then fine is not collected. If the item is returned after the due date then fine is collected which is displayed automatically when that material is returned.

Member ID

In member ID box enter the member ID of the member. The details of the member such as name, category and sub category, under issue, no of cards etc are displayed automatically. These boxes are disabled and no modifications can be done here. It also displays the materials taken by that person in the grid. If the member ID entered in this box is not a valid member ID then a message box appears and clears the invalid ID member ID.

Accession Number

In accession number box, enter the accession number of the material to be issued or returned depending on the transaction. Press **< Tab >** to go the next box. The details of that item are automatically displayed in the remaining boxes. If the entered accession number is already issued then return and renewal button gets enabled. If the accession number is available for issue then issue button gets enabled

Date of Issue

In date of issue box the current date is displayed if the item is issued on that day. At the time of return the date of issue of that material is displayed. This date cannot be modified. This checking is automatically done when the member ID and the accession number are entered in the respective boxes.

Due Date

In Due Date box the due date for returning the item is displayed. This due date period varies for different categories, based on the entry in the member

category master. The box remains disabled and no modifications can be done here.

Date of Return

In Date of Return box the date when the material is returned is displayed. The box is also disabled and cannot be modified. In Date of Return box the current date is displayed if the item is returned or renewed on that day. If the item is being issued then this box remains blank.

Fine (Rs)

Fine amount is automatically displayed when the material is returned after the due date. This fine calculation is done only for certain categories. At the time of issue this box remains empty. This checking is automatically done when member ID and the accession number are entered in the respective boxes. The value displayed in this box cannot be modified.

Lost / Damaged

In Lost or Damaged box the status of the item can be entered if the item is lost or damaged. Click on the box and choose lost or damaged if necessary.

Fee (Rs)

In Fee box the price of the item in Indian currency is displayed automatically the moment the status of the item is clicked as lost or damaged.

Previous Transactions

It displays the previous transactions of the entered member ID. At the time of return, choose the material to be returned from the previous transaction list. Immediately the return and renewal button gets enabled.

Issue   *Shortcut Key for Issue - F2*

This button is enabled when the member ID and the accession number are entered in their respective boxes and if the book is not under circulation but remains on shelf. **Left click** on the **Issue** button to issue that particular item. If

an item is already issued to a member then this button remains disabled. If the accession number of a reserved material is entered, then a message box appears informing the status. If the member exceeded his maximum limit then a message box appears informing the status. An item sent for binding cannot be issued. A reference item or a withdrawn item cannot be issued.

Return   *Shortcut Key for Return - F6*

Return button gets enabled if the accession number entered is under circulation and not on shelf. If the return button is clicked all the boxes are cleared indicating that the item is returned.

Renewal   *Shortcut Key for Renewal - F11*

Renewal button gets enabled if the accession number entered is under circulation and not on shelf. A particular item must be renewed on or before due date. Once the date of return exceeds the due date fine is collected and then the renewal is processed.

Exit   *Shortcut Key for Exit - Alt + X*

Left click on **Exit** button to discard the changes and to exit from the current dialog box.

Reservation/Cancellation
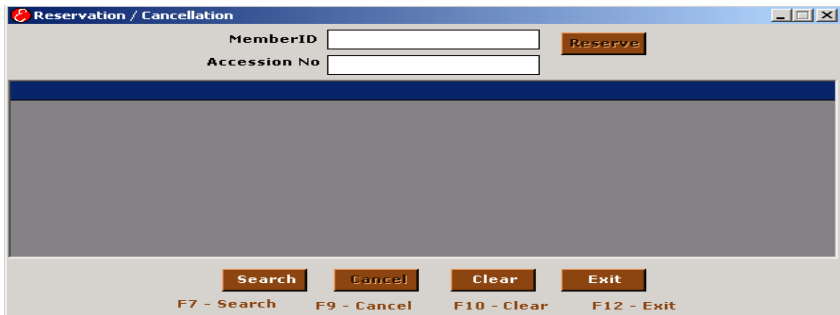
Reservation/Cancellation is used to reserve or cancel the Materials, if the member is not taken the material in time and subsequently if the administrator

wants to issue the material to other member who is not having the first priority to take the material.

Member ID and Accession No

Enter the member ID or accession number and click on the Reserve button to Reserve the Material.If you want to cancel the reservation, enter the member ID or accession number and click search, it will display all reserved materials in the Data grid Box. Select one from the list and then click cancel button to cancel the reservation.

GRID

Select the rows from the grid and click on the delete button to delete the selected rows from the grid.

Search   *Shortcut Key for Search - F8*

Click on search button to display the reservation details based on the query given in member ID and accession number box. Search displays all the reservation details if member ID and accession number is empty.

Cancel   *Shortcut Key for Check In- F9*

Select a row or multiple rows to cancel their reservations and click on cancel button. Cancel button cancels the reservations of the selected rows from the database.

Clear   *Shortcut Key for Renewal - F12*

Click on the **Clear** button to clear all the boxes.

Exit   *Shortcut Key for Exit - Alt + X*

Left click on **Exit** button to discard the changes and to exit from the current dialog box.

Purchase Requisition Approval

Purchase Requisition No.

This is the No. Given for each purchase requisition created.

Category

Left click on the right side of the box to get the drop down list of the existing material categories. Choose the required category from the list by a left click on it. This box is enabled when a new invoice number is entered. The new purchase number is displayed according to the purchase category entered in the box.

Date

In this box the current date is displayed when the dialog box is opened. The order date remains enabled and necessary changes can be done. Enter only the date in this box. If any value other than date is entered then a message

"invalid date" appears. This date is automatically displayed when an existing purchase serial number is entered.

Title

Enter the title of the item to be ordered. If an existing purchase number is entered then the title is automatically displayed.

Author

Enter the authors of the material (Book or Journal) to be purchased. If an existing purchase number is entered then the authors are automatically displayed. If numerical value is entered in the beginning, then a message box appears with the message to enter characters. In order to enter more than one author name press <**Enter**> key.

Publisher

Enter the publisher of the material or item in this box. If numerical value is entered in the publisher box then a message box appears with the message <enter characters>. Publisher is automatically displayed if an existing purchase serial number is entered.

Status

This is a drop down list box, where the status of the Purchase requisition sent for a particular book can be entered like, Under Scrutiny, Ordered or Not Approved.

Search   *Shortcut Key for Search - F7*

Search button is enabled if any one of the fields is filled. **Left click <search>** button and the details are displayed in the grid based on the characters entered in the boxes.

Update   *Shortcut Key to Update – F2*

This button is to Update the Purchase requisition sent earlier.

Clear   *Shortcut Key to Clear – F12*

This button is enabled when an existing invoice number with existing purchase number is entered. **Left click** on this button to clear the contents in the boxes and in the database.

Grid

In this the details of the Purchase requisitions sent can be seen. When the Search button is pressed, then it will display all the details in the grid.

Binding

Accession Number

In accession number box, the accession number must be entered. If the material is to be sent for binding, enter the accession number of the material. The accession number can be entered as 1-10 (From – To) or 1,2,3 (Separated by Comma).

Send   *Shortcut Key for Check Out - F5*

Left click on the **Send** button to send the material for binding entered in the Accession Number text box.

Receive   *Shortcut Key for Check In- F8*

Left click on the **Receive** button to accept the material after binding for the entered Accession Numbers.

Exit   *Shortcut Key for Exit - Alt + X*

Left click on **Exit** button to discard the changes and to exit from the current dialog box.

Documentation   **7**

The following menu appears as soon as the documentation menu is clicked.

Documentation
Material Report...
Expenditure Analysis...
Dailies Report...
Unique Titles...
Stock Verification...
Membership Report...
Reservation Report...
Circulation Report...
Journals Report...
Periodicals not Received Report...
Vendor Report...
Purchase Orders Report...
Holidays Report...
Overdue Reminders...

Material Report

Select the Centre and choose the required category from the category list and the required fields from the select field list to enable the other boxes. By selecting the fields in the select Fields, the details of the items can be viewed, saved as Excel sheet.

Select Fields

To select fields, **left click** on the required fields in select fields box one by one and a tick mark (✓) appears against each selected field. Only these fields can be viewed or printed as report and the remaining fields are omitted. Other search conditions such as title wise search or author wise search can be done only if at least one field is selected.

Check All

To select and displayed all the fields click this option. It is not a must to select all the fields.

Category

Select the category while search has to be performed. All the materials belong to this category is displayed in the grid when the search button is clicked.

Centre

Select the centre while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.

Title

Enter the title to be searched and displayed. One word or Multiple words can be given for search. "+" Can be used for in-depth search. To search for a Title "You can win", enter title like "you+can+win" or "win+you+can" etc. This will display the titles, which contains all these three words. Some part of the character also can be given as search criteria.

Authors

Enter the author to be searched and displayed. Use "+" for in-depth search. An author "Edward Collins" can be searched like "edw+colli". Full word need not be given to search. Some part of the word is also enough to search for the matching words.

Publisher

Enter the publisher to be searched and displayed.

Subject

Enter the Subject to be searched and displayed.

No. Of Retrievals

It gives the total number of materials displayed on the grid. It remains disabled and it cannot be modified.

Grid

The details of the selected category and field are displayed in the grid. The data in the grid is read only and cannot be modified. Taking the mouse pointer to the right extreme of the required column where in the shape of the cursor changes can stretch vertical columns of the grid. Press the left button of the mouse down when the cursor changes and drag the mouse to the right (to increase the width) or to the left (to decrease the width) by keeping the left button of the mouse in pressed state. Release the mouse button when the required width is obtained.

Search   *Shortcut Key for Search - F7*

 After entering all the details press this button to search and display the results of search in the grid.

Save

First click the search button to search and retrieve the material list. Enter the file name and the directory in the dialog box that appears to save the file when this button is clicked. Now the file can be viewed, edited and hard copy can be taken as per user's requirement. The reports are saved in the form of Excel document.

Clear

This button is enabled only if at least one of the boxes is filled**. Left click** on this button to clear all the details in the boxes and not from the database.

Exit

Left click on **Exit** button to discard the changes and to exit from the current dialog box.

Unique Titles

Choose the required category from the category list and the required fields from the select field list to enable the other boxes. By selecting the fields in the select Fields, the details of the items can be viewed, saved as an Excel sheet.

Centre

Select the centre while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.

Category

Select the category while search has to be performed. All the materials belong to this category is displayed in the grid when the search button is clicked.

Select Fields

To select fields, **left click** on the required fields in select fields box one by one and a tick mark ($\checkmark$) appears against each selected field. Only these fields can be viewed or printed as report and the remaining fields are omitted. Other search conditions like title wise search or author wise search can be done only if at least one field is selected.

Check All

To select and displayed all the fields click this option. It is not a must to select all the fields.

Save

First click the search button to search and retrieve the material list. Enter the file name and the directory in the dialog box that appears to save the file when this button is clicked. Now the file can be viewed, edited and hard copy can be taken as per user's requirement. The reports are saved in the form of Excel document.

Clear

This button is enabled only if at least one of the boxes is filled**. Left click** on this button to clear all the details in the boxes and not from the database.

Exit

Left click on **Exit** button to discard the changes and to exit from the current dialog box.

Journals Report

Used to view the details of journals based on the search criteria specified. Select the field from the combo box and enter the search value in the next text box .It gives all journal details

Grid

It Displays the results. The data in the grid is read only and cannot be modified. Taking the mouse pointer to the right extreme of the required column where in the shape of the cursor changes can stretch vertical columns of the grid. Press the left button of the mouse down when the cursor changes and drag the mouse to the right (to increase the width) or to the left (to decrease the width) by keeping the left button of the mouse in pressed state. Release the mouse button when the required width is obtained.

Periodicals Not Received

The details of the periodicals that are not received in a particular period can be generated.

Start Date

By default a date that is one year behind the current date appears when this dialog box is opened**. Left click** on **Start Date** box to change the date. This date represents the starting date of a period for which the report is to be generated. Press **< Tab >** to go to next box. If a valid date is not entered in this box then a message box appears with the message to enter the valid date.

End Date

By default current date appears when this dialog box is opened**. Left click** on **End Date** box to change the date. This date represents the end date of a period for which the report is to be generated. Press **<Tab>** to go to next box. If a valid date is not entered in this box then a message box appears with the message to enter the valid date.

Vendor

To list out the items that are not received from a particular vendor, choose the vendor from the vendor drop down list.

Title

To list out the items that are not received based on the title, enter the title in that box.

No of Retrievals

It gives the total number of materials displayed on the grid. It remains disabled and it cannot be modified.

Dailies Report

The details of the dailies that are not received in a particular period can be generated. Period can be as specific month/year .It generates the report as an excel sheet which is designed as a register that gives day wise details about arrival of all dailies.

Month
Select the month for which the report has to be taken

Year
Select the year for which the report has to be taken

Save
Click this button to save the details in the form of excel sheet

Print

You can directly take the print out of the results by clicking on this button

Membership Report

In a particular period the details of the members whose validity to use the library is getting expired can be viewed and if necessary hard copy can be taken.

Category

Select the category while search has to be performed. All the materials belong to this category is displayed in the grid when the search button is clicked.

Centre

Select the centre to while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.

Start Date

By default a date that is one month behind the current date appears when this dialog box is opened**. Left click** on **Start Date** box to change the date. This date represents the starting date of a period for which the report is to be generated. Press **< Tab >** to go to next box. If a valid date is not entered in this box then a message box appears with the message to enter the valid date.

End Date

By default current date appears when this dialog box is opened**. Left click** on **End Date** box to change the date. This date represents the end date of a period for which the report is to be generated. Press **<Tab>** to go to next box. If a valid date is not entered in this box then a message box appears with the message to enter the valid date.

Search

 After entering all the details press this button to search and display the results of search in the grid.

Print   *Shortcut Key for Print - F4*

To enable this button choose at least one category and one field and also enter the starting and ending date. If the printer is connected to the system, click this button to take a report of the contents displayed on the grid. This printing is designed for any 80-column printer. This can be extended to 130 columns on request.

Save   *Shortcut Key for print to file -F8*

First click the search button to search and retrieve the material list. Enter the file name and the directory in the dialog box that appears to save the file when this button is clicked. Now the file can be viewed, edited and hard copy can be taken as per user's requirement. The reports are saved in the form of Excel document.

No of Retrievals

It gives the total number of materials displayed on the grid. It remains disabled and it cannot be modified.

Circulation Reports

This menu is used for taking circulation reports i.e., reports on materials issued in a period, materials returned in a period and pending list.

Current Issues

Left click this button to generate report on the details of transaction based on the date of issue during recent period.

Old Issues

Left click this button to generate report on the details of transaction based on the date of issue during a given period.

Return

Left click this button to generate report on the details of transaction based on the date of return during a given period.

Overdue

Left click this button to generate report on the list of items that are not returned to the library even after the due date. Pending list as on current date is displayed. If this option is chosen, the start date and end date boxes are disabled.

Renewals

Left click this button to generate report on the details of transaction based on the date of renewals during a given period.

Centre

Select the centre while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.

Category

Select the category while search has to be performed. All the materials belong to this category is displayed in the grid when the search button is clicked.

Starting Date

By default a date that is one month behind the current date appears when this dialog box is opened**. Left click** on **Starting Date** box to change the date. This date represents the starting date of a period for which the report is to be generated. Press **< Tab >** to go to next box. If a valid date is not entered in this box then a message box appears with the message to enter the valid date.

Ending Date

By default current date appears when this dialog box is opened**. Left click** on **Ending Date** box to change the date. This date represents the end date of a period for which the report is to be generated. Press **<Tab>** to go to next box. If a valid date is not entered in this box then a message box appears with the message to enter the valid date.

Member ID

The items of the selected category are loaded in the preview grid based on the member id entered in this box. If the text entered is not a correct member id then a message box appears with the message **"This Register Number does not exists".**

Name

The items of the selected category are loaded in the preview grid based on the name entered in this box.

Search

After entering all the details press this button to search and display the results of search in the grid.

No of Retrievals

It gives the total number of materials displayed on the grid. It remains disabled and it cannot be modified.

Reservation Report

This menu provides the report on Reservation details according to the input values given by the user. Report can be taken with selected field names from the Select Fields option. You can move the position of the fields in the report using the arrow keys in the Move option

Start Date

By default a date that is one year behind the current date appears when this dialog box is opened**. Left click** on **Start Date** box to change the date. This date represents the starting date of a period for which the report is to be generated. Press **< Tab >** to go to next box. If a valid date is not entered in this box then a message box appears with the message to enter the valid date.

End Date

By default current date appears when this dialog box is opened**. Left click** on **End Date** box to change the date. This date represents the end date of a period for which the report is to be generated. Press **<Tab>** to go to next box. If a valid date is not entered in this box then a message box appears with the message to enter the valid date.

Centre

Select the centre while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.

Search

 After entering all the details press this button to search and display the results of search in the grid.

Stock Verification

Stock verification is a process of comparing the physically existing stock with the database to know the status of the materials such as missing, withdrawn etc. The details of the item either sent for binding or lost or damaged, or in issue can be known for selected categories.

Evaluate

Before evaluation, a file (consists of accession no's that are physically available written one after the other) with the details of the physically existing stock should be placed in the Libsoft folder. Now select **<Evaluate>** radio button and choose the name of the file to be compared with the database from the dialog box. The result of evaluation is displayed on the grid if the display button is pressed. After verification press **update** button to update the result in the database.

Binding

Select <**Binding**> radio button and choose at least one category and one field. **Left click** on this button to view the items, which are send for binding, and save it to a file as on current date.

Missing

Select <**Missing>**button and choose at least one category and one field. **Left click** on this button to view the items, that are missing as on current date and it can be save and print out can be taken if necessary.

Withdrawn

Select <**Withdrawn**> Radio button and choose at least one field. **Left Click** on this button to view the items that are withdrawn from the library and it can be saved and print out can be taken if necessary.

Reference

Select <**Reference**> Radio button and choose at least one category and one field. **Left Click** on this button to view the items that remains as reference materials and it can be saved and print out can be taken if necessary.

No of Retrievals

It gives the total number of materials displayed on the grid. It remains disabled and it cannot be modified.

Centre

Select the centre while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.

Category

Select the category while search has to be performed. All the materials belong to this category is displayed in the grid when the search button is clicked.

Expenditure Analysis

In periodic expenditure, the amount spent on purchase of item during a particular period can be taken.

Start Date

By default a date that is one month behind the current date appears when this dialog box is opened**. Left click** on **Start Date** box to change the date. This date represents the starting date of a period for which the report is to be generated. Press **< Tab >** to go to next box. If a valid date is not entered in this box then a message box appears with the message to enter the valid date.

End Date

By default current date appears when this dialog box is opened**. Left click** on **End Date** box to change the date. This date represents the end date of a period for which the report is to be generated. Press **<Tab>** to go to next box. If a valid date is not entered in this box then a message box appears with the message to enter the valid date.

Centre

Select the centre while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.

Department

Select at least one category and one field. The items of the selected category are loaded in the preview grid based on the department entered in this box.

No of Unique Titles

Generally in the library, more than one copy is available for certain titles. This box displays the number of unique titles. It remains disabled and hence it cannot be modified.

No of Copies

Generally in the library, more than one copy is available for certain titles. This box displays the total number of copies available. It remains disabled and hence it cannot be modified.

Total Expenditure

Here the total amount spent in purchasing the materials is displayed. It remains disabled and hence it cannot be modified.

Purchase Order Report

This menu provides the report on Purchase Order details according to the input values given by the user. Report can be taken with selected field names from the Select Fields option. You can move the position of the fields in the report using the arrow keys in the Move option

Start Date

By default a date that is one year behind the current date appears when this dialog box is opened**. Left click** on **Start Date** box to change the date. This date represents the starting date of a period for which the report is to be generated. Press **< Tab >** to go to next box. If a valid date is not entered in this box then a message box appears with the message to enter the valid date.
End Date

By default current date appears when this dialog box is opened**. Left click** on **End Date** box to change the date. This date represents the end date of a period for which the report is to be generated. Press **<Tab>** to go to next box. If a valid date is not entered in this box then a message box appears with the message to enter the valid date.

Centre

Select the centre while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.

Category

Select the category while search has to be performed. All the materials belong to this category is displayed in the grid when the search button is clicked.

Search

After entering all the details press this button to search and display the results of search in the grid.

Vendor Report

This menu provides the report on vendor details according to the input values given by the user. Report can be taken with selected field names from the Select Fields option. You can move the position of the fields in the report using the arrow keys in the Move option

Name

The vendors and publishers details are loaded in the preview grid based on the vendor or publisher name entered.

Contact Person

Enter the Contact person name.

Search

After entering all the details press this button to search and display the results of search in the grid.

No of Retrievals

It gives the total number of materials displayed on the grid. It remains disabled and it cannot be modified.

Print   *Shortcut Key for Print - F4*

 If the printer is connected to the system, click this button to take a report of the contents displayed on the grid. This printing is designed for any 80-column printer.

Save   *Shortcut Key for print to file -F8*

Select at least one category and one field and also enter the starting and ending date. Enter the file name and the directory in the dialog box that appears to save the file when this button is clicked. Now the file can be viewed, edited and hard copy can be taken as per user's requirement. The reports are saved in the form of Excel sheet.

Holiday Report

This menu provides the report on Holiday details according to the input values given by the user. Report can be taken with selected field names from the Select Fields option. You can move the position of the fields in the report using the arrow keys in the Move option

Description

Enter the Description about the Holiday.

Search

After entering all the details press this button to search and display the results of search in the grid.

Print   *Shortcut Key for Print - F4*

If the printer is connected to the system, click this button to take a report of the contents displayed on the grid.

Save   *Shortcut Key for print to file -F8*

Enter the file name and the directory in the dialog box that appears to save the file when this button is clicked. Now the file can be viewed, edited and hard copy can be taken as per user's requirement. The reports are saved in the form of Excel sheet.

Overdue Remainder

This is the remainder for overdues according to the particular period.

Start Date

Enter the starting date. It accepts only date format.

End Date

Enter the ending date .It accepts only date format.

E-Mail
Enter the Member ID and click the E-Mail button, automatically mail will go to that particular member accout

Statistics   **8**

The following menu appears as soon as the Statistics menu is clicked.

Statistics

Materials in Demand...
Best Readers...
Circulation Rate...
Material Expenditure...
Missing Material Analysis..
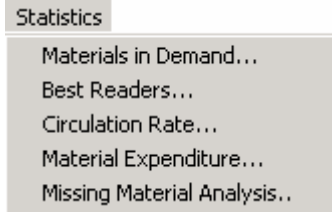
In Statistics menu, graphical reports can be taken for analysis. The graph depicts the flow of data in different forms such as member distribution, material distribution etc.

Materials in Demand

This graph displays the materials that are frequently taken from the library. It helps in placing further orders for those materials.

Category

Select the category while search has to be performed. All the materials belong to this category is displayed in the grid when the search button is clicked.

Centre

Select the centre while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.

Best Readers

This graph displays the members who make the best use of the library.

Category

Select the category while search has to be performed. All the materials belong to this category is displayed in the grid when the search button is clicked.

Centre

Select the centre while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.

Circulated Rate

This graph displays the rate of circulation of different categories of materials at different intervals of time.

Category

Select the category while search has to be performed. All the materials belong to this category is displayed in the grid when the search button is clicked.

Centre

Select the centre while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.

Material Expenditure

This graph displays the amount spent in purchasing the materials for different categories at different intervals of time.

Category

Select the category while search has to be performed. All the materials belong to this category is displayed in the grid when the search button is clicked.

Centre

Select the centre while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.

Missing Material Analysis

This graph can be utilized for analyzing the missing materials. It gives the materials missed at different intervals.

Category

Select the category while search has to be performed. All the materials belong to this category is displayed in the grid when the search button is clicked.

Centre

Select the centre while search has to be performed. All the Categories belong to this Centre is displayed in the grid when the search button is clicked.
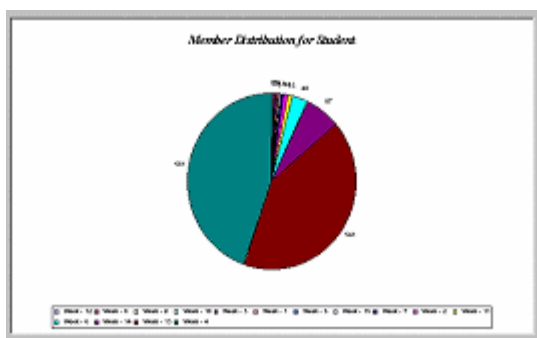
Graph Types

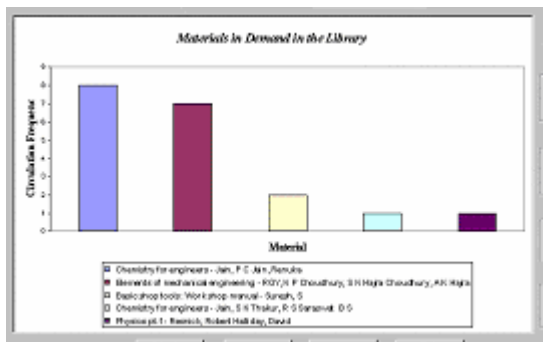Choose the type of graph preferred from the following.

Pie Chart

If pie chart is chosen in the graph type, the following graph appears.

Bar Chart

The following graph appears if bar chart is chosen.
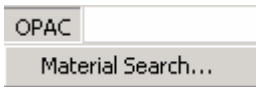
OPAC   **9**

OPAC is **O**nline **P**ublic **A**ccess **C**ataloguing. This is the only module available for the public to search on line for the materials, reserve the materials etc.

The following menu appears as soon as the OPAC menu is clicked.

```
OPAC
    Material Search...
```

Material Search

In Material Search, the public can search for the materials needed entering the title, author, keywords etc. Even a combination of two or more entries can be given for search. Boolean search is also available. Use "+" operator for in-depth search. For e.g. to search for a title "English Vocabulary", you can give title "like" eng+voc, which will display all the title with these combination of words.

The following menu represents opac material search.

Category

Select a Category from the Category list. When the category is selected and Search button is pressed then the details of that particular category are automatically displayed.

Title

Enter the title to be searched and press search button. Select appropriate search condition (Like, LikeAnd, LikeNot, None) from the dropdown box.

Publisher

Enter the publisher to be searched and press search button. Select appropriate search condition (Like, LikeAnd, LikeNot, None) from the dropdown box.

Authors

Enter the authors to be searched and press search button. Select appropriate

search condition (Like, LikeAnd, LikeNot, None) from the dropdown box.

Number of Copies

The value in this box is automatically displayed depending on the number of rows displayed on the grid.

Grid

The details of the selected category and field are displayed in the grid. The data in the grid is read only and cannot be modified. Double click on a row in the grid will display catalogue card format with status. Issued material and materials sent for binding can be reserved here.

Search   *Shortcut Key for Search - F7*

 After entering all the details press this button to search and display the results of search in the grid.

Clear

 Left click on this button to clear all the details in the boxes and deselect all the fields.

Colour Format

Colour format is for status of the books. That means whether it is issued or it is in on shelf book etc.

Red Colour

Those books are Reference books. Students can't reserve those books.

Yellow Colour

Those books are whether issued or reserved. Students can reserve these Books but availability is depends on first in first outcome model.

White Colour

That books are oneself books. Students can't reserve on shelf books.

Brown Colour

Those books are missing/withdrawn books.

Help 10

The following menu appears as soon as the help menu is clicked.
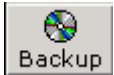

Contents

This option is to view help either through topics or index search. Click on any topic under contents to know more about it.

About Us

This gives a brief description of Environ software (P) Ltd. Click on **OK** button to come out of the box.
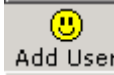
Appendix-A

Toolbar Buttons

Click this button to *Backup operation.*

Click this button to *Import Members.*

Click this button to *Add User.*

Click this button t o *Material Category.*

Click this button to *Find & Replace.*

Click this button to *Material Master.*

Click this button to *Member Registration.*

Click this button to *Vendor Master.*

Click this button to *Dailies.*

Click this button to *Reserve/Cancel.*

Click this button to *Circulation.*

Click this button to *Libsoft Help.*

Click this button to *Re- Login.*

LIBSOFT Version 9.0.0
Release Notes
August 2006

Installation Notes

This file contains important information specific to the Production
release of Libsoft Version 9.0.0

System Requirements

For SQL Server Database

For Server Configuration

- ✓ Intel-based PC running with Windows 2003 Service Pack 1,
  Windows 2000 Server Service Pack4 and Windows XP.
- ✓ SQL Server 2000 or SQL Server 2005 Database.
- ✓ Minimum P-IV- Processor (Pentium recommended).
- ✓ Microsoft office 2000 or higher.
- ✓ Windows NT or Novell NetWare.
- ✓ 20 GB Minimum Hard Disk capacities.
- ✓ 256 MB Minimum Ram Capacities.
- ✓ Color Monitor with 1024 X 780 resolution.
- ✓ CD-ROM R/W Drive.

Client Configuration

- ✓ Intel-based PC running with Windows 20003, Windows 2000
  or Windows XP.
- ✓ Minimum P-IV Processor (Pentium recommended).
- ✓ Microsoft office 2000 or higher.
- ✓ Windows NT or Novell NetWare.
- ✓ 20 GB Minimum Hard Disk capacities.
- ✓ 256 MB Minimum Ram Capacities.
- ✓ Color Monitor with 1024 X 780 resolution.

II | **Libsoft Installation Notes**

For MYSQL Database

For Server Configuration

- ✓ Intel-based PC running with Windows 2003 Service Pack 1, Windows 2000 Server Service Pack4 and Windows XP.
- ✓ MYSQL 5.0.
- ✓ Minimum P-IV- Processor (Pentium recommended).
- ✓ Microsoft office 2000 or higher.
- ✓ Windows NT or Novell NetWare.
- ✓ 20 GB Minimum Hard Disk capacities.
- ✓ 256 MB Minimum Ram Capacities.
- ✓ Color Monitor with 1024 X 780 resolution.
- ✓ CD-ROM R/W Drive.
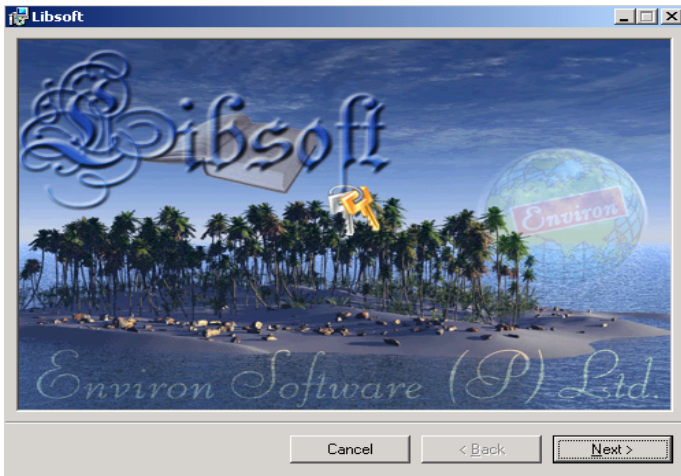
Client Configuration

- ✓ Intel-based PC running with Windows 20003, Windows 2000 or Windows XP.
- ✓ Minimum P-IV Processor (Pentium recommended).
- ✓ Microsoft office 2000 or higher.
- ✓ Windows NT or Novell NetWare.
- ✓ 20 GB Minimum Hard Disk capacities.
- ✓ 256 MB Minimum Ram Capacities.
- ✓ Color Monitor with 1024 X 780 resolution.

Installation Instructions

- ➢ Insert the CD into the CD-ROM drive of your computer.
- ➢ Browse the CD and open **Server Folder** for Server Setup
- ➢ Browse the CD and open **Client Folder** for Client Setup
- ➢ Double Click on 'setup.exe'.

Step 1#.

Click on 'next' button of welcome screen

Step 2#.

Click on 'next' button of Libsoft Setup Wizard

Step 3#.

Click on 'next' button of Libsoft Information

Step 4#.

Click on 'I Agree' button if you accept the License agreement and Click 'Next' Button.

Step 5#.

Select 'Everyone' and Select the destination directory where the software has to be installed and click on 'Next' button.

Step 6#.
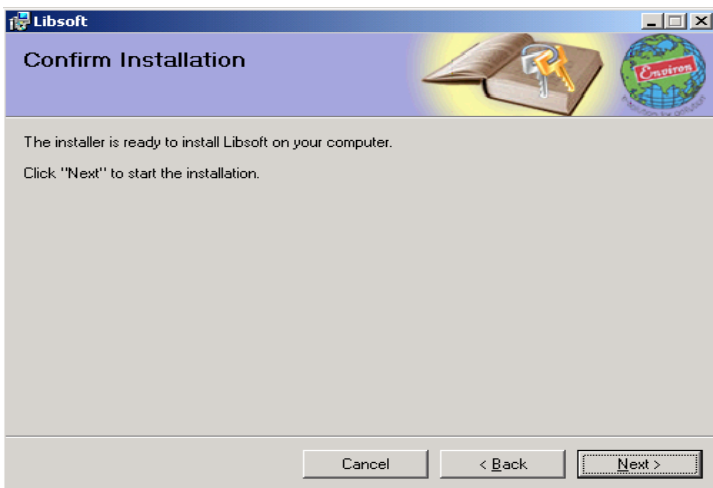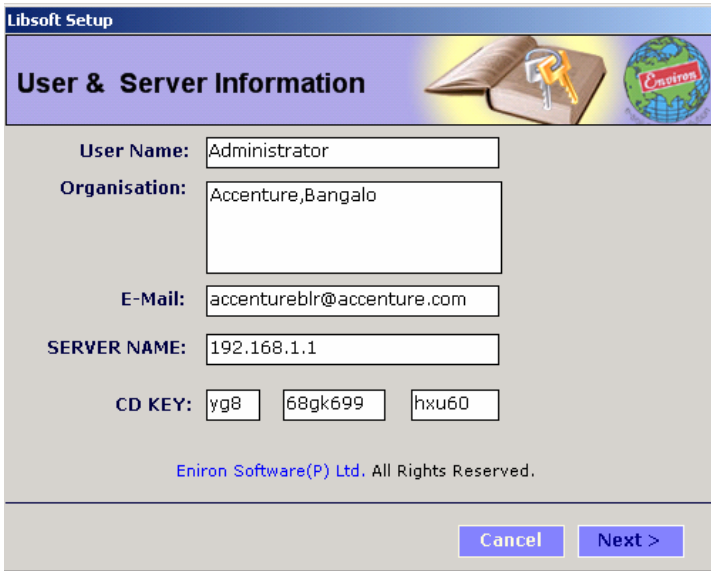
Click 'Next' to Start the Installation

Step 7#.

Fill the required information in Info screen and click on 'Next' button.

  Required info: - User Name, Organization, Mail ID, Name of the Server system (Server name/IP Address) and 15 digit CD Key, which is given along with the CD.

➤ Entering the correct CDkey will enable the 'Next button, Click on the 'Next' button.

➤ Wait until it gives message as 'Libsoft was successfully installed', and click on 'OK'.
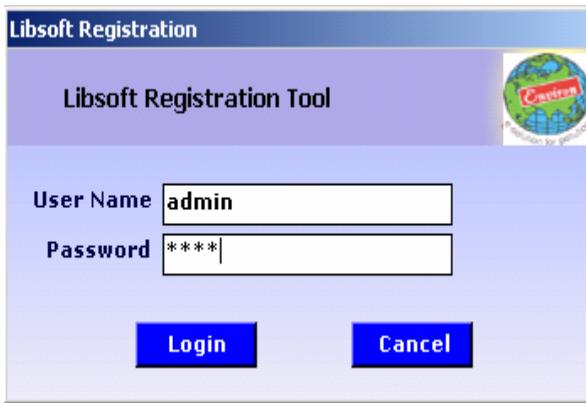
Configuration of Libsoft

Server Configuration:

➢ Share the source directory for read and write, where the software is installed.

➢ Double click on 'ConfiguareNode.exe' and type the user name and password, which has given to you.

➢ Select the Drive where the Libsoft is installed and click on 'Register Node' button.

➢ Fill the required info in Node Registration screen.

Required info: - Node Name (Name of the PC), Node Number (9 digit Volume Number which is showing down the Drive)

IP Address/System Name and authorized user of that PC and click on Register.
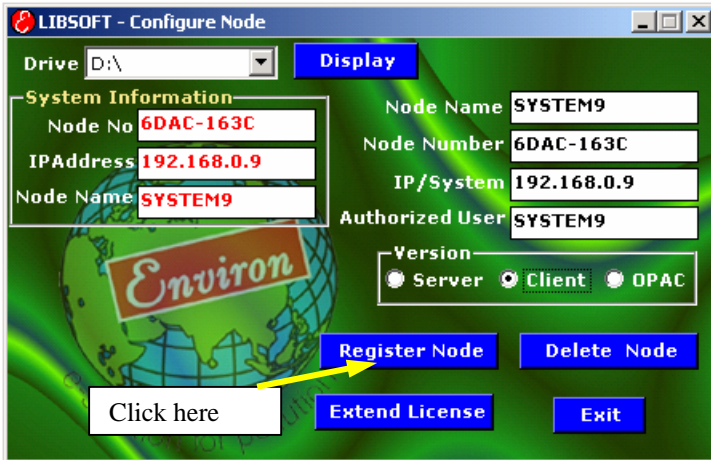
Client Configuration:

➤ Go to the source directory, where the software is installed, and open the 'serpath.sys' file in notepad.

➤ Give the path of the directory, where the 'Libsoft.exe' file exists and save it. (Ex: \\ServerName\Directory name where the Libsoft Folder is exists.)

➤ Go to the server and open the 'ConfigureNode.exe' and click on 'Register Node' button.

➤ Fill the required info in Node Registration screen.

➤ Required info: - (Noted in the previous step)

Libserver.exe

All Libsoft clients will work only if this application starts in the server system. This application will be displayed as a green icon in the system tray to confirm the running of this application.
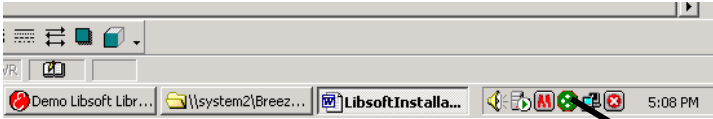
Libdetls.sys

This is a file in the system folder (c:\windows\system32 or c:\windows\system) stores the user information and server name. Last line of this file contains the server name in the format of: *server: servername.* Servername should hold the Libsoft server system name. If this name is not correct, clients will not connect to the server system and will give "server could not found" message.

Serpath.sys

This file stores the Libsoft server files (photos, icons, background pictures etc.) path. This file should be there along with the Libsoft application. If you change the server system, update the serpath file in all the client system. This file will be created automatically,

LIBSOFT Trouble Shooting

1. While starting the application, if a message box appears showing "Server could not found" then either the server may be down (Switched off) or the network connection to server might have been cut. After ensuring that the server is switched ON and the Network connection is proper, run the application once again. If the problem persists contact Environ Software immediately

2. If an application closes while working, without giving any message then this is because of improper termination of application previously. In order to solve this problem stop and start the LIBSERVER application, which is in windows startup menu. If the problem persists contact Environ Software immediately

3. While giving the username and password, if it says "Wrong User" then such username does not exist.

4. While giving the username and password, if it says "Unauthorised Entry!!! Contact Administrator or Program Vendor", then the password is wrong.

5. While giving the username and password, if Libsoft Server says "Unauthorised Software Usage" then the Server node is not registered or if Libsoft client says "Unauthorised Software Usage" then the client node is not registered or the software is being run from an illegal drive or machine. Please register the node with ConfigureNode application supplied along with the software.

6. While giving the username and password, if it says "User License Expired!!! Please Contact System Administrator or Program Vendor", then that particular username validity has exceeded the expiry date. The administrator can go to Administration module of Libsoft, and Click on Modify User and extend the expiry date for that user. If the administrator is

not able log on to the software the please contact Environ Software immediately.

7. In case while working with the software "Run Time Error" flashes, please note down the Screen name and under which condition, the error pops out and inform Environ Software so that it will be easy to eliminate the error and solve the problem.

8. If the printout of Barcode Labels is not proper, Go to Control Panel-Printers-Default Printer [For Eg. HP640C]-Properties and set the paper size under Custom as (8in x 14in.) or (8.5in x 14in)

9. If the Barcode font is not appearing either in ID Card or in Barcode labels, then go to Windows directory ("Windows" directory in Win 9x and "WINNT" in Windows NT / 2000 / XP systems), Go to Fonts Folder and Choose Code128, Code 128Wide, Code128Narrow. Click on these files and Click on "Done" Button for all the three files. After doing this, Try the Print Preview option in ID Card generation or Barcode for Materials option. If it still does not show barcode, then restart the system and try the print preview option once again. Even after this if it does not show, then there might some problem with the way, the OS was installed. Please contact us to get further solution.

Configure Node

(Registering the Server and Client Libsoft Application)

10. Serpath.sys file should be there along with the configure node to work successfully. Database path should be entered in the Serpath.sys file for Access Version. Server Name should be entered in Libdetls.sys file for SQL and Oracle Version.

11. While giving the username and password, if ConfigureNode says "Invalid Username/Password", then the username and password is wrong. Check with your administrator or program vendor for the correct username and password.

12. If Configure node is expired, it gives "License Expired, Contact Program Vendor". Please contact program vendor to extend the license of the configure node.

13. If the ConfigureNode is being run from an illegal drive or machine, it gives "Unauthorized Usage". Please Contact the Administrator or Program Vendor for the correct drives specification.

14. If ConfigureNode gives "Unable to get System Information! Quitting Application", then the application could not be able to get the Volume specification for the selected drive. Possibilities, if the application is running across the network.

15. If the Number of Clients registered is exceeded the limit, then ConfigureNode will give "Exceeded the number of licensed users", and it will not allow registering the new nodes. Delete the Old Nodes from the Libsoft Server Administrator Module-Delete Node and then Register the new nodes using configure node. If your configure node is provided with delete node option, then you can use this to delete the old nodes.

Error Messages & Solutions:

Message: Path not found:

Cause: This message comes when the Database path does not match with the path, which exists in the "serpath.sys" file.

> **Note:** "serpath.sys" file exists in the local disk where the Libsoft software is installed, which has the path of the database.

Solution: check the path given in "serpath.sys" file. Path should be given as

  "//servername/<folder name of the libsoft where it is   installed and shared across the network>"

If the path is correct then ask the user to open "serpath.sys" file in notepad and copy the contents and paste it in "Run window" and click on ok. When the user clicks on "OK" button the shared folder of libsoft installed, should be opened without asking the user name/password or any other network error.

Note: Find the Run window by clicking on "Start" button of windows and click on "Run" option.

Message: Could not find the Server:

Cause: This message comes when the client/server system is not able to connect to the Libsoft Server.exe.

Solution: check the Libsoft Server.exe. is running in the server. This is the application, which will be there in the system tray of server system where the Libsoft is installed. Find the Green Icon in the bottom right corner of the system next to the time display.

If the Libsoft Server.exe is running fine then check the file "Libdetls.sys", which exists in <installation>/Bin directory of the local system.

Open the "Libdetls.sys" file in notepad and find the file content looks like as given bellow:

> <User Name>   - user defined
> <Organization Address> - user defined
> Server: <Server Name/Server IP Address>

*Server name/IP Address should be the address of the server system where the server version of Libsoft is installed.

If the server IP Address is correct ask the user to check network connectivity from server to client.

If the server IP Address is wrong ask the user to find the IP Address of the server system and give if in the place of "<Server Name/Server IP Address>".

> **Note**: Find the IP Address of the system by using command prompt of windows. Ask the user to type "**ipconfig**" and press <enter> key, which gives ip address of the system.

Message: Unauthorized Software Usage

Cause: This message comes if the system details are not registered in the server system of the Libsoft.

Solution: Ask user to register the details of the client/server system volume information by using "configurenode.exe", which exists in the CD – Tools folder.

Steps to register the System information

- Ask the user to find out the Volume Serial no of the drive where the Libsoft software is installed.

> **Note:** Find the Volume Serial no of the drive by using the command prompt of the windows. Ask the user to go to the drive letter where the Libsoft software is installed and type "vol" and press <enter> key, which displays the 9 digit volume serial no of that drive letter, which looks like 4 digits followed by "-" and 4 digits.

- Volume serial no of the drive should be taken as it shows in the command prompt and also ask user to type "ipconfig" in the command prompt which shows the ip address of the local system, which should also be taken.

- Open the configurenode.exe with the given user name and password, which is defined by the programmer while creating the Libsoft version.

- After successful open of the configure node click on "Register Node" button.

- Which opens one window, where user should provide the information of the client as <Node Name> (System Name), <Node Number> (Volume Serial no which has been taken in the last step), <IP Address> (IP Address which has been taken in the last step), <Authorized User> (name of the person who will be using that system / system name) and select version by selecting Server/Client/OPAC respectively which the user is trying to register.

- Finally click on "Register" button, which displays "Registered Successfully" on successful registration of the client/server/OPAC.

- In case, if the application displays message "Exceeding the User Licenses. Contact program vendor", then click on "Delete Node" button and delete unnecessary Nodes carefully by selecting each one and clicking on "Delete" button and then try to register the node as given in the last step.

Message: "Invalid Property Value" in Barcode Generation/ID Card Generation:

Cause: This message comes when the user clicks on Barcode Generation for Material/ID Card generation if the barcode font is not registered.

Solution: Ask user to open the "control panel" of the windows and open the font's folder and then double click on <code128>, <code128N>, <code128W> and click on done button each time.

Even though same problem then ask the user to restart the system as soon as the Libsoft software is installed so that the fonts will be registered automatically.

> Note: Find the "control panel" by clicking on "start" button of the windows and then "settings" option.

Note: If the IP address is not configured in the local system then give 127.0.0.1 if the Operating system is Window NT/2000/XP. In case Operating system is Windows 95/98 give name of the system. Find out the name of the system by using the command prompt. Type "hostname" and press <enter> key, which displays the name of the system. If the software is installed in client system also then ask administrator to configure the IP Address in all the systems where the Libsoft software is installed.

Message: User License Expired Contact Program Vendor:

Cause: This message comes if the user validity period is expired when the user try to login.

Solution: Extending the validity period solve this problem. Follow the steps to extend the validity period of a particular user by using "configurenode.exe".

Open the "configurednode.exe" file by using the password, which has been given to the user. After successful login, click on "Extend License" button where the user should input the user name to which validity period is expired. Press <TAB> key after inserting the user name which displays the password and validity period. Extend the validity date as you desired and click on "Change" button.

> **Note:** If the password is automatically cleared when the user tries to login to the Libsoft Software or if the software is closed automatically when the user tries to open the any master file after login to the software then ask user to "Restart" the system so that the all the login will be refreshed.

Libsoft Do's & Don'ts

Do's

✓ Switch on the Server before starting the Client Machines

✓ Check the Network connections and make sure that the Client machines are connecting to the server.

✓ Before starting the applications in Client machines, Run Libsoft in Server Machine and take a backup of the existing databases. After taking the backup run Libsoft applications from Client Machines.

✓ If a Client system has been formatted, install the software (Libsoft) in the system and configure the node through "**ConfigureNode**" application, supplied along with the software. This **ConfigureNode**.exe should be operated only from the server machine and the particular drive as requested by you earlier.

✓ If the Server system has been formatted, please contact Environ Software immediately and inform us about the Serial Number of the Node by running Libserver.Exe.

✓ For Barcode Printing the printer settings should be set for custom setting (paper size- 8 x 14 inch.).

Don'ts

✗ Do not attempt to change the System date in any of the Machines - Client as well as Server systems.

✗ Do not delete or Rename **Libsoft.exe** as the application will not function properly.

- ✗ Do not disclose the password (Any user for that matter). The password and accession grant is based on the username and password combination and it has nothing to do with the system. For eg, a user with grant to all modules of Libsoft, can operate on all modules from any system where Libsoft has been installed. Access to modules depends on Username and not the System.

- ✗ Do not switch OFF or Reboot the server when the Client machines are ON. This action will result in database corruption.

- ✗ Do not delete system files present in the Libsoft folder. The software will not work if the system files are removed or renamed.

- ✗ Do not delete or rename folders **like envgif, Logo, icons, DigitalLib** etc as they are bound to the software in one way or the other. If these files are altered, the program may not work as it is expected to work in normal conditions.

- ✗ Do not uninstall MS-Office in the systems as it is directly linked to the software. If the software has to work properly, reinstall the MS-Office package and start using Libsoft.
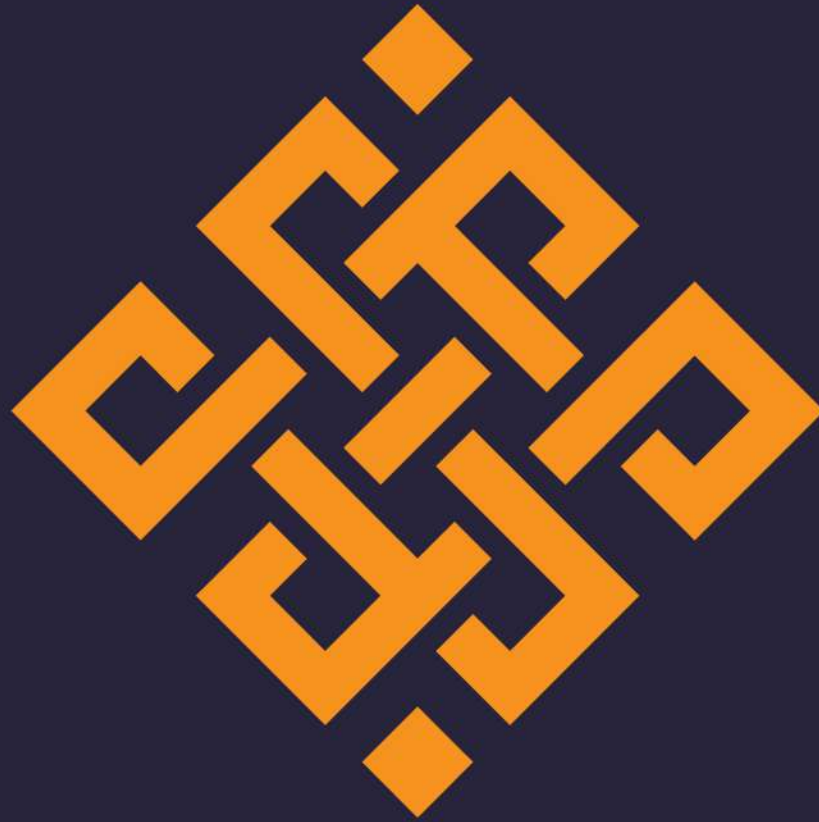
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