

ERP DOCUMENTS

DRILLBIT STUDENT USER GUIDE

STUDENT GUIDE - 2022

Login to your account using the link in your welcome email.

If you have received a welcome email from DrillBit, it means that your instructor has been

added you in the classroom to upload assignments.

If an instructor has added you in the classroom, but you have not received a welcome email

from DrillBit, please check your spam or junk folder. Alternatively, contact your instructor to

check that your account has been created successfully or not.

How to login into DrillBit Account?

1.Go to <https://www.drillbitplagiarism.com> or click on the link provided through the

welcome email.


2.At the top right click on the “Get Started” button



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REQUEST DEMO



3. Enter the username and password and click on the Log In button



Welcome to DrillBit

Username *

shalul2das@gmail.com

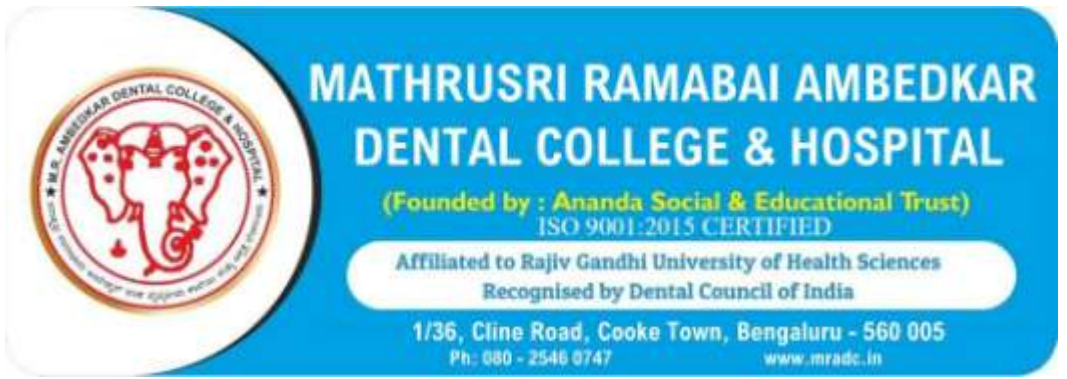
Password *

.....

Forgot password?

SIGN IN

Student Dashboard



Classes: student enrollment in classes

Assignments: Total number of assignments created for student

Submissions: Total number of submissions by student

My recent submissions: latest submissions of student

Submissions overview: month wise submissions of student

Trend analysis: average similar work and own work of student
total submissions

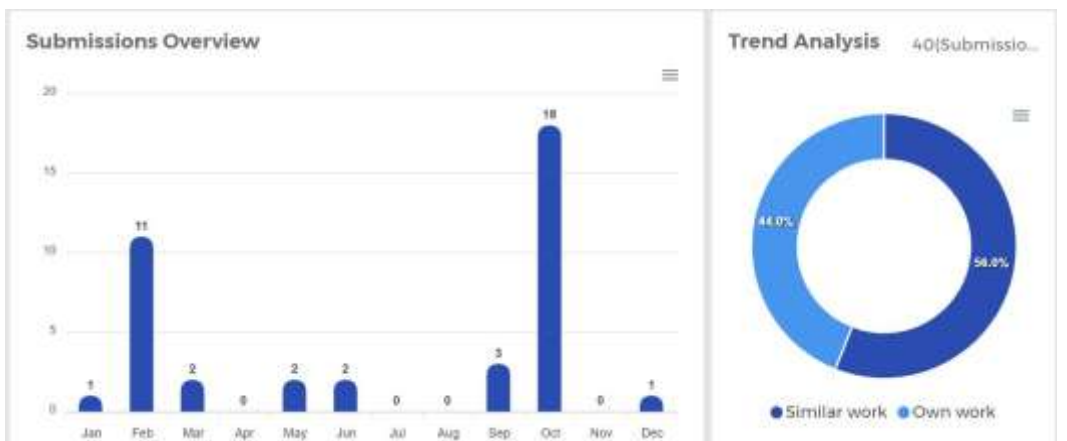
DrillBit | Shalini Student

Dashboard | My Classes

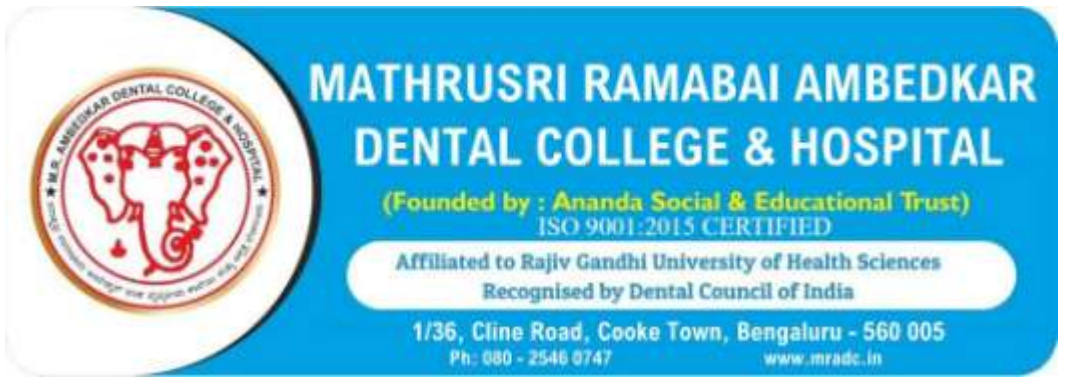
Classes	Assignments	Submissions
3	9	40

My Recent Submissions

Assignments	File Name	Paper ID	Marks	Similarity	Status
B Breakfast English	David_Shepherd_...	631501	0	92%	Active
L Lunch English	RESEARCH PROJEC...	631244	14	72%	Active
D Demot23 English	RESEARCH PROJEC...	620743	--	70%	Active

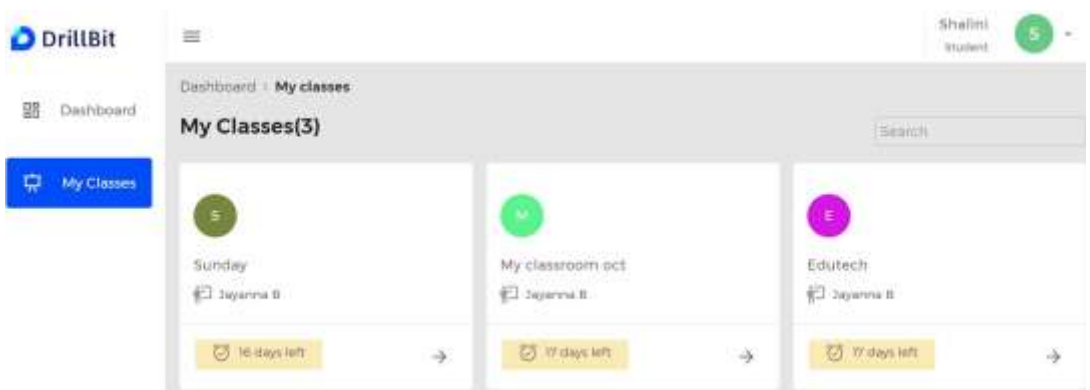


My Classes Tab



click on My Classes tab – to select the class & view assignments, click on “Rightwards Arrow”

1. Class Name
2. Instructor Name
3. validity of the class




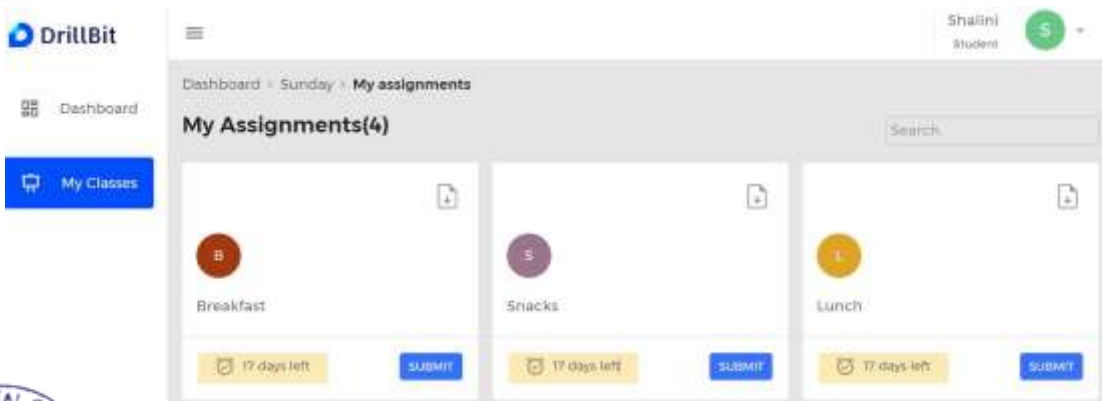
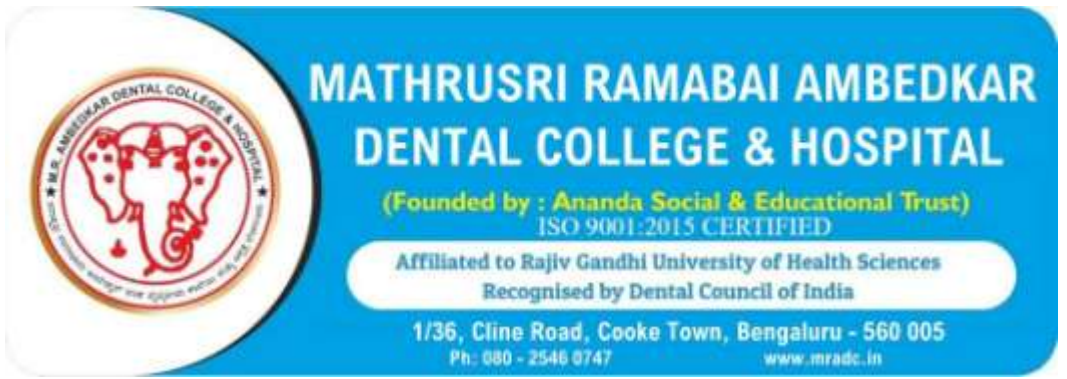
My Assignments page

click on “SUBMIT” icon – to select an assignment and submit the document

1. Assignment Name
2. Assignment instructions
3. validity of the assignment

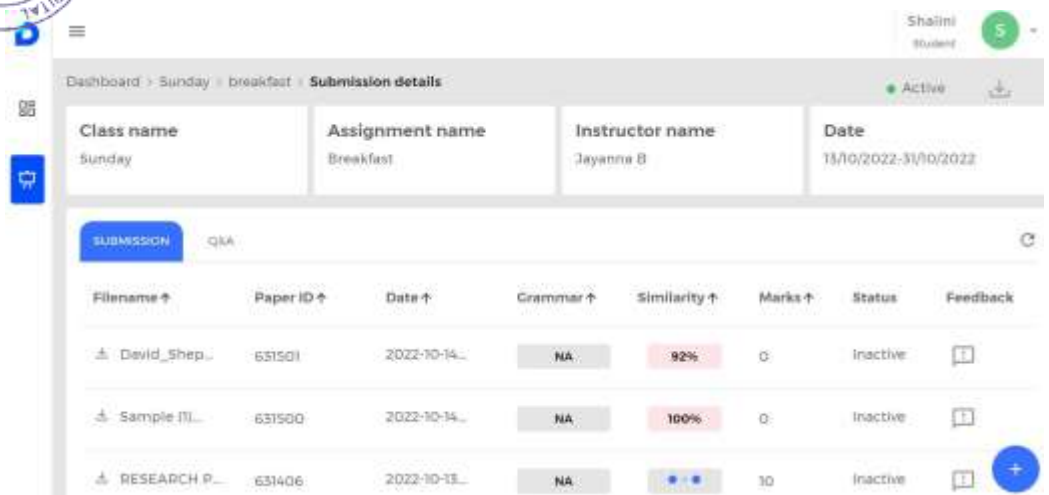



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Submission page

Click on “+ add” icon to submit the assignment.



Upload page

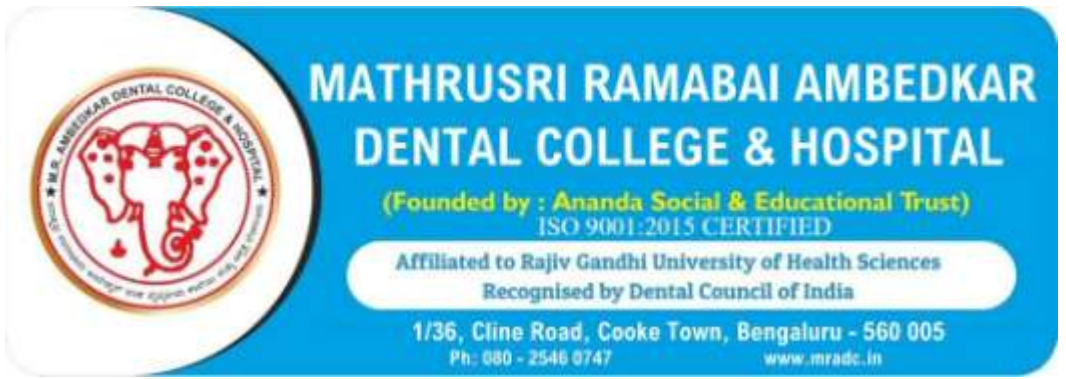
Student name – auto filled

Assignment title – auto filled

Select the language – English or Non-English

Select the language in case of non-English assignment

browse the file and click on the submit to upload the file



View Student Submission

1. File name: original file uploaded by the student, can be downloaded anytime
2. Paper ID: unique id of each submission for tracking
3. Date: submission date & time
4. Grammar: if applicable, can view & download the grammar report
5. Similarity %: assignment plagiarism %
6. Marks: if applicable, instructor can assign marks for the assignment
7. Status: the submitted assignment is active/inactive, it will be inactive in case of deleted by an instructor or resubmission by student
8. Feedback: student can view the instructor text feedback given for the assignment
9. Refresh icon: click on refresh to update the plagiarism % or reload the page.




Filename ↑	Paper ID ↑	Date ↑	Grammar ↑	Similarity ↑	Marks ↑	Status	Feedback
David_Shep...	631501	2022-10-14...	NA	92%	0	inactive	

Feedback from the Instructor.

Student can see obtained marks and text feedback.

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Feedback Form

Your Score : 0 / 100

Instructor Feedback




Question & Answer

click on the Q&A Tab, Student can view any questions added by an instructor in the assignment

SUBMISSION		Q&A									
Filename ↑	Paper ID ↑	Date ↑	Similarity ↑	Grammar ↑	Marks ↑	Status	Feedback	Comments	Answers	Questions	Marked

student can answer the questions and click on “submit answer” icon

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SUBMISSION

Q&A



q1

answered

Asked | 14-10-2023

SUBMIT ANSWER

Student Profile

Click on student profile and select

1. Account info
2. Help
3. Change password



Shalini
S

Student
▼

S

Shalini

Shalu12das@gmail.com

Id

Account info

Account details

?

Help

PDF / Video

🔒


Change password

Email

LOG OUT

v.2.0.0

Account information: complete details of the student account



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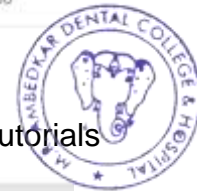
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Account Information

Account ID	27740
Student ID	234
Name	Shalini
Email	Shalu2das@gmail.com
Institution Name	DRILLBIT DEMO XTREAM
Department	FF
Created Date	2022-10-09 12:46:50
Expiry Date	2022-12-31 00:00:00

Help

Student can download the PDF guides and video tutorials



Help

Student

[Student tutorial PDF download](#)

[Student video tutorial](#)

Change password

Student can change the password by using “change password” option on the profile menu.

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Account info
Account details



Help
PDF / Video



Change password
Email



LOG OUT

Enter the old password, enter the new password & confirm the new password, and click

“change password” icon

Change Password

Old password *

New password *

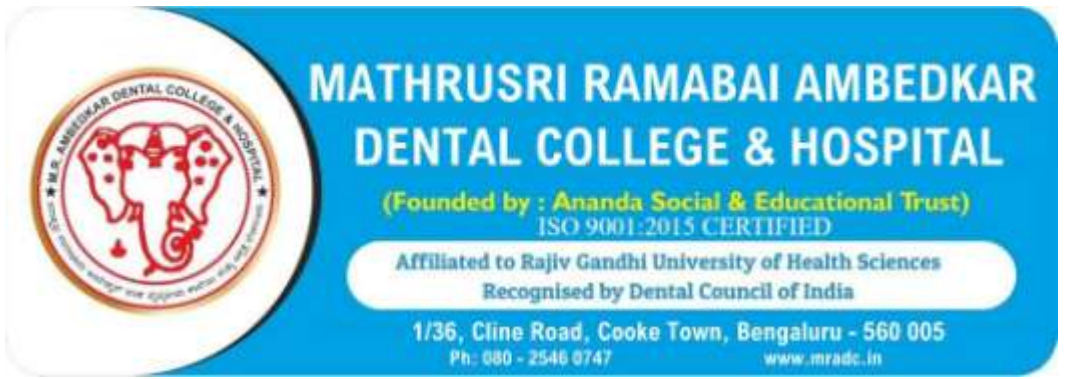
Confirm password *

CHANGE PASSWORD

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DRILLBIT PRO- ADMIN GUIDE

Setting up your account

If you have received a welcome email from DrillBit, this confirms that your DrillBit account

is now ready to use, or you have been added as an admin user by the DrillBit team and

you can now access the DrillBit services.

Where is my welcome email?

you have received an email from DrillBit Support, please check your Inbox, spam, or junk

folder. Alternatively, contact DrillBit sales representative or DrillBit partners/resellers for

any support.




How to login to the DrillBit Account?

- 1.Go to <https://www.drillbitplagiarism.com>
- 2.At the top right, click on the “Get started” button

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3. Enter the username and password and click on the Sign In button.

Welcome to DrillBit

Username *

Enter email address

Password *

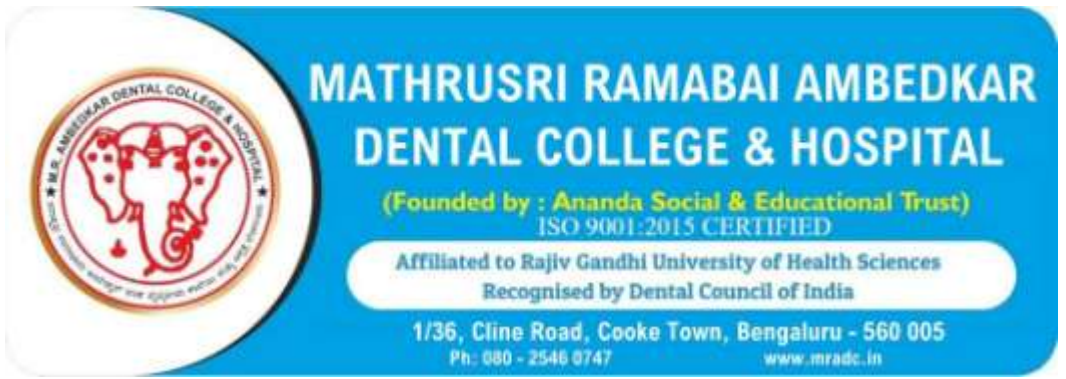
Enter password

[Forgot password](#)

[SIGN IN](#)

Admin profile

Click on profile to view dropdown on the top right corner



1. Switch account – admin can do role, switch over to user role to upload the files for plagiarism check
2. Account info – to view complete details of the license
3. Help – to view user guides and tutorials
4. Change password – admin can change the password frequently.




1. Switch account – switch to user role

Admin user can play a dual role as an Admin as well as user to submit the documents from their login.

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2. How to get my Account/License information?

Admin can choose “Account Info” tab to view the complete information of the account.





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Admin account/license information as per the order/subscription

Institution Name	Drillbit Softtech India Pvt. Ltd
Username	Jayanna
User ID	4245
User Email Address	Jayanna.belawadi@drillbitplagiarism.com
Creation Date	2017-09-08 00:00:00
Total Documents Allowed	9999999
Total Documents Submitted	15625
Files Saved to Repository	150
Account Expires on	2024-11-28 00:00:00
Account Type	License
Product Name	Drillbit ref
Admin Account	Jayanna.belawadi@drillbitplagiarism.com
Time Zone	Asia/Kolkata (UTC+05:30)



How to upload institution logo?

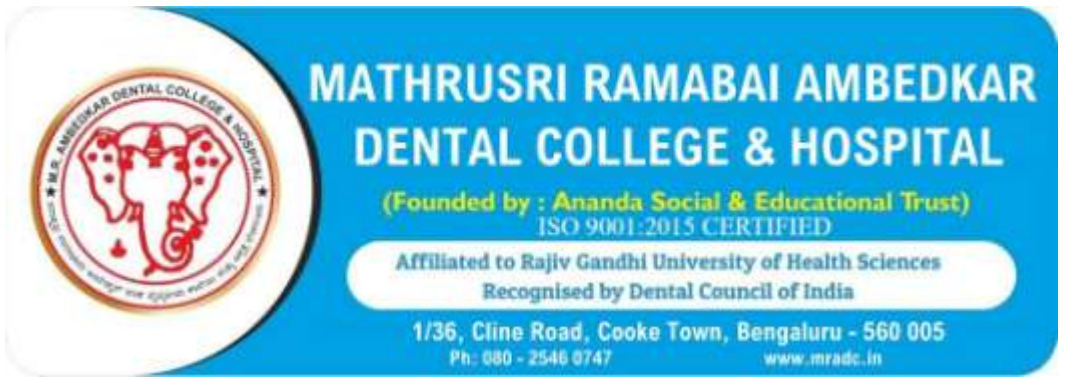
Click on “account info” on Account Information page – profile.

Click on “upload logo”, attach the file and submit

Account Information

 **UPLOAD LOGO**

Supported formats : JPG,PNG



3. How to get Help or access users guides or video tutorials?


Click on help tab to access/download users guides and video tutorials.



Download the PDF file of manual/guide



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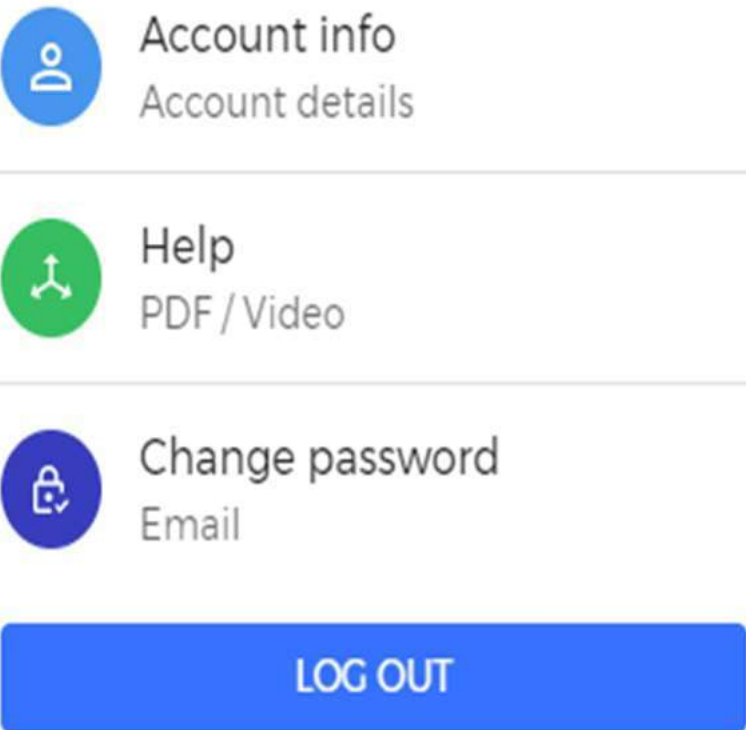
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4. How to change admin password?

change the password by using “change password”, option on the profile menu.



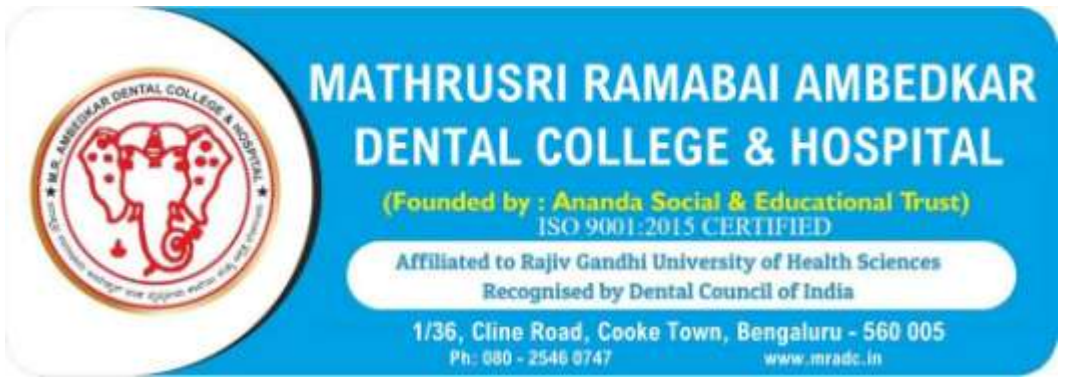
Account info
Account details

Help
PDF / Video

Change password
Email

LOG OUT

Enter the old password, enter the new password, and conform the new password, then click on change password.



Change Password

Old password *

New password *

Confirm password *

CHANGE PASSWORD

The new password will be updated successfully.

How to logout from a DrillBit Account?

Click on the profile, left side top corner and Logout

Admin Dashboard

Graph1: Submission overview – month-wise submissions report of all users

Graph2: Similarity range – category of submissions based on the similarity ranges

Graph3: Account validity – validity of the license in total days and remaining days


Graph4: Trend analysis of the license - average similar work and own work based on

the total submissions.



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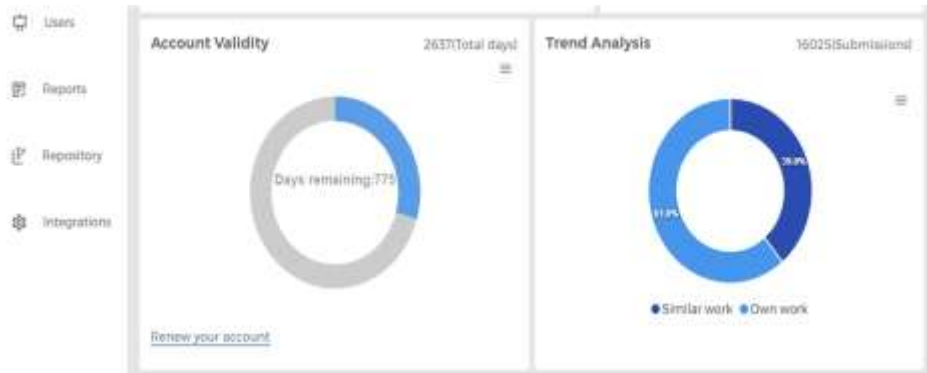


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How to add Users in a DrillBit Pro?

Step1: Select the “Users” tab from the left side menu.

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 Dashboard

 **Users**

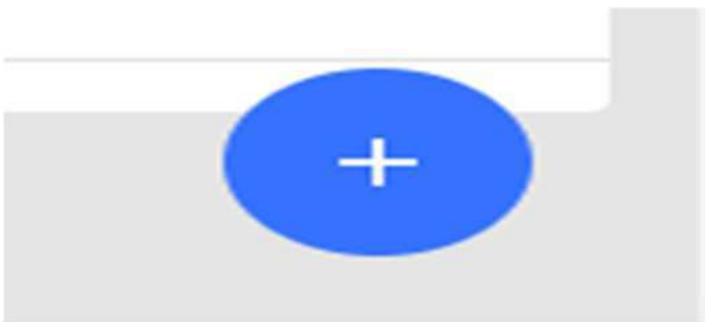
 Reports

 Repository

 Integrations

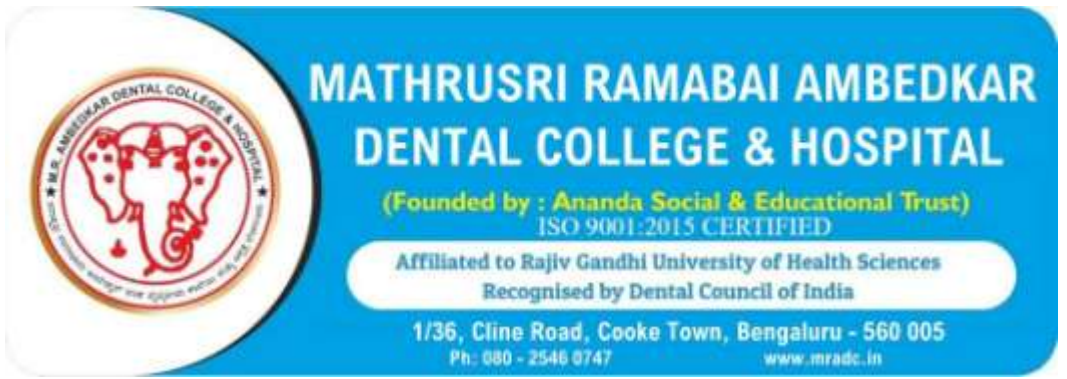


Step2: Click on the “+ add” button from the right corner below.




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Step3: select “add user” - single user creation page

 Add User


 Add Multiple Users

Step4: Enter the following fields and click on “Create user”. expiry date is auto filled as per the license expiry date, but it can be changed also.

Enter name *

Email address *

Select expiry date *

28/11/2024 

Allocate documents *

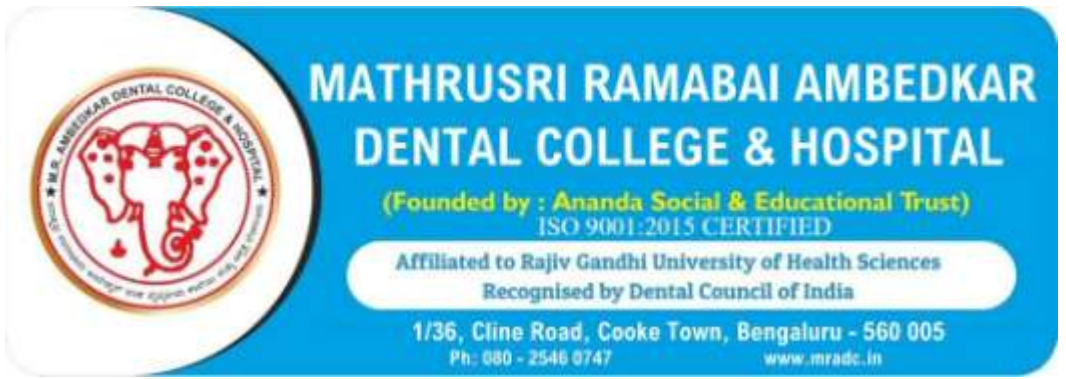
* Note : Document remaining-9306817

Grammar documents *

* Note : Document remaining-18103

CREATE USER





The user will get Login credentials (with password) via automated mail from

support@drillbitplagiarism.com. The user must check in Inbox/spam/Junk folders.

How to Add multiple Users in DrillBit Pro?

Step1: select “add multiple users” – multiple users creation page using a template



Add User



Add Multiple Users




Step2: Download the template which is in .CSV format

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Add Multiple Users

↓ DOWNLOAD TEMPLATE




File format : CSV
browse your file here

SUBMIT

Step3: enter fields Name, Email Address and no of Documents as shown in the below table

Name	Email Address	Number of Submiss
john	john@edu.com	
Michel Jackson	micheljack@drillbit.com	
lenova	lenova@info.com	
intel core	intel@info.com	


Step4: Click on “browse your file here” and select a filled template

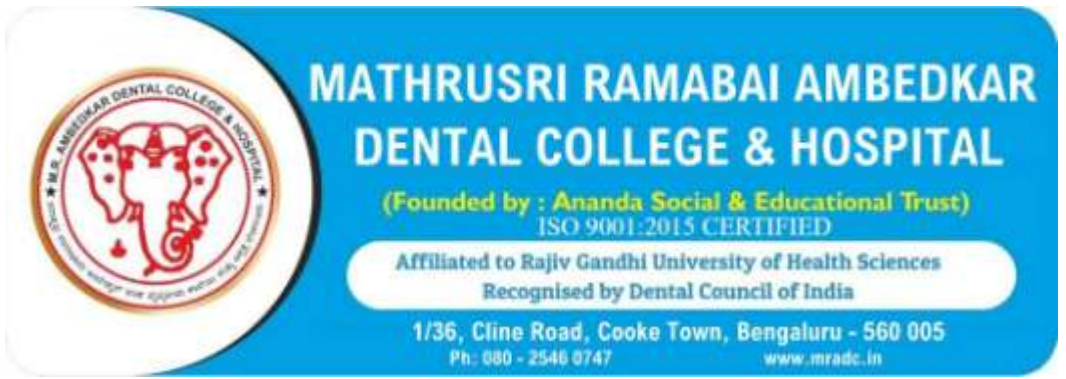


File Format : CSV
browse your file here
Please select your file to upload



SUBMIT


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Step5: Click on “Submit”

The users will get Login credentials (with password) via automated mail from

support@drillbitplagiarism.com. The user must check in Inbox / spam / Junk folders.

Users Tab:

1. Statistics – user’s statistics of total submissions, trend analysis
2. Edit – user’s info can be edited, name, expiry date, allocate more documents
3. Delete – admin can perform a delete operation for the user
4. Active/deactivate – admin can deactivate users account when users are not active.
5. Multiple users delete – admin can delete multiple users using a checkbox



Dashboard - Users

Users(37) Search


<input type="checkbox"/>	Name ↑	Email ↑	Creation Date ↑	Status	Statistics	Actions
<input type="checkbox"/>	Shalu	Shalu@gmail.com	15-10-2022 11A...	Active	▲	✎ 🗑️ 🔔

How to get user statistics?

Step1: Select the “Users” Tab

Step2: Click on the “Stats” Icon in the users list

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Statistics



How to Edit user information?

Step1: Select the “Users” Tab

Step2: Click on the “Edit” icon from “Action” column

Actions



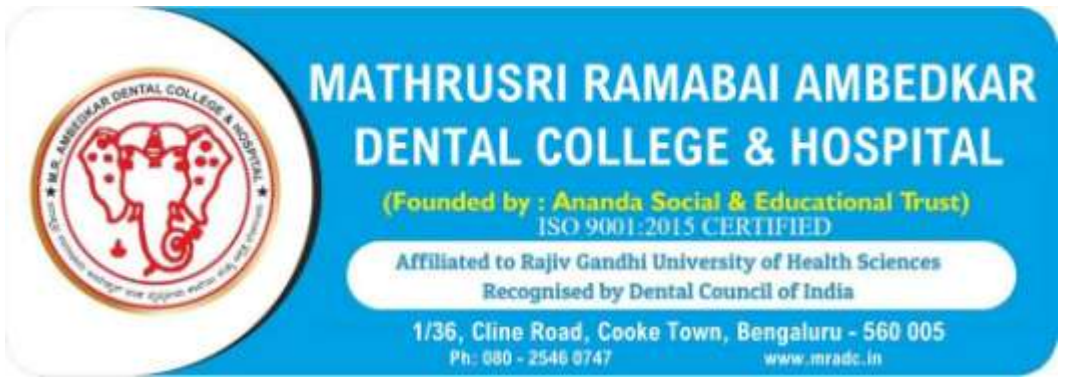
How to delete user accounts?

Step1: Select the “Users” Tab

Step2: Click on the “Delete” icon from “Action” column

Actions





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The user account will be deleted permanently and cannot restore it.

How to Deactivate user account?

Step1: Select the “Users” Tab.

Step2: Click on the below symbol from “Action” column

Actions



Step3: The user account will be deactivated for a period and admin user can activate it

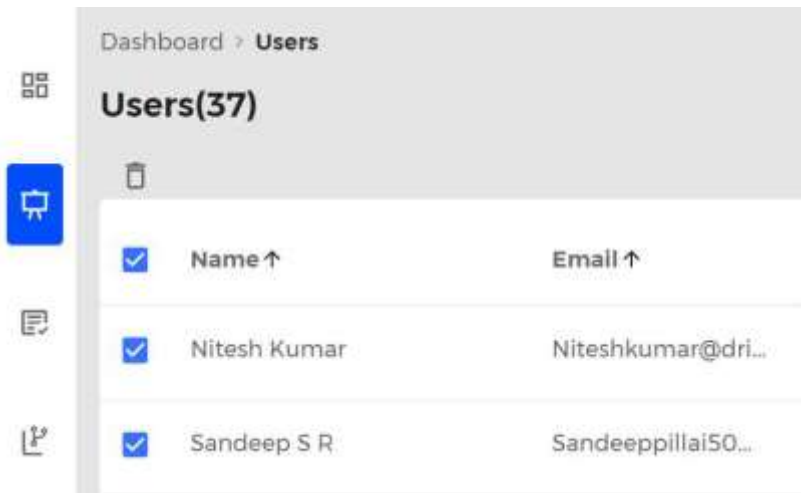
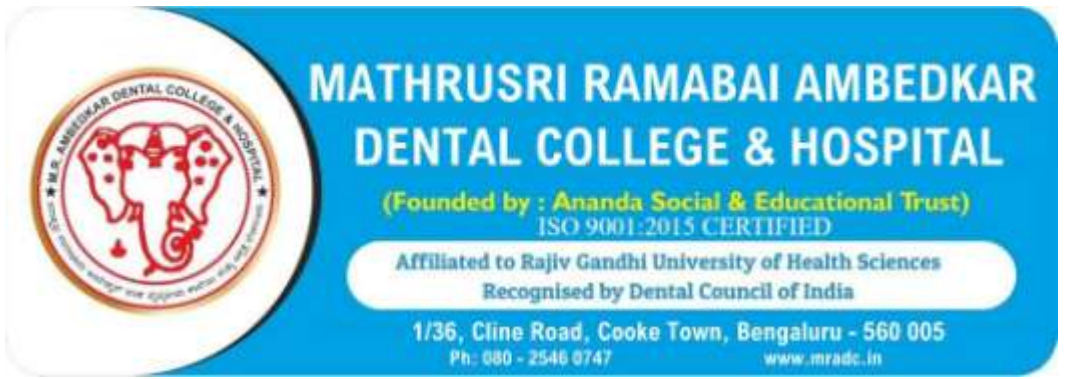
anytime.

How to delete multiple users accounts?

Step1: Select the “Users” Tab

Step2: Click on “checkbox” icon from the list





Step3: click on delete icon, users accounts will be deleted permanently and cannot restore it.

Reports Tab:

How to download users, folders, submissions Reports?

Step1: Select the “Reports” Tab

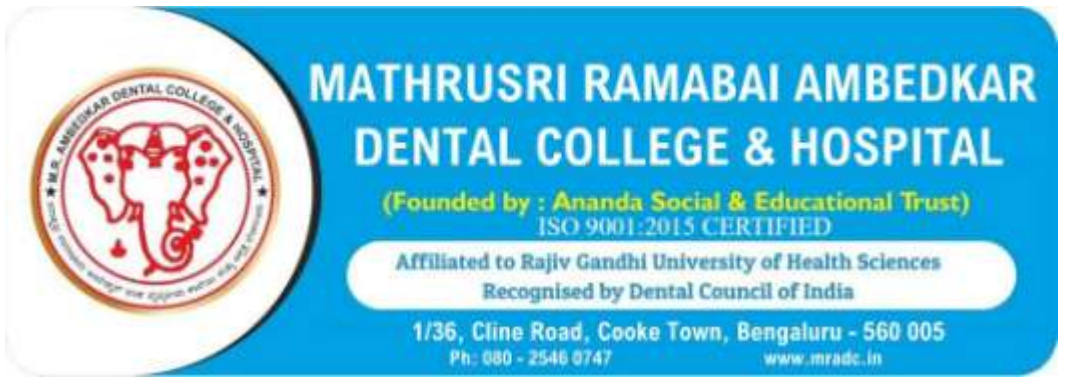
Step2: click on the download icon to download the total users list in the license

Step3: Select “folders” in the “Choose reports” option - use dropdown

Select “submissions” in the “Choose Reports” option – use dropdown

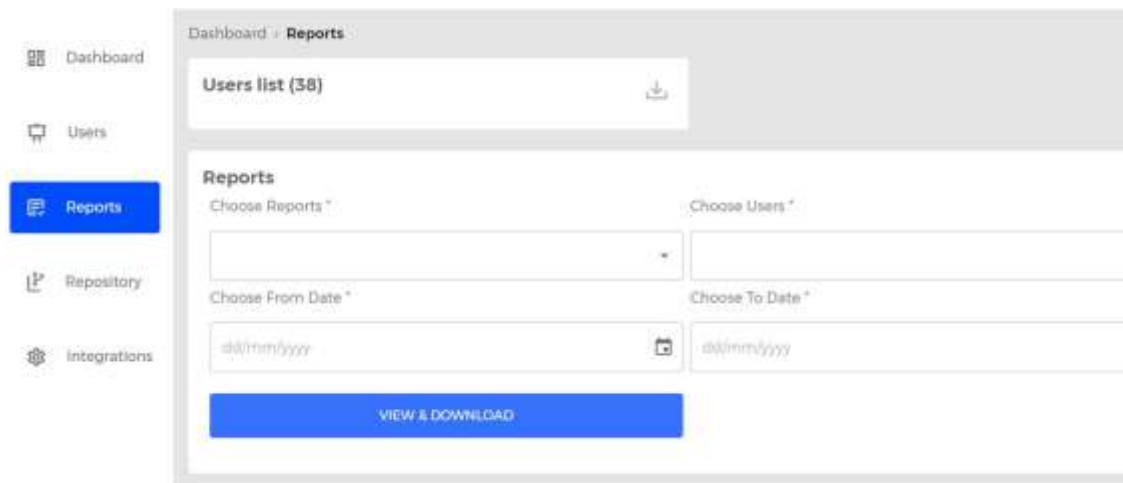
Step4: select “single user” or “All” from the “Choose users” option – use dropdown

Step5: Choose “From date” and “To date”.



Step6: Click on the “view and download“ button

Step7: Enter the email id and submit to Reports via email

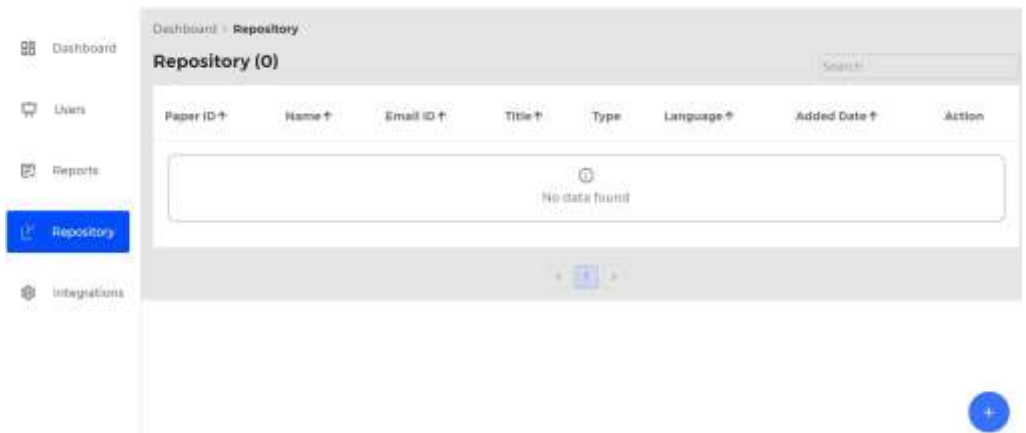
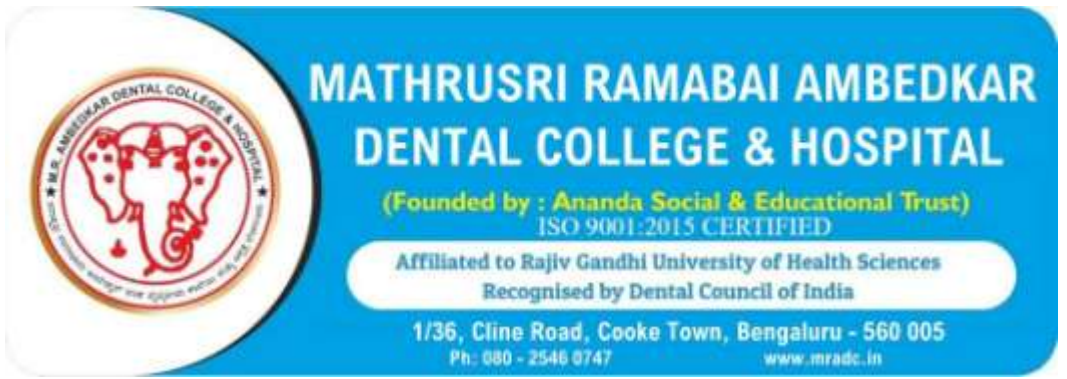


How to add previous/old files to the repository?

Step1: Select the Repository tab

P.R.P

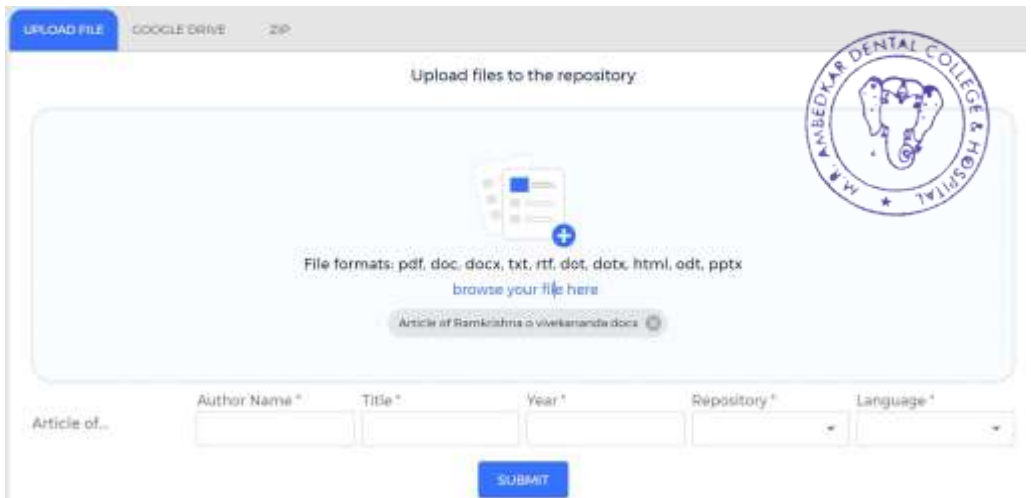
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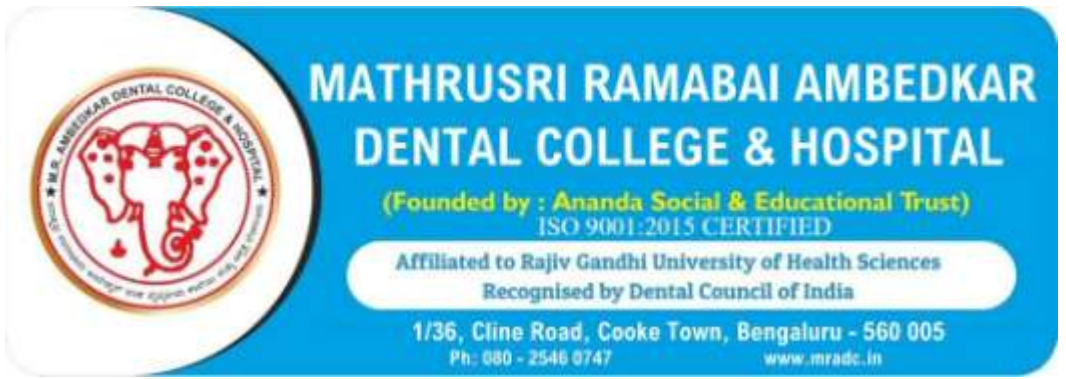
Step2: Select the “+add” icon to upload files to the repository.

Step3: click on “browse your file here” and upload single file, multiple files, zip

folder or file from the google drive.



Enter the Author name, title, year, Repository type (Institution/Global), language



(English/Non-English)

Click on “SUBMIT” to upload the files.

How to delete files from the repository?

Step1: Select Repository tab.

Step2: click on the delete icon against each submission.

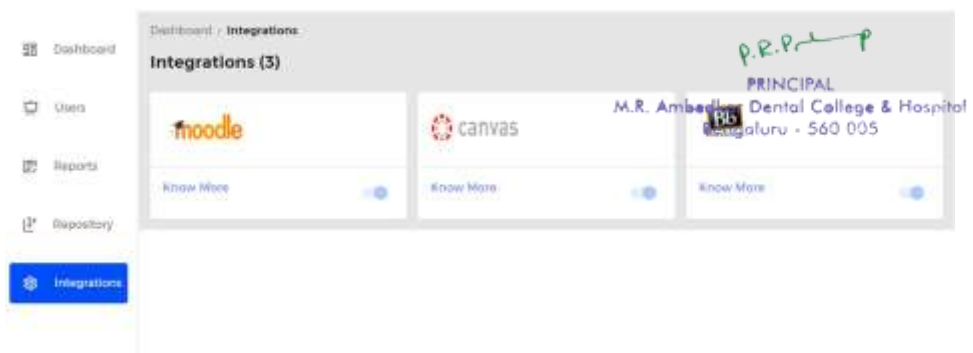


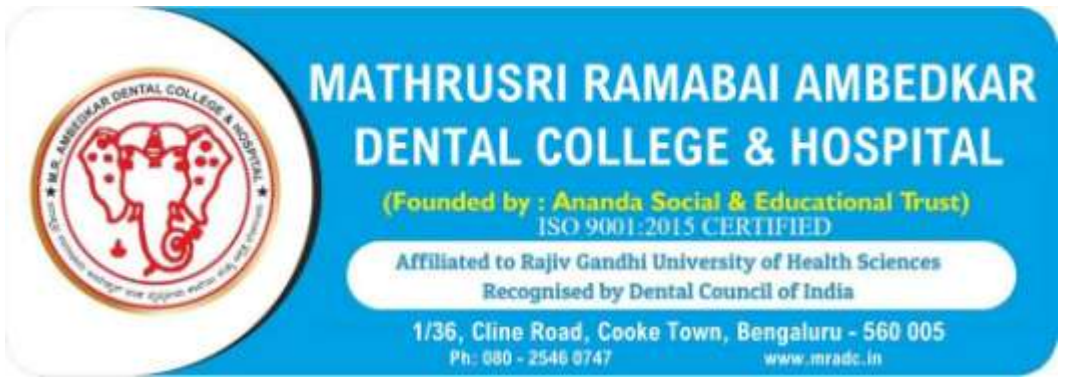
The files will be permanently removed from the repository within 24 hours.

Integrations Tab

DrillBit has integrated with major LMS platforms

1. Click on Integration tab
2. Enable active icon on required LMS and fill the information
3. Click on “Know more” to view integrations details.





DRILLBIT PRO - USER GUIDE - 2022

Login to your account using the link in your welcome email.

If you have received a welcome email from DrillBit, it means that the DrillBit

administrator is allowing you to start creating folders, upload files, view reports.

If an administrator has added you as a user, but you have not received a welcome email

from DrillBit, please check your spam or junk folder. Alternatively, contact your

administrator to check that your account has been created successfully.

How to login to a DrillBit Account?


1. Go to <https://www.drillbitplagiarism.com> or click on the link provided through the welcome email.

2. At the top right, click on the "Get Started" button

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3. Enter the username and password and click on the Log In button.



Welcome to DrillBit:

Username *

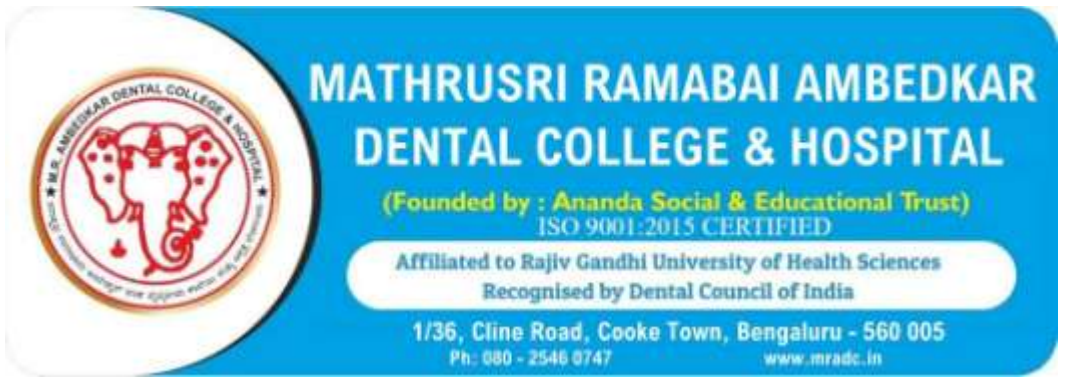
Password *

[Forgot password?](#)

[SIGN IN](#)

User Dashboard

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My folders: Total folders created under the user account

Submissions: Total submissions of the users during the subscription period

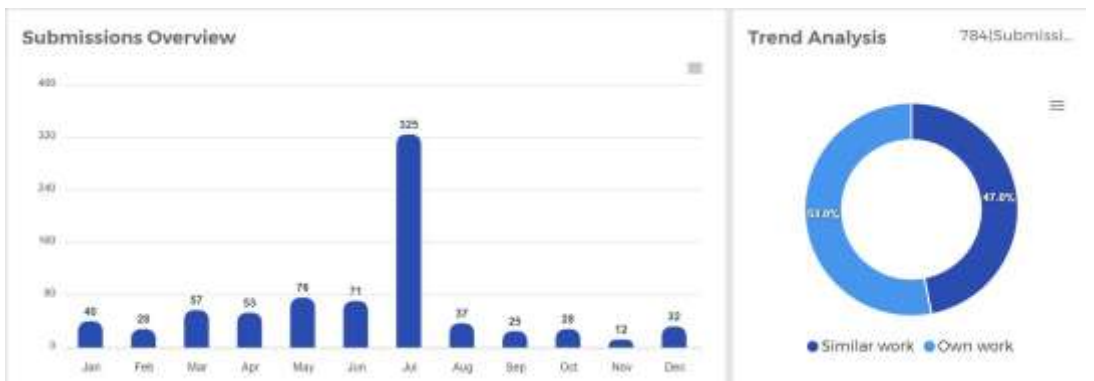
My recent submissions: latest submissions from the users

Submission overview: month-wise submissions

Trend analysis: average similar work and own work of the user submissions



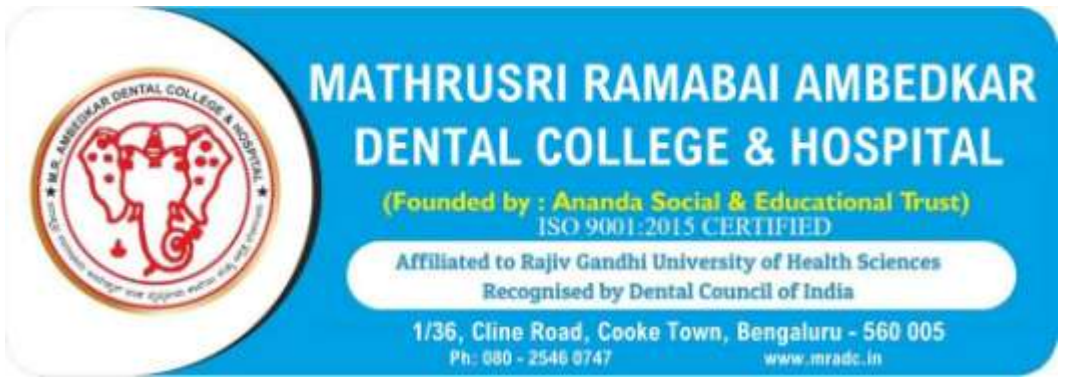
Folders		Submissions	
39		784	
Recent Submissions			
	Fff fbededat	640365	21-10-2022 22:11:45
			82% Active
			REVIEW
	N bj jhb jh chj jht	640581	21-10-2022 22:08:49
			90% Active
			REVIEW
	Vj hbm m vsn ft	640360	21-10-2022 22:08:49
			0% Active
			REVIEW
	Nkd wikid	640559	21-10-2022 22:08:49
			7% Active
			REVIEW



My Folders Tab

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How to create a Folder?

Select “My folders” tab and click on “+” to create a folder




Enter the Folder name, Example - CSE, EEE, ECE, Medical, Department names, subject,

student, project wise, etc.

Note: Folder name must be between 2 & 99 characters



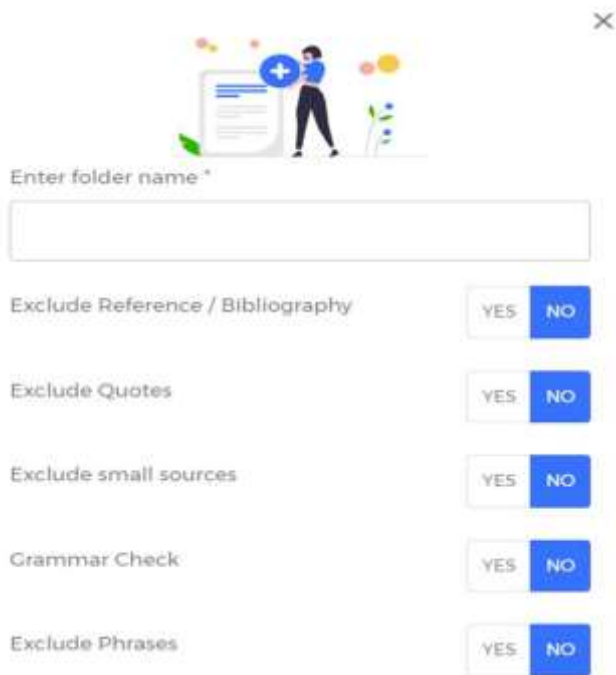


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Enter folder name *

Exclude Reference / Bibliography YES NO

Exclude Quotes YES NO

Exclude small sources YES NO

Grammar Check YES NO

Exclude Phrases YES NO



Choose the folder settings

Exclude references/Bibliography – choose “YES” - can exclude/omit

references/bibliography content in the plagiarism search

Exclude quotes – choose “YES” - can exclude/omit quotes/citations content in the


plagiarism search

Exclude small sources – choose “YES” - can remove/exclude small matches select “YES”

– 14 similarity words “NO” – default settings

Grammar checks – it will check for grammar also along with plagiarism if the folder

setting option is “YES”.



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Exclude phrases – choose “YES” - can exclude standard phrases (set of words) as per the guidelines

Enter text without any punctuation marks, one phrase is a must if you choose “yes”

Valid phrases: Computer science and engineering

Invalid phrases: ‘Computer science and engineering

Exclude Phrases

Enter phrases 1

Enter phrases 2

Enter phrases 3

Enter phrases 4

Enter phrases 5

ADD PHRASES

YES NO

REMOVE

REMOVE

REMOVE

REMOVE


REMOVE

Select the databases list “YES/NO” to compare against databases



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Compare against databases

Student Papers YES NO

Journals & publishers YES NO

Internet or Web YES NO

Institution Repository YES NO

SUBMIT

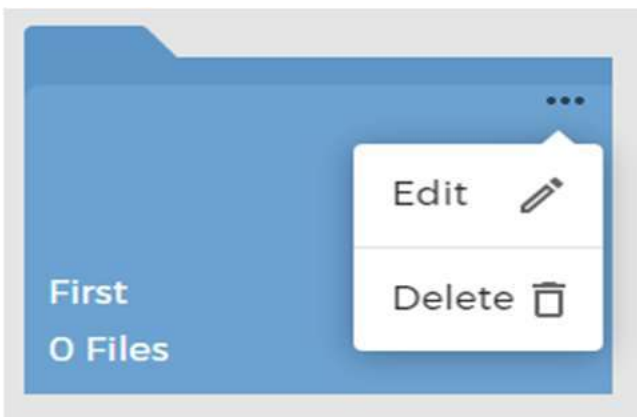


choose the required options & click on the “SUBMIT”.

How to Edit The folder?

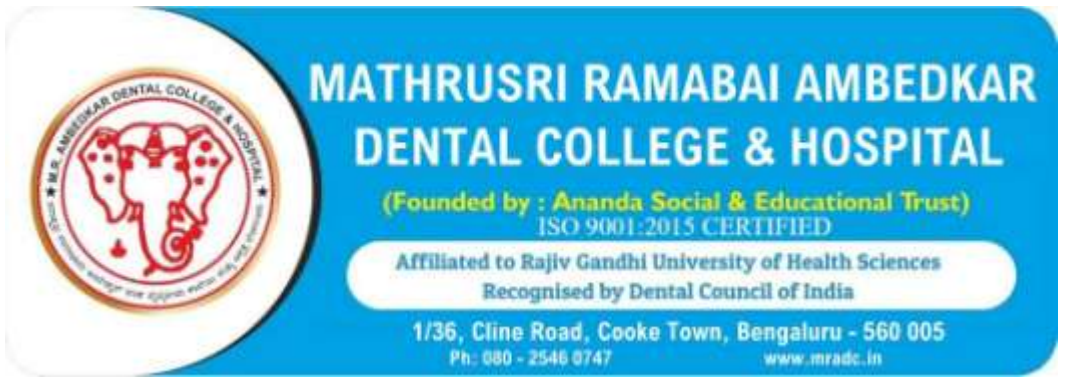
Click on the actions and select the edit icon, can edit the folder name and settings.

choose “Yes” on the alert message,

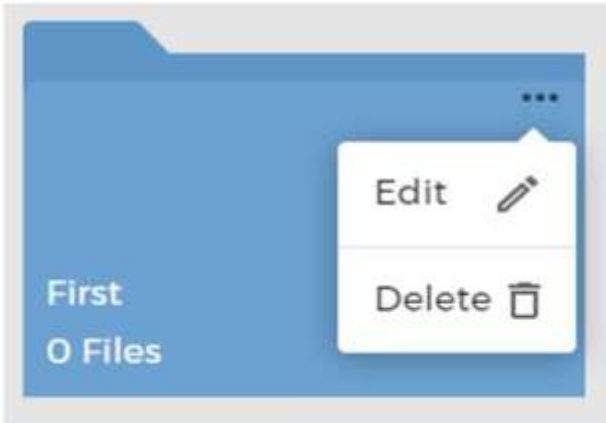


How to delete the folder?

Click on the actions and select the delete icon, it will delete the folder permanently,



including submissions choose “Yes” in the alert message,




Note: all the submissions under this folder will be deleted permanently.

How to upload the files?

To upload the files, select the folder and select “+” Symbol.

choose the upload options “English”, “non-English”, and “Regional”.

Submissions (9)									
<input type="checkbox"/>	Author Name	Paper Title	Original File	Language	Grammar	Similarity	Paper ID	Submission Date	Action
<input type="checkbox"/>	Akshay	Aaxs2	Δ karmara_fi...	English	NA	32%	640205	21-10-2022	
<input type="checkbox"/>	Reely	Aaxs	Δ Lorem ipsu...	Non-Englis...	NA	100%	640202	21-10-2022	
<input type="checkbox"/>	Dr Sritu...	Pragatim...	Δ Dnyo thea...	English	NA	38%	688202	17-10-2022	
<input type="checkbox"/>	Jayantx	Gghl	Δ RESEARCH p...	English	NA	60%	637203	16-10-2022	
<input type="checkbox"/>	Jayantx	Dfg	Δ RESEARCH p...	English	NA	NA	632698	08-10-2022	



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-  Regional

-  Non English

-  English



Upload English – can submit single file & multiple files

Click on “browse your file here” and select the files from your computer

Single file – to upload a single file

Multiple files – to upload up to 10 files in a single selection

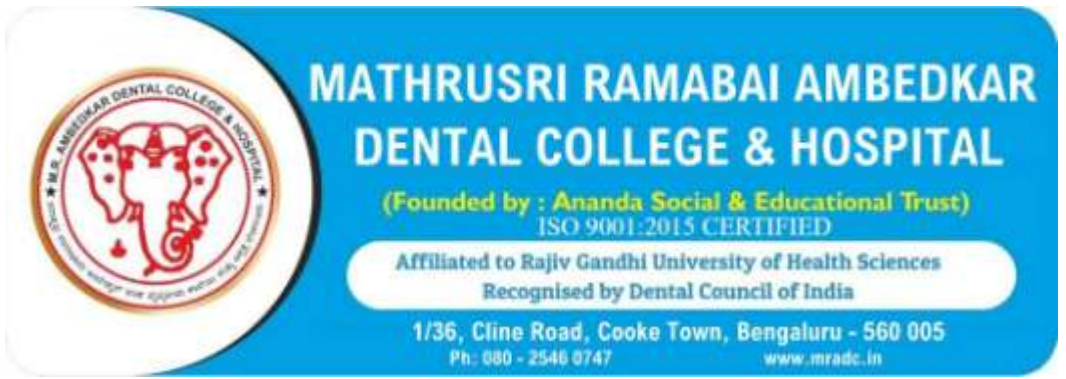
Zip file – to upload up to 20 files in a compressed format

Google drive – to upload larger file.



Single file Upload

Click on “browse your file here” and select the file from your computer



User must enter “Author Name”, “Paper Title”, Select “Document type” from the

dropdown

Note: Supported file types: PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT

Grammar Check Plagiarism Check

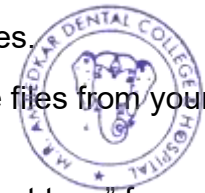
i.txt Author Name * Title * File type *

SUBMIT

Multiple files upload

User can upload “minimum 1 and maximum 10” files.

Click on “browse your file here” and select multiple files from your computer



Enter the fields, author name, title, choose document type” from the dropdown

Click on “Submit” to uploads the files successfully.

File formats: pdf, doc, docx, txt, rtf, dot, dotx, html, odt, pptx

 browse your file here

i.txt A.txt B.txt

Author Name * Title * File type *

Author Name * Title * File type *

Author Name * Title * File type *

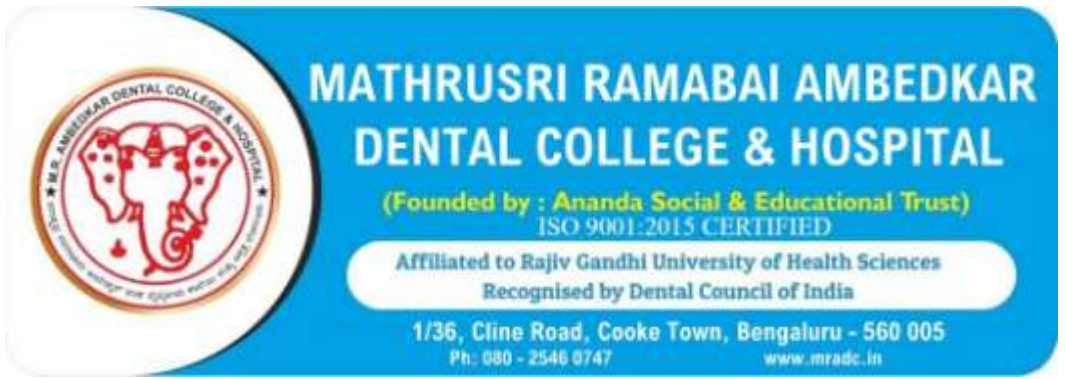
SUBMIT

Zip file upload

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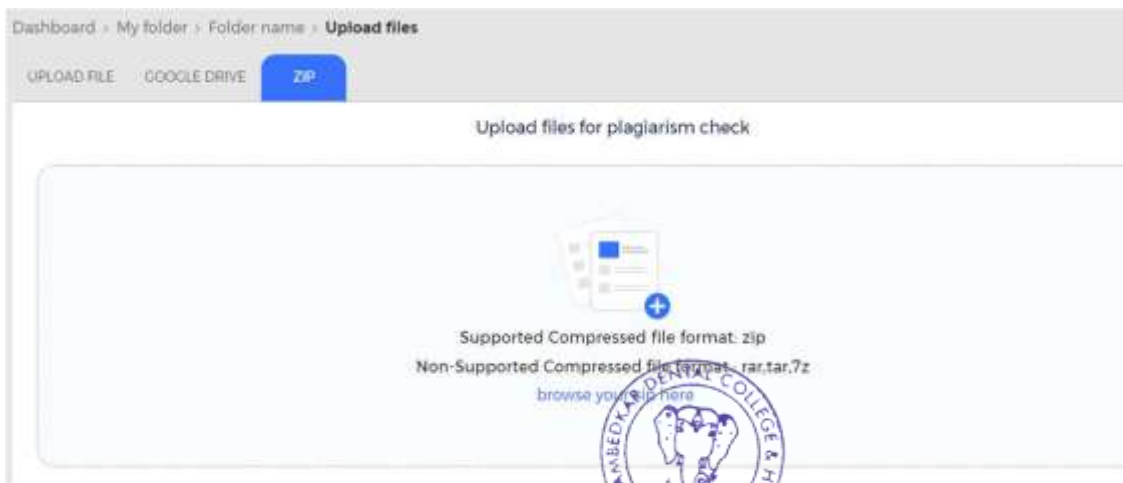


user can upload a zip file that can contain a maximum of “20 documents”,

The zip file size must be less than “100 MB”.

Supported file type: ZIP

Choose a file and click on Submit



Google Drive upload

Users can upload the file from a Google drive.


click on “browse your file google drive”,

Enter the drive credentials once google authentication is done, user can select the file

and click on submit.

After submission, users can see a popup message “file uploaded successfully.”

Supported file Types: PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT.



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UPLOAD FILE **GOOGLE DRIVE** ZIP

Upload files for plagiarism check




File formats: pdf, doc, docx, txt, rtf, dot, dotx, html, odt
Browse your file from google drive

How to upload non-English files?

To upload the non-English files, select the folder and select “+” Symbol.

choose the upload options “non-English”.

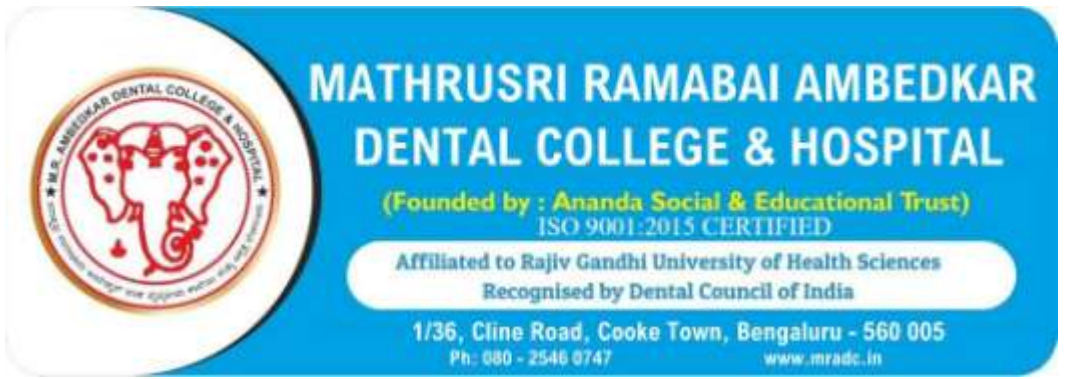


+o Regional

+o Non English

≡ English

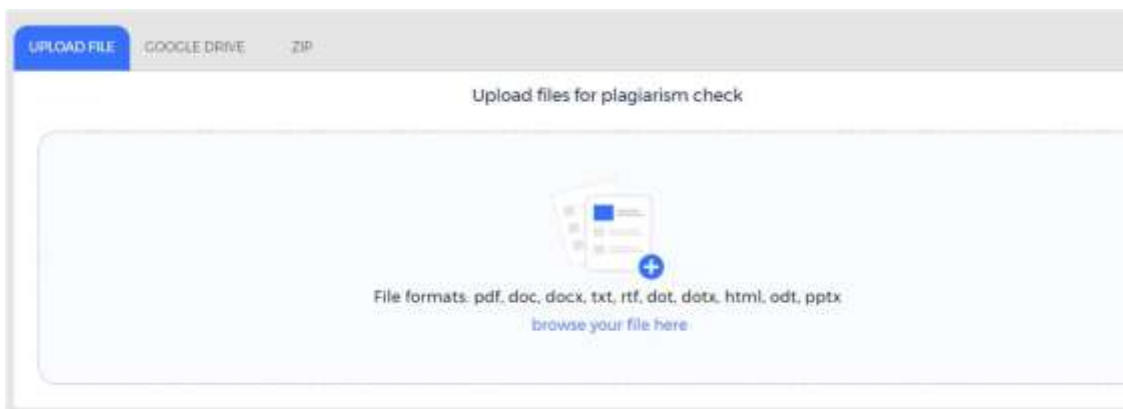
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Click on “browse your file here” and select the file from your computer

Allowed Single file submission in non-English

Supported file types: PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT.



Click on the submit button to upload the file.

How to Upload a Regional language file?

To upload the regional files, click on the folder and select “+add” Symbol.


choose the upload options “Regional”.



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 Regional

 Non English

 English



Click on “browse your file here” and select the file from your computer

Allowed Single file submission in Regional

Enter “Author Name”, “Title”, “File type” “Language”,

Supported file types: DOC, DOCX,

Click on the “submit” button

Upload regional file for plagiarism check



Supported file format: docx
Browse your regional file here

Test

Author Name*

Title*

File type*

Select Language*

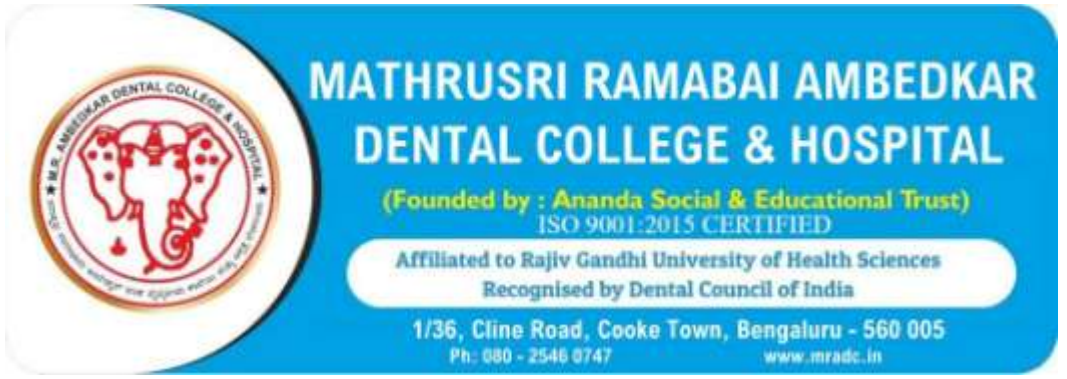
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Submission's page

The users can view submissions inside the folders



1. Author name: user or owner of the document
2. Paper title: document title entered while submitting
3. Original File: original file uploaded by the user, can be downloaded anytime
4. Grammar: if applicable, can view & download the grammar report
5. Similarity %: plagiarism % of the submitted document
6. Paper ID: unique id of each submission for tracking
7. Date & Time: document submitted date & time
8. Action: document can be deleted from the submission page
9. Refresh icon: click on refresh to update the plagiarism % or reload the page.



<input type="checkbox"/>	Author Nam... ↑	Paper Titl... ↑	Original F... ↑	Grammar ↑	Similarity ↑	Paper ID ↑	Submission... ↑
<input type="checkbox"/>	Jayanna	Test	RESEARCH P...	NA	72%	631527	15-10-2022...

Delete Submission/uploaded file

To delete the submission from the folder, click on the delete icon and choose “yes” on the alert message. Note: Deleted submissions/files cannot be restored.

<input type="checkbox"/>	Author Nam... ↑	Paper Titl... ↑	Original F... ↑	Grammar ↑	Similarity ↑	Paper ID ↑	Submission... ↑
<input type="checkbox"/>	Jayanna	Test	RESEARCH P...	NA	72%	631527	15-10-2022...

How to view the result file, analysis page or download the report?

To view/download the report, click on the similarity percentage.

<input type="checkbox"/>	Author Nam... ↑	Paper Titl... ↑	Original F... ↑	Grammar ↑	Similarity ↑	Paper ID ↑	Submission... ↑
<input type="checkbox"/>	Jayanna	Test	RESEARCH P...	NA	72%	631527	15-10-2022...

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The screenshot shows the Turnitin interface with a similarity score of 75%. It displays two lists of sources: 'MATCHED SOURCES' and 'EXCLUDED SOURCES'. The matched sources list includes:

Location	Primary Source	%	Exclude
1	En.wikipedia.org	58%	
2	www.k12academics.com	7%	
3	En.wikipedia.org	5%	
4	Amka.org	3%	
5	Www.gutenberg.org	1%	

The excluded sources list includes:

Location	Primary Source	%	Exclude
6	En.wikipedia.org	1%	
7	En.wikipedia.org	1%	
8	Www.humanitieslibrar.com	1%	

The main text area shows a preview of a document with a highlighted section titled 'In academia and journalism'. The text discusses plagiarism in academic and journalistic contexts, mentioning that plagiarism is considered academic dishonesty and that offenders are subject to academic consequences. It also notes that some institutions use plagiarism detection software to uncover potential plagiarism and to deter students from plagiarizing.

Exclude & Include Sources Options

User can exclude and include sources if the sources are irrelevant to the subject or

users own work

Exclude: select the sources from the matched source list and click on "Exclude" button.

Include: select the sources from the excluded sources list and click on "Include" button.


Alternate Sources

The same content may be available in single source or multiple sources, but the

software will detect all the sources and display the highest percentage in the primary



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source and others are in alternate source list



77

Similarity %

MATCHED SOURCES				
<input type="checkbox"/>	Location	Primary Source	%	Exclude
<input type="checkbox"/>	1	En.wikipedia.org Internet Data	58%	▼
<input type="checkbox"/>	2	Www.k12academics.com Internet Data	7%	▼
<input type="checkbox"/>	3	En.wikipedia.org Internet Data	5%	▲
<input type="checkbox"/>		En.wikipedia.org Internet Data	5	
<input type="checkbox"/>		En.wikipedia.org Internet Data	4	
<input type="checkbox"/>		2l-apd a two-level plagiar... Publication	<1	



Matched Sources Navigation

User can click on the source, and it will navigate to matched content in the document.

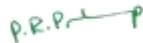
Click on the “NEXT HIGHLIGHT” to view the next matched content in the same page or


different pages.

Click on the “PREVIOUS HIGHLIGHT” to view the previous matched content in the same

page or different pages.

Matched Content Navigation


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User can check the matched source from the matched content by clicking on the highlighted color. The matched source will be highlighted in the sources list



Source	Priority Score	% Similarity	Status
1	Published in open access journals	7%	✓
2	Comparisons between genetic...	7%	✓
3	Seed germination, recombination	2%	✓
4	Applicable law to translations	2%	✓
5	Absent opening of a network	2%	✓
6	The ecology of the fungi like	2%	✓
7	Ecological stress, September 2002	2%	✓
8	Effects of heat pulses on R	1%	✓
9	Stress of the companion clinic	1%	✓
10	Multi-stage germination systems	1%	✓


Email Notification

User can send the PDF plagiarism report via “email id “

Enter single email id or up to 10 mail ids. Use keyboard “Enter” to separate the mail ids.



QR Code



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Users can scan the QR Code to view the report on mobile. DrillBit supports portability to

download or to view a document just by scanning the QR-Code




Save To Repository

User can save the file to the institution Repository by click on "Repository icon" and click


on the "Save" option.

Note: similarity should be less than 30%.

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AUTHOR NAME : Test

Save To Repository

Author Name
test

Article/Paper/Thesis Title
test

Published Year
2021

SAVE



Digital Receipt

Step1: Users can get the digital receipt by click on the “Digital Receipt” from the header.

Step2: User can select the digital receipt based on the user choice by selecting the given

options. (Synopsis, Dissertations, Thesis and Article)

Step3: User can edit few fields and name of signature then click on the “print” option



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Digital Receipt

SYNOPSIS

DISSERTATION

THESIS

ARTICLE



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Certificate of Plagiarism Check for Synopsis

Author Name	test
Course of Study	Type here...
Name of Guide	Type here...
Department	Type here...
Acceptable Maximum Limit	Type here...
Submitted By	satheesh b@drillbitplagiarism.com
Paper Title	test
Similarity	18%
Paper ID	415944
Submission Date	2021-11-24 10:29:48

Signature of Student

Signature of Guide

Head of the Department

* This report has been generated by DrillBit Anti-Plagiarism Software

PRINT



File information

step1: User can get the file information, click on the “file information” icon.


- Submission details
- Text information
- File metadata

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Step2:click on the drop down to view detail information .



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AUTHOR NAME : Test

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File Information

Submission Details ▾

Text Information ▾

File Metadata



Download Report

To download the report, click on the “Download icon” and can choose the download

options “PDF Report “or “HTML Report”.

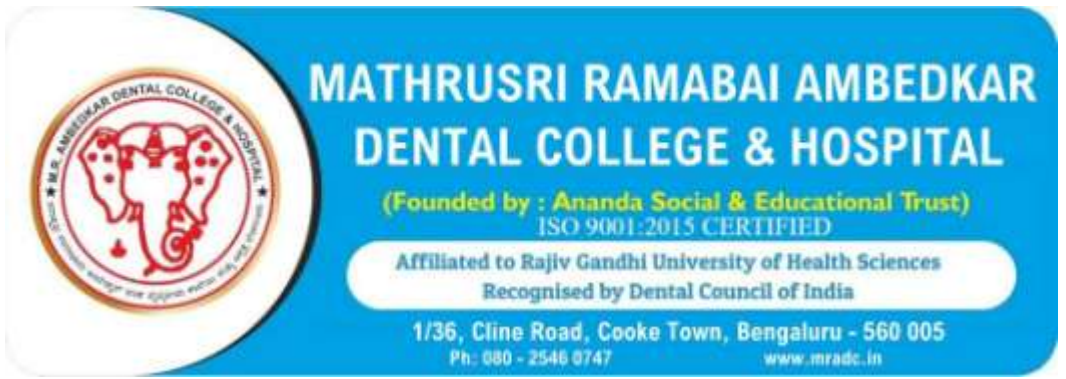
Download File

↓ PDF Report

↓ HTML Report

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Settings



User can change the settings for the current document, the settings will be applicable

for only this document and the sources and similarity % will be updated.



44 AUTHOR NAME : Test

Types	Total Content	Similarity %	Sources	Yes	No
Exclude Quotes	9%	2%	1	<input checked="" type="radio"/>	<input type="radio"/>
Exclude Reference / Bibliography	18%	3%	2	<input checked="" type="radio"/>	<input type="radio"/>
Exclude < 14 words	--	16%	13	<input type="radio"/>	<input checked="" type="radio"/>

Duplicate phrases

step1: To view the duplicate phrases in the document choose the “duplicate phrases”.

step2: Minimum 3 words should be selected and a maximum of up to 14 words is

applicable.

Step3: Enter the words limit, click on “submit”.

step4: The number of phrases occurrences in the document will be displayed.

7246 AUTHOR NAME : Test

Duplicate Phrases.

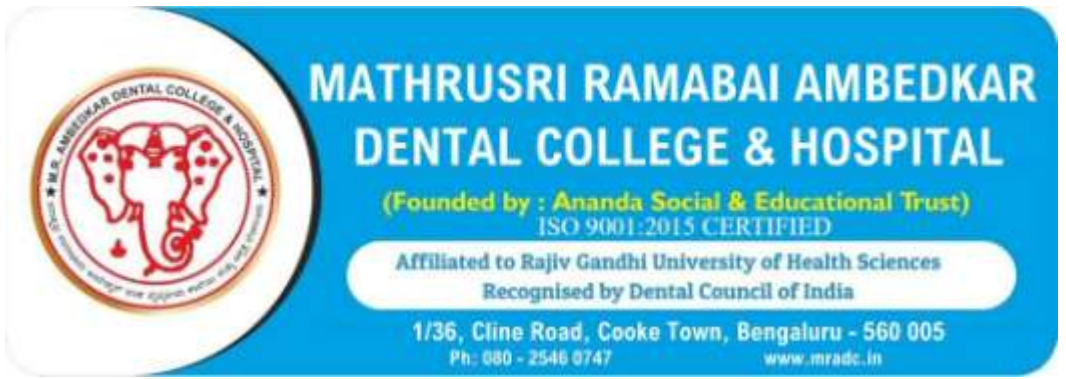
Enter number of words

SUBMIT

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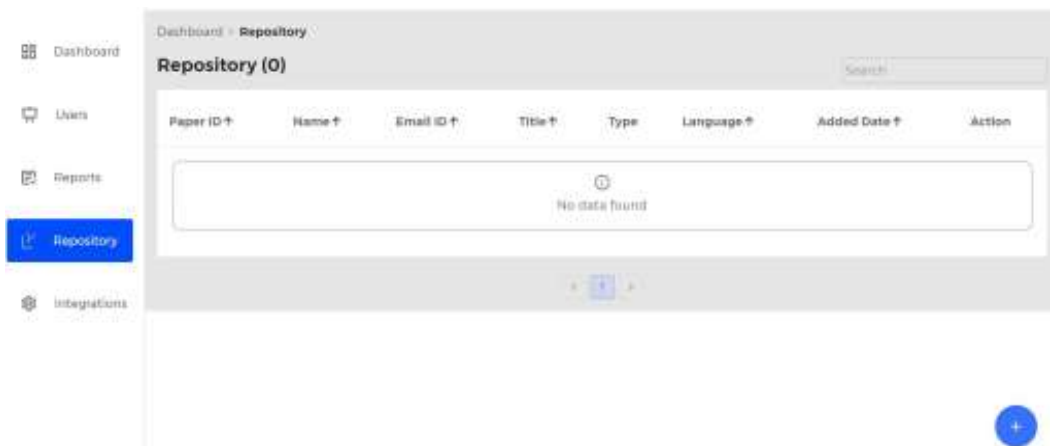


Repository

Users can save previous years or old files in the repository to compare current year

documents and to avoid duplication within the Institutions.

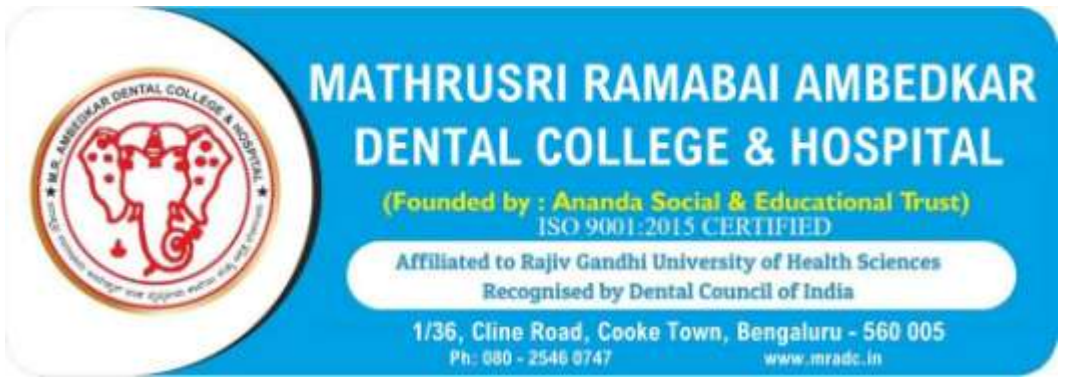
Select “Repository” tab



Step2: Select the “+add” Tab to upload files to the repository.


Step3: click on “browse your file here” and upload single file, multiple files, zip

folder or file from the google drive.



UPLOAD FILE GOOGLE DRIVE ZIP

Upload files to the repository



File formats: pdf, doc, docx, txt, rtf, dot, dotx, html, odt, pptx
browse your file here

Article of Ramkrishna a vishwanand.docx

Article of...	Author Name *	Title *	Year *	Repository *	Language *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBMIT



Enter the Author name, title, year, Repository type (Institution/Global), language

(English/Non-English)

Click on “SUBMIT” to upload the files.

How to delete files from the repository?

Select the Repository tab.

click on the delete icon against each submission.

Dashboard | Repository

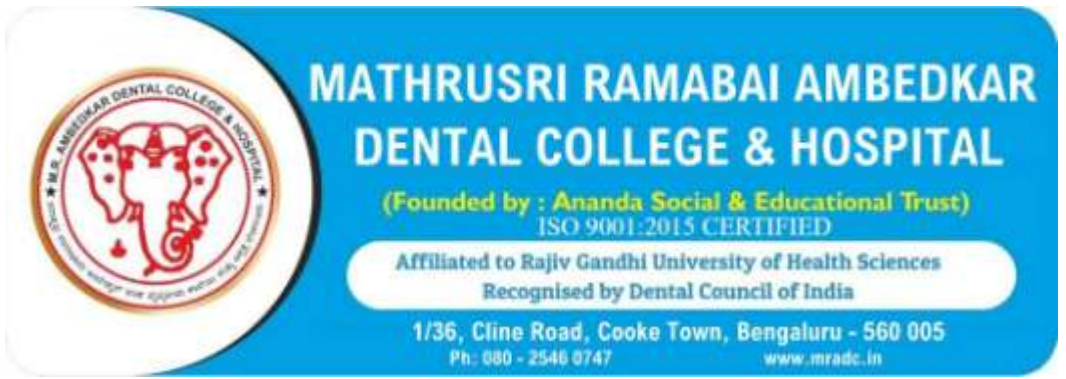
Repository(25) Search

Paper ID ↑	Name ↑	Email ID ↑	Title ↑	Type	Language ↑	Added Date ↑
ISS0435	Mentaj Kuma...	Jayanna.be...	hindi text...	--	Regional	05-07-2022..

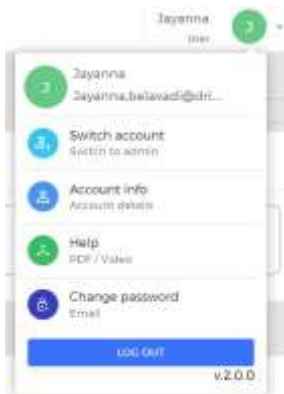
The files will be permanently removed from the repository within 24 hours.

User profile


Click on profile to view dropdown on the top right corner




1. Switch account – one user can do role switch over to admin role to manage the account
2. Account info – to view complete details of the license
3. Help – to view user guides and tutorials
4. Change password – admin can change the password using this option.



1. Switch account – switch to admin role
user can play a dual role as a user as well as admin to manage the license.


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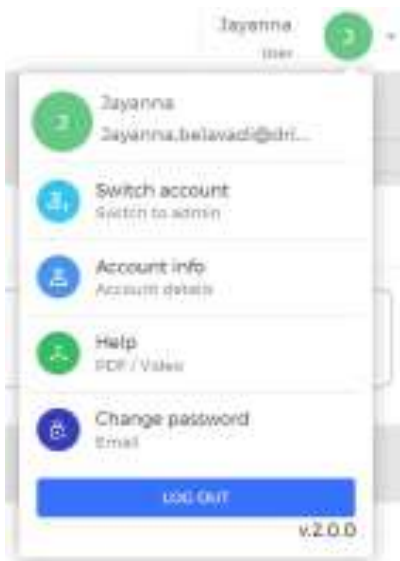


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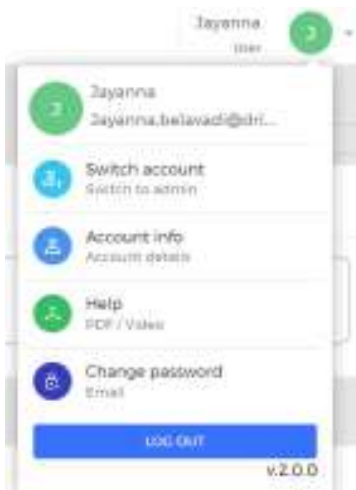
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2. How to get my Account information?

user can choose the “Account Info” tab to view complete information about the account.




3. How to get Help or access users guides or video tutorials?

Click on the help tab to access/download users guides and video tutorials

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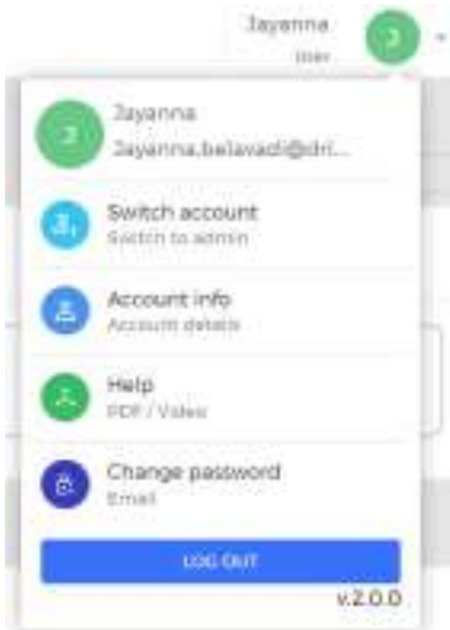


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Download the PDF file of manual/guide

Help

User

[User tutorial PDF download](#)

[User video tutorial](#)


4. How to change admin password?

change password by using the “change password”, option on the profile menu.

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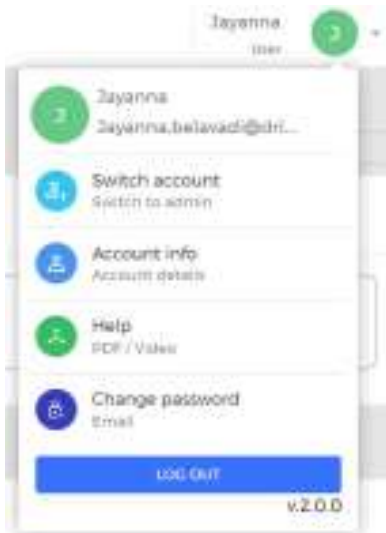


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Enter the old password, enter the new password & confirm the new password, and click on the “change password” icon

Change Password

Old password *

New password *

Confirm password *

CHANGE PASSWORD

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The new password will be updated successfully.

How to logout from a DrillBit Account?

Click on the profile, left side top corner and Logout



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EIS Digital Campus

Version 2.95 | Features list

With EIS, College can digitise the entire process from **Admission to Alumni** of any Course / Board and be ready for the **Accreditation process**.

Many A+ Accredited Colleges are powered by **EIS Digital Campus**.

Centralized Data & Role-based access for Students, Parents, Faculty & Admins can access EIS via modern browser & Android App.



Core Modules

- User Profile Module
- Course Setup Module
- Time Table (Online Class)
- Attendance Module
- Evaluation/Marks Module
- Reports Module
- Notice Board Posts

Customization

New features can be built on-demand at a minimal charge.

Accreditation

Tap up module from IonCUDOS on demand at best price.

Unified Platform

One Institute, One platform for all Courses and Boards.



Power Add On

- Communication Module
- Feedback Module
- Library Module (Barcode)
- Digital Library /
- Grievance Module
- Alumni Network Module (WP)
- Quiz Module (Auto Evaluation)



Address: 405, Kumbhar Nagar, Cooke Town, Bangalore
Karnataka Enclave, Malahalli, Bengaluru, Karnataka 560076

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EIS Digital Campus

Version 2.95 | Features list

Features in Super Admin Login:

Student Master List: Access the complete profiles of all students here via search or filters

Subject Groups: Review and approve opted subject groups (Electives) for students

Update Student Details: Edit or update Roll #, USN #, Section, and Lab batch information

Special Attendance: Make necessary corrections to the Student Attendance for any Subject/Date

Promote: Promote students to the next semester or year Section wise

Alumni: Access the complete list of alumni and Option to transfer students to alumni

Reports: Explore various available reports such as:

- Attendance Consolidated Report
- Attendance Shortage Report
- Class Conducted Report
- Student Subject Group Report
- Student Details Report
- Total Classes Conducted
- Marks Consolidated Report
- Grievance Report

Register Student: Approve or reject self-registered student profiles or add new student records directly

Faculty List: Manage faculty profiles, assign subjects, and sections

Address: 475, Sumukha Tropical Garden, Anugraha Layout, Ramasabane Enclave, Bilehalalli, Bengaluru, Karnataka 560075

Super Admin

Dr Management: Can manage the EIS for the College starting from setting up Courses, Assigning Subjects to Faculties & Students, Posting all necessary communications on the wall, and exporting Reports for academic & IQAC/NAAC/NBA purposes.

Published Tests: View published marks for various internal assessments across all subjects and sections

Faculty Data Export: Export profile details of faculties as a report for college requirements

Faculty Grievance: Address concerns and issues from faculties (submitted anonymously) with action items for resolution and ticket closure

Faculty Feedback: Collect student responses to various questions about assigned faculty performance

Syllabus Creation: A key feature of EIS to track syllabus completion and attendance status

Wall: Your one-stop place for all communication updates to Students / Faculties of the college

Post: Easily share updates, URLs, YouTube videos, PDFs, surveys, quizzes, and archive posts in the Digital Library or Download folder

Digital Library: Archived posts can be searched, and accessed anytime, and it has a total post or view count

Downloads: Archive downloadable PDFs like timetables, forms, and certificates



www.jg-eis.com | hrk2e@gmail.com | 9884-212-444

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EIS Digital Campus

Version 2.95 | Features list

Features in Super Admin Login (cont.)

Settings: Important screen to manage the settings like Registration Passcode, Grievance, configure Shortage of Attendance notification, & more

Quiz: Build quizzes as simple as Google Forms, import questions in bulk via Excel, and enjoy automatic grading and reports.

Features in Faculty Login:

Attendance: Faculties can easily view class count attendance %, and syllabus completion for every subject assigned. Take attendance by selecting the chapter/lesson, and date. Taking attendance is very intuitive



Enable Self-Attendance: A special feature designed to allow students to mark their attendance during online sessions hosted by faculties within the specified time frame

Assignment: Easily create and manage assignments. Track submission status and download assignments for review

Address: 410, Sunaka Tropical Garden, Anugraha Layout, Ramachandra Trustee, Malahalli, Bengaluru, Karnataka 560078

Faculty Profile

Can manage Student Attendance, manage Assignment, share notes, case studies, quizzes, assign marks for Internal Assessment, and more



Marks: Faculties can view average class scores of previous Internal Assessments, assign marks, and publish results easily

Reports: Provides essential reports on consolidated and monthly attendance, plus internal assessments.

Wall: The Wall is for official announcements and subject-related posts.

Post: Easily share updates, URLs, YouTube videos, PDFs, surveys, quizzes, and archive posts in the Digital Library

Digital Library: Archived posts can be searched, and accessed anytime, and it has a total post or view count

Downloads: Access downloadable PDFs like timetables, forms, and certificates

Time Table: Set up simple subject-specific timetables and include Gmeet or Zoom links for online classes

Quiz: Build quizzes as simple as Google Forms, import questions in bulk via Excel, and enjoy automatic grading and reports.

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EIS Digital Campus

Version 2.95 | Features list

Features in Student login

Attendance: Students can view class count, attendance %, and syllabus completion for every subject assigned

Enable Self-Attendance: Option to mark self-attendance during online sessions hosted by faculties within the specified time frame

Marks: Students can view marks of all the published Internal Assessments along with other quick stats

Assignment: Students can submit assignments in time with the help of this feature and track all their submissions

Wall: The Wall is for official announcements and subject-related posts from Super Admins & Faculties mainly

Features in Parents Mobile app



Conveniently track your child's academic progress with the EIS Parent app. View detailed attendance and internal assessment scores for any semester or year. Available on Android and the web for Apple users.

Address: #15, Sunaka Tropical Garden, Arugaha Layout, Ramonathree Enclave, Bilekahalli, Bengaluru, Karnataka 560016

Student Profile

Can view Attendance, submit Assignment, view notes, case studies, quizzes, allotted marks of Internal Assessment, and more.

EIS Parent app

Attendance, grades, and insights

Post: Easily share notes, URLs, YouTube videos, PDFs, with the class group

Digital Library: Archived posts can be searched, and accessed anytime, and it has a total post or view count

Downloads: Access downloadable PDFs like timetables, forms, and Study certificates

Time Table: View subject-specific timetables and Gmeet or Zoom links for online classes

Quiz: Take quizzes posted by Super Admins and Faculties on your laptop or mobile. Get instant feedback on your answers.



Great add on module



Library: An add-on module to efficiently manage the physical library, including features like issuing, returning, barcoding, searching, and generating reports.

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Ready Reckoner for Quick Usage



CiftDento

Software for Dental College Hospital Management



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488-B, 3rd Block, 4th Floor
KIADB Bldgs, 14th Cross,
Peenya 2nd Stage, Bangalore 560058
Tel – 080 2836 7373 /7474
Email- ciftechsolutions@gmail.com**

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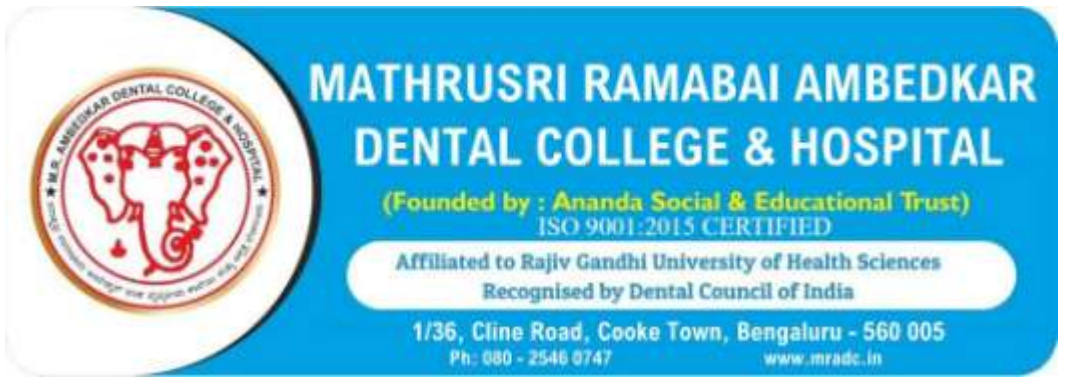
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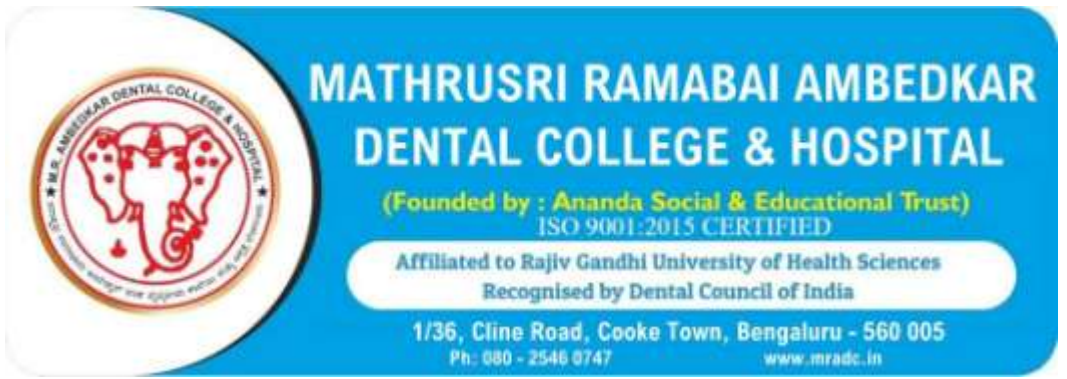
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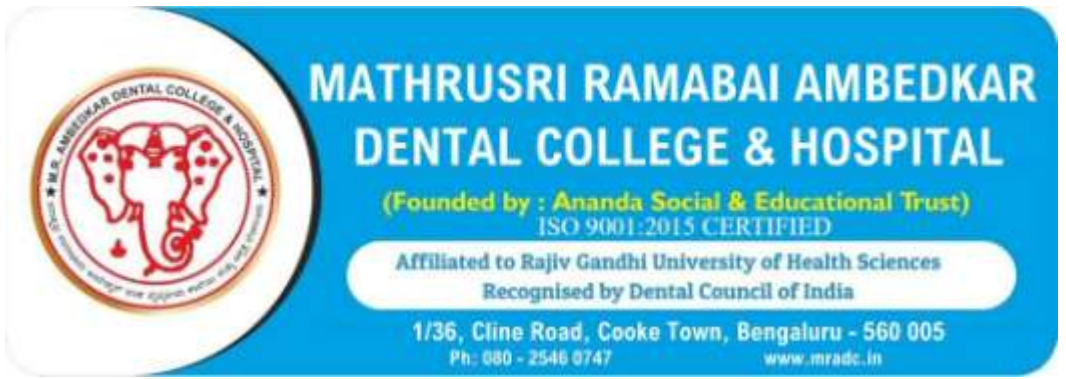


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1. Introduction:

CiftDento is one-stop solution software for Dental College Hospital Management to manage Patient information. The product



addresses all aspect of the Patients information such as Registration, Visits to Departments, appointments, Billing, Receipts etc.

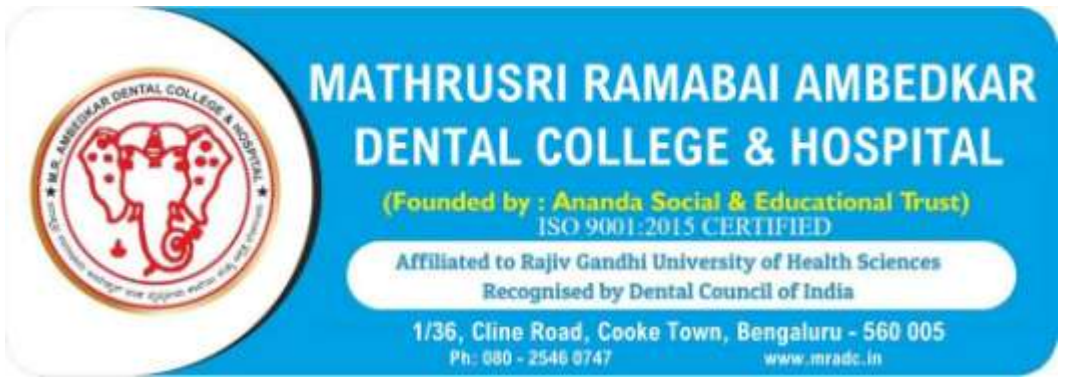
CiftDento comes with ready to use pre-Defined OPNO, Bill/Receipt No. and Departments. This helps the administration to get the Statistical details (list of registration, bills, receipts, department wise) of patients easily in short period of time.

The Best performance of Dental College Hospital is with networked environment with data sharing across the network. This User's guide is designed as a handy reference to get the best out the software through simple instructions.



2. Standard Conventions

- In all screens, fields appearing in Maroon are mandatory fields
 - To go to the next field on a screen, press 'TAB' key
 - To go to the next field on a same row, use arrow keys
 - The general meaning of the different command buttons used throughout this software unless specified,
- ❖ **New** – Add a new record for information
 - ❖ **Save** – Store the screen data to the database
 - ❖ **Cancel** – Clear all the data on the screen
 - ❖ **Add** – Add a new record or row
 - ❖ **Edit** – Enable the fields present in the screen
 - ❖ **Select** – Select the particular data on to the screen
 - ❖ **Apply** – To apply the selected data to the screen
 - ❖ **Remove** – To remove the selected data from the screen
 - ❖ **Refresh** – To refresh the data and load data to the view screen



- ❖ **Delete** – To delete the record from the database
- ❖ **Sample** – To view the sample data in the screen
- ❖ **Report** – Display/print report screen for that module
- ❖ **Print** – print the particular record
- ❖ **Close** – Close the current activity screen



3. Steps for Execution:

- Login to Administrator is provided and he has all the rights to access the system
- Create different users and assign some rights to each user in User Manager
- Enter the Hospital details in Hospital information
- Create Registration rules using Hospital Settings→Registration-Rules
- Create Bill No., Receipt No., Payment No. using Hospital Settings→ID Settings
- Create City Master using Master →City Master
- Create Service Master using Master →Service Master
- Create Lab Master using Master →Lab Master
- Create Category And Designation using personnel Service→Emp Category



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- Enter Employee/Staff Details In Employee Master
- Registration of the patient is done using Registration Form
- Enter the department Details (Patient from Registration), Visit information, Treatment Details and Service Details. According to that particular information Bill will be generated in the Department and uploading of photos, adding Appointment, View Patient History is done in Department Menu
- Lab Result Entry(Numeric as well as Descriptive) will be done in Oral Pathology and Microbiology Department
- Collect the Amount using Billing/Receipts form, Receipt will be generated for that particular Bill
- You can Refund the amount in Billing/Receipt form
- All kinds of reports can be generated through Report Menu



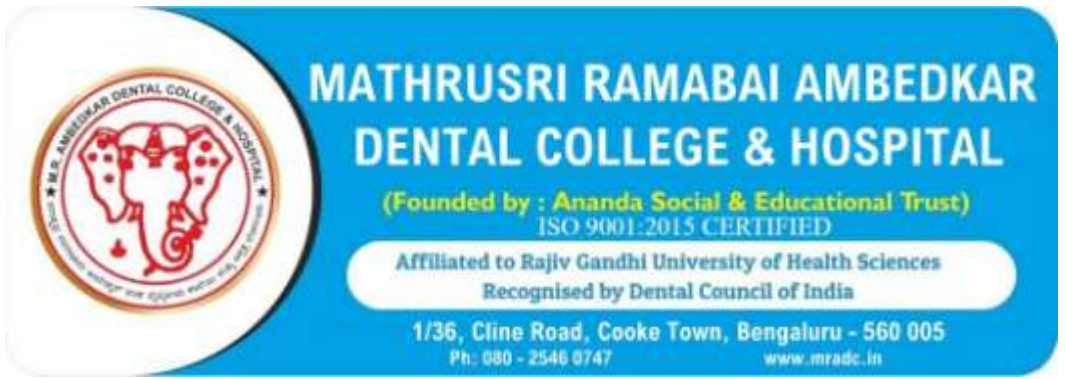
4. Administration

4.1 User manager

- Select Roles and click on New to enter Role Name
- Click on Save to save the role details
- Select Users and click on New to enter User name, Password and select the Roles from the list and then Click on Save to save the user details
- To assign different access rights, select the roles and select the Menu Items from the Menu
- Select the option Select All to access all the Menu Items
- Click on Cancel to cancel the details
- Click on Close to close the User Manager screen

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User manager Screen

4.2 Change Password

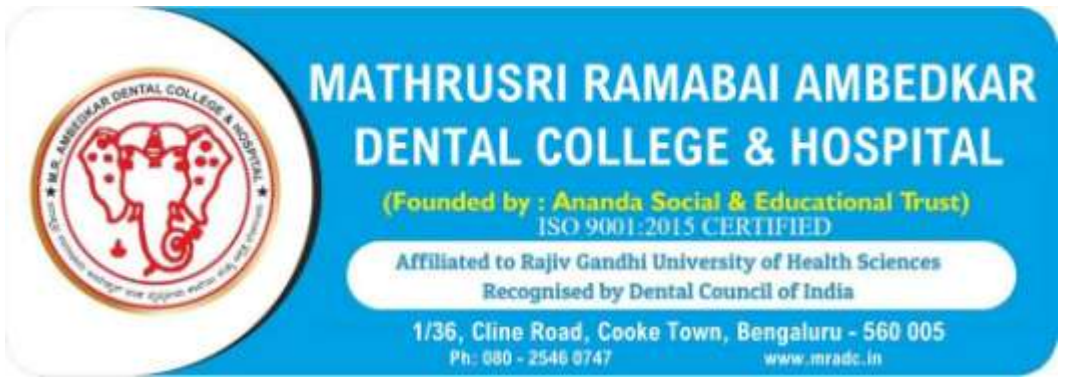
- To change the current password, click on Change Password option then enter the Old Password , New Password and Confirm Password and Click Ok

4.3 Hospital Settings



a) Report Settings:

- Select the Check box True/False of header required
- Select the Header Alignment option Left, Right or Centre
- Select the check box set Reports default margin as Left 2cm, Right 1cm, Top 1.2cm, Bottom 1.2cm, uncheck then enter Manually left ,Right, Top and Bottom .



- Click on Apply to save the Report Setting
- Click on Default to add Default Values

b) Registration Rules:



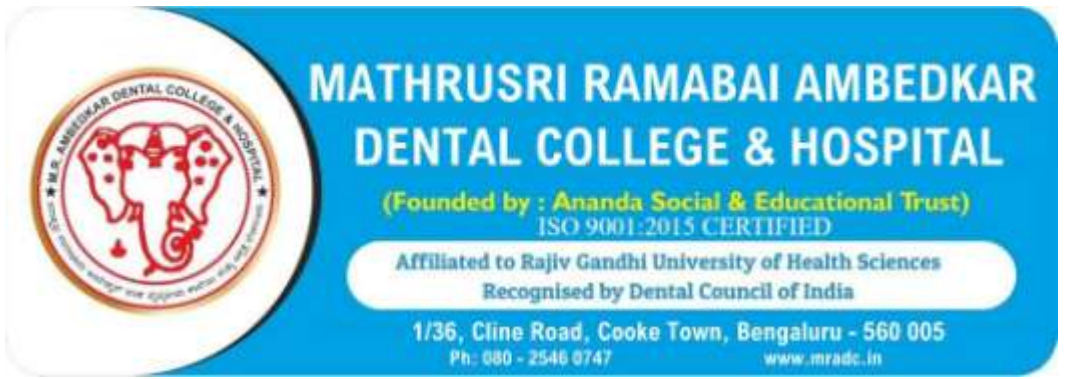
- Click on New and enter the Registration Rule Fixed Date,
- Enter the validity period and select the option either day or month
- Enter the Registration fee or Renewal fee
- Click on Save to save the Registration rules
- Click on Cancel to clear the details
- Click on Close to close the Registration Rules Setting tab

C) ID Settings:

- Enter the Prefix, Format, Starting No. of Receipt No. , Bill No. and Payment No.
- Click on Save to save the ID Settings
- Click on Date difference to set the from date difference in all the screen

4.4 Hospital Information

- Click on Edit and enter the Username, Hospital Name, Address, City, Pin Code, Telephone No., Registration No., Email, Quotation, PAN No., TAN No.
- Click on Save to save the Hospital information
- Click on Close to close the Hospital information Screen

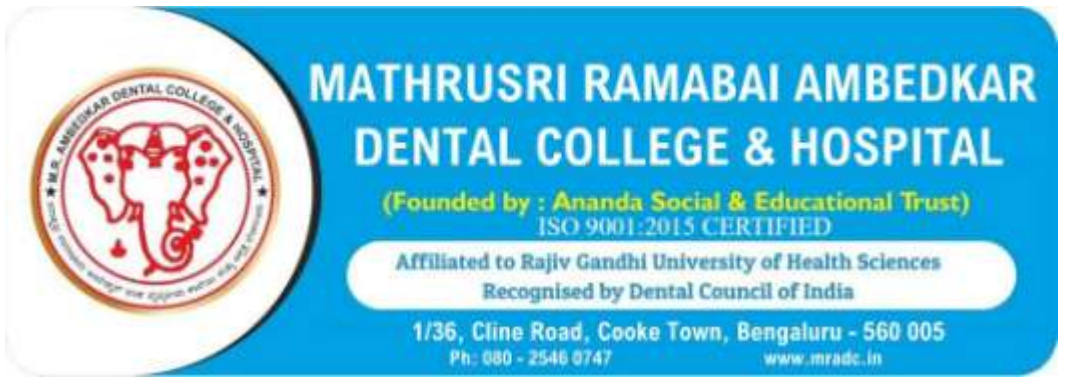


5. Front Desk



5.1 Patient Registration

- Click on New to enter the Patient details
- Select the Title from the list, and then enter the First Name, Middle Name, Last Name and Age
- Select the option Male/Female
- OMR Department is common for new patients
- Registration fee Renew fee can be set from Registration Rules Setting in Hospital Setting
- Area, City, Blood group, Occupation, Nationality and Religion is selected from specific Master
- If you could not find the above information then go to the Master in Menu, enter Area/City Master then that Area/City name will be loaded in Registration form
- Enter the Pin, Telephone No., Cell Phone No., Allergic to and Income in appropriate fields
- Click on Save to save the Patient details, once the Patient details are saved OPNO will be generated automatically in year/Month/Date and Number format
- Click on ID Card to view the Patient's ID Card
- Click on Receipt to view the Registration Fee Receipt
- Click on Renew to renew the patient's validity date(if it is expired)
- Click on Revisit for revisiting of the patient
- Click on Edit to Modify the Data
- Click on Print to view the Patient's Registration Form
- Click on Cancel to clear the Patient details
- Click on Search to search Patient record
- Click on Close to close the Registration Screen



Registration

Reg Date: 27-04-2011 | Patient Name: ARUN KUMAR | ORNO: 201104270001 | Barcode: 201104270001

Title: Mr | Address: No. 34 | From: 27-04-2011 To: 27-04-2011

First Name: ARUN | Ave: VAJYANAGAR | City: BANGLORE | Patient Name: ARUN KUMAR

Middle Name: | City: BANGLORE | Pin: 560014 | Telephone: 080 32435555

Last Name: KUMAR | City: BANGLORE | Pin: 560014 | CellPhone: 9916034539

Date of Birth: 27-04-1985 | Age: 29 | Sex: Male Female | Telephone: 080 32435555

Marital Status: Married Unmarried | CellPhone: 9916034539

Department: Oral Medicine & Radiology | Blood Gr: B+ | Allergic To: | Personal Information

Father/Husband Name: | Occupation: ENGINEER

Reg Charge: Renew Charge: Income: | Nationality: Indian | Religion: Hindu

Camp-patient

[D Card] [Receipt] [Renew]

[Regist] [Back] [Edit] [Save] [Print] [Cancel] [Search] [Close]

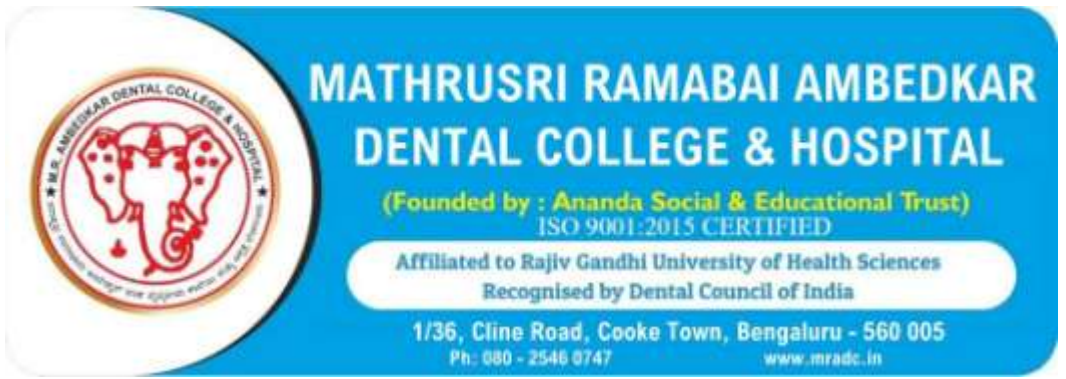
Patient Registration Screen

a) Bulk registration of patients

- Select required date range
- Click on Show button
- Select the required patients to be registered
- Select required demographic data from the right side grid and Save the transaction
- Bulk data is created

b) Bulk registration of patients from ‘Camps ‘

- Select required date range
- Click on Camp Checkbox
- Select required patients to be registered




- Select required demographic data from the right side grid and save the transaction
- Bulk data is created



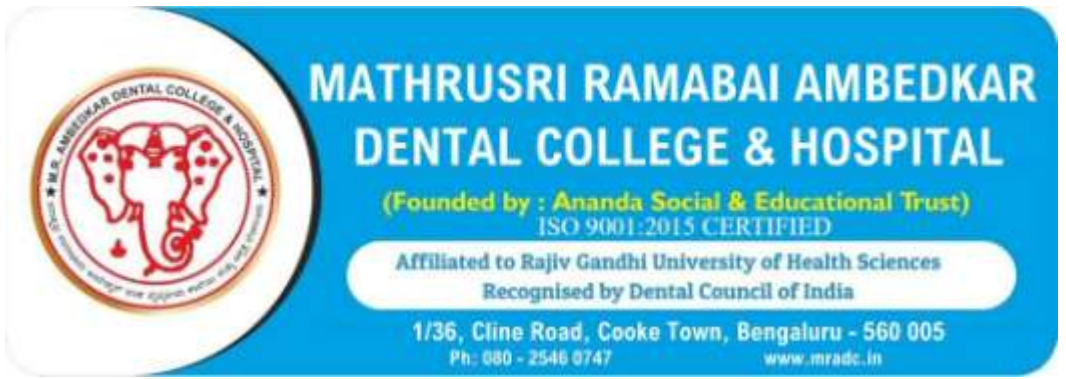
5.2 Camp Registration

- Click on Camp Reg, enter the patient details such as First Name, Middle Name, Last Name And Age
- Select the option Male/Female
- OMR Department is common for all the patients
- Area, City, Blood group, Occupation, Nationality and Religion is selected from specific Master
- Click on Save to save the Patient details
- Click on Cancel to clear the patient details
- Click on Close to close the Registration Screen

5.3 Patient History


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- Click on Patient History Button or press Alt + Y
- A patient history window appears, select the patient name, it will give the patient's visit information, date and the Departments that he appeared
- Check the department to view his treatment details
- To upload photo click on Upload photo option and select the photo file, it will be saved successfully
- To view the photos click on Browse button, the Explorer opens the folder of the photos that were uploaded previously



Patient History Screen



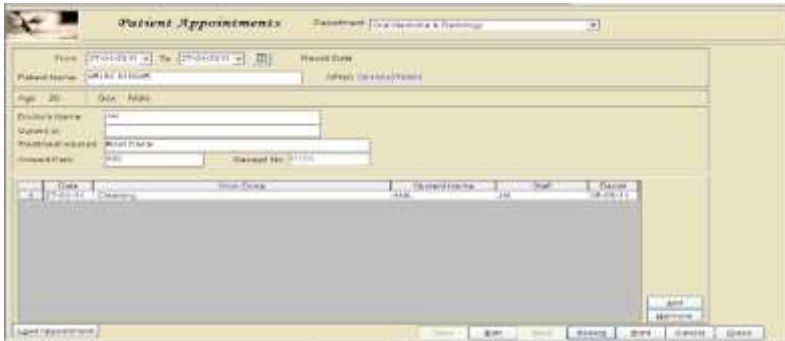
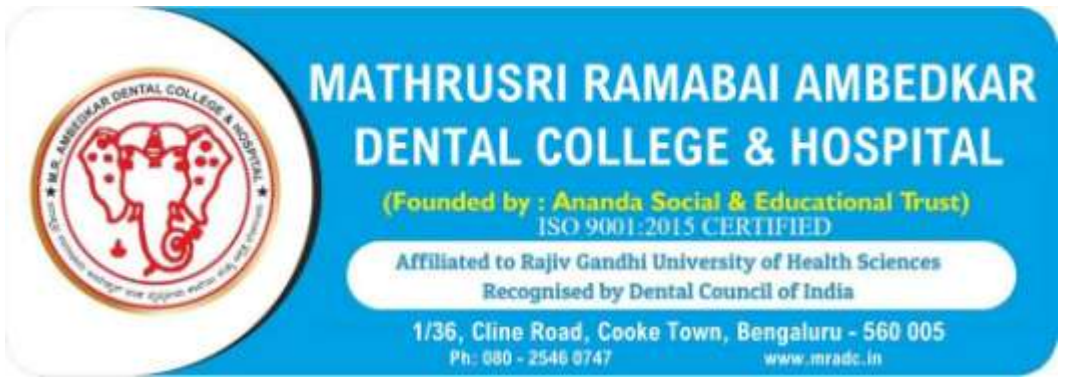
5.4 Patient Appointment

- Click on Appointment , a new window appears with the patient name loaded
- Click on New button, enter Doctor name and Guided by(both are optional fields)
- Enter the treatment advised which is mandatory field
- Click on Add Button then enter the Date, Work done, Student name, Staff name(Doctor name) and Recall date
- You can also remove the patient's appointment details from the list
- Click on Save to save the patient's appointment details
- Click on Load Appointment to view the daily patient appointments
- A new window appears with the appointment list, select the date to see the patient appointments of that date
- Double click on patient to load patient details in Department Screen

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Patient Appointment Screen

5.5 Logout

- To change User click on Logout

5.6 Exit

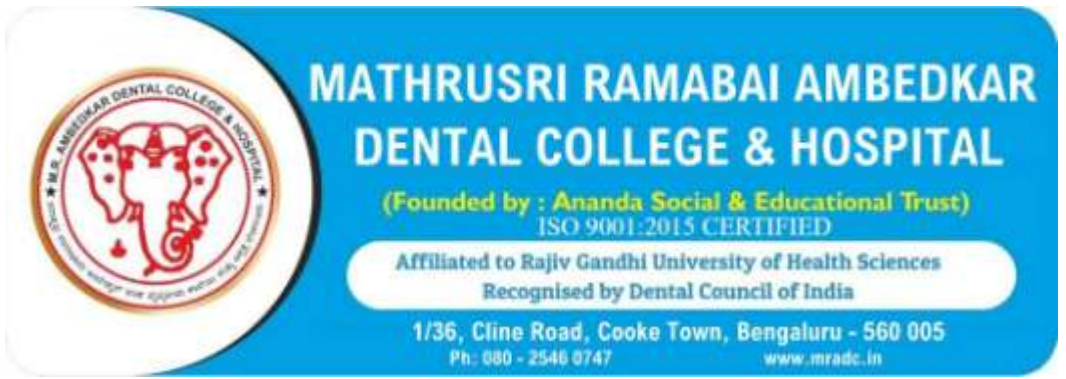
- To exit from CiftDento click on Exit



6. Transaction

6.1 Billing

- Select the date range, click on Refresh to load the patient name
- Select the patient name from the list
- OPNO, Bill No, Age, Sex, Department Name will be displayed
- Service/Test will be loaded in the spread which is placed in the middle of the screen, it contains Service/Test Name, Amount, Net Amount and Status whether he has paid or not



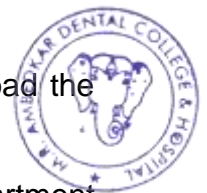
- Select the Test/Services from the list of Departments that are done for a patient
- Click on Save to save, Date and Receipt No. will be generated for that Bill No.
- Click on Search to search the Patient name
- Click on Print to view the Billing Report
- Click on Cancel to clear the data
- Click on Close to close the Billing Screen



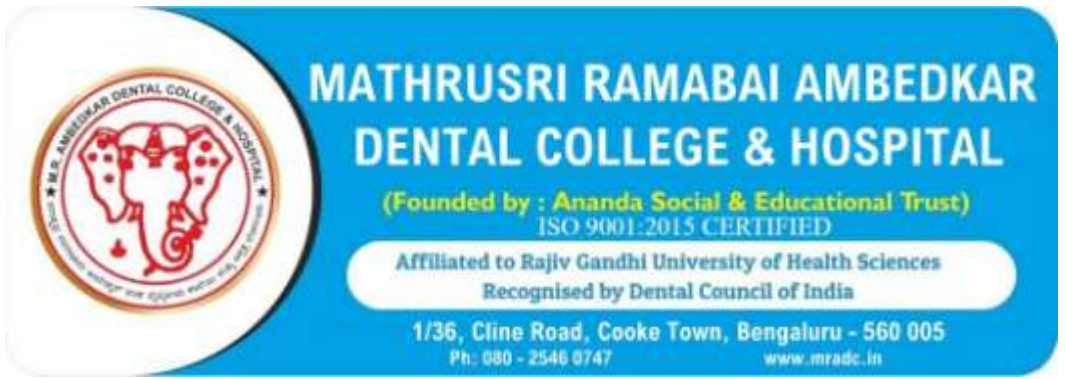
Billing Screen

6.2 Receipt

- Select the date range and click on Refresh to load the patient name
- Select the patient name from the list
- OPNO, Bill No, Receipt No., Age, Sex, Department Name will be displayed
- Service/Test name will be loaded in the spread which is placed in the middle of the screen containing Bill No., Amount, Discount, Net Amount, Received Amount, Receivable Amount and Balance Amount
- In the Spread White Colour indicates Full Payment and Saffron colour indicates Partial Payment
- Click on New and Click on Save to receive the amount from the patient



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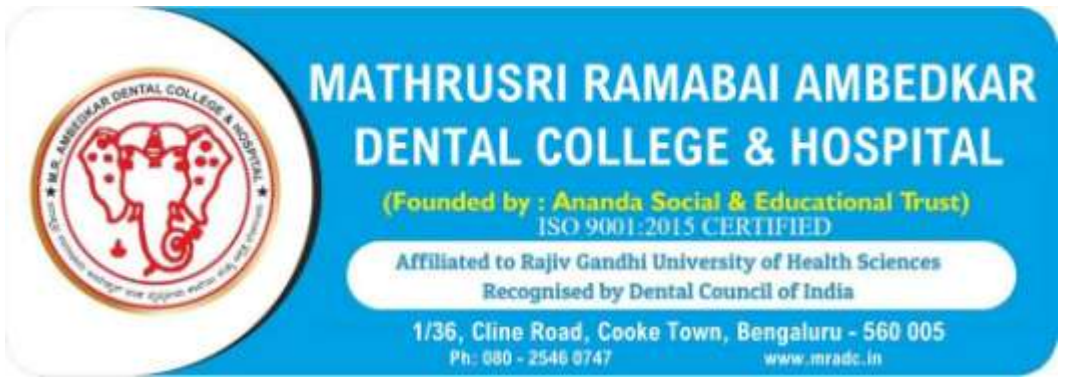


- If you have collected the full amount then Status will be No Dues
- If you have collected the partial Amount then Status will be Bill Pending
- Click on Search and enter the name or OPNO, and select patient name from the spread, that name will be loaded in the Receipt Screen
- Click on Refund to refund the amount, select the Receipt No. from the list and Click on new then enter the Refund Amount
- Click on Save to save the Data, after saving the data Payment No. will be generated
- Click on Report to view the Refund receipt
- Click on Close to close the Refund Screen
- Click on Close to close the Receipt Screen



Receipt Screen





6.3 Service Cancellation

- You can cancel the Tests that are done to the patient and can refund the amount
- Click on service cancellation, select the Service Name that you want to cancel then click on Cancel/Refund button, the Test Name will be removed from the list and test amount will be deducted from the Total amount

7. Master screens

7.1 Area Master




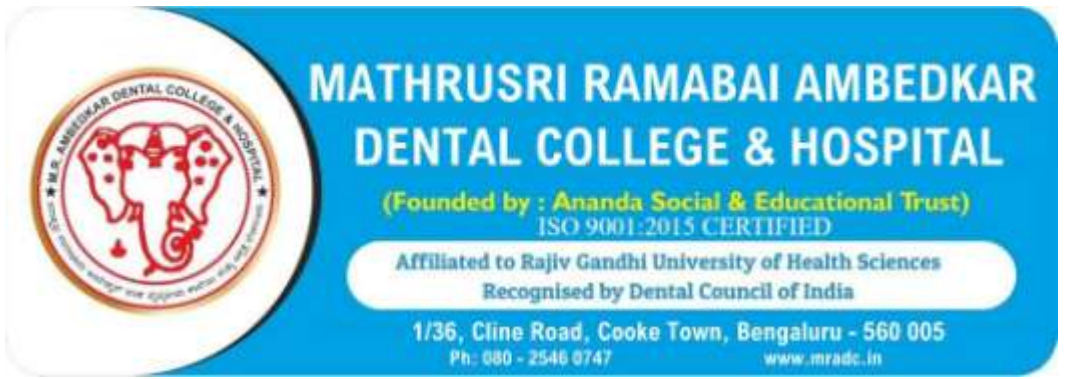
- Click on Area in the Master Menu Item
- Enter the new Area name, this name will be uploaded in the Patient registration form
- Click on Save to save the area name
- Click on Remove to remove the area name
- Click on Close to close the Area Master Screen

7.2 City Master

- Click on City in the Master Menu Item
- Enter the new City name, this name will be uploaded in the Patient registration form
- Click on Save to save the city name
- Click on Remove to remove the city name
- Click on Close to close the City Master Screen

7.3 Nationality Master


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- Click on Nationality in the Master Menu Item
- Enter the new Nationality, this will be uploaded in the Patient registration form
- Click on Save to save the Nationality
- Click on Remove to remove the Nationality
- Click on Close to close the Nationality Master Screen

7.4 Occupation Master

- Click on Occupation in the Master Menu Item
- Enter the new Occupation, this will be uploaded in the Patient registration form
- Click on Save to save the Occupation
- Click on Remove to remove the Occupation
- Click on Close to close the Occupation Master Screen

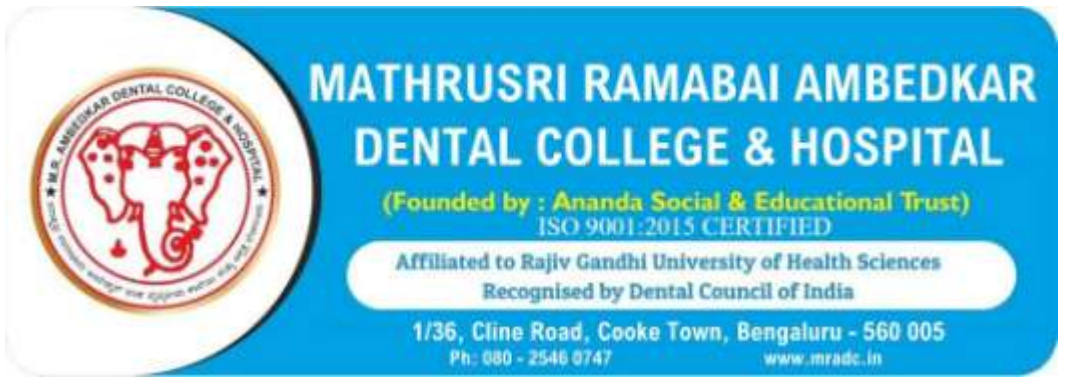
7.5 Religion Master



- Click on Religion in the Master Menu Item
- Enter the new Religion, this will be uploaded in the Patient registration form
- Click on Save to save the Religion
- Click on Remove to remove the Religion
- Click on Close to close the Religion Master Screen

7.6 Visit Information

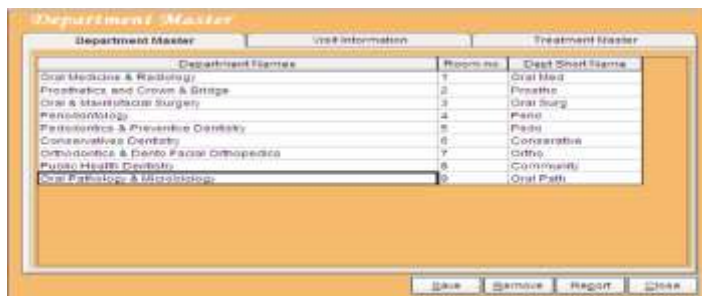
- Click on Visit Information in the Master Menu Item
- Click on Check box to select the visit items



- Press Enter to add new Visit Item
- Click on Save to save the new Visit Item
- Click on Remove to remove the Visit Item
- Click on Close to close the Visit Information Screen

7.7 Department Master

- Click on Department Master in the Master Menu Item
- Select the Department name and Room No.
- Click on Save to save the Department
- Click on Remove to remove the Department
- Click on Report to print the Department details
- Click on Close to close the Department Master Screen




Department Master Screen



7.8 Treatment Master

- Click on Treatment Master in the Master Menu Item
- Select the Department name
- Press Enter to add new Treatment name and Treatment description
- Click on Save to save the Treatment



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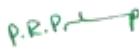
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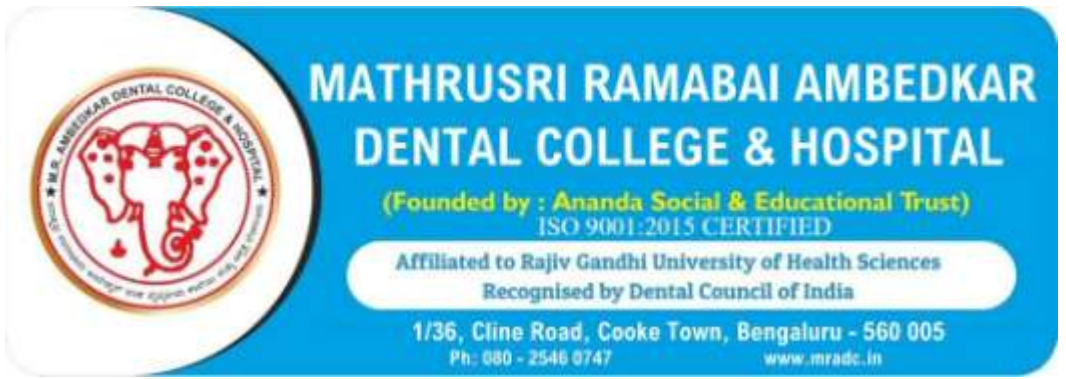
- Click on Remove to remove the Treatment
- Click on Close to close the Treatment Master Screen



Treatment Master Screen




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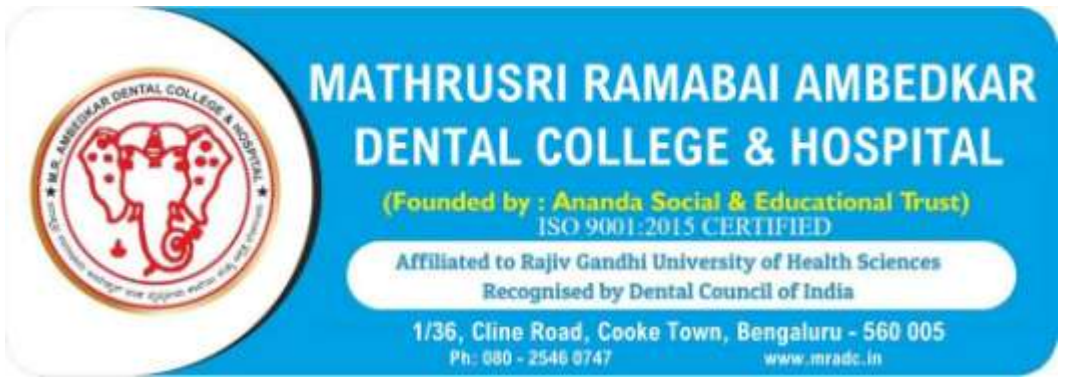
7.9 Lab/Service Master

- Create Group Master
 - To create a new record Click on New button
 - Select the Department either Laboratory or Radiology
 - Select the Group name from the list, other fields such as Group ID, Group name and Group order are filled automatically
 - Click on Edit to modify the field data and click on Save
 - Click on Cancel to clear the entered data

- Create Test Master
 - To create a New record click on New button
 - Select Department either Laboratory or Radiology
 - Select Group name by double clicking on the list present in the right side of the screen
 - Test name will be filled automatically including Sub Tests list
 - You can include any number of sub tests from the list by clicking the Include button
 - Click on Remove button to remove sub tests from the list
 - Click on Edit to modify the field data and click on Save
 - Click on Cancel to clear the entered data
 - Click on Delete to delete the Group name
 - Click on Report to view the Test details with amount

- Create Sub Test Master
 - Click on New button, Enter sub test name, select numeric option if you are entering numeric value otherwise select descriptive option, enter min and





max values for numeric, enter descriptive values for descriptive tests

- Click on Save
- Create Service Master
 - Click on New button, Enter the Department name by selecting from the list
 - Enter the Service name and Amount
 - Click on Save to save the new Lab service
 - Click on Cancel to clear the entered data
 - Click on Report to view the Service details
 - Click on Close to Lab/Service Master Screen

8. Personnel Services

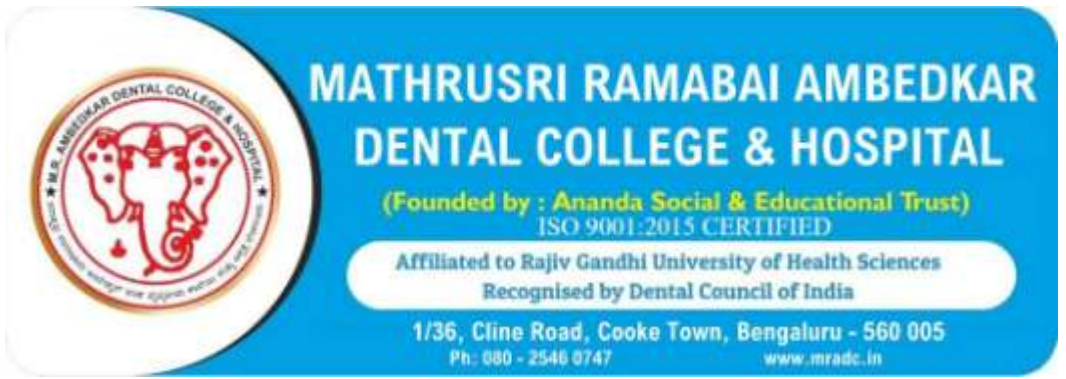
8.1 Employee category

- To create new Employee category and Designation
 - Click on New category button, Enter the category and Designation
 - Click on Save
- To add Designation
 - Select category, Enter Designation and click on Save



8.2 Employee Master

- To Create Employee and consultants
 - Select the Department, enter employee name and other details
 - Click on Save



9. Accounts



9.1 Accounts Master:

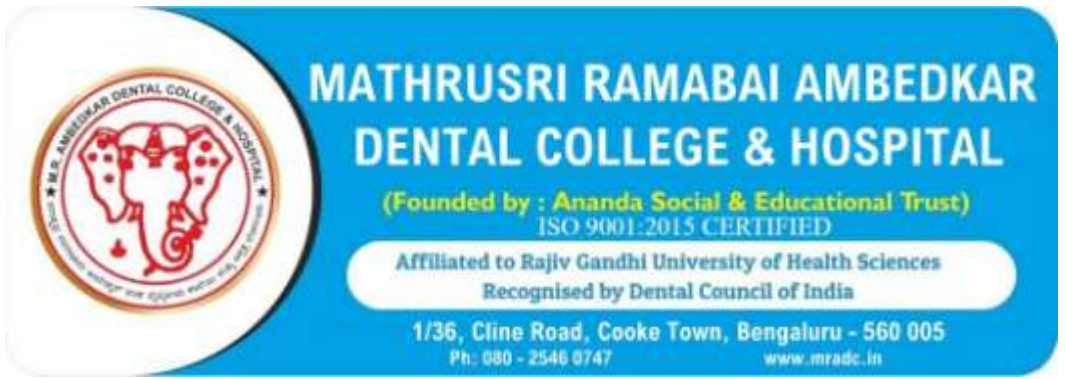
- Click on New to create new Account name
- Select the Account from the list and click on New
- Enter the Account Code, Account Name, Tax No. and Contact information
- Click on Save to save the new Account information
- Click on Delete to delete the information
- Click on Cancel to clear the all the details
- Click on Close to close the Accounts Master Screen



Accounts Master Screen

9.2 Bank Master:

- Click on New and enter all the information
- Click on Save to save the Bank Account Details
- Click on Delete to delete the information
- Click on Cancel to clear the all the details
- Click on Close to close the Bank Master Screen



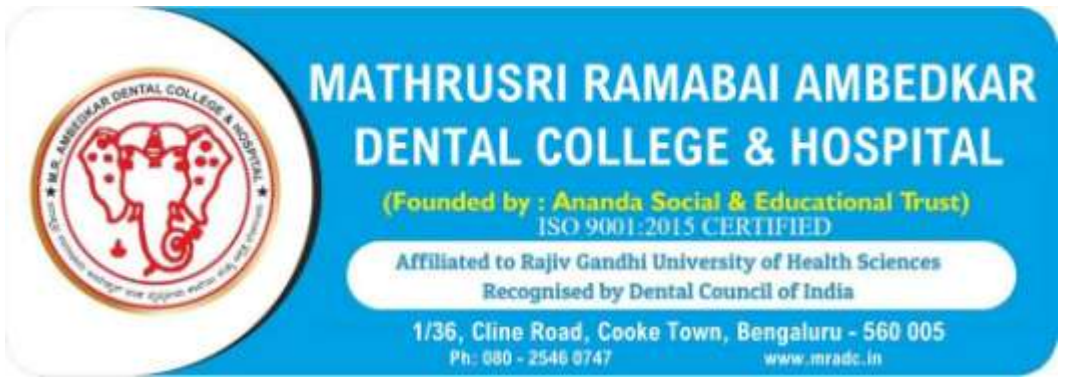
9.3 Receipts:

- Click on New and enter all the details
- Select the mode option (cash, cheque, DD, credit)
- Click on Save to save all the details
- Click on Delete to delete the information
- Click on Cancel to clear the all the details
- Click on Close to close the Screen

9.4 Payments:

- Click on New and enter all the details
- Select the mode option (cash, cheque, DD, credit)
- Click on Save to save all the details
- Click on Delete to delete the information
- Click on Cancel to clear the all the details
- Click on Close to close the Payments Screen





9.5 Journal Entry:

- Click on New and Enter all the details
- Select the mode option (cash, cheque, DD, credit)
- Click on Save to save all the details
- Click on Delete to delete the information
- Click on Cancel to clear the all the details
- Click on Close to close the details

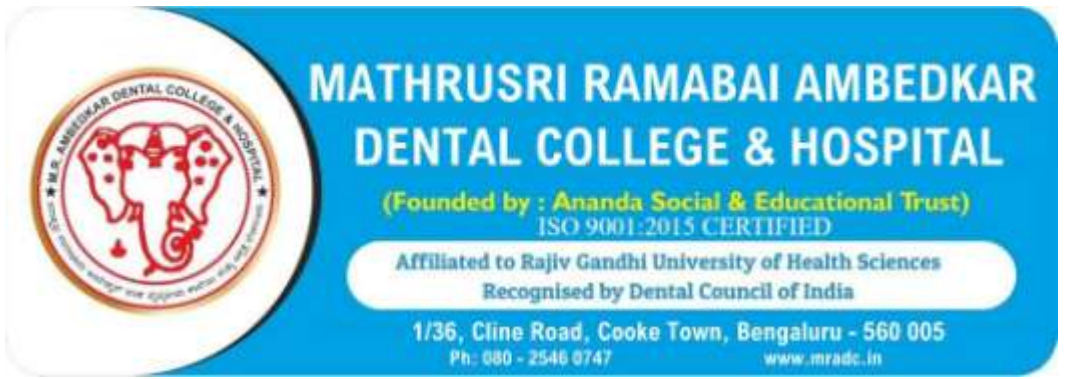


9.6 Bank Reconciliation

- This form will give the details of patients who have paid the Bill in the form of Cheque
- Click on Bank Reconciliation option, select the Bank Account
- Select the date range and press Load All button
- It will display all the Dates, Account name, Debit and Credits
- Click on Edit to modify the field data and click on save
- Click on Cancel to clear the all the details
- Click on Close to close the Bank Reconciliation Screen

9.7 Edit Account Transaction:

- Select the Transaction date range
- Select the Transaction Type
- Click on Show button, it will display the transaction list
- Click on Close to close the Edit Account Transaction Screen



9.8 Account View:

a) Accounts Reports:

- Select the date range
- Select any Assets or Liability, select the Account type and Account name
- Click on Show button, it will display the Date, Account name, Debit, Credit, Opening Balance and Closing Balance
- Click on Report to view the account information
- Click on Close to close the Account Reports Screen

b) Consolidated Day statements:

- Select the Date range and click on Refresh button
- It displays the total Bill amount, Discount(if any), total Collection, Outstanding bill amount, Total payments, Refund amount and other payments
- It also displays Cash Statements such as Opening Balance and Closing Balance

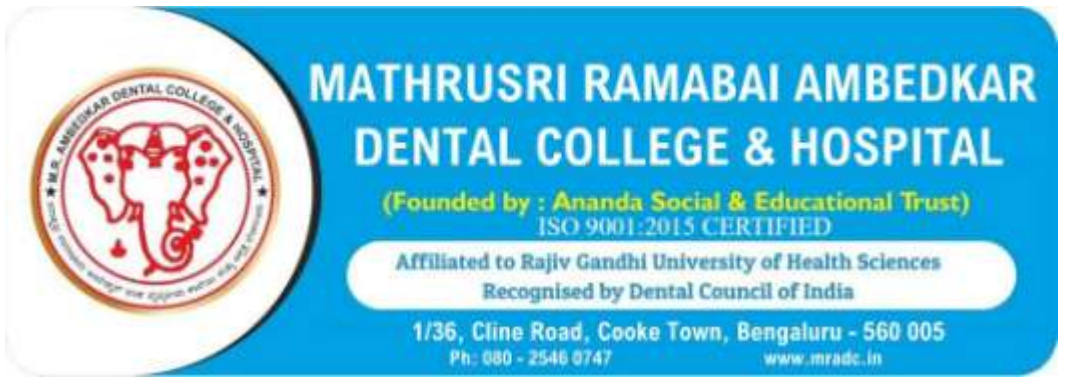


c) Trail Balance:

- It displays the Trail balance as on Date with Account name, Debit and Credit

d) Profit and Loss Account:

- It displays the Profit and Loss till date in the form of Expenditure and Profit



e) Balance Sheet:

- It displays the balance sheet as on Date with Liabilities and Assets

10. Department

- There are 9 Departments, each department has its own screen
- In Department Master we can add or edit Visit Information, Treatment Details and Services
- Visit information is only editable by OMRD (Oral Medicine and Radiology Department)
- If patient age is below or equal to 14 years, then Visit information will be edited by Pedodontics and Preventive Dentistry
- You can edit the patient's visit information and treatment details
- Clicking on Save or Close button to save the edited visit information and treatment details

To refer a Patient to other department, select the Department name from Refer to Combo box and click save or press Alt + S.



Oral Medicine and Radiology Department (OMRD)

- This is the common department for all the Patients
- Select Patient from the list, it will give the Visit information of that patient
- Click on Refer to option to refer a patient to appropriate department



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OMRD Screen

Oral Pathology & Microbiology Department

- Select Patient form the list
- Select tests from the grid
- Enter the observed values/results in result entry grid and select all tests
- Click on tests or descriptive button to view reports

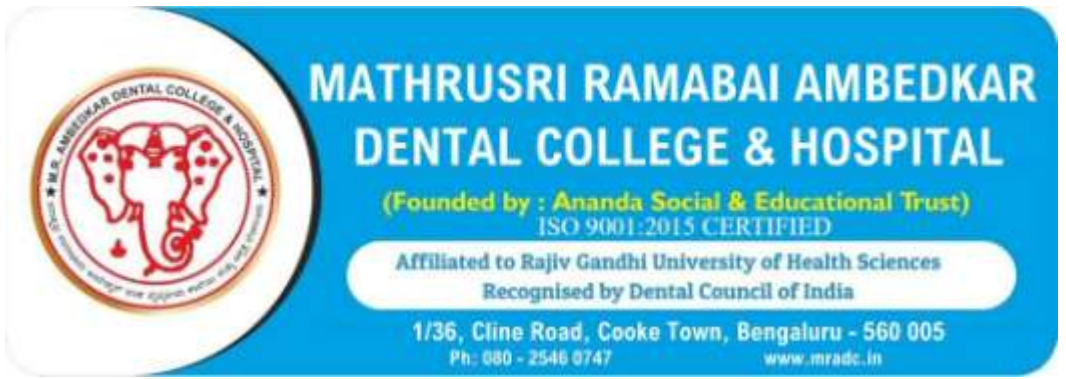
To add new Visit Information

- Click on Masters and select Visit Information
- Go to last row and press Enter, a new row appears
- Type new visit information
- Click on Save or press Alt + S to save the new Visit Information



To add new Treatment Details

- Click on New Treatment button under Treatment details grid or press Alt + W, new row appears
- Type treatment name and details
- Click on Save or press Alt + S to save the new Treatment Details



To add an existing Treatment Details

- Click on Add button under Treatment details grid or press Alt + A
- A window appears with treatments name that were entered already
- Select treatment name (treatment that is already in the grid, will not appear again for selection)
- Select treatments by clicking check boxes
- Click OK or press Alt + O
- The treatment will now appears in Treatment details grid
- Click on Save or press Alt + S to save the Treatment Details

To delete a Treatment


- Click on Treatment in Treatment details grid
- Click on Remove button below the Treatment details or press Alt + R

To make Bill

- Click on New button or press Alt + N
- Double click on Services grid or press space, a services list appears to the right of the grid
- Double click on the service to add grid
- Click on Save or press Alt + S



To edit an exiting Bill



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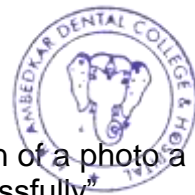
- Select Bill No. from Bill No. Combo box
- Click on Edit button or press Alt + E
- Double click on Services grid or press space, a services list appears to the right of the grid
- Double click on the service to add grid
- Click on Save or press Alt + S

To view the Services Treatment added by other Department

- Click on Patient History Button or press Alt + Y
- A patient history window appears, select the patient name, it will give the patient's visit information, date and the Departments that he appeared
- Check the department to view his treatment details

To upload photos


- Click on upload photo or press Alt + U
- Select the photos from a file, after selection of a photo a message appears as "Photos saved successfully"

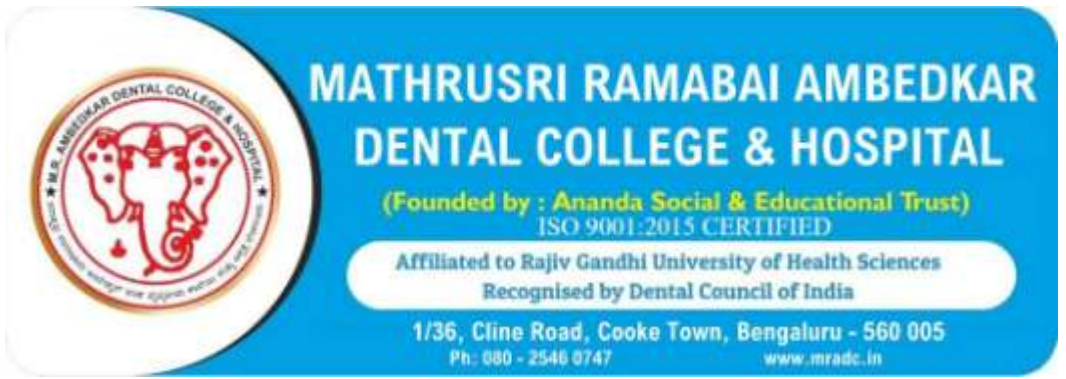


To view photos in explorer

- Click on Browse or press Alt + B
- Explorer opens the folder of the photos that were uploaded previously

To view photos on screen


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- Click on View or press Alt + V
- A new window appears that containing the list of photos on the right, click on the photo that you want to see

To give appointment to a patient

- Click on Appointment or press Alt + I
- A new window appears with the patient names loaded
- Click on New button or press Alt + N
- Enter Doctor name and Guided by(both are optional fields)
- Enter the treatment advised which is mandatory field
- Click Add Button or press Alt + A
- Enter Date, Work done, Student name, Staff name(doctor name) and Recall date
- Click on Save or press Alt + S

To load patient from appointment list

- Click on Load Appointment or press Alt + O
- A new window appears with the appointment list, select the date to see the patient appointments of that date
- Double click on patient to load patient in Department Screen

11. Case Records



11.1 Oral and Maxillofacial Surgery:

- Select the Date range and select the patient name from the list
- Enter all the details, after completion of first page then go to page2



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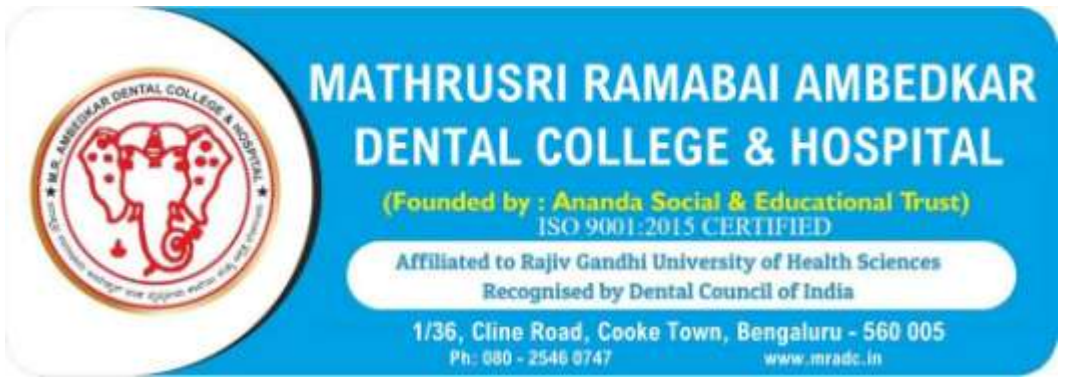
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- Enter the Maxillofacial Sign(), inter oral inspection and other soft tissue
- After completion of page 2, click on page3
- Enter fracture site Maxilla, Mandible, other facial Bone and description
- After completion of Page3, click on page4
- Enter Post operative instructions Dr, post operative finding and treatment given
- After completion of page 4, click on Save to save the details
- Click on Print to view the Oral and Maxillofacial Surgery Case record Report
- Click on Search to search the patient record
- Click on Cancel to Clear the data
- Click on Close to close the details

11.2 Orthodontics and Dentofacial Orthopaedics:

- Enter the chief Complaints, Pre-natal History, Post-natal History and General History
- Click on Clinical Examination and enter the details of Physical, Extra oral Examination and Smile Assessment
- Click on Intra-Oral Examination and enter the details TMJ, Intra Oral Examination, Hard Tissues, Maxillary Arch, Mandibular Arch and Relation of Mandibular to Maxillary Arch
- Click on Midline and Antero-Posterior Relationship tab and enter the Midline, Antero-Posterior Relationship
- Click on Model Analysis in that click on Treatment tab then enter the details of Treatment objectives, Treatment Plan, Retention Phase, Anchorage Consideration, Application Description and Appliance
- Click on Dental VTO Initial Midline, Space Required, Space available, Space Gained, Diagnosis and Probable Etiology
- Click on Arnett Analysis, enter the Arnett Analysis and Inference



- Click on Burstone's hard tissue Analysis and Inference

12. Reports

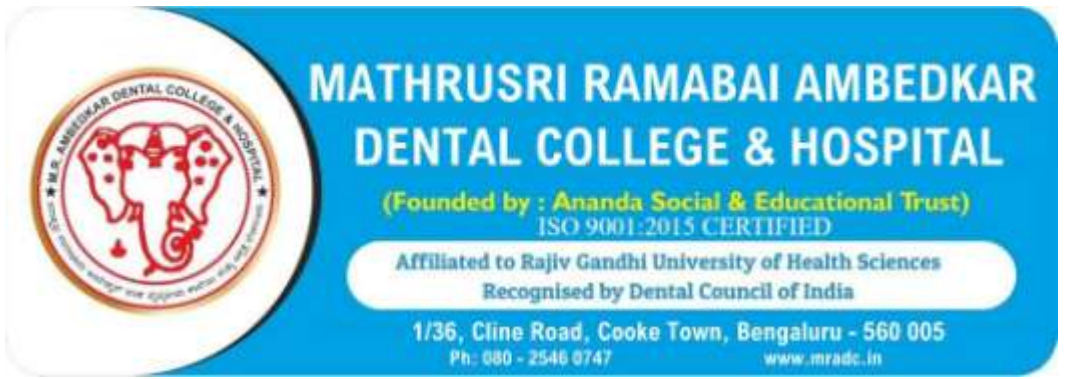
12.1 Registration Statistics:

- Select the Date range
- Select the option New Visit click on report to view the newly visited patients list
- Select option Revisit and click on Report to view the revisiting patients list
- Select the option Camp visit and click on Report to view the camp patients list
- Select the option All and click on Report to view the list of all the patients
- Select the check box Statistics and click on report to view the statistics data
- Click on close to close the Screen



12.2 Department wise Report:

- Select the Date range
- Select the option New Visit and select the individual department or all the departments and click on Report to view the newly visited Department wise patient list
- Select the option Revisit and select the individual department or all the departments and click on Report to view the revisiting Department wise patient list
- Select the option Camp visit and select the individual department or all the departments and click on Report to view the Department wise Camp visiting patient list



- Select the option All and select the individual department or all click on Report to view the list of all the patients
- Select the checkbox Statistics and click on report to view the statistics data
- Click on close to close the Screen

12.3 Lab and Radiology

- Select the Date range
- Select the option Group wise and select the individual Group or all and click on Report to view the group wise lab patient list
- Select the option Test wise and select the individual test or all and click on Report to view the test wise lab patient list
- Select the check box Statistics and click on report to view the statistics data
- Click on close to close the Screen

12.4 Treatment wise:



- Select the Date range
- Select the Department from the list and select the individual treatment or all and click on Report to view the Treatment Wise patient list
- Click on close to close the Screen

12.5 Appointment Report:

- Select the Date range



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- Select the option Department wise and select the individual Department or all and click on Report to view the Department Wise Appointments of patients
- Select the option Doctor wise and select the individual Doctor or all and click on Report to view the Doctor Wise Appointments of patients
- Click on close to close the Screen

12.6 Collection Report

- Select the Date range
- Select the option List and click on Report to view the Collection Wise List of patients(Received Amount from the patients)
- Select the option Details and click on Report to view the details of patients Collection Wise(Received Amount from the patients)
- Click on Close to close the Screen

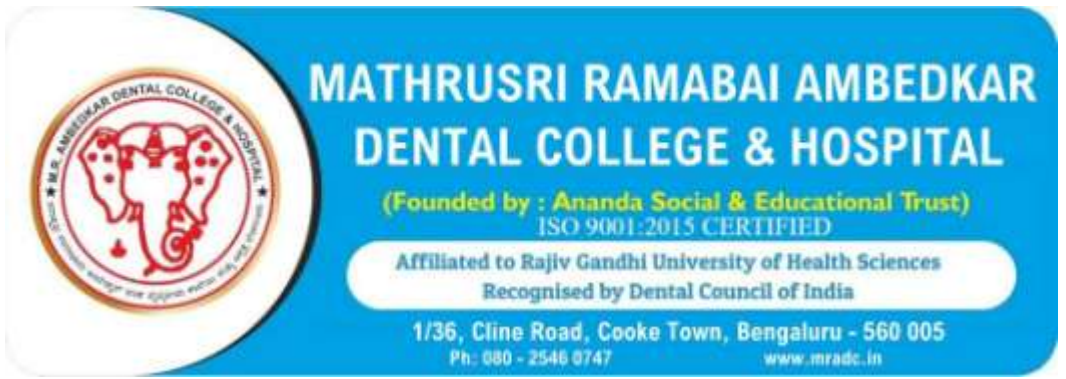


12.7 User Wise Collection

- Select the Date range
- Select the user from the list, click on Report to view the User Wise Collection list of patients(Received Amount from the patients)
- Click on Close to close the Screen

12.8 Patient Dues:

- Select the Date range
- Click on Report to view the list of Patient dues Report
- Click on close to close the Screen



12.9 Department Wise Collection:

- Select the Date range
- Click on Report to view the list of Department wise Collection Report
- Click on close to close the Screen

12.10 Registration Fee Wise Collection:

- Select the Date range
- Click on Report to view the list of Registration Fee wise Collection Report
- Click on Close to close the Screen


12.11 Refund Report:

- Select the Date range
- Click on Report to view the list of Refund details Report
- Click on Close to close the Screen



12.12 Statistical Report:-

- Select the Date range and select Registration Option, click on Report to view the registration statistics details Report
- Select the Date range and select Department Option, click on Report to view the department statistics details Report
- Select the Date range and select Area option, click on Report to view the area statistics details Report
- Select the Date range and select Gender option, click on Report to view the gender statistics details Report



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- Select the Date range and select Age option click on report to view the age statistics details Report
- Click on Close to close the Screen

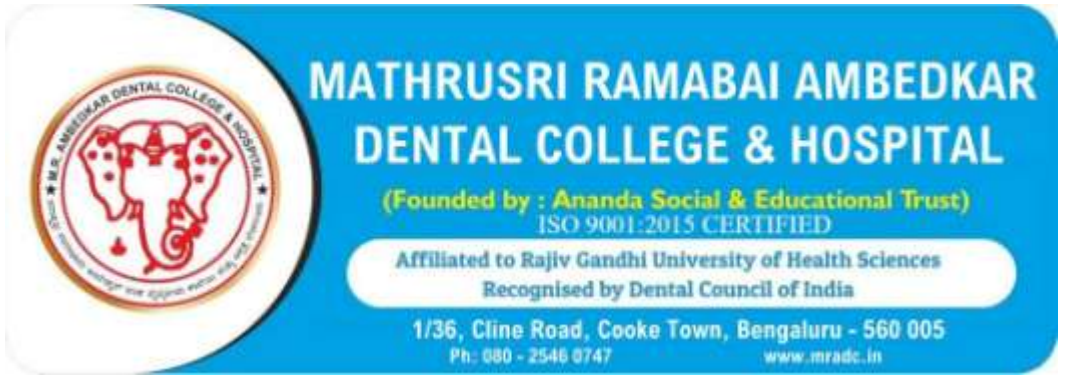
12.13 Personnel Report:

- Select Department option and select the Department from the list(single or all), click on Report to view the Employee department wise details Report
- Select Category option and select the Department from the list (single or all)
- Click on Report to view the Employee category wise details Report

Addendum: 1.



SL NO	Description
1	➤ To design a new Case Record screen for OMRD Department.
2	➤ Billing and Receipt, generate in one single screen giving an option of receiving whole amount or only generating bill with receiving no amount.
3	➤ To design a Statistical Report, registration wise with new visit and revisit count and its ratio with total average
4	➤ Statistical Report, Department wise with Department name, age & sex, address, date, Bill no



	,Opno and total count with summary of Registration Statistics with its visit and revisit count.
5	➤ To Re-align the screens by changing the resolution to 1024*768 and also change the background colours of the screen with font size verdana 8

1 Case Record:

1.1 Oral Medicine and Radiology Dept:

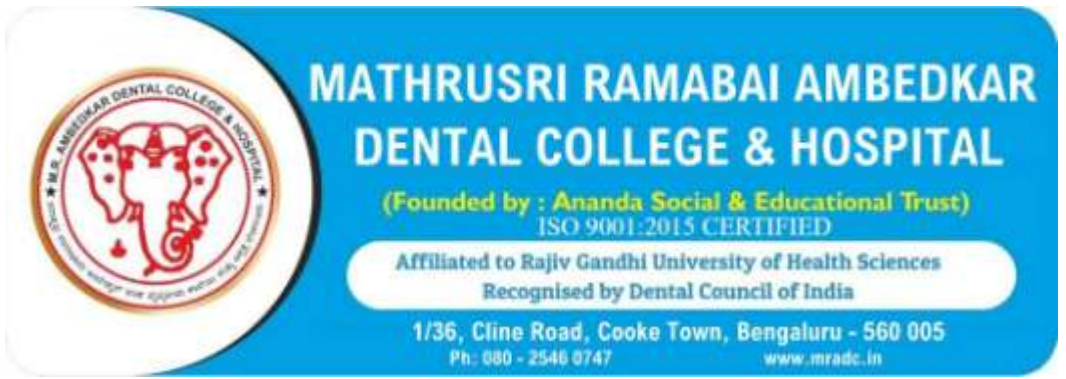
- Select the date range
- Select a patient from the list
- In page 1 enter all the details, then go to page 2 then page 3 fill all the details
- Press save button, to save all the records of that particular patient.
- Press Search button to get the patients with their complete case records
- Print button to preview the report
- Close button to close OMRD case sheet form

2 Transaction:

2.1 Billing:



- Select the date range
- Select a patient from the list of whom Bill is to be generated.
- Receipts also can be generated to patients who pay full amount with discount options.
- Press New button to select the services given to that particular patient from the tree view list.
- If only Bill is to be generated, then make receive text box as 0 amount



- If bill cum receipt is to be generated, then leave receive text box with whole amount.
- Press save button to save the billing screen.
- Print button is pressed to view the report Bill or Bill cum Receipt.
- Edit option is also given ,only if the amount is not paid.
- Close button to close billing screen.

3. Reports:

3.1 Statistical Report:

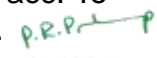
3.1.1 Registration:



- Select Date range
- Select the option registration
- Click on Report to display the report with visit and revisit count of the patients between the date ranges with their ratio.

3.1.2 Department:

- Click on option department
- Click on option new visit by selecting departments from the list, press on Report, patients visit details acc. To their department and their total count will display
- Click on option Revisit by selecting departments from the list, press on Report, patients revisit details acc. To their department and their total count will display
- Click on option all by selecting departments from the list, press on Report, patients visit, revisit details acc. To their department and their total count will display.
- Press Close button to close the screen


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CifDento software

User Manual

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PREFACE

Library is a growing organism 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 through manual data base 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 in 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 min user interaction.
- Multi user package with database loaded in the server. The individual nodes across different departments can share the data from the server.



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1 | How Do I Begin

- ❖ Interactive features for data handling i.e. Storing, Backup etc.
- ❖ Create/Modify/Delete different users (password protected, restrictions set by the administrator at the time of creation).
- ❖ Generates Purchase Orders on vendors that can be sent through the system. The system keeps track of the items arrived as against the items in Multiple Material (Books, Journals etc.) and Media (CD, Audio, cassette, Microfilm, Maps etc.) cataloguing, all in one place.
- ❖ Cataloguing of Digital Library material / documents, Virtual addresses
- ❖ Expenditure monitoring through budget control for user defined groups
- ❖ Circulation with barcode interface wherein the user needs very little interaction with the system.
- ❖ Excellent multiple reservation facility to reserve the book which has been issued.
- ❖ Enhanced search facility to locate books, members, purchase orders, vendors quickly. Transactions of members can also be searched. Titles list based on Title, Author and Volume combination for defined search criteria can be generated.
- ❖ Enhanced documentation facility for preparing detailed reports that the user prefers.
- ❖ Graphical representation of expenditure, books in demand, new material distribution, member transaction details, stock status etc.
- ❖ ID Card for members with Barcode.
- ❖ Automatic Barcode generation for Accession numbers for items (Journals etc.)
- ❖ Allows users to search for material by creating a user exclusive users and giving access only to OPAC search. This allows the user 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 already catalogued, through internet.
- ❖ Contains extensive Online help facility to guide the user.

How Do I Begin

1

This section gives the brief description about the steps involved in the LIBSOFT application software developed by Enviro 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 below.



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



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2 | How Do I Begin

MUST enter into the application. To discard the changes/ to close the dialog box click on <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 windows are given below.

File

The submenus in the file menus are

Backup	-	For saving the database files.
Restore	-	To restore the database from the saved backup files.
Import Tag	-	To set the CCF Tags for Import.
Setting	-	
Export Tag	-	To set the CCF Tags for Export.
Import Data	-	To import the data's from ISO 2709 records
Export Data	-	To Export the data's into ISO 2709 formats.
Clear Old Transactions	-	To take Old Transactions backup before data Overflows.
Clear Old Purchase orders	-	To take Old Purchase Orders backup before data Overflows.
Clear Dailies Register	-	To take Dailies Register in a backup before data Overflows.
Exit	-	To quit the application.

Administrator

It is better only if the System administrator handles the 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

3 | How Do I Begin

password, extending the expiry date and changes 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, which was 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.

Sub Menu Authentication

This form can be used to give access to the Libsoft users to a sub menu level.

Set Options

This form is to set the options required for the users as per their requirements in the entries, reports etc.

Find and Replace - Materials

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

Find and Replace - Members

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



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Clear Log Entries

This is used to clear the Libsoft log details.

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.

Purchase Master

The Purchase Master is further classified into two categories i.e. Regular Purchase and Subscription.

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.

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.

5 | How Do I Begin

Purchase Enquiry

All the purchase enquiries can be maintained here. Each enquiry number will hold the values of title, author, publisher etc.

Purchase Quotation

Quotations received from different vendors and related purchase enquiry details can be stored here.

Schedule Master

It maintains the information about the Schedules. For eg. 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 and M M Tab Settings.

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.

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



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category is books, the details corresponding to the book i.e. access number, title, author, classification number, ISBN etc are entered.

Create Fields

This is an extra option given to the user or the librarian to add some more fields, those are important. Just after opening the Application first time it can be added, or else it has to be opened once again to add some more fields.

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.

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.

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.

Language Master

This is used to add the different languages. Multilingual data entries can be done for different languages by setting the font name and font sizes for the selected language.

MM Tab Settings

This is to set the tab focus sequence of data entry Material Master fields.

7 | How Do I Begin

Member Catalogue

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

Member Category

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

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 are maintained.

Currency Values

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

Dailies Cost Master

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8 | How Do I Begin

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 is daily used can be seen. And also the details of the particular Newspaper or a magazine can be stored.

Holidays List

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.

Announcements

This is used to enter the Library news, which will be displayed along with Library Collections when Libsoft application is opened.

Journals

This Module maintains the master details of journals, journals transaction, missing issues details, periodicity master details, journals bindings and reports. 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 RecordID. Volume number, issue number, date of publication, abstract etc can be maintained separately for all the issues.



9 | How Do I Begin

Missing Issues

Missing serial issue details can be obtained here. Based on the due date, the missing serial name, volume no, issues no, date of publication with the vendor details can be obtained. Reminders for the missing issues can be generated as a word document or direct email can be sent to the vendor.

Periodicity Master

It maintains the information about the periodicity. Periodicity and number of issues can be entered here. For eg. If it is a monthly edition the no. of issues in one year is 12 issues.

Journals Binding

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

Journals Multiple Binding

In multiple binding, the details of multiple journals can be sent for binding.

Articles Search

The catalogued and articles linked to journals can be searched in articles search.

Reports

This contains the following journals reports. A flexibility of choosing the required fields is given. These details can be viewed or saved as a word document and if necessary hard copy can be taken.

Journals Binding Report

Reports on the serial issues sent for binding can be obtained.



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Circulation Report

Circulated serial issues report can be generated here. Different reports from current transaction, old transaction, pending list etc can be obtained.

Circulation History Report

Reports on old transaction details can be generated here. The circulation rate for a particular period based on issue or return and as per journals, members, publishers etc can be obtained.

Transaction

Transaction menu deals with the process of circulation and binding.

Circulation

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

Journals Circulation

Journal circulation is used to circulate the journal issues. Journal issues can be circulated based on their volume number, issued number and the date of publication.

Binding

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

Cancel Reservation

This is to cancel the reserved materials based on the Member Number of Access Number.

11 | How Do I Begin

Accounts

This module is totally related to the library accounts. It maintains the Xerox income, expenditure accounts, payments to the vendors, cheque details and bill details etc. It will generate reports of payments made for books and journals separately. Through this module you can easily know the details of the cheques issued to a particular vendor.

Account Heads

Account heads is used to maintain all the account heads. This acts as a master for account heads and will be loaded in all other places of account head.

Statement of Accounts

Statement of Accounts is used to maintain the purchase order details ie. Under one particular order how many types or materials, how many different access nos you ordered, quantity, voucher numbers, bill details, ledger number and page number etc. It is used to take reports in a standard format.

Income Accounts

This menu maintains the details of the income from Xerox. The details like on which date Xerox has taken, for which department, number of copies and amounts are maintained to know the income of the library and to prepare the balance report. Additions, modifications and deletions can be done here only.

Expenditure Accounts

This menu maintains the expenditure details of the library. The details like the purpose, the date on which the expenditure spent, how much amount spent, bill number and bill date are maintained to prepare balance report and to know the expenditure incurred in the library. Additions, modifications and deletion of records can be done here only.

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Accounts Payment

This is used to maintain the details of the payments to the vendors for purchasing the material. The details of the bills received from the vendors and Cheques issued to the vendors will be maintained through this menu. Additions, modification and deletions can be done here

Account Statement Report

This is used to generate Account statement reports. The results will be displayed according to the data entered as input and the fields selected from the Selected Fields list. This result can be stored into a file and hard copy can be taken

Accounts Income Report

This is used to generate reports of income from different departments. The results will be displayed according to the data entered as input and the fields selected from the Selected Fields list. This result can be stored into a file and hard copy can be taken.

Accounts Expenditure Report

This is used to generate expenditure reports. The results will be displayed according to the data entered as input and the fields selected from the Selected Fields list. This result can be stored into a file.

Accounts Payment Report

This is used to generate payment reports. The results will be displayed according to the data entered as input and the fields selected from the Selected Fields list. This result can be stored into a file.

Payment of Bills for Books

This menu is used to know how much amount paid to a particular vendor. By selecting the vendor name it will display all the cheque details such as cheque

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number, cheque date, cheque amount issued and vendor name into the file. Hard copy can be taken.

Payment of Bills for Journals

This menu is used to know how much amount paid to a particular vendor. By selecting the vendor name and giving the bill number it will display all the bill details, cheque details such as cheque number, cheque date, for how much amount the cheque has issued and vendor name into the file. Hard copy can be taken.

Balance Report

This will display the income of the library, expenditure of the library and the balance. Hard copy can be taken and the details will be stored into a file if necessary.

Statement of Accounts Report

This report used to take the income and expenditure reports for different account heads. Options has been given to select the account heads for income and expenditure separate and the balance will be displayed with all the details of account head. Start date and end date can be entered. Report can be saved as a file and hard copy report can be taken using print to file option.

Documentation

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

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Material Catalogue 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, 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, display the results in the grid. The results can be saved as a word document file and if necessary hard copy can be taken.

Circulation History Reports

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

Department wise Material Distribution

In Department wise Material Distribution, the details of the Department wise materials i.e. Number of Titles, Number of Volumes and Expenditure in each Department can be obtained based on the categories selected. These details can be viewed or saved as a word document and hard copy can be taken.

Subject wise Material Distribution

In Subject wise Material Distribution, the details of the Subject wise materials i.e. Number of Titles, Number of Volumes and Expenditure in each Subject can be obtained based on the categories selected. These details can be viewed or saved as a word document and 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 viewed or saved as a word document and a hard copy can be taken using a Printer.



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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. Binding reports can be taken here. These details can be viewed or saved as a word document 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 a word document 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 a word document and if necessary hard copy can be taken.

Duilies not received

The details of the duilies 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.

Membership Expiry 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 a word document and if necessary hard copy can be taken.

Material Addition Report

The details of the new arrivals or the materials added to the library in a particular period can be obtained. These details can be viewed or saved as a word document and if necessary hard copy can be taken.



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Budget Report

The details of the amount allocated for each department, amount spent in a budget period can be obtained. These details can be viewed or saved as a word document and if necessary hard copy can be taken.

AACR II Catalogue Card Generation

Using this, AACR II catalogue cards can be generated for the given accession nos.

Catalogue Card Generation

Using this, catalogue cards can be generated by selecting the fields required and giving the access nos. of different books.

No Due Certificate

The details of the members with no dues on a particular day can be obtained. At the time of clearance, hard copy of the certificates can be taken and issued to the members.

Reminder for Reserved Materials

Reminder can be sent to the members for the reserved materials. Reminder can be sent both through mail or a hard copy can be taken and circulated.

Reminder for Books

Books are issued to the members and if it is not returned to the library within the due date, a reminder can be sent both through mail or a hard copy can be taken and circulated. This reminder includes the fine to be paid also.

SDI Dispatch

Librarians can dispatch the SDI for a period either through mail or a hard copy can be taken and circulated. SDI is allowed only for certain category of members and only those people can avail the facility.

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Fine Collection Reports

The amount of fine collected from the members after the due date can be obtained. These details can be viewed or saved as a word document. If necessary a hard copy can be taken and sent to the treasury or accounts department.

Print Receipt

As a proof, after collecting the fine a receipt can be issued to the members. The receipt holds the details such as member id, fine amount and the reason for the fine collection.

ID Card Generation

ID Card for members with barcode and other details such as name, department etc can be generated.

Barcode Generation for Materials

Barcode for all the accession numbers for materials can be generated. Barcodes in the ID card and accession numbers reduces the interaction with the system to a greater extent.

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.

Member Distribution

A graphical report of the member distribution in a particular period can be generated.

Material Distribution

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



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Department wise Material Distribution

A graphical report of the grant wise material distribution in a particular period can be generated.

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 maximum can be generated.

Stock Status

A graphical report of the stock status i.e., the number of books issued, on shelf, missing, withdrawn etc can be generated.

Vendor Rating

A graphical report of the vendors based on priority can be generated.

Missing Material Analysis

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

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.

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Grant wise Material Expenditure

A graphical report of the grant wise material expenditure for a particular period can be generated.

Budget Analysis

A graphical report of the budget for a particular period can be generated.

Search

In search menu, librarian can search for the following details.

Search for Materials

This module helps us to search a particular item in the database. In search for Materials, the details of the materials can be obtained according to the fields selected and the characters entered in the box (title, authors etc.).

Search for Unique Titles

In Search for Unique Titles, the details of the books of unique titles can be searched according to the fields selected. On pressing Search directly it will show the list of the Unique titles irrespective of copies it is having for a unique title.

Search for Members

In Search for Members, the details of the members can be obtained according to the fields selected and the characters entered in the box (Category, Name etc.).



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Search for Vendors

In Search for Vendors, the details of the vendors can be viewed according to the fields selected and the values entered in the box (Vendor No., Vendor Name)

Search for Purchase Requisitions

In Search for Purchase Requisitions, the details of the books that have recommended by the users can be viewed in the grid, when search button is pressed.

Search for Purchase Orders

In Search for Purchase Orders, the details of the purchase orders can be viewed according to the values entered in the box (Purchase no., Invoice No., etc.,)

Search for Member Transactions

In Search for Member Transactions, the details of the materials issued to the members can be viewed according to the fields selected and the values entered in the box (Member id, Name etc.,).

Search for Reservations

In Search for Reservation, the details of the reserved materials can be viewed according to the fields selected and the values entered in the box (Member Id, Name).

Search for Periodicals not Received

In Search for Periodicals not received, the details of the periodicals (materials) that are not received in a particular period can be viewed according to the details entered in the box (Start Date, End Date etc.,).

Search for Budget Heads

In Search for Budget Heads, the details of the budget can be searched according to the fields selected and the values entered in the box (Grant, Select Field etc).

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Search for Holidays

In Search for Holidays, the details of the holidays within a particular period can be seen.

Master Entry Log search

In Master Entry Log Search, the details of the holidays within a particular period can be seen.

OPAC

OPAC is the only one module can access 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.

Journals Search

Journals search is to search the details of journal issues and the status of the issues.

Web Search

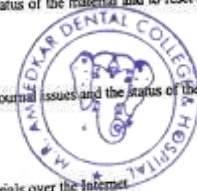
Web Search is used to search for the materials over the internet

Material List

Material List gives a list of all the materials based on the category and grant chosen.

Reservation

Members can reserve the books, which are not in shelf currently, by entering the member id and password.



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Transaction Search

In Transaction Search members can view their individual transactions i.e., the number of books have taken by themselves and due date etc. by entering the member id and password.

Purchase Requisition

It is a requisition form to be filled by any member of the college for a particular book. A member may be either a lecturer or a student.

Purchase Requisition Search

In Purchase requisition search, a requisition, which was given by a member earlier, can be searched, which will be displayed in the grid by clicking on search button.

Holiday Search

In Holiday Search, holidays within a given period can be viewed in the grid by pressing the Search button in the form.

SDI Keywords

Only members of certain categories can avail the facility of SDI Keywords. Keywords can be entered in the space provided for it. If a material matches with the keyword arrives, then the librarian dispatch it to the concern person.

Library Collection

In Library collection, different types of information like Book Titles, Book Volumes, Journals, Magazines, CD, Video, Audio and floppy collection can be viewed.

Change Password

In Change password, the password can be changed directly.

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Set Background color

Set Background Color is used to select and customize the background color of the Libsoft Main Window.

Set background Pictures

Set background Pictures is used to select and customize the background picture of the Libsoft main window.

Windows

Windows menu has three options. They are as follows:

Cascade

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

Tile

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

Arrange Icons

This option is used to arrange the icons, which has been scattered all over the main menu.

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.



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About Us

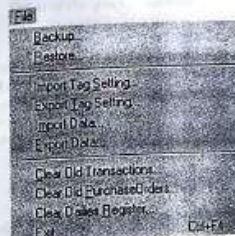
In About Us, the details about the Environ Software (P) Ltd. are available.

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File

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



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.



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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.

Import Tag Setting

Before importing any data from another library we have to map tags to the fields used in the database according to the Common Communication Format defined in the ISO 2709. Each and everybody should follow this format before importing data. As soon as you opened this it shows the CCF tags, description and database fields. You can map a CCF tag to every field used. One tag can be assigned to more than one field.

Export Tag Setting

Before exporting any data to other library we have to map tags to the fields used in the database according to the Common Communication Format defined in the ISO 2709. Each and everybody should follow this format before exporting data. As soon as you opened this it shows the CCF tags, description and database fields. You can map a CCF tag to every field used. Only One tag can be assigned to one field.

CCF Tags and Description

This will display all the Common Communication Format tags with description. The Number with sub field character has to be mapped with our database fields.

Database Fields

This will display all our Libsoft database fields. Select the CCF tags with sub field character and select a Libsoft database field and click on Add button.

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Grid

The details of the mapped CCF Tags and Database 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.

Add

Left click on the Add button to add the selected values. Click on the CCF tag and database field and then click on the Add button to map the fields. The added field will be displayed in the grid.

Delete

Left click on the Delete button to delete the selected rows in the grid. Click on the grid and select the row and then click on the Delete button to delete the mapped record. Select the rows one by one and Delete. Bulk deletion is not restricted. A message will be displayed for confirmation. Confirm the deletion by clicking on the Yes button of the message. Grid will be refreshed and will not display the deleted row.

Exit

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

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



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Import Data

It saves the time to enter the details of the materials. For e.g. you have purchased some 100 books and you have to enter all the details of those books in the database. At the same time some other library have purchased the same 100 books and they have already entered the details. Instead of entering all the details of the books we can import the data from the library in which the details are available. When you click on this option it will ask you that what file you have to import. Select the file and click on the open it will be imported. Import file consists of all details of books.

Export Data

Export

We can export the data if anybody wants our data. Select the Export Data option from the File Menu. Enter the queries in the export form and search the records then click on the Export button. When you click on this button it will ask the file name in which the data have to be stored. The file will be stored with the .iso extension.

Category

To choose a category left click on the category box to get a list of existing categories. When the category is selected and Search key is pressed then the details of that particular category are automatically displayed.

Access Number

Enter the Access number to be searched and press search button. Range of Access Number can be given like 1045-1090 or 1045,1050,1054.

Start Date

Enter the Start Date to be searched and press search button. The entry date of the existing records will be checked, and all the records with the date greater than the Start Date will be displayed.

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End Date

Enter the End Date to be searched and press search button. The entry date of the existing records will be checked, and all the records with the date lesser than the End Date will be displayed.

Title

Enter the title to be searched and press search button.

Authors

Enter the authors to be searched and press search button.

Sort By

Select the sort by fields from the combo box to get the results in the sorted order.

Search

Shortcut Key for Search - F7

Entering all the details and press this button to search and display the results of search in the grid. Search can be done according to the values given to the corresponding fields.

Clear

Left click on this button to clear all the details in the boxes

Export

Left Click on this button to export the displayed data. Click on the Export button will ask a file name. The exported data's will be stored in the given filename as ISO2709 format.

Exit

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



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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 the 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.

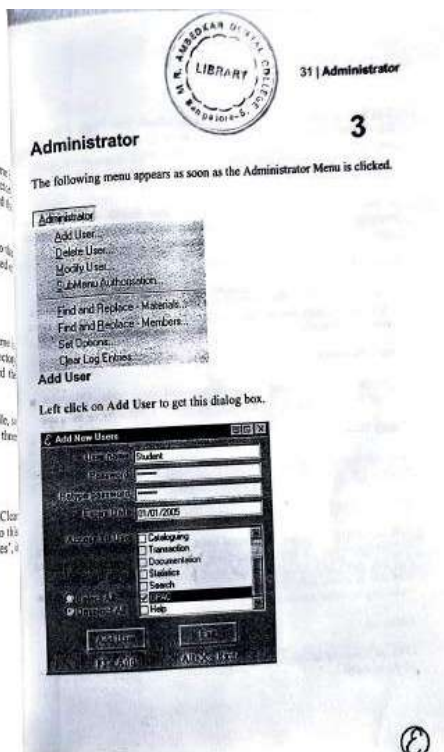
Here a backup of the previous purchase orders are taken to empty that file, so that purchase orders generation remain faster. This can be done once in three months or based on the rate of purchase.

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 to undo this Clear Operation. Are you sure want to clear the register? On clicking 'Yes', it will clear all the earlier details.

Exit **Shortcut Key** : **Ctrl+F4**

Click this menu to close the Libsoft application.



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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 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.

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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 to modify the existing Libsoft user's data. Password, access to the modules, expiry date can be changed.



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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 five 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.

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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.

Sub Menu Authorisation

Submenu Authorisation is to give access to the users to a sub menu level. Only a particular sub menu can be given access to the user. Select the user name from the combo box and press tab. If submenu is already assigned to that user it will display the details. To give access to a menu click on the checkbox. If the module is selected, the entire submenus of that module will be automatically selected. To deselect a menu click on the menu once again. Click on the Plus mark on the left side of the menu or double click on the menu will explore the submenus.

User Name

In User Name box, select an already existing User Name from the drop down box. Press Tab to go the next control. If the sub menu authentication is already assigned to that user, the details will be displayed.

Select All

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



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Deselect All

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

Short cut Key for Change - F3

Change

After selecting the menus **left click** on **<Update>** button to assign the message to the user and clear the boxes. It updates the database. The Update will take into effect from the next login.

Cancel

Short cut key for Exit - F12

Left click on **Cancel** button to delete the submenu authentication from the selected user. A message "submenu authentication does not exist for this user" will be displayed if the submenu does not exist for the selected user. A confirmation message will be displayed while canceling the submenu. Click on the **Yes** button to cancel the submenu authentication.

Find and Replace - Materials

This form is to correct the spelling mistakes in data entries of materials. Select the field from the **Choose field** drop down box. Enter the text to be replaced in the **Find text** box and enter the correct text in the **Replace text** box. If the find text is a word then click on the **Match Whole Word** check box. If it is a part of any text then don't click on the checkbox. To replace any exact text then click on the **Match Case** checkbox. Click on the **Match Case** checkbox will replace only if it matches exactly. If you want to Replace a text "Grammar" into "GRAMMAR" click on the **Match whole word** and then click on the **replace** button. If you want to replace a text "GRAMMAR" into "Grammar", click on the **Match Case** checkbox and **Match whole word** checkbox and click on the **Replace** button. When you click on the **Replace** button a confirmation message will be displayed. You cannot undo the 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.

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Choose Field

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. "Note" and "note" 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.

Replace

Left click on **Replace** button to start the replace operation. A confirmation message will be displayed. Click on the **Yes** button to continue the replace operation.

Find and Replace - Members

This form is to correct the spelling mistakes in data entries of members. The dropdown box will list the fields of **Member Registration**. Select the fields from the list and give the find text and replace text and click on the **Replace**



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button to start the replace operation. Refer 3.6 Find and Replace - Material for further details.

Set Options

This is to set the master options for material entries. These options can be changed at any time and these options will be used in material master, Circulation etc. This option is an additional feature to set options as per the requirement.

Clear Log Entries

Clear Log Entries form is used to delete the Master Entry Log details. All the Master entry changes will be stored along with the username and date and time of modification. If a new record is added in Materials, Members, Purchase etc: the details will be stored. These details can be viewed and report can be generated using Master entry log search under Search Module. These details can be cleared from the database by giving a password. Entering the date will enable the Display button. Click on the display button will display the details. Entering the correct password will enable a Delete all button. Click on the delete all button to delete all the displayed records. Queries can be given for search based on Date, Ref No, Mode, Form Name and User Name.

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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.



Purchase Master

The following sub menu appears when you click on the purchase Master.



Regular Purchase

Order No

Each purchase order must have an order number. Order number is a numeric value and is displayed by default. Click the <Print> 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. The following screen represents regular purchase form.



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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 Purch sl No should start with RG followed by numeric values. Any change in this form gives a message box with the message "Invalid purch no. Should start with RG".

Choose

Click <choose> to reduce the time of entry. The following box appears when it is clicked.

Regular Purchase Choose

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.

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Authors

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

Order No

Enter the order no to be chosen in the Order No box. The details of all the materials with that order number 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.

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.

Select

Shortcut Key for Select - F11

Choose the required item from the grid to enable the <Select> button. Left click <Select> button and the details pertaining to that particular item are automatically displayed in the Purchase Master dialog box in their respective boxes.

Exit

Shortcut Key for Exit - Alt X

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





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Vendor

The default name in the vendor box is the first name in the vendors list. To 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 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 "enter characters" 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. If the order date remains enabled and if necessary changes can be done. Enter 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.

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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.

Grant

Enter the department, 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.

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.



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No of Copies

By default the number of copies remain as 1. Enter the number of copies 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 can 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

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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.

Top Margin

This box is enabled only when the print purchase order is selected. Click on the right side of this box to get the top margin value. By default the value in the top margin box is 7, 0 is the minimum value and 15 is the maximum value. If a value less than 0 is entered it is automatically changed to 0 and if the value entered in this box is more than 15 then the maximum value is automatically changed to 15.

Print to File Options

The details of the items can be stored and hard copy can be taken in any of the following formats.

Single Column

Choose this option to get the print out in single column format.



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Multi Column

Choose this option to get the print out in multi column format.

Table

Choose this option to get the print out in table format.

Add

Shortcut Key for Add - F3

Left click 'Add' button after entering all the details about a particular patient. 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 - F8

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

If an existing Purchase serial number is entered then the purchase description 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 all contents from the database. Before deletion a message box appears with a warning message "Do you want to delete?" to make sure whether it should be deleted or not.

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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.



Shortcut Key Page-Down

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.



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Subscription

The following menu appears when subscription menu is clicked.

Left click on **Subscription** displays the following dialog box. Subscription is used for placing orders for materials which arrives the library at regular intervals such as magazines, journals etc.

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 SI 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 SI

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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".

Choose

Click **<choose>** to reduce the time of entry. The following box appears when it is clicked.

Subscription Choose

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.

Order No

Enter the order no to be chosen in the Order No box. The details of all the materials with that order number 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.

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.





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Shortcut Key for Select - F11

Select

Choose the required item from the grid to enable the <Select> button. Left click <Select> button and the details pertaining to that particular item is automatically displayed in the Purchase Master dialog box in their respective boxes.

Subscription Renewal

Enter a period and it displays the materials to be renewed or subscribed in the period.

Start Date

Enter the starting date of the period in which the material is to be renewed.

End Date

Enter the ending date of the period in which the material is to be renewed.

Search

Shortcut Key for Search - F7

Search button is enabled if start date and end date is filled. Left click <search> button and the details are displayed in the grid based on the start date and end date entered in the boxes.

Select

Shortcut Key for Select - F11

Choose the required item from the grid to enable the <Select> button. Left click <Select> button and the details pertaining to that particular item is automatically displayed in the Purchase Master dialog box in their respective boxes.

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.

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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.

Prof Inv No

The new invoice number is automatically displayed when the purchase master dialog box is opened. In this box only positive numerical values must be entered. Otherwise a message box appears with the message to enter numerical values. If an existing Invoice Number is entered then the details in purchase category and vendor boxes are displayed automatically. The vendor for each subscription gives this number.

Sub Ref No

The vendor gives subscription reference number for all the subscriptions. Enter the subscription reference number in the box provided for it.

Title

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

Sub From

This box is enabled only when the subscription is clicked. In this box current date is displayed by default. Date modifications can be done here. If any value other than date is entered then a message "invalid date" appears.

Sub Upto

The date one-year ahead of the current date is displayed in the box by default. This box is enabled only when the subscription is clicked. The Upto date is



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the date till which the subscription is required. If any value other than entered then a message "invalid date" appears.

Dept Head

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

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 "no numerical values" is displayed.

Conv 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.

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Rs

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

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 Issues

Based on the schedule, the number of issues for a period of time may vary. The number of issues is displayed automatically based on the schedule. For example, if the schedule is monthly, then the number of issues is displayed as twelve for a period of one year.

Cushion Days

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

Start Vol No

Generally the issues for the magazines may start from the month of January. If it is subscribed only in the month of March, i.e., from this year march to next year march then the issues have two volume numbers. One volume number from March to December and the other from January to February. The issues from March to December have the starting volume number.



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End Vol. No.

Generally the issues for the magazines may start from the month of January, if it is subscribed only in the month of March, i.e., from this year march to the next year march then the issues have two volume numbers. One volume starts from March to December and the other from January to February. The issues from January to February have the ending volume number.

Start Issue No

Generally the issues for the magazines may start from the month of January, if it is subscribed from the month of May, then the starting issue number is from

No of Copies

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

Cost/Issue

Based on the total amount, period and schedule, the cost/issue is displayed automatically.

Deliv. Mode

Mode of delivery either through airmail or sea can be entered.

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.

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Foreign

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

Annual Issue

After from the scheduled issues, certain magazines and journals may release an annual issue. To subscribe for that annual issue, choose this option and a tick mark appears automatically.

Remarks

If necessary, remarks can be entered.

Purchase Requisition Approval

Pur Req 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 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.



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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.

Grant

Enter the department, 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.

No. of Copies

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

Status

This is a drop down list box, where the status of the Purchase requisition for a particular book can be entered like, Under Scrutiny, Ordered or Approved.

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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.

Purchase Enquiry

All the purchase enquiries can be maintained here. Each enquiry number will hold the values of title, author, publisher etc.

Enquiry No

For each enquiry a unique enquiry number will be given. This number will be automatically generated. The quotation details are referred with this enquiry number.

Title, Author, Publisher

Enter the title, author and the publisher details for the material to be enquired.



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Purchase Quotation

Quotations received from different vendors and related purchase enquiry details can be stored here.

Enquiry No

Enter the enquiry number added in purchase enquiry. The enquiry details will be displayed in the grid and the quotation details for different vendors will be displayed in the another grid.

Order Now

Click on this button to link the details to the purchase master. The entire enquiry and quotation details will be displayed in regular purchase to place the order for the selected vendor.

Quotation No

For each quotation a unique quotation number will be given. This number will be automatically generated. Enter an existing quotation number to view its entered details.

Vendor and Vendor Ref No

Enter the vendor and vendor reference number for each quotation.

Grid

The first grid will display the enquiry details like title, authors, publisher, no. of copies etc. The second grid will display all the quotation details for the given enquiry. The lowest quotation will be displayed in green color at the top.



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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.



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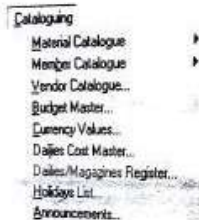
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Cataloguing

The following menu appears when the cataloguing menu is clicked.



Administrator should take utmost care at giving access to this module because it involves handling the master database. Access can be given to the librarians who are expert in handling database.

Material Catalogue

The following submenu appears when this menu item is clicked.



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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.

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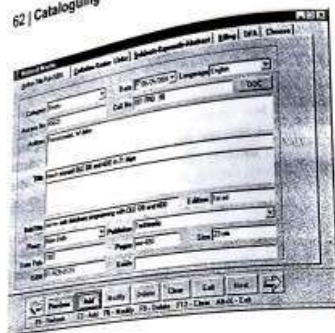
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Category

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 access 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 select 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.

Access No

After choosing the category, the access number of the material should be

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entered. If an already existing access number is entered then all the details of the material are automatically displayed. If the entered value is a new one then all the boxes are cleared automatically. Press <Tab> to go to the next box. By default, a new access number appears after any operation (Add or Modify or Delete).

Choose

Click <choose> to reduce the time of entry. If a copy of an already existing material arrives to the library then left click <Choose> 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.

Call No

Enter the classification number of the required material. The details of the material with that classification number 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.



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Select Fields

Select the fields from the list to take the same details of an existing record. To catalogue the same copy of an existing material, select all the fields from the list and click on the select button.

Call No

Classification number remains unique for a unique combination of title and authors. For example if there are 10 books with the same author and the same title, then all these books have the same call number but different access 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 access number entered is a new one, then the author names have 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 name press <Enter> key. If the access 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 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 access 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 access number is entered.

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Edition

Enter the edition of that particular material. If an existing access 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 access 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 access number is entered.

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

Pages

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

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



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Size

Enter the size of each book in any form as the user follows. If an existing access 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 access 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 its beginning, then a message box appears with the message to enter characters. If the access number entered is an existing one then the guides of that project are automatically displayed. Press <Tab> to go to the next box.

Collation-Series-Links

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 access number gets incremented depending on the value in the number of copies box and is displayed (For example if the access No. is 20 and if the number of copies is 10 then the new access number after the Add operation becomes 30).

Accessories

No of CDs, Floppies, Audio Cassettes, Charts, Maps, Video Cassette, Microfilm

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The numbers of accessories 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 access number is entered. Press <Tab> to go to the next box.

Link Accessories

This will hold the linked accessories for the material. This allotted access numbers for the accessories will be automatically stored in this box and the accessories will hold the linked material access 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.

Series

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

Volume

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



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Issue No

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

Part

In each title there may be number of sub classifications such as part I, Part II etc. Enter the part to which that particular book belongs. If an existing access number is entered then 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 access number is entered.

Reference

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



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Missing

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

Subjects-Keywords-Abstract

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.

Department

Select the department details of the material. All the department 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.

Section

This will display the number of materials available in the selected department for this category. The number will be automatically displayed based on the existing records for the selected department.

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.



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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.

Billing

Vendor

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

Purchase SI 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 exist". The vendor name 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 access is entered.

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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 access 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 access 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.



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Price

By default the Indian currency RS is displayed. For other currencies (like 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 appears with the message to **enter numerical values**.

Price in RS

Based on the amount entered in a particular currency, the total value in 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 a discount holds good for each and every item mentioned in the list). The discounted price is displayed in the discounted price box.

Add

Shortcut Key for Add - F3

This button is enabled if the access 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 access number. To add any material it is a must to fill the category and price. Otherwise a warning message to fill the missing details is displayed. After adding, all the boxes are cleared and the next access number appears in the access number box. Please don't increment the access numbers unnecessarily. It results in wrong count of materials. Hence change the values in access number box only to enter an existing access number for modifications or deletion.

Modify

Shortcut Key for Modify - F6

This button is enabled when an existing access number is entered. After modifying the required details, left click on the modify button, to save the

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changes done in the boxes. However access number cannot be modified, as it is a unique reference value.

Delete

Shortcut Key for Delete - F9

This button is enabled when an existing access 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 access 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 **withdraw** 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.

Shortcut Key for Clear - F12

Clear

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

Shortcut Key for Exit - Alt X

Exit

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

Create Fields

Add label

This button is used to add a new label in the form, while designing.

Add Box

This button is used to add a new text box in the form, while designing.



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Name

Enter the Name of the Box in this field. This option will be displayed only in Box. Label will have only Caption and Box will not have Caption. This will become the field name and will be displayed in all search forms.

Caption

Enter the Name of the Label in this field. This will be displayed in Material Master when you click on the More buttons.

Field Tag

Enter the CCF Tag for this field. This will be integrated with the Import/Export Tag Settings available under File Module. The tag can be modified later in file module.

Top

Enter the Top position of the Label and Box in this field. This value should be a positive numeric value.

Left

Enter the Left position of the Label and Box in this field. This value should be a positive numeric value.

Height

Enter the Height of the Label and Box in this field. This value should be a positive numeric value.

Width

Enter the Width of the Label and Box in this field. This value should be a positive numeric value.

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Max. Length

Enter the Max Length of the Box in this field. This is the maximum length of characters allowed to enter while cataloguing. This value should be a positive numeric value.

OK and Cancel

This button will be enabled while cataloguing when you click on the more button. Ok to add the values and Cancel to quit the form.

Update

Click on the update button to save the selected Label and Box formats and positions.

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.

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.



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Keywords

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

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 list while generating the Keywords.

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 languages, modify and delete button will enable for existing languages.

Choose Font

Click on this button to select the corresponding font name and size for the entered language. A dialog box will open and display all the fonts available in the system. Select the required font and size and click on OK button. Click on the Cancel button to quit from the Font dialog box.

Font Name

The selected font from the Font dialog box of Choose-Font button will display here. This cannot be edited. To Change the font name click on the choose button and select the required font.

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Font Size

The selected font Size from the Font dialog box of Choose-Font button will display here. This cannot be edited. To Change the font size click on the choose button and select the required size.

MM Tab Settings

This is to set the tab orders dynamically for the Material Master form as per Libsoft Users. This form will show a list of all the fields. Arrange these fields in the sequential order by moving the fields up and down using the arrow in the sequential order by moving the fields up and down using the arrow in the sequential order by moving the fields up and down using the arrow in the sequential order. Click on the check box to make the field compulsory for cataloguing. Click on the update button to add the arranged sequence and Click on the delete button to remove the sequential order. Each user should login with their username to arrange their own tab settings.

Move

This is to move the fields up and down in the list. Selected the field in the list and keep clicking on the UP Arrow button to move the selected field upwards. Similarly Click on the DOWN Arrow button to move the fields down. This should be arranged one by one as Bulk moving is restricted.

Update

Shortcut Key for Update - F3

Click on this button to update the arranged tab orders for the logged user.

Member Catalogue

Member Catalogue is further classified into Member category, Sub Category and Member Registration.



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Member Catalogue

Member Category...
Member Sub Category...
Member Registration...

Member Category

Members usually belong to different categories (Like Matreget, Senior 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. By default, 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. That 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 the

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the slab fine will remain constant for all the slab fine days whereas in the 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 days, 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.2, 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

Book Bank Charge

A small Amount will be collected from the library members as a book bank charge and the collected amount will be used to buy books and those books will be circulated only to the book bank members. Enter the amount for Book Bank scheme in this text box. This amount is valid for 1 Book Bank Book. Each category will have options to enter different book bank amounts.

Allow SDI

Only for certain categories SDI is allowed. Choose SDI and a tick mark appears automatically. In OPAC, SDI keywords can be entered only by the categories who got this permission.

Total Cards

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

Journal Cards

Enter the no of journal cards allowed for the category



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Journal Due Days

Enter the No of due days allowed for the journals

Reservation Cards

This represents the no of reservations allowed

First Grid

This Grid is used to select material categories (e.g. Books, Digital files) allowed, due days allowed for the selected material category, Normal amount, Extended fined 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 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 can be 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> so focus to the next cell



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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

Note: Double Click on any cell to modify the value of the selected cell

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 as 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.

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.



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Member ID

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

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.

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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.

Caste and sex

Enter the member caste details and select the member sex like male or female from the list.

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.



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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.

Gen. Cards

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

SCST Cards

Enter the maximum number of items a member can take at a time from 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 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.

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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.



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Date

The current date is automatically displayed when this dialog box is opened. If an already existing vendor number is entered, the date of entry 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 category 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 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, 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.

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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.



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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 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 entered is displayed. If an already existing number is entered, the details of 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 the 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 the budget period. Press <Tab> to go to the next box.

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Department Head and Department

Enter the department head and department for which the amount is associated. 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.



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Title of Daily

This box will list all the dailies entered in Material Master under the 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 exist for the selected daily and day Add button will be enabled. If the record exists then price will be displayed and Modify button 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 numeric values.

Dailies/Magazines Register

This form is used to enter all the dailies and magazines details. Select 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 the corresponding record will be displayed.

Date

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

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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.



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Week End Generation

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

Announcements

Enter the News and Announcements details in this text box, which will be displayed along with the library collection in the main form. Click on the Update button to update the text.

Update

Shortcut Key for Exit - Alt + X

Click on the Update button to update the entered text.

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Journals

This Module maintains the master details of journals, Journals transaction, missing issues details, periodicity master details, journals bindings and reports. 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.

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.



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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 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.

Subscription Details

Enter all the subscription details in this box.

Cushion Days

Enter the cushion days for the journal. If it is a foreign subscription, 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.

Update

Select the update option renew or discontinued from the list.

Budget

Select the budget head of the journals.

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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.

Shortcut Key for Add - F3

Add

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.

Shortcut Key for Modify - F6

Modify

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

Shortcut Key for Delete - F9

Delete

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.

Shortcut Key Page Up

Previous

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

Shortcut Key Page Down

Next

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

Shortcut Key for Clear - F12

Clear

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





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Exit

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

Journals Transaction

In journals transaction each and every issue of all the journals can be maintained. Each issues will have a unique RecordID. Volume number, issue number and date of publication, abstract etc can be maintained separately for all the journals. 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 issue received, select the record and update the status as received and enter the volume number and other details of the issue. Here if any two issue comes in a same month 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 date is stored in the database. If the issue is not received before the 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, enter the journal code and select the reference number displays all the details in the grid. If 4th issue is not received and it shows as missing and then 5th and 5th issues receives as a combined issue then double click on the 4th and add the issue detail as 4th and 5th issue and save the values. Then double click on the 5th issue record and click on the delete button from the issue entry form to remove that record from the database.

Journal

Select the journal name from the list. The corresponding journal code is displayed in the next box. Entering the journal code will display the journal name.

Ref No

Journal code and the year will be referred as Ref No for each issue. Journal name and the date of publication can be identified from the ref no.



Shortcut Key for Exit - 00X

Vendor

Select the vendor of the journals. Left click on the right side of the box to get the list of the existing vendors.

Publisher

Select the publisher of the journals. Left click on the right side of the box to get the list of the existing publisher.

Periodicity

The periodicity of the journal entered is displayed in this box.

No of Issues

The total number of issues for the entered periodicity is displayed in this box. The number of issues can be changed here.

Cushion Days

The cushion days of the journal is displayed. Cushion days can be changed in this box. Enter only numeric value in this box.

Start Volume No

Enter start volume number of the first issue of the journals to generate the list of all the issues.

Start Issue No

Enter start issue number of the first issue of the journals to generate the list of all the issues.

Volume No / Issue No

This box is used to change the volume no and issue no generated and displayed in the grid. To change the volume no select a row from the grid and



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select the volume no in this box and enter the value to change in the next row.
A confirmation window is displayed, click yes to change all the rows.
to change the selected row from the grid.
and click on the update button.

Update

Left click on this button to change the volume no and issue no generated in the grid.
button is enabled when value entered in the volume no or issue no box.

Generate

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

Add New

Left click on this button will add a new row in the grid with a new record.

Cancel

Left click on this button will remove the selected row from the grid if the
selected issue does not exist in the database. If the record exists in the
database, a message box displays that the record exists and cannot be
cancelled but can be deleted.

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.

Journal Issues Entry

When double click on the grid then selected row is displayed in this form.
Enter the volume number, issue number, date of publication, Received date etc
and click on the save button to save all the records.



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Volume Number and Issue Number

The volume number and issue number of journal issue can be entered here.
Any alphanumeric character can be entered in these boxes. Two or more issue
details can also be entered as combined.

Received and Received Date

Click on the received button when an issue is received. A tick mark appears
for the confirmations of received and enter the received date in the respective
box.

Record ID

Each issue is represented by a 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.



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Article No

Article number is generated automatically. An article number should be entered for 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 authors 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.

Save

Click on the save button to save the entered article details. These details can be viewed at any time by giving the article number or double click on its reference number.

Delete

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

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.

Clear

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

View

Left click on this button to enter the details of the journal issues selected from the grid. A new journal issues entry screen will be displayed.

Shortcut Key for Exit - Alt + X

Exit

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

Missing Issues

Missing serial issue details can be obtained here. Based on the due date, the missing serial name, volume no, issue no, date of publication with the vendor details can be obtained. Reminders for the missing issues can be generated as a word document or direct email can be sent to the vendor.

Start Date and End Date

Enter the Start Date and End Date of the missing issues to be searched. The missing issues between these dates will be displayed.

Query Fields

The list box will display the fields to be searched based on these fields. Select the field from the list and enter the value against the field.



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Vendor

Select the vendor name from the list to be searched. All the missing issues of the selected vendor will be displayed.

Journal Name

Select the journal name from the list to be searched. All the missing issues of the selected journal will be displayed.

Grid

Based on the details entered in the above fields, the missing issue 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 when the shape of the cursor changes can stretch vertical columns of the grid by clicking the left button of the mouse down when the cursor changes and then moving 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.

Print to file options

Choose single column option to get the print out in single column format and table option to get the print in tabular format.

No of Retrievals

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

Display

The display button is to display the results of the search in the grid. It displays the missing issues between the period based on the fields selected.

Shortcut Key for Display - F7

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Shortcut Key for Print to file - F8

Print to file

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 word document.

E-Mail

An email can be sent to the vendor about the issues that are not received through Internet. The mail remains in the outlook box and goes to the vendor when net is connected.

Clear

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

Periodicity Master

It maintains the information about the periodicity. Periodicity and number of issues can be entered here. For eg. If it is a monthly edition the no. of issues in one year is 12 issues.

Periodicity

Left click on the right side of the box to display the existing periodicities. Left click on the required periodicity. Here no new period can be entered. Addition of new period can be done in Periodicity Master.

No of Issues

Based on the periodicity, the number of issues for a period of time may vary. The number of issues for the period can be entered here.

Journals Binding

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



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Journals Multiple Binding

In multiple binding, the details of multiple journals can be sent for binding.

Start Date and End Date

Enter the start date and end date of the journal issues received which are sent for binding.

Journal Code(s)

Enter the journal code. For a valid journal code, Journal name and all the issues will be displayed in the grid. The issues sent for binding will be differentiated in yellow color in the grid and the record ids will be displayed in the selected issue box. For multiple binding, enter all the journal codes for all the current issues of the journal will be sent for the binding.

Journal Name

If you don't know the journals code then select the journal name from the list and issues will be displayed as mentioned earlier.

Selected Issues ID

The issues selected in the grid will be displayed in this box. All the record ids entered in this box will be sent for binding.

Binder Name

Enter the binder name from the list.

Total Cost

Enter the total amount spent for the binding. This will accept only numeric values.

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Send

Left click on this button will send all the selected issues and entered journal codes for binding.

Receive

Left click on this button will receive all the issues sent for binding. Total cost can be entered while receiving.

Articles Search

The articles entered can be searched and hard copy report can be taken. Articles can be searched by giving articles title, authors, keywords, abstract etc. The results will be displayed in the grid with the fields selected from the select fields list in the same order. The results can be sorted by selecting the sort by fields from the sort by list and the ascending or descending from the list.

Reports

This contains the following journal reports. A flexibility of choosing the required fields is given. These details can be viewed or saved as a word document and if necessary hard copy can be taken.

Journals Binding Report

Reports on the serial issues sent for binding can be obtained.

Journal Name

Select journal name from the list to display all the issues of the selected journal sent for binding.

Binder

Enter the binder name to display the results based on the binder details.





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Circulation Report

Circulated serial issues report can be generated here. Different reports like current transaction, old transaction, pending list etc can be obtained.

Journal Issues Issued from

(Current Transaction / Old Transaction / Both)

Select the option to search for the circulation reports. If current transaction is selected, then the search will be done only on current circulation. If old transaction is selected, then the search will be done only on old circulation. If both option is selected, the results will be retrieved from both the current circulation and old circulation.

Pending List

(Due On)

If the pending option is selected, then all the over due circulation will be displayed in the grid. Due on date can be entered to display the results based on the date given.

Member ID

Enter the member id to search the circulation details for a particular member.
Name

Enter the name of the members to search the circulation details for a particular name.

Circulation History Report

Reports on old transaction details can be generated here. The circulation report for a particular period based on issue or return and as per journals, members etc can be obtained.

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Issued Date and Returned date

Enter the start date and end date to search for the circulation material based on the issued date and returned date. Results will be displayed based on the issued date greater than start date and less than end date and returned date greater than start date less than end date.

Publisher

Enter the publisher to search for the results based on the publisher entered.

Record ID

Enter the record id to search based on the entered record id.



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108 | Transaction

Transaction

7

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

Transaction

- ◻ Circulation
- ◻ Journals Circulation
- ◻ Binding
- ◻ Cancel Reservation

Circulation

In circulation, enter the member id of the member. The details about the member are displayed automatically. Enter the access number of the material to be issued, renewed 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 date 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 modification 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 then a message box appears and clears the invalid member id.

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Access Number

In access number box, enter the access 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 access number is already issued then return and renewal button gets enabled. If the access 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 access 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 today. This checking is issued then this box remains blank. This cannot be modified. This checking is automatically done when member id and the access number are entered in the respective boxes.



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Fine (Rs)

Fine amount is automatically displayed when the material is returned after due date. This fine calculation is done only for certain categories. As the due date of issue this box remains empty. This checking is automatically done when member id and the access 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 whenever 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.

Card Statistics

The Number of Cards issued and the available cards for General Cards, SCST Cards and Book Bank Cards will be displayed here. It remains disabled until

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Type

This will display the type of card General, SCST and Book Bank in 3 rows. It remains disabled and it cannot be modified.

Cards

Here the maximum limit or the maximum books that can be issued to that member under each type will be displayed. It remains disabled and it cannot be modified.

Issued

Here the number of materials issued under each type will be displayed automatically. It remains disabled and it cannot be modified.

Shortcut Key for Issue - F2

Issue

This button is enabled when the member id and the access 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 access 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.

Shortcut Key for Return - F6

Return

Return button gets enabled if the access 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.

Shortcut Key for Renewal - F11

Renewal

Renewal button gets enabled if the access number entered is under circulation and not on shelf. A particular item must be renewed on or before due date.



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Once the date of return exceeds the due date fine is collected and then the renewal is processed.

Clear

Shortcut Key for Renewal - F12

Click on the Clear button to clear all the boxes and will get ready for the next transaction.

Exit

Shortcut Key for Exit - Alt + X

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

Journals Circulation

In journal circulation, enter the member id of the member. The details about that member are displayed automatically. Select the journal name, volume number, issue number of the issue to be issued and all the details about the issue 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 date 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. If more than one copy exists for the same issues, then differentiate the issues using record id. The record id can be bar-coded and for each issue and can be used for circulation.

Binding

Access Number

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

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Shortcut Key for Check Out - F3

Send

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

Receive

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

Exit

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

Cancel Reservation

Cancel reservation is used to cancel the reservation done by the members, if the member is not taken the material in time 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 Access No

Enter the member id or access number and click on the search button to display the reserved materials and the member details.

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 access number box. Search displays all the reservation details if member id and access number is empty.



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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.

115 | Accounts

8

Accounts

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

- Accounts
- Statement of Accounts...
- Xerox Accounts...
- Expenditure Accounts...
- Accounts Payment...
- Account Statement Report...
- Xerox Income Report...
- Accounts Expenditure Report...
- Accounts Payment Report...
- Payment of Bills for Books...
- Payment of Bills for Journals...
- Balance Report...

Accounts module is totally related to the library accounts. It maintains the fine collection, xerox income, expenditure accounts, payments to the vendors, cheque details and bill details etc. It will generate reports of payments for books and journals separately. Through this module you can easily know the details of the cheque issued to a particular vendor.

Add

Shortcut Key for Add - F3

Left click on Add button to save all the details entered in the corresponding boxes.

Modify

Shortcut Key for Modify - F5

Left click on Modify button to save the modified values of an existing record.

Delete

Shortcut Key for Delete - F7

Left click on Delete button to delete the displayed record from the database.



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Previous

Shortcut Key for Previous - Page Up

Left click on this button to view the previous record details stored in the database.

Next

Shortcut Key for Next - Page Down

Left click on this button to view the next record details stored in the database.

Clear

Shortcut Key for Clear - F12

click clear to clear all fields on the form.

Exit

Shortcut Key for Exit - Alt + X

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

Account Heads

This is used to maintain all the account heads. This acts as a master for account heads and will be loaded in all other places of account head.

Account Head

Enter the account head in this list box. If the entered account head is already exists, Delete button will be enabled. For new account head Add button will be enabled. Click on the add button to save the account head in to the database.

Statement of Accounts

This is used to maintain the order details i.e. Under one particular order for many types or materials, how many different access nos. you ordered, is used to take reports in a standard format.

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Account No

Account will be generating automatically as per the entries. It will accept only numeric values. Each entry will have a unique account number. If the value entered in this box already exists, then all the details will be displayed. If the entered value is a new one then all the boxes are cleared automatically. By default, a new account number appears after any operation (Add or Modify or Delete).

Vendor Name

Select the vendor name from the list for this purchase order. All the existing vendors from vendor catalogue will be loaded in this box.

Order No and Order Date

Order No in any format and order date can be entered.

Bill No, Bill Date and Bill Amount

Bill No in any format, bill date and billed amount can be entered.

Quantity

Total number of quantities ordered under this order number can be entered.

Voucher No and Voucher Date

Voucher No in any format and voucher date can be entered.

Access Nos.

All the related access nos. purchased under this order number can be entered.

Ledger No and Page No

Ledger no and page no of this order in the ledger can be entered.



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Remarks

If necessary, remarks can be entered. The user can give additional information about this order in this box.

Xerox Accounts /Income Accounts

This menu maintains the details of the income from Xerox. The details like on which date Xerox has taken, Account head, amount, mode of receipt are maintained to know the income of the library and to prepare the balance report. Additions, modifications and deletions can be done here only.

Expenditure Accounts

This menu maintains the expenditure details of the library. The details like the purpose, the date on which the expenditure spent, how much amount spent, bill number and bill date are maintained to prepare balance report and to know the expenditure incurred in the library. Additions, modifications and deletion of records can be done here only.

Account No

Account will be generating automatically as per the entries. It will accept only numeric values. Each entry will have a unique account number. If the value entered in this box already exists, then all the details will be displayed. By default, a new account number appears after any operation (Add or Modify or Delete).

Account Head

Select the appropriate account head for the amount.

Amount

Enter the amount received, it accepts only numeric values.



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Bill No and Bill Date

Bill No in any format and bill date can be entered.

Mode of Payment

DD/Cheque, Card

Select the mode amount received either by DD, cheque or card payment.

DD/Cheque No, DD/Cheque Date, Bank Details

Enter the DD/Cheque number, date and the bank details etc in the respective boxes.

Reference No, Purchase Date, Bank Details

Enter the Reference number, purchase date and the bank details etc in the respective boxes.

Details

Enter the details about the corresponding entry.

Accounts Payment

This is used to maintain the details of the payments to the vendors for purchasing the material. The details of the bills received from the vendors and Cheques issued to the vendors will be maintained through this menu. Additions, modification and deletions can be done here only.

Payment No

Payment No will be generating automatically as per the entries. It will accept only numeric values. Each entry will have a unique Payment number. If the value entered in this box already exists, then all the details will be displayed. If the entered value is a new one then all the boxes are cleared automatically. By default, a new Payment number appears after any operation (Add or Modify or Delete).



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Bill No, Bill Date and Bill amount

Enter Bill No in any format, bill date and billed amount can be entered.

Cheque number, Cheque Date and Check amount

Enter Cheque No, cheque date and cheque value can be entered.

Vendor Name

Select the vendor name from the list.

Settlement Type

Enter the settlement type like full payment, half payment etc.

Account Statement Report

This is used to generate Account statement reports. The results will be displayed according to the data entered as input and the fields selected from the Selected Fields list. This result can be stored into a file and hard copy can be taken.

Query Fields

The list box will display the fields to be searched based on these fields. Select the field from the list and enter the value against the field.

Select All

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

Deselect All

Left click on this option to deselect all the selected fields.



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Move

This is to customize the columns in the report by changing the field's position in the select fields. The Up arrow is to move the field to the upper position and the down arrow is to move the field to the lower position.

Boolean Search (And , Or)

This is for in-depth search. This allows searching by giving two or more combination of queries like mode of payment and purpose etc.

Operators Search (like , <> , > , <)

This facility allows to search as per our requirement. The like condition returns all the records wherever the queried text exists. The "<>" returns the records wherever the queried value does not exist. The ">" and "<" represents the greater than and less than. This will be used when searching with numeric values.

Grid

The details of the selected fields 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.

Sort By Ascending/Descending

Sorts the records either ascending/descending based on the field selected

Print to file options

Choose single column option to get the print out in single column format and table option to get the print in tabular format.



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No of Retrievals:

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

Search

The display button is to display the results of the search in the grid. It displays the details based on the fields selected and as per our queries.

Clear

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

Xerox Income/Accounts Income Report

This is used to generate reports of income from different departments. The results will be displayed according to the data entered as input and the fields selected from the Selected Fields list. This result can be stored into a file and hard copy can be taken.

Accounts Expenditure Report

This is used to generate expenditure reports. The results will be displayed according to the data entered as input and the fields selected from the Selected Fields list. This result can be stored into a file.

Accounts Payment Report

This is used to generate payment reports. The results will be displayed according to the data entered as input and the fields selected from the Selected Fields list. This result can be stored into a file.

Payment of Bills for Books

This menu is used to know how much amount paid to a particular vendor from whom you purchased books.



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By selecting the vendor name it will display all the cheque details such as cheque number, cheque date, for how much amount the cheque has issued and vendor name into the file. Hard copy can be taken.

Payment of Bills for Journals

This menu is used to know how much amounts paid to a particular vendor from whom you purchased Journals. By selecting the vendor name and giving the bill number it will display all the bill details, cheque details such as cheque number, cheque date, for how much amount the cheque has issued and vendor name into the file. Hard copy can be taken.

Start Date and End Date

Enter the start date and end date of the books and journals received to calculate the amount to be paid for the vendor.

Vendor

Select the vendor name from the list, which loads all the vendor from the vendor catalogue.

Bill / Invoice Details (Bill No, Bill Date)

Enter bill number or Invoice number and bill date.

Cheque / DD Details

Enter the cheque / DD details like cheque number, cheque date and cheque amount in the respective boxes.

Balance Report

This will display the income of the library, expenditure of the library and the balance. Hard copy can be taken and the details will be stored into a file if necessary.



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Start Date and End Date

Enter the start date and end date of the accounts to be checked for the balance.

Display

Click on the display button to display the Income, expenditure and the balance between the two given dates.

Statement of Accounts Reports

This report used to take the income and expenditure reports for different account heads. Options has been given to select the account heads for income and expenditure separate and the balance will be displayed with all the details of account head. Start date and end date can be entered. Report can be saved as a file and hard copy report can be taken using print to file option.

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Documentation

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

Material Catalogue Reports

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 word document or hard copy can be taken

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 like title wise search or author wise search can be done only if at least one field is selected.

Select All

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

Deselect All

Left click on this button to deselect all the selected fields.

Query fields

Any query fields can be selected from the list and the queries can be given to the corresponding text box. All the materials fields will be listed in the list box. Any field can be selected from the list and query can be given. Clicking on the search button displays the results in the grid based on the queries given.



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Category

Enter the category to while search has to be performed. All the material belongs to this category 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+coll". Full word need not be given to search. Some part of the word is also enough to search for the matching words.

Edition

Enter the edition to be searched and displayed.

Publisher

Enter the publisher to be searched and displayed.

Keyword

Enter the keyword to be searched and displayed.

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Access Number

Enter the access number to be searched and displayed.

Call No

Enter the classification number to be searched and displayed.

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

This button is enabled only if at least one of the boxes is filled. After entering all the details press this button to search and display the results of search in the grid.

Store

It is to customize the output in the print or in the preview of the print (Print to file). After selecting the row(s) in the grid, the store button gets enabled. Click the store button, to store the selected rows. Repeat this process until all the rows needed in the print out are stored.



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Print to File

Shortcut Key for Print to File - F1

To enable this box, first click the search button. 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 word document.

Print to File Options

The details of the items can be stored and hard copy can be taken in any of the following formats.

Single Column

Choose this option to get the print out in single column format.

Table

Choose this option to get the print out in table format.

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.



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Query Field

Select the field by which search has to be made

Query Field Value

enter query Fields Value(Complete/Partial)

Grid

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.

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.

Issue

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.

Pending List

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.



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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 exist".

Name

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

Select & Search

ISBN

This field is to search the material through any field available for search. The first field contains all the fields and the users have to select the respective field and the text has to be entered in the next empty textbox.

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No of Retrievals

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

Department wise Material Distribution

In this form department wise material reports can be generated. Unique titles, number of copies and expenditure for all the materials can be generated. Unique titles will be calculated based on the unique row of title, author and volume. The report will be displayed in the grid and it can be saved as a word document. Queries can be given in the respective text boxes to generate a specified report.

Category

Select the category from the list for which the report has to be taken. The selected categories are displayed with a tick mark.

Department

Select the department from the combo list for which the report has to be taken.

Subject wise Material Distribution

In this form subject wise material reports can be generated. Unique titles, number of copies and expenditure for all the materials can be generated. Unique titles will be calculated based on the unique row of title, author and volume. The report will be displayed in the grid and it can be saved as a word document. Queries can be given in the respective text boxes to generate a specified report.

Category

Select the category from the list for which the report has to be taken. The selected categories are displayed with a tick mark.



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Expenditure Analysis

In periodic expenditure, the amount spent on purchase of item during a particular period can be viewed and if necessary hard copy of the reports 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.

Title

To enable this box choose at least one category and one field. Enter the complete title or part of the title to be displayed. If an entry is made in another box such as author then the items with that title and author are displayed in the grid.

Authors

To enable this box choose at least one category and one field. The items of the selected category are loaded in the preview grid based on the author name given in this box.

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Publisher

To enable this box choose at least one category and one field. The items of the selected category are loaded in the preview grid based on the publisher given in this box.

Vendor

To enable this box choose at least one category and one field. The items of the selected category are loaded in the preview grid based on the vendor given in this box.

Call No

To enable this box choose at least one category and one field. The items of the selected category are loaded in the preview grid based on the classification number entered in this box.

Grant

To enable this box choose 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.



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Total Expenditure

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

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 access 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 press <Evaluate> 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.

Binding

To enable this box choose at least one category and one field. Left click on this button to view the items, which are sent for binding, and to save it to a file as on current date.

Missing

To enable this box 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 saved and print out can be taken if necessary.



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Withdrawn

To enable this box 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 saved and print out can be taken if necessary.

Reference

To enable this box 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.

Vendor Report

Category

In this box the existing categories are displayed automatically. Only if the categories are selected then the required fields to be viewed or printed can be selected. Unless category type is selected, the fields cannot be selected. To select the categories, left click on the required categories one by one and tick mark (✓) appears against each selected category. Only those categories are viewed or printed as report.

Number

To enable this box choose at least one category and one field. The vendors and publishers details are loaded in the preview grid based on the vendor or publisher number entered.



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Vendor / publisher

To enable this box choose at least one category and one field. The vendors and publishers details are loaded in the preview grid based on the vendor or publisher name entered.

Select & Search

This field is to search the material through any field available for search. The first field contains all the fields and the users have to select the respective field and the text has to be entered in the next empty textbox.

No of Retrievals

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

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.

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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.

Email

An email can be sent to the vendor about the periodicals that are not received through Internet. The mail remains in the outlook box and goes to the vendor when net is connected.

Dailies Not Received

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



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Membership Expiry 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

In this box the existing categories are displayed automatically. Only if the categories are selected then the required fields to be viewed or printed can be selected. Unless category type is selected, the fields cannot be selected. To select the categories, left click on the required categories one by one and tick mark (✓) appears against each selected category. Only these categories are viewed or printed as report.

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.

Select & Search

This field is to search the material through any field available for search. The first field contains all the fields and the users have to select the respective field and the text has to be entered in the next empty textbox.

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Material Addition Report

To generate a report on the materials added to the library in a particular period, this menu is used.

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.

Subscription

If the material added is an item purchased through subscription, then choose this option and a tick mark appears in this box.

Select & Search

This field is to search the material through any field available for search. The first field contains all the fields and the users have to select the respective field and the text has to be entered in the next empty textbox.

Budget Report

In this menu, report on budget is generated for a particular period. The details can either be viewed or if necessary print out can be taken.



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Department Head

To enable this, first select the required fields from the select field list. Enter the department or division for which the budget report is to be taken, in order to choose the already existing departments left click on the right hand side of the dept head box. A list of existing heads is displayed. Select the department from the list.

Select & Search

This field is to search the material through any field available for search. The first field contains all the fields and the users have to select the respective field and the text has to be entered in the next empty textbox.

Catalogue Card generation

For each material, catalogue cards (eg. AACR Catalogue) can be generated using this form.

Access No.

In this text box, Access Nos of different materials can be entered according to the example shown above that text box.

Print

Shortcut Key for Print - F4

To enable this box choose at least one field. 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.

Print Preview

Shortcut Key for print preview F8

To enable this box choose at least. 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 word document.

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No Due Certificate

Generally No Due Certificates are issued before the semester examinations and at the time of leaving the institution to the members without any dues.

Member ID From

Enter the starting number from which No Due Certificate should be generated

Member ID To

Enter the ending number till which No Due Certificate should be generated. Certificates are generated only for the members without any dues in between the starting and ending member id's.

Date

In Date box the date on which the No Due certificate is issued i.e., the current date is displayed automatically. It remains disabled and hence it cannot be modified.

Reservation Reminder for Books

The details of the materials that are issued which has reservations, are sent to that particular member as a reminder. Fine amount to be paid is also included. If the Member ID (e.g. MEM 1, MEM1-MEM50) is specified then the reminder is sent to the particular member. If it is left blank then it checks corresponding to the specified start and end date.

Member ID

Enter the Member ID for which reminder is to be sent.

Start Date

Enter the starting date from which the reminders should be sent for the reserved materials. It accepts only date format.



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End Date

Enter the end date till which the reminders should be sent for the reserved materials. It accepts only date format.

Reminder for Books

The details of the materials that are issued and are not returned to the library even after the due date are sent to that particular member as a reminder. Fine amount to be paid is also included.

Member ID

Enter the member id from which reminder is to be sent.

Start Date

Enter the starting date from which the reminders should be sent. It accepts only date format.

End Date

Enter the ending date till which the reminders should be sent. It accepts only date format.

SDI Dispatch

SDI is Selective Dissemination of Information. Librarians can dispatch it once in a week or month depending upon new arrivals.

Start Date

Enter the starting date from which the SDI dispatch should be done. It accepts only date format.



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End Date

Enter the ending date till which the SDI dispatch should be done. It accepts only date format.

Category

Choose the category from the drop down list and send the SDI in that category to the required member.

Fine Collection Report

This report can be used to submit the total fine collection details for a specified period to the concerned authority as specified in the "address to" field.

As on Date

By default the current date is displayed when this dialog box is opened. This box is enabled and hence changes can be made. Enter date format to avoid the message **invalid date**.

Address To

Enter the address of the accounts department or the treasury to whom the fine collection report is to be sent.

Print Receipt

As a proof, a receipt can be given to the members after collecting the fine with the details such as amount collected, reason for the fine paid etc.

Member ID

Enter the member id of the member to whom the receipt is to be given. If any value other than the existing member id is entered then a message box appears with the message to enter the existing member id.



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Amount (RS)

Enter the amount paid as fine in this box. If any value other than the numbers is entered then a message box appears with the message to enter numbers.

Reason

Enter the purpose of the fine collection. If it is for the lost book, enter the reason in this box.

Print

Shortcut Key for Print - F4

To enable this box 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.

Print to File

Shortcut Key for print to file - F8

To enable this box choose 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 word document.

ID Card Generation

The ID Cards for the members with barcode can be generated.

Member ID

Enter the starting and ending existing member id for which the ID card is to be generated. Follow any one of the formats given above the box. If any value other than the number is entered then a message box appears with the message to enter numbers.

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Barcode Width

Barcodes can be printed at different widths. Choose the required width as per requirement.

Narrow

Left click on this button to set the barcode width narrow.

Regular

Left click on this button to set the barcode width to regular size. By default the barcode width is set to regular.

Wide

Left click on this button to set the barcode width wide.

Print

Shortcut Key for Print - F4

To enable this box 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.

Print to File

Shortcut Key for Print to file - F8

To enable this box choose 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 word document.

Barcode Generation for Materials

The barcode for the materials can be generated with the classification number and the access number.



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Access No

Access number of the material must be entered here. If any value other than the access number is entered then a message box appears with the message to enter the correct access number.

Call no

Displays classification number along with barcode.

Name

Click this option to specify the name as well as placement (Top or Bottom). By setting this option it Displays material name along with barcode.

With Logo

Displays barcode with logo.

No of rows

Sets no of rows per page.

No of Labels

By default the value in this box is 1. In this box, number of the labels required is to be entered. If numerical values are not entered then a message box appears with the message to enter numbers.

Skip Labels

In this box the number of labels to be skipped is to be entered.

Example: If the value entered in Skip Labels is 10 and print to file is clicked then the label 11 remains as first label.



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Barcode Width

Barcodes can be printed at different widths. Choose the required width as per requirement.

Narrow

Left click on this button to set the barcode width narrow.

Regular

Left click on this button to set the barcode width to regular size. By default the barcode width is set to regular.

Wide

Left click on this button to set the barcode width wide.

Print

Shortcut Key for Print - F4

To enable this box 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.

Print to File

Shortcut Key for Print to file - F8

To enable this box choose 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 word document.



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Statistics

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

Statistics

- Member Distribution...
- Magical Distribution...
- Departmentwise Material Distribution...
- Materials in Demand...
- Best Readers...
- Stock Status...
- Vendor Rating...
- Missing Material Analysis...
- Circulation Rate...
- Material Expenditure...
- Departmentwise Material Expenditure...
- Budget 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.

Member Distribution

People get enrolled to the library as members at regular intervals. To know the frequency of member distribution at different intervals, this graph can be utilized.

Material Distribution

Materials are added to the library at regular intervals. To know the frequency of addition at different intervals, this graph can be utilized.

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Department wise Material Distribution

Books are purchased for the library based on the request placed by the departments. So the materials in the library belong to different departments. Utilize this graph to know the grant wise material distribution.

Materials in Demand

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

Best Readers

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

Stock status

This graph displays the stock status such as missing, withdrawn, on shelf etc.

Vendor Rating

This graph displays the rate at which orders are placed to different vendors.

Missing Material Analysis

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

Circulation Rate

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



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Material Expenditure

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

Department wise Material Expenditure

This graph displays the amount spent for individual departments for purchasing the materials at different intervals.

Budget Analysis

This graph displays the budget allocated to different departments at different intervals.

Start Date

Enter the starting date from which the graphical report is needed. It accepts only date format. By default a date that is one month behind the current date appears when this dialog box is opened.

End Date

By default current date appears when this dialog box is opened. Change the end date till which the report is to be generated. It accepts only date format.

Category

Left click on the right hand side of category to get the drop down list of all the existing categories. Choose the category for which the report is to be generated.

Interval

Left click on the right hand side of interval to get the drop down list of all the existing time intervals. Choose the time interval required in the graph.



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Merit Level

This is to customize the report before taking the hard copy. Increase or decrease the values in this box, accordingly the graph also changes. If the value is 3, only 3 bars are displayed in the graph.

Graph Type

Choose the type of graph preferred from the following.

Pie Chart

Here reports are generated in the form of pie chart.

Bar Chart

Here reports are generated in the form of bar chart.

Line Graph

Here reports are generated in the form of line graph.

Sort

The bars displayed can be arranged as per requirement either in the ascending or descending order.

None

Here the display remains based on the interval chosen. If it is a monthly report from January to March, then the display remains in month order.

Ascending

Choose this to get the graph in ascending order.

Descending

Choose this to get the graph in descending order.





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Number Format

If the cursor is placed near the graph it either displays the value or percentage.

Value

To display the value, choose this option.

Percentage

To display the value in terms of percentage, choose this option.

Print Option

Choose this for the type of print out required. Choose **Portrait** to get the print out in that form and **Landscape** to get the print out in landscape format.

Display

Shortcut Key for Display - F7

After entering the dates and choosing the other options click this to see the graphs in the grid. **Print** and **Save** button gets enabled only if this button is clicked.

Print

Shortcut Key for Print - F4

To enable this button, first click the display button. If the printer is connected to the system, click this button to take a report of the graph 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 Save - F8

To enable this button, first click the display button. Click this button and save the graph by entering the file name in the dialog box that appears.

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Shortcut Key for Exit - Alt X

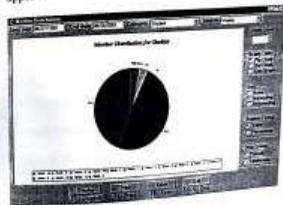
Exit

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

Graph Types

Pie Chart

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



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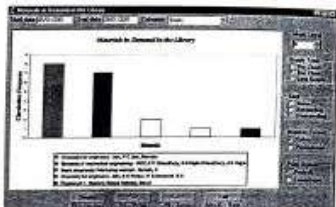
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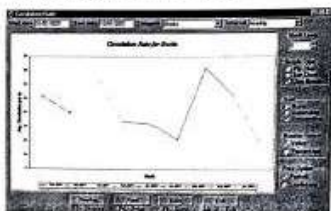
Bar Chart

The following graph appears if bar chart is chosen.



Line Graph

The following graph appears if line graph is chosen.



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Search

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

- Search
- Search for Material...
- Search for Unique Titles...
- Search for Members...
- Search for Vendors...
- Search for Purchase Requisitions...
- Search for Purchase Orders...
- Search for Member Transactions...
- Search for Reservations...
- Search for Periodicals Not Received...
- Search for Budget Head...
- Search for Holdings...
- Master Entry Log Search...

Search for Materials

In Search for Materials, the items are searched according to the word(s) entered in the box and according to the fields selected. The items can be searched with different combinations of category, title, author and keyword. When title and author combination is used, number of copies of that combination appears in that box. The status of the items is also displayed on the grid.

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 like title wise search or author wise search can be done only if at least one field is selected.



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Select All

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

Deselect All

Left click on this button to deselect all the selected fields.

Query fields

Any query fields can be selected from the list and the queries can be given to the corresponding text box. All the materials fields will be listed in the list box. Any field can be selected from the list and query can be given. Clicking on the search button displays the results in the grid based on the queries given.

Category

Enter the category to while search has to be performed. All the material belongs to this category 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+collin". Full word need not be given to search. Some part of the word is also enough to search for the matching words.

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Edition

Enter the edition to be searched and displayed.

Publisher

Enter the publisher to be searched and displayed.

Keyword

Enter the keyword to be searched and displayed.

Access Number

Enter the access number to be searched and displayed.

Call No

Enter the classification number to be searched and displayed.

Retrieval

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 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.



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Search

Shortcut Key for Search - F7

This button is enabled only if at least one of the boxes is filled. After entering all the details press this button to search and display the results of search in the grid.

Store

It is to customize the output in the print or in the preview of the print (Print to file). After selecting the row(s) in the grid, the store button gets enabled. Click the store button, to store the selected rows. Repeat this process until all the rows needed in the print out are stored.

Print to File

Shortcut Key for Print to File - F8

To enable this box, first click the search button. 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 word document.

Print to File Options

The details of the items can be stored and hard copy can be taken in any of the following formats.

Single Column

Choose this option to get the print out in single column format.

Table

Choose this option to get the print out in table format.

Clear

This button is enabled only if at least one of the boxes is filled. Left click on



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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.

Search for Unique Titles

Start Date

Enter the starting date from which the report is needed. It accepts only date format. By default a date that is one month behind the current date appears when this dialog box is opened.

End Date

By default current date appears when this dialog box is opened. Change the end date till which the report is to be generated. It accepts only date format.

Select & Search

ISBN

21246-24-235-1

This field is to search the material through any field available for search. The first field contains all the fields and the users have to select the respective field and the text has to be entered in the next empty textbox.

Title

In this, the title of the material, which has to be searched, has to be given

Publisher

To enable this box choose at least one category and one field. The items of the selected category are loaded in the preview grid based on the publisher given in this box.



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Call No

To enable this box choose at least one category and one field. The items of the selected category are loaded in the preview grid based on the call number entered in this box.

Author

To enable this box choose at least one category and one field. The items of the selected category are loaded in the preview grid based on the author name given in this box.

Vendor

In this the name of the vendor has to be entered. For this particular vendor Unique titles will be displayed in the grid.

Department

In this the department to which the title belongs, must be mentioned properly. Because of this the search procedure becomes little bit easier.

With Access Nos.

Select this option to get all the related access numbers along with the unique title details. This option takes more time to display if the total collections are more.

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 changes can stretch vertical columns where in the shape of the cursor 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.



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Shortcut Key for Display - F7

Display

The display button is to display the results of the search in the grid. To enable this box choose at least one category and one field and also enter the starting and ending date. It displays the materials added to the library during that period based on the fields selected.

Shortcut Key for Save - F8

Save

This save button is used to save the contents present in the grid.

Shortcut Key for Exit - Alt X

Exit

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

Search for Members

In Search for Members, the members are searched according to the word(s) entered in box. The members can be searched with different combinations of member id, name and the category to which the member belongs.

Member ID

This box is enabled when at least one field is selected. Enter the member id to be searched and displayed.



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Name

This box is enabled when at least one field is selected. Enter the name to be searched and displayed.

Category

This box is enabled when at least one field is selected. To choose a category to which a particular member belongs, left click on the category box to get a list of existing categories. Left click on the required category to enter the value in the box. When the category is chosen and Search button is pressed then the details of that particular category are automatically displayed.

Search for Vendors

In Search for Vendors the details of the vendors are viewed according to the vendor number or vendor name.

Vendor Number

This box is enabled when at least one field is selected. Enter the vendor number to be searched and displayed.

Vendor Name

This box is enabled when at least one field is selected. Enter the vendor name to be searched and displayed.

Search for Purchase Requisitions

Par Req. No. This is the No. given to each Purchase requisitions sent. Each particular Requisition will be recognized by a particular Req. No.

Category

In this box the existing categories are displayed automatically. Only if the categories are selected then the required fields to be viewed or printed can be

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selected. Unless category type is selected, the fields cannot be selected. To select the categories, left click on the required categories one by one and tick mark (✓) appears against each selected category. Only these categories are viewed or printed as report.

Date

This is the date on which the Purchase requisition was given.

Title

To enable this box choose at least one category and one field. Enter the complete title or part of the title to be displayed. If an entry is made in another box such as author then the items with that title and author are displayed in the grid.

Author

To enable this box choose at least one category and one field. The items of the selected category are loaded in the preview grid based on the author name given in this box.

Publisher

To enable this box choose at least one category and one field. The items of the selected category are loaded in the preview grid based on the publisher given in this box.

Department

To enable this box choose 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 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.



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Status

In this, the status of a particular book or a title can be given.

Search for Purchase Orders

In Search for Purchase orders, the searching is done according to the word(s) entered in the box and according to the fields selected. The purchase orders can be searched with different combinations of category, title, purchase no, invoice no, vendor and authors.

Purchase No

This box is enabled when at least one field is selected. Enter the purchase number to be searched and displayed.

Category

This box is enabled when at least one field is selected. To choose a category to which a purchase order belongs, left click on the category box to get a list of existing categories. Left click on the required category to enter the value in the box. When the category is chosen and Search button is pressed then the details of that particular category are automatically displayed.

Invoice No

This box is enabled when at least one field is selected. Enter the invoice number to be searched and displayed.

Title

This box is enabled when at least one field is selected. Enter the title to be searched and displayed.

Vendor

This box is enabled when at least one field is selected. Enter the vendor to be searched and displayed.

Authors

This box is enabled when at least one field is selected. Enter the authors to be searched and displayed.

Search for Member Transactions

In Search for Member transactions, the search is done according to the word(s) entered in the box and according to the fields selected. The transactions (Issues) pertaining to the selected members can be searched with their member id or name.

Member Id

This box is enabled when at least one field is selected. Enter the member id to be searched and displayed.

Name

This box is enabled when at least one field is selected. Enter the name to be searched and displayed.

Search for Reservations

This menu is used for searching for the materials that are reserved.

Member Id

This box is enabled when at least one field is selected. Enter the member id to be searched and displayed.



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Name

This box is enabled when at least one field is selected. Enter the name to be searched and displayed.

Reserved but On Shelf

Click this option and a tick mark appears against it. It displays all the materials that are reserved and are not on shelf right now.

Search for Periodicals Not Received

This menu is used for searching for the periodicals that are not received on the delivery date.

Start Date

By default a date that is one year behind the current date appears when this dialog box is opened. Left click on the Start Date box to change the date. This date represents the starting date from which periodicals that are not received has to be searched. 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 the End Date box to change the date. This date represents the ending date till which periodicals that are not received has to be searched. 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

Choose the vendor to be searched from the drop down list and then press search button to get the results of search in the grid.

Title

Enter the title of the periodical that has to be searched.

Search for Budget Heads

This menu is used for searching for the budget heads of various departments.

Department

To enable this box choose at least one category and one field. Enter the department for which the budget head has to be searched and displayed. Left click on the right side of the grant box to get the list of all the already existing grants. Choose the grant to be searched from the list.

Search for Holidays

This menu is used for searching holidays. The date, day or description is entered and search displayed in the grid. Enter the date for which the holiday has to be searched and displayed. First specify if search is on, before or after the specified date. To enter both the dates is optional. If both dates are entered a drop down box appears with an option of searching both the dates together or for searching either one of the entered dates. Enter the description for which the holiday has to be searched and displayed. The day box will list all the weekdays. Choose the day to be searched from the list. If both description and day is entered a drop down box appears with an option of searching both the data together or for searching either one of the entered data.



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Materials Entry Log Search

In Materials Entry Log Search, the records added, modified or deleted in the entire master forms can be viewed. Between the start date and end date the records modified will be displayed. Ref No will have the access number or the member id or purchase no etc. based on the master form. The form some will display the master form name like master material, member registration, regular purchase, find and replace etc. Mode represents the Add, Modify or Delete operation. Along with these details the username who has added or modified and the date and time of Updation will be displayed accordingly. Queries can be given in ref no, mode, form name and username text boxes. The results will be displayed in the grid according to the queries given in the corresponding text boxes between start date and end date. The start date and end date represents the record updated date. The save option will store the results in a word file.

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OPAC

OPAC is Online Public Access Cataloguing. This is the only module available for the public to search for the materials, reserve the materials etc.

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



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. Select the Boolean operator "And" or "Or" for Boolean search like title "like" eng+voc "Or" Author like "Hemant" etc. The operator ">" title "like" eng+voc "Or" Author like "Hemant" etc. The operator ">" represents the exact words and ">," ">," ">," ">" Symbols represents "Greater than, less than, Greater than or equal to, less than or equal to, Not Equal to" respectively.



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The following represents opac material search.



Category

To choose a category left click on the category box to get a list of existing categories. When the category is selected and Search key is pressed then the details of that particular category are automatically displayed.

Call No

Enter the classification number to be searched and press search button.

Publisher

Enter the publisher to be searched and press search button.

Title

Enter the title to be searched and press search button.

Authors

Enter the authors to be searched and press search button.

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Keywords

Enter the keywords to be searched and press search button.

Series

Enter the series to be searched and press search button.

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. 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. 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.

View Card

Select a row from the grid and the view card button gets displayed. Click the View Card to get the catalogue card.



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Search

Shortcut Key for Search - F7

This button is enabled only if at least one of the boxes is filled. After entering all the details press this button to search and display the results of search in the grid.

Clear

This button is enabled only if at least one field is selected. Left click on this button to clear all the details in the boxes and deselect all the fields.

Journal Search

This is used to search for journals status. It is the part of on line public access catalogue so that the members can view the journals and know the status. It displays the journal's status with different colors so that each color represents the status as defined in the bottom of the form. It is similar to OPAC material search. Here the records can be searched by journal name, issue no, volume no, publisher, vendor etc.,

Web Search

Web Search is for general users to search for information on the web through the Z39.50 Gateway. This is a web site, which holds information on availability of library materials in big libraries, spread over the world. By selecting a particular university or library, the user can search for material, giving the search criteria in the respective boxes. The required information can be downloaded into the user's hard disk and used for later reference.

URL Address

When a URL (Uniform Resource Locator eg. <http://www.loc.gov/z3950/>) for a web site is entered and Search button is clicked, the navigator checks whether it is a valid web address, and goes to that site if it is a valid one. Otherwise the previous web site is shown instead. By default Z39.50 web site appears in the box, the first time when this navigator is opened. The URL of the current web site is always displayed on this box. Click the hyperlink text (underlined text) to choose a web page, and if that site exists, this navigator connects to that site and the URL of that site is automatically displayed in this box. The sites being browsed get appended in this box. The required site can



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be chosen from the list of URL, by clicking the arrow at the right hand side of the box.

Search

This button should be clicked only if a valid URL is given in the URL box. When this button is clicked, the navigation of the site mentioned in the URL box gets started. This button is disabled as soon as the navigation starts and is enabled only if the navigation is complete or if the user stops the navigation. When the navigation is in progress, the Environ logo rotates indicating that the search is on.

Stop

This button is enabled only if navigation is in progress. When this button is clicked, the navigation stops and the previous site is loaded automatically. If previous site doesn't exist, then blank page is loaded. The user can use this button option, if the navigation of a site takes longer time and nothing happens around. This button is enabled as soon as the navigation starts and is disabled only if the navigation is complete or the user stops navigation. When the navigation stops, the Environ logo stops rotating indicating that the search is complete or stopped at an intermediate stage.

Material List

This option is used for listing all the materials (Unique Titles) in the library. Select the category like 'Books' or 'Journals' etc to search for a particular category. Enter the grant or department to search the materials from the specified grant or department. Click on the Display button to view the lists of unique titles in alphabetical order based on the category selected and grant entered in the grant box. Click on the clear button to clear the details and Exit button to exit from the current dialog box.

Reservation

This option is for reserving an item, which is under circulation or cancel a reservation done earlier. Enter the member id of the member for whom the item has to be reserved. Once the Access No is entered the details of the item are displayed. Reservation is allowed only for the issued items. The item that





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is reserved can be cancelled. A particular book can be reserved any number of times.

Date

In Date box the Current date is displayed. This box is disabled and the contents cannot be modified.

Member Id

In Member id box the member id of a particular member must be entered. If barcode scanner is available, the barcode in the member card can be scanned and the member id gets displayed automatically. If an existing Member id is entered with a valid password then the details are displayed automatically. In the boxes namely Name, Category and Sub Category. These boxes are disabled and cannot be modified. If an invalid member id is entered in the box, a message box appears with the message to enter the correct information. If the member has already reserved some items, then, the details of the items are displayed in the grid.

Password

In Password box the password of a particular member must be entered. If the password entered is not correct then error message is displayed. The password typed in the box is not shown as the value it is supposed to show but each letter is shown as "*" in order to prevent others from seeing the password.

Access Number

Enter the access number of the material. If the access number of the material that is on shelf is entered in the box then a message box appears with the message to contact the counter to collect the material. The access number is automatically displayed when a row from the grid is selected.

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



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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.

Reserve

This button is enabled when the member id and the access number are entered and the book is still under circulation. Once the item is reserved it cannot be sent for binding or issued to another member. If the item chosen from the list is a reference material, then a message box appears informing the user that this item cannot be reserved. If the member has exceeded the quota of maximum number of items, a message box appears informing the user that the member cannot make any further reservation and the reservation process stands cancelled. If the membership of a member stands cancelled and still requests for reservation, then a message box appears informing the user Membership is cancelled. When the book is reserved, the grid gets updated showing the waiting list or date of return in the status column.

Cancel

This button is enabled when one of the reserved items in the grid is selected. Left click on the button to cancel the reservation.

Transaction Search

Members of the library can enter their member id and password and their individual transactions can be viewed. It also displays the details of due date and fine if any.

Member Id

Enter the member id of the member whose transactions has to be viewed. Only numerical values should be entered. Other wise a message box appears with the message to enter numbers.



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Password

In Password box the password of a particular member must be entered. If the password entered is not correct then error message is displayed. The password typed in the box is not shown as the value it is supposed to show but each letter is shown as "*" in order to prevent others from seeing the password.

Name

As soon as the member id and password are entered, the name of the member is displayed automatically. It remains disabled and hence it cannot be modified.

Category

As soon as the member id and password are entered, the category of the member is displayed automatically. It remains disabled and hence 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

This button is enabled only if at least one of the boxes is filled. After entering all the details press this button to search and display the results of search in the grid.

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Purchase Requisition

This is to place a purchase requisition by the library users. Entering the correct member id and password will allow the user to enter the material details. The already requested materials will be displayed in the grid with status. Date and purchase requisition number will be generated automatically for a new requisition. Select the category and enter the title, author, grant, publisher etc and click on the Add button to save the details. To modify the existing requisition click on the grid or enter the pur.req.no and press tab to display the related details. Change the values and click on the modify button to modify the values. Click on the delete button to delete the selected purchase requisition. Click on the clear button to clear all the entries in the text box and click on the Exit button to discard the changes and to exit from the current dialog box.

Purchase Requisition Search

In this, the purchase requisition given earlier can be searched. Search can be done through Pur Req No, Category, Date, Title, and Author etc. Enter the values in the related text box and click on the search button. A list of Purchase Requisitions will be displayed in the grid based on the search criteria given. Click on the clear button to clear everything in the grid and also the data entered in the different text boxes. Click on the Exit button to exit from the current dialog box.

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.



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Holiday Search

This menu is used for searching holidays. The date, day or description is entered and search displayed in the grid. Enter the date for which the holiday has to be searched and displayed. First specify if search is on, before or after the specified date. To enter both the dates is optional. If both dates are entered a drop down box appears with an option of searching both the dates together or for searching either one of the entered dates. Enter the description for which the holiday has to be searched and displayed. Enter the day for which the holiday has to be searched and displayed. The day box will list all the weekdays. Choose the day to be searched from the list. If both description and day is entered a drop down box appears with an option of searching both the data together or for searching either one of the entered data.

SDI Keywords

This form is to enter the Selective Dissemination of Information keywords by each library user. Entering the correct Member Number and password will display the name and member category details of the user will allow the user to add or to modify their keywords.

SDI keywords can be entered only by certain category of members who got the authority for it. The authority should be given in Member category available in Member catalogue of Cataloguing module. Click on the allow SDI check box to give access to SDI for the given member category.

Enter the keywords of the materials that are needed in the Keywords text box. The delimiter semicolon should separate the keywords. If a material comes to the library with the keywords entered here, the librarian dispatches it to the members. E.g. Isorganic;WAP;Metallurgy;Artificial Intelligence etc.

Library Collection

This form shows the No. of materials present in the library for each category. The different types of categories are Book Titles, Book volumes, Journals, Magazines, CD Collection, Video Collection, Audio Collection and Floppy

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Collection In book titles it will show only the No. of Unique titles present in the Library but for other categories it will show the total no. of copies present.

Change Password

This form is used to change the library users password. Enter the member number, old password, and new password, retype new password and click on the change button to change the password. The password is case sensitive. E.g. "Environ" and "environ" are different.

Set Background Color

Background color of the application can be changed as per users requirement. The above menu appears if set background color is clicked. Choose the color and press <Ok> to accept the color as background. To discard the changes and to come out of this menu press <Cancel> button.

Set Background Picture

Background picture of the application can be changed as per users requirement. Choose the required picture and press <Ok> to accept the picture as background. To discard the changes and to come out of this menu press <Cancel> button.



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Help

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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.

A-1 | Toolbar Buttons

Toolbar Buttons

Appendix-A

-  Click this button for *Backup* operation.
-  Click this button for *Restore* operation.
-  Click this button to open *Regular Purchase*.
-  Click this button to open *Subscription*.
-  Click this button to open *Schedule Master*.
-  Click this button to open *Material Master*.
-  Click this button to open *Member Registration*.
-  Click this button to open *Vendor Master*.
-  Click this button to open *Budget Master*.
-  Click this button to open *Currency Master*.
-  Click this button to open *Holiday Master*.





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2) Toolbar Buttons

-  Click this button to perform *Circulation* operation.
-  Click this button to perform *Binding* Operation.
-  Click this button to *Search for Materials*.
-  Click this button to *Search for Members*.
-  Click this button to *Search for Vendors*.
-  Click this button to *Search for Purchase Orders*.
-  Click this button to *Search for Member Transaction*.
-  Click this button to *Search for Reservation*.
-  Click this button to open *Libsoft Help*.
-  Click this button to generate *Material Reports*.
-  Click this button to generate *Circulation Reports*.

-  Click this button to generate *Periodic Expenditure Reports*.
-  Click this button to perform *Stock Verification* operation.
-  Click this button to generate *Vendor Reports*.
-  Click this button to generate reports on *Periodicals not Received*.
-  Click this button to generate *Membership Expiry Reports*.
-  Click this button to print *No Due Certificates*.
-  Click this button to generate *Reminder for Books*.
-  Click this button to generate *Fine Collection Reports*.
-  Click this button to *Print Receipt* for fine collection.
-  Click this button for *ID Card Generation*.
-  Click this button to perform *Barcode Generation* for materials.
-  Click this button for *OPAC Search*.



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