SENGAMALA THAYAAR EDUCATIONAL TRUST WOMEN'S COLLEGE

(AUTONOMOUS)

SUNDARAKKOTTAI, MANNARGUDI - 614016.

(Accredited By NAAC) | (An ISO 9001:2015 Certified Institution)

AUTO LIB – LIBRARY MANAGEMENT SOFTWARE
USER MANUAL

AutoLib – Library Management Software
(Version: 1.0)

User Manual

AutoLib Software Systems
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USER MANUAL

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INTRODUCTION

AutoLib - is completely a web based Library Management Software (LMS), designed and developed and promoted by AutoLib Software Systems, Chennai using latest JAVA Technologies. It can handle lakhs of records more efficiently. AutoLib has many integrated modules to take care all the technical, in-house activities and also provide various services such as cataloging module - to create databases for various types of documents and also users, Circulation Management System - to monitor all the transactions in a library such as issue, return, renewal, reservation, etc, Serial Control module - to maintain periodical subscription and management, Acquisition module - to procure various resources, Report Management System to generate various reports and statistics. Besides these, many additional modules are also available to handle all other activities. The Admin module allows to set-up various parameters for library policies; rules and regulation related to transactions and other access facilities.

Email, SMS integration facility is also available to alert users giving information about overdue of the documents borrowed by them and also other transaction details.
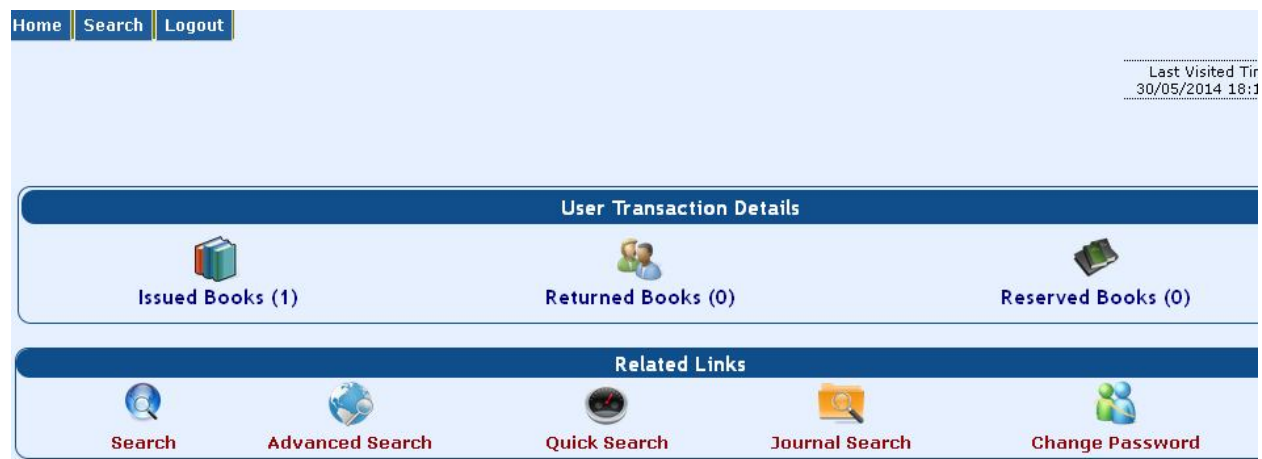
I.   HOME PAGE

Dashboard is displayed on the Home page that represents summary of total collection, transaction details and related module links.

ADMIN LOGIN

USER LOGIN

II. MASTER MODULE

AUTHOR MASTER

Ensure whether the author you want to enter already exists in the Author Master.
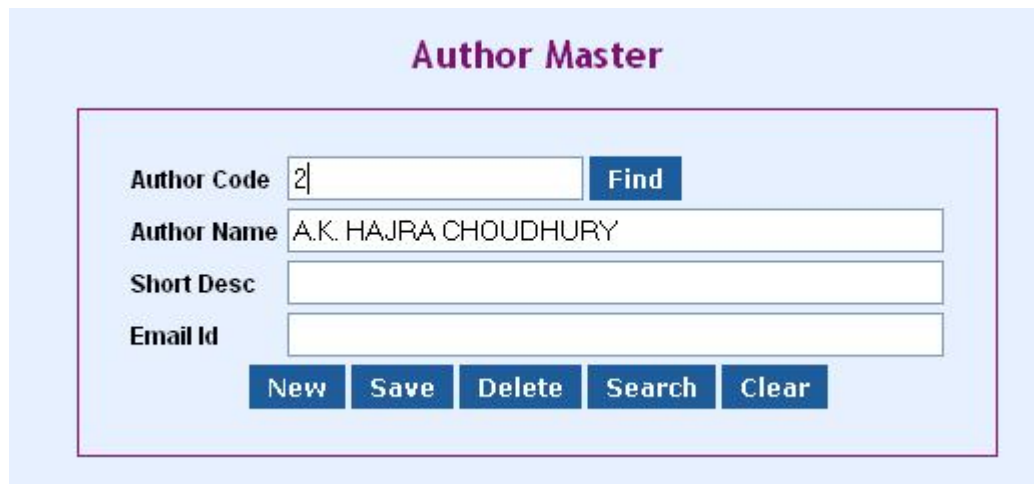
If you click **NEW** button, Software automatically generates Author Code in the Code field. Type Author Name in the Author field (Eg. RANGANATHAN, S.R or TWAIN, MARK).   Type short description, if any, about the author in the Description field. Type E-mail ID of the author, if any, in the E-mail Field. Both the description and E-mail are optional fields.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete a particular author that you wish. Remember if the author has been referred in the BOOK MASTER, then you should delete or replace with another author in the book master. Otherwise the author cannot be deleted.

How to select Author Name

1. Click on Find Button.
2. You will find author search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the author names will be displayed. If you type characters and press enter key, author names starting with that characters will be displayed and select the Author Name that you wish.

DEPARTMENT MASTER

Ensure whether the department you want to enter already exists in the Department Master.

If you click **NEW** button, Software automatically generates Department Code in the Code field. Type Department Name in the Department field. Type short description, if any, about the department in the Description field. The description field is optional.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete a particular department that you wish. Remember if the department has been referred in the BOOK MASTER or any other masters, then you should delete or replace with another department. Otherwise the department cannot be deleted.

How to select Department

1. Click on Find Button.
2. You will find department search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the department names will be displayed. If you type characters and press enter key, department names starting with that characters will be displayed and select the Department Name that you wish.

DESIGNATION MASTER

Ensure whether the designation you want to enter already exists in the Designation Master.
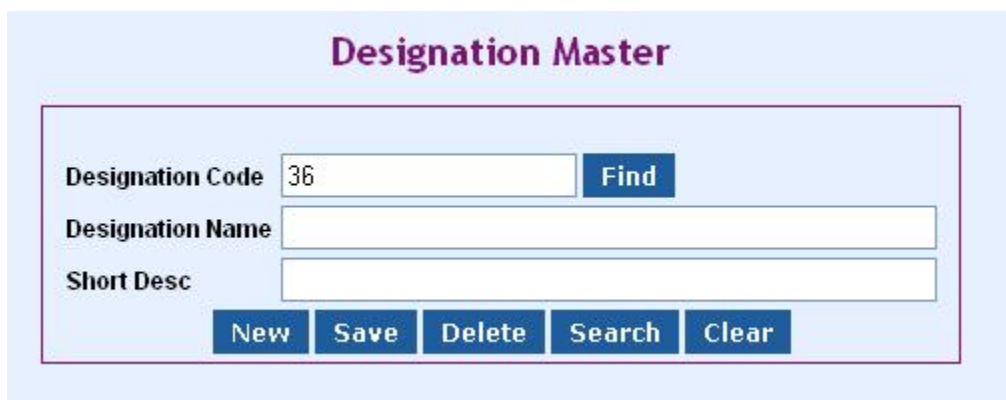
If you click **NEW** button, Software automatically generates Designation Code in the Code field. Type Designation Name in the Designation field. Type short description, if any, about the designation in the Description field. The description field is optional.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete a particular designation that you wish. Remember if the designation has been referred in the MEMBER MASTER then you should delete or replace with another designation in the member master. Otherwise the designation cannot be deleted.

How to select Designation

1. Click on Find Button.
2. You will find designation search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the designation names will be displayed. If you type characters and press enter key, designation names starting with that characters will be displayed and select the Designation Name that you wish.

SUBJECT MASTER

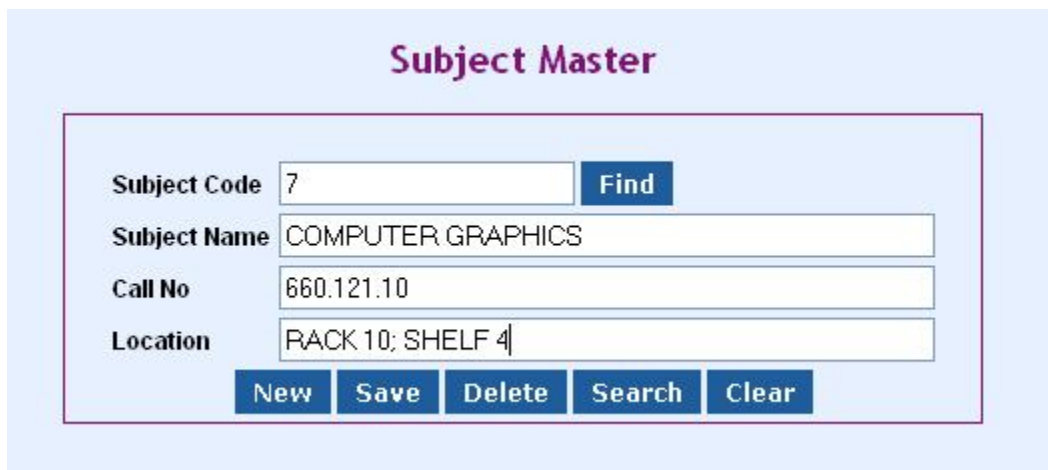Ensure whether the subject you want to enter already exists in the Subject Master.

If you click **NEW** button, Software automatically generates Subject Code in the Code field. Type Subject Name in the Subject field. Type Classification Number in the Call No field. Type shelf arrangement number in the Location field. Both Call No and Location fields are optional.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete a particular subject that you wish. Remember if the subject has been referred in the BOOK MASTER or any other masters then you should delete or replace with another subject. Otherwise the subject cannot be deleted.

How to select Subject

1. Click on Find Button.
2. You will find subject search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the subject names will be displayed. If you type characters and press enter key, subject names starting with that characters will be displayed and select the Subject Name that you wish.

Subject Master

Subject Code	7 [Find]
Subject Name	COMPUTER GRAPHICS
Call No	660.121.10
Location	RACK 10; SHELF 4

[New] [Save] [Delete] [Search] [Clear]

SUPPLIER and PUBLISHER MASTER

Ensure whether the supplier/publisher you want to enter already exists in the Supplier/Publisher Master.

If you click **NEW** button, Software automatically generates Supplier/Publisher Code in the Code field. Select Supplier or Publisher option button to proceed. Type supplier/publisher name in the Name field. Fill all other fields if you have enough information. Except Name field all others are optional.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete a particular supplier/publisher that you wish. Remember if the supplier/publisher has been referred in the BOOK MASTER then you should delete or replace with another supplier/publisher. Otherwise the supplier/publisher cannot be deleted. How to select Supplier/Publisher

1. Click on Find Button.
2. You will find supplier/publisher search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the supplier/publisher names will be displayed. If you type characters and press enter key, supplier/publisher names starting with that characters will be displayed and select the Supplier/Publisher Name that you wish.

Publisher/Supplier Master

Code	10	Find	⊙ Publisher ◯ Supplier
Name	VANAVIL PUTHAKALAYAM		*
Short Desc			
Address1	CHENNAI		
Address2			
City	CHENNAI	State	TAMILNADU
Country	INDIA	Pincode	600002
Phone		Fax	
Email			
URL			

New Save Delete Clear

BRANCH MASTER

Ensure whether the branch you want to enter already exists in the Branch Master.

If you click **NEW** button, Software automatically generates Branch Code in the Code field. Type branch name in the branch name field. Type remarks in the short description field.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete a particular branch that you wish. Remember if the branch has been referred in the BOOK MASTER or any other masters then you should delete or replace with another branch. Otherwise the branch cannot be deleted.

How to select Branch

3. Click on Find Button.
4. You will find branch search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the branch names will be displayed. If you type characters and press enter key, branch names starting with that characters will be displayed and select the Branch Name that you wish.

CURRENCY MASTER

Ensure whether the currency you want to enter already exists in the Currency Master.

If you click **NEW** button, Software automatically generates Currency Code in the Code field. Type Currency Name in the Currency field. Type the current Indian value to the said currency in the Indian Value field. Type description, if any in the remarks field. Remarks field is optional.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete a particular currency that you wish.

How to select Currency

1. Click on Find Button.
2. You will find currency search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the currency names will be displayed. If you type characters and press enter key, currency names starting with that characters will be displayed and select the Currency Name that you wish.

KEYWORDS MASTER

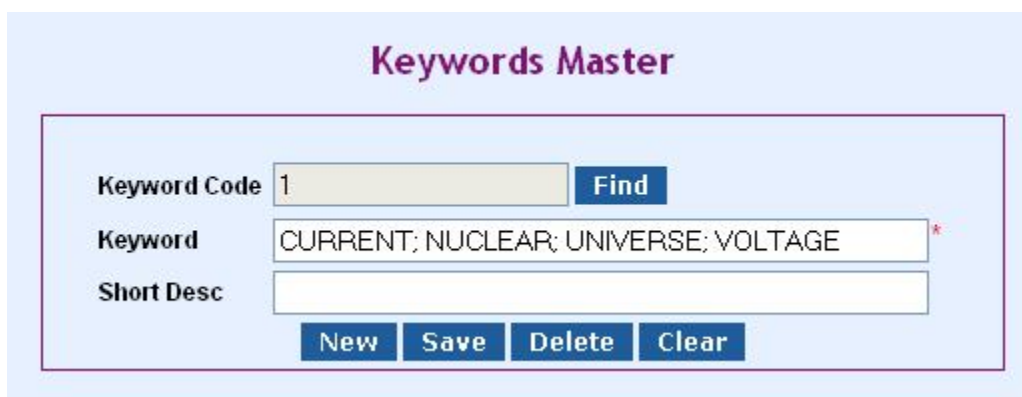Ensure whether the keywords you want to enter already exist in the Keywords Master.

If you click **NEW** button, Software automatically generates Keyword Code in the Code field. Type keywords (Eg. watch design; management; marketing) in the Keywords field and each word is separated by a semicolon. Type description in the Short Description field. (Eg: SW for software). Short Description field is optional.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete a particular keyword that you wish.

How to select Keyword

1. Click on Find Button.
2. You will find keyword search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the keyword names will be displayed. If you type characters and press enter key, keyword names starting with that characters will be displayed and select the Keyword Name that you wish.

BINDING MASTER

Ensure whether the binding you want to enter already exists in the binding Master.

If you click **NEW** button, Software automatically generates Binding Code in the Code field. Type Binder Name in the Name field. Fill all other fields if you have enough information. Except Name field all others are optional.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete a particular binder that you wish.

How to select Binder Name

1. Click on Find Button.

2. You will find binder name search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the binder names will be displayed. If you type characters and press enter key, binder name starting with that characters will be displayed and select the Binder Name that you wish.

CITY MASTER

Ensure whether the city you want to enter already exists in the City Master.
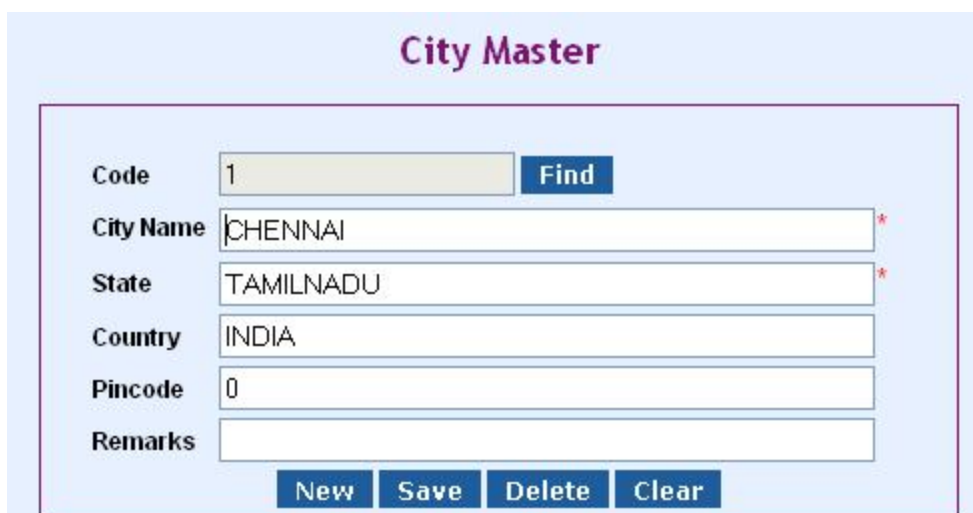
If you click **NEW** button, Software automatically generates City Code in the Code field. Type City Name in the Name field. Fill all other fields if you have enough information. Except City Name and State field all others are optional.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete a particular binder that you wish.

How to select City Name

1. Click on Find Button.

2. You will find city name search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the city names will be displayed. If you type characters and press enter key, city names starting with that characters will be displayed and select the City Name that you wish.

III. CATALOGUING MODULE

BOOK MASTER

This module allows to catalogue (attributes) of various types of documents such as books, seminar volumes, standards, non-book materials, etc. This part has been divided into the following four categories to facilitate the data entry easily.

1. Main (Vital) Information
2. Additional Information
3. Keywords/Notes
4. Other Information

Main Information

This section contains the following 18 fields.

1. Access Number

This is a key field that acts as primary key for book information. This text box accepts alphanumeric characters and cannot be left empty.

How to Enter Access Number:

a). Enter the Accession Number of a document directly in the Access number field.
b). On clicking the **NEW** button**,** the software generates a new Accession Number (by fetching the maximum Access Number in the existing Book Master table and adding 1) and displays in the Access No field.

2. Call Number

Classification Number of the Book is to be entered in this field. Enter the classification number (or search and find if the same or related title or topic already exists in the same database with class number). If available, copy and paste the same number). Software accepts all types of Classification numbers. Enter the class number of the book followed by three letters of the author names in capital letter. (Eg: 624.04, 624.01 RAM).

3. Title

Denotes Title of the book. Title and Sub Title should be entered here. To separate Title from Sub Title use colon (:) and space between Title and Sub Title. (Eg. Theory and practice of Management: Marketing).

4. Received Date

Denotes received date of the Book By default current date will be displayed. If you want to change the date you can use the Date Time Control (Eg: 20-01-2005 - DDMMYYYY format).

5. Author Name

Denotes Author Name of the Book. Author Name should not be typed here. It should be selected from the Author Master. See Author Master.

How to Select Author Name

Click on Find button.

You will find author search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the author names will be displayed or type starting characters of the author name in the author text box (Eg: R or Ra or Raja or Raja Raman) and press enter key. Author names starting with those characters will be displayed. Select the author name you wish. More than one author can also be selected with semicolon as separator if the book is authored by more than one author.

6. Author Role

Choose any one of the Author Role such as Author, Editor, and Translator. Enter the first author name and select et. al (if a book is authored by more than two authors. Eg: Rajaraman, R., et al.)

7. Responsibility (Statement of Responsibility)

Enter the Author name as given in the book. Eg. Mark Twain or R.Rajaraman.

8. Edition

Type the Edition Number of the book. (Eg: Ed 2. or 2nd Ed.).

9. Subject Name

Denotes Subject Name of the Book. Subject Name should not be typed here. It should be selected from the Subject Master. See Subject Master.

How to Select Subject Name

Click on Find button.

You will find subject search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the subject names will be displayed or type starting characters of the subject name in the subject text box (Eg: Management, Fiction, Computer, etc) and press enter key. Subject names starting with those characters will be displayed. Select the Subject name you wish.

10. Department Name

Denotes the name of the Department for which the Book was purchased. Department Name should not be typed here. It should be selected from the Department Master. See Department Master.

How to Select Department Name

Click on Find button.

You will find department search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the department names will be displayed or type starting characters of the department name in the department text box (Eg: Machinery or HR, Finance, Workshop, etc) and press enter key. Department names starting with those characters will be displayed. Select the Department name you wish.

11. Publisher Name

Denotes the name of the publisher who published the Book. Publisher Name should not be typed here. It should be selected from the Supplier/Publisher Master. See Supplier/Publisher Master.

How to Select Publisher Name

Click on Find button.

You will find publisher search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the publisher names will be displayed or type starting characters of the publisher name in the publisher text box (Eg: Allied Publishers) and press enter key. Publisher names starting with those characters will be displayed. Select the Publisher name you wish.

12. Publication Year

Type the Year of the publication of the book. (Eg: 2010).

13. Supplier Name

Denotes the name of the Supplier who supplied the Book. Supplier Name should not be typed here. It should be selected from the Supplier/Publisher Master. See Supplier/Publisher Master.

How to Select Supplier Name

Click on Find button.

You will find supplier search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the supplier names will be displayed or type starting characters of the supplier name in the supplier text box (Eg: Tamil Nadu Book Suppliers) and press enter key. Supplier names starting with those characters will be displayed. Select the Supplier name you wish.

14. Budget Name

Click on Find button to search the Budget Heads that are created in the Budget Master and select appropriate Budget Head for this book.

15. Number of Copies

Type the number of copies here. Multiple copies of the book will be created based on the values typed in Access No field.

16. Document Type

This is an important field, which is used to describe the type of document. According to the document type, categorization is assigned and stored on the database. Various types of documents like BOOK, NONBOOK, REPORT, THESIS, STANDARDS, PROCEEDINGS AND BACKVOLUMES are displayed. By default, the document type BOOK is assigned.

BOOK   : Select the book form i.e. Hard Bound/Paperback/Spiral/Binding.
NONBOOK : Select the type - CD, DVD, Microfilm, Microfiche, etc
REPORT   : Denotes Project/R & D/Technical Reports.

STANDARDS   : Denotes Standards of different countries such as BIS, BsI,
                          ANSI, ASTM etc
PROCEEDINGS   : Denotes Seminar, Workshop, Symposium, Conference, etc
BACKVOLUMES : Journal Bounded Volumes.

17. Location

Identity of the place where the book is kept. (Eg: RACK-2; SHELF 3, Bay number, or REFERENCE SECTION, etc).

18. Availability

This element plays a vital role of the transaction in entire process. Denotes status of the book. Default value is YES. It means that the book is available in the library for Lending. The other values are REFERENCE, DISPLAY, MISSING, WITHDRAWN, DAMAGED, LOST, ISSUED, TRANSFERRED, BINDING.

Important STATUS explanation

YES: Book is available in the library and ready for lending.

REFERENCE: Book is used only for reference inside the library and not for lending.

ISSUED: Book status is updated as Issued, when the user borrows the book. Book status gets updated as YES, when the user returns the book.

Other status of the book is self-explanatory.

Additional Information

This section also contains the following 18 fields.

1. Gift/Purchase

Select the mode of the book in the Library i.e. Purchase or Gift from the combo box. The default is set as **Purchase,** which denotes the Book is procured by spending from Library budget. Gift denotes the book is Donated or Gifted to the Library by an individual/ institution/ society/ agency, etc.

2. Cost

The cost of book in Indian/Foreign currency is to be entered here

3. Currency

Select the name of the currency used to purchase the document ie. Payment made. Default value will be Rupees. For foreign currency, the rate will be converted to Indian price. Refer Currency Master.

4. Price

Type price of the book/document in Indian Currency (converted to INR) printed in the book. (Eg: 565).

5. Discount

Enter the percentage of discount given by the supplier/vendor for the book (Eg: 10 % or 25 %).

6. Accepted Price

Actual price paid to purchase the document. The net price will be calculated and updated by the software once the price and discount is entered in the respective fields.

7. Invoice Date

Enter Invoice Date, if the book is purchased.

8. Invoice No

Enter the Invoice Details, if the book is purchased.

9. Volume No

Type the volume number of the book and associated information. (Eg: Vol. II)

10. Part No

Enter the part number of the book and associated information. (Eg: Part II).

11. Pages

Enter the number of pages available on the book. (Eg. 565).

12. Language

Select the language of the book from the preloaded List. The default language is English.

13. ISBN

ISBN stands for International Standard Book Number. Type the ISBN number, which may be printed in the verso of the tile page or in the back cover.

14. ISSN

ISSN stands for International Standard Serial Number. Type the ISSN number, which may available on the journal.

15. Physical Description

Enter the physical description of the book and other associated information such as preliminary pages, number of pages, size of the book etc. (Eg: 256p or ix, 256p or ix, 256p, 15C.M * 28 C.M).

16. AV Resource

AV resource (Audio Video) represents whether this book has CD or not. By Default, AV Resource type will be set as NO.

17. Physical Medium
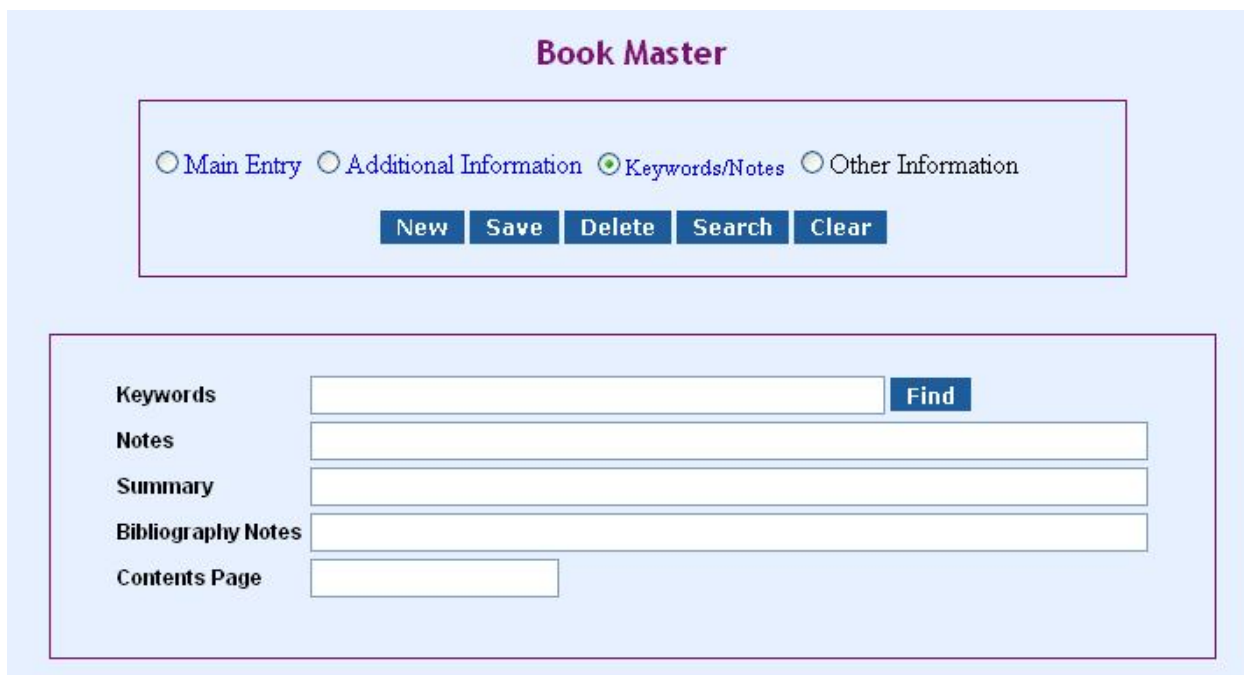
Select the Physical Medium of the book from the List. Default is PAPER.

18. Binding

Select the Binding information from the List. Default is HARD BOUND. Others are Spiral binding and Loose Sheets.

Keywords/Notes

This section contains the following 5 fields.

Keywords

Denotes keywords that describe the title of the Book. Keyword should not be typed here. It should be selected from the Keyword Master. See Keyword Master.

How to Select Keywords

Click on Find button.

You will find Keyword search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the keywords will be displayed or type starting characters of the keywords in the keyword text box and press enter key. Keywords starting with those characters will be displayed. Select the Keywords you wish. More than one keyword can also be selected with semicolon as separator. If the desired keyword not listed, you may add it.

Furnish all other information available with you on the appropriate text boxes.

<u>**Other Information**</u>

This section contains the following fields.

1. Branch

Click on Find button to search the Branch that are created in the Branch Master and select appropriate Branch for this book.

2. Corporate Author Name

Type Institutional Name as Author if the book/document is written by an institution. It may be also treated as Author.

3. Series Title, Author, Name

Type the Title, Author and Name of the Series (if the book is published under a series name) and other related information.

4. IIIustration, Venue

Type these fields when a document contains many photographs and other illustration. Venue denotes the place where the meeting/seminar/conference was held (Eg: San Francisco, USA or Chennai; or New Delhi).

5.Add Fields

These fields may be used to describe the attributes or any other additional information about a document/ book.

NOTE:

Only Access Number, Title and Author are mandatory fields to enter Book details in the Book Master. Others fields are optional.

MEMBER MASTER

This is a Front-end module, which is used to describe information about the library users in each division. This form has the following fields to feed information about each library user.

1.Member Code

Enter the unique member code i.e. library user. This is a key field that acts as primary key for User information. This text box accepts alphanumeric characters and cannot be left empty.

2.Member Name

Enter the Name of the Member (library user), which relates to the Member code entered against in the Member Code field.

3.Designation

Denotes Designation and should not be typed here. It should be selected from the Designation Master. See Designation Master.

How to Select Designation

Click on Find button.

If you press enter key all the designation will be displayed or type starting characters of the Designation in the Designation text box and press enter key. Designation starting with those characters will be displayed. Select the Designation you wish.

You will find Designation search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

4.CourseYear

By default, CourseYear is set to empty. Course Year will be like I,II,III, IV and passout to differentiate year of the course.

5.Group Name

Denotes Group Name and should not be typed here. It should be selected from the Group Master. See Group Master in the Admin Module. Group master allows to categorize the employees based on designation/position etc so that number of resources that can be borrowed by a group, due date, etc can be set.

How to Select Group Name

Click on Find button. You will find Group search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the group names will be displayed or type starting characters of the Group name in the Group text box (Eg: STUDENT, STAFF) and press enter key. Group names starting with those characters will be displayed. Select the Group name you wish.

6.Deposit

Refundable deposit amount will be collected from the user for high value books, if the book is issued to this user. This field is optional.

7.Department Name

Denotes Department Name (where the employee/ user is attached in a Division) and should not be typed here. It should be selected from the Department Master. See Department Master.

How to Select Group Name

Click on Find button.

You will find Department search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the department names will be displayed or type starting characters of the Department name in the text box and press enter key. Department names starting with those characters will be displayed. Select the Department name you wish.

8.Security Lock

By default, Security Lock is set to 'NO'. This means book can be borrowed by the user. But if Security Lock is set or changed to 'YES', temporarily or permanently the user account is locked for transaction.

9.Birth Date

Enter the date of Birth of the user using the Calendar control box.

10.Enroll Date

Enter the enrollment date of the user who joins in the library as a member using the Calendar control box.

11.Validity Date

Enter the validity date of the user using the Calendar control box.

12.Course Name

Denotes Course Name and should not be typed here. It should be selected from the Course Master. See Course Master.

How to Select Course Name

Click on Find button.

You will find Course search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the course names will be displayed or type starting characters of the Course name in the text box and press enter key. Course names starting with those characters will be displayed. Select the Course name you wish.

13.Address1 and Address2

Enter the full address of the user.

14.City

Denotes City and should not be typed here. It should be selected from the City Master. See City Master.

How to Select City

Click on Find button. You will find City search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key city names will be displayed or type starting characters of the city in the city text box and press enter key. City starting with those characters will be displayed. Select the City you wish.

15.State

Enter the name of the State. (Eg: Tamil Nadu or Karnataka)

16.Pincode

Enter the Pin code of the City. This allows only numeric characters.

17.Email

Enter the Email id of the user Eg. username@titan.com. This helps to send email alert to the user for advance due remainder and other information.

18.Phone

Enter the Mobile number of the user Eg. 10-digit number. This helps to send SMS alert to the user for each transaction and other information.

19.GENDER

Select the gender from the list. By Default the gender is set as MALE.

20.Profile

Enter the area of interest or keywords of the users (management; marketing; jewellery design). Email alert will be generated and send to the users with matching title, subject related word found from the new arrivals.

21.Remarks

Any other information about the user can be entered in this field for local use.

NOTE:

Member code, Member Name, Department, Group, Designation, Course, Enroll Date, Validity Date, Birth Date and Gender are mandatory fields. Other fields are optional.

PHOTO

This module helps to upload Member photo. Type the member code and select your photo from the desired location by clicking browse button.

CONTENTS PAGE UPLOAD

This module helps to upload contents page of the document selected. Type the access number to which content page to be uploaded. Choose appropriate document type from the list and finally select the file from the desired location by clicking browse button. By default, document type is set to BOOK. The uploaded content page will be stored in the specific location of the Server's Machine.

E-RESOURCE MASTER

Ensure whether the website link you want to enter already exists in the E-Resource Master.

Select others in the type field for entering public website links. By Default, the type of e-resource is set to Database. Fill all the fields as show above.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete a particular website link that you wish.

Click **SEARCH** button to search a particular website link that you wish. Click **NEW** button, Software automatically generates E-resource code in the Code field. Type Website link in the Website field (Eg. www.google.com).
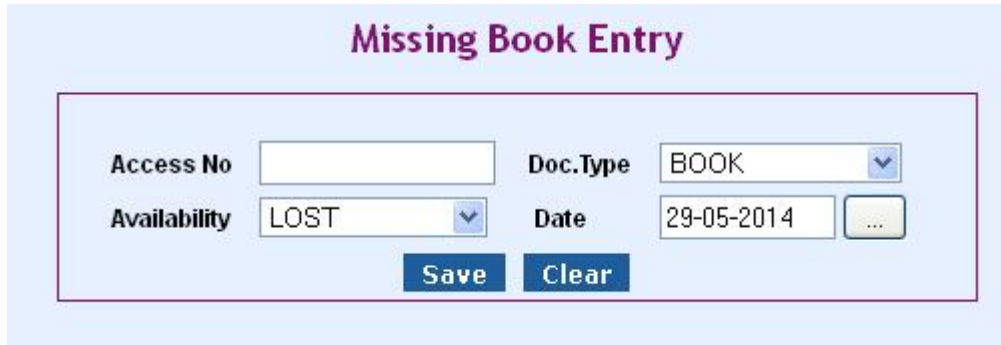
NEWSCLIPPINGS MASTER

If you click **NEW** button, Software automatically generates Clipping no in the Code field. Type Newspaper Name in the Newspaper Name field (Eg. THE HINDU). Type the description of news in the News type field. Select date and page
number with News Subject and Keywords. Uploaded content page value is viewed here (Eg. 1.PDF).

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete particular news that you wish.

Click **SEARCH** button to search particular news that you wish.

MISSING BOOK ENTRY

This module is used to store missing details of the book instantly. Type the Access number that is found to be LOST/MISSING/WITHDRAWN/DAMAGED along with date for the selected document type.

Dynamically availability of book status will be changed on the book master and can be viewed in the OPAC also.

By default document type is set to BOOK.

IV.   CIRCULATION MODULE

COUNTER SERVICE

This module permits transaction (Issue/Return/Renewal) of documents to the users, who are eligible to borrow. These library users are grouped based on their designation.

Steps:

1.EMPLOYEE DETAILS

a) Enter the Employee Code or scan the Employee Code from the Bar-coded ID card to whom you want to issue.
b) The particular user details will be displayed on the screen.
c) List of other books, if any, issued to the same user will also be displayed at the bottom in Issue Details Grid.

2.DOCUMENT DETAILS

a) Enter the Access Number of the book or scan the Accession Number from the Barcode label pasted on the book.

b) The particulars of the book will be retrieved from the database and displayed on the screen along with issue date and due date. (Due date will be automatically calculated on the basis of loan period given in the Group Master for each group).

c) Over due/Fine details will be dynamically calculated (based on the information given in the Group Master) based on the issue date, due date and returned date.

3.RESOURCE DETAILS

a) Document Type is categorized on the right side of the screen.

b) Card eligibility and number of days to hold the document by the user is also displayed on the screen from GROUP MASTER.

c) Document count gets updated automatically by the software for each user transaction on the resource grid details.

ISSUE BUTTON

Follow the step 1.

a) Click the ISSUE button or scan the Barcode Label (generated for ISSUE) after checking the information displayed on the screen pertaining to the particular book/user.

b) This book is also now added to the list of books already issued to the user after clicking. You will find the user id, accession number, issue date, due date, name of the staff who issued the book and type of the transaction (Issue or Renewal) on the Issue Details Grid.

c) Follow the above instructions again to issue more books.

RETURN BUTTON

Follow the step 1.

a) Double click the row pertaining to the book to be returned or enter the ACCESSION NUMBER of the book in the Access Number text box or scan the Accession Number from the barcode pasted on the book.

b) The clicked/selected book will be displayed along with the details - user id, accession number, issue date, due date and fine amount, if any. (Fine Amount will be automatically calculated on the basis of due days and fine amount applicable to the group to which the member belongs).

c) Click the option RETURN or the scan Barcode Label (generated for RETURN) the particular row pertaining to the book will be removed from the Issue Details Grid.

d) If the fine amount is generated for the book after the due date, then amount will be collected from user or else amount automatically gets credited in their account.

e) Follow the instructions above to return more books.

RENEWAL BUTTON

Follow the step 1.

a) Double click the row pertaining to the book to be renewed or enter the ACCESSION NUMBER of the book in the Access Number text box or scan the Accession Number from the barcode pasted on the book.

b) The clicked/selected book will be displayed along with the details - user id, accession number, issue date and due date. (If fine amount is generated for the first issue, then the book cannot be renewed).

c) Click the option RENEW or the scan Barcode Label (generated for RENEW) the particular row pertaining to the book will be removed from the Issue Details Grid and new record will be created with type of transaction as RENEW. Book will be renewed, only if there is no reservation for that book.

d) Follow the instructions above to return more books.

RESERVE BUTTON

Follow the step 1.

a) Enter the Access Number of the book.
b) The particulars of the book will be retrieved from the database and displayed on the screen along with issue date and due date. (Due date will be automatically calculated on the basis of circulation period of the user).
c) Click the option RESERVE the particular row pertaining to the book will be reserved and displayed on the Reserve Details Grid. Note that the issued book only can be reserved.
d) Follow the instructions above to reserve more books.

RESERVE CANCEL BUTTON

Follow the step 1.

a) Enter the Access Number of the book.
b) The particulars of the book will be retrieved from the database and displayed on the screen along with issue date and due date. (Due date will be automatically calculated on the basis of circulation period of the user).
c) Click the option RESERVE CANCEL the particular row pertaining to the book will be removed from the Reserve Details Grid.
d) Follow the instructions above to cancel the reserved books again.

RESET

Click **CLEAR** to reset the data.

USER PAYMENT

This module displays overdue charge details.

Payment Master

User Code	1
User Name	RAMESH C
Department	ELECTRONICS AND COMMUNICATION ENGINEERII
Course	BE

Total Amount	5.0
Paid Amount	3.0
Balance Amount	2.0

Bill No	113
Date	28-06-2014 [...]
Current Payment	

Save   **Clear**

Fine Details

Trans No	Trans Date	Access No	Trans Amount	Trans Head
176	2014-06-28	3	5.00	OVERDUE

Payment Details

Bill No	Payment Date	Paid Amount	Pay Mode	Staff Code
112	2014-06-28	3.00	OVERDUE	admin

Type the Member code in the text box. The paid and unpaid overdue charges will be displayed here pertaining to the particular member.

The fine details and payment details will be separately displayed in the Grid boxes.

The credited overdue charges (Full/Part) can be collected from the user. Receipt can be generated after clicking the button SAVE. This can also be get printed.

TRANSFER BOOKS

Transfer Books

Order No   1

Dept Name   _____ ▼   Order Date 29-05-2014   [...]

Doc.type   BOOK ▼

Acc. No   _____

[New] [Display] [Transfer] [Re-Transfer] [Clear]

If you click **NEW** button, Software automatically generates code in the Order No field.

Select the department name from the list to which the book has to be transferred. Select the document type. Default is BOOK. Select the Order date and type the Access Number. Follow the above steps to transfer more books.

Record pertaining to department transfer; the record will be displayed on the Transfer Books Grid. Click **TRANSFER** button to perform the action. (Eg. Maths department book shall be transferred to Computer Science Department).

Click **RE-TRANSFER** button to get back the particular book to the same department earlier it was.

Record pertaining to the Re-Transfer button; the record will be removed from the Transfer Books Grid.

BINDING BOOKS

Binding Books

Binder Name	[dropdown]
Doc.type	BOOK
Acc. No	

Send Date 29-05-2014 [...]

Display | Save | Return | Clear

Select the Binder name from the list to which the book has to be send for binding. Select the document type. Default is BOOK. Select the Send date and Access Number. Follow the same instruction above for more books.

Record pertaining to binding; the record will be displayed on the Binding Books Grid. Click **SAVE** button to perform the action.

Click **RETURN** button to get back the bounded books. Record pertaining to the Return button; the record will be removed from the Binding Books Grid.

V.   SEARCH MODULE

Search Module consists of different types of search to retrieve information from the database based on various attributes of the resources such as accession number, author name, title, call number, subject, year, keywords, etc They are as follows:

    1.Simple Search   : BOOK
    2.Advanced Search   : BOOK
    3.Quick Search   : ALL Document Types
    4.Journal/ Journal Article Search
    5.E-Resources
    5.NewsClippings

SIMPLE SEARCH

a) This module allows searching **documents (Books)** based on the fields attributes such as – Title, Author, Call Number, Publisher, Access Number, Subject, ISBN, Keyword and Year.
b) Enter the desired search string in any of the fields and Click Search button to perform the action. The result will be displayed as follows when searching Title like "Man".

ccess No	Title	Author Name	Call no	Location	Status	Docume
/00372	A.R.RAHMAN 100	SABEETHA JOSEPH			YES	BOOK
/00653	ADHALINAL ROMANCE SEIVEER	KRISHNA DAVINCY			YES	BOOK
/00673	ADHIMANGALATHU VISHESHANGAL	K C SIVAKUMAR			YES	BOOK
/00106	AKKINI SIRAGUGAL - MANAVAR PADHIPPU	A.P.J.ABDUL KALAM			YES	BOOK
/00013	AMAITHIYIN NARUMANAM	IROM SHARMILA			YES	BOOK
/00342	AMBEDKAR MANAVARGALUKU CHONNADHU	SABEETHA JOSEPH			YES	BOOK
/00345	ANNA MANAVARGALUKU CHONNADHUÃ¢â¬Â¦	SABEETHA JOSEPH			YES	BOOK
/00390	ARARIVU MANITHANUM EZHU NILAIGALUM	DR.PRABHA RAMADURAI			YES	BOOK
/00355	DR.RADHAKRISHNAN MANAVARÃ¢â¬Â¦..	SABEETHA JOSEPH			YES	BOOK
/00748	FILED MARSHAL MANAKSHA	KUMARI SU.NEELAKANDAN			YES	BOOK
/00314	INDHIYARGALIN POLIMANASATCHI	MANUSHYA PUTHIRAN			YES	BOOK
/00353	IRAI ANBU MANAVARGALUKU Ã¢â¬Â¦..	SABEETHA JOSEPH			YES	BOOK
/00343	J.K. MANAVARGALUKU CHONNADHU	SABEETHA JOSEPH			YES	BOOK
/00350	KALAIGNAR MANAVARGALUKU CHONNADHU	SABEETHA JOSEPH			YES	BOOK
/00359	KALAM MANAVARGALUKU CHONNADHU	SABEETHA JOSEPH			YES	BOOK
/00548	KALILIYO MANDIYIDAVILLAI	S.RAMAKRISHNAN			YES	BOOK
/00347	KAMARAJAR MANAVARGALUKU CHONNADHU	SABEETHA JOSEPH			YES	BOOK

c) Title and access number column can be sorted by clicking the respective columns.

d) To know full details about a document, click the Hyperlink shown in blue colour of the Access Number, which displays detailed information about the book.

e) To narrow down your search .For e.g. to retrieve all the book on '**Marketing' by** the author **Philip Kotler'**, enter '**Kotler**' in the author field and '**Marketing'** in the title field and click the button search. It retrieves all the books on marketing by the Author Kotler. In the same way you retrieve books published on a particular subject in a particular year by a specific publisher.

The following shows Full detailed view of the particular book.

Full View

Access No   : W00673

Title   : ADHIMANGALATHU VISHESHANGAL

Author   : K C SIVAKUMAR /

Call.No   :

Publisher   : : VIKATAN PUBLICATIONS,

Subject   : STORIES AND LYRICS

Department   : NIL-WATCH

Document   : BOOK

Price   : 0

Back

The previous page is displayed by clicking BACK button in this form. The details show here is restricted to some extent. More fields can extended or displayed here depending upon the customer needs.

ADVANCED SEARCH

This menu allows you to search using more than one field (combination of fields using the Boolean Operator AND, OR, NOT) - up to 3 levels Field List.

Select the field from the list for your searching. Operator contains Conditions for searching (Starting with, Equal to, Like and Word).
.
a) Starting with: to search titles starting with 'Management'
b) Equal to   : to search title contains the word only 'Management'
c) Like   : to search a letter or word available anywhere in the title field -
        Eg: 'Manage'
d) Word   : to search a particular word in the title Eg: 'Biochemistry'

Boolean : You can use Boolean Operators (AND, NOT, OR) between search conditions in the advanced search.

a) AND : To retrieve records that satisfy all the selected conditions (to narrow
        your search result)
b) OR   : To retrieve records that satisfy either of the selected conditions (to
        widen your search result)
c) NOT : To retrieve records that do not satisfy the selected conditions

QUICK SEARCH

This module allows you to search/browse - **document type - BOOK, NONBOOK** based on the fields – Title, Author, Call Number, Publisher, Access Number, Subject, ISBN, Keyword and Year.

This module allows you to search/browse - **document type - JOURNAL, MAGAZINE, NEWSLETTER AND OTHERS** based on the field country from the combo list.

JOURNAL ARTICLE SEARCH

This module allows to search **Journal Article** based on the fields – Journal Name, Article Title, Article Author, Article Number, Back Volume Number, Subject, Abstract and Keywords.

To narrow down your search, enter the search values in more than one field.

Click Search button to perform the action. The result will be displayed.

E-RESOURCE SEARCH

This module allows you to search **WEBSITE LINKS** stored on the database. If Internet is available on the machine by clicking the link, the website opens.

NEWS CLIPPING SEARCH

This module allows you to search **NEWS** based on the fields – Newspaper Name, News Type, News Title, News Subject, Abstract and Keywords.

To narrow down your search, enter the search values in more than one field.

Click Search button to perform the action. The result will be displayed.

USER ACCOUNT

Individual User Transaction details (Issue/Return/Reservation) are viewed in the User Account module. User is authenticated and proceeded to next step. Numbers of book holdings are displayed here. Fine amount will be displayed, if user has due on the books. Online Renewal is also possible.

Type the Employee ID or user ID and password. Software allows user to change the password by clicking Change Password button.

Example:

USER ISSUED DETAILS

Access No	Title	Author Name	Issue Date	Due Date	Document	Renew
W00001	PASUMAI PURATCHIYIN KATHAI	SANGEETHA SRIRAM	26-05-2014	28-05-2014	BOOK	Renew

Back

Online Renewal is possible by clicking Renew link on the right most corner of the screen.

VI. GATE E-REGISTER

| Home | Master | Cataloguing | Circulation | Serial Control | Acquisition | Admin | Search | Gate | Reports | Logout |

Last Visited Time is :
29/05/2014 15:00:51.0

User Id [   ]   PHOTO NOT AVAILABLE

No items found.
1

Employee Code	Employee Name	Dept Name	Entry Time	Designation
Nothing found to display.				

This module helps to keep track of the library user entry activities. This has Check in and Check out Time to monitor how frequently users are utilizing the library. The user may refer Book/Newspaper/Journal/Magazine etc and can even lend books from the library.

Bar-coded User ID cards are shown in the UserID textbox of this module through Barcode Scanner Reader to Check in. Before leaving the library once again they should show their ID card to Check out.

Report will be generated based on these activities. Daily/Monthly/Yearly statistics report can be displayed or generated.

VII. ADMIN MODULE

LOGIN MASTER

This module grants permission/rights for the user to use the software modules. The chief librarian has Admin control to traverse all the modules. Data entry login staff will have only Cataloguing module rights. Transaction login staff will have counter rights. Library user may have minimum module to search/browse facility only. This facility will be facilitated for all the divisions.

Description of the rights will be common for each division.

Name of the Rights	Modules Available
ADMIN-I	: All modules
ADMIN-II	: All modules (Except Admin Module)
COUNTER	: Counter Transaction and Search modules
DATA ENTRY	: Cataloguing Module for entry of books and members
ACQUISITION	: Book procurement module
JOURNAL	: Serial Control module (Journal and Magazine)
PUBLIC	: Search module (Users)
E-GATE	: Gate E-Register Module (Check IN and OUT)

Steps to enter new login details

a) Enter Member name in Login Id field.
b) Enter Password of the member in Password field.
c) Enter full name of the Member in Staff Name field.
d) Select the rights to access AutoLib Software modules from the list.
e) Select YES in the valid flag.
f) Click Save button.

Points to be considered while creating login id.

a) Create separate login id and password for library staff and assign rights according to their responsibility in the library. The Chief libarian(Admin) will create this.
b) Software automatically creates login id and password for library users initially when storing user data in the Member Master. These members will have PUBLIC rights. They will have permission to access the software only for search/browse and also check the respective user accounts.

c) **Temporary restriction** for logging into AutoLib Software: If you want to restrict anyone from accessing AutoLib Software, then open login master, retrieve login details of the member, set **valid flag to NO** and click Save button. When you want to revert restriction, set valid flag to YES and save.

d) **Permanent restriction** for logging into AutoLib Software : Open Login Master, retrieve login details of the member and click Delete button.

e) **Edit Login Details:** Open Login Master, retrieve login details of the member, make changes in the field/s that you want to change and click save button.

GROUP MASTER

Set of rules and regulations of the library for lending books to the users is defined in this module. Categorize the members based on the designation or usage of the documents into group and then proceed.

There are three options in Group Master. You have to choose any one while making a group.

a) **General:** When this option is selected the members of the group can be issued all types of documents and the circulation period will be same for all the documents.

b) **Specified:** When this option is selected the members of the group will be issued only specified documents and circulation period may differ depending upon document type.

c) **General & Specified**: When this option is selected the members of the group will be issued all types documents, but the circulation period may differ depending upon the document type.

Field : Group Code
Description : Click New button. AutoLib will automatically generate group code.

Field : Name
Description : Enter Name of the group. Should not be left blank

Field   :General Eligible
Description :Enter Number of all eligible documents (Eg.3). Can be used only
                    when General option is selected.
Period   :Enter Number of days (Eg.30). Can be used only when General option
                    is selected.

Field   :Book Eligible
Description :Enter Number of books eligible (Eg.5). Can be used only when
                    Specified option is selected.
Period   :Enter Number of days (Eg.30). Can be used when Specified option
                    OR General & Specified option is selected.

Others Document Eligible are same as above.

Field : Remarks
Description : Enter the remarks about group

Field : Renewal
Description : Enter number of times for continuous renewal (If you want to restrict continuous renewal then 0 should be entered). Default value is 0. This will adapt for each book the user has borrowed.

Reservation is restricted only for 2 times.

FINE MASTER

This Master module defines fine structure for the users, who are grouped. Specify the period of time that the fine should be calculated.

   a) Fine Id : Click new button AutoLib automatically generates Fine Id.
   b) Group : Select Group name from the Group Master.
   c) Fine Period : Type the fine period. (Eg.100 means No.of days)
   d) Fine Amount : Type the fine amount. (Eg. Rs.2.00)
   e) Period : Select the period from the combo box (DAILY, WEEKLY, MONTHLY, YEARLY).

Overdue charge for multiple stages can also be defined. Eg. Overdue charge is set Rs.1.00 for the first ten days, then Rs.2.00 for the next 30 days and Rs.5.00 for remaining period. Overdue charge/fine amount will be calculated depending on the structure defined. A separate id should be created for each stage for the particular group if necessary.

BUDGET MASTER

This module allows to keep track of money allocated and spent for each BUDGET HEAD.

Software automatically generates Reference code in the code field when clicking NEW button. Type Head of the Budget and the department it belongs to. Specify the Total fund allocated and specify the financial year of the budget allocated to this Budget Head.

If the Budget Head is specified on the book master, then each book price is get accumulated to that budget head. The accumulated amount will be displayed on Amount Spent field and available fund will be reflected on the Balance Amount field.

Click Save to save records. Click Delete to delete records.

STOCK VERIFICATION

This module helps library staff to verify books physically available in the library or not by stock. The current availability status count of books will be displayed on the screen separately. Each document status can also be viewed.

Descriptions of Stock Verification Fields

Stock   : Books, which have been physically verified
Not Verified: Books, which are yet to be physically verified
Missing   **:** Books, which are already in missing lists
Lost   : Books, which are already in lost lists
WithDrawn: Books, which are already in withdrawn lists
Issued   : Books, which are in lending
Binding   : Books, which have been sent for binding
Damaged   : Books, which are in damaged condition
Transferred: Books, which have been transferred to the departments

Verify but Issued : Books, which have been physically verified and issued.

Stock Verification shall be taken manually or by Barcode Scanner. Bulk insert is also possible by uploading excel sheet from the desired location. Available books in the library are physically noted and entered into the excel sheet template provided by AUTOLIB. Enter the access number one by one in a single column.

Click Display to view detailed information of the books.
Click Stock Details to view current stock position.
Click Delete Single Entry to delete single record from the stock.
Click Delete All to delete or truncate all the records from the stock database.

HOLIDAY MASTER

This module stores closed holidays and unplanned holidays.

In the Counter Service module while issuing documents to users, due date will be automatically calculated. Holidays entered in the Holidays Master are taken into consideration for due date calculation. *If the due date falls on any of the holidays, then next working day will be taken as due date*.
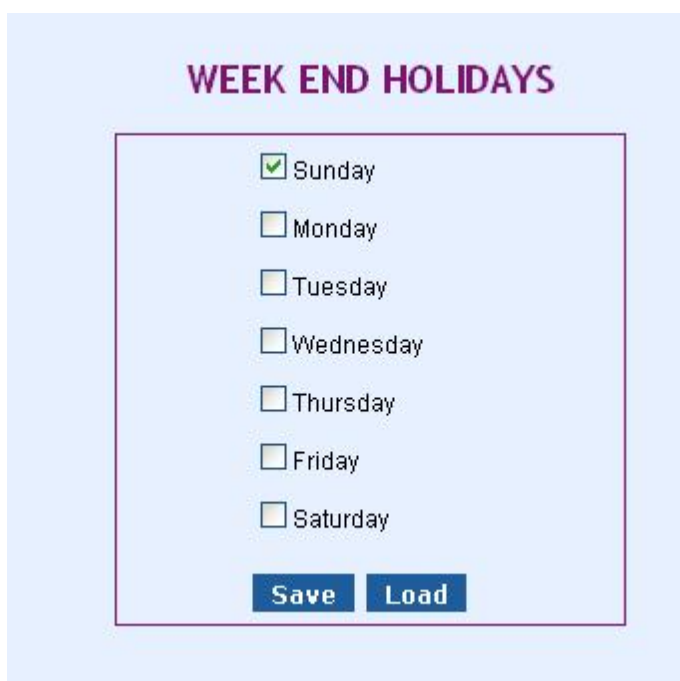
Select leave From Date and Leave To Date with description of leave in the remarks field.

Click Save to store the list of holidays in the database.
Click Delete to remove the list of holidays from the database
Click List of Holidays to view and retrieve from the database.

WEEKEND HOLIDAY MASTER

This module stores Institution weekend holidays.

In the Counter Service module while issuing documents to users, due date will be automatically calculated. Holidays entered in the Weekend Holidays Master are taken into consideration for due date calculation. *If the due date falls on any of the these days, then next working day will be taken as due date.*

EMAIL/SMS REMINDER

This module displays Due list by clicking DUELIST and send reminders to the users who are holding books after due date through Email or SMS.

Also advance due reminder is possible in the software. This can be done via SMS or Email.

BOOK/ MEMBER DATA IMPORT

This module imports data from the excel sheet template provided by AUTOLIB. Book data and Member data is populated on the corresponding headings provided. Click on Save button that imports data from the excel sheet available from the desired location. The same functionality is used for both Book import and Member import.

Also Bulk Fine upload is also available in the software.

BACKUP MODULE

This module allows the Super Admin and each Division Admin to take data backup through the Software by clicking Backup button. You will receive an alert message like "Backup Successfully Completed".   If failure, another message "Backup Failed" will be displayed.

Backup will be resided at the Server Machine on the pre-defined location allocated by AutoLib.

Backup extension will have [Database Name].sql. Precaution: Take regular backup to avoid corruption of data during Hardware Disaster.

VIII. REPORT MODULE

Report module generates query-based output depending upon the user requirement. This software allows to generate many essential reports for quick decision making, availability of resources in the library, usage of the resources by the users, checked – in and checked – out details of various resources, etc. Reports can also be customized, based on user needs. Most of the reports are self-explanatory.

The output of report will be displayed in PDF format. Some of the reports in this software can be exported to Excel and CSV file formats.

Report Classification:

Library Collection: Displays summary report of total volume and titles of each document type in the library collection.

Accession Register: Displays formal Accession Register format maintained in the library. Reports can be taken by Accession number wise and Date wise according to document type selected as shown below.

Bibliography Report: Report on category wise for document type BOOK with book status such as YES, ISSUED, REFERENCE etc. will be generated. User can query date wise also.

Counter Report: Report on daily transaction such as Issue, Return, Renewal and Due Reminder will be generated by date wise. Sorting is possible on fields.

Statistics Report: Department wise Statistics Report by access number or date wise depending upon the query raised will be generated. Likewise any number of combinations of category is possible for generating Statistical Data of the Library.

Member Report: User List report will be generated depending upon category the user specifies.

Payment Report: Payment Report will be generated depending upon the option selected. Date should be selected here to display the output.

Payment Report

Employee Code	
Employee Name	
Department	
From Date	29-05-2014 ... To Date 29-05-2014 ...

Report   Clear

Journal/Indent Report: Displays Journal/Indent related information such as enquiry, order, issues and others.

No Dues Report: '**NO DUE CERTIFICATE' r**eport will be generated and given to the user duly signed by the library in-charge when he/she resign/transferred. This report will be printed only when a user returned all the resources he/she borrowed from the library.

Frequently Used Resource Report: Report is generated to find maximum usage of a particular resource in the library. Based on this report, next financial year library budget can be allocated to procure more number of books on this title.

Unused resource is also get identified.

Budget Report: Report is generated on budget head. Fund allocated, Amount Spent and Balance Amount for each Head can be queried.

Log Report: Report is generated depending upon user requirement on user check in and check out by daily or monthly wise.

Unique Title: Report is generated to give unique title (and no. of copies) in the library collection.

IX.   SERIAL CONTROL (JOURNAL)

JOURNAL MASTER

This module stores general information about periodicals.

Ensure whether the journal you want to enter already exists in the Journal Master.

If you click **NEW** button, Software automatically generates Journal Code in the Code field. Select the document type like JOURNAL, MAGAZINE, NEWSLETTER or OTHERS from the combo list.

Type the Journal Name in the Name field. Search and select the publisher name by clicking the Find button. Select the frequency of periodicals from the combo list in the frequency field. (Eg. DAILY, WEEKLY, MONTHLY, BIMONTHLY).

Type the language in the language field. Type International Standard Serial Number (ISSN), which will be available on the journal in the ISSN field. Select the payment mode from the combo list such as PAYMENT, EXCHANGE, GRATIS in the payment field.

Select the country from the combo list.

Select Delivery mode from the combo list.

Search and select the department by clicking Find button in the Department field.
Search and select the subject by clicking Find button in the Subject field.
Type the description in the Remarks Field.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete Journal Entry from the Database.

Journal **SEARCH**: Click Find button in the Journal Name field.

You will find Journal Name search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the journal names will be displayed. If you type characters and press enter key journal names starting with that characters will be displayed and select the Journal Name that you wish.

JOURNAL ISSUES

This module allows to keep track of the Journal Issues that physically supplied by the supplier and received in the library.

Type Issue Access number +1, which has been already assigned to this Journal Issue or otherwise furnish new access number. (Eg. **J**ournal of **I**ndian **S**cience, consider this is monthly issue that Access Number can be assigned like **JIS**01 to JIS012 for 12 issues).

For convenience, you may give an abbreviated alphabetical code (take first letter of each significant word in the title) for each journal title as given above and give 01 for the first issue and 02 for the second issue, etc.

Type Volume Number, Issue Month, Issue Year, Issue No, Issue Date. This information will be available on the Journal/Magazine. Select Availability from the combo list. Default is set to YES. Select Received Date.
Content page: Content pages of the issue may be scanned and attached. Remarks-any other information about the issue.

JOURNAL ARTICLES

This module stores Journal Article information of the particular journal supplied by the supplier and Journal issues have been created for this.

Description of fields as follows,

Journal   : Select the journal in which the Article has been published.
Atl. No.   : Describes the Article Number. When you Click new button AutoLib
                   automatically generates article number.
Title   : Enter Title of the Article.
Author   : Enter Author Name of the Article.
BVol. No.   : Enter the Backvolume No., if the issue containing the article is
                   bound as Backvolume.
Jvol. No.   : Enter volume number of the Journal in which the article has been
                   published.
Issue Nos.   : Enter Issue Numbers of the Journal in which the article has been
                   published.
Year.   : Enter the Year in which the article has been published.
Month.   : Enter the Month in which the article has been published.
Page Nos.   : Enter Page numbers of the article.

Subject.   : Enter Subject covered by the Article.
Keywords.   : Enter Keywords covered in the Article. Use; and space as separator
                      between two keywords.
Abstract.   : Enter Abstract about the article. Abstract should not exceed 800
                      Characters.

Click on appropriate button to perform corresponding action.

JOURNAL ORDER PROCESSING

This module wholly concern with steps for the procurement of Journals.

Please note that journal subscription process involves various stages - enquiry of journal for subscription, ordering a journal for subscription, receiving supplied invoice and making payment, for each journal in advance once in a year.

It consists of five parts such as follows,

1. Journal Enquiry
2. Journal Order
3. Journal Supplier Invoice
4. Journal Invoice
5. Journal Payment

JOURNAL ENQUIRY

Click on NEW button and type Quotation Number and Quotation date. Search and select Supplier to which quotation has to be prepared. Choose Journal from Journal Master by clicking Find button. All the information related to Journal is displayed here. Click SAVE to store the enquiry. Follow the instructions given above, for enquiring more number of journals.

Click Find button in the Quotation Number field to search Enquires send to the suppliers.

JOURNAL ORDER

This module keeps track of Journal orders placed to the suppliers.

Click on NEW button. Search and select Quotation Number by clicking find button on Quote No field, which has been already prepared in the Journal Enquiry Module. Journals will be displayed here and can alter the price and other information given by the supplier through enquiry.

Type Order Number and Order date. Click SAVE to store the Order processing. Follow the same instruction given above to select more number of enquired journals.

Click Find button in the Order Number field to search Orders placed to the suppliers. By Journal Name also can be searched.

JOURNAL SUPPLIER INVOICE PROCESSING

This module keeps track of Supplier Invoice given by the supplier after supply order has been prepared and send to the suppliers from the Institution through Journal Order Processing.

This module helps to compare items of the Journal order placed to the supplier against the Invoice received from the supplier.

Search and select Order Number, which has been already prepared in the Journal Order Processing Module. Ordered Journal information will be displayed here.

Type Invoice Number and Invoice date. These details are taken from the Supplier Invoice Statement received.

Click SAVE to store the Supplier Invoice Processing.

Click Find button in the Invoice Number field to search Invoices given by the suppliers.

JOURNAL INVOICE PROCESSING

This module is used to process the Invoice received from the supplier to make the payment for them.

Click NEW button to refresh the data.

Search and select Supplier Invoice Number, which has been already prepared in the Journal Supplier Invoice Processing. Invoice amount will be projected here for each Journal. A Full/Part payment detail shall be prepared for invoice processing.

Prepared Invoice processing records are officially sent to the management and accounts section to settle the amount against Invoice raised by the supplier.

Click SAVE to store the Journal Invoice Processing.

JOURNAL PAYMENT ENTRY

This module keeps track of Payment Details made to the suppliers.

Click NEW button to refresh all the data.

Search and select Invoice Reference Number, which has been already prepared in the Journal Invoice Processing.

Type Online Transaction details if the payment has been made through Online. Type Cheque details such as Cheque Number, Cheque Date and Cheque Amount.

Click SAVE button to store the Journal Payment Entry details.

Click Find button to search by Payments on payment refno field.

X.   ACQUISITION MODULE

This module deals with Book Procurement process.

This module has the following options for various operations involved in acquisition (book procurement) control.

1. Indent Master   : To generate indent for procuring books.
2. Indent Approval   : To approve the indent generated.
3. Order Processing   : To supply orders to the supplier for the procurement of books.
4. Invoice Processing : To process the invoice received from the supplier.
5. Payment   : To make payment to the supplier.

INDENT MASTER

Fields available in this master to enter the details of the Indent is described below:

Indent No   : Enter a unique indent number.
Title Status : Status by default is PENDING.
Indent Date : Select the date of the indent generated.
Member   : Search and select the member name from the Member Master who
                       indent a document for procurement
Indent Status: Status by default is PENDING.
Title.No   : Software automatically generates a new code.
Title   : Search and select the Title name.
No.of Copies:Indicates number of copies for the title.
Author   : Search and select the Author name of the book from the Author
                        Master.
Publisher   : Search and select the Publisher name of the book from the
                        Supplier/Publisher Master.
Department : Search and select the Department name from the Department
                        Master for which the book is indented.
ISBN   : Type the International Standard Book Number(ISBN) from the book.
Pub.Year   : Type the Publication Year of the book.
Edition   : Type the Edition Details.
Price   : Type the price and choose the currency. Net price will be converted
                        to Indian Price, if currency is foreign money.

Click ADD button to generate more than one title. Click SAVE to store entire records into the database. Click Delete button to remove the particular indent from the database. Search button helps to view a particular Indent. Clear to reset the data.

INDENT APPROVAL

In this module approval is made for generated indent. Here number of copies gets adjusted for the approval and pending count will be reduced.

Search and Select Indent Number to approve the generated indent. Click Approve button to perform the action.
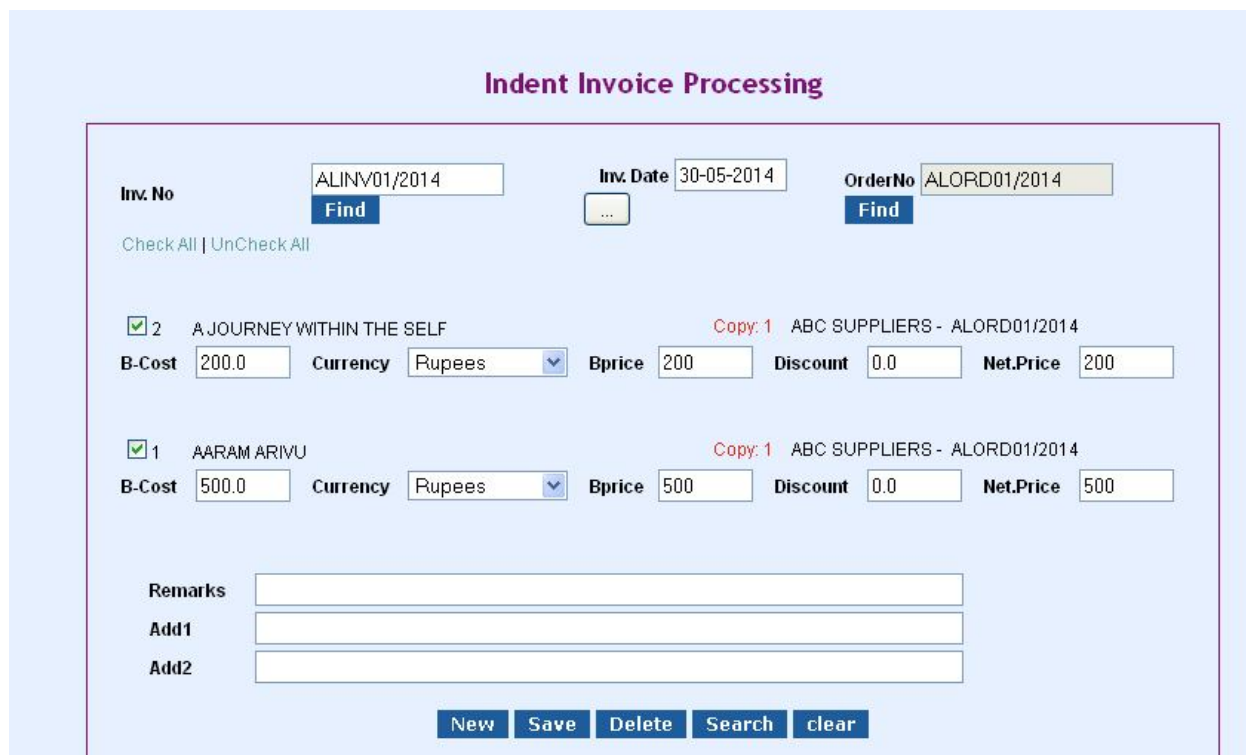
INDENT ORDER PROCESSING

This module is used to prepare Order for the generated and approved Indent.

Click on NEW button. Search and select Indent by clicking find button in the Indent field, which has been already prepared in the Indent Approval Module. Indent generated will be displayed here.

Click SAVE button to prepare Supply Order to the suppliers. Type Order Number and Order date.

INDENT INVOICE PROCESSING

This module is used to process the Invoice received from the supplier to make the payment for them.

Click NEW button to refresh the data.

Search and select OrderNo, which has been already prepared in the Indent Order Processing. Invoice amount will be displayed here for each indent raised. A Full/Part payment detail shall be prepared for invoice processing.

Prepared Invoice processing records are officially sent to the management and accounts section to settle the amount against Invoice raised by the supplier.

Click SAVE to store the Indent Invoice Processing.

INDENT PAYMENT ENTRY

Indent Payment Entry

Payment. RefNo	1	Find	Payment. SDate	30-05-2014	...	Inv.Ref-No ALINV01/2014 Find
Online Trans Details						
Cheque. No			Cheque. Date	30-05-2014	...	Amount. Sent 0.0
Remarks						
Add1						
Add2						

Invoice No ALINV01/2014   Amount 700.0

New   Save   Delete   Search   clear

This module keeps track of Payment Details made to the suppliers.

Click NEW button to refresh all the data.

Search and select Invoice Reference Number, which has been already prepared in the Indent Invoice Processing.

Type Online Transaction details if the payment has been made through Online. Type Cheque details such as Cheque Number, Cheque Date and Cheque Amount.

Click SAVE button to store the Journal Payment Entry details.

Click Find button to search by Payments on payment ref.no field.

XI.   LOGOUT

Session expires by clicking logout.

User has successfully completed the logout process.

--------- END --------