

# **ROVAN LMS 7.0**

Library Management Software

## **User Guide**

**Rovan Software Solutions Private Limited**

[www.rovan.in](http://www.rovan.in)

## 1 Acquisition

- 1.1 Order
- 1.2 Receipt
- 1.3 Payment
- 1.4 Order Cancellation
- 1.5 Budget Receipt
- 1.6 Budget Allocation
- 1.7 Order Register
- 1.8 Receipt Register
- 1.9 Payment Register
- 1.10 Supplier Statement
- 1.11 Purchase Statement
- 1.12 Budget Receipt Register
- 1.13 Budget Allocation Register
- 1.14 Budget Utilization
- 1.15 Budget Utilization Details

## 2 Catalogue

- 2.1 Resource
- 2.2 Question Paper
- 2.3 Project
- 2.4 Loss & Recovery
- 2.5 Stock Verification
- 2.6 New Stock Verification
- 2.7 Stock Verified List
- 2.8 Stock Unverified List
- 2.9 Clear Stock Verification

- 2.10 Accession Register
- 2.11 New Arrivals
- 2.12 Gift Register
- 2.13 Catalogue
- 2.14 Loss & recovery Register
- 2.15 Missing. Accn. No. Details
- 2.16 Missing Location Details
- 2.17 Resource Ranking
- 2.18 Resource History
- 2.19 EBook Summary
- 2.20 EBook Register
- 2.21 Yearwise Summary
- 2.22 Subjectwise Summary
- 2.23 Departmentwise Summary
- 2.24 Book Accession Summary
- 2.25 Available Resources

### 3 Serial

- 3.1 Subscription
- 3.2 New Issue
- 3.3 Article
- 3.4 Back Volume
- 3.5 Reminder
- 3.6 Serial Receipt Register
- 3.7 Article Register
- 3.8 Back Volume Register
- 3.9 Subscription Register

3.10 Non-Receipt Serials

3.11 Reminder Register

#### 4 Search

4.1 Simple Search

4.2 Advanced Search

#### 5 Member

5.1 Member

5.2 Member ID Allotment

5.3 Section Allotment

5.4 Member Group Allotment

5.5 Member Removal

5.6 Undo Removal

5.7 Import Member List

5.8 Member Register

5.9 Locked Members

5.10 Feedback Register

5.11 No due Certificate

5.12 User Ranking

5.13 Member History

5.14 Opac Usage Log

5.15 Resource Not Takers

5.16 Member Utilization

## 6 E gate

- 6.1 Check In/Out
- 6.2 Gate Entry
- 6.3 Bulk Entry
- 6.4 Gate Register
- 6.5 Monthwise Summary
- 6.6 Datewise Summary
- 6.7 Frequent Visitors
- 6.8 Long Stayers
- 6.9 Member Log
- 6.10 Digital Check In/ out
- 6.11 Digital Gate Entry
- 6.12 Gate Register
- 6.13 Monthwise Summary
- 6.14 Datewise Summary

## 7 Circulation

- 7.1 Counter Transaction
- 7.2 Student Issue
- 7.3 Student Return
- 7.4 Over Due Remainder
- 7.5 Resource Lock
- 7.6 Fine Definition
- 7.7 Fine Collection
- 7.8 Inter Library Loan
- 7.9 Department Library Loan
- 7.10 Binding

- 7.11 Transaction Register
- 7.12 Due List
- 7.13 Resource in Circulation
- 7.14 Over Due Reminder
- 7.15 Fine Pending
- 7.16 Fine List
- 7.17 Fine Register
- 7.18 Fine Collection Register
- 7.19 Datewise Summary
- 7.20 Monthwise Summary
- 7.21 Inter Library Loan Register
- 7.22 Dept. Library Loan Register
- 7.23 Binding Register
- 7.24 Issue Analysis
- 7.25 Issue Summary

## 8 Master Data

- 8.1 Country
- 8.2 State
- 8.3 District
- 8.4 City
- 8.5 Department
- 8.6 Programme Level
- 8.7 Programme
- 8.8 Batch
- 8.9 Section
- 8.10 Member Group

- 8.11 Budget
- 8.12 Currency
- 8.13 Resource Type
- 8.14 Main Subject
- 8.15 Sub Subject
- 8.16 Language
- 8.17 Author
- 8.18 Rack
- 8.19 Series
- 8.20 Mode of Acquisition
- 8.21 Publisher
- 8.22 Supplier
- 8.23 Binding Type
- 8.24 Frequency
- 8.25 Delivery Mode
- 8.26 Newspaper
- 8.27 Serial
- 8.28 Holiday
- 8.29 Loss Type
- 8.30 Binder
- 8.31 ILL – Library
- 8.32 Fine Code

## 9 Administration

- 9.1 News
- 9.2 Send SMS
- 9.3 Backup

- 9.4 Academic Year
- 9.5 General Settings
- 9.6 MS Settings
- 9.7 Login Information
- 9.8 Transfer Data
- 9.9 Users
- 9.10 Roles
- 9.11 Institution
- 9.12 About ROVAN LMS
- 10 DASHBOARD
  - 10.1 Day Summary
  - 10.2 Resource Summary
    - 10.2.1 Resource Typewise Summary
    - 10.2.2 Loss & Recovery Summary
    - 10.2.3 New Arrivals Summary
    - 10.2.4 Subjectwise Summary
    - 10.2.5 Departmentwise Summary
    - 10.2.6 Reference Resource Summary
  - 10.3 Member Summary
  - 10.4 Library Usage
    - 10.4.1 Yearwise Summary
    - 10.4.2 Favorite Subject
  - 10.5 Acquisition
    - 10.5.1 Budget utilization



- 10.5.2 Order Summary
    - 10.5.3 Receipt Summary
    - 10.5.4 Pending Summary
  - 10.6 Serial
    - 10.6.1 Active Serial
    - 10.6.2 Received Serial
    - 10.6.3 Pending Serial
  - 10.7 Library Staff
  - 10.8 Login Information
- 11 OPAC
  - 11.1 News
  - 11.2 Search
  - 11.3 New Arrivals
  - 11.4 Resources in Hand
  - 11.5 Reserved Resources
  - 11.6 Usage History
  - 11.7 Statistics
  - 11.8 Feedback
  - 11.9 Holiday
  - 11.10 Library Staff
  - 11.11 Instruction
  - 11.12 Profile
  - 11.13 Login History
  - 11.14 Support

# 1 ACQUISITION

## 1.1 Order

Order screen is used to maintain the details about the orders for books and other resources.

**ORDER**

Search by the criteria below :

Order No. <input type="text"/>	Supplier <input type="text" value="Bharathi Books"/>
Order Date <input type="text"/> To <input type="text"/>	Budget <input type="text" value="-- Select --"/>

Order No.	Order Date	Supplier	Budget	No. of Resources	Net Amount	
25	03-06-2020	Eherathi Books	GRANT2020	10	2500.00	
26	03-06-2020	Eherathi Books	GRANT2020	12	12000.00	
30	03-06-2020	Eherathi Books	GRANT2020	10	2500.00	
34	17-06-2021	Eherathi Books	GRANT2021	10	4500.00	
38	17-06-2021	Eherathi Books	GRANT2021	10	1000.00	

5 records found.   Displaying page 1 of 1

### To modify existing Order

We cannot edit the order number.

1. Select the order you want to modify.
2. Press Edit Image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Order

1. Select the order you want to delete.
2. Click Delete Image
3. Confirm your deletion process.

## To add a New Order

**ORDER**

\*Order No: 5

\*Order Date: 04-08-2018

\*Language: English

Budget: GRANT2018

\*Supplier: Ambalan

Address: 100 Natarajan St  
Kanchipuram,  
Ph: 04562454585  
Mob: 9943958900

List of Resources :

S.No.	Res. Type	Title	Author	Edition	Year	Publisher	Price	Copies	Amount	Disc. (%)	Disc. Amt	Net Amount
1	Book	C++ Basic	Gupill	2nd	2020	2M PUBLISHII	1500.00	10	15000.00	0.00	0.00	15000.00
2	Article	Human Resource	Jeson Roy	3rd	2020	AGARAM	250.00	5	1250.00	0.00	0.00	1250.00
3	Audio Cassette	80's Piano Music	Mocullam	14th	2018	AGROTECH F	350.00	5	1750.00	0.00	0.00	1750.00
4	CD	Windows 10	Williamson	21th	2014	YES DEE PUE	500.00	5	2500.00	0.00	0.00	2500.00
5	Thesis	Water ReConsume	Gupill	22st	2015	ADITYA BOOK	500.00	2	1000.00	0.00	0.00	1000.00

No. of Resources: 27

Total Amount: 21500.00

Misc. Charges (+): 0.00

Discount (-): 0.00 %

Net Amount: 21500.00

Remarks :

Save Close

1. Press New Button.
2. Order number is displayed automatically.
3. Select order date.
4. Select Language, Budget.
5. Select supplier and supplier Address is filled automatically.
6. Select resource type, author and enter title, price, and quantity in the grid.
7. Amount, total amount, net amount, no. of resources are calculated automatically.
8. Enter miscellaneous amount, discount amount and remarks if needed.
9. If you want to remove the selected resource in the grid Press <Delete> image.
10. Press <Save> button.

If the message is ' **Order saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 1.2 Receipt

Receipt screen is used to maintain the details about the receipt of books and other resources.

**RECEIPT**

Search by the criteria below :

Receipt No.  Supplier

Receipt Date  To  Order No.

Receipt No.	Date	Order No.	Supplier	Invoice No.	Date	Net Amount	
11	06-06-2019	11	Royal Travels	26	09-03-2021	4750.00	
12	06-06-2019	12	Royal Travels	45	09-03-2021	500.00	
15	06-06-2019	15	Royal Travels	14	09-03-2021	35000.00	
18	06-06-2019	18	Royal Travels	18	03-06-2020	20808.00	
27	03-06-2020	27	Royal Travels	3	12-03-2021	8500.00	
32	09-03-2021	32	Royal Travels	3	13-03-2021	3500.00	
35	09-03-2021	35	Royal Travels	3	13-03-2021	5500.00	

7 records found.   Displaying page 1 of 1

### To modify existing Receipt

We cannot edit the receipt number.

1. Select the receipt you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Receipt

1. Select a receipt you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Receipt

## RECEIPT

*Receipt No. <input type="text" value="15"/>	* Supplier <input type="text" value="Royal Travels"/>
*Receipt Date <input type="text" value="06-06-2019"/>	Address <input type="text" value="Sivakasi-Ph :Mob :"/>
* Language <input type="text" value="English"/>	*Order No. <input type="text" value="15"/> Date <input type="text" value="01-06-2019"/>
Budget <input type="text" value="GRANT2019"/>	*Invoice No. <input type="text" value="14"/> *Date <input type="text" value="09-03-2021"/>

**List of Resources :**

S.No.	Res. Type	Title	Author	Edition	Year	Publisher	Price	Copies	Amount	Disc (%)	Disc Amt	Net Amount
1	Book	Jungle	Guptil	3	2020		50.00	50	2500.00	0.00	0.00	2500.00 <input type="checkbox"/>
2	Book	View of World	Williamson	2nd	2015		500.00	50	25000.00	0.00	0.00	25000.00 <input type="checkbox"/>
3	Book	flourious	Jason Roy	4	2021		100.00	50	5000.00	0.00	0.00	5000.00 <input type="checkbox"/>
4	Book	Cooking Books	Mcculam	1	2021		100.00	25	2500.00	0.00	0.00	2500.00 <input type="checkbox"/>

No. of Resources <input type="text" value="175"/>	Total Amount <input type="text" value="35000.00"/>
	Misc. Charges (+) <input type="text" value="0.00"/>
Discount (+) <input type="text" value="0.00 %"/>	<input type="text" value="0.00"/>
	Net Amount <input type="text" value="35000.00"/>

Remarks :

1. Press New Button.
2. Receipt number is displayed automatically.
3. Select receipt date.
4. Select Language, Budget and Supplier.
5. Enter invoice No.
6. Select invoice date.
7. Select order number.
8. Resources details are filled automatically in the grid.
9. Enter received quantity in the grid.
10. Amount, total amount, net amount, no. of resources are calculated automatically.
11. Enter miscellaneous amount, discount amount and remarks if needed.
12. If you want to remove the selected resource in the grid Press <Delete> image.
13. Press <Save> button.

If the message is ' **Receipt saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 1.3Payment

Payment screen is used to maintain the details about the payments made to the suppliers.

**PAYMENT**

Search by the criteria below :

Payment No. <input type="text"/>	Supplier <input type="text" value="-- Select --"/>
Payment Date <input type="text"/> To <input type="text"/>	Payment Type <input type="text" value="CASH"/>

Payment No.	Date	Supplier	Type	Document No.	Amount	
1	01-03-2021	Ambalan	CASH		9450.00	
2	09-03-2021	Ambalan	CASH		50000.00	
3	09-03-2021	Royal Travels	CASH		20000.00	
4	09-03-2021	Speed Service	CASH		2011.00	

4 records found.   Displaying page 1 of 1

#### To modify existing Payment

We cannot edit the payment number.

- 1.Select the order you want to modify.
- 2.Press Edit image.
- 3.Edit the required details.
- 4.Press <Save> button.

#### To Delete a Order

- 1.Select a order you want to delete.
- 2.Click Delete image.
- 3.Confirm your deletion process .

#### To add a New Payment

**PAYMENT**

Payment No. <input type="text" value="2"/>	Due Amount <input type="text" value="118049.00"/>
*Date: <input type="text" value="18-03-2021"/>	*Amount <input type="text" value="50000.00"/>
*Supplier: <input type="text" value="Ambalan"/>	Balance <input type="text" value="68048.00"/>
*Payment Type: <input type="text" value="CASH"/>	Remarks: <input type="text" value="Paid Through Cash"/>

1. Press New Button.
2. Payment number is displayed automatically.
3. Select payment date, payment type.
4. Select supplier and Due amount is automatically displayed.
5. Enter document number, payment amount.
6. Press <Save> button.

If the message is ' **Payment saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 1.4 Order Cancellation

Order Cancellation is used to cancel ordered Resources.

**ORDER CANCELLATION**

Search by the criteria below :

Cancel No. <input type="text"/>	Supplier: <input type="text" value="Bharathi Books"/>
Order Cancel Date: <input type="text" value="01-03-2018"/> To <input type="text" value="27-03-2021"/>	<input type="button" value="Search"/>

Cancel No.	Date	Order No.	Order Date	Supplier
3	17-03-2021	36	17-06-2021	Bharathi Books

1 records found         Displaying page 1 of 1   

**To modify existing Order Cancellation**

We cannot edit the Order Cancel No.

1. Select the Order Cancellation you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Order Cancellation

1. Select the Order Cancellation you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Order Cancellation

**ORDER CANCELLATION**

Order Cancel No.	<input type="text" value="3"/>
*Order Cancel Date	<input type="text" value="17-03-2021"/>
*Order No.	<input type="text" value="38"/>
Order Date	<input type="text" value="17-06-2021"/>
Supplier	<input type="text" value="Bharathi Books"/>

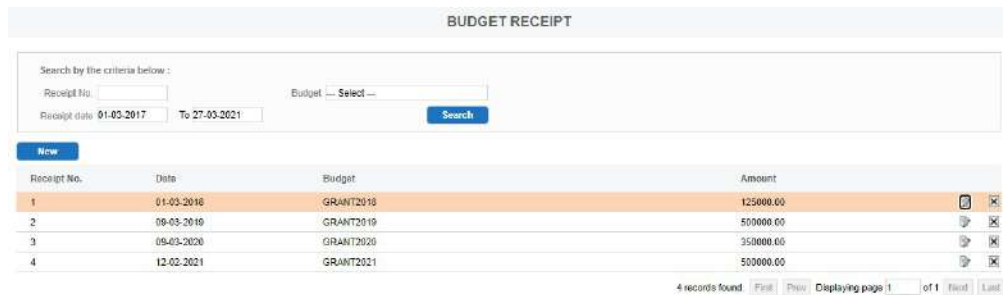
1. Click New button.
2. Order cancel No. will be displayed automatically.
3. Enter the cancellation date
4. You select the Order No. Then the Order Date and Supplier will be displayed automatically.
5. Click <Save> button











If the message is ‘**Order Cancellation saved successfully**’, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 1.5 Budget Receipt

Budget Receipt screen is used to maintain the details about the amount received in each budget.



The screenshot shows the 'BUDGET RECEIPT' screen. At the top, there is a search form with the following fields: 'Receipt No.' (text input), 'Budget' (dropdown menu), 'Receipt date' (range from 01-03-2017 to 27-03-2021), and a 'Search!' button. Below the search form is a 'New' button. The main content is a table with the following data:

Receipt No.	Date	Budget	Amount		
1	01-03-2016	GRANT2016	125000.00		
2	09-03-2019	GRANT2019	500000.00		
3	09-03-2020	GRANT2020	350000.00		
4	12-02-2021	GRANT2021	500000.00		

At the bottom right of the table, there is a pagination control: '4 records found' followed by 'First', 'Prev', 'Displaying page 1 of 1', 'Next', and 'Last' buttons.

### To modify existing Budget Receipt

We cannot edit the budget receipt number.

1. Select the budget receipt you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Budget Receipt

1. Select a budget receipt you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Budget Receipt

## BUDGET RECEIPT

Receipt No.	1
*Receipt Date	01-03-2018
*Budget	GRANT2018
*From	01-06-2018
*To	31-05-2019
*Amount	125000.00
Remarks	test

1. Press New Button or press F2 key.
2. Budget receipt number is automatically displayed.
3. Select the receipt date, budget code, budget from date and budget to date.
4. Enter budget amount.
5. Enter the remarks if needed.
6. Press <Save> button.

If the message is ' **Budget Receipt saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 1.6 Budget Allocation









Budget Allocation screen is used to maintain the details about the amount allocated to each department from a budget.

**BUDGET ALLOCATION**

Search by the criteria below :

Allocation No.  Budget

Budget From  To  Department

Allocation No.	Budget	Department	Amount		
1	GRANT2018	AGRICULTURE	15000.00		
1	GRANT2018	BIOLOGY	20000.00		
1	GRANT2018	CHEMISTRY	17000.00		
1	GRANT2018	EDUCATION	15200.00		

4 records found   Displaying page 1 of 1

### To modify existing Budget Allocation

We cannot edit the budget allocation number.

1. Select the budget allocation you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Budget Allocation

1. Select a budget allocation you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To Add a New Budget Allocation

**BUDGET ALLOCATION**

Allocation No.	<input type="text" value="1"/>	From	<input type="text" value="01-06-2018"/>
*Budget	<input type="text" value="GRANT2018"/>	To	<input type="text" value="31-05-2019"/>
Balance	<input type="text" value="125000.00"/>		

**Budget Details :**

S.No.	Department	Amount
1	AGRICULTURE	15000.00 <input type="button" value="X"/>
2	BIOLOGY	20000.00 <input type="button" value="X"/>
3	CHEMISTRY	17000.00 <input type="button" value="X"/>
4	ECUCATION	15200.00 <input type="button" value="X"/>
Allocated Amount		67200.00

1. Press New Button.
2. Budget allocation number is automatically displayed.
3. Select the budget code.  
Details like budget from, budget to and budget amount will be filled automatically.
4. Add the departments and enter the budget amount for that department in the grid.  
Total amount will be calculated automatically.
5. If you want, remove any department in the grid press <Delete> image.
6. Press <Save> button.

If the message is ' **Budget Allocation saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 1.7 Order Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## ORDER REGISTER

Supplier

\*Order Date  \*To

ORDER REGISTER FROM 01-03-2017 to 30-03-2021											
SNo	Res.Type	Title	Author	Edition	Year	Publisher	Price	Quantity	Amount	Disc.Amt.	Net Amt.
<b>Order Number : 1      Order Date : 01-06-2018      Supplier : Ambalan      Budget : GRANT2018</b>											
1	BOOK	Rovan Book1	Williamson	1st	2020		150.00	10	1500.00	0.00	1500.00
								Total :			1500.00
								Miscellaneous Charges (+) :			0.00
								Discount Amount (-) :			0.00
								Net Amount :			1500.00
<b>Order Number : 2      Order Date : 01-06-2018      Supplier : Ambalan      Budget : GRANT2018</b>											
1	BOOK	Rovan Test Guide	Jeson Roy	2nd	2021		250.00	15	3750.00	0.00	3750.00
								Total :			3750.00
								Miscellaneous Charges (+) :			0.00
								Discount Amount (-) :			0.00
								Net Amount :			3750.00

## 1.8 Receipt Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### RECEIPT REGISTER

Supplier:

\*Receipt Date:  \*To:

**RECEIPT REGISTER(SUPPLIERWISE)**

Supplier : Royal Travels      From : 01-03-2017    To : 30-03-2021

SNo	Ord. No.	Res.Type	Title	Author	Edition	Year	Publisher	Price	Quantity	Amount	Disc.Amt.	Net Amt.	
Receipt Number : 11		Receipt Date : 06-06-2019											
1	11	BOOK	TAMIL SANGA KATHAIKAL	Aditanar				10.00	25	250.00	0.00	250.00	
2	11	CD	TAMIL SANGA KATHAIKAL	Aditanar				10.00	25	250.00	0.00	250.00	
									Total :	50			500.00
									Miscellaneous Charges (+) :				0.00
									Discount Amount (-) :				0.00
									Net Amount :				500.00
Receipt Number : 12		Receipt Date : 06-06-2019											
3	12	BOOK	PANDAYA TAMIL	Povenathan				100.00	5	500.00	0.00	500.00	
									Total :	5			500.00
									Miscellaneous Charges (+) :				0.00
									Discount Amount (-) :				0.00
									Net Amount :				500.00

## 1.9 Payment Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## PAYMENT REGISTER

Supplier Speed Service

\*Payment Date 01-03-2019

\*To 30-03-2021

View

Close

### PAYMENT REGISTER FROM 01-03-2017 to 30-03-2021

Payment No	Payment Date	Payment Type	Supplier	Document No.	Particulars	Amount
1	01-03-2021	CASH	Ambalan		Paid Through Cash	9450.00
2	09-03-2021	CASH	Ambalan		Paid Through Cash	50000.00
3	09-03-2021	CASH	Royal Travel		Paid Through Cash	20000.00
4	09-03-2021	CASH	Speed Service		Paid Through Cash	2011.00
5	17-03-2021	CHEQUE	Ambalan	4445 8869 4578	TMP.Sivavaksi Branch	25000.00
6	17-03-2021	DD	Bharathi Books	2569 5656 5456	IOB	15000.00
7	18-03-2021	DD	Speed Service	5646 1656 4788	INDIAN BANK	10000.00
<b>TOTAL :</b>						<b>131461.00</b>

### 1.10 Supplier Statement

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## SUPPLIER STATEMENT

\*Supplier Ambalan Books

\*Receipt date 01-01-2021

\*To 30-04-2021

View

Close

**SUPPLIER STATEMENT**

Supplier : Ambalan Books

From : 01-01-2021

To : 30-04-2021

**Receipt**

Rept No	Rept Dt	Invoice No	Invoice Dt	No. of Resources	Rept Amount
Opening Balance :					121099.00
31	09-03-2021	3	13-03-2021	10	1400.00
33	09-03-2021	4	13-03-2021	10	3500.00
Total Amount :					129999.00

**Payment**

Payment No	Date	Type	Document No	Payment Amount
Opening Balance :				0.00
2	09-03-2021	CASH		50000.00
5	17-03-2021	CHEQUE	4445 6889 4576	25000.00
Total Payment :				75000.00
Balance Amount :				50999.00

### 1.11 Purchase Statement

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**PURCHASE STATEMENT**

Budget

\*Receipt Date  \*To

**PURCHASE STATEMENT**

Budget : Grant 2022 From : 01-04-2022 To : 30-03-2023

SNo	Date	Invoice No	Supplier	Copies	Total Amount
1	02-09-2022	202201	Ambalan Books	9	4500.00
Accn. Nos :					
<input type="text" value="66238,66241,66240,66239,66233,66236,66237,66234,66235,"/>					
2	02-09-2022	202201	Ambalan Books	8	6000.00
Accn. Nos :					
<input type="text" value="66221,66216,66218,66217,66219,66222,66220,66215,"/>					
3	02-09-2022	202201	Ambalan Books	5	5000.00
Accn. Nos :					
<input type="text" value="66212,66210,66213,66211,66214,"/>					



### 1.12 Budget Receipt Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## BUDGET RECEIPT REGISTER

Budget:

\*Budget Receipt:  \* To:

BUDGET RECEIPT REGISTER					
S.No	Receipt Number	Date	From	To	Amount
<b>GRANT2018</b>					
1	1	01-03-2018	01-06-2018	31-05-2019	125000.00
<b>GRANT2019</b>					
2	2	09-03-2019	01-06-2019	31-05-2020	500000.00
<b>GRANT2020</b>					
3	3	09-03-2020	01-06-2020	31-05-2021	350000.00
<b>GRANT2021</b>					
4	4	12-02-2021	01-06-2021	31-05-2022	500000.00
Total					1475000.00

### 1.13 Budget Allocation Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## BUDGET ALLOCATION REGISTER

Budget

\*Budget From  \* To

### 1.14 Budget Utilization

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## BUDGET UTILIZATION

\*Budget

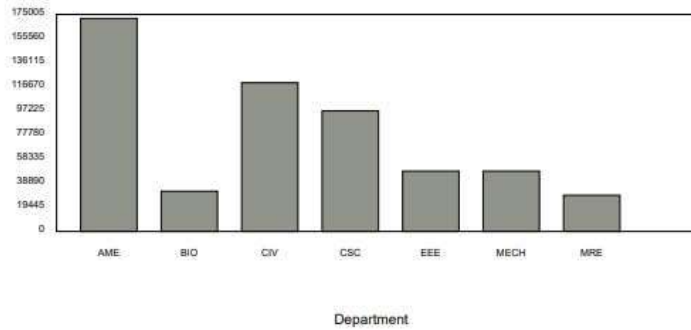
\*Budget From  \*To

### BUDGET UTILIZATION

Budget : Grant 2022

From : 01-04-2022 To : 30-03-2023

Department	Amt Sanctioned	Amt Spent	% of Spent
Automobile Engg	175000.00	54000.00	30.86
Biotechnology Engg	35000.00	13850.00	39.57
Civil Engg	120000.00	51000.00	42.50
Computer Science Engg	100000.00	29750.00	29.75
Electronics Engg	50000.00	15700.00	31.40
Mechanical Engg	50000.00	35000.00	70.00
Marine Engg	30000.00	15000.00	50.00
Total	560000.00	214300.00	



### 1.15 Budget Utilization Details

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### BUDGET UTILIZATION DETAILS

\*Res. Type

\*Budget

\*From  \*To

View

Close

**BUDGET UTILIZATION DETAILS - (2021-2022 - 2022-2023)**

Budget : Grant 2022 Budget Receipt : 200000.00

S.No	Department	Amt Sanced	Supplier	Bill No.	Bill Date	Amount	Amount Spent	Balance
<b>Resource Type :- Book</b>								
1	Automobile Engg	175000.00	National Book Shop	202208	02-09-2022	30000.00	54000.00	121000.00
			Royal Book Shop	202208	03-09-2022	24000.00		
2	Bio technology Eng	35000.00	Speed Books	202206	03-09-2022	10000.00	10000.00	25000.00
3	Civil Engg	120000.00	Ambalan Books	202201	02-09-2022	4500.00	50000.00	70000.00
			Ambalan Books	202201	02-09-2022	6500.00		
			Ambalan Books	202201	02-09-2022	6000.00		
			Ambalan Books	202201	02-09-2022	5700.00		
			Ambalan Books	202201	02-09-2022	5000.00		
			Ambalan Books	202201	02-09-2022	8800.00		
			Ambalan Books	202201	02-09-2022	8400.00		
			Ambalan Books	202201	02-09-2022	5100.00		

## 2CATALOGUE

### 2.1 Resource

Resource screen is used to maintain the details about books and resources like CD etc.

**RESOURCE**

Search by the criteria below :

Res. Type <input type="text" value="Book"/>	Language <input type="text" value="English"/>	Supplier <input type="text" value="-- Select --"/>	Sub Subject <input type="text" value="-- Select --"/>	<input type="checkbox"/> Show Reference
Accn.No From <input type="text" value="20000"/> To <input type="text" value="30000"/>	Call No <input type="text"/>	Department <input type="text" value="-- Select --"/>	Keyword <input type="text"/>	
Accn Date <input type="text"/> To <input type="text"/>	Author <input type="text" value="-- Select --"/>	Location <input type="text" value="-- Select --"/>	Bill No <input type="text"/>	
Title <input type="text"/>	Publisher <input type="text" value="-- Select --"/>	Main Subject <input type="text" value="-- Select --"/>	Status <input type="text" value="-- Select --"/>	<input type="button" value="Search"/>

Status: A-Available, I-Issued, T-Timer Library, V-Book Volume, B-Binding, D-Damaged, C-Condemed, R-Cost Recovered, L-Lost

Res. Type	Accn.No	Title	Call No.	Author	Price	Edition	Volume	Year	Publisher	Reference	Status
Book	20952	OXFORD ILLUSTRATED DICTIONARY	P111.4x015	OXFORD AT THE CLARENDON PRESS						Yes	A
Book	20953	INTRODUCTION TO POETRY	O111.g/G15	GRAHAM(DESMOND)						No	A
Book	20954	ESSAYS IN CRITICISM	O111.g/A1/1	ARNOLD (MATTHEW)				1969		No	A
Book	20955	MODERN NOVEL	O111.g/R12	RAJKUMAR						No	A
Book	20142	HISTORY OF SOUTH INDIA	V441/N1/20	NILAKANTA SASTRI (KA)	10.00			1971		No	A
Book	20174	THILLANA MOHANAMBAAL	O31.3/S32.2	SUBBU(KOTHAMMANGALAM)						No	D
Book	20187	ANBU KANIKAI	O31.3/V18	VIMALARAMAJI						No	D

5748 records found   Displaying page 1 of 822

### To modify existing Resource

We cannot edit the Accn No.

1. Select the Fields you want to modify.
2. Press Editimage.
3. Edit the required details.

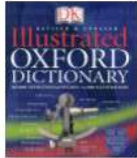
4. Press <Save> button.

## To Delete a Resource

1. Select a Resource you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Resource

**RESOURCE**

*Res Type <input type="text" value="Book"/>	*Acqn No. <input type="text" value="20052"/>	*Acqn Date <input type="text" value="19-11-2004"/>	 <input type="button" value="Choose File"/> <input type="button" value="No...sen"/> No. of Times Issued : 0
Call No. <input type="text" value="P111:4K/D1/5"/>	Dept.No. <input type="text" value="D52"/>	Status <input type="text" value="AVAILABLE"/>	
* Language <input type="text" value="English"/>	ACEIT <input type="text" value="SS001"/>	Author1 <input type="text" value="OXFORD AT THE CLARENDON PR"/>	
*Title <input type="text" value="OXFORD ILLUSTRATED DICTIONARY"/>		Author2 <input type="text" value="CAMARDA(Bill)"/>	
Sub Title <input type="text" value="OXFORD ILLUSTRATED DICTIONARY"/>		Author3 <input type="text" value="ABBOTT P"/>	
Parallel Title <input type="text"/>		ISBN <input type="text" value="9780789435578"/>	
		DELTA5 <input type="text"/>	
Stmnt.of Responsibility <input type="text" value="Establishing a new standard in dictionary"/>			
<b>Resource Details :</b>			
Edition <input type="text" value="7th"/>	Department <input type="text" value="REFERENCE"/>	Location <input type="text" value="RACK1"/>	
Volume/Part No. <input type="text" value="8"/> <input type="text" value="02"/>	Main Subject <input type="text" value="ENGLISH"/>	Position <input type="text"/>	
Year <input type="text" value="2014"/>	Sub Subject <input type="text" value="-- Select ---"/>	Binding Type <input type="text" value="NORMAL"/>	
Publisher <input type="text" value="OXFORDUNIVERSITY(I)"/>	Language <input type="text" value="English"/>	URL <input type="text"/>	
Place <input type="text" value="MDU"/>	Book Bank <input type="checkbox"/>	Dept Library <input type="checkbox"/>	
Collation <input type="text"/>	Reference <input checked="" type="checkbox"/>	Overnight <input type="checkbox"/>	
<b>Bill Details :</b>			
Acquisition <input type="text" value="Purchase"/>	Keywords : <input type="text" value="Establishing a new standard in dictionary publishing Oxford's world-renowned text combines with Dorling Kindersley's clear and informative images to make this the"/>		

1. Press New Button.
2. Enter accession number.
3. Enter resource title, sub title, parallel title and call number.
4. Select date of entry.
5. Select the author(s)
6. If needed enter the No. of Copies and Similar To.

#### 7. General /Bill:

1. Select the publisher, department, language, main subject, sub subject.
2. Enter edition, volume, year and add the image of the resource.
3. Select whether the resource is book bank or not.
4. Select whether the resource is department or not.
5. Select whether the resource is reference or not.
6. Select whether the resource is overnight or not.
7. Select bill date, supplier and currency
8. Enter the bill number, ISBN number, price and basic price.

#### 8. Location /Keywords:

1. Select location, rating, budget code.
2. Enter enclosure, collation, keywords, position and no. of pages.
3. Enter the donated by.
4. Enter the remarks if needed.
9. Select whether the resource details should be cleared after saving or not. If you want a similar resource after entering this do not uncheck, else uncheck.
10. Press <Save> button.

If the message is '**Resource saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 2.2 Question Paper

Question Paper screen is used to maintain the details about the Question Papers of previous examinations.

## QUESTION PAPER

Search by the criteria below :

Res. Type <input type="text" value="--- Select ---"/>	Department <input type="text" value="--- Select ---"/>	Location <input type="text" value="--- Select ---"/>	Call No <input type="text"/>
Accn No From <input type="text"/>	To <input type="text"/>	Language <input type="text" value="--- Select ---"/>	Semester <input type="text" value="--- Select ---"/>
Accn Date <input type="text"/>	To <input type="text"/>	Title <input type="text"/>	Question Paper <input type="text" value="--- Select ---"/>

New									
Res. Type	Accn.No	Title	Call No.	Question Paper	Semester	Subject Type	Department	Year	Status
Question Papers	1	computer technology	46336	CSC00212	6 semester	core	COMPUTER SCIENCE SF2010		A
Question Papers	2	Electronic circuit apr2020	1236G	ECE025	secen semester	core	PSYCHOLOGY	2036	A
Question Papers	3	Communication System	49663	174582639	4 Semester	NME	COMMERCE	2019	A
Question Papers	4	Hyper Energy new	15263	174582639	4 Semester	core	AGRICULTURE	2013	A
Question Papers	5	test		ECE025	4 Semester	core	ANIMAL HUSBANDRY		A

5 records found.   Displaying page 1 of 1

### To modify existing Question Paper

We cannot edit the Accn No.


1. Select the Fields you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Question Paper

1. Select a Resource you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Question Paper

**QUESTION PAPER**

*Res Type <input type="text" value="Question Papers"/>	* Accn No. <input type="text" value="6"/>	*Accn Date <input type="text" value="25-02-2021"/>	 <input type="button" value="Choose File"/> qu...r.jpg
Call No. <input type="text"/>	Location <input type="text"/>	Department <input type="text" value="Architecture"/>	
* Language <input type="text" value="English"/>	Position <input type="text" value="0"/>	* Semester <input type="text" value="1SEM"/>	
* Subject Type <input type="text" value="TAMIL"/>	* QP Code <input type="text" value="AS001"/>	Year <input type="text" value="2019"/>	
*Title <input type="text" value="computer Science"/>		Status <input type="text" value="AVAILABLE"/>	

1. Press Question Paper Button.
2. Enter accession number.
3. Enter title, subject type, QP Code, semester, year and call no.
4. Select date of entry.
5. Select the Department, language
6. Press <Save> button.

If the message is '**Resource saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 2.3 Project

Project screen is used to maintain the details about thesis and dissertation.

**PROJECT**

Search by the criteria below :

Res. Type <input type="text" value="-- Select --"/>	Department <input type="text" value="-- Select --"/>	Location <input type="text" value="-- Select --"/>	Call No <input type="text"/>
Accn.No From <input type="text"/>	Language <input type="text" value="-- Select --"/>	Batch <input type="text" value="-- Select --"/>	Status <input type="text" value="AVAILABLE"/>
Accn Date <input type="text"/>	Title <input type="text"/>	Thesis guide <input type="text" value="-- Select --"/>	<input type="button" value="Search"/>

Res. Type	Accn.No	Title	Call No.	Guide	Co Guide	Department	Batch	Status
Dissertation	142	IENGURUNOORU MARUTHA PAADALKALIL YEYARKAI VARUNANAI TAMIL THIRAI PADANGKALIL				TAMIL LANGUAGE & LITERATURE		A
Dissertation	129	NAATTUPURAK KALAIKALIN THAANKAM : 1998-2002				TAMIL LANGUAGE & LITERATURE		A
Dissertation	112	MARAINTHU VARUM NAATTUPURACH SIRUVAR SIRUMIYAR VILAIYAATTUKAL				TAMIL LANGUAGE & LITERATURE		A
Dissertation	141	CHIRAL MALAIKOVILIN THANI SIRAPPUKAL (CHIRARAL -				TAMIL LANGUAGE & LITERATURE		A

### To modify existing Resource

We cannot edit the Accn No.

1. Select the Fields you want to modify.
2. Press Edit image.
3. Edit the required details.



4. Press <Save> button.

### To Delete a Resource

1. Select a Resource you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Project

PROJECT			
*Res Type	THESIS	* Accn No.	5
Call No.		Location	
* Language	English	Position	0
Member 1	0015 (DEVA ROOPAN N)	Member 2	007 (KISHORE B)
Member 4	010 (A.Syed Mazhar)	Member 5	017 (R.Satheesh Kumar)
Member 3	013 (S.Vinothini)	Member 6	017 (R.Satheesh Kumar)
Guide	--- Select ---	Co-guide	--- Select ---
*Title	Computer Science		
*Accn Date	25-02-2021		
Department	Computer Science Engineeri		
Batch	2018-2019		
Status	AVAILABLE		

  
 pro... .jpg

1. Press Project Button.
2. Enter accession number.
3. Enter title, subject type, QP Code, semester, year and call no.
4. Select date of entry.
5. Select the Department, language, batch, member1, member2, member3, member4, member5, member6, Guide and Co-guide
6. Press <Save> button.

If the message is '**Resource saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 2.4 Loss & Recovery

Loss & Recovery screen helps to record the details about losing and recovering of the books and other resources.

**LOSS & RECOVERY**

Search by the criteria below :

Loss No:       Loss For:       Loss Date:  To:       Loss Type:

Loss No.	Loss Type	Loss For	Res. Type	Accn.No.	Mem id	Mem Name	Loss Action	Fine Name	Amt	Rec Dt	
1	LOSS	Member	Book	33992	3635	SARASWATHI P G	Cost Recovered	LOSS	40.00	07-08-2020	
2	LOSS	Member	Book	43580	S100715	JEYA SHEELA D	Cost Recovered	LOSS	92.00	07-08-2020	
3	LOSS	Member	Book	29498	2821261	MAHAR	Resource Recovered			01-08-2020	
4	LOSS	Member	Book	1312	A090301	ABINAYA B	Cost Recovered		20.00		
5	LOSS	Member	Book	30655	A091221	THANGA SUJAT	Cost Recovered		10.00		
8	LOSS	Member	Book	11915	A090440	VINUPRIYAA	Cost Recovered		10.00		
9	LOSS	Member	Book	43477	2821128	SRI DEVI S	Cost Recovered		375.00		

44 records found.   Displaying page 1 of 7

### To modify existing Loss & Recovery

We cannot edit the loss number.

1. Select the loss & recovery you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Loss & Recovery

1. Select a loss & recovery you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Loss & Recovery

**LOSS & RECOVERY**

*Loss No.	1	*Loss For	Member
*Loss Date	29-03-2011	Member ID	3635
*Loss Type	LOSS	Name	SARASWATHI P G
*Res. Type	Book	Batch	
*Accn. No.	33992	Programme	PHD TAMIL
Title	PUTHIYA KOLAIKAL	Department	
Author(s)	THAYAMMAL ARVANAN	Member Group	STUDENT
Edition		*Loss Action	Cost Recovered
Volume		*Recovery Date	07-08-2020
Remarks	dvfcsgb	*Fine	LOSS
		Percentage(%)	1
		*Amount	40.00
		Fine Collected	<input type="checkbox"/>

1. Press New Button.
2. Loss number will be displayed automatically.
3. Select loss by. If loss by member means enter member ID or select ILL number and its related fields are filled automatically.
4. Select resource type.
5. Enter resource number and it related fields are filled automatically.
6. Select loss type, loss date, loss action and recovery date.
7. Enter the remarks if needed.
8. Press <Save> button.

If the message is '**Loss & Recovery saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 2.5 Stock Verification

Stock Verification screen is used to verify the stock for the books and other resources.

**STOCK VERIFICATION**
New Stock Verification

\*Verified By:

\*Res. Type:

\*Acqn No. From:  To:

Verify
Close

To Verified:

Verified:

Not Verified:

Total:

Issued:

Back Volume:

Department Library:

ILL:

Binding:

Damaged:

Condemned:

Lost/Cost Recovered:

To Verify:

Verified List
Un Verified List
Final Report

S. No.	Acqn. No.	Title	Author	Price	Edition	Volume	Location	Position	Status
1	B1	Modern Economic Develop of United King	THIRUVENKATACHAR	91.00					A
2	C1	ILAYAVANIL							A
3	T1	A Manual of Zoology	M.EKAMBARANATHAI	0.00					A
4	C2	TIRUPADIATU		12.00					A
5	T2	A Manual of Zoology 1	M.EKAMBARANATHAI	0.00					A
6	3	OLIVE GARDEN	MACLEHOSE J.H						A
7	B3	Modern Economic Develop of United King	THIRUVENKATACHAR						A
8	C3	PAULTHURURAI PANPALAR SANKARALINGANAR	ARUMUGAM	30.00					A
9	T3	A Manual of Zoology 1	M.EKAMBARANATHAI						A
10	B4	Modern Economic Develop of USA	THIRUVENKATACHAR						A

### To Verify the Stock

1. Enter Verified By.
2. Select resource type.
3. Enter resource number of the available book.
4. Library details and other details are filled automatically in the grid shown below.
5. Press <Verify> button.
6. After the verified process verified, not verified fields are calculated automatically.

If the message is 'Verified successfully', you can conclude you have done the stock verified successfully. If any other message appears, act according to it and contact the administrator if required.

By typing the from Accn. No. and To Accn. No. this screen can be used to verify the resources in bulk also.

## 2.6 New Stock Verification

This Stock Verification screen is used to verify the stock for the resources one by one by typing the Accn. No. in the grid.

**NEW STOCK VERIFICATION** Old Stock Verification

\*Verified By:

\*Res. Type:

To Verified:

Verified:

Not Verified:

S. No.	Accn. No.	Title	Author	Price	Edition	Volume	Location	Position	Status	
1	5000	MARAI MALAI ADIKAL	RAJU MUDALIAR A						Available	✕
2	5001	THUKAPEUYAM PEURAL	NACHINARKNIAR						Available	✕
3	5002	THUKAPEUYAM PEURAL	NACHINARKNIAR	225.00					Available	✕
4	5003	THUKAPEUYAM PURAATHIKARAM	PERASIRIAR						Available	✕
5	5004	MAZHLE VARALARU	VARATHARAJAN M	40.00					Available	✕
6	5005	THIRUKKUTTALLAK KURAVANJI	THIRUKOODARAYAPP	40.00					Available	✕

### To Verify the Stock

1. Enter Verified By.
2. Select resource type.
3. Enter resource number one by one.
4. Press <Verify> button.
5. After the verified process verified, not verified fields are calculated automatically.

If the message is 'Verified successfully', you can conclude you have done the stock verified successfully. If any other message appears, act according to it and contact the administrator if required.

## 2.7 Stock Verified List

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

STOCK VERIFICATION
New Stock Verification

\*Verified By

\*Res. Type

\*Accn No. From  To

To Verified

Verified

Not Verified

Total

Issued

Back Volume

Department Library

ILL

Binding

Damaged

Condemned

Lost/Cost Recovered

To Verify

STOCK VERIFIED LIST							
S.No.	Accn. No.	Res. Type	Title	Author	Status	Verified Dt	Verified By
1	101	Book	B A MAYGAVI	KRISHNA PILLAI	AVAILABLE	2021-02-20 00:00:00	m
2	103	Book	SAHITYA SAHFRAM	RAJARAJA VARMA (A	AVAILABLE	2021-02-20 00:00:00	m
3	104	Book	RAMARAJA BHAAADHOOR	RAMAN PILLAI	AVAILABLE	2021-02-20 00:00:00	m
4	105	Book	RAMARAJA BHAAADHOOR	RAMAN PILLAI	AVAILABLE	2021-02-20 00:00:00	m
5	106	Book	BHISHMAR	PANKKAR	AVAILABLE	2021-02-20 00:00:00	m
6	108	Book	SIX EHORT BIOGROPHIES	GOFFIN N	AVAILABLE	2021-02-20 00:00:00	m
7	109	Book	PRINCIPLES AND PRACTICE OF COMMERCE	STEPHENSON	AVAILABLE	2021-02-20 00:00:00	m
8	110	Book	COMMERCIAL GEOGRAPHY	STAMP( L DUDLEY)	AVAILABLE	2021-02-20 00:00:00	m
9	111	Book	SABTHA THARAA VALY 2	PADMANABHA PILAI	AVAILABLE	2021-02-20 00:00:00	m
10	112	Book	BALALANGARAM	KOCHACHAPPAN (M)	AVAILABLE	2021-02-20 00:00:00	m
11	113	Book	SREEMATH BAGAVAT GEETHAI	SITHBHAVANANTHA	AVAILABLE	2021-02-20 00:00:00	m
12	114	Book	THEORY AND PRACTICE OF COMMERCE	MITRA J C	AVAILABLE	2021-02-20 00:00:00	m
13	116	Book	ARPUTHA ULAGAM	APPUSWAMY(IPM)	AVAILABLE	2021-02-20 00:00:00	m
14	117	Book	PANDAI THAMILAR PANPAADU	SETHU PILLAI RP	AVAILABLE	2021-02-20 00:00:00	m
15	119	Book	KADARKARAYEELAE EDB	SETHU PILLAI RA PE	AVAILABLE	2021-02-20 00:00:00	m
16	119	Book	TAMIL SELECTIONS IN POETRY	SETHUPILLAI R P	AVAILABLE	2021-02-20 00:00:00	m
17	120	Book	INDIAN COMPANY LAW	DAVAR(SR)	AVAILABLE	2021-02-20 00:00:00	m
18	121	Book	QUESTION AND ANSWER IN BOOK-KEEPING	BATLIBOI J.R	AVAILABLE	2021-02-20 00:00:00	m
19	122	Book	New Trigonometry for Schools	BORCHARDT(WO)Memo;	AVAILABLE	2021-02-20 00:00:00	m
20	123	Book	MODERN ECONOMIC THEORY	DEVALT	AVAILABLE	2021-02-20 00:00:00	m

## 2.8 Stock Unverified List

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

STOCK VERIFICATION
New Stock Verification

\*Verified By

\*Res. Type

\*Accn No. From  To

Verify Close

To Verified

Verified

Not Verified

Total

Issued

Back Volume

Department Library

ILL

Binding

Damaged

Condemned

Lost/Cost Recovered

To Verify

Verified List
Un Verified List
Final Report

#### STOCK UNVERIFIED LIST

S.No.	Accn. No.	Res. Type	Title	Location	Author	Status
1	1000	Book	ADVENTURE AND EXPLORATION IN SOUTH AMERI		QUICKE A	AVAILABLE
2	10000	Book	PANAVIYALUM,BAKIYALUM:ED1,1963:		VELAYUTHAM C	AVAILABLE
3	10001	Book	ANATOMY OF CHORDATES		WEICHERT(Charles K	AVAILABLE
4	10002	Book	PHYSIOLOGICAL APPROACH TO THE LOWER ANIM		RAMSAY J A	AVAILABLE
5	10003	Book	COMBAT		CONGDON D	AVAILABLE
6	10004	Book	COMBAT		CONGDON D	AVAILABLE
7	10005	Book	COMBAT		CONGDON	AVAILABLE
8	10006	Book	GREAT WAR SPEECHES		CHURCHILL(SW)	AVAILABLE
9	10007	Book	RIVER WAR		CHURCHILL W S	AVAILABLE
10	10008	Book	DR.GEOEBBELS: HIS LIFE AND DEATH		MANVELL R	AVAILABLE
11	10009	Book	Elements of strength of materials		TIMOSHENKO(S)&	AVAILABLE
12	1001	Book	BADGER'S GREEN BY SHERRIFF		QUILLER COUCH	AVAILABLE
13	10010	Book	Break throughs in physics		WOLFF(Peter)	AVAILABLE
14	10011	Book	Break throughs in mathematics		WOLFF(Peter)	AVAILABLE
15	10012	Book	PUBLIC FINANCE		SACHDEVA T N	AVAILABLE
16	10013	Book	PLANNING AND ECONOMIC GROWTH		SACHDEVE(TN)	AVAILABLE
17	10014	Book	ECONOMIC THEORY AND DEVELOPED REGIONS		EDMYRDAL (GUNNAR)	AVAILABLE

## 2.9 Clear Stock Verification

Clear Stock Verification helps to clear all the stock information. We should do this before starting a new stock verification

## CLEAR STOCK VERIFICATION

Clear

Close

If the message is '**Cleared stock verification successfully**', you can conclude you have done the stock information cleared successfully. If any other message appears, act according to it and contact the administrator if required.

### 2.10 Accession Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## ACCESSION REGISTER

Language	English	Publisher	2M PUBLISHING
Res. Type	Book	Supplier	Bharathi Books
Category	Titlewise	Budget	Grant2018
Department	BIOLOGY	Status	AVAILABLE
Main Subject	AGRICULTURE		
Sub Subject	--- Select ---		
Author	(ANNIE) THOMAS		
Location	RACK1		
Accn No. From	1	Accn Date	01-03-2015
To	500	To	01-03-2021
Show Total Price <input checked="" type="checkbox"/>		Show No. of Records <input checked="" type="checkbox"/>	
		<b>View</b>	<b>Close</b>



ACCESSION REGISTER												
Accn.No	Entered Dt	Call No.	Author(s)	Title	Ed.	Vol.	Publisher	Pub. Place	Bill No	Bill Dt	Price	Remarks
<b>Resource Type : Book</b>												
23501	11-06-2002	O111.3/76/4	TWAIN (MARK)	ADVENTURES OF TOM SAWYER ED1 1965							0.00	
23502	19-11-2004	O111.2/F15/1	FORBES ESTHER	JOHNNY TREMAIN ED1,1972							0.00	
23503	11-06-2002	O111.3/M6/4	MELVILLE HERMAN	MARDIAN A VOYAGE THERE ED1,1964							0.00	
23504	11-06-2002	O111.6/R1/1/9	THOREAU H D	WALDEN							0.00	
23505	11-06-2002	O111.5/A/R11	REIDOUT (ALBERT K	SHORT STORIES FOR DISCUSSION ED1,1968							0.00	
23506	11-06-2002	P111.4/KW/1/2	WEBSTER	WEBSTERS THIRO NEW INTERNATIONAL							0.00	
23507	11-06-2002	P111.4/KW/1/2	WEBSTER	WEBSTERS THIRO NEW INTERNATIONAL							0.00	
23508	11-06-2002	P111.4/KW/1/2	WEBSTER	WEBSTERS THIRO NEW INTERNATIONAL							0.00	
23509	11-06-2002	n/M1.1	MAGILL	MASTER PLOTS WORLD FINE VOL I							0.00	
23510	11-06-2002	n/M1.2	MAGILL	MASTER PLOTS WORLD FINE VOL II							0.00	
23511	19-11-2004	n/M1.3	MAGILL	MASTER PLOTS WORLD FINE VOL 3			SALEMPRE				0.00	
23512	19-11-2004	n/M1.4	MAGILL	MASTER PLOTS WORLD FINE VOL 4			SALEMPRE				0.00	
23513	19-11-2004	n/M1.5	MAGILL	MASTER PLOTS WORLD FINE VOL 5			SALEMPRE				0.00	
23514	19-11-2004	n/M1.6	MAGILL	MASTER PLOTS WORLD FINE VOL 6			SALEMPRE				0.00	
23515	19-11-2004	n/M1.7	MAGILL	MASTER PLOTS WORLD FINE VOL 7			SALEMPRE				0.00	
23516	19-11-2004	n/M1.8	MAGILL	MASTER PLOTS WORLD FINE VOL 8			SALEMPRE				0.00	
23517	19-11-2004	n/M1.9	MAGILL	MASTER PLOTS WORLD FINE VOL 9			SALEMPRE				0.00	
23518	19-11-2004	n/M1.10	MAGILL	MASTER PLOTS WORLD FINE VOL 10			SALEMPRE				0.00	
23519	19-11-2004	n/M1.11	MAGILL	MASTER PLOTS WORLD FINE VOL 11			SALEMPRE				0.00	
23520	19-11-2004	n/M1.12	MAGILL	MASTER PLOTS WORLD FINE VOL 12			SALEMPRE				0.00	
23521	19-11-2004	n/M1.13	MAGILL	MASTER PLOTS WORLD FINE VOL 13			SALEMPRE				0.00	
23522	19-11-2004	n/M1.14	MAGILL	MASTER PLOTS WORLD FINE VOL 14			SALEMPRE				0.00	
23523	19-11-2004	n/M1.15	MAGILL	MASTER PLOTS WORLD FINE VOL 15			SALEMPRE				0.00	
23524	19-11-2004	n/M1.16	MAGILL	MASTER PLOTS WORLD FINE VOL 16			SALEMPRE				0.00	
23525	19-11-2004	n/M1.17	MAGILL	MASTER PLOTS WORLD FINE VOL 17			SALEMPRE				0.00	
23526	19-11-2004	n/M1.18	MAGILL	MASTER PLOTS WORLD FINE VOL 18			SALEMPRE				0.00	
23527	19-11-2004	n/M1/1	MAGILL	MASTER PLOTS WORLD FINE			SALEMPRE				0.00	

## 2.11 New Arrivals

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### NEW ARRIVALS

\*Res. Type

Department

\*Accn Date  \*To

NEW ARRIVALS FROM 01-01-2021 TO 30-04-2022			
S.No.	Accn.No.	Title	Author(s)
<b>Resource Type : Book</b>			
1	023613	Andaman And Nicobar Islands - A Pictorial	S. Chaudhry
2	023614	C. N. Annadurai	P.C. Ganesan
3	023616	Marine Archaeology In India	S. R. Rao
4	023617	Mass Media in India 2008	Mohan Chandak, Suren
5	023618	Mass Media in India 2010	S.M. Khan
6	023620	Netaraja In Art, Thought And Literature	C. Sivaramamurti
7	023621	The Life Of Krishna In Indian Art	P. Banerjee
8	023622	A Moment In Time	Alka Raghuvanshi
9	023624	1857a Pictorial Presentation	Publications Divsio
10	023625	Bmi Lajpat Rai Life And Work	Feroz chand
11	023626	Bmi Swami Vivekananda	V.K.R.V. Rao
12	023627	Buddhism - The Path Of Compassion	Benooy K Behl
13	023629	Rani Lamibai	Shashi Sharma
14	023630	Gandhi In Champaran	D.G. Tendulkar

## 2.12 Gift Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**GIFT REGISTER**

Res. Type

Donated by

\*Accn Date  \*To

**GIFT REGISTER FROM 01-01-2022 TO 01-01-2023**

S.No.	Accn.No.	Title	Author(s)	Donated by
<b>Resource Type : Book</b>				
1	66366	புரதியர் குவிதைகள்	புரதியர்	நாடிக் பஸ்கலைக்கழகம்
2	66365	புரதியர் குவிதைகள்	புரதியர்	நாடிக் பஸ்கலைக்கழகம்
3	66364	புரதியர் குவிதைகள்	புரதியர்	நாடிக் பஸ்கலைக்கழகம்
4	66363	புரதியர் குவிதைகள்	புரதியர்	நாடிக் பஸ்கலைக்கழகம்
5	66362	புரதியர் குவிதைகள்	புரதியர்	நாடிக் பஸ்கலைக்கழகம்
6	66361	புரதியர் குவிதைகள்	புரதியர்	நாடிக் பஸ்கலைக்கழகம்

## 2.13 Catalogue

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**CATALOGUE**

\*Type

\*Res. Type

\*Category

\*Accn No. From  \*To

COLL  
Sadhana  
S1AS V43N4

COLL  
Selected English Pro  
2

COLL  
Man Power  
2



## 2.14 Loss & Recovery Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### LOSS & RECOVERY

\*Type

Loss Type

Loss Action

\*Loss Date  \*To

**LOSS & RECOVERY**

From : 01-03-2017 To : 30-03-2021

S. No	Accn.No.	Title.	Author	Loss Type	Loss By	Member ID	Member Name	Price	Rec.Date	Remarks
1	2	SELECTED ENGLISH PROSE	UMRAO BAHADUR	DAMAGE	Other					
2	798	COMPLETE POETICAL WORKS	COWPER W	DAMAGE	Other			10.00		
3	73	PHYSIOLOGY FOR THE BEGINNERS	FOSTER AND SHOR	DAMAGE	Other			100.00		
4	145	KERALA BASHA SAHITYA CHARITRAM	NARAYANA PANIKK	DAMAGE	Other			100.00		n/ind
5	450	PAVILLION OF WOMEN	BUCK P S	DAMAGE	Other					dv
6	890	DEAD SOULS	GQHOL N V	DAMAGE	Other					test
7	45688	HUMAN WELL BEING AND THE NATUR	DAS GUPTA		Other					test
8	4566	Comic English Grammar	WALMSLEY(AM)	LOSS	Other			717.00		
9	23	NEW INDUSTRIAL STATE	GALBRITH	LOSS	Other			10.00		
10	456	RAKTHA PUSHPANGAL	KRISHNA PILLAI	LOSS	Member	S18551	AJITH P		10-02-2021	
11	4568	PROBLEMS OF COMMUNISM	U S S R	LOSS	Other			1,233.00	01-02-2021	

## 2.15 Missing Acc.No. Details

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**MISSING ACCN.NO.DETAILS**

\*Res. Type

\*Accn. No From  \*To

**MISSING ACCN.NO. DETAILS**

S.No.	Accn. No.
Resource Type : Book	
1	13
2	15
3	20
4	189
5	515

## 2.16 Missing Location Details

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**MISSING ACCN.NO.DETAILS**

\*Res. Type

\*Accn. No From  \*To

**MISSING ACCN.NO. DETAILS**

S.No.	Accn. No.
Resource Type : Book	
1	13
2	15
3	20
4	189
5	515

## 2.17 Resource Ranking

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**RESOURCE RANKING**

\*Type

\*Res. Type

Time Issued

\*Issue Date  \*To

**RESOURCE TYPEWISE RESOURCE RANKING**

From : 01-01-2022 To : 05-01-2023

S.No.	Res. Type	Accn. No.	Title	Time Issued
181	Book	42615	Classical Mechanics	5
182	Book	42671	Marine Fisheries	5
183	Book	42695	Indian Economy	5
184	Book	42724	Modern Inorganic Chemistry	5
185	Book	42728	Chemistry For Competitions	5
186	Book	42730	Text Book Of Inorganic Chemistry	5
187	Book	42740	Theo Prin Of Inorganic Chemistry	5
188	Book	42759	Adv Inorganic Che:A Compr Text	5
189	Book	42765	Industrial Economics:An Introductory Tex	5
190	Book	43078	History Of Social Thought	5
191	Book	43087	Cities And Urban Life:Ed1	5
192	Book	43472	Monetary Theory And Practice Ed13	5

## 2.18 Resource History

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**RESOURCE HISTORY**

\*Res. Type

\*Accn No.

## RESOURCE HISTORY

Resource Type : Book  
Accn. No. : 023752

Title : Ugc Net History  
Author(s) : Pramod Singh

S.No.	Member ID.	Name	Department	Issue Date	Due Date	Return Date	Status
1	0115	Malar P	Automobile Engg	19-12-2019	02-01-2020	02-01-2020	Return
2	A130006	Esakiammal P		20-07-2018	03-08-2018	03-08-2018	Return
3	A150910	Florida D K		03-01-2019	17-01-2019	18-01-2019	Return
4	A190430	Rathika S		17-02-2022	16-08-2022	11-03-2022	Return
5	A190919	Nandhini S		29-08-2019	12-09-2019	12-09-2019	Return
6	BA19050	Suganya R		05-10-2019	02-04-2020	27-01-2020	Return

## 2.19 E Book Summary

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### EBOOK SUMMARY

\*Accn Date  \*To

### EBOOK SUMMARY

From : 01-01-2021 To :30-01-2022

S.No.	Department	No.of.Titles	No.of.Books
1	Automobile Engg	1	1
2	Aerospace Engg	2	2
3	Biotechnology Engg	1	1
4	Computer Science Engg	1	1
5	Environmental Engg	2	2
6	General	4	4
7	Software Engg	1	1
<b>Total</b>		<b>12</b>	<b>12</b>

## 2.20E Book Register

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## EBOOK REGISTER

\*Accn Date  \*To

View

Close

### EBOOK REGISTER

From : 01-01-2021 To : 01-01-2022

Accn.No	Date	Title	Author	Department
4	01-09-2021	Hear Me	BANERJI	Aerospace Engg
14	13-04-2021	Macro Economics I		General
16	13-04-2021	Money And Banking I		General
464	11-10-2021	Trade		Automobile Engg
66178	21-08-2021	Hvihh	(KURUVIKARAMBAI) VEL	Biology
66193	01-09-2021	The Life Of The Pets	A AROKKIYA SUMITHA	Software Engg
66194	01-10-2021	Run Hide Fight	(ANNIE) THOMAS	Aerospace Engg
66195	04-10-2021	Slow More	Alex V. Ramani	Computer Science Engg
66196	04-10-2021	Paradise	AGATHIYAN	Environmental Engg
66203	08-12-2021	Lucifer	(ANNIE) THOMAS	General
66204	08-12-2021	Stranger Things	(ANNIE) THOMAS	General
66208	30-12-2021	Silent Sea	(ANNIE) THOMAS	Environmental Engg

## 2.21Yearwise Summary

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## YEARWISE SUMMARY

\*Res. Type   
\*From   
\*To

View

Close

YEARWISE SUMMARY FROM : 2021-2022 TO : 2022-2023

S.No.	Main Subject	2021-2022	2022-2023	Total
1	Advanced Software Enginee	56	0	56
2	Agriculture	2	0	2
3	Artificial Intelligence	0	18	18
4	Biology	1	40	41
5	Chemistry	0	25	25
6	Computer Science	0	13	13
7	Communication Engineering	1	0	1
8	Computer Network	13	55	68
9	Database Management Syste	5	36	41
10	Fluid Mechanics	3	10	13
11	General	80	112	192
12	Mathamatics	0	70	70
13	Physics	0	14	14
14	Programming and Problem S	50	22	72
<b>Total</b>		<b>211</b>	<b>415</b>	<b>626</b>

## 2.22 Subjectwise Summary

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**SUBJECTWISE SUMMARY**

\*Accn Date: \*To:

ViewClose



### SUBJECTWISE SUMMARY

From : 01-01-2021 To : 30-01-2022

S.No.	Main Subject	No.of.Titles	No.of.Books	Total Amount
1	Advanced Software Enginee	73	75	47,233.00
2	Agriculture	2	2	100.00
3	Artificial Intelligence	43	46	1,690.00
4	Biology	71	72	3,140.00
5	Chemistry	59	66	6,080.00
6	Computer Science	40	45	1,540.00
7	Communication Engineering	6	6	1,100.00
8	Computer Network	82	88	17,252.00
9	Database Management Syste	142	151	15,957.00
10	Dynamics of Machinery	2	2	440.00
11	Fluid Mechanics	49	57	14,692.00
12	General	215	319	40,650.00
13	Mathamatics	53	63	4,414.00
14	Physics	47	60	3,740.00
15	Programming and Problem S	95	132	20,542.00
16	Unassigned	0	0	0.00
<b>Total :</b>		<b>979</b>	<b>1184</b>	<b>1,78,570.00</b>

### 2.23 Departmentwise Summary

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### DEPARTMENTWISE SUMMARY

\*Accn Date  \*To

View

Close

### DEPARTMENTWISE SUMMARY

From : 01-01-2021 To :30-01-2022

S.No.	Department	No.of.Titles	No.of.Books	Total Amount
1	Agricultural Engg	1	1	0.00
2	Automobile Engg	129	141	32,504.00
3	Aerospace Engg	43	51	10,149.00
4	Biotechnology Engg	13	14	2,800.00
5	Computer Science Engg	24	25	5,304.00
6	Electronics Engg	17	20	4,400.00
7	Environmental Engg	84	91	24,577.00
8	General	62	69	15,796.00
9	Mechanical Engg	0	0	0.00
10	Marine Engg	74	76	47,453.00
11	Petroleum Engg	26	79	20,961.00
12	Software Engg	4	10	6,120.00
13	Unassigned	501	607	8,506.00
<b>Total :</b>		<b>978</b>	<b>1184</b>	<b>1,78,570.00</b>

## 2.24Book Accession Summary

The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

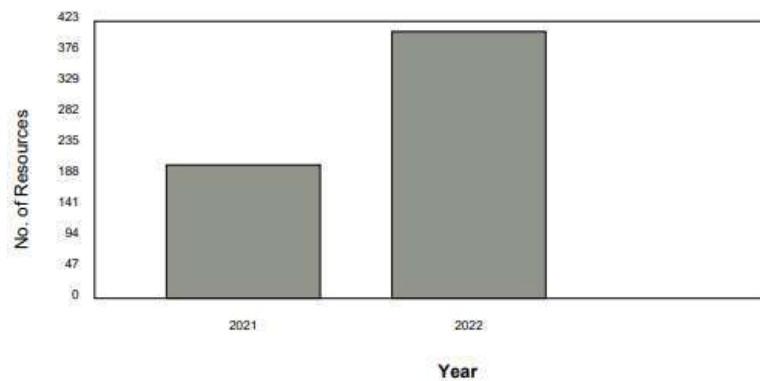
### BOOK ACCESSION SUMMARY

\*From 2021-2022  
\*To 2022-2023

[View](#) [Close](#)

### BOOK ACCESSION SUMMARY

From : 2021-2022 To : 2022-2023



Year	Total No Of Books	Total Price Amount
2021-2022	211	90412.00
2022-2023	415	243080.00

## 2.25 Available Resource

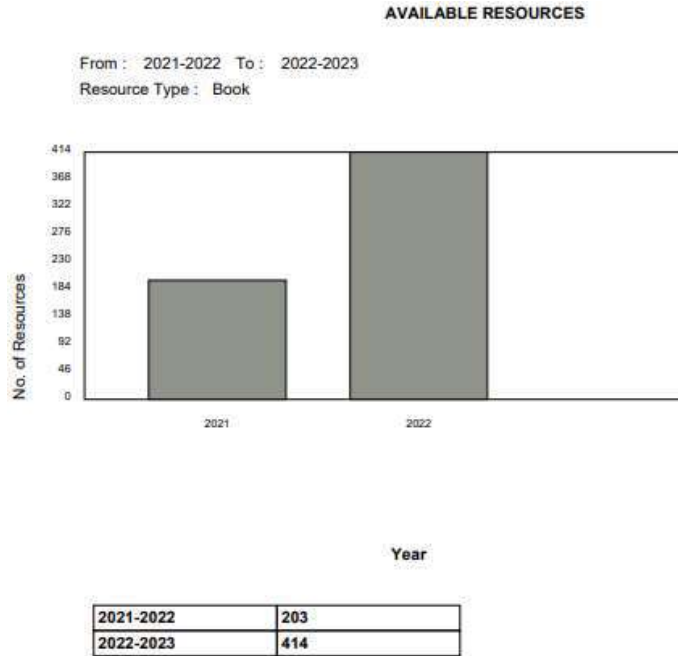
The parameter screen will be open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**AVAILABLE RESOURCES**

*Res. Type	Book
*From	2021-2022
*To	2022-2023
Category	--- Select ---

View Close



## 3 SERIALS

### 3.1 Subscription















Subscription is the process of paying the publisher or supplier of the journal in advance and specifying the period and number of issues to be received.

**SUBSCRIPTION**

Search by the criteria below :

Sub. Dt.  To  Language:  Status:

Supplier:  Serial:

Subs. No.	Serial	Subs. From	Subs. To	Amount	Supplier		
01	CHEMVOZHI	01-01-2021	31-12-2022	10000.00	Ambalen		
02	COLLEGE SADHANA	01-01-2021	31-12-2022	1110.00	Bharathi Books		
03	CHUTTU CHOOZHAI	01-01-2020	31-12-2020	1250.00	OTHERS		
04	COMPETITION SUCCESS REVIEW	01-01-2020	31-12-2020	956.00	Royal Travels		
05	CURRENT SCIENCE	01-01-2020	31-12-2020	1450.00	Speed Service		
06	KADAI CHOLLI	01-01-2019	31-12-2019	1310.00	sundar&co		
07	ECONOMIC AND POLITICAL WEEKLY	01-01-2019	31-12-2019	4000.00	Ambalen		

24 records found.   Displaying page 1 of 4

### To modify existing Subscription

We cannot edit the Subscription number.

1. Select the Subscription you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Subscription

1. Select a journal you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Subscription

**SUBSCRIPTION**

*Subscription No.	01	*Supplier	Ambalan
*Language	English	Invoice No.	100
*Serial	CHEMMOZHI	*Amount	10000.00 Rs
Frequency	QUARTERLY	Other Charges	100
Department	ENGLISH LANGUAGE & LITERATURE	Payment Date	27-03-2021 Mode
Budget	GRANT2019	Subscription Type	Purchase
*From	01-01-2021	*To	31-12-2022
Volume	01	*Issue No.	1
*Exp. Days	10	Document No.	1
*Status	Active	Remarks	

[Generate Schedule](#)

S.No.	Issue No.	Issue Dt	Expected Dt	Serial No.	Received Dt	No. of Pages	Status
1	1	01-01-2021	11-01-2021	CHEMM21-2201	03-01-2021		A <input checked="" type="checkbox"/>
2	2	01-04-2021	11-04-2021	CHEMM21-2202	03-04-2021		A <input checked="" type="checkbox"/>
3	3	30-06-2021	10-07-2021	CHEMM21-2203	03-07-2021		A <input checked="" type="checkbox"/>
4	4	28-09-2021	08-10-2021	CHEMM21-2204	01-10-2021		A <input checked="" type="checkbox"/>
5	5	27-12-2021	08-01-2022	CHEMM21-2205	30-12-2021		A <input checked="" type="checkbox"/>
6	6	27-03-2022	08-04-2022	CHEMM21-2206	01-04-2022		A <input checked="" type="checkbox"/>
7	7	25-06-2022	05-07-2022	CHEMM21-2207			P <input checked="" type="checkbox"/>
8	8	23-09-2022	03-10-2022	CHEMM21-2208			P <input checked="" type="checkbox"/>

[Save](#) [Close](#)

1. Press New Button.
2. Enter Subscription Number.
3. Select journal Code.  
Details like Department, Frequency will be filled automatically.
4. Select Supplier.
5. Specify the Subscription Period using From Date and To Date
6. Starting Volume No and Issue No.
7. Select Status. It should be active in the case of new subscription.
8. Specify the expected days. (Expected days is the number of days taken for the journal to arrive to our library after publication.)

9. Select the subscription type. (Normal Subscription types are Exchange, Gratis, Sample, Payment and Others). If payment details are not needed go to step11 or go to step10.

10. Enter Budget Code, Invoice No.Payment Mode, Payment Date, Document No., Amount, Currency, Charges, Remarks.

11. Click <Generate Schedule>This will generate the list of issues that needs to be delivered to the library during the subscription period. If you want to remove any issue or add issues use the buttons.

12. Press <Save> button.

If the message is '**Subscription saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.2 New Issue

For a journal or magazine we would have paid the subscription amount in advance. When a new issue arrives the library this screen is used to enter the details about the new issue into the system.

**NEW ISSUE**

Search by the criteria below :

Language  Rcvd Dt:  To

Serial

Serial No.	Title	Volume	Issue	Issue Dt	Rcvd Dt		
CHEMM21-2201	CHEMMOZHI	01	1	01-01-2021	03-01-2021		
CHEMM21-2202	CHEMMOZHI	01	2	01-04-2021	03-04-2021		
CHEMM21-2203	CHEMMOZHI	01	3	30-06-2021	03-07-2021		
CHEMM21-2204	CHEMMOZHI	01	4	28-09-2021	01-10-2021		
CHEMM21-2205	CHEMMOZHI	01	5	27-12-2021	30-12-2021		
CHEMM21-2206	CHEMMOZHI	01	6	27-03-2022	01-04-2022		

6 records found.   Displaying page 1 of 1

**To modify existing Serial**

We cannot edit the serial number.

1. Select the serial you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Serial

1. Select a journal you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Issue

**NEW ISSUE**

*Language	English	From	01-01-2020	To	31-12-2020
* Serial	COMPETITION SUCCESS REVIEW	<a href="#">View Schedule</a>			
Publisher	COMPETITIONSUCCESS				
Department					
Category	Subscription				

**Issue Details :**

S.Nc.	Serial No.	Volume	Iss No.	Pub. Dt	Rcvd Dt	Ebook File Name	No.Pages	Price	Status
1	COMPE20-2001	04		1/01-01-2020	03-01-2020	COM	041	79.57	Available
2	COMPE20-2002	04		2/31-01-2020	2-2-2020	COM	056	79.57	Available
3	COMPE20-2003	04		3/01-03-2020	3-3-2020	COM	056	79.57	Available
4	COMPE20-2004	04		4/31-03-2020	31-3-2020	COM	058	79.57	Available
5	COMPE20-2005	04		5/30-04-2020	25-4-2020	COM	78	79.57	Available
6	COMPE20-2006	04		6/30-05-2020				79.57	Pending
7	COMPE20-2007	04		7/29-06-2020				79.57	Pending
8	COMPE20-2008	04		8/29-07-2020				79.57	Pending
9	COMPE20-2009	04		9/28-08-2020				79.57	Pending
10	COMPE20-2010	04		10/27-09-2020				79.57	Pending
11	COMPE20-2011	04		11/27-10-2020				79.57	Pending
12	COMPE20-2012	04		12/26-11-2020				79.57	Pending

1. Press New Button.

2. Select journal Code.

Details like Title, Publisher, Department, Category, Subscription From date, Subscription To date will be filled automatically.

3. Specify the period using From and To.

4. Click Show Schedule.

This will show the issues for the corresponding period in the grid.

5. Specify the Received Date and No. of Pages of the issue.

6. Press <Save> button.

If the message is '**Serial saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.3 Article

Article screen is used to maintain the details about the Articles published in the received journal or magazine.

**ARTICLE**

Search by the criteria below :

Issue Date		To		Language	English
Serial No	--- Select ---	Serial	--- Select ---	<input type="button" value="Search"/>	

Article No.	Serial No.	Title	Issue No.	Issue Date	
UOFI29159		INDIAN JOURNAL OF FINANCE			
T4	0520-214	Green Organic	4	30-11-2020	

9 records found.   Displaying page 2 of 2

### To modify existing Article

We cannot edit the Article number.

1. Select the Article you want to modify.

2. Press Edit image.



3.Edit the required details.

4.Press <Save> button.

### To Delete a New Article

1. Select the Article you want to delete.

2.Click Delete image.

3.Confirm your deletion process.

### To add a New Article

## ARTICLE

*Article No.	50		
*Language	English		
*Serial	CHEMMOZHI		
*Serial No.	CHEMM21-2204		
Volume	01	Issue No.	4
		Issue Date	28-09-2021
BackVol.No.			
*Title	CHEMMOZHI		
Parallel Title			
Author1	ABRAHAM (T J)	Page Nos.	10
Author2	A CHIDAMBARA	Subject	TAMIL
Author3	--- Select ---		
Ebook File Name			
Description			
Keywords			
Remarks			

1. Press New Button.

2. Enter Article Number.

2. Select journal Number.

Details like Journal Code, Title, Volume, Issue No, Issue Date, Back Volume No. will be filled automatically.

3. Enter Article Title, Parallel Title.

4. Enter Authors, Page No.

5. Select Subject.

6. Enter Article Description and Keywords.

7. Enter remarks if needed.

6. Press <Save> button.

If the message is '**Article saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.4 Back Volume

Back Volume is a collection of one or more journals bound together. Normally journals or magazines of one particular year will be bound together and kept as back volume.

**BACK VOLUME**

Search by the criteria below :

BackVolume No. <input type="text"/>	Language <input type="text" value="--- Select ---"/>	Department <input type="text" value="--- Select ---"/>	
Accn Date <input type="text"/> To <input type="text"/>	Serial <input type="text" value="--- Select ---"/>	<input type="button" value="Search"/>	

Accn No.	Ent Date	Title	Department	Call No.	Status	
05	03-04-2021	COMPETITION SUCCESS REVIEW	AGRICULTURE	05	AVAILABLE	

1 records found   Displaying page 1 of 1

### To modify existing Back Volume

We cannot edit the back volume number.

1. Select the back volume you want to modify.

2. Press Edit image.

3.Edit the required details.

4.Press <Save> button.

### To Delete a Back Volume

1.Select a back volume you want to delete.

2.Click Delete image.

3.Confirm your deletion process.

### To add a New Back Volume

## BACK VOLUME

Accession Date	<input type="text" value="03-04-2021"/>	Department	<input type="text" value="-- Select --"/>
*BackVolume No.	<input type="text" value="05"/>	Status	<input type="text" value="AVAILABLE"/>
Call No.	<input type="text"/>	From	<input type="text" value="01-01-2020"/>
*Language	<input type="text" value="English"/>	To	<input type="text" value="31-12-2021"/>
*Serial	<input type="text" value="COMPETITION SUCCESS REVIEW"/>	<input type="button" value="Show"/>	
*Title	<input type="text" value="COMPETITION SUCCESS REVIEW"/>		
Parallel Title	<input type="text"/>		
Ebook File Name	<input type="text"/>		

S.No.	Serial No.	Volume	Iss.No.	Pub.Date	Rcvd.Date
<input checked="" type="checkbox"/>	1	COMPE20-2001	04	101-01-2020	01-01-2020
<input checked="" type="checkbox"/>	2	COMPE20-2002	04	231-01-2020	31-01-2020
<input checked="" type="checkbox"/>	3	COMPE20-2003	04	301-03-2020	01-03-2020
<input checked="" type="checkbox"/>	4	COMPE20-2004	04	431-03-2020	31-03-2020
<input checked="" type="checkbox"/>	5	COMPE20-2005	04	530-04-2020	30-04-2020
<input checked="" type="checkbox"/>	6	COMPE20-2006	04	630-05-2020	30-05-2020
<input checked="" type="checkbox"/>	7	COMPE20-2007	04	729-06-2020	29-06-2020
<input checked="" type="checkbox"/>	8	COMPE20-2008	04	829-07-2020	29-07-2020
<input checked="" type="checkbox"/>	9	COMPE20-2009	04	928-08-2020	28-08-2020
<input checked="" type="checkbox"/>	10	COMPE20-2010	04	1027-09-2020	27-09-2020

1. Press New Button.
2. Enter back volume number.
3. Enter journal title, sub title, parallel title and call number.
4. Select date of entry and status will be displayed automatically.
5. General:
  1. Select department, sub subject, main subject, language and rating.
  2. Enter no. of pages and add the image of the back volume.
  3. Select whether the back volume is book bank or not.
  4. Select whether the back volume is department or not.
  5. Select whether the back volume is reference or not.
  6. Select whether the back volume is overnight or not.
6. Keywords / Others:
  1. Select location.
  2. Enter enclosure, collation, keywords and position.
  3. Enter the remarks if needed.
7. Journal Included:
  1. Select journal number and add the Journals in the grid.
  2. Select remove button selected record is removed from the list.
8. Select whether the back volume details are clear after saving or not.
9. Press <Save> button.

If the message is '**Back Volume saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 3.5Reminder

When a journal or magazine's new issue does not arrive on time to the library, Reminder should be prepared and sent to the publisher / supplier. This screen is used to maintain the details about the reminders.

The screenshot displays the 'REMINDER' application interface. At the top, there is a header with the title 'REMINDER'. Below the header is a search section with the text 'Search by the criteria below :'. This section contains several input fields: 'Reminder No.' with a text box, 'Reminder Dt.' with a date picker, 'Language' with a dropdown menu, 'Supplier' with a dropdown menu, and 'Sort' with a dropdown menu. A 'Search' button is located to the right of these fields. Below the search section is a 'New' button. Underneath is a table with the following data:

Reminder No	Reminder Date	Supplier
2	27-03-2021	OTHERS

At the bottom right of the table, there is a status bar that reads '1 records found' and includes navigation buttons for 'First', 'Prev', 'Displaying page 1', 'of 1', 'Next', and 'Last'.

#### To modify existing Reminder

We cannot edit the reminder number.

1. Select the reminder you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

#### To Delete a Reminder

1. Select a journal you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Reminder

**REMINDER**

\*Reminder No.  \*Date

\*Supplier  From  To

**Pending Issues**

<input checked="" type="checkbox"/>	S. No.	Serial	Volume No.	Issue No.	Issue Dt	Expected Dt
<input checked="" type="checkbox"/>	1	CHUTTU CHOOZHAL	3	1	01-01-2020	11-01-2020
<input checked="" type="checkbox"/>	2	CHUTTU CHOOZHAL	3	2	31-01-2020	10-02-2020
<input checked="" type="checkbox"/>	3	CHUTTU CHOOZHAL	3	3	01-03-2020	11-03-2020
<input checked="" type="checkbox"/>	4	CHUTTU CHOOZHAL	3	4	31-03-2020	10-04-2020
<input checked="" type="checkbox"/>	5	CHUTTU CHOOZHAL	3	5	30-04-2020	10-05-2020
<input checked="" type="checkbox"/>	6	CHUTTU CHOOZHAL	3	6	30-05-2020	09-06-2020
<input checked="" type="checkbox"/>	7	CHUTTU CHOOZHAL	3	7	29-06-2020	09-07-2020
<input checked="" type="checkbox"/>	8	CHUTTU CHOOZHAL	3	8	29-07-2020	08-08-2020
<input checked="" type="checkbox"/>	9	CHUTTU CHOOZHAL	3	9	28-08-2020	07-09-2020
<input checked="" type="checkbox"/>	10	CHUTTU CHOOZHAL	3	10	27-09-2020	07-10-2020
<input checked="" type="checkbox"/>	11	CHUTTU CHOOZHAL	3	11	27-10-2020	06-11-2020
<input checked="" type="checkbox"/>	12	CHUTTU CHOOZHAL	3	12	26-11-2020	06-12-2020

Header Text

Footer Text

1. Press New Button or press F2 key.
2. Enter Reminder Number.
3. Specify Reminder Date.
4. Select Supplier. The Supplier Name will be filled automatically.
5. Specify the period using From and To.
6. Enter Reminder header text.
7. Enter Reminder footer text.
8. Click <Pending Issues>. This will show the pending issues.
6. Press <Save> button.

If the message is '**Reminder details saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 3.6 Serial Receipt Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### SERIAL RECEIPT REGISTER

Language

Serial

\*Received Date  \*To

SERIAL RECEIPT REGISTER				
From : 01-03-2000		To : 30-03-2021		
S.No.	Volume	Issue No.	Date of Publication	Date of Receipt
Serial : BIOCHEMICAL				
1	10	1	01-03-2018	02-03-2018
2	10	2	31-03-2018	02-04-2018
3	10	3	30-04-2018	02-05-2018
4	10	4	30-05-2018	02-06-2018
5	10	5	29-06-2018	02-07-2018
6	10	6	29-07-2018	02-08-2018
7	10	7	28-08-2018	02-09-2018
8	10	8	27-09-2018	02-10-2018
Serial : BIOLOGY				
1		1	01-03-2018	15-03-2018
2		2	31-03-2018	14-04-2018
3		3	30-04-2018	13-05-2018
4		4	30-05-2018	14-06-2018
5		5	29-06-2018	17-07-2018
6		6	29-07-2018	18-07-2018
7		7	28-08-2018	19-08-2018
8		8	27-09-2018	11-09-2018

### 3.7 Article Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## ARTICLE REGISTER

Language

Serial

\*Accn Date  \*To

ARTICLE REGISTER							
From : 01-03-2000		To : 30-03-2021					
S.No.	Issue No.	Issue Date	Article No.	Title	Author(s)	Page Nos.	Description
Serial : BIOCHEMICAL							
1	1	01-03-2018	05	BIO CRAFT			
Serial : BIOLOGY							
1	1	01-03-2018	06	Vision Logic			
Serial : DEAD SECRET							
1	1	01-01-2018	07	Dead Secret			
Serial : ROVAN SERIAL							
1	1	01-01-2021	01	Rovan Article			

### 3.8 Back Volume Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.



## BACK VOLUME REGISTER

Language

Serial

Department

\*Accn Date  \*To

### BACK VOLUME REGISTER

From : 01-03-2000 To : 30-03-2021

S.No.	Accn. No.	Entered Date	Title	Department	Serial No.	Volume	Issue No.	Issue Date
Serial : FIRES NAVELS								
1	01	10-03-2021	FIRES NAVELS		FF16-1701	1	1	01-03-2016
					FF16-1702	1	2	31-03-2016
					FF16-1703	1	3	30-04-2016
					FF16-1704	1	4	30-05-2016
					FF16-1705	1	5	29-06-2016
					FF16-1706	1	6	29-07-2016
					FF16-1707	1	7	28-08-2016
					FF16-1708	1	8	27-09-2016
					FF16-1709	1	9	27-10-2016
					FF16-1710	1	10	26-11-2016

Total No. of Resources : 1

### 3.9 Subscription Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## SUBSCRIPTION REGISTER

Language

Serial

\*Subscription Date  \*To

**SUBSCRIPTION REGISTER**

From : 01-03-2000 To : 30-03-2021

S.No.	Subs.No	Serial Name	Frequency	Supplier	Period	Volume	Payment Mode	Doc.No	Date	Amount	Charges	Total Amount
1	20	Ambition	Monthly	Ambalan	01-03-2017 01-03-2018	12				1000.00	0.00	1000.00
2	21	BIOCHEMICAL	Monthly	Ambalan	01-03-2018 01-03-2019	10				1000.00	0.00	1000.00
3	22	BIOLOGY	Monthly	Ambalan	01-03-2020 01-03-2021	10				1250.00	0.00	1250.00
4	03	BIOLOGY	Monthly	Ambalan	01-03-2018 28-02-2019					1500.00	0.00	1500.00
5	06	COMPETITION SUC	Monthly	Ambalan	01-03-2020 23-02-2021					1500.00	0.00	1500.00
6	23	Cyper Magazine	Monthly	Ambalan	01-03-2021 01-03-2022	6				1350.00	0.00	1350.00
7	24	DEAD SECRET	Monthly	Ambalan	01-03-2017 01-03-2018					1450.00	0.00	1450.00
8	7	DEAD SECRET	Monthly	Ambalan	01-01-2018 31-12-2018	01				1000.00	0.00	1000.00
9	51	FEMINA	Monthly	Speed Service	01-03-2021 01-03-2022	01				1000.00	0.00	1000.00
10	08	FEMINA	Monthly	Ambalan	01-01-2020 31-12-2020					1000.00	0.00	1000.00

### 3.10 Non Receipt Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**NON - RECEIPT SERIALS**

Language

Serial

\*Issue Date  \*To

**NON - RECEIPT SERIALS**

From : 01-01-2021 To : 05-01-2023

S.No.	Volume	Issue No.	Date of Publication	Expected Date
Serial : COMPETITION SUCCESS REVIEW				
1	01	3	02-03-2021	12-03-2021
2	01	4	01-04-2021	11-04-2021
3	01	5	01-05-2021	11-05-2021
4	01	6	31-05-2021	10-06-2021
5	01	7	30-06-2021	10-07-2021
6	01	8	30-07-2021	09-08-2021
7	01	9	29-08-2021	08-09-2021
8	01	10	28-09-2021	08-10-2021
9	01	11	28-10-2021	07-11-2021
10	01	12	27-11-2021	07-12-2021

### 3.11Reminder Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**REMINDER REGISTER**

Supplier	Ambalan		
Department	--- Select ---		
Language	English		
Serial	--- Select ---		
*Reminder Date	01-03-2020	*To	30-03-2021

#### REMINDER

Date : 2021-03-10

To :  
Speed Service  
Sivakasi

S.No.	Serial	Volume No	Issue No.	Issue Date	Expected Date
1	SUPER MAGAZINE	1	1	01-01-2021	11-01-2021
2	JUKEBOX	5	1	01-03-2020	02-03-2020
3	LIBRO	1	1	01-03-2021	16-03-2021
4	OMEN NAVEL	10	1	01-03-2020	11-03-2020
5	SUPER MAGAZINE	1	2	31-01-2021	10-02-2021
6	JUKEBOX	5	2	31-03-2020	01-04-2020
7	OMEN NAVEL	10	2	31-03-2020	10-04-2020
8	JUKEBOX	5	3	30-04-2020	01-05-2020
9	OMEN NAVEL	10	3	30-04-2020	10-05-2020
10	JUKEBOX	5	4	30-05-2020	31-05-2020
11	OMEN NAVEL	10	4	30-05-2020	09-06-2020

## 4 SEARCH

### 4.1 Simple Search

Simple Search screen helps to find the resources that satisfies the conditions given by the user.

**SIMPLE SEARCH**

\*Keyword

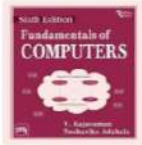
Search By  Language

56 records found.   Displaying page 1 of 3

Search Result for computer:


- Fundamentals of Computers**

Author(s) : Ram .B  
 Publisher : Year: Edition : Call No.:  
 Accn. No. : 00184 Res.Type : Book  
 Status : AVAILABLE



No. of Times issued : 0  
 No. of Copies : 1
- Illustrated computer dictionary for dummies**

Author(s) : Dan goekin Wally wang  
 Publisher : Year: Edition : Call No.:  
 Accn. No. : 00386 Res.Type : Book  
 Status : AVAILABLE



No. of Times issued : 0  
 No. of Copies : 1

## To view Simple Search screen

1. Enter the keyword you want to search for. The system will search for the given keyword in any of the following parameters. If the keyword is present it will show the book or resource details in the result page.
2. To make the search more specific you can choose any one of the following 13 options in the criteria. Then the system will search for the keyword in the specific field only.
  1. Acc. No. (Accession Number)
  2. Call No.
  3. Title
  4. Keyword
  5. Status
  6. Dept. Lib. (Department Library)
  7. Department
  8. Subject

9. Author
10. Language
11. Location
12. Fund
13. Publisher
14. Supplier.

2. Give the value(s) for the above option to search.
3. Press <Search> button.

### **Status**

1. If the resource is available in the library, the status is AVAILABLE.
2. If the resource is issued, status is ISSUED.
3. If the resource is transferred to inter library, status shows the detail of the Library and Due date.
4. If the resource is back volume, status shows the Back Volume number.
5. If the resource is transferred to binder for binding, status shows the details of the Binder and Delivery date.
6. If the resource is damaged, status shows Damaged.
7. If the resource is condemn, status shows Condemned.
8. If the resource is cost recovered, status shows Cost Recovered.
9. If the resource is lost, status shows Lost.

### **Export**

The option Export to Excel helps to convert the search result to an Excel sheet.

## 4.2 Advanced Search



Advanced Search screen is similar to Simple Search screen in which user can create his own query by selecting the necessary fields, which satisfies the condition and also sort out the search records in the specified order.

**ADVANCED SEARCH**

Language	English			
Show	ISBN	Department	Budget	Price
	--- Select ---	--- Select ---	--- Select ---	--- Select ---
	--- Select ---	--- Select ---	--- Select ---	--- Select ---
Search By	Price	Less than	1000	--- Select ---
	--- Select ---	--- Select ---		--- Select ---
	--- Select ---	--- Select ---		--- Select ---
	--- Select ---	--- Select ---		--- Select ---
Sort By	--- Select ---	--- Select ---	--- Select ---	--- Select ---

<b>1. INDIAN FINANCIAL SYSTEM</b> Author(s) : GURUSAMY S Publisher : TMH Year : Volume : Edition : Call No. : 858.5011 GUR Department : Master of Business Administration Price : 495.00 Budget : AAA ISBN No : 23145 546456 56 <b>Accn. No. : M00001 Res.Type : Book</b> Status : Available	 No. of Times issued : 0 No. of Copies : 4
<b>2. Computer arts Special</b> Author(s) : ABDUL MUBBEN Publisher : Year : Volume : Edition : Call No. : Department : Computer Science Engineering Price : 500.00 Budget : AAA ISBN No : 1581 51456 65465	

### Search By

1. Select the field names, conditions and enter the parameter values.
2. If you go to next condition, select the Boolean values.

### Sort By

1. Select the field names and the order (Ascending) in which the data should be sort out.
2. Click <Search> button.
3. Resource Type, Accession Number, Title, Author, Edition, Year and Publisher and their related details are displayed in the grid.

## Status















1. If the resource is available in the library, the status is AVAILABLE.
2. If the resource is issued, status is ISSUED.
3. If the resource is transferred to inter library, status shows the detail of the Library and Due date.
4. If the resource is back volume, status shows the Back Volume number.
5. If the resource is transferred to binder for binding, status shows the details of the Binder and Delivery date.
6. If the resource is damaged, status shows Damaged.
7. If the resource is condemn, status shows Condemned.
8. If the resource is cost recovered, status shows Cost Recovered.
9. If the resource is lost, status shows Lost.

The option Export to Excel helps to convert the search result to an Excel sheet.

## 5 MEMBER

### 5.1 Member

Member screen is used to maintain the details of the members. All students and staff will become the members automatically when the data is entered in New Student and New Employee screens respectively. Even though we can add new members using this screen also, this screen is mainly useful to view the members

MEMBER								
Search by the criteria below :								
Batch	--- Select ---	Member ID		Status	Active			
Programme	--- Select ---	Name						
Section	--- Select ---	Member Dept	--- Select ---					
<input type="button" value="Search"/>								
<input type="button" value="New"/>	<input type="button" value="Import"/>	<input type="button" value="Validity Extension"/>						
Member ID	Name	Batch	Programme	Section	Gender	Status	DOJ	DOL
0000	SRI VIDYA			A	MALE	Active	2011-12-22	 
0001	MUNEESWARAN V			A	MALE	Active	1999-08-23	 
0105	ARUN KUMAR S			A	MALE	Active	1997-03-10	 
0106	KARTHEESWARAN G			A	FEMALE	Active	2000-03-15	 
0107	ARUL SELWAM S			A	MALE	Active	2000-03-15	 
0109	MUTHURAMALINGAMA			A	MALE	Active	2000-05-28	 
0111	NAGALEKSHMI D			A	FEMALE	Active	2007-06-20	 

5275 records found.   Displaying page 1 of 754

## To modify existing Member

We cannot edit the member ID.

1. Select the member you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

## To Delete a Member

1. Select a member you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Member

**MEMBER**


\*Member ID  \* Password

\*Name

\*Member Type  \*Gender

Blood Group  Date of Birth

Date Joined  Valid Upto

  
**Active**  
 18...jpg

General	Resources In Hand
<b>Personal Details :</b>	
Address <input type="text"/>	*Batch <input type="text" value="2019-2022"/>
City <input type="text" value="Madurai"/>	Programme <input type="text" value="BA ECONOMICS"/>
State <input type="text" value="Tamilnadu"/>	*Section <input type="text" value="A"/>
Country <input type="text" value="India"/>	*Nature <input type="text" value="-- Select --"/>
Pincode <input type="text"/>	*Type <input type="text" value="-- Select --"/>
Phone <input type="text"/>	*Residential <input type="text" value="Day Scholar"/>
Mobile <input type="text"/>	Remarks <input type="text"/>

1. Click on New button or Press F2 key.
2. Enter member ID.
3. Enter member name.
4. Select the gender type and status will be displayed automatically.



5. If member type is staff, then select department and staff type. If member type is student select class, section, type and related fields are filled automatically.

6. Select the residential type and date of joining and add the image of the member.

### **7. Group:**

Library members can be classified in to different member groups based on the permissions given to them. For example Under Graduate students may be grouped as a Member Group with the permission to borrow upto 5 books from the library. Similarly Post Graduate students can be put in another group with the permission to borrow up to 10 books.

1. Select the member group and it related fields are filled automatically like no. of resources, renewals, etc.

2. Enter token numbers.

### **8. Address:**

1. Enter address, city, state, country, phone, mobile, email and pin code.

2. Enter remarks if needed.

### **9. Resources In Hand:**

In Edit mode, the number of resources in hand of the member will be displayed in the grid.

10. Click <Save> button.

If the message is '**Member saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## **5.2 Member ID allotment**

In most of the colleges the Registration Number or the Roll Number of the student will be used as Member ID in the library. Use this screen only if your library uses a different identification number for the members.

## MEMBER ID ALLOTMENT

\*Member Type    
\*Batch   
\*Programme   
Section    
For automatic generation give new member ID of the first member

S No.	Member ID.	Name	New Member ID.
1	A190201	ABISH A	A200200
2	A190202	AJITH KUMAR P	A200201
3	A190203	AMUTHA K	A200202
4	A190204	ANILA M	A200203
5	A190205	ANJANA A	A200204
6	A190206	ARUNA I	A200205
7	A190207	ASHIKA S P	A200206
8	A190208	BHAMA S	A200207
9	A190209	BHARATHI M	A200208
10	A190210	CHITHIRA S	A200209
11	A190211	DEVI R	A200210
12	A190212	DEVI N	A200211
13	A190213	DEVI G	A200212
14	A190214	ESWAR M	A200213

### To Allot the Member ID

1. Select a class of students.
2. Enter the Member ID you want to allot for the students.
3. For automatic generation give new member ID of the first member and then click <Generate> button.
4. If you want to allot the Member ID to all the displayed members click select all and all the displayed members are selected.  
If you want to allot the Member ID only to a few members then remove the tick mark from those who do not need new member id.
5. Click <Save> button.
6. Confirm the allotment process.

If the message is '**Member ID Allotment saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 5.3 Section allotment

In most of the cases the college office will allot the section to the students. So the librarian need not allot section to the students. Use this screen only if section allotment is not carried out in the office or in the department.

**SECTION ALLOTMENT**

\*Batch

\*Programme

Show unallotted students

\*Allot to

<input checked="" type="checkbox"/>	S.No.	Member ID	Name	Section
<input checked="" type="checkbox"/>	1	A190201	ABISH A	A
<input checked="" type="checkbox"/>	2	A190202	AJITH KUMAR P	A
<input checked="" type="checkbox"/>	3	A190203	AMUTHA K	A
<input checked="" type="checkbox"/>	4	A190204	ANILA M	A
<input checked="" type="checkbox"/>	5	A190205	ANJANA A	A
<input checked="" type="checkbox"/>	6	A190206	ARUNA I	A
<input checked="" type="checkbox"/>	7	A190207	ASHIKA S P	A
<input checked="" type="checkbox"/>	8	A190208	BHAMA S	A
<input checked="" type="checkbox"/>	9	A190209	BHARATHI M	A

#### To Allot the Section

1. Select a class. Students belonging to the selected class but not allotted to any section will appear.
  2. Select the section you want to allot for the students.
  3. If you want to allot the section to all the displayed members click select all and all the displayed members will be selected.
- If you want to allot the section only to a few members, then remove the tick mark from those who do not belong to the particular section.
4. Click <Save> button.
  5. Confirm the allotment process.

If the message is ' **Section Allotment saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 5.4 Member Group allotment

Member Group allotment screen helps to allot the member group for the students.

**MEMBER GROUP ALLOTMENT**

\*Member Type

\*Batch

\*Programme

\*Allot to

<input checked="" type="checkbox"/>	S.No.	Member ID	Name	Member Group
<input checked="" type="checkbox"/>	1	A190201	ABISH A	STUDENT
<input checked="" type="checkbox"/>	2	A190202	AJITH KUMAR P	STUDENT
<input checked="" type="checkbox"/>	3	A190203	AMUTHA K	STUDENT
<input checked="" type="checkbox"/>	4	A190204	ANILA M	STUDENT
<input checked="" type="checkbox"/>	5	A190205	ANJANA A	STUDENT
<input checked="" type="checkbox"/>	6	A190206	ARUNA I	STUDENT
<input checked="" type="checkbox"/>	7	A190207	ASHIKA S P	STUDENT
<input checked="" type="checkbox"/>	8	A190208	BHAMA S	STUDENT
<input checked="" type="checkbox"/>	9	A190209	BHARATHI M	STUDENT
<input checked="" type="checkbox"/>	10	A190210	CHITHRA S	STUDENT
<input checked="" type="checkbox"/>	11	A190211	DEVI R	STUDENT
<input checked="" type="checkbox"/>	12	A190212	DEVI N	STUDENT
<input checked="" type="checkbox"/>	13	A190213	DEVI G	STUDENT

### To Allot the Member Group

1. Select the class. Students belonging to the selected class but not allotted to any member group will appear.
2. Select the member group you want to allot for the students.
3. If you want to allot the member group to all the displayed members click select all and all the displayed members will be selected.  
  
If you want to allot the member group only to a few members then remove the tick mark from those who do not belong to the particular member group.
4. Click <Save> button.

## 5. Confirm the allotment process.

If the message is ' **Member Group Allotment saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 5.5 Member removal

Member removal screen helps to remove the members. Members should be removed when they leave the college. Students will be removed as members when they complete the Programme. Staff will be removed as members when they resign / retire from the college.

**MEMBER REMOVAL**

\*Member Type

\*Batch

\*Programme

\*Date of Leaving

<input checked="" type="checkbox"/>	S.No.	Member ID	Name	Section
<input type="checkbox"/>	1	A190201	ABISH A	A
<input type="checkbox"/>	2	A190202	AJITH KUMAR P	A
<input type="checkbox"/>	3	A190203	AMUTHA K	A
<input checked="" type="checkbox"/>	4	A190204	ANILA M	A
<input type="checkbox"/>	5	A190205	ANJANA A	A
<input checked="" type="checkbox"/>	6	A190206	ARUNA I	A
<input type="checkbox"/>	7	A190207	ASHIKA S P	A
<input checked="" type="checkbox"/>	8	A190208	BHAMA S	A
<input checked="" type="checkbox"/>	9	A190209	BHARATHI M	A
<input type="checkbox"/>	10	A190210	CHITHRA S	A
<input type="checkbox"/>	11	A190211	DEVI R	A
<input checked="" type="checkbox"/>	12	A190212	DEVI N	A
<input checked="" type="checkbox"/>	13	A190213	DEVI G	A
<input checked="" type="checkbox"/>	14	A190214	ESWAR M	A

### To Remove a Member

1. Select the Member type.

2. If member type is staff means select the member group or select the Batch and Programme.
3. Select the date of leaving.
4. Select the member(s) to be removed.
5. Press <Save> button.
6. Confirm the removal process.

If the message is ' **Member removal saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 5.6 Undo removal

Undo removal screen helps to undo the removal of the members.

### UNDO REMOVAL

\*Member Type:  \*Date of Joining:

\*Batch:

\*Programme:

<input checked="" type="checkbox"/>	S. No.	Member ID	Name	Section
<input checked="" type="checkbox"/>	1	A190208	BHAMA S	A
<input checked="" type="checkbox"/>	2	A190209	BHARATHI M	A
<input checked="" type="checkbox"/>	3	A190212	DEVI N	A
<input checked="" type="checkbox"/>	4	A190213	DEVI G	A
<input checked="" type="checkbox"/>	5	A190214	ESWAR M	A
<input checked="" type="checkbox"/>	6	A190215	GAYATHRI S S	A
<input checked="" type="checkbox"/>	7	A190216	HEMA A	A
<input checked="" type="checkbox"/>	8	A190217	JESWIN JOE D S	A
<input checked="" type="checkbox"/>	9	A190218	JOTHIKA K	A
<input checked="" type="checkbox"/>	10	A190219	KANAGA SELVI I	A
<input checked="" type="checkbox"/>	11	A190225	MOUNIKA L	A
<input checked="" type="checkbox"/>	12	A190226	MUTHUKUMAR R	A
<input checked="" type="checkbox"/>	13	A190227	NANTHINI PRIYA M	A

**To Undo Remove a Member**

1. Select the Member type.
2. If member type is staff means select the member group or select the batch and Programme.
3. Select the member(s) to be removed.
4. Press <Undo> button.
5. Confirm the undo removal process.

If the message is ' **Undo removal saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 5.7 Promotion

Promotion screen helps to promote the students from Class to the next corresponding Class.(For School)

### PROMOTION

\*Current Class       \*Promote to

[View](#)

<input checked="" type="checkbox"/>	S.No.	Member ID	Name
<input checked="" type="checkbox"/>	1	11033	Angalaeswari.M
<input checked="" type="checkbox"/>	2	11005	Abhirami.A
<input checked="" type="checkbox"/>	3	11101	Deepan Raja J
<input checked="" type="checkbox"/>	4	11617	Sri Gomathi.V
<input checked="" type="checkbox"/>	5	11483	Ragesh R.
<input checked="" type="checkbox"/>	6	11680	Vennila C
<input checked="" type="checkbox"/>	7	11105	Devi Priya S
<input checked="" type="checkbox"/>	8	11530	Salini M
<input checked="" type="checkbox"/>	9	11087	Bharathi.T
<input checked="" type="checkbox"/>	10	11505	Ramakrishnan.T
<input checked="" type="checkbox"/>	11	11495	Rajalakshmi.S
<input checked="" type="checkbox"/>	12	11476	Prithvi I

1. Select the Class.
2. Automatically fetch promoted to

3. Then click <view > button
4. It will fetch the particular students of that Class.
5. Click <Save> button.

If the message is **Promotion saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 5.8 Import Member List

Import Member List screen helps to import Member from spread sheets.

MEMBER IMPORT

Export Template

CSV File path:  Upload

Member Group	Residential	Password	Class	Section	Address	City	State	Country	Pin Code	Phone	Mobile	Email	Date of Birth
STUDENT	0	admin*123	5	A	xxx	KPM	TN	IND	626130	7894561230	9874125630	aaaaa	20-10-1990

Save
Close

1. Prepare the data in excel.
2. Save that excel in particular directory.
3. Click <upload> button
4. Its fetch the data from excel.
5. Click <Save> button.
6. Confirm the allotment process.



If the message is 'Member Imported successfully', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 5.9 Member Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**MEMBER REGISTER**

Type  ▼

Batch

Programme

Section

Status  ▼

View
Close

MEMBER REGISTER							
S.No.	Member ID	Name	Gender	Member Group	DOJ	DOL	Status
Batch : 2019-2022		Programme : BA ECONOMICS		Section : A			
1	A190201	ABISH A	Male	STUDENT	20-06-2019		Active
2	A190202	AJITH KUMAR P	Male	STUDENT	20-06-2019		Active
3	A190203	AMUTHA K	Female	STUDENT	20-06-2019		Active
4	A190204	ANILA M	Female	STUDENT	20-06-2019		Active
5	A190205	ANJANA A	Female	STUDENT	20-06-2019		Active
6	A190206	ARUNA I	Female	STUDENT	20-06-2019		Active
7	A190207	ASHIKA S P	Female	STUDENT	20-06-2019		Active
8	A190210	CHITHRA S	Female	STUDENT	20-06-2019		Active
9	A190211	DEVI R	Female	STUDENT	20-06-2019		Active
10	A190220	KARTHIKA C	Female	STUDENT	20-06-2019		Active
11	A190221	LAVANYA P	Female	STUDENT	20-06-2019		Active
12	A190222	LEKSHMI PRIYA M	Female	STUDENT	20-06-2019		Active
13	A190223	MANO SANTHIYA M	Female	STUDENT	20-06-2019		Active
14	A190224	MATHAVAN M	Male	STUDENT	20-06-2019		Active
15	A190249	ARUN KUMAR R	Male	STUDENT	20-06-2019		Active
16	A190250	BALAMURUGAN M	Male	STUDENT	20-06-2019		Active
17	A190252	MABOJKUMAR K	Male	STUDENT	20-06-2019		Active
18	A190253	RAHESH R	Male	STUDENT	20-06-2019		Active
19	A190255	JEGAN J	Male	STUDENT	20-06-2019		Active
20	A190256	JENEESH J	Male	STUDENT	20-06-2019		Active

## 5.10 Locked Member

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### LOCKED MEMBERS

Member Group

LOCKED MEMBERS							
S.No.	Member ID	Name	Member Group	Department	Batch	Programme	Section
1	11538	Benitta D	Student		2015-2018	B.E (Environmental)	A
2	11588	Dsanal Dhas	Student		2015-2018	B.E (Environmental)	A
3	16001	Siva	Student	Biotechnology E	2021-2024	B.E (Bio Technology)	A
4	16002	Kumar	Student	Biotechnology E	2021-2024	B.E (Bio Technology)	A
5	16003	John	Student	Biotechnology E	2021-2024	B.E (Bio Technology)	A
6	16004	Wick	Student	Biotechnology E	2021-2024	B.E (Bio Technology)	A
7	23CS001	Suresh	Student	Computer Scienc	2021-2024	B.E (CS)	B
8	23CS003	Raashmika	Student	Computer Scienc	2021-2024	B.E (CS)	B
9	23CS004	Raashikhanna	Student	Computer Scienc	2021-2024	B.E (CS)	B
10	23CS006	Sridhar	Student	Computer Scienc	2021-2024	B.E (CS)	B

## 5.11 Feedback Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### FEED BACK

\*Feedback Date  \*To

### FEED BACK

Feed Back No.	Date	Name	Member ID	Description
1	30-04-2021	SRI VIDYA		We regularly involve you in assessing our services and resources. Gathering both quantitative
2	30-04-2021	Sri vidya		lot of books was here
3	30-04-2021	KALAIVANI S		I cannot connect to WiFi in the Central Library
4	30-04-2021	MANIKANDARAJ		Excellent space
5	30-04-2021	PRIYA S		Great customer service! It is greatly appreciated.
6	30-04-2021	ROSHIMA K		It's cold
7	30-04-2021	SANDHIYA S		Great customer service!
8	30-04-2021	SIVAKALA I K		Great customer service!
9	30-04-2021	SUPRIYA I		Many thanks for all your help
10	30-04-2021	VARSHINI K		Great customer service! It is greatly appreciated.
11	30-04-2021	AMALA PIJENC		Great green desks
12	30-04-2021	ASHA S		We regularly involve you in assessing our services and resources. Gathering both quantitative
13	30-04-2021	BALA KARTHIK		Great customer service!
14	30-04-2021	FATHIMA JASE		Excellent space

### 5.12 No due Certificate

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### NO DUE CERTIFICATE

Type

\*Member Group

\*Member ID

## NO DUE CERTIFICATE

Date : 30-03-2021

This is to certify that Ms. SUHITHA P (11384) has No Due in Library.

LIBRARIAN

### 5.13 User Ranking

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

#### USER RANKING

*Type	All	▼
No of Resource	0	To 5
*Issue Date	01-01-2021	*To 01-01-2022

[View](#) [Close](#)

### USER RANKING

S.No.	Member ID.	Name	Class	No.of Resource Issued
1	11306	Madhubala.K	10	5
2	11302	Madhanagopalan.R	8	5
3	11360	Mathumitha P	3	5
4	11361	Meenatchi.K	7	5
5	11608	Soniya.S	11	5
6	11386	Muthu Lakshmi M	4	5
7	11303	Madhankumar.R	5	5
8	11383	Murugeswari.S	10	5
9	11357	Mathan Kumar M	10	5
10	11034	Angel.J	5	5
11	11305	Madhavan.P	4	5

### 5.14 Member History

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## MEMBER HISTORY

\*Member ID

MEMBER HISTORY							
Member ID : A190201		Name : SARAVANAN A					
Member Group : STUDENT		Department :					
S.No.	Resource Type	Accon. No.	Title	Issue Date	Duo Date	Return Date	Status
1	Book	1235	ECONOMIC GEOGRAPHY OF INDIA	12-03-2021	27-03-2021		Issued
2	Book	12366	SOCIAL PSYCHOLOGY	12-03-2021	27-03-2021		Issued
3	Book	12367	FEDUAL SOCIETY	29-03-2021	13-04-2021		Issued
4	Print	135464466R	Why did dn	12-03-2021	27-03-2021		Issued
5	Book	14789	AALVARGALUM AASARIYARGALUM	12-03-2021	27-03-2021		Issued
6	Book	45632	THE THREE MUSKETEERS ED1.1991	12-03-2021	27-03-2021		Issued
7	Book	12000	SREEMATHI KAMBARRAMANAYAM YUTHA KANDA	12-03-2021	27-03-2021	29-03-2021	Return
8	Book	12367	FEDUAL SOCIETY	29-03-2021	13-04-2021	29-03-2021	Return
9	Print	12500	FRSPNTIAL SHAKFRSPARF	12-03-2021	27-03-2021	29-03-2021	Return
10	Book	13500	AUDEN	12-03-2021	27-03-2021	29-03-2021	Return
11	Book	13501	FIELDING CRITICAL ESSAYS	12-03-2021	27-03-2021	29-03-2021	Return
12	Book	13503	HOPKINS CRITICAL ESSAY	12-03-2021	27-03-2021	29-03-2021	Return
13	Book	13504	SHELLY	12-03-2021	27-03-2021	29-03-2021	Return
14	Book	13606	C.B.SHAW	12-03-2021	27-03-2021	29-03-2021	Return
15	Book	13506	HAWTHORNE CRITICAL ESSAYS	12-03-2021	27-03-2021	29-03-2021	Return
16	Book	14000	JOHN DONNE:SONGS AND SONNETS	12-03-2021	27-03-2021	29-03-2021	Return

## 5.15 OPAC Usage Log

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**OPAC USAGE LOG**

Search by the criteria below :

Member ID:     Login Date:  To:

Member ID	Login Time	Logout Time
A101145	12-Feb-21 12:00 AM	12-Feb-21 12:00 AM
A101145	12-Feb-21 12:00 AM	12-Feb-21 12:00 AM
A180017	12-Feb-21 12:00 AM	
A190240	30-Apr-21 12:00 AM	08-Mar-21 12:00 AM
19113151032010	30-Apr-21 12:00 AM	08-Mar-21 12:00 AM
A190038	30-Apr-21 12:00 AM	08-Mar-21 12:00 AM
A190624	30-Apr-21 12:00 AM	08-Mar-21 12:00 AM
A190105	30-Apr-21 12:00 AM	

## 5.16 Resource Not Taker

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**RESOURCE NOT TAKERS**

\*Type

**RESOURCE NOT TAKERS**

S.No.	Member ID.	Name	Department
<b>Member Group : Staff</b>			
1	00001	Praveen Kumar	Aerospace Engg
2	00002	Sakthi Kumar	Agricultural Engg
3	2022	Nagarajan A	Electronics Engg
4	2032	Asir Raj S	Electronics Engg
5	3010	Vallinayagam R	Electronics Engg
6	3013	Uma Sankar V	Electronics Engg
<b>Member Group : Student</b>			
7	4173	Manimala A	Environmental Engg
8	4177	Renuka S	Environmental Engg
9	4239	Shirina V S	Biotechnology Engg
10	4239	Prhya U S	Biotechnology Engg
11	4351	Rejitha	Biotechnology Engg
12	4541	Palani	Computer Science Engg
13	4542	Jammu	Computer Science Engg
14	4543	Prabha	Computer Science Engg

### 5.17 Member Utilization

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**MEMBER UTILIZATION**

Member Group:

\*Register Date:  \*To:

**MEMBER UTILIZATION**

Period From : 01-01-2021 To : 30-12-2022

S.No.	Member ID.	Name	Department	No.of Times Visited
<b>Member Group : Staff</b>				
1	0001	Muneeswaran V	Mechanical Engg	19
2	0105	Arun Kumar S	Mechanical Engg	10
3	0107	Arul Selvam S	Mechanical Engg	8
4	0106	Kartheeswaran G	Mechanical Engg	1
5	0109	Muthuramalingam	Mechanical Engg	1
<b>Member Group : Student</b>				
6	10001	Sivakumar	Mechanical Engg	41
7	10002	Yogalakshmi	Mechanical Engg	21
8	10010	Nithya	Mechanical Engg	16
9	10004	Rajeswari	Mechanical Engg	16
10	10003	Ramya	Mechanical Engg	14
11	10005	Ramya Porkodi	Mechanical Engg	9
12	10006	Barathi	Mechanical Engg	8
13	23CS005	Aakash	Aerospace Engg	7
14	10009	Rajkumar	Mechanical Engg	7
15	10008	Mareeswaran	Mechanical Engg	6

## 6 EGATE

### 6.1 Check In / Out

Check In / Out screen is used to maintain members Check In and Check Out time in the library. A single screen is used for both activities. When a member enters a library, he has to show the ID Card to the barcode scanner or RFID reader. Then his Check In time will be captured in the system. Similarly when he goes out he has to show the card again and his Check Out time will be captured.

**CHECK IN / OUT**

Member ID

**SARAVANAN A**  
2019-2022  
BA ECONOMICS  
STUDENT  
04:51PM

**WELCOME**



### To add a New Check In / Out for Members

1. Show to ID card to the barcode scanner or RFID reader. Check In / Check Out time will be captured.

**CHECK IN / OUT**

Member ID

**SARAVANAN A**  
2019-2022  
BA ECONOMICS  
STUDENT  
04:52PM

**THANK YOU**





## 6.2 Gate Entry

Gate Entry screen is used to manually enter the Chek In and Check Out time Information of the members in the system.

**GATE ENTRY**

Search by the criteria below :

Member Type  Batch

Register Date  To  Programme

Reg. Date	Member ID.	Name	Department	Login Time	Logout Time	Remarks
29-03-2021	A190201	ABISH A.		10:01AM	10:04AM	 
29-03-2021	A190201	ABISH A.		10:05AM	10:05AM	 
29-03-2021	A190202	AJITH KUMAR P		10:09AM	10:11AM	 
29-03-2021	A190203	AMUTHAK		10:09AM	10:11AM	 
29-03-2021	A190204	ANILA M		10:09AM	10:11AM	 
29-03-2021	A190205	ANJANA A		10:09AM	10:11AM	 
29-03-2021	A190206	ARUNA I		10:09AM		 

7 records found.   Displaying page 1 of 1

### To modify existing Gate Entry

We cannot edit the the details in this screen.

### To Delete a Gate Entry

1. Select a Gate Register Information you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Gate Entry for Members

**GATE ENTRY**

S.No.	Date	Member ID.	Member Name	Dept	Login Time	Logout Time	Remarks
1	29-03-2021	AARTHIP (A190001)	AARTHIP		10:30 AM	11:30AM	- 
2	29-03-2021	SANTHAL M (0102)	SANTHAL M	TAMIL LANGUAGE & L	11:30 AM	11:45AM	- 
3	29-03-2021	KARTHEESWARAN	KARTHEESWARAN G	LIBRARY & INFORMAT	2:00PM	2:10PM	no 
4	29-03-2021	SRI VIDYA (0000)	SRI VIDYA	BIOLOGY	2:10 PM	2:50PM	- 

1. Click New button.
2. Enter Date.
3. Select the Member ID. Then the Member Name and Dept/Class are displayed automatically.
4. Enter the Check In and Check Out Time of the Member.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is ' **Gate Entry saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 6.3 Bulk entry

In some colleges library hours will be arranged. During library hours all the students of the particular class will come to the library. This screen helps to enter the Check In time and Check Out time in Bulk. So a long queue is avoided at the entry point.

#### To add a New Bulk Entry for Members

**BULK ENTRY**

<p>*Date <input type="text" value="29-03-2021"/></p> <p>*Batch <input type="text" value="2019-2022"/></p> <p>*Programme <input type="text" value="BA ECONOMICS"/></p>	<p>*Login Time <input type="text" value="10:00"/></p> <p>*Logout Time <input type="text" value="11:00"/></p>
---	--

Show unallotted students

<input checked="" type="checkbox"/>	S.No.	Member ID	Name	Section	Login	Logout
<input checked="" type="checkbox"/>	1	A190201	ABISH A	A	10:00	11:00
<input checked="" type="checkbox"/>	2	A190202	AJITH KUMAR P	A	10:00	11:00
<input checked="" type="checkbox"/>	3	A190203	AMUTHA K	A	10:00	11:00
<input checked="" type="checkbox"/>	4	A190204	ANILA M	A	10:00	11:00
<input checked="" type="checkbox"/>	5	A190205	ANJANA A	A	10:00	11:00
<input checked="" type="checkbox"/>	6	A190206	ARUNA I	A	10:00	11:00
<input checked="" type="checkbox"/>	7	A190207	ASHIKA S P	A	10:00	11:00
<input checked="" type="checkbox"/>	8	A190210	CHITHRA S	A	10:00	11:00
<input checked="" type="checkbox"/>	9	A190211	DEVI R	A	10:00	11:00
<input checked="" type="checkbox"/>	10	A190220	KARTHIKA C	A	10:00	11:00

1. Click Bulk button.
2. Enter Date.
3. Select the Batch and Programme Then the Member Name and Section are displayed automatically.
4. Click View Button Then List out all Students
5. Enter the Check In and Check Out Time
6. Click Assign button then login time and log out time are displayed automatically
7. Enter the remarks if needed.
8. Click <Save> button.

If the message is ' **Gate Entry saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 6.4 Gate Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**GATE REGISTER**

Member Group	<input type="text" value="STUDENT"/>
Batch	<input type="text" value="2019-2022"/>
Programme	<input type="text" value="BA ECONOMICS"/>
Department	<input type="text" value="ECONOMICS"/>
*Register Date	<input type="text" value="01-03-2020"/>
*To	<input type="text" value="31-03-2021"/>

### GATE REGISTER

Period From : 01-03-2020 To : 31-03-2021

S.No.	Member ID.	Name	Department	Login Time	Logout Time	Remarks
83	S10556	HEBINLAS P		05:06PM		
<b>Member Group : OTHERS</b>						
<b>Date : 17-11-2020</b>						
84	0000	SRI VIDYA	BIOLOGY	10:18AM	10:18AM	
85	0000	SRI VIDYA	BIOLOGY	10:09AM	10:12AM	
86	0000	SRI VIDYA	BIOLOGY	10:12AM	10:15AM	
87	0000	SRI VIDYA	BIOLOGY	10:15AM	10:15AM	
88	0000	SRI VIDYA	BIOLOGY	10:19AM	10:20AM	
89	0000	SRI VIDYA	BIOLOGY	10:20AM	10:23AM	
90	0000	SRI VIDYA	BIOLOGY	10:23AM	10:27AM	
91	0000	SRI VIDYA	BIOLOGY	10:29AM	10:29AM	
92	0000	SRI VIDYA	BIOLOGY	10:29AM	10:29AM	
93	0000	SRI VIDYA	BIOLOGY	10:29AM	10:29AM	
94	0000	SRI VIDYA	BIOLOGY	10:31AM	11:28AM	
<b>Member Group : STAFF</b>						
<b>Department : LIBRARY &amp; INFORMATION SCIENCE</b>						
95	0001	MUNEESSWARAN V	LIBRARY & INFORMATION SCIENCE	10:31AM	11:28AM	
96	0001	MUNEESSWARAN V	LIBRARY & INFORMATION SCIENCE	10:31AM	11:28AM	

## 6.5MonthWise Summary

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### MONTHWISE SUMMARY

Type

\*Register Date  \*To

Abstract

## 6.6DateWise Summary

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## DATEWISE SUMMARY

\*Register Date  \*To

[View](#) [Close](#)

### 6.7Frequent Visitors

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## FREQUENT VISITORS

\*Register Date  \*To

[View](#) [Close](#)

### 6.8Long Stayer

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## LONG STAYERS

\*Register Date  \*To

[View](#) [Close](#)

### LONG STAYERS

Period From : 01-01-2021 To : 31-12-2022

S.No.	Member ID.	Name	Department	Spent Time
1	10007	Sivapackiam	Mechanical Engg	180 Mins
2	10007	Sivapackiam	Mechanical Engg	180 Mins
3	10007	Sivapackiam	Mechanical Engg	180 Mins
4	10007	Sivapackiam	Mechanical Engg	180 Mins
5	10007	Sivapackiam	Mechanical Engg	180 Mins
6	10009	Rajkumar	Mechanical Engg	180 Mins
7	10009	Rajkumar	Mechanical Engg	180 Mins
8	10009	Rajkumar	Mechanical Engg	180 Mins
9	10009	Rajkumar	Mechanical Engg	180 Mins
10	10009	Rajkumar	Mechanical Engg	180 Mins
11	10008	Mareeswaran	Mechanical Engg	150 Mins
12	10008	Mareeswaran	Mechanical Engg	150 Mins
13	10008	Mareeswaran	Mechanical Engg	150 Mins
14	10008	Mareeswaran	Mechanical Engg	150 Mins
15	10008	Mareeswaran	Mechanical Engg	150 Mins
16	10002	Yogalakshmi	Mechanical Engg	120 Mins
17	10002	Yogalakshmi	Mechanical Engg	120 Mins
18	10002	Yogalakshmi	Mechanical Engg	120 Mins

## 6.9 Member Log

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### MEMBER LOG

\*Member ID

[View](#)

[Close](#)

### MEMBER LOG

Member ID : 0001

S.No.	Name	Date	Department	Member Group	In Time	Out Time
1	Muneeswaran V	01-09-2022	Mechanical Engg	Staff	01:27PM	01:27PM
2	Muneeswaran V	02-09-2022	Mechanical Engg	Staff	01:26PM	01:27PM
3	Muneeswaran V	02-09-2022	Mechanical Engg	Staff	01:27PM	01:27PM
4	Muneeswaran V	02-09-2022	Mechanical Engg	Staff	04:01PM	04:01PM
5	Muneeswaran V	13-12-2022	Mechanical Engg	Staff	03:33PM	03:34PM
6	Muneeswaran V	13-12-2022	Mechanical Engg	Staff	03:35PM	03:35PM
7	Muneeswaran V	13-12-2022	Mechanical Engg	Staff	03:36PM	03:37PM
8	Muneeswaran V	15-09-2022	Mechanical Engg	Staff	01:37PM	01:37PM
9	Muneeswaran V	15-09-2022	Mechanical Engg	Staff	06:14AM	
10	Muneeswaran V	19-09-2022	Mechanical Engg	Staff	11:58AM	11:58AM
11	Muneeswaran V	19-09-2022	Mechanical Engg	Staff	12:01PM	12:01PM
12	Muneeswaran V	20-12-2022	Mechanical Engg	Staff	05:19 PM	05:45 PM
13	Muneeswaran V	22-08-2022	Mechanical Engg	Staff	05:56PM	
14	Muneeswaran V	22-09-2022	Mechanical Engg	Staff	01:00PM	01:01PM
15	Muneeswaran V	22-09-2022	Mechanical Engg	Staff	01:01PM	01:01PM

## 6.10 Digital Check In / Out

Check In / Out screen is used to maintain members Check In and Check Out time in the library. A single screen is used for both activities. When a member enters a library, he has to show the ID Card to the barcode scanner or RFID reader. Then his Check In time will be captured in the system. Similarly when he goes out he has to show the card again and his Check Out time will be captured.

**CHECK IN / OUT**

Member ID

**SARAVANAN A**  
2019-2022  
BA ECONOMICS  
STUDENT  
04:51PM

**WELCOME**



### To add a New Check In / Out for Members


1. Show to ID card to the barcode scanner or RFID reader. Check In / Check Out time will be captured.

**CHECK IN / OUT**

Member ID

**SARAVANAN A**  
2019-2022  
BA ECONOMICS  
STUDENT  
04:52PM

**THANK YOU**



## 6.11 DigitalGate Entry

Gate Entry screen is used to manually enter the Chek In and Check Out time Information of the members in the system.

**GATE ENTRY**

Search by the criteria below :

Member Type  Batch

Register Date  To  Programme

Reg. Date	Member ID.	Name	Department	Login Time	Logout Time	Remarks
29-03-2021	A190201	ABISH A		10:01AM	10:04AM	 
29-03-2021	A190201	ABISH A		10:05AM	10:05AM	 
29-03-2021	A190202	AJITH KUMAR P		10:09AM	10:11AM	 
29-03-2021	A190203	AMUTHAK		10:09AM	10:11AM	 
29-03-2021	A190204	ANILA M		10:09AM	10:11AM	 
29-03-2021	A190205	ANJANA A		10:09AM	10:11AM	 
29-03-2021	A190206	ARUNA I		10:09AM		 

7 records found.   Displaying page 1 of 1

### To modify existing Gate Entry

We cannot edit the the details in this screen.

### To Delete a Gate Entry

- 1.Select a Gate Register Information you want to delete.
- 2.Click Delete image.
- 3.Confirm your deletion process.

### To add a New Gate Entry for Members



## GATE ENTRY

S.No.	Date	Member ID	Member Name	Dept	Login Time	Logout Time	Remarks	
1	29-03-2021	AARTHI P (A190001)	AARTHI P		10:30 AM	11:30AM	-	X
2	29-03-2021	SANTHAL M (0102)	SANTHAL M	TAMIL LANGUAGE & L	11:30 AM	11:45AM	-	X
3	29-03-2021	KARTHEESWARAN	KARTHEESWARAN G	LIBRARY & INFORMAT	2:00PM	2:10PM	no	X
4	29-03-2021	SRI VIDYA (0000)	SRI VIDYA	BIOLOGY	2:10 PM	2:50PM	-	X

Save

Close

1. Click New button.
2. Enter Date.
3. Select the Member ID. Then the Member Name and Dept/Class are displayed automatically.
4. Enter the Check In and Check Out Time of the Member.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is ' **Gate Entry saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 6.12 Gate Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## GATE REGISTER

Member Group:

Batch:

Programme:

Department:

\*Register Date:  \*To:

View

Close

### GATE REGISTER

Period From : 01-03-2020 To : 31-03-2021

S.No.	Member ID	Name	Department	Login Time	Logout Time	Remarks
83	S19556	HEBINLAS P		05:06PM		
<b>Member Group : OTHERS</b>						
<b>Date : 17-11-2020</b>						
84	0000	SRI VIDYA	BIOLOGY	10:18AM	10:18AM	
85	0000	SRI VIDYA	BIOLOGY	10:09AM	10:12AM	
86	0000	SRI VIDYA	BIOLOGY	10:12AM	10:15AM	
87	0000	SRI VIDYA	BIOLOGY	10:15AM	10:15AM	
88	0000	SRI VIDYA	BIOLOGY	10:19AM	10:20AM	
89	0000	SRI VIDYA	BIOLOGY	10:20AM	10:23AM	
90	0000	SRI VIDYA	BIOLOGY	10:23AM	10:27AM	
91	0000	SRI VIDYA	BIOLOGY	10:29AM	10:29AM	
92	0000	SRI VIDYA	BIOLOGY	10:29AM	10:29AM	
93	0000	SRI VIDYA	BIOLOGY	10:29AM	10:29AM	
94	0000	SRI VIDYA	BIOLOGY	10:31AM	11:28AM	
<b>Member Group : STAFF</b>						
<b>Department : LIBRARY &amp; INFORMATION SCIENCE</b>						
95	0001	MUNEESWARAN V	LIBRARY & INFORMATION SCIENCE	10:31AM	11:28AM	
96	0001	MUNEESWARAN V	LIBRARY & INFORMATION SCIENCE	10:31AM	11:28AM	

### 6.13 Month Wise Summary

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## MONTHWISE SUMMARY

Type  ▼

\*Register Date  \*To

Abstract

### 6.14 DateWise Summary

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## DATEWISE SUMMARY

\*Register Date  \*To

## 7 CIRCULATION


### 7.1 Counter Transaction

Counter Transaction screen is used to enter the issue, return, renewal and reservation transactions in the library.

## ISSUE

**ISSUE** [Return](#) [Renew](#) [Reserve](#)


  

<p>*Member ID <input type="text" value="A180201"/></p> <p>Name <input type="text" value="SARAVANAN A"/></p> <p>Batch <input type="text" value="2019-2022"/></p> <p>Programme <input type="text" value="BA ECONOMICS"/></p> <p>Group <input type="text" value="STUDENT"/></p>	<p><b>General Resources</b></p> <p>No. of Resources <input type="text" value="15"/></p> <p>Renewals <input type="text" value="5"/></p> <p>Period (in Days) <input type="text" value="15"/></p> <p>Overnight (in Days) <input type="text"/></p> <p>Available: <b>9</b></p>	<p><b>Book Bank</b></p> <p>No. of Resources <input type="text"/></p> <p>Renewals <input type="text"/></p> <p>Period (in Days) <input type="text"/></p>	
--	---	--	---

S.No.	Res. Type	Accon No.	Title	Issue Date	Due Date
1	Book	14789	AALVARGALUM AASARIYARGALUM	12-03-2021	27-03-2021
2	Book	1235	ECONOMIC GEOGRAPHY OF INDIA	12-03-2021	27-03-2021
3	Book	12387	FEDUAL SOCIETY	29-03-2021	13-04-2021
4	Book	12386	SOCIAL PSYCHOLOGY	12-03-2021	27-03-2021
5	Book	45832	THE THREE MUSKETEERS. ED1,1991:	12-03-2021	27-03-2021
6	Book	1354644668	Why did do	12-03-2021	27-03-2021

<p>*Accon.No. <input type="text" value="12000"/></p> <p>Title <input type="text" value="SREEMATHI KAMBARRAMANAYAM YUTHA KANDA"/></p> <p>Author(s) <input type="text" value="SWAMINATHAIYER(PUB)"/></p> <p>Edition <input type="text"/></p> <p>Publisher <input type="text"/></p>	<p>*Res. Type <input type="text" value="Book"/></p> <p>Volume <input type="text"/></p> <p>Call No. <input type="text" value="O31,1A11/S2.6.4b"/></p>	<p>*Issue Date <input type="text" value="03-04-2021"/></p> <p>*Due Date <input type="text" value="19-04-2021"/></p>	
--	--	---	--

[Issue](#) [Close](#)

### To issue a resource to the member

1. Enter Member ID.
2. Member details are filled automatically and member photo will be displayed.
3. The grid will display the books and other resources issued to the member currently. If he/she has not taken any resource from the library the grid will be blank.
4. Select resource type and enter resource number.
5. \*\*Details of the resource are filled automatically and resource photo will be displayed.
6. Enter token number if needed.
7. Issue date will be shown as current date by default and due date will be calculated automatically based on his member group.
8. Press <Issue> button.

If the message is '**Issue saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

If the resource already reserved by somebody, ROVAN LMS requires your confirmation to issue the resource.

**Note:**

If the member has already taken the allowed number of book bank resources, the following message will appear.

**' Member hastaken permitted number of book bank resources, Now he / she can take only general resources '.**

If the member has already taken the allowed number of general resources, the following message will appear.

**' Member hastaken permitted number of general resources, Now he / she can take only book bank resources '.**

If the member has already taken the allowed number of general resources and book bank resources, the following message will appear.

**' Member hastaken permitted number of resources, Now he / she can not take any resource'.**

**\*\*If the particular book / resource has been issued already, the following message will appear.**

**' Resource No: <resource number> - <resource title> is now with <member ID> - <member name> It will be returned on <Due date> '.**


## RETURN

S.No.	Res.Type	Accn.No.	Title	Issue Date	Due Date
1	Book	14789	AALVARGALUM AASARIYARGALUM	12-03-2021	27-03-2021
2	Book	1235	ECONOMIC GEOGRAPHY OF INDIA	12-03-2021	27-03-2021
3	Book	12000	SREEMATHI KAMBARRAMANAYAM YUTHA KANDA	03-04-2021	19-04-2021
4	Book	12388	SOCIAL PSYCHOLOGY	12-03-2021	27-03-2021
5	Book	45832	THE THREE MUSKETEERS: ED1,1991:	12-03-2021	27-03-2021
6	Book	1354844868	Why did do	12-03-2021	27-03-2021
7	Book	12367	FEDUAL SOCIETY	29-03-2021	13-04-2021


Member ID:   
Name:   
Batch:   
Programme:   
Group:

**General Resources**  
No. of Resources:   
Renewals:   
Period (in Days):   
Overnight (in Days):

**Book Bank**  
No. of Resources:   
Renewals:   
Period (in Days):



\*Accn.No.:  \*Res. Type:   
Title:   
Author(s):   
Edition:  Volume:   
Publisher:  Call No.:   
Issue Date:   
Due Date:   
\*Return Date:



### To receive a resource from the member

1. Select resource type.
2. Enter resource number of the resource which is to be received.
3. All the other details will be filled automatically.
4. Member and resource photo will be displayed automatically.
5. Return date will be shown as today's date by default.
6. Press <Return> button.

If the message is ' **Return saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

If the member returns the resources after the due date, the system shows the amount of over dues and records the overdue amount with your permission. The details about his over dues and fine amount can be viewed on Over Due Collection and Fine Collection screens.

## RENEW

**Issue**
**Return**
**Reserve**

Member ID

Name

Batch

Programme

Group

**General Resources**

No. of Resources

Renewals

Period (in Days)


Overnight (in Days)

**Book Bank**

No. of Resources

Renewals

Period (in Days)



S.No.	Res. Type	Accon No.	Title	Issue Date	Due Date
1	Book	14789	AALVARGALUM AASARIYARGALUM	12-03-2021	27-03-2021
2	Book	1235	ECONOMIC GEOGRAPHY OF INDIA	12-03-2021	27-03-2021
3	Book	12000	SREEMATHI KAMBARRAMANAYAM YUTHA KANDA	03-04-2021	19-04-2021
4	Book	12366	SOCIAL PSYCHOLOGY	12-03-2021	27-03-2021
5	Book	45832	THE THREE MUSKETEERS: ED1, 1991:	12-03-2021	27-03-2021
6	Book	1254644668	Why did do	12-03-2021	27-03-2021
7	Book	12387	FEDUAL SOCIETY	29-03-2021	13-04-2021

\*Accon.No.  \*Res. Type

Title

Author(s)

Edition  Volume


Publisher  Call No.

Issue Date

Due Date

\*Renew Date

\*New Due Date



**Renew**
**Close**

### To renew a resource to the member

1. Select resource type.
2. Enter resource number of the resource which is to be renewed.
3. All the other details will be filled automatically.
4. Member and resource photo will be displayed automatically.
5. Renewal date will be shown as today's date by default.

6. Press <Renew> button.

If the message is ' **Renew saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

If the member renew the resources after the due date, the system the amount of over dues and records the overdue amount with your permission. The details about his over dues and fine amount can be viewed on Over Due Collection and Fine Collection screens.

If the resource already reserved by somebody, the system requires your confirmation to renew the resource.

## RESERVE

**RESERVE**IssueReturnRenew

\*Member ID:

Name:

Batch:

Programme:

Group:

**General Resources**

No. of Resources:

Renewals:

Period (in Days):


Overnight (in Days):

**Book Bank**

No. of Resources:

Renewals:

Period (in Days):



S.No.	Res. Type	Accon No.	Title	Reserve Date	
1	Book	38054	Intro quantum chemistry	12-03-2021	Close

\*Accon.No.:  \*Res. Type:


Title:

Author(s):

Edition:  Volume:

Publisher:  Call No.:

\*Date:



NO IMAGE AVAILABLE

Reserve Close

To reserve the resource to the member

1. Enter Member ID.



2. Member details are filled automatically and member photo will be displayed.
3. Select resource type.
4. Enter resource number of the resource which is to be reserved.
5. \*Details of the resource are filled automatically and resource photo will be displayed.
6. Reserve date will be shown as current date by default
7. Press <Reserve> button.

If the message is ' **Reservation saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

\*You can not reserve a resource which is already reserved by you or a resource that is condemned or lost.

## 7.2 Student Issue

Student Issue screen is used to enter the issue transactions for Students of a particular class in Bulk.

**STUDENT ISSUE**

\*Batch

\*Programme

\*Section

\*Issue Date

[View](#)

S.No.	Member ID.	Name	Resource Type	Accn. No.	Title	Due Date	
1	A190201	ABISH A	Book	15000	PRACTICAL KNOWLEDGE VOL 3	13-04-2021	Issue
2	A190202	AJITH KUMAR P	Book	15001	PRACTICAL KNOWLEDGE VOL 4	13-04-2021	Issue
3	A190203	AMUTHAK	Book	15002	PRACTICAL KNOWLEDGE VOL 5	13-04-2021	Issue
4	A190204	ANILAM	Book	16000	ELEMENTS OF ECONOMIC & BUSINESS ST	13-04-2021	Issue
5	A190205	ANJANA A	Book	16001	ELEMENTS OF ECONOMIC & BUSINESS ST	13-04-2021	Issue
6	A190206	ARUNA I	Book	16002	ELEMENTS OF ECONOMIC & BUSINESS ST	13-04-2021	Issue
7	A190207	ASHIKA S P	Book	16003	ELEMENTS OF ECONOMIC & BUSINESS ST	13-04-2021	Issue
8	A190210	CHITHRA S	Book	16004	ELEMENTS OF ECONOMIC & BUSINESS ST	13-04-2021	Issue
9	A190211	DEVI R	Book	16006	ELEMENTS OF ECONOMIC & BUSINESS ST	13-04-2021	Issue

1. Select the Batch, Programme , Section and Issue Date.
2. Member details are filled automatically will be displayed.
3. Enter resource number then title and Due Date are filled automatically.
4. Issue date will be shown as current date by default and due date will be calculated automatically.
5. Press <Issue> button

Books will be issued to all the students simultaneously.

### 7.3 Student Return

Student Return screen is used to enter the Return transactions of the Students of a particular class in Bulk.

**STUDENT RETURN**

\*Batch

\*Programme

\*Section

\*Return Date

S.No.	Member ID.	Name	Resource Type	Accn. No.	Title	
1	A190201	ABISH A	Book	1354644688	Why did do	<input type="button" value="Return"/>
2	A190202	AJITH KUMAR P	Book	648641435	RAKTHA PUSHPANGAL	<input type="button" value="Return"/>
3	A190203	AMUTHA K	Book	7486911	100	<input type="button" value="Return"/>
4	A190205	ANJANA A	Book	56538	SOCIALWORK AN EMPOWERING PROFESS	<input type="button" value="Return"/>
5	A190207	ASHIKA S P	Book	56540	THE PSYCHOLOGY OF PERSONNEL SELEC	<input type="button" value="Return"/>
6	A190211	DEVI R	Book	56504	TRIBAL AND HUMAN RIGHTS	<input type="button" value="Return"/>
7	A190220	KARTHIKA C	Book	56500	TERRORISM RULE OF LAW AND HUMAN RI	<input type="button" value="Return"/>
8	A190221	LAVANYA P	Book	56601	THE SHORT STORY	<input type="button" value="Return"/>
9	A190222	LEKSHMI PRIYA M	Book	56509	WOMEN AND HUMAN RIGHTS MODERN SC	<input type="button" value="Return"/>
10	A190223	MANO SANTHIYA M	Book	46579	Political Prisoners in India	<input type="button" value="Return"/>
11	A190224	MATHAVAN M	Book	56700	GULLIVER'S TRAVELS	<input type="button" value="Return"/>

1. Select the Batch, Programme, Section and Return Date.
2. Click view Button

3. Member details and Resource Details are filled automatically.

4. Press <Return> button.

Return details will be saved for all the students simultaneously.

## 7.4 Over Due Reminder

Over Due Reminder screen is used to maintain the Over Due Reminder details for members.

OVERDUE REMINDER

Search by the criteria below:

Reminder No. <input type="text"/>	Member ID. <input type="text"/>		
Reminder Date <input type="text"/>	To <input type="text"/>	ILL. No. <input type="text"/>	<input type="button" value="Search"/>

Reminder No.	Reminder Date	Member ID	Name	ILL. No.	Library Name	Amount	
1	29-03-2021	A190201	ABISH A.			0.00	
2	29-03-2021	A100202	AJITH KUMAR P			0.00	
3	29-03-2021	0000	SRI VIDYA			0.00	
4	29-03-2021	0001	MJINEES/WARAN V			0.00	

4 records found.   Displaying page 1 of 1

### To modify existing Overdue Reminder Information

We cannot edit the Reminder No.

1. Select the Overdue Reminder Information you want to modify.

2. Press Edit image.

3. Edit the required details.

4. Press <Save> button.

### To Delete a Overdue Reminder Information

1. Select a Overdue Reminder Information you want to delete.

2. Click Delete image.

3. Confirm your deletion process.

## To add a New Overdue Reminder

OVER DUE REMINDER

Reminder No.

\*Reminder Date

\*From

\*To

\*Reminder For

\*Member ID

Name

Staff

Batch

Programme

Department

Member Group

Header Text

Footer Text

S. No.	Res. Type	Accn. No.	Title	Author	Volume	Edition	Issue Date	Due Date	Overdue amt	Res.Price
1	Book	21047	COLLEGE ACCOUNT PLAMER E CHAR				02-02-2011	01-08-2011	0.00	0.00
2	Book	26937	METHODS OF SOCIAIPM (S R)				11-01-2011	09-07-2011	0.00	0.00
3	Book	32421	KURAL KURUM SAJKAMAKSHI SREE				18-06-2014	15-12-2014	0.00	0.00
4	Book	44387	19TH CENTURY TA SIVAKAMI S				07-04-2014	03-10-2014	0.00	0.00
5	Book	45529	Operating system c SILBERSCHATZ(J				18-01-2010	18-07-2010	0.00	0.00
6	Book	45848	DISCRETE MATHE TREMBLAY(Jean				18-01-2010	16-07-2010	0.00	0.00
7	Book	47001	ECONOMIC FOR B MULHEARN AND				06-07-2010	01-01-2011	0.00	0.00
8	Book	48769	COMPUTER DRAN CARL HAMACHEI				03-01-2011	01-07-2011	0.00	0.00
9	Book	51282	SYSTEM SOFTWARE MANJULA D				14-07-2011	09-01-2012	0.00	299.00
10	Book	54261	MAAPERUM SOOT INDIRAJITH I SUR				21-04-2015	17-10-2015	0.00	100.00
11	Book	54573	PROBABILITY STA SUNDARAPANDI				03-01-2011	01-07-2011	0.00	450.00
12	Book	63266	OPTICAL FIBRE CO KEISER GERD				25-03-2015	21-09-2015	0.00	525.00
13	Book	8900	Calculus I & II NARAYANAN ANE				21-01-2021	05-02-2021	0.00	0.00
14	Book	8995	THONNUOTTI MC HUGO				20-01-2021	27-03-2021	0.00	4.00

Paid Date

Total Price

1. Click New button.
2. Reminder No. will be displayed automatically.
3. Select the Reminder Date, From Date and To Date, Then select Reminder For, Member (or) ILL.
4. Enter the Header Text and Footer Text For members in Overdue Reminder.
5. The Resource Details which are already in Over Due status will be shown in grid..
6. You enter the Overdue Information and the Total price will be automatically calculated.
5. Click <OverDue Resources> and Click <Save> button.

If the message is ' **Overdue Reminder Information saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 7.5 Resource Lock

Resource Lock screen is used to lock a resource. If you lock a resource, it could not be issued to the members. It can be unlocked whenever you want.

**RESOURCE LOCK**

Search by the criteria below :

Res. Type  Lock Date  To

Accn No.

Lock No.	Lock Date	Res. Type	Accn.No.	Status	
2	24-09-2020	Book	8956	Active	
3	02-11-2020	Book	255	Active	
4	02-11-2020	Book	255	Active	

3 records found.   Displaying page  of 1

### To modify existing Resource Lock

We cannot edit the Lock No, Lock Date, Accn No., Title, Volume and Edition.

We can only edit as Status and Remarks.

1. Press <Save> button.

### To Delete a Resource Locking Information

1. Select a Locked Resource you want to delete.

2. Click Delete image.

3. Confirm your deletion process.

## To add a New Resource Lock

**RESOURCE LOCK**

*Lock No.	<input type="text" value="2"/>
*Lock Date	<input type="text" value="24-09-2020"/>
*Res. Type	<input type="text" value="Book"/>
*Accn. No.	<input type="text" value="8956"/>
Title	<input type="text" value="OUTLINE OF INDIAN CONSTITUTIONAL HIS"/>
Author(s)	<input type="text" value="MENON,V.P"/>
Edition	<input type="text" value="1st"/>
Volume	<input type="text" value="1"/>
Status	<input checked="" type="checkbox"/>
Remarks	<input type="text"/>

1. Click New button.
2. Lock No. will be displayed automatically.
3. Select Lock Date. Then select Resource type and Status.
4. Enter the Accession No., Then the Title, Author(s), Edition and Volume will be displayed automatically.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Resource Lock saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 7.6 Fine Definition

Fine screen helps to record the details about the fines levied to the members or ILL.

**FINE DEFINITION**

Search by the criteria below :

Fine No.  Fine Date:  To

Fine For:

Fine No.	Fine Date	Fine For	Res. Type	Accn.No.	Mem ID	Mem Name	ILL. No.	ILL Name	Amt	
15487	02-01-2014	Member	Book	53616	A121352	AJITHA JENI A			0.75	
15488	02-01-2014	Member	Book	58142	A121373	VANITHA LEKSHMI T E			0.75	
15489	02-01-2014	Member	Book	58368	A121324	SUNITHAM L			0.75	
15490	02-01-2014	Member	Book	58743	A121324	SUNITHAM L			0.75	
15491	02-01-2014	Member	Book	61826	A121324	SUNITHAM L			0.75	
15492	02-01-2014	Member	Book	40987	A131256	ASHA J			2.50	
15493	02-01-2014	Member	Book	56211	A131256	ASHA J			2.50	

17499 records found.   Displaying page 1 of 2500

### To modify existing Fine

We cannot edit the fine number.

1. Select the fine you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To add a New Fine

**FINE DEFINITION**

Fine No.

\*Fine Date

\*Fine Code

\*Fine For

\*Member ID

Name

Batch

Programme

Department

Member Group

Res. Type

Accn. No.

Title

Author(s)

Edition

Volume

Issue Date

Due Date

Return Date

\*Amount

Remarks

1. Press New Button or press F2 key.
2. Fine number will be displayed automatically.
3. Select fine for.
  - \*If fine for member, enter member ID and member details are filled automatically.
  - \*If fine for ILL, select Ill number and ILL details are filled automatically.
4. Select resource type.
5. Enter resource number and it related fields are filled automatically.
6. Enter the fine amount.
7. Enter the remarks if needed.
8. Press <Save> button.

If the message is ' **Fine saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 7.7 Fine Collection

Fine Collection screen helps to receive fine from the members.

FINE COLLECTION							
Search by the criteria below :							
Receipt No	<input type="text"/>	Receipt Date	<input type="text" value="01-03-2015"/>	To	<input type="text" value="29-03-2021"/>		
Receipt For	<input type="text" value="-- Select --"/>			<input type="button" value="Search"/>			
<input type="button" value="New"/>							
Rcpt No.	Rcpt Dt.	Rcpt For	Mem ID	Name	ILL. No.	Library Name	Amount
1481	02-03-2015	Member	11168	SUMA MAHESWARI S			94.00
1482	12-03-2015	Member	3947	JAYALEKSHMI P G			238.25
1483	19-03-2015	Member	9092	PAJJI SON C			258.75
1484	19-03-2015	Member	S140107	EMALDA W			3.25
1485	19-03-2015	Member	9161	REJIL R R			2.25
1486	09-04-2015	Member	A130030	THANGA SELVAMI R			2.00
1487	09-04-2015	Member	8130479	ANGEL REEBA S			78.50

773 records found.   Displaying page  of 111



### To modify existing Receipt

We cannot edit the fine receipt number.

1. Select the Receipt you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Fine Receipt

1. Select a fine receipt you want to delete.
2. Click Delete image.
3. Confirm your deletion process

### To add a New Fine Receipt

## FINE COLLECTION

Receipt No.	2233	
*Receipt Date	06-01-2020	
*Receipt For	Member	▼
*Member ID	A191203(ANISHA M S)	
Name	ANISHA M S	
Batch	2019-2021	
Programme	MA HISTORY & TOURSIM	
Department		
Member Group	STUDENT	
Due Amount		2
*Receipt Amount		1.00
Balance Amount		2.00
	<a href="#">Save</a>	<a href="#">Close</a>

1. Press New Button or press F2 key.
2. Receipt number will be displayed automatically.
3. Select receipt for.
  - \*If receipt for member, enter member ID and member details are filled automatically.
  - \*If receipt for ILL, select Ill number and ILL details are filled automatically.
4. Receipt date will be shown as current date by default.
5. Receipt amount will be displayed automatically.
6. Press <Save> button.

If the message is ' **Fine Collection saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 7.8 Inter Library Loan

Inter Library Loan screen is used to issue the resources from our library into other institution library.

**INTER LIBRARY LOAN**

Search by the criteria below :

ILL No.  Library

ILL Date  To  Search

New

ILL No.	Library	Issue Date	No. of Resources.	
15	ENGLISH DEPARTMENT LIBRARY - CENU NAIR	21-08-2016	99	
17	MATHEMATICS LIBRARY	22-08-2019	176	
18	divad	30-01-2020	15	
19	MATHEMATICS LIBRARY	31-01-2020	94	

4 records found. First Prev Displaying page 1 of 1 Next Last

### To modify existing Inter Library Loan

We cannot edit the ILL number.

1. Select the ILL Issue you want to modify.

- 2.Press Edit image.
- 3.Edit the required details.
- 4.Press <Save> button.

### To Delete a Inter Library Loan

- 1.Select a ILL Issue you want to delete.
- 2.Click Delete image.
- 3.Confirm your deletion process.

### To create aNew Inter Library Loan

**INTER LIBRARY LOAN**

ILL No.

\*Library

\*Issue Date

Resource Details :

S. No.	Res. Type	Accn. No.	Title	Author	Due Date	
1	Book	25000	AKILA	MONISEKARAN,KOVI	10-1-2022	✕
2	Book	25001	KALITHASARIN IRAKUVAMSAM:ED1,1969:	JAMATHAKKINI KA RA	10-01-2022	✕
3	Book	25002	TAMILIL VALAKUGAL	KAVAISELVAN M	10-01-2022	✕
4	Book	25003	PAALIUM VAALIUM	VENKATSWAMINATHAN	10-01-2023	✕
5	Book	25005	SIRU KADAIKALUM KURU NAAVELKALUM	SEKOV(ANTHON)	10-01-2022	✕
6	Book	25006	KAPILALAR NARI	ANDIAPPAN	10-01-2022	✕
7	Book	25007	KAPILALAR NARI	ANDIAPPAN	10-01-2023	✕

No. of Resources

1. Press New Button.
2. ILL number will be displayed automatically.
3. Select library code and library name is filled automatically.
4. Select issue date.
5. Select resource type, due date, enter resource number and related details are filled automatically in the grid. Enter another resource in next line. Like that proceed to enter all the resources.

6. Press <Remove> button to remove the resource from the list of grid.
7. Press <Save> button.

If the message is ' **Inter Library Loan saved successfully** ', you can conclude that you have stored it successfully. If any other message appears act according to it and contact the administrator if required.

## 7.9 Department Library Loan

Department Library Loan screen is used to issue the resources from the central library to department library.

**DEPT. LIBRARY LOAN**

Search by the criteria below :

DLL No.

DLL Date  To

Department

[Search](#)

[New](#)

DLL No.	Department	Issue Date	No. of Resources.	
2	ANIHUS	29-03-2021	5	
3	COM	29-03-2021	5	
4	CHE	29-03-2021	5	
5	CSC	29-03-2021	5	

4 records found: [First](#) [Prev](#)  of 1 [Next](#) [Last](#)

### To modify existing Dept Library Loan

We cannot edit the DLL number.

1. Select the DLL Issue you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Dept Library Loan

1. Select a DLL Issue you want to delete.

2. Click Delete image.
3. Confirm your deletion process.

## To add a New Dept Library Loan

**DEPT. LIBRARY LOAN**

DLL No.       \*Department

\*Issue Date

**Resource Details :**

S. No.	Res. Type	Accn. No.	Title	Author	Due Date	
1	Book	37000	Flora of the Presidency of Madras	GAMBLE(JS)	03-03-2022	✕
2	Book	37005	DIRECTORY & YEAR BOOK	JAIN	03-02-2021	✕
3	Book	37004	JAWAHARLAL NEHRU HIS VISION OF COOPERATIVE	DWIVEDI (R C)	03-04-2021	✕
4	Book	37005	DIRECTORY & YEAR BOOK	JAIN	03-03-2021	✕
5	Book	37006	SOME STRAY THOUGHTS	KRIPALANI(J.B)	03-03-2021	✕

No. of Resources

1. Press New Button.
2. DLL number will be displayed automatically.
3. Select Dept code and Dept name is filled automatically.
4. Select issue date.
5. Select resource type, due date, enter resource number and related details are filled automatically in the grid. Enter another resource in next line. Like that proceed to enter all the resources.
6. Press <Remove> button to remove the resource from the list of grid.
7. Press <Save> button.

If the message is '**Dept Library Loan saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 7.10 Binding















Binding screen is used to issue the resources from the library to binder.

**BINDING**

Search by the criteria below :

Binding No  Binder

Binding Date  To

Binding No.	Binder	Outward Date	Expected Inward Date	No. of Resources	
1	KRISHNAN	16-12-2009	20-03-2010	211	 
2	KRISHNAN	16-12-2009	20-03-2010	211	 
3	KRISHNAN	16-12-2009	20-03-2010	211	 
4	KRISHNAN	16-12-2009	20-03-2010	211	 
5	KRISHNAN	16-12-2009	20-03-2010	211	 
6	KRISHNAN	16-12-2009	20-03-2010	211	 
7	KRISHNAN	16-12-2009	20-03-2010	211	 

437 records found.   Displaying page  of 63

### To modify existing Binding

We cannot edit the binding number.

1. Select the binding outward you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Binding Outward

1. Select a binding outward you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Binding

## BINDING

Binding No.  \*Outward Date   
\*Binder  \*Expected Inward Date

Resource Details :

No.	Res. Type	Accn No.	Title	Author	Status	Rcvd Date
1	Book	10367	UNITED STATES	HARLOW AND BL	Sent	03-03-2010

No. of Resources

1. Press New Button.
2. Binding number will be displayed automatically.
3. Select binder code and binder name is filled automatically.
4. Select outward date and delivery date.
5. Select resource type, due date, enter resource number and related details are filled automatically in the grid. Enter another resource in next line. Like that proceed to enter all the resources.
6. Press <Remove> button to remove the resource from the list of grid.
7. Press <Save> button.

If the message is '**Binding saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## REPORTS

### 7.11 Transaction Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## TRANSACTION REGISTER

\*Category

Compact Format

Type

\*Issue Date  \*To

### ISSUE REGISTER

From : 02-03-2018 To : 08-03-2021

S.No.	Mem ID.	Name	Batch & Programme	Acct. No.	Title	Author	Due Date	Status	Return Dt	Issued By
Resource Type : Book										
Member Group : STUDENT										
Issue Date : 02-03-2018										
1	A171714	YESU ANNA RETHIN	2017-2019 MPHILTA	60902	TIRUVARANGA KALAMBAKAM MOOLAVUM VURAIYUM	MURUGU (KATHI	18-03-2018	Return	19-03-2018	rovan
2	A171314	MALAR T	2017-2019 MA ENGLI	37200	SIX ENGLISH POETS	SACHITHANANDA	10-03-2018	Return	19-03-2018	rovan
3	A170134	MUGESH M	2017-2020 BA SOCIO	65268	KUMARI VAAVATTA VIDUTHALAI VARALARRU	KAALIYAPPAN N	15-03-2018	Return	05-03-2018	rovan
4	A171677	NABIL ANSAR	2017-2019 MCOM COM	52151	ENTREPRENEURIAL DEVELOPEMENT	KHANKA (S S)	16-03-2018	Return	16-03-2018	rovan
5	A170320	MONSHA S	2017-2020 BA ENGLI	43200	KABADA PURAM	PARTHASARATHY	16-03-2018	Return	14-03-2018	rovan
6	A161315	PRAISE VINITTA R	2016-2018 MA ENGLI	50664	FEMINIST LITERARY THEORY	ROONEY (ELLEN	15-03-2018	Return	16-03-2018	rovan
7	A161315	PRAISE VINITTA R	2016-2018 MA ENGLI	58027	THE ROUTLEDGE COMPANION TO CRITICAL THEORY	MALPAS (SIMON	15-03-2018	Return	16-03-2018	rovan
8	S16556	JEBISHA J	2016-2018 MA TAMIL	53877	KURUNTHOGAI -THELIVURAI	RAJARAM (THUR	16-03-2018	Return	14-03-2018	rovan
9	A170334	RADHIKA R	2017-2020 BA ENGLI	60236	PENN KURAL	RAJAM KRISHNA	16-03-2018	Return	15-03-2018	rovan
10	A170301	ABARNA K	2017-2020 BA ENGLI	42156	ENTHA NUTHANDU CERUKADAKAL -3	VITAL RAO	16-03-2018	Return	15-03-2018	rovan
11	A170645	VIJAY BALAJI M	2017-2020 BSC PHYS	53307	BHARATHIYUM SHELLEYUM	RAGJNATHAN (T	16-03-2018	Return	03-04-2018	rovan
12	A150637	VANITHA M P	2015-2018 BSC PHYS	64011	THIRUKURAL KALANJIAM PORUTPAL (PART 2)	DASON (MU)	16-03-2018	Return	05-03-2018	rovan
13	S16553	ASHA M	2016-2018 MA TAMIL	60563	NAATTUPURA VELANMAI	MANCHARAN(RA)	10-03-2018	Return	16-03-2018	rovan
14	S16567	VINOTHINI T	2016-2018 MA TAMIL	60499	KURAVANCHI ILAKKIYANKALIL PENKAL	SARASWATHI (S	30-03-2018	Return	20-03-2018	rovan
15	A171455	ARUNA R	2017-2019 MSC PHYS	49912	Solidstate Physics	KITTEL(Charle	17-04-2018	Return	16-04-2018	rovan
16	A171456	ARUNA R	2017-2019 MSC PHYS	63248	MICROPROCESSORS AND MICROCONTROLLERS ARCHITEXANT	KRISHNA	17-04-2018	Return	16-04-2018	rovan
17	A171461	FATHIMA SHAHANA	2017-2019 MSC PHYS	64185	MICROCONTROLLER 8051	SAGAR D (KARU	15-03-2018	Return	20-03-2018	rovan
18	A171478	VELVIZHI P	2017-2019 MSC PHYS	51134	INTRODUCTION TO SOLID STATE PHYSICS	KITTEL(Charle	11-04-2018	Return	16-04-2018	rovan
19	A171478	VELVIZHI P	2017-2019 MSC PHYS	64275	8085 MICROPROCESSOR AND INTERFACING	SHARMA (VIRES	02-04-2018	Return	16-04-2018	rovan
20	A161405	BAVITHRA K T	2016-2018 MSC MATH	54484	PROBABILITY, STATISTICS AND QUEUEING THEORY	SUNDARAPANDIA	10-03-2018	Return	05-03-2018	rovan

## 7.12 Due List

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### DUE LIST

Type

\*Member Group

Show All



### DUE LIST

S.No.	Mem ID.	Name	Batch & Programme	Accn. No.	Title	Author	Issue Date	Status
112	A191607	Esther A	2019-2021 B.E (Bio)	65214	Text Book Of Environmental Studies	RAGHAVAN NAMBIAR	20-01-2020	Renew
<b>Due Date : 14-02-2020</b>								
113	A191468	Nithya M	2019-2021 B.E (EEE)	52514	Introductory Methods Of Numerical Analysis	SASTRY(SS)	06-12-2019	Renew
114	A191468	Nithya M	2019-2021 B.E (EEE)	51161	Introduction To Solid State Physics	KITTEL(Charles)	06-12-2019	Renew
115	S19925	Dhanu K V	2019-2021 B.E (Pet)	31608	Prince Of Ayodhya	SARMA DS	12-12-2019	Renew
116	S19925	Dhanu K V	2019-2021 B.E (Pet)	44217	Who Is Who In The Mahabharata	MAZUMDAR(SUBASH)	12-12-2019	Renew
117	S19933	Sivaranjini M P	2019-2021 B.E (Pet)	61360	The Post-Colonial Studies Reader	ASHCROFT (BILL)	16-12-2019	Renew
118	S19933	Sivaranjini M P	2019-2021 B.E (Pet)	58827	The Cambridge Companion To The Literature Of	MACKAY (MARINA)	02-01-2020	Renew
119	S19925	Dhanu K V	2019-2021 B.E (Pet)	57093	The Secret	BYRNE (RHONDA)	02-01-2020	Renew
120	S19925	Dhanu K V	2019-2021 B.E (Pet)	61372	The Short History Of Myth	ARMSTRONG (KAREN)	03-01-2020	Renew

### 7.13 Resource in Circulation

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### RESOURCES IN CIRCULATION REGISTER

\*Res. Type

Type

### RESOURCES IN CIRCULATION REGISTER

S.No.	Mem ID.	Name	Department	Accn. No.	Title	Author(s)	Issue Date	Due Date	Status	Price
<b>Res. Type : BOOK</b>										
<b>Issue Date : 23-06-2009</b>										
1	1005	NATESAN K	CHEMISTRY	43336	Visual C++	LEINECKER	23-06-2009	19-12-2009	Issued	
2	1005	NATESAN K	CHEMISTRY	36054	Intro quantum chemistry	CHANDRA/AK	23-06-2009	19-12-2009	Issued	
3	1005	NATESAN K	CHEMISTRY	32371	Text Book of Micro&Semiconductor	VOGEL	23-06-2009	19-12-2009	Issued	
4	1005	NATESAN K	CHEMISTRY	45290	1001 Windows 98 Tips	JAMSA(Kris)	23-06-2009	19-12-2009	Issued	
5	1005	NATESAN K	CHEMISTRY	34945	Introduction to pascal&struc design	DALE(Neil)	23-06-2009	19-12-2009	Issued	
6	1005	NATESAN K	CHEMISTRY	39709	Plant Viruses	SMITH(Kenn)	23-06-2009	19-12-2009	Issued	
7	0201	AJJEENDRANATH K	MALAYALAM	29849	FIVE APPROACHES OF LITERARY	SCOTT(WILB)	23-06-2009	19-12-2009	Issued	
8	0201	AJJEENDRANATH K	MALAYALAM	27284	CRITICAL ESSAYS ON INDIAN WRITING	NAIK M K	23-06-2009	19-12-2009	Issued	
9	0201	AJJEENDRANATH K	MALAYALAM	1948	THARAHARAM	PARAMESWAR	23-06-2009	19-12-2009	Issued	
10	0201	AJJEENDRANATH K	MALAYALAM	40558	LITERATURE AND LANGUAGE TEADING	BRUMFIT AN	23-06-2009	19-12-2009	Issued	
11	1305	SOUNDARA RAJA K	COMMERCE	18389	An intro to electro chemistry	GLASSTONE	23-06-2009	19-12-2009	Issued	
<b>Issue Date : 25-06-2009</b>										
12	0105	ARUN KUMAR S	LIBRARY & INFORMATIO	40197	NALATAMIL ELATHAVADUMA	PARANTHAMA	25-06-2009	21-12-2009	Issued	
13	0105	ARUN KUMAR S	LIBRARY & INFORMATIO	35541	PAATHUM THOUM	SATHANA(SA)	25-06-2009	21-12-2009	Issued	
14	0105	ARUN KUMAR S	LIBRARY & INFORMATIO	46258	AROKIATHIRKANA AKKUPRESSURE	ARANGANATH	25-06-2009	21-12-2009	Issued	48.00
15	0705	VIJAYALEKSHMI A	MATHEMATICS	43535	SREE LALITHA SVARASRA NAMAM	SREE MATH	25-06-2009	21-12-2009	Issued	
16	1008	SUDHA KUMARI S	CHEMISTRY	42719	Thermodynamics for students of chem	RAJARAM(S)	25-06-2009	21-12-2009	Issued	
17	2402	SIVAGAMI B	COMPUTER SCIENCE SF	45860	Visual basic .Net	PETROUTSO5	25-06-2009	21-12-2009	Issued	

### 7.14 Over Due Reminder

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## OVER DUE REMINDER

\*Type

\*Reminder No.

**OVER DUE REMINDER**

Date : 30-03-2021

To :  
Sir ,

S.No.	Res.Type.	Accn.No.	Title	Price
Reminder No : 1				
Reminder Date :29-03-2021				
1	BOOK	1354644668	Why did do	0.00
2	BOOK	1235	ECONOMIC GEOGRAPHY OF INDIA	0.00
3	BOOK	12366	SOCIAL PSYCHOLOGY	0.00
4	BOOK	14789	AALVARGALUM AASARIYARGALUM	0.00
5	BOOK	45632	THE THREE MUSKETEERS.ED1,1991:	0.00
<b>Total</b>				<b>0.00</b>

### 7.15 Fine Pending

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## FINE PENDING REGISTER

\*Type All

View

Close

### FINE PENDING REGISTER

S.No.	Member.	Department	Fine Amount	Rcpt Amount	Pending Amount
<b>Fine For :</b>					
1	Chemistry Department L		100.00	0.00	100.00
2	ENGLISH DEPARTMENT LIB		1,100.00	0.00	1,100.00
<b>Fine For :</b>					
1	Maharajan S		2.00	0.00	2.00
2	Selvan C R		2.00	0.00	2.00
3	Rubi J		2.00	0.00	2.00
4	Anu T M		2.00	0.00	2.00
5	Prince S		2.00	0.00	2.00
6	Lekshmi J L		2.00	0.00	2.00
7	Sharmila J		2.00	0.00	2.00
8	Rejani G S		2.00	0.00	2.00
9	Thamarai Selvi		2.00	0.00	2.00
10	Rajeshwari R		2.00	0.00	2.00
11	Saranya S		2.00	0.00	2.00
12	Sumi T		2.00	0.00	2.00
13	Sree Valli M N		2.00	0.00	2.00
14	Vigneswari G S		2.00	0.00	2.00
15	Devika M		2.00	0.00	2.00
16	Aswin S A		2.00	0.00	2.00

## 7.16 Fine List

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### FINE LIST

\*Type Departmentwise

Department Biotechnology Engg

\*Fine Date 01-01-2021 \*To 30-12-2022

Export

View

Close

## DEPARTMENTWISE FINE LIST

From : 01-01-2021 To : 30-12-2022

S.No.	Member ID.	Member Name	OverDue Amount	Fine Amount	Total
<b>Department : Biotechnology Engg</b>					
1	012345	Dhinesh	880.00	340.00	1220.00
2	16001	Siva	25.00	0.00	25.00
3	16002	Kumar	25.00	0.00	25.00
4	16003	John	25.00	0.00	25.00
5	16004	Wick	25.00	0.00	25.00
<b>Total :</b>			<b>980.00</b>	<b>340.00</b>	<b>1,295.00</b>

### 7.17 Fine Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## FINE REGISTER

\*Type  ▼

\*Fine Date  \*To

**FINE REGISTER**

From : 01-03-2010 To : 30-03-2021

S.No.	Fine No.	Date	Fine	Mem. ID	Member	Dept	Accn No	Book Name	Amount
<b>Fine For : Member</b>									
1	1768	03-03-2010	Overdue	2767197	FELIX G		46265	MUDIVEDUPPOM SIKKALK	0.00
2	1769	03-03-2010	Overdue	2767197	FELIX G		22839	VULANALAVEAL	0.00
3	1770	03-03-2010	Overdue	2767197	FELIX G		7452	VULAVIEAL 2	0.00
4	1771	03-03-2010	Overdue	2870370	ASHA MOL R		29444	S.RADHAKRISHNAN :MY	0.00
5	1772	03-03-2010	Overdue	2870785	RAJAPPAUL M		42703	RESEARCH METHODOLOGY	0.00
6	1773	03-03-2010	Overdue	2880135	LEKSHMI A		50690	A TEXT BOOK OF COST	0.00
7	1774	03-03-2010	Overdue	3700956	NAGALAKSMI S		34726	Modern algebra	0.00
8	1775	03-03-2010	Overdue	A090533	SABATHINI K		6473	LION ETC	0.00
9	1776	03-03-2010	Overdue	A091212	RATHI DEVI V		48895	HUMAN RIGHTS IN INDI	0.00
10	1777	03-03-2010	Overdue	A091211	RAMYA N		29503	HISTORY OF THE ARABS	0.00
11	1778	03-03-2010	Overdue	3600969	RAMYA DEVI A		25714	Queues	0.00
12	1779	03-03-2010	Overdue	3600969	RAMYA DEVI A		48847	OPERATIONS RESEARCH	0.00
13	1780	03-03-2010	Overdue	A091669	PATHMINI S		49607	INDIAN STOCK MARKET	0.00
14	1781	03-03-2010	Overdue	A091669	PATHMINI S		25835	ELEMENTS OF MERCANTI	0.00
15	1782	03-03-2010	Overdue	2860247	RAHINI R T		16462	INTRODUCTION TO TOPO	0.00
16	1783	03-03-2010	Overdue	2860247	RAHINI R T		40337	Complex Analysis	0.00
17	1784	03-03-2010	Overdue	2860249	REVATHI S N		40338	Complex Analysis	0.00
18	1785	03-03-2010	Overdue	2860249	REVATHI S N		44079	Topopgy:First Cours	0.00
19	1786	03-03-2010	Overdue	2860249	REVATHI S N		47293	Game Theory:Mathemat	0.00
20	1787	03-03-2010	Overdue	2860249	REVATHI S N		44084	Intro to topology &m	0.00

## 7.18 Fine Collection Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### FINE COLLECTION REGISTER

\*Type  ▼

\*Receipt Date       \*To

FINE COLLECTION REGISTER					
From : 01-03-2020		To : 01-03-2021			
S.No.	Rcpt No.	Rcpt Date	Member	Department	Amount
<b>Fine For : Member</b>					
1	2238	19-11-2020	teste	BOOK SCIENCE	150.00
2	2239	20-11-2020	SRI VIDYA	BIOLOGY	50.00
3	2240	20-11-2020	SRI VIDYA	BIOLOGY	250.00
<b>Total :</b>					<b>450.00</b>

## 7.19 Datewise Summary

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## DATEWISE SUMMARY

\*Register Date  \*To

View

Close

## DATEWISE SUMMARY

Period From : 01-01-2021 To : 06-01-2023

Department	No.of Issue
Electronics Engg	2
---	52
<hr/>	
Date : 23-02-2021	Datewise Total Issue :
Automobile Engg	55
Biotechnology Engg	1
General	1
---	1
<hr/>	
	Datewise Total Issue :
	51

## 7.20 Monthwise Summary

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## MONTHWISE SUMMARY

\*Register Date  \*To

Abstract

View

Close

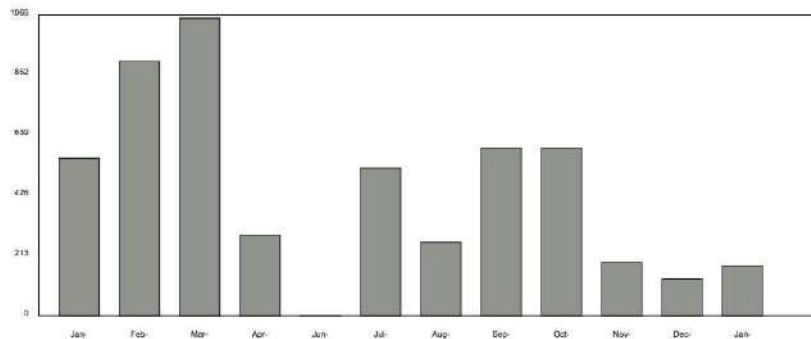
**MONTHWISE SUMMARY**

Month/Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Jan-2021	0	0	0	17	16	25	64	40	24	0	33	46	0	0	0	0	42	23	40	38	41	23	0	32	0	28	0	27	23	0	562	
Feb-2021	25	28	43	32	21	23	0	32	55	21	53	46	0	0	37	61	45	23	64	65	0	55	51	31	55	30	0	0	0	0	903	
Mar-2021	41	71	61	80	56	76	0	33	81	81	66	79	0	0	35	39	20	30	16	49	0	35	3	3	2	0	28	0	18	43	15	1063
Apr-2021	27	0	0	0	0	0	36	34	17	9	0	15	0	0	5	9	6	0	0	5	26	5	30	0	0	13	18	9	19	12	0	290
Jun-2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	2	0	11
Jul-2021	6	3	2	0	7	11	2	4	147	1	0	34	62	46	15	26	7	0	23	16	0	28	16	3	0	12	4	9	28	18	8	528
Aug-2021	0	34	21	16	8	18	0	0	14	7	15	9	5	0	0	11	6	6	9	1	0	0	16	17	18	7	8	2	0	0	8	261
Sep-2021	24	16	16	6	0	25	11	17	18	0	0	0	24	49	42	25	27	24	6	17	41	32	35	17	0	0	21	37	34	37	0	595
Oct-2021	30	0	0	21	28	37	31	18	44	2	30	51	39	0	0	0	0	0	19	24	22	37	0	34	24	22	25	20	40	0	598	
Nov-2021	12	31	0	0	0	1	0	16	6	0	4	4	14	0	1	14	3	13	17	5	0	4	15	12	8	2	0	0	0	6	0	190
Dec-2021	7	2	5	0	0	8	4	7	0	6	0	0	3	21	2	8	4	10	6	1	8	40	0	0	0	0	0	0	0	4	140	
Jan-2022	0	0	28	9	8	12	3	19	0	4	11	14	0	0	0	0	0	14	7	7	5	6	7	11	0	8	2	0	0	9	179	

**USER STATISTICS**

FROM : 01-01-2021 TO : 06-01-2022

MONTH	NO OF BOOKS ISSUED
Jan-2021	562
Feb-2021	903
Mar-2021	1063
Apr-2021	290
Jun-2021	11
Jul-2021	528
Aug-2021	261
Sep-2021	595
Oct-2021	598
Nov-2021	190
Dec-2021	140
Jan-2022	179



### 7.21 Inter Library Loan Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## INTER LIBRARY LOAN REGISTER

Library

\*ILL Date  \*To

Show Pending

### INTER LIBRARY LOAN REGISTER

From : 01-03-2000 To : 30-03-2021

S.No.	Res. Type.	Accn. No	Title	Author(s)	Status	Due Date	Return Date
<b>ILL No. : 1 Library : PHYSICS DEPARTMENT LIBRARY Issue Date : 07-09-2009</b>							
1	Book	47746	Electronics Projects vol2	EFY	Received	07-09-2010	
2	Book	47748	Electronics Projects vol3	EFY	Received	07-09-2010	
3	Book	47750	Electronics Projects vol4	EFY	Received	07-09-2010	
4	Book	47751	Electronics Projects vol5	EFY	Received	07-09-2010	
5	Book	47754	Electronics Projects vol6	EFY	Received	07-09-2010	
6	Book	47756	Electronics Projects vol7	EFY	Received	07-09-2010	
7	Book	47758	Electronics Projects vol8	EFY	Received	07-09-2010	
8	Book	47760	Electronics Projects vol9	EFY	Received	07-09-2010	
9	Book	47762	Electronics Projects vol11	EFY	Received	07-09-2010	
10	Book	47764	Electronics Projects vol 13	EFY	Received	07-09-2010	
11	Book	47766	Electronics Projects vol14	EFY	Received	07-09-2010	
12	Book	47768	Electronics Projects vol15	EFY	Received	07-09-2010	
13	Book	47770	Electronics Projects vol16	EFY	Received	07-09-2010	
14	Book	47771	Electronics Projects vol17	EFY	Received	07-09-2010	

## 7.22 Department Library Loan Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

## DEPT. LIBRARY LOAN REGISTER

Department

\*DLL Date  \*To

Show Pending



DEPT . LIBRARY LOAN REGISTER

From : 01-03-2020 To: 30-03-2021

S.No.	Res. Type.	Accn. No	Title	Author(s)	Status	Due Date	Return Date
<b>DLL No. : 1 Department :ADVANCED ZOOLOGY &amp; BIOTECHNOLOGY2 Issue Date :15-06-2020</b>							
1	Book	1111	ELEMENTS OF COMPANY LAW	FARRAR H	Sent	29-06-2020	
<b>DLL No. : 2 Department :ANIMAL HUSBANDRY Issue Date :29-03-2021</b>							
1	Book	40000	Organi Chemistry II	MUKHERJI(SMIETC	Sent	30-05-2022	
2	Book	40001	Organi Chemistry II	MUKHERJI(SM)ETC	Sent	30-05-2022	
3	Book	40003	MANAVARKAL NALLA MATHI PENGAL PERUVATHU	MUTHUKALATHI (M)	Sent	30-05-2023	
4	Book	40004	TAMILAKA VARALARU	GOVINDA SWAMY M	Sent	30-05-2024	
5	Book	40006	TAMIL ETHAKL VARULARU	SAMPANTHAN	Sent	30-05-2022	
<b>DLL No. : 3 Department :COMMERCE Issue Date :29-03-2021</b>							
1	Book	35000	Quantum mechanics	THANKAPPAN(VK)	Sent	02-02-2022	
2	Book	35001	Elements of modern physics	PATIL(SH)	Sent	02-02-2022	
3	Book	35002	Investigatory projects in physics	SHARMA(VK)&BHATN	Sent	02-02-2022	
4	Book	35003	Microprocessor and its application	ASPINALL(D),Ed	Sent	02-02-2022	
5	Book	35004	Electro magnetics	LAUD(BB)	Sent	02-02-2022	
<b>DLL No. : 4 Department :CHEMISTRY Issue Date :29-03-2021</b>							
1	Book	39001	Experimental in physical chemistry	SHOEMAKER(DP)ETC	Sent	03-03-2022	
2	Book	39002	Dictionary of chemistry	SHARMA(JL)	Sent	03-03-2022	
3	Book	39003	Chemical tech ready refe handbook	SHUGAR(GJ)et c	Sent	03-03-2022	
4	Book	39004	Migration of interacting systems	NICHOL(LW)&WINZO	Sent	03-03-2022	
5	Book	39005	Experimental organic Chemistry	HARWOOD(LM)&MOOD	Sent	03-03-2020	

## 7.23 Binding Register

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

### BINDING REGISTER

Binder

\*Binding Date  \*To

Show Pending

View
Close

BINDING REGISTER

From : 01-03-2020 To: 30-03-2021

S.No.	Res. Type.	Acen. No	Title	Author(s)	Status	Received Date
<b>Binding No. :437 Binder : KRISHNAN</b>						
<b>Outward Date :18-03-2020 Delivery Date : 18-03-2020</b>						
1	Book	1	SELECTED ENGLISH PROSE	UMRAO BAHADUR	Sent	

## 7.24 Issue Analysis

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**ISSUE ANALYSIS**

\*Type

\*Issue Date  \*To

**MEMBER GROUPWISE ISSUE ANALYSIS FROM : 01-02-2021 TO : 01-02-2022**

Member Group	No.of.resource
General	3
Others	10
Staff	295
Student	4461
	<b>4769</b>

## 7.25 Issue Summary

The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View. Report will open.

**ISSUE SUMMARY**

\*Res. Type

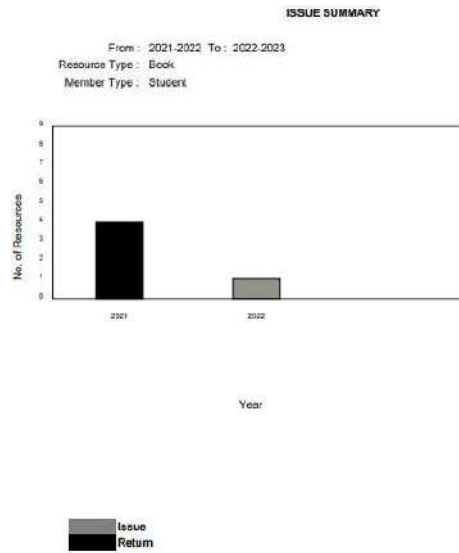
\*From

\*To

\* Member Type

Category

\*Department



## 8Master Data

### 8.1 Country

Country screen is used to define country codes. Country codes are useful to specify the country of origin of the students.

COUNTRY	
New	
Code	Name
IND	INDIA

1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Country

We cannot edit the country code.

1. Select the country you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Country

1. Select a Country you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Country



The screenshot shows a form titled "COUNTRY" with two input fields. The first field is labeled "\*Code" and contains the text "IND". The second field is labeled "\*Name" and contains the text "INDIA". Below the fields are two blue buttons: "Save" and "Close".

1. Click New button. The above screen will be displayed.
2. Enter country code.
3. Enter country name.
4. Enter remarks if needed.
5. Click <Save> button.

If the message is '**Country saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.2 State

State screen is used to define state codes. State codes are useful to specify the state of origin of the students.

**STATE**

Search by the criteria below

Country

Code	Name	Country
TN	TAMILNADU	INDIA
KL	KERALA	INDIA

2 records found.   Displaying page 1 of 1

### To modify existing State

We cannot edit the state code.

1. Select the state you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a State

1. Select a State you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New State

**STATE**

\*Code

\*Name

\*Country

1. Click New button.
2. Enter state code.
3. Enter state name.
4. Select Country.
5. Click <Save> button.

If the message is **'State saved successfully'**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.



















### 8.3 District

District screen is used to define district codes.

**DISTRICT**

Search by the criteria below

Country  State

Code	Name	State	Country	
VNR	VIRUDHUNAGAR	TAMILNADU	INDIA	 
TCN	TUTICORIN	TAMILNADU	INDIA	 
TVL	TIRUNELVELI	TAMILNADU	INDIA	 
THU	THUTHUKUDI	TAMILNADU	INDIA	 
THE	THENI	TAMILNADU	INDIA	 
SIVA	SIVAGANGAI	TAMILNADU	INDIA	 
RAM	RAMANATHAPURAM	TAMILNADU	INDIA	 
NAM	NAMAKKAL	TAMILNADU	INDIA	 
MDU	MADURAI	TAMILNADU	INDIA	 

#### To modify existing District

We cannot edit the district code.

1. Select the district you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a District

1. Select a District you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New District

## DISTRICT

*Code	<input type="text" value="VNR"/>
*Name	<input type="text" value="VIRUDHUNAGAR"/>
*State	<input type="text" value="TAMILNADU"/>
*Country	<input type="text" value="INDIA"/>

1. Click New button.
2. Enter district code.
3. Enter district name.
4. Select State and Country.
5. Click <Save> button.

If the message is '**District saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.4 City

City screen is used to define city codes.

## CITY

Search by the criteria below

District

State

Country



Code	Name	District	State	Country	
A.M	A.MUTHULINGAPURAM	VIRUDHUNAGAR	TAMILNADU	INDIA	
ACH	ACHAMTHAVIRTHAN, SRIVILLIPUTTUR	VIRUDHUNAGAR	TAMILNADU	INDIA	
ACHAN	ACHANKULAM, SRIVILLIPUTTUR	VIRUDHUNAGAR	TAMILNADU	INDIA	
ACP	ARAICHIPATTI, SRIVILLIPUTHUR	VIRUDHUNAGAR	TAMILNADU	INDIA	
AKKAN	AKKANPURAM COLONY, SRIVILLIPUTTUR	VIRUDHUNAGAR	TAMILNADU	INDIA	
ALA	ALAKSHMI PURAM SIVAKASI	VIRUDHUNAGAR	TAMILNADU	INDIA	
ALAG	ALAGUNATCHAYARPURAM, SANKARANKOVIL	VIRUDHUNAGAR	TAMILNADU	INDIA	

### To modify existing City

We cannot edit the city code.

- 1.Select the city you want to modify.
- 2.Press Edit image.
- 3.Edit the required details.
- 4.Press <Save> button.

### To Delete a City

- 1.Select a City you want to delete.
- 2.Click Delete image.
- 3.Confirm your deletion process.

### To add a New City

## CITY

\*Code

\*Name

\*District

\*State

\*Country

STD Code



















1. Click New button.
2. Enter city code.
3. Enter city name.
3. Select District, State and Country.
4. Enter STD Code if needed.
5. Click <Save> button.

If the message is '**City saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.5 Department

Department screen is used to notice the departments available in the institution.

DEPARTMENT			
New			
Code	Name	Index	
SCIE	SCIENCES	1	 
MNGMT	MANAGEMENT	2	 
GEN	GENERAL	3	 
TAM	TAMIL	4	 
HIS	HISTORY	5	 
COM	COMMERCE	6	 
ENG	ENGLISH	7	 
MAT	MATHEMATICS	8	 
SR	SECRETARY ROOM	9	 
ofc	OFFICE (SF)	9	 

### To modify existing Department

We cannot edit the department code.

1. Select the department you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Department

1. Select a Department you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Department

## DEPARTMENT

\*Code

\*Name

\*Index  ▼






Offers Programmes

1. Click on New button.
2. Enter Department Code.
3. Enter Department Name.
4. Enter Head of the Department Name.
5. Enter remarks if needed.
6. Click <Save> button.

If the message is '**Department saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.6 Programme Level

Programme Level screen is used to define the Programme levels offered in the institution.

PROGRAMME LEVEL			
New			
Code	Name	Application Prefix	
MP	MP	MP	 
PG	PG	PG	 
UG	UG	UG	 

3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Programme Level

We cannot edit the Programme level code.

1. Select the Course type you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Programme Level

1. Select a programme level you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Programme Level

PROGRAMME LEVEL	
*Code	<input type="text" value="UG"/>
*Name	<input type="text" value="UG"/>
*Application Prefix	<input type="text" value="UG"/>
*Index	<input type="text" value="1"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter Programme level code.
3. Enter Programme level name.
3. Enter Application Prefix
4. Enter the index.
5. Click <Save> button.

If the message is '**Programme Level saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.7 Programme

Programme screen is used to define the Programme offered in the institution.

PROGRAMME

Search by the criteria below

Programme  Department

Code	Name	Department	Type	Duration	
PGDCA	P.G.D.C.A.	GENERAL	PG	1	
BAHIS	B.A. HISTORY	HISTORY	UG	3	
BCOM	B.COM	COMMERCE	UG	3	
BSCCHE	B.SC. CHEMISTRY	CHEMISTRY	UG	3	
BSCMAT	B.SC. MATHS	MATHEMATICS	UG	3	
BSCPHY	B.SC. PHYSICS	PHYSICS	UG	3	
MAHIS	M.A. HISTORY	HISTORY	PG	2	
MCOM	M.COM	COMMERCE	PG	2	

### To modify existing Programme

We cannot edit the Programme code.

1. Select the Programme you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

## To Delete a Programme

1. Select a Programme you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Programme

**PROGRAMME**
















*Code	BAHIS
*Name	B.A. HISTORY
* Display Name	B.A. HISTORY
*Department	HISTORY
*Type	UG
*Degree Code	BAHIS
* Degree Name	BAHIS
*Duration	3 Year(s)
*Index	2
*Self / Aided	--- Select ---
Application Status	<input type="checkbox"/>

1. Click New button.
2. Enter Programme code.
3. Enter Programme name.
4. Select the department.
5. Enter the duration (in years).
6. Select the type.
7. Select the Index.
8. Click <Save> button.

If the message is '**Programmesaved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.8 Batch

Batch screen is used to notice the batches in the institution.

BATCH	
<b>New</b>	
Batch	
2020-2023	 
2020-2022	 
2019-2022	 
2019-2021	 
2019-2020	 
2018-2021	 
2018-2020	 
2018-2019	 
2017-2020	 
2017-2019	 

### To modify existing Batch

We cannot edit the batch.

### To Delete a Batch

1. Select a Batch you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Batch

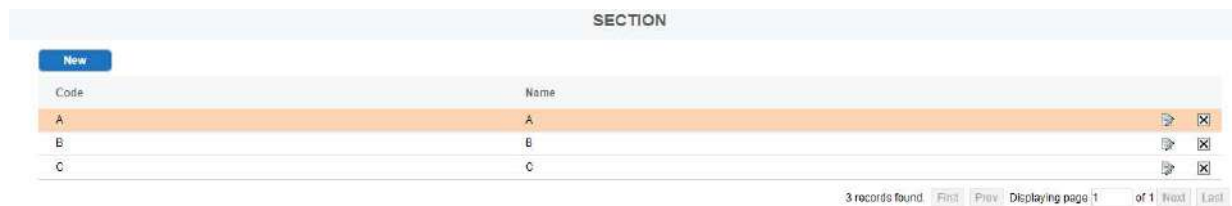
BATCH	
*Batch	<input type="text" value="2020-2023"/>
<b>Save</b>	<b>Close</b>







1. Click New button.
2. Enter batch.
3. Click <Save> button.

If the message is '**Batch saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.9 Section

Section screen is used to notice the Sections in the institution.




Code	Name		
A	A		
B	B		
C	C		

3 records found [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Section

We cannot edit the Sectioncode.

1. Select the Section you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Section

1. Select a Section you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Section

**SECTION**

\* Code

\* Name

1. Click New button.
2. Enter Section.
3. Click <Save> button.

If the message is '**Section saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.10 Member Group

Library members can be classified in to different member groups based on the permissions given to them. For example Under Graduate students may be grouped as a Member Group with the permission to borrow upto 5 books from the library. Similarly Post Graduate students can be put in another group with the permission to borrow up to 10 books.

**MEMBER GROUP**

MemberGroup	No.Resources	No.Renewal	Period	Over Due	Over Due Charge	
GENERAL	10	3	90	No		
STAFF	10	3	90	No		
STUDENT	3	1	15	Yes		

3 records found.   Displaying page 1 of 1

## To modify existing Member Group

- 1.Select the member group you want to modify.
- 2.Press Edit image.
- 3.Edit the required details.
- 4.Press <Save> button



## To Delete a Member Group

We cannot edit the member group name.

1. Select a member group you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Member Group

**MEMBER GROUP**

\*Member Group Name

**General :**

*Number of Resources	<input type="text" value="10"/>	*Over Due Charge <input checked="" type="checkbox"/>	Amount(in Rs. per day) <input type="text" value="2"/>
Number of Renewals	<input type="text" value="3"/>		
Period(in Days)	<input type="text" value="90"/>		
Overnight (in Days)	<input type="text" value="0"/>		

**Book Bank :**

Number of Resources	<input type="text" value="3"/>	*Over Due Charge <input checked="" type="checkbox"/>	Amount(in Rs. per day) <input type="text" value="10"/>
Number of Renewals	<input type="text" value="3"/>		
Period(in Days)	<input type="text" value="7"/>		

Remarks

1. Click on New button.
2. Enter member group Name.
3. **General:**
  1. Enter the no. of resources for general resources that the member belonging to that member group can hold.
  2. Enter the no. of renewals for general resources that the member can.
  3. Enter the period (In days) for general resources that the member can hold a

resources on each time.

4. Enter the overnight resources period (In days) for general resources that the member can hold a resource on each time.

5. Enter the penalty can fall on the member belonging to that member group for general resources.

6. Enter the amount of penalty per day (In Rupees) for general resources.

4. **Book Bank:**

1. Enter the no. of resources for book bank resources that the member belonging to that member group can hold.

2. Enter the no. of renewals for book bank resources that the member can.

3. Enter the period (In days) for book bank resources that the member can hold a resources on each time.

4. Enter the penalty can fall on the member belonging to that member group for book bank resources.

5. Enter the amount of penalty per day (In Rupees) for book bank resources.

6. Enter Remarks if needed.

7. Click button.

If the message is '**Member Group saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.11 Budget

Budget screen is used to define the budgets used in the library.




The screenshot shows a web interface for managing budgets. At the top, there is a header labeled "BUDGET". Below the header, there is a "New" button. A table displays the budget records. The table has three columns: "Code", "Name", and "Remarks". One record is shown with the code "AAA" and the name "UGC Budget". At the bottom right of the table, there is a pagination control showing "1 records found", "First", "Prev", "Displaying page 1 of 1", "Next", and "Last".

Code	Name	Remarks
AAA	UGC Budget	


### To modify existing Budget

We cannot edit the budgetcode.

1. Select the budget you want to modify.

2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Budget

1. Select a budget you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Budget

## BUDGET

\*Code

\*Name

Remarks

1. Click New button.
2. Enter budget code.
3. Enter budget name.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Budget saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.12 Currency


Currency screen is used to define currency codes.

CURRENCY		
New		
Code	Name	Remarks
DOLL	Dollar	
EUR	EURO	
POU	POUND	
RS	Rupees	


4 records found. First Prev Displaying page 1 of 1 Next Last

### To modify existing Currency

We cannot edit the currency code.

1. Select the currency you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Currency

1. Select a currency you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Currency

CURRENCY	
*Code	<input type="text" value="Rs"/>
*Name	<input type="text" value="Rupees"/>
Remarks	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter currency code.
3. Enter currency name.
4. Enter the multiplier.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Currency saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.13 Resource Type


Resource Type screen is used to define the different resource types stocked in the library.  
Example: Books, CDs etc.

RESOURCE TYPE			
New			
Code	Name	Issuable	Remarks
ARTICLE	ARTICLE	Yes	
AUDIO CASSETTE	Audio Cassette	No	
BACK VOLUME	BACK VOLUME	No	REFERENCE ONLY
BOOK	Book	Yes	
CD	CD	Yes	
DISSERTATION	DISSERTATION	No	REFERENCE ONLY
DVD	DVD	Yes	
FD	Flappy Disk	No	
JOURNAL	JOURNAL	No	REFERENCE ONLY
MAGAZINE	MAGAZINE	No	REFERENCE ONLY


14 records found. First Prev Displaying page 1 of 2 Next Last

#### To modify existing Resource type

We cannot edit the resource typecode.

1. Select the resource type you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

#### To Delete a Resource type

1. Select a resource type you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Resource Type

**RESOURCE TYPE**

*Code	<input type="text" value="BOOK"/>
*Name	<input type="text" value="Book"/>
Issuable	<input checked="" type="checkbox"/>
Remarks	<input type="text"/>

1. Click New button.
2. Enter resource type code.
3. Enter resource type description.
4. Specify whether it can be issued or not.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Resource Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.14 Main Subject


Main Subject screen is used to create codes for the major subjects under which books are classified. Example: Mathematics.

MAIN SUBJECT		
Code	Name	Remarks
MA	Mathematics	
Tamil	Tamil	


2 records found. First Prev Displaying page 1 of 1 Next Last

### To modify existing Main Subject

We cannot edit the Main subjectcode.

1. Select the Main subject you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Main Subject

1. Select a Main subject you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Main Subject

MAIN SUBJECT	
*Code	MA
*Subject Name	Mathematics
Prefix	MA
Remarks	
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter main subject code.
3. Enter main subject name.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Main Subject saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.15 Sub Subject

Sub Subject is a minor division under a major subject. Example: Algebra is a sub subject under the major subject Mathematics.

**SUB SUBJECT**

Search by the criteria below :


Main Subject

Code	Name	Main Subject	Remarks
AL	Algebra	Mathematics	

1 records found.


### To modify existing Sub Subject

We cannot edit the sub subjectcode.

1. Select the sub subject you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button



### To Delete a Sub Subject

1. Select a sub subject you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Sub Subject

**SUB SUBJECT**

*Code	<input type="text" value="AL"/>
*Name	<input type="text" value="Algebra"/>
*Main Subject	<input type="text" value="Mathematics"/>
Remarks	<input type="text"/>

1. Click New button.
2. Enter sub subject code.
3. Enter sub subject name.
4. Enter main subject.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Sub Subject saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.16 Language


Language screen is used to define codes for the languages.

LANGUAGE			
New			
Code	Name	Font	Remarks
ENG	English		
MAL	Malayalam		
OTH	Others		
TAM	Tamil	Bamini	
TEL	Tolugu		


5 records found. First Prev Displaying page 1 of 1 Next Last

### To modify existing Language

We cannot edit the languagecode.

- 1.Select the language you want to modify.
- 2.Press Edit  image.
- 3.Edit the required details.
- 4.Press <Save> button

### To Delete a Language

- 1.Select a language you want to delete.
- 2.Click Delete  image.
- 3.Confirm your deletion process.

### To add a New Language

LANGUAGE	
*Code	TAM
*Name	Tamil
Font	Bamini
Remarks	
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter language code.
3. Enter language name.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Language saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.17 Author


Author screen is used to create the master data about the Authors.

AUTHOR				
Search by the criteria below :				
Language	-- Select --	Author Name	<input type="text"/>	<input type="button" value="Search"/>
<input type="button" value="New"/>				
Language	Author Name	Address	City	E-Mail
English	ABHIMANYU SINGH			 
English	ABHISHEK DUBEY ABHISHEK DUBEY			 
English	ABHISHEK YADAV			 
English	ABILASH M.			 
English	ABIR LAL MUKHERJEE			 
English	ABJUIT CHATERJEE			 
English	ABRAHAM SILBER ABRAHAM SILBER			 
English	ACHARYA BHAGWAN ACHARYA BHAGWAN			 
English	ACHENDEN PETER J			 
English	ACHUTHAN M.K.			 


5002 records found.   Displaying page 2 of 510

### To modify existing Author

We cannot edit the Author name.

1. Select the author you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

## To Delete a Author

1. Select a author you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

## To add a New Author

**AUTHOR**

*Language	English	Phone	
*Author Name	ABHIMANYU SINGH	Mobile	9987656789
Address		Fax	
City	Banglore	E-Mail	singh@gmail.com
State	Karnataka	Website	
Country	India	Remarks	
Pincode			

1. Click New button.
2. Enter author name.
3. Enter city name and other details.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Author saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.18 Rack


Rack screen is used to define the codes for the Racks available in the library.

RACK		
Code	Name	Remarks
R1	Row 1	
R10	Row 10	
R11	Row 11	
R12	Row 12	
R13	Row 13	
R14	Row 14	
R15	Row 15	
R16	Row 16	
R17	Row 17	
R18	Row 18	


20 records found. First Prev Displaying page 1 of 2 Next Last

### To modify existing Rack

We cannot edit the rackcode.

1. Select the rack you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Rack

1. Select a rack you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Rack

RACK	
*Code	<input type="text" value="R1"/>
*Name	<input type="text" value="Row 1"/>
Remarks	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter rack code.
3. Enter rack name.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Rack saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.19Series

Series screen is used to define Book Series Information.


For example: Encyclopedia, Dictionary etc.

SERIES				
New				
Name	Responsibility	Title of Volume	Part Statement	ISSN
ARCHITECTURE + DESIGN		XXXIV		0097-0238
BULLETIN OF MATERIALS SCIENCE				
BUSINESS TODAY				
COMPETITION SUCCESS REVIEW		LIII		
CURRENT SCIENCE		112		0011-3891
JOURNAL OF BIOSCIENCES		42		0250-5991


6 records found. First Prev Displaying page 1 of 1 Next Last

## To modify existing Series

We cannot edit the series name.

1. Select the series you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

## To Delete a Series

1. Select a series you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

## To add a New Series

**SERIES**


*Name	<input type="text" value="CURRENT SCIENCE"/>
Statement of Responsibility	<input type="text" value="-"/>
Part Statement	<input type="text" value="-"/>
ISSN	<input type="text" value="0011-3891"/>
Volume/Part No	<input type="text" value="5"/>
Pages	<input type="text" value="100"/>
Title of Volume	<input type="text" value="112"/>
Responsibility	<input type="text" value=""/>
Binding Type	<input type="text" value="-- Select --"/>
Remarks	<input type="text" value=""/>

1. Click New button..
2. Enter the Series Name, Statement of Responsibility, Part Statement, ISSN, Volume/Part No, Pages, Title of Volume and the Statement of Responsibility.
3. Select the Type of Binding.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Series saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.20 Mode of Acquisition


Mode of Acquisition screen is used to define the various methods of purchasing the books and other resources for the Library. For example By order (or) By Gift.




Code	Name	Remarks
PO	By Postal	
COU	Courier	

### To modify existing Mode of Acquisition

We cannot edit the mode of acquisition code.

1. Select the mode of acquisition you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Mode of Acquisition

1. Select a mode of acquisition you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.



## To add a New Mode of Acquisition

### MODE OF ACQUISITION

\*Code

\*Name

Remarks

SaveClose

1. Click New button.
2. Enter Acquisitions code.
3. Enter the Description of Acquisitions.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is **'Mode Of Acquisitions saved successfully'**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.21 Publisher

Publisher screen is used to define the publishers who publishes the books.

**PUBLISHER**

Search by the criteria below :


Language Publisher Name Search

New


Language	Name	City	E-Mail
English	ACADEMIC PRESS	Tiruchrappalli	🔍 ✕
English	ACME	Tiruchrappalli	🔍 ✕
English	ACME LEARNING	Tiruchrappalli	🔍 ✕
English	ADDISON WESLEY	Tiruchrappalli	🔍 ✕
English	ADDONE PUB	Tiruchrappalli	🔍 ✕
English	ADOR WELDING	Tiruchrappalli	🔍 ✕
English	ADRAMS	Tiruchrappalli	🔍 ✕
English	AJBS	Tiruchrappalli	🔍 ✕
English	AIRWALK PUBLICATIONS	CHENNAI	🔍 ✕
English	AITBS	Tiruchrappalli	🔍 ✕

536 records found. [First](#) [Prev](#) [Displaying page 2](#) of 54 [Next](#) [Last](#)

## To modify existing Publisher

1. Select the publisher you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

## To Delete a Publisher

1. Select a publisher you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

## To add a New Publisher

PUBLISHER	
*Language	English
*Publisher Name	ACADEMIC PRESS
Address	
*City	Tiruchirappalli
State	Tamil Nadu
Country	India
Pincode	
Contact Person	
Phone	
Mobile	9876789876
Fax	
E-Mail	
Website	
Remarks	
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter publisher code.
3. Enter publisher name.
4. Enter the contact person, city, address and other details.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is **‘Publisher saved successfully’**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.22 Supplier

Supplier screen is used to define the suppliers from whom the books are purchased for the library.

**SUPPLIER**

Search by the criteria below :

Supplier Name

Name	Address	City	Mobile
INDIAN ACADEMY OF SCIENCES	BANGALORE	BANGALORE	
VRB PUBLISHER		CHENNAI	
TBH LIBRARY BOOK SUPPLIERS	7A, SUNKURAMA STREET, PARRYS OPP HIGH COURT, CHENNAI 600001 TN, INDIA.	CHENNAI	
JAI TECH		CHENNAI	
MEENAKSHI AGENCY		CHENNAI	
G BALAJI PUBLISHERS		CHENNAI	
DHANAM PUBLICATIONS		CHENNAI	
SRI KRISHNA		CHENNAI	
METRO BOOKS		CHENNAI	
IP BOOKS AND SUBSCRIPTIONS		ERODE	

16 records found   Displaying page 1 of 2

### To modify existing Supplier

We cannot edit the supplier name.

1. Select the supplier you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Supplier

1. Select a supplier you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Supplier

**SUPPLIER**

*Name	TBH LIBRARY BOOK SUPPLIERS	Contact Person	
Address	7A, SUNKURAMA STREET, PARRYS OPP HIGH COURT, CHENNAI 600001 TN, INDIA	Phone	
*City	CHENNAI	Mobile	9876543210
State	TAMIL NADU	Fax	
Country	INDIA	Email	
Pincode		Website	
		Remarks	

1. Click New button.
2. Enter supplier code.
3. Enter supplier name.
4. Enter the contact person, city, address and other details.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Supplier saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.23 Binding Type

Binding Type screen is used to define the binding types used in the Library.


**BINDING TYPE**

New		
Code	Name	Remarks
SPR	Spiral	


1 records found

### To modify existing Binding type

We cannot edit the binding type code.

1. Select the binding type you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Binding type

1. Select a binding type you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Binding type

**BINDING TYPE**

*Code	<input type="text" value="SPR"/>
*Name	<input type="text" value="Spiral"/>
Remarks	<input type="text"/>

1. Click New button.
2. Enter Binding code.
3. Enter the Description of Binding.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Binding Type saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.24 Frequency

Frequency screen is used to define the frequencies in which journals / magazines are subscribed.

FREQUENCY			
<a href="#">New</a>			
Code	Name	No. of Days	
DA	Daily	365	
FN	Fert Night	15	
HY	Half Yearly	180	
MON	Monthly	30	
QU	Quarterly	90	
WEEK	Weekly	7	

6 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Frequency

We cannot edit the frequency code.

1. Select the frequency you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Frequency

1. Select a frequency you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New Frequency

FREQUENCY	
*Code	<input type="text" value="HY"/>
*Name	<input type="text" value="Half Yearly"/>
*No of days	<input type="text" value="180"/>
Remarks	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter Frequency code.
3. Enter Frequency name.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is '**Frequency saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.25 Delivery Mode


Delivery mode screen is used to define the various delivery modes used to receive the journals / magazines from the publisher.

DELIVERY MODE		
Delivery Mode	Description	Remarks
BYPERSON	By Person	 
COU	Courier	 
PO	Post	 


3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Delivery Mode

We cannot edit the delivery mode code.

1. Select the delivery mode you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Delivery Mode

1. Select a delivery mode you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

## To add a New Delivery Mode

### DELIVERY MODE

\*Delivery Mode

Description

Remarks

1. Click New button.
2. Enter Delivery Mode.
3. Enter remarks if needed.
4. Click <Save> button.

If the message is **'Delivery Mode saved successfully'**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.26 Newspaper

Newspaper screen is used to note down the Newspapers subscribed for the library.

### NEWSPAPER

Search by the criteria below :

Newspaper Name


Name	Language		
BUSINESS LINE	English		
Employment News	English		
The Hindu	English		
THE INDIAN EXPRESS	English		
THE INDU	Tamil		
THINA KARAN	Tamil		
THINA MALAR	Tamil		
THINA MANI	Tamil		
THINA THANDHI	Tamil		

9 records found.   Displaying page 1 of 1




### To modify existing Newspaper

We cannot edit the newspaper code.

1. Select the newspaper you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Newspaper

1. Select a newspaper you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Newspaper

**NEWSPAPER**

*Code	<input type="text" value="3"/>
*Name	<input type="text" value="BUSINESS LINE"/>
Editor	<input type="text"/>
*Language	<input type="text" value="English"/>
Publisher	<input type="text"/>
Remarks	<input type="text"/>

1. Click New button.
2. Enter newspaper ID.
3. Enter newspaper description.
4. Enter newspaper editor.
5. Select the publisher, language of the newspaper.

6. Enter the remarks if needed.

7. Click <Save> button.

If the message is **'Newspaper saved successfully'**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.





















## 8.27Serial

Serial screen is used to define the journals / magazines subscribed by the library.

**SERIAL**

Search by the criteria below :


Language <input type="text" value="-- Select --"/>	Frequency <input type="text" value="-- Select --"/>
Serial <input type="text" value="-- Select --"/>	Edition <input type="text" value="-- Select --"/>
Department <input type="text" value="-- Select --"/>	Category <input type="text" value="-- Select --"/>

Language	Category	Title	Frequency	Edition	
English	JOURNAL	ARCHITECTURE + DESIGN	Monthly	Indian	 
English	JOURNAL	ASIAN JOURNAL OF ELECTRICAL SCIENCE	Half Yearly	Indian	 
English	JOURNAL	BIOINFORMATICS	Quarterly	Indian	 
English	JOURNAL	BRAND MANAGMENT	Quarterly	Indian	 
English	JOURNAL	BULLETIN OF MATERIALSCIENCE	Quarterly	Indian	 
English	MAGAZINE	BUSINESS TODAY	Fort Night	Indian	 
English	MAGAZINE	CAREER 360	Monthly	Indian	 
English	JOURNAL	CHEMISTRY TODAY	Monthly	Indian	 
English	JOURNAL	CIVIL ENGINEERING AND CONSTRUCTION REVIEW	Monthly	Indian	 
English	MAGAZINE	COMPETITION SUCCESS REVIEW	Monthly	Indian	 


67 records found.

### To modify existing Serial

We cannot edit the serial language.

1. Select the serial you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Serial

1. Select a serial you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New Serial

## SERIAL

*Language	English	Department	Architecture
*Category	JOURNAL	Subject	---Select---
*Serial Code	10	*Prefix	AR
*Title	ARCHITECTURE + DESIGN	Country	India
Parallel Title		Delivery Mode	Courier
*Frequency	Monthly	Publisher	A.R.PUBLICATION
*Edition	Indian	Remarks	
Call no			
ISSN			
Language	--- Select ---		

1. Click New button.
2. Select the Category and Enter Serial code.
3. Enter Serial title and parallel title.
4. Enter ISSN Number, subscription number, from date, to date, amount, editor and other details.
5. Select the Serial type, periodicity, date of purchasing, language, main subject, supplier, sub subject and other details.
6. Enter the remarks if needed.
7. Click <Save> button.

If the message is '**Serial saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.28Holidays

Holidays screen is used to note down the Holidays for the Institution.

HOLIDAY		
Search by the criteria below :		
Description	From	To
<input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Search"/>		
<input type="button" value="New"/> <input type="button" value="Bulk"/>		
Date	Description	
31-05-2022	Annual closing of Accounts for Commercial Banks & Co-operative Banks	
01-05-2021	Employee Day	
14-04-2021	Tamil New Years Day	
13-04-2021	Telugu New Years Day	
02-04-2021	Good Friday	
01-04-2021	Annual closing of Accounts for Commercial Banks & Co-operative Banks	
26-01-2021	Republic Day	
16-01-2021	Uzhavar Thirunai	
15-01-2021	Thiruvalluvar Day	
14-01-2021	Pongal	

11 records found:   Displaying page 1 of 2

## To modify existing Holiday

1. Select the Holidays you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button

## To Delete a Holiday

1. Select a Holiday you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New Holiday

HOLIDAY	
*Date	15-01-2023
*Description	Pongal Festival
<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click New button.
2. Enter Holiday Date.

3. Enter Holiday description.
4. Click <Save> button.

If the message is **'Holiday saved successfully'**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.29 Loss Type

Loss Type is used to define various methods of loss under which books lost are recorded.


Example: Theft.

LOSS TYPE		
Code	Description	Remarks
MISS	Missing	


1 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

### To modify existing Loss type

We cannot edit the loss type code.

1. Select the loss type you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a Loss type

1. Select a loss type you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

## To add a New Loss type

**LOSS TYPE**

\*Code

\*Description

Remarks

1. Click New button.
2. Enter loss code.
3. Enter Description.
4. Enter the remarks if needed.
5. Click <Save> button.

If the message is **'Loss Type saved successfully'**, you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.30 Binder


Binder screen is used to define the various companies employed by the library for binding the books.

BINDER			
New			
Code	Name	City	Mobile
MB	Mahesh Binders	Madurai	9878967890


1 records found.   Displaying page 1 of 1

## To modify existing Binders

We cannot edit the binders code.

1. Select the binders you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

## To Delete a Binder

1. Select a binders you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

## To add a New Binder

**BINDER**

<p>*Code <input type="text" value="MB"/></p> <p>*Name <input type="text" value="Mahesh Binders"/></p> <p>Address <input type="text"/></p> <p>*City <input type="text" value="Madurai"/></p> <p>Pincode <input type="text" value="626 178"/></p> <p>State <input type="text" value="Tamil Nadu"/></p> <p>Country <input type="text" value="India"/></p>	<p>Contact Person <input type="text" value="Arun"/></p> <p>Phone <input type="text"/></p> <p>Mobile <input type="text" value="9878987890"/></p> <p>Remarks <input type="text"/></p> <div style="text-align: right; margin-top: 10px;"><input type="button" value="Save"/> <input type="button" value="Close"/></div>
--	--

1. Click New button.
2. Enter binder code.
3. Enter binder name.
4. Enter the contact person, city, address and other details.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Binder saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 8.31 ILL – Library


ILL screen is used to define the names of other libraries who will borrow from our library under Inter Library Loan arrangement.

ILL - LIBRARY			
New			
Code	Name	City	Mobile
MG	Mega Library	Madurai	9878987890


1 records found. First Prev Displaying page 1 of 1 Next Last

### To modify existing ILL - Library

We cannot edit the inter library code.

1. Select the inter library you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

### To Delete a ILL - Library

1. Select a binders you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

### To add a New ILL - Library

ILL - LIBRARY	
*Code	MG
*Name	Mega Library
Address	167P Madurai
*City	Madurai
State	Tamil Nadu
Country	India
Pincode	626789
Contact Person	
Phone	
Mobile	9878987890
Fax	
Email	
Website	
Over Due Amount Per Day	
Remarks	
<input type="button" value="Save"/> <input type="button" value="Close"/>	









1. Click New button.
2. Enter ILL code.
3. Enter Inter Library name.
4. Enter the contact person, city, address and other details.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**ILL - Library saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 8.32 Fine Code


Fine Code screen is used to define the Fine Name levied by the library.

FINE CODE		
Code	Name	Remarks
MISS	Book Missed	 
CARD	CARD MISSED	 
OVERDUE	Overdue	 


3 records found. [First](#) [Prev](#) Displaying page 1 of 1 [Next](#) [Last](#)

#### To modify existing Fine code

We cannot edit the fine code.

1. Select the fine you want to modify.
2. Press Edit  image.
3. Edit the required details.
4. Press <Save> button

#### To Delete a Fine code

1. Select a fine you want to delete.
2. Click Delete  image.
3. Confirm your deletion process.

## To add a New Fine code

**FINE CODE**

*Code	<input type="text" value="OVERDUE"/>
*Name	<input type="text" value="Overdue"/>
Remarks	<input type="text"/>

1. Click New button.
2. Enter Fine code.
3. Enter Inter Fine name.
4. Enter the contact person, city, address and other details.
5. Enter the remarks if needed.
6. Click <Save> button.

If the message is '**Fine code saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 9Administration

Administration module helps you to manage the software effectively.

### 9.1 News

News screen helps to display News on Member Login (OPAC)

NEWS			
Search by the criteria below			
Date	<input type="text"/>	<input type="button" value="Search"/>	
<b>New</b>			
News Id	Date	Description	
3	19-02-2022	Good Afternoon to All	
4	11-02-2022	Good Evening..!!	
2	30-08-2019	Books Reading is Very Good Habit..	
3 records found. <input type="button" value="First"/> <input type="button" value="Prev"/> Displaying page 1 of 1 <input type="button" value="Next"/> <input type="button" value="Last"/>			

### To modify existing News

We cannot edit the message no.

1. Select the News you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a News

1. Select a News you want to delete.
2. Click Delete image.
3. Confirm your deletion process

### To add a News

News	
* News Id	<input type="text" value="2"/>
* News Date	<input type="text" value="30-08-2019"/>
* Description	<input type="text" value="Books Reading is Very Good Habit.."/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Press New Button.
2. Enter the News Id, News Date, description.
3. Select Status in Active.
4. Press <Save> button.

If the message is ' **News saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 9.2 Send SMS

Send SMS screen helps to send single SMS and multi SMS with use of Nature.

**SEND SMS**

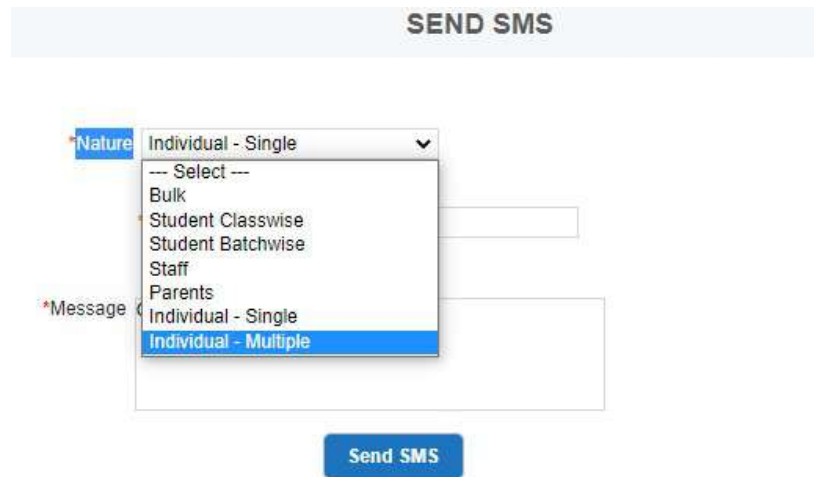
  

\*Nature  ▼

\*Mobile Number

\*Message

## To Send SMS



The screenshot shows a web interface for sending SMS. At the top, there is a light blue header bar with the text "SEND SMS". Below this, there is a form with several fields. The first field is labeled "Nature" and has a dropdown menu open. The dropdown menu lists the following options: "-- Select --", "Bulk", "Student Classwise", "Student Batchwise", "Staff", "Parents", "Individual - Single", and "Individual - Multiple". The "Individual - Multiple" option is currently selected and highlighted in blue. To the right of the dropdown menu, there are two empty text input fields. Below these fields is a blue button labeled "Send SMS".

1. Select Nature you want
2. Enter Mobile No.
3. Enter Message that you want send
4. Enter Send SMS button.

If the message is ' **Sent successfully** ', you can conclude that you have stored it successfully.  
If any other message appears, act according to it and contact the administrator if required.

The Type of Natures are

1. Bulk
2. Student Classwise
3. Student Batchwise
4. Staff
5. Parents
6. Individual –Single
7. Individual –Multiple

### 9.3 Backup

Backup screen helps to take a Backup of database. You must take backup of your data daily without fail. The backup file will help us to get back the data if the computer crashes.

## BACKUP

Filename

When you click <Proceed>, a new database backup file will be created and stored in the specified location of the server. Please make another copy of the file in External Hard Disk and keep it safely.

### 9.4 General Settings

Settings screen helps to set a unique value for the particular parameter.

## SETTINGS

Module

**Admin Settings**

S.No.	Module	Parameter	Value
1	Admin	Rows per page	<input type="text" value="10"/>
2	Admin	Backup File Path	<input type="text" value="D:\ROVAN\Dumps\"/>
3	Admin	Allow user to login simultaneously	<input type="text" value="Yes"/>
4	Admin	Import Mobile Number	<input type="text" value="D:\ROVAN\Smsmobile\"/>

1. Click Admin Settings.
2. Enter the Value for the particular Parameter.
3. Press <Save> button.

If the message is ' **Settings saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 9.5 SMS Settings

SMS Settings screen helps to set a SMS Package to send SMS to both Staff and Student.

**SMS SETTINGS**

Main URL

S.No	Variable Name	Variable Type	Variable Value	
1	?user=	Static	rovansoftware	✕
2	&apikey=	Static	4K2g16zcGC6xFABNMWpV	✕
3	&senderid=	Sender ID	ROVANS	✕
4	&type=	Static	txt	✕
5	&mobile=	Mobile No.		✕
6	&message=	Message		✕

1. Enter the Main URL.
2. Set Variables name from API.
3. Set Variable Type.
4. Set Variable Value

If the message is ' **Settings saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 9.6 Login Information

Login Information screen helps to view the login / logout information

**USER LOGIN INFORMATION**

Search by the criteria below

Login Date  To  User Name  IP Address  Search

No. of Active Users : **4** Login Failed Attempts

User Name	IP Address	Login Time	Logout Time
rovan	192.168.1.26	29-Nov-19 11:10:02	29-Nov-19 11:26:51
rovan	192.168.1.26	29-Nov-19 11:27:11	29-Nov-19 11:30:33
rovan	192.168.1.26	29-Nov-19 11:30:39	30-Nov-19 09:41:23
admin		24-Aug-16 15:50:00	24-Aug-16 16:05:00
admin		24-Aug-16 16:05:00	24-Aug-16 16:14:00
sriram		24-Aug-16 16:09:00	24-Aug-16 16:14:00
vijay		24-Aug-16 16:12:00	24-Aug-16 16:35:00
sureshkumar		24-Aug-16 16:15:00	24-Aug-16 16:16:00
angel		24-Aug-16 16:36:00	24-Aug-16 16:38:00
dinesh		09-Aug-16 09:38:00	09-Aug-16 09:39:00
senthilkumar		09-Aug-16 09:58:00	09-Aug-16 10:42:00
admin		09-Aug-16 10:05:00	09-Aug-16 10:29:00
admin		09-Aug-16 10:48:00	09-Aug-16 10:51:00
maheswaran		09-Aug-16 10:54:00	09-Aug-16 11:19:00

1. Select the user.
2. Select Login date and to date.
3. Click <Search> button.
4. It will display Library Staff login information.

## 9.7 Transfer Data

Transfer screen helps to Transfer Library Data into Web OPAC.



## TRANSFER DATA

\*From Date 06-01-2023

\*To Date 06-01-2023

Transfer Data

### 9.8 Users

Users screen helps to manage the users.

**USERS**

Search by the criteria below

User Name  Role Name

Maximum No. of Users Allowed : 500

User Name	Role	Status		
abinaya	Staff	Inactive		
abu	ASSISTANT PROFESSOR	Active		
accounts	Fees	Active		
admin	ADMINISTRATOR	Active		
admin2	ADMINISTRATOR	Inactive		
admission	Admission	Active		
admission1		Active		
admission2		Active		
admission3		Active		
admission4		Active		

417 records found.   Displaying page 1 of 42

### To modify existing User

We cannot edit the user name.

1. Select the user you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

## To Delete a User

1. Select a user you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

## To add a New User

### USERS

\* User Name

\* Password

\* Status  ▼

\* Role

Add user to the selected institutions

S.No.	Institution	
1	Rovan CBSE School	<input checked="" type="checkbox"/>
2	Rovan College of Engineering	<input checked="" type="checkbox"/>

\*Default Institution

1. Press New Button.The above screen will be displayed.
2. Enter the username and password.
3. Select the Role you want to assign to the user.
3. By default Active status will be displayed.
4. By default all the displayed Institutions are tick marked for enabled. If you want to disable the selected institution uncheck the tick mark.
5. Select the Default Institution.
6. Press <Save> button.

If the message is ' **User saved successfully** ', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

## 9.9 Roles

Roles screen helps to define the functions in each role.

ROLES		
New		
Code	Name	
ACC	Accounts	 
ACCMAN	ACCOUNTS MANAGER	 
ADMIN	ADMINISTRATOR	 
ADN	Admission	 
ASS	ASSISTANT PROFESSOR	 
ASO	ASSOCIATE PROFESSOR	 
CD	CAUTION DEPOSIT	 
CRACC	CERT-ACCOUNTS	 
CWII	CWII	 
CRC	CROSS CHECKER	 

36 records found. [First](#) [Prev](#) Displaying page 1 of 4 [Next](#) [Last](#)

### To modify existing Roles

We cannot edit the role code.

1. Select the role you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Roles

1. Select a role you want to delete.
2. Click Delete **X** image.
3. Confirm your deletion process.

## To add a New Role

**ROLES**

\*Code:  \*Name:

\*Show Dashboard?  Dashboard Type:

Acquisition  Catalogue  Serials  Search  Member

EGate  Circulation  Master  Admin

Show All Transactions

Module	Transaction	Create	Edit	Delete	View	PDF
Acquisition	Order	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Acquisition	Order Cancellation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Acquisition	Receipt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Acquisition	Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Acquisition	Budget Receipt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. Press New Button.The above screen will be displayed.
2. Enter the code and name.
3. By default all the displayed modules and transactions are tick marked for enabled. If you want to disable the selected transactions leave the tick mark.
4. By default all the displayed modules and transactions are tick marked for enabled. If you want to disable the selected transactions leave the tick mark.
5. Press <Save> button.

If the message is '**Role saved successfully**', you can conclude that you have stored it successfully. If any other message appears, act according to it and contact the administrator if required.

### 9.10 Academic Year

Academic year screen is used to define the various Academic years which are used in your institution.

ACADEMIC YEAR				
New				
Year Code	Academic Year Start Date	Academic Year End Date	Status	
2022-2023	01-06-2022	31-05-2023	Active	
2021-2022	01-06-2021	31-05-2022	Inactive	
2020-2021	01-06-2020	31-05-2021	Inactive	
2019-2020	01-06-2019	31-05-2020	Inactive	
2018-2019	01-06-2018	31-05-2019	Inactive	
2017-2018	01-06-2017	31-05-2018	Inactive	
2016-2017	01-06-2016	31-05-2017	Inactive	
2015-2016	01-06-2015	31-05-2016	Inactive	
2014-2015	01-06-2014	31-05-2015	Inactive	
2013-2014	01-06-2013	31-05-2014	Inactive	

23 records found: [First](#) [Prev](#) Displaying page 1 of 3 [Next](#) [Last](#)

### To modify existing Academic Year

We cannot edit the academic year code.

1. Select the Academic year you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete aAcademic Year

1. Select a Academic Year you want to delete.
2. Click Delete image.
3. Confirm your deletion process.

### To add a New AcademicYear

ACADEMIC YEAR	
* Year Code	<input type="text" value="2022-2023"/>
*Academic Year Start Date	<input type="text" value="01-06-2022"/>
*Academic Year End Date	<input type="text" value="31-05-2023"/>
* Status	<input type="text" value="Active"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1. Click the New button. The above screen will be displayed.
2. Enter Academic year code.
3. Select from date (Starting date) and to date (End date) for academic year
4. Select the status of the Academic year.
5. Click <Save> button.

If the message is '**Academic Year saved successfully**', you can conclude that you have stored it successfully. If any other message appears act according to it and contact the administrator if required.

## 9.11 Institution

Institution screen is used to maintain the details about the institution. It is the first screen that should be filled with data while setting up the software.

The screenshot displays the 'INSTITUTION' screen in the ROVAN College [DEMO] system. The page header includes the ROVAN logo, the text 'ROVAN College [DEMO]', and contact information: '1-154 Pudhu Tharu, Poolavoorani, Sivakasi - 626124 Tamil Nadu, India. A Leading college in India'. The user is logged in as 'roven' with the date '2020-2021' and the last login time '2021-03-26 09:42:24'. The navigation menu includes: ADMISSION, STUDENT, FEES, ATTENDANCE, EXAM, HOSTEL, TRANSPORT, LIBRARY, FEEDBACK, ELECTION, CONSULTING, STAFF, ASSETS, STORES, MESS, CANTEEN, ACCOUNTS, MASTER, ADMIN.

The main content area is titled 'INSTITUTION' and features a 'New' button. Below it is a table with the following data:

Code	Name	Address	Established Date	Web Site
ARTS	ROVAN College [DEMO]	1-154 Pudhu Tharu, Poolavoorani, Sivakasi - 626124 Tamil Nadu, India	01-01-2012	www.rovanarts.in

At the bottom of the table, it indicates '2 records found' and provides navigation options: First, Prev, Displaying page: 1 of 1, Next, Last.

The footer contains the text: 'Quality is everyone's responsibility - Dr. William Edwards Deming' and 'Copyright © 2021 Rovani Software Solutions (P) Limited. All rights reserved.'

## To add a New Institution

Click the New Button. The following screen will open.

**INSTITUTION**

<p>*Code <input type="text" value="ARTS"/></p> <p>*Name <input type="text" value="ROVAN College [DEMO]"/></p> <p>*Institution Type <input type="text" value="Arts and Science College"/></p> <p>*Institution Category <input type="text" value="Co - Education"/></p> <p>*Funding Nature <input type="text" value="Both"/></p> <p>* Established Date <input type="text" value="01-01-2012"/></p> <p>Correspondent Name <input type="text" value="Muneeswaran V"/></p> <p>*Principal Name <input type="text" value="Arun Kumar S"/></p> <p>Librarian Name <input type="text"/></p> <p>Managing Trust <input type="text" value="ROVAN Trust"/></p> <p>AICTE Approval <input type="text"/></p> <p>Is Minority <input checked="" type="checkbox"/></p> <p>Minority Type <input type="text" value="Linguistic"/></p> <p>Language <input type="text" value="TELUGU"/></p> <p>Minority % <input type="text" value="50"/></p> <p>Is Email Settings <input type="checkbox"/></p>	<p>*Address <input type="text" value="1-154 Pudhu Theru, Poolavoorani, Sivakasi - 626124 Tamil Nadu, India"/></p> <p>*Phone No <input type="text" value="04562 - 225120"/></p> <p>Email <input type="text" value="supportarts@rovan.in"/></p> <p>Fax <input type="text"/></p> <p>Website <input type="text" value="www.rovanarts.in"/></p> <p>Educational District <input type="text" value="VIRUDHUNAGAR"/></p> <p>Revenue District <input type="text" value="VIRUDHUNAGAR"/></p> <p>KD NO. <input type="text"/></p> <p>Biometric ID <input type="text"/></p> <p>UNIV Approval <input type="text"/></p>
---	--

1. Click New Button. The above screen will be displayed.
2. Enter the institution short name in the first field
3. Enter the complete name of the institution in the next field. This name will appear in the background of the software. This will also be used in all the reports. So take some care while entering the name.
4. Select the Currency and Established Date of the institution.
5. Enter the Principal, Librarian, Correspondent and the Managing Trust Names.
6. Enter the Institution Street Address, City, State, Country, Pincode, Phone No., Mobile No., Fax, Email and the Website of the Institution.
7. Press <Save> button.

If the message is '**Institution saved successfully**', you can conclude that you have created a new institution successfully. If any other message appears act according to it and contact the administrator if required.

### To modify existing Institution

We cannot edit the Institution code.

1. Select the Institution you want to modify.
2. Press Edit image.
3. Edit the required details.
4. Press <Save> button.

### To Delete a Institution

1. Select a institution you want to delete.
2. Click Delete **X** image.
3. Confirm your deletion process.

## 9.12 About ROVAN LMS

ROVAN LMS – Library Management System helps to manage the library in college, school and other institutions. It helps to control the resources in the library and serve the students effectively.

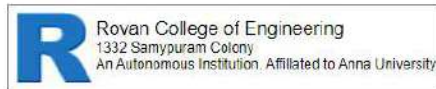
### ABOUT ROVAN LMS

ROVAN LMS – Library Management System

Version 7.0

Copyright © 2023 Rován Software Solutions (P) Limited

This Product is Licensed to:



Rován Software Solutions Private Limited  
1-154, Poolavoorani, Sivakasi - 625124 Tamil Nadu, India.  
Mobile: +91 99439 26900  
Phone: +91 4562 275120  
Email: [support@rovan.in](mailto:support@rovan.in)  
Website: [www.rovan.in](http://www.rovan.in)



## 10 Dashboard

Dashboard pages that display, at a glance, a wide range of information about a library's operations are becoming common.

### 10.1 Day Summary

Day Summary screen is used to view the daily Visitors, Transaction, Arrivals

**DAY SUMMARY**

\*From Date  \*To  [View](#)

**COUNTER TRANSACTIONS**

S.No.	Member Group	No. of Issue	No. of Return	No. of Renew	No. of Reserve
1	Student	5423	2033	16	21
2	Staff	819	261	8	5
3	Others	35	6		
4	General	4			

### 10.2 Resource Summary

Resource Summary has multiple sub modules

- Resource Typewise Summary
- Loss & Recovery Summary
- New arrivals Summary
- Subjectwise Summary
- Departmentwise Summary
- Reference Resource Summary

## RESOURCE SUMMARY



Resource Typewise Summary



Loss & Recovery Summary



New Arrivals Summary



Subjectwise Summary



Departmentwise Summary



Reference Resource Summary

### 10.2.1 Resource Typewise Summary

Resource Typewise Summary screen is used to display No. of Resource in library. If you want to view Particular resource, The parameter screen will open as shown in below. Select or type the parameters you want to provide and click View and also you can view the Resource type– Subject and Department wise list

## RESOURCE SUMMARY

Res. Type:  Accn. No:

S.No.	Res. Type	No. of Resource	No. of Title	
1	Article	94	44	
2	Audio Cassette	3	1	
3	Back Volume	16	8	
4	Book	66963	42631	
5	CD	372	288	

## RESOURCE

*Res Type: <input type="text" value="Book"/>	* Accn No: <input type="text" value="1"/>	*Accn Date: <input type="text" value="20-12-2001"/>	 <input type="button" value="Choose File"/>   No. of Times Issued: 3
Call No: <input type="text" value="O111.6xU1"/>	Book No: <input type="text" value="1"/>	Status: <input type="text" value="AVAILABLE"/>	
* Language: <input type="text" value="English"/>	ACET: <input type="text" value="A"/>	Author1: <input type="text" value="Umrao Bahadur"/>	
*Title: <input type="text" value="Selected English Prose"/>		Author2: <input type="text" value="Ashra(MS)"/>	
Sub Title: <input type="text" value="Selected English Prose"/>		Author3: <input type="text" value="Amin (A)"/>	
Department: <input type="text" value="Aerospace Engg"/>		ISBN / ISSN: <input type="text" value="9787560317816"/>	
Parallel Title: <input type="text" value="مختارة من نثر و شعر"/>		DELTA: <input type="text" value="A1"/>	
Smt of Responsibility: <input type="text" value="Selected English Prose and Poetry"/>			

Resource Details:

Edition: <input type="text" value="7th"/>	Main Subject: <input type="text" value="General"/>	Location: <input type="text" value="Rack-1"/>
Volume/Part No: <input type="text" value="1st"/> / <input type="text" value="1"/>	Sub Subject: <input type="text" value="Concrete Technology"/>	Position: <input type="text" value="1"/>
Year: <input type="text" value="1900"/>	Language: <input type="text" value="English"/>	Binding Type: <input type="text" value="Normal"/>
Publisher: <input type="text" value="Ace Books India"/>	Book Bank: <input type="checkbox"/> Dept Library <input type="checkbox"/> Rare Resources <input type="checkbox"/>	URL: <input type="text" value="www.engprose.com"/>
Place: <input type="text" value="Madurai"/>	Reference: <input type="checkbox"/> Overnight <input type="checkbox"/>	Enclosure: <input type="text"/>
Collation: <input type="text" value="100"/>		

### 10.2.2 Loss & Recovery Summary

Loss and Recovery Summary screen is used to display No. of Resource Loss and Recovered details

**LOSS & RECOVERY SUMMARY**

Year:

**Resource Type : Book**

S.No.	Loss Action	No. of Resource
1	Cost Recovered	6
2	Damaged	14
3	Fine	2
4	Lost	3
5	Condemned	9
6	Resource Returned	4

### 10.2.3 New Arrivals Summary

New Arrivals Summary screen is used to display Newly arrived Resources

**NEW ARRIVALS**

\*Accn Date:  \*To:  [View](#)

S.No.	Res. Type	No. of Resource
1	ARTICLE	13
2	BACK VOLUME	2
3	BOOK	415
4	CD	2
5	JOURNAL	34

### 10.2.4 Subjectwise Summary

Subjectwise Summary screen is used to display Subjectwise No. of Resource details

## SUBJECTWISE SUMMARY

S. No	MAIN SUBJECT	ARTICLE	BACK VOLUME	BOOK	CD	DISSERTATION	DVD	FD	JOURNAL	MAGAZINE	MICRO FILM	THE SIS	Total
1	Advanced Software Engineering	0	0	1630	0	0	0	0	78	0	0	0	1708
2	Agriculture	4	0	212	5	0	0	0	1	0	0	0	222
3	Artificial Intelligence	0	0	2495	01	0	0	0	75	0	2	0	2633

### 10.2.5 Departmentwise Summary

DepartmentwiseSummary screen is used to display DepartmentwiseNo.of Resource details

## DEPARTMENTWISE SUMMARY

[Home](#)

S. No	DEPARTMENT	ARTICLE	AUDIO CASSETTE	BACK VOLUME	BOOK	CD	DISSERTATION	DVD	FD	JOURNAL	MAGAZINE	MICRO FILM	QUESTION PAPERS	THE SIS	Total
1	Agricultural Engg	4	0	0	27	5	0	0	0	8	0	0	0	0	44
2	Automobile Engg	14	0	9	23125	31	580	0	0	284	0	0	8	329	24380
3	Aerospace Engg	0	3	1	8652	0	0	3	0	79	0	0	0	3	8733
4	Biotechnology Engg	20	0	3	4081	12	2	0	0	55	12	0	11	25	4221
5	Civil Engg	0	0	0	267	1	0	0	0	2	0	0	0	0	270

### 10.2.6 Reference Resource Summary

Reference ResourceSummary screen is used to display No. of Reference resource - Department and Subject Wise

## DEPARTMENTWISE SUMMARY

[Home](#)

S. No	DEPARTMENT	ARTICLE	AUDIO CASSETTE	BACK VOLUME	BOOK	CD	DISSERTATION	DVD	FD	JOURNAL	MAGAZINE	MICRO FILM	QUESTION PAPERS	THE SIS	Total
1	Agricultural Engg	4	0	0	27	5	0	0	0	8	0	0	0	0	44
2	Automobile Engg	14	0	9	23125	31	580	0	0	284	0	0	8	329	24380
3	Aerospace Engg	0	3	1	8652	0	0	3	0	79	0	0	0	3	8733
4	Biotechnology Engg	20	0	3	4081	12	2	0	0	55	12	0	11	25	4221
5	Civil Engg	0	0	0	267	1	0	0	0	2	0	0	0	0	270

### 10.3 Member Summary

Member Summary screen is used to display No. of Active Member in Library and also View Particular Member details the parameters given below

#### MEMBER SUMMARY

Member ID:

S.No.	Member Group	No. of Members
1	Student	5073
2	Staff	214
3	Others	12
4	General	3
<b>Total</b>		<b>5302</b>

#### MEMBER

\*Member ID:  \*Password:

\*Name:

\*Member Type:  \*Gender:

Blood Group:  Date of Birth:

Date Joined:  Valid Upto:



**Active**

---

**General** | Resources In Hand

Personal Details:

Address:

City:  Department:

State:  Staff Type:

Country:  Aided:

Remarks:

### 10.4 Library Usage

Library has sub modules

- Yearwise Summary
- Favorite Subject

#### LIBRARY USAGE



Yearwise Summary



Favourite Subjects

## 10.4.1 YearwiseSummary

YearwiseSummary screen is used to display No. of Active Member in Library and also View Particular Member details the parameters given below

### MEMBER SUMMARY

Member ID 0001

View

S.No.	Member Group	No. of Members
1	Student	5073
2	Staff	214
3	Others	12
4	General	3
Total		5302

### MEMBER

\*Member ID 0001

\* Password [Reset Password](#)

\*Name Muneswaran V

\*Member Type **Staff**

\*Gender **Male**

Blood Group O+

Date of Birth 15-07-1994

Date Joined 13-12-2020

Valid Upto 23-06-2037



Active

[Choose File](#) [No..sen](#)

General	Resources In Hand
Personal Details :	
Address: Sangeetha P V Kumar Street, Ponnoocar Nagar	Department: Mechanical Engg
City: Madurai	Staff Type: Teaching
State: Tamilnadu	Aided: Aided
Country: INDIA	Remarks:

## 10.4.2 Favorite Subject

Favorite Subject screen is used to display mostly issued Resource

### FAVOURITE SUBJECTS

Year 2022-2023

S.No.	Main Subject	No. of Issue
1	Computer Network	2331
2	General	856
3	Mathematics	528
4	Chemistry	431
5	Biology	423

## 10.5 Acquisition

Acquisition has sub modules

- Budget utilization
- Order Summary
- Receipt Summary
- Pending Summary

### 10.5.1 Budget Utilization

Budget utilization screen is used to display Graph for Budget utilization



### 10.5.2 Order Summary

Order summary screen is used to display No. of orders in Particular Year

**ORDER SUMMARY**

Year: 2022-2023

S.No.	Res. Type	No. of Resource
1	BOOK	424
<b>Total</b>		<b>424</b>

### 10.5.3 Receipt Summary

Receipt summary screen is used to display No. of Receipt entered in Particular Year

RECEIPT SUMMARY		
Year	2022-2023	
S.No.	Res. Type	No. of Resource
1	BOOK	358
Total		358

### 10.5.4 Pending Summary

Pending summary screen is used to display No. of Pending Orders in Particular Year

PENDING SUMMARY		
Year	2022-2023	
S.No.	Res. Type	No. of Resource
1	BOOK	40
2	BOOK	2
3	BOOK	5
4	BOOK	3
5	BOOK	5

### 10.6 Serial

Serial has sub modules

- Active Serial
- Received Serial
- Pending Serial



## SERIAL



### 10.6.1 Active Serial

Active Serial screen is used to display No. of Active Serial in Particular Year

#### ACTIVE SERIALS

Year: 2022-2023

S.No.	Serial Name	Subs. From	Subs. To
1	Beauty of Nature	01-10-2022	01-10-2023
2	Control Engineering	01-08-2022	31-12-2022
3	Down To Earth	01-08-2022	31-05-2023
4	The White House	01-09-2022	31-12-2022
5	Grundfos: Gør det	01-08-2022	31-12-2022

### 10.6.2 Received Serial

Received Serial screen is used to display No. of Received Serial in Particular Year

#### RECEIVED SERIALS

Year: 2022-2023

Serial No.	Serial Name	Received Date	Volume	Issue No
nat22-23100	Beauty of Nature	03-10-2022	2	100
nat22-23101	Beauty of Nature	02-11-2022	2	101
CHEMM21-2207	CHEMMOZHI	25-06-2022	01	7
CHEMM21-2208	CHEMMOZHI	23-09-2022	01	8

### 10.6.3 Pending Serial

Pending Serial screen is used to display No. of Pending Serial in Particular Year

## PENDING SERIALS

Year: 2022-2023

Serial No.	Serial Name	Expected. Date	Volume	Issue. No
nat22-23102	Beauty of Nature	03-12-2022	2	102
nat22-23103	Beauty of Nature	02-01-2023	2	103
nat22-23104	Beauty of Nature	01-02-2023	2	104
nat22-23105	Beauty of Nature	03-03-2023	2	105

## 10.7 Library Staff

Library Staff screen is used to view theDetails about Library Staff .

## LIBRARY STAFF

S No.	Staff ID.	Staff Name	Email	Mobile
1	00002	Sakthi Kumar	sathiskumar@gmail.com	8571490562

## 10.8 Support

Support screen is used to view the support information.

## SUPPORT

Rovan College of Engineering  
1332 Samypuram Colony  
Phone : 04562225120  
Email : [support@rovan.in](mailto:support@rovan.in)  
Website : [www.rovan.in](http://www.rovan.in)



## 10.9 Login Information

Login Information screen helps to view the login / logout information

## USER LOGIN INFORMATION

Search by the criteria below

Login Date  To  User Name  IP Address

No. of Active Users : 4

User Name	IP Address	Login Time	Logout Time
rovan	192.168.1.26	29-Nov-19 11:10:02	29-Nov-19 11:26:51
rovan	192.168.1.26	29-Nov-19 11:27:11	29-Nov-19 11:30:33
rovan	192.168.1.26	29-Nov-19 11:30:39	30-Nov-19 09:41:23
admin		24-Aug-16 15:50:00	24-Aug-16 16:05:00
admin		24-Aug-16 16:05:00	24-Aug-16 16:14:00
sriram		24-Aug-16 16:09:00	24-Aug-16 16:14:00
vijay		24-Aug-16 16:12:00	24-Aug-16 16:35:00
sureshkumar		24-Aug-16 16:15:00	24-Aug-16 16:16:00
angel		24-Aug-16 16:36:00	24-Aug-16 16:38:00
dinesh		09-Aug-16 09:38:00	09-Aug-16 09:39:00
senthilkumar		09-Aug-16 09:58:00	09-Aug-16 10:42:00
admin		09-Aug-16 10:05:00	09-Aug-16 10:29:00
admin		09-Aug-16 10:48:00	09-Aug-16 10:51:00
maheswaran		09-Aug-16 10:54:00	09-Aug-16 11:19:00

## 11 OPAC

Each Member can be given a Login facility by assigning a USERNAME and PASSWORD individually. A Member can login and view his / her details. Member can only view the data and can not do any modification in the data.

### 11.1 NEWS

NEWS screen is used to view the news and circulars issued by the college and Library Staff.

## NEWS

January ,10 2023

Books Reading is Very Good Habit..


## 11.2 SEARCH

Search screen helps to find the resources that satisfies the conditions given by the user.

**SIMPLE SEARCH**

Res. Type:	<input type="text" value="Book"/>
Keyword:	<input type="text" value="Milton"/>
Search By:	<input type="text" value="All"/>
Sort By:	<input type="text" value="Accn No."/>
Language:	<input type="text" value="English"/>

Search Result for **Milton**

<b>Johnson'S Life Of Milton</b>	
Author(s) : RAMANATHAN	
Publisher : Ace Books India	
Year : 1700	
Edition : 2nd	
Accn No : 000121	

### To view Simple Search screen

1. Enter the keyword you want to search for. The system will search for the given keyword in any of the following parameters. If the keyword is present it will show the book or resource details in the result page.
2. To make the search more specific you can choose any one of the following 13 options in the criteria. Then the system will search for the keyword in the specific field only.
  1. Acc. No. (Accession Number)
  2. Call No.
  3. Title
  4. Keyword
  5. Status
  6. Dept. Lib. (Department Library)
  7. Department
  8. Subject
  9. Author
  10. Language

11. Location
12. Fund
13. Publisher
14. Supplier.

2. Give the value(s) for the above option to search.
3. Press <Search> button.

### **Status**

1. If the resource is available in the library, the status is AVAILABLE.
2. If the resource is issued, status is ISSUED.
3. If the resource is transferred to inter library, status shows the detail of the Library and Due date.
4. If the resource is back volume, status shows the Back Volume number.
5. If the resource is transferred to binder for binding, status shows the details of the Binder and Delivery date.
6. If the resource is damaged, status shows Damaged.
7. If the resource is condemn, status shows Condemned.
8. If the resource is cost recovered, status shows Cost Recovered.
9. If the resource is lost, status shows Lost.

### **Export**

The option Export to Excel helps to convert the search result to an Excel sheet.

### **11.3 New Arrivals**

New Arrivals screen helps to find the Newly arrived resources that satisfies the conditions given by the user.

## NEW ARRIVALS

Res. Type

\*Accn Date  \*To

**Atomic Structure And Life Times**  
 Author(s) : Curie  
 Publisher : Ace Books India  
 Year : 2003  
 Edition : 1st  
 Accn No : 48738  
 Res. Type : Book  
 Status : AVAILABLE



## 11.4 Resources in Hand

Resources in Hand screen is used to view the resources in their hand.

### RESOURCES IN HAND

Res. Type	Accn. No.	Title	Issue Date	Due Date
Book	25	செவ்வகா	01-09-2022	16-09-2022
Book	40194	Seevakha Sindhamani -2	01-09-2022	16-09-2022
Book	11107	Zoology	02-11-2021	17-11-2021
Book	840	Moll Flanders	15-09-2022	30-09-2022
Book	26115	The Circuit	17-09-2022	02-10-2022

## 11.5 Reserved Resource

Reserved Resource screen is used to view the Reserved Resources .

### RESERVED ITEMS

Res. Type	Accn. No.	Title	Reserve Date
Book	31058	Electro Magnetic Theory	15-09-2022
Book	60500	Volloor Puratchi	15-09-2022
Book	66166	Fbh	15-09-2022
Book	8995	Thonnuootti Moonu	15-09-2022
Book	8998	Panjumenonum Kunjivahayum Iii	15-09-2022

## 11.6 Usage History

Usage History is used to view the Resources in their hand, Return resource(ISSUED,RETURN).

### USAGE HISTORY

S No.	Res. Type	Accn No.	Title	Issue Date	Due Date	Return Date	Status
1	Book	25434	Perunthegai Mau Vee	01-08-2022	15-08-2022	15-08-2022	Return
2	Book	43666	Church History Of Travancore	01-08-2022	15-08-2022	14-08-2022	Return
3	Book	44380	Kanchiopuram Eliamparanathar	01-08-2022	15-08-2022	14-08-2022	Return
4	Book	45059	Vainavaram Thamilum	01-08-2022	15-08-2022	14-08-2022	Return
5	Book	52230	Freedom At Midnight	01-08-2022	15-08-2022	15-08-2022	Return
6	Book	52455	Ramanujar	01-08-2022	15-08-2022	14-08-2022	Return
7	Book	1158	Enn Kadai	01-08-2022	15-09-2022	15-09-2022	Return

## 11.7 Statistics

Statistics is used to view the Library – Resource Details

### LIBRARY STATISTICS

Search by the criteria below :

From 01-01-2022 To 10-01-2023

Search

Resource Details

Resource	Title	Volume	Reference	Issued	Total
Article	14	14	0	0	14
Audio Cassette	0	0	0	0	0
Back Volume	2	2	0	0	2
Book	59	415	5	1	415

## 11.8 Feedback

Feedback screen is used to give feedbacks about Library.

### FEED BACK

Member ID 0001

Member Name Muneeswaran V

\*Comments

Third floor of Library is excellent for Quiet studies especially during lunchtime. Thanks!

Submit

Close

## 11.9 Holiday

Holiday screen is used to view the list of holiday.

HOLIDAYS	
Date	Description
16-01-2023	Uzhavar Thirunal
15-01-2023	Thiruvalluvar Day
14-01-2023	Pongal

## 11.10 Library Staff

Library Staffscreen is used to view theDetails about Library Staff .

LIBRARY STAFF				
S No.	Staff ID.	Staff Name	Email	Mobile
1	00002	Sakthi Kumar	sathiskumar@gmail.com	8571490562

## 11.11 Instruction

Instruction screen is used to view the Instruction like facilitates students critical thinking and engagement with research and information resources.

INSTRUCTION
Follow the rules:-
Carry your student ID card with you when you enter the library.
Do not take any book or other library material out of the library without following the borrowing procedures.
Make sure to return the borrowed items by the due date.
In case any of the borrowed items being lost, damaged, or destroyed, you are required to replace the lost /damaged/destroyed item with a new one.
Never write in books or cut pages out of them.
Return books/materials to their original location on the bookshelf.
Your cooperation is requested in providing a quiet reading environment.



## 11.12 Profile

Profile screen is used to display Member personal details.

**PROFILE**

[Change Password](#)

Member ID	0001
Name	Muneeswaran V
Member Status	Active
Gender	Male
Date Joined	13-12-2020
Valid Upto	23-06-2037
Department	Mechanical Engg
Type	
Residential	Day Scholar
Address	Sangeetha, P.V.Kumar Street, Ponnaooar Nagar

## 11.13 Login History

Login History screen helps to view the user login / logout information.

**LOGIN HISTORY**

Search by the criteria below :

Login Date:  To:

IP Address	Login Time	Logout Time
192.168.1.27	07-Jan-23 05:16:37	07-Jan-23 05:50:31
192.168.1.24	02-Jan-23 01:31:39	02-Jan-23 05:10:39
192.168.1.24	23-Dec-22 11:00:25	23-Dec-22 01:11:06
192.168.1.26	01-Feb-22 12:37:01	01-Feb-22 12:51:25

4 records found.   Displaying page 1 of 1

## 11.14 Support

Support screen is used to view the support information.

### SUPPORT

Rovan College of Engineering  
1332 Samypuram Colony  
Phone : 04562225120  
Email : [support@rovan.in](mailto:support@rovan.in)  
Website : [www.rovan.in](http://www.rovan.in)

