LIBRARIUS 2000 User Manual

An online version of this manual is available from help

Running the System

This program will only run from A:\. You must therefore unzip the files and copy them to a floppy disk. The Password is **"tino"**

Borrowing

To borrow or check out a book:
1. Choose BORROW from the main file menu
2. Enter the subscriber's name ensuring that there are no spaces before the name.
3. Enter the book number that should be:
   - In digits
   - Whole number
   - Ranging from 1 to 32 000 .
4. Click on OK
5. If the details which appear under author, title and expiry are correct then click on BORROW otherwise click on EXIT and correct the book record and restart from step 1
6. Click on UNDO to check out another book or EXIT to start another task

Returning

To return or check in a book:
1. Choose RETURN from the main file menu
2. Enter the subscriber's name ensuring that the are no spaces before the name.
3. Enter the book number which should be:
   - In digits
   - A whole number
   - Ranging from 1 to 32 000 .
4. Click on OK
5. If the details which appear under author, title and expiry are correct then click on BORROW otherwise click on EXIT and correct the book record and restart from step 1.
6. If the book is overdue the fine will be calculated using the predefine setup fine per day. If there is no fine, a message will be displayed and the number of days the book is overdue will be shown in the fine box.
7. The requisition check will be marked if the book has been requested and the subscription check if the subscription has expired.
8. Click on UNDO to check out another book or EXIT to start another task

Requesting a book

To file a requisition:
1. Choose REQUEST from the main file menu
2. Enter subscriber name with no spaces before name
3. Choose the basis you want to use to identify the book to be requested
4. Choose OK in the basis frame.
5. The basis will appear before the box in which you will enter the identity of the book (i.e. Author, Title Book number).
6. Choose OK
7. Choose UNDO or EXIT

Searching for details

To find details on a specific book, requisition or subscriber:

Choose SEARCH from the main file menu
1. In the "Search on" box, click the downward arrow key and click on your choice.
2. Type in the Title, Author, Book number or Subscriber as to your previous choice in "Search on".
3. Click on SEARCH
4. Choose EXIT or UNDO

Setting the password and daily fine

Choose SETUP from the main file menu and then follow the instructions under one of the topics below.

Remove fine

1. Choose Remove charge from the file menu
2. Choose yes
3. Choose OK

Remove password

1. Choose Remove password from the file menu
2. Choose yes
3. Type in the current password
4. Choose OK

Insert/Edit fine

1. Choose Insert/Edit password from the file menu
2. Type in the amount as number without the $ sign and use the fullstop (.) to separate dollars and cents (e.g. 47.87 for $47,87)
3. Press Enter or choose OK
4. Type in the number of days covered by the above stated amount as a whole number in digits (e.g. 7)
5. Press Enter or choose OK
6. Choose YES if you agree with the charge.

Insert/Edit password

1. Choose Insert/Edit password from the file menu
2. If you are changing the password you will be prompted to enter the current password.
3. Type in your new password and press Enter
4. Type in your new password again and press Enter
5. Choose OK

Viewing date and time

1. Choose Date/Time from the Tools menu
2. You can change the format of the date clicking on the format menu and choosing the format you want from the examples which will be automatically displayed

Stock taking and report preparation

The STATISTICS menu offers easy report preparation and stock taking. Use View Statistics to get brief overview of the statistics. All the other six are self explanatory. The visual output can be edited before printing by deleting or typing in new details. Click on PRINT to start printing.

Managing subscriber records

Choose SUBSCRIBERS from the main EDIT menu and then follow the instructions under one of the topics below.

Entering a new subscriber

1. Enter subscriber name which must be unique.
2. Click on NEW
3. Choose CONTINUE
4. Enter the year in which the subscription is supposed to expire as a 4 digit number. (e.g. 1995 max-2050)
5. Enter the month in which the subscription is supposed to expire as a number between 1 and 12 inclusive. (NB. The date of expiry must be in the future.)
6. Choose OK
7. Choose UNDO or EXIT

Editing the details of an existing subscriber

1. Enter the name of the subscriber whose record you want to edit.
2. Choose EDIT
3. Choose CONTINUE
4. The record will appear and you will be able to amend the current data. (NB. If you enter anything under book borrowed you must also enter a valid due date and vice versa.)
5. Choose OK
6. Choose EXIT or UNDO

Deleting a subscriber

1. Enter the name of the subscriber whose record you want to delete.
2. Choose DELETE
3. Choose CONTINUE
4. Choose OK to delete the record or UNDO to cancel operation.

Managing book records

Choose BOOKS from the main EDIT menu and then follow the
Instructions under one of the topics below.

Entering a new book

1. Choose NEW
2. Choose CONTINUE
3. Enter the Title of the book
4. Enter Author the of the book (NB No two books can have the same author and title though having the same author and different titles or having the same titles but different authors is allowed.)
5. Choose OK
6. Choose UNDO or EXIT after noting down the book number allocated to the book.

Editing the details of an existing book

1. Choose EDIT
2. Click on the down facing arrow and choose whether you would like to identify the book by its author, title or book number.
3. Choose CONTINUE
4. Enter the identification of the book (i.e. Author, Title or Book number) as to your previous choice and click on the adjacent CONTINUE button.
5. Edit the book record (NB You can't change the book number)
6. Choose OK
7. Choose Exit or UNDO

Deleting a book

1. Choose DELETE
2. Click on the down facing arrow and choose whether you would like to identify the book by its author, title or book number.
3. Choose CONTINUE
4. Enter the identification of the book (i.e. Author, Title or Book number) as to your previous choice and click on the adjacent CONTINUE button.
5. Choose OK to delete the book or UNDO to cancel operation.
6. Choose UNDO or EXIT

Managing requisition records

Choose REQUESTS from the main EDIT menu and then follow the instructions under one of the topics below.

NB :   Under this topic all reference to the Search On menu after this refers to the Search menu in the Requisition window not the general SEARCH facility Under the main FILE menu

Using SEARCH

Search enables you to find a particular record using either the book number of book requested or subscriber who requested the book. To use search

1. Choose SUBSCRIBER or BOOK NUMBER from the SEARCH ON menu.
2. Enter the book number or name of subscriber.
3. Press Enter or choose OK
4. If the match is found you will be located on the required record if not you will be told that the match was not found.

Alternatively you can scroll down or up the records by clicking on the up or down arrow keys until you get the required record.

Editing an existing requisition

1. Locate the required record.
2. Choose EDIT
3. Edit the by changing the subscriber or book number.
4. Choose SAVE or CLOSE

Deleting a requisition

1. Locate the required record.
2. Choose DELETE
3. Choose YES

Extending a requisition

1. Locate the required record.
2. Choose EXTEND
3. Enter the number of days you want to extend the requisition by. (TIP : Type a negative number (e.g. -7) to reduce the expiry date)
4. Choose OK or press Enter