

BCAS LIBRARY MANAGEMENT SYSTEM USER MANUAL V 1.0



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LIBRARY MANAGEMENT SYSTEM User Manual ® V 1.0

ABSTRACT

The title of this thesis is "BCAS Library Management System". The main purpose of LMS to manage library daily operation efficiently. This system basically has five type of module that handles daily activity for the library. Which is User Manage Account module, Member Manage module, Search records module, Book borrowing system module and Report Generating module. The library system is focusing to solve two major problems in case of the number of hours the library can get from librarian and the average time in order to process a case of the new books. By using this system, the operation of borrowing and management inventories is paperless. The processes of searching for books become much easier with just a help of mouse click. This library system provides a user-friendly data entry easier to understand and use. This library system also created to ensure that the library items store properly in order to maintaining their security. This system version 1.0 will be fully operated into BCAS city campus library.

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INTRODUCTION

The project titled BCAS Library Management System is Library management software for monitoring and controlling the transactions in BCAS library .The project "BCAS Library Management System" is developed in C#, which mainly focuses on basic operations in a library like adding new member, new books, and updating new information, searching books and members and facility to borrow and return books and maintain payment details.

"BCAS Library Management System" is a windows application written for 64-bit Windows operating systems, designed to help users maintain and organize library. Our software is easy to use for both beginners and advanced users. It features a familiar and well thought-out, an attractive user interface, combined with strong searching Insertion and reporting capabilities. The report generation facility of library system helps to get a good idea of which are the books borrowed by the members, makes users possible to generate reports' hard copy.

The software Library Management System has five main modules.

- ✓ Insertion to Database Module User friendly input screen
- ✓ Extracting from Database module Attractive Output Screen
- ✓ Report Generation module borrowed book list & Available book list
- ✓ Search Facility system search for books and members
- ✓ Keep security Admin and user maintenance.

With the library management system version 1.0, librarians are able to monitor and manage library inventory much easier and more efficient. There is large amount of database to support the future needs and will give added advantage to the all library operation.

HARDWARE CONFIGURATION

Processor : Pentium IV 3000MHz

RAM : 1GB

Hard Disk : 250GB

Monitor : 15" Color monitor

Key Board : 122 Keys

Mouse : Optical type

SOFTWARE CONFIGURATION

Operating System : Windows 7, 8, 10.

.net Framework : 4.5 version.

Database : SQL.

Setup : Application .msi Setup file

INSTALLING METHOD

STEP 1: First put the software cd on your computer cd drive, and open it. Then you need double click this setup .msi file, which is shown method.

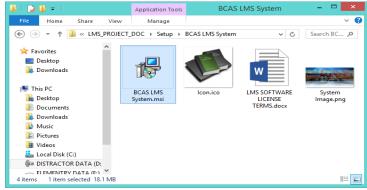


Figure 1: Run the setup file

STEP 2: Once you run the setup, setup wizard will showing your display and click "Next" button, as shown below.



Figure 2: Click Next button

STEPT 3: Once you click the next button, you need to fill out your information. Then click "Next" button.



Figure 3: Fill out information

STEPT 4: Select your step type option, weather complete type, or custom type. Then click "Next" button.



Figure 4: Choose setup type option

STEPT 5: Once you done previous configuration. Now you conform to install the software in your PC. Click "Install" button.



Figure 5: Click Install button

STEPT 6: Your setup progress will be process to install the application.



Figure 6: Setup progress wizard

STEPT 7: if you're successfully competed progress, you need to end up your setup. Click "<u>Finish</u>" Button



Figure 7: End the setup

SYSTEM DESIGN & OPERATING KEYS

5.1 Splash screen loader



Figure 8: Splash Screen

5.2 Login Information

If you're using this system first time, System will announce you to your default login information. Like shown below.

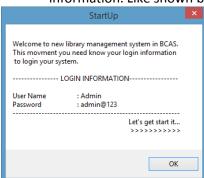


Figure 9: Login information

5.3 Login window

✓ Once you're get this login window, you can login your administrator account using login information. (See more - figure 9)



Figure 10: Login

5.4 Validate Username & Password

✓ If you're entered **Username** and **Password** is correct? System will check weather wright or wrong. If it is wrong; it will count the attempt like shown below.



Figure 11: Login valid checking

✓ The system will give only 4 attempt at a time. Once you're finish that 4 attempts, system will be check who use this system based on "Username" (Admin/ User). If it is Admin account; system will automatically disable to login field, then admin should be restart the application.



Figure 12: Restart application

✓ If it is User account; system will be automatically block that particular user's password. And User need to Exit the application through the exit button. If the user wants to reset the default password, He/she need to request to the admin, admin will reset the default password.



Figure 13: Exit the application

5.5 Home Window

✓ Your <u>Username</u> & <u>Password</u> is correct, you can get Home window (figure 14 shown below).



Figure 14: Home window

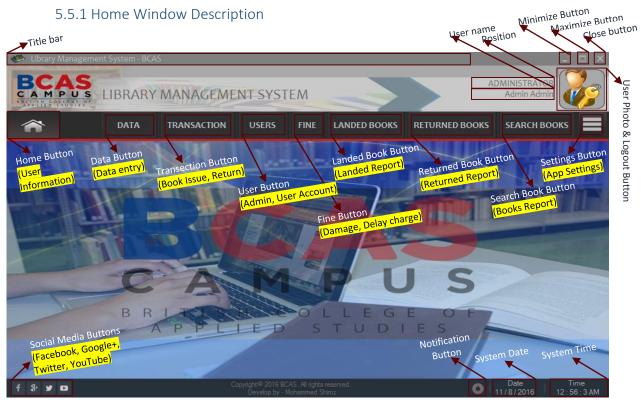


Figure 15: Description of home window

5.5.2 Home Window Button Description

1. DATA BUTTON



Figure 16: Add Data buttons Details



Figure 17: Edit Data buttons details



Figure 18: Delete data buttons details

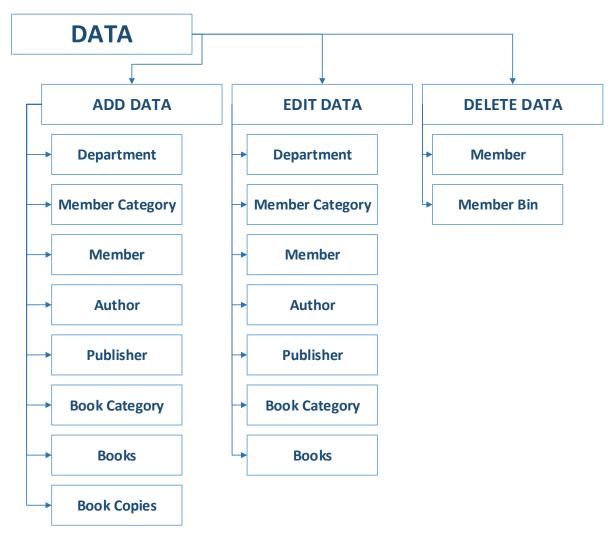


Figure 19: Data Button category

2. TRANSECTION BUTTON



Figure 20: Transection Buttons

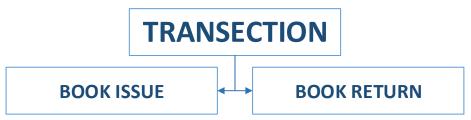


Figure 21: Transection button category

3. USERS BUTTON



Figure 22: User Buttons details



Figure 23: User button category

4. FINE BUTTON



Figure 25: Fine Button details

5. LANDED BOOKS



Figure 26: Landed button details



Figure 27: Landed books button category

6. RETURNED BOOKS



Figure 29: Returned book button category

7. SEARCH BOOKS



Figure 31: Search books button category

8. SETTINGS

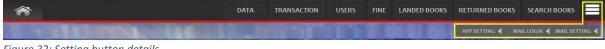


Figure 32: Setting button details



Figure 33: Setting button category

FUNCTION WINDOWS

6.1 HOME BUTTON

✓ This "HOME" button will show window as, whom login the system, and showing that particular User's information.



Figure 34: Home window



- Reset button
 - ✓ "Reset" button can be refresh all fields.
- Edit button
 - ✓ "Edit" button can be edit that particular user's information. Ex. Change username, password, profile picture, etc...
- Close button
 - ✓ "Close" button can be close the home window.

6.2 DATA BUTTON

6.2.1 Add Data

6.2.1.1 Add Department



Figure 35: Add department window



- ✓ Reset button
 - ✓ "Reset" button can be refresh all fields.
- ✓ Add button
 - # "Add" button can be add department's information.
- ✓ Close button
 - ✓ "Close" button can be close the Department window.

6.2.1.2 Add Member Category



Figure 36: Add member category window

Add

- Reset button
 - "Reset" button can be refresh all fields.
- Add button
 - "Add" button can be add department's information.
- Close button
 - "Close" button can be close the Member category window.

6.2.1.3 Add Member

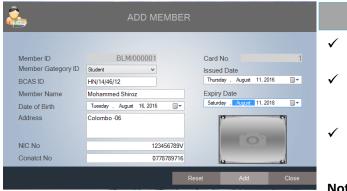


Figure 37: Add member window

Reset button

"Reset" button can be refresh all fields.

Add

Close

- Add button
 - "Add" button can be add Member's information.
- Close button
 - "Close" button can be close the Member

Note: "Member ID" is automatically generatable.

6.2.1.4 Add Author

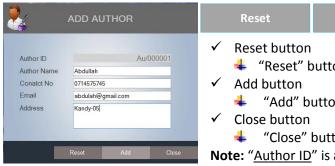


Figure 38: Add Author window

"Reset" button can be refresh all fields.

Add

- "Add" button can be add Author's information.
- "Close" button can be close the Author window.

Note: "Author ID" is automatically generatable.

6.2.1.5 Add Publisher



Figure 39: Add Publisher window

Reset button

"Reset" button can be refresh all fields.

Add

- Add button
 - "Add" button can be add Publisher's information.
- Close button
 - "Close" button can be close the Publisher window.

Note: "Publisher ID" is automatically generatable.

6.2.1.6 Add Book Category

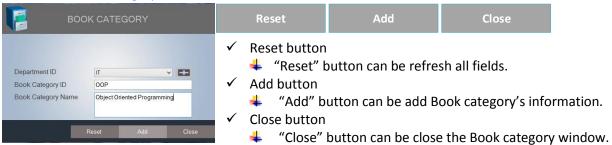


Figure 40: Add book category

6.2.1.7 Add Books

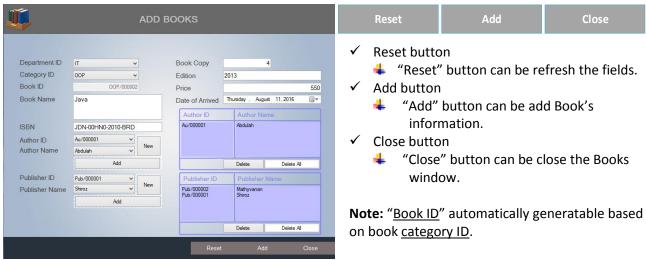


Figure 41: Books windows

6.2.1.8 Book Copies

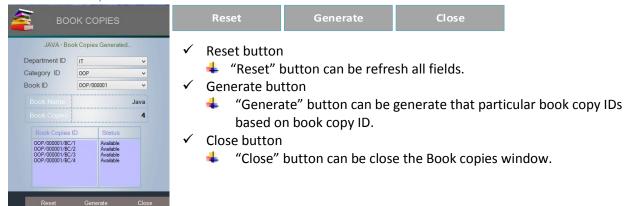


Figure 42: Book copies window

6.2.2 Edit Data

6.2.2.1 Edit Department



Figure 43: edit department window

- Reset button
 - # "Reset" button can be reset all fields.
- ✓ Delete button
 - "Delete" button can be delete the department based on selection. (selected row of the department)
- ✓ Edit button
 - "Edit" button can be edit the department based on selected department. (See more- Figure 46)
- ✓ Close button
 - "Close" button can be close the edit department window.



Figure 44: search department options

This option you can easily find out department, it can be search by "Department $\underline{\text{ID}}$ " or "Department $\underline{\text{Name}}$ "

✓ If you want to edit a department, you need to select the department (department's row) and hit the edit button. Once you're hit the edit button, system will ask you to a small conformation through the message (see figure 45).

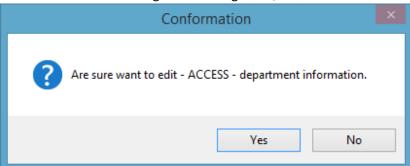


Figure 45: Edit Conformation

Note: if you're hit "Yes" button, you will get edit department window shown below.



Figure 46: Edit department information

✓ Reset button

- "Reset" button can be refresh all fields.
- ✓ Update button
 - "Update" button can be update that particular department information.
- ✓ Close button
 - "Close" button can be close the window.

6.2.2.2 Edit Member Category

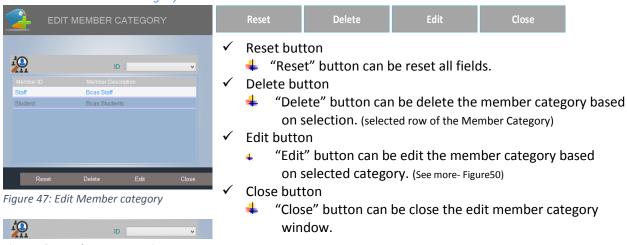


Figure 48: search category options

This option you can easily find out member category, it can be search by "Member Category ID"

If you want to edit a category, you need to select the category (category's row) and hit the edit button. Once you're hit the edit button, system will ask you to a small conformation through the message (see figure 49).

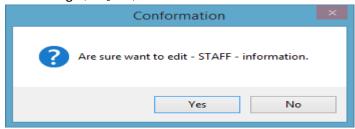


Figure 49: Edit Conformation

Note: if you're hit "Yes" button, you will get edit category window shown below.

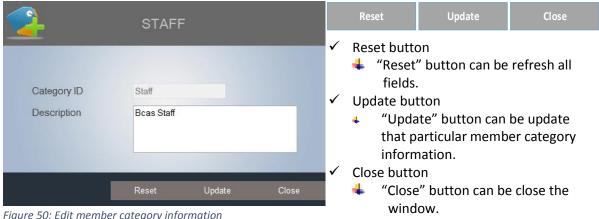


Figure 50: Edit member category information

6.2.2.3 Edit Member

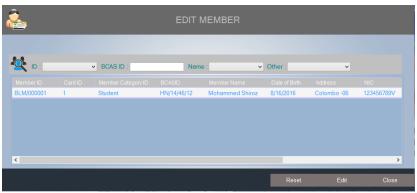


Figure 51: Edit Member window



- ✓ Reset button
 - # "Reset" button can be reset all fields.
- ✓ Edit button
 - "Edit" button can be edit the member based on selected member. (See more- Figure 54)
- ✓ Close button
 - "Close" button can be close the edit member window.



Figure 52: search member options

This option you can easily find out members, it can be search by "Member <u>ID</u>", "<u>BCAS ID</u>", "Member <u>Name</u>", "<u>Member Category ID</u>", "<u>Issue Date</u>", "<u>Expiry Date</u>"

• If you want to edit a member, you need to select the member (member's row) and hit the edit button. Once you're hit the edit button, system will ask you to a small conformation through the message (see figure53).



Figure 53: Edit Conformation

Note: if you're hit "Yes" button, you will get edit member window shown below.

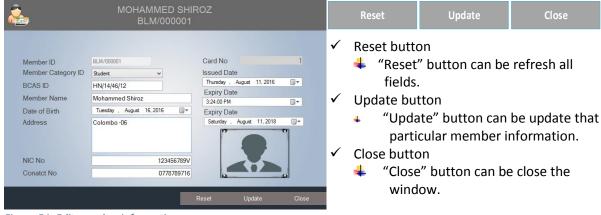


Figure 54: Edit member information

6.2.2.4 Edit Author



Figure 55: Edit author window



- "Delete" button can be delete the author based on selection. (selected row of the author)
- Edit button

Reset button

Delete button

"Edit" button can be edit the author based on selected author. (See more- Figure 58)

"Reset" button can be reset all fields.

- Close button
 - "Close" button can be close the edit author window.

Figure 56: search author options

This option you can easily find out authors, it can be search by "Author ID", "Author Name"

If you want to edit an author, you need to select the author (author's row) and hit the edit button. Once you're hit the edit button, system will ask you to a small conformation through the message (see figure 57).

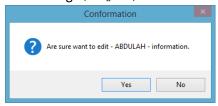


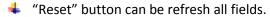
Figure 57: Edit Conformation

Note: if you're hit "Yes" button, you will get edit author window shown below.



Figure 58: Edit author information

Reset button



- Update button
 - "Update" button can be update that particular author information.
- Close button
 - "Close" button can be close the window.

6.2.2.5 Edit Publisher

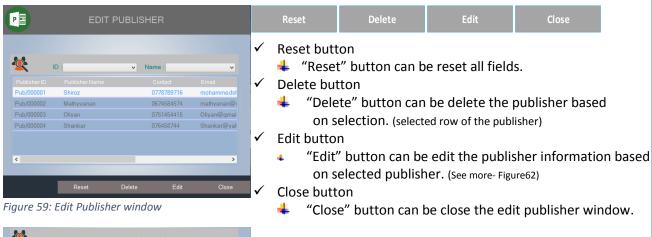


Figure 60: search publisher options

This option you can easily find out publisher, it can be search by "Publisher ID", "Publisher Name"

If you want to edit a publisher, you need to select the publisher (publisher's row) and hit the edit button. Once you're hit the edit button, system will ask you to a small conformation through the message (see figure 61).

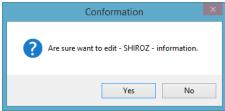


Figure 61: Edit Conformation

Note: if you're hit "Yes" button, you will get edit publisher window shown below.



Figure 62: Edit publisher information

- Reset button
 - "Reset" button can be refresh all fields.
- Update button
 - "Update" button can be update that particular publisher information.
- Close button
 - "Close" button can be close the window.

6.2.2.6 Edit Books



Figure 63: Edit Book window



- ✓ Reset button
 - # "Reset" button can be reset all fields.
- ✓ Delete button
 - "Delete" button can be delete the book based on selection. (selected row of the book)
- ✓ Edit button
 - "Edit" button can be edit the book information based on selected book. (See more- Figure66)
- ✓ Close button
 - "Close" button can be close the edit books window.



Figure 64: search book options

This option you can easily find out book, it can be search by "Book ID", "Book Name", "Department ID", "Category ID", "Date of Arrived"

If you want to edit a book, you need to select the book (book's row) and hit the edit button. Once you're hit the edit button, system will ask you to a small conformation through the message (see figure65).



Figure 65: Edit Conformation

Note: if you're hit "Yes" button, you will get edit book window shown below.

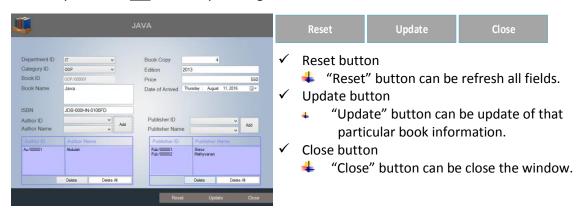


Figure 66: Edit book information

6.2.2.7 Edit Book Category

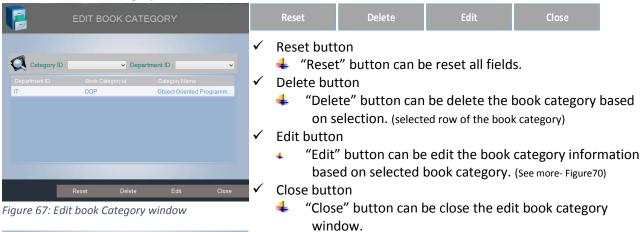


Figure 68: search book category options

✓ Department ID :

Category ID :

This option you can easily find out book category, it can be search by "Category ID", "Department ID"

If you want to edit a book category, you need to select the book category (category's row) and hit the edit button. Once you're hit the edit button, system will ask you to a small conformation through the message (see figure69).

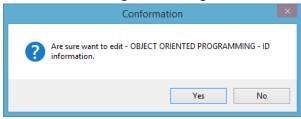


Figure 69: Edit Conformation

Note: if you're hit "Yes" button, you will get edit book category window shown below.

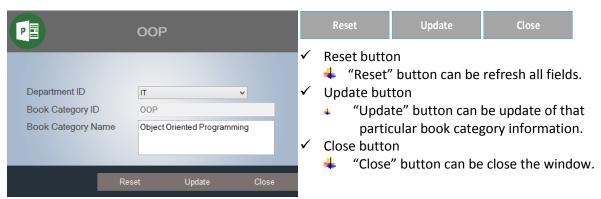


Figure 70: Edit book category information

6.2.3 Delete Data

6.2.3.1 Delete Member



Figure 71: Delete Member window

- ✓ Reset button
 - "Reset" button can be reset all fields.
- ✓ Delete button
 - "Delete" button can be delete the member based on selection. (selected row of the member)
- ✓ Close button
 - "Close" button can be close the delete member window.



Figure 72: search member options

This option you can easily find out members, it can be search by "Member <u>ID</u>", "<u>BCAS ID</u>", "Member <u>Name</u>", "<u>Member Category ID</u>", "<u>Issue Date</u>", "<u>Expiry Date</u>"

If you want to delete a member, you need to select the member (member's row) and hit the delete button. Once you're hit the delete button, system will ask you to a small conformation through the message (see figure53).



Figure 73: Delete conformation

Note: if you're hit "Yes" button, that particular member's information will delete from database.

6.2.3.2 Member Bin



6.3 TRANSECTION

6.3.1 Book Issue



Figure 74: Book Issue window

Note: This window can issue book/s to the members, before look at the windows function keys ("Reset","Add","Close") you need to understand important major fields which are.

"Book Landing ID" ID will be automatically generatable, "Member ID" and "Member Name" in those fields will generate based on member category ID.



- ✓ Reset button
 - "Reset" button can be refresh all fields.
- Add button
 - # "Add" button can be update book issue's information.
- ✓ Close button
 - "Close" button can be close the book issue window.

Once you're fill the required fields, especially, "Book ID" or "Book Name" with the "Book Copy ID" after fill that fields then you need to hit " this button. Example shown below.

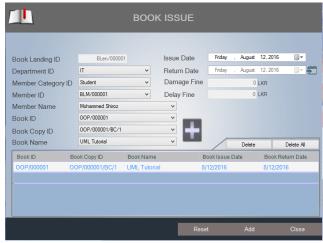


Figure 75: Example of book issue data entry

When we look at the "<u>Return date</u>" it's always disable mode. However how its calculating days remaining between issue date with landing period day (<u>landing period days</u> - you can modify from app setting under the transection block). Or else you can change the "<u>Return date</u>" manually using by "<u>E</u>" "this key.

6.3.2 Book Return



Figure 76: Book return window

Note: This window can return book/s from the member, there're two ways you can search issued book information. Which is search by;

- 1. "Issue ID".
 - Issue ID ▼
- 2. Fill required fields on the left side.



Once you search it, you can get of that particular member's book issues information in bottom side. Example shown below;

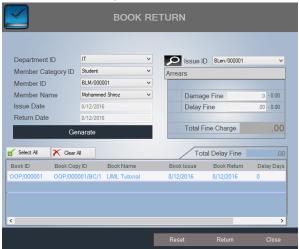


Figure 77: Example of book return data generate

Reset Return Close

- ✓ Reset button
 - # "Reset" button can be reset all fields.
- ✓ Return button
 - # "Return" button can be return book/s based on the selected book information.
- ✓ Close button
 - "Close" button can be close the book return window.

6.4 USERS

6.4.1 Create User

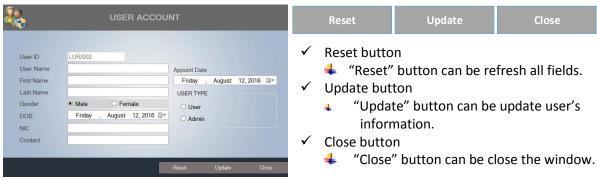


Figure 78: Create user window

When we consider the user's "password", it will create default password automatically based on "User Type". If that user's user type is Admin checked; the admin default password is "admin@123", or user type is User checked; the user default password is "user@123". This how you can create user account.

6.4.2 Manage Users



Figure 79: Manage user window

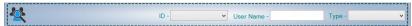


Figure 80: Search options

This option you can easily find out users, it can be search by "User ID", "User Name", "User Type"

If you want to delete a user information from the database, you need to select the user (user's row) and hit the delete button. Once you're hit the delete button, system will ask you to a small conformation through the message (see figure81).



Figure 81: Delete Conformation



- ✓ Reset button
 - "Reset" button can be reset all fields.
- ✓ Delete button
 - # "Delete" button can be delete the user's information based on selection.
- ✓ Close button
 - "Close" button can be close the manage user window.

6.4.3 Password Recover



Figure 82: Password recover window

This password recover windows can be access by admin privilege users only allowed. If user's password has blocked. In here you can reset that particular user default password based on user type.

When we look at how to search user information, there're two way you can search the user information. Which is can be search by;

- User ID
 - User ID SEARCH
- User Name
 - User Name SEARCH

The result should come up with user photo, see the example.



Figure 83: Example of password recover window



- ✓ Reset button
 - # "Reset" button can be reset all fields.
- ✓ Reset Password button
 - # "Reset Password" button can be reset default user's password.
- ✓ Close button
 - "Close" button can be close window.

Note: Make sure one thing, once you reset user's password, If that user's user type is Admin, Password will be "admin@123" or user type User password will be "User@123" reset.

6.5 FINE

6.5.1 Damage

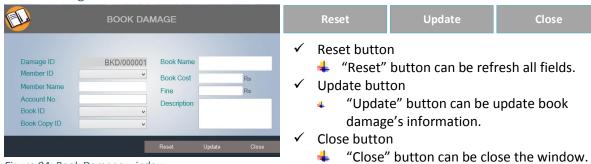


Figure 84: Book Damage window

6.5.2 Lost



Figure 85: Book Lost window

Reset button

"Reset" button can be refresh all fields.

Update

- Update button
 - "Update" button can be update book lost information.
- Close button
 - "Close" button can be close the window.

6.5.3 Hold



Figure 86: Book hold window

Reset button

- "Reset" button can be refresh all fields.
- Update button
 - "Update" button can be update book hold's information.
- Close button
 - "Close" button can be close the window.

6.5.4 Pay Damage Fine



Figure 87: Pay Damage Fine window

- Reset button
 - "Reset" button can be refresh all fields.
- - "Update" button can be update pay damage fine's information.
- Close button
 - "Close" button can be close the window.

6.5.5 Pay Delay Fine

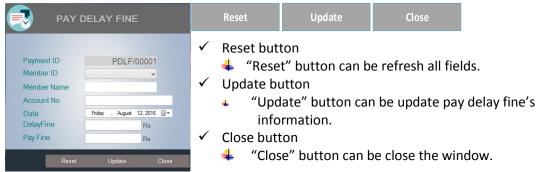


Figure 88: Pay Delay Fine Window

6.5.6 Payment Details

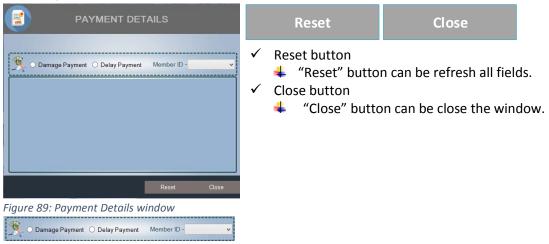
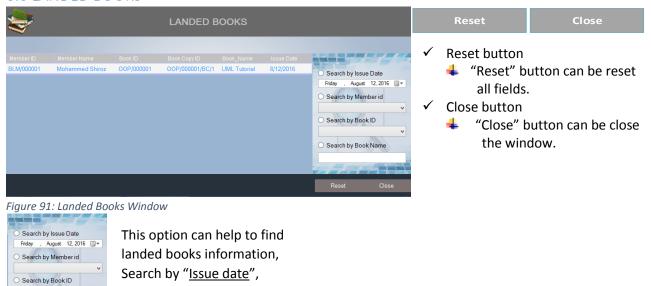


Figure 90: Search options

This option you can easily find out member payment information, it can be search by "Damage Payment Member ID", "Delay payment Member ID".

6.6 LANDED BOOKS



"Member ID", "Book ID", "Book

6.7 RETURNED BOOKS

Name"

O Search by Book Name

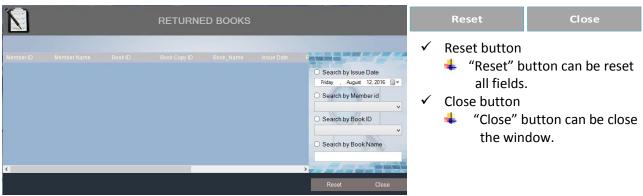


Figure 92: Returned Books window

6.8 SEARCH BOOKS

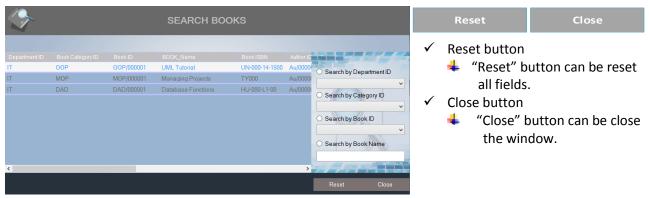


Figure 93: Search books window

6.9 SETTINGS

6.9.1 Mail Setting



Figure 94: Mail setting window

If you don't have mail domain, you can create new domain. Hit the "New Domain" button to get create domain fields into the window. Example shown below.



Figure 95: Add new domain

UPDATE

- Update button
 - "UPDATE" button can be update new domain information to the database.

6.9.2 Mail Login

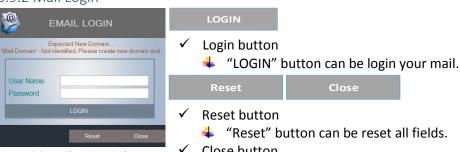


Figure 96: Mail Login window

Close button

"Close" button can be close the window.

6.9.3 App Setting



Startup Setting

Transection Setting

Skin Setting

URL Setting

Close

✓ Startup Setting button

"Startup Setting" button can be set startup functions.

- Transection button
 - "Transection Setting" button can be assign fine charges and book hold period days.
- ✓ Skin Setting button
 - "Skin Setting" button can customize the skin color.
- ✓ URL Setting button
 - "URL Setting" button can customize the social media links.
- ✓ Close button
 - "Close" button can close the App setting window.

STARTUP SETTING BUTTON



Startup Splash screen setting, you can decide to splash screen want to show when application starting period. If you applicable you can enable it or you can disable it.

Startup Welcome Message setting, same thing as mention above the splash screen setting. If you applicable you adjust the setting. Finally you should save the settings.

TRANSECTION SETTING BUTTON



Landing period day, this will how long time one member hold the issue book. This period time you can assign it landing period field.

Then you can assign whatever fine charges into that particular box. Finally you should save the settings.

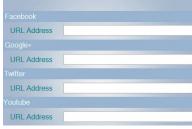
SKIN SETTING BUTTON



This section, you can customize skin background color, it can be your favorite color, or just transparent window.

Once you're choose it your favorite one, you need save the settings.

URL SETTING BUTTON



This section, you can enter your own social media URL address. It will be easy for you can directly access your social media links.

Once you're entered your URL address, you need save the settings.

CLOSE BUTTON

✓ This button can be Close the App Setting window

SOFTWARE TESTING

Is the menu bar displayed in the appropriate contested some system related features included either in menus or tools? Do pull—Down menu operation and Tool-bars work properly? Are all menu function and pull down sub function properly listed? Is it possible to invoke each menu function using a logical assumptions that if all parts of the system are correct, the goal will be successfully achieved? In adequate testing or non-testing will leads to errors that may appear few months later.

This create two problem

- 1. Time delay between the cause and appearance of the problem.
- 2. The effect of the system errors on files and records within the system

The purpose of the system testing is to consider all the likely variations to which it will be suggested and push the systems to limits.

The testing process focuses on the logical intervals of the software ensuring that all statements have been tested and on functional interval is conducting tests to uncover errors and ensure that defined input will produce actual results that agree with the required results. Program level testing, modules level testing integrated and carried out.

There are two major type of testing they are

- 1) White Box Testing.
- 2) Black Box Testing.

WHITE BOX TESTING

White box sometimes called "Glass box testing" is a test case design uses the control structure of the procedural design to drive test case.

Using white box testing methods, the following tests were made on the system

- A) All independent paths within a module have been exercised once. In our system, ensuring that case was selected and executed checked all case structures. The bugs that were prevailing in some part of the code where fixed
 - b) All logical decisions were checked for the truth and falsity of the values

BLACK BOX TESTING

Black box testing focuses on the functional requirements of the software. This is black box testing enables the software engineering to derive a set of input conditions that will fully exercise all functional requirements for a program. Black box testing is not an alternative to white box testing rather it is complementary approach that is likely to uncover a different class of errors that white box methods like..

- 1) Interface errors
- 2) Performance in data structure
- 3) Performance errors
- 4) Initializing and termination errors

CONCLUSION

Our project is only a humble venture to satisfy the needs in a library. Several user friendly coding have also adopted. This package shall prove to be a powerful package in satisfying all the requirements of the BCAS city campus.

The objective of software planning is to provide a frame work that enables the manger to make reasonable estimates made within a limited time frame at the beginning of the software project and should be updated regularly as the project progresses. Last but not least it is no the work that played the ways to success but **ALMIGHTY**

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