SOFTLabinc.

Paathshala®
Manual

v.8.5 | Library Management Module

A handy guide for using Paathshala: Academic Information Management System

TABLE OF CONTENTS

Contents

General Introduction

HOW TO OPEN PAATHSHALA®

Before using Paathshala® make sure you have installed the latest version of web browser.

1. Open any web browsers like Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, Opera, and Safari etc.
2. Type the address/ip address provided by your system admin in the address bar of web browser.
3. After few seconds, Paathshala® login screen will appear on your screen.

For better performance and display, we recommend using Mozilla Firefox for Paathshala®.

LOGIN TO PAATHSHALA®

1. Type the **user name** & **password** provided to you by your system admin.
2. Click on **Login** button.
3. If your user name & password is correct, home screen of Paathshala® will appear on your screen.

By default, user name will be the **code number** (for students, teachers) and password will be the **B.S. date of birth** in the **m/d/yyyy** format.
Contact your system administrator or use **Forgot your password** feature from the Login page to recover the password.

BACKUP DATABASE

Backup database feature helps you to create and save daily restore point of Paathshala®. In case of any hardware or software failure, database backup files can be used to restore your data.

1. Click on **Backup Now** button on the home screen.
2. Your backup files will be saved on your server computer's **D:\Paathshala Daily Database Backup** folder. You can then copy the latest backup file to external hard disk or another computer.
3. Software will notify you if database backup is not created for more than 2 days.

CHANGE DEFAULT PASSWORD

1. Click on your name shown in the top right corner.
2. Click on the **Change Password**.
3. Type your old password in **Old Password** field.
4. Type new password in **New Password** field.
5. Reenter the new password in **Reenter Password** field.
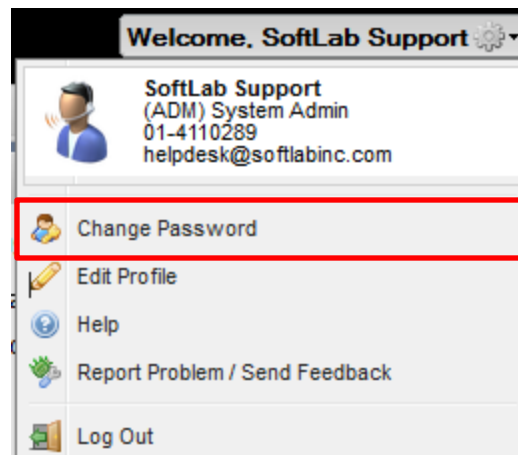6. Click on **Save** button to change the password.

Figure 1 Change password

Library Management

LIBRARY MANAGEMENT SETTINGS

Library Management → *Settings*

Fine Settings

This setting allows you to set the late book deposit fine for the students. If you do not wish to charge fine then enter 0 in all the fields.

1. Type the days in **Upto Days.**
2. Type the **Per Day Amount** you want to charge.
3. Type the **Per Day Amount** in More Than field. More Than Days will be automatically shown.
4. Click on **Save** button to save the setting.

Library Limitation Settings

It allows you to limit the transaction in the library. Student can only Issue or Renew the books as per the limit set.

1. Type number of times students can issue, renew the books in **Issue Limitation** and **Renew Limitation** fields.
2. Click on **Save** button to save the setting.

Set Issue Days Settings [Add]

This setting allows you to set issue days while issuing/renewing the books.

1. Type the days in **Issued Days.**
2. Click on **Save** button to save the setting.

Set Issue Days Settings [Delete]

To remove the issue days follow the following steps.

1. Select the day you want to remove from the **Issue Days** combo box.
2. Click on **Delete** button to remove the issue day.

CATEGORIES

Library Management → *Categories*

Categories allow you to add the books in different groups. You can add the books in different categories like Management, Health Science, Literature, etc. or as per your library rule.

Add New Category

1. Click on **Add New** button to open the form.
2. **Category Name:** Type the name of the category you want to add. Eg. Literature, Management.
3. Click on **Save and New** button to save the new category.

Edit Category

1. Select the category you want to edit from the table.
2. Click on **Edit** button.
3. Change the information in the form.
4. Click on **Save** button to save the category.

Delete Category

1. Select the category you want to delete from the table.
2. Click on **Delete** button.
3. Click on **Yes** button to delete or **No** button to cancel the delete.

BOOKS

Result Management → Books

This menu allows you to add/modify/search books records.

Add New Books

1. Click on **Add New** button to open the form.
2. **Book Registration Date:** Select the date in which you are going to register the book.
3. **Category:** Select the category for this book. If you do not see the category name in the list then you have to **Add New Category**.
4. **Book Type:** Select the book type from the list.
   a. **Reference:** This book type cannot be issued.
   b. **Text:** This book type can be issued.
5. **Accession No.:** It is the unique number given to the book. Software automatically gives the accession number. Barcode for the books are based on the accession number.
6. **Book Name:** Type the name of the book.
7. **Author Name:** Type the name of the author.
8. **Publisher Name:** Type the name of the publisher.
9. **Edition:** Type the edition of this book.
10. **Class No.:** Type the classification number of the book as per the library rule.
11. **Book No.:** Type the number of the book like ISSN.
12. **Volume No.:** Type the volume number of the book.
13. **Bill No.:** Type the purchased bill number of this book.
14. **Amount:** Type the amount of the single book.
15. **Source:** Type the source for this book like Donation, etc.
16. **Year:** Type the year of the publication of this book.

17. **No. of Pages:** Type the number of pages in this book.
18. **Rack No.:** Type the rack number in which you have stored this book. Rack number can be in this format 1-5-7. It means 1st Rack 5th Story 7th Column.
19. **Status:** Select the status of this book from the list.
20. **Remarks:** Type the remarks for the book.
21. **No. of Books:** Type the similar books quantity. It should be in purchased in same group. If you type 5 then other 4 books will be automatically added.
22. Click on **Save and New** button to save the book.

List Books

To display the books list that you have already saved.

1. Select the **List Type** and other information asked.
2. Click on **List** button.

Edit Curriculum

1. List the books.
2. Select the book you want to edit from the table.
3. Click on **Edit** button.
4. Change the information in the form.
5. Click on **Save** button to save the book.

Delete Book

1. List the books.
2. Select the book you want to delete from the table.
3. Click on **Delete** button.
4. Click on **Yes** button to delete or **No** button to cancel the delete.

JOURNALS

Library Management → Journals

Add/Edit/Delete process for the Journals is similar to Books. See the books add/edit/delete process.

ISSUE BOOK/JOURNAL

Library Management → Issue Book/Journal

This allows you to issue the books/journals from the library.

1. In Student/Staff Profile,
   a. **Code No.:** Type or scan the barcode of the student/staffs.
2. In Book/Journal Information,
   a. **Issue:** Select book/journal what you want to issue.

        b.   **Acc No.:** Type or scan the accession number of the book/journal.

3. In Issue Information,
   a. **Issue Date:** Select the date in which you want to issue the book/journal.
   b. **Issue Days:** Select the number of days from the Issue Days list. If issue day is empty, you have to set issue days from **Settings → Set Issue Days.**
   c. **Return Date:** Software will automatically show the Return Date in AD/BS.
   d. **Issued By:** Name of the user who have logged in the system will be shown.
   e. **Narration:** Type the narration if any.
4. Click on **Issue** button to issue the book/journal.

RENEW BOOK/JOURNAL

Library Management → Renew Book/Journal

This allows you to renew the issued books/journal.

1. Select what you want to renew from the list.
2. **Acc No.:** Type or scan the accession number of the book/journal you want to renew.
3. Software will automatically display the student profile and the issued book/journal information along with issue information.
4. In Renew/Fine Information,
   a. **Renew Date:** Select the date in which you want to renew the book/journal.
   b. **Renew Days:** Select the number of days from the Renew Days list. If renew day is empty, you have to set renew days from **Settings → Set Issue Days.**
   c. **Fine:** If late renew/deposit, fine will be displayed.
5. Click on **Renew** button to renew the book/journal.

DEPOSIT BOOK/JOURNAL

Library Management → Deposit Book/Journal

This allows you to deposit the issued books/journal.

1. Select what you want to deposit from the list.
2. **Acc No.:** Type or scan the accession number of the book/journal you want to deposit.
3. Software will automatically display the student profile and the issued book/journal information along with issue information.
4. Click on **Deposit** button to deposit the book/journal.

REPORTS

Library Management → Reports

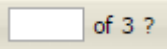This report allows you to view and print the different library reports.
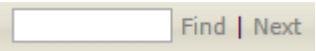
View Report

1. Select the **Report Type** you want to display from the list.
2. Click on **Show Report** button. It will take few minutes to prepare and display report.

PAATHSHALA: AIMS

Paathshala® Report Layout

OPTION'S ICON	DESCRIPTION
(first page icon)	To go to the first page.
(previous page icon)	To go the previous page.
of 3 ?	To go the particular page. Type the page number in the box.
(next page icon)	To go the next page.
(last page icon)	To go the last page.
Find | Next	To find the text/word in the report. Type the text you want to search in the box and click on Find. Click on Next to find another similar text/word.
(export icon)	To export the report. You can export report to Excel, PDF and Word and print the report.