



Code Achi
we make IT happen



CodeAchi

Library Management System

USER MANUAL

Version: 1.0.0.1

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About Us

CodeAchi Technologies Pvt Ltd, is a Stand Alone Software (SAS) firm providing end-to-end IT services, serving clients from India and abroad. The company was incorporated on April 2015, by Mr.Mantu Malakar. It is an ISO 9001: 2015 certified company.

The company believes in setting the standards for excellence and meeting it with top quality products. The commitment to the highest standards of ethics and conduct serves as the guiding light. These are our Values. It is about who we are. It is our character. It is reflected consistently in all our behavior. The Spirit is deeply rooted in the unchanging essence of CodeAchi. But it also embraces what we must aspire to be.

It is the indivisible synthesis of our values. It is what gives us direction and a clear sense of purpose. It energizes us and is the touchstone for all that we do.

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About CodeAchi Library Management System

CodeAchi Library Management System is a software to manage the catalog of your library. This helps to keep the records of whole transactions of the books available in the library. CodeAchi provides **Library Management System**(LMS) which is very easy to use and fulfills all the requirement of a library staff.

The **CodeAchi Library Management System** can help you to manage the library using a computerized system. The system has been developed and designed to help librarian record every book transaction so that the problem such as file missing or record missing will not happened again.

Barcode reader is equipped in this system so that users can enjoy the convenience without need to key in the barcode of the book themselves. It is convenient and time saving as the users can direct scan in the book's barcode id when the members borrows few books in one time.

Book and member maintenance module also included in **CodeAchi Library Management System**. Users can register or edit the member or book in the system. With this computerized maintenance, library will not lose the book record or member record which always happen when no computerized system bring used.

In addition, report module is also included in **CodeAchi Library Management System**. Different reports can be viewed here. In case of a lost book, the lost book can also be registered under this software. All the modules help to manage the library with more convenience and efficiency compare to those libraries without computerized system.

How to use this User Manual

This document is a User Manual containing all essential information for the user to make full use of the information system. This manual includes a description of the system functions and capabilities, contingencies and modes of operation, and procedures for website access and use. Graphics have been used wherever possible.

This User Manual clearly explains how you can effectively use your Software from a functional perspective. This User Manual focuses on the description of the usage of every aspect of your software.

This user manual answers the following queries:

What is the purpose of Dashboard?

How to add data of students and staff?

How to add books?

How to search books?

How to print barcode?

How to issue and return books?

How to get a quick view?

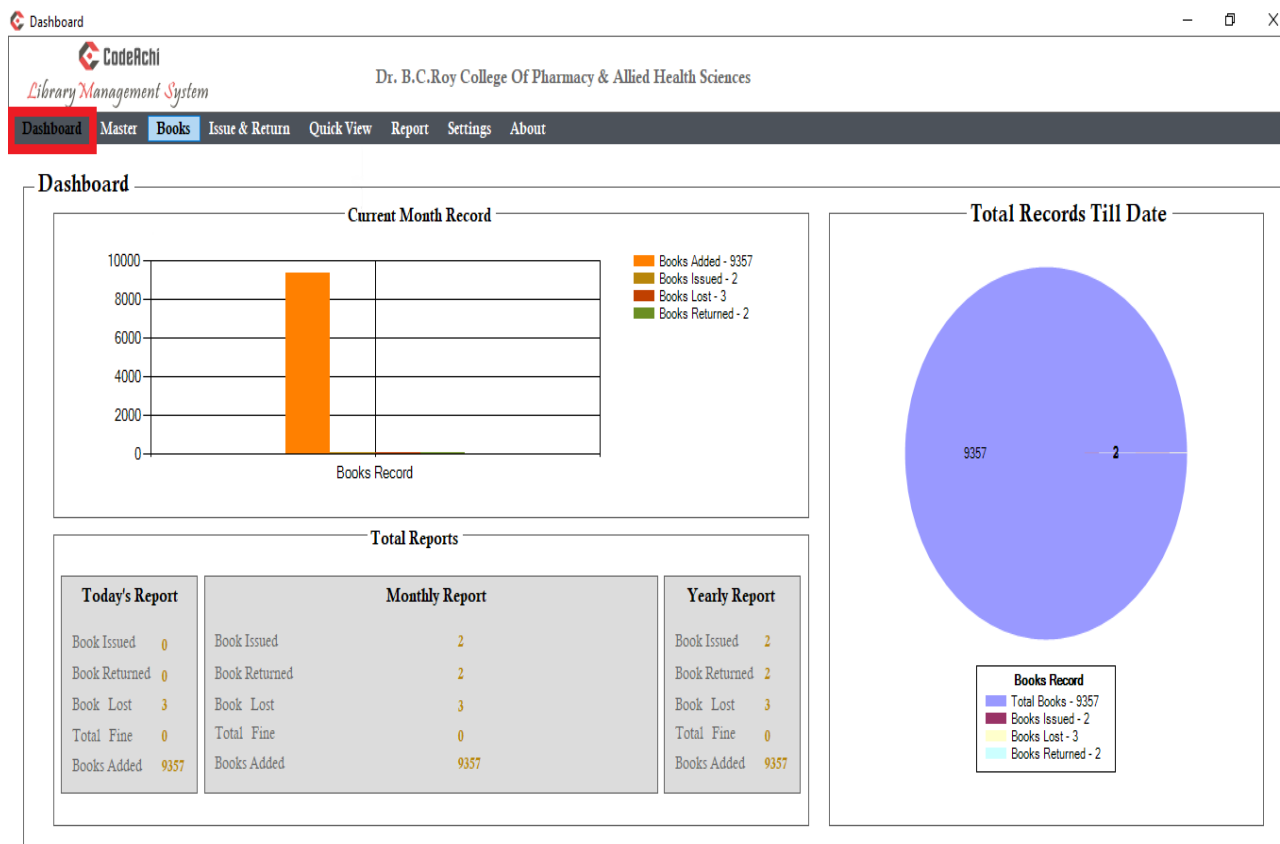
How to generate reports?

This User manual encompasses the uses of various features within CodeAchi Library Management System, step by step. We have tried our best to explain each and every feature of the software in most simple and lucid manner.

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Dashboard




The **Dashboard** provides at-a-glance views of key performance indicators relevant to your software. In the other, "dashboard" indicates some kind of "progress report"

The "dashboard" is often displayed on a web page which is linked to a database that allows the report to be constantly updated. This is the first page of your software. It shows the overview of your software. The reports of your books

added, books issued, books lost, and books returned; based on day, year and month, are featured here. The pie chart shows total no. of books, books lost, books returned as total records till date. Similarly, the bar graph represents books added, books issued, books lost and books returned in the current month.

Master


Add Student
- □ X


Library Management System

Dr. B.C.Roy College Of Pharmacy & Allied Health Sciences

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[Master](#)
[Books](#)
[Issue & Return](#)
[Quick View](#)
[Report](#)
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[About](#)

Add Student



Upload Photo

* Roll No.

* Student Name

* Address

Semester

Email Id

Department

* Contact No.

Admission Year

Gender

Male ▼

Session

[Import Excel Data](#)


SAVE

RESET

The idea of this page was to create a local directory with information for students and staffs included/listed in a directory. We have a directory for staffs and students.

It's a directory for your students. You can add your student details like roll no, student name, address, semester, email ID, department, contact no, admission year, gender, session. You can also import data from Excel by clicking at left corner of the page.


Add Staff


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Staff Details



Upload Photo

* Staff Id

* Staff Name

* Staff Address

Email Id

Designation

* Contact Number

Joining Date

Gender


Male

SAVE

RESET

It's a directory for your staffs. You can add your staff details. You can type staff ID, staff name, staff address, email ID, designation, contact no, joining date and gender.


Books


 Library Management System

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Add Books



Upload Photo

*** Title**

*** ISBN**

*** Accession No.**

*** Category**

*** Author**

Classification No.

*** No. of Copies**

Subject

No. of Pages

Price per Books

Rs.

Rack No.

Publisher

Publishing Place

Publishing Year

Series

Editor

Edition

Purchase Date

Volume

[Add Supplier Info](#)

To edit multiple accession no., press enter on no. of copies

Total Books Added per Day 0

Search by Accession No. SEARCH

Title	ISBN	Accession No.	Category	Author	No. of Copies	Subject	No. of Pages	Price	Rack No.	Publisher	Publishing Place	Publishing Year	Series	Editor	Edition	Volume	Purchase Date	Book Lost?
A TEXTB...	9788121...	2717	BR	BHAL AR...	1	ORGANI...	1073	595	14 A	S.CHAND		2012			TWENTY...		17-Feb-1...	<input type="checkbox"/>
A TEXTB...	9788121...	2724	BR	BHAL AR...	1	ORGANI...	1073	595	14 A	S.CHAND		2012			2012		05-Sep-1...	<input type="checkbox"/>

The books tab provides you with the features like Add Books, Print Barcode by Rack No, and Print Barcode by Accession no. In this section, we have elaborated these features.

You can add details of the books using titles, ISBN no, accession no, category, author, classification no., no of copies,

subject, no. of pages, price per books, rack no, publisher, publishing price, publishing year, series, editor, edition, purchase date, volume in the above manner. You can further search the books by typing the same categories.

Print Barcode

Rack No.

Selected Rack

Select Printer

Search

	Title	Accession No.	Category
<input checked="" type="checkbox"/>	PROFESSIONAL COMMUNICATION(8th ed)	2483	BR
<input checked="" type="checkbox"/>	PROFESSIONAL COMMUNICATION(8th ed)	2864	BR
<input checked="" type="checkbox"/>	PROFESSIONAL COMMUNICATION(8th ed)	2125	BR
<input checked="" type="checkbox"/>	PROFESSIONAL COMMUNICATION(8th ed)	2477	BR
<input checked="" type="checkbox"/>	PROFESSIONAL COMMUNICATION(8th ed)	2480	BR
<input checked="" type="checkbox"/>	PROFESSIONAL COMMUNICATION(8th ed)	1119	BR
<input checked="" type="checkbox"/>	PROFESSIONAL COMMUNICATION(8th ed)	2868	BR
<input checked="" type="checkbox"/>	PROFESSIONAL COMMUNICATION(8th ed)	2128	BR
<input checked="" type="checkbox"/>	PROFESSIONAL COMMUNICATION(8th ed)	2129	BR
<input checked="" type="checkbox"/>	PROFESSIONAL COMMUNICATION(8th ed)	2870	BR
<input checked="" type="checkbox"/>	PROFESSIONAL COMMUNICATION(8th ed)	2475	BR


Total 22

Print

A **bar code reader** (or **bar code scanner**) is an electronic device that can read and output printed barcodes to a computer. Like a flatbed scanner, it consists of a light source, a lens and a light sensor translating optical impulses into electrical ones. Additionally, nearly all barcode readers contain *decoder* circuitry analyzing the bar

code's image data provided by the sensor and sending the barcode's content to the scanner's output port.

You can print the barcode according to the rack wise. You will have to fill in the rack no, selected rack and printer.


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Re-print Barcode

Enter the Accession no

Select your default printer :
 Want to print Multipages ? ☒ Yes ☐ No
 No of block already used :

List of Accession

Similarly, you can print the barcode according to the accession no and by choosing your printer.

Issue & Return

Issue Books
— □ ×

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Issue Books

Member Details

* Select the Member Student

* Member Id gfwe3476788

* Member Name Xyz Kumar

Designation/
Department ECE

No. of Books
already issue 1

Late fee due 0

Search Book By

Title

1

0

04-Jul-18

REMOVE ALL
ADD

	Title	ISBN	Accession No.	Category	Author	Subject	No. of Copies Left	No. of Qty Issue	Issue Days	Issue Date
▶	WORD POWER ...	9788121928311	3237	R	DR.VERMA SHAL...	ENGLISH	1	1	0	04-Jul-18

* Right click the row that you want to remove

ISSUE BOOK

RESET

Issue and return of books is a very important feature in a Library Management Software. This what goes on in a library. Therefore, we simplify the issues and return functions. All you have to do is select your member details for books issue and return. You can also search by your book name

that makes your work quite easy. You can have a record of books issued by entering the member type, member ID, member name, designation/department, no. of books already issued and late fee due.

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An ISO 9001 : 2015 Certified Company

Return Books

Member Details

* Select the Member Designation/Department

* Member Id Late fee due

* Member Name

SHOW

Return	Title	ISBN	Accession No.	Category	No. of Qty Issue	Issue Date	Delay(in days)	Return Date	Fine	Paid Amount

* Click on the checkbox for returning books.


RETURN BOOK

RESET

You can have a record of books returned by entering the required details like member type, member ID, member name, designation/department, late fee due. The entire list of returned books is featured below along with all details.

Quick View

Quick Search
—



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Settings
About

Select Search Option

☒ Student

☐ Staff

☐ Book

☐ Issued Book

☐ Returned Book

☐ Member Activity

View Student Details

Search by Name SUSHRUTA CHAKRABORTY Search


Roll No.	Name	Gender	Address	Contact No	Email Id	Department	Year	Session
1714081	SUSHRUTA CH...	-	-	9475372796	sushrutabounville...	PHARMACOLO...	2017	

Total Record :1

The function can be used to view practically any tab. This page quickly takes you to the desired tab. It contains all your desired features. Particularly this feature allows you to have a quick view of students, staff, and books, issued book, returned book, and members' activity by filling the required details accordingly.

Report

This segment of the software provides you the details of Reports i.e. Issued Books, Returned Books, Book History and Member Reports. A report is made with the specific intention of relaying information or recounting certain events in a way that is concise, factual and relevant to the audience at hand.



Library Management System

Dr. B.C.Roy College Of Pharmacy & Allied Health Sciences

Dashboard Master Books Issue & Return Quick View **Report** Settings About

Issued Books

Issue From

01-Apr-18

Issue To

04-Jul-18

Filter

Dr. B.C.Roy College Of Pharmacy & Allied Health Sciences

Address:
Dr. Meghnad Saha Sarani, Bidhan Nagar,
Durgapur, West Bengal 713206

Contact: 918972107793

Report Type : Issued Book Report

Date : 04-Jul-18 3:33:52 PM

Report Issued by : admin

From : 01-Apr-18 To : 04-Jul-18


Acc. no.	Title	ISBN	Cate gory	Issue Date	Issue Days	Delay days	Book Return?	Membe r Type	Member Id	Member Name
444	fdgfdg	dfgfdgdfg	FDG	03-Jul-18	0	0	Returned	Student	sdf	gfdg
3287	A TEXTBOOK OF ORGANIC CHEMISTRY	97881219 26140	BR	03-Jul-18	5	0		Staff	dsg	gdf
5546	adasd	65456654	S	03-Jul-18	0	0	Returned	Staff	dsg	gdf
5604	A TEXTBOOK OF ORGANIC CHEMISTRY	97893525 31967	BR	01-Jul-18	6	0		Student	sdf	gfdg

Report generated by: CodeAchi LMS (www.codeachi.com)

1 of 1

You can get reports of your issued books by entering the time period and clicking on filter.

Returned Books Report


Code Achi
Library Management System

Dr. B.C.Roy College Of Pharmacy & Allied Health Sciences

Dashboard Master Books Issue & Return Quick View **Report** Settings About

Returned Books

From 01-Mar-18 To 04-Jul-18 Filter

1 of 1

Find | Next

Dr. B.C.Roy College Of Pharmacy & Allied Health Sciences


Address:
 Dr. Meghnad Saha Sarani, Bidhan Nagar,
 Durgapur, West Bengal 713206
Contact: 918972107793

Report Type : Returned Book Report Date : 04-Jul-18 5:34:29 PM
 Report Issued by : admin From : 01-Mar-18 To : 04-Jul-18

Acc. no.	Title	ISBN	Category	Issue Date	Returned Date	Fine	Member Type	Member Id	Member Name
444	fdgfdg	dfgfdgdfg	FDG	03-Jul-18	03-Jul-18	0	Student	sdf	gfdg
5546	adasd	65456654	S	03-Jul-18	03-Jul-18	0	Staff	dsg	gdf

Report generated by: CodeAchi LMS (www.codeachi.com) 1 of 1

You can get details of your returned books by entering the time period and clicking on filter. The reports in details are enlisted below.


Code Achi
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Dr. B.C.Roy College Of Pharmacy & Allied Health Sciences

Dashboard Master Books Issue & Return Quick View **Report** Settings About

Books Details

Search by

1 of 1

Find | Next

Dr. B.C.Roy College Of Pharmacy & Allied Health Sciences

Address:
 Dr. Meghnad Saha Sarani, Bidhan Nagar,
 Durgapur, West Bengal 713206
 Contact: 918972107793

Report Type : Book History Report Date : 04-Jul-18 5:37:29 PM

Report on : Book by Author

Report Issued by : admin

Acc. No.	Title	ISBN	Category	Author	Publisher	Publishing Year	Subject	Edition	Rack No.	Issued	Issue To
5580	PEMEDIAL BIOLOGY (1st ed)	9789386 943071	BR	SACHDEVA MONIKA	NIRALI		BIOLOGY		38 C	no	-
5579	PEMEDIAL BIOLOGY (1st ed)	9789386 943071	BR(R)	SACHDEVA MONIKA	NIRALI		BIOLOGY		69 A	no	-

You can get the book details by searching according to title no, ISBN no, accession no, barcode, category, author, subject, rack no, publisher, publishing year, suppliers name, lost book, purchase date.

Member Book View

Member Type
☒ Student ☐ Staff

Search by
 Semester

Search

1 of 1

Dr. B.C.Roy College Of Pharmacy & Allied Health Sciences

Address:
 Dr. Meghnad Saha Sarani, Bidhan Nagar,
 Durgapur, West Bengal 713206
 Contact: 918972107793

Report Type : Members Report
 Date : 04-Jul-18 5:40:33 PM
 Member Report of : Student(By Semester)
 Report Issued by : admin

Member Id	Member Name	Department / Designation	Admission Year/ Date of Joining	Barcode	Title	Issued Date	Returned Date	Paid Fine
sdf	gfdg			FDG-444	fdgfdg	03-Jul-18	03-Jul-18	
sdf	gfdg			BR-5604	A TEXTBOOK OF ORGANIC CHEMISTRY	01-Jul-18		

Report generated by: CodeAchi LMS (www.codeachi.com)

1 of 1

You can have the details of your members i.e. students by name, roll no, semester, admission year, department, session.

Member Report

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Dr. B.C.Roy College Of Pharmacy & Allied Health Sciences

Dashboard Master Books Issue & Return Quick View **Report** Settings About

Member Book View

Member Type
☐ Student ☒ Staff

Search by
 Name

Dr. B.C.Roy College Of Pharmacy & Allied Health Sciences
 Address: Dr. Meghnad Saha Sarani, Bidhan Nagar, Durgapur, West Bengal 713206
 Contact: 918972107793

Report Type : Members Report Date : 04-Jul-18 5:40:33 PM
 Member Report of : Student(By Semester) Report Issued by : admin

Member Id	Member Name	Department / Designation	Admission Year/ Date of Joining	Barcode	Title	Issued Date	Returned Date	Paid Fine
sdf	gfdg			FDG-444	fdgfdg	03-Jul-18	03-Jul-18	
sdf	gfdg			BR-5604	A TEXTBOOK OF ORGANIC CHEMISTRY	01-Jul-18		

Report generated by: CodeAchi LMS (www.codeachi.com) 1 of 1

You can have the details of your members i.e. staff by name, ID, designation, joining date. Click on search and you have all the required details.

Settings

Settings

- □ X


Library Management System

Dr. B.C.Roy College Of Pharmacy & Allied Health Sciences

Dashboard Master Books Issue & Return Quick View Report Settings About

Settings Details

Set Info

User Activity

Set Category

Backup

Change Password

Login Approval

 Change
DatabasePath

Institution Name

Dr. B.C.Roy College Of Pharma

Address

 Dr. Meghnad Saha Sarani,
Bidhan Nagar, Durgapur, West
Bengal 713206

Email Id
Phone

918972107793

Website(if any)
Logo Path

Browse

Logo

Books Issued by per individual
Fine Amount/Day for Staff

0

Fine Amount/Day for Student

0

Maximum Days For Book Issue

0

Increase in Return Days

SAVE

RESET

Settings may refer to any of the following: 1. in general, a *setting* is an adjustment or value in a software program or on a hardware device that adjusts it to the user's preference. For example, you may have a hard time seeing small fonts, so you change the font *setting* to a larger font size. Here, in this software, this page allows you to track user activity, set category, select your software back up location, change password, log in approval and change software database path.

Conclusion:

Let us help you to grow your business, reach out and engage your customers, enable your process, provide a new service, present your business in a new way! And bring an idea to life!

You can contact us by phone, email or on any other social platform. Then we will chat to discover what u want, what u need, what u don't need, when u need it and where u need it. We're with u using all of our knowledge and creativity. Our contact details are as follows -



[1800-123-2855](tel:1800-123-2855)



<https://www.facebook.com/codeachi/>



contact@codeachi.com



<https://twitter.com/codeachi>



www.codeachi.com



<https://www.linkedin.com/in/codeachi-technologies-pvt-ltd-6256a2127/>