

User Guide LIBRARY MANAGEMENT

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USER GUIDE

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Document Revisions

USER GUIDE

Date	Version Number	Document Changes
05/02/20xx	0.1	Demo



Tech Comm Template

USER GUIDE

User's Manual Authorization Memorandum

I have carefully assessed the User's Manual for iNiTech's Hope System. This document has been completed in accordance with the requirements of System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.					
The document is accepted.					
The document is accepted pending the changes noted.					
The document is not accepted.					
We fully accept the changes as needed improvement	nts and authorize initiation of work to proceed.				
Based on our authority and judgment, the continued operation of this system is authorized.					
NGUYEN HONG ANH	Jan 8 th , 2018				
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1 Introduction

1.1 Scope and Purpose

This is new Library Management System, is writed by our team.

1.2 Process Overview

- This system write by C# language, and run at Window platform
- System name or title: Library Management System.

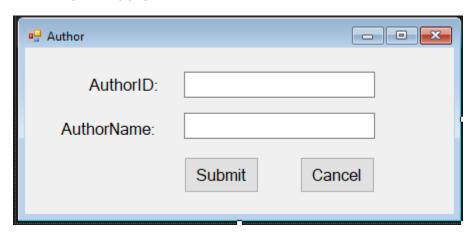
2 List of form in this project

There are total 18 forms in this project

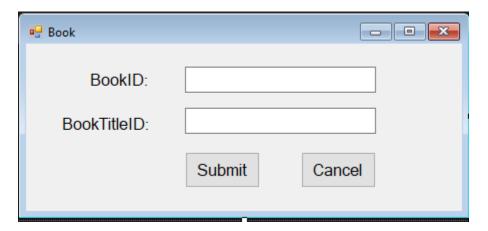
2.1 Child form

This includes eight children forms, which have lowest priority in this project, and used to view a table without any function, or only used to submit a new object or update a existed object.

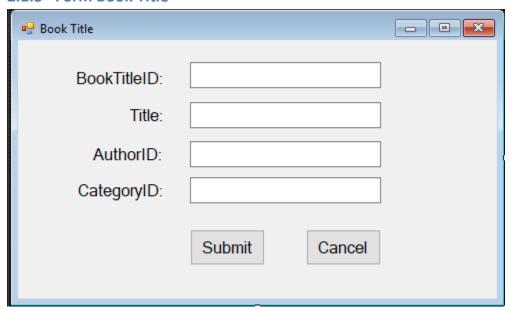
2.1.1 Form Author



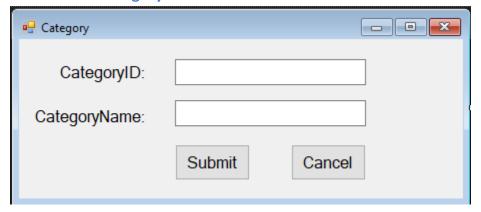
2.1.2 Form Book



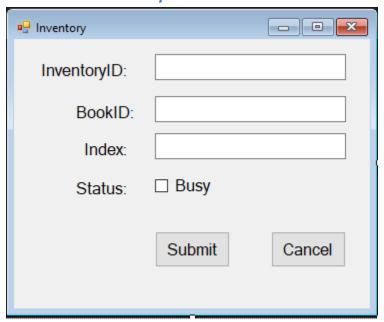
2.1.3 Form Book Title



2.1.4 Form Category



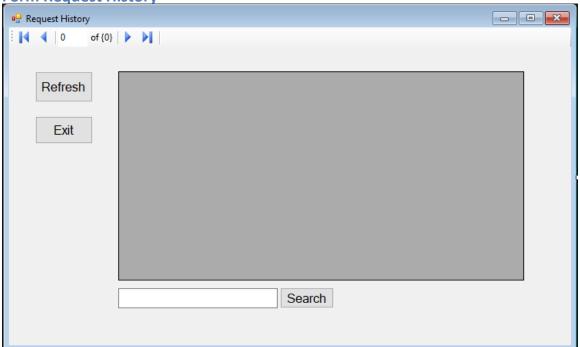
2.1.5 Form Inventory



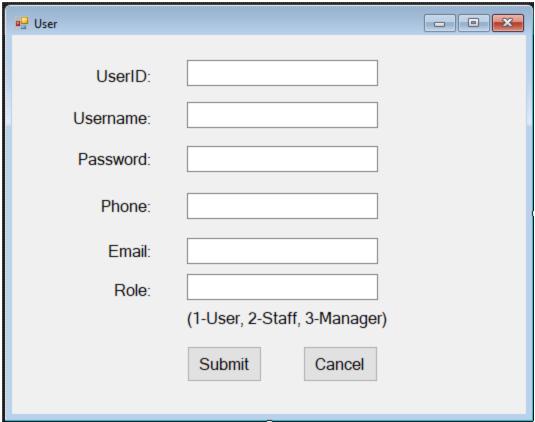
2.1.6 Form Loan History



2.1.7 Form Request History



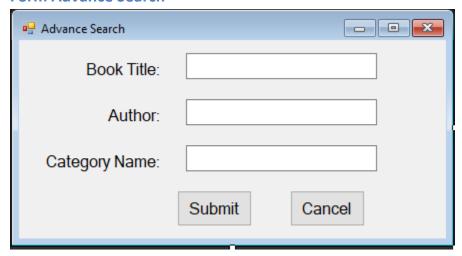
2.1.8 Form User



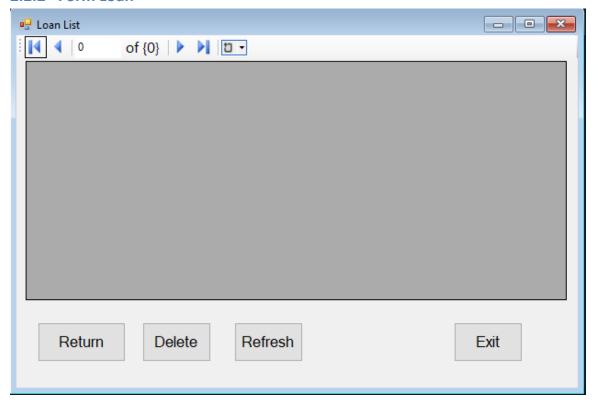
2.2 Function form

This includes seven functional forms, which have medium priority in this project, and have many function or important function in this project.

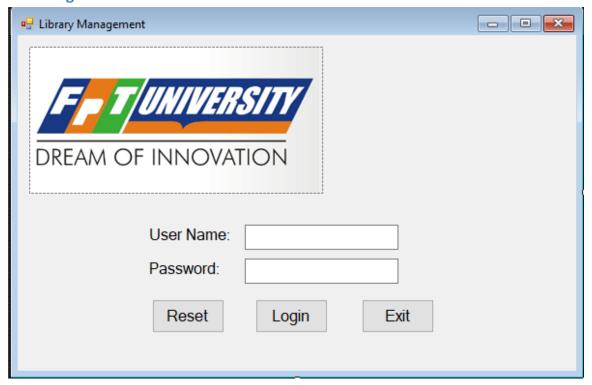
2.2.1 Form Advance Search



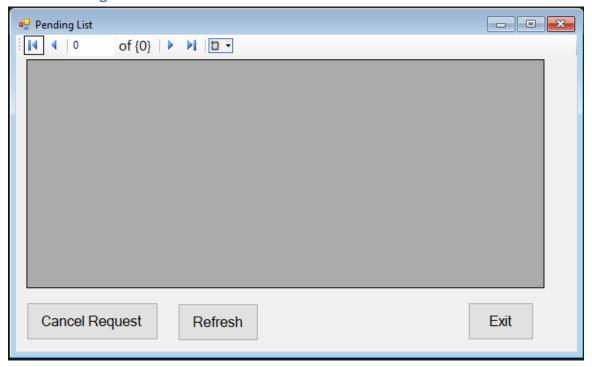
2.2.2 Form Loan



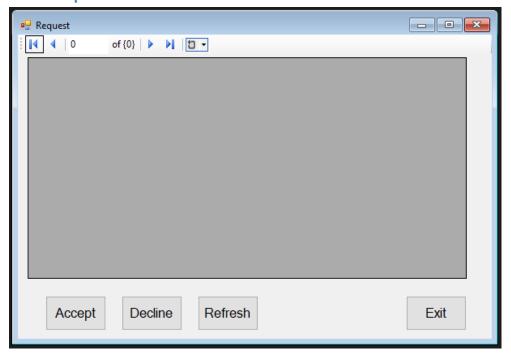
2.2.3 From Login



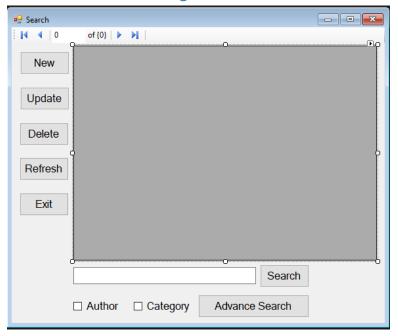
2.2.4 Form Pending



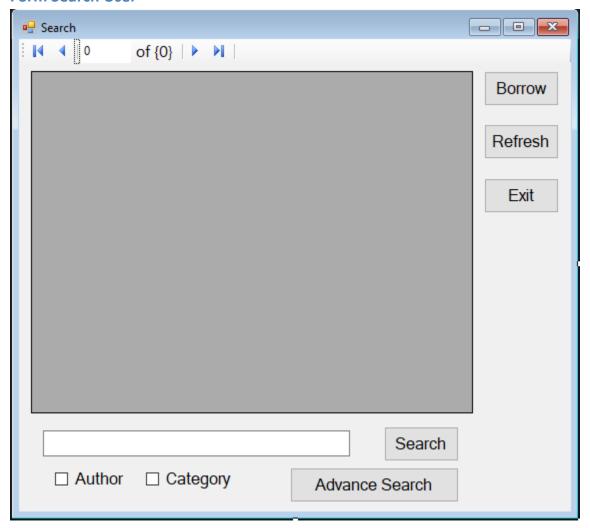
2.2.5 Form Request



2.2.6 Form Search Staff Manager



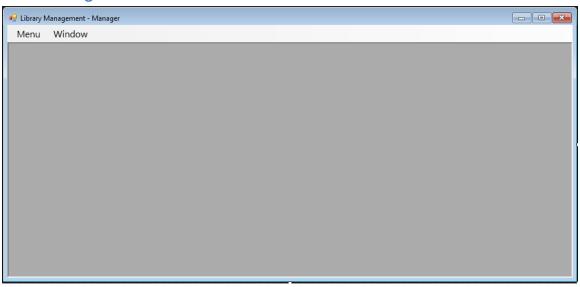
2.2.7 Form Search User



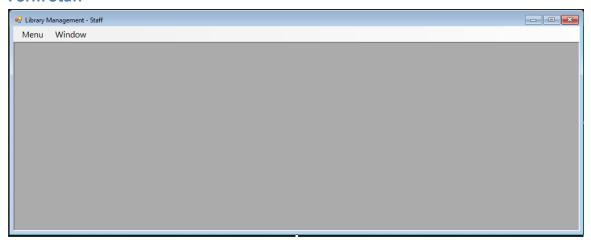
2.3 Role form

This includes three main forms, which have highest priority in this project, used to show after log in. There are three roles: Manager, Staff, and User, who have distinct form for once.

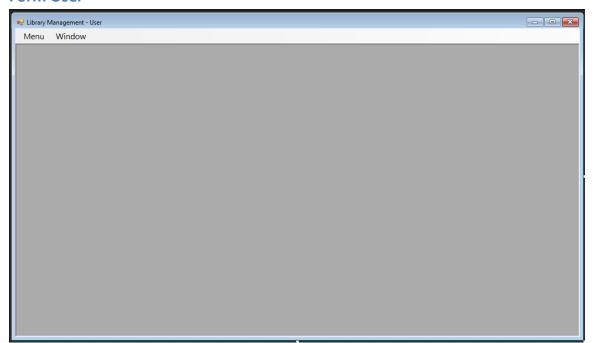
2.3.1 Form Manager



2.3.2 Form Staff

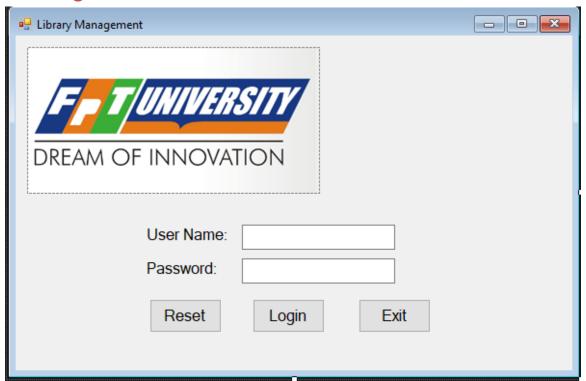


2.3.3 Form User



3 List of function in this project

3.1 Log in



- 1. Enter username at textbox beside User Name label.
- 2. Enter password at textbox beside Password label.
- 3. Click button "Login" if you want to log in
- 4. Click button "Reset" if you want to blank all field
- 5. Click button "Exit" if you want to exit this program

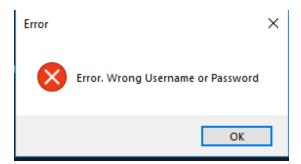
3.1.1 Login Successful

1. The program will display the new form corresponding to the role of the username you entered, which is show at 2.3.1, 2.3.2, or 2.3.3

3.1.2 Login fail

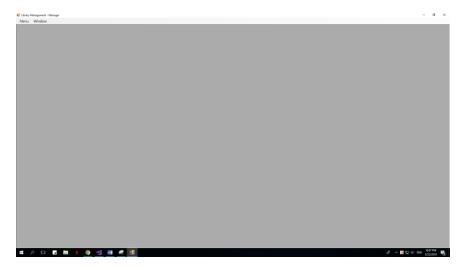
A MessageBox will show like below:



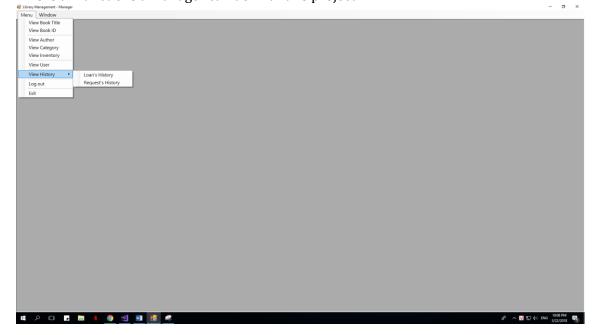


3.2 Function of Manager:

When you log in successful as a Manager, a below form will show



This is all functions a Manager can do with this project:



There are 8 forms which a manager can show by clicking on it:

- 1) View Book Title and all of its functions which a manager can do with it
- 2) View Book ID and all of its functions which a manager can do with it.
- 3) View Author and all of its functions which a manager can do with it.
- 4) View Category and all of its functions which a manager can do with it.
- 5) View Inventory and all of its functions which a manager can do with it.
- 6) View User and all of its functions which a manager can do with it.
- 7) View Loan's History and all of its functions which a manager can do with it.
- 8) View Request's History and all of its functions which a manager can do with it.

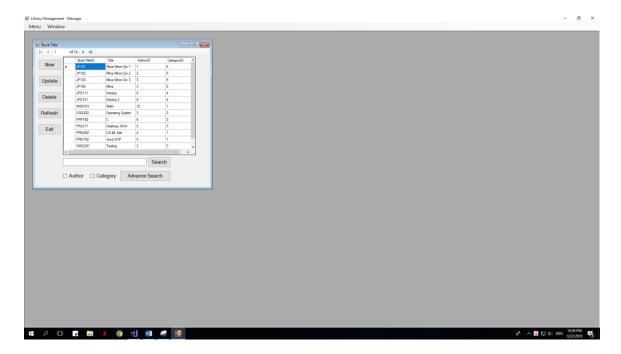
And 3 functions else:

- 1) Log out: Return log in form
- 2) Exit: Exit of this program
- 3) Window: Show all the form which the manager are opening at that time.

NOTES: Every form can only open once at a time.

3.2.1 Book Title:

When Manager click on BookTitle Tool Strip at MenuToolStrip, a new form will show inside old form:





There are 7 function which the manager can do with Book Title Function:

1) New: Add a new Book Title

2) Update: Update clicking Book Title

3) Delete: Delete clicking Book Title

4) Refresh: Refresh this form

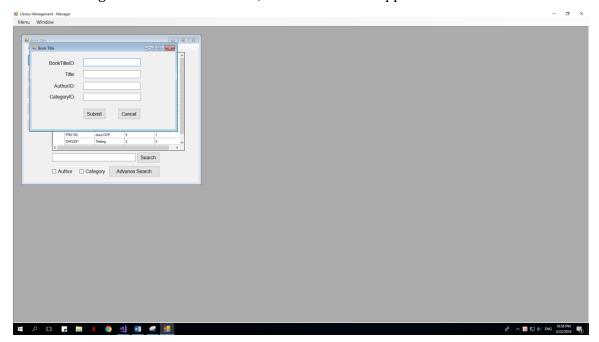
5) Exit: Exit this form

- 6) Search: Search a value with is typing in textbox beside it and some other functions which are attached with this function.
- 7) Advance Search: Search with distinct Search Value and Author Value and Category Value.

NOTE: You can open as many child form (BookTitle, AdvanceSearch) as you can, that is allow.

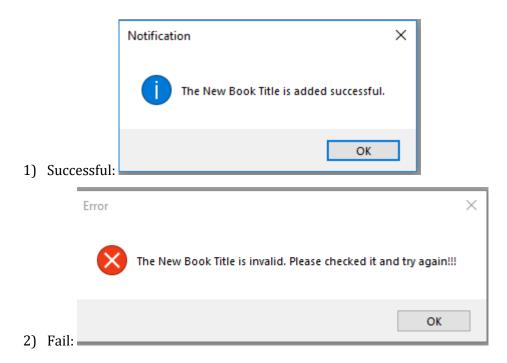
3.2.1.1 Add New Book Title

When a manager click on button "New", the new form will appear:



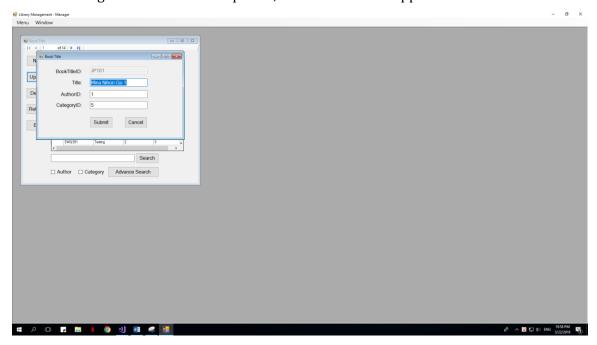
This form will allow you to enter a new Book Title, by enter its components at its field. After complete enter field, and click Submit, there are 2 cases will happen:





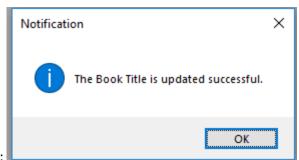
3.2.1.2 Update existed Book Title

When a manager click on button "Update", the new form will appear:



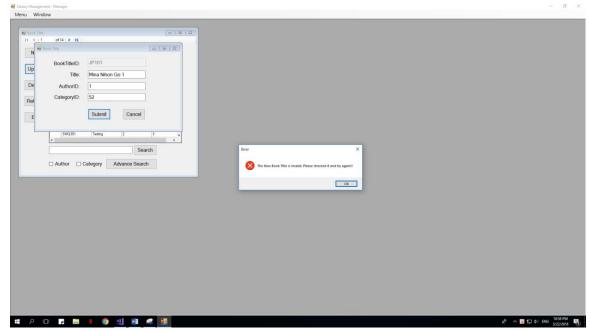
This form will allow you to update that selected Book Title, by enter its components at its field. After complete enter field, and click Submit, there are 2 cases will happen:





1) Successful:

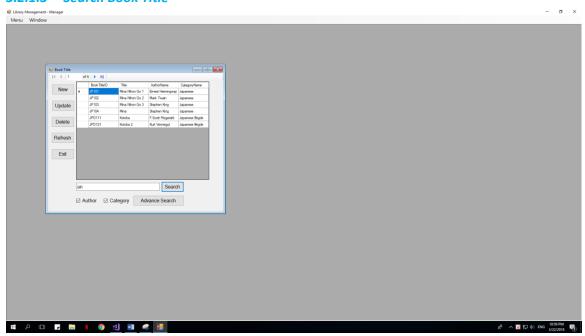
2) Fail:



This is failed because you enter a AuthorID or a CategoryID which is not contains in Author List or Category List



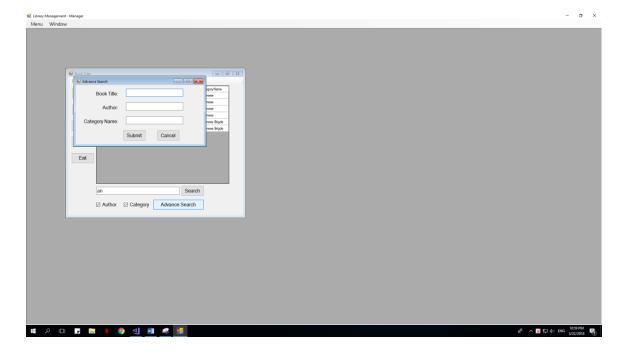
3.2.1.3 Search Book Title



- 1) When you click search without any letter in its field, all Book will show
- 2) When you click on Author or Category, we will call the searchValue is S, so the program will search with Title = S or AuthorName = S or Category=S

3.2.1.4 Advance Search Book Title

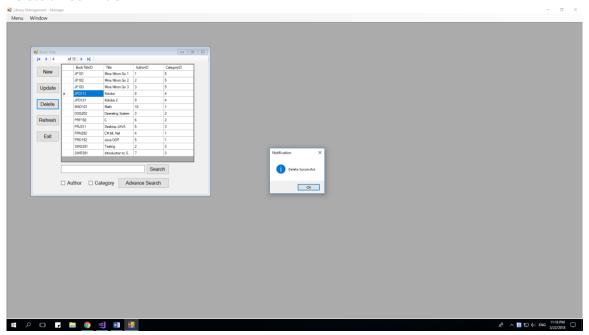
When you click on Advance search book, a new form will appear:



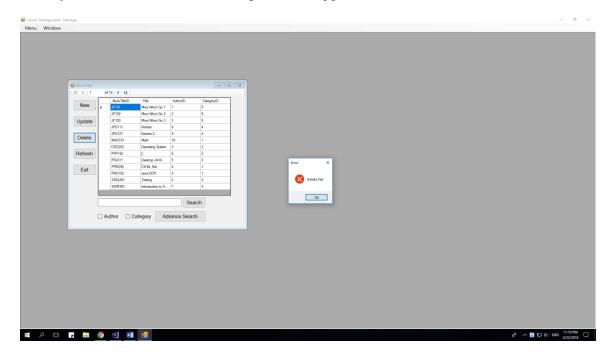
This form allow you to search will Book Title, and Author Name, and Category Name. If we call there textbox upper turn is S1, S2, S3, the program will search with "BookTitle = S1 and AuthorName = S2, and CategoryName = S3".

No MessageBox show when you click submit, or cancel.

3.2.1.5 Delete a Book Title



When you delete successful, a MessageBox will appear.

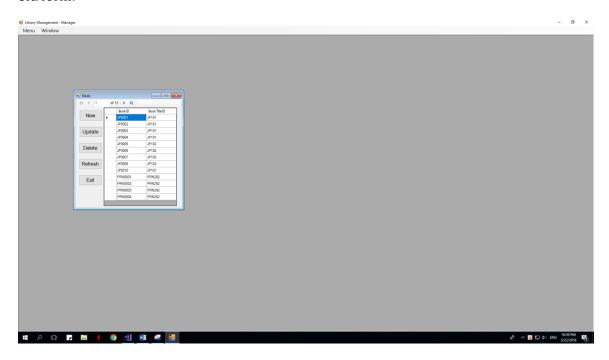


In some case, you can't delete, because this value is used in some table else.



3.2.2 Book ID (or Book):

When Manager click on Book ID Tool Strip at MenuToolStrip, a new form will show inside old form:



There are 5 function which the manager can do with Book Title Function:

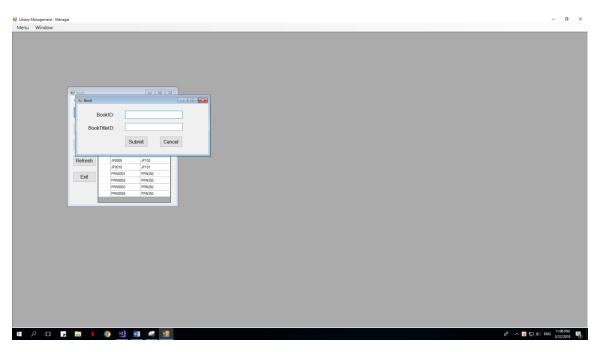
- 1) New: Add a new Book
- 2) Update: Update clicking Book
- 3) Delete: Delete clicking Book
- 4) Refresh: Refresh this form
- 5) Exit: Exit this form

NOTE: You can open as many child form (BooID) as you can, that is allow.

3.2.2.1 Add New Book ID

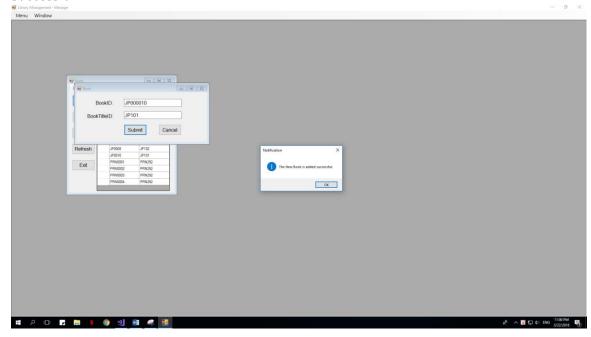
When a manager click on button "New", the new form will appear:



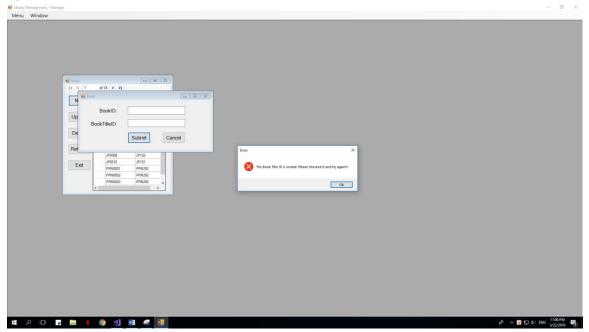


This form will allow you to enter a new Book, by enter its components at its field. After complete enter field, and click Submit, there are 2 cases will happen:

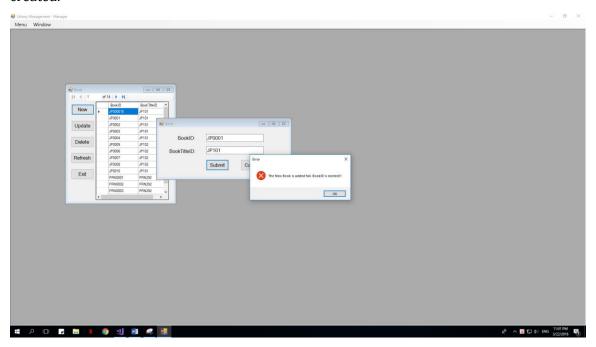
1) Successful:



2) Fail 1:



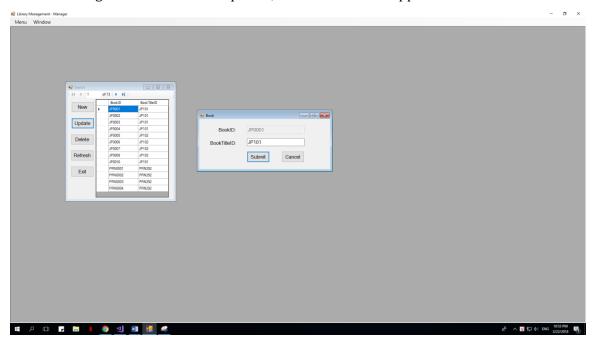
This happen when you enter null BookTitleID or enter a BookTitleID which still not created.



This happen when you enter a BookID which is existed

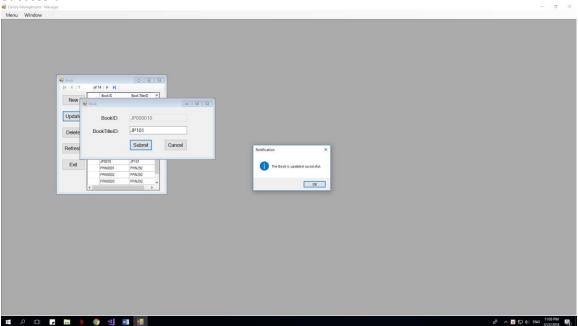
3.2.2.2 Update existed Book

When a manager click on button "Update", the new form will appear:

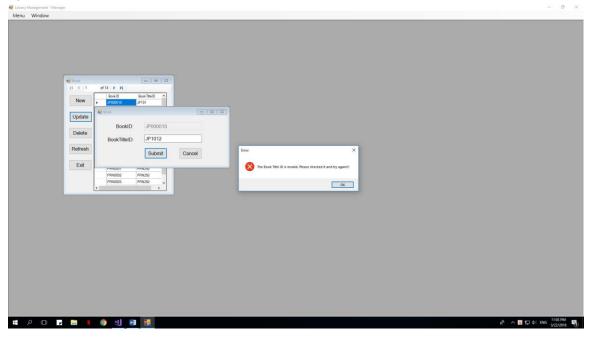


This form will allow you to update that selected Book ID, by enter its components at its field. After complete enter field, and click Submit, there are 2 cases will happen:

3) Successful:

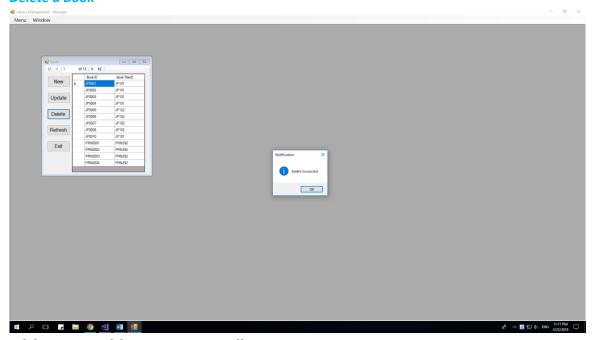


4) Fail:

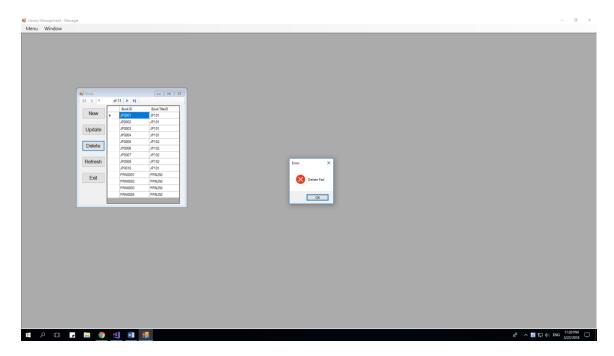


This is failed because you enter a BookTitleID which is not contains in BookTitle List

3.2.2.3 Delete a Book



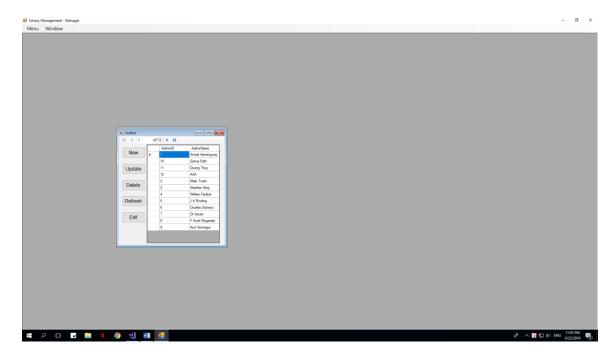
When you delete successful, a MessageBox will appear.



In some case, you can't delete, because this value is used in some table else.

3.2.3 Author:

When Manager click on Author Tool Strip at MenuToolStrip, a new form will show inside old form:



There are 5 function which the manager can do with Author Function:

6) New: Add a new Author

7) Update: Update clicking Author

8) Delete: Delete clicking Author

9) Refresh: Refresh this form

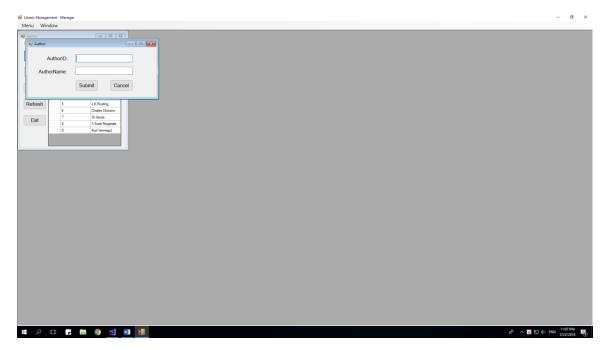
10) Exit: Exit this form

NOTE: You can open as many child form (Author) as you can, that is allow.

3.2.3.1 Add New Author

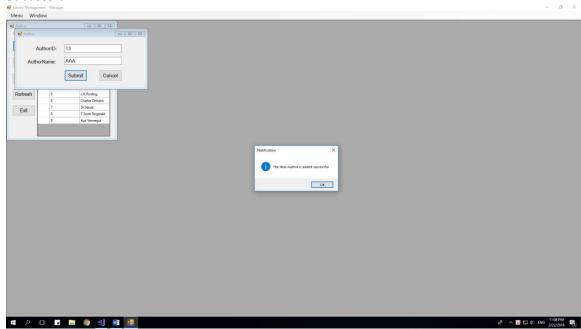
When a manager click on button "New", the new form will appear:



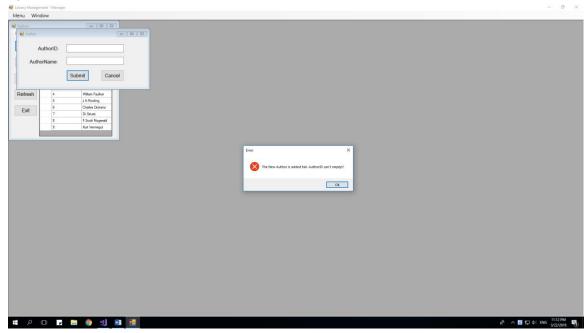


This form will allow you to enter a new Author, by enter its components at its field. After complete enter field, and click Submit, there are 2 cases will happen:

1) Successful:

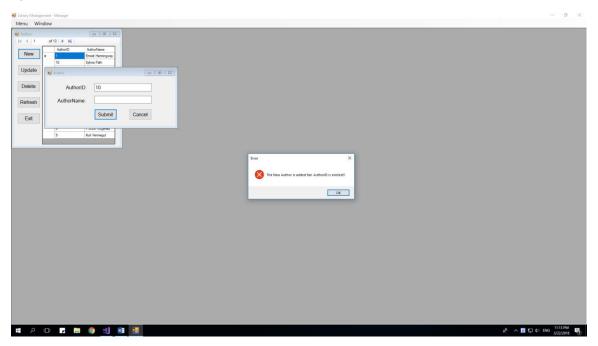


2) Fail 1:



This happen when you enter empty AuthorID

3) Fail 2

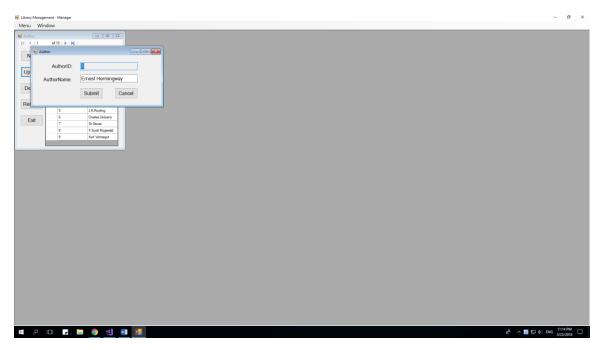


This happen when you enter existed AuthorID

3.2.3.2 Update existed Author

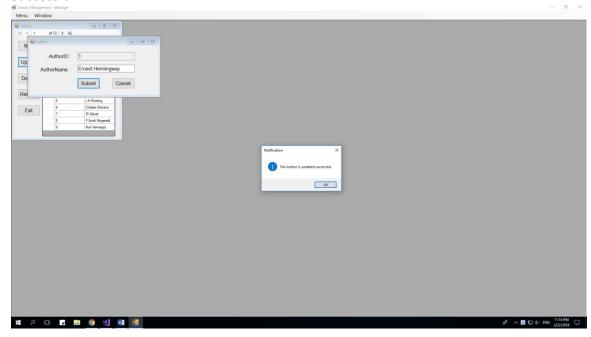
When a manager click on button "Update", the new form will appear:



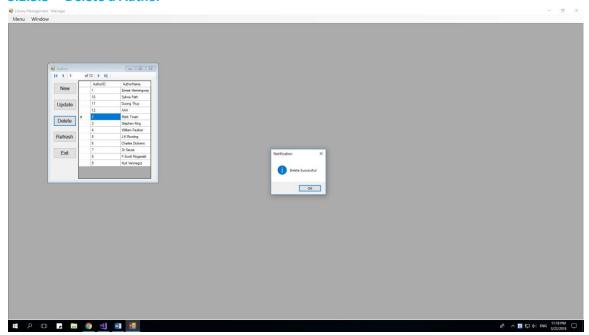


This form will allow you to update that selected AuthorID, by enter its components at its field. After complete enter field, and click Submit, there are 2 cases will happen:

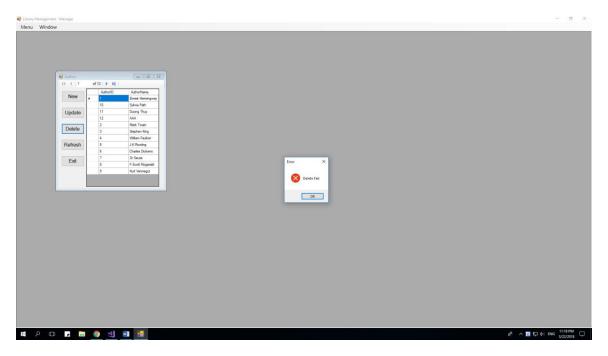
1) Successful:



3.2.3.3 Delete a Author



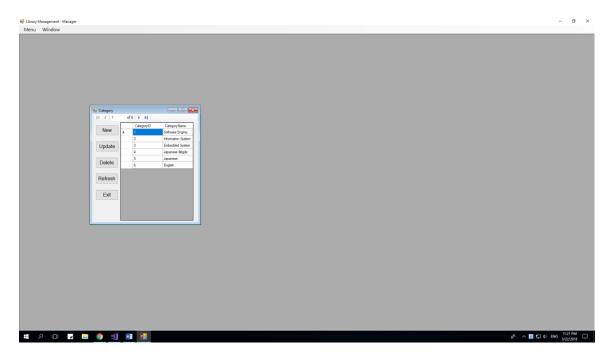
When you delete successful, a MessageBox will appear.



In some case, you can't delete, because this value is used in some table else

3.2.4 Category:

When Manager click on Category Tool Strip at MenuToolStrip, a new form will show inside old form:



There are 5 function which the manager can do with Author Function:

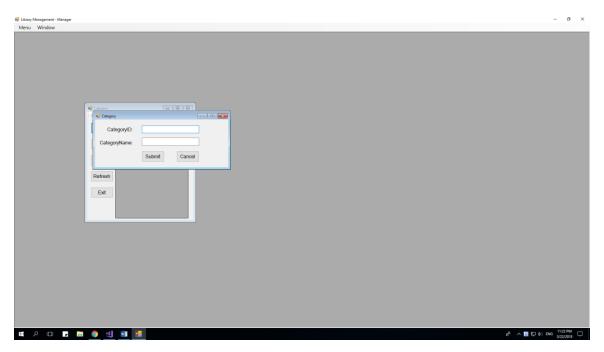
- 1) New: Add a new Category
- 2) Update: Update clicking Category
- 3) Delete: Delete clicking Category
- 4) Refresh: Refresh this form
- 5) Exit: Exit this form

NOTE: You can open as many child form (Category) as you can, that is allow.

3.2.4.1 Add New Category

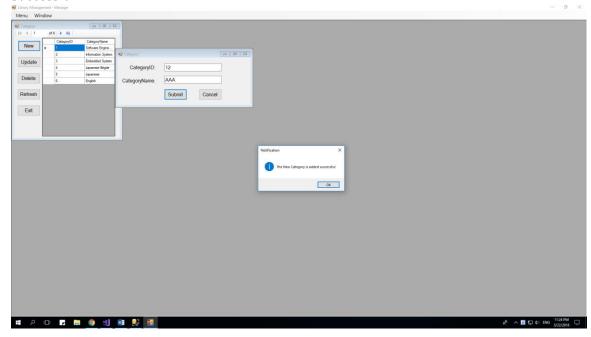
When a manager click on button "New", the new form will appear:



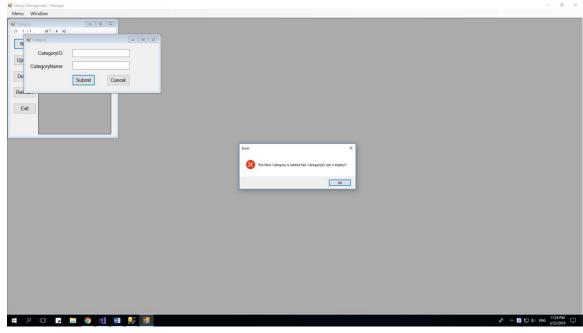


This form will allow you to enter a new Category, by enter its components at its field. After complete enter field, and click Submit, there are 2 cases will happen:

1) Successful:

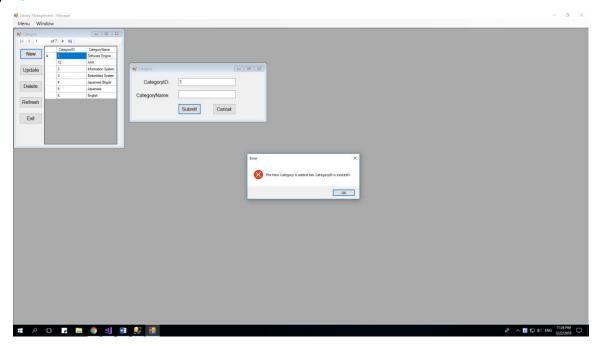


2) Fail 1:



This happen when you enter empty CategoryID

3) Fail 2:

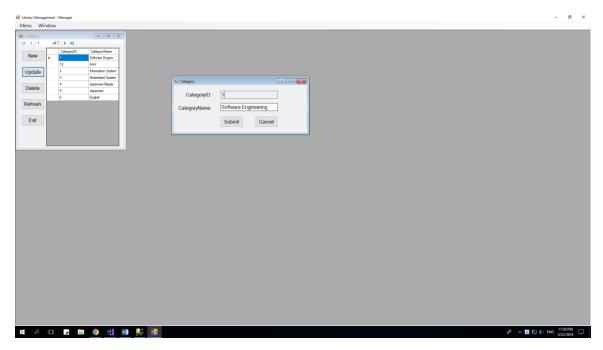


This happen when you enter existed CategoryID

3.2.4.2 Update existed Category

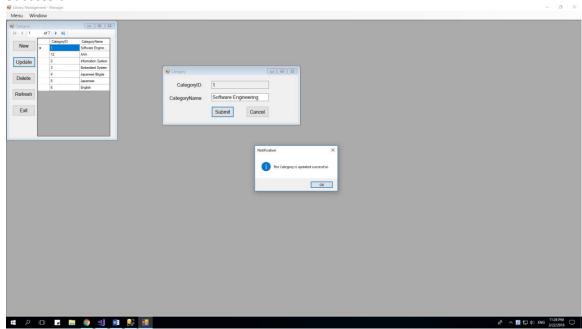
When a manager click on button "Update", the new form will appear:



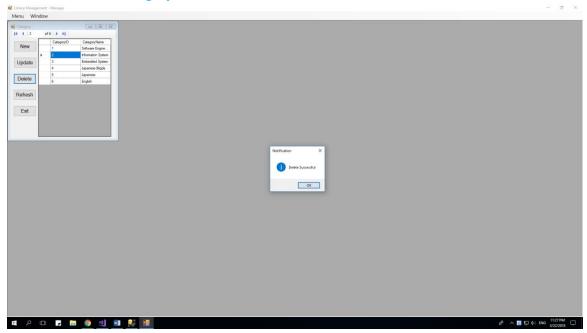


This form will allow you to update that selected CategoryID, by enter its components at its field. After complete enter field, and click Submit, there are 2 cases will happen:

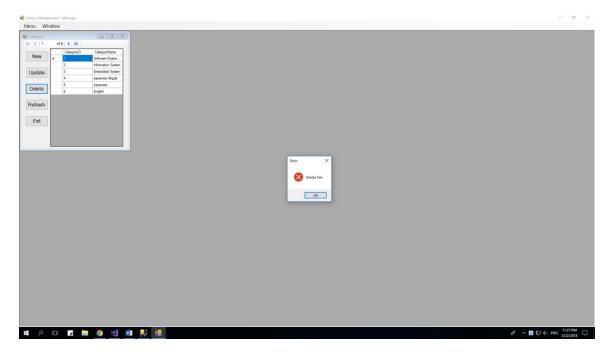
2) Successful:



3.2.4.3 Delete a Category:



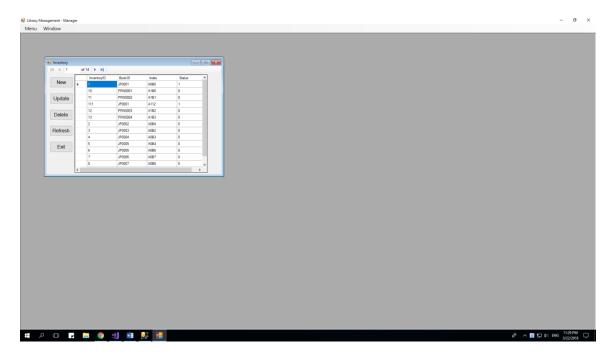
When you delete successful, a MessageBox will appear.



In some case, you can't delete, because this value is used in some table else

3.2.5 Inventory:

When Manager click on Inventory Tool Strip at MenuToolStrip, a new form will show inside old form:



There are 5 function which the manager can do with Inventory Function:

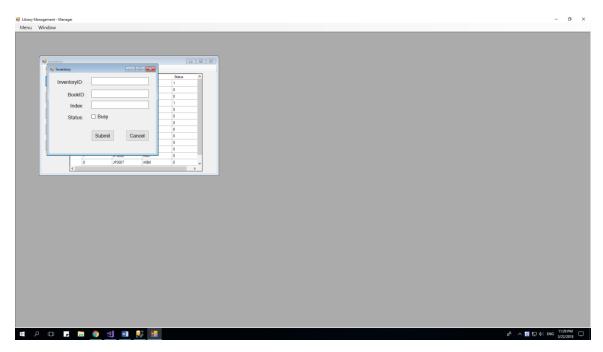
- 1) New: Add a new Inventory
- 2) Update: Update clicking Inventory
- 3) Delete: Delete clicking Inventory
- 4) Refresh: Refresh this form
- 5) Exit: Exit this form

NOTE: You can open as many child form (Category) as you can, that is allow.

3.2.5.1 Add New Inventory

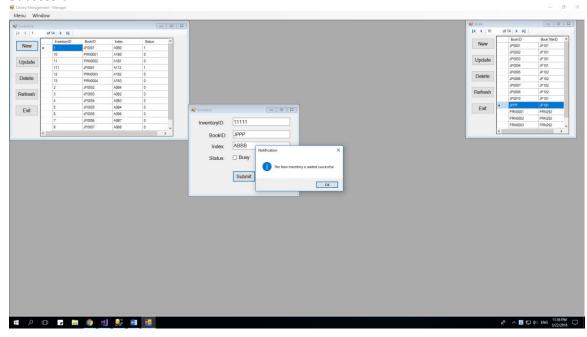
When a manager click on button "New", the new form will appear:



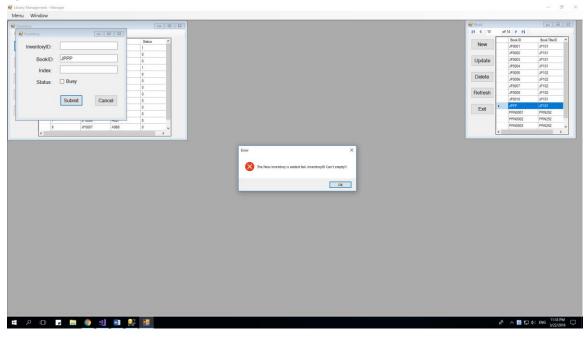


This form will allow you to enter a new Inventory, by enter its components at its field. After complete enter field, and click Submit, there are 2 cases will happen:

1) Successful:

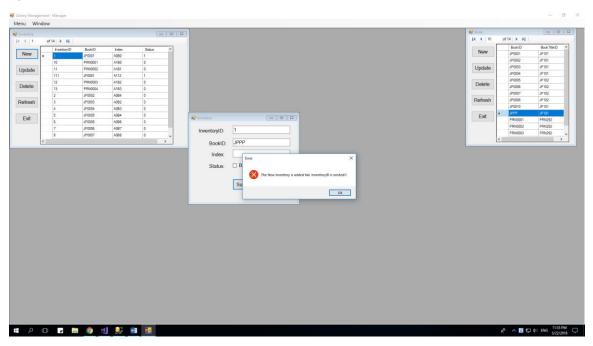


2) Fail 1:



This happen when you enter empty InventoryID

3) Fail 2:

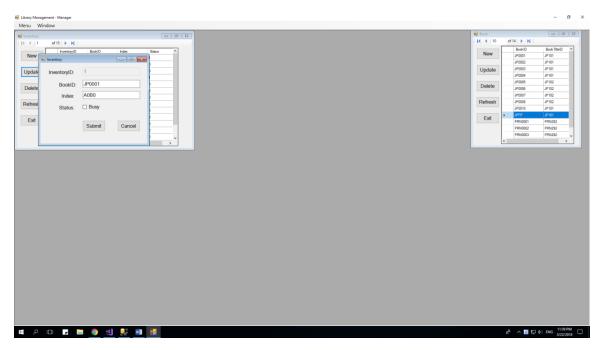


This happen when you enter existed InventoryID

3.2.5.2 Update existed Inventory

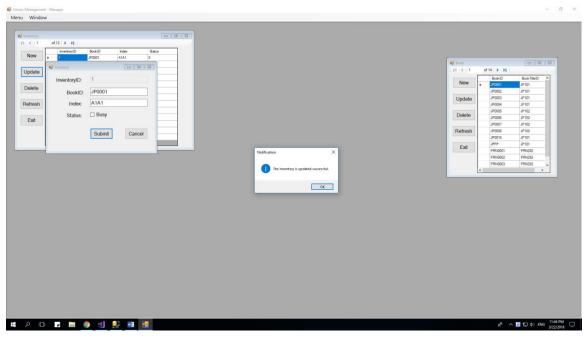
When a manager click on button "Update", the new form will appear:



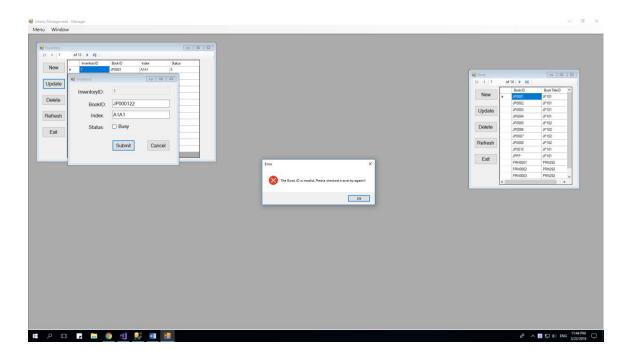


This form will allow you to update that selected InventoryID, by enter its components at its field. After complete enter field, and click Submit, there are 2 cases will happen:

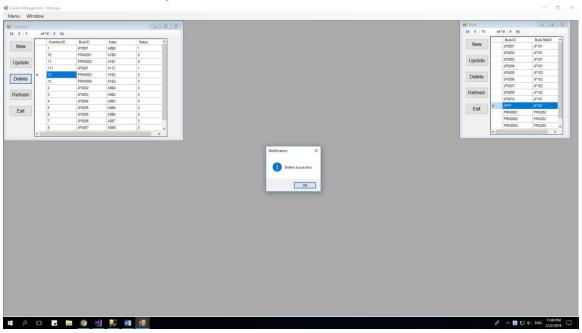
1) Successful:



2) Fail: BookID is not existed:



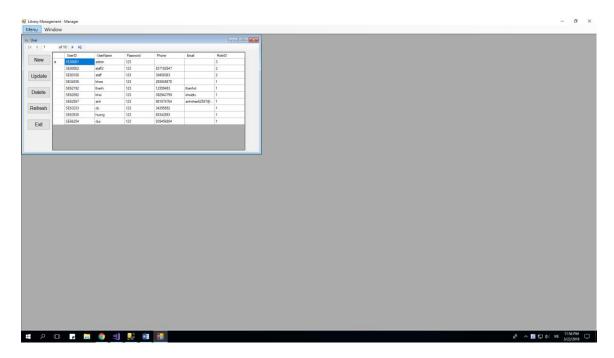
3.2.5.3 Delete a Inventory:



When you delete successful, a MessageBox will appear

3.2.6 User:

When Manager click on User Tool Strip at MenuToolStrip, a new form will show inside old form:



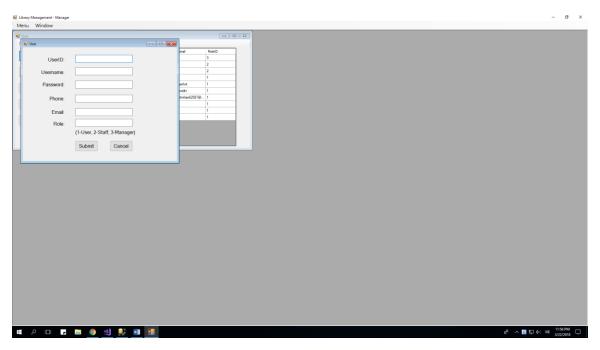
There are 5 function which the manager can do with User Function:

- 1) New: Add a new User
- 2) Update: Update clicking User
- 3) Delete: Delete clicking User
- 4) Refresh: Refresh this form
- 5) Exit: Exit this form

NOTE: You can open as many child form (User) as you can, that is allow.

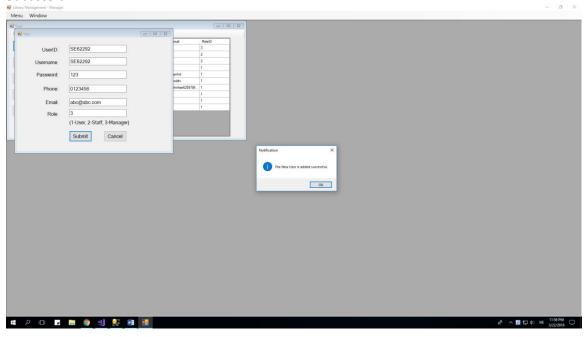
3.2.6.1 Add New User

When a manager click on button "New", the new form will appear:

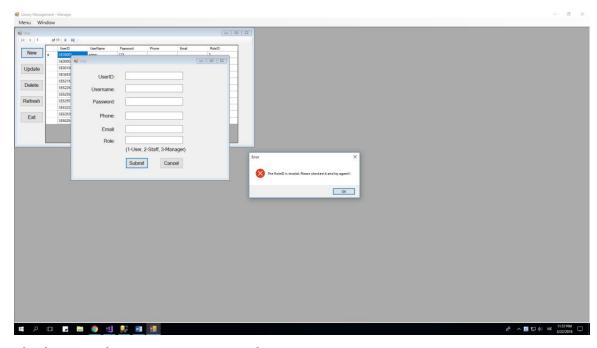


This form will allow you to enter a new User, by enter its components at its field. After complete enter field, and click Submit, there are 2 cases will happen:

1) Successful:

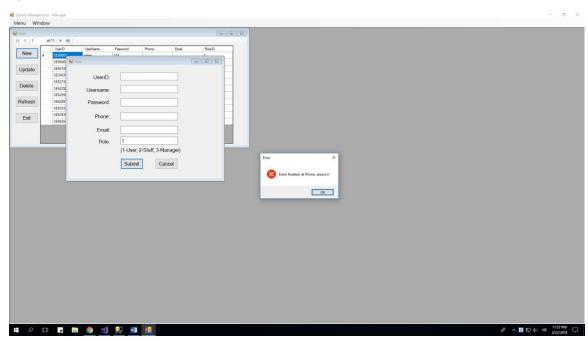


2) Fail 1:



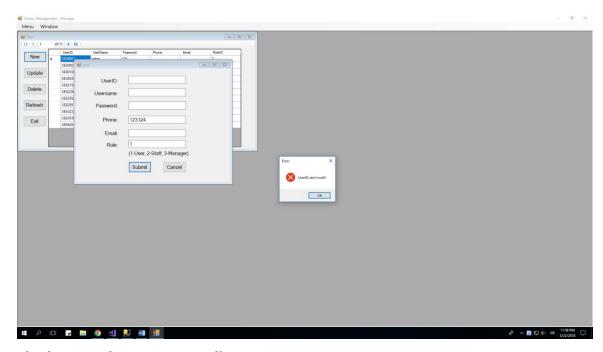
This happen when you enter empty Role

3) Fail 2:



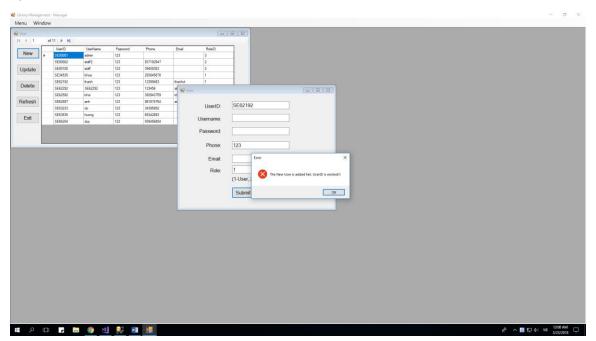
This happen when you enter Phone not as a number.

4) Fail 3:



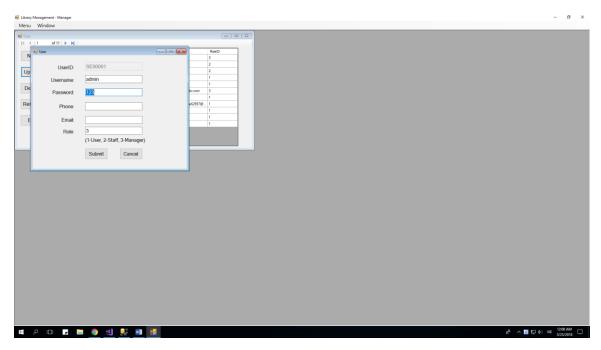
This happen when you enter null UserID

5) Fail 4:



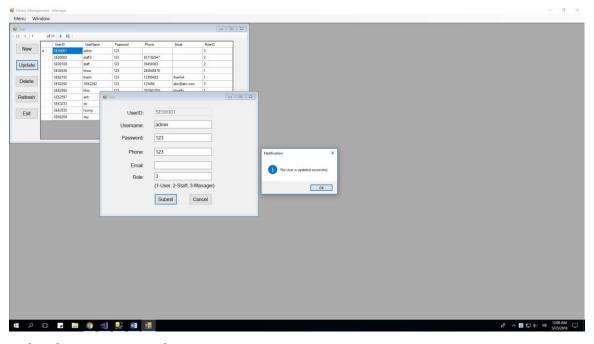
3.2.6.2 Update existed User

When a manager click on button "Update", the new form will appear:

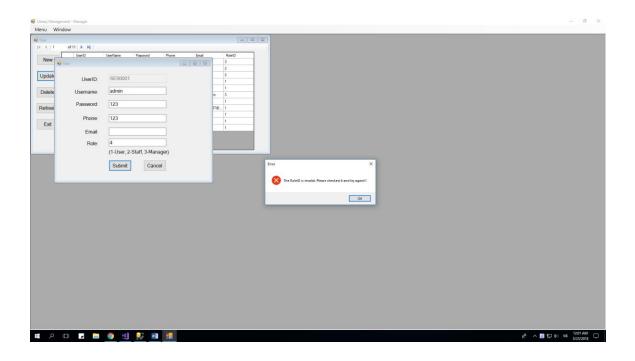


This form will allow you to update that selected UserID, by enter its components at its field. After complete enter field, and click Submit, there are 2 cases will happen:

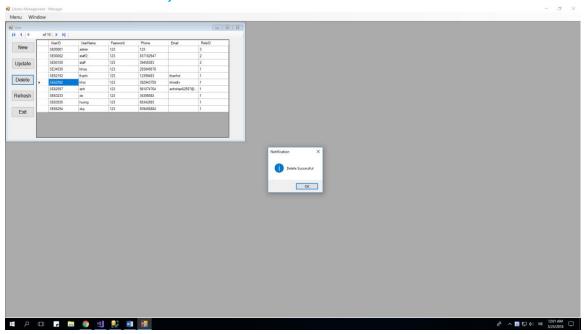
3) Successful:



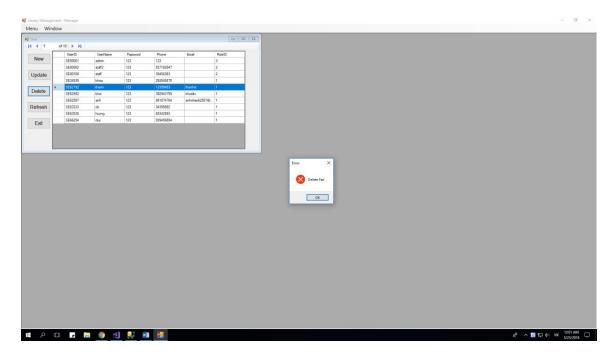
4) Fail: RoleID is not existed:



3.2.6.3 Delete a Inventory:



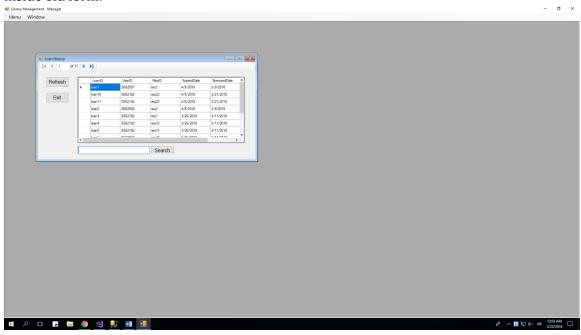
When you delete successful, a MessageBox will appear



Sometimes, you can't delete a user when it is used in others table.

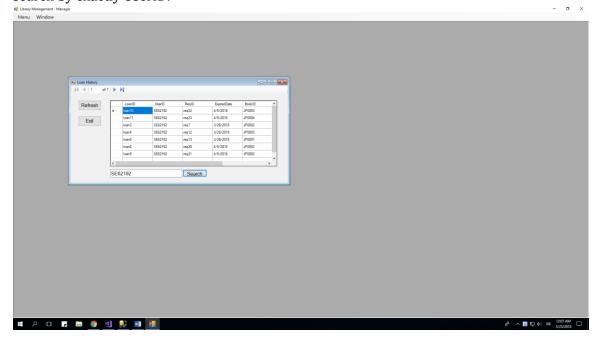
3.2.7 Loan History:

When Manager click on View History -> Loan's History at Menu, a new form will show inside old form:



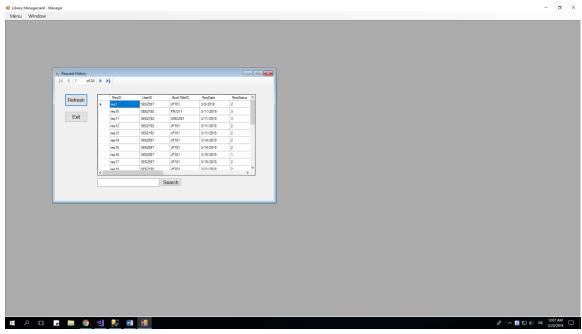
There are 3 function:

- 1) Refresh: Refresh this form.
- 2) Exit: Exit this form
- 3) Search: Search this form by UserID. It will be like below. The fact is you can't only search by exactly UserID.



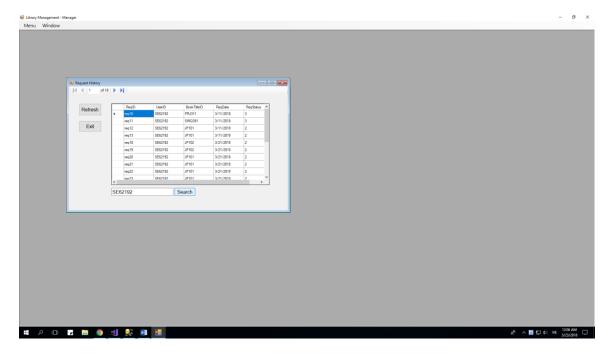
3.2.8 Request History:

When Manager click on View History -> Request's History at Menu, a new form will show inside old form:



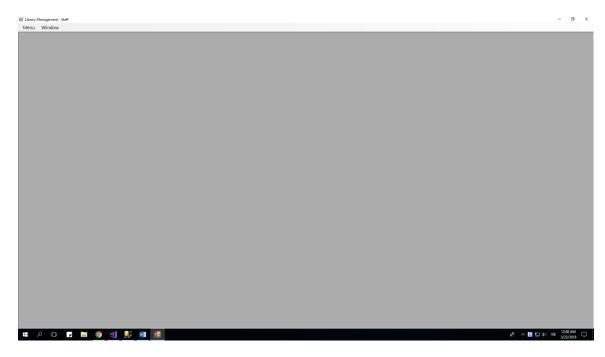
There are 3 function:

- 4) Refresh: Refresh this form.
- 5) Exit: Exit this form
- 6) Search: Search this form by UserID. It will be like below. The fact is you can't only search by exactly UserID.

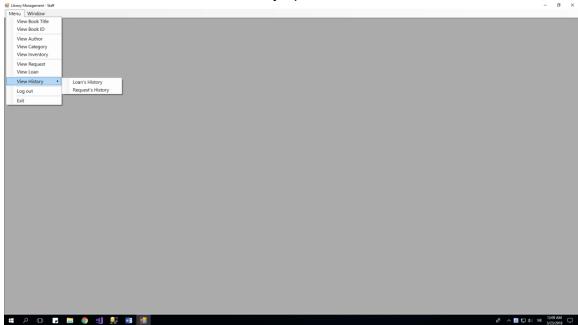


3.3 Function of Staff:

When you log in successful as a Staff, a below form will show



This is all functions a Staff can do with this project:



There are 9 forms which a manager can show by clicking on it:

- 1) View Book Title and all of its functions which a Staff can do with it
- 2) View Book ID and all of its functions which a Staff can do with it.



- 3) View Author and all of its functions which a Staff can do with it.
- 4) View Category and all of its functions which a Staff can do with it.
- 5) View Inventory and all of its functions which a Staff can do with it.
- 6) (*) View Loan and all of its functions which a Staff can do with it.
- 7) (*) View Request and all of its functions which a Staff can do with it.
- 8) View Loan's History and all of its functions which a Staff can do with it.
- 9) View Request's History and all of its functions which a Staff can do with it.

And 3 functions else:

- 1) Log out: Return log in form
- 1) Exit: Exit of this program
- 2) Window: Show all the form which the Staff are opening at that time.

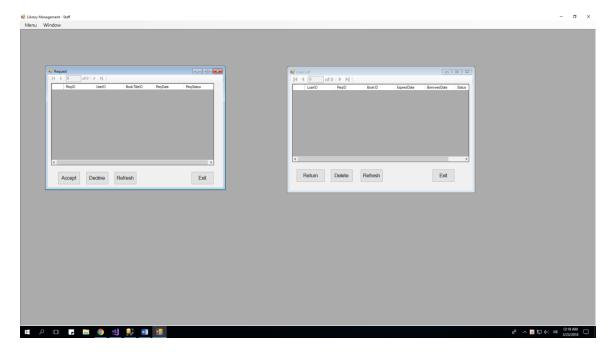
NOTES: Every form can only open once at a time.

3.3.1 Something between Manager and Staff.

- 1) Both have the same form from (1) to (5) and (8), (9).
- 2) The Staff can not have any action with user
- 3) The Staff can only update [Author] and [Category], can not create or delete.
- 4) The Staff have 2 function which Manager don't have: Action with form Loan and form Request.

3.3.2 Request and Loan

After you click on "View Request" or "View Loan", that form will appear:

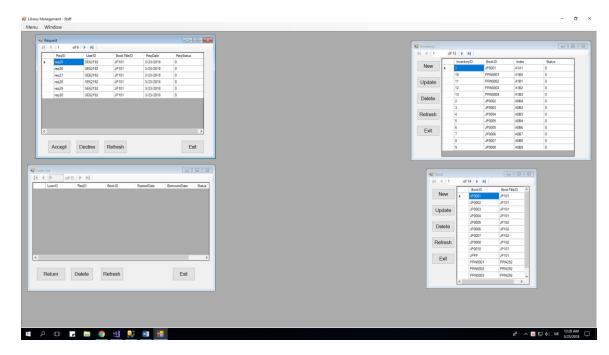




This is blank table, because still not have someone send request to loan a book.

3.3.2.1 Click Accept on Request Form and what happend?

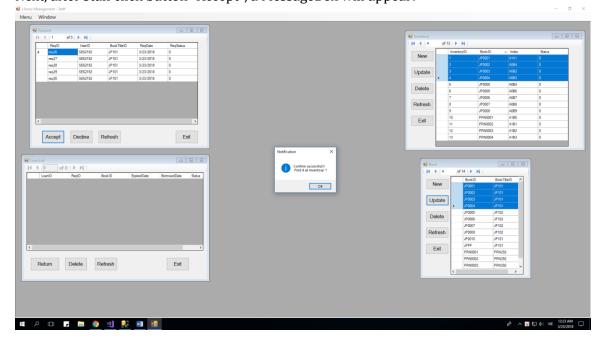
Let see, after some User send request, the table will appear like below:

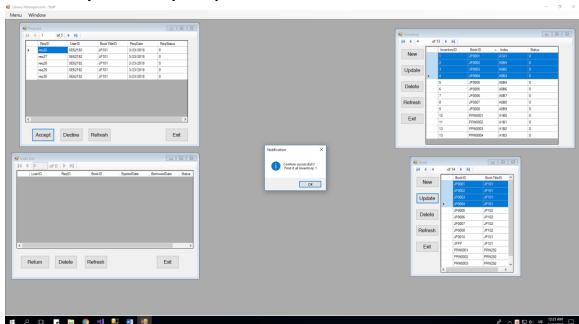


NOTE: RegStatus: 0-Still waiting, 1-User Cancel, 2-Staff Accepted, 3-Staff Decline.

Because this is all request which needed to loan by User, so all ReqStatus always equals zero if it want to appear here.

Next, after staff click button "Accept", a MessageBox will appear:





After you click OK, please press Refresh at 3 othe form, and see:

Yes, it will automatically update Inventory form and add a new Request into Loan form. And it update ReqStatus of that request to 2 too, that means the Staff accepted this request.

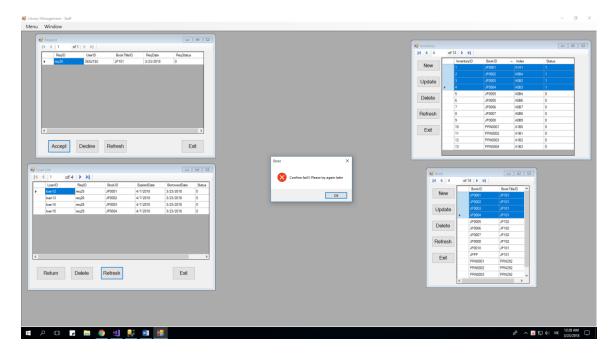
3.3.2.2 Click Decline on Request Form and what happend?

The request will be deleted and its status will be update as 3 -> Staff declined it.

3.3.2.3 When no book available to loan, what happen?

There is a MessageBox will show and let you know that you can't loan this book, because no available ID of that book in Inventory.

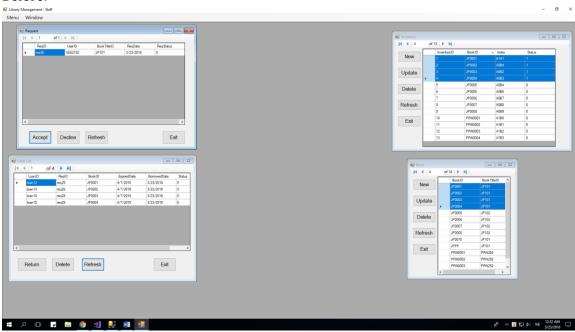




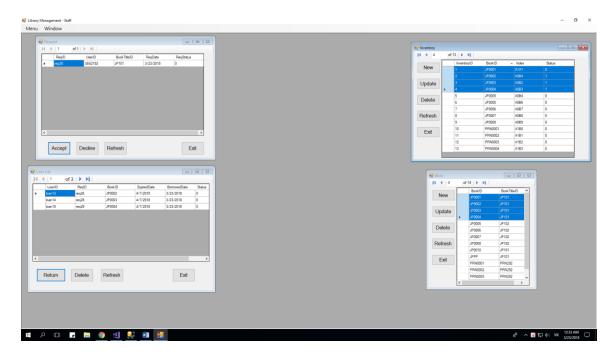
There are 3 ways happen after that: User must wait some book available else, or Staff delete that request, or User cancel it.

3.3.2.4 Click Return on Request Form and what happend?

Before:



After:



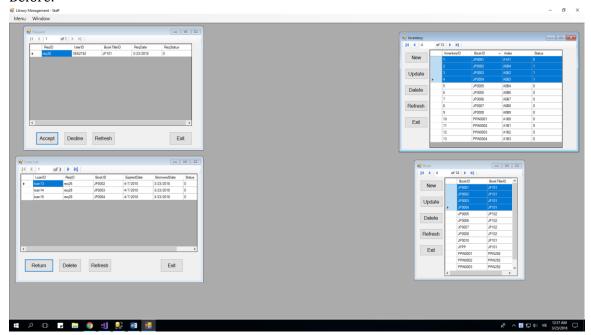
It will update Loan List (loanStatus=1:Return) and Inventory list, that means this book which return will free again.

3.3.2.5 Click Delete on Request Form and what happend?

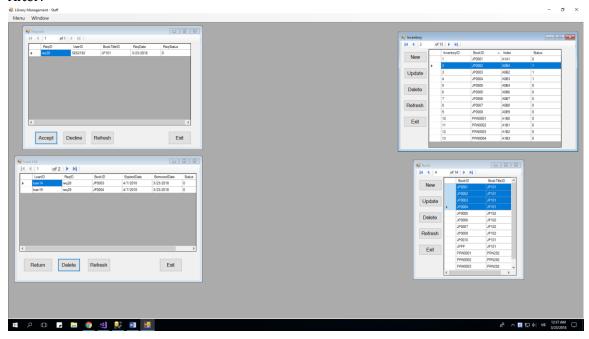
That means you lost that books, and it will only update Loan List (loanStatus = 2: Lost)

And the Status of that book in Inventory will equals 1 forever, exept you update it (that means there is a new book which will have the same BookID with the book you lost)

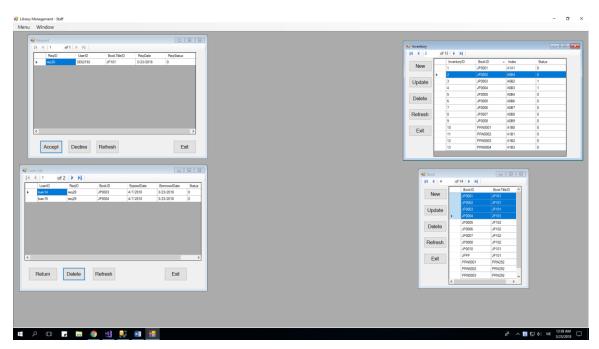
Before:



After:

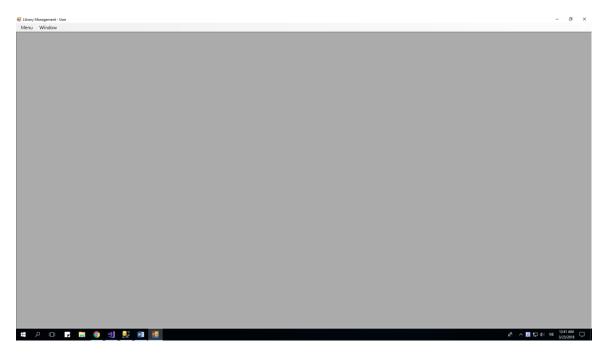


After you update Inventory Status:

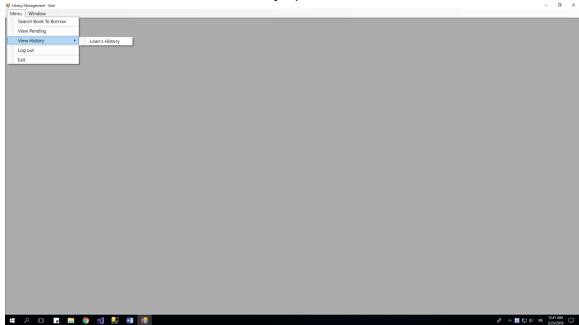


3.4 Function of Staff:

When you log in successful as a Staff, a below form will show



This is all functions a Staff can do with this project:



There are 9 forms which a manager can show by clicking on it:

- 1) Search Book to Borrow and all of its functions which a User can do with it.
- 2) View Pending List and all of its functions which a User can do with it.



3) View Loan History and all of its functions which a User can do with it.

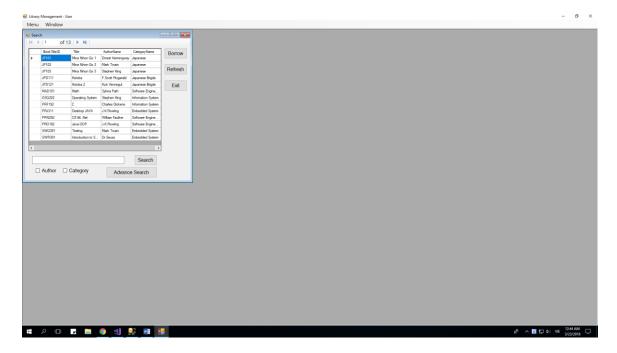
And 3 functions else:

- 1) Log out: Return log in form
- 2) Exit: Exit of this program
- 3) Window: Show all the form which the Staff are opening at that time.

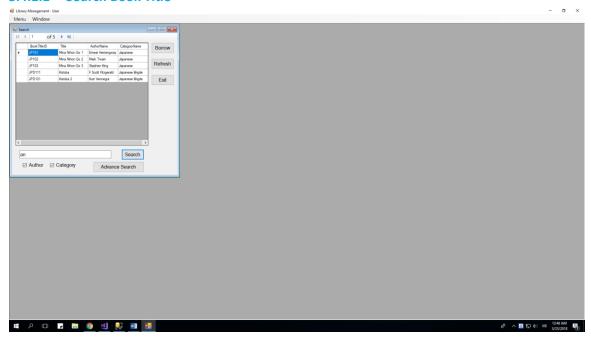
NOTES: Every form can only open once at a time.

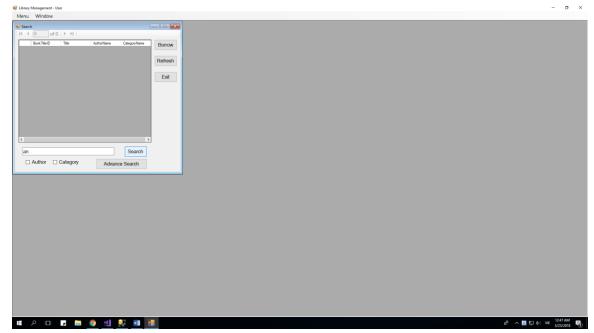
3.4.1 Search Book To Borrow:

After click "Menu" -> "Search Book To Borrow", this form will appear:



3.4.1.1 Search Book Title

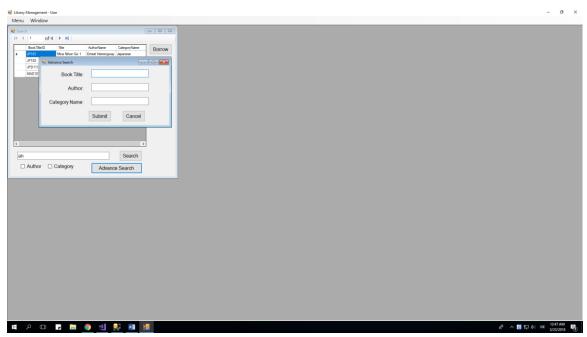




- 1) When you click search without any letter in its field, all Book will show
- 2) When you click on Author or Category, we will call the searchValue is S, so the program will search with Title = S or AuthorName = S or Category=S

3.4.1.2 Advance Search Book Title

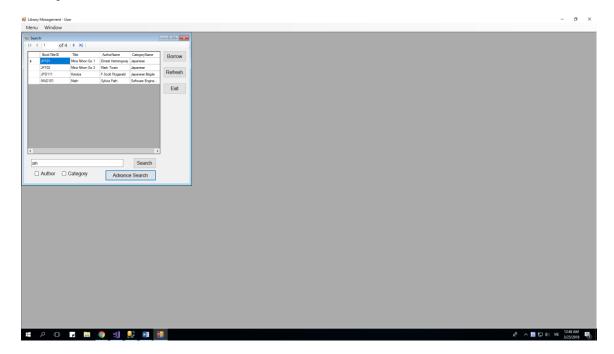
When you click on Advance search book, a new form will appear:



This form allow you to search will Book Title, and Author Name, and Category Name. If we call there textbox upper turn is S1, S2, S3, the program will search with "BookTitle = S1 and AuthorName = S2, and CategoryName = S3".

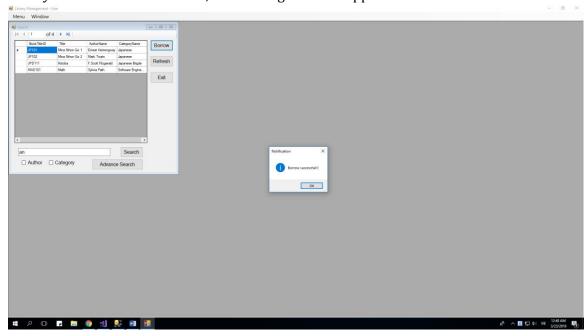
No MessageBox show when you click submit, or cancel.

Example of advance search with all letter "a":



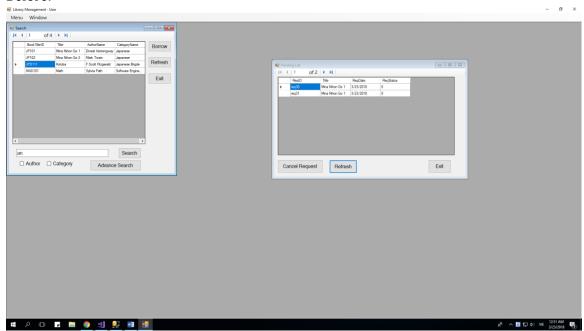
3.4.1.3 Borrow Book

After you click button "Borrow", this MessageBox will appear:

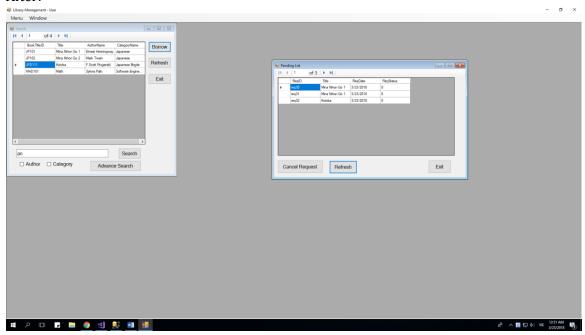


After that, that Book will be added to Request List and Pending List.

Before:

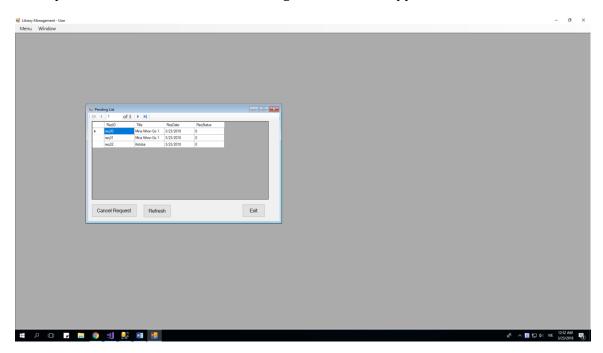


After:



3.4.2 Pending List

When you click on "Menu" -> "View Pending", this form will appear:

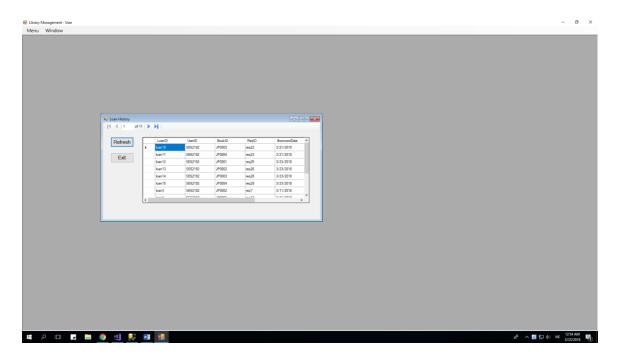


This form show all the request which is pending and allow you to cancel it.

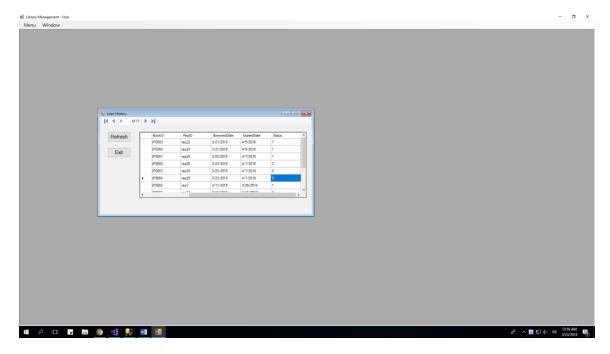
3.4.3 View Loan History

When you click on "Menu" -> "View History" -> "View Loan's History", this form will appear:





This is all the Book you loaned, and it show all information of it, which have total 3 status: 0-is loaning, 1-returned, 2-You lost that book:



4 Advantage and Disadvantage

4.1 Advantage:

- 1) This System use the classic style and full functionality a library management software should have.
- 2) Rarely Exception happended which can crash the program, after dozens of times tested by tester.
- 3) Use 3 layer system with GUI, BUS, and DAL (DAO and DTO)
- 4) This system can run 24/24 without trouble happend.
- 5) This is easy to understand, and easy to work with this system.

4.2 Disadvantage:

- 1) Because of use the classic style of form, so maybe this will make you feel boring when use it for a long time
- 2) This system still not works with bigger data, which have more than 10000 records
- 3) This system will not have anti-hack system, and maybe it will be easily hacked by professional hacker

