

# ARTICLE INDEXING IN E GRANTHALAYA 4.0

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## STEP 1. LOG IN TO E GRANTHALAYA 4.0

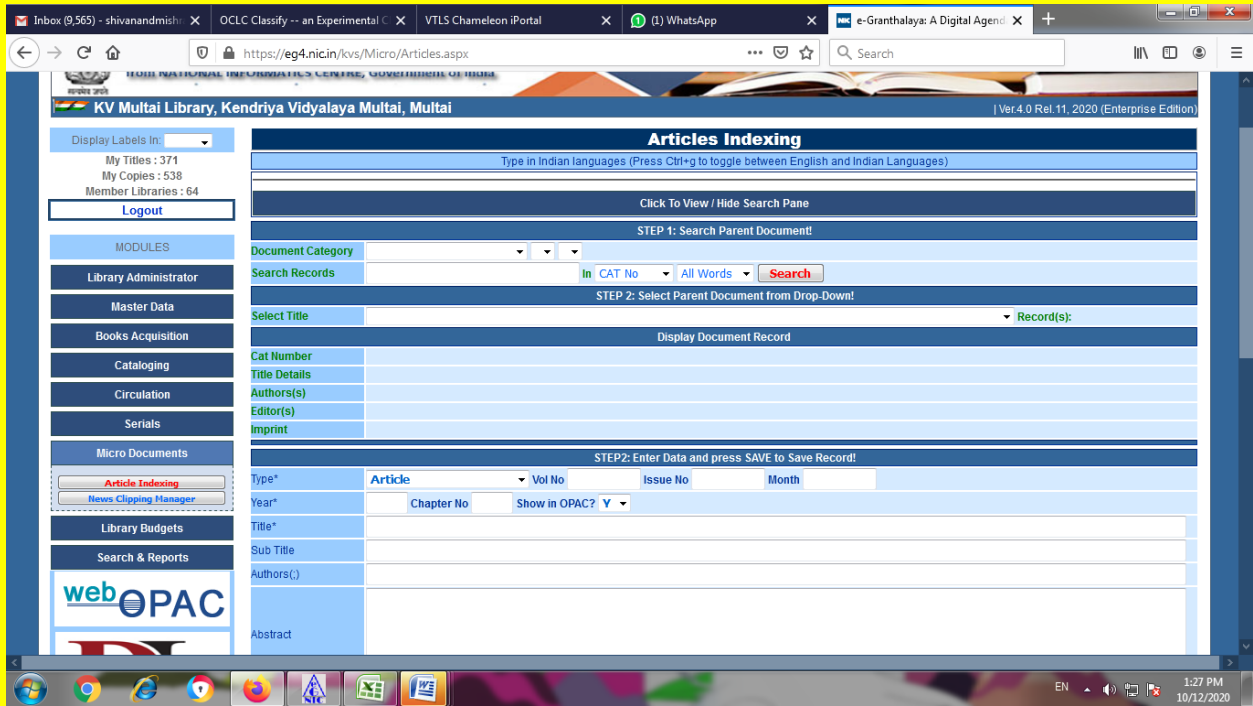
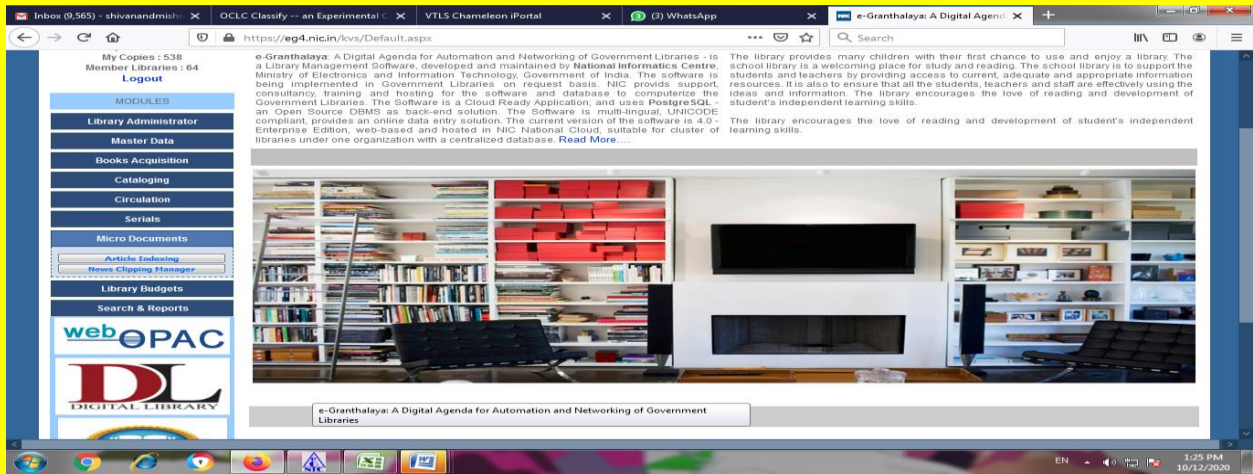
The screenshot shows a web browser window displaying the e-Granthalaya 4.0 login page. The browser's address bar shows the URL <https://eg4.nic.in/kvs/>. The page header includes the e-Granthalaya logo and the text "A Digital Agenda for Automation and Networking of Government Libraries from NATIONAL INFORMATICS CENTRE, Government of India". Below the header, there is a navigation bar with "Kendriya Vidyalaya Libraries Network" and "Ver.4.0 Rel.11, 2020 (Enterprise Edition)".

The main content area is divided into three columns:

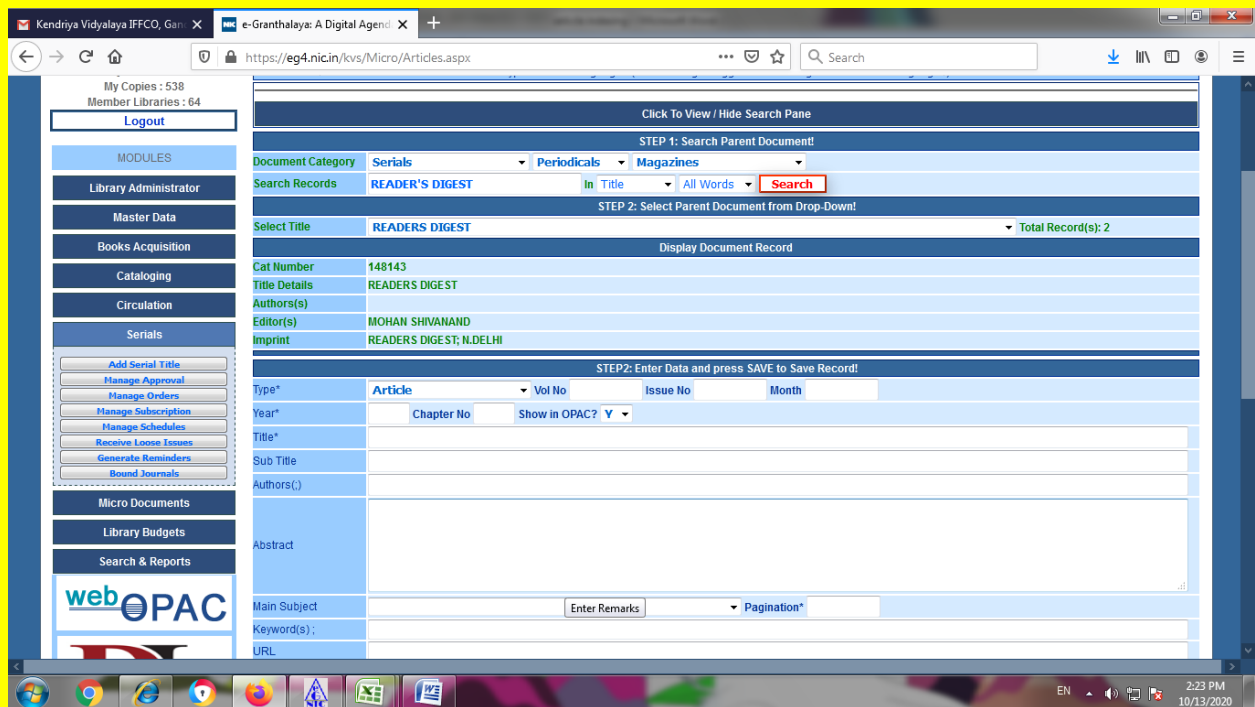
- Left Column:** Contains a "Display Labels In:" dropdown menu, statistics for "Total Titles : 246160", "Total Copies : 320803", and "Member Libraries : 64". It also features a "Staff Login" section with a "User Code" field (containing "KVMULTAI"), a "Password" field (masked with dots), a CAPTCHA image showing "B46XDF", and a "Log In" button. Below this is a "Forgot Password" link and logos for "webOPAC" and "DL DIGITAL LIBRARY".
- Middle Column:** Titled "Welcome to e-Granthalaya 4.0", it contains a paragraph describing the software as a Library Management Software developed and maintained by the National Informatics Centre, Ministry of Electronics and Information Technology, Government of India. It mentions that the software is being implemented in Government Libraries on a request basis and provides support, consultancy, training, and hosting for the software and database to computerize the Government Libraries. It also states that the software is a Cloud Ready Application and uses PostgreSQL as an Open Source DBMS as a back-end solution. The current version is 4.0 - Enterprise Edition, web-based, and hosted in NIC National Cloud.
- Right Column:** Titled "About Cluster", it contains a paragraph explaining that the cluster is dedicated to Kendriya Vidyalaya Libraries and that these libraries are using the online version of e-Granthalaya for Automation and Networking. It also mentions that the software is being used for Automation and Networking of KV Libraries in the country and that the Union Catalog of these libraries is also available for access in Public domain along with other online member services. The cluster is maintained by NIC, Govt.

At the bottom of the page, there is a banner image showing a library interior with bookshelves and a computer monitor. Below the banner, there is a small text box that reads "e-Granthalaya: A Digital Agenda for Automation and Networking of Government Libraries". The browser's taskbar at the bottom shows the system tray with the date and time "1:19 PM 10/12/2020".

**STEP 2. GO TO MICRO DOCUMENTS MODULE AND HERE IN ARTICLE INDEXING**



**STEP 3. NOW SEARCH PARENT DOCUMENT. HERE SELECT DOCUMENT TYPE BY DROP DOWN. HERE THREE TIMES CATEGORY MAY BE SELECTED. FOR EXAMPLE , I SELECTED- SERIALS, PERIODICALS, MAGAZINES. SELECTED SEARCH RECORDS AND CLICK ON SEARCH. NOW ELECT PARENT DOCUMENT FROM DROP-DOWN. DETAILS OF THE RECORD WILL BE SHOWN BELOW IF THIS MAGAZINE IS ADDED IN ADD NEW SERIAL TITLE IN SERIAL MODULE.SEE IN THIS SCREENSHOT. I HAVE CHOSEN THE READER'S DIGEST**



**STEP 4. NOW ENTER THE BIBLIOGRAPHIC DETAILS OF THE ARTICLE LIKE TYPE, VOLUME NUMBER, ISSUE NUMBER, MONTH, YEAR, CHAPTER NUMBER, SHOW IN OPAC(YES OR NOT),TITLE, SUBTITLE, AUTHORS, ABSTRACT,MIN SUBJECT, KEYWORDS, PAGINATION, REMARK, URL, ETC.. THEN UPLOAD THE FULL TEXT DIGITAL SCANNED COPY OF THE ARTICLE AND CHOOSE ACCESS PERMISSION ASSIGN TO DIGITAL CONTENTS. I HAVE CHOSEN ACCESS TO PUBLIC HERE.AND AFTER ALL CLICK ON SAVE.**

**PRECAUTION : UPLOAD PDF FILE ONLY! MUST BE COMPLIANT WITH COPYRIGHT ACT OF INDIA**

STEP2: Enter Data and press SAVE to Save Record!

Type\* Article Vol No 61 Issue No 9 Month SEPTEMBER

Year\* 2020 Chapter No Show in OPAC? V

Title\* 7 HEART NUMBERS YOU SHOULD KNOW

Sub Title

Authors() STEPHEN PERRINE

THESE MEASUREMENTS OFFER IMPORTANT CLUES TO HEALTH RISKS YOU MAY FACE

Main Subject HEALTH Pagination\* 54-65

Keyword(s); CHOLESTEROL

URL

Remarks

Upload Digital File Browse... Document 6.pdf Upload PDF File Only! Must be compliant with Copyright Act of India

View File

Access Permission Assign to Digital Contents

Access to Public Access to My Members Only Access to All Members in my Cluster

\*Mandatory Fields

Save Cancel Select Print Format Pdf Format

Total Record(s): 0

Select Print Format Pdf Format

Last Login: 13/10/2020: 14:07:00 Login: Rajul Sharma

e-Granthalaya  
A Digital Agenda for Automation and Networking of Government Libraries  
from NATIONAL INFORMATICS CENTRE, Government of India

KV Multai Library, Kendriya Vidyalaya Multai, Multai | Ver.4.0 Rel.11, 2020 (Enterprise Edition)

Display Labels In: My Titles : 371 My Copies : 538 Member Libraries : 64 Logout

MODULES

Library Administrator

Master Data

Books Acquisition

Cataloging

Circulation

Serials

Add Serial Title

Manage Approval

Manage Orders

Manage Subscription

Manage Schedules

Receive Loose Issues

Generate Reminders

Record Added Successfully!

OK

STEP 1: Search Parent Document!

Document Category Serials

Search Records READERS DIGEST In Title Any Word Search

STEP 2: Select Parent Document from Drop-Down!

Select Title READERS DIGEST Total Record(s): 4

Display Document Record

Cat Number 148143

READERS DIGEST

Transferring data from eg4.nic.in...

HERE RECORD ADDED SUCCESSFULLY.

**STEP 5. SEARCH OF THIS ARTICLE IN OPAC**

The screenshot shows the main interface of the Kendriya Vidyalaya Libraries Network OPAC. At the top, there is a header with the network's name and address. Below this, a search bar is present with a dropdown menu set to 'Title'. To the right of the search bar is a 'Search' button. On the left side, there is a 'Collection Statistics' table:

Collection Statistics	
Total Titles	24626
Total Copies	32093
Total Members	3622
Member Libraries	6

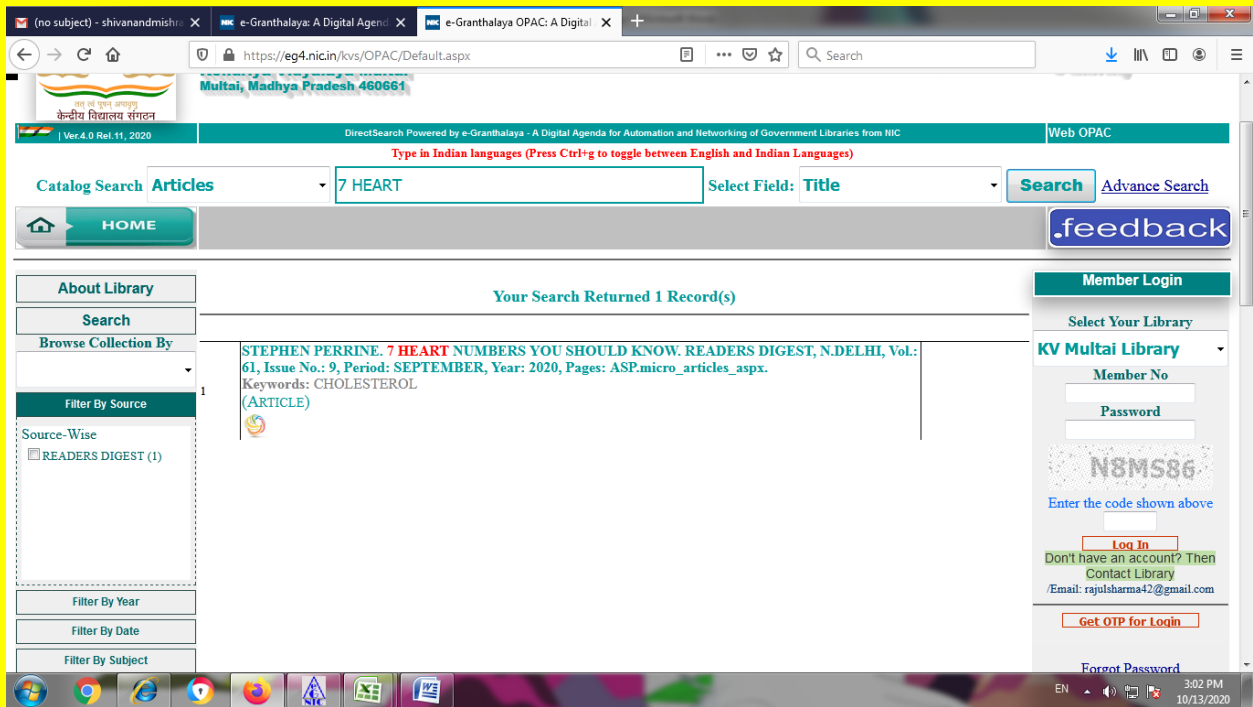
In the center, there is a large image of a library building. On the right side, there is a 'Member Login' section with a dropdown for 'All Libraries', input fields for 'Member No' and 'Password', and a 'Log In' button.

The screenshot shows the interface for the KV Multai Library OPAC. The search bar now contains the text '7 HEART'. The dropdown menu is still set to 'Title'. The search button is visible. On the left side, there is an 'About Library' section and a 'Collection Statistics' table:

Collection Statistics	
My Titles	371
My Copies	538
My Members	109
General Books	538

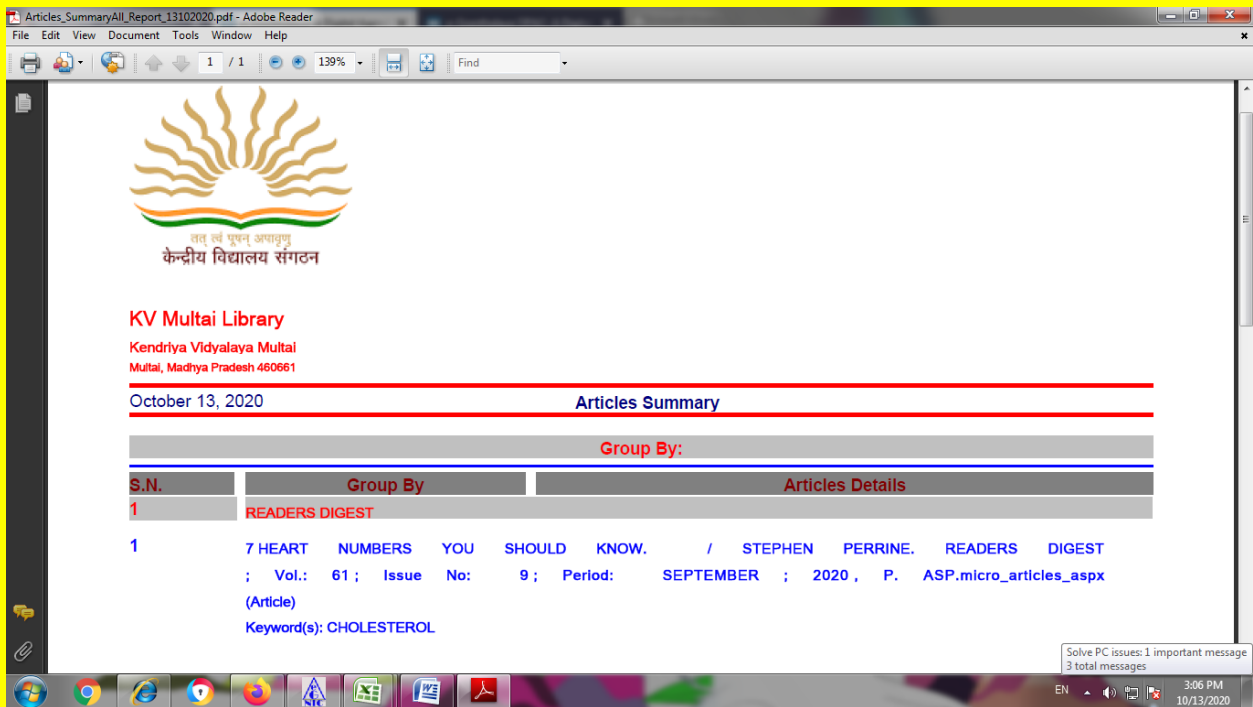
In the center, there is a large image showing a collage of various magazine covers, including 'Wallpaper\*', 'LOOK', 'Country Life', 'Horse Pound', and 'Decanter'. On the right side, the 'Member Login' section is updated to show 'KV Multai Library' selected in the dropdown, with a 'Log In' button.

**I SEARCHED IN CATALOGUE SEARCH. HERE I SELECTED ARTICLES BY DROP DOWN, THEN TYPED 7 HEART AND SELECTED TITLE BY DROP DOWN. THEN CLICKED ON SEARCH**



## STEP 6. CREATING REPORT

IN THE RIGHT HAND SIDE OF SAVE, THE OPTION OF REPORT IS AVAILABLE. CHOOSE PDF FORMAT AND CLICK ON REPORT RED BUTTON.



## STEP 7. SEARCH IN VIEW/HIDE SEARCH PANE OF ARTICLE INDEXING

I HAVE WRITTEN HERE 7 HEART IN SEARCH TEXT , THEN IN TITLE BY DROP DOWN, OPERATOR ANY WORD BY DROP DOWN, ORDER BY TITLE AND SORT BY ASCENDING . AFTER CHOOSING ALL THESE PARAMETERS CLICKED ON SEARCH

The screenshot shows the e-Granthalaya OPAC interface. The search text is '7 HEART', and the search results are displayed in a table. The search parameters are: Search Text: 7 HEART, In: Title, Operator: Any Word, Order By: Title, Sort By: Ascending, Type: All. The search results table has the following data:

S.N.	Edit	Source	Title	Authors	Vol No	Issue No	Month	Year	Cat No	
1	Edit	READERS DIGEST	7 HEART NUMBERS YOU SHOULD KNOW	STEPHEN PERRINE	61	9	SEPTEMBER	2020	148143	Select to Delete

HERE YOU MAY GENERATE THREE TYPES OF REPORT – COMPACT REPORT , SUMMARY REPORT & DETAIL REPORT

The screenshot shows the Adobe Reader displaying the generated Compact Report. The report includes the following information:

KV Multai Library  
Kendriya Vidyalaya Multai  
Multai, Madhya Pradesh, India  
October 13, 2020

Article(s) - Compact Report

S.N.	Article Details	Authors	Vol	Issue	Period	Year
1	7 HEART NUMBERS YOU SHOULD KNOW	STEPHEN PERRINE	61	9	SEPTEMBER	2020


Powered By: e-Granthalaya 4.8 from National Informatics Centre, Government of India  
Page 1 of 1

Articles\_Summary\_Report\_13102020-1.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 143%

Find



सतु लुवु डुवुनु अडुवुनु  
केन्दुरीडु वुडुडुलडुडु सुंगठन

**KV Multai Library**

Kendriya Vidyalaya Multai  
Multai, Madhya Pradesh 460661

October 13, 2020 **Library Committee(s) - Compact Report**

**Source Details**

S.N.	Article Details
1	<p><b>READERS DIGEST</b></p> <p>7 HEART NUMBERS YOU SHOULD KNOW. / STEPHEN PERRINE. READERS DIGEST ; Vol.: 61 ; Issue No: 9 ; Period: SEPTEMBER ; 2020 , P. ASP.micro_articles.aspx (Article)</p> <p>Keyword(s): CHOLESTEROL</p>

8.26 x 11.68 in

3:15 PM 10/13/2020

Articles\_Details\_Report\_13102020.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 139%

Find

**READERS DIGEST. ; N.DELHI : READERS DIGEST**

**Articles Details**

<b>S.N</b>	1
<b>Title</b>	7 HEART NUMBERS YOU SHOULD KNOW
<b>Author(s)</b>	STEPHEN PERRINE
<b>Vol No</b>	61
<b>Issue No</b>	9
<b>Period/Month</b>	SEPTEMBER
<b>Year</b>	2020
<b>Pages</b>	ASP.micro_articles.aspx
<b>Keywords</b>	CHOLESTEROL
<b>Subject</b>	HEALTH
<b>Full Text?</b>	Y
<b>Type</b>	(Article)
<b>Abstract</b>	THESE MEASUREMENTS OFFER IMPORTANT CLUES TO HEALTH RISKS YOU MAY FACE
<b>User Code</b>	KVMULTAI
<b>Date Added</b>	Tuesdav. October 13, 2020

3:15 PM 10/13/2020

YOU MAY GET DETAILS IN EXCEL SHEET TOO ON CLICKING GREEN ICON OF EXCEL SHEET.



Opening Export\_Data\_ListOf\_Serials\_13102020.xls

You have chosen to open:

**Export\_Data\_ListOf\_Serials\_13102020.xls**  
 which is: Microsoft Office Excel 97-2003 Worksheet  
 from: https://eg4.nic.in

What should Firefox do with this file?

Open with Microsoft Office Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

S.N.	Edit	Source	Issue No	Month	Year	Cat No	
1	Edit	READERS DIGEST	9	SEPTEMBER	2020	148143	Select to Delete

Export\_Data\_ListOf\_Serials\_13102020-1 [Read-Only] - Microsoft Excel

S.N.	Edit	Source	Title	Authors	Vol No	Issue No	Month	Year	Cat No	Delete
1	Edit	READERS DIGEST	7 HEART N STEPHEN I		61	9	SEPTEMBER	2020	148143	

**STEP 8. DOCUMENTATION BULLETIN FROM SEARCH & REPORT MODULE FOR THIS ARTICLE**

