

HOW TO DISPLAY LOGO AND BACKGROUND IMAGE IN E GRANTHALAYA 4.0 WEB OPAC / REPORTS

SHIVA NAND MISHRA

LIBRARIAN KENDRIYA VIDYALAYA IFFCO GANDHIDHAM

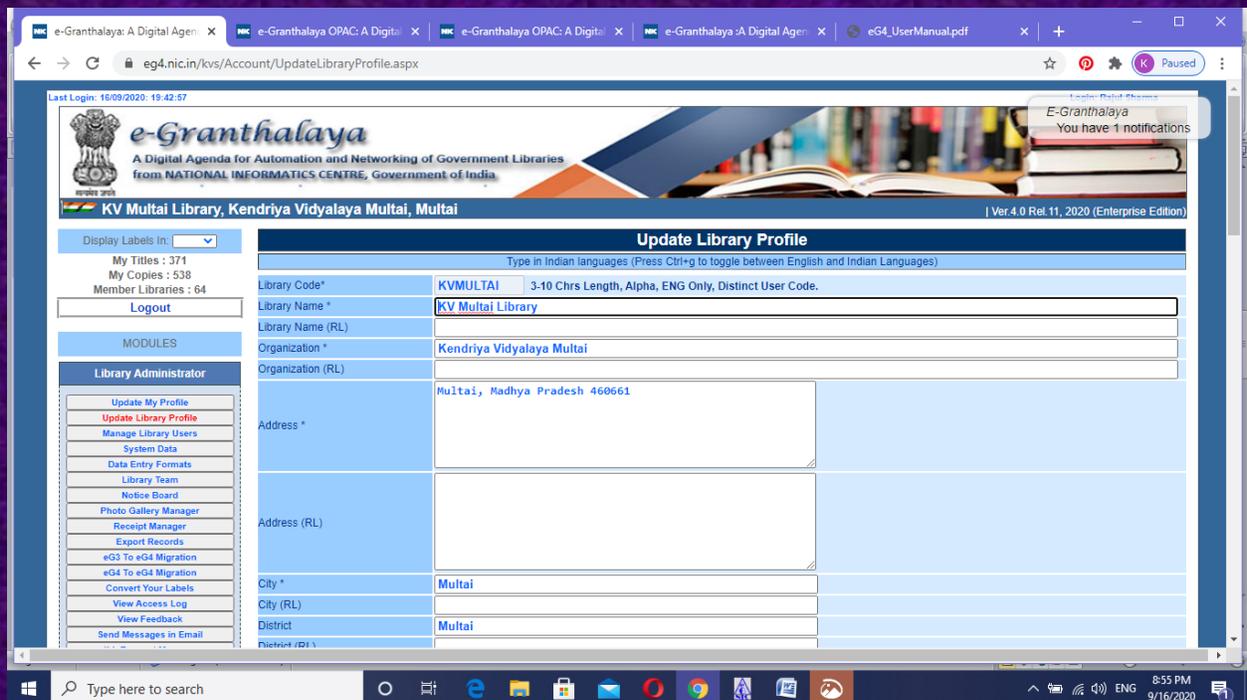
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STEP 1 LOG IN TO E GRANTHALAYA 4.0



STEP 2 GO TO LIBRARY ADMINISTRATOR – UPDATE LIBRARY PROFILE

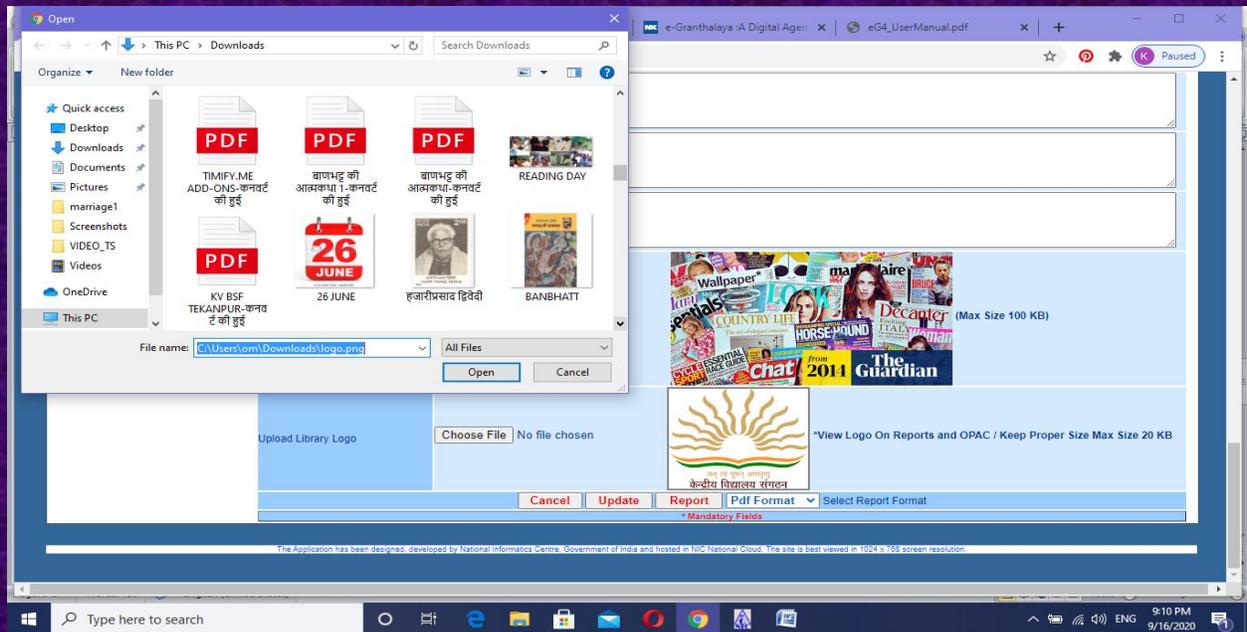




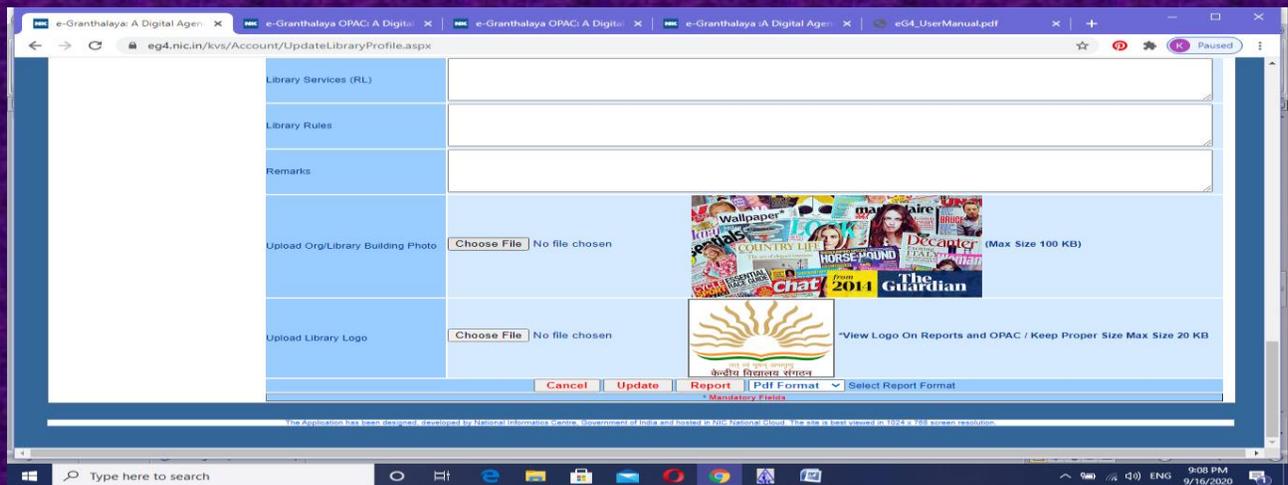
STEP 3 GO TO THE BOTTOM OF THE UPDATE LIBRARY FORMAT. HERE UPLOAD ORG/LIBRARY BUILDING (MAX SIZE 100 KB) AND UPLOAD LIBRARY LOGO TOO.(MAX SIZE 20 KB). FOR UPLOADING IMAGES CLICK ON CHOOSE FILE AND UPLOAD

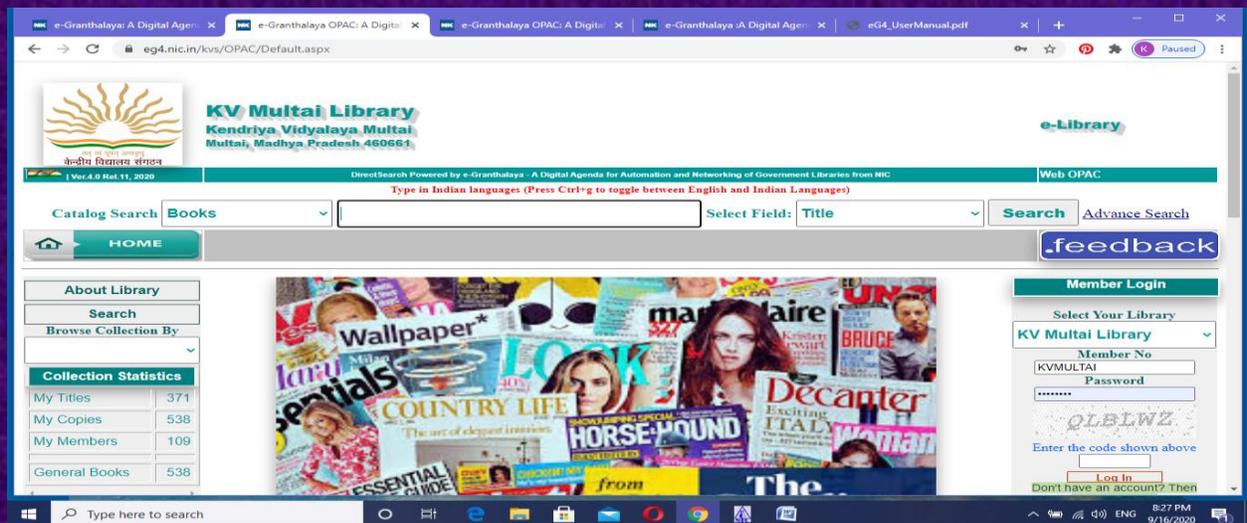
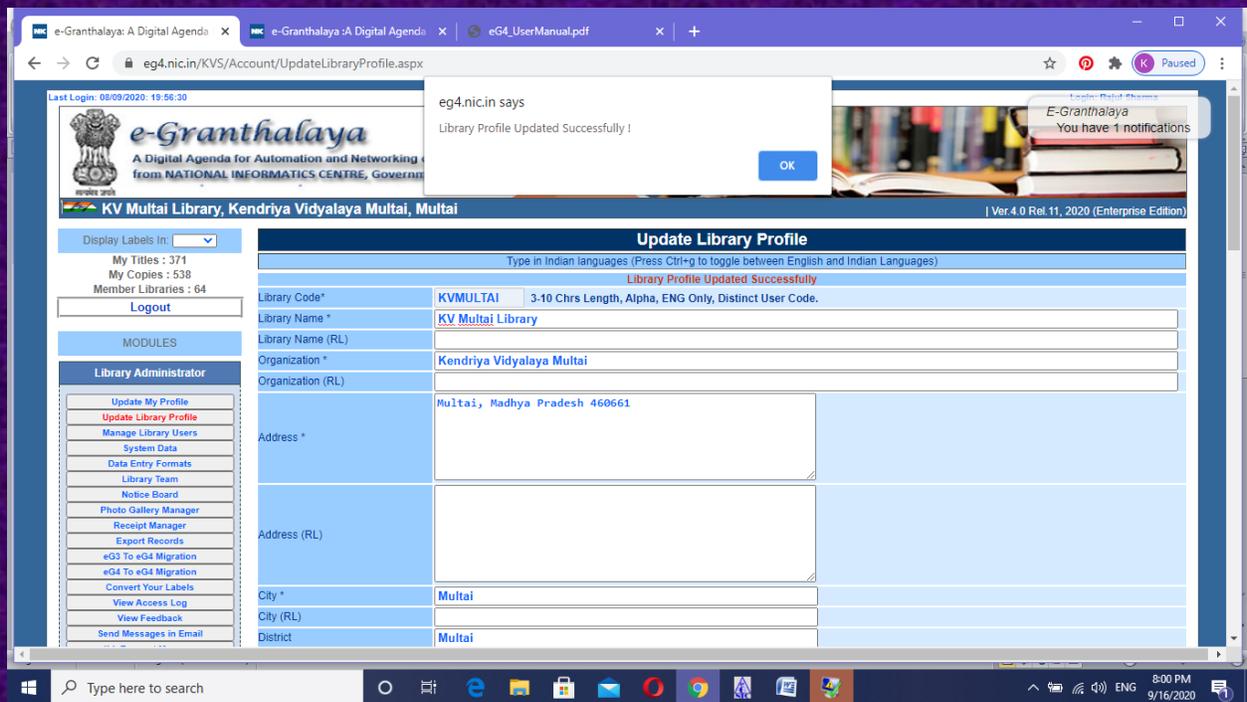
THESE IMAGES WILL BE DISPLAYED ON THE HEADER OF THE OPAC – YOU NEED TO UPLOAD THE IMAGE WITH A PROPER HEIGHT AND WIDTH TO GET FIT IN THE AREA OF OPAC HEADER.

THE LOGO WHICH U UPLOAD WILL BE DISPLAYED ON ALL THE REPORTS AND ON WEB OPAC HEADER. WHILE UPLOADING THE LOGO IMAGE AND LIBRARY PHOTO SHOULD BE COMPRESSED ONE AND SMALLER SIZE IN TERMS OF BYTES. THE SIZE OF THESE MUST BE APPROPRIATE, NOT TOO BIGGER OR SMALLER.



STEP 4. CHOOSE IMAGE OF PROPER SIZE AND AFTER THAT CLICK ON UPDATE





STEP 5. NOW VIEW WEB OPAC; YOU WILL SEE IMAGE OF LIBRARY AND LOGO

STEP 6 LOGO IS VISIBLE IN REPORTS TOO. HERE I HAVE GENERATED REPORT OF CIRCULATION TRANSACTION.YOU MAY VIEW LOGO ON TOP

The screenshot shows a PDF report titled "Most Issued Books" for the date "September 16, 2020". The report is displayed in a web browser window. At the top of the report, there is a logo of KV Multai Library, which features a stylized sun with rays. Below the logo, the text reads "केन्द्रीय विद्यालय संगठन" and "KUMHARVAH EDUCATIONAL INSTITUTION".

S.N.	Acc No.	Title Details	No of Times
1	448	NANA NANI KI KAHANIYAN / MADHUSUDAN SHARMA. Published By: PAVAN POCKET BOOKS , 2014	17
2	469	Shekh Chilli Aur Uske Kirse / IGEN B. Published By: MANOJ PUBLICATIONS , 2014	15
3	471	ARABIAN NIGHTS / ANIL KUMAR. Published By: MANOJ PUBLICATIONS , 2014	15
4	391	NANA NANI KI KAHANIYAN / ANIL KUMAR. Published By: MANOJ PUBLICATIONS , 2019	14
5	417	BACCHO KI SARVASHRESHTHA KAHANIYAN / PK ARYA. Published By: MANOJ PUBLICATIONS , 2019	14
6	470	AKBAR BIRBAL / ANIL KUMAR. Published By: MANOJ PUBLICATIONS , 2014	14
7	147	AKBAR AUR BIRBAL / JC OSHI. Published By: SAHNI PUBLICATIONS , 2015	13
8	413	VISHWA PRASIDDH LOK KATHAYEIN / CHITRA GARG. Published By: MANOJ PUBLICATIONS , 2019	13
9	397	PANCHATANTRA KI ROCHAK KAHANIYAN / VISHNU SHARMA. Published By: MANOJ PUBLICATIONS , 2019	13

<https://www.youtube.com/c/SHIVANANDMISHRA/>