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LIBRARIAN

KENDRIYA VIDYALAYA IFFCO GANDHIDHAM

STEP 1. LOG IN TO YOUR E GRANTHALAYA 4.0 ACCOUNT



STEP 2. GO TO CATALOGUING MODULE AND HERE CLICK ON CHANGE COPY STATUS



STEP 3. HERE WE SHALL GET 2 STEPS; STEP 1. SEARCH RECORDS STEP 2. SELECT NEW

STATUS. IN SEARCH RECORDS, YOU MAY OPT BOOKS AND MONOGRAPHS OR SERIALS. THEN ALL ACCESSION NUMBERS, RANDOM ACCESSION NUMBERS,RANGE OF ACCESSION NUMBERS, SINGLE ACCESSION NUMBER,RANGE OF ACCESSION DATE, ACQUISITION MODE, SECTION, LOCATION, CLASS NUMBER,CURRENT STATUS, COLLECTION TYPE.

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STEP 4. HERE I AM OPTING SINGLE ACCESSION NUMBER OPTION. YOU MAY OPT ACCORDING TO YOUR NEED.AS SOON AS I OPTED ACCESSION NUMBER, HERE WE GET OPTION OF START WITH, EXACT, LIKE , END WITH BY DROP DOWN. I SELECTED START WITH AND TYPED 209 AS ACCESSION NUMBER. NOW CLICKED ON SEARCH AND GOT THE RESULT BELOW.

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STEP 5. NOW SELECT NEW STATUS BY DROP DOWN. I SELECTED WRITE OFF. THEN TICK IN THE LAST RIGHT HAND SIDE SQURE OF THE RESULT BEING SHOWN. AND THUS SELECT THE RECORD.AFTER THAT CLICK ON RED BUTTON UPDATE STATUS OF SELECTED RECORDS

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CLICK ON YES WHEN SOFTWARE ASKS "DO YOU WISH TO UPDATE STATUS OF SELECTED RECORD(S)?"

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STATUS OF THE RECORD(S) HAS BEEN SUCCESSFULLY CHANGED. THUS YOU MAY CHANGE THE STATUS OF YOUR ANY RECORD.

VISIT OUR LIBRARY BLOG

HOW TO ADD A NEW COPY STATUS TERM IN DROP DOWN LIST

NOTE : IN THE ABOVE COPY STATUS CHANGE, I HAVE SHOWN TO YOU THAT SELECT THE COPY STATUS BY DROP DOWN. BUT, IF YOUR DESIRED COPY STATUS IN NOT AVAILABLE IN THIS DROP DOWN LIST, HOW TO ADD IT.



STEP 1. GO TO LIBRARY ADMINISTRATOR – SYSTEM DATA

STEP 2. HERE SELECT SYSTEM TABLE. NOW BY DROP DOWN CHOOSE COPY STATUS

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HERE IN UPPER HALF YOU WILL GET THE ALREADY ADDED COPY STATUS WHICH YOU MAY EDIT/DELETE. IN LOWER HALF, YOU MAY ADD NEW COPY STATUS. FOR EXAMPLE I AM GOING TO ADD NEW ARRIVALS.

STEP 3. ADD/EDIT COPY STATUS. HERE PUT A CODE IN FIRST COLUMN. CODE MUST CONTAIN 1-3 CHRS LENGTH, ALPHA, ENG ONLY, DISTINCT CODE.THEN NAME AND REMARK. I PUT NW1 IN CODE, NEW ARRIVALS IN NAME AND LIST OF LATEST BOOKS IN OUR COLLECTION IN REMARKS. HERE CODE AND NAME ARE MANDATORY. AFTER FILLING FIELD, CLICK ON SAVE BUTTON.

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Nothing is pleasanter than exploring a library."

Walter Savage Landor

