

LIBRARY ADMINISTRATOR

EXPORT RECORDS IN E GRANTHALAYA 4.0

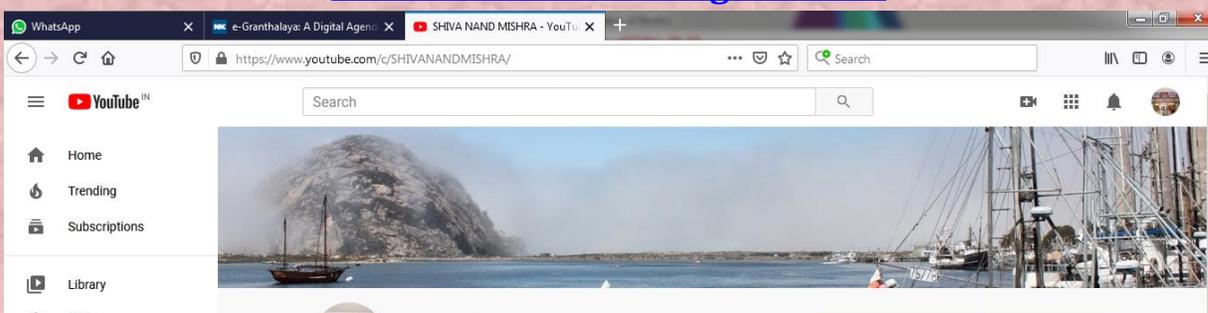
by

SHIVA NAND MISHRA

LIBRARIAN

KENDRIYA VIDYALAYA IFFCO GANDHIDHAM

Shivanandmishra74@gmail.com



STEP 1. LOG IN YOUR E GRANTHALAYA 4.0 ACCOUNT

The screenshot shows the e-Granthalaya 4.0 web application interface. The browser address bar displays <https://eg4.nic.in/kvs/Default.aspx>. 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". The user is logged in as "KV Multai Library, Kendriya Vidyalaya Multai, Multai". The interface features a navigation menu on the left with options like "Library Administrator", "Master Data", "Books Acquisition", "Cataloging", "Circulation", "Serials", "Micro Documents", "Library Budgets", and "Search & Reports". The main content area displays "Welcome to e-Granthalaya 4.0" and "About Library" information. A notification banner at the top right indicates "You have 1 notifications". The system clock shows 11:34 AM on 10/26/2020.

STEP 2. GO TO THE MODULE LIBRARY ADMINISTRATOR – EXPORT RECORDS

The screenshot shows the e-Granthalaya 4.0 web application interface with the "Library Administrator" module selected. The browser address bar displays <https://eg4.nic.in/kvs/Default.aspx>. The page header is identical to the previous screenshot. The navigation menu on the left is expanded to show the "Library Administrator" section, which includes options like "Update My Profile", "Update Library Profile", "Manage Library Users", "System Data", "Data Entry Formats", "Library Team", "Notice Board", "Photo Gallery Manager", "Receipt Manager", "Export Records", "eG3 To eG4 Migration", "eG4 To e-Granthalaya: A Digital Agenda for Automation and Networking of Government Libraries", "View Access Log", "View Feedback", "Send Messages in Email", and "ILL Request Manager". The main content area displays "Welcome to e-Granthalaya 4.0" and "About Library" information. A notification banner at the top right indicates "You have 1 notifications". The system clock shows 11:35 AM on 10/26/2020.

The screenshot shows the 'Export Data' interface in the e-Granthalaya system. The main heading is 'Export Data' with a sub-heading 'STEP 1: Search Records'. The interface is divided into a left sidebar with navigation options and a main content area for search and export. The search form includes several radio buttons and dropdown menus for filtering records. The 'Search' button is highlighted in red. Below the search form, there is a 'Record(s):' field and an 'Export Selected Records' button.

STEP 3. HERE IN STEP SEARCH RECORDS YOU HAVE TO CHOOSE VARIOUS PARAMETERS ACCORDING TO YOU NEED. SUCH AS BOOKS AND MONOGRAPHS OR SERIALS. YOU WANT TO CHOOSE ALL ACCESSION NUMBERS/RANDOM ACCESSION NUMBERS/SINGLE ACCESSION NUMBER /RANGE OF ACCESSION NUMBERS OR OTHER VARIOUS OPTIONS ARE AVAILABLE.

HERE I AM OPTING RANGE OF ACCESSION NUMBERS AND SHALL PUT DATA IN FROM AND IN TO.

AFTER PUTTING ACCESSION NUMBERS, CLICK ON SEARCH

Export Data

STEP 1: Search Records

Books and Monographs | Serials

All Accession No | Random Accession No | Accession No:

Range of Accession NO - FROM 201 TO 500 | Range of Accession Date: - - FROM TO

Acquisition Mode: | Section: | Location: | Class No: | Copy Status: | Collection Type:

DDC | UDC | Other

Order By: Title | Sort By: Ascending | View: 10 | Records Will be viewed and exported

Total Record(s): 300

STEP 2: Select Format to Export | Export Selected Records

S.N.	Edit	Acc No	Title	Acc Date	Vol	Class No	Current Status	Section
1	View	201	VYAKTITVA VIKAS	18/08/2017			Available	
2	View	202	PRACHIN GRANTHO KI BAL KAHANIYAAN	18/08/2017			Available	
3	View	203	MERI KAHANIYAAN BHAG-4	30/10/2017			Available	
4	View	204	MERI KAHANIYAAN BHAG-4	30/10/2017			Available	
5	View	205	MY BOOK OF STORIES	30/10/2017			Available	
6	View	206	MERI KAHANIYAAN	18/08/2017			Available	
7	View	207	CHOR	30/10/2017			Available	

STEP 4. AFTER GETTING DATA IN GRID, WE HAVE TO SELECT FORMAT IN WHICH U WANT TO EXPORT YOUR DATA . HERE SIX OPTIONS ARE AVAILABLE – CSV, MARC 21 DISPLAY FORMAT, MARC 21 COMMUNICATION FORMAT, MARCXML, ISO: 2709 AND EXCEL. I AM GOING TO SHOW YOU IN THREE FORMATS ONE BY ONE.

Export Data

STEP 1: Search Records

Books and Monographs | Serials

All Accession No | Random Accession No | Accession No:

Range of Accession NO - FROM 201 TO 500 | Range of Accession Date: - - FROM TO

Acquisition Mode: | Section: | Location: | Class No: | Copy Status: | Collection Type:

DDC | UDC | Other

Order By: Title | Sort By: Ascending | View: 10 | Records Will be viewed and exported

Total Record(s): 300

STEP 2: Select Format to Export | Export Selected Records

CSV
MARC21 Display Format
MARC21 Communication Format
MARCXML
ISO:2709
EXCEL

S.N.	Edit	Acc No	Title	Acc Date	Vol	Class No	Current Status	Section
1	View	201	VYAKTITVA VIKAS	18/08/2017			Available	
2	View	202	PRACHIN GRANTHO KI BAL KAHANIYAAN	18/08/2017			Available	
3	View	203	MERI KAHANIYAAN BHAG-4	30/10/2017			Available	
4	View	204	MERI KAHANIYAAN BHAG-4	30/10/2017			Available	
5	View	205	MY BOOK OF STORIES	30/10/2017			Available	
6	View	206	MERI KAHANIYAAN	18/08/2017			Available	
7	View	207	CHOR	30/10/2017			Available	
8	View	208	CHOR	30/10/2017		8H3	Available	
9	View	209	CHOR	30/10/2017			Available	
10	View	210	KHEL	30/10/2017			Available	

STEP 3: Select Print Format Pdf Format | Report Group By: | Compact Report | Summary Report | Detail Report

B. I HAVE SELECTED FORMAT TO EXPORT EXCEL AND CLICKED ON EXPORT SELECTED RECORDS

The screenshot shows a web application interface for a library. A dialog box is open, asking "What should Firefox do with this file?" for a file named "Export_EXCEL_Books_26102020.xls". The dialog box has "OK" and "Cancel" buttons. Below the dialog box, a table of book records is visible. The table has columns for S.N., Edit, Acc No, title, sub_title, var_title, author1, author2, author3, corporate, editor, translator, illustrator, compiler, edition, and place_of_year_o. The records are numbered 1 to 10.

S.N.	Edit	Acc No	title	sub_title	var_title	author1	author2	author3	corporate	editor	translator	illustrator	compiler	edition	place_of_year_o
1	View	201													
2	View	202													
3	View	203	MERI KAHANIYAN BHAG-4												
4	View	204	MERI KAHANIYAN BHAG-4												
5	View	205	MY BOOK OF STORIES												
6	View	206	MERI KAHANIYAN												
7	View	207	CHOR												
8	View	208	CHOR												
9	View	209	CHOR												
10	View	210	KHEL												

SAVE THIS EXCEL FILE AND THUS YOUR RECORDS HAVE BEEN EXPORTED IN EXCEL.

