

IMPORTING MEMBER DATA FROM EXCEL SHEET TO E GRANTHALAYA 4.0

by

SHIVA NAND MISHRA

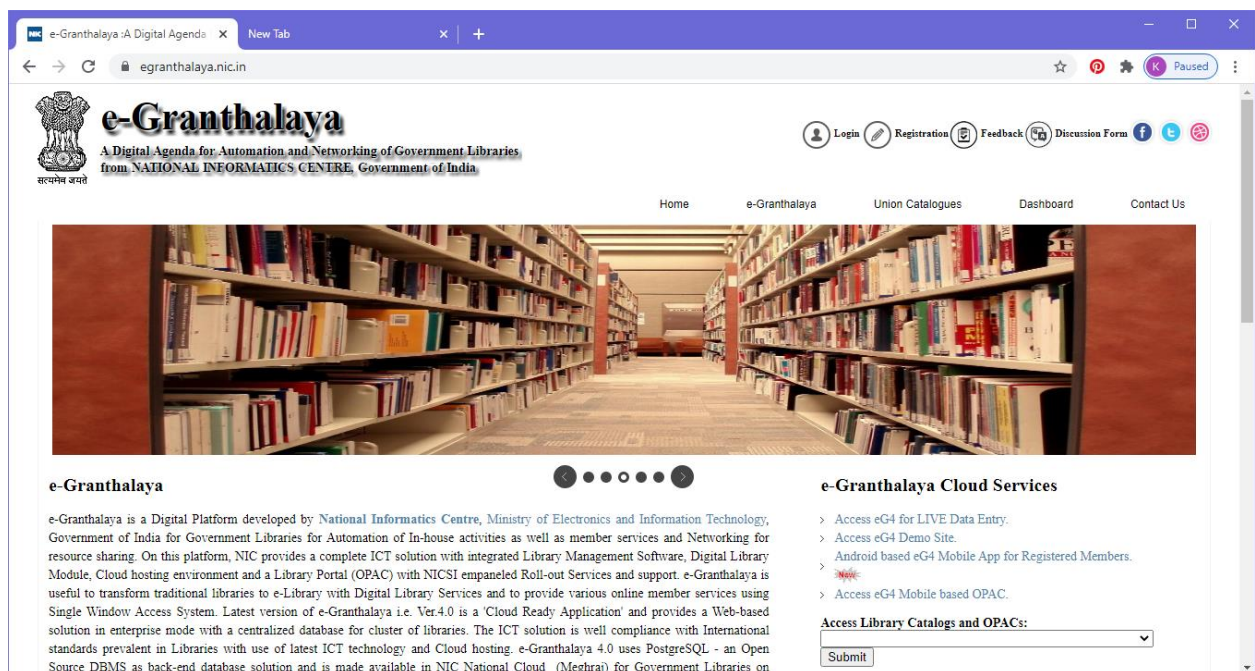
LIBRARIAN

KENDRIYA VIDYALAYA IFFCO GANDHIDHAM

Shivanandmishra74@gmail.com

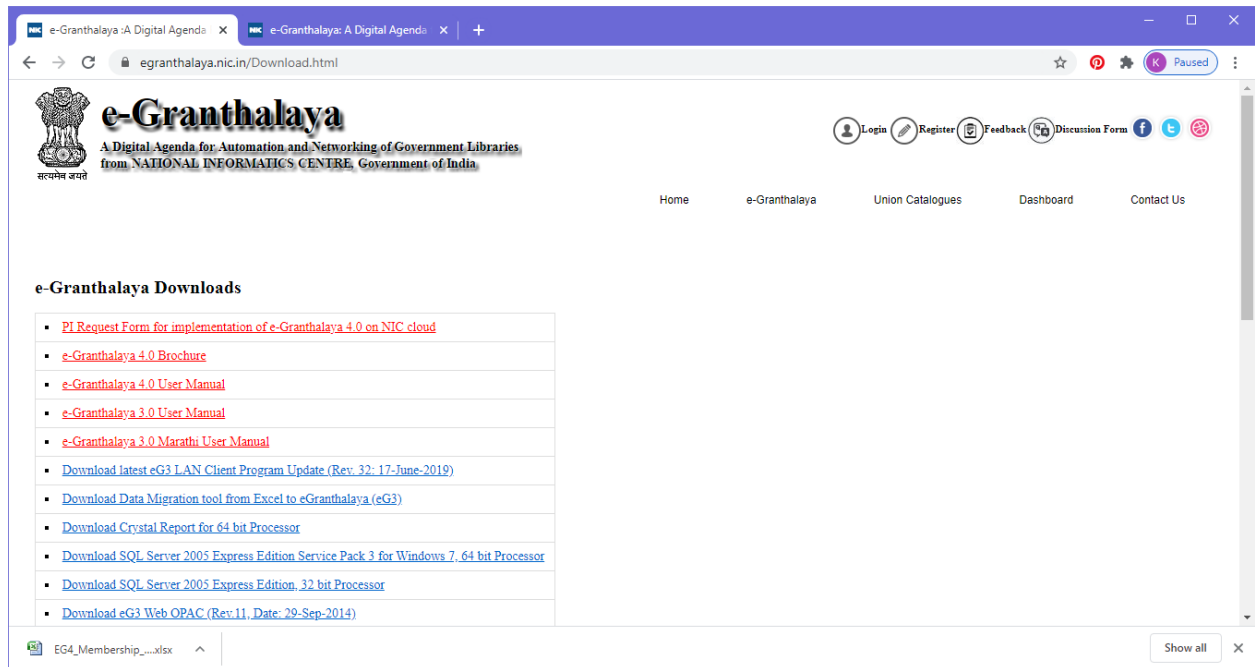
FIRST APPAL GO TO OFFICIAL WEB SITE OF EGRANTHALAYA

<https://egranthalaya.nic.in/>



The screenshot shows the homepage of the e-Granthalaya website. The browser address bar displays "egranthalaya.nic.in". The page features the e-Granthalaya logo on the left, which includes the Government of India emblem and the text "e-Granthalaya A Digital Agenda for Automation and Networking of Government Libraries from NATIONAL INFORMATICS CENTRE, Government of India." On the right, there are navigation links for "Login", "Registration", "Feedback", and "Discussion Form", along with social media icons for Facebook, Twitter, and YouTube. Below the header, there is a navigation menu with "Home", "e-Granthalaya", "Union Catalogues", "Dashboard", and "Contact Us". The main content area is dominated by a large image of a library aisle with bookshelves. Below the image, there is a section titled "e-Granthalaya" with a paragraph describing the platform's capabilities and a list of "e-Granthalaya Cloud Services" including "Access eG4 for LIVE Data Entry", "Access eG4 Demo Site", "Android based eG4 Mobile App for Registered Members", and "Access eG4 Mobile based OPAC". At the bottom right, there is a form titled "Access Library Catalogs and OPACs:" with a dropdown menu and a "Submit" button.

GO TO DOWNLOADS

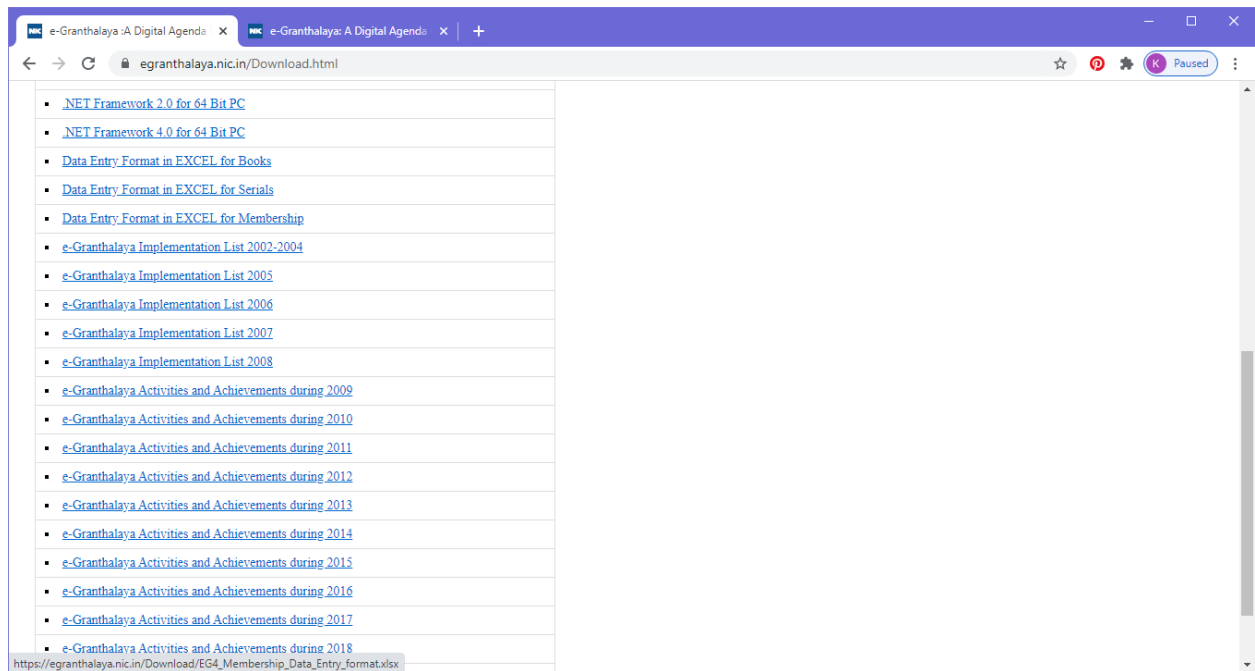


The screenshot shows the e-Granthalaya website interface. The header includes the logo of the National Informatics Centre, Government of India, and the text "e-Granthalaya: A Digital Agenda for Automation and Networking of Government Libraries from NATIONAL INFORMATICS CENTRE, Government of India". Navigation links for Home, e-Granthalaya, Union Catalogues, Dashboard, and Contact Us are visible. The main content area is titled "e-Granthalaya Downloads" and contains a list of download links:

- [PI Request Form for implementation of e-Granthalaya 4.0 on NIC cloud](#)
- [e-Granthalaya 4.0 Brochure](#)
- [e-Granthalaya 4.0 User Manual](#)
- [e-Granthalaya 3.0 User Manual](#)
- [e-Granthalaya 3.0 Marathi User Manual](#)
- [Download latest eG3 LAN Client Program Update \(Rev. 32: 17-June-2019\)](#)
- [Download Data Migration tool from Excel to eGranthalaya \(eG3\)](#)
- [Download Crystal Report for 64 bit Processor](#)
- [Download SQL Server 2005 Express Edition Service Pack 3 for Windows 7, 64 bit Processor](#)
- [Download SQL Server 2005 Express Edition, 32 bit Processor](#)
- [Download eG3 Web OPAC \(Rev:11, Date: 29-Sep-2014\)](#)

At the bottom of the page, there is a download bar showing a file named "EG4_Membership_...xlsx" with a "Show all" button.

DOWNLOAD THE DATA ENTRY FORMAT IN EXCEL FOR MEMBERSHIP



The screenshot shows the e-Granthalaya website interface, similar to the previous one. The main content area is titled "e-Granthalaya Downloads" and contains a list of download links. The link "Data Entry Format in EXCEL for Membership" is highlighted in blue. The list includes:

- [.NET Framework 2.0 for 64 Bit PC](#)
- [.NET Framework 4.0 for 64 Bit PC](#)
- [Data Entry Format in EXCEL for Books](#)
- [Data Entry Format in EXCEL for Serials](#)
- [Data Entry Format in EXCEL for Membership](#)
- [e-Granthalaya Implementation List 2002-2004](#)
- [e-Granthalaya Implementation List 2005](#)
- [e-Granthalaya Implementation List 2006](#)
- [e-Granthalaya Implementation List 2007](#)
- [e-Granthalaya Implementation List 2008](#)
- [e-Granthalaya Activities and Achievements during 2009](#)
- [e-Granthalaya Activities and Achievements during 2010](#)
- [e-Granthalaya Activities and Achievements during 2011](#)
- [e-Granthalaya Activities and Achievements during 2012](#)
- [e-Granthalaya Activities and Achievements during 2013](#)
- [e-Granthalaya Activities and Achievements during 2014](#)
- [e-Granthalaya Activities and Achievements during 2015](#)
- [e-Granthalaya Activities and Achievements during 2016](#)
- [e-Granthalaya Activities and Achievements during 2017](#)
- [e-Granthalaya Activities and Achievements during 2018](#)

At the bottom of the page, there is a download bar showing a file named "https://egranthalaya.nic.in/Download/EG4_Membership_Data_Entry_format.xlsx".

NOW LOG IN TO YOUR E GRANTHALAYA 4.0

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

Kendriya Vidyalaya Libraries Network | Ver.4.0 Rel.11, 2020 (Enterprise Edition)

Display Labels In: [v]
Total Titles : 244438
Total Copies : 321354
Member Libraries : 63

Staff Login
User Code:
Password:
5JQ8UH
Enter the code shown above

[Forgot Password](#)

webOPAC
DL
DIGITAL LIBRARY

Welcome to e-Granthalaya 4.0

About Cluster

e-Granthalaya: A Digital Agenda for Automation and Networking of Government Libraries - is a Library Management Software, developed and maintained by National Informatics Centre, Ministry of Electronics and Information Technology, Government of India. The software is being implemented in Government Libraries on request basis. NIC provides support, consultancy, training and hosting for the software and database to computerize the Government Libraries. The Software is a Cloud Ready Application; and uses PostgreSQL - an Open Source DBMS as back-end solution. The Software is multi-lingual, UNICODE compliant, provides an online data entry solution. The current version of the software is 4.0 - Enterprise Edition, web-based and hosted in NIC National Cloud, suitable for cluster of libraries under one organization with a centralized database. [Read More....](#)

This cluster of e-Granthalaya is dedicated to Kendriya Vidyalaya Libraries where these libraries are using online version of e-Granthalaya for Automation and Networking of libraries. The software is being used for Automation and Networking of KV Libraries in the country. 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.

इन पुस्तकालयों पुस्तकालयों के स्वचालन और नेटवर्किंग के लिए ई-Granthalaya के ऑनलाइन संस्करण का उपयोग कर रहे हैं, जहाँ ई-Granthalaya के इस क्लस्टर केन्द्रीय विद्यालय के पुस्तकालय के लिए समर्पित है। सौभदेयर देश में ऑटोमेशन और केवी पुस्तकालय की नेटवर्किंग के लिए इस्तेमाल किया जा रहा है। इन पुस्तकालयों की संघ सूची भी अन्य ऑनलाइन सदस्य सेवाओं के साथ-साथ सार्वजनिक क्षेत्र में उपयोग के लिए उपलब्ध है। क्लस्टर एनआईसी, भारत सरकार द्वारा बनाए रखा है।

GO TO CIRCULATION – IMPORT MEMBERS DATA.

Last Login: 29/08/2020: 12:44:18

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: [v]
My Titles : 371
My Copies : 538
Member Libraries : 63
[Logout](#)

MODULES

- Library Administrator
- Master Data
- Books Acquisition
- Cataloging
- Circulation
 - Member Management
 - Issue Return
 - Circulation Transactions
 - Receipt Manager
 - Import Members Data
- Serials
- Micro Documents

Welcome to e-Granthalaya 4.0

About Library

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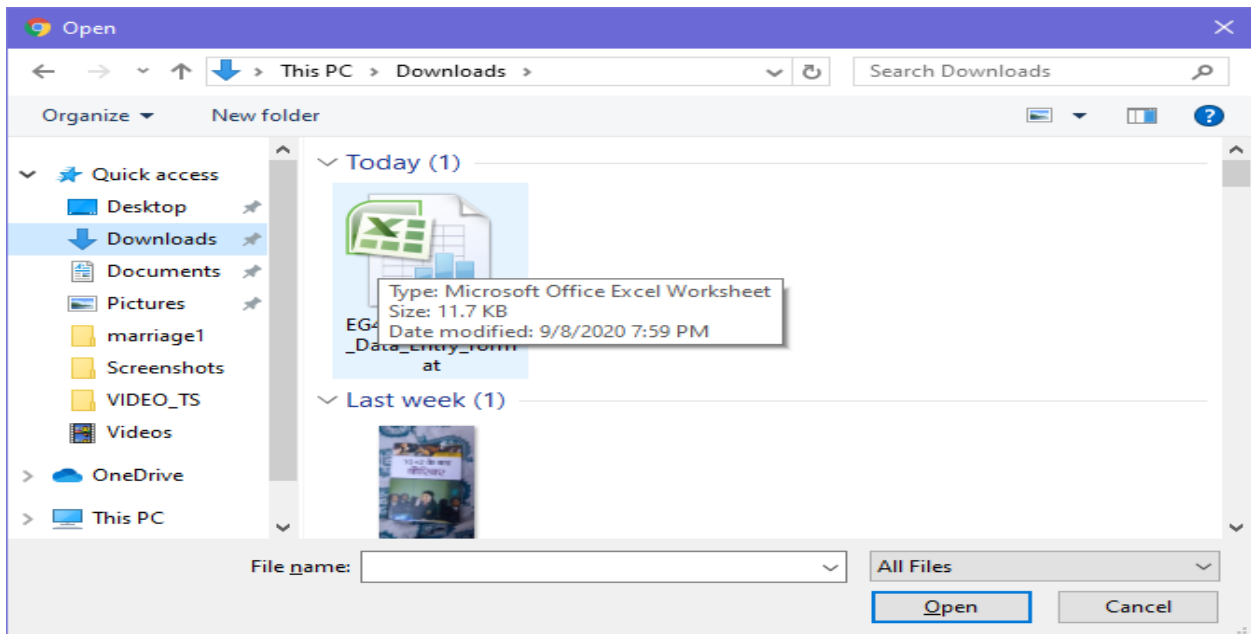
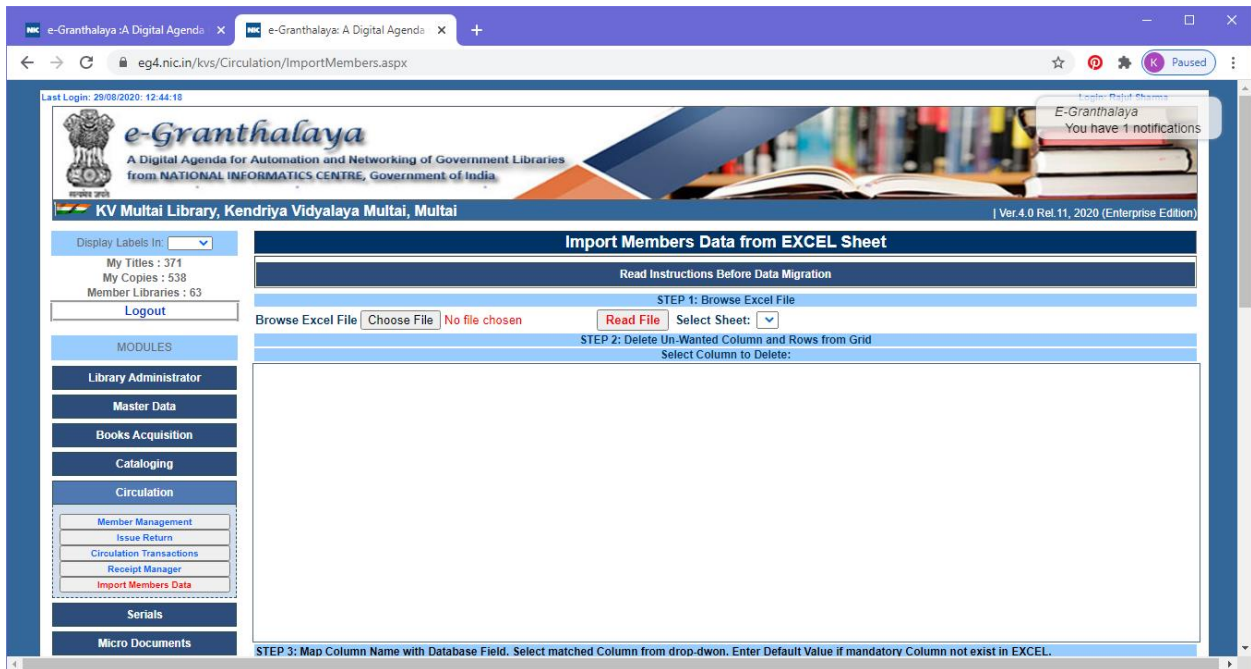
The library provides many children with their first chance to use and enjoy a library. The school library is a welcoming place for study and reading. The school library is to support the students and teachers by providing access to current, adequate and appropriate information resources. It is also to ensure that all the students, teachers and staff are effectively using the ideas and information. The library encourages the love of reading and development of student's independent learning skills.

The library encourages the love of reading and development of student's independent learning skills.

E-Granthalaya
You have 1 notifications

STEP 1. THREE STEPS HERE – CHOOSE FILE ; READ FILE ; SELECT SHEET

BROWSE YOUR EXCEL FILE BY CLICKING ON CHOOSE FILE AND OPEN IT. AFTER THAT SELECT SHEET BY DROP DOWN. I HAVE TAKEN HERE SHEET 1\$



CLICK ON READ FILE. ONCE YOU SELECT THE EXCEL SHEET FROM DROP DOWN – RECORDS ARE FILLED IN GRID.

Import Members Data from EXCEL Sheet

Read Instructions Before Data Migration

STEP 1: Browse Excel File

Browse Excel File No file chosen Select Sheet: Sheet1\$

STEP 2: Delete Un-Wanted Column from Grid

Select Column to Delete: Sheet1\$

Member No	Member Name	Res# Address	Off# Address	Member Category/Group/Dept	Member Sub-Category / Designation	Gender (M=Male, F=Female)	Email	Telephone Mobile	Keywords	Date (MM/YY)
Delete 10743	SHIVA RAVI HISHRA	D 396 IFFCO TOWNSHIP GANDHIDHAM	KENDRIYA VIDYALAYA IFFCO GANDHIDHAM	TEACHER	LIBRARIAN	M	shivanandmidshra74@gmail.com	8160296471		08/
Delete 2345	RAJUL SHARMA	C 43 JAHAKPURAM LUCKNOW	KENDRIYA VIDYALAYA MULTAI	TEACHER	TGT SST	F	rajul1234@gmail.com	8968788855		08/
Delete										
Delete										
Delete										
Delete										
Delete										
Delete										

STEP 3: Map Column Name with Database Field. Select matched Column from drop down. Enter Default Value if mandatory Column not exist in EXCEL

STEP 2. DELETE UNWANTED COLUMNS AND ROWS FROM GRID.

STEP 3. NOW START MAP COLUMN NAME WITH DATABASE FIELD. SELECT EXCEL SHEET COLUMN BY DROP DOWN AGAINST EVERY MANDATORY/OPTIONAL FIELD FIELD AS YOU HAVE KEPT IN YOUR EXCEL SHEET. HERE YOU MAY PUT DEFAULT VALUES TOO WHERE COLUMNS HAVE BEEN PROVIDED.

Micro Documents
Library Budgets
Search & Reports

webOPAC

DL
DIGITAL LIBRARY

Library Home Page

Online Users: 1
Help Desk
Email: egranthalaya[at]nic[dot]in
Phone: 011-24305489/24305813
(Mon-Fri / 9.00 AM to 5.30 PM)

USER MANUAL

eg4.nic.in/kvs/Circulation/ImportMembers.aspx

STEP 3: Map Column Name with Database Field. Select matched Column from drop-down. Enter Default Value if mandatory Column not exist in EXCEL.

Fields	Select Excel Column	Default Value	Remarks
Member No			Must be Unique for every member / Numeric Only or Alpha-Numeric - keep Alpha Character in CAPITAL LETTER / Do not use spl. character and No Space. e.g. N3456 Must be Unique for every member / Numeric Only or Alpha-Numeric - keep Alpha Character in CAPITAL LETTER / Do not use spl. character and No Space. e.g. N3456
Member Name			Do not use Salutation (Mr/MRs etc.) and Dont use DOT (.). Write full name Onle. e.g Rakesh Kumar Kapoor
Res. Address			
Off. Address			
Member Category/ Group/Deptt			Member Category must be standardized and in Capital Letter. Write Category Name as Default Value if Categories are not included in EXCEL Sheet. Default Category name will be added in all the Member Records. e.g. STUDENTS or TEACHERS or ADMIN, etc.
Member Sub-Category / Designation			Member Sub-Category must be standardized and in Capital Letter. Write Sub-Category Name as Default Value if Sub-Categories are not included in EXCEL Sheet. Default Sub-Category name will be added in all the Member Records. e.g. CLASS XIA or TGT or UDC, etc.
Gender		M=Male, F=Female	
Email			
Telephone			
Mobile			
Keywords			
Admission Date (MM/dd/yyyy)			Admission Date must be in MM/dd/yyyy format only. Format type in Excel must be DATE only. e.g. 03/22/2017. In case, individual Admission Date not included in EXCEL then you can give a Default Date which will be saved in all the migrated member records. Closing Date must be in

Choose Your Date Format:
MM/dd/yyyy

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Search & Reports

webOPAC

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DIGITAL LIBRARY

Library Home Page

Online Users: 1
Help Desk
Email: egranthalaya[at]nic[dot]in
Phone: 011-24305489/24305813
(Mon-Fri / 9.00 AM to 5.30 PM)

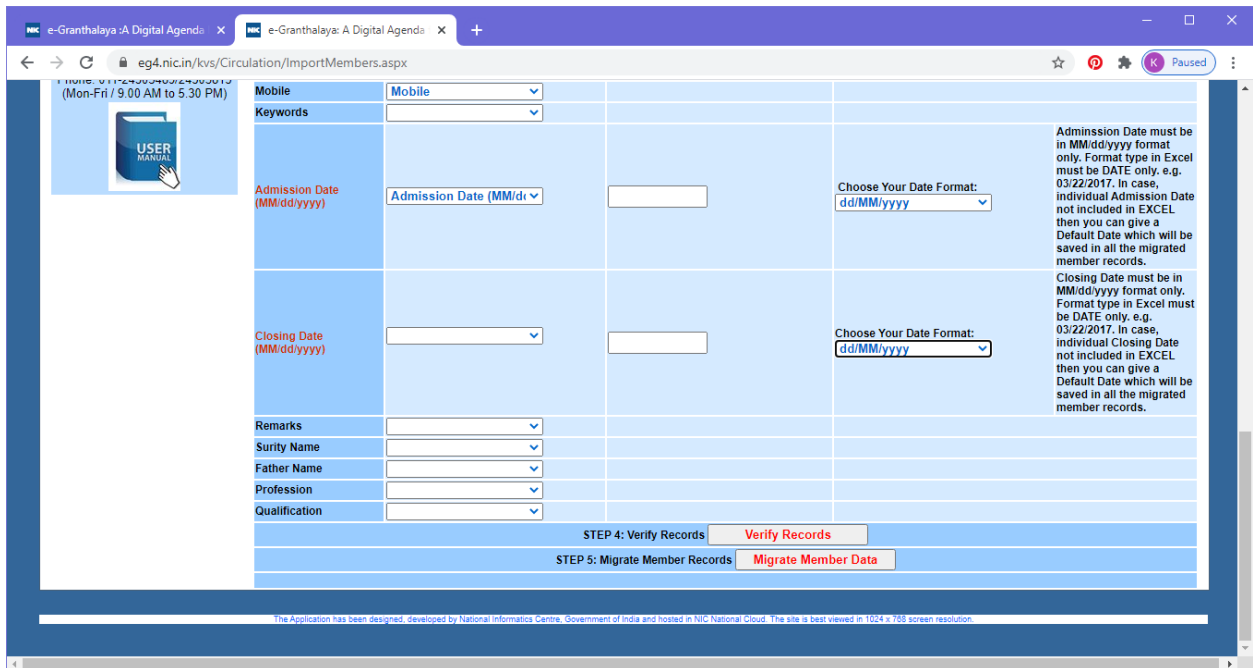
USER MANUAL

eg4.nic.in/kvs/Circulation/ImportMembers.aspx

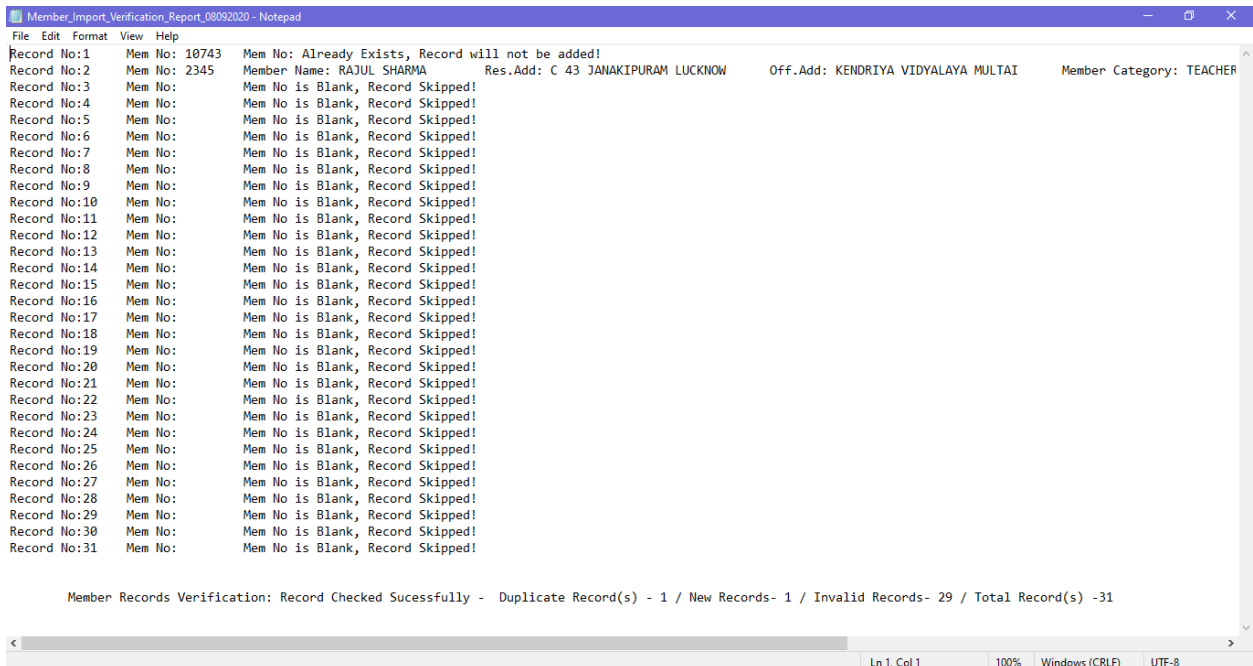
STEP 3: Map Column Name with Database Field. Select matched Column from drop-down. Enter Default Value if mandatory Column not exist in EXCEL.

Fields	Select Excel Column	Default Value	Remarks
Member No	Member No		Must be Unique for every member / Numeric Only or Alpha-Numeric - keep Alpha Character in CAPITAL LETTER / Do not use spl. character and No Space. e.g. N3456 Must be Unique for every member / Numeric Only or Alpha-Numeric - keep Alpha Character in CAPITAL LETTER / Do not use spl. character and No Space. e.g. N3456
Member Name	Member Name		Do not use Salutation (Mr/MRs etc.) and Dont use DOT (.). Write full name Onle. e.g Rakesh Kumar Kapoor
Res. Address	Res# Address		
Off. Address	Off# Address		
Member Category/ Group/Deptt	Member Category/Grou		Member Category must be standardized and in Capital Letter. Write Category Name as Default Value if Categories are not included in EXCEL Sheet. Default Category name will be added in all the Member Records. e.g. STUDENTS or TEACHERS or ADMIN, etc.
Member Sub-Category / Designation	Member Sub-Category		Member Sub-Category must be standardized and in Capital Letter. Write Sub-Category Name as Default Value if Sub-Categories are not included in EXCEL Sheet. Default Sub-Category name will be added in all the Member Records. e.g. CLASS XIA or TGT or UDC, etc.
Gender	Gender(M=Male, F=Fen	M=Male, F=Female	
Email	Email		
Telephone			
Mobile	Mobile		
Keywords			
Admission Date (MM/dd/yyyy)	Admission Date (MM/d		Admission Date must be in MM/dd/yyyy format only. Format type in Excel must be DATE only. e.g. 03/22/2017. In case, individual Admission Date not included in EXCEL then you can give a Default Date which will be saved in all the migrated member records. Closing Date must be in

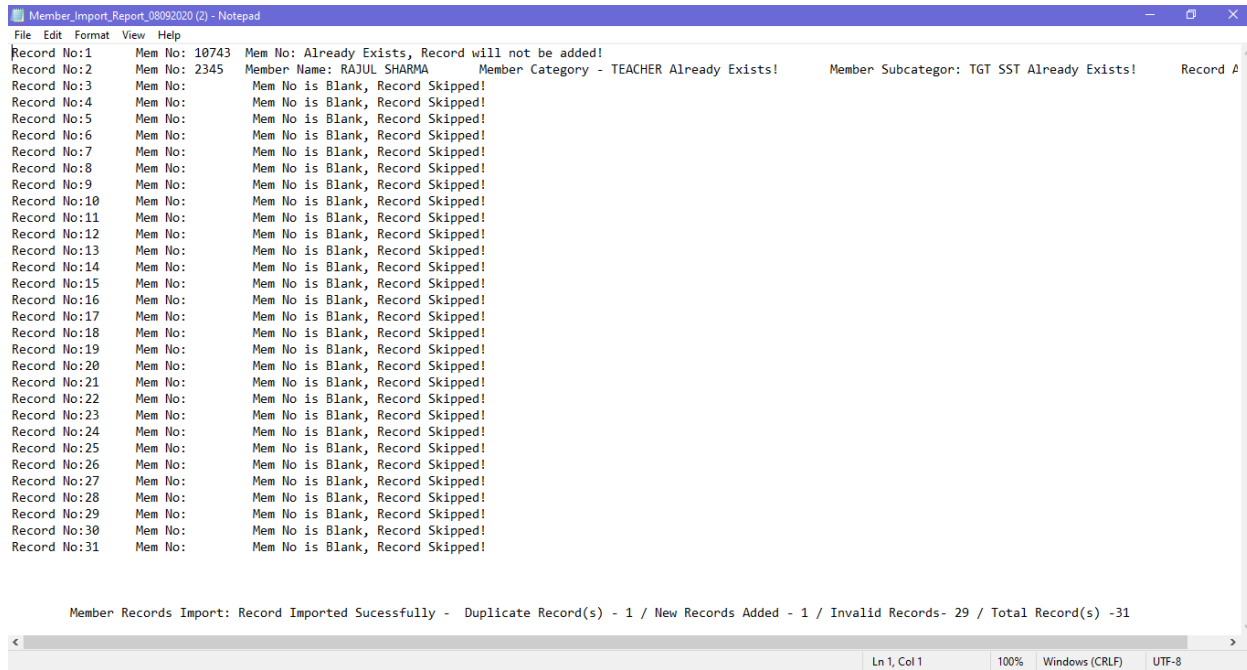
Choose Your Date Format:
dd/MM/yyyy



STEP 4. CLICK ON VERIFY RECORDS. A FILE WILL BE DOWNLOADED WHICH PROVIDE YOU THE INFORMATION REGARDING MEMBER IS ALREADY AVAILABLE IN YOUR DATABASE, SO NOT TO BE ADDED AND OTHER DETAILS. PLZ SEE THE EXAMPLE BELOW.



STEP 5. MIGRATE MEMBER RECORDS. YOU WILL GET A FILE DOWNLOADED WHERE YOU WILL GET THE REPORT ABOUT DATA MIGRATION.



```
Member_Import_Report_08092020 (2) - Notepad
File Edit Format View Help
Record No:1 Mem No: 10743 Mem No: Already Exists, Record will not be added!
Record No:2 Mem No: 2345 Member Name: RAJUL SHARMA Member Category - TEACHER Already Exists! Member Subcategory: TGT SST Already Exists! Record A
Record No:3 Mem No: Mem No is Blank, Record Skipped!
Record No:4 Mem No: Mem No is Blank, Record Skipped!
Record No:5 Mem No: Mem No is Blank, Record Skipped!
Record No:6 Mem No: Mem No is Blank, Record Skipped!
Record No:7 Mem No: Mem No is Blank, Record Skipped!
Record No:8 Mem No: Mem No is Blank, Record Skipped!
Record No:9 Mem No: Mem No is Blank, Record Skipped!
Record No:10 Mem No: Mem No is Blank, Record Skipped!
Record No:11 Mem No: Mem No is Blank, Record Skipped!
Record No:12 Mem No: Mem No is Blank, Record Skipped!
Record No:13 Mem No: Mem No is Blank, Record Skipped!
Record No:14 Mem No: Mem No is Blank, Record Skipped!
Record No:15 Mem No: Mem No is Blank, Record Skipped!
Record No:16 Mem No: Mem No is Blank, Record Skipped!
Record No:17 Mem No: Mem No is Blank, Record Skipped!
Record No:18 Mem No: Mem No is Blank, Record Skipped!
Record No:19 Mem No: Mem No is Blank, Record Skipped!
Record No:20 Mem No: Mem No is Blank, Record Skipped!
Record No:21 Mem No: Mem No is Blank, Record Skipped!
Record No:22 Mem No: Mem No is Blank, Record Skipped!
Record No:23 Mem No: Mem No is Blank, Record Skipped!
Record No:24 Mem No: Mem No is Blank, Record Skipped!
Record No:25 Mem No: Mem No is Blank, Record Skipped!
Record No:26 Mem No: Mem No is Blank, Record Skipped!
Record No:27 Mem No: Mem No is Blank, Record Skipped!
Record No:28 Mem No: Mem No is Blank, Record Skipped!
Record No:29 Mem No: Mem No is Blank, Record Skipped!
Record No:30 Mem No: Mem No is Blank, Record Skipped!
Record No:31 Mem No: Mem No is Blank, Record Skipped!

Member Records Import: Record Imported Successfully - Duplicate Record(s) - 1 / New Records Added - 1 / Invalid Records- 29 / Total Record(s) -31
Ln 1, Col 1 100% Windows (CRLF) UTF-8
```

THIS WORK HAS BEEN SUCCESSFULLY COMPLETED.MEMBERS HAVE BEEN ADDED IN DATABASE.

CHECKING :I. GO TO CIRCULATION - MEMBER MANAGEMENT – MEMBER REGISTRATION. HERE PUT THE MEMBER NUMBER AND CLICK ON DISPLAY MEMBER RECORD. YOU WILL GET THE DETAILS OF NEWLY ADDED MEMBER.

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

Manage Memberships
 Type in Indian languages (Press Ctrl+g to toggle between English and Indian Languages)

Member Categories | Member Sub-Categories | **Member Registration**

STEP 3: Member Registration
 Click To View / Hide Search Pane
 Press UPDATE Button to save the Changes if any..

Member type * Organizational Members | Plz Select Member type: Our Member / ILL Member / Guest
 Member No * 2345 | Display Member Record | Name * RAJUL SHARMA | Type Member No and Submit to Display Member Record.
 Gender Male
 Res. Address C 43 JANAKIPURAM LUCKNOW | KENDRIYA VIDYALAYA MULTAI
 Email rajul1234@gmail.com | Phone No | Mobile No, 896878855
 Category * TEACHER | Sub Category * TGT SST | Over-Ride? No
 Admission Date* 10/08/2020 | Closing Date* 10/08/2024 | Wish to send Alert in MAIL? [Yes] | Maximum Renewal?

II. GO TO CIRCULATION – ISSUE RETURN; TYPE THE MEMBER NUMBER AND PRESS ENTER. YOU WILL GET THE DETAILS OF MEMBER.

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

Issue/Reserve/Return/Renew
 Issue/Reserve | Return/Renew | Inter Library Loan Requests

Issue and Reserve Documents

STEP 1: Display Member Record:
 Member No* 2345 | Member Name RAJUL SHARMA | 42192
 Member Category TEACHER | Member Sub Category TGT SST | Status Current
 Entitlement | Due Days | Already Issued | Over-Ride? N | Mobile No 896878855
 Email rajul1234@gmail.com | Admission Date 10/08/2020 | Closing Date 10/08/2021

STEP 2: Select Category of Documents & Display Doc Record: Books and Bound Journals Loose Issues
 Acc.No * | Bibliographic Level | Issue books with this FIXED due Date:

STEP 3: Circulation Data

VISIT MY YOU TUBE CHANNEL FOR VIDEOS OF E GRANTHALAYA 3.0 & 4.0



[VISIT MY LIBRARY BLOG](#)

