

# NO DUE CERTIFICATE IN E GRANTHALAYA 4.0

by

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## A. TAG THIS MEMBER WITH NO DUES CERTIFICATE

STEP 1. LOG IN TO E GRANTHALAYA 4.0 AND GO TO CIRCULATION MODULE – MEMBER MANAGEMENT – MEMBER REGISTRATION

The screenshot shows the 'Manage Memberships' interface in the e-Granthalaya 4.0 system. The page title is 'KV Multai Library, Kendriya Vidyalaya Multai, Multai'. The main heading is 'Manage Memberships' with a sub-heading 'STEP 3: Member Registration'. The interface includes a left sidebar with navigation options like 'Library Administrator', 'Books Acquisition', 'Circulation', and 'Member Management'. The main content area contains a form for member registration with the following fields and values:

Member type *	Organizational Members	Plz Select Member type: Our Member / ILL Member / Guest	
Member No *	10743	Record. <a href="#">Display Member Record</a> Name * SHALINI TRIVEDI Type Member No and Submit to Display Member	
Gender	Female		
Res. Address	KV Multai Library, Kendriya Vidyalaya Multai, Multai		
Email	Phone No	Mobile No.	
Category *	TGT	Sub Category* SCIENCE	Over-Ride? No
Admission Date*	25/07/2020	Closing Date* 25/07/2021	Wish to send Alert in MAIL? Yes
Subject	Maximum Reserve?*		
Keywords			
Remarks			
Status*	Closed	No Due Date 05/11/2020	Send Reminder: Yes
Father Name	Surity Name		Date of Birth
Profession	Qualification		

**STEP 2. HERE I PUT MEMBER NUMBER OF SHALINI TRIVEDI TGT SCIENCE, THE OUT GOING USER WHO NEEDS HER NO DUE CERTIFICATE. CLICK ON DISPLAY RECORD, DETAILS WILL ARRIVE.**

The screenshot shows the 'Members.aspx' page in a web browser. The page has a top navigation bar with options for 'Summary Report' and 'Detailed Report'. Below this is a form for member details. The 'Member No' field is filled with '10743' and the 'Name' field is filled with 'SHALINI TRIVEDI'. A red button labeled 'Display Member Record' is highlighted. Other fields include 'Gender' (Female), 'Res. Address', 'Email', 'Phone No', 'Mobile No.', 'Category' (TGT), 'Sub Category' (SCIENCE), 'Admission Date' (25/07/2020), 'Closing Date' (25/07/2021), 'Status' (Current), and 'Send Reminder' (Yes). At the bottom of the form, there is a red button labeled 'Tag this member for No Due Certificate'.

**STEP 3. CLICK ON LAST BOTTOM RED BUTTON TAG THIS MEMBER WITH NO DUES CERTIFICATE. IF MEMBER HAS NO DUE DOCUMENT ON HIS NAME, THEN ONLY THIS BUTTON WORKS. I JUST CLICKED THIS.**

**NOTE : IF USER HAS ANY DUE BOOK, MAGAZINE OR ANY DOCUMENT, FIRST APPAUL RETURN ALL THOSE. THEN START THIS PROCESS.**

The screenshot shows the same web application interface, but with a confirmation dialog box displayed in the center. The dialog box contains the text: 'Member Tagged for No Due Certificate and need to get approved by Incharge, Library under LIB ADMIN Module!'. There is an 'OK' button at the bottom of the dialog box. The background shows the member search results for 'SHALINI TRIVEDI' with the 'Tag this member for No Due Certificate' button highlighted.

# B. NDC APPROVAL

## STEP 4. NOW GO TO LIBRARY ADMINISTRATOR MODULE – NDC APPROVALS

Click to View / Hide Search Pane

SEARCH MEMBERS HERE BY VARIOUS PARAMETERS - HELP: Use ; (Semi-colon) between two values if wish to search by Member No in Bulk

Select Member Type: ALL

Type Search String: SHALINI Select Field: Member Name

Categories: Sub-Categories: Status:

Date: Order By: Member Name Sort By: Asc Search

Total Record(s): 1

Delete Selected Row(s) Delete Photo for Selected Members Reset Password for Selected Members

Change Class of Selected Members With New Sub-Category:

Change Dates of Selected Members Select Type of Date: Admission Date Enter New Date in ddMMyyyy Format:

Select Format: Pdf Format Select Card Design: Design 1 Logo Height: 0 Logo Width: 0 Generate Member Card for Selected Records

Label size: Laser Printer Size (Rx5 Labels) Label Margins in Pixels: Top Margin: 0 Left Margin: 0 Generate Member Barcode Labels

Select Report Format:

S.No	Edit	Member No	Member Name	Category	SubCategory	Email	Admission Date	Close Date	NDC Tagged Date	NDC Appd Date	NDC Issue Date	Status	?	!
1	Edit	10743	SHALINI TRIVEDI	TGT	SCIENCE		25/07/2020	25/07/2021	05/11/2020			CU	<input checked="" type="checkbox"/>	Select to Delete

## HERE SELECT THE RECORD BY SIMPLY CLICKING IN LAST COLUMN

Last Login: 29/10/2020: 11:12:53

**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 My Members : 109 Libraries in Cluster : 69 Logout

**No Due Certificate Approvals**

This Form is used to Accord the Approval to Members Tagged for No Due Certificate. Once Approval is accorded by Library inCharge, then circulation Staff can generate No Due Certificate for approved members in Circulation Module.

Pending Approved

Report Group By: Select Report Format: Pdf Format Summary Report

RecordCount(s) found : 1

Sr No	Member No	Name	Category	Sub Category	Tagged for NDC?	Tagged Date	Tagged By	Approved By	Approved Date	?	!
1	10743	SHALINI TRIVEDI	TGT	SCIENCE	Y	05/11/2020	KVMULTAI			<input checked="" type="checkbox"/>	Select to Approve

Approve Selected Records for NDC

## HERE CLICK ON THE RED BUTTON – APPROVED SELECTED RECORDS FOR NDC

# C. ISSUE NO DUE CERTIFICATE

STEP 5. NOW AGAIN GO TO CIRCULATION MODULE – MEMBER MANAGEMENT – MEMBER REGISTRATION AND DISPLAY RECORD BY PUTTING MEMBER NO.

The screenshot shows the 'Manage Memberships' interface. On the left, there's a sidebar with 'Circulation' selected and 'Member Management' highlighted. The main area shows a form for member registration. A red button labeled 'Display Member Record' is visible. Below it, the record for member 10743, SHALINI TRIVEDI, is displayed. The status is 'Closed' and the 'No Due Date' is 05/11/2020.

NOW CLICK ON RED BUTTON - ISSUE NO DUE CERTIFICATE FOR THIS MEMBER

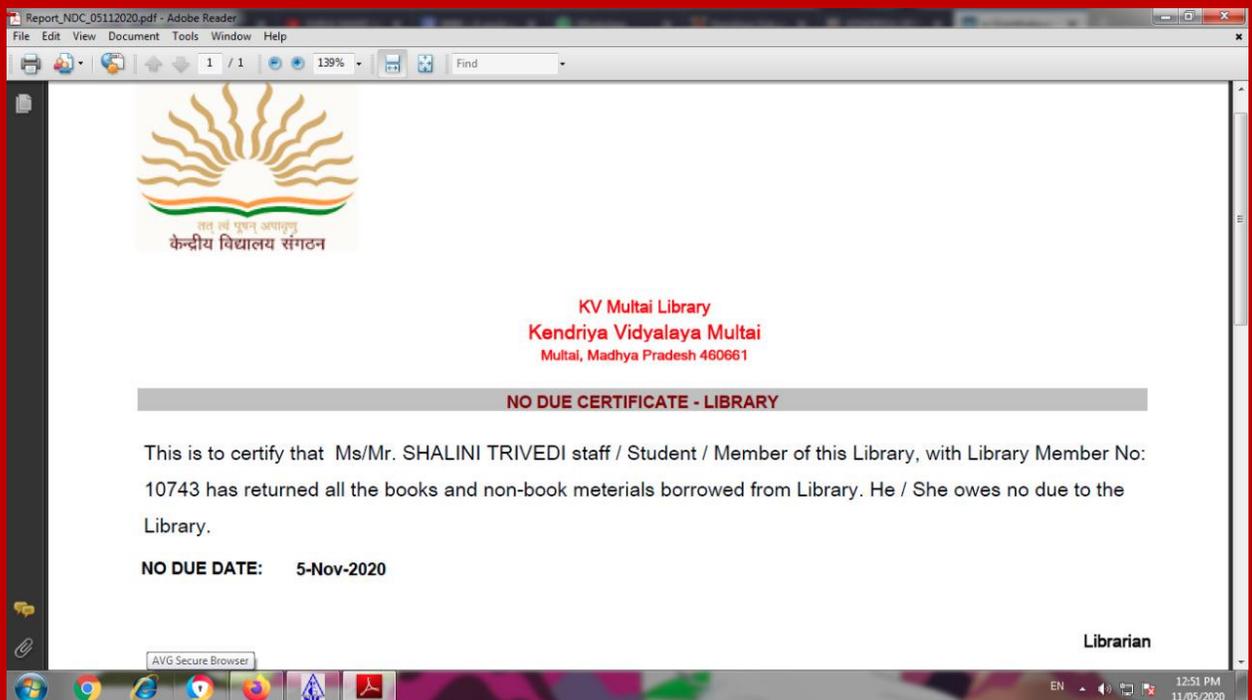
The screenshot shows a modal dialog box with the text 'No Due Certificate Issued, Membership Closed!' and an 'OK' button. The background shows the same member record page as the previous screenshot, but the modal is in the foreground.

THUS NO DUE CERTIFICATE IS ISSUED AND MEMBERSHIP OF THE USER IS CLOSED.

## D. PRINT NO DUE CERTIFICATE

STEP 6. AGAIN SEARCH THIS USER RECORD BY PUTTING MEMBER NO. IN BOTTOM, YOU WILL GET TWO BUTTONS FOR PRINT NDC

1. PRINT NO DUE CERTIFICATE OF THIS MEMBER . FOR THIS FIRST APPAUL YOU HAVE TO SELECT LETTER FORMAT BY DROP DOWN.
2. 2. PRINT NO DUE CERTIFICATE FOR THIS MEMBER – FORMAT 2  
HERE PDF FORMAT, DOC FORMAT OR HTML FORMAT MAY BE SELECTED BY DROP DOWN OPTION.



SEE HERE NO DUE CERTIFICATE BY OPTION 2.

**THANK YOU**