NO DUE CERTIFICATE IN E GRANTHALAYA 4.0

by

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LIBRARIAN

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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

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.

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.

B. NDC APPROVAL

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

HERE SELECT THE RECORD BY SIMPLY CLICKING IN LAST COLUMN

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.

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

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.
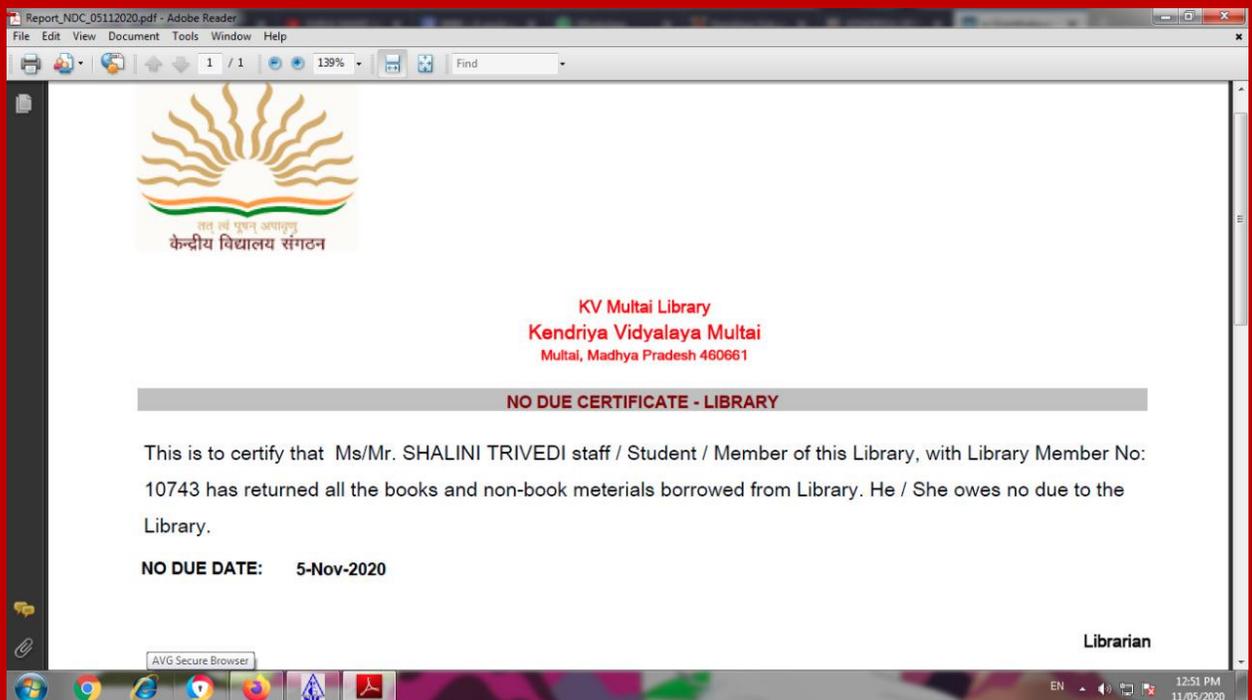
SEE HERE NO DUE CERTIFICATE BY OPTION 2.

THANK YOU