# **CATALOGUING MODULE OF E GRANTHALAYA 4.0 : DIRECT DATA ENTRY**

by

## SHIVA NAND MISHRA

## LIBRARIAN

## KENDRIYA VIDYALAYA IFFCO GANDHIDHAM

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#### **STEP 1. LOG IN TO E GRANTHALAYA 4.0**



STEP 2. GO TO THE LIBRAREY ADMINISTRATOR MODULE OF EG4. HERE YOU HAVE TO GO TO DATA ENTRY FORMAT. FIRST APPAUL SELECT DOCUMENT TYPE BY DROP DOWN (THREE DROP DOWN OPTIONS ARE AVAILABLE).

Here Data Entry Formats for a particular Document Type can be created with Desired Fields by selecting the Fields, Mandatory Fields already Selected. Selected Fields will only be available during Data Entry SELECT THE DATA FIELDS BY TICKING IN BOX AND AT LAST UPDATE IT.

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SELECT DATA FIELDS ACCORDING TO SIZE, NATURE OF COLLECTION, DEMAND OF YOUR USERS, ETC.

STEP 3. NOW MOVE TO CATALOGUING MODULE OF EG4. HERE YOU HAVE TO GO TO RETRO CONVERSION. THE FOLLOWING DETAILS OF THE BOOK CAN BE ENTERED HERE IN A SINGLE FORM:-

(A). CATALOGING DATA (TITLE/AUTHOR/PUBLISHERS, ETC. DETAILS.

(B). ACQUISITION DATA (PURCHASING DATA – COST/VENDOR/BILL DETAILS ETC.

(C). COPY/HOLDINGS DATA (ACCESSION NO DETAILS)

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STEP 4. NOW EITHER TAKE THE DOCUMENT IN YOUR HAND OR OPEN YOUR ACCESSION REGISTER AND START DATA ENTRY.HERE SOME FIELDS ARE MANDATORY WITH ASTERICK SIGN(LIKE DOCUMENT CATEGORY,SELECT LANGUAGE, TITLE,PUBLISHER, PLACE OF PUBLICATION,ACQUISITION MODE, ACCESSION DETAILS, PAGES, COLLECTION, STATUS, FORMAT, LIBRARY) WHICH MUST BE FILLED.

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EG 4 PROVIDES SPECIAL FEATURE TO ADD MULTIPLE COPIES OF A DOCUMENT.

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STEP 5. WE GET HERE OPTION FOR UPLOAD COVER PHOTO; UPLOAD CONTENT PAGE AND UPLOAD Upload Digital File/e-Book/e-Chapter/Digital Docs

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AFTER COMPLETION OF DATA ENTRY, CLICK ON SAVE BUTTON. TASK IS OVER.

## SPECIAL OPTIONS IN DATA ENTRY

- 1. HOW TO FIND IF TITLE ALREADY ENTERED? ISBN FIELD: ONCE START TYPING ISBN NO IN THE ISBN TEXT BOX – STAY FOR FEW MILLISECONDS, IN CASE SAME ISBN ALREADY ENTERED THEN IT WILL BE DISPLAYED – IF IT IS THERE IT MEANS TITLE ALREADY EXISTS AND THEN YOU CAN DISPLAY THE SAME TITLE BY SEARCHING IT BY ITS ISBN NO UNDER SEARCH OPTION
- 2. SEARCH EXISTING CATALOG RECORDS BEFORE START OF THE DATA ENTRY OF THE BOOKS AND MONOGRAPHS IN RETRO-CONVERSION FORM – IT IS ALWAYS BETTER TO SEARCH EXISTING RECORDS. FOR SEARCHING EXISTING RECORDS, YOU NEED TO CLICK ON 'SEARCH PANE' GIVEN ON THE TOP OF THE WEB FORM, FOLLOWING SCREEN WILL APPEAR. HERE I HAVE CLICKED ON CLICK TO VIEW/HIDE SEARCH PANE AND PUT THE SEARCH TERM EXAM AND CLICK ON SEARCH. IF RECORD ALREADY EXISTS, CLICK ON EDIT AND DO ACCORDING TO YOUR NEED.

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#### 3. DOWNLOAD RECORD OPTION

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- CORRECT THE DATA IF REQUIRED.
- PRESS SAVE BUTTON TO SAVE THE RECORD

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5. HOW TO COPY HOLDING DATA FOR NEW COPY

YOU CAN USE EXISTING RECORD OF HOLDING TO ADD NEW ACCESSION NUMBER.

- PRESS EDIT BUTTON FROM THE HOLDING / COPY GRID AT THE BOTTOM OF THE FORM.
- ENTER NEW ACCESSION NUMBER AND OTHER INFORMATION AND SAVE COPY BUTTON TO
- SAVE THE COPY.
- 6. HOW TO SAVE AS NEW CATALOG RECORD

YOU CAN PRESS EDIT BUTTON FORM THE COPY GRID AT BOTTOM OF THE PAGE (IF• COPY RECORDS EXISTS) THE MODIFY THE DATA FOR NEW TITLE/COPY AND PRESS SAVE AS NEW TITLE BUTTON

• TO SAVE RECORD.

THIS IS VERY USEFUL IF NEW EDITION APPEARS OF THE SAME BOOK.

