SERIAL CONTROL SERIES PART 1

# HOW TO ADD A NEW SERIAL TITLE IN E GRANTHALAYA 4.0

SHIVA NAND MISHRA

LIBRARIAN

KENDRIYA VIDYALAYA IFFCO GANDHIDHAM Shivanandmishra74@gmail.com

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



## **STEP 2. GO TO SERIALS MODULE**



STEP 3 (A) SEARCHING EXISTING RECORD (WHETHER THIS MAGAZINE IS ALREADY ADDED OR NOT)

NOW CLICK TO VIEW/HIDE SEARCH PANE. HERE WE SHALL SEARCH THAT RECORD OF MAGAZINE/JOURNAL/SERIAL IS ALREADY ADDED IN DATABASE OR NOT.

| M Inbox (9,445) - shivanand⊓                                      | 🔳 राजभाषा हिंदी प्रश्नोत्तरी - ि 🗙 🚾 e-Granthalaya: A  | Digital A 🗙 🔤 e-Granthalaya :A Digital A 🗙          | eG4_UserManual.pdf  | X 🕦 (1) WhatsApp X               | +  |
|---|--|---|---|----------------------------------|--|
| ← → ♂ ଢ   | 🛛 🖌 https://eg4.nic.in/kvs/Serials/AddSerial.asp   | ĸ   | 🖾 🖒 🔍 Searc   | ch                               | II\ ⊡ ® ≡  |
| Last Login: 2809/2020: 10:21:24                                   | Canthalaya<br>genda for Automation and Networking of Govern<br>IONAL INFORMATICS CENTRE, Government of In<br>rary, Kendriya Vidyalaya Multai, Multai | ment Libraries<br>dia                               |   | F-G<br>Pro-<br>JVer.4.0 Rel.11,2 | voite Parlot Human<br>ranthalaya<br>u have 1 notifications |
| Display Labels In:  | -  | Add New S   | erial Details   |                                  |  |
| My Titles : 371<br>My Copies : 538                                |  | Type in Indian languages (Press Ctrl+g to to        | ggle between English and Indian                                   | Languages)                       |  |
| Member Libraries :  | 64   | Click To View /                                     | Hide Search Pane  |                                  |  |
| MODULES   | Bi Search Text   | Search All Librarie     b Level: Serials      Mater | es O Search my Library<br>ials Type:   Do Operator: Like  Order B | cuments Type:                    | - Search   |
| Library Administra  | or   | Subscripti  | on Year:  | y, The Sorrby, Ascending         | Search   |
| Master Data   |  |   |   |                                  |  |
| Books Acquisition   |  | Rec   | :ord(s):  |                                  |  |
| Cataloging  |  |   |   |                                  |  |
| Circulation   |  |   |   |                                  |  |
| Serials   |  |   |   |                                  |  |
| Add Serial Title Manage Approval Manage Orders Manage Subscriptio |  |   |   |                                  |  |
| Manage Schedules Receive Loose Issue Generate Reminder            | e-Granthalaya: A Digital Agenda for Automation   | and Networking of Government                        |   |                                  |  |
| 📀 🧿 🤌   | 💿 😆 🕼 🖉  |   |   | EN                               | ▲ (I) 1:04 PM<br>09/29/2020                                |

HERE WE SHALL SEARCH BY PUTTING VARIOUS PARAMETERS .AFTER GETTING RECORD WE MAY EDIT/DELETE/PRINT ETC.

HERE I TYPED WORD READER AND PRESS ON SEARCH. I GOT TWO RECORDS FOR READER'S DIGEST

| Lala Mar de   |   |  | Mar Marcale                          |  |
|---|---|--|--------------------------------------|--|
| Inbox (9,445) - shivanandr × ■ राजम   | त्वा दिरो प्रस्तात्तरी - G: X ब्ल्ड e-Granthalaya: A Digital A X ब्ल्ड<br>https://eg4.nic.in/kvs/Serials/AddSerial.aspx                       | e-Granthalaya :A Digital A X eG4_UserManual.pdf        | X (2) (2) WhatsApp X<br>Search       |  |
| e-Grant<br>A Digital Agenda fo<br>from NATIONAL IN<br>were are<br>KV Multai Library, Ke | thalaya<br>or Automation and Networking of Government Libraries<br>JEORMATICS CENTRE, Government of India<br>endriya Vidyalaya Multai, Multai |  | E-G<br>Yo<br>(Ver.4.0 Rel.11.2       | v have 1 notifications   |
| Display Labels In: 🔍 🗸  |   | Add New Serial Details                                 |                                      |  |
| My Titles : 371<br>My Copies : 538  | Type in Indian  | anguages (Press Ctrl+g to toggle between English and I | ndian Languages)                     |  |
| Member Libraries : 64   |   | Click To View / Hide Search Pane                       |                                      |  |
| Logout  |   | Search All Libraries O Search my Library               |                                      |  |
| MODULES   | Bib Level: Serials  | ✓ Materials Type:                                      | Documents Type: -                    |  |
| Library Administrator   | Search lext READER  | Subscription Year.                                     | rder By: Title    Soft By: Ascending | • searcn   |
| Master Data   |   |  |                                      |  |
| Books Acquisition   |   | Total Record(s): 2                                     |                                      |  |
| Cataloging  | Delete  | Selected Titles Delete Cover Photo from Sel            | ected Titles                         |  |
| Circulation   | S.N. Edit   | Title  |                                      | Cat No 🔰 🗄   |
| Sorials   | 1 Edit READERS DIGEST   |  |                                      | 62727  |
|   | 2 Edit READERS DIGEST   |  |                                      | 148143   |
| Add Serial Litte Manage Approval  |   |  |                                      | Delete   |
| Manage Orders Manage Subscription   |   |  |                                      |  |
| Manage Schedules  |   |  |                                      |  |
| Generate Reminders  |   |  |                                      |  |
| Bound Journals  |   |  |                                      | ✓  |
|   |   |  |                                      | 1-08 DM  |
|   |   |  | EN                                   | ▲ (1) □ 100 PM |

WE MAY EXPORT THIS DATA TO EXCEL FILE TOO BY CLICKING ON GREEN ICON OF EXPORT TO EXCEL.

| M Inbox (9,445) - shivanand 🗙 🔳 राजभ  | भाषा हिंदी प्रश्नोत्तरी - ि 🗙 🗮 e-Grant   | thalaya: A Digital A 🗙 💌 e-Granthalaya :A Digital A 🗙   | eG4_UserManual.pdf | X 😰 (2) WhatsApp X   | + ×                                    |
|---|---|---|--------------------|--|--|
| $\leftarrow \rightarrow$ C $\textcircled{0}$  | https://eg4.nic.in/kvs/Serials/AddS   | Serial.aspx   | 🛯 🚥 🖾 🗘 Sear       | ch   | \ □ ● =                                |
| Last Login: 2809/2020: 10:21:21   | thalaya<br>or Automation and Networking of<br>IFORMATICS CENTRE, Governme<br>endriya Vidyalaya Muitai, Mi | I Government Libraries<br>ont of India<br>Opening Export_Data_ListOf_Serials_29092020.xls<br>You have chosen to open:   |                    | Jver4.0 Rel.11.2   | ranthalaya<br>uu have 1 notifications  |
| Display Labels In My Tritles : 371<br>My Copies : 538<br>Member Libraries : 64<br>Logout<br>MODULES             | Search Text READER  | Export_Data_ListOf_Serials_29092020.xis<br>which is: Microsoft Office Excel 97-2003 Worksheet<br>from: https://eg4.nic.in What should Firefox do with this file? © Open with Microsoft Office Excel (default) © Save File | nd Indian          | n Languages)<br>ocuments Type: →<br>By: Title → Sort By: Ascending | • Search                               |
| Libially Administrator<br>Master Data<br>Books Acquisition<br>Cataloging<br>Circulation                         | S.M. Edit   | Do this gutomatically for files like this from now or OK  | Cancel Selecte     | <u>d Titles</u>  | Cat No 📓 🖩                             |
| Serials Add Serial Title Anange Approval Manage Orders Manage Schedules Receive Loose Trause Generals Reminders | 1     Edit READERS DIGEST       2     Edit READERS DIGEST   |   |                    |  | 62727<br>148143<br>Select to<br>Delete |
|   |   |   |                    | EN   | ▲ ● 🔛 🕅 1:10 PM<br>09/29/2020          |

|     |          |             |           |                |               |          |          | - Common | t Data ListO | Cariala 200 | 02020 (Dage |              | Lauran († Eura) |   |          |              |         |         |            | - 6  | x      |
|-----|----------|-------------|-----------|----------------|---------------|----------|----------|----------|--------------|-------------|-------------|--------------|-----------------|---|----------|--------------|---------|---------|------------|------|--------|
| - 2 |          | - transf    | 2 mil     |                |               |          |          | Expor    |              | _Senais_290 | 92020 [Keat | i-Oniy] - iv | IICTOSOIL EXCEI | and the second se |          |              |         |         | _          |      | - ×    |
|     | Home     | Inseit      | Page La   | syout Fo       | imulas L      |          | view vie | :w       |              |             |             |              |                 |   |          |              | 10      | - 4     |            |      |        |
|     | a Cut    |             | Calibri   | - 11           | · A A         | = =      | = %      | 📑 Wrap   | Text         | General     |             | -            | s 📝             |   |          | P 📖          | 2 Auto  | Sum Z   | R.         |      |        |
| Pa  | ste      | mat Painter | BI        | <u>u</u> • 🖽 • | 🗞 - A -       |          |          | Merg     | e & Center + | \$ - %      | • • • • • • | Condi        | tional Forma    | t Cell  | Insert D | elete Format | Clea    | Sort    | & Find &   |      |        |
|     | Clipboar | d 🕞         |           | Font           | G             |          | Alian    | ment     | G            | Nu          | nber        | Gi Forma     | Styles          | e + Styles +  |          | Cells        | CZ CICU | Editing | * Select * |      |        |
|     | A1       | •           | ()        | fx S.N.        |               | <u>^</u> |          |          |              | <u> </u>    |             |              | ,               |   | ·        |              |         |         |            |      | ×      |
|     | Δ        | В           | C         | D              | F             | F        | G        | н        |              | 1           | К           |              | м               | N   | 0        | р            | 0       | R       | s          | т    | U =    |
| 1   | S.N.     | Edit        | Title     | Cat No         | Delete        |          | 0        |          |              | ,           | ĸ           |              |                 |   | 0        |              | 4       |         | 5          |      |        |
| 2   | 1        |             | READERS   | 62727          |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 3   | 2        |             | READERS   | 148143         |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 4   |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 5   |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 6   |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 8   |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 9   |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 10  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 11  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 12  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      | =      |
| 13  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 14  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 15  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 16  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 18  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 19  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 20  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 21  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 22  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 23  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 24  |          |             |           |                |               |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      |        |
| 25  | N N -    | ant Dat     | Listof a  | wiele page     | ( <b>8</b> 7) |          |          |          |              |             |             |              |                 |   |          |              |         |         |            |      | ×      |
| Rea | dy EX    | port_Data   | _LISTUT_S | enais_2909     | <u>_</u>      |          |          |          |              |             |             |              |                 |   |          |              | 111     |         | 100%       |      |        |
|     |          |             |           |                |               |          |          |          |              |             |             | -            |                 | _   | -        |              |         |         |            | 1.1  | 1 PM   |
|     | 9        | <u> </u>    |           | · <b>/</b>     |               |          |          |          |              |             |             |              |                 |   |          |              |         | EN      | • 🕪 🗖      | 09/2 | 9/2020 |

BUT IF MAGAZINE/NEWSPAPER RECORD IS NOT ADDED THEN ADD THE DETAILS IN GIVEN FORM. HERE I SEARCHED YUGVARTA WHICH IS NOT ADDED IN MY DATABASE.

| Image: Control of the second secon | tions                 |
|---|-----------------------|
| Lat Login: 2809/2024: 10:21:21<br>P-Grant Final ya<br>Digital Agenda for Automation and Networking of Government Libraries<br>from NATIONAL INFORMATICS CENTRE, Government of India<br>Tom NATIONAL INFORMATICS CENTRE, Government of India<br>Total Record(s): 0<br>Library Administrator<br>Master Data<br>Books Acquisition<br>Cataloging  | ttions                |
| Display Labels In:       Add New Serial Details         My Titles : 371       Type in Indian languages (Press Ctrl+g to toggle between English and Indian Languages)         My Titles : 371       Type in Indian languages (Press Ctrl+g to toggle between English and Indian Languages)         My Titles : 371       Click To View / Hide Search Pane         Logout       © Search All Libraries © Search my Library         Bib Level:       Search All Libraries © Search my Library         Bib Level:       Search Text         YUGVARTA       In: Title ~ Operator:         Master Data       Sooks Acquisition         Cataloging       Total Record(s): 0  |                       |
| My Titles: 371<br>My Copies: 538<br>Member Libraries: 543<br>Logout<br>MODULES<br>Library Administrator<br>Master Data<br>Books Acquisition<br>Cataloging<br>My Copies: 518<br>Member Libraries: 544<br>Logout<br>Search Hil Libraries © Search my Library<br>Bib Level: Serials<br>ModuleS<br>Search Text VIGVARTA<br>Total Record(s): 0<br>Master Data<br>Cataloging  |                       |
| Member Libraries : 64     Click To View / Hide Search Pane       Logout          Search All Libraries          Search my Library        MODULES          Search Text VUGVARTA           Search Title         Operator: Libe         Order By: Title         Sort By: Ascending         Search         Search         Search         Search Text         VUGVARTA         In: Title         Operator: Libe         Order By: Title         Sort By: Ascending         Search         Search         Search         Sort By: Ascending         Search         Search         Search         Subscription Year:        Books Acquisition          Total Record(s): 0   |                       |
| Logotit <ul> <li>Search All Libraries</li> <li>Search my Library</li> </ul> MODULES         Bib Level:         Search and Libraries         Contents Type: <ul> <li>Documents Type:</li> <li>Documents Type:</li> <li>Documents Type:</li> <li>Documents Type:</li> <li>Search Text</li> <li>YUGVARTA</li> <li>In:</li> <li>Title</li> <li>Operator:</li> <li>Ubrary Administrator</li> </ul> Master Data <ul> <li>Total Record(s): 0</li> <li>Cataloging</li> </ul>  |                       |
| Library Administrator Subscription Year.  |                       |
| Books Acquisition Total Record(s): 0 Cataloging   |                       |
| Cataloging  |                       |
|   |                       |
| Circulation Serials   |                       |
| Add Serial Title Heange Approval  |                       |
| Hange Subcryption           Hange Schedules           Reactive Loss: Fasses   |                       |
| Generate Reminders  |                       |
|   | 1:13 PM<br>09/29/2020 |
|   |                       |
|   |                       |
|   |                       |
|   |                       |
|   |                       |
|   |                       |

STEP 3 B. BEFORE STARTING ADDING A NEW TITLE, WE MUST HAVE TO DEFINE DATA ENTRY FORMAT FOR SERIALS. FOR THIS LEAVE THIS SERIALS MODULE AND GO TO LIBRARY ADMINISTRATOR MODULE AND CLICK ON DATA ENTRY FORMAT.

| M Inbox                                   | x (9,445) - shivar 🗙        | 💷 राजभाषा हि | दी प्रश्नोत्तर् 🗙 | ĸ e-Granthalaya:    | A Dig 🗙         | 🚾 e-Granthalaya :A Dig 🗙      | eG4_UserManual.pdf 🗙         | 1) WhatsApp X                     | <b>यु</b> युगवाती   हिन्दुस्थान र | × +          |           |             | x              |
|---|-----------------------------|--------------|-------------------|---------------------|-----------------|-------------------------------|------------------------------|-----------------------------------|-----------------------------------|--------------|-----------|-------------|----------------|
| $\langle \boldsymbol{\leftarrow} \rangle$ | ି ଜି                        | 0            | https://eg4.n     | ic.in/kvs/Library/D | Formats         | .aspx                         | S                            | Search                            |                                   | <u>+</u>     | 111\      | 1           | . ∃            |
|   | nom i                       | NATIONAL IN  | PURMATICS         | CENTRE, GOVERN      | ient of i       | nuna                          |                              |                                   |                                   |              |           |             | ^              |
|   | 💳 KV Multai                 | Library, Ke  | endriya Vidy      | alaya Multai, N     | lultai          |                               |                              |                                   | Ver.4.0 Rel.1                     | 1, 2020 (En  | terprise  | e Edition)  |                |
|   | Display Labole In:          |              |                   |                     |                 |                               | Data Entry Form              | ate                               |                                   |              |           |             |                |
|   | My Titles :                 | 371          |                   |                     | HEI P'Seli      | ect the Document Type from dr | rop-down and Create Data Ent | in Format by Selecting the Re     | lated/Desired Fileds!             |              |           |             |                |
|   | My Copies :                 | 538          |                   | Select Do           | ument Ty        | pe: Monographs and Book       | s - Books                    | <ul> <li>General Books</li> </ul> | and Press EN                      | TER          |           |             |                |
| Г   | Member Librar               | ies:64       |                   |                     |                 |                               |                              |                                   |                                   |              |           |             |                |
|   | Logou                       |              | LIEL D: Llas      | a Data Entri Farmat | for a part      | icular Decument Time con he o | Update Delete                | 103                               | Fields already Calested, Cr       | lacted Field | lo will c | uniu ha     |                |
|   | MODULE                      | S            | HELP: Hel         | e Data Entry Format | s tor a pan     | icular Document Type can be d | available during Data E      | ntry.                             | Fields already Selected. Se       | lected Field | is will c | iniy be     |                |
|   | Library Admini              | istrator     |                   |                     | ⊟-Gene          | ral Fields                    |                              |                                   |                                   |              |           |             |                |
|   | Update My Pr                | rofile       |                   |                     |                 | Language                      |                              |                                   |                                   |              |           |             |                |
| (   | Update Library              | Profile      | General Field     | s                   |                 | Bib Level                     |                              |                                   | 💙 Man                             | latory Field | s         |             |                |
|   | Manage Library<br>System Da | ta la        |                   |                     |                 | Material Type                 |                              |                                   |                                   |              |           |             |                |
| l i                                       | Data Entry Fo               | rmats        |                   |                     |                 | Document Type                 |                              |                                   |                                   |              |           |             |                |
|   | Library Tea                 | am i         |                   |                     |                 |                               |                              |                                   |                                   |              |           |             |                |
|   | Photo Gallery M             | anager       | ISBN/ISSN/IS      | MN                  |                 | /ISSN/ISMN                    |                              |                                   |                                   |              |           |             |                |
|   | Receipt Mana                | ager         |                   |                     | [               | ISBN/ISSN/ISMN                |                              |                                   |                                   |              |           |             |                |
| l i                                       | eG3 To eG4 Mig              | gration      |                   |                     | · [             | Doc ID                        |                              |                                   |                                   |              |           |             |                |
| (   | eG4 To eG4 Mig              | gration      |                   |                     | <b>⊡</b> -Title | Statements                    |                              |                                   |                                   |              |           |             |                |
|   | View Access                 | Log          |                   |                     |                 | Title                         |                              |                                   |                                   |              |           |             |                |
| ļ   | View Feedb                  | ack          |                   |                     | 🛛               | Sub Title                     |                              |                                   |                                   |              |           |             |                |
|   | ILL Request Ma              | anager       | Title Stateme     | ent                 | [               | Variable/Alt Title            |                              |                                   |                                   |              |           |             |                |
| ļ   | Internet Resources          | Approvals    |                   |                     | [               | Conference Title              |                              |                                   |                                   |              |           |             |                |
|   | Data Entry Sta              | tistics      |                   |                     | [               | Conference From Date          |                              |                                   |                                   |              |           |             |                |
|   | Master Da                   | ita          |                   |                     | [               | Conference To Date            |                              |                                   |                                   |              |           |             |                |
|   | Books Acqui                 | sition       |                   |                     | I [             | Conference Place              |                              |                                   |                                   |              |           |             | ~              |
| <   |                             |              |                   |                     |                 |                               |                              |                                   | _                                 | _            |           |             | >              |
|   | 9 🖉                         |              | ا 🕒               |                     | XI.             |                               |                              |                                   | E                                 | N 🔺 🌗        | to I      | 1:4<br>09/2 | 9 PM<br>9/2020 |

HERE I HAVE SELECTED DOCUMENT TYPE SERIALS, PERIODICALS, JOURNALS RESPECTIVELY BY DROP DOWN. NOW I HAVE TO CLICK ON FIELDS WHICH I WANT TO SEE IN MY DATA ENTRY FORMAT FOR SERIALS. RIGHT TICK. GREEN COLOURED TICKS ARE MANDATORY



AFTER SELECTING, COME OUT FROM HERE AND AGAIN GO TO SERIALS - ADD SERIAL TITLE

# STEP 3 C. ADDING NEW TITLE

SO I SHALL FILL UP THE FORM FOR NEW ADDITION. FIRST APPAUL, I PUT THE ISSN NUMBER OF YUGVARTA IN COLUMN OF DISPLAY RECORD AND CLICK ON DISPLAY RECORD RED BUTTON. I GOT THE NO RESULT WHICH AGAIN CONFIRM THAT THIS MAGAZINE DOESN'T EXIST IN DATABASE

| 🎽 Inbox (9,445) - shivanandn 🗙                 | 🔳 राजभाषा हिंदी प्रश्नोत्तरी - ि 🗙  | 📧 e-Granthalaya: A Digital A 🗙   | 🚾 e-Granthalaya :A             | Digital A 🗙 eG4_UserManual.        | pdf 🗙 😰 (2) Whats  | App × +                                   |
|--|---|--|--------------------------------|------------------------------------|--|---|
| (←) → C' ŵ                                     | 🛛 🔒 https://eg4.nic.in/kv   | s/Serials/AddSerial.aspx   |                                | ⊌ ☆ <                              | Search   | <u>↓</u> II\ 🗉 🛎 =                        |
| Last Login: 28/09/2020: 10:21:21               | anthalayc<br>genda for Automation and h<br>ONAL INFORMATICS CENTR<br>rary, Kendriya Vidyalaya | letworking of Government Libra<br>E, Government of India<br>Multai, Multai | lies                           |                                    |  | E-Granthalaya<br>You have 1 notifications |
| Display Labels In:                             | ·   |  | Add                            | New Serial Details                 | 5  |   |
| My Titles : 371                                |   | Type in li   | ndian languages (Pres          | s Ctrl+g to toggle between Englis  | h and Indian Languages)  |   |
| My Copies : 538<br>Member Libraries :          | 64  |  | Clic                           | k To View / Hide Search Pane       |  |   |
| Logout   |   |  | <b>D</b> 1 <b>D</b> 1 <b>T</b> |                                    | 41   |   |
| 100011150                                      | Display Record  | 2457090V TSSN  | Display Record: Ty             | rd Press ENTER after Typing the    | Above Pane   |   |
| MODULES  |   | HELP: In case no fields are o  | lisplayed to Enter Data        | - Create Data Entry Format for S   | Gelected Doc type in LIBRARY AD  | MIN Module.                               |
| Library Administrat                            | or  |  |                                | No Record to Edit                  |  |   |
| Master Data                                    | Document Category*  | Serials - P  | eriodicals                     | halaya: A Digital Agenda for Auton | nation and Networking of Governr   | nent                                      |
| Books Acquisition                              | Language*   | English • Format* Print  | *                              | ·                                  |  |   |
| Cataloging                                     | Title*  | Pressure No file enterted  |                                |                                    |  |   |
| Circulation                                    | Upload Content<br>Page/File   | Browse No file selected.   |                                |                                    |  |   |
| Serials  | Upload Digital File/e-<br>Book/e-Chapter  | Browse No file selected.   | Upload pdf/im                  | age/TIFF/movies/mp4/mp3 files.     | Only Compressed files are allow  | ed! (Must be Compliant with Copyright     |
| Add Serial Title Manage Approval Manage Orders | Access Permission<br>Assign to Digital<br>Contents  | Access to Public O Access to   | My Members Only 🤅              | Access to All Members in my C      | luster   |   |
| Manage Subscription                            |   |  |                                | Serial Start History               |  |   |
| Receive Loose Issue                            | CODEN   |  | Start Volume                   | Start Issue                        | Start Month  | Start Year                                |
| Generate Reminder                              | Start Frequency   |  | Close volume                   | Close Issue                        | Close Month  | ← Close Year                              |
|  |   |  |                                | -21                                |  | 1:15 PM                                   |
| 🥹 🧐 🥭  |   |  |                                |                                    | and the second s | EN 🔺 🕪 🙄 😼 09/29/2020                     |

### FILL UP THE EACH AND EVERY INFORMATION YOU HAVE ABOUT MAGAZINE AND THEN CLICK ON SAVE

|  | nttps://eg4.nic.in/kvs                             | /Serials/AddSerial.aspx                   | · ·                     |                                   | , Search                      | ¥                              |                |
|--|--|---|-------------------------|-----------------------------------|-------------------------------|--------------------------------|----------------|
| My Copies : 538<br>Member Libraries : 64 |  |   | Clic                    | k To View / Hide Search Pane      |                               |                                |                |
| Logout                                   |  |   |                         |                                   | - Abarra Dana                 |                                |                |
| 110011150                                | Display Record                                     | Cat No                                    | Display Record: Ty      | re Cat No / ISBN or Search in the | Pate Cloar                    |                                |                |
| MODULES                                  | Display Record                                     | HELP: In case no fields are               | displayed to Enter Data | Create Data Entry Format for :    | Selected Doc type in LIBRARY  | ADMIN Module.                  |                |
| Library Administrator                    |  |   | Enter Data and          | Dross SAVE Button to save the     | record                        |                                |                |
| Master Data                              | Document Category*                                 | Serials •                                 | Periodicals - Mag       | azines                            | record                        |                                |                |
| Deeke Acquisition                        | Language*  | Hindi - Format* Print                     | •                       |                                   |                               |                                |                |
| BOOKS ACQUISITION                        | Title*   | युगवार्ता                                 |                         |                                   |                               |                                |                |
| Cataloging                               | SubTitle   |   |                         |                                   |                               |                                |                |
| Circulation                              | Authors  | Author1                                   | Author2                 | Author3                           |                               |                                |                |
| Serials                                  | Corp Author  |   |                         |                                   |                               |                                |                |
|  | Publisher*   | हिंदुस्तान समाचार को-ऑपरेटिव सो           | साइटी लिमिटेड           |                                   |                               |                                |                |
| Add Serial Title<br>Manage Approval      | Place*   | नई दिल्ली                                 | Country* India          |                                   |                               | •                              |                |
| Manage Orders                            | Year*  | YYYY (e.g. 2013)                          |                         |                                   |                               |                                |                |
| Manage Subscription Manage Schedules     | Main Subject                                       | POLITICS                                  |                         | - Click to Ac                     | ld New Subject                |                                |                |
| Receive Loose Issues                     | Keyword(s);  |   |                         |                                   |                               |                                |                |
| Generate Reminders Bound Journals        | Abstract   |   |                         |                                   |                               |                                |                |
|  | Select Cover Photo                                 | Browse युगवार्ता.jpg                      |                         |                                   |                               |                                |                |
| Micro Documents                          | Upload Content<br>Page/File                        | Browse No file selected.                  | View Content            | File                              |                               |                                |                |
| Library Budgets                          | Upload Digital File/e-<br>Book/e-Chapter           | Browse No file selected.<br>Act of India) | Upload pdf/im           | age/TIFF/movies/mp4/mp3 files.    | Only Compressed files are all | owed! (Must be Compliant w     | rith Copyright |
| Webopac                                  | Access Permission<br>Assign to Digital<br>Contents | Access to Public O Access                 | to My Members Only 🔘    | Access to All Members in my C     | Cluster                       |                                |                |
| - PAC                                    |  |   |                         | Serial Start History              |                               |                                |                |
|  | CODEN  |   | Start Volume            | Start Issue                       | Start Month                   | <ul> <li>Start Year</li> </ul> |                |
|  | Start Frequency                                    |   | Close Volume            | Close Issue                       | Close Month                   | - Close Year                   |                |
|  |  |   |                         |                                   |                               | EN . (1)                       | u- 1:          |

| → X û  |
|--|
| Last togin: 28/992020: 10:21:21 Login: Rajud Sharma  |
| Display Labels In     Details       My Tibles : 371  |
| Lögöut   |
| MODULES OK   |
|  |
| Books Acquisition  |
| Cataloging   |
| Circulation  |
| Display Decards Type Caf No (1970) or Cararab in the Above Dave  |
| Display Record: Type Cat No / ISBN or. Search in the Above Pane           Hember Hanagement         Display Record         245358         Cat II.0         Display Record         Press ENTER after Typing the Data         Clear           Greedation Transactions         HELP: In case no fields are displayed to Enter Data - Create Data Entry Format for Selected Doc twoe in LIBRARY ADMIN Module.  |
| Display Record:         Display Record:         Type Cat No / ISBN or Search in the Above Pane           Nember Hanagement         Display Record         245358         Cat No         Display Record         Press ENTER after Typing the Data         Clear           Createline Transactions         HELP: In case no fields are displayed to Enter Data - Create Data Entry Format for Selected Doc type in LIBRARY ADMIN Module.         Record Added Successfully! Cat No: 245358 |
| Books Acquisition Cataloging Circulation   |

THUS RECORD HAS BEEN ADDED SUCCESSFULLY.

