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. ADD NEW SERIAL TITLE TITLE

CLICK ON ADD SERIAL TITLE.

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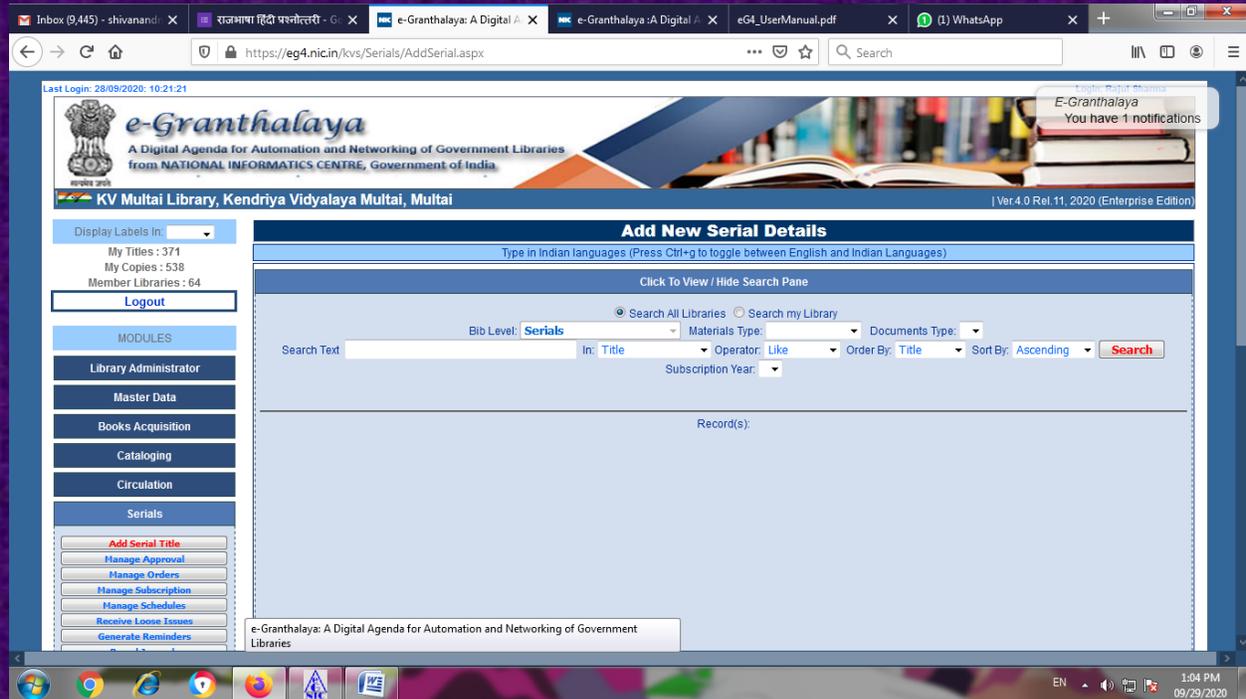
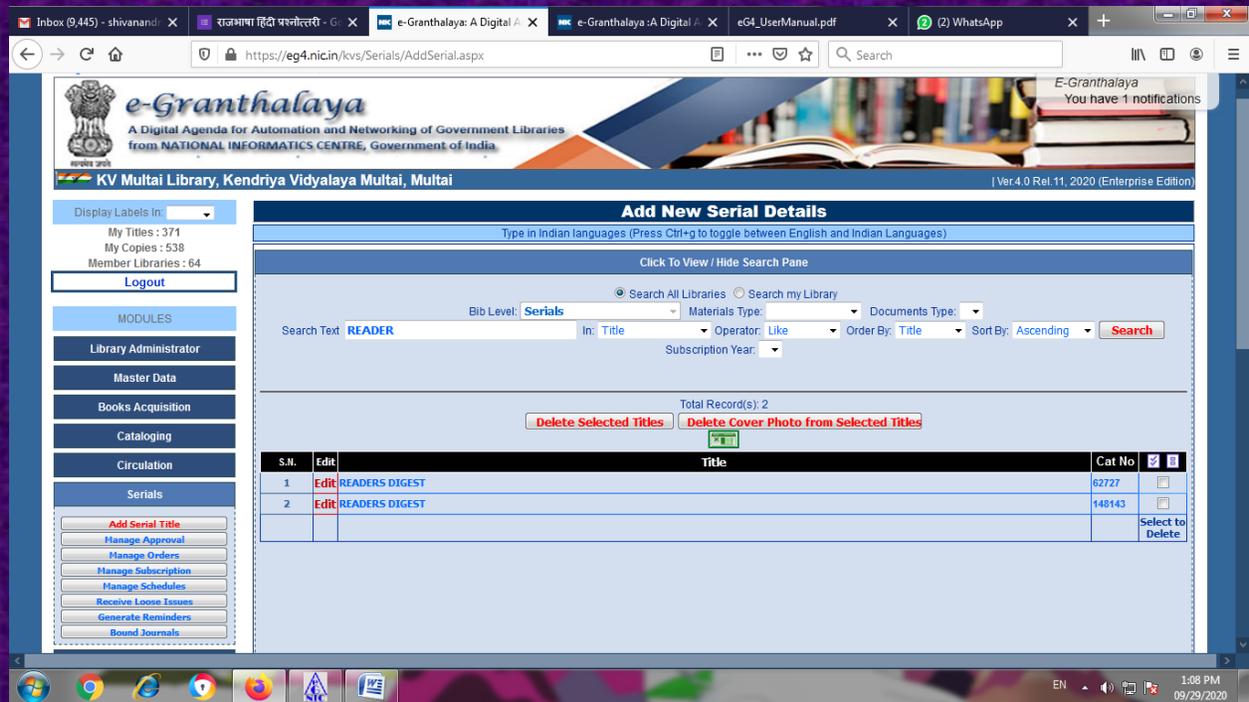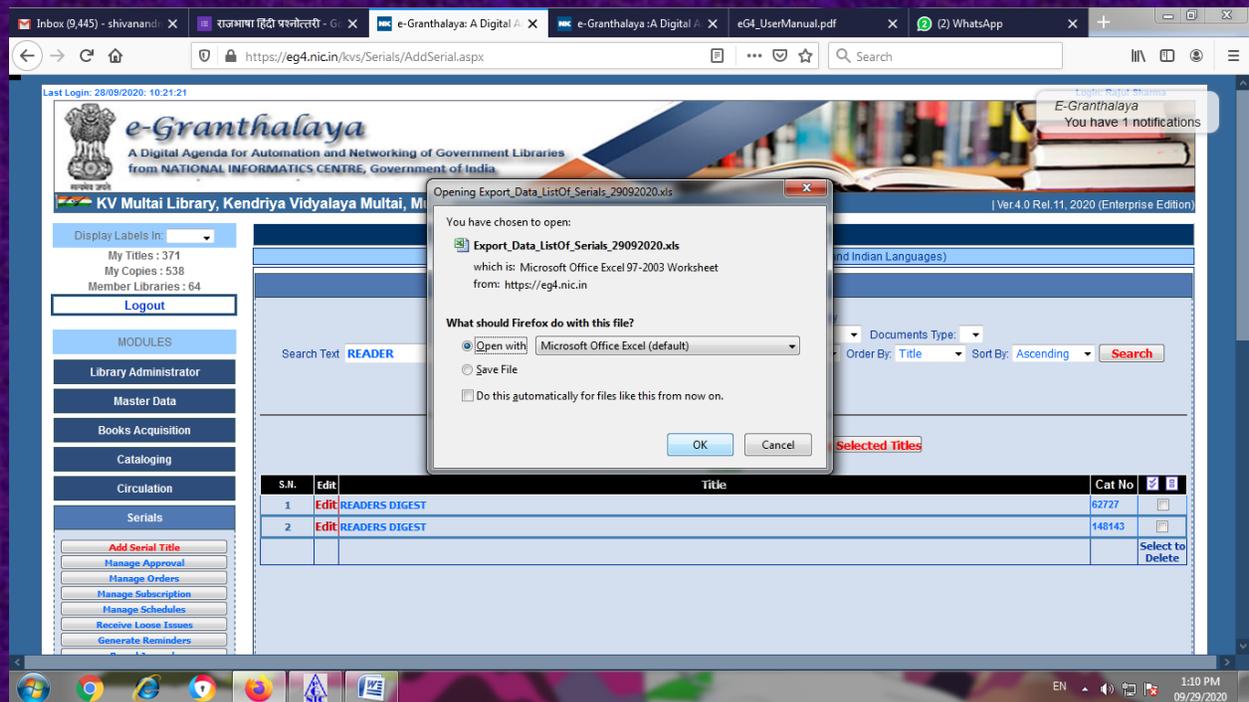**HERE WE SHALL SEARCH BY PUTTING VARIOUS PARAMETERS .AFTER GETTING RECORD WE MAY EDIT/DELETE/PRINT ETC.**

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

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

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.

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.
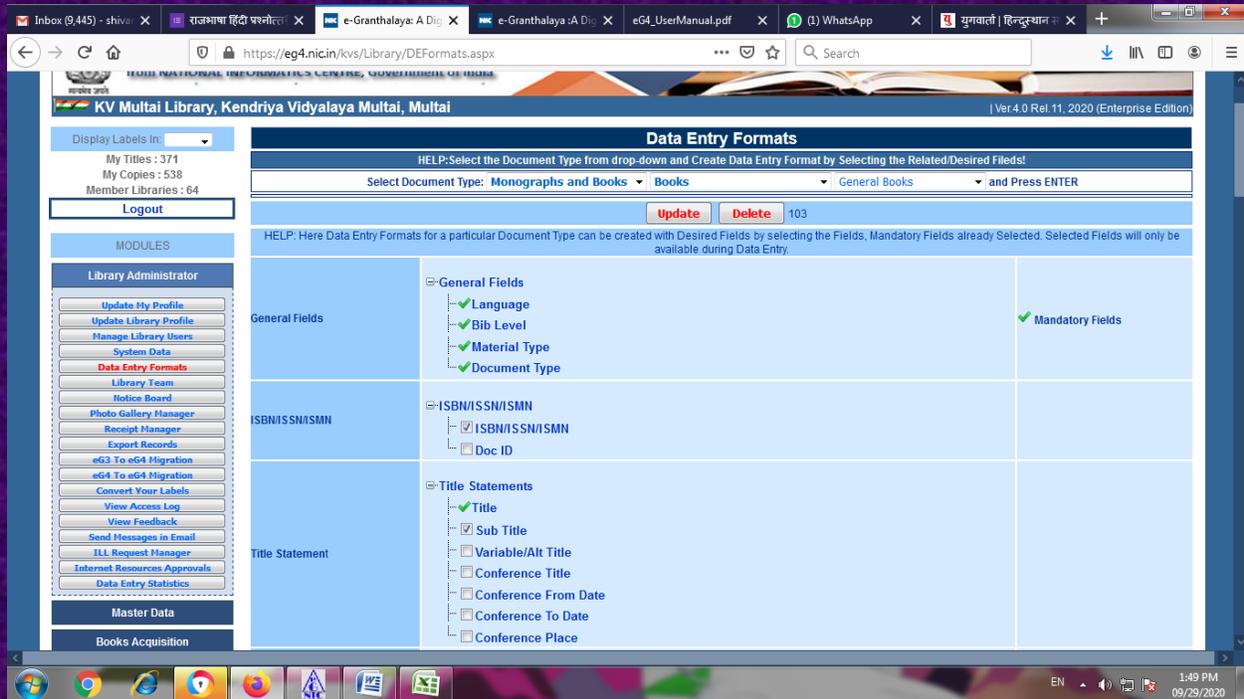
HERE I HAVE SELECTED DOCUMENT TYPE SERIALS, PERIODICALS, JOURNALS RESPECTIVELY BY DROP DOWN. NOW I HAVE TO CLICK ON FIELDS WHICH I WANT TO SEE IN MY DATA ENTRY FORMAT FOR SERIALS. RIGHT TICK. GREEN COLOURED TICKS ARE MANDATORY
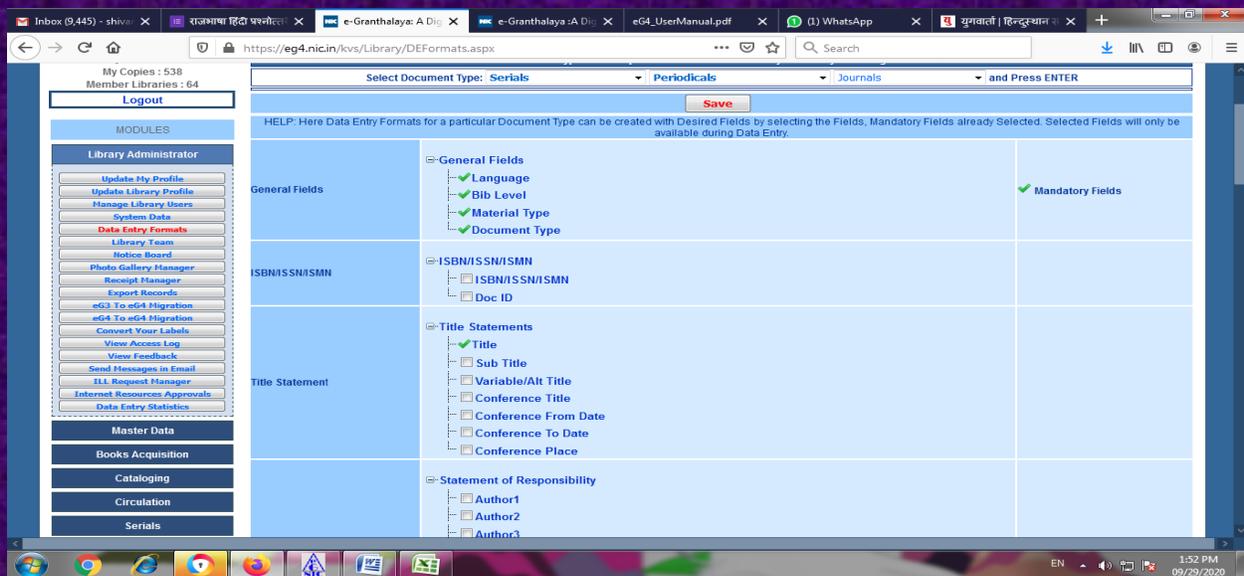
AFTER SELECTING, COME OUT FROM HERE AND AGAIN GO TO SERIALS – ADD SERIAL TITLE
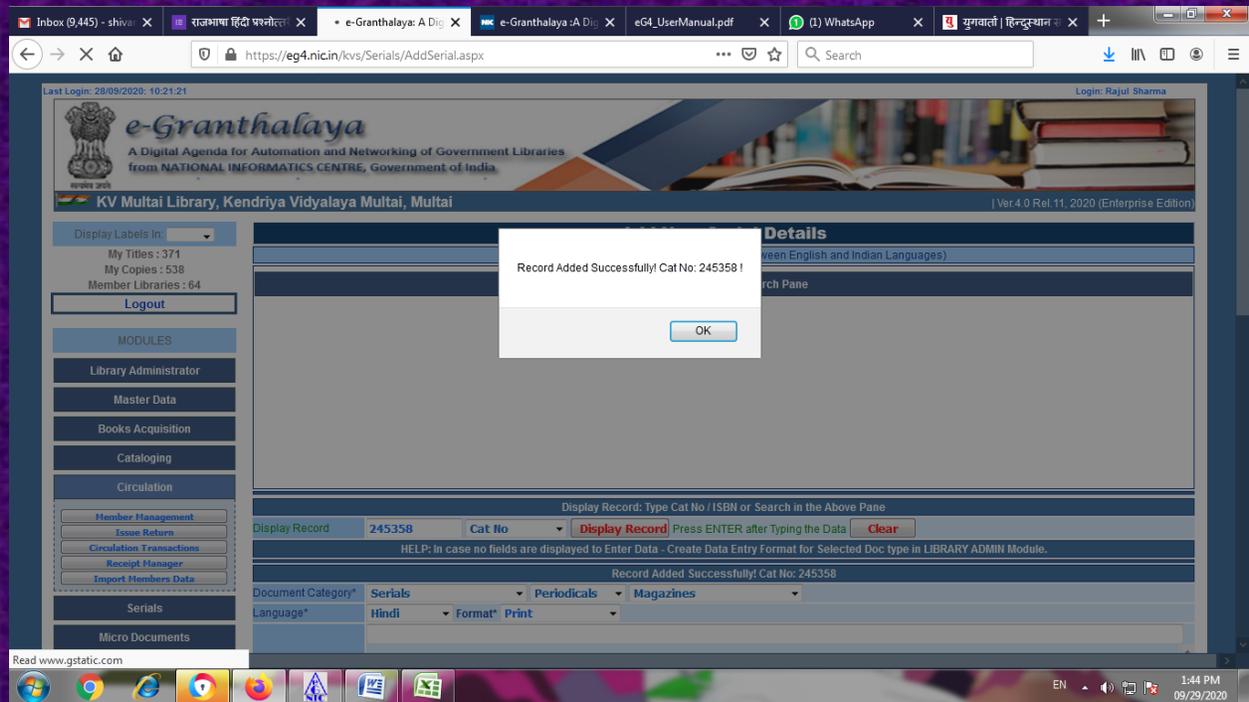
STEP 3 C. ADDING NEW TITLE

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

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

THUS RECORD HAS BEEN ADDED SUCCESSFULLY.

VISIT MY YOU TUBE CHANNEL