

# STOCK VERIFICATION IN E-GRANTHALAYA 3.0 & 4.0

By

SHIVA NAND MISHRA

LIBRARIAN

KENDRIYA VIDYALAYA IFFCO GANDHIDHAM

Shivanandmishra74@gmail.com

## INTRODUCTION. GO TO CATALOGUING – STOCK VERIFICATION

Cat No	Title	Cir Status	Acc No	Vol No
5471	BAL BHARATI BHAG 1	Available	1	
6007	BAL BHARATI BHAG 1	Available	2	
6008	WORKBOOK FOR LETS LEARN ENGLIS...	Available	3	
6008	WORKBOOK FOR LETS LEARN ENGLIS...	Available	4	
6009	LETS LEARN ENGLISH BOOK II	Available	5	

Display Labels In: [v]

My Titles : 371  
My Copies : 538  
Member Libraries : 62

Logout

MODULE

- Library Administrator
- Master Data
- Books Acquisition
- Cataloging
  - Retro-Conversion
  - Change Copy Status
  - Stock Verification
  - Generate BarCode
  - e-Resources Manager
  - Update Holdings
  - Authors Directory
  - Internet Resources
- Circulation

Stock Verification

Type in Indian languages (Press Ctrl+G to toggle between English and Indian Languages)

Click To View / Hide Search Pane

STEP 1: Type SV Year in YYYY Format and Press Initiate Process Button!

SV Year: [v] [Initiate Process] [Delete SV Data] [Export SV Data] [Holding Statistics Report]

[Generate Attendance Sheet of Acc.No]

STEP 2: Transfer Circulation Status Except 'Available' by Pressing the Below Button!

Transfer Status: [Transfer Current Status] Transfer Status other than AVAILABLE Automatically!

STEP 3: Make Attendance of Available Copy / Update Acc.No Records

Update Single Accession No. [v] [Update This Acc. No] Type Acc.No and press ENTER! You Can Use Barcode Scanner!

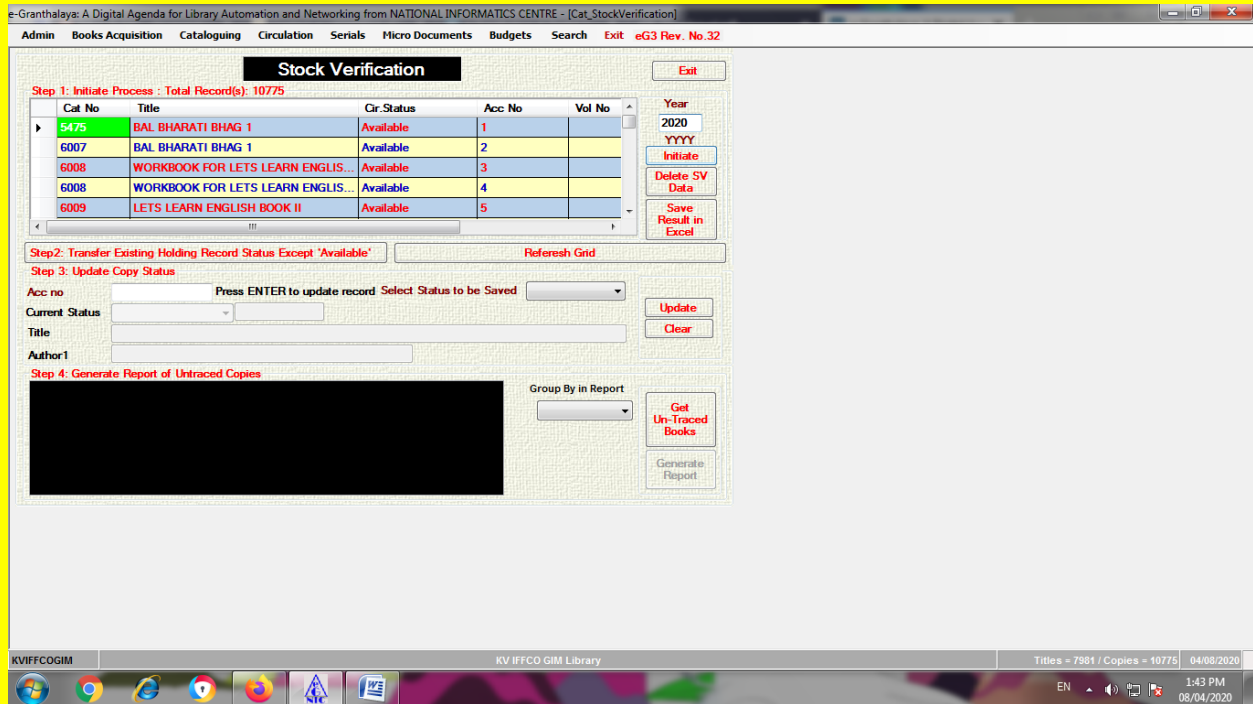
Update Accession No in Bulk. [Read File] [Sheet25] [Update All Acc. Nos] [Browse...] No file selected.

STEP 4: Generate Report of Un-Traced Collection

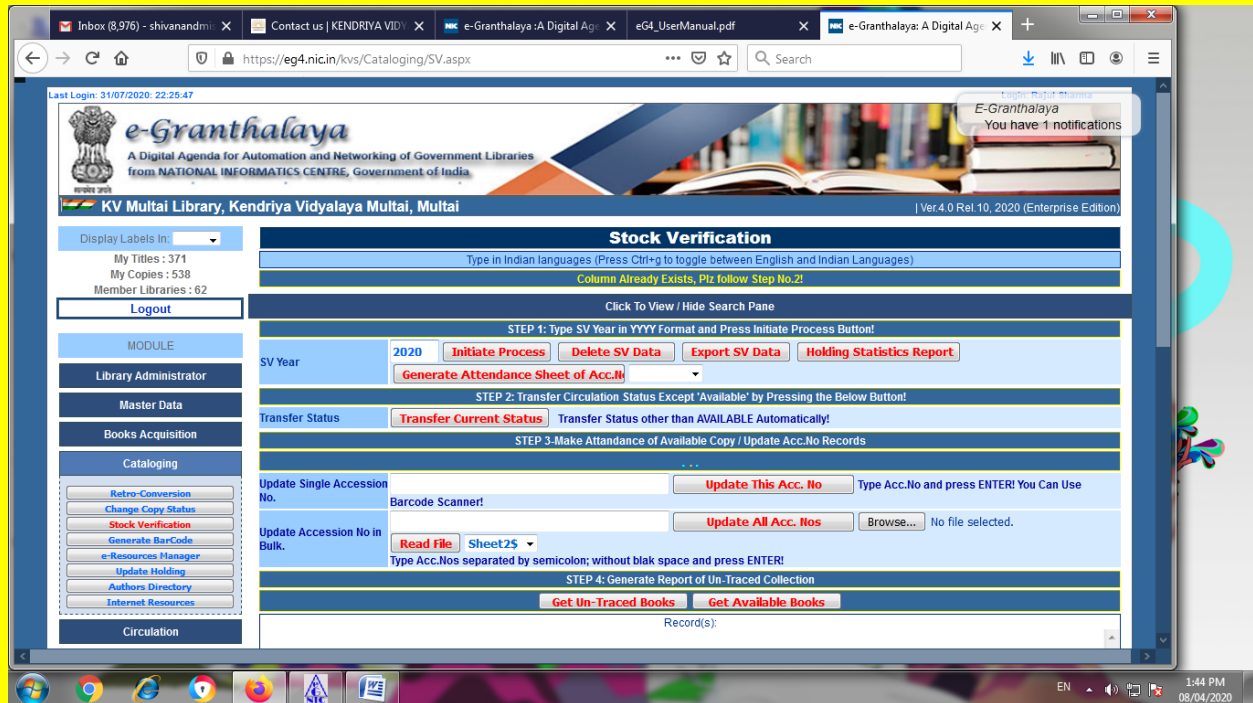
[Get Un-Traced Books] [Get Available Books]

Record(s):

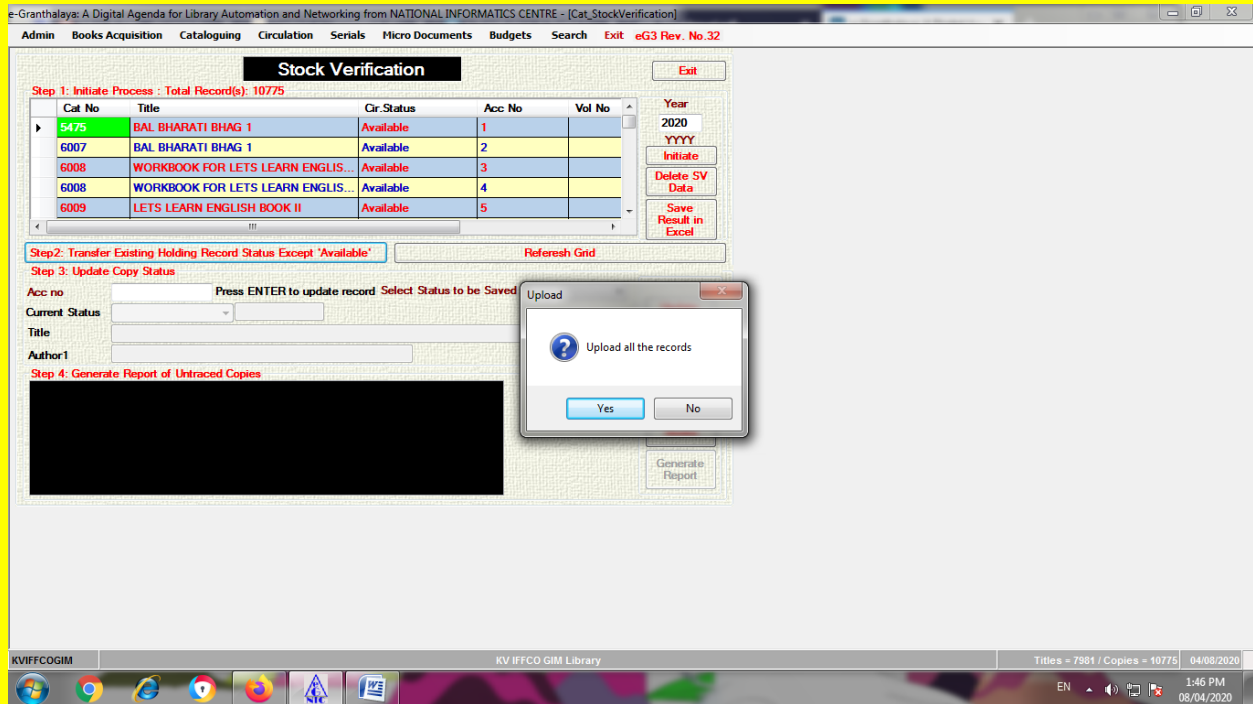
**STEP 1. IN EG 3 WRITE YEAR IN YYYY FORMAT AND CLICK ON INITIATE.**



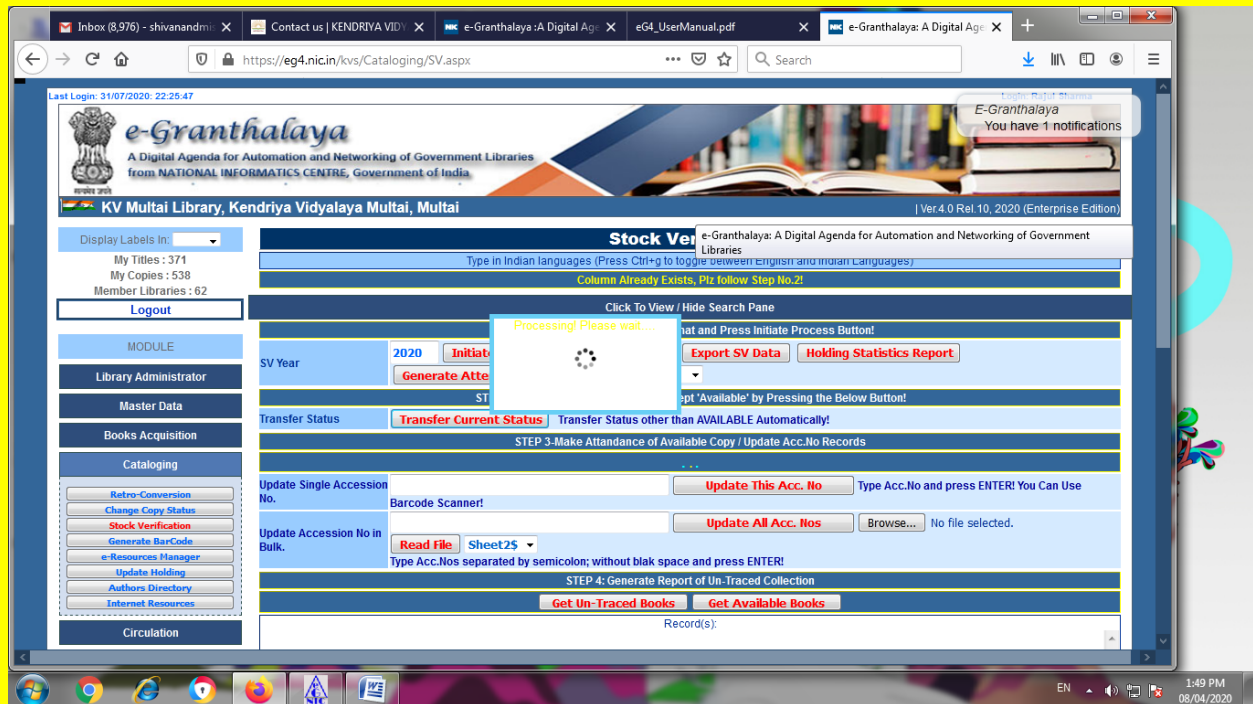
**IN EG 4 WRITE YEAR IN YYYY FORMAT AND CLICK ON INITIATE PROCESS**



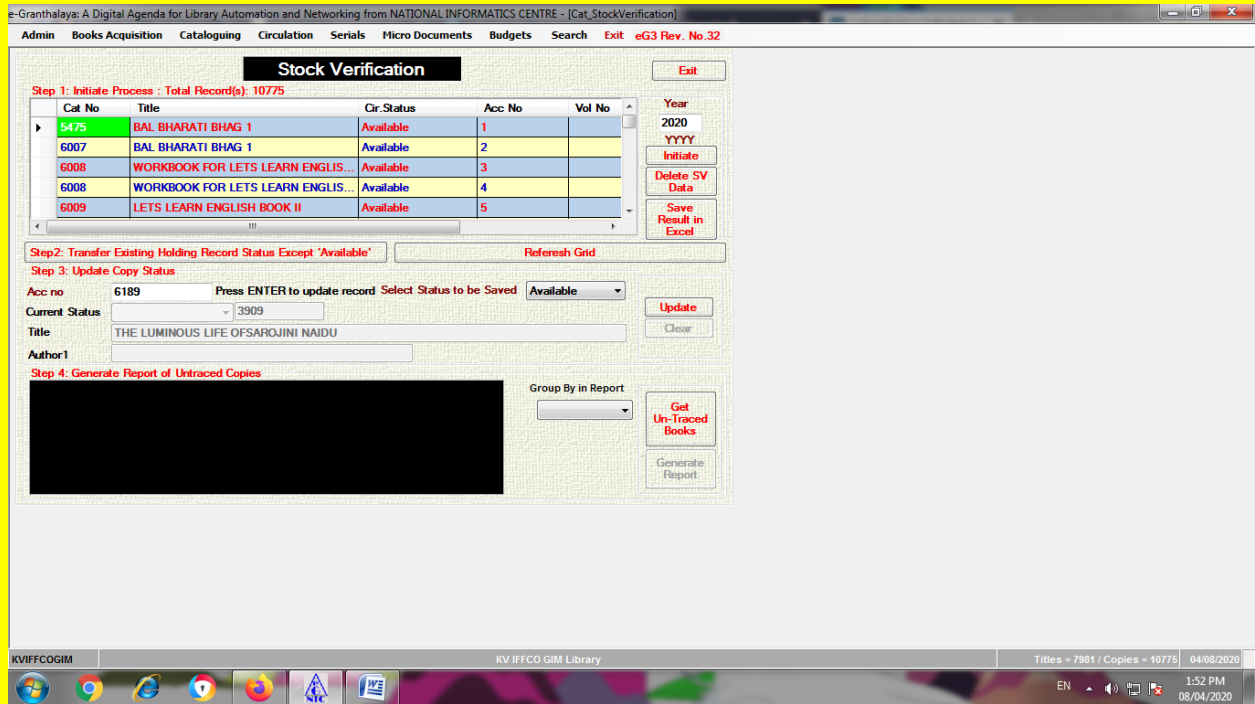
**STEP 2. IN EG 3 CLICK ON TRANSFER EXISTING HOLDING RECORD STATUS EXCEPT 'AVAILABLE'**



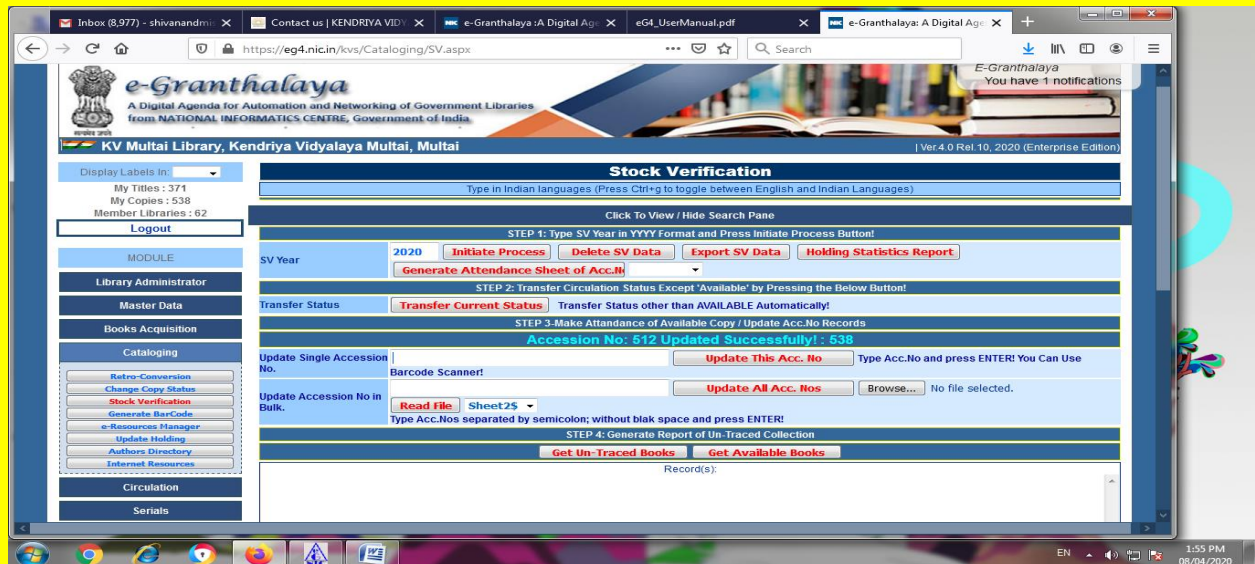
**IN EG 4 CLICK ON TRANSFER CURRENT STATUS**



**STEP 3. IN EG 3, UPDATE COPY STATUS ie WRITE ACCESSION NUMBER, SELECT STATUS BY DROP DOWN AND EITHER PUT ENTER OR CLICK ON UPDATE**



**IN EG 4, TWO OPTIONS ARE AVAILABLE. EITHER UPDATE SINGLE ACCESSION NUMBER OR UPDATE ACCESSION NUMBERS IN BULK AND THEN CLICK ON UPDATE THIS ACCESSION NUMBER / UPDATE ALL ACCESSION NUMBERS.**

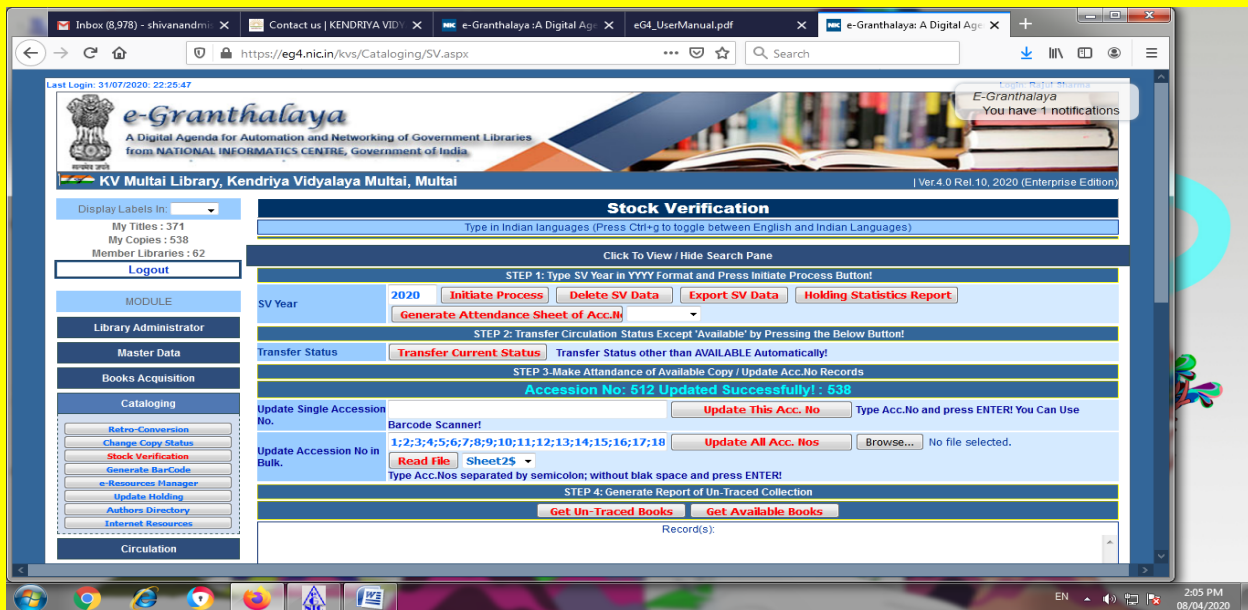
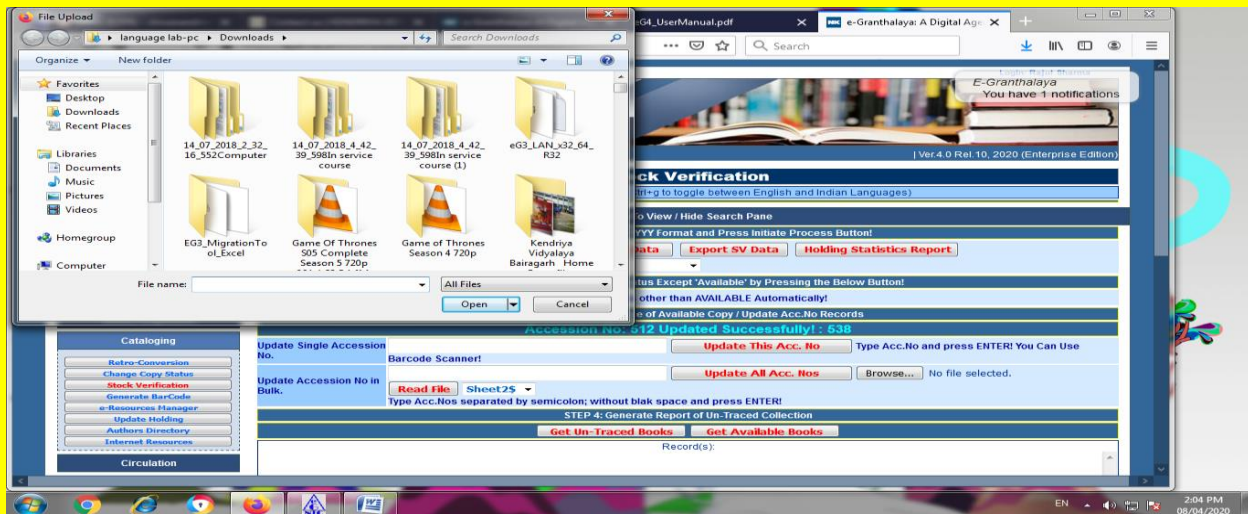


## SPECIAL FEATURE OF E GRANTHALAYA 4.0

### UPDATE ACCESSION NUMBERS IN BULK

#### BROWSE FILE / READ FILE

EITHER TYPE ACCESSION NUMBERS SEPARATED BY SEMI COLON (;), NO SPACE AND PUT ENTER OR BROWSE FILE AND THEN SELECT SHEET BY DROP DOWN CLICK ON READ FILE. AFTER THAT CLICK ON UPDATE ALL ACC. NOS.



SEE ABOVE SCRENSHOT IN UPDATE ACCESSION NO IN BULK COLUMN.

**STEP 4. GENERATE REPORT OF THE UN TRACED COPIES / COLLECTION**

**IN EG 3, CLICK ON UN-TRACED BOOKS; GROUP IN REPORT BY YOUR OWN CHOICE USING DROP DOWN OPTIONS AND THEN CLICK ON GENERATE REPORT.**

**Option of report for available books has been not given.**

**Stock Verification**

Step 1: Initiate Process : Total Record(s): 10775

Cat No	Title	Cir. Status	Acc No	Vol No
5475	BAL BHARATI BHAG 1	Available	1	
6007	BAL BHARATI BHAG 1	Available	2	
6008	WORKBOOK FOR LETS LEARN ENGLIS...	Available	3	
6008	WORKBOOK FOR LETS LEARN ENGLIS...	Available	4	
6009	LETS LEARN ENGLISH BOOK II	Available	5	

Step 2: Transfer Existing Holding Record Status Except 'Available' Refresh Grid

Step 3: Update Copy Status

Acc no: 6189 Press ENTER to update record Select Status to be Saved: Available

Current Status: 3909 Update

Title: THE LUMINOUS LIFE OF SAROJINI NAIDU Clear

Author1:

Step 4: Generate Report of Untraced Copies

Acc. No	Title	Record(S) found
1	BAL BHARATI BHAG 1	9492
2	BAL BHARATI BHAG 1	
3	WORKBOOK FOR LETS LEARN ENGLISH BOOK I	
4	WORKBOOK FOR LETS LEARN ENGLISH BOOK I	
5	LETS LEARN ENGLISH BOOK II	

Group By in Report: [Dropdown]

Get Un-Traced Books

Generate Report

KVIFFCOGIM KVIFFCO GIM Library Titles = 7981 / Copies = 10775 04/08/2020

**KVIFFCO GIM Library**  
KENDRIYA VIDYALAYA SANGATHAN  
KENDRIYA VIDYALAYA, IFFCO, UDAYNAGAR, GANDHIDHAM DIST : KUTCH GUJARAT PIN 370203

August 04, 2020 List of Un-Traced Books with No Status  
SVYear: 2020

S.N.	Acc No	Title
1	2864	CHAMTKAR VIGYAN KE / JAGATRAM ARYA . JAGATRAM AND SONS 0
2	2865	ANKHEN VIGYAN KI / JAHIR NIYAJI . JAGATRAM AND SONS 0
3	2867	PRAKRITI KE UDHYAN ME / JAGNATH PRABHAKAR . JAGATRAM AND SONS 0
4	2868	GEETA AUR HAMARE PRASHNA / SWAMI SACHCHIDANAND . JAGATRAM AND SONS 0
5	2869	NAYI ASHA / SWAMI SACHCHIDANAND . JAGATRAM AND SONS 0
6	2870	SAMAJIK VIGYAN HINDI VISHWA KOSH : 1 / DR.SHYAM SINGH SHASHI . JAGATRAM AND SONS 0
7	2871	SAMAJIK VIGYAN HINDI VISHWA KOSH : 2 / DR.SHYAM SINGH SHASHI . JAGATRAM AND SONS 0
8	2872	BHOJAN AUR SWASTHYA / PRADIP KUMAR . JAGATRAM AND SONS 0
9	2873	PRADUSHAN RODHI VRIKSH / VISHNUDUTT SHARMA . JAGATRAM AND SONS 0
10	2876	ADHUNIK VIGYAN YUG / KANVALA NAYAN KAPUR . JAGATRAM AND SONS 0
11	2877	SAUR URJA : UTPADAN EVAM UPYOG / DR.NAKUL PARASHAR . JAGATRAM AND SONS 0
12	2880	VAIGYANIK KATHA - KAHANI / KANVALA NAYAN KAPUR . JAGATRAM AND SONS 0
13	3424	PRADUSHAN / DARMENDRA VERMA . PRABHAT PRAKASHAN 0
14	3425	BACCHE KYON BIGDTE HEIN? / JAGAT SINGH . PRABHAT PRAKASHAN 0
15	3426	BALAK AUR ABHIBHAVAK / JAGAT SINGH . PRABHAT PRAKASHAN 0

Current Page No.: 1 Total Page No.: 439 Zoom Factor: 90%

**IN EG 4, CLICK ON GET UN-TACED BOOKS OR ON GET AVAILABLE BOOKS.HERE OPTION OF EXPORT SV DATA AND DELETE SV DATA IS ALSO.**

The screenshot shows the e-Granthalaya web application interface. The main content area displays the SV (Serials Verification) process steps:

- STEP 1:** Type SV Year in YYYY Format and Press Initiate Process Button! (Buttons: Initiate Process, Delete SV Data, Export SV Data, Holding Statistics Report)
- STEP 2:** Transfer Circulation Status Except 'Available' by Pressing the Below Button! (Buttons: Transfer Current Status)
- STEP 3:** Make Attendance of Available Copy / Update Acc.No Records (Buttons: Update Single Accession No., Update Accession No in Bulk)
- STEP 4:** Generate Report of Un-Traced Collection (Buttons: Get Un-Traced Books, Get Available Books)
- STEP 5:** Select Print Format (Buttons: Compact Report, Summary Report, Detail Report)

The table below shows the un-traced books records:

S.N.	Acc No	Title	Acc Date	Vol	Class No
1	01	INNOVATIVE ENGLISH GRAPHMAR	18/08/2017		
2	02	GYANWARDHAK ROCHAK KAHANIYAAN	18/08/2017		
3	03	RUCHI CHOTI-FOTI BADE KAAHI KI BAATEIN	18/08/2017		
4	04	HAMARI PADMA BHUSAN	18/08/2017		
5	05	BHARTIYA GAURAV KI KAVITAYEIN	18/08/2017		
6	06	RASHTRABHAKTI GAAN	18/08/2017		
7	07	JEEVO KA VIVHITRA SANSAR	18/08/2017		
8	08	Jatak Kathayein	18/08/2017		
9	09	Panchatantra	18/08/2017		
10	26	SCHAMADAN	18/08/2017		

**I AM QUOTING HERE FROM MANUAL OF EG 4.0.**

## **How to Export SV Data•**

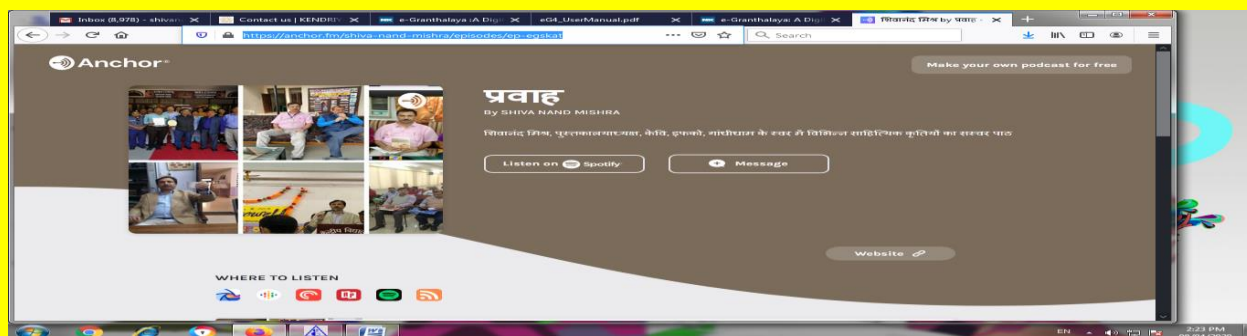
**Press EXPORT SV Data button •Data will be saved in Excel sheet and will be saved on local disk. How to Delete SV Data•SV data can be deleted completely by pressing**

**‘DELETE SV DATA’ button –**

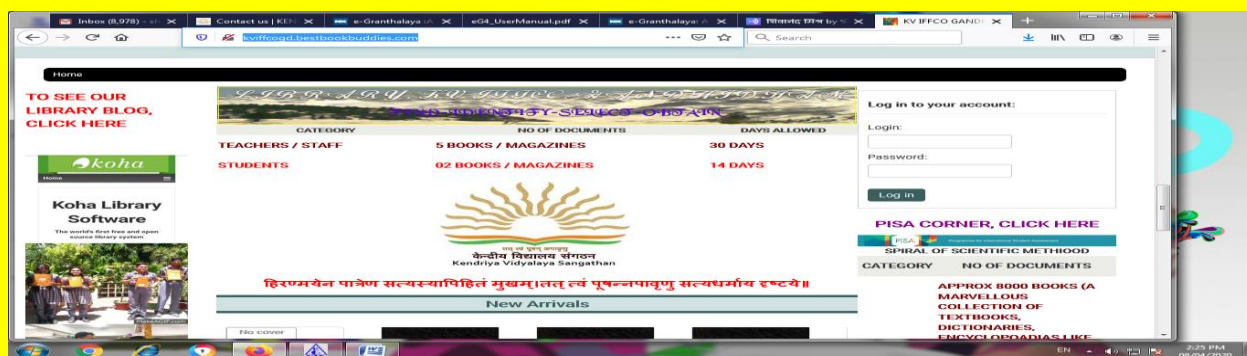
**it will delete only SV column of a particular year you have entered in the YEAR text box. •This may be required to re-start again the SV process for the same year.**



# VIEW MY PODCAST



# VISIT MY OPAC



# SUBSCRIBE MY YOU TUBE CHANNEL

