Electronic Library Assistant

User Guide for version 3.2.x

January 2023

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ELA USER GUIDE

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Introduction to ELA

What is ELA?

Electronic Library Assistant (ELA) is an application that digitally manages the stock of one or multiple libraries from one central location. ELA has custom-built functionally to create items, which are commonly known as books, can track, store, manage, and loan items. The software has been written in such a way that librarians can create users and borrowers who can interact with the application.

ELA is maintained by Imply I.T. (Pty) Ltd through general support as well as regular software updates (incorporating end-user input and requirements) which are provided at no cost to clients in the 1st year from purchase. Thereafter, an annual software assurance fee will apply.

Who is ELA for?

ELA was initially developed to simplify the work of a librarian but since we have now launched an update, it can be utilized equally by librarians, students, teachers, and anyone that wants to manage books on a small or large scale with the user-friendly interface that can be accessed on any device or browser.

Can I use ELA on multiple devices?

Yes, this is possible. ELA has been developed to work on all devices and all screen sizes, so the application is completely mobile responsive and will work on multiple devices simultaneously.

How can I get a quote for ELA?

To get a comprehensive quote for ELA or upgrade your current ELA version, you can contact the Imply IT Sales Department at <u>Sales@implyit.co.za</u>.

Getting Started

Landing Page

When you first log into ELA, you will see a login page that will request your details to log into the application. The login details will be provided by the IT department or existing administrator and can be changed at a later stage.

Login form (Zoomed in)

First time logging in

When you first log into ELA, you will be automatically redirected to the Items Section where you can view items, create a new item, and edit or delete items if you already have items in the system.
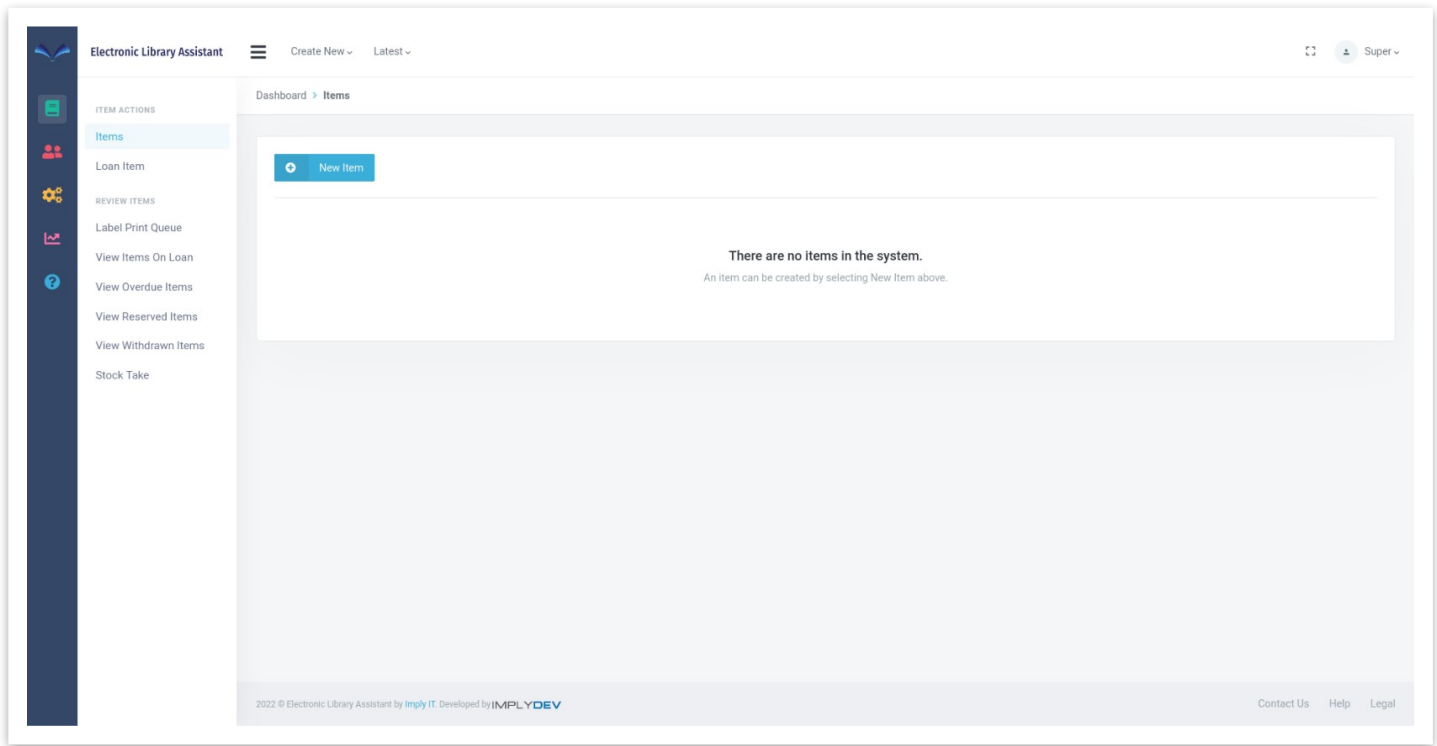
The Top Navigation Bar

The white bar at the top of the application is your top bar navigation. The top bar navigation has shortcuts for you to navigate throughout the platform.

The Sidebar Navigation

You will find the sidebar navigation on the left-hand side of the application. The sidebar navigation allows you to navigate through all the available features in the application.
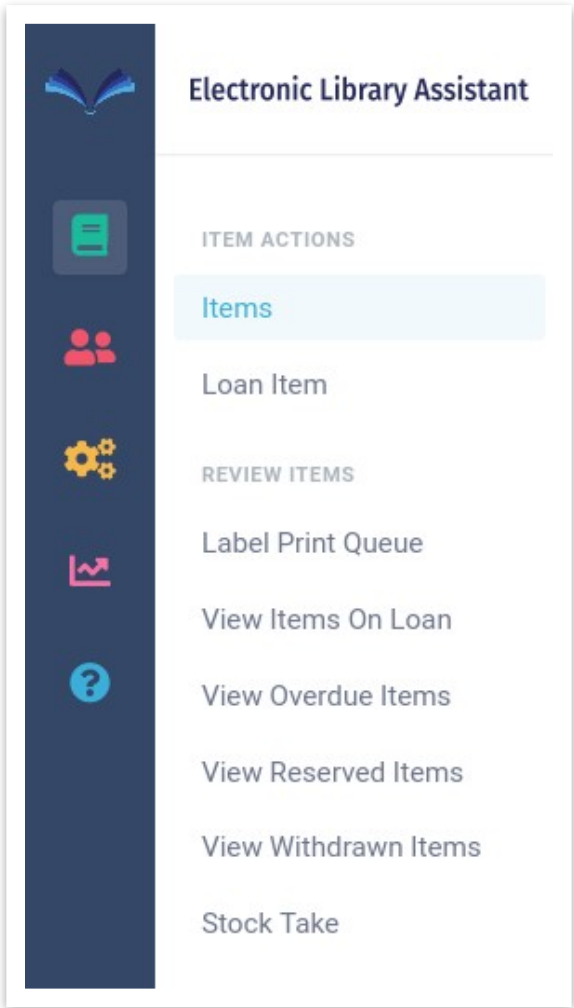
Forgot your Password?

Step 1: Go to the login page and select "Forgot your Password".

Step 2: You will be redirected to a reset password page where you will be asked to input your Email address. A valid Email address is required for this process to be successful.

Step 3: A notification message will appear stating that an email has been sent to you with the reset link. If you do not receive a reset link after a few minutes, this feature

needs to be configured by contacting Support@implyit.co.za, if running ELA on a Windows desktop.

Step 4: You will receive a confirmation link in your email asking you to reset your password. Select the "Reset Password" button.

Step 5: You will be redirected to a Reset Password page. You will be prompted to type in a new password and then asked to confirm your new password.

Step 6: Once you have typed out your new password and confirmed your new password, select the "Reset Password & Login" button and you will be automatically logged in with your new password.

Borrowers

How to create a New Borrower

Step 1: On the sidebar navigation, select Borrowers. You will be redirected to the Borrowers' page.

Step 2: Select the blue button labeled "New Borrower".
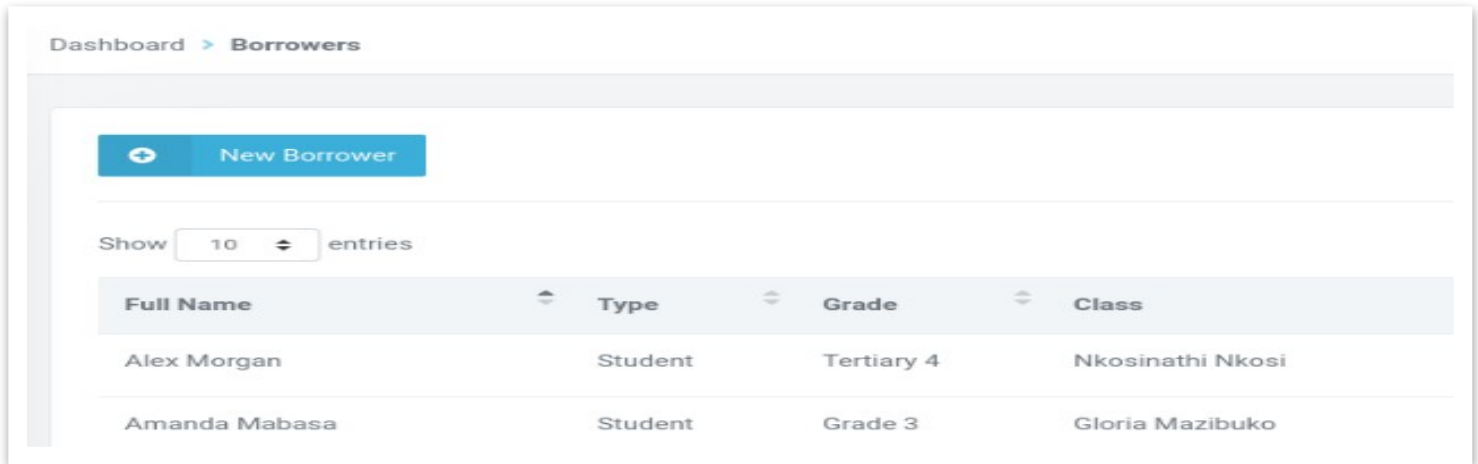
Step 3. You will be redirected to the New Borrowers page. You will be required to complete the Borrowers form before you can select the Save Details button at the bottom of the form.

What happens after a Borrower has been created?

After creating a New Borrower, you will be redirected to the preferences page where you will be able to set preferences for each borrower.

Meaning of the Yellow warning symbol on the Borrower's listing

When a Borrower's profile is incomplete, the Borrower's record in the table listing will turn yellow and display a warning symbol to be corrected or completed.

Dashboard > Borrowers

Full Name	Type	Grade	Class	Membership Number	Max. Loan Days	Max. Items	
Alex Morgan	Student	Tertiary 4	Nkosinathi Nkosi	S045368	14	3	⋮
Amanda Mabasa	Student	Grade 3	Gloria Mazibuko	S068618	14	3	⋮
Anthony Gerber	Student	Grade 1	Fatima Mulder	S099665	14	3	⋮
Arnold Lawrence	Teacher	None	None	S095553	14	3	⋮
barend Brits	None	None	None	S076532	0	0	⚠ ⋮
Candice Du Preez	Student	Grade 12	Steven Shongwe	S068791	14	3	⋮
Catherine Steenkamp	Student	Tertiary 3	Charmaine Nkomo	S015878	14	3	⋮
Christo Khumalo	Student	Tertiary 6	Nompumelelo Palmer	S052053	14	3	⋮
Clinton Maree	Student	Tertiary 5	Leigh Tsotetsi	S094794	14	3	⋮
Dumisani Bell	Student	Grade 8	Mr. Andrew Miller	S030089	14	3	⋮

Showing 1 to 10 of 61 entries

Users

Creating a New User

Step 1: Select Users on the sidebar navigation. You will now be redirected to the Users page.
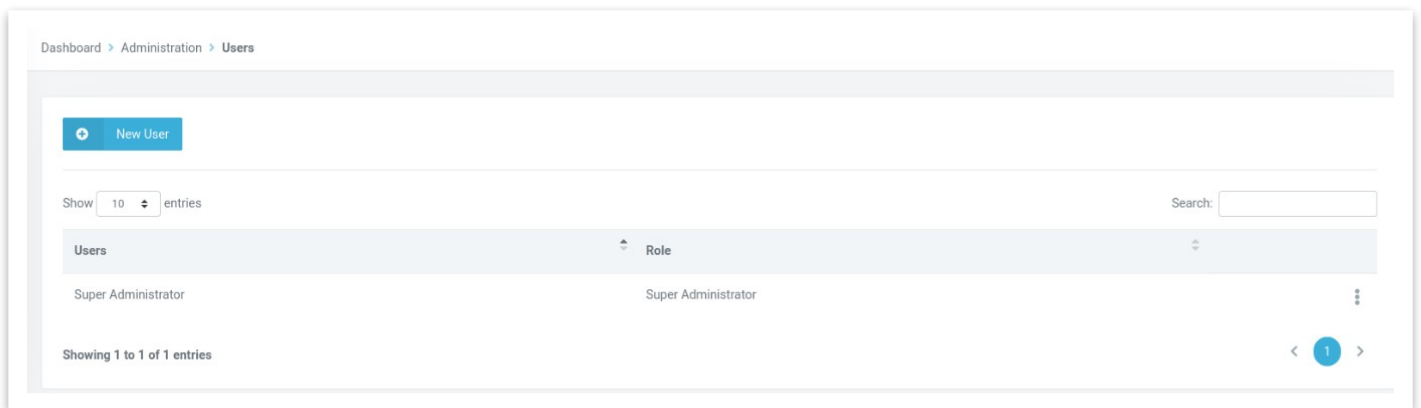
Step 2: Select the "New User" button.
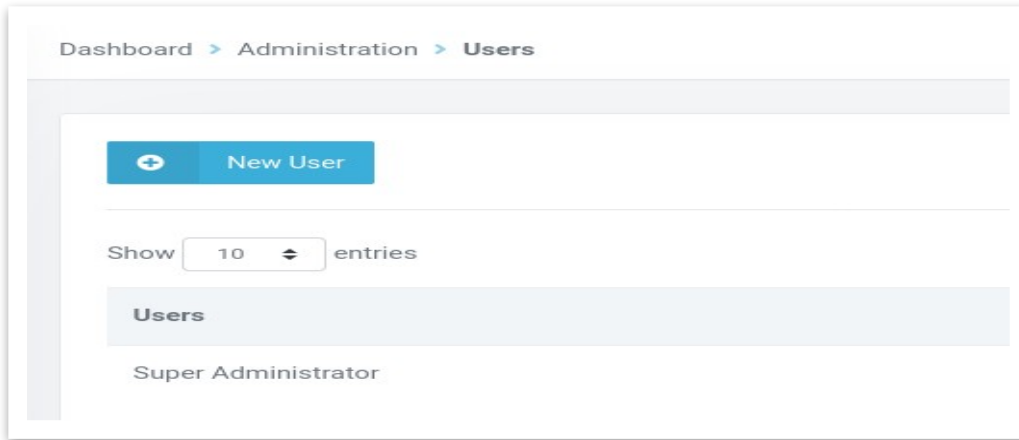
Step 3. You will be redirected to the New Users page to complete the New User form. Thereafter, select the Save button at the bottom of the form.

Editing an Existing User

Step 1: On the sidebar navigation, select Users. You will be redirected to the Users page.
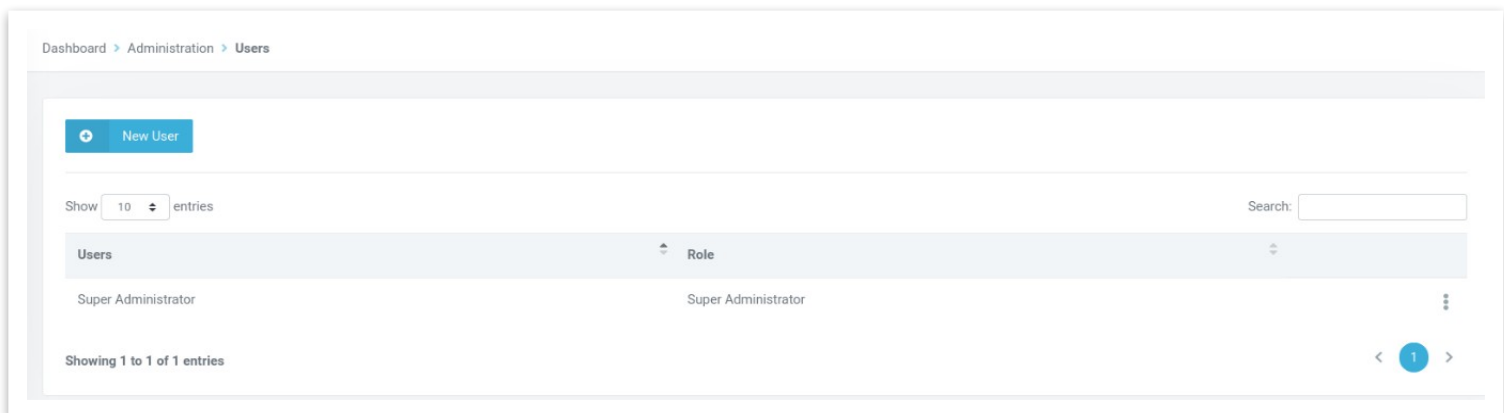
Step 2: View all Users in the system on the Users page. Click on the 3-dotted button on the right-hand side, and select the Edit option on the drop-down menu.
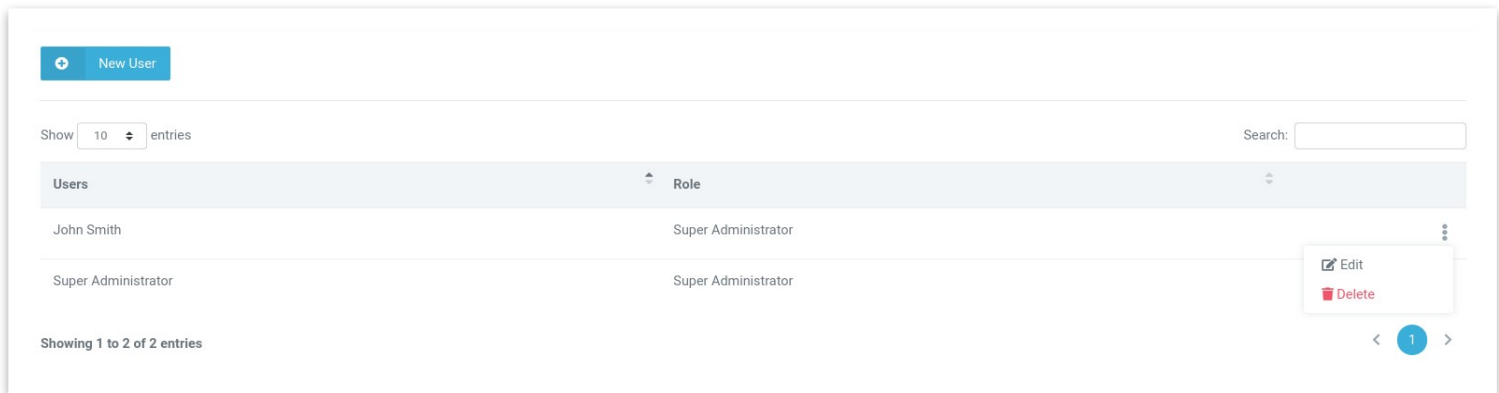
Step 3: You will be redirected to the Edit page for this User where you can make adjustments to an item. Select Save at the end of the form.

Deleting an Existing User

Step 1: Select User on the sidebar navigation to be redirected to the Users page.
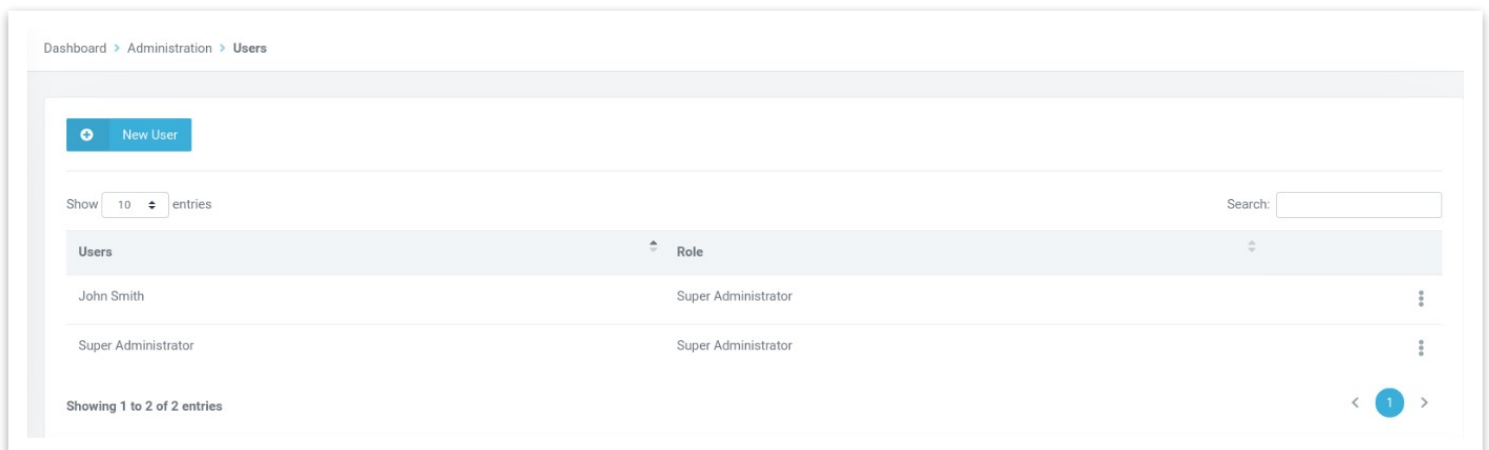
Step 2: View all users in the system on the Items Page. Click on the 3-dotted button on the right-hand side for a drop-down menu to appear from where the Delete option can be selected.
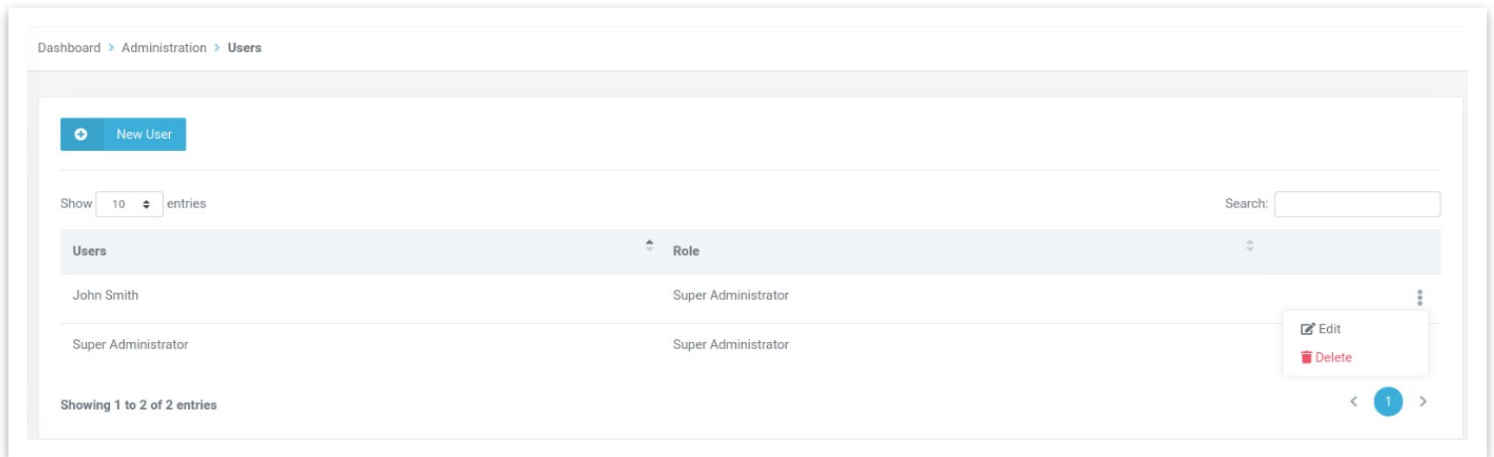
Step 3: A confirmation dialog box will appear; choose Yes or No.
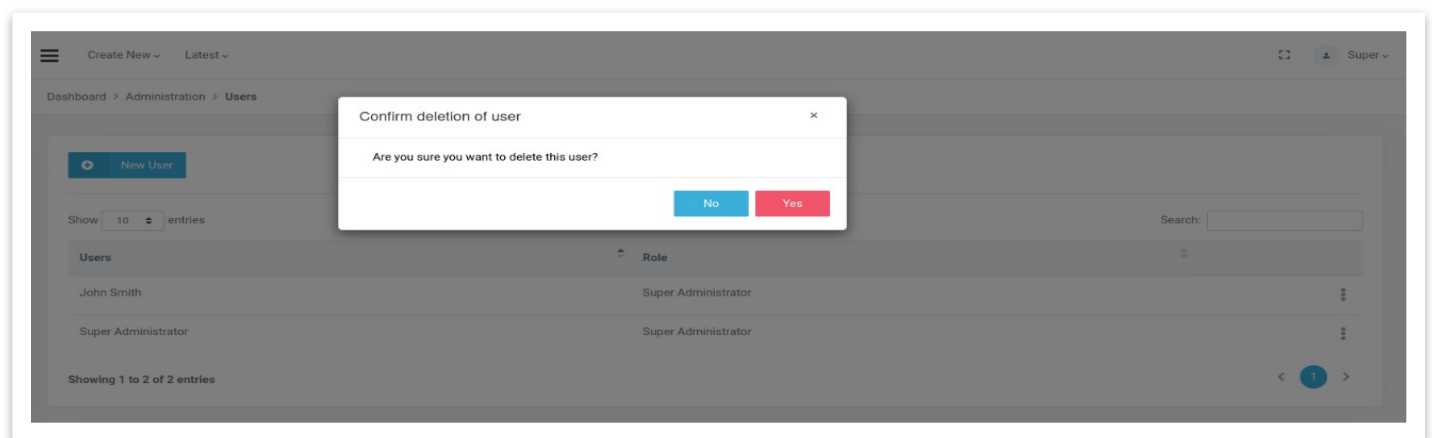
Items

Creating an item

Step 1: On the sidebar navigation, select Items. You will be redirected to the Items page.

Electronic Library Assistant

ITEM ACTIONS

Items

Loan Item

REVIEW ITEMS

Label Print Queue

View Items On Loan

View Overdue Items

View Reserved Items

View Withdrawn Items

Stock Take
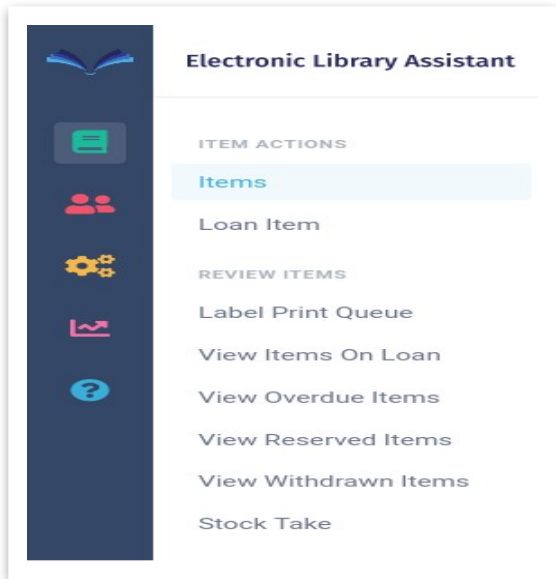
Step 2: Select the "New Item" button.

Dashboard > Items

⊕ New Item

There are no items in the system.
An item can be created by selecting New Item above.
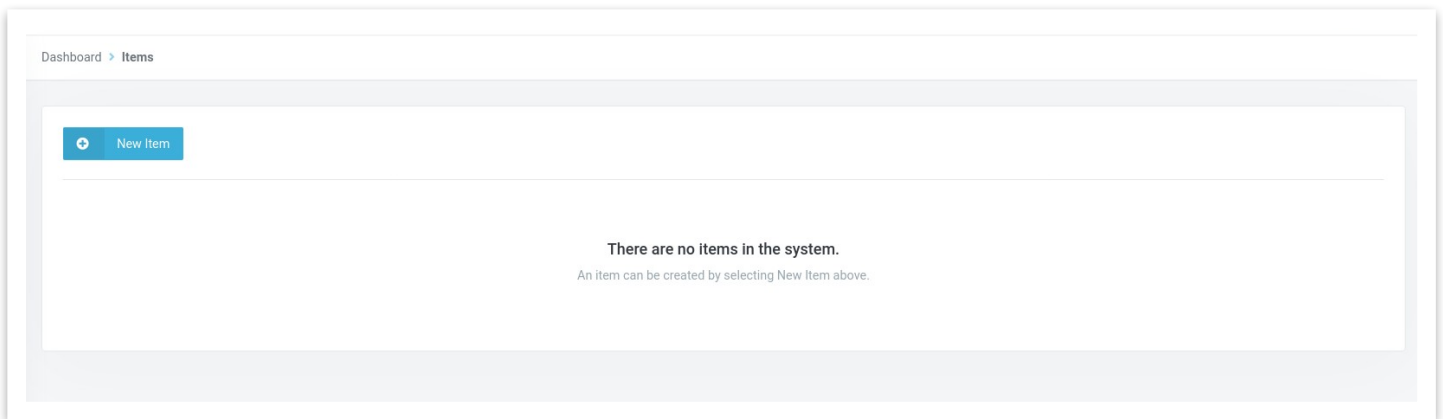
Step 3: You will be redirected to the New Item page. Complete the New Item form and select Save at the bottom of the form.

Item Details

* Required fields.

Title *

Alice's Adventures in Wonderland

Author *

Lewis Carroll

Series (optional)

James Bond

Language *

English

Edition (optional)

Select Edition

Media Type *

Book

ISBN (optional)

9780147510983

Category *

Select Category

Barcode *

9781775841647

Publisher *

Select Publisher

Publication Date (optional)

2021

Classification *

822.3

Classification Suffix *

LEW

Grading Type *

General

Department *

Select Department

Restriction *

All Borrowers

Value (optional)

R 99.99

Accession Number *

MM/0001 or 750945

Acquisition Type *

Initial Stock

Annotation (optional)

Provide more information about the item

Notes (optional)

Add some notes about the item

Tags (optional)

Adventure, Romance, Mystery

Save

Editing of an Existing Item

Step 1: On the sidebar navigation, select Items. You will be redirected to the Items page.

Title	Author	Barcode	Category	Classification	Media Type	Status	
Adrian Lodge Sky Drone	Eric Molefe	4553950869976	Fiction	588.8736287ERI	Poster	On Loan	⋮
Alison Square	Emmanuel Mavuso	2784427034258	Non-Fiction	627.889452EMM	Tape Recorder	On Loan	⋮
Ally Wall	Lesley Anderson	5322239372532	Non-Fiction	926.5731614LES	Multimedia	Available	⋮
Anton Plains	Phillip Zondi	5324826784636	Fiction	129.1551956PHI	Video	On Loan	⋮
Baker Rest	Amanda Andrews	1885269061523	Non-Fiction	543.3272744AMA	Software	On Loan	⋮
Barry Motorway	Angelique Venter	8642229404515	Non-Fiction	811.2362132ANG	Slide	Withdrawn	⋮

Step 2: The Items Page will allow you to view all items in the system. Click on the 3-dotted button on the right-hand side and select the Edit option from the drop-down menu.
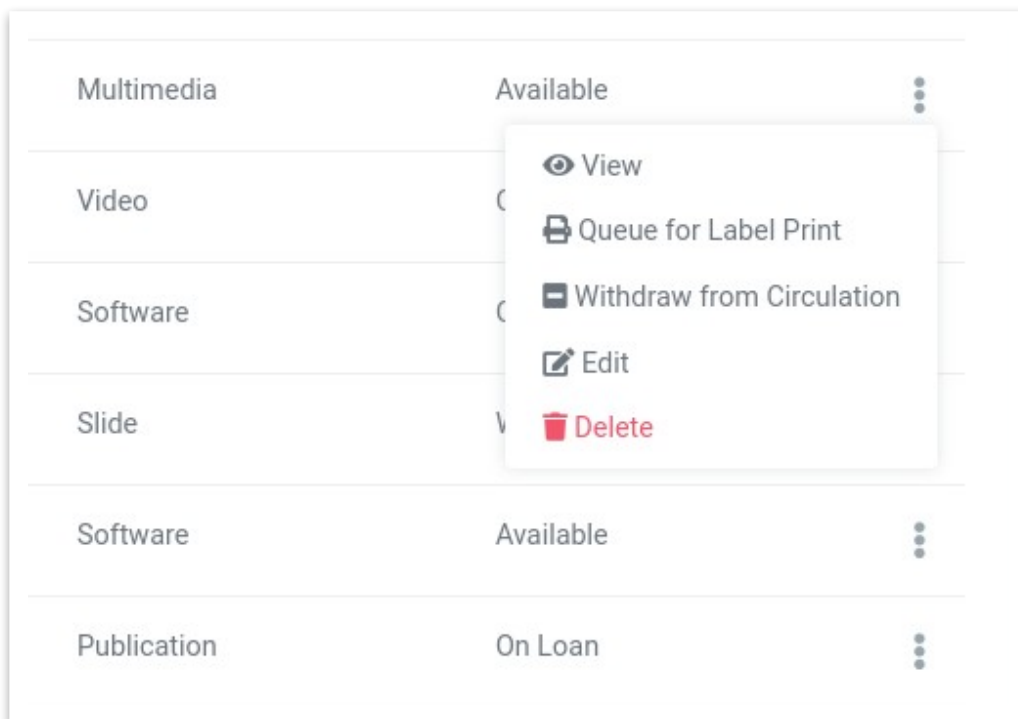
Step 3: You will be redirected to the Edit Page for this Item, where you can make the necessary adjustments and select Save at the end of the form.

Item Details

* Required fields.

Title *	**Author** *
Ally Wall	Lesley Anderson
Series (optional)	**Language** *
James Bond	Latin
Edition (optional)	
12th Edition	
Media Type *	
Multimedia	
Category *	**Barcode** *
Non-Fiction	5322239372532
Publisher *	**Publication Date (optional)**
Henning Ltd	1995
Classification *	**Classification Suffix** *
926.5731614	LES
Grading Type *	**Department** *
Teacher Reference	Poetry
Restriction *	**Value (optional)** ⑦
Teachers Only	R 810.85
Accession Number * ⑦	**Acquisition Type** *
MM/0000001	Donation
Annotation (optional)	**Notes (optional)**
Omnis minima eum ut quo eligendi ut. Quisquam aut consequatur consequatur ipsum repellat est.	Natus repellat suscipit id delectus quis officia. Cupiditate vitae natus dolor odit accusantium omnis quisquam. Magnam iusto ea omnis sed ad. Magni vero eos deleniti rem autem eos recusandae quos. Qui blanditiis nostrum voluptas fuga cumque deleniti labore. Culpa non voluptas nulla quos. Porro odit dolor pariatur

Tags (optional)

Adventure, Romance, Mystery

[💾 Save] [⊕ New Item]

Deleting an existing item

Step 1: Select Items on the sidebar navigation. You will be redirected to the Items page.

Title	Author	Barcode	Category	Classification	Media Type	Status	
Adrian Lodge Sky Drone	Eric Molefe	4553950869976	Fiction	588.8736287ERI	Poster	On Loan	⋮
Alison Square	Emmanuel Mavuso	2784427034258	Non-Fiction	627.889452EMM	Tape Recorder	On Loan	⋮
Ally Wall	Lesley Anderson	5322239372532	Non-Fiction	926.5731614LES	Multimedia	Available	⋮
Anton Plains	Phillip Zondi	5324826784636	Fiction	129.1551956PHI	Video	On Loan	⋮
Baker Rest	Amanda Andrews	1885269061523	Non-Fiction	543.3272744AMA	Software	On Loan	⋮
Barry Motorway	Angelique Venter	8642229404515	Non-Fiction	811.2362132ANG	Slide	Withdrawn	⋮

Step 2: The Items Page allows you to view all items in the system. Click on the 3-dotted button on the right-hand side and select the Delete option on the drop-down menu.

Step 3: Confirm whether you want to delete the item by choosing between Yes or No.
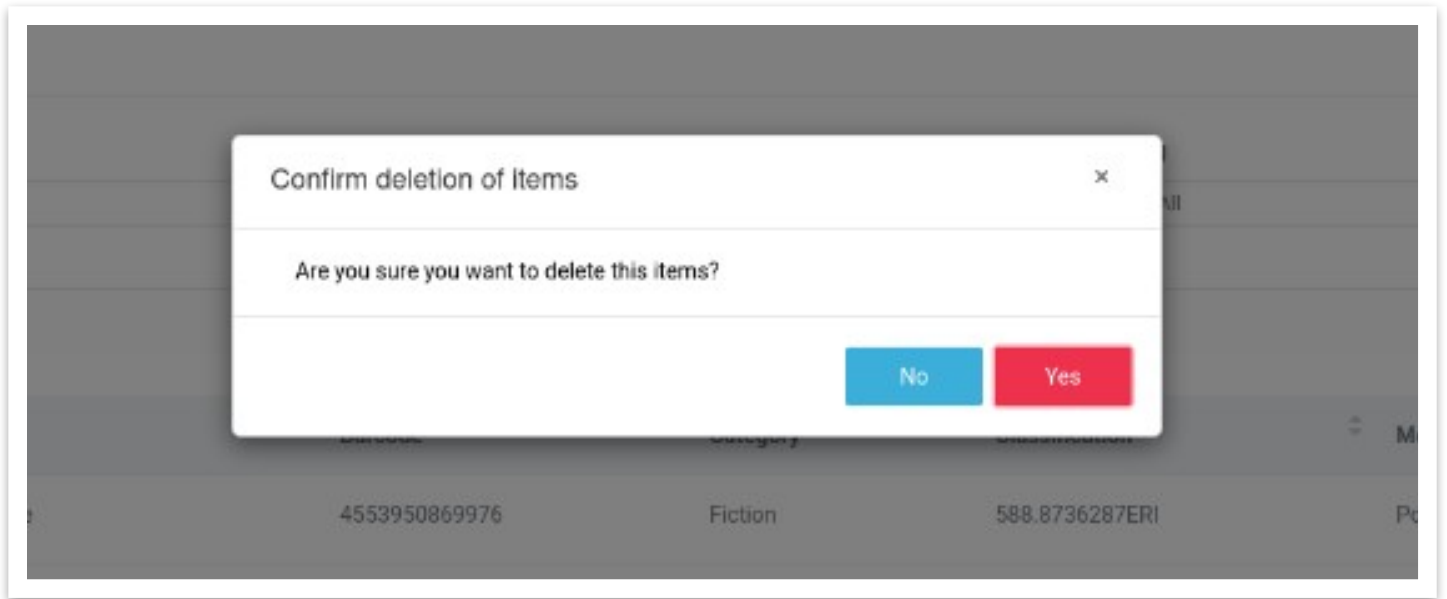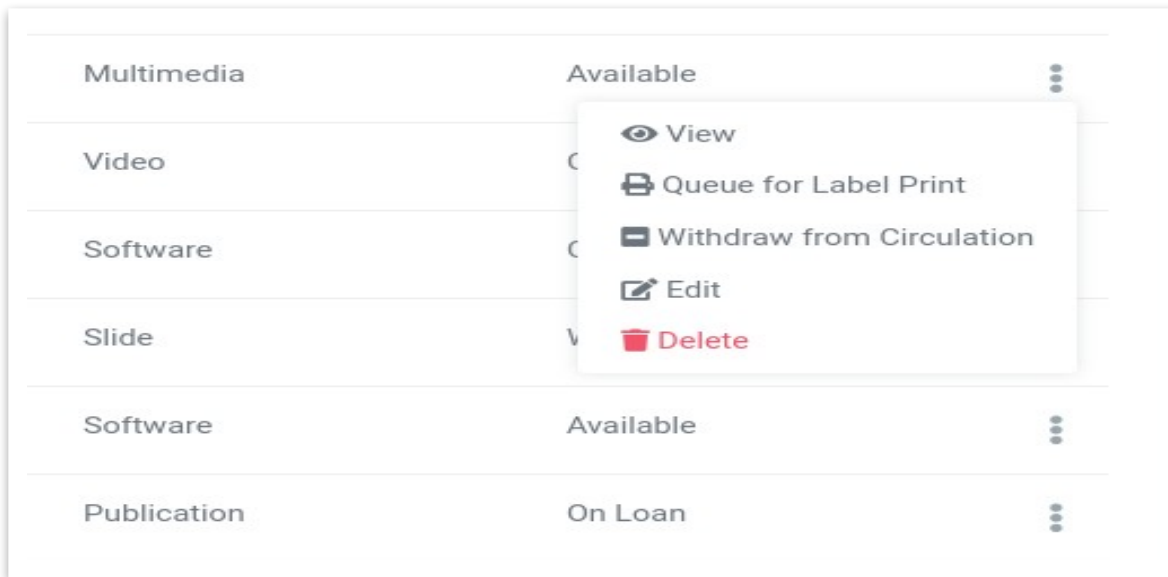

Withdrawing an Item

Definition: To mark an Item as Withdrawn means to take the item out of circulation from being borrowed for reasons such as the Item being damaged or on permanent loan to a staff member.
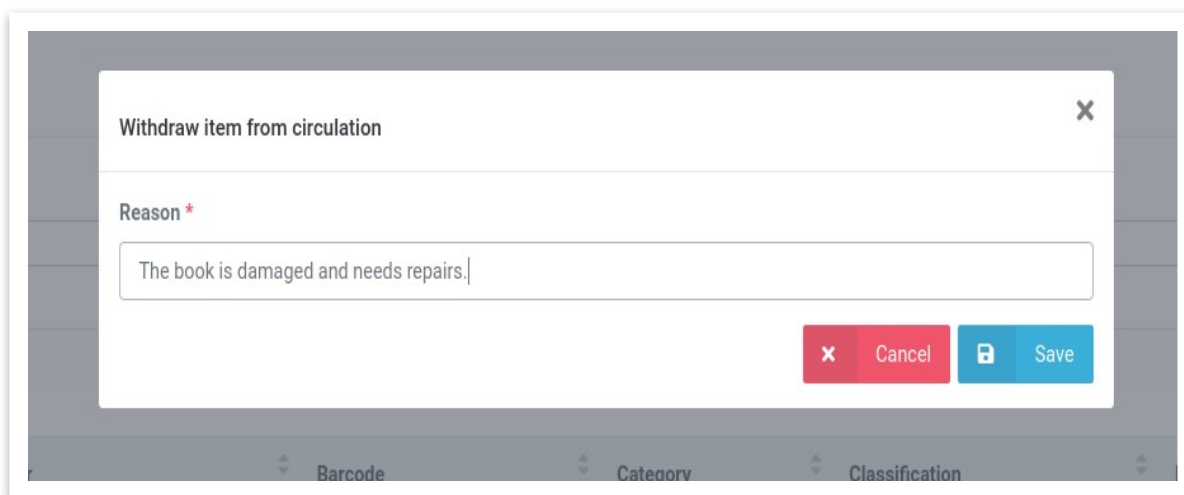
Step 1: Select Items on the sidebar navigation. You will be redirected to the Items page.

Title	Author	Barcode	Category	Classification	Media Type	Status
Adrian Lodge Sky Drone	Eric Molefe	4553950869976	Fiction	588.8736287ERI	Poster	On Loan
Alison Square	Emmanuel Mavuso	2784427034258	Non-Fiction	627.889452EMM	Tape Recorder	On Loan
Ally Wall	Lesley Anderson	5322239372532	Non-Fiction	926.5731614LES	Multimedia	Available
Anton Plains	Phillip Zondi	5324826784636	Fiction	129.1551956PHI	Video	On Loan
Baker Rest	Amanda Andrews	1885269061523	Non-Fiction	543.3272744AMA	Software	On Loan
Barry Motorway	Angelique Venter	8642229404515	Non-Fiction	811.2362132ANG	Slide	Withdrawn

Show 10 entries   Search:

Step 2: The Items Page enables you to view all items in the system. Click on the 3-dotted button on the right-hand side and select the Withdraw from Circulation option on the drop-down menu.

Step 3: A confirmation dialog box will appear asking for a reason why an Item needs to be withdrawn from circulation. After completion, select Save at the bottom of the page.

Releasing an Item Back into Circulation

Definition: When an Item is withdrawn from circulation, after some time, that Item might have to be released back into circulation.

Step 1: Select Withdrawn Items on the sidebar navigation from where you will be redirected to the Withdrawn Items page.

Item Title	Reason	Date Withdrawn	
Barry Motorway	Sent to the binders.	29/04/2022 11:05	⟲ Return
Danielle Field	On permanent loan by the principal.	26/04/2022 23:47	⟲ Return
Gounden Stravenue	On permanent loan by the principal.	30/04/2022 02:07	⟲ Return
Leon Spurs	Sent to the binders.	25/04/2022 15:33	⟲ Return
Lindiwe Freeway	Sent to the binders.	26/04/2022 23:57	⟲ Return
Mahlangu Spur	The book is damaged.	23/04/2022 01:43	⟲ Return
Sello Points	The book is damaged.	29/04/2022 04:17	⟲ Return
Shezi Forks	Sent to the binders.	29/04/2022 18:03	⟲ Return
Siphokazi Rest	Sent to the binders.	01/05/2022 22:08	⟲ Return

Showing 1 to 9 of 9 entries

< 1 >

Step 2: The Items Page enables you to view all Withdrawn items in the system. Click on the "Return" button to release the Item back into circulation. This will be done automatically when selected.

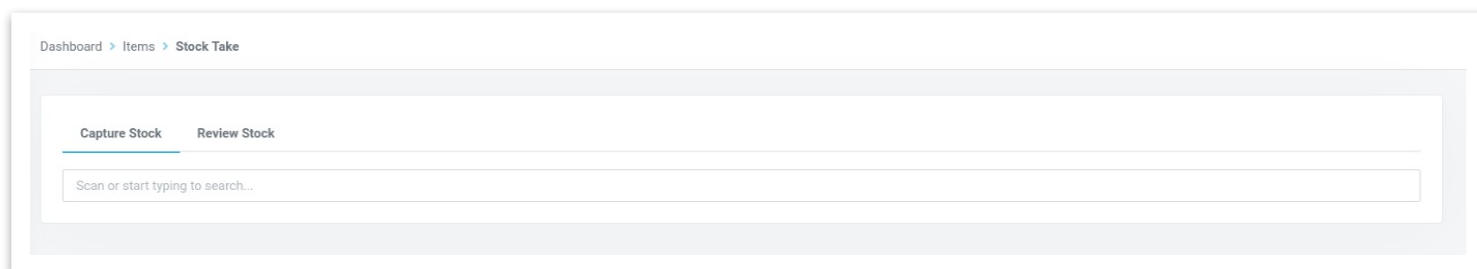Dashboard > Items > **View Withdrawn Items**

Show 10 entries

Search:

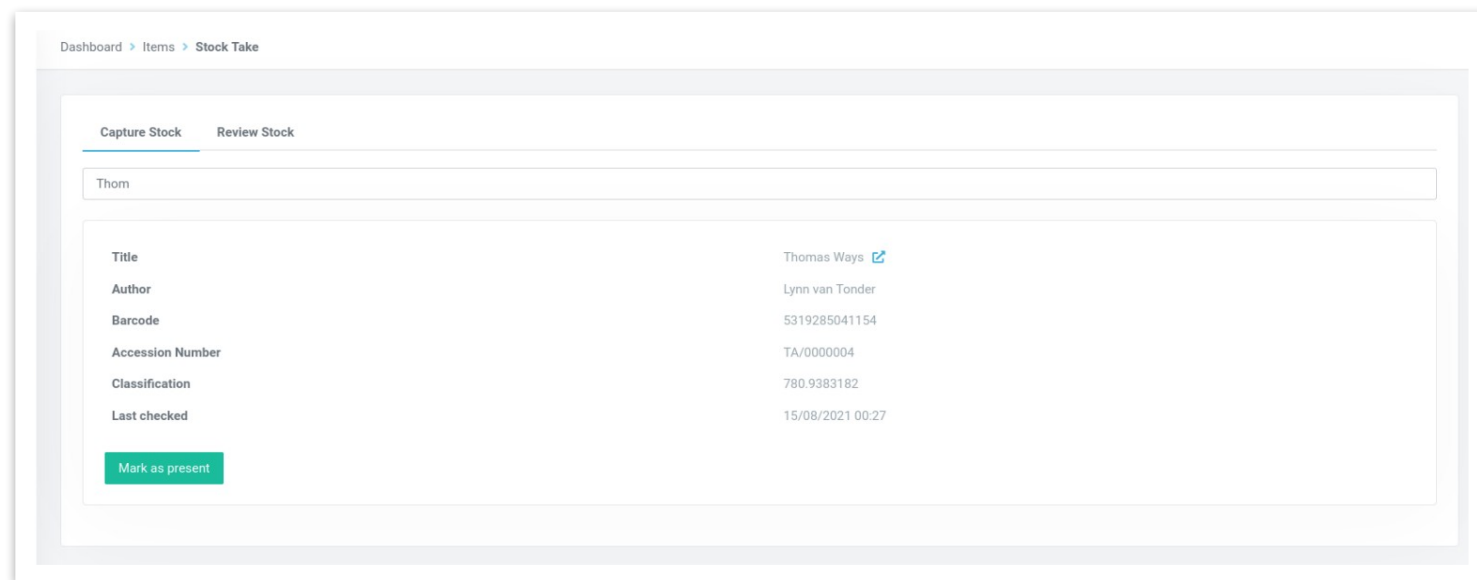| Item Title	
⊕ Barry Motorway	⟲ Return
⊕ Danielle Field	⟲ Return
⊕ Gounden Stravenue	⟲ Return

Marking an Item as Present

Definition: The Stocktake Section allows you to mark an Item as "Present". This means that the item is accounted for in the library.

Step 1: Select Stock Take on the sidebar navigation from where you will be redirected to the Stock Take page.

Step 2: Start typing the name of the item title or barcode that you want to load.

Step 3: Select the "Mark as Present" button.

Title	Thomas Ways
Author	Lynn van Tonder
Barcode	5319285041154
Accession Number	TA/0000004
Classification	780.9383182
Last checked	15/08/2021 00:27

Mark as present

Queueing an item for printing

Definition: Queuing an Item for print will add the label to a waiting list to be printed.

Step 1: Select Items on the sidebar navigation from where you will be redirected to the Items Page.

Title	Author	Barcode	Category	Classification	Media Type	Status	
Adrian Lodge Sky Drone	Eric Molefe	4553950869976	Fiction	588.8736287ERI	Poster	On Loan	⋮
Alison Square	Emmanuel Mavuso	2784427034258	Non-Fiction	627.889452EMM	Tape Recorder	On Loan	⋮
Ally Wall	Lesley Anderson	5322239372532	Non-Fiction	926.5731614LES	Multimedia	Available	⋮
Anton Plains	Phillip Zondi	5324826784636	Fiction	129.1551956PHI	Video	On Loan	⋮
Baker Rest	Amanda Andrews	1885269061523	Non-Fiction	543.3272744AMA	Software	On Loan	⋮
Barry Motorway	Angelique Venter	8642229404515	Non-Fiction	811.2362132ANG	Slide	Withdrawn	⋮

Step 2: The Items Page enables you to view all items in the system. Click the 3-dotted button on the right-hand side and select the Queue for Label Print option on the drop-down menu. The item will automatically be added to the printing queue.

Note: The ability to print the queued labels is still under development and will be made available in an upcoming version of ELA.

What does the Green Plus button do?

The Green Plus button allows you to create new field values in real-time. This means that if the drop-down does not support a value that has been predefined or created by you, then you can create a new value on this page, instead of navigating to the Administration Section to add, and then come back to the Item Form.

As an example, if the Editions select option has the following values: 1st Edition, 2nd Edition, or 3rd Edition.

But if you want to use "4th Edition", you can manually create the "4th Edition" option by clicking on the Green Plus button, and a dialog box will appear allowing you to type the new value.

Click on the Save option.
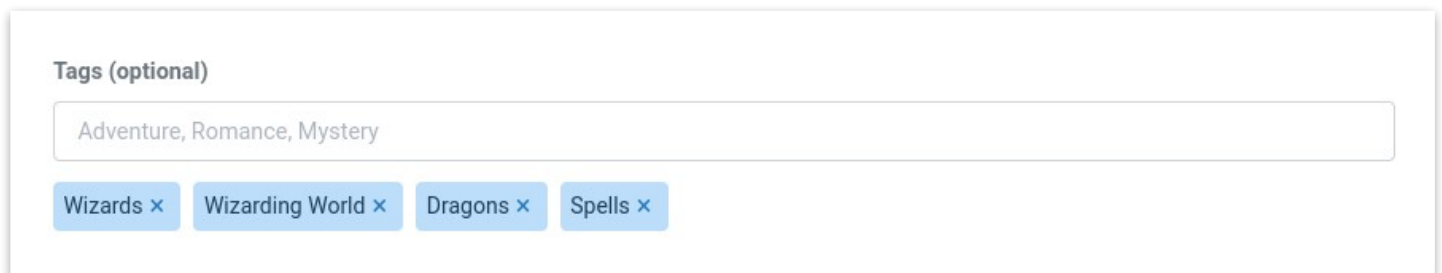
After Saving, the newly added value will appear in the Editions Select.

How do I create a Tag?

Creating a Tag allows a user to find an item more easily.

Example: If you create a new Item "Harry Potter", you can create tags such as "Spells"," Wizard", "Wands", "Fantasy", and "Fiction" relating to the book itself.

To create a new Tag, type in a keyword that can be associated with the item and then press the "ENTER" key on your keyboard.

Tags (optional)

Adventure, Romance, Mystery

Wizards ×   Wizarding World ×   Dragons ×   Spells ×

Why does an Error Message appear when Saving an item?

An Error Message will appear upon Saving only if a required field is not completed with an appropriate value.

This message will disappear when the required field is amended.

Why can I not Delete an Item?

A user cannot Delete an Item if the item is currently in use by some other part of the system.

As an example, if the Item is currently on loan, the item cannot be deleted.

View Items

How can I View Items on Loan and Return?

You can view all items on loan and in the same section return an item.

Step 1: On the sidebar navigation, select View Items on Loan. You will be redirected to the View Items on the Loan page.

Step 2 (Option 2): On the items page you will be able to view all Items on Loan in the system, you can click the button labeled "Return" to return the item.

How can I View Overdue Items?

Step 1: Select View Overdue Items on the sidebar navigation from where you will be redirected to the View Overdue Items page. Select View Items to see which items are overdue in the system.

🖨 Print

ⓘ Only table rows that are visible will be printed.

Filters

Borrower	Media Type	Special Issue	
All ∨	All ∨	All ∨	Clear

Show 10 ⇕ entries

Search: _____

Due Date ⇕	Loaned On ⇕	Item Title ⇕	Barcode ⇕	Media Type ⇕	Borrower ⇕
24/03/2022	26/03/2022	Rene Mall	9863689659768	Software	Herman Scheepers
02/04/2022	08/04/2022	Theron Crossroad	0764072433967	Illustration	Candice Du Preez
02/04/2022	31/03/2022	Esther Viaduct	3965317892335	Publication	Tasneem Thwala
03/04/2022	23/04/2022	Lebohang Road	4453612439168	Video	Monique Ebrahim
03/04/2022	21/04/2022	Patience Valleys	1584414365935	Teaching Aid	Nhlanhla Mathe
04/04/2022	09/04/2022	Yusuf Pike	4795143459889	Audio Tape	Joseph Maseko
05/04/2022	23/03/2022	Kyle Corner	3530499911299	Compact Disk	Helen Van Schalkwyk
07/04/2022	08/04/2022	Bulelwa Freeway	4785956628114	Tape Recorder	Marlene Marshall
10/04/2022	16/04/2022	Mulder Land	7252854285031	Compact Disk	Nkululeko Swartz
10/04/2022	02/04/2022	Christine Cliffs	6471566972249	Tape Recorder	Robyn Jansen van Rensburg

Showing 1 to 10 of 29 entries

‹ 1 2 3 ›

How can I view All Reserved Items and Cancel a Reservation?

An item can be reserved by borrowers and all Reserved Items can be displayed in one location to cancel a reservation.

Step 1: Select Reserved Items on the sidebar navigation. You will be redirected to the Reserved Items page.

🖨 Print

ⓘ Only table rows that are visible will be printed.

Filters

Borrower	Media Type	Category	
All ⌄	All ⌄	All ⌄	Clear

Search: [ ]

Reserved Until ⇅	Item Title ⇅	Author ⇅	Media Type ⇅	Borrower ⇅	⇅
23/04/2022	Your Harbors	Mr. Stefan Brink	Tape Recorder	Joseph Khoza	⊗ Cancel
25/04/2022	Ally Wall	Lesley Anderson	Multimedia	Thandeka Horn	⊗ Cancel
27/04/2022	Graham Overpass	Nicolaas Conradie	Audio Tape	Johanna Mouton	⊗ Cancel
27/04/2022	Judith Fords	Garth Enslin	Book	Mike Butler	⊗ Cancel
29/04/2022	Delport Islands	Natasha Hall	Poster	Jaco Clarke	⊗ Cancel
30/04/2022	Mokwena Brooks	Dr. Ruth Nxumalo	Teaching Aid	Nicholas Ellis	⊗ Cancel
30/04/2022	Vorster Loaf	Lawrence Joubert	Audio Tape	Karen Rikhotso	⊗ Cancel
01/05/2022	De Wet Manor	Phillip Zondi	Tape Recorder	Monique Ebrahim	⊗ Cancel
03/05/2022	David Stravenue	Charl Hattingh	Software	Karabo George	⊗ Cancel
12/05/2022	Adrian Lodge Sky Drone	Eric Molefe	Poster	Francois Kelly	⊗ Cancel

Showing 1 to 10 of 10 entries

‹ 1 ›

Step 2: On the Reserved Items page you will be able to view all Reserved items in the system. You can click on the button labeled "Cancel" to cancel the reservation.

Reserved Until ⇅	Item Title ⇅	Author ⇅	Media Type ⇅	Borrower ⇅	⇅
23/04/2022	Your Harbors	Mr. Stefan Brink	Tape Recorder	Joseph Khoza	⊗ Cancel
25/04/2022	Ally Wall	Lesley Anderson	Multimedia	Thandeka Horn	⊗ Cancel
27/04/2022	Graham Overpass	Nicolaas Conradie	Audio Tape	Johanna Mouton	⊗ Cancel

Loaning Items

How do I Loan Out an Item?

Loaning an item allows you to load up a borrower and the item that they want to loan.

Step 1: On the sidebar navigation, select Loan Item. You will be redirected to the Loan Items page.
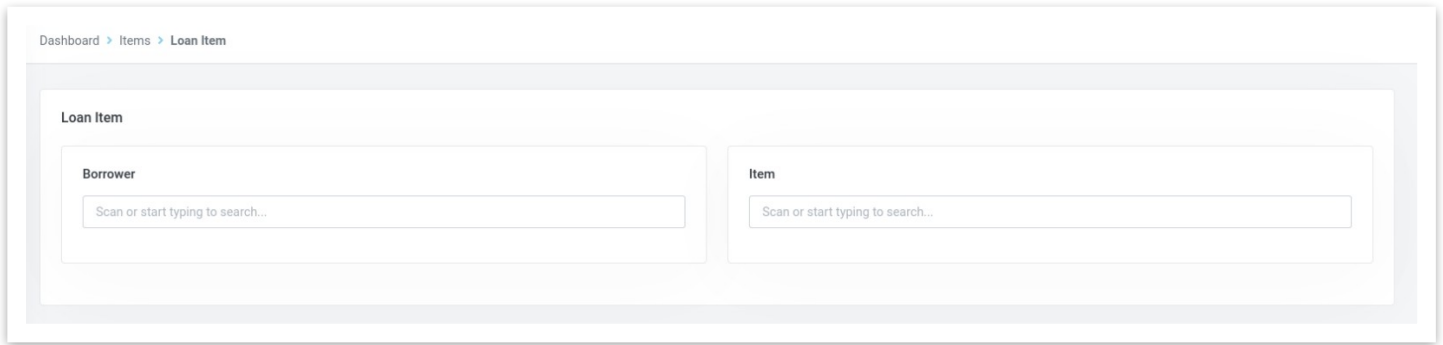
Step 2: On the left-hand side you will see a search box for the borrower, you can type or scan the borrower's name or membership number, and if the borrower exists then it will be suggested to you. You can select the suggested borrowers' names and the profile, with limited details, will upload.
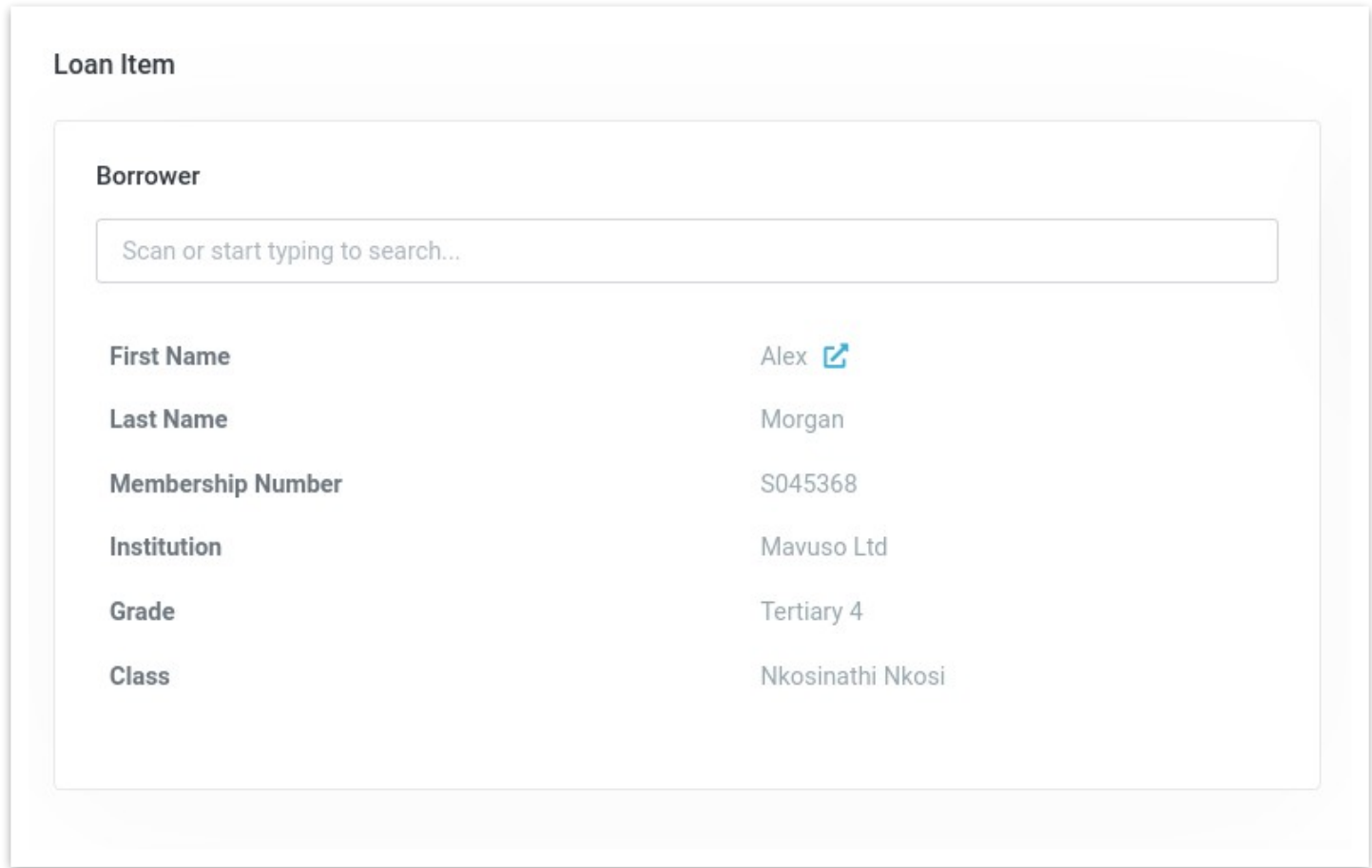
Step 3: On the right-hand side you will see a search box for the item, you can start typing the title of the item and if the item exists then it will be suggested to you. You can select the suggested item and the item with limited details will load up.

Item

Scan or start typing to search...

Title	Thomas Ways
Author	Lynn van Tonder
Barcode	5319285041154
Accession Number	TA/0000004
Classification	780.9383182
Restriction	All Borrowers

Step 4: After you have selected the borrower and loaded up an item, a blue button will appear on the page labeled "Loan" which will allow you to assign that specific item to the selected Borrower.

Reserving an Item

Step 1: On the sidebar navigation, select Loan Item. You will be redirected to the Loan Items page.

Step 2: On the left-hand side you will see a search box for the borrower, you can start typing the borrower's name or membership number, and if the borrower exists then it will be suggested to you. You can select the suggested borrower's name and the related profile, with limited details, will load up.

Loan Item

Borrower

Scan or start typing to search...

First Name	Joseph ↗
Last Name	Maseko
Membership Number	S098160
Institution	Mavuso Ltd
Grade	Tertiary 1
Class	Rev. Brenda Joseph

Step 3: On the right-hand side you will see a search box for the item. You can start typing the title of the item and if the item exists, it will be suggested to you. You can select the suggested item and the item with limited details will load up.

Item

Scan or start typing to search...

Title	Thomas Ways
Author	Lynn van Tonder
Barcode	5319285041154
Accession Number	TA/0000004
Classification	780.9383182
Restriction	All Borrowers

Step 4: After selecting the Borrower and loading up an item, a yellow "Reserve" button will appear at the bottom of the page. Since the item is on loan by another borrower, you may only reserve the item for the borrower at a later date. Select "Reserve" to reserve the item.

To Renew an Item

Follow these steps to renew an item that is currently on loan to a borrower.

Step 1: On the sidebar navigation, select Loan Item. You will be redirected to the Loan Items page.
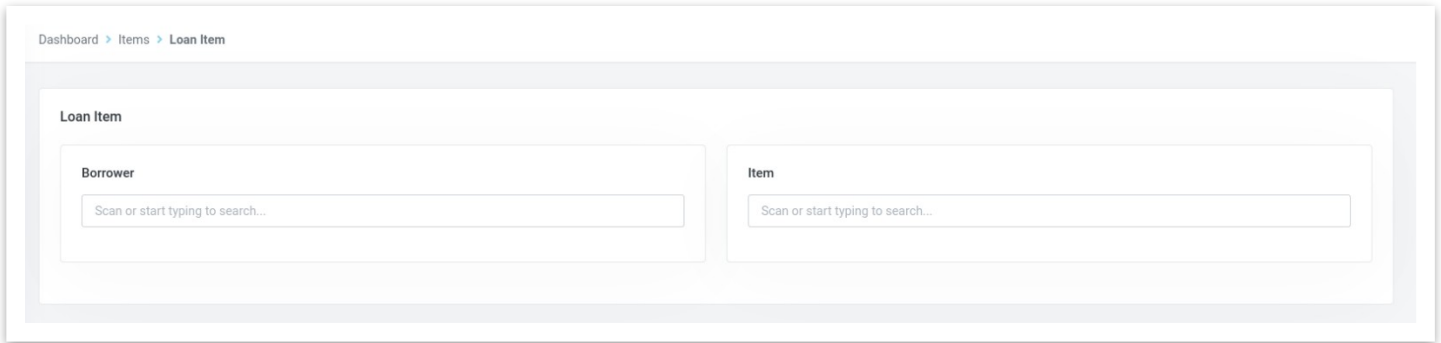
Step 2: On the left-hand side you will see a search box for the borrower, you can start typing the borrower's name or membership number, and if the borrower exists, it will be suggested to you. You can select the suggested borrower's name and the related profile with limited details will load up.
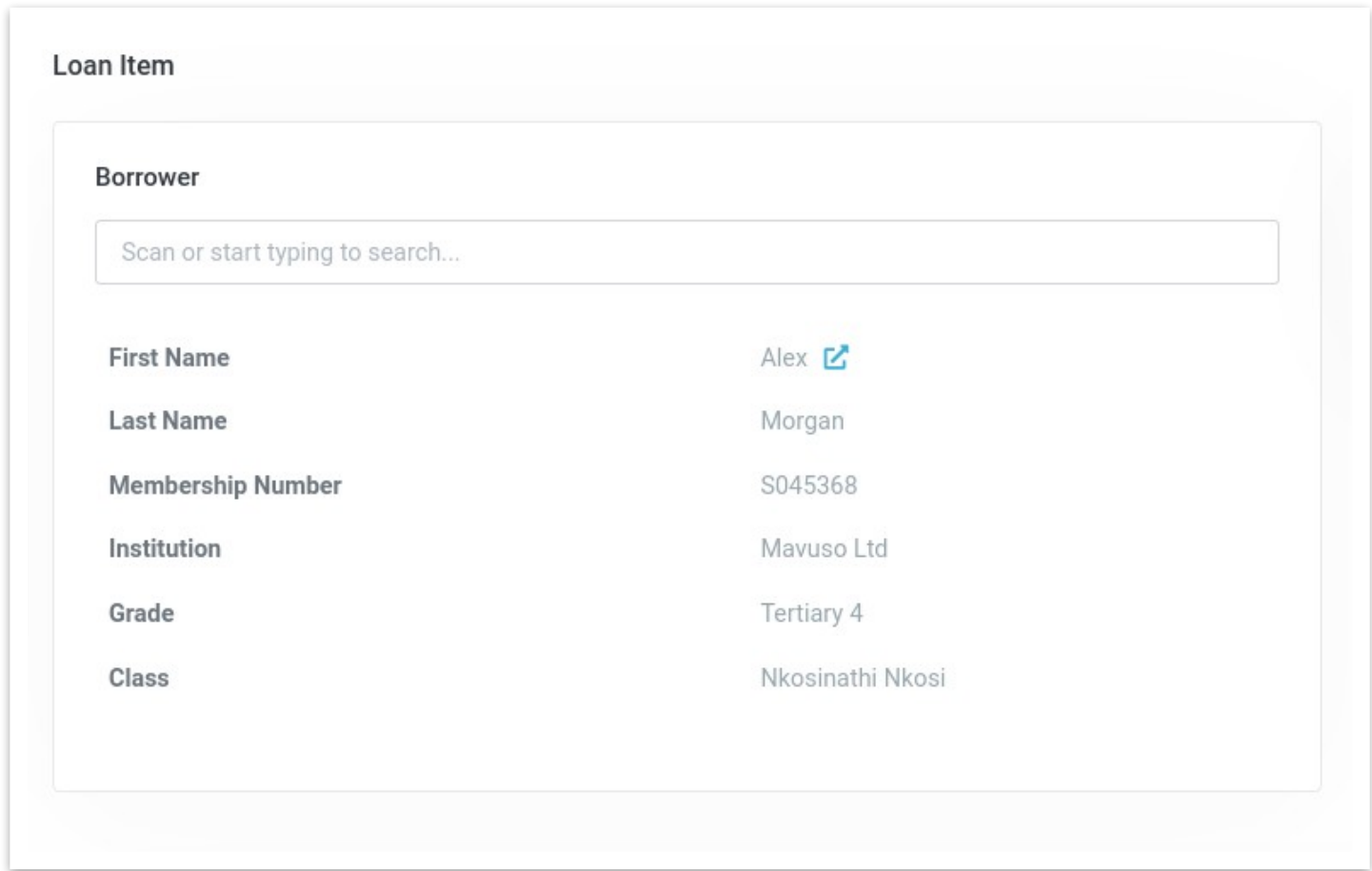
Step 3: On the right-hand side you will see a search box for the item, you can start typing the title of the item if the item exists then it will be suggested to you. You can select the suggested item and the item with limited details will load up.

Step 4: After you have selected the borrower and loaded up the item, a yellow "Renew" button will appear at the bottom of the page. Since the item is on loan to that borrower, you may renew the item so that the borrower can extend their time with the item.

Administration

What functionality does the Administration Section provide?

The Administration Section has many resources that control the flow of items and borrowers in ELA. It also allows you to reduce the amount of duplication or variations of certain form fields when capturing an item or borrower.

Acquisitions

Adding a new Acquisition Type

Step 1: On the sidebar navigation, select Acquisition Types. You will be redirected to the Acquisition Types page.
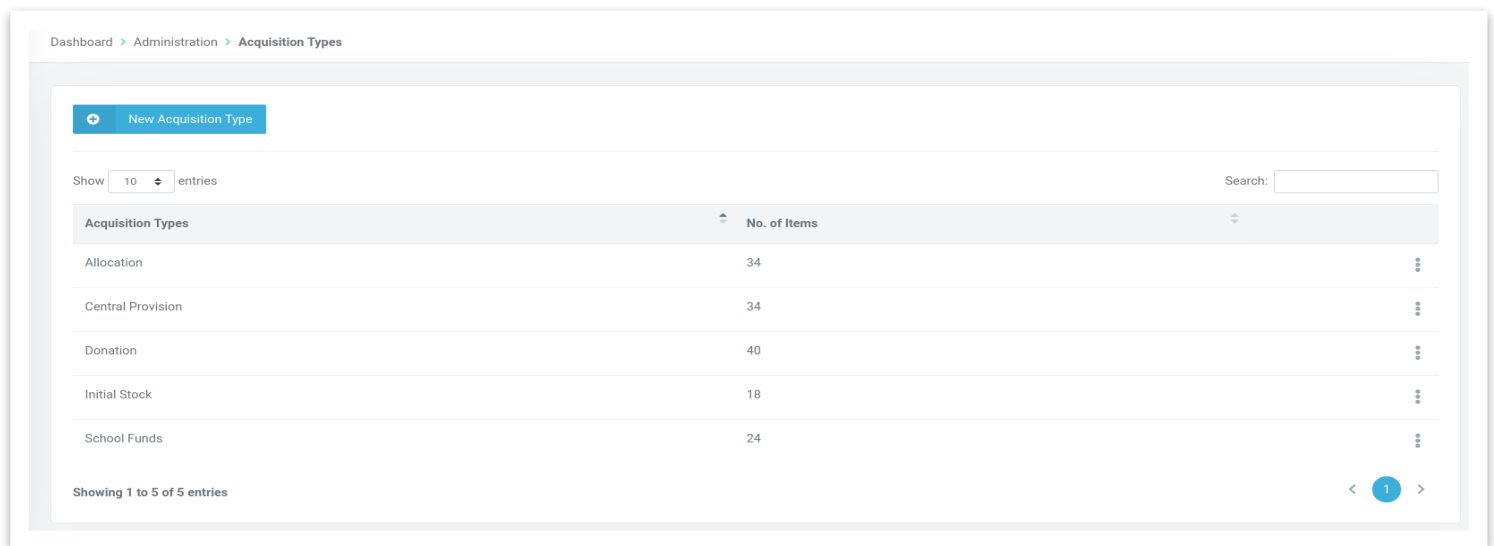
Step 2: On the Acquisition Types page you will see a blue button labeled "New Acquisition Type". Select the "New Acquisition Type" button.
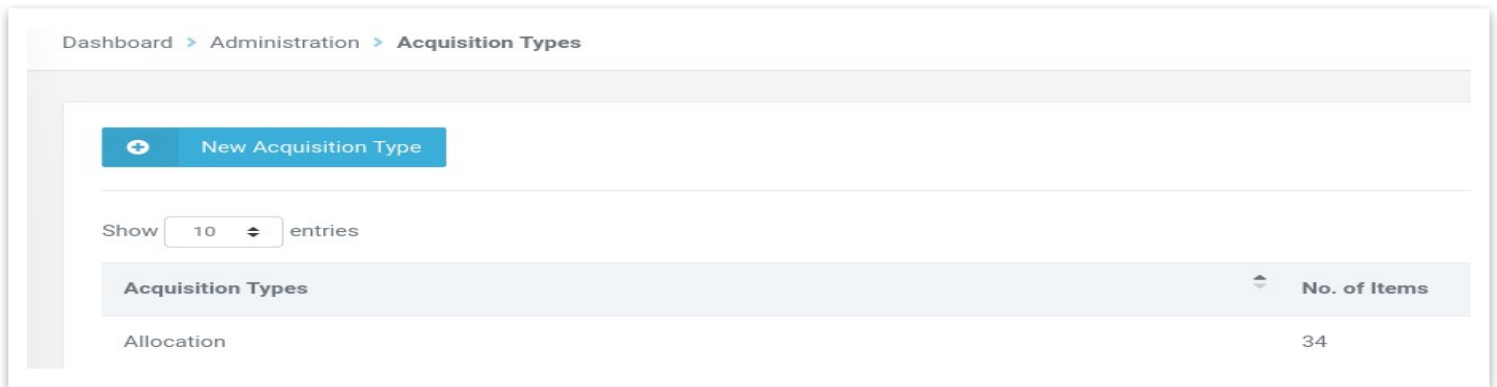
Step 3: You will be redirected to the New Acquisition Type page where you will be required to complete the form before you can click on the Save button at the bottom of the form.

How to Edit an Existing Acquisition Type

Step 1: On the sidebar navigation, select Acquisition Types. You will be redirected to the Acquisition Types page.
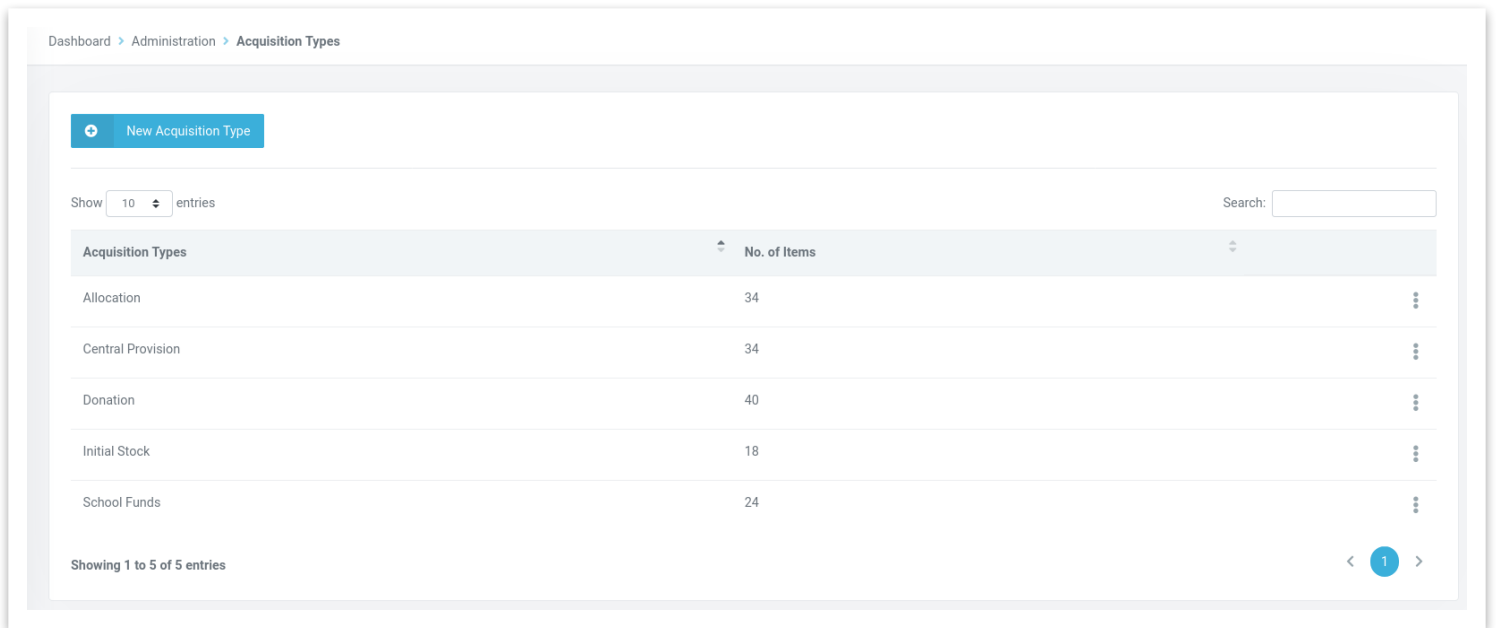
Step 2: The Acquisition Types page enables you to view all Acquisition Types in the system. Click on the 3-dotted button on the right-hand side and select the Edit option on the drop-down menu.
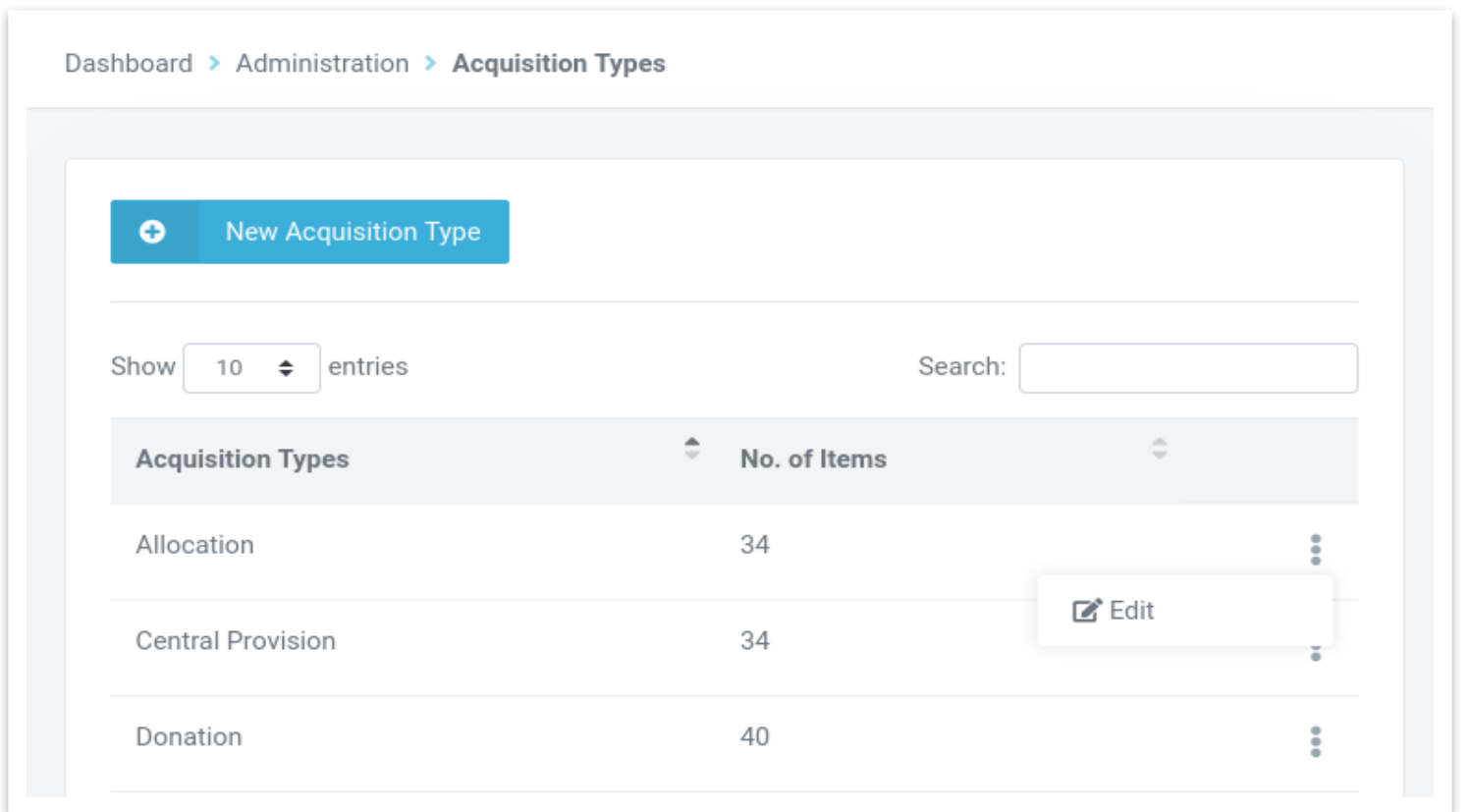

Step 3: You will be redirected to the Edit Page for this Acquisition Type. You can make the adjustments to the Acquisition Type and select Save at the end of the form.

How to delete an existing Acquisition Type

Step 1: On the sidebar navigation, select Acquisition Types. You will be redirected to the Acquisition Types page.

Step 2: The Acquisition Types page will enable to view all Acquisition Types in the system. Click on the 3 dotted button on the right-hand side and a drop-down menu will appear with the option to delete. Select the Delete option.

Step 3: A confirmation dialog box will appear confirming if you want to delete the selected Acquisition Type.
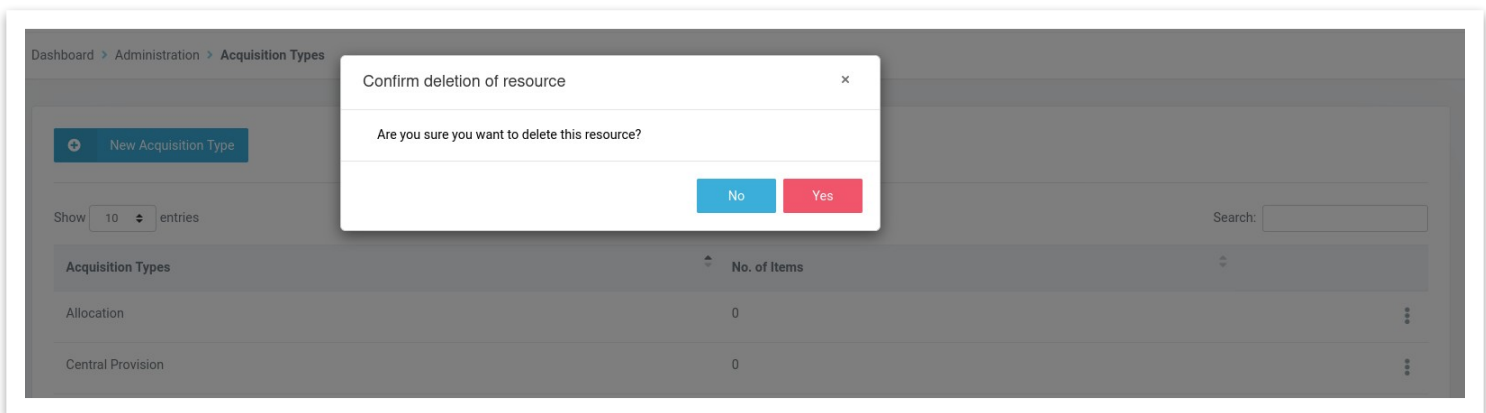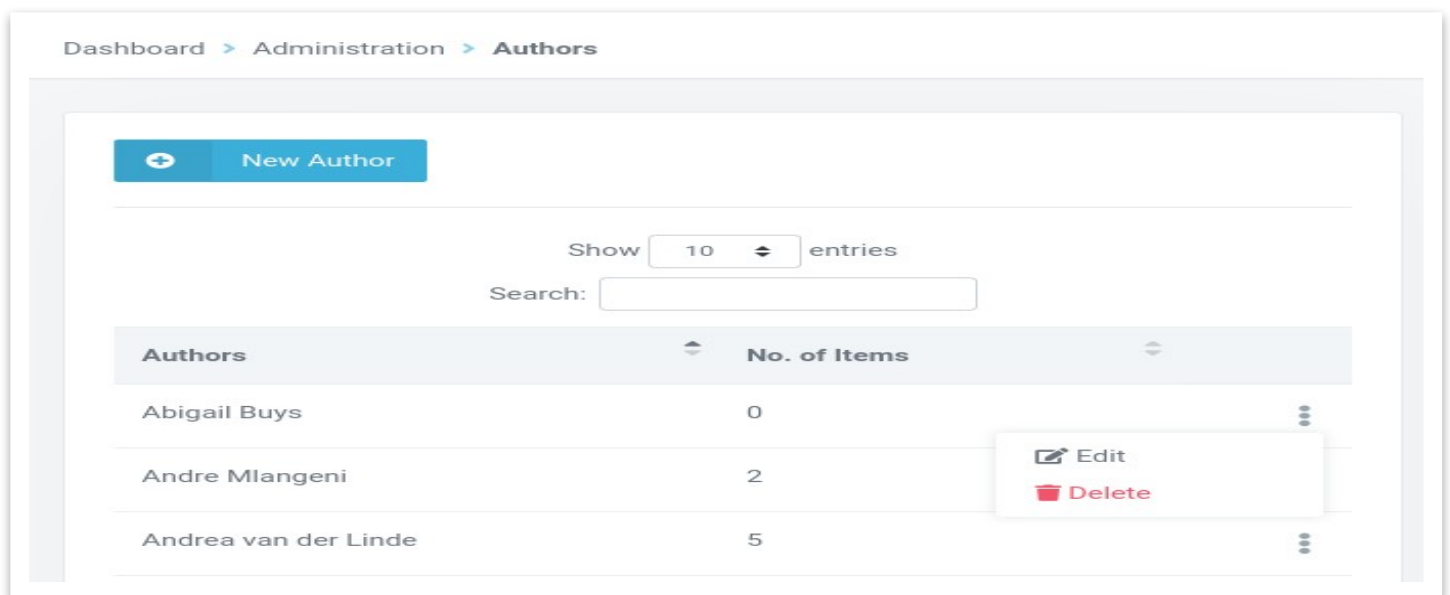

Authors

How to Add a new Author

Step 1: On the sidebar navigation, select Authors. You will be redirected to the Authors page.

Step 2: Select the "New Author" button.

Step 3: You will be redirected to the New Author page. You will be required to complete the form before you can click on the Save button at the bottom of the form.

How to Edit an existing Author

Step 1: On the sidebar navigation, select Authors. You will be redirected to the Authors page.

Step 2: The Authors page will enable you to view all authors in the system. Click on the 3-dotted button on the right-hand side and select the Edit option on the drop-down menu.
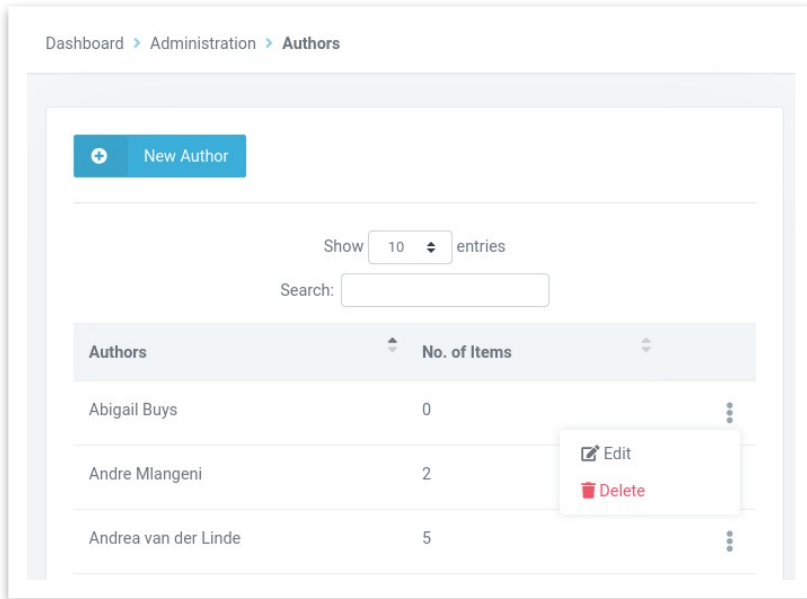
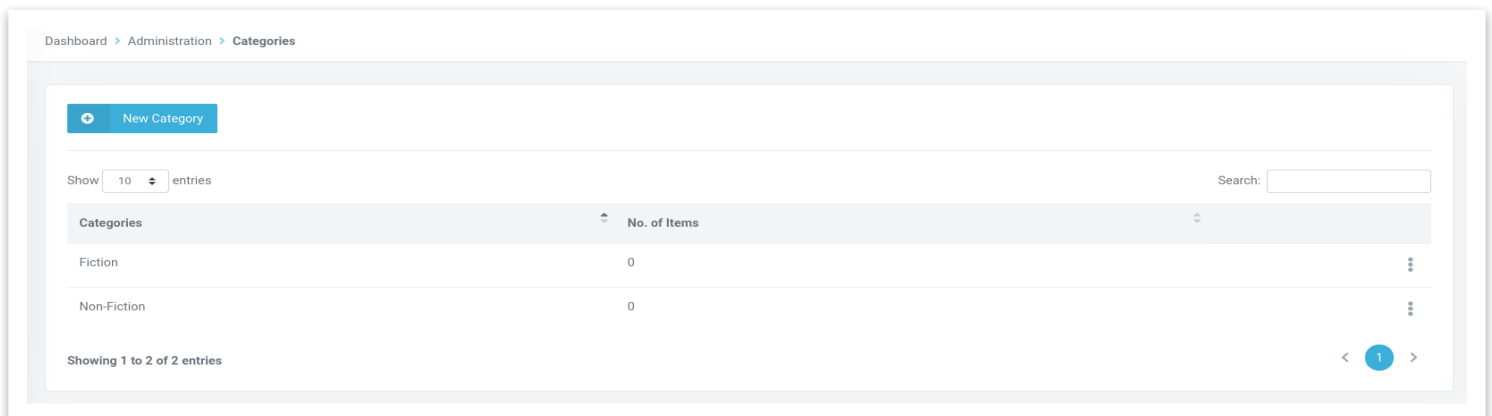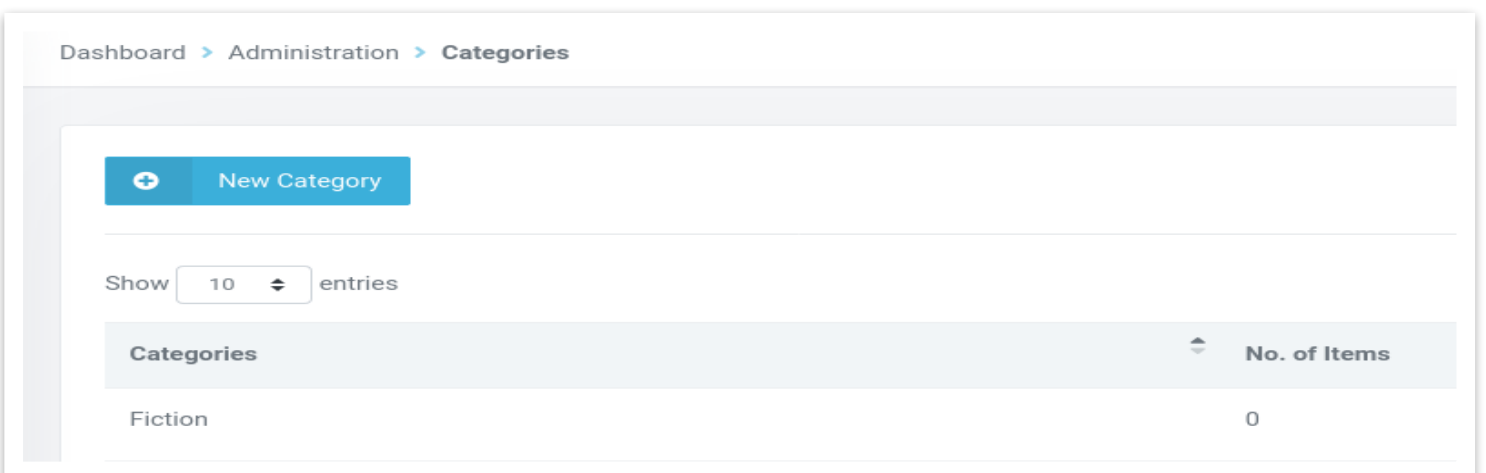*Step 3:* You will be redirected to the Edit page for this author. Make the adjustments to the author and select Save at the end of the form.
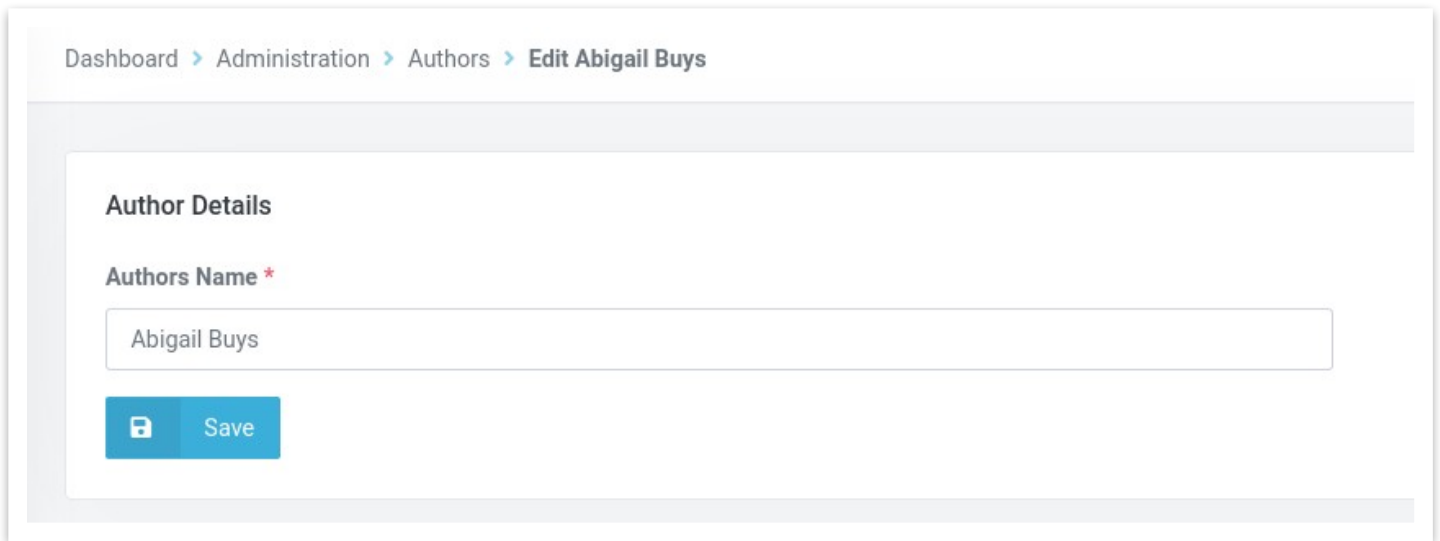
How to delete an Existing Author

Step 1: On the sidebar navigation, select Authors. You will be redirected to the Authors page.
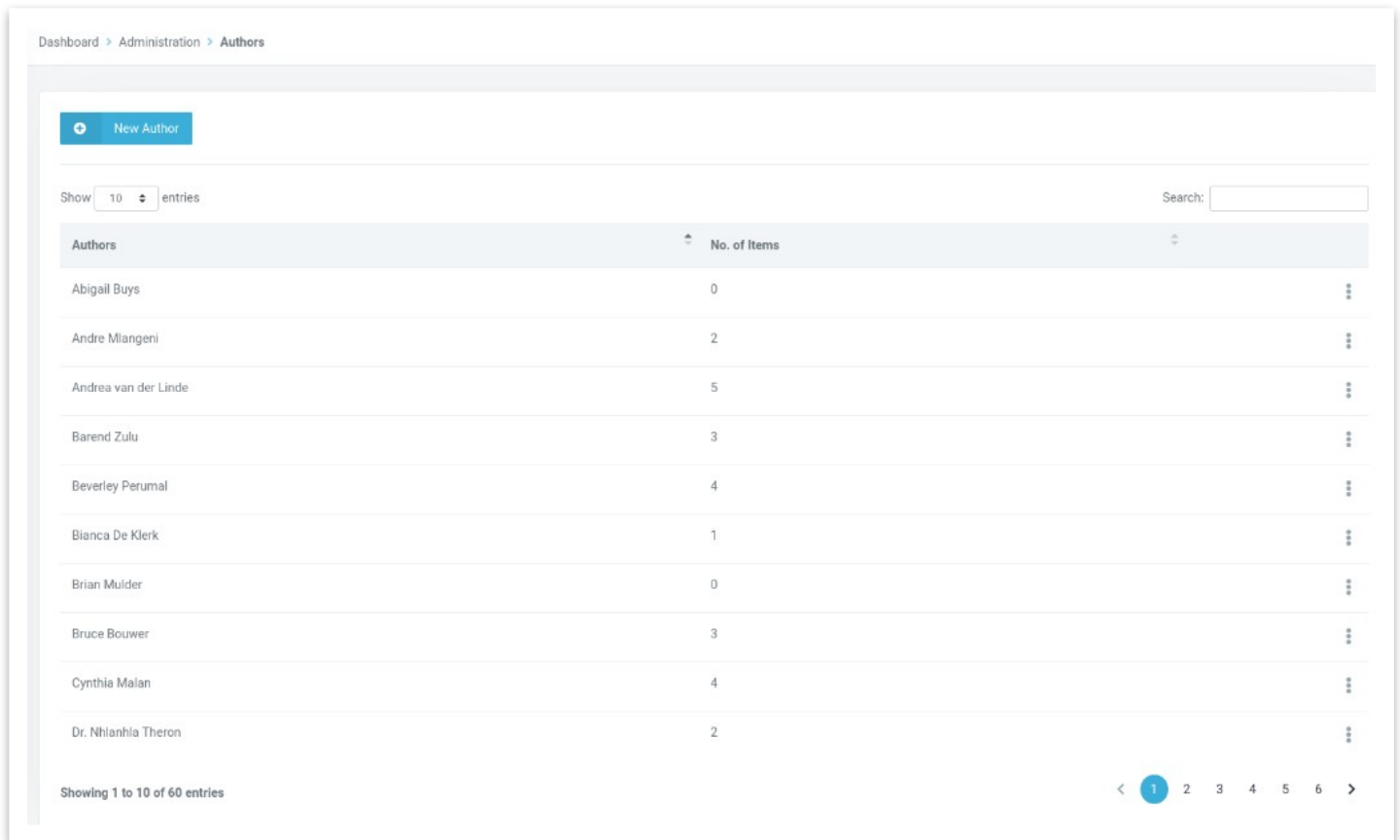
Step 2: The Authors page enables you to view all authors in the system. Click the 3-dotted button on the right-hand side and select the Delete option on the drop-down menu.

Step 3: A confirmation dialog box will appear confirming if you want to delete the author.
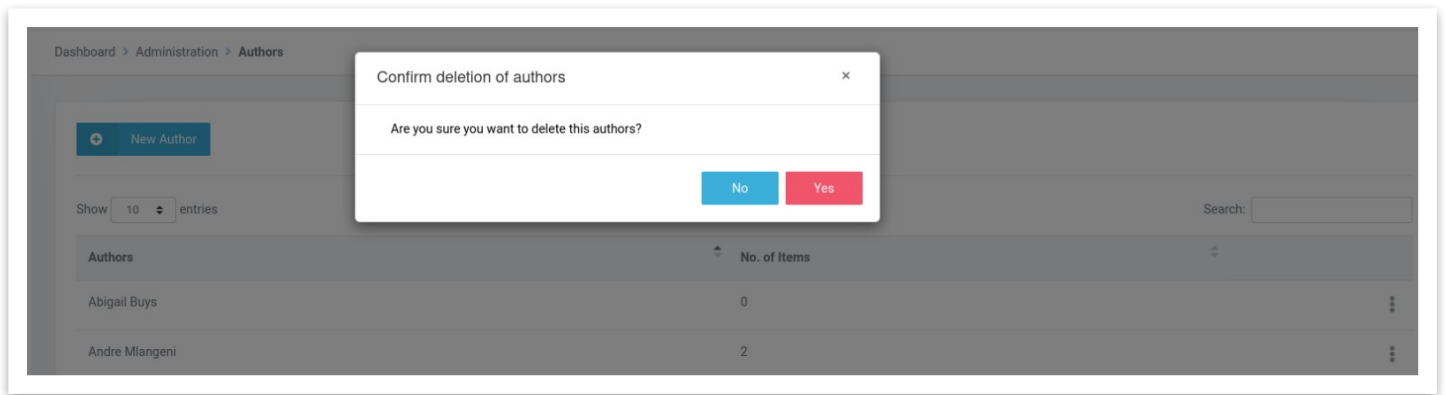
Categories

How to add a new Category

Step 1: On the sidebar navigation, select Categories. You will be redirected to the Categories page.

Step 2: Select the "New Category" button.

Step 3: You will be redirected to the New Category page where you will be required to complete the form. Then click on the Save button at the bottom of the form.
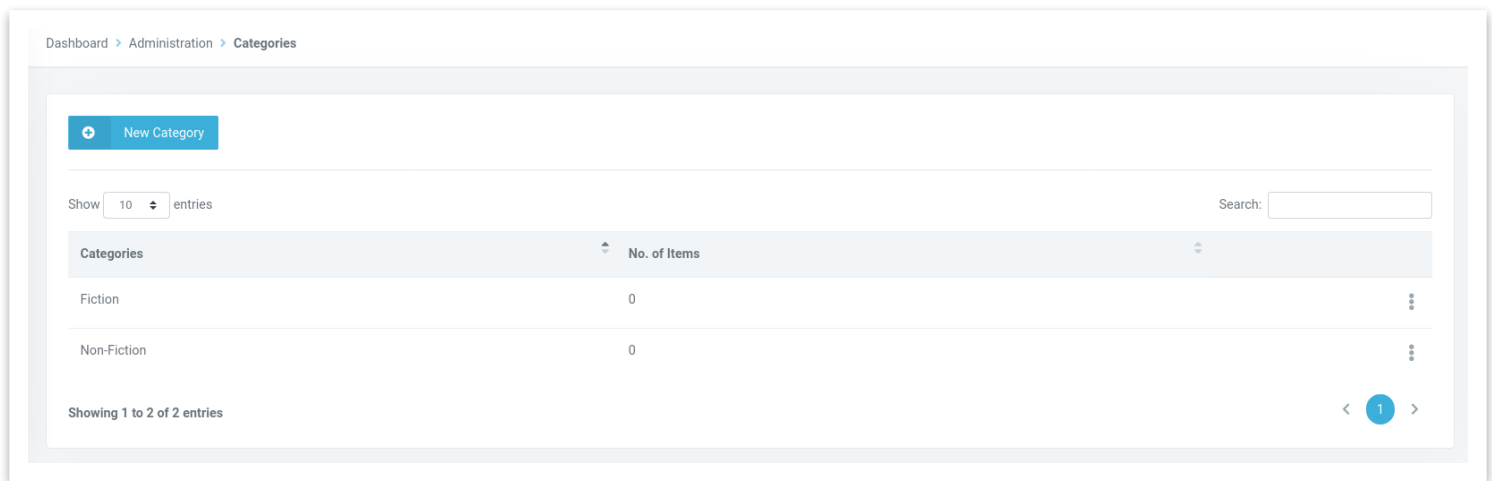

## How to edit an existing Category

Step 1: On the sidebar navigation, select Categories. You will be redirected to the Categories page.

Step 2: The Categories page will enable you to view all Categories in the system. Click on the 3-dotted button on the right-hand side and Select the Edit option on the drop-down menu.

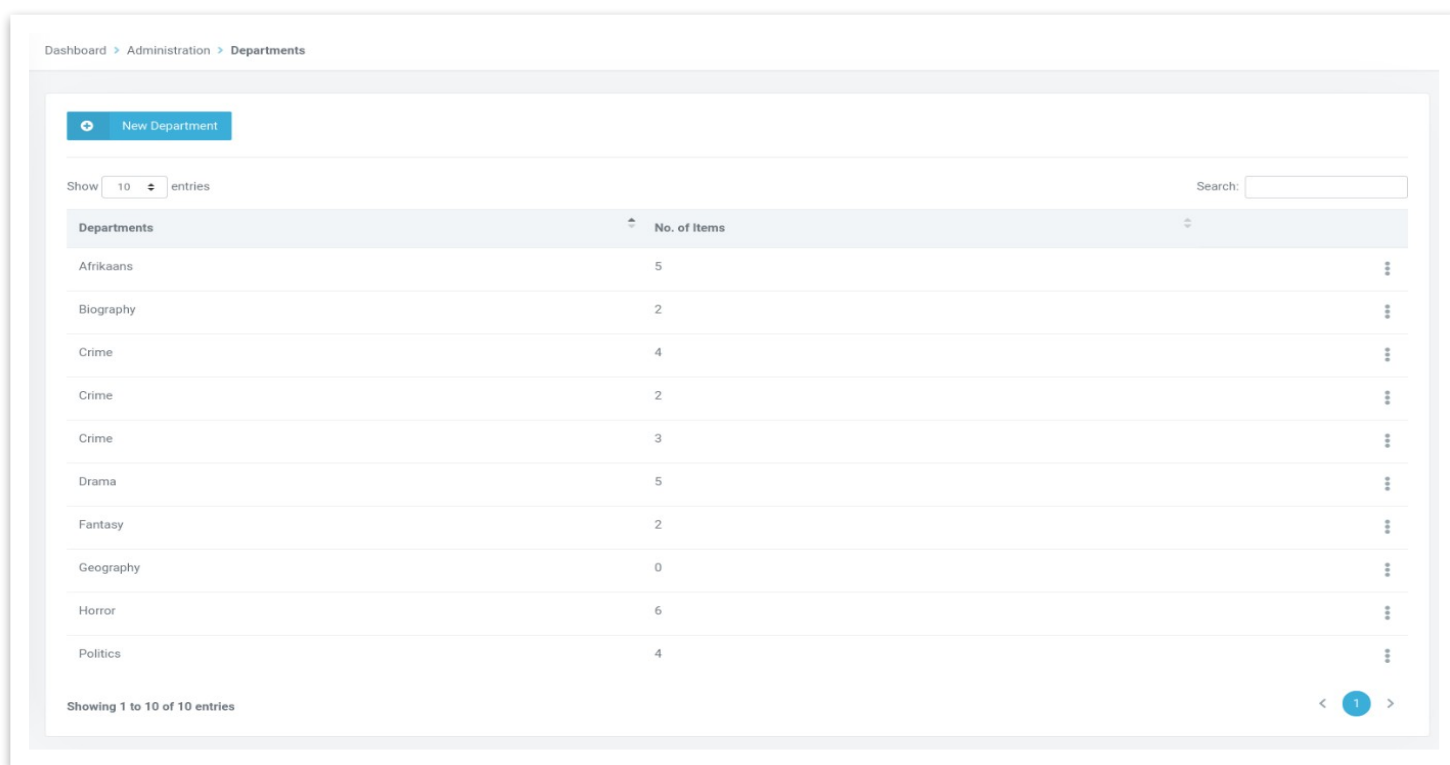*Step 3:* You will be redirected to the Edit page for this Category where you can make the adjustments. Then, select Save at the end of the form.

How to delete an existing Category

Step 1: On the sidebar navigation, select Categories. You will be redirected to the Categories page.

Step 2: The Categories page enables you to view all Categories in the system. Click on the 3-dotted button on the right-hand side and select the Delete option on the drop-down menu.
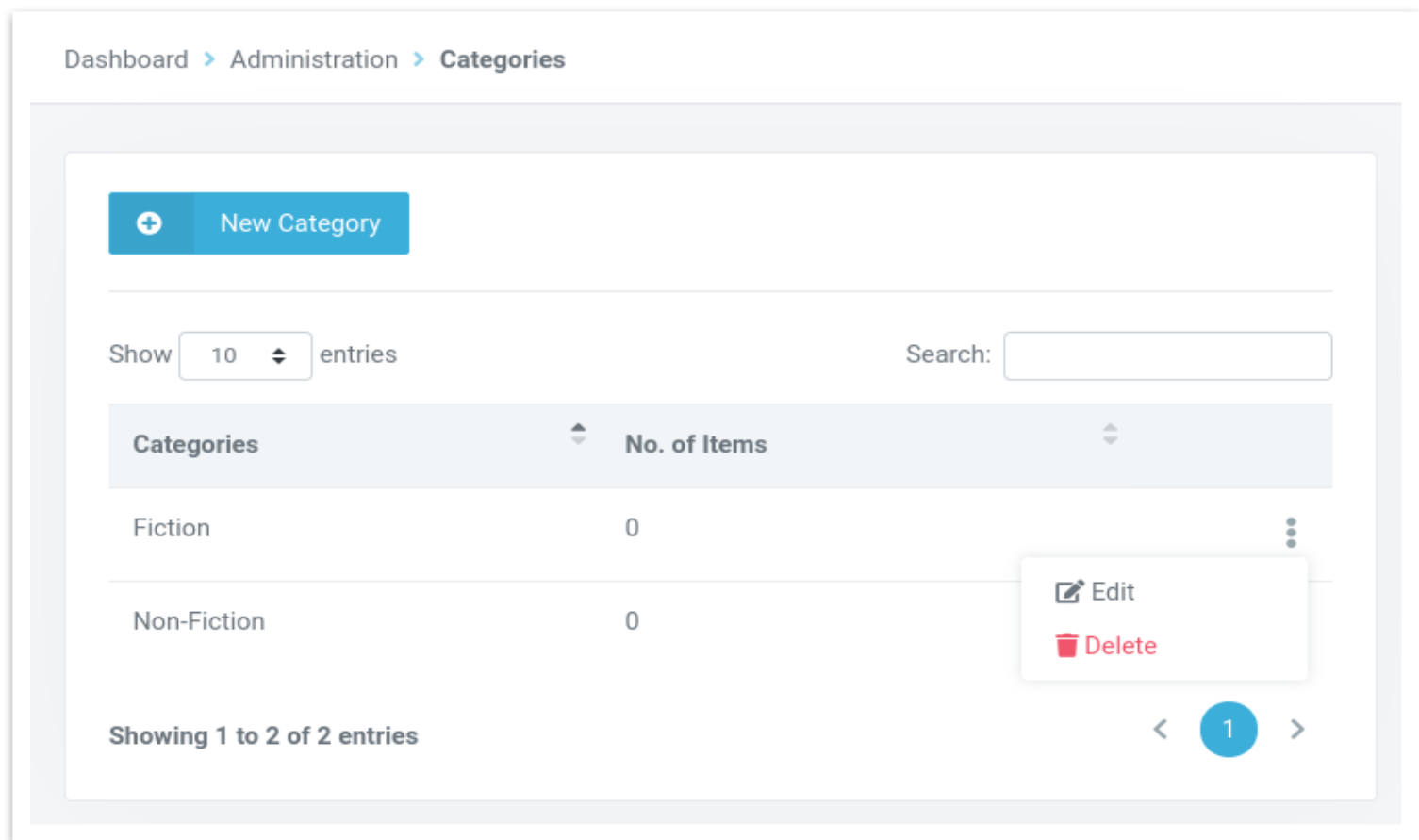
Step 3: A confirmation dialog box will appear confirming if you want to delete the Category.
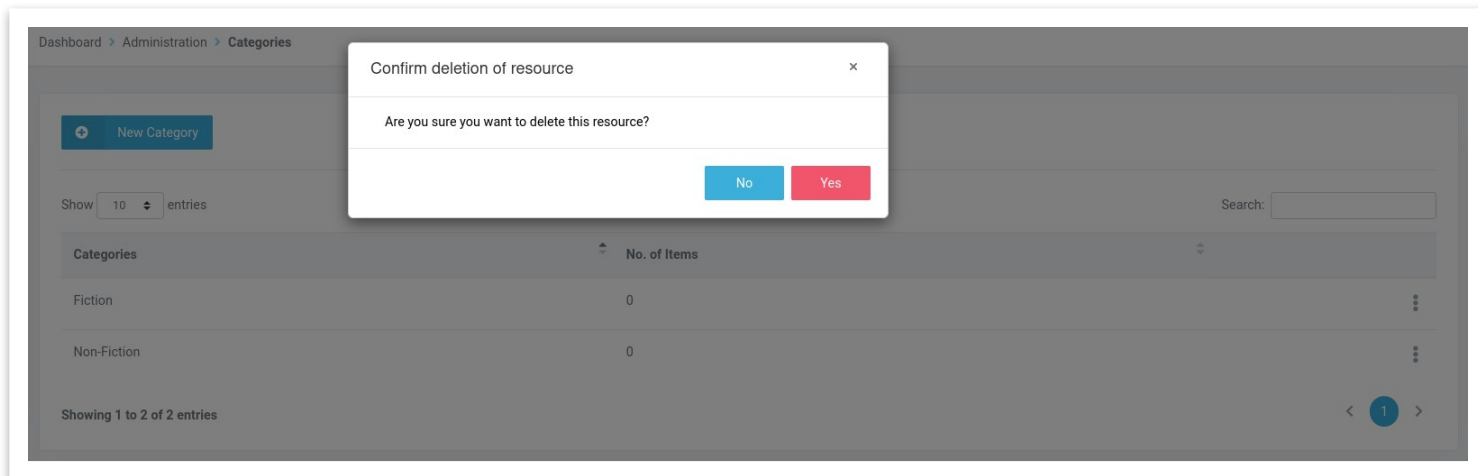
Departments

How to add a new Department

Step 1: On the sidebar navigation, select Departments. You will be redirected to the Departments page.


Step 2: Select the blue button labeled "New Department".

Step 3: You will be redirected to the New Department page where you can complete the Department form. Then, select the Save button at the bottom of the form.

How to Edit an Existing Department

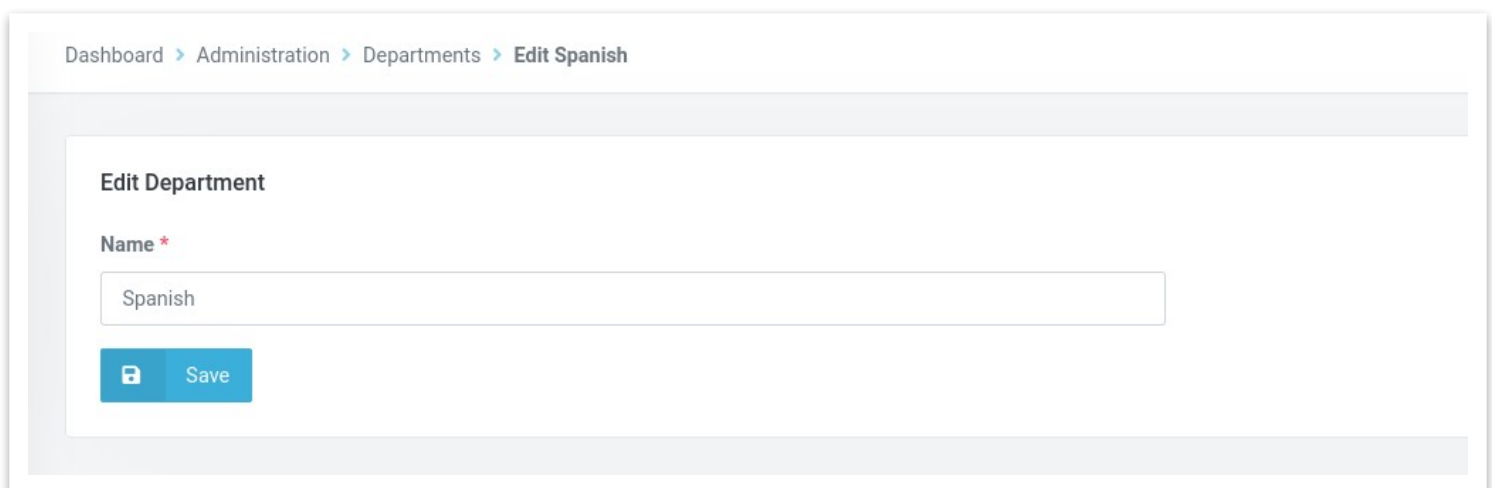**Step 1:** On the sidebar navigation, select Departments. You will be redirected to the Departments page.

Step 2: The Departments page enables you to view all Departments in the system. Click on the 3-dotted button on the right-hand side and select the Edit option on the drop-down menu.
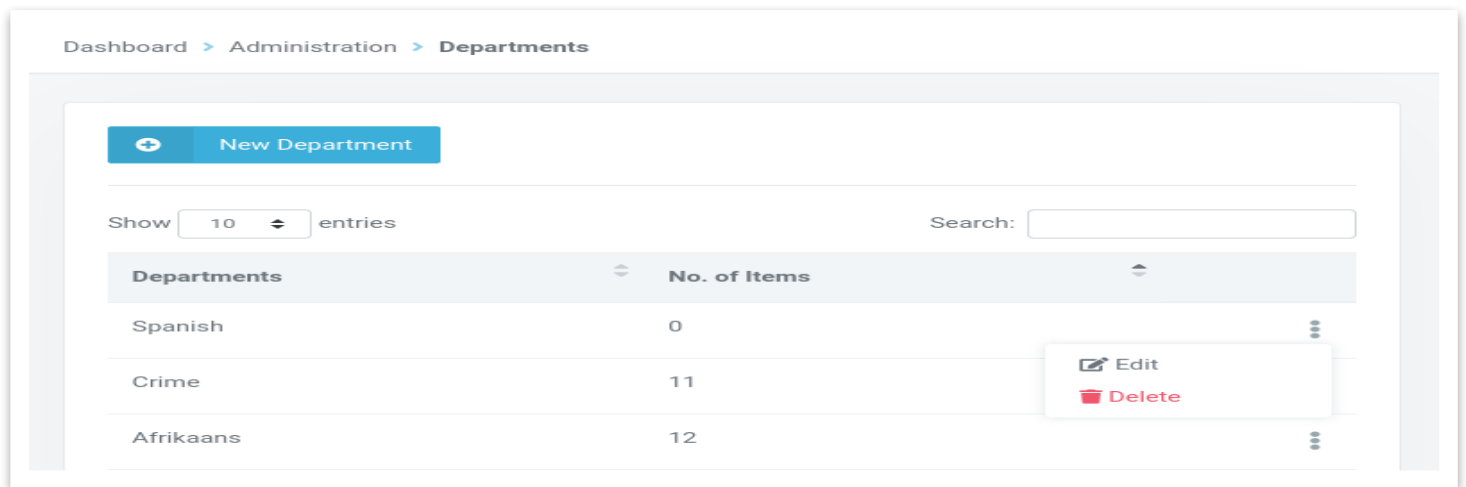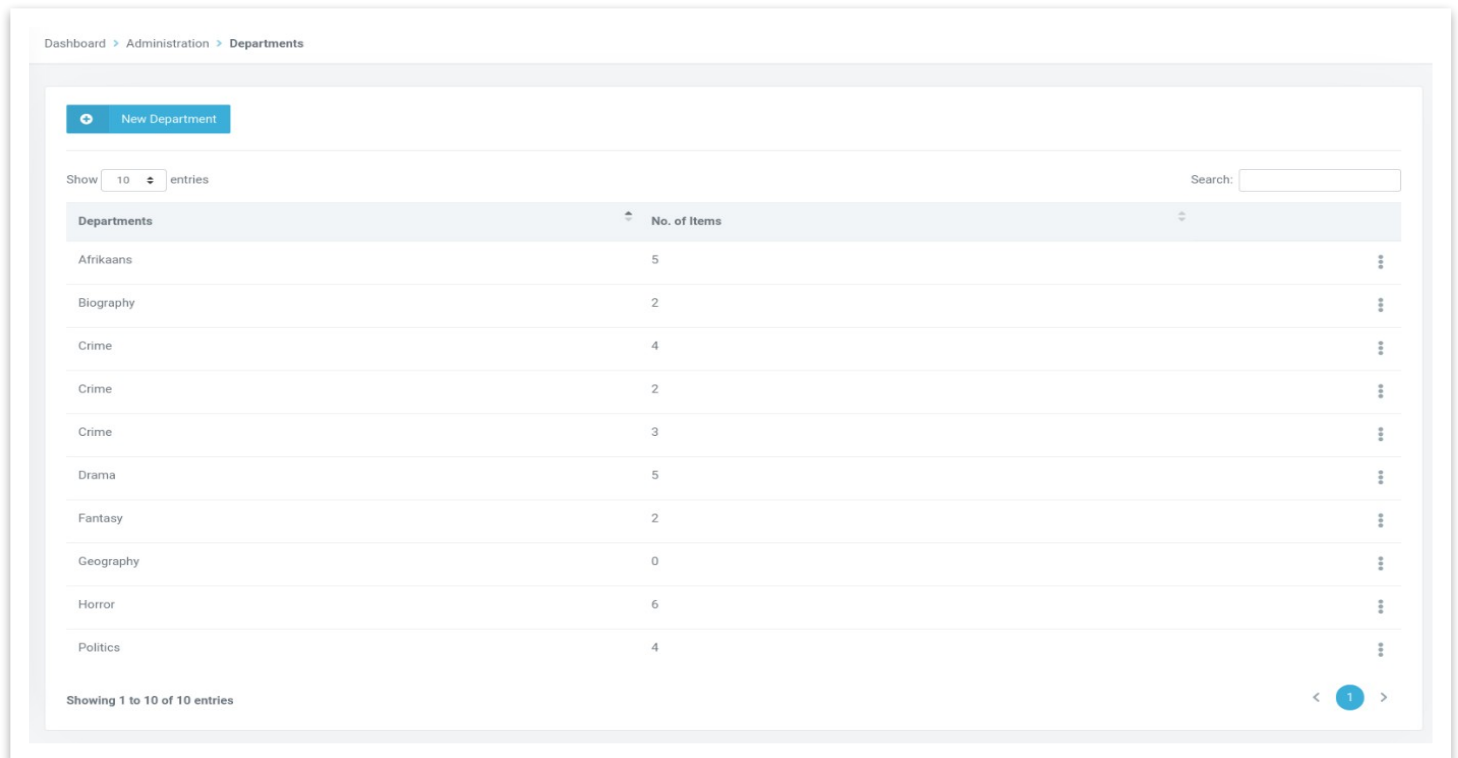

Step 3: You will be redirected to the edit page for this Department. Make the adjustments to the Department and select Save at the end of the form.
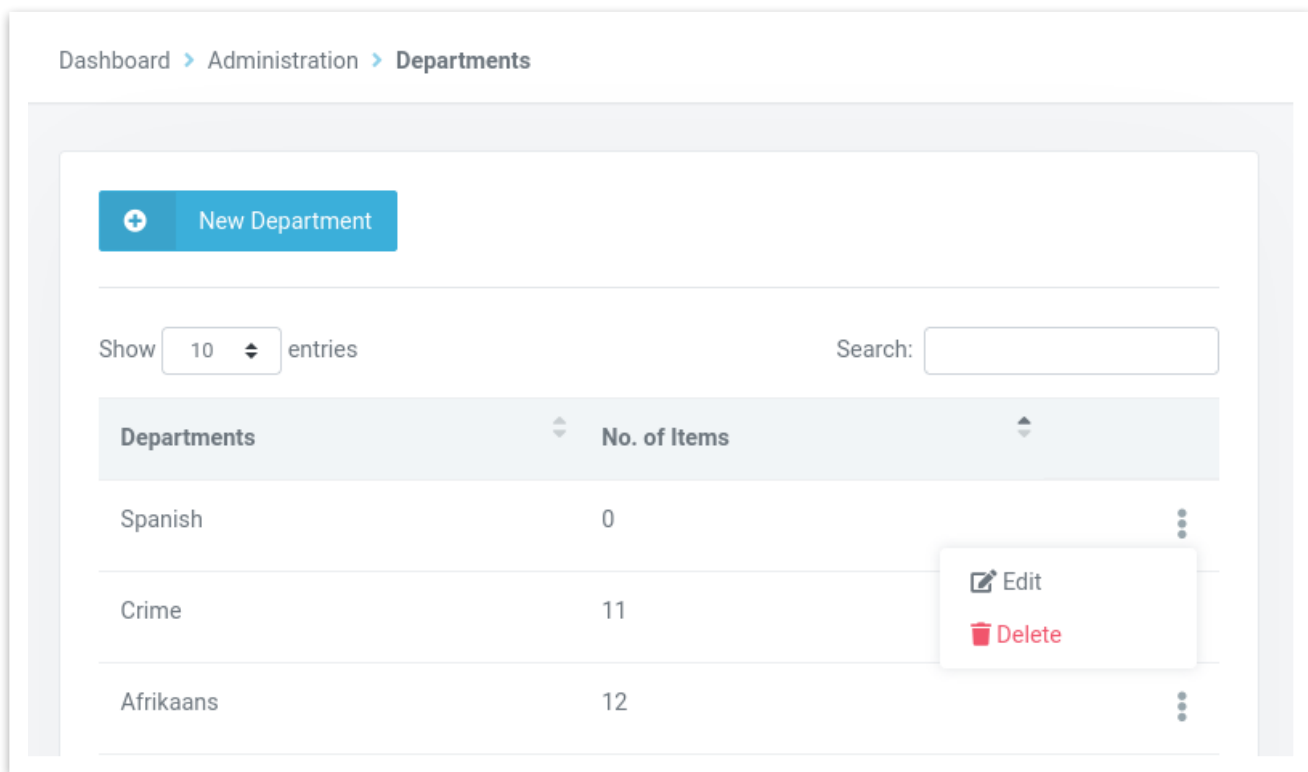

How to delete an existing Department

Step 1: On the sidebar navigation, select Departments. You will be redirected to the Departments page.

Step 2: On the Departments page you will be able to view all Departments in the system. Click on the 3 dotted button on the right-hand side and a drop-down menu will appear with the option to delete. Select the Delete option.
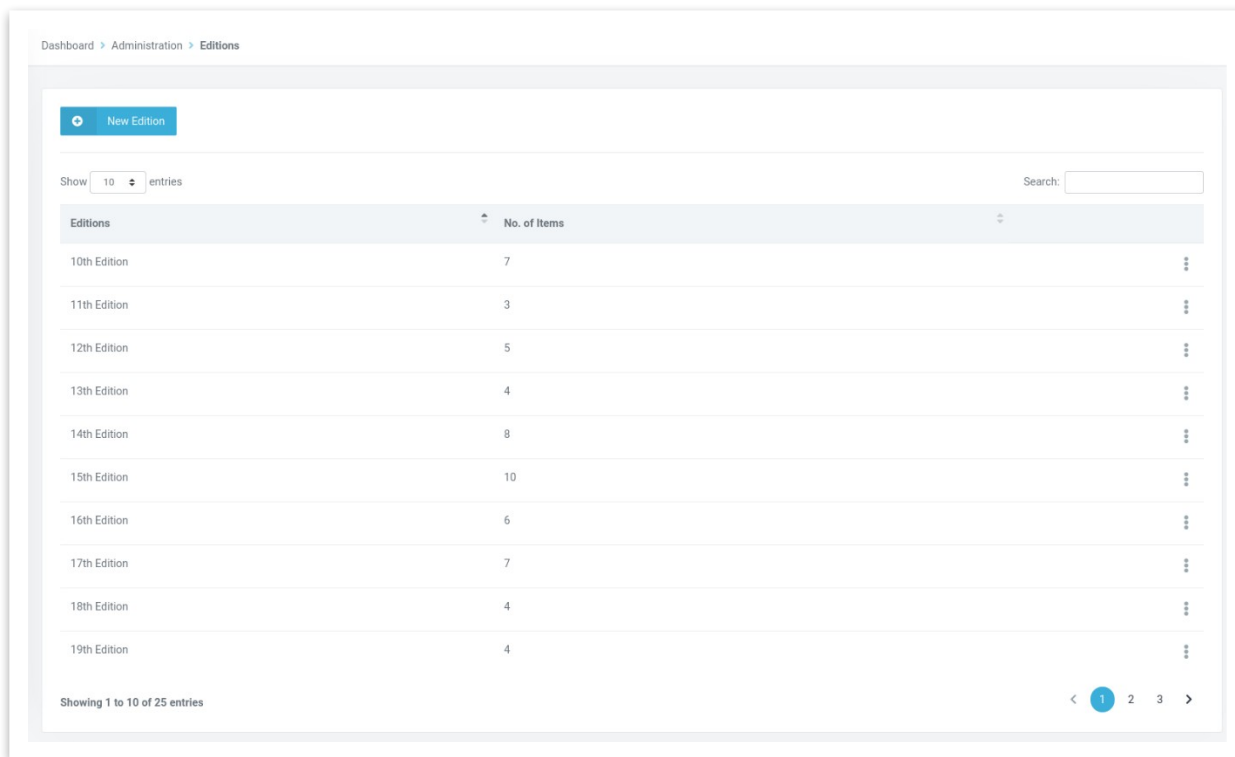

Step 3: A confirmation dialog box will appear confirming if you want to delete the Department.
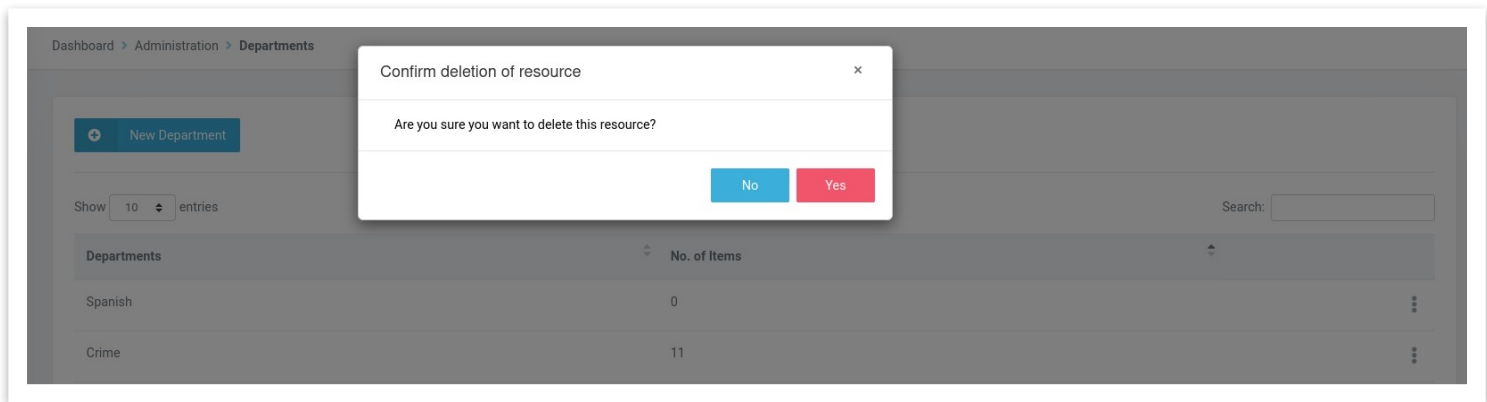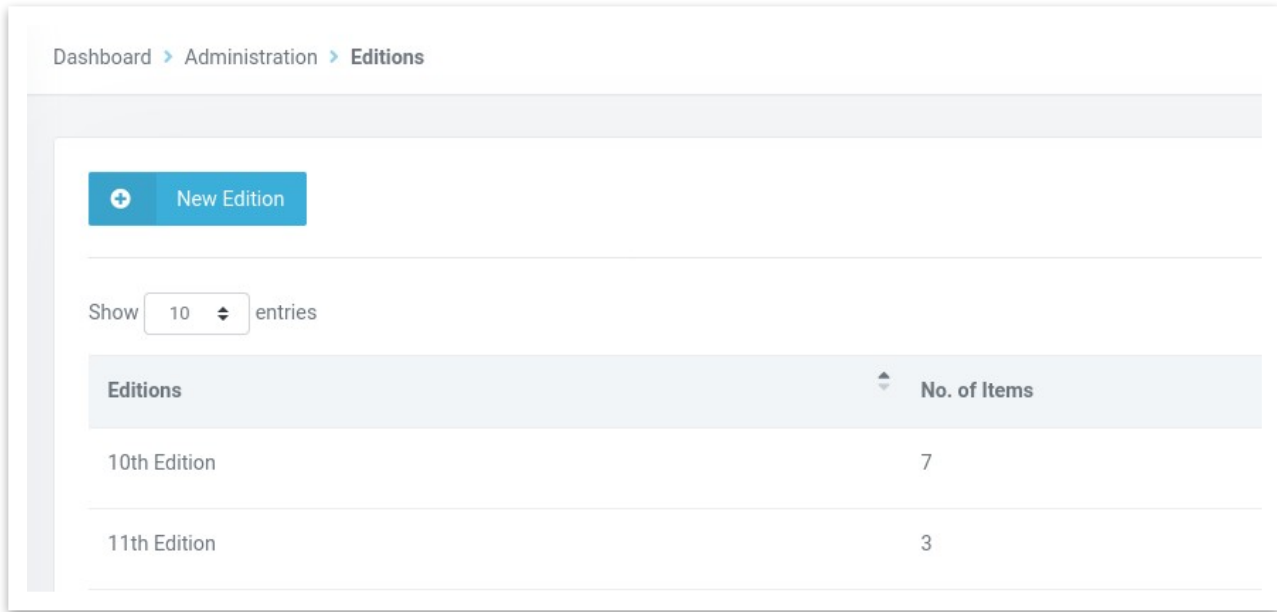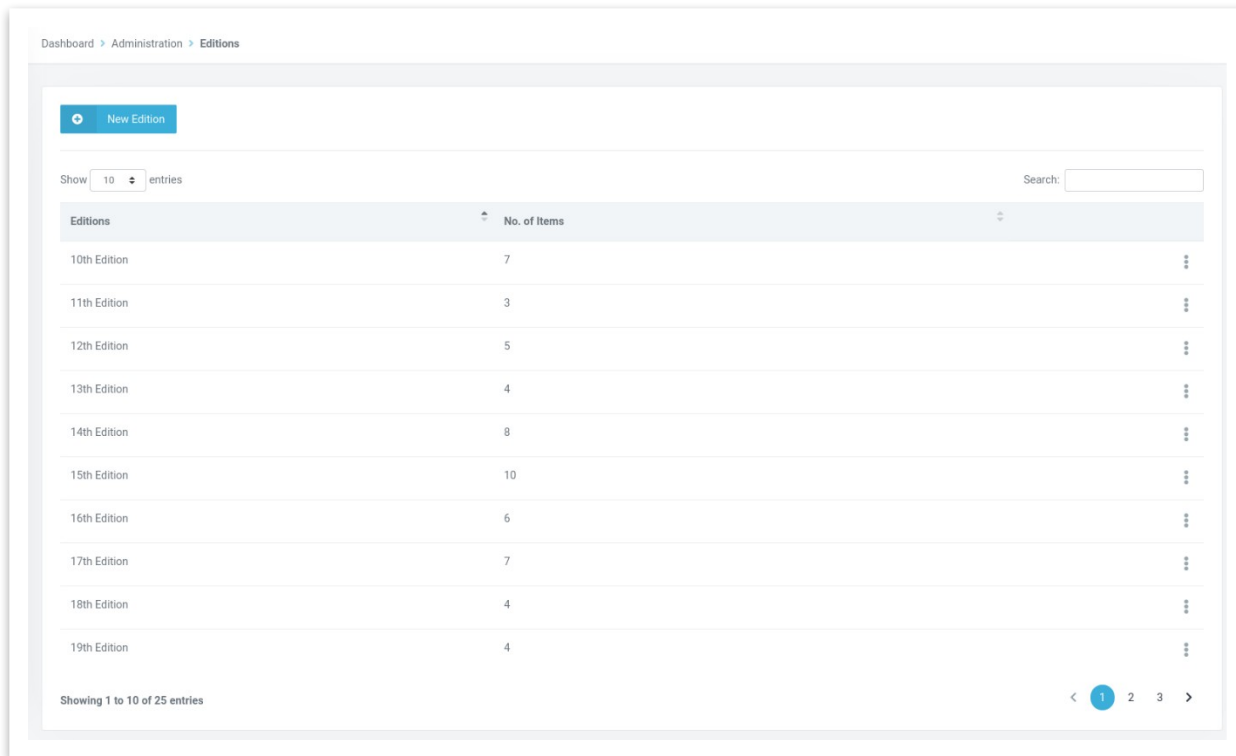
New Versions

How to add a New Edition

Step 1: Select Editions on the sidebar navigation. You will be redirected to the Editions page.

Step 2: Select the "New Edition" button.

Step 3. You will be redirected to the New Editions page where you will be required to complete the Editions form before you can select the Save button at the bottom of the form.
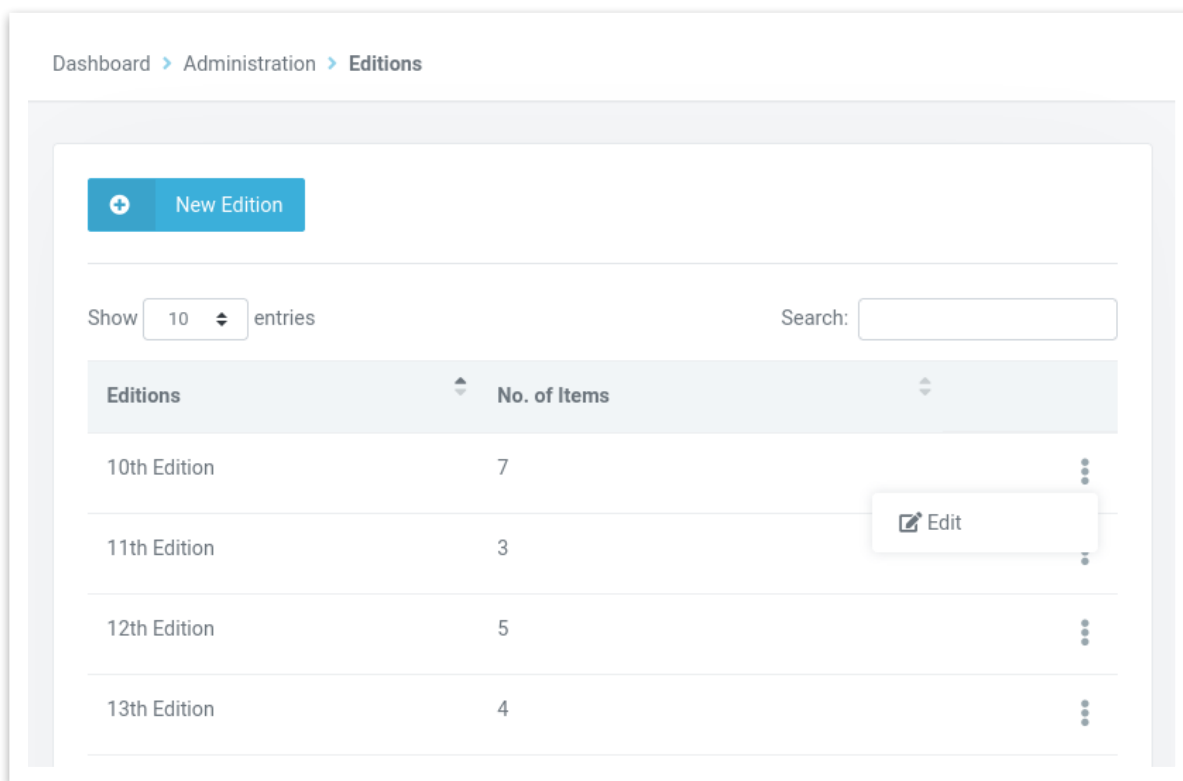

Editing an existing Edition

Step 1: Select Editions on the sidebar navigation. You will be redirected to the Editions page.

Step 2: The Editions page enables you to view all Editions in the system. Click on the 3-dotted button on the right-hand side and select the Edit option on the drop-down menu.

Step 3: You will then be redirected to the Edit page, make the adjustments to the Editions and select Save at the end of the form.

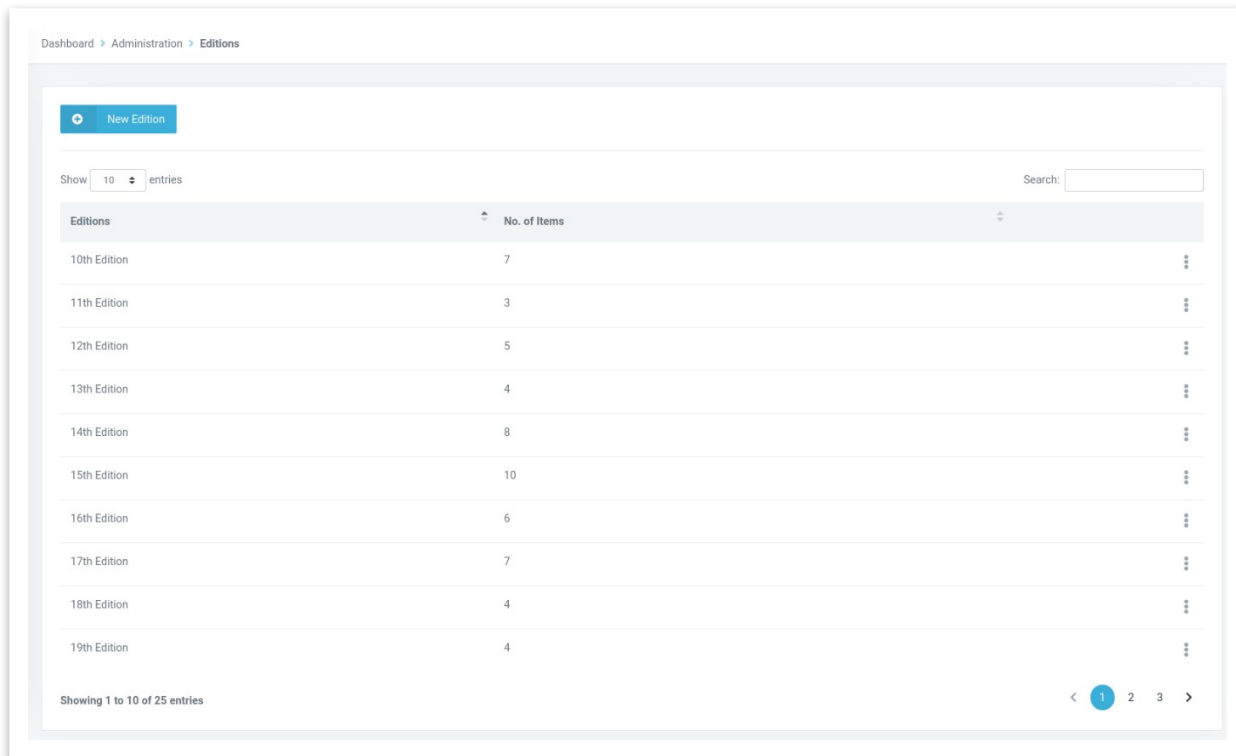Dashboard > Administration > Editions > **Edit 11th Edition**

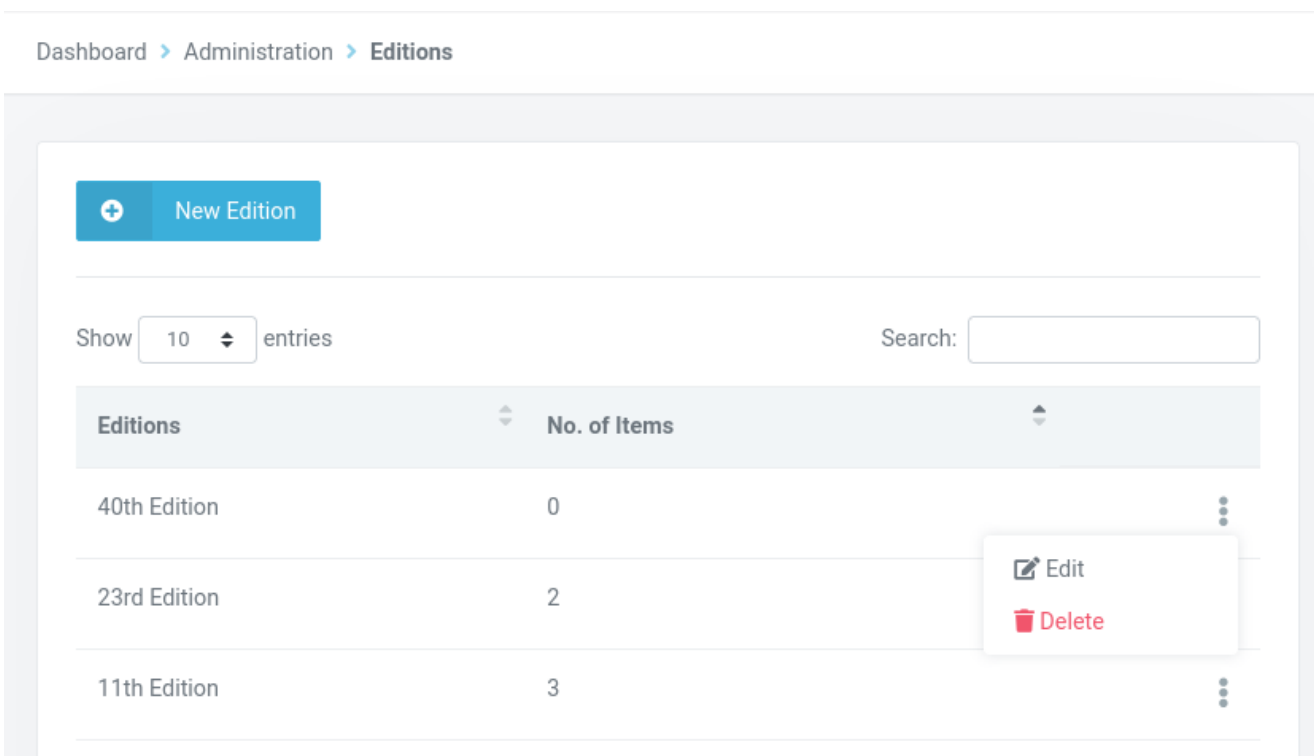**Edition Details**

Edition *

11th Edition

💾 Save

Deleting an existing Edition

Step 1: On the sidebar navigation, select Editions. You will be redirected to the Editions page.

Step 2: The Editions page will enable you to view all authors in the system. Click on the 3-dotted button on the right-hand side and select the Delete option on the drop-down menu.
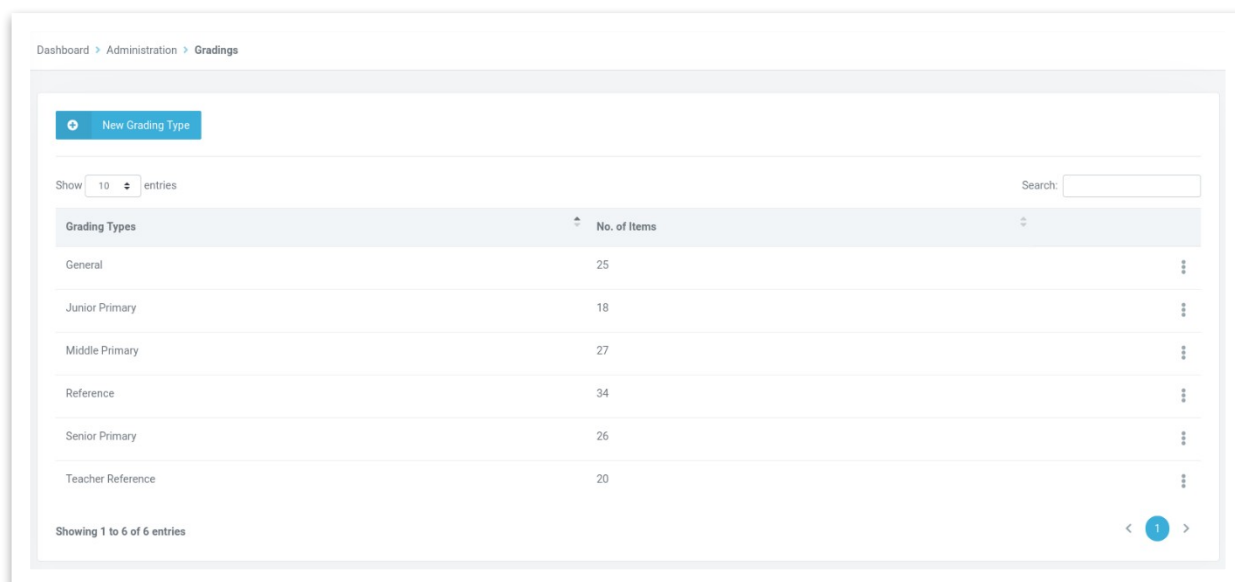

Step 3: A confirmation dialog box will appear confirming if you want to delete the Edition.
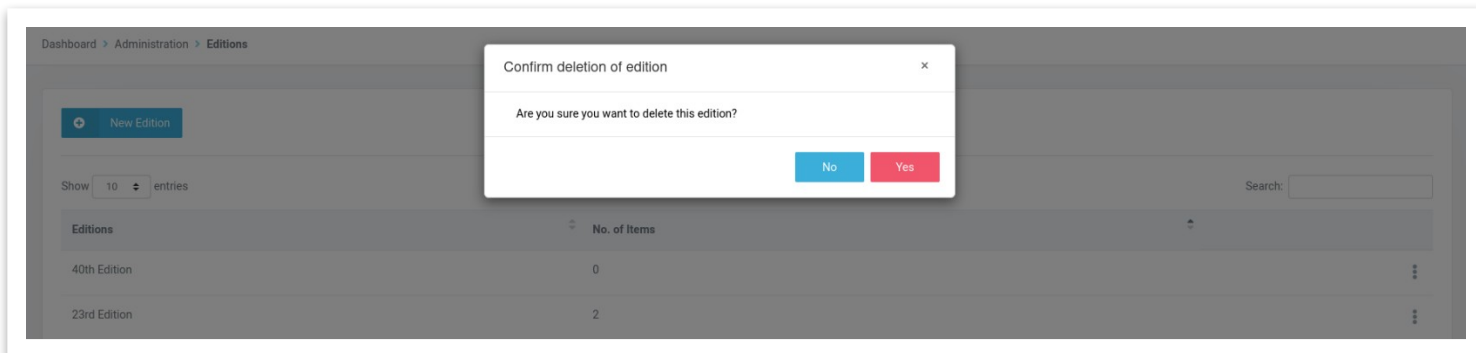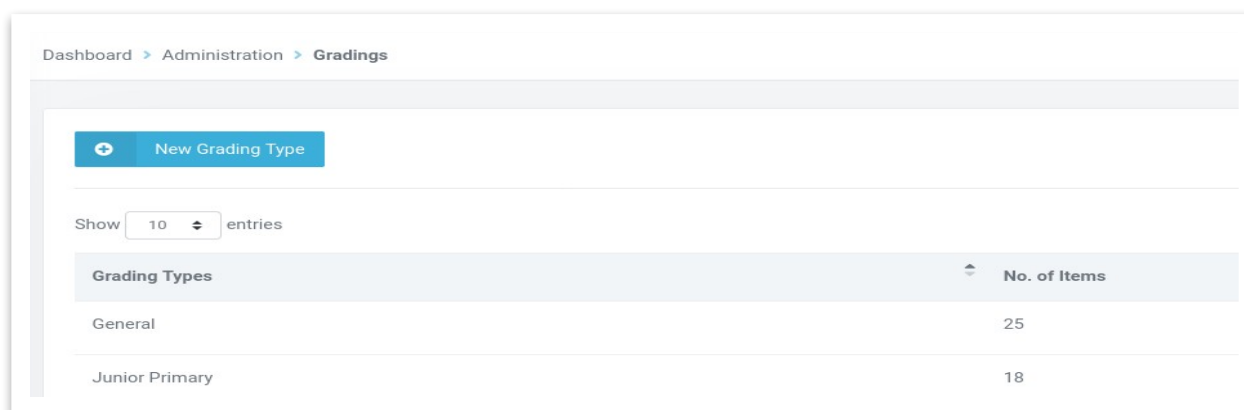
Grading Types

Adding a Grading Type

Step 1: On the sidebar navigation, select Grading Types. You will be redirected to the Grading
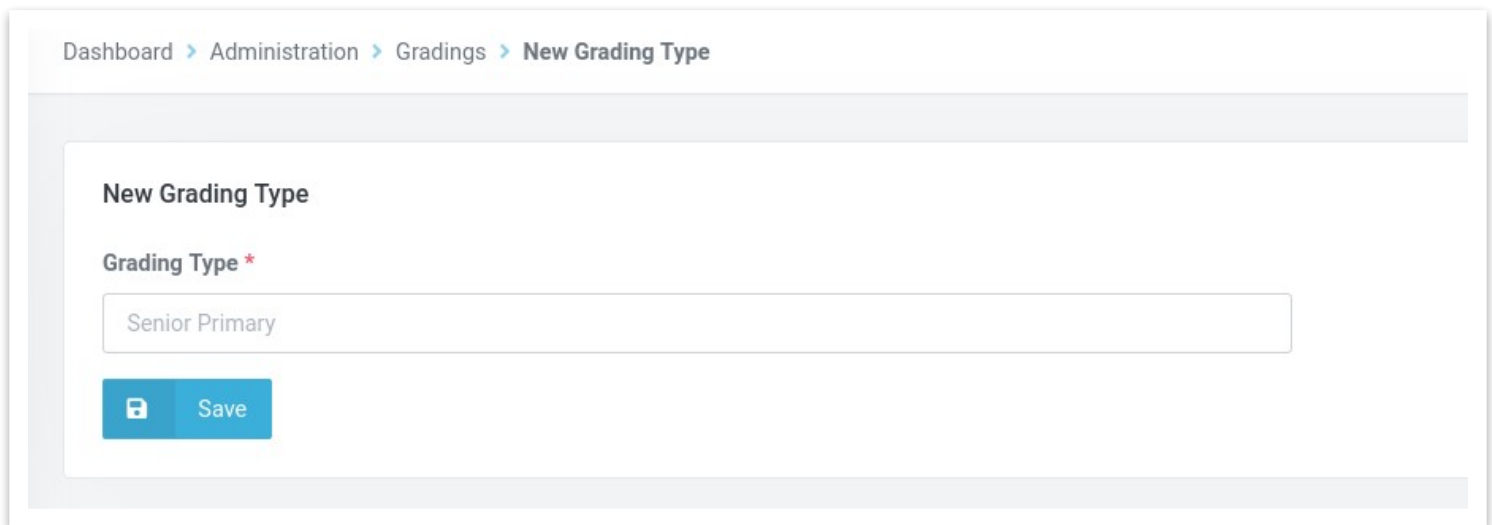

Types page.

Step 2: Select the "New Grading Type" button.

Step 3: You will be redirected to the New Grading Type page where you will be required to insert the detail and select the Save button at the bottom of the form.
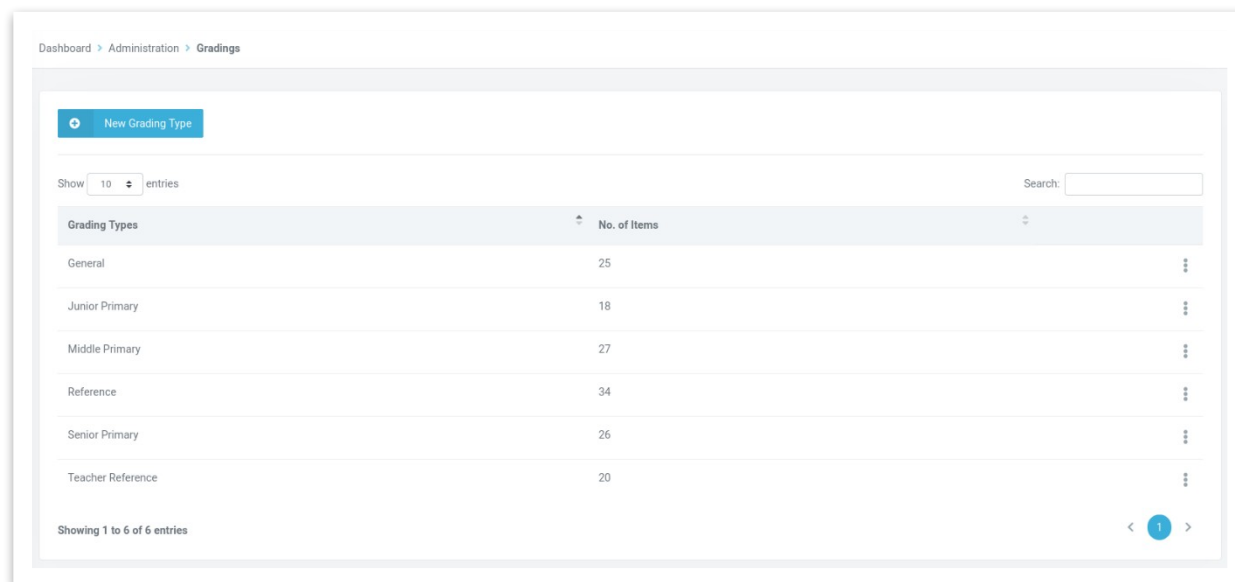
How to edit an existing Grading Type

Step 1: Select Grading Types on the sidebar navigation. You will be redirected to the Grading Types page.

Step 2: The Grading Types page will enable you to view all Grading Types in the system. Click on the 3-dotted button on the right-hand side and select the Edit option on the drop-down menu.

Step 3: You will be redirected to the Edit page for this Grading Type, make the adjustments to the Grading Type and select Save at the end of the form.

Deleting an existing Grading Type

Step 1: On the sidebar navigation, select Grading Types. You will be redirected to the Grading Types page.
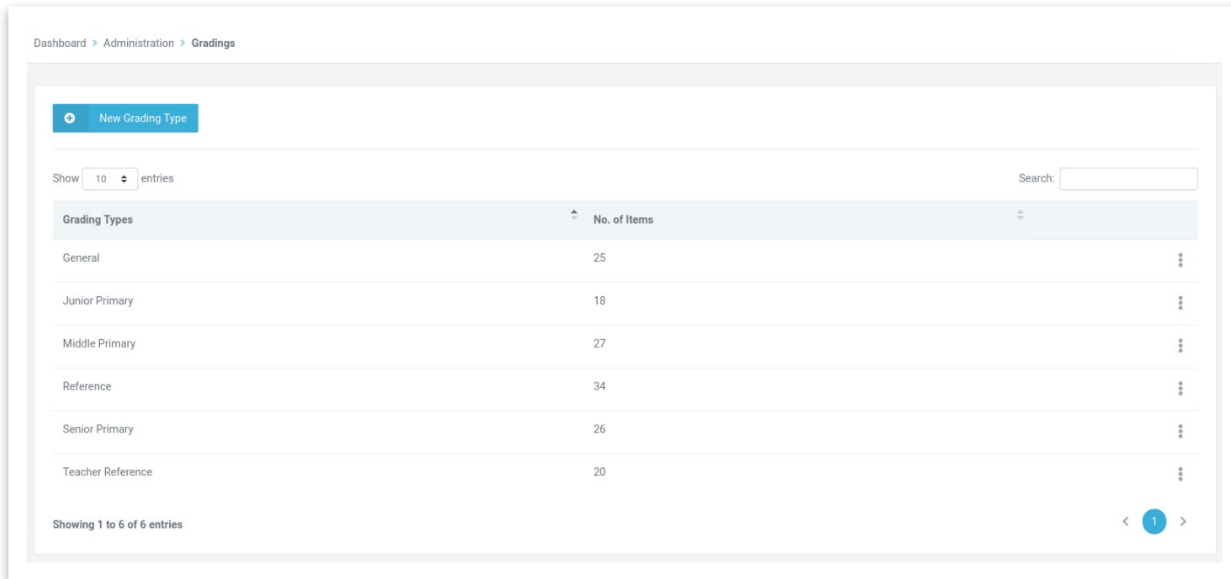
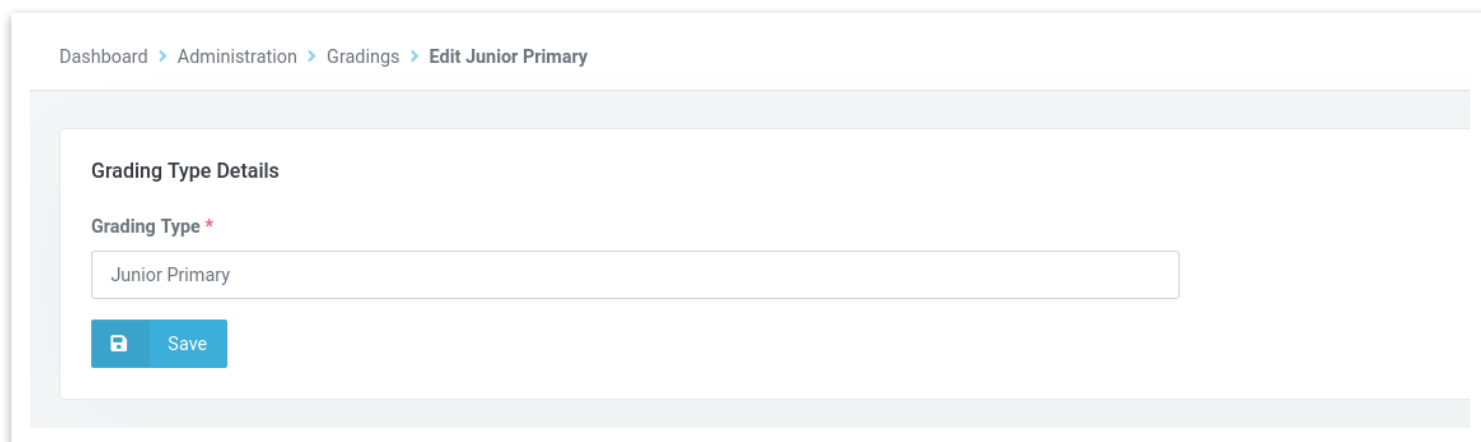*Step 2:* The Grading Types page will enable you to view all Grading Types in the system. Click on the 3-dotted button on the right-hand side and select the Delete option on the drop-down menu.
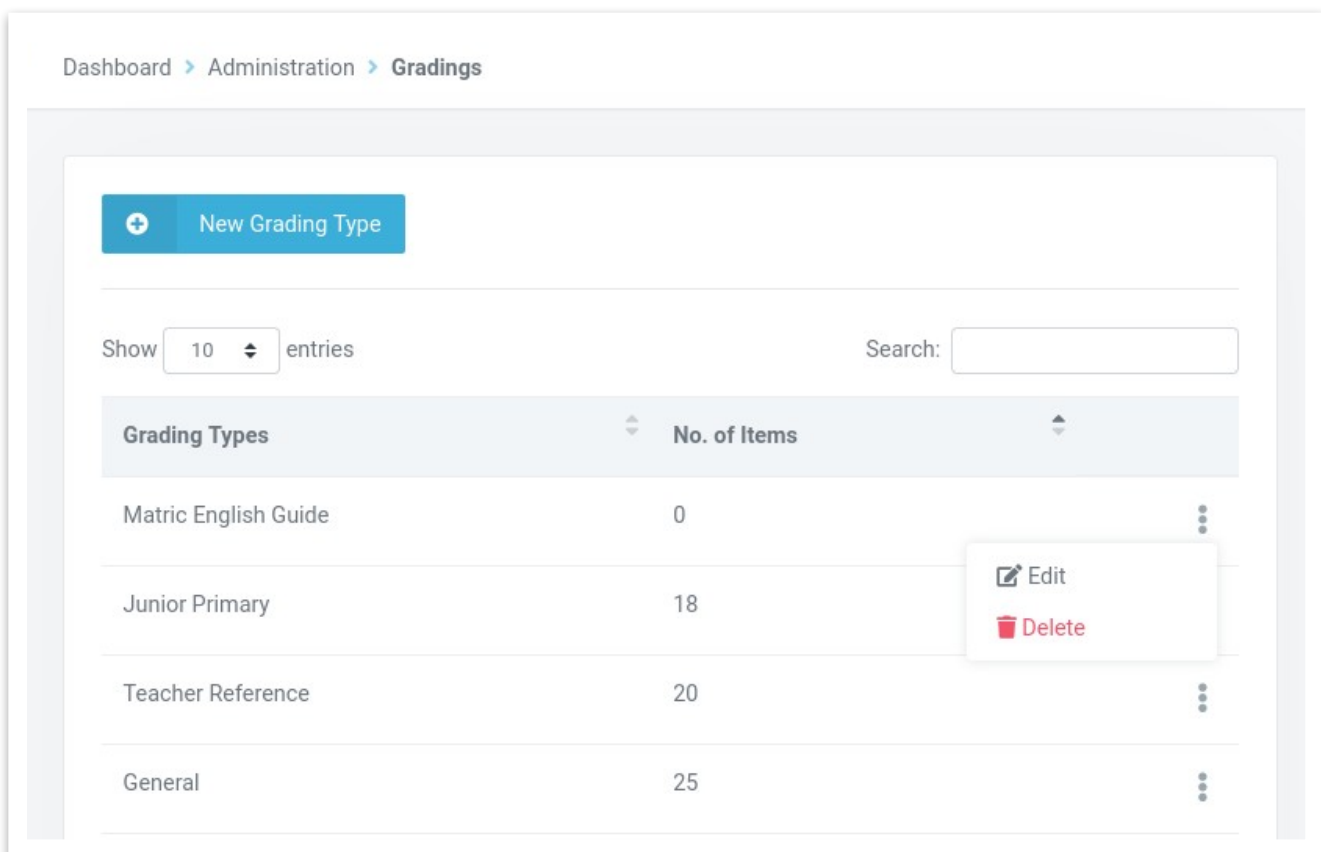
Step 3: A confirmation dialog box will appear confirming if you want to delete the Grading Type.
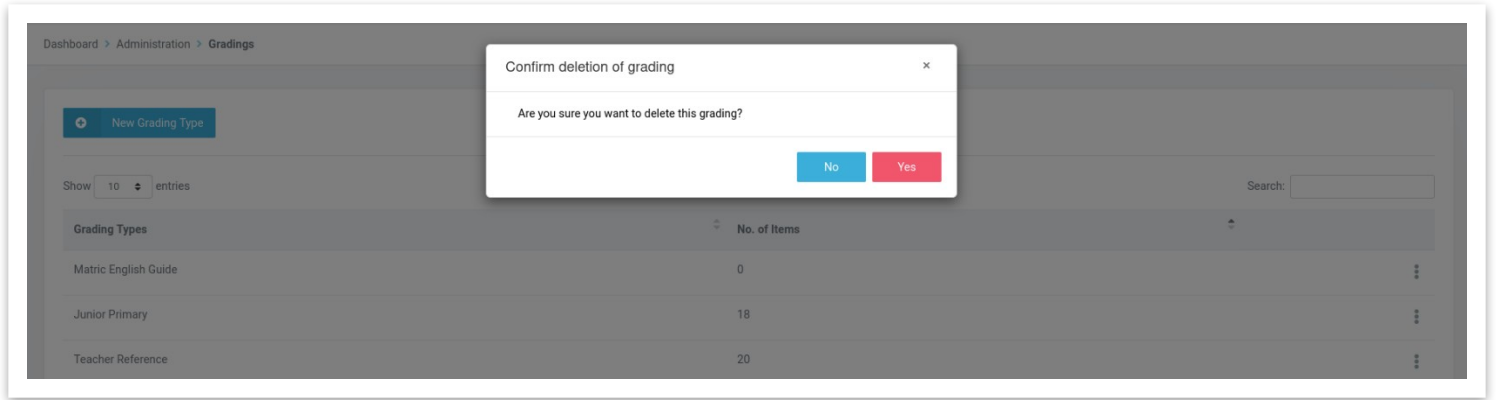
Institutions

Adding a new Institution

Step 1: On the sidebar navigation, select Institutions. You will be redirected to the Institutions page.

Step 2: Select the "New Institution" button.
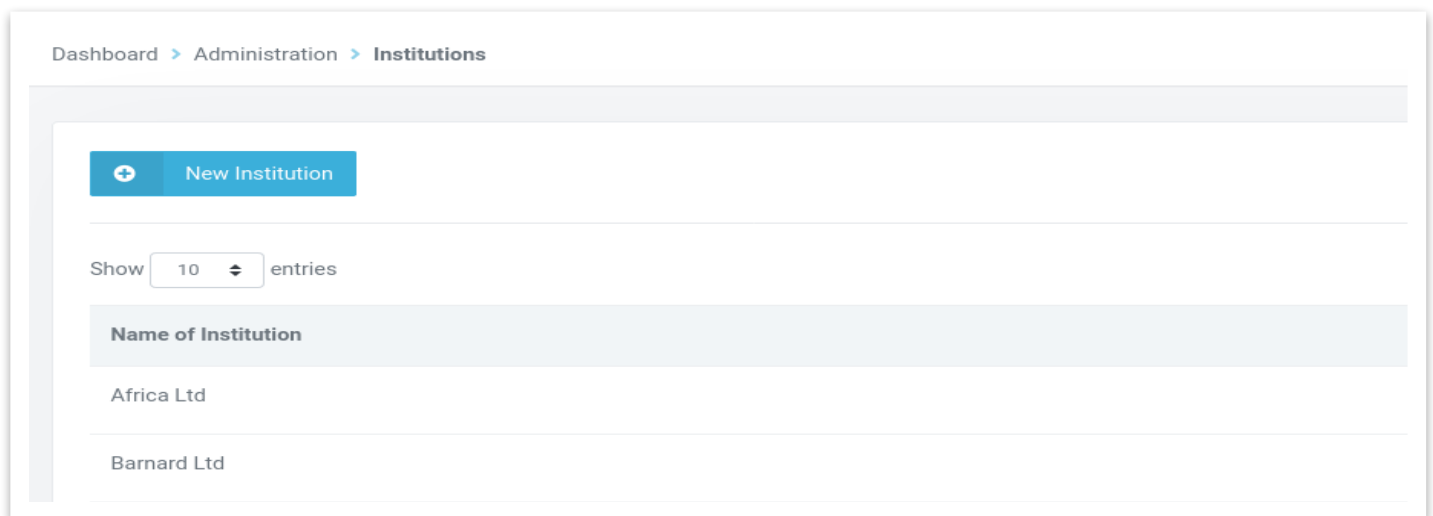
Step 3: You will be redirected to the New Institution page where you will be required to complete the form before you. Select the Save button at the bottom of the form.

Editing an existing Institution

Step 1: On the sidebar navigation, select Institutions. You will be redirected to the Institutions page.

Step 2: The Institutions page will enable you to view all Institutions in the system. Click on the 3-dotted button on the right-hand side and select the Edit option on the drop-down menu.
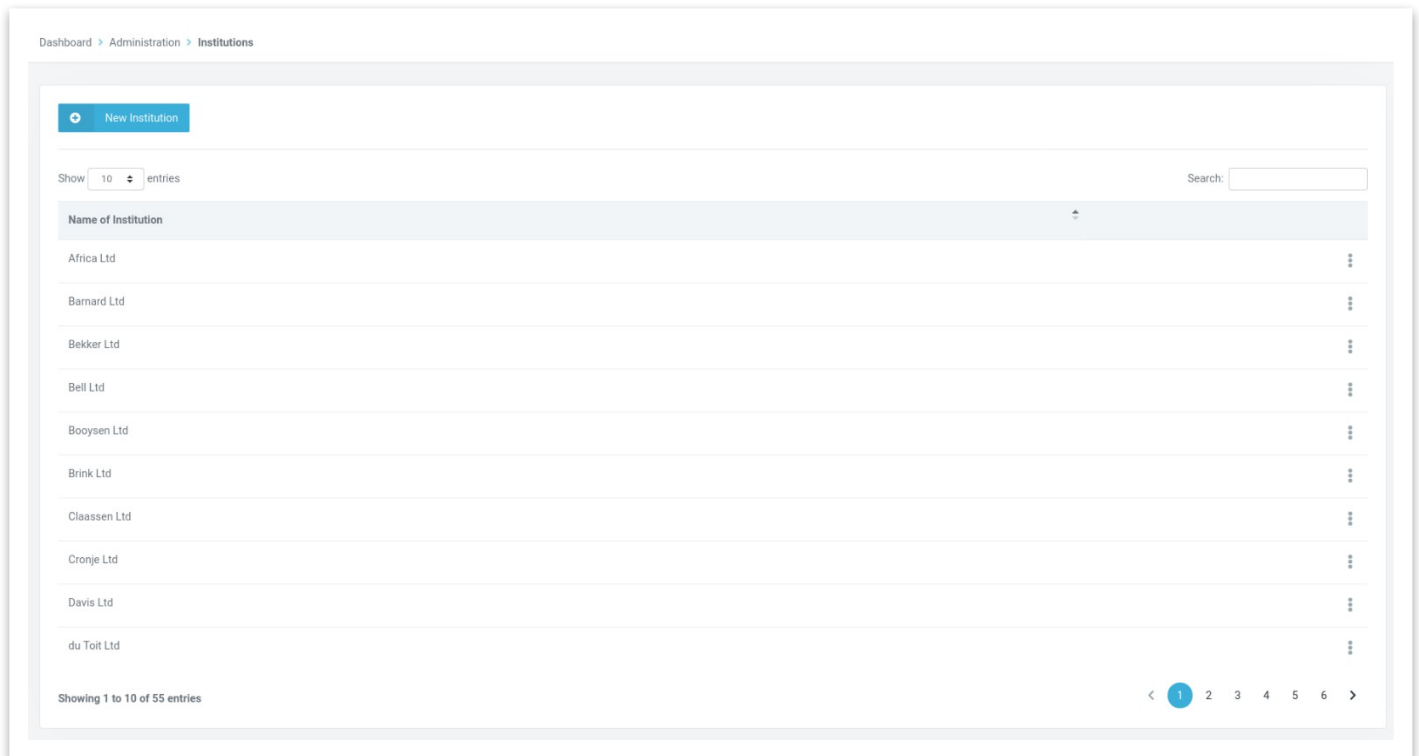
Step 3: You will be redirected to the Edit page for this Institution where you can make the adjustments to the Institution and select Save at the end of the form.

Deleting an existing Institution

Step 1: On the sidebar navigation, select Institutions. You will be redirected to the Institutions page.
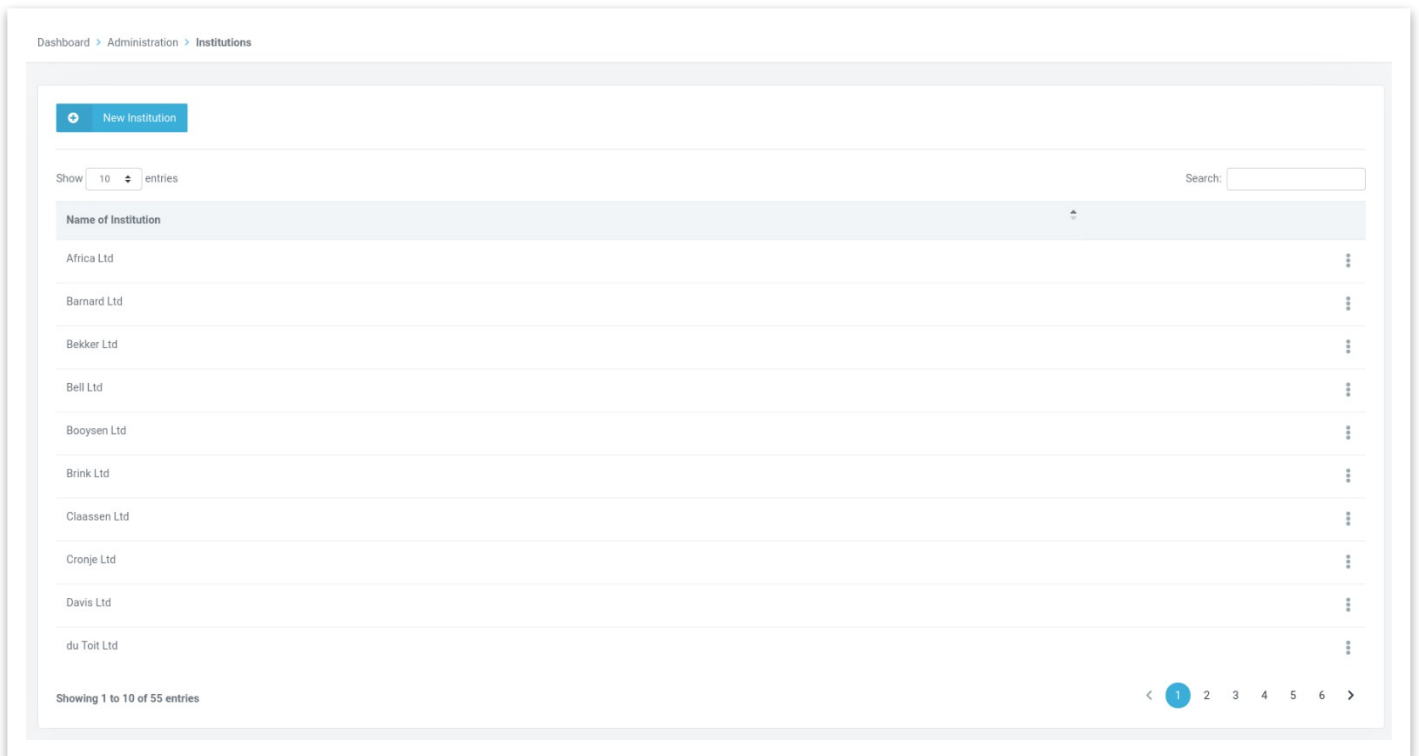
Step 2: The Institutions page will enable you to view all Institutions in the system. Click on the 3-dotted button on the right-hand side and select the Delete option on the drop-down menu.
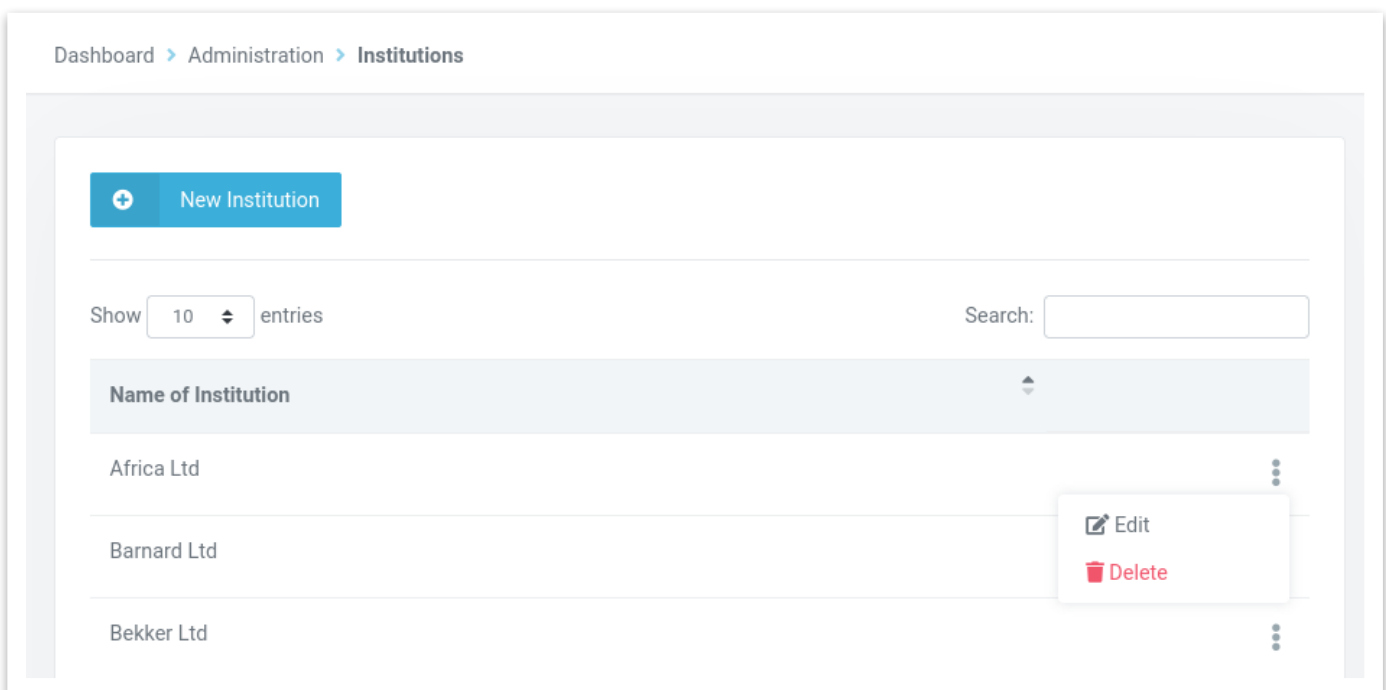
*Step 3:* A confirmation dialog box will appear confirming if you want to delete the Institution.
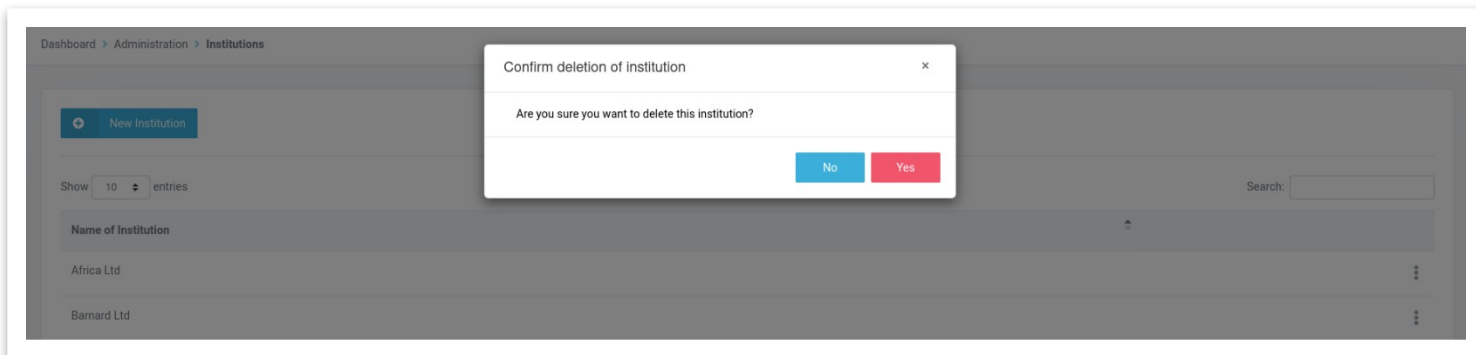
Language Resources

Adding a new Language Resource

Step 1: On the sidebar navigation, select Languages. You will be redirected to the Languages page.
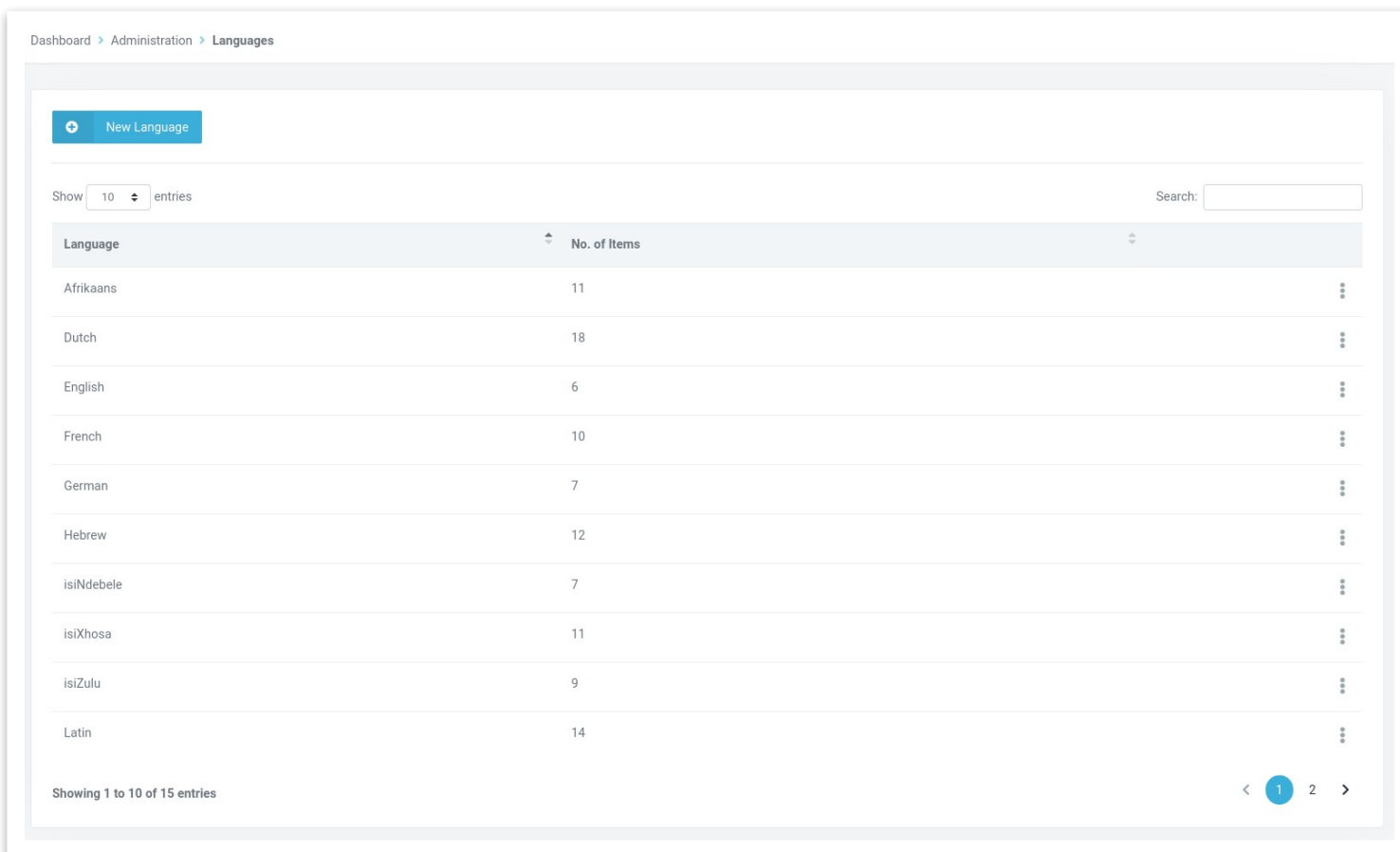
Step 2: Select the "New Language" button.

Step 3: You will be redirected to the New Language page where you will be required to complete the form before you. Select the Save button at the bottom of the form.

Editing an existing Language

Step 1: On the sidebar navigation, select Languages. You will be redirected to the Languages page.

Language	No. of Items	
Afrikaans	11	⋮
Dutch	18	⋮
English	6	⋮
French	10	⋮
German	7	⋮
Hebrew	12	⋮
isiNdebele	7	⋮
isiXhosa	11	⋮
isiZulu	9	⋮
Latin	14	⋮

New Language

Show 10 entries   Search:

Showing 1 to 10 of 15 entries   < 1 2 >

Step 2: The Languages page will enable you to view all Languages in the system. Click on the 3-dotted button on the right-hand side and select the Edit option on the drop-down menu.

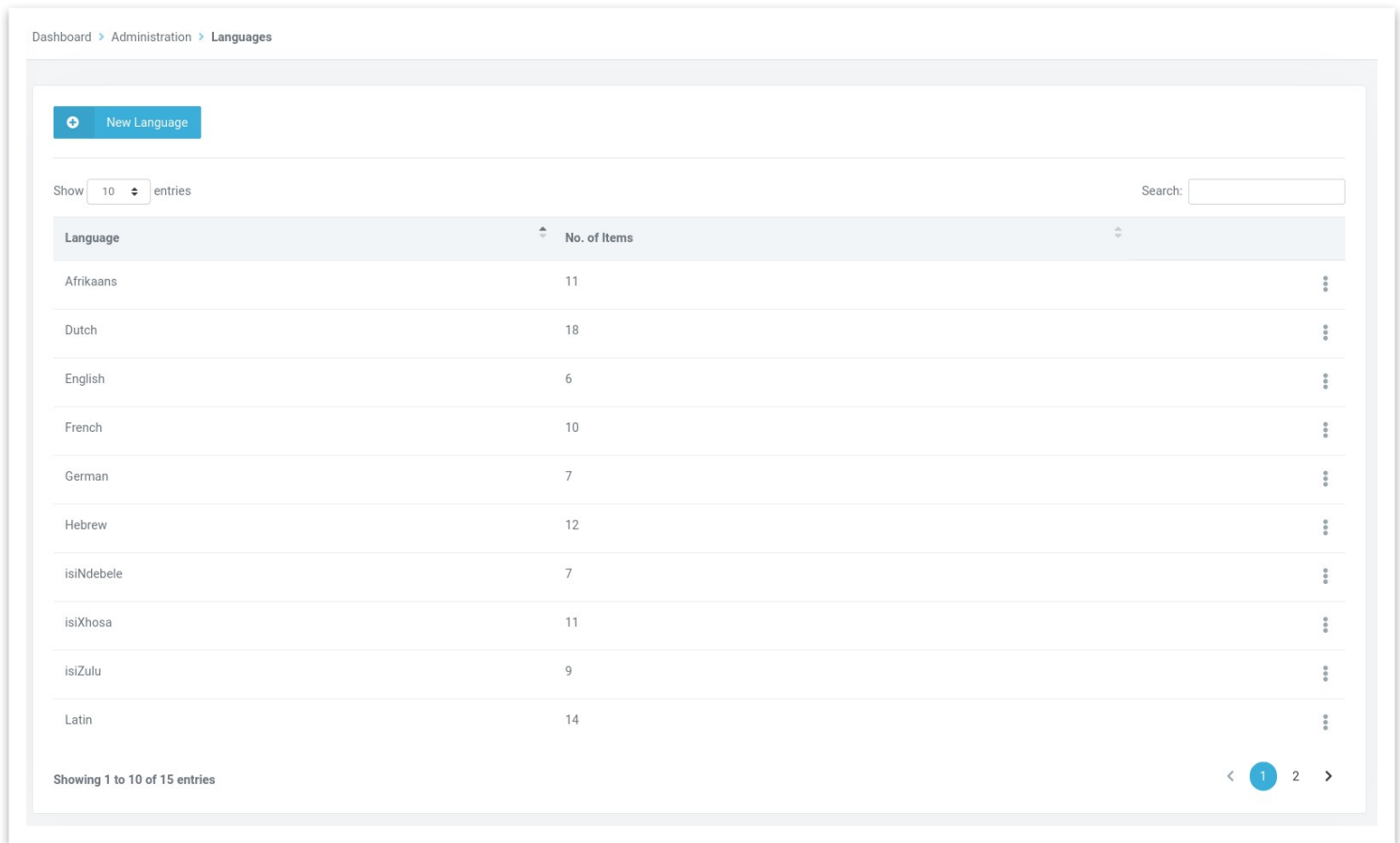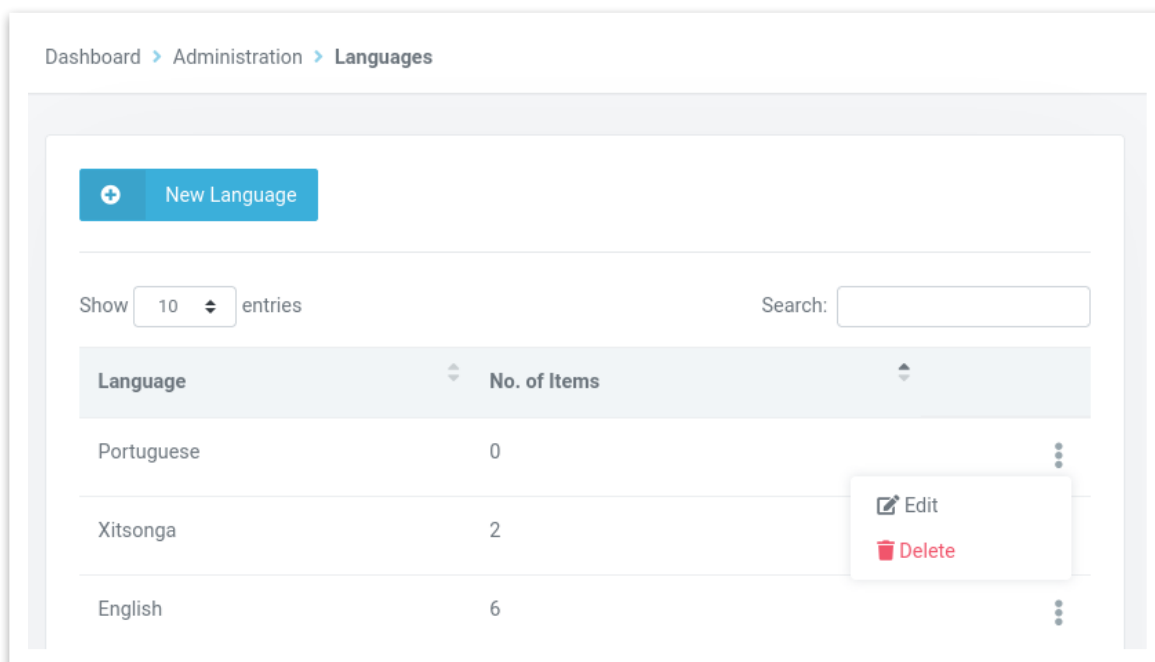Dashboard > Administration > **Languages**

New Language

Show 10 entries   Search:

Language	No. of Items	
Portuguese	0	⋮
		🖉 Edit
Xitsonga	2	🗑 Delete
English	6	⋮

Step 3: You will then be redirected to the edit page for this Language where you will be required to make the adjustments to the Language. Select Save at the end of the form.

Dashboard > Administration > Languages > **Edit Portuguese**

Edit Language

Language *

Portuguese

💾 Save

Deleting an existing Language

Step 1: On the sidebar navigation, select Languages. You will be redirected to the Languages page.


Dashboard > Administration > **Languages**

➕ New Language

Show 10 ⬍ entries   Search:

| Language	No. of Items	
Afrikaans	11	⋮
Dutch	18	⋮
English	6	⋮
French	10	⋮
German	7	⋮
Hebrew	12	⋮
isiNdebele	7	⋮
isiXhosa	11	⋮
isiZulu	9	⋮
Latin	14	⋮

Showing 1 to 10 of 15 entries   ‹ 1 2 ›

Step 2: The Languages page will enable you to view all Languages in the system. Click on the 3-dotted button on the right-hand side and select the Delete option on the drop-down menu.
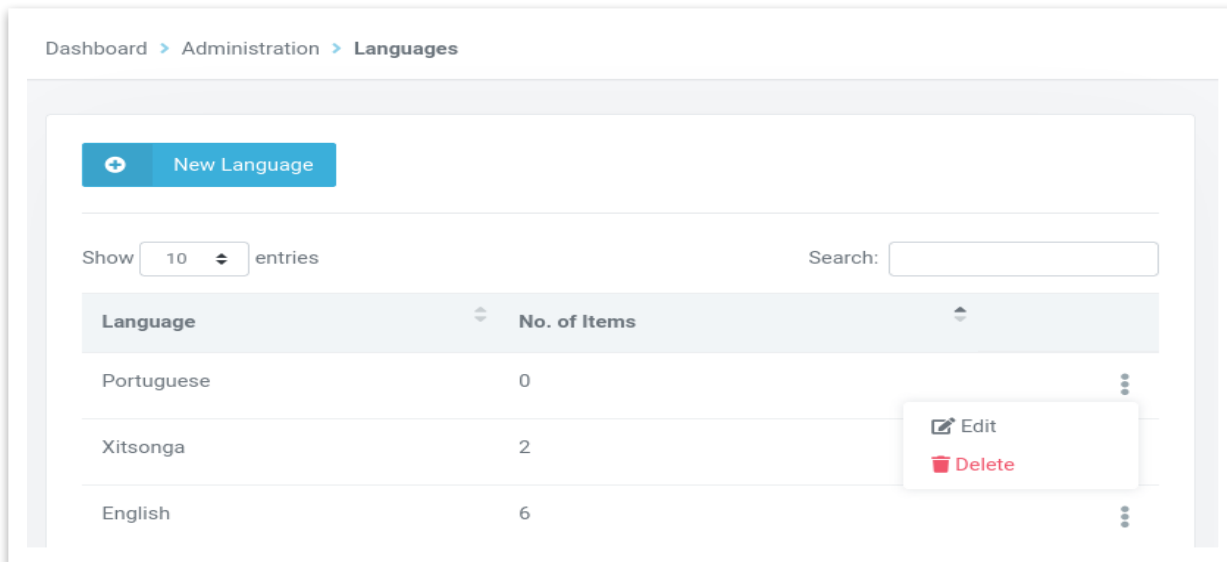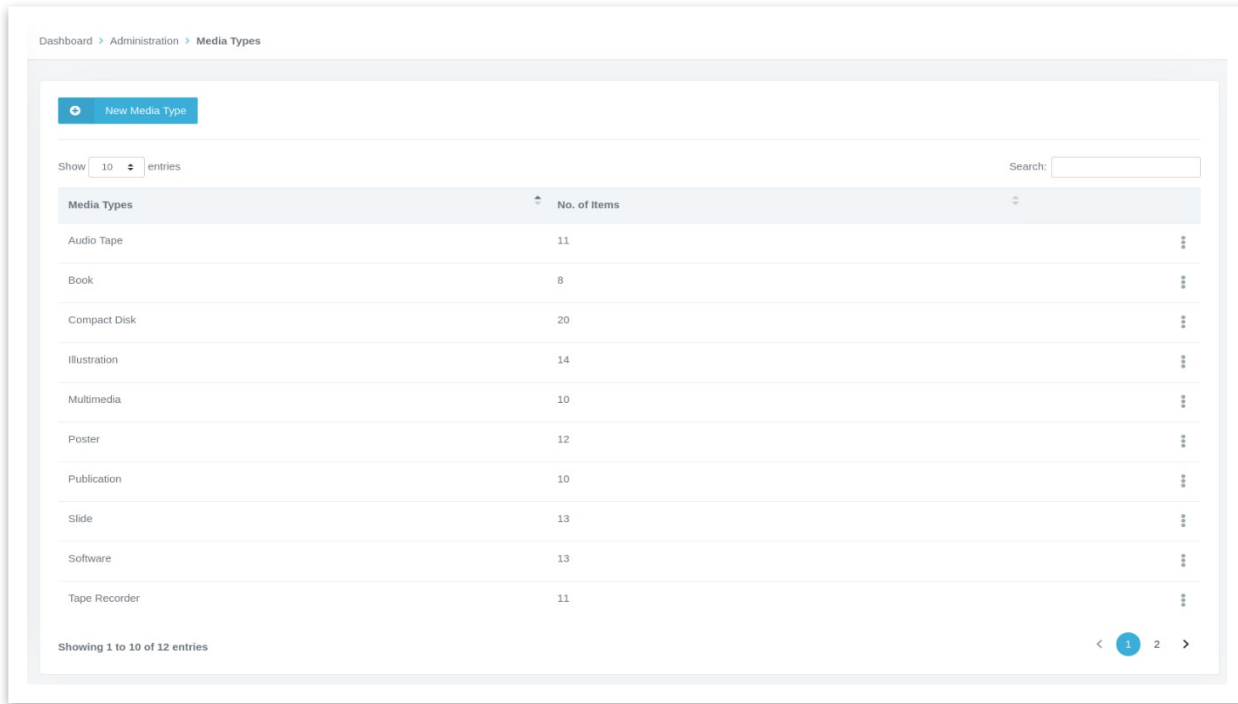

Step 3: A confirmation dialog box will appear confirming if you want to delete the Language.
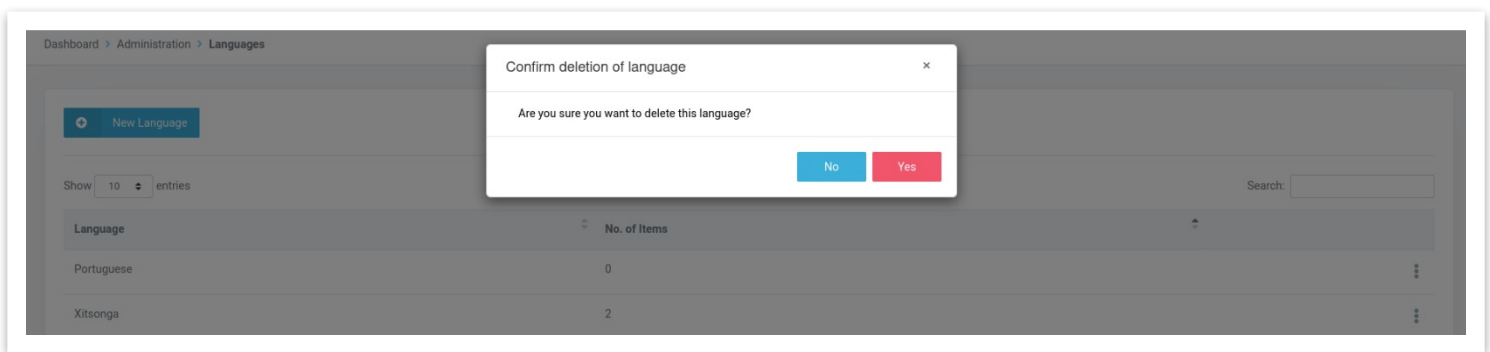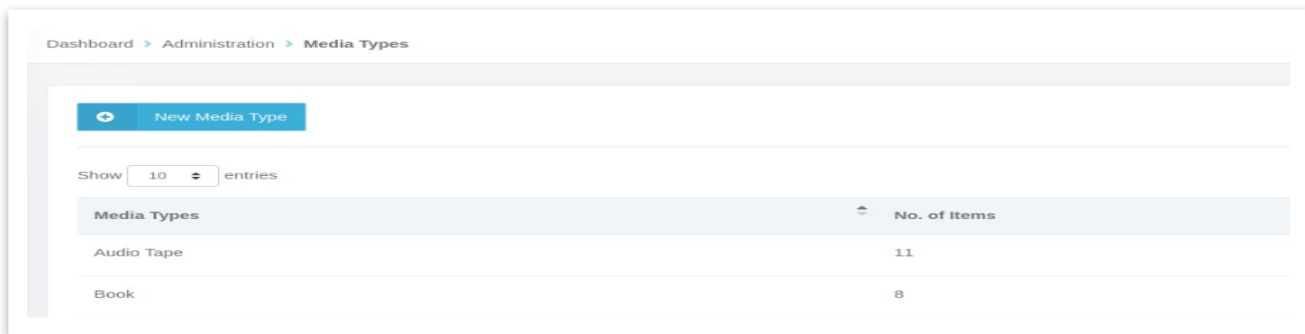

Media Types

Adding a new Media Type resource

Step 1: On the sidebar navigation, select Media Types. You will be redirected to the Media Types page.

Step 2: Select the "New Media Type" button.

Step 3: You will be redirected to the New Media Type page. You will be required to complete the form before you can select the Save button at the bottom of the form.

To Edit an existing Media Type

Step 1: On the sidebar navigation, select Media Types. You will be redirected to the Media Types page.

Step 2: The Media Types page will enable you to view all Media Types in the system. Click on the 3-dotted button on the right-hand side and select the Edit option from the drop-down menu.

Step 3: You will then be redirected to the Edit page for this Media Type where you can make the adjustments to the Media Type and select Save at the end of the form.
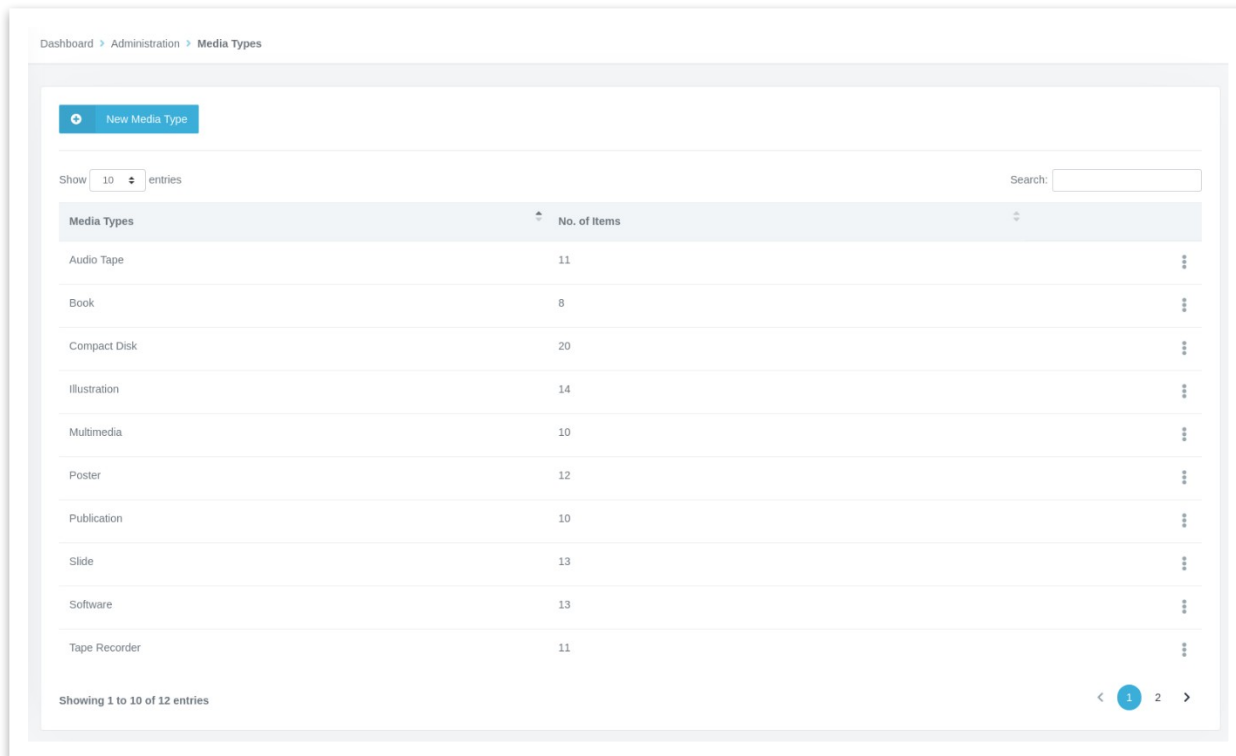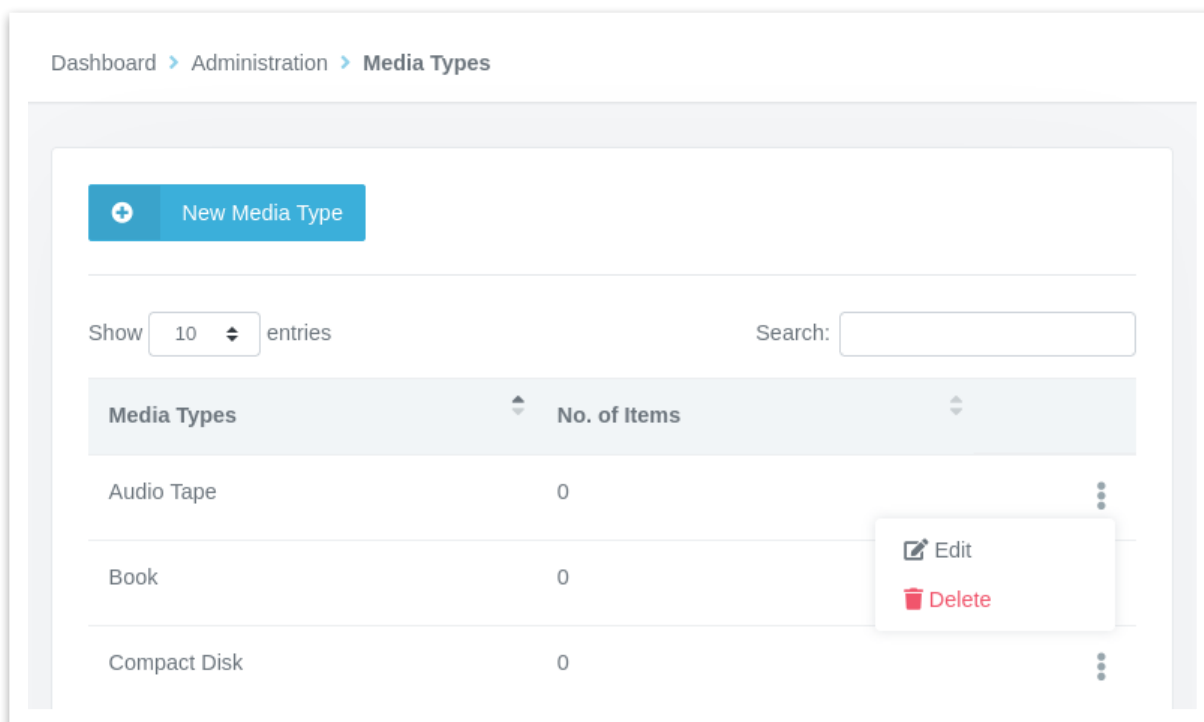

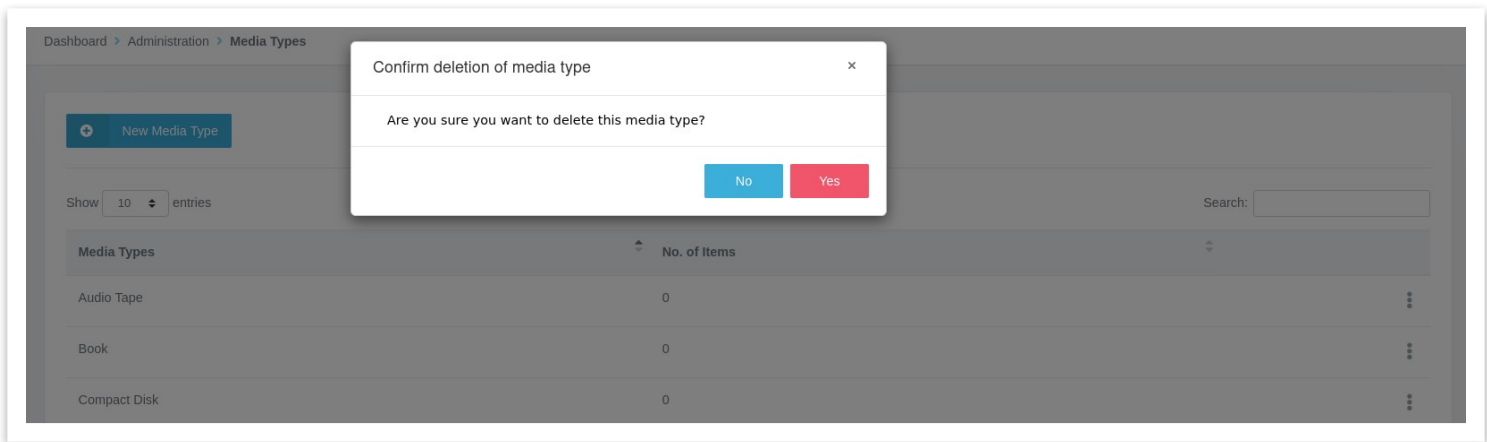**To delete an existing Media Type**

Step 1: On the sidebar navigation, select Media Types. You will be redirected to the Media Types page.

Step 2: The Media Types page will enable you to view all Media Types in the system. Click on the 3-dotted button on the right-hand side and select the Delete option on the drop-down menu.
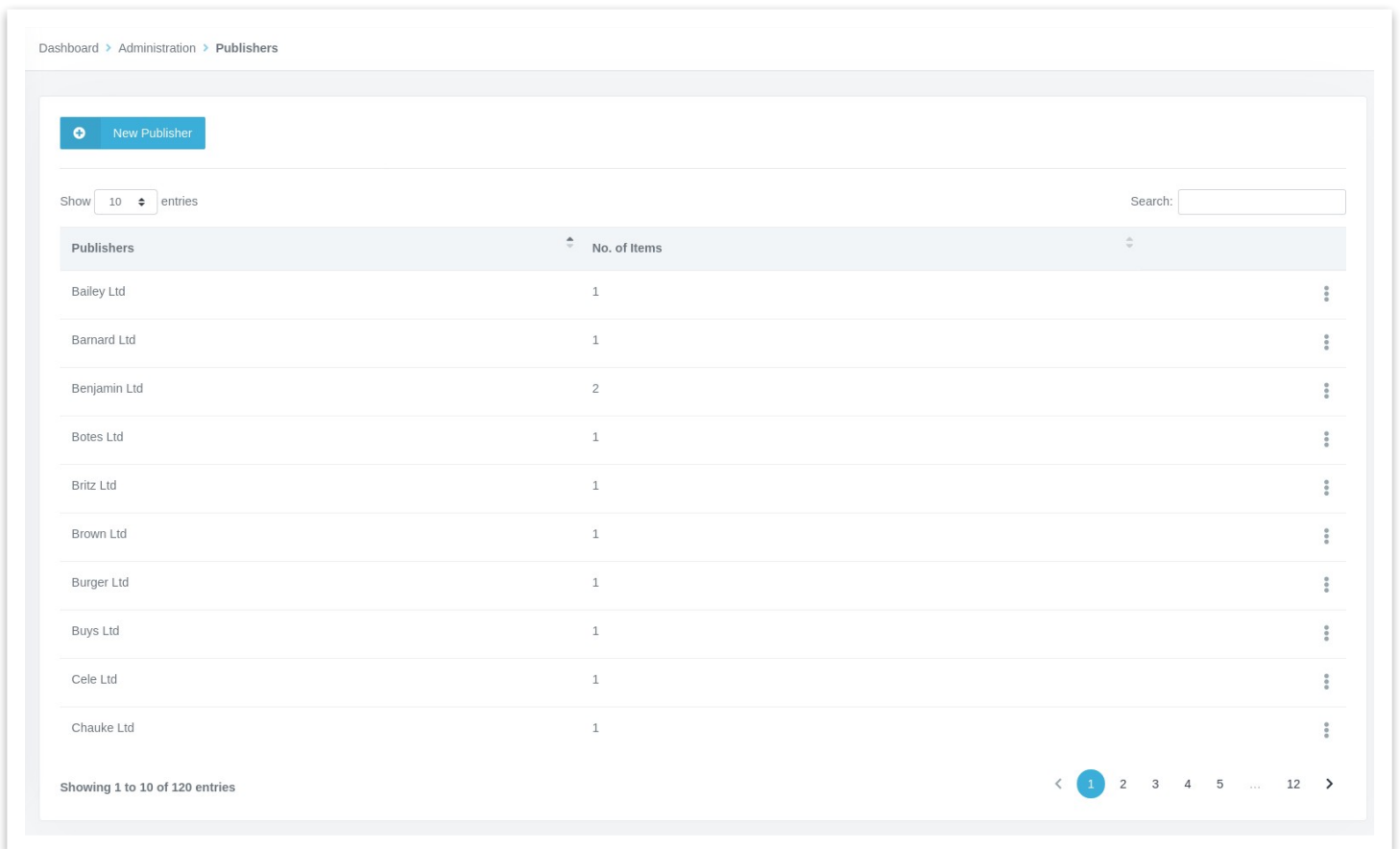

Step 3: A confirmation dialog box will appear confirming if you want to delete the Media Type.
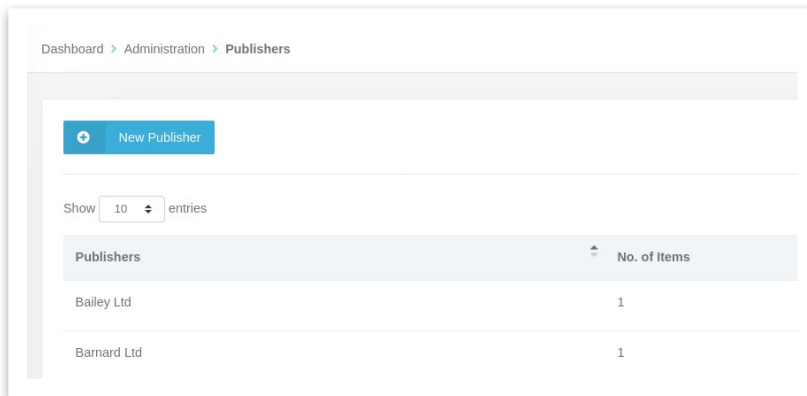
Dashboard > Administration > Media Types

Confirm deletion of media type ×

Are you sure you want to delete this media type?

No   Yes

New Media Type

Show 10 entries   Search:

Media Types	No. of Items	
Audio Tape	0	⋮
Book	0	⋮
Compact Disk	0	⋮

Publishers

To add a new Publisher

Step 1: On the sidebar navigation, select Publishers. You will be redirected to the Publisher'spage.

Dashboard > Administration > **Publishers**

New Publisher

Show 10 entries   Search:

Publishers	No. of Items	
Bailey Ltd	1	⋮
Barnard Ltd	1	⋮
Benjamin Ltd	2	⋮
Botes Ltd	1	⋮
Britz Ltd	1	⋮
Brown Ltd	1	⋮
Burger Ltd	1	⋮
Buys Ltd	1	⋮
Cele Ltd	1	⋮
Chauke Ltd	1	⋮

Showing 1 to 10 of 120 entries   ‹ 1 2 3 4 5 … 12 ›
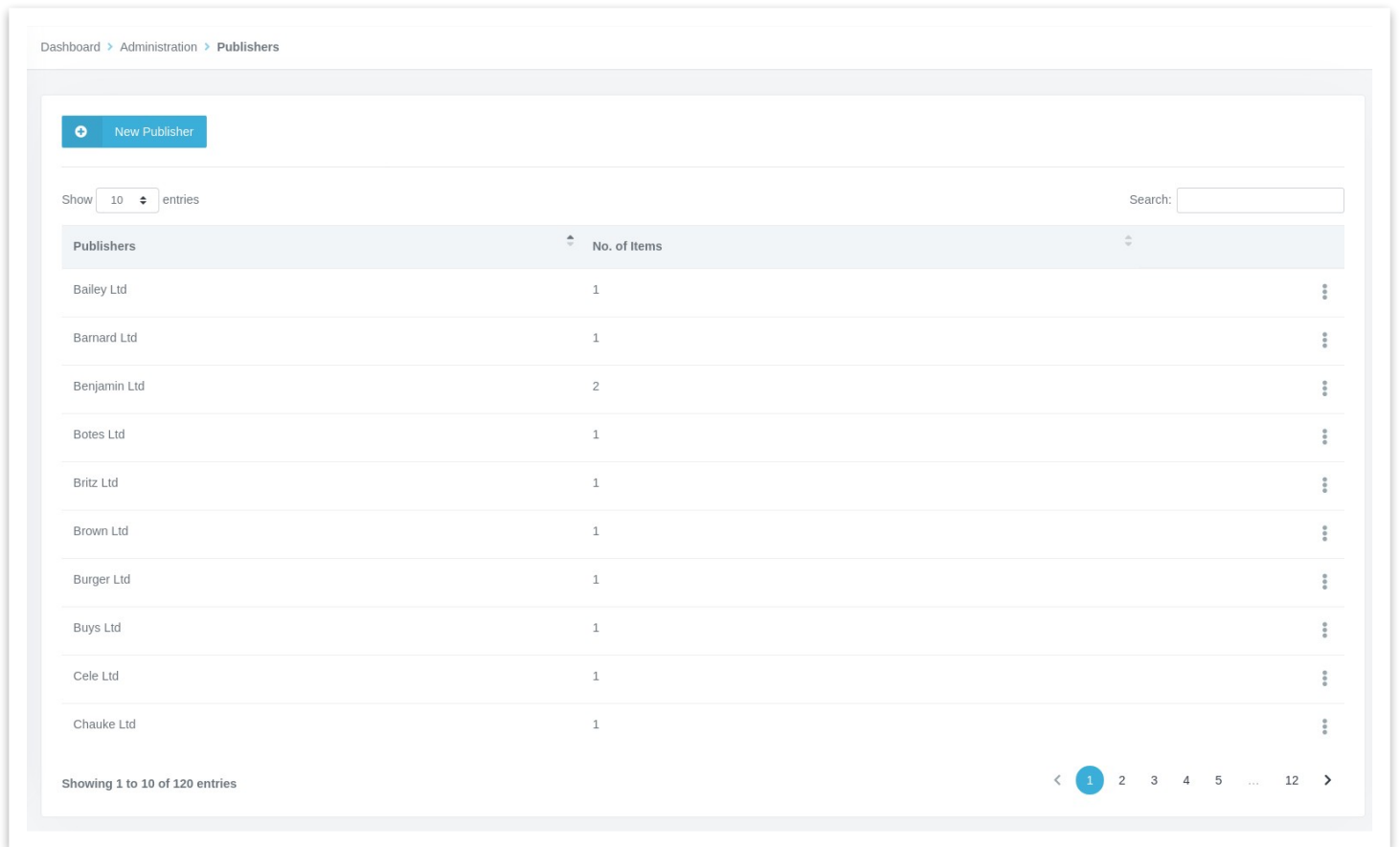
Step 2: Select the "New Publisher" button.

Step 3: You will be redirected to the New Publishers page where you will be required to complete the required data before you can select the Save button at the bottom of the form.
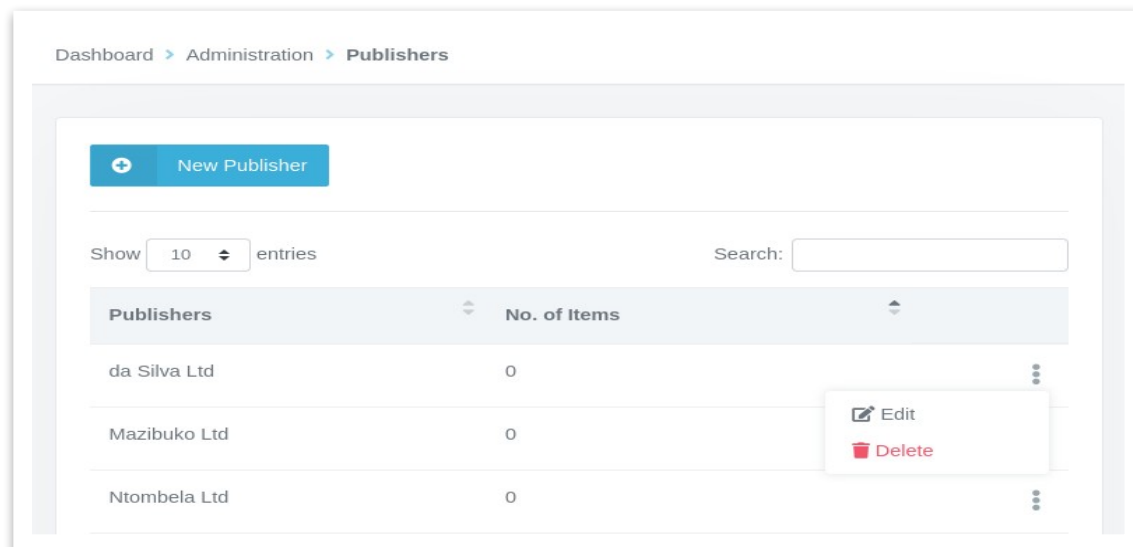

How to Edit an existing Publisher

Step 1: On the sidebar navigation, select Publishers. You will be redirected to the Publisher's page.

Step 2: The Publishers' page will enable you to view all Publishers in the system. Click on the 3-dotted button on the right-hand side and select the Edit option on the drop-down menu.

Step 3: You will be redirected to the Edit page for this Publisher where you can make the adjustments to the Publisher and select Save at the end of the form.

Dashboard > Administration > Publishers > **Edit da Silva Ltd**

Edit Publisher

Name *

da Silva Ltd

💾 Save

To delete an existing Publisher

Step 1: On the sidebar navigation, select Publishers. You will be redirected to the Publishers'
page.

Dashboard > Administration > **Publishers**

⊕ New Publisher

Show 10 ⬍ entries   Search: [   ]

Publishers ⬍	No. of Items	⬍
Bailey Ltd	1	⋮
Barnard Ltd	1	⋮
Benjamin Ltd	2	⋮
Botes Ltd	1	⋮
Britz Ltd	1	⋮
Brown Ltd	1	⋮
Burger Ltd	1	⋮
Buys Ltd	1	⋮
Cele Ltd	1	⋮
Chauke Ltd	1	⋮

Showing 1 to 10 of 120 entries   ‹ 1 2 3 4 5 … 12 ›

Step 2: The Publishers' page enables you to view all Publishers in the system. Click on the 3-
dotted button on the right-hand side and select the Delete option on the drop-down menu.
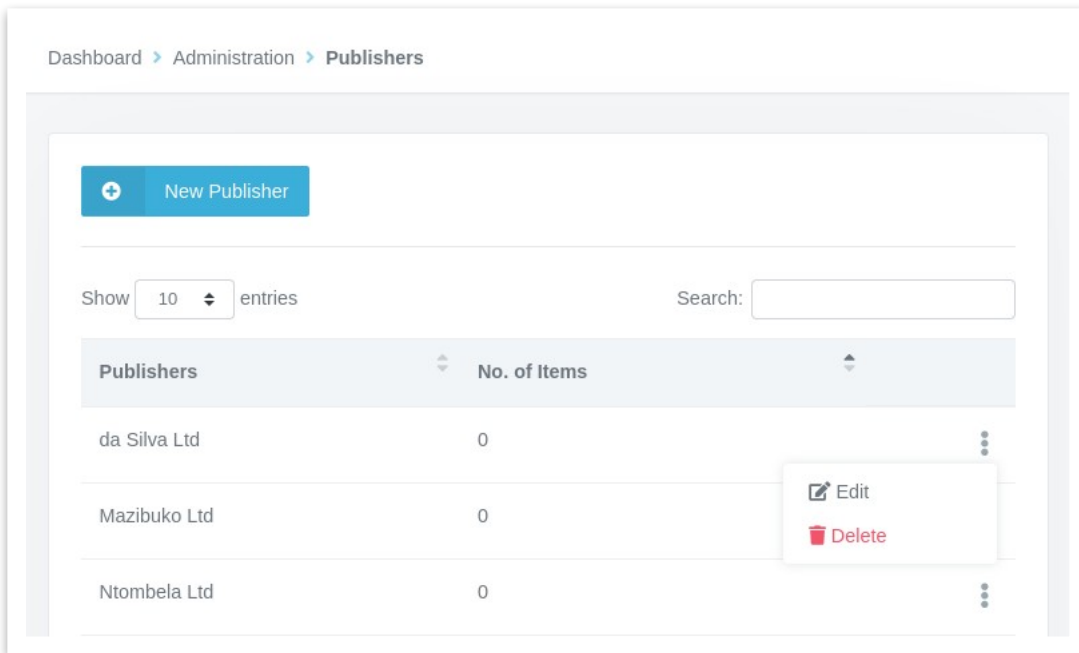
Step 3: A confirmation dialog box will appear confirming if you want to delete the Publisher.
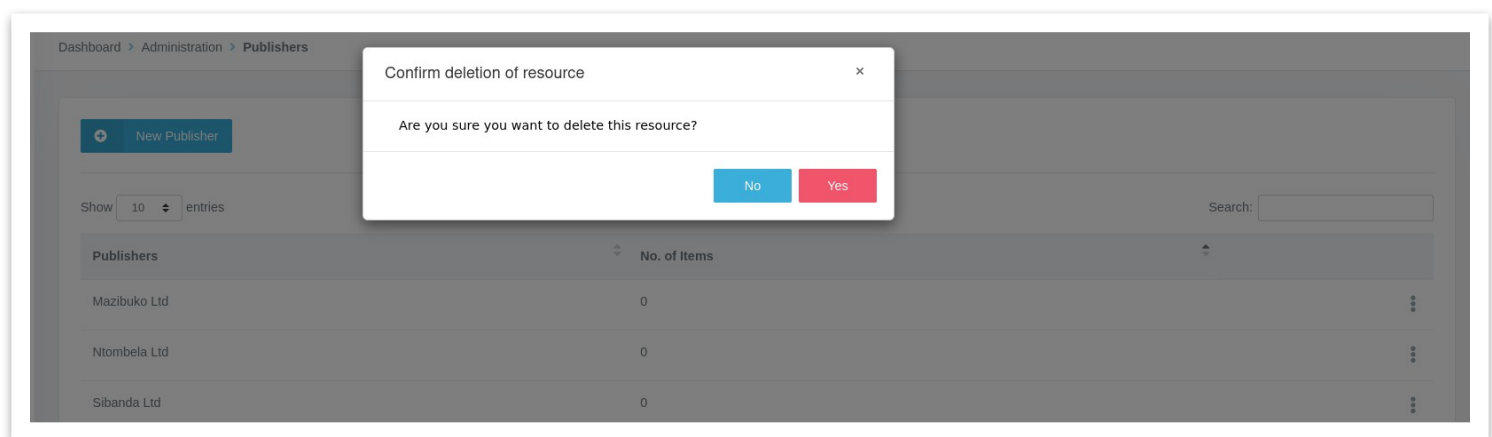
Tags

Adding a new Tag

Step 1: Select Tags on the sidebar navigation. You will be redirected to the Tags page.

Step 2: Select the "New Tag" button.

Step 3: You will be redirected to the New Tag page where you will be required to complete the data before you can select the Save button at the bottom of the form.

Editing an existing Tag

Step 1: Select Tags on the sidebar navigation.

Step 2: The Tags page will enable you to view all Tags in the system. Click on the 3-dotted button on the right-hand side and select the Edit option on the drop-down menu.
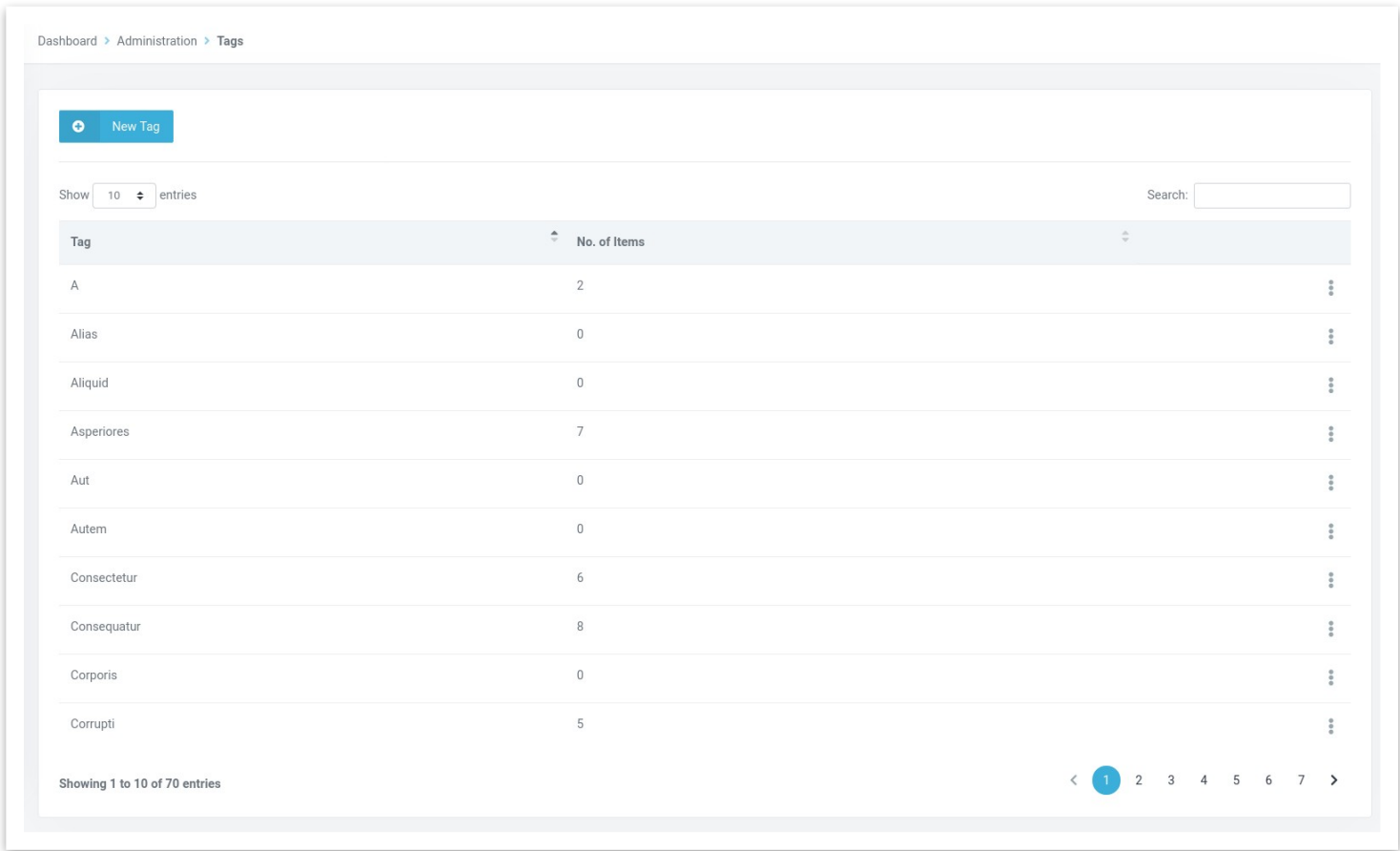
Dashboard > Administration > **Tags**

New Tag

Show 10 entries

Search:

Tag	No. of Items	
Optio	0	⋮
Placeat	0	✎ Edit / 🗑 Delete
Iusto	0	⋮

Step 3: You will then be redirected to the Edit page for this Tag where you can make the adjustments and select Save at the end of the form.

Dashboard > Administration > Tags > **Edit Optio**

Tag Details

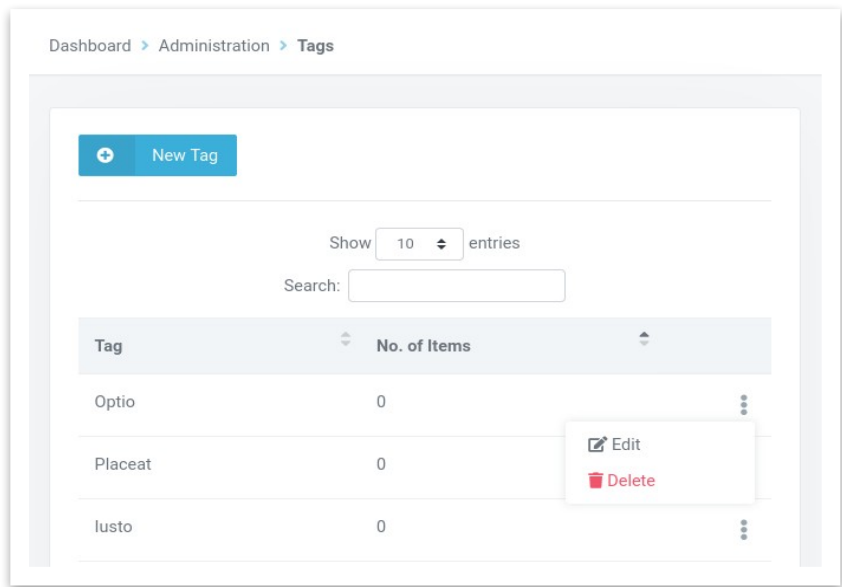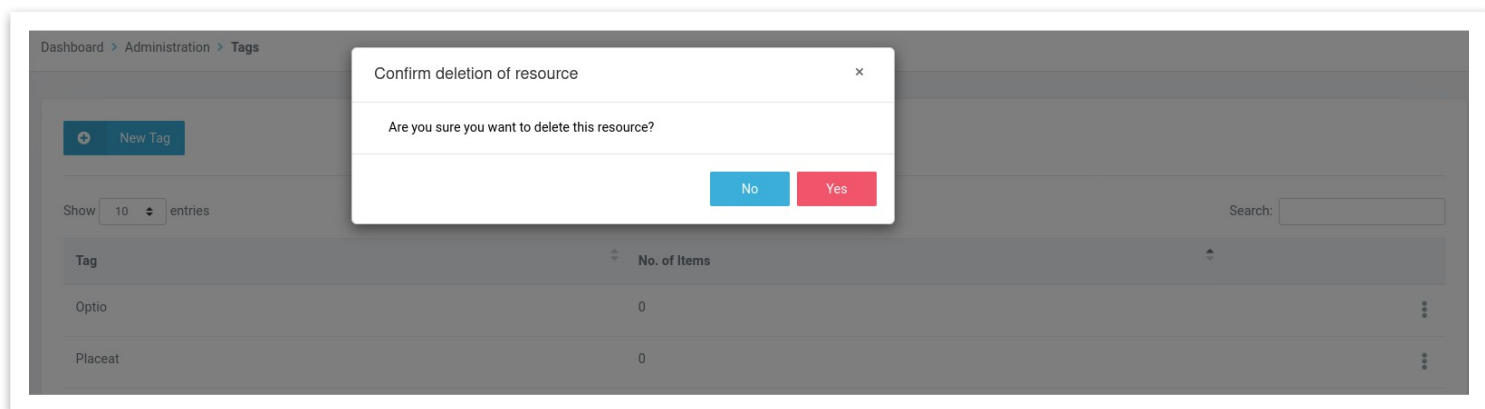**Tag** *

Optio

Save

Deleting an existing Tag

Step 1: Select Tags on the sidebar navigation.

Step 2: The Tags page will enable you to view all Tags in the system. Click the 3-dotted button on the right-hand side and select the Delete option on the drop-down menu.

Step 3: A confirmation dialog box will appear confirming if you want to delete the Tag.

Why can I not delete an Existing Resource?

If you try to delete a resource that is currently in use, the option will not be available to you. Why is this? If a resource belongs to an existing item and that resource is seen as 'in use' you cannot delete the resource.

Example:

Abigail Buys can be deleted because it is not associated with any items. The number of items attached to this resource is zero (0) under the No. of Items column.

Whereas Andre Mlangeni cannot be deleted because it has 2 items making use of this author.

Reports

Generating a Report

ELA can **generate** the following reports which can be viewed and exported:
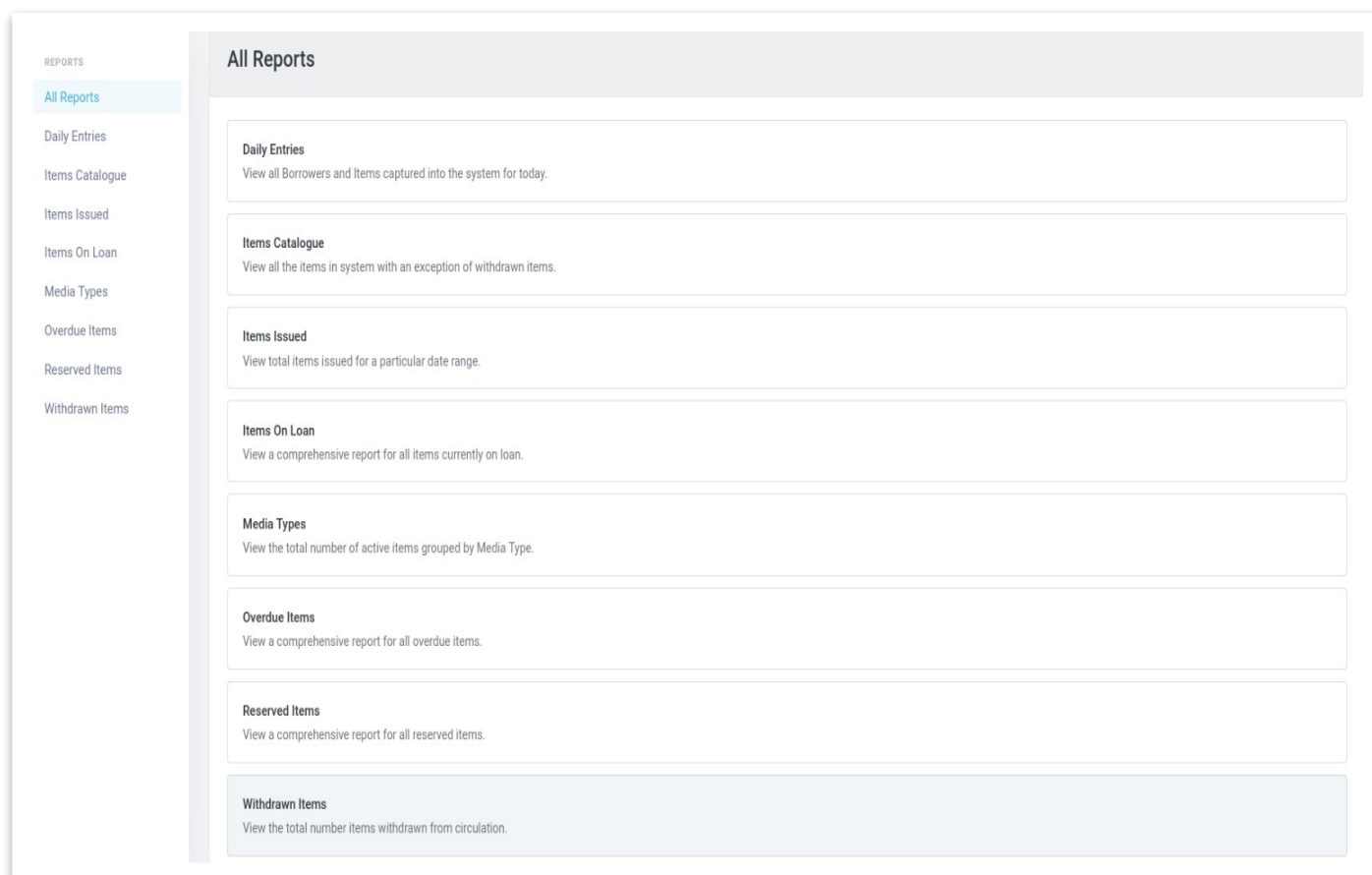
By **selecting** a Report, you can view all the information in a table listing.

A report can be generated and **exported** using one of the many methods provided. By clicking on an option like CSV, PDF, or Excel, you would be able to download a copy of the report.

General

What does the red asterisk (*) mean?

The red asterisk denotes that this is a required field and a value is mandatory and cannot be left blank.

What *Optional* means

Optional means that the value can be added or left blank. You are not required to input a value.

Value (optional) ⑦

| R | 99.99 | ⌄ |