



भारतीय दन्त परिषद
Dental Council of India



AMC DENTAL COLLEGE

Khokhra, Ahmedabad 380008

Affiliated to Gujarat University

SELF STUDY REPORT (CYCLE 1) 2022-2023

CRITERIA: 4: Infrastructure and Learning Resources

KEY INDICATOR: 4.3: Library as a learning Resource

METRIC: 4.3.1: Library is automated using Integrated Library Management System (ILMS)



भारतीय दन्त परिषद
Dental Council of India



Data

INVOICE & DEMAND DRAFT FOR ILMS





भारतीय दन्त परिषद
Dental Council of India



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INVOICE



Information and Library Network Centre
(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र
(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

INF/SOUL 2.0/INV-2052/2010

30th August, 2010

INVOICE

To,
The Dean
AMC Dental College
Khokhara
Ahmedabad
Gujarat

SR. NO.	DESCRIPTION	QUANTITY	AMOUNT (RUPEES)
1.	SOUL 2.0 Software Limited Edition on CD along with user manual	1	30000.00
2.	Data Conversion Charges (No. of Records)	0	0.00
3.	Onsite Installation Charges	0	0.00
4.	SOUL Premium Membership	0	0.00
5.	Training Charges	0	0.00
	SUB TOTAL		30000.00
	TAXES		0.00
	TOTAL AMOUNT		30000.00

The training on "Installation and Operation of SOUL Software" will be conducted at INFLIBNET Centre, Ahmedabad. Dates will be conveyed in advance through letter. You may depute One Person for the Training Program at free of Charge. No TA/DA will be paid by the INFLIBNET Centre. If your University/College/Institute wants to depute Second Person or Second Time for the SOUL Training then the amount of Rs. 5000/- will be charged extra to your institute and payment has to be sent in advance through Demand Draft only in favour of The Director INFLIBNET Centre payable at "Ahmedabad" (Cheque /Cash will be not accepted).

(H G Hosamani)
Scientist-B (I.S)

For and on behalf of the Director,
INFLIBNET Centre

Demand Draft for Purchase of ILMS SOUL 2.0

ICICI Bank

VALID FOR SIX MONTHS ONLY

(ISSUING BRANCH)
24 AHMEDABAD

DRAFT NO. : 19113

DATE 28-07-2010

ON DEMAND PAY THE DIRECTOR, INFLIBNET CENTRE*****

OR ORDER

RUPEES Thirty Thousand Only

Rs*****30,000.00

FOR VALUE RECEIVED

0024DDCENPAY
ICICI BANK LIMITED 24
AHMEDABAD
Drawee Branch

Authorized Signatory

R.P.S.
Authorized Signatory
7803

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"019113" 000229000: 000024" 16

Letter acknowledging the purchase of ILMS SOUL 2.0



Information and Library Network Centre
(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र
(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

INF/SOUL 2.0/INV-2052/2010

30th August, 2010

To,
The Dean
AMC Dental College
Khokhara
Ahmedabad
Gujarat

Sub: SOUL 2.0 Software Limited Edition package

Dear Sir/Madam,

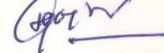
With reference to your letter dated 18-08-2010 **SOUL 2.0 Software Limited Edition along with User Manual** against DD No. **019113** dated **28-08-2010** for **Rs. 30,000/-** (Thirty Thousand only) Vide our Invoice **No. 2052**, dated 30-08-2010.

We are herewith enclosing software CD and User Manual along with the receipt form which is to be duly filled and sent back to us.

Kindly acknowledge the receipt of the same.

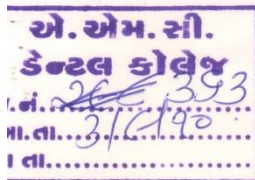
Thanking you,

Yours faithfully,


(H.G. Hosamani)
Scientist-B (LS)

Encl.: As above

SOUL Helpline : 079-2630 0007 (Mon. to Fri.) between 9.30 AM to 6.00 PM
Email: soulhelp0007@gmail.com



ગુજરાત યુનિવર્સિટી ગેસ્ટ હાઉસ કે નિકટ, પો.બો. નં. ૪૧૧૬, નવરંગપુરા, અહમદાવાદ-૩૮૦ ૦૦૯ (ભારત)
Gujarat University Campus, Post Box No. 4116, Navrangpura, Ahmedabad - 380 009 INDIA
Tele.: +91-79- 26304695 / 26308528 / 26305971 / 26300002 / 26303498 / 26301972 Fax: +91-79- 26300990 / 26307816
e-mail: root@inflibnet.ac.in, Web: <http://www.inflibnet.ac.in>

SOUL 3.0 INVOICE



AMC MEDICAL EDUCATION TRUST

ADMITTED
PRE-AUDIT
No.: **L-359**
29 JUN 2023

Institute Name
AMC Dental College & Hospital

SUBJECT: **એ.એમ.સી.ડેન્ટલ કોલેજ ખાતે લાઈબ્રેરીનું SOUL 2.0 લાઈબ્રેરી મેનેજમેન્ટ સોફ્ટવેરને અપગ્રેડ કરી SOUL 3.0 કરાવવા એડવાન્સ પેમેન્ટ માટે INFLIBNET CENTRE ના નામનો D.D બનાવી આપવા બાબત.**

PARTICULARS:

Payment Voucher/Bill No.	202	Date	21-06-2023	IT RULES U/S 206AB/CCA
Expenditure	Capital	Revenue	PATEL & CO. CHARTERED ACCOUNTANTS	

Reso. No.	Date	Designation	R.C.No	Tender No.	Quotation	Direct Pur.
190	05-06-2023	DEAN				

PARTY DETAILS

Party Name	INFLIBNET CENTRE				
Party Bill No	Bill Date	Bill Amount	TDS	Net Payable	Payable At
AS PER STATEMENT	AS PER STATEMENT	1180/-		1180/-	
Party Reg. Details	Gst No				
	Pan No.				
Bank Details	Bank Name & Branch				
	A/C No.				
	IFSC Code				
	MICR No.				

Bill Details

SUB TRANSACTION & COA DETAILS	Debit	Credit
PURCHASE/ SERVICE	1180/-	
CGST TDS (1 %)		
SGST TDS (1 %)		
IGST TDS (2 %)		
Income Tax TDS (2 % for Contractor)		
Income Tax TDS (10 % for Professionals)		
TDS AS PER 194Q @0.10%		
PENALTY RECOVERED FROM SUPPLIERS		
Other Deductions		
Withhold Amount		
Net Payable to Party		1180/-

GROSS AMOUNT

In Figures	1180/-
In Words	ONE THOUSAND ONE HUNDRED EIGHTY RUPEES ONLY.

The work /supply is satisfactory and as per requirement the rates and quantities - are checked and found correct. The said payment is not done earlier.

Handwritten signatures and dates:

23/06/23
23/06/2023
23/06/23
24/06/2023

Page 11 of 102

Director
Dean

SOUL 3.0 SPECIFICATIONS



SOUL 3.0: Acquisition Module

SOUL 3.0

Acquisition

Suggestions Orders Accessioning Payment

Request | Gratis Item | Select For Approval | Approval Process | Direct Approval | Export And Delete Rejected | Reports

Click on the <Acquisition> module. Select the first option <Suggestions> Request:

This Sub-menu deals with suggestion management consisting of request processing and the approval of the requested item.

Acquisition → Suggestions-> Request

New Request

Requesters Detail

Request No: 1 Reference No: REF1 Date: 18/06/2020

Department: Computer Science Request Status: Requested

Requested By: Library User 3 (ST03BS200001) Supplier:

Items Detail

Title: The Scientific edge: the Indian Scientist from Vedic to modern

Author's First Name: Jayant Vishnu Author's Last Name: Narlikar

Publisher: Penguin India-New Delhi

Type of Material: Textual Documents

ISBN: 9780143030287

Edition: Year: 2003

No of Copies: 2 Price: 220

Currency: India Rupees Conversion Rate: 1.00 Total: 440

Budget: Books(2020-2021)-31-03-2021

Remark:

Buttons: Add, Delete, Browse, Save, Clear

All fields in red font are mandatory.

Requester's Detail:

- Give Reference Number-> select department from the dropdown menu -> select requested by from dropdown menu.

Items Details:

- Add Title-> Author's first name -> Author's last name i.e. surname -> Select Publisher from dropdown menu -> Select Type of material from dropdown menu -> ISBN -> Edition -> Year of Publication -> No. of Copies -> Price -> Currency -> Select Budget from dropdown menu -> Remarks if any -> Save.

Select for Approval:

- Select the titles to be approved by opting to go either by Department wise or budget wise otherwise 'All' and save.

Approval Process:

- Select Filter option → Edit the no. of copies to be approved → Click Approve/Reject → Enter approving committee & remarks → Save.

Direct Approval: (If you want to ignore the above steps) There are some occasions when routine Approval procedure is bypassed based on recommendations committee.

Direct Approval

Requesters Detail

Request No	3	Reference No	REF3	Date	29/06/2020
Department	Library Science	Request Status	Requested		
Requested By	Library User 1 (ST02BL200001)				

Items Detail

Title	Artificial Intelligence	Duplicate Check			
Author's First Name	Elaine	Author's Last Name	Rich		
Publisher	McGraw-Hill-Noida	Add New Publisher			
Type of Material	Textual Documents	ISBN	9780070522633		
Edition	3rd ed	Year	1990		
Requested Copies	2	Price	683		
Currency	India Rupees	Conversion Rate	1	Total	1366
Approval Date	29/06/2020	Approved Copies	1	Budget	Books(2020-2021)-31-03-202
Approved By	Librarian				
Remark					

[Add](#) [Delete](#) [Browse](#) [Save](#)

- Select Department & requester → Enter Book details → Save.

Export & Delete Rejected

- Select the date upto which request is to be deleted → Search → Export & Delete.

Letter for Approval

- Generate letter for requesters whose books has been approved.

Acquisition → Orders



- **New Order** → Enter Order No (If Auto Letter No. Is not active) → Select Supplier → Edit order date & expected date → Add Item → Select filter option → Select book (clicking on check box on left) → Save (from Add Item) → Save
 - **Cancel Order** → Select Order Number-> Date → Select Title → Cancel Order.
-
- **Acquisition → Accessioning**



Receive order:

Receive Orders

Supplier Name: Ess Ess Publications All Orders

Order No: ORD2 Enter items in Receive Now Column

Select	Title	Author	Publisher	ISBN/Year/Edition	Ordered Copies	Prev.Received	Receive Now
<input checked="" type="checkbox"/>	Colon Classification: The Basic Classification	S. R. Ranganathan	Ess Ess Publications	9788170004233 / 2008 / 6th ed	1	0	0

Item Summary

Title	Colon Classification: The	Ordered Copies	1	Received Items	0	Pending Items	1
-------	---------------------------	----------------	---	----------------	---	---------------	---

Select Supplier → Select order no → Select the book → Enter the number of books to be received in the **Receive Now** column → Receive.

Accessioning of Items:

Accessioning of Items

Regular Items Gratis Items Last Accession 0

Filter By

Title Supplier Ess Ess Publications Order ORD1 Receive Date 29-06-2020 To 29-06-2020

Select	ID	Title	Author	Publisher	Edition	Price	ISBN	Acc No
<input checked="" type="checkbox"/>	1	Colon Classification: The Basic Classification	S. R. Ranganathan	Ess Ess Publications	6th ed	441.00	9788170004233	00003

Auto Assign

Auto Assign

Collection Type: General

Last Accession No.:

Prefix or Suffix: G

Consider As: Prefix Suffix

Starting number:

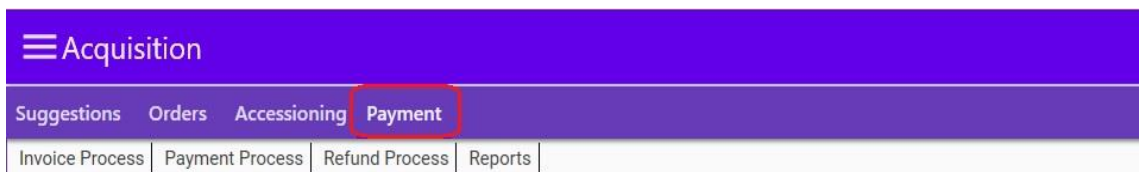
Total Length: 0

- Regular Items;
- Select from different filter options to view the books
- Select Supplier -> Order Number -> Date -> Select the Title/titles -> Assign accession no. in the last column individually or
- Auto assign-> Collection type -> Prefix/Suffix -> Starting no. -> Ok -> Merge and Save -> Ok-> Merge and Save.

Other Options:

- Import MARC → Import a MARC 21 record for a book
- Find Title → Search for the book in the catalogue → Double click the title → Merge with Existing (to add accession no. To the existing record)
- Merge & Save → To create a single record for all the selected books with different accession number.

Acquisition → Payment



Invoice process:

Invoice Process

Payment Type: Regular All Orders

Supplier: Ess Ess Publications Date of Order: 29-06-2020

Order No: ORD2 Invoice Date: 29-06-2020

Invoice No: INV001 Reference No: REFN1

Supplier Address

Govind Street, Daryaganj
New Delhi 110002
Delhi - India
Email: sales@example.com

Select	Title	Ord.Item(s)	Rec.Item(s)	Paid Item(s)	Currency	C.Rate	Price	Discount	Net Price
<input checked="" type="checkbox"/>	Colon Classification: The Basic Classification	1	1	0	India Rupees	1.00	441.00		441

Calculate Total Amount

Other Charges

Total Net Amount 441 Over All Discount % 0 MiscCharges 60 Rounded Of 0.00 Total Amount 501

Budget Books(2020:2021) Available Amount 50000.00

- Payment type (Regular) -> Select Supplier from drop down -> Order no. from drop down -> Mention Invoice no. -> Date of Order -> Invoice Date -> Reference No.
- Select Book → Double click on left of book to edit actual price;
- Discount: Either Discount title wise-> Feed rate of percentage -> Save or directly mention the rate of percentage in Discount column
- Click on Calculate total Amount -> Enter details of overall discount etc (if not given titlewise) -> Process Invoice -> Ok.

Payment Process:

Payment Process

Payment Process | Payment Settlement

Invoice No	Order No	Invoice Date	Total Amount
INV001	ORD2	29-06-2020	501.00

Payment Details

Reference No: RXXXXX | Payment By: Demand Draft
 Cheque/DD/UTR No: 5XXXXX | Date: 29-06-2020
 Bank Name: State Bank of India
 Branch: Infocity
 Total Invoice Amount: 501
 Bank Charges: 0.00
 Total Amount: 501
 Forwarding Remarks:

Add Invoice | **Remove Invoice** | **Process Payment**

Payment process -> Add Invoice -> Select the Invoice no -> Add -> Select Payment by from drop down -> Feed Reference No. -> Cheque/DD/UTR No. -> Bank Name -> Branch -> Payment Date -> Process payment -> Ok.

Refund process:

Refund Process (A)

Refund Process

Order: ORD5

Select	Invoice No	Order No	Invoice Date	Net Amount
<input checked="" type="checkbox"/>	INVN5	ORD5	07-07-2020	448.00

Ok | Close

branch: Infocity
Total Amount: 448

Add Item | **Remove Item** | **Save**

Refund Process (A)

Order No	Invoice No	Invoice Amt	Invoice Date
ORD5	INVN5	448.00	07-07-2020

Payment Details

Payment By: Demand Draft
 Cheque/DD/UTR No: XX1234 | Date: 07/07/2020
 Bank Name: SBI
 Branch: Infocity
 Total Amount: 448

Add Item | **Remove Item** | **Save**

→ Add item → Select order no → Select invoice no → click OK → Enter payment details → Save

Direct Order

(For ignoring suggestion menu) → Enter order No & select Supplier → Add item
→ Enter the requested book details same as done in New Request form → Save
(In the Direct order form) → Save.


Report:

- **Purchase Order** → Orders can be generated with order number/date or vendor.
- **Reminder Letter** → Report can be generated either by supplier or expected date of receipt of item(s).
- **Order Report** → Orders can be generated according to status i.e. All orders Generated orders, completed orders, Cancelled orders, Partial orders as well as supplier wise list.





Gratis Item:





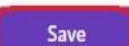
Many times libraries are receiving documents as donations/gifts. These documents are known as 'Gratis' documents.

Gratis Item

Request No	2	Reference No		Status	Gifted
Gifted By	Mr. XYZ	Date	22/06/2020		

Items Detail

Title	Vikram Sarabhai: A Life				
Author's First Name	Amrita	Author's Last Name	Shah		
Publisher	Penguin India				
Type of Material	Textual Documents		ISBN	9780670999514	
Edition			Year	2007	
No of Copies	1		Price	330	
Currency	India Rupees		Conversion Rate	1.00	Total 330
Remark					

Gratis Items → Enter details of book & gifted by → Save

Select For Approval

Filter All
 Department
 Budget

Select	Title	Author	Requester	Edition	Publisher	ISBN	Price	Department	Request Date
<input checked="" type="checkbox"/>	The Scientific edge: the Indian Scientist from Vedic to modern times	Jayant Vishnu Narlikar	Library User 3 (ST03BS200001)		Penguin India	9780143030287	220.00	Computer Science	18-06-2020

Select for Approval → Search the title by using different parameters → Select the title by clicking the check box → Save.

Approval Process:

'Approval Process' consists of two steps for each title:

- [i] Approved budget selection and no. of copies approved and
- [ii] Approved by (either a Library Committee meeting date, etc).

Click the box against titles(s) approved and fill in the approval copies.

Fill up details like 'Approved By' -> click 'Approve' – Pop-up Box titled 'Approved By' will appear. Fill up appropriate details along with the 'Remark' – meeting date / name of the officials etc. and click 'Approve' and Save.

Accessioning:

Select Gratis Items → select the titles → assign accession number/auto assign → merge and save.

Report:

Accession Report: Tick the required fields in the check box → select optional parameters → Display.

Barcode: Select option from dropdown menu → Header → Select label from drop down menu → Display.

The reports can be exported to Excel, Word and PDF formats.

-----XXX-----

SOUL 3.0: Circulation Module

Circulation

Membership | Transaction | Inter Library Loan (ILL) | Maintenance

New Member | Copy Member | Search Member | Delete Member(s) | Renew Member(s) | Reports

Before starting with the Membership, check whether prerequisites have been added in the Administration Module, General Master i.e. Institute Details and in Circulation Master, Category and Member Type.

Membership → New Member:

New Member

Academic Information

Category: Student | Institute: Home Institute | Add Institutions
 Department: Library Science | Course/Designation: BLIS

Member Information

Personal Information | Contact Information | Guarantor Information (Optional) | Hostel Information (Optional)

Surname: User 1 | Status: Active
 Forename: Library | Gender: Male
 Birth date: 10-03-1999 | Date of Joining: 30-06-2020 | Member Type: GENERAL
 Member Code: ST02BL200001 | Same as Member Code
 C:\Users\HRDLab07\Desktop\nitish\member photo\BL-022.png | MemberID: BL-021

Payment Details

Payment Information | Other

Deposit Amount	0.00	Receipt No	0	Receipt Date	16-06-2020
Membership Amount	0.00	Receipt No	0	Receipt Date	16-06-2020
Maximum Due Amount	0.00	Effective Date	01-07-2020	Card Exp. Date	30-06-2021

Remark

Add Member | Update | Save | Cancel

Academic Information: Select Category → Institute → Department → Course/Designation

from the dropdown menu;

Member Information:

- **Personal Information** → Add Surname → Forename → Birth Date → Date of Joining → Select Status → Gender → Member Type → Member ID (To keep it same as the code, click in the check box).
- **Contact Information** → Add Permanent Address → Present Address (If permanent address is same as present, click in the check box).
- **Guarantor Information** → If Library member is the guarantor, click in the check box → fill in the details.
- **Hostel Information** → Details of hostel to be filled in.

- **Add Photo** → Click on + sign/Camera → Select Device → Start Camera → Capture → Stop Camera.

Payment Details:

- **Payment Information:** Deposit Amount ,Receipt Number, Receipt Date → Membership Amount, Receipt Number, Receipt Date → Maximum Amount due → Effective date → Card expiry date.
- **Others:** Card Issued and No Dues, Graduation Date.
- **After filling above details click on Save button** → Member code will generate.

Membership → Copy Member:

Member Details	
Member Name	Library User 1
Member Code	ST02BL200001
Department	Library Science
Category	Student
Current Due	0

- Enter Member Code/ID → Copy Member.

Membership → Search Member:

Member Search

Search Member

Member Search Department Library Science Search

Select	Member Code	Member Name	Institute Name	Department	Category	Branch Name
<input checked="" type="checkbox"/>	ST02BL200001	Library User 1	Home Institute	Library Science	Student	BLIS
<input checked="" type="checkbox"/>	ST02ML200001	Library User 2	Home Institute	Library Science	Student	MLIS

Select All Show Member No Due Certificate

- Select Criteria → Select the opted criteria again → select the members by clicking in the check box → Show Member or No Due Certificate.

Membership → Delete Members:


Delete Member/Group

Single Group

Member ID ST02BL200001 ←

Member Details

Member Name	Library User 1
Member Code	ST02BL200001
Department	Library Science
Category	Student
Overdue	0
Card Expiry Date	30-06-2021



Delete selected

- Single/Group → Mention member ID → Delete.

Membership → Renew Members:

RENEW MEMBER

Single Group

Member ID ST02BL200001 Valid Upto 30-06-2023

Member Details

Member Name Library User 1

Member Code ST02BL200001

Department Library Science

Category Student

Overdue 0

Card Expiry Date 30-06-2021

Renewal

- Single/Group → Give Member ID → Valid upto Date → Renewal.

Membership → Reports:

≡ Circulation

Membership Transaction Inter Library Loan (ILL) Maintenance

New Member Copy Member Search Member Delete Member(s) Renew Member(s) Reports

Transactions -> No Due Certificate x

- No Due Certificate
- Membership Card
- Member Listing
- Member Barcode Listing

No Due Certificate:

- Select Category → Institute → Department → Course & Designation → Entry From and To → Search → Click the check box to select the member → No Due Certificate.

Membership Card:

- Filter by Library/Search by criteria → Select criteria → Select Template → Click in the check if Border or Principal's Signature required → Display.

Member Listing:

- Select options → Click on the check box, No Due Members or Date Between → Display.

Member Barcode Listing:

- Filter by Library → Search by → Select Template → Click on check box if Member Code, Member Barcode, Header is required and skip label → Display.

Transaction:



Transaction → Transaction Menu:

The screenshot shows the 'Transaction Menu' interface. It has a header 'Transaction Menu' and a sub-header 'Book/Member Details'. Below this, there are fields for 'Accession No' (00003) and 'Member Code/Member ID' (ST02BL200001). Below these fields is a 'Member Details' section with a table of member information. Below the member details is a table of 'Issued' items. At the bottom of the main content area are 'Remove Item' and 'Remove All Item(s)' buttons. On the right side, there is a vertical sidebar with buttons for various actions: 'Issue [F3]', 'Return [F4]', 'Renewal [F6]', 'Reserve [F7]', 'Issue (On-Premises)', 'Return(On Premise)', 'Lost', 'Missing', 'Damage', 'Withdraw', 'Reminder', and 'Over Due'. The 'Issue [F3]' button is highlighted with a red box.

- Issue items: Enter Accession Number → Member Code or Member ID → Issue (F3).
- Return items: Enter Accession Number → Click on tab button → Return (F4).
- Renew Items: Enter Accession Number → Click on Renewal (F6).
- Reserve Items: Enter Accession Number → Click on Reserve (F7).
- Issue on Premises: Enter Accession Number → Click Issue on Premises.
- Return on Premises: Enter Accession Number → Click return on Premises.

To change the status of the items:

- Lost: Enter Accession Number → Click on Lost.
- Missing: Enter Accession Number → Click on Missing.
- Damage: Enter Accession Number → Click on Damage.

- Withdraw: Enter Accession Number → Click on Withdraw.

To generate reminder letter;

- Add accession number → Click on reminder button.
- Overdue: Click on Over Due → Enter Member Code or Member ID → Click on Search Button → Enter the Amount received → Click on Make Payment → Click on Print for receipt.

Transaction → Search by Title:

Search by Title

Issued Item(s) Artificial Search

Accession No	Book Title	Member Code	Forename	Surname	Department	Branch	Issue Date	Due Date
00002	Artificial intelligence	ST02BL200001	Library	User 1	Library Science	BLIS	7/1/2020 10:48:36 AM	7/31/2020 11

Issued Item(s)

Code	ST02BL200001		
Name	Library User 1		
Department	Library Science	Designation	BLIS
Issue Date	01/07/2020 10:48:36	Due Date	31/07/2020 10:48:36
Address	Navrangpura		
City	Ahmedabad	Pin	380009
Phone	1234567890		

- Select either Items issues or Items issued on ILL → Enter few words of the title → Click on Search button → from the titles displayed select the title to get the borrower's details.

Transaction → Overdue Charges:

- Overdue: Click on Over Due → Enter Member Code or Member ID → Click on Search Button → Enter the Amount received → Click on Make Payment → Click on Print for receipt.

Transaction → Book Bank Issue:

BOOK BANK ISSUE

Member Code	ST02BL200001	Accession No	00003	Due Date	31/12/2020
Book Title	Colon classification	Book Price	448.00		
Max. Amount Allow	10000.00	Max. Item Allowed	10		

Member Details

Member Code	ST02BL200001	Category	Student	
Member Name	Library User 1	Member Type	GENERAL	
Department	Library Science			

Member Code	Accession No	Issue Date	Price	Due Date
-------------	--------------	------------	-------	----------

Issue

Return

Issue/Return Report

Print Issue Slip

- Issue Items: Enter Member Code or Member ID → Accession Number → Click on Issue Button.
- Return Items: Enter Accession Number → Click on Return.

Transaction → Reminder:

Reminder Mail

Select Criteria	By Course-Designation (t	Search			
Category	Student	Institute	Home Institute		
Department	Library Science	Course Designation	BLIS		

Select	Accession	Member Code	Member First Name	Member Last Name	Member E-mail	Issue Date	Du
<input checked="" type="checkbox"/>	00001	ST02BL200001	Library	User 1	user1@example.com	01-07-2020	31-
<input checked="" type="checkbox"/>	00002	ST02BL200001	Library	User 1	user1@example.com	01-07-2020	31-
<input checked="" type="checkbox"/>	00003	ST02BL200001	Library	User 1	user1@example.com	01-07-2020	31-
<input checked="" type="checkbox"/>	00006	ST02BL200002	Library	User 2	user2@example.com	01-07-2020	14-

Send SMS

Show

Quick Mail

- Select Criteria i.e By Due date between/By Course/Designation/By Member Code → Select Category → Institute → Department → Course/Designation → Search → Select the members displayed to send reminder mail → Click on Show or Send SMS.

Transaction → Circulation Group:

Group Details: To create the group and add/delete members:

Group Circulation

Group Details | Group Issue/Return

New Group Details

Select Group Group 1

Member Code	Member Name	Group Name	Group Code
ST02BL200001	Library User 1	Group 1	200000

Add Member **Delete Member**
Add Group **Delete Group**

Group Details

Group Name Group 1 Member ID/Code ST02BL200002

Member Code	Member Name	Institute Name	Department	Category Name	Branch Name	Member S
ST02BL200002	Library User 2	Home Institute	Library Science	Student	BLIS	A

Remove Selected **Clear Member** **Save**

- Click on Add Group button → Assign Group Name → Add Member → Enter the members names → Save.
- Delete Group/Member: Select Group name/Select individual member → Delete Group/Member.

Group Issue/Return:

Group Circulation

Group Details | **Group Issue/Return**

Accession No 00001 Select Group Group 1 Due Date 31/12/2020

Accession No	Book Status	Title	Author	Material	Issue Restricted
00001	Group Issue	मेरे सपनों का भारत	गांधी, एम. के.,	Textual Documents	N

Group Issue **Group Return** **Remove Item** **Delete All** **Print Issue Slip**

- Issue Items: Give Accession Number → Select Group → Due Date → Click on Group Issue button.
- Return Items: Accession Number → Group Return.

Transaction → Stock Verification:

Stock Verification

Stock Location: Rac18
Stock Verified By: Library staff 1
Accession No: 00003

Select file to import Accession Nos.

Accession No	Book Status	Title	Author	Book Location
00001	Available	मेरे सपनों का भारत	गांधी, एम. के.,	Rac18
00002	Available	Artificial intelligence	Rich, Elaine,	Rac18
00003	Available	Colon classification	Ranganathan, S. R.,	Rac18

Option to add accession numbers manually:

- Select Stock Location → Stock Verified by → Add accession number → Save.

Option to directly import .csv file which contains accession numbers of items:

- Select file to import Accession Numbers → Browse → Import → Click on Import accession number → Save.

Reports:

- Mismatch Asscession
- Mismatch Status
- Mismatch Location
- Available Items.

Transaction → Member Login:

Member Log

Login/Logout Using Barcode Scanner

Member Code/Id: ST02BL200001

Welcome

Library (ST02BL200001)

- Add Member Code/ID → Login/Logout.
- Reports can be generated either by date, Member Code, Member ID, most frequently users, and current logged in members.

Transaction → Book Transfer:

Book Transfer

Select Source Library Central Library Select Destination Library Library Science Departme
Transfer Date 01/07/2020 Accession No 00001

- Select Source Library → Select Destination Library → Transfer Date → Add Accession Number → Click on Transfer button.

Inter Library Loan (ILL):

≡ Circulation

Membership Transaction **Inter Library Loan (ILL)** Maintenance

ILL-Borrowing Book | ILL-Lending Book

Inter Library Loan (ILL) → ILL Borrowing Book:

ILL Borrowing Book → Request:

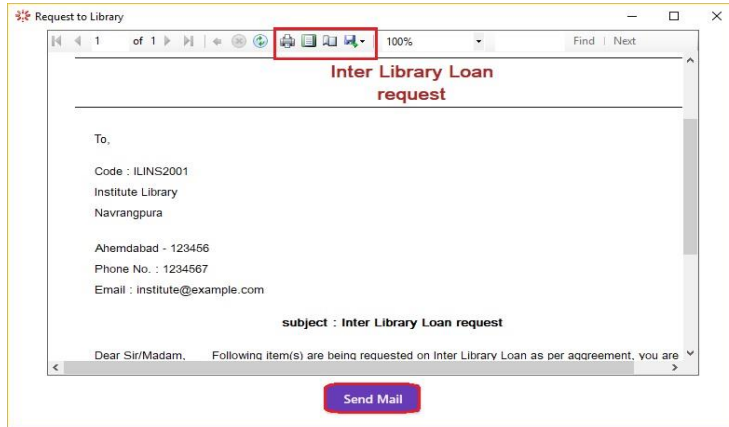
ILL Request

Member Code ST03BS200001 Material Textual Documents
Name Library User 3
Title Computer Networks
1st Author Andrew S. Tanenbaum Publication Year 2013
2nd Author David j. wetherall Date Of Request 01/07/2020
Publisher Pearson Education India
Library Name Institute Library

Member Code	Media Description	Book Title	Author 1	Author 2	Publisher	Publish Year	Request Date	Library Name
-------------	-------------------	------------	----------	----------	-----------	--------------	--------------	--------------

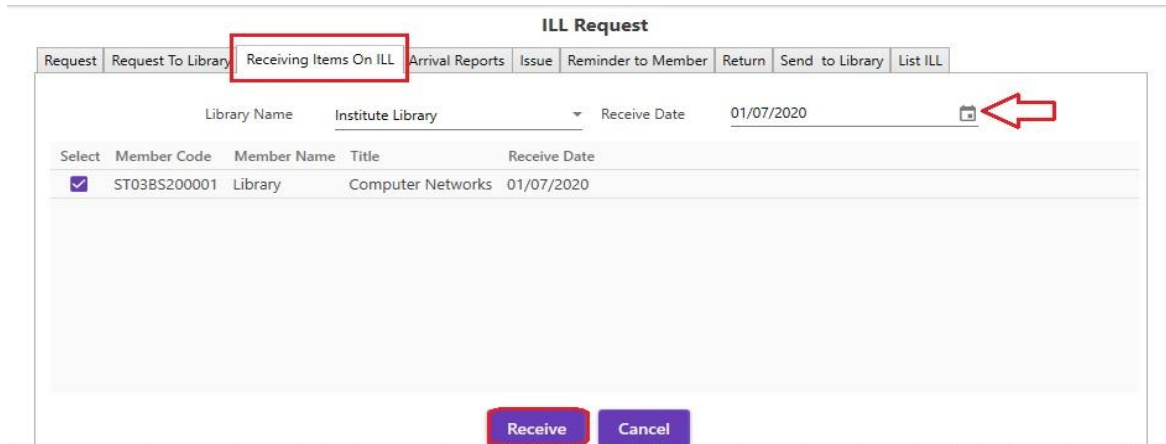
- Request → Add Member Code → Select Material → Enter Title → Author → Publisher → Publication Year → Date of Request → Select Library Name → Save.

ILL Borrowing Book → Request to Library:



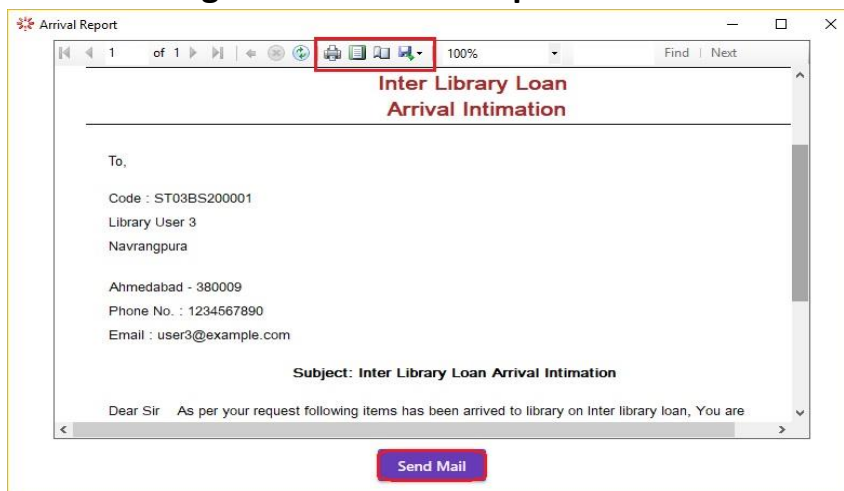
- Select Library name → Show.

ILL Borrowing Book → Receiving Items on ILL:



- Select Library Name → Receive Date → Select the title in the check box → Receive.

ILL Borrowing Book → Arrival Reports:



- Select the Library Name → Show.

ILL Borrowing Book → Issue:

ILL Request

Request Request To Library Receiving Items On ILL Arrival Reports **Issue** Reminder to Member Return Send to Library List ILL

Member Code: ST03BS200001 Name: Library User 3

Select	Library Name	Title	Arrival Date	Library Code
<input checked="" type="checkbox"/>	Institute Library	Computer Networks	01/07/2020 00:00:00	ILINS2001

Issue Cancel

- Issue → Add Member Code → Select Title in the check box → Issue.

ILL Borrowing Book → Reminder to Member:

Arrival Report

Reminder letter

To,

Code : ST03BS200001
Library User 3
Navrangpura

Ahmedabad - 380009
Phone No. : 1234567890
Email : user3@example.com

Subject : Reminder letter

Dear Sir/Madam,
This has reference to our orders as per following details, for supply of books. The delivery date is already over.
You are requested to supply the same within 7 days, failing which order is liable to be cancelled.

Send Mail

- Reminder to Member → Add Member Code → Show.

ILL Borrowing Book → Return:

ILL Request

Request Request To Library Receiving Items On ILL Arrival Reports Issue Reminder to Member **Return** Send to Library List ILL

Member Code: ST03BS200001 Name: Library User 3

Select	Library Name	Title	Arrival Date	Issue Date	Library Code
<input checked="" type="checkbox"/>	Institute Library	Computer Networks	01-07-2020	01-07-2020	ILINS2001

Return Cancel

- Return → Add Member Code → Select the title in the check box → Return.

ILL Borrowing Book → Send to Library:

ILL Request

Request | Request To Library | Receiving Items On ILL | Arrival Reports | Issue | Reminder to Member | Return | **Send to Library** | List ILL

Library Name: Institute Library

Select	Member Code	Member Name	Title	Arrival Date	Issue Date	Receive Date	Send Date	Lib Code
<input checked="" type="checkbox"/>	ST03BS200001	Library	Computer Networks	01-07-2020	01-07-2020	01-07-2020	01-07-2020	ILINS2001

Send **Cancel**

- Send to Library → Select Library Name → Select the Title in the check box → Send.

ILL Borrowing Book → List ILL:

List of Borrowed Books (Inter Library Loan)

Member Code	Member Name	Library Code	Library Name	Book Title	Arrival Date	Issue Date
ST03BS200001	Library/User 3	ILINS2001	Institute Library	Computer Networks	01/07/2020	01/07/2020

Printed On : 01/07/2020
Report generated by: SOUL 3.0

Send Mail

- List ILL → Issue date from → Issue date to → List Items.

Inter Library Loan (ILL) → ILL Lending Book:

ILL Lending Book → Issue:

BOOK LENDING

Issue | Reminder to Library | Return | Report

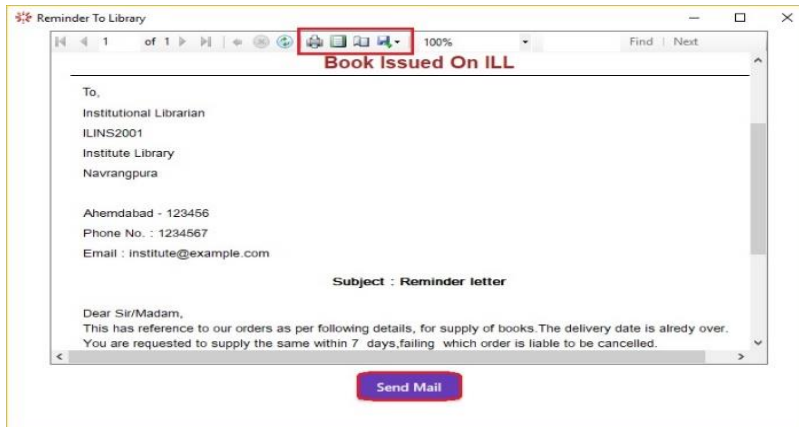
Accession No. 00003
Book Leading Colon classification(The basic classification)
Issue Institute Library
Reference Inter Library Loan
Request Date 01/07/2020 Sending Date 02/07/2020

Accession No	Library Name	Request Date	Request Reference	Send Date
00003	Institute Library	01-07-2020	Inter Library Loan	02-07-2020

Issue **Update** **Save** **Delete** **Cancel**

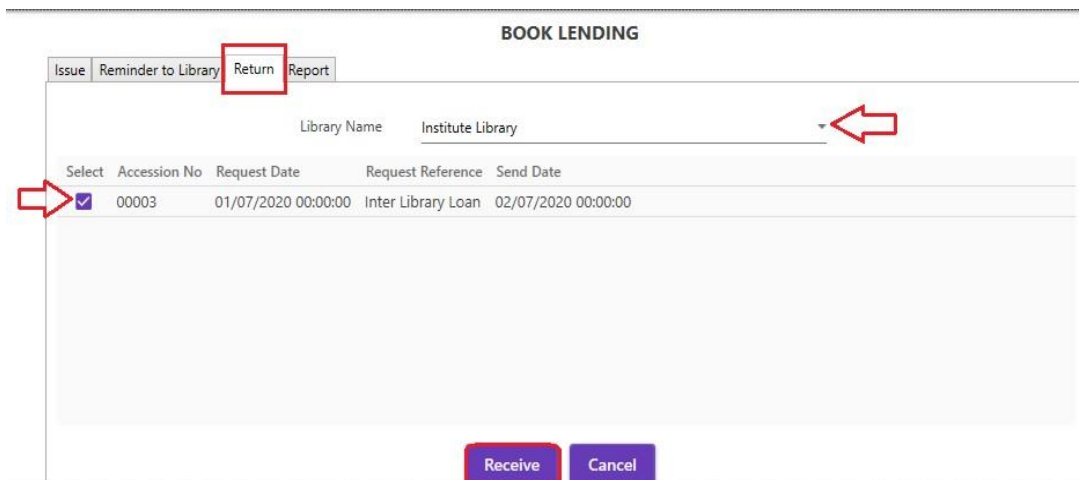
- Issue → Add Accession Number → Issue (Select the library from dropdown) → Give Reference → Request Date → Sending Date → Save.

ILL Lending Book → Reminder to Library:



- Reminder to Library → Select Library Name → Show.

ILL Lending Book → Return:



- Return → Select Library Name → Receive.

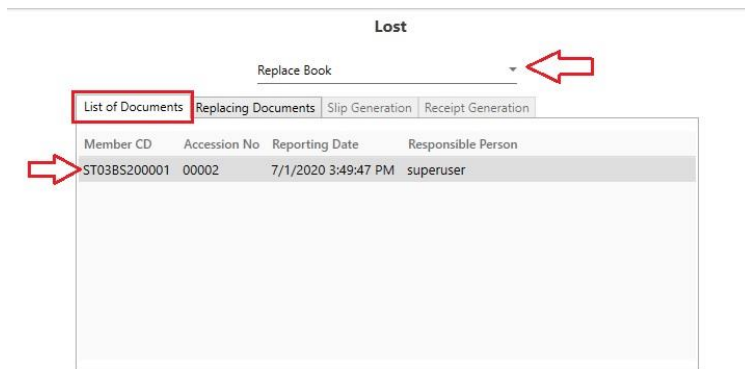
ILL Lending Book → Report:

- Report → Request Date from → Request Date to → List ILL.

Circulation -> Maintenance:



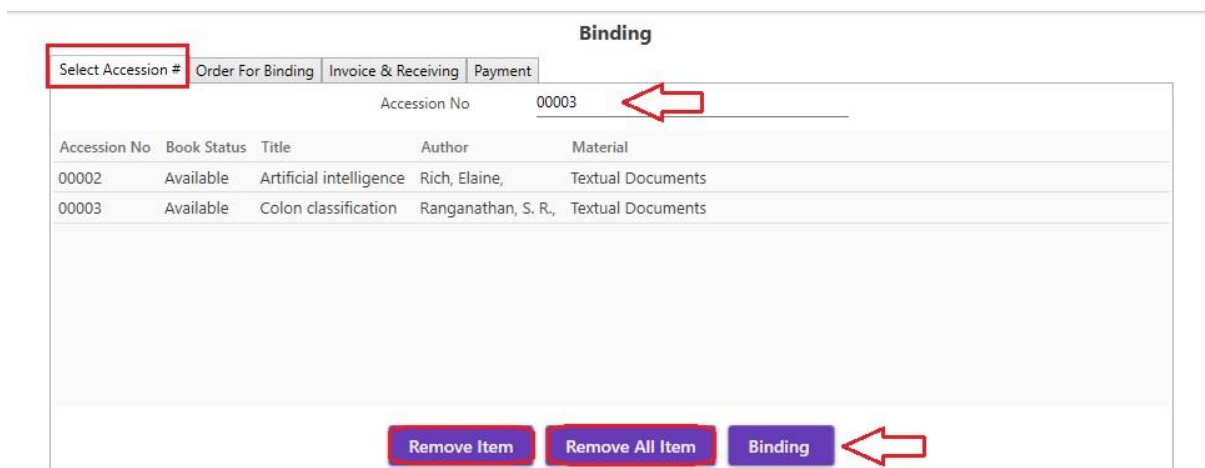
Maintenance → Lost:



- Lost → Select from dropdown Replace/Amount Recovery:
- If Replace Book → Replacing Document → Select the Accession number to be replaced → Replace.
- If Amount Recovery → Select the title lost → Slip Generation → Slip Number → Member Id → Accession Number → Fine → Recovered → Payment.
- Receipt Generation → Payment.

Maintenance → Binding:

Binding → Select Accession:



- Select Accession → Add Accession numbers → Click on Binding button.

Binding → Order for Binding:

Binding

Select Accession # **Order For Binding** Invoice & Receiving Payment

Order No	ORDN14	Budget Head	Books	Expected Date	07/07/2020
Binder	Binder Group	Binding Type	Brown	Price/DOC	60

Select	No	Accession No	Title	Price
<input checked="" type="checkbox"/>	B3	00002	Artificial intelligence	0

Save

- Order for Binding → Assign Order Number → Select Binder → Budget Head → Binding Type → Expected Date → Mention Price per document → Select the title in the check box → Save.

Binding → Invoice & Receiving:

Binding

Select Accession # Order For Binding **Invoice & Receiving** Payment

Order No	ORDN14	Invoice Receive Date	07/06/2020	Discount Amount	0
Invoice#	INV14	Forwarding Date	07/06/2020	Overdue Amount	0
Invoice Date	07/06/2020	Received Document	2	Misc. Amount	0
Order Document	2	Invoice Amount	120	Net Amount	120

Select	No	Accession No	Title	Expiry Date	Price
<input checked="" type="checkbox"/>	B2	00003	Colon classification	07/07/2020	60
<input checked="" type="checkbox"/>	B3	00002	Artificial intelligence	07/07/2020	60

Save

- Invoice & Receiving → Select Order Number → Add Invoice Number → Invoice Receiving Date → Forwarding Date → Received Document → Invoice Amount → Discount Amount → Overdue Amount → Miscellaneous Amount → Net Amount → Select the titles → Save.

Binding → Payment:

Binding

Select Accession #	Order For Binding	Invoice & Receiving	Payment
Invoice No	INV14	Bank Name	SBI
Payment Amount	120.0000	Branch Name	Infocity
Payment Date	07/06/2020	DD/Cheque	XX1234
Mode Of Payment	Demand Draft	Forward Date	07/06/2020
Forward Mode	Register Ad.		
Remark			

Save

- Payment → Select Invoice number → Payment Amount → Mode of Payment → Forward Mode → Bank Name → Branch Name → DD/Cheque number → Forward Date → Save.

Maintenance → Damaged:

Damaged

Accession No 00004 ←

Title Artificial Intelligence

Author Rich, Elaine Status Damaged ←

Accession No	Book Title	Status
00001	मेरे सपनों का भारत	Damaged
00005	Dictionary of Library Science	Damaged
00004	Artificial Intelligence	Damaged

↓
Damaged
Repaired

- Damaged → Enter Accession number → Click on Damaged.
- To Re-introduce for circulation → Select the title → Click on Repaired.

Maintenance → Missing:

Missing

Missing Process	Found Process			
Member Code ST03BS200001	Accession No 00004 Title Dictionary of Library Science			
	Author Status Available 			
Accession No	Missing Reporting By Member	Forename	Surname	Missing Date
00001	ST03BS200001	Library	User 3	01-07-2020
00004	ST03BS200001	Library	User 3	01-07-2020

Save

- Missing Process → Add Member Code → Accession Number → Save.

Missing

Missing Process Found Process

Accession No	00004	Title	Artificial Intelligence
Status	Missing	Author	
Reported Member	ST03BS200001	Missing Date	01/07/2020
Trace By Member	Library Staff	Found Date	08/07/2020
Remark	Found in circulation area		

Found

- Found Process → Add Accession Number → Click on Found button.

Maintenance → Withdraw:

Withdraw

Withdrawal Process Re-Introduce

Accession No 00005

Accession No	Book Status	Title	Author	Material
00005	Available	Dictionary of Library Science	KAWATRA, P S	Textual Documents

- Withdrawal Process → Add Accession Number → Click on Withdraw button.

Withdraw

Withdrawal Process Re-Introduce

Select	Accession No	Title	Status
<input checked="" type="checkbox"/>	00005	Dictionary of Library Science	WithDraw

Available

- Re-Introduce → Select the Title → Click on Available button.

Maintenance → Reports:

Location Status:

The screenshot shows the 'Location Status' report interface. At the top, there are dropdowns for 'Select Library' (set to 'all') and 'Select Stat' (set to 'Bindings'). Below these is a toolbar with navigation icons and a '100%' zoom level. The main content area is titled 'Item Status' and contains a table with columns: Serial No, Title, Author, and Accession No. The table lists two items: '1 Artificial intelligence' by Rich, Elaine, with accession number 00002, and '2 Colon classification' by Ranganathan, S. R., with accession number 00003. Below the table, it says 'Printed On :01/07/2020' and 'Report generated by:SOUL 3.0'. A 'Send Mail' button is at the bottom. A 'Display' button is highlighted in the top right corner.

- Location Status → Select Library → Library Status → Display.

Maintenance:

The screenshot shows the 'Maintenance' report interface. At the top, there is a 'Select Report' dropdown menu. Below it, there are radio buttons for 'Lost Book Report', 'Missing Book Report' (which is selected), 'Binding List Report', 'Damage Book Report', and 'Withdraw Book Report'. Below the radio buttons, there is a 'Date Between' field with a calendar icon, set to '01/07/2020', and an 'And' field with a calendar icon, set to '06/07/2020'. A 'Display' button is highlighted in the center. Below the form is a toolbar with navigation icons and a '100%' zoom level. The main content area is titled 'Missing Items' and contains a table with columns: Accession No, Title, Missing Date, Reported by, Found Date, and Found by. The table lists four items:

Accession No	Title	Missing Date	Reported by	Found Date	Found by
00004	Artificial Intelligence	01/07/2020		7/6/2020 12:00:00 AM	
00004	Artificial Intelligence	01/07/2020	ST03BS200001	7/6/2020 12:00:00 AM	
00006	Dictionary of Library Science	01/07/2020			
00001	मेरे सपनों का भारत	01/07/2020	ST03BS200001	7/6/2020 12:00:00 AM	

- Maintenance → Select desired report option → Enter Date Between → And → Display.

-----XXX-----

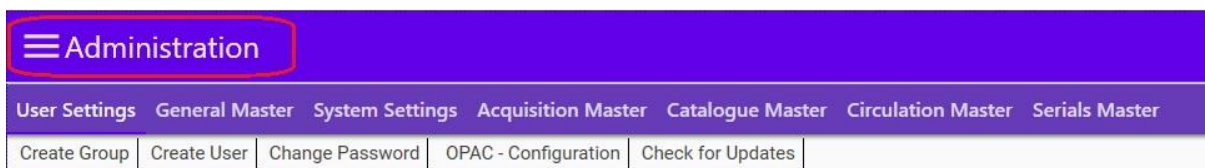


SOUL 3.0: Administration Module

Username: superuser

Password: su

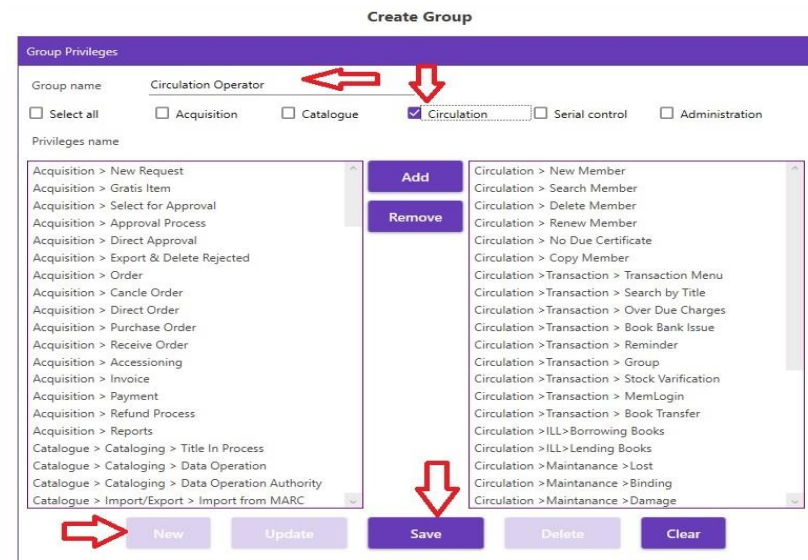
Set rules and feed standard information needed for our LMS. Select Administration from the menu which, in turn, provides following options:



Administration → User Settings:



User Settings → Create Group:



Click on New button -> Assign Group Name -> Select individual module from check box or sub module from the list below -> Save. Here, you have an option to add/remove individual privileges from the group.

User Settings → Create User:

Create User

Name and Password	
Username	System User
Group name	Circulation Operator
Password	•••
Verify Password	•••

Comment	
Comment	SOUL 3.0
Secret Question	which module
Answer	circulation

Location			
Library	Main Library		
Address	Infocity		
City	Gandhinagar	Pin code	382007
State	Gujarat	Country	India
Phone	1234567890	Extension	
Mobile	0123456789		
Email	user@example.com		

Browse **Add New** **Save** **Delete** **Clear**

Click on Add New button -> enter username -> select group name from drop down list -> assign password -> enter comment, secret question and answer -> add the necessary location information and click on "Save" to create user.

User Settings → Change Password:

Password for each user or a group can be changed through this option. Password change is allowed only when old password is entered and secret question is answered correctly. It is also being requested to change "Superuser" password by change password option in below screen.

Change Password

Username	superuser
Old Password	••
New Password	•••••
Verify New Password	•••••
Secret Question	What is favourite number
Answer	•••••

Change Password

User Settings → OPAC - Configuration:

Web OPAC / OPAC - Configuration

User Name
Librarian Name Status ▾
Password
Verify Password
Remark

Add **Edit** **Delete** **Save**

Path Configuration

Index Path D:\30Lib **Select Path**
Web-Service Path http://localhost/websern/OPAC.asmx

Save **Edit**

- Using this option, admin user of web opac can be created who can use import the members self-registered on web opac portal.
- In case of Index path/web service path is getting changed, you may change using this option.

NOTE: If you are not aware about this functionality, please do not try to change as it may create problems with functionalities. It should be done by Administrator/Superuser.

User Settings → Check for updates:

Administration

User Settings | General Master | System Settings | Acquisition Master | Catalogue Master | Circulation Master | Serials Master

Create Group | Create User | Change Password | OPAC - Configuration | **Check for Updates**

Transactions ->

- If software update is available then using this function you can update the software by single click

Administration → General Master:



General Master → Institute Details:

To add the institute details;

Click “Add” button -> fill in the code and institute details-> Save

The screenshot shows the 'Institute Details' form. It has a table with the following columns: Code, Description, Address line 1, Address line 2, City, PIN, Phone, Fax, Email. The first row is highlighted and contains: 01, Home Institute, Infocity, Gandhinagar, 123456, 1234567, home@e. To the right of the table are fields for Code (01), Name (Home Institute), Address (Infocity), City (Gandhinagar), Pin (123456), Phone (1234567), Fax, and Email (home@example.com). At the bottom are buttons for Add, Update, Delete, Save, and Cancel. Red arrows point to the 'Add' and 'Save' buttons.

To add the department details;

First select the institute name -> Click “Add” button from department details window -> To the right side fill in the code and department name -> Tick mark the check box to copy address same as institute-> add email -> “Save”.

Continue the same flow to add any number of departments.

The screenshot shows the 'Department Details' form. It has a table with the following columns: Code, Department, Address line 1, Address line 2, City, PIN, Phone, Fax, E-Mail. The first row is highlighted and contains: 02, Library Science, Infocity, Gandhinagar, 123456, 1234567, lis@e. The second row is highlighted and contains: 03, Computer Science, Infocity, Gandhinagar, 123456, 1234567, cs@e. To the right of the table are fields for Code (03), Name (Computer Science), Address (Infocity), City (Gandhinagar), Pin (123456), Phone (1234567), Fax, Email (cs@example.com), and a checked checkbox for 'Address same as institute'. At the bottom are buttons for Add, Update, Delete, Save, and Cancel. Red arrows point to the 'Add' and 'Save' buttons.

To add Course/Designation

First select the Department from Department details window ->

Click “Add” button from Course/Designation details window -> To the right side select Course/Designation from the drop-down list -> Save.

If the required course/designation is not available under chosen department please add it by clicking 'Add Branch' button.

Course-Designation Detail

Department	Branch Description	Course/Designation	MLIS
Library Science	BLIS		

Course/Designation Master;

Add Branch → Add → Code → Name → Save.

Course/Designation Master

Code ML Name MLIS

Code	Name
BL	BLIS

General Master → Country:

Country


Code ii Name India

Country Code	Country Name
ho	Honduras
hu	Hungary
ic	Iceland
idu	Idaho
ilu	Illinois
ii	India
inu	Indiana
io	Indonesia

Country → Add → Code → Name → Save.

General Master → Currency:






Currency

Currency Code Date 

Currency Conversion Rate

Country

Code	Currency	Conversion Rate	Country	Date
AED	United Arab Emirates Dirhams	19.23	United Arab Emirates	04/11/2019
AFN	Afghanistan Afghanis	0.90	Afghanistan	04/11/2019
ALL	Albania Leke	0.64	Albania	04/11/2019
ARS	Argentina Pesos	1.18	Argentina	04/11/2019
AUD	Australia Dollars	48.82	Australia	04/11/2019
BBD	Barbados Dollars	35.07	Barbados	04/11/2019
BDT	Bangladesh Taka	0.83	Bangladesh	04/11/2019
BGL	Bulgaria Leva	40.36	Bulgaria	04/11/2019
BHD	Bahrain Dinars	187.41	Bahrain	04/11/2019
BMD	Bermuda Dollars	70.65	Afghanistan	04/11/2019
BRR	Brazil Reais	17.73	Brazil	04/11/2019

Add: Select Currency -> Enter Currency Code -> Currency -> Country -> Date -> Conversion Rate -> and 'Save'. If Code/Country it will allow you to add the new currency with requisite details.

Modify: Double click on the first column of the currency you wish to modify edit details and click 'Save'.

Delete: To delete any record, double click on first column, select the currency you wish to delete. 'Delete' button will get activated. Click it to delete the desired currency permanently from the database.

General Master → Budget Management:

 — □ ×

Budget Head **Category**

Budget Code Income 

Budget Description Expense

Budget Head Entry

Budget Head

Budget Code: BK

Budget Description: Books

Budget Expiry Date: 31/03/2021

Category

Income

Expense

Clear Save Close

To Create new Income/Expenditure Head, select 'Budget' -> On left side box of Budget Process screen click <Add>, Enter 'Code' and 'Heading' for Income/Expenditure as needed.

Budget Income

Income Head: Union Grant Commission

Financial Year: 2020 To 2021

Opening Balance: 0

Received Amount: 1000000

Total Amount: 1000000

Date: 01/04/2020

Remarks:

Clear Save Close

To receive/add amount in Income Head.

First select Income from right side window-> Add button below -> select Income Head from dropdown -> Give financial year -> opening balance will be carried forward from previous year closing / pending balance of the same Income head (You can make it zero if you don't want to carry forward it) -> Fill in the received amount-> Date and remarks.

To allocate amount in Expenditure Head.

First select Expenditure from right side window -> Add button below -> From Income/From Expense -> Fill in Period from and To -> Select Income Source/Expense Source from dropdown menu -> Select Expense Source from dropdown menu -> Fill in Allocated Amount -> Save. In Expense allocation also it will give previous year closing/pending balance of the same Expense head. You may carry forward it or make it zero as per the requirement.

The same way you may allocate the amount from one Expense head to another Expense head.

General Master → Budget Transfer:

To transfer/reallocate amounts from one Income/Expense Head to another;

Specify Financial Year of the Source Budget Head → Select Source Budget Head from drop-down Menu → Available amount will automatically appear → Specify amount needed to be transferred → Feed authorisation information in 'Remark' → Choose Financial Year of the Destination Budget Head → Select Destination Budget Head from drop-down Menu → Save the record 'Budget updated message will appear.

General Master → Language:

Language

Code: Name:

Language Code	Language
dyu	Dyula
dzo	Dzongkha
efi	Efik
egy	Egyptian
eka	Ekajuk
elx	Elamite
eng	English
enm	English, Middle (1100-1500)
epo	Esperanto
est	Estonian
ewe	Ewe
ewo	Ewondo
fan	Fang

Language → Add button → Assign Code → Name → Save.

General Master → Subject:

Subject

Classification Code: Subject Name:

Classification Number	Subject Name
685	Leather, fur goods & related products
026	Libraries for specific subjects
020	Library & information sciences
025	Library operations
021	Library relationships
570	Life sciences biology
535	Light & infrared & ultraviolet phenomena
410	Linguistics
800	Literature & rhetoric
895	Literatures of East & Southeast Asia
830	Literatures of Germanic languages
879	Literatures of other Italic languages
890	Literatures of other languages

Subject → Add button → Classification Code → Subject Name → Save.

General Master → Physical Media:

Physical Media

Code: 990 Description: Bound Volumes

Code	Description
990	Bound Volumes
030	Braille
100	CD-ROM
099	Dharm
145	Irregular Serial
050	Laser/Optical
980	Loose Issue
040	Magnetic
115	Meeting Documents
150	Monographic Serials
900	Others
135	Patent
105	Reports

Add
 Save
 Delete

Physical Media → Add button → Assign Code → Description → Save.

General Master → Report:

Administration

User Settings System Settings Acquisition Master Catalogue Master Circulation Master Serials Master **General Master**

Institute Details Country Currency Budget Management Budget Transfer Language Subject Physical Media **Reports**

- Currency Report
- Budget Report
- Budget Transfer Report
- Institute Report

Currency Report:

You can see the display of all entered currency, their codes and conversion rates.

Updated Between 15/06/2020 To 15/06/2020 Display

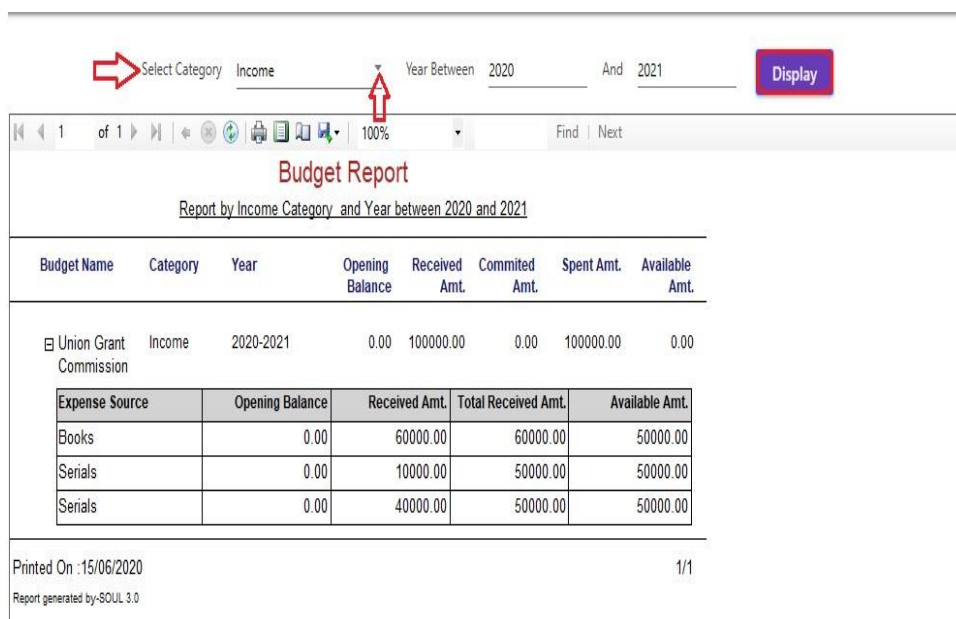
Updated After 15/06/2020

Country Name	Currency Name	Currency Code	Conversion Rate	Date of Conversion
Germany	Euro	EUR	85.58	15/06/2020
United Kingdom	United Kingdom Pounds	GBP	95.33	15/06/2020
United States	United States Dollars	USD	75.99	15/06/2020

Printed On : 15/06/2020 1/1
 Report generated by-SOUL 3.0

Budget Report:

You can see the current status of each budget head. The report can be generated by using Income-Head and Expense-Head and the sub-report will give you the Income / Expense head relationship with the amount allocated in each as well as the committed and spent amount during order and invoice process.



Budget Report
Report by Income Category and Year between 2020 and 2021

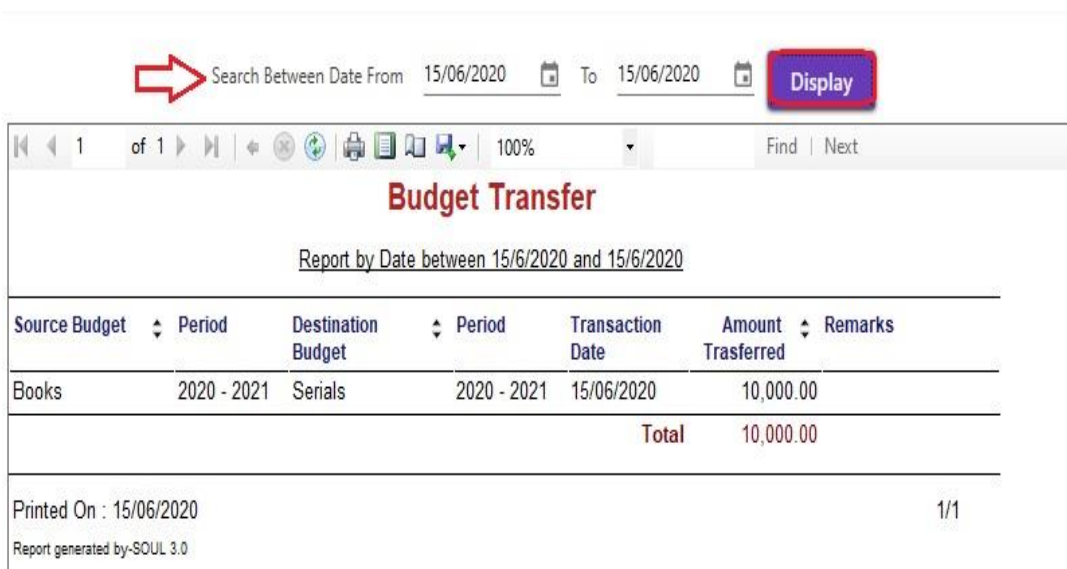
Budget Name	Category	Year	Opening Balance	Received Amt.	Committed Amt.	Spent Amt.	Available Amt.
Union Grant Commission	Income	2020-2021	0.00	100000.00	0.00	100000.00	0.00

Expense Source	Opening Balance	Received Amt.	Total Received Amt.	Available Amt.
Books	0.00	60000.00	60000.00	50000.00
Serials	0.00	10000.00	50000.00	50000.00
Serials	0.00	40000.00	50000.00	50000.00

Printed On : 15/06/2020 1/1
Report generated by-SOUL 3.0

Budget Transfer Report:

You can list all budget transfer operations carried out between specific periods.



Budget Transfer
Report by Date between 15/6/2020 and 15/6/2020

Source Budget	Period	Destination Budget	Period	Transaction Date	Amount Trferred	Remarks
Books	2020 - 2021	Serials	2020 - 2021	15/06/2020	10,000.00	
Total					10,000.00	

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Report generated by-SOUL 3.0

Institute Report:

You can see hierarchical list of Institutes, Departments and Branch within each institute.

Select Option Institute Select Home Institute Display

Institute / Department / Branch List

Report by Institute-Home Institute

Institute Code	Institute Name
01	Home Institute Infocity, Gandhinagar - 123456 Phone : 1234567 Fax : Email : home@example.com
Department : 02 Library Science	
Branch :	
BL	BLIS
ML	MLIS

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Report generated by-SOUL 3.0

Administration → System Settings:

Administration

User Settings System Settings Acquisition Master Catalogue Master Circulation Master Serials Master General Master

Email & SMS Settings Image Upload Letter Layout Label Setting Letter Number Setting Collection Type Library Information Database Backup Theme Configuration

System Settings → Email & SMS Settings:

Administration

User Settings General Master System Settings Acquisition Master Catalogue Master Circulation Master Serials Master

Email & SMS Settings Image Upload Letter Layout Label Setting Letter Number Setting Collection Type Library Information Theme Configuration

Email Configuration SMS - Text Email - Text

Email Configuration

Domain Name example.com

SMTP Server smtp.example.com

Port 999

Authorized Email id user@example.com

Username user

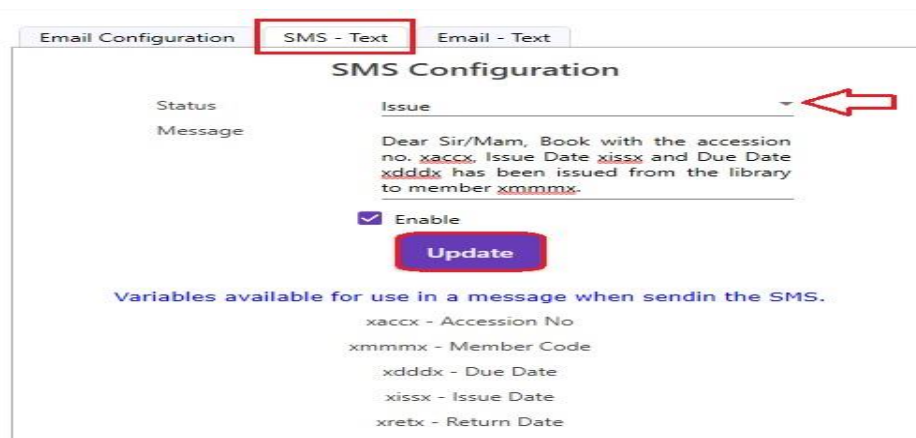
Password ****

Enable SSL

Save

If user wants to send SMSs for circulation transactions such as issue, return, reminder and overdue charges then he/she needs set the template and tick the “Enable” checkbox as shown in image below. This will send SMS to the member of the library.

Note: SMS Server should be running to send SMSs.



The screenshot shows the 'SMS Configuration' interface. At the top, there are three tabs: 'Email Configuration', 'SMS - Text' (highlighted with a red box), and 'Email - Text'. Below the tabs, the 'Status' is set to 'Issue', indicated by a red arrow. The 'Message' field contains a template: 'Dear Sir/Mam, Book with the accession no. xaccx, Issue Date xissx and Due Date xdddx has been issued from the library to member xmmmx.' Below the message, the 'Enable' checkbox is checked. A red 'Update' button is located below the checkbox. At the bottom, there is a list of variables available for use in a message: xaccx - Accession No, xmmmx - Member Code, xdddx - Due Date, xissx - Issue Date, and xretx - Return Date.

System Settings → Image Upload:



The screenshot shows the 'Image Setup' interface. The 'Image Name' field is set to 'Letter_Header', indicated by a red arrow. The 'Image Description' is 'Logo Image for Letter Heads (666 x 135)'. Below this is an 'Image Preview' section showing a logo for 'Home Institute Central Library'. At the bottom, there are two buttons: 'Select Image' and 'Upload Image', both indicated by red arrows.

First select image name -> Select Image -> Upload Image.

System Settings → Letter Layout:




The screenshot shows the 'Letter Format' interface. The 'Letter Name' is 'Letter for Approval', indicated by a red arrow. The 'Subject' is 'Subject : Approval letter'. The 'Letter Format' field contains a template: 'Dear Sir/Madam
I am sending herewith a list of approved items which have been suggested by you or member of your department for including in the library
Yours faithfully,
(Librarian)'. At the bottom, there is a red 'Save' button, also indicated by a red arrow.

You can select the Letter name from the dropdown and edit the text as required and save it.


System Settings → Label Setting:

Label Setting

Label Name Barcode  

All Units should be in Inch only

Page Height	11.69
Page Width	8.26
Top Margin	0.59
Bottom Margin	0.713
Right Margin	0.197
Left Margin	0.197
No Of Columns	4
Column Space	0.19
No Of Rows	21
Row Space	0

 **Add** **Modify**



Save **Delete**





Add->Select Label Name->Define the stationary measurement->Save.

System Settings → Letter Number Setting:

Auto Letter Number Generation

Name	Prefix	Status
<input checked="" type="checkbox"/> Acquisition Forward to Account Reference	ACQ/ACC/YY	Active  
<input type="checkbox"/> Acquisition Invoice Reference	ACQ/INV/YY	Active
<input type="checkbox"/> Acquisition Order	ACQ/ORD/YY	InActive
<input type="checkbox"/> Acquisition Payment Reference	ACQ/PAY/YY	InActive
<input type="checkbox"/> Acquisition Purchase Order	ACQ/PO/YY	InActive
<input type="checkbox"/> Acquisition Reminder	ACQ/REM/YY	InActive
<input type="checkbox"/> Serial Forward to Account	SR/FWD/ACC/YY	InActive
<input type="checkbox"/> Serial Forward to Account Reference	SR/ACC/YY	InActive
<input type="checkbox"/> Serial Forward to Vendor	SR/SUPP/YY	InActive
<input type="checkbox"/> Serial InvoiceProcessing	SR/INV/YY	InActive
<input type="checkbox"/> Serial Order	SR/ORD/YY	InActive
<input type="checkbox"/> Serial PrintOrder	SR/PO	InActive

  **Save**


Select the name->Edit Prefix->Change status->Save

System Settings → Collection Type:

Collection Type

Code CH Collection Type Children collection
 Prefix C Total Length for Accession No 0

Code	Collection Type	Prefix	Total Length
GN	General	G	0
RR	Reference	R	0
SP	Special Collection	P	0
TT	Text Books	T	0


Add
Save
Delete

First click on Add button -> Assign code -> Mention Collection Type -> Prefix -> Total Length for Accession No and click on "Save".

System Settings → Library Information:

Here, you have the provision to furnish the details of your Library, which once saved (while initial setup) will not allow editing later. Also, you have to fill about the library person, the staff who is working on the modules and the details of the technical person, which can be updated as and when required.

Library Information

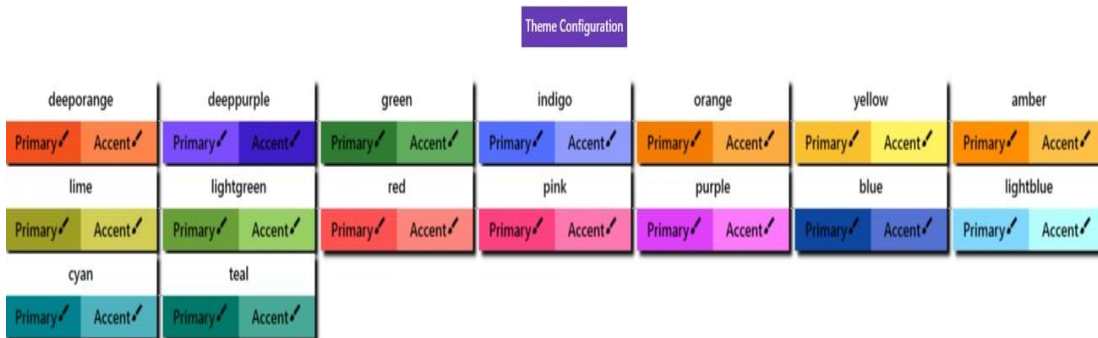
Library Name Central Library
 University Name Home University
 Librarian Name Mr Librarian
 Address 1 Infocity
 Address 2 _____
 City Gandhinaagar Pin 123456
 Phone 1234567 Fax _____
 Email library@example.com

Technical Person Details	Library Person Details
Name <u>Mr Technical</u>	Name <u>Mr Librarian</u>
Division <u>Technical Division</u>	Division <u>Library Division</u>
Contact No <u>1234567890</u>	Contact No <u>123456789</u>
Email <u>tech@example.com</u>	Email <u>library@example.com</u>

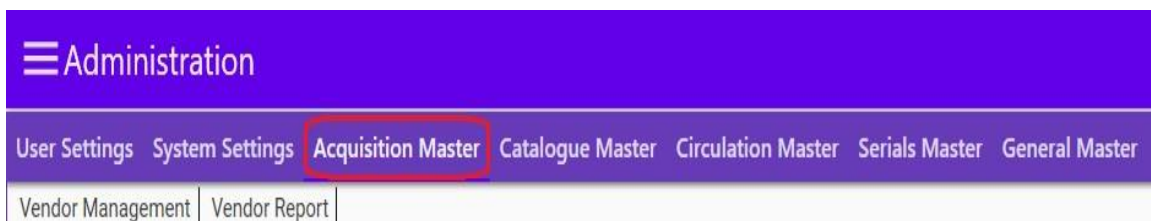
Save
Edit

System Settings → Theme Configuration:

- There is provision to change the colour theme, Header font size, Sub Header font size and Language of the modules and sub modules. User can set their own colour theme, language etc for his/her own profile.



Acquisition Master:



Acquisition Master → Vendor Management:

Vendor Management

Inactive
 Active

Vendor Name: *
 Vendor Code: *
 Specialization:
 Vendor Status: *
 Address:
 City: * Pin: *
 State: Country:

Contact Details
Remarks

Contact Person:
 Designation:
 Email: * Fax:
 Phone: * Mobile:

Add
Delete
Browse
Save

Click on Add button → Status as Active → Vendor name → Specialization → Vendor Status from dropdown → Address → City → Pin Code → State → Country → Contact Details → Save.

Edit Vendor Details or Delete Records:

Click on Browse button → Double click on Vendor → Modify/Delete Record → Save.

Vendor Management → Vendor Report.

Vendor Report

Vendor Code
 Vendor Name
 Address
 Contact Person
 Email/Phone No
 Specialization
 Active/Inactive
 Status
 Remark

Select Option:

of 1
Find | Next

Vendors Report

Report by All Vendors

Code	Vendor Name	Address	Contact Person	Phone/Email	Specialization	Act./Inact.	Status
BOO001	Book Publishing House	Navrangpura, Ahmedabad-123456, Gujarat	Mr Contact Person	1234567 sales@example.com	General	Active	Publisher

Printed On :12/06/2020
Report generated by-SOUL 3.0
1/1

Vendor Report → Tick the appropriate box → Select option from dropdown → Search.

Administration → Catalogue Master:



SOUL uses the MARC format. Catalogue Administration needs knowledge of MARC standard and a bit of understanding how records are identified when they are searched for any purpose. Please refer to Appendix on MARC for understanding its mechanism.

Please DO NOT make any changes in the templates or values against any field, unless you are confident of the changes you are making. Please ensure you are familiar with the values against each tag in these templates.

Catalogue Master → Leader:

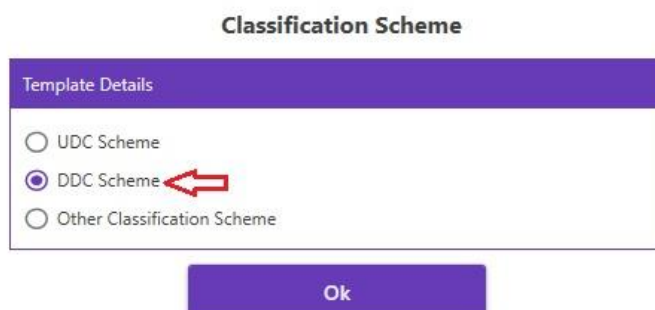
MARC records can be distinguished for various types of material by the specific codes used in Leader/06 (Type of Record). The leader of a MARC record identifies number of bibliographic record types.

Catalogue Master → Fixed Field:

A MARC record has one Fixed Field composed of the 008 field and Leader information. Mnemonic labels identify elements that contain coded information describing the item and the record itself. We can create standard format for Fixed Field for Books /Theses, Serials and Authority. At the time of data, if we need to change any of the elements of this template, you can do so by choosing 'Modify' option.

Catalogue Master → Classification Scheme:

You can set default Classification Scheme for your library records using this option.



Catalogue Master → Data Entry Template:

Data Entry Template

Choose Data Entry Template

Choose Template Type: Bibliographic Template Select Template Option: New Template

Select Template: Template Name: Book template Remark: Bibliographic record

Select Marc Tag: 245 Title Statement (NR)

Select Subfield

Select	Tag	Subfield	Description
<input type="checkbox"/>	245	6	Linkage (NR)
<input type="checkbox"/>	245	8	Field link and sequence number (R)
<input checked="" type="checkbox"/>	245	a	Title (NR)
<input type="checkbox"/>	245	b	Remainder of title (NR)

Tags in Template

TagSave	SubfieldSave	DescriptionSave
082	a	Classification number (R)
100	a	Personal name (NR)
245	a	Title (NR)

To create new template, use the following steps;

- First “Choose template type” you want to create (i.e. Bibliographic or Authority);
- Then select “Template Option” Which enables you to choose any of the four options, i.e. New Template, Template Based on Existing, Edit Template and Delete Template;
- In case of “New Template” enter template name, or else choose existing template you want to edit/delete or create a copy;
- Now choose corresponding MARC tag (you can search by tag/description of tag) and press OK button, on left hand side you will have selection options for “Subfields” in your chosen tag, select/deselect the subfields as per your requirement, and then click add to template;
- Similarly do this operation for all the tags and corresponding subfields to create your own template.

List of available templates can be seen by pressing “List Template” button.

Catalogue Master → Report Template:

Report Template

Choose Template Option	Template Details	Report Size
<input checked="" type="radio"/> New Report Template <input type="radio"/> Edit View Report Template <input type="radio"/> Delete Report Template	Select Template: _____ Report Template Name: Report Template Remark: Accession Report	Height (Inch): _____ Width (Inch): _____

Call Number
 Class No
 Collection Type
 Date of Acquisition
 Department
 Edition
 Invoice Date
 Invoice No
 ISBN
 Issue No/Volume No
 Keyword
 Location
 No. Of Copies
 Note(s)
 Physical Description
 Price
 Publisher
 RecID

1	2	3	4	5	6	7
Accession No	Title	Author	Call Number	Publisher		

- Choose “New Template”, “Edit/View Template” or “Delete Template” → Enter template name and remark fields and select the report height and width → Select the fields which you want to display from the left side list box and it will show in the report layout area → Resize/reposition the selected fields → Page size in inches → Save.

Catalogue Master → Global Search and Replace:

Global Search & Replace

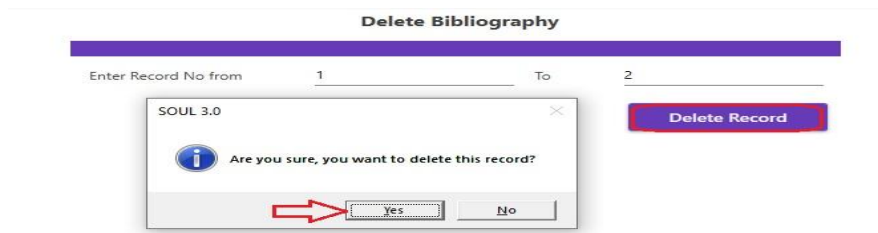
Tag and Subfield	Select Tag: 100 Main Entry - Personal Name (NR)	← Word like	Gandhi, M.	20	↑	Search
	Select Subfield: a Personal name (NR)	← Replace With	Gandhi, M. K.	* This Operation is Case-Sensitive		

SrNo	Select	Title	Author	Call No	Location	Accession No	Status
1	<input checked="" type="checkbox"/>	मेरे सपनों का भारत	Gandhi, M.,	/		00001	Available

- First select tag, the field name followed by subfield from the dropdown menu. You have an option to search Tag/Subfield by Tag or words in Description of Tag in the drop-down.
- Then go for search, select individual records in which replacement is required & then click on “Replace All”.

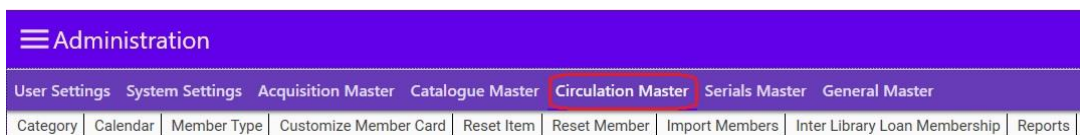
Delete Bibliography

This option can be used when you are sure that certain records need deletion rather than corrections.

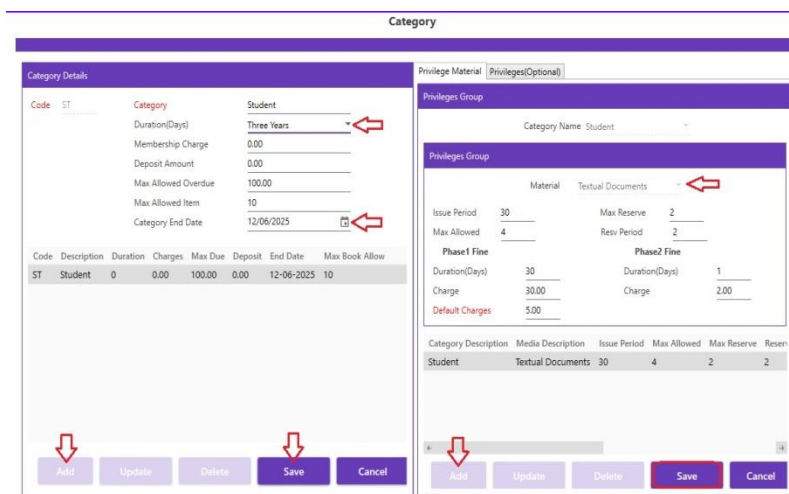


Enter Record number from and To → Delete Record.

Administration → Circulation Master:



Circulation Master → Category:



First add code -> category name-> select duration from dropdown menu -> add membership charges, deposit amount, maximum allowed overdue charges, maximum allowed items and category end date and save the category details.

To define the privilege based on material:

- Add button and select "Privilege Material" from top -> select the type of material from dropdown menu -> add Issue period, maximum number of allowed items, maximum number of reserve items, reserve period, phase 1 fine, number of days and fine amount, phase 2 fine, number of days and fine amount and default charges -> Save.

To define the privilege based on collection type:

Category

Category Details

Code: ST Category: Student

Duration(Days):

Membership Charge: 0.00

Deposit Amount: 0.00

Max Allowed Overdue: 100.00

Max Allowed Item: 10

Category End Date: 12/06/2025

Code	Description	Duration	Charges	Max Due	Deposit	End Date	Max Book Allow
ST	Student	0	0.00	100.00	0.00	12-06-2025	10

Privilege Material Privileges(Optional)

Category Collect Detail

Category Name: Student

Collection Type: Reference

Overnight Issue: Max Item Allow Reserve: 2

On Premises Issue: End time for on Premises Issue: 1600

Collection Type	Category Name	Over-night issue	On-premises issue allow	Max Reserve
Reference	Student	Y	Y	2

Add Update Delete Save Cancel

First select "Privileges (Optional)" tab from top -> select category name and collection type from dropdown menu. Select (checkbox) "Overnight Issue" and "On Premises Issue" and add maximum number of items allowed to reserve and also define the end time for on premises issue -> save. You can edit the aforesaid information through Update button.

Circulation Master → Calendar:

Calendar

Week off Entry

Week off Day: Sunday

Save Update

Holiday Details

Date: 15/08/2020 Occasion: Independence Day of India

Holiday Date	Holiday Name
15-08-2020	Independence Day of India

Add Delete Save Cancel

First click on Update button and select weekly-off day from the dropdown menu. Click on Add button to define holiday date, occasion name and Save it.

Circulation Master → Member Type:

Member Type

Member Details

Member Type	GENERAL	Maximum Books	10
Maximum Amount	10000.00	End Date	12/06/2020

Member Type	Maximum Amount	Maximum Books	End Date
GENERAL	10000.00	10	12-06-2020

Add
Update
Delete
Save
Cancel

Member Type → Click on Add button → Add Member Type → Maximum Books → Maximum Amount → End Date → Save.

Circulation Master → Customize Member Card:

Customize Member Card

Choose Option

New Template

Edit Template

Delete

Template Details

Select Template: Student Id card

Template Name: Student Id card

Remark:

Report Size

Height (Inch): 2.0

Width (Inch): 3.8

Show Instruction

Barcode

- Course Designation
- Department Name
- Institute Address
- Institute Logo
- Institute Name
- Instruction
- Librarian Sign
- Member Address
- Member Code
- MemberDateOfBirth
- Member ID
- Member Name
- Member Sign
- Member Photo
- Valid From
- Valid Up To

To create template for membership card

- Choose “New Template”, “Edit/View Template” or “Delete Template” from template administration option.
- Enter template name and remark fields and mention the report height and width.
- Then select the fields which you want to display on member card from the left side list box and arrange it in the report layout area. You can resize/reposition the selected fields as per your requirement.
- If you want to print the instruction on member card, click on “Add Instructions” and write it in the given panel.

You can check the preview of the template using member card option in circulation module.

Circulation Master → Import Member:

Category	CourseDesignation	Institute	Department	MemberFirstName	MemberLastName	PermanentAddress	PermanentCity	PermanentPinC
Student	MLIS	Home Institute	Library Science	Library	User 2	Navrangpura	Ahmedabad	380009
Student	BSc	Home Institute	Computer Science	Library	User 3	Navrangpura	Ahmedabad	380009
Student	MSc	Home Institute	Computer Science	Library	User 4	Navrangpura	Ahmedabad	380009

Category	MappingValue
Student	ST(Student)

Institute	MappingValue
Home Institute	01(Home Institute)

Department	MappingValue
Computer Science	03(Computer Science)
Library Science	02(Library Science)

Branch	MappingValue
BLIS	BL(BLIS)
BSc	BS(BSc)
MLIS	ML(MLIS)
MSc	MS(MSc)

Steps to Import Member Data.

Create Excel Sheet based on the downloaded sample file by clicking download button beside “Browse Folder” button in top right corner. Copy and paste the data in the format available in Microsoft Excel file. Blank fields should be mentioned as 0. Keep Member Code field blank, as the software will generate member code automatically and the field will be available with the generated member code in MS Excel file.

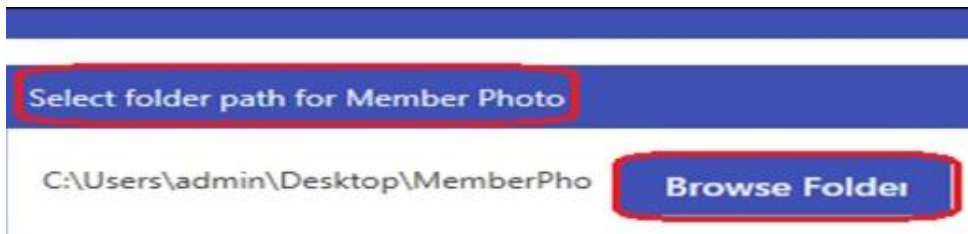
Select Files to Import:

- Select the excel file to import member data in SOUL 3.0 by clicking Browse
- After selection of file, you will be able to see member data in grid below;

Import Member

Category	CourseDesignation	Institute	Department	MemberFirstName	MemberLastName	PermanentAddress	PermanentCity	PermanentPinC
Student	BLIS	Home Institute	Library Science	Library	User 1	Navrangpura	Ahmedabad	380009
Student	MLIS	Home Institute	Library Science	Library	User 2	Navrangpura	Ahmedabad	380009
Student	BSc	Home Institute	Computer Science	Library	User 3	Navrangpura	Ahmedabad	380009
Student	MSc	Home Institute	Computer Science	Library	User 4	Navrangpura	Ahmedabad	380009

Member Photo: Select the location of folder which contains member photo (file name of photo must be Member ID). Now select folder path for member photos.



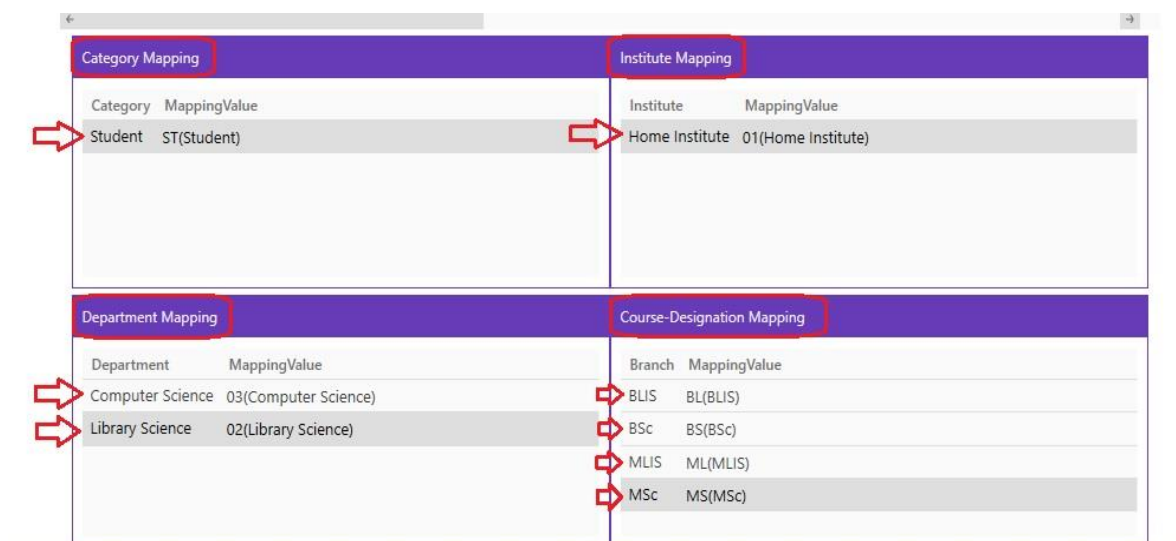
Mapping:

Category Mapping: Map category field with the category available in database from the drop-down list, which is reflected from Circulation Master (Category);

Institute Mapping: Map institute field with the institutes available in database from the drop-down list, which is reflected from General Master (Institute Details);

Department Mapping: Map department field with the department available in database from the drop-down list, which is reflected from General Master (Institute Details);

Course/Designation Mapping: Map branch field with the Course & Designation field available in database from the drop-down list, which is reflected from General Master (Institute Details);



After mapping the values of Category, Institutes, Department and Course & Designation, click 'Import to SOUL 3.0', the message will appear 'Members are imported successfully'. After successfully importing the members, you can see Member Listing report in Circulation reports.





Member Listing

Selection Option: All ←

No Due Members

Entry Date Between: 01/06/2020 And 03/07/2020

Display

Member Code	Category	Member Photo	Member Name	D.O.B	Academic Details	Member ID	Permanent Address	Temporary /
ST02BL200001	Student		User 1 Library	10/03/1999	BLIS Library Science Home Institute	BL-021	Navrangpura, Ahmedabad-380009 Phone : 1234567890	Navrangpura, Ahmedabad, 31234567890
ST02ML200001	Student		User 2 Library	10/03/1999	MLIS Library Science Home Institute		Navrangpura, Ahmedabad-380009 Phone : 1234567890	Navrangpura, Ahmedabad, 31234567890
ST03BS200001	Student		User 3 Library	11/03/1999	BSc Computer Science Home Institute	BL-023	Navrangpura, Ahmedabad-380009 Phone : 1234567890	Navrangpura, Ahmedabad, 31234567890
ST03MS200001	Student		User 4 Library	12/03/1999	MSc Computer Science Home Institute	BL-024	Navrangpura, Ahmedabad-380009 Phone : 1234567890	Navrangpura, Ahmedabad, 31234567890

Send Mail

Circulation Master → Inter Library Loan:

Inter Library Loan → Institutional Membership:

Inter Library Loan Membership

ILL Details

Library: Institutional Code: ILINS2001

Name: Institute Library ↑

Address: Navrangpura

City: Ahmedabad Pin: 123456

Phone: 1234567 Fax:

Librarian: Institutional Librarian Reference No:

Contact: 1234567890

Effective From: 12/06/2020 To: 12/06/2025

Email: institute@example.com

Remarks:

Code	Name	Address	City	PIN	Phone	Fax	Librarian Name
ILINS2001	Institute Library	Navrangpura	Ahmedabad	123456	1234567		Institutional Librarian

Add
Update
Delete
Save
Cancel

Privileges Details

Library Name: Institute Library ←

Type of Material: Textual Documents ←

Issue Period (Days): 30

Max Allowed (Nos): 5

Fine Charges (Rs.): 10

Librarian Name	Media Description	Max Allowed	Fine Charges	Issue Period
Institute Library	Textual Documents	5	10.00	30

Add
Update
Delete
Save
Cancel

To create new Institutional Member -> select 'Add' -> fill-up requisite details of the institute and 'Save'. The new Institute will be created. To assign 'Privileges', highlight the institute in the left box and click 'Add' button appearing in the right box. Feed details like Type of Material, Maximum Loan Period, Maximum number of Items allowed and overdue charges – 'Save' details.

Updated information will appear in the row against the institution.

To Update details of any existing institutional member, in the left box highlight the row in which institution's name is appearing, click 'Update' – correct details as needed – and click on 'Save'. To Update privileges, follow the same process, but click 'Update' in the left box and correct the details – do not forget to 'Save' it.

Inter Library Loan → Departmental Library:

Inter Library Loan → Click on Add button → Select Library: Departmental → Feed appropriate details → Save.

To add privileges: Select the department → Click on Add button to right side → Select Library name from dropdown → Type of Material → Assign Issue Period → Maximum allowed (Nos) → Fine Charges → Save.

Circulation Master → Reports:

We can generate two reports from Circulation Masters, which can be saved in PDF, Word or Excel format and also can send mail;

1) Institute List (with its Departments and Branches)

2] Membership Categories List (Category details)

Category Listing

All By Category **Display**

Category Code	Category Name	Category Duration	Charges	Max Due	Deposit
SF	Staff	360	0.00	100.00	0.00
	Media Code Media Name	Fine Charges	Issue Period	Max Allowed	Res Period
	010 Textual Documents	5.00	30	10	2
ST	Student	0	0.00	100.00	0.00
	Media Code Media Name	Fine Charges	Issue Period	Max Allowed	Res Period
	010 Textual Documents	5.00	30	4	2

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Administration → Serials Master.

Administration						
User Settings	General Master	System Settings	Acquisition Master	Catalogue Master	Circulation Master	Serials Master
Vendor Management (SM)	Frequency Master	Delivery Mode	Binding Type	Edition Master	Reports	

Serials Master → Vendor Management:

Vendor Management

Category: Inactive Active

Name: Code:

Address:

City: Pin:

State: Country:

Contact Person:

Email: Phone:

Mobile: Fax:

Remarks:

Vendor Management → Add → Select Category → Name → Address → City → Pin → State → Country → Contact Person → Email → Phone → Mobile → Fax → Remarks → Save.

Serials Master → Frequency Master:

Frequency Master

Code Description No Of Issue Period Months

Name	Code	Days	Months	Year	Days	Month	Year	Issues	Year
Three times a week	i	2	0	0	D			156	
Three times a month	j	10	0	0	D			36	
Continuously Updated	k	0	0	0	0			0	
Monthly	m	0	1	0	M			12	
Fortnightly	n	15	0	0	D			26	
Quarterly	q	0	3	0	M			4	
Semimonthly	s	15	0	0	M			24	
Three times a year	t	0	4	0	M			3	

Frequency Master → Add → Code → Description → No. of Issue → Period → Months → Save.

Serials Master → Delivery Mode:

Delivery Mode

Code Description

Code	Description
A	Air Mail
C	Courier
H	Hand Delivery
L	Local
P	Parcel
R	Register
S	Sea Surface

Delivery Mode → Add → Code → Description → Save.

Serials Master → Binding Type:

Binding Type

Code Name

Binding Code	Binding
CBR	Brown
CDA	Dark
CDG	Dark Green
COT	Others
CRE	Red
CYE	Yellow
EGO	Gold
EOT	Others

Note: Please ensure following prefix while assigning code; 'T' for Type of Binding; 'C' for Colour of Binding; 'E' for Embossing Type

Binding Type → Add → Code → Name → Save.

Serials Master → Edition Master:

Edition Master

Code A Name Asian ←

Code	Description
A	Asian
E	Eastern Economy
I	Indian
P	Paperback

→ Add Save Delete Reset

Edition Master → Add → Code → Name → Save.

Serials Master → Reports:

Administration

User Settings Acquisition Master System Settings Catalogue Master Circulation Master **Serials Master** General Master

Vendor Management (SM) Frequency Master Delivery Mode Binding Type Edition Master **Reports**

Transactions ->

- Vendor Report (SM)
- Frequency Report
- Delivery Report

Reports → Vendor Report:

Vendor report can be generated by Active/Inactive/city wise/ status wise besides listing of all the vendors, these reports can also be filtered by Supplier/Publisher/Binder.

Publisher/Supplier/Binder Report

Parameter All Vendors ←

→ View All Filter results by Suppliers Publishers Binders **Display**

1 of 1 100% Find | Next

Vendor Management
Report by : All Vendors

Vendor Code	Vendor Name	Address	Contact Person	Status
BOO001	Book Publisher	Navrangpura	Mr. Publisher	Active
BOO002	Book Supplier	Navrangpura	Mr. supplier	Active

Printed On : 12/06/2020 1/1
Report generated by-SOUL 3.0

Reports → Frequency Report:

One can generate listing of all entered frequency either by “exact search” or “search by any word” within text, if you want listing of all the frequencies, in that case don't enter anything as search parameter, choose option as “Anywhere in Text” and press display button.

Frequency Report

Search Parameter _____ Exact Search Anywhere in text **Display**

1 of 1 100% Find | Next

Frequency Report
Report by : All Frequency

Code	Frequency Name	Date/Month/Year	Issues	Days	Months	Years
#	Not determined	Y	0	0	0	0
a	Annual	Y	1	0	0	1
b	Bimonthly	M	6	0	2	0
c	Semiweekly	D	104	3	0	0
d	Daily	D	366	1	0	0
e	Biweekly	D	26	14	0	0
f	Semiannual	Y	2	0	0	1
g	Biennial	Y	1	0	0	2
h	Triennial	Y	1	0	0	3
i	Three times a week	D	156	2	0	0
j	Three times a month	D	36	10	0	0
k	Continuously Updated	o	0	0	0	0
m	Monthly	M	12	0	1	0
n	Fortnightly	D	26	15	0	0
q	Quarterly	M	4	0	3	0
s	Semimonthly	M	24	15	0	0
t	Three times a year	M	3	0	4	0
U	Unknown	y	0	0	0	0
w	Weekly	D	52	7	0	0
x	Completely Irregular	o	0	0	0	0
z	Other	y	0	0	0	0

Reports → Delivery Mode Report:

One can generate listing of all delivery modes using this report, the report parameters are same as described in “Frequency Report”.

Delivery Mode Report

Search Parameter _____ Exact Search Anywhere in text **Display**

1 of 1 100% Find | Next

DeliveryMode Report
Report by : All Records

Mode Code	Mode Description
A	Air Mail
C	Courier
H	Hand Delivery
L	Local
P	Parcel
R	Register
S	Sea Surface

-----XXX-----



SOUL 3.0: Catalogue Module

☰ Catalogue

Cataloguing Import/Export User Services Reports

Title(s) In-Process Book Theses Data Operation

Cataloguing → Book:

Main Entry:

Main Entry Optional Entry

Leader Book nam a22 4a 4500 Modify Fixed Field (006/8) Books n |||gr|||Z||||| Modify

Title Statement (245) Edition Statement (250)

Title added entr Nonfilingcharac

Title \$a Colon classification Number of part \$n

Remainder of Title \$b The basic classification Statement of responsibility \$c Name of part \$p

Edition \$a 6th ed

Rem.of Edition Stt.\$b

Contributors

Personal Name(100) Corporate Name(110) Meeting Name(111) Uniform Name(130)

Personal name(100/700) Type of personal name entry element Type of added entry/Thesaurus Added Entry

Personal name \$a Ranganathan, S. R. Dates associated with a name \$d

Relator term \$e Author. Fuller form of name \$q Shiyali Ramamrita Ranganath

Publisher Information (260)

Name \$b Ess Ess Publications Place \$a New Delhi Language English Class No. \$a

Date \$c 2008 Country India ISBN (020) \$a 9788170004233

Physical Description (300)

Pagination \$a 124p Illustration \$b Dimension \$c 24cm Acc. Material \$e

Location (852)

Range

Copy No \$t 1 Shelving sche # Shelving ord #

Accession No \$p 00003 Collect. Type \$b Text Books Coded Location \$f Main Library Department Library Scienc Supplier Ess Ess Public

Material Textual Docu Class No. \$k 025.43 Location \$a First Floor Budget Books Invoice No. INV001

- **Main Entry** → Leader from dropdown menu (Book) → Fixed Field from dropdown menu (Book)
- Title statement (Tag 245): Add title → Remainder of title if any → Statement of responsibility if any.

- Edition Statement (Tag 250): Add edition.
- Contributors: Personal name (Tag 100/700): Add personal name (Author's name) → Relator term (Author). Click Added Entry for second author → click once on plus + sign and add the second author.
- Publisher Information (Tag 260): Add name → Place → Country → Date (year of publication). Select language → Class number from dropdown menu → Add ISBN;
- Physical Description (Tag 300): Add Pagination → Illustrations → Dimension → Accompanying Material;
- Location (Tag 852): Add Accession → Material → Collection type → Class number → Coded Location → Shelving location → Shelving location → Department → Budget → Currency → Price → Supplier → Invoice number → Invoice date → Date of acquisition. If the title is restricted for circulation, click the check box;
- Add Range of Accession numbers in case of multiple copies entry:

Location (852)

Range to Length Prefix Suffix

You can add range of accession numbers using this option.

- Multiseries: Tick mark 'Multi Series' → Click on the button Add Series → enter Series Statement, Volume Designator and ISSN Number → click the OK button.
- To attach any document, click on "Select File", select the desired file from browser window. At the click of 'Save' in the main data entry screen, the attached file will be uploaded to the database. User have option to attach multiple files with single record.

Optional Entry:

Catalogue -> Cataloguing Process -> Data Operation -> Book Bibliographic Details (Predefined)

Main Entry **Optional Entry**

Varying form of title (246)

Note/added entry Type of title

Display text \$i

Title \$a Remainder of title \$b

Place \$a Name of part/sec of work \$p

Subject Added Entry (6XX)

Chronological Term(648) Topical Term(650) Geographic Name(651) Faceted Topical Term(654)

Personal Name(600) Uncontrolled Term(653) Corporate Name(610) Meeting Name(611) Uniform Title(630)

Personal name Type of personal name entry Thesaurus Added Entry

Personal name \$a Dates associated with a name \$d

Relator term \$e Fuller form of name \$q

URL(856) \$u Access method Relationship

Note (5XX)

General(500) Formatted Contents(505) Bibliographic(504) With(501) Citation/Ref.(510) Language(546) Supplement(525)

General \$a

Record ID: 3

Last Acc. No.

- Varying Form of Title (Tag 246): Add title → Place → Remainder of title → Name of part/section of work;
- Subject added entry (6xx) Uncontrolled term (653): Add keywords instead of subject headings. To add multiple keywords click on + sign;
- URL (856): Enter fully qualified URL specifying the protocol (i.e. http://, https://, ftp: etc) which will enable users to directly access that resource by clicking in OPAC.

Edit Records:

- Click Edit button → Select either Record ID, Range of Records, A particular accession number, By User Name, Range of Date Entered as well as by searching through OPAC by clicking 'Search' radio button.

Cataloguing → Theses:

- This form is used to enter bibliographic details for Theses same like book entry shown above.

Theses x

Catalogue -> Cataloguing Process -> Data Operation -> Theses Details (Predefined)

Leader Theses ntm a22 a 4500 Modify Fixed Field (006/8) Theses n |||fmmmmZ00* Modify

Title Statement (245)

Title added entry Nonfillingcharacters

Title \$a Number of part \$n

Remainder of Title \$b Statement of responsibility \$c Name of part \$p

Contributors

Personal Name(100) Corporate Name(110) Uniform Name(130)

Personal name(100/700) Type of personal name entry element Type of added entry/Thesaurus Added Entry

Personal name \$a Dates associated with a name \$d

Relator term \$e Fuller form of name \$q

Publisher Information (260)

Name \$b Place \$a Language Class No. \$a

Date \$c Country ISBN (020) \$a

Cataloguing → Data Operation (Bibliographic/Authority entry based on template):

Data Operation

Template Based Data Entry Authority Template Based Data Entry

Select Book

OK
Cancel

After clicking “OK” button, following screen will be appeared.

Catalogue -> Cataloguing Process -> Data Operation -> Book Bibliographic Details (Template Based)

Leader Fixed Field (006/8)

Authority Pers
nz a22 n 4500
Personal Nam
neaca||a||n

Modify
Modify

Country Attachment

India
Language English
+
-

Title Statement (NR) (245)

		a	Title (NR)	
		b	Remainder of title (NR)	

+

Publication, Distribution, Etc. (Imprint) (NR) (260)

		a	Place of publication, distribution, etc. (R)	
		b	Name of publisher, distributor, etc. (R)	

+

Location (852)

Range +
-

Copy No \$t	1	Shelving s	Shelving c			
Accession No \$p		Collect. Type \$b	Coded Location \$f	Main Libr	Department	Supplier
Material	Textual Dc	Class No. \$k	Location \$a	Budget		Invoice No.
Status	Available	Book No. \$m	Shelving Location \$c	Currency	India Rupr	Invoice Dt.
Issue Restricted	<input type="checkbox"/>			Price		Date of Acq

Record ID: 7684

New
Edit
Save
First
Previous
Next
Last

Bibliographic/Authority entry for the selected fields using template-based entry can be done using this option. Before that it is mandatory to create a Data Entry Template in Administration Module. (Administration > Catalogue Master > Data Entry Template).

Import/ Export:

Import from MARC:

Catalogue -> Data Export/Import -> MARC Data to SOUL(Import)

Processing Record

Import Bibliographic Records Import Authority Records

Consider Tag 852(Local Fields)

Select Marc File to import data: C:\Users\admin\Desktop\Marc-20. **Browse** From Clipboard

Record Under Process: 1

Total Record Added: 1

1 Record imported with Record ID 9

Import **Cancel**

First of all you have to download marc record from various sites like, <http://catalog.loc.gov/>, <http://indcat.inflibnet.ac.in/>

- Click on Import/ Export → Import from MARC → Select MARC file to import data from where you have saved earlier → Click on Import → Add Accession no. to Imported data → Enter title which is imported by you → click on search → select record → fill (852 MARC tag) Location related information and click on save.

Export to MARC:

Catalogue -> Data Export/Import -> SOUL to MARC Data(Export)

Consider Centralize Library Export Record

Range of Records

Consider tag 852

Location of MARC File: C:\Users\admin\Desktop\doc1 **Browse**

Starting Record No.: 1

Ending Record No.: 150

Record Under Process:

Total Record:

Export **Cancel**

- To export Data from SOUL to MARC format follow the steps:
Click on Export to marc → Enter the location of the marc file in which you want to export data → Enter starting record and ending record → click on export.

CCF to MARC:

Catalogue -> Data Import/Export -> CCF to MARC

 Consider Tag852 (Local Fields)

Select ISO File to Import data


Processing Record

Total No. of record Added in Database

- If you have a data in iso format or CCF format then you can convert in to SOUL 3.0 through **CCF to MARC**
Click on CCF to MARC → Select ISO file → click on import → Add Accession no. to Imported Data.

MARCXML to SOUL:

IMPORT FROM MARCXML to SOUL

 Consider Tag852 (Local Fields)

Select XML File

Processing Record

Total record imported

- You can also import data from XML format.
Click on Import from MARCXML to SOUL → Select XML file → click on Import XML → Add Accession no to imported data.

Add Accession Number to the Imported Record:

Catalogue -> Data Import/Export -> Add Accession No. to Imported Data (Set Location)

Search By Title **Search**

RecID	Title	Author	Edition	ClassNo
4	Dictionary of Library Science	KAWATRA, P S	Edition not present	2:(P111:4k) \
5	Dictionary of Library Science	KAWATRA, P S	Edition not present	2:(P111:4k) \
6	Dictionary of Library Science	KAWATRA, P S	Edition not present	2:(P111:4k) \
7	Dictionary of Library Science	KAWATRA, P S	Edition not present	2:(P111:4k) \

Location(852)

Range

Copy No \$t Shelving scheme Shelving order

Accession No \$p Collect. Type \$b Coded Location \$f Department Supplier

Material Class No. \$k Location \$a Budget Invoice No.

Status Book No. \$m Shelving Location \$c Currency Invoice Dt.

Issue Restricted Price Date of Acq

Save

- Click on the search button → Select title to be accessioned from imported titles which is to be accessioned → enter the other details (location 852) as done in predefined data sheet.

User Services: Current Awareness / Bibliographic Service:

Current Awareness Services

Search Parameter

Subject

Author

Show Report

Filter Parameter

From Date To

Language

Select Report Template

Current Awareness Services

Accession No	Title	Author	ISBN
00003	Colon classification /	Ranganathan, S. R.	

Total No. Of Items 1

Printed On : 07/07/2020

Bibliographic Service

Search Parameter		Filter Parameter	
Subject	Library science	<input checked="" type="checkbox"/> Date From	07-07-2020 To 07-07-2020
Author	Ranganathan	Language	English
Show Report		Select report template	Current Awareness

Bibliographic Services

AccessionNo	Title	Author	Publisher
00003	Colon classification /	Ranganathan, S. R.	New DelhiEss Ess Publication2017
Total No. Of Items			1

Printed On : 07/07/2020

- You can provide user services like CAS, SDI and Bibliographic services through sub module of catalogue module Click on User services → Current Awareness services → enter subject in which you want to provide CAS → Author → Language → Report Template → Show → Save into PDF/Excel or Mail it to concerned user through send mail button.
- You can provide Bibliographic services same as CAS.

Reports:

Definitions of these reports are set in Administration->Catalogue Master->Report Templates.

Basic:

Basic Report

Search Parameter		Filter Parameter	
Select Report	By Record ID Between	<input type="checkbox"/> Date From	To
Record No From	1 To 4	<input type="checkbox"/> Type of Material	-
		Select Template	Report Template
		<input type="checkbox"/> Tick To Print Accession Register	
Search			

Library Collection having Record ID Between '1' And '4'

AccessionNo	Title	Author	CallNumber	Publisher
00001	मेरे यूपनों का भारत	गोपी, एम. के.,	.	AhmedabadNavjivan Publishing House
00002	Artificial intelligence	Rich, Elaine,	001.535,KNI	New DelhiMcGraw-Hill2019
00003	Colon classification The basic classification	Ranganathan, S. R.,	025.43, RAN	New DelhiEss Ess Publications2008
00005	Dictionary of Library Science by P S Kawatra	KAWATRA, P S	020.3,KAW	New DelhiCrest Pub House2002
Total No. Of Items				1

Printed On : 30/06/2020

Send Mail

- Enter appropriate parameters and filters, as well as select the desired template and click on the search button to get the report.

Advance:

Advanced Report

Select Tag	Select Subfield	Query	Select Operator
00 Main Entry - Personal Nam	a Personal name (NR)	Ranganathan	AND
245 Title Statement (NR)	a Title (NR)	Colon classification	

Select Report Template Report Template

Search

Advance Report

AccessionNo	Title	Author	CallNumber	Publisher
00003	Colon classification The basic classification	Ranganathan, S. R.,	025.43, RAN	New DelhiEss Ess Publications2008
Total No. Of Items			1	
Printed On : 30/06/2020				

Send Mail

- Advance report allows you to use Boolean operators by selecting requisite MARC fields, and the sub-fields too. There are good numbers of filters to limit your search based on your requirements. You may also customize report template based on your requirements.

Spine Labels/Book Card/Bar Code:

Spine Label

Search Parameter	Filter Parameter	Select fields to Display on Report
Select Report By Record ID Between	<input type="checkbox"/> Date Form 06/07/2020 To 06/07/2020	<input checked="" type="checkbox"/> Accession No <input type="checkbox"/> Accession No(Barcode)
Record No From 1 To 5	<input type="checkbox"/> Material Type	<input checked="" type="checkbox"/> Class No <input checked="" type="checkbox"/> Book No
	Select Label Spine Label	<input type="checkbox"/> Call No <input checked="" type="checkbox"/> Draw Line
	<input checked="" type="checkbox"/> Skip Label	<input type="checkbox"/> Collection Type <input type="checkbox"/> Header

Search

Spine Label

00001
891
GAN
00002
001.535
KNI
00003
025.43
RAN
00005
020.3
KAW

- Select the report criteria → Fields required → Select Label → Search.
- The sequence of the fields display is based on the field selection, i.e., if you have selected “Accession No” field first then it will display first.
- If you want to skip initial labels from printing then enter the number of labels in “Skip Label” option.

Catalogue Card:

Catalogue Card Report

Search Parameter

Filter Parameter

Select Option By Record ID Between Date Form 30-06-2020 To 30-06-2020

Record No From 1 To 3

Note : If you select option "Accession Nos." then enter multiple accession no's using comma (,) as a separator.

3 of 3 100% Find | Next

Text Books

026.43

RAN Ranganathan, S. R.,
Colon classification The basic classification - 6th ed - New
Delhi Ess Ess Publications 2008

00003 124p 24cm
9788170004233: 441.00

- Select parameter from drop down → Dates between → Search.

Accession Register:

Accession Register

Search Parameter

Filter Parameter

Select Option By Record ID Between Date Form 30-06-2020 To 30-06-2020

Record No From 1 To 4 Material Type Textual Documents

Field Selection

<input checked="" type="checkbox"/> Accession No	<input checked="" type="checkbox"/> Date of Acquisition	<input checked="" type="checkbox"/> Invoice Date	<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> ISBN
<input checked="" type="checkbox"/> Class No	<input checked="" type="checkbox"/> Book No	<input checked="" type="checkbox"/> Invoice No	<input checked="" type="checkbox"/> Edition	<input type="checkbox"/> Status
<input checked="" type="checkbox"/> Budget	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Copy No	<input checked="" type="checkbox"/> Publisher	
<input checked="" type="checkbox"/> Collection Type	<input checked="" type="checkbox"/> Price	<input type="checkbox"/> User Name	<input checked="" type="checkbox"/> Call No	

- Select the fields to export, the sequence in ticking the boxes decides the placement of the field → select filter parameter either date or type of material → Export to tsv.
- After exporting the data, you may open this TSV file in Microsoft Excel and any editor and take print after adjusting fields.

-----XXX-----



SOUL 3.0: Serials Control Module

☰ Serials Control

Titles | Suggestions | Subscription | Payment | Check-In | Commercial Binding | In-House Binding

MARC21 Entry/Edit | Title Entry | Title Update | Article Indexing | Reports

Titles → MARC21 Entry/Edit:

Marc 21 Entry/Edit

Main Entry | Optional Entry

Leader Serial ncs a22 1u 4500 **Modify** Fixed Field (006/8) Serials n |r|p|r| z||||0 **Modify**

Title

Title Statement(245) | Key Title(222) | **Publication Distribution etc.(260)** | Computer File Characteristics(256) | Varying Form of Title(246) | Former Title(247) | Abbreviated Title(210)

Title added entry Nonfilingcharacters

Title \$a Journal of Pure and Applied Algebra Number of part \$n

Remainder of Title \$b Statement of responsibility \$c Name of part \$p

Current Publication Frequency (310) | **Coden Designation (030)**

Frequency \$a Monthly Date \$b 02/07/2020 Coden Designation \$a JPAAA2

ISSN (022)

Level of international interest ISSN \$a 0022-4049

Holding Institution (850)

Holding Institution \$a Elsevier

Location (852)

Range

Copy No \$t 1 Shelving sche Shelving ord

Accession No \$p J0001 Collect. Type \$b Reference Coded Location \$f Main Library Department Library Scienc Supplier

Material Loose Issue Class No. \$k 512 Location \$a Second Floor Budget Serials Invoice No.

Status Available Book No. \$m GIO Shelving Location \$c Currency India Rupees Invoice Dt. 02/07/2020

Issue Restricted Price Date of Acq 02/07/2020

Main Entry:

- **Leader** → Serials;
- **Fixed Field** → Serials;

- **Title Statement** → Enter Title → Remainder of Title → Statement of Responsibility → Number of Part → Name of Part;
- **Current Publication Frequency** → **Frequency** → **Date** → **Coden Designation** → **ISSN** → **Holding Institution**;
- **Location (Tag 852):** Add Accession → Material → Collection type → Class number → Coded Location → Shelving location → Shelving location → Department → Budget → Currency → Price → Supplier → Invoice number → Invoice date → Date of acquisition. If the title is restricted for circulation, click the check box;

Optional Entry:

- Subject added entry (6xx) Uncontrolled term (653): Add keywords instead of subject headings. To add multiple keywords click on + sign;
- URL (856): Enter fully qualified URL specifying the protocol (i.e. http://, https://, ftp: etc) which will enable users to directly access that resource by clicking in OPAC;
- Save the record.

Edit Records:

- Click Edit button → Select either Record ID, Range of Records, A particular accession number, By User Name, Range of Date Entered as well as by searching through OPAC by clicking 'Search' radio button.

Titles → Title Entry:

Title Entry

1 of 2
2 of 2

Title		Journal of Pure and Applied Algebra	
Code	J0001	Bound (Y/N)	N
		Annual Index (Y/N)	N
		Subscription Type	Subscription
Abbreviated title			
Department	Mathematics	Subject	Mathematics
Language	English	Physical Media	Monographic Serials
		Class No.	510
ISSN	0022-4049	CODEN	JPAAA2
		Location	Amsterdam
Publisher	Book Publisher	Place	Ahmedabad
		Country	India
<input type="checkbox"/> Publisher is Supplier			
Supplier	Book Supplier	Place	Ahmedabad
		Country	India
Receipt Mode	Agent	Budget	Serials(2020:2021)
Currency	India Rupees	Conversion	1.00
Original Price	8000	Price (Rs.)	8000.00

Add Save Delete

1 of 2: All the field names with red font are mandatory:

- Enter Title → Bound (Y/N) → Annual Index (Y/N) → Select Subscription type → Abbreviated title → Department → Subject → Language → Physical Media → Class Number → ISSN → Coden → Location → Publisher → Place → Country → Supplier → Place → Country → Receipt Mode → Budget → Currency → Original Price.

2 of 2:

Title Entry

1 of 2 2 of 2

Delivery Mode Courier Status Active Frequency Monthly ←

Volume From 224 To 224 Issue From 1 To 12 Lead Time 4 Issue/Volume 12

Subscription From 01/01/2020 To 31/12/2020 Date of Publication 01/01/2020 Edition Asian

Parallel title _____ Language English

Other Title _____

Subject Keyword(s) _____

URL Address https://www.sciencedirect.com/journal/journal-of-pure-and-applied-algebra

Note _____

Add Save Delete

- Delivery Mode → Status → Frequency → Volume From → To → Issue From → To → Lead Time → Issue/Volume → Subscription From → To → Date of Publication → Edition → Parallel Title → Language → Other Title → Subject Keywords → URL Address → Note → Save.

Titles → Title Update:

Title Update

Title _____

Code No	Title	ISSN
J0001	Journal of Pure and Applied Algebra	0022-4049 ←

Browse

- Title update → Browse title → Double click on the title → Click on Modify button → Edit the required information → Save.

Title → Title Update → Title Holdings:

The screenshot shows a 'Title Holding' window with the following data:

- Title:** Code J0001, Name Journal of Pure and Applied Algebra
- Publisher:** Code B00001, Name Book Publisher, Country India
- Other:** Location Amsterdam, Frequency Monthly, ISSN 0022-4049, Available Vol. 224, Issue 1,2

Buttons at the bottom include Modify, Save, Delete, and Close. A table below the form has columns for Available Volumes, Available Issues, Month, Year, and Accession No.

- Title Update → Title Holdings → Add Title → Publisher → Add Available → Missing → Save.

Titles → Article Indexing:

The screenshot shows an 'Article Indexing' form with the following sections:

- Leader:** Serial dropdown, Fixed Field (006/8), Serials dropdown, 200702:0000000000bn1ma, Modify button.
- Host Item Entry (773):** Search Host Item (773 \$t) field, OK button, Volume No - Issue No (773 \$g) dropdown.
- Holding Institute(850):** Holding Institution \$a field.
- Title Statement (245):** Title added entry dropdown (0), Nonfilingcharacters dropdown (0), Title \$a (Journal of Pure and Applied Algebra), Number of part \$n, Remainder of Title \$b, Statement of responsibility \$c, Name of part \$p.
- Personal Name:** Personal name(100/700) dropdown, Type of personal name entry element dropdown, Type of added entry/Thesaurus dropdown, Added Entry checkbox, Personal name \$a, Dates associated with a name \$d, Relator term \$e, Fuller form of name \$q.

- Article Indexing → Leader select Serial → Fixed field select Serial → Search Host Item → OK → Select Volume Number & Issue number from drop down → Holding Institution → Title → Personal name → Relator term → URL → Note → Save.

Title → Reports:

Reports → Titles Report:

Title Report

Parameter: Budget Head | Filter value: Serials | **Display**

1 of 1 | 100% | Find | Next

Title Report
Report by Budget Head = Serials

Code No	Title	ISSN No.	Publisher	Suplier	Department	Frequency
J0001	Journal of Pure and Applied Algebra	0022-4049	Book Publisher	Book Supplier	Mathematics	Monthly
T0001	The Indian Express		Book Publisher	Book Supplier	Library Science	Daily

Printed On : 02/07/2020 1/1
Report generated by-SOUL 3.0

- Reports → Title Report → Select Parameter → Select Filter Value → Display.

Titles → Reports → Titles Holding Report:

Title Holding Report

Parameter: Department | Filter value: Mathematics | **Display**

1 of 1 | 100% | Find | Next

Title Holding Report
Report by Department = Mathematics

Title	Publisher	Available Issues	Missing Issues	Remarks
Journal of Pure and Applied Algebra	Book Publisher	Vol. 224, Issue 1,2,3		

Printed On : 02/07/2020 1/1
Report generated by-SOUL 3.0

- Reports → Titles Holding Report → Select Parameter from dropdown → Filter Value for dropdown → Display.

Subscription:



Subscription → Order Processing:

Firm Order:

Order Process

New Renew

New Order Process

Order No Date Name

Type of Order Remarks Add Titles from list

Select	Title	Subscription Date	Expiry Date	Volume From	Volume To	Issue From	Issue To	Deliver
<input checked="" type="checkbox"/>	Computer Bulletin	01/01/2020	31/12/2020			1	6	Courier
<input checked="" type="checkbox"/>	Journal of Pure and Applied Algebra	01/01/2020	31/12/2020	224	224	1	12	Courier

- Order Process → New → Order Number → Date → Select Supplier/Publisher → Select name of the Supplier/Publisher from dropdown → Select Type of Order – Firm Order → Click on check box – Add titles from list → Add → Select the title → Pick → Select Delivery type → Select the Title → Save.

Standing Order:

Order Process

New Order Process

Order No ORD2 Date 02/07/2020 Type Supplier Name Book Supplier

Type of Order Standing Order Remarks Add Titles from list

Select	Title	Subscription Date	Expiry Date	Volume From	Volume To	Issue From	Issue To	Delivery Type	Price
<input checked="" type="checkbox"/>	The Indian Express	01/01/2020	31/12/2020	89	89	1	366	Hand Delivery	1199

Enter Price/Issue

Enter price/Issue for title The Indian Express

4

OK Cancel

Add Select All Save

- Order Process → New → Order Number → Date → Select Supplier/Publisher → Select name of the Supplier/Publisher from dropdown → Select Type of Order – Standing Order → Click on check box – Add titles from list → Add → Select the title → Pick → Select Delivery type → Select the Title → Mention Price per Issue → OK → Save.

Subscription → Order Cancellation:

Order Cancellation

Order No ORD01 Cancellation Date 02/07/2020 Cancel Whole Order

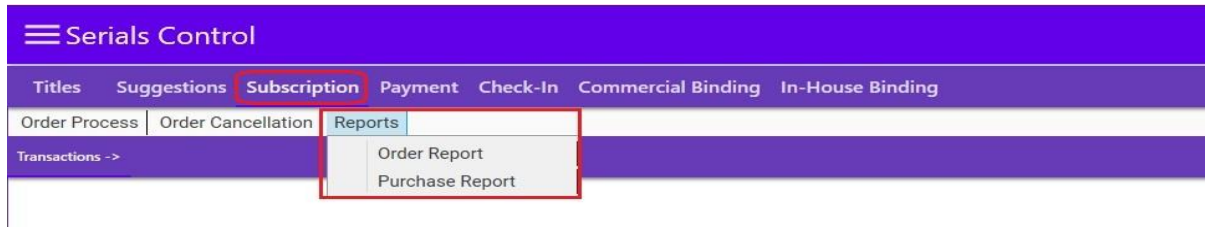
Order Date 02/07/2020 Order Type Firm Order Remarks

Select	Title	Subscription Date	Expiry Date	Volume From	Volume To	Issue From	Issue To	Del
<input checked="" type="checkbox"/>	Journal of Pure anc	01-01-2020	31-12-2020	224	224	1	12	Cou

Select All Cancel Order

- Order Cancellation → Order Number → Cancellation Date → Order Date → Order Type → Select the Title in the check box/Cancel Whole Order → Click on Cancel Order button.

Subscription → Report:



Reports → Order Report:

Order Report

Status: All Orders Between: 01-06-2020 To: 03-07-2020 Display

1 of 1 100% Find | Next

Order Report
Report by Status-'All Orders' between date 1/6/2020 and 3/7/2020

Order No.	Order Date	Supplier/Publisher Name	Price	Order Type														
ORD01	02/07/2020	Book Supplier	8,000.00	Firm Order														
<table border="1"> <thead> <tr> <th>SrNo</th> <th>Title</th> <th>Publisher Name</th> <th>Edition</th> <th>Copies</th> <th>Total Price</th> <th>Subscription Date</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Journal of Pure and Applied Algebra</td> <td>Book Publisher</td> <td>Asian</td> <td>1</td> <td>8,000.00</td> <td>01-01-2020 : 31-12-2020</td> </tr> </tbody> </table>					SrNo	Title	Publisher Name	Edition	Copies	Total Price	Subscription Date	1.	Journal of Pure and Applied Algebra	Book Publisher	Asian	1	8,000.00	01-01-2020 : 31-12-2020
SrNo	Title	Publisher Name	Edition	Copies	Total Price	Subscription Date												
1.	Journal of Pure and Applied Algebra	Book Publisher	Asian	1	8,000.00	01-01-2020 : 31-12-2020												
ORD2	02/07/2020	Book Supplier	1,199.00	Standing Order														
<table border="1"> <thead> <tr> <th>SrNo</th> <th>Title</th> <th>Publisher Name</th> <th>Edition</th> <th>Copies</th> <th>Total Price</th> <th>Subscription Date</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Indian Express</td> <td>Book Publisher</td> <td>Indian</td> <td>1</td> <td>1,199.00</td> <td>01-01-2020 : 31-12-2020</td> </tr> </tbody> </table>					SrNo	Title	Publisher Name	Edition	Copies	Total Price	Subscription Date	1.	The Indian Express	Book Publisher	Indian	1	1,199.00	01-01-2020 : 31-12-2020
SrNo	Title	Publisher Name	Edition	Copies	Total Price	Subscription Date												
1.	The Indian Express	Book Publisher	Indian	1	1,199.00	01-01-2020 : 31-12-2020												

Printed On : 03/07/2020 1/1
Report generated by-SOUL 3.0

- Report → Order Report → Select Status from dropdown → Date Between and To → Display.

Report → Purchase Report:

Purchase Oeder

Select Option: Order No. Select Order No. ORD01 Display

1 of 1 100% Find | Next

Central Library
Purchase Order

To: Book Supplier
Navrangpura
Ahmedabad 123456
Gujarat
supplier@example.com

Order Date: 02/07/2020

Subject: Purchase Order No. ORD01

Dear Sir/Madam
Please supply the item(s) as per enclosed list to the library on or before above mentioned expected date as per following conditions. Please note that any discrepancy if found in supply, you should be responsible for it and you will have to bear the cost of returning the books. 1. Books of the latest edition are to be supplied /as case may be. 2. The price should be indicated in the original currencies. These should be converted in accordance with approved conversion rate of GOC. 3. If the supply is sent by post, the books should be sent per registered post. V.P.P. will not be accepted.

Yours faithfully
Asst. Librarian

List of Items for Order No - ORD01

Sr No.	Title	Publisher Name	Subscription Period	Start Volume-End Volume	Start Issue-End Issue	Copies	Total Price
1.	Journal of Pure and Applied Algebra	Book Publisher	01/01/2020-31/12/2020	224-224	1-12	1	8,000.00
Total Order Price (Rs.)							8,000.00

Send Mail

- Report → Purchase Report → Select Option → Select Order Number for dropdown → Click on Display button.

Payment:

Serials Control

Titles Suggestions Subscription **Payment** Check-In Commercial Binding In-House Binding

Invoice Process | Payment Process | Refund Process | Reports

Payment → Invoice Process:

Invoice Process

All Order Standing Orders

Invoice Processing

Publisher/Supplier Book Supplier Search Invoice No Invoice Date 02/07/2020

Invoice Details

Title	Order No	Start Date	End Date	Price	Handling Charges	Postage Charges	Currency	Conv Rate	Discount	Net Price	Copies
browse orders											
Book Supplier											
Order No. ORD01											
<input checked="" type="checkbox"/>	Journal of Pure and Applied Algebra	01-01-2020	31-12-2020	224	224	1					

Miscellaneous Charges On Net Amount

Budget Serials(2020:2021) Handling Charges 0.0

Postage Charge 0.0

Net Amount In INR Total Net Amount

Save

- Invoice Process → All Orders → Select Publisher/Supplier → Search → Select Order Number → Select Title in the check box → Save.

Invoice Process

All Order Standing Orders

Invoice Processing

Publisher/Supplier Book Supplier Search Invoice No INV01 Invoice Date 02/07/2020

Invoice Details

Title	Order No	Start Date	End Date	Price	Handling Charges	Postage Charges	Currency	Conv Ra
Journal of Pure and Applied Algebra	ORD01	01-01-2020	31-12-2020	8000	0	0	India Rupees	1

Calculate Total Amount Remove from List

Miscellaneous Charges On Net Amount

Budget Serials(2020:2021) Handling Charges 0.0

Postage Charge 0.0

Net Amount In INR 8000 Total Net Amount 8000

Save

- Enter Invoice Number → Click on Calculate Total Amount → Select Budget → Postage Charges → Handling Charges → Save.

Payment → Payment Process:

Payment Process (S)

Select: Vendor Publisher/Supplier: Book Supplier

Invoice Details

Select	Invoice No	Order No	Invoice Date	Order Date	Net Amount	Amount Paid	Amt Payable	Remaining Amt
<input checked="" type="checkbox"/>	INV01		02-07-2020	02-07-2020	8000	0	8000	0

Calculate

Payment Details

Payment By: Demand Draft Branch Name: INFOCITY
Payment Date: 02/07/2020 Bank's Name: SBI
Total Amount: 8000 Cheque/DD/UTR no.: 123XYZ

Save

- Payment Process → Select Option → Publisher/Supplier → Select in check box the Invoice → Click on Calculate button → Select Payment Mode → Payment Date → Branch Name → Bank Name → Cheque/DD/UTR number → Save.

Payment → Reports:

Serials Control

Titles Suggestions Subscription **Payment** Check-In Commercial Binding In-House Binding

Invoice Process (S) Payment Process (S) Refund Process (S) **Reports**

Transactions ->

- Forwarding to Account (S)
- Forwarding to Vendor (S)
- Invoice Report (S)
- Payment Report (S)
- Refund Report (S)

Forwarding to Account:

This option facilitates user to generate forwarding letter to Account Section requesting them to release the payment. One can generate this letter by Invoice No, Payment Date and supplier.

Forwarding to Account (S)

Select option Invoice No Select Invoice No INV01 Display

1 of 1 100% Find | Next

Home Institute

Central Library
Forwarding Letter to Account Section

3
To,
Account Section,
Home University
Infocity

Gandhinaagar-123456
library@example.com

Subject : Request for Payment

Dear Sir/Madam We have received invoices with following details, It is being requested to process the payment for the same. Librarian

Invoice No	Invoice Date	Vendor Name-Place	Total Invoice Amount
INV01	02/07/2020	Book Supplier - Ahmedabad	8,000.00

Title	Price	Copies	Order No
Journal of Pure and Applied Algebra	8,000.00	1	ORD01

Total Price 8,000.00

Send Mail

Forwarding Letter to Vendor:

Forwarding to Vendor (S)

Select option Invoice No Select Invoice No INV01 Display

1 of 1 100% Find | Next

Home Institute

Central Library
Forwarding Letter to Vendor

1
To,
Book Supplier
Navrangpura

Ahmedabad 123456
Gandhinaagar-123456
supplier@example.com

Subject : Forwarding Letter for Payment

Dear Sir/Madam We have received invoices with following details, It is being requested to process the payment for the same. Librarian

Invoice No	Invoice Date	Vendor Name-Place	Total Invoice Amount
INV01	02/07/2020	Book Supplier - Ahmedabad	8,000.00

Title	Price	Copies	Order No
Journal of Pure and Applied Algebra	8,000.00	1	ORD01

Total Price 8,000.00

Send Mail

Invoice Report:

One can generate invoice register through various parameters like supplier wise, Budget wise, Department wise, Payment status, Publisher, Currency, Invoice date between and Title wise. This report will give you status of each invoice.

Invoice Report

Parameter Budget Value Serials(2020:2021) Display

Invoice Report
Report by Budget-Serials(2020:2021)

Invoice No.	Order No.	Publisher Name	Supplier Name	Invoice Date	Invoice Amount
INV02	ORD2	Book Publisher	Book Supplier	02/07/2020	20.00
INV01	ORD01	Book Publisher	Book Supplier	02/07/2020	8,000.00

Printed On : 06/07/2020 1/1
Report generated by-SOUL 3.0

Payment Report:

This report will give you list of all the payments generated against each order and received invoice, one can generate this report by supplier, date and budget as report parameters.

Payment Report

Parameter Budget Budget Serials(2020:2021) Display

Payment Report
Report by Budget-Serials(2020:2021)

Pay No.	Payment Date	Invoice No./ Date	Order No./ Date	Payment Mode	Cheque/DD No.	Payment Amount	Bank/ Branch	Payment Remark
1	02/07/2020	INV01 02/07/2020	ORD01 02/07/2020	Demand	123XYZ	8,000.00	Infocity	
				Draft			SBI	
2	02/07/2020	INV01 02/07/2020	ORD01 02/07/2020	Demand	123XYZ	8,000.00	SBI	
				Draft			INFOCITY	
Total Amount						16,000.00		

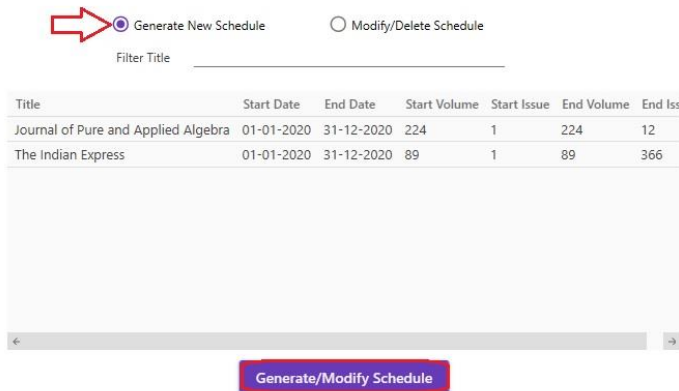
Refund Report:

This option facilitates users to generate the report of refunded amount between particular dates.

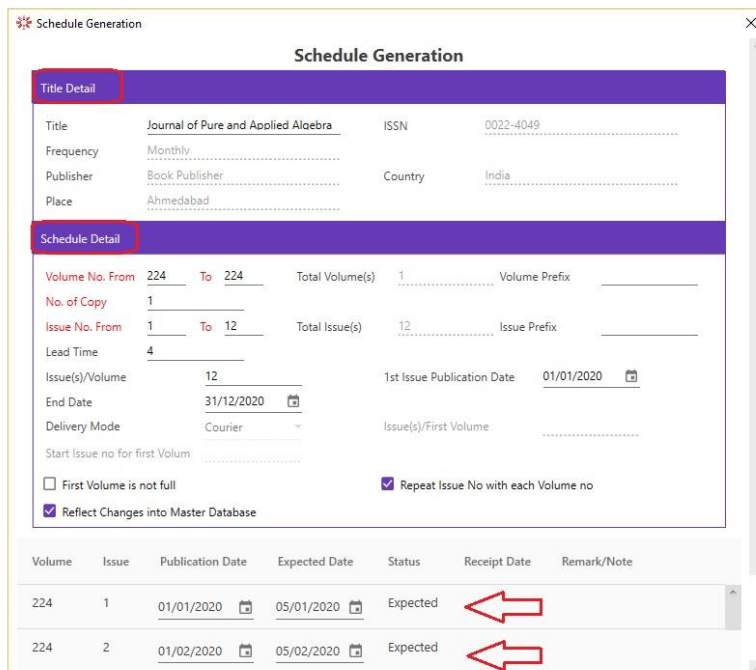
Check In:



Schedule Generation:



Schedule Generation → Generate New Schedule → Filter title → Select or Double click on the title → Generate Schedule.



Generate Schedule → Save.

Check-In → Non-Receipt Process:

Non-Receipt Process → Either filter by title or date → Search → Select the title → Click on Convert into Non-Received.

Check-In → Check in Details:

Volume	Issue	Publication Date	Expected Date	Status	Receipt Date	Accession No	Allow Issue/Return	Remark/Note
224	1	01-01-2020	05-01-2020	Received	03/01/2020		No	
224	2	01-02-2020	05-02-2020	Received	04/02/2020		No	
224	3	01-03-2020	05-03-2020	Received	06/03/2020		Yes	
224	4	01-04-2020	05-04-2020	Received	03/04/2020		Yes	
224	5	01-05-2020	05-05-2020	Non-Received	07/05/2020			
224	6	01-06-2020	05-06-2020	Expected	02/07/2020			

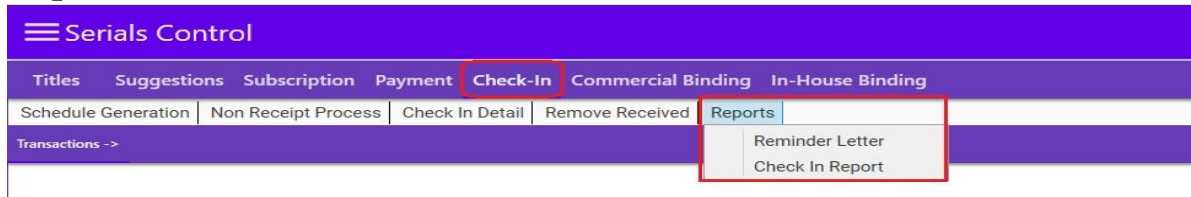
Check in Details → Select Title from dropdown → Change Status as Received → Accession Number (Optional) → Allow Issue/Return: Select from dropdown Yes/No → Remarks/Note → Save.

Check-In → Remove Received:

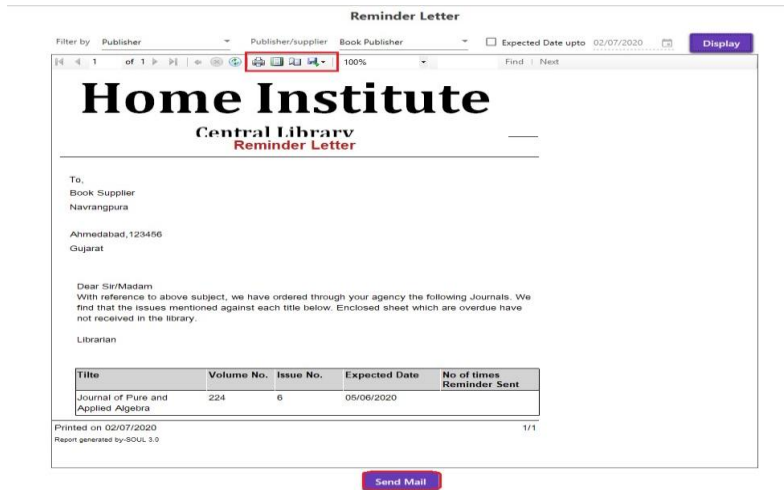
Title	Volume	Issue	Date of Publication	Expected Date	Rece
Journal of Pure and Applied Algebra	224	1	01-01-2020	05-01-2020	03-C
Journal of Pure and Applied Algebra	224	2	01-02-2020	05-02-2020	04-C
Journal of Pure and Applied Algebra	224	3	01-03-2020	05-03-2020	06-C
Journal of Pure and Applied Algebra	224	4	01-04-2020	05-04-2020	03-C

Remove Received → Filter either by Title or Received between and date → Search → Export & Delete.

Reports:

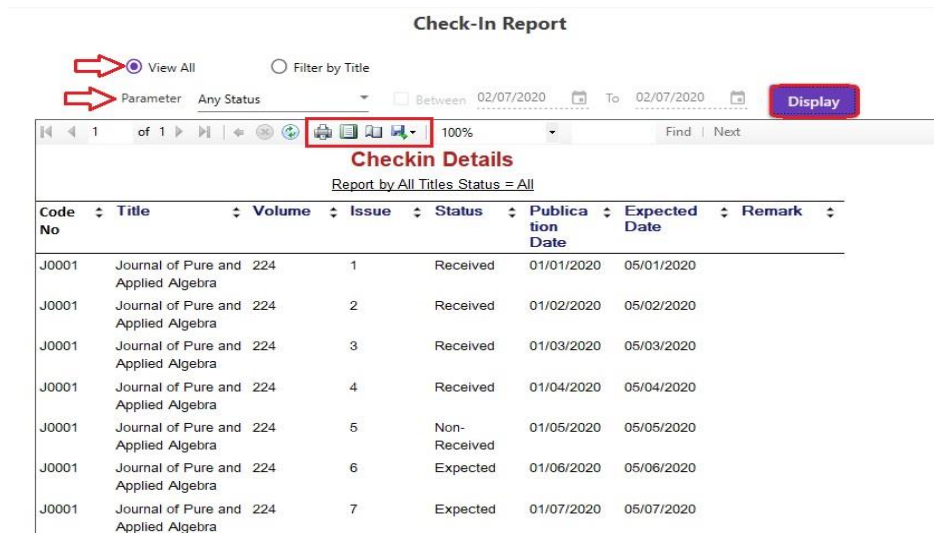


Reports → Reminder Letter:



Reminder Letter → Filter by: Select from dropdown → Select publisher/Supplier → Expected date upto → Display.

Reports → Check-in Report:



Check-in Report → View all/Filter by Title → Select parameter from dropdown → Date between and To → Display.

Serials Control → Commercial Binding:

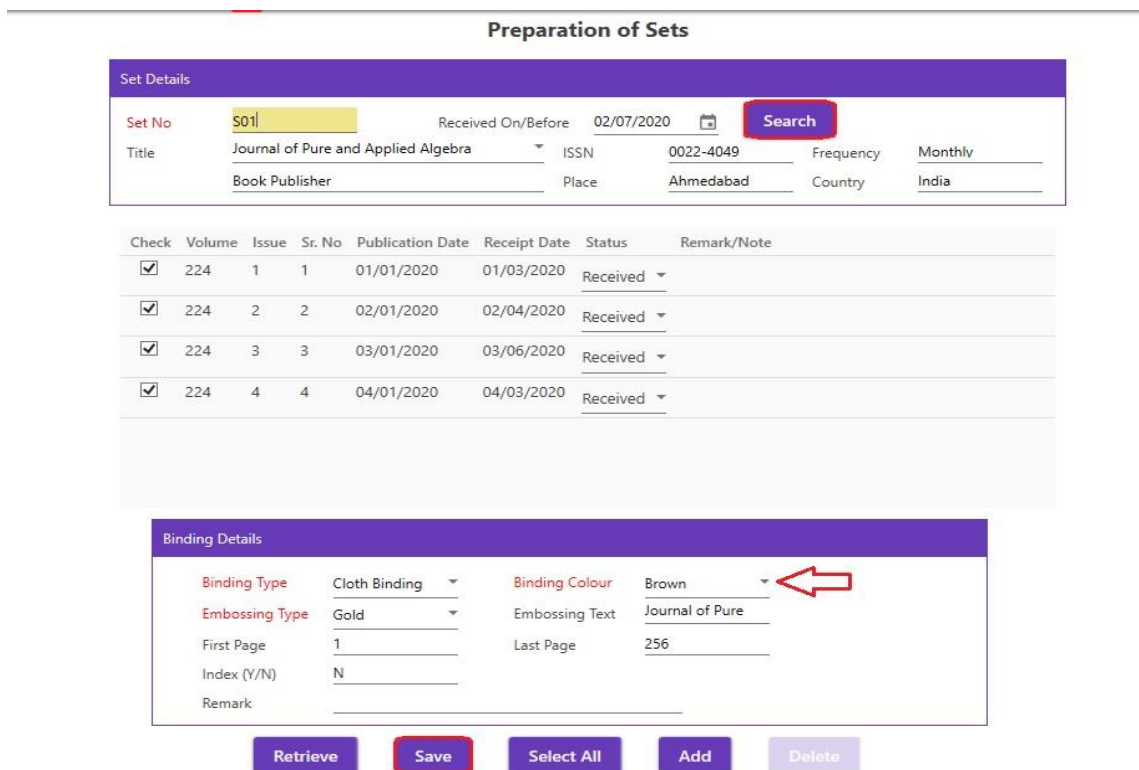


Serials Control

Titles | Suggestions | Subscription | Payment | Check-In | **Commercial Binding** | In-House Binding

Preparation of Sets | Order Process | Receiving | Invoice Process | Payment | Reports

Commercial Binding → Preparation of Sets:



Preparation of Sets

Set Details

Set No: S01 Received On/Before: 02/07/2020 **Search**

Title: Journal of Pure and Applied Algebra ISSN: 0022-4049 Frequency: Monthly
Book Publisher: _____ Place: Ahmedabad Country: India

Check	Volume	Issue	Sr. No	Publication Date	Receipt Date	Status	Remark/Note
<input checked="" type="checkbox"/>	224	1	1	01/01/2020	01/03/2020	Received	
<input checked="" type="checkbox"/>	224	2	2	02/01/2020	02/04/2020	Received	
<input checked="" type="checkbox"/>	224	3	3	03/01/2020	03/06/2020	Received	
<input checked="" type="checkbox"/>	224	4	4	04/01/2020	04/03/2020	Received	

Binding Details

Binding Type: Cloth Binding Binding Colour: Brown
Embossing Type: Gold Embossing Text: Journal of Pure
First Page: 1 Last Page: 256
Index (Y/N): N
Remark: _____

Retrieve Save Select All Add Delete

Commercial Binding → Assign Set Number → Received on/before Date → Select Title → Search
→ Select from check box Issues → Select Binding Type → Embossing Type → Binding Colour
→ Mention Embossing Text → First page → Last page → Index → Save.

Commercial Binding → Order Process:

Order Process (SC)

Order No. S01 - Journal of Pure and Applied Algebra

Date Of Order

Expected Date

Binder Name

Budget Head

Check	Set Value	Set Price	Set No	Bind Type	Binding Colour	Emboss Type	Order Remark
<input checked="" type="checkbox"/>	2666.67		S01	Cloth Binding	Brown	Gold	

Remark

Order Process → Assign Order Number → Date of Order → Expected Date → Select Binder Name → Budget Head → Select the set in Check box → Save.

Commercial Binding → Receiving:

Receiving (SC)

In House Receiving

Order No. Binder

Last Accession No.

Check	Set No	Accession No	Accession Date	Classification No	Location	Starting Page
<input checked="" type="checkbox"/>	S01		03/07/2020	025.43	First Floor	1

Receiving → Select Order Number from dropdown → Select in Check box Set Number received → Auto Assign (Accession No.) → Save.

Commercial Binding → Invoice Process:

Invoice Process (SC)

INVOICE PROCES

Invoice No: INVN123 Date Of Invoice: 03/07/2020

Binder: Binder Group: **Add Order**

Order No	Send Date	Receipt Date	Budget Code	Price	Overdue Fine

bindername

Binder Name: Binder Group:

Binder Name

Order No	Receipt No	Send Date
<input checked="" type="checkbox"/>	ORDN123	03-07-2020

Invoice Process → Assign Invoice No. → Select Binder → Add Order → Select in Check box → Save.

Invoice Process (SC)

INVOICE PROCES

Invoice No: INVN123 Date Of Invoice: 06/07/2020

Binder: Binder Group: **Add Order**

Order No	Send Date	Receipt Date	Budget Code	Price	Overdue Fine
<input checked="" type="checkbox"/>	ORDN123	03-07-2020	Serials(2020:2021)	150.0000	0


Forward No: 154 Forward Date: 07/07/2020 To Whom: **Calculate**

Percentage Discount: 0 Misc. Amount: 0



Invoice Amount: 150 Net Amount: 150

Select in Check box Order No./ Select All → Calculate → Save.


Commercial Binding → Payment:

Payment (SC)							
<input checked="" type="radio"/> Display All		<input type="radio"/> Filter by		Binder Name <input type="text"/>			
Check	Invoice No	Invoice Date	Order No	Net Amount	Paid Amount	Amount payable	Payment Date
<input checked="" type="checkbox"/>	INVN123	06-07-2020	ORDN123	150.0000			07/07/2020 


Payment Details

Receipt Note No	RECN11	Bank Name	SBI
Receipt Note Date	07/07/2020 	Branch	Infocity
Pay mode	Draft	Bank Charges	25
Cheque/Draft No	XX1234	Date Of Cheque/Draft	07/07/2020 

Forward Details

Reference No	Date	07/07/2020 	Mode	Courier
Remark				

Acknowledgement Details

Reference No	Date	07/07/2020 
Remark		

Save

Payment → Display All / Filter by Binder Name → Select in check box the order no. → Payments Details: Receipt Note No., → Receipt Note Date → Pay mode → Cheque /Draft No. → Bank Name → Branch → Bank Charges → Date of Cheque → Forward Details: Reference No. → Date → Mode → Remark → Acknowledgement Details: Reference No. → Date → Save.

Commercial Binding → Binding Reports:

Serials Control						
Titles	Suggestions	Subscription	Payment	Check-In	Commercial Binding	In-House Binding
Preparation of Sets (SC)	Order Process (SC)	Receiving (SC)	Invoice Process (SC)	Payment (SC)	Reports	
Transactions ->					<ul style="list-style-type: none"> Reminder To Binder (SC) Binding Report (SC) Binding Purchase Order (SC) Bound Volume Label (SC) 	

Reports → Reminder to Binder:

You can send reminder letter to binder if you have not received the bound volume till the expected date of order.

Reminder to Binder → Select Binder Name → Expected Date upto → Display.

Reports → Binding Reports:

Binding Report

Report by All titles and And Binderwise

Set No.	Binder Name	Budget Name	Price Order No.	Remark
S01	Binder Group	Serials	150.0000	ORDN123

Title	Volume No.	Issue No.
Journal of Pure and Applied Algebra	224	1
Journal of Pure and Applied Algebra	224	2
Journal of Pure and Applied Algebra	224	3
Journal of Pure and Applied Algebra	224	4

Printed On : 03/07/2020
Report generated by-SOUL 3.0

Binding Report → View All Titles/ Filter by Titles → Select Parameter from dropdown → Select Value from dropdown → Display.

Reports → Order for Binding:

You may generate purchase order of the binding set and send it to binder through this option.

Order for Binding → Select option: Order No./ Order Date / Binder from dropdown → Select : Order No./ Order Date / Binder from dropdown → Display.

Reports → Bound Volume Label:

Bound Volume Label

Commercial Binding In-House Binding

Select option Binder Select Binder Binder Group **Display**

1 of 1 100% Find | Next

Sr. No	J0001
Volume, Issue No. - Month/Yr.	224 ,1- 1/2020
	224 ,2- 1/2020
	224 ,3- 1/2020
	224 ,4- 1/2020
Price(Rs.)	2,816.67
Accession No.	00009
Class No.	020.43

Bound Volume Label → Commercial Binding / In-House Binding → Select option from dropdown → Again select appropriate option from dropdown → Display.