
TRAINING MANUAL

Pustaka[®] Library & Resource Centre Automation System

ASR SYNERGY SDN. BHD.

324220-K

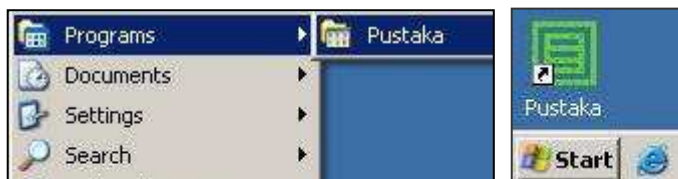
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BASIC MODULE (PART I)

RUN PUSTAKA

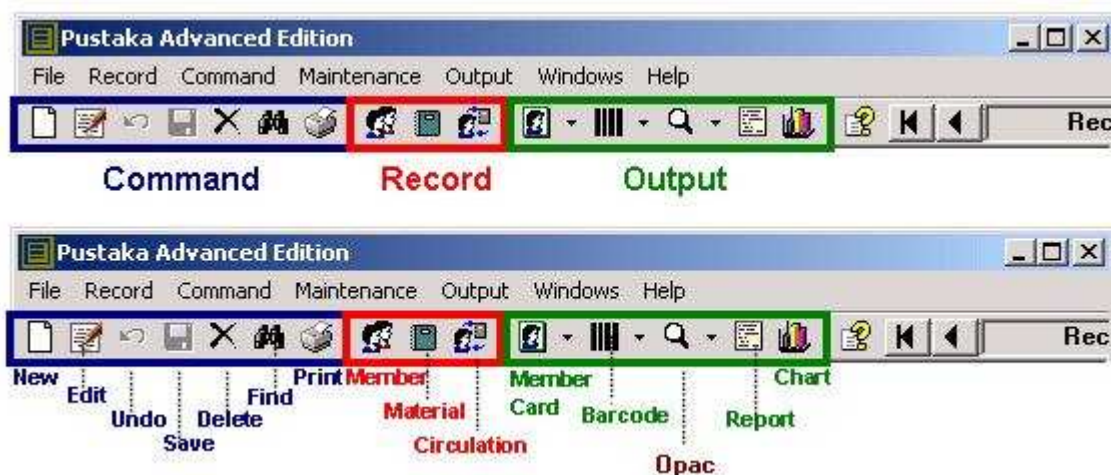
1. Start > Programs > Pustaka > Pustaka.exe
2. Login Pustaka


NOTE :

 Login : **Admin**

 Password : **Admin**

TOOLBAR



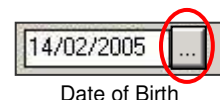
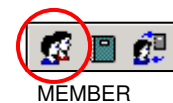
ICON	DESCRIPTION
NEW	Add new record
EDIT	Edit current record
UNDO	Undo add new or edit process
SAVE	Save record
DELETE	Delete record
FIND	Find record
PRINT	Print record
MEMBER	Member Information
MATERIAL	Book/NonBook Information
CIRCULATION	Borrowing & returning process
CARD	Print member card
BARCODE	Print material barcode
OPAC	Search record
Report	Print report
Chart	Print Chart

TOOLBAR CHECKLIST

1. You should know how to run Pustaka
2. You should know basic toolbar – MEMBER, MATERIAL, CIRCULATION

MEMBER

1. Go to menu Record > Member



2. Click NEW to add new MEMBER record
3. Fill in the fields – name, ID, Date of birth, gender, category, status
4. Click SAVE
5. Click EDIT to edit current record

Try this :

Click FIND to find specific record

**RECORD MOVEMENT**

You can move from one record to another

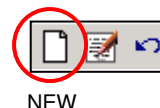
- A First Record
- B Previous Record
- C Next Record
- D Last Record

MEMBER CHECKLIST

1. You should know how to open MEMBER record
2. You should know how to ADD NEW, EDIT, SAVE, FIND record
3. You should know how to view other record

MATERIAL

1. Go to menu Record > Material > Book/Printed



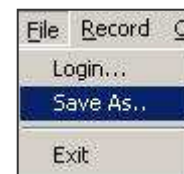
2. Click NEW to add new MATERIAL record
3. Fill in the fields – Title, author, publisher, Type, Language
4. Click SAVE
5. Try add another material record – click NEW
9. Try move to other record – First, Previous, Next, Last

Try this :

Add new record with many copies

Using File>Save As to duplicate current record

SAVE MANY COPIES



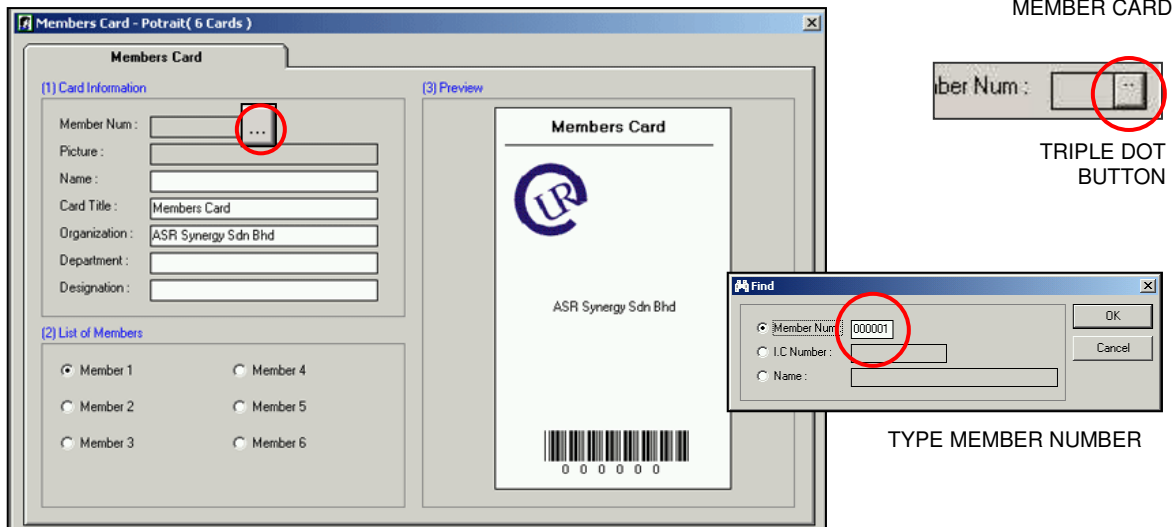
DUPLICATE RECORD

MATERIAL CHECKLIST

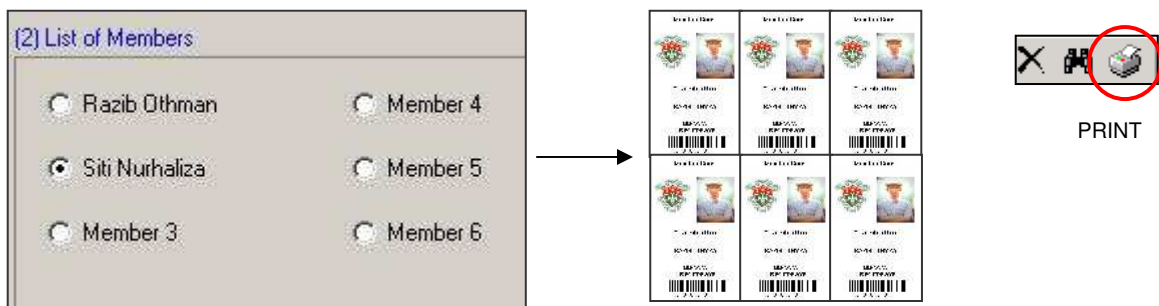
1. You should know how to open MATERIAL record
2. You should know how to save many copies
3. You should know how to duplicate current record

MEMBER CARD

1. Click MEMBER CARD
2. Click triple dot button and type member number



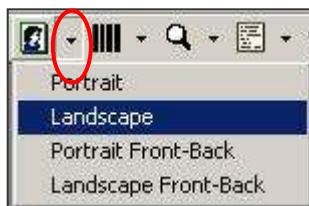
3. You can print up to 6 member cards



4. Click PRINT

Try this :

Try other layout - Landscape



MEMBER CARD CHECKLIST

1. You should know how to print member card - portrait
2. You should know how to print other layout - landscape

MATERIAL BARCODE

1. Click Down Arrow MATERIAL BARCODE
2. Click Multiple
3. Type accession number e.g 000001 and press enter
4. Repeat step 3 for other accession number



MULTIPLE BARCODE

Material Barcode - Multiple

Please insert the item number that you wish to print below. (Example barcode format : 123456)

530.455 000001	500 MY 000002	001 BATH 000003
001 KITC 000004	F TIT 000005	000006
530.455 000007	000008	000009

Auto Start

Material Number : 00001

Generate

Reset



5. You can print up to 24 label
6. Click PRINT to print the label



PRINT

MATERIAL BARCODE CHECKLIST

1. You should know how to print material barcode one by one
2. You should know how to print material barcode all at once (multiple barcode)

CIRCULATION

1. Click CIRCULATION

1) Choose Transaction Mode – Borrowing or Returning 2) Scan Members Card using barcode reader or just type the number and press ENTER

Transaction - Borrowing

(1) Transaction Mode
☒ Borrowing
☐ Returning

(2) Members Information
 Number: 000001
 Name: Najua
 Status: Active
 Category: Executive

(3) Materials/Books Information
 Item Num: 000001001
 Title:

(4) Options
☐ Print Transaction
☐ Open on Saturday
☐ Lost Item

ITEM	BORROWED DATE	RETURNED DATE	ADMIN
000001001	23/09/2002	30/09/2002	admin

List the borrowed items Admin In Charge

3) Scan material using barcode reader or just type the item number and press ENTER

Item Barcode: 000001001



(2) Member Information

Number: 000001
 Name: Razib Othman
 Status: ACTIVE

TYPE MEMBER NUMBER

(3) Material Information

Material: 000001

TYPE MATERIAL NUMBER

2. Type MEMBER NUMBER and press enter
3. Type ACCESSION NUMBER and press enter
4. Circulation information has been recorded

Try this:

Borrow another material

Return the material

Check history information from member record

Check history information from material record

Click Help button on circulation form

(1) Circulation Mode

☒ Borrowing
☐ Returning
☐ Renewal

Member - 000001 (Sample Member Data 1)

Member **History**

Personal Information
 Member Num: 000001
 Name: Sample Member Data 1
 ID Number: ICBIRTHCERT
 Date of Birth: 05/03/1980
 Register Date: 02/02/2002
 Gender: ☒ Male ☐ Female
 Category: 01 Student
 Status: A Active
 Department:
 Designation: M Manager

Contact Information
 Address: 309, Block C, Jalan S56/1, Kelana Jaya 47301 Petaling Jaya
 Phone: 603-7804 7862 Ext 145
 E-mail: support@pustaka.com.my
 Note: www.pustaka.com.my

Picture

 a000001.JPG
 View

CHECK MEMBER HISTORY

Book Circulation

03 February 2005 3:26:29 PM

(1) Circulation Mode
☒ Borrowing
☐ Returning
☐ Renewal

(2) Member Information
 Number:
 Name:
 Status:
 Category:

(3) Material Information
 Material: **Help** F12 - Done

MATERIAL	TITLE	DUE DATE

☐ Allow return on Saturday ☐ Print transaction
☐ Allow return on Sunday ☐ Return but the item was lost

RECORD NOT FOUND
CLICK HELP BUTTON**CIRCULATION CHECKLIST**

1. You should know how to scan member card using barcode scanner
2. You should know how to scan material barcode using barcode scanner
3. You should know how to implement circulation – borrowing and returning process

OPAC

1. Click OPAC
2. Tick checkbox title and type the title



OPAC

CRITERIA TAB

Search : Material

Criteria Fields Options

Choose Searching Criteria

☐ Material Num :

☐ Call Number :

☐ ISBN :

☒ Title : **Click checkbox and type the criteria**

☒ Author :

☐ Publisher :

Member

Book

Non-Book

3. Go to Fields tab and tick number, title, author, call number, status

Search : Material

Criteria **Fields** Options

List of fields that will be shown in results

☒ Material Num ☐ Height

☐ Call Number ☐ Width

☐ ISBN ☐ Pages

☒ Title ☐ Type **Tick checkbox field that you want to preview**

☒ Author ☐ Classification

4. Go to Results tab

Search : Material

Criteria Fields Options **Results**

	NUMBER	TITLE	AUTHOR
1	000334	The Bible Book	Katherine Mclean
2	000336	The Bible Book - Old Testament	Katherine Mclean
3	000620	The Great Bible Discovery - The Suffering and the	Katherine
4	000621	The Great Bible Discovery - Alter Easter	Katherine
5	000622	The Great Bible Discovery - The Acts of the Apostles	Katherine
6	000623	The Great Bible Discovery - The Church At the End of	Katherine
7	000624	The Great Bible Discovery -The Promise	Katherine
8	000625	The Great Bible Discovery - Joseph	Katherine Mclean
9	000626	The Great Bible Discovery - Moses - Exodus -	Katherine Mclean
10	000627	The Great Bible Discovery - Into the Promised Land	Katherine
11	000628	The Great Bible Discovery - Samuel and Saul	Katherine
12	000629	The Great Bible Discovery - King David	Katherine
13	000630	The Great Bible Discovery - Elijah and Elisha	Katherine
14	000631	The Great Bible Discovery - Hosea And Isaiah	Katherine
15	000632	The Great Bible Discovery - Amos And the	Katherine

Drag to resize

	A	B	↔C
1			
2			
3			

	A	B	C
1			
2			
3			

Drag to resize

5. Try search information on member

OPAC CHECKLIST

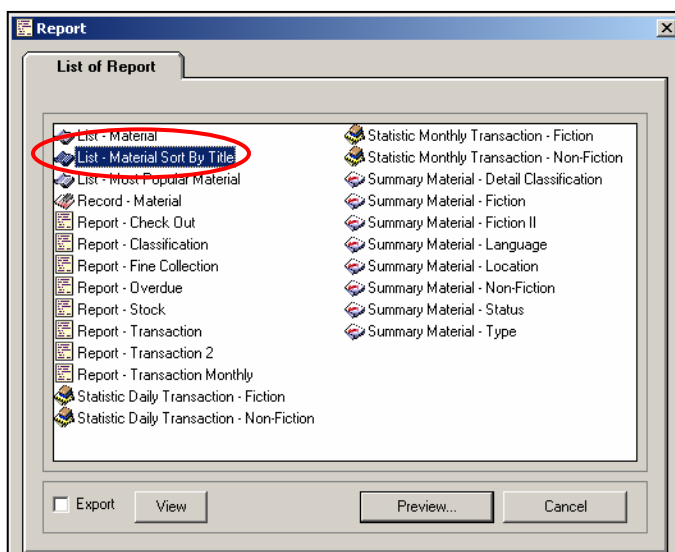
1. You should know how to use OPAC to search for material
2. You should know how to resize the grid
3. You should know how to search member record

REPORT

1. Click REPORT
2. Double click report – "list material sort by title"



REPORT



3. Type the following :

LIST MATERIAL SORT BY TITLE					
NO	CALL NO	ACC NO	DATE ACQ	EXPIRATION	DATE EXPIRATION
1	500.0	500.0	2014-01-01	2014-01-01	2014-01-01
2	500.1	500.1	2014-01-01	2014-01-01	2014-01-01
3	500.2	500.2	2014-01-01	2014-01-01	2014-01-01
4	500.3	500.3	2014-01-01	2014-01-01	2014-01-01
5	500.4	500.4	2014-01-01	2014-01-01	2014-01-01
6	500.5	500.5	2014-01-01	2014-01-01	2014-01-01
7	500.6	500.6	2014-01-01	2014-01-01	2014-01-01
8	500.7	500.7	2014-01-01	2014-01-01	2014-01-01
9	500.8	500.8	2014-01-01	2014-01-01	2014-01-01
10	500.9	500.9	2014-01-01	2014-01-01	2014-01-01
11	500.10	500.10	2014-01-01	2014-01-01	2014-01-01
12	500.11	500.11	2014-01-01	2014-01-01	2014-01-01
13	500.12	500.12	2014-01-01	2014-01-01	2014-01-01
14	500.13	500.13	2014-01-01	2014-01-01	2014-01-01
15	500.14	500.14	2014-01-01	2014-01-01	2014-01-01
16	500.15	500.15	2014-01-01	2014-01-01	2014-01-01
17	500.16	500.16	2014-01-01	2014-01-01	2014-01-01
18	500.17	500.17	2014-01-01	2014-01-01	2014-01-01
19	500.18	500.18	2014-01-01	2014-01-01	2014-01-01
20	500.19	500.19	2014-01-01	2014-01-01	2014-01-01
21	500.20	500.20	2014-01-01	2014-01-01	2014-01-01

4. Report on English material classification 500 is ready to be print

Try this :

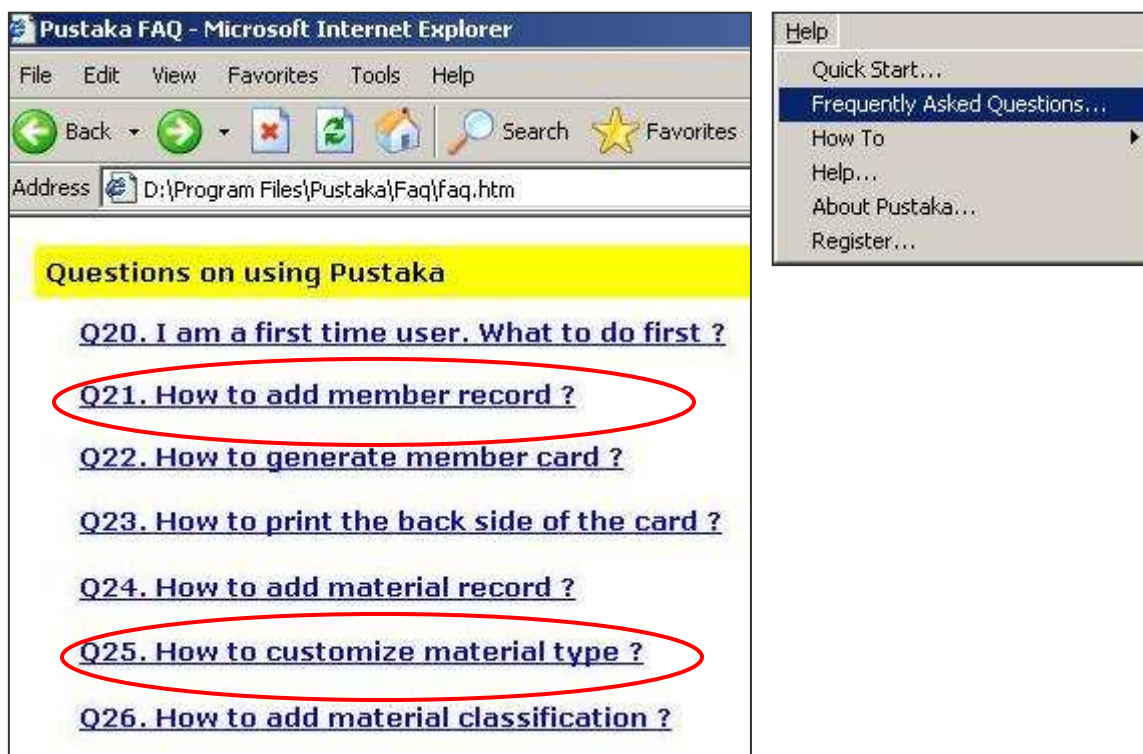
Print other reports – material, overdue, circulation

REPORT CHECKLIST

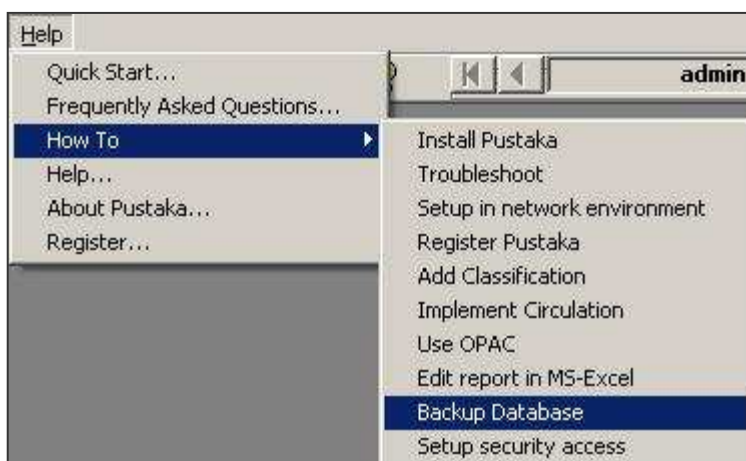
1. You should know how to generate reports

HELP

1. Click HELP
2. Choose Frequently Asked Questions
3. Click Q21. How to add member record
4. Click Q25. How to customize material type



5. Choose menu Help>How To>Backup Database

**HELP CHECKLIST**

1. You should know how to get help

MAINTENANCE

Maintenance is an option where you can customize Pustaka

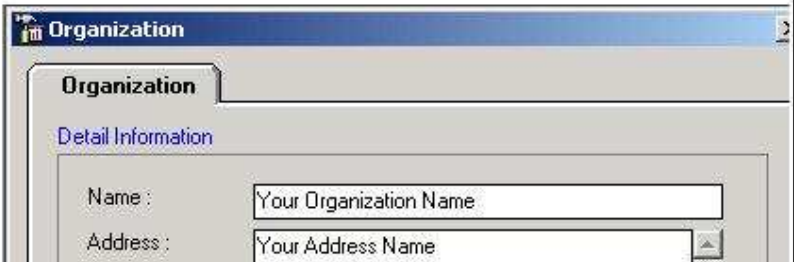
1. First thing to do : Maintenance -> Organization



2. Click toolbar EDIT



3. Type your organization name



4. Click toolbar SAVE



Checklist :

1. Maintenance > Organization	DONE !
2. Maintenance > Administrator	
3. Maintenance > Member > Category	
4. Maintenance > Member > Status	
5. Maintenance > Member > Class/Designation	
6. Maintenance > Material > Type	
7. Maintenance > Material > Classification	
8. Maintenance > Material > Language	
9. Maintenance > Material > Location	
10. Maintenance > Utility > Holiday	
11. Record > Member	
12. Record > Material	
13. Record > Transaction	

MAINTENANCE CHECKLIST

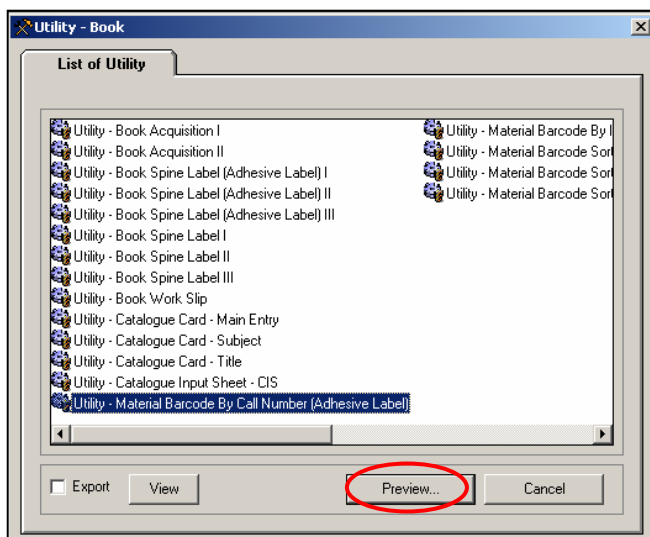
1. You should know how to customize Pustaka to suite your library requirements

UTILITY

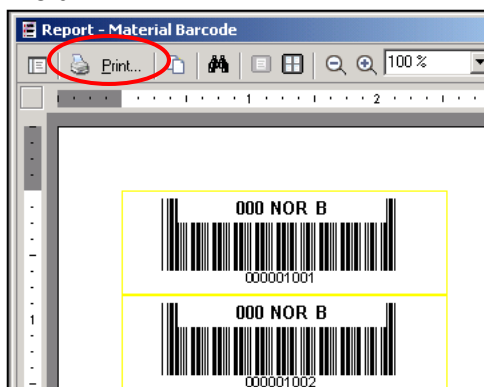
1. Click UTILITY
2. Select "Material Barcode By Accession Number"
3. Click Preview



UTILITY



4. Click PRINT

**Try this :**

1. Print barcode label on adhesive label
2. Print other utilities – Book acquisition, spine label, catalog card, work slip
3. Print member card using utility options

**UTILITY CHECKLIST**

1. You should know that utility simplified printing process
2. You should know how to print member card using utility
3. You should know how to generate catalog card, spine label, working slip
4. You should know how to generate member card using utility
5. You should know how to print barcode on adhesive label

ADVANCED MODULE (PART II)

INSTALLATION

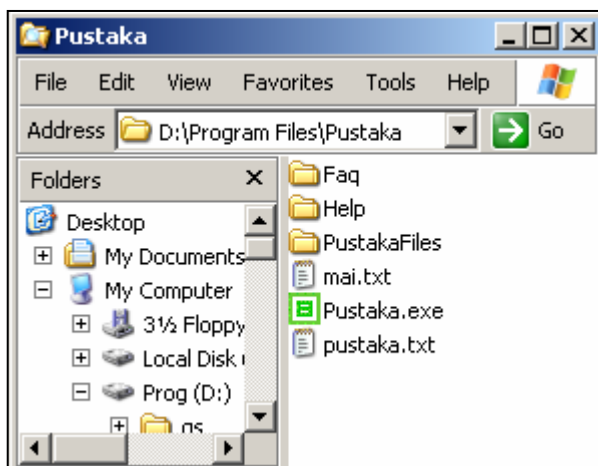
1. Insert the Pustaka CD into the CD-ROM
2. Double click the My Computer icon on the Desktop
3. Double click the CD-ROM icon
4. Double click Setup.exe
5. After installation run the program
6. Type default login and password : admin

NOTE : Default Location is in \Program Files\Pustaka

NOTE : Run Pustaka from Start>Programs>Pustaka

NOTE : Login : Admin Password : Admin

PROGRAM FILES\PUSTAKA



Faq / Help

Frequently Asked Questions / Help Files

PustakaFiles

Folder to store database and images

Mai.txt

Configuration file

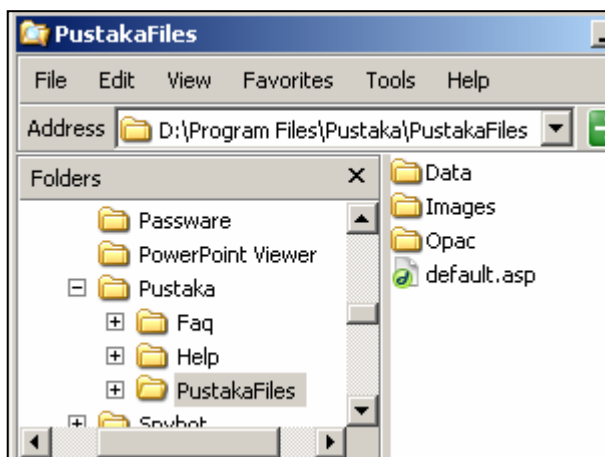
Pustaka.exe

Pustaka Application execute file

Pustaka.txt

Database location

PROGRAM FILES\PUSTAKA\PUSTAKAFILES



Data

Database file : pustaka.mdb

Images

Images folder

Opac

Opac Web file

Default.asp

Opac Web file

INSTALLATION CHECKLIST

1. User should know how to install Pustaka on one computer
2. User should know how to run the Pustaka program
3. User should know default installation location
4. User should know what's in Pustaka folder
5. User should know what's in PustakaFiles folder

TROUBLESHOOT

1. Insert Pustaka CD
2. Right click and click explore
3. Double click folder troubleshoot
4. Double click folder MDAC
5. Double click MDAC.exe application
6. If problem persist, download and install Internet Explorer

NOTE : Troubleshoot if you have problem in installation

NOTE : Restart the computer after installation

NOTE : Reinstall Pustaka after troubleshoot

PUSTAKA is not supported for Windows 95 or Windows 98 without Internet Explorer. This is because, PUSTAKA use the latest data access technology. Most of the errors occur if the user try to install Pustaka in Win95 or not having the latest data access engine.

If you still have a problem, please do not hesitate to call our support team : Technical Support : 03-7804 7862 or E-mail : support@pustaka.com.my

REGISTER PUSTAKA

1. Run Pustaka application
2. Go to menu Help > Register
3. Type the ProductID, ComputerID
4. Email us the LicenseID

NOTE : Product ID will be given in Delivery Order

NOTE : Computer ID generated based on Product ID

NOTE : Email us Product ID and Computer ID

Pustaka Registration

Name :

Organization :

Product ID : 

Computer ID :

License ID :

3 Easy steps to activate Pustaka

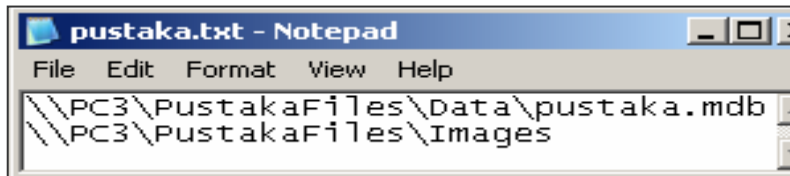
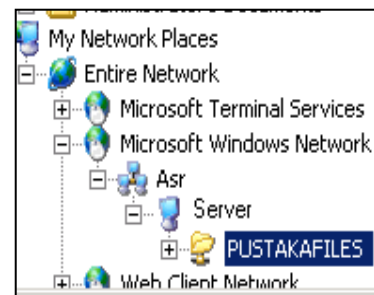
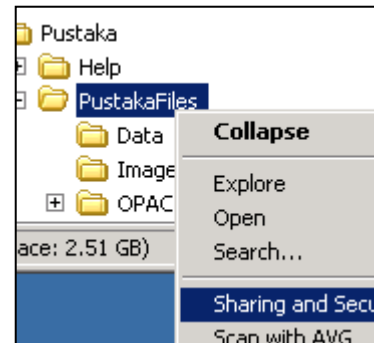
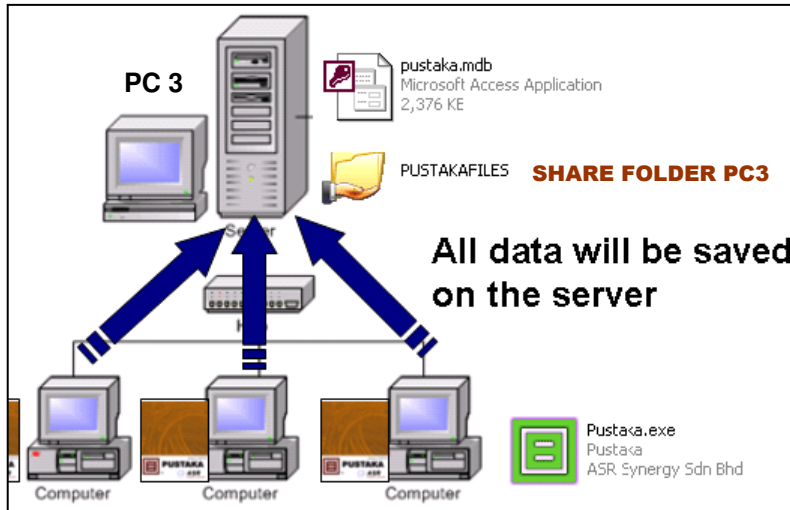
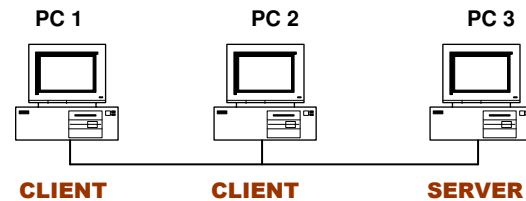
- 1) E-mail Product ID and Computer ID to : support@pustaka.com.my
- 2) We e-mail you back the License ID
- 3) Type the license ID and click OK

TROUBLESHOOT CHECKLIST

1. User should know how to troubleshoot
2. User should know what causing the troubleshooting process
3. User should know how to register
4. User should know the technical support email

INSTALLATION IN LOCAL AREA NETWORK (LAN)

1. Install Pustaka on PC1, PC2, PC3
2. Choose PC3 as a server (central)
3. Share PustakaFiles folder with full access on PC3
4. configure pustaka.txt on each PC

**TROUBLESHOOT NETWORK**

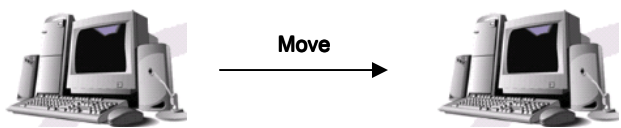
1. Switch on your network hub and switches
2. Switch on server (PC3) before starting all computers
3. Make sure you can see other computers in network neighborhood or my network places

LAN CHECKLIST

1. User should know how to install Pustaka in LAN
2. User should know basic network – sharing folder, browse network neighborhood
3. User should know difference between client and server
4. User should know how to configure Pustaka.txt

MOVING PUSTAKA

You want to move Pustaka from one computer (PC 1) to another computer (PC 2). Just move the PustakaFiles folder.

 PC 1 PC 2	C:\Program Files\Pustaka\PustakaFiles
PC 1 (What you should do) 1. Locate PustakaFiles folder 2. Copy PustakaFiles to CDR PC 2 (What you should do) 1. Install Pustaka 2. Delete existing PustakaFiles folder 3. Copy PustakaFiles from CDR	Find/Locate PustakaFiles folder 

DATABASE BACKUP

1. PustakaFiles is an important folder
2. PustakaFiles contain database and images
3. Backup PustakaFiles folder on the disk, CDR or other computer

NOTE : Always backup the database at least once a month

MIGRATION FROM OTHER SYSTEM

Send to us for data migration process. However not 100% data will be migrated.

1. Locate the application folder
2. Burn the application folder on CDR
3. Mail the CDR by labelling dealer name, client name and application name to ASR
4. If the size is small, email the application folder to support@pustaka.com.my
5. Migration will take from 2 weeks to 1 month

MOVING CHECKLIST

1. User should know how to move database from one PC to another
2. User should know how to backup system
3. User should know how to burn a CDR
4. User should know where is PustakaFiles folder