

Pustaka Library & Resource Centre Automation System

ASR SYNERGY SDN. BHD.

324220-K

309 Block C, Glomac Business Centre

No. 10 Jln. SS6/1 Kelana Jaya

47301 Petaling Jaya

Selangor Darul Ehsan

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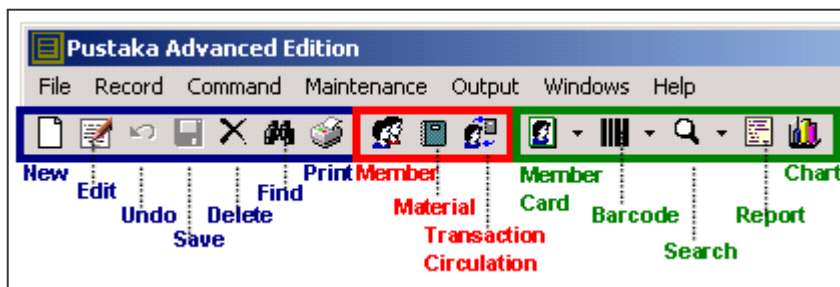
support@pustaka.com.my

LOGIN

1. Type default login : admin password : admin
2. Click help if you don't remember
3. Change password from menu Maintenance>Administrator

NOTE : Run Pustaka from Start>Programs>Pustaka

NOTE : Login : Admin Password : Admin

TOOLBAR**MENU MAINTENANCE**

Menu maintenance is the place where you can insert your own company name, company logo, change login password, define loan period, material type etc. Customize Pustaka to suite your needs from menu Maintenance as following :

Organization – define organization name, logo, phone
Administrator – define login, password, access level
Member > Category – define fine rate, loan duration, maximum loan item
Member > Status – active, passive
Member > Designation – Manager, Designer, CEO, Managing Director
Member > Department – Human Resource, Sales & Marketing
Member > Passive all member – change member status to passive
Member > Activate all member – change member status to active
Book > Type – book, reference, redspot. Define loan duration and fine rate
Book > Status – available, borrowed, lost, damaged, reserved
Book > Language – define language for book
Book > Item Category – additional definition for type of book
Book > Location – define location : library, room A, room B
Non Book > Type –other than book. Microfilm, map. Define loan duration and fine rate
Non Book > Type –other than book. Microfilm, map. Define loan duration and fine rate
Utility > Circulation data cleaning – delete all circulation history
Utility > Backup database – backup database. Always backup your database at least once a month
Utility > Setup client-server – Locate PustakaFiles from other computer
Utility > Holiday – define holiday to avoid returning material during holiday

MEMBER

1. Go to menu Record > Member
2. Add new member record

NEW



Member - 000001 (Sample Member Data 1)

Member | History

Personal Information

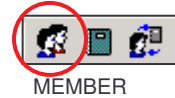
Member Num : 000001
 Name : Sample Member Data 1
 ID Number : ICBIRTHCERT
 Date of Birth : 05/03/1980
 Register Date : 02/02/2002
 Gender : ☒ Male ☐ Female
 Category : 01 Student
 Status : A Active
 Department :
 Designation : M Manager

Contact Information

Address : 309, Block C,
 Jalan SS6/1, 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

**MATERIAL**

1. Go to menu Record > Material > Book/Printed
2. Add new material record

SAVE



Material - 000001 (Shrek : Tell Your Own Tale ToolBar EDIT - Edit This Record ToolBar NEW - Add ...

Material | Item | History

Material Info

Material Num : 000001 ISBN : 1875889329
 Title : Shrek : Tell Your Own Tale
 Author : Malouf, Doug
 Publisher : Business Publishing
 Place Published : Warriewood
 Year Published : 2000 Edition : 2
 Type : R Red Dotted Book
 Classification : EF English Fiction
 Call Number : 820 MAL C
 Language : E English
 Location : 01 Library
 Document : View

Additional Info

Subject : Shrek, Fairy Tale, Children
 Abstract : Shrek has come a long way since he began in his home town with the talking donkey.
 Note :
 Height (cm) : 18 Width (cm) : 10
 Pages : 50

Picture


 b000001.jpg
 View

**CHECKLIST**

1. User should know how to add new record and edit existing record
2. User should know that menu maintenance is for further customization
3. User should know how to add new and edit member record
4. User should know how to add new and edit material record

MEMBER CARD

1. Go to menu Output > Member Card > Portrait (6 cards)
2. Click triple dot button and type member number
3. Click print toolbar

PRINT


MEMBER CARD (OTHER OPTION)

1. Go to menu Output > Utility > Member
2. Double click member card landscape and click OK
3. Click PRINT to print the cards



UTILITY - MEMBER

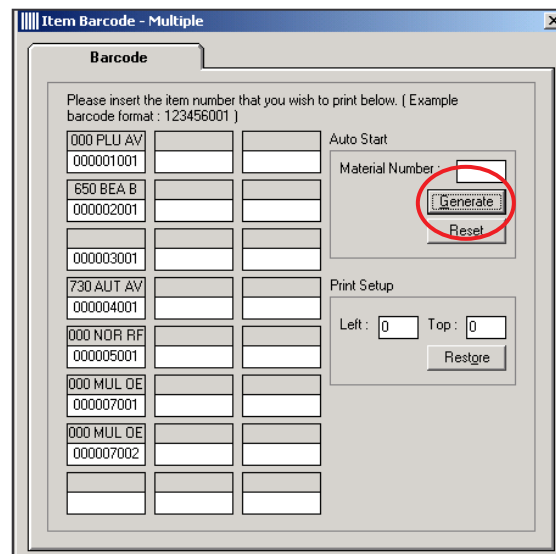
CHECKLIST

1. User should know how to print member card one by one
2. User should know how to print all member card at once (other option)

MATERIAL BARCODE

1. Go to menu Output > Book Barcode > Single
2. Type material number e.g 000001
3. Click print toolbar to print barcode label

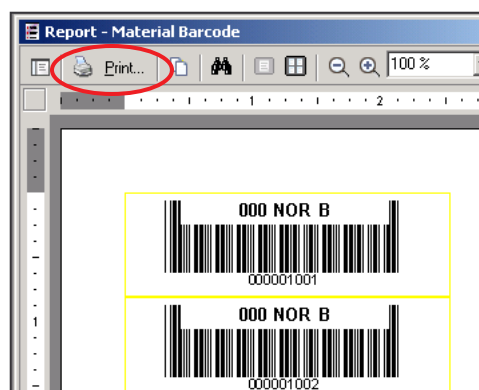
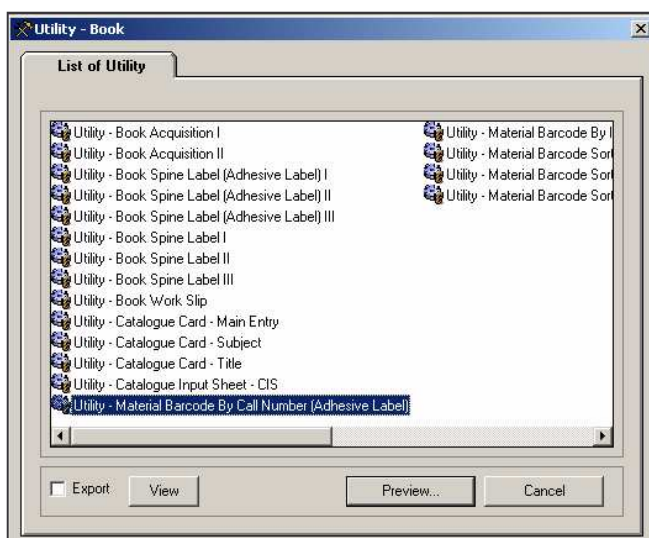
BARCODE

**MATERIAL BARCODE (OTHER OPTION)**

1. Go to menu Output > Utility > Book
2. Double click material barcode and click OK
3. Click PRINT to print the barcode



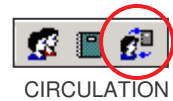
UTILITY - BOOK

**CHECKLIST**

1. User should know how to print material barcode one by one
2. User should know that to print all material barcode at once (other option)

CIRCULATION

1. Go to menu Record > Circulation > Book
2. Scan member card
3. Scan material barcode



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

Transaction - Borrowing

Transaction

(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
000002001	23/09/2002	30/09/2002	admin

List the borrowed items

Admin In Charge

IntelliScanner

0 0 0 0 0 1 0 0 1

Item Barcode

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

CHECKLIST

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

OPAC

1. Go to menu Output > OPAC > Book
2. Tick checkbox title and type search criteria
3. Go to Fields tab and tick number, title, author, call number, status
4. Go to Results tab

OPAC



Search : Material

Criteria Fields Options

Choose Searching Criteria

☐ Material Num :

☐ Call Number :

☐ ISBN : Click checkbox and type the criteria

☒ Title :

☒ Author :

☐ Publisher :

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

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



PREVIEW RESULTS

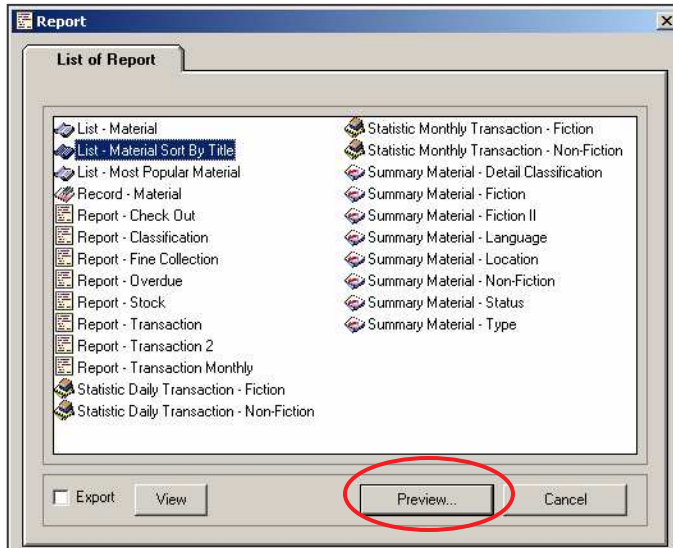
CHECKLIST

1. User should know how to use OPAC to search for material
2. User should know how to resize the grid
3. User should know how to print results

REPORT

1. Go to menu Output > Report > Book
2. Select list material sort by title. Click Preview
3. Criteria window to filter records. Click OK
4. Print report page 1

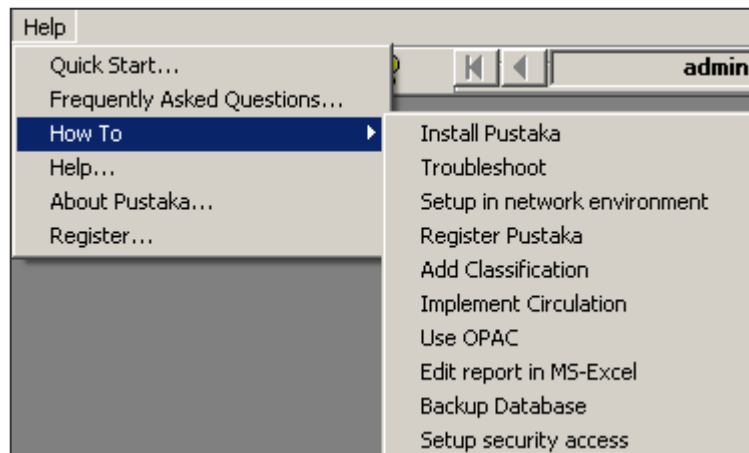
REPORT

**REPORT (EXPORT TO MS-EXCEL)**

1. Go to menu Output > Report > Book
2. Select list material sort by title. Tick Export
3. Click button Preview
4. Close the report
5. Click button View

HELP

1. Go to menu Help
2. Help is available

**CHECKLIST**

1. User should know how to generate report
2. User should know how to export report
3. Refer Pustaka user manual for more information