

KOHA LIVE DVD POST INSTALLATION MANUAL

We are going to discuss about steps to do after Koha 3.12 Live DVD installation to make Koha ready to use.

You can see Koha login page after rebooting computer.



Enter the **User Name** and **Password**.

User name= koha_library

Password= koha123

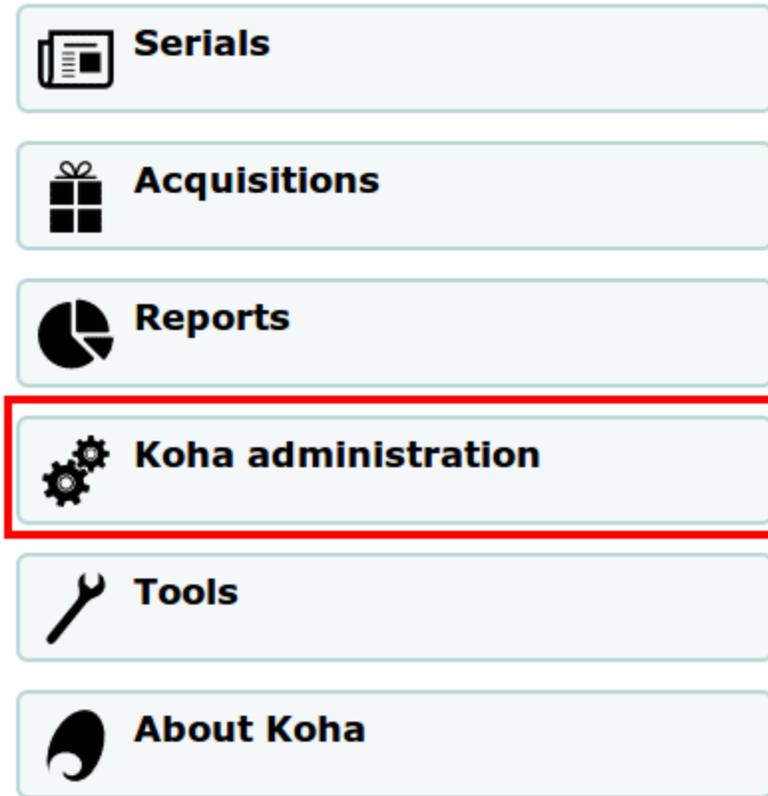
You can find other usernames and passwords to manage Koha Live DVD in **Readme** file put in desktop.

After login you will enter **Koha Staff Client** page. You can see a warning message.

Warning: You're logged in with the database administrator account. This is a bad idea, and you are likely to encounter problems.

You should [create a patron](#) to use when administering Koha and give it superlibrarian permissions.

We have to create a Library branch and Koha User / Patron with super librarian permission. Then only koha is ready to use. For that purpose, goto **Koha Administration** page.



Here the **Administration** section. Click on **Libraries and groups**.

Basic parameters

Libraries and groups

1

Define libraries and groups.

Item types

Define item types used for circulation rules.

Authorized values

Define categories and authorized values for them.

Patrons and circulation

Patron categories

2

Define patron categories.

Hint:

Configure these parameters in the order they appear.

CREATE A NEW LIBRARY

Click on **New Library**.



Libraries

We are going to enter details of your library.

New library

1

Library code: *Required*

2 Name:

1. Enter a code for your library. My Library name is **Mahatma Gandhi University Library**. The code in my mind is **MGUL**. The same way, you can assign your own code.

2. Enter the full name of your library. And **Save** the details.

HOW TO CREATE PATRON CATEGORIES

Go back to **Koha Administration** and click on **Patron Categories**

Patron means library user. Click on **New category**.

Patron category administration

Enter details of the patron/user.

New category

Category code: 1

Description: 2

Enrollment period:

Choose one

In months: months 3

Until date:

Age required: years

Upperage limit: years

Enrollment fee:

Overdue notice required:

Lost items in staff client:

Hold fee:

Category type: 4

Branches limitation:

5

Select All if this category type mus

6

1. Give a code for patron category. Here **STAF** represents **Staff** user.
2. Give a description for the patron.
3. You cannot enter both a month limit and a date until. Choose to enter either one or the other.
4. In the 'Category type' field choose one of the six main parent categories.
5. The Branch Limitations let you limit this patron category to only some branches in your library system. Select 'All branches' if you would like any library to be able to use this category.
6. Save the patron category details.

ADD A PATRON TO KOHA

Go back to the Koha staff client and click on Patron.



Then select patron category of user going to be added.



Enter the details of patron.

Add Staff patron

Patron Identity

Salutation:

Surname: *Required*

First name:

Date of birth: 
(DD/MM/YYYY)

Initials:

Other name:

Female Male N/A

Contact

Primary phone: Shows on transit slips

Secondary phone:

Other phone:

Primary email: Shows on transit slips

Secondary email:

Fax:

Library management

Card number: **1** *Required*

Library: **2**

Category: **3**

Sort 1:

Sort 2:

1. Enter the library admission number.
2. Ensure the branch name of the user.
3. Select the user category.

Library set-up

Registration date: (DD/MM/YYYY)

Expiry date (leave blank for auto calc): (DD/MM/YYYY)

If your patron cards expire (based on your patron category settings) the Expiry date will automatically be calculated. Otherwise you can manually enter an expiry date (e.g. retirement date of staff).

OPAC/Staff login

Username:

Password:
Minimum password length: 3

Confirm password:

The Staff/OPAC asks for the username and password to be used by the patron (and/or staff member) to log into their account in the OPAC and for staff to log in to the staff client.

You have created a normal user/patron. We have to assign him super librarian privilege. Then only he can login into Koha Staff Client.

Edit
 Change password
 Duplicate
 Print
 Search to hold
More ▾

Mr Librarian (1)

Primary phone:	98464890
Primary email:	librarian@gmail.com
Date of birth:	17/10/1980
Gender:	Male

- Renew patron
- Set permissions
- Delete
- Update child to ac
- Export today's ch

Click on **Set permissions**.
 Select **Superlibrarian**.
 Save the changes.

Set permissions for Librarian,

- (superlibrarian)* Access to all librarian functions
- (circulate)* Check out and check in items
- (catalogue)* **Required for staff login.** Staff access, allows viewing of catalogue in staff client.

Logout from Koha and Login using superlibrarian username and password.



The image shows a login form for the Koha library system. At the top, there is the Koha logo, which consists of a stylized 'k' followed by the word 'koha' in a serif font. Below the logo is the text 'OPEN-SOURCE INTEGRATED LIBRARY SYSTEM'. The form contains three input fields: a text box for the username with the value 'librarian', a password box with 12 dots, and a dropdown menu for the library name with 'My library' selected. A 'Login' button is positioned to the right of the library dropdown.

koha
OPEN-SOURCE INTEGRATED LIBRARY SYSTEM

Username:

Password:

Library:

Now your Koha is ready to use.