

Software's User Guide

LIBERTY

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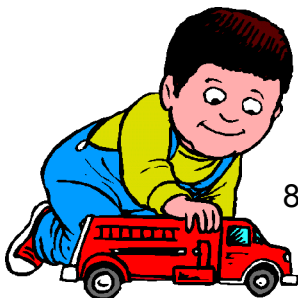
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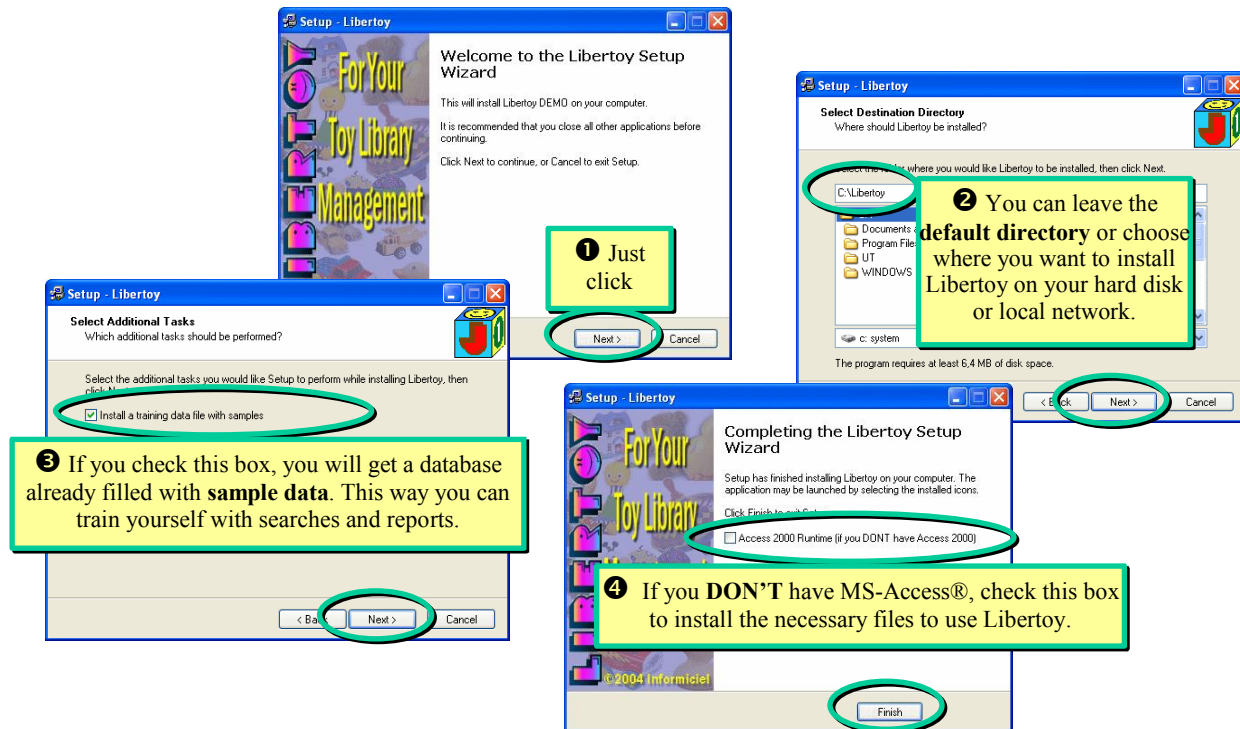
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Initial Installation



Generalities

Welcome to Liberty!

The toy library software simpler than a child's game. This guide should give you an overall look on its usage & possibilities.

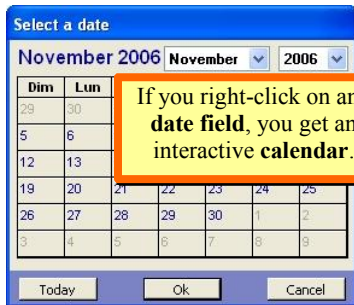
When you **add** an item or a member, Liberty proposes an **unique** identification number. You can then give your own number and it will be automatically **verified** as unique.

To get **instantaneous help** on any field on the screen, put the cursor on it and look the explanation on the bottom of the screen. You can also get information on a command **button** by leaving the mouse's cursor on it a few moment.

Special files get loans for items to be repaired, or for those who are lost, damaged or stolen. This way you can easily follow stock & statistics.

Date & monetary **format** are corresponding to your Windows® configuration panel.

You can **delete** members and items but you will also loose all their **history** and their corresponding loans. On the other hand, you never loose their cash transactions.



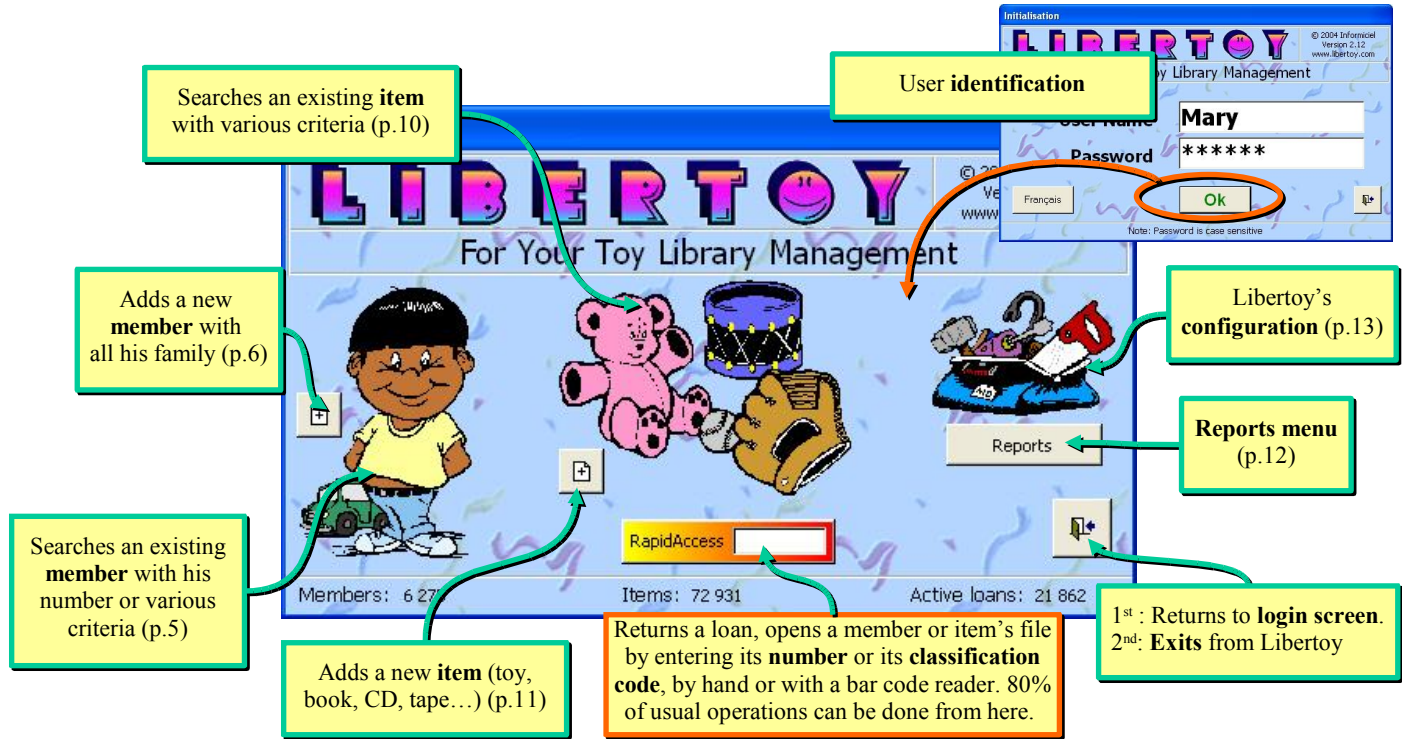
Use **[Tab]** key to get from one field to another without the mouse

Technical Support and Services :

- If you have any question on Liberty's usage
 - If you want customization of the software
 - To order additional licences
 - To update the software
 - To inform us of a bug – Free update any time!
- ➔ Write to : support@libertytoy.com
- ➔ Web site: <http://www.libertytoy.com>

Hits & tips in this guide appear in a box like this.

Main Menu



Member Search

Identification number for member's family or card's bar code scanning

Optional **Code** to identify a member

Any word in **comments**

Only members with **late loan** or **subscription** to renew soon

Members recently changed

	Members recently changed	Active loans
13	Mickaël Malaré	4
50	Ambre Bailey	4
47	Axel Lindlinger	4
43	Emibault Petrovic	4

Cancel search & close this screen

Starts searching & take action as stated below

Report of members corresponding to criteria

New members are always **selected** for card or label printing. You can select them one by one in their file screen or automatically all who respond to search criteria with this option. This let you make **complex searches** in multiple steps or get back to a previous search on those already selected.

You can directly open a **recently modified** member's file in this list. The top one is the most recently added, changed or with a new loan or item's return. The list is limited to the 30 most recent files.

Members Management

Double-click to renew subscription

Selected for card printing

Searches other members

Closes this screen

Adds member

Skips to previous / next member's file

Deletes complete member's file or only the selected person in the list

Adds loan

Returns selected item

Returns all active loans

Displays item's files of this list

Yellow if due

Print preview of complete member's file. Take into account "Actives loans only" box.

Undo last field change

Renew actives loans

Yellow if number of pieces lent is different from inventory

Expected return. Yellow if late

Double-click returns item or displays its file

Basic references

User comments or system messages for damaged items

Family or group's persons. The first one represents them. Unlimited number of persons.

Items lent to member. By default only actives ones but checking this box gives you all loans' history.

Member four

Member# 50 Code BAIL77012015
 Address # 3632 Apt 796 Street Saint Louis Postal code 81200 Day time (49)5359 8468 #32 Evening (49)5723 8575 #
 Comments eMail AmbreBailey@liberty.com Creation 2005-04-25
 Damaged item #331 on 2007-05-29. Received = 7.00 \$ fine

Selected for printing ☒ Due amount 3.75 \$

Next subscription 2008-04-25

First name	Last name	Status	Birth day	Age
Ambre	Bailey	Mother		
Clara	Ferguson	Girl		
Joe	Ferguson	Boy	2003-08-17	4

History ☐

Item#	From	End	Ext.	Return	Yes	
548	2007-08-23	2007-09-06				100 Big Pirate
604	2007-09-02	2007-09-16				1 The Hunchback Of N-D.
219	2007-09-23	2007-09-20				43 School Days Desk
345	2007-09-08	2007-09-22				8 Fire Rescue Set

Cash Transaction

Fees for **late returns** are automatically calculated.
If you consider them too expensive, you can **decrease** the amount due by the member by making a correction with a **negative amount (-)**.

Member **pays** his amount due completely or partly

Charge a member for a **rental**, a service or to play on toy library's site

The member pay its annual **subscription**.
Identical to double-click on field "Next subscription" on the member screen, except you can modify the amount here.

In the event of **error**,
correction of the amount due **without** any money handling.

Displays the list of all the **transactions** made by this member with monthly sub-totals

Selected for printing
Due amount 3,75 \$

Click here to open transaction screen

Confirms the transaction and record it in the transaction log

Cancels transaction

Member

012015

Subscription 2008-04-25

Selected for printing

Due amount 3,75 \$

3632 Apt 796 Street Saint Louis Town London

Postal code 81 200 Day time

Cash transaction

Reason

Account payment

Amount 234,75 \$

Rental / Service

Subscription payment

Account adjustment

View member's transactions history

Cancel

Item's Loan

The screenshot shows a software window titled "New loan for member#50: Ambre Bailey". The window contains several input fields and buttons. Annotations with arrows point to specific elements:

- Enter item's **number** or **classification** code**: Points to the **Item#** field containing "345".
- Automated**: Points to the **From** date field containing "2007-09-08".
- Automated but you can adjust it**: Points to the **End** date field containing "2007-09-22".
- Confirms loan and asks for a **new on** or **confirms** loan and closes this screen**: Points to the "+ New loan +" button.
- Ok**: Points to the "Ok" button.
- Cancels this loan and closes this screen**: Points to the "Cancel" button.
- Before making a new loan, Liberty **checks** if the member follows rules: Paid contribution, not amount or item due, not too much loans. It **informs** you if something is wrong but let **you** decide to make loans or not.**: Points to the **Policies** dropdown menu.
- Double-click to get details about this policy. It corresponds to rental fees on the left.**: Points to the "Default" option in the **Policies** dropdown.
- Item's **comment** which can be modified here. The same comment is also appearing in item's files.**: Points to the **Item's comments** text area.
- If item that you want to lend is already indicated as being **lent to another member**, its file appears to let you make the returns if they were forgotten.**: Points to the bottom of the **Item's comments** text area.

The form fields and buttons are as follows:

Field/Label	Value/Text
Item#	345
From	2007-09-08
End	2007-09-22
Rental	0,00 \$
Pieces	8
Item's comments	Check there is no more water when it comes back.
Policies	Default
Buttons	+ New loan +, Ok, Cancel

Loans' Return

Late fees are calculated according to your working days as indicated in the **configuration**. They are calculated for **each** item since they can be due for different days.

Return of all loans of a member
When items are complete and in good shape

You have to **count** the number of items that the member gives back to you (to avoid errors)

Return of all active loans

Given back items complete & in good shape

Reel date of return



Cancel

Confirms items' return

Cancels items' return

Return of a loan, one by one

Return #600: The Hunchback Of N-D.

Item's return condition

☒ Item is in good shape

☐ Item is lost

Pieces are missing

☐ Sell item to member

☐ Adjust inventory

Item is in bad condition

☐ Give to repair


☐ Sell item to member

☐ Item's comments

Actual date of return

Late: 14 d.

Fine



Cancel

Default is current date but it can be modified

Default is item's price but it can be modified

Confirms item's return

Cancels item's return

Select item's return condition

Return of one repaired item
Done by member -1 (repairer)

Repair of #331: Building Blocks

Item's return condition

☒ Repaired item

☐ Irreparable item



Date repaired

Cost

Cancel

Last borrower

Item Search

Item's identification number

Optional code to classify this item, could be anything like site reference or manufacturer's serial code or bar code

Searches a word anywhere in **title** or in **comments**.

Only **multiplayer** games (if checked) or single player (if empty) or both (if grey)

Items **already** selected manually or from previous searches

Fill only one field or both to limit the date range

Item(s) search

Item#

Classification

Title

Category

Policy

Comments

Age aimed

Multiplayer

State

- ☒ All
- ☐ Available
- ☐ Lent
- ☐ Late
- ☐ Selected

Acquisition date

From

Items recently changed

	Available
162 Dinosaurus Set	<input type="checkbox"/>
130 Playtime Activity Centre	<input checked="" type="checkbox"/>
627 Beauty And The Beast	<input checked="" type="checkbox"/>
687 Pooh's Honey Tree	<input type="checkbox"/>
700 My First Counting Book	<input checked="" type="checkbox"/>
728 Magnetis Darts	<input checked="" type="checkbox"/>
135 Baby'S Activity Mirror	<input checked="" type="checkbox"/>
104 Music Box-Record Player	<input checked="" type="checkbox"/>

Cancel

Search

Report

Select

Deselect

Notes:

- Without any criteria, you will get all items.
- You can click on the above list to open one of those recently modified item.
- You can give many criteria to get a more precise search.

Cancel search & close this screen

Starts searching & take action as stated below

Report of items corresponding to criteria(s)

New items are always **selected** for label printing or fast finding. You can select them one by one in their file screen or automatically all who respond to search criteria with this option. This let you make **complex searches** in multiple steps or get back to a previous search on only those already selected.

Item Management

- Toys & Others -

If you choose so in configuration, Libertoy makes sure your code ends with an unique sequential number or add one itself. Ex: If you enter X and you already used X-1 and X-3, it gives code X-2.

Checked for a new item, indicate it is **selected** for label printing or fast search.

Searches other items

Closes this screen

Adds a new item. Press [Ctrl]+Click or check «Copy» to add double of actual item

Skips to next or previous item

Deletes this item except if it is actually lent

Undo last field change

Displays file of **selected member** or indicate this item as be stolen

Item's description

Comments on item or any additional information you want to search for.

Policy describes loans conditions and rental fees. Double-click to see them.

Actual **member** borrowing this item or **all loans** if "history" box is checked.

Double-click here is like a click on the button on right

The screenshot shows the 'Item Management' window for 'Toys & Others'. It contains several input fields and buttons. The 'Item#' field is 162, 'Classification' is RP-112, 'Title' is Dinosaur Set, 'Category' is Role playing game, 'Age aimed' is 3, 'Multiplayer' is unchecked, 'Nbr. of pieces' is 11, 'Acquisition' is 1999-08-07, 'Value' is 15,00 \$, and 'Source' is Gift. The 'Comments' field is empty. The 'Loans' section shows a table with columns: Mbr#, Last name, End, Return, Ext. The first row shows Mbr# 13, Last name Mickaël Malary, End 2007-09-20, Return, and Ext. There are buttons for 'Copy', 'Previous', 'Next', 'Delete', 'Undo', and 'File'. A 'Selected' checkbox is checked. A 'Policy' dropdown is set to 'Default'. A 'History' checkbox is unchecked. A 'Double-click' button is located at the bottom right of the 'Loans' table.

Mbr#	Last name	End	Return	Ext.
13	Mickaël Malary	2007-09-20		

Reports Menu

☒ Selected members' card
☐ Selected members' postal labels
☐ Members list ☐ Selected

Items list :

☐ Labels in 3 columns ☐ 1 column
☐ Descriptive labels for selected items
☐ Detailed stock by category ☐ Catalog
☐ All loans ☐ Late loans
☐ Damaged ☐ Lost / stolen

Following reports cover these dates:
From To

☐ Operational stats
☐ New acquisitions
☐ Expected returns ☐ Repairs done
☐ Detailed transactions ☐ Daily summary

Items ☐ most or ☐ least lent

Report sample

Operational stats

From 2003-01-01 to 2003-12-31

New Members:	14	Items in stock on 2003-01-01:	764
Members on 2003-12-31:	52	+ New Items:	2
Members' visits:	1 517	- Removed items (lost/stolen/...):	1
Number of loans:	1 617	= Items in stock on 2003-12-31:	765
Number of returns:	1 430	Active loans on 2003-12-31:	187

Transaction	Number	Total	Average
Late fees	281	447,25 \$	1,59 \$
Fine	1	7,00 \$	7,00 \$
Subscription	1	10,00 \$	10,00 \$
Payment	2	326,34 \$	163,17 \$
Adjustment	6	306,25 \$	51,04 \$
On site	10	21,00 \$	2,10 \$

Choose reports' period

<input type="button" value="Last week"/>	<input type="button" value="This week"/>
<input type="button" value="Last month"/>	<input type="button" value="This month"/>
<input type="button" value="Last year"/>	<input type="button" value="This year"/>
<input type="button" value="Cancel"/>	

General Configuration

Liberty configuration

General | Policies | Categories | Predetermined options | Security

Regional standard: Australia

Default town: Sydney

Regional phone code: 029

Phone is required to add a member: ☒

Annual subscription: 10,00 \$

Search range for subscription renewal: 20 days

Maximum items lent: 5

Unique sequence for items' classification: ☒

Classification separator: -

Logo for member's cards

Toy library description

1090 de Grand Pré
Laval (QC) H7E 4G6
Tél: 1-450-667-7982

Monday-Friday 9hAM-5hPM
Sat-Sunday 1hPM-4hPM

Business days: Mon Tue Wed Thu Fri Sat Sun

Ok

Cancel

For phones & postal codes format

Use «Copy» or press [Ctrl]-C in your graphic editor and press [Ctrl]-V here. Or drag & drop a BMP or EMF file here.

Default value for new phone number

Confirms changes

Cancels changes for this screen only (not those of the 4 other pages)

As printed on member's cards

For late fees calculation.

Lets you enter only the code "Z" to search automatically the next sequence available to complete it. Ex: If we already use Z1,Z2,Z4 then display Z3. Prevent non-unique code.

Policies Configuration

Multiple policies let you manage your loans differently for each item while changing them at once for all corresponding items. By example, if you have a policy for DVD rental, you can change its rental fees here and all your DVDs will be affected, without having to change them one by one.

Liberty configuration

General Policies Categories Predefined options Security

Loans Policies Editing

#	0	Label (En./Fr.)	Default / Par défaut	Loan duration	14 days	Rental charges	0,00 \$
				Loan extension for renewals	14 days	Daily fine on each late item	0,250 \$
#	1	Label (En./Fr.)	New item / Nouveautés	Loan duration	7 days	Rental charges	1,00 \$
				Loan extension for renewals	0 days	Daily fine on each late item	0,500 \$
#	2	Label (En./Fr.)	Baby's furniture / Mobilier bébé	Loan duration	90 days	Rental charges	10,00 \$
				Loan extension for renewals	30 days	Daily fine on each late item	2,500 \$

Ok

Cancel

Unique number used only by the system.

If is 0 (zero) then **deactivate** renewal option

If the loan **duration** is 0, the system manages it as a **service** because it is automatically & immediately returned, so there is nothing going outside.

Fees charged for each rental or renewal of an item using this policy.

Categories & Predefined Options

Liberty configuration

General Policies **Categories** Predefined options Security

#	French	English
1	Jeu de motricité	Motion game
2	Jeu d'habileté/rapidité	Dexterity / speed game
3	Jeu sensoriel	Sensorial game
4		Assembly game
5		Construction game
6		Strategy game
7		Board game
8		Card game
9		Role playing game
10		Knowledge game
11		Book

Ok Cancel

Liberty configuration

General Policies Categories **Predefined options** Security

Type	Code	French	English
Age	12	12+	12+
Age	15	15+	15+
Age	18	18+	18+
Source	1	Acheté	Purchase
Source	2	Donné	Gift
Source	3	Fourniss. X	Supplier X
Source	4	Fourniss. Y	Supplier Y
Source	5	Fourniss. Z	Supplier Z
Status	1	Mère	Mother
Status	2	Père	Father
Status	3	Autre	Other
Status	4	Fils	Boy
Status	5	Fille	Girl
*			

Ok

Defines items' categories or other predefined choices. Add new ones on the last bottom line. Make changes **very carefully** as it changes all the corresponding items in the database.

You can add other options at the last line.

Security Management

Passwords are **encrypted**, so they cannot be recovered.

User « **Admin** » always has full access. Its default password is « **zipzap** »; it is recommended to change it as soon as possible.

Enter an user name on **<new>** to add one.

When you change a **password**, you only see asterisk for each key. Liberty will ask you to **confirm** the change later.

Liberty configuration

General | Categories | Predefined options | **Security**

Return date modification allowed ☒

User	Password	Viewing members	General access	Reports	Delete items	Delete Members	System Config.	Security	
admin	XXXXXXXXXXXXXXXXXXXX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
public	XXXXXXXXXXXXXXXXXXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
service	XXXXXXXXXXXXXXXXXXXX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<new>	XXXXXXXXXXXXXXXXXXXX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Under user "Admin", you can only change the password.
 - User "Public" is used when we login without a user name.
 - No checked box means the user is only allowed.

« **General access** » means the user can add or change data, lend toys, get returns and make renewals.

Deletes user and his access rights.

User « **Public** » is used when no name is given in login screen. It **can** have a password but it is conceived to let members seek in the data base.

A **checked** box means **authorized** access to corresponding user & privilege.
Ex: « **Service** » can use reports.