

Software's User Guide

LIBERTY

Table of Contents:

2 – Initial Installation

3 – Generalities

4 – Main Menu

5 – Member Search

6 – Member Management

7 – Cash Transaction

8 – Item's Loan

9 – Loans' Return

10 – Item Search

11 – Item Management

12 – Reports Menu

13 – General Configuration

14 – Policies Configuration

15 – Categories & Predefined Options

16 – Security Management



Initial Installation

1 Just click

2 You can leave the default directory or choose where you want to install Liberty on your hard disk or local network.

3 If you check this box, you will get a database already filled with **sample data**. This way you can train yourself with searches and reports.

4 If you **DON'T** have MS-Access®, check this box to install the necessary files to use Liberty.

The screenshots show the following steps:

- Welcome to the Liberty Setup Wizard:** The user is greeted and instructed to click 'Next >' to continue.
- Select Destination Directory:** The user chooses the installation path, with 'C:\Liberty' highlighted as the default.
- Select Additional Tasks:** The user is asked if they want to install a training data file with samples. The checkbox is checked.
- Completing the Liberty Setup Wizard:** The user is asked to check 'Access 2000 Runtime' if they don't have it. The checkbox is checked.

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.

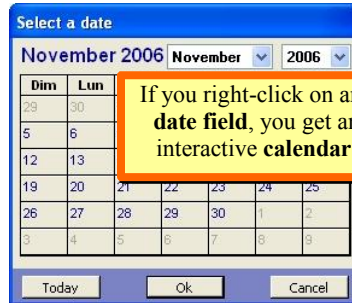
When you **add** an item or a member, Liberty proposes an **unique** identification number. You can then give your own number and it will be automatically **verified** as unique.

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@liberty.com
- ➔ Web site: <http://www.liberty.com>

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

Main Menu

The screenshot shows the main menu of the Liberty Toy Library Management system. At the top, the logo 'LIBERTY TOY' is displayed in large, colorful letters. Below the logo, the text 'For Your Toy Library Management' is visible. The menu features several icons and buttons: a plus sign in a square, a cartoon boy, a pink teddy bear, a drum, a baseball glove, a car, and a 'Reports' button. A 'RapidAccess' search bar is located at the bottom center. A statistics bar at the bottom shows 'Members: 6 27', 'Items: 72 931', and 'Active loans: 21 862'. An inset window shows a user identification form with fields for 'User Name' (Mary) and 'Password' (*****), and an 'Ok' button circled in orange. A copyright notice at the top right reads '© 2004 Informiciel Version 2.12 www.libertytoy.com'.

Searches an existing **item** with various criteria (p.10)

Searches an existing **member** with his number or various criteria (p.5)

Adds a new **member** with all his family (p.6)

Adds a new **item** (toy, book, CD, tape...) (p.11)

Libertytoy's **configuration** (p.13)

Reports menu (p.12)

User identification

1st : Returns to **login** screen.
2nd: **Exits** from Libertytoy

Returns a loan, opens a member or item's file by entering its **number** or its **classification code**, by hand or with a bar code reader. 80% of usual operations can be done from here.

Members: 6 27 Items: 72 931 Active loans: 21 862

© 2004 Informiciel
Version 2.12
www.libertytoy.com

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

Member search

Member# []

Code []

Phone# []

First name []

Last name []

Comments []

Late return

Subscription due (± 20 days)

Currently selected

Members recently changed **Active loans**

| Member# | Name | Active loans |
|---------|--------------------|--------------|
| 13 | Mickaël Malary | 4 |
| 50 | Ambre Bailey | 4 |
| 47 | Axel Lindinger | 4 |
| 43 | Trimbault Petrovic | 4 |

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.

Member search [X]

Binoculars icon

Search icon

Select

Deselect

Members Management

Double-click to renew subscription

Selected for card printing

Searches other members

Closes this screen

Basic references

Member# 50 **Code** BAIL77012015 **Selected for printing** **Next subscription** 2008-04-25 **Due amount** 3.75 \$

Address

3632 **Apt** 796 **Street** Saint Louis **Yellow if due**

Postal code 81200 **Day time** (49)5359 8468 #32 **Evening** (49)5723 8575 #

Comments eMail AmbreBailey@libertoy.com **Creation** 2005-04-25

User comments or system messages for damaged items

Damaged item #331 on 2007-05-29. Received a 7.00 \$ fine.

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

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

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

Undo last field change

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

Adds loan

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

History

| Item# | From | End | Ext. Return | Res |
|-------|------------|-------------------|-------------------------------------|-----|
| 548 | 2007-08-23 | 2007-09-06 | <input type="checkbox"/> | 100 |
| 604 | 2007-09-02 | 2007-09-16 | <input type="checkbox"/> | 1 |
| 219 | 2007-09-20 | 2007-09-20 | <input checked="" type="checkbox"/> | 43 |
| 345 | 2007-09-08 | 2007-09-22 | <input type="checkbox"/> | 8 |

Renew actives loans

Expected return. Yellow if late

Yellow if number of pieces lent is different from inventory

Double-click returns item or displays its file

Displays item's files of this list

Returns selected item

Returns all active loans

Adds member

Skips to previous / next member's file

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

Cash transaction

| Reason | Amount |
|--|-----------|
| <input type="radio"/> Account payment | 234,75 \$ |
| <input type="radio"/> Rental / Service | |
| <input type="radio"/> Subscription payment | |
| <input type="radio"/> Account adjustment | |

View member's transactions history Cancel

Confirms the transaction and record it in the transaction log

Cancel transaction

Item's Loan

The screenshot shows a dialog box titled "New loan for member#50: Ambre Bailey". The fields and their values are:

- Item#**: 345
- From**: 2007-09-08
- End**: 2007-09-22
- Rental**: 0,00 \$
- Pieces**: 8
- Item name**: Fire Rescue Set
- Policies**: Default
- Item's comments**: Check there is no more water when it comes back.

Buttons at the bottom include "+ New loan +", "Ok", and "Cancel".

Callouts provide the following information:

- Enter item's number or classification code**: Points to the Item# field.
- Automated**: Points to the From field.
- Automated but you can adjust it**: Points to the End field.
- Confirms loan and asks for a new one or confirms loan and closes this screen**: Points to the "+ New loan +" button.
- Ok**: Points to the "Ok" button.
- Cancel**: 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 field.
- Double-click to get details about this policy. It corresponds to rental fees on the left.**: Points to the Policies field.
- Item's comment which can be modified here. The same comment is also appearing in item's files.**: Points to the Item's comments field.
- 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 Item's comments field.

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.

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

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

Return of all active loans

Given back items complete & in good shape: 3

Reel date of return: 2005-08-30

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: 2003-12-01

Late: 14 d.

Fine: \$3.50

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: 2005-08-30

Cost: 1,00 \$

Last borrower: 50: Ambre Bailey

Cancel

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

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.

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.

Item(s) search

Item#

Classification

Title

Category

Policy

Comments

Age aimed

State

Acquisition date

From

Multiplayer

Select

Deselect

Items recently changed

| | 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 | Magnetics Darts | <input checked="" type="checkbox"/> |
| 135 | Baby'S Activity Mirror | <input checked="" type="checkbox"/> |
| 104 | Music Box-Record Player | <input checked="" type="checkbox"/> |

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

Item# 162 Classification RP-112
 Title Dinosaur Set Selected
 Category Role playing game ESAR S01
 Age aimed 3 Multiplayer Nbr. of pieces 11
 Acquisition 1999-08-07 Value 15,00 \$ Source Gift
 Comments
 Policy Default History
 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 | Profiles | Categories | Predefined 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

As printed on member's cards

Let's 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.

For late fees calculation.

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

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

| # | Label (En./Fr.) | Loan duration | Loan extension for renewals | Rental charges | Daily fine on each late item |
|---|----------------------------------|---------------|-----------------------------|----------------|------------------------------|
| 0 | Default / Par défaut | 14 days | 14 days | 0,00 \$ | 0,250 \$ |
| 1 | New item / Nouveautés | 7 days | 0 days | 1,00 \$ | 0,500 \$ |
| 2 | Baby's furniture / Mobilier bébé | 90 days | 30 days | 10,00 \$ | 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 | | Simulation game |
| 11 | | Knowledge game |
| 12 | | Book |

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 |
| * | | | |

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.

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

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

Deletes user and his access rights.

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

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.

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

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

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 | ***** | <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 | ***** | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| service | ***** | <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> | ***** | <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 loggin without a user name.
- No checked box means the user is only allowed to view.

Ok