

INFLIBNET Centre (An IUC of UGC)
Ahmedabad – 380 009

SOUL 2.0

Flow Chart for Circulation Module

- **Administration → General Master → Institute Details**
 - **Institute Details** → Add → Enter the details of institute on right → Save
 - Select Institute by clicking on the left cell before Institute Name
 - **Department Details** → Add → Enter Details & save
 - **Add Branch(Course/Designation Master)** → Add course/designation & save
 - **Course & Designation** → Add → Select Branch Name from Dropdown List → Save

- **Administration → Circulation Master**
 - **Category**
 - Add → Fill the Category Name & Details → Save
 - Select Category from Category Details for assigning Privileges
 - Add → Select Material Type and fill other details → Save
 - **Calendar**
 - Add → Date & Occasion Name → Save
 - Update → Select the weekly off Day → Save
 - **Member Type (Only For Book-bank issue/return)**
 - Add → Member Type & other Details → Save
 - **Customize Member Card** → Design the template by dragging the required fields → Save

- **Circulation → Membership**
 - **New Member** → Add (From the options listed below the form)
 - Select category, Institute, department & course/Designation from Dropdown
 - Fill the Details of members in Personal Information, Payment Information, Contact Information & picture(photograph of member) → Save
 - **Copy Member** → For copying member details if enrolled in other courses at the same time
 - **Search Member** → For searching member details
 - **Delete** → Delete Single member by entering member id or group by institute, department and other options
 - **Renewal** → Renew Single member by entering member id or group by institute, department and other options

- **Circulation → Transaction**
 - **Transaction Menu**
 - Enter Accn. no.(or selecting by barcode reader) & Member code/Member ID
 - Click issue for issuing book
 - Click return for return
 - Reserve for Reserving issued book etc.
 - **Search** by Title for searching any book for issue
 - **Overdue** charges for calculating fine amount and collecting fine.
 - **Book Bank Issue** → To be issued based on member type (assigned in master)
 - **Reminder** → For sending reminder letter to return book

- **Circulation Group** (Optional) only for issuing books to group members
 - Add Group → Enter member code/id → Save
 - Group Issue/Return → Same as issue return
 - **Stock Verification** → Select Shelving Location → Enter accession Number (or import the list of accession numbers) → Save
 - **Member Log in**(Acts as the daily visitors register) → Enter member code → click log in
 - **Book Transfer** → Select Source library → select destination library (addition can be done at Administration → General master → New Library)
 - Enter the accn no. → Transfer
- **Circulation → ILL**
 - **Borrowing Book**
 - **Request** → Add details of requested book → Save
 - **Request to Library** → Select the ILL Library Name & click show → select the book & save
 - **Receiving Items on ILL** → Select Library Name → select book → click save
 - **Issue** → Enter member code → Select book & Issue
 - **Return** → Send to Library
 - **Lending Book** → Enter book Details → Select library → save
 - **Circulation → Maintenance**
 - **Lost** → Replace book → Replacing Document → Enter details & Replace
 - **Lost** → Amount Recovery → Slip Generation → Enter details → Payment → Receipt Generation → Enter Details & Save
 - **Binding** → Enter Accession No → Click Binding → Order for Binding → Enter details & Save → Invoice & receiving → Payment → Add details & Save
 - **Damaged** → Enter Accn. No → Damage
 - **Missing** → Missing Process → Enter Member code & Accession No → Save
 - **Missing** → Found Process → Enter Accn No. & other Details → Save
 - **Withdrawal** → Withdrawal Process → Enter Accn. No → Withdraw
 - **Withdrawal** → Re-Introduce → Select title clicking on check box → Available