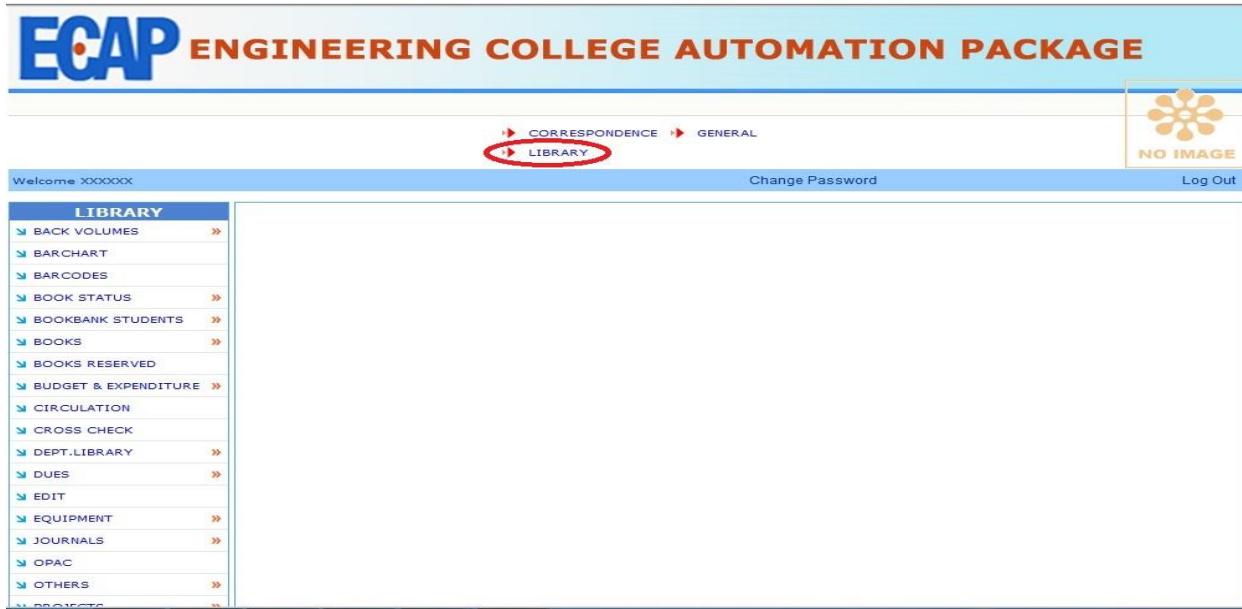


# LIBRARIAN MODULE

**1) How Can I Check Library Budget And Expenditure Report Of That Particular Day?**

**Step 1:- Please Login In To “ECAP” By Using Your Username And Password.**

**Step 2:- Please Click On “Library” Module As Shown In Below.**



**Step3:- After Clicking On Academics Module You Will Find “Left Panel” As Shown In Below.**

# ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE

▶ CORRESPONDENCE
▶ GENERAL

▶ LIBRARY



NO IMAGE

Welcome XXXXX
Change Password
Log Out

**LIBRARY**

- [BACK VOLUMES](#)
- [BARCHART](#)
- [BARCODES](#)
- [BOOK STATUS](#)
- [BOOKBANK STUDENTS](#)
- [BOOKS](#)
- [BOOKS RESERVED](#)
- [BUDGET & EXPENDITURE](#)
- [CIRCULATION](#)
- [CROSS CHECK](#)
- [DEPT LIBRARY](#)
- [DUES](#)
- [EDIT](#)
- [EQUIPMENT](#)
- [JOURNALS](#)
- [OPAC](#)
- [OTHERS](#)

Left panel

**Step 4:-You Will Find "Lift Panel" In That "Budget & Expenditure" Link As Shown In Below**

▶ CORRESPONDENCE
▶ GENERAL

▶ LIBRARY



NO IMAGE

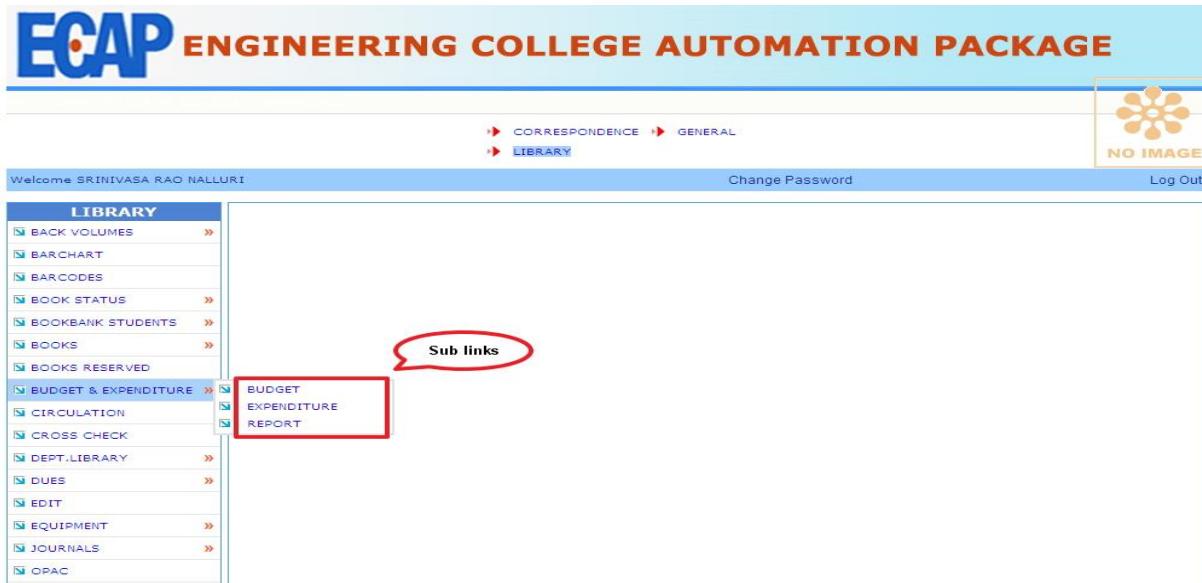
Welcome SRINIVASA RAO NALLURI
Change Password
Log Out

**LIBRARY**

- [BACK VOLUMES](#)
- [BARCHART](#)
- [BARCODES](#)
- [BOOK STATUS](#)
- [BOOKBANK STUDENTS](#)
- [BOOKS](#)
- [BOOKS RESERVED](#)
- [BUDGET & EXPENDITURE](#)
- [CIRCULATION](#)
- [CROSS CHECK](#)
- [DEPT LIBRARY](#)
- [DUES](#)
- [EDIT](#)
- [EQUIPMENT](#)
- [JOURNALS](#)
- [OPAC](#)

Left panel

**Step5:-** Please Place Your Mouse Pointer On “Budget Expenditure” Link Which Is Available In Left Menu. Then You Will Find “Sub Links Menu” As Shown In Below.



ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE

LIBRARY

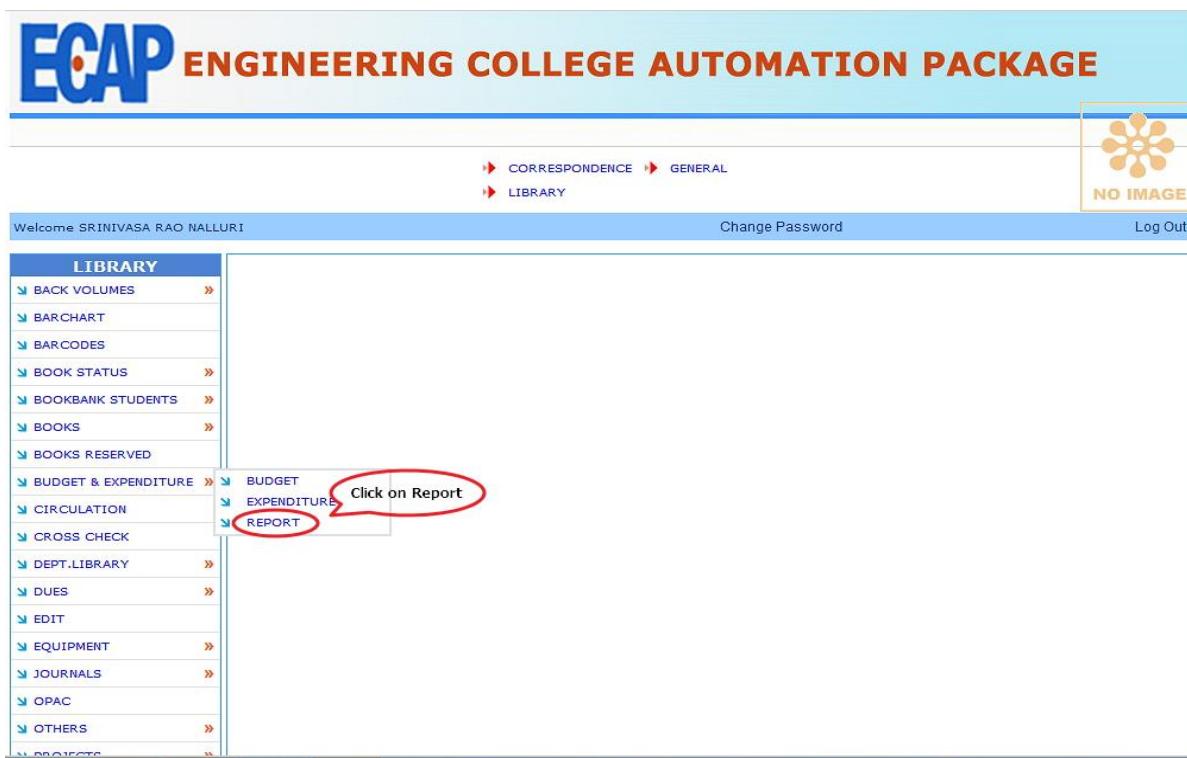
- BACK VOLUMES
- BARCHART
- BARCODES
- BOOK STATUS
- BOOKBANK STUDENTS
- BOOKS
- BOOKS RESERVED
- BUDGET & EXPENDITURE**
- CIRCULATION
- CROSS CHECK
- DEPT.LIBRARY
- DUES
- EDIT
- EQUIPMENT
- JOURNALS
- OPAC

BUDGET  
EXPENDITURE  
REPORT

Sub links

NO IMAGE

**Step6:-** Please Find “Report” Option In Sub Links Menu As Shown In Below



ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE

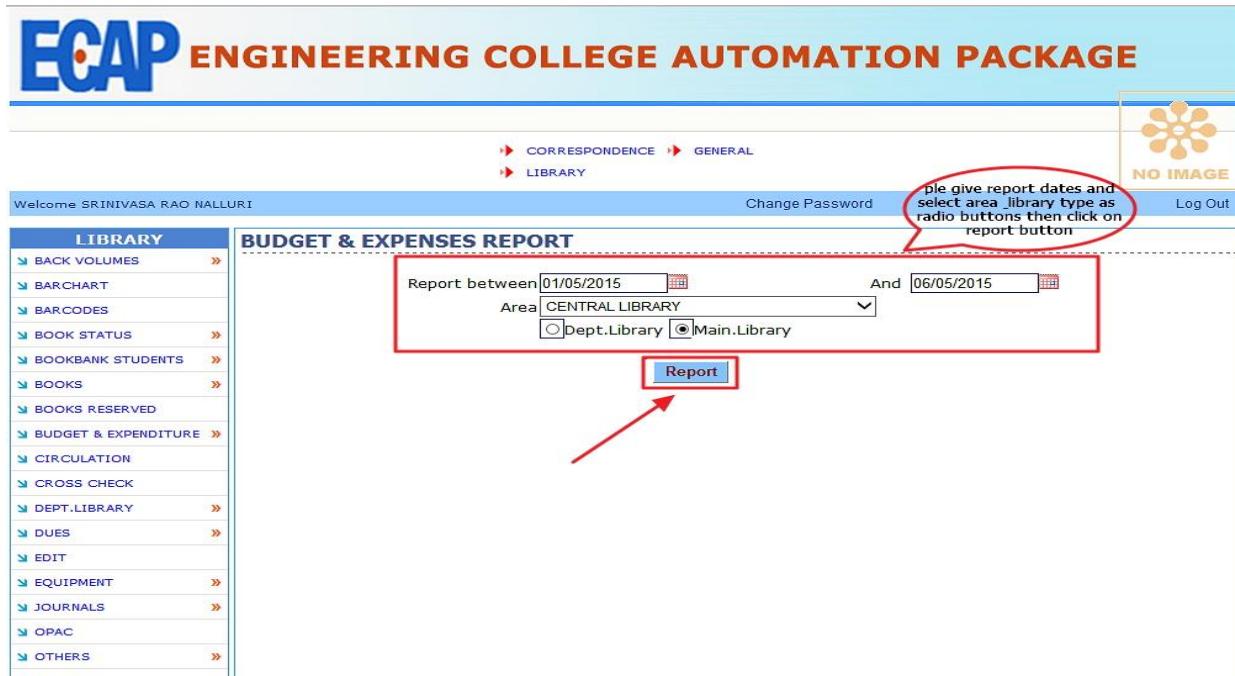
LIBRARY

- BACK VOLUMES
- BARCHART
- BARCODES
- BOOK STATUS
- BOOKBANK STUDENTS
- BOOKS
- BOOKS RESERVED
- BUDGET & EXPENDITURE**
- BUDGET**
- EXPENDITURE**
- REPORT**

Click on Report

NO IMAGE

**Step7:-** After Click On Report Link Then You Will Give Dates And Select Area Of Library & Library Type As Using With Radio Buttons And Then Click On Report Button



**Step8:-** You Will “Find Your Budget&Expenditure Report Day Wise” As Shown In Below.If You Want To Take Print Out Then Please Click On “PRINT Button” And If You Want To Export This Data In To Excel Sheet Please Click On “Export Button”

Welcome SRINIVASA RAO NALLURI

[Change Password](#)

[Log Out](#)

**LIBRARY**

- [BACK VOLUMES](#)
- [BARCHART](#)
- [BARCODES](#)
- [BOOK STATUS](#)
- [BOOKBANK STUDENTS](#)
- [BOOKS](#)
- [BOOKS RESERVED](#)
- [BUDGET & EXPENDITURE](#)
- [CIRCULATION](#)
- [CROSS CHECK](#)
- [DEPT. LIBRARY](#)
- [DUES](#)
- [EDIT](#)
- [EQUIPMENT](#)
- [JOURNALS](#)
- [OPAC](#)
- [OTHERS](#)
- [PROJECTS](#)
- [PURCHASE ORDER](#)
- [RECEIPTS](#)
- [REPORTS](#)
- [REQUISITION](#)

**BUDGET & EXPENSES REPORT**

Report between  And   
 Area   Dept.Libary  Main.Library

**Report**

**XXXXXX COLLEGE OF ENGINEERING & TECHNOLOGY ( Code: 49 )**  
 Approved By AICTE., Affiliated to JNTUK, Kakinada  
 KM Towers,CBM Compound,Visakhapatnam  
 Tel : 0891-3097980

BudgetExpenditure  
report day wise

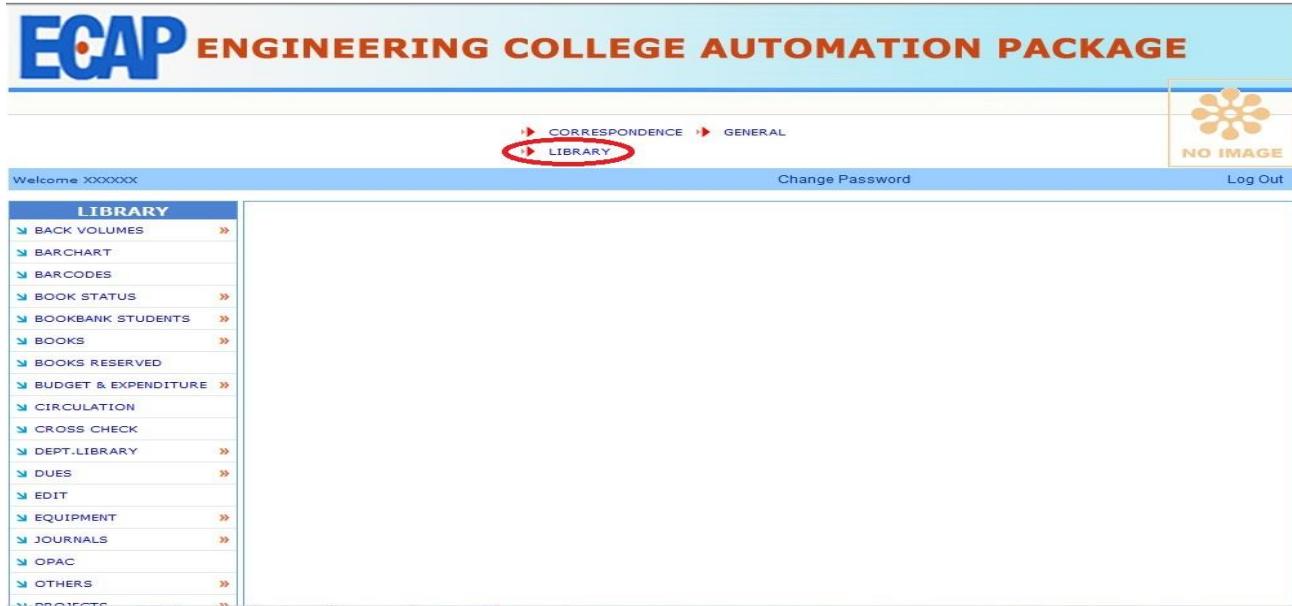
Library Budget & Expenses Report For Date Range 01-May-2015 And 06-May-2015				
SI.No	Date	Income	Opening Balance	.00
1	01/05/2015	1000.00	Expenditure	Closing Balance
2	05/05/2015	5000.00		1000.00
3	06/05/2015		2000.00	6000.00
			Closing Balance	4000.00
				4000.00

**Print** **Export**

## 49) How Can I Enter Requisition?

**Step 1:-** Please Login In To “ECAP” By Using Your Username And Password.

**Step 2:- Please Click On "Library" Module As Shown In Below.**



**ECAP** ENGINEERING COLLEGE AUTOMATION PACKAGE

WELCOME XXXXXX

LIBRARY

- BACK VOLUMES
- BARCHART
- BARCODES
- BOOK STATUS
- BOOKBANK STUDENTS
- BOOKS
- BOOKS RESERVED
- BUDGET & EXPENDITURE
- CIRCULATION
- CROSS CHECK
- DEPT.LIBRARY
- DUES
- EDIT
- EQUIPMENT
- JOURNALS
- OPAC
- OTHERS
- PROJECTS

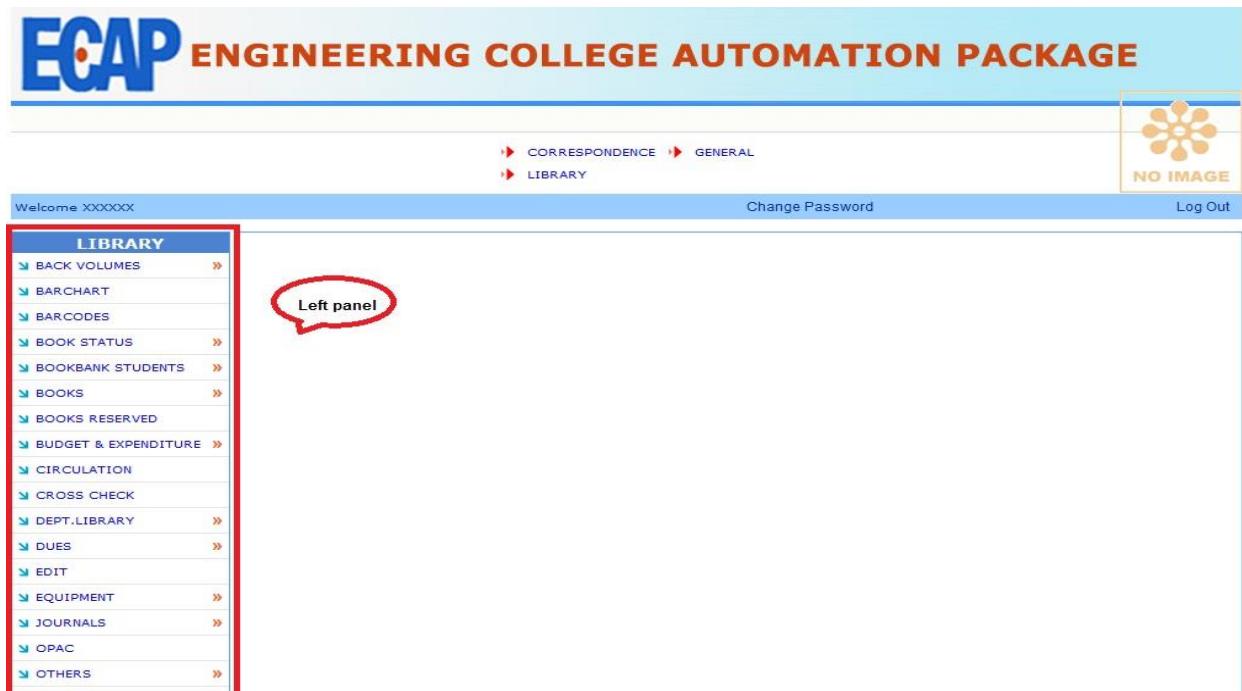
CORRESPONDENCE GENERAL

LIBRARY

NO IMAGE

Change Password Log Out

**Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.**



**ECAP** ENGINEERING COLLEGE AUTOMATION PACKAGE

WELCOME XXXXXX

LIBRARY

- BACK VOLUMES
- BARCHART
- BARCODES
- BOOK STATUS
- BOOKBANK STUDENTS
- BOOKS
- BOOKS RESERVED
- BUDGET & EXPENDITURE
- CIRCULATION
- CROSS CHECK
- DEPT.LIBRARY
- DUES
- EDIT
- EQUIPMENT
- JOURNALS
- OPAC
- OTHERS

CORRESPONDENCE GENERAL

LIBRARY

NO IMAGE

Change Password Log Out

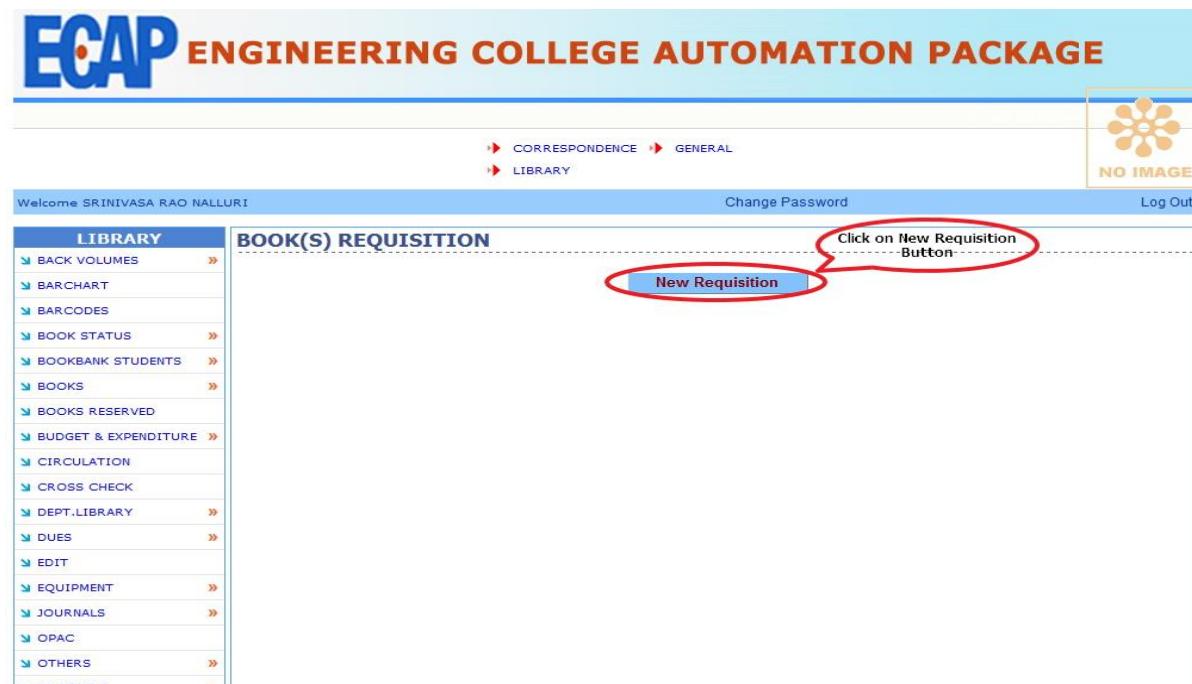
Left panel

**Step 4:-Please Click On "Requisition" Which Is Available On Left Panel As Shown In Below.**

LIBRARY	
» BACK VOLUMES	»
» BARCHART	
» BARCODES	
» BOOK STATUS	»
» BOOKBANK STUDENTS	»
» BOOKS	»
» BOOKS RESERVED	
» BUDGET & EXPENDITURE	»
» CIRCULATION	
» CROSS CHECK	
» DEPT LIBRARY	»
» DUES	»
» EDIT	
» EQUIPMENT	»
» JOURNALS	»
» OPAC	
» OTHERS	»
» PROJECTS	»
» PURCHASE ORDER	
» RECEIPTS	
» REPORTS	
» <b>REQUISITION</b>	
» RULES	
» SEARCH	»
» STOCK VERIFICATION	
» SUBJECTS	

Click on Requisition link

**Step5:-After Click On Requisition Link You Will Find "New Requisition" Button As Shown Below**



**ECAP** ENGINEERING COLLEGE AUTOMATION PACKAGE

► CORRESPONDENCE ► GENERAL  
► LIBRARY

Welcome SRINIVASA RAO NALLURI Change Password Log Out

LIBRARY	
» BACK VOLUMES	»
» BARCHART	
» BARCODES	
» BOOK STATUS	»
» BOOKBANK STUDENTS	»
» BOOKS	»
» BOOKS RESERVED	
» BUDGET & EXPENDITURE	»
» CIRCULATION	
» CROSS CHECK	
» DEPT LIBRARY	»
» DUES	»
» EDIT	
» EQUIPMENT	»
» JOURNALS	»
» OPAC	
» OTHERS	»

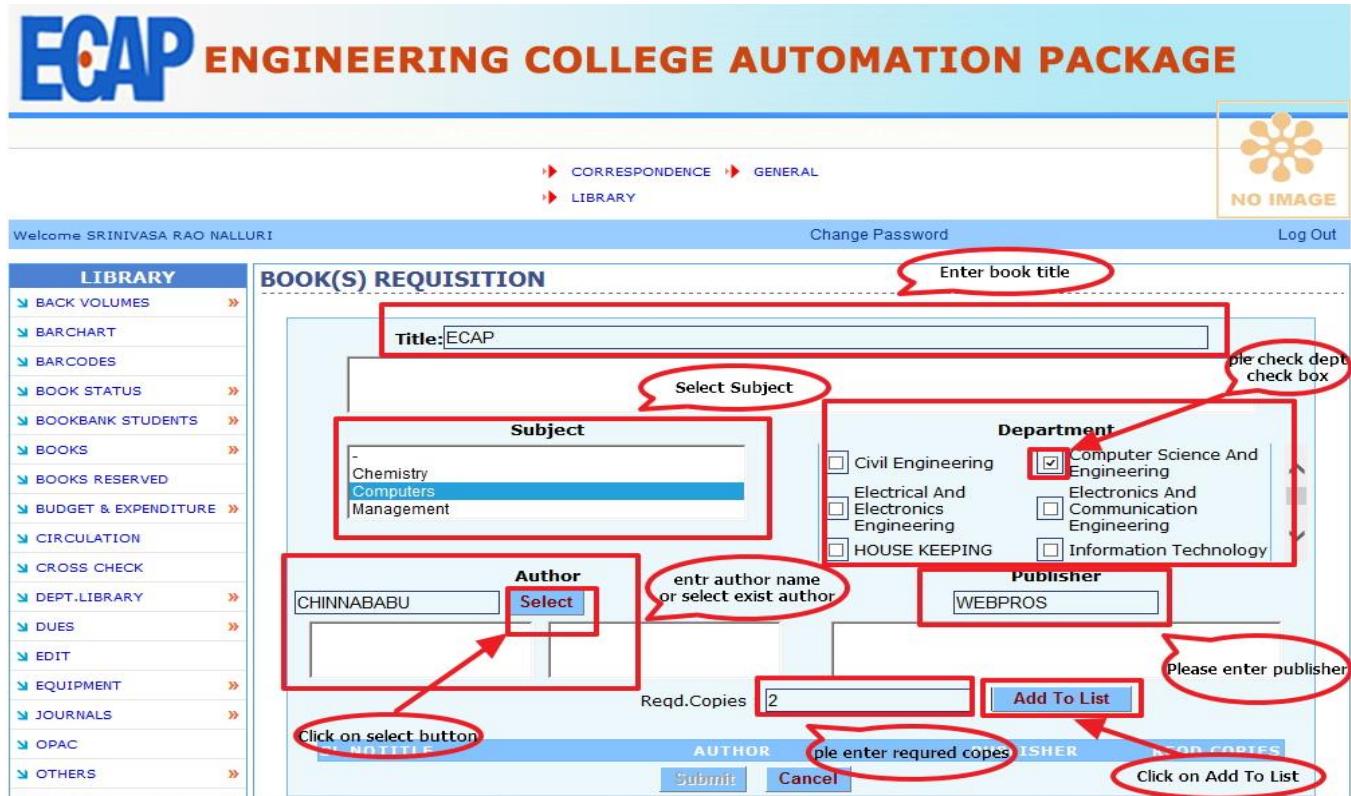
**BOOK(S) REQUISITION**

Click on New Requisition Button

New Requisition

NO IMAGE

**Step6:-**You Will Find “**POPUP**” For Entering Book’s Title, Author And Select Department, Subject& Publisher Then You Will Enter No Of Copies Required, And Then Click On “**Add To List**” Button As Shown Below



**ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE**

Welcome SRINIVASA RAO NALLURI Change Password Log Out

**LIBRARY**

- BACK VOLUMES
- BARCHART
- BARCODES
- BOOK STATUS
- BOOKBANK STUDENTS
- BOOKS
- BOOKS RESERVED
- BUDGET & EXPENDITURE
- CIRCULATION
- CROSS CHECK
- DEPT.LIBRARY
- DUES
- EDIT
- EQUIPMENT
- JOURNALS
- OPAC
- OTHERS

**BOOK(S) REQUISITION**

**Title:** ECAP **Enter book title**

**Select Subject**

**Subject**

- Chemistry
- Computers
- Management

**Department**

- Civil Engineering
- Electrical And Electronics Engineering
- HOUSE KEEPING
- Computer Science And Engineering
- Electronics And Communication Engineering
- Information Technology

**Author** CHINNABABU **Select** **Click on select button**

**Author** **entr author name or select exist author**

**Publisher** WEBPROS **Please enter publisher**

**Reqd.Copies** 2 **Click on Add To List** **Click on Add To List**

**AUTHOR** **please enter required copies** **PUBLISHER** **ADD COPIES**

Submit Cancel

**Step7:-** After Click On “Add To List” Button You Will Find “POPUP” Title, Author, Publisher, And Required Copies And Then Click On “Submit” Button As Shown Below

**LIBRARY**

- BACK VOLUMES
- BARCHART
- BARCODES
- BOOK STATUS
- BOOKBANK STUDENTS
- BOOKS
- BOOKS RESERVED
- BUDGET & EXPENDITURE
- CIRCULATION
- CROSS CHECK
- DEPT.LIBRARY
- DUES
- EDIT
- EQUIPMENT
- JOURNALS
- OPAC
- OTHERS
- PROJECTS
- PURCHASE ORDER
- RECEIPTS
- REPORTS
- REQUISITION
- RULES
- SEARCH
- STOCK VERIFICATION
- SUBJECTS

### BOOK(S) REQUISITION

Title:

INTRODUCTION TO COMPUTING SYSTEMS  
DISCRETE MATHEMATICS FOR COMPUTER SCIENTISTS & MATHEMATICIA  
UNIX:CONCEPTS AND APPLICATIONS

**Subject**

- Chemistry
- Computers
- Management

**Department**

- Admin. Office
- Civil Engineering
- Electrical And Electronics Engineering
- CENTRAL LIBRARY
- Computer Science And Engineering
- Electronics And Communication Engineering

**Author**

Select

**Publisher**

Reqd.Copies :  Add To List

updated book details after Click on Add To List

SL.NO	TITLE	AUTHOR	PUBLISHER	REQD.COPIES
1	ECAP	CHINNABABU,	WEBPROS	2

Submit
Cancel

Please Click on submit button

**Step8:-** You Will Get “POP UP For Confirmation” After Click On Submit Button. Here Please Click On “OK Button” As Shown In Below.

**LIBRARY**

- » BACK VOLUMES
- » BARCHART
- » BARCODES
- » BOOK STATUS
- » BOOKBANK STUDENTS
- » BOOKS
- » BOOKS RESERVED
- » BUDGET & EXPENDITURE
- » CIRCULATION
- » CROSS CHECK
- » DEPT.LIBRARY
- » DUES
- » EDIT
- » EQUIPMENT
- » JOURNALS
- » OPAC
- » OTHERS
- » PROJECTS
- » PURCHASE ORDER
- » RECEIPTS
- » REPORTS
- » REQUISITION
- » RULES
- » SEARCH
- » STOCK VERIFICATION
- » SUBJECTS

**BOOK(S) REQUISITION**

Title:

INTRODUCTION TO COMPUTING SYSTEMS  
DISCRETE MATHEMATICS FOR COMPUTER SCIENTISTS & MATHEMATICIA  
UNIX:CONCEPTS AND APPLICATIONS

**Subject**

Chemistry  
Computers  
Management

**Department**

Admin. Office  
 Civil Engineering  
 Electrical And  
 Electronics  
 Engineering  
 Communication  
 Engineering

**Publisher**

WEB

Message from webpage

Do you want to submit?

Click on Ok button

OK Cancel

Add To List

SL.NO	TITLE	AUTHOR	PUBLISHER	REQD.COPIES	
1	ECAP	CHINNABABU, WEBPROS		2	Delete

Submit Cancel

File Edit View Favorites Tools Help

http://webchenna/qis/main.aspx#

INTRODUCTION TO COMPUTING SYSTEMS  
DISCRETE MATHEMATICS FOR COMPUTER SCIENTISTS & MATHEMATICIA  
UNIX:CONCEPTS AND APPLICATIONS

**Subject**

Chemistry  
Computers  
Management

**Department**

Admin. Office  
 Civil Engineering  
 Electrical And  
 Electronics  
 Engineering  
 Communication  
 Engineering

**Publisher**

WEB

Message from webpage

Requisition submitted successfully!

OK

Add To List

SL.NO	TITLE	PUBLISHER	REQD.COPIES	
1	ECAP	WEBPROS	2	Delete

Click on ok button

**Step 10:-Please See Here It Got Updated After Click On "OK Button" As Shown In Below.**