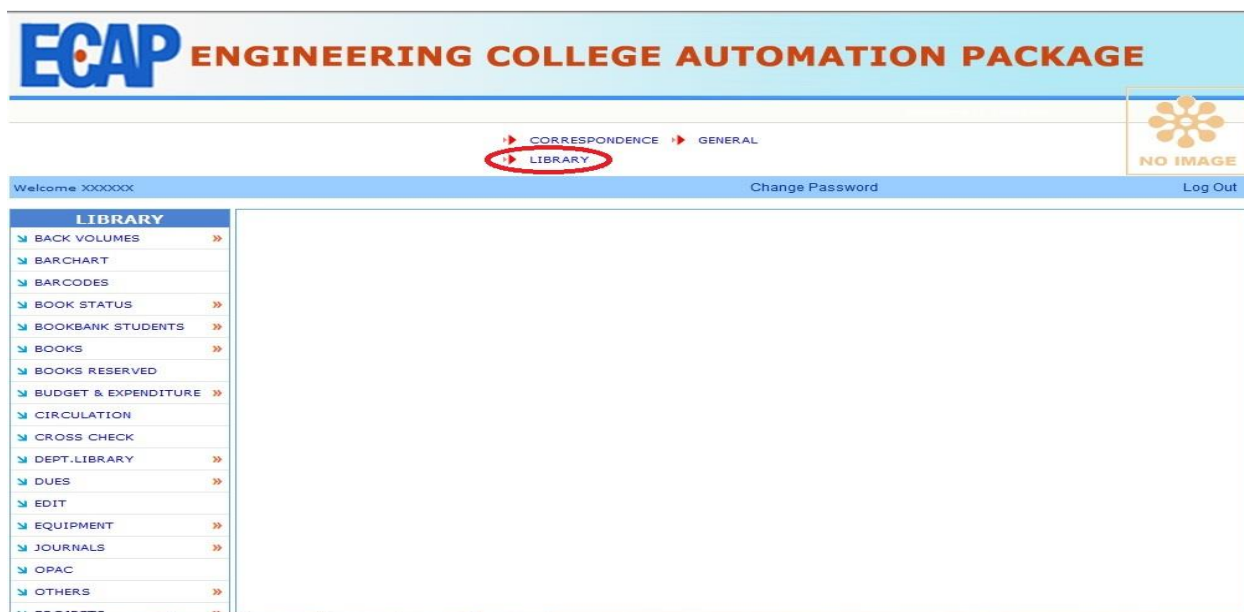


# LIBRARIAN MODULE

**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



Welcome XXXXXX

[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

## ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE

► CORRESPONDENCE ► GENERAL  
► LIBRARY



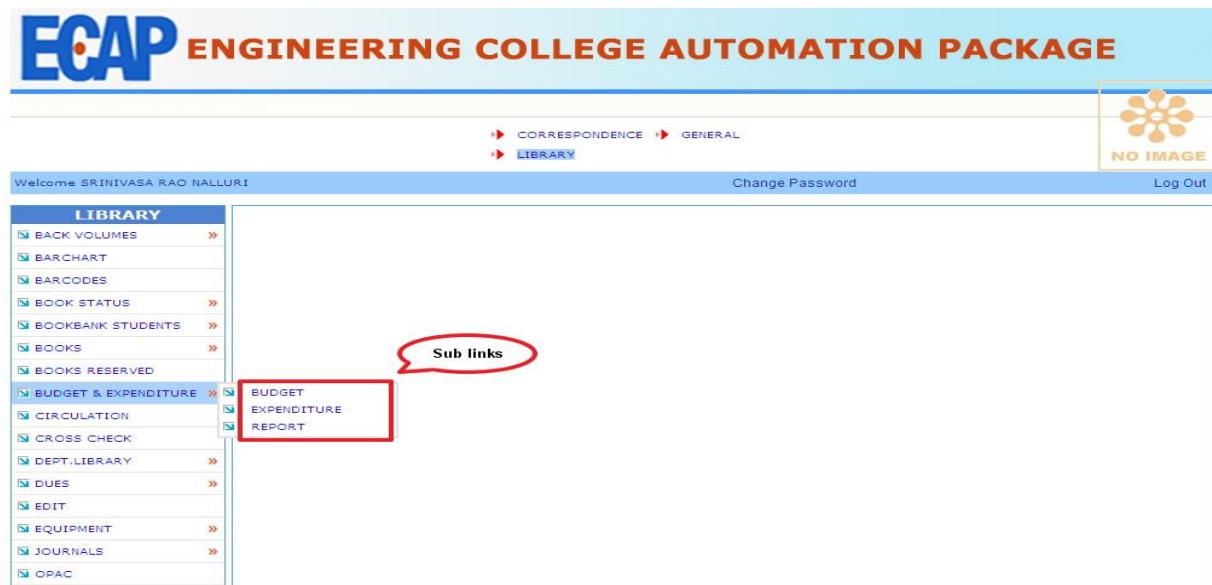
Welcome SRINIVASA RAO NALLURI

[Change Password](#)

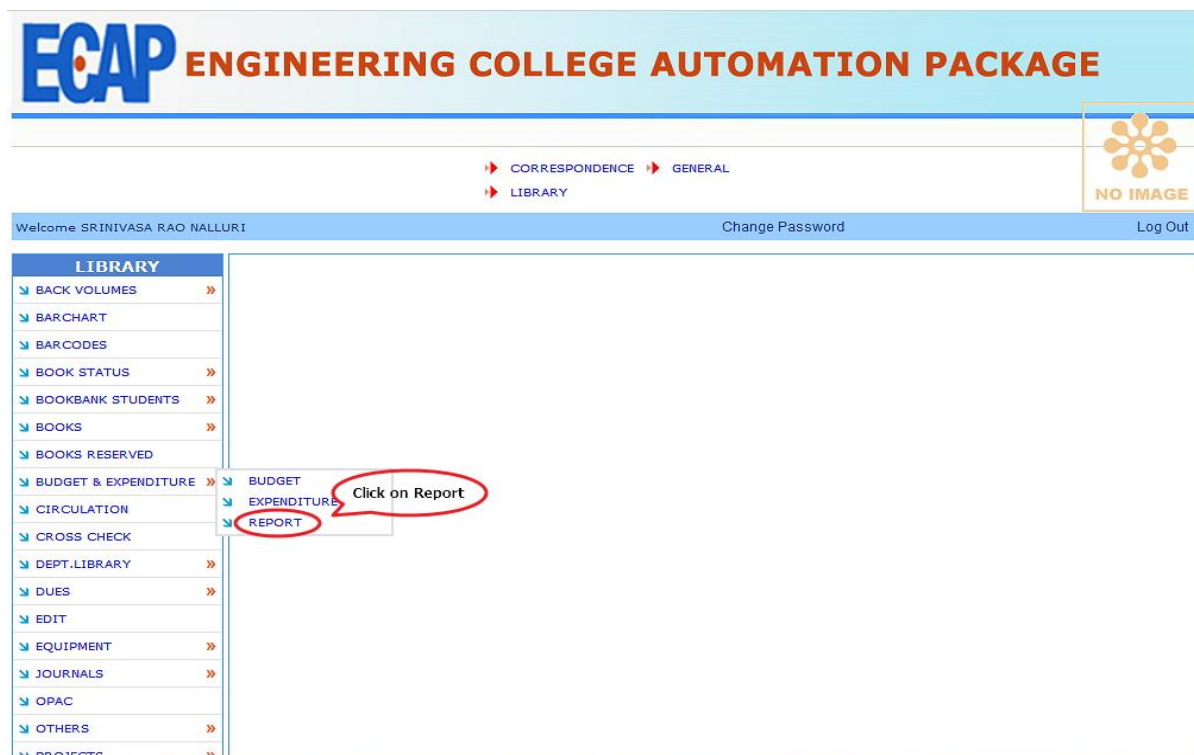
[Log Out](#)

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

**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.



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



**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

**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 »

**BUDGET & EXPENSES REPORT**

Report between 01/05/2015 And 06/05/2015

Area CENTRAL LIBRARY

☐ Dept. Library ☒ Main. Library

**Report**

Please give report dates and select area library type as radio buttons 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”



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 01/05/2015 And 06/05/2015  
Area CENTRAL LIBRARY  
☐ Dept. Library ☒ 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

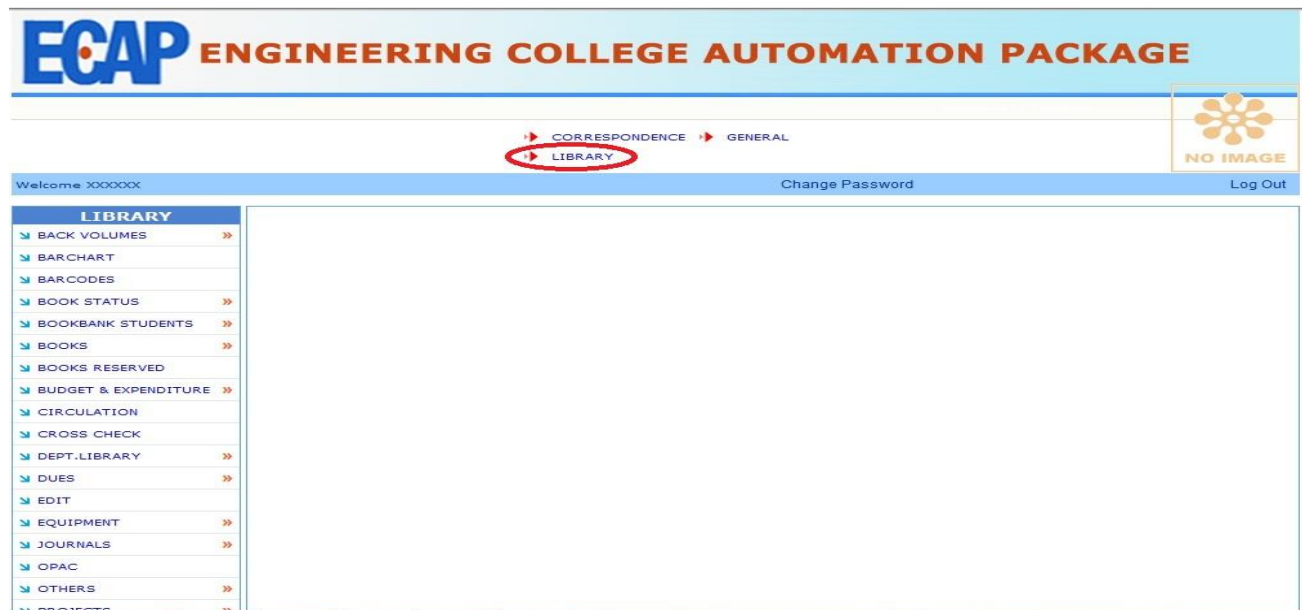
Sl.No	Date	Income	Opening Balance	Closing Balance
			Expenditure	
1	01/05/2015	1000.00		1000.00
2	05/05/2015	5000.00		6000.00
3	06/05/2015		2000.00	4000.00
Closing Balance				4000.00

**Print** **Export**

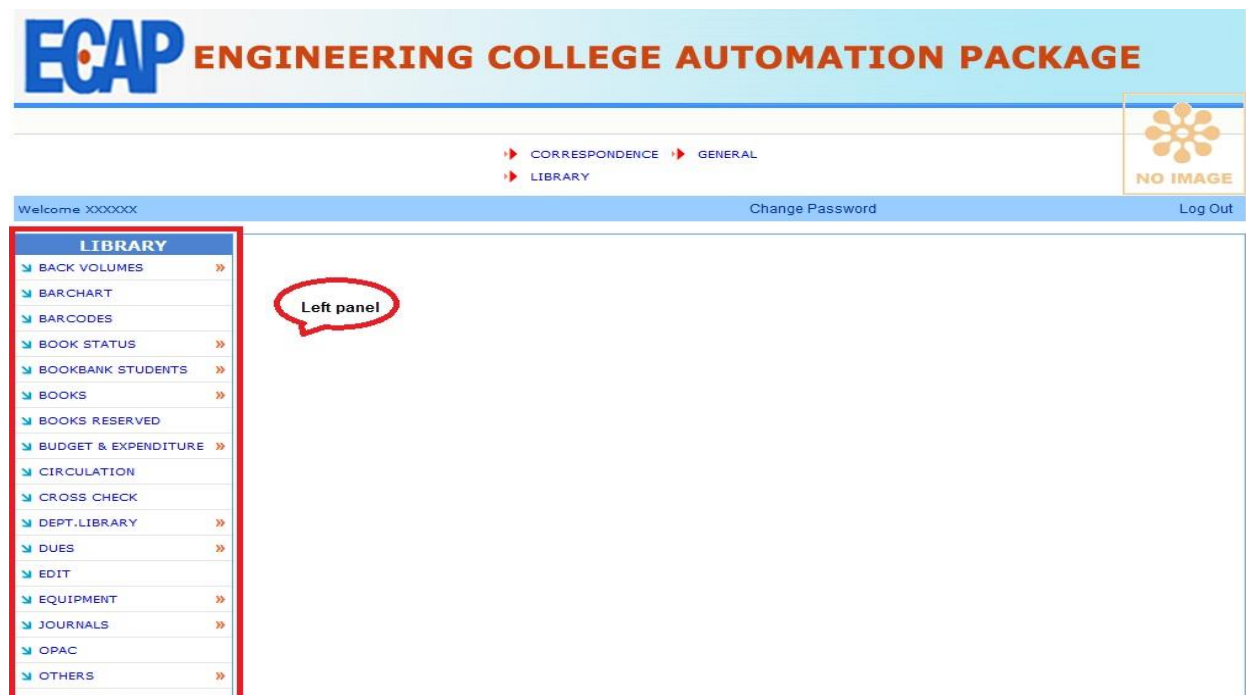
## 49) How Can I Enter Requisition?

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

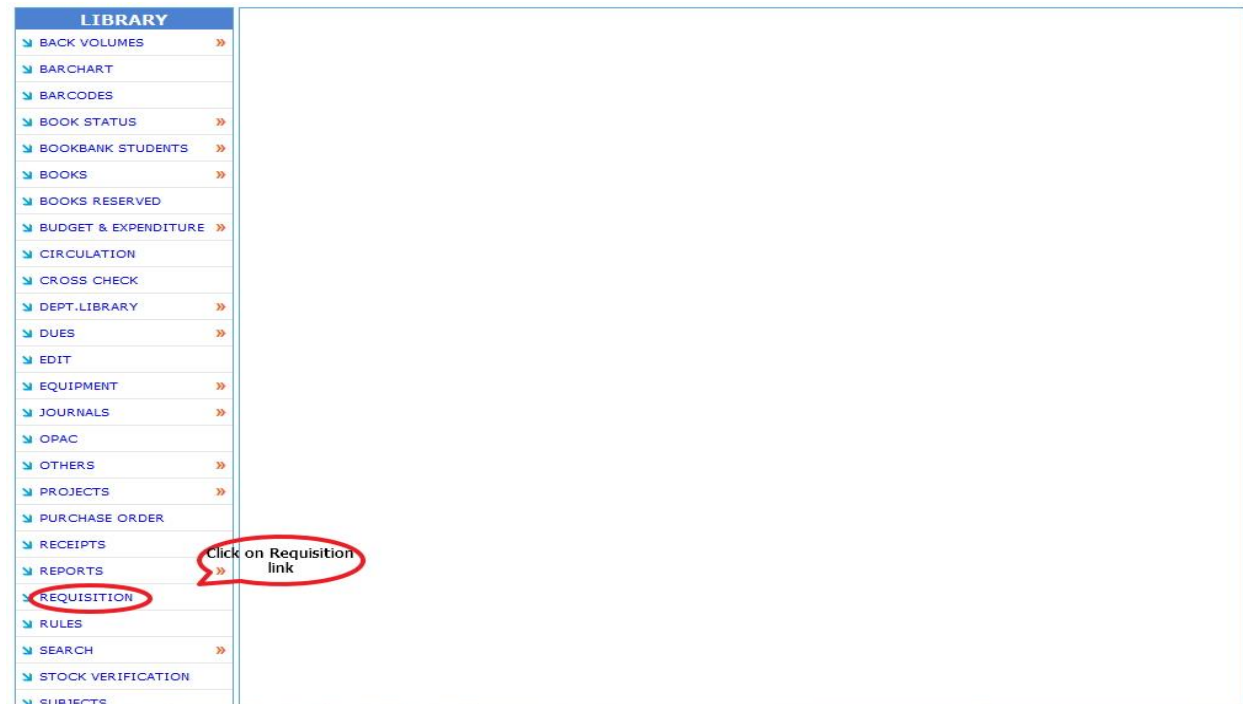
**Step 2:-** Please Click On **“Library”** Module As Shown In Below.



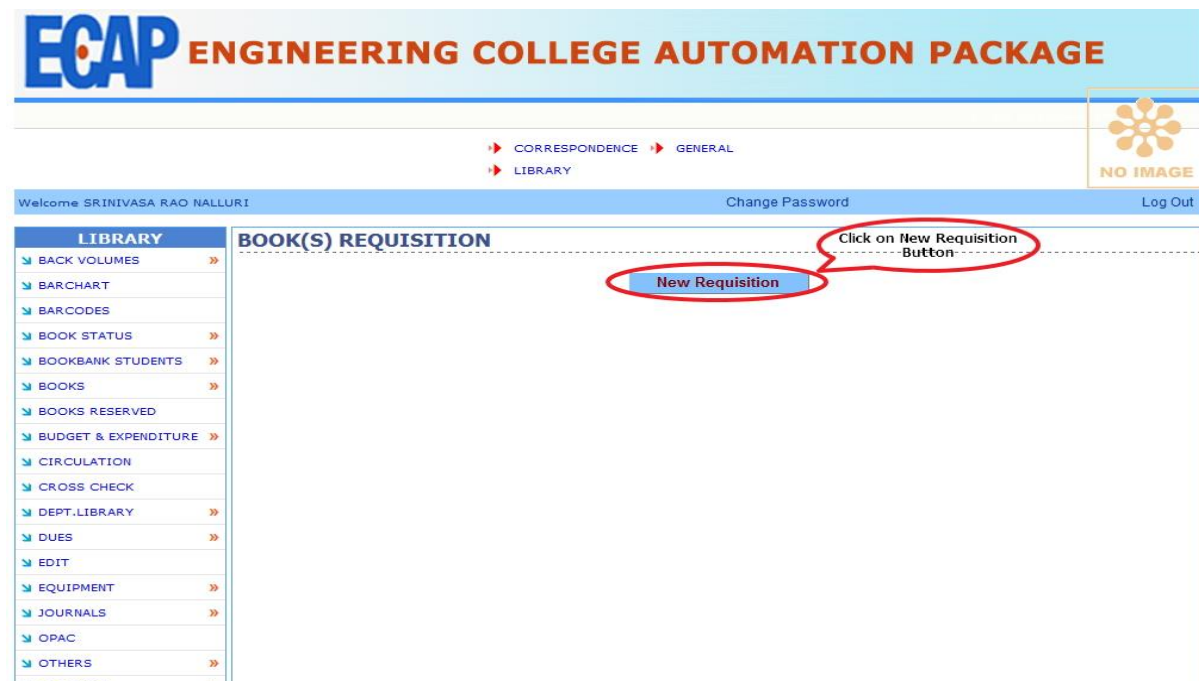
**Step3:-** After Clicking On Academics Module You Will Find **“Left Panel”** As Shown In Below.



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



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





**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**

[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**

Enter book title

Title: ECAP

Select Subject

Subject

- Chemistry
- Computers
- Management

Department

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

entr author name or select exist author

Author

CHINNABABU

Select

Publisher

WEBPROS

Please enter publisher

Reqd.Copies

2

Add To List

Click on select button

Click on Add To List

[AUTHOR](#)
[PUBLISHER](#)
[REQD. 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  
 BAR CHART  
 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  
 CHINNABABU

Publisher  
 WEB

Reqd.Copies : 2

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

updated book details after Click on Add To List

Ple 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 ☐ CENTRAL LIBRARY  
☐ Civil Engineering ☐ Computer Science And Engineering  
☐ Electrical And Electronics Engineering ☐ Electronics And Communication Engineering

Publisher:  WEB

Message from webpage

Do you want to submit ?

Click on Ok button

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

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

XXXXXX COLLEGE OF ENGL...

File Edit View Favorites Tools Help

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  
SUBSCRIPTION  
SUPPLIERS  
CIRCULARS  
LIBRARY BOOKS

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

Subject:  Chemistry  
Computers  
Management

Author:  Select

Department: ☐ Admin. Office ☐ CENTRAL LIBRARY  
☐ Civil Engineering ☐ Computer Science And Engineering  
☐ Electrical And Electronics Engineering ☐ Electronics And Communication Engineering

Publisher:

Message from webpage

Requisition submitted successfully !

Click on ok button

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

EN 11:31 AM 5/7/2015

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