

MyRDA+PLUS

How to Add new Group?

1. From Main menu click Utilities button



2. Click Settings tab

The screenshot displays a presentation software window titled 'CHEVALIER SCHOOL'. The main content area features a light blue background with a large, stylized white outline of a person's head and shoulders. In the top left corner, there is a logo with the text 'RESOURCE AND ARCHIVES DESCRIPTION AND ACCESS'. In the top right corner, there is a circular seal for 'CHEVALIER SCHOOL' with 'MSC' in the center and 'ANGELES CITY' at the bottom. The 'Settings' tab is active, showing a configuration interface. At the top of the settings window, it says 'Click any of the tabs that you want to execute operation.' Below this are three tabs: 'Administration', 'Users List', and 'Settings'. The 'Settings' tab contains a section for 'Group/Policy setting' with two buttons: 'Group' and 'Policy/Services'. Below this is a section for 'Check any to exclude from computation.' with checkboxes for 'Monday', 'Friday', 'Saturday', and 'Sunday' (which is checked). There are also fields for 'Report heading' (containing 'HEU-LIBRARY MEDIA CENTER') and 'Picture path' (containing 'D:\pictures\'). At the bottom of the settings window, there is a section for 'ENTER DATE OF HOLIDAY/SUSPENSION' with a date picker set to '12/25/2010' and a table of dates. A blue arrow points to the 'Settings' tab.

CHEVALIER SCHOOL

Click any of the tabs that you want to execute operation.

Administration Users List Settings

Check any to exclude from computation.

Monday Friday Saturday Sunday

Report heading
HEU-LIBRARY MEDIA CENTER

Picture path
D:\pictures\

Edit Refresh

Group/Policy setting

Group

Policy/Services

ENTER DATE OF HOLIDAY/SUSPENSION

12/25/2010

Holiday/Suspension
12/25/2010
11/30/2010
9/21/2015
9/21/2015

Add Delete Edit Empty

Close

Slide 3 of 3 "Office Theme"

12:53 PM 5/17/2016

3. Click Add button

The screenshot shows a presentation software interface with a slide titled 'CHEVALIER SCHOOL'. A dialog box titled 'Group name data entry' is open, featuring a toolbar with 'Search', 'Add', 'Delete', 'Edit', 'Refresh', and 'Close' buttons. A blue arrow points to the 'Add' button. The dialog contains a 'Data entry' section with four input fields: 'Group name', 'Loan limit', 'Fine', and 'Reserve limit'. Below this is a 'Group name list view' section containing a table of existing groups.

Group name	Loan limit	Fine	Reserve limit	ID
Faculty	20	5	2	1
Student	5	2	2	2
Staff	5	5	2	4
College	5	5	5	5
High school	5	2	2	6
Grade school	5	2	2	7
Pre-school	5	1	1	8
Pastor	10	0	2	10

Group data entry module CAPS 5/17/2016 12:55 PM

4. Type data inside the text boxes then click Save button

The screenshot displays a presentation slide titled 'CHEVALIER SCHOOL' with a 'Group name data entry' dialog box overlaid. The dialog box features a toolbar with 'Save', 'Delete', 'Edit', 'Refresh', and 'Close' buttons. The 'Data entry' section contains four text boxes for 'Group name', 'Loan limit', 'Fine', and 'Reserve limit'. Below this is a 'Group name list view' table with the following data:

Group name	Loan limit	Fine	Reserve limit	ID
Faculty	20	5	2	1
Student	5	2	2	2
Staff	5	5	2	4
College	5	5	5	5
High school	5	2	2	6
Grade school	5	2	2	7
Pre-school	5	1	1	8
Pastor	10	0	2	10

The dialog box footer shows 'Group data entry module', 'CAPS', '5/17/2016', and '12:55 PM'. The presentation slide background includes a 'RESOURCE AND ARCH DESCRIPTION AND CA...' logo and a 'CHEVALIER SCHOOL' seal.

Information already saved in the database.

The screenshot shows a presentation software interface with a 'Group name data entry' dialog box open. The dialog box contains a 'Data entry' section with the following fields:

Group name	Teacher
Loan limit	10
Fine	5
Reserve limit	5

Below the data entry section is a 'Group name list view' table:

Group name	Loan limit	Fine	Reserve limit	ID
Staff	5	5	2	4
College	5	5	5	5
High school	5	2	2	6
Grade school	5	2	2	7
Pre-school	5	1	1	8
Pastor	10	0	2	10
In-house	10	10	10	11
Teacher	10	5	5	12

A blue arrow points to the 'Teacher' row in the table. The dialog box also includes a search bar and buttons for Add, Delete, Edit, Refresh, and Close. The background shows a presentation slide with a 'CHEVALIER SCHOOL' logo and a 'RESOURCE AND ARCH DESCRIPTION AND...' graphic. The taskbar at the bottom shows the date and time as 5/17/2016, 12:56 PM.