

January 2022(Update)

2022

# Kwik Saf Academia – Books Registry

Generates Letters to individual Defaulters showing ALL Due Books



Kibe

Kwik Saf Academia – Striving to Safeguard  
your Books

1/1/2022

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# KWIK SAF ACADEMIA – BOOKS REGISTRY

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BY: KWIK SAF EXPRESS

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## COMPANY PROFILE

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*Kwik Saf Academia – Books Registry* is a product of *Kwik Saf Express*.

*Kwik Saf Express* is registered in Kenya and deals with among other things: software development, web designing, networking, information system and Database management, education instructional materials.

*Our slogan is: Digitizing your World of work.*



*Kwik Saf Academia – Books Registry* is a Text Books' Management software.

It is designed to assist learning institutions manage and operate data related to books issued out to learners and other users.

It also tracks the Books in stock giving you the exact quantity of all Books in school; both in store and those issued out. This helps in reducing loss of books at a significant level.

Just pause for a moment and consider this:

How much do you spend on books per year?

By buying books on yearly basis, are you adding new stock replacing lost books?

Suppose you got a system that will help track all books and generate charge chits to students who have lost books, how would that be?

Kwik Saf Academia – Books registry gives you the solution.

Coupled with a number of other interesting functionalities including sending SMS to parents whose students who have lost books, this system presents a completely new dawn in the way schools run and manage their books resources.

*The system operates at two levels:*

- (i) Level one – Deals with Books issued in classes.
- (ii) Level Two – Operates in your library.

One fascinating thing to note here is that, though these are two systems in one, they are packaged and priced as one system. Hardly do you come across such an offer.

### *System Features:*

- (i) Stand alone application accessible from your desktop or laptop.
- (ii) Network accessibility – Accessible to all authorized people across your local area network e.g from the office the school Manager can by a click of a button access information from this system.
- (iii) Mobile phone Access – with your Android mobile phone, all data stored can be accessed (but you cannot clear or delete from the phone for obvious reasons).
- (iv) Back up – Has ability to backup your data just in case.
- (v) CD – Burning – Burns your data to CD.
- (vi) Export functionality to help export data to other formats.
- (vii) Library section – Online catalogue.
- (viii) Virtual Printing capabilities. In case your office does not have a printer or you are not connected to a networked printer, this system enables you to print reports to a virtual printer and print them out wherever the printer is.
- (ix) Virtual Technical support via Teamviewer – Our Technical team is able to assist you online without necessarily coming to your institution. You just give us the go ahead and we enter your computer and work as if we were there with you. (Courtesy of Teamviewer developers)

### *The system has the following functionalities among others:*

- i) Issuance of Books.
- ii) Books Clearance
- iii) Report Generation.
- iv) Registration of Book Titles, Subjects and Classes.
- v) Registration of Students, Teachers and other users.
- vi) Issuance of other school items.
- vii) Sending SMS to parents/guardians detailing lost books.
- viii) Library management.
- ix) Android access. Accessible via your android phone.

- x) Update of stock and other data.
- xi) Graduation of students from one level to the other.
- xii) Android Phone App. **New<sup>1</sup>**
- xiii) Library section – Online catalogue. **New<sup>2</sup>**
- xiv) Accessibility via internet. To help school manager access records from wherever one is via internet. **New<sup>3</sup>**
- xv) PhpMysql transfer – to integrate the data with your website so that some of the information can be accessed by users online. **New<sup>4</sup>**
- xvi) School Fees Balances. **New<sup>5</sup>**
- xvii) Record other school items. **New<sup>6</sup>**
- xviii) Advanced Search Capability. **New<sup>7</sup>**
- xix) Final Clearance Letter. **New<sup>8</sup>**
- xx) User Password Recovery via email. **New<sup>9</sup>**
- xxi) View tutorials
- xxii) Send email (with attachment) to developer. **New<sup>10</sup>**
- xxiii) Screen Capture. **New<sup>11</sup>**
- xxiv) Online BackUp. **New<sup>12</sup>**
- xxv) Updates Download. **New<sup>13</sup>**
- xxvi) Upload files. **New<sup>14</sup>**
- xxvii) Download latest manual. **New<sup>15</sup>**
- xxviii) Student Text Book ratio. **New<sup>16</sup>**
- xxix) Automatic email to principal showing Textbooks student’s ratio. **New<sup>17</sup>**

***Future development:***

- i) General Store management. (This will help manage other items in your learning institution.)

The following feature(s) will be tested:

- i) Direct online updates.

This system was first developed and tested in 2014.

*The following are some of our customers as by June 2017:*

1. Kagumo High School
2. Nanyuki High School



3. Nyeri High School
4. Bishop Ngandu Girls
5. Loise Girls Nanyuki.
6. Giakanja Boys.
7. Kenyatta Mahiga High School
8. Mary Immaculate Girls.
9. Gatugi Girls
10. Rware High School.
11. Muthuaini – Girls
12. Gitathi-ini Sec
13. Kangema High School
14. Mariakani Sec Sch – Mombasa
15. Naromoru Girls
16. Kihatha Secondary School.
17. Makuyu Boys
18. Senator Obama K’ogalo
19. St. Paul’s Githakwa
20. Kanjuri High School.
21. Muruguru Girls.
22. Njiiri High School
23. Mugoiri Girls.
24. Riamukurwe Sec School.
25. Kangaru Girls High School.
26. ST. Joseph Wamagana Sec School.
27. Ngooru Sec School.
28. Dr. Kamundia Sec School.
29. Karima Boys
30. Kangubiri Girls
31. Dandora Sec. School
32. Gachika Secondary School.
33. Kianderi Girls
34. Gitugu Sec
35. Rarakwa Girls
36. Kaharo Girls
37. Kiawambogo Sec
38. Wandumbi Sec
39. Kiriti Sec School
40. Gititu Sec School
41. Karundas Sec School
42. Thingithu Sec School Nanyuki
43. Othaya Girls High School
44. Gitugi Girls - Kangema


*The following are some appointments*

1. Musa Gitau Sec. Sch
2. Chania Boys
3. Chania Girls
4. Kahuhia Girls
5. Kerogo Sec. School.
6. Gaichanjiru Sec.
7. Alliance Girls
8. Senior Chief Koinange
9. Gatura Sec School
10. Kenyoho Mixed
11. Tumutumu Girls
12. Mathaithi Girls
13. Baricho Boys
14. Kiru Sec.
15. Kiburu Boys
16. Kibirigwi
17. Precious Blood.
18. Our Lady of Lourdes.
19. Keruguya Boys
20. Gatarakwa Girls
21. Kibutha Girls.
22. Weithaga Boys
23. Rwathia Girls.
24. Nkubu Boys.
25. Njega Boys
26. Pangani Girls
27. Kiaguthu Boys
28. Gitweku Girls

*The following are screen shots of the system.:*

By a the CLICK of a BUTTON,    one is able to view REPORTS about: **ALL Books in STOCK, ALL ISSUED Books, ALL DEFAULTERS, Total Books in the School based on: Title, Class, Subject ; ALL Returned Books, ALL Replaced Books, ALL Unreturned Books.**



By the CLICK of a BUTTON,  one Generates at ONCE, LETTERS for ALL defaulters; showing all due books:

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Dear Parent/Guardian,

Date: 18/07/2014

**RE: LOST SCHOOL TEXT BOOKS**

The following Student: **JOB ONGUTI**


Adm. No.: **3410**

of Class: **3Y** owes the school the following Textbook(s):

Subject	Book Title	Book Number	Year Issued
Kiswahili	Kiswahili Kitukuzwe BK3	RHS/ 2465/2010	2014
Kiswahili	Mstahiki Meya	RHS/ 9174/2013	2014
Business	KLB BK3	RHS/6025/2012	2014
English	Headstart Bk3	RHS/9804/2013	2014
Geography	KLB BK3	RHS/10888/2014	2014
CRE	Christian Religious Education Book 3	T/COPY/2013	2014
Math	KLB BK3	RHS/108361/14	2014
Kiswahili	Kidagaa Kimemwozea	RHS/100124/2013	2014

The Above **8** book(s), must be returned immediately failure to which, you will be required to repay two or more copies.

**Yours Faithfully,**

By the CLICK of a BUTTON,  one Generates at a Report on ALL defaulters; showing all due books:




**RESULT**

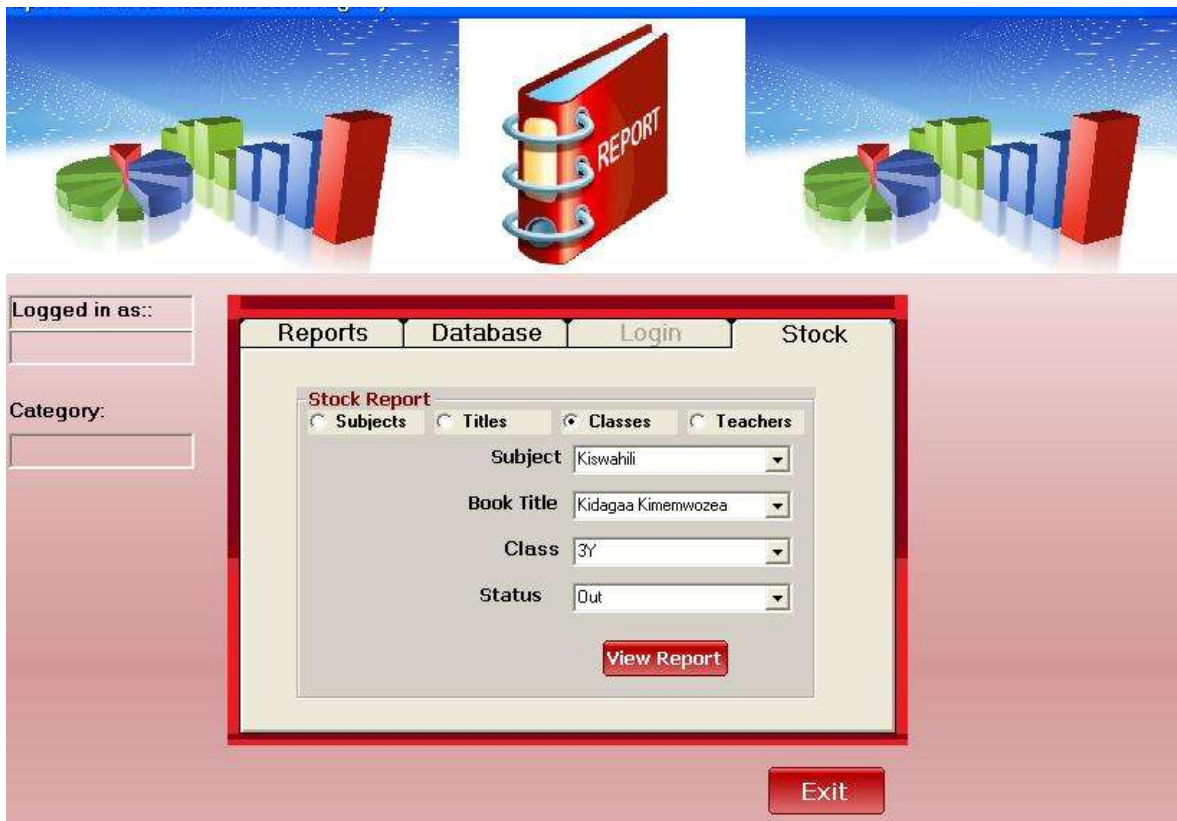




### Kwik Saf Registry - Books Report

AdmN	StudentName:	Class:	Subject:	BookTitle:	BookNu:	Status:	Year	Phone:
3416	DENNIS KANYUA WAMBUGU	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/2441	Out	2014	
3410	JOB ONGUTI	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/	Out	2014	
3422	EDWIN GATHOGO WAMAITHA	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/2451	Out	2014	
3437	PETER MWANGI MUNYI	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/2406/2010	Out	2014	
3442	MOHAMMED ABDISALAM	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/2452	Out	2014	
3563	PATRICK KIBI	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/2416	Out	2014	
3726	MARTIN WACHIRA	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/255 /2009	Out	2014	
3500	DENNIS MAINA	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/	Out	2014	
3426	GIDEON GATHEKIA GICHUMU	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/ 236/2009	Out	2014	
3540	ABUBAKAR ATHMAN	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/2453	Out	2014	
3460	PAUL THIONGO MURIITHI	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/	Out	2014	
3522	STEPHEN CHEGE	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/233 /2009	Out	2014	
3433	NELSON IRUNGU MWANGI	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/	Out	2014	
3494	FRANCIS MBUTHIA	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/256 /2009	Out	2014	
3428	BRIAN OKIKI MACHIRA	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/	Out	2014	
3445	JEREMIA KIRUMVA WAITHAKA	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/	Out	2014	
3440	MOSES WANGOMBE MWANGI	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/2411	Out	2014	
3431	ANTHONY KARURI NDUNGU	3Y	Kiswahili	Kiswahili Kitukuzwe	EK3RHS/2436	Out	2014	
3440	MOSES WANGOMBE MWANGI	3Y	Kiswahili	Mstahiki Meya	RHS/4455/2012	Out	2014	724596128
3469	MOMMED SANAY	3Y	Kiswahili	Mstahiki Meya	RHS/4453/2012	Out	2014	712355048
3433	NELSON IRUNGU MWANGI	3Y	Kiswahili	Mstahiki Meya	No Number	Out	2014	723575380
0745	JOSEPI I KADUCWA	3Y	Kiswahili	Mstahiki Meya	RI IS/4435/2012	Out	2014	
3494	FRANCIS MBUTHIA	3Y	Kiswahili	Mstahiki Meya	RHS/4450/2012	Out	2014	708136283
3570	KELVIN KARARU	3Y	Kiswahili	Mstahiki Meya	Numberless	Out	2014	704363096
3428	BRIAN OKIKI MACHIRA	3Y	Kiswahili	Mstahiki Meya	RHS/4421/2012	Out	2014	705916828
3522	STEPHEN CHEGE	3Y	Kiswahili	Mstahiki Meya	RHS/4451/2012	Out	2014	724915857
3540	ABUBAKAR ATHMAN	3Y	Kiswahili	Mstahiki Meya	RHS/9171/2013	Out	2014	724915857
3726	MARTIN WACHIRA	3Y	Kiswahili	Mstahiki Meya	RHS/9172/2013	Out	2014	720898597
3500	DENNIS MAINA	3Y	Kiswahili	Mstahiki Meya	RHS/	Out	2014	710427790
3453	TIMOTHY WAWERU KINGATA	3Y	Kiswahili	Mstahiki Meya	RHS/ /2012	Out	2014	721303255
3445	MOHAMMED ABDISALAM	3Y	Kiswahili	Mstahiki Meya	RHS/	Out	2014	712355048

By the CLICK of a BUTTON,  one Generates a Report of a Given Book Title and Quantity given out to a specific Class/Group:



**RESULT:** 



**MARY IMMACULATE SECONDARY SCHOOL,  
P.O BOX 17-10104,  
MWEIGA.**

Date: 21/07/2014

**3Y Kidagaa Kimemwozea: Out**

<b>AdmNo:</b>	<b>StudentName:</b>	<b>Class:</b>	<b>Subject:</b>	<b>BookNo:</b>	<b>BookTitle:</b>	<b>Comments:</b>	<b>Year</b>
3473	HOSEA KIRAGU	3Y	Kiswahili	RHS/100145/2013	Kidagaa Kimemwozea	Out	2014
3563	PATRICK KIBI	3Y	Kiswahili	RHS/10086/2013	Kidagaa Kimemwozea	Out	2014
3440	MOSES WANGOMBE	3Y	Kiswahili	RHS/1008108/2013	Kidagaa Kimemwozea	Out	2014
3435	DANSON NDEGWA WANJIKU	3Y	Kiswahili	RHS/100119/2013	Kidagaa Kimemwozea	Out	2014
3447	JAMES WAHOME WANJUGU	3Y	Kiswahili	RHS/100144/2013	Kidagaa Kimemwozea	Out	2014
3410	JOB ONGUTI	3Y	Kiswahili	RHS/100124/2013	Kidagaa Kimemwozea	Out	2014
3494	FRANCIS MBUTHIA	3Y	Kiswahili	RHS/020/2013	Kidagaa Kimemwozea	Out	2014
3426	GIDEON GATHEKIA GICHUMU	3Y	Kiswahili	RHS/100135/2013	Kidagaa Kimemwozea	Out	2014
3500	DENNIS MAINA	3Y	Kiswahili	RHS/10087/2013	Kidagaa Kimemwozea	Out	2014
3492	BENARD KAARA	3Y	Kiswahili	RHS/100121/2013	Kidagaa Kimemwozea	Out	2014
3745	JOSEPH KABUCWA	3Y	Kiswahili	RHS/10074/2013	Kidagaa Kimemwozea	Out	2014
3726	MARTIN WACHIRA	3Y	Kiswahili	RHS/021/2013	Kidagaa Kimemwozea	Out	2014
3428	BRIAN OKIKI MACHIRA	3Y	Kiswahili	RHS/100147/2013	Kidagaa Kimemwozea	Out	2014
3760	KENNEDY KARANI	3Y	Kiswahili	REP/RHS/023/2013	Kidagaa Kimemwozea	Out	2014


**Total Books 14**



of Academia Books Registry

Students Clearance Register Reports Books Photo Stock Library About

Books Titles - Kwik Saf Academia Books Registry



**Manage**

Select Subject

Book Title

Book Author

Publisher

No. of Books  Number

Date:

**Save**

**Titles Available in:**

Titles Available	

**Exit**



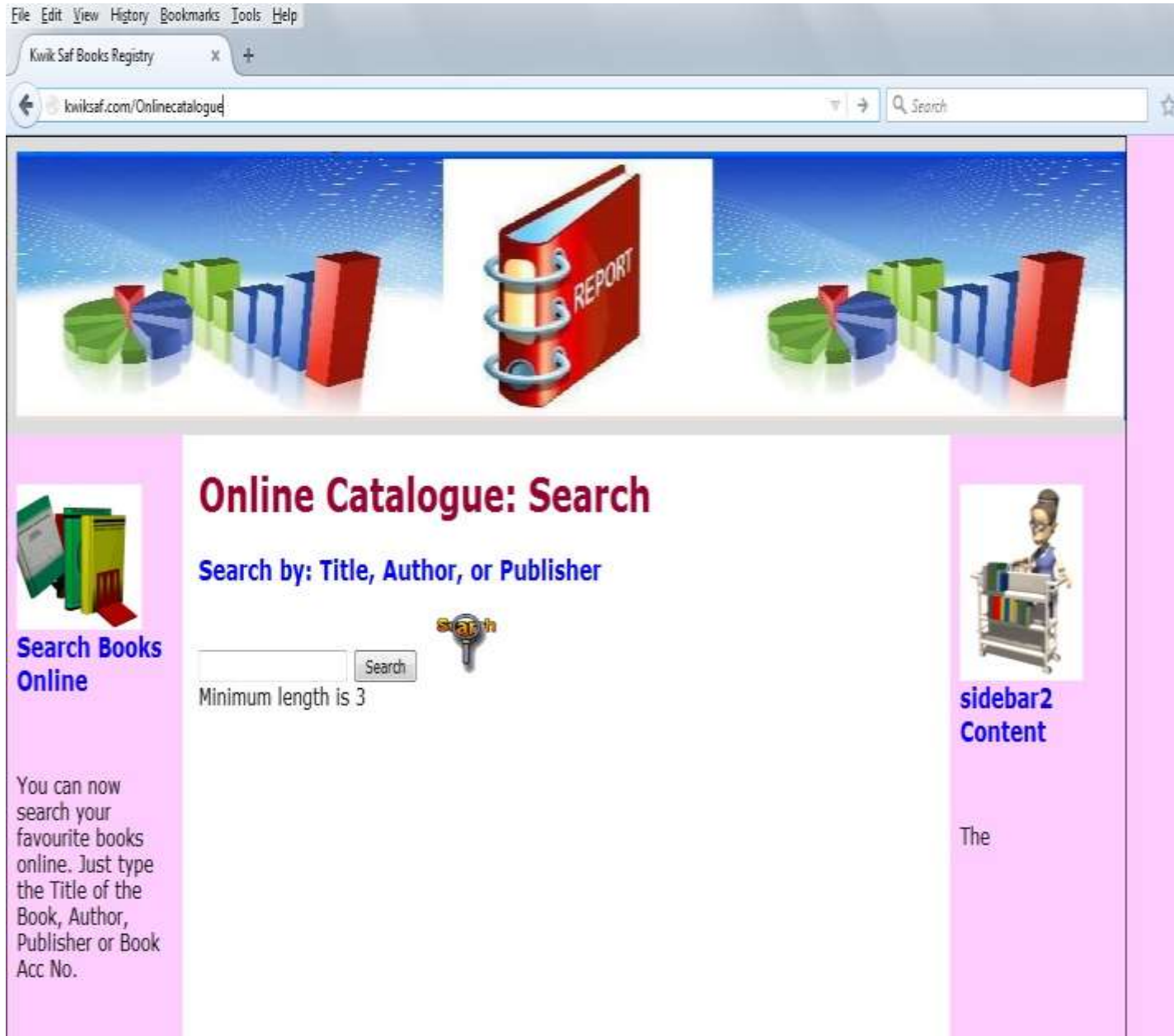
*SMS Section:*



Appendix 1 - Android App (KwikSafBKS)



## Appendix 2 – Online Catalogue via Internet



The screenshot shows a web browser window with the address bar displaying "kwiksaf.com/Onlinecatalogue". The page features a header with a 3D bar chart and a red binder labeled "REPORT". The main content area is titled "Online Catalogue: Search" and includes a search form with a text input field, a "Search" button, and a "Search" icon. Below the search form, it states "Minimum length is 3". The page is flanked by two pink sidebar panels. The left sidebar is titled "Search Books Online" and contains the text: "You can now search your favourite books online. Just type the Title of the Book, Author, Publisher or Book Acc No." The right sidebar is titled "sidebar2 Content" and contains the text: "The".

File Edit View History Bookmarks Tools Help

Kwik Saf Books Registry

kwiksaf.com/Onlinecatalogue

Search

**Online Catalogue: Search**

Search by: Title, Author, or Publisher

Search

Minimum length is 3

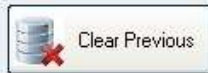
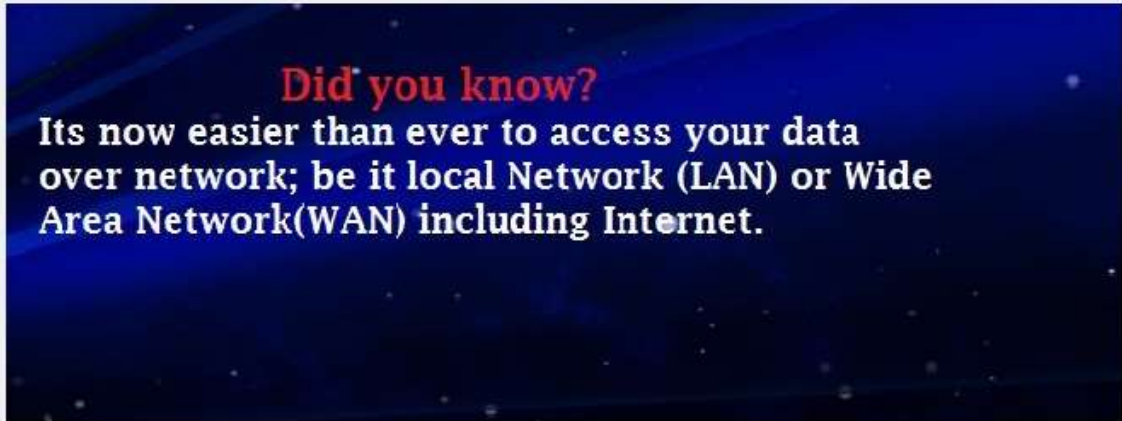
**Search Books Online**

You can now search your favourite books online. Just type the Title of the Book, Author, Publisher or Book Acc No.

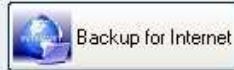
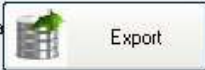
**sidebar2 Content**

The

## Export to Network - Local and Internet

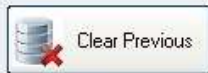


Sta

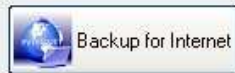



## Export to Network - Local and Internet

**Diversifying Data Access Points**  
Data export ensures that your data is available on multiple platforms. This guarantees both data versatility and security by simply diversifying storage and access points.



Sta






### Export to Network - Local and Internet

**Online-Library is here!**  
Library users can now search Books and other materials online. This modernizes your library and eases the burden of going to the shelves to check books. Users can now tell which books are in the library; which ones are out and when they are due.






Fees Balance

Adm No.

Name

Class

Enter Balance

**Current Balance: 1000**

**IRENE SAMPLE DATA**

Report | Export | Tab 2

**Balances Report**

Add Items

Item Name

Quantity

# New Look Library



**Operations**

- New Borrower
- Issue
- Clearance
- Add Titles
- Stock Update
- Library Rules

**Reports**

- Defaulters
- Defaulters/Class
- Issued Books
- All Titles
- Search
- Reserve
- Google
- Close

Internet


LIBRARY STATISTICS

Library Titles =

## Advanced Search


Kwik Saf Academia: Advanced Search

Students Books Issued Books Library Books

 Search Books By: Tit... b|  
Search Books By: Title, Author, Number, Subject

Subject	Book Title	Author	Publisher
History	EVOLVING WORLD BOOK 3	FELIX KIRUTHU	OXFORD
Math	ADVANCING MATHS BOOK 1	MUGO	LONGHORN
Math	SOLVING PROBLEMS PAPER 1	C MUTURI	LONGHORN
Math	SOLVING PROBLEMS PAPER 2	C MUTURI	LONGHORN
Math	KLB BOOK 3	KIE	KLB
Kiswahili	CHEMICHEMI ZA KISWAHILI BOOK 1	WAIHIGA	LONGHORN
Kiswahili	CHEMICHEMI ZA KISWAHILI BOOK 2	WAIHIGA	LONGHORN
CRE	SECONDARY CRE BOOK 1	KIE	KLB
CRE	SECONDARY CRE BOOK 2	KIE	KLB
CRE	SECONDARY CRE BOOK 3	KIE	KLB
Agriculture	SECONDARY AGRICULTURE BOOK 1	KIE	KLB
Agriculture	SECONDARY AGRICULTURE BOOK2	KIE	KLB
Agriculture	SECONDARY AGRICULTURE BOOK 3	KIE	KLB
Agriculture	SECONDARY AGRICULTURE BOOK 4	KIE	KLB
Business	GET IT RIGHT REVISION	NDONGA CHARLES	PEZI

**212: Records Found**

 Exit







Check Internet Connectivity **Internet Available.**

<p><b>View Tutorials</b></p> 	<p><b>Advance Search</b></p> 
<p><b>Send Us Email</b></p> 	<p><b>Screen Capture</b></p> 
<p><b>Online Backup</b></p> 	<p><b>Download Updates</b></p> 
<p><b>Upload</b></p> 	<p><b>Download Manual</b></p> 

Close

**Data Flow Between Our Servers and Your Computer.**



Secure Server  
Kwik Saf Express

Internet

Your Computer

Your Important Files

Automatic Online Backup

Server User Name:

Server Password:

OK Cancel