

# KWIK SAF ACADEMIA – BOOKS REGISTRY

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## Overview

Kwik Saf Academia – Books Registry is a Text Books Management System.

This system operates at two levels:

1. Class Text Books Management: Here it manages Text Books issued to students at class/subject level.
2. Library Management System: Manages library resources (Books and other resources).

By the CLICK of a BUTTON, **Subject** **Book Title** **Class** 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, **Letters** 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 a Report on ALL defaulters; showing all due books:



Reports Database Login Stock

**Report**

Entire Class       Individual

Select Subject

Select Class

Select Status

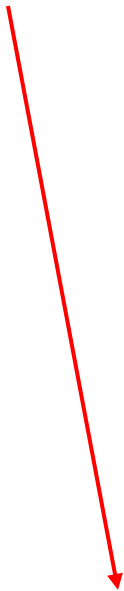
Select Name

**Report**      **Print**      **Letters**

Process Reports and Letters for a Particular Class

Report on ALL DEFAULTERS

**RESULT**

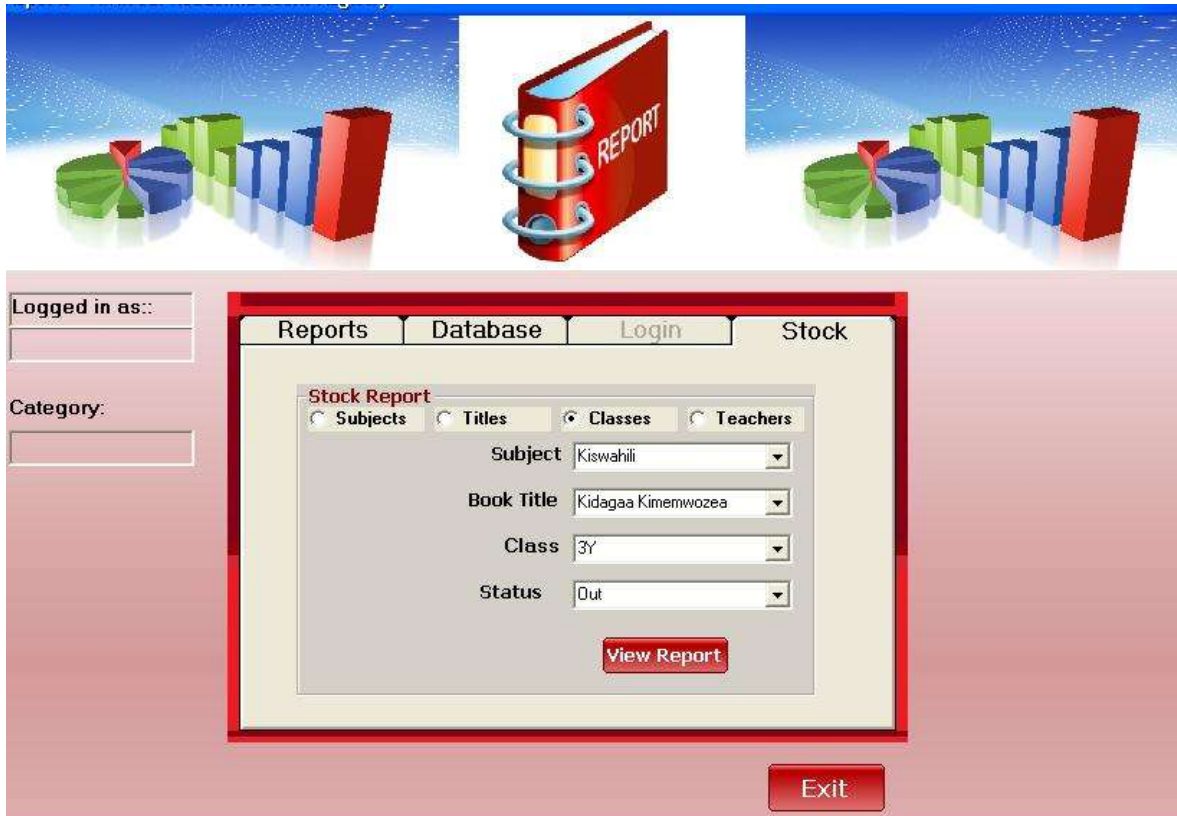


**Kwik Saf Registry - Books Report**

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 THONGO 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

**Report**

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**

AdmNo:	StudentName:	Class:	Subject:	BookNo:	BookTitle:	Comments:	Year
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**

The idea of creating this software originated from a teacher who conceptualized the need to have a software which on a click of a button, can track with precision, books issued out to a particular student detailing all necessary information as opposed to keeping the record in analog form. After developing a personalized application and using it for a few years, other teachers developed interest in it. This led to the enhancement the software to what we have today. The developer hopes that the users will find this software useful. In its current form, it is duo-purpose: it can be used for both class text and library books. It also keeps records of books issued in bulk to teachers/tutors for subsequent issue to students. The software also tracks user activities, such that you can tell who cleared, deleted or updated certain records. In our future updates, the software will include all items issued to a student hence centralizing all school records.

## System Requirements

Windows 7 and above.

.Net Framework 4.5 and above.

## Registration

Registration of the software is done once you are satisfied with the Demo Version. We customize the software for your institution.

## Installation

Download the software from <https://kwiksaf.com/appsdownloads/> . After downloading, run the setup and follow the onscreen instructions. Once installation is successful, the system will start automatically and also load our website. You can close the web browser.

## Running the Software for the First Time

### LOAD APPLICATION

Launch Kwik Saf Academia Books Registry by clicking on its icon in “All Programs” menu list or by double clicking its shortcut on the desktop.

The application will start to load. Wait until the load process is over.

Loading the Application



The application has the following functions:



- 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.

**To start using the application one MUST register: Classes, Students, Subjects, Book Titles, Teachers and other users.**

## Capturing Crucial Data

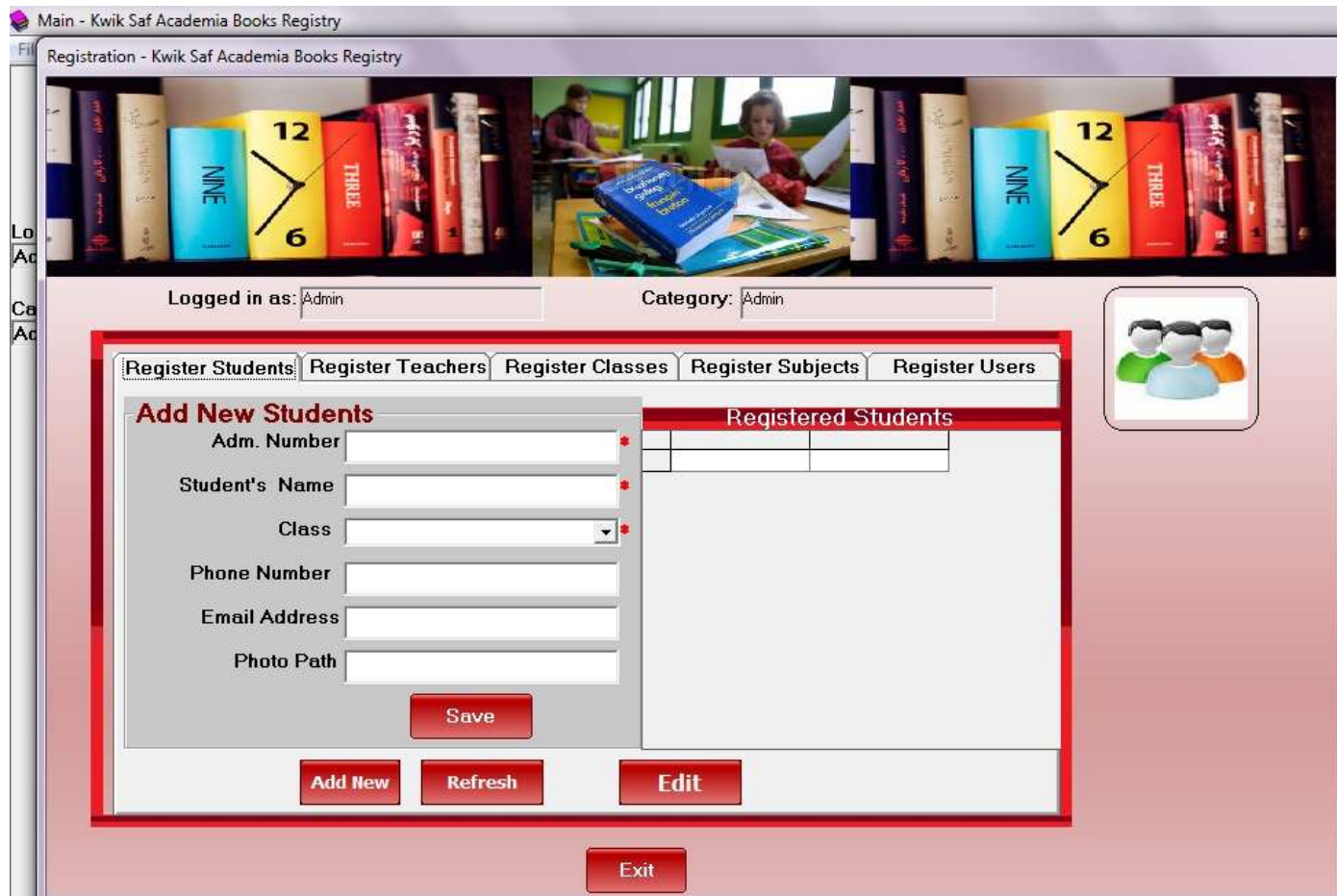
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Before you start using this application, the following MUST be Registered:

1. Students
2. Classes
3. Subjects
4. Teachers
5. Users

To register any of the above, **Click Register** from the Menu. Then Click **All Records**. This will load the Registration Form.

Start by **registering Classes**. Click “**Register Classes**” tab. Then enter the name of Class in the Class Textbox provided and click Save.



To **Register Students**, Click on the “Register Students” tab, proceed and enter Admission Number of the student and name. Then select Class (Do not type but select from the available options- in this 1<sup>st</sup> Version of our program, future versions may be different). Proceed to enter phone number and email address (these two are optional). The last field, Photo Path will be filled by the computer automatically. Then click **Save**.

To **Register Teachers**, Click on the “Register Teachers” tab, proceed and enter Teacher’s Number and name. Then select Department (Do not type but select from the available options- in this 1<sup>st</sup> Version of our program, future versions may be different). Proceed to enter phone number and email address (these two are optional). The last field, Photo Path will be filled by the computer automatically. Then click **Save**.

Subjects will be automatically filled (in this 1<sup>st</sup> Version of our program, future versions may be different).

To **Register Users**, Click on the “Register Users” tab. Then enter Username, User Password and select Category. (Note: Different user categories have different privileges.) Finally click **Save**.

After registration, the system is ready to start work.

## Issuance of Class Texts.

To Issue/record Class textbooks, click on Issuance Menu. Then Select Books-Students or Staff (depending on who you are issuing to). Alternatively, Click Books Menu and then Click Issue. Select Accordingly. This will load the Issuance form. For students, type in Admission number then select the subject and book title then indicate the Book Number and select the name of the person issuing. Finally click Save. This is applicable for the first data only. For subsequent data in the same subject and book title, all you need to do is to type student's admission number then indicate book number and press (Enter for saving).

Books Issue - Kwik Saf Academia Books Registry
X

Type AdmNo.  Find

OR

Select AdmNo.

Student's Name

Class

Select Subject


Select Book Title:

Book No.

Year

Issued By:

Student's Photo




Clear Fields
Save
Admin
Exit

Student's Personal Information

AdmNo	studentName	Class	TelephoneNumber
1000	IRENE SAMPLE DATA	4X	0

Books Issued to the Student

AdmNo	Name	Class	Subject	Book Title	Book
1000	IRENE SAM...	4X	Kiswahili	Kidagaa Ki...	Dele
1000	IRENE SAM...	4X	Arts	ART1	bdd
1000	IRENE SAM...	4X	English	Betrayal In T...	delet
1000	IRENE SAM...	4X	Agriculture	ttt	del
1000	IRENE SAM...	4X	Kiswahili	Kidagaa Ki...	delet
1000	IRENE SAM...	4X	Biology	Secondary ...	de
1000	IRENE SAM...	4X	Arts	Comp 1	de

## Books Issue - Kwik Saf Academia Books Registry

Type AdmNo.  Find

OR

Select AdmNo.

Student's Name

Class

Select Subject

Select Book Title:

Book No.

Year

Issued By:

Student's



Clear Fields
Save

Selected Subject's Available

Id	Book Title	Author	Publisher
1	Kiswahili Kitukuzwe K1b	KLB	KLB
2	Kiswahili Kitukuzwe BK2	KLB	KLB
3	Kiswahili Kitukuzwe BK3	KLB	KLB
4	Kiswahili Kitukuzwe BK4	KLB	KLB
5	Damu Nyeusi	Ken Walhora & A. Mcha Moran Publish	

Books Issued to

AdmNo	Name
1000	IRENE
1000	IRENE
1000	IRENE
1000	IRENE

### Books Clearance

#### 1. Students

Click on Students from the Menu and then Click on Clear Books. This will load the Books Clearance form. Type in student's Admission number in the textbox provided and then press enter; then double Click the book that you wish to clear. A Clearance Confirm Dialog Box will come up. Click Yes to confirm Clearance or No to Cancel.

Books Clearance - Kwik Saf Academia Registry

Search

Type AdmNo. 1000 OR Select AdmNo. 1000

Logged as: Admin Admin

23-Jul-14

**Double Click or Press ENTER to Make Selection**

AdmNo	Name	Class	Subject	Book No	Book Title	Year Issued	Comments
1000	IRENE SAMPL...	4X	Kiswahili	Kidagaa Kinem...	Delete	2014	Out
1000	IRENE SAMPL...	4X	Arts	ART1	bdd	2014	Returned
1000	IRENE SAMPL...	4X	English	Betrayal In The ...	delete	2014	Returned
1000	IRENE SAMPL...	4X	Agriculture	tttt	del	2014	Returned
1000	IRENE SAMPL...	4X	Kiswahili	Kidagaa Kinem...	delete	2014	Returned
1000	IRENE SAMPL...	4X	Biology	Secondary Biol...	de	2014	Returned
1000	IRENE SAMPL...	4X	Arts	Comp 1	de	2014	Out
1000	IRENE SAMPL...	4X	Kiswahili	Kidagaa Kinem...	RHS/45669/20...	2014	Out

Class and Subject

Edit Delete Exit

AdmNo  Name  Book Title  Year Issued

Class  Phone  Book No.  Clear

In case you have made a mistake while clearing, Click on the respective item, then click on the Edit Button at the bottom of the form. Then in the "Clear" Combo box select as appropriate.

Books Clearance - Kwik Saf Academia Registry

Search

Type AdmNo: 1000 OR Select AdmNo: 1000

Logged as: Admin Admin

23-Jul-14

Double Click or Press ENTER to Make Selection

AdmNo	Name	Class	Subject	Book No	Book Title	Year Issued	Comments
1000	IRENE SAMPL...	4X	Kiswahili	Kidagaa Kimem...	Delete	2014	Out
1000	IRENE SAMPL...	4X	Arts	ART1	bdd	2014	Returned
1000	IRENE SAMPL...	4X	English	Betrayal In The ...	delete	2014	Returned
1000	IRENE SAMPL...	4X	Agriculture	tttt	del	2014	Returned
1000	IRENE SAMPL...	4X	Kiswahili	Kidagaa Kimem...	delete	2014	Returned
1000	IRENE SAMPL...	4X	Biology	Secondary Biol...	de	2014	Returned
1000	IRENE SAMPL...	4X	Arts	Comp 1	de	2014	Out
1000	IRENE SAMPL...	4X	Kiswahili	Kidagaa Kimem...	RHS/45669/20...	2014	Returned

Update Delete Exit

AdmNo: 1000 Name: IRENE SAMPLE DATA Book Title: Kidagaa Kimemwozea Year Issued: [ ]

Class: 4X Phone: [ ] Book No: Delete Clear: [ Out ]

Out  
Out  
Returned  
Replaced

While clearing students, you may come across a student who brings a book that was not issued to him/her. You can search the student to whom the book was issued by clicking on the 'Search' Button and as you type in the Book Number, books with similar number are shown. You can perform several other kinds of search based on Student Name, Class, Book Title etc.

## 2. Staff



Click on Staff from the Menu and then Click on Clear. This will load the Bulk Clearance form. Select Teacher's Number from the 'Teacher Number' Combo Box; then double Click the book that you wish to clear. In 'Quantity' Text Box, indicate the number of books the teacher is returning. Under "Current" Text Box, you will see the total number of books the teacher holds in the selected title. Finally Click "Update".

## Book Titles Registration.

All Books Titles in school MUST be registered before they can be issued out. To register titles, click Books from the Menu.




From the down Menu click Add New Titles. From the '**Select Subject**', combo box select the subject. Proceed to fill in the Title of the book, author, publisher and the total number of books under that title.

Finally click **Save**.  To delete any Book Title, Click '**Manage**'  Button, a Combo box will emerge; select the subject to view all titles under that subject. Click the Book you want to delete then click the '**Delete**' Button.

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: 18/01/2015

**Save**

Titles Available in:

Titles Available	

**Exit**