

# USER GUIDE

## Online *Public Access Catalogue (OPAC)*

url: [opac.rjt.ac.lk](http://opac.rjt.ac.lk)

The screenshot displays the homepage of the Rajarata University Online Public Access Catalogue (OPAC). The interface features a dark red header with the 'koha' logo, navigation links for 'Cart' and 'Lists', and a 'Log in to your account' link. Below the header, the university's name and logo are prominently displayed alongside the text 'Online Public Access Catalogue Library Rajarata University of Sri Lanka'. A search bar is positioned below the header, with a dropdown menu set to 'Library catalog' and a 'Go' button. A navigation bar below the search bar offers links for 'Advanced search', 'Course reserves', 'Tag cloud', 'Most popular', and 'Purchase suggestions'. The main content area is divided into three sections: 'Quick Links' on the left, 'NEW ARRIVALS' in the center, and a 'Log in to your account' section on the right. The 'Quick Links' section includes buttons for 'University HOME', 'Main Library HOME', 'My Account', and 'Advanced Search'. The 'NEW ARRIVALS' section features three book covers: 'Cost Accounting: A Managerial' by Garrison, 'The Geography of Tourism and Recreation: Environment, place and space' by Michael Hall and Stephen J. Page, and 'Water, Land and People in Climate Change' by S. L. Thiakasi. The 'Log in to your account' section contains input fields for 'Login:' and 'Password:', a 'Log in' button, and a link for users without an account to 'Register here'.

Home

Quick Links

- University HOME
- Main Library HOME
- My Account
- Advanced Search

NEW ARRIVALS :

- Cost Accounting: A Managerial
- The Geography of Tourism and Recreation: Environment, place and space
- Water, Land and People in Climate Change

Log in to your account:

Login:

Password:

Log in

Don't have an account? [Register here.](#)

# Instruction 1: Login to the Account

## Steps:

- Add UPF number followed by the ‘XH’ in block capital fulfilled with 8 number of Digits (eg: XH003004)
- Use ‘\*\*\*’ as your default password in password text box
- Click login button

The screenshot shows the OPAC interface for Rajarata University. At the top, there's a navigation bar with 'koha', 'Cart', and 'Lists' icons. The main header features the university's logo and the text 'Online Public Access Catalogue Library Rajarata University of Sri Lanka'. Below this is a search bar with a dropdown menu set to 'Library catalog' and a 'Go' button. A secondary navigation bar contains links for 'Advanced search', 'Course reserves', 'Tag cloud', 'Most popular', and 'Purchase suggestions'. The main content area is divided into three sections: 'Quick Links' with buttons for 'University HOME', 'Main Library HOME', 'My Account', and 'Advanced Search'; 'NEW ARRIVALS' featuring three book covers: 'Cost Accounting: A Managerial Approach', 'The Geography of Tourism and Recreation', and 'Water, Land and People in Climate Change'; and a 'Log in to your account:' section with 'Login:' and 'Password:' input fields, a 'Log in' button, and a 'Register here.' link. A dashed box highlights the login section.

## Instruction 2: **Change user Password**

### Steps:

- Click on change your password tab
- Add your default ‘\*\*\*’ in Current password text box
- Enter your new password in New password text box
- Re type your new password in Re type New password text box
- Click Submit Changes button

**Quick Links**

- University HOME
- Main Library HOME
- My Account
- Advanced Search
- your summary
- your fines
- your personal details**
- your tags
- change your password**
- your search history

### Change your password

Your password must be at least 1 characters long.

Current password:

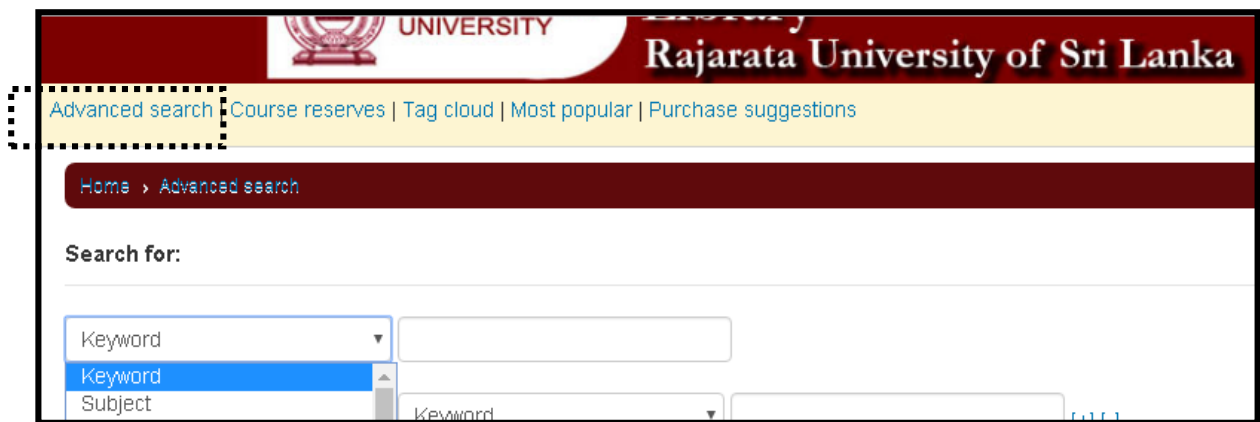
New password:

Re-type new password:

## Instruction 3: Search a Book

### Steps:

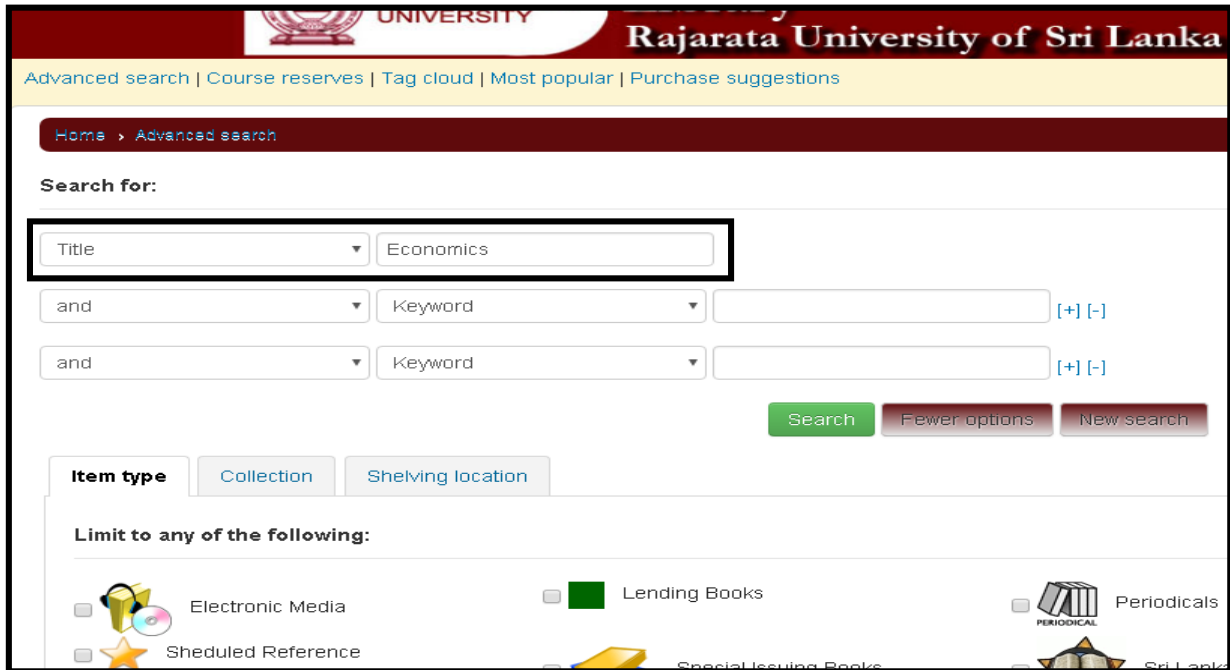
- Click on Advanced Search tab



The screenshot shows the library website interface. At the top, there is a red header with the university logo and name. Below the header, a yellow navigation bar contains the 'Advanced search' tab, which is highlighted with a dashed black box. Other navigation options include 'Course reserves', 'Tag cloud', 'Most popular', and 'Purchase suggestions'. Below the navigation bar, a dark red breadcrumb trail shows 'Home > Advanced search'. The main search area is titled 'Search for:' and contains two search input fields. The first field has a dropdown menu with 'Keyword' selected, and the second field has a dropdown menu with 'Keyword' selected. A 'Submit' button is visible at the bottom right of the search area.

- Select appropriate keywords (e.g. Subject/Title/Author/Barcode)

- Type relevant phrase in given text box



- Click on Search button
- The available books listed on the screen

## Instruction 4: **Renew a Book**

### Steps:

- Log on to your Account
- Click on your summary


13 Item(s) checked out

[Renew selected](#)
[Renew all](#)

	Title	Due	Call no.	Renew	Fines
	<b>Industrial Economics</b> Ferguson , Paul R.	05/04/2017	338FER	Not renewable (on hold)	No
	<b>IELTS testbuilder</b> McCarter , Sam	01/05/2017	428MCC	<input type="checkbox"/> <a href="#">Renew</a> (1 of 1 renewals remaining)	No
	<b>Objective IELTS workbook with answers advanced</b> Black,Michael	01/05/2017	428BLA	<input type="checkbox"/> <a href="#">Renew</a> (1 of 1 renewals remaining)	No
	<b>Objective IELTS workbook with answers intermediate</b> Black,Michael	01/05/2017	428BLA	<input type="checkbox"/> <a href="#">Renew</a> (1 of 1 renewals remaining)	No



- Select Renew with the Item

	Objective IELTS workbook with answers advanced Black, Michael	31/05/2017	428BLA	<b>Renewed!</b> Not renewable	No
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- Item Renewed
- If you renew All books click Renew All button

## Instruction 5: **Place Hold a Book**

### Steps:

- Log on to your Account
- Search the book using Advanced Search
- If there isn't any available books in the Library then user can hold the specific book

## – Click Place hold

Advanced search | Course reserves | Tag cloud | Most popular | Purchase suggestions

Home > Details for: IELTS testbuilder

Normal view | MARC view | ISBD view

### IELTS testbuilder : with answer key

By [McCarter, Sam](#)

Contributor(s): [Ash, Judith](#)

Publisher: Oxford : Macmillan Education ; 2003 (2006)

Description: Illustration 27 cm. 176 p.

ISBN: 1405014032.

Subject(s): [ENGLISH LANGUAGE](#) | [ENGLISH USAGE](#) | [LCD](#)

DDC classification: 428

Online resources: [Click here to access online](#)

Tags from this library: No tags from this library for this title. [Add tag\(s\)](#)

Place hold

Print

Save to your lists

Add to your cart

Save record ▾

More searches ▾

Share [f](#) [in](#) [v](#) [e](#) [G+](#) [T](#) [Tweet](#)

- Select pickup location and click Confirm Hold button
- The book reserved.
- When the book returns to the library you will receive an email notification.

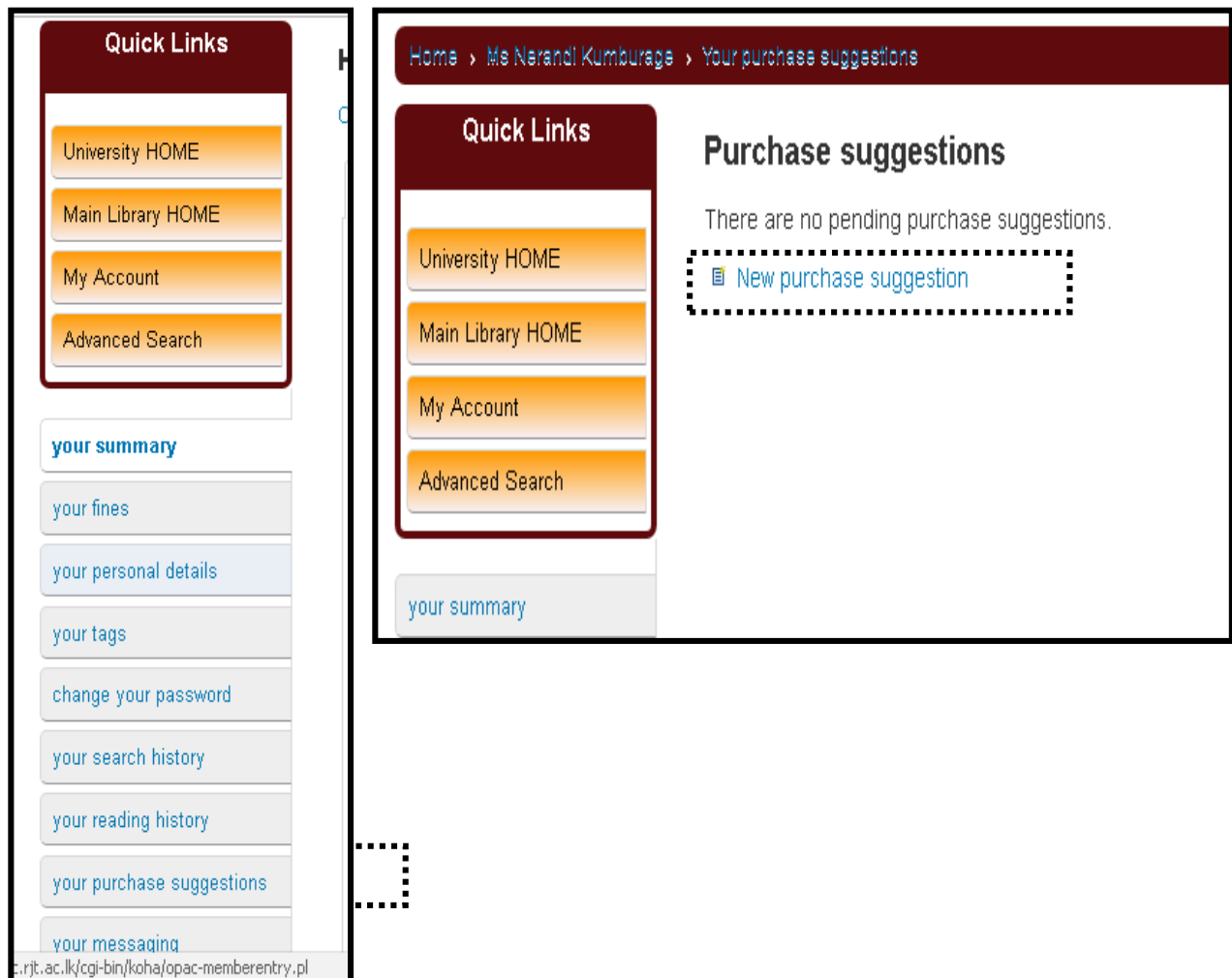
## Instruction 6: Purchase a Suggestion

### Steps:

- Log on to your Account



- Select your purchase suggestions
- Then click New purchase suggestion



- Fill the details of the books that you suggest to the Library

**Title:**

**Author:**

**Copyright date:**

**Standard number (ISBN, ISSN or other):**

**Publisher:**

**Collection title:**

**Publication place:**

**Item type:**

**Library:**

– Click the Submit button