

INFLIBNET Centre (An IUC of UGC)
Ahmedabad – 380 009

SOUL 2.0

Flow Chart for Administration Module:

- **Logging in to SOUL 2.0**
 - First time after installation, fill in the details of the Library.
 - Type the default username: **superuser** and password: **su**

- **Administration → User Settings**
 - **Group** → New → Enter the Group Name → Select the privileges to be given to the group member → Save

 - **User** → Enter the username → Select Group → Enter password → Enter comment & other details → Select the library (Can be created or modified at Administration → General Master → New Library) → Save
 - Click browse to view all the username & double click to modify

 - **Password** → Change the password of the current user

- **Administration → System Settings**
 - **Email** → Enter the details of e-mail ID of library (to be used for sending mail)
 - Ex: For the mail id **library@inflibnet.ac.in**, Domain Name: inflibnet.ac.in, SMTP server: mail.inflibnet.ac.in, Email id: library@inflibnet.ac.in, username: library, password: password for library@inflibnet.ac.in

 - **Image Modification** → Select the Image to be modified → Click select image (select the image from local PC with size less than 7kb) → Upload image

 - **Letter Layout** → Select the Letter Name from Dropdown → Enter the subject & the text of the letter → Save (It will be displayed in the letters available in reports of respective module)

 - **Label Settings** → Select the label name → Enter the details of label → Save

 - **Letter Number** → Edit the Prefix to be added in letter number → Select Status → Save

 - **Collection Type** → Add → Enter Code, collection type, prefix, total length of Accn. No → Save

- **Administration → General Master**
 - **Currency** → Select Currency Name → Change conversion rate → Save

 - **Budget**
 - To create budget heads (income & expenditure) → Click Add on left → Enter Budget code & Description → Select Category from radio button → Save
 - On rightside top select INCOME to receive budget amount → Click Add from below → Select the income head → Enter allocated period & amount → Save
 - On rightside top select EXPENDITURE to allocate budget amount to different

expenditure heads → Add → Select Income Head → Enter allocation details → Save

- **Budget Transfer** (For transferring budget amount from one Expenditure Head to another)
 - Enter financial year → Select source budget → Enter destination Budget → Enter amount → Save

- **Institute Details**
 - Institute Details → Add → Enter the details of institute on right → Save
 - Select Institute by clicking the on left cell before Institute Name
 - Department Details → Add → Enter Details & save
 - Add Branch(Course/Designation Master) → Add course/designation & save
 - Course & Designation → Add → Select Branch Name from Dropdown List → Save

- **Country** → Add → Code & Name → Save

- **Language** → Add → Code & Name → Save

- **Subject** → Add → Classification No & Subject → Save

- **Physical Media** → Add → Code & Description → Save

- **New Library** → Add → Select Type of Library (**Departmental** for within campus branch libraries and **Institutional** for libraries having ILL relations with other institutions) → Enter Details → Save
 - Select the Institute from ILL member details → Click Add on right side for giving privileges → Select material type → Give details → Save.

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