

# Place Order For a Book

**Spoken Tutorial Project**

<https://spoken-tutorial.org>

**National Mission on Education through ICT**

**Vaibhavi Satardekar**

**Maya Hans**

**IIT Bombay**

**20 November 2024**





# Learning Objectives

**We will learn how to:**



# Learning Objectives

**We will learn how to:**

- ▶ **Place Order For a Book**



# Learning Objectives

**We will learn how to:**

- ▶ **Place Order For a Book**
- ▶ **Close a Basket (Order)**



# Learning Objectives

**We will learn how to:**

- ▶ **Place Order For a Book**
- ▶ **Close a Basket (Order)**
- ▶ **Receive a shipment**



# System Requirements



# System Requirements

**To record this tutorial, I am using**





# System Requirements

**To record this tutorial, I am using**

► **Ubuntu Linux OS v22.04**



# System Requirements

**To record this tutorial, I am using**

- ▶ **Ubuntu Linux OS v22.04**
- ▶ **Koha v24.05**



# System Requirements

**To record this tutorial, I am using**

- ▶ **Ubuntu Linux OS v22.04**
- ▶ **Koha v24.05**
- ▶ **Firefox v131.0.3**



# System Requirements

**To record this tutorial, I am using**

- ▶ **Ubuntu Linux OS v22.04**
- ▶ **Koha v24.05**
- ▶ **Firefox v131.0.3**
- ▶ **A working internet connection**



# Prerequisites



# Prerequisites

- ## ► Koha installed on your system



# Prerequisites

- ▶ **Koha installed on your system**
- ▶ **Admin access in Koha**



# Prerequisites

- ▶ Koha installed on your system
- ▶ Admin access in Koha
- ▶ If not, refer to the Koha Installation tutorial on this site  
<https://spoken-tutorial.org/>





# Prerequisites

- ▶ Koha installed on your system
- ▶ Admin access in Koha
- ▶ If not, refer to the Koha Installation tutorial on this site  
<https://spoken-tutorial.org/>
- ▶ You should also have knowledge of Library Science



# Summary

**In this tutorial, we learned to**

- ▶ Place Order For a Book**
- ▶ Close a Basket (Order)**
- ▶ Receive a shipment**



# Assignment

## In ICP Library

- ▶ Place an order for a book  
Pommerville, J. C. (2014).  
Fundamentals of microbiology (10th ed.). Jones and Bartlett Learning.
- ▶ Vendor Powai Book Agency
- ▶ Close a Basket(Order)
- ▶ Receive shipment



# About the Spoken Tutorial Project

- ▶ Watch the video available at [https://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](https://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



# Spoken Tutorial Workshops

## The Spoken Tutorial Project Team:

- ▶ Conducts workshops using Spoken Tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to [contact@spoken-tutorial.org](mailto:contact@spoken-tutorial.org)



# Answers for THIS spoken tutorial

- ▶ Questions in this Spoken Tutorial
- ▶ Visit <https://forums.spoken-tutorial.org>
- ▶ Choose the minute and second where you have the question
- ▶ Explain your question briefly
- ▶ The Spoken Tutorial project will ensure an answer
- ▶ You will have to register to ask questions



# Acknowledgement

- ▶ **The Spoken Tutorial project was established at IIT Bombay by the Ministry of Education Govt of India**
- ▶ **Thank you for joining**



