

Manual

Parchment
v1.0



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Login & Registration

Details on login and registration.

Accessing the System

To access the system for the first time, go to <https://books.weaverland.school> in your web browser. This will load the login screen for the system. See login instructions below.

Login

1. Enter your email and password that you signed up with or was given to you.
2. If you would like Parchment to remember that you are logged in even after you close your browser, be sure *Remember Me* is checked.
3. Click *Login*.

If you've forgotten your password, contact Olive Tree Software with the contact details on the front cover of this manual.

Registration

1. On the login page, there is a blue link that says *Register as a new user*. Click this link to be taken to the registration page.
2. Enter you email address and desired password. You will also need to confirm the password you chose in the third text box.
3. Click *Register*.

This will take you to the home page with a message explaining your next steps. For data access, contact Olive Tree Software with the contact information on the front cover of this manual.

Managing Your Profile

While logged in, you can manage your profile, including email, phone number and password. To access this:

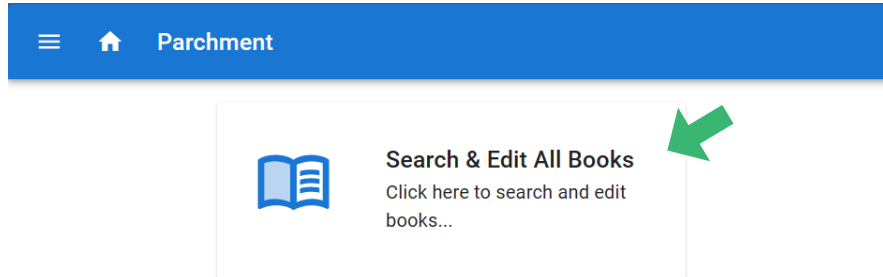
1. Click the three-line menu in the upper left hand corner.
2. Choose *Profile* at the bottom of the menu.

Here you manage your personal information.

Viewing Books

A basic tutorial to get you familiar with viewing books.

After gaining access to the system, you will see a button at the top of the screen labeled *Search & Edit All Books*. This is the starting place to manage your school's books.



Upon clicking *Search & Edit*, you will be presented with a listing of books. See the various functions of the table detailed below.

Search the books. Add books here...

+ ADD BOOK

Title	Author	Publisher	Status	Category	
Click to view details.	Jerry B. Jenkins	Multnomah Books		Rejected	
	Reece, Colleen L.	Barbour Publis...		Fiction	
(2) The Choice Is Yours And Other Sto...	Zook, Mary R.	Rod & Staff Pu...		Non-Fiction	
(A Book About) Benjamin Franklin	Ruth Belov Gross	Scholastic		Biography	
(A) Big Ball Of String	Holland, Marion	Beginner Books			
(A) First Look At Fish	Selsam, Millicent E. And Hu...	Scholastic			
(A) Fly Went By	Mike Mcclintock	Beginner Books			
(A) Lion To Guard Us	Bulla, Clyde Robert	Harper Collins...			
(A) New Home For Billy	May Justus	Hastings House...			
(A) Sower Went Forth	Martha Shenk Palmer	Rod & Staff Pu...			

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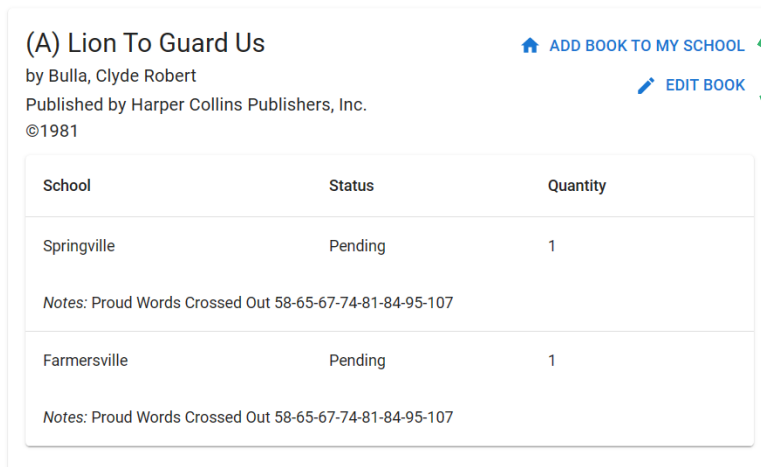
Page through the books.

Edit/delete books.

Viewing a Book

Overview of viewing a book's details.

After clicking on a book, you will be presented with the book's details and editing notes.



(A) Lion To Guard Us
by Bulla, Clyde Robert
Published by Harper Collins Publishers, Inc.
©1981

ADD BOOK TO MY SCHOOL EDIT BOOK

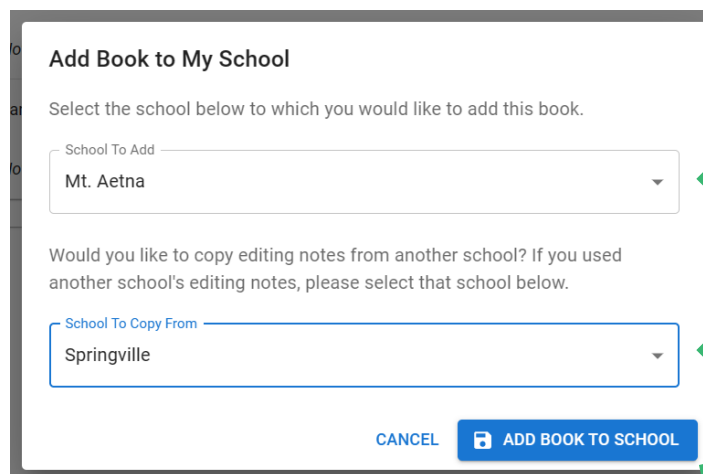
School	Status	Quantity
Springville	Pending	1
Notes: Proud Words Crossed Out 58-65-67-74-81-84-95-107		
Farmersville	Pending	1
Notes: Proud Words Crossed Out 58-65-67-74-81-84-95-107		

Add the book to your inventory. Details below.

Edit the book...

Adding to your inventory.

If your school is not listed and you would like to add it because you have the book, click the *Add Book to my School* button. This will present you with a dialog box requesting information.



Add Book to My School

Select the school below to which you would like to add this book.

School To Add
Mt. Aetna

Would you like to copy editing notes from another school? If you used another school's editing notes, please select that school below.

School To Copy From
Springville

CANCEL ADD BOOK TO SCHOOL

Select your school.

If you would like to use another school's editing notes, select them here.

Finally click *Add*, to add the book.

After adding the book to your school, it will now appear in the list of schools under the book's details. To edit your editing notes, see the next tutorial on editing books.

Editing a Book

Overview of editing a book.

You can edit a book either by clicking the pencil on the right-hand side of the book list or by clicking *Edit* on the book's details. This will present you with an edit screen as seen below.

The screenshot shows the 'Edit Book' interface for '(A) Lion To Guard Us - Details'. The form is divided into two main sections: 'Details' and 'Notes & Inventory'. The 'Details' section contains several input fields: Title (with '(A) Lion To Guard Us' entered), Author (with 'Bulla, Clyde Robert' entered), Publishers (with 'Harper Collins Publishers, Inc.' entered), Copyright (with '1981' entered), and Category. The 'Notes & Inventory' section includes a 'School' dropdown menu (set to 'Springville'), a 'Quantity' field (set to '1'), and a 'Status' dropdown menu (set to 'Pending'). A trash icon is located to the right of the 'Status' dropdown. Below these fields is a 'Notes' text area containing the text 'Proud Words Crossed Out 58-65-67-74-81-84-95-107'. A blue circular button with a white plus sign is positioned at the bottom right of the 'Notes & Inventory' section. Green arrows point to various elements with explanatory text: one points to the Title field with the text 'Edit the book's general details.'; another points to the trash icon with the text 'Remove your school's details if you no longer have the book.'; a third points to the Notes text area with the text 'Edit your notes.'; and a fourth points to the plus button with the text 'Add a new school.'

There are currently no controls that prevent you from editing other school's book notes. Please be respectful of other individual's work and only edit your own notes.

To save the book when you are finished editing, click the Save button in the upper right hand side, as seen below:



(A) Lion To Guard Us - Details

Title

Adding a Book

Overview of adding a book.

You can add a book by clicking the *Add Book* button above the list of book inventory.

Understand that by adding a book, you are creating a entirely new book. If you are trying to simply add a book that already exists to your school, see the previous pages on viewing a book and adding it to your school's inventory.

(no title) - Details

Title		
Author	Illustrator	
Publishers	ISBN	
Published	Copyright	Category

Fill in the book's details

Notes & Inventory

School	Quantity 0	Status	
Notes			

Add your notes.

To save the book when you are finished editing, click the Save button in the upper right hand side, as seen below:



(A) Lion To Guard Us - Details

Title

Removing a Book

Tutorial on removing books from the system.







Stop.

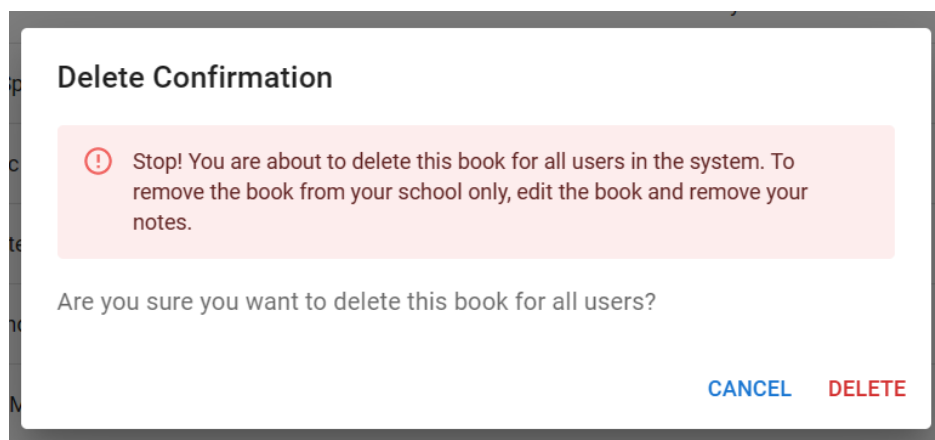
Before you delete a book make sure you understand what you are doing!

An important concept to understand is that, when I delete a book for myself, I am deleting the entire book with all its editing notes. If you want to remove the book from your school only, go to the editing section and follow the instructions for removing your school's editing notes.

To remove a book that was accidentally entered or is no longer needed at all, click the trash can icon to the right of the book in the book list.

Title	Author	Publisher	Status	Category	
(A) Sower Went Forth (2)	Martha Shenk Palmer	Rod & Staff Pu...	👁		 
(An) Inside Look-The World S Weather	Michael Allaby	Gareth Stevens...	👁		 

You will be greeted with a confirmation dialog with a warning confirming what you are about to do. If you are sure you want to remove the book, click Delete. It will immediately disappear from the list.



Reporting

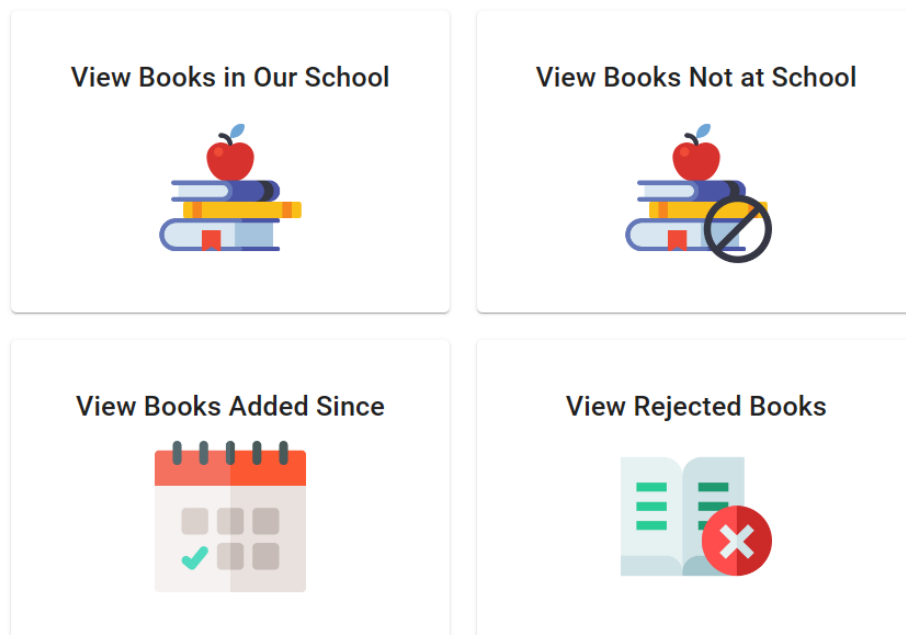
Overview of Parchment's reporting system.



Telerik Reporting

Parchment is powered by Telerik Reporting, bringing you advanced reporting capabilities. The reports can be edited using Telerik's standard licensed editors.

There are four main reports available on the home screen. Simply click on these reports to view them. Each report is detailed below the screenshot.



Details

View Books in Our School – After selecting your school, you can view all books in your school.

View Books Not at School – After selecting your school, you can view all the books that you do not have at your school. This report will take a while to run. Please be patient.

View Books Added Since – After selecting a date, this report will show you all books that have been added since the specified date. This report can take a while to run.

View Rejected Books – This report will show all the books that have been rejected.