

NextGenLib

Digitization of Libraries

(A Tool to covert traditional library to e-Library)



**How To Login Staff Interface of
NextGenLib Software**

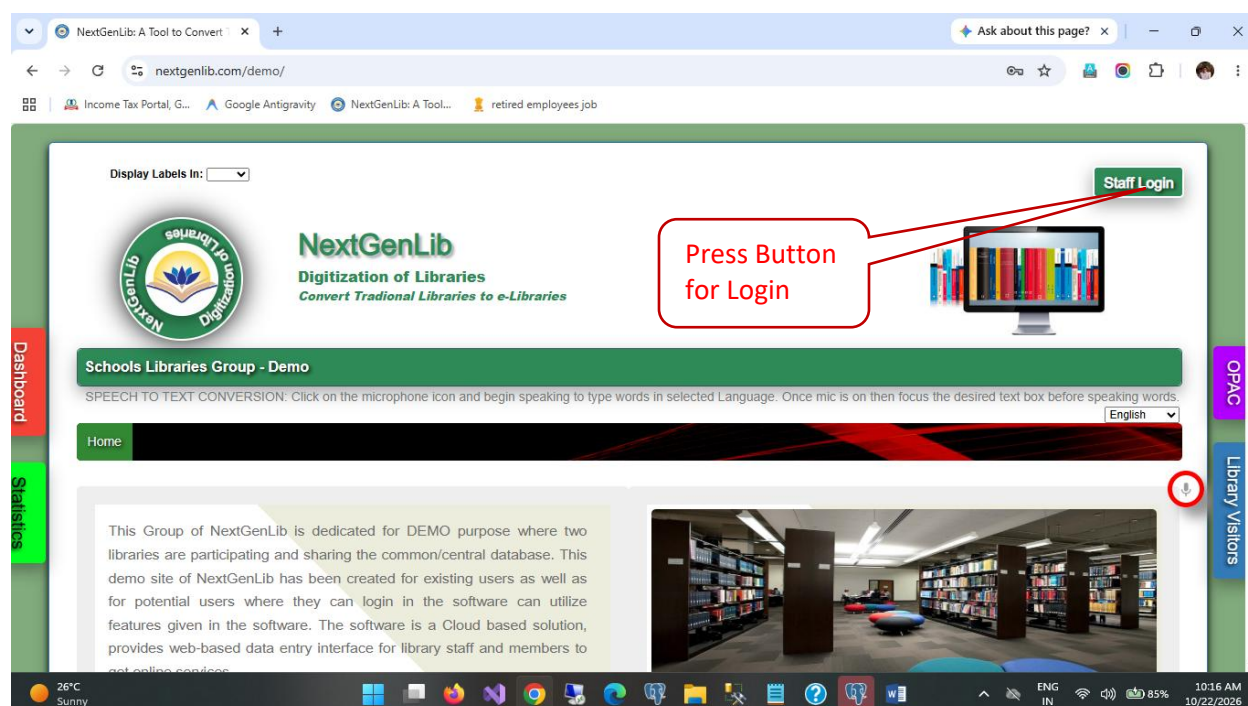
<https://NextGenLib.com>

[A]. How To Run Software and Login Staff Interface

NextGenLib software is a cloud based software provides access using any browser in a desktop where faster internet connectivity is established. The data entry is done online LIVE where data is stored on cloud maintained by agency.

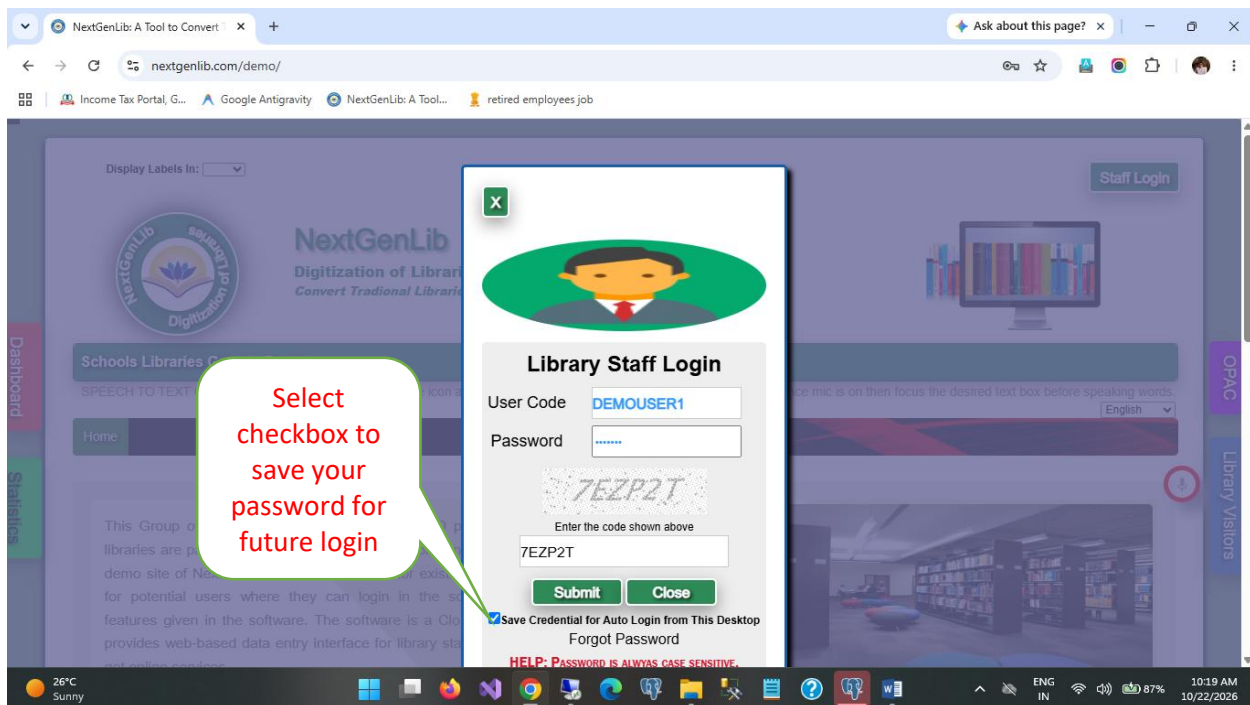
After getting library Login from the implementing agency, Library in-Charge / Librarian can run/access software online using any browser installed in the desktop with internet connectivity.

Step 1: Type URL given by agency in a browser, following screen will appear: e.g. <https://nextgenlib.com/demo/> (URL of Staff Interface)

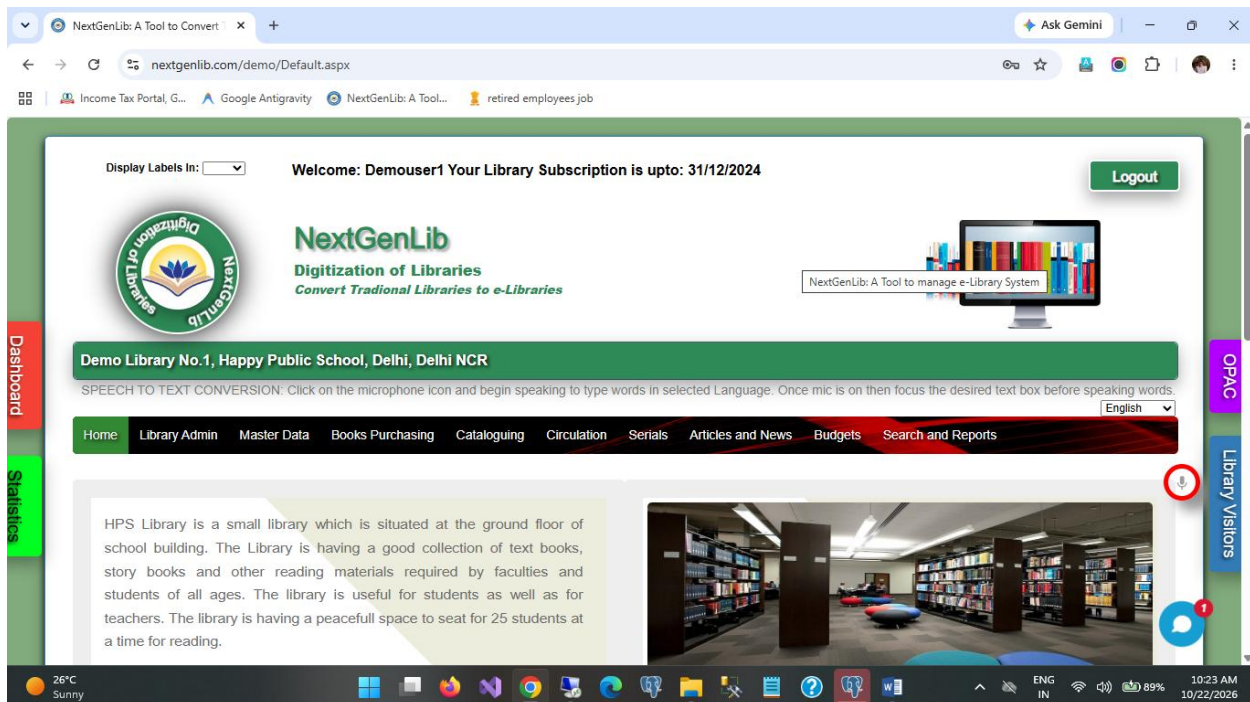


NOTE: Make sure you have run the group of NextGenLib setup for your library

Step 2. Press Staff Login button given on the left top corner side of above screen and enter your USERCODE and PASSWORD. Then press Submit button. In case usercode and password are correct then software will be login and different modules will be access based on permission/roles granted.



NOTE: You can select “SAVE Credential...” checkbox seen in above screen to save your credentials for future login where password typing is not required. In case your desktop is not used by others then you can save your credentials. Your credentials will be saved on cookies on same desktop.



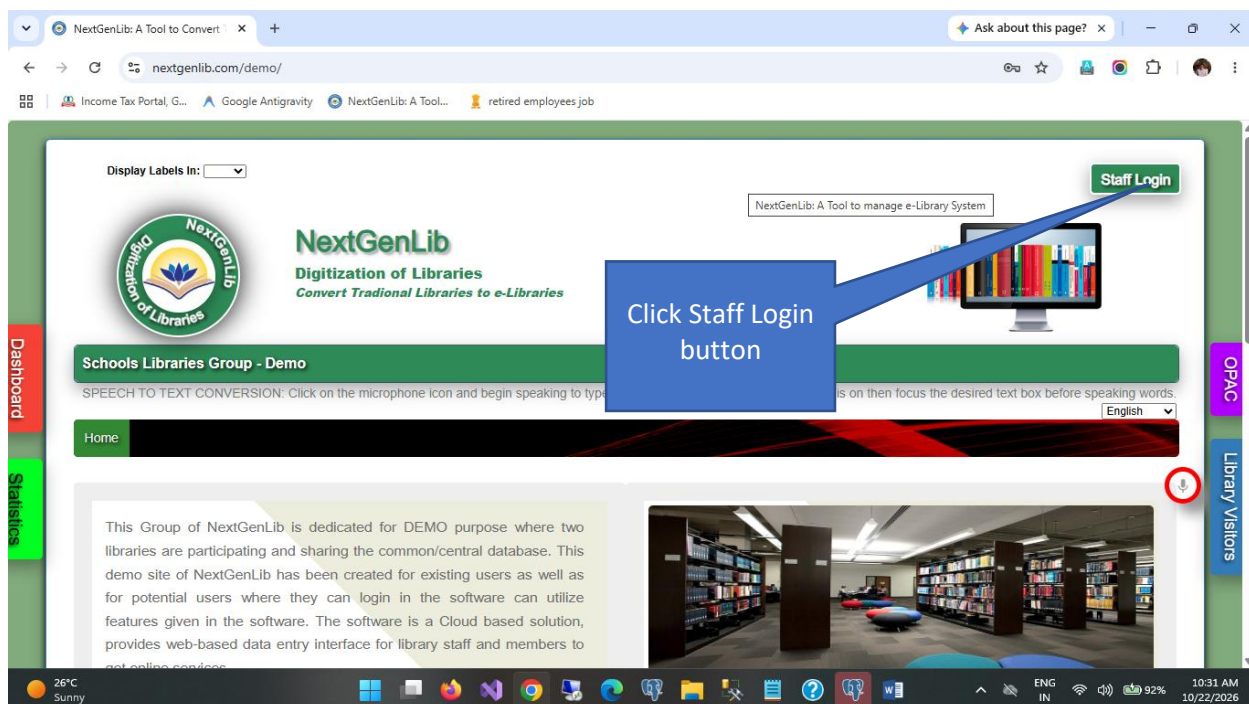
Once Login is successful then library staff can open various forms for working different tasks.

NOTE: In case password is forgotten then link is given on Login Form to reset the password. Password for Library Staff (software users) and Members are separate.

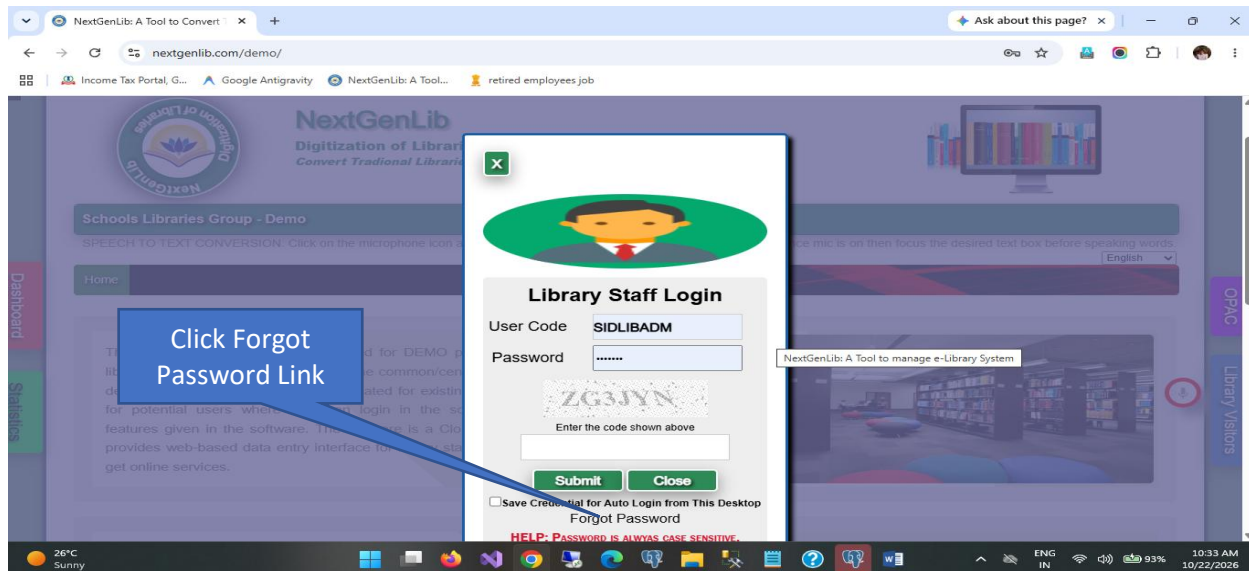
[B]. When You Forgot Password

In case you forgot password of your library staff usercode then you can submit request to RESET your password with the following steps.

1. Run software group where your library account was created by agency e.g. <https://nextgenlib.com/demo/> . Following screen show landing page of the software will be displayed in browser.



2. Click STAFF LOGIN Button given on right Top corner of above screen – login form will be landed as seen in below image:



3. Click “Forgot Password” link given of Login Form – a new page will appear as seen in below screen:

The screenshot shows a web browser window with the URL nextgenlib.com/demo/Account/ForgotPassword.aspx. The page features a sidebar on the left with 'Dashboard' and 'Statistics' links, and a top navigation bar with 'Home' and 'Schools Libraries Group - Demo' links. The main content area is titled 'FORGOT PASSWORD' and contains the following fields:

- User Code ***: SIDLIBADM
- Security Question ***: What is your pets name? (Select the One Security Question.)
- Answer ***: ***** (Enter Answer to above Question.)
- Captcha ***: LWH77H (Enter the code shown above: LWH77H)

At the bottom of the form are 'Submit' and 'Cancel' buttons. A help message at the bottom reads: 'HELP: Submit your correct Information to get new password.' The browser's taskbar at the bottom shows the date and time as 10:35 AM on 10/22/2026.

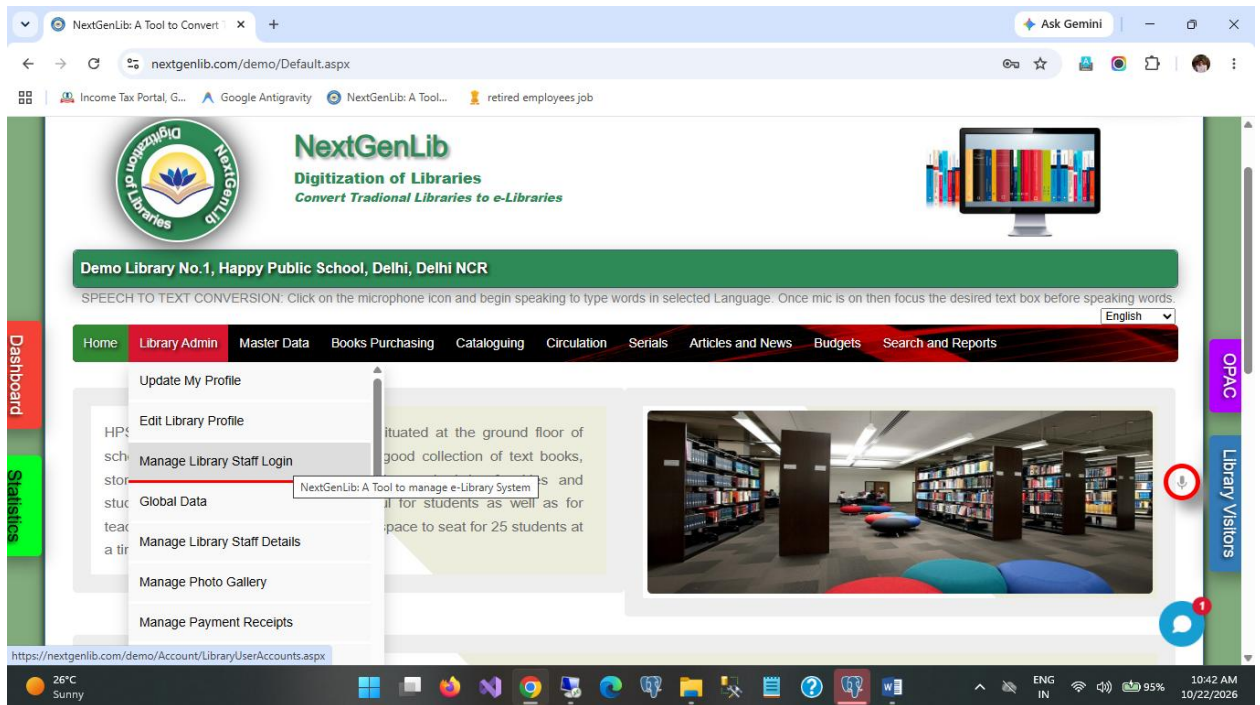
4. Fill the Form with your actual USERCODE, Security Question and Answer you saved during new creation of your staff login. Fill Captcha and SUBMIT the form.
5. Once you Submit your above form – you will receive your new password in your mail registered in NextGenLib.
6. You can use new password to Login Staff Interface, you can change it after login. You need to update your profile with security question and answer to reset the password in future if required.

NOTE: In case staff member (other than Library Admin) – forgot their password – then Library Admin can reset their password in the form

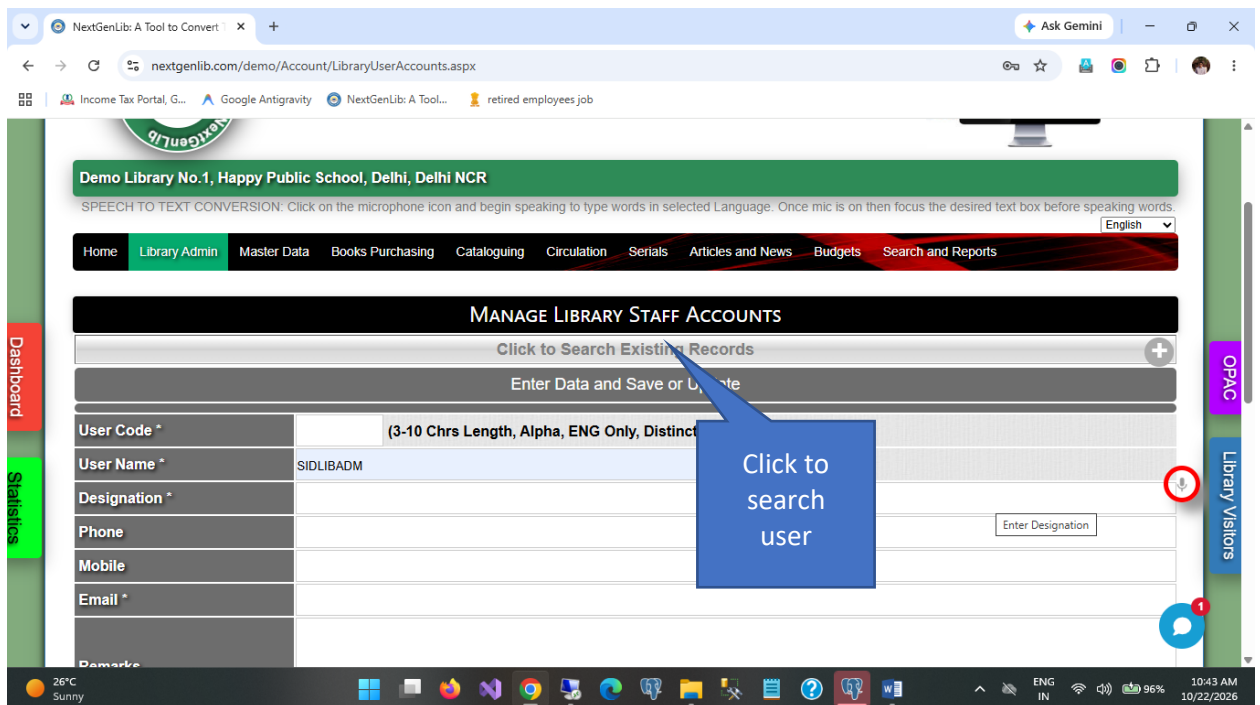
[C]. How to RESET Staff member password by Library Admin

To reset staff members password, following steps are required:-

1. Go to LIB ADMIN Module >> and load Manage Library Staff Login as seen in below image:



2. Once form is loaded – click To Search Existing Records as seen in below image:



3. Press Search Button and you will get the saved user. Click Edit link and go down where user details are filled in Edit part of the Form

The screenshot shows a web browser window with the URL `nextgenlib.com/demo/Account/LibraryUserAccounts.aspx`. The page contains a form for managing user accounts. A blue callout box with the text "Click Reset Password check box" points to the checkbox labeled "Re-Set User Password Manually" under the "Action Permission" section.

Phone	
Mobile	9833661557
Email *	madhusudanraikar@gmail.com
Remarks	
Status	☒ Active ☐ Closed
Default Language ?	English
Module Permission *	☐ Admin ☒ Circulation ☒ Articles ☒ Search ☒ Acquisition ☒ Serials ☒ Budgets ☒ Master ☒ Cataloging
Action Permission	☒ Issue ☒ Reserve ☒ Add New ☒ Print ☒ Return ☒ Print ☒ Re-Set User Password Manually
Password *	***** (6-10 Chars Length, Alpha-Numeric with Spl Char, atleast one Caps Letter.)
Re-Password *	*****

Buttons at the bottom: Cancel, Update, Select Report Format, Pdf Format, Report.

- Click Reset User Password checkbox at bottom of the form – enter strong new password and UPDATE record. Inform the saved password to concerned user.