



# Nevada for Academic Libraries

## TRAINING MANUAL

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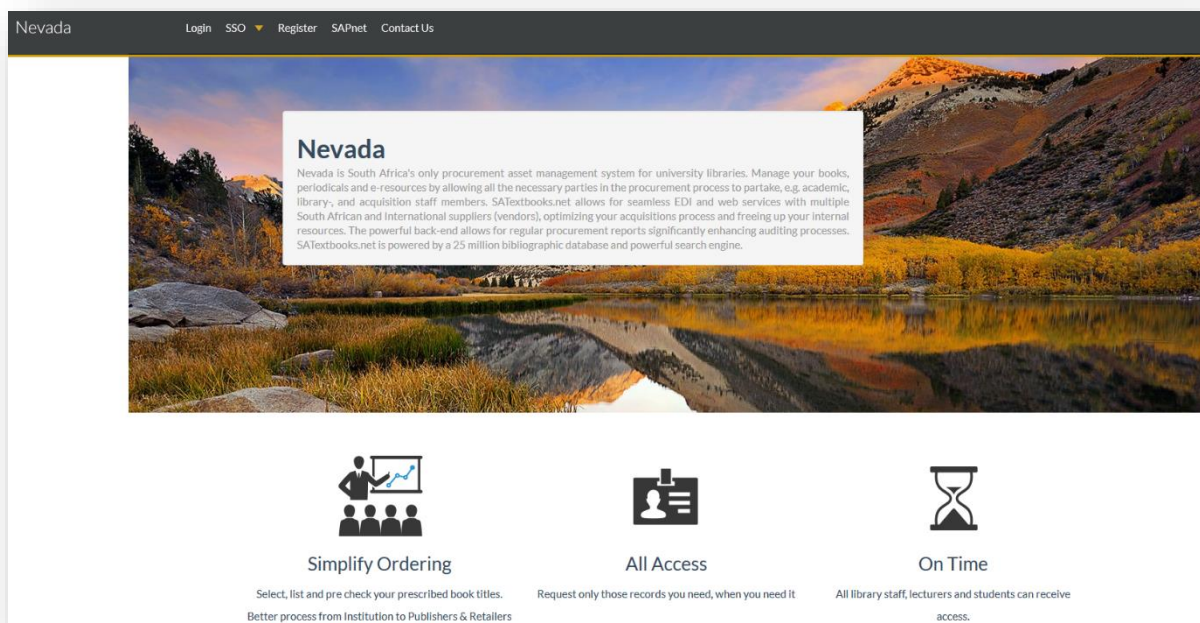
## Web Links

### DEVELOPMENT & TEST

<http://www.nevada-cloud.com/stage>

### PRODUCTION

<http://www.nevada-cloud.com>

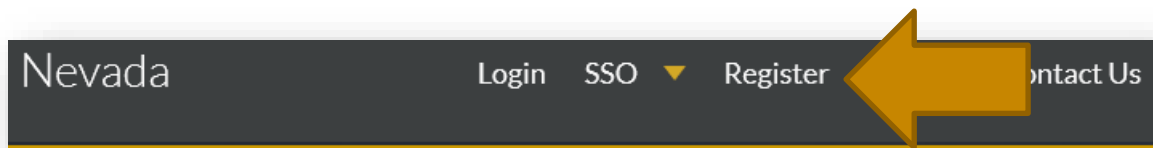


## User Registration

There are 3 ways of becoming a system user:

1. As part of the initial site setup
2. Self-registration
3. Request site administration

### SELF-REGISTRATION

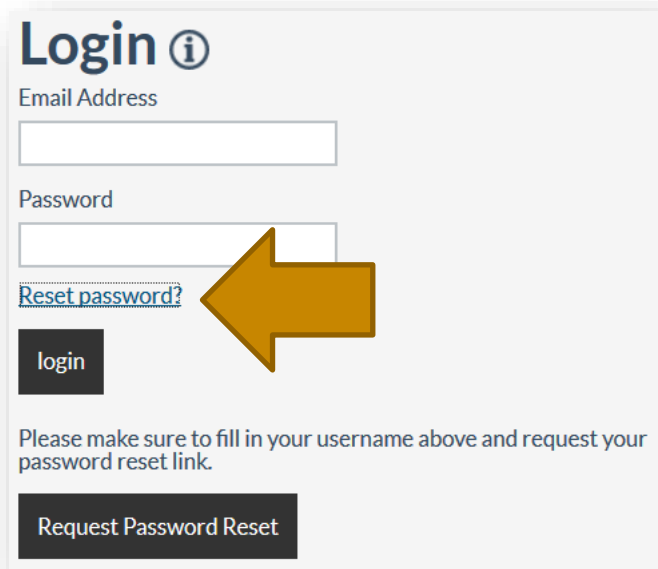


### Steps

1. The user completes online form
2. The site administrator gets an email notification
3. The site administrator does the following:
  - a. Verifies the user's credentials
  - b. Add Areas of Responsibilities
  - c. Set workflow values

### Notes


## PASSWORD RESET



**Login** ⓘ

Email Address

Password

[Reset password?](#)

login

Please make sure to fill in your username above and request your password reset link.

Request Password Reset

### Steps:

1. Click on RESET PASSWORD
2. Fill in your username (email address)
3. Click on REQUEST PASSWORD RESET

### Notes


## PASSWORD RESTRICTIONS

Please note that your password must have:

- At least 8 characters
- At least 1 uppercase character (A-Z)
- At least 1 number (0-9)
- At least 1 special character (!@#\$%^&\*()-\_+=+~)

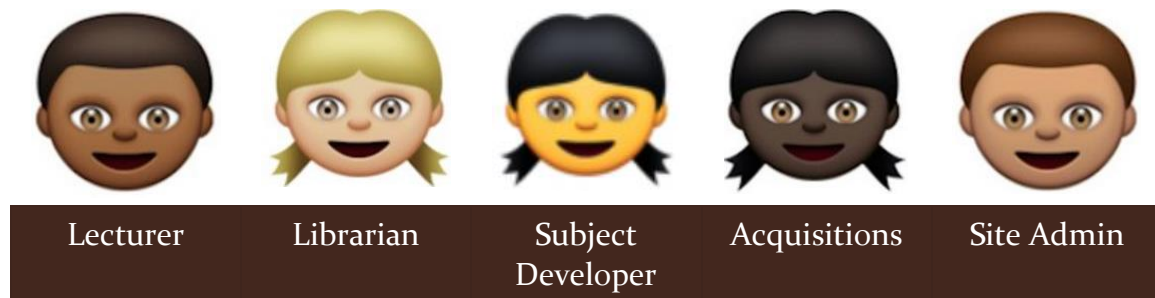
Example: P@55word

## Notes


## Login and Landing

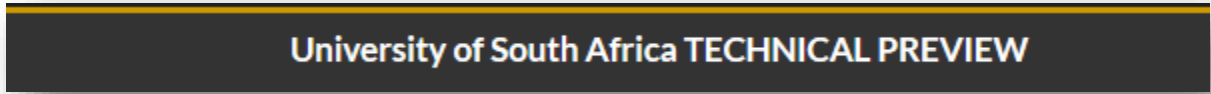
Sign in with your username (the university's email address) and password.

Once successfully signed in, you will land on a page customized to your role and profile.



## Notes


## Site Banner



The site banner is a notification header set by the site administrator.

## Notes




## Search

All user roles have access to the SEARCH and LISTS tabs respectively, except the site administrator.


### SEARCH OPTIONS

You have 3 search options:

1. Basic (keyword)
2. Advanced
  - a. Keyword
  - b. ISBN
  - c. Title
  - d. Publisher
  - e. Author / Contributor
  - f. Subject (Dewey, BISAC, BIC, LC)
  - g. Publication Date
  - h. Format
  - i. Publishing Status
3. Multiple ISBN (add or paste ISBN's below one another without any punctuation marks)

## Notes


## SEARCH RESULTS: LAYOUT

	Zurich 1995: Open Questions in Analytical Psychology - Proceedings of the Thirteenth International Congress for Analytical Psychology Zurich, 1995 by Mattoon, Mary Ann (January 1, 1995)									
		<b>Info</b>	<b>ISBN</b>	<b>Format</b>	<b>Edition</b>	<b>Price</b>	<b>USA Price</b>	<b>UK Price</b>	<b>Pages</b>	<b>Publication</b>
	<a href="#">Add to List</a>		9783856305550	Hardback		R 0.00	\$ 40.00	£ 37.99	746	January 1995
<a href="#">Add to List</a>		9783856305567	Paperback		R 0.00	\$ 29.00	£ 25.99	746	January 1995	

Layout consists of:

1. Cover page
2. Bibliographic Information
3. Format(s)
4. Editions
5. Price (in US Dollar, British Pound or South African Rand if available)
6. Pages
7. Publication Date

## Notes


SEARCH RESULTS: ADD TO LIST

1 Add to List Default ↓

Can't find the book you are looking for? 3

**ZÜRICH 95**  
 OPEN QUESTIONS  
 IN ANALYTICAL  
 PSYCHOLOGY  
 PROCEEDINGS OF  
 THE THIRTEENTH  
 INTERNATIONAL  
 CONGRESS  
 FOR ANALYTICAL  
 PSYCHOLOGY  
 DIAMON

Zurich 1995: Open Questions in Analytical Psychology - Proceedings of the Thirteenth International Congress for Analytical Psychology  
 by Mattoon, Mary Ann (January 1, 1995)

Info	ISBN	Format
9783856305550InfoHolder	9783856305550	Hardback
	9783856305567	Paperback

2 Add to List

3 Add to List

On the result page, you can add items to your list:

1. Choose the list you want to insert the item
2. Click on add to list
3. If you can't find a book, complete the form and Sapnet will add the item for you.

Notes


## SEARCH RESULTS: CANNOT FIND THE ITEM

The screenshot shows a search results form with the following fields and options:

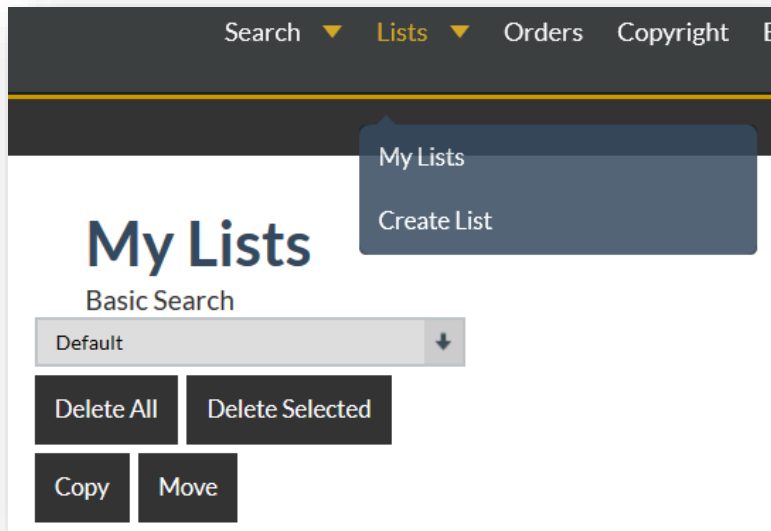
- Title:
- Author:
- ISBN:
- Publisher:
- Year of publication:
- Format Type:  (dropdown menu)
- Edition:
- Additional Information:
- Please add item to my WishList:

### Remarks

- Reason why you can't find the book (or item) will vary.
- Provide as much information as possible.
- You can decide whether the book must be inserted into your DEFAULT list.
- ADDITIONAL INFORMATION is to help the Sapnet personnel find the correct product identifier.
- Leave the ISBN field blank if you do not have it or when adding GREY material.

### **Notes**


## User Lists



Users have one or more (wish) lists. There will always be one default list. A user can however, create as many additional lists as needed.

Users can delete items from their lists. NOTE: deleting an item from a list does not affect any actions taken on the item.

## Notes


## ITEM VISIBILITY

The screenshot shows a library catalog interface. At the top left, there is a 'Filter' dropdown menu currently set to 'All'. A large yellow arrow points to this dropdown. Below the filter are several empty search input fields. The main content area displays a list of items. The first item is 'Dream Life and Real Life: A Little African Story...' by Olive Schreiner, published on 1/22/2012. The item details include: Author: Schreiner, Olive; ISBN13: 9781273007439 - Paperback / softback; Rating: 3 stars; Subject: DQ (Anthologies (non-poetry)); HB (History); Language: English; Publisher: Nabu Press; Publication Date: January 2012. There is a small image of a pocket watch next to the title.

Filter items by the date it was inserted or updated.

## Notes


## LAYOUT: COLUMN HEADERS

Filter  
All

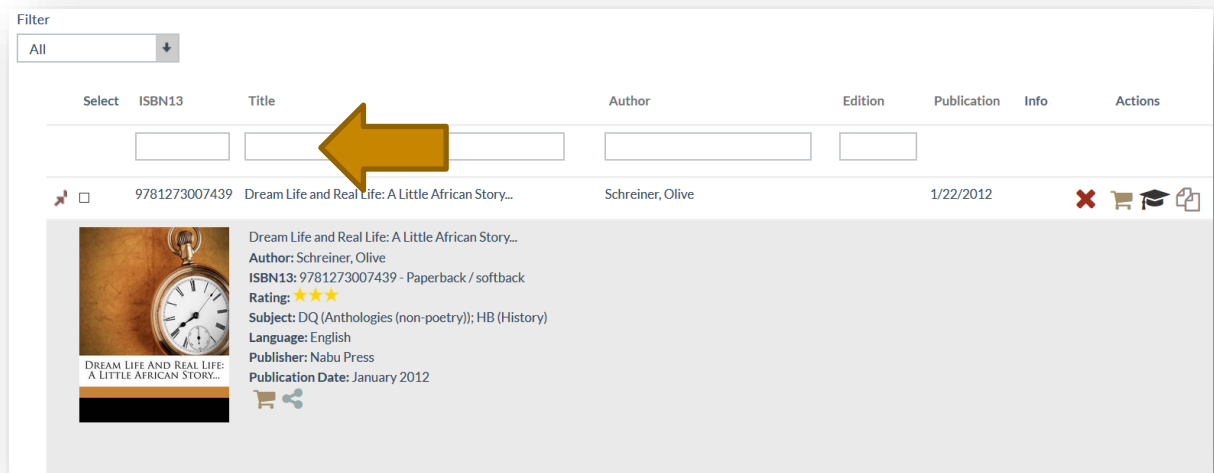
Select	ISBN13	Title	Author	Edition	Publication	Info	Actions
<input type="checkbox"/>	9781273007439	Dream Life and Real Life: A Little African Story...	Schreiner, Olive		1/22/2012		

**DREAM LIFE AND REAL LIFE: A LITTLE AFRICAN STORY...**  
**Author:** Schreiner, Olive  
**ISBN13:** 9781273007439 - Paperback / softback  
**Rating:** ★★  
**Subject:** DQ (Anthologies (non-poetry)); HB (History)  
**Language:** English  
**Publisher:** Nabu Press  
**Publication Date:** January 2012

Sort items in the list (ascending or descending) by clicking on column headers.

## Notes


## LAYOUT: FILTER

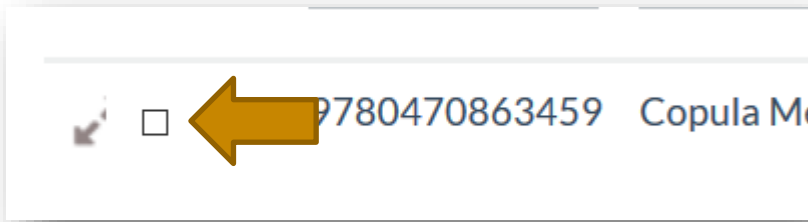


Filter items in the list by entering text in the text block and pressing ENTER or TAB.

## Notes




LAYOUT: MULTIPLE SELECT & RECORD EXPANSION



A record consists of 2 parts:


1. Main record
2. Detailed record

**Notes**






LAYOUT: INFO & ACTION ICONS

The display of icons depends on the site setup and information regarding the items in the list.

**Icons [Info]**

	Item ordered through Nevada.
	Item already in the library.

**Icons [Action]**

	Remove item from list.
	Order this item.
	Add item as Prescribed Book Requirement.
	Apply for Copyright.

**Notes**


## The Last Menu Item

### MY PROFILE

#### User Information

### User Information

Username	<input type="text" value="leon.dutoit@ingeniant.com"/>
User Type	<input type="text" value="Sapnet Admin"/> ↓
Title	<input type="text" value="Mister"/> ↓
Surname	<input type="text" value="du Toit"/>
Initials/Name	<input type="text" value="Leon"/>
Contact Number	<input type="text" value="+27218533564"/>
Fax Number	<input type="text" value="+27218533479"/>
Alternative Email	<input type="text" value="me@acme.com"/>

Users have a limited ability to edit personal profiles. The following information can be changed:

- Contact number
- Fax number
- Alternative email

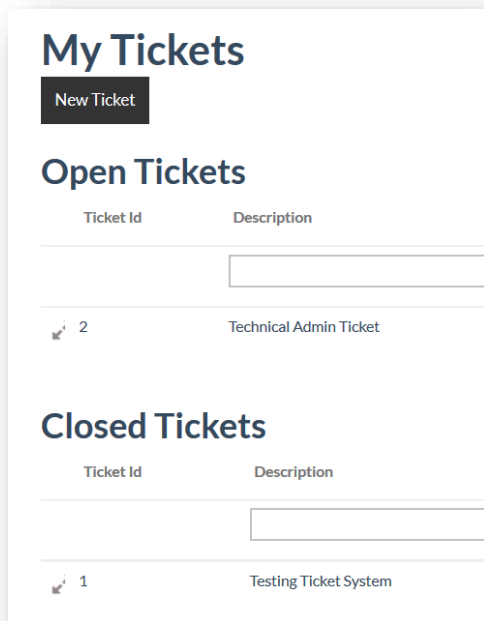
## Areas of Responsibility

Current Responsible Areas		
Faculty	Department	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>
Commerce	Accounting	Main Campus
Humanities	African Languages	Main Campus

User must always verify their AREAS OF RESPONSIBILITY information.

## Notes

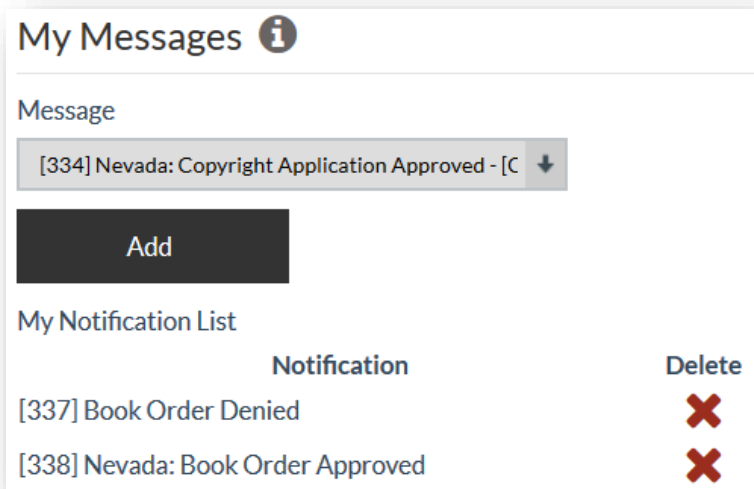

## MY TICKETS



User can create tickets. Tickets are any issues or problems to be reported. Tickets are processed by Sapnet's Support Desk.

## Notes


## MY MESSAGES



The screenshot shows a 'My Messages' interface. At the top, there is a header 'My Messages' with an information icon. Below it, a 'Message' section contains a single notification: '[334] Nevada: Copyright Application Approved - [C]'. A dark 'Add' button is positioned below the message. Underneath is a 'My Notification List' section. This section has two columns: 'Notification' and 'Delete'. The 'Notification' column lists two items: '[337] Book Order Denied' and '[338] Nevada: Book Order Approved'. The 'Delete' column contains a red 'X' icon for each notification.

Notification	Delete
[337] Book Order Denied	X
[338] Nevada: Book Order Approved	X

Users can choose whether they want to receive email notifications.

## Notes


## MY BOOK ALERTS

### My Book Alerts

Main Subject  
Law

Detail Subject  
International law

Add

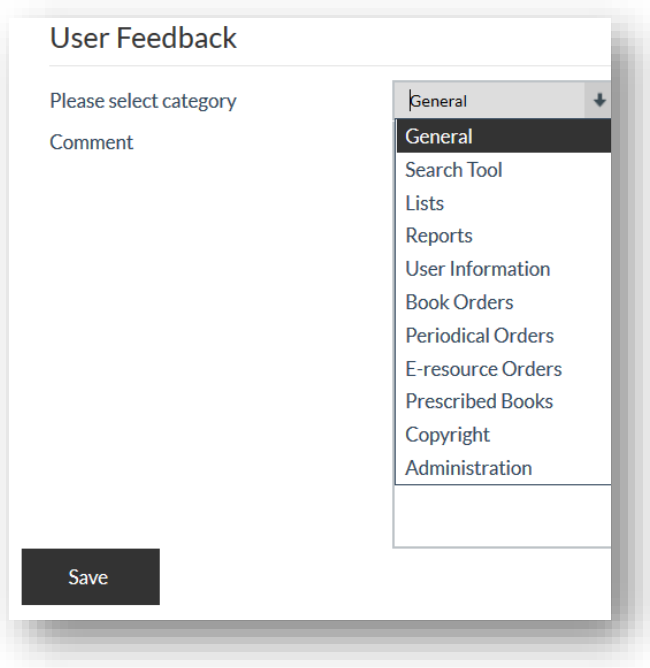
My Book Alerts on

Notification	Delete
Jurisprudence & general issues	X
International law	X

Users can choose to receive notification of new book releases on any subject. [Nevada uses the THEMA classification system.]. An email is sent every Monday with an Excel spreadsheet attachment listing all the book releases of the coming week.

## Notes


## USER FEEDBACK



The image shows a web form titled "User Feedback". It contains a label "Please select category" above a dropdown menu. The dropdown menu is open, showing a list of categories: "General", "Search Tool", "Lists", "Reports", "User Information", "Book Orders", "Periodical Orders", "E-resource Orders", "Prescribed Books", "Copyright", and "Administration". Below the dropdown is a text input field labeled "Comment". At the bottom left of the form is a "Save" button.

Sapnet encourages users to give feedback. We want to know what you think and what you want to suggest.

## Notes




## Order History

**Order History** ⓘ

**Books**

Export to XLS **1**

Filter by order status: **2**

All

Order ID	ISBN13	Title	Author	Quantity	Date	Selector	Department	Status
00003408	9780807286029	Harry Potter/Prisoner	Rowling, J K; Dale, Jim	1	11/1/2016 8:38 AM	Liesl van Wyk	Accounting	Received by Acquisitions
00003407	9780807286012	Harry Potter & the C	Rowling, J K; Dale, Jim	1	10/4/2016 11:29 AM	Liesl van Wyk	Accounting	Received by Acquisitions

**3**

All orders are tracked for audit purposes. On the order history page, a user can:

1. Export the information to an Excel document.
2. Filter by order status.
3. View the current order status of you request.

## Notes


## New Requests to Approve

Approvers, usually a librarian, will have access to the NEW REQUEST tab.

The screenshot shows a 'Book Orders' interface. At the top, there is a table with columns: Order ID, ISBN13, Title, Author, Quantity, Urgent, Date, Ordered By, and Actions. Below the table, there is a detailed view of an order with the following information:

ISBN	9781147527506	Ordered By	L [redacted]
Title	Picadillo	Copies	Accounting - Main Campus (1) - acc
Author	Valds, Julio Csar	Source	
Publisher	Nabu Press	Format	Paperback / softback
Price	27.75 (USD)	Motivation	
Note	0		

Callout 1 is a yellow circle with the number '1' pointing to the 'Ordered By' field. Callout 2 is a yellow circle with the number '2' pointing to the 'Author' field.

As an approver, you can:

1. Approve, edit or deny the order.
2. Have access to all the order information.

## Notes
