

Quick User Guide



Introduction

The quick user guide is a short and concise manual of the Supreme Court self-service portal. You can use this as a quick reference guide to using the functions in the portal. The key functions are listed in the table of contents below.

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1. [Login](#)

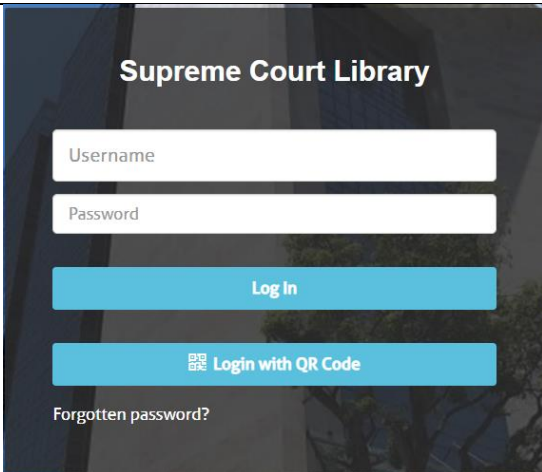
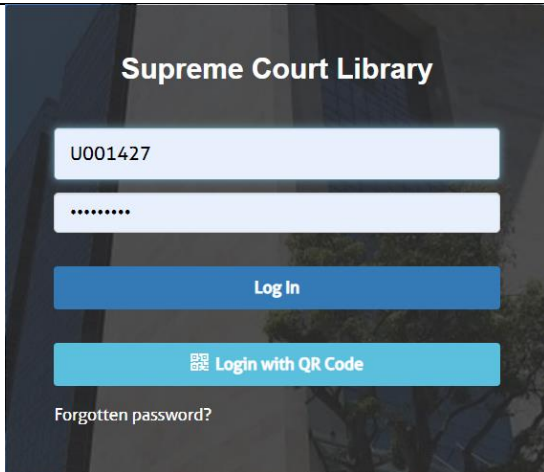
Pre-requisites:

New users need to be an approved member of the Supreme Court Library before attempting to log in for the first time.

Once you have been approved by the Supreme Court Library you can login with your User Id and Password OR Membership card and a Password.

Login option 1:

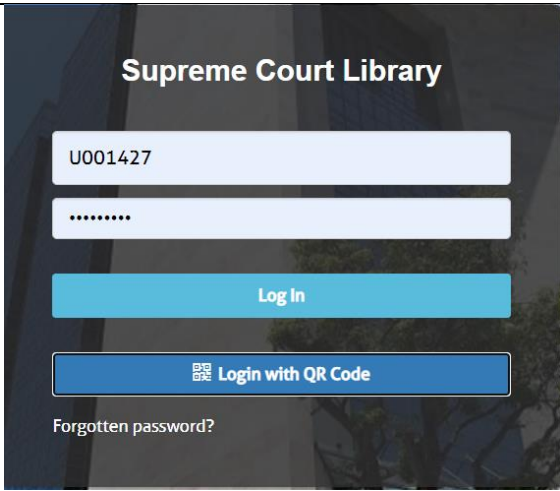
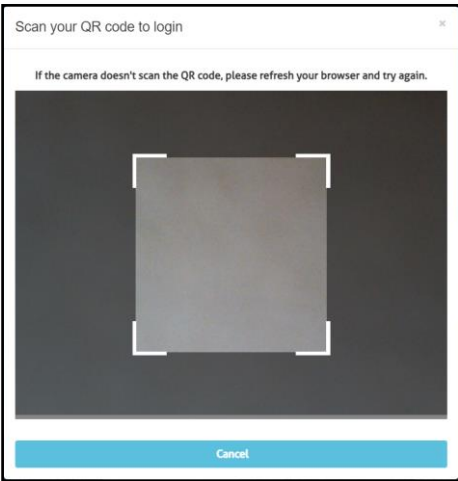
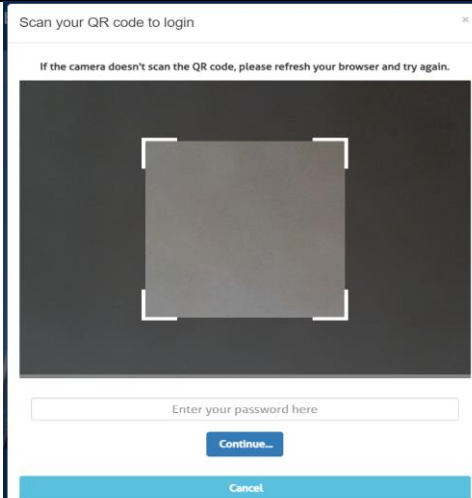
Enter Username and Password on the “LOG IN” page to login to the system.

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Login option 2:

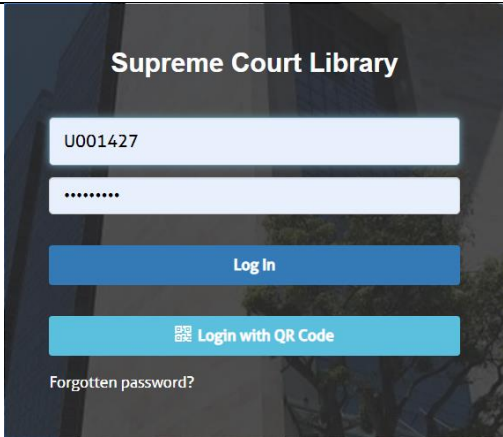
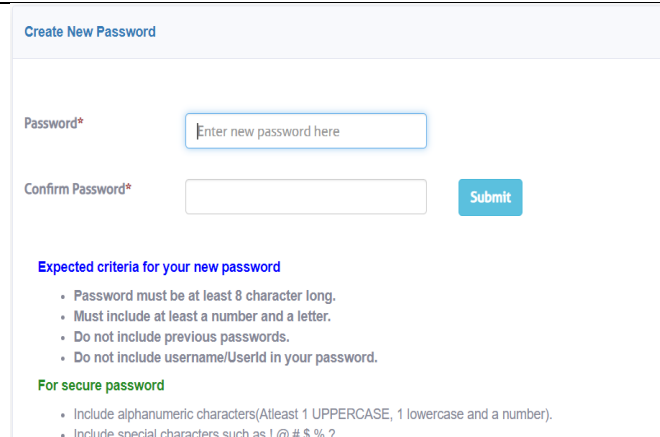
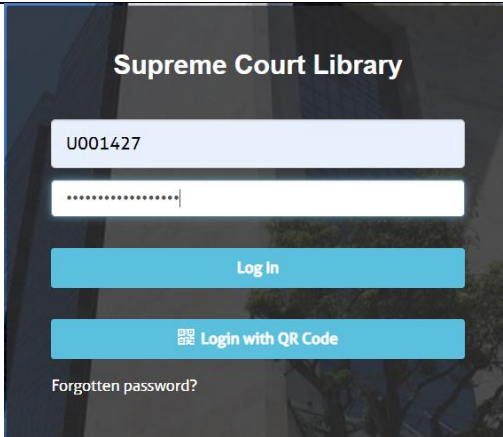
The Second Login option is to use your smartphone to scan the QR Code on your membership card.

1. Select the “Login with QR Code” option on the login page.
2. Scan QR code of the membership card.
3. Enter the password in the text box appeared on the window (refer: Screen 3) after a successful QR code scan and click “Continue” button to login to the system.

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Login for the first time:

1. To begin you will need to enter your Username and Password (Password in which you received from the library after a successful registration and an approval of membership) and select “LOG IN”.
2. When you click the “Login” button, the system will direct you to a new window to reset the password.
3. Follow the “Login option 1” OR “Login option 2” to login to the system with the User Id and newly created Password.

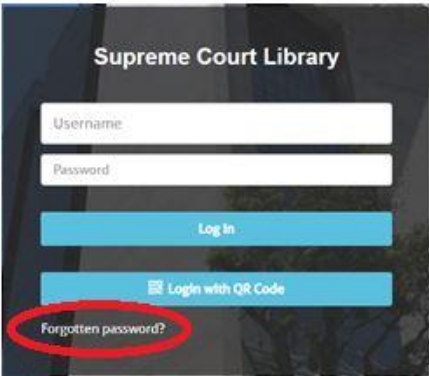
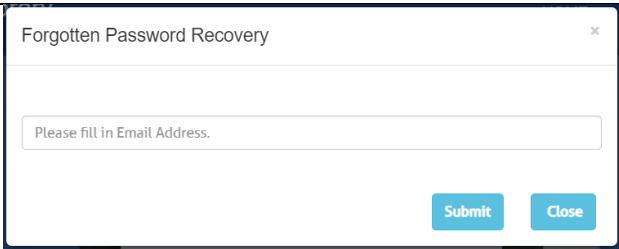
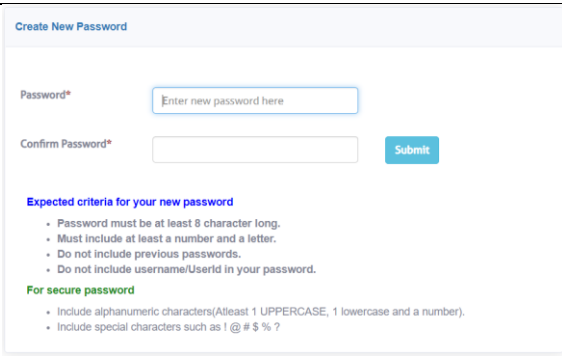
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2. Forgotten Password

The “Forgotten Password” function gives you the option to reset your password.

To reset your password:

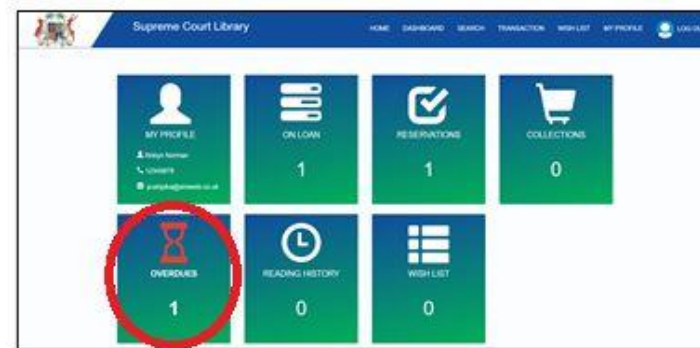
1. Click the “Forgotten password” hyperlink.
2. Enter the email address (Registered email address of the library.) in the text box field on the pop-up window.
3. You will receive an email with the link to reset the password.

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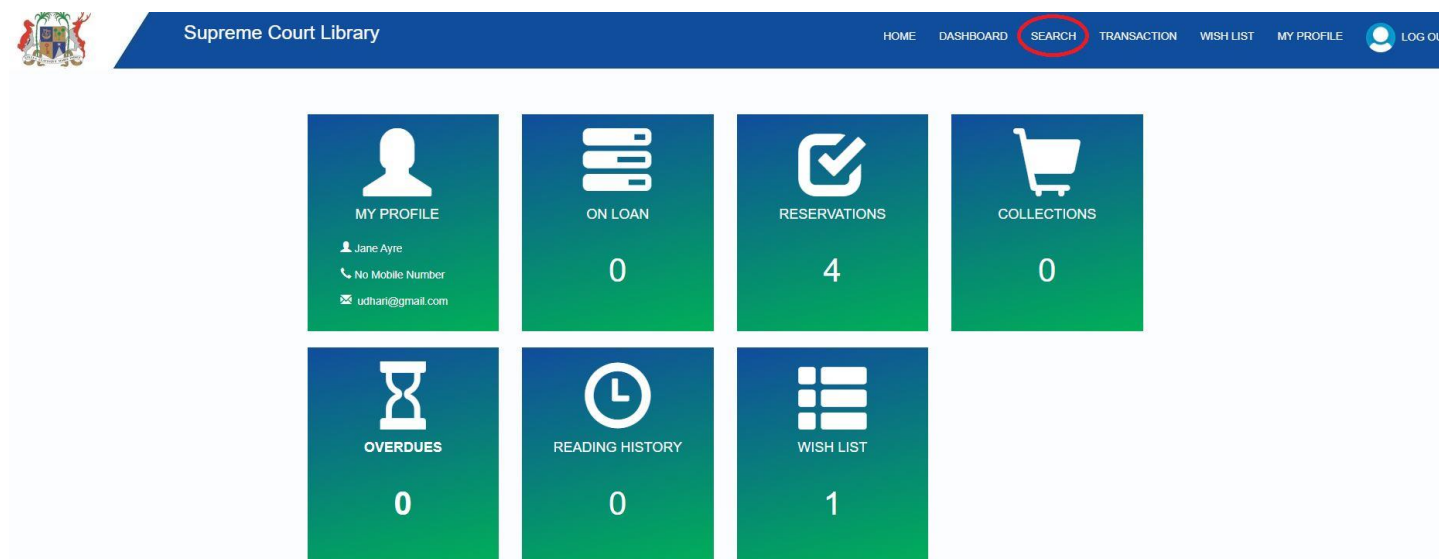
3. Dashboard

Dashboard shows a quick glance of user profile. transactions and wish list.

If there is an 'Overdue' item, the hourglass icon will be highlighted in **red**.



4. Search



To access the Basic and advanced searches, you will need to select the highlighted tab.

Basic and Advanced Search options gives you the ability to search resources according to the criteria entered.

- If you were to enter more than a field on the search, it will produce the result which matches all the given criteria.
(Ex: If the search has 2 fields entered like Title as 'Law practices' and Author as 'Susan'. The result will return records that have 'Law Practices' as title **AND** 'Susan' as author).
- To **search** an exact **phrase**, enter complete phrase in the field (leave space in between words).
- To **search** part of a **word** or complete word:
Ex. Search 'Prac' in the title field will return all the titles that have the word beginning with 'Prac' like practice, practical and practitioner's but if the search is 'Practice', the results only consists the records with exact word 'Practice'.
- '**Results per Page**' has set to display 10 records as default but it can be changed to display 20/50 results per page.
- The records can be **sorted** by Title or Author with ascending /descending order from dropdown controls.
- You can **Reserve** an item OR **add** an item to your **wish list** using the buttons provided with each result.

Basic and Advanced Search

Q Basic Search

Title	<input type="text"/>	Author	<input type="text"/>
Keywords	<input type="text"/>	Subject	<input type="text"/>

Q Advanced Search

Resource Type

Title

Author

ISBN

Subject

Keywords

Publisher

Publication Date

Basic Search:


The basic search consists of 4 main fields as Title, Author, Keyword and Subject for simple and quick search.

Q Basic Search

Title	<input type="text" value="Practice"/>	Author	<input type="text"/>
Keywords	<input type="text"/>	Subject	<input type="text"/>

Number of results found: 208 Page 1 of 21

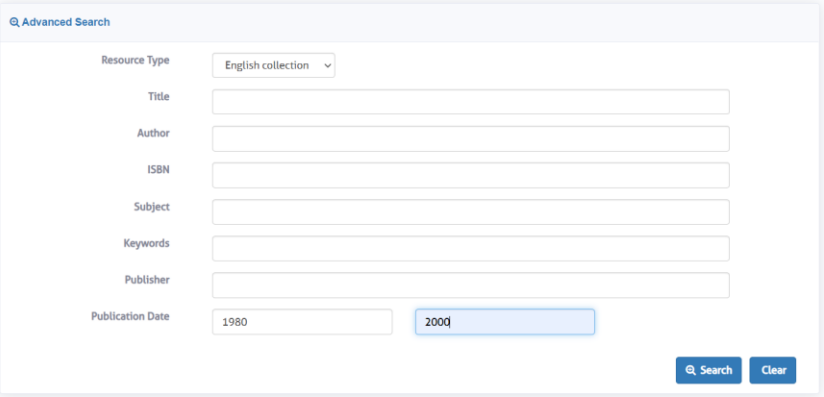
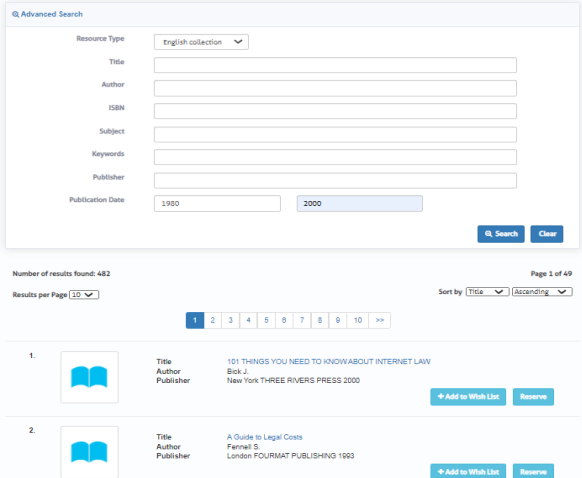
Results per Page Sort by

1.  **Title** A COMPLETE PRACTICE OF THE COUNTY COURTS; INCLUDING THAT IN ADMIRALTY AND BANKRUPTCY
Author Pitt-Lewis G.
Publisher STEVENS AND SONS 1883

To search for an item, enter what you know in the Title, Author, Keyword and Subject boxes and click on the Search push button.

Advanced Search:

The advanced search consists of many search options to allow a more accurate search to be undertaken more easily.

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The advanced search includes the ability to limit your searches to specific collection, and to search for items by publication date, which is very useful when you have many items with the same title which differ only in their publication date.

Reserve an item from search results:

1. Search resource from Basic/Advanced search and click “Reserve” button at the bottom-right corner of the preferred item record.
2. The confirmation pop-up dialog box appears to Confirm/cancel reservation.
3. If confirmed: See the successful/Information message.
If cancelled: return back to search results.



Add to wish list from search results:

1. Search resource from Basic/Advanced search and click “Add to Wish List” button at the bottom-right corner of the preferred record.
2. Receive a successful message on a pop-up dialog box.



5. Transactions

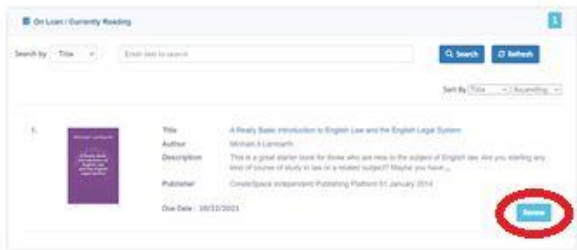
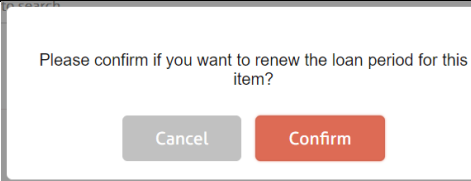
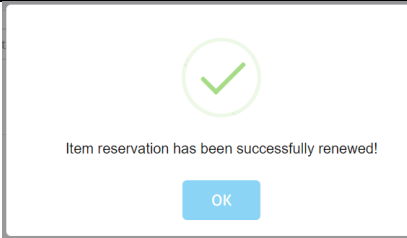
5.1 On Loan

On Loan page displays the items which are currently on loan and you can renew the due date of the on loan resources.

The item will be reserved until you have a copy of the selected Item, once you have a copy of the Item, it is then 'On Loan'

Renew on loan item:

1. Click "Renew" button at the bottom-right of the on-loan item.
2. Confirm the renew action on the pop-up dialog box.
3. Receive the successful/unsuccessful message on the pop-up dialog box. (There could be many reasons to receive an unsuccessful reservation message: Exceeding the number of times allowed to renew an item: Another user has reserved the same item: etc.)

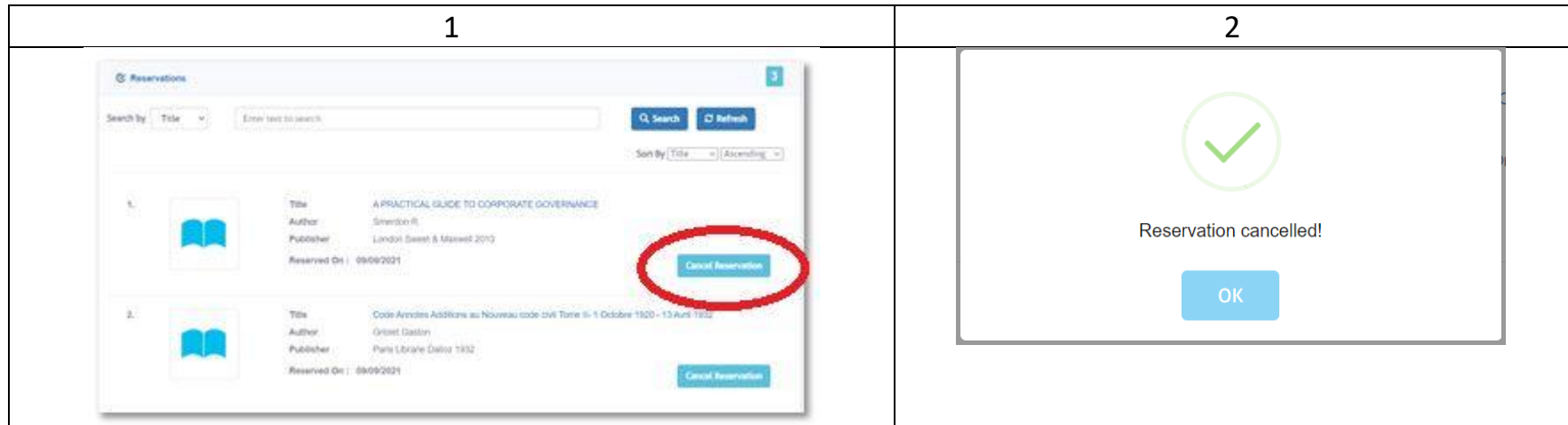
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5.2 Reservations

The resources which are reserved from the Basic/Advanced search can be viewed on this page. User can remove reserved items from the list if they wish to do so.

Remove items from reservations:

Click “Cancel Reservation” button at the bottom-right of the item you wish to remove from the list.



5.3 Collections

Collections page displays the items which are available for collection. If the user no longer needs the item: the item can be removed from their reservation and this will remove the item from the collections as well as the reservations.

Remove items from collections:

Click “Cancel” button at the bottom-right of the item wish to remove from the list.



5.4 Overdue

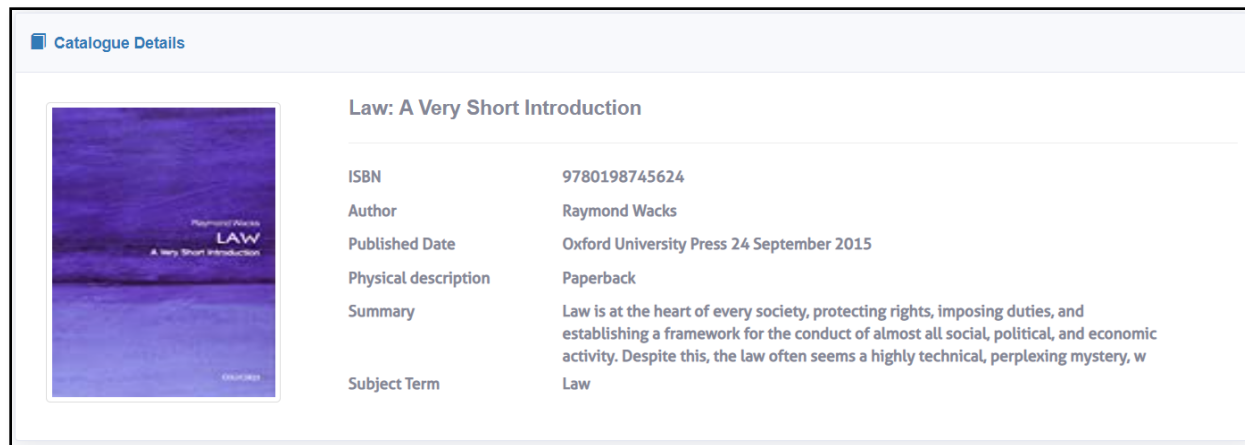
Displays overdue resources with the date highlighted in colour red.



5.5 Reading History

You can see all the records of your past readings on this Reading History page.

Catalogue details can be viewed by clicking the title/image of the record.

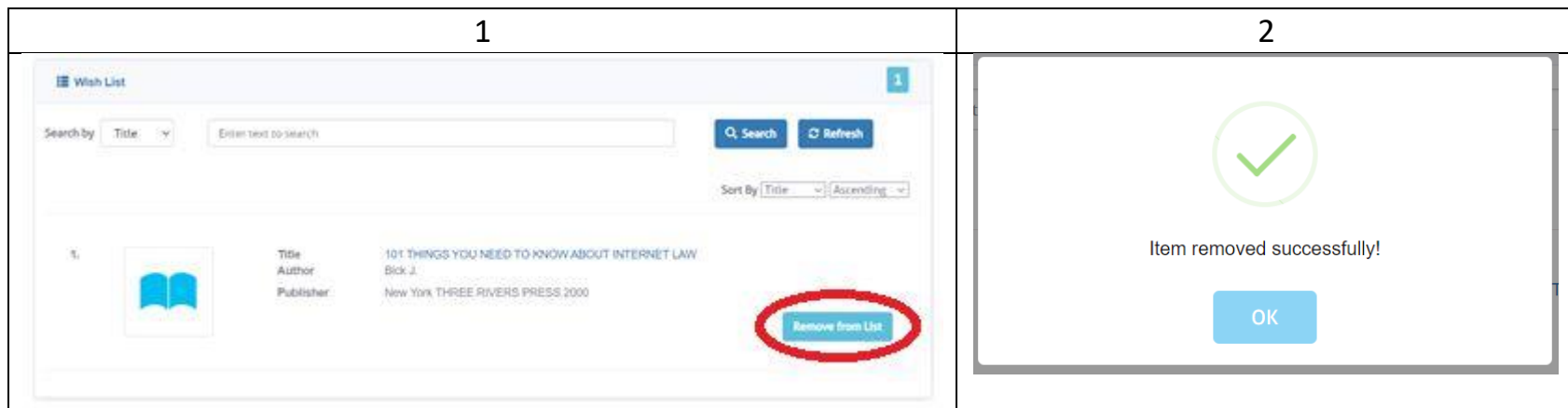


6. Wish List

Wish List is to keep track of users' personal reading favourites or resources for future references as they wish. Items could be added to the wish list from search and removed from wish list.

Remove item from Wish List:

1. Click "Remove from List" button at the bottom-right of the item.
2. Receive successful message on a Pop-up dialog box.



7. My Profile

User can view their personal details such as phone number, E-mail and address: they also can update those details through the 'Update Profile' button.

Update profile details:

1. Click 'Update Profile' button at the top-right corner of the page.
2. Update details on the pop-up dialog box and save it by clicking the "Save" button at the bottom-right corner

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8. Catalogue and Stock Details

The catalogue and stock details of a resource can be accessed by clicking the title or the image. This can be from a search of the book or any of the tabs from the dashboard such as 'reservations. This option is available in every location of the self-service portal where user sees a resource with a title and an image.

View catalogue and stock details:

1. Click on title/image on the record.
2. See pop-up dialog box with catalogue and stock details.

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 <p>Title 101 THINGS YOU NEED TO KNOW ABOUT INTERNET LAW</p> <p>Author Bick J.</p> <p>Publisher New York THREE RIVERS PRESS 2000</p> <p>Reserved On : 10/08/2021</p>	<p>Catalogue Details</p> <p>101 THINGS YOU NEED TO KNOW ABOUT INTERNET LAW</p> <p>Author Bick J.</p> <p>Publisher/Published Date New York THREE RIVERS PRESS 2000</p> <p>Subject Term INTERNET LAW</p> <p>Physical description 235</p> <p>Stock Details</p> <table><thead><tr><th>Stock No</th><th>Resource Type</th><th>Call No</th><th>Status</th></tr></thead><tbody><tr><td>7948</td><td>EC</td><td></td><td>Reserves 1</td></tr></tbody></table>	Stock No	Resource Type	Call No	Status	7948	EC		Reserves 1
Stock No	Resource Type	Call No	Status						
7948	EC		Reserves 1						

9. [Log Out](#)

User can log out from their account by accessing the 'LOG OUT' link on the main menu at the top-right corner of the page.

Once log out of the system, user will direct to the Home Page of the Supreme Court Library.

