



# USER MANUAL

Getting Started

&

Salient Product Features

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## Introduction

Knimbus is a cloud based eLibrary that serves knowledge seekers with learning content they need, wherever they are. The platform houses eBooks, eJournals, multimedia content and other premium learning content sourced by your organization's library; practically all the knowledge you may need.

Knimbus key strengths are:

Aggregation of all library subscriptions, eBook collections, OPAC search and open access content, just like your library building but with unlimited space.

Real time search that yields fast, accurate and relevant results. Faster information discovery helps you spend more time doing core research work and being productive.

Social features enable you to build & sustain collaborative workgroups online for synergy in research work.

Access on the go (if off-campus feature is enabled for your campus) makes sure that you always get full-text access, wherever you are.

### Key tabs on Knimbus

- Home- The start page after login. It provides useful tips and ideal platform requirements for running Knimbus.
- My Knimbus-It contains all your saved searches, documents, web clips and also your profile
- Projects-It contains the projects created by you and the updates done in the project
- Groups-It contains your groups and the updates as well as the public groups and their members
- Networks- It contains all your connections, networks and the institution members
- Apps- It contains apps like off campus access, institutional repository, ecatalog.

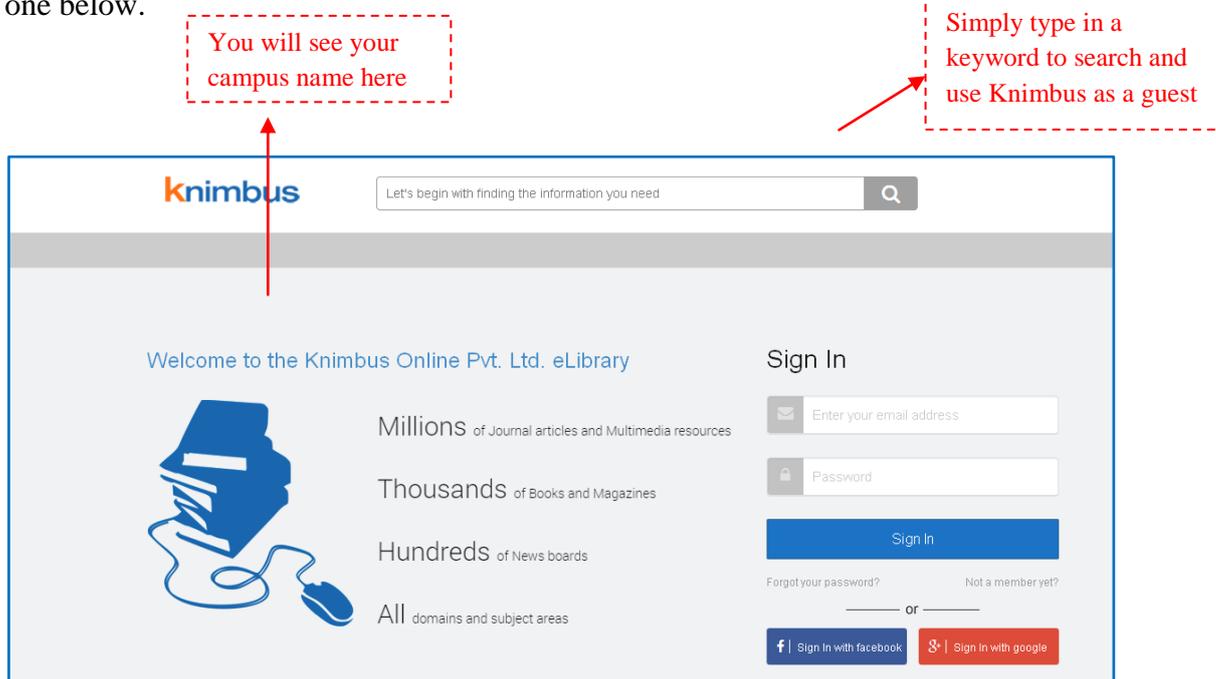
### Technical Requirements:

- Best viewed in Browser: Internet Explorer version 9.0 and above , Firefox version 3.6 and above, Chrome and Safari.
- Browser settings: Ensure that Pop-Up, Java Script and Cookies are enabled.
- Adobe Flash Player needs to be installed in browser.
- Designed for 1280 x 768 pixels screen resolution.

## Using Knimbus

To start using Knimbus, just logon to [www.knimbus.com](http://www.knimbus.com)

- When you logon to Knimbus website through your campus network, the platform detects your campus IP and takes you to the Login page automatically. The login page looks like the one below.



- ***You can simply search using the Search Bar and use Knimbus 'as a guest' without Login or Sign Up***
- If already registered, you can enter your Knimbus login Credentials (Registered E-mail Address and Password) in the mentioned screen to **Log In** to your Knimbus account *or Sign In with Facebook or Google account.*
- If you don't see this login page but the Knimbus homepage (Saying "Users are Online. So should be your library"), it means that either you are using Knimbus from outside your campus or the platform does not have your campus IP (Please report the same to support@knimbus.com or to your library). You can still login/ sign up on the platform.

### **To register your personal account on Knimbus, please follow the below steps:**

- It is advised that you sign up for an account from within the campus network.
- Users can create their Knimbus account by filling the Sign Up form with an E-mail address and Password
- Click on I agree to terms and conditions
- Click on Sign Up for free
- You will receive a Verification Code on the provided email Id to verify your email address
- Once verified, you can sign in and use Knimbus from anywhere.

## The Homepage

The screenshot shows the knimbus homepage. At the top, there is a search bar with the text "Discover something new everyday" and a magnifying glass icon. To the right of the search bar is a "Advanced Search" button with a play icon. Below the search bar is a navigation menu with items: Home, Search, My Knimbus, Projects, Groups, Network, Apps, and a user profile for Anshul Khara. The main content area is titled "Library eResources" and shows a grid of resource logos including ACM DL Digital Library, academicjournals, AMS, ASME, BioMed Central, doab, DOAJ, and Districts of India. Above the grid are filters for eJournals, eBooks, Multimedia & Web, and SSO, along with a "Select All" button. On the left side, there is a "Welcome to Gist Organization" widget with links to "Browse eCatalog", "Browse the campus repository", and "Setup your remote access".

### Welcome Widget

- Browse eCatalog - Takes you to the A-Z list of journals and eBooks subscribed by your library (Explained later in Apps section)
- Browse the campus repository - Lists all the internal publications; thesis and dissertations, other faculty and student output (contact library, if not activated for your campus)
- Setup your remote access - Lists all step-wise instructions to activate off-campus access (contact library, if not activated for your campus). Please note that, remote access (off campus access) requires an approval from the library. If you do not see the " Remote Access Browser Setup" button on home page then you will see "Request for Remote Access" button to help you request your Library for remote access rights.

### Library eResources

- Helps you target your search to a set of eResources/databases. Just click on the logo of the database/resource to select it for search (highlighted in green border).
- Click on "Select All" to select all eResources displayed in this box. Any search you perform using the search bar on top will be executed on this selection of eResources.
- You can see the total no of eResources set up for your campus and the no selected by you for search.
- You can unselect by clicking on an highlighted eResource or by going to "Selected" link.
- A particular eResource may have a collection of eBooks, Journals, multimedia content or all. The icons below each logo depicts that. Some of these sources may have been configured for off-campus access by your library (depicted by SSO on bottom right corner).
- You can uncheck the Journals, eBooks, Multimedia and SSO (Single Sign On) selections on top of the widget to limit the list of eResources as per your need.
- Click on the rocket icon to navigate to the publisher platform for latest issue, news, etc



### Library Picks

- Library Picks is a collection of eBooks, published papers, news, presentations or audio-visual learning content collected by your library staff. (Library can learn how to create this space and curate content by contacting our support desk)

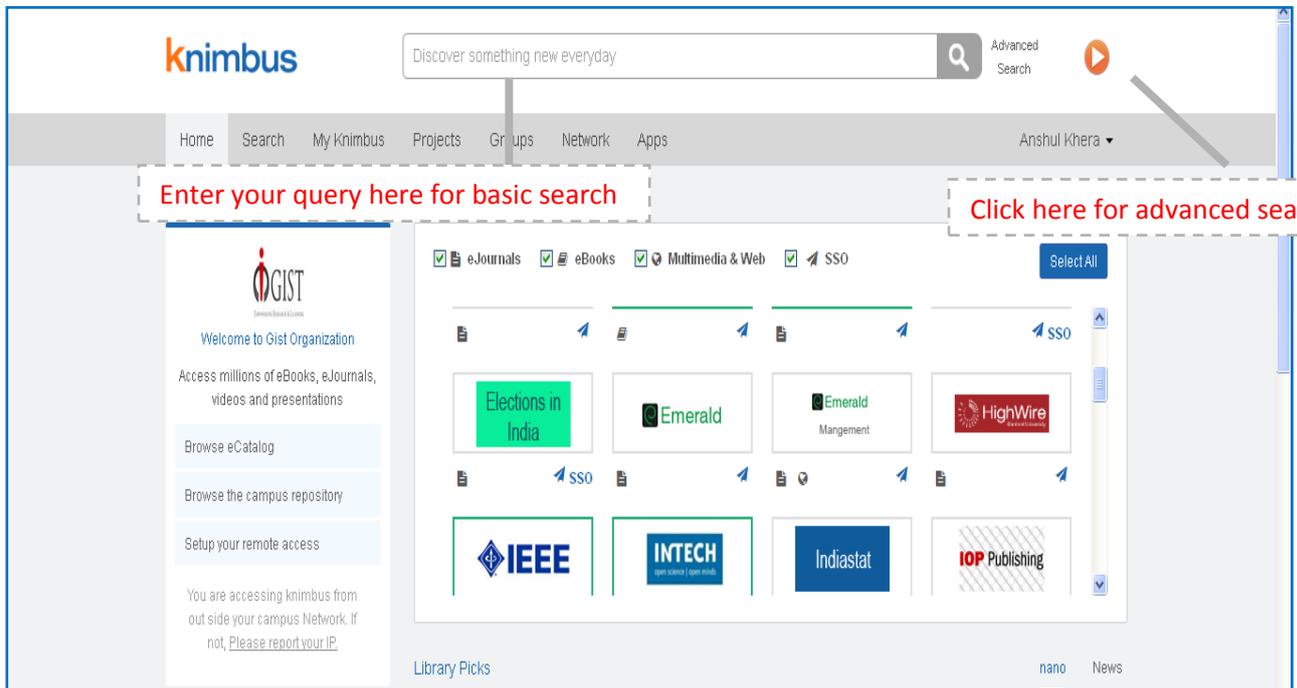


### Popular Content

- Knimbus curates popular learning content and scholarly articles relevant to engineering, management and medical science from popular publisher platforms and websites like TED, NPTEL, etc.

## Search Features

You can perform basic search on Knimbus using the Search box on Home Page or can search using the Advanced Search Link.



- Type your query term(s) in the search box and click on the Search button.
- This is a great way to start discovering content. Once you get the results, you will find multiple means to narrow your search and focus on content of your interests.
- Knimbus will search the full record in content sources set up as default for your institute. To add or select different content sources for searching, please go to Home page or the Advanced Search Link.

After entering the query term the following page appears where the results are merged from the sources present as default.

The screenshot shows the Knimbus search interface. At the top, there is a search bar with the text "Discover something new everyday" and a search icon. Below the search bar is a navigation menu with options: Home, Search, My Knimbus, Projects, Groups, Network, Apps, Events. The user's name "Shivani Pachisi..." is visible in the top right corner.

The main content area displays search results for the query "FR: cell" in default. It shows "Showing top 320 of 7763211 results" and a "Get more results" button. On the left side, there are filters for "Show me..." (Published Content, Popular Content, Shared Content) and "Filter..." (Author: 100, Keyword: 35, Publication: 99, Source: 10, Year: 27). A "Sort" dropdown menu is located above the results, and a "Search within" box is also present.

Callouts provide additional information:
 

- "Link to Advanced Search" points to the search bar.
- "Shows the total Number of results displayed" points to the result count.
- "Perform Filters to narrow down the results set" points to the filter section.
- "Search within the results using specific Keyword" points to the search within box.
- "You can sort the articles based on Best matched, Publication, Source and Year" points to the sort dropdown.

## How to get more results?

Please note that the result page of Knimbus builds progressively. Search results are displayed as they are received from various sources instantaneously. The first set of results will be shown from the source that responds the fastest.

To get more results, you can

1. Click on "Refresh" button (shown in blue) in the result summary box towards the left top corner of the search result screen. This button is displayed when the search is still in progress.
2. Click on "Show All" (shown in orange) button to display all the results when search is completed
3. Click on "Get More Results" to get more results from a specific source

## Using the Sort Feature

User can Sort the articles based on:

- Best matched- results sorted based on the articles which are best matched with the query term
- Publication- results shown by the name of the publication (Journals, ebooks, etc) sorted alphabetically (A-Z)
- Source- results shown by the name of publishers sorted alphabetically (A-Z)
- Year- results sorted by the year of publication. The articles published more recently shown at the top

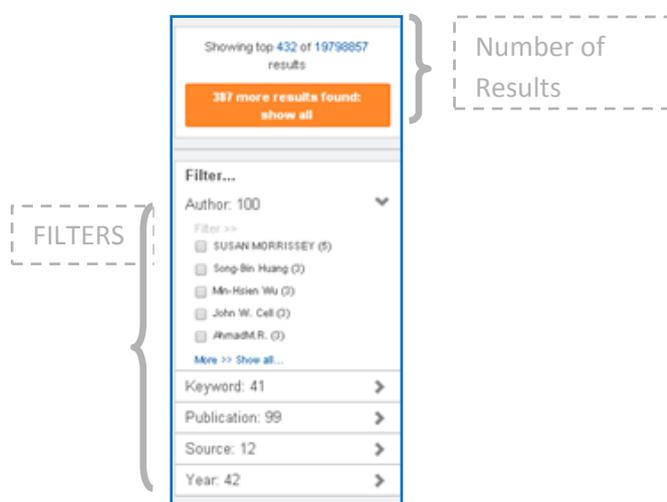
## Using different Filters

This section gives the user the option to limit the search results based on:

- Author- to see the articles from specific author/s
- Keyword- Keyword Cloud suggests user to refine his search
- Access - to limit results having full-text availability. Shows Open access results and subscribed results (only if eCatalog is activated for your campus)
- Publication- to filter the results based on specific journal/s
- Source – to see the results published by a specific Publisher/s
- Year- filter results from a particular year

There are two ways you can perform the filtration:

1. Click on the label itself (name of the author, or publication)
2. Click on the checkboxes to select multiple filters and then click on the "filters" button (blue button)



## Show Me Filter

- Published Content: Shows the results from the sources set as default or the sources selected from custom selection
- Popular Content: Shows the results based on maximum likes, comments (Popularity)
- Shared Content: Shows the results which are shared amongst the groups in which you are a part

## Activity Bar

The result page also displays the activity bar where you can like, save, share and preview the result.



-  : Shows the number of times record viewed by Knimbus users
-  : You can like the article by clicking on it
-  : You can save the record for future references. Your bookmarks and saved documents are available through the My Knimbus tab.
-  : You can share the article in your group or project (explained later) using this link
-  : You can read the abstract, add a #tag or a comment on the article using this link

## Advanced Search

- Advanced search is available as a link near the search button.
- The advanced search pop up enables you to specify multiple search criteria to find exact content you require.
- Most importantly, Advanced Search enables you to select specific content sources.

### Using the Advanced Search Pop Up

- After clicking on the Advanced Search Link, the following Pop Up appears showing the default sources:

Search specific fields like Title, Author etc

Search Operators like All, Exact, Any are shown here

**Advanced Search**

Title (TI) Text input All

Everything Text input All

Everything Text input All

**Publication Year**

From Year To Year

**Sources**

Default	ACM Digital Library (ACM)
Life Sciences	Directory of Open Access Journals (DOAJ)
Comp Science	IEEE
demo technology	JSTOR
demo social sci...	SAGE Journal Online
chemistry	Science Direct
<b>Custom Selection</b>	Springer Link
	Taylor and Francis Online
	Wiley Online Libranr

Search Cancel

### Key Features

- **Search fields:** Different fields are present including Title, Abstract, Keyword, Author, Affiliation, Publication, ISSN, ISBN, DOI
- **Search operators:** all, any, exact, exclude are operators to combine and define relationships between different multiple search terms.
- **Custom Selection:** Displays the list of selected content sources that will be searched.
- **Default:** Displays the basic search performed without using the advanced search

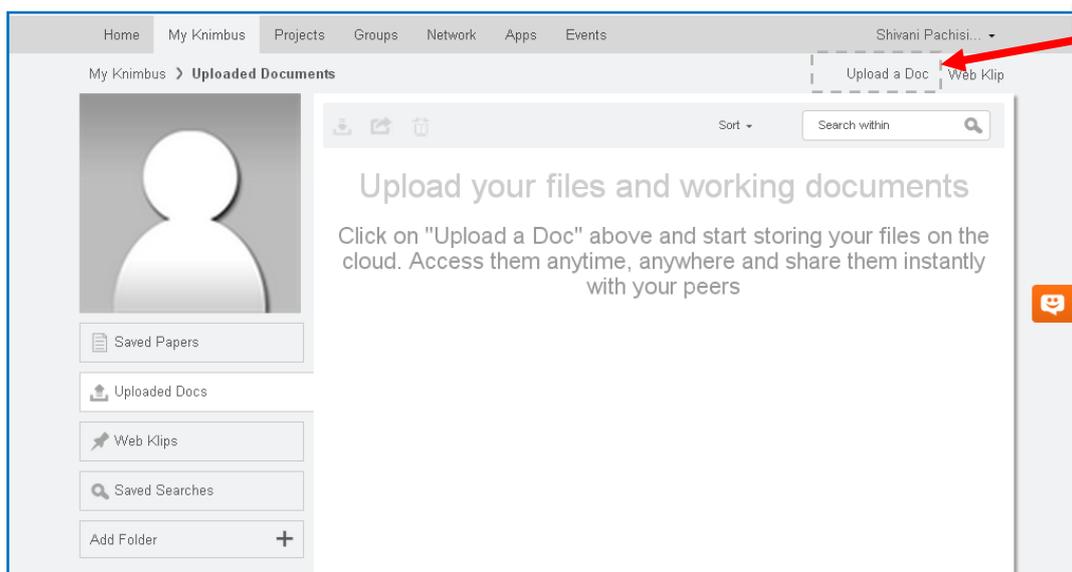
### You can select your sources by clicking on Custom Selection

The screenshot displays the 'Advance Search' interface. At the top, there are three search criteria: 'Title (TI)', 'Everything', and 'Everything', each with a text input field and an 'All' dropdown menu. Below this is the 'Publication Year' section with 'From Year' and 'To Year' input fields. The 'Sources' section is highlighted, showing a list of source categories: Default, Life Sciences, Comp Science, demo technology, demo social sci..., and chemistry. The 'Custom Selection' option is highlighted in grey. To the right, a 'Find Sources' dropdown menu is open, showing a list of sources with checkboxes, including ACM Digital Library (ACM), Academic Journals, American Mathematical Society (AMS), American Society of Mechanical Engineers (ASME), Biomed Central, Directory of Open Access Books (DOAB), Directory of Open Access Journals (DOAJ), Districts of India, Elections in India, Emerald, Emerald Management, High Wire Press, IEEE, InTech Open Access, Indiastat, Institute of Physics (IOP), and JSTOR. Annotations include a dashed box 'Select sources from here' pointing to the source list and another dashed box 'Selected sources are shown here' pointing to the 'Custom Selection' label.

## My Knimbus

You can perform the following with My Knimbus:

- Organize Your Work
- Everything you save and upload can be found here.
- Take advantage of our folder organization system to manage your reading lists, working papers and personal projects  
(For our returning users, everything from "My Content" and "My Project" has been merged into "My Knimbus")
- You can upload a Document in My Knimbus by Clicking on Upload a Doc and filling a form to add bibliographic details (metadata for search)



- Let's say you found a relevant Wikipedia page or a YouTube video of an experiment or an online news. You can add that web link to My Knimbus using web klips and share it with your friends in a Project or a Group. Simply, copy and paste the URL of that webpage and fill in the missing bibliographic details.

**Save any web link onto Knimbus to have all content relevant to your research on a single platform**



← Drag and drop this button onto the bookmarks bar of your browser

(If you are using IE, right-click on the button and "Add to Favorites" to see it in the Favorites Bar)

Now anytime you visit a webpage you like, click the "Klip" button in your bookmarks/favorites bar to save it here

**Can't find your bookmarks/favorites bar?**

You need to activate the bar in your browser view:

- Mozilla Firefox: Go to View > Toolbars > Bookmarks Toolbar
- Google Chrome: Open the control menu > Go to Bookmarks > Show bookmarks bar
- Internet Explorer: Go to View > Toolbars > Favorites bar

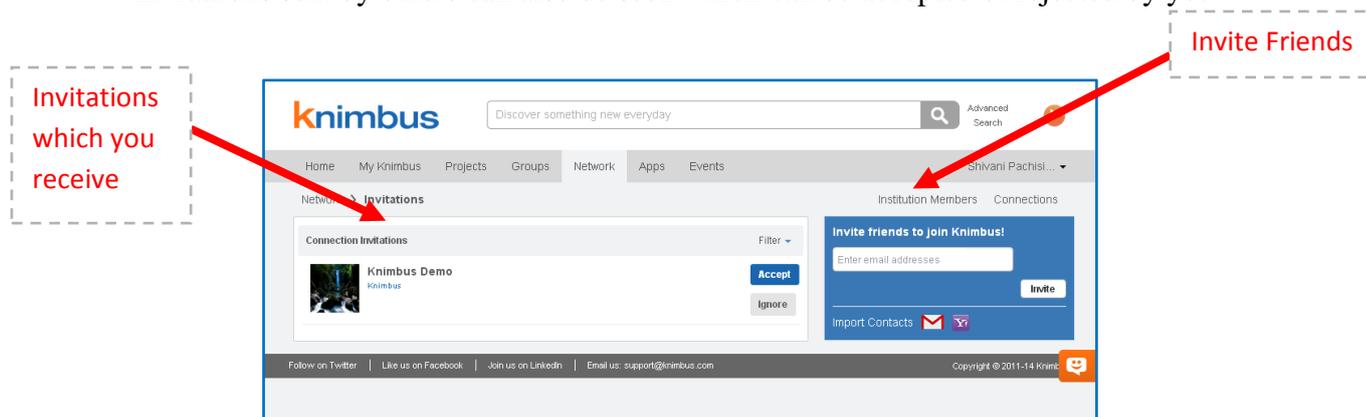
## Network

You can build your Network

- Connect with your peers
- Showcase your academic profile to eminent researchers around the world
- Invite other researchers to join knimbus.

### Inviting Peers on Knimbus

- To invite your peers on Knimbus enter their email ID (use comma to add multiple) and send invitation requests.
- Invitations sent by others can also be seen which can be accepted or rejected by you



## Projects

Manage existing collaborations privately and securely. Share and organize reading lists, protocols, presentations, working papers, etc with your team. You can create a project in the following manner:

- Click on Create+
- Fill the details and select members (with who you want to share this project)
- Click on Create
- A project would be created which could be viewed in My Projects
- Once, you have successfully created a project, you can share content in it from search result page or from uploads, web klips in My Knimbus.
- Content added in the project will be shared with all team members in real-time

## Groups

Learn from the global research community and contribute to collective intelligence by creating and participating in these public spaces for discussion and ideation. You can create a group in the following manner:

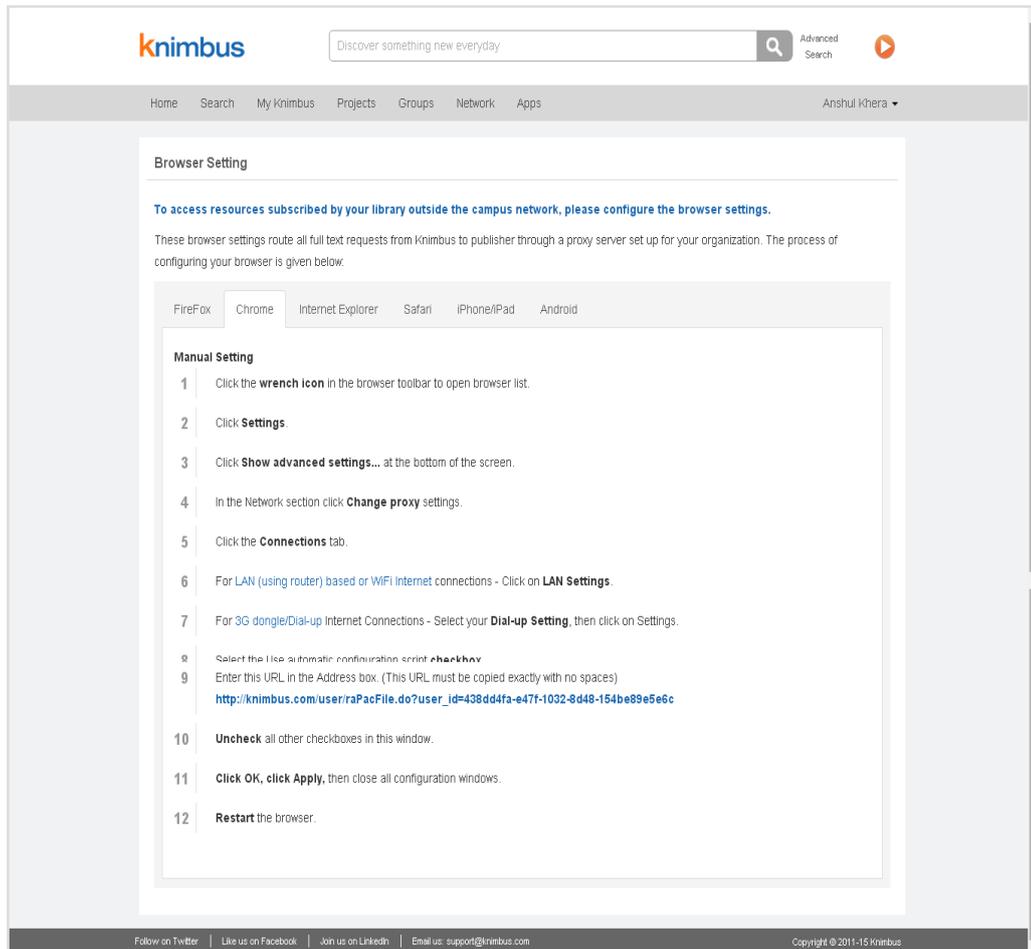
- You can create a group by going on the Groups tab

- Click on Create +, and invite members
- Fill the details and click on create to launch a group.
- Once, you have successfully created a group, you can share content in it from search result page or from uploads, webklips in My Knimbus.
- The information shared in a group can be viewed by group members. You can make a group private (by invitation only) or keep it Open for anyone to join and see the shared content.

## Apps: Remote access

You have to set your browser once with simple auto proxy setting. Once setup, you will always get full-text access to both open access and commercial content; wherever you are. Please contact your library, if you do not see this feature enabled under apps.

- Click on apps
- Click on "Remote Access Browser Setup". Please note that, remote access (off campus access) requires an approval from the library. If you do not see the " Remote Access Browser Setup" button on home page or in the tabs, then you can request your Library for remote access rights by filling a simple form on the home page labeled under "Request for Remote Access"
- Simply, follow the step wise instructions for browser step up



**Browser Setting**

To access resources subscribed by your library outside the campus network, please configure the browser settings.

These browser settings route all full text requests from Knimbus to publisher through a proxy server set up for your organization. The process of configuring your browser is given below.

Firefox Chrome Internet Explorer Safari iPhone/iPad Android

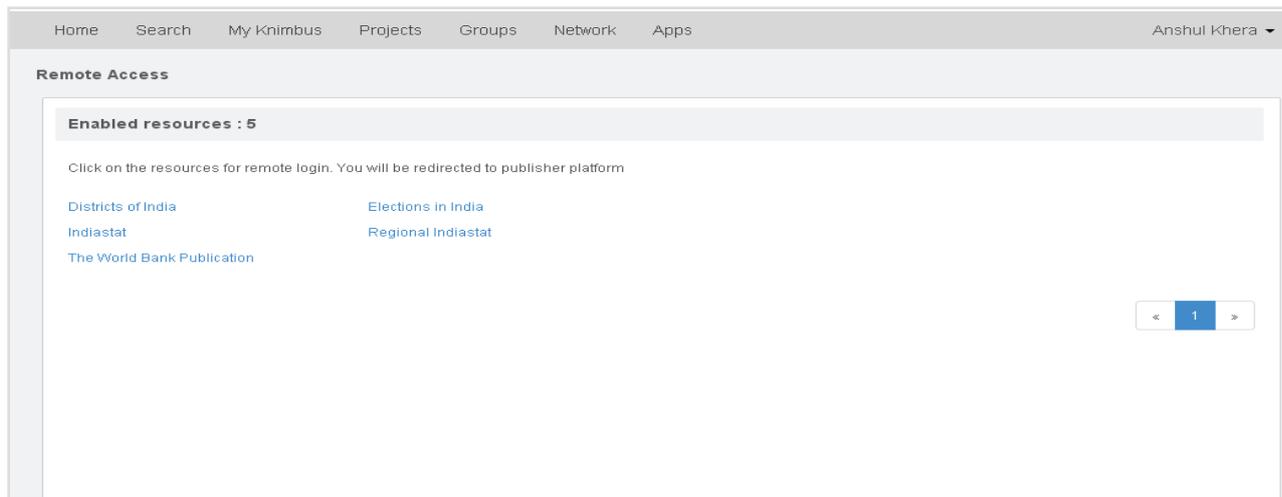
**Manual Setting**

- 1 Click the **wrench icon** in the browser toolbar to open browser list.
- 2 Click **Settings**.
- 3 Click **Show advanced settings...** at the bottom of the screen.
- 4 In the Network section click **Change proxy** settings.
- 5 Click the **Connections** tab.
- 6 For **LAN (using router) based or WiFi Internet** connections - Click on **LAN Settings**.
- 7 For **3G dongle/Dial-up** Internet Connections - Select your **Dial-up Setting**, then click on Settings.
- 8 Select the Use automatic configuration script **checkbox**.
- 9 Enter this URL in the Address box. (This URL must be copied exactly with no spaces)  
[http://knimbus.com/user/raPacFile.do?user\\_id=438dd4fa-e47f-1032-8d48-154be89e5e6c](http://knimbus.com/user/raPacFile.do?user_id=438dd4fa-e47f-1032-8d48-154be89e5e6c)
- 10 **Uncheck** all other checkboxes in this window.
- 11 **Click OK, click Apply**, then close all configuration windows.
- 12 **Restart** the browser.

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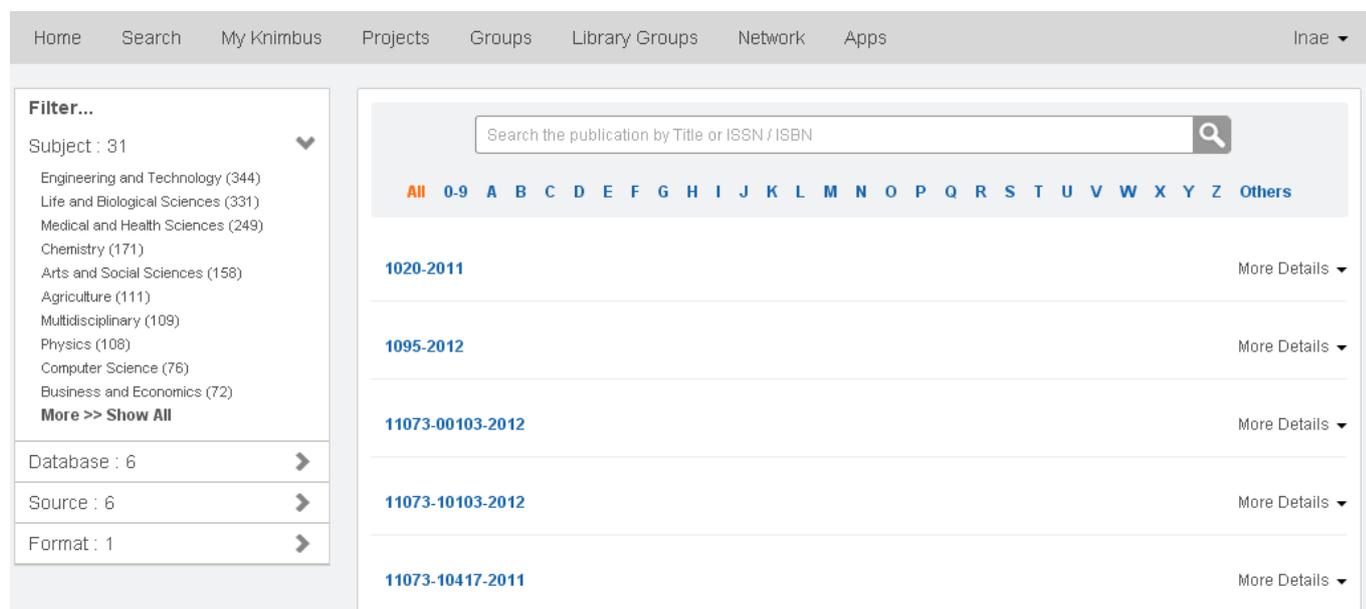
Remote access- Resources - List of e-resources subscribed by college for remote access feature. Just click on the links to remotely login on the publisher platforms.



Librarians get an administration panel on their account to track usage, take out reports, register users, manage user rights and more.

## Apps: eCatalog

Library eCatalog provides an A-Z list of all journals and eBooks subscribed by your library. It also enables Subscription Identifier on search results that helps users filter out the unsubscribed content from search results.



## Contact Information

For any queries or suggestions, please write to us at [support@knimbus.com](mailto:support@knimbus.com) or call us at 0124-4614005.