User Manual

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V 5.3

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Conduct a Search
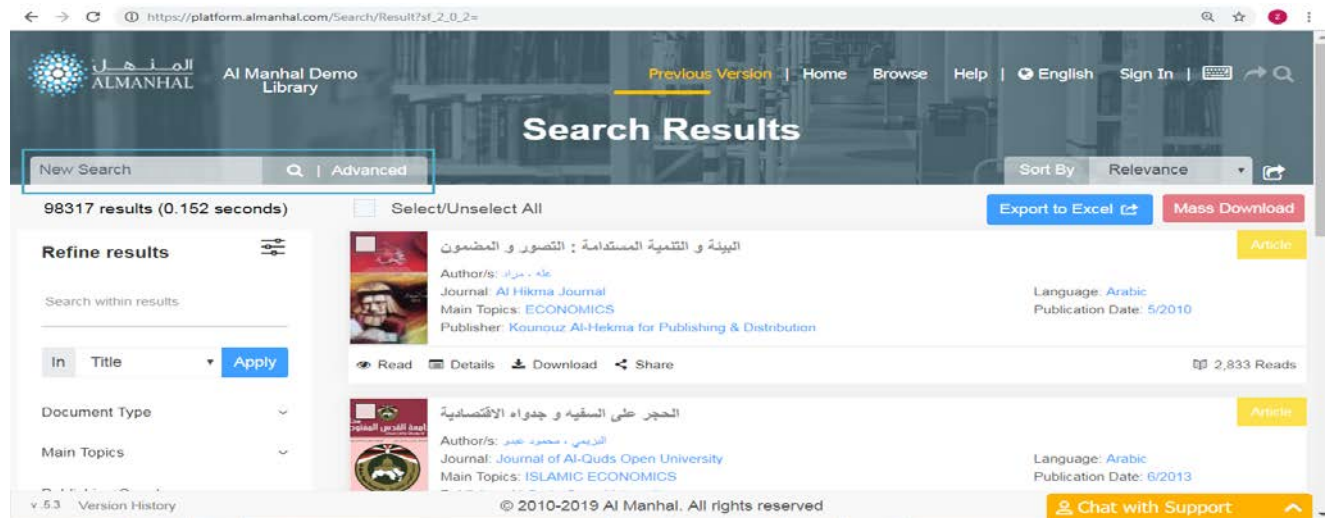
1. USING SIMPLE SEARCH

Enables the user to search across multiple document types at once, by inserting a keyword, and filtering the search by the dropdown list options; 'Title', 'Author name', 'Subject' or 'All'.
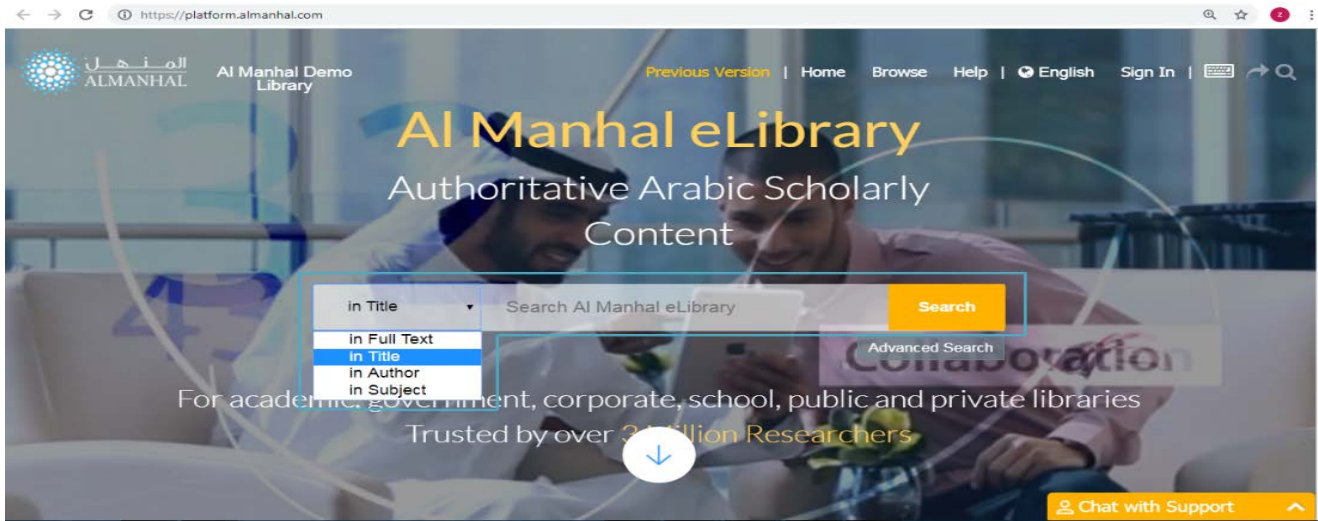
The simple search is automatically filtered by 'Title', and it can be modified by other options:

- **All**: to search across all the 'Al Manhal' content.
- **Title**: search only in titles that matches with the entered keyword.
- **Author**: search only applied on authors' names.
- **Subject**: search within the topics those are matches the keyword.

  The user is allowed to remove or edit the search results, by writing any other related key word to content, publisher or author.

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2. USING ADVANCED SEARCH

Allows the user to build structured queries to search for resource. Users can specify criteria that cannot be defined in the simple search.
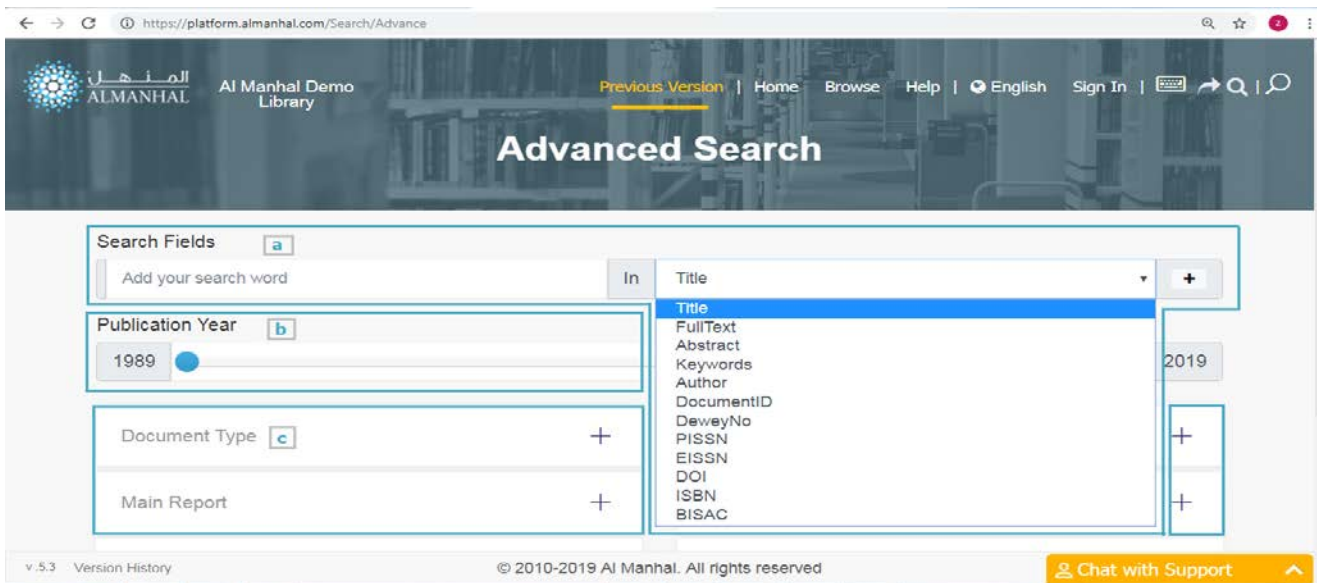

a. SEARCH FIELDS: in order get more related and accurate search results, the user is enabled to narrow the search range, by entering a keyword in the 'search field' then selecting the search criteria from the dropdown list (Title, Full Text, Abstract etc...). To apply multiple filters, add 'AND' or other search criteria between each item.

b. PUBLICATION YEAR: the years covers the full-range Specify the desired search range between publication years. By default, the years cover the full-range.

c. SEARCH FILTERS: Indicate one or more value(s) from the listed filters.

Search Results List

The search page displays all related to keywords results and the user can access to multi features according the content availability.
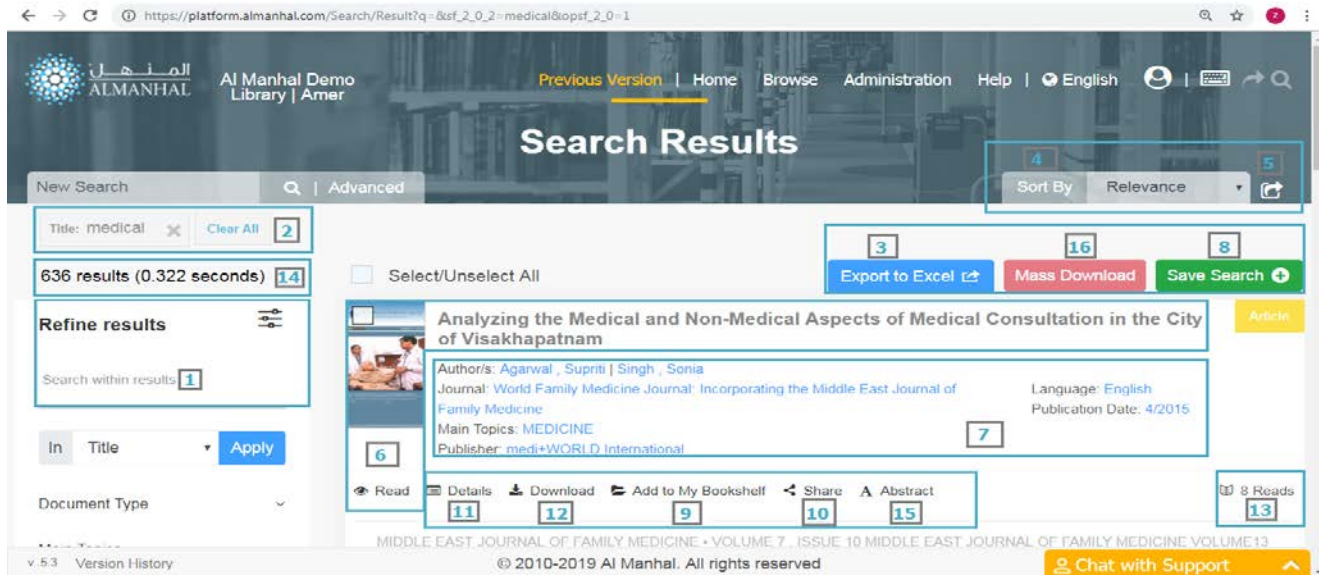

1. SEARCH WITHIN RESULTS: Narrow down the search results further by applying additional search options, or by choosing any of the options listed in the "**Refine Results**" box.

2. CLEAR ALL: the user can either clear all the previous searches or delete a specific searched key word by selecting the close "**x**" button.

3. EXPORT TO EXCEL: the user can view a selected information related to the search results, in Excel sheet.

4. SORT BY: Change the results sorting criteria, in ascending or descending order, by Relevancy (default), or Author, Title, Publishing Date or Document Type.

Search Results List

5. COPY RESULT PERMALINK: the user can get the URL for current search results in order to share them with friends and colleagues.

6. VIEW CONTENT: By clicking on the title, book cover or '**read**' icon.

7. TITLE INFORMATION: Read all key pieces of information about the title, and perform a search by clicking on any piece of information provided.

8. SAVE SEARCH: To view the results any time later.

9. ADD TO MY BOOKSHELF: Save titles into a personal bookshelf upon signing into the Al Manhal portal.

Search Results List
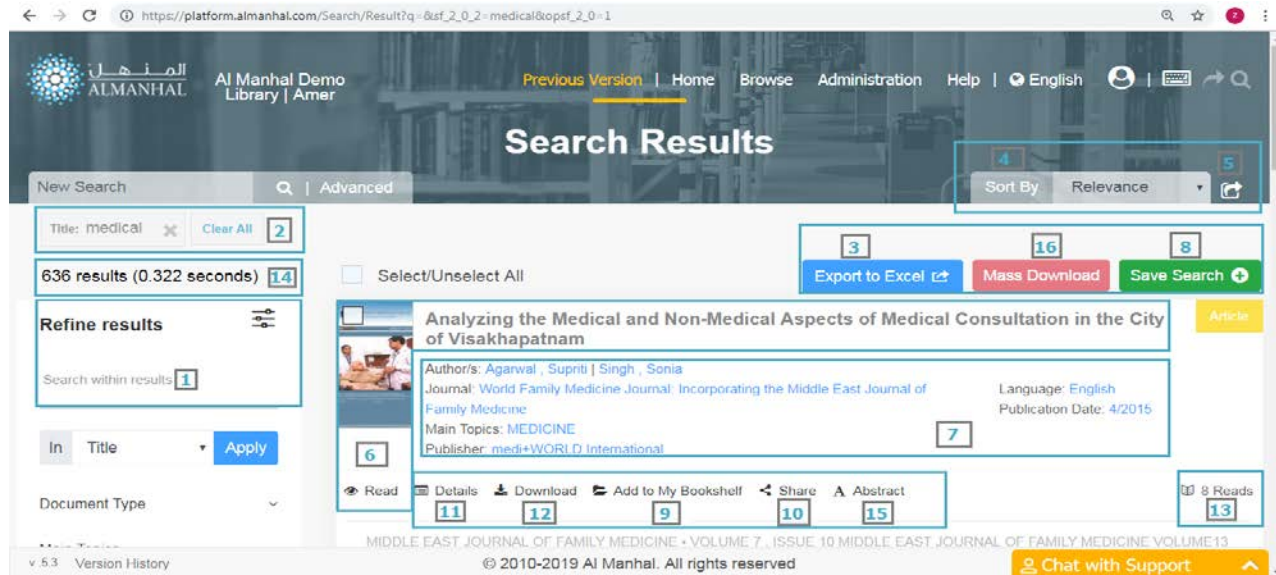
10. SHARE THE RESULT LINK: using social media networks or a personal email.

11. DETAILS: Get all the details relating to the title and abstract.

12. DOWNLOAD CONTENT: in a PDF format by subscription type with copyright reserved by Al Manhal.

13. READS: Observe the total count of views by one customer and all customers worldwide.

14. SEARCH RESULTS COUNT: the total number of related result for applied search.

15. ABSTRACT: View the title's full-text abstract (if available).

16. MASS DOWNLOAD: To download selected Articles and Reports all at once.
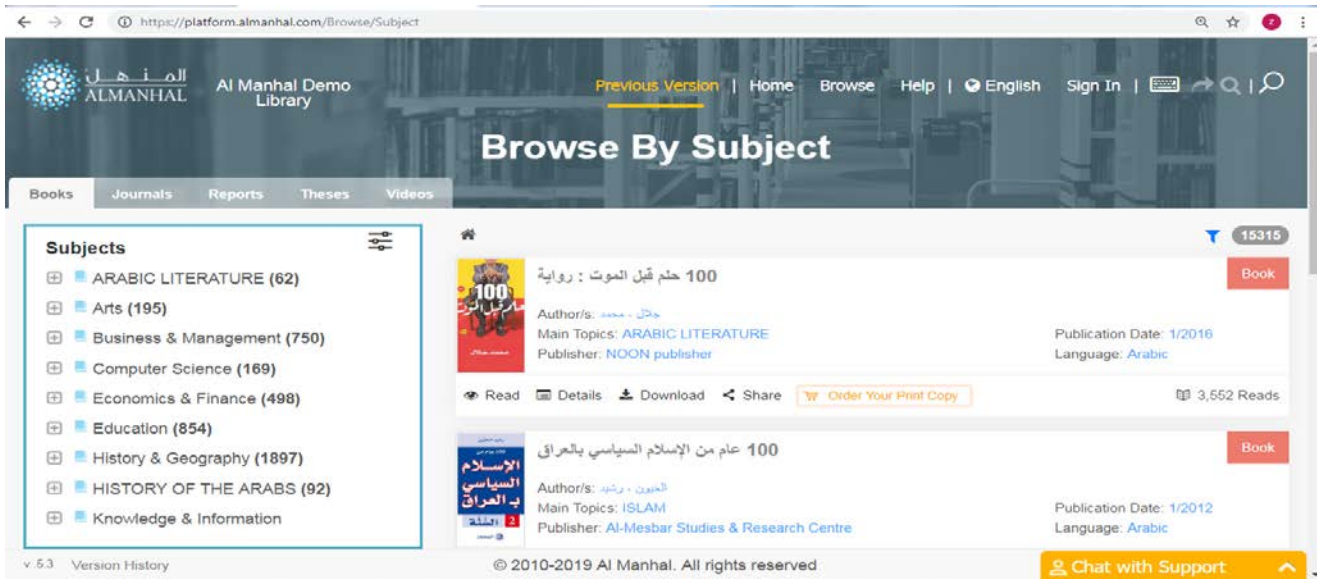
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Browse

Browse all content on the 'Al Manhal' platform by Subject, Title or Publisher.
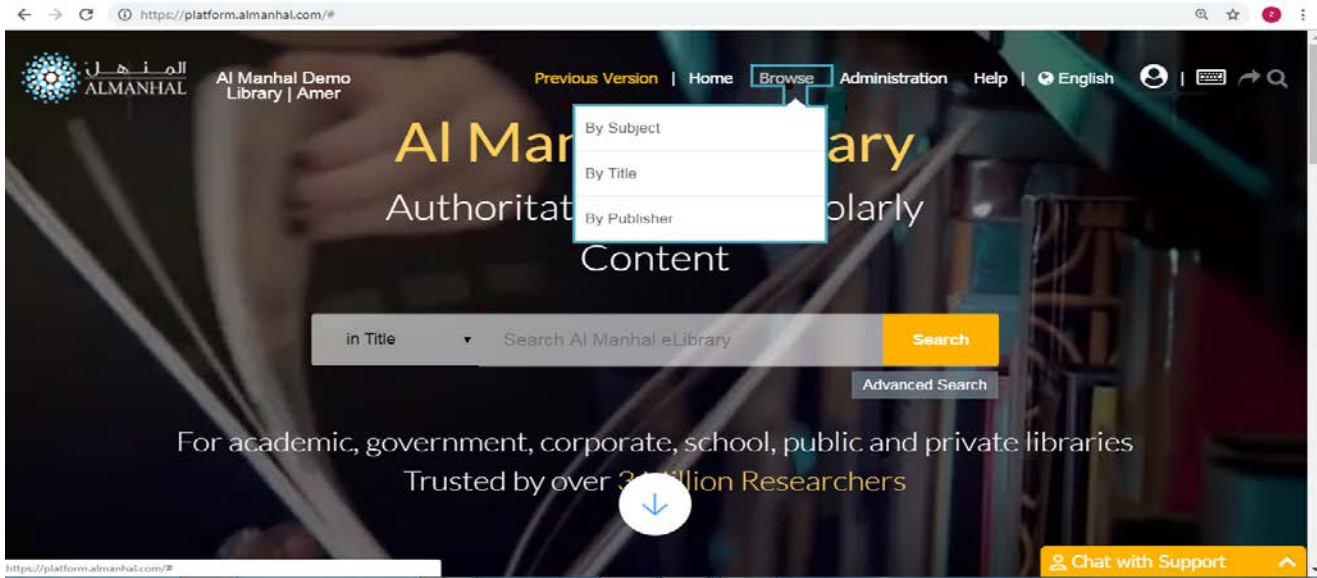
1. BROWSE BY SUBJECT

All titles on the 'Al Manhal' Platform can be listed by document type (Books, Journals, Reports, Theses and Videos) in alphabetical order, subject order and by sub-subjects.

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Browse

2. BROWSE BY TITLE
List titles of 'Journals' or 'Reports' ordered alphabetically

3. BROWSE BY PUBLISHER
Browse books, Journals, theses and reports by their publisher name in alphabetical order, or document type.

Browse Features

By using the Browse method, user will be able to:
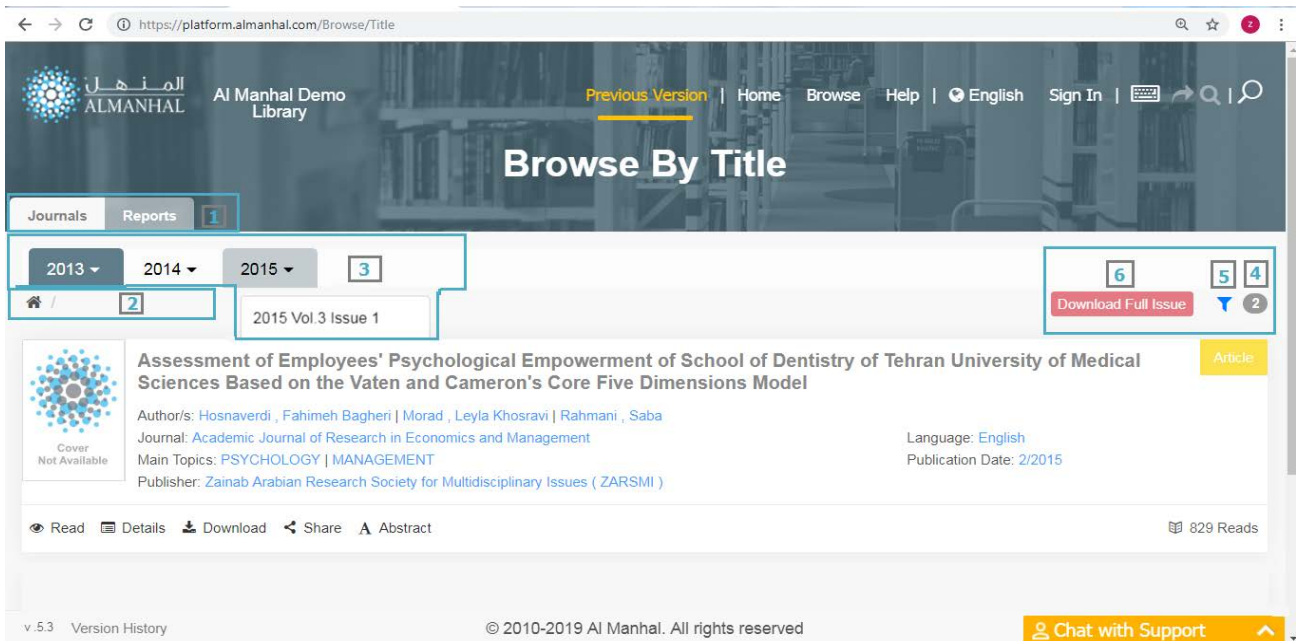
1. BROWSE BY DOCUMENT TYPE: Separate tabs to browse documents in their different forms.

2. SUBJECTS BREAD CRUMBS: Navigate back to the main subjects by pressing the 'Home' icon.

3. VOLUMES & ISSUES: Search through journal articles by volume and issue.

4. TOTAL ITEMS: Find the total items of the chosen criteria.

5. FILTER/SORT BY: Search by article, title and sort results according to the Title, Author, Publisher and Publication Date, in ascending or descending order.

6. DOWNLOAD FULL ISSUE: To download all filtered journals or reports.

Read Full-Text Content

1.SEARCHABLE FULL TEXT CONTENT,

If the title is determined in your domain, you will view the full text of the title, so you can page through the title from start to finish. Otherwise, you will view a few snippets – Preview Mode-.

1. CONTENTS: Show Table of Content which each section and chapter can be linked to an exact Location in the text. Clicking on selected content will automatically redirect to the text.

2. DETAILS: Show basic metadata of the selected title.
   *MORE DETAILS: Navigate details page of the selected title

3. READ TOOLBAR: Check page no. 13.

2.Details Page

Get detailed information about the selected title.

1. VIEW TITLE'S FULL TEXT CONTENT by clicking on the 'Title name', 'Cover' or 'Read' icon.

2. SHARE using social media networks or personal email.

3. DOWNLOAD PDF of full text content based on the account type with all rights reserved to 'Al Manhal'.

4. DOWNLOAD FULL ISSUE: To download full pages of opened journal or report.

5. ADD TO BOOKSHELF: within the personal library upon sign-in to the 'Al Manhal' platform.

6. CONTENT AVAILABILITY: Find out about how much text is available for printing and downloading.

7. TOTAL READS: Observe the total count of views by one customer and all customers worldwide.

8. TITLES DETAILS Read all key pieces of information about the title.

9. JOURNAL VOLUME TREE: Find all available volumes containing a list of articles per volume.

3. READ TOOLBAR
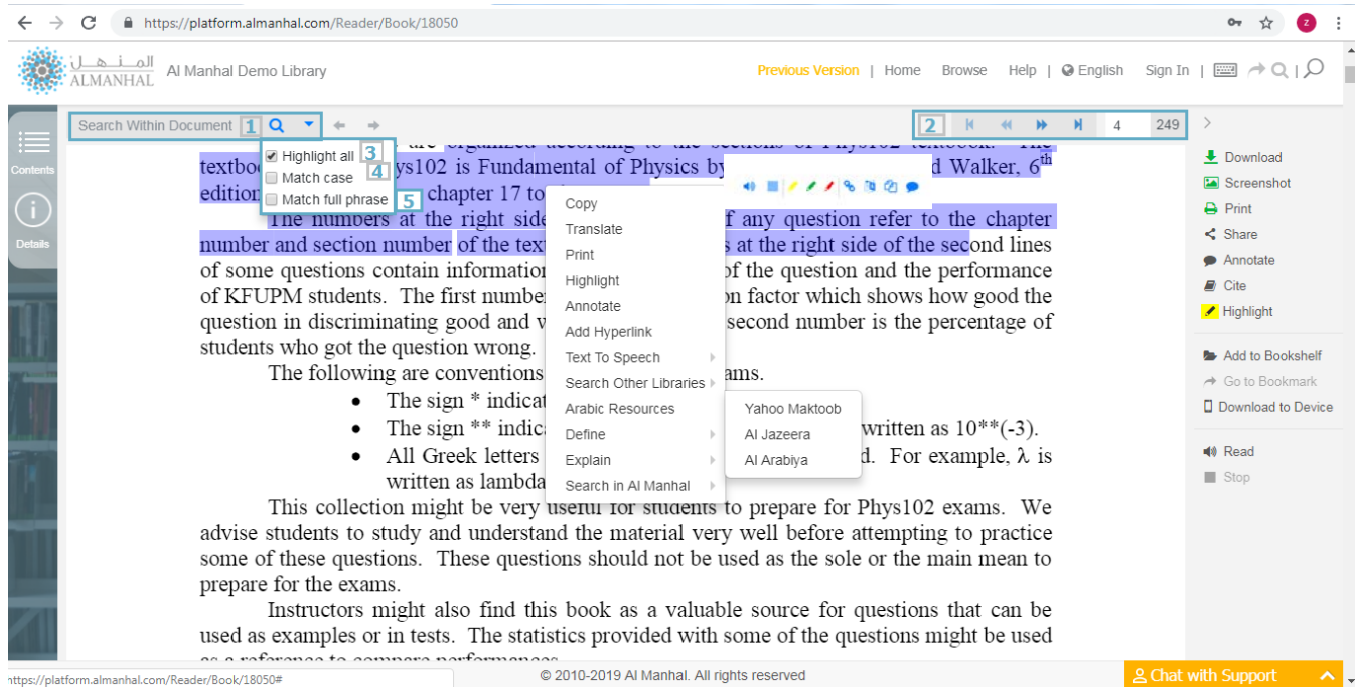
1- SEARCH INSIDE FULL TEXT:

This field includes all the searched phrases. The user can run a new search by write a new keyword in the search field.

2- The 'Next' / 'Previous' result if any.

3- Select All: to include all search results.

4- MATCH CASE: to include search results that only matches the written inside the search field.

5- MATCH FULL PHRASE: include search results of whatever is inside the parentheses as a single term in the search process.

3. READ TOOLBAR
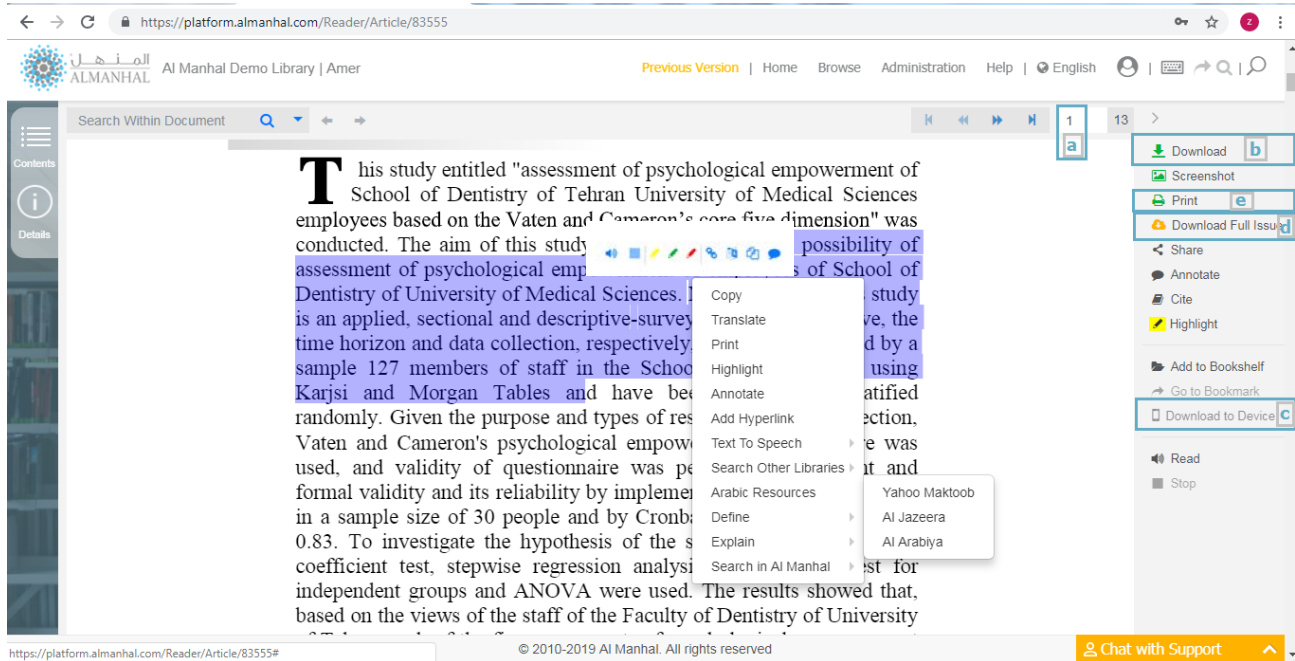
A- PAGE NUMBER: Shows the current page number out of total pages, easily navigated by using arrows, scrolling or by writing the page number.

B- DOWNLOAD PDF as a full-text or part-text file, with all rights reserved to the 'Al Manhal' platform.

C- DOWNLOAD ON DEVICE: which is only available for books describing the steps of having the title downloaded on the device.

D- DOWNLOAD FULL ISSUE: To download all filtered journals or reports.

E- PRINT: where the user can print either a part or the whole content at a time, depending on the user's subscription with the copyright reserved by the 'Al Manhal' platform.

3. READ TOOLBAR
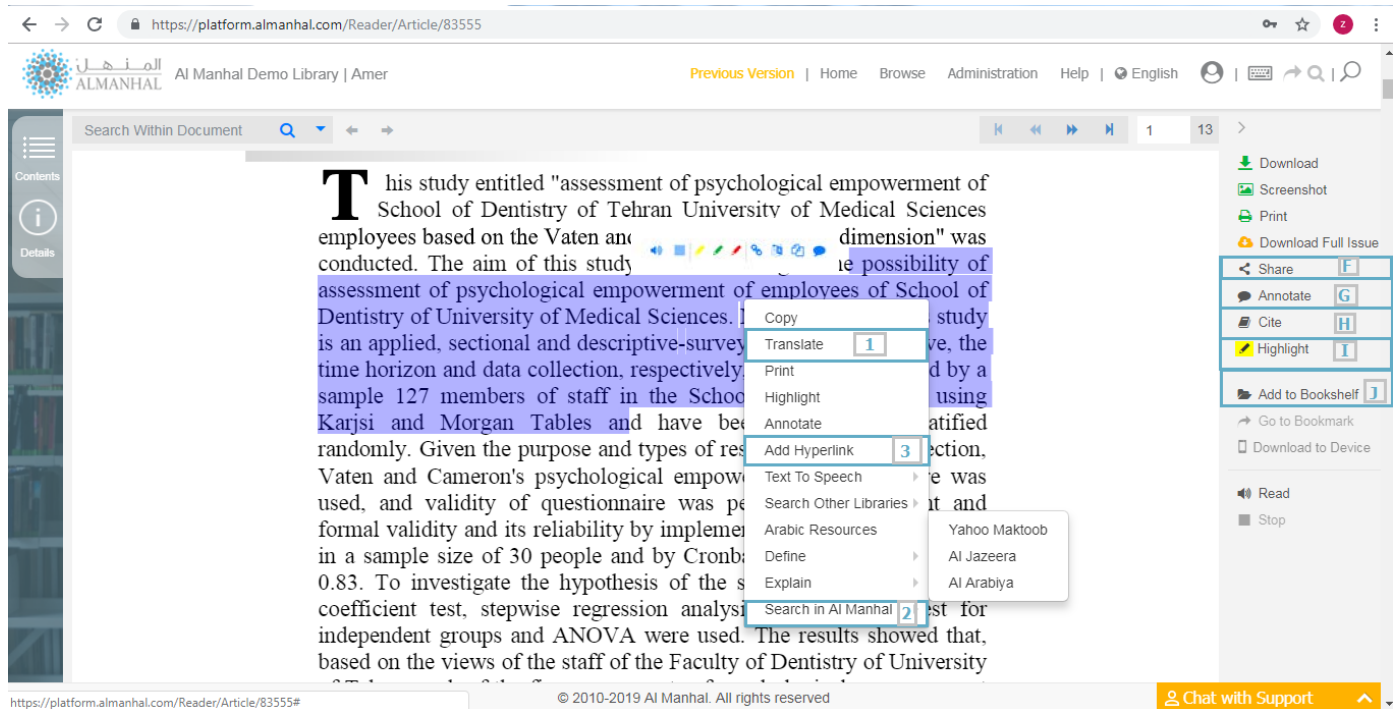
F- SHARE using social media networks or personal email.

G- ADD ANNOTATION: by highlighting a paragraph and clicking the 'annotation' icon, the user can add and edit the comments.

H- CITATION STANDARDS: Al Manhal provides citations in APA, Chicago, Harvard, MLA and Turabian format.

I-   HIGHLIGHT Text from the content page, with use of multiple colors. The user can benefit:

- 1. Translate a text using 'google' translate by highlighting the text.
- 2. Search for a word or term within 'Al Manhal' content by highlighting the text and clicking on the right click of the mouse.
- 3. Insert external link for a text by clicking on insert hyperlink by highlighting the text.

J- ADD TO BOOKSHELF within the personal library upon sign-in to the Al Manhal platform.

3. READ TOOLBAR
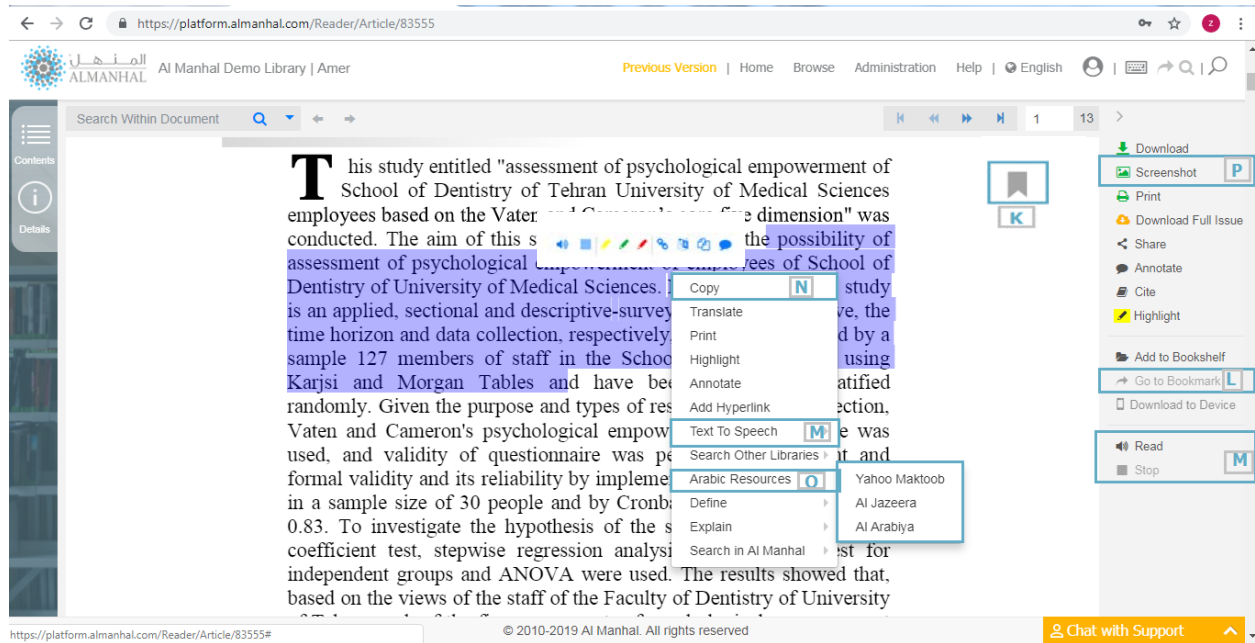
K-BOOKMARK: the user is allowed to add book/remove the current page bookmark.

L-NAVIGATE BOOKMARKS: the user can go to the available bookmarked pages.

M-TEXT-TO-SPEECH: Automatically read the text based on content language.

N- COPY: The user can copy selected text from the title with a reference citation.

O-EXPLORE features such as 'copy', 'print', 'definitions' and 'search' from the selected text on other websites.

P- SCREENSHOT: Take a screenshot with the ability of cropping the image.

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Video Collections

If the title is determined in your domain, you will view the video, the user can play the video through the title from start to finish; the video can be 'shared', 'cited' and added to bookshelf.

The 'Al Manhal' platform provides the following features:

1. VIDEO PLAYER

The user can view the video by selecting play/pause buttons, increase or decrease video's volume by clicking on the 'volume' button, adding video subtitle by clicking on "CC" button, user also can choose the video display quality by clicking on "HD" button and full screen view as well.

2. INFORMATION

Show video information such as; 'Speaker', 'Publisher' and 'Main topics'.

3. ANNOTATE

The user can add comments to the video by clicking "Annotate" button. User comments will be viewed on video player and can be edited by clicking on edit button " ✐ ". Annotations tab used to show the added comments texts includes timestamp feature to show when the comment been added. Comments can be deleted one by one by using delete button "🗑".

Video Collections

4. TRANSCRIPTS

Show video transcripts includes timestamp and by selecting any transcript, the video player will play the video from selected transcript with timestamp.

5. DOWNLOAD TRANSCRIPTS

DOWNLOAD transcript as a full-text, with all rights reserved to Al Manhal.

6. COPY TRANSCRIPTS: user can copy the selected transcript by clicking on the 'Copy' button.

7. SEARCH: The user can search within the transcript.

PREVIOUS/NEXT: User can navigate search result by selecting previous and next button.
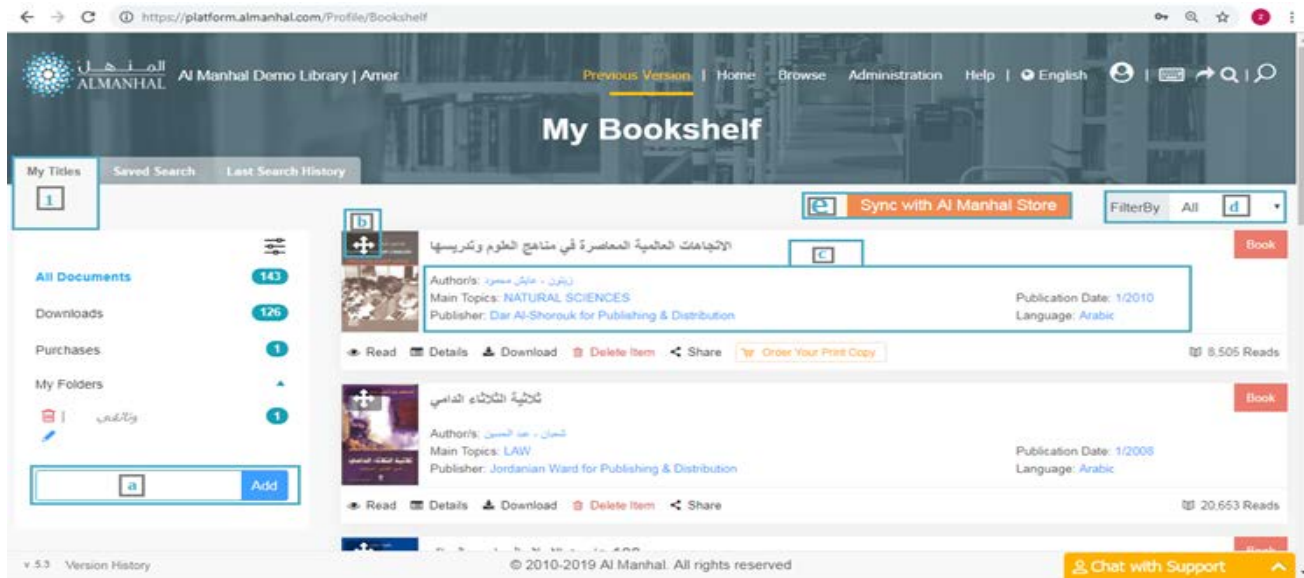
8. SHARE: using social media networks or personal email.

9. CITE: Al Manhal provides citations in APA, Chicago, Harvard, MLA and Turabian format.

10.   ADD TO BOOKSHELF: within the personal library upon sign-in to the 'Al Manhal' platform

My Bookshelf

Each registered user in the 'Al Manhal' platform or e-book shop owns a bookshelf.

1. MY TITLES

The total number of the available added and uploaded documents in addition to earlier purchased documents, 'My Titles' also enables the user to create his own files.

a- CREATE NEW FOLDER to organize the titles in self-selected sections.

b- ADD TITLES: Click on the symbol to add titles to the personal folders.

c- TITLES DETAILS: Read all key pieces of information about the title, with a special delete title feature.

d- FILTER BOOKSHELF ITEMS by document type (Books, Articles, Reports and Theses).

2- The Sync button inside the Bookshelf let you bring your Purchases from Web Bookstore to Al Manhal Platform.
Using the Bookstore Sync tool, you will be able to perform full-text searches and retrieve book information, view ability and eBook availability. You can also manage your personal bookshelf.

2. SAVED SEARCH

Shows the saved searches by the user from the search results page.

a- TITLE: View the saved search results and perform the search again by clicking on the title.

b- DATE: A list of saved searches by date and time.

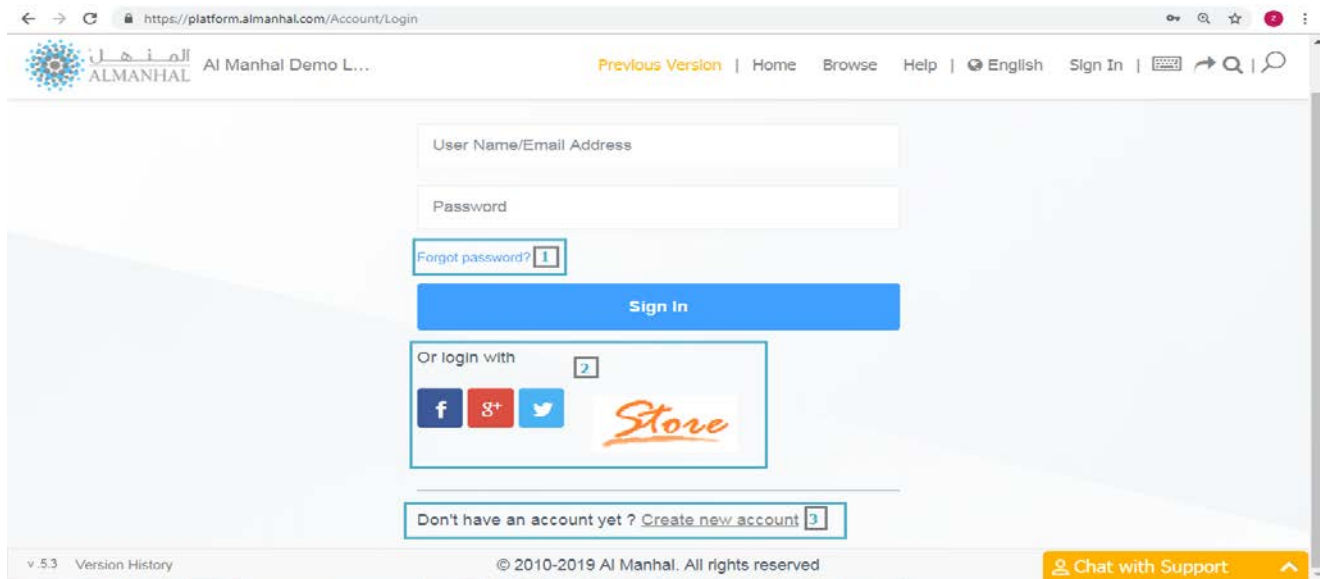c- Removing the search by clicking on the 'Delete' icon beside the title.

3. LAST SEARCH HISTORY

View last five searches and search again by clicking on the heading. Every search is saved with the date it was performed.

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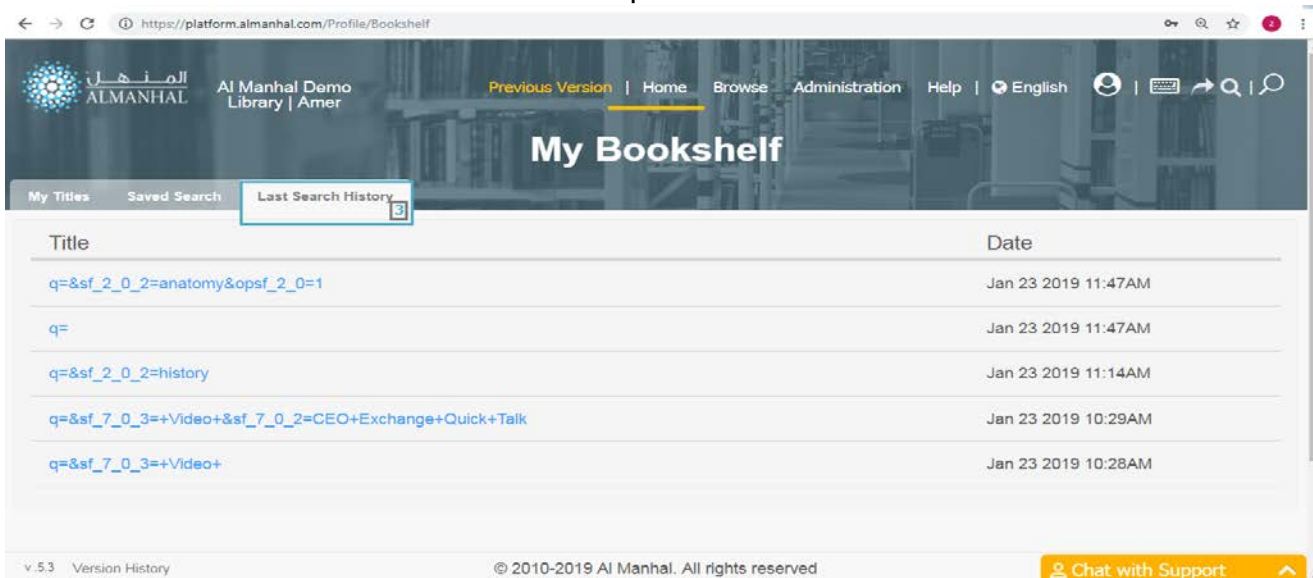
Sign-In

'Librarians', 'Authenticated users' and 'Distributor admins' can log in with a valid username/password

1. FORGOT PASSWORD: The password for your account will sent via email upon request.

2. LOGIN WITH one of your Social media network accounts or 'Al Manhal' Web Bookstore account to connect to the 'Al Manhal' platform.

3.CREATE NEW ACCOUNT by filling in a specific form then clicking save, then the user will have an account on 'Al Manhal'.

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Settings

Appears only for signed-in users.
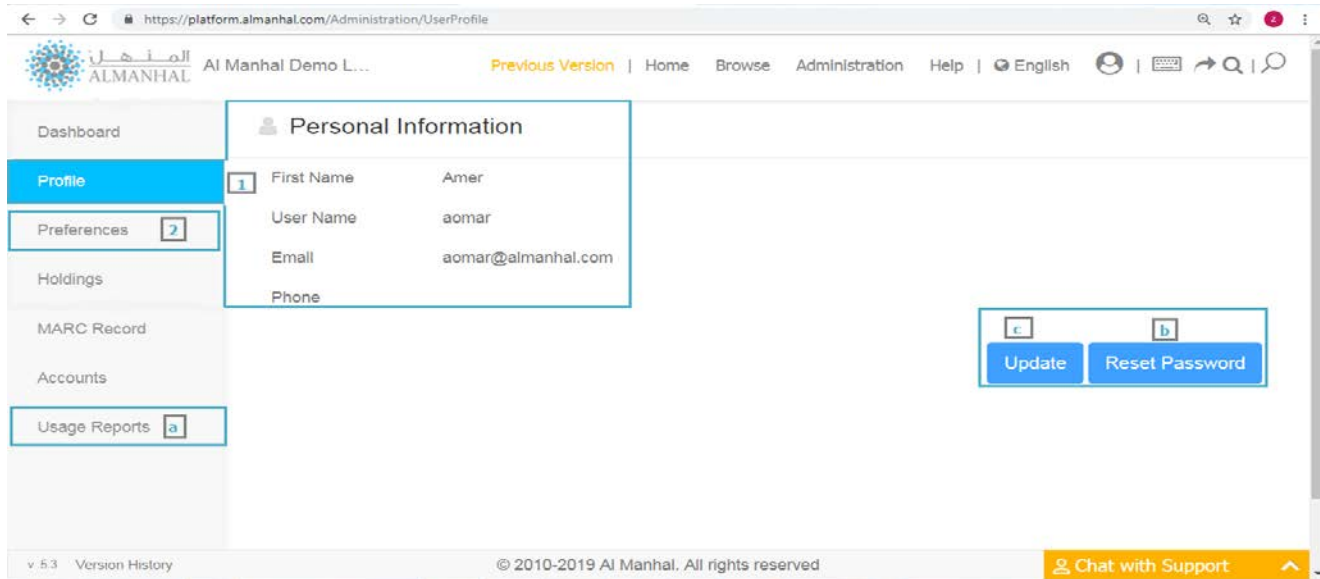
1. PROFILE

See the basic information of signed-in users.

a) SETTINGS: Users can monitor their usage in the platform by clicking on the 'Settings' menu then click on the 'Usage Report' where they can see in general:
- How many opened documents.
- Total viewed pages.
- Time spent in reading.

and for each title:
- How many viewed pages.
- Time spent in reading.

b) RESET PASSWORD: Change password by entering the old one, then creating and confirming the new password.

c) UPDATE: The users can update their personal information (First name, Surname, User name, and Email) and then confirm the changes by clicking the 'Update' button.
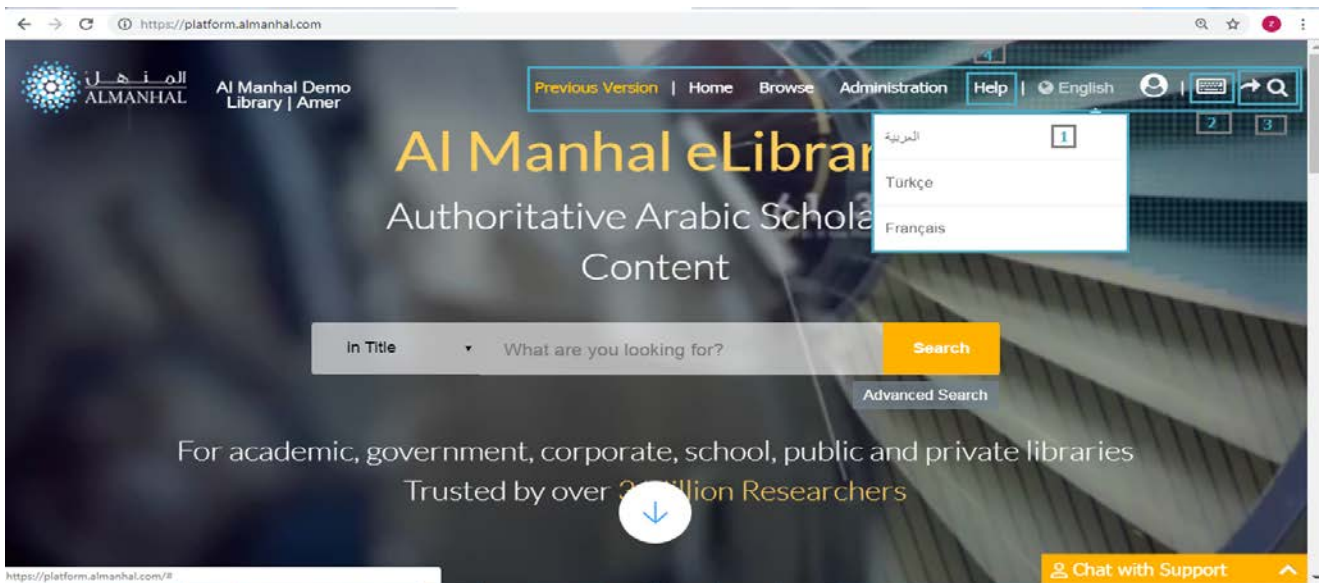
Settings

2. PREFERENCES

Gives the users the advantage of adding more criteria to simple search options.
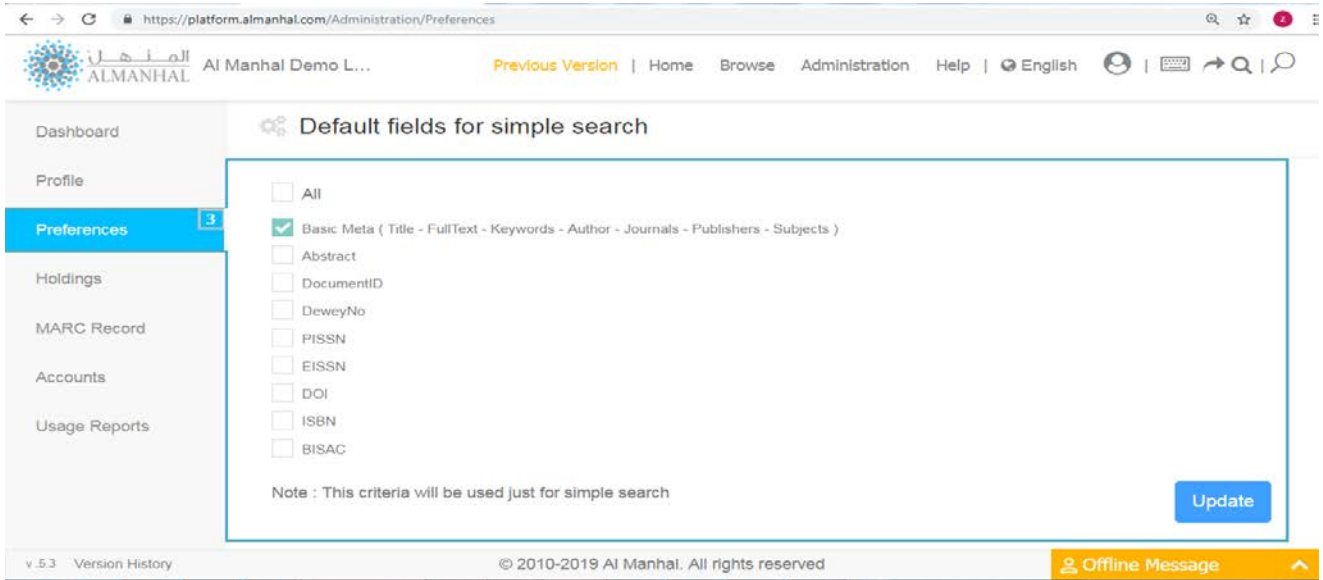
Other Features

Other Features

1. PLATFORM LANGUAGE

Al Manhal Platform available in English, Turkish, French and Arabic, you can change it by clicking on the language and choose the suitable one.

2. VIRTUAL KEYBOARD

The virtual keyboard is available in four languages; AR, EN, TR and FR, you can enable or disable the virtual keyboard from the header by clicking on the 'keyboard' icon

3. GO TO THE LAST SEARCH

Enables the user to restore last search results.

4. HELP

Interactive guide which assist the users through a series of well-defined steps within a product feature scope, which can be accessed from 'Help menu'.

5. PLATFORM VERSION HISTORY

Covers all changes on the 'Al Manhal' Platform for each Release.

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