Version 1.0
Sep 2002

SwetsWise

Release 2.1

online content User ID Password Edition

SwetsWise - *User Manual*

Version 1.0   User ID Password Edition
Oct 2002

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Swets Blackwell

1 Introduction

SwetsWise is the web-based, modular service for the procurement, access and management of subscriptions and online information. SwetsWise offers you one platform with two modules to meet your needs: SwetsWise subscriptions and SwetsWise online content. The subscriptions module gives full control over all steps of the subscription management process, while the online content module enables management and online access to all your electronic publications.

This manual will be focusing only on the SwetsWise online content module. It is written for end users that login via user ID and password authentication. The aim of this manual is to give step-by-step instructions on how to use all of the features available in SwetsWise online content.

2 Other information sources

The SwetsWise system was developed with an extremely intuitive interface. In every single screen there is a link to the extensive help pages available. The help in SwetsWise is page sensitive, which means that it will display the most appropriate help information for the screen in which you are located. Within the help section, you can also find frequently asked questions and a glossary of terms. This should be the first place to look for information.

Secondly, there are also the quick reference cards that provide information on how to perform the most common tasks easily and quickly. These are available online within the help section, or can be provided printed upon request.

3 Security and Internet Browser requirements

Because SwetsWise can contain confidential personal information, such as credit card information, all data in SwetsWise is encrypted. The SwetsWise site uses SSL (Secure Socket Layers) encryption up to 128-bit encryption; furthermore, the actual data in the system is also encrypted.

It is because of these security measures that SwetsWise can only be used with Internet Explorer 5.x or Netscape Navigator 4.x or above. It is also recommended to use browsers that support 128-bit encryption, although SwetsWise will downgrade the encryption to match your browser, when an older version is used (e.g. 64-bit encryption).
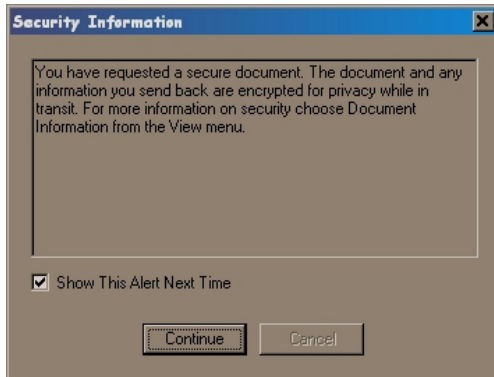
> *Important note:* Your browser <u>must</u> accept cookies in order for SwetsWise to function properly. The cookies are only used to keep information on the session. Once you log out, the cookies will be deleted.

4 Login

Access to SwetsWise is possible via user ID and password authentication or via IP authentication. Your user ID and password has been provided to you via email when your Administrator created your user profile.
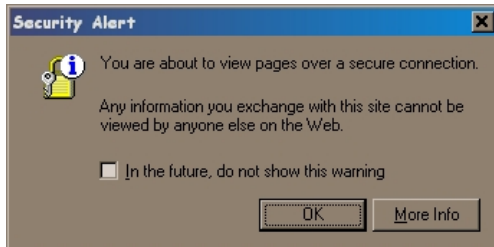
Internet Explorer Security Alert

To access SwetsWise, go to www.swetswise.com. Depending on your browser's security settings, you will be automatically presented with a screen informing you that you are about to view pages in a secure environment. The reason for this is that the user ID and passwords are also encrypted. (Please see section *Security and Internet Browser requirements* on page 3 for more information).

This pop up screen only appears if your browser has it enabled. If it is enabled, every time you go to www.swetswise.com you will be prompted.

If you have this feature disabled, you will be taken directly to the SwetsWise homepage. Here you will be presented with the login screen as well as link to more information on SwetsWise. Enter your user ID and password and click the "OK" button. Once you login you'll be taken to the overview screen.

Netscape Navigator Security Alert

5 Navigation Bar

The navigation bar of SwetsWise is dynamic so that different sections are only visible depending on the role of the current user.

End users are able to search and browse the articles and maintain their profiles. The sections available to every user are "online content" and "preferences" where only the "my profile" link is shown. The navigation bar below is an example of what you, as end user, would see.

End User Navigation Bar
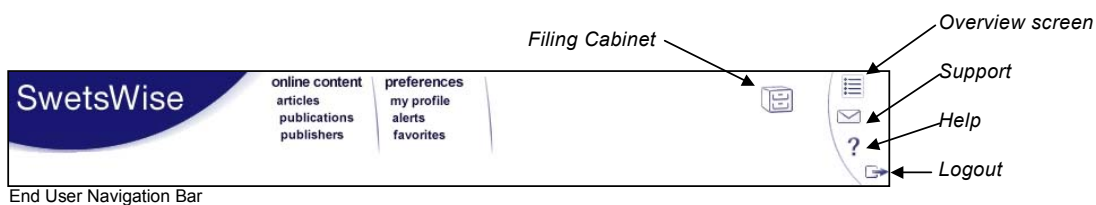
Additionally, if the users logged in via IP authentication, they would not see the "alerts" and "favorites". If they were to click on the "my profile", they would be prompted to login with their user ID and password, and would then see "alerts" and "favorites" if enabled for their use.

6 Overview Screen

Once you login, you will be taken to the "overview screen". This screen provides you with a quick view of some of the most relevant areas of the service you might be interested in. You can always return to the overview screen by clicking on the overview screen icon ▤ on the top right of the screen.

overview Mr. S. Wise	
filing cabinet *more >>* • 10 filed articles	**TOC alerts** *more >>* • 9 alerts used • 10 alerts allowed
search alerts *more >>* • 5 alerts used • 5 alerts allowed	**user favorites** *more >>* • 21 favorites
search history *more >>* • 0 searches	**SwetsWise news** *more >>* • 1 news items
new subscriptions *more >>* • 10 new subscriptions	**newly added titles** *more >>* • 51 newly added titles

End User Overview screen

In one quick glance, you can see how many TOC or search alerts you have available and if you have any article stored in the filing cabinet. By clicking on the "more>>" link beside the filing cabinet, you are taken to the filing cabinet.

7 Online Content

The "online content" section of the navigation bar is where you can search and browse for articles. There are three ways through which you can do this:
1. searching for articles ("articles" link)
2. browsing the publication list ("publications" link)
3. browsing the publisher list ("publishers" link)

7.1 Articles

The article search uses a Verity Search Engine.

When you click the "articles" link, the basic article search is presented to you. You have the option to use this search facility or go to the more sophisticated search, the advanced article search, by clicking on the "advanced search" tab. To return to the basic article search, just click the "basic search" tab.

> **Important note:** *Only customers with a Basic or Advanced module will have access to the article search. Customers that have the Link module will not have this option.*

7.1.1 BASIC ARTICLE SEARCH

Basic article search screen

Through the basic search option, you can perform a keyword search within the following fields: article name, article abstract, article keywords, author or all fields.

You can limit your search to all your subscriptions, all TOC subscriptions, all full text subscriptions, all new subscriptions, your user favorites, your department favorites, all publications with holdings information, or all pay-per-view publications. You can further limit your search to a specific subject category and period of time.

Only the information in the drop down boxes will be stored. The information in the "search for" field will not be stored.

If you consistently use a specific search field, time period, subject category or which set of publications, you can store this criteria for easy access in the future. Once you fill in the search criteria you would like saved, click on the "store criteria as default". All information in the drop down boxes will be stored and next time you want to use them, all you have to do is click on the "retrieve default criteria" button.

Only publications for which you have a subscription within SwetsWise will be searchable, as opposed to browsable.

Once you have completed the keyword and selected the desired criteria, click on the "search" button to view the results. The basic search will return only a maximum of 100 search results.

The following operators can be used in the basic search:

Search operators can be used in combination with each other.

Operator Name	Operator	Description
Wildcards	?	Replaces 1 character: wom?n will search for woman and women.
Truncation	*	Replaces an unlimited number of characters: medic* will search for medical, medicine, etc.
Proximity	<NEAR>	Selects articles containing specific words. The closer the words are, the higher the ranking: world <NEAR> peace.
	<NEAR/N>	Selects articles containing the words within N number of words from each other: world <NEAR/10> peace.
Case sensitivity	<CASE>	Searches for words that matches the case you provided in your search term. This will automatically happen when you use search terms with mixed cases: <CASE> UN
Exact searching	" "	Exact searching limits the search term to one specific word or phrase: "Film".
Boolean	AND, +	Searches for articles containing all of the specified search terms.
	OR	Searches for articles containing at least one of the specified search terms.
	NOT, -	Searches for articles not containing the specified search terms.
Stem searching	automatic	Expands the search to include the search term and its linguistic variations. This operator only works for English terms.

7.1.2 ADVANCED ARTICLE SEARCH

Advanced article search screen

The Advanced search allows for more detailed searches to be performed. The advanced search provides you with an additional search box where you can search in the following additional fields: ISSN, publication name and publisher.

In addition, you can select how to sort the search results and the maximum number of results to be displayed.

As with the basic search, you can also limit your search to specific sets of publications, subject category and time period; as well as using all the search

operators. You can also store default search criteria. You can have different criteria stored for the basic search than the advanced search.

7.1.3 SEARCH RESULTS

search results 1 to 10 of 71

search results for **sleep** (within article name) AND **stress** (within all fields)

years: *2000 - 2002* , showing: *all subscriptions,* language: *english*
categories: *all, all,* database: *SwetsWise* .

add as search alert   new search

result page: << **1** 2 3 4 5 6 7 8 >>   searched 5232502 articles - found 71 articles   sorted on: relevance ▼

1. PHYSIOLOGY OF SLEEP (REVIEW)-Interactions between stress and sleep: from basic research to clinical situations
table of contents

author	K Spiegel - C Dugovic - O Van Reeth - L Weibel - R Leproult - S Maccari
year - volume - issue - page	2000 - 4 - 2 - 201
publication	Sleep Medicine Reviews
ISSN	1087-0792
publisher	Harcourt Publishers Ltd
holding information	Please ask Mr. Wise to be included in distribution

add to filing cabinet   order article

2. The Relationship of Sleep Quality and Posttraumatic Stress to Potential Sleep Disorders in Sexual Assault Survivors with Nightmares, Insomnia, and PTSD
table of contents - abstract - full text

author	Schrader, Ron - Melendrez, Dominic - Krakow, Barry - Germain, Anne - Warner, Teddy D. - Koss, Mary - Hollifield, Michael - Tandberg, Dan - Johnston, Lisa
year - volume - issue - page	2001 - 14 - 4 - 647
publication	Journal of Traumatic Stress
ISSN	0894-9867 electronic: 0894-9867
publisher	Kluwer Academic Publishers Group

add to filing cabinet

Search results screen

Once you have filled in the search criteria and clicked on search, the search results screen is displayed. If the total number of results is less than the specified maximum, then all results are displayed. The number of results displayed on screen will depend on what you have selected in your profile. (See section *My Profile* on page 15 for more information)

On the top of the screen your search criteria is presented along with the option to add this search as a search alert (see section *Alerts* on page 16 for more information) or to return to the search screen to perform a new search.

The more search terms are present in the result the higher the relevance.

Next the information on how many articles were searched and the amount of results is displayed, as well as the option to sort the results by relevance or year is given. If you did not specify a sorting, the results will automatically be sorted by relevance, where the most relevant article is the first on the list.

The links displayed will depend on your account and user settings as well as the availability of these services.

Within the search results, the search terms you have used will be highlighted. Every search result will display the article title, the links to the table of contents, abstract and full text, basic bibliographic information, and links to add the article to the filing cabinet, order the article via document delivery, order the article via pay-per-view, and to your SFX server. It can happen that there will be grayed out links to the abstract and full text. This means that although you do have access to that article's abstract or full text, the information is not yet loaded in SwetsWise.

7.1.4 SEARCH HISTORY

The search history will be deleted when you log out of SwetsWise. The next time you login, your previous searches will not be there.

All the searches you perform will be saved for the duration of your session in the search history. The search history can be found at the bottom of the screen of both the advanced search screen and the basic search screen. There you can see your search criteria and the number of results that the search generated. You have the option to view those results again by clicking on the search criteria, modify the search, or delete the search from the history.

previous search results
query   hits

sleep within article name AND **stress** within all fields , years: *2000 – 2002* , showing: *all*   93   modify   delete
subscriptions , language: *EN* , categories: *all, all* , sort on: *relevance* , max hits: *100*

Search history

If you click on the "modify" button, the search screen will automatically be filled in with the search criteria. Once you make the desired

modification, click on the "search" button to perform the search. When you return to the search history, you will see that the modified search is a new entry in the search history. The latest search performed is always displayed at the top of the list.

7.2 Publications

search for [   ]

show   [all publications   ▼]

LCC category [all   ▼]   sub category [all ▼]

[search]   [store criteria as default]   [retrieve default criteria]

Publication search screen

To access the list of publications available in SwetsWise online content, click on the "publications" link in the navigation bar. You will be taken to the publication search screen.

The publication search also uses the Verity Search Engine, and therefore also accepts all search operators described above.

You have the option to search for a publication within a specific set and/or subject category. You can also store the default search criteria as in the article search screen.

If you leave the search for box empty and make further selections in the drop down box, the search will result in all publications within that set and/or subject category.

Depending on the setup of your account you will see more or less defined sets. For example, if your account does not have any TOC subscriptions in SwetsWise, the "TOC subscriptions" defined set will not appear in the drop down box. The total list of defined sets is the following:
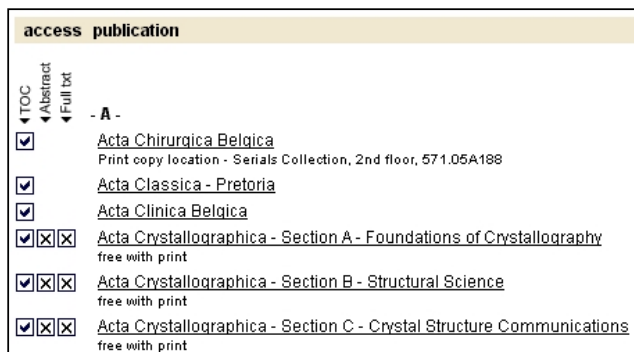
- **TOC subscriptions:** a list of all publications that you have a subscription on TOC level only.
- **Abstract subscription:** a list of all publications that you have a subscription on abstract level only.
- **Full text subscriptions:** a list of all publications that you have a subscription on full text level only.
- **Publications with holdings information:** a list of all publications to which your Administrator has added holdings information.
- **Publications in your library:** a list of all publications to which your Administrator has added rights management information.
- **Department favorites:** a list of the publications that have been added to the department favorites of the user.
- **User favorites:** a list of the publications that you have set up as your favorites. (See section *Favorites* on page 20 for more information)

- **All subscriptions:** a list of all publications to which your institution has a subscription via SwetsWise online content independent of their access level.
- **All publications:** a list of all publications in SwetsWise online content.
- **TOC publications:** a list of all publications in SwetsWise online content available only at a TOC level.
- **Abstract publications:** a list of all publications in SwetsWise online content that contain an abstract but not full text.
- **Full text publications:** a list of all publications that are available in SwetsWise online content at a full text level.
- **New publications:** a list of all the publications that have been added to SwetsWise online content in the last 30 days.
- **Pay-per-view publications:** a list of all publications for which you can purchase the articles via pay-per-view.
- **Free with print publications:** a list of all publications for which the internet version of the subscription is free with the print subscription.

You can search for publications to which you do not have a subscription via SwetsWise.

Once you have made your choice, click on the "search" button to perform the search. If you wish to browse through the alphabetical list, you can either click on the "browse" tab or click on the "search" button and leaving the default selection of the drop down boxes – as in the screen shot above. The search results screen is identical to the screen presented below.

7.2.1 BROWSING PUBLICATIONS

Publication List screen

The publication list will display an alphabetical list of all the publications available in SwetsWise online content. Included are the publications that your institution subscribes to via SwetsWise as well as those that your institution does not.

The level at which the title is available (TOC, abstract or full text) is always displayed on the left side of the screen. These are called the access indicators. The access indicators take into account the subscriptions you have via SwetsWise as well as if the content is generally available.

The meaning of the different indicators is described at the bottom of the every screen in which they appear. These indicators can be:

☑ = available and subscribed to by you/your library, can be searched.

☒ = available but access via SwetsWise not arranged by you/your library, cannot be searched nor browsed.

☑ = subscribed to by you/your library, can be searched, but not available yet.

☐   = access via SwetsWise not arranged by you/your library, can be browsed only.

Also, all journals that are provided by the publisher at no extra charge with the print subscription are marked as "free with print", as can be seen in the screen shot above. If you have added holdings information to the publication, these will also be displayed on the publication list. As in the example above, the publication "Acta Chirugica Belgica" has the holdings information directing users to "Print copy location – Serials Collection, 2nd floor, 571.05A188".

If you click on the name of one of the publications, you are taken to the publication's issue list.

7.2.2 PUBLICATION ISSUE LIST

The publication issue list screen will display all the issues available for that publication within SwetsWise. Each issue will have an access indicator beside it, as it is possible for you to have access to one year of the publication, but not others.

If you click on the publication name on any screen where it is available, you are always taken to the publication issue list.

The list is sorted so that the latest issue is on the top of the screen. For every issue, the volume/issue information or, should the publication not follow that structure, the month/day information.

Every issue also has a status linked to it. There are four status to which an issue can be allocated:
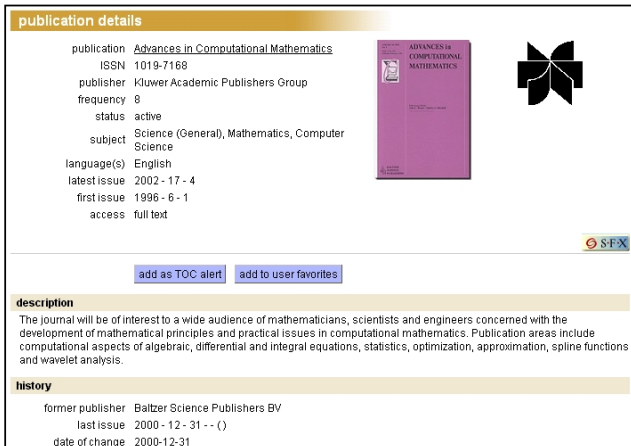
publication issue list

publication Acta Neurologica Scandinavica
ISSN 0001-6314   electronic: 0001-6314
publisher's publication link
publisher Blackwell Publishing

| view publication details | add as TOC alert | add to user favorites |

access	year	volume	issue	part	status	
TOC / Abstract / Full txt						
☑☑☑	2002	106	1		published	table of contents
☑☑☑	2002	105	6		published	table of contents
☑☑☑	2002	105	5		published	table of contents
☑☑☑	2002	105	4		published	table of contents
☑☑☑	2002	105	3		published	table of contents
☑☑☑	2002	105	2		published	table of contents
☑☑☑	2002	105	1		published	table of contents

Publication Issue List screen

1. Published – once the issue is loaded into SwetsWise.
2. Expected – if the issue should have arrived, but has not been received yet.
3. Claimed – if an expected issue was not received, it will be claimed with the publisher. The date of the claim is also included.
4. Never published – if the issue had been planned by the publisher, but never published.
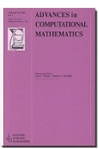
From the publication issue list, you can view the publication details, add the publication as a TOC alert, add the publication to your favorites, or view the table of contents of a specific issue.

7.2.3 PUBLICATION DETAILS SCREEN

Publication Details screen

In the publication detail screen, more extensive bibliographic details are provided. If available, the image of the publication cover is also provided, as well as the publisher logo.

From this screen, you can also add the publication as a TOC alert or add the publication to your user favorites.

For many publications, a description of the publication is also provided. This is a brief summary about the publication, as provided by the publisher.

Finally, the history of the changes of the publication is also provided. Information is provided about the change and the date of the change, such as: name change, publication changed publisher, the frequency has been change, etc.

To return to the publication issue list, click on the name of the publication.
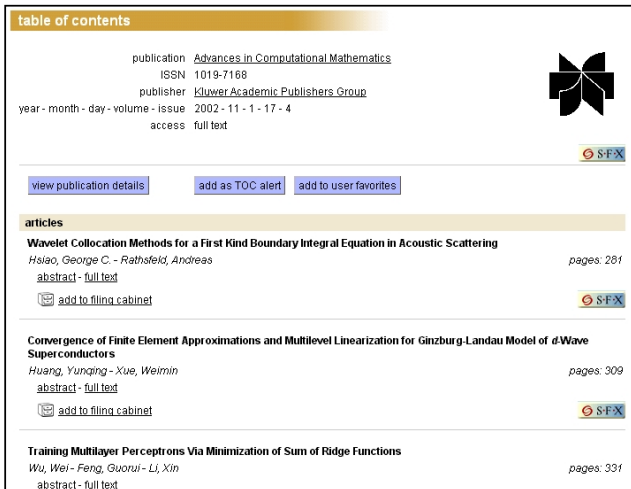
7.2.4 TABLE OF CONTENTS SCREEN

Table of Contents screen

The Table of Contents screen lists all the articles included in that specific issue. Every article will have the article title, authors, start page of the article, and if applicable the links to the abstract and full text of the article. In addition, the links to add the article to the filing cabinet, order the article via document delivery, order the article via pay-per-view, and the SFX button will be displayed if applicable.

It is also possible to add the publication as a TOC alert or to favorites as in the publication issue list.

If you click on the "abstract" link, the abstract of the article is displayed. If you click on the "full text" link, a new browser window will be opened where the full text of the article will be displayed.

7.2.5 ARTICLE ABSTRACT SCREEN

abstract

publication	Advances in Computational Mathematics
ISSN	1019-7168
publisher	Kluwer Academic Publishers Group
year - volume - issue - page	2002 - 17 - 4 - 281
pages	281
access	full text

view publication details

article

Wavelet Collocation Methods for a First Kind Boundary Integral Equation in Acoustic Scattering

Hsiao, George C. - Rathsfeld, Andreas

table of contents - full text

add to filing cabinet

abstract

In this paper we consider a wavelet algorithm for the piecewise constant collocation method applied to the boundary element solution of a first kind integral equation arising in acoustic scattering. The conventional stiffness matrix is transformed into th corresponding matrix with respect to wavelet bases, and it is approximated by a compressed matrix. Finally, the stiffness matrix is multiplied by diagonal preconditioners such that the resulting matrix of the system of linear equations is well conditioned and sparse. Using this matrix, the boundary integral equation can be solved effectively.

keyword(s)

first kind integral operators, piecewise constant collocation, wavelet algorithm,

Article Abstract screen

In the article abstract screen, you can read the abstract, which is provided by the publisher. On the top of the screen are the bibliographic details of the article selected, including a link to the publisher website.

You are also given the option to either return to the table of contents of the issue, or to see the full text of the article.

7.3 Publishers

browse publishers

search for [   ] search

showing: 1 - 25 of 4863   << 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z >>

publisher	website
- 0-9 -	
101 communications LLC	-
24 Images	-
- A -	
A A Balkema	-
A B Academic Publishers	-
A G Bell Association for the Deaf Inc	-
A J Jannetti Inc	-
A K Peters Ltd	-

Browse Publishers screen

Another way to reach a desired article is by going via the publisher list. Clicking on the "publishers" link in the navigation bar takes you to the alphabetized list of all the publishers in SwetsWise. You can search for a specific publisher using the search field provided, or browse through the list. If the publisher has provided a link to their website, this will be presented to the right of the publisher's name. If you click on the

The publisher search also uses the Verity Search Engine and therefore supports all the search operators described above.

name of one of the publishers, you are taken to the list of all the publications of that publisher that are available in SwetsWise.

8 Preferences

Within the "preferences" section of the navigation bar is where you can maintain your profile as well as all information that is dependent on your profile, such as TOC alerts.

There are three possibilities within preferences:
1. My profile – used for the maintenance of your personal details and preferences.
2. Alerts – used for the maintenance of your TOC alerts and search alerts.
3. Favorites – used for the maintenance of your user favorites.

8.1 My Profile

Mr. S. Wise's profile

general	online content

general

user ID	SWise
* user name	Mr. S. Wise (first name last name)
main email address	swise@nl.swetsblackwell.com
new password	
repeat new password	
phone	
fax	
job title	user
department	Mathematics Department

email addresses

swise@nl.swetsblackwell.com *(main)*   edit

add

* indicates required field
submit cancel

My Profile General Settings screen

When you click on the "my profile" link, you are taken to the screen where you can perform the maintenance of your personal details.

From this screen you are able to change your user name, your password, your email address, phone, fax and job title.

You are also able to add or delete additional email addresses. These addresses can be used for TOC alerts or search alerts. Every time you add an email address to your profile, the system will automatically send an email message to that address. You are only able to select this address for TOC alerts or search alerts once the recipient has activated the address by clicking on the link provided in the email message.

You can never delete your main email address. Every time an administrator makes a change to your profile, you will be notified via this email address.

The reason for having recipients activate their email address is to overcome situations where the address has been typed in incorrectly. Once a year, the system will resend the activation email to all email addresses in your profile with the exception of the "main email address". If the recipients do not reactivate the email address within one month, the email address will be deactivated. This is the only way in which email addresses that changed or no longer exist can be filtered out of the system.

Once you have made the changes you wanted, click the "submit" button to have them saved.

If you click on the tab "online content", you are able to customize the interface of SwetsWise online content to your preferences.

My Profile Online Content Settings screen

In this screen, you can review which roles you have been assigned, how many TOC alerts and search alerts you have at your disposal and how many you have used already.

You can also select to show or hide the different functionalities that the administrator has enabled for you. You can also see which functionalities have not been enabled for you.

You can also select to receive alerts on new publications made available in SwetsWise or on changes of publications currently in SwetsWise. These changes can be that a publication has ceased, changed names, changed publishers, etc.

Finally, you can select how many search results you would like displayed in one screen. This will affect the article, publication and publisher search result screens.

Once you have made the changes you wanted, click on the "submit" button to have them saved.

8.2 Alerts

Alerts Overview screen

Clicking on the "alerts" link in the navigation bar will take you to the alerts overview screen. Here you can see in one screen all the TOC and search alerts you have defined and maintain them.

You can modify or delete your TOC or search alerts quickly and easily, as well as add new TOC alerts.

You are also provided with an overview of how many alerts at your disposal and how many alerts you have already used.

8.2.1 TOC ALERTS

You can create TOC alerts to any publication to which your institution has a subscription to via SwetsWise. Whenever a new issue of that publication is loaded into SwetsWise, an email will be sent to the email address selected for the TOC alert. The TOC alert contains the complete table of contents of the issue including links back into SwetsWise to either the table of contents of the issue, abstract of the article or the full text of the article depending on the access level you have for that publication.

Only one email can be allocated to a TOC alert. The email used does not have to be your own email address. You can enter several email addresses into your profile.

8.2.1.1 Adding TOC alerts

There are two ways to add a TOC alert. One way is to search for the publication you are interested in via the publications search, and once in the publication issue list you

add TOC alert

Add the publication **Abacus - Oxford** as TOC Alert.
Select the email address(es) to which you would like to send the TOC alert. If you need to select more than one email address, please hold the CTRL key while you are selecting.

select address(es)   swise@nl.swetsblackwell.com

add address

submit   cancel

Add TOC Alert screen

can click on the "add as TOC alert" button. You will be taken to the add TOC alert screen.

In this screen you can either choose the email address to use by selecting it in the list box, or you can add a new email address by clicking the "add address" button.

You can select more than one email address by using the CTRL (control) key and clicking on the different email address at the same time. For every email address you select, a new TOC alert will be created.

search & add TOC alert

Search the list of publications and add the selected publication(s) as a TOC alert. If you need to select more than one publication or email address, please hold CTRL key while you are selecting.

search for   [   ]   search

select publication(s)   no publications

select address(es)   swise@user.nl.swetsblackwell.com

add address

submit   cancel

Search and Add TOC Alert screen

Once you have the desired email address(es) selected, click on the "submit" button to save the TOC alert. You will receive a notification that the alert was added and informing you how many TOC alerts you have left.

The other way to add a TOC alert is via the "alerts overview" screen. Clicking on the "add TOC alert" button will take you to the following screen where you can search for a publication and select the email address.

First, search for the desired publication by entering the search terms and clicking on the "search" button. This search function also uses the Verity Search Engine, and therefore accepts all the search operators described above.

The results of your search are displayed in the top list box. Select the publication or publications you are interested in and select the email or emails you desire.

For every publication and email address combination, a new TOC alert will be created. Therefore, if you select two publications and two email addresses, a total of four TOC alerts will be created.

Once you have selected the desired items, click on the "submit" button to save the TOC alerts. You will receive a confirmation screen informing you on how many alerts were created and how many TOC alerts you still have left.

8.2.1.2 Modifying TOC alerts

Modify TOC Alert screen

To modify an existing TOC alert, click on the "modify" button next to the desired TOC alert in the Alerts Overview screen.

You now have the option to select additional email addresses or to change the email address for this TOC alert. To select a new address, just click on the tick box so that the check appears, to deselect an address, click on the tick box so that the check disappears. Once you have made the necessary changes, click on the "submit" button to save the change.

8.2.1.3 Deleting TOC alerts

To delete a TOC alert, simply click on the "delete" button next to the desired TOC alert. You will be asked if you are sure you want to delete this TOC alert and all you have to do is click on the "ok" button. Once the process is complete, you are taken back to the alerts overview screen where you will now see that the deleted TOC alert is no longer present.

8.2.2 SEARCH ALERTS

Search alerts allow you to save performed searches and then have the SwetsWise system automatically repeat the searches at a certain frequency. Every time the search generates new results, these are emailed to the desired email address with links that take you back to SwetsWise to either view the table of contents, abstract or full text of the article depending on the access level you have to each article.

8.2.2.1 Adding search alerts
To add a search alert, you must first perform a search using either the basic article search or the advanced article search. Once you have performed the search, there is a button on the top of the search results screen called "add as search alert".

Add Search Alert screen

If you click this button, you will be given the option of which email(s) you would like the new results to be sent to as well as the frequency in which you want the system to repeat the search. On the top of the screen is displayed the search criteria you have chosen.

As with the TOC alerts, you can choose more than one email address, but a new alert will be created for each email address selected. You can also add new addresses by clicking on the "add addresses" button.

The frequencies available for the automatic searching are: daily, weekly, bi-weekly or monthly.

Once you have made the desired selections, click the "submit" button to save the search alert. You will be informed on how search alerts you still have available and then be returned to the search results screen.

8.2.2.2 Modifying search alerts
To modify an existing search alert, click on the "modify" button next to the desired search alert in the Alerts Overview screen.

Modify Search Alert screen

You are able to modify the email address the search alert is supposed to be sent to as well as the frequency the system should perform the search. You are not able to modify the actual search criteria though.

By clicking on the tick boxes next to the email addresses, you can select or deselect them. If you have selected additional emails, additional search alerts will be created.

Once you are satisfied that with your changes, click on the "submit" button to save your changes.

8.2.2.3 Deleting search alerts

To delete a search alert, simply click on the "delete" button next to the desired search alert. You will be asked if you are sure you want to delete this search alert and all you have to do is click on the "ok" button. Once the process is complete, you are taken back to the Alerts Overview screen where you will now see that the deleted search alert is no longer present.

8.3 Favorites

The favorites lists are sets of publications defined either by the user or by the administrator. They can be used to limit article and publication searches to only a small number of publications, rather than all that are available.

There are two types of favorites: user favorites and department favorites. The user favorites are defined and maintained by the individual user and is only available to that person. The department favorites are defined by the administrators and are available to all the users allocated to that department. Administrators can also provide the option for users of one department to view the favorites of another department.

By clicking on the "favorites" link in the navigation bar, you will reach the user favorites maintenance screen.

8.3.1 USER FAVORITES

User Favorites Maintenance screen

In the user favorites maintenance screen, you can see the list of all publications that are included in your user favorites.

From this screen, you can add more publications or delete them from your favorites list. Furthermore, you can also automatically assign them as a TOC alert.

There are two ways to add publications to your user favorite list. You can add them from publication specific screens, such as the publication issue list, or via the "add user favorite" button in the user favorites maintenance screen.

Search and Add User Favorites screen

When you click on the "add user favorite" button, you are taken to the screen below where you can search for the publication. Enter the keywords in the search box and click on the "search" button. The results of your search will be displayed in the list box

below. You can select more than one publication at a time by using the CTRL key while clicking on the publication.

There is no limitation to the amount of publications that you can have in your user favorites, although you can only add publications to your user favorites for which your institution has at least a TOC subscription via SwetsWise.

8.3.2 DEPARTMENT FAVORITES

Department favorites work in the exact same way as the user favorites, except they are created and maintained by the Administrator. Unlike the user favorites, the department favorites are available to all the users of that department.

9 Filing Cabinet

The filing cabinet is a place where you can keep articles that are of interest to you separately. It gives you the option of doing all your searching first and storing all the interesting search results for later review.

Articles stored in the filing cabinet will remain there until you delete them. If you log out of SwetsWise, the filing cabinet will be saved and available the next time you login.

To add an article to the filing cabinet, just click on the "add to filing cabinet" link beside the article of interest. When you wish to review the articles you have stored in the filing cabinet, click on the filing cabinet [icon] icon on the top right of the navigation bar.
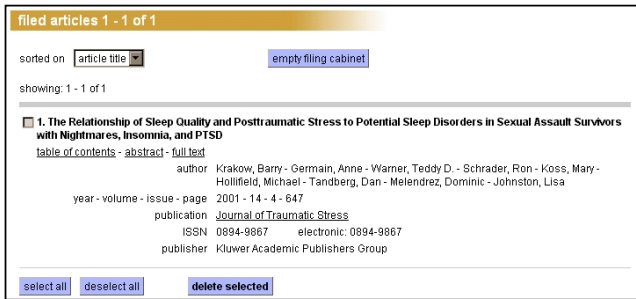

Filing Cabinet screen

You can sort the articles in the filing cabinet by article title, author or date. The information presented for each article is the same as the one presented in the article search results.
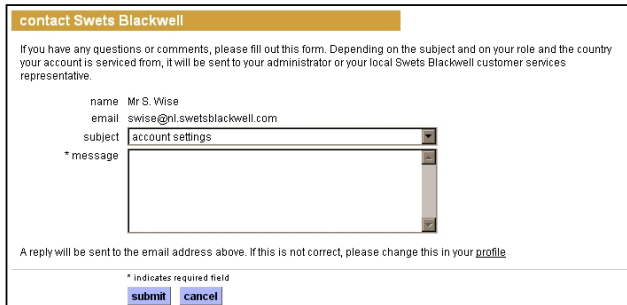
From here you can easily go to the abstract or full text of an article or order it via document delivery or pay per view.

To remove items from the filing cabinet,

You can have a maximum of 500 articles stored in the filing cabinet.

you can either delete them all in one go by clicking on the "empty filing cabinet" button or select the specific articles by clicking on the check box beside them and then clicking on the "delete selected" button at the bottom of the screen.

10 Support

Some times it might be necessary for users to contact Swets Blackwell for assistance with a query. You are able to send emails to Swets Blackwell by clicking on the envelope on the top right of the screen.

Contact Swets Blackwell screen

You can choose the subject of the email and then write your message in the box provided.

When you are finished writing the email, click on the "submit" button for it to be sent.

Depending on the subject of the email, your email will be sent either to your Main Administrator or to your local Swets Blackwell customer service representative. When you click on the "submit" button, a confirmation screen will inform you to whom the email was sent.

11 Appendix

11.1 Glossary of Terms

11.1.1 DOCUMENT DELIVERY

- **Document delivery:** Delivery of a required item (i.e. journal articles) to customers through the specification of a provider responsible for delivering the physical version of the document.
- **Order article:** SwetsWise online content can provide links to third parties (document delivery providers) so users can order a specific article. Depending on the provider, there are several formats and delivery methods available for this. Account administrators and users have several customization opportunities in selecting the suppliers.

11.1.2 FAVORITES

- **Department favorites in SwetsWise online content:** A special selection of SwetsWise online content publications, available on department level. On personal level, users can define a user favorites list.
- **User favorites in SwetsWise online content:** A special selection of SwetsWise online content publications, available on user level. On department level, administrators can define a department favorites list.

11.1.3 FILING CABINET

- **Filing cabinet:** An option in SwetsWise online content that allows you to store the results of your searches. If you logged in via your user ID/password, the filing cabinet contents will be stored with a maximum of 500 articles. If you logged in via IP access, the filing cabinet will be session bound, so all contents will be deleted upon logging off.

11.1.4 GENERAL

- **ATHENS:** Software providing users to get authenticated to multiple applications via one user ID/password.
- **Boolean logic:** Use of operators AND, OR, NOT to combine multiple search keywords in a query.
- **Boolean operators:** Symbols used to denote logical relations of inclusion and exclusion. The three main operators are AND, OR, NOT.
- **Browser:** Short for Web browser, a software application used to locate and display Web pages. The two most popular browsers are Netscape Navigator and Microsoft Internet Explorer. Both of these are graphical browsers, which means that they can display graphics as well as text.

- **Cookie:** A message given to a Web browser by a Web server. The browser stores the message in a text file called cookie.txt. The message is then sent back to the server each time the browser requests a page from the server. The main purpose of cookies is to identify users and possibly prepare customized Web pages for them. When you enter a Web site using cookies, you may be asked to fill out a form providing such information as your name and interests. This information is packaged into a cookie and sent to your Web browser, which stores it for later use. The next time you go to the same Web site, your browser will send the cookie to the Web server. The server can use this information to present you with custom Web pages. So, for example, instead of seeing just a generic welcome page you might see a welcome page with your name on it.
- **Department:** A unit or division of users within an account. A department must be set-up by an administrator or main administrator. For SwetsWise online content, departments can have department favorites.
- **Disabled:** A (main) administrator can choose not to enable certain functions for the account or particular users. Consequently, the user has no access to the functions and his profile will state "disabled" for these functions.
- **Edit:** Create, update, delete or any other similar change of a particular setting.
- **Enabled:** A (main) administrator can choose to enable certain functions for the account or particular users. Consequently, the user has access to the functions and his profile will state "enabled" for these functions.
- **FAQ:** Frequently asked question. In SwetsWise there is a list of FAQs and their answers available to users via the help-icon.
- **Glossary:** Alphabetic list and explanation of technical terms, partly dictionary, such as the one you are viewing currently. Available to SwetsWise users via the help-icon.
- **HTTP:** Short for HyperText Transfer Protocol, the underlying protocol used by the World Wide Web. HTTP defines how messages are formatted and transmitted, and what actions Web servers and browsers should take in response to various commands. For example, when you enter a URL in your browser, this actually sends an HTTP command to the Web server directing it to fetch and transmit the requested Web page. The other main standard that controls how the World Wide Web works is HTML, which covers how Web pages are formatted and displayed.
- **Hyperlink:** An element in an electronic document that links to another place in the same document or to an entirely different document. Typically, you click on the hyperlink to follow the link. Hyperlinks are the most essential ingredient of all hypertext systems, including the World Wide Web.
- **Hypertext:** A special type of database system, invented by Ted Nelson in the 1960s, in which objects (text, pictures, etc) can be creatively linked to each other. When you select an object, you can see all the other objects that

are linked to it. You can move from one object to another even though they might have very different forms. The icons that you select to view associated objects are called Hypertext links or buttons. You will see a variety of these throughout SwetsWise.

- **ID:** A unique identifier by which SwetsWise can recognize you, and give access to the correct account and personal settings.

- **In your library:** SwetsWise online content administrators can upload CSV files indicating which electronic publications they subscribe to, and over which period, outside of SwetsWise online content. By doing so, SwetsWise will indicate these publications with "in your library". Articles that are subscribed to outside of SwetsWise will consequently never have the "pay-per-view" or "order document" option displayed for them. Available from Advanced Module onwards.

- **Internet:** A global network connecting millions of computers worldwide. Unlike online services, such as SwetsWise, which are centrally controlled, the Internet is decentralized by design. Each Internet computer, called a host, is independent. Its operators can choose which Internet services to use and which local services to make available to the global Internet community.

- **IP range:** Abbreviation of Internet Protocol. IP specifies the format of packets, also called datagrams, and the addressing scheme. Most networks combine IP with a higher-level protocol called Transmission Control Protocol (TCP), which establishes a virtual connection between a destination and a source. An IP address is an identifier for a computer or device on a TCP/IP network. Networks using the TCP/IP protocol route messages based on the IP address of the destination. The format of an IP address is a 32-bit numeric address written as four numbers separated by periods. Each number can be zero to 255. For example, 1.160.10.240 could be an IP address. The four numbers in an IP address are used in different ways to identify a particular network and a host on that network. Within an isolated network, you can assign IP addresses at random as long as each one is unique. However, connecting a private network to the Internet requires using registered IP addresses (called Internet addresses) to avoid duplicates. An IP range is a series of IP addresses.

- **Journal:** Equal to serial and publication title. A journal is a publication, issued on a regular basis, which contains scholarly research published as articles, papers, research reports or technical reports.

- **Login:** To make SwetsWise recognize you so that you can begin an online session. You need to enter a user ID and password or provide your IP-address before the system will allow you to execute programs.

- **Log out:** To end a session at your workstation. SwetsWise allows you to log out at any moment by clicking the "exit" icon and confirming your choice. Equal to log off.

- **Maker:** Intellectual owner of a product, synonymous with Publisher in SwetsWise.
- **Modify:** Create, update, delete or any other similar change of a particular setting.
- **Not in contract:** Certain functionality has to be agreed upon in the negotiation of the contract between your company and Swets Blackwell. Some SwetsWise online content functionality is only available in certain pricing modules. If your company does not subscribe to that module, there will be "not in contract" displayed for all related functionality. Please consult your administrator for further details.
- **Online content:** Electronic access to table of contents, abstracts and/or full texts of publications.
- **Publication frequency:** How often a publication is published. Viewable in publication issue list and on publication details page.
- **Rights management:** The management of access privileges. A SwetsWise online content main account administrator can upload a csv file, indicating which subscriptions his/her company has outside of SwetsWise online content. By doing so, users of his/her account will not be offered the option to order articles for non-subscribed to SwetsWise publications. They will see an "in your library" indication instead.
- **Radio buttons:** Groups of buttons, used in the graphical user interface of SwetsWise. When you select one button, all the others are automatically deselected. Compare with check box, which allows you to select any combination of options.
- **Search keywords:** Word(s) or parts of words used to conduct a search in SwetsWise.
- **Session cookie:** A message given to a web browser by a web server. The browser stores the message in a text file called cookie.txt. The message is then sent back to the server each time the browser requests a page from the server. The main purpose of cookies is to identify users and possibly prepare customized web pages for them. When you enter a web site using cookies, you may be asked to fill out a form providing such information as your name and interests. This information is packaged into a cookie and sent to your web browser, which stores it for later use. The next time you go to the same web site, your browser will send the cookie to the web server. The server can use this information to present you with custom web pages. So, for example, instead of seeing just a generic welcome page you might see a welcome page with your name on it.
- **Supplier:** Provider of a product or service of which it is not the intellectual owner.
- **SwetsWise:** An online service that gives you a single point of access to a vast range of online journals. This includes sophisticated search engines and offers different access levels.

11.1.5 HOLDINGS INFORMATION

- **CSV:** CSV stands for "Comma Separated Values". CSV files are often used to upload or download data files. It is possible to create or view a CSV file in Excel or Notepad.
- **Holdings information:** Additional information relating to a particular publication in SwetsWise online content. All online content administrators can enter holdings information manually. Main administrators can enter this via batch upload, provided they have purchased the Advanced SwetsWise online content Module.
- **ISSN:** International Standard Serial Number. The ISSN is the internationally accepted standard for uniquely numbering serial publications. It is a code, where one ISSN represents one serial title. The ISSN consists of seven numbers followed by an eighth check character (either a digit or an X).
- **Upload item:** To transmit data from your workstation to SwetsWise, usually available for administrators only. For example, if you use your workstation to log on to SwetsWise and you want to send files (such as a logo or holdings information or rights management files) across the network, you must upload the files from your PC to SwetsWise.

11.1.6 ONLINE ARTICLE SEARCH

- **Abstract:** Brief summary of the content of an article, provided to SwetsWise online content by the author/publisher.
- **Advanced search:** Searching with detailed parameters and more customization possibilities.
- **Basic search:** Searching with basic parameters and limited customization possibilities.
- **DDC classification:** Library classification system which divides knowledge into 10 main classes (000-999), named after its inventor, Melvil Dewey, and its use of decimals as necessary for sub-divisions of subjects. DDC is used in most school and public libraries.
- **Keywords:** Keywords may be defined by the author or publisher of an article, and can be selected as search parameters.
- **LCC classification:** Abbreviation of the (US) Library of Congress code for subject classification.
- **Relevance:** Indication of the match between the search parameters entered by you and the resulting hits in SwetsWise online content.
- **SB classification:** Classification code deployed at Swets Blackwell (see also LCC and DDC).
- **Search alert:** An option in SwetsWise online content that allows you to get an automatic email notification when new information is loaded into SwetsWise, that matches the search keywords you have entered and saved.
- **Search history:** A listing of all article searches in SwetsWise online content performed during a user's session.

- **Table of content (TOC):** Bibliographic summary of the contents of a publication, listing articles published in an issue.

11.1.7 ONLINE PUBLICATIONS

- **Access:** The mode of access to the content of a publication that you are authorized through your SwetsWise online content account. You may have full text access, abstract access or table of content access (in decreasing order of privilege). These determine the level of content you will be permitted to search, browse and view.
- **Free with print:** An indicator available in SwetsWise online content. "Free with print" identifies publications that are accessible online at no additional content charge by the publisher if the customer subscribes to the print version of the publication.
- **Full text:** Indicates that an electronic version of a title contains the complete text of the paper equivalent, as opposed to TOCs and abstracts.
- **Full text other format:** Formats, other than PDF, in which you can view or order full text. Full text indicates that an electronic version of a title contains the complete text of the paper equivalent, as opposed to TOCs and abstracts.
- **Full text Realpage:** A proprietary format in which you can view or order full text.
- **HTML:** Short for Hyper Text Markup Language, the authoring language used to create documents on the World Wide Web. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.
- **PDF:** Short for Portable Document Format, a file format developed by Adobe Systems. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a full text file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.
- **Publication:** Alternate name for journals, serials, magazines and one-off types of published material.
- **Publication details:** Information about a certain publication, such as frequency, former name, description etc.
- **Publication issue list:** Overview of issues belonging to a SwetsWise online content publication.
- **Publication with holdings information:** SwetsWise online content publications that contain additional information about access or content as provided by the account's (main) administrator.

11.1.8 OVERVIEW PAGE

- **Newly added titles:** Online publications that have been added to the SwetsWise online content database in the last 30 days.

- **Overview page:** Your personal starting point within SwetsWise.

11.1.9 PAY-PER-VIEW

- **Pay-per-view:** To copy and save an article from SwetsWise online content to your workstation. This can be done through direct downloading or through email. Swets Blackwell is required to have an agreement with the publisher in order to offer pay-per-view articles via SwetsWise online content. SwetsWise online content account administrators can select which users are allowed to order articles via the user profile screen.
- **Pay-per-view publications:** Publications for which the publisher allowed Swets Blackwell to offer pay-per-view functionality via SwetsWise online content.

11.1.10 SFX

- **SFX:** A combination of a protocol and software that enables linking between databases subscribed to by a customer. SFX is a tool for navigation and discovery, delivering powerful linking services in the scholarly information environment. With SFX, librarians can define rules that allow SFX to dynamically create links that fully integrate their information resources regardless of who hosts them - the library itself or external information providers. The user is presented with context-sensitive links that are dynamically configured on the basis of the institution's e-collections. Such resources could include: full-text repositories; abstracting, indexing, and citation databases; online library catalogs; citations appearing in research articles, e-print systems; and other web resources. SFX permits context-sensitive linking between these web-based resources; whereby the target of a link depends on the digital library collection of the institution to which the user who requested the link is affiliated. No more "dead" links whereby the user clicks on a link to navigate to a new information space but finds that they do not have rights of access to the resource to which they have linked and are therefore blocked from access.

11.1.11 TOC

- **Alert introduction text:** Accompanying text relating to an alert, defined by the SwetsWise online content account administrator.
- **TOC alert:** Option in SwetsWise online content that gives you the possibility to receive the TOCs of a selected journal by email as soon as the corresponding issue is loaded into SwetsWise.

SwetsWise

For more information on SwetsWise please visit
www.swetswise.com or contact one of our sales
representatives.

Thank you for using SwetsWise.