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Lexis Red® Digital Library Guide

For Librarians

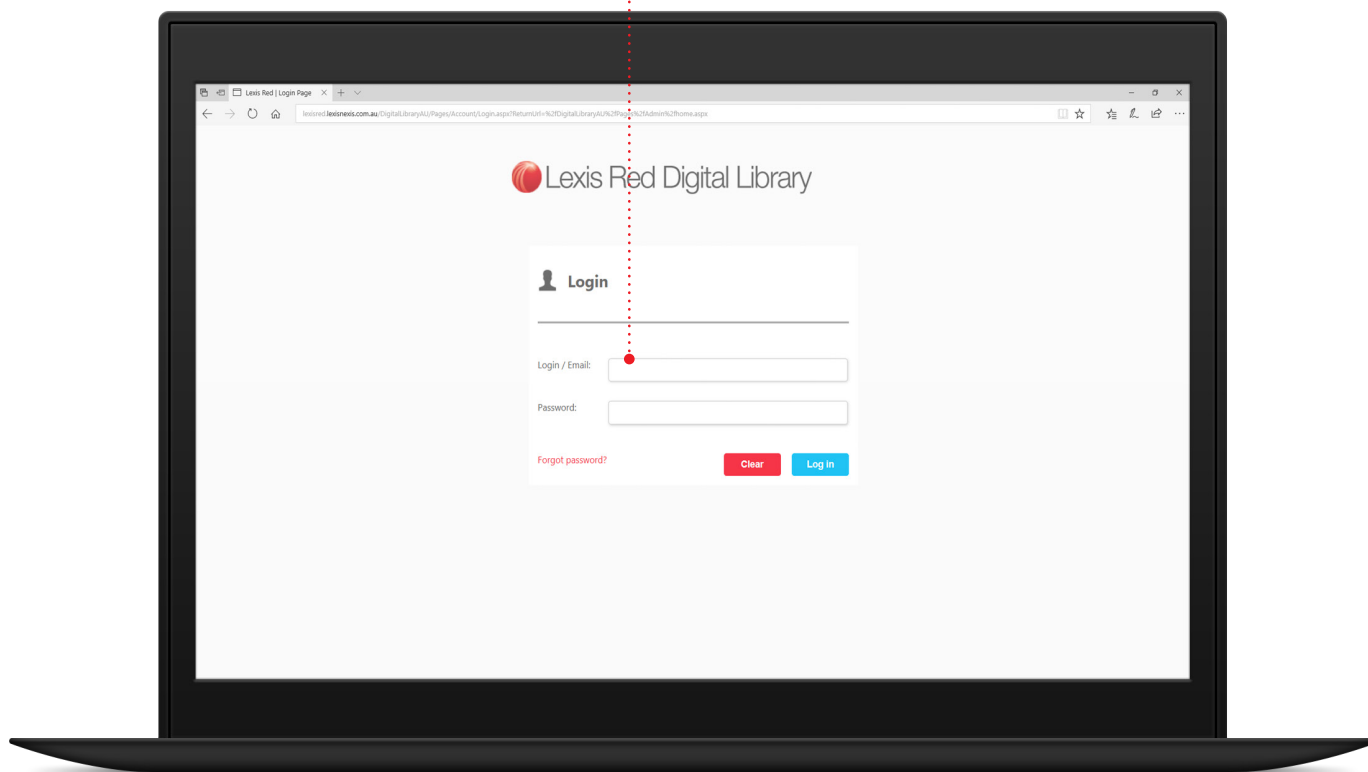
SEPTEMBER 2019



There are two options for accessing the Lexis Red Digital Library:

- Via Lexis Red app: go to the Digital Library tab
- Via browser: lexisred.lexisnexis.co.nz/DigitalLibraryNZ

Log in using your Lexis Red user credentials



 **Note for first-time users:** For Digital Library login, you must have signed into Lexis Red at least once.

The screenshot shows the Lexis Red Digital Library Home screen. The interface includes a header with the LexisNexis logo and a user welcome message. The main content area is divided into several sections:

- Account Status:** A table showing account details.

Items	Used	Avail
Allocated Users	211	1500
Subscription Status	600	32270
Loan Status	35	841
- Loans:** A section with a red button labeled "Assign Loan to User(s)". Below it, there are input fields for "Borrow Time" (15 days) and "Borrowing Limit" (12), along with a "Save as default" button.
- Subscriptions:** A section with a red button labeled "Assign Loan to User(s)". Below it, there is a search bar and a list of subscription titles: "Civil Procedure Vic", "Motor Traffic Victoria", "ABC of Evidence", and "Australian Family Law".
- Accounts:** A section with two buttons: "New Account" and "Bulk Import". Below these buttons is a search bar.

Annotations point to various elements:

- Existing user accounts
- Subscription titles in use
- Loan titles in use
- Create new user account
- Loans tab
- Subscriptions tab
- Product library
- Import user accounts in bulk using a spreadsheet file
- Search/browse user accounts. Click to view and edit an account profile (see *Managing user accounts* below)

Managing user accounts

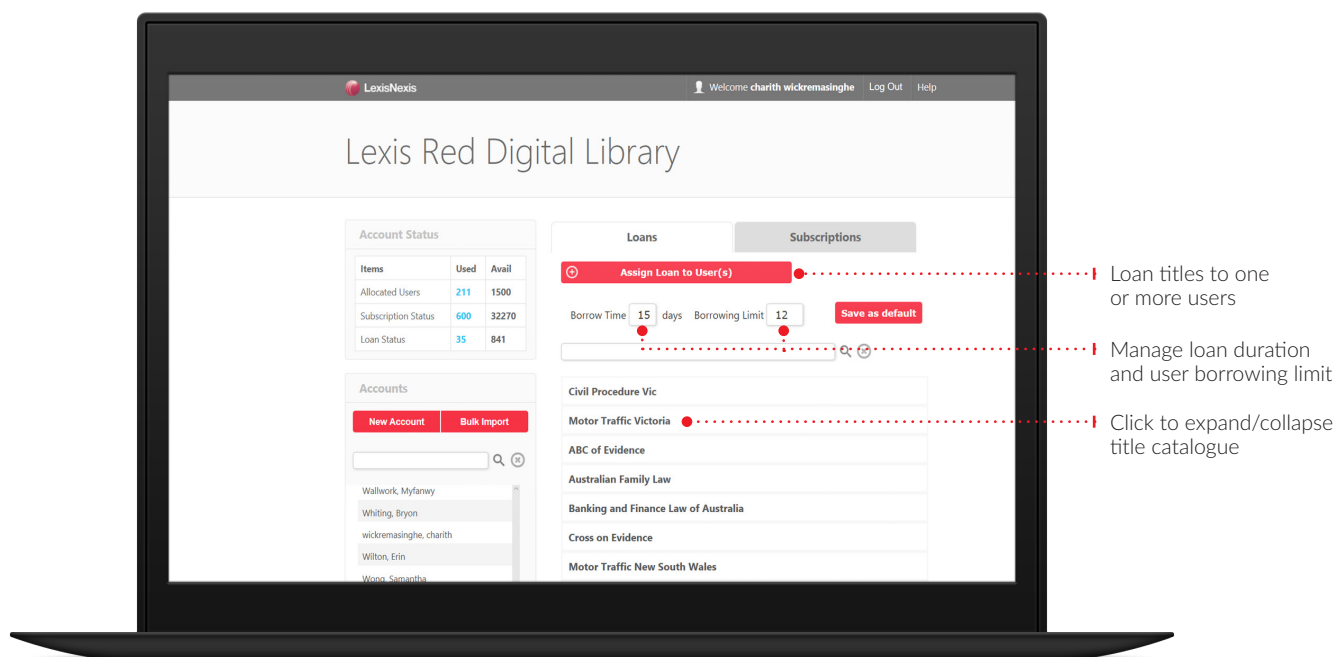
The screenshot shows the Lexis Red Digital Library Managing user accounts screen. The interface includes a header with the LexisNexis logo and a user welcome message. The main content area is divided into several sections:

- User Profile:** A section with a user icon and the name "Jane Person". Below it, there are input fields for "First Name" (Jane), "Last Name" (Person), and "Email / Login" (jane.person123@gmail.com).
- Account Details:** A table showing account details.

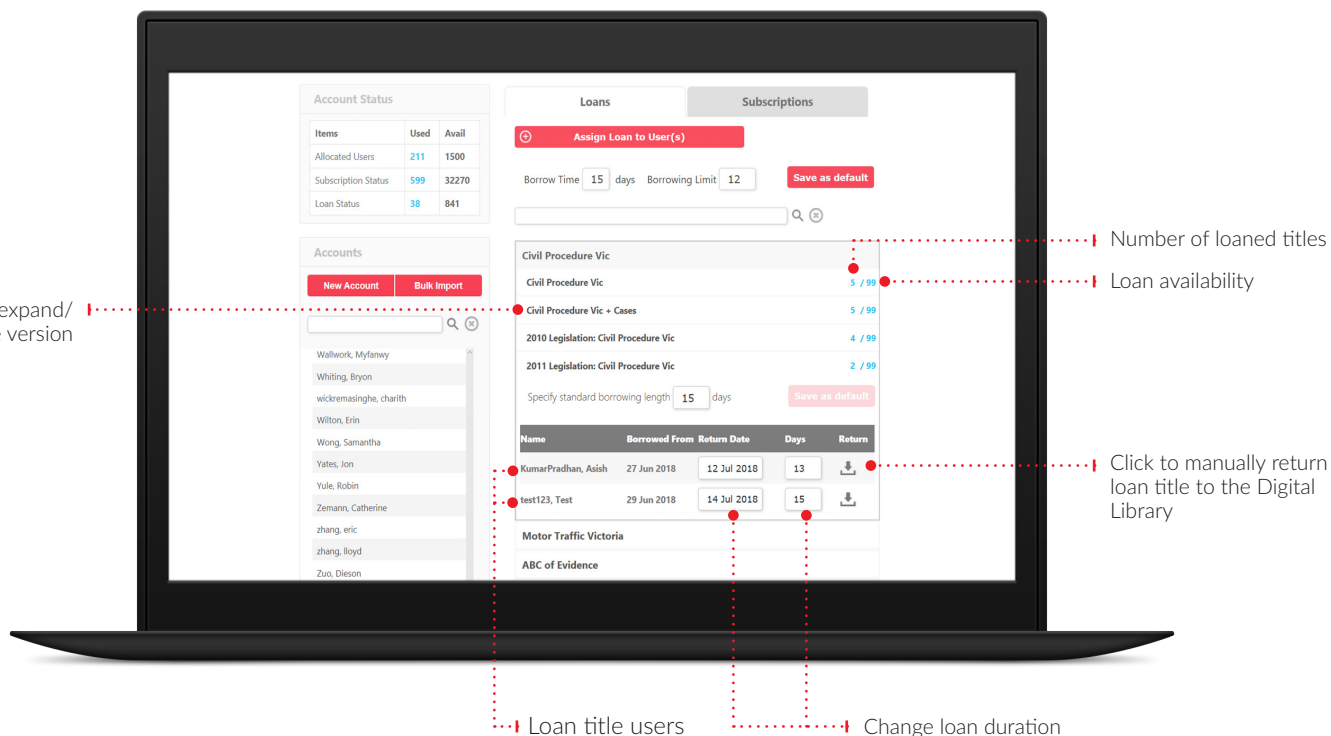
Title Name	Type	Valid From	Valid To
Civil Procedure Vic	Loan	2018/06/15	2018/06/30
Accident Compensation Vic + Cases	Subscription	2018/06/15	2018/07/15
- Actions:** A section with four buttons: "Delete", "Reset Password", "Add Additional Titles", and "Save Changes".

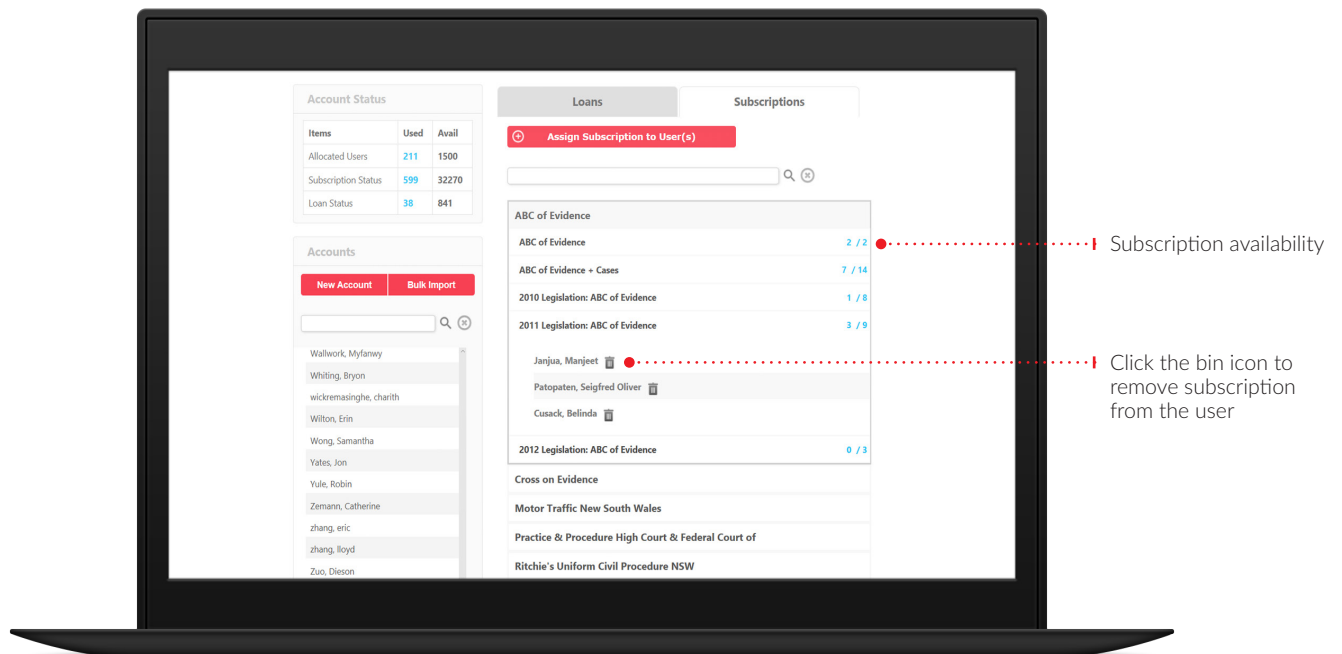
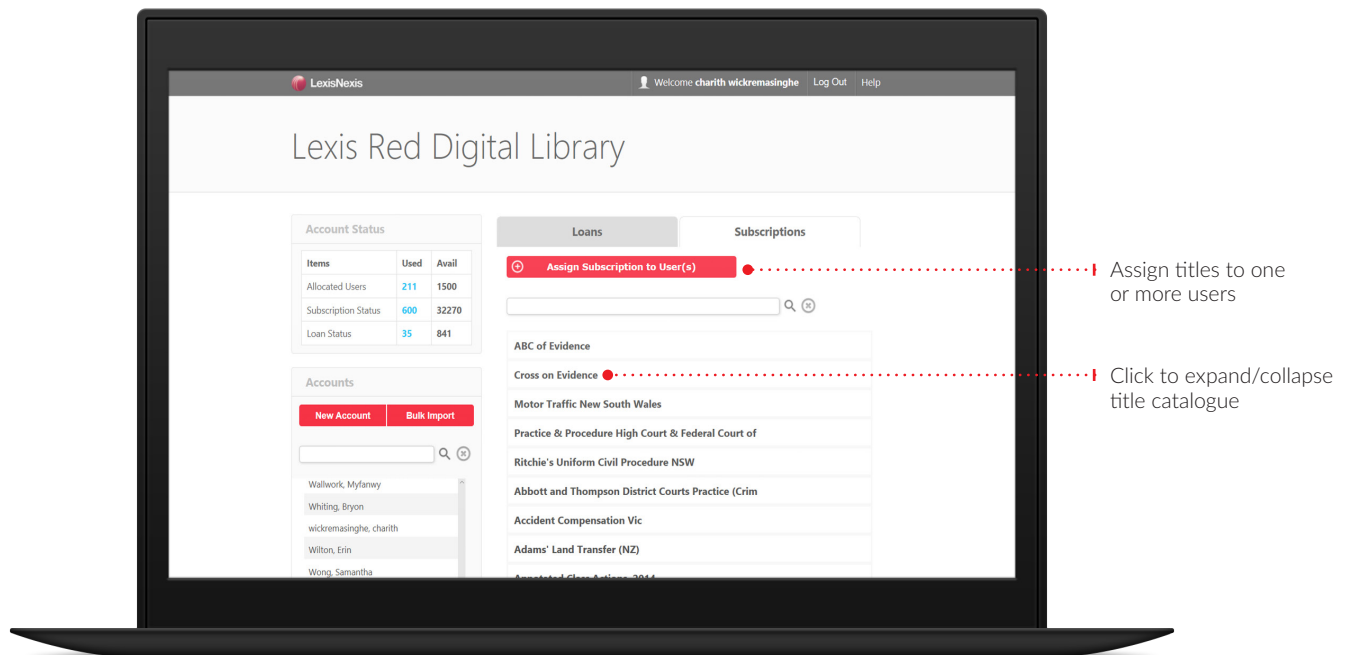
Annotations point to various elements:

- Permanently delete user account
- Return loaned title to library
- Remove subscription title from account
- Assign new loan/subscription title(s) to user
- Reset user password and send password reset email to the user



Click to expand/
collapse title version

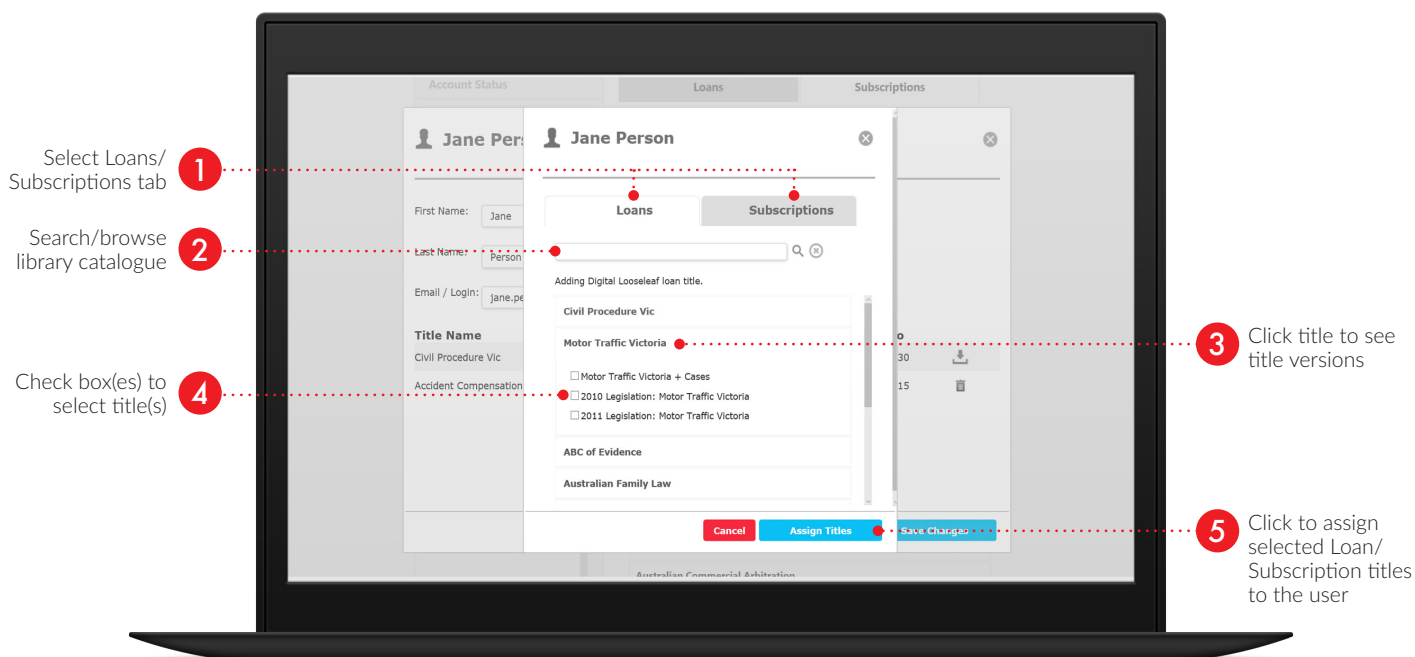




Assigning titles – Managing user accounts

6

When viewing a user profile (see **Managing user accounts** above), select **Add Additional Titles** to see the screen below.



Assigning titles – Loans screen

Note: assigning titles via the **Subscriptions Screen** is identical, except Subscription (not Loan) titles will be assigned.

