



WEIGHT LESS

Heavy on content Light on space

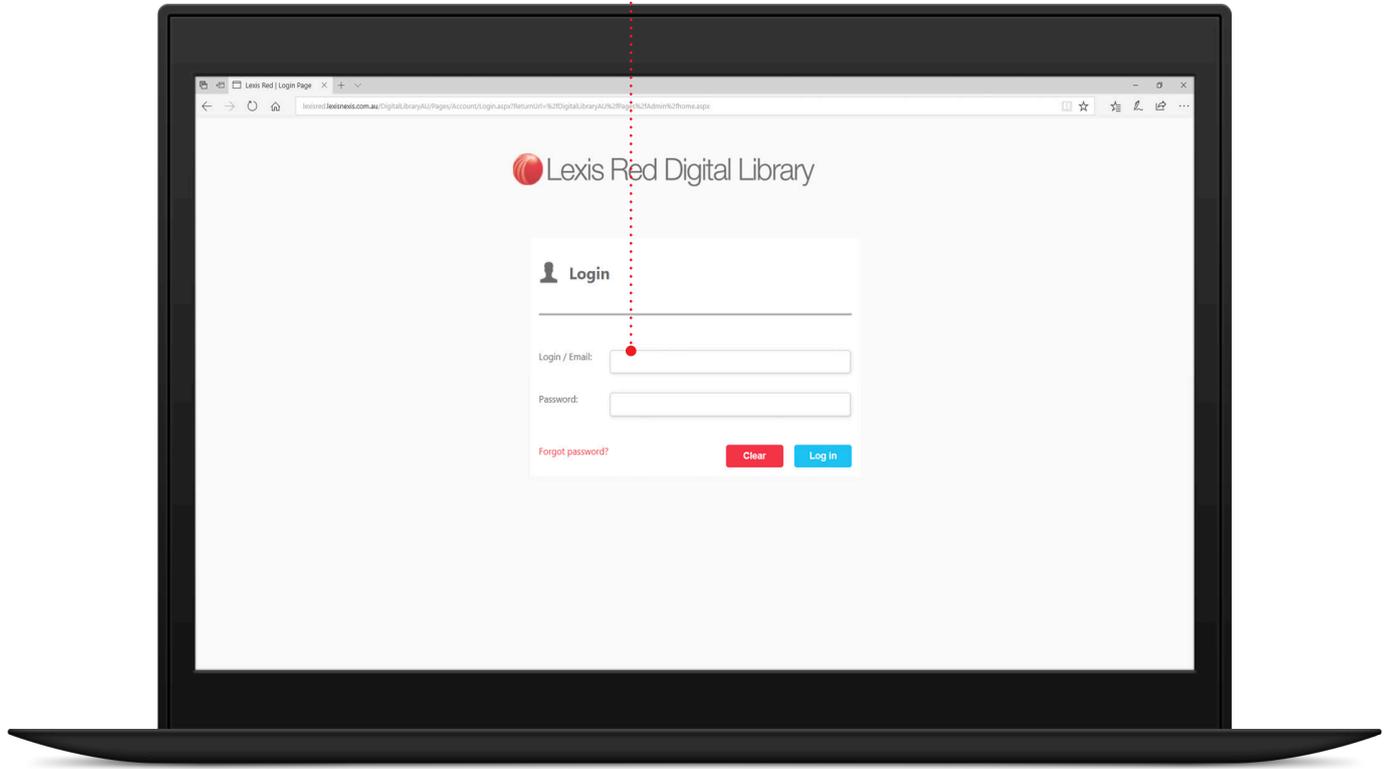
Lexis Red™ Digital Library Guide For Librarians

JULY 2018

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

- **Via Lexis Red app:** go to Settings > About > Lexis Red Digital Library
- **Via browser:** lexisred.lexisnexis.com.au/DigitalLibraryAU

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 top navigation bar includes the LexisNexis logo, a user profile icon, the name 'charith wickremasinghe', and links for 'Log Out' and 'Help'. The main heading is 'Lexis Red Digital Library'. Below this, there are two tabs: 'Loans' (active) and 'Subscriptions'. The 'Loans' tab contains an 'Assign Loan to User(s)' button, 'Borrow Time' (15 days), 'Borrowing Limit' (12), and a 'Save as default' button. The 'Subscriptions' tab is currently inactive. On the left, there is an 'Account Status' table and an 'Accounts' section with 'New Account' and 'Bulk Import' buttons. The 'Account Status' table has the following data:

Items	Used	Avail
Allocated Users	211	1500
Subscription Status	600	32270
Loan Status	35	841

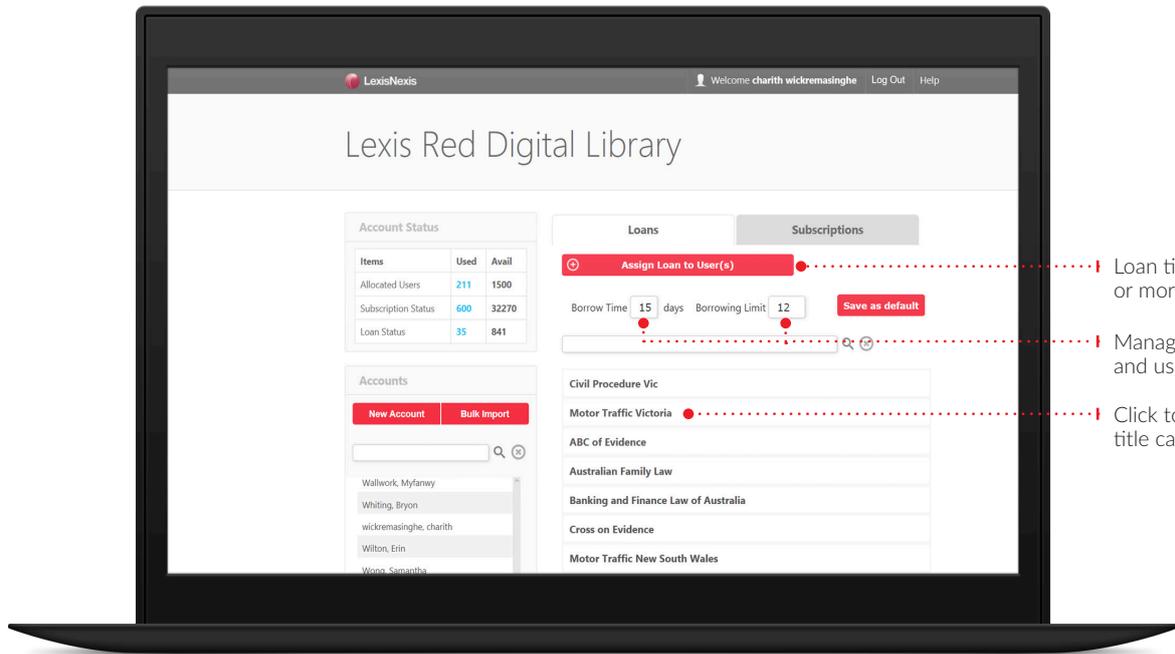
The 'Accounts' section includes a search bar and a list of product titles: 'Civil Procedure Vic', 'Motor Traffic Victoria', 'ABC of Evidence', and 'Australian Family Law'. Callouts point to various elements: 'Existing user accounts' points to the 'Allocated Users' row; 'Subscription titles in use' points to the 'Subscription Status' row; 'Loan titles in use' points to the 'Loan Status' row; 'Create new user account' points to the 'New Account' button; 'Import user accounts in bulk using a spreadsheet file' points to the 'Bulk Import' button; 'Loans tab' points to the 'Loans' tab; 'Subscriptions tab' points to the 'Subscriptions' tab; 'Product library' points to the list of titles; and 'Search/browse user accounts. Click to view and edit an account profile (see *Managing user accounts* below)' points to the search bar.

Managing user accounts

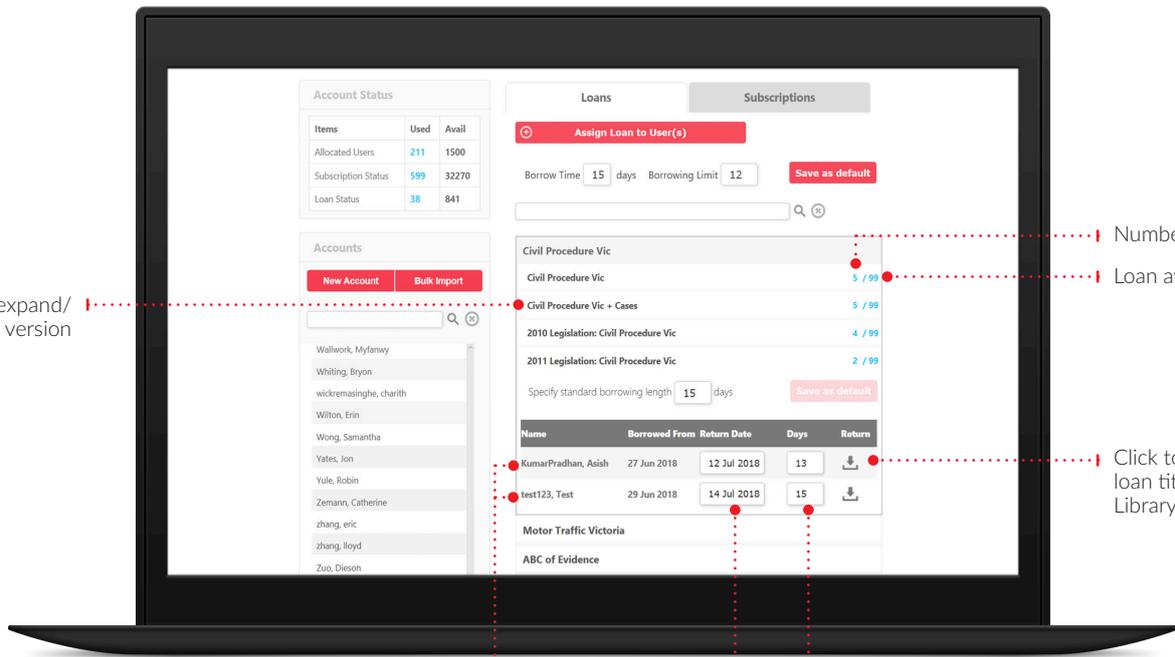
The screenshot shows the user management page for 'Jane Person'. The page includes fields for 'First Name' (Jane), 'Last Name' (Person), and 'Email / Login' (jane.person123@gmail.com). Below these fields is a table of titles assigned to the user:

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

At the bottom of the page, there are buttons for 'Delete', 'Reset Password', 'Add Additional Titles', and 'Save Changes'. Callouts point to these buttons and the table: 'Permanently delete user account' points to the 'Delete' button; 'Reset user password and send password reset email to the user' points to the 'Reset Password' button; 'Assign new loan/subscription title(s) to user' points to the 'Add Additional Titles' button; 'Return loaned title to library' points to the download icon in the table; and 'Remove subscription title from account' points to the trash icon in the table.



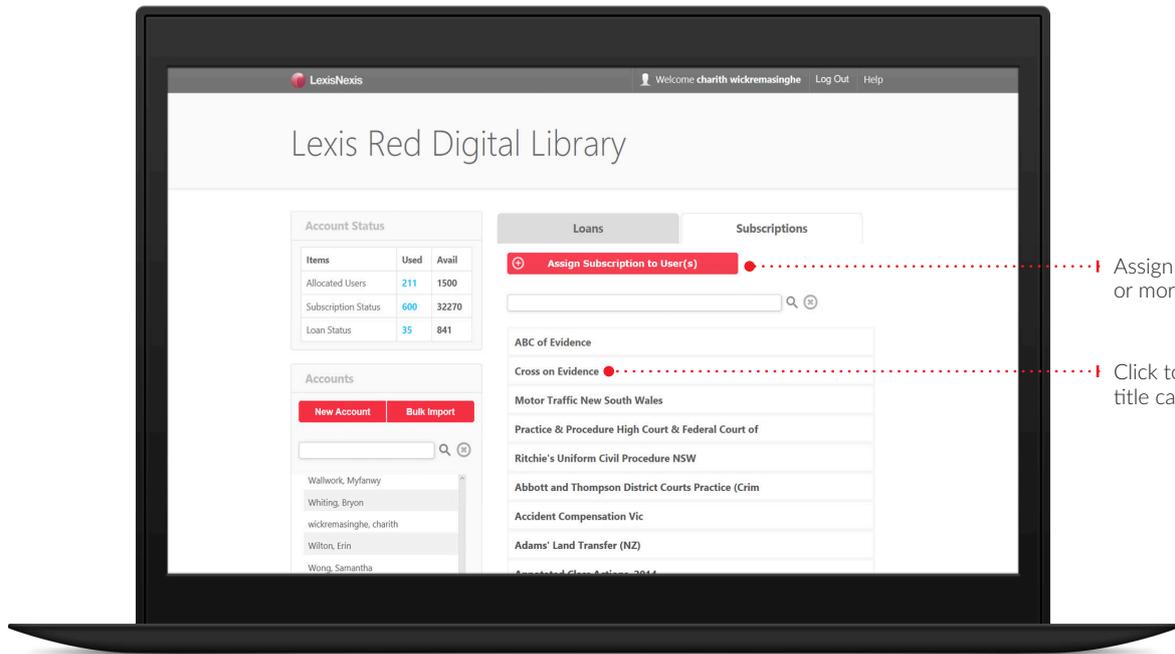
- Loan titles to one or more users
- Manage loan duration and user borrowing limit
- Click to expand/collapse title catalogue



Click to expand/collapse title version

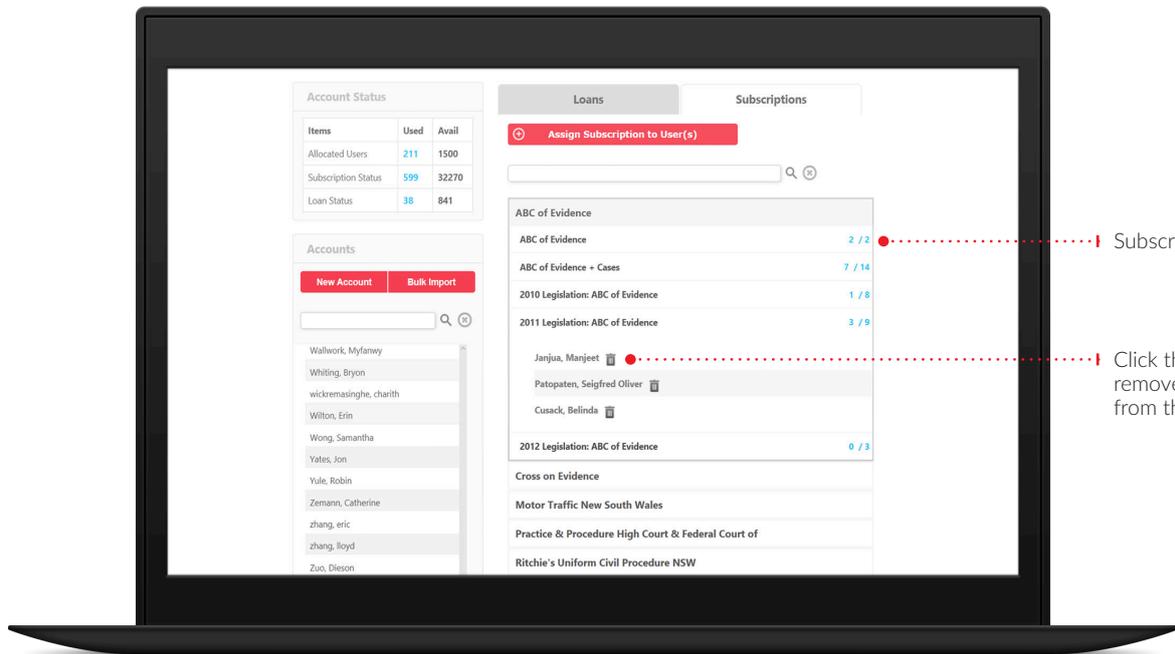
- Number of loaned titles
- Loan availability
- Click to manually return loan title to the Digital Library

- Loan title users
- Change loan duration



Assign titles to one or more users

Click to expand/collapse title catalogue



Subscription availability

Click the bin icon to remove subscription from the user

Assigning titles – Managing user accounts

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

1 Select Loans/ Subscriptions tab

2 Search/browse library catalogue

3 Click title to see title versions

4 Check box(es) to select title(s)

5 Click to assign selected Loan/ Subscription titles to the user

Assigning titles – Loans screen

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

1 Click to open assignment screen

2 Select title

3 Select title version(s)

4 Select user(s) for assignment

5 Finalise loan allocation

! Indicates user already has title or availability is exhausted