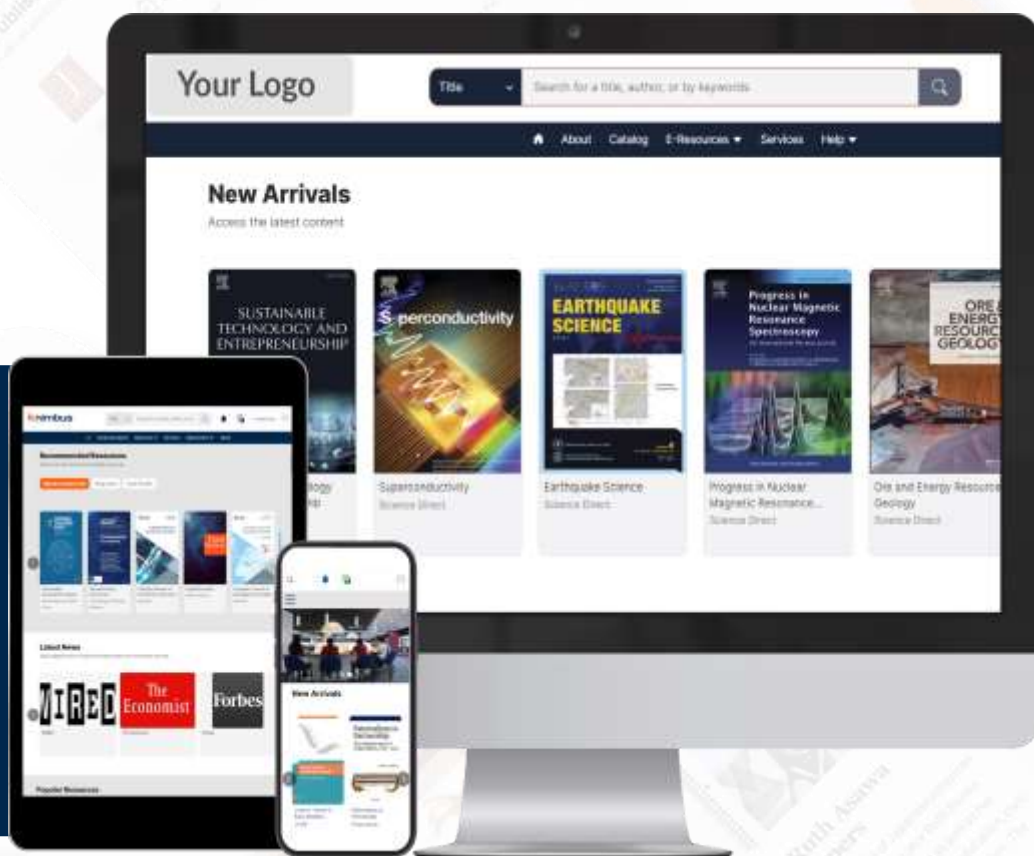


**knimbus**  
Your Library . Anywhere . Anytime

# Knimbus Ultra User Guide



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## 1. Getting Started with Knimbus 4.0

Knimbus provides an easy way to reference your digital library. You can search and discover relevant resources like e-books, e-journals, articles, and conference proceedings. You can access these resources whether on-campus or off-campus.



### a. Key Features

- i. **Magic UI** – An extensible user interface for your library that creates an engaging and immersive experience for learning and research
- ii. **Integrated Knowledge Hub** – An integrated platform for all your Subscribed Resources, Institutional Repositories, Web OPAC, Lib Guides, Links, and Open Access repositories together with Knimbus curated Open Access Collections
- iii. **Federated Search and Discovery** – Seamless search across all the configured resources in the Library. Narrow down your search results
- iv. **Access Anytime, Anywhere** - Off-campus access - Search and Access resources from wherever you are, anytime you need using Web or Mobile apps

v. **Flexible Administration** - Easy User and Group Management

**b. Choose your language**

The Knimbus portal allows you to select the language of your choice.



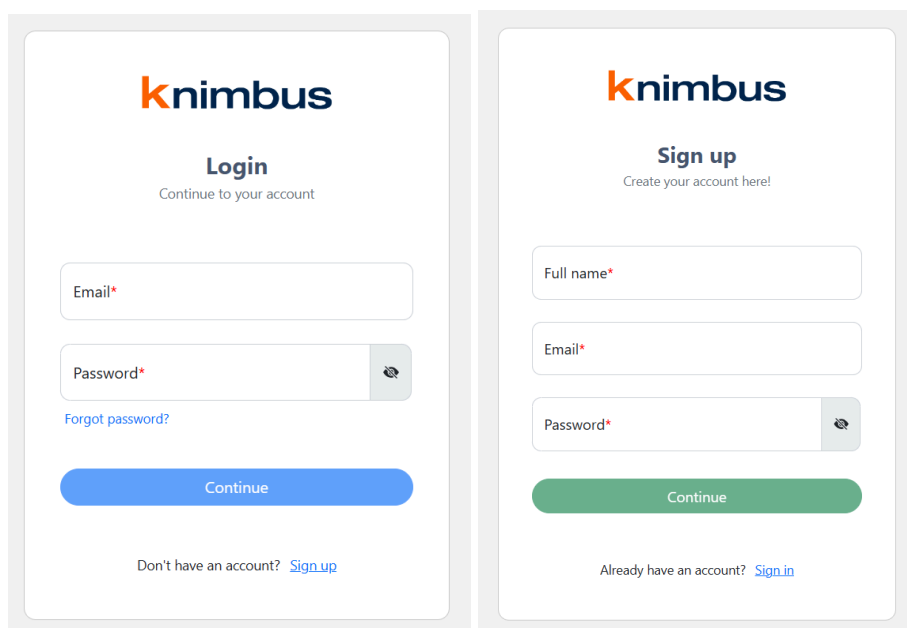
**2. Self-Registration and User Profile Management**

Knimbus provides various methods of user registration. Based on the settings enabled by the Librarian on your e-Library, you can register in the following ways.

**a. Self-Registration**

Steps to follow when the self-registration is enabled.

- i. Click on the Sign-in button at the top right corner of your Knimbus library
- ii. Once the Sign-in screen appears, click on the Sign-up link below the page

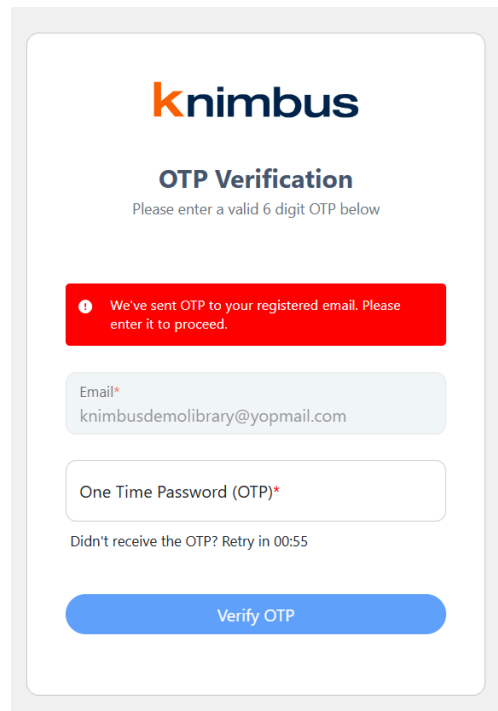


- iii. Enter your full name, email, and desired password

- iv. Click on the continue button. You will be registered on the platform

## b. Two Factor Authentication

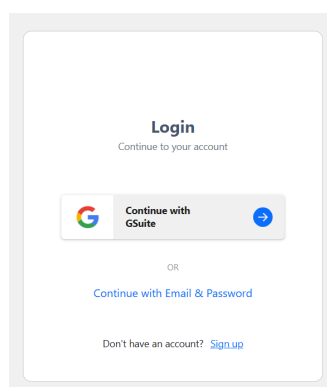
Knimbus supports Two-factor Authentication as an additional mechanism for safe logins. For Libraries that have turned on two-factor authentication as a feature, an OTP will be sent to your registered email ID. On successful verification, you will be able to access the Knimbus portal.



The screenshot shows the Knimbus OTP Verification screen. At the top, the Knimbus logo is displayed. Below it, the heading "OTP Verification" is shown, followed by the instruction "Please enter a valid 6 digit OTP below". A red notification box contains the message: "We've sent OTP to your registered email. Please enter it to proceed." Below this, there are two input fields: "Email\*" with the value "knimbusdemolibrary@yopmail.com" and "One Time Password (OTP)\*". A link "Didn't receive the OTP? Retry in 00:55" is located below the OTP field. At the bottom, there is a blue "Verify OTP" button.

## c. Single Sign-On (SSO)

Knimbus allows login via social auths such as Microsoft and Google Authentication and Custom SSO (in case your institution has dedicated login credentials. In case your institution has opted for any of the SSO authentication methods, you will need to choose that authentication method on the login screen to log in.



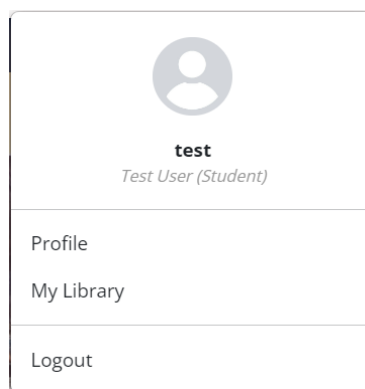
The screenshot shows the Knimbus Login screen. The heading "Login" is displayed, followed by the sub-heading "Continue to your account". Below this, there are two main options: "Continue with GSuite" (with a Google logo and a blue arrow) and "Continue with Email & Password". Below these options, there is a link "Don't have an account? Sign up".

## d. Profile Management

The user profile section in Knimbus helps you to enter user details. You can manage your Knimbus profile by hovering over the profile dropdown on the right-hand side of the Knimbus platform screen.

In profile management, you can edit information in the sections mentioned below

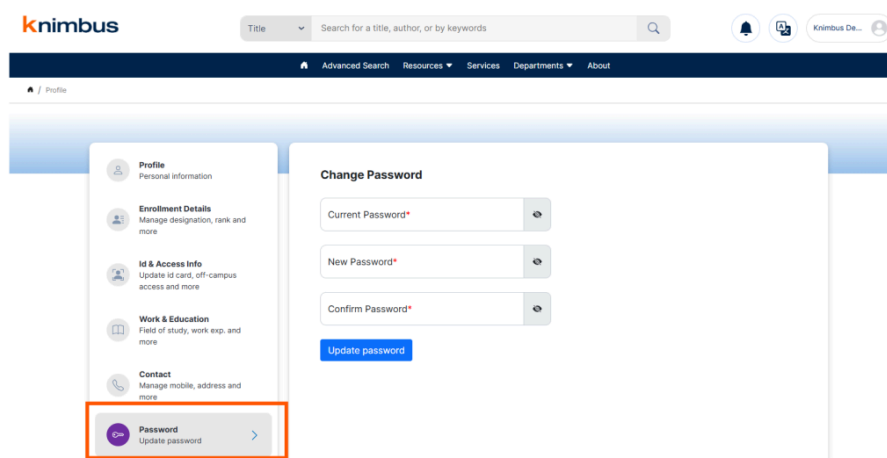
- i. Profile
- ii. Enrollment Details
- iii. Id & Access Info
- iv. Work & Education
- v. Contact
- vi. Password



## e. Password Change

You can change your password from two sections:

### i. Profile section



### ii. Forgot password

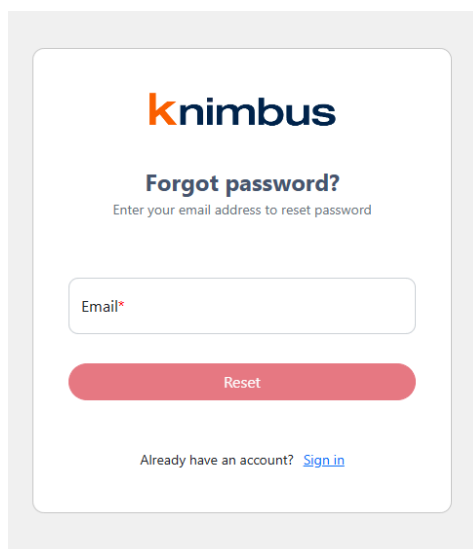
You can change your password, by clicking the forgot password button

available on the login page.

**Step A** - Enter your registered email ID

**Step B** - You will receive a forgot password link on your registered email ID

**Step C** - Click on the link and enter a new password

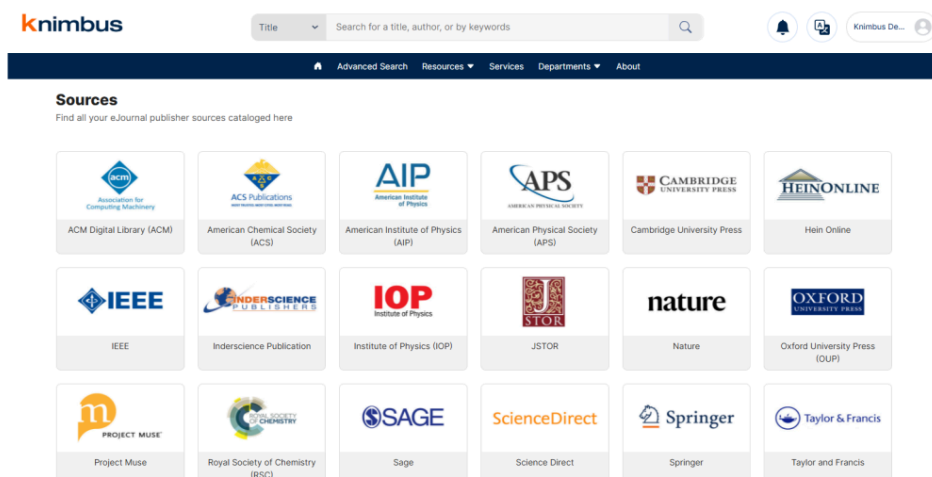


### 3. Catalog

Cataloged content is now available on the **Source** and **A-Z** widgets. Subscribed Journals, ebooks, Databases, and Open Resources can be accessed all in one place.

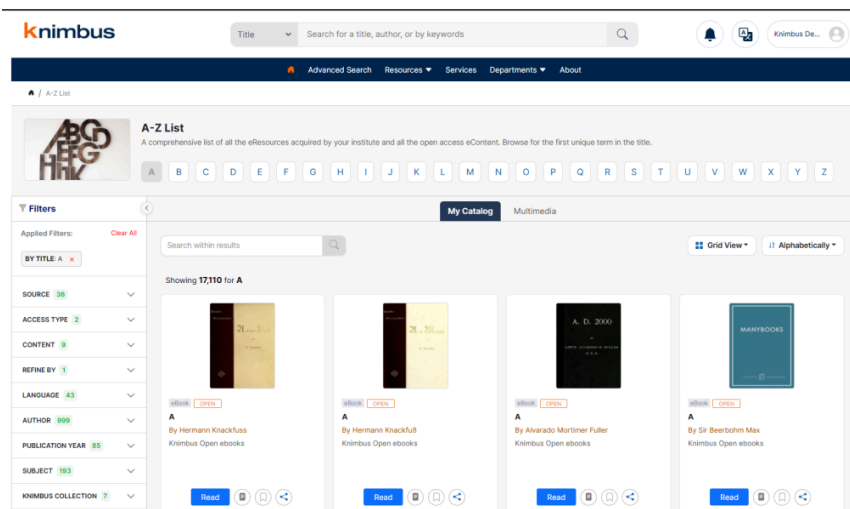
#### a. Steps to access

- i. Sign in and navigate to the homepage
- ii. Click on the source widget/page



## b. A - Z Listing

This functionality allows you to access subscribed journals, databases, and open resources in one place. All the content is indexed publisher-wise and Content-Type-wise.



## c. Filters

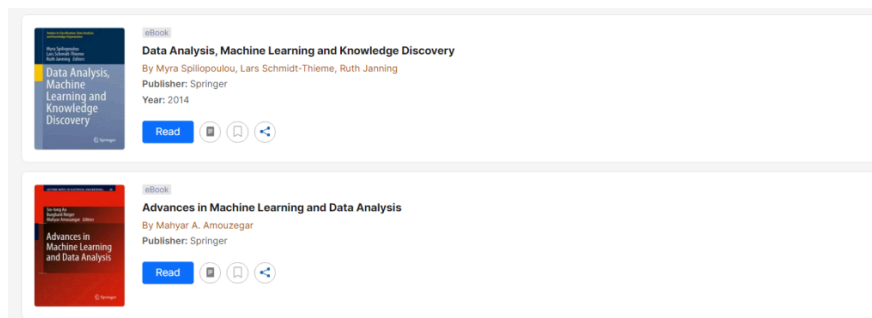
Refine the search by using the filters to find the most suitable content.

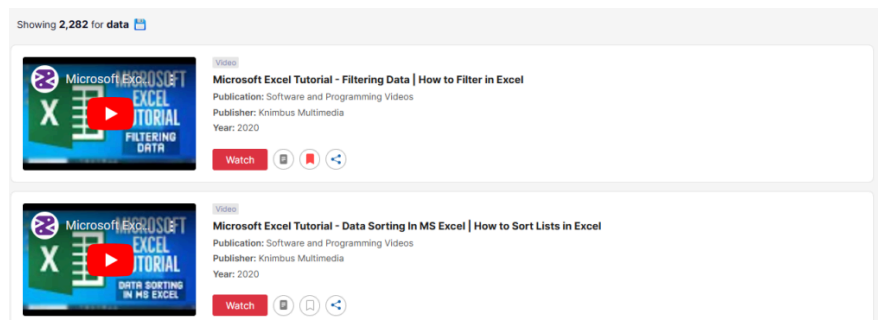
- i. **Source** - Name of the Resource. Eg. IEEE, Springer, McGraw Hill, Cambridge, etc.
- ii. **Access Type** - Subscribed or Open Source
- iii. **SJR Rank** - A measure of the scientific influence of journals that considers the number and quality of citations
- iv. **Author Name**
- v. **Language**
- vi. **Publication Year**
- vii. **Subject** - Eg. Statistics, Chemical Engineering, Mathematics, Psychology, etc.
- viii. **Refine by** - (Abstract and Full Text) for Publishers that have these details available for their articles

SOURCE	20	∨
ACCESS TYPE	1	∨
CONTENT	4	∨
REFINE BY	1	∨
LANGUAGE	2	∨
AUTHOR	373	∨
PUBLICATION YEAR	28	∨
SUBJECT	78	∨
KNIMBUS COLLECTION	6	∨
ORIGINAL SOURCE	7	∨
SJR RANK	9	∨

#### d. Watch/Read Button

When you click on the “Read” button for a particular eBook or other digital content, it opens up a reading interface where you can read the content without downloading it or leaving the Knimbus platform.



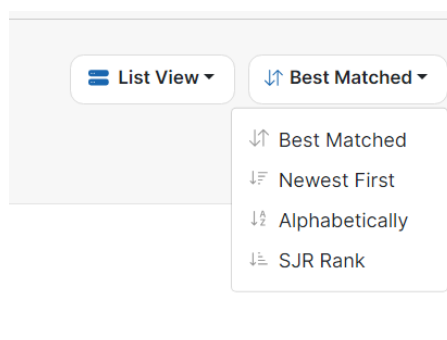


## e. Sort Options

Knimbus's new version provides several sort options to help you find and organize content according to your preferences:

- i. **Best Matched** - Helps you quickly find the most relevant content related to your search query
- ii. **Newest First** - Display the most recent content by publication date on the top of the search results or content list
- iii. **Alphabetically** - The content will be sorted in alphabetical order according to your titles, from A to Z
- iv. **SJR Rank** – SCImago Journal Rank (SJR) is a measure of the scientific influence of journals that considers the number and quality of citations.

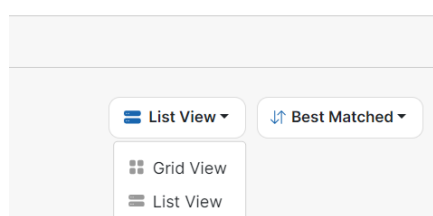
A journal with a SJR value > 1.0 has above-average citation potential and a journal with an SJR value < 1.0 has below-average citation potential.



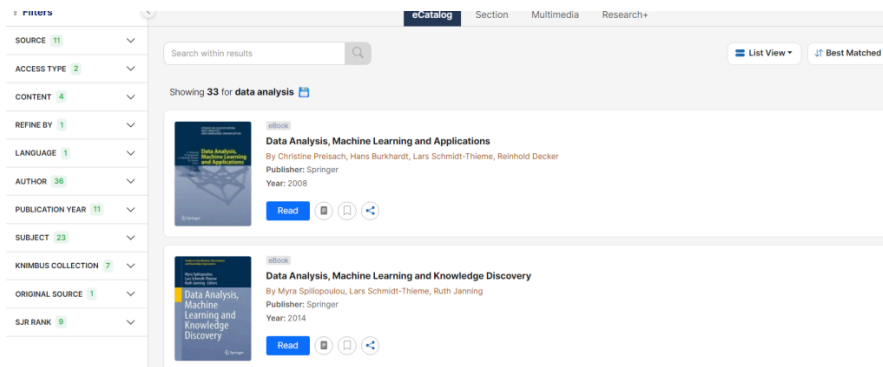
## f. List/Grid View

### Steps to access

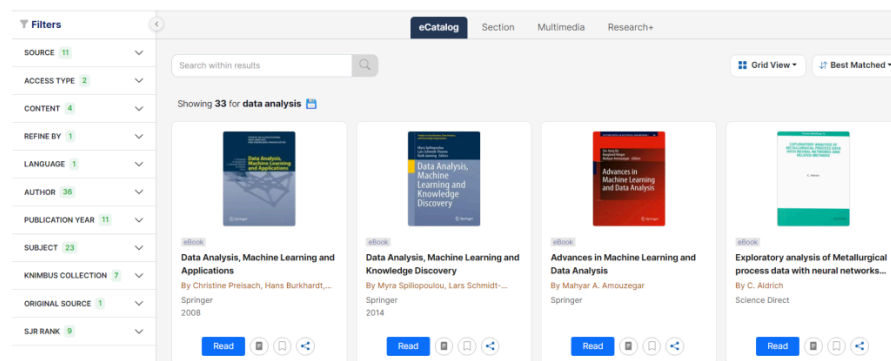
You can switch between the **List View** and **Grid View** options using the view toggle button available at the top of the search results or content page.



- i. **List View** – The List View displays the search results or content as a list with each item represented by a row

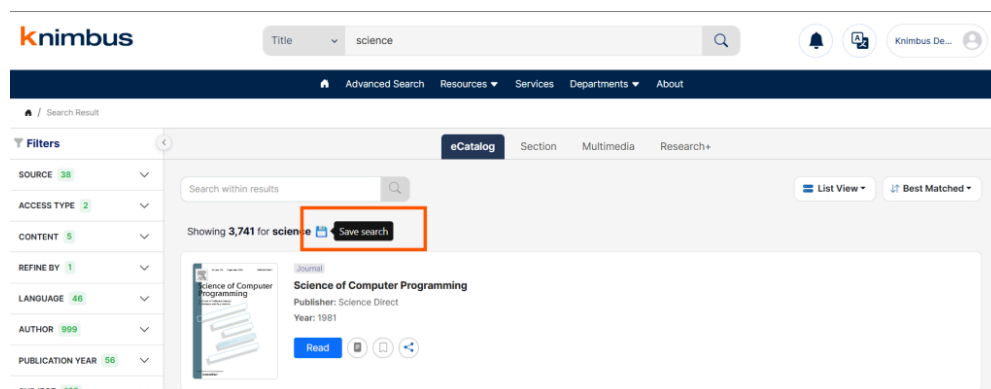


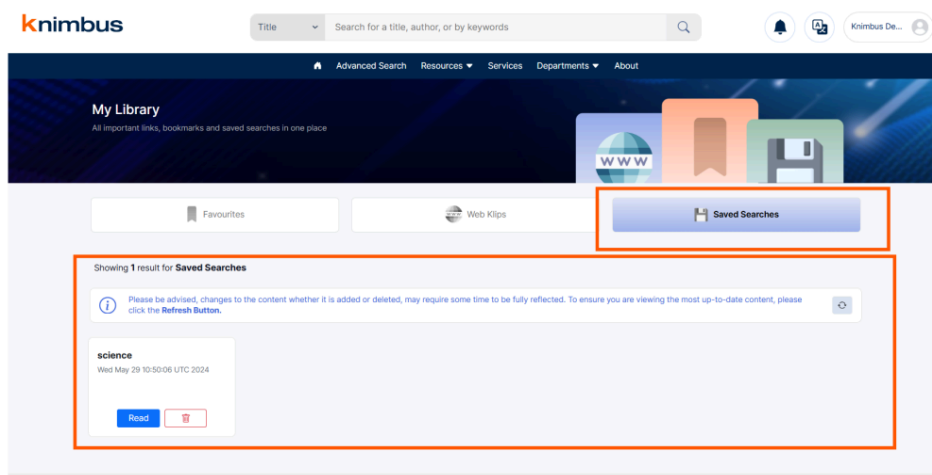
- ii. **Grid View** – The Grid View displays search results or content as a grid of thumbnail images or cards



**g. Save Search**

You can save your search query and its related search results for future reference. When you perform a search query, you can save the search by clicking on the “**Save Search**” button located on the search results page. This would save the search query with its related search results on the “**Saved Searches**” tab in the “**My Library**” section.





## h. Search within the Results

- i. The search within feature allows you to perform a secondary search within the search results
- ii. This feature is particularly useful when you want to narrow down the results to find specific content related to your initial search query
- iii. Knimbus will then search for the new term only within the previously obtained search results, and the new search results will be displayed

## i. Search Result Count and Get More

### i. Search Result Count

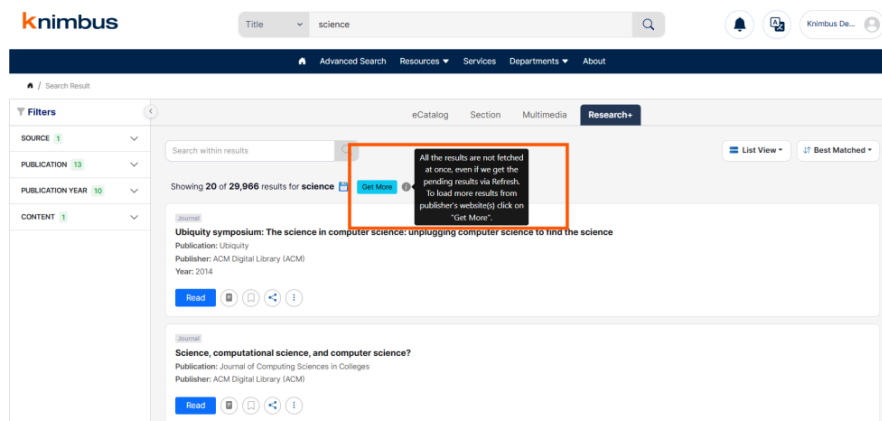
1. When you perform a search query in Knimbus Digital Library, the search results page displays the number of results found at the top of the page
2. This gives you an idea of how many items match their search query

### ii. Get More

1. The **“Get more”** option is a key component of the federated search engine on Knimbus. The **“Get more”** search enables users to pull in more search results from the default publishers set on the library. If the search results contain more items than are displayed on the page, users can click on the **“Get More”** button located at the top of the page

Default Publisher - The list of publishers, which your librarian has pre-selected

2. Since Knimbus gets results from the publisher’s website in real-time, not all results from the publisher’s website are retrieved at once. The Get More button fetches additional results from the publisher that match the search query



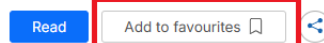
### iii. Details Page

1. The details page lists more detailed fields available for the publication (e-journals/e-books etc.) such as subject, ISBN, publication year, description, and so on
2. The **“Add to Favourites”** option is available to save content for future reference. This feature allows you to create a personalized list of favorite items, which you can easily access at any time from the **“My Library”** section
3. If related content (e-journals/e-books) is found for the searched publication, it will be listed below in the details section, to help you explore more relevant content on the platform



#### Journal of Liver Transplantation

ISBN	2666-9676
Subject	Surgery, Medical and Health Sciences
Source	Science Direct
Content	Journal
Publication / Source / Institution	Journal of Liver Transplantation
Publication Year	2021
SJR Rank	0.0
Peer Reviewed	No
Access Type	Open



## j. Page Navigation

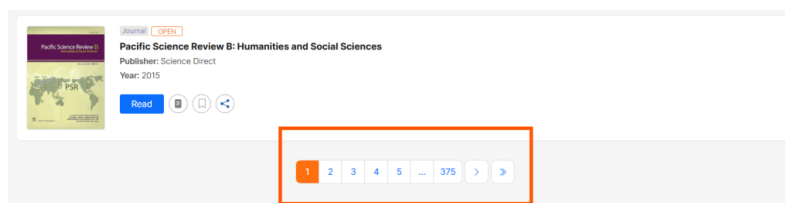
Several page navigation options are available to help you easily browse through search results or content. These options include:

### i. Next and Previous buttons

These buttons allow you to navigate through search results or content one page at a time. The “**Next**” button loads the next page of results, while the “**Previous**” button takes users back to the previous page.

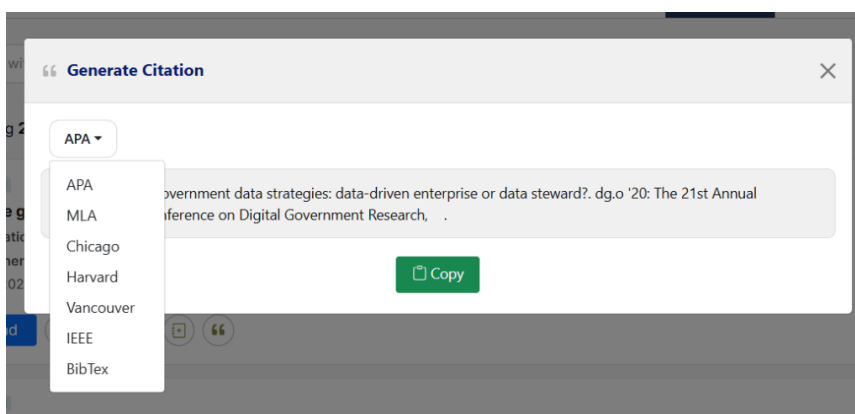
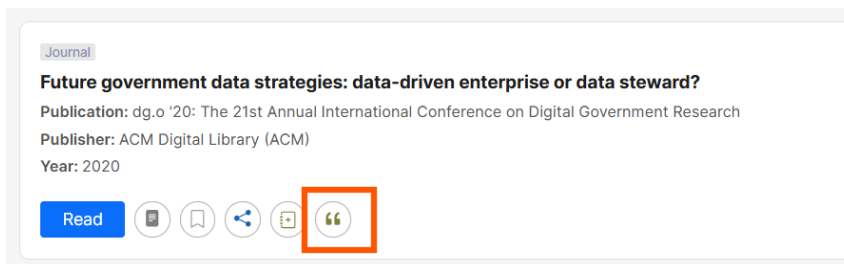
### ii. Page number navigation

Knimbus also provides page number navigation links that allow you to jump to a specific page of search results or content. Users can click on the page number they want to go to, and the corresponding page will be loaded.



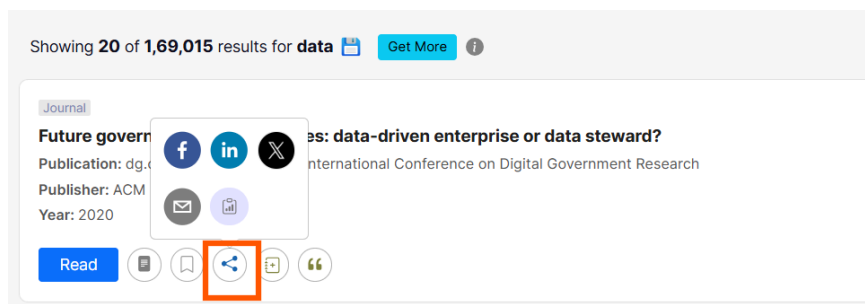
## k. Citation Generator

The Knimbus version allows you to generate citations from the article search results. You may choose your format from the list of citation formats that are available and copy them on your bibliographic entries.



## I. Share

Knimbus also allows you to share content (Catalogued content and articles) through social media platforms as well as individual messaging platforms. These share links are links to the original document and will not need a Knimbus login.

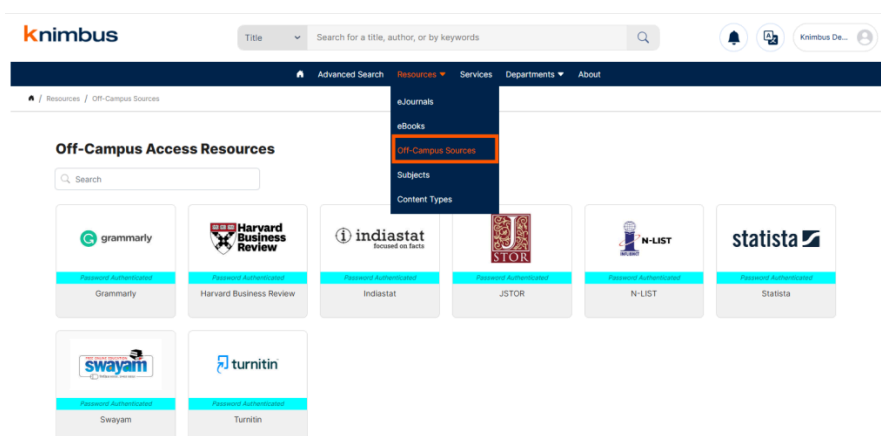


## 4. Off-Campus Access

With Knimbus Off-Campus Access, you can access library subscribed resources anywhere, anytime, and on any device. You can access resources on the web as well as on the mobile app. Librarians may also choose to add categorization to the OCA sources.

### Steps to access

- i. Sign in and navigate to the homepage
- ii. Click on Off-Campus Access on the Navigation Bar (In case there are separate OCA pages, else look for the OCA widget on the homepage)
- iii. Click on any resource/Publisher to access its website- it may be password or IP authenticated based on the integration provisions enabled by the Publishers

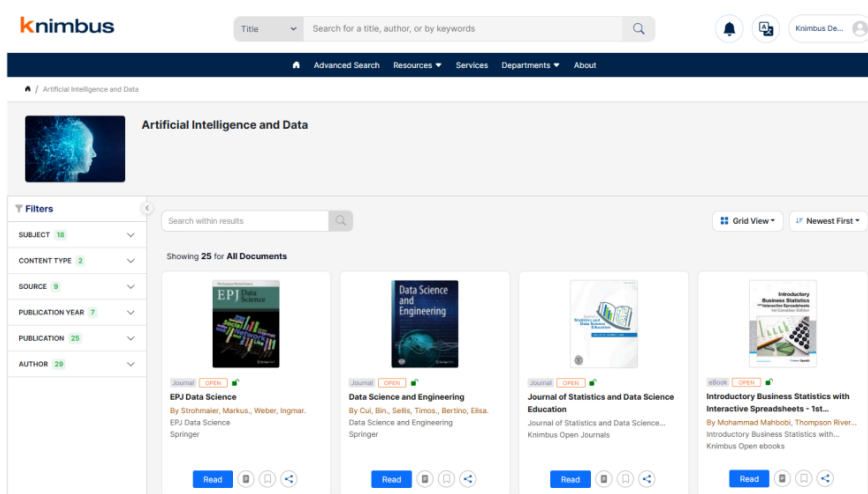


## 5. Section/IR

Access your Institutional Repository content like Catalog, Lecture Notes, and Faculty Institutional Documents like Question Banks, Presentations, etc that have been uploaded by the Library administrator.

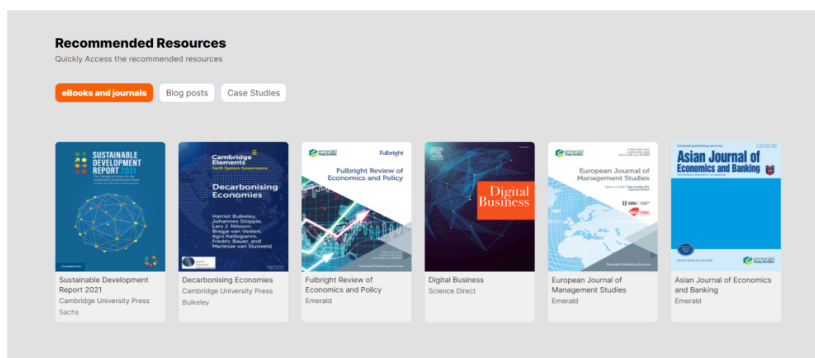
### a. Steps to access

- i. Sign in and navigate to the homepage
- ii. Locate **“Section”** and click on any of the listed topics in the section
- iii. The search result page will open with content added by the Admin/librarian on a section topic



### b. Advanced sections

Some of the Libraries will have advanced sections such as grouped sections or individual section views. Such sections are created to categorize your library content better and are administered by your librarian. Few of these are even dynamic – like New Arrivals which will change the content periodically as per the new additions to your library.



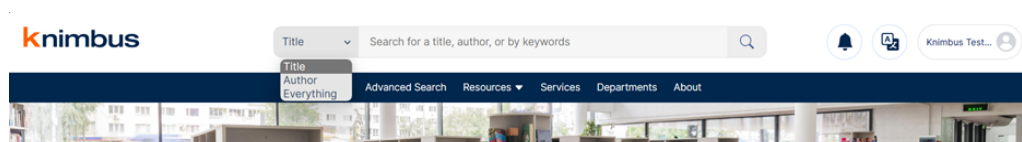
### New Arrivals

Check out the new eBooks and eJournals added this week



## 6. Universal Search

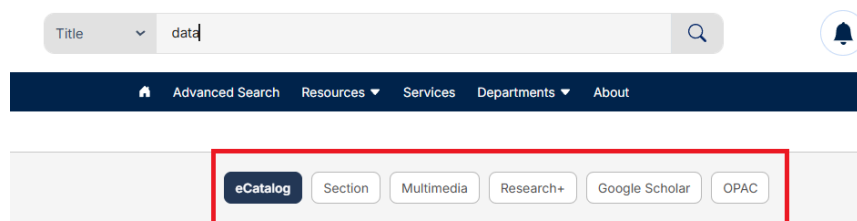
With the new and improved Knimbus Universal Search, you will be able to search from all content sources (both subscribed and open) configured on the library portal together with repository content and OPAC (Online Public Access Catalogue) on a single search interface. This federated search simplifies the process of finding and accessing relevant content, saving you a lot of time and effort.



### a. Steps to access

- i. Sign in and navigate to the homepage
- ii. Use the Universal Search bar to enter a keyword
- iii. The default search query runs on “Title” but you can select the “Author” as well as “Everything” search based on the keyword/author name, which would fetch respective results on the search results page
- iv. Press enter or click on the search icon on the right

### b. Search Tabs – Catalog, Research+, Multimedia, OPAC and others



The results on the search results page constitute eBooks, Articles, Videos & Presentations from the College’s configured sources. The results are fetched in different categories.

- i. **eCatalog** – Results from the entire content available for the library
- ii. **Research+** – Articles & Research Papers in Real-time
- iii. **Multimedia** – PPTs and eLearning Videos by TEDx, NPTEL etc
- iv. **OPAC** – Results can be fetched directly from Web OPAC (If Integrated)
- v. **Others** - Results can be fetched directly from Google Scholar and other search engines (If Integrated)

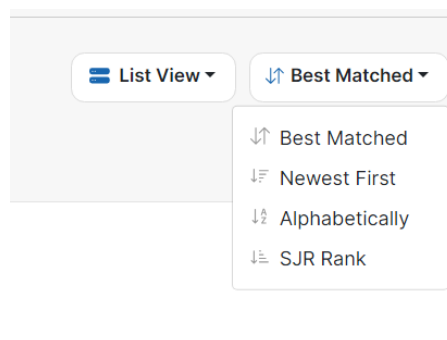
**Note:** The Research+ search on Universal search fetches results based on the default resources configured on your library. Currently, only 20 resources can be configured as default resources.

### c. Sort Options

Knimbus's new version provides several sort options to help you find and organize content according to your preferences:

- i. **Best Matched** - Helps you quickly find the most relevant content related to your search query
- ii. **Newest First** - Display the most recent content by publication date on the top of the search results or content list
- iii. **Alphabetically** - The content will be sorted in alphabetical order according to your titles, from A to Z
- iv. **SJR Rank** – SCImago Journal Rank (SJR) is a measure of the scientific influence of journals that considers the number and quality of citations.

A journal with a SJR value > 1.0 has above-average citation potential and a journal with an SJR value < 1.0 has below-average citation potential



## 7. Research+

Research+ /Advanced search is an advanced real-time search for journal articles. It instantly finds the latest articles from all the library subscriptions/resources in real-time with no restrictions. Few institutions may call it subscribed article search as per the terminologies used in universities.

### a. Steps to access Research+

- i. Sign in and navigate to the Header Menu
- ii. Click on Research+ /Advanced search

### b. Resource Selection

You can select the resources, which you want to search. Add/Remove resources to personalize the list using the following tabs

- i. **Default:** The default resources set for your library. Usually, the Librarian will set the default list of 20 publishers/sources on the Library
- ii. **Subscribed:** Premium resources subscribed by your library
- iii. **Open:** Open Access resources
- iv. **All:** All of the above resources

### Advanced Search

The screenshot shows the 'Advanced Search' interface. At the top, there is an 'ENTER QUERY' section with a 'Query Type' dropdown set to 'Title', a search input field containing 'data', and a 'Match' dropdown set to 'All'. Below this is the 'PUBLICATION YEAR (optional)' section with 'From year' and 'To year' input fields. The 'SELECT RESOURCES' section is highlighted with a red box and contains radio buttons for 'Default', 'Subscribed' (which is selected), 'Open', 'All', and 'History'. To the right of these buttons is a search box for 'Search within subscribed resources' and a grid of resource providers including ACM Digital Libra..., American Institut..., Cambridge eBoo..., Cambridge Unive..., Emerald, Google Scholar, IEEE, Inderscience Pub..., Institute of Physi..., JSTOR, National Academi..., Oxford University..., Science Direct, Springer, Springer eBooks, Taylor and Franci..., Wiley Online Libr, and World Scientific. At the bottom of the resource grid are 'Select all' and 'Clear all' buttons. At the bottom right of the entire form are 'Reset all' and 'Search' buttons.

Make sure to keep your choice of the tab selected to search for content

### c. History

Once resource selection is done and the advanced search is performed with the search query, each of the resources that were used during the search is saved on a new tab called **"History"**. By keeping this tab open, you will be able to make multiple searches without going through the hassle of selecting your most used resources again.

### Advanced Search

This screenshot shows the 'Advanced Search' interface with the 'SELECT RESOURCES' section highlighted by a red box. The radio button for 'History' is now selected. The search input field still contains 'data'. The resource grid now shows only two items: 'ACM Digital Libra...' and 'Institute of Physi...'. A message box above the grid states: 'You may proceed with the last selected resources based on your search history, or you can select from any of the Default, Subscribed, Open or All resources tabs.' The 'Reset all' and 'Search' buttons remain at the bottom right.

**Advanced Search**

ENTER QUERY

Query Type  
Title

Enter search query\*  
data

Match  
All

Enter search query\*

Match  
All

Enter search query\*

Match  
All

**d. Search query parameters**

- i. Multiple search parameters can be defined by specifying the Query Type

**Advanced Search**

ENTER QUERY

Query Type  
Title

Enter search query\*  
data

Match  
All

Enter search query\*

Match  
All

Enter search query\*

Match  
All

- ii. Match: “Any” word or “All” words or “Exact” phrase of your search query should match

ENTER QUERY

Query Type  
Title

Enter search query\*  
data

Match  
All

Query Type  
Title

Enter search query\*

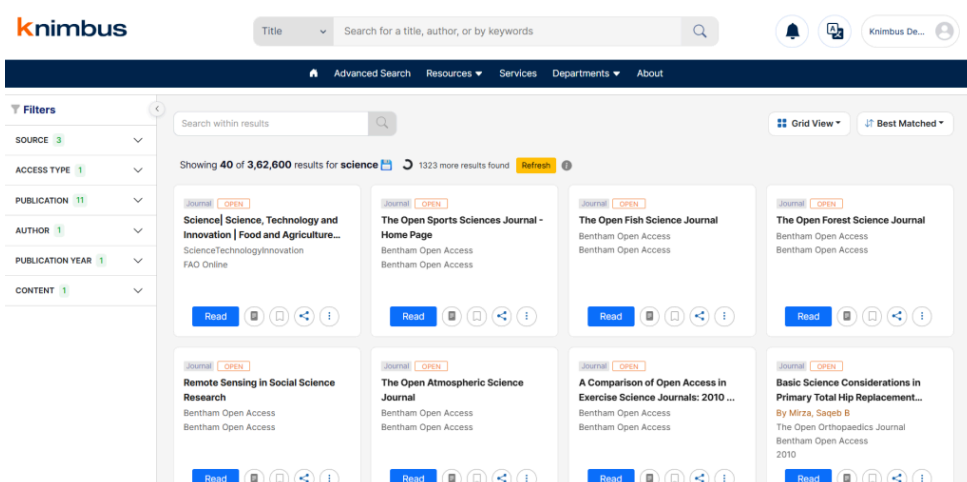
Match  
All

Any

Exact

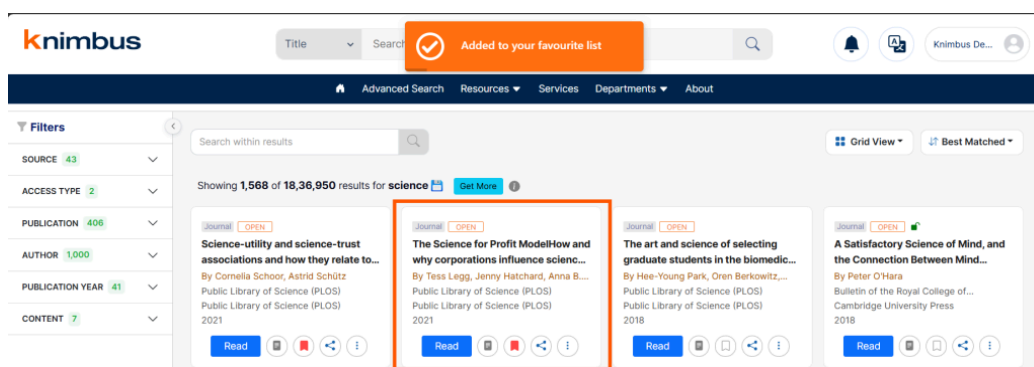
## e. Search Result Page

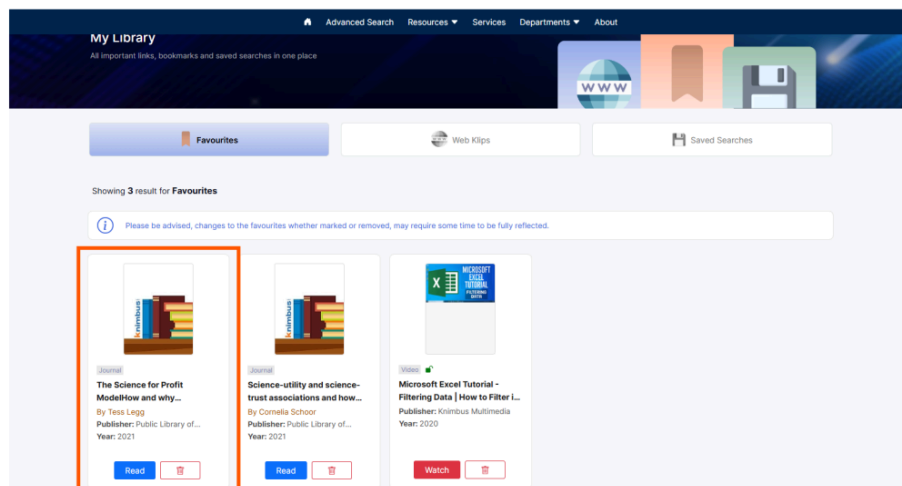
### Research+ Results Page



## f. Add to Favourites

- i. **“Add to Favourites”** option allows you to save content for future reference. This feature allows you to create a personalized list of favourite items that can easily be accessed at any time
- ii. To add an item to the favorites list, click on the **“Add to Favorites”** button located next to the item on the search results page or content page. The item will then be added to your favorites list which can be accessible from the **“My Library”** section





## 8. My Library

All your saved content is stored at a single location for you to refer to and read later. The **“My Library”** section on your library saves the content that you have bookmarked or marked as a Favourite.

### Steps to access

- i. Sign in and navigate to the Homepage
- ii. Click on the login username icon at the left end of the homepage
- iii. Click on the **“My Library”** section
- iv. Access all your saved content as segregated into Favourites, Web Clips, and Saved searches on this page
  - Favourites - You can save your favourite content in content listing/search pages
  - Web Clips - Add any important/useful link for quick access using Web Clips

#### Step to use Web Clips

**Step 1:** Click on **“Add a Web Clips”**

**Step 2:** Paste the desired link and click on next

**Step 3:** Enter the Title Name

**Step 4:** The link with the Title will be added in the Web Clips Section

- Saved searches - You can save your search terms or queries using this functionality
- v. You may Click on read to further access the saved document or delete to unsave the document from the **“My Library”** section

The screenshot shows the Knimbus web interface. At the top left is the Knimbus logo. A search bar contains the text "Search for a title, author, or by keywords". To the right of the search bar are notification and user profile icons. The user profile dropdown menu is open, showing the user's name "Knimbus Demo Library" and email "knimbusdemo@knimbus.com". The menu items are "Profile", "My Library" (highlighted with an orange border), and "Logout".

Below the navigation bar, the "My Library" section is displayed with the subtitle "All important links, bookmarks and saved searches in one place". There are three tabs: "Favourites", "Web Clips", and "Saved Searches". The "Favourites" tab is active, showing "Showing 3 result for Favourites". A message box states: "Please be advised, changes to the favourites whether marked or removed, may require some time to be fully reflected." Below this, three items are listed:

- Microsoft Excel Tutorial - Filtering Data | How to Filter L...**  
By Knimbus Multimedia  
Year: 2020
- Science-utility and science-trust associations and how...**  
By Cornelia Schöck  
Publisher: Public Library of...
- The Science for Profit ModelHow and why...**  
By Franz Egg  
Publisher: Public Library of...

# THANK YOU

## CONTACT US TO LEARN MORE



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