



WEIGHT LESS

Heavy on content Light on space

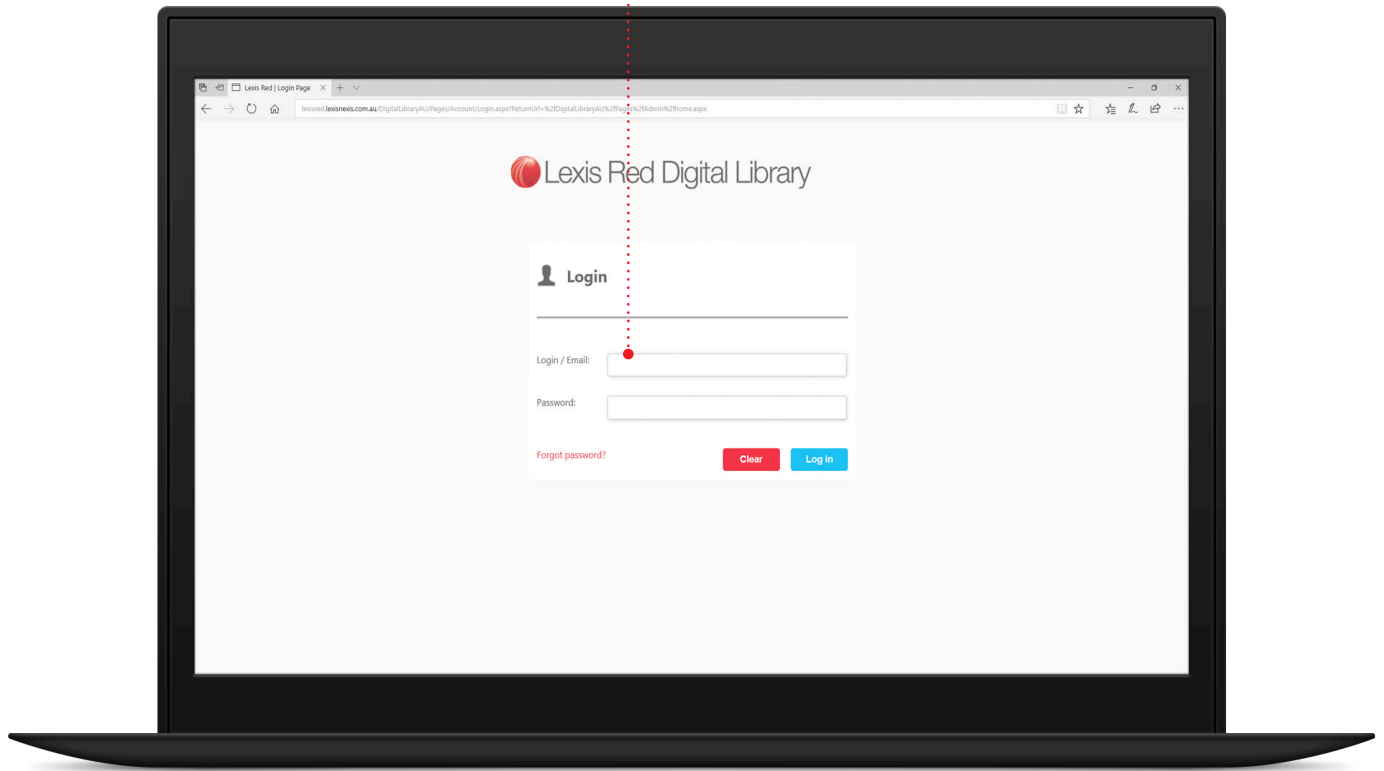
Lexis Red™ Digital Library Guide For Librarians

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 interface includes a header with the LexisNexis logo, a welcome message for 'charith.wickremasinghe', and links for 'Log Out' and 'Help'. The main content area is divided into several sections:

- Account Status:** A table showing 'Items' (Allocated Users: 211, Used: 1500, Avail: 32270), 'Subscription Status' (600), and 'Loan Status' (35, 841).
- Loans:** A section with a red 'Assign Loan to User(s)' button, 'Borrow Time' (15 days), 'Borrowing Limit' (12), and a 'Save as default' button.
- Subscriptions:** A section with a search bar and a list of titles: 'Civil Procedure Vic', 'Motor Traffic Victoria', 'ABC of Evidence', and 'Australian Family Law'.
- Accounts:** A section with 'New Account' and 'Bulk Import' buttons, and a search bar.

Annotations point to various features:

- 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 'Managing user accounts' page for 'Jane Person'. The page includes a form for user details and a table of account items.

User Details:

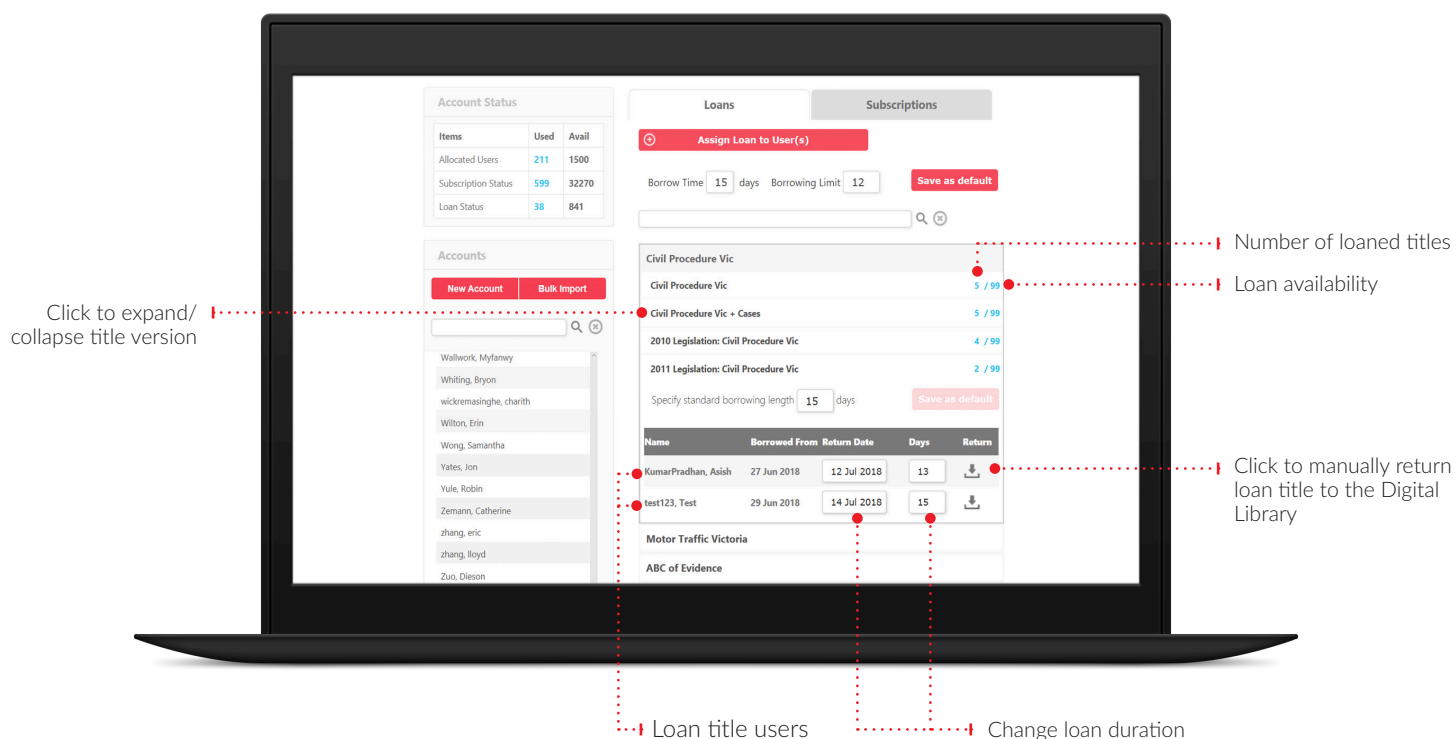
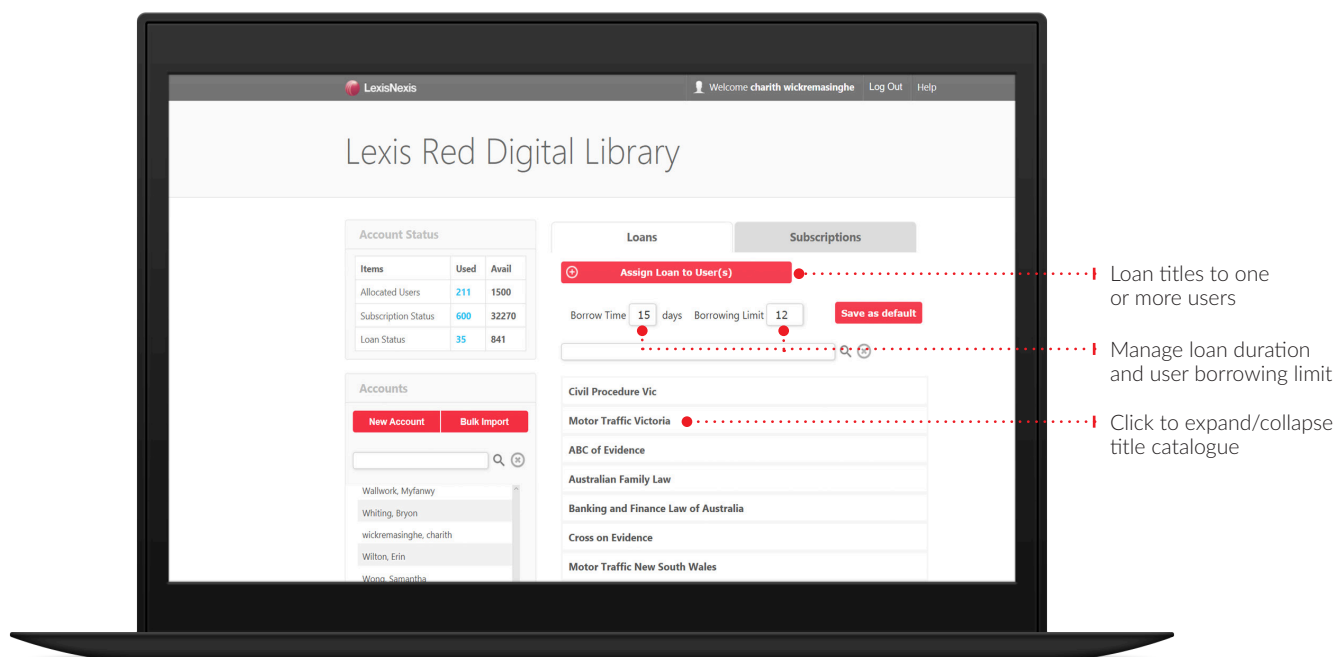
- First Name: Jane
- Last Name: Person
- Email / Login: jane.person123@gmail.com

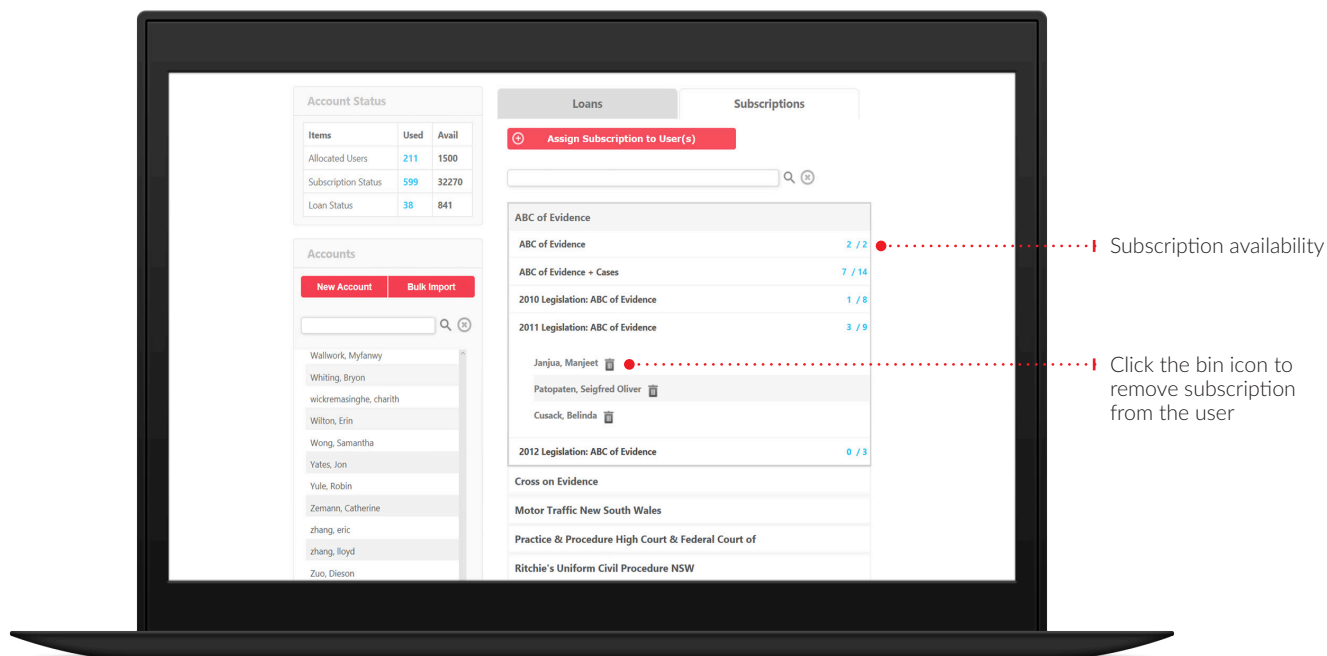
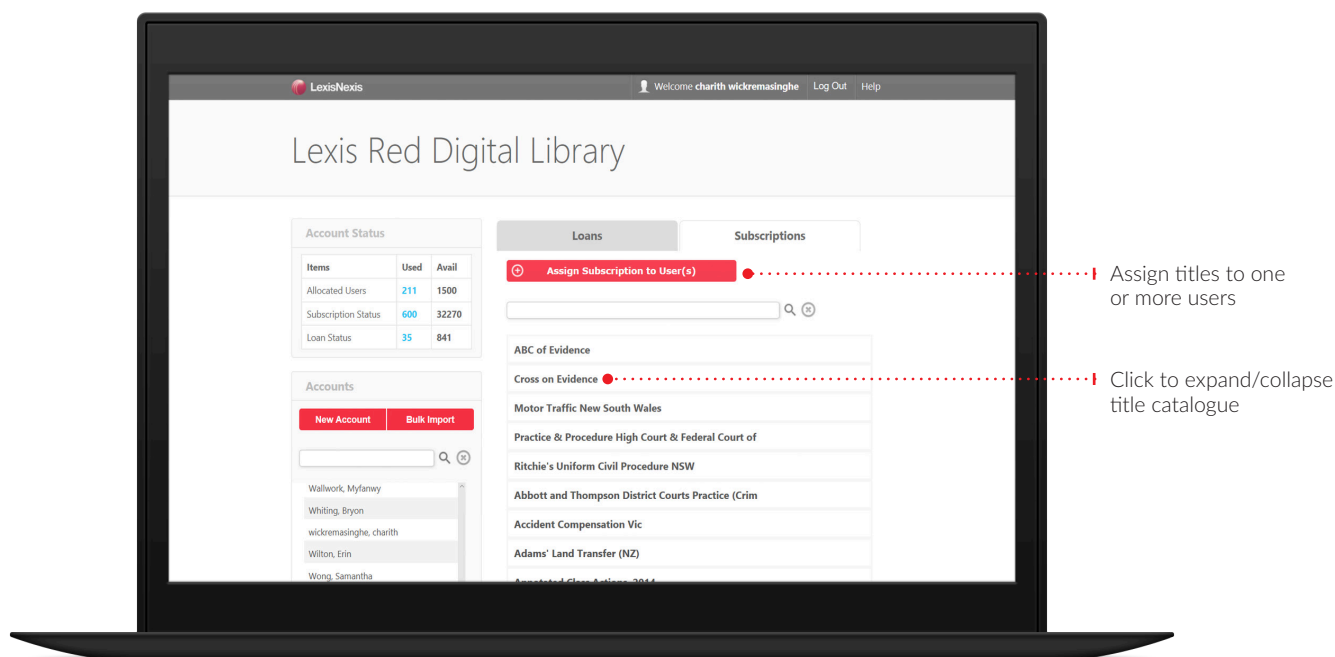
Account Items Table:

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	

Annotations point to various features:

- 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

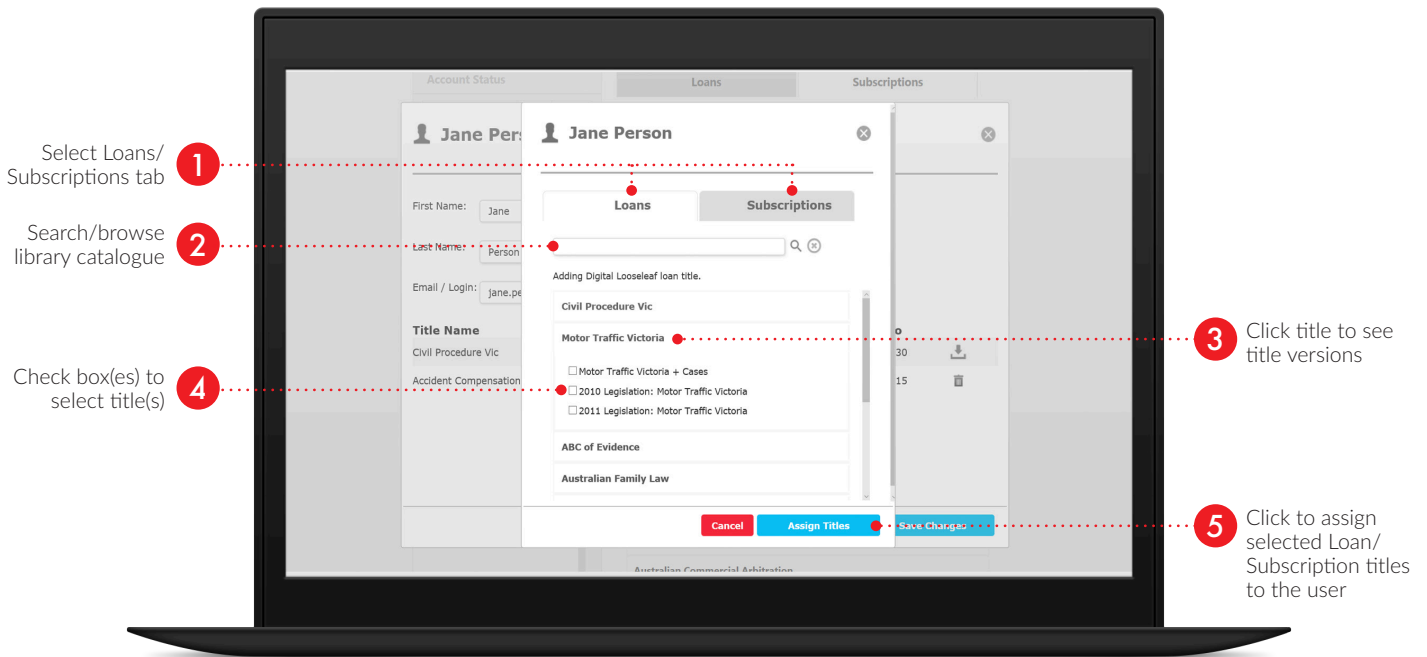




Assigning titles – Managing user accounts

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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.

