

Online e-Resource Requisition System Help Manual

Based on the instruction from MHRD, the INFLIBNET Centre, implementing agency of eShodhSindhu has developed an Online e-Resources Registration System to seek interest of e-Resources from all Higher Education Institutes through a portal. This system facilitates higher education Institutions in the country to submit resources including e-Journals and e-databases required for their Institutes for the year 2018 onwards. Based on the data submitted by Institutes, e-ShoshSindhu: Consortium for Higher Education Electronic Resources would compile the requirement of e-resources by Institutes and negotiate rates of subscription e-resources with publishers for the year 2018.

Steps to Submit the Form:

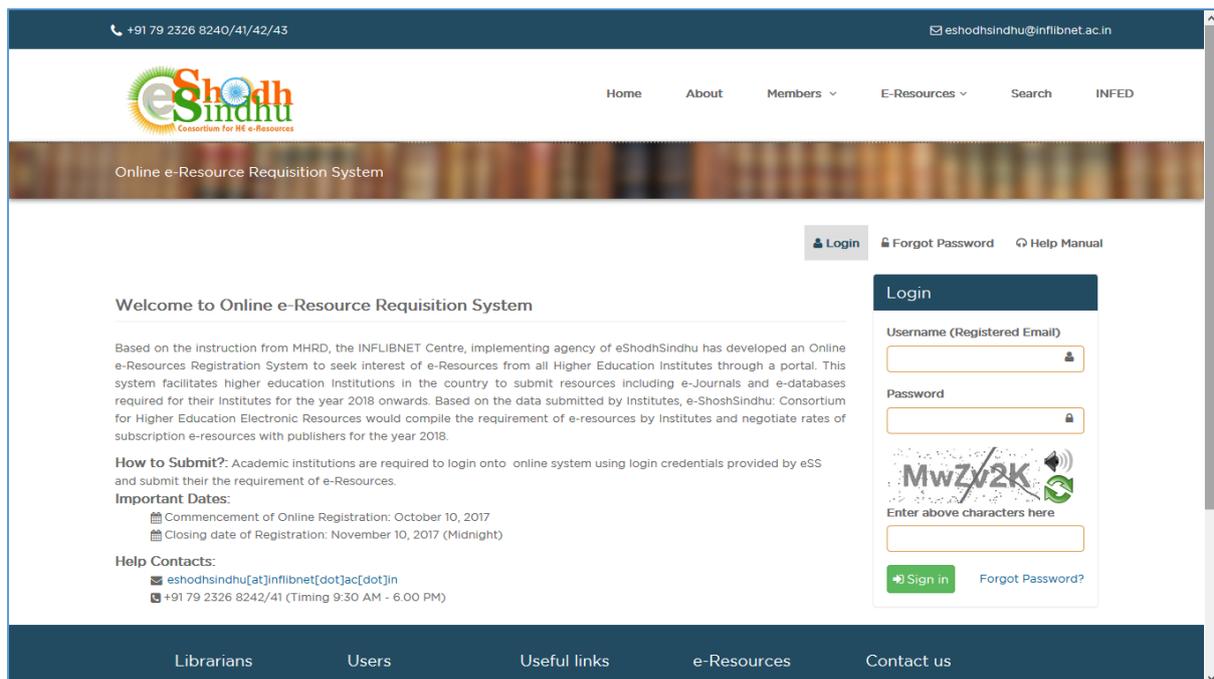
Step 1: Registration as Authorized Person for Submitting the Details

Step 2: Login to the Portal and fill in the details of e-resources required for your Institute

Step 3: Final Submission of the Filled in Details

Step 1: Registration as Authorized Person for Submitting the Details

The Online e-Resources Requisition System is accessible at <https://www.inflibnet.ac.in/ess/oes/> or <http://ess.inflibnet.ac.in/oes/>



The screenshot shows the login page of the Online e-Resource Requisition System. The page features a dark blue header with the eShodhSindhu logo and navigation links: Home, About, Members, E-Resources, Search, and INFED. Below the header, there is a section titled "Online e-Resource Requisition System" with a "Welcome to Online e-Resource Requisition System" message. The main content area includes a "Login" button, a "Forgot Password" link, and a "Help Manual" link. A login form is displayed with fields for "Username (Registered Email)" and "Password". Below the password field, there is a CAPTCHA image with the text "MwZy2K" and a prompt to "Enter above characters here". A "Sign in" button and a "Forgot Password?" link are located at the bottom of the login form. The footer of the page contains links for Librarians, Users, Useful links, e-Resources, and Contact us.

The registration to the portal is on invitation basis. The Librarians/Contact Persons of the existing members of e-Shodh Sindhu will receive an email containing the login credential for accessing the portal. In case of all other institutions, the designated AISHE nodal officer will receive the email containing the login credentials for accessing the portal.

Once you receive the login details in your e-mail, visit the login page of System as shown below:

Online e-Resource Requisition System

Welcome to Online e-Resource Requisition System

Based on the instruction from MHRD, the INFLIBNET Centre, implementing agency of eShodhSindhu has developed an Online e-Resources Registration System to seek interest of e-Resources from all Higher Education Institutes through a portal. This system facilitates higher education institutions in the country to submit resources including e-Journals and e-databases required for their Institutes for the year 2018 onwards. Based on the data submitted by institutes, e-ShodhSindhu, Consortium for Higher Education Electronic Resources would compile the requirement of e-resources by institutes and negotiate rates of subscription e-resources with publishers for the year 2018.

How to Submit?: Academic institutions are required to login onto online system using login credentials provided by eSS and submit their the requirement of e-Resources.

Important Dates:

- Commencement of Online Registration: October 10, 2017
- Closing date of Registration: November 10, 2017 (Midnight)

Help Contacts:

- eshodhsindhu[at]inlibnet[dot]ac[dot]in
- +91 79 2326 8242/41 (Timing 9:30 AM - 6:00 PM)

Login

Username (Email ID)
dinesh@inlibnet.ac.in

Password
.....

pwvdV7
Enter above characters here
pwvdV7

Sign in Forgot Password?

For the first time you login to the system you will be asked to set your new password as shown below:

Change Password

New Password

Re-type Password

fnWRMd
Enter above characters here

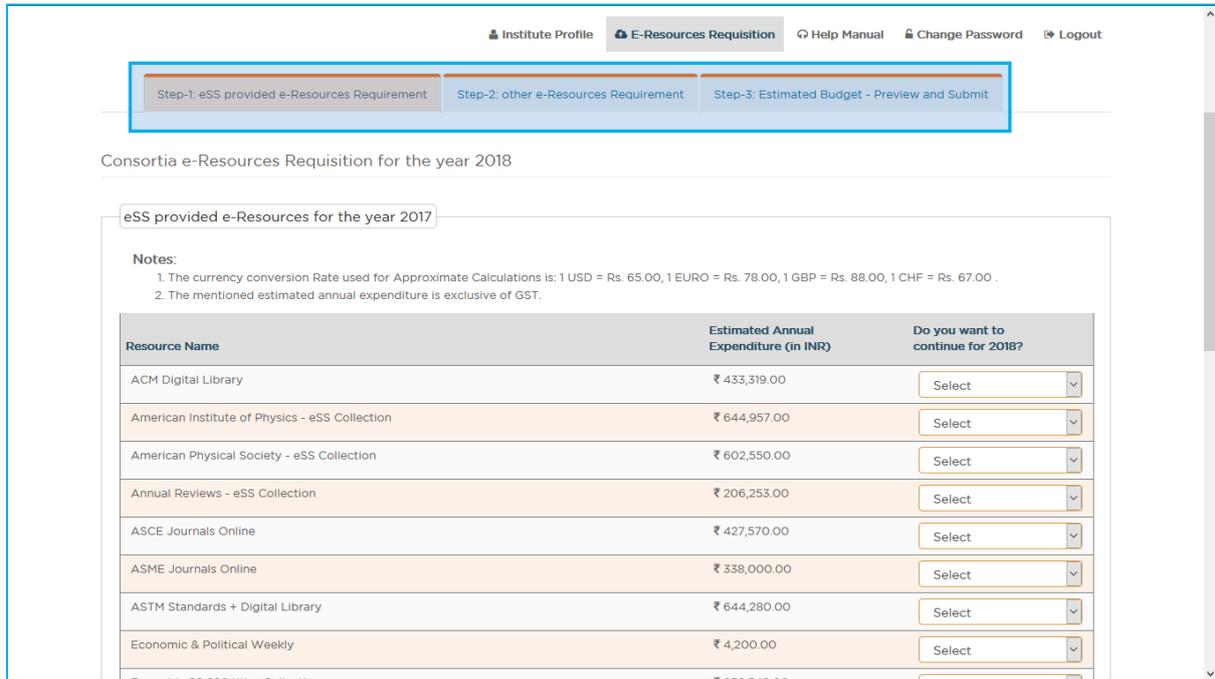
Change Password

Input your new password and submit the new password. Once you submit you will be redirected to the login page once again.

Note: If you have not received the login credential, kindly send a mail to eshodhsindhu@inlibnet.ac.in with your AISHE Code for the details.

Step 2: Login to the Portal and fill in the details of e-resources required for your Institute

Once you login to the System, you will be able to view your institute name and contact details as shown in below screenshot.



Resource Name	Estimated Annual Expenditure (in INR)	Do you want to continue for 2018?
ACM Digital Library	₹ 433,319.00	Select
American Institute of Physics - eSS Collection	₹ 644,957.00	Select
American Physical Society - eSS Collection	₹ 602,550.00	Select
Annual Reviews - eSS Collection	₹ 206,253.00	Select
ASCE Journals Online	₹ 427,570.00	Select
ASME Journals Online	₹ 338,000.00	Select
ASTM Standards + Digital Library	₹ 644,280.00	Select
Economic & Political Weekly	₹ 4,200.00	Select

The homepage allows you make the request of e-resources in 3 steps as follows:

Step-1: Submit the resources required for your institution from the existing consortium subscribed e-resources. (Applicable only for existing e-Shodh Sindh Core members)

Step-2: Submit your list of other required resources

Step-3: View the estimated budget, based on the expense details provided by you or the approximate rates for resources available through the e-Shodh Sindh Consortium and submit

Step 1: (only for existing eSS core members)

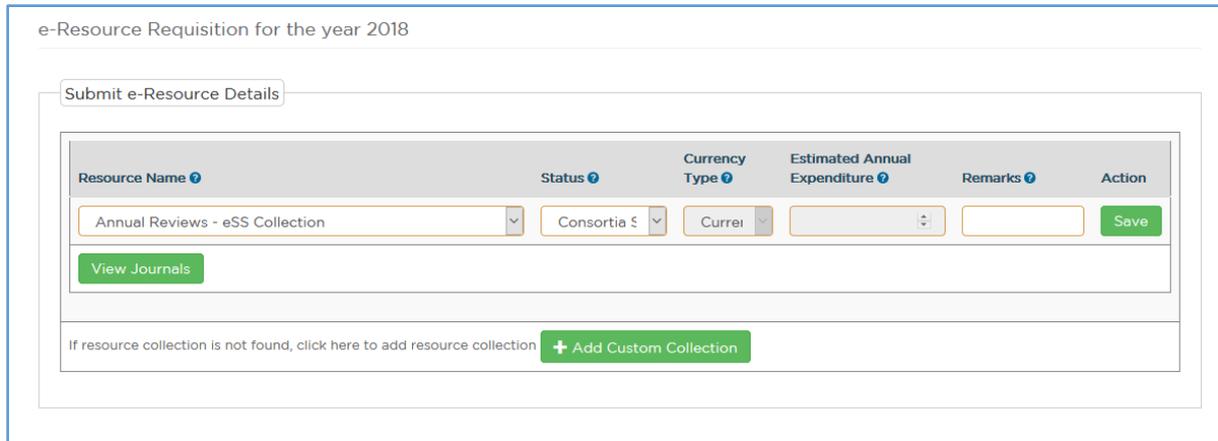
This page lists the existing e-resources subscribed for your institution under e-Shodh Sindh Consortium for 2017. The approximate rate of subscription is mentioned against each resource.

Please select Yes/No to give your preference for continuation of the existing e-resource.

Once you select your preference click on “Save and Continue” button available at the bottom of the list.

Step 2:

Use this step to provide your preference for difference e-resources required by your institution. The submission page will open as per the below screenshot.



Provide the necessary details as explained below:

Resource Name: Select the resource name from among the list of e-resources available in the dropdown menu. The list contains the various e-journal collections available from different primary publishers, list of aggregator fulltext databases, bibliographic or factual databases etc.

After selection of the “Resource Name”, you can click on the “View Journals” link to view the list of journals available under the collection you selected. Note: The list of journals is available only in case of primary publishers. You will not view any list of journals for aggregator fulltext databases like JSTOR, Muse, EBSCO, Proquest etc.

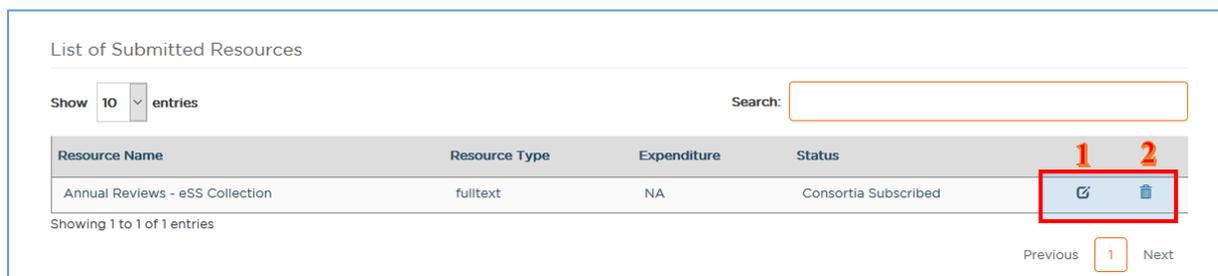
Status: Select the status of the resource, i.e, whether the resource is already subscribed by your institute or you are planning to subscribe to the resource in future.

Currency: Select the Original currency in which you subscribe to the product and make payments.

Estimated Annual Expenditure: Provide the approximate amount paid for the resource for current year or expected to pay for the next year if you have selected the status as 'New Requirement'

Remarks: Provide any other information that may be relevant to the resource selected.

Provide all the relevant details and click on “Save”. The resources will be saved and the list of resources will be available below the “Submit e-Resources Details” as shown below:



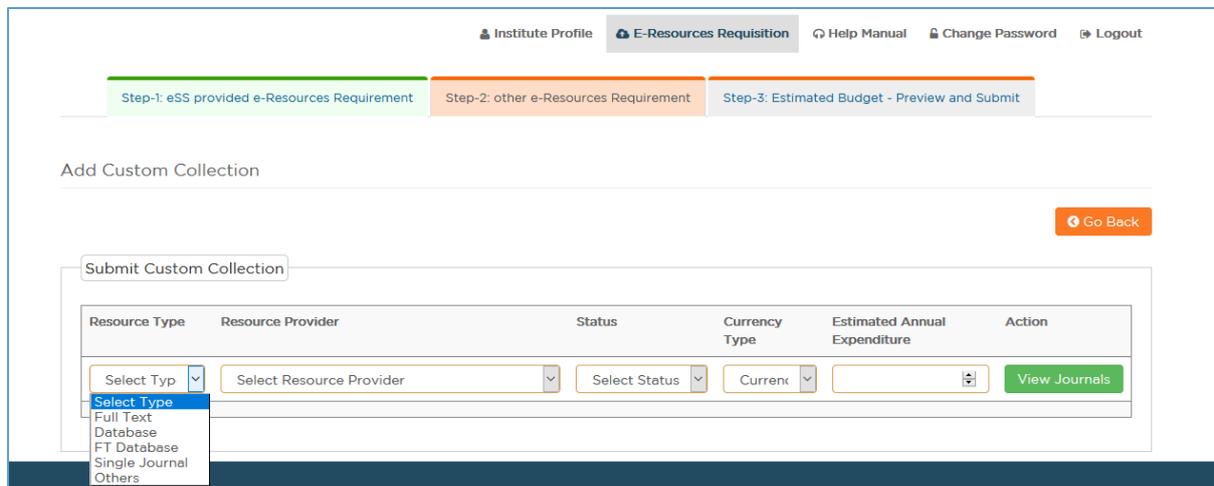
Resource Name	Resource Type	Expenditure	Status	Action
Annual Reviews - eSS Collection	fulltext	NA	Consortia Subscribed	1 2

To edit an existing saved record click on the edit icon () as shown in above screenshot (1).

To delete the existing saved record click on the delete icon () as shown in the above screenshot (2).

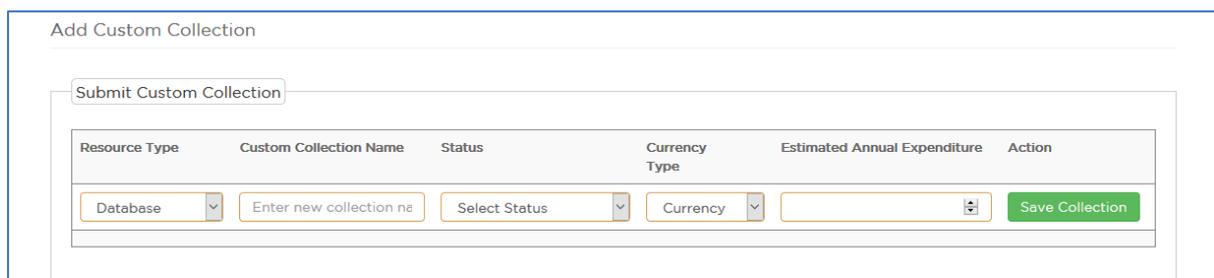
Adding Custom Collection of journals or new collections not listed in dropdown:

If you are not able to find your desired e-resources in the dropdown menu, click on the “Add Custom Collection” link to add a new e-resource. You will be able to view the screen as shown below:



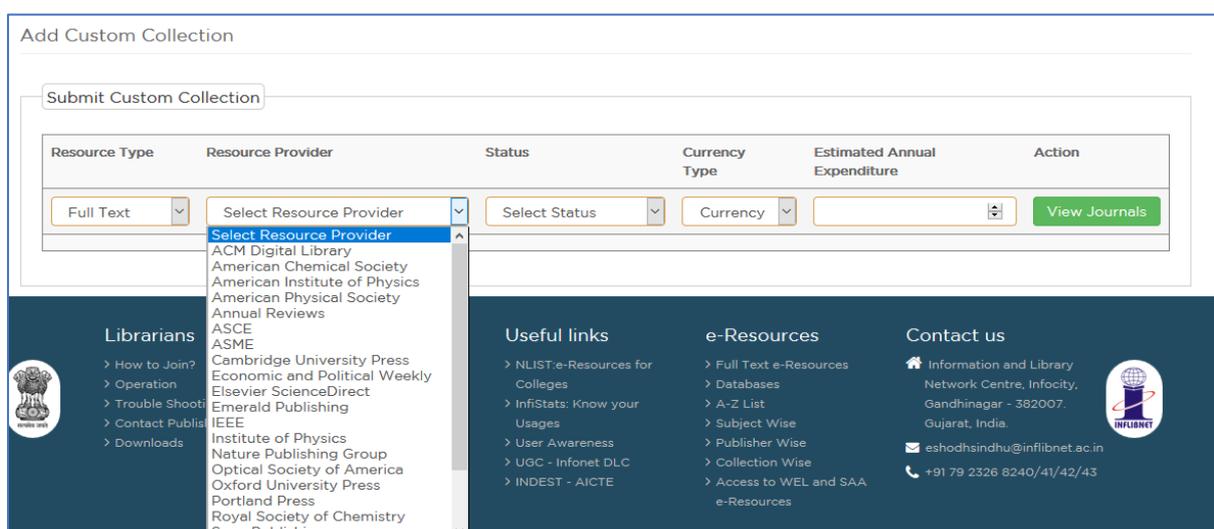
From the dropdown menu against “Resource Type” select the type of resource.

If you select “Database”, “FT Database”, “Single Journal”, or “Others” you will be able to view the text box against “Custom Collection Name” and all other fields as listed in previous screen.



Input the database or resource name in “Custom Collection name” field and provide necessary details and click on “Save Collection” to save your details.

If you select “Fulltext” option you will be able to view the “Resource Provider” Dropdown menu as shown below.



Select the Resource Provider Name and click on “View Journals” to view the list of journals available under the selected provider. You will be able to view the journals available from the selected provider as shown below:

Add Custom Collection

Submit Custom Collection

Resource Type	Resource Provider	Status	Currency Type	Estimated Annual Expenditure	Action
Full Text	Sage Publishing	Select Status	Currency		View Journals

Show 10 entries

Search: history

Journal Name	ISSN	e-ISSN
<input checked="" type="checkbox"/> Accounting History	1032-3732	1749-3374
<input checked="" type="checkbox"/> History and Sociology of South Asia	2230-8075	2249-5312
<input checked="" type="checkbox"/> History of Psychiatry	0957-154X	1740-2360
<input checked="" type="checkbox"/> Journal of Family History	0363-1990	1552-5473
<input checked="" type="checkbox"/> Journal of Planning History	1538-5132	1552-6585
<input checked="" type="checkbox"/> Journal of Urban History	0096-1442	1552-6771

Showing 1 to 6 of 6 entries (filtered from 603 total entries)

First Previous 1 Next Last

[Save Collection](#)

Select the desired journals by clicking the checkbox against each journal, provide the status, currency type and estimated annual expenditure details and click on “Save Collection” button to save the details.

Step-3: Estimation for Requested Resources

Once you fill in the list of your required e-resources, click on the “Save and Continue” to view the estimated budget for the resources requested as shown below.

Institute Profile E-Resources Requisition Help Manual Change Password Logout

Step-1: eSS provided e-Resources Requirement Step-2: other e-Resources Requirement Step-3: Estimated Budget - Preview and Submit

Budget for Requested e-Resources for the year 2018

Copy CSV Excel PDF Print

Resource Name	Resource Type	Expenditure		
ACM Digital Library	ftdatabase	₹ 433,319.00	🔗	🗑️
Annual Reviews - eSS Collection	fulltext	₹ 206,253.00	🔗	🗑️
Economic & Political Weekly	fulltext	₹ 4,200.00	🔗	🗑️
Emerald eSS 298 titles Collection	fulltext	₹ 856,548.00	🔗	🗑️
Euromonitor - Passport	database	₹ 344,825.00	🔗	🗑️
Indiastat	database	₹ 50,000.00	🔗	🗑️
INSIGHT	database	₹ 73,500.00	🔗	🗑️
JGate Plus (JCCC)	database	₹ 89,765.00	🔗	🗑️
JSTOR	ftdatabase	₹ 79,300.00	🔗	🗑️
Nature	fulltext	₹ 152,275.00	🔗	🗑️
Oxford University Press eSS Collection-262 titles	fulltext	₹ 354,325.00	🔗	🗑️
Project Muse	ftdatabase	₹ 422,500.00	🔗	🗑️
Proquest-ABI/Inform Complete	ftdatabase	₹ 329,344.00	🔗	🗑️

Final Submission of the Filled in Details

Once you verify the details, select check box as shown below and click on “Final Submit” to finally submit your requested resources.

Welcome Indian Institute of Technology Delhi - Test Logged in as dinesh@infnlibnet.ac.in

[Institute Profile](#) | [E-Resources Requisition](#) | [Help Manual](#) | [Change Password](#) | [Logout](#)

Step-1: eSS provided e-Resources Requirement |
 Step-2: other e-Resources Requirement |
 Step-3: Estimated Budget - Preview and Submit

Budget for Requested e-Resources for the year 2018

Copy CSV Excel PDF Print

Resource Name	Resource Type	Expenditure
Academy of Management All Titles	fulltext	₹ 441,195.00
Total		₹ 441,195.00

I certify that the above listed resources will be subscribed for the year 2018 by our Institute.

Go Back | Final Submit

Showing 1 to 1 of 1 entries

Notes:
1. The above rates are approximate rates for indicative purpose only and subject to negotiation by the eSS Negotiation Committee. The actual rates will be available on

Once submitted, you will not be able to edit the details provided in previous step. You can view the list of submitted resources as shown below. The list can also be exported into Excel or PDF for your reference and future use.

[Institute Profile](#) | [Requested E-Resources](#) | [Help Manual](#) | [Change Password](#) | [Logout](#)

List of Requested e-Resources for the year 2018

Copy CSV Excel PDF Print

Resource Name	Resource Type	Expenditure
ACM Digital Library	ftdatabase	₹ 433,319.00
Annual Reviews - eSS Collection	fulltext	₹ 206,253.00
Economic & Political Weekly	fulltext	₹ 4,200.00
Emerald eSS 298 titles Collection	fulltext	₹ 856,548.00
Euromonitor - Passport	database	₹ 344,825.00
Indiastat	database	₹ 50,000.00
INSIGHT	database	₹ 73,500.00
JGate Plus (JCCC)	database	₹ 89,765.00
JSTOR	ftdatabase	₹ 79,300.00
Nature	fulltext	₹ 152,275.00
Oxford University Press eSS Collection-262 titles	fulltext	₹ 354,325.00
Project Muse	ftdatabase	₹ 422,500.00
Proquest-ABI/Inform Complete	ftdatabase	₹ 329,344.00
Test Collection Dinesh	database	₹ 101,400.00
Web of Science	database	₹ 773,273.00
Total		₹ 4,270,826.00

Showing 1 to 15 of 15 entries

If you find any difficulty in submitting the form please contact us as per below details:

Email: eshodhsindhu@infnlibnet.ac.in

Telephone: +91 79 2326 8242/41 (Timing 9:30 AM - 6.00 PM)