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:

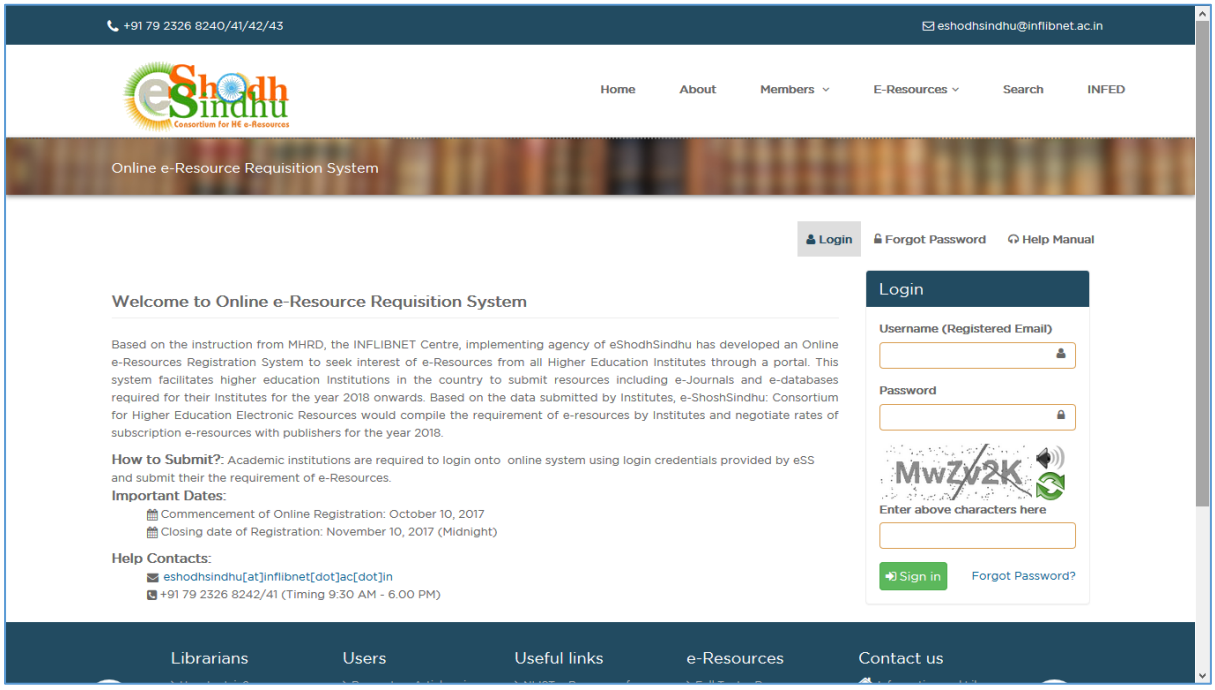
Step 1: Registration as Authorized Person for Submitting the Details

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

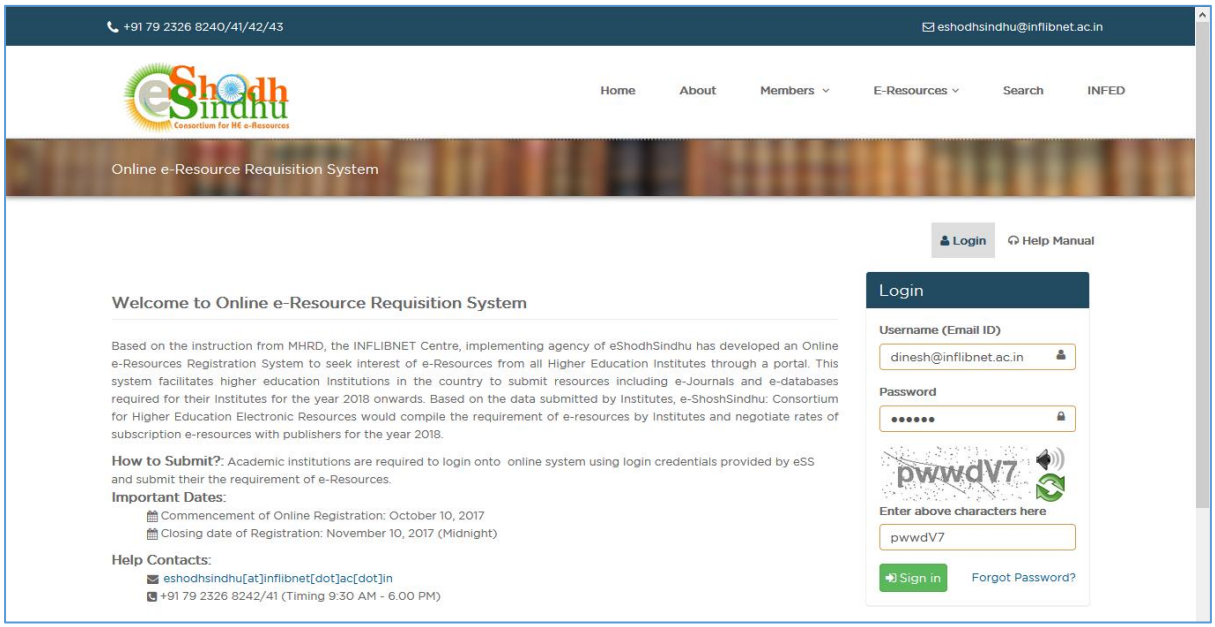
Step 1: Registration as Authorized Person for Submitting the Details

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

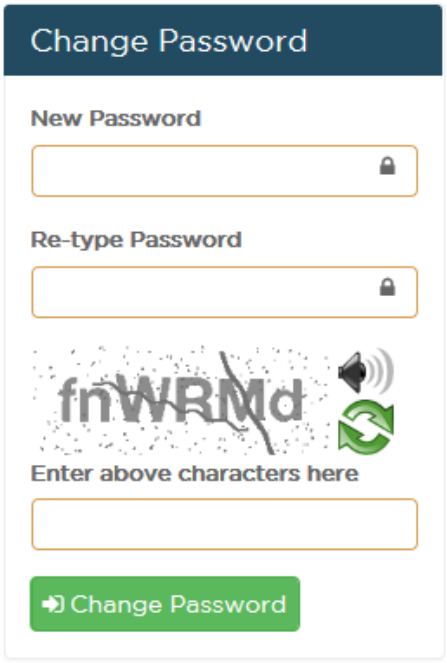


The registration to the portal is on invitation basis. The Librarians/Contact Persons of the existing members of e-Shodh Sindhu will receive an email containing the login credential for accessing the portal. In case of all other institutions, the designated AISHE nodal officer will receive the email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



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

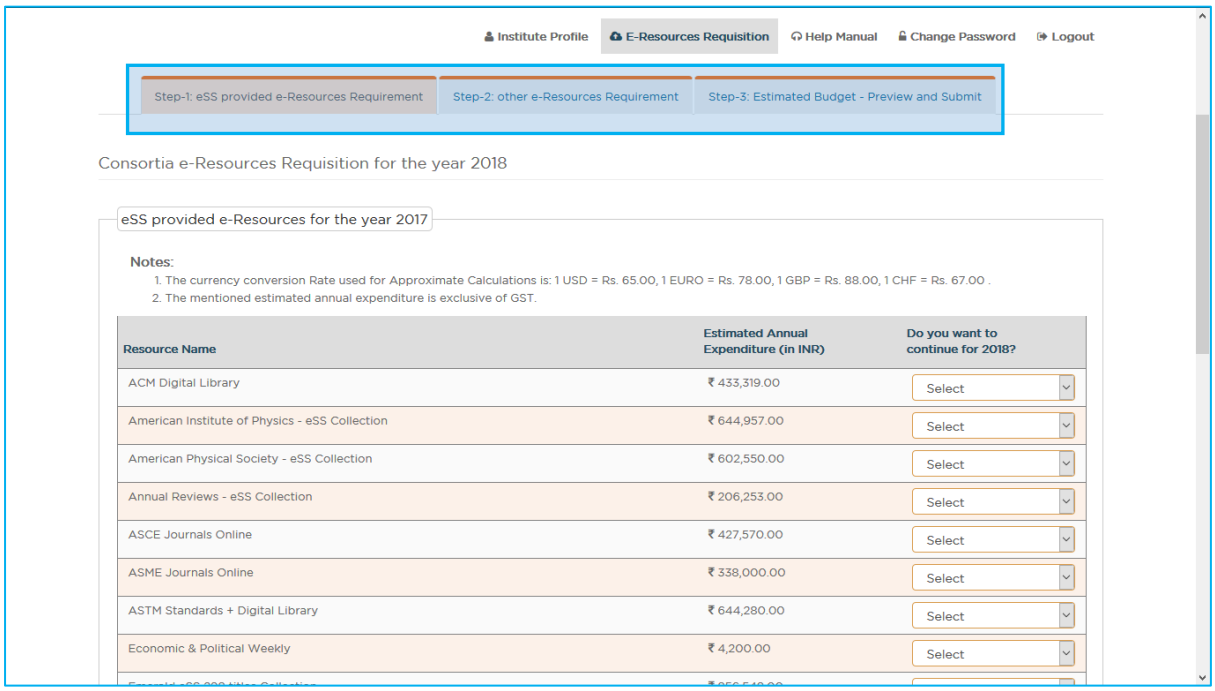


Input your new password and submit the new password. Once you submit you will be redirected to the login page once again.

Note: If you have not received the login credential, kindly send a mail to eshodhsindhu@inflibnet.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.



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 Sindhu 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)

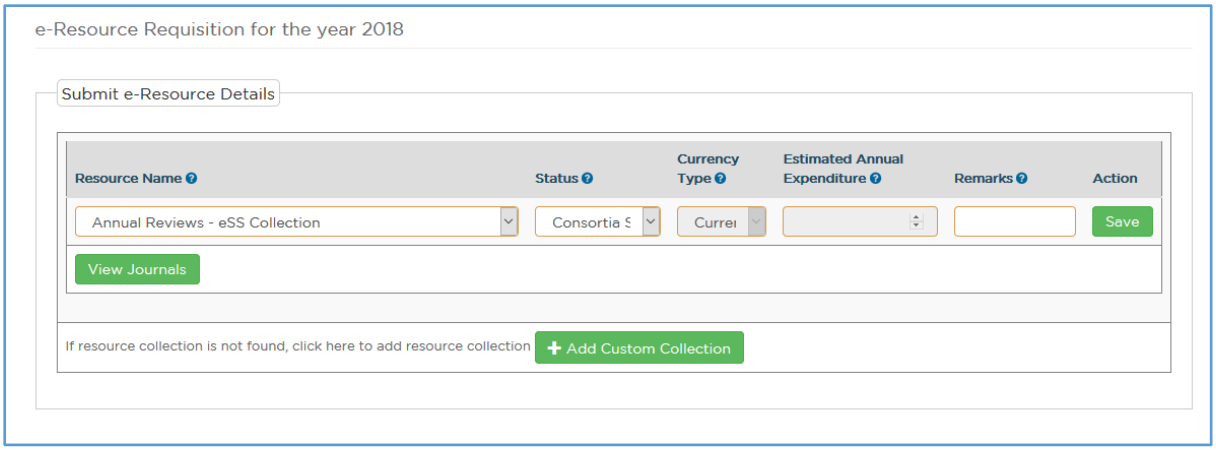
This page lists the existing e-resources subscribed for your institution under e-Shodh Sindhu Consortium for 2017. The approximate rate of subscription is mentioned against each resource.

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.

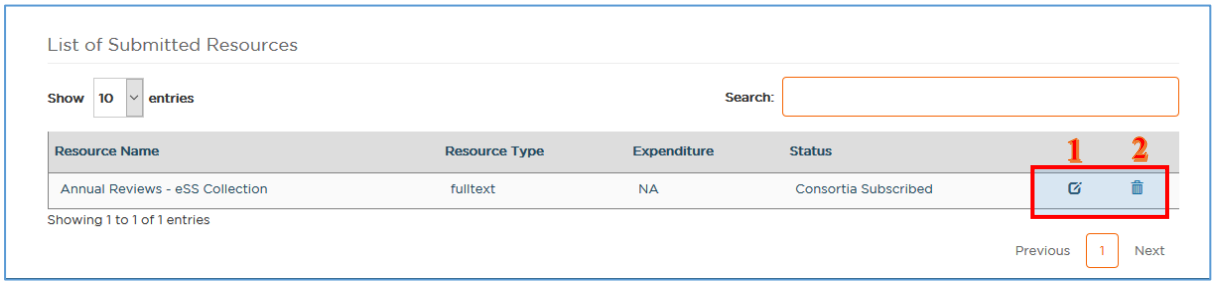
Status: Select the status of the resource, i.e, whether the resource is already subscribed by your institute or you are planning to subscribe to the resource in future.

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:

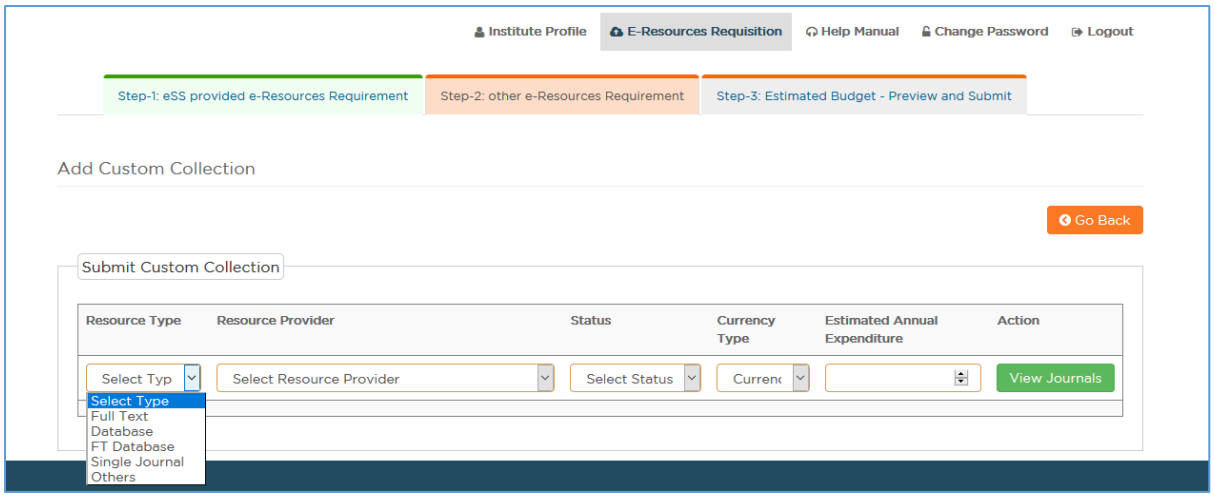


To edit an existing saved record click on the edit icon ( ) as shown in above screenshot (1).

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

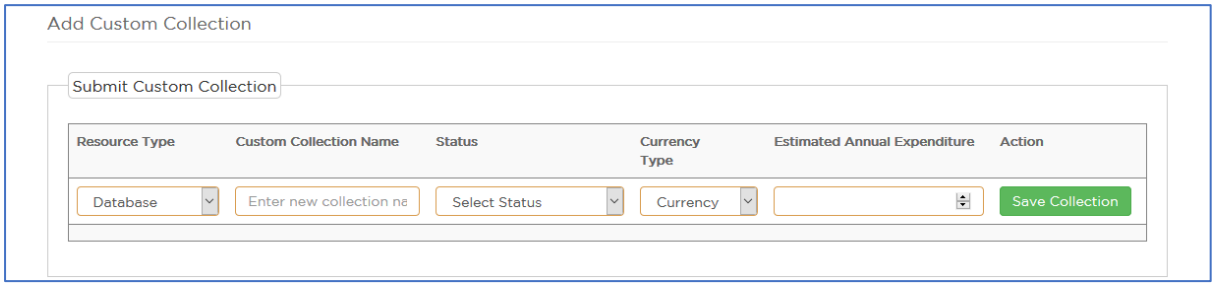
Adding Custom Collection of journals or new collections not listed in dropdown:

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:



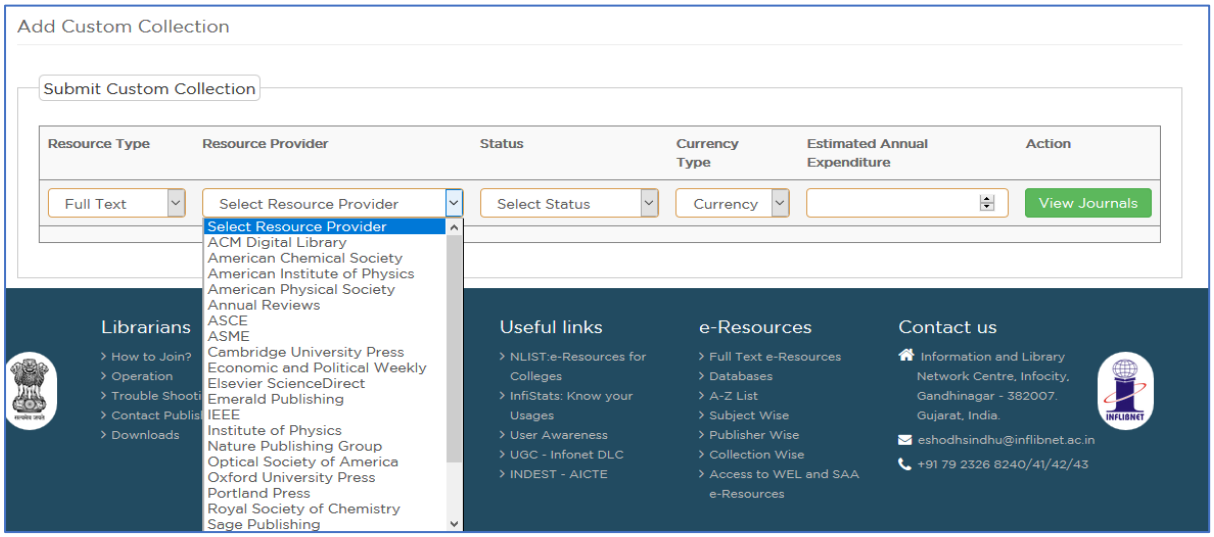
From the dropdown menu against "Resource Type" select the type of resource.

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.

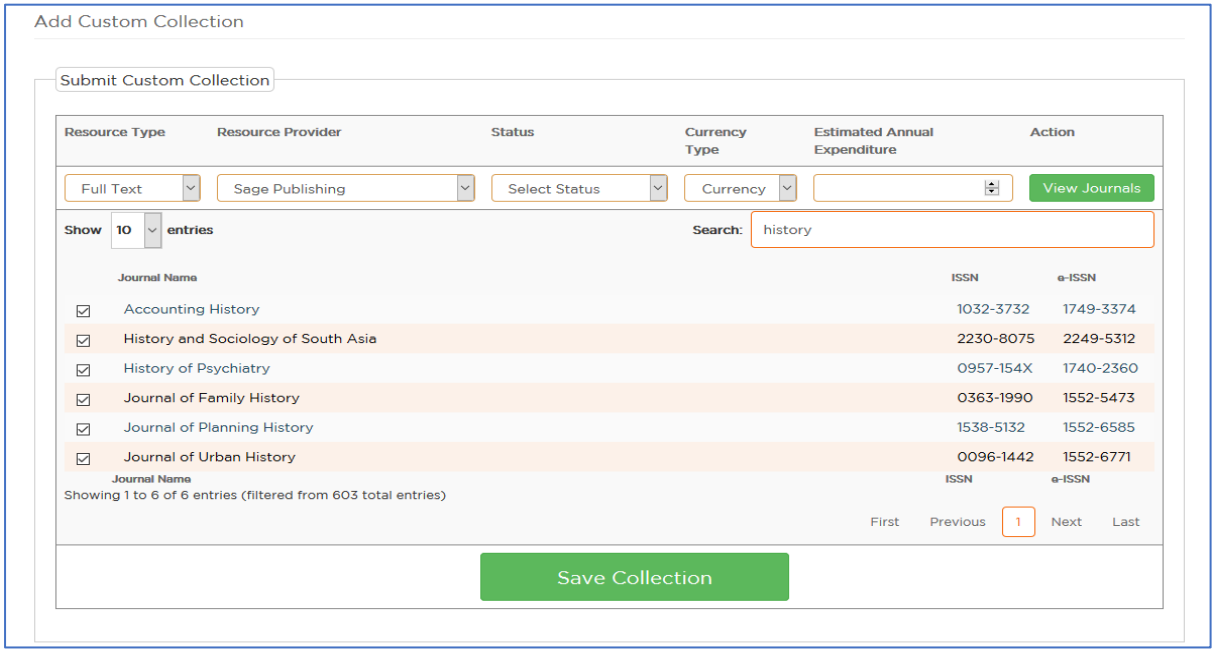


Input the database or resource name in "Custom Collection name" field and provide necessary details and click on "Save Collection" to save your details.

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



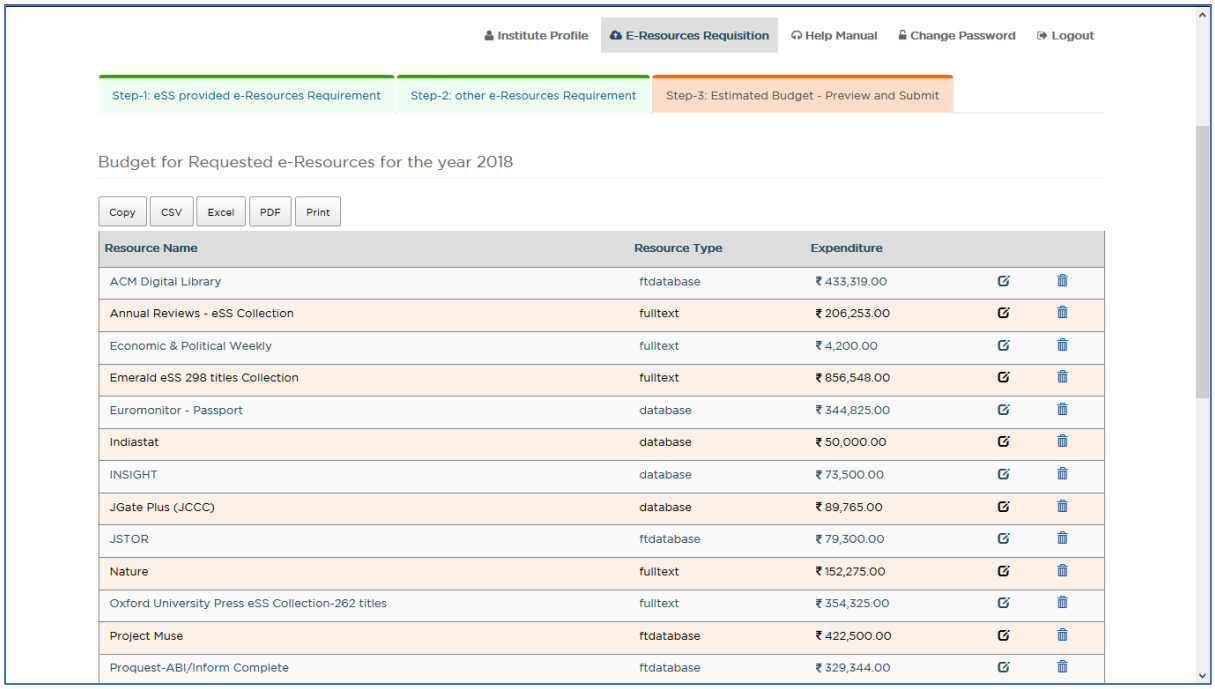
Select the Resource Provider Name and click on “View Journals” to view the list of journals available under the selected provider. You will be able to view the journals available from the selected provider as shown below:



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.

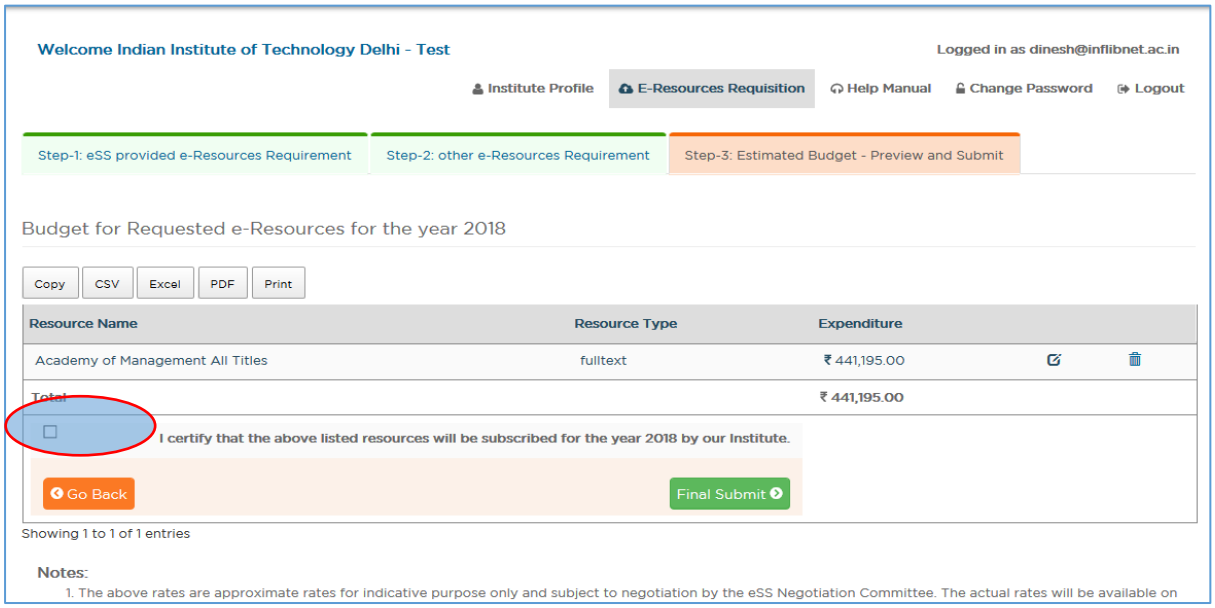
Step-3: Estimation for Requested Resources

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.

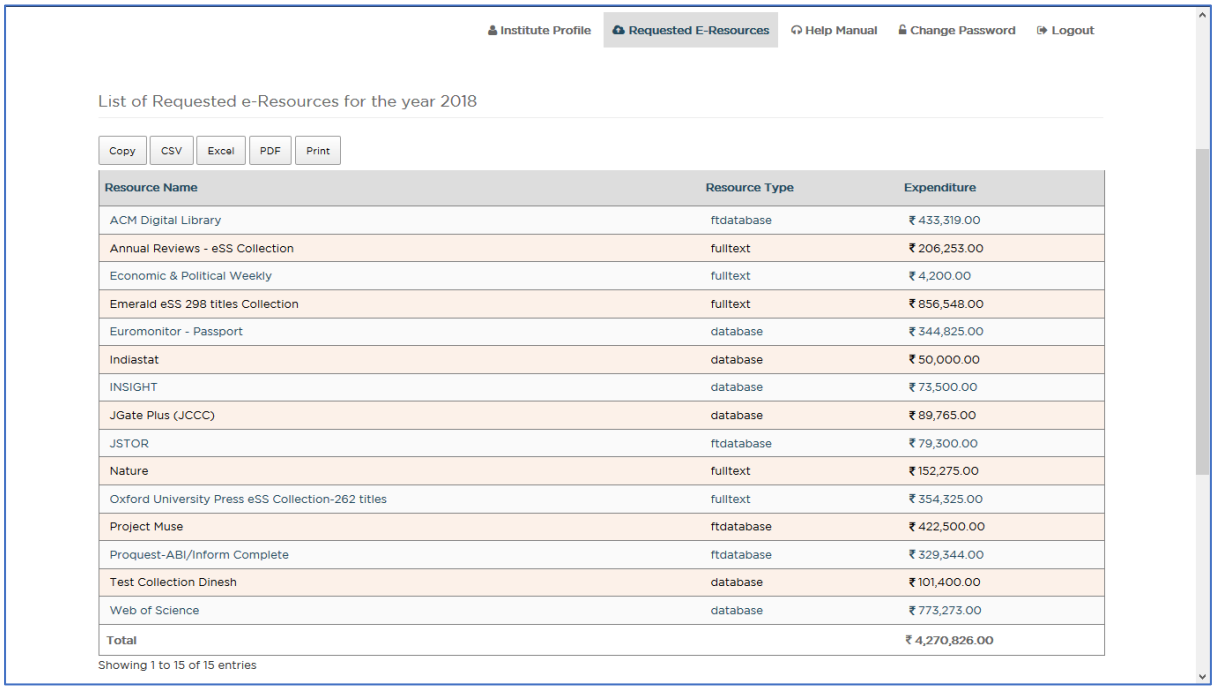


Final Submission of the Filled in Details

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



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.



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

Email: eshodhsindhu@inflibnet.ac.in

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