Using DMU Resource List – Request Digitisation

Quick Start Guide

The following steps will help you when requesting a scan of a book chapter or a journal article from your resource list.

1. Login to DMU Resource List.
2. Click on My Lists on the brown menu bar at the top and a list will be presented on screen.
3. Click on your resource list and your entries will be seen on the screen.
4. Click on Edit located above the entries.
5. Click on Edit list from the drop down menu.
6. This will now show you more options against each entry on the resource list.

7. Click on Request Digitisation to start the digitisation process.

8. Complete all sections of the form as required and click “submit Request”.

9. The system will respond with a notice to let you know if it is successful or not. If it is successful you will receive the following notice on screen, at which point you can close the screen.

10. If is not successful, the system will say it is referred and the request will be checked by the Digitisation Team, who will notify you in 4 working days. In both instances you will need to close the box, which will take you back to the resource list.

11. You will notice from the list that the entry has now changed from “Request Digitisation” to “Digitisation Pending”.

12. The Digitisation Team will now process the request by sourcing a scanned copy and uploading it on the system, which will be linked to the entry on your Resource List.

13. When the scanned copy has been linked to your entry, you will get an email notifying you of this. The email will have the details of the Resource List entry and the url that has been linked to your entry.

14. You will also see that the entry on your Resource List has been linked to the scanned copy and the entry has been changed from “Digitisation Pending” to “Digitisation Live”.

15. You can view the scanned copy by clicking the “Online Resource” button which is in blue across to the right of the entry.

16. When you have done this, you will see on the next screen “View digitisation in a new window”, click on this to view the scanned document.